

Editing Address and Viewing Address History



Knowledge Base Article

Editing Address and Viewing Address History

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Editing Address and Viewing Address History

Overview

This Knowledge Base Article describes how to view Historical Addresses for Case Members within the Ohio SACWIS system.

Navigating to the Person Overview Screen

1. From the Ohio SACWIS **Home** screen, click the **Search** button.
2. Select **Person Search** from the dropdown menu.



The **Person Search Criteria** screen appears.

A screenshot of the 'Person Search Criteria' screen. The top navigation bar includes 'Person Search', 'Intake Search', 'Case Search', 'Provider Search', 'Provider Match', 'Employee Search', and 'Agency Search'. The 'Person Search' tab is selected. Below the navigation bar, there is a 'Search For Person' section with the following fields:

- Person ID:
- SSN:
- Note: If Person ID or SSN are entered, all other search criteria will be ignored
- OR
- Last Name: First Name: Middle Name:
- Gender:
- DOB:
- Age Range: -
- From Age To Age

Below the search fields, there is a 'Reference_TCN_and Address Criteria' dropdown menu. At the bottom, there is a 'Name Match Precision' section with a dropdown menu set to 'Relevance (Highest-Lowest)'. There is a green button labeled '+ AKA/Nicknames' and a 'Search' button (highlighted with a red box) and a 'Clear Form' button.

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3. Enter the appropriate search criteria into the fields as needed OR enter the **Person ID**, if known.
4. Click the **Search** button.

The search results appear in the **Person Profile Search Results** grid at the bottom of the screen.

Person Search Results					
Result(s) 1 to 1 of 1 / Page 1 of 1					
<input type="checkbox"/> Include only active case members					
	Person Name / ID	Address	Gender	(Age) DOB	Active Case
view edit	Test, Person / 123456	123 Test Rd, Test Oh 12345	Female	(46) 09/12/1977	Yes
Related Persons ▾					

5. Click the **Edit** link in the appropriate row.

The **Person Overview** screen for the selected Person appears.

< >

- Person Overview
- Profile**
- Education
- Medical
- Employment
- Military
- Background
- Delinquency
- SACWIS History
- Relationships

PERSON NAME / ID:
Sacwis, Susie / 123456
Female Age 49, DOB 09/22/1974
123 Test Rd
Test Oh 12345

RACE: *White*
HISPANIC / LATINO: *No*
HAIR COLOR:
EYE COLOR:

ENVIRONMENTAL HAZARDS:

PROVIDER

AKA Names

6. Click the **Profile** link on the side navigation menu.

The **Basic Profile** screen displays.

Basic	Demographics	Address	Additional	Characteristics	Safety Hazard	Confidential Information
Person Information						
Prefix:	<input type="text"/>		Middle Name:	<input type="text"/>		
First Name: *	<input type="text" value="Susie"/>		Suffix:	<input type="text"/>		
Last Name: *	<input type="text" value="Sacwis"/>			<input type="button" value="Populate AKA Name"/>		
Gender: (a)	<input type="text" value="Female"/>		SSN:	<input type="text" value="XXX-XX-XXXX"/>		
				<input checked="" type="radio"/> Retain <input type="radio"/> Add/Edit		
				<input type="checkbox"/> No SSN Exists ⓘ		

7. Click the **Address** tab.

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The **Person Address** screen appears.

Type	Address	Valid	Effective Date	Primary	Hazard
Residence	123 Test Rd, Test Oh 12345	Yes	01/10/2010	<input checked="" type="radio"/>	No

[Add Address](#) [Add Unknown Address](#)

[View Address History](#)

Adding and Editing Person Address

8. To Add a new address, click the **Add Address** button.

Type	Address	Valid	Effective Date	Primary	Hazard
Residence	123 Test Rd, Test Oh 12345	Yes	01/10/2010	<input checked="" type="radio"/>	No

[Add Address](#) [Add Unknown Address](#)

The **Domestic Address Details** screen appears.

Name: _____ Person ID: _____ DOB: 09/12/1977

Domestic Address Details

Address Lookup:

Address Type: *

C/O:

Effective Date: *

End Date:

Location Details:

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Note: Manual Search Criteria will override Address lookup (Google Search)

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9. Type in the current address in the **Address Lookup** bar.
10. Click the **Search** button.

The results appear in the **Address Search Results** grid at the bottom of the screen.

Address	Valid	County	Geo_Code	Hazard
111 Test Rd Test, Oh 12345	Yes	Athens	None	No

[select](#)

[Add New Address](#)

11. If the desired address was found, click the **Select** link in the appropriate row. Then skip to **Step 15** below.

12. If the desired address was not found, click the **Add New Address** button.

The **Address Details** screen appears when adding a new address.

Types: Regular PO Box

Street Number: Street Name:

Unit:

City: * State: * Zip Code: * -

County: * Other County:

School District: Other District:

Census Tract: Geographical Designation:

Neighborhood Name:

Law Enforcement Jurisdiction:

Environmental Hazard Details: No Known Environmental Hazards

Spell Check Clear 4000

Directions:

Spell Check Clear 4000

Created Date: Created By:

Modified Date: Modified By:

[Save](#) [Cancel](#)

13. Enter the address information as appropriate to create the new address and click the **Save** button at the bottom of the screen.

