

**CalWIN ISS | Case Review Report and Guide**  
**Guide #5: CalSAWS Address Longitude and Latitude**  
**CRG Date: 06/07/2022**

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This guide provides detailed actions that end-users will be required to take in order to manually update their case data due to known data discrepancies in the conversion process.

## Background

The CalSAWS system has the capability to store all address data in one table in their database. The CalSAWS system also stores all addresses, and in the address ping they have Longitude and Latitude for those addresses. CalWIN does not “geo-code” addresses with a Longitude and Latitude. CalWIN uses an address verification software which does provide Longitude and Latitude coordinates. Longitude and Latitude data is not stored in CalWIN database.

CalWIN was modified to fill the Longitude and Latitude for addresses that are required for Individual and Organizational addresses, including Individual Home and Mailing Addresses, Authorized Representative (Business) Unknown to CalWIN, Providers, Offices and Outstation Units, and Home and Mailing Addresses.

Figure 1– CalWIN screenshot of the Maintain Address screen. Saving Address the software changed the street name by removing the Rd and putting it in the Suffix section of the address. Also, it modified the zip code. Figure 1 depicts the new message:

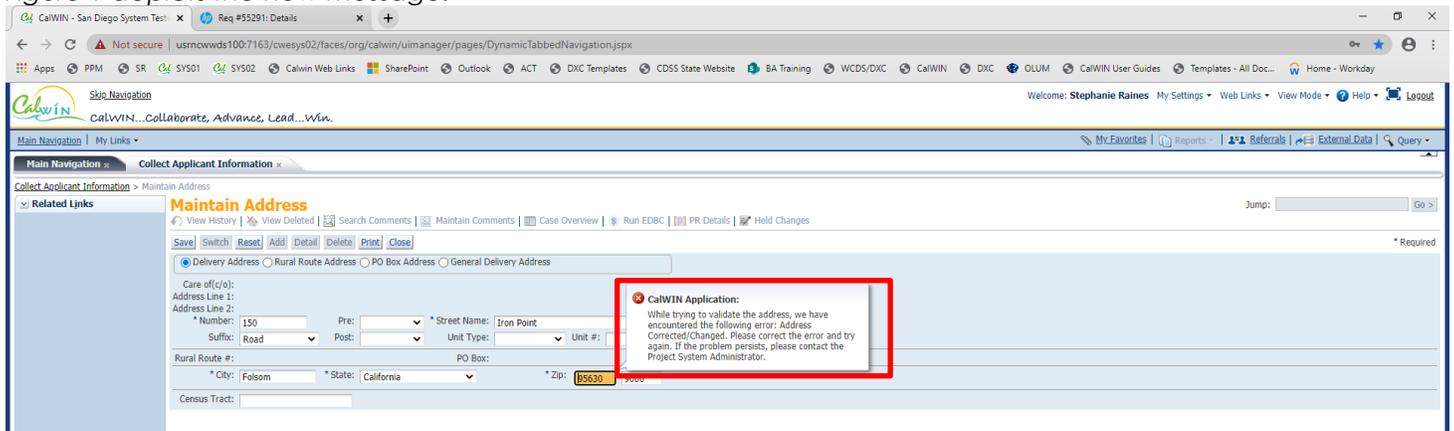


Figure 2– CalWIN screenshot of the Collect Applicant information page with the modification and saving the address provided by the address software.

