Instructions: This form is intended to be used in cases when a study participant cannot be contacted directly at the time of the 12-month follow-up survey. In this event, the follow-up survey interviewer should reach out to the contacts (landlord, family, and friends) identified by the study participant during the initial informed consent process. Using one form per contact, all attempts to reach each contact should be documented. If the interviewer reaches the identified contacts, the interviewer should use this form to record any relevant information that could be used to locate the individual or document the person’s whereabouts. [Note: this form will be automated in a database format, and the original information will be pre-populated to facilitate the tracking process and reduce duplicative data entry.]

| **Contact Attempt** | | | |
| --- | --- | --- | --- |
| Contact Name |  | Participant’s Housing Status | 🞎 Verified participant still in same unit  🞎 Verified participant has moved – new address recorded  🞎 Verified participant has moved – location unknown  🞎 Contact was not willing to provide information about the participant |
| Contact Attempt Date(s) |  |
|  |
|  |
| Additional Notes from Discussion |  | | |

Add participant contact information, if new information is provided.

| **Participant Information (Adult who signed the Participation Agreement)** | | | |
| --- | --- | --- | --- |
| First Name |  | Middle Initial |  |
| Last Name |  | Suffix |  |
| Street Address |  | Apt # |  |
| City |  | State |  |
| Zip Code |  | Email |  |
| Home Phone |  | Mobile Phone |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Updated Landlord Contact Information (if the participant moved to a new unit)** | | | |
| Landlord’s Name |  | Company Name |  |
| Address (where rent is paid) |  | City |  |
| State |  | Zip Code |  |
| Work Phone |  | Mobile Phone |  |