

SAMPLING SPECIFICATIONS

**SAMPLED CASE REPLACEMENT**

**STEPS FOR REPLACING SAMPLE CASES**

**STEP 1:** Confirm that the replacement is allowed under the rules in the previous section.

**STEP 2:** Select the case in the transaction file (or the list) from which the sample is being drawn that follows the case being replaced. In other words, select the case that would have been selected by the skip pattern if the replaced case had not been in the file. This has a slightly different meaning depending upon whether the sample is selected manually or by computer.

**Manual:** Select the case that is physically the next case in the file. If the records are stored in files, choose the next case in the file drawer. For example, suppose the records are stored separately in each local office and stored by transaction date. If the case to be replaced was drawn from local office 12, and was filed as the 5<sup>th</sup> transaction on May 1<sup>st</sup>, the replacement case should be the 6<sup>th</sup> transaction on May 1<sup>st</sup> in local office 12.

If the selection was made from a printed list of transactions, choose the transaction from the list that immediately follows the case to be replaced.

**Automated:** The automated selection process should retain the universe file (an ordered list or file of all transactions for the period from which the sample was selected). Retrieve the list (or read the file) and select the next record following the case that is being replaced. The case to be replaced should be eliminated from the file if replacement is because the case was incorrectly included on the original list.

When SESAs use the Sample Selection Programs provided by the national Office, a sequence number will be provided with each case sampled. To replace a case, the next sequential number should be found on the universe file and that record provided as the replacement case.

SAMPLING SPECIFICATIONS

SAMPLED CASE REPLACEMENT

**REMEMBER:**



**You MAY NOT over-sample to have extra replacement cases on hand.**

**You MAY replace ONLY ONE case where information is missing or destroyed.**

**You MUST check with the Regional Office regarding cases which should NOT HAVE BEEN INCLUDED in the universe.**