



TxEVER
Modified Commercial Off-the-Shelf Product for
Vital Events Registration System
Death Funeral Home User Guide

Version 1.0

06/01/2018



Revision History

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1 About the TxEVER Death Application

The Texas Electronic Vital Events Registrar (TxEVER) system improves timeliness and accuracy of event registration in Texas.

1.1 Intended Audience

This user guide is for Funeral Directors who use the Web-Enabled Electronic Death Registration System to create and process death records for the State of Texas.

A Funeral Director is a licensed professional typically associated with a single funeral home, although they may be associated with and work for more than one funeral home. The Funeral Director will complete and verify the portion of the Death Certificate which in the TxEVER Death Application is referred to as ‘Demographic Data Entry and Verification.’ Typically, the Funeral Director is the person who initiates the death certificate; although the medical certifier may start a record if the cause of death is certified at the time of death.

This user guide serves as a comprehensive reference for ‘funeral directors’ who participate in the death registration by using the Demographic Data Entry and Verification functions of the TxEVER Death Application. The concept of ‘Demographic Data Entry and Verification’ encompasses the following: electronic completion and signatures (PIN) for data filed by a Funeral Director and real time verification of decedents’ Social Security Numbers with the Social Security Administration.

2 System Overview

2.1 Application Features

2.1.1 Contact Directory

A contact directory will be available in the system for users to access and search for other users in the system directly. Stakeholders will be able to view other Facility and Local stakeholders' information.

The directory will be contingent upon the inclusion of each users email and contact information, collected and created at the time of User Maintenance. Users have the option to update this information and preferred contact via the **Update My Profile** menu option.

2.1.2 Internal Messaging

The internal messaging capability will allow users to send messages back and forth within the system. A visible icon, located at the top right hand corner of the screen will indicate a new message has been received. The unread notification will appear in the UI until the user reads the unread message.

At any point a particular participants action is required on a record, that participant shall be notified automatically through a system generated email. The message will include a brief description of the action that needs to be taken.

Messages can also be sent between system users for any other reason. Users will be able to look up the user ID of another user to send a message. A brief message history will be viewable to the user.

2.1.3 Help Features

The following resources provide reliable ways to get answers to questions and support for all of the functionalities included in the **Death** module:

- Field Level Help
- Module Level Help
- System Level Help
- About TxEVER Death Application
- Help Desk Ticket

2.1.3.1 Field Level Help

Field Level Help provides specific help information related to the field in focus which is displayed in the **Field Level Help** frame between the data entry tabs and the data entry screen. The content in the **Field Level Help** frame can be configured in **Screen Configuration** by a system administrator.

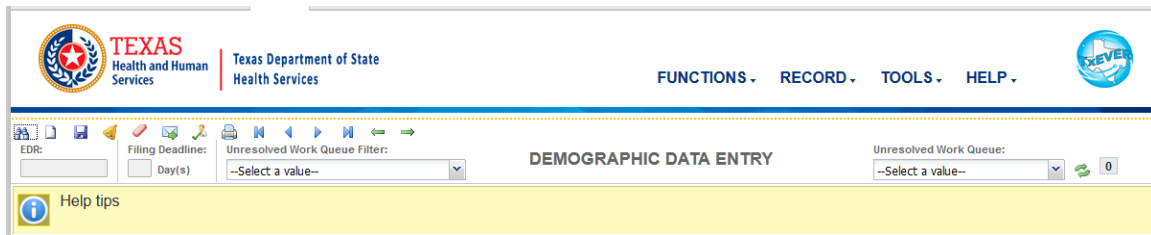


Figure 1: Field Level Help

2.1.3.2 System Level Help

System Level Help provides a searchable help index with various help topics of interest pertaining to the functions and processes available within the **TxEVER** system. Select the **Death /Help/Help** menu item to access **System Level Help**.

2.1.3.3 About TxEVER Death Application

About TxEVER Death Application details system information regarding the current version of the **TxEVER Death** module. To access this option, select the **Death/Help/About** menu item.

2.1.3.4 Help Desk Ticket

The system allows users to send a help desk ticket directly to the DSHS Center of Excellence through a menu item. The Help Desk email address will automatically populate the standard pre-defined recipient and message based on the context of the ticket. It will be a no-reply sender. Users will have limited character space to describe the issue and will be identified automatically by name and user ID. If the user sends a help desk ticket within an open record, the email will be automatically populated with the record ID number and location of the user at the time of help desk ticket creation. This email will have a subject of the record ID number (EDR). This information will not include protected health information (PHI). All help desk tickets are logged and tracked.

2.2 Technical Support Resources

2.2.1 TxEVER Help Desk Technical Support

The TxEVER DSHS Center of Excellence help desk is the main source of technical support for users of the **TxEVER Death** module. Users will be able to send a help desk ticket from the interface. When the user selects the **Help Desk Ticket** menu option, the Center of Excellence email address will prepopulate the message with a no-reply sender.

There will be limited characters to describe the issue and the initiating user will be stamped on the ticket. If the user initiates a ticket within a record, the record number will populate the subject line. The time and location will be stamped on the ticket also. No personal health information (PHI) will be included in the ticket.

In order to report an issue to the Help Desk, click the **Help/Contact Helpdesk** menu

item.

TEXAS
Health and Human Services

Texas Department of State Health Services

WELCOME TO THE TEXAS DEPARTMENT OF STATE HEALTH SERVICES!

LOG IN to TxEVER

TxEVER is the vital records registration and issuance software that was developed for Texas Department of State Health Services (DSHS), State Office of Vital Records by Genesis Systems, Inc.
DSHS Vital Records office hours are 8:00 AM - 4:30 PM, Monday - Friday.
State vital records are considered to be private and confidential. Access to vital records is restricted by statute.

Contacting the Texas Department of State Health Services(DSHS)

Telephone Numbers:			Mailing Address:
Description	Phone Number	Hours	Texas Department of State Health Services State Office of Vital Records Address: 1100 West 49th Street, Austin, TX 78756
Vital Events Registration System	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	Ph. (512) 776-7111
Fax Number	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	
Vital Records - Customer Service	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	

Log on to Texas Department of State Health Services

[User Enrollment](#)
[Report TxEVER Issue\(s\)](#)

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Figure 2: TxEVER Splash Page

2.3 Login System Access

Prior to making any attempts to access the TxEVER system, the user needs to verify that they have access to the following requirements:

- ✓ 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 CSV flat files and for accessing/running reports

If one or more requirements are missing, the **TxEVER Death** application will *not* be accessible and/or will *not* function properly. Follow the instructions below after verifying that all technical requirements are met, as specified above.

1. Access the **TxEVER Death** module on the web:
 - a. Open the updated version of the web browser to establish a live internet connection.
 - b. Type the application address in the URL box or select from Favorites:
<https://txever.dshs.texas.gov/TxEverUI/Welcome.htm>
2. The application splash page will load, as pictured below:



Welcome to the Texas Department of State Health Services!



TxEVER is the vital records registration and issuance software that was developed for Texas Department of State Health Services (DSHS), State Office of Vital Records by Genesis Systems, Inc.
DSHS Vital Records office hours are 8:00 AM - 4:30 PM, Monday - Friday.
State vital records are considered to be private and confidential. Access to vital records is restricted by statute.

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Fax Number	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	
Vital Records - Customer Service	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	Ph. (512) 776-7111

Log on to Texas Department of State Health Services

[User Enrollment](#)
[Report TxEVER Issue\(s\)](#)



Figure 3: TxEVER Splash Page

3. Click the **Log On to Texas Department of State Health Services** button.
4. The **Terms of Use Screen** will load, as pictured below:

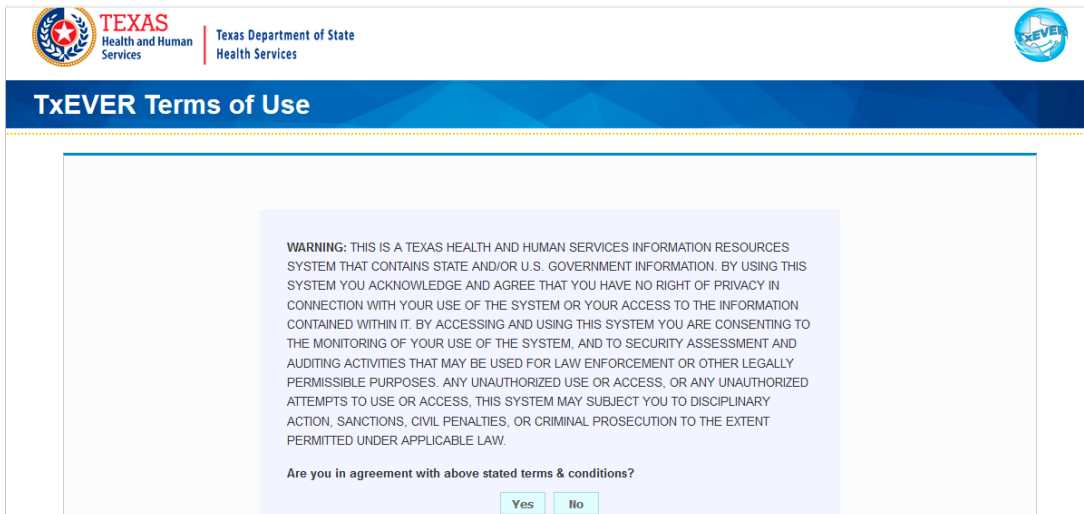


Figure 4: Terms of Use Page

5. 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.

6. The TxEVER login screen will display:

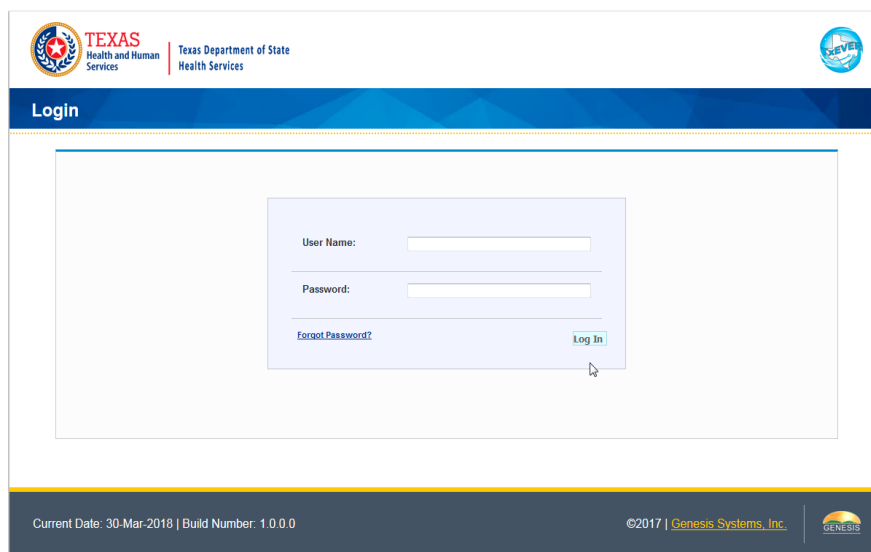


Figure 5: TxEVER Login Page

7. Enter in a user name and password and click the **Log In** button.
8. The Select Location window will be displayed.

A screenshot of a web application window titled "Select Location:". It features a drop-down menu with the text "--Select a value--" and a small downward arrow icon on the right. Below the drop-down menu is an "OK" button.

Figure 6: Select Location Window

- a. Select the appropriate facility from the available choices in the drop-down list.
- b. If the user works at multiple physical locations, the drop-down list will contain all physical locations assigned to their user account.
- c. Click **OK**. The main page of the **TxEVER** application will be displayed:

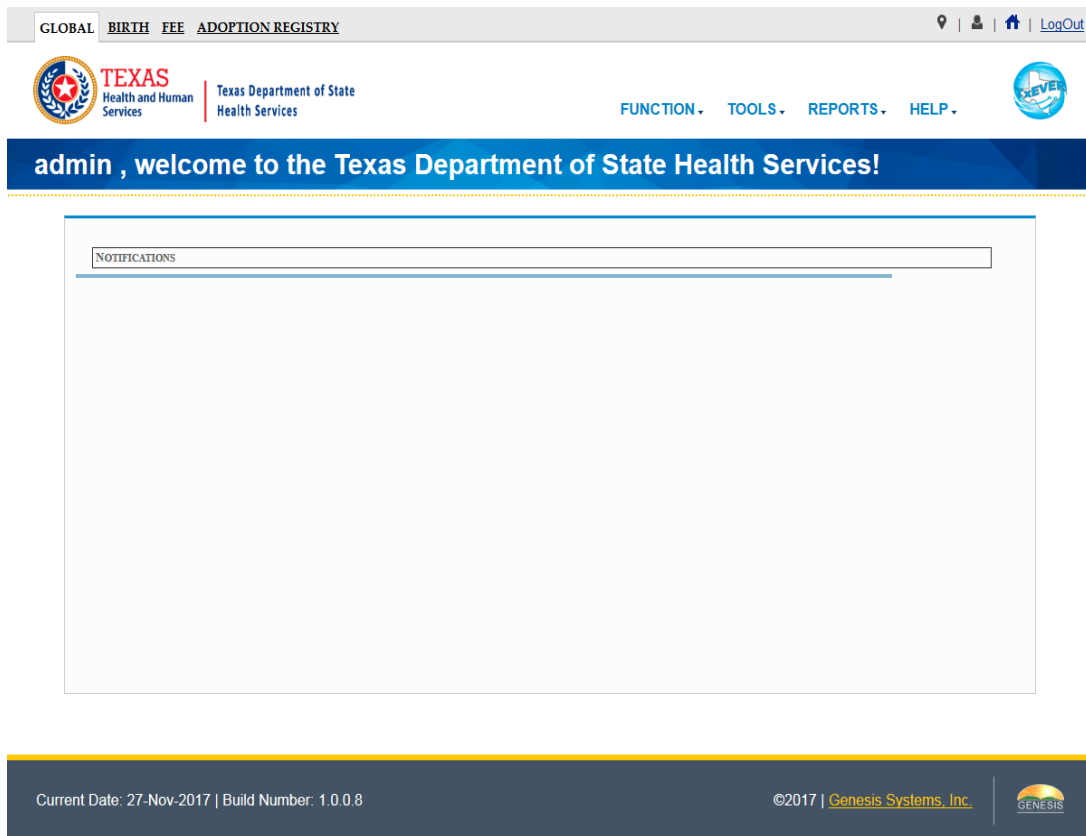
A screenshot of the TxEVER Home Page. At the top, there is a navigation bar with tabs: "GLOBAL", "BIRTH", "FEE", and "ADOPTION REGISTRY". The "BIRTH" tab is highlighted. To the right of the tabs are icons for location, user, home, and a "LogOut" link. Below the navigation bar is the Texas Department of State Health Services logo and name, along with a "TxEVER" logo. A blue banner below the logo reads "admin, welcome to the Texas Department of State Health Services!". Below the banner is a large white box with a "NOTIFICATIONS" header and a list area. At the bottom of the page, there is a footer with the text "Current Date: 27-Nov-2017 | Build Number: 1.0.0.8" on the left, "©2017 | Genesis Systems, Inc." in the center, and the Genesis logo on the right.

Figure 7: TxEVER Home Page

Note: The highlighted tab at the top of the screen determines what menus and sub-menus will appear.

9. Click the **Death** tab to go to the **Death Home** screen.

2.3.1 Session Timeouts

If the system has not detected action within 20 minutes, the session will timeout and the user will not receive further responses from the system. No unsaved work will be automatically saved in the case of a time-out. Two minutes prior to a session timeout, the system will issue the following warning message:

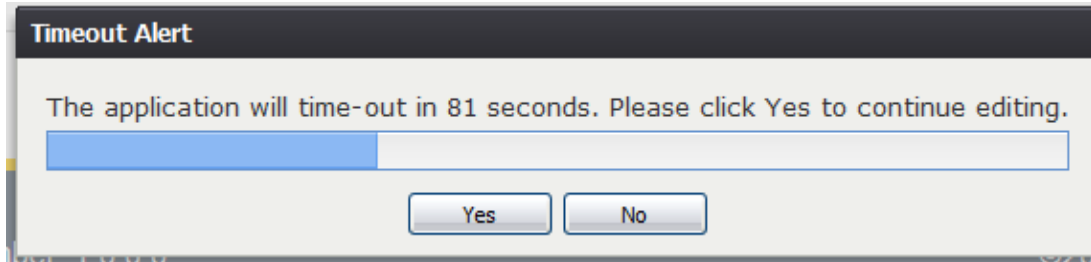


Figure 8: Timeout Warning Message

If the system appears to stop responding (i.e., 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 and the following message will alert the user of session timeout:

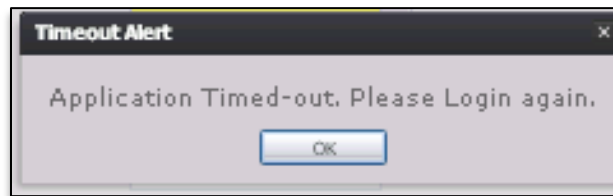


Figure 9: Timeout Message

To recover from a session time-out, exit and re-login to start a new session. Users should save their work frequently to prevent session time-outs.

2.3.2 About Passwords

Users are assigned a temporary password at the time they sign up for use of the application. The temporary password must be changed upon the user's first login into the system. At the time of a user's first login into the application, the following screen will appear:

Change Password

Password must meet the following criteria:

- Must have at least one numeric character
- Must contain uppercase and lowercase characters
- Must contain at least one of the [?'~!@#\$%^*()_+;:"'./?=-] symbols
- Must be a minimum of 9 characters long

Old Password:

New Password:

Confirm New Password:

WARNING!

BY ACCESSING AND USING THE DEPARTMENT OF HEALTH REGISTRATION SYSTEM YOU ARE CONSENTING TO SYSTEM MONITORING FOR LAW ENFORCEMENT AND OTHER PURPOSES. UNAUTHORIZED USE OF OR ACCESS TO THIS COMPUTER SYSTEM MAY SUBJECT YOU TO STATE AND FEDERAL CRIMINAL PROSECUTION AND PENALTIES, AS WELL AS CIVIL PENALTIES.

