Recording Addresses in SEER*DMS

The following guidelines and tips will assist abstractors & editors in recording geocodable addresses in SEER*DMS. When recording current address and address at diagnosis, registry staff should follow the NAACCR standards in recording data items 2330, 2335, 2350, and 2355.

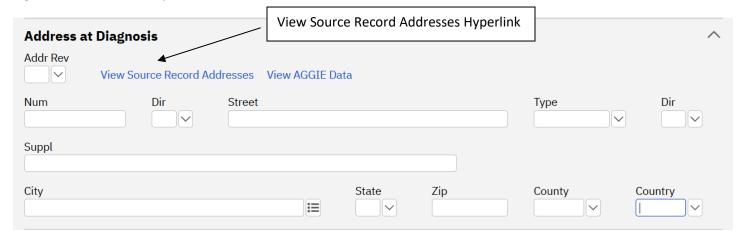The LTR is required by SEER to have *no more than 2.0% of cases* **with a missing or invalid census tract**.

Keep in mind that census tract data is based on the year the case was diagnosed. Cases diagnosed:

- **From 2006 and after** will have the census coded to **BOTH 2000 AND 2010 census tract** information
- **After 1995** will have the census coded to the **2000 census tract** information

Figure 1. Current Address Layout in DMS on Patient Set Demographic Page for SEER*DMS LTR v20.108

Figure 2. Address@Dx Layout in DMS on CTC for SEER*DMS LTR v20.108

In order for census tract fields to auto-code, an **accurate address must be entered in SEER*DMS**. Although there will be times that an address is not recognized by the geo-coding software (AGGIE), *most errors occur because of misspelled and incorrectly formatted entries, as well as address numbers with too few or too many digits.* When the address at diagnosis and current address are recorded in SEER*DMS there are several formatting issues that need to be taken into account to allow for proper census tract auto coding.

The following guidelines should assist in proper address documentation and work toward eliminating address generated edit errors.

Basic things to keep in mind:

- The address should **always be parsed** in order for DMS to auto-code census tract, latitude, and longitude.
- Many Edit Errors generated from address entries are the result of:
  - misspelled words, unofficial abbreviations, spacing typos, as well as too few or too many digits in the address number
  - ALWAYS double check for typos and misspellings of common street names in your region. Accurint & Melissa data lookups are useful resources.

Common Errors Preventing Auto-coding of Census Tract Data in DMS and How to Fix Them

- **Highway**
  - State and Federal Highways can be tricky, as there appears to be no rhyme nor reason for ones that code and those that do not.
  - 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, sometimes 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
- **Rue**
  - Rue should appear **before** the street name in the Street field and **not** in 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
- **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
    - SPGS/Springs when it is part of the City name
    - Gen/General, MLK/Martin Luther King and SPGS/Springs when it is part of the Street OR City name

- o **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

- **Supplemental Issues:**
  - Apartment #, Lot #, and Trlr # should ALWAYS appear on the Supplemental line
  - **EXAMPLES**
    - 9150 Lockhart Road Lot 23: **Number**=9150; **Street**= Lockhart; **Type**= Rd;
      Suppl=Lot 23
    - 236 North Drive Apt 34A: **Number**=236; **Street**= North; **Type**= Dr;
      Suppl=Apt 34A
    - 3450A Severn Avenue: **Number**=3450; **Street**= Severn; **Type**= Ave;
      Suppl= A
  - o In order for the address to geocode properly, please **list the physical mailing address** for all **Nursing Homes/Rehab Centers and/or Prisons**. The *name of the nursing home/rehab center and/or prison **should be placed in the supplemental section.*** *See* Louisiana State and Federal Prisons

- **Directional Issues:**
  - Some addresses contain a directional term but the word is actually part of the street name and does not denote direction while others do actually denote direction
  - **EXAMPLES**
    - 236 Northwestern Drive Apt 34A: **Number**=236; **DIR=BLANK**; **Street**= Northwestern; **Type**= Dr; **DIR=BLANK**
    - 632 N Western Drive: **Number**=236; **DIR=N; Street**= Western; **Type**= Dr; **DIR=BLANK**
    - 2013 North Street: **Number** =2013; **DIR=BLANK**; **Street**= North; **Type**= St; **DIR=BLANK**
    - 1520 North Eastover Street: **Number** =1520; **DIR=N**; **Street** =Eastover; **Type** =St; **DIR=BLANK**
    - 1330 Pine Street East: **Number** =1330; **DIR=BLANK**; **Street** =Pine; **Type** =St; **DIR=E**

