

## Standard Sampling Methodology<sup>1</sup>

### 1. Identify Eligible Patients for Review

- Review all records and create a list of eligible patients. Eligibility for review is defined as all HIV+ patients who had at least 1 medical visit during the review period (1/1/10 through 6/30/10). Patients who expire prior to the end of the review period are still eligible if the above conditions are met.

### 2. Determine the Minimum Number of Records to Be Reviewed

- Determine the minimum number of records needed from the sampling table on the next page.

### 3. Randomly Select Charts for Review

- Obtain a random number set equal to the number of records needed.
- Apply the random number sets to the list of eligible patients using the sequence you created when numbering your lists.
- A useful website for the generation of random numbers is:  
<http://training.healthqual.org>

If you use this site, here are the steps to follow:

1. Click on the “Sampling” button
2. Check the “Single-Year Sampling” box
3. Enter the number of eligible patients (from your list)
4. Click on the “GENERATE SAMPLE” button
5. Print the results (you may also copy the numbers from the output box and paste them into a Word document, etc.)

To apply the random numbers, circle the corresponding patients on each list. For example, if the random number set begins with 5, 11, 17, begin by choosing the 5<sup>th</sup>, 11<sup>th</sup>, and 17<sup>th</sup> patients on the list of patients eligible for review. Depending on sample size, you may be instructed in some cases to use all of the patients from your list.

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<sup>1</sup> Based on the HIVQUAL/HEALTHQUAL sampling methodology

**Determining Sample Size**

**Sample Size 90% CI width of 0.16**

<i>Eligible Population</i>	<i>Minimum Records<sup>2</sup></i>
Up to 24	<b>All</b>
25-30	<b>24</b>
31-40	<b>30</b>
41-50	<b>35</b>
51-60	<b>39</b>
61-70	<b>43</b>
71-80	<b>46</b>
81-90	<b>49</b>
91-100	<b>52</b>
101-119	<b>57</b>
120-139	<b>61</b>
140-159	<b>64</b>
160-179	<b>67</b>
180-199	<b>70</b>
200-249	<b>75</b>
250-299	<b>79</b>
300-349	<b>82</b>
350-399	<b>85</b>
400-449	<b>87</b>
450-499	<b>88</b>
500-749	<b>94</b>
750-999	<b>97</b>
1000-4999	<b>105</b>
5000 or more	<b>107</b>

<sup>2</sup> 90% confidence interval has error width of 16% when using the minimum number of records.