



## WA351 UPDATING AND ADDING ADDRESSES

There are currently three known issues as related to addresses within KEES. Each issue is described below along with the workaround for the issue. Each workaround will assume the user is already within the context of the case.

### Incorrect Begin Date

When the Begin Date for the address record is incorrect, creating a new address record and multi-selecting the household members it applies to, is faster than editing each record individually.

**STEP 1:** Navigate to the **Contact Summary** page.

**STEP 2:** Click the **Add** button and add the newly reported address for each of the household members using either the first day of the month of application, or the first day of the first prior medical month as the **Begin Date**.

**STEP 3:** The **Effective Dating Confirmation** page will appear for each person and each address type – the worker will need to click the **Save** button on each one.

### Existing Persons in KEES with no Address

If the person is already known to KEES, but they do not have an existing address in KEES, the address reported on their application will not map into KEES.

Workers will need to add the address for all household members listed on the application.

### Existing Persons in KEES with an Address + New Persons

If an application is received and the household consists of both existing persons known to KEES (with an address) and new persons not known to KEES, only the existing persons will have their address from the application mapped into KEES.

Workers will need to add the address for those household members listed on the application who need an address.

### Document Change Log

Date	Version	Author	Change Description
11/10/2014	2.6	J. King	Initial draft completed. Ready for 2.6 Go-Live.
06/17/2015	2.7	J. King	Updated for Go-Live.