

TxEVER

Modified Commercial Off-the-Shelf Product for Vital Events Registration System

Death Funeral Home Training Guide

Version 1.0

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Revision History

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About the TxEVER Death Application Funeral Home User Training Guide

This guide is intended to provide step-by-step exercises that will allow the user to explore functions and features related to completion of the Funeral Home section of the death certificate. Individual tasks will help users gain experience in completing a death record in the system. The process will also allow the user to understand general concepts associated with the application. Working through these exercises will ensure that all features of the application are understood so as to provide an efficient process in day-to-day business operations.

Section I. Demographic Data Entry and Verification Functions contains exercises designed to familiarize users with the basic application features. The Funeral Home user will learn multiple techniques to work on the record and navigate throughout different areas of the record and Demographic Data Entry and Verification functions. These exercises should be executed when the user is accessing a 'test' or 'training' site rather than the 'production' site. Fictitious records should be used for the exercises in this guide.

Exercises provided in this section include:

- Exercise 1—Login
- Exercise 2—Death Dashboard
- Exercise 3—Start and Save a New Record
- Exercise 4—Search for a Record
- Exercise 5—Demographic Data Entry Topics
- Exercise 6—Designate a Medical Certifier
- Exercise 7—Print Forms
- Exercise 8—Demographic Verification
- Exercise 9—Drop-to-Paper
- Exercise 10—Release a Record

Section II. Facility Statistical Corrections contains the following exercises designed to familiarize funeral home users with the basic Facility Statistical Corrections features. These exercises should be executed when the user is accessing a test or training site rather than the production site. Fictitious records should be used for the exercises in this guide.

Exercises provided in this section include:

- Exercise 11—Start a Facility Statistical Correction
- Exercise 12—Submit a Facility Statistical Correction
- Exercise 13—Cancel a Facility Statistical Correction
- Exercise 14—View Corrections/Supporting Documents
- Exercise 15—Reject Facility Statistical Correction

Section III. Permit Print Queue contains the following exercises designed to familiarize funeral home users with the basic Permit Print Queue features. These exercises should be executed when the user is accessing a test or training site rather than the production site. Fictitious records should be used for the exercises in this guide.

Exercises provided in this section include:

• Exercise 16—Access Permit Print Queue

Burial Transit Permits

- Exercise 17—Search for Burial Transit Permits Previously Not Printed
- Exercise 18—Search for Burial Permits Previously Printed
- Exercise 19—Print Burial Permits

Disinterment Permits

- Exercise 20—Search for Disinterment Permits Previously Not Printed
- Exercise 21—Search for Disinterment Permits Previously Printed
- Exercise 22—Print Disinterment Permits

Section IV. Reports contains exercises designed to familiarize users with the basic canned report features. These exercises should be executed when the user is accessing a test or training site rather than the production site. Fictitious records should be used for the exercises in this guide.

Exercises provided in this section include:

• Exercise 23—Running a Report

1 Demographic Data Entry and Verification Functions

1.1 Exercise 1—Login

This exercise provides an overview of the TxEVER Death Application access process as well as introduces concepts related to functionality associated with 'user security profile' and the login 'location' record access rules.

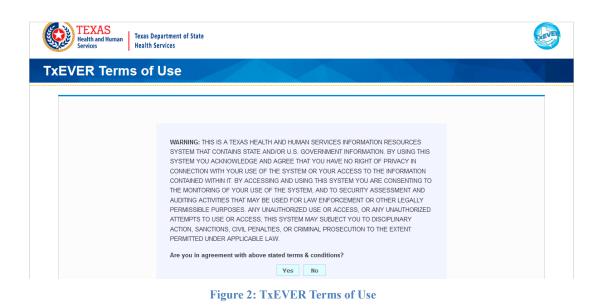
To complete this exercise, you will need:

- ✓ Live Internet connection
- ✓ Widely used JavaScript enabled standard web browser (IE8+, Mozilla Firefox, etc.)
- ✓ Java runtime
- ✓ Adobe Acrobat reader for forms and letters
- ✓ MS Excel for accessing/running reports
- 1. Launch your internet browser (i.e. IE8+, Mozilla Firefox, etc.)
- 2. Enter the following address in the URL box or select from Favorites: <u>https://txever.dshs.texas.gov/TxEverUI/Welcome.htm</u>
- 3. The application splash page will load, as in Figure 1:



Figure 1: TxEver Splash Page

- 4. Click the Log On to Texas Department of State Health Services button.
- 5. The Terms of Use Screen will load, as in Figure 2:



- 6. Click the **Yes** button to confirm agreement with the terms of use.
 - a. Click the **No** button to be returned to the TxEVER splash page.
- 7. The TxEVER login screen will display:

TEXAS Health and Human Services	Texas Department of St Health Services	ate				
Login						
		User Name: Password: Foroot Password?		Log In		
Current Date: 30-Mar-20	18 Build Number: 1.0	.0.0		©2017 <u>G</u> e	enesis Systems, Inc.	
	T:	anno 2. TrEVE	D L C.			

Figure 3: TxEVER Login Screen

- 8. Type in the User Name provided to you to login this is not case sensitive.
- 9. Press the **Tab** key on the keyboard to advance focus to the Password field (or use the mouse and click on the password field if you prefer).

- 10. Type the password provided to you to login.
- 11. Press the **Tab** key on the keyboard to advance focus to the **Log In** command button.
- 12. With focus on the Log In command button press the **Enter** key to execute the Login command.
 - ✓ Optional approach: After entering the password you can also use the mouse to point to and left click on the Log In command button instead of using the Tab and Enter keys.
- 13. Login Locations If you are associated with more than one location, the Location Selection Window pictured below will contain all locations assigned to your account. If you create NEW records while logged in under a given location, they will become associated with that location.

Select Location:	
	~
ок	

Figure 4: Select Location Drop-Down

- 14. Note that the field on the screen has a set of arrows on the right side. This indicates that there is a drop-down list associated with this item.
 - Press the Tab key to set focus on the Select Location field. This will open the list.
 - Use the arrow keys to highlight a desired location followed by the Tab key to select it and set focus on the OK command button.
 - > Press **Enter** to finalize the location choice and access the application.
- 15. Mouse There are intuitive mouse alternatives for navigating the application and selecting items. Practice alternating the use of mouse and the keyboard approaches to determine the optimal method.

Session Time Out:

During these exercises it may take much more time to complete operations that would be true in actual use of the application. If the system has not detected a business transaction (save a record, search for a record, login) within 20 minutes, the session will time-out and you will not receive further responses from the system. A warning will appear to alert you to this. If the system appears to stop responding (no choices in some pick lists, cannot save a record, cannot retrieve a record, etc.) it is likely that a session time-out has occurred. To recover from a session time-out, close the application Internet browser and relogin to start a new session. Saving the work you are doing frequently will prevent session time-outs. If you will not be using the application for a time you should close it and then login again when you need it.

16. The main menu of the application appears as shown below:

Skip to main content GLOBAL DEATH FETAL DEATH			9 🚨 👫	🖂 LogOut
TEXAS Health and Human Services Health Services		TOOLS	HELP +	
ADMIN2 ADMIN2 , welcome to the Texas Department of State Hea	alth Service	s!		
NOTIFICATIONS				
Current Date: 14-Jun-2018 Build Number: 1.0.0.0	©2017	' <u>Genesis S</u>	lystems, Inc.	GENESIS

Figure 5: TxEVER Main Menu

17. Exit the application by using the mouse to point to the **Log Out** icon to the **Function/Exit Application** menu item and then click once with the left mouse button. Refer to the screenshot below for a visual representation of logging out of TxEVER:



Figure 6: Function/Exit Application Menu Option

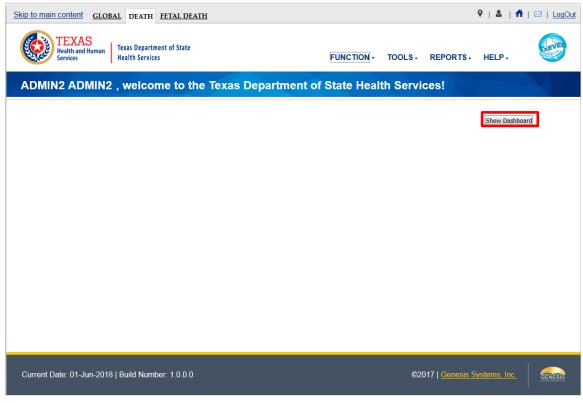


Figure 7: Show Dashboard Button

1.2 Exercise 2—Death Dashboard

This exercise describes how to access and utilize the **Death Dashboard** within the application.

The Death Dashboard provides a summary of all pending death records provides a summary of all pending death records for the login location in the TxEVER Death Module.

- 1. First, start by logging in and accessing the Death module by following the directions in Exercise #1. Doing so will present you with the TxEVER Death Homepage.
- 2. Click the Show Dashboard button (pictured above) to open the Death Dashboard:

EDR #	Medical Case Number	Date Of Death	Date Of Birth	Decedent First Name	Decedent Middle Name	Decedent Last Name	Certifier Office	Certifier
00000000054	SMC00001	2018/03/11	2000/03/13	LOST	A	SOUL	WILLIAMSON COUNTY JP	DAVID JOHNSON
00000000111		2018/03/31	1966/06/06	WREST		PLAGUE	SOUTHWEST FAMILY MEE	VICTOR FARINELI
0000000124		2018/04/03	1988/04/01	RYDRA		WONG	DALLAS COUNTY MEDIC	J PARCHMAN
0000000127		2018/04/01	2009/11/12	MY	NAME	IS		
00000000129		2018/04/04	1956/11/12	THIS	IS	ATEST		
0000000132		2018/04/04		JANES		ADDICTION		
00000000201		2018/04/04	1956/11/12	LONG	JOHN	SILVERS	SOUTHWEST FAMILY MEE	VENESSA BUTTS
0000000234		2018/05/01	1926/07/13	HENRY	WENTWORTH	AKELEY	DALLAS COUNTY MEDICA	HOWARD LOVEC
0000000238		2018/01/01	2017/04/18	RETEST	RECORD	TYPE		
00000000239		2017/11/11	1956/11/11	COUNTY	OF	BIRTH		
00000000241		2018/01/01	1956/11/12	RINGO	STARR	GIBSON		
00000000244		2018/02/02	1956/11/12	LOU		ALI	TRAVIS COUNTY MEDICA	LILY ANSARI-AUS
00000000245		2018/02/01	1956/11/12	FIRST		RECORD		

Figure 8: Death Dashboard

1.3 Exercise 3—Start and Save a New Record

This exercise describes how to initiate a record in the system and discusses the duplicate checking functionality associated with the process.

