

Street Outreach

Recording Latitude and Longitude



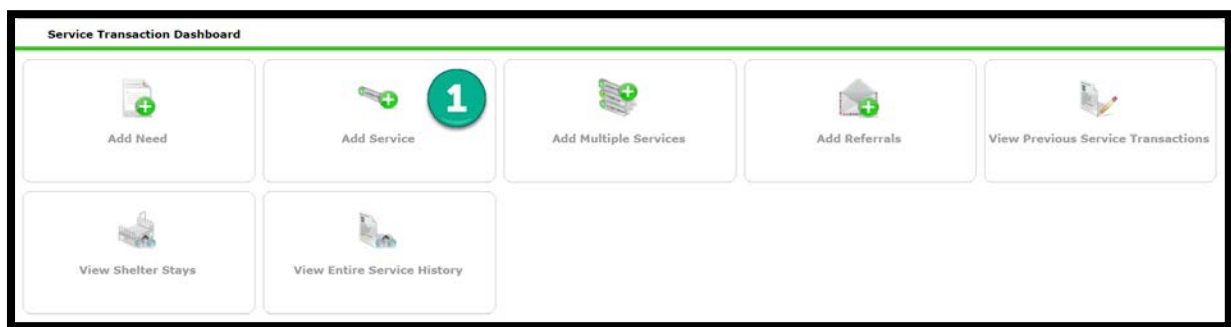
Purpose of Document

This document outlines the workflow for recording the latitude and longitude for clients met during street outreach. Please note, this can only be recorded thru the “Add Service” button – not via multiple services.

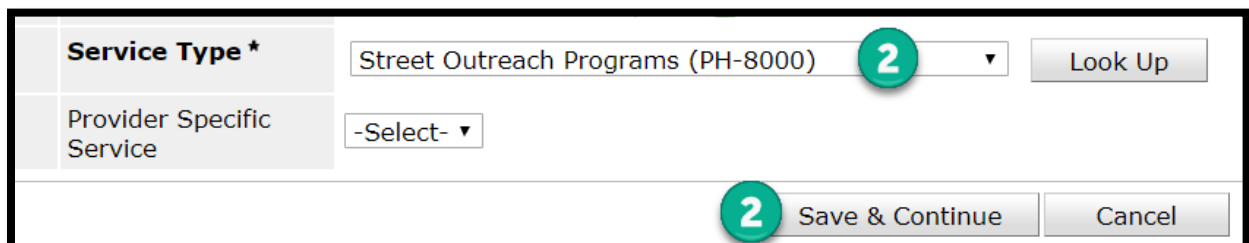
- **Note:** The latitude and longitude should be completed for **EVERY** unique interaction. A client may have multiple records of longitude and latitude.

Documenting Latitude and Longitude - Steps

- 1) Click “Add Service”. Please note, you **MUST** click “Add Service”. Multiple services will not work for this service transaction.



- 2) Add a service of “Street Outreach Programs (PH-8000)”. Click “Save & Continue”.



- 3) Go to www.whataremycoordinates.com

- 4) Copy latitude and longitude.



- 5) Paste latitude and longitude into “Latitude and Longitude” field. You must have at **LEAST** 5 decimal places. You may have more than 5.



- 6) Complete service transaction as normal.