

Step 1: Select the **Environmental** tab and the **Find Address** screen will open. Search for and select the address you need [see [Job Aid 4.1: Find an Address \(P-02299-4.1\)](#)].

HHPSS
Healthy Homes and Lead Poisoning Surveillance System

Home Clinical **Environmental** Reports

SELECT AN ADDRESS

Find Address

Address ID: 1403 PRAIRIE ROSE DRIVE (highlighted in yellow)

Investigation Status: [dropdown]

Jurisdiction within which to search: All Jurisdictions [dropdown]

Street #: [input] Dir Prefix: [dropdown] Street Name: [input] Street Type: [dropdown] Dir Suffix: [dropdown] Apt/ Unit: [input]

City: [input] State: [dropdown] Zip: [input] County: [dropdown]

Find Clear

Step 2: Verify that you have the correct address record by checking the address displayed at the top of the screen (highlighted in yellow). Select **Address Attachment** from the left side menu.

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1403 PRAIRIE ROSE DRIVE (ID# 237722) JUR.: DEPARTMENT OF PUBLIC HEALTH FOR MADISON AND DAINE C (highlighted in yellow)

Home Clinical **Environmental** Reports

Edit Address [Back to Search results](#)

Address ID: 237722

Line 1: 1403 PRAIRIE ROSE DR (highlighted in yellow) Apt/Ste #: [input] Line 2: [input] Census Tract: [input]

City: Sun prairie State: WI [dropdown] Zip: 53590 County: Dane [dropdown] Census Block: [input]

Parcel Number: [input] District: [input] Dwelling Type: [dropdown]

No of Units: [input] High Risk Structure?: [checkbox] Ownership Type: [dropdown]

Phone: [input] Year Built: [input] Investigation Status: [Open](#)

Comments: STELLAR id: 237722

Address Attachments (highlighted in red)

Step 3: Click the **Add New File** button.

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1403 PRAIRIE ROSE DRIVE (ID# 237722) JUR.: DEPARTMENT OF PUBLIC HEALTH FOR MADISON AND DAINE C

Home Clinical **Environmental** Reports

Environmental Attachments

Add New File (highlighted in red)

Step 4: Type a brief description of the document you are uploading in the **File Description** field then click the **Browse** button.

The screenshot shows the 'Upload Address Attachment' form in the HHL PSS system. The page title is '1403 PRAIRIE ROSE DRIVE (ID# 237722) JURIS: DEPARTMENT OF PUBLIC HEALTH FOR MADISON AND DANE C'. The navigation menu includes Home, Clinical, Environmental, and Reports. The left sidebar lists various inspection types. The main form area has a 'File Description' field with the text 'property report' and a close button (x). Below it is a 'File Type' field. At the bottom, there is a 'Browse...' button and an 'Upload File' button. The 'Browse...' button is highlighted with a red box.

Step 5: Find the file you want to upload then click the **Upload File** button.

This screenshot shows the same 'Upload Address Attachment' form. The 'File Description' field now contains the file path 'L:\AllLead\Enforcement\14'. The 'Browse...' button is highlighted with a red box, and the 'Upload File' button is also highlighted with a red box.

Step 6: The file will now be displayed on the **Environmental Attachments** screen.

The screenshot shows the 'Environmental Attachments' screen. It features a table with the following columns: File Name, Description, File Type, Date Uploaded, Owner, and View. The first row is highlighted with a red box and contains the following data:

File Name	Description	File Type	Date Uploaded	Owner	View
1403 Prairie Rose Drive case property investigati...	property report	application/pdf	12-21-2018	walshro	View

Required Property Investigation Documents for Attaching to Address Record

Step 1: After completing the property investigation, attach these *required* documents to the property address record:

- [Lead-Based Paint Risk Assessment Report](#)
- Property Investigation Report/Case Management of Children with Elevated Blood Lead Levels, DHS form [F-44771C](#)
- [Scope of Work](#) and [Work Orders letter](#), if they were issued

Step 2: After lead hazard reduction work is completed and the property has passed clearance, attach the following *required* documents to the property address record:

- Property Investigation Closure Report, DHS form [F-44771D](#)
- [Clearance Report](#)
- Additional documents pertinent to the investigation

Questions

Please contact the HHL PSS coordinator at 608-266-5817, or email [DHS Lead Poisoning Prevention](#).