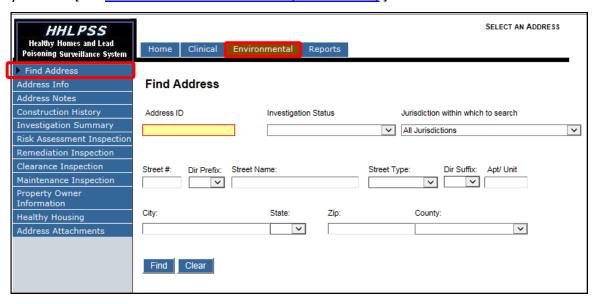
Healthy Homes and Lead Poisoning Surveillance System (HHLPSS) Job Aid 4.3: Adding Attachments

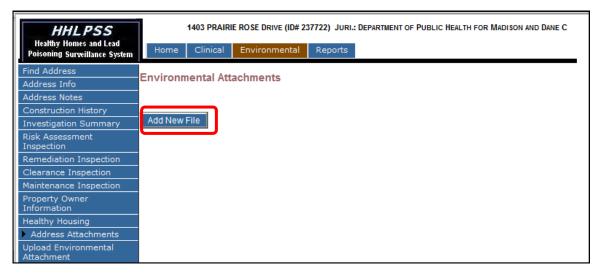
Step 1: Select the **Environmental** tab and the **Find Address** screen will open. Search for and select the address you need [see Job Aid 4.1: Find an Address (P-02299-4.1)].



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.

HHLPSS Healthy Homes and Lead Poisoning Surveillance System	1403 PRAIRIE ROSE DRIVE (ID# 237722) JURI.: DEPARTMENT OF PUBLIC HEALTH FOR MADISON AND DANE C						
	Home Cl	inical Environmer	ntal Reports				•
Find Address		_					
Address Info	Edit Address Back to Search results						
Address Notes	- Address Id: 23	7722					
Construction History			1				
Investigation Summary	Line 1 1403 P	RAIRIE ROSE DR ×	Apt/Ste #		Line 2	Censu	is Tract
Risk Assessment Inspection	<u>C</u> ity Sun pr	airie	State WI ✓ Zip	53590	County Dane	✓ Censu	us Block
Remediation Inspection	l						
Clearance Inspection	Parcel Number		<u>D</u> istrict			Dwelling Type	~
Maintenance Inspection	No of <u>U</u> nits		High Risk Struct	ure?		Ownership Type	~
Property Owner Information	<u>P</u> hone	(_)	Year Built		~	Investigation Status	<u>Open</u>
Address Attachments	<u>C</u> omments	STELLAR id: 2377	22				$\hat{\mathcal{L}}$
	П						Ť

Step 3: Click the Add New File button.



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



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



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



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:
 - <u>Lead-Based Paint Risk Assessment Report</u>
 - 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 HHLPSS coordinator at 608-266-5817, or email DHS Lead Poisoning Prevention.

