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

Sample Completed Participant Tracking Log

Below are two samples of participant tracking logs: one from SAMHSA and one adapted from it. See the following two pages for blank logs that can be customized to local needs.

Sample 1

Participant Tracking Log

DATE	TIME	ACTIVITY	RESULT	TRACKER ID
01/14/16	10am	Searched online whitepages (Anywho and Superpages)	Found possible address at 555 Ohio St. Sent letter to address.	HB
01/20/16		Reverse lookup for Ohio St.	No listing. Requested DMV report	HB
01/28/16	1 pm	Letter to Ohio St. returned	Undeliverable as addressed	HB
02/01/16		Searched LexisNexis	Two new addresses. 555 Shelter Ave. and 555 Monica Blvd. Sent letters to both addresses	HB
02/08/16		Reverse lookup for both addresses	No listing for Shelter Ave. Monica Blvd address belongs to possible relative. Phone number is 310 555 8555	HB
02/09/16	11 am	Phone call to new number	No answer	HB
02/15/16		Letter to Shelter St. returned	Undeliverable as addressed	HB
02/21/16		Received DMV report. T/C to (310) 555-8555. Sent letter to Monica Blvd.	Monica Blvd. latest address for John according to report. Still no answer to new #	HB
02/28/16	12 pm	T/C to 310 555-8555	No answer	HB
03/05/16	4 pm	T/C to 310 555-8555	No answer	HB
03/10/16	1 pm	T/C to 310 555-8555	No answer	HB
03/16/16	10am	More phone calls. No answers. No returned letter	Planning to doorknock over the weekend	HB
03/20/16	3 pm	Spoke with John's father at Monica Blvd. address. Received cell # (310) 555-1234	Spoke with John. Set up interview appointment for Monday.	HB
03/25/16	2 pm	Completed followup interview		HB

Sample 2

DATE	CLIENT ID	TIME	ACTIVITY	OUTCOME	INITIALS
11/12/24	SOS001	11AM	FU CALL	LM	MB
11/11/24	SOS300	430PM	DIS CALL	VM FULL	MB

SAMSHA CSAT GPRA Client Contact Attempt Log

Client/Patient ID: _____

Date	Time	Activity	Result	Interviewer Initials

Tracking Log for Client Contact Attempts

DATE	ID for CLIENT	TIME	ACTIVITY	OUTCOME	INITIALS