Figure 10: Change Password Screen

The new password must meet all of the following criteria:

- Number of password attempts before being locked out
- Time between password attempts required for reset-time
- Number of days until required password reset
- Specific special character inclusion
- Numeric character inclusion
- Uppercase and lowercase character inclusion
- Number of character minimum

The system defaults to the password criteria listed above, but a system administrator can change the password settings at any time. If a user's new password does not meet the criteria, the following message will appear:

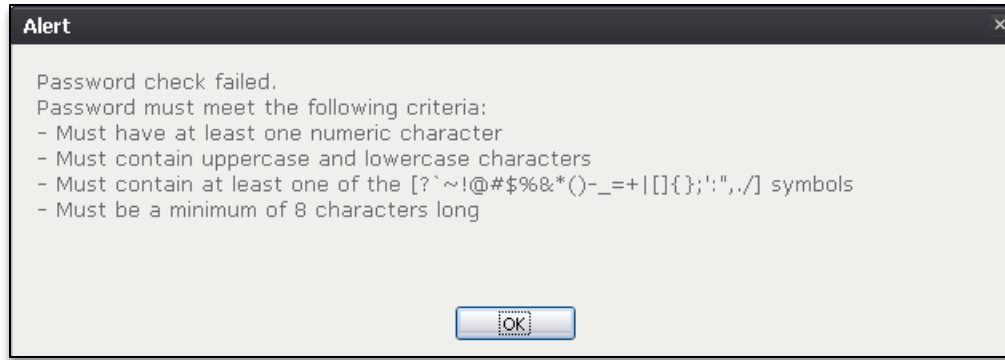


Figure 11: Password Check Failed Message

Passwords expire after 90 days. When this happens, the user will be alerted when an attempt is made to login with an old password.

If a user attempts to log on but fails to successfully enter their password, after a DSHS configurable number of unsuccessful login attempts, the user will be locked out of their account. An authorized State user will be able to unlock a user's account that has been locked due to consecutive invalid login attempts. A user may also request a new temporary password in the event that they forget their existing password by clicking the **Forgot Password** button located on the **Login** screen.

2.3.3 Logout/Exit the System

Exit or log out of the **TxEVER Death** application using one of the following methods:

1. From the Main Menu, select the **Function/Exit Application** menu item to logout

OR

2. Click the **Log Out** button. 

Note: Although closing the browser by clicking on the **[X]** (close window option) located in the upper right corner of the screen will close the application; it is recommended that the user exit by using the **Logout** icon or the **Exit Application** menu option instead. This will ensure that the user's session is also closed and prevent possible problems when the user tries to login again.

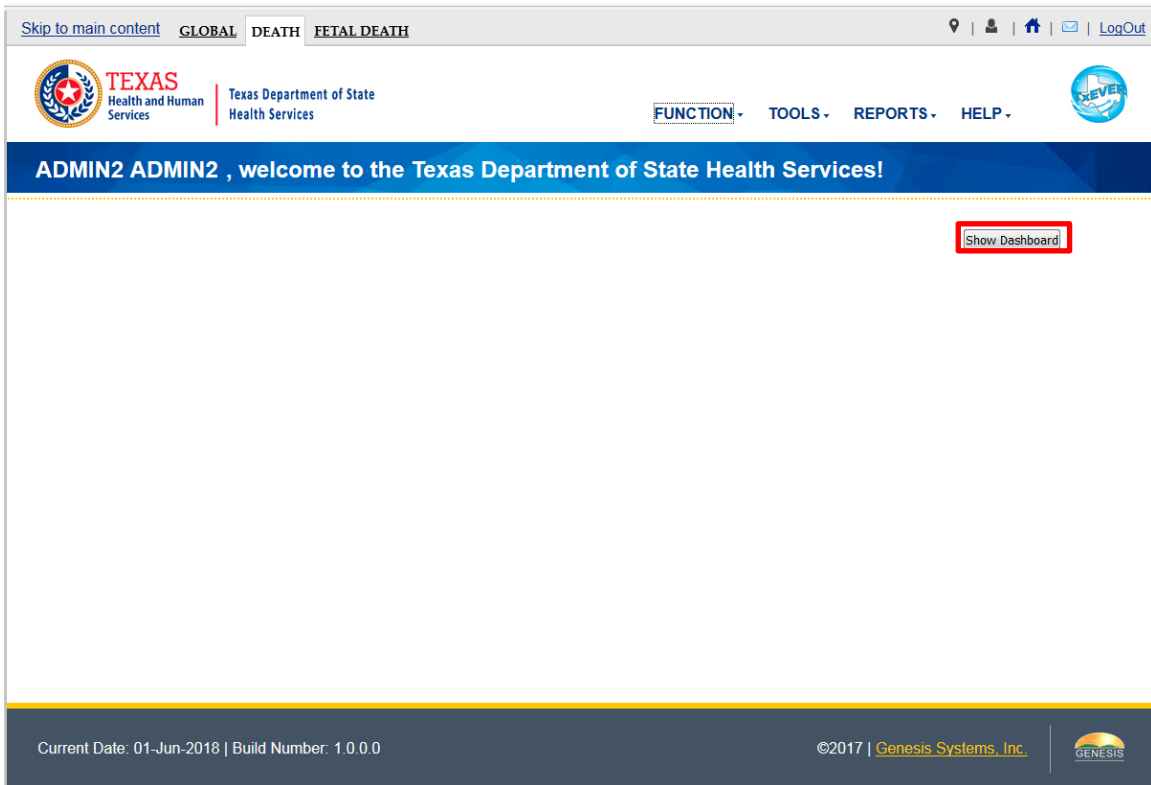


Figure 12: Show Dashboard Button

2.4 Death Dashboard

From the Death Home screen, users may access the Death Dashboard by clicking on the Show Dashboard button, as pictured in the above screenshot. The Death Dashboard provides a summary of all pending death records for the login location in the TxEVER Death Module.

Dashboard filters: RECORD NOT FILED WITHIN 10 DAYS OF DEATH

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
000000000111		2018/03/31	1966/06/06	WREST		PLAGUE	SOUTHWEST FAMILY MEC	VICTOR FARINELLI
000000000124		2018/04/03	1988/04/01	RYDRA		WONG	DALLAS COUNTY MEDIC	J PARCHMAN
000000000127		2018/04/01	2009/11/12	MY	NAME	IS		
000000000129		2018/04/04	1956/11/12	THIS	IS	ATEST		
000000000132		2018/04/04		JANES		ADDICTION		
000000000201		2018/04/04	1956/11/12	LONG	JOHN	SILVERS	SOUTHWEST FAMILY MEC	VENESSA BUTTS
000000000234		2018/05/01	1926/07/13	HENRY	WENTWORTH	AKELEY	DALLAS COUNTY MEDIC	HOWARD LOVECF
000000000238		2018/01/01	2017/04/18	RETEST	RECORD	TYPE		
000000000239		2017/11/11	1956/11/11	COUNTY	OF	BIRTH		
000000000241		2018/01/01	1956/11/12	RINGO	STARR	GIBSON		
000000000244		2018/02/02	1956/11/12	LOU		ALI	TRAVIS COUNTY MEDICA	LILY ANSARI-AUS
000000000245		2018/02/01	1956/11/12	FIRST		RECORD		

Page 1 of 1 | Displaying Records 1 - 13 of 13

Figure 13: Death Dashboard

Users may select a value from the **Dashboard Filters** drop-down list (pictured in the above screenshot) to filter the grid of pending records to include only those records that meet certain criteria.

2.5 Navigation, Data Entry and Tool Tips

The **TxEVER Death** module is designed with an emphasis on enhancing data entry logistics by providing intuitive interfaces. Mouse navigation, keyboard navigation or a combination of the two are equally accessible methods for maneuvering the system.

2.5.1 Using the Mouse

Use the mouse to navigate the **TxEVER Death** module. Click the various items (hyperlinked text and/or icons) on the menu to perform functions related to demographic data entry and verification. The mouse can also be used to navigate from one field to another during data entry.

2.5.2 Using the Keyboard

The following keys allow for easy navigation through the screens in the **TxEVER Death** application without using the mouse:

Tab Key: Moves cursor from one field to another. When a field is selected, the field will be highlighted with a green background, blue background, and in some cases, a frame will form around the selected field to aid the user.

Shift + Tab: Reverses the tab order and moves focus back to the previous control.

Enter: Initiates the action selected. Pressing **Enter** is equivalent to double-clicking the mouse.

Left/Right/Up/Down Arrows: Used to navigate within a field or within a pick list. The **PgUp** and **PgDn** keys may also be used.

Down Arrow for Dropdown Box: Pressing the **Down Arrow** key in a selected drop-down box will reveal available selections in a list form. Use the **Up** or **Down** arrows to scroll through the list.

Type-ahead Logic: Type-ahead logic provides another way to save time by eliminating the number of keystrokes to pull up an item from a drop-down box. This feature enables the user to begin typing and the list will filter according to what the user types.

Space Bar: Used to toggle a check box item on or off.

2.5.3 Using Tool Tips

Tool tips display information revealing an icon's function. To view a tool tip, hover the mouse cursor over an icon.

2.5.4 Using Internal Messaging

Messages can be sent to any user on the system using the internal messaging functionality. The user can send a message by selecting the **Send/Check New Messages** icon. The **Web Messaging** screen will appear, where the user can search for a select a user in the system. The message has a limited amount of characters and will appear to the recipient as an icon in the top right-hand corner.



Figure 14: Web Messaging Screen

The unread message notification will appear on the display for the recipient of a message until they open/read the message. A brief history of their messages will be available to the user.

2.5.5 Visual Cueing (Viz-e-Q©)

The **Visual Cueing** feature of the **TxEVER Death** module provides users with color-coded field cues to indicate the status of each data field. Users have the ability to change colors as per their own preferences using the **User Parameters** settings under the **Death/Tools/Utilities/User Parameters** menu item.

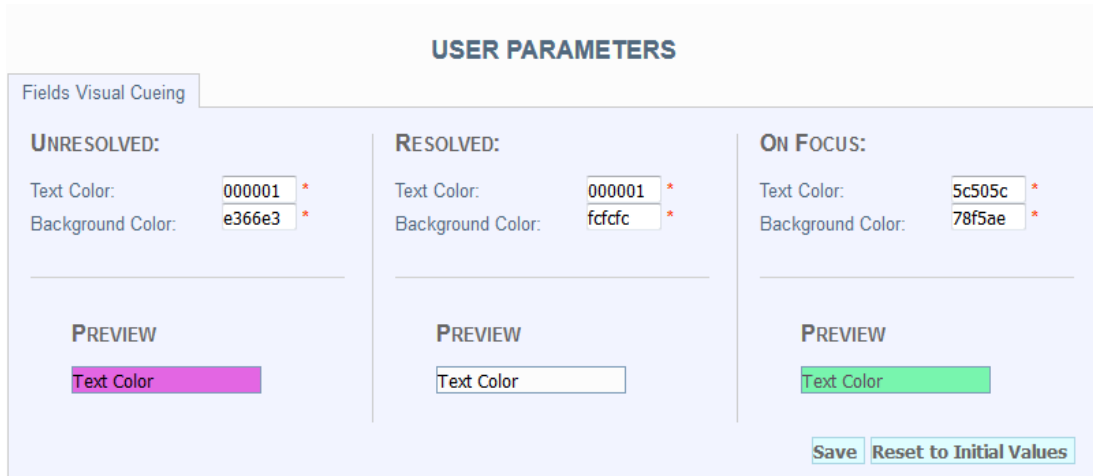


Figure 15: User Parameters Screen

2.5.6 Edit Checks (Fast-Fire©)

2.5.6.1 Soft Edit

According to the NCHS, a soft edit is defined as: “An edit that identifies and queries entries which are outside of the expected range, but which accepts out-of-range entries.”

An example of a soft edit in the **Death** module involves the decedent’s education. If the decedent’s documented level of education does not coincide with his/her calculated age, the application will query the user as shown below:

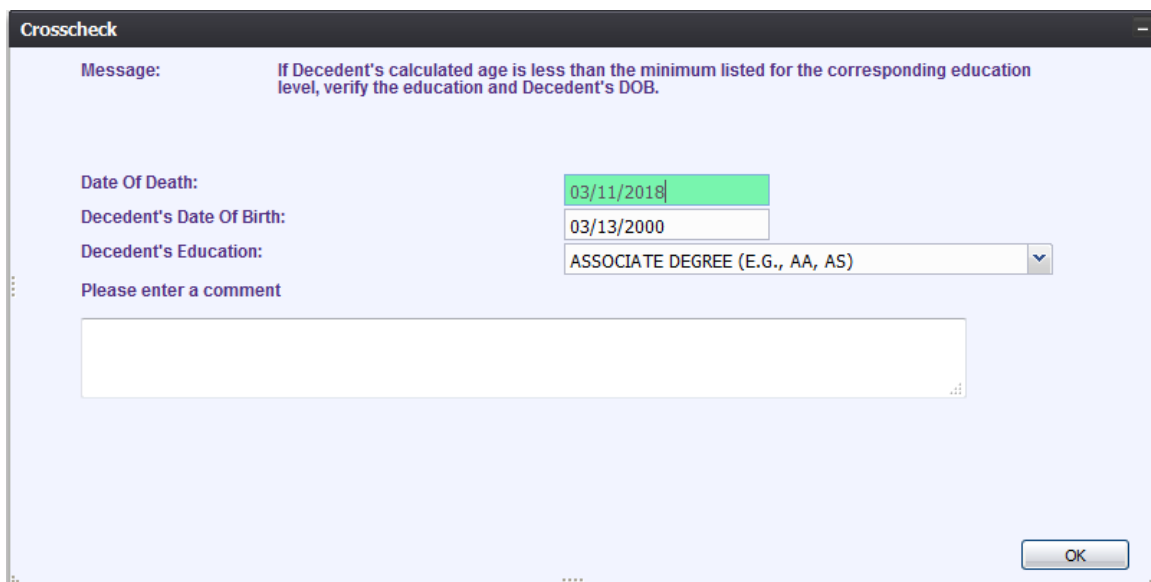


Figure 16: Soft Edit Message

1. If the user alters one or more of the values so that the decedent's documented level of education coincides with his/her age and presses **OK**, the screen disappears and the fields become resolved.

If the user does not alter any of the values and presses **OK**, the following message appears:

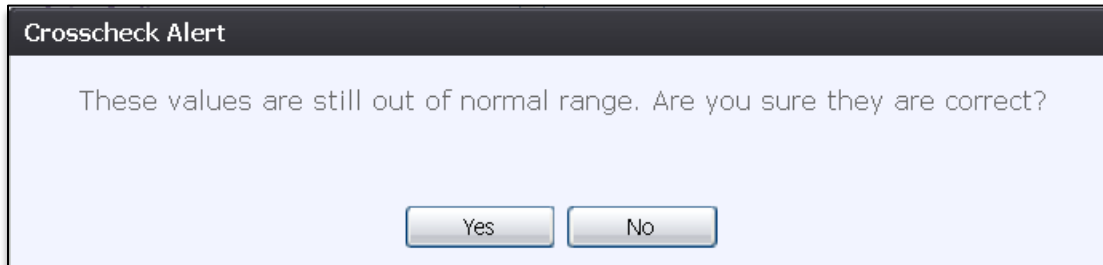


Figure 17: Crosscheck Alert Message

2. If the user selects **No**, the soft edit will not be resolved and the user will return to the crosscheck window.

If the user selects **Yes**, the soft edit becomes resolved and the values in all crosscheck fields become resolved.

2.5.6.2 *Hard Edit*

According to the NCHS, a hard edit is defined as: “An edit that identifies and queries entries which are outside of the expected range which must be corrected before the record can be filed.”

An example of a hard edit in the **Death** module involves the date of death. If this date is greater than the system date, the following message will appear:

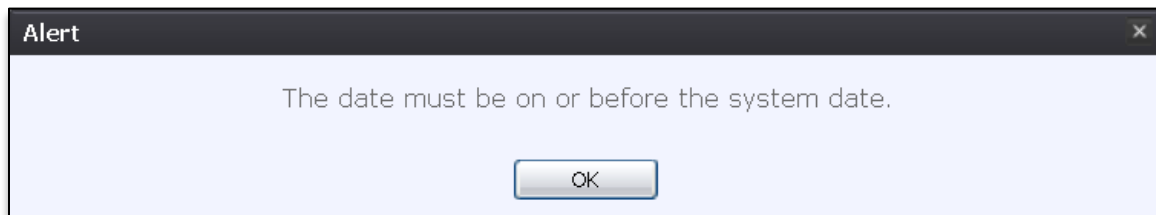


Figure 18: Hard Edit Message

2.5.7 **Status Bar**

The **Status** bar will appear at the bottom left corner of the **Demographic Data Entry** screen in the **TxEVER Death** module. Information appearing on the **Status** bar includes:

<ul style="list-style-type: none"> Unresolved List/ Stakeholders Demographic 1 Demographic 2 Demographic 3 Demographic 4 Demographic 5 Medical 1 Medical 2 Medical 3 Comments ACTIVITY: Record Type: IDENTIFIED Field Status: Resolved Action: Updating Record 	GENERAL INFORMATION State File Number: <input type="text"/> Birth State File Number: <input type="text"/> Record Type: * IDENTIFIED		
	DECEDENT'S LEGAL NAME		
	Prefix: --Select a value--	First Name: RINGO	
	Middle Name: STARR	Last Name: * GIBSON	
	Suffix: --Select a value--		
	DATE OF DEATH Date of Death Type: * ACTUAL DATE OF DEATH Date of Death: * 01/01/2018		
	TIME OF DEATH Time Of Death Type: ACTUAL TIME OF DEATH Time Of Death: 00:01 Time Of Death Indicator: MILITARY		
	DECEDENT'S SEX Sex: * MALE Maiden Last Name: <input type="text"/>		DECEDENT'S DATE OF BIRTH Date Of Birth: 11/12/1956 Age Units: YEARS Age: 61
	DECEDENT'S BIRTHPLACE State/Country: (Please click checkbox to filter countries only) TEXAS County Of Birth: TRAVIS City Of Birth: JOLLYVILLE City(Other): <input type="text"/>		DECEDENT'S SSN SSN: 438-38-4949 Social Security Missing Value Variable: --Select a value-- SSN Verification Status: NEW
	<input type="button" value="Previous"/> <input type="button" value="Save"/> <input type="button" value="Next"/>		

Figure 19: Status Bar

Field Name: Displays the name of the field currently in focus.

Field Status: Displays the status of the field currently in focus (Resolved/Unresolved).

Current Action: Displays the action that is currently being performed on the record.

2.6 Funeral Director Library Maintenance

In the **TxEVER** application, one or more of the users at a funeral home may be assigned ‘local administrator’ privileges. These local administrator privileges allow user(s) to complete all demographic data entry processes, plus additional administrative processes such as **User Maintenance** and **Library Maintenance** for their particular location(s).

