

TxEVER – Local Registrar Training Toolkit

11/19/18

The TxEVER – Local Registrar Training Toolkit is an education tool to use for Local Registrars to provide training and support to their staff on TxEVER.

List of Tools	
Birth:	
Flow Chart – Life of a Birth Record	Click Here
User Guide – Birth Registration	Click Here
Training Guide – TxEVER Birth Local User	Click Here
AOP:	
Flow Chart – Life of an AOP	Click Here
User Guide – AOP Registration	Click Here
Death	
Flow Chart – Life of a Death Record	Click Here
User Guide – Death Registration	Click Here
User Guide – Medical Amendments (Physicians)	Click Here
User Guide – Medical Amendments (JPs/MEs)	Click Here
Training Guide: TxEVER Funeral Home Training Guide *If link does not open please go to 2 nd link below	Click Here
Other Guides and Support:	
User Guide – TxEVER Remote Issuance (Fee)	Click Here
Presentation – TxEVER Super Users Birth and AOP	Click Here
Presentation – TxEVER Super Users Death	Click Here
Reference – Shortcuts for Local Registrars	Click Here

- A. Download all tools in the above table by clicking the provided hyperlinks or visiting the DSHS-VSS Landing Page at the below URL:

<http://dshs.texas.gov/vs/field/The-TxEVER-Project/>

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<http://dshs.texas.gov/vs/field/docs/TxEVER-Death-Funeral-Home-Training-Guide.pdf>

B. Training Plan

Birth: User Training

1. Review "Life of a Birth Record" Flow Chart. This is a visualization of the birth registration lifecycle.
2. Review the "Birth Registration" user guide. This guide includes step-by-step instructions on how to register a birth.
3. Review Training Guide "TxEVER Birth Local User".
 - a. Complete exercise 1 on page 10 of the "TxEVER Birth Local Training Guide".
 - b. Complete exercise 2 on page 14 of the "TxEVER Birth Local Training Guide".

AOP: User Training

4. Review "Life of an AOP" Flow Chart. This is visualization of the AOP registration lifecycle.
5. Review the "AOP Registration User Guide." This guide includes step-by-step instructions on how to register an AOP.

Death: User Training

6. Review "Life of a Death Record." This is visualization of the Death registration lifecycle.
7. Review "Death Registration" User Guide. This provides an in-depth training on the death registration process.
8. Complete Exercise 3 on page 12 of "TxEVER Funeral Home Training Guide".
9. Complete Exercise 4 on page 17 of "TxEVER Funeral Home Training Guide".
10. Review two Medical Amendments User Guides. These guides provide step-by-step instructions on how to process medical amendments.

Fee Issuance: User Training

11. Review the "TxEVER Remote Issuance (Fee)" presentation. This presentation includes step-by-step guidance on how to issue fees & remote birth issuance.