

## ADDRESS INFORMATION

A home address is **mandatory** in CIPS. It is the responsibility of each provider user to ensure the information is entered and current.

- Log on to CIPS.
- Enter the client's Social Security number or full name. Each type of search must be done separately. We recommend an ssn search first and a name search second if the client is not found.
- Click Search.
- Click the row for the client you would like to enter address information for.
- Click the Show button to access the Client Demographic screen.
- Scroll to the bottom of the screen.
  - The address is entered under the Common Demographics grid.
  - Click on the chevron circled below to populate the fields.

The screenshot displays the CIPS Client Demographic screen for a client named April May. The left sidebar shows the client's details: Entity Name: April May, Entity ID: 4875, MCI ID: 1000608532, and Primary Provider. The main content area is divided into several sections:

- Additional Information:** Includes dropdown menus for Transgender (No), Veteran Status, Primary Language, and Secondary Language. It also has input fields for MH Recipient ID (MHX Number) and MA Recipient Number.
- Other Names:** A table with columns for Type, First Name, Last Name, Suffix, and Date Added. A 'New' button and a 'Save' button are located below the table.
- Contact Information:** Includes an 'Emergency Contact' section with fields for Contact Name, Contact Phone, and Contact Relationship. Below it is a 'Client Contact' section with fields for Home Phone, Work Phone, Extn, Cell Number, TTY Number, Fax Number, and Email Address.
- Common Demographics:** A section at the bottom with 'Save' and 'Cancel' buttons. A red circle highlights a chevron icon on the right side of this section.

- Proceed with the following:

**Note:** The *Address* field is activated by using the **[New]** button below it.

Completing the *Address* field.

The address control has the ability to search and verify the address entered by the user. Complete the *Enter Address* pop up box:

1. Select either the *Domestic Address* or *Foreign Address* radio button.
2. Select an *Address Type* from the drop down list.
  - Home
  - Mailing
  - Other
3. Use the *Address Line 1* field to type the address.
4. Use the *Address Line 2* field type additional address information, if applicable.
5. Type a name in the *City* field.
6. The *State* field defaults to Pennsylvania. Change the state if applicable.
7. Type a postal code in the *Zip* field.
8. Check the *Current Residence* check box, if applicable.
9. Click the **[Search]** button.
10. Review the *Search Results*. Select the alternate address, if applicable. If the address does not appear verified or modified, review the previous fields or use the *Save Without Verification* check box.
11. Click the **[OK]** button.

**Note:** Check the *Save Without Verification* check box, if applicable. Only use if you know the address is correct. After the screen refreshes, click the **[OK]** button.