

Healthy Homes and Lead Poisoning Surveillance System (HHL PSS)

Job Aid 4.4: Adding a Supplemental Address

- Step 1:** Find the patient in HHL PSS (see [Job Aid 3.1: Find a Patient and Patient Information \(P-02299-3.1\)](#)). Verify you have the correct patient by checking the patient information displayed at the top of the screen (highlighted in yellow).
- Step 2:** Click on **Patient Address** on the left side menu (circled in red). This brings up the **Patient Address** screen as shown below, and displays all the addresses associated with this patient. The first address in the list is displayed in greyed out lettering in the fields on the screen.
- Step 3:** To add a supplemental address, click **Add Patient Address** at the bottom of the screen, shown below.

(OLANTERN, JILL) DOB: 1/1/2016 ID#: 2018924 JURI.: DEPARTMENT OF PUBLIC HEALTH FOR MADISON AND DANE C

Home Clinical Environmental Reports

HHL PSS
Healthy Homes and Lead Poisoning Surveillance System

Find Patient
Clinical Letters
Patient Info
Patient Address
Blood Lead Tests
Case Details
Case Exposure
Associated Persons
Other Blood Tests
Other Medical
Chelation
Notes
Patient Attachments

Patient Address

Address Id	Address	Resided From	Resided Until	Investigation Status	Delete	Edit
972663	1403 Prairie Rose Drive Apt Suite 2 Sun Prairie WI 53590-4315	11/19/2018		Open	X	Edit
972668	526 W Wilson ST Apt 308 Madison WI 53703-3684	1/1/2016	1/6/2017	No Investigation	X	Edit
972669	5109 Gordon AVE Apt 1 Monona WI 53716-2752	1/1/2015	12/31/2015	No Investigation	X	Edit

Address Id: 972663

Line 1 1403 Prairie Rose Drive Apt Sui Apt/Ste # 2 Line 2 Census Tract
City Sun Prairie State WI Zip 53590-4315 County Census Block

Parcel Number District Dwelling Type
No of Units High Risk Structure? Ownership Type
Phone Year Built

Comments

Date Created Created By Date Modified Modified By
11/2/2018 walshro 11/19/2018 bortzmm

Address Type Primary Home Address Status Primary Last Known Address
Resided From 11/19/2018 Resided Until Currently Lives At

Add Patient Address

Print Screen

- Step 4:** Enter the complete street address, city, state, zip code, and county for the new supplemental address in the **Address ID** section. Enter an explanation of how the child is affiliated with this property in the **Comments** box.

(OLANTERN, JILL) DOB: 1/1/2016 ID#: 2018924 JURI.: DEPARTMENT OF PUBLIC HEALTH FOR MADISON AND DANE C

Home Clinical Environmental Reports

HHL PSS
Healthy Homes and Lead Poisoning Surveillance System

Find Patient
Clinical Letters
Patient Info
Patient Address
Blood Lead Tests
Case Details
Case Exposure
Associated Persons
Other Blood Tests
Other Medical
Chelation
Notes
Patient Attachments

Patient Address

Address Id	Address	Resided From	Resided Until	Investigation Status	Delete	Edit
972663	1403 Prairie Rose Drive Apt Suite 2 Sun Prairie WI 53590-4315	11/19/2018		Open	X	Edit
972668	526 W Wilson ST Apt 308 Madison WI 53703-3684	1/1/2016	1/6/2017	No Investigation	X	Edit
972669	5109 Gordon AVE Apt 1 Monona WI 53716-2752	1/1/2015	12/31/2015	No Investigation	X	Edit

Address ID:

Line 1 Apt/Ste # Line 2 Census Tract
City State WI Zip County Census Block

Parcel Number District Dwelling Type
No of Units High Risk Structure? Ownership Type
Phone Year Built

Comments

Step 5: Select the **Address Type** and **Address Status** in these dropdown fields. **Address Status** should be primary unless you are completing an address history on the child. **Very Important:** Do **NOT** check the **Last Known Address** or **Currently Lives At** boxes. These must stay unchecked.

The screenshot shows a form with the following fields:

- Address Type:** Supplementary (dropdown menu)
- Address Status:** Primary (dropdown menu)
- Last Known Address:** (unchecked)
- Resided From:** (text field)
- Resided Until:** (text field)
- Currently Lives At:** (unchecked)
- Buttons:** Validate Address (highlighted with a red box), Cancel

Step 6: Press the **Validate Address** button to verify the address information.

The screenshot shows the same form as in Step 5, but the **Validate Address** button is now highlighted with a red box, indicating it has been pressed.

Step 7: Press the **Save Address** button to save this information.

The screenshot shows the same form as in Step 5, but the **Save Address** button is now highlighted with a red box, indicating it has been pressed.

De-duplicate Address Pop-up

The **Dedup Address** pop-up window, shown on the next page, allows you to select or reject possible matched, or duplicate, address records when you are adding a new address. This prevents new address IDs being assigned to an address already in HHL PSS.

Accept a duplicate match: To select an existing address record as a duplicate match to the address you are adding to a patient’s record, click on the **Address ID** for the matching address, circled in the pop-up on the screenshot below. This will prevent the creation of a new address ID.

Reject a duplicate match: To reject the listed address or addresses as duplicate matches and allow the creation of a new address record, enter the rejection reason in the **Reject reason** field, then click the **Reject** button as shown on the screen above. The most likely reason for rejecting a possible matched address is that it is not really a duplicate address. Your **Reject reason** can be as simple as typing in **“Not dup.”**

HHLPPS
Healthy Homes and Lead
Poisoning Surveillance System

(OLANTERN, JILL) DOB: 1/1/2016 ID#: 2018924 JURI.: DEPARTMENT OF PUBLIC HEALTH FOR MADISON AND DAINE C

Home Clinical Environmental Reports

Find Patient

Patient Address

Address Id	Address	Resided From	Resided Until	Investigation Status	Delete	Edit
972663	1403 Prairie Rose DR # 2 Sun Prairie WI 53590-4315	1/7/2017		Open	X	Edit
972668	526 W Wilson ST Apt 308 Madison WI 53703-3684	1/1/2016	1/6/2017	No Investigation	X	Edit
972669	5109 Gordon AVE Apt 1 Monona WI 53716-2752	1/1/2015	12/31/2015	No Investigation	X	Edit

Address Id: 602991

Line 1 3241 w main street A

City sun prairie S

Suite range invalid error.

Parcel Number

No of Units

Phone

Comments

Dedup Address

Address Context: 3241 w main street sun prairie WI 53590 Dane

Address Id	Address	Score	Investigation Status	Can Merge
602991	3241 West MAIN Street Apt/Suite: 4 , Sun prairie WI 53590	100	Not A Case	<input checked="" type="checkbox"/>

Reject reason

Reject

Date Created Created By Date Modified Modified By

Address Type Primary Home Address Status Primary Last Known Address

Resided From Resided Until Currently Lives At

Help
Print Screen
Log Out

Questions

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