

**Purpose:** Change or correct a person's address, add a new address, and associate a particular address with the event.

**Background:** When you create a new case in CTEDSS, the address you enter becomes the address associated with that event. In the Demographic question package this shows up under "Address at Time of Event". If someone's address changes, you may need to change which address is associated with the event.

Remember, the most recent address entered for that person in CTEDSS is what shows up in the Event dashboard if you have chosen the person from CTEDSS when you enter the case.

### Quick Instructions:

1. Go to the Demographic question package and check to see if an address change needs to be made.
2. In the Event Summary dashboard page, in the basic information section go to the address line and select 'Edit'.
3. In the 'Edit Contact Point' page enter the new address information and click "SAVE". Don't change the dates on this page.
4. Return to the Demographic question package and click the "Select Contact Point" link.
5. Look for the address you want to change to and click the "Select as Official Address" link.
6. Click SAVE in the Demographic question package.

**\*Important-** The contact point must be selected when updating an address. Ensures the correct address is appended to events' address where the patient lived when occurred.

**Step 1:** Check the current address for the person in the event. Go to the Demographic Question Package and look at the top section called “Address at time of Event” (below). This is the current address associated with the case you are looking at.

The screenshot shows a web form titled "Address at Time of Event" within the "Connecticut Electronic Disease Surveillance System". The form is for a "Fake Person" with "Gonorrhea". It includes fields for "Street address" (123 Main st), "City" (Hartford), "Official City" (Hartford), "County", "State" (CT), "Zip code" (06106), and "Country" (USA). A red arrow points to the title "Address at Time of Event" at the top of the form.

**Step 2:** Close Demographics (select Cancel) and return to the Event Summary dashboard. Begin the address change by selecting the ‘Edit’ hyperlink on the address line.



The screenshot shows the "Event Summary" dashboard for a "Fake Person" with "Gonorrhea". The "Basic Information" section contains the following data:

Event ID:	109151212
External ID:	109151212
Disease OR Condition:	Gonorrhea
Full Name:	Fake Person
Birth Date:	01/02/1977
Gender:	Male
Address:	123 Main st, Hartford, CT 06106 (Edit)
Create Date:	02/28/2023
Event Date:	02/28/2023
Type:	Interactive
Investigation Status:	Open (Change to Closed)
Linked Events/Contacts:	0 (View)
Linked Exposure Sites:	0 (View)
Attachments:	0 (Add)

The "Notes" section contains the text: "Unreal Person [UnReal] - (Generic) 02/28/2023 12:04 PM. Not real case. Created for training (AL)". A red arrow points to the "(Edit)" link in the address line. The "Event/Age Notifier" section shows "Age (at time of event): 46 Years".

**Step 3:** In the 'Edit Contact Point' page (below), in the Edit Address section, you will see the address that is appended to the event.

Connecticut Electronic Disease Surveillance System Home ? Refresh Enter C

**Edit Contact Point - Fake Person - Gonorrhea**

**Edit Address**

Start Date:   End Date:

Type \*

Street 1

Street 2

City  State  Zip Code

County  Country

Home Phone  Mobile Phone  Work Phone

Email

Contact Method

Enter your address changes in “Edit Address” section. Note: you will probably see the prior home address, just type over this. CTEDSS will save the prior home address. If you type in a new address, be sure to choose the Address “Type\*” as “Home”.

Do not change the dates – CTEDSS will do that automatically on SAVE. Please check your spelling and be as complete as possible. Don’t forget to SAVE your changes.

**For example:** Address was 123 Main St, Hartford CT 06106. You are now changing it to 456 Main St, Hartford CT 06106.

**OLD ADDRESS:**

The screenshot shows the 'Edit Address' section of the 'Connecticut Electronic Disease Surveillance System' for a 'Fake Person - Gonorrhoea'. The form includes fields for Start Date (07/26/2023), End Date (01/01/2030), Type (Home), Street 1 (123 Main st), Street 2, City (Hartford), State (CT), Zip Code (06106), County, Country (USA), Home Phone, Mobile Phone, Work Phone, and Email. A red arrow points to the '123 Main st' text in the Street 1 field.

**NEW ADDRESS:**

The screenshot shows the 'Edit Address' section of the 'Connecticut Electronic Disease Surveillance System' for a 'Fake Person - Gonorrhoea'. The form includes fields for Start Date (07/26/2023), End Date (01/01/2030), Type (Home), Street 1 (456 Main st), Street 2, City (Hartford), State (CT), Zip Code (06106), County, Country (USA), Home Phone, Mobile Phone, Work Phone, and Email. A red arrow points to the '456 Main st' text in the Street 1 field.

When you save and go back to Event summary page, you will see the new address inputted. This is only the 1st step in changing an address.

