



# INVESTIGATION ADDRESSES – TIPS

## CREATING A NEW ADDRESS

1. Select 'Create New Address' from the *Address History Tab*.

Patient CASE, SAMPLE Locked by LEWISE1234 (ELIZABETH LEWIS)

Addresses							Create New Address	Help
Street	City	State	Case Address	From Date	To Date			
700 FULLER AVE NE	GRAND RAPIDS	MI	X				Edit	

2. Type the data into the fields or click the drop-down menu arrow to select a valid choice for the case's primary address.

Patient CASE, SAMPLE Locked by LEWISE1234 (ELIZABETH LEWIS)

**Address Information**

Street :

City :  County :  State :  Zip :

**Address Timeframe**

Valid Dates for the Address (mm/dd/yyyy):

from  to

Create Address Cancel Help

3. Enter valid dates for the primary address of the case.
  - a. **From Date:** Date the patient took residence at the address. If the "From" date is blank, the address is considered to be valid "for all dates in the past."
  - b. **To Date:** Date the patient left the provided address. If the "To" date is blank, the address is considered to be valid "for all dates in the future."
  - c. When adding a new address, recall that "To Dates" and "From Dates" from any other previous addresses cannot overlap. The **"To Date" and "From Date" of any existing addresses must be designated before adding a new address. This can be accomplished by editing the existing address(es).**

MDSS - Case Detail - Patient Address - Windows Internet Explorer

**MDSS TEST APPLICATION**  
Department of Community Health

Michigan.gov

Case Investigation Administration Messages Reports Logout

Cases  
New Case  
New Aggregate Cases  
Searches  
New Search  
New Aggregate Search  
Disease Specific Search  
Search Field Records  
Case Definitions  
Alert Rules  
Display Supplemental Forms  
User Profile  
User Directory

Case Reporting Address History Demographics Referrer Lab Reports Notes Map Audit Person History

Patient SCHIERBEEK, BETHANY Locked by REIMINKB (BETHANY G REIMINK)

Error: You must correct the following error(s) before proceeding:

- Date range overlaps with another address.

**Error indicating invalid date ranges.**

Address Information

Street : WINDY ST Geocode Source :

City : ZEELAND County : Ottawa State : Michigan Zip : 49464

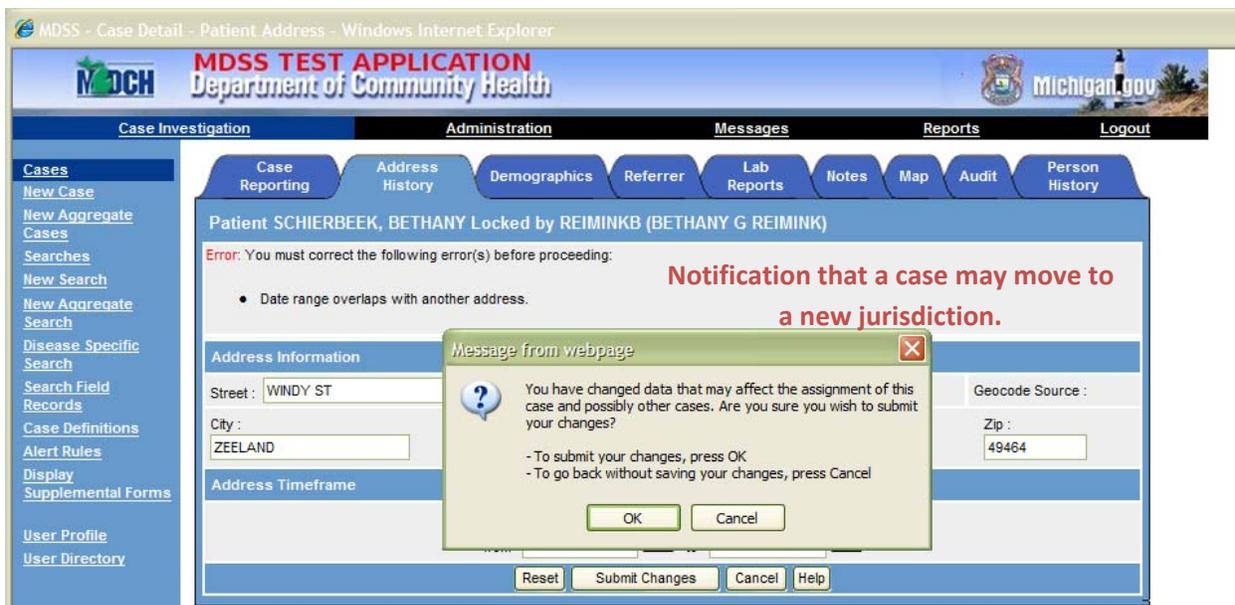
Address Timeframe

Valid Dates for the Address (mm/dd/yyyy):

