In order for Census tract to auto-code, an accurate address must be entered in DMS. Although there will be times that an address is not recognized by the geo-coding software, most errors occur because of misspelled and incorrectly formatted entries. When the Address at Diagnosis and the Current Address is recorded in DMS there are several formatting issues that need to be taken into account to allow for proper census tract coding. The following guidelines should assist in documenting address and work to eliminate address generated edit errors.

- The address should always be parsed in order for DMS to auto-code census tract, latitude, and longitude.
- Cases diagnosed from 2006 and after will have the census coded to both the 2000 and the 2010 census tract information.
- Cases diagnosed after 1995 will have the census coded to the 2000 census tract information.
• Many Edit Errors generated from address entries are the result of misspelled words. Double check for typo’s and misspellings of common street names in your region.

• Common Errors that will prevent DMS from auto-coding the census tract and how to fix them
  
  o Highway
    • Highway must be spelled out and not abbreviated to HWY
    • HWY should never be placed in the Type field
    • If it is a State Highway, LA must be placed before Highway in the Street field
    • Most US Highways do not need the US included in the address
  
  • Examples
    • 13523 Hwy 23: Number=13523; Street=HIGHWAY 23; Type=BLANK
    • 17500 LA HWY 16: Number=17500; Street=LA 16; Type=BLANK
    • 5023 US HWY 42 : Number=5023; Street=HIGHWAY 42; Type=BLANK
  
  o Rue
    • Rue should appear before the street name in the Street field and not the Type Field
  
  • Examples
    • 58 Chateau Rue du Jardin Street: Number=58; Street= Chateau Rue du Jardin; Type=St
    • 21 Rue Calais: Number=21; Street=Rue Calais; Type=BLANK
  
  o Abbreviations
    • Most common abbreviations must be spelled out in order for DMS to recognize the street name
    • This includes AVE/Avenue when it falls at the beginning of the street name and SPGS/Springs when it is part of the City name
  
  • Examples
    • 23 Avenue E: Number =23; Street=Avenue E; Type= BLANK
    • 300 St Charles Avenue: Number=300; Street= St Charles; Type= Ave
    • 12456 Greenwell Springs Road: Number = 12456; Street= Greenwell Springs; Type = RD
    • Other common abbreviations that should be spelled out include Gen/General, MLK/Martin Luther King and SPGS/Springs when it is part of the Street or the City name.

• Supplemental Issues:
  
  o Apartment #, Lot #, and Trlr # should appear on the Supplemental line
  
  • Examples
    • 9150 Lockhart Road Lot 23: Number=9150; Street= Lockhart; Type= Rd; Suppl=Lot 23
    • 236 Northwestern Drive Apt 34A: Number=236; Street= Northwestern; Type= Dr; Suppl=Apt 34A

• Directional Issues:
  
  • Examples
    • 2013 North Street: Number =2013; Dir=BLANK; Street=North; Type=St
    • 1520 North Eastover Street: Number =1520; Dir=N; Street =Eastover; Type =St
    • 1330 Pine Street East: Number =1330; Street =Pine; Type =St; Dir=E

• When Census Tract and County code conflict
  
  • Some zipcodes cross Parish lines and an error message will occur if the Parish number does not match the Parish of the Auto-coded census tract
  • You can use the Louisiana City/Parish Lookup on the LTR website; www.louisianatumorregistry.lsuhsc.edu to verify the Parish when a zipcode is located in multiple Parishes

• Using the View Summary Icon to verify address
  
  • The View Summary icon is located next to address at diagnosis on the CTC page (see Figure 2).
When you click on this icon, a screen will come up that lists the address on all of the attached records for that patient and the date of the record.

You can use this to verify that the date of the address at diagnosis matches the date of diagnosis and to check for misspellings.

If an address in the View Summary Icon is more accurate, you can click the blue copy on the right side of the screen and that address will auto-populate the address fields.

- **Handling an Invalid Address**
  
  - After an address is entered in DMS, its validity should be checked
    
    - Click on the “Search” button on the upper left above the address.
    
    - If the address is valid, (address found) will appear next to the Search button.
    
    - If DMS cannot recognize the address, (address not found) will appear.
  
  - Tips for correcting addresses when (address not found) appears
    
    - Search the individual in Accurint.
    
    - Make sure the street is assigned to the correct city and zip code, Accurint sometimes lists multiple variations of an address for an individual.
    
    - Make sure the street name is spelled correctly; a small error will prevent the software from recognizing even the most common word.
    
    - Verify that the zip code belongs to the city listed in the address.

- If, after hitting search, DMS states address found and the census tract will not auto-code, you can use the **US Census Bureau’s American FactFinder2** located at [http://factfinder2.census.gov](http://factfinder2.census.gov) or MelissaData.com located at [http://www.melissadata.com/lookups/addressverify.asp](http://www.melissadata.com/lookups/addressverify.asp) to manually code the 2010 census tract and block.
  
  **Note:** You will not be able to manually code the 2000 census tract from either of these sites.

- Finally, if the address and the census tract cannot be located, you can code the census tract to the zip code centroid, census tract certainty code 4.
  
    - When the census tract is coded to 9’s a sentence in blue will appear above the right side of the census tract in DMS. This will read **use zip centroid for 2010, use zip centroid for 2000, or use zip centroid**
    
    - Click on the blue sentence to auto-code the census tract to the zip centroid.