Participant Tracing Form Instructions
TRC Version A, 08/07/2000
QxQ Date 02/21/2001

I. GENERAL INSTRUCTIONS:

The Tracing (TRC) form is to be completed whenever an identified sample person cannot be located at the original address provided the interviewer. Tracing may involve one or more attempts to locate the person using other sources. The interviewer must be certified and should have a working knowledge of JHS participant contact procedures. S/he should also be familiar with and understand the document entitled “General Instructions for Completing Paper Forms.” ID Number, Contact Year and Name should be completed and described in that document.

II. SPECIFIC INSTRUCTIONS

For each step utilized, enter the date the step was attempted in the Date column and record the outcome of performing the step. For example:

1. **PO Address Correction** - A street address was sought/obtained to correct an identified post office box. Enter the date in the boxes using leading zeroes as needed.

   Enter the new address in the boxes provided.

   If this step was performed, but no information was obtained enter “UNABLE TO LOCATE” in the boxes provided.

2. **Phone Directory Assistance** - A new street address and/ or telephone contact information was sought/obtained using the telephone directory or directory assistance sources. Enter the date this step was performed in the boxes using leading zeroes as needed.

   Enter the new address and/ or phone number in the boxes provided.

   If this step was performed, but information was obtained, enter “UNABLE TO LOCATE” in the boxes provided.

3. **Current Occupant** - New contact information was sought/ obtained from the current occupant of the address. Enter the date this step was performed in the boxes using leading zeroes as needed.

   Record the contact information obtained in the boxes provided.

   If the current occupant does not know where the person moved, enter “UNKNOWN NEW ADDRESS” in the boxes provided.
4. **Neighbors** - New Contact information was sought/obtained from neighbor. Enter the date this step was performed in the boxes using leading zeroes as needed.

Record the contact information obtained in the boxes provided.

If the neighbors are unable to provide information for the current address of the person, enter “UNKNOWN NEW ADDRESS” in the boxes provided.

5. **Other** - New contact information was sought/obtained by other means. Specify the action taken in the boxes provided with example e.g., Called Mother.

Enter the date this step was taken in the boxes provided using leading zeroes as needed.

Record the contact information obtained in the boxes provided.

If no new information was located, enter “UNABLE TO LOCATE” or “UNKNOWN NEW ADDRESS” be appropriate in the boxes provided.

When the respondent has been located and/or all efforts at tracing have been exhausted and have failed to locate the respondent, return the completed form to the Director of Recruitment for action.