# **Pennsylvania Counties Sample Size and**

# **Case File Review for Substance Use Disorder Instructions**

In order to complete this analysis, pull a random sample of County Children and Youth Agency records and review them with the Case File Review for Substance Use Disorder form. Instructions on sample size, sample requirements and how to complete the case file review follow.

As a reminder, the goals of the case file review and drop-off analysis process are to get a better understanding of:

1. Where and how earlier identification of families with substance use disorders can be undertaken;
2. How to better connect families with substance use disorders to assessments in a timely fashion;
3. How to connect families with substance use disorders to timely treatment, and the clinically indicated level of care (LOC);
4. What is needed to reach timely permanency outcomes for children and families with a goal of keeping children safely at home or reunifying them in a timely manner;
5. How to keep families with substance use disorders engaged so they can receive a sufficient dosage of treatment; and
6. The conditions that contribute to the best outcomes for parents and for children.

# **Sample Size**

The chart below outlines how to determine the sample size to be randomly pulled, the sample size for the Quality Service Review (QSR) process based on your county’s strata, the number of usable case file to review and how many cases must be court involved.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| County Information | | Sample Size | | Number of Case Files  to Review | | |
| County | Number of investigations (1) | Number of case files to randomly pull with 90% confidence, 10% margin of error (2) | Number of case files reviewed during Quality Service Review (3) | | Usable case files to review from Sample Size (4) | Case files that must be court involved (5) (subset of usable cases) |
| Luzerne | 3709 | 67 | 15 | | 25 | 8 |

1. Number of reports that resulted in investigations from the Systems Data Profile Worksheet.
2. Use <https://www.calculator.net/sample-size-calculator.html> to determine the sample size of case files to be randomly pulled based on the number of investigations.
3. Counties have been divided into eight strata for the Quality Service Review (QSR) based on the number of children served in each county during the federal fiscal year. (See QSR chart below.)
4. Multiply the number of cases pulled for the QSR for your Strata by the number provided in the below chart (QSR & County Strata). Then round to the nearest whole number.

|  |  |
| --- | --- |
| **QSR Strata** | **Multiply by Number** |
| I | 1.23 |
| II | 1.50 |
| III | 1.67 |
| IV | 1.83 |
| V | 2.00 |
| VI | 2.43 |
| VII | 2.54 |
| VIII | 2.76 |

1. Divide your usable case file review from sample size by 3

**Quality Service Review & County Strata**

|  |  |  |  |
| --- | --- | --- | --- |
| **Strata I:**  **25 Cases** | **Strata II:**  **20 Cases** | **Strata III:**  **15 Cases** | **Strata IV:**  **12 Cases** |
| Philadelphia | Allegheny | Berks  Bucks  Dauphin  Delaware  Erie  Lackawanna  Lancaster  Luzerne  Monroe  Montgomery  Northampton  Washington  York | Blair  Bradford  Butler  Cambria  Centre  Chester  Clearfield  Crawford  Cumberland  Fayette  Franklin  Indiana  Jefferson  Lawrence  Lebanon  Lehigh  McKean  Mercer  Northumberland  Schuylkill  Tioga  Westmoreland |
| **Strata V:**  **10 Cases** | **Strata VI:**  **7 Cases** | **Strata VII:**  **5 Cases** | **Strata VIII:**  **3 Cases** |
| Adams  Beaver  Lycoming  Somerset  Susquehanna  Wayne | Armstrong  Bedford  Carbon  Clarion  Clinton  Columbia  Greene  Huntingdon  Mifflin  Pike  Warren  Venango | Elk  Juniata  Snyder  Union  Wyoming | Cameron  Forest  Fulton  Montour  Perry  Potter  Sullivan |

# **Sample Characteristics and Methodology**

All randomly selected case files must include the following characteristics to be included in the final sample count:

1. All cases must be active during the previous year. Counties have the choice to pull cases from ALL of the previous year, or cases which were active only in the LAST TWO QUARTERS, depending on what is needed to reach the recommended sample size. Cases must have been opened in or before Quarter 3, of previous calendar year to be eligible.
2. From the final sample size, 1/3 of the cases must be court involved families.

# **Case File Review Form**

Each file in the sample must be reviewed with the Case File Review for Substance Use Disorder form. The form gathers information on family characteristics, assessment and treatment needs, and court orders. The case file review form will inform the drop-off analysis, but will also give valuable information on the current processes occurring with child welfare involved families.

The full form should be completed for every County Children and Youth Agency record. For some cases, the information may not be available in the County Children and Youth Agency record. If information was sought outside of the record (i.e: by calling a treatment center for an update), please indicate that this was the case on the case file review form. If information is unavailable, please indicate this in the comments section.

The case file review form concludes with a comment box. Please use this box to indicate any barriers to assessment, treatment or ongoing participation in services that were not represented in the case file review form.

**Next Steps**

Once you have completed the review, proceed to aggregate the data. You can use the format in the case file review template to enter aggregated data. Briefly summarize the comments from the three closing questions in the template, adding your own analysis/interpretation of the comments to the summary.