



One Integrated System for All Your Vital Records Business Needs

User Guide Arizona

March 2017

LexisNexis VitalChek Network, Inc. P.O. Box 1703 Brentwood, TN 37024



Introduction

The purpose of this document is to provide a walk-through of the features of the DAVE[™] Death and Fetal Death modules. These features include registration, amendments, order processing, and issuance of death and fetal death events. DAVE[™] also supports common forms of reports required by State and Local Registrars and is available 24 hours per day, 7 days per week.

User Guide Conventions

To aid in understanding the content of this guide the following conventions are used:

- **1** Information icons in blue highlight boxes feature additional information regarding each topic
- A Caution icons in yellow boxes warn of actions that may result in a negative user experience
- CREd warning icons focus on actions that are prohibited in the application
- >> Italics reference labels, buttons, hyperlinks, and navigation paths



Table of Contents

1.	General Re	ecommendations	5
	1.1 We	b Browsers	5
	1.2 Cre	ating an IE Favorite or Desktop Shortcut	6
2.	Getting Sta	arted	9
	2.1 Log	Iging into DAVE [™]	9
	2.3 Mes	ssages	.14
	2.4 Cur	rent Activities	.22
	2.5 Mai	n Menu	.24
	2.6 Cha	ange Office	.24
	2.7 Log	Iging Out of DAVE [™]	.25
3.	Site Naviga	ation	.27
	3.1 Foc	cus Navigation	.27
	3.2 Inte	ractive Controls and Features	.28
4.	Death Reg 4.1 Initi 4.2 Dea 4.3 Dea 4.4 Sta 4.5 Dea 4.6 Dea	istration Basics ating Death Records ath Record Ownership ath Registration Menu rt a New Death Case ath Personal Information Pages ath Medical Information Pages	.34 .34 .35 .37 .39 .57
5.	Fetal Death	n Registration Basics	.75
	5.1 Initi	ating Fetal Death Records	.75
	5.2 Feta	al Death Record Ownership	.75
	5.3 Feta	al Death Registration Menu	.76
	5.4 Sta	rt a New Fetal Death Case	.78
	5.5 Feta	al Death Personal Information Pages	.80
	5.6 Feta	al Death Medical Information Pages	.98
6.	Validation 6	of Records	122
	6.1 Rec	cord Validation	122
	6.2 Rec	cord Status	127
7.	Search or I	Locate Records	128
	7.1 Sea	arch for a Record	128
	7.2 Loc	ate a Record	138
8.	Other Links 8.1 Am 8.2 Ass 8.3 Atta 8.5 Cor 8.6 Cor 8.7 Cre 8.8 Disi 8.9 Eve	endments	142 143 161 165 170 175 180 184 190

	8.10 Geo Codes	
	8.11 Multiple Race and Ethnicity (MRE)	
	8.12 Request Medical Certification	
	8.13 Refer to Medical Examiner	
	8.14 ME Review Case	
	8.15 Nosology	
	8.16 Order Certified Copies	211
	8.17 Print Forms	211
	8.18 Relinguish Case	
	8.19 Transfer Case	213
	8.20 Trade Calls	
	8.21 Switch User	219
9. F	Registrar Information	221
	9.1 Identifiers	221
	9.2 Amendment List	223
4.0		004
10.	Order Processing	
	10.1 Process a New Order	
	10.2 Applicant	
	10.3 Match Events	
	10.4 Services	
	10.5 Payments	
	10.6 Order Summary	
	10.7 Validate Order	
	10.8 Void Order	
	10.9 Issuance History	
	10.10 Order Processing Attachments	
	10.11 Search for an Order	
	10.12 Order Certified Copies	
4.4	Queuee	202
11.	Queues	
	TT.T General Functionality in All Queues	
12	Accounting	320
12.	12.2 Cashier Reconciliation	325
	12.2 VitalChek Close	338
13.	Reports	
	13.1 Running Reports from the Reports Menu	
	13.2 Running Reports from the Job Scheduler	
14.	Index	





1. General Recommendations

1.1 Web Browsers

DAVE[™] is a web-based application leveraging the latest browser technology. While the most recent version of Microsoft's Internet Explorer (IE) is recommended, DAVE[™] also supports the use of Mozilla/Firefox and Chrome browsers.

IE is the only browser that currently supports the DAVE[™] Biometric feature.



1.2 Creating an IE Favorite or Desktop Shortcut

Create an IE Favorite or Desktop Shortcut for easy one-click access to the DAVE™ application.

Steps to Add a Favorite:

- 1. Navigate to the DAVE[™] website
- 2. From the IE Toolbar select *Favorites* > Add to Favorites



3. Select the *Add* button on the *Add* a *Favorite* dialogue box. The *Name* fills automatically and can be changed if desired. The link is now saved in the IE Favorites List.

🥭 Home - Windov	s Internet Explorer	
😌 🔾 🖉 🙋	<pre>ittp://bwdwddaveweb01/PA_UAT_CURRENT_WEB/</pre>	
File Edit Vie	v Favorites Tools Help	
🚖 Favorites	Add a Favorite	Cui
Aome Home	Add a Favorite Add this webpage as a favorite. To access your favorites, visit the Favorites Center. Name: Home	5
	Create in: 🙀 Favorites New Folder Add Cancel	alt

Steps to Add to Favorites Toolbar

- 1. Navigate to the DAVE[™] website
- 2. From the IE Toolbar select Favorites > Add to Favorites Bar



State of Arizona DAVE[™] User Guide

🏉 Logon - Windows Inte	ernet Explorer	
😋 🔵 🗢 🙋 http:/	/bwdwddaveweb01/PA_UAT_CURRENT_WEB/Logon.a	spx
File Edit View F	avorites Tools Help	
🔶 Favorites 🚽	Add to Favorites	
	Add to Favorites Bar	
Cogon 🦉	Add Current Takato Favorites	

3. Right-click on the Logon item that now appears in the Favorites toolbar and select rename

File Edit View Favorites T	ools Help	ntation 💿 Dask	hboar		
Logon New Favorite	Open Open in New Ta	ıb			
	Open in New W Cut	indow			
	Сору	Rename			×
And the second se	Delete				
A Description of the second	Rename	New name:	DAVE Login		
	New Folder			ОК	Cancel

 Enter a name that is an easy to remember reference to the DAVE[™] website and select OK

The New Favorites Toolbar Shortcut is ready for use



Steps to Add a Desktop Shortcut:

- 1. Navigate to the DAVE[™] website login page
- 2. From the IE toolbar select File > Send > Shortcut to Desktop



State of Arizona DAVE[™] User Guide

File	Edit View Favorites	Tools Help	
	New Tab	Ctrl+T	umentation 💿 Dashboard - Mood
-	Duplicate Tab	Ctrl+K	
_	New Window	Ctrl+N	
	New Session		
	Open	Ctrl+O	1000 C
	Edit with Microsoft Word		
	Save	Ctrl+S	
	Save As		
	Close Tab	Ctrl+W	Manufacture and a second
	Page Setup		
	Print	Ctrl+P	
	Print Preview		
	Send	•	Page by E-mail
	Import and Export		Link by E-mail
	Properties		Shortcut to Desktop
			14

3. This creates an icon on the desktop that quickly launches IE and opens the DAVE[™] login page. Right-click on the icon and select rename to rename the shortcut.





2. Getting Started

2.1 Logging into DAVE[™]

2.	1.	.1	First time Login
----	----	----	------------------

1. Navigate to the DAVE[™] login page. Enter the *Username* and temporary *Password* assigned by the system administrator. Select the *Login* button.

The State of Departmen Bureau of For Technical Assistan	of Arizona - nt of Health Services - Vital Records nce Contact: XXX-XXX-XXXX
Username:	Password:
Version #: 16.3.0.49977	Login
Forgot your password?	

2. If the user logging in is associated with more than one office or location, a list of available offices will be presented. Select the desired office.

Department of Hea Bureau of Vital Re or Technical Assistance Contact: XX	alth Services cords
Select your Office:	
Whitney & Murphy Funeral Home	
ersion #: 16.3.0.50003	Cancel

- 3. At first login, or to update or change a password, the user will be presented with the following prompts:
 - Enter the temporary/current password in the Old Password field
 - Create and enter a new password in the New Password field
 - Re-enter the new password in the Confirm Password field
 - Choose a Security Question
 - Enter a Security Answer
 - Choose Save

	Your current password is temporary. Please set new password now before logging into the system.	
Old Password:	•••••	
New Password:	•••••	
Confirm Password:	••••••	
Security Question >	What was the last name of your favorite school teacher?	
Security Answer 🔸	Answer	
		Save Logoff Clear

4. The confirmation page will display. Select *Continue* to be taken to the Home Page or Logoff to exit DAVE[™].

Your password and security question have been changed successfully.	
	Logoff Continue

1 See section 2.6 Change Password for information regarding changing existing passwords



10 of 351

2.1.2 Forgot Password

• Passwords must be at least 8 characters in length and must contain at least one uppercase letter and one number. The use of "Strong" passwords is recommended.

A "Strong" password:

- Is at least 8 characters long and contains uppercase and lowercase letters, numbers and keyboard symbols
- Does not contain a complete word
- Is significantly different from previous passwords
- Does not contain your user name, real name or company

At login, if an incorrect *Username* and/or *Password* is entered, the application displays an error message:

The State of A Department o Bureau of Vit For Technical Assistance Co	Arizona - of Health Services - al Records ontact: XXX-XXX-XXXX
Username:	Password:
adminuser	
Version #: 16.3.0.50003	Login
	and the second
Veu heurs entered en invelidu	

Steps to follow if a user has forgotten their password:

- 1. Select the Forgot your password? link to open the Request New Password page
- 2. Enter the username
- 3. Type in the code displayed by the security Captcha
- 4. Select the Next button

• A CAPTCHA is a challenge-response test most often placed within web forms to determine whether the user is human. The purpose of CAPTCHA is to block form submissions by spambots, automated scripts used to post spam content on commercial websites.



Request New Password	
To reset your password, enter your Username and the characters in the picture below.	
Username:	
5 V 240 Type the code from the image	
	Next Clear Cancel

5. If the Username is found in the system and the Captcha image identified correctl, the user's Security Question will be displayed. Key in the correct answer to the security question and select the Next button

Request New Password			
Please answer your security question below.			
What is your favorite color?			
	Next Clear Cancel		

6. The user will be allowed 3 attempts to correctly answer the security question. If upon the third attempt the answer remains incorrect, an error message will be displayed and the user will need to contact the system administrator to have their password reset.

7. If the answer to the security question is correct, an email will be sent to the email address on file for the user within the DAVE[™] system. This email will contain a temporary password that the user can then use to login.

Once a user receives a temporary password, they should follow steps in *section 2.1.1, First Time Login,* to set a new password.



2.1.4 Change/Update Password

Steps to Change Password:

1. To update an existing password, from the main menu select Main > Change Password



1 User can now follow steps in *section 2.1.1, First Time Login,* to set a new password.

Steps to Update Password:

Every 90 days you will be required to reset your password. As the 90 day mark approaches, a pop-up message will appear at login displaying the days remaining until password expiration and asking if you want to change your password *Now* or *Later*.

- 1. Selecting Later will take you to the Home Page
- 2. Selecting Now will take you to the Password Reset page

Change Password		
	Your password will expire in 43 Days, 8 Hours, 44 Minutes. Press 'Now' to change your password now or 'Later' to continue.	
		Now Later



2.3 Messages

The completion of a case most often depends on the input and/or actions of more than one user. DAVE[™] provides the ability to send internal messages and external emails to communicate outstanding needs. Some messages are initiated by system users, while others are system-generated.

1 It is a recommended practice to check Messages on first login and throughout the work day

2.3.1 View Messages

Steps to View Messages in DAVE™:

0	ffice of Vital	Records	1. Select <i>Main</i> > <i>Messages</i> from the Main Menu at the top of the screen or choose the <i>Messages</i> Fast Link icon on the
<u>Main</u> <u>O</u> rder Processing		cessing	Home page.
Home		rizona	
Change	Office	ssistar <mark>-</mark>	ast Links
Change	Password		
Messa Logout	ges		Messages

2. The *Messages* pane displays all messages received by the current user

essages		Send Message Remove in	rom List
From	Message Text	Date Sent	
State Office Administrator	Case 26630092-Legal Info Approved Delayed2, Stephen	1/17/2014 7:54:54 AM	1
State Office Administrator	The amendment submitted for: 26628356 : ; Debby Dobson, Event Date: Dec-20-2013 has been Approved.	1/16/2014 4:51:08 PM	1
State Office Administrator	The amendment submitted for: 26628355 : ; Cassie Callie, Event Date: Dec-20-2013 has been Approved.	1/16/2014 4:50:27 PM	1
State Office Administrator	The amendment submitted for: 26628354 : ; Vivica Vespa, Event Date: Dec-20-2013 has been Approved.	1/16/2014 4:49:39 PM	1
State Office Administrator	The amendment submitted for: 26628353 : ; Winnie Wilson, Event Date: Dec-20-2013 has been Approved.	1/16/2014 4:48:54 PM	1
State Office Administrator	The amendment submitted for: 26628352 : ; Sherry Hill, Event Date: Dec-20-2013 has been Approved.	1/16/2014 4:47:56 PM	1

3. To view a message Select the sender's name in the *From* column



State of Arizona DAVE[™] User Guide

lessages	,	Send Message Remove fro	om Lis
From	Message Text	Date Sent	
State Office Administrator	Case 26630092-Legal Info Approved Delayed2, Stephen	1/17/2014 7:54:54 AM	
State Office Administrator	The amendment submitted for: 26628356 : ; Debby Dobson, Event Date: Dec-20-2013 has been Approved.	1/16/2014 4:51:08 PM	
State Office Administrator	The amendment submitted for: 26628355 : ; Cassie Callie, Event Date: Dec-20-2013 has been Approved.	1/16/2014 4:50:27 PM	
State Office Administrator	The amendment submitted for: 26628354 : ; Vivica Vespa, Event Date: Dec-20-2013 has been Approved.	1/16/2014 4:49:39 PM	
State Office Administrator	The amendment submitted for: 26628353 : ; Winnie Wilson, Event Date: Dec-20-2013 has been Approved.	1/16/2014 4:48:54 PM	
State Office Administrator	The amendment submitted for: 26628352 : ; Sherry Hill, Event Date: Dec-20-2013 has been Approved.	1/16/2014 4:47:56 PM	

4. The message displays. Choose *Close* to return to the list of messages.

📰 Message		×
Message		
From: Sender Office: Subject: Date Sent: Message Text:	State Office Administrator Registration Office Case 26628356 Amendment Approv Thursday, January 16, 2014 The amendment submitted for: 26628356 : ; Debby Dobson, Event Date: Dec-20-2013 has been Approved.	Close

2.3.2 Create and Send Messages

O Messages and emails can be sent to a single user, multiple users, or all users within a facility.



Steps to Create and Send Messages:

	O	ffice of Vital	Records	
ľ	<u>M</u> ain	<u>O</u> rder Pro	cessing	1. Select <i>Main</i> > <i>Messages</i> from the Main Menu at the top of the screen or choose the <i>Messages</i> Fast Link icon on the
l	Home		rizona	Home page.
	Change	Office	ssistan	
	Change	Password		
	Messag	jes	F	Fast Links
	Logout			
				Messages

2. In the *Messages* pane select *Send Message* to compose a new message.

Messages			
		Send Message Remove fro	m List
From	Message Text	Date Sent	
State Office Administrator	The amendment submitted for: 26628356 : ; Debby Dobson, Event Date: Dec-20-2013 has been Approved.	1/16/2014 4:51:08 PM	
State Office Administrator	The amendment submitted for: 26628355 : ; Cassie Callie, Event Date: Dec-20-2013 has been Approved.	1/16/2014 4:50:27 PM	
State Office Administrator	The amendment submitted for: 26628354 : ; Vivica Vespa, Event Date: Dec-20-2013 has been Approved.	1/16/2014 4:49:39 PM	

3. A blank message displays with three required header fields: *Recipients*, *Send By* and *Subject*

Send Messa	age
Recipients:	Remove Recipient
Send By:	► Notify
Subject:	

• Red arrows 🕨 indicate required fields

Steps to Add Recipients:

1. Select the Recipients link in the message header to display the Choose Recipients popup



Send Message Recipients:	e Remove I	Recipient	
Send By:	Notify	E Messages	×
Subject:		Choose Recipients Search Type of Search Person Name First: Last: Find No data found. Add Selected Recipients No data found. Remove Save	Cancel

2. To send a message to a specific user, Choose *Person* from the *Type of Search* dropdown list.

Messages	
Choose Recipients	
Search	
Type of Search Person	
Name Organization	Last: Find

3. Enter the *First* and *Last* name of the person you wish to send a message to then select *Find*.

📰 Message	25		
Choose Red	cipients		
Search			
Type of Se	arch Person 💌		
Name	First: Mary	Last: Smith	Find



4. A successful search will return the *name* and *user type* of the person you wish to send a message to. To add this person as a *Selected Recipient*, select the checkbox next to the name and then select *Add*.

Messa	ages				×
Choose F	Recipients				
Search					
Type of	Search Person				
Name	First: Mary	Last : Smith	Find		
2	Name	Туре			
$ $	Smith, Mary	Funeral Director			
		To	tal records : 1		
Add					
Selecte	d Recipients				
	Name		Туре		
	Smith, Mary		Funeral Director		
				Total records : 1	
Remov	/e				
				Save Cancel	
_					
				Choose	Reci

5. To send a message to all users within a facility, select *Organization* from the *Type of Search* dropdown list.

Search	
Type of Sea Name	Person Find
No data	found

6. Select *Find* to return all organizations stored in the DAVE[™] database that match the search criteria entered or broaden the search by entering a partial organization name followed by the wildcard (%) character

Messages			
Choose Recipients			
Search			
Type of Search Organization 💌			
Name	Abington Me%	Find	
Name		Туре	
Abington Men	norial	Medical Facility	
Abington Men	norial Hospital Home Care	Medical Facility	
	T	otal records : 2	

⁴ Use caution when sending a message to an organization as the message is sent to every user associated with the selected facility. If the message is not meant for every user at that location, it is recommended that the *Person* search be used instead.



5. To add an organization as a *Selected Recipient*, select the checkbox next to the organization name and then select *Add*.

	lame	Туре
	bington Memorial	Medical Facility
	bington Memorial Hospital Home	Care Medical Facility
		Total records : 2
Add		
Calcot	d Decisionts	
Selecte	ed Recipients	
	Name	
	Smith, Mary	
	Abington Memorial	
	Abington Memorial Hospital H	iome Care
Remo	ve	

6. Select *Save*, and three recipients, one person and two organizations, will now appear in the message *Recipients* list.

Send Messa	ge				
			Name	Туре	
Paciniante:			Smith, Mary	Funeral Director	
Recipients.			Abington Memorial	Medical Facility	
			Abington Memorial Hospital Home Care	Medical Facility	Remove Recipient
Send By:	•[Notif	y 💌		
Subject:	•[

• To **delete** a recipient, select the checkbox next to the desired name and select the *Remove Recipient* button.

O To add additional recipients, repeat the same search process described above. DAVE™ will retain the selected names and allow the user to perform further searches.



7. The second required message field to complete is *Send By* which determines how the message will be delivered.

Send Messa	ge			
		Name	Туре	
Pocinionte:		Smith, Mary	Funeral Director	
Necipients.	1	Abington Memorial	Medical Facility	
4		Abington Memorial Hospital Home Care	Medical Facility	Remove Recipient
Send By:	•[Notify		
Subject:	•[Email and Notification 6		
		Notify		

Send By Option	Action
Email and Notification	Sends the message via external e-mail and internal messaging.
Email	Sends the message to an external e-mail address only.
Notify	Sends message via internal messaging only.

8. The last required field is entry of a *Subject* in the subject line.

		Name	Туре	
Decinienter		Smith, Mary	Funeral Director	
vecipients.		Abington Memorial	Medical Facility	
		Abington Memorial Hospital Home Care	Medical Facility	Remove Recipient
end By:	•[Notify v		
ubject:				



9. Once all required fields are completed, add the text of your message and select *Send* to send the message to the listed recipients. A confirmation pop-up will then display.





21 of 351

Selecting the *Cancel* button will close out the message without sending and return the user to the Home page.

Upon selecting *Send*, If any required field is not yet complete, the application will prompt the user to fill out the missing data.

A Please comp	ete the following:The message must have a subject.
	ОК

2.3.3 Delete Message(s)

^(A) Deleted messages cannot be restored. Do not delete a message unless absolutely sure it will not be needed later.

Steps to Delete Message(s):

1. To delete a single message, select the checkbox next to the message. This enables the *Remove from List* button. Select *Remove from List* to delete the message.

Messages		Send Message Remove fro	m List
From	Message Text	Date Sent	
State Office Administrator	The amendment submitted for: 26628356 : ; Debby Dobson, Event Date: Dec-20-2013 has been Approved.	1/16/2014 4:51:08 PM	
State Office Administrator	The amendment submitted for: 26628355 : ; Cassie Callie, Event Date: Dec-20-2013 has been Approved.	1/16/2014 4:50:27 PM	
State Office Administrator	The amendment submitted for: 26628354 : ; Vivica Vespa, Event Date: Dec-20-2013 has been Approved.	1/16/2014 4:49:39 PM	



2. To delete all messages, select the "Select All" checkbox to the right of the *Date Sent* column header. This selects all messages. Select *Remove from List* and all messages will be deleted.

Messages		Send Message Remove from List
From	Message Text	Date Sent
State Office Administrator	The amendment submitted for: 26628356 : ; Debby Dobson, Event Date: Dec-20-2013 has been Approved.	Select All
State Office Administrator	The amendment submitted for: 26628355 : ; Cassie Callie, Event Date: Dec-20-2013 has been Approved.	:27 PM 🛛
State Office Administrator	The amendment submitted for: 26628354 : ; Vivica Vespa, Event Date: Dec-20-2013 has been Approved.	1/16/2014 4:49:39 PM
State Office Administrator	The amendment submitted for: 26628353 : ; Winnie Wilson, Event Date: Dec-20-2013 has been Approved.	1/16/2014 4:48:54 PM
State Office Administrator	The amendment submitted for: 26628352 : ; Sherry Hill, Event Date: Dec-20-2013 has been Approved.	1/16/2014 4:47:56 PM
State Office Administrator	Batch print file for the Birth CC VCN UPS AK, HI, PR has been created. 4 issuances took 0 minutes, 5 seconds to generate the pdf file. Birth CC VCN UPS AK, HI, PR batch 1 of 1 (404kb)	1/16/2014 8:56:35 AM

If the "select all" checkbox was marked in error, simply re-select. The checkmarks will be removed from the messages.

2.4 Current Activities

The Current Activities page displays a list of work queues containing records requiring attention. The listing is unique to each user and serves as a "to do" list. As with *Messages*, frequent monitoring of *Current Activities* is encouraged.

Steps to Access Current Activities:

1. From the Main Menu select *Main > Current Activities* or select the *Current Activities* Fast Link icon on the Home Page

В	ureau of Vital	Records
<u>M</u> ain Home	<u>O</u> rder Proc	essing Lif <u>e</u> Events rizona - Departmen
Change Change	Office Password	ssistance Contact: X
Messag	jes	
Current Logout	Activities	Current Activities
]–



1. The Current Activities page lists queue names, the type of records in each queue, case count and age of the oldest case within each.

Current Activities			
Queue Name	Type ↓	Count	Age of Oldest in Days
Certification Required	Death	1	40
Medical Certification Requested	Death	2	71
Medical Info Rejected	Death	1	76
			Total Queues : 3

If a queue does not contain cases, it will not be displayed.

1 If a user does not have security access to a specific queue it will not be displayed.

2. Selecting a *Queue Name* allows access to records within the queue. In this example, the *Certification Required* queue is selected.

Current Activities			
Queue Name			
Medical Info Rejected			
Medical Certification Re	quested		
Certification Required			
	-		

3. Upon selection, the *Search By Registration Work Queue* page opens displaying a list of all records within the selected queue.

Queue: Certification Required - Death Search Type: Value: Display 15 rows per page. Filter: Image: Certification Required - Death	
Display 15 rows per page. Filter.	
Search Show All Rows Clear Re	urn
All Case Id File Number Registrant Date of Event † Data Provider	
26629930 Message, Test Jan-10-2014 A Brugger And Sons Funeral Home Lip	
Total records	1
Actions Add Print Abandon Case Comments Certify Registration	

See section 13 Queues for more information regarding use of queues in DAVE[™]



2.5 Main Menu

The menu at the top of every screen is referred to as the Main Menu and is used to navigate the DAVE[™] application.

The Main Menu is dynamically created and will display differently for different user types based on assigned user security privileges.

	Order Pressesing	Life Fuente	Queuee	Accounting	Deporto	Forma	V	Table Maintenance		
n 51 - 1	Order Processing	Lil <u>e</u> Events		Accounting	Reports	Forms	Jobs	Table Maintenance	Help	
ne	State of Arizona	- Departmen	t of Health	n Services - E	Sureau of	Vital Rec	oras			
or	ecnnical Assistan	ce Contact: X)	******	XX						
un	eral Director	Main Me	nu							
_										it 🗖
	Samaritan Funeral F	Home						Welcome back: az	fundir Logot	
<u>M</u> ain	Order Processi	ng Lif <u>e</u> Even	its <u>Q</u> ueue	es Forms	<u>H</u> elp					- 8
_	_		_							
-		D (HI 0 1	D	CARLE IN				
Т	he State of Arizo	ona - Departn	nent of He	alth Services	- Bureau	of Vital R	ecords			_
T Fe	he State of Arizo or Technical Assis	ona - Departn tance Contact	nent of He :: XXX-XXX-	alth Services XXXX	- Bureau	of Vital R	ecords			1
T Fe	he State of Arizo or Technical Assis	ona - Departn tance Contact	nent of He :: XXX-XXX-	alth Services •xxxx	- Bureau	of Vital R	ecords			
T Fe	he State of Arizo or Technical Assis	ona - Departn stance Contact	nent of He :: XXX-XXX-	alth Services •XXXX	- Bureau	of Vital R	ecords	_	_	_
T Fe	he State of Arizo or Technical Assis	ona - Departn tance Contact	nent of He :: XXX-XXX-	alth Services ·xxxx	- Bureau	of Vital R	ecords		_	
TI Fo	he State of Arizo or Technical Assis	ona - Departm stance Contact	nent of He xxx-xxx-	alth Services	- Bureau	of Vital R	ecords	_	-	
TI Fo	he State of Arizo or Technical Assis Medical C	ona - Departm tance Contact Certifier <i>M</i>	nent of He xxx-xxx- ain Mer	alth Services XXXX nu	- Bureau (of Vital R	ecords	_	-	
TI Fo	he State of Arizo or Technical Assis Medical C Mercy Hos	ona - Departm tance Contact Certifier <i>M</i>	nent of He :: XXX-XXX- ain Mer	alth Services XXXX nu	- Bureau (of Vital R	ecords	Welcome ba	ck: MedCertAZ	Logout
TI Fo	he State of Arizo or Technical Assis Medical C Mercy Hos Main Life Ev	ona - Departm tance Contact Certifier <i>M</i> spital vents Queue	nent of He :: XXX-XXX- ain Mer :s Forms	alth Services -XXXX 1U	- Bureau (of Vital R	ecords	Welcome ba	ck: MedCertAZ	Logout
TI Fe	The State of Arizo or Technical Assis Medical C Mercy Hos Main Life Ev The State	ona - Departm tance Contact Certifier <i>M</i> spital vents Queue	nent of He :: XXX-XXX- ain Mer es Forms	alth Services -xxxx nu s <u>H</u> elp	- Bureau (of Vital R		Welcome ba	ck: MedCertAZ	Logout
TI	the State of Arizo or Technical Assis Medical C Mercy Hos Main Lif <u>e</u> Ev The State	ona - Departm tance Contact Certifier <i>M</i> spital vents Queue of Arizona -	nent of He :: XXX-XXX- ain Mer ain Mer Bepartme	alth Services -XXXX nu s <u>H</u> elp nt of Health S	- Bureau (Services - I	of Vital R Bureau o	ecords f Vital R	Welcome ba	ck: MedCertAZ	Logout

2.6 Change Office

Some users may be authorized to view and/or edit cases in more than one facility. The *Change Office* feature allows users to log out of one location and begin working cases in another.