- **Zip Code Issues: When Census Tract and County code conflict**
  - Some zip codes 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 to verify the Parish when a zip code is located in multiple Parishes

Using the View Source Record Addresses Icon to Verify Address

- The blue **View Source Record Addresses** hyperlink is located next to address at diagnosis on the CTC page (see Figure 2)
- When you click on this hyperlink, a separate window will open listing the address on all of the attached records for that patient and the date of the record.
    - Keep in mind that facilities record the address at diagnosis based on the address provided by the patient.
        - If the patient was diagnosed **PRIOR** to admission to a facility the address provided MAY or MAY NOT be correct. *This is especially true if the abstract text mentions that the patient was diagnosed in another state or recently moved to Louisiana*.
            - ✓ **In this situation ALWAYS VERIFY the address at diagnosis in ACCURINT**. It may turn out that the patient was ACTUALLY a resident of another state at diagnosis.
            - ✓ If so, manually **enter the correct address** in the address at diagnosis field
- Use the View Source Record Addresses window 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 Source Record Addresses window is more accurate, you can click the blue **copy** hyperlink on the right side of the screen under Actions and that address will auto-populate **(OVERWRITE)** the existing address fields.

Handling an Invalid Address

- DMS indicates address issues with the ⬛review flag. When this flag is displayed in DMS, the **address validity should be checked using AGGIE data.**

- Click on the blue **"View AGGIE Data"** hyperlink
- A separate box opens, as indicated above, displaying the geocoder results for that address.

- The geocoder results may list multiple entry results from **different years**.

  Select the entry with a "**Match Score**" of 100.00 with a "**Source**" name ending in the *most recent year that coincides with the year of your case*. (you may need to scroll the box to the RIGHT in order to view the "Source" column in some cases)

- If DMS cannot recognize the address, the geocoder results will state "*This result does not have street level data.*" See next section for resolution tips.

Tips for Correcting Addresses When the Geocoder Does Not Recognize the Address

- 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.
- Check the "**Street Name by Zip**" lookup on **melissadata.com (melissadata.com utilizes data from the US postal service to verify addresses)**
  - Review the spelling of the street's name
  - Verify that the street exists within that zip
  - Click on the street name in question and a new page will open that will show the correct range of numbers for that street (An address **will not** geocode if the street number is missing a digit or has too many digits.)
- Consult the *Common Addresses That Will Not Geocode* reference on the LTR website
  - The LTR continually performs annual address cleaning to improve the accuracy of the "Cancer Incidence by Census Tract" report.
    - This annual cleaning process resulted in the creation and updating of the Common Addresses That Will Not Geocode reference
  - This reference provides a list of street names by region, Louisiana Parish and City that will *only geocode to the zip code centroid*, *Census Tract Certainty Code 4*, after following the steps in the provided address coding section
  - Regional abstractors and editors should consult this reference for added insight into the address they are currently cleaning
    - File may be filtered first by region then by parish to make searching easier
    - If the address in question is NOT on the list, **always double check** that the street number, zip code, or city are correct **before** defaulting to the Census Tract Certainty Code 4.

Assigning Correct Address at Diagnosis with Limited Information

Conflicting Addresses at Diagnosis

- Refer to NAACCR Abstract from **diagnosing** facility
  - *If diagnosed out of state or patient recently moved to Louisiana, **check Accurint immediately to determine residency at time of diagnosis***
  - *If patient was determined to be an out of state resident at time of diagnosis, **enter the correct out of state address from Accurint in the address at diagnosis field***
- Other consolidated records from the same date range or the same diagnosis
- Check Accurint People Search and/or Voter Registration

Only PO Box is Given OR Street Level Info is Unavailable

Locate patient's residential address using ACCURINT:
- **Voter Registration Search**
  - If the individual is registered to vote and *voted in an election in the year of diagnosis*:
    - Assign the residential address from Accurint VR when the mailing address matches the PO Box reported in SEER*DMS.
- **People Search *when no Voter Registration records are available***
  - Assign a street level address from Accurint if the PO Box address from SEER*DMS is in Accurint for the correct date range (within 12 months) AND the **street level address** is:
    - also present within the same date range (within 12 months)
    - located directly in the same town or parish/county; OR
    - located in a town or parish/county known to be directly adjacent to the PO Box

