

RAT-STATS 2010

User Guide

Version 1

Department of Health & Human Services
Office of Inspector General
Office of Audit Services

TABLE OF CONTENTS

Page

GETTING STARTED

Introduction

Installation	i
Frequently Asked Questions	ii

Windows Version of RAT-STATS

Opening Screen	1-1
Random Numbers	1-2
Attribute Appraisals	1-3
Variable Appraisals	1-4
Sample Size Determination	1-5

RANDOM NUMBERS

Overview

Single Stage Numbers	2-2
Sets of Two Numbers	2-2
Sets of Three Numbers	2-2
Sets of Four Numbers	2-2
Frames - Single Stage	2-2
Frames - Sets of Two	2-3
RHC Sample Selection	2-3

Single Stage Numbers

Purpose	2-4
Input Screen	2-4
Output Options	2-6
Program Output	2-6
Output to a Text File	2-6
Output to an Access Database	2-8
Output to an Excel Spreadsheet	2-9
Output to a Flat File	2-10
Output to a Printer	2-12
Output to Screen	2-13

Sets of Two Numbers

Purpose	2-14
Input Screen	2-14
Output Options	2-16
Program Output	2-16
Output to a Text File	2-17
Output to an Access Database	2-18
Output to an Excel Spreadsheet	2-19
Output to a Flat File	2-21
Output to a Printer	2-22
Output to Screen	2-24

Sets of Three Numbers

Purpose	2-25
Input Screen	2-25
Output Options	2-27
Program Output	2-27
Output to a Text File	2-28
Output to an Access Database	2-29
Output to an Excel Spreadsheet	2-30
Output to a Flat File	2-31
Output to a Printer	2-32
Output to Screen	2-34

Sets of Four Numbers

Purpose	2-35
Input Screen	2-35
Output Options	2-37
Program Output	2-37
Output to a Text File	2-38
Output to an Access Database	2-39
Output to an Excel Spreadsheet	2-40
Output to a Flat File	2-41
Output to a Printer	2-42
Output to Screen	2-44

Frames - Single Stage

Purpose	2-45
Input Screen	2-45
Output Options	2-47
Program Output	2-47
Output to a Text File	2-48
Output to an Access Database	2-49

Output to an Excel Spreadsheet	2-50
Output to a Flat File	2-51
Output to a Printer	2-52
Output to Screen	2-54

Frames - Sets of Two Numbers

Purpose	2-55
Input Screen	2-55
Output Options	2-57
Program Output	2-58
Output to a Text File	2-58
Output to an Access Database	2-59
Output to an Excel Spreadsheet	2-61
Output to a Flat File	2-62
Output to a Printer	2-63
Output to Screen	2-65

RHC Sample Selection

Purpose	2-66
Input Screen for Selecting Primary/Secondary Units	2-67
Selecting the Number of Primary/Secondary Units to be Sampled	2-67
Seed Values	2-68
Input File Information	2-68
Format of Input File	2-69
Input from a Text File	2-70
Input from an Access Database	2-71
Input from an Excel Spreadsheet	2-73
Output Information	2-73
Format for Complete Output	2-74
Format for Summary Output	2-74
Text Summary File	2-75
Access Summary File	2-75
Excel Summary File	2-75
Program Output	2-76
Complete Output to Text File or Printer	2-77
Summary Output to Text File	2-79
Summary Output to Access Database	2-80
Summary Output to Excel Spreadsheet	2-80
Summary Output to Screen	2-81

ATTRIBUTE APPRAISALS

Overview

Unrestricted	3-2
Stratified	3-2
Two-Stage Unrestricted	3-2
Three-Stage Unrestricted	3-2
RHC Two-Stage	3-2
RHC Three-Stage	3-3
Stratified Cluster	3-3
Stratified Multistage	3-3

Unrestricted

Purpose	3-4
Input Screen	3-4
Output Options	3-5
Program Output	3-6
Output to a Text File or Printer	3-7
Output to Screen	3-10

Stratified

Purpose	3-12
Input Screen	3-12
Entering the Sample Results from the Screen	3-14
Output Options	3-16
Program Output	3-16
Output to a Text File or Printer	3-18
Output to Screen	3-19

Two-Stage Unrestricted

Purpose	3-20
Input Screen	3-20
Entering the Sample Results from the Screen	3-24
Output Options	3-25
Program Output	3-25
Output to a Text File or Printer	3-27
Output to Screen	3-28

Three-Stage Unrestricted

Purpose	3-29
Input Screen	3-29
Output Options	3-34
Program Output	3-34

Output to a Text File or Printer	3-36
Output to Screen	3-38
RHC Two Stage	
Purpose	3-39
Input Screen	3-39
Output Options	3-43
Program Output	3-43
Output to a Text File or Printer	3-47
Output to Screen	3-49
RHC Three Stage	
Purpose	3-50
Input Screen	3-50
Output Options	3-56
Program Output	3-57
Output to a Text File or Printer	3-60
Output to Screen	3-63
Stratified Cluster	
Purpose	3-64
Input Screen	3-64
Output Options	3-69
Program Output	3-69
Output to a Text File or Printer	3-71
Output to Screen	3-73
Stratified Multistage	
Purpose	3-74
Input Screen	3-74
Entering the Sample Results from the Screen	3-77
Output Options	3-77
Program Output	3-78
Output to a Text File or Printer	3-79
Output to Screen	3-80

VARIABLE APPRAISALS

Overview	
Unrestricted	4-2
Stratified	4-2
Two-Stage Unrestricted	4-2

Three-Stage Unrestricted	4-2
RHC Two-Stage	4-2
RHC Three-Stage	4-3
Stratified Cluster	4-3
Stratified Multistage	4-3
Poststratification	4-3
Unknown Universe Size	4-3
Unrestricted	
Purpose	4-5
Input Screen	4-5
Format of Input File	4-7
Input from a Text File	4-8
Input from an Access Database	4-9
Input from an Excel Spreadsheet	4-12
Output Options	4-13
Program Output	4-14
Output to a Text File or Printer	4-15
Output to Screen	4-18
Stratified	
Purpose	4-19
Input Screen	4-19
Format of Input File	4-21
Input from a Text File	4-22
Input from an Access Database	4-25
Input from an Excel Spreadsheet	4-28
Complete or Summary Output	4-29
Output Options	4-30
Program Output	4-31
Output to a Text File or Printer	4-32
Output to Screen	4-35
Two-Stage Unrestricted	
Purpose	4-37
Input Screen	4-37
Format of Input File	4-39
Input from Text Files	4-40
Input from an Access Database	4-43
Input from Excel Spreadsheets	4-46
Specifying the Number of Secondary Units	4-48
Output Options	4-49

Program Output	4-50
Output to a Text File or Printer	4-51
Output to Screen	4-52
Three-Stage Unrestricted	
Purpose	4-55
Input Screen	4-55
Format of Input File	4-57
Format of Primary Unit Information	4-58
Format of Secondary Unit Information	4-58
Format of Sample Data Information	4-59
Input from Text Files	4-60
Input from an Access Database	4-63
Input from Excel Spreadsheets	4-66
Complete or Summary Output	4-69
Output Options	4-69
Program Output	4-69
Output to a Text File or Printer	4-71
Output to Screen	4-73
RHC Two Stage	
Purpose	4-76
Input Screen	4-76
Format of Input File	4-78
Format of Primary Unit Information	4-79
Input from Text Files	4-80
Input from an Access Database	4-83
Input from Excel Spreadsheets	4-86
Summary Screens	4-89
Output Options	4-90
Program Output	4-90
Output to a Text File or Printer	4-93
Output to Screen	4-96
RHC Three Stage	
Purpose	4-98
Input Screen	4-98
Format of Input File	4-100
Format of P.U. / S.U. Information	4-101
Input from Text Files	4-103
Input from an Access Database	4-106
Input from Excel Spreadsheets	4-110

Output Options	4-113
Program Output	4-113
Output to a Text File or Printer	4-116
Output to Screen	4-119
Stratified Cluster	
Purpose	4-122
Input Screen	4-122
Format of Input File	4-124
Input from a Text File	4-125
Input from an Access Table	4-126
Input from an Excel Spreadsheet	4-129
Complete or Summary Output	4-130
Output Options	4-130
Program Output	4-131
Output to a Text File or Printer	4-133
Output to Screen	4-134
Stratified Multistage	
Purpose	4-136
Input Screen	4-136
Input of Data Values	4-138
Output Options	4-139
Program Output	4-139
Output to a Text File or Printer	4-141
Output to Screen	4-142
Poststratification	
Purpose	4-143
Input Screen	4-143
Format of Input File	4-145
Input from Text Files	4-146
Input from an Access Database	4-149
Input from Excel Spreadsheets	4-151
Complete or Summary Output	4-153
Output Options	4-154
Program Output	4-155
Output to a Text File or Printer	4-156
Output to Screen	4-158
Unknown Universe Size	
Purpose	4-161

Input Screen	4-161
Specify Input Information	4-162
Sample Used to Estimate the Universe Size	4-163
Sample Used for Variable Estimation	4-163
Output Options	4-164
Program Output	4-164
Output to a Text File or Printer	4-166
Output to Screen	4-166

SAMPLE SIZE DETERMINATION

Overview

Variable Sample Size Determination	5-1
Attribute Sample Size Determination	5-1

Variable Sample Size Determination - Unrestricted Using Reported Amounts

Purpose	5-2
Input Screen	5-2
Probe Sample	5-3
Probe Sample in a Text File	5-3
Probe Sample in an Excel Spreadsheet	5-4
Probe Sample in an Access Database Table	5-6
No Probe Sample Used	5-8
Working with the Full Input Screen	5-9
Confidence Level	5-9
Precision	5-9
Program Output	5-10
Explanation of Output	5-10
Output to a Text File or Printer	5-10
Output to Screen	5-11

Variable Sample Size Determination - Unrestricted Using Estimated Error Rate

Purpose	5-13
Input Screen	5-13
Assumptions	5-14
Working with the Full Input Screen	5-14
Confidence Level	5-14
Precision	5-14
Example	5-15
Program Output	5-16
Explanation of Output	5-16
Output to a Text File or Printer	5-16
Output to Screen	5-18

Variable Sample Size Determination - Stratified

Purpose	5-19
Input Screen	5-19
Sample Size is Known / Unknown	5-20
Working with the Full Input Screen	5-20
Confidence Level	5-20
Precision	5-20
Program Output	5-20
Explanation of Output	5-21
Program Output - Total Sample Size is Unknown	5-22
Output to a Text File or Printer	5-22
Output to Screen	5-24
Program Output - Total Sample Size is Known	5-26
Output to a Text File or Printer	5-26
Output to Screen	5-27

Attribute Sample Size Determination

Purpose	5-29
Input Screen	5-29
Input Values	5-30
Confidence Level	5-30
Anticipated Rate of Occurrence	5-30
Universe Size	5-31
Desired Precision Range	5-31
Program Output	5-31
Explanation of Output	5-31
Output to a Text File or Printer	5-32
Output to Screen	5-33

APPENDICES

Data Limitations for RAT-STATS 2010	A-1
Random Number Modules	A-1
Attribute Modules	A-1
Variable Modules	A-2
Sample Size Modules	A-3
Numerical Accuracy in RAT-STATS 2010	B-1
Troubleshooting for RAT-STATS 2010	C-1

INTRODUCTION

**DEPARTMENT OF HEALTH & HUMAN SERVICES
OIG - OFFICE OF AUDIT SERVICES
RAT-STATS 2010
VERSION 1**

RAT-STATS is a package of statistical software tools to assist the user in performing random samples and evaluating the results. The package is designed to run on personal computers using Microsoft's Windows (Windows 95 and later versions).

We have attempted to make the software as "user friendly" as possible, keeping in mind the user is working with the technical terms of statistics. We have also attempted to make the software flexible in terms of entering data and allowing output to a variety of devices.

Installation

The executable version of this program is called **RATSTATS2010V1.exe**. This program can be installed by double clicking on **SetupRS2010.exe**. After installing RATSTATS2010V1.exe, the program can be executed by double clicking on this file. An easier procedure would be to install a shortcut to RATSTATS2010V1.exe on the windows desktop.

The default installation location is C:\Program Files\RATSTATS2010. During the installation procedure, the user has the option of selecting a different location. After the installation is complete, the folder containing RATSTATS2010V1.exe will also contain User Guide and Companion Manual files in pdf format.

This guide contains explanations and examples for using each of the programs. To understand how to use any particular option, look up the program in the table of contents and proceed to the appropriate pages for an overview, explanations, and examples.

Frequently Asked Questions

ARE THE RANDOM NUMBERS REALLY RANDOM?

The random number generator used throughout this package is based on an article entitled "Building a Random Number Generator" that appeared in the March 1987 issue of Byte magazine (pages 127 and 128). The random number software in this package was tested using 13 certification programs from the National Bureau of Standards to test for various aspects of randomness. The software passed all 13 of the tests.

WHAT IS THE COMPUTER LANGUAGE OF RAT-STATS?

The software was written using Microsoft Visual Basic (Version 6).

WHO IS RESPONSIBLE FOR RAT-STATS?

Several individuals have been involved in the development of this package. Key members for this edition are:

Janet Fowler, PhD - Statistician, Office of Audit Services

Al Kvanli, PhD - Associate Professor, Department of Business Computer Information Systems, College of Business Administration, University of North Texas

WHOM DO I CONTACT ABOUT RAT-STATS?

If you have questions about the software or suggestions for improvements, you may contact Office of Inspector General, Office of Public Affairs at paffairs@oig.hhs.gov.

WHY IS IT CALLED RAT-STATS?

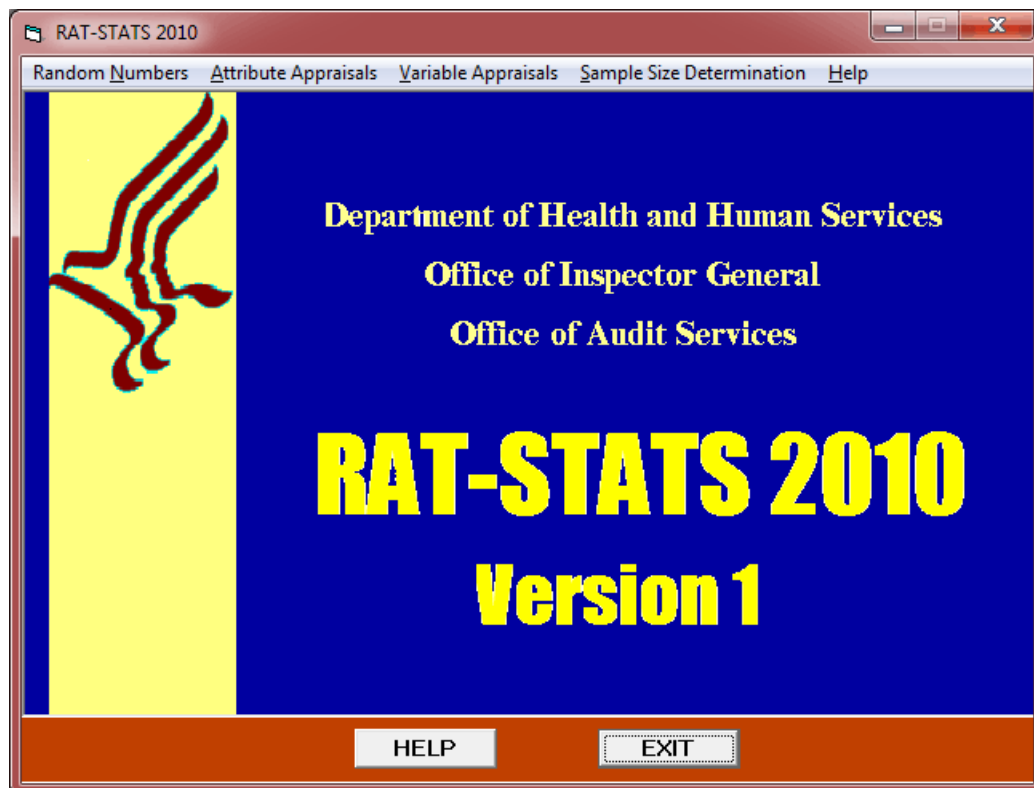
This is the most common question asked about the package. The software was initially developed by the Regional Advanced Techniques Staff (RATS) in San Francisco. After an informal naming contest in the RATS office, the name **RAT-STATS** won by a process of elimination.

Windows Version of RAT-STATS

**RANDOM NUMBERS
ATTRIBUTE APPRAISALS
VARIABLE APPRAISALS
SAMPLE SIZE DETERMINATION**

Opening Screen

The opening screen for the windows version of RAT-STATS is shown below. Click on **HELP** to view the RAT-STATS Help file and **EXIT** to exit the program.



Random Numbers

SINGLE-STAGE NUMBERS

SETS OF TWO NUMBERS

SETS OF THREE NUMBERS

SETS OF FOUR NUMBERS

FRAMES - SINGLE STAGE

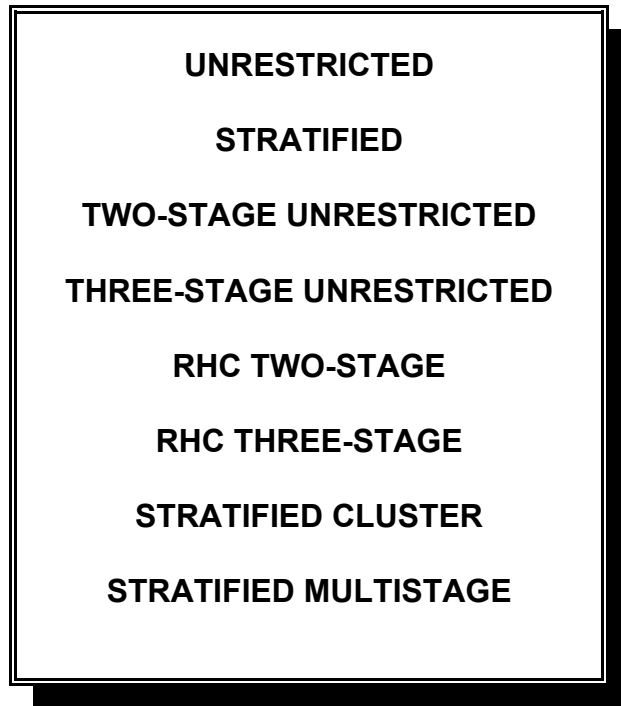
FRAMES - SETS OF TWO

RHC SAMPLE SELECTION

The RAT-STATS package contains a random number generator that should be used to randomly select items for review. Section two of this guide explains how to use the random number generator programs.

Note: RAT-STATS has been designed to ignore invalid keystrokes in all the Random Number modules, such as a minus sign or period when entering a universe size.

Attribute Appraisals

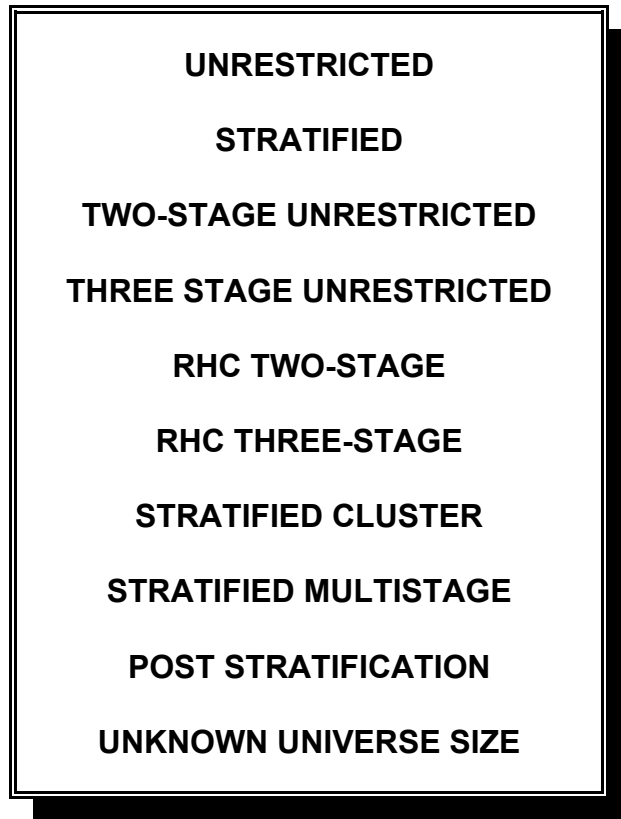


Attribute appraisals allow a user to estimate the rate of occurrence of a given condition. The user may, for example, want to know the rate of occurrence of checks issued for less than \$100. After drawing a random sample and evaluating the items selected, an attribute appraisal would be used not only to estimate the rate of occurrence, but also to determine (with a measured degree of confidence) the boundaries of the estimate.

By selecting **ATTRIBUTE APPRAISALS**, the user will see a window appear on the screen with the attribute appraisal programs. Section three of this guide explains each of the attribute appraisal programs.

Note: RAT-STATS has been designed to ignore invalid keystrokes in all the Attribute Appraisal modules, such as a minus sign or period when entering a universe size.

Variable Appraisals



The purpose of using variable appraisals is to measure a quantitative characteristic or set of characteristics. The user may, for example, want to know the value of all checks approved by a certain supervisor. After drawing a random sample and identifying the checks approved by the supervisor, a variable appraisal would be used not only to estimate the total value, but also to determine (with a measured degree of confidence) the boundaries of the estimate.

By selecting **VARIABLE APPRAISALS**, the user will see a window appear on the screen with the variable appraisal programs. Section four of this guide explains each of the variable appraisal programs.

Note: RAT-STATS has been designed to ignore invalid keystrokes in all the Variable Appraisal modules, such as a minus sign or period when entering a universe size.

Sample Size Determination

VARIABLE SAMPLE SIZE DETERMINATION

- - Unrestricted - Using a Probe Sample
- - Unrestricted - Using Estimated Error Rate
- - Stratified

ATTRIBUTE SAMPLE SIZE DETERMINATION

The Variable Sample Size Determination program allows the user to estimate sample sizes for specified precision percentages and specified confidence levels. In the Variable Unrestricted (Using a Probe Sample) module, the user will have the option of having the program read a probe sample file to obtain an estimate of the universe mean and standard deviation or input these two estimates directly without reading a probe sample file. The Variable Unrestricted (Using Estimated Error Rate) module determines an optimum sample size by first estimating the mean and standard deviation of the difference amounts using the reported amounts and an estimated error rate. The Variable Stratified module will determine optimum sample sizes for situations where the total sample size is either predetermined or unknown.

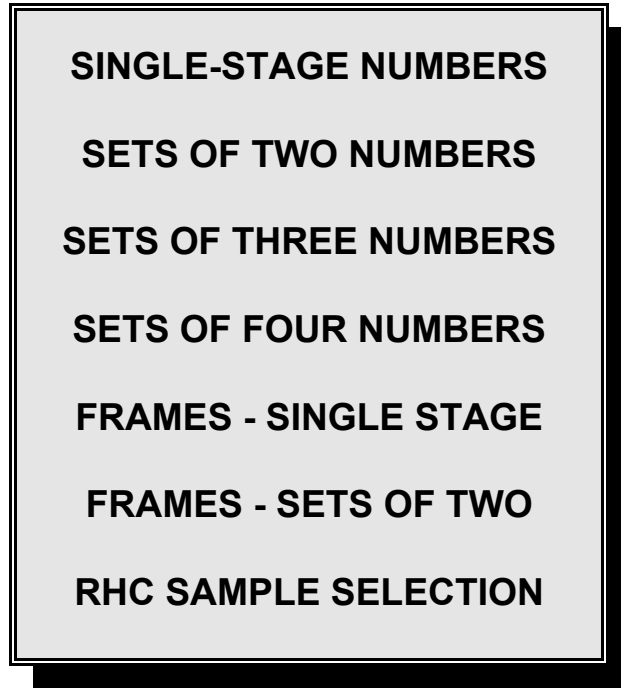
The Attribute Sample Size Determination program determines the sample size for an attribute simple random sample. The sample size is determined to provide for a specified degree of precision (using the desired width of the confidence interval) at four levels of confidence (80%, 90%, 95%, and 99%). The resulting sample sizes are the smallest sample sizes capable of meeting the specified precision requirement at the stated confidence level.

By selecting **SAMPLE SIZE DETERMINATION**, the user will see a window appear with the sample size determination programs. Section five of this guide explains each of the sample size determination programs.

Note: RAT-STATS has been designed to ignore invalid keystrokes in all the Sample Size modules, such as a minus sign or period when entering a universe size.

Random Numbers

OVERVIEW



Selecting items for a sample usually requires assigning a unique identifier to each item in the universe. Statistical textbooks typically assign a numbering sequence from one to the size of the sampling frame for their examples and problems. However, in the real world of sampling, the person drawing the sample may not find such a numbering sequence and the size of the frame may not make it feasible to manually create such a sequencing technique.

Using books of random digits may cause further delays in selecting the sample items. If, for example, the universe is numbered from 1 to 3,000, approximately 70% of the 4-digit numbers drawn would have to be rejected since they fall outside the universe boundaries. In addition, the person drawing the sample would probably want to sample without replacement. By selecting this approach, the person must eliminate any duplicate selections of random numbers. This is usually accomplished by sorting the random numbers in ascending order and identifying duplicates in the process. The sorting of the random numbers process will usually speed up the sample selection process.

This package attempts to minimize the efforts of the user in actually identifying the items to be sampled. Once the user has identified the boundaries of the sampling frame, the random number module will ensure that only an unduplicated list of random numbers within the stated range is selected. The random number module also allows the user to have all or a portion of the random

numbers sorted in ascending order to allow for a more efficient retrieval of the sampled items. The user also has the option of outputting the random numbers to any combination of the following output formats: Printer, text file, Access table, Excel spreadsheet, or flat file.

Single-Stage Numbers

This module is used when the sampling frame of items has a numbering scheme. The frame could be a computer listing with each item numbered from one to the size of the sampling frame. The numbering scheme could also be based on check or voucher numbers assigned to each document.

Sets of Two Numbers

This module is used when sample items can be easily identified in a two-step process. For example, the user has a computer printout of a universe that contains page numbers and no item numbers. The user could use this module and enter the range of page numbers (e.g., 1 to 150) and then enter the range of the maximum lines on a page (e.g., 1 to 66). This approach might be more expedient to a user than to number all of the items in the listing.

Sets of Three Numbers

This module is used when sample items can be easily identified in a three-step process. For example, the user is sampling from monthly listings of transactions for a 1-year period of time. The first set of numbers entered would be for the range of months (e.g., 1 to 12). The second set of numbers entered would be for the range of the maximum number of pages for one monthly listing (e.g., 1 to 842). The third set of numbers would be for the range of the maximum lines on a page (e.g., 1 to 66).

Sets of Four Numbers

This module would be used in situation similar to the “Sets of Three Numbers” with the additional level of selection. For example, the user might have multiple years to select items from and might use a year, month, page, line approach to draw the sample items.

Frames - Single Stage

The user may find a situation where the universe of items has large gaps in the numbering or the numbering scheme is reset at the beginning of each period. For example, the user may be interested in looking at a universe of 712 checks that are numbered 1,201 through 1,483 and 2,833 through 3,261. The module allows the user to enter in these two range sets (frames). The module will calculate the universe (e.g., 712) and for each random number selected (e.g., 10), determine the set each random selection is in (e.g., 1) and the number within that set (e.g., 1,210).

The user may also have a situation where vouchers are numbered starting with 1 at the beginning of each month. For a 6-month review, the user would have six frames of voucher numbers. The range for each month would be entered and the module would calculate the overall universe of items. The output would display the random number drawn and the month and voucher identified by the random number.

Frames - Sets of Two

Similar to “Frames - Single Stage,” the user may have a situation where the universe has gaps or repeats on a periodic basis. In addition, the user may see that a two-step process (e.g., page and line number) is the most efficient way to select the sample items. For example, the user may be working with monthly computer listings. The number of pages may vary significantly from month to month. By using this module, the user could establish the frame (e.g., pages) for each month and then indicate the maximum number of lines on a page (e.g., 66). If the user found that the maximum number of lines changed significantly from month to month, then the user has the option of entering the maximum boundaries (e.g., lines) for each frame (e.g., pages).

RHC Sample Selection

In certain situations a user may want to draw a multistage sample with the probability greater for selecting “larger” units in the universe. For example, a user may want to take an inventory of items at various warehouses. However, the user may want the larger warehouses to have a greater chance for selection. The statistical methodology developed by Rao, Hartley, and Cochran allows the user to weight (e.g., square footage at each warehouse) the primary (and secondary, if it is a three-stage sample) units and thereby increase the chance for larger units to be sampled. This sampling methodology requires that the appropriate appraisal software be used.

SINGLE-STAGE NUMBERS

Purpose

This program will generate an unduplicated quantity of random numbers (maximum of 2,000) for the user. The quantity of random numbers requested must be less than the size of the sampling frame.

Input Screen

Single Stage Random Numbers

Do you want to enter a seed number? no yes

Name of the audit/review:

Enter the quantity of numbers to be generated in: Sequential Order Spares in Random Order

The sampling frame: Low Number High Number

HELP

Main Menu

EXIT

OUTPUT TO

- Printer
- Text File
- Access File
- Excel File
- Flat File

Click on File Name(s) when the desired output formats have been checked in the OUTPUT TO box. File Name(s)

CONTINUE

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Do you want to enter a seed number?

The program allows a seed number to be entered by the user to start the random number generation. If no number is entered, then the program will use an algorithm to generate its own seed number. The seed number algorithm is based on the clock in the computer. If the computer clock is not functioning, the user should obtain and document a seed number from another source (e.g., a book of random numbers). The seed number will be printed as part of the output.

Name of the audit/review:

The user may enter a brief description to document the purpose of the run. The user's response will be placed at the top of each printed page. The description should be less than 40 characters in length and may include commas and spaces.

Enter the quantity of numbers to be generated in: Sequential Order

The quantity of random numbers to be generated in sequential order should be entered in this box. After the quantity indicated has been generated by the program, the random numbers will be sorted and the output will be arranged in ascending order to assist the user in retrieving the sample items. The order of selection will be printed with the random numbers. If the quantity desired is zero, then this box can be left blank or a "0" (zero) can be entered.

Spares in Random Order

The quantity of numbers to be generated in random order should be entered in this box. The random numbers will be displayed in the order selected. If the quantity desired is zero, then this box can be left blank or a "0" (zero) can be entered.

Entering the sampling frame

The sampling frame:	Low Number	High Number
	<input type="text" value="1"/>	<input type="text" value="1,000"/>

The low and high numbers in the sampling frame are the boundaries of the frame from which the user will be sampling. If the frame is a computer listing numbered 1 through 1,000 then the low entry will be 1 and the high entry will be 1,000. If the frame is a check register with checks numbered between 1,346 and 2,785, then the low will be 1,346 and the high will be 2,785.

Output Options

The program allows for five output options. The user may select the output be sent to printer, text file, Access table, Excel spreadsheet, or flat file. The program always concludes with a summary on the screen.

Program Output

OUTPUT TO

- Printer
- Text File
- Access File
- Excel File
- Flat File

Important Notice

Versions of Windows RAT-STATS prior to RAT-STATS 2005 used executable DOS modules when generating random numbers. Consequently, the random numbers generated agreed with those obtained using DOS versions of RAT-STATS. RAT-STATS 2005 does not utilize these DOS modules but instead uses the full 32-bit technology of Visual Basic. As a result, random numbers generated using RAT-STATS 2005 and later (which includes RAT-STATS 2010) will not agree with those obtained using any of the previous versions..

The program output can be to any combination of the above five formats. To select one or more output formats, select the corresponding device/file in the above OUTPUT TO list. If Text File, Access File, Excel File, or Flat File is selected, the following message will appear:

Click on File Name(s) when the desired output formats have been checked in the OUTPUT TO box.

Output to a Text File

When all the desired output formats have been selected in the OUTPUT TO box, click on the button labeled **File Name(s)**. If the OUTPUT TO **Text File** is selected, the standard Windows “Save” file screen will appear. Type in the name of the file in the **File name** box and click on **Save**. The output file will be saved with a “.TXT” extension (e.g., C:\TEMP\OUTDISK.TXT). After saving the file, the program will return to the original input screen for this module.

The output shown next is file C:\TEMP\OUTDISK.TXT and is the result of generating 10 random numbers between 1 and 1,000 along with 4 spares. For each random number generated, two pieces of information are provided. The first is the order of selection. This number indicates the order in which the random number was generated by the program. The second piece of information is the actual random number selected.

Department of Health and Human Services
OIG - Office of Audit Services
Date: 10/12/2009 Random Number Generator Time: 13:34
AUDIT: User Guide Example

SEED NUMBER: 48863.78 FRAME SIZE: 1,000

FILE OF RANDOM NUMBERS: C:\TEMP\OUTDISK.TXT

TOTAL RANDOM NUMBERS GENERATED: 14

THE NUMBERS ARE IN THE FOLLOWING FORMAT IN YOUR FILE:
POSITIONS 1 THROUGH 6 - ORDER OF SELECTION
POSITIONS 7 THROUGH 17 - RANDOM NUMBER
EACH COLUMN OF NUMBERS IS RIGHT JUSTIFIED.

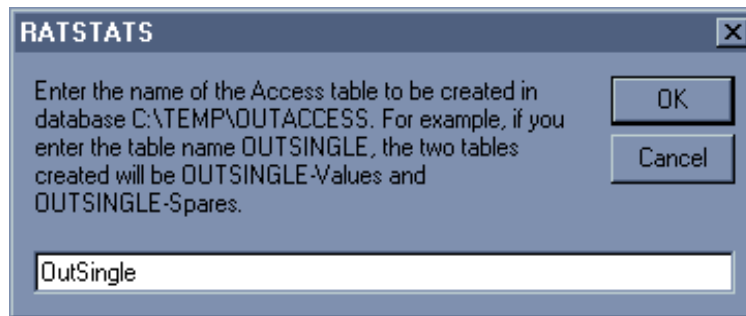
Selection Order	Value	
10	22	← The 10 random values start here.
8	141	
4	236	
3	247	
7	257	
9	301	
2	643	
6	650	
1	718	
5	821	
11	980	← The 4 spare values start here.
12	507	
13	440	
14	557	

SUMMATION OF RANDOM NUMBERS = 6,520

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Output to an Access Database

When all the desired output formats have been selected in the OUTPUT TO box, click on the button labeled **File Name(s)**. If the OUTPUT TO **Access File** is selected, the standard Windows “Save” file screen will appear. Fill in the name of the Access database in the **File name** box. The output file will be saved with the “.accdb” extension (e.g., C:\TEMP\OUTACCESS.accdb). By clicking on the **Save** button, the program will return to the original input screen for this module. After clicking on **Continue**, the user will see the following form:



The program is asking for the name of the Access table to create in the specified database (C:\TEMP\OUTACCESS.accdb for this illustration). The table name “OutSingle” will be used. The program will then create two tables (OutSingle-Values and OutSingle-Spares) within database C:\TEMP\OUTACCESS.accdb.

The tables OutSingle-Values and OutSingles-Spares, shown next, are the result of generating 10 random numbers between 1 and 1,000 along with 4 spares. For each random number generated, two pieces of information are created. The first is the order of selection. This number indicates the order in which the random number was generated by the program. The second piece of information is the actual random number selected. The seed number used by the random number generator is in the far-right column.

The OutSingle-Values table contains ten random numbers, the seed number, the date, and the time.

OutSingle-Values : Table					
	Order	Value	Seed-Number	Date	Time
	10	22	48863.78	9/7/2009	12:19:00 PM
	8	141			
	4	236			
	3	247			
	7	257			
	9	301			
	2	643			
	6	650			
	1	718			
▶	5	821			
*					

The OutSingle-Spares table contains four spare values.

OutSingle-Spares : Table		
	Order	Value
	11	980
	12	507
	13	440
	14	557
▶		

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Output to an Excel Spreadsheet

When all the desired output formats have been selected in the OUTPUT TO box, click on the button labeled **File Name(s)**. If the OUTPUT TO **Excel File** is selected, the standard Windows "Save" file screen will appear. Fill in the name of the Excel spreadsheet in the **File name** box. The output file will be saved with the ".xlsx" extension (e.g., C:\TEMP\OUTEXCEL.xlsx).

The following output will be contained in the Excel spreadsheet C:\TEMP\OUTEXCEL.xlsx. By clicking on the tab labeled "SPARES," the user will obtain the output immediately following. For each random number generated, two pieces of information are created. The first is the order of selection. This number indicates the order in which the random number was generated by the program. The second piece of information is the actual random number selected. The output also contains the program execution date and time, the name of the audit/review, the seed number, and the size of the frame.

These are the ten random values in the Excel spreadsheet named “VALUES” located in C:\TEMP\OUTEXCEL.xlsx.

	A	B	C	D
1	Department of Health and Human Services			
2	OIG - Office of Audit Services			
3	Random Number Generator			
4	Date:	10/12/2009	Time:	13:34
5	Audit:	User Guide Example		
6	Order	Value	Seed Number	Frame Size
7	10	22	48863.78	1,000
8	8	141		
9	4	236		
10	3	247		
11	7	257		
12	9	301		
13	2	643		
14	6	650		
15	1	718		
16	5	821		

These are the four spares in the Excel spreadsheet named “SPARES.”

	A	B
1	Order	Value
2	11	980
3	12	507
4	13	440
5	14	557

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization’s minimum sample size standards.

NOTE: The user must first exit RAT-STATS in order to view this file.

Output to a Flat File

When all the desired output formats have been selected in the OUTPUT TO box, click on the button labeled **File Name(s)**. If the OUTPUT TO **Flat File** is selected, the standard Windows “Save” file screen will appear. Fill in the name of the file in the **File name** box. The name of the file for this illustration is C:\TEMP\OUTFLAT.

The following output is the text file created by selecting “Flat File” as one of the output options. This file is the output file created when generating 10 random numbers between 1 and 1,000 along with 4 spares. Notice that the order of selection and the random values contain leading

zero values. This file is often useful as an input file for selecting random records using a mainframe computer.

```
                Department of Health and Human Services
                OIG - Office of Audit Services
Date: 10/12/2009      Random Number Generator      Time: 13:34
                    AUDIT: User Guide Example
```

```
SEED NUMBER: 48863.78      FRAME SIZE:      1,000
```

```
FILE OF RANDOM NUMBERS: C:\TEMP\OUTFLAT
```

```
TOTAL RANDOM NUMBERS GENERATED: 14
```

```
00100000000022  ◀ The 10 random values start here.
000800000000141
000400000000236
000300000000247
000700000000257
000900000000301
000200000000643
000600000000650
000100000000718
000500000000821
001100000000980  ◀ The 4 spare values start here.
001200000000507
001300000000440
001400000000557
```

```
SUMMATION OF RANDOM NUMBERS = 6,520
```

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Output to a Printer

If the user selects the printer for output, the standard Windows "Print" dialog box will appear. Select the appropriate printer and click on **OK**. The output immediately following is the printer output when generating 10 random numbers between 1 and 1,000 along with 4 spares. For each random number generated, two pieces of information are displayed. The first is the order of selection. This number indicates the order in which the random number was generated by the program. The second piece of information is the actual random number selected. The subsequent random numbers are in sequential order going from left to right across the page. Each line will have a maximum of three random numbers with the last line having three or less depending on the quantity requested.

DEPARTMENT OF HEALTH & HUMAN SERVICES					
OIG - OFFICE OF AUDIT SERVICES					
RANDOM NUMBER GENERATOR					
AUDIT: User Guide Example					
DATE: 10/12/2009					TIME: 13:34
SEED NUMBER: 48863.78					FRAME SIZE: 1,000
10 RANDOM NUMBERS IN SEQUENTIAL ORDER					
ORDER OF SELECTION	RANDOM NUMBER	ORDER OF SELECTION	RANDOM NUMBER	ORDER OF SELECTION	RANDOM NUMBER
10 -	22	8 -	141	4 -	236
3 -	247	7 -	257	9 -	301
2 -	643	6 -	650	1 -	718
5 -	821				
=====NEW PAGE=====					
DEPARTMENT OF HEALTH & HUMAN SERVICES					
OIG - OFFICE OF AUDIT SERVICES					
RANDOM NUMBER GENERATOR					
AUDIT: User Guide Example					
DATE: 10/12/2009					TIME: 13:34
SEED NUMBER: 48863.78					FRAME SIZE: 1,000
4 RANDOM NUMBERS IN GENERATED ORDER					
ORDER OF SELECTION	RANDOM NUMBER	ORDER OF SELECTION	RANDOM NUMBER	ORDER OF SELECTION	RANDOM NUMBER
11 -	980	12 -	507	13 -	440
14 -	557				
SUMMATION OF RANDOM NUMBERS 6,520					

Output to Screen

NOTE: Example is for illustrative purposes only. The sample size may not conform with the organization's minimum sample size standards.

The program always concludes with a summary on the screen. The following screen is the summary for this illustration:

Output Summary for Single Stage Random Numbers

Date: 10/12/2004

Department of Health and Human Services
OIG - Office of Audit Services
Single Stage Random Number Generator

Time: 1:34 pm

Name of Audit: User Guide Example

Seed Number: 48863.78

Universe Size: 1,000

File of Random Numbers: C:\TEMP\OUTDISK.TXT

Total Random Numbers Generated: 14

Summation of Random Numbers: 6,520

The numbers are in the following format in your file:
Positions 1 through 6 --Order of Selection
Positions 7 through 17 -- Random Number
Each column is right justified.

EXIT Main Menu

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

SETS OF TWO NUMBERS

Purpose

This program will generate an unduplicated pair (called a set) of random numbers (maximum of 2,000 pairs) for the user. This program may be more efficient for a user when a sample item can be quickly identified through a two-step process (e.g., page and line number).

Input Screen

Random Numbers -- Sets of Two Numbers

Do you want to enter a seed number? no yes

Name of the audit/review:

Enter the quantity of numbers to be generated in: Sequential Order Spares in Random Order

The sampling frame:

Low Number High Number

First Set

Second Set

HELP **OUTPUT TO**

- Printer
- Text File
- Access File
- Excel File
- Flat File

Click on File Name(s) when the desired output formats have been checked in the OUTPUT TO box. File Name(s)

CONTINUE

Do you want to enter a seed number?

The program allows a seed number to be entered by the user to start the random number generation. If no number is entered, then the program will use an algorithm to generate its own seed number. The seed number algorithm is based on the clock in the computer. If the computer clock is not functioning, the user should obtain and document a seed number from another source (e.g., a book of random numbers). The seed number will be printed as part of the output.

Name of the audit/review:

The user may enter a brief description to document the purpose of the run. The user's response will be placed at the top of each printed page. The description should be less than 40 characters in length and may include commas and spaces.

Enter the quantity of numbers to be generated in: sequential order

The quantity of random numbers generated in sequential order should be entered in this box. After the quantity indicated has been generated by the program, the random numbers will be sorted and printed in ascending order to assist the user in retrieving the sample items. The order of selection will be printed with the random numbers. If the quantity desired is zero, then this box can be left blank or a "0" (zero) can be entered.

Spares in random order

The quantity of numbers to be generated in random order should be entered in this box. The random numbers will be printed in the order selected. If the quantity desired is zero, then this box can be left blank or a "0" (zero) can be entered.

Entering the sampling frame

The sampling frame:	Low Number	High Number
First Set	1	658
Second Set	1	66

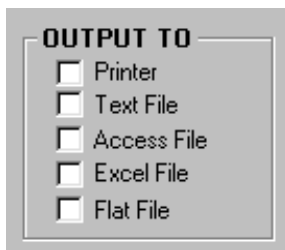
The program prompts the user to enter the low and high numbers of the sampling frame that constitute the first range in the pair of ranges for the entire frame. If, for example, the user was

planning to select items from a computer printout that had pages numbered 1 through 658 and had 66 lines on each page, then the low for the first set (pages) would be 1 and the high for the first set would be 658. The low for the second set (lines on a page) would be 1 and the high for the second set would be 66. The overall frame size for this sample would be 43,428 (658 times 66). For ease of use, the path to the sample items should dictate the selection of frame boundaries that are placed in each set. Thus, for the above example, the user should give the page boundaries for the first set and the line boundaries for the second set. While doing this in reverse order (line boundaries first) is permissible, the sequential ordering of the pairs of numbers would be in ascending order by line instead of by page. Such ordering would normally increase the time required by the user to locate and select the sample items.

Output Options

The program allows for five output options. The user may select the output be sent to printer, text file, Access table, Excel spreadsheet, or flat file. The user selects the appropriate output. The program always concludes with a summary on the screen.

Program Output



OUTPUT TO

- Printer
- Text File
- Access File
- Excel File
- Flat File

Important Notice

Versions of Windows RAT-STATS prior to RAT-STATS 2005 used executable DOS modules when generating random numbers. Consequently, the random numbers generated agreed with those obtained using DOS versions of RAT-STATS. RAT-STATS 2005 does not utilize these DOS modules but instead uses the full 32-bit technology of Visual Basic. As a result, random numbers generated using RAT-STATS 2005 and later (which includes RAT-STATS 2010) will not agree with those obtained using any of the previous versions.

The program output can be to any combination of the above five formats. To select one or more output formats, select the corresponding device/file in the above OUTPUT TO list. If Text File, Access File, Excel File, or Flat File is selected, the following message will appear:

Click on File Name(s) when the desired output formats have been checked in the OUTPUT TO box.

Output to a Text File

When all the desired output formats have been selected in the OUTPUT TO box, click on the button labeled **File Name(s)**. If the OUTPUT TO **Text File** is selected, the standard Windows “Save” file screen will appear. Enter the name of the file in the **File name** box. A text file will be saved with a “.TXT” extension (e.g., C:\TEMP\OUTDISK.TXT). By clicking on the **Save** button, the program will return to the original input screen for this module.

The output shown below is file C:\TEMP\OUTDISK.TXT and is the output using the values in the preceding **Entering the sampling frame** display. Ten random values were selected along with four spares. For each set of random numbers generated, three pieces of information are provided. The first is the order of selection. This number indicates the order in which the random number was generated by the program. The next piece of information is the random number generated from the first set of frame boundaries. The third number is the random number generated from the second set of boundaries.

```

Department of Health and Human Services
      OIG - Office of Audit Services
Date: 10/12/2009      Random Number Generator      Time: 16:57
                        AUDIT: User Guide Example

```

```
SEED NUMBER: 61061.36      FRAME SIZE:      43,428
```

```
FILE OF RANDOM NUMBERS: C:\TEMP\OUTDISK.TXT
```

```
TOTAL RANDOM NUMBERS GENERATED: 14
```

THE NUMBERS ARE IN THE FOLLOWING FORMAT IN YOUR FILE:

POSITIONS 1 THROUGH 6 - ORDER OF SELECTION

POSITIONS 7 THROUGH 17 - FIRST NUMBER OF SET

POSITIONS 18 THROUGH 30 - SECOND NUMBER OF SET

EACH COLUMN OF NUMBERS IS RIGHT JUSTIFIED.

Selection Order	First Number	Second Number
9	147	47
2	165	26
6	169	6
4	200	31
8	250	56
1	309	41
5	471	50
7	491	48
3	510	29
10	598	32
11	48	42
12	101	56
13	327	5
14	288	30

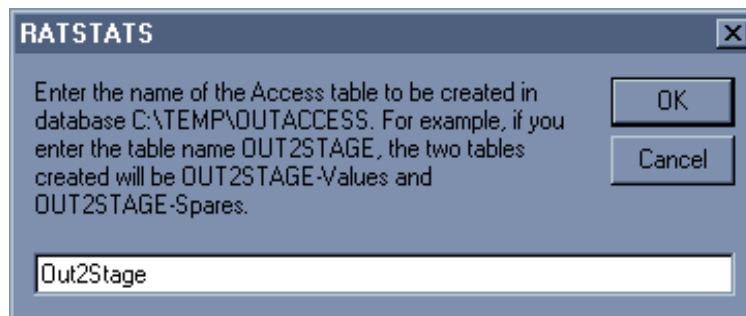
← **The 10 random values start here.**

NOTE: Example is for illustrative purposes only.
The sample size may not conform to the
organization's minimum sample size standards.

← **The 4 spare values start here.**

Output to an Access Database

When all the desired output formats have been selected in the OUTPUT TO box, click on the button labeled **File Name(s)**. If the OUTPUT TO **Access File** is selected, the standard Windows “Save” file screen will appear. Enter the name of the Access database in the **File name** box. The output file will be saved with the “.accdb” extension (e.g., C:\TEMP\OUTACCESS.accdb). By clicking on the **Save** button, the program will return to the original input screen for this module. After clicking on **Continue**, the user will see the following form:



The program is asking for the name of the Access table to create in the specified database (C:\TEMP\OUTACCESS.accdb for this illustration). The table name “Out2Stage” will be used. The program will then create two tables (Out2Stage-Values and Out2Stage-Spares) within database C:\TEMP\OUTACCESS.accdb.

The tables Out2Stage-Values and Out2Stage-Spares, shown next, are the result of generating 10 random numbers along with 4 spares using the values in the preceding **Entering the sampling frame** display. For each set of random numbers generated, three pieces of information are created. The first is the order of selection. This number indicates the order in which the random number was generated by the program. The next piece of information is the random number generated from the first set of frame boundaries. The third number is the random number generated from the second set of boundaries. The seed number used by the random number generator is in the far-right column. The Out2Stage-Values table contains 10 random numbers, the seed number, the date, and the time.

Out2Stage-Values : Table						
	Order	First-Value	Second-Value	Seed-Number	Date	Time
	9	147	47	61061.36	10/12/2009	12:26:00 PM
	2	165	26			
	6	169	6			
	4	200	31			
	8	250	56			
	1	309	41			
	5	471	50			
	7	491	48			
	3	510	29			
▶	10	598	32			
*						

The Out2Stage-Spares table contains four spare values.

Out2Stage-Spares : Table			
	Order	First-Value	Second-Value
	11	48	42
	12	101	56
	13	327	5
	14	288	30
▶			

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Output to an Excel Spreadsheet

When all the desired output formats have been selected in the OUTPUT TO box, click on the button labeled **File Name(s)**. If the OUTPUT TO **Excel File** is selected, the standard Windows "Save" file screen will appear. Enter the name of the Excel spreadsheet in the **File name** box. The output file will be saved with the ".xlsx" extension (e.g., C:\TEMP\OUTEXCEL.xlsx).

The following output will be contained in the Excel spreadsheet C:\TEMP\OUTEXCEL.xlsx and is the result of generating 10 random numbers along with 4 spares using the values in the preceding **Entering the sampling frame** display. By clicking on the tab labeled "SPARES," the user will obtain the output immediately following. For each set of random numbers generated,

three pieces of information are created. The first is the order of selection. This number indicates the order in which the random number was generated by the program. The next piece of information is the random number generated from the first set of frame boundaries. The third number is the random number generated from the second set of boundaries. The output also contains the program execution date and time, the name of the audit/review, the seed number, and the size of the frame.

These are the 10 values in the Excel spreadsheet named "VALUES" located in C:\TEMP\OUTEXCEL.xlsx.

	A	B	C	D	E
1	Department of Health and Human Services				
2	OIG - Office of Audit Services				
3	Random Number Generator				
4	Date:	10/12/2004	Time:	16:57	
5	Audit:	User Guide Example			
6	Order	First Value	Second Value	Seed Number	Frame Size
7	9	147	47	61061.36	43,428
8	2	165	26		
9	6	169	6		
10	4	200	31		
11	8	250	56		
12	1	309	41		
13	5	471	50		
14	7	491	48		
15	3	510	29		
16	10	598	32		

These are the four spares in the Excel spreadsheet named "SPARES."

	A	B	C
1	Order	First Value	Second Value
2	11	48	42
3	12	101	56
4	13	327	5
5	14	288	30

NOTE: The user must first exit RAT-STATS in order to view this file.

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Output to a Flat File

When all the desired output formats have been selected in the OUTPUT TO box, click on the button labeled **File Name(s)**. If the OUTPUT TO **Flat File** is selected, the standard Windows “Save” file form will appear. Fill in the name of the file in the **File name** box. The name of the file for this illustration is C:\TEMP\OUTFLAT.

The output immediately following is the text file created by selecting “Flat File” as one of the output options. This output is the file created when generating 10 random numbers along with 4 spares using the values in the preceding **Entering the sampling frame** display. For each set of random numbers generated, three pieces of information are printed. The first is the order of selection. This number indicates the order in which the random number was generated by the program. The next piece of information is the random number generated from the first set of frame boundaries. The third number is the random number generated from the second set of boundaries. Notice that the order of selection and the random values contain leading zero values. This file is often useful as an input file for selecting random records using a mainframe computer.

```

                Department of Health and Human Services
                OIG - Office of Audit Services
Date: 10/12/2009      Random Number Generator      Time: 16:57
                AUDIT: User Guide Example

SEED NUMBER: 61061.36      FRAME SIZE:      43,428

FILE OF RANDOM NUMBERS: C:\TEMP\OUTFLAT

TOTAL RANDOM NUMBERS GENERATED: 14

00090000000014700000000047  ◀ The 10 random values start here.
00020000000016500000000026
00060000000016900000000006
00040000000020000000000031
00080000000025000000000056
00010000000030900000000041
00050000000047100000000050
00070000000049100000000048
00030000000051000000000029
00100000000059800000000032
001100000000480000000042  ◀ The 4 spare values start here.
00120000000010100000000056
00130000000032700000000005
00140000000028800000000030

```

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization’s minimum sample size standards.

Output to a Printer

If the user selects the printer for output, the standard Windows “Printer” dialog box will appear. Select the appropriate printer and click on **OK**.

The output immediately following is the printer output when generating 10 random numbers along with 4 spares using the values in the preceding **Entering the sampling frame** display. For each set of random numbers generated, three pieces of information are printed. The first is the order of selection. This number indicates the order in which the random number was generated by the program. The next piece of information is the random number generated from the first set of frame boundaries. The third number is the random number generated from the second set of boundaries. For numbers printed in sequential order, the lowest set of numbers is printed first. The subsequent sets of random numbers are in sequential order going from left to right across the page. Each line will have a maximum of two sets of random numbers with the last line having one or two sets depending on the quantity requested.

The random sets of numbers in generated order will begin on a new page after all the sets in sequential order have been printed.

DATE: 10/12/2009		DEPARTMENT OF HEALTH & HUMAN SERVICES OIG - OFFICE OF AUDIT SERVICES RANDOM NUMBER GENERATOR AUDIT: User Guide Example		TIME: 16:57		
SEED NUMBER: 61061.36						FRAME SIZE: 43,428
10 RANDOM NUMBERS IN SEQUENTIAL ORDER						
ORDER OF SELECTION	FIRST NBR.	SECOND NBR.	ORDER OF SELECTION	FIRST NBR.	SECOND NBR.	
9 -	147	47	2 -	165	26	
6 -	169	6	4 -	200	31	
8 -	250	56	1 -	309	41	
5 -	471	50	7 -	491	48	
3 -	510	29	10 -	598	32	
=====NEW PAGE=====						
DATE: 10/12/2009		DEPARTMENT OF HEALTH & HUMAN SERVICES OIG - OFFICE OF AUDIT SERVICES RANDOM NUMBER GENERATOR AUDIT: User Guide Example		TIME: 16:57		
SEED NUMBER: 61061.36						FRAME SIZE: 43,428
4 RANDOM NUMBERS IN GENERATED ORDER						
ORDER OF SELECTION	FIRST NBR.	SECOND NBR.	ORDER OF SELECTION	FIRST NBR.	SECOND NBR.	
11 -	48	42	12 -	101	56	
13 -	327	5	14 -	288	30	

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Output to Screen

The program always concludes with a summary on the screen. The following screen is the summary for this illustration:

Output Summary for Random Numbers -- Sets of Two

Date: 10/12/2009

Department of Health and Human Services
OIG - Office of Audit Services
Random Number Generator - Sets of Two

Time: 4:57 pm

Name of Audit: User Guide Example

Seed Number: 61061.36

Universe Size: 43,428

File of Random Numbers: C:\TEMP\OUTDISK.TXT

Total Random Numbers Generated: 14

The numbers are in the following format in your file:
Positions 1 through 6 --Order of Selection
Positions 7 through 17 -- First Number of Set
Positions 18 through 30 -- Second Number of Set
Each column is right justified.

EXIT Main Menu

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

SETS OF THREE NUMBERS

Purpose

This program will generate an unduplicated set of random numbers (maximum of 2,000 sets) for the user. This program may be more efficient for a user when a sample item can be quickly identified through a three-step process (e.g., month, page and line number).

Input Screen

Random Numbers -- Sets of Three Numbers

Do you want to enter a seed number? no yes

Name of the audit/review:

Enter the quantity of numbers to be generated in: Sequential Order Spares in Random Order

The sampling frame:

	Low Number	High Number
First Set	<input type="text"/>	<input type="text"/>
Second Set	<input type="text"/>	<input type="text"/>
Third Set	<input type="text"/>	<input type="text"/>

HELP **Main Menu** **EXIT**

OUTPUT TO

- Printer
- Text File
- Access File
- Excel File
- Flat File

Click on File Name(s) when the desired output formats have been checked in the OUTPUT TO box.

CONTINUE

Do you want to enter a seed number?

The program allows a seed number to be entered by the user to start the random number generation. If no number is entered, then the program will use an algorithm to generate its own seed number. The seed number algorithm is based on the clock in the computer. If the computer clock is not functioning, the user should obtain and document a seed number from another source (e.g., a book of random numbers). The seed number will be printed as part of the output.

Name of the audit/review:

The user may enter a brief description to document the purpose of the run. The user's response will be placed at the top of each printed page. The description should be less than 40 characters in length and may include commas and spaces.

Enter the quantity of numbers to be generated in: sequential order

The quantity of random numbers generated in sequential order should be entered in this box. After the quantity indicated has been generated by the program, the random numbers will be sorted and printed in ascending order to assist the user in retrieving the sample items. The order of selection will be printed with the random numbers. If the quantity desired is zero, then this box can be left blank or a "0" (zero) can be entered.

Spares in random order

The quantity of numbers to be generated in random order should be entered in this box. The random numbers will be printed in the order selected. If the quantity desired is zero, then this box can be left blank or a "0" (zero) can be entered.

Entering the sampling frame

The sampling frame:	Low Number	High Number
First Set	<input type="text" value="1"/>	<input type="text" value="12"/>
Second Set	<input type="text" value="1"/>	<input type="text" value="658"/>
Third Set	<input type="text" value="1"/>	<input type="text" value="66"/>

The low and high numbers in the frame are the boundaries of the frame from which the user will

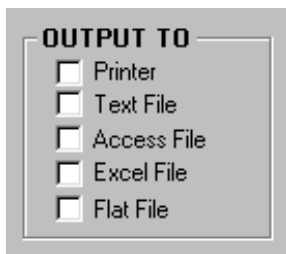
be sampling. If, for example, the user was planning to select items from a year's worth of computer printouts that had pages numbered 1 through 658 each month and had 66 lines on each page, then the first set would be months; the second set would be pages; and the third set would be lines. For the first set the low would be 1 and the high would be 12. The low for the second set would be 1 and the high would be 658. The low for the third set would be 1 and the high would be 66. The overall frame size for this sample would be 521,136 (12 times 658 times 66).

For ease of use, the path to the sample items should dictate the order of frame boundaries that are placed in each set. Thus, for the above example, the user should give the month boundaries for the first set, page boundaries for the second set and the line boundaries for the third set. While doing this in reverse order (line boundaries first) is permissible, the sequential ordering of the sets of numbers would be in ascending order by line instead of by page or month. Such ordering would normally increase the time required by the user to locate and select the sample items.

Output Options

The program allows for five output options. The user may select the output to be sent to printer, text file, Access database, Excel spreadsheet, or flat file. The user selects the appropriate output. The program always concludes with a summary on the screen.

Program Output



OUTPUT TO

- Printer
- Text File
- Access File
- Excel File
- Flat File

Important Notice

Versions of Windows RAT-STATS prior to RAT-STATS 2005 used executable DOS modules when generating random numbers. Consequently, the random numbers generated agreed with those obtained using DOS versions of RAT-STATS. RAT-STATS 2005 does not utilize these DOS modules but instead uses the full 32-bit technology of Visual Basic. As a result, random numbers generated using RAT-STATS 2005 and later (which includes RAT-STATS 2010) will not agree with those obtained using any of the previous versions.

The program output can be to any combination of the above five formats. To select one or more output formats, select the corresponding device/file in the above OUTPUT TO list. If Text File, Access File, Excel File, or Flat File is selected, the following message will appear:

Click on File Name(s) when the desired output formats have been checked in the OUTPUT TO box.

Output to a Text File

When all the desired output formats have been selected in the OUTPUT TO box, click on the button labeled **File Name(s)**. If the OUTPUT TO **Text File** is selected, the standard Windows "Save" file screen will appear. Enter the name of the file in the **File name** box. A text file will be saved with a ".TXT" extension (e.g., C:\TEMP\OUTDISK.TXT). By clicking on the **Save** button, the program will return to the original input screen for this module.

The output shown below is file C:\TEMP\OUTDISK.TXT and is the output using the values in the preceding **Entering the sampling frame** display. Four random values were selected along with two spares. For each set of random numbers generated, four pieces of information are provided. The first is the order of selection. This number indicates the order in which the random number was generated by the program. The next piece of information is the random number generated from the first set of frame boundaries. The third piece of information is the random number generated from the second set of boundaries. The fourth piece of information is the random number generated from the third set of boundaries.

```

                                Department of Health and Human Services
                                OIG - Office of Audit Services
Date: 10/12/2000                Random Number Generator                Time: 9:23
                                AUDIT: User Guide Example
SEED NUMBER: 33818.06          FRAME SIZE:                521,136

```

```
FILE OF RANDOM NUMBERS: C:\TEMP\OUTDISK.TXT
```

```
TOTAL RANDOM NUMBERS GENERATED: 6
```

```
THE NUMBERS ARE IN THE FOLLOWING FORMAT IN YOUR
FILE:
```

```

POSITIONS 1 THROUGH 6 - ORDER OF SELECTION
POSITIONS 7 THROUGH 17 - FIRST NUMBER OF SET
POSITIONS 18 THROUGH 30 - SECOND NUMBER OF SET
POSITIONS 31 THROUGH 43 - THIRD NUMBER OF SET

```

```
EACH COLUMN OF NUMBERS IS RIGHT JUSTIFIED.
```

Selection Order	First Number	Second Number	Third Number
1	3	484	54
2	9	606	27
3	10	192	19
4	12	513	59
5	6	574	56
6	2	615	52

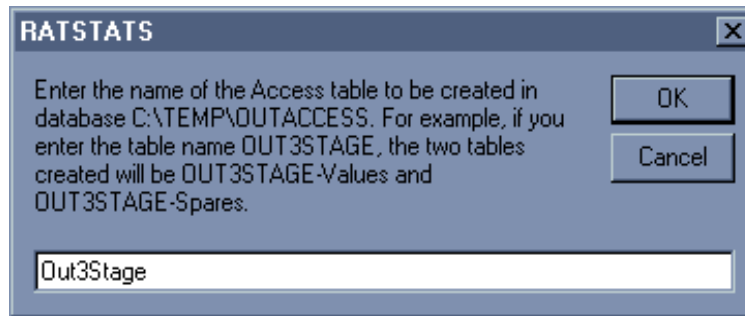
← The 4 random values start here

← The 2 spare values start here

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Output to an Access Database

When all the desired output formats have been selected in the OUTPUT TO box, click on the button labeled **File Name(s)**. If the OUTPUT TO **Access File** is selected, the standard Windows “Save” file screen will appear. Enter the name of the Access database in the **File name** box. The output file will be saved with the “.accdb” extension (e.g., C:\TEMP\OUTACCESS.accdb). By clicking on the **Save** button, the program will return to the original input screen for this module. After clicking on **Continue**, the user will see the following form:



The program is asking for the name of the Access table to create in the specified database (C:\TEMP\OUTACCESS for this illustration). The table name “Out3Stage” will be used. The program will then create two tables (Out3Stage-Values and Out3Stage-Spares) within database C:\TEMP\OUTACCESS.

The table Out3Stage-Values shown below is the result of generating four random numbers along with two spares using the values in the preceding **Entering the sampling frame** display. For each set of random numbers generated, four pieces of information are created. The first is the order of selection. This number indicates the order in which the random number was generated by the program. The next piece of information is the random number generated from the first set of frame boundaries. The third number is the random number generated from the second set of boundaries. The fourth piece of information is the random number generated from the third set of boundaries. The seed number used by the random number generator is in the far-right column. The Out3Stage-Values table contains four random numbers, the seed number, the date, and the time.

Out3Stage-Values : Table							
	Order	First-Value	Second-Value	Third-Value	Seed-Number	Date	Time
	1	3	484	54	33818.06	9/7/2005	12:31:00 PM
	2	9	606	27			
	3	10	192	19			
	4	12	513	59			

The Out3Stage-Spares table containing the two spare values is shown below.

Out3Stage-Spares : Table				
	Order	First-Value	Second-Value	Third-Value
	5	6	574	56
	6	2	615	52
▶				

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Output to an Excel Spreadsheet

When all the desired output formats have been selected in the OUTPUT TO box, click on the button labeled **File Name(s)**. If the OUTPUT TO **Excel File** is selected, the standard Windows "Save" file screen will appear. Enter the name of the Excel spreadsheet in the **File name** box. The output file will be saved with the ".xlsx" extension (e.g., C:\TEMP\OUTEXCEL.xlsx).

The following output will be contained in the Excel spreadsheet C:\TEMP\OUTEXCEL.xlsx and is the result of generating four random numbers along with two spares using the values in the preceding **Entering the sampling frame** display. By clicking on the tab labeled "SPARES," the user will obtain the spreadsheet containing the spare values. For each set of random numbers generated, four pieces of information are printed. The first is the order of selection. This number indicates the order in which the random number was generated by the program. The next piece of information is the random number generated from the first set of frame boundaries. The third number is the random number generated from the second set of boundaries. The fourth number is the random number generated from the third set of boundaries. The output also contains the program execution date and time, the name of the audit/review, the seed number, and the size of the frame.

These are the four values in the Excel spreadsheet named "VALUES" located in C:\TEMP\OUTEXCEL.xlsx:

	A	B	C	D	E	F
1	Department of Health and Human Services					
2	OIG - Office of Audit Services					
3	Random Number Generator					
4	Date:	10/12/2009	Time:	9:23		
5	Audit:	User Guide Example				
6	Order	First Value	Second Value	Third Value	Seed Number	Frame Size
7	1	3	484	54	33818.06	521,136
8	2	9	606	27		
9	3	10	192	19		
10	4	12	513	59		

	A	B	C	D
1	Order	First Value	Second Value	Third Value
2	5	6	574	56
3	6	2	615	52

These are the two spares in the Excel spreadsheet named "SPARES."

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Output to a Flat File

When all the desired output formats have been selected in the OUTPUT TO box, click on the button labeled **File Name(s)**. If the OUTPUT TO **Flat File** is selected, the standard Windows "Save" file form will appear. Fill in the name of the file in the **File name** box. The name of the file for this illustration is C:\TEMP\OUTFLAT.

The output immediately following is the text file created by selecting "Flat File" as one of the output options. This output is the file created when generating four random numbers along with two spares using the values in the preceding **Entering the sampling frame** display. For each set of random numbers generated, four pieces of information are printed. The first is the order of selection. This number indicates the order in which the random number was generated by the program. The next piece of information is the random number generated from the first set of frame boundaries. The third number is the random number generated from the second set of boundaries. The fourth number is the random number generated from the third set of boundaries. Notice that the order of selection and the random values contain leading zero values. This file is often useful as an input file for selecting random records using a mainframe computer.

Department of Health and Human Services
OIG - Office of Audit Services
Date: 10/1 /200 Random Number Generator Time: 9:23
AUDIT: User Guide Example

SEED NUMBER: 33818.06 FRAME SIZE: 521,136

FILE OF RANDOM NUMBERS: C:\TEMP\OUTFLAT

TOTAL RANDOM NUMBERS GENERATED: 6

```
00010000000003000000004840000000054 ← The 4 random values start here
00020000000009000000006060000000027
00030000000001000000001920000000019
0004000000001200000005130000000059
0005000000000600000005740000000056 ← The 2 spare values start here
0006000000000200000006150000000052
```

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Output to a Printer

If the user selects the printer for output, the standard Windows "Printer" dialog box will appear. Select the appropriate printer and click on **OK**.

The output immediately following is the printer output when generating four random numbers along with two spares using the values in the preceding **Entering the sampling frame** display. For each set of random numbers generated, four pieces of information are printed. The first is the order of selection. This number indicates the order in which the random number was generated by the program. The next piece of information is the random number generated from the first set of frame boundaries. The third number is the random number generated from the second set of boundaries. The fourth number is the random number generated from the third set of boundaries.

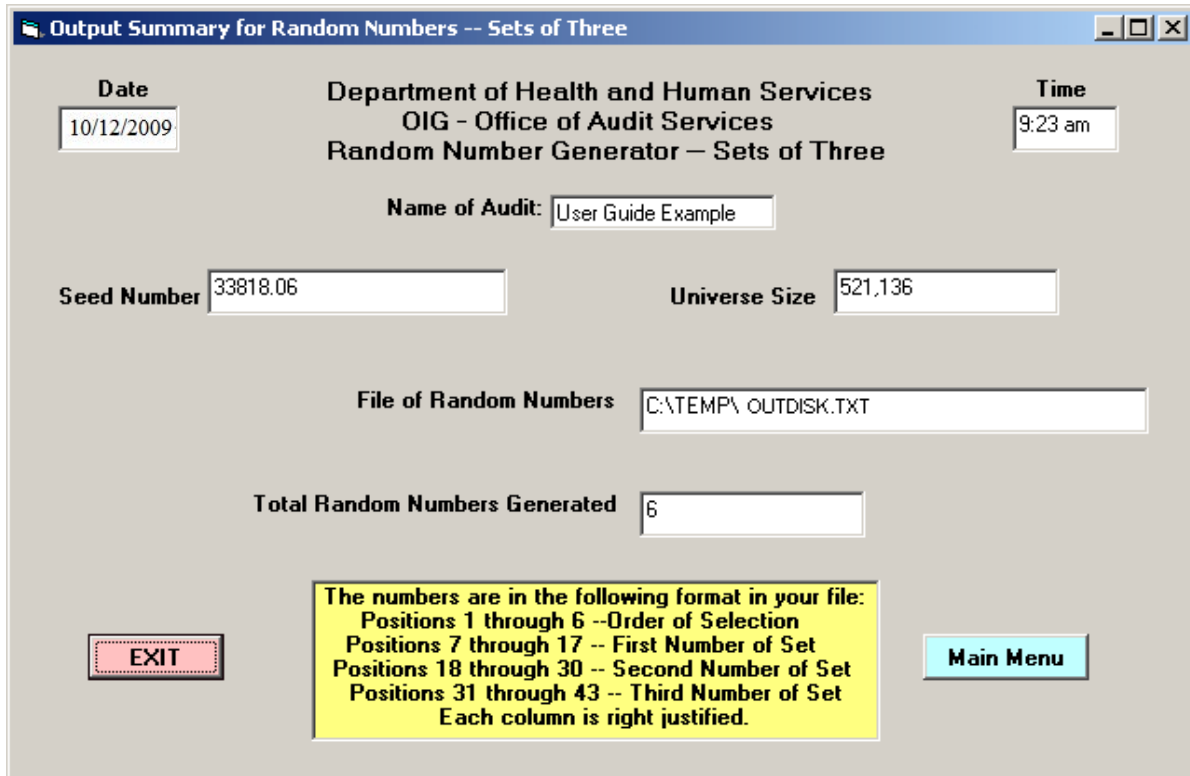
The random sets of numbers in generated order will begin on a new page after all the sets in sequential order have been printed.

DATE: 10/12/2009		DEPARTMENT OF HEALTH & HUMAN SERVICES OIG - OFFICE OF AUDIT SERVICES RANDOM NUMBER GENERATOR AUDIT: User Guide Example		TIME: 9:23
SEED NUMBER: 33818.06				FRAME SIZE: 521,136
4 RANDOM NUMBERS IN SEQUENTIAL ORDER				
ORDER OF SELECTION	FIRST NBR.	SECOND NBR.	THIRD NBR.	
1 -	3	484	54	
2 -	9	606	27	
3 -	10	192	19	
4 -	12	513	59	
=====NEW PAGE=====				
DATE: 10/12/2009		DEPARTMENT OF HEALTH & HUMAN SERVICES OIG - OFFICE OF AUDIT SERVICES RANDOM NUMBER GENERATOR AUDIT: User Guide Example		TIME: 9:23
SEED NUMBER: 33818.06				FRAME SIZE: 521,136
2 RANDOM NUMBERS IN GENERATED ORDER				
ORDER OF SELECTION	FIRST NBR.	SECOND NBR.	THIRD NBR.	
5 -	6	574	56	
6 -	2	615	52	

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Output to Screen

The program always concludes with a summary on the screen. The following screen is the summary for this illustration:



Output Summary for Random Numbers -- Sets of Three

Date: 10/12/2009

Department of Health and Human Services
OIG - Office of Audit Services
Random Number Generator -- Sets of Three

Time: 9:23 am

Name of Audit: User Guide Example

Seed Number: 33818.06

Universe Size: 521,136

File of Random Numbers: C:\TEMP\OUTDISK.TXT

Total Random Numbers Generated: 6

EXIT

Main Menu

The numbers are in the following format in your file:
Positions 1 through 6 --Order of Selection
Positions 7 through 17 -- First Number of Set
Positions 18 through 30 -- Second Number of Set
Positions 31 through 43 -- Third Number of Set
Each column is right justified.

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

SETS OF FOUR NUMBERS

Purpose

This program will generate an unduplicated set of random numbers (maximum of 2,000 sets) for the user. This program may be more efficient for a user when a sample item can be quickly identified through a four-step process (e.g., year, month, page, and line number).

Input Screen

Random Numbers -- Sets of Four Numbers

Do you want to enter a seed number? no yes

Name of the audit/review:

Enter the quantity of numbers to be generated in: Sequential Order Spares in Random Order

The sampling frame:

	Low Number	High Number
First Set	<input type="text"/>	<input type="text"/>
Second Set	<input type="text"/>	<input type="text"/>
Third Set	<input type="text"/>	<input type="text"/>
Fourth Set	<input type="text"/>	<input type="text"/>

OUTPUT TO

- Printer
- Text File
- Access File
- Excel File
- Flat File

Click on File Name(s) when the desired output formats have been checked in the OUTPUT TO box.

HELP **Main Menu** **EXIT** **CONTINUE**

Do you want to enter a seed number?

The program allows a seed number to be entered by the user to start the random number generation. If no number is entered, then the program will use an algorithm to generate its own seed number. The seed number algorithm is based on the clock in the computer. If the computer clock is not functioning, the user should obtain and document a seed number from another source (e.g., a book of random numbers). The seed number will be printed as part of the output.

Name of the audit/review:

The user may enter a brief description to document the purpose of the run. The user's response will be placed at the top of each printed page. The description should be less than 40 characters in length and may include commas and spaces.

Enter the quantity of numbers to be generated in: sequential order

The quantity of random numbers generated in sequential order should be entered in this box. After the quantity indicated has been generated by the program, the random numbers will be sorted and printed in ascending order to assist the user in retrieving the sample items. The order of selection will be printed with the random numbers. If the quantity desired is zero, then this box can be left blank or a "0" (zero) can be entered.