from  to 01/19/2012

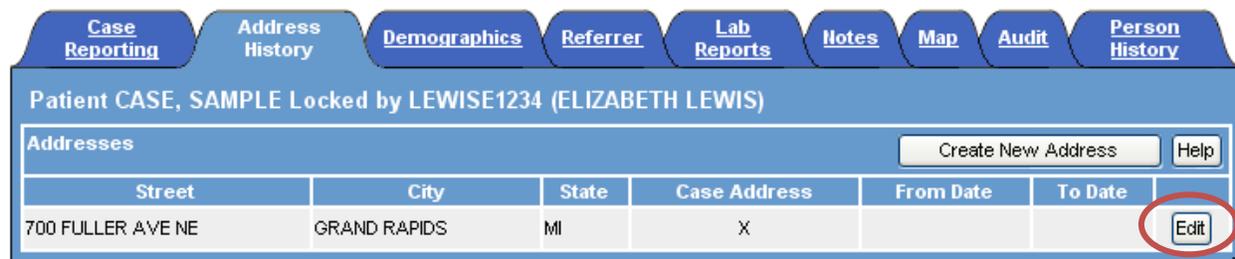
Reset Submit Changes Cancel Help

- d. If the end, or 'To Date' for the previous address is unknown and you need to create a new address for your case:
- First, edit the previous address by designating the 'To Date' to be 2 days before the new condition's **Onset Date**. (**Note:** If the **Onset Date** is not available, designate the 'To Date' to be 1-2 weeks prior to the **Referral Date**).
  - Second, create the new address for your case with the 'From Date' on or one day prior to the **Onset Date** so that the addresses do not overlap. (**Note:** if the **Onset Date** is not available, designate the 'From Date' one day after the date you assigned as the 'To Date' for the previous address).
- e. The "To" and "From" date information establishes the date range for which an address is valid. If the **Onset Date** (or the **Referral Date**, if the **Onset Date** is unavailable) for a case falls within the "To" and "From" date range for a patient address, that address becomes the 'Case Address' and is used to establish jurisdiction for the case.
- If a change is made to the **Onset Date** that results in a change to the Investigation Address, the case could be referred to another jurisdiction.
  - EXAMPLE:** Bob Smith's Address History shows he lived at an address in County A until January 31, 2003 and then moved to an address in County B beginning February 1, 2003. If a new communicable disease case for Bob is reported with an **Onset Date** prior to February 1, 2003, the case will be referred to County A. If the **Onset Date** is changed to be on or after February 1, 2003, the address in County B will be the valid Investigation Address and the case will be referred to that jurisdiction.



## EDITING AN ADDRESS

1. Select 'edit' in the *Address History* tab.



2. Enter correct street, city, county, state, and zip information for the case's primary address.
3. Enter the dates that the patient lived at the address.

**Note:** When changing an existing address, care must be taken to make sure the address "To" and "From" dates do not overlap with the "To" and "From" dates of any other addresses.

## MERGING CASES

1. Occasionally, a case will be entered into MDSS with only a City or County assigned to it (no street address). If this case is re-entered into MDSS and goes to the De-Dup queue with a newer, more accurate address with Street information, the new address will automatically have a start or 'From Date' that is 1 day after the listed onset date of the previous case (or referral date if there is no onset date).
2. The case may be incorrectly assigned if the County from the initial address is different than the County in the new address.
  - a. To correct this, try to delete the interval date for the newer address to see if it will reassign it to that address.

- b. If the jurisdiction is not corrected, you will have to go into the 'Address History' tab and **edit** the address that was first entered by entering the newer, correct address.

## IMPROVED GEOCODER

You may now assign case addresses to either 'MDSS Zip Code' or 'MDSS City' from available addresses selected by the MDSS geocoder. When either is selected, the geocoder will bypass the other address selections made and code only to the Zip Code or City level if an address match is not made.

Patient CARDIO, CPOE Locked by HARTWICKE (EDWARD F HARTWICK)

Possible Address Matches - Choose one from each set of addresses

Original Patient Address

2215 FULLER  
ANN ARBOR, MI 48105

Address as first submitted is displayed at top

Patient Addresses	Source
Possible Patient Address 1 <input type="radio"/> 2215 FULLER RD ANN ARBOR, MI 48105 Washtenaw County	CGL_B
Possible Patient Address 2 <input type="radio"/> 2215 FULLER CT ANN ARBOR, MI 48105 Washtenaw County	CGL_B
Possible Patient Address 3 <input type="radio"/> 2215 FULLER ANN ARBOR, MI 48105 Washtenaw County	MDSS Zip Code
Possible Patient Address 4 <input type="radio"/> 2215 FULLER ANN ARBOR, MI 48105 Washtenaw County	MDSS City

Select Address Cancel Help

## UPCOMING FIXES TO THE MDSS GEOCODER

1. N/S/E/W prefixes and suffixes will be handled correctly – they will not go into the geocode De-dup queue.
2. Enhancements so that suffixes such as Dr. or Rd. and apartment numbers will be handled
3. If the geocoder returns an address that doesn't start with a number in the address line or a city that is blank, it will be put into the geocode De-dup queue.

**Note:** The address standardization service that the Department of Technology, Management and Budget (DTMB) is currently using is causing issues where an address is changed to a different city. For example, an address that is entered as "100 Main St, Cass City" maybe be returned from the geocoder as "100 Main Ave, Carson City" because the first address could not be found. DTMB has been made aware of the issue and they are working towards a solution, but no time frame for the fix has been given as of yet. If you have any problems, please contact your Regional Epidemiologist.