Steps to Change Office:

1. From the Main Menu, select *Main* > *Change Office*

Samaritan Funeral Home						
<u>M</u> ain	cessing					
Home	rizona - I					
Change	ssistance					
Change						
Messag						
Logout	Death					



2. A confirmation pop-up will be displayed. Select the *OK* button to change office



25 of 351

3. The Login page appears with a list of facilities associated with the user. Re-enter the password and select a new office

Department Bureau of Y For Technical Assistant	nt of Health Services - Vital Records nce Contact: XXX-XXX-XXXX
Username: azfundir	Password:
Select your Office: Samaritan Fune Whitney & Murpl	ral Home

2.7 Logging Out of DAVE[™]

It is good practice to log out of the DAVE[™] system whenever you step away from your desk or workstation.

There are two ways to logout of DAVE™:

1. Select the Logout button from the Main Menu bar

	Bureau or vital records welcome back, superuser								
<u>M</u> ain	Order Processing	Lif <u>e</u> Events	Queues	Accounting	<u>R</u> eports	Forms	Jobs	<u>T</u> able Maintenance	<u>H</u> elp
The State of Arizona - Department of Health Services - Bureau of Vital Records									
For Technical Assistance Contact: XXX-XXX-XXXX									



2. Select Main and Logout



If a user is inactive for longer than 90 seconds, the system will present a session timeout warning:



The session time out allows the user 90 seconds to select Continue Your Session to avoid being automatically logged out.

If no interaction from the user occurs during this timeframe, the user's DAVE[™] session will expire.



Selecting Click here to logon returns the user to the Login page.



3. Site Navigation

Using the computer keyboard as a navigation aid is an efficient way to move through the DAVE[™] application. To effectively navigate in this way, it's important to understand *Focus*.

3.1 Focus Navigation

Focus determines which field or user interface control is ready to receive user action.

What is a User Interface Control? Any element on a web page a user can interact with such as a text box or dropdown menu

If an empty text box has focus, a flashing cursor appears in the far left hand side of the field. As the user types, text is displayed.

Decedent's Occupation	Decedent's Industry

If a Dropdown menu has focus it will be highlighted in blue. Once the dropdown is opened, a user can choose from a list of values.

Single Race Self Designation?	
_	

A Checkbox or Radio Button will be surrounded by a dotted line when it receives focus. The box can then be selected by the user by pressing the keyboard space bar.

Decedent's Race						
What race did decedent cons	ider himself to be?(More than	one race can be indicated)				
🔲 White	Filipino	Other Asian	Other Pacific Islander			
Black or African	🔲 Japanese	Native Hawaiian	Other(Specify)			

Passing the Focus: Moving between these controls is a matter of passing the focus. This is accomplished by using the following keyboard shortcuts:

- The *Tab* key advances the focus forward
- *Alt+Tab* (holding down the *Alt* key while pressing *Tab*) passes the focus back to the previous control.

Every page is structured a little differently. Exactly where *Tab* and *Alt+Tab* send the focus will vary, but it should always advance logically from one control to the next.



3.2 Interactive Controls and Features

Standard and custom user interface controls are built into the DAVE[™] application to assist users in entering data accurately and efficiently.

3.2.1 Dropdown Lists

Dropdowns provide pre-defined lists of values, eliminating the need to manually key data. Select the down-arrow icon to display a list of selectable options. The value selected is passed to the text box field.

Person/Organization:	Child
First:	Child
Middle:	Attendant
Last:	Certifier Eacility of Birth
Sex:	Father
SSN:	Mother Current Legal Name Mother Maiden Name

Dropdown Menu keyboard shortcuts:

1. Choose an option without expanding the list: If the dropdown is highlighted and the desired value is already known, simply type the first letter. For example, *F* could be entered to select *Father*. However *Facility of Birth* appears first. Choosing *F* again advances to the next value beginning with the letter *F*.

Person/Organization:	Facility of Birth
Person/Organization:	Father

- 2. Use a keyboard combination to open the list: If the dropdown menu is highlighted, use the keyboard combination *Alt+Down-arrow* to open the list. *Alt+Up-arrow* closes the list.
- 3. *Navigate the list without expanding the dropdown:* When the dropdown menu is highlighted, use the keyboard's up and down directional arrow keys to scroll through the list.

3.2.2 Standard Date Format

DAVE[™] uses a standard date format but is flexible enough to recognize and convert other formats users may enter. Formats accepted for conversion are illustrated below:

State of Arizona DAVE[™] User Guide



Selecting F12 will automatically key today's date into the selected date field

Left the second second



3.2.3 Icons and Controls

Standard and custom user interface controls are built into the DAVE[™] application to assist users in entering data accurately and efficiently.

Auto-populate Button: Automatically populates information in one field based on data entered in another. For example, based on data entered in the *Date of Birth* field, selecting the *Auto-populate* button calculates the age and populates the *Age* field.

Date of Birth	Age				
Nov-11-1975	📑 🕌 38				
Mother's Birthplace					

Example Calendar Icon: Launches the interactive Calendar and is placed next to date entry fields.

The Interactive Calendar is an alternative to manually entering the date.

1. Launch the calendar by selecting the Calendar Icon next to the date entry field:



2. Select a *Month* and *Year* from the dropdown menus.



3. Select the specific day. Once the day is chosen, the calendar will close and enter the date into the date field.



Selecting the calendar's *Today* link enters the current date in the date field. Pressing the F12 button on your keyboard does this as well.



Checkboxes: Checkboxes allow users to make one or more selections from a variety available options. To select or de-select a checkbox, simply click inside the box **M**.

1 If a Checkbox or Radio Button has focus:

- Use the Spacebar to "press" and select the button, or
- Use the Enter key to "press" and select the button



Buttons initiate various functions within the application. They are used to navigate the application, accept data input, write information to the database, and trigger the processing of underlying system code.

fix M Fix Icon: Appears in the DAVE[™] Validation frame only. Selecting this icon will place the focus or cursor in the item containing invalid information.

Marital Status

Label Control: Identifies a nearby text box or other control. Indicates what type of information is expected in that control.

LOV Icon: A DAVE[™] specific search element that returns a grid of selectable data.

LOV Icon: A search tool used in the DAVETM application.

LOV Eraser Icon: Removes values selected using the LOV search tool.

Place Search Icon: Launches a popup that facilitates the entry of city, state, county and/or country.

Radio Buttons: Allows the user to choose only one of a predefined set of options

Required Controls: All controls accompanied by small red arrows are mandatory and must be completed or attempts to save the page will cause a pop up error message to appear. The data must be completed before the user can continue.

Show Tooltips Show Tooltips Checkbox: The Show Tooltips checkbox under the Help menu controls whether 'hint' text is displayed when hovering over an icon or control.

Date of Birth

Text Box Control: Allows user to enter information that will be used by the program. Can be formatted to accept only text, a combination of text and numbers, numbers only, or dates.



```
First 1 2 3 4 5 6 7 8 9 10 ... Last
```

Table Paging: When a table of data contains more rows than can be displayed on a single page, DAVE[™] provides a set of controls located at the bottom of the search results page that displays the page currently selected, the total number of pages of search results, and links to the other search result pages.

Case Id	SFN	Decedent's Name ↓	Date of Death	Sex	Place of Death	Date of Birth	
194		Alley, J	OCT-11-2016	Male	Burnside	DEC-01-1990	Previe
514	2016000021	Andy, Pete	OCT-28-2016	Female		APR-04-1987	Previe
176	2016000009	Anthony 33rd, Susan B.	OCT-09-2016	Female	Burnside	APR-17-1956	Previe
480		arerules, Joey	OCT-27-2016	Male		APR-14-1990	Previe
526	2016000022	Attacque, Blaccque Jacque	OCT-31-2016	Male	Burnside	JAN-21-1940	Previe
227		Bake, Clam	OCT-12-2016	Male	Burnside	JAN-21-1940	Previe
332		Beaches, Sandy	OCT-18-2016	Female	Burnside	JAN-01-2000	Previe
155		Ben, Benjamin Isa	OCT-07-2016	Male	Burnside	JAN-21-1940	
151		Binka, Inka metadeug	OCT-07-2016	Male		JAN-21-1940	Previe
427		Black, Franklin	OCT-25-2016	Female		SEP-25-1950	Previe
st 1 2	3 4 5 6 7 8	9 10 Last				Total	Records : 2

The number of the selected page appears as bold text. The **First** and **Last** links allow users to easily jump to the beginning or ending of the search results.

In addition to providing links to quickly access the **First** page, pages 1 - 10, and the **Last** page of the search results, the total amount of pages available for selection can be easily revealed by selecting the ellipsis link (...).

First 1 2 3 4 5 6 7 8 9 10 ... Last First ... 11 12 13 14 15 16 17 18 19 20 Last

If the number of records returned is greater than the system preference for the maximum records allowed, DAVE[™] will display a warning message encouraging the user to refine search criteria. The message below was displayed on the search results page when a user attempted to search for all death records within a 2 year time span.

The number of records found matching the criteria entered is greater than the value specified for "Maximum records to display:". Please refine your search criteria or increase the system preference value for "Max Rows to Return".

Please note: Increasing this number will negatively impact system performance. Therefore, it is recommended that the user key additional search criteria in order to Imit the number of matching events instead of viewing all matching events. Total Records : 10,677

Not all pages will require table paging. In some cases it will be more useful to show a very large result set and use scroll bars to see the records that extend below the browser window.

3.2.4 Zip Code Auto-Populate Address

Zip code based auto-population controls are built into the DAVE[™] application to assist users in entering address data accurately and efficiently.



Address	
Street Number Directional Street Name, Rural Route, etc.	Street Post Apt #, Designator Directional Suite #,etc.
Zip Code City or Town County	State Country United States

The **Zip Code** field appears as the first entry amongst the address location fields of: *City or Town, County, State* and *Country.*

Upon entry of the *Zip Code*, the *City or Town, County, State* and *Country* fields will autopopulate.

Zip Code	City or Town	County	State	Country	
85019	Phoenix	Maricopa	Arizona	United States	

If the *Zip Code* entered has multiple *City or Town* or *County* associated options, the system will display a list of valid values to choose from.

Zip Code	City or Town	County	State	Country
85321	-	▼	Arizona	United States
	Ajo	Maricopa		
	Charco	Pima		
	Childs			
	Kaka			
	Why			

1 The *Zip Code* auto complete feature is optional and can be turned off in DAVE through System Preferences.



4. Death Registration Basics

4.1 Initiating Death Records

The creation and registration of a death record typically involves at least three participants:







Funeral Director

Certifying Medical Professional: State or Attending Physician or Coroner/Medical Examiner

State or County Registrar's Office

The number of particpants may change:

- When a case is referred to a Medical Examiner
- When a case is transferred from one Funeral Home to another
- When the state allows a separate individual to "pronounce death"
- When a local registrar is involved

4.2 Death Record Ownership

DAVE[™] separates the ownership of the death record into two sections:

Personal Information Owner: Ultimately responsible for obtaining the personal information, filing the death certificate, and disposition of the decedent.

Medical Information Owner: The office or medical facility completing the medical information.

Below are some illustrations of how initiation and ownership of the death record may change in DAVE™:



A Funeral Director initiates the case and becomes owner of the Personal Information



A Medical Facility finds the case in DAVE[™] and takes ownership of the Medical Information





State of Arizona DAVE[™] User Guide



A Medical Facility initiates the case and becomes owner of the Medical Information



The case is initiated neither by a Funeral Home nor a Medical Facility. The County or State Registrar's Office enters both Personal and Medical

A Funeral Director finds the case in DAVE[™] and takes ownership of the Personal Information

35 of 351



Occasionally, there may not be a Funeral Home involved in a case, such as in the case of an indigent death. When there is no Funeral Home involved, a Medical Facility or the Medical Examiner's office becomes the owner of both the Personal Information and Medical information and are responsible for submitting the entire record.

O The death registration functions in DAVE™ are restricted based on case ownership.

Information from a paper document.

4.3 Death Registration Menu

The Death Registration Menu provides links to a series of pages that are used in the submission and registration of death records. Menus in DAVE[™] are built dynamically based on user security profiles. This means that a state office worker will be presented with a different set of pages and menu options than a funeral home user. These options can also change over the processing life of the death record.



The pages that comprise the Death Registration Menu are grouped into sub-menus.

Personal Information – Pages for gathering personal information about the decedent, such as family information and relevant details of the decedent's life before death occurred, as well as disposition details and any funeral home information.

Medical Certification – Pages for entering information surrounding the death of the decedent and specific medical details.

Registrar – Pages for entering local or state registrar related information.

Other Links – Pages appearing under this sub-menu allow the user to enter additional information related to the death registration, such as comments and correspondence, ordering certified copies, etc.

All sub-menus may not be available to all users.

Even if a sub-menu is presented, different pages and items available to view or enter within the page may be displayed within each sub-menu, depending on individual user security.

For example, in most cases, a medical certifier will see the *Personal Information* sub-menu, yet only the *Decedent Page* will be listed under this sub-menu. As well, the medical certifier will have limited ability to enter or edit items within the *Decedent* page itself.

Death Registration Menu Personal Information Decedent Resident Address Family Members Informant Disposition Decedent Attributes Medical Certification Pronouncement Place of Death Cause of Death Other Factors Injury Certifier Registrar Identifiers Other Links Assign Status Attachments Comments Correspondence Event and Issuance History Geo Codes Decedent's MRE Nosology Print Forms Transfer Case Trade Calls Validate Registration Switch User


4.4 Start a New Death Case

The first step in creating a new death record is to search for any existing records on order to prevent the creation of duplicate cases.

1. From the Main Menu select Life Events > Death > Start/Edit New Case

Bureau of Vital Record	ls		
<u>M</u> ain <u>O</u> rder Processing	Lif <u>e</u> Events	Queues	<u>A</u> ccounting
The State of Arizon	Death •	Search	
For Technical Assista	ⁿ Fetal Death ▶	Start/Edit I	New Case
5	New Out o	f State Death	

2. To start a new case, all required fields, (denoted by red arrows), must be completed.

Death Start/Edit New Case				
Decedent's Information				
First:	Last:	•	Date of Death:	
Sex:	SSN:	_	Date of Birth:	•
Case Id:	ME Case Number:		Medical Record Number:	
Place of Death Location Type: County	▼ Place of Death: ▶			
				Search Clear

When selected the Lookup icon provides a <u>Place Search</u> popup.

The *Place Search* popup provides the user the ability search the list and select a place.

Three search options are available:

- Enter the full *County Name* and select *Search*.
- Enter a partial County name followed by the wildcard symbol and select search.
 Example entering gr% will return all places that start with the letters "br".
- Browse the list for the correct location and click *Select*.

ounty Name	Search Reset
Apache	select
Cochise	select
Coconino	select
Gila	select
Graham	select
Greenlee	select
La Paz	select
Maricopa	select
Mohave	select
Navajo	select
Pima	select
Pinal	select
Santa Cruz	select
Unknown	select
Yavapai	select
Yuma	select



- 3. Once all required search criteria has been entered, select the *Search* button. DAVE[™] will use the criteria entered to search for existing records.
- 4. If no matching records are returned, the *Results* screen will display a message indicating so.



- 5. Select Start New Case to create the new record
- **1** If any **matching records are found**, they will be displayed on the *Results* screen:

sults						
Case Id	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	
12474	Kelly, Carrie	Mar-13-2014	Female		Nov-14-1978	Preview
					Total	records : 1

Select *Preview* to view a summary of the case and make sure it is not a duplicate.

A summary of the selected case will be displayed in a *Preview* pane:

Results

	Date of Birth	Place of Death	Gender	Date of Death	Decedent's Name	Case Id
Select	Nov-14-1978		Female	Mar-13-2014	Kelly, Carrie	12474
records : 1	Total					
New Search	Start New Case					
						review
				File Date:		File Number:
		Case Number:	м	Medical Record Number:	74	Case Id: 1247
		te of Death: Mar-13-2014	Da		ime: Carrie Kelly	Decedent's Na
				Marital Status: Married	ie: Kelly Kelly	Spouse's Nam
		N: 483-93-0495	S	Date of Birth: Nov-14-1978	ale	Gender: Fema
		unty:	Co		f Death:	City or Town of
					:	Place of Death
				ates	ittsburgh Pennsylvania, United Sta	Residence: Pi
					en Name: Karen Karlson	Mother's Maid
					or: Funeral Director Qa	Funeral Directo
				eet, Philadelphia	A Test Funeral Home, 1234 Stree	Funeral Home:
					ier:	Medical Certifi
	ctor Qa	st Update Made By: Funeral D	La		MAR-13-2014	Date Entered:
		IPS Coding Required	/ledical Pending/	sistered/Signed/Dropped to Paper/N	onal Valid/Medical Invalid/Not Regi	Status: /Perso

- If it is determined **the case is a duplicate**, choose the *Select* link to be taken to the existing *Death Registration* for the record to view and/or edit the case.
- If it is determined the case is not a duplicate, select the Start a New Case button.



4.5 Death Personal Information Pages

4.5.1 Decedent

The first page of **Items to Enter** under the *Personal Information* submenu is the Decedent page.

Death Registration Menu	199 :Anexample Deathrecord JAN-05-2017
Personal Information Decedent Resident Address Family Members Informant	//Personal Valid With Exceptions/Medical Invalid/Not Registered/NA/NA/NA/Medical Pending/FIPS Coding Required Decedent Medical Institution or Tribal Law Enforcement Authority will be entirely responsible for registration of record. No Decedent's Legal Name
Disposition Decedent Attributes Medical Certification	First Middle Last Suffix Anexample Deathrecord
Pronouncement Place of Death Cause of Death Other Factors Injury Certifier Registrar Identifiers Other Links Assign Status Attachments	Aliases Add/Edit Alias Names Sex Social Security Number Male Under 1 Under 1 Date of Birth Years Months Days Hours Minutes SSN Verification Status JAN-05-1971 Age Decedent's Birth Place
Comments Correspondence Event and Issuance History Geo Codes Decedent's MRE Nosology Print Forms Transfer Case Trade Calls Validate Registration Switch User	City or Town County State Country City or Town County United States United States Ever in US Armed Forces? Validate Page Next Clear Save Return

Medical Instituition or Tribal Law Enforcement Authority will be entirely responsible for registration of record: Select '*Yes*' if the medical institution or tribal authority submitting the record will complete all portions of the registration and a Funeral Home will not be involved.

Decedent's Legal Name: Enter the *First*, *Middle*, and *Last* name of the decedent. *Suffix* is used to record generational suffixes such as Jr., III, etc.

Aliases: If the decedent was known by more than one name, select	Decedent's Legal Name
Add/Edit Alias Names.	Prefix First Anexample
	Aliases
	Add/Edit Alias Names
	Sex Social Female • <u>-</u>



The *Aliases* popup will display. To add a new name, select the *New Alias* button.



Complete the name fields and select Save.

Aliases			,	×
Alias Names				^
First	Middle	Last	Suffix	
Analias	Withmiddle	Nameisentered	SaveCancel	
			New Alias Close	
				× 1

Edit Delete

The Save and Cancel links are now replaced by Edit and Delete links; which can be uses to edit or delete the entered alias name.



Selecting *New Alias,* at this point, allows you to enter another alias name for the decedent, if they have multple alias names.

Selecting the *Close* button will return to and refresh the Decedent page displaying the newly entered alias name(s).

Decedent's Legal Name									
Prefix	First	Middle	Last	Suffix					
	Anexample		Deathrecord						
Aliases									
Add/Edit	Alias Names A	Analias Withmiddle Na	meisentered						

1 The Decedent page will not display more than two alias names at a time. A *More* link is displayed which, when selected, displays the full list of alias names.

/Edit Alias Name	Jerry Steven Ste	evens William Jerry	White More.		
Aliases					
Alias Names					
First	Middle	Other Middle	Last	Suffix	
Jerry	Steven	William	Stevens	Jr	Edit Delete
William	Jerry	Stevens	White		Edit Delete
	Welter	William	Walters		Edit Delete



State of Arizona DAVE[™] User Guide

Female •	•

Sex: The Sex dropdown is populated with the selection made when the case was created. If the selection was made in error, choose the correct value from the dropdown.

Social Security Number: Enter the decedent's social security number in in the *Social Security Number* field. If decedent has no SSN, select *None*. If the decedent's SSN is not known, select *Unknown*.



Date of Birth and Age: Enter the *Date of Birth* manually or select the Calendar icon to launch the Interactive Calendar.

Enter the decedent's age at time of death manually, or use the Auto-populate icon decedent to calculate the age entered in the *Date of Birth* field. If the decedent was *Under 1 Year* old at the time of death leave the *Age* field empty and fill in the *Months* and *Days*. If decedent was *Under 1 Day* old at the time of death, then fill in the *Hours* and *Minutes* fields.

		Under 1 Year		Under 1 Day	
Date of Birth	Years	Months	Days	Hours	Minutes
OCT-24-1922 📰 🗖	Age 94				

Verify SSN: Upon completion of the *Decedent Name*, *SSN* and *Date of Birth*, the *Verify SSN* link enables. When selected, the DAVE[™] application establishes a connection with the Social Security Administration and verifies the SSN against information in their database.

Sex Female ▼	Social Securit 123-45-6778	ty Number	None	e 🔵 Unkr	nown		
Date of Birth OCT-24-1922	📕 🗖 Age	Years 94	Under 1 Year Months	Days	Under 1 Day Hours	Minutes Verify SSN	SSN Verification Status UNVERIFIED (0)

When the *Verify SSN* link is activated, the Decedent page will refresh and SSN Verification Status will change from UNVERIFIED (0) to PENDING (0) message displayed. This indicates communication has been initiated with SSA. Once the SSN verification results are known, the appropriate message will display.

Decedent's Birth Place: Enter the decedent's place of birth. If needed, the Places Lookup ficon can be used to allow selection of the correct *City*, *County*, *State* and *Country* from a list.

Dece	edent's Birth Place			
	City or Town	County	State	Country
				United States
19-29-20				



The system also includes a predictive text feature that attempts to determine the place being entered while typing. Possible matches for *City*, *County*, *State* or *Country* will be displayed.

City or Town	County	State	Country
Pho	Maric	Ari	United S
Phoenix	Maricopa	Arizona	United States

Armed Forces: Select the appropriate answer regarding US military service.

Ever in US Armed Forces?	Yes	•	h

Once the Decedent page is complete, select a navigation button at the bottom of the page:



Selection of the Next button will save the data entered and proceed to the next page.

Other options include selection of the *Validate Page* button to check the page for errors, the *Clear* button to clear all entries, the *Save* button to save changes without leaving the page, or the *Return* button to return to the *Start/Edit New Case* page.

More information on record validation can be found in section 6 - Validation of Records

4.5.2 Resident Address

The Resident Address page **Items to Enter** record the decedent's last known address.

Street Address: The components of the Street Address are the Street Number, Pre-Directional, Street Name, Street Designator, Post-Directional and Apartment/Suite. The Street Designator and the Pre- and Post-Directionals can be selected from a drop-down list.

Death Registration Menu Personal Information Decedent	199 :Anexample Deathrecord JAN-05-2017 /Personal Valid With Exceptions/Medical Invalid/Not Registered/NA/NA/Medical Pending/FIPS Coding Required Resident Address
Resident Address Family Members Informant Disposition	Address Pre Street Number Directional Street Name, Rural Route, etc. Street Number Directional Street Name, Rural Route, etc.
Medical Certification Pronouncement Place of Death Cause of Death Other Factors Injury	Zip Code City or Town County State Country Inside City Limits Inside City Limits Inside City Limits Inside City Limits
Certifier Registrar Identifiers Other Links	How Long in State? Duration Resided in Arizona Tribal Community?
Assign Status Attachments	Validate Page Next Clear Save Return



City, County, State, Country, Zip: If needed, the Places Lookup $\widehat{}$ icon can be used to allow selection of the correct *City, County, State* and *Country* from a list.

The system also includes a predictive text feature that attempts to determine the place being entered while typing. Possible matches for City, *County*, *State* or *Country* will be displayed.

City or Town	County	State	Country
Pho	Maric	Ari	United S
Phoenix	Maricopa	Arizona	United States

Inside City Limits: Make a selection from the *Inside City Limits?* dropdown list to indicate whether or not the Decedent's last known address was within city limits. A selection of 'Unknown' is available in the list.

How Long In State: This item consists of two fields, in the first field the number corresponding to how long the decedent resided in Arizona should be entered. From the second field dropdown list a selection should be made to define the value entered in the first field as either hours, days, months, years, etc.

Resided in Arizona Tribal Community at Time of Death: Select either Yes, No, or Unknown.

If Yes, Select Tribe: If 'Yes' was selected from the Resided in Arizona Tribal Community at Time of Death, then the tribe of residence should be selected from this dropdown.

Once the Resident Address page is complete, select a navigation button at the bottom of the page:

Validate Page Next Clear Save Return

Selection of the Next button will save the data entered and proceed to the next page.

Other options include selection of the Validate Page button to check the page for errors, the Clear button to clear all entries since the last save, the Save button to save changes without leaving the page, or the Return button to return to the previous

O More information on record validation can be found in section 6 - Validation of Records



4.5.3 Family Members

The Family Members page **Items to Enter** collect the first, middle and last names of the decedent's parents and spouse name information, if applicable. First and Last name fields are required. Middle can either be middle name or middle initial.

Death Registration Menu	402 :Anexample Deathrecord OCT-24-2016
Personal Information	/New Event/New Event/Not Registered/NA/NA/NA
Decedent	Family Members
Resident Address	Marital Status Other Specify
Family Members	
Informant	Surviving Spouse
Disposition	First Middle Last (if wife, name prior to first marriage) Suffix
Decedent Attributes	
Medical Certification	
Pronouncement	Father Name
Place of Death	First Middle Last Suffix
Cause of Death Other Fasters	
	Halkada Maidan Name Drinada Sinat Manzinga
Certifier	Mother's Malden Name Prior to First Marriage
Registrar	First Middle Last Suffix
Identifiers	
Other Links	Last Name of Surviving Spouse
Assign Status	
Attachments	
Comments	Validate Dage Next Clear Save Return
Correspondence	Valuate Page Next Clear Save Retuin



Marital Status: Make a selection from the Marital Status dropdown. If unknown, select *Unknown*.

