FIELD INVESTIGATION CHECKLIST

I. Before going into the field

 ✓ Prioritize investigations by considering:
   — Diagnosis
   — Infectiousness
   — History of non-adherence
   — Medical risk factors
   — Existing assignments
   — Availability of other required staff

 ✓ Complete a thorough medical record review or, for contacts, look at the index patient’s interview form
   — Take prompt action
   — Initial action (within 24 hours)
   — Second action, if initial action does not result in locating or bringing in patient/contact to medical supervision

 ✓ Select appropriate investigation strategy
   — Preserve confidentiality while promoting urgency
   — Make face-to-face notifications whenever possible

 ✓ Canvass locating resources such as:
   — Telephone directory/directory assistance
   — Phone trace/caller ID
   — Previous medical/clinic records and assignments
   — Government/private agencies
   — Maps/cross directory
   — Internet
   — Post office
   — Knowledgeable staff
   — Police department

FIELD INVESTIGATION CHECKLIST

II. In the field

 ✓ Speak with third parties
   — Promote confidentiality and professionalism
   — Obtain information about a patient/contact’s whereabouts
   — Evade inquiries by unrelated third parties

 ✓ Be persistent in moving a stalled investigation by:
   — Checking neighborhood mailboxes/homes
   — Transposing address numbers and prefixes
   — Talking with next of kin or the index patient (if locating a contact)
   — Asking assistance of people in the neighborhood (e.g., neighbors, postal worker, apartment managers, local business employees, etc.)
   — Consulting patient/contact’s employer, coworkers, or school personnel

 ✓ Determine the identity of the person located by using:
   — Address
   — Physical identifiers
   — Date of birth
   — Open-ended questions

 ✓ Discuss reasons for visit with patient/contact and listen to any concerns expressed

 ✓ Motivate the patient/contact to take prompt action by:
   — Providing education
   — Answering any questions
   — Resolving any barriers

 ✓ Maintain safety through cautiousness and use of respiratory protection, if needed

 ✓ Use the telephone when other alternatives are not available

 ✓ Document your actions completely and accurately by including:
   — Date/time
   — Specific action(s) taken
   — What occurred in the field
   — Plans for future action
   — Your name/initials

 ✓ Consult with other staff and/or your supervisor when unsure or overwhelmed