Library Maintenance tables provide the capability for a management-level user at a funeral home to maintain library tables used during data entry as ‘pick lists’. Library tables serve to reduce data entry time by automatically filling in associated information. The ability to add, update, search and view listings of the Library Maintenance Tables is based on the security privileges assigned to each user.

Funeral Directors are responsible for submitting death records for further processing by means of applying their PIN in the process known as Demographic Verification. Multiple Funeral Directors are associated with each Funeral Facility and the Funeral Director Maintenance process accounts for listing additional Funeral Directors for specific facilities that appear on the list. The Funeral Director for the record is specified from the ‘Funeral Service Licensee’ list found on the Demographic 5 Tab of the Demographic Data Entry process.

The Funeral Director Maintenance window consists of the following frames:

- Funeral Director Profile
- Funeral Director Grid

The screenshot displays the 'FUNERAL DIRECTORS' maintenance screen. At the top, there is a header with the Texas Department of State Health Services logo and navigation tabs for 'FUNCTIONS', 'RECORD', and 'TOOLS'. The main form area contains fields for: Prefix (dropdown), License Number (text), First Name (text), TO Email (text), Middle Name (text), CC Email (text), Last Name (text), Fax # (text with format () - -), Suffix (dropdown), Display in List (dropdown), and Funeral Homes (dropdown). Below the form are buttons for 'New', 'Edit', 'Save', 'Clear', 'Delete', 'Search', and 'Undo'. A filter section allows selecting a funeral home to filter the grid below. The grid contains the following data:

Prefix	First Name	Middle Name	Last Name	Suffix	Funeral Home	License Number	To Email	CC Email	Fax#	Display In List
	VENESSA		BUTTS		ALL FAITHS FUNERAL	987	venessa.butts@dsi			ALWAYS
	SPENCER		DOBBS-AUSTIN		ALL FAITHS FUNERAL	77892	juanita.moshier@ds			ALWAYS
	VICTOR		FARINELLI		ALL FAITHS FUNERAL	666	victor.farinelli@gma			ALWAYS
	RALPH		VARGAS		ALL FAITHS FUNERAL	456789	gaetan.carpentier@			ALWAYS

At the bottom of the grid, there is a pagination bar showing 'Page 1 of 1' and 'Displaying Records 1 - 4 of 4'. The total number of records is indicated as '4 Records'.

Figure 20: Funeral Director Library Maintenance Screen

2.6.1 Funeral Director Profile

The **Funeral Director** profile includes relevant information about a person acting in the capacity of a Funeral Director.

When adding a Funeral Director profile, enter the following information:

- Name (first and last are mandatory)
- License Number
- Display in Lists drop-down menu (mandatory)

The **Display in Lists** drop-down menu provides the option to have the table entry displayed as a choice in the pick list as an available option during data entry. The **Display in Lists** drop-down is useful in those cases when an entry added to a library table may only apply to a single record.

Note: When an entry is added or modified in a library table, a duplicate check is performed. If a duplicate entry is detected during the **Save** or **Update** process, the user will be notified that a matching entry already exists and be prevented from adding or updating the entry.

2.6.2 Funeral Director Grid

The **Funeral Director** grid displays a list of Certifiers/Attendants that are associated with the current location. To view a specific funeral director's profile, click the profile listing.

The **Funeral Director Library Table** grid is initially blank. Each local administrator will create a list of available Funeral Director associated with their location that will appear on the grid. Once the library table information is entered, the information will populate the available pick lists for selection.

2.6.3 Adding a Funeral Director from Library Maintenance

If a user wants to add a Funeral Director to their location's profile, they must complete the following steps:

1. Select the **Death/Tools/Library Maintenance/Funeral Directors** menu item to load the **Funeral Directors Library Maintenance** screen.
2. Enter the appropriate information for the entry.
3. To display in lists used during data entry, check **Display in Lists**.
4. Click **Save**.

3 Demographic Data Entry and Verification Functions

This section provides detailed information about the **TxEVER Death** application regarding functions related to **Demographic Data Entry and Verification** that allow completion of the demographic section of the death certificate.

The TxEVER Death applications allows you to access and complete your section of a record regardless of whether other case participants use the system or rely on the paper-based method to complete their portion of the death certificate.

3.1 Start and Save a New Record

The **NEW Record** function allows authorized users to create/initiate a death record within the **TxEVER Death** module.

1. Select the **Death/Function/Demographic Data Entry** item to initiate a new death record.

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.

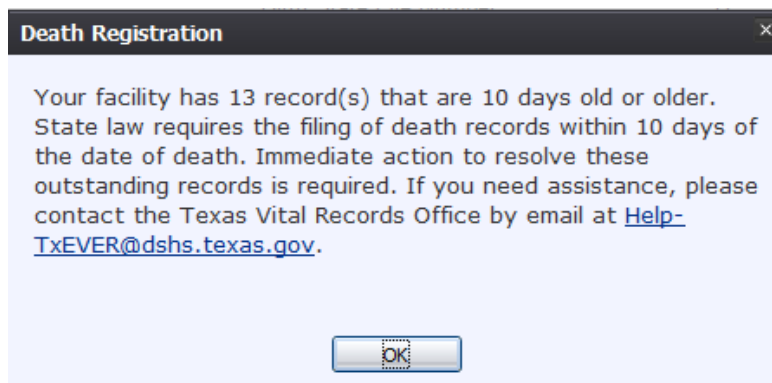


Figure 21: Late Records Message

The initial **Demographic Data Entry** screen will appear.


2. Click on the **New**  icon or select the **Record/New** menu item to load the New Record Screen:

Figure 22: New Record Screen

3. Enter all available information about the decedent into the following fields:

Field Name	Value Required
Date of Death Type	Select a date of death type from the dropdown list
Date of Death	Enter Date
SSN	Enter SSN OR select value from SSN Missing Value Variable dropdown list.
Record Type	Defaults to Identified
Decedent Last Name	Enter Text
Gender	Select a gender from the dropdown list

4. Minimally, the user must enter values into all fields listed above and click the Find Record button.
 - a. If a match is NOT found, the application will display the following message:

Figure 23: Record Creation Confirmation Message

5. Click on **OK** to proceed with demographic data entry on a NEW record.
 - a. Clicking on **Cancel** will enable you to edit field items to re-initiate the search.

6. Click on the **Save**  icon to save the record.

The application will perform an automatic SSN Verification and provide response codes, instructions and notifications to the user, as applicable.

3.2 Pick-Up an Existing Record

The **NEW Record** function allows authorized users to create/initiate a death record within the TxEVER Death application.


1. Click on the **New**  icon or select the **Record/New** menu item to load the New Record Screen:
2. The New record screen will appear:

Figure 24: New Record Screen

3. Enter all available information about the decedent into the following fields:

Field Name	Value Required
Date of Death Type	Select a date of death type from the dropdown list
Date of Death	Enter Date
SSN	Enter SSN OR select value from SSN Missing Value Variable dropdown list.
Record Type	Defaults to Identified
Decedent Last Name	Enter Text
Gender	Select a gender from the dropdown list

4. Minimally, the user must enter values into all fields listed above and click the Find Record button.

5. If a match is found that is owned by the same funeral home, the following message

will appear:

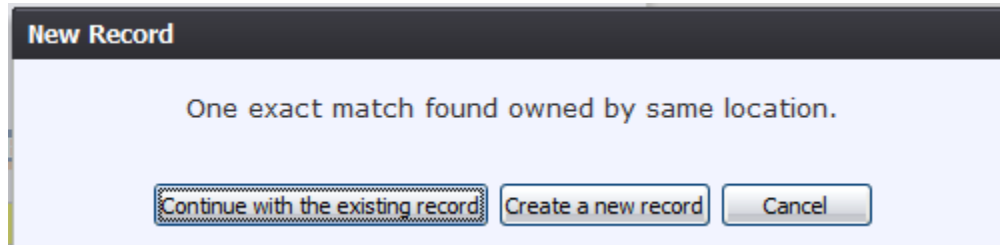


Figure 25: One Exact Match Owned by Same Location Message

- a. Click the **Continue with the existing record** button to retrieve the matching record or the **Create a new record** button to continue with the creation of the new record.
- b. If a match owned by another funeral home is found the application will display the following message:

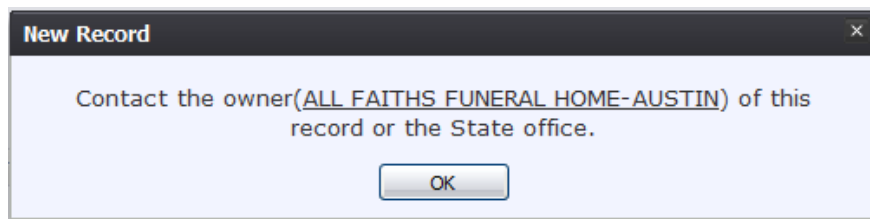


Figure 26: Match Owned by Another Funeral Home Message

- i. Click the **OK** button to return to the New Record screen.

A user will not be able to take over ownership of a record from another funeral home unless the second funeral home contacts the first funeral home or the State office directly to request that the record be relinquished.

- c. If a match that is not owned by another funeral home is found the application will display the following message:



Figure 27: One Un-Owned Exact Match Found Message

- i. Click the **Accept** button to accept ownership of the record.
- ii. Click the **Cancel** button to decline the ownership of the record.

- d. If multiple matches are found, the application will display the following message:

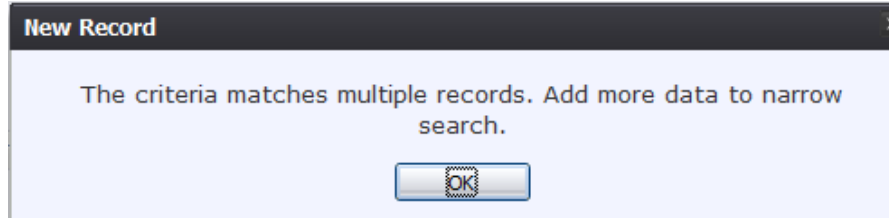


Figure 28: Multiple Matches Found Message


- i. Click the **OK** button to return to the New Record screen.
6. Proceed with demographic data entry by completing the information requested on Demographic Tabs 1-5. See Demographic Data Entry Topics for more details on how to complete the record.

3.3 Search for a Record

Searching for a record in the application can be accomplished using the following options:

- Search screen
- Work Queue search

3.3.1 Search Screen

1. Click the **Search** icon  or select the **Record/Search** menu item.
2. The **Death Search** screen will appear:

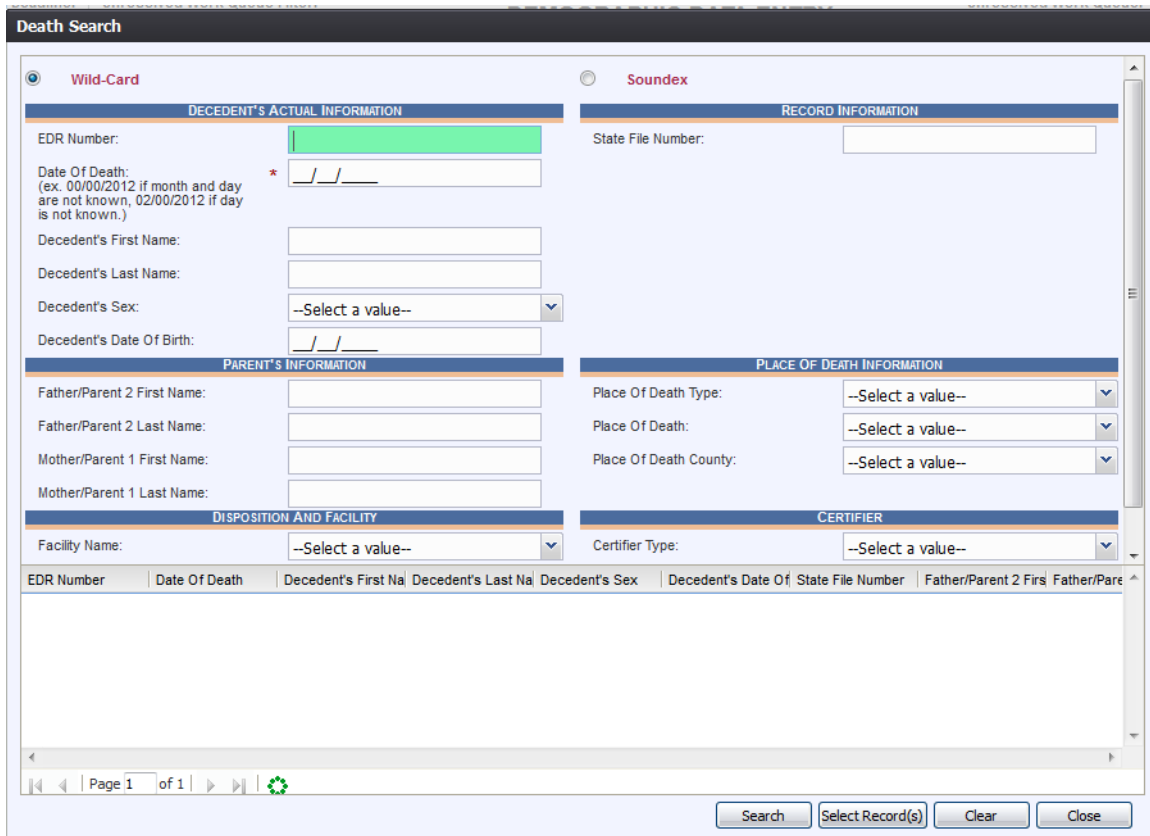


Figure 29: Death Search Screen

3. Enter all available information regarding the record that needs to be located.
 - ✓ **Tip:** Text fields such as names do not have to be complete. Enter the first several letters instead of the entire text when spelling is in question but include other items to reduce the number of matches.
 - ✓ **Tip:** Along with a name, including the year of death (which can be entered as a series of 00s followed by a year - i.e. 00/00/2012) and gender and other information will reduce the number of matches that are returned and cause faster search results.

- ✓ **Tip:** Choosing Soundex still requires the user to enter at least the Decedent's year of death. If the user also decides to search by a name, the full name must be entered and the application will search for not only all exact matches but names that sound familiar as well.

4. Click **Search**.
5. Records that match the search criteria will populate in the grid in the lower half of the screen.

The screenshot shows the 'Death Search' application interface. It features a search form with two tabs: 'Wild-Card' and 'Soundex'. The 'Soundex' tab is selected. The form is divided into several sections: 'DECEDENT'S ACTUAL INFORMATION', 'RECORD INFORMATION', 'PARENT'S INFORMATION', 'PLACE OF DEATH INFORMATION', 'DISPOSITION AND FACILITY', and 'CERTIFIER'. The 'Date Of Death' field is populated with '00/00/2018'. Below the form is a table of search results with columns for EDR Number, Date Of Death, Decedent's First Name, Decedent's Last Name, Decedent's Sex, Decedent's Date Of Birth, State File Number, Father/Parent 2 First Name, and Father/Parent 2 Last Name. The table contains six rows of data. At the bottom of the screen, there are navigation buttons: 'Search', 'Select Record(s)', 'Clear', and 'Close'. The status bar indicates 'Displaying Records 1 - 6 of 6'.

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
000000000065	03/15/2018	JOHN	JAM	MALE	01/01/1980			
000000000102	03/29/2018	BREAD	BUTTER	MALE	01/01/1980		2	B
000000000105	03/30/2018	JACK	SMITH	MALE	03/29/2018			
000000000106	03/30/2018	JOHN	GREEN	MALE	03/30/2018			
000000000207	05/14/2018	JAMES	NORA	MALE	01/01/1980			FORD
000000000257	05/14/2018		NORA	MALE				

Figure 30: Death Search Screen with Results

6. Click the appropriate record to select. Select multiple records by holding down the **Ctrl** key and clicking on records.
7. Click **Select Record(s)** to retrieve records to the Work Queue.
8. Select a record from the work queue by clicking on it to retrieve it to the screen.
9. The selected record will be retrieved by the system and its information will appear on the screen as an active record for additional review and/or processing.

3.3.2 Work Queue Search

The Work Queue in the **Demographic Data Entry** process will contain the following:

- Death records associated with the user's login location that still require some type of action.
- The list in the work queue will be sorted by the date of death and will display the decedent's last name, decedent's first name, and decedent's date of death.

1. From the drop-down list, set the filter for the appropriate record type, as shown below. Options include:

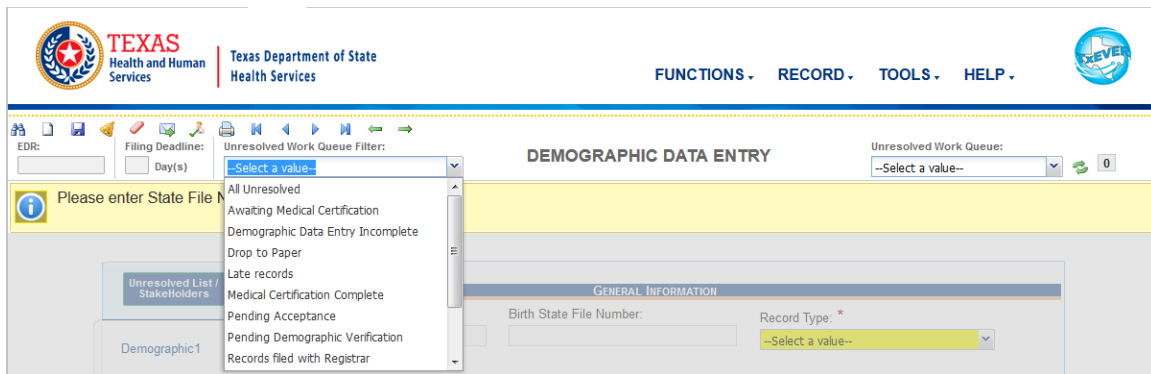


Figure 31: Unresolved Work Queue Filter

- **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 that have been submitted to the State but are not yet 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.
2. From the record list, select the appropriate record by clicking on it, or with the focus on the list, start typing the decedent's last name (if available).