To *complete* processing of any record, you will need to at a minimum finish the following steps listed below:

- Start a record using the 'NEW Record' function and fill all fields in the Demographic Tabs 1-5 (and/or acknowledge that certain fields need to remain 'blank') until they are resolved and save record
- Designate a Medical Certifier
- Receive an acceptable response for decedent's Social Security Number Verification and save record;
- Print Verification of Death Facts Form
- Perform Demographic Verification
- 1. Execute the steps for Exercise 1 to access the application.
- 2. Select the **Death/Function/Demographic Data Entry** item to access the Demographic Data Entry screen.

If there are any records in the Late Records work queue, the application will issue a message alerting the user to the presence of these late records as shown below.

Death Registration
Your facility has 13 record(s) that are 10 days old or older. State law requires the filing of death records within 10 days of the date of death. Immediate action to resolve these outstanding records is required. If you need assistance, please contact the Texas Vital Records Office by email at <u>Help- TxEVER@dshs.texas.gov</u> .
OK

Figure 9: Late Records Message

- 3. The initial **Demographic Data Entry** screen will appear.
- 4. Click on the **New** icon or select the **Record/New** menu item to load the New Record Screen:

New Record						
GENERAL		DECEDENT				
Date Of Death Type: *	First Name:	Middle Name:	Last Name: *			
ACTUAL DATE OF DEATH						
Date Of Death: *	Suffix:	Date Of Birth:	Gender: *			
	Select a value 🎽 🎽	_/_/	Select a value 🎽 🌱			
SSN:						
SSN Missing Value Variable:						
Select a value 🎽						
Record Type: *		PLACE OF DEATH				
IDENTIFIED *	Type Of Place Of Death:					
EDR Number:	Select a value		*			
	Place Of Death:					
MED Rec:	Select a value		*			
ME Case Number:						
	[FielDervel] Con-					
	Find Record Canc	21				

Figure 10: New Record Screen

- 5. The field focus is automatically set to the left side of the Date of Death Type field on the new screen as indicated by the change of color in that field.
- 6. The Date of Death Type field will be defaulted to a value of Actual so this field may not need to be altered unless the Date of Death Type value is something other than Actual.
 - If the Date of Death Type is Actual press the Tab key on the keyboard to advance to the Date of Death field for this record.
 - If the Date of Death Type is not Actual you may change the field value using the keyboard— Type either an E (for estimated), F (for found), AP (for approximate), P (for presumed) or C (for court determined) and then press the Tab key to advance to the Date of Death field for this record.

- 7. Type the Date of Death for this record. Type only the numbers. You will see that the slashes are provided as you type. Press Tab to advance to the Social Security Number field.
- 8. For this exercise, leave the Social Security Number field blank and press Tab to advance to the SSN Missing Value Variable field. The Social Security Number is important if one is available.

Note: In live user of the application it will be required for the user to enter the decedent's social security number on the NEW screen (if the SSN is known).

- 9. The options for the SSN Missing Value Variable include: Unknown, Pending, None and Not Obtainable. Begin to type the word Unknown until the drop-down list opens and the word Unknown is highlighted.
 - To open the list when you don't know what options might be there you can press the Down Arrow key on your keyboard while focus is on the field but the list is not open.
 - With the word Unknown highlighted in the list, press the Enter key to select the highlighted choice and advance focus to the Record Type field.
- 10. The Record Type for this death record is defaulted to Identified.
 - If the Record Type is Identified, press the Tab key on the keyboard to advance to the EDR Number field for this record.
 - If the Record Type is not Identified, you may change the field value using the keyboard—Begin to type the word Unidentified until the drop-down list opens and the word Unidentified is highlighted and then press the Tab key to advance to the EDR Number field for this record.
- 11. Leave the EDR Number field blank and press Tab to advance. The EDR Number is important if there is one available.
- 12. Leave the Med Rec field blank and press Tab to advance.
- 13. Leave the ME Case Number field blank and press Tab to advance to the First Name field.
- 14. Type information for the decedent's first name and then press Tab to advance to the middle name and then repeat to complete the middle and last names. Tab from the last name field to set focus on the Suffix field.
- 15. With focus on the Suffix field, type the letter J and then press Tab.
 - This is the keyboard approach to drop-down lists when you know the first few letters of the option you need. It will result in Jr being selected as the Suffix.

- 16. With focus on the Date of Birth field, hold down the Shift key and while it is held down press the Tab key.
 - Focus should return to the Suffix field. This is referred to as Shift+Tab and it moves focus back to the previous field.
- 17. With focus on the Suffix field containing Jr, press the Delete key to clear the contents of the field.
 - Once a drop-down field has a value in it you can use backspace or delete to erase the letters in order to make another selection.
- 18. With focus on the cleared Suffix field, press the Down Arrow on the keyboard to open the list and then use the down arrow to navigate until Sr is highlighted. When Sr is highlighted, press Tab to select it and advance to the Date of Birth field.
- 19. With focus on the Date of Birth field, enter the date of birth of the decedent. Type only the numbers.
- 20. Press the Tab key to advance from the date of birth field.
- 21. With focus on the Gender field, type the letters MA and then press Tab.
 - ▶ Highlights Male, selects Male, advances focus to Type of Place of Death
- 22. With focus on Type of Place of Death, press the Down Arrow on the keyboard to highlight the option for Hospital-Inpatient.
- 23. Press Tab to select Hospital-Inpatient as the type of place of death and advance to Place of Death.
- 24. With the Type of Place of Death set as Hospital-Inpatient and focus on the Place of Death type DALL

Place Of Death:	
DALLAS MEDICAL CENTER	~
DALLAS MEDICAL CENTER	

Figure 11: Place of Death Field

- This is an example of the Minds Eye drop-down functionality that allows you to simply type the response you are looking for. In most cases you will not need to type more than a few letters of the item you are looking for.
- 25. Press the down arrow once and then press Tab to select the highlighted choice DALLAS MEDICAL CENTER and press Tab to advance to the **Find Record** button.
- 26. Press Enter to execute the find record command.

- Although you are trying to create a NEW record, the system will always assume that the record may have already been created by a user at a different location. Death records may be created at the place of death and in some cases may have had the medical portion completed and medically certified. The information captured on the NEW screen has been carefully defined to optimize the likelihood of finding the matching record if one exists.
- The response from Find Record will vary according to the results. If a single matching record is found that is either not already 'owned' by a different funeral home or that is already owned by the location you are logged in under, the record will be retrieved to the demographic data entry screen for your access. If no matching record is found, a new record will be created. If a record is found that is already 'owned' by another funeral home, the system will provide that information so you can investigate further.
- 27. We will assume that the result in the present exercise is that a NEW record will be created. Press Enter to execute the OK command or use the mouse to point to the **OK** button and click once with the left mouse button.

New Record
No matching record was found. Do you want to create a new record?
Ok Cancel

Figure 12: Record Creation Confirmation Message

- 28. The first tab of the Demographic Date Entry screen will appear. Use the mouse to point to the Save Record icon and then click once with the left mouse button to save the NEW record before continuing to complete the data entry.
 - Clicking Save Record at this point rather than waiting until the entire record has been completed will accomplish three important things:
 - i. The information captured so far will be preserved and the record will be established in the database.
 - ii. The current session timer will be reset to prevent session time out messages.
 - iii. Assuming the decedent's social security number, name, date of birth and gender has been completed on the NEW screen, the Save action will initiate the process of verifying the decedent's SSN with the Social Security Administration. A response must be received from SSA regarding this verification before the record can be electronically filed with the State. Initiating the verificiation at this point will make it likely that the response will be back by the time the record is saved again or searched for. Once a verification attempt is initiated the system automatically looks for a

response each time the record is saved or retrieved.

Exercise 4 will use the record created in Exercise 3 to describe searching for a record and some data entry topics.

1.4 Exercise 4—Search for a Record

This exercise will explore two different ways to access a given record: using either the Search Record feature or the Work Queue approach. If you know that a given record is already saved in the system, rather then using the NEW Record process the record can be retrieved by a Search Record process or in many cases by looking for it in the Work Queue.

The Work Queue is a drop-down list of death records that have been started but still need some action to complete them. Only records that are associated with a given funeral home will appear in the work queue for users who login under that funeral home.

The Search Record feature allows a broader approach to retrieving records regardless of whether or not they may be in the work queue. Searching can be used to retrieve records that have already been completed and electronically filed. However, searching is also limited to records that are associated with the particular login location.

To complete this exercise, you will need:

- One or more records initiated and saved following the steps in Exercise 3. Write down the data as you enter records (First, Middle and Last names will do for the purposes of training) so you can use it at a later time.
- 1. Exit the application and login again (see Exercise 1 if needed).
- 2. Access the Demographic Data Entry process
- 3. Using the mouse, point to the arrow symbol at the right edge of the box Unresolved Work Queue Filter.

	xas Department of State alth Services	FUNCTIONS	- RECORD -	TOOLS	HELP +	G
ER: Day(s)	M ◆ ▶ M ← → ssolved Work Queue Filter:	DEMOGRAPHIC DATA ENT		Unresolved Worl	k Queue:	z 0
Help tips						
Unresolved List / StakeHolders		GENERAL INFORMATION				
Demographic1	State File Number:	Birth State File Number:	Record Type: *Select a value		¥	

Figure 13: Unresolved Work Queue Arrow Button

4. Use the left mouse button to click on the arrow symbol to cause the list of choices to open.

	TEXAS Health and Human Services	Texas Department of State Health Services		FUNCTIONS - REC	CORD -	TOOLS	HELP +		F	P
AA D D D D D D D D D D D D D D D D D D	Image: Second system Image: Second system Filing Deadline: Day(s)	Al Al	~	DEMOGRAPHIC DATA ENTRY		Unresolved Wor Select a value		~	5	0
Help t	tips	All Unresolved Awaiting Medical Certification Demographic Data Entry Incomplete Drop to Paper	* III							
	Unresolved List / StakeHolders	Late records Medical Certification Complete Pending Acceptance		GENERAL INFORMATION Birth State File Number: Record T	Type: *					
	Demographic1	Pending Demographic Verification Records filed with Registrar	-	Select a	t a value		~			

Figure 14: Unresolved Work Queue Filter

- The list of filter choices allows the user to populate the work queue with records that need specific types of action.
- All Unresolved: All records that have been started but the information is not yet complete.
- Awaiting Medical Certification: All records that are awaiting medical certification.
- **Demographic Data Entry Incomplete**: All records on which demographic data entry has not been completed.
- **Drop to Paper**: All records that have been dropped to paper but not yet submitted to the Registrar.
- Late Records: All records not registered within the State-defined time period (10 days).
- Medical Certification Complete: All records with completed medical certification.
- **Pending Acceptance:** All records that have been designated to a medical certifier but not yet accepted or rejected.
- **Pending Demographic Verification:** All processes completed except for demographic verification.
- **Records filed with Registrar:** Records released to the State that have not yet been registered.
- **Rejected:** All records that have been rejected back to the funeral home by the Registrar.
- SSN Failed Verification: All records that have failed SSN verification.