Spares in random order

The quantity of numbers to be generated in random order should be entered in this box. The random numbers will be printed in the order selected. If the quantity desired is zero, then this box can be left blank or a "0" (zero) can be entered.

Entering the sampling frame

The sampling frame:	Low Number	High Number
First Set	1	5
Second Set	1	12
Third Set	1	658
Fourth Set	1	66

The program prompts the user to enter the low and high numbers for each of the four sets of frames. If, for example, the user was planning to select items from five years' worth of computer printouts that had pages numbered 1 through 658 each month and had 66 lines on each page, then the first set would be year, the second set would be month, the third set would be pages, and the fourth set would be lines. For the first set the low number would be 1 and the high would be 5. The low for the second set would be 1 and the high would be 12. The low for the third set would be 1 and the high would be 658. The low for the fourth set would be 1 and the high would be 66. The overall frame size for this sample would be 2,605,680 (5 times 12 times 658 times 66).

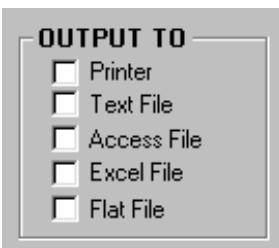
For ease of use, the path to the sample items should dictate the order of frame boundaries that are placed in each set. Thus, for the above example, the user should give the year boundaries for the first set, month boundaries for the second set, page boundaries for the third set, and line boundaries for the fourth set. While doing this in reverse order (line boundaries first) is permissible, the sequential ordering of the sets of numbers would be in ascending order by line instead of by page, month, or year. Such ordering would normally increase the time required by the user to locate and select the sample items.

Output Options

The program allows for five output options. The user may select the output to be sent to printer, text file, Access database, Excel spreadsheet, or flat file. The user selects the appropriate output. The program always concludes with a summary on the screen.

Program Output

The program output can be to any combination of the above five formats. To select one or more output formats, select the corresponding device/file in the above OUTPUT TO list. If Text File, Access File, Excel File, or Flat File is selected, the message on the next page will appear:



OUTPUT TO

- Printer
- Text File
- Access File
- Excel File
- Flat File

Important Notice

Versions of Windows RAT-STATS prior to RAT-STATS 2005 used executable DOS modules when generating random numbers. Consequently, the random numbers generated agreed with those obtained using DOS versions of RAT-STATS. RAT-STATS 2005 does not utilize these DOS modules but instead uses the full 32-bit technology of Visual Basic. As a result, random numbers generated using RAT-STATS 2005 and later (which includes RAT-STATS 2010) will not agree with those obtained using any of the previous versions.

Click on **File Name(s)** when the desired output formats have been checked in the **OUTPUT TO** box. **File Name(s)**

Output to a Text File

When all the desired output formats have been selected in the **OUTPUT TO** box, click on the button labeled **File Name(s)**. If the **OUTPUT TO Text File** is selected, the standard Windows "Save" file screen will appear. Enter the name of the file in the **File name** box. A text file will be saved with a ".TXT" extension (e.g., C:\TEMP\OUTDISK.TXT). By clicking on the **Save** button, the program will return to the original input screen for this module.

The output shown below is file C:\TEMP\OUTDISK and is the output using the values in the preceding **Entering the sampling frame** display. Three random values were selected along with two spares. For each set of random numbers generated, five pieces of information are provided. The first is the order of selection. This number indicates the order in which the random number was generated by the program. The next piece of information is the random number generated from the first set of frame boundaries. The third piece of information is the random number generated from the second set of boundaries. The fourth piece of information is the random number generated from the third set of boundaries. The fifth piece of information is the random number generated from the fourth set of boundaries.

```

Department of Health and Human Services
OIG - Office of Audit Services
Date: 10/12/2009           Random Number Generator           Time: 9:55
                        AUDIT: User Guide Example

SEED NUMBER: 35731.75           FRAME SIZE:           2,605,680

```

```
FILE OF RANDOM NUMBERS: C:\TEMP\OUTDISK.TXT
```

```
TOTAL RANDOM NUMBERS GENERATED: 5
```

```

THE NUMBERS ARE IN THE FOLLOWING FORMAT IN YOUR FILE:
POSITIONS 1 THROUGH 6 - ORDER OF SELECTION
POSITIONS 7 THROUGH 17 - FIRST NUMBER OF SET
POSITIONS 18 THROUGH 30 - SECOND NUMBER OF SET
POSITIONS 31 THROUGH 43 - THIRD NUMBER OF SET
POSITIONS 44 THROUGH 56 - FOURTH NUMBER OF SET
EACH COLUMN OF NUMBERS IS RIGHT JUSTIFIED.

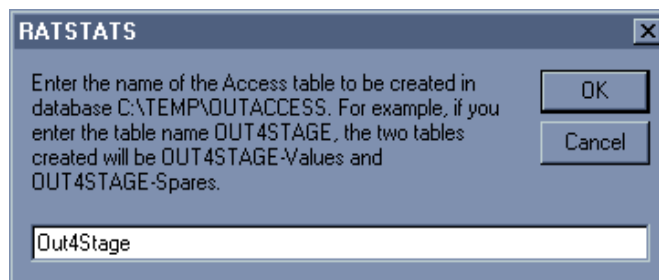
```

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Selection Order	First Number	Second Number	Third Number	Fourth Number	
1	1	4	114	24	◀ The 3 random values start here
3	4	10	442	48	
2	4	10	501	42	
4	4	5	351	55	◀ The 2 spare values start here
5	4	9	589	20	

Output to an Access Database

When all the desired output formats have been selected in the OUTPUT TO box, click on the button labeled **File Name(s)**. If the OUTPUT TO **Access File** is selected, the standard Windows “Save” file screen will appear. Enter the name of the Access database in the **File name** box. The output file will be saved with the “.accdb” extension (e.g., C:\TEMP\OUTACCESS.accdb). By clicking on the **Save** button, the program will return to the original input screen for this module. After clicking on **Continue**, the user will see the following form:



The program is asking for the name of the Access table to create in the specified database (C:\TEMP\OUTACCESS for this illustration). The table name “Out4Stage” will be used. The program will then create two tables (Out4Stage-Values and Out4Stage-Spares) within database C:\TEMP\OUTACCESS.

The table Out4Stage-Values shown below is the result of generating four random numbers along with two spares using the values in the preceding **Entering the sampling frame** display. For each set of random numbers generated, five pieces of information are created. The first is the order of selection. This number indicates the order in which the random number was generated by the program. The next piece of information is the random number generated from the first set of frame boundaries. The third number is the random number generated from the second set of boundaries. The fourth piece of information is the random number generated from the third set of boundaries. The fifth piece of information is the random number generated from the fourth set of boundaries. The seed number used by the random number generator is in the far-right column. The Out4Stage-Values table contains three random numbers, the seed number, the date, and the time.

	Order	First-Value	Second-Value	Third-Value	Fourth-Value	Seed-Number	Date	Time
	1	1	4	114	24	35731.75	10/12/2009	12:39:00 PM
	3	4	10	442	48			
	2	4	10	501	42			

The table Out4Stage-Spares containing the two spare values is shown below:

	Order	First-Value	Second-Value	Third-Value	Fourth-Value
	4	4	5	351	55
	5	4	9	589	20

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Output to an Excel Spreadsheet

When all the desired output formats have been selected in the OUTPUT TO box, click on the button labeled **File Name(s)**. If the OUTPUT TO **Excel File** is selected, the standard Windows "Save" file screen will appear. Enter the name of the Excel spreadsheet in the **File name** box. The output file will be saved with the ".xlsx" extension (e.g., C:\TEMP\OUTEXCEL.xlsx).

The following output will be contained in the Excel spreadsheet C:\TEMP\OUTEXCEL and is the result of generating three random numbers along with two spares using the values in the preceding **Entering the sampling frame** display. By clicking on the tab labeled "SPARES," the user will obtain the spreadsheet containing the spare values. For each set of random numbers generated, five pieces of information are printed. The first is the order of selection. This number indicates the order in which the random number was generated by the program. The next piece of information is the random number generated from the first set of frame boundaries. The third number is the random number generated from the second set of boundaries. The fourth number is the random number generated from the third set of boundaries. The fifth number is the random number generated from the fourth set of boundaries. The output also contains the program execution date and time, the name of the audit/review, the seed number, and the size of the frame.

These are the three values in the Excel spreadsheet named "VALUES" located in C:\TEMP\OUTEXCEL.xlsx:

	A	B	C	D	E	F	G	
1	Department of Health and Human Services							
2	OIG - Office of Audit Services							
3	Random Number Generator							
4	Date:	10/12/2009	Time:	9:55				
5	Audit:	User Guide Example						
6	Order	First Value	Second Value	Third Value	Fourth Value	Seed Number	Frame Size	
7	1	1	4	114	24	35731.75	2,605,680	
8	3	4	10	442	48			
9	2	4	10	501	42			

The two spares values in the Excel spreadsheet named "SPARES" are shown below:

	A	B	C	D	E
1	Order	First Value	Second Value	Third Value	Fourth Value
2	4	4	5	351	55
3	5	4	9	589	20

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Output to a Flat File

When all the desired output formats have been selected in the OUTPUT TO box, click on the button labeled **File Name(s)**. If the OUTPUT TO **Flat File** is selected, the standard Windows "Save" file form will appear. Fill in the name of the file in the **File name** box. The name of the file for this illustration is C:\TEMP\OUTFLAT.

The output immediately following is the text file created by selecting "Flat File" as one of the output options. This output is the file created when generating three random numbers along with two spares using the values in the preceding **Entering the sampling frame** display. For each set of random numbers generated, five pieces of information are printed. The first is the order of selection. This number indicates the order in which the random number was generated by the program. The next piece of information is the random number generated from the first set of frame boundaries. The third number is the random number generated from the second set of boundaries. The fourth number is the random number generated from the third set of boundaries. The fifth number is the random number generated from the fourth set of boundaries. Notice that

the order of selection and the random values contain leading zero values. This file is often useful as an input file for selecting random records using a mainframe computer.

```

                Department of Health and Human Services
                OIG - Office of Audit Services
Date: 10/1 /200      Random Number Generator      Time: 9:55
                AUDIT: User Guide Example

SEED NUMBER: 35731.75      FRAME SIZE:      2,605,680

```

```
FILE OF RANDOM NUMBERS: C:\TEMP\OUTFLAT
```

```
TOTAL RANDOM NUMBERS GENERATED: 5
```

```

00010000000000100000000004000000001140000000024  ← The 3 random values start here
0003000000000040000000001000000004420000000048
0002000000000040000000001000000005010000000042
0004000000000040000000005000000003510000000055  ← The 2 spare values start here
00050000000000400000000009000000005890000000020

```

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Output to a Printer

If the user selects the printer for output, the standard Windows "Printer" dialog box will appear. Select the appropriate printer and click on **OK**.

The output immediately following is the printer output when generating four random numbers along with two spares using the values in the preceding **Entering the sampling frame** display. For each set of random numbers generated, five pieces of information are printed. The first is the order of selection. This number indicates the order in which the random number was generated by the program. The next piece of information is the random number generated from the first set of frame boundaries. The third number is the random number generated from the second set of boundaries. The fourth number is the random number generated from the third set of boundaries. The fifth number is the random number generated from the fourth set of boundaries.

The random sets of numbers in generated order will begin on a new page after all the sets in sequential order have been printed.

DATE: 10/12/2009		DEPARTMENT OF HEALTH & HUMAN SERVICES OIG - OFFICE OF AUDIT SERVICES RANDOM NUMBER GENERATOR AUDIT: User Guide Example			TIME: 9:55
SEED NUMBER: 35731.75		FRAME SIZE: 2,605,680			
3 RANDOM NUMBERS IN SEQUENTIAL ORDER					
ORDER OF SELECTION	FIRST NBR.	SECOND NBR.	THIRD NBR.	FOURTH NBR.	
1 -	1	4	114	24	
3 -	4	10	442	48	
2 -	4	10	501	42	
=====NEW PAGE=====					
DATE: 10/12/2009		DEPARTMENT OF HEALTH & HUMAN SERVICES OIG - OFFICE OF AUDIT SERVICES RANDOM NUMBER GENERATOR AUDIT: User Guide Example			TIME: 9:55
SEED NUMBER: 35731.75		FRAME SIZE: 2,605,680			
2 RANDOM NUMBERS IN GENERATED ORDER					
ORDER OF SELECTION	FIRST NBR.	SECOND NBR.	THIRD NBR.	FOURTH NBR.	
4 -	4	5	351	55	
5 -	4	9	589	20	

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Output to Screen

The program always concludes with a summary on the screen. The following screen is the summary for this illustration:

Output Summary for Random Numbers -- Sets of Four

Date: 10/12/2009

Department of Health and Human Services
OIG - Office of Audit Services
Random Number Generator - Sets of Four

Time: 9:55 am

Name of Audit: User Guide Example

Seed Number: 35731.75

Universe Size: 2,605,680

File of Random Numbers: C:\TEMP\Outdisk.txt

Total Random Numbers Generated: 5

The numbers are in the following format in your file:
Positions 1 through 6 -- Order of Selection
Positions 7 through 17 -- First Number of Set
Positions 18 through 30 -- Second Number of Set
Positions 31 through 43 -- Third Number of Set
Positions 44 through 56 -- Fourth Number of Set
Each column is right justified.

EXIT Main Menu

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

FRAMES - SINGLE STAGE

Purpose

This program will generate an unduplicated set of random numbers (maximum of 2,000 sets) for the user. This program is more efficient for a user when the universe of sample items may either contain gaps of numbers or the numbering system repeats within the universe. For example, the universe of transactions that is of interest to the user may be grouped with other transactions in a computer printout that has all items numbered. The transactions of interest may be numbered from 1 through 1,050 and begin again at 8,405 and run through 9,565. Rather than selecting random numbers between 1 and 9,565 and not be able to use the numbers between 1,050 and 8,405 or having the user renumber the subuniverse of desired transactions, this program could be used with the existing numbering system.

Input Screen

Do you want to enter a seed number?

The program allows a seed number to be entered by the user to start the random number generation. If no number is entered, then the program will use an algorithm to generate its own seed number. The seed number algorithm is based on the clock in the computer. If the computer clock is not functioning, the user should obtain and document a seed number from another source (e.g., a book of random numbers). The seed number will be printed as part of the output.

Name of the audit/review:

The user may enter a brief description to document the purpose of the run. The user's response will be placed at the top of each printed page. The description should be less than 40 characters in length and may include commas and spaces.

Enter the quantity of numbers to be generated in: sequential order

The quantity of random numbers to be generated in sequential order should be entered in this box. After the quantity indicated has been generated by the program, the random numbers will be sorted and the output will be in ascending order to assist the user in retrieving the sample items. The order of selection will be printed with the random numbers. If the quantity desired is zero, then this box can be left blank or a "0" (zero) can be entered.

Spares in random order

The quantity of numbers to be generated in random order should be entered in this box. The random numbers will be displayed in the order selected. If the quantity desired is zero, then this box can be left blank or a "0" (zero) can be entered.

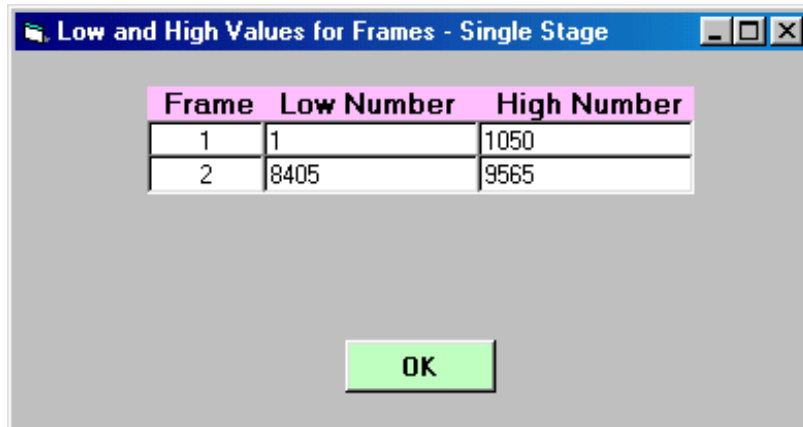
Enter the number of frames in your universe (Max = 51)

A frame is a grouping of contiguous sample items within the universe. In the illustration to follow, the user would have two frames. The first frame would contain items 1 through 1,050 and the second frame would contain items 8,405 through 9,565.

Enter or View low/high values

Based on the frame count entered by the user, the low and high boundaries for each frame must be entered. By clicking on the "Enter or view low/high values" button the following form

appears if the number of frames is entered as “2.” In general, there will be one line in this table for each frame in the universe.

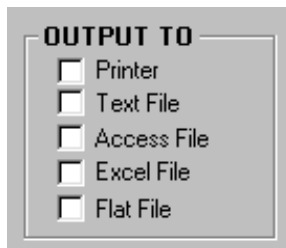


Frame	Low Number	High Number
1	1	1050
2	8405	9565

Output Options

The program allows for five output options. The user may select the output be sent to printer, text file, Access table, Excel spreadsheet, or flat file. The user selects the appropriate output. The program always concludes with a summary on the screen.

Program Output



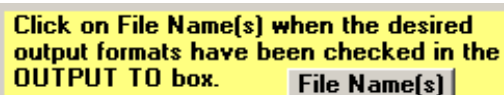
OUTPUT TO

- Printer
- Text File
- Access File
- Excel File
- Flat File

Important Notice

Versions of Windows RAT-STATS prior to RAT-STATS 2005 used executable DOS modules when generating random numbers. Consequently, the random numbers generated agreed with those obtained using DOS versions of RAT-STATS. RAT-STATS 2005 does not utilize these DOS modules but instead uses the full 32-bit technology of Visual Basic. As a result, random numbers generated using RAT-STATS 2005 and later (which includes RAT-STATS 2010) will not agree with those obtained using any of the previous versions.

The program output can be to any combination of the above five formats. To select one or more output formats, select the corresponding device/file in the above OUTPUT TO list. If Text File, Access File, Excel File, or Flat File is selected, the following message will appear:



Click on File Name(s) when the desired output formats have been checked in the OUTPUT TO box. File Name(s)

Output to a Text File

When all the desired output formats have been selected in the OUTPUT TO box, click on the button labeled **File Name(s)**. If the OUTPUT TO **Text File** is selected, the standard Windows "Save" file screen will appear. Fill in the name of the file in the **File name** box. A text file will be saved with a ".TXT" extension (e.g., C:\TEMP\OUTDISK.TXT). By clicking on the **Save** button, the program will return to the original input screen for this module.

The output shown below is file C:\TEMP\OUTDISK.TXT and is the result of generating three random numbers along with two spares using the low/high values in the earlier screen. For each random number generated, four pieces of information are displayed. The first is the order of selection. This number indicates the order in which the random number was generated by the program. The next piece of information is the random number generated. The next two pieces of information result in converting the random number into the appropriate frame and the item within the frame.

```

                                Department of Health and Human Services
                                OIG - Office of Audit Services
Date: 10/12/2009                Random Number Generator                Time: 9:32
                                AUDIT: User Guide Example

```

```
SEED NUMBER: 34346.94                FRAME SIZE:                2,211
```

```
FILE OF RANDOM NUMBERS: C:\TEMP\OUTDISK.TXT
```

```
TOTAL RANDOM NUMBERS GENERATED: 5
```

```
THE NUMBERS ARE IN THE FOLLOWING FORMAT IN YOUR FILE:
```

```
POSITIONS 1 THROUGH 6 - ORDER OF SELECTION
```

```
POSITIONS 7 THROUGH 20 - RANDOM NUMBER
```

```
POSITIONS 21 THROUGH 29 - FRAME NUMBER
```

```
POSITIONS 30 THROUGH 42 - ITEM NUMBER WITHIN FRAME
```

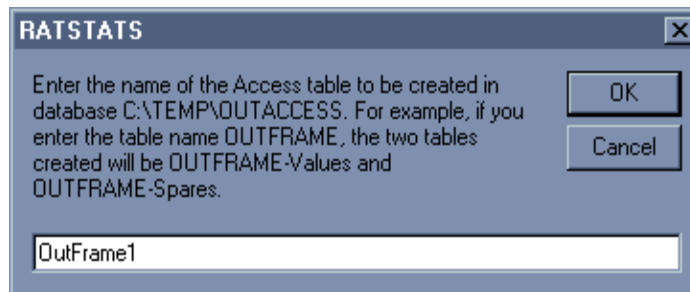
```
EACH COLUMN OF NUMBERS IS RIGHT JUSTIFIED.
```

Selection Order	Random Number	Frame Number	Item Number	
3	119	1	119	← The 3 random values start here.
1	1308	2	8662	
2	1603	2	8957	
4	322	1	322	← The 2 spare values start here.
5	1553	2	8907	

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Output to an Access Database

When all the desired output formats have been selected in the OUTPUT TO box, click on the button labeled **File Name(s)**. If the OUTPUT TO **Access File** is selected, the standard Windows “Save” file screen will appear. Enter the name of the Access database in the **File name** box. The output file will be saved with the “.accdb” extension (e.g., C:\TEMP\OUTACCESS.accdb). By clicking on the **Save** button, the program will return to the original input screen for this module. After clicking on **Continue**, the user will see the following form:



The program is asking for the name of the Access table to create in the specified database (C:\TEMP\OUTACCESS.accdb for this illustration). The table name “OutFrame1” will be used. The program will then create two tables (OutFrame1-Values and OutFrame1-Spares) within database C:\TEMP\OUTACCESS.accdb.

The tables OutFrame1-Values and OutFrame1-Spares, shown next, are the result of generating three random numbers along with two spares using the low/high values in the earlier screen. For each random number generated, four pieces of information are displayed. The first is the order of selection. This number indicates the order in which the random number was generated by the program. The next piece of information is the random number generated. The next two pieces of information result in converting the random number into the appropriate frame and the item within the frame. The seed number used by the random number generator is in the far-right column.

The OutFrame1-Values table contains three random numbers, the seed number, the date, and the time.

OutFrame1-Values : Table							
	Order	Number	Frame	Item	Seed-Number	Date	Time
	3	119	1	119	34346.94	10/12/2009	12:43:00 PM
	1	1308	2	8662			
	2	1603	2	8957			
▶							

The OutFrame1-Spares table contains two spare values.

	Order	Number	Frame	Item
	4	322	1	322
	5	1553	2	8907
▶				

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Output to an Excel Spreadsheet

When all the desired output formats have been selected in the OUTPUT TO box, click on the button labeled **File Name(s)**. If the OUTPUT TO **Excel File** is selected, the standard Windows "Save" file screen will appear. Enter the name of the Excel spreadsheet in the **File name** box. The output file will be saved with the ".xlsx" extension (e.g., C:\TEMP\OUTEXCEL.xlsx).

The following output will be contained in the Excel spreadsheet named "VALUES" located in C:\TEMP\OUTEXCEL.xlsx and is the result of generating three random numbers along with two spares using the low/high values in the earlier screen. By clicking on the tab labeled "SPARES" the user will obtain the spreadsheet containing the spare values.

For each random number generated, four pieces of information are displayed. The first is the order of selection. This number indicates the order in which the random number was generated by the program. The next piece of information is the random number generated. The next two pieces of information result in converting the random number into the appropriate frame and the item within the frame. The output also contains the program execution date and time, the name of the audit/review, the seed number, and the total size of the sampling frame.

These are the three random values in the Excel spreadsheet named "VALUES" located in C:\TEMP\OUTEXCEL.xlsx.

	A	B	C	D	E	F
1	Department of Health and Human Services					
2	OIG - Office of Audit Services					
3	Random Number Generator					
4	Date:	10/12/2009	Time:	12:52		
5	Audit:	User Guide Example				
6	Order	Number	Frame	Item	Seed Number	Frame Size
7	3	119	1	119	34346.94	2,211
8	1	1308	2	8662		
9	2	1603	2	8957		

These are the two spares in the Excel spreadsheet named "SPARES."

	A	B	C	D
1	Order	Number	Frame	Item
2	4	322	1	322
3	5	1553	2	8907

NOTE: The user must first exit RAT-STATS in order to view this file.

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Output to a Flat File

The output immediately following is the text file created by selecting "Flat File" as one of the output options. If the OUTPUT TO **Flat File** is selected, the standard Windows "Save" file screen will appear. Fill in the name of the file in the **File name** box. The name of the file for this illustration is C:\TEMP\OUTFLAT.

This file is the output file when generating three random numbers along with two spares using the low/high values from the earlier screen. Notice that the order of selection and the random values contain leading zero values. This file is often useful as an input file for selecting random records using a mainframe computer.

For each random number generated, four pieces of information are displayed. The first is the order of selection. This number indicates the order in which the random number was generated

by the program. The next piece of information is the random number generated. The next two pieces of information result in converting the random number into the appropriate frame and the item within the frame.

```
Department of Health and Human Services
OIG - Office of Audit Services
Date: 10/12/2009 Random Number Generator Time: 12:52
AUDIT: User Guide Example
```

```
SEED NUMBER: 34346.94 FRAME SIZE: 2,211
```

```
FILE OF RANDOM NUMBERS: C:\TEMP\OUTFLAT
```

```
TOTAL RANDOM NUMBERS GENERATED: 5
```

```
0003000000011900010000000119 ◀ The three random values start here.
00010000000130800020000008662
00020000000160300020000008957
00040000000032200010000000322 ◀ The two spare values start here.
00050000000155300020000008907
```

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Output to a Printer

If the user selects the printer for output, the standard Windows "Print" dialog box will appear. Select the appropriate printer and click on **OK**.

The following printer output is the result of generating three random numbers along with two spares using the low/high values in the earlier screen. For each random number generated, four pieces of information are displayed. The first is the order of selection. This number indicates the order in which the random number was generated by the program. The next piece of information is the random number generated. The next two pieces of information result in converting the random number into the appropriate frame and the item within the frame. Summary information will be displayed on the screen.

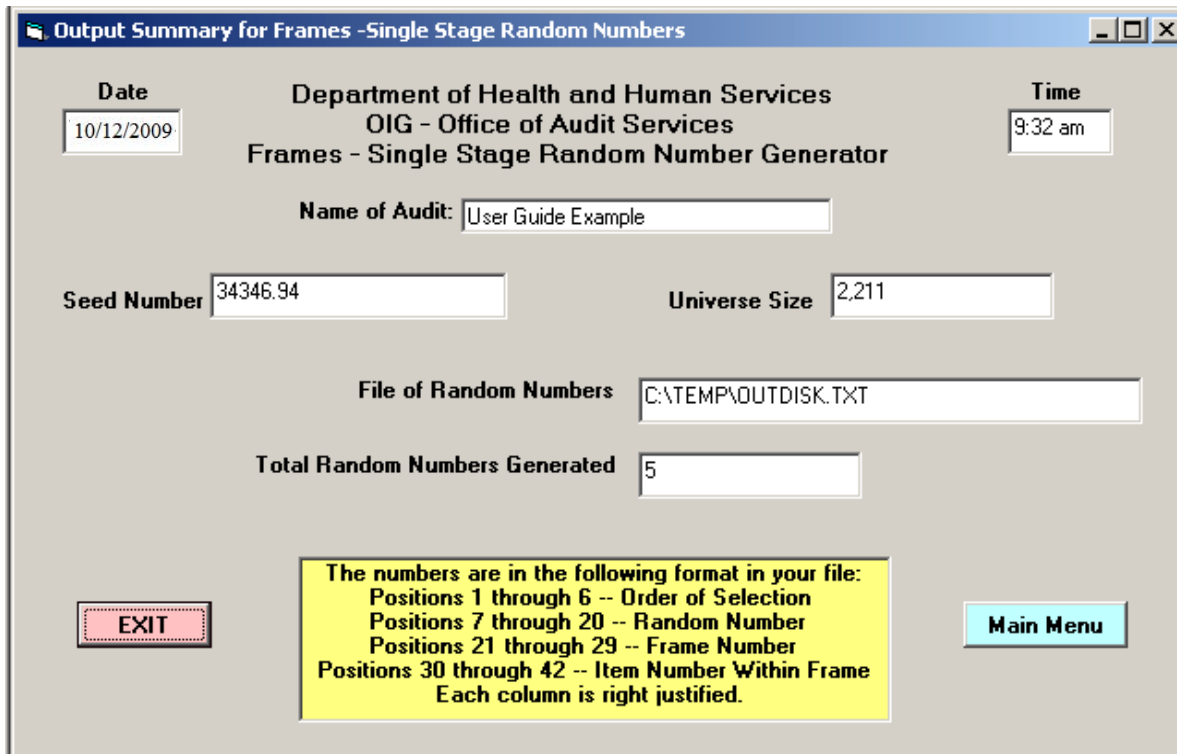
For numbers printed in sequential order of the printout, the lowest random number and the corresponding conversion are printed first. The subsequent numbers are in sequential order with the random number and its equivalent value after conversion on each line. The random numbers in generated order will begin on a new page after all the sequential sets have been printed.

DEPARTMENT OF HEALTH & HUMAN SERVICES			
OIG - OFFICE OF AUDIT SERVICES			
RANDOM NUMBER GENERATOR			
AUDIT: User Guide Example			
DATE: 10/12/2009			TIME: 9:32
SEED NUMBER: 34346.94		FRAME SIZE:	2,211
3 RANDOM NUMBERS IN SEQUENTIAL ORDER			
ORDER OF SELECTION	RANDOM NUMBER	-CONVERTED NUMBER- FRAME ITEM NUMBER	
3 -	119	1	119
1 -	1,308	2	8,662
2 -	1,603	2	8,957
=====NEW PAGE=====			
DEPARTMENT OF HEALTH & HUMAN SERVICES			
OIG - OFFICE OF AUDIT SERVICES			
RANDOM NUMBER GENERATOR			
AUDIT: User Guide Example			
DATE: 10/12/2009			TIME: 9:32
SEED NUMBER: 34346.94		FRAME SIZE:	2,211
2 RANDOM NUMBERS IN GENERATED ORDER			
ORDER OF SELECTION	RANDOM NUMBER	-CONVERTED NUMBER- FRAME ITEM NUMBER	
4 -	322	1	322
5 -	1,553	2	8,907

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Output to Screen

The program always concludes with a summary on the screen. The following screen is the summary for this illustration:



Output Summary for Frames - Single Stage Random Numbers

Date: 10/12/2009 Department of Health and Human Services Time: 9:32 am
OIG - Office of Audit Services
Frames - Single Stage Random Number Generator

Name of Audit: User Guide Example

Seed Number: 34346.94 Universe Size: 2,211

File of Random Numbers: C:\TEMP\OUTDISK.TXT

Total Random Numbers Generated: 5

EXIT **Main Menu**

The numbers are in the following format in your file:
Positions 1 through 6 -- Order of Selection
Positions 7 through 20 -- Random Number
Positions 21 through 29 -- Frame Number
Positions 30 through 42 -- Item Number Within Frame
Each column is right justified.

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

FRAMES - SETS OF TWO

Purpose

This program will generate an unduplicated set of random numbers (maximum of 2,000 sets) for the user. This program may be of use when pairs of random numbers are the most efficient way to locate a sample item and the numbering of the universe of items either has gaps or the numbering system repeats within the universe. For example, the universe of transactions that is of interest to the user may be grouped with other transactions in several computer printouts that have page and line numbers. The transactions of interest may be on pages numbered from 1 through 100 in one volume, pages 1 through 456 in a second volume, and pages 45 through 832 in a third volume. This program could be used with the existing numbering system to select page and line numbers.

Within each frame there may be a consistent number of items, such as 66 lines per page, or the items could vary from frame to frame. This program allows the user to work with either situation.

Input Screen

Frames - Sets of Two Numbers

Do you want to enter a seed number? no yes

Name of the audit/review:

Enter the quantity of numbers to be generated in: Sequential Order Spares in Random Order

Enter the number of frames in your universe (Max = 51)

OUTPUT TO

- Printer
- Text File
- Access File
- Excel File
- Flat file

Click on File Name(s) when the desired output formats have been checked in the OUTPUT TO box.

Do you want to enter a seed number?

The program allows a seed number to be entered by the user to start the random number generation. If no number is entered, then the program will use an algorithm to generate its own seed number. The seed number algorithm is based on the clock in the computer. If the computer clock is not functioning, the user should obtain and document a seed number from another source (e.g., a book of random numbers). The seed number will be printed as part of the output.

Name of the audit/review:

The user may enter a brief description to document the purpose of the run. The user's response will be placed at the top of each printed page. The description should be less than 40 characters in length and may include commas and spaces.

Enter the quantity of numbers to be generated in: sequential order

The quantity of random numbers to be generated in sequential order should be entered in this box. After the quantity indicated has been generated by the program, the random numbers will be sorted and the output will be in ascending order to assist the user in retrieving the sample items. The order of selection will be printed with the random numbers. If the quantity desired is zero, then this box can be left blank or a "0" (zero) can be entered.

Spares in random order

The quantity of numbers to be generated in random order should be entered in this box. The random numbers will be displayed in the order selected. If the quantity desired is zero, then this box can be left blank or a "0" (zero) can be entered.

Enter the number of frames in your universe (Max = 51)

A frame is a grouping of contiguous sample items within the universe. In the illustration to follow, the user would have three frames. The first frame would contain pages 1 through 100 in the first volume, the second frame would contain pages 1 through 456 in the second volume, and the third frame would contain pages 45 through 832 in the third volume.

Enter or View low/high values

Based on the frame count entered by the user, the user must enter the low and high boundaries for each frame. When the user clicks on the "Enter or view low/high values" button, the

following form appears. In this illustration, the number of frames is entered as “3” and the “Yes” button is selected in response to the question “Is the range the same within each frame?”. In general, there will be one line in this table for each frame in the universe.

Frame	First Frame Set		Second Frame Set	
	Low Number	High Number	Low Number	High Number
1	1	100	1	66
2	1	456	1	66
3	45	832	1	66

When the “Yes” button is selected in response to the question “Is the range the same within each frame?”, the low numbers in the second frame set will be set equal to the low number typed in the first row. For the above illustration, as soon as the user types “1” as the low number for the second frame set in the first frame, the value of “1” will appear in this column for frames 2 and 3 as soon as the user leaves this cell. Similarly, when “66” is typed as the high number for the second frame set in the first frame, the value of “66” will appear in this column for frames 2 and 3 as soon as the user leaves this cell.

If the “No” button is selected in response to the question “Is the range the same within each frame?”, the user must supply all values (e.g., 6 for this illustration) for the low and high numbers in the second frame set.

Output Options

The program allows for five output options. The user may select the output be sent to printer, text file, Access table, Excel spreadsheet, or flat file. The user selects the appropriate output. The program always concludes with a summary on the screen.

Program Output

OUTPUT TO

- Printer
- Text File
- Access File
- Excel File
- Flat File

Important Notice

Versions of Windows RAT-STATS prior to RAT-STATS 2005 used executable DOS modules when generating random numbers. Consequently, the random numbers generated agreed with those obtained using DOS versions of RAT-STATS. RAT-STATS 2005 does not utilize these DOS modules but instead uses the full 32-bit technology of Visual Basic. As a result, random numbers generated using RAT-STATS 2005 and later (which includes RAT-STATS 2010) will not agree with those obtained using any of the previous versions.

The program output can be to any combination of the above five formats. To select one or more output formats, select the corresponding device/file in the above OUTPUT TO list. If Text File, Access File, Excel File, or Flat File is selected, the following message will appear:

Click on File Name(s) when the desired output formats have been checked in the OUTPUT TO box.

Output to a Text File

When all the desired output formats have been selected in the OUTPUT TO box, click on the button labeled **File Name(s)**. The user will see the standard Windows “Save” screen. Fill in the name of the file in the **File name** box. A text file will be saved with a “.TXT” extension (e.g., C:\TEMP\OUTDISK.TXT). By clicking on the **Save** button, the program will return to the original input screen for this module.

The output shown below is file C:\TEMP\OUTDISK.TXT and is the result of generating three random numbers along with two spares using the low/high values in the earlier screen with a fixed range of 66 in each frame.

For each random number generated, five pieces of information are printed. The first is the order of selection. This number indicates the order in which the random number was generated by the program. The next piece of information is the random number generated. The next three pieces of information are a result of converting the random number into the appropriate frame, subframe, and the item within the subframe. In the sequential portion of the output, the lowest random number and the corresponding conversion are printed first. The subsequent numbers are in sequential order with the random number and its equivalent value after conversion on each line.

Department of Health and Human Services
 OIG - Office of Audit Services
 Random Number Generator
 AUDIT: User Guide Example

Date: 10/12/2009

Time: 9:56

SEED NUMBER: 35809.13

FRAME SIZE: 88,704

FILE OF RANDOM NUMBERS: C:\TEMP\OUTDISK.txt

TOTAL RANDOM NUMBERS GENERATED: 5

THE NUMBERS ARE IN THE FOLLOWING FORMAT IN YOUR FILE:

POSITIONS 1 THROUGH 6 - ORDER OF SELECTION
 POSITIONS 7 THROUGH 20 - RANDOM NUMBER
 POSITIONS 21 THROUGH 29 - FRAME NUMBER
 POSITIONS 30 THROUGH 42 - SUB-FRAME NUMBER
 POSITIONS 43 THROUGH 55 - ITEM NUMBER WITHIN THE SUB-FRAME

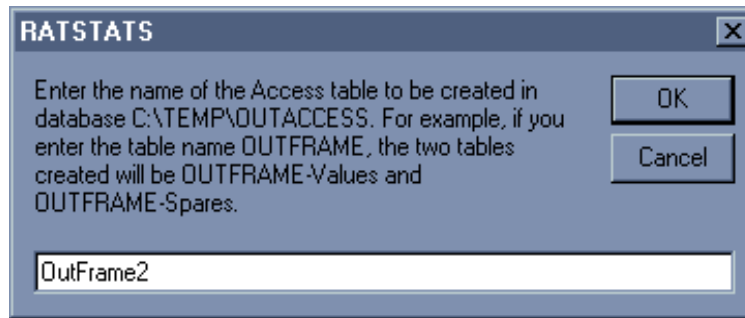
EACH COLUMN OF NUMBERS IS RIGHT JUSTIFIED.

Selection Order	Random Number	Frame Number	Sub-Frame Number	Item Number	
2	7559	2	15	35	← Three random values start here.
3	30214	2	358	52	
1	48495	3	223	51	
4	33903	2	414	45	← The two spare values start here.
5	40411	3	101	19	

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Output to an Access Database

When all the desired output formats have been selected in the OUTPUT TO box, click on the button labeled **File Name(s)**. If the OUTPUT TO **Access File** is selected, the standard Windows "Save" file screen will appear. Fill in the name of the Access database in the **File name** box. The output file will be saved with the ".accdb" extension (e.g., C:\TEMP\OUTACCESS.accdb). By clicking on the **Save** button, the program will return to the original input screen for this module. After clicking on **Continue**, the user will see the following form:



The program is asking for the name of the Access table to create in the specified database (C:\TEMP\OUTACCESS for this illustration). The table name “OutFrame2” will be used. The program will then create two tables (OutFrame2-Values and OutFrame2-Spares) within database C:\TEMP\OUTACCESS.

The tables OutFrame2-Values and OutFrame2-Spares, shown next, are the result of generating three random numbers along with two spares using the low/high values in the earlier screen with a fixed range of 66 in each frame.

For each random number generated, five pieces of information are printed. The first is the order of selection. This number indicates the order in which the random number was generated by the program. The next piece of information is the random number generated. The next three pieces of information are a result of converting the random number into the appropriate frame, subframe, and the item within the subframe. The seed number used by the random number generator is in the far-right column. In the sequential portion of the output, the lowest random number and the corresponding conversion are printed first. The subsequent numbers are in sequential order with the random number and its equivalent value after conversion on each line.

The OutFrame2-Values table contains three random numbers, the seed number, the date, and the time.

OutFrame2-Values : Table										
	Order	Number	Frame	SubFrame	Item	Seed-Number	Date	Time		
	2	7559	2	15	35	35809.13	10/12/2009	1:19:00 PM		
	3	30214	2	358	52					
	1	48495	3	223	51					
▶										

The OutFrame2-Spares table contains two spare values.

	Order	Number	Frame	SubFrame	Item
	4	33903	2	414	45
	5	40411	3	101	19
▶					

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Output to an Excel Spreadsheet

When all the desired output formats have been selected in the OUTPUT TO box, click on the button labeled **File Name(s)**. If the OUTPUT TO **Excel File** is selected, the standard Windows "Save" file screen will appear. Enter the name of the Excel spreadsheet in the **File name** box. The output file will be saved with the ".xlsx" extension (e.g., C:\TEMP\OUTEXCEL.xlsx).

The following output will be contained in the Excel spreadsheet C:\TEMP\OUTEXCEL.xlsx and is the result of generating three random numbers along with two spares using the low/high values in the earlier screen with a fixed range of 66 in each frame. By clicking on the tab labeled "SPARES" the user will obtain the spreadsheet containing the spare values.

For each random number generated, five pieces of information are printed. The first is the order of selection. This number indicates the order in which the random number was generated by the program. The next piece of information is the random number generated. The next three pieces of information are a result of converting the random number into the appropriate frame, subframe, and the item within the subframe. The output also contains the program execution date and time, the name of the audit/review, the seed number, and the total size of the sampling frame. In the sequential portion of the output, the lowest random number and the corresponding conversion are printed first. The subsequent numbers are in sequential order with the random number and its equivalent value after conversion on each line.

These are the three random values in the Excel spreadsheet named "VALUES" located in C:\TEMP\OUTEXCEL.xlsx.

	A	B	C	D	E	F	G
1	Department of Health and Human Services						
2	OIG - Office of Audit Services						
3	Random Number Generator						
4	Date:	10/12/2009	Time:	9:56			
5	Audit:	User Guide Example					
6	Order	Number	Frame	SubFrame	Item	Seed Number	Frame Size
7	2	7559	2	15	35	35809.13	88,704
8	3	30214	2	358	52		
9	1	48495	3	223	51		

These are the two spares in the Excel spreadsheet named "SPARES."

	A	B	C	D	E
1	Order	Number	Frame	SubFrame	Item
2	4	33903	2	414	45
3	5	40411	3	101	19

NOTE: The user must first exit RAT-STATS in order to view this file.

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Output to a Flat File

The output immediately following is the text file created by selecting "Flat File" as one of the output options. If the **OUTPUT TO Flat File** is selected, the standard Windows "Save" file screen will appear. Fill in the name of the file in the **File name** box. The name of the file for this illustration is C:\TEMP\OUTFLAT.

This flat file is the output file when generating three random numbers along with two spares using the low/high values from the earlier screen with a fixed range of 66 in each frame. Notice that the order of selection and the random values contain leading zero values. This file is often useful as an input file for selecting random records using a mainframe computer.

For each random number generated, five pieces of information are printed. The first is the order of selection. This number indicates the order in which the random number was generated by the program. The next piece of information is the random number generated. The next three pieces of information are a result of converting the random number into the appropriate frame,

subframe, and the item within the subframe. In the sequential portion of the output, the lowest random number and the corresponding conversion are printed first. The subsequent numbers are in sequential order with the random number and its equivalent value after conversion on each line.

```
Department of Health and Human Services
OIG - Office of Audit Services
Date: 10/12/2009 Random Number Generator Time: 9:56
AUDIT: User Guide Example
```

```
SEED NUMBER: 35809.13 FRAME SIZE: 88,704
```

```
FILE OF RANDOM NUMBERS: C:\TEMP\OUTFLAT
```

```
TOTAL RANDOM NUMBERS GENERATED: 5
```

```
00020000007559000200000000150000000035 ← The three random values start here.
000300000030214000200000003580000000052
000100000048495000300000002230000000051
000400000033903000200000004140000000045 ← The two spare values start here.
000500000040411000300000001010000000019
```

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Output to a Printer

If the user selects the printer for output, the standard Windows "Print" dialog box will appear. Select the appropriate printer and click on **OK**.

The following printer output is the result of generating three random numbers along with two spares using the low/high values in the earlier screen with a fixed range of 66 in each frame. For each random number generated, five pieces of information are printed. The first is the order of selection. This number indicates the order in which the random number was generated by the program. The next piece of information is the random number generated. The next three pieces of information are a result of converting the random number into the appropriate frame, subframe, and the item within the subframe. In the sequential portion of the output, the lowest random number and the corresponding conversion are printed first. The subsequent numbers are in sequential order with the random number and its equivalent value after conversion on each line.

DATE: 10/1 /200		DEPARTMENT OF HEALTH & HUMAN SERVICES OIG - OFFICE OF AUDIT SERVICES RANDOM NUMBER GENERATOR AUDIT: User Guide Example			TIME: 9:56
SEED NUMBER: 35809.13					FRAME SIZE: 88,704
3 RANDOM NUMBERS IN SEQUENTIAL ORDER					
ORDER OF SELECTION	RANDOM NUMBER	--- CONVERTED NUMBER --- FRAME SUB-FRAME ITEM NUMBER			
2 -	7,559	2	15	35	
3 -	30,214	2	358	52	
1 -	48,495	3	223	51	
=====NEW PAGE=====					
DATE: 10/1 /200		DEPARTMENT OF HEALTH & HUMAN SERVICES OIG - OFFICE OF AUDIT SERVICES RANDOM NUMBER GENERATOR AUDIT: User Guide Example			TIME: 9:56
SEED NUMBER: 35809.13					FRAME SIZE: 88,704
2 RANDOM NUMBERS IN GENERATED ORDER					
ORDER OF SELECTION	RANDOM NUMBER	--- CONVERTED NUMBER --- FRAME SUB-FRAME ITEM NUMBER			
4 -	33,903	2	414	45	
5 -	40,411	3	101	19	

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Output to Screen

The program always concludes with a summary on the screen. The following screen is the summary for this illustration:

Output Summary for Frames (Sets of Two) Random Numbers

Date: 10/12/2009

Department of Health and Human Services
 OIG - Office of Audit Services
 Frames - Sets of Two Random Number Generator

Time: 9:56 am

Name of Audit: User Guide Example

Seed Number: 35809.13

Universe Size: 88,704

File of Random Numbers: C:\TEMP\OUTDISK.txt

Total Random Numbers Generated: 5

EXIT

Main Menu

The numbers are in the following format in your file:
 Positions 1 through 6 -- Order of Selection
 Positions 7 through 20 -- Random Number
 Positions 21 through 29 -- Frame Number
 Positions 30 through 42 -- Sub-Frame Number
 Positions 43 through 55 -- Item Number Within the Sub-Frame
 Each column is right justified.

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

RHC SAMPLE SELECTION

Purpose

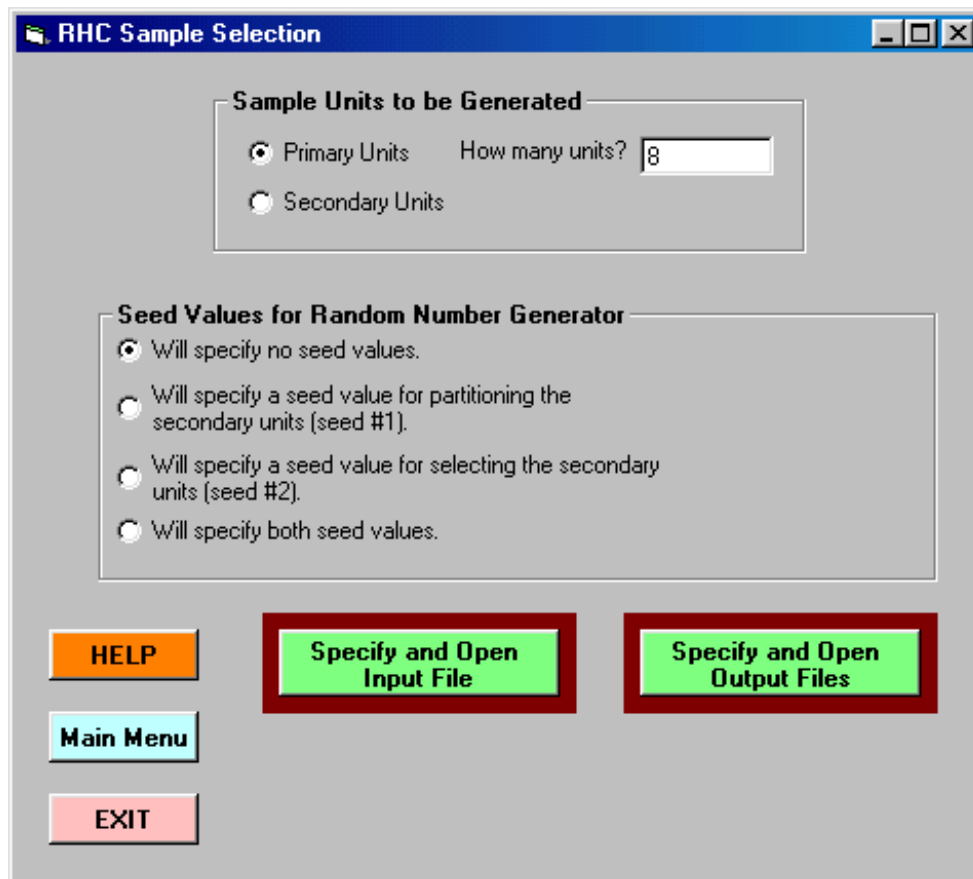
This procedure will select primary units for a two-stage design and both primary and secondary units for a three-stage design using the Rao, Hartley, and Cochran (RHC) methodology. Using this approach, all primary (or secondary if it is a three-stage sample) units are randomly distributed initially into groups. The number of groups is equal to the number of primary (or secondary) units to be sampled. Within each group, one primary (or secondary) unit is sampled based upon probability proportional to size.

The program requires that a data file of all primary (or secondary) units be created. The universe in the data file may not exceed 6,000 units.

The program will identify sub-units for sampling but will not identify the final sample items for review. Another random number program must be used for the final sample selection. For example, the user may want to review Medicare claims at hospitals throughout the United States. The program may first be used to randomly select states. The program may then be used again to randomly select hospitals within the selected states. Another sampling program, such as single stage numbers, could then be used to select the Medicare claims for review. The user does not need to know the size of the universe of hospitals for each state when performing the first phase (i.e., state sampling) of the RHC sample selection. For the second phase, the user must know and create a data file showing information for each hospital in the states sampled. However, the user does not need to know the number of Medicare claims at each hospital in order to perform this phase of the RHC sample selection. Once the sampled hospitals have been identified, the user must determine the quantity of Medicare claims at each hospital selected in order to draw a random sample of claims.

While the program may be used for either the primary or secondary unit selection, for ease of discussion in this section, only the primary will be mentioned.

Input Screen for Selecting Primary/Secondary Units



RHC Sample Selection

Sample Units to be Generated

Primary Units How many units?

Secondary Units

Seed Values for Random Number Generator

Will specify no seed values.

Will specify a seed value for partitioning the secondary units (seed #1).

Will specify a seed value for selecting the secondary units (seed #2).

Will specify both seed values.

HELP **Specify and Open Input File** **Specify and Open Output Files**

Main Menu

EXIT

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Selecting the Number of Primary/Secondary Units to be Sampled

Enter the number of units to be sampled in the "How many units?" box. The quantity must not be greater than the universe of units. The program will randomly assign the units to groups. The number of groups will be equal to the sample size entered.

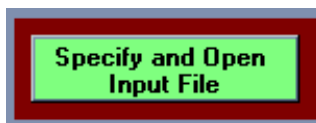
Seed Values

The program allows a seed number to be entered by the user when generating the groups of units. This is called seed #1 in the above screen. This is the first phase of the sample selection. If no number is entered, the program will use an algorithm to generate its own seed number. The seed number algorithm is based on the clock in the computer. If the computer clock is not functioning, the user should obtain and document a seed number from another source (such as a book of random numbers). The seed number will be displayed as part of the output. If “Will specify a seed value for partitioning the secondary units (seed #1)” is selected, a box will appear on the screen for entering this value. This option allows the user to obtain the same groups of primary units in subsequent computer runs if the same seed value is supplied in this box.

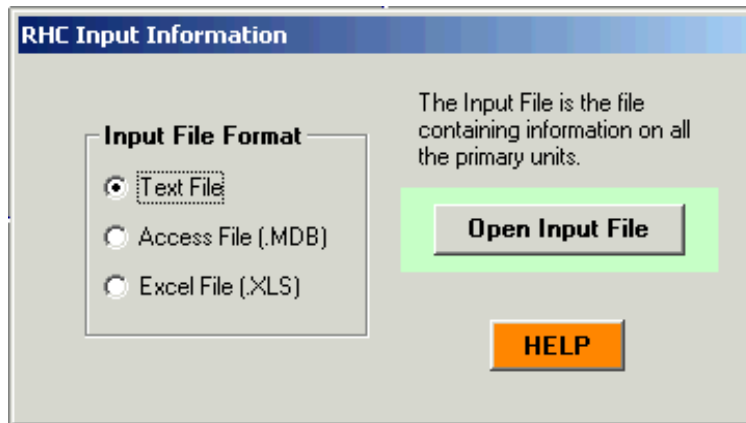
The program allows a seed number to be entered by the user when generating the sample unit from each group of units generated in the first phase. This is called seed #2 in the above screen. If no number is entered, the program will use an algorithm to generate its own seed number. The seed number algorithm is based on the clock in the computer. If the computer clock is not functioning, the user should obtain and document a seed number from another source (such as a book of random numbers). The seed number will be displayed as part of the output. If “Will specify a seed value for selecting the secondary units (seed #2)” is selected, a box will appear on the screen for entering this value. This option allows the user to obtain the same sample units from each group of units generated during the first phase in subsequent computer runs if the same seed value is supplied in this box.

Input File Information

To specify information on the input file, click on the button below:



The following form will appear:



Specify the input file format as (1) Text File (any file extension is accepted), (2) Access database (file extension must be .msb or .accdb), or (3) Excel spreadsheet (file extension must be .xls or .xlsx). Next, click on **Open Input File**, select the input file, and click on **Open**.

Format of Input File

The user must create a data file of information on each unit in the universe. If this was an application to generate a sample of secondary units, then information would only be needed on the secondary units of the sampled primary units.

The data for each unit will consist of a description of the unit (e.g., Jefferson County), the quantity of sub-units within the unit (e.g., hospitals in Jefferson County), and a size value for the unit (e.g., number of hospital beds in Jefferson County). The user should try to use a size indicator that most closely relates to the purpose of the sample. For example, while the number of hospital beds in a county may be the best size value for a sample of hospitals, the square footage of hospital space may be the best size indicator in another sample. The size value used affects the variance in the appraisal. However, the sample is not invalidated by using a less-than-best size indicator. The same measure of size must be used throughout the data file. The user, for example, may not use the number of hospital beds for one county and the hospital square footage for another county.

Regardless of the software used to create the data file, the format should be as follows:

NEW YORK 416 18

Explanation:

- NEW YORK** - This is a description of a unit in the universe. It may be a number or a name related to the unit. There is a maximum limit of 30 characters for the description. Commas, hyphens, and other special characters may be used.
- 416** - This is the quantity of subunits within a given unit. If the user wanted to sample payroll records at branch offices, this value could represent the number of payroll records at a particular branch office. If the quantity is not known, the user may enter a **1** as the universe size. Commas may be used in entering the numbers.
- 18** - This is the size value associated with a particular unit. For example, if the user was sampling payroll records at branch offices, this value may represent the number of employees at a particular office. Commas and decimal points may be used in entering the value.

Input from a Text File

If the input file is stored in a text file and the user selects "Text File" in the **Input File Format** list, the standard Windows "Open" file screen will appear. Click on the file name (INTEXT.TXT for this illustration) and click on **Open** (or simply double-click on the file name).

COUNTY ONE	1	2990
COUNTY TWO	1	576
COUNTY THREE	1	2086
COUNTY FOUR	1	127
COUNTY FIVE	1	682
COUNTY SIX	1	307
COUNTY SEVEN	1	1226
COUNTY EIGHT	1	301
COUNTY NINE	1	21342
COUNTY TEN	1	166
COUNTY ELEVEN	1	252
COUNTY TWELVE	1	179
COUNTY THIRTEEN	1	493
COUNTY FOURTEEN	1	93
COUNTY FIFTEEN	1	209

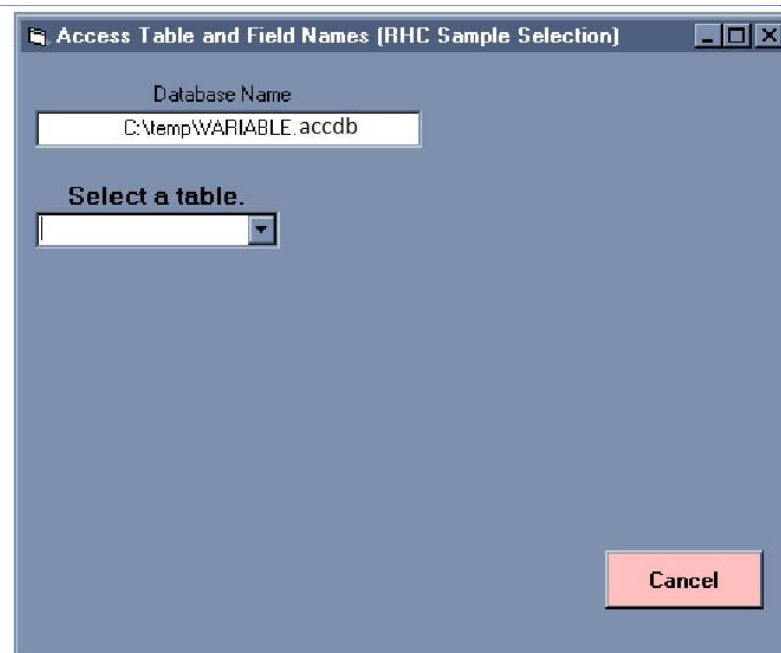
Input file INTEXT.TXT

COUNTY SIXTEEN	1	163
COUNTY SEVENTEEN	1	1871
COUNTY EIGHTEEN	1	2008
COUNTY NINETEEN	1	253
COUNTY TWENTY	1	300
COUNTY TWENTY-ONE	1	2754
COUNTY TWENTY-TWO	1	2869
COUNTY TWENTY-THREE	1	5202
COUNTY TWENTY-FOUR	1	2557
COUNTY TWENTY-FIVE	1	1770
COUNTY TWENTY-SIX	1	358
COUNTY TWENTY-SEVEN	1	651
COUNTY TWENTY-EIGHT	1	455
COUNTY TWENTY-NINE	1	1772
COUNTY THIRTY	1	250
COUNTY THIRTY-ONE	1	135
COUNTY THIRTY-TWO	1	662
COUNTY THIRTY-THREE	1	344
COUNTY THIRTY-FOUR	1	175
COUNTY THIRTY-FIVE	1	927
COUNTY THIRTY-SIX	1	350
COUNTY THIRTY-SEVEN	1	600
COUNTY THIRTY-EIGHT	1	260
COUNTY THIRTY-NINE	1	502
COUNTY FORTY	1	182

Input From an Access Database

If the input file is stored in a table within an Access database and the user selects "Access File" in the **Input File Format** list, the standard Windows "Open" file screen will appear, listing all Access database (.mdb or .accdb) files. Click on the database file name (C:\TEMP\VARIABLE.accdb for this illustration) and click on **Open** (or simply double-click on the database file name VARIABLE). Next, the user will be asked to select the name of the table within the selected database using the following form. Click on the down arrow under **Select a table**.

INACCESS : Table			
	Field1	Field2	Field3
	COUNTY ONE	1	2990
	COUNTY TWO	1	576
	COUNTY THREE	1	2086
	COUNTY FOUR	1	127



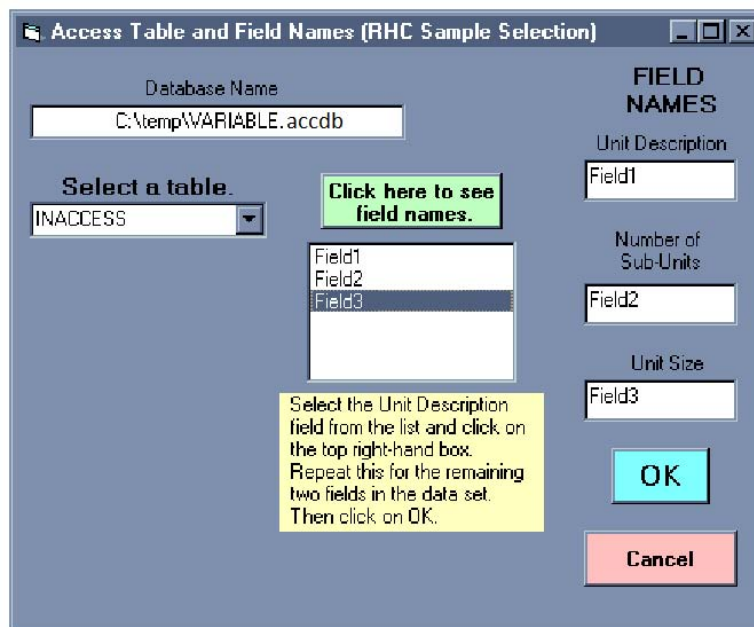
Access Table and Field Names (RHC Sample Selection)

Database Name
C:\temp\WARIABLE.accdb

Select a table.
[Empty Drop-down]

Cancel

After selecting a table from the drop-down list and clicking on **Click here to see field names**, the following form will appear:



Access Table and Field Names (RHC Sample Selection)

Database Name
C:\temp\WARIABLE.accdb

Select a table.
INACCESS

Click here to see field names.

Field1
Field2
Field3

Select the Unit Description field from the list and click on the top right-hand box. Repeat this for the remaining two fields in the data set. Then click on OK.

FIELD NAMES

Unit Description
Field1

Number of Sub-Units
Field2

Unit Size
Field3

OK

Cancel

To select the field names, click on the field name for the field containing the **Unit Description** (Field1 in this illustration) and click on the top right-hand box. The field name will appear in

this box. Repeat this for the field name containing the **Number of Sub-Units** and click on the middle right-hand box to specify this field name (Field2 in this illustration). Repeat using the field name containing the **Unit Size** and specify this field (Field3 in this illustration) by clicking on the bottom right-hand box. When the field names have been specified, click on **OK**. The program will return to the original screen for this module.

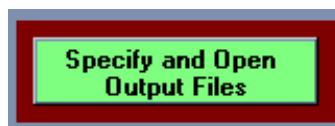
Input From an Excel Spreadsheet

If the input file is stored in an Excel spreadsheet and the user selects “Excel File” in the **Input File Format** list, the standard Windows “Open” file screen will appear, listing all Excel (.xls or .xlsx) files. Click on the Excel file name (C:\TEMP\INEXCEL.xlsx for this illustration) and click on **Open** (or simply double-click on INEXCEL.xlsx). To return to the original screen for this module, click on **OK**.

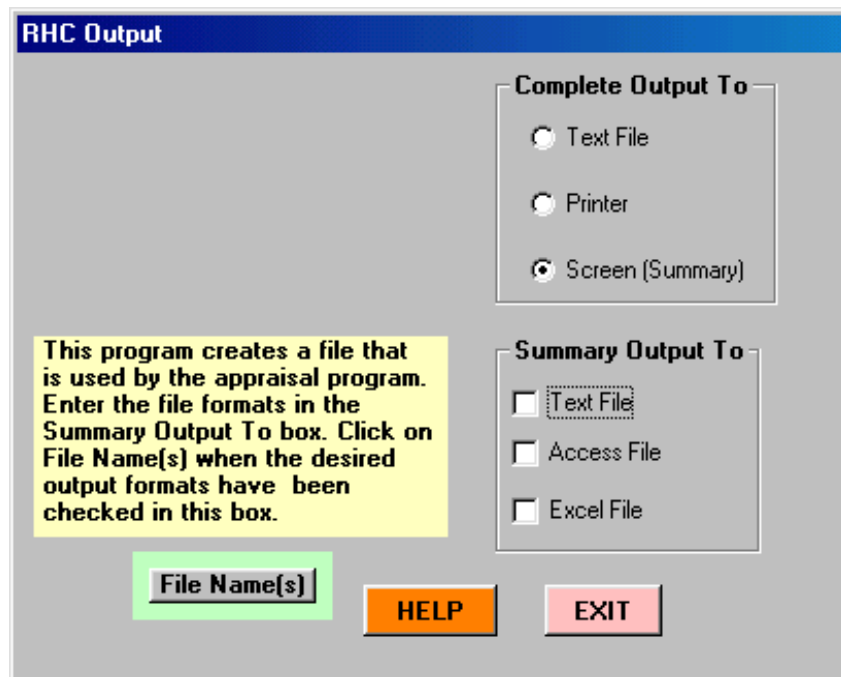
	A	B	C
1	COUNTY ONE	1	2990
2	COUNTY TWO	1	576
3	COUNTY THREE	1	2086
4	COUNTY FOUR	1	127
5	COUNTY FIVE	1	682
6	COUNTY SIX	1	307
7	COUNTY SEVEN	1	1226
8	COUNTY EIGHT	1	301
9	COUNTY NINE	1	21342
10	COUNTY TEN	1	166

Output Information

To specify program output information, click on the button below:



The following form will appear:



Format for Complete Output

This output contains information on the groups of primary/secondary units that were formed and the primary/secondary unit selected from each group. This information can be output to a text file, a printer, or screen. If either "Text File" or "Printer" is selected, the user will be provided very brief summary information in the output screen.

If complete information is desired, the user should select either "Text File" or "Printer." If "Text File" is selected, the standard Windows "Save" file screen will appear. Enter the **File Name** (C:\TEMP\OUTRHC.TXT for this illustration) and click on **Save**. This file will be saved with a ".TXT" extension. If the user selects the printer for output, the standard Windows "Print" dialog box will appear. Select the appropriate printer and click on **OK**. The program always concludes with a brief summary on the screen.

Format for Summary Output

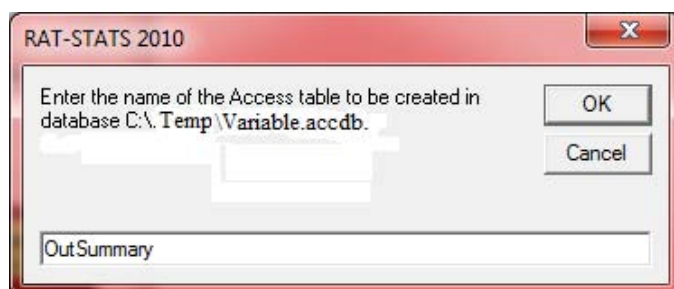
This file is one of the files needed by the RHC appraisal program which is run after the sample results have been obtained. This file can be in any one or more of the following formats: (1) a Text File, (2) a table within an Access database, or (3) an Excel spreadsheet. When all the desired output formats have been selected in the **Summary Output To** box, click on the button labeled **File Name(s)**.

Text Summary File

If output to **Text File** is selected, the standard Windows “Save” file screen will appear. Type in the **File Name** (C:\TEMP\OUTSUMMARY.TXT for this illustration) and click on **Save**. This file will be saved with a “.TXT” extension. After clicking on **Save**, the program returns to the original screen for this module. To continue processing the data, click on **CONTINUE**.

Access Summary File

If the output to **Access File** is selected, the standard Windows “Save” screen will appear, listing all Access database files. If the database already exists, click on the database name (C:\TEMP\VARIABLE.accdb for this illustration) and click on **Save** (or simply double click on database VARIABLE). If the database does not exist, type in the database name in the **File Name** box and click on **Save**. After clicking on **Save**, the program returns to the original screen for this module. To continue processing the data, click on **CONTINUE**. Next, the user will see the following message asking for the name of the output table within the previously specified Access database. For this illustration, the Access table name is OutSummary.



Excel Summary File

If the output to **Excel File** is selected, the standard Windows “Save” file screen will appear, listing all Excel files. If the spreadsheet already exists and the user wants to replace it, click on the spreadsheet name (C:\TEMP\OUTSUMMARY.xlsx for this illustration) and then click on **Save** (or simply double-click on the file OUTSUMMARY.xlsx). If the spreadsheet does not exist, enter the spreadsheet name in the **File Name** box and click on **Save**. After clicking on **Save**, the program returns to the original screen for this module. To continue processing the data, click on **CONTINUE**.

Program Output

The **Summary Output to** file contains information needed by the RHC appraisal program which is run after the sample results have been obtained. This file can be in any one or more of the following formats: (1) a Text File, (2) a table within an Access database, or (3) an Excel spreadsheet. The following information is contained in the file:

PRIMARY UNIT ID	This is the description entered by the user for the unit that was selected as a sample item.
SECONDARY UNIVERSE	The number of secondary units entered in the data file for the unit being sampled.
PRIMARY UNIT SIZE	The size factor entered in the data file for the unit being sampled.
GROUP SIZE	The sum of the size factors for the units placed in a particular group. The individual and group size will be used by the RHC appraisal program.
UNITS IN GROUP	The number of units that were randomly placed into the group.

If the user had selected a secondary unit sample, PRIMARY would be replaced by SECONDARY and SECONDARY would be replaced by 3RD STAGE in all the headings shown above.

Important Notice

Versions of Windows RAT-STATS prior to RAT-STATS 2005 used executable DOS modules when generating random numbers. Consequently, the random numbers generated agreed with those obtained using DOS versions of RAT-STATS. RAT-STATS 2005 does not utilize these DOS modules but instead uses the full 32-bit technology of Visual Basic. As a result, random numbers generated using RAT-STATS 2005 and later (which includes RAT-STATS 2010) will not agree with those obtained using any of the previous versions.

Complete Output to Text File or Printer

The output created by the "Text File" option and the "Printer" option is identical and shown below for the sample illustration. This is file C:\TEMP\OUTSUMMARY.TXT specified earlier. Refer to the preceding **Program Output** section for the column descriptions in this output.

DEPARTMENT OF HEALTH & HUMAN SERVICES
 OIG - OFFICE OF AUDIT SERVICES
 Date: 10/12/2009 GENERATION OF PRIMARY UNIT SAMPLE Time: 10:35
 NAME OF INPUT FILE: C:\TEMP\INTEXT.TXT

GROUPS OF PRIMARY UNITS

```

***** GROUP 1 *****
PRIMARY UNIT IDENTIFICATION      PRIMARY UNIT      SECONDARY
=====                     SIZE                     UNIVERSE
COUNTY THIRTY-NINE              502                  1
COUNTY TWENTY-EIGHT             455                  1
COUNTY TWO                       576                  1
COUNTY TWENTY-NINE             1,772                1
COUNTY SIX                       307                  1

GROUP TOTALS:  5                  3,612                5

```

```

***** GROUP 2 *****
PRIMARY UNIT IDENTIFICATION      PRIMARY UNIT      SECONDARY
=====                     SIZE                     UNIVERSE
COUNTY THIRTY-SIX              350                  1
COUNTY FORTY                   182                  1
COUNTY ONE                      2,990                1
COUNTY THIRTY-TWO             662                  1
COUNTY SEVEN                   1,226                1

GROUP TOTALS:  5                  5,410                5

```

```

***** GROUP 3 *****
PRIMARY UNIT IDENTIFICATION      PRIMARY UNIT      SECONDARY
=====                     SIZE                     UNIVERSE
COUNTY FOUR                    127                  1
COUNTY TWENTY-TWO             2,869                1
COUNTY FIVE                    682                  1
COUNTY THIRTY                 250                  1
COUNTY THIRTY-ONE            135                  1

GROUP TOTALS:  5                  4,063                5

```

```

***** GROUP 4 *****
PRIMARY UNIT IDENTIFICATION      PRIMARY UNIT      SECONDARY
=====                     SIZE                     UNIVERSE
COUNTY SIXTEEN                 163                  1

```

COUNTY TWENTY-FOUR	2,557	1
COUNTY NINETEEN	253	1
COUNTY TWENTY-THREE	5,202	1
COUNTY THIRTY-THREE	344	1
GROUP TOTALS: 5	8,519	5

***** GROUP 5 *****

PRIMARY UNIT IDENTIFICATION	PRIMARY UNIT SIZE	SECONDARY UNIVERSE
=====	=====	=====
COUNTY FOURTEEN	93	1
COUNTY THIRTY-EIGHT	260	1
COUNTY TWENTY-SEVEN	651	1
COUNTY FIFTEEN	209	1
COUNTY THIRTY-FOUR	175	1
GROUP TOTALS: 5	1,388	5

***** GROUP 6 *****

PRIMARY UNIT IDENTIFICATION	PRIMARY UNIT SIZE	SECONDARY UNIVERSE
=====	=====	=====
COUNTY EIGHTEEN	2,008	1
COUNTY TWENTY-SIX	358	1
COUNTY TEN	166	1
COUNTY SEVENTEEN	1,871	1
COUNTY THIRTY-SEVEN	600	1
GROUP TOTALS: 5	5,003	5

***** GROUP 7 *****

PRIMARY UNIT IDENTIFICATION	PRIMARY UNIT SIZE	SECONDARY UNIVERSE
=====	=====	=====
COUNTY ELEVEN	252	1
COUNTY TWELVE	179	1
COUNTY EIGHT	301	1
COUNTY THREE	2,086	1
COUNTY NINE	21,342	1
GROUP TOTALS: 5	24,160	5

***** GROUP 8 *****

PRIMARY UNIT IDENTIFICATION	PRIMARY UNIT SIZE	SECONDARY UNIVERSE
=====	=====	=====
COUNTY TWENTY	300	1
COUNTY TWENTY-ONE	2,754	1
COUNTY THIRTY-FIVE	927	1
COUNTY TWENTY-FIVE	1,770	1
COUNTY THIRTEEN	493	1
GROUP TOTALS: 5	6,244	5

DEPARTMENT OF HEALTH & HUMAN SERVICES
 OIG - OFFICE OF AUDIT SERVICES

Date: 10/12/2009 GENERATION OF PRIMARY UNIT SAMPLE Time: 10:35
 NAME OF OUTPUT FILE: C:\TEMP\OutSummary.txt

FIRST SEED NUMBER: 100.00 SECOND SEED NUMBER: 200.00

NUMBER OF PRIMARY UNITS IN THE POPULATION: 40
 NUMBER OF PRIMARY UNITS SAMPLED: 8

PRIMARY UNIT ID	SECONDARY UNIVERSE	PRIMARY UNIT SIZE	GROUP SIZE	UNITS IN GROUP
COUNTY TWENTY-NINE	1	1,772	3,612	5
COUNTY ONE	1	2,990	5,410	5
COUNTY TWENTY-TWO	1	2,869	4,063	5
COUNTY TWENTY-THREE	1	5,202	8,519	5
COUNTY TWENTY-SEVEN	1	651	1,388	5
COUNTY SEVENTEEN	1	1,871	5,003	5
COUNTY NINE	1	21,342	24,160	5
COUNTY TWENTY-ONE	1	2,754	6,244	5

The last eight lines in the output are the same information contained in the file specified in the **Summary Output To** list. This is one of the files required in the RHC appraisal program.

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Summary Output to Text File

The file C:\TEMP\OUTSUMMARY.TXT follows. This is identical to the last eight lines of the complete output file.

COUNTY TWENTY-NINE	1	1772	3612	5
COUNTY ONE	1	2990	5410	5
COUNTY TWENTY-TWO	1	2869	4063	5
COUNTY TWENTY-THREE	1	5202	8519	5
COUNTY TWENTY-SEVEN	1	651	1388	5
COUNTY SEVENTEEN	1	1871	5003	5
COUNTY NINE	1	21342	24160	5
COUNTY TWENTY-ONE	1	2754	6244	5

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Summary Output to Access Database

The table OutSummary is shown below and contains the same information contained in the last eight lines of the complete output file.