Surviving Spouse's Name: This field is completed if the decdent has a surviving spouse. If the decedent is male, the maiden name of the surviving spouse should be entered in the Last Name field.

Father's Name: The decedent's father's name should be entered here.

Mother's Maiden Name Prior to First Marriage: The decedent's mother's maiden name, (name prior to first marriage), is collected here.

Last Name of Surving Spouse: This field is completed if the decdent has a surviving spouse. If the decedent is female, the current last name of the surviving spouse should be entered. If the decedent is male, then the spouse's last name prior to first marriage should be entered.

Once the Family Members page is complete, select a navigation button at the bottom of the page:



Selection of the *Next* button will save the data entered and proceed to the next page.

Other options include selection of the Validate Page button to check the page for errors, the Clear button to clear all entries since the last save, the Save button to save changes without leaving the page, or the Return button to return to the previous



O More information on record validation can be found in section 6 - Validation of Records

4.5.4 Informant

The Informant page **Items to Enter** are designed to gather information about the person reporting the death. This may be a spouse, family member, or someone who is not related to the decedent.

Death Registration Menu	402 :Anexample Deathrecord OCT-24-2016 New Event/New Event/Not Registered/NA/NA/NA
Decedent	Informant
Resident Address	Informant Name
Family Members	First Middle Last Suffix
Informant	
Disposition	
Decedent Attributes	Relationship to Decedent V Other specify
Medical Certification	
Pronouncement	Address
Place of Death	Pre Street Post Apt#
Cause of Death	Street Number Directional Street Name or PO Box, Rural Route, etc Designator Directional Suite #,etc.
Other Factors	
Injury	Zin Code City or Town State Country
Certifier	
Registrar	United States
Identifiers	
Other Links	Velidete Dage Next Class Cours
Assign Status	valuate Page Next Clear Save Return

Informant Name: Enter Informant's *First*, *Middle*, *Last* name and *Suffix*. First and Last name are required fields. *Middle* can either be middle name or middle initial.

Informant Name			
First	Middle	Last	Suffix
] [
Relationship to Decedent		Other specify	



The system also includes a predictive text feature that attempts to determine the place being entered while typing. Possible matches for City, *County, State* or *Country* will be displayed.

City or Town	County	State	Country
Pho	Maric	Ari	United S
Phoenix	Maricopa	Arizona	United States



Once the Family Members page is complete, select a navigation button at the bottom of the page:

Validate Page	Next	Clear	Save	Return
---------------	------	-------	------	--------

Selection of the Next button will save the data entered and proceed to the next page.

Other options include selection of the Validate Page button to check the page for errors, the Clear button to clear all entries since the last save, the Save button to save changes without leaving the page, or the Return button to return to the previous

¹ More information on record validation can be found in section 6 - Validation of Records

4.5.5 Disposition

The Disposition page **Items to Enter** records the disposition details including the Method, Date, First and Secondary Place and Facility responsible.

Death Registration Menu	402 :Anexample Deathrecord OCT-24-2016
Personal Information	/New Event/New Event/Not Registered/NA/NA/
Decedent	Disposition
Resident Address	Mathad of disposition
Family Members	
Informant	Cremation Clearance N/A Date of disposition
Disposition	
Decedent Attributes	Place of disposition
Medical Certification	Place of Disposition
Pronouncement	
Place of Death	Pre Street Post Apt#,
Cause of Death	Street Number Directional Street Name, Rural Route, etc. Designator Directional Suite #,etc.
Other Factors	
Injury	Zip Code City or Town County State Country
Certifier	Contract of the second
Registrar	
Identifiers	
Other Links	Funeral Director 🔨 🋥
Assign Status	License Number
Attachments	
Comments	First Middle Last Suffix
Correspondence	
Goo Codos	
Decedent's MRE	Funeral Home
Nosology	Business Registration Number Lookup Q
Print Forms	
Transfer Case	Pre Street Post Apt #,
Trade Calls	Street Number Directional Street Name or PO Box, Rural Route, etc. Designator Directional Suite #,etc
Validate Registration	
Switch User	Zip Code City or Town State Country
	Contract of the second
	Other Responsible Party Relationship
	Validate Page Next Clear Save Return



State of Arizona DAVE[™] User Guide

•
Burial
Cremation
Donation
Donation/Burial
Donation/Cremation
Donation/Entombment
Entombment
Other Specify
Removal from State
Removal/Burial
Removal/Cremation
Removal/Donation/Burial
Removal/Donation/Cremation
Removal/Donation/Entombment
Removal/Entombment
Removal/Other
Unkown

Method of Disposition: Make a selection from the *Method of Disposition* dropdown list. If the method does not appear in the list then *Other* can be selected and a method of disposition can be specified in the *Other Specify* text entry box.

1 If the Method of disposition indicates that there are **two places of disposition**, such as Donation/Burial, Donation/Cremation, or Donation/Entombment, then the additional fields needed to collect the *Place* and *Address* for the secondary disposition will be displayed.

Personal Information	Descend Level J Medical Level J Met Descision J M M M M M Descend L Descis a Medical Descis a Descis of
r craonar information	Personal invalid/medical invalid/mot Registered/wA/WA/Personal Pending/Medical Pending/FIPS Coding Required
Decedent	Disposition
Resident Address Family Members	Method of disposition Donation/Cremation Other Specify
Informant	Cremation Clearance N/A Date of disposition
Disposition Decedent Attributes	Place of disposition
Medical Cortification	Place of Disposition
Propouncomont	<i>4 ∑</i>
Place of Death	Pre Street Post Ant#
Cause of Death	Street Number Directional Street Name, Rural Route, etc. Designator Directional Suite #.etc.
Other Factors	
Injury	Zin Code County State County
Certifier	
Registrar	
Identifiers	Place of Disposition
Other Links	Charles of Disposition Composition
Assign Status	Bro Street Boot Act#
Attachments	Street Number Directional Street Name Rural Route etc. Designator Directional Suite # etc.
Comments	
Correspondence	Zie Gode City of Tarve County Chate County
Event and Issuance History	Zip Code City or rown County State County
Geo Codes	
Decedent's MRE	
Nosology	
Print Forms	
Transfer Case	License Number
Trade Calls	
Validate Registration	First Middle Last Suffix
Switch User	
	Funnal Hame
	rune al Home
	Business Registration Number Lookup
	Pre Street Post Apt#,
	Street Number Directional Street Name or PO Box, Rural Route, etc. Designator Directional Suite #,etc
	Zip Code City or Town State Country
	1 United States
	Other Responsible Party Relationship
	Validate Page Next Clear Save Return

Date of Disposition: Enter the *Date of Disposition* manually or select the Calendar icon to launch the Interactive Calendar.

Place of Disposition: The *Place of Disposition* can be entered manually or the LOV Lookup icon can be used to launch the *Lookup Place of Disposition* search tool.

Place of disposition		
Place of Disposition		
Pre Street Number Directi	E Lookup Place Of Disposition	×
City or Town	Facility Name	ch 🗍
		Cancel

1. In the Facility Name field, enter the full name of the facility, if known, and choose Search.

If the full name of the facility is not known, enter at least two letters followed by the percent sign (%), then select search to perform a wildcard search.

2. A list of available facilities will be returned. **Select the Select link** next to the correct facility in the list.

Lookup Place Of Disposition		Search	
Facility Name	Address	City	
Belcrest Memorial Park	1295 ANY S Avenue	Phoenix	select
Belle Passi Cemetery	997 ANY Road	Phoenix	select
Belle Passi Memorial Mausoleum	1000 ANY	Phoenix	select
		Total	records : 3
			Cancel

The selection system-fills all of the corresponding fields for Place of Disposition on the Disposition page.



Place of disposition				
Place of Disposition				
Belcrest Memorial Park				
Pre Street Number Directional Street Name, Rural Route, etc.	Street Designator		Post Directional	Apt #, Suite #,etc.
123 N 🔻 Any	Street	-	•	
City or Town County State Phoenix Maricopa Arizona	Country United States		Zip Code 85008	

To clear the entry made for Place of Disposition, select the eraser icon $\mathbf{\hat{s}}$.

• The *Place of Disposition Lookup* filters results based on the selection made in the *Method of Disposition* dropdown. For example, if method selected is *Burial*, the lookup will include a list of cemeteries; if *Cremation*, a list of crematories, etc.

• If a funeral director is entering the record the *Funeral Director Name* and *Funeral Home* will be system filled at the start of the record. These fields will display the name of the funeral director user who started the record and the funeral home the user is logged in at. If necessary, the Funeral Director name can be changed, but only to another funeral director within the same funeral facility.

Funeral Director/Funeral Home: For state users keying death information there are three ways to complete the Funeral Director/Funeral Home information.

- 1. Manual entry of each item;
- 2. The Funeral Director *License Number* and auto-populate *d* icon; or
- The standard LOV Lookup controls

Steps for using Funeral Director License Number to complete

- 1. Enter a Funeral Director's License Number
- 2. Select the auto-populate icon

Funeral Director					
License Number FD013203L	₹ №				
First T Middle	Last	Suffix			
Auto-populate Ic	on				
Funeral Home					
Business Registration Number Lookup					



The system will then auto-populate the *Funeral Director* name and the associated *Funeral Home* information.

Funeral Director 🔧 🔊 License Number CO-1234					
First	Middle	Last		Suffix	
Funera		Director			
Funeral Home Business Registration Num	nber Lookup Agreat Funeral Home	<u>م</u>	\$		
Pre		Dente etc	Street	Post A	pt#,
Street Number Directiona	al Street Name or PO Box, R	ural Route, etc.	Designator	Directional S	uite #,etc
123 N V	Main		Street		
City or Town	State	Country		Zip Code	
Phoenix	Arizona	United	States	85005	

Steps for using the Standard LOV Lookup to complete

- 1. Select the *LOV* lookup tool \bigcirc to search for a funeral director.
- 2. Enter in the *Last* and *First Name* of the funeral director; if known. If not known a wildcard search can be performed by entering at least two characters in the *Last* name field followed by the percent sign (%).

Search Funeral D)irectors						
Last Name▶ [d̪iِ%			First Name	e		Search	
License Number	Last Name	Suffix	First Name	Middle Name	Street Number	Street Name	
CO-3107	Dieker		James	M	4189	ANY	select
	Dierickx		Chris	W	325	ANY	select
CO-1234	Director		Funera		1	Coit	select
						Total recor	ds:3

3. From the Search Results List, select the Select link next to the correct Funeral Director.

The system will then auto-populate the *Funeral Director* name and the associated *Funeral Home* information.

Funeral Director 🛰 🛰					
License Number CO-1234					
First	Middle	Last		Suffix	
Funera		Director			
Funeral Home					
Business Registration Nu	mber Lookup	Q			
	Agreat Funeral Hom	ie 📄 🏲	<u></u>		
Pre			Street	Post	Apt#,
Street Number Direction	nal Street Name or PO Box	c, Rural Route, etc.	Designator	Directi	onal Suite #,etc
123 N 🔻	Main		Street	· · · · · · · · · · · · · · · · · · ·	▼
City or Town	State	Country		Zip Code	
Phoenix	Arizona	United	States	85005	

- Auto-population of the Funeral Home data will occur only if the Funeral Director selected is associated with a single funeral home. If the Funeral Director is associated with multiple funeral homes, the correct funeral home data must be manually entered or searched for and selected.
- To search for a funeral home
 - 1. Select the Funeral Home LOV lookup tool

2. In the Facility Name field enter the full name of the facility or use a wildcard search by entering the first two letters followed by a % and selecting search

3. Select the correct funeral facility from the search results list and the system will auto-populate it on the page.

Once the *Disposition* page is complete, select a navigation button at the bottom of the page:

Validate Page Next Clear Save Return

Selection of the Next button will save the data entered and proceed to the next page.

Other options include selection of the Validate Page button to check the page for errors, the Clear button to clear all entries since the last save, the Save button to save changes without leaving the page, or the Return button to return to the previous

More information on record validation can be found in section 6 - Validation of Records



4.5.6 Decedent Attributes

The Decedent Attributes page **Items to Enter** collect information pertaining to the decedent's occupation, education, ancestry and race. This information is vital to other state and federal agencies and can impact funding for various programs. Therefore, it is crucial the information collected be as accurate as possible.

Format Change: The 2003 US Standard Certificate Revision included format changes for the collection of race, ancestry and education data. The DAVE[™] application provides the prior version of the Decedent Attributes page for those deaths occurring before January 1, 2010 when Arizona adopted the revision.

Prior Decedent Attributes page:

Decedent Attributes					
Decedent's occupation	Decedent's industry]			
Decedent's education					
Hispanic origin	If Other Hispanic, Specify				
Race	Other Race Specify				
		Validate Page	ext Clear	Save	Return

Current Decedent Attributes page:

Decodent Attribut	DOC.
Decedent Attribu	LED

Decedent's occupation	Dece	dent's industry	
Decedent's education Hispanic Origin Decedent of Hispanic Origin (n No, Not Spanish/Hispanic Yes, Mexican, Mexican Au Yes, Puerto Rican	nore than one choid c/Latino merican, Chicano	ce can be indicated). Other Yes, Cuban Yes, other Spanish/Hispanic/Latino	 Not Obtainable Unknown Refused
Race Check one or more races to inc White Black, African American American Indian or Alaska Native Other Asian Indian	dicate what the dec Chinese Filipino Japanese Korean Vietnamese	edent considered himself or herself to be Other Asian (Specify) Native Hawaiian Guamanian or Chamorro Samoan	 Other Pacific Islander (Specify) Other (Specify) Refused Not Obtainable Validate Page Next Clear Save Return

Decedent's Occupation and Industry: In the first two fields, enter the *Decedent's Occupation* and *Decedent's Industry*.

State of Arizona DAVE[™] User Guide

Decedent's Industry	
Education	
	Decedent's Industry Education

Occupational data can be important in calculating workplace mortality statistics and should be as specific as possible.

Decedent's Education: Select decedent's education level from the dropdown list. If not known, select *Unknown*.



Hispanic Origin: Select a value which indicates the decedent's *Hispanic Origin.* More than one value can be selected.

Hispanic Origin		
Decedent of Hispanic Origin (more than one choi	ce can be indicated).	
No, Not Spanish/Hispanic/Latino	Other	Not Obtainable
📄 Yes, Mexican, Mexican American, Chicano	📄 Yes, Cuban	Unknown
Yes, Puerto Rican	Yes, other Spanish/Hispanic/Latino	Refused

If Other is selected, a text field will display below Other in which the selection can be specified.

Decedent's Race: Select a value which indicates the decedent's *Race.* More than one value can be selected.

Race			
Check one or more races to in	dicate what the decedent cons	idered himself or herself to be.	
White	Chinese	Other Asian (Specify)	Other Pacific Islander (Specific)
Black, African American	Filipino	Native Hawaiian	Other (Specify)
American Indian or Alaska Nativo	Japanese	Guamanian or Chamorro	Refused
Other	🔲 Korean	Samoan	Not Obtainable
Asian Indian	Vietnamese		
_			



If *American Indian or Alaska Native* is chosen, two dropdowns listing possible tribe affiliation(s) will be displayed. Select the decedent's specific tribe(s) using one or both of the dropdown boxes.

If Other(Specify), Other Asian or Other Pacific Islander are selected, two text fields will be displayed in which the selection can be specified.

• If the case is not registered and the date of death is changed from a date that is after the adoption of the US standard 2003 certificate to a date prior, the values entered for those fields unique to the 2003 standard will be set to null and the 1989 US standard pages will be displayed.

If the date of death is changed from a date that is prior to the adoption of the US standard 2003 certificate to a date after, the values entered for those fields unique to the 1989 standard will be set to null and the 2003 US standard pages will be displayed.

Once the *Decedent Attributes* page is complete, the *Personal Information* section of the death record is also complete. Select a navigation button at the bottom of the page:



Selection of the *Next* button will proceed to the next page and save the data entered. In this case the next page is also the first page in the *Medical Information* section, *Pronouncement*.

Other options include selection of the Validate Page button to check the page for errors, the Clear button to clear all entries since the last save, the Save button to save changes without leaving the page, or the Return button to return to the previous

O More information on record validation can be found in section 6 - Validation of Records

4.5.7 Sign a Death Record

At this point in the process the *Personal Information* has been completed and a Funeral Director or Medical user responsible for entering this information will need to *Affirm* and *Sign* the record.

1 If the record is being entered at the State or a County Vital Records, affirmation and signature are not required and the steps for this process can be skipped.



The user affirming and signing the record should select the *Validate Page* button or *Validate Registration* link to check the record for errors and/or omissions.



More information on record validation can be found in section 6 - Validation of Records

Once the record has passed all validation rules, a *Sign* link will appear at the bottom of the Personal Information submenu.



Steps to Affirm and Sign the Personal Information

- 1. Select the Sign link
- 2. Place a checkmark next to all affirmations and select the Affirm button.





3. An Authentication successful message will be displayed and a checkmark placed next to the *Sign* link indicating the Personal Information has been affirmed.



Once the record is signed, the pages within the *Personal Information* sub-menu are locked and cannot be edited.

If the record is not yet registered and updates need to be made to any of the items in the Personal Information section, the record can be unaffirmed/unsigned. Doing so unlocks the pages within the Personal Information sub-menu so they can once again be edited.

Steps to Unaffirm and Unsign the Personal Information

1. To unsign the registration, select the Sign link.

Personal Information IPersonal Valid/Medical Invalid/Not Registered/Signed/Uncertified/NA/FIPS Coding Required/Medical Pending/Birth Death Linkage Required > Decedent Over 1 Year > Resident Address Affirmations > Family Members This conjutation is currently showd	Death Registration Menu	402 :Anexample Deathrecord OCT-24-2016
Informant Inits registration is currency signed. Unsign liebr Return Sion	Personal Information Decedent Resident Address Family Members Informant Disposition Decedent Attributes Sign	Personal ValidMedical InvalidNot Registered/Signed/Uncertified/NA/FIPS Coding Required/Medical Pending/Birth Death Linkage Required Over 1 Year Affirmations This registration is currently signed.

- 2. Select Unsign.
- 3. Select OK to confirm the reversal.

Once unsigned, the pages are again available for editing.



4.6 Death Medical Information Pages

4.6.1 **Pronouncement**

The first page of **Items to Enter** under the *Medical Information* submenu is Pronouncement, which captures the date and time of death.

Death Registration Menu	402 :Anexample Deathrecord OCT-24-2016
Personal Information	
Decedent	Pronouncement
Resident Address	Date of Death DCT-24-2016 Death Modifier
Family Members	Time of Death
Informant	
Disposition	
Decedent Attributes	Validate Page Next Clear Save Return
Medical Certification	
Pronouncement	
Place of Death	
Cause of Death	
Other Factors	
Injury	
Certifier	

Date of Death: The *Date of Death* field is auto-populated based on the date entered on the *Start/Edit New Case* page when the record is created.

If the original date entered is incorrect it can be updated by either entering the *Date of Death* manually or select the Calendar icon to launch the Interactive Calendar. This is a required field as indicated by the red arrow and must be completed for all death registrations. If the date of death is unknown enter: 99-99-9999.

Date of Death	OCT-24-2016	pate of Death Modifier	•

The *Date of Death* is a required field as indicated by the red arrow *hardware* and must be completed for all death registrations.

Date of Death cannot be unknown.

Date of Death Modifier: The *Date of Death Modifier* adds descriptive information relating to the *Date of Death*. There are two options to select from:

Modifier	Description
Actual Date of Death	The date entered is the actual date of death
Found Date of Death	It is known when the deceased's body was found, but a date of death cannot be determined

Time of Death: Enter the hour and minute of death and make a selection from the *AM/PM/Military* dropdown.



State of Arizona DAVE[™] User Guide

Time of Death		Time of Death Modifier
	AM PM Military	

• For unknown *Time of Death* enter 99:99 the *Time of Death Modifier* will automatically fill in with 'Unknown.'

Time of Death Modifier: The *Time of Death Modifier* adds descriptive information relating to the *Time of Death*. There are three options to select from:

Modifier	Description
Actual Time of Death	The time entered is the actual time of death
Unknown Time of Death	Time of death is unknown
Found Time of Death	It is known when the deceased's body was found, but a time of death cannot be determined

• If the *Date of Death* year was keyed incorrectly and the record has been registered, the date cannot be corrected or amended. The user must void the existing record and reenter a new case with the correct year of death.

It is not necessary to void a registered case to correct or amend only the month and day of death.

Once the *Pronouncement* page is complete, select a navigation button at the bottom of the page:



Selection of the Next button will save the data entered and proceed to the next page.

Other options include selection of the Validate Page button to check the page for errors, the Clear button to clear all entries since the last save, the Save button to save changes without leaving the page, or the Return button to return to the previous

More information on record validation can be found in section 6 - Validation of Records



4.6.2 Place of Death

The Place of Death **Items to Enter** capture data regarding where the death occurred. This could be a hospital, home address or some other location.

Death Registration Menu	402 :Anexample Deathrecord OCT-24-2016
Personal Information	
Decedent Resident Address Family Members Informant	Type of place of death
Disposition	
Decedent Attributes	Address
Medical Certification	Pre Street Post Apt#,
Pronouncement Place of Death	Street Number Directional Street Name or PO Box, Rural Route, etc. Designator Directional Suite #,etc
Cause of Death	Zip Code City or Town County State Country
Other Factors	Maricopa Arizona United States
Certifier	
Registrar	Medical Record Number
Identifiers	
Other Links	Validate Page Next Clear Save Return
Assign Status	

•	
Dead on Arrival	1
Emergency	
Inpatient	
Nursing Home/Long Term Care	
Decedent's Residence	
Hospice Facility	
Other, Specify	

Type of Place of Death: From the *Type of Place of Death* dropdown, select the type that best matches the location where death occurred.

If *Other (specify)* is chosen, enter the information on type of place of death into the *Other Specify* text box.

Facility Name:

If Decedent's Residence is selected from the Type of place of death dropdown, the Address fields for Place of Death will be auto-populated with the information entered on the Resident Address page. If no information has been entered on the Resident Address page, the residence address can be manually entered. The Facility Name field is not required and will be disabled.

If *Other (specify)* is selected from the *Type of place of death* dropdown, the facility name. (if known or applicable), and address fields should be manually entered. The facility name field can be left blank.

For all other Type of Place of Death dropdown selections, the Place of Death can be entered manually or the LOV Lookup \bigcirc icon can be used to launch the Lookup Place of Death search tool.

Steps to Use the Place of Death Lookup

1. In the Faclity Name field, if known, enter the full name of the facility and choose Search.



Facility Name > Saint% Search			
Facility Name	Address	City	
Saint Joseph's Hospital and Medical Center	350 W Thomas Road	Phoenix	select
Saint Luke's Medical Center	1080 E Van Buren Street	Phoenix	select
		Total rec	ords : 2

If the full name of the facility is not known, **enter at least two letters followed by the %**, then **select search** to perform a wildcard search.

2. A list of available facilities will be returned. **Select the Select link** next to the correct facility in the list.

• Facilities not listed in the LOV lookup tool can be entered by typing the *Facility Name* and address information manually. All out-of-state records will contain non-listed facilities.

The selection system-fills all of the corresponding fields for Place of Death on the Place of Death page.

Type of place of death Inpatient Other Specify					
Facility Name 🛛 Saint Joseph's Hospital and Medical 🔍 💊					
Address					
Pre			Street	Post	Apt#,
Street Number Directional	Street Name or PO Box, R	ural Route, etc.	Designator	Directional	Suite #,etc
350 W 🔻	Thomas		Road 🔹	•	
City or Town	County	State	Country	Zip Code	
Phoenix	Maricopa	Arizona	United States	85013	

To erase the entry made for Place of Death choose the eraser icon $\mathbf{\hat{s}}$.

• The *Place of Death Lookup* filters results based on the selection made in the *Type of Place of Death* dropdown. For example, if method selected is *Inpatient, Emergency* or *Dead on Arrival*, the lookup will filter the search to include hospitals; if *Hospice*, a list of hospices, etc.

• If the *Type of Place of Death* selected matches the facility type assigned to the user completing the *Medical Certification* pages, then the *Place of Death* will be system-filled with the facility name and address the user is logged in under.

Medical Record Number

Medical Record Number: If known, the decedent's Medical Record Number can be entered.

The Medical Record Number can be referenced later to Search for or Locate the case.



Once the *Place of Death* page is complete, select a navigation button at the bottom of the page:

Validate Page Next Clear Save Return

Selection of the Next button will save the data entered and proceed to the next page.

Other options include selection of the Validate Page button to check the page for errors, the Clear button to clear all entries since the last save, the Save button to save changes without leaving the page, or the Return button to return to the previous

O More information on record validation can be found in section 6 - Validation of Records

4.6.3 Cause of Death

The *Cause of Death* page **Items to Enter** capture the data regarding the primary and underlying conditions which lead to the decedent's death.

Death Registration Menu	402 :Anexample Deathrecord OCT-24-2016		
Dersonal Information	/Personal Invalid/Medical Invalid/Not Registered/NA/NA/NA/FIPS Coding Required/Medical Pending/Personal Pending		
Decedent	Cause of Death		
Resident Address	NOUS Recommendations for Entry of Cause of Death		
Family Members	Non of economic databases of economic databases of economic the distribution of the death. No NOT exterterminal events such as applied		
Informant	arrest respirator vertes unseases, injunes, or complications- in a long up caused the death. Do Not enter terminal events such as cardiac		
Disposition	cause on a line. Add additional lines if necessary.		
Decedent Attributes	Sequentially list conditions, if any, leading to the cause listed on line a. Enter the UNDERLYING CAUSE (disease or injury that initiated the events		
Medical Certification	resulting in death) LAST.		
Pronouncement	Cause of Death Approximate Interval		
Place of Death	Immediate Cause (Final disease or condition resulting in death)		
Cause of Death			
Other Factors	PARTI		
Injury	Line a Lago		
Desister	•		
Registrar	Due to or as a consequence of		
Other Links			
Other Links	Lingh		
Assign Status			
Comments			
Correspondence	Due to or as a consequence of		
Event and Issuance History			
Geo Codes	Line c		
Decedent's MRE	★		
Issue this Record	Due to or as a consequence of		
Nosology			
Print Forms			
Refer to Medical Examiner	Line d Lag		
Trade Calls	•		
Disposition Approval	DADT II		
Validate Registration	Other significant conditions		
	Check Spelling Validate Page Next Clear Save Return		

⁴⁵ Attention to detail and specificity is essential when completing this page.



	Immediate Cause (Final disease or condition resulting in death)
PARTI	
Line a	ABC
	Due to or as a consequence of
Linch	
Line b	ABC
	Due to or as a consequence of
Line e	
Line c	ABC
	Due to or as a consequence of
Line d	
Line d	ABC

Part 1 is for reporting the chain of events leading directly to death. The *Immediate Cause*, (the final disease, injury, or complication directly causing death), is listed on *line a*. The underlying cause(s), (chain of events that led to the immediate cause), is listed in *lines b* through *d*.