The screenshot displays the Connecticut Electronic Disease Surveillance System interface. On the left is a navigation sidebar for 'Fake Person' with options like Home, Open Help, History, Case Management, Create Event, Search Event, Print Event, Workflow, Tasks, Import Roster, Update Roster, Manage People and Facilities, Create Outbreak/Exposure Event, Lock Event, and Share Event. The main content area is titled 'Event Summary' and contains a 'Basic Information' table, a 'Notifications' section, and a 'Notes' section. A red arrow points to the 'Address' field in the Basic Information table, which is '456 Main st, Hartford, CT 06106 (Edit)'. The Notifications section shows an 'Event/Age Notifier' with a count of 1 and an age of 46 years. The Notes section contains the text 'Unreal Person [UnReal] - (Gene Not real case. Created for training)'. At the bottom, there are buttons for 'Edit Event Properties' and 'Copy Event', and a navigation bar with tabs for Event Data, Labs, Concerns, Participants, Tasks, Appointments, and Event Properties.

Basic Information	
Event ID:	109151212
External ID:	109151212
Disease OR Condition:	Gonorrhea
Full Name:	<a href="#">Fake Person</a>
Birth Date:	01/02/1977
Gender:	Male
Address:	456 Main st, Hartford, CT 06106 ( <a href="#">Edit</a> )
Create Date:	02/28/2023
Event Date:	02/28/2023
Type:	Interactive
Investigation Status:	Open ( <a href="#">Change to Closed</a> )
Linked Events/Contacts:	0 ( <a href="#">View</a> )
Linked Exposure Sites:	0 ( <a href="#">View</a> )
Attachments:	0 ( <a href="#">Add</a> )

**Notifications**

**Event/Age Notifier** 1

Age (at time of event): 46 Years

[Edit Event Properties](#) [Copy Event](#)

**Notes**

Unreal Person [UnReal] - (Gene Not real case. Created for training)

**Step 4:** Linking the Address to the Event is the 2nd step. If you want this updated or new address to be the Address at the Time of Event in the Demographics question package, you will need to go to and click the “Select Contact Point” link.

Go the Event Data tab and click on the ‘2. Demographic’ question package.



The screenshot shows the 'Connecticut Electronic Disease Surveillance System' interface. On the left is a sidebar menu for 'Fake Person' with various options like Home, Open Help, History, Case Management, etc. The main content area is titled 'Event Summary' and contains a 'Basic Information' table, a 'Notifications' section, and a 'Question Packages' table. A red arrow points to the '2. Demographic' row in the 'Question Packages' table.


Question Package	Person	Last Update	Updated By
1. Case Classification / Reporting	Fake Person	02/28/2023	Unreal Person [UnReal]
2. Demographic	Fake Person	03/06/2023	Unreal Person [UnReal]
3. Clinical	Fake Person	03/06/2023	Unreal Person [UnReal]
4. Risk History	Fake Person	02/28/2023	Unreal Person [UnReal]
5. Case Assignment / Field Record	Fake Person	02/28/2023	Unreal Person [UnReal]
6. Partners / Clusters	Fake Person	02/28/2023	Unreal Person [UnReal]
7. Treatment	Fake Person	03/06/2023	Unreal Person [UnReal]

In the "Address at Time of Event" section, click on the "Select Contact Point" link (below).

Connecticut Electronic Disease Surveillance System Home Help Refresh

2. Demographic - Fake Person - Gonorrhea

**Address at Time of Event**

[Select Contact Point](#) 

Street address ⓘ  
123 Main st

City ⓘ Official City ⓘ  
Hartford Hartford

County \*  
▼

State ⓘ  
CT ▼

Zip code ⓘ Country ⓘ  
06106 USA ▼

Residence Type  
▼

Living with  
▼

Time at current address  
▼

**Step 5:** It will open the “Choose Associated Address” Pop-up page (below). Choose the address you want associated with the event (the one you just entered is on top). Click the “Select as Official Address” link.

Choose Associated Address - Work - Microsoft Edge

https://stg.edss.dph.ct.gov/maven/chooseAssociatedContactPoint.do?questionBlock=9&iteration=0

### Choose Associated Address

Actions ▾

Available Contact Points				
Start Date	End Date	Address Type	Address	Select
07/26/2023	01/01/2030	Home	456 Main st Hartford, CT 06106	Select as Official Address
01/01/1900	07/26/2023	Home	123 Main st Hartford, CT 06106	Select as Official Address

Close Help



**Step 6:** Notice the new address now displays as the “Address at Time of Event”.

Finally, click **SAVE** (Highlighted below) on the Demographic page to save your changes. Your address is not saved as the ‘Address at Time of Event’ until you do!

The screenshot shows the CTEDSS interface for editing a demographic record. The page title is "2. Demographic - Fake Person - Gonorrhea". The form is titled "Address at Time of Event" and includes the following fields:

- Select Contact Point
- Street address: 456 Main st (highlighted with a red arrow)
- City: Hartford
- Official City: Hartford
- County: (dropdown menu)
- State: CT (dropdown menu)
- Zip code: 06106
- Country: USA (dropdown menu)
- Residence Type: (dropdown menu)
- Living with: (dropdown menu)

Buttons for "Jump To", "Save", and "Save & Stay" are visible at the top right of the form area.

You have now successfully edited an address and selected a contact point!

**NOTE:** This contact point address will be the one that shows up in any print of an event or other print out, such as the STD Field or Interview Records. If a new address is added after this, it will show up in the Event Summary, but not be the address printed out.

Questions? Email [dph.ctedss@ct.gov](mailto:dph.ctedss@ct.gov) and one of our CTEDSS team will help.