OutSummary : Table					
	Primary-Unit-ID	Secondary-Univ	Primary-Unit-Size	Group-Size	Units-In-Group
	COUNTY TWENTY-NINE	1	1772	3612	5
	COUNTY ONE	1	2990	5410	5
	COUNTY TWENTY-TWO	1	2869	4063	5
	COUNTY TWENTY-THREE	1	5202	8519	5
	COUNTY TWENTY-SEVEN	1	651	1388	5
	COUNTY SEVENTEEN	1	1871	5003	5
	COUNTY NINE	1	21342	24160	5
	COUNTY TWENTY-ONE	1	2754	6244	5
▶					

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Summary Output to Excel Spreadsheet

The Excel spreadsheet named C:\TEMP\OUTSUMMARY.xlsx is shown below and contains the same information contained in the last eight lines of the complete output file.

	A	B	C	D	E
1	Primary Unit ID	Secondary Universe	Primary Unit Size	Group Size	Units in Group
2	COUNTY TWENTY-NINE	1	1772	3612	5
3	COUNTY ONE	1	2990	5410	5
4	COUNTY TWENTY-TWO	1	2869	4063	5
5	COUNTY TWENTY-THREE	1	5202	8519	5
6	COUNTY TWENTY-SEVEN	1	651	1388	5
7	COUNTY SEVENTEEN	1	1871	5003	5
8	COUNTY NINE	1	21342	24160	5
9	COUNTY TWENTY-ONE	1	2754	6244	5

NOTE: The user must first exit RAT-STATS in order to view this file.

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Summary Output to Screen

The program always concludes with a summary on the screen. The following screen is the summary for this illustration:

RHC Sample Selection

Date: 10/12/2009 Time: 10:35 am

Department of Health and Human Services
OIG - Office of Audit Services
RHC Sample Selection

Seed #1: 100.00 Primary units in the population: 40

Seed #2: 200.00 Primary units in the sample: 8

Primary Unit ID	Secondary Universe	Primary Unit Size	Group Size	Units In Group
COUNTY TWENTY-NINE	1	1,772	3,612	5
COUNTY ONE	1	2,990	5,410	5
COUNTY TWENTY-TWO	1	2,869	4,063	5
COUNTY TWENTY-THREE	1	5,202	8,519	5
COUNTY TWENTY-SEVEN	1	651	1,388	5
COUNTY SEVENTEEN	1	1,871	5,003	5
COUNTY NINE	1	21,342	24,160	5
COUNTY TWENTY-ONE	1	2,754	6,244	5

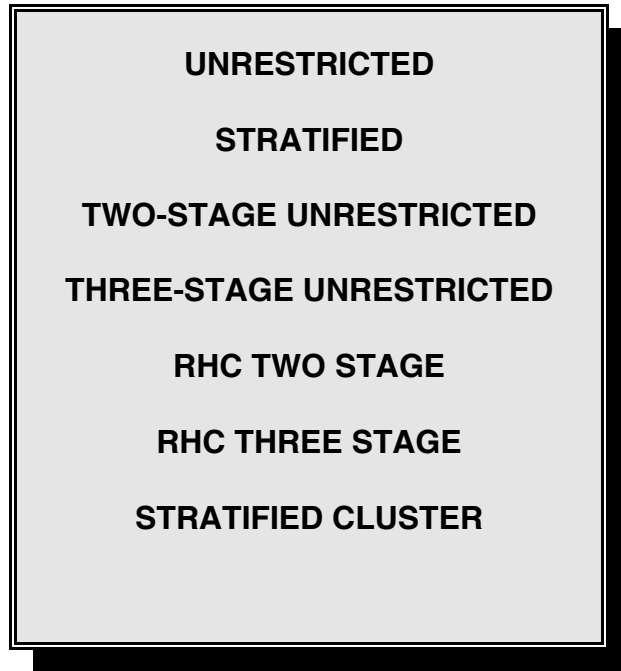
HELP EXIT Main Menu

This screen contains the two seed values and the number of sampled primary/secondary units. The contents of the large box consist of the same information contained in the files specified in the **Program Output** list.

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Attribute Appraisals

OVERVIEW



The purpose of an attribute sample is to determine the number of items that meet a given set of criteria. Typically, in such a sample methodology, the reviewer will conclude after analyzing a sample item that the item does or does not meet the stated criteria. The criteria may be as simple as whether an approving signature is on a document or as complicated as to whether a tax return met all of the IRS rules and regulations. The conclusion, however, is usually stated as yes or no.

While the conclusion may be quite simple, the methods used to select the sample may require quite sophisticated appraisal techniques. The reviewer, for example, may want to group states by certain characteristics and then sample from each group of states and still be able to make an overall statement about a given set of criteria.

This package offers the user appraisal methodologies used in designing and performing a statistical sample. A brief example for using each program is given below. A detailed explanation of how to use each module is included later in this section.

Unrestricted

This module is typically used when an unrestricted sample has been drawn. A reviewer may have analyzed a sample of timecards from a pay period to determine the number of timecards that show employees arriving late for work. An unrestricted random sample of timecards was used to select the cards for review.

Stratified

In certain cases the reviewer may want to divide the overall universe of transactions into two or more categories (strata). However, the reviewer may still want to be able to make a statistical statement about the overall universe. Expanding on the timecard review mentioned above, the reviewer may want to place each timecard into one of three categories: (1) clerical workers, (2) professional staff, or (3) management. A separate sample would be drawn from each group (stratum). This program will develop statistics for each stratum as well as providing overall statistics.

Two-Stage Unrestricted

The cost of performing a review may cause the reviewer to use a sampling method that could help reduce the costs. For example, the timecards mentioned above could be located throughout the United States. The reviewer could randomly select locations throughout the organization and then, at the selected locations, select a sample of timecards. This sample design could reduce travel costs for the reviewer.

Three-Stage Unrestricted

This methodology is similar to the “Two-Stage Unrestricted” with the addition of another level of sampling. Using the timecard example, the reviewer may decide to select regions of the country, then sample locations within the selected regions. Then at the selected locations, the user would select timecards.

RHC Two Stage

In certain situations a user may want to draw a multistage sample with the probability greater for selecting “larger” units in the universe. For example, a user may want to take an inventory of items at various warehouses. However, the user may want the larger warehouses to have a greater chance for selection. The RHC statistical methodology allows the user to weight the primary units (e.g., by using square footage at each warehouse) and thereby increase the chance for larger units to be sampled. It provides a method of sample selection that allows sampling without replacement while resembling the use of probability proportional to size sampling.

When the primary units are selected, the size of each primary unit is considered rather than obtaining a simple random sample of primary units.

The primary units are selected using the RHC Sample Selection program. A random sample is then obtained for each selected primary unit and the number of secondary units having the attribute of interest (e.g., in error) is recorded.

RHC Three Stage

This is similar to the two-stage RHC procedure in that the primary units are selected by considering the size of each unit. In addition, the size of the secondary units is considered when selecting them from the sampled primary units.

The primary and secondary units are selected using the RHC Sample Selection program. A random sample of third-stage units is then obtained for each sampled primary/secondary unit combination and the number of third-stage units having the attribute of interest (e.g., in error) is recorded.

Stratified Cluster

The selection of a sample item may sometimes be extremely costly in terms of time and resources. However, once the item has been selected it can be reviewed rather quickly. For example, using the timecards again, once the reviewer has arrived at the sampled location, it may take only a short amount of additional time to review all timecards as compared to a sample of the cards. The reviewer may decide to group the locations by number of employees, with large locations having more than 100 employees. From each group (stratum) the reviewer would sample locations. At each selected location, the reviewer would analyze all the timecards.

Stratified Multistage

This methodology is similar to the "Stratified Cluster" with the exception that not all items in the subuniverse are reviewed. In the example discussed above, the assumption was made that the reviewer had sufficient time and resources to analyze all of the timecards at the selected locations. This may not be possible. Therefore, this methodology is used when a sample is still needed at each selected location.

These appraisal programs provide the correct statistical results only when the proper sample design has been executed. If an unrestricted sample of timecards were drawn from throughout the organization, only the unrestricted attribute appraisal program would generate the proper results. Therefore, the reviewer must be sure at the time the sample approach is developed that the appropriate appraisal methodology will be used.

UNRESTRICTED

Purpose

This program performs an attribute appraisal on data input by the user based on an unrestricted random sample. Attribute sampling is used to determine how frequently an event or type of transaction occurs in a given universe. This type of sampling usually requires a yes or no (true or false) evaluation of each sampling unit by the user. The results are usually reported as a percentage.

Input Screen

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Name of audit/review

This program allows the user to enter a brief description of the audit or purpose of the evaluation. The description, which appears at the top of the output, is limited to 40 characters in length and may include commas and spaces.

Universe size

The universe size is the total number of items from which the sampled items were selected. The number should be entered without commas but, upon exiting this box, the commas will be inserted. The maximum allowable universe size is 2,147,483,647.

Sample size

The sample size is the quantity of items selected by the user from the universe. This number also should be entered without commas.

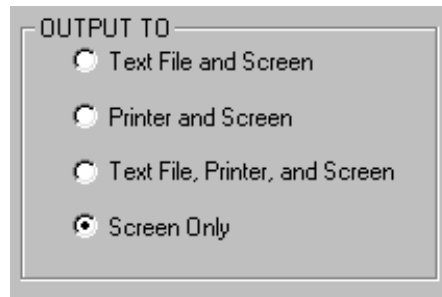
Number of sample items with characteristic of interest

The user must establish evaluation criteria for all of the sample items. These criteria must be applied consistently to all items. The user needs to identify all sample items that have met the evaluation criteria ("characteristic of interest"). Depending on the purpose of the appraisal, the user would enter the number of items meeting or failing to meet the criteria. For example, if the user was looking at 100 documents to see if the documents had the proper approval signature, then the characteristic of interest would be the approval signature. If the evaluation of the sample showed that 88 documents out of 100 had the proper approval, the user would enter the response to the number of sample items with characteristic of interest as 88. The user could also enter 12 (i.e., 100 - 88) if the purpose of the appraisal was to estimate the percentage of the universe of documents did not have the approval signature. The program will also evaluate samples that have:

1. Zero occurrences of the evaluation criteria
2. All sample items meeting the evaluation criteria.

Output Options

The program allows for three types of output. The user may select the output to be sent to a text file, printer, or screen. The user selects the appropriate output by clicking the corresponding button.



The output options are a text file and screen; a printer and screen; a text file, printer, and screen, or screen only. The program always concludes with a summary on the screen.

If the user selects a text file for output, the standard Windows "Save" file screen will appear. Fill in the name of the file in the **File name** box. A text file will be saved with a ".TXT" extension (e.g., C:\TEMP\OUTDISK.TXT). By clicking on the **Save** button, the program will return to the original input screen for this module.

If the user selects the printer for output, the standard Windows "Print" dialog box will appear. By selecting the appropriate printer and clicking on **OK**, the program will return to the original input screen for this module.

To continue the appraisal, click on **CONTINUE**.

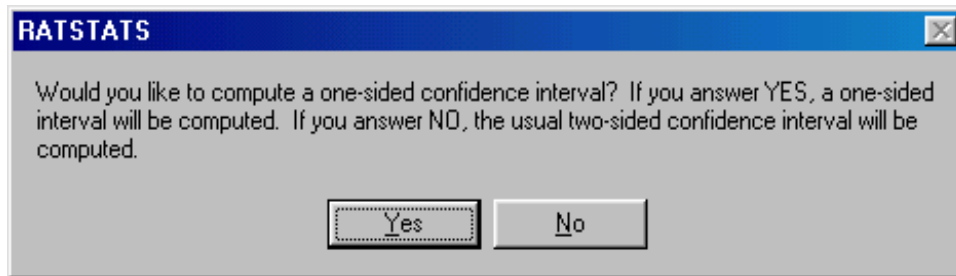
Program Output

The program will reprint the data supplied by the user (universe size, sample size and number of sample items with the characteristic of interest) and also provide the appraisal results. The precision information is given at the two-sided 80%, 90%, and 95% confidence levels. The following information will also be displayed:

PROJECTED QUANTITY IN UNIVERSE	The proportion of sample items with the characteristic of interest multiplied by the universe size.
PERCENT	The proportion of sample items with the characteristic of interest displayed as a percentage.
STANDARD ERROR	An estimate of the standard deviation of the point estimate for the proportion of sample items and the universe total having the characteristic of interest. This is a measure of the sample precision.

CONFIDENCE LEVELS	The confidence (80%, 90%, or 95%) that the actual proportion (or total number in the universe) will fall within the corresponding confidence interval.
LOWER LIMIT	The lower boundary of the confidence interval. The limit is shown as both a number and percentage of the universe. The confidence levels are 80%, 90%, and 95%.
UPPER LIMIT	The upper boundary of the confidence interval. The limit is shown as both a number and percentage of the universe. The confidence levels are 80%, 90%, and 95%.

In the event the sample contains zero items having the characteristic of interest, the user will see the following screen:



If the user responds with “Yes,” the program will only compute the upper limit and the lower limit will not be computed. If the user responds with “No,” the program will compute both the lower and upper limits.

In the event the number of sample items with the characteristic of interest is the same as the sample size, the user will also see the preceding screen. If the user responds with “Yes,” the program will only compute the lower limit and the upper limit will not be computed. If the user responds with “No,” the program will compute both the lower and upper limits.

Output to a Text File or Printer

Using the specified sample results in the initial screen, the appraisal results were stored in C:\TEMP\OUTDISK.TXT, shown next. The printer output is identical.

Department of Health and Human Services
 OIG - Office of Audit Services

Date: 10/22/2009 Single Stage Attribute Appraisal Time: 10:48
 AUDIT/REVIEW: Attribute SRS

UNIVERSE SIZE	10,000
SAMPLE SIZE	400
CHARACTERISTIC(S) OF INTEREST	
QUANTITY IDENTIFIED IN SAMPLE	82
PROJECTED QUANTITY IN UNIVERSE	2,050
PERCENT	20.500%
STANDARD ERROR	
PROJECTED QUANTITY	198
PERCENT	1.980%

CONFIDENCE LIMITS

	80% CONFIDENCE LEVEL
LOWER LIMIT - QUANTITY	1,796
PERCENT	17.960%
UPPER LIMIT - QUANTITY	2,326
PERCENT	23.260%
	90% CONFIDENCE LEVEL
LOWER LIMIT - QUANTITY	1,729
PERCENT	17.290%
UPPER LIMIT - QUANTITY	2,403
PERCENT	24.030%
	95% CONFIDENCE LEVEL
LOWER LIMIT - QUANTITY	1,673
PERCENT	16.730%
UPPER LIMIT - QUANTITY	2,470
PERCENT	24.700%

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

In the event that (1) the sample contained no items with the characteristic of interest or (2) the number of sample items with the characteristic of interest is equal to the sample size, the user has the option of selecting either a one-sided confidence interval (only one of the limits is determined) or the usual two-sided interval (both limits are determined). For example, the following output will be obtained for the situation where no items of interest were found in a sample of size 400 and the user answered "Yes" to the query "Would you like to compute a one-sided confidence interval? If you answer YES, a one-sided interval will be computed. If you answer NO, the usual two-sided confidence interval will be computed."

Department of Health and Human Services
 OIG - Office of Audit Services

Date: 10/12/2009 Single Stage Attribute Appraisal Time: 10:52
 AUDIT/REVIEW: Attribute SRS

UNIVERSE SIZE	10,000
SAMPLE SIZE	400
CHARACTERISTIC(S) OF INTEREST	
QUANTITY IDENTIFIED IN SAMPLE	0
PROJECTED QUANTITY IN UNIVERSE	0
PERCENT	.000%
STANDARD ERROR	
PROJECTED QUANTITY	0
PERCENT	.000%

CONFIDENCE LIMITS

	80% CONFIDENCE LEVEL	
UPPER LIMIT - QUANTITY	39	
PERCENT	.390%	
	90% CONFIDENCE LEVEL	
UPPER LIMIT - QUANTITY	56	
PERCENT	.560%	
	95% CONFIDENCE LEVEL	
UPPER LIMIT - QUANTITY	73	
PERCENT	.730%	

SINCE NO ITEMS HAVING THE CHARACTERISTIC(S) OF INTEREST WERE FOUND IN THE SAMPLE, THE PROGRAM HAS CALCULATED ONLY THE MAXIMUM NUMBER OF ITEMS HAVING THE CHARACTERISTIC(S) OF INTEREST IN THE UNIVERSE.

If the preceding sample had contained 400 items having the characteristic of interest and the user specified a one-sided interval, the above output would only contain the lower limits, along with the message "SINCE ALL SAMPLE ITEMS CONTAINED THE CHARACTERISTIC(S) OF INTEREST, THE PROGRAM HAS CALCULATED ONLY THE MINIMUM NUMBER OF ITEMS IN THE UNIVERSE HAVING THE CHARACTERISTIC(S) OF INTEREST."

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Output to Screen

The program always concludes with a summary on the screen, even if the output option selected is text file or printer. The following screen is the summary provided for this illustration:

Unrestricted Attribute Appraisal Output

Date: 10/12/2009 Time: 10:48 am

Department of Health and Human Services
 OIG - Office of Audit Services
 Single Stage Attribute Appraisal
 Audit: Attribute SRS

Universe Size	10,000
Sample Size	400
Characteristic of Interest	
Quantity Identified in Sample	82
Projected Quantity in Universe	2,050
Percent	20.500%

Confidence Limits

	80% Confidence Level	90% Confidence Level	95% Confidence Level
Lower Limit - Quantity	1,796	1,729	1,673
Percent	17.960%	17.290%	16.730%
Upper Limit - Quantity	2,326	2,403	2,470
Percent	23.260%	24.030%	24.700%

HELP EXIT Previous Screen Main Menu

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

The following screen will be obtained for the situation where no items of interest were found in a sample of size 400 and the user answered "Yes" to the query "Would you like to compute a one-

sided confidence interval? If you answer YES, a one-sided interval will be computed. If you answer NO, the usual two-sided confidence interval will be computed.”

Confidence Limits			
	80% Confidence Level	90% Confidence Level	95% Confidence Level
Upper Limit - Quantity	39	56	73
Percent	.390%	.560%	.730%

If the preceding sample had contained 400 items having the characteristic of interest and the user specified a one-sided interval, the preceding screen would only contain the lower limits, along with the message “Since all sample items had the characteristic(s) of interest, the program has calculated only the minimum number of items having the characteristic(s) of interest in the universe for each confidence level.”

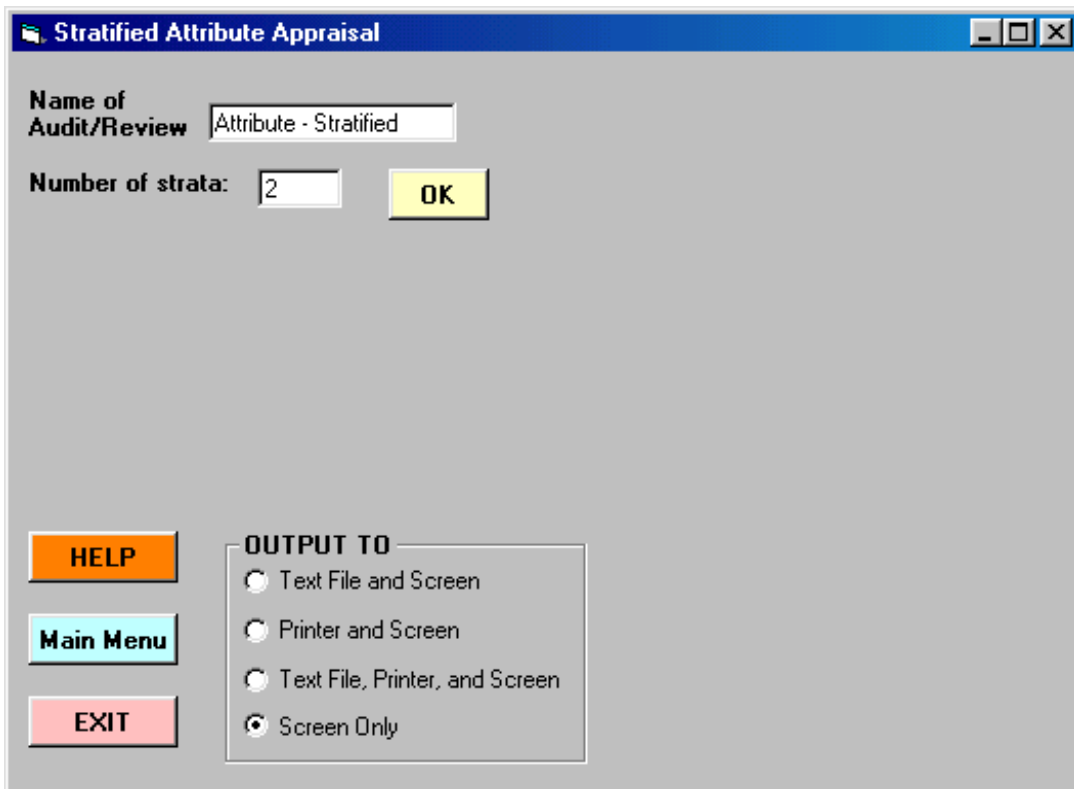
NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization’s minimum sample size standards.

STRATIFIED

Purpose

This program provides a stratified attribute appraisal from the user's input to a series of prompts. Attribute sampling is used to determine how frequently an event or type of transaction occurs in a given universe. This type of sampling usually requires a yes or no (true or false) evaluation of each sampling unit by the user. The results are usually reported as a percentage.

Input Screen



The screenshot shows a window titled "Stratified Attribute Appraisal". It contains the following elements:

- Name of Audit/Review:** A text box containing "Attribute - Stratified".
- Number of strata:** A text box containing "2" and a yellow "OK" button.
- OUTPUT TO:** A group box containing four radio button options:
 - Text File and Screen
 - Printer and Screen
 - Text File, Printer, and Screen
 - Screen Only
- Navigation Buttons:** Three buttons are located on the left side: "HELP" (orange), "Main Menu" (cyan), and "EXIT" (pink).

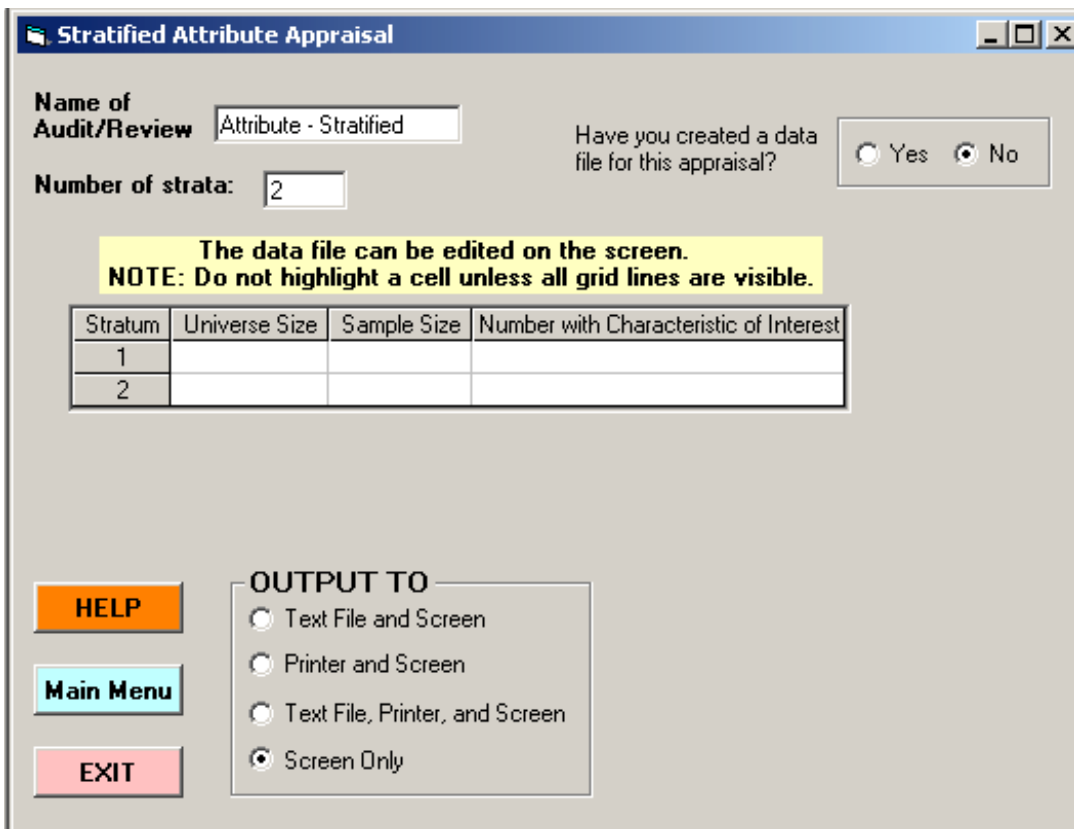
NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Name of audit/review

This program allows the user to enter a brief description of the audit or purpose of the evaluation. The description, which appears at the top of the output, is limited to 40 characters in length and may include commas and spaces.

Number of strata

After entering the name of the audit/review, the user must enter the number of strata. After entering the number of strata, click on **OK**. The following screen will appear:



Stratified Attribute Appraisal

Name of Audit/Review: Attribute - Stratified

Have you created a data file for this appraisal? Yes No

Number of strata: 2

The data file can be edited on the screen.
NOTE: Do not highlight a cell unless all grid lines are visible.

Stratum	Universe Size	Sample Size	Number with Characteristic of Interest
1			
2			

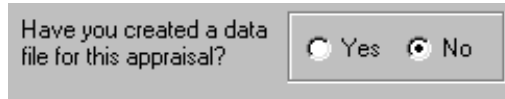
HELP **Main Menu** **EXIT**

OUTPUT TO

Text File and Screen
 Printer and Screen
 Text File, Printer, and Screen
 Screen Only

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

Have you created a data file?



Have you created a data file for this appraisal? Yes No

The user may create a data file prior to running this appraisal. For each stratum, the user needs to enter the universe size, sample size, and number of items with the characteristic of interest. The program also allows the user to edit the values and save the modified file. The values may also be entered from the keyboard and subsequently saved as a data file. If the user has not created a data file, select “No” in the above box. If “Yes” is selected, the standard Windows “Open” file screen will appear. The window will contain all “.TXT” and “.DAT” files in the selected directory. To view all files in this directory, the user may change the file type to “All files.” Click on the file name, then click on **Open**. If a file name is entered, the values obtained from the file will be displayed on the screen for review by the user. The format for the data should be as follows:

1000 100 2

Explanation:

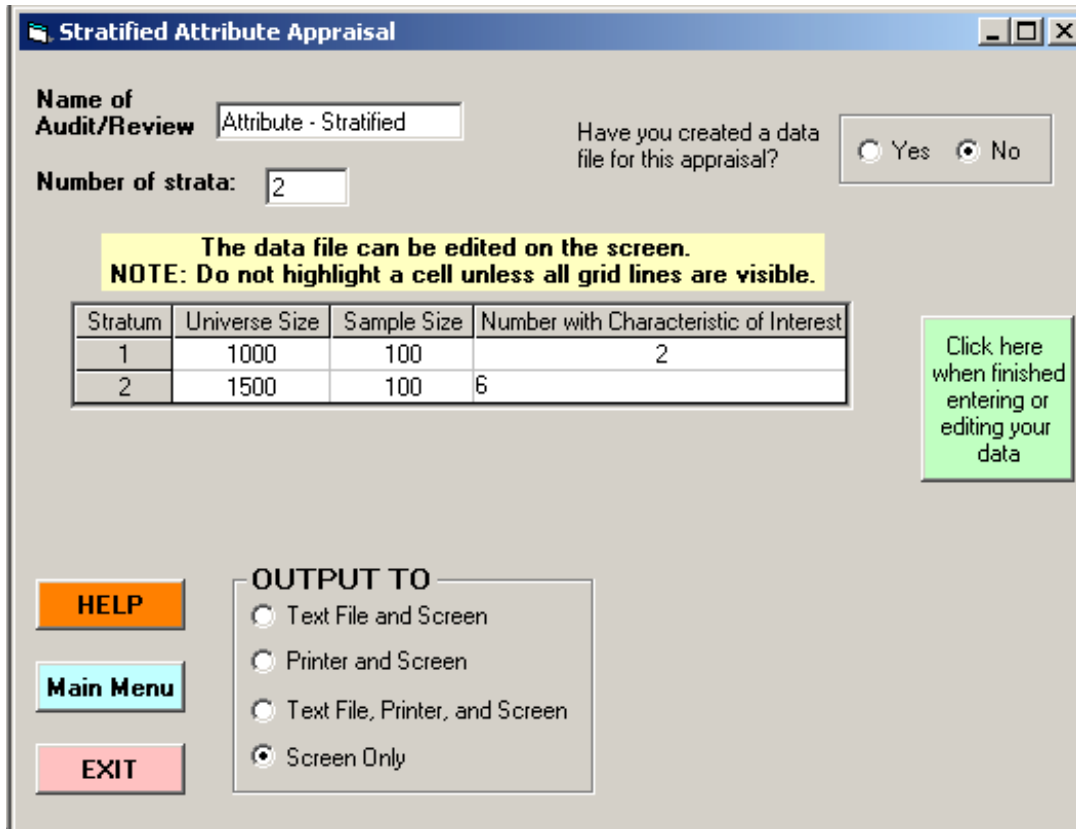
- 1000** - This is the size of the universe of items from which a sample was drawn in a stratum.
- 100** - This is the quantity of sample items that were reviewed.
- 2** - This is the quantity of items that met the criteria established for the sample review.

The program assumes a comma, one or more spaces, or a tab as a delimiter between pieces of data. The user needs to enter large numbers (e.g., 10000) without commas (e.g., 10,000) since the program will assume that the comma is separating two pieces of data (e.g., 10 and 000). The user must not use dollar signs (\$) or any other symbols in conjunction with the data as the program will assign a value of zero to any input that contains nonnumeric data.

Entering the Sample Results From the Screen

The sample results can be entered from the screen form if a data file was not used to enter the results. For this input option, the user will be presented a grid, as shown next. To illustrate, suppose stratum 1 contains 1,000 values, 100 of which are sampled, and 2 of the items contain the characteristic of interest. Also, stratum 2 contains 1,500 values, 100 of which are sampled, and 6 of the items contain the characteristic of interest. **NOTE:** This grid structure does not

allow the user to use the tab key to move from cell to cell. Each cell must be clicked on before entering its value.



Name of Audit/Review

Number of strata:

Have you created a data file for this appraisal? Yes No

The data file can be edited on the screen.
NOTE: Do not highlight a cell unless all grid lines are visible.

Stratum	Universe Size	Sample Size	Number with Characteristic of Interest
1	1000	100	2
2	1500	100	6

Click here when finished entering or editing your data

HELP

Main Menu

EXIT

OUTPUT TO

Text File and Screen

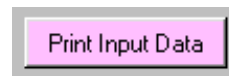
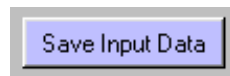
Printer and Screen

Text File, Printer, and Screen

Screen Only

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization’s minimum sample size standards.

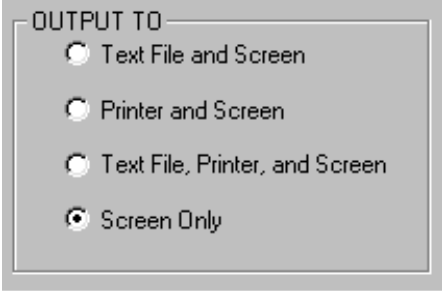
When all the values within the grid have been entered, click on **Click here when finished entering or editing your data**, the **Save Input Data** button will appear.



To save this data set, click on **Save Input Data**. The standard Windows “Save As” screen will appear. Type the output file name alongside the **File name** box and click on **Save**. To print this data set, click on **Print Input Data**. Select a printer and click on **OK**.

Output Options

The program allows for three types of output. The user may select the output be sent to text file, printer or screen. The user selects the appropriate output by clicking the corresponding button.



OUTPUT TO

- Text File and Screen
- Printer and Screen
- Text File, Printer, and Screen
- Screen Only

The output options are a text file and screen; a printer and screen; a text file, printer, and screen, or screen only. The program always concludes with a summary on the screen.

If the user selects a text file for output, the standard Windows “Save” file screen will appear. Fill in the name of the file in the **File name** box. A text file will be saved with a “.TXT” extension (e.g., C:\TEMP\OUTDISK.TXT). By clicking on the **Save** button, the program will return to the original input screen for this module.

If the user selects the printer for output, the standard Windows “Print” dialog box will appear. Select the appropriate printer and click on **OK** and the program will return to the original input screen for this module.

To continue the appraisal, click on **CONTINUE**.

Program Output

The program will output the data supplied by the user (universe size, number of items with characteristic of interest, and sample size) for each stratum. The precision information is given at the two-sided 80%, 90%, and 95% confidence levels. The following information will also be displayed:

RATIO	The percentage of sample items in each stratum with the characteristic of interest.
PROJ. ITEMS IN UNIVERSE	The result of applying the stratum ratio to the stratum universe. This is also calculated for the total universe.

STANDARD ERROR	A measurement of the standard deviation of the sample proportion with respect to all possible proportions for this universe and sample size.
PRECISION	The confidence interval half-width expressed as a percentage. Precision is calculated for each stratum and the universe as a whole.
CONFIDENCE LEVEL (CL)	The confidence (80%, 90%, or 95%) that the actual proportion (or total number in the universe) will fall within the corresponding confidence interval.
LOWER LIMIT	The lower boundary of the confidence interval. The limit is shown as both a number and a percentage of the universe. The confidence levels are 80%, 90%, and 95%.
UPPER LIMIT	The upper boundary of the confidence interval. The limit is shown as both a number and a percentage of the universe. The confidence levels are 80%, 90%, and 95%.

Output to a Text File or Printer

Using the specified sample results in the initial screen, the appraisal results were stored in C:\TEMP\OUTDISK.TXT, shown next. The printer output is identical but does not include the output file name if the output was not also saved to a text file. Both the text file and printer output will include the name of the input file if the data were input in this manner.

```

DEPARTMENT OF HEALTH & HUMAN SERVICES
OIG - OFFICE OF AUDIT SERVICES
Date: 10/12/2009 STRATIFIED ATTRIBUTE APPRAISAL Time: 10:37
AUDIT/REVIEW: Attribute - Stratified
OUTPUT FILE: C:\TEMP\OUTDISK.TXT
    
```

STRATUM	SAMPLE	*ITEMS**	**RATIO*	*UNIVERSE*	PROJ. ITEMS IN UNIVERSE
=====	=====	=====	=====	=====	=====
1	100	2	2.000%	1,000	20
2	100	6	6.000%	1,500	90
COMBINED	200	8	4.400%	2,500	110
STANDARD ERROR:			1.483%	37	

STRATUM	PRECISION AT 80% CL	PRECISION AT 90% CL	PRECISION AT 95% CL
=====	=====	=====	=====
1	1.711%	2.196%	2.616%
2	2.955%	3.793%	4.519%
COMBINED	1.901%	2.439%	2.907%
LOWER LIMIT - QUANTITY	62	49	37
PERCENT	2.499%	1.961%	1.493%
UPPER LIMIT - QUANTITY	158	171	183
PERCENT	6.301%	6.839%	7.307%

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Output to Screen

The program always concludes with a summary on the screen, even if the output option selected is a text file or printer. The following screen is the summary provided for this illustration. This summary will also include the name of the input file if the data were entered in this manner.

Stratified Attribute Appraisal Output

Date: 10/12/2009 Time: 10:37 am

**Department of Health and Human Services
OIG - Office of Audit Services
Stratified Attribute Appraisal**

Audit: Attribute - Stratified

Number of Strata	2
Universe Size	2,500
Sample Size	200
Characteristic of Interest	
Projected Quantity in Universe	110
Percent	4.400%

Confidence Limits

	80% Confidence Level	90% Confidence Level	95% Confidence Level
Lower Limit - Quantity	62	49	37
Percent	2.499%	1.961%	1.493%
Upper Limit - Quantity	158	171	183
Percent	6.301%	6.839%	7.307%

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

TWO-STAGE UNRESTRICTED

Purpose

This program provides a two-stage attribute appraisal from the user's input to a series of prompts. Attribute sampling is used to determine how frequently an event or type of transaction occurs in a given universe. This type of sampling usually requires a yes or no (true or false) evaluation of each sampling unit by the user. The results are usually reported as a percentage. The program will accept a maximum of 150 primary sampling units for an appraisal.

Input Screen

The screenshot shows a window titled "Attribute - Two Stage Unrestricted". The window contains the following fields and controls:

- Name of Audit/Review:** A text box containing "Attribute - 2 Stage".
- Number of primary units in the sample:** A text box containing "10".
- Number of primary units in the universe:** A text box containing "90".
- Number of secondary units in the universe (if known):** A text box containing "4500". Below this text is the instruction "(Enter zero (0) if unknown)".
- CONTINUE:** A yellow button.
- HELP:** An orange button.
- Main Menu:** A cyan button.
- EXIT:** A pink button.
- OUTPUT TO:** A group box containing four radio button options:
 - Text File and Screen
 - Printer and Screen
 - Text File, Printer, and Screen
 - Screen Only

NOTE: Example is for illustrative purposes only. The sample size may not conform to the organization's minimum sample size standards.

Name of audit/review

This program allows the user to enter a brief description of the audit or purpose of the evaluation. The description, which appears at the top of the output, is limited to 40 characters in length and may include commas and spaces.

Number of primary units in the universe:

This is the number of primary units in the universe from which the primary items were sampled. For example, the primary universe could be counties within a state. From a universe of 58 counties, the user might sample 12 counties. The response to this query would be 58.

Number of primary units in the sample:

Enter the number of sampled primary units in this box. For example, from a universe of 58 counties, the user sampled 12 counties. The response to this query would be 12.

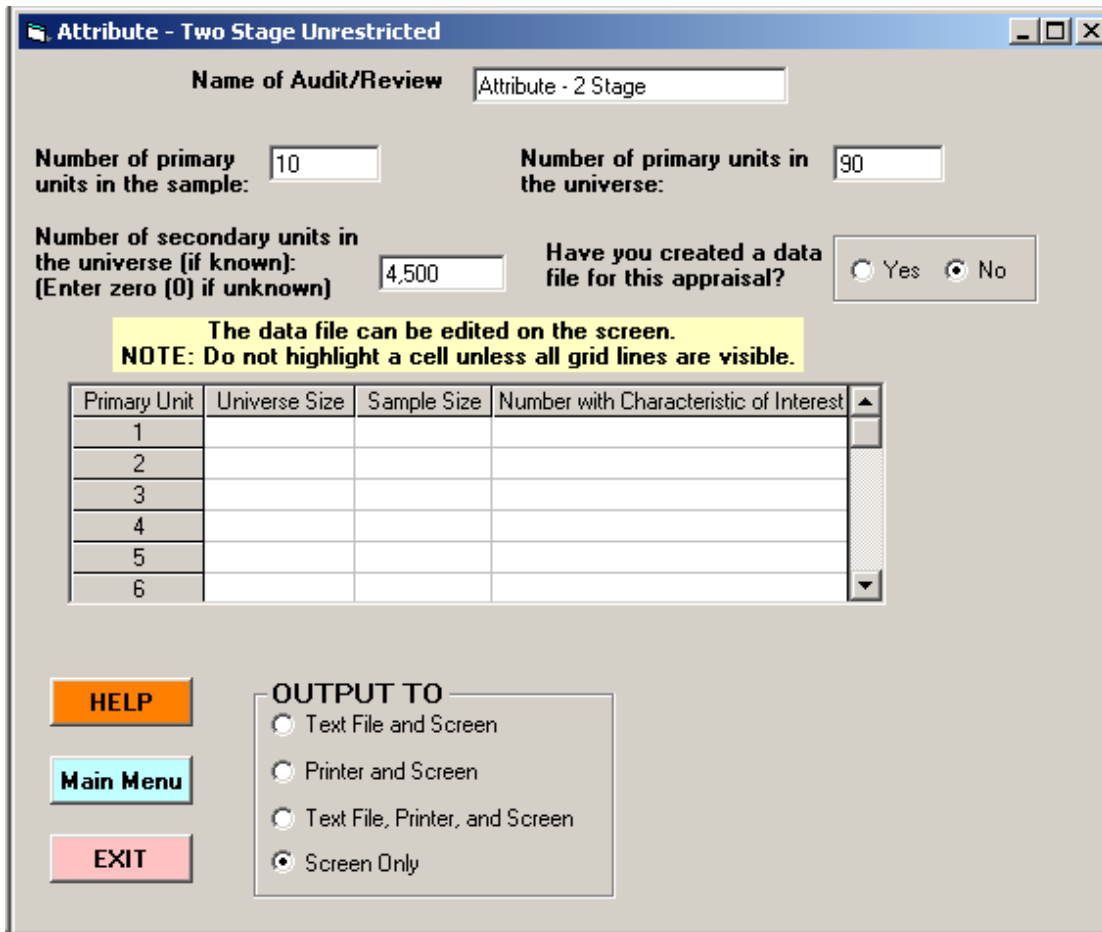
Number of secondary units in the universe (if known):

This is the total number of all transactions or events (secondary units) in the universe. In the above example, secondary units could be claims in each county. The response to this query would be the claim count for all 58 counties. This total number of secondary items may be difficult to determine. Therefore, the user may enter a zero if the quantity is unknown.

If a zero is entered, a different set of formulas will be used that utilize a ratio-type estimator. This estimator is statistically biased, but the bias is negligible if the number of sampled primary units is large.

If the total number of secondary units is entered, the formulas use an unbiased estimator.

When all values have been specified, click on **OK**. The following screen will appear:



Name of Audit/Review Attribute - 2 Stage

Number of primary units in the sample: 10 **Number of primary units in the universe:** 90

Number of secondary units in the universe (if known): 4,500 **Have you created a data file for this appraisal?** Yes No

NOTE: Do not highlight a cell unless all grid lines are visible.

Primary Unit	Universe Size	Sample Size	Number with Characteristic of Interest
1			
2			
3			
4			
5			
6			

HELP **OUTPUT TO**

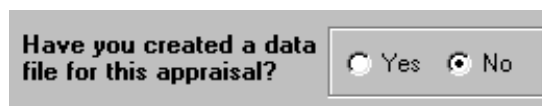
Main Menu Text File and Screen

EXIT Printer and Screen

Text File, Printer, and Screen

Screen Only

Have you created a data file?



Have you created a data file for this appraisal? Yes No

The user may create a data file prior to running this appraisal. For each primary unit, the user needs to enter the universe size, sample size, and number of items with the characteristic of interest. The program also allows the user to edit the values and save the modified file. The values may also be entered from the keyboard and subsequently saved as a data file. If the user has not created a data file, select “No” in the above box. If “Yes” is selected, the standard Windows “Open” file screen will appear. Click on the file name (DATA2STG.TXT for this illustration) and click on **Open** (or simply double-click on file DATA2STG.TXT).

If a file name is entered, the values obtained from the file will be displayed on the screen for review by the user. The format for the data should be as follows:

50 10 4

Explanation:

- 50** - This is the number of items in the primary unit from which a sample was drawn.
- 10** - This is the quantity of sample items that were reviewed.
- 4** - This is the quantity of items that met the criteria established for the sample review.

The program assumes a comma, one or more spaces, or a tab as a delimiter between pieces of data. The user needs to enter large numbers (e.g., 10000) without commas (e.g., 10,000) since the program will assume that each comma is separating two pieces of data (e.g., 10 and 000). The user must not use dollar signs (\$) or any other symbols in conjunction with the data as the program will assign a value of zero to any value that contains nonnumeric data.

The text file C:\TEMP\DATA2STG.TXT used in this illustration is shown below. Ten primary units are sampled from a total of 90. The number of secondary units in the universe is known to be 4,500.

50	10	4
45	9	2
52	10	5
42	8	3
40	8	2
65	13	5
48	10	3
58	12	3
66	13	4
56	11	4

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

Entering the Sample Results from the Screen

The sample results can be entered from the screen form if a data file was not used to enter the results. To illustrate, suppose the first primary unit contains 50 universe values, 10 of which are sampled. Also, the number of sample items meeting the criteria (e.g., in error) is 4. These values should be entered as shown on the screen. **NOTE:** This grid structure will not allow the user to use the tab key to move from cell to cell. Each cell must be clicked on before entering its value.

Name of Audit/Review Attribute - 2 Stage

Number of primary units in the sample: 10 **Number of primary units in the universe:** 90

Number of secondary units in the universe (if known): 4,500 **Have you created a data file for this appraisal?** Yes No

The data file can be edited on the screen.
NOTE: Do not highlight a cell unless all grid lines are visible.

Primary Unit	Universe Size	Sample Size	Number with Characteristic of Interest
1	50	10	4
2	45	9	2
3	52	10	5
4	42	8	3
5	40	8	2
6	65	13	5

Click here when finished entering or editing your data.

HELP **OUTPUT TO**

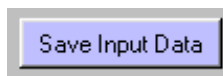
Main Menu Text File and Screen


EXIT Printer and Screen

Text File, Printer, and Screen

Screen Only

When all the values within the grid have been entered, click on **Click here when finished entering or editing your data** and the **Save Input Data** button will appear.

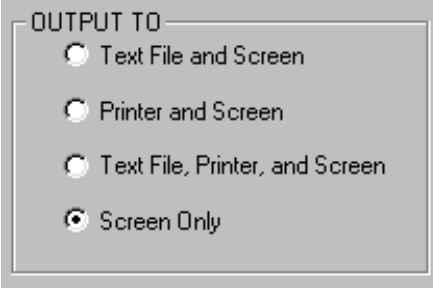


A rectangular button with a light purple background and a dark border, containing the text "Print Input Data".

To save this data set, click on **Save Input Data**. The standard Windows “Save As” screen will appear. Type the output file name alongside the **File name** box and click on **Save**. To print this data set, click on **Print Input Data**. Select a printer and click on **OK**.

Output Options

The program allows for three types of output. The user may select the output be sent to text file, printer, or screen. The user selects the appropriate output by clicking the corresponding button.

A dialog box titled "OUTPUT TO" with a light gray background and a dark border. It contains four radio button options: "Text File and Screen", "Printer and Screen", "Text File, Printer, and Screen", and "Screen Only". The "Screen Only" option is selected, indicated by a filled radio button.

The output options are a text file and screen; a printer and screen; a text file, printer, and screen, or screen only. The program always concludes with a summary on the screen.

If the user selects a text file for output, the standard Windows “Save” file screen will appear. Fill in the name of the file in the **File name** box. A text file will be saved with a “.TXT” extension (e.g., C:\TEMP\OUTDISK.TXT). By clicking on the **Save** button, the program will return to the original input screen for this module.

If the user selects the printer for output, the standard Windows “Print” dialog box will appear. Select the appropriate printer and click on **OK** and the program will return to the original input screen for this module.

To continue the appraisal, click on **CONTINUE**.

Program Output

The program will print the data supplied by the user (universe size, sample size, and number of sample items with characteristic of interest) for each primary unit. Overall totals are shown for the number of primary units in the universe and the number of secondary items in the universe (if

known). The precision information is given at the two-sided 80%, 90%, and 95% confidence levels. The following information will also be displayed for each primary unit:

RATIO	The percentage of sample items in each primary unit with the characteristic of interest.
PROJECTED	If the total number of secondary items in the universe was entered, then the projected number of items meeting the characteristic(s) of interest for each primary unit will be displayed.

The following overall statistics will also be displayed.

OVERALL RATIO	The estimate of the universe proportion, stated as a percentage.
OVERALL PROJECTED	The proportion of sample items with the characteristic of interest multiplied by the number of secondary items in the universe (if known).
STANDARD ERROR	A measurement of the standard deviation of the sample proportion with respect to all possible proportions for this universe and sample size.
CONFIDENCE LEVELS	The confidence (80%, 90%, or 95%) that the actual proportion (or total number in the universe) will fall within the corresponding confidence interval.
LOWER LIMIT	The lower limit of the 80%, 90%, and 95% confidence interval. The limit is shown as both a proportion of the universe and quantity of items if the user entered a non-zero value for the universe of secondary items.
UPPER LIMIT	The upper limit of the 80%, 90%, and 95% confidence interval. The limit is shown as both a proportion of the universe and quantity of items if the user entered a non-zero value for the universe of secondary items.

Output to a Text File or Printer

Using the specified sample results in the initial screen, the appraisal results were stored in C:\TEMP\OUTDISK.TXT, shown next. The printer output is identical but does not include the output file name if the output was not also saved to a text file. Both the text file and printer output will include the name of the input file if the data were input in this manner.

DEPARTMENT OF HEALTH & HUMAN SERVICES
 OIG - OFFICE OF AUDIT SERVICES
 Date: 10/12/2009 TWO STAGE UNRESTRICTED ATTRIBUTE APPRAISAL Time: 10:56
 AUDIT/REVIEW: Attribute - 2 Stage
 DATA FILE: C:\TEMP\DATA2STG.TXT
 OUTPUT FILE: C:\TEMP\OUTDISK.TXT

PRIMARY UNIT	UNIVERSE	SAMPLE SIZE	SAMPLE ITEMS WITH CHARACTERISTIC(S)	RATIO	PROJECTED
1	50	10	4	40.00%	20
2	45	9	2	22.22%	10
3	52	10	5	50.00%	26
4	42	8	3	37.50%	16
5	40	8	2	25.00%	10
6	65	13	5	38.46%	25
7	48	10	3	30.00%	14
8	58	12	3	25.00%	15
9	66	13	4	30.77%	20
10	56	11	4	36.36%	20
TOTALS	522	104	35		
OVERALL TOTALS					
90	4,500			35.26%	1,587
STANDARD ERROR				3.67%	165
CONFIDENCE LEVEL		80 PERCENT	90 PERCENT		95 PERCENT
LOWER LIMIT FOR PROPORTION		30.56%	29.22%		28.06%
UPPER LIMIT FOR PROPORTION		39.97%	41.31%		42.47%
LOWER LIMIT FOR TOTAL		1,375	1,315		1,263
UPPER LIMIT FOR TOTAL		1,799	1,859		1,911

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

Output to Screen

The program always concludes with a summary on the screen, even if the output option selected is a text file or printer. The following screen is the summary provided for this illustration:

Two Stage Unrestricted Attribute Appraisal Output

Date: 10/12/2009 Time: 10:56 am

**Department of Health and Human Services
OIG - Office of Audit Services
Two Stage Attribute Appraisal**

Audit: Attribute - 2 Stage
Name of Input File: C:\TEMP\DATA2STG.txt

Primary Units in Sample	10
Primary Units in Universe	90
Secondary Units in Sample	104
Secondary Units in Universe	4,500
Characteristic of Interest	
Percent	35.26%
Projected Quantity in Universe	1,587

Confidence Limits

	80% Confidence Level	90% Confidence Level	95% Confidence Level
Lower Limit - Percent	30.56%	29.22%	28.06%
Quantity	1,375	1,315	1,263
Upper Limit - Percent	39.97%	41.31%	42.47%
Quantity	1,799	1,859	1,911

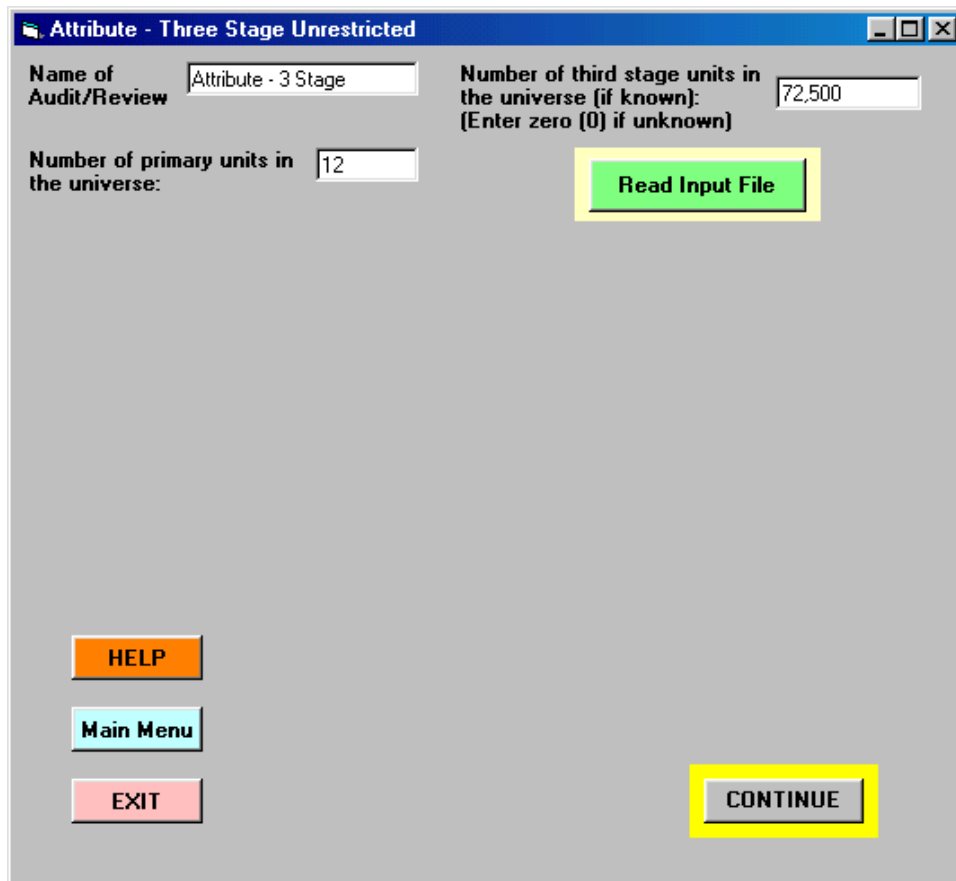
NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

THREE-STAGE UNRESTRICTED

Purpose

This program computes the point estimate, standard error, and confidence limits for the universe percentage and universe total number when using a three-stage attribute sampling procedure. Attribute sampling is used to determine how frequently an event or type of transaction occurs in a given universe. The results can be reported as a percentage estimate or an estimate of the total number in the universe having this characteristic of interest. The program will accept a maximum of 50 first-stage units and 150 second-stage units within each first-stage unit (i.e., $50 \times 150 = 7,500$ second-stage units).

Input Screen



Attribute - Three Stage Unrestricted

Name of Audit/Review: Attribute - 3 Stage

Number of third stage units in the universe (if known): (Enter zero (0) if unknown): 72,500

Number of primary units in the universe: 12

Read Input File

HELP

Main Menu

EXIT

CONTINUE

Name of audit/review

This program allows the user to enter a brief description of the audit or purpose of the evaluation. The description, which appears at the top of the output, is limited to 40 characters in length and may include commas and spaces.

Number of primary units in the universe:

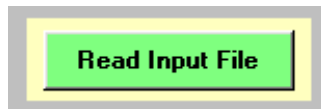
This is the number of primary units in the universe from which the primary items were sampled. For example, the primary universe could be regions within the United States. From a universe of 12 regions, one might sample four regions. The response to this query would be 12.

Number of third-stage units in the universe (if known):

If the number of third-stage units in the universe is known, enter this value. If this universe size is known, an unbiased estimate of the universe proportion is obtained. If this universe size is unknown, enter a value of zero, in which case a ratio-type estimator of the universe proportion is used by the program. This estimator is biased, but the bias is negligible if the number of sampled primary units is large.

Read input file

When all values have been specified, click on the **Read Input File** button.



For this program, the user *must* enter the data from a file (i.e., screen input is not allowed). After clicking on **Read Input File**, the standard Windows “Open” file screen will appear. Click on the file name (DATA3ST.TXT for this illustration) and click on **Open** (or simply double-click on file DATA3ST.TXT).

The data file containing the information must be stored in a text file format. There are several ways the user may create this file. The easiest approach would be with a word processing package (e.g., Word) or storing the data in a spreadsheet software application (e.g., Excel) as a print file. The data file needs to be formatted in the following manner:

```

REGION 5      90 10
HOSPITAL 1   47 9  3

```

Explanation:

- REGION 5** - is the description of a primary unit. The description may be of any length up to 25 characters and include characters, digits, spaces, and punctuation marks.
- 90** - is the universe of secondary units within the primary unit.
- 10** - is the number of secondary units that are being sampled in the primary unit.
- HOSPITAL 1** - is a description of a secondary unit that was sampled from the primary unit. The description may be of any length up to 25 characters and include characters, digits, spaces, and punctuation marks.
- 47** - is the number of third-stage items comprising the universe for the secondary sampled unit.
- 9** - is the number of third-stage items that were sampled.
- 3** - is the number of third-stage sampled items that met the characteristic of interest to the user.

The last piece of data (e.g., 10) on each primary unit line is used by the program to determine the number of lines with secondary unit information. The program, therefore, expects that number of lines (e.g., 10) to be lines with secondary unit information. Each line of data must contain information on only one primary unit or one secondary unit. Values within a line can be separated by commas, one or more spaces, or tabs. Commas should not be used within numeric values (e.g., use 2500 rather than 2,500).

The data file used in this illustration is stored in C:\TEMP\DATA3ST.TXT and is shown below. The primary units are regions within the U.S. and the secondary units are hospitals within each region.

```

REGION 5      90 10
HOSPITAL 1   47 9  3
HOSPITAL 2   51 10 2
HOSPITAL 3   45 9  4
HOSPITAL 4   46 9  1
HOSPITAL 5   46 9  3
HOSPITAL 6   50 10 1
HOSPITAL 7   50 10 4

```

HOSPITAL 8	57	11	3
HOSPITAL 9	54	11	4
HOSPITAL 10	64	13	2
REGION 7	110	10	
HOSPITAL 1	53	11	2
HOSPITAL 2	59	12	5
HOSPITAL 3	52	10	1
HOSPITAL 4	67	13	3
HOSPITAL 5	59	12	1
HOSPITAL 6	73	15	6
HOSPITAL 7	51	10	3
HOSPITAL 8	75	15	2
HOSPITAL 9	66	13	1
HOSPITAL 10	58	12	4
REGION 8	85	10	
HOSPITAL 1	45	9	3
HOSPITAL 2	39	8	2
HOSPITAL 3	43	9	4
HOSPITAL 4	34	7	1
HOSPITAL 5	54	11	2
HOSPITAL 6	54	11	3
HOSPITAL 7	34	7	1
HOSPITAL 8	59	12	1
HOSPITAL 9	49	10	4
HOSPITAL 10	43	9	2
REGION 10	120	10	
HOSPITAL 1	59	12	2
HOSPITAL 2	68	14	6
HOSPITAL 3	57	11	3
HOSPITAL 4	72	14	6
HOSPITAL 5	70	14	1
HOSPITAL 6	73	15	2
HOSPITAL 7	83	17	5
HOSPITAL 8	89	18	4
HOSPITAL 9	73	15	3
HOSPITAL 10	77	15	2

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

After opening the data set, the remaining portion of the input screen will appear.

Name of Audit/Review Attribute - 3 Stage **Number of third stage units in the universe (if known):** 72,500
 (Enter zero (0) if unknown)

Number of primary units in the universe: 12

Primary Unit Number 1 **Primary Unit ID:** REGION 5

Number of secondary stage units in universe: 90 **Secondary stage units in sample:** 10

The data file can be edited on the screen.
 NOTE: Do not highlight a cell unless all grid lines are visible.

Primary Unit	Secondary Unit ID	3rd Stage Universe	3rd Stage Sample	Number with Characteristic of Interest
1	HOSPITAL 1	47	9	3
1	HOSPITAL 3	51	10	2
1	HOSPITAL 3	45	9	4
1	HOSPITAL 4	46	9	1
1	HOSPITAL 5	46	9	3

OUTPUT TO

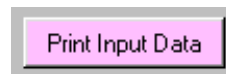
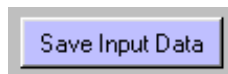
- Text File and Screen
- Printer and Screen
- Text File, Printer, and Screen
- Screen Only

Click here when finished editing your data.

Print Input Data

The primary unit data (e.g., Primary Unit Number, Primary Unit ID, Number of secondary stage units in universe and Secondary stage units in sample) cannot be changed on this screen. For more information, click on the **Info** button. The user may scroll through the secondary unit data or edit any of those cells by clicking on the cell to be changed. **NOTE:** This grid structure will not allow the user to use the tab key to move from cell to cell. Each cell must be clicked on before entering its value.

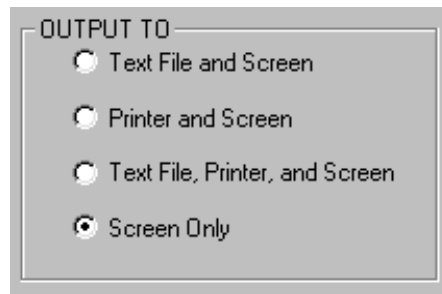
If any values within the grid are edited, click on **Click here when finished editing your data**, the **Save Input Data** button will appear.



To save this data set, click on **Save Input Data**. The standard Windows “Save As” screen will appear. Type the output file name alongside the **File name** box and click on **Save**. To print this data set, click on **Print Input Data**. Select a printer and click on **OK**.

Output Options

The program allows for three types of output. The user may select the output be sent to text file, printer, or screen. The user selects the appropriate output by clicking the corresponding button.



The output options are a text file and screen; a printer and screen; a text file, printer, and screen, or screen only. The program always concludes with a summary on the screen.

If the user selects a text file for output, the standard Windows “Save” file screen will appear. Fill in the name of the file in the **File name** box. A text file will be saved with a “.TXT” extension (e.g., C:\TEMP\OUTDISK.TXT). By clicking on the **Save** button, the program will return to the original input screen for this module.

If the user selects the printer for output, the standard Windows “Print” dialog box will appear. Select the appropriate printer and click on **OK**, and the program will return to the original input screen for this module.

To continue the appraisal, click on **CONTINUE**.

Program Output

The first section of the program output contains the name of the data file along with the contents of this file. For each secondary unit in the file, the value of **RATIO** is printed, where **RATIO** is the percentage of third-stage sample units within this secondary unit having the characteristic of interest. Totals are shown for each primary unit summarizing (1) the number of third-stage units in the universe, (2) the number of sampled third-stage units, and (3) the number of third-stage units having the characteristic of interest.

The next section of output, entitled OVERALL TOTALS, summarizes the above three values (across all primary units in the sample) along with the number of primary and secondary units in the universe and sample. The universes, with respect to the second and third stages, reflect the populations for stages reviewed and not the universes across all stages. For example if 10 primary units were sampled from a population of 100 primary units, the universe of secondary units displayed in the output represents only the quantity of secondary units in the 10 primary units. The precision information is given at the two-sided 80%, 90%, and 95% confidence levels. The following information is also presented:

OVERALL POINT ESTIMATE OF THE PROPORTION	This is the estimate of the universe proportion having the characteristic of interest.
OVERALL STANDARD ERROR (PROPORTION)	An estimate of the standard deviation of the proportion estimate; a value which determines the width of the corresponding confidence intervals for the parameter.
OVERALL POINT ESTIMATE OF UNIVERSE TOTAL	The estimate of the total number of elements in the universe having the characteristic of interest.
OVERALL STANDARD ERROR (TOTAL)	An estimate of the standard deviation of the universe total estimate; a value which determines the width of the corresponding confidence intervals for the parameter.
CONFIDENCE LEVELS	The confidence (80%, 90%, or 95%) that the actual proportion (or total number in the universe) will fall within the corresponding confidence interval.
LOWER LIMIT FOR PROPORTION	The lower limit of the 80%, 90%, and 95% confidence interval for the universe proportion.
UPPER LIMIT FOR PROPORTION	The upper limit of the 80%, 90%, and 95% confidence interval for the universe proportion.
LOWER LIMIT FOR TOTAL	The lower limit of the 80%, 90%, and 95% confidence interval for the universe total number.
UPPER LIMIT FOR TOTAL	The upper limit of the 80%, 90%, and 95% confidence interval for the universe total number.

Output to a Text File or Printer

Using the specified sample results in the initial screen, the appraisal results were stored in C:\TEMP\OUTDISK.TXT, shown immediately following. The printer output is identical but does not include the output file name if the output was not also saved to a text file.

```

DEPARTMENT OF HEALTH & HUMAN SERVICES
OIG - OFFICE OF AUDIT SERVICES
Date: 10/12/2009      THREE STAGE ATTRIBUTE APPRAISAL      Time: 11:13
                      AUDIT/REVIEW: Attribute - 3 Stage
NAME OF INPUT FILE: C:\TEMP\DATA3ST.txt
                      OUTPUT FILE: C:\TEMP\OUTDISK.TXT
    
```

FIRST STAGE SECOND STAGE	NEXT STAGE UNIVERSE	SAMPLE SIZE	MEETING CRITERIA	RATIO
=====	=====	=====	=====	=====
REGION 5	90	10		
HOSPITAL 1	47	9	3	33.33%
HOSPITAL 2	51	10	2	20.00%
HOSPITAL 3	45	9	4	44.44%
HOSPITAL 4	46	9	1	11.11%
HOSPITAL 5	46	9	3	33.33%
HOSPITAL 6	50	10	1	10.00%
HOSPITAL 7	50	10	4	40.00%
HOSPITAL 8	57	11	3	27.27%
HOSPITAL 9	54	11	4	36.36%
HOSPITAL 10	64	13	2	15.38%
TOTALS	510	101	27	
REGION 7	110	10		
HOSPITAL 1	53	11	2	18.18%
HOSPITAL 2	59	12	5	41.67%
HOSPITAL 3	52	10	1	10.00%
HOSPITAL 4	67	13	3	23.08%
HOSPITAL 5	59	12	1	8.33%
HOSPITAL 6	73	15	6	40.00%
HOSPITAL 7	51	10	3	30.00%
HOSPITAL 8	75	15	2	13.33%
HOSPITAL 9	66	13	1	7.69%
HOSPITAL 10	58	12	4	33.33%
TOTALS	613	123	28	

REGION 8	85	10		
HOSPITAL 1	45	9	3	33.33%
HOSPITAL 2	39	8	2	25.00%
HOSPITAL 3	43	9	4	44.44%
HOSPITAL 4	34	7	1	14.29%
HOSPITAL 5	54	11	2	18.18%
HOSPITAL 6	54	11	3	27.27%
HOSPITAL 7	34	7	1	14.29%
HOSPITAL 8	59	12	1	8.33%
HOSPITAL 9	49	10	4	40.00%
HOSPITAL 10	43	9	2	22.22%
TOTALS	454	93	23	

REGION 10	120	10		
HOSPITAL 1	59	12	2	16.67%
HOSPITAL 2	68	14	6	42.86%
HOSPITAL 3	57	11	3	27.27%
HOSPITAL 4	72	14	6	42.86%
HOSPITAL 5	70	14	1	7.14%
HOSPITAL 6	73	15	2	13.33%
HOSPITAL 7	83	17	5	29.41%
HOSPITAL 8	89	18	4	22.22%
HOSPITAL 9	73	15	3	20.00%
HOSPITAL 10	77	15	2	13.33%
TOTALS	721	145	34	

TOTAL NUMBER OF THIRD STAGE UNITS IN UNIVERSE 72,500

OVERALL TOTALS	UNIVERSE	SAMPLED
=====	=====	=====
FIRST STAGE	12	4
SECOND STAGE	405{}	40
THIRD STAGE	2,298{}	462
SAMPLED ITEMS MEETING CRITERIA		112

{ } UNIVERSE SIZES FOR THE SECOND AND THIRD STAGES REPRESENT THE UNIVERSES FOR THE SAMPLED PRIOR STAGE.

OVERALL POINT ESTIMATE OF THE PROPORTION 23.74%
 OVERALL STANDARD ERROR (PROPORTION) 3.33%

OVERALL POINT ESTIMATE OF UNIVERSE TOTAL 17,210
 OVERALL STANDARD ERROR (TOTAL) 2,415

CONFIDENCE LEVEL	80 PERCENT	90 PERCENT	95 PERCENT
LOWER LIMIT FOR PROPORTION	19.47%	18.26%	17.21%
UPPER LIMIT FOR PROPORTION	28.01%	29.22%	30.27%
LOWER LIMIT FOR TOTAL	14,115	13,238	12,477
UPPER LIMIT FOR TOTAL	20,304	21,182	21,942

Output to Screen

The program always concludes with a summary on the screen, even if the output option selected is a text file or printer. The following screen is the summary provided for this illustration:

Three Stage Unrestricted Attribute Appraisal Output

Date: 10/12/2009 Time: 11:13 am

Department of Health and Human Services
 OIG - Office of Audit Services
 Three Stage Attribute Appraisal

Audit: Attribute - 3 Stage
 Name of Input File: C:\TEMP\DATA3ST.TXT

Primary Units in Universe	12
Primary Units in Sample	4
Secondary Units in Sample	40
Third Stage Units in Sample	462

Characteristic of Interest

Projected Quantity in Universe	17,210
Projected Proportion	23.74%

Confidence Limits

	80% Confidence Level	90% Confidence Level	95% Confidence Level
Lower Limit - Quantity	14,115	13,238	12,477
Percent	19.47%	18.26%	17.21%
Upper Limit - Quantity	20,304	21,182	21,942
Percent	28.01%	29.22%	30.27%

HELP EXIT Previous Screen Main Menu

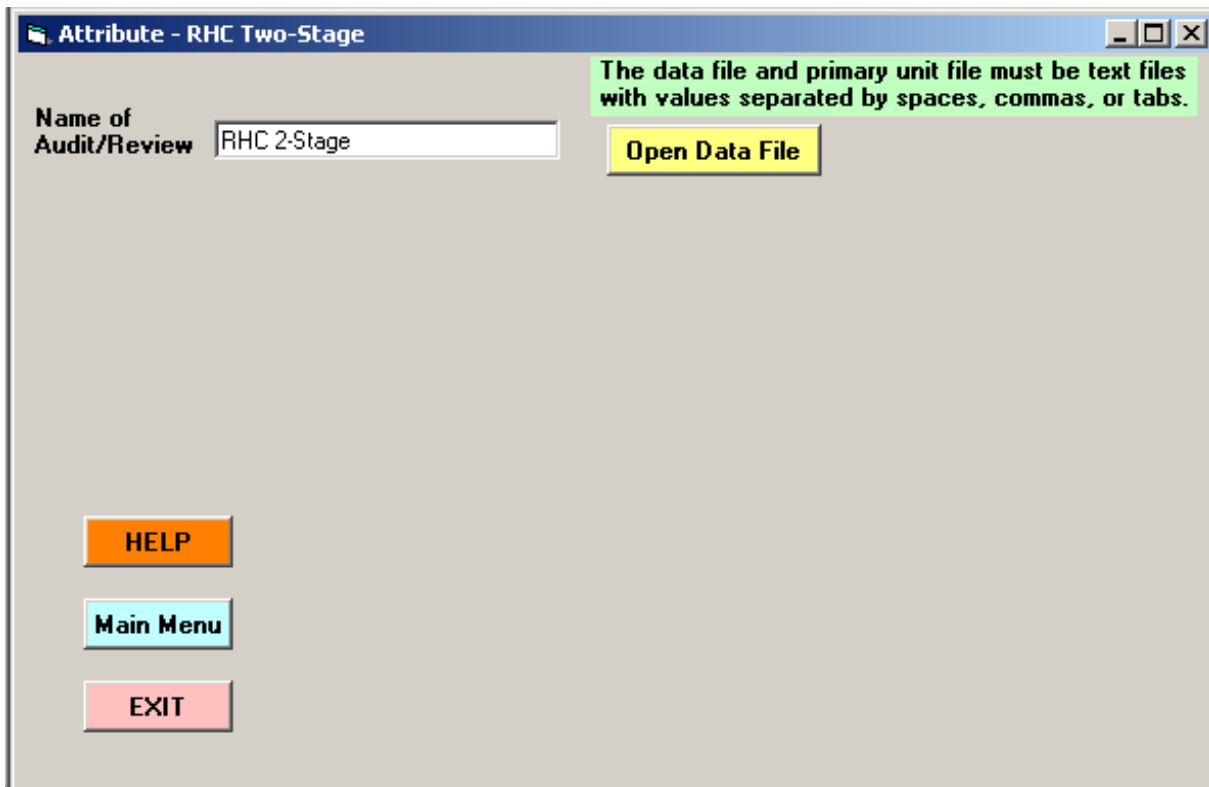
NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

RHC TWO STAGE

Purpose

This program performs a two-stage attribute appraisal using the RHC methodology. This multistage procedure determines a confidence interval that uses approximate probability proportional to size (pps) sampling whereby the relative sizes of the sampling units are considered when selecting primary units to include in the sample.

Input Screen



Attribute - RHC Two-Stage

The data file and primary unit file must be text files with values separated by spaces, commas, or tabs.

Name of Audit/Review

Name of audit/review

This program allows the user to enter a brief description of the audit or purpose of the evaluation. The description, which appears at the top of the output, is limited to 40 characters in length and may include commas and spaces.

Open Data File

Prior to executing this program, the user must create a data file that contains identifying data and two pieces of information for each secondary unit sampled. The first piece of information is the sample size for this secondary unit. The second value in this line is the number of sample items that met the criteria established for the sample review. These two pieces of information should be separated by one or more spaces, commas, or tabs. Commas should not be used within numeric values (e.g., use 2500 rather than 2,500).

The data file containing the above information must be stored in a text file format. There are several ways the users may create this file. The easiest approach would be with a word processing package (e.g., Word) or a print file created with a spreadsheet package (e.g., Excel).

7483 200 42

Explanation:

- 7483** - This is a number assigned by the user. The user should use the sample item number as the number in this position. For ease of reference in this example, the number will be referred to as the line number.
- 200** - This is the sample size (number of examined units) for this secondary unit.
- 42** - This is the number of sample items that met the criteria established for the sample review.

The file used in this illustration will be C:\TEMP\RHC2DATA.TXT. After clicking on **Open Data File**, locate this file using the standard Windows "Open" file screen and click on **Open**.

Open Primary Unit File

When sample items are selected using the RHC Sample Selection program, a file is created containing information on the clustering of the primary units in the universe as well as the

primary units selected. The **Open Primary Unit File** query is requesting the file created from the RHC Sample Selection program (e.g., C:\TEMP\RHC2PU.TXT).

If the user cannot find this file, a file containing the following data must be created before the appraisal can be performed. The file must be stored in a text file format. There are several ways the user may create this file. The easiest approach would be with a word processing package (e.g., Word) or a print file created with a spreadsheet package (e.g., Excel).

PRIMARY #1 1500 20100 95500 6

Explanation:

- PRIMARY #1** - This is a description of a primary unit in the universe. A maximum of 30 characters, including spaces, will be accepted.
- 1500** - This is the quantity of secondary units in the particular primary unit.
- 20100** - This is the size factor assigned by the user to the primary unit (e.g., number of transactions or square footage). A decimal point may be included in this value.
- 95500** - This is the total size factor for the group in which the primary unit was randomly placed. A decimal point may be included in this value.
- 6** - This is the quantity of primary units that were randomly placed into this group.

The above entries for each primary unit must be placed on the same line of text. Each line of text must only include the entries for one primary unit. Values within a line can be separated by commas, by one or more spaces, or by using the tab key. Commas should not be used within numeric values (e.g., use 2500 rather than 2,500).

After clicking on **Open Primary Unit File**, locate this file using the standard Windows "Open" file screen and click on **Open**. The screen immediately following the data files will appear.

The data file used in this illustration contains data for 27 universities having one or more state-supported research grants. The universe consists of all charge vouchers recorded for these grants and the purpose of the audit is to estimate the proportion of vouchers containing improper charges. Three universities (UNIV5, UNIV20, and UNIV22) were selected using the RHC Sample Selection program. For each selected university, 250 vouchers were audited. The sample data file and primary unit file are shown next.

