pennsylvania
OFFICE OF ADMINISTRATION
INFORMATION TECHNOLOGY

Information Technology Policy

Addressing Solutions

ITP Number ITP-APP006	***Effective Date*** September 22, 2006
Category Recommended Policy	***Supersedes***
Contact RA-itcentral@pa.gov	***Scheduled Review*** April 2015

This Information Technology Policy (ITP) establishes enterprise-wide standards and guidance for addressing solution.

1. Purpose

The purpose of this Information Technology Policy (ITP) is to establish enterprise-wide standards and guidance for addressing solutions. Addressing solutions provide various types of lookup, normalization, validation and geo-coding capabilities.

The benefits of addressing solutions include:

- Faster address data entry with reduced input errors
- Improved address data quality
- Increased address data consistency
- Reduced postage expenses

2. Scope

This Information Technology Policy (ITP) applies to all departments, boards, commissions and councils under the Governor's jurisdiction. Agencies not under the Governor's jurisdiction are strongly encouraged to follow this ITP.

3. Objectives

The main objectives of this policy are to:

- Provide a more uniform approach to application development
- Provide a common method for setting and achieving enterprise priorities
- Reduce costs for application development

- Decrease application development cycles
- Enhance and promote application development standardization
- Enhance information sharing through consistent address data
- Leverage existing IT investments and skills

4. Policy

Quality and consistency of data is paramount in achieving enterprise-wide application interoperability. Addressing solutions assist in achieving high quality, consistent address data through address validation, verification and normalization. Additionally, addressing solutions can provide geospatial information for the basis of rich and more usable applications.

All new applications or existing applications with significant upgrades that collect address data are to validate and verify the address by utilizing a Coding Accuracy Support System (CASS)-certified engine for their processing solution. If a solution provider utilizes a CASS-certified engine for their batch solution, the single address verification and validation engine will likewise provide proper results. CASS certification requires that the address data used by the verification and validation engine be updated every eight (8) weeks to the latest USPS content.

Agencies are strongly encouraged to develop an approach to revalidate persistent addresses on a planned schedule, based on business needs. IT projects related to application development will be subject to review prior to inception for compliance with this standard through a review as part of the Procurement Review Process (See ITP-PRO001).

5. Related ITPs/Other References

- ITP-PRO001 – IT Procurement Review Process

6. Authority

- Executive Order 2011-05, Enterprise Information Technology Governance

7. Publication Version Control

It is the user's responsibility to ensure they have the latest version of this publication. Questions regarding this publication are to be directed to RA-itcentral@pa.gov.

This chart contains a history of this publication's revisions:

Version	Date	Purpose of Revision
Original	9/22/2006	Base Document
	10/25/2010	ITB Refresh
	4/2/2014	ITP Reformat