- SSN Pending Verification: All records with pending SSN verification.
- 5. Use the mouse to point at and then click on the All Unresolved option in the filter list.
- 6. Use the mouse to point at the arrow symbol at the right edge of the Unresolved Work Queue dropdown list.

	Department of State h Services	FUNCTIONS -	RECORD -	TOOLS	HELP +	
	I I I I I I I I I I I I I I I I I I I	DEMOGRAPHIC DATA ENTR	RY	Unresolved Work (Select a value	Queue:	r <u>i</u> 19
Help tips						
Unresolved List / StakeHolders		GENERAL INFORMATION				
Demographic1	State File Number:	Birth State File Number:	Record Type: *Select a value		~	

Figure 15: Unresolved Work Queue Down Arrow

7. Click on the arrow of the work queue to drop open the list of unresolved records that match the filter criteria you selected.

		kas Department of State alth Services		FUNCTIONS -	RECORD -	TOOLS -	HELP +		
BDR:		I	DEMOGRA	APHIC DATA ENTR	Y	Unresolved Work		× 3	19
Help t	tips					BIRTH, COUNTY GIBSON, RINGO, TYPE, RETEST, RECORD, FIRST,	, 2018/01/01 2018/01/01	E	
	Unresolved List / StakeHolders	State File Number:	Ger Birth State File Nu	NERAL INFORMATION	Record Type: *	ALI, LOU, 2018/ MOORE, OPHELI SOUL, LOST, 20	IA, 2018/02/02 018/03/11		
	Demographic1				Select a value	ESTEVEZ, EMILI PLAGUE, WREST	IO, 2018/03/14 T, 2018/03/31	-	

Figure 16: Unresolved Work Queue

8. Use the mouse to point to and click on the record you wish to retrieve. Once the record is retrieved, you will be able to perform additional data entry and record processing.

	xas Department of State ealth Services			FUNCTIONS -	RECORD -	TOOLS -	HELP +	
	III ↓ DI ← → esolved Work Queue Filter: Unresolved	•	DEMOGRAPHIC	DATA ENTR	۲Y	Unresolved Wor GIBSON, RINGO		× 🤹 19
Please select Record Type								
Unresolved List / StakeHolders	State File Number:		General In Birth State File Number:	FORMATION	Record Type: * IDENTIFIED		×	
✓ Demographic2			Decedent's	legal Name				
V Demographic3	Prefix: Select a value	~		First Name: RINGO				
✓ Demographic4	Middle Name:			Last Name: *				
V Demographic5	STARR Suffix:			GIBSON				
✓ Medical 2	Select a value	~						
✓ Medical 3	Date of Death Type: *		DATE O	F DEATH Date of Death:				
Comments	ACTUAL DATE OF DEATH	~		01/01/2018				
ACTIVITY:			Time Oi	DEATH				
Record Type: IDENTIFIED	Time Of Death Type:		Time Of Death:		Time Of Death Inc	dicator:		
Field Status: Resolved	ACTUAL TIME OF DEATH	~	00:01		AM		~	
Action:	DECED	ent's Sex			DECEDENT'S I	DATE OF BIRTH		
Updating Record	Sex: *	MALE	~	Date Of Birth:		11/12/1956		
	Maiden Last Name:			Age Units:		YEARS		~
				Age:		61		
	DECEDENT	S BIRTHPLA	ACE		Decedei	NT'S SSN		
	State/Country: (Please click checkbox to filter countries	ILLINOIS	~	SSN: Social Security		438-38-4949 Select a value		~
	only) County Of Birth:	соок	~	Social Security Value Variable: SSN Verification		NEW		
	City Of Birth:	CHICAGO	~					

Figure 17: Record Loaded in Demographic Data Entry

9. Now use an alternative approach to retrieve this same record. Use the mouse to point to and click on the Search Record icon.

Wild-Card O Soundex DECEDENT'S ACTUAL INFORMATION EDR Number: State File Number:	
EDR Number: State File Number:	
Date Of Death: (ex. 00/00/2012 if month and day are not known, 02/00/2012 if day is not known.)	
Decedent's First Name:	
Decedent's Last Name:	
Decedent's Sex: -Select a value	E
Decedent's Date Of Birth:	
PARENT'S INFORMATION PLACE OF DEATH INFORMATION	
Father/Parent 2 First Name: Place Of Death Type:Select a value	~
Father/Parent 2 Last Name: Place Of Death:Select a value	~
Mother/Parent 1 First Name: Place Of Death County:Select a value	~
Mother/Parent 1 Last Name:	
DISPOSITION AND FACILITY CERTIFIER	
Facility Name:Select a value Certifier Type:Select a value	× .
EDR Number Date Of Death Decedent's First Na Decedent's Last Na Decedent's Sex Decedent's Date Of State File Number Father/Parent 2	Firs Father/Pare A
4	
4 Page 1 of 1 ▶ ▶ *	1
Search Select Record(s) Clear	Close

Figure 18: Death Search Screen

- 10. Use the mouse to click in the Date of Death field and type the decedent's Date of Death (enter zeroes for any unknown part of the Date of Death)
- 11. Press Tab once to advance to Decedent's First Name field, then enter the First Name and press Tab twice to advance to the Last Name. Enter the last name and then click on the **Search** button at the lower right of the search screen.

EDR Number	Date Of Death	Decedent's First Na	Decedent's Last Na	Decedent's Sex	Decedent's Date Of	State File Number	Father/Parent 2 Firs	Father/Pare
00000000241	01/01/2018	RINGO	GIBSON	MALE	11/12/1956		ADSFAS	ASDFASDF
								+
🔹 🛓 Page 1	of 1						Displaving Reco	► ords 1 - 1 of

Figure 19: Death Search Screen with Results

- 12. Use the mouse to click on the decedent that you want to retrieve from the list at the bottom of the screen.
 - It is not necessary to enter the entire name. You may enter only the first several characters of each item you use to search by to minimize spelling

errors.

- The best fields to use for the search are any of the key fields in combination with the year of death (Social Security Number, EDR Number). These will filter down to a single record. Searching by names will take longer.
- 13. After highlighting the record you wish to select, click on the Select Records button. This will retrieve the record selected in the Work Queue.
 - You can select multiple records by holding down the CTRL key while clicking on individual records. Pressing Select Records will then populated those records in a work queue.
- 14. Select a record from the queue by clicking on it. This will retrieve it to the Demographic 1 tab.

1.5 Exercise 5— Demographic Data Entry Topics

The objective of this section is to address data entry completion topics so that records may be available for further processing. Most of the data items that need to be completed will only require the **Tab** key to advance to the field, typing the necessary information, and then pressing the **Tab** key to advance again. This section describes the remaining scenarios.

1.5.1 Double Data Entry

This exercise provides an overview of double data entry fields. The exercise focuses directly on the Decedent First Name field in order to illustrate the overall concept of double data entry fields.

- 1. Set focus on the Decedent First Name field under the Decedent's Legal Name by clicking on the field. Type the name of the decedent and then press the Tab key.
- 2. Fields that require double data entry will present users with Figure 20 when the user tabs off the field:

Double Data Entry		Ξ
This field is required double	data entry. Please re-ente	r the value.
Re-enter Value:		
		ОК

Figure 10: Double Data Entry Screen

- 3. Enter the value again and click the **OK** button to close the Double Data Entry screen.
- 4. If the value entered in the Double Data Entry screen matches the value entered on the main data entry screen, the user will be moved to the next data field. If the values do not match, the following message will appear:

Double Data Entry Error	×
The values you have entered did not match. Please try again	!
Figure 11: Double Data Entry Error Screen	

5. Click **OK** to close the message and return to the data entry screen. The value entered into the field will be cleared and the double data entry process will be required again.

1.5.2 AKA Name(s) Fields

This exercise provides an overview of AKA Name fields. The AKA Name fields are among the first ones encountered once the record is initiated by entering data on the New Record screen. TxEVER contains the ability to capture multiple sets of decedent AKA (Also Known As) name fields (First, Middle, Last, Suffix) if they are available.

To add an AKA Name:

1. Click on the 'Add/Edit AKA Names' button (located next to the title bar of the Decedent's Legal Name fields section on Demographic 1 tab)

	Decedent's Legal Name	
Prefix:	First Name:	
Select a value	JOHN	
Middle Name:	Last Name: *	
	MAL	
Suffix:		
Select a value		

Figure 12: Add/Edit AKA Names Button

2. Enter available names in the box that appears and press the **Save/Update** button.

KA Names KA First Name:	AKA Middle Name:	AKA Last Name:	AKA Suffix: Select a v	alue 💌
	S	Gave/Update Close		
First Name	Middle Name	Last Name	Suffix	Remove

Figure 13: Add/Edit AKA Names Screen

1.5.3 Pick List Navigation

This exercise provides an overview of pick-list menus. The exercise focuses directly on **Decedent's Birthplace** fields in order to illustrate the overall concept of pick-list menus.

DECEDENT'S BIRTHPLACE						
State/Country: (Please click checkbox to filter countries only)	Select a value	~				
	Calastia unive	×				
County Of Birth:	Select a value	Ľ.				
City Of Birth:	Select a value	*				
City(Other):						

Figure 24: Decedent's Birthplace Field

- 1. Set focus on the **State/Country** field by clicking on the field. Type the letters TE or any other beginning letters of another state.
 - Typing TEXAS will also find TEXAS and typing SOUTH C will find SOUTH CAROLINA but will require typing more letters before the desired match is found.
 - Selecting a state will filter results in the County and City/Town pick-lists as well.
 - 2. With focus still on the **State/Country** field, click the checkbox. The pick-list will now contain both states and countries.

1.5.4 Death Age Entry

This exercise provides an overview of death age entry. Decedent's Date of Birth fields require an 'Age Units' and 'Age' entries to determine record processing sequence.

1. With the mouse, click on the Date of Birth field and use the Tab key to advance to the Age Units field on the Demographic 1 tab.

DECEDENT'S DATE OF BIRTH							
Date Of Birth:							
Age Units:	Select a value	~					
Age:							

Figure 25: Date of Birth and Age Fields

- 2. If you haven't entered decedent's Date of Birth already, do so now, and press Tab to advance to the Age Units field.
- 3. In the Age Units field, use the mouse to click on the double-arrow icon or use the Down Arrow key to open the list and select the appropriate age unit (Years, Months, Days, Hours, Minutes.)
- 4. Enter the decedent's age at the time of death. If the entered value does not coincide with the value calculated by the system by taking into account the birth and death dates, the following screen will be displayed:

C	osscheck				
3	Message:	Age units and/or age does not c Calculated Age = 38 years	alculate based on date of birth	h and date of death.	
	Date Of Death: Decedent's Date (Decedent's Age U		03/15/2018 01/01/1980 YEARS		Y
1	Decedent's Age:		39		
				(ОК

Figure 26: Crosscheck Message

5. Correct the age and click **OK**. Use the Tab key to advance to the next field.

1.5.5 Screen Tab Navigation

This exercise helps the user understand the concepts of screen tab navigation.