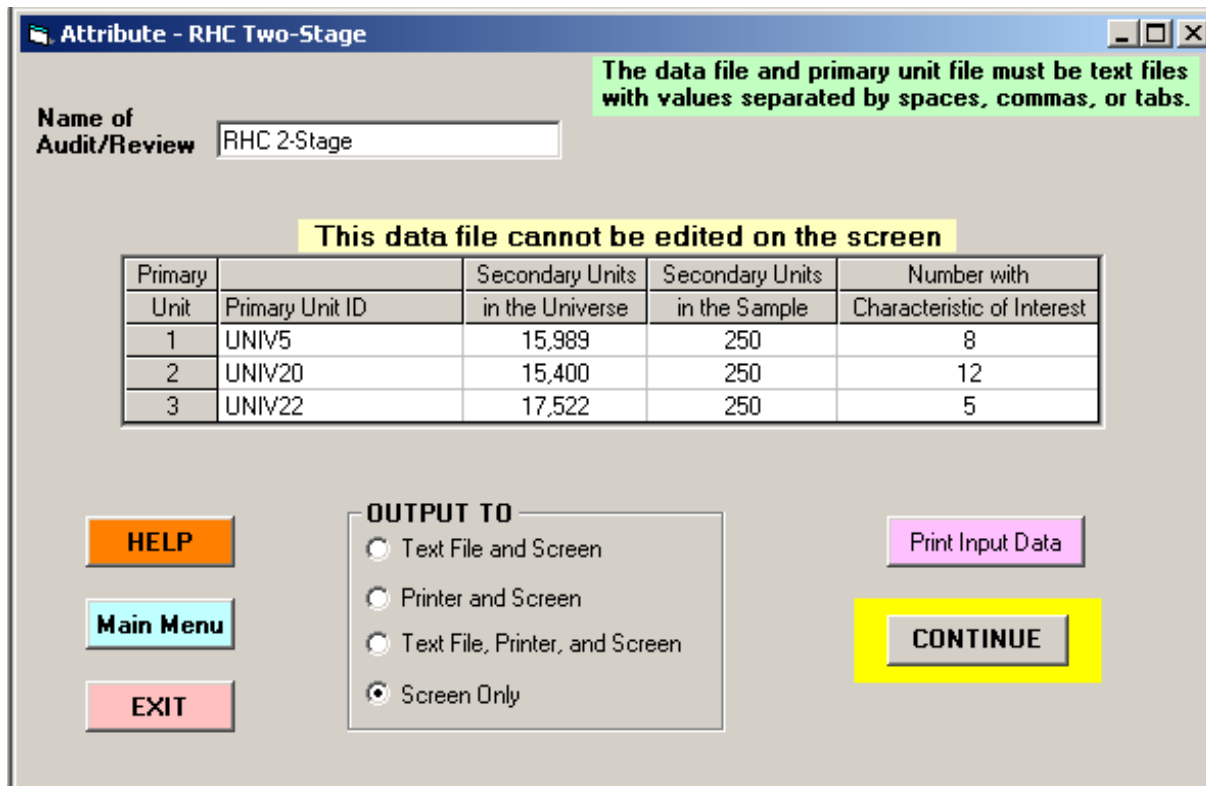
Sample data file C:\TEMP\RHC2DATA.TXT

1	250	8
2	250	12
3	250	5

Primary unit file C:\TEMP\RHC2PU.TXT

UNIV5	15989	11	67	9
UNIV20	15400	10	93	9
UNIV22	17522	13	93	9

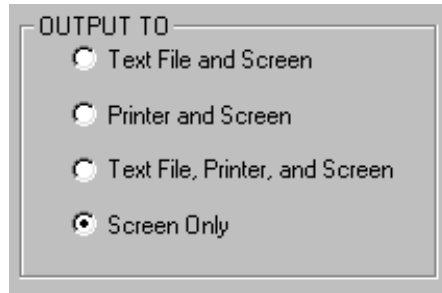
NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.



The user cannot edit any of the values in the grid. To print this data set, click on **Print Input Data**. Select a printer and click on **OK**.

Output Options

The program allows for three types of output. The user may select the output to be sent to text file, printer, or screen. The user selects the appropriate output by clicking the corresponding button.



The output options are a text file and screen; a printer and screen; a text file, printer, and screen, or screen only. The program always concludes with a summary on the screen.

If the user selects a text file for output, the standard Windows "Save" file screen will appear. Fill in the name of the file in the **File name** box. A text file will be saved with a ".TXT" extension (e.g., C:\TEMP\OUTDISK.TXT). By clicking on the **Save** button, the program will return to the original input screen for this module.

If the user selects the printer for output, the standard Windows "Print" dialog box will appear. By selecting the appropriate printer and clicking on **OK**, the program will return to the original input screen for this module.

To continue the appraisal, click on **CONTINUE**.

Program Output

The output will first display the data entered by the user for each of the primary units. Then the output will display the results of the appraisal. The following will be displayed in the results portion.

P.U. NBR

For conserving space, the sample primary unit from each group is assigned the group number. For example, the primary unit sampled from group #1 is assigned the number 1 for identification purposes.

PRIMARY UNIT ID	The description assigned by the user to each primary unit.
SECONDARY UNIVERSE	The number of secondary units in the population of a particular primary unit.
PRIMARY UNIT SIZE	The size value selected by the user for assigning a weight to each primary unit. The weight factor could be, for example, number of employees, volume of transactions, or square footage.
GROUP SIZE	The summation of the size values for all the primary units in the particular group.
UNITS IN GROUP	The number of primary units that were placed randomly in a particular group.

For each sampled primary unit, the following information is displayed.

SAMPLE SIZE	The number of sampled secondary units contained in this particular sampled primary unit.
SAMPLE MEAN	The proportion of secondary units containing the characteristic of interest. It is obtained by dividing the number of items in the sample containing the characteristic of interest by the number of sample items.
SECONDARY UNIVERSE	The number of secondary units in the universe for this particular sampled primary unit. This value was originally supplied by the user in the file containing the Primary Unit information.
SIZES RATIO	The ratio of the size of the group containing this particular primary unit to the size of the primary unit itself.
POINT ESTIMATE	The estimate of the universe total for the <i>group</i> of primary units containing this particular primary unit. For example, suppose the primary units are split into 10 random groups, each containing 5 primary units. Suppose further that the primary unit under discussion lies in group #8. The POINT ESTIMATE refers to the estimate of the universe total of the five primary units in group #8. This would be repeated for the remaining sampled primary units. The point estimates are then totaled to obtain the estimate of the universe total.

--- VARIANCE COMPONENTS ---

WITHIN VARIANCE	In the derivation of the standard error, the contribution of the variability of the secondary units.
BETWEEN VARIANCE	In the derivation of the standard error, the contribution of the variability of the primary units.
TOTAL VARIANCE	The sum of WITHIN VARIANCE and BETWEEN VARIANCE . The square root of this value is the STANDARD ERROR .

The results of the above information are then used in the final overall projection. The following information appears:

PRIMARY UNITS SAMPLED	The number of primary units in the sample.
PRIMARY UNITS NOT SAMPLED	The number of primary units in the population minus the number of primary units in the sample.
PRIMARY UNITS IN POPULATION	The total number of primary units in the population.
PROJECTED QUANTITY IN UNIVERSE	The point estimate of population total. A single estimate for a universe value based on the summation of the point estimates for each group.
STANDARD ERROR	A measurement of the standard deviation of the estimate for the population total. It is this value that determines the width of the corresponding confidence intervals.
CONFIDENCE LEVEL	This indicates the confidence (80%, 90%, or 95%) that the user has that the actual population total will fall within the corresponding confidence interval.
LOWER LIMIT	The lower bound of the confidence interval. It is based on subtracting the precision amount from the point estimate.

UPPER LIMIT The upper bound of the confidence interval. It is based on adding the precision amount to the point estimate.

PRECISION AMOUNT A measurement of the closeness of the sample estimate and the corresponding population value. For a 90% confidence interval, the user would be 90% confident that the estimated population total (PROJECTED QUANTITY IN UNIVERSE) would be within this amount of the actual value. The precision amount is calculated by multiplying the standard error by the appropriate Z value (Z-VALUE USED).

PRECISION PERCENT The result of dividing the precision amount by the point estimate.

Z-VALUE USED The standard normal percentile value used to construct the confidence interval.

Output to a Text File or Printer

Using the specified sample results in the initial screen, the appraisal results were stored in C:\TEMP\OUTDISK.TXT, shown below. The printer output is identical.

```

DEPARTMENT OF HEALTH & HUMAN SERVICES
OIG - OFFICE OF AUDIT SERVICES
Date: 10/12/2009      TWO STAGE RHC ATTRIBUTE APPRAISAL      Time: 15:11
                      AUDIT/REVIEW: RHC 2-Stage
    
```

```

NAME OF DATA FILE: C:\TEMP\RHC2DATA.TXT
NAME OF PRIMARY UNIT FILE: C:\TEMP\RHC2PU.TXT
OUTPUT FILE: C:\TEMP\OUTDISK.txt
    
```

PRIMARY UNIT	SAMPLE SIZE	== ATTRIBUTE == SAMPLE TOTAL
1	250	8
2	250	12
3	250	5
TOTALS	750	25

P.U. NBR	PRIMARY UNIT ID	SECONDARY UNIVERSE	PRIMARY UNIT SIZE	GROUP SIZE	UNITS IN GROUP
1	UNIV5	15,989	11	67	9
2	UNIV20	15,400	10	93	9
3	UNIV22	17,522	13	93	9
TOTALS:		48,911	34	253	27

P.U. NBR	SAMPLE SIZE	SAMPLE MEAN	SECONDARY UNIVERSE	SIZES RATIO	POINT ESTIMATE
1	250	.03	15,989	6.091	3,116.40
2	250	.05	15,400	9.300	6,874.56
3	250	.02	17,522	7.154	2,506.99
TOTALS:		750	48,911		12,497.96

--- VARIANCE COMPONENTS ---

P.U. NBR	WITHIN VARIANCE	BETWEEN VARIANCE	TOTAL VARIANCE
1	190,680.61	62,730.47	253,411.08
2	398,194.39	6,287,762.71	6,685,957.11
3	170,420.81	5,266,818.04	5,437,238.85
TOTALS:	759,295.82	11,617,311.23	12,376,607.04

```

PRIMARY UNITS SAMPLED:          3
PRIMARY UNITS NOT SAMPLED:     24
PRIMARY UNITS IN POPULATION:   27
    
```

PROJECTED QUANTITY IN UNIVERSE:			12,498
STANDARD ERROR:			3,518
CONFIDENCE LEVEL	80 PERCENT	90 PERCENT	95 PERCENT
LOWER LIMIT	7,989	6,711	5,603
UPPER LIMIT	17,007	18,285	19,393
PRECISION AMOUNT	4,509	5,787	6,895
PRECISION PERCENT	36.07%	46.30%	55.17%
Z-VALUE USED	1.281551565545	1.644853626951	1.959963984540

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

Output to Screen

The program always concludes with a summary on the screen, even if the output option selected is text file or printer. The following screen is the summary provided for this illustration:

The screenshot shows a window titled "Attribute - RHC Two Stage Appraisal Output" with the following content:

**Department of Health and Human Services
 OIG - Office of Audit Services
 Two Stage RHC Attribute Appraisal**

Date: 10/12/2009 Time: 3:11 pm

Audit: RHC 2-Stage

Primary Units in Universe	27
Primary Units in Sample	3
Secondary Units in Universe for Sampled Primary Units	48,911
Secondary Units in Sample	750
Characteristic of Interest	
Projected Quantity in Universe	12,498
Standard Error	3,518

CONFIDENCE INTERVALS

	80% Confidence Level	90% Confidence Level	95% Confidence Level
Lower Limit	7,989	6,711	5,603
Upper Limit	17,007	18,285	19,393

Buttons: **HELP** (orange), **EXIT** (pink), **Previous Screen** (yellow), **Main Menu** (cyan)

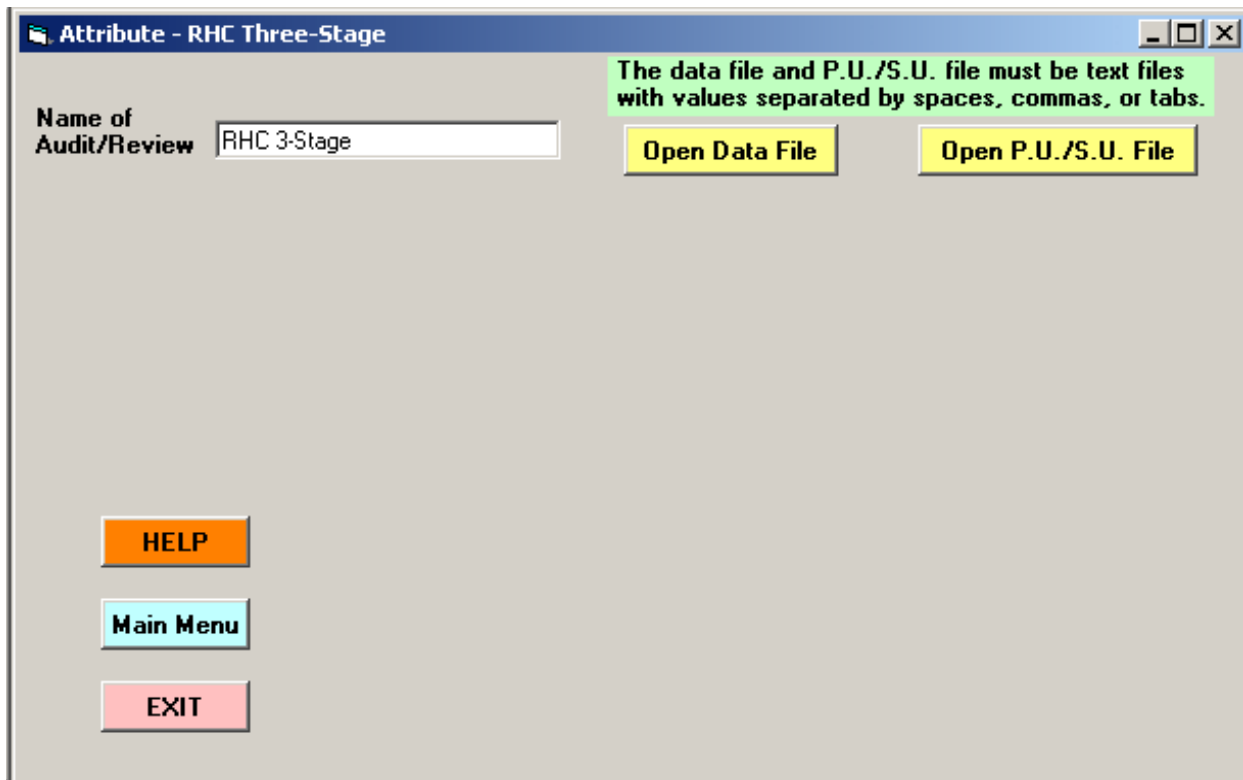
NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

RHC THREE STAGE

Purpose

This program performs a three-stage attribute appraisal using the RHC methodology. This multistage procedure determines a confidence interval that uses approximate probability proportional to size (pps) sampling whereby the relative sizes of the sampling units are considered when selecting primary and secondary units to include in the sample.

Input Screen



Attribute - RHC Three-Stage

The data file and P.U./S.U. file must be text files with values separated by spaces, commas, or tabs.

Name of Audit/Review: RHC 3-Stage

Open Data File

Open P.U./S.U. File


HELP

Main Menu

EXIT

Name of audit/review

This program allows the user to enter a brief description of the audit or purpose of the evaluation. The description, which appears at the top of the output, is limited to 40 characters in length and may include commas and spaces.

A rectangular button with a blue border and a yellow background, containing the text "Open Data File" in black.

Prior to executing this program, the user must create a data file that contains identifying data and two pieces of information for each third-stage item sampled. The first piece of information is the sample size for this third-stage unit. The second value in this line is the number of sample items that met the criteria established for the sample review. These two pieces of information should be separated by one or more spaces, commas, or tabs.

The data file containing the above information must be stored in a text file format. There are several ways the users may create this file. The easiest approach would be with a word processing package (e.g., Word) or a print file created with a spreadsheet package (e.g., Excel).

4.12 180 10

Explanation:

- 4.12** - This identifies the primary unit number (4, here) and the secondary unit number (12, here). The primary unit numbers should be numbered sequentially (1, 2, 3, ...) and the secondary unit numbers within a sampled primary unit should also be numbered sequentially.
- 180** - This is the number of third-stage units sampled within this particular primary unit/secondary unit.
- 10** - This is the number of sample items that met the criteria established for the sample review.

The program assumes a comma, one or more spaces, or a tab as a delimiter between pieces of data. The user needs to enter large numbers (e.g., 10000) without commas (e.g., 10,000) since the program will assume that each comma is separating two pieces of data (e.g., 10 and 000). The user must not use dollar signs (\$) or any other symbols in conjunction with the data as the program will assign a value of zero to any input that contains nonnumeric data.

The file used in this illustration will be C:\TEMP\RHC3DATA.TXT. After clicking on **Open Data File**, locate this file using the standard Windows "Open" file screen and click on **Open**.

Open P.U. / S.U. File

When sample items are selected using the RHC Sample Selection program, a file was created containing information on the clustering of the primary units/secondary units in the universe as well as the primary units/secondary units selected. The **Open P.U./S.U. File** query is requesting the file created from the RHC Sample Selection Program. The primary unit information is entered first, followed by the information for the secondary units. The format is as follows:

PRIMARY #1	20	9000	30600	8	3
SECONDARY #1	3500	1000	4400	10	

Explanation:

- PRIMARY #1** - This is a description of the sampled primary unit. The description should be no longer than 30 characters in length.
- 20** - This is the quantity of secondary units in this primary unit.
- 9000** - This is the size factor assigned by the user to the primary unit. A decimal point may be included in this value.
- 30600** - This is the size factor for the group from which the primary unit was selected. A decimal point may be included in this value.
- 8** - This is the number of primary units in the group from which this primary unit was selected.
- 3** - This is the number of secondary units sampled from this primary unit for this appraisal.
- SECONDARY #1** - This is a description of the sampled secondary unit. A maximum of 30 characters, including spaces, will be accepted.
- 3500** - This is the quantity of third-stage units in this secondary unit. The entry may contain a decimal point.

- 1000** - This is the secondary size factor used in weighting the secondary unit. A decimal point may be incorporated in the number.
- 4400** - This is the size factor for the secondary group that this secondary item was sampled from. A decimal point may be used in the value.
- 10** - This is the number of secondary units in this group from which this secondary unit was selected.

The program assumes a comma, one or more spaces, or a tab as a delimiter between pieces of data. The user needs to enter large numbers (e.g., 10000) without commas (e.g., 10,000) since the program will assume that each comma is separating two pieces of data (e.g., 10 and 000). The user must not use dollar signs (\$) or any other symbols in conjunction with the data as the program will assign a value of zero to any input that contains nonnumeric data.

After clicking on **Open P.U. / S.U. File**, locate this file within the standard Open File window and click on **Open**. Next, click on **READ FILES** and the screen immediately following the data files will appear.

The data file used in this illustration contains data for three U.S. regions (primary units) and universities (secondary units) within each region having one or more state-supported research grants. The universe consists of all charge vouchers (third-stage units) recorded for these grants and the purpose of the audit is to estimate the proportion of vouchers containing improper charges. Four regions (REGION3, REGION7, REGION8, REGION9) were selected from a universe of 12 using the RHC Sample Selection program. Using the RHC Sample Selection program on each region, 10 universities are selected. For each selected university, approximately 20% of the vouchers were audited. The data file and primary unit/secondary unit file immediately follow.

Sample Data file C:\TEMP\RHC3DATA.TXT

1.1	7	2	← Data for Region 3
1.2	15	4	
1.3	15	3	
1.4	12	2	
1.5	12	5	
1.6	6	2	
1.7	11	2	
1.8	8	4	
1.9	5	1	
1.10	11	3	
2.1	11	2	← Data for Region 7
2.2	11	4	
2.3	13	2	

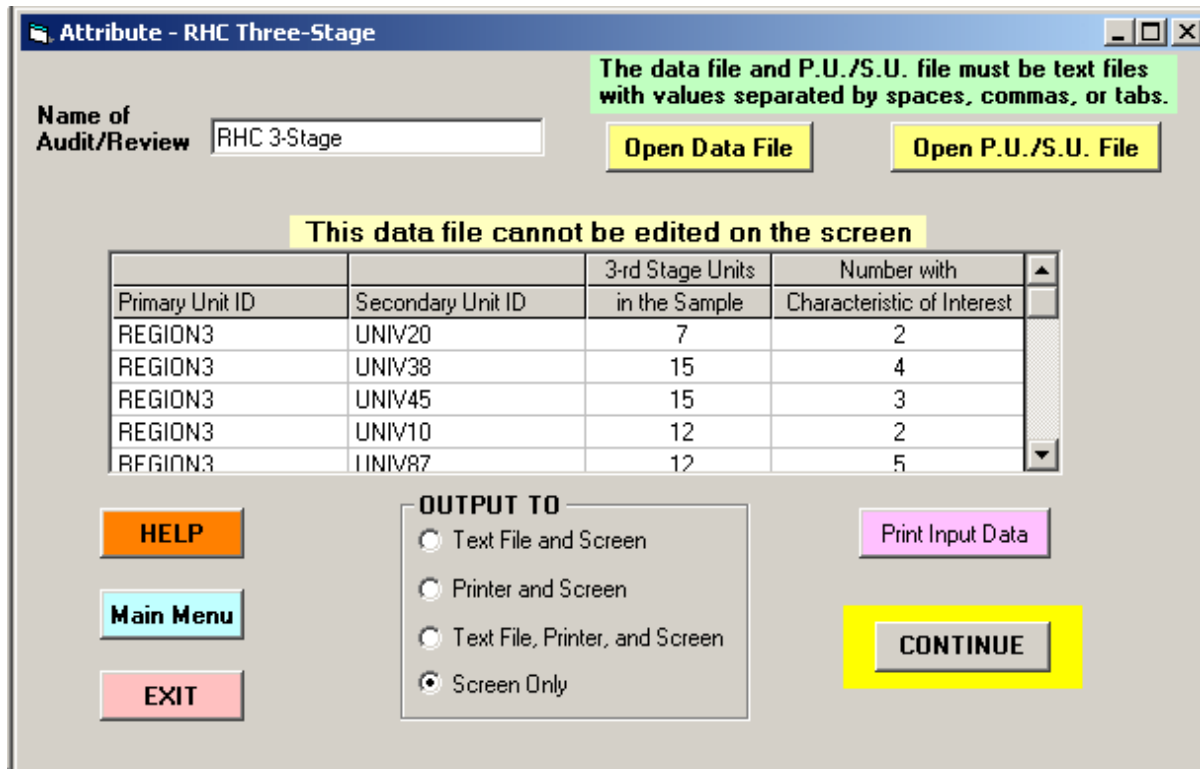
2.4	16	6	
2.5	13	3	
2.6	6	2	
2.7	8	3	
2.8	11	2	
2.9	13	2	
2.10	12	3	
3.1	7	1	← Data for Region 8
3.2	15	6	
3.3	10	2	
3.4	8	4	
3.5	14	3	
3.6	10	3	
3.7	5	0	
3.8	5	1	
3.9	13	0	
3.10	15	3	
4.1	13	5	← Data for Region 9
4.2	15	6	
4.3	14	1	
4.4	14	3	
4.5	11	3	
4.6	15	4	
4.7	10	0	
4.8	7	2	
4.9	5	2	
4.10	11	5	

Primary unit file C:\TEMP\RHC3PUSU.TXT

REGION3	91	720	3280	3	10
UNIV20	37	6	73	9	
UNIV38	74	11	70	9	
UNIV45	73	11	82	9	
UNIV10	60	9	81	9	
UNIV87	62	10	59	9	
UNIV82	30	5	68	9	
UNIV60	54	9	75	9	
UNIV69	39	7	76	9	
UNIV34	26	4	60	9	
UNIV54	57	9	76	10	
REGION7	102	960	2210	3	10
UNIV1	56	10	89	10	
UNIV60	56	10	96	10	
UNIV59	67	13	94	10	
UNIV99	80	14	91	10	
UNIV85	67	13	93	10	
UNIV37	31	6	103	10	
UNIV34	42	8	106	10	
UNIV16	53	10	83	10	
UNIV12	66	13	90	11	
UNIV52	60	11	115	11	
REGION8	118	1300	3710	3	10

UNIV19	34	8	137	11	
UNIV104	77	16	122	11	
UNIV66	49	11	122	12	
UNIV110	38	9	137	12	
UNIV83	70	15	121	12	
UNIV14	48	10	147	12	
UNIV78	27	7	122	12	
UNIV105	27	6	144	12	
UNIV12	65	14	122	12	
UNIV112	75	16	126	12	
REGION9	122	1320	2800	3	10
UNIV37	64	14	147	12	
UNIV92	73	15	125	12	
UNIV47	71	15	130	12	
UNIV54	70	15	131	12	
UNIV97	56	12	138	12	
UNIV66	76	16	122	12	
UNIV116	50	10	140	12	
UNIV29	33	8	128	12	
UNIV18	26	7	132	13	
UNIV107	55	11	127	13	

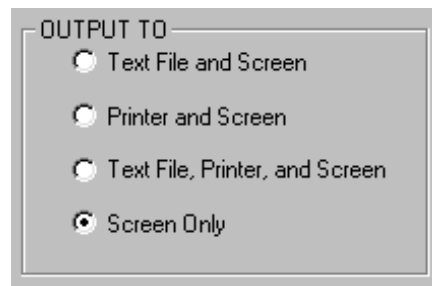
NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.



The user cannot edit any of the values in the grid. To print this data set, click on **Print Input Data**. Select a printer and click on **OK**.

Output Options

The program allows for three types of output. The user may select the output to be sent to text file, printer, or screen. The user selects the appropriate output by clicking the corresponding button.



The output options are a text file and screen; a printer and screen; a text file, printer, and screen, or screen only. The program always concludes with a summary on the screen.

If the user selects a text file for output, the standard Windows "Save" file screen will appear. Fill in the name of the file in the **File name** box. A text file will be saved with a ".TXT" extension (e.g., C:\TEMP\OUTDISK.TXT). By clicking on the **Save** button, the program will return to the original input screen for this module.

If the user selects the printer for output, the standard Windows "Print" dialog box will appear. By selecting the appropriate printer and clicking on **OK**, the program will return to the original input screen for this module.

To continue the appraisal, click on **CONTINUE**.

Program Output

The output will first display the data entered by the user for each of the primary units. Then the output will display the results of the appraisal. The following will be displayed in the results portion:

--- POINT ESTIMATES ---

PRIMARY/ SECONDARY IDENTIFICATION

The description information obtained from the file of universe data identified by the user.

SAMPLE MEAN

The proportion of third-stage items having the characteristic of interest. It is obtained by dividing the number of items in the sample having the characteristic of interest by the number of items in the sample.

SIZES RATIO

The ratio of the size of the group containing this particular secondary unit to the size of the secondary unit itself. The size factors are obtained from the universe file indicated by the user.

POINT ESTIMATE

The estimate of the universe total for the group of secondary units containing this particular secondary unit. For example, suppose the secondary units are split into 10 random groups, each containing 5 secondary units. Suppose further that the sampled secondary unit lies in group #8. The point estimate refers to the estimate of the universe total of the five secondary units in group #8. This would

be repeated for the remaining sampled secondary units.

--- VARIANCE COMPONENTS FOR PRIMARY UNITS ---

WITHIN VARIANCE	For each sampled primary unit, the contribution of the third-stage variation.
BETWEEN VARIANCE	For each sampled primary unit, the contribution of the second-stage variation.
TOTAL VARIANCE	For each sampled primary unit, the sum of WITHIN VARIANCE and BETWEEN VARIANCE. This value represents the total variation obtained by applying a two-stage RHC procedure to the sampled primary unit.

--- COMBINED VARIANCE COMPONENTS ---

STAGE 1	In the derivation of the standard error, the contribution of the first-stage (primary) units.
STAGES 2 AND 3	In the derivation of the standard error, the contribution of the second-stage (secondary) and third-stage units.
TOTAL VARIANCE	The sum of the values for STAGE 1 and STAGES 2 AND 3. The square root of this value is the STANDARD ERROR.

SUMMARY SECTION: The results of the above information are then used in the final overall projection. The following information appears:

--- SUMMARY OF APPRAISAL RESULTS ---

PRIMARY UNITS SAMPLED	The quantity of primary units selected in this sample.
PRIMARY UNITS NOT SAMPLED	The number of primary units in the population minus the number of primary units in the sample.

TOTAL PRIMARY UNITS	The total number of primary units in the population.
PROJECTED QUANTITY IN UNIVERSE	The overall point estimate is a single estimate for a universe value based on each primary unit point estimate multiplied by (A/B) where A is the size of the group containing the primary unit, B is the size of the primary unit, and the products are summed over all primary units.
OVERALL STANDARD ERROR	A measurement of the standard deviation of the estimate for the population total. It is this value that determines the width of the corresponding confidence intervals.
CONFIDENCE LEVEL	This indicates the confidence the user has that the actual population total will fall within the corresponding confidence interval.
LOWER LIMIT	The lower bound of the confidence interval. It is based on subtracting the precision amount from the point estimate.
UPPER LIMIT	The upper bound of the confidence interval. It is based on adding the precision amount to the point estimate.
PRECISION AMOUNT	A measurement of the closeness of the sample estimate and the corresponding population value. For a 90% confidence interval, the user would be 90% confident that the estimated population total (OVERALL POINT ESTIMATE) would be within this amount of the actual value. The precision amount is calculated by multiplying the standard error by the appropriate factor ("z" value).
PRECISION PERCENT	The result of dividing the precision amount by the point estimate.
Z-VALUE USED	The standard normal percentile value used to construct the confidence interval.

Output to a Text File or Printer

Using the specified sample results in the initial screen, the appraisal results were stored in C:\TEMP\OUTDISK.TXT, shown on the next page. The printer output is identical.

DEPARTMENT OF HEALTH & HUMAN SERVICES
 OIG - OFFICE OF AUDIT SERVICES
 Date: 10/12/2009 THREE STAGE RHC ATTRIBUTE APPRAISAL Time: 16:02
 AUDIT/REVIEW: RHC 3-Stage

DATA FILE USED: C:\TEMP\RHC3DATA.TXT
 PRIMARY/SECONDARY UNIVERSE FILE USED: C:\TEMP\RHC3PUSU.TXT
 OUTPUT FILE: C:\TEMP\OUTDISK.txt

**** SAMPLED UNITS ****		THIRD STAGE	*** ATTRIBUTE ***	
PRIMARY / SECONDARY IDENTIFICATION	UNIVERSE	SAMPLE SIZE	NO. WITH ATTRIBUTE	
REGION3				
UNIV20	37	7		2
UNIV38	74	15		4
UNIV45	73	15		3
UNIV10	60	12		2
UNIV87	62	12		5
UNIV82	30	6		2
UNIV60	54	11		2
UNIV69	39	8		4
UNIV34	26	5		1
UNIV54	57	11		3
REGION7				
UNIV1	56	11		2
UNIV60	56	11		4
UNIV59	67	13		2
UNIV99	80	16		6
UNIV85	67	13		3
UNIV37	31	6		2
UNIV34	42	8		3
UNIV16	53	11		2
UNIV12	66	13		2
UNIV52	60	12		3
REGION8				
UNIV19	34	7		1
UNIV104	77	15		6
UNIV66	49	10		2
UNIV110	38	8		4
UNIV83	70	14		3
UNIV14	48	10		3
UNIV78	27	5		0
UNIV105	27	5		1
UNIV12	65	13		0
UNIV112	75	15		3
REGION9				
UNIV37	64	13		5
UNIV92	73	15		6
UNIV47	71	14		1
UNIV54	70	14		3
UNIV97	56	11		3
UNIV66	76	15		4

UNIV116	50	10	0
UNIV29	33	7	2
UNIV18	26	5	2
UNIV107	55	11	5
TOTALS	2,440	433	111

--- POINT ESTIMATES ---
 *** ATTRIBUTE ***

PRIMARY / SECONDARY IDENTIFICATION	SAMPLE MEAN	SIZES RATIO	POINT ESTIMATE
**** SAMPLED UNITS ****			
=====			
REGION3			
UNIV20	0.29	12.1667	129
UNIV38	0.27	6.3636	126
UNIV45	0.20	7.4545	109
UNIV10	0.17	9.0000	90
UNIV87	0.42	5.9000	152
UNIV82	0.33	13.6000	136
UNIV60	0.18	8.3333	82
UNIV69	0.50	10.8571	212
UNIV34	0.20	15.0000	78
UNIV54	0.27	8.4444	131
TOTAL			1,244
REGION7			
UNIV1	0.18	8.9000	91
UNIV60	0.36	9.6000	195
UNIV59	0.15	7.2308	75
UNIV99	0.38	6.5000	195
UNIV85	0.23	7.1538	111
UNIV37	0.33	17.1667	177
UNIV34	0.38	13.2500	209
UNIV16	0.18	8.3000	80
UNIV12	0.15	6.9231	70
UNIV52	0.25	10.4545	157
TOTAL			1,359
REGION8			
UNIV19	0.14	17.1250	83
UNIV104	0.40	7.6250	235
UNIV66	0.20	11.0909	109
UNIV110	0.50	15.2222	289
UNIV83	0.21	8.0667	121
UNIV14	0.30	14.7000	212
UNIV78	0.00	17.4286	0
UNIV105	0.20	24.0000	130
UNIV12	0.00	8.7143	0
UNIV112	0.20	7.8750	118
TOTAL			1,296
REGION9			
UNIV37	0.38	10.5000	258
UNIV92	0.40	8.3333	243
UNIV47	0.07	8.6667	44
UNIV54	0.21	8.7333	131
UNIV97	0.27	11.5000	176
UNIV66	0.27	7.6250	155
UNIV116	0.00	14.0000	0

UNIV29	0.29	16.0000	151
UNIV18	0.40	18.8571	196
UNIV107	0.45	11.5455	289
TOTAL			1,643

--- VARIANCE COMPONENTS FOR PRIMARY UNITS ---

**** SAMPLED UNITS **** PRIMARY UNIT IDENTIFICATION	WITHIN VARIANCE	BETWEEN VARIANCE	TOTAL VARIANCE
REGION3	3,898	15,618	19,516
REGION7	4,356	22,749	27,105
REGION8	3,952	75,526	79,478
REGION9	4,749	77,463	82,212

--- COMBINED VARIANCE COMPONENTS ---

STAGE 1	STAGES 2 AND 3	TOTAL VARIANCE
2,580,562	552,511	3,133,073

*** ATTRIBUTE ***

--- SUMMARY OF APPRAISAL RESULTS ---

PRIMARY UNITS SAMPLED		4	
PRIMARY UNITS NOT SAMPLED		8	
TOTAL PRIMARY UNITS		12	
PROJECTED QUANTITY IN UNIVERSE		15,981	
STANDARD ERROR		1,770	
CONFIDENCE LEVEL	80 PERCENT	90 PERCENT	95 PERCENT
LOWER LIMIT	13,713	13,070	12,512
UPPER LIMIT	18,250	18,893	19,451
PRECISION AMOUNT	2,268	2,911	3,469
PRECISION PERCENT	14.19%	18.22%	21.71%
Z-VALUE USED	1.281551565545	1.644853626951	1.959963984540

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

Output to Screen

The program always concludes with a summary on the screen, even if the output option selected is a text file or printer. The following screen is the summary provided for this illustration:

The screenshot shows a window titled "Attribute - RHC Three Stage Appraisal Output". At the top, it displays the date "10/12/2009" and the time "4:02 pm". The main header reads "Department of Health and Human Services, OIG - Office of Audit Services, Three Stage RHC Attribute Appraisal". Below this, the audit type is "RHC 3-Stage".

Primary Units in Universe	12
Primary Units in Sample	4
Secondary Units in Universe for Sampled Primary Units	433
Secondary Units in Sample for Sampled Primary Units	40

Characteristic of Interest

Projected Quantity in Universe	15,981
Standard Error	1,770

CONFIDENCE INTERVALS

	80% Confidence Level	90% Confidence Level	95% Confidence Level
Lower Limit	13,713	13,070	12,512
Upper Limit	18,250	18,893	19,451

At the bottom, there are four buttons: "HELP" (orange), "EXIT" (pink), "Previous Screen" (yellow), and "Main Menu" (cyan).

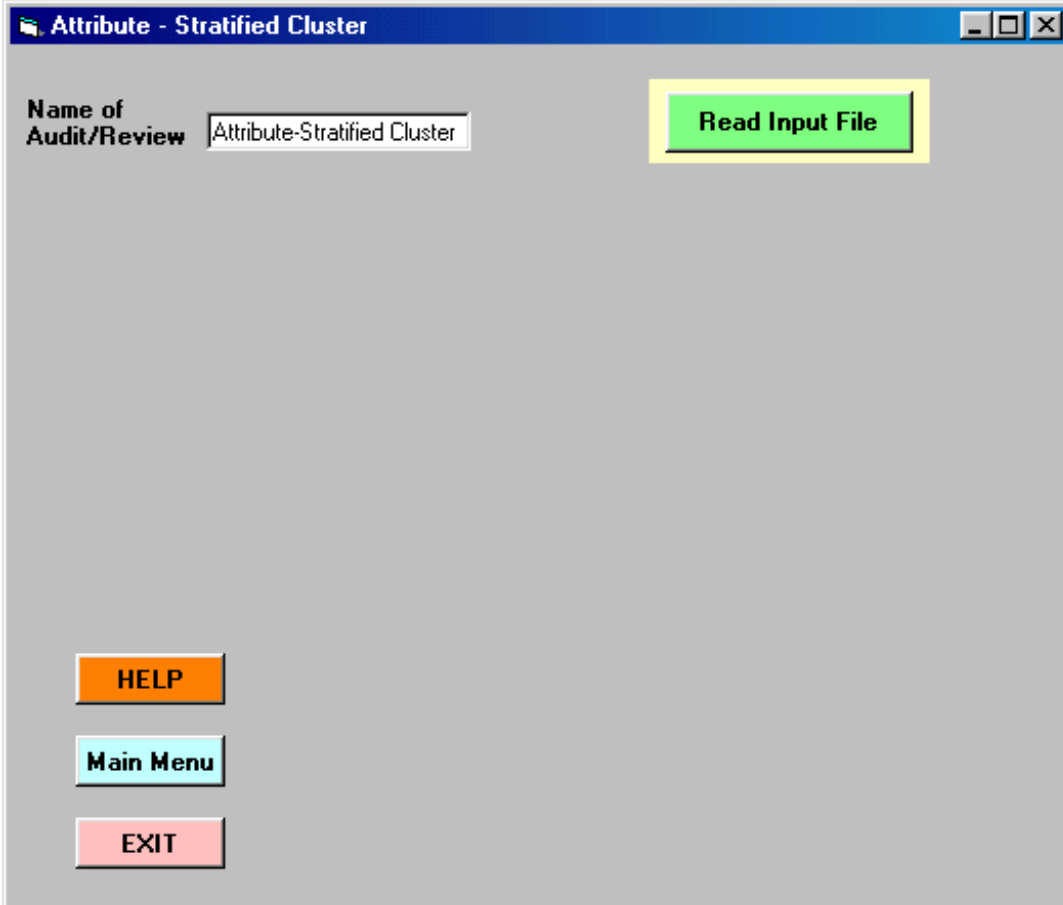
NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

STRATIFIED CLUSTER

Purpose

This program computes the point estimate, standard error, and confidence limits for the universe percentage and universe total number when using a stratified cluster attribute sampling procedure. Attribute sampling is used to determine how frequently an event or type of transaction occurs in a given universe. The results can be reported as a percentage estimate or an estimate of the total number in the universe having this attribute. The program will accept a minimum of one stratum and a maximum of 100 strata. A sample of no more than 150 primary units is allowed within each stratum (i.e., $100 \times 150 = 15,000$ primary units). This procedure is used when all secondary items in a sampled primary unit are reviewed for sampling purposes.

Input Screen



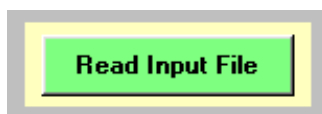
The screenshot shows a software window titled "Attribute - Stratified Cluster". Inside the window, there is a label "Name of Audit/Review" followed by a text input field containing the text "Attribute-Stratified Cluster". To the right of this input field is a green button labeled "Read Input File". At the bottom left of the window, there are three buttons stacked vertically: an orange button labeled "HELP", a cyan button labeled "Main Menu", and a pink button labeled "EXIT".

Name of audit/review

This program allows the user to enter a brief description of the audit or purpose of the evaluation. The description, which appears at the top of the output, is limited to 40 characters in length and may include commas and spaces.

Read input file

When the name of review/audit has been specified, click on the **Read Input File** button.



Prior to executing this program, the user *must* create a data file that contains the results of the stratified cluster attribute sample. The data file contains information about each of the primary and secondary units sampled.

The data file containing the information must be stored in a text file format. There are several ways the user may create this file. The easiest approach would be with a word processing package (e.g., Word) or storing the data in a spreadsheet software application (e.g., Excel) as a print file. Values within a line can be separated by commas, by one or more spaces, or by using the tab key. Commas should not be used within numeric values (e.g., use 2500 rather than 2,500). The data file needs to be formatted in the following manner:

```
STATE UNIVERSITIES 415 25 2500
UNIV1      8 2
```

Explanation:

STATE UNIVERSITIES - is the description of a primary unit. The description may be of any length up to 25 characters and include characters, digits, spaces, and punctuation marks.

415 - is the number of primary units in the universe for this stratum.

25 - is the number of primary units in the sample for this stratum.

2,500 - is the number of secondary units in the universe for this stratum.

UNIV1 - is a description of a primary unit that was sampled. The

description may be of any length up to 25 characters and include characters, digits, spaces, and punctuation marks.

- 8** - is the universe of secondary items in the sampled primary unit. The number also represents the quantity of secondary items being sampled.
- 2** - is the number of secondary items that met the characteristic of interest to the user.

The program assumes a comma, one or more spaces, or a tab as a delimiter between pieces of data. The user needs to enter large numbers (e.g., 10000) without commas (e.g., 10,000) since the program will assume that each comma is separating two pieces of data (e.g., 10 and 000). The user must not use dollar signs (\$) or any other symbols in conjunction with the data as the program will assign a value of zero to any value that contains nonnumeric data.

The data file used in this illustration is C:\TEMP\DATACLUS.TXT. The universe consists of 583 universities with health-related research grants. The two strata consist of state universities (415 universities) and private universities (168 universities). Within each stratum, a single-stage cluster sample was obtained by sampling 25 state universities and 10 private universities. The total number of grants in the universe is 2,500 (state universities) and 1,000 (private universities) for a total of 3,500 grants in the entire universe. Of interest is the proportion of grants containing charges after the scheduled completion of the grant.

STATE UNIVERSITIES	415	25	2500
UNIV1	8	2	
UNIV2	12	3	
UNIV3	4	2	
UNIV4	5	1	
UNIV5	6	1	
UNIV6	6	2	
UNIV7	7	2	
UNIV8	5	2	
UNIV9	8	2	
UNIV10	3	1	
UNIV11	2	0	
UNIV12	6	2	
UNIV13	5	1	
UNIV14	10	3	
UNIV15	9	1	
UNIV16	3	1	
UNIV17	6	2	
UNIV18	5	1	
UNIV19	5	1	

UNIV20	4	1			
UNIV21	6	1			
UNIV22	8	1			
UNIV23	7	2			
UNIV24	3	1			
UNIV25	8	2			
PRIVATE UNIVERSITIES	168	10	1000		
UNIV1	2	1			
UNIV2	5	2			
UNIV3	7	2			
UNIV4	4	2			
UNIV5	3	1			
UNIV6	8	3			
UNIV7	6	2			
UNIV8	10	4			
UNIV9	3	1			
UNIV10	1	1			

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

After clicking on **Read Input File** and opening the data file (i.e., C:\TEMP\DATA\CLUS.TXT), the following screen will appear:

Name of Audit/Review Attribute-Stratified Cluster

Stratum Number 1 **Stratum ID:** STATE UNIVERSITIES

Number of primary units in the universe for this stratum: 415 **Number of secondary units in the universe for this stratum:** 2,500

The data file can be edited on the screen.
NOTE: Do not highlight a cell unless all grid lines are visible.

Stratum	Cluster ID	Sample Size	Number with Characteristic of Interest
1	UNIV1	8	2
1	UNIV2	12	3
1	UNIV3	4	2
1	UNIV4	5	1
1	UNIV5	6	1
1	UNIV6	6	2

Info
Click here when finished editing your data.

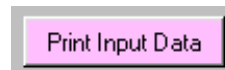
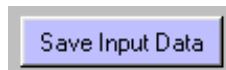
HELP **Main Menu** **EXIT**

OUTPUT TO

- Text File and Screen
- Printer and Screen
- Text File, Printer, and Screen
- Screen Only

Print Input Data

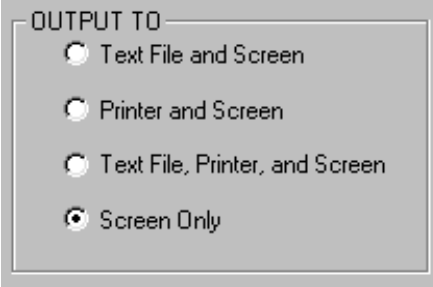
For help in viewing the information for each stratum contained in the four boxes above the grid, click on the **Info** button. If any values within the grid are edited, click on **Click here when finished editing your data** and the **Save Input Data** button will appear.



To save this data set, click on **Save Input Data**. The standard Windows “Save As” screen will appear. Type the output file name alongside the **File name** box and click on **Save**. To print this data set, click on **Print Input Data**. Select a printer and click on **OK**.

Output Options

The program allows for three types of output. The user may select the output be sent to text file, printer, or screen. The user selects the appropriate output by clicking the corresponding button.



OUTPUT TO

- Text File and Screen
- Printer and Screen
- Text File, Printer, and Screen
- Screen Only

The output options are a text file and screen; a printer and screen; a text file, printer, and screen; or screen only. The program always concludes with a summary on the screen.

If the user selects a text file for output, the standard Windows “Save” file screen will appear. Fill in the name of the file in the **File name** box. A text file will be saved with a “.txt” extension (e.g., C:\TEMP\OUTDISK.TXT). By clicking on the **Save** button, the program will return to the original input screen for this module.

If the user selects the printer for output, the standard Windows “Print” dialog box will appear. By selecting the appropriate printer and clicking on **OK**, the program will return to the original input screen for this module.

To continue the appraisal, click on **CONTINUE**.

Program Output

The first section of the program output contains the name of the data file along with the contents of this file in summary form. In addition, the output displays the percent meeting the criteria and projected quantity for each stratum.

The next section of output contains overall strata totals in terms of universes, sample sizes and quantity of items with the characteristic of interest. The precision information is given at the two-sided 80%, 90%, and 95% confidence levels. The following information is also presented:

OVERALL TOTAL (%)	The estimate of the universe proportion having the characteristic of interest.
------------------------------	--

OVERALL TOTAL (#)	The estimate, expressed in terms of secondary units, of items having the characteristic of interest.
OVERALL STANDARD ERROR (%)	An estimate of the standard deviation of the proportion estimate; a value which determines the width of the corresponding confidence intervals for this parameter.
OVERALL STANDARD ERROR (#)	An estimate of the standard deviation of the universe total estimate; a value which determines the width of the corresponding confidence intervals for this parameter.
CONFIDENCE LEVEL	The confidence (80%, 90%, or 95%) that the actual proportion (or total number in the universe) will fall within the corresponding confidence interval.
LOWER LIMIT FOR TOTAL	The lower limit of the 80%, 90%, and 95% confidence interval for the universe total number.
UPPER LIMIT FOR TOTAL	The upper limit of the 80%, 90%, and 95% confidence interval for the universe total number.
LOWER LIMIT FOR PROPORTION	The lower limit of the 80%, 90%, and 95% confidence interval for the universe proportion.
UPPER LIMIT FOR PROPORTION	The upper limit of the 80%, 90%, and 95% confidence interval for the universe proportion.

Output to a Text File or Printer

Using the specified sample results in the initial screen, the appraisal results were stored in C:\TEMP\OUTDISK.TXT, shown immediately following. The printer output is identical but does not include the output file name if the output was not also saved to a text file.

```

DEPARTMENT OF HEALTH & HUMAN SERVICES
OIG - OFFICE OF AUDIT SERVICES
Date: 10/12/2009    STRATIFIED CLUSTER ATTRIBUTE APPRAISAL    Time: 14:35
AUDIT/REVIEW: Attribute - Stratified Cluster
NAME OF INPUT FILE: C:\TEMP\DATACLUS.TXT
OUTPUT FILE: C:\TEMP\OUTDISK.TXT
    
```

STRATUM IDENTIFICATION CLUSTER IDENTIFICATION	SAMPLE UNIVERSE	SAMPLE SIZE	MEETING CRITERIA	PERCENT	PROJECTED QUANTITY
STATE UNIVERSITIES	415	25			
UNIV1	8	8	2		
UNIV2	12	12	3		
UNIV3	4	4	2		
UNIV4	5	5	1		
UNIV5	6	6	1		
UNIV6	6	6	2		
UNIV7	7	7	2		
UNIV8	5	5	2		
UNIV9	8	8	2		
UNIV10	3	3	1		
UNIV11	2	2	0		
UNIV12	6	6	2		
UNIV13	5	5	1		
UNIV14	10	10	3		
UNIV15	9	9	1		
UNIV16	3	3	1		
UNIV17	6	6	2		
UNIV18	5	5	1		
UNIV19	5	5	1		
UNIV20	4	4	1		
UNIV21	6	6	1		
UNIV22	8	8	1		
UNIV23	7	7	2		
UNIV24	3	3	1		
UNIV25	8	8	2		
STRATUM TOTALS	2,500	151	38	25.17%	629

PRIVATE UNIVERSITIES	168	10			
UNIV1	2	2	1		
UNIV2	5	5	2		
UNIV3	7	7	2		
UNIV4	4	4	2		
UNIV5	3	3	1		
UNIV6	8	8	3		
UNIV7	6	6	2		
UNIV8	10	10	4		
UNIV9	3	3	1		
UNIV10	1	1	1		
STRATUM TOTALS	1,000	49	19	38.78%	388
STRATA TOTALS	583	35			
CLUSTER UNIT TOTALS	3,500	200	57		
OVERALL TOTAL				29.05%	1,017
OVERALL STANDARD ERROR				1.32%	46
CONFIDENCE LEVEL	80 PERCENT	90 PERCENT	95 PERCENT		
LOWER LIMIT FOR PROPORTION	27.36%	26.88%	26.47%		
UPPER LIMIT FOR PROPORTION	30.74%	31.22%	31.64%		
LOWER LIMIT FOR TOTAL	958	941	926		
UPPER LIMIT FOR TOTAL	1,076	1,093	1,107		

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

Output to Screen

The program always concludes with a summary on the screen, even if the output option selected is a text file or printer. The following screen is the summary provided for this illustration:

Stratified Cluster Attribute Appraisal Output

Department of Health and Human Services
 OIG - Office of Audit Services
 Stratified Cluster Attribute Appraisal

Date: 10/12/2009 Time: 2:35 pm

Audit: Attribute-Stratified Cluster

Name of Input File: C:\TEMP\DATACLUS.TXT

Number of Strata	2
Primary Units in Universe	583
Primary Units in Sample	35
Secondary Units in Universe	3,500
Secondary Units in Sample	200
Secondary Units Meeting Criteria	57

Characteristic of Interest

Projected Quantity in Universe	1,017
Projected Proportion	29.05%

Confidence Limits

	80% Confidence Level	90% Confidence Level	95% Confidence Level
Lower Limit - Quantity	958	941	926
Percent	27.36%	26.88%	26.47%
Upper Limit - Quantity	1,076	1,093	1,107
Percent	30.74%	31.22%	31.64%

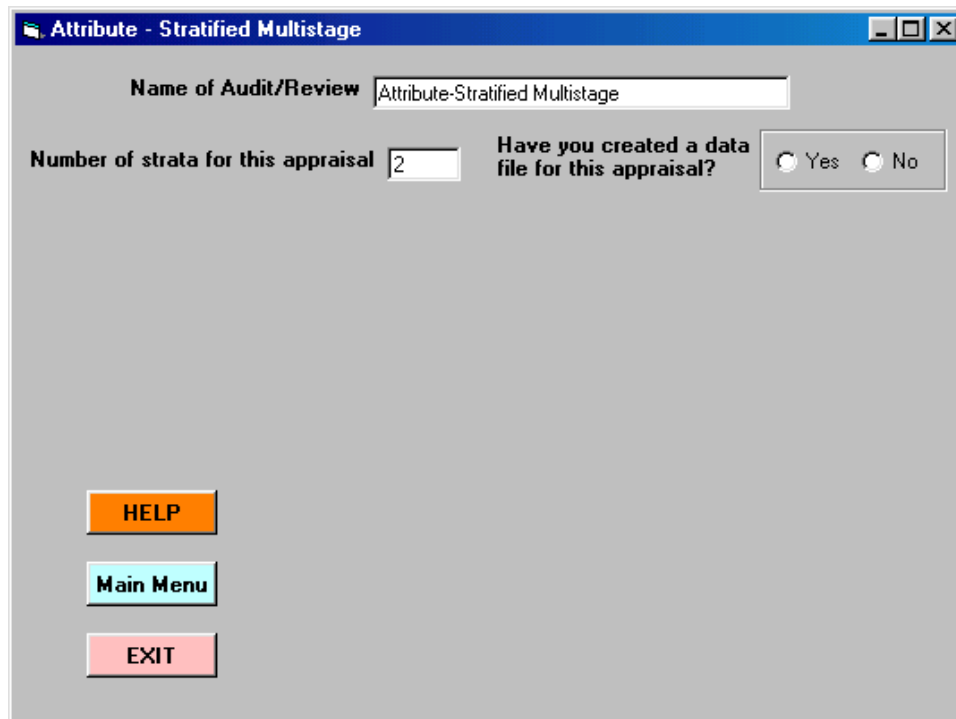
NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

STRATIFIED MULTISTAGE

Purpose

This program performs a stratified multistage appraisal based on information gathered from prior multistage appraisals. The user would have initially stratified the clusters (e.g., universities) into two or more categories (e.g., public and private universities). Within each stratum, the user would select a multistage sample. The results of the samples would be appraised using a multistage appraisal program. The point estimate and standard error from each of these appraisals could be placed in a data file or entered interactively by the user.

Input Screen



Attribute - Stratified Multistage

Name of Audit/Review

Number of strata for this appraisal Have you created a data file for this appraisal? Yes No

HELP

Main Menu

EXIT

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

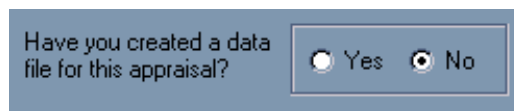
Name of audit/review

This program allows the user to enter a brief description of the audit or purpose of the evaluation. The description, which appears at the top of the output, is limited to 40 characters in length and may include commas and spaces.

Number of strata for this appraisal

The user must specify the number of strata that will be appraised. This number must be between 2 and 500.

Have you created a data file?



Have you created a data file for this appraisal? Yes No

Prior to executing this program the user can create a data file that contains the point estimate and the standard error for each of the strata. The data file containing the above information must be stored in a text file format. The program also allows the user to edit the values and save the modified file. The values may also be entered from the keyboard and subsequently saved as a data file. If the user has not created a data file, select “No” in the above box. If “Yes” is selected, select the input file and click on **Open**.

Once the data file has been created and opened, the values from the file will be displayed on the screen for the user’s review. For the data in each stratum, the user needs to use the following format:

16.90 1.99 5600

Explanation:

- 16.90** - This is the overall estimate for one stratum. This value should be expressed as a percentage (e.g., enter 5 for 5%, not .05).
- 1.99** - This is the standard error for one stratum. This value should be expressed as a percentage (e.g., enter 5 for 5%, not .05).
- 5600** - This is the number of sample units in the universe for the stratum. This is the universe at the most detailed level of the multistage sample. Commas should not be used within this value.

The results for each stratum should be on a separate line. The program assumes a comma, one or more spaces, or a tab as a delimiter between pieces of data. The user needs to enter large numbers (e.g., 10000) without commas (e.g., 10,000) since the program will assume that each comma is separating two pieces of data (e.g., 10 and 000). The user must not use dollar signs (\$) or any other symbols in conjunction with the data as the program will assign a value of zero to any value that contains nonnumeric data.

The text file C:\TEMP\DATAMULTI.TXT used in this illustration is shown below. There are two strata consisting of state universities (Stratum 1) and private universities (Stratum 2).

```
16.90 1.99 5600
21.84 3.57 3500
```

After selecting the data file, the following screen will appear:

Name of Audit/Review Attribute-Stratified Multistage

Number of strata for this appraisal 2 **Have you created a data file for this appraisal?** Yes No

NOTE: Stratum estimates and standard errors are entered as percentages (e.g., enter 5 for 5% -- not .05).

The data file can be edited on the screen. NOTE: Do not highlight a cell unless all grid lines are visible.

Stratum	Estimate	Standard Error	Universe Size
1	16.9	1.99	5,600
2	21.84	3.57	3,500

Save Input Data

Print Input Data

HELP

Main Menu

EXIT

OUTPUT TO

Text File and Screen

Printer and Screen

Text File, Printer, and Screen

Screen Only

CONTINUE

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

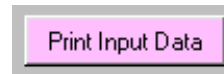
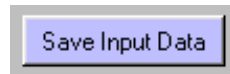
Entering the Sample Results From the Screen

If “No” was selected in response to the query “Have you created a data file for this appraisal?” then a blank grid will appear and the user may enter the data values (e.g., 6) directly using the screen. **NOTE:** This grid structure will not allow the user to use the tab key to move from cell to cell. Each cell must be clicked on before entering its value.



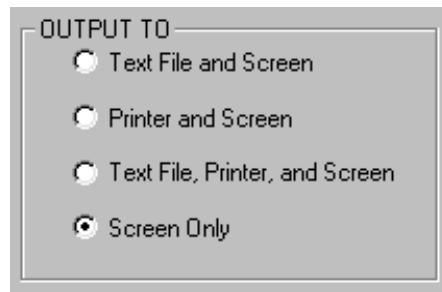
After all values within the grid have been entered, click on the **Click here after entering or editing data** button.

To save this data set, click on **Save Input Data**. The standard Windows “Save As” screen will appear. Type the output file name alongside the **File name** box and click on **Save**. To print this data set, click on **Print Input Data**. Select a printer and click on **OK**.



Output Options

The program allows for three types of output. The user may select the output be sent to text file, printer or screen. The user selects the appropriate output by clicking the corresponding button.



The output options are a text file and screen; a printer and screen; a text file, printer, and screen; or screen only. The program always concludes with a summary on the screen.

If the user selects a text file for output, the standard Windows “Save” file screen will appear. Fill in the name of the file in the **File name** box. A text file will be saved with a “.TXT” extension (e.g., C:\TEMP\OUTDISK.TXT). By clicking on the **Save** button, the program will return to the original input screen for this module.

If the user selects the printer for output, the standard Windows “Print” dialog box will appear. Select the appropriate printer and click on **OK**, the program will return to the original input screen for this module.

To continue the appraisal, click on **CONTINUE**.

Program Output

The output will first display the data entered by the user for each of the strata. Then the output will display the results of the appraisal. The precision information is given at the two-sided 80%, 90%, and 95% confidence levels. The following will be displayed in the results portion:

ESTIMATED PERCENTAGE	A single estimate of the universe percentage for all strata of the universe value of the characteristic(s) being measured.
ESTIMATED TOTAL	A single estimate of the universe total for all strata of the universe value of the characteristic(s) being measured.
STANDARD ERROR (PERCENTAGE)	An estimate of the standard deviation of the proportion estimate; a value which determines the width of the corresponding confidence intervals for this parameter.
STANDARD ERROR (TOTAL)	An estimate of the standard deviation of the universe total estimate; a value which determines the width of the corresponding confidence intervals for this parameter.
CONFIDENCE LEVEL	This indicates the confidence that the user has that the actual value of the measured characteristic will fall within the range from the lower to upper limits (confidence interval). The confidence levels are 80%, 90%, and 95%.
LOWER LIMIT FOR PROPORTION	The lower bound of the 80%, 90%, or 95% confidence interval for the universe proportion.
UPPER LIMIT FOR PROPORTION	The upper bound of the 80%, 90%, or 95% confidence interval for the universe proportion.

- LOWER LIMIT FOR TOTAL** The lower bound of the 80%, 90%, or 95% confidence interval for the universe total.
- UPPER LIMIT FOR TOTAL** The upper bound of the 80%, 90%, or 95% confidence interval for the universe total.

Output to a Text File or Printer

Using the specified sample results in the initial screen, the appraisal results were stored in C:\TEMP\OUTDISK.TXT, shown immediately following. The printer output is identical but does not include the output file name if the output was not also saved to a text file.

```

DEPARTMENT OF HEALTH & HUMAN SERVICES
OIG - OFFICE OF AUDIT SERVICES
Date: 10/12/2009 STRATIFIED MULTISTAGE ATTRIBUTE APPRAISAL Time: 14:46
AUDIT/REVIEW: Attribute-Stratified Multistage
DATA FILE: C:\TEMP\DATAMULTI.TXT
OUTPUT FILE: C:\TEMP\OUTDISK.TXT
    
```

THE ESTIMATORS ARE BASED ON THE FOLLOWING ENTRIES:

STRATUM	ESTIMATE	STANDARD ERROR	UNIVERSE SIZE
1	16.90%	1.99%	5,600
2	21.84%	3.57%	3,500

= = = = = RESULTS = = = = =

```

ESTIMATED PERCENTAGE:          18.80%
ESTIMATED TOTAL:                1,711

STANDARD ERROR (PERCENTAGE):    1.84%
STANDARD ERROR (TOTAL):         167

CONFIDENCE LEVEL                80 PERCENT          90 PERCENT          95 PERCENT
LOWER LIMIT FOR PROPORTION      16.44%          15.77%          15.19%
UPPER LIMIT FOR PROPORTION      21.16%          21.83%          22.41%

LOWER LIMIT FOR TOTAL           1,496           1,435           1,383
UPPER LIMIT FOR TOTAL           1,925           1,986           2,039
    
```

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

Output to Screen

The program always concludes with a summary on the screen, even if the output option selected is a text file or printer. The following screen is the summary provided for this illustration:

Summary for Attribute - Stratified Multistage Appraisal
Time: 2:46 pm

Department of Health and Human Services
OIG - Office of Audit Services
Stratified Multistage Attribute Appraisal

10/12/2009

Audit: Attribute-Stratified Multistage

Name of Input File: C:\TEMP\DATAMULTI.txt

Characteristic of Interest		
Percent -----		18.80%
Projected Quantity in Universe -----		1,711
Standard Error		
Percent -----		1.84%
Projected Quantity in Universe -----		167

Confidence Limits

	80% Confidence Level	90% Confidence Level	95% Confidence Level
Lower Limit - Percent	16.44%	15.77%	15.19%
Quantity	1,496	1,435	1,383
Lower Limit - Percent	21.16%	21.83%	22.41%
Quantity	1,925	1,986	2,039

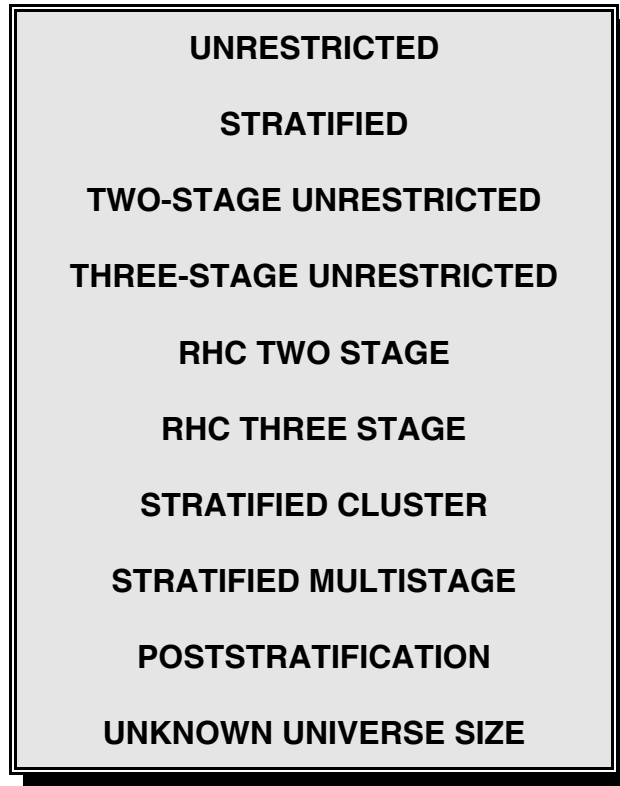
	Stratum	Estimate	Standard Error	Universe Size
Input Data	1	16.9	1.99	5,600
	2	21.84	3.57	3,500

HELP
EXIT
Previous Screen
Main Menu

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

Variable Appraisals

OVERVIEW



The purpose of a variable sample is to determine a quantitative characteristic or set of characteristics about a population. The reviewer may want to determine the dollar value of an inventory or the amount of duplicate payments made by an organization. These types of estimates can be made with a variable sample.

These appraisal programs provide the correct statistical results only when the proper sample design has been executed. If a stratified sample of inventory cards were drawn from throughout the organization, only the stratified variable appraisal program would generate the proper results. Therefore, the reviewer must be sure at the time the sample approach is developed that the appropriate appraisal methodology will be used.

This package offers the user 10 appraisal methodologies when designing and performing a variable statistical sample. A brief example of when to use each module is given below. A detailed explanation of how to use each module is described later in this section.

Unrestricted

This module is used when an unrestricted sample has been drawn. A reviewer may want to determine the value of an organization's inventory. The reviewer may have drawn an unrestricted random sample of inventory cards and has analyzed the related inventory to determine the actual value. Based on this sample, the reviewer could estimate the total inventory of the organization.

Stratified

The reviewer may wish to spend more resources analyzing certain inventory items as compared to other items. One approach to accomplish this objective would be to stratify the inventory items into two or more categories (strata). One category (stratum) could be for more sensitive items (e.g., high-value items). The appraisal can give the reviewer an estimate for each category as well as an overall approximation of the inventory.

Two-Stage Unrestricted

The cost of performing a review may affect the sampling methodology used. For example, the inventory could be distributed throughout several locations (primary units) in the United States. A reviewer could randomly select locations and then, from the selected locations, sample inventory cards to be analyzed. This methodology could save travel costs for the reviewer.

Three-Stage Unrestricted

This methodology is similar to the "Two-Stage Unrestricted" with the addition of another level of sampling. Using the inventory example, the reviewer may decide to select by region of the country and then sample locations within the selected regions. Then at the selected locations, the user would select inventory cards.

RHC Two Stage

In certain situations, the reviewer may want to use a multistage sample with greater probability of selecting "larger" units in the universe. For example, a reviewer may want to take an inventory of items at various locations. However, the reviewer may want larger locations to have a greater chance for selection. The Rao, Hartley and Cochran (RHC) methodology allows the reviewer to weight (e.g., by using square footage) the locations (primary units). If this methodology has been used for selecting the sample items, then this module would be used to appraise the sample results.

RHC Three Stage

The appraisal program is similar to the “RHC Two-Stage” with the addition of another level of sampling. For the inventory example, the reviewer may sample by region and then sample locations within the selected regions. The “RHC Sample Selection” must be used to draw the sample.

Stratified Cluster

The selection of a sample item may sometimes be extremely costly in terms of time and resources. However, once the item has been selected it can be reviewed rather quickly. For example, using the inventory cards again, once the reviewer has arrived at the sampled location, it may take only a short amount of time to review all of the inventory items at the location. The reviewer may decide to group the locations by total inventory value (e.g., locations with total inventory over \$10 million). For each group (stratum) the reviewer would sample locations. For each selected location, the reviewer would analyze all inventory cards.

Stratified Multistage

This methodology is similar to “Stratified Cluster” with the exception that not all items in the subuniverse are reviewed. In the example discussed above, the assumption was made that the reviewer had sufficient time and resources to analyze all of the inventory cards at the selected locations. This may not be possible. Therefore, this methodology is used when a sample is still needed at each selected location.

Poststratification

The reviewer may wish that the sample had been stratified after evaluating the items. For example, after performing an unrestricted sample of inventory cards, the reviewer may see that certain types of inventory items had a greater chance of discrepancies between the inventory card balance and the actual physical inventory. While post stratification is allowed, if each stratum's universe size is known, the results are less efficient statistically as compared to a stratified sample design.

Unknown Universe Size

The reviewer may have a situation where the size of the universe of items to be sampled is not known and cannot be readily determined. The reviewer could draw a sample from a frame that includes all the desired items. The results from this sample would be used to estimate the universe size. A separate sample would be drawn of review items that meet the reviewer's

criteria as a sample item.

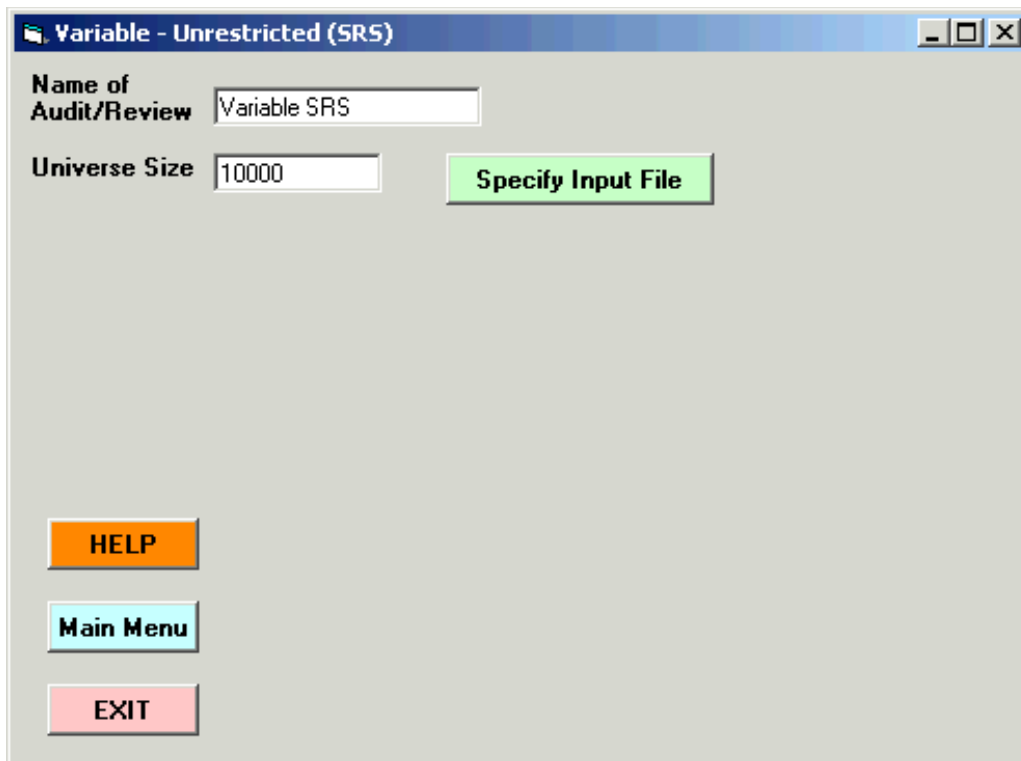
Assume the reviewer wants to sample invoices that are in boxes. The reviewer has no idea how many invoices are in all the boxes. The reviewer could first sample boxes and count the number of invoices in each selected box. An unrestricted variable appraisal would be used to estimate the universe size. The reviewer would then perform another sample to select individual invoices from all the boxes. Another unrestricted variable appraisal would be performed. The results from the two samples would be requested by this program to develop the overall estimate.

UNRESTRICTED

Purpose

This program performs a variable appraisal on a data file previously created by the user based on information gathered from an unrestricted random sample. Variable sampling is used to estimate quantitative characteristics. For each sampling unit the user obtains one or more numeric pieces of information about an event or item. The user has the option of obtaining and appraising from one numeric piece of information per sample item (e.g., Examined amount) to as many as three pieces of information per sample item (i.e., Examined, Audited and Difference amounts). If the user decides to appraise all three pieces of information, only two of the pieces of data may be entered and the third will be calculated by the program. The variable appraisal program assumes that some variation exists between values. If no variation exists, then there is no need to run this appraisal program.

Input Screen



The screenshot shows a software window titled "Variable - Unrestricted (SRS)". Inside the window, there are two text input fields. The first is labeled "Name of Audit/Review" and contains the text "Variable SRS". The second is labeled "Universe Size" and contains the number "10000". To the right of the "Universe Size" field is a green button with the text "Specify Input File". At the bottom left of the window, there are three buttons: an orange button labeled "HELP", a cyan button labeled "Main Menu", and a pink button labeled "EXIT".

Name of audit/review

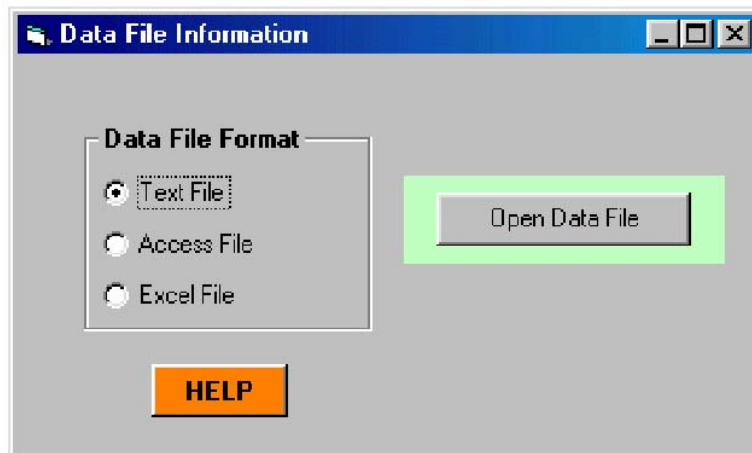
This program allows the user to enter a brief description of the audit or purpose of the evaluation. The description, which appears at the top of the output, is limited to 40 characters in length and may include commas and spaces.

