

BATCH TRACING (JULY - AUGUST 2019)

Description

Batch Tracing is the initial attempt to update/confirm sample contact information in each of the 1,002 DOE student records. This step attempts to gather updated/confirmed address information on students and parents or guardians.

- The tracing vendor used proprietary software (search engine) to electronically search and compare name, address and telephone information contained in each of the 1,002 student records with information contained in various national databases, in a batch format (all records are searched together at the same time).
 - Databases include: Consumer Credit Bureaus, the Social Security Administration, National Directory Assistance, the National Change of Address Directory, and the US Postal Service.
- When the electronic matching is completed student record information is either confirmed, not found, or updated.

Results

- 2,522 addresses searched (1,001 of 1,002 students represented—no traceable addresses for 1 student)
- 1,531 (61%) addresses updated
- 855 (85%) student records updated
- 266 addresses not found, or batch tracing yielded the same address provided by DOE.
- 1,001 (student) subjects with at least one suitable address.

Informational Brochure (First Mailing)

Description

Informational brochures were mailed to all available addresses (including those updated during Step 1 Batch Tracing) for students and their parents or guardians.

- DOHMH assumed that if the brochure was delivered to the residence of a parent/guardian where the former student no longer resided the parent/guardian would attempt to notify/share the information with the former student.
- If the former student and parent(s)/guardian(s) had the same address, the brochure was only mailed once to that address.

The mailed brochures included the following information:

- A brief rationale for recruitment into the WTC Youth Cohort to learn more about the health impacts of the 9/11 on youth in NYC.
- A listing of possible types of research activities that might occur (e.g. periodic health surveys, invitations to join in-depth 9/11-related studies).
- Assessment of research interest. Former students are asked to contact DOHMH via phone, email, or by mailing or emailing a picture of a form attached to the brochure to express interest or not in potential research activities.

Results

- 1,797 (1,531+266) informational brochures mailed to all available (unique) addresses
 - (brochures were sent to 1,001 of the 1,002 student records)
- 13 responses received from the first brochure mailing
- 204 (11%) brochures returned undeliverable
- 22 (1.2%) brochures returned with a forwarding address.
- 12 former students expressed interest in participating in WTCHP research.

INTENSIVE TRACING PART 1

(OCTOBER 2019 – JANUARY 2020)

Description

Intensive Tracing Part 1 involves a search of each individual student record using search tools accessing the same databases mentioned in batch tracing.

- Each student record lists phone numbers and addresses for the individual student and the student's parent or guardian. These individuals are traced by a trained RTI tracer using proprietary software to access multiple public and proprietary record sources. This type of individual search allows the tracer to consider all available information provided by DOMHM for matching purposes.
- The tracer spends up to 45 minutes per record conducting searches to confirm/update all available phone and address information.
- Intensive tracing omitted the 12 positive responders from the previous steps; therefore, tracing was conducted on 990 student records.

Results

- 990 student records traced by RTI Tracing staff
 - 990 = 1,002 (student record sample) – 12 (number of responses received from Batch Tracing)
- 1,586 addresses searched.
 - 627 address/phone number updates received for a student or parent/guardian (616 of 627 considered valid).
 - A total of 541 records were modified and of those 480 had updates to the student address.
 - 724 addresses returned matching an address in the study record for a student or parent/guardian (either the original address in the DOE record or an updated address from batch tracing).
 - 235 student records with no address information for a student or parent. These former student records remain unchanged.

- 109 addresses from the 235 student records returned with no address information. The addresses were considered “still valid” because they were not returned as undeliverable. Brochures in mailing #2 were mailed to these addresses.

INFORMATIONAL BROCHURE (SECOND MAILING)

Description

After the student record address information was updated from Intensive Tracing **Part 1**, informational brochures were again mailed to the former students and their parents/guardians.

Results

- 1,460 brochures sent to student and parent addresses, including the addresses updated during Intensive Tracing Part 1.
 - $1,460 = 627 + 724 + 109$ (see Intensive Tracing Part 1)
 - The mailing represents 989 of the 990 students at this stage of tracing
- 1,311 (89.8%) brochures not returned undeliverable or with a forwarding address (defined as a “valid” address)
- 127 (8.7%) brochures returned as undeliverable
- 22 (1.5%) brochures returned with forwarding address
- 13 former students responded, and all indicated interest in the potential research

INTENSIVE TRACING PART 2

(FEBRUARY – JULY 2020)

Description

- In this step of intensive tracing, RTI tracing staff review the student records for telephone numbers and then attempt to contact the former student or parent/guardian to confirm the mailing address on record for the former student and if it is not correct, ask for the current address.

- If the RTI tracer was unable to reach the former student or parent using the available phone numbers, the tracer then searches additional databases (i.e., Lexis-Nexis) to try to find updated phone number(s) to use in further attempts to reach the student/parent.
- The RTI tracer will spend up to 60 minutes per record attempting to contact the former student or parent/guardian and conducting additional tracing and contacting if needed.

Results

- 489 student records selected for Intensive Tracing Part 2.
 - A stratified random sample from 980 student records used in the previous 2 tracing steps and the first and second brochure mailings (980 = 1,002 – 22 responses received from the 2 brochure mailings)
- 136 (28%) parent/former student reached by phone and confirmed address on file or obtained an updated address
 - 25/136 addresses updated received
- 104 (21%) parent/former students reached by phone: refused to confirm/update address
- 239 (49%) Tracer unable to reach the parent/former student by phone
- 10 (2%) Former students were deceased or ineligible (out of the country indefinitely, incarcerated, or mentally incapacitated)
 - Deceased = 1 exposed and 1 non-exposed
 - Ineligible = 5 exposed and 3 non-exposed

INFORMATIONAL BROCHURE (THIRD MAILING)

Description

After the student record address information was updated from Intensive Tracing [Part 2](#), informational brochures were again mailed to the former students and their parents/guardians.

Results

A Total of 1504 informational brochures were mailed to the sample of 1,001 sample of student records during the third and final mailing as follows:

- 250 [136 (111+25) + 114] brochures mailed to 489 student records that were not returned undeliverable or with a forwarding address.
- 419 brochures mailed to addresses determined to be valid from each of the previous mailings. (A valid address is one where a brochure had not been returned as “undeliverable” in one of the previous mailings).
- 835 brochures mailed to the half of the sample of 980 not included in Intensive Tracing Part 2.

1504 (250+419+835) = Total number of Informational Brochures mailed.

- At the student level, a total of 979 individual student record IDs were attempted on the final mailing of the brochure. That included the 489 traced on the final step and the reminder to the individuals that were not traced but still had a valid address.
- 93 items were returned undeliverable. (6.1% [93/1529= 6.1%])
- 25 returned with forwarding address and mailed
- 7 individuals responded to the last mailing.

- Total number of students that responded to all the mailings was 33. They ranged in age at 9/11 from 2 to 17 years