Approximate Interval Onset to Death: To the right of each of the lines *Part 1* there is a corresponding *Approximate Interval Onset to Death* field. For each cause listed in *Lines a-d* an *Approximate Interval Onset to Death* must also be completed. While every line on the *Cause of Death* form will not necessarily be used for all deaths, lines that are used must be filled in sequentially.

Approximate Interval Onset to Death

62 of 351

Part 2 is for reporting all other significant diseases, conditions, or injuries that contributed to death.

PART II		
	outor organization of the	ABC

Spell check: Spell check functionality is available for Cause of Death lines a-d and the Other significant conditions field.



1. After making an entry, select the Spell Check icon located below the line.



2. DAVE[™] will check all phrases entered and highlight any misspelled entries.

	Due to or as a consequence of		
	artherosclerosis		
Line b			
	6		

3. Select the highlighted word. A list of possible corrections is displayed. Select an option from the list to replace the misspelled word.



4. Upon correction of all misspelled entries in a line, the Spell Check icon will be replaced with a Corrected icon.



5. Alternately, all lines can be spelled checked simultaneously by selecting the *Check Spelling* button located at the bottom of the Cause of Death page.

Check Spelling	Validate Page	Next	Clear	Save	Return
----------------	---------------	------	-------	------	--------



DAVE[™] will check all phrases entered on all lines and highlight any misspelled entries. You can then select the phrases and use the same control as in step 3 above to view and select suggested properly spelled words.

Immediate Cause (Final disease or condition resulting in	death)
PART I	
Due to or as a consequence of	
Acute myocardial infaction	
Line b	
Due to or as a consequence of	
Cornary artery thrombosis	
Linec L	
Due to or as a consequence of	
Atherosclerotic coronary artey disease	
Line d	
PART II Other significant conditions	

Once the *Cause of Death* page is complete, select a navigation button at the bottom of the page:

Validate Page Next Clear Save Return

Selection of the Next button will save the data entered and proceed to the next page.

Other options include selection of the Validate Page button to check the page for errors, the Clear button to clear all entries since the last save, the Save button to save changes without leaving the page, or the Return button to return to the previous page.

O More information on record validation can be found in section 6 - Validation of Records



4.6.4 Other Factors

The Other Factors page Items to Enter capture additional information relevant to death.

Death Registration Menu	402 :Anexample Deathrecord OCT-24-2016
Personal Information Decedent Resident Address Family Members Informant Disposition Decedent Attributes	Other Factors Image: Complete cause of death Autopsy Performed Image: Complete cause of death If decedent was female, was decedent pregnant within the last year? Not Applicable
Medical Certification Pronouncement Place of Death Cause of Death	Manner of Death Was Medical Examiner or Coroner contacted? Yes ME Case Number
Injury Certifier	Validate Page Next Clear Save Return

Autopsy Performed: Select either Yes or *No* from the *Autopsy Performed* dropdown list to indicate whether or not an autopsy was performed.

Autopsy findings available to complete cause of death: Select either Yes or No from the Autopsy finding available to complete the cause of death dropdown list to indicate whether or not the autopsy findings were used to complete the cause of death.

If the selection for *Autopsy Performed* is No, then the *Autopsy Findings* field is not required and will be disabled.

If decedent was female, was decedent pregnant within the last year? Make a selection from the dropdown to indicate whether or not the decedent was pregnant at time of death.

Not pregnant within past year Pregnant at time of death Not pregnant, but pregnant within 42 days of death Not pregnant, but pregnant 43 days to 1 year before death Unknown if pregnant within the past year

•

• The Was decedent pregnant question is not required and will be disabled if the decedent is male or if the decedent is a female less than 10 or greater than 64 years old.

Did tobacco use contribute to death? Make a selection of Yes, No, Probably, or Unknown from the dropdown to indicate if smoking contributed to death.

Natural Death Accident Suicide Homicide Pending Investigation Undtermined **Manner of Death:** Make a selection from the dropdown list to indicate the manner in which death occurred. *Natural* should be selected unless the cause of death entered indicated some form of trauma or injury.

The options available in the Manner of Death dropdown are displayed based on user security privileges. For example a Medical Certifier may only be granted the ability to select Natural or Accident from the list; whereas a Medical Examiner would see the full list of options.

Was Medical Examiner contacted? Select either Yes or No from the Was Medical Examiner Contacted dropdown list to provide information on whether or not a medical examiner was contacted.

ME Case Number: If Yes is selected for the *Was Medical Examiner contacted question*, the ME Case Number field will become enabled. If known the *ME Case Number* should be entered into this field.

Once the Other Factors page is complete, select a navigation button at the bottom of the page:



Selection of the Next button will save the data entered and proceed to the next page.

Other options include selection of the Validate Page button to check the page for errors, the Clear button to clear all entries since the last save, the Save button to save changes without leaving the page, or the Return button to return to the previous

O More information on record validation can be found in section 6 - Validation of Records



4.6.5 Injury

The *Injury* page **Items to Enter** capture information for cases where the manner of death is not natural. These items help clarify the date, time, activity and location where the injury events that lead to death.

Death Registration Menu	402 :Anexample Deathrecord OCT-24-2016
Personal Information	/New Event/New Event/Not Registered/NA/NA/NA
Decedent	Injury
Resident Address	ME Case Number
Family Members	
Informant	Date of Injury Modifier
Disposition	
Decedent Attributes	The of highly
Medical Certification	
Pronouncement	Injury at Work
Place of Death	Place of Injury Other Specified Place
Cause of Death	
Other Factors	Place of Injury Description - At nome, factory, street, etc.
Injury	· · · · ·
Certifier	Injury Location
Registrar	Pre Street Post Apt #,
Identifiers	Street Number Directional Street Name, Rural Route, or Description, etc. Designator Directional Suite #,etc.
Other Links	
Assign Status	Zip Code City or Town County State Country
Attachments	Contract of the second states
Comments	
Correspondence	Describe here injune assured
Event and Issuance History	Describe now injury occured
Geo Codes	If transportation injury, Specify Other Specify
Decedent's MRE	
Nosology	Validate Page Next Clear Save Return
Print Forms	

ME Case Number: If an *ME Case Number* was entered on the Other Factors page, it will display here. If no ME Case Number has been entered, this area will remain blank.

Date of Injury: This is the date injury occurred that led to the decedent's death, but not necessarily the actual date of death (i.e., decedent was in an accident and lived several days after). Enter the *Date of Injury* manually or select the calendar icon to launch the interactive calendar.

Date of Injury Modifier: After entering the *Date of Injury*, choose a *Date of Injury Modifier*. The *Date of Injury Modifier* adds descriptive information relating to the *Date of Injury*.

Injury			1
ME Case Num	iber 123456		
Date of Injury	Jan-02-2014	🔟 Date of Injury Modifier	
Time of Injury	:	Time of Injury Modifier	Actual Date of Injury
Injury at Work	•		Approximate Date of Injury Unknown Date of Injury



Time of Injury: Enter the hour and minute of death and make a selection from the *AM/PM/Military* dropdown.

Time of Injury	08	:	30	АМ	•
				AM PM Military	2

1 For unknown *Time of Injury* enter 99:99 the *Time of Injury Modifier* will automatically fill in with 'Unknown.'

Injury at Work: If injury occurred on the job, select Yes from the *Injury at Work* dropdown. Otherwise, select *No* or *Unknown*.

	•
Home	
Farm	
Garage/Warehouse	
Hospital	
Industrial & Construction	
Institutional Recreation Area	
Military Residence	
Mine/Quarry	
Other Building	
Other Specified Place	
Public Recreation Area	
Residential Institution	
School, Other Institution, Administrative Area	
Sports & Recreation Area	
Street/Highway	
Trade and Service Area	
Unspecified Place	

Place of Injury: Select the option that best describes the place where the injury occurred.

If Other Specify is selected, an entry must be keyed in the corresponding Other (Specify) text entry control.

Injury Location: Provide the address where the injury occurred.

Injury Location					
Pre Street Number Directional	Street Name or PO Box, R	ural Route, etc.	Street Designator	Post Directional	Apt #, Suite #,etc.
City or Town Pittsburgh	County Allegheny	State Pennsylvania	Country United States	Zip Co 11109	de



Describe how injury occurred: Enter a description of the circumstances surrounding the injury here.

Injury Locati	on					
Street Numb	Pre er Directional	Street Name or PO Box, F	Rural Route, etc.	Street Designator	Post Directional	Apt #, Suite #,etc.
123	E 💌	Greenlake		Drive •	E 💌	
👝 City or 1	Fown	County	State	Country	Zip C	ode
Pittsbu	rgh	Allegheny	Pennsylvania	United States	1110	9
Describe how	w injury occurre	d Tractor brake failed an	d ran over farme			
If transportat	ion injury Speci	fy 🔽 C	ther Specify			



If Transportation injury Specify: If the injury resulted from a transportation mishap, make a selection from the *If Transportation injury Specify* dropdown.

If *Other Specify* is selected, fill out the corresponding *Other Specify* field as well. If fatal injury is not transportation related, leave both of these fields blank.

Once the Other Factors page is complete, select a navigation button at the bottom of the page:



Selection of the Next button will save the data entered

and proceed to the next page.

Other options include selection of the Validate Page button to check the page for errors, the Clear button to clear all entries since the last save, the Save button to save changes without leaving the page, or the Return button to return to the previous

O More information on record validation can be found in section 6 - Validation of Records



4.6.6 Certifier

The Certifier page is used to record the type, license number, name, title, and address of the person legally responsible for certifying the decedent's cause of death.

Death Registration Menu	199 :Anexample Deathrecord JAN-05-2017
Personal Information	/Personal Valid With Exceptions/Medical Invalid/Not Registered/NA/NA/Medical Pending/FIPS Coding Required
Decedent	Certifier
Resident Address	Pre-authorize Cremation Clearance
Family Members	
Informant	Certifier Type
Disposition	
Decedent Attributes	Certifier Name 🥆 🏝
Medical Certification	License Number
Pronouncement	Intern/Resident (If Not Licensed)
Cause of Death	First Niddle Lost
Other Factors	
Injury	
Certifier	Title Other Specify
Registrar	· · · · · · · · · · · · · · · · · · ·
Identifiers	Certifier Address
Other Links	Edit Cartifica Address
Assign Status	Edit Oshinel Address E
Attachments	Street Number Directional Street Name, Rural Route, etc. Designator Directional Suite #,etc.
Comments	
Event and Issuance History	Zin Code City or Town State Country
Geo Codes	
Decedent's MRF	
Nosology	
Print Forms	Date Signed
Transfer Case	
Trade Calls	Validate Page Next Clear Save Return
Validate Registration	

Pre-authorize Cremation Clearance: This checkbox is only available to Medical Examiner's whom have intiated entry of the fetal death record. Selection of this checkbox allows the Medical Exminer to pre-authorize cremation clearance if the method of disposition is selected as cremation.

	۲
Physician	
Medical Examiner	
Nurse Practitioner	
 Physician's Assistant 	
Tribal Authority	
Unknown, Not Classified	

Certifier Type: The *Certifier Type* dropdown provides a lists of the different types of medical professionals who approve and certify the medical information provided in regards to the decedent's death.

Certifier Name/Certifier Address: There are three ways to complete the Certifier information.

- 1. Manual entry of each item;
- 2. The Certifier License Number lookup and auto-populate 🗖 icon; or
- Standard LOV Lookup controls



Steps for using Certifier License Number to complete

1. Enter a Certifier's License Number

2.	Certifier Name 🔍 📐			
	License Number	Intern/Resdient (If Not Lic	censed)	
	First Auto-popu	late	Last	Suffix
	Title icon	ify		

3. Select the auto-populat icon

The system will then auto-populate the *Certifier* name and the associated *Certifier Address* information.

Certifier Name	۹ 🖌						
License Numbe L-197849	er Intern/F	Resdient (If Not Licensed)					
First	Mi	iddle	Last		Suffix		
Medical	A	1	Physician				
Title		Other Specify					
Doctor of Medi	icine 🔻						
Certifier Addres	SS						
Edit Certifier A	ddress 🔲						
	Pre			Street		Post	Apt#,
Street Number	Directional S	street Name, Rural Route, e	etc.	Designator		Directional	Suite #,etc.
509	E • 1	Main		Street	•	•	
City or Town		State	Country		Zip Co	de	
Parker		Arizona	United	States	85344		

Steps for using the Standard LOV Lookup to complete

- 1. Select the *LOV* lookup tool \bigcirc to search for a certifier.
- 2. Enter the *Last* and *First Name* of the certifier; if known. If not known, a wildcard search can be performed by entering at least two characters in the *Last* name field followed by %.



ast Name) ph%			First Name	e		Search	
License Number	Last Name	Suffix	First Name	Middle Name	Street Number	Street Name	
L-197849	Physician		Medical	A	509	Main	select
						Total recor	rds:1

From the Search Results List Select the link next to the correct Certifier.

3. The system will then auto-populate the *Certifier* name and the associated *Certifier Address* information.

Certifier Name 🔍 💁					
License Number L-197849	rn/Resdient (If Not Licensed))			
First	Middle	Last		Suffix	
Medical	A	Physician			
Title	Other Specify				
Doctor of Medicine 🔹					
Certifier Address					
Edit Certifier Address					
Pre			Street	Post	Apt#,
Street Number Directiona	Street Name, Rural Route,	etc.	Designator	Directional	Suite #,etc.
509 E 🔻	Main		Street	- T	
City or Town	State	Country		Zip Code	
Parker	Arizona	United	States	85344	

1 If a medical certifier is entering the record the *Certifier Name* and *Certifier Address* will be system-filled when the case is created with the name of the certifier who started the record and the medical facility selected at log in.

Once this auto-completion has occurred the *Certifier Name* and *Certifier Address* can be updated by selecting the Eraser icon to clear the current entries and then following the steps above to enter the new certifier information.

Date Signed	

Date Signed: Enter the *Date Signed* by the certifier manually, or select the calendar icon to launch the interactive calendar.


Once the *Certifier* page is complete, the *Medical Information* section of the death record is also complete. Select a navigation button at the bottom of the page:

Validate Page	Clear	Save	Return
---------------	-------	------	--------

The *Next* button is not available here as this is the final medical information page to complete within the Death Registraton menu.

Options for selection are the *Validate Page* button to check the page for errors, the *Clear* button to clear all entries, the *Save* button to save changes without leaving the page, or the *Return* button to return to the previous page.

O More information on record validation can be found in section 6 - Validation of Records

4.6.7 Certify a Death Record

At this point in the process the *Medical Information* has been completed and a Medical Certifier responsible for entering this information will need to *Affirm* and *Certify* the record.

If the record is being entered at the State or a County Vital Records Office, affirmation and certification are not required and the steps for this process can be skipped.

The user affirming and signing the record should select the *Validate Page* button or *Validate Registration* link to check the record for errors and/or omissions.



O More information on record validation can be found in section 6 - Validation of Records

Once the record has passed all validation rules, a *Certify* link will appear at the bottom of the *Medical Information* submenu.



Death Registration Menu
Personal Information
Decedent
Medical Certification
Pronouncement
Place of Death
Cause of Death
Other Factors
Injury
Certifier
Certify

Steps to Affirm and Certify the Medical Information

- 1. Choose the Certify link
- 2. Select the checkbox next to the listed affirmations and then select Affirm.



3. An Authentication successful message will be displayed and a checkmark placed next to the *Certify* link indicating the Personal Information has been affirmed.



Once the record is certified the pages within the *Medical Information* sub-menu are locked and cannot be edited.

If the record is not yet registered and updates need to be made to any of the items in the Medical Information section, the record can be unaffirmed/uncertified. Doing so unlocks the pages within the Personal Information sub-menu so they can once again be edited.

Steps to Unaffirm and Unsign the Medical Information

1. To unsign the registration, select the *Certify* link.



State of Arizona DAVE[™] User Guide

Death Registration Menu	402 :Anexample Deathrecord OCT-24-2016
	Personal Invalid/Medical Invalid/Not Registered/NANANAFIPS Coding Required/Medical Pending/Personal Pending
Decedent	Affirmations
Pronouncement	This registration is currently certified.
 Place of Death Cause of Death 	Uncertify Clippr Return
Injury	
Certifier	
 Certify 	3

- 2. Select Uncertify.
- 3. Select OK to confirm the reversal.

Once uncertified, the Medical Information pages are again available to edit.

5. Fetal Death Registration Basics

5.1 Initiating Fetal Death Records

The creation and registration of a fetal death record typically involves just one particpant:



Certifying Medical Records Professional

Particpants may change:

- When a Funeral Home is involved
- When a Medical Examiner is involved
- When the State or County Registrar is involved

5.2 Fetal Death Record Ownership

DAVE[™] separates the ownership of the fetal death record into two sections:

Personal/Disposition Information Owner: The office or medical facility responsible for disposition and completion of the personal information.

Medical Information Owner: The office or medical facility responsible for completion of the medical information.



Below are some illustrations of how ownership and intiation of the death record may interact in DAVE™:



5.3 Fetal Death Registration Menu

The Fetal Death Registration Menu provides links to the pages that are used in the submission and registration of death records. Menus in DAVE[™] are built dynamically based on user security profiles. This means that a state office worker will be presented a different set of pages and menu options than a medical facility user. The pages available may vary over the processing life of a fetal death record.



The pages that comprise the Fetal Death Registration Menu are grouped into sub-menus.

Personal Information – Pages for gathering personal information, such as information regarding the mother and relevant details of the mother's health before the fetal death occurred.

Medical Information – Pages for entering information regarding medical factors of the fetal death.

Registrar – Pages for entering local or state registrar-targeted information.

Other Links – Pages appearing under this sub-menu allow the user to enter additional information related to the fetal death registration, such as disposition, comments and correspondence, etc.

Fetal Death Registration Menu Personal Information Fetus Mother Mother Address Mother Attributes Marital Status Father Father Attributes Disposition Medical Information Mother Health Place of Delivery Prenatal Pregnancy Factors Delivery Fetal Attributes Cause/Conditions Contributing to fetal death Reporter Attendant/Certifier Registrar Information Identifiers Other Links Assign Status Attachments Print Forms Comments Correspondence Event and Issuance History Geo Codes Mother's MRE Father's MRE Nosology Validate Registration Switch User

• All sub-menus may not be available to all users. Even if a sub-menu is presented, different pages and items available to view and/or enter within the pages may be displayed depending on security privileges granted to the user.

5.4 Start a New Fetal Death Case

The first step in entering a new fetal death record is to search for any existing records to prevent the creation of duplicates.

1. From the Main Menu select Life Events > Fetal Death > Start/Edit New Case

	ireau of Vital Records				
<u>M</u> ain	Order Processing	Lif <u>e</u> Events	<u>Q</u> ueues	<u>A</u> ccounting	<u>R</u> ep
The	State of Arizona	Death →	of Health	Services - E	urea
For Technical Assistan		Fetal Death 🕨	Search		
	,		Start/Edit N	lew Case	
			New Out of	State Fetal Dea	th

2. To start a new case the the required fields, (denoted by red arrows), must be completed.

Fetal Death Start/Edit New Case Fetus Information				
Weight of Fetus:	Obstetric Estimate of Gestat	ion (weeks)		
Fetus First Name:	Fetus Last Name:	•	Date of Delivery: 🖡 📰	
Sex:	Case Id:			
Place of Fetal Death Location Type:	 Place of Fetal Death: 			
Mother's Current Last Name:				
Mother's Last Name Before First Marriag	e:			
				Search

When selected the Lookup icon provides a <u>Place Search</u> popup.

The *Place Search* popup provides the user the ability search the list and select a place.

The three available search options are:

- Enter the full County or City Name and select Search.
- Enter a partial County or City name followed by the wildcard symbol and select search. For example, entering "gr%" will return all places that start with the letters "gr".

Browse the list for the correct location and click *Select*.

ounty Name	Search Reset
Apache	select
Cochise	select
Coconino	select
Gila	select
Graham	select
Greenlee	select
La Paz	select
Maricopa	select
Mohave	select
Navajo	select
Pima	select
Pinal	select
Santa Cruz	select
Unknown	select
Yavapai	select
Yuma	select



3. Complete the required fields and select the *Search* button. DAVE[™] will use the criteria entered to search for matching records.

If no matching records are returned, the *Results* screen will display a message indicating so.



4. Select Start New Case to create the new record

1 If a matching record is found, the *Results* screen will display that case in the results list.

Death S	earch Results					
Case Id	Sex	Date of Delivery	Gender	Place of Fetal Death	State File Number	Mother Maiden Last Name
562	Fetaldeathrecord, Anexample	NOV-03-2016	Male			Prev
						Total Records
						Start New Case New Se

Select Preview to view a summary of the case and ensure it is not a duplicate.

A Preview of the case, in summary form, will display below the Results page list.

Case Id	Sex	Date of Delivery	Gender	Place of Fetal Death	State File Number	Mother Maiden Last Name
562	Fetaldeathrecord, Anexample	NOV-03-2016	Male			Selec
						Total Records : 1
						Start New Case New Sear
view						
eld: 562 Number:				Date Fi	ed:	
us Name: A :: Male v or Town of	Anexample Fetaldeathrecord f Delivery:			Date of County	Delivery: NOV-03-201 of Delivery:	6
ce of Delive	ery:					
her's Curre her's Last her's Birth	ent Legal Name: Name Before First Marriage: State: United States			Mother Mother	s SSN: s Date of Birth:	
her's Curre her's Birth	nt Legal Name: State: United States			Father's Father's	s SSN: s Date of Birth:	
e Entered:	Nov-03-2016			Last Up	dated By: Super Supe	ruser
tus: /New E	Event/New Event/NA/NA/Not Regis	tered				

- If it is determined **the case is a duplicate** choose the *Select* link to be taken to the *Death Registration* page to work on or review items for that case.
- If it is determined the case is not a duplicate, select the Start a New Case button.



79 of 351

5.5 Fetal Death Personal Information Pages

5.5.1 Fetus

The first page of **Items to Enter** under the *Personal Information* submenu is the Fetus page.

Fetal Death Registration Menu Personal Information	330 :Anexample Fetaldeathrecord JAN-19-2017 /Personal Invalid/Medical Invalid/NA/NA/Not Registered/Personal Pending/Medical Pending Fetus
Mother Mother Address	Funeral Home Information available for disposition No
Marital Status Disposition	Fetus Name Not Named
Medical Information Mother Health	First Middle Last Suffix Anexample Fetaldeathrecord
Prenatal Pregnancy Factors	Date of Delivery Time of Delivery Sex JAN-19-2017 ☐ :
Delivery Fetal Attributes Cause/Conditions	Validate Page Next Clear Save Return

The items entered on the *Start Edit New Case* page will be system filled on the Fetus page, such as *Fetus First* and *Last Name, Date of Delivery*, and *Sex.* If any of these items were entered incorrectly upon starting the fetal death record, they can be updated on this page.

Will Funeral Director be responsible for final disposition: This question is available for completion to the medical facility completing the record. It is defaulted to 'No' and should only be updated to 'Yes' if a funeral director will be involved in completing the personal and disposition information for the fetal death record.

Fetus Name: In many cases the parents will not choose to name the fetus. If the fetus is not named, select the *Not Named* checkbox. Otherwise, enter the fetus *First, Middle*, and *Last* name. *Suffix* is used to record generational suffixes such as Jr., III, etc.

Date of Delivery: The Date of Delivery dropdown is populated with the information entered when the case was created. If the date entered was incorrect, enter the *Date of Delivery* manually or select the Calendar icon to launch the Interactive Calendar.

Time of Delivery: Enter the hour and minute of delivery and make a selection from the AM/PM/Military dropdown.

Sex: The Sex dropdown is populated with the selection made when the case was created. If the sex entered was incorrect, choose the correct value from the dropdown.

Once the Fetus page is complete, select a navigation button at the bottom of the page:

Validate Page Next Clear Save Return

Selection of the Next button will save the data entered and proceed to the next page.

Other options include selection of the *Validate Page* button to check the page for errors, the *Clear* button to clear all entries since the last save, the *Save* button to save changes without leaving the page, or the *Return* button to return to the *Start/Edit New Case* page.

O More information on record validation can be found in section 6 - Validation of Records

5.5.2 Mother

The Mother page **Items to Enter** are designed to gather information about the mother including current legal name and name prior to first marriage. The *First* and *Last* name fields are required. *Middle* can either be middle name or middle initial.

Fetal Death Registration Menu	330 :Anexample Fe	aldeathrecord JAN	-19-2017	
Personal Information	/Personal Invalid/Medical Inva	alid/NA/NA/Not Registered/Pe	rsonal Pending/Medical Pen	ding
Fetus	Mother			
Mother	Mother's Current Legal Nam	e		
Mother Address Mother Attributes Marital Status Disposition	First	Middle	Last	Suffix
Medical Information	Copy Current Legal Name			
Mother Health Place of Delivery	Mother's Name Prior to First	Marriage		
Prenatal Pregnancy Factors	First	Middle	Last	Suffix
Delivery Fetal Attributes Cause/Conditions	Date of Birth Age	Social Security Number	🔘 None 🔘 Unknown	
Contributing to fetal death	Mother Birthplace			
Reporter Attendant/Certifier	Birthplace State	Birthplace Country United States		
Identifiere				
Other Links				
Assign Status				Validate Page Next Clear Save Return

Mother's Current Legal Name: Enter the *First, Middle*, and *Last* name of the mother. *Suffix* is used to record generational suffixes such as Jr., III, etc.

Copy Current Legal Name

Mother's Name Prior to First Marriage: If *Mother's Name Prior to First Marriage* is the same as the *Current Legal Name* simply select the *Copy Current Legal Name* button. This will copy the

First, Middle, Last Name and *Suffix* from *Mother's Current Legal Name* into the corresponding *Mother's Name Prior to First Marriage* fields.

If the mother's name differs between *Mother's Current Legal Name* and *Mother's Name Prior to First Marriage*, then enter the *First, Middle*, and *Last* name of the mother prior to first marriage. *Suffix* is used to record generational suffixes such as Jr., III, etc.

Date of Birth and Age: Enter the *Date of Birth* manually or select the Calendar icon to launch the Interactive Calendar.

Enter the mother's age manually, or use the Auto-populate icon does not based on the date entered in the *Date of Birth* field.

Social Security Number: Enter the mother's social security number in the *Social Security Number* field. If mother has no SSN, select *None*. If the mother's SSN is not known, select *Unknown*.

Social Security Number	
	None Unknown

Mother's Birth Place: Enter the mother's place of birth. If needed, the Places Lookup **n** icon can be used to facilitate selection of the City, State, and Country from a list.



Mother Birthplace		
Birthplace State	Birthplace Country	
	United States	

The system also includes a predictive text feature that attempts to determine the place being entered while typing. Possible matches for City, *County*, *State* or *Country* will be displayed.

City or Town	State	Country
Pho	Ari	United S
Phoenix	Arizona	United States

Once the Mother page is complete, select a navigation button at the bottom of the page:



Selection of the Next button will save the data entered and proceed to the next page.