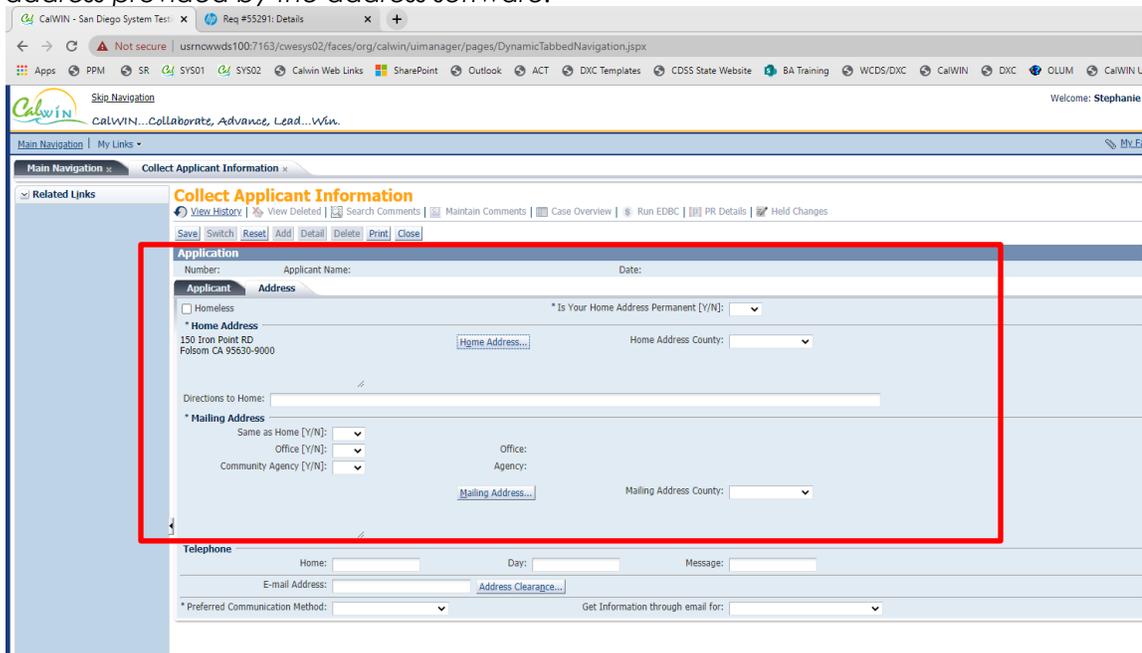


Figure 3– CalWIN screenshot of the Maintain Address screen for an existing case individual. This window can be accessed using Main Navigation > Intake and Case Maintenance > Display Individual Demographics Summary

> Collect Individual Demographics Detail > (Individual Address (button)) > Collect Individual Address Detail > (Address) Maintain Address.