- 1. When the last field on the **Demographic 1** tab is resolved the next field that needs a response is on the **Demographic 2** tab.
- 2. Pressing **Tab** from the final field on the **Demographic 1** tab automatically advances the focus to the **Next** button at the bottom of the screen and the user can press **Enter** on the keyboard to load the **Demographic 2** tab. The user can also navigate to various screen tabs by clicking on them with a mouse.

1.5.6 Hispanic Origin and Race Fields Properties

This exercise highlights the features and functionality of the Hispanic Origin and Race sections.

Hispanic Origin

- 1. Hispanic Origin allows selecting **one choice** from the available options. Use the mouse or the spacebar key on the keyboard to check and select the single desired choice.
- 2. To change the choice, the selected choice must first be unchecked by clicking on it again and then a different choice can be selected.

DECEDENT OF HISPANIC ORIGIN?		DECEDENT'S RACE
No, Not Spanish/Hispanic/Latino		White
Yes, Mexican, Mexican American, Chicano		Black or African American
Yes, Puerto Rican		American Indian or Alaska Native
Yes, Cuban		(Name of the Enrolled or Principal Tribe)
Yes, Other Spanish/Hispanic/Latino (Specify)		Asian Indian
		Chinese
. Unknown		Filipino
Decedent's Ethnicity MVRSelect a value	×	Japanese
		Korean
		Vietnamese
		Other Asian (Specify)
		Native Hawaiian
		Guamanian or Chamorro
		Samoan
		Other Pacific Islander (Specify)
		Other (Specify)
	[Decedent's Race MVRSelect a value
	Previous Save	Next

Figure 27: Ethnicity and Race Fields

Race

- 1. Race fields allow multiple choices.
- 2. Race check box fields can also be selected and de-selected using the mouse or the keyboard. Use the **Tab** key and the **Shift+Tab** key to navigate to the desired choices and the **Spacebar** or the mouse to select or de-select.

1.6 Exercise 6—Designate a Medical Certifier

Designation of the Medical Certifier occurs when the Demographic section of the death record is nearly complete and the record is ready to be forwarded to a Medical Certifier office for further processing. The objective of this exercise is to complete a case of 'designation' of the Medical Certifier (Physician, JP or a Medical Examiner) on the record and explore various scenarios associated with this process.

To complete this exercise, you will need:

- ➤ A record created during previous exercises (Exercises 1 and 3)
- 1. Execute the steps to login and access Demographic Data Entry.
- 2. Start a NEW record by following steps outlined in Exercise 3, or utilize an existing record created while completing
- 3. After retrieving a record that needs designation of a Medical Certifier using the Search Screen or through the Work Queue, select the **Record/Designate Medical Certifier** menu item to initiate the search/selection process.
- 4. The Medical Certifier Designation Screen will load:

Medical Certifier Designation			
Certifier Type:	Select a value	¥	
Facility Name:			
And/Or			1
First Name:	Middle Name:	Last Name:	License:
	Designate	Search Cancel	
-			

Figure 28: Medical Certifier Designation Screen

Note: Certain fields must be resolved before the medical certifier designation process can occur. If these fields are not completed, an alert message will appear:

Alert	×
Please complete Medical Designation Fields Resolved (Date Of Death, Decedent First Name, Decedent Last Name, Sex, Date Of Birth, SSN, Funeral Director, Place Of Death County) and try again.	

Figure 29: Medical Designation Fields Not Resolved Message

5. Use the left mouse button to click on the arrow symbol to cause the list of Medical Certifer Type choices to open.

Medical Certifier Designation			
Certifier Type:	Select a value		
Facility Name:	PHYSICIAN		
	MEDICAL EXAMINER		
And/Or	JUSTICE OF THE PEACE		
First Name:	COUNTY JUDGES	License:	
	ADVANCED PRACTICE REGISTERED NURSE		
	PHYSICIAN'S ASSISTANT		

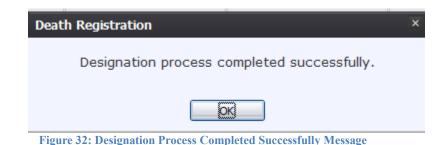
Figure 30: Medical Certifier Designation Screen-Certifier Type Field

- 6. Mouse- select the appropriate entry with the left mouse button click and advance to the Facility Name field by pressing the Tab key or by using the left mouse button.
- 7. Keyboard-
 - Begin to type the desired entry until the drop-down list opens and the desired entry is highlighted.
 - To open the list when you don't know what options might be there you can press the down arrow key on your keyboard while focus is on the field but the list is not open.
 - With the value Physician highlighted in the list, press the Tab key to select the highlighted choice.
- 8. Press the Tab key four times or move the mouse cursor to advance to the Last Name field. Enter Ortiz and use the left mouse button to click on the the **Search** button.

Medical Certifier Designation				
Certifier Type:	PHYSICIAN		•	
Facility Name:				
And/Or				
First Name:	Middle Name:	Last Name:	License:	
		ORTIZ		
	Designa	te Search Cancel		
Facility Name	Туре	First Name	Middle Name	*
BROOKE ARMY MEDIC	AL CENTER-IN PRONOUNCING AN	ID CERTIFY RAUL		
				+
I <				•

Figure 31: Medical Certifier Designation Screen with Results

- 9. Use the mouse to click on the certifier that you want to designate from the list at the bottom of the screen.
 - It is not necessary to enter the entire name. You may enter only the first several characters of each item you use to search by to minimize spelling errors.
- 10. After highlighting the certifier you wish to select, click on Designate.
- 11. The system will display the following message:



12. Press the **OK** button to return to the demographic data entry screen. The selected Medical Certifier's information will populate the Medical Certifier fields on the Medical 1 tab.

- Note: The absence of a designated medical certifier office/practice, as well as medical certifiers designated as Not Participating will force a Drop to Paper event when the Demographic Verification is attempted.
- 13. Use the mouse to point to the Save Record icon and then click once with the left mouse button to save the changes before continuing to complete the data entry.
- 14. In the case that the record designation is subsequently 'declined' by the Medical Certifier, the system captures a reason that the case is being declined and the record remains in the Demographic Data Entry user's queue. The Demographic Data Entry user can then re-designate a different Medical Certifier for the record.

Designation of a medical certifier initiates a two-step process: The medical certifier receives an email to notify them that a case has been added to their queue. The record appears in the appropriate medical certifier's work queue. Any time the designated location is changes regarding a medical certifier, a new e-mail will be generated as described for notification.

1.7 Exercise 7—Printing Forms

1.7.1 Print/Re-print Death Certificate Worksheet

This exercise provides an overview of how to generate a Death Certificiate Worksheet.

To complete this exercise, the user will need to:

- ✓ Complete Exercise 1—Login
- ✓ Have the proper security process to access and print the Death Certificate Worksheet
- ✓ Access the Demographic Data Entry screen
- 1. Retrieve an existing record using the Work Queue Search or the Search Screen.
- 2. Select the Record/Print/Death Certificate Worksheet menu option.
- 3. The application will open the PDF version of the form that allows printing.
- 4. Click the **Print** icon in the PDF window to print the document.
- 5. When the document is printed, close the PDF browser window using the \mathbf{X} in the upper right-hand corner of the screen to return to the TxEVER application.

1.7.2 Print Burial Transit Permit

This exercise provides an overview of how to generate a Burial Transit Permit once a record has been demographically verified.

To complete this exercise, the user will need to:

- ✓ Complete Exercise 1—Login
- \checkmark Have the proper security process to access and print the Burial Transit Permit
- ✓ Access the Demographic Data Entry screen

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- ✓ Demographically verify a record
- 1. Retrieve an existing record using the Work Queue Search or the Search Screen to print a pre-populated disposition permit
- 2. Select the Record/Print/Burial Transit Permit menu option.
- 3. The application will open the PDF version of the form that allows printing.
- 4. Click the Print icon in the PDF window to print the document.
- 5. When the document is printed, close the PDF browser window using the X in the upper right-hand corner of the screen to return to the TxEVER application.

1.7.3 Report of Death

This exercise provides an overview of how to generate a Report of Death.

To complete this exercise, the user will need to:

- ✓ Complete Exercise 1—Login
- \checkmark Have the proper security process to access and print the Report of Death
- \checkmark Access the Demographic Data Entry screen
- 1. Retrieve an existing record using the Work Queue Search or the Search Screen.
- 2. Select the **Record/Print/Report of Death** menu option.
- 3. The application will open the PDF version of the form that allows printing.
- 4. Click the **Print** icon in the PDF window to print the document.
- 5. When the document is printed, close the PDF browser window using the X in the upper right-hand corner of the screen to return to the TxEVER application.

1.7.4 Drop to Paper Form

This exercise provides an overview of how to generate a Drop to Paper Form once a record has been dropped to paper.

To complete this exercise, the user will need to:

- ✓ Complete Exercise 1—Login
- \checkmark Have the proper security process to access and print the Burial Transit Permit
- ✓ Access the Demographic Data Entry screen
- ✓ Drop a record to paper
- 1. Retrieve an existing record using the Work Queue Search or the Search Screen.
- 2. Select the **Record/Print/Drop to Paper Form** menu option.

3. The application will open the PDF version of the form that allows printing.

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- 4. Click the **Print** icon in the PDF window to print the document.
- 5. When the document is printed, close the PDF browser window using the \mathbf{X} in the upper right-hand corner of the screen to return to the TxEVER application.

1.7.5 Verification of Death Facts

This exercise provides an overview of how to generate a Report of Death.

To complete this exercise, the user will need to:

- ✓ Complete Exercise 1—Login
- ✓ Have the proper security process to access and print the Verification of Death Facts
- ✓ Access the Demographic Data Entry screen
- 1. Retrieve an existing record using the Work Queue Search or the Search Screen.
- 2. Select the Record/Print/Drop to Paper Form menu option.
- 3. The application will open the PDF version of the form that allows printing.
- 4. Click the **Print** icon in the PDF window to print the document.
- 5. When the document is printed, close the PDF browser window using the X in the upper right-hand corner of the screen to return to the TxEVER application.
- 6. The application will display the following message:

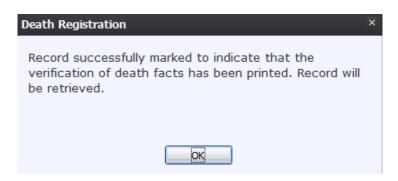


Figure 33: Record Marked to Indicate Verification of Death Facts Printed Message

- 7. Click **OK** to close the message and return to the Demographic Data Entry screen.
- 8. Once the Verification of Death Facts has been signed, click the Verification of Death Facts has been signed checkbox located on the Demographic 5 tab.

