Addresses are important contact information for us to have to be able to contact our families by mail or for a home visit. Every participant should have one active and primary residential address on their record.

- Technical documentation (adding a new address and updating an address)
- Managing temporary addresses
- Definitions of Property Owner and Primary Reason for Move fields

Technical documentation

This describes adding an address during the workflow to [Create a New Record](https://www.example.com) or in the Demographics/Contact tab within the Youth/Family Profile area of an existing record.

**Important: To reduce duplicate data entry, it is advised to not add address information when creating new records for an entire household. Complete the workflow of creating all records first and then add an address via the Demographics/Contact tab in the Youth/Family Profile.**

1. Click on “Add Address”

2. Enter information for all required fields:
   a. Add an initial address (i.e. no address currently exists)
      
      *Tip: Adjust the “Start Date” field accordingly if it automatically populated with today’s date.*
b. Updating an address (i.e. an address already exists)
When another active and primary residential address exists, a few new fields will
be visible: “Primary Reason for Move” and a “Previous Address” area.

Tips:
- Adjust the “Start Date” field accordingly -- it automatically assumes today’s date.
- When adjusting the “Start Date”, it will automatically update the “Move out date” in the
  “Previous Address” area.
- “Primary Reason for Move” will describe the reason for moving out of the previous
  address listed. Although many reasons contribute to the reason for move, select the one
  that best fits the situation.
- If there are two “Primary” addresses created by different organizations on the participant
  record, both will be options in the “Previous Address” field. Choose the most recent
  address that is connected to the “Move out date”.

![Address Form Screenshot]

![Previous Address Screenshot]
3. After entering address information, click on “Validate This Address”.
   Tip: By validating all addresses, it allows address information to be as complete and accurate as possible.
   For a “PO Box” address, do not validate (it will change the data to the street address of the post office location).

   The feedback you receive will be one of the following:
   a. “This address is Validated” → If the information in the “Address” fields has been adjusted, review for accuracy. Adjust if it is incorrect or proceed to the next step.

   ![Validated Address Example](image)

   b. “Address validation service is busy. Please attempt to validate again.” → Click the “Validate This Address” button again. The validation service is busy and validation needs to be requested again.

   ![Busy Address Validation Example](image)

4. [conditional] If there are other household members, please enter a value for the question “Save this new address for all household members?”
   a. Yes = address will copy to all other household members
   b. No = address will save only for the current household member

   ![Save Address Selection Example](image)

5. Click “Save”, and you will return to the original screen.
Managing temporary addresses

Sometimes families are in temporary housing situations. If they are highly mobile, please follow these guidelines for the most appropriate way to track address information.

- Property Owner should be set to “None - no lease”
- Address data should be entered.
  a. If there is no address or the family does not feel comfortable receiving mail or contact at their temporary address, please enter the NAZ address:
     2123 W Broadway Ave
     Minneapolis, MN 55411
  b. If there is a temporary address that the family is comfortable receiving mail at and/or having a home visit, please enter their temporary address. For a PO Box, do not validate (it will change the data to the street address of the post office location).

Definitions of terms

Property Owner

<table>
<thead>
<tr>
<th>PPL</th>
<th>Project for Pride in Living, NAZ housing anchor partner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Urban Homworks</td>
<td>NAZ housing anchor partner</td>
</tr>
<tr>
<td>MPHA</td>
<td>Minneapolis Public Housing Administration, NAZ housing anchor partner</td>
</tr>
<tr>
<td>Self (homeowner)</td>
<td>The participant/family is a homeowner, aka the residence is owner occupied</td>
</tr>
<tr>
<td>None - no lease</td>
<td>The participant/family does not have a property in which they reside, aka they are in a temporary housing situation, either short- or long-term</td>
</tr>
<tr>
<td>Other landlord</td>
<td>Any other property owner where the participant/family have a lease</td>
</tr>
<tr>
<td>Unknown</td>
<td>The property owner is not known due to the participant/family not being present to verify upon data entry of address information. This should only be used in unique situations -- all families in the Family Coaching or Coaching Recruitment strategies should have a specified property owner.</td>
</tr>
</tbody>
</table>

Primary Reason for Move

<p>| Became a homeowner       | Move out due to the purchase of a new residence |
| Evicted - lease violation | Move out due to noncompliance with Lease, Addendum, or Resident Handbook, not including inability to pay rent. This has been parsed out from 'non-payment of rent' to inform housing support strategy. |
| Evicted - non-payment of rent | Move out due to non-payment of rent or payment plan. |</p>
<table>
<thead>
<tr>
<th>Reason</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Found more affordable unit</td>
<td>Move out due to previous unit too expensive/new unit more affordable, but isn't an eviction for non-payment</td>
</tr>
<tr>
<td>Found unit with desired amenities and/or space</td>
<td>Move out due to household seeking better or more amenities, including unit size, number of bedrooms, closet space, parking, unit features, newer property, etc.</td>
</tr>
<tr>
<td>No option for lease renewal</td>
<td>Move out due to the lack in opportunity to sign a lease at the previous residence</td>
</tr>
<tr>
<td>Personal foreclosure</td>
<td>Move out due to homeowner unable to make mortgage payments and forced to leave property</td>
</tr>
<tr>
<td>Personal safety</td>
<td>Move out due to household's concern for their personal safety or the safety of their property</td>
</tr>
<tr>
<td>Previous address was not permanent</td>
<td>Move out due to previous residence was never intended to be a permanent or long-term housing option</td>
</tr>
<tr>
<td>Other</td>
<td>Move out due to another reason not captured in above options, including: ineligibility of subsidized housing options, relocation out of state, etc.</td>
</tr>
<tr>
<td>Unknown</td>
<td>Move out is not known due to the participant/family not being present to answer.</td>
</tr>
</tbody>
</table>