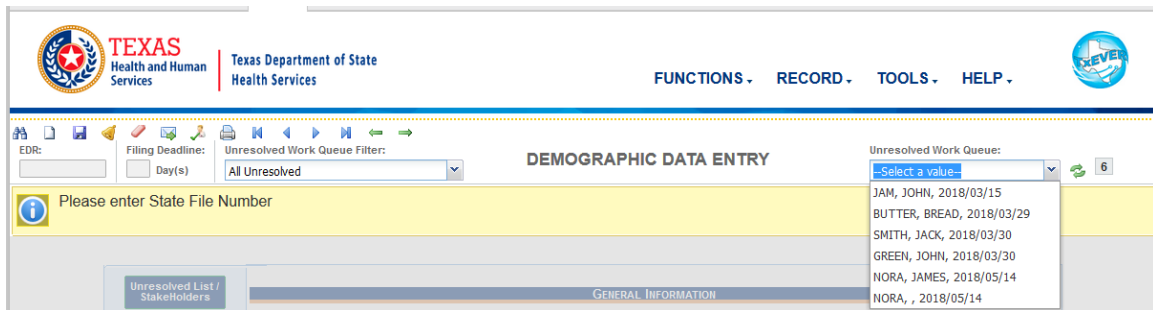


Figure 32: Unresolved Work Queue

3. The selected record will be retrieved by the system and its information will appear on the screen as an active record for additional review and/or processing.

3.4 Cancel Changes

A user may cancel changes made to a record since it was last saved in **Demographic Data Entry**.

1. Retrieve an existing record using the [Work Queue Search](#) or the [Search Screen](#).
2. Enter information or modify information entered in any fields. If a user navigates away from the current record by completing such an action as initiating a record search or accessing a new record, the system will display the following message:

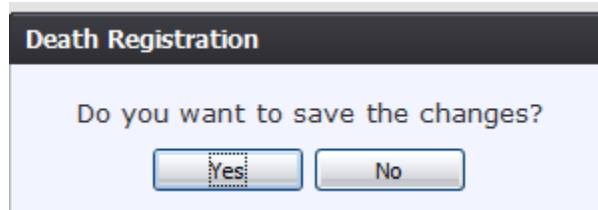


Figure 33: Save Changes Confirmation Message

- a. Click **No** to cancel the changes made to the record.
- b. Click **Yes** to save the changes made to the record.

3.5 Update a Record

The **Demographic Data Entry** menu item function allows authorized users to create/initiate a death record as well as update an existing record within the **TxEVER Death** module.

1. Select the **Death/Function/Demographic Data Entry** menu item.
 - a. If there are any records in the Late Records Work Queue, the following message will appear:

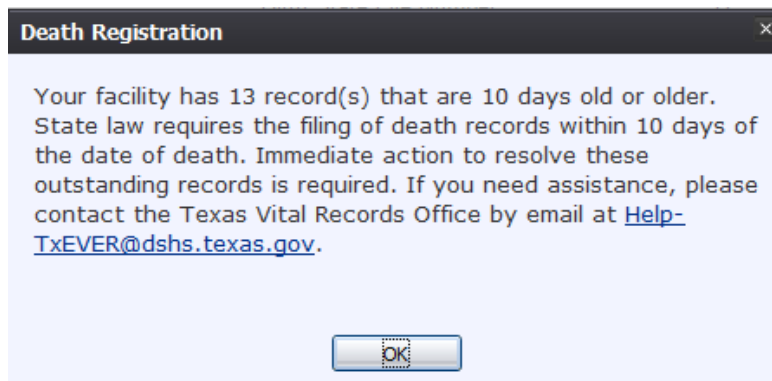


Figure 34: Late Records Message

The initial **Demographic Data Entry** screen will load.

2. Search for a record using the [Search Screen](#) or the [Unresolved Work Queue](#) and update unresolved fields on the record that is retrieved on the screen.
3. While a record with unsaved changes is on screen, select the **Record/Save** menu option, or the **Save** icon.

The following message will appear:

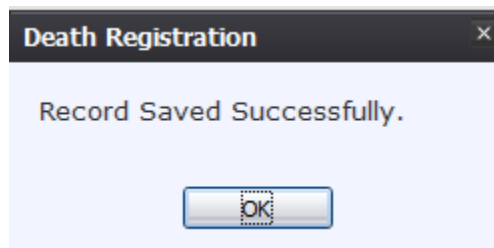


Figure 35: Record Successfully Updated Message

All previously unsaved changes made to the record will be saved.

4. Proceed with demographic data entry by completing the information requested on the data entry tabs. See [Demographic Data Entry Topics](#) and [Technical Demographic Data Entry Tips](#) for more details on how to complete the record.

3.6 Abandon a Record

Any user can choose to abandon a record up until the record is released and assigned a State File Number (SFN). If a record is registered, the record can be voided in **Legal View**.

To abandon the record, select **Record/Abandon** or the **Abandon** icon .

The following message will appear:

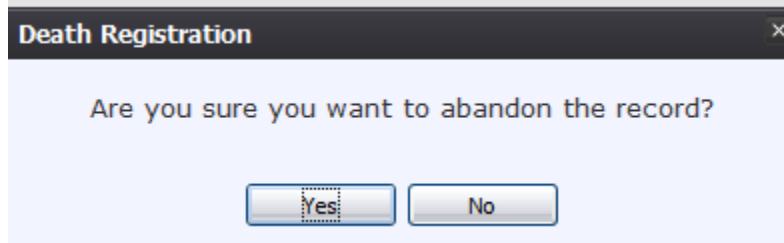


Figure 36: Record Abandon Confirmation Message

Select **No** to cancel the action and return to the record or select **Yes** to continue abandoning the record. Provide a reason for abandoning the record in the **Comment** box shown below and press **OK**.

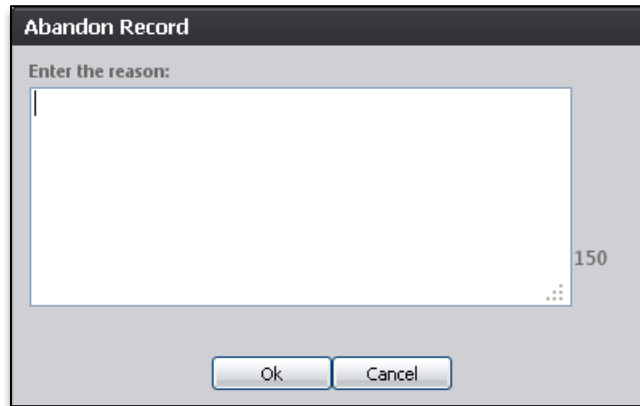


Figure 37: Abandon Record Comment Screen

The following message will appear:

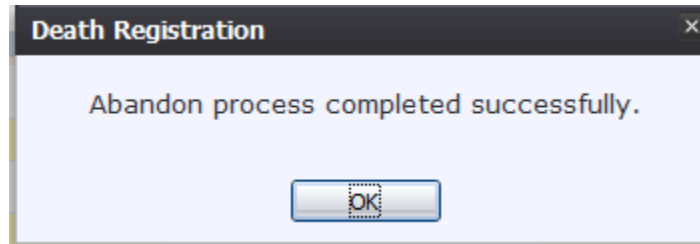


Figure 38: Record Abandon Completed Successfully Message

3.7 Return to the Main Menu

Return to the **Death** module main menu at any time by selecting the **Function/Home** menu item.

3.8 Using the Unresolved Fields List

Depending on the type of record, a number of actions need to be performed before a record is ready to be submitted for further processing. To check if all data items were completed, use the **Unresolved Fields** list to identify areas that require some sort of action before the record is resolved. The unresolved list displays individual data fields that need to be completed for a specific record before it can be resolved.

1. Retrieve a record.
2. Click **Unresolved/Stakeholders** to open the list.

The **Unresolved Fields** list will open.

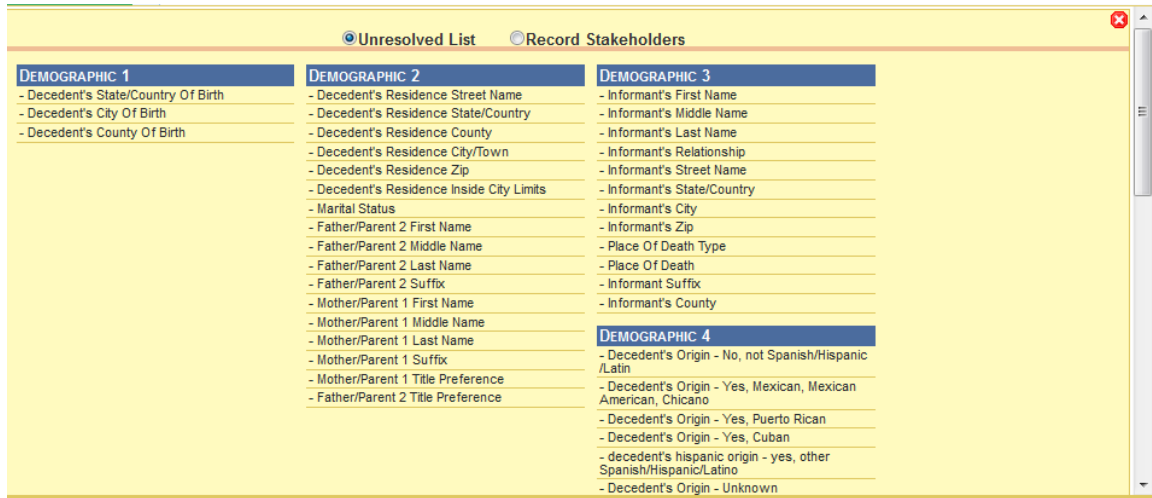


Figure 39: Unresolved Fields List

3. To be directed to a particular unresolved field, click the field's link. The system will navigate to that particular field directly so that it may be resolved; the **Unresolved Fields** list will close.
4. Click **Unresolved List** again to close the list and return to the data entry screen.

3.9 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.

3.9.1 Double Data Entry

Certain fields (such as Decedent First Name) within the Demographic Data Entry screen will require that the user enter the value into the main data entry screen and then confirm the entered value by entering it again in a separate data entry interface. Fields that require double data entry will present users with the following screen when the user tabs off the field:

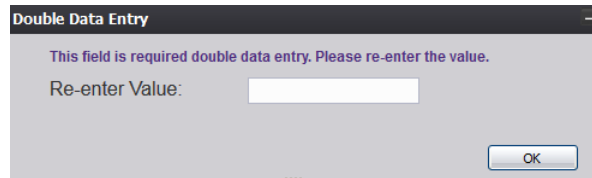


Figure 40: Double Data Entry Screen

Enter the value again and click the **OK** button to close the Double Data Entry screen. 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:

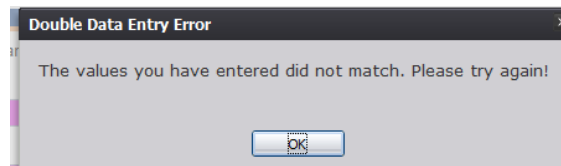


Figure 41: Double Data Entry Error Screen

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.

3.9.2 AKA Name(s) 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)

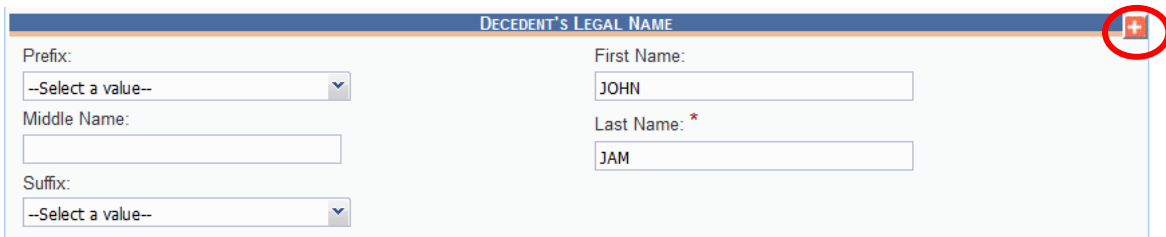


Figure 42: Add/Edit AKA Names Button

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

First Name	Middle Name	Last Name	Suffix	Remove
------------	-------------	-----------	--------	--------

Figure 43: Add/Edit AKA Names Screen

3.9.3 Pick List Navigation

Decedent's Birthplace fields illustrate the concept of pick-list menus. Refer to examples below to quickly retrieve entries and expedite data entry.

DECEDENT'S BIRTHPLACE	
State/Country: (Please click <input type="checkbox"/> checkbox to filter countries only)	--Select a value--
County Of Birth:	--Select a value--
City Of Birth:	--Select a value--
City(Other):	

Figure 44: Decedent's Birthplace Field

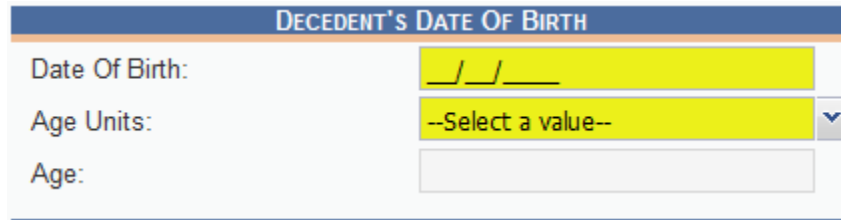
1. Set focus on the **State/Country** field by clicking on the field. Type the letters TE or any other beginning letters of another state.
 - Typing TEXAS will also find TEXAS and typing SOUTH C will find SOUTH CAROLINA but will require typing more letters before the desired match is found.
 - Selecting 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.

3.9.4 Death Age Entry

Decedent's Date of Birth fields require an 'Age Units' and 'Age' entries to determine record processing sequence.

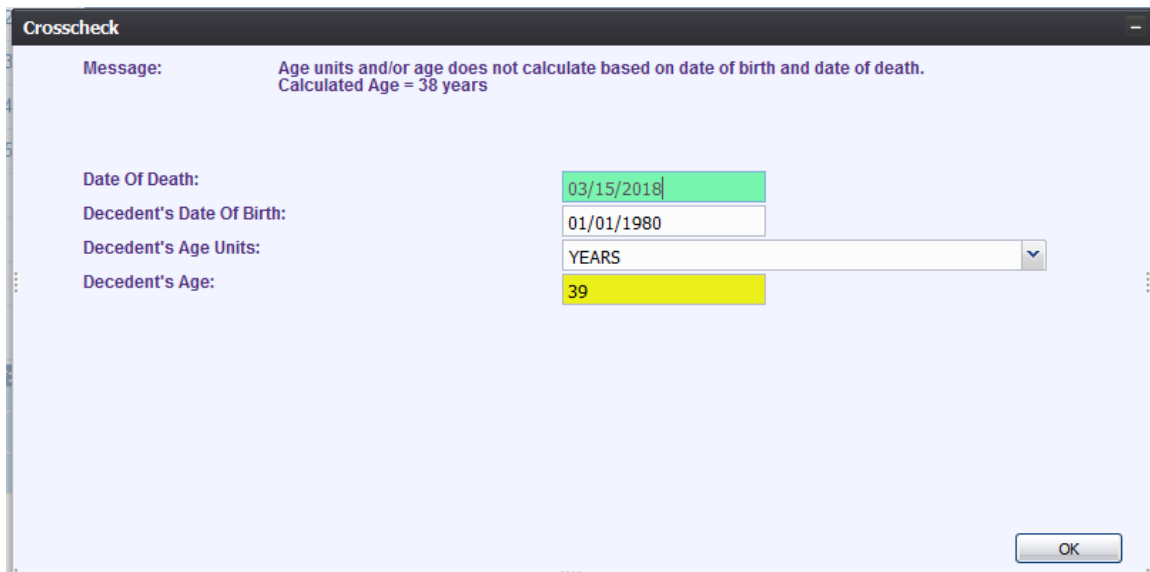
1. With the mouse, click on the Date of Birth field and use the Tab key to advance to the Age Units field on the Demographic 1 tab.



DECEDENT'S DATE OF BIRTH	
Date Of Birth:	<input type="text" value="__/__/__"/>
Age Units:	<input type="text" value="--Select a value--"/>
Age:	<input type="text"/>

Figure 45: 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:



Crosscheck

Message: Age units and/or age does not calculate based on date of birth and date of death.
Calculated Age = 38 years

Date Of Death: 03/15/2018

Decedent's Date Of Birth: 01/01/1980

Decedent's Age Units: YEARS

Decedent's Age: 39

OK

Figure 46: Crosscheck Message

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

3.9.5 Screen Tab Navigation

When the last field on the **Demographic 1** tab is resolved the next field that needs a response is on the **Demographic 2** tab.

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.

3.9.6 Place of Death Facility

Once a facility is selected, the address fields for a listed facility are automatically populated. These types of fields are retrieved from the database and are referred to as bypassed and disabled. The address information of a given facility cannot be directly edited on the screen.

3.9.7 Funeral Facility Profile

Funeral facility name and profile is based on the login profile of the user who originally initiated the record. The address fields are retrieved from the database and cannot be directly modified on the screen.

NAME AND ADDRESS OF FUNERAL FACILITY	
Facility Name: <input type="text" value="CARNES FUNERAL HOME"/>	Facility Name(Other): <input type="text"/>
Street Address: <input type="text" value="3100 GULF FWY"/>	State/Country: <input type="text" value="TEXAS"/>
County: <input type="text" value="DALLAS"/>	Local: <input type="text" value="REGISTRAR - DALLAS COUNTY CLERK"/>
City/Town: <input type="text" value="ADDISON"/>	Zip: <input type="text" value="12312"/>
Zip Ext: <input type="text" value="1231"/>	Funeral Service Licensee: <input type="text" value="--Select a value--"/>
Funeral Service Licensee (Other): <input type="text"/>	License Number: <input type="text"/>
Additional Funeral Service Provider: <input type="text"/>	Date Verified: <input type="text" value="__/__/__"/>

Figure 47: Funeral Facility Profile Fields

3.9.8 Hispanic Origin and Race Fields Properties

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.

- To change the choice, first un-check the selected choice.

DECEDENT OF HISPANIC ORIGIN?	DECEDENT'S RACE
<input checked="" type="checkbox"/> No, Not Spanish/Hispanic/Latino <input type="checkbox"/> Yes, Mexican, Mexican American, Chicano <input type="checkbox"/> Yes, Puerto Rican <input type="checkbox"/> Yes, Cuban <input type="checkbox"/> Yes, Other Spanish/Hispanic/Latino (Specify) <input type="text"/> <input type="checkbox"/> Unknown Decedent's Ethnicity MVR --Select a value-- <input type="button" value="v"/>	<input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native (Name of the Enrolled or Principal Tribe) <input type="text"/> <input type="checkbox"/> Asian Indian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian (Specify) <input type="text"/> <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Guamanian or Chamorro <input type="checkbox"/> Samoan <input type="checkbox"/> Other Pacific Islander (Specify) <input type="text"/> <input type="checkbox"/> Other (Specify) <input type="text"/> <input type="checkbox"/> Unknown Decedent's Race MVR --Select a value-- <input type="button" value="v"/>
<input type="button" value="Previous"/> <input type="button" value="Save"/> <input type="button" value="Next"/>	

Figure 48: Ethnicity and Race Fields

- Race fields allow multiple choices.
- 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.