Universe size

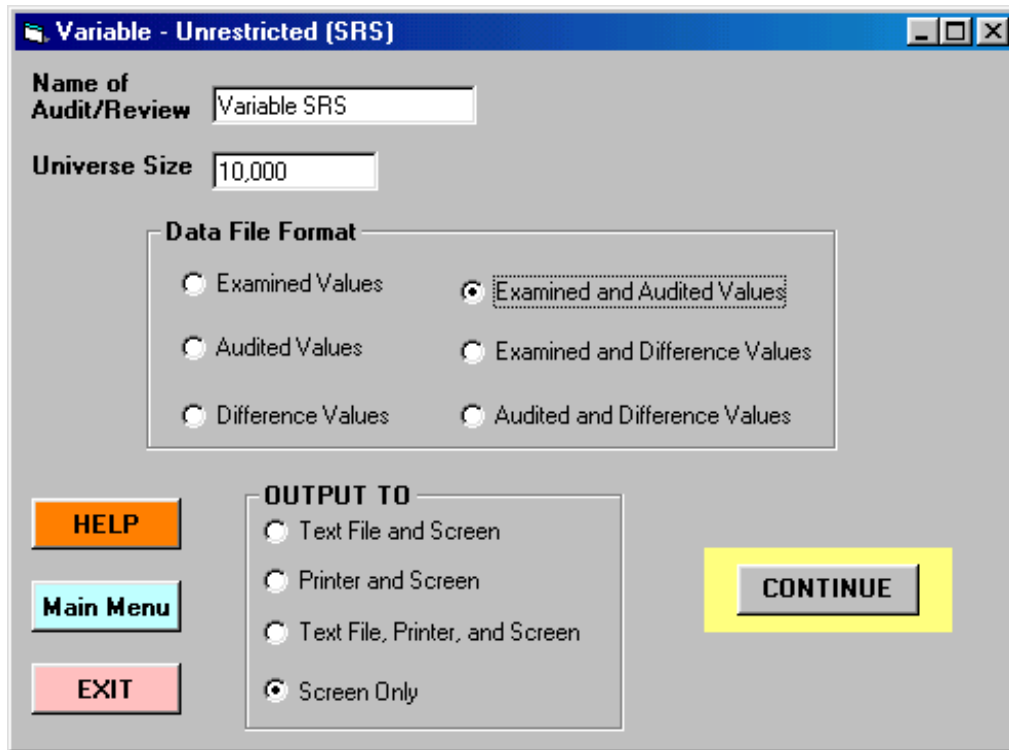
The universe size is the total number of items from which the sampled items were selected. The number should be entered without commas but upon exiting this box, the commas will be inserted. This number will be used in estimating universe parameters.

Specify input file

After entering the above information, click on **Specify Input File**. The following screen will appear. The input file format can be a text file, a table within an Access database, or an Excel spreadsheet. After selecting the desired format, click on **Open Data File**. Using the standard Windows “Open” file screen, locate the input file and double-click on it.



When the data file has been opened, the full input screen will appear (shown next).



Variable - Unrestricted (SRS)

Name of Audit/Review: Variable SRS

Universe Size: 10,000

Data File Format

Examined Values Examined and Audited Values
 Audited Values Examined and Difference Values
 Difference Values Audited and Difference Values

HELP **CONTINUE**

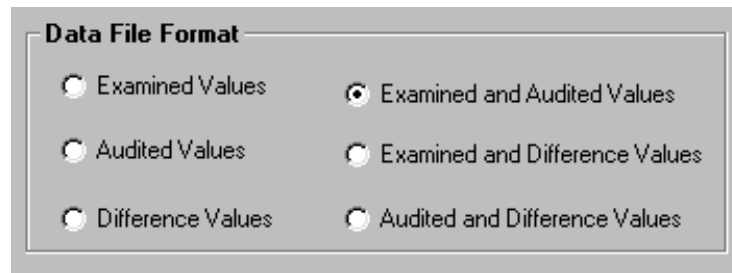
Main Menu

EXIT

OUTPUT TO

Text File and Screen
 Printer and Screen
 Text File, Printer, and Screen
 Screen Only

Format of Input File



Data File Format

Examined Values Examined and Audited Values
 Audited Values Examined and Difference Values
 Difference Values Audited and Difference Values

Prior to executing this program, the user must create a data file that contains certain identifying data and one or two pieces of information for each sample unit selected. Each data line consists of a line number for that sampling unit followed by the first piece of information (a numeric value) the user wants to appraise (i.e., examined, audited, or difference value). If two or more pieces of information will be appraised and the examined amount is one of the values, then the examined amount must be the first piece of data entered for each sampling unit. If only the audited and difference amounts are being appraised, then the audited amount must be the first piece of data entered. The second piece of information may be the numeric difference between the examined value and the amount accepted by the user or the audited amount if the examined amount was the first piece of data entered.

Regardless of the software used to create the data file, the format should be as follows:

7483 289.99 43.00

Explanation:

- 7483** - This is a number assigned by the user. The user should use the sample item number as the number in this position. For ease of reference in this example, the number will be referred to as the line number.
- 289.99** - This is a number being reviewed by the user. The number, for example, could be a dollar amount claimed or the number of items on an inventory card. If the number is negative, then a minus sign must precede the number. The user must insert at least one space between the line number and the first numeric value entered on the line.
- 43.00** - If two pieces of information are being gathered for each sampling unit, then this number is the audited or difference amount determined by the user. For example, if the user had determined that of \$289.99 claimed by a vendor, only \$246.99 was actually owed, then the difference amount entered would be \$43.00.

The user must enter the data for each sampling unit on a separate line. For ease of editing, enough spaces or tabs should be placed between values so that the sample values align vertically. The data values may contain commas and dollar signs (\$). The program assumes one or more spaces or tabs as the only delimiters between pieces of data.

Input From a Text File

The sample data may be stored in a text file format. There are several ways the user may create this file. The easiest approach would be with a word processing package (e.g., Word) or a print file created with a spreadsheet package (e.g., Excel).

The first 20 rows and last three rows of data set DATASRS.TXT are shown below.

1	300	267
2	900	774
3	300	255
4	200	174
5	900	810
6	700	560
7	1000	820
8	100	80
9	900	765
10	700	630
11	700	630
12	400	332
13	300	255
14	100	84
15	200	168
16	100	88
17	600	528
18	400	340
19	900	747
20	1000	800
.		
.		
.		
48	300	237
49	500	435
50	100	86

Data set DATASRS.TXT

NOTE: Example is for illustrative purposes only.
The sample sizes may not conform to the
organization's minimum sample size standards.

When the data file has been opened, the program will return to the input screen.

Input From an Access Database

The sample data may be stored in a table within an Access database. Select the name of the database containing the input table in the preceding **Open Data File** step. This database must have the standard Access extension (.acldb). The name of the database for this illustration is C:\TEMP\VARIABLE.acldb. The name of the Access table within database VARIABLE.acldb for this illustration is DATASRS. The following table shows the first 20 rows of Access table DATASRS. The field name for the first column ("Line-Number" in the illustration) is arbitrary and is not used by the program at any point.

DATASRS : Table			
	Line-Number	Examined	Audited
▶	1	300	267
	2	900	774
	3	300	255
	4	200	174
	5	900	810
	6	700	560
	7	1000	820
	8	100	80
	9	900	765
	10	700	630
	11	700	630
	12	400	332
	13	300	255
	14	100	84
	15	200	168
	16	100	88
	17	600	528
	18	400	340
	19	900	747
	20	1000	800

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

After opening the database, the user will be asked to select the name of the table within the selected database using the following form. Click on the down arrow under **Select a table**. After selecting a table from the drop-down list (DATASRS for this illustration) and clicking on **Click here to see field names**, the form shown next will appear.

Form to Select Access Table and Field Names

Database Name

Select a table.

HELP **EXIT**

Form to Select Access Table and Field Names

Database Name

Select a table.

FIELD NAMES

Examined Values

Audited Values

Difference Values

Click here to see field names.

Line-Number
 Examined
 Audited

Select a field from the list and click on one of the right-hand boxes. Repeat this for any remaining fields in the data set. Then click on OK.

OK **HELP** **EXIT**

To select the field names, click on the field name for the field containing the first piece of information in the input file (“Examined” in this illustration) and then click on the top right-hand box. The field name will then appear in this box. Repeat this for the field name of the second field in this table (“Audited”) and click on the middle right-hand box to specify this field name.

When the field names have been specified, click on **OK**. The program will return to the input screen. **NOTE:** When the user returns to the input screen, the data file format (Examined and Audited Values for this illustration) will be selected based on responses within the preceding form to select Access Table and Field Names. When using an Access input file, the user cannot change this data file format option after returning to the input screen.

Input From an Excel Spreadsheet

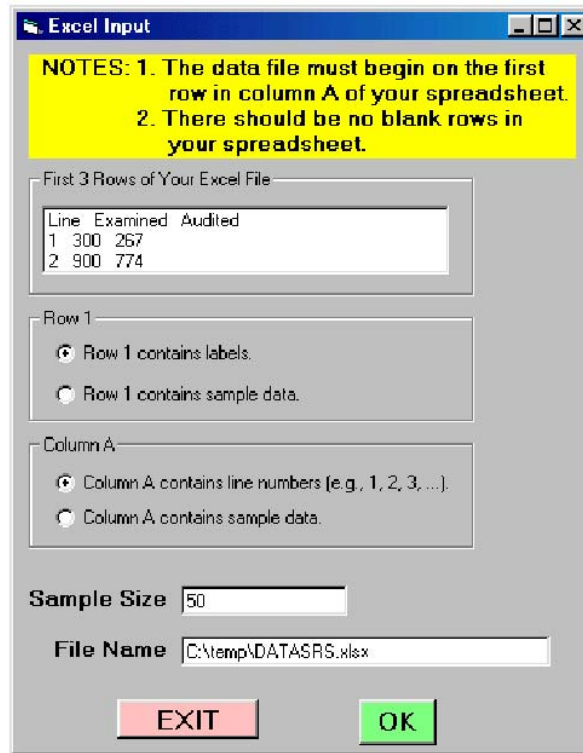
The sample data can be stored in an Excel spreadsheet. Select the name of the spreadsheet containing the input table in the preceding **Open Data File** step. This file must have the standard Excel extension (.xlsx). For this illustration, Excel file DATASRS.xlsx will be used. The first 20 rows of this file are shown next.

	A	B	C
1	Line	Examined	Audited
2	1	300	267
3	2	900	774
4	3	300	255
5	4	200	174
6	5	900	810
7	6	700	560
8	7	1000	820
9	8	100	80
10	9	900	765
11	10	700	630
12	11	700	630
13	12	400	332
14	13	300	255
15	14	100	84
16	15	200	168
17	16	100	88
18	17	600	528
19	18	400	340
20	19	900	747
	--	----	----

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

After opening the data file, the user is returned to the input screen. Click on **CONTINUE** to resume processing. When using the Excel option, the following screen will appear. This particular file contains labels (variable names) in the first row and line numbers (1, 2, 3, ...) in

column A. The corresponding options were selected in the Excel Input screen. The line numbers are optional. Had column A contained the examined values, the second option in the Column A frame in the Excel Input screen should have been selected.



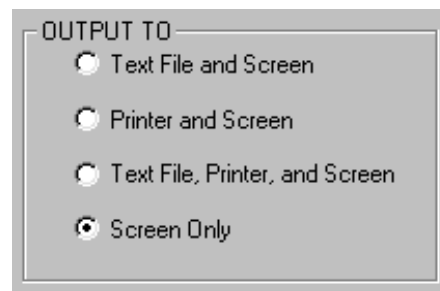
The image shows a dialog box titled "Excel Input". At the top, there is a yellow box with the following notes: "NOTES: 1. The data file must begin on the first row in column A of your spreadsheet. 2. There should be no blank rows in your spreadsheet." Below this, there is a section titled "First 3 Rows of Your Excel File" containing a table with the following data:

Line	Examined	Audited
1	300	267
2	900	774

Below the table, there are two radio button options for "Row 1": "Row 1 contains labels." (selected) and "Row 1 contains sample data." Below that, there are two radio button options for "Column A": "Column A contains line numbers (e.g., 1, 2, 3, ...)." (selected) and "Column A contains sample data." At the bottom, there is a "Sample Size" field with the value "50" and a "File Name" field with the value "C:\temp\DATASRS.xlsx". There are two buttons at the bottom: "EXIT" and "OK".

When the Excel Input information has been completed, click on **OK**. The program will resume processing.

Output Options



The image shows a dialog box titled "OUTPUT TO" with four radio button options:

- Text File and Screen
- Printer and Screen
- Text File, Printer, and Screen
- Screen Only

The output options are a text file and screen; a printer and screen; a text file, printer, and screen; or screen only. The program always concludes with a summary on the screen.

If the user selects a text file for output, the program will prompt for a file name. The standard Windows “Save” file screen will appear. The user should type in the file name in the designated box and click on **Save**. The output file will be saved with a “.TXT” extension.

If the user selects the printer for output, the standard Windows “Print” dialog box will appear. Select the printer to use for the program output.

After selecting the output format, click on **CONTINUE**. The next screen to appear is the data file summary, shown next. At this point the user should reconcile the values to determine that the data file is complete and accurate. Click on **OK** to continue or **EXIT** to exit the program.

Sample Size	Nonzero Differences	Sum of Examined Values
50	50	24,800.00
Sum of Audited Values	Sum of Difference Values	
21,270.00	3,530.00	

Program Output

For the examined, adjusted, and difference sections of the output, the following pieces of information will be displayed. The precision information is given at the two-sided 80%, 90%, and 95% confidence levels.

MEAN	The average value for the sample items appraised. It is obtained by summing the items in the sample and dividing the result by the number of items in the sample.
UNIVERSE	The quantity of the items from which the sample was drawn. The results of the sample will be projected to the universe using this value.
STANDARD DEVIATION	A measurement of the variation of the sample items about the average value (mean).
STANDARD ERROR (MEAN)	A measurement of the variation of the estimated universe mean with respect to all possible estimated means for this universe and sample size.

STANDARD ERROR (TOTAL)	A measurement of the variation of the estimated universe total with respect to all possible estimated totals for this universe and sample size.
SKEWNESS	A measure of the symmetry of the frequency distribution of the sample items. Accounting universes are usually right-skewed (majority of items have a low value while a few items have a high value).
KURTOSIS	A measure of the peakedness or flatness of the frequency distribution of the sample values.
POINT ESTIMATE	A single estimate for the universe total based on the sample mean multiplied by the universe size.
CONFIDENCE LEVEL	The confidence (80%, 90%, 95%) associated with the ability of the corresponding interval to contain the true mean (or universe total).
LOWER LIMIT	The lower bound of the confidence interval derived by subtracting the precision amount from the point estimate.
UPPER LIMIT	The upper bound of the confidence interval derived by adding the precision amount to the point estimate.
PRECISION AMOUNT	A measurement of the closeness of the sample estimate of the universe total and the corresponding unknown universe value. The precision amount is calculated by multiplying the standard error by the universe size and multiplying the result by the appropriate factor ("t" value) corresponding to the desired confidence level.
PRECISION PERCENT	The result of dividing the precision amount by the point estimate and stating the result as a percentage.
t-VALUE USED	The t- percentile value used to construct the confidence interval.

Output to a Text File or Printer

Using the specified sample results in the initial screen, the appraisal results were stored in C:\TEMP\OUTDISK.TXT, shown next. The printer output is identical.

DEPARTMENT OF HEALTH & HUMAN SERVICES
 OIG - OFFICE OF AUDIT SERVICES

Date: 10/12/2009 VARIABLE UNRESTRICTED APPRAISAL Time: 14:14
 AUDIT/REVIEW: Variable SRS
 DATA FILE USED: C:\temp\DATASRS.TXT

SAMPLE SIZE	EXAMINED VALUE	NONZERO DIFFS	TOTAL OF DIFF VALUES	TOTAL OF AUD VALUES
50	24,800.00	50	3,530.00	21,270.00

----- E X A M I N E D -----

MEAN / UNIVERSE	496.00	10,000
STANDARD DEVIATION	296.90	
SKEWNESS	.32	
KURTOSIS	1.81	
STANDARD ERROR (MEAN)	41.88	
STANDARD ERROR (TOTAL)	418,823	
POINT ESTIMATE	4,960,000	

CONFIDENCE LIMITS
 80% CONFIDENCE LEVEL

LOWER LIMIT	4,415,921
UPPER LIMIT	5,504,079
PRECISION AMOUNT	544,079
PRECISION PERCENT	10.97%
T-VALUE USED	1.299068784748

90% CONFIDENCE LEVEL

LOWER LIMIT	4,257,823
UPPER LIMIT	5,662,177
PRECISION AMOUNT	702,177
PRECISION PERCENT	14.16%
T-VALUE USED	1.676550892617

95% CONFIDENCE LEVEL

LOWER LIMIT	4,118,344
UPPER LIMIT	5,801,656
PRECISION AMOUNT	841,656
PRECISION PERCENT	16.97%
T-VALUE USED	2.009575237129

----- A U D I T E D -----

MEAN / UNIVERSE	425.40	10,000
STANDARD DEVIATION	256.20	
SKEWNESS	.30	
KURTOSIS	1.78	
STANDARD ERROR (MEAN)	36.14	
STANDARD ERROR (TOTAL)	361,412	
POINT ESTIMATE	4,254,000	

CONFIDENCE LIMITS
 80% CONFIDENCE LEVEL

LOWER LIMIT	3,784,500
UPPER LIMIT	4,723,500
PRECISION AMOUNT	469,500
PRECISION PERCENT	11.04%
T-VALUE USED	1.299068784748

	90% CONFIDENCE LEVEL	
LOWER LIMIT		3,648,074
UPPER LIMIT		4,859,926
PRECISION AMOUNT		605,926
PRECISION PERCENT		14.24%
T-VALUE USED		1.676550892617

	95% CONFIDENCE LEVEL	
LOWER LIMIT		3,527,715
UPPER LIMIT		4,980,285
PRECISION AMOUNT		726,285
PRECISION PERCENT		17.07%
T-VALUE USED		2.009575237129

----- D I F F E R E N C E -----

MEAN / UNIVERSE	70.60	10,000
STANDARD DEVIATION	48.25	
SKEWNESS	.64	
KURTOSIS	2.98	
STANDARD ERROR (MEAN)	6.81	
STANDARD ERROR (TOTAL)	68,068	
POINT ESTIMATE	706,000	

	CONFIDENCE LIMITS	
	80% CONFIDENCE LEVEL	
LOWER LIMIT		617,575
UPPER LIMIT		794,425
PRECISION AMOUNT		88,425
PRECISION PERCENT		12.52%
T-VALUE USED		1.299068784748

	90% CONFIDENCE LEVEL	
LOWER LIMIT		591,881
UPPER LIMIT		820,119
PRECISION AMOUNT		114,119
PRECISION PERCENT		16.16%
T-VALUE USED		1.676550892617

	95% CONFIDENCE LEVEL	
LOWER LIMIT		569,213
UPPER LIMIT		842,787
PRECISION AMOUNT		136,787
PRECISION PERCENT		19.37%
T-VALUE USED		2.009575237129

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

Output to Screen

The program always concludes with a summary on the screen, even if the output option selected includes a text file or printer. The following screen is the summary of the examined values for this illustration. To see the summary for the audited values, click on **Additional Summary Info** at the bottom of this form. To see the summary for the difference values, click again on **Additional Summary Info**.

Variable - Unrestricted (SRS)

Date: 10/12/2009 Time: 2:14 pm

Department of Health and Human Services
 OIG - Office of Audit Services
 Unrestricted Variable Appraisal

Audit: Variable SRS
 Name of input file: C:\TEMP\DATASRS.TXT

Universe Size: 10,000 Sample Size: 50

Mean: 496.00 Standard Deviation: 296.90 Standard Error (Mean): 41.88

Skewness: 0.32 Kurtosis: 1.81 Standard Error (Total): 418,823

Point Estimate: 4,960,000

Summary for Examined Values

Confidence Intervals

	80% Confidence Level	90% Confidence Level	95% Confidence Level
Lower Limit	4,415,921	4,257,823	4,118,344
Upper Limit	5,504,079	5,662,177	5,801,656
Precision Amount	544,079	702,177	841,656
Precision Percent	10.97%	14.16%	16.97%
t-Value Used	1.299068784748	1.676550892617	2.009575237129

Additional Summary Info

HELP EXIT Previous Screen Main Menu

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

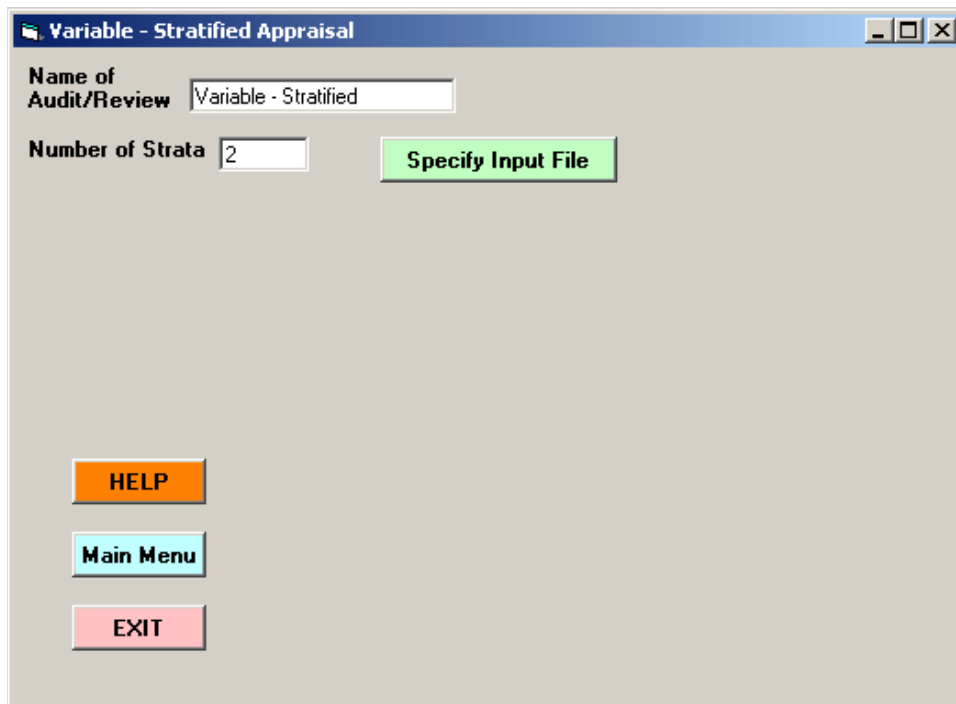
STRATIFIED

Purpose

This program performs a stratified variable appraisal on a data file previously created by the user based on information gathered from a stratified random sample. Variable sampling is used to estimate quantitative characteristics. For each sampling unit the user obtains one or more numeric pieces of information about an event or item. The user has the option of obtaining and appraising from one numeric piece of information per sample item (e.g., Examined amount) to as many as three pieces of information per sample item (i.e., Examined, Audited and Difference amounts). If the user decides to appraise all three pieces of information, only two of the pieces of data may be entered and the third will be calculated by the program. The variable appraisal program assumes that some variation exists between values.

The user normally selects stratification to improve sample efficiency. The area of interest, for example, may be placed into segments (strata) based on value of items (e.g., high and low dollar value of transactions) or the sensitivity of items reviewed (e.g., entertainment and payroll costs). The program allows for a maximum of 50 strata to be appraised. The user must know the universe size of each stratum in order to use this methodology.

Input Screen



The screenshot shows a window titled "Variable - Stratified Appraisal". The window contains the following elements:

- Name of Audit/Review:** A text box containing "Variable - Stratified".
- Number of Strata:** A text box containing "2".
- Specify Input File:** A green button.
- HELP:** An orange button.
- Main Menu:** A light blue button.
- EXIT:** A pink button.

Name of audit/review

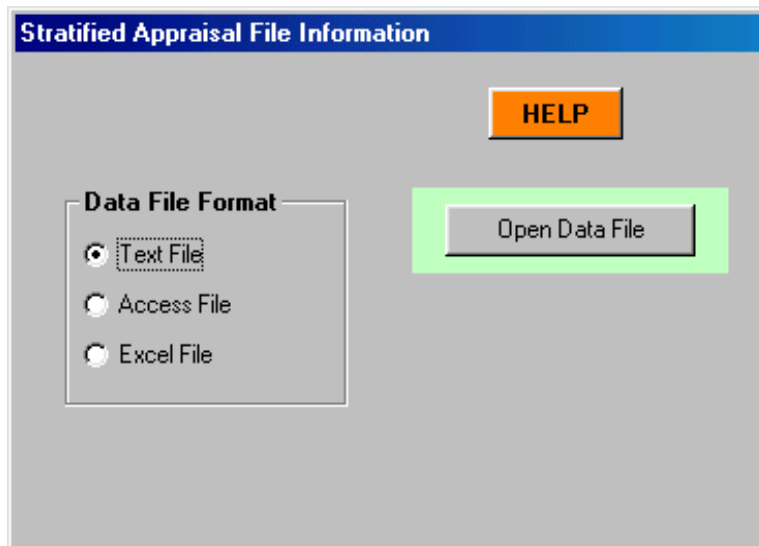
This program allows the user to enter a brief description of the audit or purpose of the evaluation. The description, which appears at the top of the output, is limited to 40 characters in length and may include commas and spaces.

Number of strata

After entering the name of the audit/review, the user must enter the number of strata. The maximum number of strata is 50.

Specify input file

After entering the name and the number of strata, click on the **Specify Input File** button and the following screen will appear. The input file(s) format can consist of two text files, two tables within an Access database, or two spreadsheets within the same Excel file.



After selecting the desired format, click on **Open Data File**. Using the standard Windows “Open” file screen, locate the input file and double-click on it.

When all files have been opened, the full input screen (shown next) will appear:

Variable - Stratified Appraisal

Name of Audit/Review: Variable - Stratified

Number of Strata: 2

Data File Format

Examined Values Examined and Audited Values
 Audited Values Examined and Difference Values
 Difference Values Audited and Difference Values

Output

Complete
 Summary

HELP **OUTPUT TO**

Text File and Screen
 Printer and Screen
 Text File, Printer, and Screen
 Screen Only

Main Menu **CONTINUE**

EXIT

Format of Input File

Data File Format

Examined Values Examined and Audited Values
 Audited Values Examined and Difference Values
 Difference Values Audited and Difference Values

Prior to executing this program, the user must create a sample data file that contains certain identifying data and one or two pieces of information for each sample unit selected within each stratum. Each data line consists of a line number for that sampling unit followed by the first piece of information (a numeric value) the user wants to appraise (i.e., Examined, Audited, or Difference value). If two or more pieces of information will be appraised and the examined amount is one of the values, then the examined amount must be the first piece of data entered for each sampling unit. If only the audited and difference amounts are being appraised, then the audited amount must be the first piece of data entered. The second piece of information may be

the numeric difference between the examined value and the amount accepted by the user or the audited amount if the examined amount was the first piece of data entered.

Regardless of the software used to create the sample data file, the format should be as follows:

7483 289.99 43.00

Explanation:

- 7483** - This is a number assigned by the user. The user should use the sample item number as the number in this position. For ease of reference in this example, the number will be referred to as the line number.
- 289.99** - This is a number being reviewed by the user. The number, for example, could be a dollar amount claimed or the number of items on an inventory card. If the number is negative, then a minus sign must precede the number. The user must insert at least one space between the line number and the first numeric value entered on the line.
- 43.00** - If two pieces of information are being gathered for each sampling unit, then this number is the audited or difference amount determined by the user. For example, if the user had determined that of \$289.99 claimed by a vendor, only \$246.99 was actually owed, then the difference amount entered would be \$43.00.

The user must enter the data for each sampling unit on a separate line. For ease of editing, enough spaces or tabs should be placed between values so that the sample values align vertically. The data values may contain commas and dollar signs (\$). The program assumes one or more spaces or tabs as the only delimiters between pieces of data.

Input From a Text File

The sample data and universe/sample size information may be stored in a text file format. There are several ways the user may create this file. The easiest approach would be with a word processing package (e.g., Word) or a print file created with a spreadsheet package (e.g., Excel).

Sample Data File

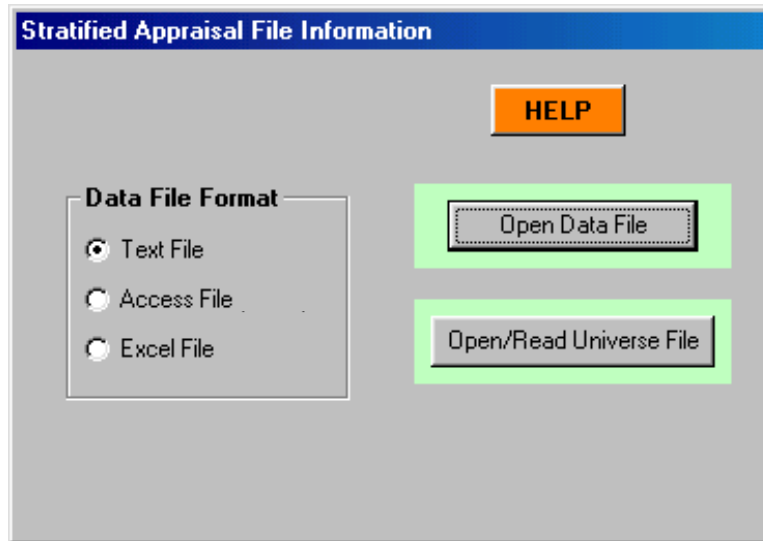
A portion of data set DATASTRAT.TXT is shown below. The sample data file contains 25 observations in each stratum.

1	80
2	43
3	133
4	125
5	116
.	
.	
.	
21	127
22	105
23	102
24	69
25	76
26	354
27	328
28	313
29	250
30	261
.	
.	
.	
46	295
47	277
48	355
49	314
50	277

Sample Data file DATASTRAT.TXT

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

After clicking on the **Open Data File** button and opening the sample data file (e.g., DATASTRAT.TXT), the **Open/Read Universe File** button will appear (shown next).

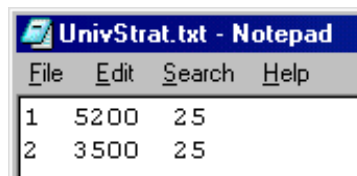


Universe/Sample Size File

To open the file containing the universe/sample sizes, click on the **Open/Read Universe File** button and use the standard Windows “Open” file screen to locate the universe file (e.g., UnivStrat.TXT--shown below). The format of this file is:

line counter, universe size, sample size

There is one line for each stratum in the sample. Values within a line can be separated by one or more spaces or by using the tab key. Commas are allowed in the universe and sample size values. After the universe file has been selected, the program will return to the input screen.



After opening the data files, the user is returned to the input screen. Click on **CONTINUE** to resume processing. The user will need to specify the column(s) containing the input sample data and the total number of columns in the sample data file using the screen below:

Data File for Stratified Variable Appraisal

What column contains the difference values?
Enter a numeric value; e.g., 2 if the difference values are in the 2nd column of your text file.

How many columns are in this data file?
Be sure to include all columns.
Maximum number of columns = 10

EXIT
OK

After entering the column information, click on **OK**. The program will resume processing.

Input From an Access Database

The sample data and universe/sample size information must be stored in two tables within the same Access database. Select the name of the database containing the input tables in the preceding **Open Data File** step. This database must have the standard Access extension (.mdb or .accdb). The name of the database for this illustration is C:\TEMP\VARIABLE.accdb. The user may double-click on the VARIABLE database name or single-click on it and the **Open** button on the standard Windows “Open” file screen.

Universe/Sample Sizes Table

The name of the Access table containing the universe/sample size information for this illustration is UnivStrat. The following table shows the table contents:

UnivStrat : Table			
	Counter	Universe Size	Sample Size
	1	5200	25
	2	3500	25

Sample Data Table

The name of the Access table containing the sample data for this illustration is DATASTRAT. The following table shows the first five rows. The field name for the first column (“Line-Number” in the illustration) is arbitrary and is not used by the program at any point.

DATASTRAT : Table		
	Line-Number	Difference
	1	80
	2	43
	3	133
	4	125
	5	116

This sample data file contains 25 observation in each stratum. The last three rows of the first stratum and the first two rows of the second stratum are shown below:

	23	102
	24	69
	25	76
	26	354
	27	328

After opening the database, the user will be asked to select the name of the table containing the universe/sample information and the table containing the sample data using the following form. For the universe/sample sizes table, click on the down arrow under **Select the table**. After selecting a table from the drop-down list (UnivStrat for this illustration), click on **Click here to see field names**. This list will contain the field names for this table. To select the field names, click on the field name for the field containing the universe sizes (“Universe Size” in this illustration) and click on the box labeled “Universe Sizes.” The field name will appear in this box. Repeat this procedure for the field containing the sample sizes (“Sample Size” in this illustration).

Access Table and Field Names - Stratified Variable Appraisal

Database Name

The boxes below will specify the universe/sample sizes table.

Select the table

Click here to see field names.

Counter
Universe Size
Sample Size

FIELD NAMES

Universe Sizes

Sample Sizes

Select the field containing the universe sizes and click on the box below "Universe Sizes".
Select the field containing the sample sizes and click on the box below "Sample Sizes".

The boxes below will specify the data table.

Select the table

Click here to see field names.

Line-Number
Difference

FIELD NAMES

Examined Values

Audited Values

Difference Values

Select a field from the list and click on one of the right-hand boxes. Repeat this for any remaining fields in the data set
Then click on OK.

To select the field names for the table containing the sample data, first select the table (DATASTRAT in this illustration), click on **Click here to see field names**, and click on the field name for the field containing the first piece of information in the input file ("Difference" in this illustration) and click on the box labeled "Difference Values." The field name will appear in this box. Repeat this procedure for any remaining field names in this table (there are none for this illustration). When all the field names have been specified, click on **OK**. The program will return to the input screen. **NOTE:** When the user returns to the input screen, the data file format (Difference Values for this illustration) will be selected, based on responses within the preceding

Access Table and Field Names window. When using an Access input file, the user cannot change this data file format option after returning to the input screen.

Input From an Excel Spreadsheet

With this option, the sample data and universe/sample sizes information must be stored in two Excel spreadsheets within the same Excel file. Select the name of the file containing both spreadsheets in the preceding **Open Data File** step. This file must have the standard Excel extension (.xls or .xlsx). For this illustration, Excel file DATASTRAT.xlsx will be used.

Universe/Sample Sizes Spreadsheet

The contents of the spreadsheet containing the universe/sample sizes (named Universe in this illustration) are shown below:

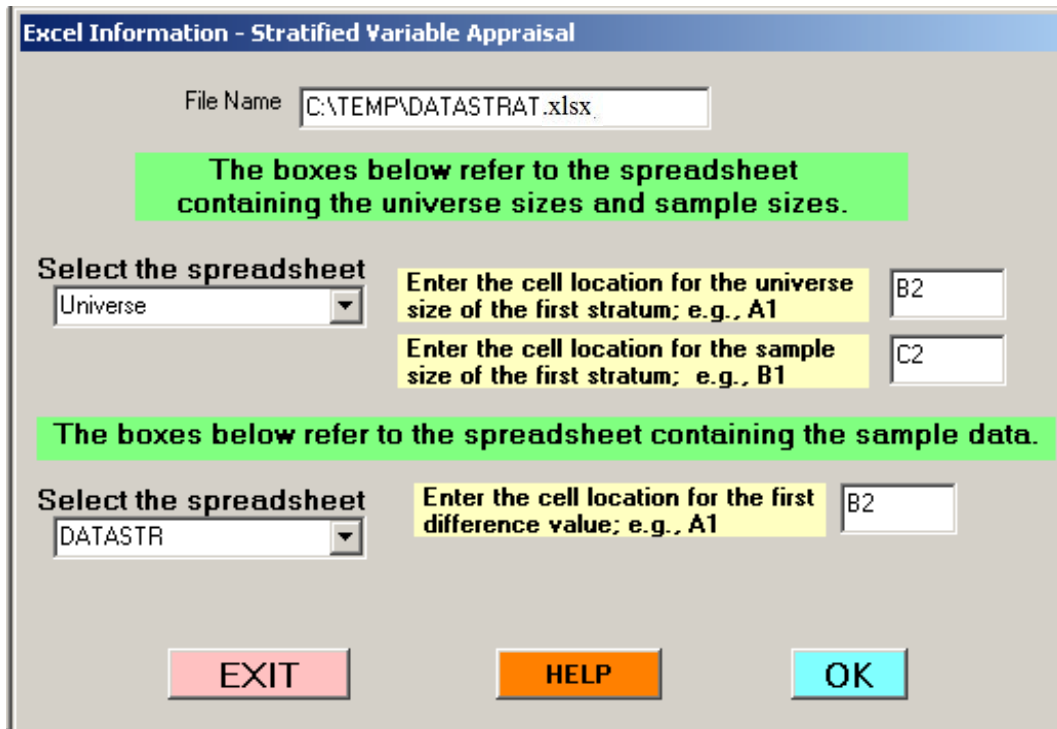
	A	B	C
1	Stratum	Universe Size	Sample Size
2	1	5200	25
3	2	3500	25

Sample Data Spreadsheet

The name of the second spreadsheet containing the sample data is DATASTR in this illustration. The first five observations in this spreadsheet are shown below. The sample data file contains 25 observations in each stratum for a total of 51 rows (including the first row with labels). This particular file contains line numbers (1, 2, 3, . . .) in column A. The line numbers are optional.

	A	B
1	Line	Difference
2	1	80
3	2	43
4	3	133
5	4	125
6	5	116

After opening the data file, the user is returned to the input screen. Click on **CONTINUE** to resume processing. When using the Excel option, the following screen will appear. For this illustration, the various boxes should be filled in as shown.




The dialog box is titled "Excel Information - Stratified Variable Appraisal". It contains a "File Name" field with the text "C:\TEMP\DATASTRAT.xlsx". Below this is a green instruction box: "The boxes below refer to the spreadsheet containing the universe sizes and sample sizes." There are two "Select the spreadsheet" dropdown menus. The first is set to "Universe" and has a yellow instruction box next to it: "Enter the cell location for the universe size of the first stratum; e.g., A1" with a text box containing "B2". The second dropdown is set to "DATASTR" and has a yellow instruction box: "Enter the cell location for the sample size of the first stratum; e.g., B1" with a text box containing "C2". A second green instruction box follows: "The boxes below refer to the spreadsheet containing the sample data." Below this is another "Select the spreadsheet" dropdown set to "DATASTR" with a yellow instruction box: "Enter the cell location for the first difference value; e.g., A1" and a text box containing "B2". At the bottom are three buttons: "EXIT" (pink), "HELP" (orange), and "OK" (cyan).

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

After entering the cell locations, click on **OK**. The program will resume processing.

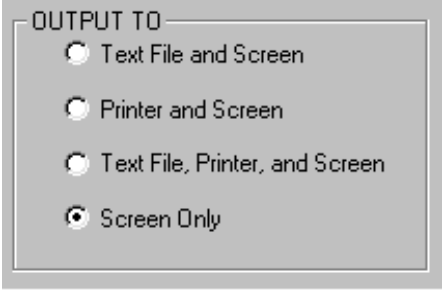
Complete or Summary Output



The dialog box is titled "Output" and contains two radio button options: "Complete" (which is selected) and "Summary".

The user may want to reduce printed output by having only the summary of the appraisal created. The default is for the complete appraisal output.

Output Options



OUTPUT TO

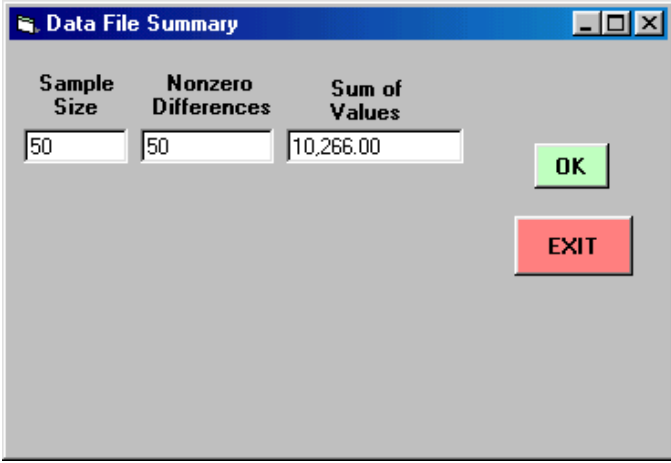
- Text File and Screen
- Printer and Screen
- Text File, Printer, and Screen
- Screen Only

The output options are a text file and screen; a printer and screen; a text file, printer, and screen; or screen only. The program always concludes with a summary on the screen.

If the user selects a text file for output, the program will prompt for a file name. The standard Windows “Save” file screen will appear. The user should type in the file name in the designated box and click on **Save**. The output file will be saved with a “.TXT” extension.

If the user selects the printer for output, the standard Windows “Print” dialog box will appear. Select the printer to use for the program output.

After selecting the output format, click on **CONTINUE**. The next screen to appear is the data file summary, shown next. At this point the user should reconcile the values to determine that the sample data file is complete and accurate. Click on **OK** to continue or **EXIT** to exit the program.



Sample Size	Nonzero Differences	Sum of Values
50	50	10,266.00

OK

EXIT

Program Output

For the examined, audited, and difference sections of the output, the following pieces of information will be displayed. The precision information is given at the two-sided 80%, 90%, and 95% confidence levels.

MEAN	The average value for the sample items appraised. It is obtained by summing the items in the sample and dividing the result by the number of items in the sample.
UNIVERSE	The quantity of the items from which the sample was drawn. The results of the sample will be projected to the universe using this value.
STANDARD DEVIATION	A measurement of the variation of the sample items about the average value (mean).
STRATUM STANDARD ERROR (MEAN)	A measurement of the variation of the sample mean with respect to all possible means for this stratum universe and this sample size.
STRATUM STANDARD ERROR (TOTAL)	A measurement of the variation of the estimated stratum universe total with respect to all possible estimated totals for this stratum universe and sample size.
OVERALL STANDARD ERROR	A measurement of the variation of the point estimate of the total with respect to all possible totals for this universe and these sample sizes.
SKEWNESS	A measure of the symmetry of the frequency distribution of the sample items. Accounting universes are usually right-skewed (majority of items have a low value while a few items have a high value).
KURTOSIS	A measure of the peakedness or flatness of the frequency distribution of the sample values.
POINT ESTIMATE	A single estimate for the universe total based on the sample mean multiplied by the universe size.
CONFIDENCE LEVEL	The confidence (80%, 90%, 95%) associated with the ability of the corresponding interval to contain the true mean (or universe total).

LOWER LIMIT	The lower bound of the confidence interval derived by subtracting the precision amount from the point estimate.
UPPER LIMIT	The upper bound of the confidence interval derived by adding the precision amount to the point estimate.
STRATUM PRECISION AMOUNT	A measurement of the closeness of the sample estimate of the universe total and the corresponding unknown universe value. The precision amount is calculated by multiplying the stratum standard error by the stratum universe size and multiplying the result by the appropriate factor ("t" value) corresponding to the desired confidence level. For the examined (reviewed) appraisal, the stratum total may be known and should be reviewed by the user to see if, in fact, the actual value does fall within the confidence interval.
OVERALL PRECISION AMOUNT	A measurement of the closeness of the sample estimate of the universe total and the corresponding unknown universe value. The precision amount is calculated by multiplying the overall standard error by the appropriate factor ("Z" value) corresponding to the desired confidence level. For the examined (reviewed) appraisal, the universe total may be known and should be reviewed by the user to see if, in fact, the actual value does fall within the confidence interval.
PRECISION PERCENT	The result of dividing the precision amount by the point estimate and stating the result as a percentage.
t-VALUE USED	The t-percentile value used to construct the confidence interval.
Z-VALUE USED	The standard normal percentile value used to construct the confidence interval.

Output to a Text File or Printer

Using the specified sample results in the initial screen, the appraisal results were stored in C:\TEMP\OUTSTRAT.TXT, shown next. The printer output is identical.

DEPARTMENT OF HEALTH & HUMAN SERVICES
 OIG - OFFICE OF AUDIT SERVICES
 Date: 10/12/2009 STRATIFIED VARIABLE APPRAISAL Time: 15:18
 AUDIT/REVIEW: Variable - Stratified

DATA FILE USED: C:\temp\DATASTRAT.TXT

STRATUM NUMBER	SAMPLE SIZE	VALUE OF SAMPLE	NONZERO ITEMS
1	25	2,481.00	25
2	25	7,785.00	25
TOTALS	50	10,266.00	50

----- D I F F E R E N C E -----
 Stratum 1 MEAN / UNIVERSE 99.24 5,200
 STANDARD DEVIATION 26.33
 SKEWNESS -.07
 KURTOSIS 2.24
 STANDARD ERROR (MEAN) 5.25
 STANDARD ERROR (TOTAL) 27,319
 POINT ESTIMATE 516,048

CONFIDENCE LIMITS
 80% CONFIDENCE LEVEL
 LOWER LIMIT 480,046
 UPPER LIMIT 552,050
 PRECISION AMOUNT 36,002
 PRECISION PERCENT 6.98%
 T-VALUE USED 1.317835933673

90% CONFIDENCE LEVEL
 LOWER LIMIT 469,308
 UPPER LIMIT 562,788
 PRECISION AMOUNT 46,740
 PRECISION PERCENT 9.06%
 T-VALUE USED 1.710882079909

95% CONFIDENCE LEVEL
 LOWER LIMIT 459,664
 UPPER LIMIT 572,432
 PRECISION AMOUNT 56,384
 PRECISION PERCENT 10.93%
 T-VALUE USED 2.063898561628

Stratum 2 MEAN / UNIVERSE 311.40 3,500
 STANDARD DEVIATION 39.64
 SKEWNESS -.06
 KURTOSIS 1.85
 STANDARD ERROR (MEAN) 7.90
 STANDARD ERROR (TOTAL) 27,651
 POINT ESTIMATE 1,089,900

		CONFIDENCE LIMITS	
		80% CONFIDENCE LEVEL	
	LOWER LIMIT	1,053,461	
	UPPER LIMIT	1,126,339	
	PRECISION AMOUNT	36,439	
	PRECISION PERCENT	3.34%	
	T-VALUE USED	1.317835933673	
		90% CONFIDENCE LEVEL	
	LOWER LIMIT	1,042,592	
	UPPER LIMIT	1,137,208	
	PRECISION AMOUNT	47,308	
	PRECISION PERCENT	4.34%	
	T-VALUE USED	1.710882079909	
		95% CONFIDENCE LEVEL	
	LOWER LIMIT	1,032,831	
	UPPER LIMIT	1,146,969	
	PRECISION AMOUNT	57,069	
	PRECISION PERCENT	5.24%	
	T-VALUE USED	2.063898561628	
OVERALL	POINT ESTIMATE / UNIVERSE	1,605,948	8,700
	STANDARD ERROR	38,870	
		CONFIDENCE LIMITS	
		80% CONFIDENCE LEVEL	
	LOWER LIMIT	1,556,134	
	UPPER LIMIT	1,655,762	
	PRECISION AMOUNT	49,814	
	PRECISION PERCENT	3.10%	
	Z-VALUE USED	1.281551565545	
		90% CONFIDENCE LEVEL	
	LOWER LIMIT	1,542,012	
	UPPER LIMIT	1,669,884	
	PRECISION AMOUNT	63,936	
	PRECISION PERCENT	3.98%	
	Z-VALUE USED	1.644853626951	
		95% CONFIDENCE LEVEL	
	LOWER LIMIT	1,529,764	
	UPPER LIMIT	1,682,132	
	PRECISION AMOUNT	76,184	
	PRECISION PERCENT	4.74%	
	Z-VALUE USED	1.959963984540	

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

Output to Screen

The program always concludes with a summary on the screen, even if the output option selected includes a text file or printer. The screen immediately following is the summary of the difference values for the first stratum in this illustration. If the user created a sample data file containing two values per sample item (e.g., examined and audited values), the summary for each amount (examined, audited, difference) can be obtained by clicking on **Additional Summary Info** at the bottom of this screen. For this illustration, the **Additional Summary Info** button is not visible since only the difference values were contained in the sample data file. To obtain the results for the second stratum, click on **Next Stratum**. The user can click on **Next Stratum** and **Previous Stratum** to review the results for the individual strata. To obtain the overall results, click on **OVERALL**.

Variable - Stratified Appraisal

Department of Health and Human Services
OIG - Office of Audit Services
Stratified Variable Appraisal

Date

Audit:

Name of input file:

Time

Universe Size <input type="text" value="5,200"/>	Summary for Difference Values (Stratum 1)	Sample Size <input type="text" value="25"/>
Mean <input type="text" value="99.24"/>	Standard Deviation <input type="text" value="26.33"/>	Standard Error (Mean) <input type="text" value="5.25"/>
Skewness <input type="text" value="-0.07"/>	Kurtosis <input type="text" value="2.24"/>	Standard Error (Total) <input type="text" value="27,319"/>
		Point Estimate <input type="text" value="516,048"/>

Confidence Intervals

	80% Confidence Level	90% Confidence Level	95% Confidence Level
Lower Limit	<input type="text" value="480,046"/>	<input type="text" value="469,308"/>	<input type="text" value="459,664"/>
Upper Limit	<input type="text" value="552,050"/>	<input type="text" value="562,788"/>	<input type="text" value="572,432"/>
Precision Amount	<input type="text" value="36,002"/>	<input type="text" value="46,740"/>	<input type="text" value="56,384"/>
Precision Percent	<input type="text" value="6.98%"/>	<input type="text" value="9.06%"/>	<input type="text" value="10.93%"/>
t-Value Used	<input type="text" value="1.317835933673"/>	<input type="text" value="1.710882079909"/>	<input type="text" value="2.063898561628"/>

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

TWO-STAGE UNRESTRICTED

Purpose

This program performs a two-stage variable appraisal on a data file previously created by the user based on information gathered from a two-stage random sample. Variable sampling is used to estimate quantitative characteristics. For each sampling unit the user obtains one or more numeric pieces of information about an event or item. The user has the option of obtaining and appraising from one numeric piece of information per sample item (e.g., Examined amount) to as many as three pieces of information per sample item (i.e., Examined, Audited, and Difference amounts). If the user decides to appraise all three pieces of information, only two of the pieces of data may be entered and the third will be calculated by the program. The variable appraisal program assumes that some variation exists between values. If no variation exists, then there is no need to run the appraisal program.

Input Screen

NOTE: The **Specify Input Information** button only becomes visible when a value has been specified in the **Number of Primary Units in Universe** box.

The screenshot shows a window titled "Variable --- Two-Stage Unrestricted". The window contains the following elements:

- Name of Audit/Review:** A text box containing "Variable 2-Stage".
- Specify Input Information:** A button highlighted in green, which is visible because a value is entered in the "Number of Primary Units in Universe" box.
- Number of Primary Units in Sample:** A text box containing "10".
- Number of Primary Units in Universe:** A text box containing "90".
- HELP:** An orange button.
- Main Menu:** A cyan button.
- EXIT:** A pink button.

Name of audit/review

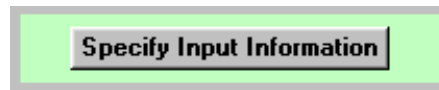
This program allows the user to enter a brief description of the audit or purpose of the evaluation. The description, which appears at the top of the output, is limited to 40 characters in length and may include commas and spaces.

Number of primary units in sample

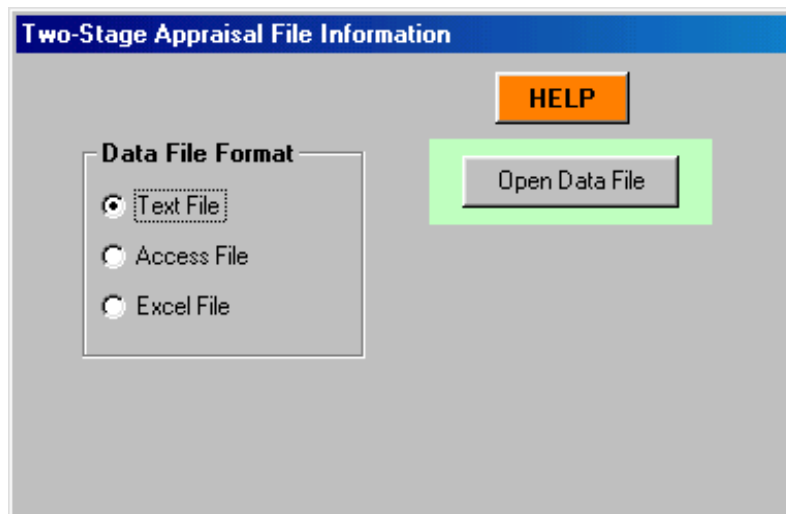
The user enters the number of primary units in the sample. The program will only accept a numeric entry.

Number of primary units in universe

The user enters the number of primary units in the universe. The program will only accept a numeric entry.



After entering the above information, click on **Specify Input Information**. The following screen will appear. The input file(s) format can consist of two text files, two tables within an Access database, or two spreadsheets within the same Excel file. If the text file option is selected, a series of buttons will become visible. To specify the data file click on **Open Data File** and to open the file containing the universe/sample sizes click on the **Open/Read Universe File** button. If either the Access File or Excel File option is selected, click on **Open Data File** to specify the Access database or Excel file.



After selecting the desired format, click on **Open Data File**. Using the standard Windows “Open” file screen, locate the input file and double click on it.

When all files have been opened, the full input screen will appear.

Format of Input File

Prior to executing this program, the user must create a sample data file that contains certain identifying data and one or two pieces of information for each sample unit selected. Each data

line consists of a line number for that sampling unit followed by the first piece of information (a numeric value) the user wants to appraise (i.e., Examined, Audited, or Difference value). If two or more pieces of information will be appraised and the examined amount is one of the values, then the examined amount must be the first piece of data entered for each sampling unit. If only the audited and difference amounts are being appraised, then the audited amount must be the first piece of data entered. The second piece of information may be the numeric difference between the examined value and the amount accepted by the user or the audited amount if the examined amount was the first piece of data entered.

Regardless of the software used to create the sample data file, the format should be as follows:

7483 289.99 43.00

Explanation:

- 7483** - This is a number assigned by the user. The user should use the sample item number as the number in this position. For ease of reference in this example, the number will be referred to as the line number.
- 289.99** - This is a number being reviewed by the user. The number, for example, could be a dollar amount claimed or the number of items on an inventory card. If the number is negative, then a minus sign must precede the number. The user must insert at least one space between the line number and the first numeric value entered on the line.
- 43.00** - If two pieces of information are being gathered for each sampling unit, then this number is the audited or difference amount determined by the user. For example, if the user had determined that of \$289.99 claimed by a vendor, only \$246.99 was actually owed, then the difference amount entered would be \$43.00.

The user must enter the data for each sampling unit on a separate line. For ease of editing, enough spaces or tabs should be placed between values so that the sample values align vertically. The data values may contain commas and dollar signs (\$). The program assumes one or more spaces or tabs as the only delimiters between pieces of data.

Input From Text Files

The sample data and universe/sample size information may be stored in a text file format. There are several ways the user may create this file. The easiest approach would be with a word processing package (e.g., Word) or a print file created with a spreadsheet package (e.g., Excel).

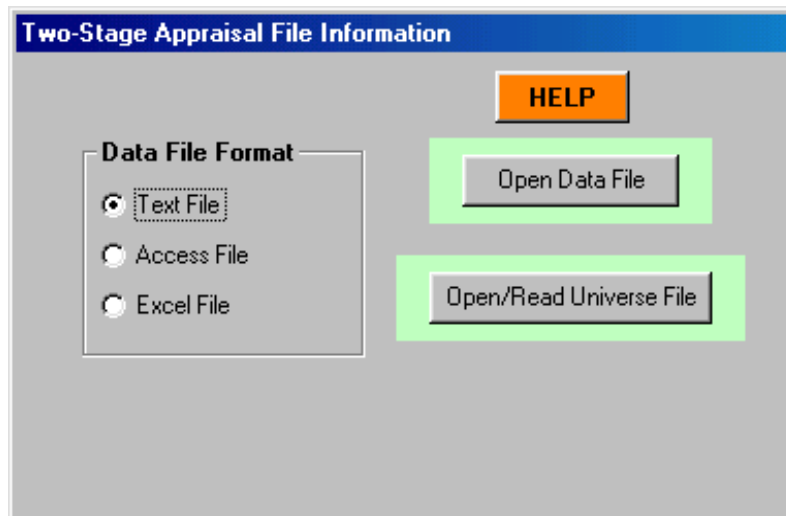
Sample Data File

The sample data file used in this illustration (C:\TEMP\DATA2STG.TXT) is shown below and consists of data from 10 sampled primary units selected from a total of 90 primary units. There are a total of 104 sample items.

<u>Page 1</u>		<u>Page 2</u>		<u>Page 3</u>	<u>Page 4</u>		<u>Page 5</u>	
1	5	22	1	4311	64	4	85	3
2	7	23	5	444	65	3	86	6
3	9	24	5	453	66	7	87	4
4	0	25	6	461	67	6	88	7
5	11	26	4	470	68	7	89	3
6	2	27	11	482	69	8	90	9
7	8	28	12	498	70	4	91	1
8	4	29	0	506	71	3	92	4
9	3	30	1	515	72	2	93	5
10	5	31	8	523	73	3	94	6
11	4	32	4	5312	74	6	95	7
12	3	33	6	5411	75	4	96	5
13	7	34	4	553	76	3	97	10
14	2	35	0	564	77	2	98	11
15	11	36	1	572	78	2	99	2
16	0	37	0	580	79	8	100	1
17	1	38	9	590	80	4	101	4
18	9	39	8	601	81	0	102	0
19	4	40	4	614	82	4	103	5
20	3	41	6	623	83	5	104	4
21	2	42	10	632	84	6		

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

After clicking on the **Open Data File** button and opening the sample data file (e.g., DATA2STG.TXT), the **Open/Read Universe File** button will appear on the following screen.



Universe/Sample Size File

To open the file containing the universe/sample sizes, click on the **Open/Read Universe File** button and use the standard Windows “Open” file screen to locate the universe file (e.g., UNIV2STG.TXT, shown below). The format of this file is:

line counter, universe size, sample size

There is one line for each primary unit in the sample. Values within a line can be separated by one or more spaces or by using the tab key. Commas are allowed in the universe and sample size values.

Line	Universe Size	Sample Size
1	50	10
2	65	13
3	45	9
4	48	10
5	52	10
6	58	12
7	42	8
8	66	13
9	40	8
10	56	11

After selecting the universe file and clicking on **OK**, the program will return to the input screen. Click on **CONTINUE** to resume processing. The user will need to specify the column(s) containing the input data and the total number of columns in the sample data file using the screen below:

Data File for Two-Stage Variable Appraisal

What column contains the difference values?
Enter a numeric value; e.g., 2 if the difference values are in the 2nd column of your text file.

How many columns are in this data file?
Be sure to include all columns.
Maximum number of columns = 10

EXIT **OK**

After entering the column information, click on **OK**. The program will resume processing.

Input From an Access Database

The sample data and universe/sample size information must be stored in two tables within the same Access database. Select the name of the database containing the input tables in the preceding **Open Data File** step. This database must have the standard Access extension (.mdb or .acdb). The name of the database for this illustration is C:\TEMP\VARIABLE.acdb. The user may double-click on the VARIABLE database name or single-click on it and the **Open** button.

Universe/Sample Size Table

The name of the Access table containing the universe/sample size information for this illustration is Univ2Stg. The following table shows the table contents.

Univ2Stg : Table			
	Counter	Universe Size	Sample Size
	1	50	10
	2	65	13
	3	45	9
	4	48	10
	5	52	10
	6	58	12
	7	42	8
	8	66	13
	9	40	8
	10	56	11

Sample Data Table

The first 14 rows of the Access table containing the sample data DATA2STG are shown next. The field name for the first column (“Line” in the illustration) is arbitrary and is not specified or used by the program at any point. For a view of the complete file, refer to the previous **Input From a Text File** section.

DATA2STG : Table		
	Line	Difference
	1	5
	2	7
	3	9
	4	0
	5	11
	6	2
	7	8
	8	4
	9	3
	10	5
	11	4
	12	3
	13	7
	14	2

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization’s minimum sample size standards.

After opening the database, the user will be asked to select the name of the table containing the universe/sample information and the table containing the sample data using the following form. For the universe/sample sizes table, click on the down arrow under **Select the table**. After selecting a table from the drop-down list (Univ2Stg for this illustration), click on **Click here to**

see field names. This list will contain the field names for this table. To select the field names, click on the field name for the field containing the universe sizes (“Universe Size” in this illustration) and click on the box labeled “Universe Sizes.” The field name will appear in this box. Repeat this procedure for the field containing the sample sizes (“Sample Size” in this illustration).

Access Table and Field Names - Two-Stage Unrestricted Appraisal

Database Name

The boxes below will specify the universe/sample sizes table.

Select the table

Click here to see field names.

Counter
Universe Size
Sample Size

FIELD NAMES

Universe Sizes

Sample Sizes

Select the field containing the universe sizes and click on the box below "Universe Sizes".
Select the field containing the sample sizes and click on the box below "Sample Sizes".

The boxes below will specify the data table.

Select the table

Click here to see field names.

Line-Number
Difference

FIELD NAMES

Examined Values

Audited Values

Difference Values

Select a field from the list and click on one of the right-hand boxes. Repeat this for any remaining fields in the data set
Then click on OK.

EXIT **HELP** **OK**

To select the field name(s) for the sample data, first select the table (DATA2STG in this illustration), click on **Click here to see field names**, and click on the field name for the field containing the first piece of information in the input file (“Difference” in this illustration) and then click on the box labeled “Difference.” The field name will then appear in this box. Repeat

this procedure for any remaining field names in this table (there are none for this illustration). When all the field names have been specified, click on **OK**. The program will return to the input screen. **NOTE:** When the user returns to the input screen, the data file format (Difference Values for this illustration) will be selected, based on responses within the preceding form to select Access Table and Field Names. When using an Access input file, the user cannot change this data file format option after returning to the input screen.

Input From Excel Spreadsheets

With this option, the sample data file and universe/sample sizes information must be stored in two Excel spreadsheets within the same Excel file. Select the name of the file containing both spreadsheets in the preceding **Open Data File** step. This file must have the standard Excel extension (.xls or .xlsx).

Universe/Sample Size Spreadsheet

For this illustration, Excel file DATA2STG.xlsx will be used. The contents of the spreadsheet containing the universe/sample sizes (named Universe in this illustration) are shown below:

	A	B	C
1	Counter	Universe	Sample
2	1	50	10
3	2	65	13
4	3	45	9
5	4	48	10
6	5	52	10
7	6	58	12
8	7	42	8
9	8	66	13
10	9	40	8
11	10	56	11

Sample Data Spreadsheet

The name of the second spreadsheet containing the sample data is DATA2STG in this illustration. The first 15 observations in this file are shown next. For a view of the complete file, refer to the previous **Input From a Text File** section. This particular file contains line numbers (1, 2, 3, . . .) in column A. The line numbers are optional.

	A	B
1	Line	Difference
2	1	5
3	2	7
4	3	9
5	4	0
6	5	11
7	6	2
8	7	8
9	8	4
10	9	3
11	10	5
12	11	4
13	12	3
14	13	7
15	14	2
16	15	11

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

After opening the data file, the user is returned to the input screen. Click on **CONTINUE** to resume processing. When using the Excel option, the following screen will be displayed. For this illustration, the various boxes should be filled in as shown. After entering the cell locations, click on **OK**. The program will resume processing.

Excel Information - Two-Stage Unrestricted Variable Appraisal

File Name: C:\TEMP\DATA2STG.xlsx

The boxes below refer to the spreadsheet containing the universe sizes and sample sizes.

Select the spreadsheet
 Universe

Enter the cell location for the universe size of the first primary unit; e.g., A1: B2

Enter the cell location for the sample size of the first primary unit; e.g., B1: C2

The boxes below refer to the spreadsheet containing the sample data.

Select the spreadsheet
 DATA2STG

Enter the cell location for the first difference value; e.g., A1: B2

EXIT HELP OK

Specifying the Number of Secondary Units

Secondary Units in Universe

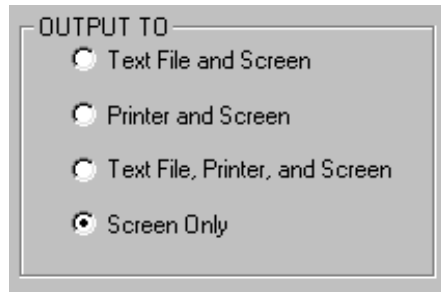
Unknown

Known

How many? 4500

The user enters the total number of secondary units for all of the primary units in the universe. The program will only accept a numeric entry. If the number of secondary units is not known, click on **Unknown**. For this case, the output will not display the quantity of secondary units in the universe.

Output Options



OUTPUT TO

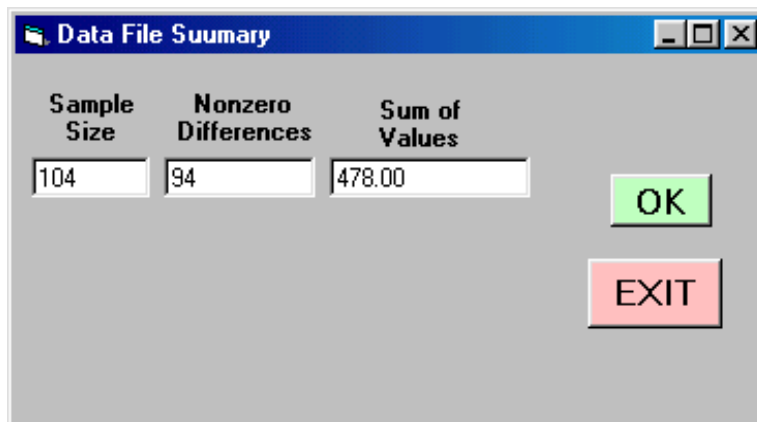
- Text File and Screen
- Printer and Screen
- Text File, Printer, and Screen
- Screen Only

The output options are a text file and screen; a printer and screen; a text file, printer, and screen; or screen only. The program always concludes with a summary on the screen.

If the user selects a text file for output, the program will prompt for a file name. The standard Windows “Save” file screen will appear. The user should type in the file name in the designated box and click on **Save**. The output file will be saved with a “.TXT” extension.

If the user selects the printer for output, the standard Windows “Print” dialog box will appear. Select the printer to use for the program output.

After selecting the output format, click on **CONTINUE**. The next thing to appear is the data file summary, shown next. At this point the user should reconcile the values to determine that the data file is complete and accurate. Click on **OK** to continue or **EXIT** to exit the program.



Sample Size	Nonzero Differences	Sum of Values
104	94	478.00

OK

EXIT

Program Output

For the examined, adjusted, and difference sections of the output, the following pieces of information will be displayed. The precision information is given at the two-sided 80%, 90%, and 95% confidence levels.

UNIT NBR	The indicator of the sampled primary unit that is being appraised.
SAMPLE SIZE	The number of items sampled in the particular primary unit.
NONZERO ITEMS	The number of nonzero items sampled in the particular primary unit.
SAMPLE MEAN	The average value for the sample items appraised. It is obtained by summing the items in the sample and dividing the result by the number of items in the sample.
VARIANCE	A measurement of the variation of the sampled items about the sample mean.
UNIVERSE SIZE	The quantity of the secondary items within each sampled primary unit from which the sample was drawn. The results of the sample will be projected to the primary unit universe using this value.
POINT ESTIMATE	The single estimate for the universe total of the primary unit based on the sample mean and universe size.
STANDARD ERROR	A measurement of the variation of the overall point estimate of the universe total with respect to all possible point estimates for this universe and these sample sizes.
CONFIDENCE LEVELS	The confidence (80%, 90%, or 95%) associated with the ability of corresponding interval to contain the true mean (or universe total).
LOWER LIMIT	The lower bound of the confidence interval derived by subtracting the precision amount from the point estimate.
UPPER LIMIT	The upper bound of the confidence interval derived by adding the precision amount to the point estimate.

**PRECISION
AMOUNT**

A measurement of the closeness of the sample estimate of the universe total and the corresponding unknown universe value. The precision amount is calculated by multiplying the standard error by the appropriate factor ("Z" value) corresponding to the desired confidence level. For the examined (reviewed) appraisal, the universe total may be known and should be reviewed by the user to see if, in fact, the actual value does fall within the confidence interval.

**PRECISION
PERCENT**

The result of dividing the precision amount by the point estimate.

Z-VALUE USED

The value referred to as the standard normal deviate. It is a measurement from the point estimate to a confidence limit measured in standard errors.

Output to a Text File or Printer

Using the specified sample results in the initial screen, the appraisal results were stored in C:\TEMP\OUT2STG.TXT, shown next. The printer output is identical.

```

DEPARTMENT OF HEALTH & HUMAN SERVICES
OIG - OFFICE OF AUDIT SERVICES
Date: 10/12/2009   TWO-STAGE UNRESTRICTED VARIABLE APPRAISAL   Time: 13:47
                    AUDIT/REVIEW: Variable 2-Stage

```

DATA FILE USED: C:\temp\DATA2STG.TXT

```

----- D I F F E R E N C E -----
UNIT   SAMPLE SIZE/
NBR    NONZERO ITEMS   SAMPLE MEAN   VARIANCE   UNIVERSE SIZE   POINT ESTIMATE
1      10/9             5.40          11.38      50               270
2      13/12            4.00          10.67      65               260
3      9/8              5.67          16.75      45               255
4      10/8             4.80          13.29      48               230
5      10/9             4.30          11.12      52               224
6      12/10            3.83          14.88      58               222
7      8/8              5.00          5.14       42               210
8      13/12            3.85          4.31       66               254
9      8/8              4.88          6.13       40               195
10     11/10            5.00          11.80      56               280

                104/94             4.80          522          2,400

```

NOT SAMPLED			
80		3,978	
OVERALL TOTALS			
90		4,500	21,602
STANDARD ERROR			867

	CONFIDENCE LIMITS	
	80% CONFIDENCE LEVEL	
LOWER LIMIT		20,491
UPPER LIMIT		22,712
PRECISION AMOUNT		1,111
PRECISION PERCENT		5.14%
Z-VALUE USED		1.281551565545
	90% CONFIDENCE LEVEL	
LOWER LIMIT		20,176
UPPER LIMIT		23,027
PRECISION AMOUNT		1,425
PRECISION PERCENT		6.60%
Z-VALUE USED		1.644853626951
	95% CONFIDENCE LEVEL	
LOWER LIMIT		19,903
UPPER LIMIT		23,300
PRECISION AMOUNT		1,699
PRECISION PERCENT		7.86%
Z-VALUE USED		1.959963984540

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

Output to Screen

The program always concludes with a summary on the screen, even if the output option selected is a text file or printer. The screen below is the summary of the difference values for the first primary unit in this illustration. If the user created a sample data file containing two values per sample item (e.g., examined and audited values), the summary for each amount (examined, audited, difference) can be obtained by clicking on **Additional Summary Info** at the bottom of this form. For this illustration, the **Additional Summary Info** button is not visible since only the difference values were used in the data file. To obtain the results for the second primary unit, click on **Next Primary Unit**. The user can click on **Next Primary Unit** and **Previous Primary Unit** to review the results for the individual primary units. To obtain the overall results, click on **OVERALL** (shown next, immediately following the summary screen for the first primary unit).

Variable - Two-Stage Appraisal
_ □ ×

Date

Department of Health and Human Services
OIG - Office of Audit Services
Two-Stage Variable Appraisal

Time

Audit:

Name of input file:

Universe Size

Mean

Sample Size

Nonzero Items

Standard Deviation

**Summary for
Difference Values
(Primary Unit 1)**

Point Estimate

Previous Primary Unit

Next Primary Unit

OVERALL

HELP

EXIT

Previous Screen

Main Menu

Variable - Two-Stage Appraisal

**Department of Health and Human Services
OIG - Office of Audit Services
Two-Stage Variable Appraisal**

Date: Time:

Audit:

Name of input file:

Universe Size: Sample Size: P.U.'s in Sample:

P.U.'s in Universe: S.U.'s in Universe:

Standard Error: Point Estimate:

**Summary for
Difference Values
(Overall)**

Confidence Intervals

	80% Confidence Level	90% Confidence Level	95% Confidence Level
Lower Limit	<input type="text" value="20,491"/>	<input type="text" value="20,176"/>	<input type="text" value="19,903"/>
Upper Limit	<input type="text" value="22,712"/>	<input type="text" value="23,027"/>	<input type="text" value="23,300"/>
Precision Amount	<input type="text" value="1,111"/>	<input type="text" value="1,425"/>	<input type="text" value="1,699"/>
Precision Percent	<input type="text" value="5.14%"/>	<input type="text" value="6.60%"/>	<input type="text" value="7.86%"/>
Z-Value Used	<input type="text" value="1.281551565545"/>	<input type="text" value="1.644853626951"/>	<input type="text" value="1.959963984540"/>

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

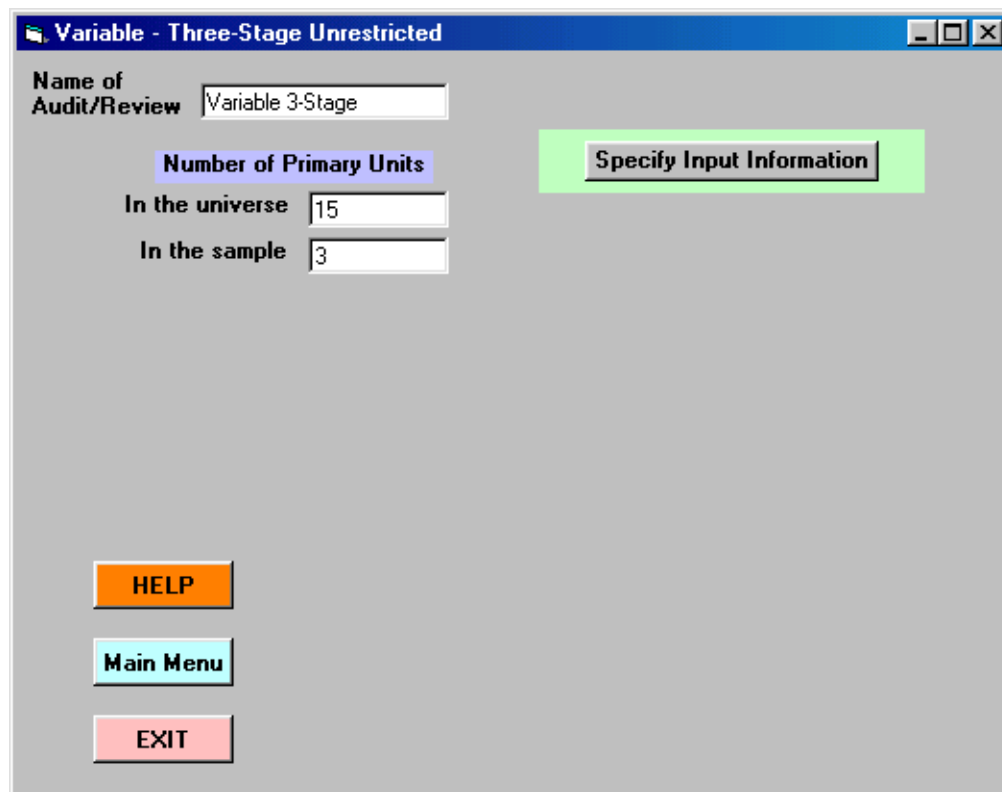
THREE-STAGE UNRESTRICTED

Purpose

This program performs a three-stage variable appraisal on a data file previously created by the user based on information gathered from a three-stage random sample. Variable sampling is used to estimate quantitative characteristics. For each sampling unit the user obtains one or more numeric pieces of information about an event or item. The user has the option of obtaining and appraising from one numeric piece of information per sample item (e.g., Examined amount) to as many as three pieces of information per sample item (i.e., Examined, Audited, and Difference amounts). If the user decides to appraise all three pieces of information, only two of the pieces of data may be entered and the third will be calculated by the program. The variable appraisal program assumes that some variation exists between values. If no variation exists, then there is no need to run the appraisal program.

Input Screen

NOTE: The **Specify Input Information** button only becomes visible when the number of primary units in the universe and the sample have been entered.