14. The **Domestic Address Details** screen appears.

Editing Address and Viewing Address History

Provider Address Details

Address:

Address Type: *

Effective Date: *

Primary Address

End Date:

C/O:

Location Details:

Spell Check
Clear
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OK Cancel

15. Enter the **Address Type**, **Effective Date**, and other appropriate information and click the **OK** button.

The **Person Address** screen appears displaying the address information.

16. To update or end date any existing address information, click the **Edit** link in the appropriate row.

Basic	Demographics	Address	Additional	Characteristics	Safety Hazard	Confidential Information	
<div style="display: flex; justify-content: space-between; align-items: center;"> Person Address View Address History </div>							
edit	Type	Address	Valid	Effective Date	Primary	Hazard	
edit	Residence	123 Test Rd, Test Oh 12345	Yes	07/12/2022	<input checked="" type="radio"/>	No	
edit	Last Known Address	111 Testing Rd, Test Oh 12345	Yes	12/13/2018	<input type="radio"/>	No	delete
edit	Unknown	Unknown - /JNK UNKNOWN UNKNOWN, Ohio 99999	No	07/13/2014	<input type="radio"/>	No	delete
Add Address Add Unknown Address							

The **Person Address Details** screen appears.

Name: Sacwis, Susie Person ID: 123456 DOB: 09/12/1977

Address Details

Address: 123 Test Rd, Test Oh 12345

Address Type: *

Effective Date: *

End Date:

C/O:

Location Details:

Spell Check
Clear
4000

Created Date: 07/12/2022 04:30:54 PM Created By:

Modified Date: 07/12/2022 04:30:54 PM Modified By:

Save Cancel

Editing Address and Viewing Address History

17. Update the **Address Type**, **Effective Date**, and/or other information as appropriate and click the **Save** button.

The **Person Address** screen appears displaying the address information.

Basic	Demographics	Address	Additional	Characteristics	Safety Hazard	Confidential Information
Person Address						
						View Address History
	Type	Address	Valid	Effective Date	Primary	Hazard
edit	Residence	123 Test Rd, Test Oh 12345	Yes	07/12/2022	<input checked="" type="radio"/>	No
edit	Last Known Address	111 Testing Rd, Test Oh 12345	Yes	12/13/2018	<input type="radio"/>	No delete
edit	Unknown	Unknown - /UNK UNKNOWN UNKNOWN, Ohio 99999	No	07/13/2014	<input type="radio"/>	No delete
Add Address Add Unknown Address						
Person Phone/Email						

Viewing Address History

1. To view address history, click the **View Address History** link shown in green.

Basic	Demographics	Address	Additional	Characteristics	Safety Hazard	Confidential Information
Person Address						
						View Address History
	Type	Address	Valid	Effective Date	Primary	Hazard
edit	Residence	123 Test Rd, Test Oh 12345	Yes	07/12/2022	<input checked="" type="radio"/>	No
edit	Last Known Address	111 Testing Rd, Test Oh 12345	Yes	12/13/2018	<input type="radio"/>	No delete
edit	Unknown	Unknown - /UNK UNKNOWN UNKNOWN, Ohio 99999	No	07/13/2014	<input type="radio"/>	No delete

The **Person Address History** screen displays.

Name: Sacwis, Susie PROVIDER Person ID: 123456 DOB: 09/22/1974

Person Address History						
	Type	Address	Primary	Effective Date	End Date	
edit	Work1	111 Testing Rd, Test Oh 12345	No	10/31/2013	01/06/2016	reactivate
edit	Work1	1213 Testing Rd, Test Oh 12345	No	01/07/2016	05/20/2024	reactivate

Close

2. Click the **Close** button.

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The **Person Address** screen appears.

Basic	Demographics	Address	Additional	Characteristics	Safety Hazard	Confidential Information
Person Address View Address History						
	Type	Address	Valid	Effective Date	Primary	Hazard
edit	Residence	123 Test Rd, Test Oh 12345	<input checked="" type="checkbox"/>	07/12/2022	<input checked="" type="radio"/>	No
edit	Last Known Address	111 Testing Rd, Test Oh 12345	<input checked="" type="checkbox"/>	12/13/2018	<input type="radio"/>	No delete
edit	Unknown	Unknown - /JNK UNKNOWN UNKNOWN, Ohio 99999	No	07/13/2014	<input type="radio"/>	No delete
Add Address Add Unknown Address						
Person Phone/Email						
	Type	Detail	Primary			
edit	Cell		<input type="radio"/>	delete		
edit	Cell		<input checked="" type="radio"/>			
Add Phone/Email						
Apply	Save	Cancel				

3. Click the **Save** button at the bottom of the screen.

If you have additional questions pertaining to this Deployment Communication, please contact the [Customer Care Center](#).