3.10 Record Comments

Some events require a corresponding comment. These comments are stored and can be viewed in a grid on the **Comments** tab:

The following information regarding each comment will be stored:

- Action that required the comment
- The funeral home user logged in when the comment was entered
- Date and time the comment was entered
- Text of the comment (600 characters)

Comments may be entered or viewed by clicking on the **Comments** tab in **Demographic Data Entry**.

3.11 SSN Verification

Social Security Number (SSN) verification is a pre-requisite for subsequent record processing.

Important Note: after entering initial record data and saving the record you may need to wait several minutes to get a Verification Status response and retrieve the response by again saving the record at that time. Saving the initial record data and later returning to complete the record by accessing the record from the Unresolved Work Queue will also ensure that the SSN Verification Status is retrieved and saved on the record.

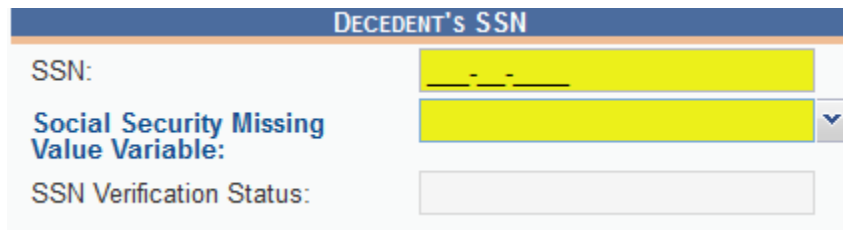
3.11.1 Automated Process

This is a behind-the-scenes process that is automatically triggered by data entered in the Demographic Data Entry when the following fields become resolved and saved:

- ✓ Decedent's Last Name
- ✓ Decedent's First Name
- ✓ Decedent's Middle Name
- ✓ Decedent's Date of Birth
- ✓ Decedent's Gender
- ✓ Decedent's Social Security Number
- ✓ State of Death

The system 'looks' for results of the request (if necessary) when the record is saved, when it is again retrieved, and when the demographic verifier attempts to verify the record. The demographic data entry screen contains an indicator of the SSN verification status for the record.

Up to five (5) separate attempts can be made to verify/re-verify the SSN. The system will count the attempts made and if three (3) or more attempts are made on the same record, an entry will be made in the system audit log. Multiple attempts on the same record could be an indicator that various names and/or Social Security Numbers are being entered to 'fish' for matches.



The screenshot shows a form titled "DECEDENT'S SSN" with three main input areas. The first is a text field for "SSN:" with a yellow background and a dashed line indicating the format. The second is a dropdown menu for "Social Security Missing Value Variable:" with a yellow background and a downward arrow. The third is a text field for "SSN Verification Status:" with a light gray background.

Figure 49: SSN Verification Fields

3.11.2 Response Generation

The following responses will be interpreted as successful results: Passed(Y), FailSSN(1), FailGender(2), FailDOB(3), FailDOBGender(4), FailName(5.) The 'Passed' response indicates that all related information matched and the Social Security Number has been verified as being correct for the named individual. The other 5 listed responses indicate a discrepancy that should be investigated by the demographic verifier. The system will provide the corresponding prompt, but the option to leave the record unchanged will exist and will not prevent the record from being released.

3.12 Designate a Medical Certifier

This process will identify the medical certifier for this record and if they are participating electronically it will send an e-mail notification and cause the death record to appear in their work queue for acceptance. Before the medical certifier can actually work on the record, s/he must accept the record. You can find records that need to be designated to a Medical Certifier using the Unresolved Work Queue.

1. 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.
2. The Medical Certifier Designation Screen will load:

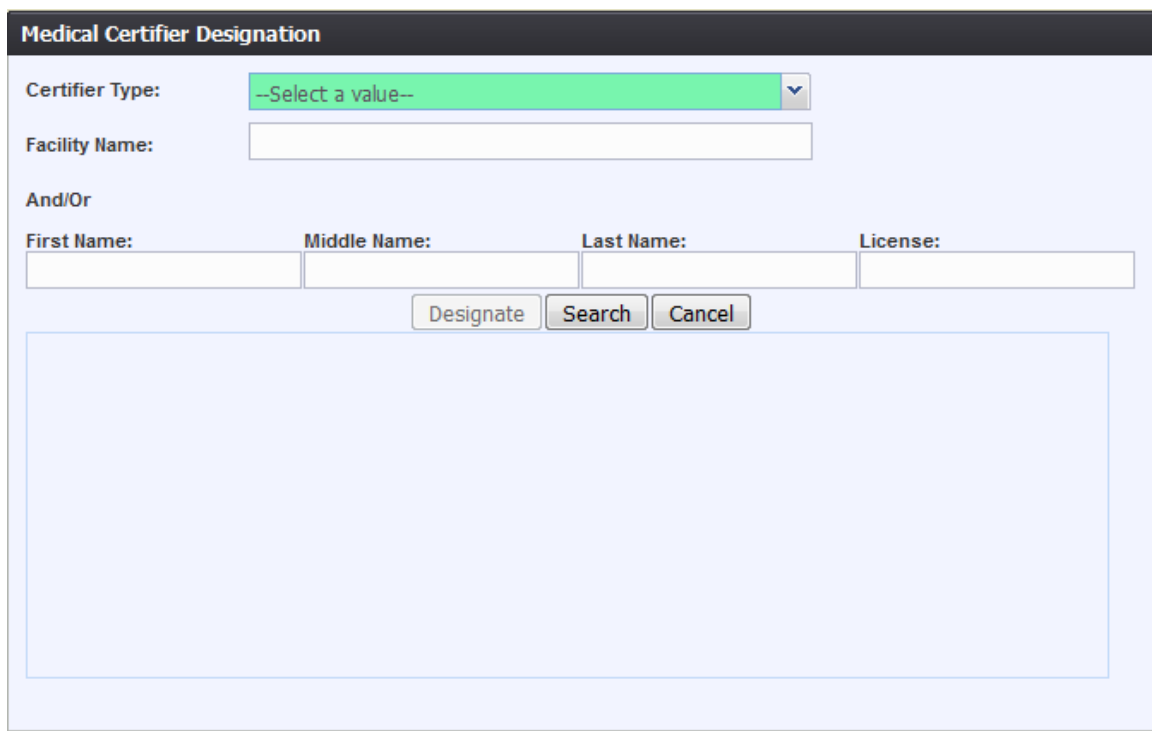


Figure 50: Medical Certifier Designation Screen

3. Select the desired Certifier Type from the drop-down list.
4. Enter all available Medical Certifier information and click on the **Search** button to initiate the search.
5. Select the desired medical certifier by clicking the associated row in the search results grid.

Figure 51: Medical Certifier Designation Screen with Records Retrieved

6. Click on **Designate** to assign Medical Certifier and Office Location on the death record. The medical certifier's information will populate in the medical certifier fields and the fields will disable.
7. The application will display a message regarding the status of the designation (success vs. failure).

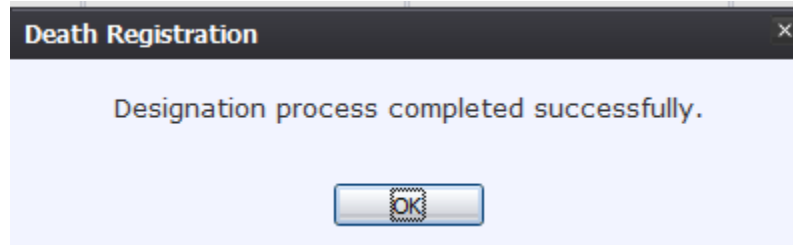


Figure 52: Designation Process Completed Successfully Message

8. Upon successful designation, click **OK** to close the Medical Certifier Designation screen.
9. If designation fails, repeat designation process by returning to and following Step 1 above.

3.13 JP/Medical Examiner Referral

1. Retrieve a record that needs referral to a JP/Medical Examiner using the **Search Screen** or through the **Work Queue**.
2. Select the **Record/Refer to JP/Medical Examiner** menu item to initiate the search/selection process.
3. The application will load the Medical Certifier Designation Screen:

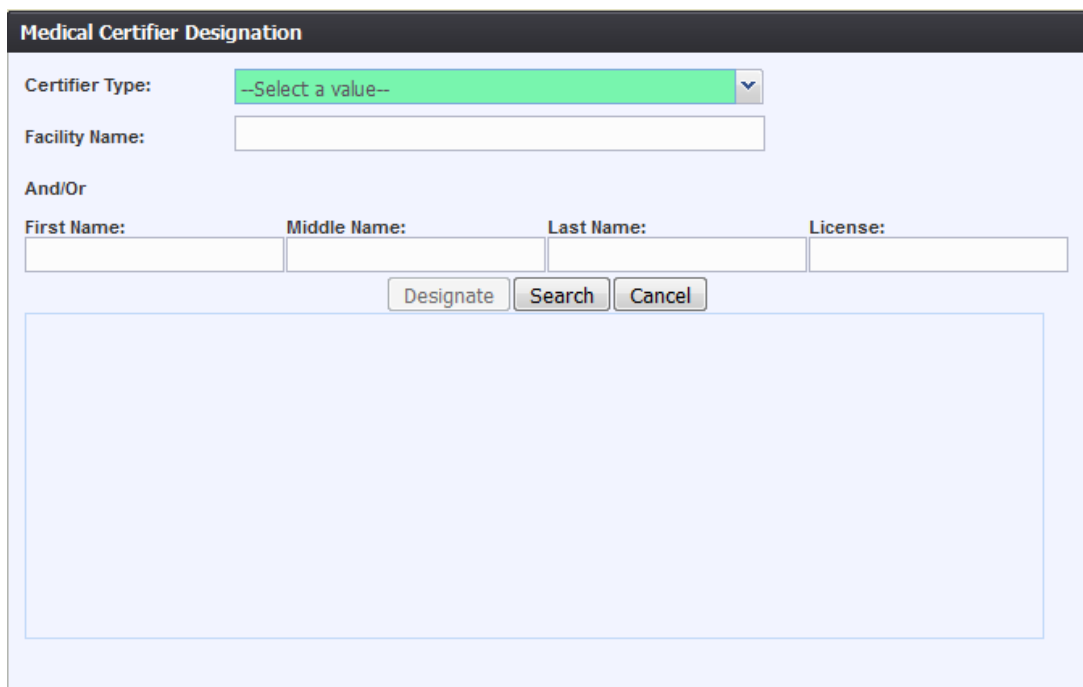


Figure 53: Medical Certifier Designation Screen

4. Select a value of Medical Examiner or Justice of the Peace from the Certifier Type drop-down menu.
5. Enter full or partial data values into the provided search fields and then click the Search button.
6. Search results will appear in the search results grid.
7. Select the desired medical certifier by clicking the associated row in the search results grid and click Designate. The Medical Certifier Designation screen will close and the medical certifier's information will populate in the medical certifier fields and the fields will disable.

3.14 Printing Forms

3.14.1 Print/Re-print Death Certificate Worksheet

The application provides Funeral Directors the ability to generate a Death Certificate Worksheet.

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 **X** in the upper right-hand corner of the screen to return to the TxEVER application.

3.14.2 Print Burial Transit Permit

The application provides Funeral Directors the ability to generate a pre-populated Disposition Burial Transit Permit once a record has been demographically verified.

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.

3.14.3 Report of Death

The application provides Funeral Directors the ability to generate a Report of Death.

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.

3.14.4 Drop to Paper Form

The application provides Funeral Directors the ability to generate a Drop to Paper Form once a record has been dropped 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.
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.

3.14.5 Verification of Death Facts

The application provides Funeral Directors the ability to generate a Verification of Death Facts once a record has been dropped 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.
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:

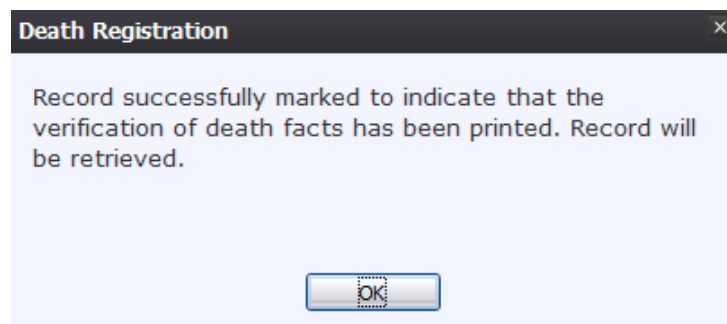


Figure 54: Record Successfully Marked to Indicate Verification of Death Facts Printed Message

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.

3.15 Demographic Verification

This section describes different aspects of Demographic Verification and addresses certain implications of this process.

3.15.1 Performing Demographic Verification

Demographic Verification is the process provided to demographic verifiers as a means to electronically ‘sign’ the demographic portion of the death record after the review of values of demographic items on the Death Certificate for submission to the Registrar.

Before demographic verification can be successfully performed, the following must be accomplished:

- Demographic Data Entry is complete
- Receipt of acceptable response from SSN Verification Process
- Printing of Verification of Death Facts

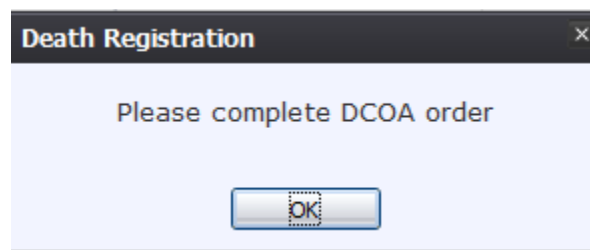
Important Note: A demographic verifier can only perform demographic verification on records that identify him/her on the record as the demographic verifier.

1. Search for the desired record using the Work Queue Search by setting the unresolved work queue filter to **Pending Demographic Verification**.

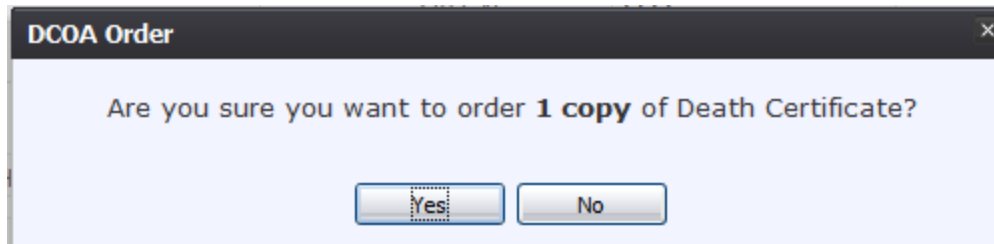
OR

By using the Search Screen method by clicking on the **Submit** button or selecting the **Record/Search** menu item.

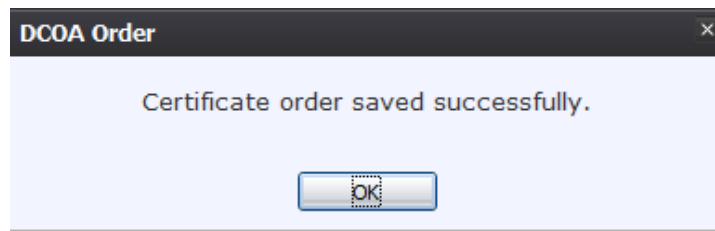
2. Select a record from the Work Queue drop-down list or from the Search Screen grid.
3. When the appropriate record appears on the screen, select the **Record/Demographic Verification** menu item to initiate the demographic verification process.
4. The following message will be displayed:



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



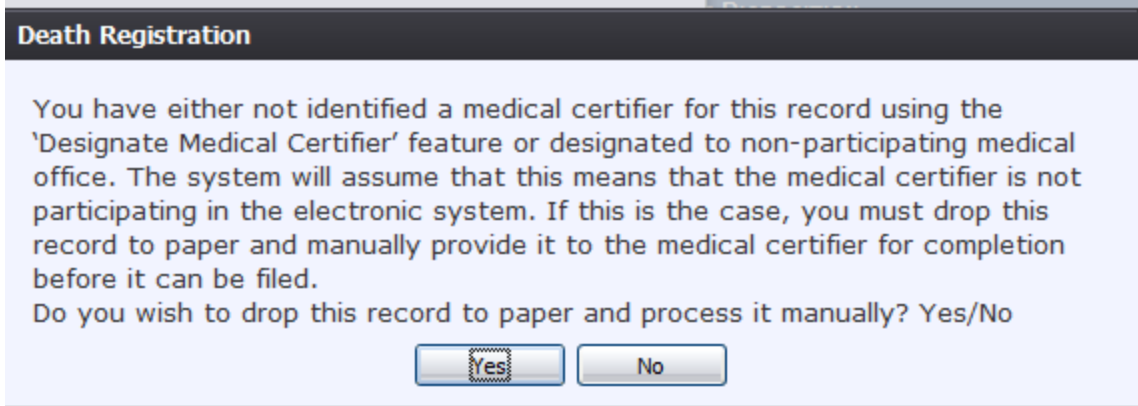
8. Click **Yes** to confirm the order or click **No** to return to the previous screen.
9. The application will display the following message:



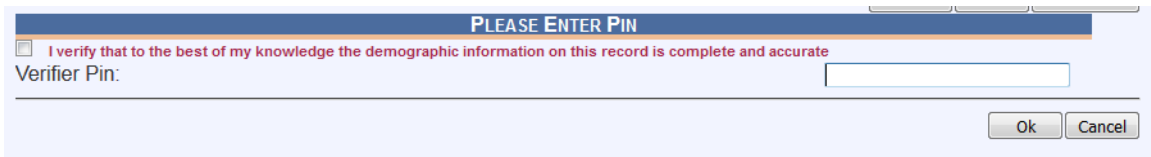
10. Click **OK** to close the message and return to the Demographic Data Entry screen.
11. Select the **Record/Demographic Verification** menu item to initiate the demographic verification process.
12. The Demographic Verification Screen will display the following information:
 - a. **Decedent's Information:** 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
<input type="button" value="Preview"/> <input type="button" value="Cancel"/> <input type="button" value="Verification"/>	

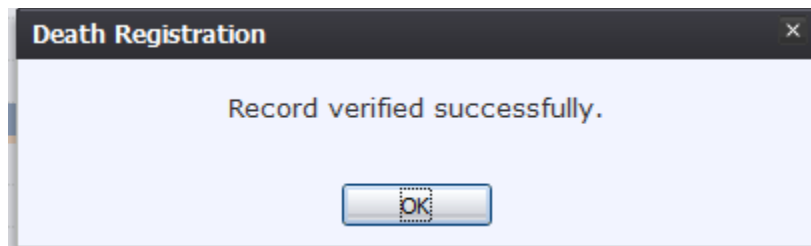
13. Review the information to verify that you are demographically verifying the correct record.
14. Click on **Verification** if all data items are correct.
 - a. If you would like to view a preview of a Death Certificate Abstract for the record, click on **'Preview'** to load a new browser window containing 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.
15. 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:



- a. If the response to the Drop to Paper prompt is **No** the record will not be demographically verified.
16. 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.'*



17. Check the checkbox, enter your **PIN** and click on **OK** to complete demographic verification.
18. 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.
19. If the correct PIN has been entered and the record is fully electronic, the application will issue the following message:



20. **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.