The screenshot shows a window titled "Variable - Three-Stage Unrestricted". The window contains the following elements:

- A text field labeled "Name of Audit/Review" with the value "Variable 3-Stage".
- A section titled "Number of Primary Units" with two input fields: "In the universe" containing the value "15" and "In the sample" containing the value "3".
- A green button labeled "Specify Input Information" which is highlighted, indicating it is active.
- Three buttons at the bottom: "HELP" (orange), "Main Menu" (cyan), and "EXIT" (pink).

Name of audit/review

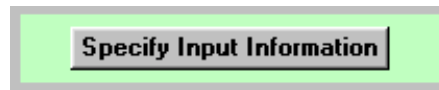
This program allows the user to enter a brief description of the audit or purpose of the evaluation. The description, which appears at the top of the output, is limited to 40 characters in length and may include commas and spaces.

Number of primary units in the universe

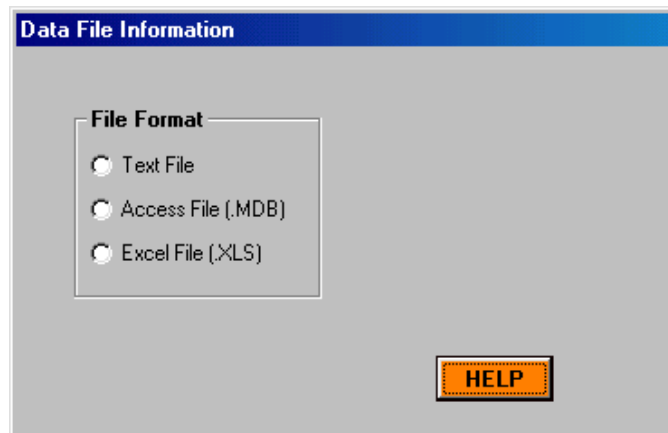
The user enters the number of primary units in the universe. This quantity may be entered with commas and the program will only accept a numeric entry.

Number of primary units in the sample

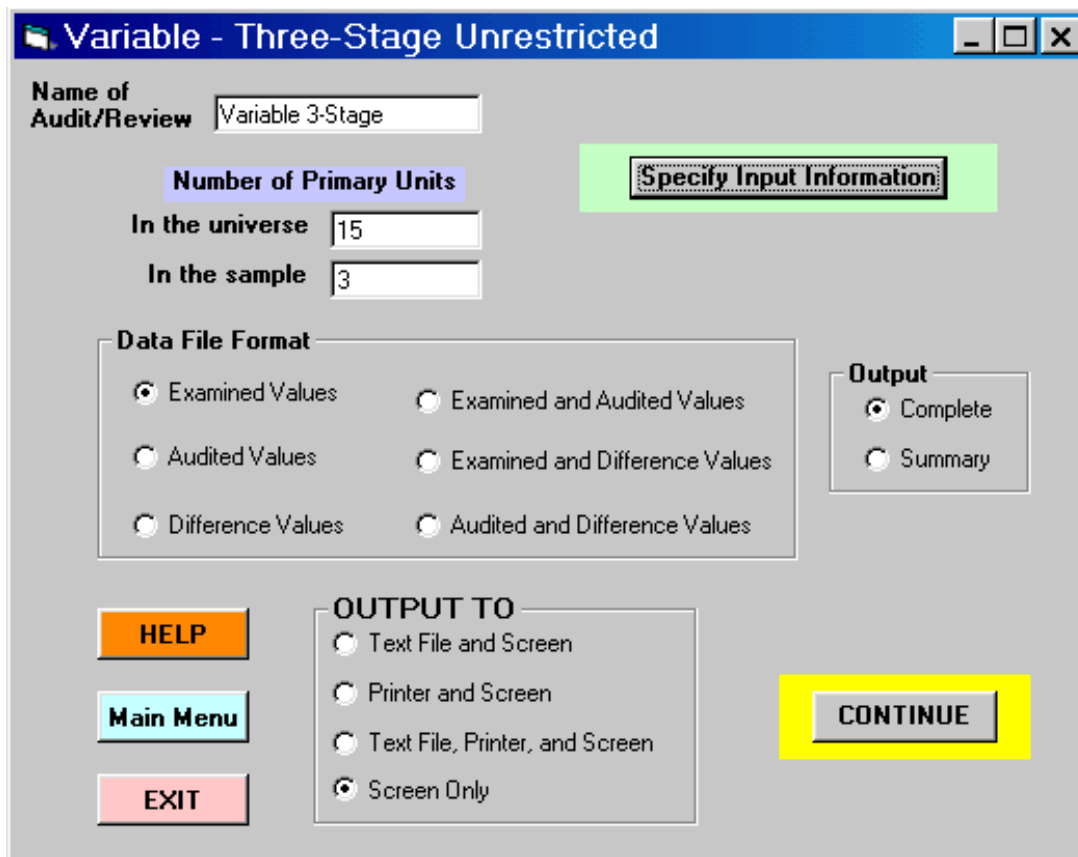
The user enters the number of primary units in the sample. This quantity may be entered with commas; the program will only accept a numeric entry.



After entering the above information, click on **Specify Input Information**. The following screen will appear. The format can consist of three text files, three tables within the same Access database, or three spreadsheets within the same Excel file. If the text file option is selected, a series of buttons will become visible (one at a time) and the user will need to click on **Open Data File** to specify the data file, click on the **Open Primary Unit File** button to specify the file containing information on the primary units, then click on the **Open Secondary Unit File** button to specify the file containing information on the secondary units. If either the Access File or Excel File option is selected, click on **Open File** to specify the Access database or Excel file.



When all files have been opened, the full input screen will appear.



Variable - Three-Stage Unrestricted

Name of Audit/Review: Variable 3-Stage

Number of Primary Units

In the universe: 15

In the sample: 3

Specify Input Information

Data File Format

Examined Values Examined and Audited Values

Audited Values Examined and Difference Values

Difference Values Audited and Difference Values

Output

Complete

Summary

HELP

Main Menu

EXIT

OUTPUT TO

Text File and Screen

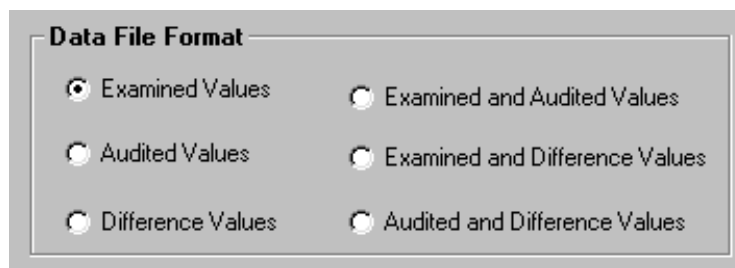
Printer and Screen

Text File, Printer, and Screen

Screen Only

CONTINUE

Format of Input File



Data File Format

Examined Values Examined and Audited Values

Audited Values Examined and Difference Values

Difference Values Audited and Difference Values

Prior to executing this program, the user must create a sample data file that contains certain identifying data and one or two pieces of information for each sample unit selected. Each data line consists of a line number for that sampling unit followed by the first piece of information (a numeric value) the user wants to appraise (i.e., Examined, Audited, or Difference value). If two or more pieces of information will be appraised and the examined amount is one of the values,

then the examined amount must be the first piece of data entered for each sampling unit. If only the audited and difference amounts are being appraised, then the audited amount must be the first piece of data entered. The second piece of information may be the numeric difference between the examined value and the amount accepted by the user or the audited amount if the examined amount was the first piece of data entered.

Format of Primary Unit Information

Regardless of the software used to create the primary unit file (a text file, Access table, or Excel spreadsheet), each line in the this file must contain at least three variables (fields). One possible format is the following:

REGION 1 10 2

Explanation:

- REGION 1** - This is a description of a primary unit that was sampled. The description may be up to 25 characters in length and may include spaces, commas, and other special characters.
- 10** - This is the universe size of secondary units within this primary unit.
- 2** - This is the number of secondary units sampled from this primary unit.

Primary Unit File Restrictions

1. The primary unit description, the universe size of secondary units, and the number of sampled secondary units must be the final three entries in each line.
2. The user can enter one or more values preceding the primary unit description. Each value must be an integer, a space, or a tab. For example, the user may elect to begin each line with a counter (1, 2, 3, . . .). A counter will be used in the illustration to follow.

Format of Secondary Unit Information

Regardless of the software used to create the secondary unit file (a text file, Access table, or Excel spreadsheet), each line in the this file must contain at least three variables (fields). One possible format is the following:

MAINE 100 10

Explanation:

- MAINE** - This is a description of a secondary unit that was sampled. The description may be up to 25 characters in length and may include spaces, commas, and other special characters.
- 100** - This is the universe size of third-stage items within this secondary unit.
- 10** - This is the sample size of third-stage items within this secondary unit.

Secondary Unit File Restrictions

1. The secondary unit description, the universe size of third-stage items, and the number of sampled third-stage items must be the final three entries in each line.
2. The user can enter one or more values preceding the secondary unit description. Each value must be an integer, a space, or a tab. For example, the user may elect to begin each line with a counter (1, 2, 3, . . .), a value identifying the primary unit number in the second column, and a value identifying the secondary unit number within each primary unit in the third column. A counter and primary/secondary unit identifiers will be used in the illustration to follow.

Format of Sample Data Information

Regardless of the software used to create the primary unit file (a text file, Access table, or Excel spreadsheet), each line in the this file must contain at least one variable (field) if each line in the sample data file contains a single piece of information or at least two variables (fields) if each line in the sample data file contains two pieces of information. One possible format is the following:

120.34 85.50

Explanation:

- 120.34** - This is the quantity being reviewed by the user. The number, for example, could be the value of a voucher or the quantity of items on an inventory card. If the quantity is negative, then a minus sign must precede the number. The user must insert at least one space between numeric values.

- 85.50 -** If two pieces of information are being gathered for each sampling unit, then this number is the audited or difference amount determined by the user. For example, if the user had determined that of \$120.34 claimed by a vendor only \$34.84 was actually owed, then the difference amount entered would be \$85.50. The user must insert at least one space between the numeric values.

The user must enter the data for each sampling unit on a separate line. For ease of editing, enough spaces or tabs should be placed between values so that the sample values align vertically. The data values may contain commas and dollar signs (\$). The program assumes one or more spaces or tabs as the only delimiters between pieces of data.

Sample Data File Restrictions

1. If each line contains a single piece of information (e.g., a difference value), this value must be the final entry. If each line contains two pieces of information (e.g., an examined amount and an audited amount), these values must be the final two entries.
2. The user can enter one or more values preceding the sample data value(s). Each value must be an integer, a space, or a tab. For example, the user may elect to begin each line with a counter (1, 2, 3, . . .), a value identifying the primary unit number in the second column, a value identifying the secondary unit number within each primary unit in the third column, and a value identifying the third-stage unit number within each sampled primary/secondary unit in the fourth column. A counter and primary/secondary/third-stage unit identifiers will be used in the illustration to follow.

Input From Text Files

The three data files containing the above information may be stored in a text file format. There are several ways the user may create this file. The easiest approach would be with a word processing package (e.g., Word) or a print file created with a spreadsheet package (e.g., Excel).

Sample Data File

The sample data file in this illustration (C:\TEMP\DATA3STG.TXT) consists of the examined amounts for three primary units (REGION 1, REGION 2, AND REGION 3) with 2, 1, and 2 secondary units, respectively, selected from the three sampled primary units. Ten third-stage units are sampled from each selected secondary unit.

The sample data file used here (C:\TEMP\DATA3STG.TXT) is shown next. Notice that this file contains a counter (1, 2, 3, . . .) in the first column, a value identifying the primary unit number in the second column, a value identifying the secondary unit number within each primary unit in the third column, and a value identifying the third-stage unit number within each sampled

primary/secondary unit in the fourth column. These columns are not required but are recommended for ease of navigating through this file.

1	1	1	1	103
2	1	1	2	97
3	1	1	3	94
4	1	1	4	100
5	1	1	5	93
6	1	1	6	102
7	1	1	7	104
8	1	1	8	104
9	1	1	9	103
10	1	1	10	100
11	1	2	1	152
12	1	2	2	152
13	1	2	3	147
14	1	2	4	161
15	1	2	5	144
16	1	2	6	153
17	1	2	7	154
18	1	2	8	151
19	1	2	9	148
20	1	2	10	158
21	2	1	1	167
22	2	1	2	178
23	2	1	3	182
24	2	1	4	177
25	2	1	5	183
26	2	1	6	181
27	2	1	7	180
28	2	1	8	180
29	2	1	9	181
30	2	1	10	191
31	3	1	1	214
32	3	1	2	206
33	3	1	3	228
34	3	1	4	201
35	3	1	5	206
36	3	1	6	211
37	3	1	7	194
38	3	1	8	206
39	3	1	9	224
40	3	1	10	210
41	3	2	1	240
42	3	2	2	249
43	3	2	3	246
44	3	2	4	254

45	3	2	5	247
46	3	2	6	253
47	3	2	7	253
48	3	2	8	245
49	3	2	9	248
50	3	2	10	255

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

Primary Unit File

The primary unit file used here (C:\TEMP\PRIMARY3STG.TXT) is shown below. Notice that this file contains a counter (1, 2, 3, . . .) in the first column. This column is not required.

```
1 Region 1 10 2
2 Region 2  8 1
3 Region 3 15 2
```

Secondary Unit File

The secondary unit file used here (C:\TEMP\SECONDARY3STG.TXT) is shown next. Notice that this file contains a counter (1, 2, 3, . . .) in the first column, a value identifying the primary unit number in the second column, and a value identifying the secondary unit number within each primary unit in the third column. These columns are not required but are recommended for ease of navigating through this file.

```
1 1 1 Maine      100  10
2 1 2 Vermont   125  10
3 2 1 New York   80   10
4 3 1 Texas     140  10
5 3 2 Arkansas   85   10
```

After opening the three text files, the program will return to the input screen. Click on **CONTINUE** to resume processing. The user will need to specify the column(s) containing the input data and the total number of columns in the sample data file using the screen below.

Data File for Three-Stage Variable Appraisal

What column contains the examined values?
Enter a numeric value; e.g., 2 if the examined values are in the 2nd column of your text file.

How many columns are in this data file?
Be sure to include all columns.
Maximum number of columns = 10

EXIT
OK

After entering the column information, click on **OK**. The program will resume processing.

Input From an Access Database

The necessary information may be stored in three tables within the same Access database. Select the name of the database containing the input table in the preceding **Open Data File** step. This database must have the standard Access extension (.mdb or .accdb). The name of the database for this illustration is C:\TEMP\VARIABLE.accdb. The user may double-click on the VARIABLE database name or single-click on it and the **Open** button.

Primary Unit Table

The primary unit table used here (Primary3Stg) is shown below. Notice that this file contains a counter (1, 2, 3, . . .) in the first field. This field is not required.

Primary3Stg : Table				
	Primary Unit Sample ID	Primary Unit Description	Secondary Universe	Secondary Sample
▶	1	Region 1	10	2
	2	Region 2	8	1
	3	Region 3	15	2
*				

Secondary Unit Table

The secondary unit table used here (Secondary3Stg) is shown below. Notice that this file contains a counter (1, 2, 3, . . .) in the first field, a value identifying the primary unit number in the second field, and a value identifying the secondary unit number within each primary unit in the third field. These fields are not required but are recommended for ease of navigating through this file.

Secondary3Stg : Table						
	Unique Identifier	PSU Sample ID	SSU Sample ID	SSU Description	3rd Stage Universe	3rd Stage Sample
▶	1	1	1	Maine	100	10
	2	1	2	Vermont	125	10
	3	2	1	New York	80	10
	4	3	1	Texas	140	10
	5	3	2	Arkansas	85	10
*						

Sample Unit Table

The first 10 rows of the data table used here (Data3Stg) is shown below. Notice that this file contains a counter (1, 2, 3, . . .) in the first field, a value identifying the primary unit number in the second field, a value identifying the secondary unit number within each primary unit in the third field, and a value identifying the third-stage unit number within each sampled primary/secondary unit in the fourth field. These fields are not required but are recommended for ease of navigating through this file.

	Unique ID	PSU ID	SSU ID	3rd Stage Sample ID	Examined Amount
▶	1	1	1	1	103
	2	1	1	2	97
	3	1	1	3	94
	4	1	1	4	100
	5	1	1	5	93
	6	1	1	6	102
	7	1	1	7	104
	8	1	1	8	104
	9	1	1	9	103
	10	1	1	10	100

After opening the database, the user will be asked to select the name of the table containing the primary unit information, the table containing the secondary unit information, and the table containing the sample data using the following form. For the primary unit table, click on the down arrow under **Select the table**. After selecting a table from the drop-down list (Primary3Stg for this illustration), click on **Click here to see field names**. This list will contain the field names for this table. To select the field names, click on the field name for the field containing the primary unit identification ("Primary Unit Description" in this illustration) and click on the box labeled "Primary Unit ID." The field name will appear in this box. Repeat this procedure for the two fields containing the universe and sample sizes.

For the secondary unit table, click on the down arrow under **Select the table**. After selecting a table from the drop-down list (Secondary3Stg for this illustration), click on **Click here to see field names**. This list will contain the field names for this table. To select the field names, click on the field name for the field containing the secondary unit identification ("SSU Description" in this illustration) and click on the box labeled "Secondary Unit ID." The field name will appear in this box. Repeat this procedure for the two fields containing the universe and sample sizes for each secondary unit.

To select the field name(s) for the sample data file, first select the table (Data3Stg in this illustration), click on **Click here to see field names**, click on the field name for the field containing the first piece of information in the input file ("Examined" in this illustration), and then click on the box labeled "Examined." The field name will then appear in this box. Repeat this procedure for any remaining field names in this table (there are none for this illustration). When all the field names have been specified, click on **OK**. The program will then return to the input screen. **NOTE:** When the user returns to the input screen, the data file format (Examined Values for this illustration) will be selected, based on responses within the following Select Access Table and Field Names form. When using an Access input file, the user cannot change this data file format option after returning to the input screen.

Access Table and Field Names - Three-Stage Variable Appraisal

Database Name

<div style="background-color: #90ee90; padding: 5px; font-weight: bold;">Table for the primary units</div> <p>Select the table <input type="text" value="Primary3Stg"/></p>	<div style="background-color: #ffff00; padding: 5px; font-weight: bold;">Click here to see field names.</div> <input type="text" value="Primary Unit Descri"/> <input type="text" value="Secondary Universe"/> <input type="text" value="Secondary Sample"/>	<div style="background-color: #000080; color: white; padding: 5px; font-weight: bold;">FIELD NAMES</div> <p>Primary Unit ID <input type="text" value="Primary Unit Descri"/></p> <p>Number of secondary units (universe) <input type="text" value="Secondary Univers"/></p> <p>Number of secondary units (sample) <input type="text" value="Secondary Sample"/></p>
--	--	---

Select the field containing the primary unit IDs and click on the top box. Repeat for the remaining two fields.

<div style="background-color: #90ee90; padding: 5px; font-weight: bold;">Table for the secondary units</div> <p>Select the table <input type="text" value="Secondary3Stg"/></p>	<div style="background-color: #ffff00; padding: 5px; font-weight: bold;">Click here to see field names.</div> <input type="text" value="SSU Description"/> <input type="text" value="3rd Stage Universe"/> <input type="text" value="3rd Stage Sample"/>	<div style="background-color: #000080; color: white; padding: 5px; font-weight: bold;">FIELD NAMES</div> <p>Secondary Unit ID <input type="text" value="SSU Description"/></p> <p>Number of third-stage units (universe) <input type="text" value="3rd Stage Universe"/></p> <p>Number of third-stage units (sample) <input type="text" value="3rd Stage Sample"/></p>
--	--	--

Select the field containing the secondary unit IDs and click on the top box. Repeat for the remaining two fields.

<div style="background-color: #90ee90; padding: 5px; font-weight: bold;">Table for the sample data</div> <p>Select the table <input type="text" value="Data3Stg"/></p>	<div style="background-color: #ffff00; padding: 5px; font-weight: bold;">Click here to see field names.</div> <input type="text" value="SSU ID"/> <input type="text" value="3rd Stage Sample ID"/> <input type="text" value="Examined Amount"/>	<div style="background-color: #000080; color: white; padding: 5px; font-weight: bold;">FIELD NAMES</div> <p>Examined Values <input type="text" value="Examined Amount"/></p> <p>Audited Values <input type="text"/></p> <p>Difference Values <input type="text"/></p>
---	---	---

Select a field from the list and click on one of the right-hand boxes. Repeat this for any remaining fields in the data set. Then click on OK.

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

Input From Excel Spreadsheets

With this option, the primary unit information, the secondary unit information, and the sample data must be stored in three Excel spreadsheets within the same Excel file. Select the name of the file containing the spreadsheets in the preceding **Open Data File** step. This file must have

the standard Excel extension (.xls or .xlsx). For this illustration, Excel file DATA3STG.xlsx will be used.

Primary Unit Spreadsheet

The contents of the spreadsheet containing the primary unit information (Primary_Info in this illustration) is shown below. Notice that this file contains a counter (1, 2, 3, . . .) in the first column. This column is not required.

	A	B	C	D
1	Primary Unit Sample ID	Primary Unit Description	Secondary Universe	Secondary Sample Size
2	1	Region 1	10	2
3	2	Region 2	8	1
4	3	Region 3	15	2

Secondary Units Spreadsheet

The contents of the spreadsheet containing the secondary unit information (Secondary_Info in this illustration) are shown next. Notice that this file contains a counter (1, 2, 3, . . .) in the first column, a value identifying the primary unit number in the second column, and a value identifying the secondary unit number within each primary unit in the third column. These columns are not required but are recommended for ease of navigating through this file.

	A	B	C	D	E	F
1	Unique Identifier	Primary Unit Sample ID	Secondary Unit Sample ID	Secondary Unit Description	3rd Stage Universe	3rd Stage Sample
2	1	1	1	Maine	100	10
3	2	1	2	Vermont	125	10
4	3	2	1	New York	80	10
5	4	3	1	Texas	140	10
6	5	3	2	Arkansas	85	10

Sample Data Spreadsheet

The first 10 observations in the sample data table (Sample_Results) are shown next. Notice that this file contains a counter (1, 2, 3, . . .) in the first column, a value identifying the primary unit number in the second column, a value identifying the secondary unit number within each primary unit in the third column, and a value identifying the third-stage unit number within each sampled primary/secondary unit in the fourth column. These columns are not required but are recommended for ease of navigating through this file.

	A	B	C	D	E
1	Unique ID	Primary Unit Sample ID	Secondary Unit Sample	Third Stage Sample ID	Examined Amount
2	1	1	1	1	103
3	2	1	1	2	97
4	3	1	1	3	94
5	4	1	1	4	100
6	5	1	1	5	93
7	6	1	1	6	102
8	7	1	1	7	104
9	8	1	1	8	104
10	9	1	1	9	103
11	10	1	1	10	100

After opening the data file, the user is returned to the input screen. Click on **CONTINUE** to resume processing. When using the Excel option, the following screen will be displayed. For this illustration, the various boxes should be filled in as shown. After entering the cell locations, click on **OK**. The program will resume processing.

Excel Information - Three-Stage Variable Appraisal

File Name

Spreadsheet for the primary units

Select the spreadsheet

Enter the cell location for the first primary unit ID; e.g., A1

Enter the cell location for the number of secondary units in the universe for the first primary unit; e.g., B1

Enter the cell location for the number of secondary units in the sample for the first primary unit; e.g., C1

Spreadsheet for the secondary units

Select the spreadsheet

Enter the cell location for the first secondary unit ID; e.g., A1

Enter the cell location for the number of third-stage units in the universe for the first secondary unit; e.g., B1

Enter the cell location for the number of third-stage units in the sample for the first secondary unit; e.g., C1

Spreadsheet for the sample data

Select the spreadsheet

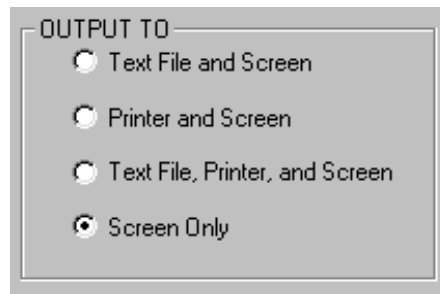
Enter the cell location for the first examined value; e.g., A1

Complete or Summary Output



The user may want to reduce printed output by having only the summary of the appraisal created. The default is for the complete appraisal output.

Output Options



The output options are: (1) a text file and screen, (2) a printer and screen, (3) a text file, printer and screen, or (4) screen only. The program always concludes with a summary on the screen.

If the user selects a text file for output, the program will prompt for a file name. The standard Windows "Save" file screen will appear. The user should type in the file name in the designated box and click on **Save**. The output file will be saved with a ".TXT" extension.

If the user selects the printer for output, the standard Windows "Print" dialog box will appear. Select the printer to use for the program output.

After selecting the output format, click on **CONTINUE**.

Program Output

If the complete option was selected by the user, the following information will be displayed for the examined, adjusted, and difference sections of the output. The precision information is given at the two-sided 80%, 90%, and 95% confidence levels.

FIRST STAGE / SECOND STAGE	The description of the first- or second-stage unit as shown in the sample data file.
SAMPLE SIZE	The number of items sampled in the particular second stage.
NONZEROES	The quantity of sample items in the particular second stage that had values other than zero.
SAMPLE MEAN	The average value for the sample items appraised. It is obtained by summing the items in the sample and dividing the result by the number of items in the sample.
VARIANCE	A measurement of the variation of the sampled items about the sample mean.
UNIVERSE	The quantity of the third-stage items within each sampled second-stage unit from which the sample was drawn.
POINT ESTIMATE	The single estimate for the universe total of the second stage unit based on the sample mean and universe.

If the user selects the summary option the results will be displayed only at the first-stage level. The universe of third-stage items and the variance at each second stage are not included in the summary output.

The following information will be displayed in both the complete and summary output:

UNIVERSE	For each stage, the number of items in the respective universes. For the second and third-stages, the universes represent the total for the prior-stage sample. For example, if 10 primary units are sampled from a universe of 100 units, then the secondary universe is the total of secondary items in the 10 primary units reviewed and not the total of secondary units in the 100 primary units.
SAMPLED	The number of units sampled at each stage.
OVERALL POINT ESTIMATE	The estimate of the universe total.

OVERALL STANDARD ERROR	A measurement of the variation of the overall point estimate of the universe total with respect to all possible point estimates for this universe and these sample sizes.
CONFIDENCE LEVELS	The confidence associated with the ability of corresponding interval to contain the true mean (or universe total).
LOWER LIMIT	The lower bound of the confidence interval derived by subtracting the precision amount from the point estimate.
UPPER LIMIT	The upper bound of the confidence interval derived by adding the precision amount to the point estimate.
PRECISION AMOUNT	A measurement of the closeness of the sample estimate of the universe total and the corresponding unknown universe value. The precision amount is calculated by multiplying the standard error by the appropriate factor ("Z" value) corresponding to the desired confidence level. For the examined (reviewed) appraisal, the universe total may be known and should be reviewed by the user to see if, in fact, the actual value does fall within the confidence interval.
PRECISION PERCENT	The result of dividing the precision amount by the point estimate.
Z-VALUE USED	The standard normal percentile value used to construct the confidence interval.

Output to a Text File or Printer

Using the specified sample results in the initial screen, the appraisal results were stored in C:\TEMP\OUT3STG.TXT, shown immediately following. The printer output is identical.

DEPARTMENT OF HEALTH & HUMAN SERVICES
 OIG - OFFICE OF AUDIT SERVICES

Date: 10/12/2009 THREE-STAGE UNRESTRICTED VARIABLE APPRAISAL
 AUDIT/REVIEW: Variable 3-Stage

Time: 17:03

DATA FILE USED: C:\temp\Data3stg.TXT

----- E X A M I N E D -----							
FIRST STAGE	SAMPLE SIZE	NON-ZEROES	SAMPLE MEAN	VARIANCE	UNIVERSE	POINT ESTIMATE	
SECOND STAGE							
REGION 1							
MAINE	10	10	100.00	16.44	100	10,000	
VERMONT	10	10	152.00	25.33	125	19,000	
COMBINED	20		14,500		10	145,000	
REGION 2							
NEW YORK	10	10	180.00	35.33	80	14,400	
COMBINED	10		14,400		8	115,200	
REGION 3							
TEXAS	10	10	210.00	102.44	140	29,400	
ARKANSAS	10	10	249.00	22.67	85	21,165	
COMBINED	20		25,283		15	379,238	

STAGES	UNIVERSE	SAMPLED
FIRST	15	3
SECOND	33	5
THIRD	530	50

OVERALL POINT ESTIMATE 3,197,188
 OVERALL STANDARD ERROR 1,131,084

CONFIDENCE LIMITS

80% CONFIDENCE LEVEL
 LOWER LIMIT 1,747,646
 UPPER LIMIT 4,646,729
 PRECISION AMOUNT 1,449,542
 PRECISION PERCENT 45.34%
 Z-VALUE USED 1.281551565545

90% CONFIDENCE LEVEL
 LOWER LIMIT 1,336,721
 UPPER LIMIT 5,057,654
 PRECISION AMOUNT 1,860,467
 PRECISION PERCENT 58.19%
 Z-VALUE USED 1.644853626951

	95% CONFIDENCE LEVEL
LOWER LIMIT	980,304
UPPER LIMIT	5,414,071
PRECISION AMOUNT	2,216,883
PRECISION PERCENT	69.34%
Z-VALUE USED	1.959963984540

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

Output to Screen

The program always concludes with a summary on the screen, even if the output option selected is a text file or printer. The screen below is the summary of the examined values for the first primary unit and the first secondary unit (REGION 1, MAINE) in this illustration. If the user created a sample data file containing two values per sample item (e.g., examined and audited values), the summary for each amount (examined, audited, difference) can be obtained by clicking on **Additional Summary Info** at the bottom of this form. For this illustration, the **Additional Summary Info** button is not visible since only the difference values were used in the sample data file.

By clicking on **NEXT STAGE**, the user can see the number of primary units (Stage-1) in the universe and in the sample, secondary units (Stage-2) in the universe and in the sample, and third-stage units (Stage-3) in the universe and in the sample. Using the screen below, for this illustration, there are 15 primary units in the universe and 3 in the sample. Based on the preceding output to text file and printer, for Stage-2 the values would be 33 (universe) and 5 (sample). For Stage-3, the values would be 530 (universe) and 50 (sample).

To view summary information for the next sampled secondary unit within the selected primary unit, click on **Next** in the **Secondary Unit** box. By clicking on **Next** and **Previous**, the user can navigate through the secondary units for the selected primary unit. By clicking on **Combined**, the screen will contain the summary for the selected primary unit. Similarly, by clicking on **Next** and **Previous** in the **Primary Unit** box, the user can navigate through the sampled primary units. For each selected primary unit, the user can then switch to the **Secondary Unit** box and examine the results for each secondary unit within this primary unit. Finally, by clicking on **Overall** in the **Primary Unit** box, the summary appraisal results for the entire analysis are shown. This output screen is shown next.

Variable - Three-Stage Appraisal

Date

Department of Health and Human Services
OIG - Office of Audit Services
Three-Stage Variable Appraisal

Time

Name of data file:

Audit:

Summary for Examined Values (Overall)

Standard Error

Point Estimate

Stage - 1 Universe Size

Sample Size

Confidence Intervals

	80% Confidence Level	90% Confidence Level	95% Confidence Level
Lower Limit	<input type="text" value="1,747,646"/>	<input type="text" value="1,336,721"/>	<input type="text" value="980,304"/>
Upper Limit	<input type="text" value="4,646,729"/>	<input type="text" value="5,057,654"/>	<input type="text" value="5,414,071"/>
Precision Amount	<input type="text" value="1,449,542"/>	<input type="text" value="1,860,467"/>	<input type="text" value="2,216,883"/>
Precision Percent	<input type="text" value="45.34%"/>	<input type="text" value="58.19%"/>	<input type="text" value="69.34%"/>
Z-Value Used	<input type="text" value="1.281551565545"/>	<input type="text" value="1.644853626951"/>	<input type="text" value="1.959963984540"/>

Primary Unit

Secondary Unit

HELP

EXIT

Previous Screen

Main Menu

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

RHC TWO STAGE

Purpose

This program performs a two-stage variable appraisal using the Rao-Hartley-Cochran (RHC) methodology. This multistage procedure determines a confidence interval that uses approximate probability proportional to size (pps) sampling whereby the relative sizes of the sampling units are considered when selecting primary units to include in the sample. This is a variable sampling procedure allowing the user to obtain one or more quantitative pieces of information about an event or item. The user has the option of obtaining and appraising from one numeric piece of information per sample item (e.g., Examined amount) to as many as three pieces of information per sample item (i.e., Examined, Audited, and Difference amounts).

Input Screen

The screenshot shows a software window titled "Variable - RHC Two-Stage". Inside the window, there are two text input fields: "Name of Audit/Review" containing "RHC 2-Stage" and "Number of Primary Units in the Sample" containing "10". To the right of these fields is a green button labeled "Specify Input Information". Below these is a section titled "Data File Format" containing six radio button options: "Examined Values", "Audited Values", "Difference Values" (which is selected), "Examined and Audited Values", "Examined and Difference Values", and "Audited and Difference Values". At the bottom left of the window are three buttons: "HELP" (orange), "Main Menu" (cyan), and "EXIT" (pink).

NOTE: The **Specify Input Information** button only becomes visible when the number of primary units in the sample has been entered.

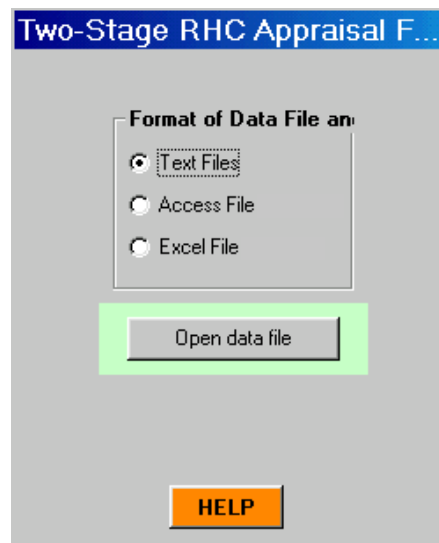
Name of audit/review

This program allows the user to enter a brief description of the audit or purpose of the evaluation. The description, which appears at the top of the output, is limited to 40 characters in length and may include commas and spaces.

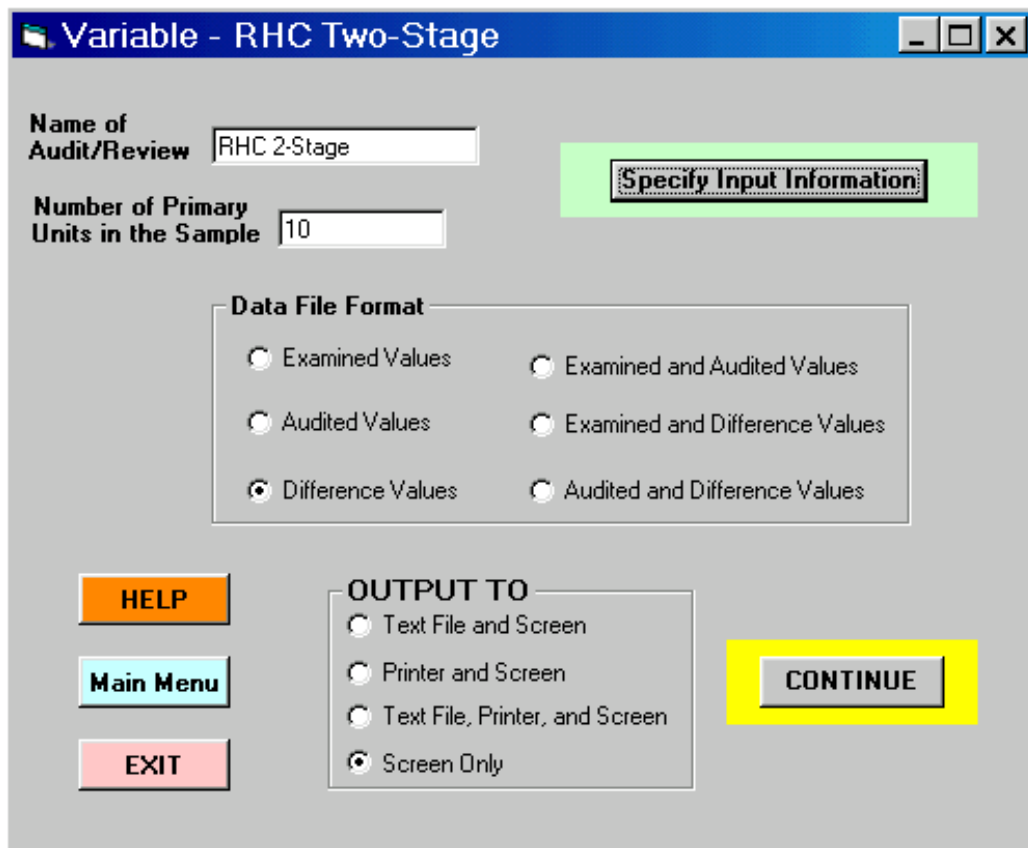


To enter input information, click on **Specify Input Information**. The form at the bottom of the page will appear. The sample data and primary unit (P.U.) file format can consist of two text files, two tables within the same Access database, or two spreadsheets within the same Excel file. After selecting the desired format for the sample data file, click on **Open data file**. **Note:** If the **Access File** option is selected, this button will change to **Open Access database** and if the **Excel file** option is selected, this button will change to **Open Excel file**. Using the standard Windows "Open" file screen, locate the sample data file and double-click on it.

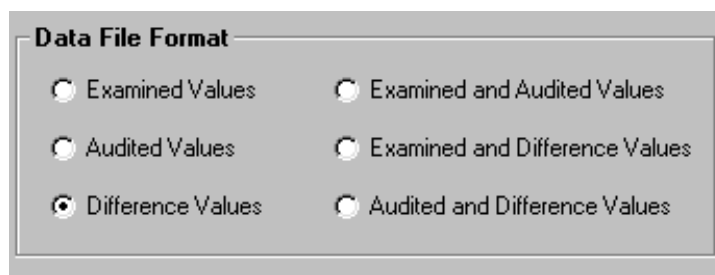
If the **Text files** option is being used, an **Open Primary Unit File** button will appear in the form below after the sample data file has been opened. The primary unit file is a slightly modified version of the file created by the RHC Sample Selection program. Click on the **Open Primary Unit File** button and, using the standard Windows "Open" file screen, locate the primary unit file and double click on it.



When all files have been opened, the full input screen will appear.



Format of Input File



Prior to executing this program, the user must create a sample data file that contains certain identifying data and one or two pieces of information for each sample unit selected. Each data line consists of a line number for that sampling unit followed by the first piece of information (a numeric value) the user wants to appraise (i.e., Examined, Audited, or Difference value). If two or more pieces of information will be appraised and the examined amount is one of the values, then the examined amount must be the first piece of data entered for each sampling unit. If only

the audited and difference amounts are being appraised, then the audited amount must be the first piece of data entered. The second piece of information may be the numeric difference between the examined value and the amount accepted by the user or the audited amount if the examined amount was the first piece of data entered.

Regardless of the software used to create the sample data file, the format should be as follows:

7483 289.99 43.00

Explanation:

- 7483** - This is a number assigned by the user. The user should use the sample item number as the number in this position. For ease of reference in this example, the number will be referred to as the line number.
- 289.99** - This is a number being reviewed by the user. The number, for example, could be a dollar amount claimed or the number of items on an inventory card. If the number is negative, then a minus sign must precede the number.
- 43.00** - If two pieces of information are gathered for each sampling unit, then this number is the audited or difference amount determined by the user. For example, if the user had determined that of \$289.99 claimed by a vendor, only \$246.99 was actually owed, then the difference amount entered would be \$43.00.

The user must enter the data for each sampling unit on a separate line. For ease of editing, enough spaces or tabs should be placed between values so that the sample values align vertically. The data values may contain commas and dollar signs (\$). The program assumes one or more spaces or tabs as the only delimiters between pieces of data.

Format of Primary Unit Information

When the RHC Sample Selection program is used, a file is created containing information on the clustering of the primary units in the universe as well as the primary units selected. It may be a text file, a table within an Access database, or an Excel spreadsheet. This is an easy file to create since the user only needs to insert the sample sizes (the third column, denoted as "15" in the line below) into the file created by the RHC Sample Selection program.

Regardless of the software used to create the primary unit file, the format should be as follows:

PRIMARY #1 200 15 1,100 12,500 8

Explanation:

- PRIMARY #1** - This is a description of the primary unit. A maximum of 30 characters, including spaces, will be accepted.
- 200** - This is the number of secondary units in the universe for this particular primary unit. The user may include commas in the value.
- 15** - This is the number of secondary units in the sample for this particular primary unit. The user may include commas in the value.
- 1,100** - This is the size factor assigned by the user to the primary unit (e.g., square footage, number of transactions, etc.). Commas and decimal points may be included in the values.
- 12,500** - This is the total size factor for the group in which the primary unit was randomly placed. Commas and decimal points may be included in the values.
- 8** - This is the quantity of primary units that were randomly placed into this group. Commas may be included in the value.

The user must enter the data for each sampling unit on a separate line. For ease of editing, enough spaces or tabs should be placed between values so that the sample values align vertically. The program assumes one or more spaces or tabs as the only delimiters between pieces of data.

Input From Text Files

The sample data and primary unit information may be stored in a text file format. There are several ways the users may create this file. The easiest approach would be with a word processing package (e.g., Word) or a print file created with a spreadsheet package (e.g., Excel).

Sample Data File

As an illustration, 10 universities (primary units) were selected using the RHC Sample Selection program. The file below (C:\TEMP\DATARHC2.TXT) was obtained by sampling the 10 selected universities.

1	9	← P.U. 1 starts here	40	9	
2	2		41	11	
3	9		42	2	
4	6		43	8	
5	0		44	2	
6	5		45	1	
7	7		46	7	
8	2		47	3	
9	7		48	4	
10	6	← P.U. 2 starts here	49	0	
11	0		50	6	
12	6		51	1	← P.U. 5 starts here
13	0		52	5	
14	3		53	4	
15	4		54	0	
16	1		55	6	
17	13		56	5	
18	8		57	2	
19	0		58	7	
20	6		59	2	← P.U. 6 starts here
21	11		60	6	
22	8		61	8	
23	8		62	9	
24	0		63	7	
25	0	← P.U. 3 starts here	64	4	
26	6		65	1	
27	0		66	10	
28	7		67	11	
29	2		68	0	
30	0		69	1	
31	9		70	6	
32	9		71	1	
33	5		72	2	← P.U. 7 starts here
34	0		73	1	
35	5		74	6	
36	8		75	1	
37	10		76	5	
38	5	← P.U. 4 starts here	77	10	
39	8		78	11	

79	9		104	0
80	13		105	8
81	2		106	4
82	2		107	0
83	7		108	10
84	9		109	3
85	0		110	2
86	6	◀ P.U. 8 starts here	111	5
87	5		112	10
88	10		113	0
89	6		114	0
90	10		115	0
91	2		116	0
94	12		117	0
92	2		118	8
93	0		119	9
95	5		120	0
96	0		121	2
97	8		122	8
98	2		123	4
99	7		124	6
100	7	◀ P.U. 9 starts here	125	2
101	10		126	1
102	2		127	8
103	6		128	11

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

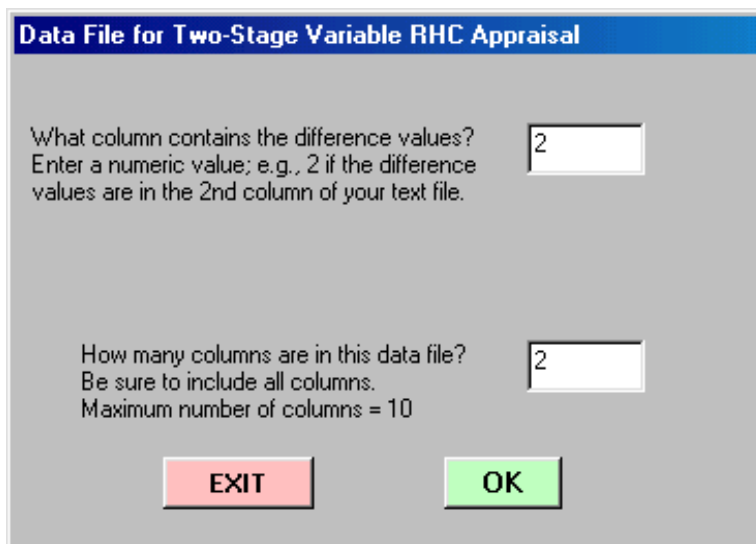
Primary Units File

For this illustration, there are 10 primary units (universities). The modified file (PRIMRHC2.TXT) created by the RHC Sample Selection program (the primary unit file) is shown below. The sample sizes (highlighted) were added to the file created by the RHC Sample Selection program.

UNIV21	44	9	9	86	9
UNIV62	77	15	18	105	9
UNIV61	66	13	13	81	9
UNIV82	66	13	14	94	9
UNIV52	38	8	9	81	9
UNIV11	64	13	13	104	9

UNIV66	68	14	14	96	9
UNIV55	71	14	15	107	9
UNIV90	72	14	16	95	9
UNIV86	75	15	17	101	9

After opening the two text files, the program will return to the input screen. Click on **CONTINUE** to resume processing. The user will need to specify the column(s) containing the input data and the total number of columns in the sample data file using the following screen:



Data File for Two-Stage Variable RHC Appraisal

What column contains the difference values?
Enter a numeric value; e.g., 2 if the difference values are in the 2nd column of your text file.

How many columns are in this data file?
Be sure to include all columns.
Maximum number of columns = 10

EXIT OK

After entering the column information, click on **OK**. The program will resume processing.

Input From an Access Database

The sample data and primary unit information must be stored in two tables within the same Access database. Select the name of the database containing the input tables in the preceding **Open Data File** step. This database must have the standard Access extension (.mdb or .acdb). The name of the database for this illustration is C:\TEMP\VARIABLE.acdb. The user may double-click on the VARIABLE database name or single-click on it and the **Open** button.

Sample Data Table

For this illustration, the data will be stored in table DATARHC2 within Access database C:\TEMP\VARIABLE.acdb. The first 15 rows of Access table DATARHC2 are shown next.

DATARHC2 : Table		
	Counter	Difference
▶	1	9
	2	2
	3	9
	4	6
	5	0
	6	5
	7	7
	8	2
	9	7
	11	6
	12	0
	13	6
	14	0
	15	3

Primary Units Table

For this illustration, there are 10 primary units (universities). The modified table (PRIMRHC2) created by the RHC Sample Selection program (the primary unit file) is shown below. The sample sizes in the Secondary-Sample field were added to the file created by the RHC Sample Selection program.

PRIMRHC2 : Table						
	Primary-Unit-ID	Secondary-Universe	Secondary-Sample	Primary-Unit-Size	Group-Size	Units-In-Group
▶	UNIV21	44	9	9	86	9
	UNIV62	77	15	18	105	9
	UNIV61	66	13	13	81	9
	UNIV82	66	13	14	94	9
	UNIV52	38	8	9	81	9
	UNIV11	64	13	13	104	9
	UNIV66	68	14	14	96	9
	UNIV55	71	14	15	107	9
	UNIV90	72	14	16	95	9
	UNIV86	75	15	17	101	9
*						

Immediately after specifying the Access database, the user will be asked to select the name of the tables within the selected database using the form shown next. To specify the fields for the primary unit table, click on the down arrow under **Select the table**. After selecting a table from the drop-down list (PRIMRHC2 for this illustration), click on **Click here to see field names**. To select the field names, click on the field name for the field containing the primary unit

identification (“Primary-Unit-ID” in this illustration) and click on the box labeled “Primary unit ID.” The field name will appear in this box. Repeat this procedure for the remaining five fields in this table.

To select the field name(s) for the sample data table, first select the table (DATARHC2 in this illustration) and click on the field name for the field containing the first piece of information in the input file (“Difference” in this illustration) and then click on the box labeled “Difference Values.” The field name will then appear in this box. Repeat this procedure for any remaining field names in this table (there are none for this illustration). When all the field names have been specified, click on **OK**. The program will return to the input screen. **NOTE:** When the user returns to the input screen, the data file format (Difference Values for this illustration) will be selected, based on responses within the following Access Table and Field Names form. When using an Access input file, the user cannot change this data file format option after returning to the input screen.

Access Table and Field Names - RHC 2-Stage Variable Appraisal

Database Name

Table for the primary units

Select the table

Click here to see field names.

FIELD NAMES

Primary unit ID

Number of secondary units (universe)

Number of secondary units (sample)

Size of primary unit

Size of group containing this primary unit

Number of units in group

Select the field containing the primary unit IDs and click on the top box. Repeat for the remaining five fields.

Table for the sample data

Select the table

Click here to see field names.

FIELD NAMES

Examined Values

Audited Values

Difference Values

Select a field from the list and click on one of the right-hand boxes. Repeat this for any remaining fields in the data set. Then click on OK.

EXIT

HELP

OK

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

Input From Excel Spreadsheets

The sample data and primary unit information can be stored in Excel spreadsheets within the same Excel file. Select the name of the spreadsheet containing the sample data and primary unit

information in the preceding **Open Data File** step. This file must have the standard Excel extension (.xls or .xlsx). For this illustration, Excel file DATARHC2.xlsx will be used.

Sample Data Spreadsheet

The first 15 rows of the spreadsheet containing the sample data (named Data) are shown below. This particular file contains line numbers (1, 2, 3, . . .) in column A. These line numbers are optional.

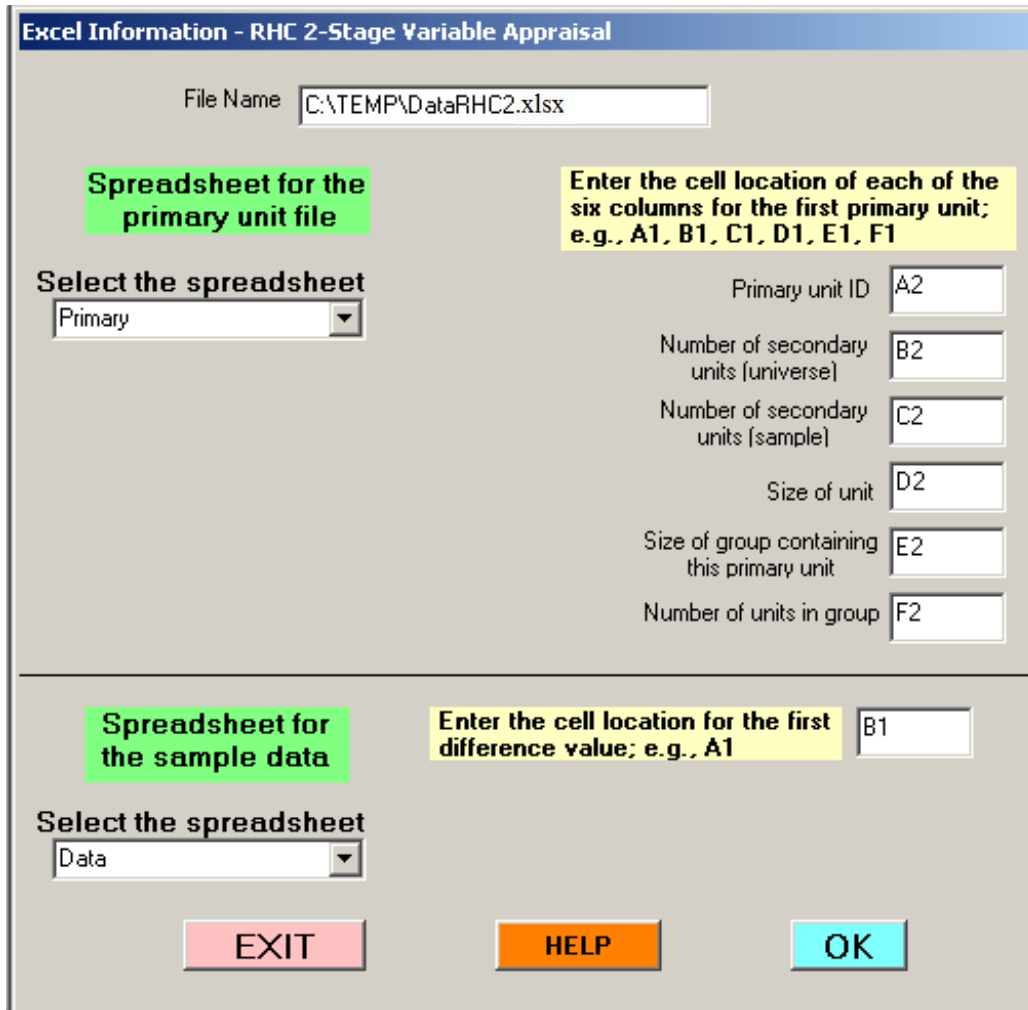
	A	B
1	1	9
2	2	2
3	3	9
4	4	6
5	5	0
6	6	5
7	7	7
8	8	2
9	9	7
10	10	6
11	11	0
12	12	6
13	13	0
14	14	3
15	15	4

Primary Units Spreadsheet

When using the Excel option, the primary unit information must be contained in another spreadsheet within the Excel file (DATARHC2.xlsx in this illustration). This spreadsheet (Primary) is shown next.

	A	B	C	D	E	F
1	Primary Unit ID	Secondary Universe	Secondary Sample	Primary Unit Size	Group Size	Units in Group
2	UNIV21	44	9	9	86	9
3	UNIV62	77	15	18	105	9
4	UNIV61	66	13	13	81	9
5	UNIV82	66	13	14	94	9
6	UNIV52	38	8	9	81	9
7	UNIV11	64	13	13	104	9
8	UNIV66	68	14	14	96	9
9	UNIV55	71	14	15	107	9
10	UNIV90	72	14	16	95	9
11	UNIV86	75	15	17	101	9

After opening the data file, the user is returned to the input screen. Click on **CONTINUE** to resume processing. When using the Excel option, the following screen will be displayed. For this illustration, the various boxes should be filled in as shown. After entering the cell locations, click on **OK**. The program will resume processing.



The dialog box is titled "Excel Information - RHC 2-Stage Variable Appraisal". It contains the following fields and controls:

- File Name:
- Spreadsheet for the primary unit file** (highlighted in green):
 - Select the spreadsheet:
 - Primary unit ID:
 - Number of secondary units (universe):
 - Number of secondary units (sample):
 - Size of unit:
 - Size of group containing this primary unit:
 - Number of units in group:
- Spreadsheet for the sample data** (highlighted in green):
 - Select the spreadsheet:
 - Enter the cell location for the first difference value; e.g., A1:
- Buttons: (pink), (orange), (cyan)

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

Summary Screens

When the program has finished reading the input data files and the user clicks on **CONTINUE** in the initial screen, the summary screen will appear. The user can view the summary results for each primary unit by clicking on **Next P.U.** and **Previous P.U.**. To see the summary for all primary units combined, click on **OVERALL**.

The screenshot shows a window titled "RHC Data File Summary". It contains the following fields and buttons:

P.U. Number	Sample Size	Nonzero Differences
1	9	8

Sum of Examined Values: 47.00

Buttons: Previous P.U., Next P.U., OVERALL, EXIT, OK

When the user clicks on **OK** in the above screen, the screen shown below containing the first line of the primary unit file will appear. Each line of this file can be reviewed by clicking on **Next P.U.** or **Previous P.U.**. To see a summary for the primary units combined, click on **OVERALL**. To continue with the appraisal, click on **OK**.

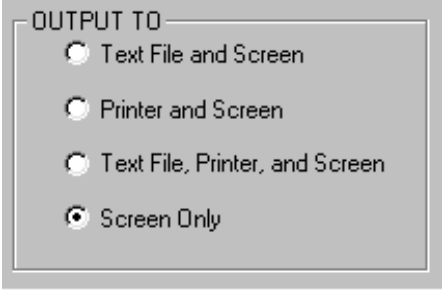
The screenshot shows a window titled "RHC P.U. File Summary". It contains the following fields and buttons:

P.U. ID	Secondary Universe
UNIV21	44

Primary Unit Size	Group Size	Units In Group
9	86	9

Buttons: Previous P.U., Next P.U., OVERALL, EXIT, OK

Output Options



OUTPUT TO

- Text File and Screen
- Printer and Screen
- Text File, Printer, and Screen
- Screen Only

The output options are a text file and screen; a printer and screen; a text file, printer, and screen; or screen only. The program always concludes with a summary on the screen.

If the user selects a text file for output, the program will prompt for a file name. The standard Windows “Save” file screen will appear. The user should type in the file name in the designated box and click on **Save**. The output file will be saved with a “.TXT” extension.

If the user selects the printer for output, the standard Windows “Print” dialog box will appear. Select the printer to use for the program output.

After selecting the output format, click on **CONTINUE**.

Program Output

If the complete option was selected by the user, the following information will be displayed for the examined, adjusted, and difference sections of the output. The output from this program consists of the following. The precision information is given at the two-sided 80%, 90%, and 95% confidence levels.

P.U. NBR	For conserving space, the sample primary unit from each group is assigned the group number. For example, the primary unit sampled from group #1 is assigned the number 1 for identification purposes.
PRIMARY UNIT ID	The description assigned by the user to each primary unit.
SECONDARY UNIVERSE	The number of secondary units in the population of a particular primary unit.

PRIMARY UNIT SIZE	The size value selected by the user for assigning a weight to each primary unit. The weight factor could be, for example, number of employees, number of transactions, or square footage.
GROUP SIZE	The summation of the size values for all the primary units in the particular group.
UNITS IN GROUP	The number of primary units that were placed randomly in a particular group.

For each primary unit that is sampled, the following information is displayed:

SAMPLE SIZE	The number of sampled secondary units contained in this particular sampled primary unit.
SAMPLE MEAN	The average value for the appraised second-stage sample items. It is obtained by summing the items in the sample and dividing the result by the number of sample items.
SECONDARY UNIVERSE	The number of secondary units in the universe for this particular sampled primary unit. This value was originally supplied by the user in the file containing the Primary Unit information.
SIZES RATIO	The ratio of the size of the group containing this particular primary unit to the size of the primary unit itself.
POINT ESTIMATE	The estimate of the universe total for the <i>group</i> of primary units containing this particular primary unit. For example, suppose the primary units are split into 10 random groups, each containing 5 primary units. Suppose further that the primary unit under discussion lies in group #8. The point estimate refers to the estimate of the universe total of the five primary units in group #8. This would be repeated for the remaining sampled primary units. The point estimates would then be totaled to obtain an estimate of the universe total.
WITHIN VARIANCE	In the derivation of the standard error, the contribution of the variability of the secondary units.
BETWEEN VARIANCE	In the derivation of the standard error, the contribution of the variability of the primary units.

TOTAL VARIANCE The sum of WITHIN VARIANCE and BETWEEN VARIANCE. The square root of this value is the STANDARD ERROR.

The results of the above information are then used in the final overall projection. The following information appears:

PRIMARY UNITS NOT SAMPLED The number of primary units in the population minus the number of primary units in the sample.

PRIMARY UNITS IN POPULATION The total number of primary units in the population.

POINT ESTIMATE OF POPULATION TOTAL A single estimate for a universe value based on the summation of the point estimates for each group.

STANDARD ERROR A measurement of the standard deviation of the estimate for the population total. It is this value that determines the width of the corresponding confidence intervals.

CONFIDENCE LEVEL The user's level of confidence (80%, 90%, or 95%) that the actual population total will fall within the corresponding confidence interval.

LOWER LIMIT The lower bound of the confidence interval. It is based on subtracting the precision amount from the point estimate.

UPPER LIMIT The upper bound of the confidence interval. It is based on adding the precision amount to the point estimate.

PRECISION AMOUNT A measurement of the closeness of the sample estimate and the corresponding population value. For a 90% confidence interval, the user would be 90% confident that the estimated population total (POINT ESTIMATE OF POPULATION TOTAL) would be within this amount of the actual value. The precision amount is calculated by multiplying the standard error by the appropriate "Z" value (Z-VALUE USED).

PRECISION PERCENT The result of dividing the precision amount by the point estimate.

Z-VALUE USED The standard normal percentile value used to construct the confidence interval.

Output to a Text File or Printer

Using the specified sample results in the initial screen, the appraisal results were stored in C:\TEMP\OUTRHC2.TXT, shown below. The printer output is identical.

DEPARTMENT OF HEALTH & HUMAN SERVICES
 OIG - OFFICE OF AUDIT SERVICES
 RHC TWO-STAGE VARIABLE APPRAISAL
 AUDIT/REVIEW: RHC - 2 Stage

Date: 10/12/2009 Time: 9:48

DATA FILE USED: C:\temp\DATARHC2.TXT

PRIMARY UNIT	SAMPLE SIZE	=DIFFERENCE= SAMPLE TOTAL	NUMBER OF NONZERO ITEMS
1	9	47.00	8
2	15	74.00	11
3	13	61.00	9
4	13	66.00	12
5	8	30.00	7
6	13	66.00	12
7	14	78.00	13
8	14	75.00	12
9	14	67.00	11
10	15	59.00	10
TOTALS	128	623.00	105

PRIMARY UNIT FILE USED: C:\temp\PRIMRHC2.txt

P.U. NBR	PRIMARY UNIT ID	SECONDARY UNIVERSE	PRIMARY UNIT SIZE	GROUP SIZE	UNITS IN GROUP
1	UNIV21	44	9	86	9
2	UNIV62	77	18	105	9
3	UNIV61	66	13	81	9
4	UNIV82	66	14	94	9
5	UNIV52	38	9	81	9
6	UNIV11	64	13	104	9
7	UNIV66	68	14	96	9
8	UNIV55	71	15	107	9
9	UNIV90	72	16	95	9
10	UNIV86	75	17	101	9
TOTALS		641	138	950	90

DATA FILE USED: C:\temp\DATARHC2.txt

--- POINT ESTIMATES ---

P.U. NBR	SAMPLE SIZE	===DIFFERENCE===			POINT ESTIMATE
		SAMPLE MEAN	SECONDARY UNIVERSE	SIZES RATIO	
1	9	5.22	44	9.556	2,196
2	15	4.93	77	5.833	2,216
3	13	4.69	66	6.231	1,930
4	13	5.08	66	6.714	2,250
5	8	3.75	38	9.000	1,283
6	13	5.08	64	8.000	2,599
7	14	5.57	68	6.857	2,598
8	14	5.36	71	7.133	2,713
9	14	4.79	72	5.938	2,046
10	15	3.93	75	5.941	1,753
TOTALS:	128		641		21,582

--- VARIANCE COMPONENTS ---

P.U. NBR	WITHIN VARIANCE	BETWEEN VARIANCE	TOTAL VARIANCE
1	17,077	63,826	80,904
2	33,277	25,686	58,963
3	24,976	9,264	34,241
4	20,916	13,034	33,950
5	7,970	360,272	368,242
6	29,279	50,534	79,813
7	33,401	169,881	203,282
8	30,013	69,905	99,917
9	25,389	12,468	37,856
10	28,382	272,812	301,194
TOTALS:	250,680	1,047,683	1,298,362

DATA FILE USED: C:\temp\DATARHC2.txt

PRIMARY UNITS SAMPLED:	10
PRIMARY UNITS NOT SAMPLED:	80
PRIMARY UNITS IN POPULATION:	90
POINT ESTIMATE OF POPULATION TOTAL:	21,582
STANDARD ERROR	1,139

CONFIDENCE LIMITS	
80% CONFIDENCE LEVEL	
LOWER LIMIT	20,122
UPPER LIMIT	23,043
PRECISION AMOUNT	1,460
PRECISION PERCENT	6.77%
Z-VALUE USED	1.281551565545
90% CONFIDENCE LEVEL	
LOWER LIMIT	19,708
UPPER LIMIT	23,457
PRECISION AMOUNT	1,874
PRECISION PERCENT	8.68%
Z-VALUE USED	1.644853626951
95% CONFIDENCE LEVEL	
LOWER LIMIT	19,349
UPPER LIMIT	23,816
PRECISION AMOUNT	2,233
PRECISION PERCENT	10.35%
Z-VALUE USED	1.959963984540

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

Output to Screen

The program always concludes with a summary on the screen, even if the output option selected is a text file or printer. The screen below is the summary of the difference values for the first primary unit in this illustration. If the user created a sample data file containing two values per sample item (e.g., examined and audited values), the summary for each amount (examined, audited, difference) can be obtained by clicking on **Additional Summary Info** at the bottom of this form. For this illustration, the **Additional Summary Info** button is not visible since only the difference values were used in the data file. To obtain the results for the second primary unit, click on **Next Primary Unit**. The user can click on **Next Primary Unit** and **Previous Primary Unit** to review the results for the individual strata. To obtain the overall results, click on **OVERALL**. The resulting summary screen immediately follows the summary for the first primary unit.

The screenshot shows a software window titled "Variable - RHC Two-Stage Appraisal". The window contains the following information and controls:

- Title Bar:** Variable - RHC Two-Stage Appraisal
- Header:** Department of Health and Human Services, OIG - Office of Audit Services, RHC Two-Stage Variable Appraisal
- Date:** 5/24/2002
- Time:** 9:48 am
- Audit:** RHC 2-Stage
- Name of input file:** C:\temp\data\RHC2.txt
- P.U. ID:** UNIV21
- Secondary Universe:** 44
- Sample Size:** 9
- Total Variance:** 80,904
- Summary for Difference Values (Primary Unit 1):** (highlighted in green)
- Nonzero Items:** 8
- Sample Mean:** 5.22
- Point Estimate:** 2,196
- Navigation Buttons:** Previous Primary Unit, Next Primary Unit, OVERALL
- Bottom Buttons:** HELP, EXIT, Previous Screen, Main Menu

Variable - RHC Two-Stage Appraisal

Date

Department of Health and Human Services
OIG - Office of Audit Services
RHC Two-Stage Variable Appraisal

Time

Audit:
 Name of input file:

OVERALL RESULTS

Secondary Universe

Sample Size

Total Variance

Summary for
Difference Values
(Overall)

Standard Error

P.U.'s in Sample

P.U.'s in Universe

Point Estimate

Confidence Intervals

OVERALL

	80% Confidence Level	90% Confidence Level	95% Confidence Level
Lower Limit	<input type="text" value="20,122"/>	<input type="text" value="19,708"/>	<input type="text" value="19,349"/>
Upper Limit	<input type="text" value="23,043"/>	<input type="text" value="23,457"/>	<input type="text" value="23,816"/>
Precision Amount	<input type="text" value="1,460"/>	<input type="text" value="1,874"/>	<input type="text" value="2,233"/>
Precision Percent	<input type="text" value="6.77%"/>	<input type="text" value="8.68%"/>	<input type="text" value="10.35%"/>
Z-Value Used	<input type="text" value="1.281551565545"/>	<input type="text" value="1.644853626951"/>	<input type="text" value="1.959963984540"/>

HELP

EXIT

Previous Screen

Main Menu

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

RHC THREE STAGE

Purpose

This program performs a three-stage variable appraisal using the Rao-Hartley-Cochran (RHC) methodology. This multistage procedure determines a confidence interval that uses approximate probability proportional to size (pps) sampling whereby the relative sizes of the sampling units are considered when selecting primary and secondary units to include in the sample. This is a variable sampling procedure allowing the user to obtain one or more quantitative pieces of information about an event or item. The user has the option of obtaining and appraising from one numeric piece of information per sample item (e.g., Examined amount) to as many as three pieces of information per sample item (i.e., Examined, Audited, and Difference amounts).

Input Screen

The screenshot shows a software window titled "Variable - RHC Three-Stage". Inside the window, there are several input fields and buttons. The "Name of Audit/Review" field contains the text "RHC 3-Stage". The "Number of primary units in the sample" field contains the number "4". A green button labeled "Specify Input Information" is visible to the right of the first field. Below these fields is a section titled "Data File Format" containing six radio button options: "Examined Values", "Audited Values", "Difference Values" (which is selected), "Examined and Audited Values", "Examined and Difference Values", and "Audited and Difference Values". At the bottom of the window, there are three buttons: "HELP" (orange), "Main Menu" (cyan), and "EXIT" (pink).

NOTE: The **Specify Input Information** button only becomes visible when the number of primary units in the sample have been entered.

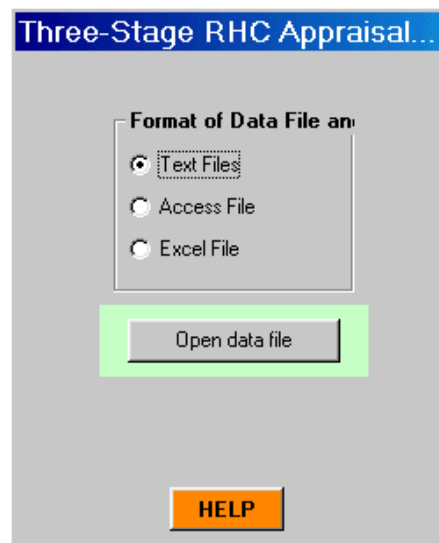
Name of audit/review

This program allows the user to enter a brief description of the audit or purpose of the evaluation. The description, which appears at the top of the output, is limited to 40 characters in length and may include commas and spaces.



To enter input information, click on **Specify Input Information**. The form at the bottom of the page will appear. The sample data and primary unit/secondary unit (P.U./S.U.) file format can consist of two text files, two tables within the same Access database, or two spreadsheets within the same Excel file. After selecting the desired format for the data file, click on **Open Data File**. **Note:** If the **Access File** option is selected, this button will change to **Open Access database** and if the **Excel file** option is selected, this button will change to **Open Excel file**. Using the standard Windows "Open" file screen, locate the sample data file and double-click on it.

If the **Text files** option is being used, the **Open P.U./S.U. File** button will appear in the form below after the sample data file has been opened. The P.U./S.U. file is a slightly modified version of the file created by the RHC Sample Selection program. Click on the **Open P.U./S.U. File** button and, using the standard Windows "Open" file screen, locate the P.U./S.U. file and double-click on it.



When all files have been opened, the full input screen will appear.

Variable - RHC Three-Stage

Name of Audit/Review: RHC 3-Stage

Number of primary units in the sample: 4

Specify Input Information

Data File Format

Examined Values Examined and Audited Values
 Audited Values Examined and Difference Values
 Difference Values Audited and Difference Values

HELP

Main Menu

EXIT

OUTPUT TO

Text File and Screen
 Printer and Screen
 Text File, Printer, and Screen
 Screen Only

CONTINUE

Format of Input File

Data File Format

Examined Values Examined and Audited Values
 Audited Values Examined and Difference Values
 Difference Values Audited and Difference Values

Prior to executing this program, the user must create a sample data file that contains certain identifying data and one or two pieces of information for each sample unit selected. Each data line consists of a line number for that sampling unit followed by the first piece of information (a numeric value) the user wants to appraise (i.e., Examined, Audited, or Difference value). If two or more pieces of information will be appraised and the examined amount is one of the values, then the examined amount must be the first piece of data entered for each sampling unit. If only the audited and difference amounts are being appraised, then the audited amount must be the first piece of data entered. The second piece of information may be the numeric difference between

the examined value and the amount accepted by the user or the audited amount if the examined amount was the first piece of data entered.

Regardless of the software used to create the sample data file, the format should be as follows:

7483 289.99 43.00

Explanation:

- 7483** - This is a number assigned by the user. The user should use the sample item number as the number in this position. For ease of reference in this example, the number will be referred to as the line number.
- 289.99** - This is a number being reviewed by the user. The number, for example, could be a dollar amount claimed or the number of items on an inventory card. If the number is negative, then a minus sign must precede the number.
- 43.00** - If two pieces of information are gathered for each sampling unit, then this number is the audited or difference amount determined by the user. For example, if the user had determined that of \$289.99 claimed by a vendor, only \$246.99 was actually owed, then the difference amount entered would be \$43.00.

The user must enter the data for each sampling unit on a separate line. For ease of editing, enough spaces or tabs should be placed between values so that the sample values align vertically. The data values may contain commas and dollar signs (\$). The program assumes one or more spaces or tabs as the only delimiters between pieces of data.

Format of P.U./S.U. Information

When the RHC Sample Selection program is used to select the primary and secondary units, a file is created when selecting the primary units and additional files are created for the selection of the secondary units within each sampled primary unit. These files contain information on the clustering of the primary (or secondary) units in the universe as well as the primary (or secondary) units selected. These files may be text file files, tables within an Access database, or Excel spreadsheets. These files must be combined into a single file as illustrated below. It is this combined file that must be opened when clicking on the **Open P.U./S.U. File** button.

The information in this combined file must be aligned in a set format. In the P.U./S.U. file, the primary units followed by the secondary units are in the same order as in the sample data file previously discussed. The primary universe information is entered first, followed by the data for the secondary universes.

Regardless of the software used to create the P.U./S.U. file, the format should be as follows:

PRIMARY #1	8	3	6,000	18,000	6
SECONDARY #1	350	20	1,000	1,400	10

Explanation:

- PRIMARY #1** - This is a brief description of the sampled primary unit. The description should be no longer than 30 characters in length.
- 8** - This is the quantity of secondary units in this primary unit. The user may include commas in the value.
- 3** - This is the number of secondary units sampled from this primary unit for this appraisal. Commas may be used in the value.
- 6,000** - This is the size factor assigned by the user to the primary unit (e.g., square footage, number of transactions, etc.). Commas and decimal points may be included in the values.
- 18,000** - This is the size factor for the group from which the primary unit was selected. Commas and decimal points may be included in the values.
- 6** - This is the number of primary units in the group from which this primary unit was selected. Commas may be included in the value.
- SECONDARY #1** - This is a brief description of the sampled secondary unit. A maximum of 30 characters, including spaces, will be accepted.
- 350** - This is the quantity of third-stage units in the universe for this secondary unit. The entry may contain commas and a decimal point.
- 20** - This is the quantity of third-stage units in the sample for this secondary unit. The entry may contain commas and a decimal point.
- 1,000** - This is the secondary size factor used in weighting the secondary unit (e.g., square footage, number of transactions, etc.). Commas and a decimal point may be incorporated in the number.
- 1,400** - This is the size factor for the secondary group that this secondary item was sampled from. Commas and a decimal point may be used in the value.
- 10** - This is the number of secondary units in this group from which this secondary unit was selected. Commas may be used in the value.

The user must enter the information for primary units and secondary units on a separate line. For ease of editing, enough spaces or tabs should be placed between values so that the sample values align vertically. The program assumes one or more spaces or tabs as the only delimiters between pieces of data.

Input From Text Files

The data files may be stored in a text file format. There are several ways the users may create this file. The easiest approach would be with a word processing package (e.g., Word) or a print file created with a spreadsheet package (e.g., Excel).

Sample Data File

As an illustration, four primary units (REGIONS 3, 7, 8, and 9) were selected from a total of 12 using the RHC Sample Selection program. Ten universities were also selected from each of the four regions using the RHC Sample Selection program. The file on the next page (C:\TEMP\DATARHC3.TXT) was obtained by sampling the 10 selected universities within each region and recording the difference values. (**NOTE:** Only a portion of the data for REGION 3 and REGION 9 is shown.)

