



## **Methodology for Establishing the Kansas DCF/PPS Case Read Sample:**

Prevention and Protection Services conducts case read reviews for a number of programs and processes. Case read instruments are utilized to review a sample of cases each quarter from each of the DCF regions. Cases are reviewed by PPS Regional CPI staff and as appropriate CPI staff from the Child Welfare Case Management Providers in each region. PPS CPI case review staff are experienced in the programs and processes under review, and have no direct responsibility for the programs, processes, cases or staff under review. The In Home and Out of Home case read instruments include all questions from the CFSR On-Site Review Instrument plus questions about Kansas-specific requirements. Other instruments include questions related to services, procedures and practices specific to PPS programs.

The case read sample for each program and process is derived from the respective population that has been active during the last three months in a twelve month period under review. A Stratified Random Sample is utilized to establish the sample size. The statewide population is stratified by DCF Region. Sample size for each Region is proportionate to the total population for each Region. Cases are assigned a random ID number and randomly selected until the correct percentage for that Region is achieved. Kansas reviews all samples for proportional representation by age group and reviews the Out of Home sample for proportional representation of permanency goals.

To enable comparison of case read data across Regions and on a statewide basis over time, Kansas employs a standardized approach to data gathering and reporting. Case read instruments are standardized for use across the agency and a consistent data entry process is employed using a Case Read Application.

The number of cases in the sample for each program and process is set at a level sufficient to maintain a confidence level of 95% statewide. Data gathered from case reads in which the sample size is sufficient for a reliable confidence interval may be generalized to the entire population. Case reads in which the sample size is too small for a reliable confidence interval are conducted to identify examples of areas that may warrant further investigation.