

To find an address record for an elevated blood lead case, you will use the **Environmental** tab.

Step 1: Select the **Environmental** tab. This opens the **Find Address** screen.

The screenshot shows the HHPSS interface. The top navigation bar includes 'Home', 'Clinical', 'Environmental' (highlighted with a red box), and 'Reports'. The left sidebar lists various inspection types, with 'Find Address' highlighted. The main content area is titled 'Find Address' and contains several search fields: 'Address ID' (with a yellow highlight), 'Investigation Status' (dropdown), and 'Jurisdiction within which to search' (dropdown set to 'All Jurisdictions'). Below these are fields for 'Street #', 'Dir Prefix', 'Street Name', 'Street Type', 'Dir Suffix', and 'Apt/ Unit'. Further down are fields for 'City', 'State', 'Zip', and 'County'. At the bottom are 'Find' and 'Clear' buttons.

Step 2: There are two ways to search for an address: (1) Enter part or all of the street address, city, or zip code in the appropriate fields, or (2) Enter the **Address ID** if you have it. **NOTE:** The first time you look up an address, you may want to record the Address ID number. This will make future searches for that address faster.

Next, click on the appropriate **Jurisdiction within which to search**. Finally, click the **Find** button located at the bottom of the screen to complete the search.

This screenshot shows the 'Find Address' screen with search criteria entered. The 'Environmental' tab is selected. The 'Address ID' field is empty. The 'Investigation Status' dropdown is set to 'All Jurisdictions'. The 'Jurisdiction within which to search' dropdown is set to 'Department of Public Health for Madison and D' (highlighted with a red box). The 'Street #' field contains '1403', 'Dir Prefix' is empty, 'Street Name' is 'Prairie Rose', and 'Street Type' is 'Drive' (all highlighted with a red box). The 'City', 'State', 'Zip', and 'County' fields are empty. The 'Find' button is highlighted with a red box.

Step 3: The **Address Search Results** screen will appear. Click on a hyperlinked address to open it.

HHLPPS
Healthy Homes and Lead
Poisoning Surveillance System

SELECT AN ADDRESS

Home Clinical **Environmental** Reports

Address Search Results

Address	Investigation Status	Address ID	Jurisdiction
1403 PRAIRIE ROSE DR Sun prairie, WI 53590	Open	237722	Department of Public Health f...
1403 Prairie Rose Drive Apt Suite #2, Sun Prairie, WI 53590-4315	Open	972663	Department of Public Health f...

Revise Search Add New Address

Step 4: This will take you to the **Address Info** screen where you can review and edit the address information. The address you selected will be printed at the top of the screen (highlighted in yellow) and in the data fields under the Address ID. Verify that the address is correct before proceeding.

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Poisoning Surveillance System

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

Home Clinical **Environmental** Reports

Edit Address [Back to Search results](#)

Address ID: 237722

Line 1 1403 PRAIRIE ROSE DR x Apt/Ste # _____ Line 2 _____ Census Tract _____

City Sun prairie State WI Zip 53590 County Dane Census Block _____

Parcel Number _____ District _____ Dwelling Type _____

No of Units _____ High Risk Structure? Ownership Type _____

Phone () - - Year Built _____ Investigation Status [Open](#)

Comments STELLAR id: 237722

Date Created	Created By	Date Modified	Modified By
5/31/2002	Migration	5/31/2002	Migration

Validate Address

Questions

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