21. 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. See [De-Verify Record/Record Locking](#) for details.
22. 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.

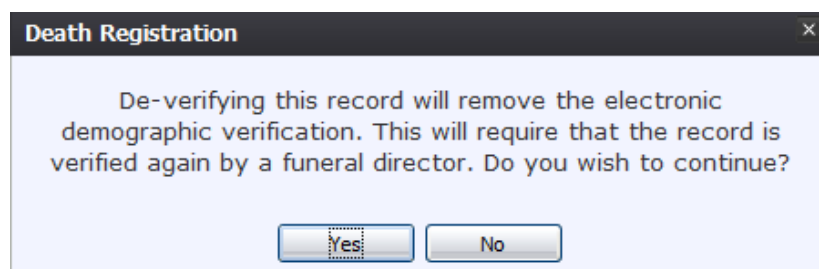
3.16 De-Verify Record / Record Locking

Once the record has been demographically ‘verified’ the record is locked from further changes by the respective participant. Certain circumstances will permit de-verification of a record to allow the respective portion of the record to be edited again.

In some cases, the record may become ‘Locked’ and you may not be able to de-verify.

To de-verify a record:

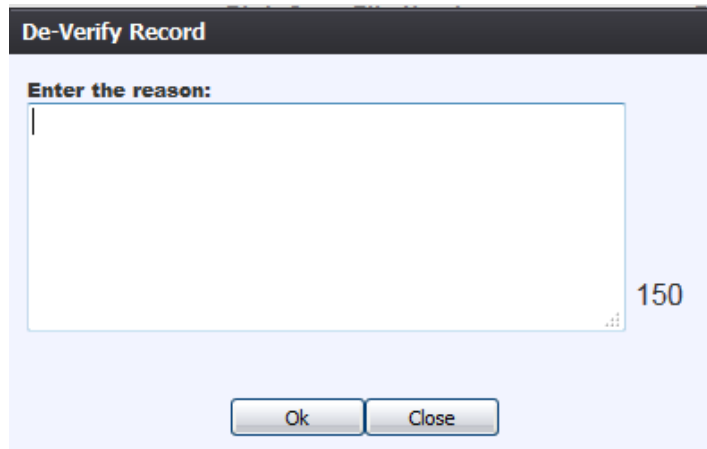
1. Search for the record using the Search Screen by clicking on the ‘**Search Record**’ button.
2. Once the record is retrieved, select the **Record/De-Verify** menu item.
3. The application will issue the following message:



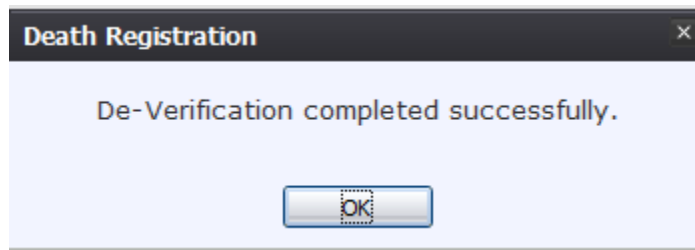
4. Click **Yes** to proceed with de-verification. Clicking **No** will cancel the de-verification and return the user to the Demographic Data Entry screen.

Note: if clicking on the menu option results in no action, the option is probably ‘disabled’ because the record has not yet been Demographically Verified.

5. Enter a comment (150 characters) regarding the reason for de-verification in the comment box:



6. Click **OK** to confirm de-verification. The application will issue a message confirming that de-verification was successful:

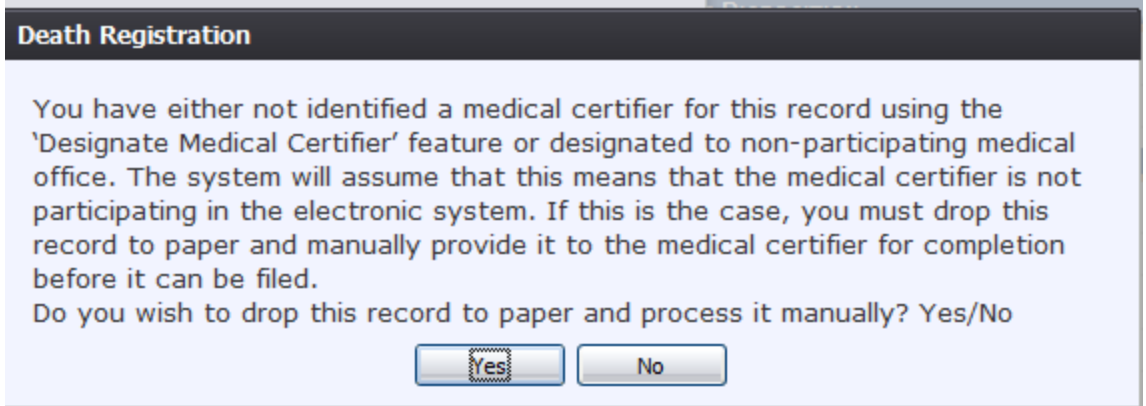


7. Make changes, as appropriate, and follow the steps to perform Demographic Verification.

3.17 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 by referring to section [3.15.1 Performing 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:



- 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.

3.18 Generating Reports

3.18.1 Demographic Amended Records Report

The application provides funeral home users the ability to generate a **Demographic Amended Records** report.

1. Select the **Reports/Demographic Amended Records Report** menu option.
2. The following screen will appear:

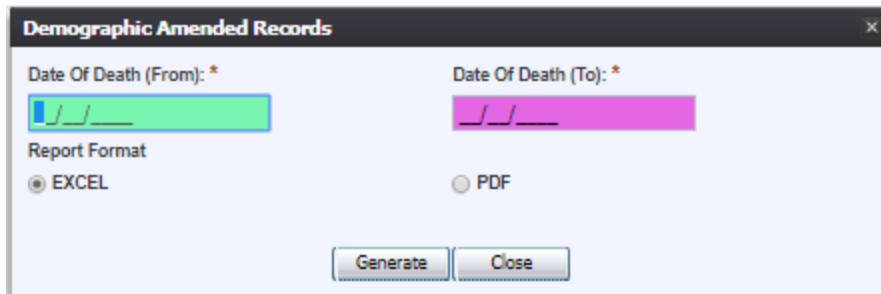


Figure XX: Demographic Amended Records Report Screen

3. Complete the fields on the input screen.
4. Select **Excel** or **PDF** for the report's format.
5. Print the document from the **PDF** window or from **Microsoft Excel**.
6. When the document is printed, close the **PDF** window or **Microsoft Excel** using the **X** in the upper right corner of the screen to return to the **TxEVER** system.

3.18.2 Disposition Overview Report

The application provides funeral home users the ability to generate a **Disposition Overview** report.

1. Select the **Reports/Disposition Overview Report** menu option.
2. The following screen will appear:

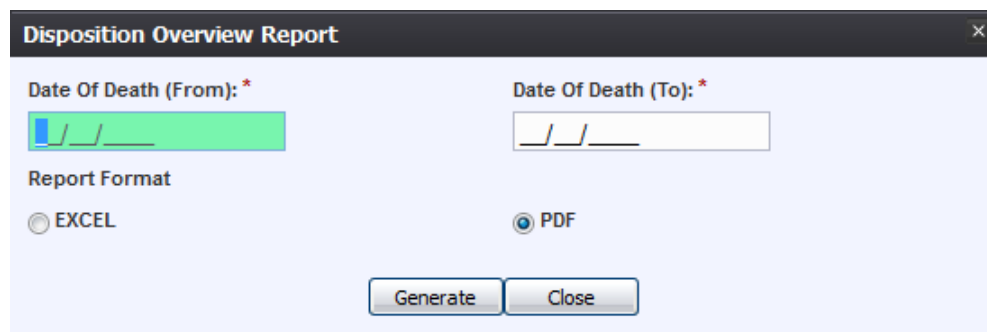


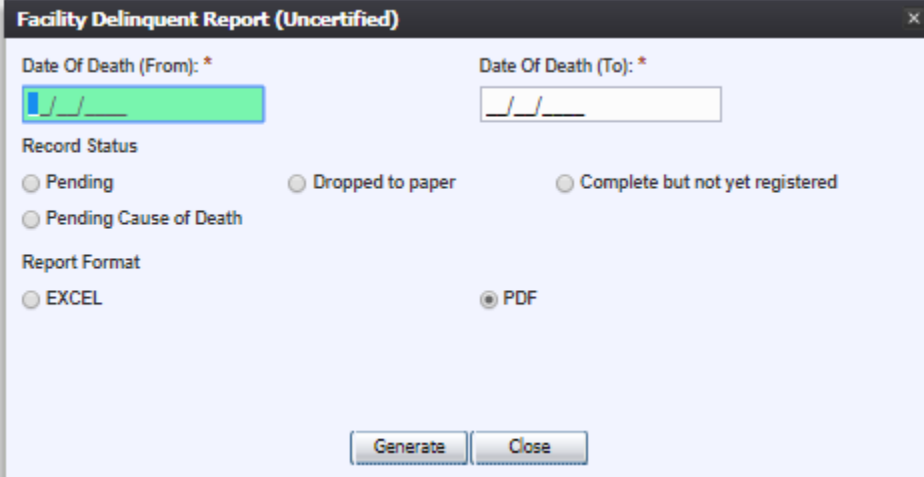
Figure XX: Demographic Amended Records Report Screen

3. Complete the fields on the input screen.
4. Select **Excel** or **PDF** for the report's format.
5. Print the document from the **PDF** window or from **Microsoft Excel**.
6. When the document is printed, close the **PDF** window or **Microsoft Excel** using the **X** in the upper right corner of the screen to return to the **TxEVER** system.

3.18.3 Facility Delinquent Report (UnCertified) Report

The application provides funeral home users the ability to generate a **Facility Delinquent Report (UnCertified)** report.

1. Select the **Reports/Facility Delinquent Report (UnCertified)** menu option.
2. The following screen will appear:



The screenshot shows a software window titled "Facility Delinquent Report (UnCertified)". It features two date input fields: "Date Of Death (From): *" and "Date Of Death (To): *". Below these are radio buttons for "Record Status" (Pending, Dropped to paper, Complete but not yet registered) and "Report Format" (EXCEL, PDF). At the bottom are "Generate" and "Close" buttons.

Figure 100: Facility Delinquent Report (UnCertified) Screen

3. Complete the fields on the input screen.
4. Select **Excel** or **PDF** for the report's format.
5. Print the document from the **PDF** window or from **Microsoft Excel**.
6. When the document is printed, close the **PDF** window or **Microsoft Excel** using the **X** in the upper right corner of the screen to return to the **TxEVER** system.

3.18.4 Fatalities by County by Month Report

The application provides funeral home users the ability to generate a **Fatalities by County by Month** report.

1. Select the **Reports/Fatalities by County by Month Report** menu option.
2. The following screen will appear:

Figure 101: Fatalities by County by Month Report Screen

3. Complete the fields on the input screen.
4. Select **Excel** or **PDF** for the report's format.
5. Print the document from the **PDF** window or from **Microsoft Excel**.
6. When the document is printed, close the **PDF** window or **Microsoft Excel** using the **X** in the upper right corner of the screen to return to the **TxEVER** system.

3.18.5 Pending Cause of Death Listing Report

The system provides funeral home users the ability to generate a **Pending Cause of Death Listing** report.

1. Select the **Reports/Pending Cause of Death Listing Report** menu option.
2. The following screen will appear:

Figure 104: Pending Cause of Death Listing Report Screen

3. Complete the fields on the input screen.
4. Select **Excel** or **PDF** for the report's format.
5. Click **Generate**.
6. Print the report from the **PDF** window or from **Microsoft Excel**.

7. When the document is printed, close the **PDF** window or **Microsoft Excel** using the **X** in the upper right corner of the screen to return to the **TxEVER** system.

3.18.6 Timeliness by Funeral Establishment Report

The system provides funeral home users the ability to generate a **Timeliness by Funeral Establishment** report.

1. Select the **Reports/Timeliness by Funeral Establishment Report** menu option.
2. The following screen will appear:

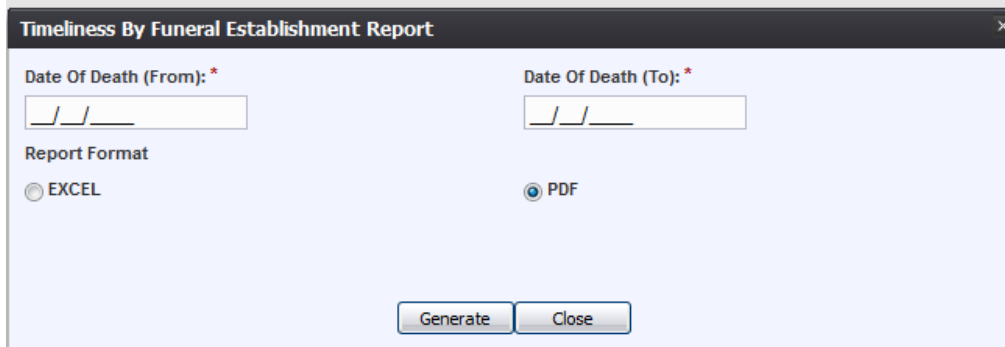


Figure 105: Timeliness by Medical Certifier Type Report Screen

3. Complete the fields on the input screen.
4. Choose **Excel** or **PDF** for the report's format.
5. Click **Generate**.
6. Print the report from the **PDF** window or from **Microsoft Excel**.
7. When the document is printed, close the **PDF** window or **Microsoft Excel** using the **X** in the upper right corner of the screen to return to the **TxEVER** system.

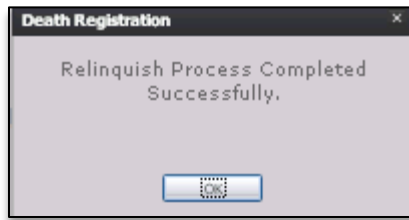
3.19 Relinquish a Record

If the Funeral Home that originally entered a record is contacted by the family and notified that they desire the services of a different funeral home, the Funeral Home of Record will 'Relinquish' the record by removing their designation on the record as the Funeral Home of Record. When the record is re-saved, the record will no longer be in the work queue of the original Funeral Home. The new funeral home of record will 'pick up' the electronic record by entering a NEW record and having the NEW record match the existing record.

To relinquish a record:

1. Retrieve an existing record using the Work Queue Search or Search Screen.

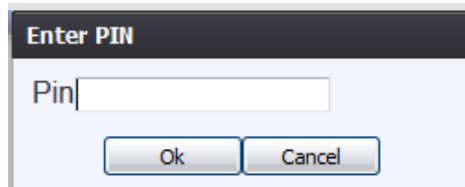
2. When the appropriate record appears on the screen, select the **Record/Relinquish** menu item to initiate the relinquish process. The following confirmation message will appear:



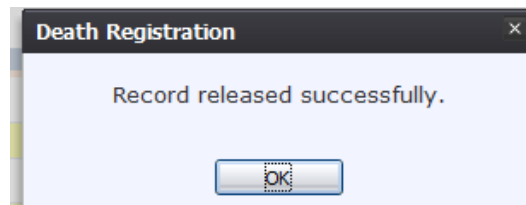
3.20 Release a Record

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:



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:



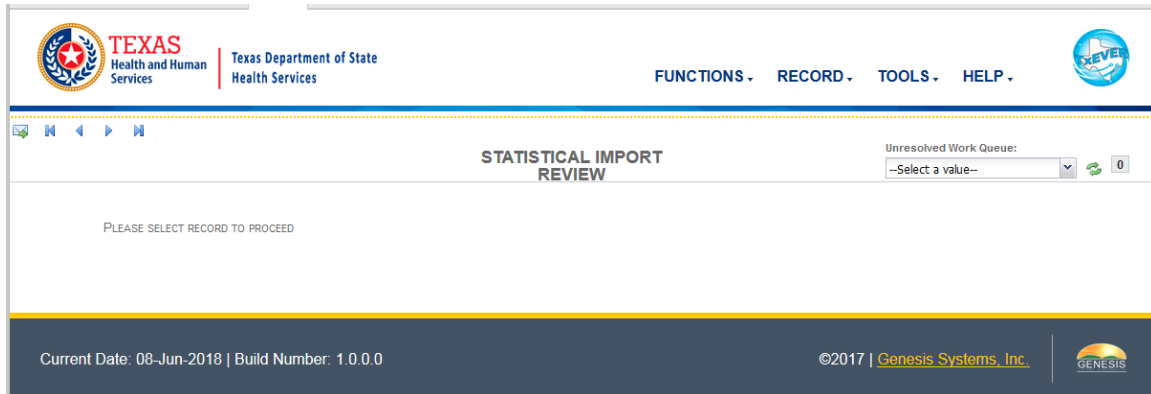
4 Facility Statistical Correction

This section provides detailed information about the **TxEVER Death** application regarding functions related to **Facility Statistical Corrections**.

4.1 Start a Facility Statistical Correction

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

1. Select the **Function/Facility Statistical Correction** menu item.
2. The Statistical Import Review screen will load:



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:

STATISTICAL IMPORT REVIEW

Unresolved Work Queue: LONA, JACK, 2018/04/17 6

Show Comments

Added By	Added On	Comment
ADMIN	06/05/2018 09:03:38	PLEASE VERIFY - SAD

DECEDENT'S ACTUAL INFORMATION	
Date Of Death:	04/17/2018
Decedent's First Name:	JACK
Decedent's Middle Name:	P
Decedent's Last Name:	LONIA
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:	

RECORD INFORMATION	
State File Number:	0003422018
State File Date:	04/17/2018

PARENT'S INFORMATION	
Father/Parent 2 First Name:	AA
Father/Parent 2 Last Name:	AA
Mother/Parent 1 First Name:	MM
Mother/Parent 1 Last Name:	MM

PLACE OF DEATH INFORMATION	
Place Of Death:	ABONA HOSPITAL
Place Of Death County:	ABONA
Place Of Death Town:	ABONA CITY

DISPOSITION AND FACILITY	
Method Of Disposition:	CREMATION
Facility Name:	ABONA FUNERAL HOME
Funeral Service Licensee:	KIM JOO

DECEDENT'S PRESUMED INFORMATION	
Time Of Death:	11:11
Time Of Death Indicator:	AM

CERTIFIER	
Certifier Name:	KING P WOODLOCK

MANNER OF DEATH	
Manner Of Death:	NATURAL

Go

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.