1	8	← Primary unit 1 (REGION 3), secondary unit 1 (UNIV20)
2	0	
3	6	
4	6	
5	0	
6	13	
7	1	
8	7	← Primary unit 1 (REGION 3), secondary unit 2 (UNIV38)
9	2	
10	13	
11	13	
12	4	
13	6	
14	0	
15	15	
16	12	
17	9	
18	0	
19	13	
20	10	
.		
.		
.		
92	11	← Primary unit 1 (REGION 3), secondary unit 10 (UNIV54)
93	6	
94	10	
95	11	
96	0	
97	7	
98	12	

99	9	
100	11	
.		
.		
319	0	← Primary unit 4 (REGION 9), secondary unit 1 (UNIV37)
320	10	
321	14	
322	0	
323	18	
324	0	
325	8	
326	20	
327	19	
328	0	
329	0	
330	3	
331	3	
332	13	← Primary unit 4 (REGION 9), secondary unit 2 (UNIV92)
333	0	
334	12	
335	12	
336	7	
337	1	
338	13	
339	2	
340	0	
341	16	
342	14	
343	17	
344	5	
345	8	
.		
.		
.		
423	19	← Primary unit 4 (REGION 9), secondary unit 10 (UNIV107)
424	17	
425	13	
426	12	
427	13	
428	12	
429	11	
430	14	
431	13	
432	0	
433	1	

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

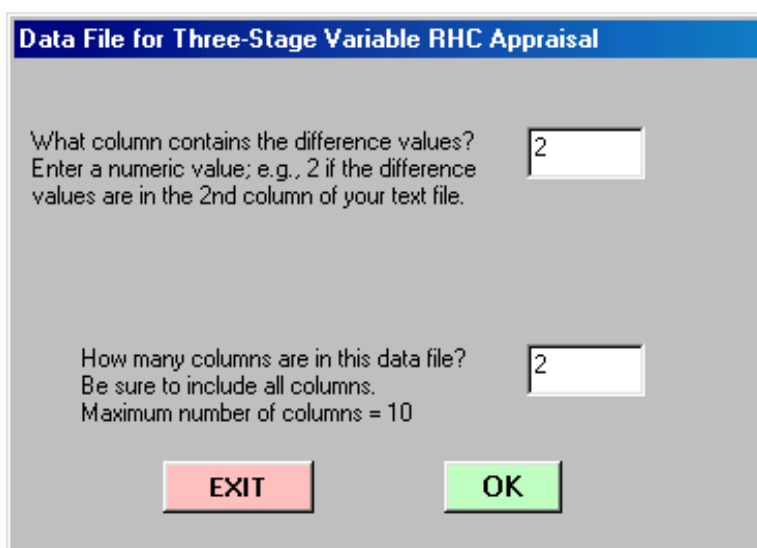
P.U./S.U. File

For this illustration, there are four primary units (regions) with 10 secondary units (universities) selected within each sampled primary unit. The file (C:\TEMP\PUSURHC3.TXT) created by combining the results of the five RHC Sample Selection programs (one for selecting the primary units and four for selecting the secondary units) is shown on the next page. The sample sizes (highlighted) were added to the files created by the five RHC Sample Selection programs.

REGION 3	91	10	720	3280	3
UNIV20	37	7	6	73	9
UNIV38	74	15	11	70	9
UNIV45	73	15	11	82	9
UNIV10	60	12	9	81	9
UNIV87	62	12	10	59	9
UNIV82	30	6	5	68	9
UNIV60	54	11	9	75	9
UNIV69	39	8	7	76	9
UNIV34	26	5	4	60	9
UNIV54	57	11	9	76	10
REGION 7	102	10	960	2210	3
UNIV1	56	11	10	89	10
UNIV60	56	11	10	96	10
UNIV59	67	13	13	94	10
UNIV99	80	16	14	91	10
UNIV85	67	13	13	93	10
UNIV37	31	6	6	103	10
UNIV34	42	8	8	106	10
UNIV16	53	11	10	83	10
UNIV12	66	13	13	90	11
UNIV52	60	12	11	115	11
REGION 8	118	10	1300	3710	3
UNIV19	34	7	8	137	11
UNIV104	77	15	16	122	11
UNIV66	49	10	11	122	12
UNIV110	38	8	9	137	12
UNIV83	70	14	15	121	12
UNIV14	48	10	10	147	12
UNIV78	27	5	7	122	12
UNIV105	27	5	6	144	12
UNIV12	65	13	14	122	12
UNIV112	75	15	16	126	12
REGION 9	122	10	1320	2800	3
UNIV37	64	13	14	147	12
UNIV92	73	15	15	125	12
UNIV47	71	14	15	130	12
UNIV54	70	14	15	131	12
UNIV97	56	11	12	138	12

UNIV66	76	15	16	122	12
UNIV116	50	10	10	140	12
UNIV29	33	7	8	128	12
UNIV18	26	5	7	132	13
UNIV107	55	11	11	127	13

After opening the two text files, the program will return to the input screen. Click on **CONTINUE** to resume processing. The user will need to specify the column(s) containing the input data and the total number of columns in the sample data file using the screen below.



Data File for Three-Stage Variable RHC Appraisal

What column contains the difference values?
Enter a numeric value; e.g., 2 if the difference values are in the 2nd column of your text file.

How many columns are in this data file?
Be sure to include all columns.
Maximum number of columns = 10

EXIT OK

After entering the column information, click on **OK**. The program will resume processing.

Input From an Access Database

The sample data and primary/secondary unit information must be stored in two tables within the same Access database. Select the name of the database containing the input tables in the preceding **Open Data File** step. This database must have the standard Access extension (.mdb or .acdb). The name of the database for this illustration is C:\TEMP\VARIABLE.acdb. The user may double-click on the VARIABLE database name or single-click on the filename and the **Open** button.

Sample Data Table

For this illustration, the sample data will be stored in table DATARHC3 within Access database C:\TEMP\VARIABLE.acdb.

The first 15 rows of Access table DATARHC3 are shown next.

DATARHC3 : Table		
	Counter	Difference
▶	1	8
	2	0
	3	6
	4	6
	5	0
	6	13
	7	1
	8	7
	9	2
	10	13
	11	13
	12	4
	13	6
	14	0
	15	15

P.U./S.U. Table

The modified table (PUSURHC3) created by combining the five passes through the RHC Sample Selection program and inserting the sample size field (Units-Sample) is shown below. This table is referred to as the **Table for the primary/secondary units**.

PUSURHC3 : Table						
	ID	Units-Universe	Units-Sample	Unit-Size	Group-Size	Units-In-Group
▶	REGION3	91	10	720	3280	3
	UNIV20	37	7	6	73	9
	UNIV38	74	15	11	70	9
	UNIV45	73	15	11	82	9
	UNIV10	60	12	9	81	9
	UNIV87	62	12	10	59	9
	UNIV82	30	6	5	68	9
	UNIV60	54	11	9	75	9
	UNIV69	39	8	7	76	9
	UNIV34	26	5	4	60	9
	UNIV54	57	11	9	76	10
	REGION7	102	10	960	2210	3
	UNIV1	56	11	10	89	10
	UNIV60	56	11	10	96	10
	UNIV59	67	13	13	94	10

Immediately after specifying the Access database, the user will be asked to select the name of the tables within the selected database using the form on the next page. To specify the fields for the P.U./S.U. table, click on the down arrow under **Select the table**. After selecting a table from the drop-down list (PUSURHC3 for this illustration) click on **Click here to see field names**. To select the field names, click on the field name for the field containing the unit identification (“ID” in this illustration) and click on the box labeled “Unit ID.” The field name will appear in this box. Repeat this procedure for the remaining five fields in this table.

To select the field name(s) for the sample data file, first select the table (DATARHC3 in this illustration) and click on the field name for the field containing the first piece of information in the input file (“Difference” in this illustration) and then click on the box labeled “Difference Values.” The field name will then appear in this box. Repeat this procedure for any remaining variables of interest in this table (the only variable of interest in this illustration is the difference amount). When all the field names have been specified, click on **OK**. The program will then return to the input screen. **NOTE:** When the user returns to the input screen, the data file format (Difference Values for this illustration) will be selected, based on responses within the following Access Table and Field Names form. When using an Access input file, the user cannot change this data file format option after returning to the input screen.

Access Table and Field Names - RHC 3-Stage Variable Appraisal

Database Name

Table for the primary/secondary units

Select the table

Click here to see field names.

FIELD NAMES

Unit ID

Number of units (universe)

Number of units (sample)

Size of unit

Size of group containing this unit

Number of units in group

Select the field containing the primary unit IDs and click on the top box. Repeat for the remaining five fields.

Table for the sample data

Select the table

Click here to see field names.

FIELD NAMES

Examined Values

Audited Values

Difference Values

Select a field from the list and click on one of the right-hand boxes. Repeat this for any remaining fields in the data set. Then click on OK.

EXIT

HELP

OK

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

Input From Excel Spreadsheets

The sample data and P.U./S.U. information can be stored in Excel spreadsheets within the same Excel file. Select the name of the spreadsheet containing the sample data and P.U./S.U. information in the preceding **Open Data File** step. This file must have the standard Excel extension (.xls or .xlsx). For this illustration, Excel file DATARHC3.xlsx will be used.

Sample Data Spreadsheet

The first 15 rows of this spreadsheet (named Data) are shown below. This particular file contains line numbers (1, 2, 3, . . .) in column A. These line numbers are optional.

	A	B
1	1	8
2	2	0
3	3	6
4	4	6
5	5	0
6	6	13
7	7	1
8	8	7
9	9	2
10	10	13
11	11	13
12	12	4
13	13	6
14	14	0
15	15	15

P.U./S.U. Spreadsheet

When using the Excel option, the P.U./S.U. information must be contained in another spreadsheet within the Excel file (DATARHC3.xlsx in this illustration). A portion of this spreadsheet (named P.U.-S.U.) is shown on the next page.

	A	B	C	D	E	F
1	REGION3	91	10	720	3280	3
2	UNIV20	37	7	6	73	9
3	UNIV38	74	15	11	70	9
4	UNIV45	73	15	11	82	9
5	UNIV10	60	12	9	81	9
6	UNIV87	62	12	10	59	9
7	UNIV82	30	6	5	68	9
8	UNIV60	54	11	9	75	9
9	UNIV69	39	8	7	76	9
10	UNIV34	26	5	4	60	9
11	UNIV54	57	11	9	76	10
12	REGION7	102	10	960	2210	3
13	UNIV1	56	11	10	89	10
14	UNIV60	56	11	10	96	10
15	UNIV59	67	13	13	94	10

After opening the data file, the user is returned to the input screen. Click on **CONTINUE** to resume processing. When using the Excel option, the following screen will be displayed. For this illustration, the various boxes should be filled in as shown. After entering the cell locations, click on **OK**. The program will resume processing.

Excel Information - RHC 3-Stage Variable Appraisal

File Name

Spreadsheet for the P.U. / S.U. file

Select the spreadsheet

▼

Enter the cell location of each of the six columns for the first primary unit; e.g., A1, B1, C1, D1, E1, F1

Unit ID

Number of units (universe)

Number of units (sample)

Size of unit

Size of group containing this unit

Number of units in group

Spreadsheet for the sample data

Select the spreadsheet

▼

Enter the cell location for the first difference value; e.g., A1

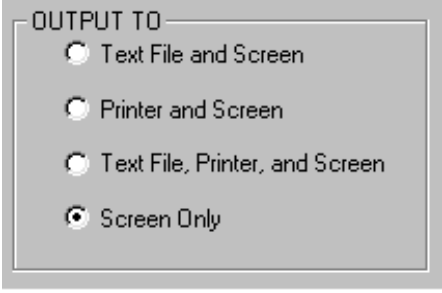
EXIT

HELP

OK

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

Output Options



OUTPUT TO

- Text File and Screen
- Printer and Screen
- Text File, Printer, and Screen
- Screen Only

The output options are a text file and screen; a printer and screen; a text file, printer, and screen; or screen only. The program always concludes with a summary on the screen.

If the user selects a text file for output, the program will prompt for a file name. The standard Windows “Save” file screen will appear. The user should type in the file name in the designated box and click on **Save**. The output file will be saved with a “TXT” extension.

If the user selects the printer for output, the standard Windows “Print” dialog box will appear. Select the printer to use for the program output.

After selecting the output format, click on **CONTINUE**.

Program Output

The following information will be displayed for the examined, adjusted, and difference sections of the output. The precision information is given at the two-sided 80%, 90%, and 95% confidence levels.

The output comes in three sections. The first section provides summary information from the sample data and universe files identified by the user. The next section displays statistics for each of the secondary and primary units. In addition, the results of variance calculations are displayed. The third section displays the overall projections of the appraisal.

PRIMARY/ SECONDARY IDENTIFICATION

The description information obtained from the file of universe data identified by the user.

THIRD-STAGE UNIVERSE

The number of third-stage units that make up the population within the respective secondary unit.

SAMPLE SIZE	The number of third-stage items sampled in the secondary unit.
SAMPLE VALUE	The summation of the values entered for each of the third-stage sample items in the secondary unit.
NONZERO COUNT	The number of third-stage sample items that had a value other than zero.
SAMPLE MEAN	The average value for the third-stage items appraised. It is obtained by summing the items in the sample and dividing the result by the number of items in the sample.
SIZES RATIO	The ratio of the size of the group containing this particular secondary unit to the size of the secondary unit itself. The size factors are obtained from the universe file indicated by the user.
POINT ESTIMATE	The estimate of the universe total for the group of secondary units containing this particular secondary unit. For example, suppose the secondary units are split into 10 random groups, each containing 5 secondary units. Suppose further that the sampled secondary unit lies in group #8. The point estimate refers to the estimate of the universe total of the five secondary units in group #8. This would be repeated for the remaining sampled secondary units.

--- VARIANCE COMPONENTS FOR PRIMARY UNITS ---

WITHIN VARIANCE	For each sampled primary unit, the contribution of the third-stage variation.
BETWEEN VARIANCE	For each sampled primary unit, the contribution of the second-stage variation.
TOTAL VARIANCE	For each sampled primary unit, the sum of WITHIN VARIANCE and BETWEEN VARIANCE. This value represents the total variation obtained by applying a RHC two-stage procedure to the sampled primary unit.

--- COMBINED VARIANCE COMPONENTS ---

STAGE 1	In the derivation of the standard error, the contribution of the first-stage (primary) units.
STAGES 2 AND 3	In the derivation of the standard error, the contribution of the second-stage (secondary) and third-stage units.
TOTAL VARIANCE	The sum of the values for STAGE 1 and STAGES 2 AND 3. The square root of this value is the STANDARD ERROR.

OVERALL SECTION: The results of the above information are then used in the final overall projection. The following information appears:

PRIMARY UNITS SAMPLED	The quantity of primary units selected in this sample.
PRIMARY UNITS NOT SAMPLED	The number of primary units in the population minus the number of primary units in the sample.
TOTAL PRIMARY UNITS	The total number of primary units in the population.
OVERALL POINT ESTIMATE	A single estimate for a universe value based on each primary unit point estimate multiplied by (A/B) where A is the size of the group containing the primary unit and B is the size of the primary unit. The products are summed over all primary units.
OVERALL STANDARD ERROR	A measurement of the standard deviation of the estimate for the population total. It is this value that determines the width of the corresponding confidence intervals.
CONFIDENCE LEVEL	This user's level of confidence (80%, 90%, or 95%) that the actual population total will fall within the corresponding confidence interval.
LOWER LIMIT	The lower bound of the confidence interval. It is based on subtracting the precision amount from the point estimate.
UPPER LIMIT	The upper bound of the confidence interval. It is based on adding the precision amount to the point estimate.

PRECISION AMOUNT A measurement of the closeness of the sample estimate and the corresponding population value. For a 90% confidence interval, the user would be 90% confident that the estimated population total (OVERALL POINT ESTIMATE) would be within this amount of the actual value. The precision amount is calculated by multiplying the standard error by the appropriate factor (“Z” value).

PRECISION PERCENT The result of dividing the precision amount by the point estimate.

Z-VALUE USED The standard normal percentile value used to construct the confidence interval.

Output to a Text File or Printer

Using the specified sample results in the initial screen, the appraisal results were stored in C:\TEMP\OUTRHC3.TXT, shown below. The printer output is identical.

```

DEPARTMENT OF HEALTH & HUMAN SERVICES
OIG - OFFICE OF AUDIT SERVICES
Date: 10/12/2009 RHC THREE-STAGE VARIABLE APPRAISAL Time: 10:45
AUDIT/REVIEW: RHC 3-Stage
    
```

```

DATA FILE USED: C:\temp\DATARHC3.TXT
PRIMARY/SECONDARY UNIVERSE FILE USED: C:\temp\PUSURHC3.TXT
    
```

**** SAMPLED UNITS ****		*****D I F F E R E N C E*****		
PRIMARY / SECONDARY IDENTIFICATION	Third-stage UNIVERSE	SAMPLE SIZE	SAMPLE VALUE	NONZERO COUNT
=====	=====	=====	=====	=====
REGION3				
UNIV20	37	7	34.00	5
UNIV38	74	15	116.00	12
UNIV45	73	15	148.00	15
UNIV10	60	12	103.00	11
UNIV87	62	12	97.00	10
UNIV82	30	6	28.00	4
UNIV60	54	11	44.00	9
UNIV69	39	8	84.00	8
UNIV34	26	5	40.00	4
UNIV54	57	11	92.00	10
Total	512	102		88

REGION7				
UNIV1	56	11	115.00	9
UNIV60	56	11	106.00	8
UNIV59	67	13	92.00	13
UNIV99	80	16	111.00	12
UNIV85	67	13	139.00	10
UNIV37	31	6	23.00	3
UNIV34	42	8	45.00	7
UNIV16	53	11	79.00	7
UNIV12	66	13	102.00	9
UNIV52	60	12	123.00	11
Total	578	114		89

REGION8				
UNIV19	34	7	34.00	6
UNIV104	77	15	108.00	13
UNIV66	49	10	46.00	9
UNIV110	38	8	72.00	7
UNIV83	70	14	80.00	10
UNIV14	48	10	80.00	9
UNIV78	27	5	52.00	5
UNIV105	27	5	54.00	5
UNIV12	65	13	65.00	11
UNIV112	75	15	84.00	12
Total	510	102		87

REGION9				
UNIV37	64	13	95.00	8
UNIV92	73	15	130.00	13
UNIV47	71	14	152.00	12
UNIV54	70	14	107.00	12
UNIV97	56	11	80.00	6
UNIV66	76	15	141.00	13
UNIV116	50	10	76.00	6
UNIV29	33	7	63.00	6
UNIV18	26	5	20.00	2
UNIV107	55	11	125.00	10
Total	574	115		88

TOTALS	2,174	433	3,385.00	352
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**** SAMPLED UNITS ****				
PRIMARY / SECONDARY IDENTIFICATION	SAMPLE MEAN	SIZES RATIO	POINT ESTIMATE	
=====	=====	=====	=====	
REGION3				
UNIV20	4.86	12.1667	2,187	
UNIV38	7.73	6.3636	3,642	
UNIV45	9.87	7.4545	5,369	
UNIV10	8.58	9.0000	4,635	
UNIV87	8.08	5.9000	2,957	
UNIV82	4.67	13.6000	1,904	
UNIV60	4.00	8.3333	1,800	
UNIV69	10.50	10.8571	4,446	
UNIV34	8.00	15.0000	3,120	
UNIV54	8.36	8.4444	4,026	
TOTAL			34,085	

REGION7			
UNIV1	10.45	8.9000	5,211
UNIV60	9.64	9.6000	5,181
UNIV59	7.08	7.2308	3,428
UNIV99	6.94	6.5000	3,608
UNIV85	10.69	7.1538	5,125
UNIV37	3.83	17.1667	2,040
UNIV34	5.63	13.2500	3,130
UNIV16	7.18	8.3000	3,159
UNIV12	7.85	6.9231	3,585
UNIV52	10.25	10.4545	6,430
TOTAL			40,896

REGION8			
UNIV19	4.86	17.1250	2,828
UNIV104	7.20	7.6250	4,227
UNIV66	4.60	11.0909	2,500
UNIV110	9.00	15.2222	5,206
UNIV83	5.71	8.0667	3,227
UNIV14	8.00	14.7000	5,645
UNIV78	10.40	17.4286	4,894
UNIV105	10.80	24.0000	6,998
UNIV12	5.00	8.7143	2,832
UNIV112	5.60	7.8750	3,308
TOTAL			41,665

REGION9			
UNIV37	7.31	10.5000	4,911
UNIV92	8.67	8.3333	5,272
UNIV47	10.86	8.6667	6,681
UNIV54	7.64	8.7333	4,672
UNIV97	7.27	11.5000	4,684
UNIV66	9.40	7.6250	5,447
UNIV116	7.60	14.0000	5,320
UNIV29	9.00	16.0000	4,752
UNIV18	4.00	18.8571	1,961
UNIV107	11.36	11.5455	7,216
TOTAL			50,916

--- VARIANCE COMPONENTS FOR PRIMARY UNITS ---

**** SAMPLED UNITS ****	WITHIN	BETWEEN	TOTAL
PRIMARY UNIT IDENTIFICATION	VARIANCE	VARIANCE	VARIANCE
=====	=====	=====	=====
REGION3	434,942	9,869,853	10,304,795
REGION7	892,072	14,293,056	15,185,128
REGION8	499,759	14,612,210	15,111,969
REGION9	1,134,688	20,534,696	21,669,384

--- COMBINED VARIANCE COMPONENTS ---

STAGE 1	STAGES 2 AND 3	TOTAL VARIANCE
1,148,658,590	170,994,089	1,319,652,679

--- SUMMARY OF APPRAISAL RESULTS ---

PRIMARY UNITS SAMPLED	4
PRIMARY UNITS NOT SAMPLED	8
TOTAL PRIMARY UNITS	12
OVERALL POINT ESTIMATE	476,331
OVERALL STANDARD ERROR	36,327

CONFIDENCE LIMITS

80% CONFIDENCE LEVEL

LOWER LIMIT	429,776
UPPER LIMIT	522,886
PRECISION AMOUNT	46,555
PRECISION PERCENT	9.77%
Z-VALUE USED	1.281551565545

90% CONFIDENCE LEVEL

LOWER LIMIT	416,579
UPPER LIMIT	536,084
PRECISION AMOUNT	59,753
PRECISION PERCENT	12.54%
Z-VALUE USED	1.644853626951

95% CONFIDENCE LEVEL

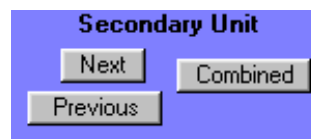
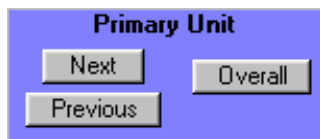
LOWER LIMIT	405,132
UPPER LIMIT	547,531
PRECISION AMOUNT	71,200
PRECISION PERCENT	14.95%
Z-VALUE USED	1.959963984540

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

Output to Screen

The program always concludes with a summary on the screen, even if the output option selected is a text file or printer. The screen below is the summary of the difference values for the first primary unit in this illustration. If the user created a sample data file containing two values per sample item (e.g., examined and audited values), the summary for each amount (examined, audited, difference) can be obtained by clicking on **Additional Summary Info** at the bottom of this form. For this illustration, the **Additional Summary Info** button is not visible since only the difference values were used in the data file.

To view summary information for the next sampled secondary unit within the selected primary unit, click on **Next** in the bottom **Secondary Unit** box. By clicking on **Next** and **Previous**, the user can navigate through the secondary units for the selected primary unit. By clicking on **Combined**, the screen will contain the summary for the selected primary unit. Similarly, by clicking on **Next** and **Previous** in the **Primary Unit** box, the user can navigate through the sampled primary units. For each selected primary unit, the user can then switch to the **Secondary Unit** box and examine the results for each secondary unit within this primary unit. Finally, by clicking on **Overall** in the **Primary Unit** box, the summary appraisal results for the entire analysis are shown. These output screens are shown on the next two pages.



Variable - RHC Three-Stage Appraisal

Department of Health and Human Services
OIG - Office of Audit Services
RHC - Three-Stage Variable Appraisal

Date

Time

Name of data file:

P.U. ID

S.U. ID

3rd-Stage Universe

Sample Size

Nonzero Items

Mean

**Summary for
Difference Values**

Point Estimate

Primary Unit 1
 Within Variance

Between Variance

Total Variance

Primary Unit

Secondary Unit

HELP

EXIT

Previous Screen

Main Menu

Variable - RHC Three-Stage Appraisal
Date: 10/12/2009
Time: 10:49 am

Department of Health and Human Services
OIG - Office of Audit Services
RHC - Three-Stage Variable Appraisal

Name of data file:

Audit:

3rd-Stage Universe

Sample Size

Nonzero Items

Standard Error

Point Estimate

Summary for
Difference Values
(Overall)

Overall Variance Stage 1 Variance

Stages 2 and 3 Variance

Total Variance

Confidence Intervals

	80% Confidence Level	90% Confidence Level	95% Confidence Level
Lower Limit	<input type="text" value="429,776"/>	<input type="text" value="416,579"/>	<input type="text" value="405,132"/>
Upper Limit	<input type="text" value="522,886"/>	<input type="text" value="536,084"/>	<input type="text" value="547,531"/>
Precision Amount	<input type="text" value="46,555"/>	<input type="text" value="59,753"/>	<input type="text" value="71,200"/>
Precision Percent	<input type="text" value="9.77%"/>	<input type="text" value="12.54%"/>	<input type="text" value="14.95%"/>
Z-Value Used	<input type="text" value="1.281551565545"/>	<input type="text" value="1.644853626951"/>	<input type="text" value="1.959963984540"/>

Primary Unit

Secondary Unit

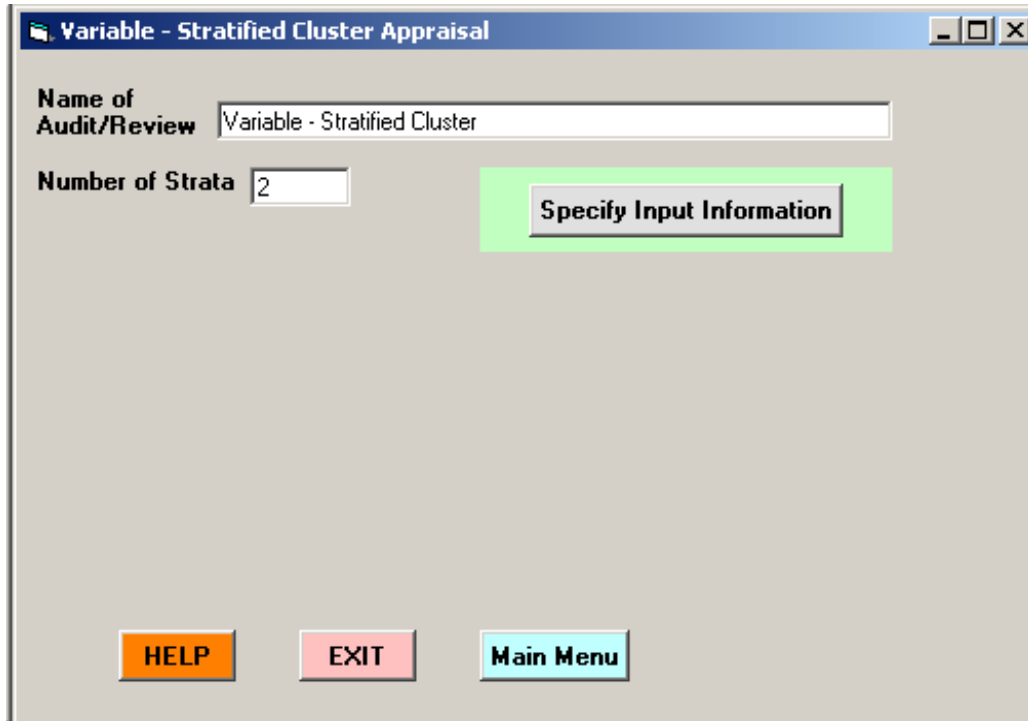
NOTE Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

STRATIFIED CLUSTER

Purpose

This program performs a stratified cluster appraisal of a previously created data file based on information gathered from all items in sampled clusters. The user would have initially stratified the clusters (e.g., universities) into two or more categories (e.g., public and private universities). Within each stratum, the user would randomly select clusters. Then all items (e.g., grants) within the cluster would be reviewed.

Input Screen



The screenshot shows a window titled "Variable - Stratified Cluster Appraisal". Inside the window, there are two input fields. The first is labeled "Name of Audit/Review" and contains the text "Variable - Stratified Cluster". The second is labeled "Number of Strata" and contains the number "2". To the right of the "Number of Strata" field is a green button labeled "Specify Input Information". At the bottom of the window, there are three buttons: "HELP" (orange), "EXIT" (pink), and "Main Menu" (cyan).

Name of audit/review

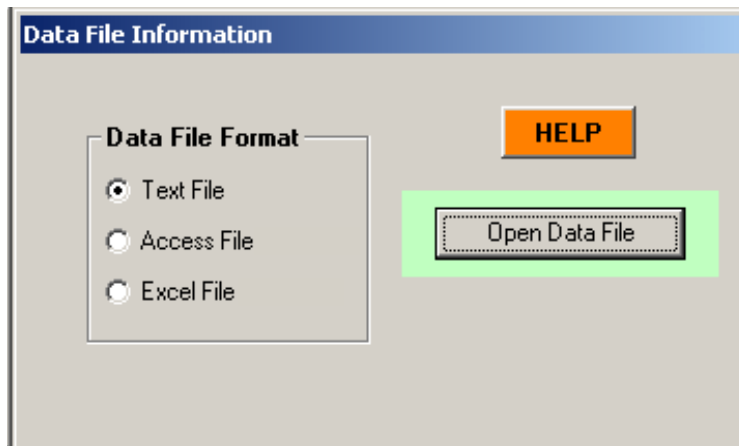
This program allows the user to enter a brief description of the audit or purpose of the evaluation. The description, which appears at the top of the output, is limited to 40 characters in length and may include commas and spaces.

Number of strata

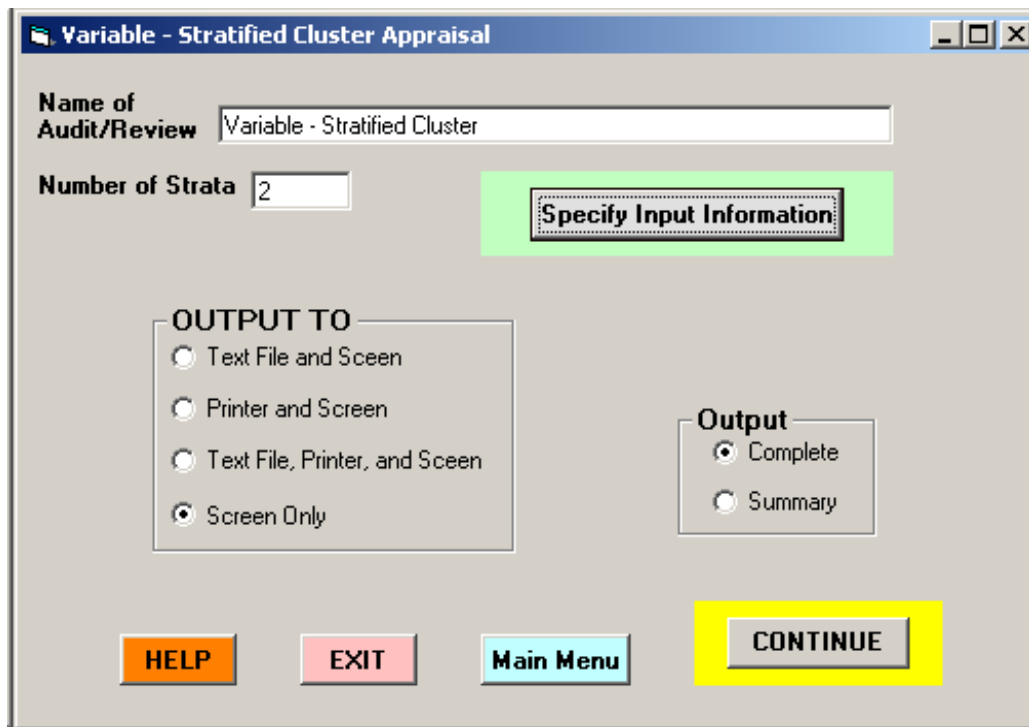
After entering the name of the audit/review, the user must enter the number of strata. The maximum number of strata is 100.

Specify input information

After entering the above information, click on **Specify Input Information**. The following screen will appear. The input file format can be a text file, a table within an Access database, or an Excel spreadsheet. After selecting the desired format, click on **Open Data File**. Using the standard Windows "Open" file screen, locate the input file and double-click on it.



When the file has been opened, the full input screen (shown next) will appear.



Variable - Stratified Cluster Appraisal

Name of Audit/Review: Variable - Stratified Cluster

Number of Strata: 2

Specify Input Information

OUTPUT TO

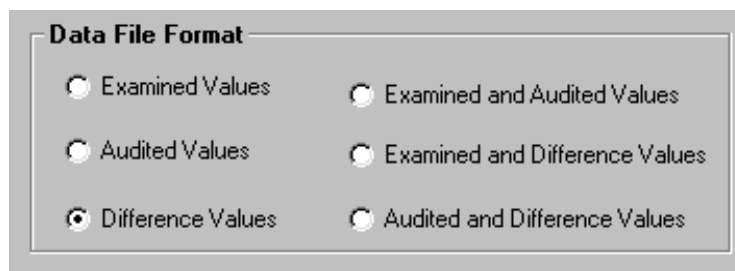
- Text File and Screen
- Printer and Screen
- Text File, Printer, and Screen
- Screen Only

Output

- Complete
- Summary

HELP **EXIT** **Main Menu** **CONTINUE**

Format of Input File



Data File Format

- Examined Values
- Audited Values
- Difference Values
- Examined and Audited Values
- Examined and Difference Values
- Audited and Difference Values

Prior to executing this program the user must create a sample data file that contains certain identifying data and sample information for each cluster selected. The identifying data are descriptive identifiers of the stratum and each cluster (maximum of 25 characters for each identifier). For each stratum the user enters the number of clusters (e.g., universities) that makes up the universe for the stratum. For each cluster sampled the user enters the number of items (e.g., grants) in the cluster and the total value for all items in the cluster of the quantitative characteristic being measured (e.g., unauthorized travel costs).

For each stratum the user needs to use the following format:

PRIVATE UNIVERSITIES 415 25

Explanation:

- PRIVATE - UNIVERSITIES** - This is a description of the clusters in the stratum. It must be least one character in length. It may be longer than 25 characters in length; however, only the first 25 characters will be stored for output.
- 415** - This is the number of clusters in the universe for the stratum.
- 25** - This is the number of clusters in the sample for the stratum.

The data values may contain commas and dollar signs (\$). The program assumes one or more spaces or tabs as the only delimiters between pieces of data.

Each stratum data line is followed by one or more lines containing data for each cluster sampled. The format for each cluster is as follows:

UNIV1 8 96

Explanation:

- UNIV1** - This is a description of the sampled cluster. It must be at least one character in length. It may be longer than 25 characters in length; however, only the first 25 characters will be stored for output.
- 8** - This is the number of items reviewed within the cluster. The quantity must be separated from the cluster description by one or more spaces. Commas are allowed for this value.
- 96** - This is the total value for the quantitative characteristic being measured for the items in the cluster. The value must be separated by one or more spaces from the number of items reviewed in the cluster. The value may contain commas, a decimal point, or a dollar sign. If the value is negative, it must be preceded by a minus sign (-).

Input From a Text File

The sample data containing the above information may be stored in a text file format. There are several ways the user may create this file. The easiest approach would be with a word processing package (e.g., Word) or a print file created with a spreadsheet package (e.g., Excel).

As an illustration, consider two strata: Stratum 1: state-supported universities ($N_1 = 415$ universities in the population) and Stratum 2: private universities ($N_2 = 168$ universities in the population). Within each stratum, a single-stage cluster sample was obtained with $n_1 = 25$ universities selected from Stratum 1 and $n_2 = 10$ universities from Stratum 2. For each of the sampled universities, all health-related grants would be audited to determine the amount of costs improperly charged to these grants. The sample data file (C:\TEMP\DATASTRCLUS.TXT) is shown below.

```

STATE UNIVERSITIES  415  25
UNIV1      8    96
UNIV2     12   121
UNIV3      4    42
UNIV4      5    65
UNIV5      6    52
UNIV6      6    40
UNIV7      7    75
UNIV8      5    65
UNIV9      8    45
UNIV10     3    50
UNIV11     2    85
UNIV12     6    43
UNIV13     5    54
UNIV14    10    49
UNIV15     9    53
UNIV16     3    50
UNIV17     6    32
UNIV18     5    22
UNIV19     5    45
UNIV20     4    37
UNIV21     6    51
UNIV22     8    30
UNIV23     7    39
UNIV24     3    47
UNIV25     8    41
PRIVATE UNIVERSITIES 168 10
UNIV1      2    18
UNIV2      5    52
UNIV3      7    68
UNIV4      4    36
UNIV5      3    45
UNIV6      8    96
UNIV7      6    64
UNIV8     10   115
UNIV9      3    41
UNIV10     1    12

```

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

Input From an Access Database

The sample data may be stored in a table within an Access database. Select the name of the database containing the input table in the preceding **Open Data File** step. This database must have the standard Access extension (.mdb or .accdb). The name of the database for this illustration is C:\TEMP\VARIABLE.accdb. The user may double-click on the VARIABLE database name or single-click on it and the **Open** button on the standard Windows "Open" file screen.

For this illustration, the data will be stored in table DATASTRCLUS within Access database C:\TEMP\VARIABLE.accdb. The first seven rows of Access table DATASTRCLUS are shown below. The final 15 rows immediately follow.

DATASTRCLUS : Table			
	Field1	Field2	Field3
▶	STATE UNIVERSITIES	415	25
	UNIV1	8	96
	UNIV2	12	121
	UNIV3	4	42
	UNIV4	5	65
	UNIV5	6	52
	UNIV6	6	40
	UNIV22	8	30
	UNIV23	7	39
	UNIV24	3	47
	UNIV25	8	41
	PRIVATE UNIVERSITIES	168	10
	UNIV1	2	18
	UNIV2	5	52
	UNIV3	7	68
	UNIV4	4	36
	UNIV5	3	45
	UNIV6	8	96
	UNIV7	6	64
	UNIV8	10	115
	UNIV9	3	41
	UNIV10	1	12
*			

Once the data file is open, the program returns to the input screen. Click on **CONTINUE** to resume processing. The user will be asked to select the name of the table within the selected

database using the following form. Click on the down arrow under **Select a table**. After selecting a table from the drop-down list (DATASTRCLUS for this illustration) and clicking on **Click here to see field names**, the field names will appear.

To select the field names, click on the field name for the field containing the primary and secondary unit IDs (“Field1” in this illustration) and then click on the top right-hand box. The field name will then appear in this box. Repeat this procedure for the remaining two field names in this table (“Field2” and “Field3” in this illustration). When all the field names have been specified, click on **OK**. The program will continue processing.

Form to Select Access Table and Field Names

Database Name
C:\TEMP\Variable.accdb

Select a table
DATASTRCLUS

Click here to see field names.

Field1
Field2
Field3

Select a field from the list and click on one of the right-hand boxes. Repeat this for the remaining fields in the data set. Then click on OK.

FIELD NAMES

First Field
Field1

Second Field
Field2

Third Field
Field3

OK

HELP **EXIT**

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

Input From an Excel Spreadsheet

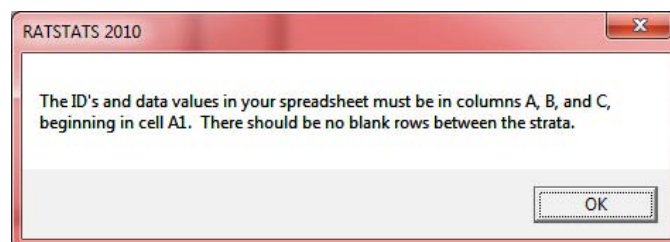
The input file can be stored in an Excel spreadsheet containing three columns. Select the name of the spreadsheet containing the input table in the preceding **Open Data File** step. This file must have the standard Excel extension (.xls or .xlsx). For this illustration, Excel file DATASTRCLUS.xlsx will be used. The first seven rows of this spreadsheet are shown below. The final 15 rows immediately follow.

	A	B	C
1	STATE UNIVERSITIES	415	25
2	UNIV1	8	96
3	UNIV2	12	121
4	UNIV3	4	42
5	UNIV4	5	65
6	UNIV5	6	52
7	UNIV6	6	40

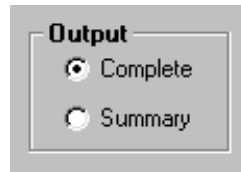
23	UNIV22	8	30
24	UNIV23	7	39
25	UNIV24	3	47
26	UNIV25	8	41
27	PRIVATE UNIVERSITIES	168	10
28	UNIV1	2	18
29	UNIV2	5	52
30	UNIV3	7	68
31	UNIV4	4	36
32	UNIV5	3	45
33	UNIV6	8	96
34	UNIV7	6	64
35	UNIV8	10	115
36	UNIV9	3	41
37	UNIV10	1	12

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

When using the Excel option, the following screen will be displayed.

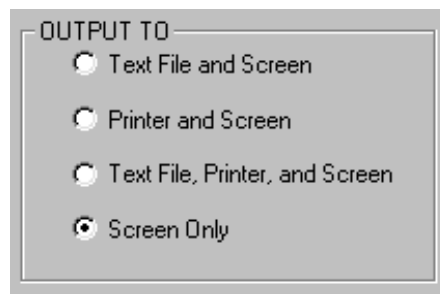


Complete or Summary Output



The user may want to reduce printed output by having only the summary of the appraisal created. The default is for the complete appraisal output.

Output Options



The output options are a text file and screen; a printer and screen; a text file, printer, and screen; or screen only. The program always concludes with a summary on the screen.

If the user selects a text file for output, the program will prompt for a file name. The standard Windows "Save" file screen will appear. The user should type in the file name in the designated box and click on **Save**. The output file will be saved with a ".TXT" extension.

If the user selects the printer for output, the standard Windows "Print" dialog box will appear. Select the printer to use for the program output.

After selecting the output format, click on **CONTINUE**.

Program Output

Whether the user selects the complete or summary option for output, the following information will be displayed for each stratum:

STRATUM IDENTIFICATION	The descriptions entered in the sample data file.
SAMPLE UNIVERSE	The universe size of clusters for each stratum. The numbers were obtained from the data file.
SAMPLE SIZE	The count of clusters in the data file for each stratum. It represents the number of clusters reviewed in each stratum.

If the user selects the complete option, the following information will be displayed:

CLUSTER IDENTIFICATION	The descriptions entered in the data file.
SAMPLE UNIVERSE	The universe size for each cluster in a stratum. The numbers were obtained from the data file.
SAMPLE SIZE	The number of items actually reviewed. Since this is a cluster sample, the universe and sample sizes are the same within each cluster. The number of items may vary from cluster to cluster, but all items in all sampled clusters are to be reviewed.
SAMPLED VALUE	The summation of values entered in the data file for the quantitative characteristic being measured. It represents the summation for each cluster.

The final two pieces of information for each stratum (sampled value and point estimate) will appear on different lines depending on the output option selected (i.e., complete or summary). If a complete option is selected, then after displaying the information for each sampled cluster in a stratum, a stratum totals line will appear containing these two values. If, however, the summary option was selected, then these two values will appear on the same line as the stratum identification.

SAMPLED VALUE The summation of values entered in the data file for the quantitative characteristic being measured. In this line it represents the summation for the stratum.

POINT ESTIMATE A single estimate for the stratum of the universe value of the characteristic being measured. It is obtained by dividing the summation of stratum sampled values by the number of clusters sampled and multiplying the result by the number of clusters in the stratum universe.

Whether the complete or summary option is selected, the following output will be displayed after all the information for the strata are shown:

STRATA TOTALS The total number of clusters in the universe and the actual number of clusters sampled.

CLUSTER UNIT TOTALS Information for all clusters sampled including the total number of items reviewed and the value of those items for the characteristic being measured.

OVERALL POINT ESTIMATE A single estimate of the overall value of the characteristic being measured. It is calculated by the summation of the point estimates for all strata.

OVERALL STANDARD ERROR A measurement of the variance of the overall point estimate. It is this value that is used in determining the width of the confidence intervals.

CONFIDENCE LEVEL The user's level of confidence that the actual value of the measured characteristic will fall within the range from the lower to the upper limits (confidence interval).

LOWER LIMIT The lower bound of the confidence interval. It is calculated by subtracting the precision amount from the point estimate.

UPPER LIMIT The upper bound of the confidence interval. It is calculated by adding the precision amount to the point estimate.

PRECISION AMOUNT A measurement of the closeness of the sample estimate of the universe total and the corresponding unknown universe value. The precision amount is calculated by multiplying the standard error by the appropriate factor ("Z" value) corresponding to the desired confidence level. For the examined (reviewed) appraisal, the universe total may be known and should be reviewed by the user to see if, in fact, the actual value does fall within the confidence interval.

PRECISION PERCENT The result of dividing the precision amount by the point estimate.

Z-VALUE USED The standard normal percentile value used to construct the confidence interval.

Output to a Text File or Printer

Using the specified sample results in the initial screen, the appraisal results were stored in C:\TEMP\OUTSTRCLUS.TXT, shown next. The printer output is identical.

```

DEPARTMENT OF HEALTH & HUMAN SERVICES
OIG - OFFICE OF AUDIT SERVICES
Date: 10/12/2009      STRATIFIED CLUSTER VARIABLE APPRAISAL      Time: 14:36
AUDIT/REVIEW: Variable - Stratified Cluster

DATA FILE USED: C:\TEMP\DATASTRCLUS.TXT
    
```

STRATUM IDENTIFICATION CLUSTER IDENTIFICATION	SAMPLE UNIVERSE	SAMPLE SIZE	SAMPLED VALUE	POINT ESTIMATE
=====	=====	=====	=====	=====
STATE UNIVERSITIES	415	25		
UNIV1	8	8	96.00	
UNIV2	12	12	121.00	
UNIV3	4	4	42.00	
UNIV4	5	5	65.00	
UNIV5	6	6	52.00	
UNIV6	6	6	40.00	
UNIV7	7	7	75.00	
UNIV8	5	5	65.00	
UNIV9	8	8	45.00	
UNIV10	3	3	50.00	
UNIV11	2	2	85.00	
UNIV12	6	6	43.00	
UNIV13	5	5	54.00	
UNIV14	10	10	49.00	
UNIV15	9	9	53.00	
UNIV16	3	3	50.00	
UNIV17	6	6	32.00	
UNIV18	5	5	22.00	
UNIV19	5	5	45.00	
UNIV20	4	4	37.00	
UNIV21	6	6	51.00	
UNIV22	8	8	30.00	
UNIV23	7	7	39.00	

UNIV24	3	3	47.00	
UNIV25	8	8	41.00	
STRATUM TOTALS	151	151	1,329.00	22,061
10/22/2004 PRIVATE UNIVERSITIES			168	10
UNIV1			2	2
UNIV2	5	5	52.00	18.00
UNIV3	7	7	68.00	
UNIV4	4	4	36.00	
UNIV5	3	3	45.00	
UNIV6	8	8	96.00	
UNIV7	6	6	64.00	
UNIV8	10	10	115.00	
UNIV9	3	3	41.00	
UNIV10	1	1	12.00	
STRATUM TOTALS	49	49	547.00	9,190
STRATA TOTALS	583	35		
CLUSTER UNIT TOTALS	200	200	1,876.00	
OVERALL POINT ESTIMATE				31,251
OVERALL STANDARD ERROR				2,418
CONFIDENCE LEVEL	---80 PERCENT--	---90 PERCENT--	---95 PERCENT--	
LOWER LIMIT	28,152	27,273	26,511	
UPPER LIMIT	34,350	35,229	35,991	
PRECISION AMOUNT	3,099	3,978	4,740	
PRECISION PERCENT	9.92%	12.73%	15.17%	
Z-VALUE USED	1.281551565545	1.644853626951	1.959963984540	

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

Output to Screen

The program always concludes with a summary on the screen, even if the output option selected includes a text file or printer. The screen immediately following is the summary of the difference values for the first stratum in this illustration. To obtain the results for the second stratum, click on **Next Stratum**. The user can click on **Next Stratum** and **Previous Stratum** to review the results for the individual strata. To obtain the overall results, click on **OVERALL**. The resulting summary screen immediately follows the summary for the first stratum.

Variable - Stratified Cluster Appraisal

Department of Health and Human Services
 OIG - Office of Audit Services
 Stratified Cluster Variable Appraisal

Date: 10/12/2009 Time: 2:36 pm

Audit: Variable - Stratified Cluster

Name of input file: C:\TEMP\DATASTRCLUS.txt

Stratum ID: STATE UNIVERSITIES Clusters in Universe: 415 Clusters in Sample: 25

Stratum Total: 1,329 Items Reviewed: 151 Point Estimate: 22,061

Previous Stratum Next Stratum OVERALL

Variable - Stratified Cluster Appraisal

Department of Health and Human Services
 OIG - Office of Audit Services
 Stratified Cluster Variable Appraisal

Date: 10/12/2009 Time: 2:38 pm

Audit: Variable - Stratified Cluster

Name of input file: C:\TEMP\DATASTRCLUS.txt

Overall Results

Clusters in Universe: 583 Clusters in Sample: 35

Overall Total: 1,876 Items Reviewed: 200 Point Estimate: 31,251

Standard Error: 2,418

Previous Stratum Next Stratum OVERALL

Confidence Intervals

	80% Confidence Level	90% Confidence Level	95% Confidence Level
Lower Limit	28,152	27,273	26,511
Upper Limit	34,350	35,229	35,991
Precision Amount	3,099	3,978	4,740
Precision Percent	9.92%	12.73%	15.17%
Z-Value Used	1.281551565545	1.644853626951	1.959963984540

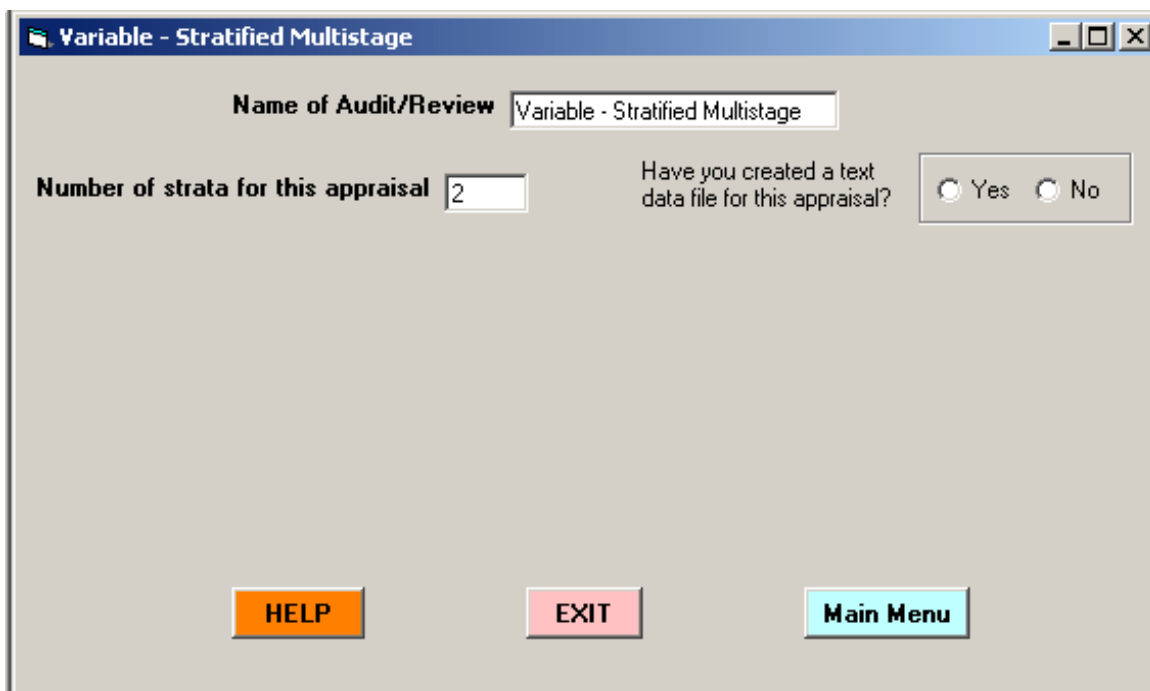
HELP EXIT Previous Screen Main Menu

STRATIFIED MULTISTAGE

Purpose

This program performs a stratified multistage appraisal based on information gathered from prior multistage appraisals. The user would have initially stratified the clusters (e.g., universities) into two or more categories (e.g., public and private universities). Within each stratum, the user would select a multistage sample. The results of the samples would be appraised using a multistage appraisal program. The point estimate and standard error from each of these appraisals could be placed in a data file or entered interactively by the user. **NOTE:** Use the point estimates and standard errors for the totals, not the point estimates and standard errors for the means.

Input Screen



Variable - Stratified Multistage

Name of Audit/Review Variable - Stratified Multistage

Number of strata for this appraisal 2

Have you created a text data file for this appraisal? Yes No

HELP EXIT Main Menu

Name of audit/review

This program allows the user to enter a brief description of the audit or purpose of the evaluation. The description, which appears at the top of the output, is limited to 40 characters in length and may include commas and spaces.

Number of strata for this appraisal

Enter the number of strata that will be appraised. This number must be between 2 and 500.

Have you created a text data file for this appraisal?

Prior to executing this program the user could create a data file that contains the point estimate and the standard error for each of the strata. The data file containing the above information must be stored in a text file format. There are several ways the user may create this file. The easiest approach would be with a text editor or word processing package (e.g., Word) or a print file created with a spreadsheet package (e.g., Excel).

For each stratum the user needs to use the following format:

24,077 1,277

Explanation:

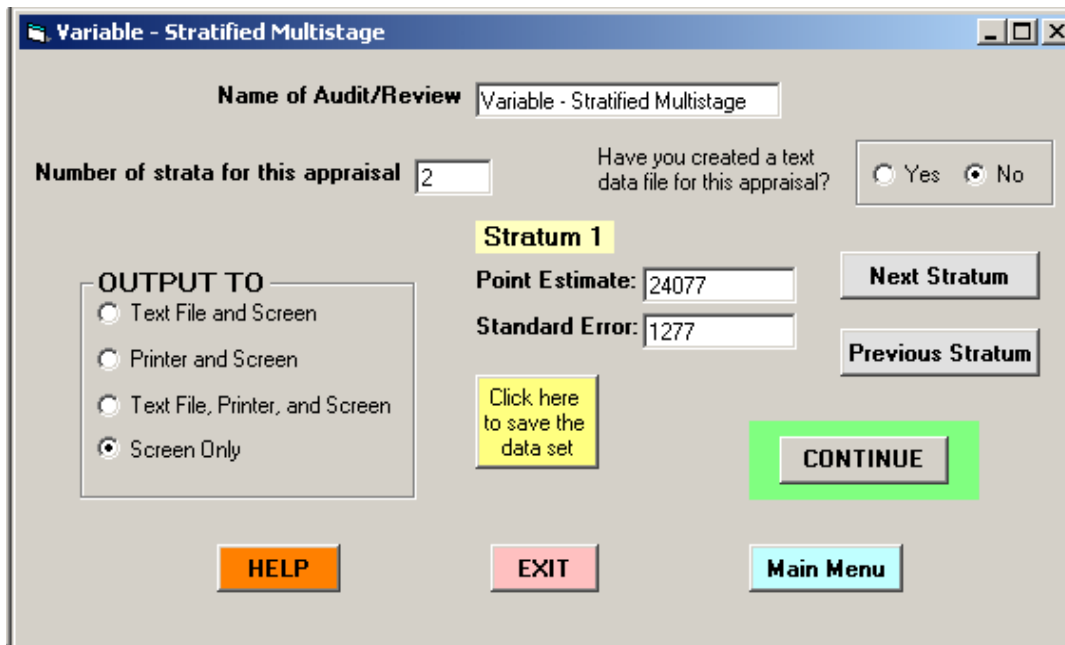
- 24,077** - The point estimate of the total for one stratum. The program will allow commas to be included in the value.
- 1,277** - The standard error of the total estimate for one stratum. The program will allow commas to be included in the value.

The results for each stratum should be on a separate line and the values separated by one or more spaces or tabs.

If **Yes** is selected, the standard Windows "Open" file screen will appear. The window will contain all ".TXT" and ".DAT" files in the selected directory. To view all files in this directory, the user may change the file type to "All files." Click on the file name, then click on **Open**. If a file name is entered, the values obtained from the file will be displayed on the screen for review by the user.

If **No** is selected at this query the following screen will appear:

Input of Data Values



Entering point estimates

For the stratum identified on the screen, the user may enter a point estimate of the stratum total.

Entering standard errors

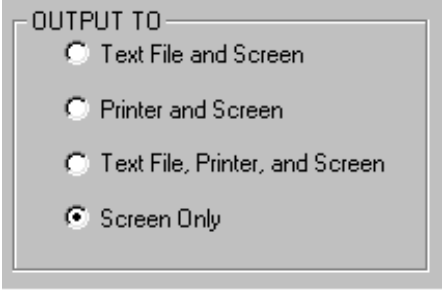
For the stratum identified on the screen, the user may enter a standard error for the estimate of the stratum total.

Editing the values

By clicking on **Next Stratum** and **Previous Stratum**, the user can navigate through the strata to observe, enter, or modify the point estimates and standard errors.

At any point before clicking on the **CONTINUE** button, the user may change the point estimate or standard error for any of the strata. When all edits are complete, click on **Click here to save the data set**. The standard Windows “Save As” screen will appear. Type the output file name alongside the **File name** box and click on **Save**.

Output Options



OUTPUT TO

- Text File and Screen
- Printer and Screen
- Text File, Printer, and Screen
- Screen Only

The output options are a text file and screen; a printer and screen; a text file, printer, and screen; or screen only. The program always concludes with a summary on the screen.

If the user selects a text file for output, the program will prompt for a file name. The standard Windows “Save” file screen will appear. The user should type in the file name in the designated box and click on **Save**. The output file will be saved with a “.TXT” extension.

If the user selects the printer for output, the standard Windows “Print” dialog box will appear. Select the printer to use for the program output.

After selecting the output format, click on **CONTINUE**.

Program Output

The output will first display the data entered by the user for each of the strata. Then the output will display the results of the appraisal. The following will be displayed in the results portion:

POINT ESTIMATE	A single estimate for all strata of the universe value of the characteristic being measured. It is obtained by the summation of strata point estimates.
STANDARD ERROR	A measurement of the variation of the point estimate of the universe total with respect to all possible point estimates for this universe and these sample sizes.
CONFIDENCE LEVEL	The user’s level of confidence that the actual value of the measured characteristic will fall within the range from the lower to upper limits (confidence interval).

LOWER LIMIT	The lower bound of the confidence interval. It is calculated by subtracting the precision amount from the point estimate.
UPPER LIMIT	The upper bound of the confidence interval. It is calculated by adding the precision amount to the point estimate.
PRECISION AMOUNT	A measurement of the closeness of the sample estimate and the corresponding population value. For a 90% confidence interval, the user would be 90% confident that the estimated population total (OVERALL POINT ESTIMATE) would be within this amount of the actual value. The precision amount is calculated by multiplying the standard error by the appropriate factor ("Z" value).
PRECISION PERCENT	The result of dividing the precision amount by the point estimate.
Z-VALUE USED	The standard normal percentile value used to construct the confidence interval.

Output to a Text File or Printer

Using the specified sample results in the initial screen, the appraisal results were stored in C:\TEMP\OUTSTRMULTI.TXT, shown below. The printer output is identical.

```

DEPARTMENT OF HEALTH & HUMAN SERVICES
OIG - OFFICE OF AUDIT SERVICES
Date: 10/12/2009 STRATIFIED MULTISTAGE VARIABLE APPRAISAL Time: 10:09
AUDIT/REVIEW: Variable - Stratified Multistage
DATA FILE: C:\TEMP\DATASTRMULTI.TXT
    
```

```

THE ESTIMATORS ARE BASED ON THE FOLLOWING ENTRIES:
STRATUM POINT ESTIMATE STANDARD ERROR
1 24,077 1,277
2 19,182 873
    
```

= = = = = RESULTS = = = = =

```

POINT ESTIMATE STANDARD ERROR
43,259 1,547
CONFIDENCE LEVEL ---80 PERCENT-- ---90 PERCENT-- ---95 PERCENT--
LOWER LIMIT 41,277 40,715 40,227
UPPER LIMIT 45,241 45,803 46,291
PRECISION AMOUNT 1,982 2,544 3,032
PRECISION PERCENT 4.58% 5.88% 7.01%
Z-VALUE USED 1.281551565545 1.644853626951 1.959963984540
    
```

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

Output to Screen

The program always concludes with a summary on the screen, even if the output option selected includes a text file or printer. The summary screen for this illustration is shown on the next page. The input values are contained in the box at the bottom of the screen.

Date: 10/12/2009
Time: 10:09 am

Department of Health and Human Services
 OIG - Office of Audit Services
 Stratified Multistage Variable Appraisal

Audit: Variable - Stratified Multistage
 Name of input file: C:\TEMP\DATASTRMULTI.TXT
 Point Estimate: 43,259 Standard Error: 1,547

Confidence Intervals

	80% Confidence Level	90% Confidence Level	95% Confidence Level
Lower Limit	41,277	40,715	40,227
Upper Limit	45,241	45,803	46,291
Precision Amount	1,982	2,544	3,032
Precision Percent	4.58%	5.88%	7.01%
Z-Value Used	1.281551565545	1.644853626951	1.959963984540

	Stratum	Point Estimate	Standard Error
Input Data	1	24077	1277
	2	19182	873

HELP
EXIT
Previous Screen
Main Menu

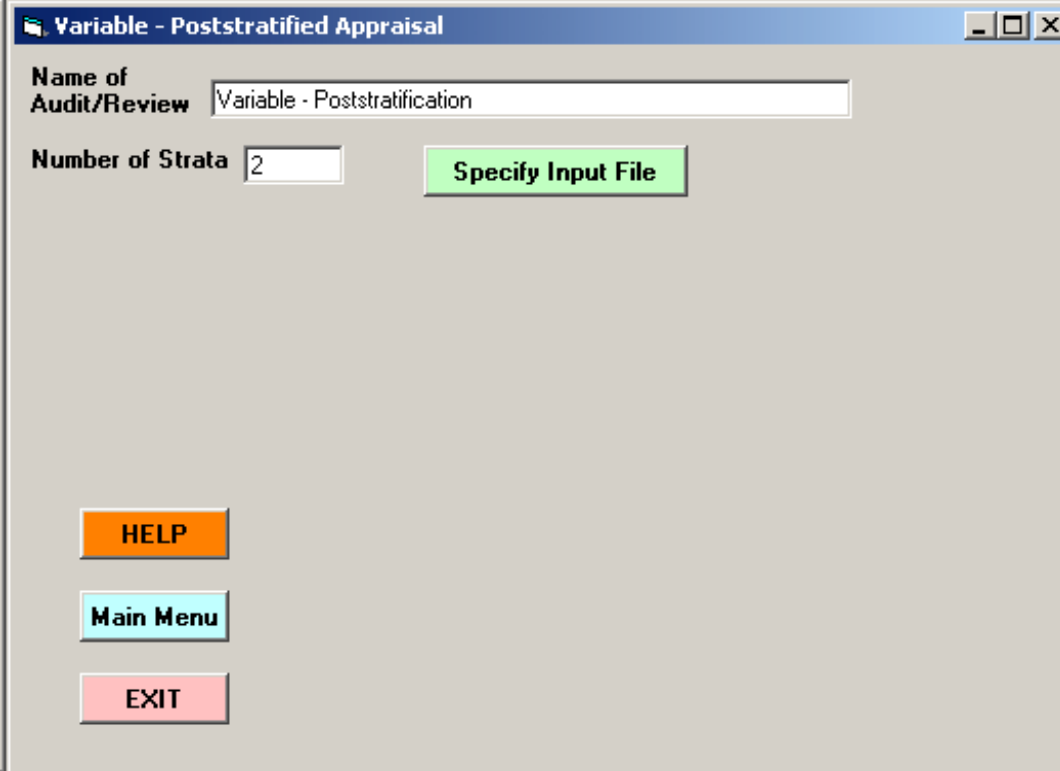
NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

POSTSTRATIFICATION

Purpose

While in many cases the user would like to develop a stratified sampling plan, it may not be feasible to do so before actually drawing the sample, or the user may not recognize the need to stratify until after the sample has been drawn and the items evaluated. In such situations post stratification may be used. Such a stratification methodology may only be used if the sizes of the strata populations are known and each stratum sample is of sufficient size. This method, however, is less efficient statistically than a stratified sample.

Input Screen



The screenshot shows a software window titled "Variable - Poststratified Appraisal". The window contains the following elements:

- Name of Audit/Review:** A text input field containing "Variable - Poststratification".
- Number of Strata:** A numeric input field containing "2".
- Specify Input File:** A green button.
- Navigation Buttons:** Three buttons are located in the bottom-left corner: "HELP" (orange), "Main Menu" (cyan), and "EXIT" (pink).

Name of audit/review

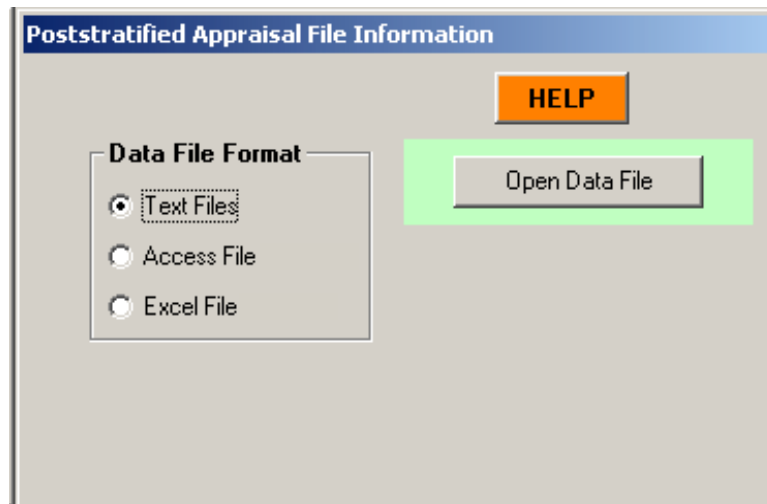
This program allows the user to enter a brief description of the audit or purpose of the evaluation. The description, which appears at the top of the output, is limited to 40 characters in length and may include commas and spaces.

Number of strata

After entering the name of the audit/review, the user must enter the number of strata.

Specify input file

After entering the above information, click on **Specify Input File**. The following screen will appear. The input file(s) format can consist of two text files, two tables within an Access database, or two spreadsheets within the same Excel file. After selecting the desired format, click on **Open Data File**. Using the standard Windows “Open” file screen, locate the input file and double-click on it.



When all files have been opened, the full input screen (shown next) will appear.

Format of Input File

Prior to executing this program, the user must create a sample data file that contains certain identifying data and one or two pieces of information for each sample unit selected within each stratum. Each data line consists of a line number for that sampling unit followed by the first piece of information (a numeric value) the user wants to appraise (i.e., Examined, Audited, or Difference value). If two or more pieces of information will be appraised and the examined amount is one of the values, then the examined amount must be the first piece of data entered for each sampling unit. If only the audited and difference amounts are being appraised, then the audited amount must be the first piece of data entered. The second piece of information may be the numeric difference between the examined value and the amount accepted by the user or the audited amount if the examined amount was the first piece of data entered.

Regardless of the software used to create the data file, the format should be as follows:

7483 289.99 43.00

Explanation:

- 7483** - This is a number assigned by the user. The user should use the sample item number in this position. For ease of reference in this example, the number will be referred to as the line number.
- 289.99** - This is a number being reviewed by the user. The number, for example, could be a dollar amount claimed or the number of items on an inventory card. If the number is negative, then a minus sign must precede the number.
- 43.00** - If two pieces of information are being gathered for each sampling unit, then this number is the audited or difference amount determined by the user. For example, if the user had determined that of \$289.99 claimed by a vendor, only \$246.99 was actually owed, then the difference amount entered would be \$43.00.

The user must enter the data for each sampling unit on a separate line. For ease of editing, enough spaces or tabs should be placed between values so that the sample values align vertically. The data values may contain commas and dollar signs (\$). The program assumes one or more spaces or tabs as the only delimiters between pieces of data.

Input From Text Files

The data file containing the above information may be stored in a text file format. There are several ways the user may create this file. The easiest approach would be with a word processing package (e.g., Word) or a print file created with a spreadsheet package (e.g., Excel).

Sample Data File

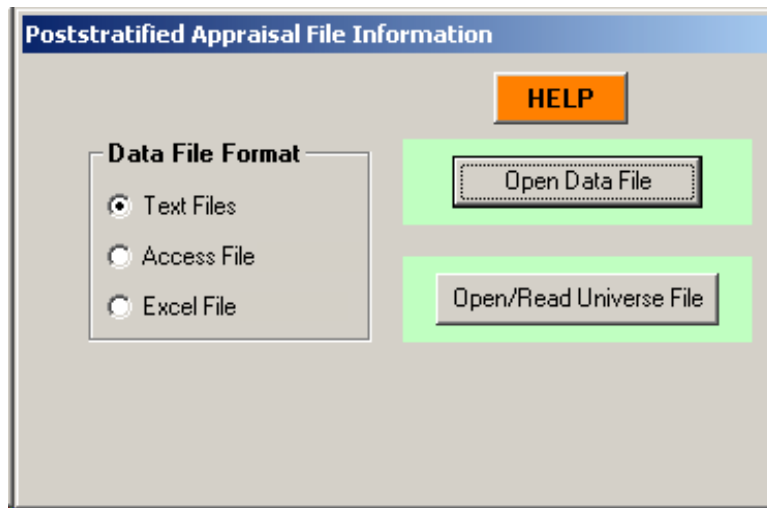
A portion of data set DATAPOST.TXT is shown next. The data file contains 25 observations in each stratum.

1	80
2	43
3	133
4	125
5	116
.	
.	
.	
21	127
22	105
23	102
24	69
25	76
26	354
27	328
28	313
29	250
30	261
.	
.	
.	
46	295
47	277
48	355
49	314
50	277

Data file DATAPOST.TXT

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

After clicking on the **Open Data File** button and opening the data file (e.g., DATAPOST.TXT), the **Open/Read Universe File** button will appear on the following screen.



Universe/Sample Sizes File

To open the file containing the universe/sample sizes, click on the **Open/Read Universe File** button and use the standard Windows “Open” file screen to locate the universe file (e.g., UnivPost.TXT, shown below). The format of this file is:

line counter, universe size, sample size

There is one line for each stratum in the sample. Values within a line can be separated by one or more spaces or by using the tab key. Commas are allowed in the universe and sample size values. After the universe file has been selected, the program will return to the input screen.

UnivPost.txt - Notepad		
File	Edit	Format View Help
1	15000	25
2	3000	25

After opening the data files, the user is returned to the input screen. Click on **CONTINUE** to resume processing. The user will need to specify the column(s) containing the input data and the total number of columns in the data file using the screen shown next. After entering the column information, click on **OK**. The program will resume processing.

Data File for Poststratified Variable Appraisal

What column contains the difference values?
Enter a numeric value; e.g., 2 if the difference values are in the 2nd column of your text file.

How many columns are in this data file?
Be sure to include all columns.
Maximum number of columns = 10

EXIT OK

Input From an Access Database

The sample data and universe/sample size information must be stored in two tables within the same Access database. Select the name of the database containing the input tables in the preceding **Open Data File** step. This database must have the standard Access extension (.mdb or .accdb). The name of the database for this illustration is C:\TEMP\VARIABLE.accdb. The user may double-click on the VARIABLE database name or single-click on it and the **Open** button on the standard Windows “Open” file screen.

Universe/Sample Sizes Table

The name of the Access table containing the universe/sample size information for this illustration is UnivPost. The following table shows the table contents:

UnivPost : Table			
	Field1	Field2	Field3
	1	15000	25
	2	3000	25

Sample Data Table

The name of the Access table for this illustration is DATAPOST. The following table shows the first five rows. The field name for the first column (“Line-Number” in the illustration) is arbitrary and is not used by the program at any point.

DATAPOST : Table		
	Line-Number	Difference
	1	80
	2	43
	3	133
	4	125
	5	116

This data file contains 25 observations in each stratum. The last three rows of the first stratum and the first two rows of the second stratum are shown below:

	23	102
	24	69
	25	76
	26	354
	27	328

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

After opening the database, the user will be asked to select the name of the table containing the universe/sample information and the table containing the sample data using the following form. For the universe/sample sizes table, click on the down arrow under **Select the table**. After selecting a table from the drop-down list (UnivPost for this illustration), click on **Click here to see field names**. This list will contain the field names for this table. To select the field names, click on the field name for the field containing the universe sizes ("Field2" in this illustration) and click on the box labeled "Universe Sizes." The field name will appear in this box. Repeat this procedure for the field containing the sample sizes ("Field3" in this illustration).

Access Table and Field Names - Poststratified Variable Appraisal

Database Name

The boxes below will specify the universe/sample sizes table.

Select the table

Click here to see field names.

Field1
Field2
Field3

FIELD NAMES

Universe Sizes

Sample Sizes

Select the field containing the universe sizes and click on the box below "Universe Sizes".
Select the field containing the sample sizes and click on the box below "Sample Sizes".

The boxes below will specify the data table.

Select the table

Click here to see field names.

Line-Number
Difference

FIELD NAMES

Examined Values

Audited Values

Difference Values

Select a field from the list and click on one of the right-hand boxes. Repeat this for any remaining fields in the data set. Then click on OK.

To select the sample data field names, first select the table (DATAPOST in this illustration) and click on the field name for the field containing the first piece of information in the input file ("Difference" in this illustration), then click on the box labeled "Difference Values." The field name will appear in this box. Repeat this procedure for any remaining field names in this table (there are none for this illustration). When all the field names have been specified, click on **OK**. The program will return to the input screen. **NOTE:** When the user returns to the input screen, the data file format (Difference Values for this illustration) will be selected based on responses within the preceding **Access Table and Field Names** window. When using an Access input file, the user cannot change this data file format option after returning to the input screen.

Input From Excel Spreadsheets

With this option, the sample data and universe/sample sizes information must be stored in two Excel spreadsheets within the same Excel file. Select the name of the file containing both spreadsheets in the preceding **Open Data File** step. This file must have the standard Excel extension (.xls or .xlsx). For this illustration, Excel file DATAPOST.xlsx will be used.

