



A Framework for Evidence-Based Decision Making in Local Criminal Justice Systems

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Starter Kit

4a: Understanding Your Agency: Conducting an EBP Knowledge Survey

Appendix 3: Determining the Minimum Number of Responses Desired for Accurate Inferences

In order to make more accurate inferences about the larger population, it is necessary that a certain percentage of the individuals in the target pool complete the survey. To determine the minimum number of responses necessary for confidence in the results, visit the following website: <http://www.surveysystem.com/sscalc.htm#one>. (This website provides a tool for determining survey sample sizes.)

Follow these instructions:

1. Only use the box entitled “Determine Sample Size.”
2. Click on the button marked “Confidence Level 95%.”
3. Enter the number 10 in the “Confidence Interval” box.
4. Enter the number of persons in the survey “pool” (as calculated in #4 above) in the “Population” box.
5. Click “Calculate.” The number displayed is the minimum number of respondents that are necessary to get results that reflect the target population.

Once this process is completed for each agency, make a list of the survey targets for the policy team using a chart similar to the one below. This will help document the survey pool, the number of surveys received, and level of confidence in the results.

Agency	Total # of Staff in Agency	Total # of Staff in the Pool for Participation in the Survey (from #4 above)	Minimum # of Responses Desired	# of Responses Received	Received More than the Minimum and Therefore Confident in Results?
Court	12	10	9	4	No
Prosecution	53	46	31	37	Yes
Police	324	217	67	121	Yes