1.8 Exercise 8—Demographic Verification

Demographic Verification finalizes the duties of the Demographic Verifier for the Death Certificate data entry and forwards its submission for further processing. When the demographic data entry is complete, the Demographic Verification process is accessed for the funeral director to apply their PIN to the record. This locks the demographic portion of the record from further editing. This exercise will walk you through the steps necessary to complete a Demographic Verification of a record as well as introduce you to some of the implications of this process.

To complete this exercise, you will need:

- ✓ A data entered record with all applicable demographic fields completed, resolved and record saved,
- ✓ A valid PIN number
- 1. Execute the steps in Exercise 1 to login and access the main menu.
- 2. Start a NEW record by following steps outlined in Exercise 3, or utilize an existing record created while completing previous exercises.
- 3. Search for the desired record using the Work Queue Search by setting the unresolved work queue filter to **Pending Demographic Verification**.
- 4. Proceed to complete all available demographic fields using the techniques learned in Exercise 5 and press the Save Record icon.
- 5. The process of Demographic Verification, contrary to Designation, can only be initiated if all mandatory demographic data has been entered, resolved and the record has been saved. Select the **Record/Demographic Verification** menu.
- 6. The following message will be displayed:

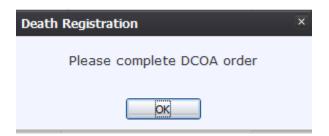


Figure 34: Please complete DCOA Order Message

- 7. Click the **OK** button to open the Death Certificate Order Interface screen:
- 8. Complete the fields on the DCOA Interface screen and click the **Proceed** button.
- 9. The application will display the following message:



Figure 35: DCOA Copy Number Confirmation Message

- 10. Click Yes to confirm the order or click No to return to the previous screen.
- 11. The application will display the following message:

DCOA Order	×
Certificate order saved successfully.	
<u>ok</u>	

Figure 36: Certificate Order Saved Successfully Message

- 12. Click **OK** to close the message and return to the Demographic Data Entry screen.
- 13. Select the **Record/Demographic Verification** menu item to initiate the demographic verification process.
- 14. The Demographic Verification Screen will display the following information:
 - a. **Decedent's Information**: Decedent's First Name, Middle Name, Last Name, Suffix, Prefix, Sex and Date of Birth
 - b. Death Information: Date of Death, Funeral Director, Place of Death

Demographic Verification			
	DECEDENT'S INFORMATION		
First Name:	LONG		
Middle Name:	JOHN		
Last Name:	SILVERS		
Suffix:	JR.		
Prefix:			
Sex:	MALE		
Date Of Birth:	11/12/1956		
	DEATH INFORMATION		
Date of Death:	04/04/2018		
Funeral Director:	VENESSA BUTTS		
Place of Death: UT SOUTHWESTERN MEDICAL CENTER-POD-DALLAS			
	Preview Cancel Verification		

Figure 37: Demographic Verification Screen

- 15. Review the information to verify that you are demographically verifying the correct record.
- 16. Click on Verification if all data items are correct.
 - a. If you would like to view a preview of a Death Certificate Abstract for the record, click on **'Preview'** to load a new browser window containing the Death Certificate Abstract in a PDF format. If so desired, the user may print the Death Certificate Abstract from this screen.
 - b. If all data items are not correct and need to be edited, click on **Cancel** to correct the information in the demographic data entry screen. Save the corrections made to the record and return to Step 1 instructions above to re-initiate demographic verification.
- 17. If the record is not fully electronic and the Medical Certifier is not participating OR a medical certifier is not designated on the record the following message will be displayed:

Death Registration

You have either not identified a medical certifier for this record using the 'Designate Medical Certifier' feature or designated to non-participating medical office. The system will assume that this means that the medical certifier is not participating in the electronic system. If this is the case, you must drop this record to paper and manually provide it to the medical certifier for completion before it can be filed.

Do you wish to drop this record to paper and process it manually? Yes/No

Yes	No
-----	----

Figure 38: Drop to Paper Message

- a. If the response to the Drop to Paper prompt is **No** the record will not be demographically verified.
- 18. If the record is fully electronic or the response to the Drop to paper prompt is **Yes** the application will display a screen with the following statement: *'I verify that to the best of my knowledge the demographic information on this record is complete and accurate.'*

PLEASE ENTER PIN	
I verify that to the best of my knowledge the demographic information on this record is complete and accurate	
Verifier Pin:	
	Ok Cancel

Figure 39: Verification Statement and PIN Field

- 19. Check the checkbox, Enter your **PIN** and click on **OK** to complete demographic verification.
- 20. The application will issue a message asking if the user wishes to proceed with verifying the record—click **Yes** to continue with the verification or click **No** to cancel the verification.
- 21. If the correct PIN has been entered and the record is fully electronic, the application will issue the following message:



Figure 40: Record Verified Successfully Message

- 22. Click OK to close the message and return to the Demographic Data Entry screen.
 - a. If the record is Drop to Paper, the Death Certificate Worksheet will load in a new browser window in PDF format.
- 23. Once a record has been demographically verified it is locked from further changes by the Funeral Director. Certain circumstances will permit de-verification of a record to allow the respective portion of the record to be edited again.
- 24. Depending on the type of record (fully electronic or not fully electronic), one of the following actions will take place
 - ✓ For a Fully Electronic record, if both Medical Certification and Demographic Verification are complete, the record will be placed in the State Batch Print queue.
 - ✓ For a record where the Medical Certifier is not participating electronically, a Drop to Paper process will be initiated so that the Medical Certification of the record may be completed on paper before it is sent to the Local Registrar.

1.9 Exercise 9—Perform Drop-to-Paper

The **Drop-to-Paper** function in demographic data entry can be used when one or more relevant entities are not participating in the use of the TxEVER Death application. When invoked, 'Drop to Paper' will cause the record to be printed on the Death Certificate Worksheet for forwarding to a non-participating entity for additional manual processing prior to registration.

- 1. Search for the record using the Search Screen method or through the Work Queue Search by setting the filter to **Pending Demographic Verification**.
- 2. Follow the steps to perform Demographic Verification.
- 3. For the cases where a medical certifier is not a participating owner on the record at the time of demographic verification, the system will provide the following prompt:

Death Registration

You have either not identified a medical certifier for this record using the 'Designate Medical Certifier' feature or designated to non-participating medical office. The system will assume that this means that the medical certifier is not participating in the electronic system. If this is the case, you must drop this record to paper and manually provide it to the medical certifier for completion before it can be filed.

Do you wish to drop this record to paper and process it manually? Yes/No

Yes No

Figure 41: Drop to Paper Message

- a. If No is clicked, then the record will not be demographically verified.
- b. If Yes is clicked, the record will be demographically verified.
- 4. A print preview of the Death Certificate Worksheet as a PDF document will load in a separate browser.
- 5. Click the **Print** icon in the PDF window to print the document.

When the document is printed, close the PDF browser window using the X in the upper right-hand corner of the screen to return to the TxEVER application.

Notes:

- ✓ Once a record has 'dropped-to-paper' the electronic record becomes locked so that no further action can be taken by external users but the drop to paper form can be printed again as many times as necessary.
- ✓ All subsequently required certification would occur on the paper document.

1.10 Exercise 10—Release a Record

After both demographic verification and medical certification have been completed, a record is ready to be released.

- 1. Retrieve an existing record using the Work Queue Search by setting the filter to **Medical Certification Complete**.
- 2. When the appropriate record appears on the screen, select the **Record/Release** menu item to initiate the release process. The following screen will appear:

Enter PIN						
Pin						
	Ok	Cancel				

Figure 42: Enter PIN Screen

- 3. Enter a valid PIN and click the **OK** button. Clicking **Cancel** will close the Enter PIN screen and return the user to the previous screen.
- 4. The following message will be displayed:



2 Facility Statistical Correction

These exercises provide an overview of different processes involved in Facility Statistical Corrections.

To complete these exercises, the user will need:

- ✓ Access to Facility Statistical Corrections
- ✓ Records in the Facility Statistical Corrections work queue

2.1 Exercise 11—Start a Facility Statistical Correction

1. Select the Function/Facility Statistical Correction menu item.

2. The Statistical Import Review screen will load:

Sec. 12		He	EXAS alth and Human rvices	Texas Department of State Health Services	FUNCTIONS -	RECORD -	TOOLS	HELP +	
	•	•	ASE SELECT RECOR		STATISTICAL IMPORT REVIEW		Unresolved 1	Work Queue:	× ¢ I
Cur	rent	Date	ə: 08-Jun-2018	3 Build Number: 1.0.0.0		©2017	' <u>Genesis S</u> y	<u>/stems, Inc.</u>	GENESIS

Figure 44: Main Statistical Import Review Screen

3. Retrieve an existing record using the Work Queue Search.

4. Select the **Record/Statistical Correction** menu option to open the desired record in the **Statistical Corrections** screen, as shown below:

		STATISTICAI REVIE		LONA, JACK, 2018/04/17		
Show Comments						
Added By	Added On	Comment		*		
ADMN «	06/05/2018 09:03:38	PLEASE VERIFY - SAD				
DECEDENT'S	S ACTUAL INFORMATION		RECORD INFORM	MATION		
Date Of Death:		04/17/2018	State File Number:	000342201		
Decedent's First Name:		JACK	State File Date:	04/17/201		
Decedent's Middle Name:		Р				
Decedent's Last Name:		LONA				
Decedent's Suffix:		JR.				
Decedent's Sex:		FEMALE				
Decedent's Date Of Birth:		01/01/1980				
Decedent's State/Country Of Birth:		ALABAMA				
Birth State File Number:						
Parei	NT'S INFORMATION		PLACE OF DEATH IN	PLACE OF DEATH INFORMATION		
Father/Parent 2 First Name:		AA	Place Of Death:	ABONA HO SPITA		
Father/Parent 2 Last Name:		AA	Place Of Death County:	ABON		
Mother/Parent 1 First Name:		мм	Place Of Death Town:	ABONA CIT		
Mother/Parent 1 Last Name:	Aug E	мм				
	ITION AND FACILITY		DECEDENT'S PRESUMED			
Method Of Disposition:		CREMATION	Time Of Death:	11:1		
Facility Name:	ABO	NA FUNERAL HOME	Time Of Death Indicator:	A		
Funeral Service Licensee:	CERTIFIER	KIM JOO	Manner of D	Эгатн		
	CERTIFIER		MANNER OF D	DATH		

Figure 45: Statistical Import Review Screen

- 5. Click the **Go** button to open the record for statistical correction.
- 6. After coming to a field that needs to be corrected, click the icon located next to the appropriate field.

