

# Report of Client Deemed Lost to Follow Up

Reasonable accommodations made for persons with disabilities. TDD (800) 833-7352. The Nebraska Department of Health and Human Services provides language assistance at no cost to limited English proficient persons who seek our services.

## The client is considered lost to follow up ONLY when:

1. Contacted by phone and the phone is disconnected.
2. Current resident of her last known address states that they do not know of such a person or the client no longer lives at the last known address.
3. A letter is sent to the client and it returns with "client moved no forwarding address given" or "forwarding has expired."

**DO NOT** use this form for clients that do not show up for scheduled exams.



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Call us if you have questions.

**(800) 532-2227**

- Client only lost to follow up if you cannot locate her. If you know where she is, the client is not lost.

Date: \_\_\_/\_\_\_/\_\_\_ (Date form completed)

Provider Name, Clinic Name and City: \_\_\_\_\_  
*Please do not abbreviate*

Client's Name: \_\_\_\_\_  
*If client changed names, please list both names*

Client's Social Security #: \_\_\_\_\_ Client's Date of Birth: \_\_\_/\_\_\_/\_\_\_

Screening/Diagnostic Exam Test Date: \_\_\_/\_\_\_/\_\_\_

Exam/Procedure that is being recommended for follow up: \_\_\_\_\_

Contact Date	Type of Contact	Results	Leads
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- You must make at least three (3) attempts to locate the client before deeming her lost to follow up. Documentation must include the dates and types of contacts, as well as the results of the contact. Once a provider has exhausted all conventional means to contact a client to return for follow up, the client can be deemed lost to follow up. **Failure to show up for a scheduled appointment does not constitute lost to follow up.**

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_ (Date provider deemed client was lost to follow up or could not locate client)