Other options include selection of the Validate Page button to check the page for errors, the Clear button to clear all entries since the last save, the Save button to save changes without leaving the page, or the Return button to return to the previous

O More information on record validation can be found in section 6 - Validation of Records

5.5.3 Mother Address

The Mother Address page Items to Enter record the mother's residence address.

Street Address: The components of the Street Address are the Street Number, Pre-Directional, Street Name, Street Designator, Post-Directional and Apartment/Suite. The Street Designator and the Pre- and Post-Directionals can be selected from a drop-down list.

Fetal Death Registration Menu	330 :Anexample Fetaldeathrecord JAN-19-2017
Personal Information	Personal invalid/Medical invalid/NANANANA Registered/Personal Pending/Medical Pending
Fetus	
Mother	Residence Address
Mother Address	Pre Street Post Ant#
Mother Attributes	Street Number Directional Street Name, Rural Route, etc. Designator Directional Suite #,etc.
Marital Status	
Disposition	Zin Code City or Town County State Country
Medical Information	
Mother Health	Office States
Place of Delivery	Inside City Limits
Prenatal	V
Pregnancy Factors	
Delivery	Resided in Arizona Tribal Community?
Fetal Attributes	
Cause/Conditions	
Contributing to fetal death	
Reporter Attack Cartifica	Validate Page Next Clear Save Return
AllendarivGertifier	

City, County, State, Country, Zip: If needed, the Places Lookup $\widehat{}$ icon can be used to allow selection of the correct *City, County, State* and *Country* from a list.



The system also includes a predictive text feature that attempts to determine the place being entered while typing. Possible matches for City, *County*, *State* or *Country* will be displayed.

City or Town	County	State	Country
Pho	Maric	Ari	United S
Phoenix	Maricopa	Arizona	United States

Inside City Limits: Make a selection from the *Inside City Limits?* dropdown list to indicate whether or not the mother's residence address is within city limits. A selection of 'Unknown' is available in the list.

Resided in Arizona Tribal Community: Select the tribal community the mother resided in or select No, or Unknown.

Once the Mother Address page is complete, select a navigation button at the bottom of the page:

Validate Page Next Clear Save Return

Selection of the Next button will save the data entered and proceed to the next page.

Other options include selection of the Validate Page button to check the page for errors, the Clear button to clear all entries since the last save, the Save button to save changes without leaving the page, or the Return button to return to the previous

O More information on record validation can be found in section 6 - Validation of Records

5.5.4 Mother Attributes

The Mother Attributes page **Items to Enter** collect information pertaining to the mother's occupation, education, ancestry and race.

Format Change: The 2003 US Standard Certificate Revision included format changes for the collection of race, ancestry and education data. The DAVE[™] application provides the prior version of the Mother Attributes page for those fetal deaths occurring before January 1, 2013 when Arizona adopted the revision.



Prior Mother Attributes page:

Mother Attributes						
Education						
Hispanic Origin	If Other, Specify					
•						
Race	If Other, Specify					
	-					
Occupation	Kind of Business					
		Validate Page	Next	Clear	Save	Return

Current Mother Attributes page:

Mother Attributes	-	
Education		T
Hispanic Origin (Check all that apply))	
 No, not Spanish/Hispanic/Latina Yes, Mexican, Mexican American, Chicana 	 Yes, Puerto Rican Yes, Cuban 	 Yes, Other Spanish/Hispanic/Latina (e.g. Spaniard, Salvadoran, Columbian) Unknown if Spanish/Hispanic/Latina
Which one or more of the following is	your race? (Check all that ap	ply)
White	Japanese	Guamanian or Chamorro
Black or African American	Korean	Samoan
 American Indian or Alaska Native (name of enrolled/principal tribe) Asian Indian 	 Vietnamese Other Asian (specify) Native Hawaiian 	 Other Pacific Islander (specify) Other (Specify) Unknown
Chinese		
Filipino		
Occupation Kind of Busi	ness	
		Validate Page Next Clear Save Return

Mother's Education: Select mother's education level from the dropdown list. If not known, select *Unknown*.





Hispanic Origin: Select a value which indicates the mother's *Hispanic Origin.* More than one value can be selected.

Hispanic Origin (Check all that apply)		
📄 No, not Spanish/Hispanic/Latina	Yes, Cuban	Other Hispanic Origin
 Yes, Mexican, Mexican American, Chicana Yes, Puerto Rican 	Yes, Other Spanish/Hispanic/Latina (e.g. Spainard, Salvadoran, Columbian)	Unknown if Spanish/Hispanic/Latina

If Other is selected, a text field will display below Other in which the selection can be specified.

Mother's Race: Select a value which indicates the Mother's *Race*. More than one value can be selected.

Which one or more of the following is your race? (Check all that apply)			
White	Japanese	Guamanian or Chamorro	
Black or African American	🔲 Korean	📄 Samoan	
American Indian or Alaska Nativo (namo of	Vietnamese	Other Pacific Islander (specify)	
enrolled/principal tribe)	Other Asian (specify)	Other (Specify)	
Asian Indian	Native Hawaiian	Unknown	
Chinese			
Filipino			

If *American Indian or Alaska Native* is chosen, two dropdowns listing possible tribe affiliation(s) will be displayed. Select the decedent's specific tribe(s) using one or both of the dropdown boxes.

If Other(Specify), Other Asian or Other Pacific Islander are selected, two text fields will be displayed in which the selection can be specified.

• If the case is not registered and the date of delivery is changed from a date that is after the adoption of the US standard 2003 certificate to a date prior, the values entered for those fields unique to the 2003 standard will be set to null and the 1989 US standard pages will be displayed.

If the date of death is changed from a date that is prior to the adoption of the US standard 2003 certificate to a date after, the values entered for those fields unique to the 1989 standard will be set to null and the 2003 US standard pages will be displayed.

Occupation: Enter Mother's occupation.

Kind of Business: Enter the business which the Mother was associated.



Once the Mother Attributes page is complete, select a navigation button at the bottom of the page:

Validate Page Next Clear Save Return

Selection of the Next button will save the data entered and proceed to the next page.

Other options include selection of the Validate Page button to check the page for errors, the Clear button to clear all entries since the last save, the Save button to save changes without leaving the page, or the Return button to return to the previous

One information on record validation can be found in section 6 - Validation of Records

5.5.5 Marital Status

The **Marital Status** page is used to gather Marital Information and enable the collection of Father information if applicable.

Fetal Death Registration Menu	330 :Anexample Fetaldeathrecord JAN-19-2017
Personal Information	/Personal Invalid/Medical Invalid/NA/NA/Not Registered/Personal Pending/Medical Pending
Fetus	Marital Status
Mother	Marital Information
Mother Address Mother Attributes	Mother Ever Married? Mother married at birth, conception or any time in between?
Marital Status	¥ ¥
Disposition	Daternity Information
Medical Information	
Mother Health Place of Delivery	Not Applicable V
Prenatal Pregnancy Factors Delivery	Validate Page Next Clear Save Return

Mother Ever Married: Make a selection of Yes, No, or Unknown from the dropdown. A selection of 'No' will disable the need to enter information in regards to the Was Mother Married at Delivery, conceptuon of anytime in between question. **Mother Ever Married:** Make a selection of Yes, No, or Unknown from the dropdown.

A selection of '*No*' will enable the Will Father information be collected on the Report question.

Marital Information	
Mother Ever Married? Yes	Was Mother Married at Delivery, conception and anytime between?
Paternity Information Will Father information	be collected on this Report?

A selection of 'Yes' will display two new pages, used to collect father information: *Father* and *Father Attributes,* in the Fetal Death Registration menu.



State of Arizona DAVE[™] User Guide

Fetal Death Registration Menu	330 :Anexample Fetaldeathrecord JAN-19-2017
Personal Information	/Personal Invalid/Medical Invalid/NA/NA/Not Registered/Personal Pending/Medical Pending
Fetus Mother Mother Address Mother Attributes	Marital Status Marital Information Mother Ever Married? Mother married at birth, conception or any time in between? Yes Yes
Father Attributes	Paternity Information
Disposition	Will Father information be collected on this Report?
Medical Information	Not Applicable v
Mother Health Place of Delivery Prenatal	Validate Page Next Clear Save Return

Will Father information be collected on this report: If enabled, make a selection of Yes, *No*, or *Unknown* from the dropdown. A selection of Yes will enable two new pages in the Fetal Death Registration menu used to collect father information: Father and Father Attributes.

Once the Marital Status page is complete, select a navigation button at the bottom of the page:



Selection of the Next button will save the data entered and proceed to the next page.

Other options include selection of the Validate Page button to check the page for errors, the Clear button to clear all entries since the last save, the Save button to save changes without leaving the page, or the Return button to return to the previous

More information on record validation can be found in section 6 - Validation of Records

5.5.6 Father

The Father page **Items to Enter** are designed to gather information about the father including father's name. The *First* and *Last* name fields are required. *Middle* can either be middle name or middle initial.

Fetal Death Registration Menu	330 :Anexample Fetaldeathrecord JAN-19-2017	
Personal Information	/Personal invalid/Medical invalid/NA/NA/Not Registered/Personal Pending/Medical Pending	
Fetus	Father	
Mother	Father's Name	_
Mother Address	Firet Middla Last Suffix	
Mother Attributes		
Marital Status		
Father	Date of Birth Age Social Security Number	
Father Attributes	None O Unknown	
Disposition		
Medical Information	Father's Birthplace	
Mother Health	Birthplace State Birthplace Country	
Place of Delivery		
Prenatal		
Pregnancy Factors		
Delivery	Velidate Darra Unit Clara Rava Dat	
Fetal Attributes	validate Page Next Clear Save Ret	um
Causa/Canditiana		

Father's Name: Enter the *First*, *Middle*, and *Last* name of the mother. *Suffix* is used to record generational suffixes such as Jr., III, etc.

Date of Birth and Age: Enter the *Date of Birth* manually or select the Calendar icon to launch the Interactive Calendar.



Enter the father's age manually, or use the Auto-populate icon does not based on the date entered in the Date of Birth field.

Social Security Number: Enter the father's social security number in the *Social Security Number* field. If father has no SSN, select *None*. If the father's SSN is not known, select *Unknown*.

Social Security Number	
	○ None ○ Unknown

Father's Birth Place: Enter the father's place of birth. If needed, the Places Lookup **n** icon can be used to facilitate selection of the City, State, and Country from a list.

place Country
ted States

The system also includes a predictive text feature that attempts to determine the place being entered while typing. Possible matches for City, *County*, *State* or *Country* will be displayed.

City or Town	State	Country
Pho	Ari	United S
Phoenix	Arizona	United States

Once the Father page is complete, select a navigation button at the bottom of the page:

Validate Page	Next	Clear	Save	Return
---------------	------	-------	------	--------

Selection of the Next button will save the data entered and proceed to the next page.

Other options include selection of the Validate Page button to check the page for errors, the Clear button to clear all entries since the last save, the Save button to save changes without leaving the page, or the Return button to return to the previous page.

O More information on record validation can be found in section 6 - Validation of Records

5.5.7 Father Attributes

The Father Attributes page **Items to Enter** collect information pertaining to the mother's occupation, education, ancestry and race.



Format Change: The 2003 US Standard Certificate Revision included format changes for the collection of race, ancestry and education data. The DAVE[™] application provides the prior version of the Father Attributes page for those fetal deaths occurring before January 1, 2013 when Arizona adopted the revision.

Prior Father Attributes page:

	nearrorragionera					
ather Attributes						
Education						
Hispanic Origin	If Other, Specify					
Race	If Other, Specify					
Occupation	Kind of Business					
		Validate Page	Next	Clear	Save	Return

Current Father Attributes page:

Father Attributes		
Education		T
Hispanic Origin (Check all that apply)		
 No, not Spanish/Hispanic/Latino Yes, Mexican, Mexican American, Chicano 	 Yes, Puerto Rican Yes, Cuban 	 Yes, Other Spanish/Hispanic/Latino (e.g. Spaniard, Salvadoran, Columbian) Unknown if Spanish/Hispanic/Latino
Which one or more of the following is y	our race? (Check all that apply)	
White	🔲 Japanese	Guamanian or Chamorro
Black or African American	🔲 Korean	Samoan
 American Indian or Alaska Native (name of enrolled/principal tribe) Asian Indian 	Vietnamese Other Asian (specify) Native Hawaiian	Other Pacific Islander (specify) Other (Specify) Unknown
Chinese	- Halle Halland	Shidowi
Filipino		
Occupation Kind of Busin	ess	
		Validate Page Next Clear Save Return

Father's Education: Select father's education level from the dropdown list. If not known, select *Unknown*.



Hispanic Origin: Select a value which indicates the father's *Hispanic Origin.* More than one value can be selected.

Hispanic Origin	(Check all	that apply)	
-----------------	------------	-------------	--

📄 No, not Spanish/Hispanic/Latina	📄 Yes, Cuban	Other Hispanic Origin
 Yes, Mexican, Mexican American, Chicana Yes, Puerto Rican 	 Yes, Other Spanish/Hispanic/Latina (e.g. Spainard, Salvadoran, Columbian) 	Unknown if Spanish/Hispanic/Latina

If Other is selected, a text field will display below Other in which the selection can be specified.

Father's Race: Select a value which indicates the Father's *Race.* More than one value can be selected.

Which one or more of the following is your race? (Check all that apply)					
White	Japanese	Guamanian or Chamorro			
Black or African American	📄 Korean	🗌 Samoan			
American Indian or Alaska Nativo (name of	Vietnamese	Other Pacific Islander (specify)			
enrolled/principal tribe)	Other Asian (specify)	Other (Specify)			
Asian Indian	Native Hawaiian	Unknown			
Chinese					
Filipino					

If *American Indian or Alaska Native* is chosen, two dropdowns listing possible tribe affiliation(s) will be displayed. Select the decedent's specific tribe(s) using one or both of the dropdown boxes.



If *Other(Specify)*, *Other Asian* or *Other Pacific Islander* are selected, two text fields will be displayed in which the selection can be specified.

• If the case is not registered and the date of delivery is changed from a date that is after the adoption of the US standard 2003 certificate to a date prior, the values entered for those fields unique to the 2003 standard will be set to null and the 1989 US standard pages will be displayed.

If the date of death is changed from a date that is prior to the adoption of the US standard 2003 certificate to a date after, the values entered for those fields unique to the 1989 standard will be set to null and the 2003 US standard pages will be displayed.

Occupation: Enter Father's occupation.

Kind of Business: Enter the business which the Father was associated.

Once the Father Attributes page is complete, select a navigation button at the bottom of the page:

Validate Page Next Clear Save Return

Selection of the Next button will save the data entered and proceed to the next page.

Other options include selection of the Validate Page button to check the page for errors, the Clear button to clear all entries since the last save, the Save button to save changes without leaving the page, or the Return button to return to the previous

O More information on record validation can be found in section 6 - Validation of Records

5.5.8 Disposition

The Disposition page **Items to Enter** collect information pertaining to the disposition including the Method, Date and Place of Disposition as well as the Funeral Home and Director responsible for disposition.



State of Arizona DAVE[™] User Guide

Disposition
Method of disposition Burial Other Specify
Date of disposition
Place of disposition 🔍 💁
Place of Disposition
City or Town State Country
Funeral Director 🔍 💁
License Number
First Middle Last Suffix
Funeral Home
Lookup
Pre Post Apt#.
Street Number Directional Street Name, Rural Route, Etc Designator Directional Suite #, etc
Zip Code City or Town State Country
Contract of the second
Is this a family disposition Place of Disposition - Facility Place of Disposition – Street Address, City/Town, State, County, Country, Zip
Validate Page Next Clear Save Return

▼ Abortion Clinic Burial Cremation Donation Entombment Held Other Final Disposition Removal From Country Removal From State Unknown **Method of Disposition:** Make a selection from the *Method of Disposition* dropdown list. If the method does not appear in the list then *Other Final Disposition* can be selected and a method of disposition can be specified in the *Other Specify* text entry box.

Date of Disposition: Enter the *Date of Disposition* manually or select the Calendar icon to launch the Interactive Calendar.

Place of Disposition: The *Place of Disposition* can be entered manually or the LOV Lookup icon can be used to launch the *Lookup Place of Disposition* search tool.



Place of disposition Place of Disposition	🕄 🔌	×
City or Town	Facility Name	
		Cancel

1. In the Faclity Name field, enter the full name of the facility, if known, and choose Search.

If the full name of the facility is not known, **enter at least two letters followed by the %**, then **select search** to perform a wildcard search.

2. A list of available facilities will be returned. **Select the select link** next to the correct facility in the list.

The selection system-fills all of the corresponding fields for Place of Disposition on the Disposition page.

Lookup Place Of Disposition				×
Facility Name bei%		Search		*
Facility Name	Address	City		
Belcrest Memorial Park	1295 ANY S Avenue	Phoenix	select	
Belle Passi Cemetery	997 ANY Road	Phoenix	select	
Belle Passi Memorial Mausoleum	1000 ANY	Phoenix	select	
		Total	records: 3	
			Cancel	Ŧ

Place (of disposition of Disposition	0.	
Belcre	est Memorial Park		
~	City or Town	State	Country
î	Phoenix	Arizona	United States

1 If the selected Method of disposition indicates that there are **multiple places of disposition**, then the additional fields needed to collect the secondary *Place of Disposition* may be completed at the bottom of the page.

Place of Disposition - Facility	Place of Disposition - Street Address, City/Town, S	State, County, Country, Zip



1 If a funeral director is completing the disposition the *Funeral Home* will be system-filled with the name of the funeral home whom has ownership of the personal information.

Funeral Director/Funeral Home: There are three ways to complete the Funeral Director/Funeral Home information.

- 1. Manual entry of each item;
- 2. The Funeral Director *License Number* and auto-populate *icon*; or
- Standard LOV Lookup controls

Steps for using Funeral Director License Number to complete

- 1. Enter a Funeral Director's License Number
- 2. Select the auto-populate button

Funeral Director		
License Number Lookup	~ 	
First Thiddle	Last	Suffix
Auto-populate Ic on	-	
Funeral Home	_	
Business Registration Number Lookup	۹ ک	

The system will then auto-populate the *Funeral Director* name. Note that *Funeral Home* is system-filled with the facility selected at login.

Funeral Director 🛰 🛰					
License Number					
CO-1234					
First	Middle	Last		Suffix	
Funera		Director			
Funeral Home					
Business Registration Num	nber Lookup	Q			
	Agreat Funeral Home	· · · · · · · · · · · · · · · · · · ·	<u></u>		
Pre			Street	Post	Apt#,
Street Number Directiona	al Street Name or PO Box, R	ural Route, etc.	Designator	Direction	nal Suite #,etc
123 N V	Main		Street	- T	
City or Town	State	Country		Zip Code	
Phoenix	Arizona	United	States	85005	

Steps for using the Standard LOV Lookup to complete

1. Select the LOV lookup tool \bigcirc to search for a funeral director.



2. Enter in the *Last* and *First Name* of the funeral director; if known. If not known a wildcard search may be performed by entering at least two characters followed by a percent sign (%) in the *Last* name field.

Search Funeral D)irectors						×
Last Name 🛛 👷			First Name	9		Search	^
License Number	Last Name	Suffix	First Name	Middle Name	Street Number	Street Name	
CO-3107	Dieker		James	M	4189	ANY	select
	Dierickx		Chris	W	325	ANY	select
CO-1234	Director		Funera		1	Coit	select
						Total recor	ds:3
							Cancel

3. From the Search Results List select the Select link next to the correct Funeral Director.

The system will then auto-populate the *Funeral Director* name. Note that *Funeral Home* is system-filled with the facility selected at login.

Funeral Director 🛰 🛸						
License Number						
CO-1234						
First	Middle	Last		Suffix		
Funera		Director				
Funeral Home						
Business Registration Num	iber Lookup	0				
	Agreat Funeral Home	· · · · · · · · · · · · · · · · · · ·	<u></u>			
Pre			Street	F	Post	Apt#,
Street Number Directiona	al Street Name or PO Box, Ru	ural Route, etc.	Designator	C	Directional	Suite #,etc
123 N V	Main		Street	•	•	
City or Town	State	Country		Zip Code	e	
Phoenix	Arizona	United	States	85005		

• Auto-population of the Funeral Home data will occur only if the Funeral Director selected is associated with a single funeral home. If the Funeral Director is associated with multiple funeral homes, the correct funeral home data must be manually entered or searched for and selected.

To search for a funeral home,

1. Select the Funeral Home LOV lookup tool

2. In the Facility Name field enter the full name of the facility or use a wildcard search by entering the first two letters followed by a % and selecting search

3. Select the correct funeral facility from the search results list and the system will autopopulate it on the page.

Is this a family disposition: Select Yes from the dropdown if the disposition is a family disposition. Select No if it is not.



Once the *Disposition* page is complete, select a navigation button at the bottom of the page:

Validate Page Next Clear Save Return

Selection of the Next button will save the data entered and proceed to the next page.

Other options include selection of the Validate Page button to check the page for errors, the Clear button to clear all entries since the last save, the Save button to save changes without leaving the page, or the Return button to return to the previous

O More information on record validation can be found in section 6 - Validation of Records

5.5.9 Affirm the Fetal Death Record

At this point in the process the *Personal Information* has been completed and the Funeral Director or Medical user responsible for this information will need to *Affirm* the record.

If the record is being entered at the State or a County Vital Records Office, affirmation is not required and the steps for this process can be skipped.

If both the *Personal* and *Medical Information* is being entered by a medical facility user, completing this individual affirmation step is not required.

Once both *Personal* and *Medical Information* is complete an *Affirm/Certify* link will be made available allowing the medical facility user to *Affirm* the *Personal Information* at the same time as *Certifying* the *Medical Information*.

The user affirming the record should select the *Validate Page* button or *Validate Registration* link to check the record for errors and/or omissions.



More information on record validation can be found in section 6 - Validation of Records.

96 of 351

Once the record has passed all validation rules, an *Affirm* link will appear at the bottom of the Personal Information submenu.



Steps to Affirm the Personal Information

- 1. Select the Affirm link
- 2. Place a checkmark next to all affirmations and select the Affirm button.

Affirmations		
Affirm the following:		
I affirm the information provided is accurate and complete to the best of my knowledge.		
	Affirm	Clear Return

3. An Authentication successful message will be displayed and a checkmark placed next to the *Affirm* link indicating the Personal Information has been affirmed.

Fetal Death Registration Menu	562 :Anexample Fetaldeathrecord NOV-03-2016
Personal Information	/Personal Valid/Medical Invalid/Affirmed/Uncertified/Not Registered/Medical Pending
 Fetus 	Affirmations
 Mother 	
 Mother Address 	Authentication successful.
 Mother Attributes 	
 Mother Health 	Clear Return
 Marital Status 	
 Place of Delivery 	
 Reporter 	
✓ Affirm	

Once the record is signed the pages within the *Personal Information* sub-menu are locked and cannot be edited.

If the record is not yet registered and updates need to be made to any of the items in the Personal Information section, the record can be unaffirmed. Doing so unlocks the pages within the Personal Information sub-menu so they can once again be edited.

Steps to Unaffirm the Personal Information

1. To unsign the registration, select the *Affirm* link.



State of Arizona DAVE[™] User Guide

Fetal Death Registration Menu	562 :Anexample Fetaldeathrecord NOV-03-2016
Personal Information	/Personal Valid/Medical Invalid/Affirmed/Uncertified/Not Registered/Medical Pending
🛩 Fetus	Affirmations
🛩 Mother	
 Mother Address 	This registration is currently affirmed.
 Mother Attributes Mother Health 	
Mouler Health Marital Status	Unamirm Clear Return
 Place of Delivery 	
✓ Reporter	
🗸 Affirm 🥌 💦	

- 2. Select Unaffirm.
- 3. Select OK to confirm the reversal.

Once unaffirmed, the Personal Information pages are again available for editing.

5.6 Fetal Death Medical Information Pages

5.6.1 Mother Health

The **Mother Health** page is used to gather statistical data relative to the mother's health and personal habits. This data is used to analyze the effect of the mother's health and behavioral habits on the fetus.

Format Change: The 2003 US Standard Certificate Revision included format changes for the collection of mother's health data. The DAVE[™] application provides the prior version of the Mother Attributes page for those fetal deaths occurring before January 1, 2013 when Arizona adopted the revision.

Prior Mother Health page:

Mother's Health	
Weight gained during pregnancy	
Tobacco Usage	
Tobacco use during this pregnancy Number of cigarettes per day	
Alcohol Usage	
Alcohol use during this pregnancy Average Number of drinks per week	
	Validate Page Next Clear Save Return

Current Mother	Health	page:
----------------	--------	-------

Mother's Health
Did Mother get WIC food for herself during this pregnancy?
Height(feet/inches) Mother Pre-pregnancy Weight (pounds) Mother Weight at Delivery (pounds)
Cigarette smoking per day before and/or during pregnancy
Tobacco use during this pregnancy
Three months before pregnancy
First three months of pregnancy
Second three months of pregnancy
Last Trimester of Pregnancy
Validate Page Next Clear Save Return

Did Mother get WIC food for herself during this pregnancy? Make a selection of *Yes*, *No*, or *Unknown* from the dropdown.

Height (feet/inches): Collection of this item consists of two numeric entry controls. Enter the mother's height in feet in the first box and height in inches in the second. If the height is unknown then enter 99 in both boxes.

Mother Pre-pregnancy Weight (pounds): Enter the mother's weight (in pounds) prior to the current pregnancy. If weight is unknown enter 999.

Mother Weight at Delivery (pounds): Enter the mother's weight (in pounds) at delivery but prior to the actual delivery. If weight is unknown enter 999.

Tobacco use during this pregnancy: Make a selection of *Yes*, *No*, or *Unknown* from the dropdown list. Selecting 'No' will disable the need to collect the remaining tobacco related items.

Cigarette smoking per day before	and/or during pregnancy
Tobacco use during this pregnancy Yes	
Three months before pregnancy	
First three months of pregnancy	
Second three months of pregnancy	•
Last Trimester of Pregnancy	

Cigarette smoking per day before and/or during pregnancy: These items capture the mother's use of tobacco (smoking) during the three months prior to the current pregnancy and during each of the 3-month trimesters of pregnancy.

Enter the approximate number of cigarettes smoked and select *Cigarettes* from the dropdown.

Once the Mother Health page is complete, select a navigation button at the bottom of the page:

Validate Page Next Clear Save Return

Selection of the Next button will save the data entered and proceed to the next page.

Other options include selection of the Validate Page button to check the page for errors, the Clear button to clear all entries since the last save, the Save button to save changes without leaving the page, or the Return button to return to the previous

O More information on record validation can be found in section 6 - Validation of Records

5.6.2 Place of Delivery

The Place of Delivery **Items to Enter** capture data regarding where delivery occurred. This could be a hospital, home address or some other location.

