



## PROGRAM YEAR 2018-2019 PROGRAMMATIC MONITORING REVIEW SAMPLING METHODOLOGY

### Sample Size/Selection Methodology

The following methodology will be used to select the sample populations for the Program Year (PY) 2018-2019 programmatic monitoring review cycle:

**Sample Size:** The participant case file review sample size selected for each local workforce development board (LWDB) will be compiled from the total participant population served by each program for the review period. This is determined based on the total number of files entered into and captured by the automated management information systems (MIS). The number of participant files reviewed for each program will be based on the relative percentage share of the total files required to achieve a 90 percent confidence level (degree of accuracy) and a 12 percent confidence interval (degree of variation). The participant files will then be stratified and randomly selected for each program reviewed.

**Criteria for Selection:** The Performance, Analysis & Oversight Unit provides program sample populations meeting the program requirements for the sample review period.

The number of participant files to be reviewed may vary by local Workforce Development Board (LWDB) dependent on the total number of participants served in the review period. The criteria for the PY 2018-19 sample selection will be any participant case file with a participation date on or after July 1, 2016. Participant sampling will include a stratified (nonproportionate) random method where subgroups (strata) of the population are selected for review. The subgroups will be proportionately equal to the ratio of the entire customer groups for that LWDB in the review period. This means that a separate random sample from each of the subgroups will be taken rather than just taking a single random sample from the entire population. For example, the WIOA program may have served 60 percent Adults, 20 percent Dislocated Workers, and 20 percent Youth in the review period. This ratio of subgroups will be determined by evaluating the entire customer population during the review period and applying the percentages to the sample pull. Identification of these relevant strata ensures their actual representation in the population.

Each program will also provide a list of services and activities within the subgroups based on issues and anomalies observed during the prior program year review, during the desk review process, or data obtained from the performance and analysis unit. For example, WT may want relocation assistance, medical deferrals and domestic violence cases included as part of their "Mandatory" case file sample selection. WIOA may include both in-school and out-of-school youth participants in the youth file review selection, or participant files that include some type of training and/or employment service (OJT, CT, work experience, etc.).

Performance and Analysis staff will randomly pull samples based on a formula calculation from each subgroup to be selected to minimize the relevance of bias in the selection process. In no instance, however, will the number of participant files selected from the total population exceed the 90/12 confidence levels.