Universe/Sample Size Spreadsheet

The contents of the spreadsheet containing the universe/sample sizes (named “Sizes” in this illustration) are shown below:

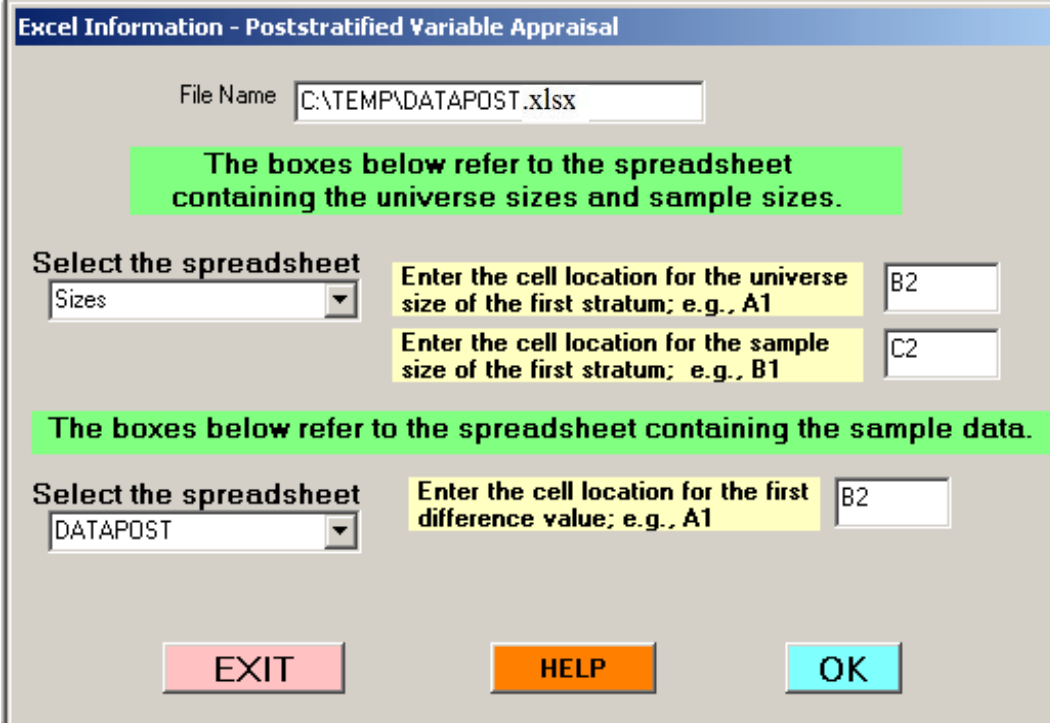
	A	B	C
1	Stratum	Universe Size	Sample Size
2	1	15000	25
3	2	3000	25

Sample Data Spreadsheet

The name of the second spreadsheet containing the sample data is DATAPOST in this illustration. The first five observations in this spreadsheet are shown below. The data file contains 25 observations in each stratum for a total of 51 rows (including the first row with labels). This particular file contains line numbers (1, 2, 3, . . .) in column A. The line numbers are optional.

	A	B
1	Line	Difference
2	1	80
3	2	43
4	3	133
5	4	125
6	5	116


After opening the data file, the user is returned to the input screen. Click on **CONTINUE** to resume processing. When using the Excel option, the following screen will be displayed. For this illustration, the various boxes should be filled in as shown. After entering the cell locations, click on **OK**. The program will resume processing.



The dialog box is titled "Excel Information - Poststratified Variable Appraisal". It contains a "File Name" field with the text "C:\TEMP\DATAPOST.xlsx". Below this is a green instruction box: "The boxes below refer to the spreadsheet containing the universe sizes and sample sizes." This is followed by a "Select the spreadsheet" dropdown menu set to "Sizes". To the right are two yellow instruction boxes: "Enter the cell location for the universe size of the first stratum; e.g., A1" with a text box containing "B2", and "Enter the cell location for the sample size of the first stratum; e.g., B1" with a text box containing "C2". Another green instruction box follows: "The boxes below refer to the spreadsheet containing the sample data." Below this is another "Select the spreadsheet" dropdown menu set to "DATAPOST". To its right is a yellow instruction box: "Enter the cell location for the first difference value; e.g., A1" with a text box containing "B2". At the bottom are three buttons: "EXIT" (pink), "HELP" (orange), and "OK" (cyan).

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

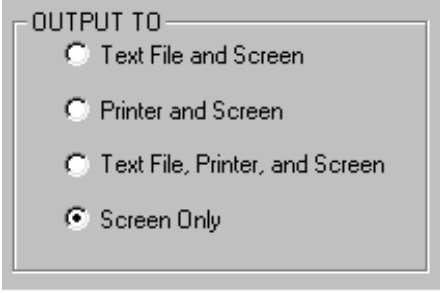
Complete or Summary Output



The dialog box is titled "Output" and contains two radio button options: "Complete" (which is selected) and "Summary".

The user may want to reduce printed output by having only the summary of the appraisal created. The default is for the complete appraisal output.

Output Options



OUTPUT TO

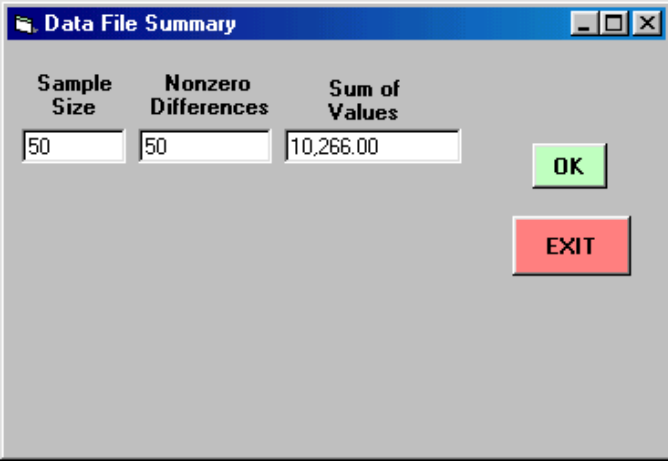
- Text File and Screen
- Printer and Screen
- Text File, Printer, and Screen
- Screen Only

The output options are a text file and screen; a printer and screen; a text file, printer, and screen; or screen only. The program always concludes with a summary on the screen.

If the user selects a text file for output, the program will prompt for a file name. The standard Windows “Save” file screen will appear. The user should type in the file name in the designated box and click on **Save**. The output file will be saved with a “.TXT” extension.

If the user selects the printer for output, the standard Windows “Print” dialog box will appear. Select the printer to use for the program output.

After selecting the output format, click on **CONTINUE**. The next screen to appear is the data file summary, shown next. At this point the user should reconcile the values to determine that the data file is complete and accurate. Click on **OK** to continue or **EXIT** to exit the program.



Sample Size	Nonzero Differences	Sum of Values
50	50	10,266.00

OK

EXIT

Program Output

For the examined, adjusted, and difference sections of the output, the following pieces of information will be displayed for each stratum. The precision information is given at the two-sided 80%, 90%, and 95% confidence levels.

SAMPLE SIZE	The number of sample items belonging to this particular stratum (stratum sample size) or in the combined sample (overall sample size).
UNIVERSE SIZE	The number of universe items for this particular stratum (stratum universe size) or in the entire universe (overall universe size).
MEAN	The average value for the sample items appraised within a stratum. It is obtained by summing the sample items for this stratum and dividing the result by the number of sample items within this stratum.
STANDARD DEVIATION	A measurement of the variation of the sample items within a stratum about the stratum mean.
STANDARD ERROR (TOTAL)	A measurement of the variation of the estimated stratum universe total with respect to all possible estimated totals.
OVERALL STANDARD ERROR (TOTAL)	A measurement of the variation of the point estimate of the overall universe total with respect to all possible totals.
POINT ESTIMATE	For each stratum, the estimate of the stratum total. It is found by multiplying the sample mean and the number of universe items for this stratum. The overall point estimate is the sum of the strata point estimates.
CONFIDENCE LEVEL	The confidence (80%, 90%, 95%) associated with the ability of the corresponding interval to contain the true mean (or universe total).
LOWER LIMIT	The lower bound of the confidence interval derived by subtracting the precision amount from the point estimate.
UPPER LIMIT	The upper bound of the confidence interval derived by adding the precision amount to the point estimate.

STRATUM PRECISION AMOUNT	A measurement of the closeness of the sample estimate of the stratum total and the actual stratum total. The precision amount is calculated by multiplying the stratum standard error by the appropriate factor ("Z" value) corresponding to the desired confidence level. For the examined (reviewed) appraisal, the stratum total may be known and should be reviewed by the user to see if, in fact, the actual value does fall within the confidence interval.
OVERALL PRECISION AMOUNT	A measurement of the closeness of the sample estimate of the universe total and the corresponding unknown universe value. The precision amount is calculated by multiplying the overall standard error by the appropriate factor ("Z" value) corresponding to the desired confidence level. For the examined (reviewed) appraisal, the universe total may be known and should be reviewed by the user to see if, in fact, the actual value does fall within the confidence interval.
PRECISION PERCENT	The result of dividing the precision amount by the point estimate and stating the result as a percentage.
Z-VALUE USED	The standard normal percentile value used to construct the confidence interval.

Output to a Text File or Printer

Using the specified sample results in the initial screen, the appraisal results were stored in C:\TEMP\OUTPOST.TXT, shown next. The printer output is identical.

```

DEPARTMENT OF HEALTH & HUMAN SERVICES
OIG - OFFICE OF AUDIT SERVICES
Date: 10/12/2009      POSTSTRATIFIED VARIABLE APPRAISAL      Time: 12:45
AUDIT/REVIEW: Variable - Poststratification

DATA FILE USED: C:\TEMP\DATAPOST.TXT

-----D I F F E R E N C E-----
Stratum 1  SAMPLE SIZE / UNIVERSE SIZE      25      15,000
           MEAN      99.24
           STANDARD DEVIATION      26.33
           STANDARD ERROR (TOTAL)      61,226.65
           POINT ESTIMATE      1,488,600

```

		CONFIDENCE LIMITS	
		80% CONFIDENCE LEVEL	
	LOWER LIMIT	1,410,135	
	UPPER LIMIT	1,567,065	
	PRECISION AMOUNT	78,465	
	PRECISION PERCENT	5.27%	
	Z-VALUE USED	1.281551565545	
		90% CONFIDENCE LEVEL	
	LOWER LIMIT	1,387,891	
	UPPER LIMIT	1,589,309	
	PRECISION AMOUNT	100,709	
	PRECISION PERCENT	6.77%	
	Z-VALUE USED	1.644853626951	
		95% CONFIDENCE LEVEL	
	LOWER LIMIT	1,368,598	
	UPPER LIMIT	1,608,602	
	PRECISION AMOUNT	120,002	
	PRECISION PERCENT	8.06%	
	Z-VALUE USED	1.959963984540	
Stratum 2	SAMPLE SIZE / UNIVERSE SIZE	25	3,000
	MEAN	311.40	
	STANDARD DEVIATION	39.64	
	STANDARD ERROR (TOTAL)	43,154.68	
	POINT ESTIMATE	934,200	
		CONFIDENCE LIMITS	
		80% CONFIDENCE LEVEL	
	LOWER LIMIT	878,895	
	UPPER LIMIT	989,505	
	PRECISION AMOUNT	55,305	
	PRECISION PERCENT	5.92%	
	Z-VALUE USED	1.281551565545	
		90% CONFIDENCE LEVEL	
	LOWER LIMIT	863,217	
	UPPER LIMIT	1,005,183	
	PRECISION AMOUNT	70,983	
	PRECISION PERCENT	7.60%	
	Z-VALUE USED	1.644853626951	
		95% CONFIDENCE LEVEL	
	LOWER LIMIT	849,618	
	UPPER LIMIT	1,018,782	
	PRECISION AMOUNT	84,582	
	PRECISION PERCENT	9.05%	
	Z-VALUE USED	1.959963984540	
OVERALL	SAMPLE SIZE / UNIVERSE SIZE	50	18,000
	POINT ESTIMATE	2,422,800	
	STANDARD ERROR (TOTAL)	74,907	

CONFIDENCE LIMITS	
	80% CONFIDENCE LEVEL
LOWER LIMIT	2,326,803
UPPER LIMIT	2,518,797
PRECISION AMOUNT	95,997
PRECISION PERCENT	3.96%
Z-VALUE USED	1.281551565545
	90% CONFIDENCE LEVEL
LOWER LIMIT	2,299,589
UPPER LIMIT	2,546,011
PRECISION AMOUNT	123,211
PRECISION PERCENT	5.09%
Z-VALUE USED	1.644853626951
	95% CONFIDENCE LEVEL
LOWER LIMIT	2,275,985
UPPER LIMIT	2,569,615
PRECISION AMOUNT	146,815
PRECISION PERCENT	6.06%
Z-VALUE USED	1.959963984540

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

Output to Screen

The program always concludes with a summary on the screen, even if the output option selected is text file or printer. The screen below is the summary of the difference values for the first stratum in this illustration. If the user created a data file containing two values per sample item (e.g., examined and audited values), the summary for each amount (examined, audited, difference) can be obtained by clicking on **Additional Summary Info** at the bottom of this form. For this illustration, the **Additional Summary Info** button is not visible since only the difference values were used in the data file. To obtain the results for the second stratum, click on **Next Stratum**. The user can click on **Next Stratum** and **Previous Stratum** to review the results for the individual strata. To obtain the overall results, click on **OVERALL**. The resulting summary screen immediately follows the summary for the first stratum.

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

Variable - Poststratified Appraisal
_ □ ×

Date

Department of Health and Human Services
OIG - Office of Audit Services
Poststratified Variable Appraisal

Time

Audit:

Name of input file:

Universe Size

Mean

**Summary for
Difference Values
(Stratum 1)**

Sample Size

Standard Error

Point Estimate

CONFIDENCE INTERVALS

	80% Confidence Level	90% Confidence Level	95% Confidence Level
Lower Limit	<input type="text" value="1,410,135"/>	<input type="text" value="1,387,891"/>	<input type="text" value="1,368,598"/>
Upper Limit	<input type="text" value="1,567,065"/>	<input type="text" value="1,589,309"/>	<input type="text" value="1,608,602"/>
Precision Amount	<input type="text" value="78,465"/>	<input type="text" value="100,709"/>	<input type="text" value="120,002"/>
Precision Percent	<input type="text" value="5.27%"/>	<input type="text" value="6.77%"/>	<input type="text" value="8.06%"/>
Z-Value Used	<input type="text" value="1.281551565545"/>	<input type="text" value="1.644853626951"/>	<input type="text" value="1.959963984540"/>

Variable - Poststratified Appraisal
_ □ ×

Department of Health and Human Services
OIG - Office of Audit Services
Poststratified Variable Appraisal

Date

Audit:

Name of input file:

Time

Universe Size

**Summary for
Difference Values
(Overall)**

Sample Size

Standard Error

Point Estimate

CONFIDENCE INTERVALS

	80% Confidence Level	90% Confidence Level	95% Confidence Level
Lower Limit	<input type="text" value="2,326,803"/>	<input type="text" value="2,299,589"/>	<input type="text" value="2,275,985"/>
Upper Limit	<input type="text" value="2,518,797"/>	<input type="text" value="2,546,011"/>	<input type="text" value="2,569,615"/>
Precision Amount	<input type="text" value="95,997"/>	<input type="text" value="123,211"/>	<input type="text" value="146,815"/>
Precision Percent	<input type="text" value="3.96%"/>	<input type="text" value="5.09%"/>	<input type="text" value="6.06%"/>
Z-Value Used	<input type="text" value="1.281551565545"/>	<input type="text" value="1.644853626951"/>	<input type="text" value="1.959963984540"/>

Next Stratum

OVERALL

Previous Stratum

HELP

EXIT

Previous Screen

Main Menu

UNKNOWN UNIVERSE SIZE

Purpose

This program calculates the overall precision for a population whose size is unknown. This program requires that two samples have already been taken and appraised. One sample was used to estimate the population size and the other sample was taken to estimate one or more variable characteristics. The two samples must be appraised prior to executing this module, since this program will ask for the mean and standard deviation of each sample.

Input Screen

Variable Appraisal with Unknown Universe Size

COMMENT

This program calculates the overall precision when the population size is unknown for a variable projection. A variable appraisal should be run for each of the samples prior to executing this program. This program will ask for the mean and standard deviation from each of the two sample appraisals.

Name of Audit/Review: Variable - Unknown Universe Size

Specify Input Information

HELP

Main Menu

EXIT

OUTPUT TO

- Text File and Screen
- Printer and Screen
- Text File, Printer, and Screen
- Screen Only

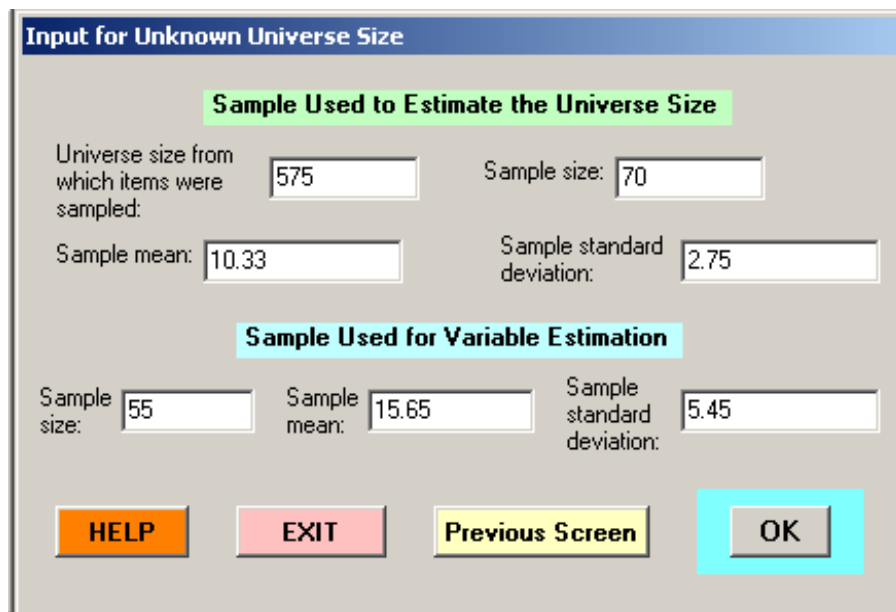
CONTINUE

Name of audit/review

This program allows the user to enter a brief description of the audit or purpose of the evaluation. The description, which appears at the top of the output, is limited to 40 characters in length and may include commas and spaces.

Specify Input Information

The initial screen contains a warning to the user that prior appraisals of the two samples must be taken before running this module. To enter input information, click on **Specify Input Information**. The following form will appear:



Input for Unknown Universe Size

Sample Used to Estimate the Universe Size

Universe size from which items were sampled: Sample size:

Sample mean: Sample standard deviation:

Sample Used for Variable Estimation

Sample size: Sample mean: Sample standard deviation:

HELP **EXIT** **Previous Screen** **OK**

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

Sample Used to Estimate the Universe Size

Universe size from which items were sampled

The universe of interest is a subset of some other universe. This larger sampling frame could be file drawers or pages in a check register. What the user has done is sampled from this universe (e.g., file drawers) and counted the number of items that meet the criteria for sample selection in the other sample. The results for each unit in this sample (e.g., file drawers) is entered into a data file for use in the variable appraisal program. The total number of sample units (e.g., file drawers) in this universe must be known.

Sample size

The user enters the number of sampling units (e.g., file drawers) drawn from the universe entered above.

Sample mean

The variable appraisal program will generate a mean for the sample. The user should enter that mean value.

Sample standard deviation

The variable appraisal program will generate a standard deviation for the sample. The user should enter that standard deviation value.

Sample Used for Variable Estimation

Sample size

The user has drawn a second sample of items that meet the criteria for review. The user should enter the size of this second sample.

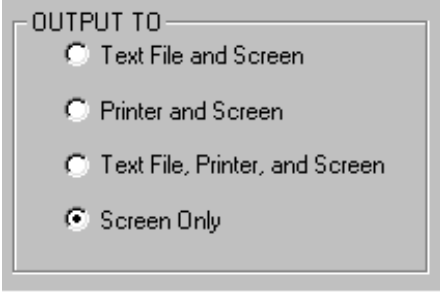
Sample mean

The variable appraisal program previously used with this sample generated a sample mean. The user should enter that mean value.

Sample standard deviation

The variable appraisal program previously used with this sample generated a sample standard deviation. The user should enter that standard deviation value.

Output Options



OUTPUT TO

- Text File and Screen
- Printer and Screen
- Text File, Printer, and Screen
- Screen Only

The output options are a text file and screen; a printer and screen; a text file, printer, and screen; or screen only. The program always concludes with a summary on the screen.

If the user selects a text file for output, the program will prompt for a file name. The standard Windows “Save” file screen will appear. The user should type in the file name in the designated box and click on **Save**. The output file will be saved with a “.TXT” extension.

If the user selects the printer for output, the standard Windows “Print” dialog box will appear. Select the printer to use for the program output.

Program Output

Based on the data given by the user, the sections of information will be generated by the program. The first section displays the information provided by the user.

UNIVERSE	The size of the universe from which the sample was drawn to estimate the population size.
SAMPLE	The two sample sizes that were drawn for this evaluation.
MEAN	The two mean values entered by the user.
STANDARD DEVIATION	The two standard deviation values entered by the user.

The second section of the output displays the results of the estimation. The precision information is given at the two-sided 80%, 90%, and 95% confidence levels.

POINT ESTIMATE	The estimate of the universe total.
STANDARD ERROR	A measurement of the variation of the point estimate of the total with respect to all possible totals for this universe and sample sizes.
LOWER LIMIT	The lower bound of the confidence interval derived by subtracting the precision amount from the point estimate.
UPPER LIMIT	The upper bound of the confidence interval derived by adding the precision amount to the point estimate.
PRECISION AMOUNT	A measurement of the closeness of the sample estimate of the universe total and the corresponding unknown universe value. For the examined (reviewed) appraisal, the universe total may be known and should be reviewed by the user to see if, in fact, the actual value does fall within the confidence interval.
PRECISION PERCENT	The result of dividing the precision amount by the point estimate.
Z-VALUE USED	The standard normal percentile value used to construct the confidence interval.

Output to a Text File or Printer

Using the specified sample results in the initial screen, the appraisal results were stored in C:\TEMP\OUTUNKNOWN.TXT, shown next. The printer output is identical.

```

DEPARTMENT OF HEALTH & HUMAN SERVICES
OIG - OFFICE OF AUDIT SERVICES
Date: 10/12/2009 VARIABLE APPRAISAL WITH UNKNOWN UNIVERSE SIZE Time: 11:48
AUDIT/REVIEW: Variable Unknown Universe Size

= = = = = I N P U T = = = = =
                SAMPLE TO                SAMPLE FOR
                ESTIMATE POPULATION      VARIABLE ATTRIBUTE
UNIVERSE                        575
SAMPLE                          70                55
MEAN                          10.33           15.65
STANDARD DEVIATION            2.75                5.45

= = = = = E S T I M A T I O N = = = = =
                80% CONFIDENCE           90% CONFIDENCE           95% CONFIDENCE
POINT ESTIMATE                92,957                   92,957                   92,957
STANDARD ERROR                 5,152                     5,152                     5,152
LOWER LIMIT                    86,355                   84,483                    82,859
UPPER LIMIT                    99,560                   101,431                   103,055
PRECISION AMOUNT                6,603                     8,474                    10,098
PRECISION PERCENT              7.10%                    9.12%                    10.86%
Z-VALUE USED                   1.281551565545          1.644853626951          1.959963984540
    
```

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

Output to Screen

The program always concludes with a summary on the screen, even if the output option selected is text file or printer. The screen below is the output screen for this illustration. The user supplied input is on the left side (labeled **INPUT**) and the remainder of the output form contains the appraisal results.

Variable - Unknown Universe Size

Date: 10/12/2009
Department of Health and Human Services
OIG - Office of Audit Services
Variable Appraisal With Unknown Universe Size
Time: 11:48 am

Audit: Variable Unknown Universe Size

INPUT	Sample to Estimate Universe Size	Sample for Variable Estimation	ESTIMATION
Universe Size	575		Point Estimate
Sample Size	70	55	92,957
Mean	10.33	15.65	Standard Error
Standard Deviation	2.75	5.45	5,152.03

CONFIDENCE INTERVALS

	80% Confidence Level	90% Confidence Level	95% Confidence Level
Lower Limit	86,355	84,483	82,859
Upper Limit	99,560	101,431	103,055
Precision Amount	6,603	8,474	10,098
Precision Percent	7.10%	9.12%	10.86%
Z-Value Used	1.281551565545	1.644853626951	1.959963984540

HELP
EXIT
Previous Screen
Main Menu

NOTE: Example is for illustrative purposes only. The sample sizes may not conform to the organization's minimum sample size standards.

Sample Size Determination

OVERVIEW

VARIABLE SAMPLE SIZE DETERMINATION

- - **Unrestricted - Using Reported Amounts**
- - **Unrestricted - Using Estimated Error Rate**
- - **Stratified**

ATTRIBUTE SAMPLE SIZE DETERMINATION

The purpose of the sample size determination module is to estimate the necessary sample size for a certain precision at a given confidence level. The program will generate optimum sample sizes for unrestricted and stratified variable samples and attribute samples. A brief example of when to use each module is given below. A detailed explanation of how to use each module is included later in this section.

Variable Sample Size Determination

The Variable Sample Size Determination program allows the user to estimate sample sizes for specified precision percentages and specified confidence levels. In the Variable Unrestricted (Using Reported Amounts) module, the user will have the option of having the program read a probe sample file to obtain an estimate of the universe mean and standard deviation or input these two estimates directly without reading a probe sample file. The Variable Unrestricted (Using Estimated Error Rate) module determines an optimum sample size by first estimating the mean and standard deviation of the difference amounts using the reported amounts and an estimated error rate. The Variable Stratified module will determine sample sizes for situations where the total sample size is both predetermined or unknown.

Attribute Sample Size Determination

The Attribute Sample Size Determination program determines the sample size when obtaining an attribute simple random sample. The sample size is determined to provide for a specified degree of precision (using the desired width of the confidence interval) at four levels of confidence (80%, 90%, 95%, and 99%). The resulting sample sizes are the smallest sample sizes capable of meeting the specified precision requirement at the stated confidence level.

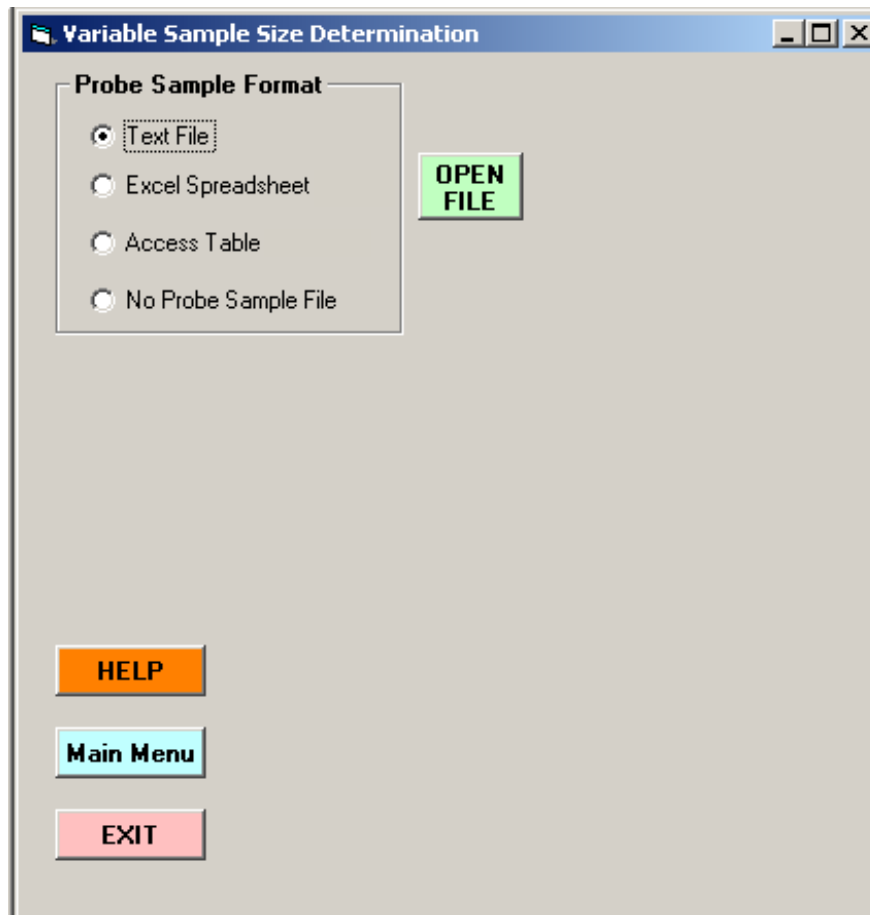
VARIABLE SAMPLE SIZE DETERMINATION UNRESTRICTED - Using a Probe Sample

Purpose

This program allows the user to estimate sample sizes for specified precision percentages and specified confidence levels. The user will have the option of having the program read a probe sample file to obtain an estimate of the universe mean and standard deviation or input these two estimates directly without reading a probe sample file.

Input Screen

The input screen for this program is shown below:



Probe Sample

The user has the option of having the program read a probe sample file to obtain an estimate of the universe mean and standard deviation or inputting these two estimates directly without reading a probe sample file. The probe sample can be contained in a text file, an Excel spreadsheet, or a table within an Access database.

Probe Sample in a Text File

If the probe sample is contained in a text file, click on the **OPEN FILE** button and select the name of this file. By clicking on the **Open** button on the file select form, the user will see the full input screen for this program as shown below:

The screenshot shows the 'Variable Sample Size Determination' dialog box. It features a title bar with standard window controls. The main area is divided into several sections:

- Probe Sample Format:** A group box containing four radio buttons: 'Text File' (selected), 'Excel Spreadsheet', 'Access Table', and 'No Probe Sample File'.
- Confidence Level:** A group box containing five checkboxes: '80%', '95%', '90%', '99%', and 'All'.
- Precision:** A group box containing six checkboxes: '1%', '10%', '2%', '15%', '5%', 'Other', and 'All'.
- Universe Size:** A text input field containing the value '100,000'.
- OUTPUT TO:** A group box containing four radio buttons: 'Text File and Screen', 'Printer and Screen', 'Text File, Printer, and Screen', and 'Screen Only' (selected).
- Navigation Buttons:** Three buttons are stacked vertically on the left: 'HELP' (orange), 'Main Menu' (cyan), and 'EXIT' (pink). An 'OK' button is located on the right side, highlighted with a pink border.

**Full input screen
for Sample Size
Determination
program.**

The file used for this illustration is in C:\TEMP\SAMPDATA.TXT and contains 25 observations, shown below. This text file should be in a single column with one sample value per line. The mean of this sample is 400 and the standard deviation is 50.

321
382
453
459
343
388
313
420
407
395
441
448
447
333
357
395
477
391
356
368
376
350
461
472
447

The probe text file in C:\TEMP\SAMPDATA.TXT.

(mean = 400, standard deviation = 50)

Probe Sample in an Excel Spreadsheet

If the probe sample is contained in an Excel spreadsheet, click on the **OPEN FILE** button and select the name of this file. By clicking on the **Open** button on the file select form, the user will see the full input screen for this program, shown previously. The Excel file used for this illustration is C:\TEMP\SAMPDATA.xlsx and contains the same 25 observations. The mean of this sample is 400 and the standard deviation is 50. This particular file contains labels (variable names) in the first row and contains line numbers (1, 2, 3, . . .) in column A. The corresponding options were selected in the Excel Input screen shown next. The line numbers are optional. Had column A contained the probe sample data, the second option in the Column A frame in the Excel Input screen should have been selected.

Excel Input

**NOTES: 1. The data file must begin on the first row in column A of your spreadsheet.
2. There should be no blank rows in your spreadsheet.**

First 3 Rows of Your Excel File

Obs.	Value
1	321
2	382

Row 1

Row 1 contains labels.
 Row 1 contains sample data.

Column A

Column A contains line numbers (e.g., 1, 2, 3, ...).
 Column A contains sample data.

Sample Size

File Name

	A	B
1	Obs.	Value
2	1	321
3	2	382
4	3	453
5	4	459
6	5	343
7	6	388
8	7	313
9	8	420
10	9	407
11	10	395
12	11	441
13	12	448
14	13	447
15	14	333
16	15	357
17	16	395
18	17	477
19	18	391
20	19	356
21	20	368
22	21	376
23	22	350
24	23	461
25	24	472
26	25	447

The probe Excel file in
C:\TEMP\SAMPDATA.xlsx.

Probe Sample in an Access Database Table

If the probe sample is contained in an Access database table, click on the **OPEN FILE** button and select the name of this database. The Access database used for this illustration is C:\TEMP\SampleSize.accdb and contains a table with 25 observations; the following table shows the first 18 rows. After clicking on the **OPEN FILE** button, the user will be asked to select the name of the table within the selected database using the form shown immediately after the table. Click on the down arrow under **Select a table**. After selecting a table from the drop-down list (**SAMPDATA** for this illustration), click on **Click here to see field names**. This list will contain the field names for this table. To select the field name, click on the field name for the field containing the probe sample (**Data** in this illustration), then click on the box alongside **FIELD NAME**. Click on **OK** to continue processing.

	Data
▶	321
	382
	453
	459
	343
	388
	313
	420
	407
	395
	441
	448
	447
	333
	357
	395
	477
	391

The first 18 rows of Access table SAMPDATA in Access database C:\TEMP\SampleSize.accdb.

Access Table and Field Names (Probe Sample)

Database Name
C:\temp\SampleSize.accdb

Select a table.
SAMPDATA

Select the field name from the list of field names and click on the box alongside FIELD NAME. Then click on OK.

FIELD NAME Data

Click here to see field names.

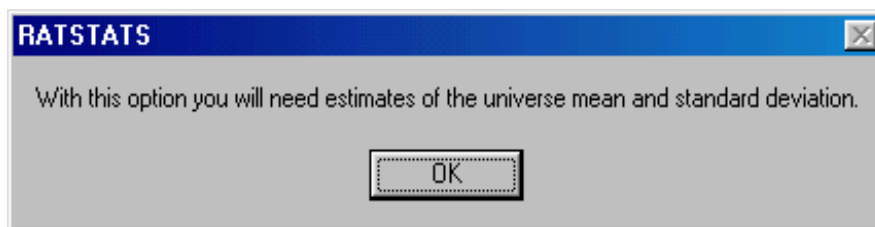
EXIT OK

No Probe Sample File Used

The user has the option of not using a probe sample in this analysis. Using this option, the user will be asked to specify the anticipated mean for the sample. If the mean is not known, the best estimate of the mean may be used. Other sources of data, such as prior reviews, may provide assistance in estimating the mean. Next, the user will be asked to specify the anticipated standard deviation for the sample. This may be the hardest value for the user to approximate. As a guide, approximately two-thirds of the sample values lie between the mean plus or minus one standard deviation. For example, if the user specifies a mean of \$400 and a standard deviation of \$50, two-thirds of the sample values should lie between \$350 and \$450. Also, nearly all the sample values should lie within plus or minus three standard deviations of the sample mean (between \$250 and \$550 for this example).

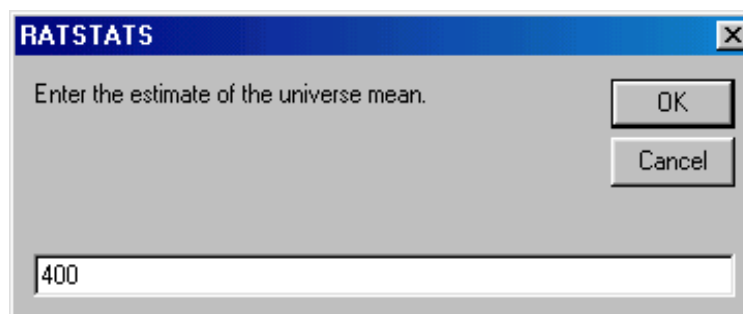
When the standard deviation is not known, the user has several alternatives for approximating it. Statistical Auditing by Donald Roberts includes several methods for approximating the sample standard deviation.

When this option is selected the user will see the following message:

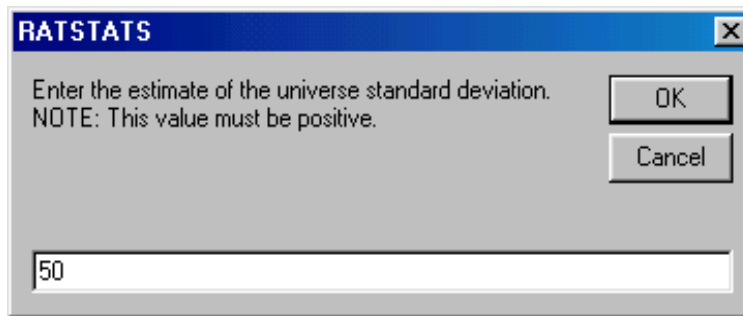


By clicking on **OK**, the user will return to the full input screen for this program, shown in the **Probe Sample in a Text File** section.

After selecting the desired confidence levels, precision percentages, and output types, the user will click on **OK** to continue. The user will be asked to enter the estimated mean in the box shown below:



Also, the user will be asked to enter the estimated standard deviation in a similar input box.



Working With the Full Input Screen

Confidence Level

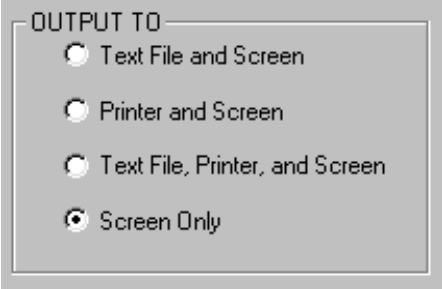
The user may select any combination of the following confidence levels: 80%, 90%, 95%, and 99%. Selecting all four confidence levels can be done by clicking on the “All” option. If none of the options are selected, the program will use the default “All” option.

Precision

Sample precision is measured as a percentage. The available precision percentages are 1%, 2%, 5%, 10%, 20%, and “Other.” By selecting “All,” the user will obtain the sample sizes for the first five precision percentages. When selecting “Other,” the user will be prompted to enter the desired precision percentage. Enter this value as an integer (e.g., 25 for 25%, 35 for 35%). After entering this value, on the screen the user will see the word “Other” change to the specified value. If none of the options are selected, the program will use the default “All” option.

A confidence interval for the universe mean is obtained by adding and subtracting an amount (say, E) to/from the sample mean. The value of E is determined using the universe size, sample size, standard deviation, and the selected confidence level. The sample precision percentage is calculated as E divided by the point estimate of the universe mean times 100.

Program Output



OUTPUT TO

- Text File and Screen
- Printer and Screen
- Text File, Printer, and Screen
- Screen Only

The output options are a text file and screen; a printer and screen; a text file, printer, and screen; or screen only. The program always finishes with the screen output.

Explanation of Output

The output for each cell in the output table will consist either the necessary sample size or the text “- - -.” The necessary sample size is the number of sample items necessary to obtain the specified sample precision at the specified confidence level. For example, in this illustration, a sample size of 106 is necessary to obtain a point estimate having a precision percentage of plus or minus 2% using a 90% confidence level. If the calculated sample size is zero, a text value of “- - -” will appear in this cell. This occurred in the lower left cell for the sample illustration.

The output also contains the estimated mean and standard deviation, along with the specified universe size.

Output to a Text File or Printer

Using the probe sample in C:\TEMP\SAMPDATA.TXT, the sample sizes were saved in C:\TEMP\OUTSIZES.TXT, shown below. The printer output is identical. If any of the sample sizes are under 30, the note shown following the calculated sample sizes is the final portion of the program output.

DEPARTMENT OF HEALTH & HUMAN SERVICES

OIG - OFFICE OF AUDIT SERVICES

Date: 5/22/2010

Sample Size Determination

Time: 21:52

		Confidence Level				
		80%	90%	95%	99%	
Precision Level	1%	256	421	597	1026	
	2%	64	106	150	259	
	5%	10 (*)	17 (*)	24 (*)	41	
	10%	3 (*)	4 (*)	6 (*)	10 (*)	
	15%	1 (*)	2 (*)	3 (*)	5 (*)	
	25%	---	1 (*)	1 (*)	2 (*)	

Estimated Mean: 400.00

Estimated Std. Deviation: 50.00

Universe Size: 100,000

NOTE (*): One or more sample sizes were under 30. The generated sample sizes were the result of mathematical formulas and did not incorporate management decisions concerning the purpose of the sample or current organizational sampling policies. You may need to increase the sample sizes in order to be in compliance with organizational objectives.

NOTE: Example is for illustrative purposes only. Be sure to use sample sizes that conform to the organization's minimum sample size standards.

Output to Screen

The program always concludes with a screen summary. The screen output for this illustration is shown below. A universe size of 100,000 is used and the option "All" was selected for the confidence levels and precision percentages. The "Other" precision percentage was specified as 25%. The note on the right side of this screen will appear whenever one or more of the sample sizes are under 30.

Variable Sample Size Output

Confidence Level

	80%	90%	95%	99%
1%	256	421	597	1026
2%	64	106	150	259
5%	10 (*)	17 (*)	24 (*)	41
10%	3 (*)	4 (*)	6 (*)	10 (*)
15%	1 (*)	2 (*)	3 (*)	5 (*)
25%	---	1 (*)	1 (*)	2 (*)

NOTE (*): One or more sample sizes were under 30. The sample sizes generated in this table were the result of mathematical formulas and did not incorporate management decisions concerning the purpose of the sample or current organizational sampling policies. You may need to increase the sample sizes in order to be in compliance with organizational objectives.

Parameter Estimates

Mean

Std. Deviation

Universe Size

HELP
EXIT
Previous Screen
Main Menu

NOTE: Example is for illustrative purposes only. Be sure to use sample sizes that conform to the organization's minimum sample size standards.

VARIABLE SAMPLE SIZE DETERMINATION UNRESTRICTED - Using Expected Error Rate

Purpose

This program allows the user to estimate sample sizes for specified precision percentages and specified confidence levels. The program determines an optimum sample size by first estimating the mean and standard deviation of the difference amounts using the reported amounts and an estimated error rate.

Input Screen

The input screen for this program is shown below:

Variable Sample Size Using Estimated Error Rate

Universe Size

Anticipated Error Rate %
NOTE: Enter 5 for 5%, 10 for 10%, etc.

Reported Amounts

Total Amount

Standard Deviation

Confidence Level

80% 95%
 90% 99%
 All

Precision

1% 10%
 2% 15%
 5% Other
 All

OUTPUT TO

Text File and Screen
 Printer and Screen
 Text File, Printer, and Screen
 Screen Only

HELP
Main Menu
EXIT

OK

Assumptions

This procedure estimates the mean and standard deviation of the difference (error) amounts by assuming (1) any item found to be in error is 100% in error and (2) the mean and standard deviation of the *nonzero* error amounts is the same as the mean and standard deviation of the reported (examined) amounts. Even though these assumptions may not be entirely true, this procedure will often give more reliable sample size estimates than those obtained using the Variable Unrestricted (Using Reported Amounts) module since the expected number of zero values in the error population is factored into the sample size calculation. The mean and standard deviation of the error amounts are estimated by assuming the percentage of nonzero errors in the error population is equal to the expected error rate (one of the input values) and the nonzero errors resemble the reported amounts; that is, the mean and standard deviation of the nonzero errors are equal to the mean and standard deviation of the reported amounts.

Screen Input

Confidence Level

The user may select any combination of the following confidence levels: 80%, 90%, 95%, and 99%. Selecting all four confidence levels can be done by clicking on the “All” option. If none of the options are selected, the program will use the default “All” option.

Precision

Sample precision is measured as a percentage. The available precision percentages are 1%, 2%, 5%, 10%, 20%, and “Other.” By selecting “All,” the user will obtain the sample sizes for the first five precision percentages. When selecting “Other,” the user will be prompted to enter the desired precision percentage. Enter this value as an integer (e.g., 25 for 25%, 35 for 35%). After entering this value, on the screen the user will see the word “Other” change to the specified value. If none of the options are selected, the program will use the default “All” option.

A confidence interval for the universe mean is obtained by adding and subtracting an amount (say, E) to/from the sample mean. The value of E is determined using the universe size, sample size, standard deviation, and the selected confidence level. The sample precision percentage is calculated as E divided by the point estimate of the universe mean times 100.

Example

The estimated error rate is 15% for a universe of 10,000 transactions. The total reported amount is \$3,000,000 and the standard deviation of the reported amounts is \$125. Consequently, the mean reported amount is \$300. Of interest is the required sample size necessary in order to obtain plus or minus 15% using a 90% confidence level. The corresponding input screen follows where 25% was specified for the “Other” precision level.

Variable Sample Size Using Estimated Error Rate

Universe Size

Anticipated Error Rate
NOTE: Enter 5 for 5%, 10 for 10%, etc. %

Reported Amounts

Total Amount

Standard Deviation

Confidence Level

80% 95%

90% 99%

All

Precision

1% 10%

2% 15%

5% 25%

All

OUTPUT TO

Text File and Screen

Printer and Screen

Text File, Printer, and Screen

Screen Only

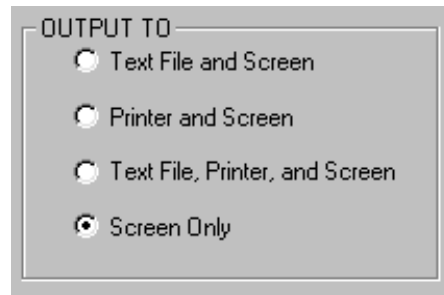
HELP

Main Menu

EXIT

OK

Program Output



The output options are a text file and screen; a printer and screen; a text file, printer, and screen; or screen only. The program always finishes with the screen output.

Explanation of Output

The output for each cell in the output table will consist either the necessary sample size or the text “- - -.” The necessary sample size is the number of sample items necessary to obtain the specified sample precision at the specified confidence level. In this illustration a sample size of 287 is necessary to obtain a point estimate having a precision percentage of plus or minus 15% using a 90% confidence level. If the calculated sample size is zero, a text value of “- - -” will appear in this cell.

The output also contains the estimated mean and standard deviation of the difference (error) values. For this illustration, the estimated mean and standard deviation are \$45.00 and \$117.55, respectively.

Output to a Text File or Printer

The output results were saved in C:\TEMP\OUTSAMPLE.TXT, shown on the next page. The printer output is identical. Notice that obtaining precision levels of 10% or less will require extremely large sample sizes.

DEPARTMENT OF HEALTH & HUMAN SERVICES
 OIG - OFFICE OF AUDIT SERVICES

Date: 5/22/2010

Sample Size Determination

Time: 10:14

Precision Level	Confidence Level				
	80%	90%	95%	99%	
1%	9181	9486	9633	9784	
2%	7370	8219	8676	9188	
5%	3095	4248	5119	6443	
10%	1008	1559	2077	3117	
15%	474	758	1044	1675	
25%	176	287	403	675	

Universe Size: 10,000

Anticipated Error Rate: 15%

Reported Amounts - - Total Amount: 3,000,000.00

Standard Deviation: 125.00

Difference Values - - Estimated Mean: 45.00

Estimated Standard Deviation: 117.55

NOTE: Example is for illustrative purposes only. Be sure to use sample sizes that conform to the organization's minimum sample size standards.

If any of the sample sizes are under 30, the note shown below will be the final portion of the program output.

NOTE (*): One or more sample sizes were under 30. The generated sample sizes were the result of mathematical formulas and did not incorporate management decisions concerning the purpose of the sample or current organizational sampling policies. You may need to increase the sample sizes in order to be in compliance with organizational objectives.

Output to Screen

The program always concludes with a screen summary. The screen output for this illustration is shown below. A note will appear on the right side of this screen whenever one or more of the sample sizes are under 30.

Variable Sample Size Output Using Estimated Error Rate

		Confidence Level			
		80%	90%	95%	99%
Sample Precision	1%	9181	9486	9633	9784
	2%	7370	8219	8676	9188
	5%	3095	4248	5119	6443
	10%	1008	1559	2077	3117
	15%	474	758	1044	1675
	25%	176	287	403	675

Universe Size
Estimated Error Rate

Difference Values
 Estimated Mean
 Estimated Std. Deviation

VARIABLE SAMPLE SIZE DETERMINATION STRATIFIED

Purpose

This program allows the user to estimate sample sizes for specified precision percentages and specified confidence levels. This program will generate sample sizes for stratified samples. The total sample size may be determined by the program or specified by the user.

Input Screen

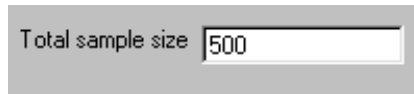
The input screen for this program is shown below:

The screenshot shows a window titled "Stratified Variable Sample Size Determination" with the following elements:

- Number of strata:** A text box containing the value "2".
- Confidence Level:** A group box containing checkboxes for 80%, 90%, 95%, 99%, and All. The 80%, 90%, and All options are checked.
- Precision:** A group box containing checkboxes for 1%, 2%, 5%, 10%, 15%, Other, and All. The 1%, 2%, 5%, and All options are checked.
- Sample Size Selection:** A group box with two radio buttons: "Total sample size is known: Determine the optimum allocation" (unchecked) and "Total sample size is unknown" (checked).
- OUTPUT TO:** A group box with four radio buttons: "Text File and Screen" (unchecked), "Printer and Screen" (unchecked), "Text File, Printer, and Screen" (unchecked), and "Screen Only" (checked).
- Navigation Buttons:** Three buttons on the left: "HELP" (orange), "Main Menu" (cyan), and "EXIT" (pink). An "OK" button (grey with a pink border) is located on the right.

Sample Size is Known/Sample Size is Unknown

If the user plans on performing a stratified sample and the overall sample size has been predetermined, click on “Sample size is known: Determine the optimal allocation.” Enter the total sample size in the box shown below:



Total sample size

If the overall sample size has not been predetermined, click on “Total sample size is unknown.”

Working With the Full Input Screen

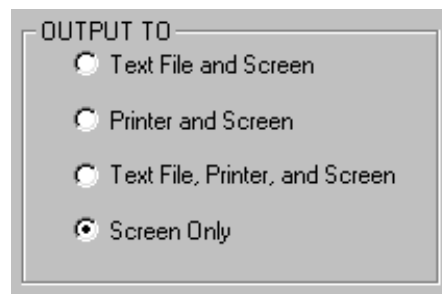
Confidence Level

The user may select any combination of the following confidence levels: 80%, 90%, 95%, and 99%. Selecting all four confidence levels can be done by clicking on the “All” option. If none of the options are selected, the program will use the default “All” option.

Precision

Sample precision is measured as a percentage. The available precision percentages are 1%, 2%, 5%, 10%, 20%, and “Other.” By selecting “All,” the user will obtain the sample sizes for the first five precision percentages. When selecting “Other,” the user will be prompted to enter the desired precision percentage. Enter this value as an integer (e.g., 25 for 25%, 35 for 35%). After entering this value, on the screen the user will see the word “Other” change to the specified value. If none of the options are selected, the program will use the default “All” option.

Program Output



OUTPUT TO

- Text File and Screen
- Printer and Screen
- Text File, Printer, and Screen
- Screen Only

The output options are a text file and screen; a printer and screen; a text file, printer, and screen; or screen only. The program always concludes with a summary on the screen.

After clicking on **OK**, the user will need to specify information for each of the strata using the following form. To move to the next stratum, click on **NEXT**. The input values for each stratum may be viewed by clicking on **NEXT** and **PREVIOUS** to move from one stratum to another. When all input values have been entered, click on **OK**.

The screenshot shows a dialog box titled "Strata Information" with a blue title bar. The main content area has a yellow header "Information for Stratum 1". Below this are four text input fields: "Stratum Name" (containing "High Income"), "Estimated mean" (containing "10000"), "Estimated standard deviation" (containing "5000"), and "Estimated universe size" (containing "100000"). To the right of these fields is a box labeled "Stratum" containing two buttons: "NEXT" and "PREVIOUS". At the bottom of the dialog are two buttons: "EXIT" (red) and "OK" (green).

Explanation of Output

The output for each cell in the output table will consist of either the necessary sample size or the text “- - -.” The necessary sample size is the number of sample items necessary to obtain the specified sample precision at the specified confidence level. For example, in this illustration, in the first stratum, a sample size of 111 is necessary to obtain a point estimate having a precision percentage of plus or minus 5% using a 90% confidence level. If the calculated sample size is zero, a text value of “- - -” will appear in this cell.

The output also contains the user-specified estimated mean, estimated standard deviation, and estimated universe size. The computed ratio of the total sample size allocated to this stratum is also contained in the output.

Program Output—Total Sample Size is Unknown

Output to a Text File or Printer

The sample sizes for this illustration were saved in C:\TEMP\OUTSTRSIZES.TXT, shown below. The printer output is identical. The option “All” was selected for the confidence levels and precision percentages and the “Other” precision percentage was specified as 25%.

NOTES: (1) The program calculates the estimated mean and standard deviation of the entire universe (\$5,833.33 and \$4,579.54, respectively, in this illustration).

(2) Whenever one or more of the sample sizes are under 30, the program output will conclude with the note immediately following the calculated total sample sizes.

DEPARTMENT OF HEALTH & HUMAN SERVICES
OIG - OFFICE OF AUDIT SERVICES

Date: 5/22/2010

Sample Size Determination

Time: 10:40

THE ESTIMATES ARE BASED ON THE FOLLOWING ENTRIES:

NBR	DESCRIPTION	-- MEAN --	-- STD.DEV. --	-- UNIVERSE --	-- RATIO --
1	High Income	10,000.00	5,000.00	100,000	20.00%
2	Low Income	5,000.00	4,000.00	500,000	80.00%
- TOTALS -		5,833.33	4,579.54	600,000	

Sample Sizes for Stratum 1: High Income

		Confidence Level			
		80%	90%	95%	99%
Precision Level	1%	1653	2699	3795	6406
	2%	418	687	972	1669
	5%	67	111	157	271
	10%	17 (*)	28 (*)	40	68
	15%	8 (*)	13 (*)	18 (*)	31
	25%	3 (*)	5 (*)	7 (*)	11 (*)

Sample Sizes for Stratum 2: Low Income

		Confidence Level			
		80%	90%	95%	99%
Precision Level	1%	6611	10793	15180	25624
	2%	1671	2745	3888	6676
	5%	268	442	627	1081
	10%	68	111	157	271
	15%	30	50	70	121
	25%	11 (*)	18 (*)	26 (*)	44

Total Sample Sizes

		Confidence Level			
		80%	90%	95%	99%
Precision Level	1%	8264	13492	18975	32030
	2%	2089	3432	4860	8345
	5%	335	553	784	1352
	10%	85	139	197	339
	15%	38	63	88	152
	25%	14 (*)	23 (*)	33	55

NOTE (*): One or more sample sizes were under 30. The generated sample sizes were the result of mathematical formulas and did not incorporate management decisions concerning the purpose of the sample or current organizational sampling policies. You may need to increase the sample sizes in order to be in compliance with organizational objectives.

If any of the calculated samples sizes exceeds the corresponding universe size, the program will conclude with the following reminder:

NOTE (#): The formulas calculated a sample size greater than the universe size. The program reduced the calculated sample size to the universe size. The additional sampling units were then distributed among the remaining strata based on optimal allocation formulas.

NOTE: Example is for illustrative purposes only. Be sure to use sample sizes that conform to the organization's minimum sample size standards.

Output to Screen

The program always concludes with a screen summary. The screen output for the first stratum in this illustration is shown next. The option “All” was selected for the confidence levels and precision percentages. The “Other” precision percentage was specified as 25%. To view the output for the second stratum, click on **NEXT** and to see the overall results (total sample sizes), click on **Total Sample**. The window that appears when clicking on “Click here for comments regarding these sample sizes” immediately follows the two output screens. If any of the calculated samples sizes exceeds the corresponding universe size, the comments window will also contain NOTE (#) from the **Output to a Text File or Printer** section.

Results for Stratum 1		Confidence Level			
		80%	90%	95%	99%
Sample Precision	1%	1653	2699	3795	6406
	2%	418	687	972	1669
	5%	67	111	157	271
	10%	17 (*)	28 (*)	40	68
	15%	8 (*)	13 (*)	18 (*)	31
	25%	3 (*)	5 (*)	7 (*)	11 (*)

Stratum Summary

Estimated Mean: 10,000.00

Estimated Std. Deviation: 5,000.00

Universe Size: 100,000

Sample Size Ratio: 20.00%

Buttons: NEXT, PREVIOUS, Total Sample, HELP, EXIT, Previous Screen, Main Menu

Click here for comments regarding these sample sizes.

NOTE: Example is for illustrative purposes only. Be sure to use sample sizes that conform to the organization’s minimum sample size standards.

Variable Sample Size Output (Stratified)

Overall Results		Confidence Level			
		80%	90%	95%	99%
Sample Precision	1%	8264	13492	18975	32030
	2%	2089	3432	4860	8345
	5%	335	553	784	1352
	10%	85	139	197	339
	15%	38	63	88	152
	25%	14 (*)	23 (*)	33	55

Click here for comments regarding these sample sizes.

Overall Summary

Estimated Mean: 5,833.33
 Estimated Std. Deviation: 4,579.54
 Universe Size: 600,000

Stratum

NEXT
 PREVIOUS
 Total Sample

HELP EXIT Previous Screen Main Menu

Comments Regarding Sample Sizes

NOTE (*): One or more sample sizes were under 30. The generated sample sizes were the result of mathematical formulas and did not incorporate management decisions concerning the purpose of the sample or current organizational sampling policies. You may need to increase the sample sizes in order to be in compliance with organizational objectives.

Close This Screen

NOTE: The program calculates the estimated mean and standard deviation of the entire universe (\$5,8333.33 and \$4,579.54, respectively, in this illustration).

Program Output—Total Sample Size is Known

Output to a Text File or Printer

The sample sizes for this illustration were saved in C:\TEMP\OUTSTRKNOWN.TXT, shown next. The printer output is identical. The total sample size was specified as 500. The option “All” was selected for the confidence levels.

NOTE: The program calculates the estimated mean and standard deviation of the entire universe (\$5,833.33 and \$4,579.54, respectively, in this illustration). The calculated sample sizes are 100 (High Income stratum) and 400 (Low Income stratum).

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Date: 5/22/2010 Sample Size Determination Time: 13:07

THE ESTIMATES ARE BASED ON THE FOLLOWING ENTRIES:

NBR	DESCRIPTION	-- MEAN --	-- STD.DEV. --	-- UNIVERSE --
1	High Income	10,000.00	5,000.00	100,000
2	Low Income	5,000.00	4,000.00	500,000
- TOTALS -		5,833.33	4,579.54	600,000
=====				

Precision Values:

Confidence Level	80%	90%	95%	99%
Sample Precision	4.09%	5.25%	6.26%	8.22%

The following sample sizes are based on a total sample size of 500.

Stratum 1: High Income
 Sample
 Size Ratio
 100 20.00%

Stratum 2: Low Income
 Sample
 Size Ratio
 400 80.00%

NOTE: Example is for illustrative purposes only. Be sure to use sample sizes that conform to the organization’s minimum sample size standards.

If any of the sample sizes are under 30 the text file/printer output will contain the following reminder:

NOTE (*): One or more sample sizes were under 30. The generated sample sizes were the result of mathematical formulas and did not incorporate management decisions concerning the purpose of the sample or current organizational sampling policies. You may need to increase the sample sizes in order to be in compliance with organizational objectives.

If any of the calculated samples sizes exceeds the corresponding universe size, the program output will contain the following reminder:

NOTE (#): The formulas calculated a sample size greater than the universe size. The program reduced the calculated sample size to the universe size. The additional sampling units were then distributed among the remaining strata based on optimal allocation formulas.

If, due to rounding, the total sample size calculated does not equal the total sample size requested, the program will contain a reminder similar to the following:

NOTE (!): Due to rounding, the total sample size calculated (499) does not equal the sample size requested (500).

Output to Screen

The program always concludes with a screen summary. The screen output for the first stratum in this illustration is shown next. The total sample size was specified as 500. The option "All" was selected for the confidence levels. To view the output for the second stratum, click on **NEXT** and to see the overall results (total sample sizes), click on **Total Sample**.

NOTE: The program calculates the estimated mean and standard deviation of the entire universe (\$5,8333.33 and \$4,579.54, respectively, in this illustration). The calculated sample sizes are 100 (High Income stratum) and 400 (Low Income stratum).

If any of the conditions described in NOTES (*), (#), or (!) above exist, the screen output will contain the following button. By clicking on this button, the user will see the corresponding notes, depending on the existing conditions.



Stratified Variable Sample Sizes

Results for Stratum 1

	Confidence Level			
	80%	90%	95%	99%
Sample Precision	4.09%	5.25%	6.26%	8.22%

Stratum Summary

Estimated Mean: 10,000.00
 Estimated Std. Deviation: 5,000.00
 Universe Size: 100,000
 Sample Size: 100
 Sample Size Ratio: 20.00%

Stratum

NEXT
 PREVIOUS
 Total Sample

HELP EXIT Previous Screen Main Menu

Stratified Variable Sample Sizes

Overall Results

	Confidence Level			
	80%	90%	95%	99%
Sample Precision	4.09%	5.25%	6.26%	8.22%

Overall Summary

Estimated Mean: 5,833.33
 Estimated Std. Deviation: 4,579.54
 Universe Size: 600,000
 Sample Size: 500

Stratum

NEXT
 PREVIOUS
 Total Sample

HELP EXIT Previous Screen Main Menu

NOTE: Example is for illustrative purposes only. Be sure to use sample sizes that conform to the organization's minimum sample size standards.

ATTRIBUTE SAMPLE SIZE DETERMINATION

Purpose

This program determines the sample size for an attribute simple random sample. The sample size is determined to provide for a specified degree of precision (using the desired width of the confidence interval) at four levels of confidence (80%, 90%, 95%, and 99%). The resulting sample sizes are the smallest sample sizes capable of meeting the specified precision requirement at the stated confidence level.

Confidence intervals for attribute sampling are exact and are based on the hypergeometric distribution. As a result, such confidence intervals are usually not symmetric about the point estimate. For example, the point estimate may be 3% and the corresponding 90% confidence interval is from 2% to 6%. For this illustration, the *width of the confidence interval* is 4% and the *confidence level* is 90%. Consequently, attribute confidence intervals differ from the usual interval obtained by deriving the point estimate plus or minus the estimated precision, where the estimated precision is half the width of the resulting confidence interval. Because of this, the “desired precision” for the attribute sampling procedure must be specified as the desired width (rather than the half width) of the confidence interval.

The input requirements also include the size of the universe and the anticipated rate of occurrence in the universe. This rate of occurrence is generally estimated from past experience, either from similar systems or a past review of this universe. If no information concerning the rate of occurrence is available, the most conservative procedure is to specify 50% for this value. If the actual rate of occurrence differs from the user-specified rate of occurrence, this in no way affects the sample's validity; however, the resulting precision (confidence interval width) will likely differ from the specified “desired precision.”

Input Screen

The input screen for this program is shown next.

Attribute Sample Size Determination

Confidence Level

80% 95%

90% 99%

All

The "anticipated rate of occurrence" should be entered as a percentage; that is, enter 10 for 10%, 20 for 20%, and so on. The most conservative value is 50. The minimum value is 0.5% and the maximum value is 98%.

Anticipated Rate of Occurrence

Universe Size

The "desired precision range" for the universe error rate is the desired width of the confidence interval. For example, if the confidence interval 10% to 16% satisfies your precision requirements, enter "6" (16% - 10%) in the box. The minimum value is 1% and the maximum value is 99%.

Desired Precision Range

HELP

Main Menu

EXIT

OUTPUT TO

Text File and Screen

Printer and Screen

Text File, Printer, and Screen

Screen Only

OK

Input Values

Confidence Level

The user may select any combination of the following confidence levels: 80%, 90%, 95%, and 99%. Selecting all four confidence levels can be done by clicking on the "All" option.

Anticipated Rate of Occurrence

This value is the expected rate of occurrence for the universe. It should be expressed as a percentage (e.g., enter "15" for 15%, not ".15"). If no information is available for the anticipated rate of occurrence, the most conservative procedure is to specify a rate of occurrence of 50%.

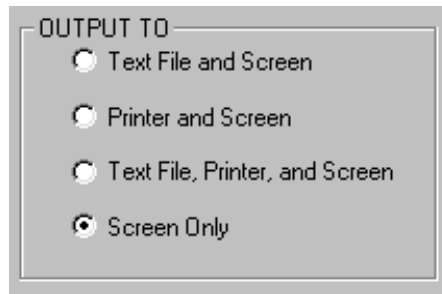
Universe Size

The universe size is the total number of items from which the sampled items were selected. This number should be entered without commas (e.g., 50000, not 50,000). The program will insert commas upon leaving this box.

Desired Precision Range

This value is the desired width of the resulting confidence interval, expressed as a percentage. It is equal to the upper confidence limit minus the lower limit. For example, if the confidence interval 10% to 15% satisfies the user's precision requirements, the response to this query would be "5."

Program Output



The output options are a text file and screen; a printer and screen; a text file, printer, and screen; or screen only. The program always finishes with the screen output.

Explanation of Output

The output for each cell in the output table will consist of either the necessary sample size or the text "- - - ." The necessary sample size is the number of sample items necessary to obtain the specified sample precision at each confidence level. For example, in this illustration, a sample size of 680 is necessary to obtain a confidence interval having a width of 5% using a 90% confidence level. If the calculated sample size is zero, a text value of "- - -" will appear in this cell.

The output also contains the user-specified anticipated rate of occurrence, desired precision range, and universe size.

Output to a Text File or Printer

The sample sizes for this illustration were saved in C:\TEMP\OUTSIZES.TXT, shown below. The printer output is identical. The input values are those shown on the initial input screen where the option "All" was selected for the confidence levels.

DEPARTMENT OF HEALTH & HUMAN SERVICES
 OIG - OFFICE OF AUDIT SERVICES

Date: 5/22/2010 Sample Size Determination Time: 8:46

	Confidence Level			
	80%	90%	95%	99%
Sample Size	439	680	926	1,480

Anticipated Rate of Occurrence: 20%

Desired Precision Range: 5%

Universe Size: 10,000

If any of the samples sizes are under 30, the following note will be the final part of the text file and/or printer output:

NOTE (*): One or more sample sizes were under 30. The generated sample sizes were the result of mathematical formulas and did not incorporate management decisions concerning the purpose of the sample or current organizational sampling policies. You may need to increase the sample sizes in order to be in compliance with organizational objectives.

NOTE: Example is for illustrative purposes only. Be sure to use sample sizes that conform to the organization's minimum sample size standards.

Output to Screen

The program always concludes with a screen summary. The screen output for this illustration is shown below. If one or more sample sizes are under 30, these sample sizes are flagged using “(*)” (e.g., 22 (*)) and the following note will appear in the output screen:

NOTE (*): One or more sample sizes were under 30. The generated sample sizes were the result of mathematical formulas and did not incorporate management decisions concerning the purpose of the sample or current organizational sampling policies. You may need to increase the sample sizes in order to be in compliance with organizational objectives.

The screenshot shows a window titled "Attribute Sample Size Output" with a table of sample sizes and several input fields. The table has columns for confidence levels: 80%, 90%, 95%, and 99%. The row for "Sample Size" shows values 439, 680, 926, and 1480. Below the table are input fields for "Anticipated Rate of Occurrence" (20%), "Universe Size" (10,000), and "Desired Precision Range" (5%). At the bottom are four buttons: HELP, EXIT, Previous Screen, and Main Menu.

	80%	90%	95%	99%
Sample Size	439	680	926	1480

Anticipated Rate of Occurrence
Universe Size
Desired Precision Range

NOTE: Example is for illustrative purposes only. Be sure to use sample sizes that conform to the organization’s minimum sample size standards.

Appendices

Data Limitations for RAT-STATS 2010

Random Number Modules

Module Lim	itation
Single Stage	Number of random values (including spares) $\leq 10,000$
Sets of Two	Number of random values (including spares) $\leq 10,000$
Sets of Three	Number of random values (including spares) $\leq 10,000$
Sets of Four	Number of random values (including spares) $\leq 10,000$
Frames - Single Stage	Number of frames in the universe ≤ 50 Number of random values (including spares) $\leq 10,000$
Frames - Sets of Two	Number of frames in the universe ≤ 50 Number of random values (including spares) $\leq 10,000$
RHC Sample Selection	Number of rows in input file $\leq 6,000$ Number of units in the sample $\leq 3,000$

Attribute Modules

Module Lim	itation
Unrestricted	Universe size $\leq 2,147,483,647$
Stratified	Number of strata ≤ 125
2-Stage Unrestricted	Number of primary units in the sample ≤ 250
3-Stage Unrestricted	Number of primary units in the sample ≤ 50 Total number of secondary units in the sample $\leq 50,000$

RHC 2 Stage	Number of primary units in the sample $\leq 3,000$
RHC 3 Stage	Number of primary units in the sample ≤ 50 Total number of secondary units in the sample $\leq 4,000$
Stratified Cluster	Number of strata ≤ 100 Number of clusters within each stratum ≤ 500
Stratified Multistage	Number of strata ≤ 500 Universe size for each stratum $< 1,000,000,000$

Variable Modules

Module	Limitation
Unrestricted	Universe size $< 1,000,000,000$
Stratified	Number of strata ≤ 50
2-Stage Unrestricted	Number of primary units in the sample ≤ 500 Number of primary units in the universe $< 1,000,000$ Number of secondary units in the universe $< 1,000,000,000$
3-Stage Unrestricted	Number of primary units in the sample ≤ 50 Total number of primary units in the universe $\leq 30,000$ Total number of secondary units in the sample $\leq 50,000$
RHC 2 Stage	Number of primary units in the sample $\leq 3,000$
RHC 3 Stage	Number of primary units in the sample ≤ 50 Total number of secondary units in the sample $\leq 4,000$
Stratified Cluster	Number of strata ≤ 100 Number of clusters within each stratum ≤ 500
Stratified Multistage	Number of strata ≤ 500
Poststratified	Number of strata ≤ 150

Numerical Accuracy in RAT-STATS 2010

Attribute Modules

Module Lim	itation
Unrestricted	Projected items in the universe and the universe total confidence limits are accurate to the nearest integer, provided the number of digits does not exceed 12. Universe proportion point estimates and the associated confidence limits are accurate to the nearest .05 percent. Calculation of the hypergeometric distribution function is accurate to at least 12 significant figures, provided the universe size is less than 2,147,483,647.
Stratified	Calculations done in this program module are accurate to at least 12 significant digits. Projected items in the universe and the universe total confidence limits are accurate to the nearest integer, provided the number of digits does not exceed 12. Universe proportion point estimates and the associated confidence limits are accurate to the nearest .05 percent.
2-Stage Unrestricted	Calculations done in this program module are accurate to at least 12 significant digits. Projected items in the universe and the universe total confidence limits are accurate to the nearest integer, provided the number of digits does not exceed 12. Universe proportion point estimates and the associated confidence limits are accurate to the nearest .5 percent.
3-Stage Unrestricted	Calculations done in this program module are accurate to at least 12 significant digits. Projected items in the universe and the universe total confidence limits are accurate to the nearest integer, provided the number of digits does not exceed 12. Universe proportion point estimates and the associated confidence limits are accurate to the nearest .5 percent.
RHC 2 Stage	Calculations done in this program module are accurate to at least 12 significant digits. Projected items in the universe and the universe total confidence limits are accurate to the nearest integer, provided the number of digits does not exceed 12.

RHC 3 Stage	Calculations done in this program module are accurate to at least 12 significant digits. Projected items in the universe and the universe total confidence limits are accurate to the nearest integer, provided the number of digits does not exceed 12.
Stratified Cluster	Calculations done in this program module are accurate to at least 12 significant digits. Projected items in the universe and the universe total confidence limits are accurate to the nearest integer, provided the number of digits does not exceed 12. Universe proportion point estimates and the associated confidence limits are accurate to the nearest .5 percent.
Stratified Multistage	Calculations done in this program module are accurate to at least 12 significant digits. Projected items in the universe and the universe total confidence limits are accurate to the nearest integer, provided the number of digits does not exceed 12. Universe proportion point estimates and the associated confidence limits are accurate to the nearest .5 percent.

Variable Modules

Module Lim	itation
Unrestricted	Calculations done in this program module are accurate to at least 12 significant digits. The descriptive statistics calculated are accurate to two decimal places, provided the number of significant digits does not exceed 12. The projected items in the universe and the universe total confidence limits are accurate to the nearest integer, provided the number of digits does not exceed 12. Calculation of the critical values of the <i>t</i> -distribution are accurate to at least 12 decimal places for degrees of freedom between 1 and 10,000 and confidence levels of 80%, 90%, and 95%.
Stratified	Calculations done in this program module are accurate to at least 12 significant digits. The descriptive statistics calculated are accurate to two decimal places, provided the number of significant digits does not exceed 12. The projected items and the confidence limits for the universe and for each stratum are accurate to the nearest integer, provided the number of significant digits does not exceed 12. Calculation of the critical values of the <i>t</i> -distribution are accurate to at least 12 decimal places for degrees of freedom between 1 and 10,000 and confidence levels of 80%, 90%, and 95%.
2-Stage Unrestricted	Calculations done in this program module are accurate to at least 12 significant digits. The projected items in the universe and the universe total confidence limits are accurate to the nearest integer, provided the number of digits does not exceed 12. Calculation of the critical values of the standard normal distribution are accurate to at least 12 decimal places for confidence levels of 80%, 90%, and 95%.
3-Stage Unrestricted	Calculations done in this program module are accurate to at least 12 significant digits. The projected items in the universe and the universe total confidence limits are accurate to the nearest integer, provided the number of digits does not exceed 12. Calculation of the critical values of the standard normal distribution are accurate to at least 12 decimal places for confidence levels of 80%, 90%, and 95%.

RHC 2 Stage	Calculations done in this program module are accurate to at least 12 significant digits. The projected items in the universe and the universe total confidence limits are accurate to the nearest integer, provided the number of digits does not exceed 12. Calculation of the critical values of the standard normal distribution are accurate to at least 12 decimal places for confidence levels of 80%, 90%, and 95%.
RHC 3 Stage	Calculations done in this program module are accurate to at least 12 significant digits. The projected items in the universe and the universe total confidence limits are accurate to the nearest integer, provided the number of digits does not exceed 12. Calculation of the critical values of the standard normal distribution are accurate to at least 12 decimal places for confidence levels of 80%, 90%, and 95%.
Stratified Cluster	Calculations done in this program module are accurate to at least 12 significant digits. The projected items in the universe and the universe total confidence limits are accurate to the nearest integer, provided the number of digits does not exceed 12. Calculation of the critical values of the standard normal distribution are accurate to at least 12 decimal places for confidence levels of 80%, 90%, and 95%.
Stratified Multistage	Calculations done in this program module are accurate to at least 12 significant digits. The projected items in the universe and the universe total confidence limits are accurate to the nearest integer, provided the number of digits does not exceed 12. Calculation of the critical values of the standard normal distribution are accurate to at least 12 decimal places for confidence levels of 80%, 90%, and 95%. Note: The point estimate and confidence limits are accurate to the nearest integer, subject to the limitation that all input values have been rounded to the nearest integer.
Poststratified	Calculations done in this program module are accurate to at least 12 significant digits. The projected items in the universe and the universe total confidence limits are accurate to the nearest integer, provided the number of digits does not exceed 12. Calculation of the critical values of the standard normal distribution are accurate to at least 12 decimal places for confidence levels of 80%, 90%, and 95%.

Unknown Univ. Size

Calculations done in this program module are accurate to at least 12 significant digits. The projected items in the universe and the universe total confidence limits are accurate to the nearest integer, provided the number of digits does not exceed 12. Calculation of the critical values of the standard normal distribution are accurate to at least 12 decimal places for confidence levels of 80%, 90%, and 95%.

Troubleshooting for RAT-STATS 2010

1. When running RAT-STATS 2010, an error “Error 462 - Printer Error” occurs.

Solution. Get into the Control Panel and Click on Printers and Faxes. Set one of your available printers as the default printer.

2. When clicking on the HELP button, an error message occurs.

Solution. The User Guide file is already open. Either click on this file in the taskbar to use it or close the User Guide file before clicking on HELP.

3. When opening an Access database file, an error message occurs.

Solution. The Access file is likely specified as “read only.” Locate this file on your computer, right click on it, left click on Properties, and make sure the Read-only box is unchecked.