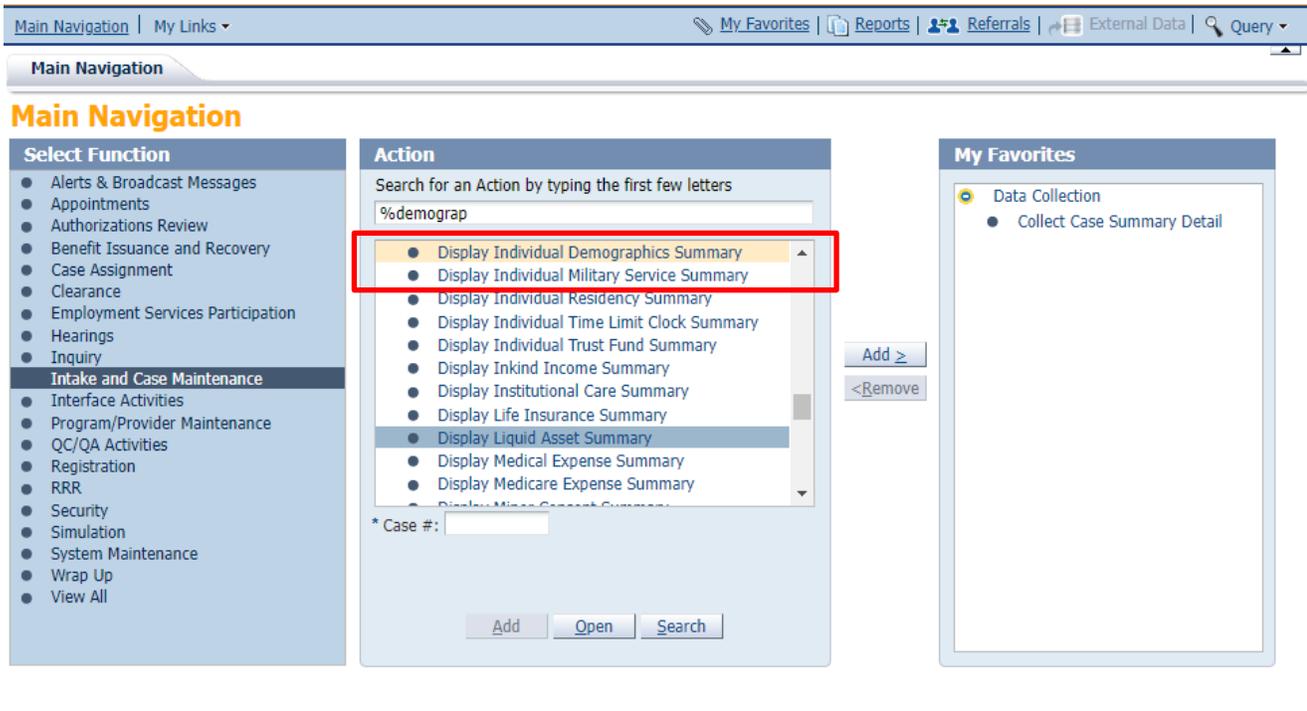
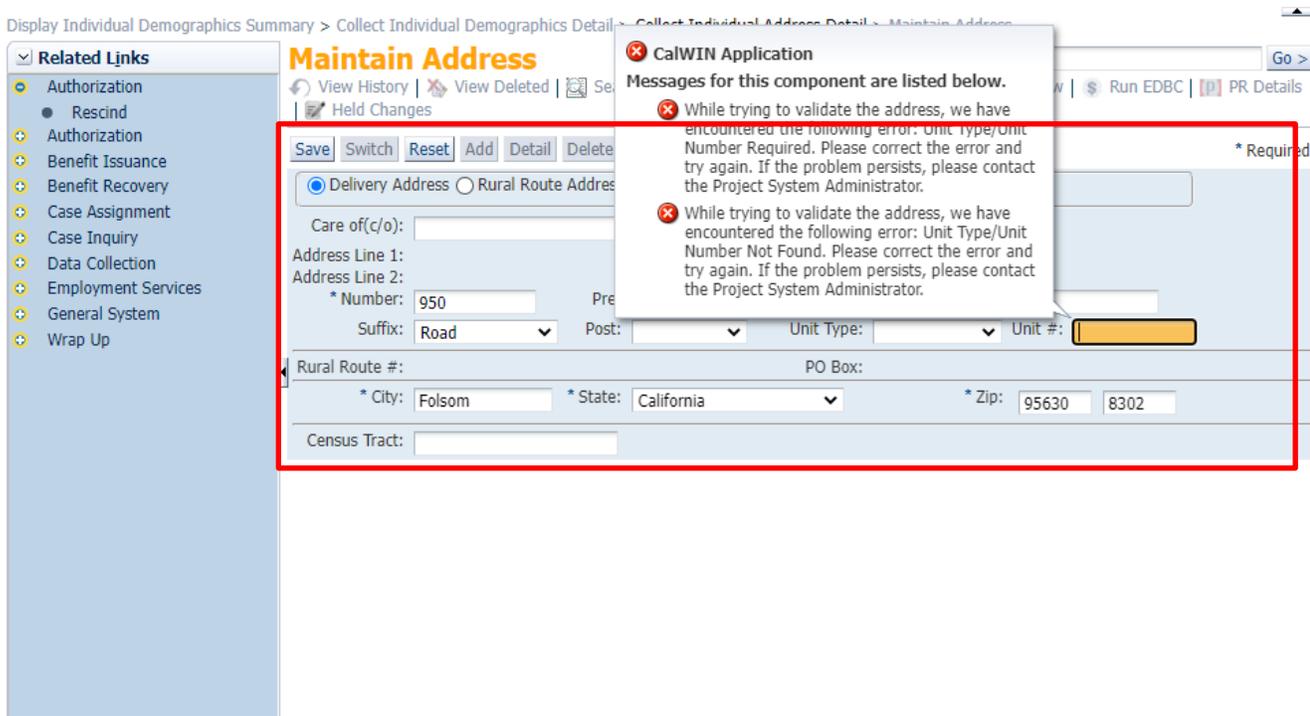


Figure 4– CalWIN screenshot of the Maintain Address in Collect Individual Address Detail page with Address update and then save of it invoked the address software validation. Saving the Address, the software updates the street name by replacing the Rd and with Suffix section of the address and updating the zip code to correct specifications.



