

PADD - Provider/Facility Address Detail

This screen is used to display, add or modify address information for a specific provider or facility. An address type is used to define each address. Contact and Director information is defaulted from the FACD (Facility Detail) screen. Directions may also be added for residential addresses. FINALIST - Post office verification software, will verify all addresses. The screen will display the date and name of the worker that last updated the screen.

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CAFSPADD          PROVIDER/FACILITY ADDRESS DETAIL          06/30/2016    11:02
USER ID : C81285   MODIFY
PROV NO : 0001056 001      PROV NAME: HINKLE FOSTER HOME
                                FACIL NAME: HINKLE FOSTER HOME
                                LAST UPDT: 01/08/2013 BY: C81285   SAYRE-BOX, JANE
CONTACT NAME : 00001159 HINKLE, HANNAH
DIRECTOR NAME : 00001160 HINKLE, HARRY

ADDRESS TYPE : R RESIDENCE (PHYSICAL)
ADDRESS 1 : 567 HAPPY ST
ADDRESS 2 :
CITY : HELENA
STATE/ZIP : MT 59601 -
COUNTY : 25 LEWIS & CLARK
FOREIGN ADDR :
COUNTRY : CANADIAN PROVINCE:
TELEPHONE :
START DATE : 01/01/2012      END DATE : 99/99/9999

DIRECTIONS :
          :
```

Field Descriptions (F12) indicates code lookup is available.

PROV NO

This field will display the provider number of the provider who was entered on the PADL (Provider/Facility Address List) screen.

PROV NAME

This field will display the provider name of the provider whose ID is displayed in the PROV NO field.

FACIL NAME

This field will display the facility name of the provider whose ID is displayed in the PROV NO 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.

CONTACT NAME

This field will display the CAPS ID and name of the associated contact for the facility.

DIRECTOR NAME

This field will display the CAPS ID and name of the associated director for the facility.

ADDRESS TYPE (F12)

Enter the type of address.

ADDRESS 1

Enter the street address information (for residential), the P.O Box information (for mailing) or the street address or P.O. Box information (for warrant payment address). *A residential address is required in order to generate a license. If residential, mailing and warrant addresses are all the same, you only need to enter a residential address type.*

ADDRESS 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)/ZIP

Enter the state and zip code of where the address is located. The four character zip code extension can also be entered.

COUNTY (F12)

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

FOREIGN ADDR

Enter additional foreign address information. *If this is a foreign address, ADDRESS 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.*

TELEPHONE

Enter the primary phone number for the provider. 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 or general information about the provider.

Additional Information

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 should not be used for providers. These address types are automatically created on the ADDL/ADDD (Address List/Detail) screens when a placement is entered on a placement screen for a client. This address will automatically be end dated 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.