

**FORM: 23 - SEARCH TO LOCATE PARTICIPANT****Version:** 2 – February 14, 2000**Description:** Completed by Clinical Center (CC) Staff (e.g., Adherence and Retention Specialist, Outcomes Coordinator, Clinic Manager) conducting a Lost-to-Follow-Up Search; 2-page form; key-entered at CC.**When used:**

1. Required semi-annually for participants listed on *WHIP 9752 – Vital Status Investigation Report*.
2. Optional during attempts to search for participants who cannot be contacted by phone or mail.

**Purpose:** To guide and document attempts to contact a participant the CC has lost contact with and who cannot be located.

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**GENERAL INSTRUCTIONS**

1. A search should be initiated in any of the following circumstances.

**Required:**

- Document search for each participant listed on the *WHIP 9752 – Vital Status Investigation*. The CCC will distribute the *Vital Status Investigation* report to CCs twice each year. Complete a *Form 23* for each participant on the report. (Refer to *Vol. 2, Section 17.3.4 – Vital Status Investigation* for detailed vital status instructions.)

**Optional:**

- Participant misses a clinic visit for an unknown reason and CC staff cannot make contact with the participant by phone or mail.
  - Participant fails to return a mailed questionnaire and CC staff cannot make contact with the participant by phone or mail.
  - Clinical Center staff have unsuccessfully tried to contact the participant by phone for an interview and have been unable to make contact with the participant by mail.
  - Mail sent to the participant has been returned to the CC with no updated address information and the participant cannot be located by telephone.
2. To initiate search, affix a participant barcode label to top of form and complete and key-enter Items 2-3.
  3. Conduct a search to locate the participant. Make repeated attempts to locate the participant over a 6 month period. Refer to *Vol. 2, Section 17.3 - Locating "Hard to Find" Participants* for details on conducting a search to locate participants. Document the search attempts in Item 7.
  4. When the search is concluded, complete Items 4-6. Update the existing key-entered form, i.e., do not start a new *Form 23*.
  5. Review the form for completeness and forward to data entry.
  6. Data Entry: complete the data entry of the previously, partially key-entered form, i.e., previously entered Items 2-3. Do not key-enter an entirely new form.
  7. File the key-entered form in the participant's chart.

**Item Instructions**

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|------|--|--|
| 1.   | Background of Search                     |  |
| 1.1. | Date of last contact                     | Indicate date of last contact with participant (if known or approximate if unknown).   |
| 1.2. | Reasons for search                       | <p>Indicate reasons for initiating search (mark all that apply).</p> <ul style="list-style-type: none"> <li>• Participant identified on <i>Vital Status Investigation Report (WHIP 9752)</i>.</li> <li>• Incorrect, incomplete, or invalid address (optional).</li> <li>• Telephone number incorrect (optional).</li> <li>• Other (Specify).</li> </ul> <p>Data entry: Item 1.1 – 1.2 not data entered.</p>  |
| 2.   | Initiation date                          | Date search to locate participant was begun.   |
| 3.   | Initiated by                             | Standard 3-digit employee ID of person initiating search.  |
| 4.   | Date search ended                        | <p>Indicate date that the search to locate the participant ended. The search should be ended when either:</p> <ul style="list-style-type: none"> <li>• the participant has been contacted, or</li> <li>• repeated attempts over a 6-month period to contact the participant and her personal contacts using all strategies have been exhausted and you have failed to locate the participant.</li> </ul>   |
| 5.   | Search ended by                          | Standard 3-digit employee ID of person ending search.  |
| 6.   | Search result                            | <p>Mark the appropriate box to indicate the result of the search. Update WHILMA with new address/phone number information, if obtained.</p> <p>1 - Participant located:</p> <p style="padding-left: 40px;">This category includes <u>deceased</u> participants. Complete <i>Form 120 – Initial Notification of Death</i> for any participant found to be deceased. Do not complete <i>Form 7 – Participation Status</i> for a deceased participant. (Completing <i>Form 120</i> replaces the “6 – deceased” category in <i>Item 4 – change in follow-up status</i> on <i>Form 7 – Participation Status</i>, Ver. 2.)</p> <p style="padding-left: 40px;">If, based on <i>WHIP 9752 – Vital Status Investigation</i>, you locate a “lost-to-follow-up” participant, complete <i>Form 7 – Participation Status</i> with current follow-up information.</p> <p>4 - Participant not located: Mark if participant could not be located after repeated search attempts over a 6-month period. (Do not complete a <i>Form 7</i> for a “lost-to-follow-up” participant.) (This category replaces the “7 – lost-to-follow-up” in <i>Item 4 – change in follow-up status</i> on <i>Form 7 – Participation Status</i>, Ver. 2.)</p> <p style="padding-left: 40px;">Although participant remains lost, the CC receives “credit” for search attempt and participant is not listed on next 6 month <i>Vital Status Investigation Report</i>. The participant will be listed on the following report (i.e., in 12 months).</p> |
| 7.   | Record of attempts to locate participant | <ul style="list-style-type: none"> <li>• Mark activities completed to locate the participant. Use any, all, or other strategies available.</li> <li>• Checked local telephone directory for current telephone number and current address.</li> <li>• Checked with directory assistance for current phone number. (If the participant now has an unlisted number, request that a supervisor call her and ask that she contact the CC).</li> </ul>   |