Additional Details

The "Maintain Address" window on the Collect Authorization Representative Detail window was not using the validation software. Adding the Collect Authorized Representative Detail window for an Authorized Representative Business unknown to CalWIN.  
 Add Validation – does not meet Postal Standards

**Collect Authorized Representative Detail**

Case Number: E412092 Name: Hoffman, Taylor Status: Open Status Date: 07/11/2016

Eff Begin Date	Known Individual Name	Unknown Business/ Individual Name	Cash Authority [Y/N]	Medi-Cal Authority [Y/N]	CalFresh Authority [Y/N]	Eff End Date
02/02/2019		Facility A PSU c/o V. Jaramillo			Yes	

Effective Begin Date: 02/02/2019 Effective End Date: [ ]

Authorized Rep:  Known to this Case in CalWIN  Unknown to this Case in CalWIN

Cash Type:  Full Authority  Limited Authority

Medi-Cal Type:  Full Authority  Limited Authority

CalFresh Type:  Full Authority  Limited Authority

Unknown:  Business  Individual

Business Name: Facility A PSU c/o V. Jaramillo

Address: 480 Alta RD, San Diego CA 92179

**Maintain Address**

Delivery Address:  Rural Route Address  PO Box Address  General Delivery Address

Care of(c/o): Taylor Hoffman

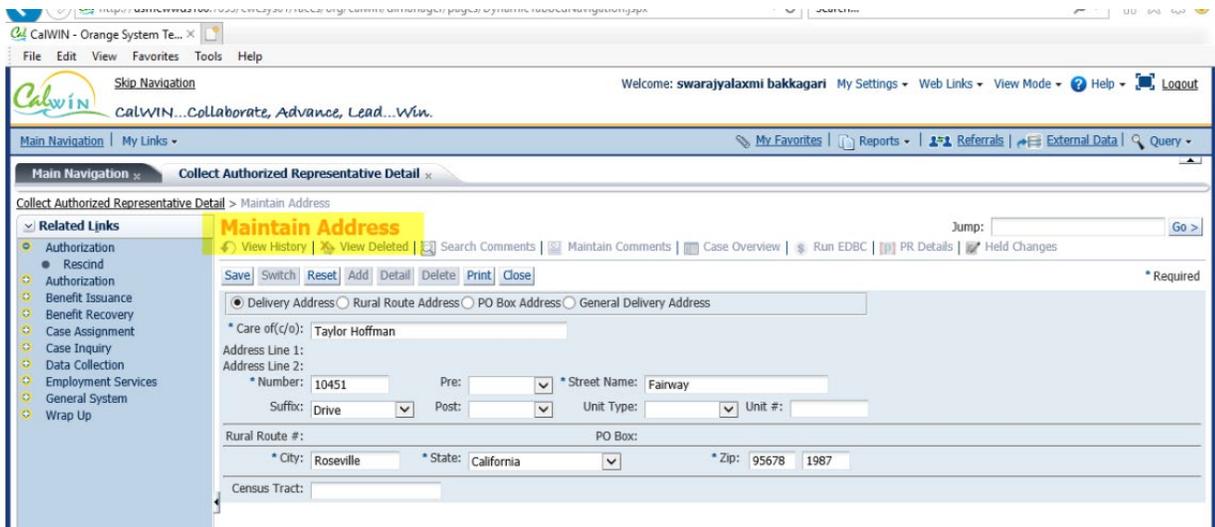
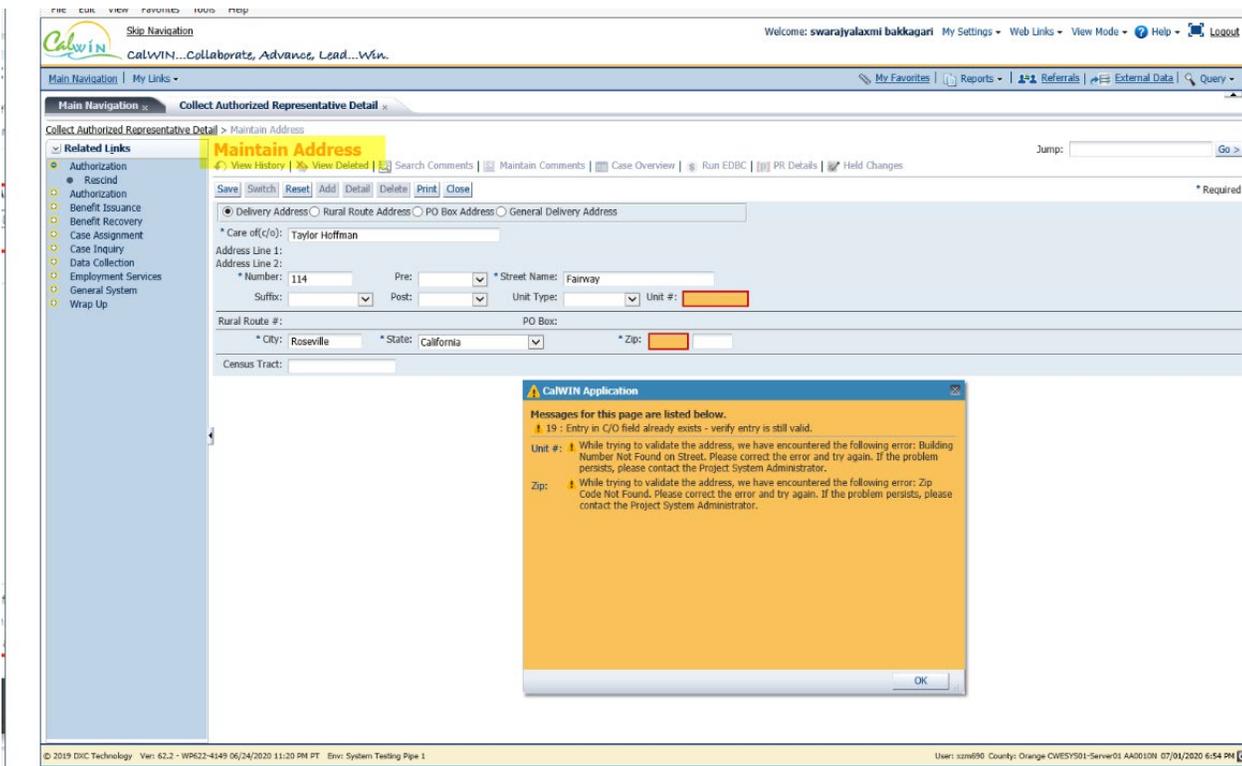
Address Line 1: 480 Alta RD

