

Samples Menu

Locator Form

Tracking Log

DATE 8/27/03

INTERVIEWER ID# 105

STUDY ID#

HEALTH STUDY LOCATOR FORM

On this form we collect information that will help us reach you when it's time for your follow-up interview. The information you give us will be kept in a separate place from your answers on the interview. It will be used only to locate you for your follow-up, and it will not be given to anyone else. We will not tell any contact anything except that you are participating in a health study.

1. Please tell me your full name:

John Michael Smith ()
First Middle Last (Maiden)

2. Date of Birth: 1 / 18 / 1975

3. SS#: 555-55-5555

4. Other names or nicknames: _____

5. Where were you born? Cleveland, OH
(City, State)

6. How long have you lived in the local area? 15 years

7. Driver's License or State ID #: A55555 State: CA

8. Do you have car? (If yes) License #: AU555

9. Military #: N/A

10. Residence address: 555 Monica Blvd., #150
(Street address) (Apt. # or P.O. Box #)

Los Angeles 90025
(City) (Zip)

11. How long have you lived there? 2 yrs

12. Do you plan to move anytime soon? yes

Do you know where to? NO

13. Home Phone: (310) 555-8555

14. Who else lives there?

Full Name: Marianne Johnson girlfriend
(First, Middle, Last) (Relationship)

Full Name: _____
(First, Middle, Last) (Relationship)

15. Cell Phone: (310) 555-5557

16. Pager: () N/A

17. E-mail address: jms75@yahoo.org

18. Work phone? (323) 626-5555 UPS
(Name of Company)

19. Other phone? () N/A
(Whose phone is this?)

20. Do you have a message number? () Same as 13

21. Who lives there?

Full Name: Same as 14
(First, Middle, Last) (Relationship)

Full Name: _____
(First, Middle, Last) (Relationship)

22. Address: Same as 10
(Street address) (Apt. # or P.O. Box)

(City) (Zip)

23. Best mailing address: Same as 10
(Street address) (Apt. # or P.O. Box)

(City) (Zip) 24. Phone: () Same as 13

25. Who lives there?

Full Name: Same as 14
(First, Middle, Last) (Relationship)

Full Name: _____
(First, Middle, Last) (Relationship)

26. Best Contacts: Do you have friends or relatives who usually know how to reach you if you should move or leave the program?

(1) Full Name: Joseph Bartee
(First, Middle, Last)

Address: 555 May St, # 305 Cleveland, OH 44106

Phone? (216) 555-5555 Relationship: Friend

Cell Phone: () N/A

Pager: (216) 555-4655

E-mail address: jbartee@hnb.net

Work phone? (216) 555-5565 Huntington Software
(Name of Company)

Best Contacts: Do you have friends or relatives who usually know how to reach you if you should move or leave the program?

(2) Full Name: Amber Burns
(First, Middle, Last)
Address: 555 Monica Blvd., #152 Los Angeles, CA 90025
Phone? (310) 555-5555 Relationship: Neighbor
Cell Phone: () N/A
Pager: () N/A
E-mail address: AXB20@hailmail.net
Work phone? () N/A (Name of Company)

(3) Full Name: Connor Bennett
(First, Middle, Last)
Address: 5555 Hill Ave, #406 Los Angeles, CA 90027
Phone? (310) 555-5557 Relationship: Friend
Cell Phone: (310) 555-5552
Pager: () N/A
E-mail address: N/A
Work phone? (323) 626-5555 UPS
(Name of Company)

Now I'd like to ask you about your family. If you don't know their addresses, just the towns would help. (Complete entire family; use extra space if necessary. Don't forget brothers, sisters, spouse, ex-spouse, girlfriend, boyfriend, baby's father/mother, grandparents, cousins, aunts, uncles, foster parents, God parents, and adult children. Include cell phone and pager numbers.)

27. **Mother:** Jennifer E. Smith
(Full Name: First, Middle, Last)
555 Coventry Ct., Pasadena, CA 91364
(Address)
Phone: (310) 555-3555 DOB: 7/24/46 In touch? yes
Other phone/contact info? () N/A (Whose phone is this?)

28. **Father:** David C. Smith
(Full Name: First, Middle, Last)
Long Beach, CA
(Address)
Phone: () Don't know DOB: 11/6/42 In touch? No
Other phone/contact info? () _____
(Whose phone is this?)

29. **Relative:** Cindy Ryan
(Full Name: First, Middle, Last) Sister
(Relationship)
555 Federal Ave, Winston Salem, NC 27101
(Address)
Phone: (336) 555-8555 DOB: 6/29/70 In touch? Yes
Other phone/contact info? (336) 555-6455 cell
(Whose phone is this?)

30. **Relative:** Robert Smith
(Full Name: First, Middle, Last) Brother
(Relationship)
New York, NY
(Address)
Phone: (212) 555-2555 DOB: 3/25/78 In touch? Yes
Other phone/contact info? () N/A
(Whose phone is this?)

31. **Relative:** Melinda Carson
(Full Name: First, Middle, Last) Grandmother
(Relationship)
555 Old River, Cleveland, OH 44112
(Address)
Phone: (216) 555-8955 DOB: 7/6/29 In touch? Yes
Other phone/contact info? () N/A
(Whose phone is this?)

32. **Relative:** Jackie Roberts
(Full Name: First, Middle, Last) Cousin
(Relationship)
Owensboro, KY
(Address)
Phone: (270) 555-7255 DOB: 1969 In touch? Yes
Other phone/contact info? () _____
(Whose phone is this?)