	STATISTICA	LCORRECTION
EDR:	Registrant Name:	Date of Death: SFN:
00000001133	JACK P LONA	2018/04/17 0003422018
Fields List		
Fields List	[OLD DATA]: DECEDENT OF HISPANIC ORIGIN?	New Data1: Decedent of Hispanic Origin?
✓ Demographic1	No, Not Spanish/Hispanic/Latino	No, Not Spanish/Hispanic/Latino
Demographic2	Yes, Mexican, Mexican American, Chicano	Yes, Mexican, Mexican American, Chicano
✓ Demographic3	Yes, Puerto Rican	Yes, Puerto Rican
• Demographico	Yes, Cuban	Yes, Cuban
Demographic4	Yes, Other Spanish/Hispanic/Latino (Specify)	Yes, Other Spanish/Hispanic/Latino (Specify)
Demographic5	Decedent's Ethnicity MVR	Unknown
✓ Medical 1		Decedent's Ethnicity MVRSelect a value
Vedical 2	Comments	
Vedical 3		
Comments		
Comments	Supplemental Documents Document Typ	
ACTIVITY:	Who Issued :	
Decedent's Origin - No, not Spanish/Hispanic/Latin: true	IssueDate :	
Field Status: Resolved		
Action:		
Updating Record		
		Save
	GEN PRINT PLUGIN: 2.0.6	CONNECTION: ACTIVE

Figure 46: Statistical Correction Screen

- 6. Enter the corrected value into the field.
- 7. Add any supporting documentation at this time by completing the fields in the **Supplemental Documents** section located at the bottom of the screen and then click either the **Scan Document** or **Upload Document** icon.

2.1.1 Scan Supporting Documentation

To scan supporting documentation:

1. Add any supporting documentation at this time by completing the fields in the **Supplemental Documents** section located at the bottom of the screen and then click the **Scan Document** icon.

Supplemental Documents	Document Type : Who Issued : IssueDate :	BIRTH CERTIFICATE STATE 06/08/2018	
			Save
GEN PRINT PLUGIN: 2.0.6		CONNECTION: ACTIVE	

Figure 47: Supplemental Documents Section

If the user does not intend to scan in any supporting documentation, they can press the **Save Document without Scan** icon 🗊 after entering a corrected value in the **New Data** section.

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2. The Scan Documents window will appear.

Scan Documents					
Document Type:					
Who Issued:					
Date Issued:					
Image Description:					
List of Scanners:					
Scan Type:					
	Scan Document	Save Document	Close		

Figure 48: Scan Documents Screen

- 3. Enter the **Document Type**, **Who Issued** the document, the **Date Issued** and the **Image Description** into the corresponding fields, select the desired scanner from the **List of Scanners**, select RGB from the **Scan Type** and then click **Scan Document**.
- 4. Pressing **Scan Document** will load the image in the image preview section of the screen. To save the document, click the **Save Document** button.
- 5. A notification will appear when the file has successfully saved or if the save has failed.
- 6. Click the X in the right corner of the Scan window to close the window and return to the Corrections screen.
- 7. The user can choose to scan more supporting documentation by clicking the Scan Another Document icon and completing the scanning process again.
- 8. Save the changes by clicking the **Save** button in the **New Data** section of the **Corrections** screen.

2.1.2 Upload Supporting Documentation

To upload supporting documentation:

1. Add any supporting documentation at this time by completing the fields in the **Supplemental Documents** section located at the bottom of the screen and then click the **Upload Document** icon.

Supplemental Documents	Document Type : Who Issued : IssueDate :	BIRTH CERTIFICATE STATE 06/08/2018	_
		D 🕞 🎥 🗑	Save
GEN PRINT PLUGIN: 2.0.6		CONNECTION: ACTIVE	

Figure 49: Supplemental Documents Section

2. The File Upload screen will appear.

File Upload	×
File size should not be greater than 4mb.	
Browse No file selected.	
Save Close	



- 3. Click the **Browse** button to open the **File Upload** screen.
- 4. Locate the desired .tif or .tiff file and click the **Open** button.
- 5. The File Upload screen will appear as seen below:

1	File Upload	×
(File size should not be greater than 4mb.	Т
	Browse SKMBT_C45218022113450.tiff.pdf	
	Save Close	

Figure 51: File Upload Screen with File Selected

- 6. Click the **Save** button.
- 7. The following message will appear:

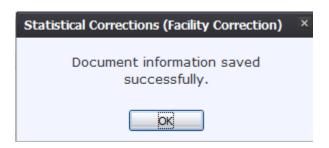


Figure 52: Document Information Saved Successfully Message

- 8. Click **OK** to close the message.
- 9. Save the changes by clicking the **Save** button in the **New Data** section of the **Corrections** screen.

2.2 Exercise 12—Submit a Facility Statistical Correction

- 1. Select the **Process/Accept** menu item or click the **Accept** \checkmark icon.
- 2. The following message will appear:

Statistical Corrections (Facility Correction)					
Do you wish to accept this record?					
Yes No					

Figure 53: Record Acceptance Confirmation Message

3. Click the **Yes** button to confirm acceptance of the correction. The following message will appear:

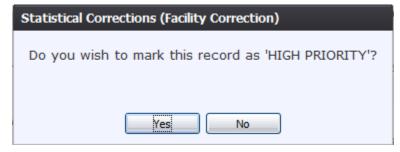


Figure 54: Mark Record as High Priority Confirmation Message

- 4. Click the Yes button to submit the correction as high priority.
 - a. Click the No button to decline submitting the correction as high priority.
- 5. The Enter PIN screen will appear:

Enter	PIN				
Pin					1
		Ok	Υ	Close	

Figure 55: Enter PIN Screen

- 6. Enter in a valid PIN and click the **OK** button.
- 7. The following message will appear:

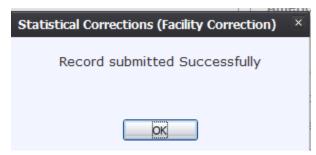


Figure 56: Record Submitted Successfully Message

2.3 Exercise 13—Cancel a Facility Statistical Correction

To cancel a statistical correction:

 With the Statistical Correction screen open, select the Process/Exit menu item or click the Exit icon.

2.4 Exercise 14—View Corrections/Supporting Documents To view corrections/supporting documents:

 With the Statistical Correction screen open, select the Process/View (Corrections/Supporting Documents) menu item or click the View Corrections/Supporting Documents icon.

2.5 Exercise 15—Reject Facility Statistical Correction

The **Reject** Statistical Corrections menu item function allows authorized users to reject completing a statistical correction on a death record within the **TxEVER Death** module.

- 1. After accessing the main Facility Statistical Correction screen and retrieving a record from the work queue, select the **Record/Reject Statistical Correction** menu option.
- 2. The following message will appear:

Death Registration	
Has the record been reviewed?	
Yes No	

Figure 57: Record Reviewed Confirmation Message

- 3. Click the **Yes** button to confirm that the record has been reviewed.
 - a. Click the **No** button to close the message and be returned to the Statistical Corrections screen.
- 4. The Reject Record screen will load:

	Reject Record	
	Enter the reason:	
ĺ		
3		
ļ		
l		
ļ		500
l		
l		
	Ok Close	
1	VVILLIE	uj cast warne-r

Figure 58: Reject Record Comment Screen

- 5. Enter a reason for the rejection and click the **OK** button.
 - a. Click the **Close** button to close the screen and be returned to the Statistical Corrections screen.
- 6. The application will display the following message:

Death Registration	×
Statistical correction rejection successfully.	:ted
ОК	

Figure 59: Statistical Correction Rejected Successfully Message

3 Permit Print Queue

The Permit Print Queue screen allows for authorized funeral home users to print burial and disinterment permits for death records.

3.1 Exercise 16—Access Permit Print Queue

Access the **Permit Print Queue** screen by selecting **Death** at the top of the screen and going to **Function/Permit Print Queue**.

3.2 Burial Transit Permits

3.2.1 Exercise 17—Search for Burial Transit Permits Previously Not Printed

- 1. Access the **Permit Print Queue** screen by selecting **Death** at the top of the screen and going to **Function/Permit Print Queue**.
- 2. Search for permits for printing by selecting the Burial Transit Permit item from the Permit Filter dropdown item and leaving the All Previously Not Printed radio button selected:

G Funeral Home Permit Print Queue							
		Permit Filter Burial Transt Permt Y Request Status -Select a value- @ All previously printed. @ All previously printed. Request Date From: * Request Date To: * Submít					

Figure 60: Funeral Home Permit Print Queue

3. Click the **Submit** button to load all permits that have not been previously printed in the search results grid.

			Permi	t Filter	Burial Transit Perm	it 👻			
			Reque	est Status	Select a value	~			
				I previously no					
				l previously p					
				t Date From: *					
			Reques	t Date To: *	11				
				S	ubmit				
FH Print	Local Print	Facility Name	Decedents Name	Date Of Death	ubmit	Notes	Processed On	Processed By	
FH Print UNPRINTED		Facility Name ABONA FUNERAL HOME	Decedents Name DONALD, VENCE			Notes BURIAL PERMIT REJECT: REJECT 011620		Processed By ADMIN	
	NA	-		Date Of Death	Status			-	
UNPRINTED	NA NA	ABONA FUNERAL HOME	DONALD, VENCE	Date Of Death 01/15/2018	Status REJECTED	BURIAL PERMIT REJECT: REJECT 011620	01/16/2018	ADMIN	
UNPRINTED UNPRINTED	NA NA NA	ABONA FUNERAL HOME ABONA FUNERAL HOME	DONALD, VENCE DANNY, DANNY	Date Of Death 01/15/2018 01/25/2018 01/24/2018	Status REJECTED REJECTED	BURIAL PERMIT REJECT: REJECT 011620	01/16/2018	ADMIN ADMIN	
UNPRINTED UNPRINTED UNPRINTED	NA NA NA	ABONA FUNERAL HOME ABONA FUNERAL HOME ABONA FUNERAL HOME	DONALD, VENCE DANNY, DANNY MANY, MANY	Date Of Death 01/15/2018 01/25/2018 01/24/2018	Status REJECTED REJECTED INVALIDATED	BURIAL PERMIT REJECT: REJECT 011620	01/16/2018 01/25/2018 01/25/2018	ADMIN ADMIN ADMIN	
UNPRINTED UNPRINTED UNPRINTED UNPRINTED UNPRINTED	NA NA NA NA NA	ABONA FUNERAL HOME ABONA FUNERAL HOME ABONA FUNERAL HOME ABONA FUNERAL HOME ABONA FUNERAL HOME ABONA FUNERAL HOME	DONALD, VENCE DANNY, DANNY MANY, MANY SECRETE, VICTORIA TRISAND, BARBRA	Date Of Death 01/15/2018 01/25/2018 01/24/2018 03/08/2018	Status REJECTED REJECTED INVALIDATED ACCEPTED	BURIAL PERMIT REJECT: REJECT 011620	01/16/2018 01/25/2018 01/25/2018 03/08/2018 03/21/2018	ADMIN ADMIN ADMIN ADMIN ADMIN ADMIN	
UNPRINTED UNPRINTED UNPRINTED UNPRINTED UNPRINTED	NA NA NA NA NA NA	ABONA FUNERAL HOME ABONA FUNERAL HOME ABONA FUNERAL HOME ABONA FUNERAL HOME ABONA FUNERAL HOME	DONALD, VENCE DANNY, DANNY MANY, MANY SECRETE, VICTORIA TRISAND, BARBRA	Date Of Death 01/15/2018 01/25/2018 01/24/2018 03/08/2018 03/21/2018	Status REJECTED REJECTED NVALIDATED ACCEPTED ACCEPTED	BURIAL PERMIT REJECT: REJECT 011620 BURIAL PERMIT REJECT: ZDSF	01/16/2018 01/25/2018 01/25/2018 03/08/2018 03/21/2018 05/23/2018 05/23/2018	ADMIN ADMIN ADMIN ADMIN ADMIN	