Address Line 2: San Diego CA 92179

Rural Route #: [ ] PO Box: [ ]

City: San Diego State: California Zip: 92179

Census Tract: [ ]



## Impact Analysis

CalWIN does not “geo-code” addresses with a Latitude and Longitude. If they are not there, it could cause, at least, the following items according to CalSAWS:

- Proximity searching for services/providers will not function.
- The ADDR table will be “polluted” with non-normalized addresses that have no way to be corrected without additional effort from the development teams to create a “normalization” sweep.
- Analytic reports which use spatial or shape files will not function. Both CalWIN and LRS have dashboards which display a map with lines “drawn” around county districts, school districts, etc. Without the “geo-coded” or “normalized” addresses none of the reporting will work.

## Clean-up Instructions

Batch will run once in a month on 3<sup>rd</sup> Sunday of every month to geocode any modified or newly added addresses to the tables mentioned above. An ongoing monthly list will be provided in county standard format of addresses that were not able to be successfully geo-coded due to an invalid address on the record. Counties will need to correct these addresses within CalWIN prior to conversion to CalSAWS.

Note: CIT 10-4970 distributed to the Counties provides additional details.

Additional details:

- If a user enters the address which was validated by Pitney Bowes, and the user does not make changes to the validated address, then it will not be on the exception list.
- If a user enters the address that was validated by Pitney Bowes, but the user overrides the validated address and saves it, then it will be on the exception list.

## Instructions

Follow the instructions below to resolve each impacted case on the *Maintain address*.

Step	Action
1.	Access Maintain Address Screen for the <b>Applicant</b> on exception list using Registration > Application Registration > Collect Applicant Information > Address (Tab page) > Address (button) > Maintain Address
2.	Modify address
3.	Save Address
1.	Access Maintain Address Screen for the <b>Auth. Representative</b> on exception list using Main Navigation > Intake and Case Maintenance Collect Authorization Representative Detail > (Address (button)) > Collect Individual Address Detail > (Address) Maintain Address
2.	Modify address
3.	Save Address
1.	Access Maintain Address Screen for the <b>Case Individual</b> on exception list using Main Navigation > Intake and Case Maintenance > Display Individual Demographics Summary > Collect Individual Demographics Detail > (Individual Address (button)) > Collect Individual Address Detail > (Address) Maintain Address
2.	Modify address
3.	Save Address