Ohio's State Opioid and Stimulant Response (SOS) Grant

Checklist for Tracking and Locating SOS Participants

<u>Directions</u>: Use this checklist to help track and locate participants for their follow-up assessment.

☐ **Mail letters** to all addresses on the locator form. Use a mail merge function to get letters out each month as participants come up due for reassessments.

☐ **Send e-mails** to the participant and their contacts' e-mail addresses.

☐ **Check criminal justice status** via phone or online resources.

    ☐ Check jail status for all active participants (any due for reassessment). If the participant is in jail, mail a letter to the jail. Send a data collector to the jail as soon as possible.

    ☐ If you get information that the participant is incarcerated but is not listed on the jail or state department of corrections list, search jail lists of other counties.

    ☐ Check probation status for all active participants. If on probation or community release, gather information on status, including region or office and phone number for the probation or community supervision office. Call and obtain the probation officer's name, then contact them.

    ☐ Check the state department of corrections system status for all active participants. If the participant is incarcerated, be certain to mail the participant a letter. If on parole, get information on status, including the region or office and phone number for participant's parole officer. Get parole officer's name, then contact them.

    ☐ Check the Federal Bureau of Prisons Inmate locator website at http://www.bop.gov/inmateloc to determine if a participant is housed in a federal prison.

☐ **Call/text message all numbers** on the locator form and any named contacts. Try evening and weekend calls. Write down all contact attempts in the contact log. Record which numbers you called and if you talk to someone, write down the person's name and what was said.

☐ **Send private messages** via social media sites (using confidentiality protection strategies).

☐ **Search online** white page websites, public record websites, and online commercial data services to get possible numbers for the participant, relatives, and friends.

☐ **Review any returned correspondence** for address updates. Make sure to log all addresses on the contact log about which letters you sent, when sent, and from where they were returned.

☐ **Check vital records** such as the Social Security Death Index (SSDI), the National Death Index (NDI), and court records.

☐ **Check specialized institutional information systems** such as the U.S. Department of Veterans Affairs and the Homeless Management Information System.

☐ **Go door knocking**.