Recording Address for New Subdivisions without Current At-Home Postal Service

- If the home's physical address is **known** with/without a known PO Box:
  - Record the physical address in BOTH the Current Address AND the Address@Dx fields
  - Enter PO Box information, if known, on the Supplemental line
  - AGGIE should geocode the Zip Code Centroid to Census Tract Certainty code 4
- If the home's physical address is **unknown AND cannot be located** with a known PO Box:
  - Record the PO Box in BOTH the Current Address AND Address@Dx fields
  - AGGIE should geocode to the PO Box Zip Code Centroid to Census Tract Certainty code 5
- DURING ANNUAL ADDRESS CLEANING CONDUCTED BY THE CENTRAL OFFICE:
  - The geocoder polisher will be run in SEER*DMS to check for AGGIE updates
    - Addresses coded to:
      - ✓ Census Tract Certainty code of 4 will be **included** in the Common Addresses That Will Not Geocode reference located on the LTR website
      - ✓ Census Tract Certainty code of 1 will be **removed** from the Common Addresses That Will Not Geocode reference located on the LTR website

Handling Ambiguous Residences When Diagnosed as:

- **PRISONER/INMATE**
  - State facilities will geocode while the two federal prisons within Louisiana will not. The **federal prisons** will have to **default to the Census Tract Certainty Code = 04**.
  - Record the physical address of the prison in the address field and not the mailing PO Box
  - The facility's name should be listed in the Supplemental section
  - *See Louisiana State and Federal Prisons*

- **NURSING HOME/REHAB CENTER/MENTAL INSTITUTION RESIDENT**
  - Record the physical address of the nursing home, rehab center or mental institution in the address field and not the mailing PO Box
  - The facility's name should be listed in the Supplemental section

- **TRANSIENT/HOMELESS**
  - Record the physical address of where the patient was staying at diagnosis in the address field---this could be a shelter OR the address of the diagnosing facility
  - The facility's or shelter's name should be listed in the Supplemental section

- **STUDENT AWAY FROM HOME:**
  - **College Student**
    - Record address of the school dormitory or school area residency location
  - **Boarding School Student (BELOW college level)**
    - Record parent's address as these students are still considered to be residents of their parent's home due in part to their minor status

- **MEMBER OF THE ARMED SERVICES**
  - **Armed Forces**
    - Members of the armed forces are considered residents of the installation area
    - Record stated address for military personnel which could be on a military base or in the community
  - **Navy, Coast Guard or Maritime Ship Personnel**
    - **Refer to Census Bureau publications for detailed residency rules**

Locating an Address at Diagnosis from the State Death Record

- Three addresses of interest are listed on a Louisiana Death Certificate
  - Residence of Decedent
  - Informants Address
  - Place of Death – Facility Address
- Assign the **residence of decedent** *if the Date of Death falls within one year of the cancer diagnosis date*
- **Extra caution should be taken NOT to assign the address of a medical facility or family/friend where the decedent was not living at the time of their diagnosis**

Louisiana State and Federal Prisons

LA State Prisons				2010 Census Tract	Certainty	Block	Parish	FIPS Code
NAME	**ADDRESS**							
Allen Correctional Center	3751 Lauderdale Woodyard Rd	Kinder, LA	70648	950500	1	4027	Allen	003
Avoyelles Correctional Center	1630 Prison Rd	Cottonport, LA	71327	030700	1	3000	Avoyelles	009
BB Rayburn Correctional Center	27268 Hwy 21	Angie, LA	70426	950101	1	2109	Washington	117
David Wade Correctional Center	670 Bell Hill Rd	Homer, LA	71040	950200	1	3010	Claiborne	027
Dixon Correctional Facility	5568 LA 68	Jackson, LA	70748	951502	1	4000	East Feliciana	037
Elayn Hunt Correctional Center	6925 LA 74	St Gabriel, LA	70776	953200	1	2064	Iberville	047
LA Correctional Institute for Women	7205 LA 74	St Gabriel, LA	70776	953200	1	2052	Iberville	047
LA State Penitentiary (ANGOLA)	**17544 Tunica Trace**	**Angola, LA**	**70712**	**951701**	**1**	**2042**	**West Feliciana**	**125**
Winn Correctional Center	180 Cca Blvd	Winnfield, LA	71483	960200	1	3017	Winn	127

Federal Prisons								
Federal Correctional Institution, Pollack	1000 Airbase Rd	Pollock, LA	71467				Grant	043
Federal Detention Center, Oakdale	2105 E Whatley Rd	Oakdale, LA	71463				Allen	003