Fetal Death Registration Menu	330 :Anexample Fetaldeathrecord JAN-19-2017
Personal Information	/Personal Invalid/Medical Invalid/NA/NA/Not Registered/Personal Pending/Medical Pending
Fetus	Place of Delivery
Mother	Type of Place of Delivery Other Specify
Mother Address	
Mother Attributes	
Marital Status	Facility Name
Father	
Father Attributes	Address
Disposition	Dra Straat Dast Ast#
Medical Information	Street Number Directional Street Name or PO Box. Rural Route, etc. Designator Directional Suite # etc.
Mother Health	
Place of Delivery	Zie Cada City of Town County State County
Prenatal	Zip Code City of rown Codinty State Codinty
Pregnancy Factors	United States
Delivery	
Fetal Attributes	Velidete Dags Next Class Save Detur
Cause/Conditions	Validate Page Next Clear Save Return
Contributing to fotal doath	

Type of Place of Delivery	
	۲
Clinic or Doctor's Office	
Enroute	
Birthing Center	
Home, Intended	
Home, Unknown if Intended	
Home, Unintended	
Hospital	
Other (specify)	
Unknown	

Type of Place of Delivery: From the *Type of Place of Delivery* dropdown, select the type that best matches the location where delivery occurred.

If *Other (specify)* is chosen, enter the information on type of place of death into the *Other Specify* text box.

Facility Name:

If Home, (Intended, Unknown if Intended, or Unintended), is selected, the Address fields for *Place of Delivery* will be auto-populated with the information entered on the *Mother Address* page. If no information has been entered on the *Mother Address* page, the address can be manually entered. For home deliveries, *Facility Name* is not required and will be disabled.

If Other (specify) is selected from the Type of place of delivery dropdown, the facility name (if known or applicable) and address fields can be manually entered. The facility name field can be left blank.

If Unknown is selected from the Type of place of delivery dropdown, the Facility Name and address Street Number, Pre/Post Directional, Street Name, Street Designator, Apt./Suite



and Zip Code fields are not required and will be disabled. The City/Town, County, State and Country fields can be manually entered.

For all other *Type of Place of Delivery* dropdown selections made, the *Place of Delivery* can be entered manually or the LOV Lookup icon can be used to launch the *Lookup Place of Delivery* search tool.

Steps to Use the Place of Delivery Lookup

acility Name Sair	nt%	Se	earch	
Facility Name		Address	City	
Saint Joseph's Hos	pital and Medical Center	350 W Thomas Road	Phoenix se	elect
Saint Luke's Medica	al Center	1080 E Van Buren Street	Phoenix se	elect
			Total Record	ls : 2

1. In the *Faclity Name* field, if known, enter the full name of the facility and choose *Search*.

If the full name of the facility is not known, **enter at least two letters followed by the %**, then **select search** to perform a wildcard search.

2. A list of available facilities will be returned. **Select the Select link** next to the correct facility in the list.

G Facilities not listed in the LOV lookup tool can be entered by typing the *Facility Name* and address information manually. All out-of-state records will contain non-listed facilities.

Making a selection from the LOVE system-fills all of the corresponding fields for *Place of Delivery* on the page:

Enroute	very Other Spe	scriy		
Facility Name Saint Joseph's Hos	pital and Medical 🛛 🔍	Facility NPI		
Address				
Street Number Dire 350 W	ectional Street Name or	PO Box, Rural Route, etc.	Street Designator Road	Post Apt #, Directional Suite #,etc
City or Town Phoenix	County Maricopa	State Arizona	Country United States	Zip Code 85013

To clear the entry made for Place of Delivery, select the eraser icon $\mathbf{\hat{s}}$.

• The Place of Delivery Lookup filters results based on the selection made in the Type of Place of Delivery dropdown. For example, if method selected is Inpatient, En Route or Hospital, the lookup will filter the search to include hospitals; if Birthing Center, a list of birthing centers, etc.

• If the user completing this section is logged in at a Medical Facility the *Place of Delivery* will be auto-filled with the facility name and address the user is logged in under. It can be changed if needed.



Once the *Place of Delivery* page is complete, select a navigation button at the bottom of the page:

Validate Page Next Clear Save Return

Selection of the Next button will save the data entered and proceed to the next page.

Other options include selection of the Validate Page button to check the page for errors, the Clear button to clear all entries since the last save, the Save button to save changes without leaving the page, or the Return button to return to the previous

O More information on record validation can be found in section 6 - Validation of Records

5.6.3 Prenatal

The Prenatal page **Items to Enter** collect information pertaining to type and frequency of prenatal care administered to the mother.

Format Change: The 2003 US Standard Certificate Revision included format changes for the collection of prenatal data. The DAVE[™] application provides the prior version of the Prenatal page for those fetal deaths occurring before January 1, 2013 when Arizona adopted the revision.

Pre-2003 Prenatal page:

562 :Anexample Fetaldeathrecord NOV-03-1989 /Personal Invalid/Medical Invalid/NA/NA/Not Registered/FIPS coding Required/GIS coding Required/Medical Pending/Personal Pending		
Prenatal		
Prenatal Care		
No Prenatal Care Principal Source of Payment for this Delivery Specify, Other		
Month of pregnancy Total number of prenatal care began renatal visits		
Date of last menses		
Previous Live Births		
Live births now living Live births now dead Date of last live birth		
Other Terminations		
Number of other terminations Date of last termination		
Serology on Mother		
Was the prenatal record available for completion of the fetal death report?		
Validate Page Next Clear Save Return		



102 of 351

Post-2003 Prenatal page:

Prenatal
Mother Medical Record # Principal Source of payment for this delivery Other Specify
Date Last Menses Began
Prenatal Care
No Prenatal Care 📃
Date of First Visit Date of Last Visit Total Number of Prenatal Visits
Previous Live Births
Number Now Living Number Now Dead Date of Last Live Birth
Other Pregnancy Outcomes (spontaneous or induced losses or ectopic pregnancies)
Number of Other Pregnancy Outcomes Date of Last Other Pregnancy Outcome
Was the prenatal record available for completion of the fetal death report? Serology on Mother
Validate Page Next Clear Save Return

Mother Medical Record #

Mother Medical Record Number: If known, the Mother's Medical Record Number can be entered.

The Medical Record Number can be referenced later to Search for or Locate the case.

Date Last Menses Began: Enter the *Date Last Menses Began* manually or select the Calendar icon to launch the Interactive Calendar. If this date is unknown enter 99-99-9999. If the month and year are known but the exact day is not enter 99 for the day but enter the month and year correctly. For example: 01-99-2016.

In the *Prenatal Care* section, if the mother did not receive any prenatal care, select the **No Prenatal Care** checkbox. If the mother did receive prenatal care, complete this prenatal information by entering the **Date of First Visit, Date of Last Visit**, and the **Total Number of Prenatal Visits.**

Prenatal Care		
No Prenatal Care		
Date of First Visit	Date of Last Visit	Total Number of Prenatal Visits

If either date is unknown enter 99-99-9999. For either date, if the month and year are known but the exact day is not enter 99 for the day but enter the month and year correctly. For example: 01-99-2016.

In the *Previous Live Births* section, make a selection from the dropdowns for **Number Now Living** and **Number Now Dead**



Previous Live Births		
Number Now Living	Number Now Dead	Date of Last Live Birth

Date Last Live Birth: Manually enter the month and year only for the Date of Last Live Birth.

If this is the mother's first delivery, select '*None*' from both the *Number Now Living* and *Number Now Dead* dropdown list list. Selecting none from both lists disables the *Date of Last Live Birth* control as it is not required in this instance.

If the *Number Now Living* and/or *Number Now Dead* are unknown, select '*Unknown*' from the dropdowns. Doing so will auto-populate the *Date of Last Live Birth* with 99/9999 and disable the control.

The Other Pregnancy Outcomes (Spontaneous or Induced Terminations or Ectopic Pregnancies) section is used to collect information regarding previous pregnancies that did not result in a live birth.

Other Pregnancy Outcomes (spontan	eous or induced losses or ectopic pregnancies)
Number of Other Pregnancy Outcomes	Date of Last Other Pregnancy Outcome

Make a selection from the Number of Other Pregnancy Outcomes dropdown.

In the **Date of Last Other Pregnancy Outcome** field, enter the month and date that the last pregnancy terminated.

If this is the mother's first pregnancy, select '*None*' from the Number of Other Pregnancy Outcomes dropdown. Doing so disables the *Date of Last Other Pregnancy Outcome* control as it is not required in this instance.

If the *Number of Other Pregnancy Outcomes* is unknown, select '*Unknown*' from the dropdown. Doing so will auto-populate the *Date of Other Pregnancy Outcome* with 99/9999 and disable the field.

Make a selection of Yes, No, or Unknown from the Was the prenatal record available for completion of the fetal deah report? dropdown.

Was the prenatal record available for completion of the fetal death report?

Make a selection from Serology on Mother.

Serology on Mother	
	•



Once the *Prenatal* page is complete, select a navigation button at the bottom of the page:

Validate Page Next Clear Save Return

Selection of the Next button will save the data entered and proceed to the next page.

Other options include selection of the Validate Page button to check the page for errors, the Clear button to clear all entries since the last save, the Save button to save changes without leaving the page, or the Return button to return to the previous

O More information on record validation can be found in section 6 - Validation of Records

5.6.4 Pregnancy Factors

The Pregnancy Factors page **Items to Enter** collect information related to conditions suffered or experienced by the mother which may have resulted in complications during labor, or created health implications for the mother and/or fetus.

Fetal Death Registration Menu	330 :Anexample Fetaldeathrecord JAN-19-2017
Personal Information	
Fetus	
Mother	Risk Factors for this Pregnancy (Check all that apply)
Mother Address Mother Attributes Marital Status	Diabetes-Pre-pregnancy (Diagnosis prior to this pregnancy) Pregnancy Resulted From Infertility Treatment-Assisted Reproductive Technology Prior Incision of Uterine Wall
Father Attributes	Diabetes-Gestational (Diagnosis In This Pregnancy) Mother Had A Previous Cesarean Delivery Fetal Death Prior to 20 Weeks
Medical Information	Hypertension-Pre-pregnancy Chronic) Hypertension-Pre-pregnancy Hypertension-Pre-pregnancy Fetal Death at 20 Weeks or More Fetal Death at 20 Weeks or More
Mother Health	Hypertension-Gestational (PIH, Hernoglobinopathy Fetus/Infant with Congenital Anomaly
Place of Delivery	Pre-eclampsia) Uterine Anomaly Renortal Death
Prenatal	Blood Antigen Isoimmunization
Pleghancy Factors	Previous Preterm Births Motor Vehicle Accident
Fetal Attributes Cause/Conditions Contributing to fetal death	Other Previous Poor Pregnancy Outcome (Includes: Perinatal Other Tramatic Injury Death, Small For Gestational Age/Intrauterine Growth
Attendant/Certifier Registrar Information	Vaginal bleeding during this pregnancy prior to the onset of
Identifiers	labor
Other Links Assign Status Attachments	Pregnancy Resulted From Infertility Treatment-Fertility- enhancing drugs, Artificial insemination or Intrauternine
Print Forms Comments Correspondence	Infections Present and / or Treated During this Pregnancy (Check all that apply)
Event and Issuance History	🗖 Gonorrhea 🔲 Chlamvdia 🔲 Group Bistrentococcus 💭 Parvovirus 👘 None Of The Above
Geo Codes Mother's MRE	Syphilis Listeria Cytomegalovirus Toxoplasmosis Other (specify)
Father's MRE Nosology Validate Registration Switch User	Validate Page Next Clear Save Return

Risk Factors for this Pregnancy and Infections Present and/or Treated During this

Pregnancy allow for multiple selections, meaning that the user can select one or as many of the conditions that apply. Select the *None Of The Above* if none of the conditions apply. Select *Other (specify)* if a condition applies but is not available to select.

At least one selection must be made within each section.

Once the *Pregnancy Factors* page is complete, select a navigation button at the bottom of the page:

Validate Page Next Clear Save Return

Selection of the Next button will save the data entered and proceed to the next page.

Other options include selection of the Validate Page button to check the page for errors, the Clear button to clear all entries since the last save, the Save button to save changes without leaving the page, or the Return button to return to the previous

O More information on record validation can be found in section 6 - Validation of Records

5.6.5 Delivery

The Delivery page **Items to Enter** record the procedures used and conditions present during the delivery process.

Fetal Death Registration Menu	330 :Anexample Fetaldeathrecord JAN-19-2017
Personal Information	/Personal Invalid/Medical Invalid/NA/NA/Not Registered/Personal Pending/Medical Pending
Fetus	Delivery
Mother	Method of Delivery
Mother Address Mother Attributes	Was Delivery with Forceps Attempted but Unsuccessful?
Marital Status	Was Delivery with Vacuum Extraction Attempted but Unsuccessful?
Father Father Attributes	Fetal Presentation at Delivery
Disposition	Final Route and Method of Delivery
Medical Information	If Cesarean, was a Trial of Labor Attempted?
Place of Delivery	Hysterotomy / Hysterectomy
Prenatal Pregnancy Factors	Maternal Morbidity (Check all that apply)
Delivery Fetal Attributes	Maternal transfusion Unplanned hysterectomy Unknown
Cause/Conditions	Third or fourth degree perineal Admission to intensive care unit None Of The Above
Contributing to fetal death Reporter	Ruptured uterus Unplanned operating room
Attendant/Certifier	
Registrar Information	Characteristics of Labor and Delivery (Check all that apply)
Identifiers Other Links	Induction of Antibiotics Received by Mother During Labor Lab
Assign Status Attachments	Augmentation Moderate to Heavy Meconium Staining of Unknown of Labor the Amniotic Fluid
Print Forms Comments	Non-vertex Epidural or Spinal Anesthesia During Presentation Labor
Correspondence Event and Issuance History	Mother Transferred for maternal medical or fetal indication prior to delivery
Geo Codes	
Mother's MRE	Validate Page Next Clear Save Return
Eather's MRE	

The *Method of Delivery* section is used to describe how the fetus was delivered. On this page the user will make selections from the available dropdowns for the following items:

- Was Delivery with Forceps Attempted but Unsuccessful?
- Was Delivery with Vacuum Extraction Attempted but Unsuccessful?
- Fetal Presentation at Delivery

- Final Route and Method of Delivery
- Hysterotomy/Hysterectomy

Method of Delivery	
Was Delivery with Forceps Attempted but Unsuccessful?	•
Was Delivery with Vacuum Extraction Attempted but Unsuccessful?	•
Fetal Presentation at Delivery	•
Final Route and Method of Delivery	•
If Cesarean, was a Trial of Labor Attempted?	•
Hysterotomy / Hysterectomy	•

If Cesarean, was a Trial of Labor Attempted? will only be enabled if Cesarean was selected from the Final Route and Method of Delivery dropdown above.

The **Maternal Morbidity** section collects information on any serious complications experienced by the mother associated with labor and delivery. Multiple selections are allowed. Select *None of the Above* if none of the conditions were experienced by the mother during delivery.

Maternal Morbidity (Check all that apply)					
Maternal transfusion	Unplanned hysterectomy	Unknown			
Third or fourth degree perineal laceration	Admission to intensive care unit	None Of The Above			
Ruptured uterus	 Unplanned operating room procedure following delivery 				

O At least one selection must be made within the Maternal Morbidity section.

The **Characteristics of Labor and Delivery** section collects information in regards to labor and delivery. Multiple selections are allowed.

Characteristics of Labor and Delivery (Check all that apply)

Induction of Labor	Antibiotics Received by Mother During Labor	Steroids (Glucocorticoids) for Fetal Lung Maturation Received by Mother Prior to Delivery
Augmentation of Labor	Moderate to Heavy Meconium Staining of the Amniotic Fluid	Unknown
Non-vertex Presentation	Epidural or Spinal Anesthesia During Labor	

A selection of Yes, No, or Unknown must be made from the **Mother Transferred for maternal medical or fetal indication prior to delivery** dropdown at the bottom of the page.



107 of 351

Selecting Yes from the dropdown will display a new section where the **Transfer Facility** information is entered.

Mother Transferred for maternal medical or fetal indication prior to delivery Yes				
Transfer Facility	<u>۹</u> ۹			

The *Transfer Facility* may be entered manually or the LOV Lookup \bigcirc icon may be used to launch the *Lookup Mother Transfer Facility* search tool.

Steps to Use the Mother Transfer Facility Lookup

Lookup Mother Transfer Facility Facility Name (jaint%	S	earch	
Facility Name	Address	City	
Saint Joseph's Hospital and Medical Center	350 W Thomas Road	Phoenix	select
Saint Luke's Medical Center	1080 E Van Buren Street	Phoenix	select
		Total Records : 2	

1. In the *Faclity Name* field, if known, enter the full name of the facility and choose *Search*.

If the full name of the facility is not known, **enter at least two letters followed by the %**, then **select search** to perform a wildcard search.

2. A list of available facilities will be returned. **Select the Select link** next to the correct facility in the list.

Facilities not listed in the LOV lookup tool can be entered by typing the Facility Name information manually.

The selection system-fills the facility name for *Transfer Facility* on the page.

Mother Transferred for	Yes 🔻	
Transfer Facility	Saint Joseph's Hospital and Medical 🛛 🔍 📐	

To erase the entry made for Place of Delivery choose the eraser icon $\mathbf{\hat{s}}$.

Once the *Delivery* page is complete, select a navigation button at the bottom of the page:

Validate Page Next Clear Save Return

Selection of the Next button will save the data entered and proceed to the next page.

Other options include selection of the Validate Page button to check the page for errors, the Clear button to clear all entries since the last save, the Save button to save changes without leaving the page, or the Return button to return to the previous


O More information on record validation can be found in section 6 - Validation of Records

5.6.6 Fetal Attributes

The Fetal Attributes page **Items to Enter** are used to record information relative to the fetus at time of delivery.

Fetal Death Registration Menu	330 :Anexample Fetaldeat	threcord JAN-19-2017	
Personal Information	/Personal Invalid/Medical Invalid/NA/N/	A/Not Registered/Personal Pending/Me	dical Pending
Fetus	Fetal Attributes		
Mother Mother Address	Weight of Fetus	Grams	
Mother Attributes Marital Status	Obstetric Estimate of Gestation(weeks)		
Father	Plurality	Delivery Order	T
Disposition	Congenital Anomalies (Check all that	apply)	
Medical Information	Anencephaly	 Gastroschisis 	Congenital Heart Defect
Mother Health Place of Delivery	Congenital diaphragmatic hernia	Limb reduction defect (excluding	Anterior Abdominal Wall Defect
Prenatal	Meningomyelocele/Spina bifida	dwarfing syndromes)	Down Syndrome
Pregnancy Factors Delivery	Omphalocele	Cleft lip with or without cleft palate	None of the anomalies listed above
Fetal Attributes	Cyanotic congenital heart diagona	 Cleft palate alone 	
Cause/Conditions Contributing to fetal death	uisease	Hypospadias	
Reporter			
Attendant/Certifier			Validate Page Next Clear Save Return
Registrar Information			

Weight of Fetus: Enter the fetus weight in Grams.

Obstetric Estimate of Gestation (weeks): Enter the obstetric estimated gestation of the fetus in weeks.

Plurality: Select the plurality for this delivery. If only one delivery occurred select *Single*. For multiple deliveries select the corresponding plurality.

Delivery Order: If *Plurality* is *Single* then Delivery Order will be disabled. For multiple deliveries select the delivery order of this fetus from the dropdown.

Plurality	•	Delivery Order	•
)	

The **Congenital Anomalies** selections are used to gather information related to any abnormal conditions (congenital anomalies) of the fetus. Multiple selections can be made. If none of the conditions apply, select "*None of the anomalies listed above*."

Once the *Fetal Attributes* page is complete, select a navigation button at the bottom of the page:



Selection of the Next button will save the data entered and proceed to the next page.



Other options include selection of the Validate Page button to check the page for errors, the Clear button to clear all entries since the last save, the Save button to save changes without leaving the page, or the Return button to return to the previous

O More information on record validation can be found in section 6 - Validation of Records

5.6.7 Cause/Conditions Contributing to Fetal Death

The Cause/Conditions Contributing to fetal death page **Items to Enter** record initiating and contributing causes and conditions that lead to fetal death.

Fetal Death Registration Menu	330 :Anexample Fetaldeathrecord JAN-19-20	017	
Personal Information	/Personal Invalid/Medical Invalid/NA/NA/Not Registered/Personal Pend	ling/Medical Pending	
Fetus	Cause/Conditions Contributing to letal death		
Mother	Initiating Cause/Condition	Other Significant Causes or Conditions	
Mother Attributes	Among the choices below, please select the one which most	Select or Specify all other conditions contributing to death.	
Marital Status	likely began the sequence of events resulting in the death of		
Father	the Fetus.		
Father Attributes	Maternal Conditions/Disease (Specify)	Maternal Conditions/Disease (Specify)	
Disposition			
Medical Information	Complications of placenta, cord or Membranes	Complications of placenta, cord or Membranes	
Mother Health	Rupture of membranes prior to	Rupture of membranes prior to	
Place of Delivery	onset of labor	onset of labor	
Prenalal Dreanancy Eastors	Abruptio placenta	Abruptio placenta	
Delivery	Placental insufficiency	Placental insufficiency	
Fetal Attributes	Prolapsed cord	Prolapsed cord	
Cause/Conditions	Chorioamnionitis	Chorioamnionitis	
Contributing to fetal death	True Knot in Cord	True Knot in Cord	
Attendant/Certifier	Other (specify)	Other (specify)	
Registrar Information	Other Obstetrical or Pregnancy Complications (Specify)	Other Obstetrical or Pregnancy Complications (Specify)	
Other Links	Fetal Anomaly (Specify)	Fetal Anomaly (Specify)	
Assign Status Attachments	Fetal Injury (Specify)	Fetal Injury (Specify)	
Print Forms			
Comments	Fetal Infection (Specify)	Fetal Infection (Specify)	
Event and Issuance History	Other Fetal Conditions/Disorders (Specify)	Other Fetal Conditions/Disorders (Specify)	
Geo Codes			
Mother's MRE	Elective Abortion	Elective Abortion	
Nosology			
Validate Registration	Unknown	UNKNOWN C	
Switch User	Estimated Time of Fetal Death	T	
	Autopsy Performed Vistological Placental Examination	Performed V	
	Autopsy or Histological Placental Examination used in Determining Cau	ise of Fetal Death	
	Was Medical Examiner Contacted? ME Case Number		
	Placental Appearance Other, Specify		
	Fetal Appearance		
	T		
		Validate Page Next Clear Save Return	

The Cause/Conditions Contributing to fetal death page is separated into two sections:

Cause/Conditions Contributing to fetal death

Initiating Cause/Condition

Among the choices below, please select the one which most likely began the sequence of events resulting in the death of the Fetus.

Other Significant Causes or Conditions

Select or Specify all other conditions contributing to death.



110 of 351

- 1. **Initiating Cause/Condition**: Is for reporting a single condition that most likely began the sequence of events that resulted in the death of the fetus.
- 2. **Other Signification Causes or Conditions**: Is for reporting all other conditions which resulted in the death of fetus. Whereas only a single initiating cause or condition may be entered, multiple other causes or conditions may be selected.

Regardless of which section is being completed, causes or conditions within each control are entered in the same manner.

If the cause of fetal death was due to a condition or disease of the mother, enter this information in the *Maternal Conditions/Disease (Specify)* text field.

Maternal Conditions/Disease (Specify)	

If the cause is related to *Complications with the placenta, cord, or Membranes*, make a selection from the checkboxes provided. If none of the checkboxes are applicable, select the *Other (specify)* checkbox to manually enter the cause/condition.

Complications of placenta, cord or Membranes
 Rupture of membranes prior to onset of labor
 Abruptio placenta
Placental insufficiency
Prolapsed cord
Chorioamnionitis
True Knot in Cord
Unknown
Other (specify)

The remaining cause items allow for manual entry of information regarding *Obstetric or Pregnancy Complications* as well as any *Fetal Anomalies, Injuries, Infections or Other Conditions/Disorders* that caused fetal death.

Other Obstetrical or Pregnancy Complications (Specify)
Fetal Anomaly (Specify)
Fetal Injury (Specify)
Fetal Infection (Specify)
Other Fetal Conditions/Disorders (Specify)



State of Arizona DAVE[™] User Guide

Unknown

In some cases the cause or conditions that contributed to the death of the fetus may not be known. In these instances select the *Unknown* checkbox.

```
Elective Abortion
```

In some instances the mother may have opted for an elective abortion. In these instances select the *Elective Abortion* checkbox.

Estimated Time of Fetal Death: Make a selection from the dropdown.



The preceding dropdowns indicate whether or not an autopsy and/or histological placental examination were performed and used in determining the cause of the fetal death. Make selections from all three dropdowns.

Autopsy Performed	Histological Placental Examination Performed	•
Autopsy or Histologic	al Placental Examination used in Determining Cause of Fetal Death	T

If "No" is selected from both the Autopsy Performed and Histological Placental Examination Performed dropdowns, the Autopsy or Histological Placental Examination used in Determining Cause of Fetal Death dropdown will default to "Not Applicable" and be disabled.

The remaining dropdowns record placental and fetal appearance as well as information on whether the Medical Examiner was contacted in regards to the fetal death.

Placental Appearance	Fetal Appearance	Was Medical Examiner Contacted?	ME Case Number
▼	•	Ŧ	

Make a selection from each of dropdown. If an ME Case number has been assigned to the record, enter it here.

Once the *Cause/Conditions Contributing to fetal death* page is complete, select a navigation button at the bottom of the page:

Validate Page Next Clear Save Return

Selection of the Next button will save the data entered and proceed to the next page.

Other options include selection of the Validate Page button to check the page for errors, the Clear button to clear all entries since the last save, the Save button to save changes without leaving the page, or the Return button to return to the previous



O More information on record validation can be found in section 6 - Validation of Records

5.6.8 Reporter

The Reporter **Items to Enter** capture information regarding the person who completed the fetal death report.

Fetal Death Registration Menu Personal Information	330 :Anexample Fetaldeathrecord JAN-19-2017 /Personal Invalid/Medical Invalid/NA/NA/NA/Not Registered/Personal Pending/Medical Pending
Fetus	Reporter
Mother	
Mother Address	Reporter State
Mother Attributes	Name and Title of Person Completing Report
Marital Status	First Middle Last Suffix
Father	
Father Attributes	Title Other Specify
Disposition	
Medical Information	
Mother Health Black of Dolivory	Date Report Completed
Prepatal	
Pregnancy Factors	
Delivery	Validate Page Next Clear Save Return
Fetal Attributes	
Cause/Conditions	
Contributing to fetal death	
Reporter	

The name of the person completing the report can be manually entered or the standard LOV lookup tool can be used to search for the reporter.

Steps for using the Standard LOV Lookup to complete

1. Select the LOV lookup tool \bigcirc to search for the reporter. Enter in the Last and First

Name of the reporter; if known. If unknown, a wildcard search can be performed by entering at least two characters in the *Last* name field followed by %.

2. From the Search Results List select the *Select* link next to the correct Certifier.

LOOKUP Report	2F		First Name			Soarch	
						Search	
License Number	Last Name	Suffix	First Name	Middle Name	Street Number	Street Name	
-197849	Physician		Medical	A	509	Main	select
						Total recor	rds:1

The system will then auto-populate the *Certifier* name and the associated *Certifier Address* information.

First	Middle	Last	Suffix
Medical	A	Physician	
Title	Other Specify		
MD	v		
	•		



Date Report Completed: Manually enter the date the report was completed or select the calendar icon to launch the interactive calendar.

