

ADDD – Address Detail

This screen is used to display, modify and add information about an address for a specific person. This information may include directions to the address.

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CAFSADDD                ADDRESS DETAIL                03/30/2007    10:17
USER ID : CS4566    MODIFY
CAPS ID : 00002152    25    NAME: HARRIS, DAMNNA

                                LAST UPDT: 03/30/2007 BY: CS4566    REYNOLDS, MARY
ADDRESS TYPE : 3    RESIDENCE (PHYSICAL)
WHOSE ADDRESS : SLF    SELF
ADDRESS LINE1 : 202 N RODNEY ST
                LINE2 :
CITY          : HELENA
STATE         : MT    ZIP CODE : 59601 - 4227
FOREIGN ADDR :
COUNTRY       :                                CANADIAN PROV:
COUNTY       : 25    LEWIS & CLARK
TELEPHONE     : 406 443-9867

START DATE    : 01/02/1998    END DATE : 99/99/9999

DIRECTIONS    : APARTMENT BUILDING LOCATED BEHIND DIAMOND CONSTRUCTION.
                : BEWARE OF DOG.
                :

                                                    PATH:
```

Field Descriptions (F12) indicates code lookup is available.

CAPS ID

This field will display the CAPS ID of the person who was entered on the ADDL (Address List) screen.

NAME

This field will display the name of the person whose ID is displayed in the CAPS ID field.

LAST UPDT

This field will display the date the address detail was last updated.

BY

This field will display the C number and name of the worker who last updated the address detail.

ADDRESS TYPE (F12)

Enter the type of address.

WHOSE ADDRESS (F12)

Enter whose address this is. For adults, this will most likely be "self". For children it could be the parents or other relatives.

ADDRESS LINE 1

Enter the street address information (residential) or P.O Box information (mailing).

ADDRESS LINE 2

Enter additional information, such as an apartment number or "in care of" information for the address.

CITY

Enter the city where the address is located.

STATE (F12)

Enter the state where the address is located.

ZIP CODE

Enter the zip code for the address.

FOREIGN ADDR

Enter additional foreign address information. *If this is a foreign address, ADDRESS LINE 1 and CITY will still be required.*

COUNTRY (F12)

Enter the country where the address is located. *This is only required for addresses outside the United States.*

CANADIAN PROVINCE (F12)

Enter the province where the address is located. *This is only required for addresses where the country listed is CANADA.*

COUNTY (F12)

Enter the county where the address is located. *This is only required for addresses within the state of Montana.*

TELEPHONE

Enter the primary phone number for the person. You must enter the area code.

START DATE

Enter the start date for the address.

END DATE

Enter the end date for the address if the address is no longer valid.

DIRECTIONS

Enter the directions for the address. You can also use this area for additional phone numbers, contact information and potentially dangerous or hazardous information.

Additional Information

The F10 (copy) function can be used to copy address information from one person to another person.

You cannot have more than one address of the same type open at the same time, with the exception of "alternate."

The FINALIST (post office verification) program may ask you to confirm the address information you have entered.

Placement address types are automatically created on the ADDD screen when a placement is entered on a placement screen. This address will automatically be ended when the placement is closed.

CCUBS (C) and Law Enforcement (L) address types cannot be manually entered on ADDD. These types are automatically created through the interface with CCUBS (C type) or when the MIPD (Minors in Possession Detail) screen (L type) is updated.