

Healthy Homes and Lead Poisoning Surveillance System (HHLPSS)

Job Aid 4.2: Entering Property Notes

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 \(P-02299-4.1\)](#)].

HHLPSS
Healthy Homes and Lead Poisoning Surveillance System

Home Clinical **Environmental** Reports

Find Address
Address Info
Address Notes
Construction History
Investigation Summary
Risk Assessment Inspection
Remediation Inspection
Clearance Inspection
Maintenance Inspection
Property Owner Information
Healthy Housing
Address Attachments

Find Address

Address ID: [highlighted in yellow] Investigation Status: [dropdown] Jurisdiction within which to search: [dropdown: All Jurisdictions]

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 information at the top of the screen (highlighted in yellow). You must have an address on screen to be able to enter property notes.

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Home Clinical **Environmental** Reports

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

Find Address
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Edit Address [Back to Search results](#)

Address ID: 237722

Line 1: 1403 PRAIRIE ROSE DR x Apt/Ste # [input] Line 2: [input] Census Tract [input]

City: Sun prairie State: WI Zip: 53590 County: Dane 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

Step 3: Select **Address Notes** from the left side menu. If there is an existing note, it will be listed on this screen.

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

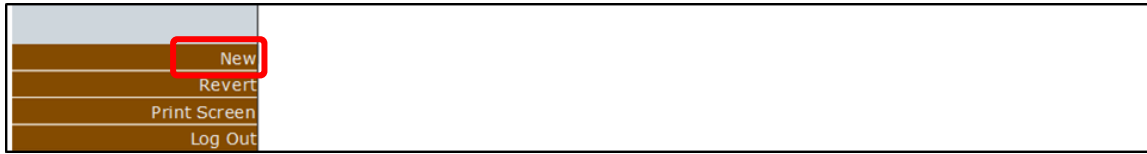
Find Address
Address Info
Address Notes
Construction History
Investigation Summary
Risk Assessment Inspection
Remediation Inspection
Clearance Inspection
Maintenance Inspection
Property Owner Information
Healthy Housing
Address Attachments

Address Note List

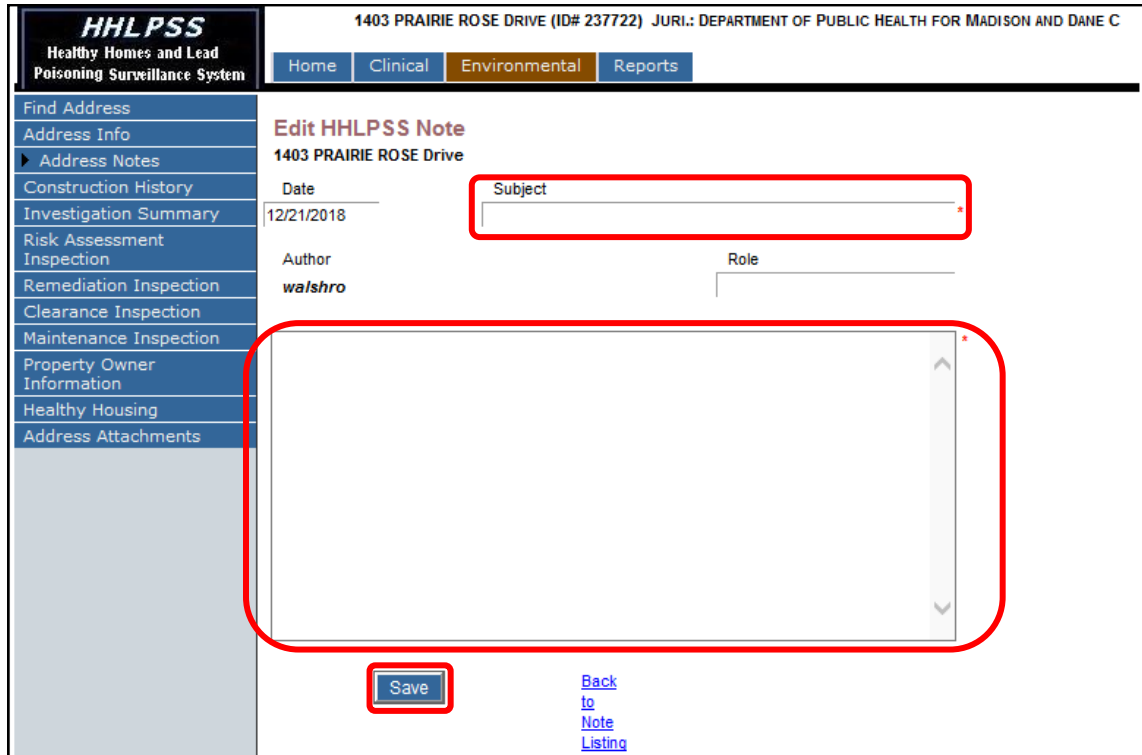
1403 PRAIRIE ROSE Drive

Date Subject Author Title Details

Step 4: To add a new note, click on **New** in the bottom left side menu. The **Edit HHLPPS Note** screen will open.



Step 5: On the **Edit HHLPPS Note** screen, enter a title for your note in the **Subject** line and enter your notes in the large blank text box. Any field with a red asterisk (*) is required. Your name will automatically populate the Author field. Click the **Save** button before exiting. If you leave this page without saving, your notes won't be saved.



Step 6: Back on the **Address Notes** page your note is now listed. You can click on **Detail** to open and read an existing note.



Questions

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