• If the user completing this section is logged in at a Medical Facility the *Reporter page* will be auto-filled with the name of the user logged in and the *Date Report Completed* will be auto-filled with the date the user affirms the report.



Once the *Reporter* page is complete, the *Personal Information* section of the fetal death record is also complete. Select a navigation button at the bottom of the page:



Selection of the *Next* button will save the data entered and proceed to the next page. In this case the next page is also the first page in the *Medical Information* section, *Prenatal*.

Other options include selection of the Validate Page button to check the page for errors, the Clear button to clear all entries since the last save, the Save button to save changes without leaving the page, or the Return button to return to the previous

O More information on record validation can be found in section 6 - Validation of Records



5.6.9 Attendant/Certifier

The Attendant/Certifier page **Items to Enter** capture information relevant to the person or persons attending and/or certifying the delivery.

Fetal Death Registration Menu	330 :Anexample Fetaldeathrecord JAN-19-2017
Personal Information	/Personal Invalid/Medical Invalid/NA/NA/Not Registered/Personal Pending/Medical Pending
Fetus	Attendant/Certifier
Mother	
Mother Address	Attendant at Delivery
Mother Attributes	Pre-authorize Cremation Clearance
Marital Status	Attendant's Name
Father	First Middle Last Suffix
Pather Attributes	
Disposition	Attendant's Title Other Specify
Medical Information	
Mother Health	
Place of Delivery Propostol	Attendant NPI
Programsv Factors	
Delivery	Address
Fetal Attributes	Edit Attendant Address
Cause/Conditions	Pre Street Post Apt#.
Contributing to fetal death	Street Number Directional Street Name or PO Box, Rural Route, etc. Designator Directional Suite #,etc
Reporter	
Attendant/Certifier	Zip Code City or Town State Country
Registrar Information	
Identifiers	
Other Links	
Assign Status	Certifier 💊 💁
Attachments	
Print Forms	Same As Attendant
Comments	Certitiers Name
Correspondence	riist midule Last SuitA
Event and issuance History	
Mother's MRE	Certifier's Title Other Specify
Eather's MRE	· · · · · · · · · · · · · · · · · · ·
Nosology	Certifier NPL Date Certified
Validate Registration	
Switch User	
	Validate Page Next Clear Save Return

Pre-authorize Cremation Clearance: This checkbox is only available to Medical Examiner's whom have intiated entry of the fetal death record. Selection of this checkbox allows the Medical Exminer to pre-authorize cremation clearance if the method of disposition is selected as cremation.

Attendant at Delivery: May be completed manually or the LOV lookup tool \bigcirc can be used to search for and select the attendant.

Steps for using the Attendant Lookup LOV Lookup to complete

1. Select the *LOV* lookup tool \bigcirc to search for a certifier.



2. Enter the *Last* and *First Name* of the attendant; if known. If not known a wildcard search may be performed by entering at least two characters in the *Last* name field followed by %.

Lookup Attenda	int						
ast Name) ph%			First Name	e		Search	
License Number	Last Name	Suffix	First Name	Middle Name	Street Number	Street Name	
L-197849	Physician		Medical	A	509	Main	select
						Total recor	rds:1

From the Search Results List, select the link next to the correct Attendant.

3. The system will then system fill the *Attendant* name and the associated *Attendant Address* information.

Attendant at Delivery 🔍	A				
Attendant's Name					
First	Middle	Last		Suffix	_
Medical	A	Physician			
Attendant's Title	Other Specify				
Doctor of Medicine 🔹					
Attendant NPI 197849 Address					
Edit Attendant Address					
Street Number Pre Directiona	Street Name, Rural Route,	etc. De	treet esignator	Post Direction	Apt #, onal Suite #,etc.
509 E V	Main	5	Street	<u> </u>	r
City or Town	State	Countr	У	Zip Code	
Parker	Arizona	United	d States	85344	

O The Attendant at Delivery is the individual physically present and responsible for the delivery.

Otherwise, the *Certifier* information may be completed manually or the *LOV* lookup tool \bigcirc can be used to search for and select the certifier.

Steps for using the Certifier Lookup LOV Lookup to complete

1. Select the *LOV* lookup tool \bigcirc to search for a certifier.



2. Enter in the *Last* and *First Name* of the certifier; if known. If not known a wildcard search can be performed by entering at least two characters in the *Last* name field followed by

st Name) ph%			First Name	e		Search	
License Number	Last Name	Suffix	First Name	Middle Name	Street Number	Street Name	
L-197849	Physician		Medical	A	509	Main	select
						Total recor	rds:1

3. From the Search Results List Select the link next to the correct attendant. The system will then auto-populate the Attendant name and the associated Attendant Address information.

Attendant at Delivery 💊	<u>s</u> .		
Attendant's Name			
First	Middle	Last	Suffix
Medical	A	Physician	
Attendant's Title	Other Specify		
Doctor of Medicine 🔹			
Attendant NPI 197849 Address Edit Attendant Address			
Pre		Street	Post Apt#,
Street Number Directiona	Street Name, Rural Route,	etc. Designator	Directional Suite #,etc.
509 E V	Main	Street	_
City or Town	State	Country	Zip Code
Parker	Arizona	United States	85344

1 The Attendant at Delivery is the individual physically present and responsible for the delivery.

Same As Attendant 📃

Certifier: If the Certifier is the same person who attended and is responsible for the delivery, select the Same as Attendant checkbox.

Otherwise, the *Certifier* information may be completed manually or by using the *LOV* lookup tool \bigcirc to search for and select the certifier.

Certifier's Name			
First	Middle	Last	Suffix
Medical	A	Physician	
Attendant's Title Other Specify			
Doctor of Medicine 🔹			
Certifier NPI Date Certifie	ed		



State of Arizona DAVE[™] User Guide

Date Certified

Date Certified: Enter the date the record was certified manually, or select the calendar icon to launch the interactive calendar.

• If the user completing this section is logged in at a Medical Facility the *Certifier* information will be system-filled with the name of the user logged in and the *Date Certified* will be system-filled case is certified.

Once the *Certifier* page is complete, the *Medical Information* section of the death record is also complete. Select a navigation button at the bottom of the page:



The *Next* button is no longer available as this is the final mandatory page to complete within the Death Registraton menu.

Options for selection are the *Validate Page* button to check the page for errors, the *Clear* button to clear all entries, the *Save* button to save changes without leaving the page, or the *Return* button to return to the previous page.

O More information on record validation can be found in section 6 - Validation of Records

5.6.10 Certify the Fetal Death Record

At this point in the process the *Medical Information* has been completed and the Medical user responsible for entering this information will need to *Certify* the record.

If the record is being entered at the State or a County Vital Records Office, affirmation is not required and the steps for this process can be skipped.

If both the Personal and Medical Information are being entered by a medical facility user, completion of this particular certification step is not required.

Upon successful validation of both the *Personal* and *Medical Information*, the *Affirm/Certify* link will be made available allowing the medical facility user to *Affirm* the *Personal Information* while simultaneously *Certifying* the *Medical Information*.



The user affirming the record will select the *Validate Page* button or *Validate Registration* link to check the record for errors and/or omissions.



One information on record validation can be found in section 6 - Validation of Records

Once the record has passed all validation rules, an *Affirm* link will appear at the bottom of the Personal Information submenu.



Steps to Certify the Medical Information

- 1. Select the Certify link
- 2. Select the checkbox next to the listed affirmation(s) and then select Certify.

Affirmations
Affirm the following:
On the basis of examination, in my opinion, the death occured due to the causes or conditions stated.
Certify Clear Return

3. An Authentication successful message will be displayed and a checkmark placed next to the *Certify* link indicating that the Personal Information has been affirmed.

State of Arizona DAVE[™] User Guide



Once the record is signed the pages within the *Medical Information* sub-menu are locked and cannot be edited.

If the record is not yet registered and updates need to be made to any of the items in the Medical Information section, the record must first be uncertifed. Doing so unlocks the pages within the Medical Information sub-menu so they can once again be edited.

Steps to Uncertify the Medical Information

1. To uncertify the registration, select the *Certify* link.

562 :Anexample Fetaldeathrecord NOV-03-2016 /Personal Valid/Medical Valid with exceptions/Unaffirmed/Certified/Not Registered/Affirmation Required Affirmations This registration is currently certified. Uncertify Clear

- 2. Select Uncertify.
- 3. Select *OK* to confirm the reversal.

Once uncertified, the pages are again available for editing.

5.6.11 Affirm & Certify the Fetal Death Record

At this point in the process the *Personal* and *Medical Information* has been completed and the Medical user responsible for entering this information will need to *Affirm* and *Certify* the record.

If the record is being entered at the State or a County Vital Records Office, affirmation and certification are not required and the steps for these processes may be skipped.



¹ The combination *Affirm/Certify* link should be used for those medical facility users responsible for entering all of the *Personal* and *Medical Information* for a Fetal Death Record.

Once both Personal and Medical Information is complete and all validation rules have passed an *Affirm/Certify* link will be made available allowing the medical facility user to *Affirm* the *Personal Information* at the same time as *Certifying* the *Medical Information*.

The user affirming and certifying the record should select the *Validate Page* button or *Validate Registration* link to run the validation edit rules for the record.



O More information on record validation can be found in section 6 - Validation of Records

Once the record has passed all validation edit rules, an *Affirm/Certify* link will appear at the bottom of the *Medical Information* submenu.





Steps to Affirm and Certify the Medical Information

- 1. Choose the Affirm/Certify link
- 2. Select the checkbox next to the listed affirmations and then select Affirm.



3. An Authentication successful message will be displayed and a checkmark placed next to the Affirm/*Certify* link indicating the Personal Information has been affirmed.



Once the record is affirmed and certified the fetal death record will receive a "Registered" status.

If updates need to be made to any of the items in the Personal or Medical Information section, an Amendment will need to be submitted. See section 8.1 Amendments for the steps to submit an Amendment.

6. Validation of Records

6.1 Record Validation

A death or fetal death record may only be submitted for registration after the Personal and Medical Information has been completed and validated.

Other Links Assign Status Attachments Print Forms Comments Correspondence Event and Issuance History Geo Codes Mother's MRE Father's MRE Relinquish Case Nosology Request Medical Cortification Validate Registration

DAVE[™] provides two ways in which to validate the Personal and Medical information that has been entered:

During completion of the Personal or Medical Information pages the user may select the *Validate Page* button found at the bottom of each registration page.





The user may also select the *Validate Registration* link from within the Other Links submenu of the Death or Fetal Death registration menu.

Regardless of the validation method selected, the exact same validation processes are used to check the registration for errors and/or omissions.

A system of edit rule validations compare all Personal and Medical information pages in the process. This is done to ensure that all items within these pages are completed accurately, verifies that mandatory fields have been not been left blank and that valid values have been entered based on the type of entry required for each field, and checks the respective NCHS specifications affecting each field.

The validation process is intended to show the user any outstanding issues with entries they have made and allow them to make corrections. In some cases corrections are not needed and the user will instead follow a process to affirmatively submit the items as they were entered.

6.1.1 Viewing Validation Edits

Once the Record Validation process has occurred there are two ways to review edit rules failures:

Validate Registration Page

If the user selected the *Validate Registration* link from within the *Other Links* submenu they will be taken to the Validation Results Page.

Death Registration Menu	402 :Anexample Deathrecord OCT-24-2016			
Personal Information	/Personal Invalid/Medical Invalid/Not Registered/NA/NA/NA/Personal Pending/Medical Pending/FIPS Codir	ig Required		
× Decedent × Resident Address	Validation Results		Save Ov	verrides
× Family Members × Informant	Error Message	Override	Goto Field	Popup
 Disposition Decedent Attributes 	DR_0059: Decedent SSN cannot be left blank. Enter a valid SSN for Decedent. If decedent does not have an SSN select the appropriate checkbox.		fix 🍋	fix 🍂
Medical Certification	DR_0075: Birthplace city cannot be left blank. Enter the decedent's city of birth. If unknown, enter "Unknown."		fix 🍋	fix 🍂
✓ Place of Death ✓ Cause of Death	DR_0079: Decedent in Armed Forces cannot be left blank. Decedent in Armed Forces must be "Yes", "No", or "Unknown".		fix 🍋	fix 🍂
K Other Factors ✓ Injury K Certifier	DR_0089: The time elapsed since date of death indicates this record is being filed late. An explanation of the reason death is being filed late must be provided. Please select comments to add late reason. Please verify date of death or enter late reason comment.		fix 🍋	fix 🎜
Registrar	DR_0097: Decedent Birthplace State and/or country is invalid. Verify entries for birth place state and country . If Country is "United States", a state must be entered.		fix 🍋	fix 🍂
Other Links	DR_0840: Marital Status cannot be left blank. Enter a valid value for Decedent's Marital Status.		fix 🍋	fix 🍂
Attachments	DR_0870: Father's last name is invalid. Enter a valid last name for the Father. The Father's last name cannot be blank. If unknown, enter "Unknown".		fix 🍋	fix 🍂
Correspondence Event and Issuance History	DR_0886: Mother's last name prior to first marriage is invalid. Enter a valid maiden last name for the Mother. The Mother's last name prior to first marriage cannot be blank. If unknown, enter "Unknown".		fix 🍋	fix 🕅
Decedent's MRE Issue this Record	DR_1006: Informant's last name is invalid. Enter a valid last name for the Informant. The Informant's last name cannot be blank. If there is no informant enter "None."		fix 🏍	fix 🕅
Print Forms	DR_1017: Informant Relationship cannot be left blank. Enter the relationship of the informant supplying the personal information to the decedent.		fix 🍋	fix 🏍
Refer to Medical Examiner Transfer Case	DR_1019: Informant's city cannot be left blank. Enter the informant's city.		fix 🍋	fix 🍂
Disposition Approval Validate Registration	DR_1024: Informant's address street name cannot be left blank A valid street name for the informant's address is required. Enter the street name of the informant's address. Do not record a rural route number or PO Box number. If the name is unknown, enter 'Unknown'.		fix 🍋	fix 🍂
	DR_1025: Informant's address street number cannot be left blank. A valid street number for the Informant's address is required. Enter the building number assigned to the		fix 🏍	fix 🍋

The Validation Results page provides a list of all validation edit rules that have been triggered on the record and that need to be reviewed, corrected, and overridden.



In this example nothing has yet been entered into any of the pages except the items needed to start the record. This is why there so many errors being displayed within the Validate Registration page. Typically the Record Validation will not be run until the Personal or Medical sections have been completed.

Validatation Results Table

If the user selected the Validate Page link, from within one of the Personal or Medical Information pages, then a Validatation Results grid will be displayed at the bottom of the page itself.

Death Registration Menu	402 :Anexample Deathrecord OCT-24-2016
Personal Information	/Personal Invalid/Medical Invalid/Not Registered/NA/NA/Personal Pending/Medical Pending/FIPS Coding Required
× Decedent	Decedent Attributes
× Resident Address	Decedent's occupation Decedent's industry
× Family Members	
× Informant	Decedent's education
× Decedent Attributes	Decedents education
Modical Cortification	Hispanic Origin
× Pronouncement	Decedent of Hispanic Origin (more than one choice can be indicated).
× Place of Death	No. Not Spanish/Hispanic/Latino
× Cause of Death	Yee Mexican Mexican American Chicana - Yee other Cranich/Lienanic/Letina - Defined
× Other Factors	Tes, Mexican, Mexican American, Chicano Tes, ourer opanish/hispanic/Launo Relused
🗸 Injury	Yes, Puerto Rican II Not Obtainable
× Certifier	
Registrar	Race
 Identifiers 	Check one or more races to indicate what the decedent considered himself or herself to be.
Other Links	White Filipino Other Asian (Specify) Other Pacific Islander
Assign Status	Black African American Japanese Native Hawaijan (Specify)
Attachments	Other (Specify)
Comments	American indian or Chamorro Refused
Event and Issuance History	Vietnamese Samoan Not Obtainable
Geo Codes	
Decedent's MRE	Chinese
Issue this Record	
Nosology	Validate Page Next Clear Save Return
Print Forms	
Refer to Medical Examiner	
Trade Celle	Validation Results List All Errors Save Overrides Hide
Disposition Approval	Error Message Override Goto Field Popup
Validate Registration	DB 2024. Decedente Education Involution Internet to Left Name
	Enter a valid value for Decedent's Education. Decedent's Education cannot be blank. If decedent's education is unknown, select Unknown.
	DR_6022: Decedent's Hispanic origin cannot be left blank. Enter a valid value for Decedent's Hispanic Origin
	DR_6023: Decedent's Hispanic origin indicator cannot be left blank. Select the appropriate value to inidcate if decedent is of Hispanic origin.
	DR_6035: Decedent's Race cannot be left blank. Select one or more checkboxes to indicate Decedent's Race.
	DR_6036: Decedent Usual Occupation cannot be left blank Enter the kind of work the decedent did during most of his or her working life, such as a claim adjuster, farmhand, janitor, civili engineer, etc. If unknown enter "Unknown"
	DR_6040: Decedent industry cannot be left blank. Enter the kind of business or industry in which the occupation is related, such as insurance, farming,

Again, regardless of the Record Validation type selected, the process to validate the record is the same. However, access to the Validate Registration link is based on user security setup.



6.1.2 Correcting Validation Edit Checks

From the list of failed edit rules, either on the Validate Registration page or the Validation Results table within a specific page, the following options are available for correction of validation errors.

6.1.2.1 Manually Selecting

Upon validation, the individual pages within the Registration Menu are given a color coded symbol to identify those with pages with edit rule failures to review, the types of edit rules that failed, and any pages that passed all edit rule validations.



The user may then select a page to review from the Registration Menu. Once selected, the page will display and highlight the field that contains errors. The Validation Results table, found at the bottom of the page, provides information on what the edit rules that failed and how they may be corrected.

Mother					
Mother's Current Legal Name	•				
First	Middle	Last		Suffix	
Lucy	Sharon			Jr	
Copy Current Legal Name					
Mother's Name Prior to First	Marriage				
First	Middle	Last		Suffix	
Lucy		Stanford			
Date of Birth Age SEP-09-1986	Social Security Number	◉ None ◯ Un	known		
Mother Birthplace					
Birthplace State	Birthplace Country				
Alaska	United States				
				Validate Page Next	Clear Save Return
Validation Results				List All Errors	Save Overrides Hide
Error Message			Override	Goto Field	Popup
FD0230: Mothers last name is Enter a valid last name for the	invalid. Mother.			fix 🎜	fix 🎜

6.1.2.2 Goto Field Option

From either the Validate Registration page or the individual Validation Results table, select the fix ⊯ icon in the *Goto Field* column. The DAVE[™] page containing the error will be displayed



place and the cursor placed in the field requiring correction. This option is very useful if corrections are being made to a single registration page with multiple edit rules to correct.

6.1.2.3 Validation Popup Option

To use this method of error correction, select the fix M button in the Popup column. DAVE[™] will then provide a Validation Pop-up which displays the validation error message and the field or fields in need of correction.

×
-
-

This Popup window functionality is especially useful when trying to resolve validation errors that include conflicting entries across multiple pages. Rather than requiring the user to search across many pages, the Validation Popup presents all of the conflicting fields in a single window.

Once all listed errors have been corrected, select the *Validate Registration or Validate Page* link once again to verify that no errors remain.

6.1.3 Override Validation Edit Checks

The edit rule validation process produces two types of validation failures to review:

Hard Edit Errors - These errors are triggered for item entries that must be corrected before the record can be submitted for registration.

Fields containing hard edit rule failures are highlighted in red. Note that the *Validation Results* table will not provide an option for overriding or bypassing hard edit rule failures.

Soft Edit Errors - These errors are triggered for item entries that may be submitted 'as is' for registration but must first be overridden.

Fields containing soft edit rule failures are highlighted in yellow. Note that the *Validation Results* table provides a mechanism that allows users to *Override* soft edit rule failures.

Validation Results	List All Errors Save Overrides Hide
Error Message	Override Goto Field Popup
FD0247: Mother's Date of Birth is invalid. The Mother's date of birth cannot be left blank.	fix örði fix örði
FD0630: Mothers current last name is the same as maiden name Verify that mothers maiden name and current name are the same. Enter valid name if incorrect.	fix Mi fix Mi



126 of 351

To override a soft edit rule failure, place a checkmark (\mathbb{M}) in the checkbox next to the field in question and select the *Save Overrides* button.

The Override process allows the user to submit the record for registration even though errors may be present. State and/or local registrars will know that the user did review the error and that the data entered was considered accurate.

6.2 Record Status

Record Validation also serves to apply statuses to the record. The record status is used to track progress of the record within the registration process. The statuses applied to the record are also used to place records in Registration Work Queues enabling users to keep track of the records they are working on.

More information on Work Queues can be found in section 10 - Queues

While working within a Death or Fetal Death registration the Record Status is easily viewed within the *Status Bar* located at the top of the page, just under the identifying information.

Fetal Death Registration Menu	562 :Anexample Fetaldeathrecord NOV-03-2016 /New Event/New Event/NA/NA/Not Registered
Death Registration Menu	402 :Anexample Deathrecord OCT-24-2016 New Event/New Event/Not Registered/NA/NA/NA

When a Death or Fetal Death record is initiated it receives the Status of 'New Event.' As the record progresses through the registration process, the Record Status will update accordingly.

Upon initial Record Validation, if any errors are found within the personal or medical information pages the New Event status will update to Personal or Medical Invalid.

/Personal Invalid/Medical Inval	d/Not Registered/NA/NA/NA	Personal Pending/Medical Pending
Left Side = Status Assigned		Right Side = Status Filter Assigned

'Invalid status' applies a filter of Personal and/or Medical Pending to the Record. This means the user can now find this record within their Peronal or Medical Pending Registration Work Queue.



State of Arizona DAVE[™] User Guide

R	Registration Work Queue Summary				
	Queue Name	Type ↓	Count	Age of Oldest in Days	
	Personal Pending	Death	3	8	
	Medical Pending	Death	4	9	
				Total Queues : 2	

The table below provides information on Record Statuses assigned, status filers assigned (if any), and the filter name.

Record Status Assigned	Staus Filter Assigned?	Status Filter (Work Queue) Assigned
New Event	No	
Personal Invalid	Yes	Personal Pending
Medical Invalid	Yes	Medical Pending
Personal Validw/Exceptions	No	
Medical Validw/Exceptions	No	
Unsigned	Yes	Signature Required
Uncertified	Yes	Certification Required
Unaffirmed	Yes	Affirmation Pending

Record Validation may also cause Status Filters (Works Queues) to be assigned without a corresponding Record Status. A few examples of this are Rare Cause of Death, ME Review Required, and Cause of Death Pending. For more information on Work Queues see section section 10 - Queues.

7. Search or Locate Records

To access an existing record, a user will either be assigned the ability to *Search* for or *Locate a Case*. The options available are determined by the security privileges assigned to the user's role.

7.1 Search for a Record

The Search feature allows a user to find all matching records entered within the system, not just those records owned by the Facility selected at login.

To search for an existing record, from the Main Menu choose *Life Events > Death -or- Fetal Death > Search*.



State of Arizona DAVE[™] User Guide

Lif <u>e</u> Events	<u>Q</u> ueues <u>A</u> ccounting		Lif <u>e</u> Events	<u>Q</u> ueues <u>A</u> ccounting <u>R</u> ej
Death 🕨	Search		Death	of Health Services - Burea
Fetal Death →	Start/Edit New Case	-OR-	Felai Death	Search Start/Edit New Case
	New Out of State Death			New Out of State Fetal Death

The Search page displays allowing for the user to choose between two differing ways to search:

Search by Identifier:	OR	Search by Registrant or Data Provider:
Enter one of these items		Enter one or more persons/organizations. Last name is required.

Search by Identifier Designed to return results based on case-specific record data such as *File Number, Case Id, ME Case Number* or *Medical Record Number.* Searching by this data will most often return a single record.

Search by Registrant or Data Provider Designed to search on a wider array of record data such as *Registrant Name, Facility Name, Medical Certifier Name, or Mother or Father Name.*

Search fields are not case-sensitive. Upper and lower case letters are allowed.

7.1.1 Search by Identifier

The differences between the Death and Fetal Death Identifier search options:

Death Record Identifiers Search	Fetal Death Record Identifiers Search
Search for a death record	Search for a fetal death record
Search by Identifier:	Search by Identifier:
Enter one of these items	Enter one of these items
File Number: Year:	File Number: Year:
Number:	Number:
Case Id:	Case Id:
ME Case Number:	ME Case Number:
Medical Record Number:	File Date:
File Date:	Date of Delivery: Start:
Date of Death: Start:	End:
End:	Place of Delivery Location Type:
Place of Death Location Type:	Location Name:
Place of Death:	



Identifier Search Items Available in Both Death and Fetal Death Search

File Number: A file number is composed of two elements: Year and Number.

- Year is the year in which the death occurred (4 digits).

- *Number* is the unique 6 digit number assigned to the record upon registration by DAVE[™].

The combination of both numbers comprise the State File Number (SFN). Both numbers are required in order to perform a search by File Number.

Case ID: This is a unique number DAVE[™] assigns each case once it's been created and saved regardless of registration status.

ME Case Number: This is the unique number assigned by the medical examiner. Not all cases will have an *ME Case Number* as not all cases are worked on by the ME.

File Date: This is the date on which the case officially received a "Registered" status. Any case filed on a particular date will be returned when searching by File Date.

Date of Death or Date of Delivery: By using the *Start* and *End* dates, $DAVE^{TM}$ will return all cases with the range entered. If only a *Start* date is entered, $DAVE^{TM}$ will look for all cases that match the exact date entered in the *Start* field.

Place of Death or Delivery Location Type: Used in conjunction with *Place of Death or Place of Delivery* to determine whether the search should be executed based on County or City of registration.

Place of Death or Location Name: Select the Place Lookup icon in to choose from a list of County or City locations based on the selection made in *Place of Death* or *Delivery* location type. A direct manual entry can also be made.

Identifier Search Items Available for Death Search Only

Medical Record Number: This is the unique number assigned by the medical certifier. Not all cases will have a *Medical Record Number* as it is not a required field in DAVE[™]



7.1.3 Search by Registrant or Data Provider

Search by Registrant or Data Provider includes the same search criteria whether searching for Death or Fetal Death cases, the difference being the types of Registrant or Data Providers that can be searched for.

Steps to Search by Registrant or Data Provider

1. Select the type of Persons/Organizations for which search criteia will provided.

Death Person/Organization Options				
Person/Organization:	Decedent •			
	Decedent			
	Mother			
	Father			
	Spouse			
	Informant			
	Place of Death			
	Funeral Director			
	Funeral Home			
	Certifier			
	Medical Examiner Referrer			
	Registrar			
	Cremation Clearance Medical Examiner			



131 of 351

2. Based on the Person/Organization Type selected, enter specific search criteria.

First:		
Middle:		
Last:		
Sex:		▼
SSN:		·
Date of Birth:	Start:	
	End:	

1 If an Organization rather than Person Type is selected, the *First* and *Middle Name* fields will be disabled. The *Last Name* field is relabeled "*Organization Name*" instead.

First:		
Middle:		
Organization Name:		
Sex:		•
SSN:		
Date of Birth:	Start:	
	End:	





The *More* button allows users to include more than one person or facility within a single search.