- Phone calls to participant's home to verify address.
- Mailed a letter to the last known address for the participant, requesting that she contact the CC.
- Phone calls made to personal contacts listed on *Form 20 – Personal Information*.
- Checked any other sources listed on *Form 20 - Personal Information*.
- Reverse directory (Polk or Coles) consulted and current resident and/or neighbors at last known address contacted.
- Phone calls made to physician/medical contacts.
- Mailed a *certified* letter to the last known address for the participant, requesting that she contact the CC.
- Checked with the Department of Motor Vehicles for current address.
- Checked with Social Security Administration for vital status.
- Other:

Data entry: Item 7 not data entered.

#### 8. Optional Internet Sites

You can use internet web sites to assist in the Lost-to-Follow-Up search. An internet search is optional but strongly recommended. See list of web sites in the Public Folders in Outlook. The list below lists sources current for 2000.

The compilation of internet sites is not exhaustive but rather a variety of sources to select from. As more sites are created, your list of web sites can expand. If the Uniform Resource Locator (URL) address message indicates "site not found", check to be sure the URL was typed exactly as listed in the instructions. If this is not successful, you may need to truncate (shorten) the last segment of the path to find the site.

#### **Telephone Searches**

AnyWho	<a href="http://www.anywho.com/">http://www.anywho.com/</a>	[search tips]
InfoSpace	<a href="http://www.infospaceinc.com/">http://www.infospaceinc.com/</a>	[international]
Yahoo People Search	<a href="http://phone.yahoo.com/">http://phone.yahoo.com/</a>	
Telephone Directory	<a href="http://www.contractjobs.com/tel">http://www.contractjobs.com/tel</a>	
LookUp	<a href="http://www.abii.com/">http://www.abii.com/</a>	
Selectphone CD Rom (fee)		

#### **People Searches**

People Search With Best Chance of Success <http://www.knowx.com>

#### **Military Locator**

Military Locator Service <http://www.militarycity.com>

#### **State Vital Records**

State Vital Records <http://vitalrec.com/index.html>

#### **Social Security**

Social Security Death Index (SSDI)	<a href="http://www.ancestry.com/ssdi/advanced.htm">http://www.ancestry.com/ssdi/advanced.htm</a>
SSN Lookup	<a href="http://informus.com/ssnlookup.html">http://informus.com/ssnlookup.html</a>
Social Security Administration	<a href="http://www.ssa.gov/">http://www.ssa.gov/</a>