

FORM: 23 – SEARCH TO LOCATE PARTICIPANT

Version: 8 – October 1, 2005

Description: Completed by Field Center (FC) staff conducting a Lost-to-Follow-Up search; 2-page form; key-entered at FC.

When Used:

1. Required annually for participants listed on *WHIX 1591 – Participants who are lost to follow-up*.
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 FC has lost contact with and who cannot be located.

GENERAL INSTRUCTIONS

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

Required

- Document search for each participant listed on the *WHIX 1591 – Participants who are lost to follow-up*. Complete a *Form 23* for each participant on the report (refer to *Section 9.4 - Locating “Hard to Find” Participants* for detailed instructions).

Optional

- Participant fails to return a mailed questionnaire to the CCC and FC staff cannot make contact with the participant by phone or mail.
 - The CCC has been unable to make contact with the participant by mail, mail sent to the participant has been returned to the CCC with no updated address information, and the FC cannot locate the participant.
2. To initiate a search, affix a participant barcode label to the 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 *Section 9.4 – 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 existing key-entered form (e.g., do not start a new *Form 23*).
 5. Review the form for completeness and forward to data entry.
 6. Data entry – complete data entry of the previous, partially key-entered form (previously entered items 2-3). Do not key-enter a 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"> • Participant identified on <i>WHIX 1591 – Participants who are lost to follow-up</i> • Incorrect, incomplete, or invalid address (optional) • Telephone number incorrect (optional) • Other (specify) <p>Date entry: Items 1.1-1.2 are not data entered.</p> |
| 2. | Initiation Date | Date search to locate participant started. |
| 3. | Initiated By | Standard 5-digit employee ID of person initiating search. |
| 4. | Date Search Ended | <p>Indicate date the search to locate the participant ended. End a search when:</p> <ul style="list-style-type: none"> • The participant has been contacted, or • Repeated attempts over a 6-month period to contact the participant and her personal contacts using all strategies are exhausted and you fail to locate the participant. |
| 5. | Search Ended By | Standard 5-digit employee ID of person ending search. |
| 6. | Search Result | <p>Mark the appropriate box to indicate the result of the search. Update WHIX with new address/phone number information, if obtained.</p> <p>1 - Participant located:
This category includes <u>deceased</u> participants. Complete <i>Form 120 – Initial Notification of Death</i> for any participant found to be deceased.</p> <p>If you located a “lost” participant listed on <i>WHIX 1591 – Participants who are lost to follow-up</i>, complete <i>Form 9 – Participation Status</i> with current follow-up status information.</p> <p>4 - Participant not located: Mark if participant cannot be located after repeated search attempts over a 6-month period. Do not complete a <i>Form 9</i> for a lost to follow-up participant.</p> |
| 7. | Record of Attempts to Locate a Participant | <p>Mark activities completed to locate the participant. Use any, all, or other strategies available.</p> <ul style="list-style-type: none"> • Check local telephone directory for current telephone number and address. • Check with directory assistance for current phone number (if participant has an unlisted number, you may request that a supervisor (directory assistance) call her and ask that she contact the FC). • Make phone calls to participant’s home to verify address. • Mail a letter to the last known address for the participant, requesting that she contact the FC. • Make phone calls to personal contacts listed on <i>Form 20 – Personal Information Update</i>. |

- Contact any other sources listed on *Form 20 – Personal Information Update*.
- Make phone calls to participant's employer, if applicable.
- Consult reverse directory and contact current resident and/or neighbors at last know address.
- Make phone calls to physician/medical contacts.
- Consult Post Office for current address.
- Mail a certified letter (marked restrictive delivery) to the last known address of the participant, requesting that she contact the FC.
- Check with the Department of Motor Vehicles for current address.
- Check with the Social Security Administration for vital status.
- Conduct Internet searches for lost participants (see below).
- Other (specify)

Optional Internet Sites

You may use Internet web sites to assist in the lost to follow-up searches.

An Internet search is optional, but recommended. You can find a link to suggested web sites on the WHI web site (Search Sites for Lost Participants). This list is not exhaustive, but includes a variety of sources to select from.

Search Sites

AnyWho	www.anywho.com
InfoSpace	www.infospace.com
Yahoo People Search	people.yahoo.com
Worldwide Search	www.numberway.com
InfoUSA	www.abii.com
Reverse Phone Search	www.reversephonedirectory.com
KnowX	www.knowx.com
Search Bug	www.searchbug.com
ZABAsearch	www.zabasearch.com
Military Locator Service	www.militarycity.com

State Vital Records

State Vital Records	www.vitalrec.com
Obituary Registry	www.obituaryregistry.com

Social Security

Social Security Death Index (SSDI)	www.ancestry.com
SSN Lookup	www.informus.com/hdocs/intrpt.html

Obituaries

Newspaper obituaries	www.legacy.com
Obituary registry	www.obituaryregistry.com

Date entry: Item 7 is not data entered.