



BRAZOS VALLEY COUNCIL OF GOVERNMENTS
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INDICATOR # 14: FAMILY SELF-SUFFICIENCY
QUALITY CONTROL SAMPLE METHODOLOGY

The following random, unbiased selection method is used to select unit inspections for Indicator # 14 – Family Self-Sufficiency. This procedure will be carried out on a monthly and quarterly basis during a quality control review.

Step	Process	Detailed Description
1	Enter the FSS Caseload Distribution and Tracking Sheet	
2	Sort the report first by non-escrow credit Participants and escrow-credit holding Participants. Then sort the non-escrow credit Participants by Meeting Date. Number the families one to the end. For example, if there are 89 Participants with a zero escrow account credit, number them from 1 to 89.	For each group (the total number of non-escrow credit-building Participants and escrow credit-building Participants), input the total number into the internet randomizing service www.randomizer.org . Request the QC sample size as a result. For example, if there were 40 Participants with a zero escrow account credit who were met that quality control review period, and the sample size for Indicator # 14 for that period is 2 for non-escrow credit building families, you would request two random numbers from the randomizing service. [Do not pull Participants off of the non-escrow credit groups who have not had an appointment during the quality control review period.]
3	Take the random numbers generated by the internet randomizing service and highlight the number corresponding to the client who is on the list of Participants for that quality control month. Highlight this client in bold and with a thick border.	Remove the numbered Participant that corresponds to the random number generated by the internet randomizing service.
4	Conduct a quality control review of the randomly chosen Participant.	

* The sample is randomly chosen because all of the sample failed inspections conducted are randomized by using the internet randomizing service (www.randomizer.org).