

NEDSS GIS ADDRESS LOCATOR GUIDE

When you receive a report for investigation, be it morbidity or laboratory, manual or electronic, it is important that you first verify that the patient address is located within your jurisdiction. Most times that will be straightforward based on the city or zip code. But if you look up addresses in different databases, for example Google maps, the US Postal Service zip code look up, or your local planning office, you are liable to occasionally get different answers, particularly for points located near jurisdiction boundaries. This has sometimes led to contention between neighboring jurisdictions (tell me it isn't so!). Here is the best solution we can offer to solve that problem – the NEDSS GIS Address Locator. The address database underlying this application developed by the Maryland Department of Information Technology (DoIT) is the most accurate and secure available. It is also very convenient. You should use this application as the definitive source for determining the jurisdiction for an address. (If you are still not certain of the location please, contact the Division of Infectious Disease Surveillance: 410-767-6709 or 410-767-6700.)

The NEDSS GIS Address Locator is a Geographic Information System (GIS) application that allows you to map a particular address, as well as obtain the jurisdiction and zip code information for any locale in Maryland. The application will also return the X and Y map coordinates. The X value corresponds to longitude and the Y value to latitude based in the Cartesian coordinate system.



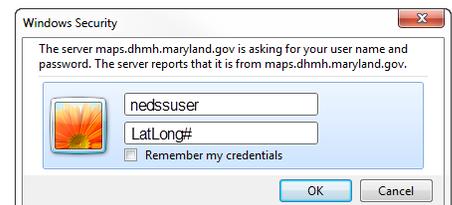
To access this application, go to the **Helpful Documents and Links** widget on the NEDSS Home Page and click on the “GIS Address Locator” link. This will bring you to the Maryland map interface (within a separate tab of your Internet Explorer browser). You can also get to this map interface through a direct link in the “Custom Fields for Patient” section of any NEDSS ELR or case



investigation screen. On either screen, this section is located at the bottom of the page as shown here. The link is also located at the bottom of the screen on the **Demographics** tab of the Patient File.

The first time you open the GIS Address Locator app each day, you will be prompted for a User name and Password in a Windows Security dialog box. Enter the values shown below – they are the same for everyone. You should NOT check the “Remember my credentials box.” Click the “OK” button.

You can leave this tab open with the GIS Address Locator app running as long as your IE browser is open – even when you have logged out of NEDSS.



Once you have opened the NEDSS GIS Locator, you will be able to search for any address by entering it into the **“Search address” Bar** in the upper right of the screen.



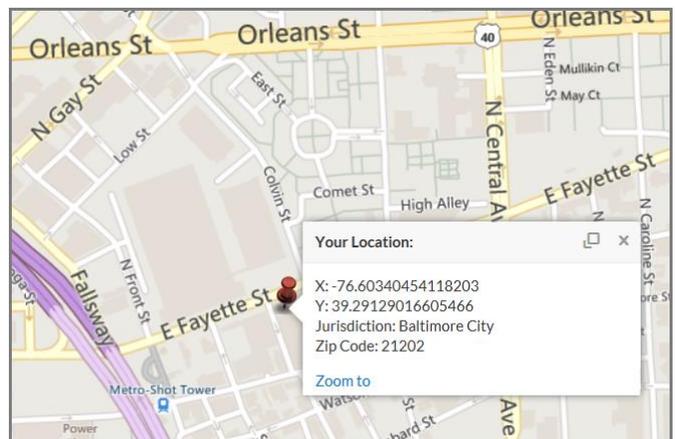
You may type the address in, or copy and paste from anywhere in NEDSS (by selecting the text and using keyboard commands **ctrl C** to copy and **ctrl V** to paste). The searched address must be **all one line** with the street and EITHER the city or the zip code (or both). If you are only using zip code, you must enter it in correctly or it may match on a wrong address. **Using city (or both city and zip code to be more precise) is recommended.**

You may separate the street from the city and from the zip code with commas, but it is not necessary. Periods after abbreviations are optional as well. You do NOT need to put MD in the address, since the search is specific to Maryland. Once you have entered the address, hit the <Enter> key to execute the search.

Address Examples: 201 w preston st. baltimore or 201 w preston st, Baltimore 21201

Executing the search will open a **“Your Location:”** box on the map with X/Y coordinates, jurisdiction, and zip code. You may clear this box (click the “x”) at any time, or just type in a new address in the **“Search address” Bar** to find a new address.

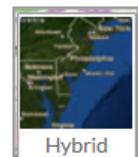
Alternatively, you may use the  icon to the left of the **“Search address” Bar** to identify the location of any point on the map. Just click on the icon (it turns blue) and then click any point within the map of Maryland.



You can **zoom in and out** at any time using the **plus and minus buttons** on the **upper left hand side** of map.

Use the Home button  located at the upper left corner of the map area at any time to zoom to original map view. Clicking the browser’s refresh icon (the circular arrow in the browser address box) also resets the map to its original view with all points cleared from the map.

You can change the view of the map by clicking the **“Hybrid”** icon at the upper right corner of the map area. Hybrid view is a more detailed view of the land features on the map, which is useful for close ups. You can return to the **“Topographic”** view by clicking the icon again.



To the left of the map you have a toolbar with **Legend** and **Layers** functions. To see the zip code boundaries, you may check the **Zip Codes** box on the **Layers** function. You can uncheck the **Zip Codes** and **Counties** boxes to hide the boundaries. Zip Code labels (e.g., 21202) will display when you are zoomed in to a fairly close level, but they are not displayed in broader views. The same is true for County labels.