33. **Relative:** Mike Carson Uncle
(Full Name: First, Middle, Last) (Relationship)
Irvine, CA
(Address)
Phone: (949) 555-5561 DOB: 1950 In touch? yes
Other phone/contact info? (949) 555-2055 cell
(Whose phone is this?)

34. **Relative:** _____
(Full Name: First, Middle, Last) (Relationship)

(Address)
Phone: _____ DOB: _____ In touch? _____
Other phone/contact info? () _____
(Whose phone is this?)

35. **Relative:** _____
(Full Name: First, Middle, Last) (Relationship)

(Address)
Phone: () _____ DOB: _____ In touch? _____
Other phone/contact info? _____
(Whose phone is this?)

36. Is there a case worker, doctor, community clinic, religious institution or other contact that you see regularly?
Name: Dr. Tom Jenkins
Address: 555 Baden Blvd, Los Angeles, CA 90025
Phone? (310) 555-4055 Agency: Kaiser
Other phone/contact info? () _____
(Whose phone is this?)

37. Do you receive money or foodstamps regularly from an agency? _____ Yes No

(If yes) Agency _____

When is it paid? _____

Where is the check sent? _____

Where do you cash the check? _____

Case worker: _____ File #: _____

Who is your Representative Payee? _____

Address: _____

Phone? () _____ Agency: _____

38. Is there any place you go regularly to hang out or to meet with friends?

Place: Gotham Hall

Address or Intersection: 10th & Main

Phone: (310) 555-7255 Phone: () _____

Times you might be there: Billiards

39. Are you on probation, parole, or have an active court case? Yes _____ No

(If yes) Agency Los Angeles County

I.D. Number (Department of Probation/Corrections, Case Number): 7855555

Probation/Parole Officer Name Don Peterson

Phone: (310) 555-5255

40. INTERVIEWER: IF RESPONDENT (R) IS HOMELESS, OR HAS OFTEN BEEN HOMELESS, GET INFORMATION ON:

Shelters, SRO hotels: which ones does R tend to use? Where did R sleep last night?

What soup kitchen, restaurant, etc. does R like to use? Where did R eat today, yesterday?

Where does R like to buy liquor or other necessities? (Store owners who give credit may know where R tends to hang out.)

Does R know any service workers in the area R usually hangs out? Get agency and names.

Does R stay in different places in the winter vs. summer? Get list.

41. INTERVIEWER: IF R IS INCARCERATED, RECORD EXPECTED RELEASE OR TRANSFER DATE AND TRANSFER DESTINATION.

Release/transfer date: ____/____/____

Prison/Jail Inmate Number: _____

Destination: _____

Comments: _____

42. INTERVIEWER: PLEASE NOTE:

APPROXIMATE HEIGHT: 5'10" HAIR COLOR: Brown EYE COLOR Blue

ETHNICITY White

43. INTERVIEWER: PLEASE NOTE ANY PERMANENT IDENTIFYING PHYSICAL CHARACTERISTICS, SUCH AS SCARS OR TATTOOS.

Scar on his left ankle and a tattoo
of a cross on his right arm

Tracking Log

Name: John Doe

Date:	Time:		Interviewer
7/7/03		Searched whitepages for R - found possible address at 555 Ohio St. Sent letter there.	SC
7/15/03		Drd reverse lookup for Ohio st - No listing. Requested DMU Report.	SC
7/18/03		letter to Ohio returned because undeliverable as addressed	SC
7/21/03		Searched Nexis, found two new addresses. One at 555 Shelter Ave and the other one at 555 Monica Blvd. Sent letters to both	SC
7/29/03	1pm	Drd reverse lookup for both addresses. No listing for Shelter Ave, but the Monica Blvd address belongs to a possible relative of R - phone number is 310-555-6565. T/C above number - N/A	SC
8/1/03		letter sent to Shelter Ave returned because undeliverable as address	SC
8/5/03	10am	Received DMU report - Monica Blvd is the latest address reported for R. T/C 310-555-6565 - N/A. Sent another letter to Monica Blvd	SC
8/14/03	12pm	T/C 310-555-6565 - No answer	
	4pm	T/C above number again - N/A	SC
8/20/03	7pm	T/C 310-555-6565 - N/A	SC
8/23/03	12pm	T/C 310-555-6565 - N/A - Sent another letter to Monica Blvd	SC

LOCATOR NOTES

Name: S. Smith

Date:	Time:	Interviewer:
6/1/03		
6/12/03	6pm	
6/13/03	5pm	
6/14/03	8AM	
6/17/03	9:30	
6/23/03	9AM	

Initial announcement letters sent to all locator addresses.

Called parents # 555.111.1234 spoke with brother. Pt does not live there anymore and would not give any more information. Gave him study 800# and asked him to have pt. call. Checked County jail site - Pt not currently in custody.

Called cousin's # 555.111.1255 - Cousin has no contact with Pt.

Checked County jail web site - not in custody. Called State Dept. of Corrections Pt. currently incarcerated at XYZ prison. Called XYZ prison and left message with administrative assistant regarding Pt.

Received call from AA @ XYZ prison - scheduled interview for 9AM on 6/23/03 AA's name is Lt. John Smith @ 555.121.7777 EXT. 4111

Completed consent process with Pt. Pt signed consent and completed follow-up interview.