Figure 61: Funeral Home Permit Print Queue with Records Retrieved

3.2.2 Exercise 18—Search for Burial Permits Previously Printed

- 1. Access the **Permit Print Queue** screen by selecting **Death** at the top of the screen and going to **Function/Permit Print Queue**.
- 2. Select the desired group of records for printing by selecting the All Previously Printed radio button and entering in the desired date range:

	Permit Filter	Burial Transit Permit	
	Request Status	Select a value	
	All previously	not printed.	
	All previously		
	Request Date From:		
	Request Date To: *	06/08/2018	
		Submit	
FH Print Local Print Facility Name	Decedents Name Date Of Death	Status Notes	Processed On Processed By



3. Click the **Submit** button to load all previously printed permits that match the Page | 50

search criteria in the search grid.

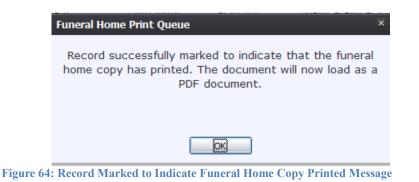
3.2.3 Exercise 19—Print Burial Permits

- 1. Access the **Permit Print Queue** screen by selecting **Death** at the top of the screen and going to **Function/Permit Print Queue**.
- 2. Select the desired group of permits for printing by entering the selected criteria into the search fields.
- 3. Click the **Submit** button to load all permits that match the search criteria in the search grid.
- 4. Select the desired permit by clicking on a row in the grid. Information from the selected permit will appear at the bottom of the screen:

				Fune	ral Home	Permit Print	Queue		
				Perm	it Filter	Burial Transit Perm	it 🗸		
				Requ	est Status	Select a value	~		
						not printed.			
					II previously				
				Reques	st Date From	:* 01/01/2018			
				Reques	st Date To: *	06/08/2018			
						Submit			
FH Print	Local Print	Facility Name		Decedents Name	Date Of Death	n Status	Notes	Processed On	Processed By
PRINTED	NA	ABONA FUNER	AL HOME	KOOPER, S1	01/09/2018	INVALIDATED		01/10/2018	ADMIN
PRINTED	NA	ABONA FUNER	AL HOME	HOOPER, SS	01/09/2018	ACCEPTED		01/11/2018	ADMIN
PRINTED	NA	ABONA FUNER	AL HOME	BTP, B	01/15/2018	REJECTED	BURIAL PERMIT REJECT: DDD	01/15/2018	ADMIN
PRINTED	NA	ABONA FUNER	AL HOME	MONO, JAMES	01/15/2018	ACCEPTED		01/15/2018	ADMIN
PRINTED	NA	ABONA FUNER	AL HOME	HASSI, DAVID	01/15/2018	REJECTED	BURIAL PERMIT REJECT: REJECT B PERM	01/15/2018	ADMIN
PRINTED	NA	ABONA FUNER	AL HOME	WRIT, B	01/17/2018	INVALIDATED		01/17/2018	ADMIN
PRINTED	NA	ABONA FUNER	AL HOME	SANDERS, SUSAN	01/17/2018	ACCEPTED		01/17/2018	ADMIN
PRINTED	NA	ABONA FUNER	AL HOME	HARRIS, B	01/17/2018	ACCEPTED		01/18/2018	ADMIN
PRINTED	NA	ABONA FUNER	AL HOME	LAST, FIRST	01/24/2018	ACCEPTED		01/24/2018	ADMIN
<									4
4 4 F	Page 1 of 1		•					Displayi	ng Records 1 - 15 of 1
Request Sta	tus			ACCI	EPTED		Notes:		
Decedent's I	Name			HOOPE	ER, SS		Date Of Death:		01/09/2
Sex:					MALE		Method Of Disposition:		CREMAT
									OILLING
Place Of Death: ABONA HO SPITAL				ABONA HOS	SPITAL		Name Of Cemetery/Crematorium:	AE	SONA CEMETERY CENT
ABONA HOSPITAL					HENCI		Funeral Home Name:		ABONA FUNERAL HO
Place Of De									

Figure 63: Funeral Home Permit Print Queue with Record Selected

- 5. Click the **Print** button to print the selected permit. Clicking **Clear** will clear the information from the search grid and search fields.
- 6. The system will issue the following message:



7. Click **OK** to close the message and open the requested permit in a PDF window for printing.

3.3 Disinterment Permits

3.3.1 Exercise 20—Search for Disinterment Permits Previously Not Printed

- 1. Access the **Permit Print Queue** screen by selecting **Death** at the top of the screen and going to **Function/Permit Print Queue**.
- 2. Search for permits for printing by selecting the Disinterment Permit item from the Permit Filter dropdown item and leaving the All Previously Not Printed radio button selected:

	Funeral Hon	ne Permit Print Que	ue		
	T unorum mon		40		
	Permit Filter	Disinterment Permit	~		
	Request Status		~		
	 All previou 				
	 All previou 				
	SEN				
	Year: * SFN Fro	n:			
	SFN To:				
	3FN 10:				
		Submit			
State File Number State File Date	Local File Number Local File Date FH Print	Local Print Facility Name	Decedents Name	Date Of Death	Status
4					•
Page 1 of 2	0			Displa	aying Records 1 - 20 of 33
In a loge to other with					

Figure 65: Funeral Home Permit Print Queue

3. Click the **Submit** button to load all permits that have not been previously printed in the search results grid.

3.3.2 Exercise 22—Search for Disinterment Permits Previously Printed

- 1. Access the **Permit Print Queue** screen by selecting **Death** at the top of the screen and going to **Function/Permit Print Queue**.
- 2. Select the desired group of records by selecting the All Previously Printed radio button and entering in the SFN Year:

	Funeral Home Permit Print Queu	16
	Permit Filter Disinterment Permit	*
	Request StatusSelect a value	~
	All previously not printed.	
	All previously printed. All previously previ	
	SFN 2018 Year: *	
	SFN From:	
	SFN To:	
	Submit	
State File Number State File Date Local File Number	Local File Date FH Print Local Print Facility Name	Decedents Name Date Of Death Status
	Ecolific Date Infinite Ecolifinite Facility Name	Decedents name Date of Death Status
		-
4		b.
4 ↓ Page 1 of 2 ▶ ▶ 6		Displaying Records 1 - 20 of 33

Figure 66: Funeral Home Permit Print Queue

3. Click the **Submit** button to load all previously printed permits that match the search criteria in the search grid.

3.3.3 Exercise 23—Print Disinterment Permits

- 1. Access the **Permit Print Queue** screen by selecting **Death** at the top of the screen and going to **Function/Permit Print Queue**.
- 2. Select the desired group of permits for printing by entering the selected criteria into the search fields.
- 3. Click the **Submit** button to load all permits that match the search criteria in the search grid.
- 4. Select the desired permit by clicking on a row in the grid. Information from the selected permit will appear at the bottom of the screen:

