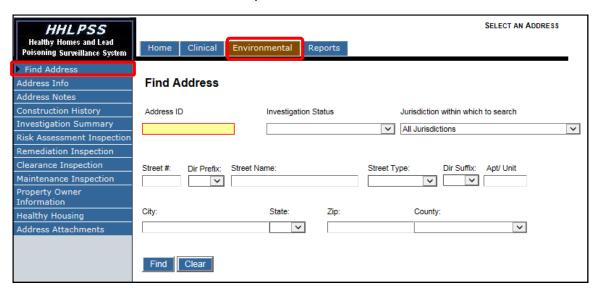
Healthy Homes and Lead Poisoning Surveillance System (HHLPSS) Job Aid 4.1: Find an Address

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.

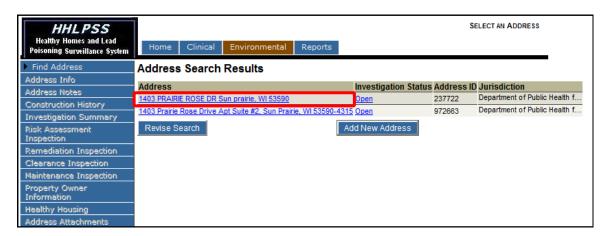


Step 2: There are two ways to search for an address: (1) Enter part or all of the street address, city, or zip code in the appropriate fields, or (2) Enter the **Address ID** if you have it. **NOTE:** The first time you look up an address, you may want to record the Address ID number. This will make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

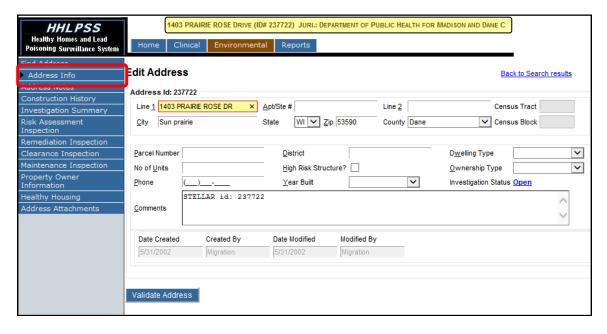
Next, click on the appropriate **Jurisdiction within which to search**. Finally, click the **Find** button located at the bottom of the screen to complete the search.



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



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.



Questions

Please contact the HHLPSS coordinator at 608-266-5817 or email <u>DHS Lead Poisoning Prevention</u>.