STATISTICAL CORRECTION

EDR: 00000001133 Registrant Name: JACK P LONA Date of Death: 2018/04/17 SFN: 0003422018

Fields List	[OLD DATA]: DECEDENT OF HISPANIC ORIGIN?	[NEW DATA]: DECEDENT OF HISPANIC ORIGIN?
<input checked="" type="checkbox"/> Demographic1	<input checked="" type="checkbox"/> No, Not Spanish/Hispanic/Latino	<input checked="" type="checkbox"/> No, Not Spanish/Hispanic/Latino
<input checked="" type="checkbox"/> Demographic2	<input type="checkbox"/> Yes, Mexican, Mexican American, Chicano	<input type="checkbox"/> Yes, Mexican, Mexican American, Chicano
<input checked="" type="checkbox"/> Demographic3	<input type="checkbox"/> Yes, Puerto Rican	<input type="checkbox"/> Yes, Puerto Rican
<input checked="" type="checkbox"/> Demographic4	<input type="checkbox"/> Yes, Cuban	<input type="checkbox"/> Yes, Cuban
<input checked="" type="checkbox"/> Demographic5	<input type="checkbox"/> Yes, Other Spanish/Hispanic/Latino (Specify)	<input type="checkbox"/> Yes, Other Spanish/Hispanic/Latino (Specify)
<input checked="" type="checkbox"/> Medical 1	<input type="checkbox"/> Unknown	<input type="checkbox"/> Unknown
<input checked="" type="checkbox"/> Medical 2	Decedent's Ethnicity MVR	Decedent's Ethnicity MVR --Select a value--
<input checked="" type="checkbox"/> Medical 3	Comments	Comments
Comments	Supplemental Documents	Supplemental Documents
ACTIVITY: Decedent's Origin - No, not Spanish/Hispanic/Latin: true Field Status: Resolved Action: Updating Record	Document Type : <input type="text"/>	Document Type : <input type="text"/>
	Who Issued : <input type="text"/>	Who Issued : <input type="text"/>
	IssueDate : <input type="text"/>	IssueDate : <input type="text"/>

Save

GEN PRINT PLUGIN: 2.0.6 CONNECTION: ACTIVE

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.

4.1.1 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 : BIRTH CERTIFICATE

Who Issued : STATE

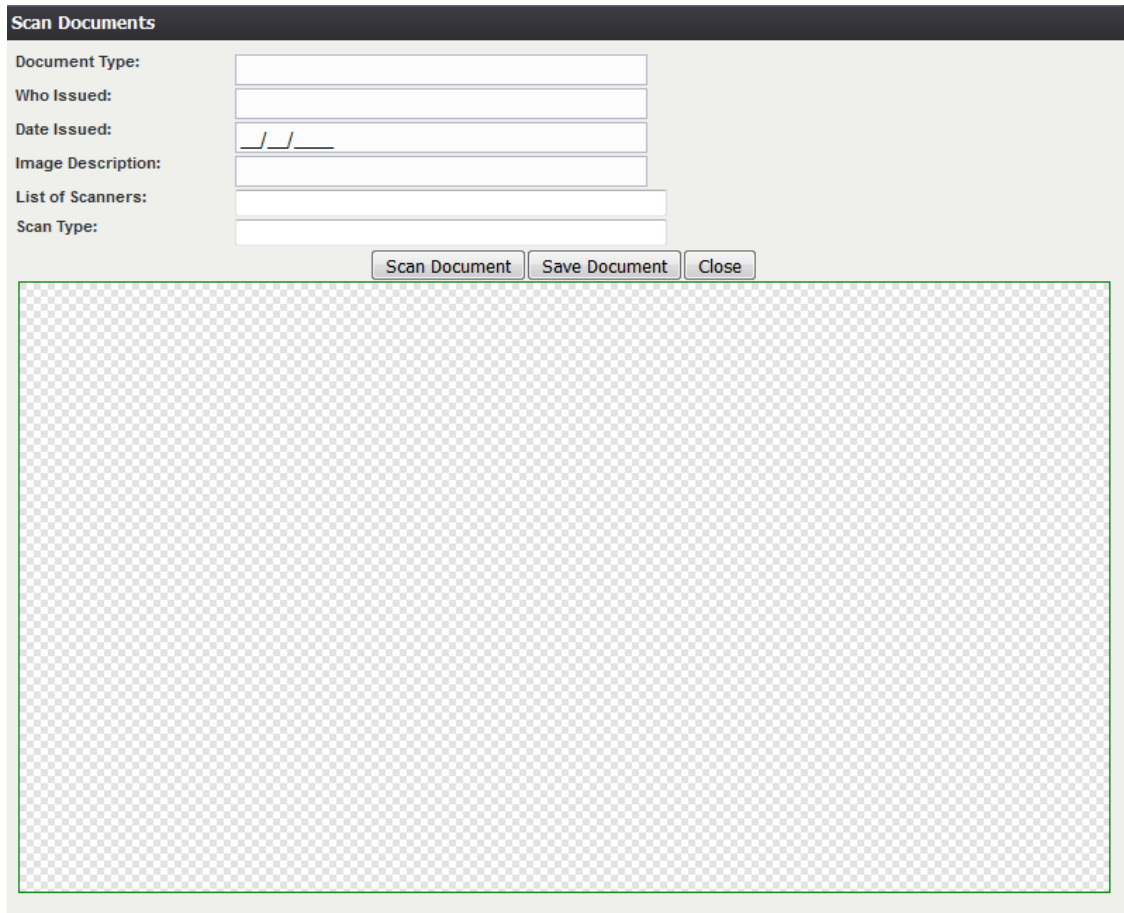
IssueDate : 06/08/2018


Save

GEN PRINT PLUGIN: 2.0.6 CONNECTION: ACTIVE

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.

2. The **Scan Documents** window will appear.

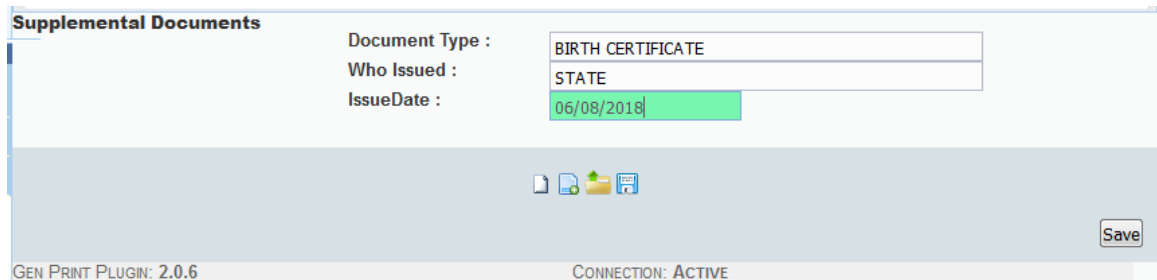


3. Enter the **Document Type**, **Who Issued** the document, the **Date Issued** and the **Image Description** into the corresponding fields, select the desired scanner from the **List of Scanners**, select RGB from the **Scan Type** and then click **Scan Document**.
4. Pressing **Scan Document** will 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.

4.1.2 Upload Supporting Documentation

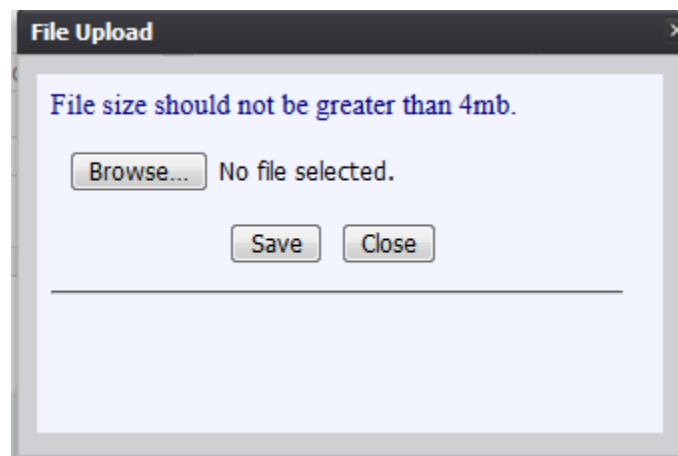
To upload supporting documentation:

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.

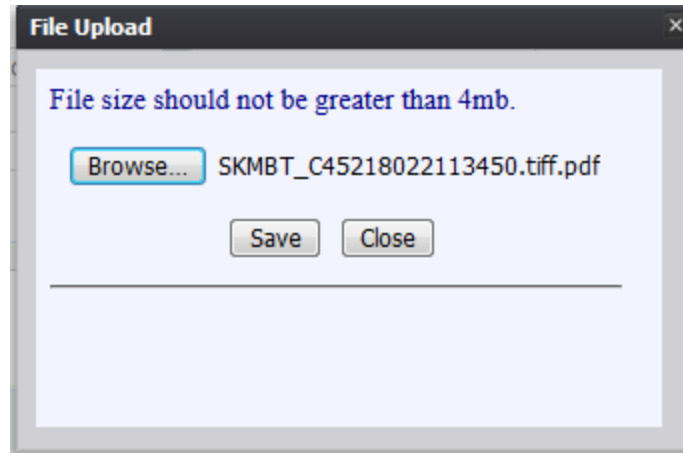


The screenshot shows a web form titled "Supplemental Documents". It contains three input fields: "Document Type" with the value "BIRTH CERTIFICATE", "Who Issued" with the value "STATE", and "IssueDate" with the value "06/08/2018". Below the fields are several icons for file operations. At the bottom right of the form is a "Save" button. The footer of the page indicates "GEN PRINT PLUGIN: 2.0.6" and "CONNECTION: ACTIVE".

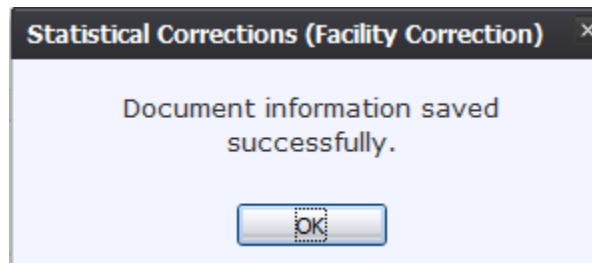
2. The **File Upload** screen will appear.



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:




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

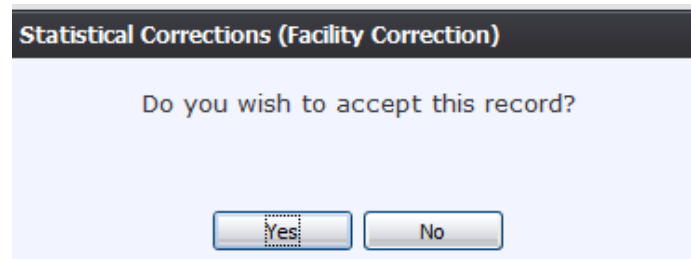


8. Click **OK** to close the message.
9. Save the changes by clicking the **Save** button in the **New Data** section of the **Corrections** screen.

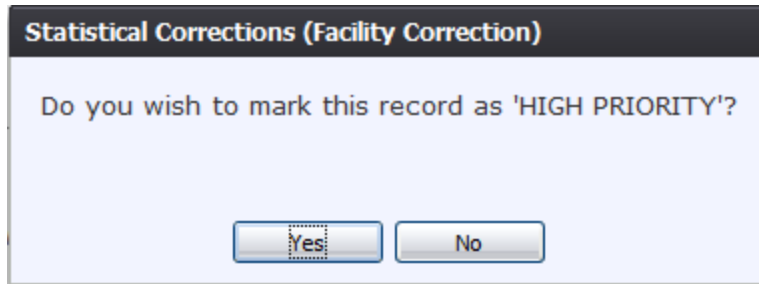
4.2 Submit a Facility Statistical Correction

To submit a statistical correction:

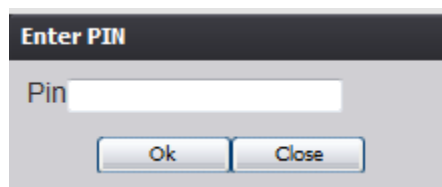
1. Select the **Process/Accept** menu item or click the **Accept**  icon.
2. The following message will appear:



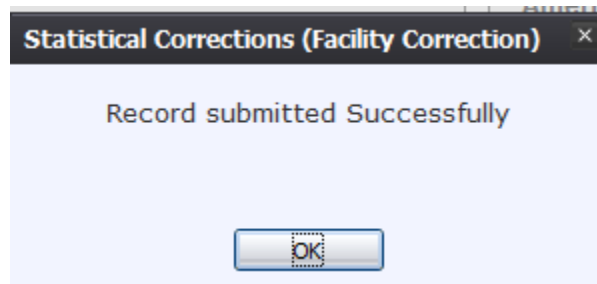
3. Click the **Yes** button to confirm acceptance of the correction. The following message will appear:



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:




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




4.3 Cancel a Facility Statistical Correction

To cancel a statistical correction:

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

4.4 View Corrections/Supporting Documents

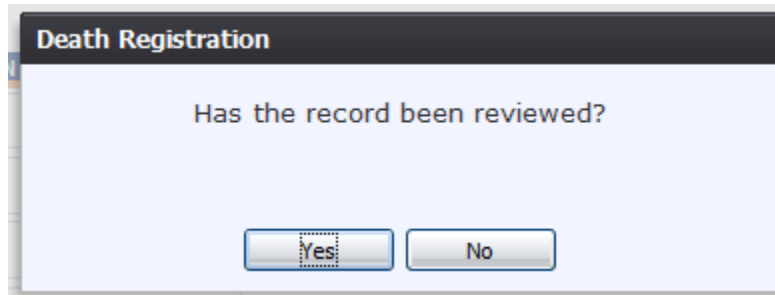
To view corrections/supporting documents:

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

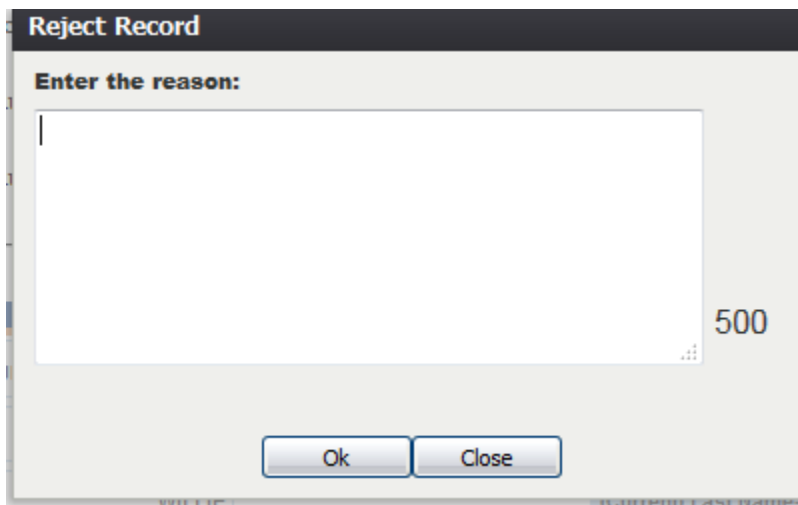
4.5 Reject Facility Statistical Correction

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.

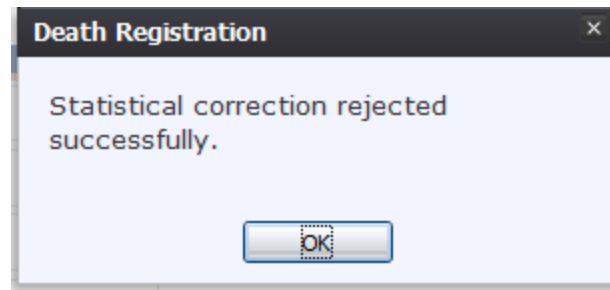
1. After accessing the main Facility Statistical Correction screen and retrieving a record from the work queue, select the **Record/Reject Statistical Correction** menu option.
2. The following message will appear:



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:



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:



5 Permit Print Queue

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

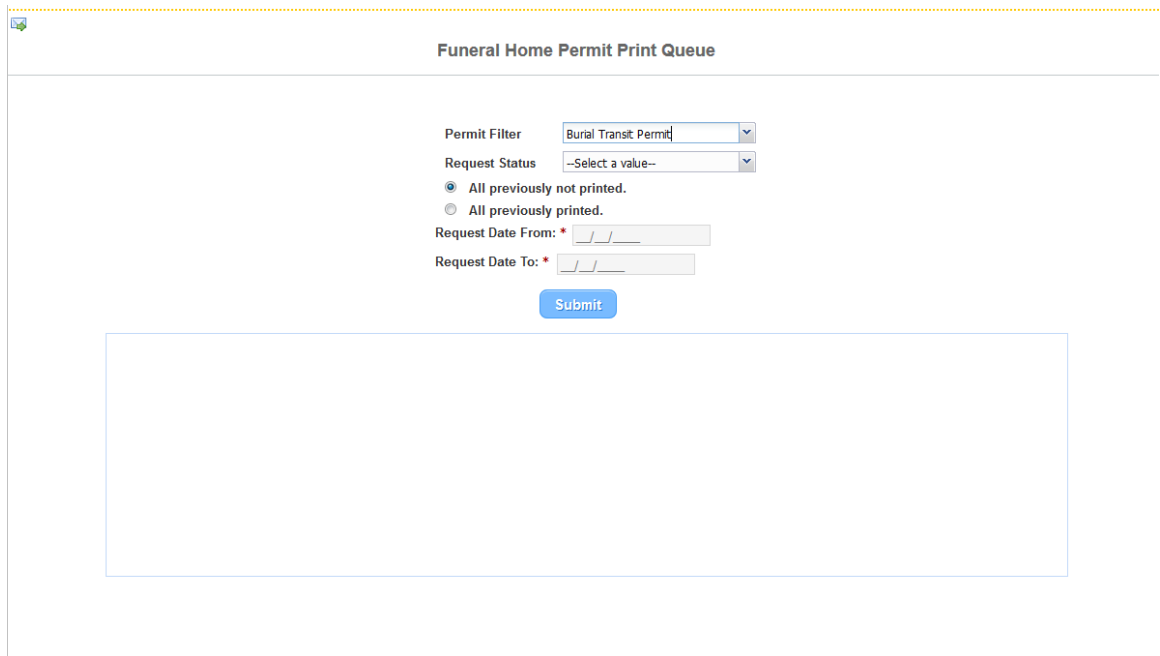
5.1 Access Permit Print Queue

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

5.2 Burial Transit Permits

5.2.1 Search for Burial Transit Permits Previously Not Printed

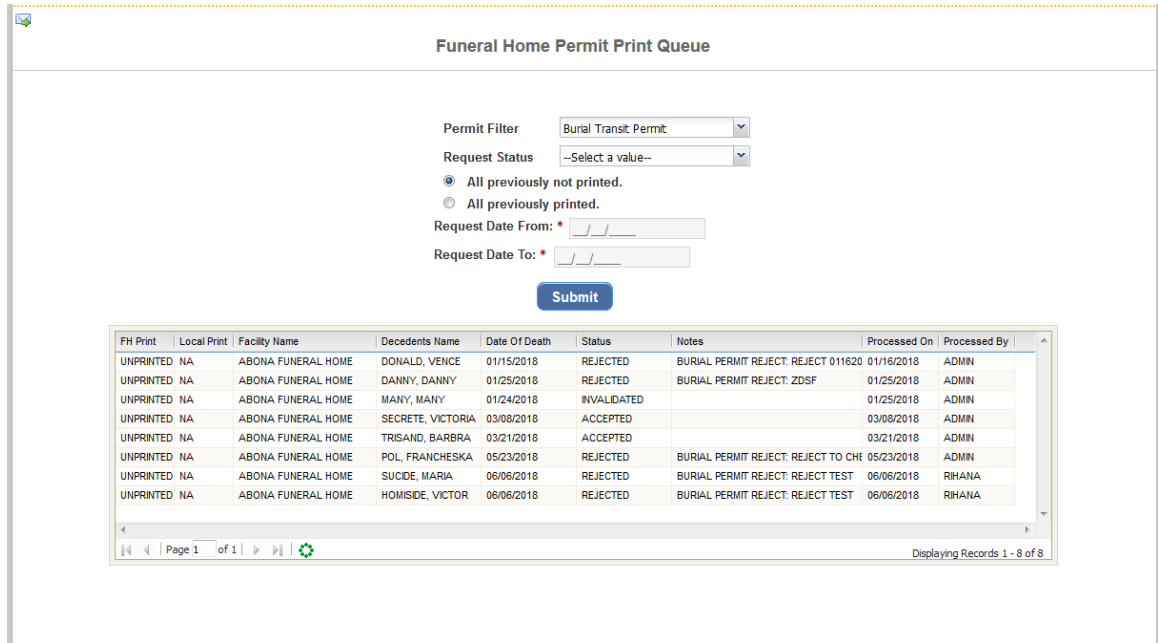
1. Access the **Permit Print Queue** screen by selecting **Death** at the top of the screen and going to **Function/Permit Print Queue**.
2. Search for permits for printing by selecting the Burial Transit Permit item from the Permit Filter dropdown item and leaving the All Previously Not Printed radio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



The screenshot shows a web application interface titled "Funeral Home Permit Print Queue". The form contains the following elements:

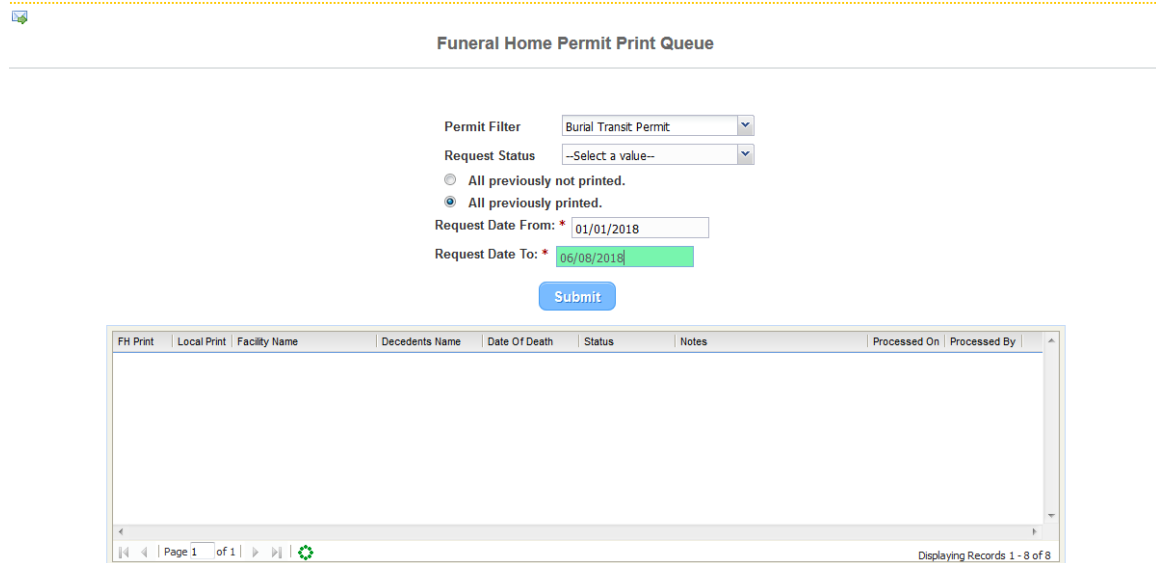
- Permit Filter:** A dropdown menu with "Burial Transit Permit" selected.
- Request Status:** A dropdown menu with "--Select a value--" selected.
- Radio Buttons:** Two radio buttons are present. The first, "All previously not printed.", is selected. The second, "All previously printed.", is unselected.
- Request Date From:** A date input field with a red asterisk, showing a partial date format (e.g., "/ /").
- Request Date To:** A date input field with a red asterisk, showing a partial date format (e.g., "/ /").
- Submit:** A blue button labeled "Submit".
- Results Grid:** A large, empty rectangular box below the form, intended for displaying search results.

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



5.2.2 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:



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

Funeral Home Permit Print Queue

Permit Filter:

Request Status:

All previously not printed.

All previously printed.

Request Date From: *

Request Date To: *

Submit

FH Print	Local Print	Facility Name	Decedents Name	Date Of Death	Status	Notes	Processed On	Processed By
PRINTED	NA	ABONA FUNERAL HOME	KOOPER, S1	01/09/2018	INVALIDATED		01/10/2018	ADMIN
PRINTED	NA	ABONA FUNERAL HOME	HOOPER, SS	01/09/2018	ACCEPTED		01/11/2018	ADMIN
PRINTED	NA	ABONA FUNERAL HOME	BTP, B	01/15/2018	REJECTED	BURIAL PERMIT REJECT: DDD	01/15/2018	ADMIN
PRINTED	NA	ABONA FUNERAL HOME	MONO, JAMES	01/15/2018	ACCEPTED		01/15/2018	ADMIN
PRINTED	NA	ABONA FUNERAL HOME	HASSI, DAVID	01/15/2018	REJECTED	BURIAL PERMIT REJECT: REJECT B PERI	01/15/2018	ADMIN
PRINTED	NA	ABONA FUNERAL HOME	WRIT, B	01/17/2018	INVALIDATED		01/17/2018	ADMIN
PRINTED	NA	ABONA FUNERAL HOME	SANDERS, SUSAN	01/17/2018	ACCEPTED		01/17/2018	ADMIN
PRINTED	NA	ABONA FUNERAL HOME	HARRIS, B	01/17/2018	ACCEPTED		01/18/2018	ADMIN
PRINTED	NA	ABONA FUNERAL HOME	LAST, FIRST	01/24/2018	ACCEPTED		01/24/2018	ADMIN

Page 1 of 1

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5.2.3 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:



Funeral Home Permit Print Queue

Permit Filter:

Request Status:

All previously not printed.

All previously printed.

Request Date From: *

Request Date To: *

Submit

FH Print	Local Print	Facility Name	Decedents Name	Date Of Death	Status	Notes	Processed On	Processed By
PRINTED	NA	ABONA FUNERAL HOME	KOOPER, S1	01/09/2018	INVALIDATED		01/10/2018	ADMIN
PRINTED	NA	ABONA FUNERAL HOME	HOOPER, SS	01/09/2018	ACCEPTED		01/11/2018	ADMIN
PRINTED	NA	ABONA FUNERAL HOME	BTP, B	01/15/2018	REJECTED	BURIAL PERMIT REJECT: DDD	01/15/2018	ADMIN
PRINTED	NA	ABONA FUNERAL HOME	MONO, JAMES	01/15/2018	ACCEPTED		01/15/2018	ADMIN
PRINTED	NA	ABONA FUNERAL HOME	HASSI, DAVID	01/15/2018	REJECTED	BURIAL PERMIT REJECT: REJECT B PERM	01/15/2018	ADMIN
PRINTED	NA	ABONA FUNERAL HOME	WRIT, B	01/17/2018	INVALIDATED		01/17/2018	ADMIN
PRINTED	NA	ABONA FUNERAL HOME	SANDERS, SUSAN	01/17/2018	ACCEPTED		01/17/2018	ADMIN
PRINTED	NA	ABONA FUNERAL HOME	HARRIS, B	01/17/2018	ACCEPTED		01/18/2018	ADMIN
PRINTED	NA	ABONA FUNERAL HOME	LAST, FIRST	01/24/2018	ACCEPTED		01/24/2018	ADMIN

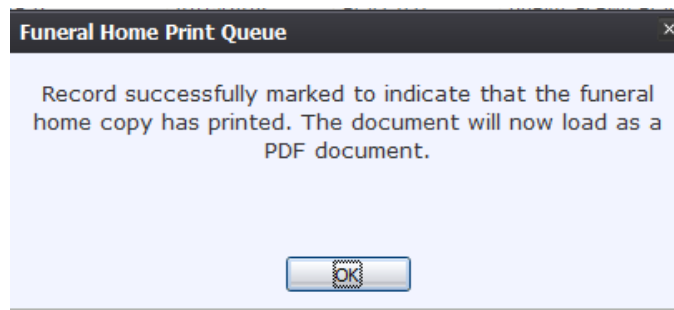
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Request Status:	ACCEPTED	Notes:	
Decedent's Name:	HOOPER, SS	Date Of Death:	01/09/2018
Sex:	MALE	Method Of Disposition:	CREMATION
Place Of Death:	ABONA HOSPITAL	Name Of Cemetery/Crematorium:	ABONA CEMETERY CENTER
Funeral Director Name:	MACK HENCI	Funeral Home Name:	ABONA FUNERAL HOME

Print

Clear

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



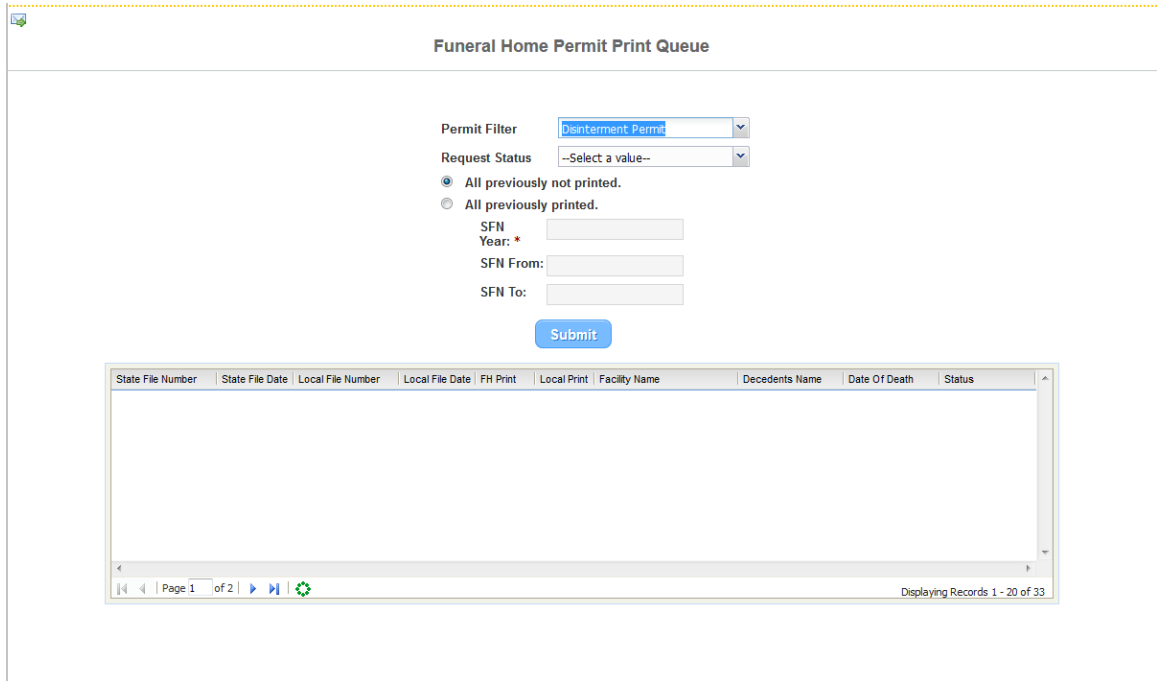
- Click **OK** to close the message and open the requested permit in a PDF window for printing.

5.3 Disinterment Permits

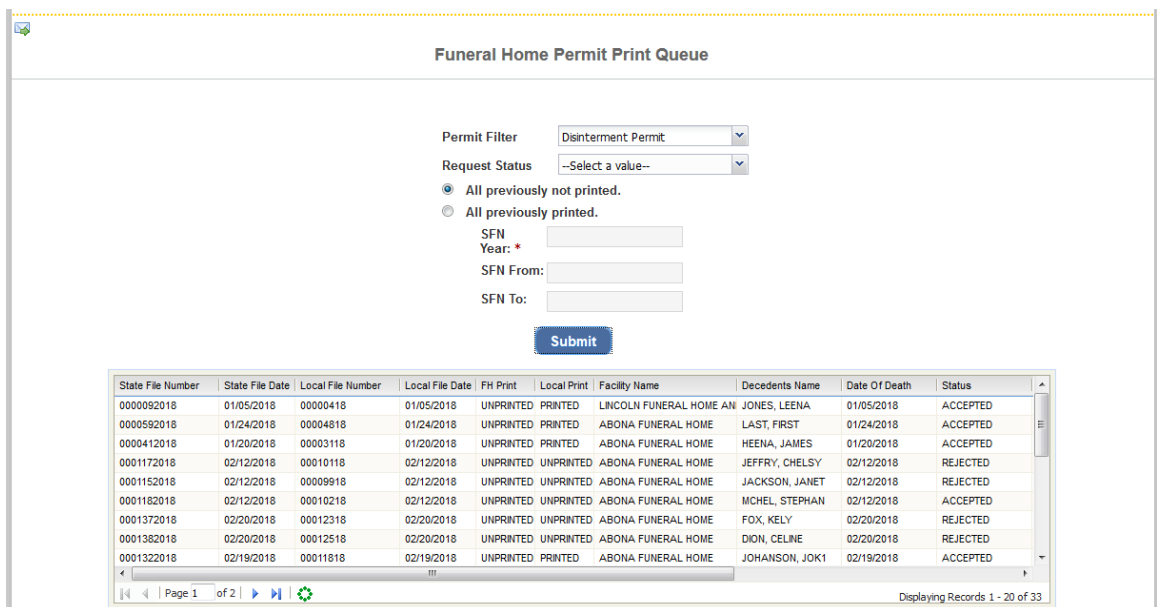
5.3.1 Search for Disinterment Permits Previously Not Printed

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



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



5.3.2 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**.

5.3.3 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:

Funeral Home Permit Print Queue

Permit Filter:

Request Status:

All previously not printed.
 All previously printed.

SFN Year: *

SFN From:

SFN To:

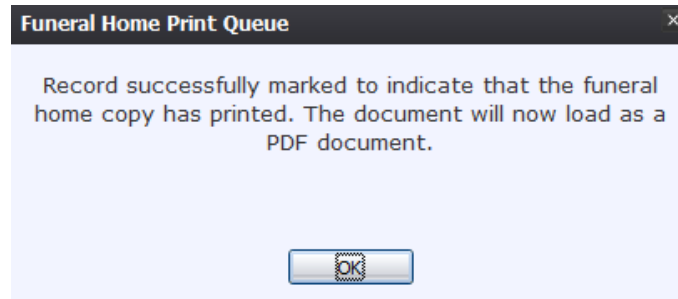
Submit

State File Number	State File Date	Local File Number	Local File Date	FH Print	Local Print	Facility Name	Decedents Name	Date Of Death	Status
0000642018	01/25/2018	00005118	01/25/2018	PRINTED	PRINTED	ABONA FUNERAL HOME	MONRO, KINI-A	01/25/2018	ACCEPTED
0000722018	01/25/2018	00005718	01/25/2018	PRINTED	UNPRINTED	ABONA FUNERAL HOME	BROWN, LANCE	01/25/2018	ACCEPTED
0000782018	01/25/2018	00006318	01/25/2018	PRINTED	UNPRINTED	ABONA FUNERAL HOME	BARTLETT, JOSIAH	01/25/2018	ACCEPTED
0001142018	02/12/2018	00009818	02/12/2018	PRINTED	PRINTED	ABONA FUNERAL HOME	FORD, SAM	02/12/2018	ACCEPTED
0001602018	02/22/2018	00013718	02/22/2018	PRINTED	UNPRINTED	ABONA FUNERAL HOME	COOPER, ALEN	02/22/2018	ACCEPTED
0001922018	03/01/2018	00016418	03/01/2018	PRINTED	UNPRINTED	ABONA FUNERAL HOME	TRAINER, MEGAN	03/01/2018	ACCEPTED
0002492018	04/02/2018	00021818	04/02/2018	PRINTED	UNPRINTED	ABONA FUNERAL HOME	BORNAC, DORATHY	04/02/2018	ACCEPTED
0002702018	04/06/2018	00023618	04/06/2018	PRINTED	UNPRINTED	ABONA FUNERAL HOME	WATSON, JHONS	04/02/2018	ACCEPTED
0005702018	06/01/2018	00067418	06/01/2018	PRINTED	UNPRINTED	ABONA FUNERAL HOME	LIVELY, BLAKE	06/01/2018	ACCEPTED

Displaying Records 1 - 9 of 9

Request Status:	ACCEPTED	Notes:	
Decedent's Name:	MONRO, KINI-A	Date Of Death:	01/25/2018
Sex:	MALE	Method Of Disposition:	BURIAL
Place Of Death:	ABONA HOSPITAL	Name Of Cemetery/Crematorium:	ABONA CEMETERY CENTER
Funeral Director Name:	MACK HENCI	Funeral Home Name:	ABONA FUNERAL HOME

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.

6 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