			Fune	ral Hor	me Pern	nit Print	Queue				
			Perm	it Filter	Disint	erment Perr	nit	~			
			Dogu	est Status	a Colo	ct a value		~			
					usly not pri usly printed						
			• A	- C		1.					
				SFN Year: *	2018						
				SFN Fro	m:						
				SFN To:							
				51 11 10.							
					Submi	+					
					Jupin						
State File Number	State File Date	Local File Number	Local File Date	FH Print	Local Print	Facility Nam	e	Decedents Name	Date Of Death	Status	
0000642018	01/25/2018	00005118	01/25/2018	PRINTED	PRINTED	ABONA FUI	IERAL HOME	MONRO, KINI-A	01/25/2018	ACCEPTED	
0000722018	01/25/2018	00005718	01/25/2018	PRINTED	UNPRINTED	ABONA FUI	IERAL HOME	BROWN, LANCE	01/25/2018	ACCEPTED	
	01/25/2018	00006318	01/25/2018	PRINTED	UNPRINTED	ABONA FUI	EDAL HOME	BARTLETT, JOSIAH	01/25/2018	ACCEPTED	
0000782018						1001011101	LINKE HOME	BARTLETT, JUSIAN	01/23/2010	ACCEPTED	
0000782018 0001142018	02/12/2018	00009818	02/12/2018	PRINTED	PRINTED		IERAL HOME	FORD, SAM	02/12/2018	ACCEPTED	
	02/12/2018 02/22/2018	00009818 00013718	02/12/2018 02/22/2018	PRINTED PRINTED	PRINTED		IERAL HOME				E
0001142018					PRINTED	ABONA FUI	IERAL HOME	FORD, SAM	02/12/2018	ACCEPTED	E
0001142018 0001602018	02/22/2018	00013718	02/22/2018	PRINTED	PRINTED UNPRINTED UNPRINTED	ABONA FUI ABONA FUI	IERAL HOME	FORD, SAM COOPER, ALEN	02/12/2018 02/22/2018	ACCEPTED ACCEPTED	E
0001142018 0001602018 0001922018	02/22/2018 03/01/2018	00013718 00016418	02/22/2018 03/01/2018	PRINTED PRINTED	PRINTED UNPRINTED UNPRINTED UNPRINTED	ABONA FUI ABONA FUI ABONA FUI	IERAL HOME IERAL HOME IERAL HOME IERAL HOME	FORD, SAM COOPER, ALEN TRAINER, MEGAN	02/12/2018 02/22/2018 03/01/2018	ACCEPTED ACCEPTED ACCEPTED	E
0001142018 0001602018 0001922018 0002492018 0002702018 0005702018	02/22/2018 03/01/2018 04/02/2018	00013718 00016418 00021818	02/22/2018 03/01/2018 04/02/2018 04/06/2018 06/01/2018	PRINTED PRINTED PRINTED	PRINTED UNPRINTED UNPRINTED UNPRINTED UNPRINTED	ABONA FUI ABONA FUI ABONA FUI ABONA FUI	IERAL HOME IERAL HOME IERAL HOME IERAL HOME	FORD, SAM COOPER, ALEN TRAINER, MEGAN BORNAC, DORATHY	02/12/2018 02/22/2018 03/01/2018 04/02/2018	ACCEPTED ACCEPTED ACCEPTED ACCEPTED	E
0001142018 0001602018 0001922018 0002492018 0002702018 0005702018	02/22/2018 03/01/2018 04/02/2018 04/06/2018 06/01/2018	00013718 00016418 00021818 00023618 00067418	02/22/2018 03/01/2018 04/02/2018 04/06/2018	PRINTED PRINTED PRINTED PRINTED	PRINTED UNPRINTED UNPRINTED UNPRINTED UNPRINTED	ABONA FUI ABONA FUI ABONA FUI ABONA FUI ABONA FUI	IERAL HOME IERAL HOME IERAL HOME IERAL HOME	FORD, SAM COOPER, ALEN TRAINER, MEGAN BORNAC, DORATHY WATSON, JHONS	02/12/2018 02/22/2018 03/01/2018 04/02/2018 04/02/2018	ACCEPTED ACCEPTED ACCEPTED ACCEPTED ACCEPTED	
0001142018 0001602018 0001922018 0002492018 0002702018 0005702018	02/22/2018 03/01/2018 04/02/2018 04/06/2018	00013718 00016418 00021818 00023618 00067418	02/22/2018 03/01/2018 04/02/2018 04/06/2018 06/01/2018	PRINTED PRINTED PRINTED PRINTED	PRINTED UNPRINTED UNPRINTED UNPRINTED UNPRINTED	ABONA FUI ABONA FUI ABONA FUI ABONA FUI ABONA FUI	IERAL HOME IERAL HOME IERAL HOME IERAL HOME	FORD, SAM COOPER, ALEN TRAINER, MEGAN BORNAC, DORATHY WATSON, JHONS	02/12/2018 02/22/2018 03/01/2018 04/02/2018 04/02/2018 06/01/2018	ACCEPTED ACCEPTED ACCEPTED ACCEPTED ACCEPTED	•
0001142018 0001602018 0001922018 0002492018 0002702018 0005702018 < Page 1	02/22/2018 03/01/2018 04/02/2018 04/06/2018 06/01/2018	00013718 00016418 00021818 00023618 00067418	02/22/2018 03/01/2018 04/02/2018 04/06/2018 06/01/2018 III	PRINTED PRINTED PRINTED PRINTED	PRINTED UNPRINTED UNPRINTED UNPRINTED UNPRINTED	ABONA FUI ABONA FUI ABONA FUI ABONA FUI ABONA FUI	IERAL HOME IERAL HOME IERAL HOME IERAL HOME IERAL HOME IERAL HOME	FORD, SAM COOPER, ALEN TRAINER, MEGAN BORNAC, DORATHY WATSON, JHONS	02/12/2018 02/22/2018 03/01/2018 04/02/2018 04/02/2018 06/01/2018	ACCEPTED ACCEPTED ACCEPTED ACCEPTED ACCEPTED ACCEPTED	•
0001142018 0001602018 0001922018 0002492018 0002702018 0005702018	02/22/2018 03/01/2018 04/02/2018 04/06/2018 06/01/2018	00013718 00016418 00021818 00023618 00067418	02/22/2018 03/01/2018 04/02/2018 04/06/2018 06/01/2018 III	PRINTED PRINTED PRINTED PRINTED	PRINTED UNPRINTED UNPRINTED UNPRINTED UNPRINTED	ABONA FUI ABONA FUI ABONA FUI ABONA FUI ABONA FUI	IERAL HOME IERAL HOME IERAL HOME IERAL HOME	FORD, SAM COOPER, ALEN TRAINER, MEGAN BORNAC, DORATHY WATSON, JHONS	02/12/2018 02/22/2018 03/01/2018 04/02/2018 04/02/2018 06/01/2018	ACCEPTED ACCEPTED ACCEPTED ACCEPTED ACCEPTED ACCEPTED	•
0001142018 0001602018 0001922018 0002492018 0002702018 0005702018 < Page 1	02/22/2018 03/01/2018 04/02/2018 04/06/2018 06/01/2018	00013718 00016418 00021818 00023618 00067418	02/22/2018 03/01/2018 04/02/2018 04/06/2018 06/01/2018 III	PRINTED PRINTED PRINTED PRINTED PRINTED	PRINTED UNPRINTED UNPRINTED UNPRINTED UNPRINTED	ABONA FUI ABONA FUI ABONA FUI ABONA FUI ABONA FUI	IERAL HOME IERAL HOME IERAL HOME IERAL HOME IERAL HOME IERAL HOME	FORD, SAM COOPER, ALEN TRAINER, MEGAN BORNAC, DORATHY WATSON, JHONS	02/12/2018 02/22/2018 03/01/2018 04/02/2018 04/02/2018 06/01/2018	ACCEPTED ACCEPTED ACCEPTED ACCEPTED ACCEPTED ACCEPTED playing Records 1	+ -9 of 9
0001142018 000162018 0002492018 0002492018 0002702018 0002702018 4 Request Status Decedent's Name	02/22/2018 03/01/2018 04/02/2018 04/06/2018 06/01/2018	00013718 00016418 00021818 00023618 00067418	02/22/2018 03/01/2018 04/02/2018 04/06/2018 06/01/2018 III ACCI	PRINTED PRINTED PRINTED PRINTED PRINTED EPTED	PRINTED UNPRINTED UNPRINTED UNPRINTED UNPRINTED	ABONA FUI ABONA FUI ABONA FUI ABONA FUI ABONA FUI	IERAL HOME IERAL HOME IERAL HOME IERAL HOME IERAL HOME IERAL HOME IERAL HOME	FORD, SAM COOPER, ALEN TRAINER, MEGAN BORINAC, DORATHY WATSON, JHONS LIVELY, BLAKE	02/12/2018 02/22/2018 03/01/2018 04/02/2018 04/02/2018 06/01/2018	ACCEPTED ACCEPTED ACCEPTED ACCEPTED ACCEPTED ACCEPTED playing Records 1	- 9 of 9
0001142018 0001602018 0002492018 0002492018 0002702018 0005702018 (02/22/2018 03/01/2018 04/02/2018 04/06/2018 06/01/2018	00013718 00016418 00021818 00023618 00067418	02/22/2018 03/01/2018 04/02/2018 04/06/2018 06/01/2018 III ACCI	PRINTED PRINTED PRINTED PRINTED PRINTED	PRINTED UNPRINTED UNPRINTED UNPRINTED UNPRINTED	ABONA FUI ABONA FUI ABONA FUI ABONA FUI ABONA FUI	IERAL HOME IERAL HOME IERAL HOME IERAL HOME IERAL HOME IERAL HOME	FORD, SAM COOPER, ALEN TRAINER, MEGAN BORINAC, DORATHY WATSON, JHONS LIVELY, BLAKE	02/12/2018 02/22/2018 03/01/2018 04/02/2018 04/02/2018 06/01/2018	ACCEPTED ACCEPTED ACCEPTED ACCEPTED ACCEPTED ACCEPTED playing Records 1	- 9 of 9
0001142018 000162018 0002492018 0002492018 0002702018 0002702018 4 Request Status Decedent's Name	02/22/2018 03/01/2018 04/02/2018 04/06/2018 06/01/2018	00013718 00016418 00021818 00023618 00067418	02/22/2018 03/01/2018 04/02/2018 04/06/2018 06/01/2018 III ACCI	PRINTED PRINTED PRINTED PRINTED PRINTED PRINTED KINI-A MALE	PRINTED UNPRINTED UNPRINTED UNPRINTED UNPRINTED	ABONA FUI ABONA FUI ABONA FUI ABONA FUI ABONA FUI	IERAL HOME IERAL HOME IERAL HOME IERAL HOME IERAL HOME IERAL HOME IERAL HOME IERAL HOME IERAL HOME	FORD, SAM COOPER, ALEN TRAINER, MEGAN BORINAC, DORATHY WATSON, JHONS LIVELY, BLAKE	02/12/2018 03/01/2018 04/02/2018 04/02/2018 06/01/2018 Dis	ACCEPTED ACCEPTED ACCEPTED ACCEPTED ACCEPTED ACCEPTED playing Records 1	- 9 of 9 01/25/201

Figure 67: Funeral Home Permit Print Queue with Record Selected

- 5. Click the **Print** button to print the selected permit. Clicking **Clear** will clear the information from the search grid and search fields.
- 6. The system will issue the following message:

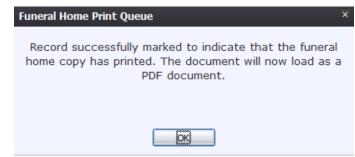


Figure 68: Record Marked to Indicate Funeral Home Copy Printed Message

7. Click **OK** to close the message and open the requested permit in a PDF window for printing.

4 Reports

This exercise provides an overview of the different reports available to State users.

To complete this exercise, the user will need:

- ✓ Access to the Reports menu item
- \checkmark The proper security process for each report

4.1 Exercise 24—Running a Report

1. From the Death Homepage, select the desired report from the Reports menu. A report options screen will appear:

Demographic Amended Records							
Date Of Death (From): *	Date Of Death (To): *						
	//						
Report Format							
EXCEL	◎ PDF						
	Generate Close						

Figure 69: Report Options Screen

2. From this point, enter search criteria, select the file output type, and then click **Generate**.

Note: Similar to previous screens, fields marked with red asterisks (*) are mandatory fields and must be resolved in order for the report to generate.

- 3. Generating a report as a PDF will automatically process the report and open it in a separate window.
- 4. If **Excel** is selected as the output file type, the file will be downloaded and must be opened manually by the user.

Note: If the entered search information does not pull a report that can display any of the requested data, a page indicating that the user needs to try a different search, or alter the search information will generate.

5 Approvals

Sign-off Sheet

I have read the above TxEVER Death Module Funeral Home User Guide and accept the contents herein written.

Project Sponsor:	
	Date
Senior Project Manager:	
	Date
Genesis Project Manager:	
	Date