Select the Clear icon to erase search entries and begin another search.

As a general rule, searches should be as specific as possible to minimize the number of entries returned.

Maximum records to display: The Maximum records to display field defaults to 200. This means that, regardless of the actual number of records returned by the search, only 200 will be displayed in the Search Results data grid.

Search by Identifier:	OR Search by Registrant or Data Provider:
Enter one of these items	Enter one or more persons/organizations. Last name is required.
File Number: Year: Number: Number: Case Id: Image: Case Number: Medical Record Number: Image: Case Number: File Date: Image: Case Number: Date of Death: Start: End: Image: Case Number: Place of Death. Location Type: Image: Case Number: Place of Death: Image: Case Number:	First Search Person/Organization Person/Organization: Decedent First: Middle: Last: Gender: SSN: Date of Birth: Start: End:
Maximum records to display: 200	
	Search Soundex Swap Names Clear

For example, if a user enters a Start Date of Death of Jan-01-2011 and an End Date of Death of Dec-31-2011, then the total records returned might be greater than 200 but only 200 records would be displayed.

This number can be increased on the Search page to display more than 200 results. However, the maximum numbere of records the system will ever display is 5,000. If a user cannot find the record they are looking for within the maximum number of results allowed, more search criteria should be entered to refine the search results.

7.1.4 Search with a Wildcard

At times, a user may be unsure of spelling or only have a partial name to locate a registration. In these cases, a wildcard search may be helpful. The wildcard can only be entered as search criteria in Name, Places, or Organization fields.

Wildcard search criteria requires the entry of at least two characters followed by the percent sign (%) symbol.



Place of Death Locat	tion Type:	City 🔻	
Place of Death:		Pho%	
	-OR-		
First:	Jo%		
Middle:			
Last:	Sm%		
	-OR-		
Organization Name:	Com%		

• Wildcard searches have the potential to return many rows of data. Build searches carefully so that the fewest number of cases are returned.

7.1.5 Types of Searches



Once the Search Criteria has been entered the user may select the type of Search the system performs with the criteria provided. Three search options are available: *Search, Soundex, or Swap Names.*



7.1.5.1 Search

Selecting the basic *Search* button will perform a search and return results based on the exact criteria entered in the search field utilized.

Soundex 7.1.5.2 Soundex

If the exact spelling of a name is unknown, the *Soundex* search feature may be used. *Soundex* searches for names, places, or organizations that sound similar despite minor differences in spelling.

Soundex cannot be used when Searching by Identifier



Soundex Example:

Search by Registrant or Data Provider:				
Enter one or more persons/organizations. Last name is required.				
First Search Pers	on/Organiza	ition		
Person/Organizat	ion:	Decedent 💌		
First:				
Middle:				
Last:		Kaplin		
Gender:		•		
SSN:		<u> </u>		
Date of Birth:	Start:			
	End:			
More				
		Search Soundex Swap Names Clear		

Selecting Soundex returns several records where the last name "sounds like" Kaplin.

Decedent's Name ↓	Date of Death	Gender	Place of Death	Date of Birth	
KAAPLANDER, LENA	Jun-10-1964	Female	Philadelphia	999-99-1893	Preview
KAEPPLINGER, IRMA	Aug-06-1960	Female	Philadelphia	999-99-1890	Preview
KAPLAN, ABRAHAM	May-28-1962	Male	Philadelphia	999-99-1900	Preview
KAPLAN, ADA	Apr-10-1960	Female	Philadelphia	999-99-1898	Preview
Kaplan, Adalyn Qq7	Nov-22-2011	Female	Allegheny	May-16-1946	Preview
Kaplan, Alden Qq7	Mar-05-1960	Male	Franklin	999-99-1919	Preview
KAPLAN, ALEXANDER	Oct-24-1964	Male	Bradford	999-99-1898	Preview
KAPLAN, ANNA	Apr-05-1962	Female	Lehigh	999-99-1890	Preview
KAPLAN, ANNA	Jan-12-1962	Female	Philadelphia	999-99-1894	Preview
KAPLAN, ANNIE	Jan-26-1960	Female	Philadelphia	999-99-1876	Preview

7.1.5.3 Swap Names



In certain cultures, a person's family name often comes before their given name. When this is the case, a standard search can sometimes fail to return the desired record(s).

The *Swap Names* feature is used to search for cases where there is some ambiguity between the *First* and *Last* names.



Swap Names Example:

Search by Registrant or Data Provider: Enter one or more persons/organizations. Last name is required.						
First Search Pers	on/Organiza	ition				
Person/Organizat	on:	Decedent 👻				
First:		Po				
Middle:						
Last:		Kim				
Gender:						
SSN:						
Date of Birth:	Start:					
	End:					

When the basic Search button is selected no results are returned. However, selecting the *Swap Names* button returns the expected case.

Decedent's Name ↓	Date of Death	Gender	Place of Death	Date of Birth	
PO, KIM 🔶	Mar-04-2011	Male	Philadelphia	Apr-20-1909	Preview
				Total rec	ords:1

1 Like the Soundex feature, Swap Names cannot be used in Search by Identifier fields.

7.1.6 Preview Search Results

When multplie search results are returned use the *Preview* link to view a summary of the record.

The record from which the *Preview* link has been selected will display highlighted and a summary now appears below the search results.



State of Arizona DAVE[™] User Guide

Case Id	SFN †	Decedent's Name	Date of Death	Sex	Place of Death	Date of Birth	
450	2016000019	Value, Decrement	OCT-26-2016	Male	Apache	JAN-21-1940	Preview
438	2016000018	Couger, Jame	OCT-25-2016	Male	Apache	JAN-21-1940	Preview
435	2016000017	June, Atlanta	OCT-25-2016	Male	Apache	JAN-21-1940	Select <
383	2016000015	This, Amend	OCT-21-2016	Male	Apache	JAN-21-1940	Preview
273	2016000014	Smith, Jo Mary	OCT-19-2016	Female	Apache	JAN-01-1950	Preview
222	2016000013	Blake, Robert	OCT-12-2016	Male	Apache	JAN-21-1940	Preview
218	2016000012	Buddy, Uncle	OCT-11-2016	Male	Apache	JAN-21-1941	Preview
154	2016000010	Carson, Graham Carter	OCT-07-2016	Male	Apache	FEB-15-1952	Preview
176	2016000009	Anthony 33rd, Susan B.	OCT-09-2016	Female	Apache	APR-17-1956	Preview
167	2016000008	Clancy, King	OCT-10-2016	Male	Apache	MAY-15-2000	Preview
view							New Sea
view le Number: 20	016000017	File Date: OCT-25-201	6				New Sea
eview le Number: 20 ase Id: 435	016000017	File Date: OCT-25-201 Medical Record Numbr	6 er: 16156	ME Ca	se Number:		New Sear
view e Number: 20 ase Id: 435 ecedent's Nam	016000017 ne: Atlanta June	File Date: OCT-25-201 Medical Record Numbe	6 ar: 16156	ME Ca Date o	se Number: f Death: OCT-25-2016		New Sear
view e Number: 20 ase Id: 435 ecedent's Name pouse's Name	016000017 ne: Atlanta June	File Date: OCT-25-201 Medical Record Numbe Marital Status: Never	6 ar: 16156 Married	ME Ca Date o	se Number: f Death: OCT-25-2016		New Sear
e Number: 20 ase Id: 435 acedent's Name pouse's Name ex: Male	016000017 ne: Atlanta June	File Date: OCT-25-201 Medical Record Numbe Marital Status: Never Date of Birth: JAN-21-	6 er: 16156 Married 1940	ME Ca Date o SSN:	se Number: f Death: OCT-25-2016 867-53-0999		New Sear
view e Number: 20 ase Id: 435 ecedent's Name bouse's Name ex: Male ty or Town of I	016000017 ne: Atlanta June : Death: Burnside	File Date: OCT-25-201 Medical Record Numbe Marital Status: Never Date of Birth: JAN-21-	6 er: 16156 Married 1940	ME Ca Date o SSN: County	se Number: f Death: OCT-25-2016 867-53-0999 y: Apache	;	New Sear
view e Number: 2/ ase ld: 435 scedent's Nam ouse's Name ex: Male ty or Town of I ace of Death:	016000017 ne: Atlanta June : Death: Burnside Generally A Hospit	File Date: OCT-25-201 Medical Record Numbe Marital Status: Never Date of Birth: JAN-21- al	6 er: 16156 Married 1940	ME Ca Date o SSN: County	se Number: f Death: OCT-25-2016 867-53-0999 /: Apache	;	New Sea
view e Number: 2/ ise ld: 435 ccedent's Name ouse's Name x: Male ty or Town of D ace of Death: sidence: Col	016000017 1e: Atlanta June : Death: Burnside Generally A Hospit llege Park Georgia,	File Date: OCT-25-201 Medical Record Numbe Marital Status: Never Date of Birth: JAN-21- al United States	6 er: 16156 Married 1940	ME Ca Date o SSN: County	se Number: f Death: OCT-25-2016 867-53-0999 y: Apache	;	New Sea
view e Number: 2/ se ld: 435 ccedent's Name ouse's Name x: Male y or Town of E cce of Death: sidence: Co other's Maider	016000017 1e: Atlanta June : Death: Burnside Generally A Hospit lege Park Georgia, 1 Name: July Augu:	File Date: OCT-25-201 Medical Record Numbo Marital Status: Never Date of Birth: JAN-21- al United States st	6 er: 16156 Married 1940	ME Ca Date o SSN: County	se Number: f Death: OCT-25-2016 867-53-0999 y: Apache	;	New Sea
view e Number: 20 seld: 435 cedent's Name ouse's Name x: Male ty or Town of I sidence: Col ther's Maider neral Director	D16000017 1e: Atlanta June : Death: Burnside Generally A Hospit lege Park Georgia, Name: July Augu: : Funeral Home Di	File Date: OCT-25-201 Medical Record Numbo Marital Status: Never Date of Birth: JAN-21- al United States st rector	6 er: 16156 Married 1940	ME Ca Date o SSN: County	se Number: f Death: OCT-25-2016 867-53-0999 y: Apache	i	New Sear
view e Number: 20 seeld: 435 seedent's Name ouse's Name x: Male ty or Town of I ace of Death: ssidence: Coi ther's Maider neral Director neral Home:	D16000017 te: Atlanta June : Death: Burnside Generally A Hospit liege Park Georgia, i Name: July Augu : Funeral Home Di Burnside, 654 Easy	File Date: OCT-25-201 Medical Record Numbe Marital Status: Never Date of Birth: JAN-21- al United States st rector Avenue, Burnside	6 ar: 16156 Married 1940	ME Ca Date o SSN: County	se Number: f Death: OCT-25-2016 867-53-0999 y: Apache	;	New Sea
view le Number: 20 ase Id: 435 acedent's Name bouse's Name ix: Male ty or Town of E ace of Death: isidence: Col other's Maider neral Director neral Home: adical Certifier	D16000017 ne: Atlanta June : Death: Burnside Generally A Hospit liege Park Georgia, i Rame: July Augu: : Funeral Home Di Burnside, 654 Easy r: Fetal Death Certi	File Date: OCT-25-201 Medical Record Numbe Marital Status: Never Date of Birth: JAN-21- al United States st rector Avenue, Burnside fier	6 ar: 16156 Married 1940	ME Ca Date o SSN: County	se Number: f Death: OCT-25-2016 867-53-0999 y: Apache	1	New Sea

Upon selection, the *Preview* link becomes a *Select* link which allows the user to select and view the registration pages of the record being previewed. The user can also elect to preview additional cases until finding the correct record to select.

7.1.7 Special Characters & Search

DAVE[™] allows the use of the following special characters within *First*, *Middle* and *Last* name fields:

Character Name	Symbol	Allowed Combinations
Tildes	~	~ÃãÕõÑñ
Umlauts		¨Ä ä Ë ë Ï ï Ö ö Ü ü Ÿ ÿ
Acute accents		´ÁáÉéĺíÓóÚúÝý
Circumflex	•	^ÂâÊêÎîÔôÛû



136 of 351

Special characters other than those referenced above are not allowed and will trigger an edit rule failure upon page validation. See example below:



Special Characters & Search: If allowed special characters are entered in the *First*, *Middle*, or *Last* name search fields, DAVE[™] will return all matching names whether or not they contain the special characters.

Example

A search for a name containing allowed special characters returns all matches, even those not containing the special character:

Search by Registrant or Data Provider:							
First Search Person/Organization							
Person/Organizat	ion:	Decedent 💌					
First:		Spéciãl					
Middle:							
Last:		Nämês					
Gender:		•					
SSN:							
Date of Birth:	Start:						
	End:						



earch Results			
Case Id	SFN	Decedent's Name ↓	Date of Death
26630127		Names, Special	Jan-30-2014
26630126		Nämês, Spéciãl	Jan-31-2014

In contrast, standard keyboard characters (a-z, A-Z, ', -) entered as search criteria will return only an exact match.

Example

Searching for Henry O'Leary-Frank returns only the exact match.

S	earch Results		
	Case Id	SFN	Decedent's Name ↓
	26630126		O'Leary-Frank, Henry

Even when the same name without the characters exists in the system



7.2 Locate a Record

The Locate Case feature allows a user to search for and access those records owned by the Facility selected at login. The Locate Case feature will not display any records not associated with the current facility.

To locate an existing record that belongs to the facility selected at login, , select *Main Menu* > *Life Events* > *Death* -*or- Fetal Death* > *Locate Case*.



138 of 351

7.2.2 Death Record Locate Page Search Criteria

The following fields are available for locating Death Records owned by the facility.

Death Loca	ate Case			
Decedent's	Information			
First:		Last	Date of Death:	
Sex:	T	SSN:	 Date of Birth:	
Case Id:		ME Case Number:	Medical Record Number:	
Place of Dea	ath Location Type: County	Place of Death:		
				Search Soundex Clear

First and Last Name: Only the *Last Name* is needed to locate a record. If the first and last name is entered, a narrower range of search results will be returned.

Date of Death: The system will locate all cases owned by the facility in which the *Date of Death* on the record matches the date entered on the Locate Case page.

Sex: Sex cannot be the only search criteria entered when locating a record. Last Name or Date of Event must also be entered. If Sex is the only item entered the following error message will be displayed:

bwdwddaveweb01 says:	×
Insufficient Search Criteria. Search must include more than Gender and/o Place of Death.	r
ок	

SSN: The system will locate any case owned by the facility in which the SSN on record matches that entered in the search criteria.

Date of Birth: The system will locate all cases owned by the facility in which the *Date of Birth* on the record matches that entered in the search criteria.

Case ID: The Case *ID* is a unique identifier assigned to each record. When using the Case *ID* to locate a record, only the specific record matching the Case *ID* entered will be returned.

ME Case Number: The *ME Case Number* is a used to locate records in which a medical examiner has assigned a case number to the record. If the case was not worked on by a medical examiner, no *ME Case Number* will be assigned to the record.

Medical Record Number: The *Medical Record Number* is a used to locate records in which a medical record number has been assigned. *Medical Record Number* is not required and therefore not all records will have one.

Place of Death Location Type: Used in conjunction with *Place of Death* to determine whether the search should be executed based on County or City.



Place of Death: Select the Place Lookup icon to choose from a list of County or City locations based on the selection made in *Place of Death* or *Delivery* location type. Entries may also be keyed in manually.

The Place of Death cannot be the only criteria entered to locate a record. If Place of Death is the only item entered the following error message will be displayed:

bwdwddaveweb01 says:	×
Insufficient Search Criteria. Search must include more than Gender and/or Place of Death.	
ок]

7.2.3 Fetal Death Record Locate Page Search Criteria

The following fields are available when using the Fetal Death Locate Case page.

Locate Case	
Fetus Information	
Fetus First Name: Date of Delivery:	
Sex: Case Id:	
Place of Fetal Death Location Type: Place of Fetal Death:	
Mother's Current Last Name:	
Mother's Last Name Before First Marriage:	
	Search Soundex Clear

First and Last Name: Only the *Last Name* is needed to locate a record. If the first and last name is entered, a narrower range of search results will be returned.

Date of Death: The system will locate all cases owned by the facility in which the *Date of Death* on the record matches the date entered on the Locate Case page.

Sex: Sex cannot be the only search criteria entered when locating a record. Last Name or Date of Event must also be entered. If Sex is the only item entered the following error message will be displayed:

bwdwddaveweb01 says:	×
Insufficient search criteria. Search must include more than Gende	r.
	ОК

Case ID: The *Case ID* is a unique identifier assigned to each record. When using the *Case ID* to locate a record, only the specific record matching the *Case ID* entered will be returned.



140 of 351

Place of Fetal Death Location Type: Used in conjunction with *Place of Death* to determine whether the search should be executed based on County or City.

Place of Fetal Death: Select the Place Lookup icon to choose from a list of County or City locations based on the selection made in *Place of Death* or *Delivery* location type. Entries may also be keyed in manually.

The Place of Death cannot be the only criteria entered to locate a record. If Place of Death is the only item entered the following error message will be displayed:

	bwdwddaveweb01 says:	×	
	Insufficient Search Criteria. Search must include more than Place of Fetal Death.	1	
_			

Mother's Current Last Name: The system will locate all cases owned by the facility in which the *Mother's Current Last Name* on the record matches the search criteria entered.

Mother's Last Name Before First Marriage: The system will locate all cases owned by the facility in which the *Mother's Last Name Before First Marriage* on the record matches the search criteria entered.****

7.2.4 Types of Locate Searches



Once the Search Criteria has been entered the user may select the type of Search the system performs with the criteria provided. Three search options are available: *Search, Soundex*, or *Swap Names*.

Search 7.2.4.1 Search

Selecting the basic *Search* button will perform a search and locate records based on the exact criteria entered in the search field utilized.

Soundex 7.2.4.2 Soundex Searches

If the exact spelling of a name is unknown, the *Soundex* search feature can be used. *Soundex* looks for names, places, and organizations that are similar in sound despite minor differences in spelling.

See section 7.1.5, Preview Search Results, for using the Preview options within the Located Record Results



• See section 7.1.6, Special Characters & Search, for information on searching with Special Characters; which works the same when searching via the Locate Case feature.

8. Other Links

Other Links is submenu of the Death and Fetal Death Registration Menus that contains a variety of links used in the registration process. The availability of links within the Other Links submenu is dependent upon the user security privileges assigned to the user role. Also, some links may or may not be available depending on the current registration status. For example, records may only be amended after they have received a "Registered" status. Therefore, the Amendments link will not appear in the Other Links submenu until the registration has reached a registered status.

The following pages are available through the Death and Fetal Death *Other Links* submenus. Some pages are common to both event types while others are specific to Death or Fetal Death.

Death Other Links Submenu	Fetal Death Other Links Submenu
Other Links	Other Links
Amendments	Assign Status
Assign Status	Attachments
Attachments	Print Forms
Correspondence	Comments
Cremation Clearance	Correspondence
Event and Issuance History	Cremation Clearance
Decedent's MRE	Event and Issuance History
Disinter/Reinter	Geo Codes
Geo Codes	Mother's MRE
Nosology	Father's MRE
Order Certified Copies Print Forms	Order Certified Copies
Refer to Medical Examiner	Nosology
Request Medical	Transfer Case
Certification	Validate Registration
Trada Calla	Switch User
Validate Registration	
Switch Liser	
Switch Oser	



8.1 Amendments

Amendments are requests to change a record after it has been registered.

Typical amendments can involve typographical errors which occurred during data entry. Other amendments might require the submission of documentary evidence supporting the request to change to item(s).

The order processing module in the DAVE[™] application provides the ability to link an order to an amendment by providing the ability to enter customer-initiated mail or walk-in amendment requests. If the amendment requires a fee to be paid by the individual requesting the amendment, the amendment can be initiated in the order processing module. Once customer, payment, and search information has been entered within the order processing module, the user has the ability to navigate directly to the amendment page for the record selected. Upon completion of the amendment, the user has the ability to return to the order processing pages and complete the order.

8.1.1 Creating Amendments

Amendments can only be created for records that have been registered. A registered record will have a *State File Number* and a status of *Registered*.



Steps to Create an Amendment

1. From within the registered record select Other Links > Amendments:

Other Links	
Amendments	
Assign Status	
Attachments	

The Amendment Page will be displayed.



State of Arizona DAVE[™] User Guide

Amendment Page				
Туре	•	Amendment Date		
Year		Amendment Number		
Order Number		Description		
Amendment Status				
Documentation Type			Ψ.	
Other Document Type				
Facts Supported				
Reject Reason		T		
Other Reject Reason				
				Save Clear Return

2. Select an amendment type from the *Type* dropdown.

	•
Amendment	
Correction	

1 The Amendment Types available will vary based on the security privileges assigned to the user.

The remaining items are not required but may be beneficial during review and approval of the amendment.

Order Number: This item may be system filled if the amendment is started through the *Order Processing* pages. If there is an order associated to amendment, but the amendment was not started from this order, the *Order Number* can be manually entered.

Description: This field is intended to capture any brief information that may help the user processing the amendment to understand why the amendment is needed on the record.

Documentation Type		
Other Document Type		
Facts Supported		
Reject Reason	T	
Other Reject Reason		

These items are only available for completion by State or County staff. To complete them select a value from the dropdown, or, if no dropdown exists, type the information manually into the field.


3. Once the items have been entered select Save.

The Save function creates the amendment and:

Amendments Menu	402 2016000012	:Anexample Record OC	T-24-2016		
Amendment Processing History	Amendment Page	ceptions/wedical valid/Registered/sig	Jiled/Certilled/NA		
Supporting Information Attachments	Туре	Amendment (State/County) - De 🔻	Amendment Date	NOV-17-2016	
Change History	Year 2	2016	Amendment Number	48	
Correspondence	Order Number		Description	Family decided to change	e place of disposition
	Amendment Status K	Keyed			
1	Documentation Type			•	
	Other Document Type				
	Facts Supported				
	Reject Reason		•		
	Other Reject Reason				
	Page to Amend	▼ ←			
				Cancel Amendr	nent Save Clear Return

- The Amendments Menu appears in the left navigation
- The Amendment Date is system-filled with the current date
- The Year is populated
- A unique Amendment Number is assigned.
- The Page to Amend dropdown appears
- 4. From the Page to Amend dropdown, select the page that needs to be updated.

age to Amend Page to Amend Page to Amend Page to Amend Fetal Death - Attendant Certifier Fetal Death - Attendant Certifier Fetal Death - Fetus Fetal Death - Delivery Fetal Death - Father Fetal Death - Labor Fetal Death - Morter Fetal Death - Morter	Death Pages		Fetal Death	Pages		
Death - Cause of Death Fetal Death - Fetal Attributes	Death Pages Page to Amend	Death - Certifier Death - Decedent Death - Family Members Death - Informant Death - Other Factors Death - Place of Death Death - Disposition Death - Injury Death - Pronouncement Death - Resident Address Death - Cause of Death	Page to Amend	Fetal Death Fetal Death	 Attendant Certifie Fetus Delivery Father Father Attributes Labor Marital Status Mother Mother Address Mother Attributes Mother Health Fetal Attributes 	r

Fetal Death - Cause/Conditions Fetal Death - Disposition **1** The *Pages* available to amend will depend on the security privileges assigned to the User.

For example, a funeral director will typically only be allowed to amend those *Death* or *Fetal Death Registration* pages containing *Personal Information*. Medical certifiers will typically only be allowed to amend those *Death* or *Fetal Death Registration* pages containing *Medical Information*.

5. The page selected to amend will be displayed within the Amendment page. The current registration data will be displayed. In this example the *Disposition Page* was selected.

Page to Amend	Death - Dispo	sition 🔹							
Disposition									
Method of disposi	tion Burial		▼ Other	Specif	ý 🔄				
Place of dispositi	ion								
Place of Disposition	on o								
A Funeral Facility	<u>ر ا</u>	<u>_</u>							
P	re			5	Street	P	ost Ar	ot#,	
Street Number D	irectional Stree	et Name, Rural Rou	te, etc.		Designator		irectional Su	uite #,etc.	
321321	Giod	omier			Avenue		•		
City or Iown	County	У	State		Country		p Code		
Burnside	Apaci	ne	Arizona		United States		8654		
Funeral Director	۹ ک								
ED-3552									
First	Midd	dle	Last			Suffi	x		
Funeral	Hon	me	Director						
Funeral Home									_
Business Registra	ation Number 1 (ookun		_					
654987	F	Funerals Are Us 00	1	۹	<u> </u>				
Street Number	Pre Directional Stre	eet Name or PO Bo	x, Rural Route	, etc.	Street Designator Avenue	-	Post Directional	Apt #, Suite #,etc	
City or Town		State		Countr	v	Zip Co	ode		
Burnside		Arizona		Unite	d States	7865	4		

The items available to amend will differ depending on the page selected and individual user security. Typically a user can make changes by either manually typing over a current entry, selecting a new entry from a dropdown list, or by using LOV search tool.

L

6. Once the desired change is made select Save.

			•		
Cancel Amendment	Validate Page	Validate Amendment	Save	Clear	Return

Additional options include:

Cancel Amendment: The amendment will be cancelled and the *Amendment Status* will be set to *Cancelled*.

Validate Amendment: Runs the validation process and determines if the amendments made to the page could cause data quality issues. The user does not need to correct these validation errors to submit the amendment request.

Clear: Clears all information entered since last prior Save.

Return: Returns user to the previous page.

Upon selection *Save*, the *Amendments* page will refresh and the changes entered are displayed in *Item in Error* data grid:

Amendment Page						
Туре	Amendment (State/County) - De 🔻	Amendment Date	NOV-17-20)16 📖		
Year	2016	Amendment Number	48			
Order Number		Description	Family dec	ided to change place o	fdisposition	
Amendment Status	Keyed					
Documentation Type				•		
Other Document Type						
Facts Supported						
Reject Reason		•				
Other Reject Reason						
Page to Amend	T					
Item In Error		Item as it Appe	ears Item	as it Should be	Edit	Delete
Place Of Disposition -	Place of Disposition System Generated	d Id 360366	3617	/21	Edit	Delete
Place of Disposition -	Business Unit Name	Funerals Are U	s 001 Sain	t Francis Catholic Cem	etary Edit	Delete
Place Of Disposition -	Street Number	321321	2033	3	Edit	Delete
Place Of Disposition -	Street Name	Gloomier	48th		Edit	Delete
Place Of Disposition -	Pre Directional		N		Edit	Delete
Place Of Disposition -	Street Designator Code	Avenue	Stree	et	Edit	Delete
Disposition-Place City	r	Burnside	Phoe	enix	Edit	Delete
Disposition-Place Zip	Code	78654	8500)8	Edit	Delete
Disposition-Place Cou	inty	Apache	Mari	сора	Edit	Delete
		Approve Amer	ndment	incel Amendment S	aveClear	Return

If additional items need to be submitted to amend the record, simply follow these steps again.

- 1. Select a Page to Amend
- 2. Make changes
- 3. Select Save

This process can be repeated as many times as is necessary to ensure the amendment is submitted with all the corrections that may be needed on the record.



8.1.2 Adding Supporting Information

The amendment *Supporting Information* page provides a place to enter court documentation information relevant to the amendment.

Steps to Enter Supporting Information

From the Amendments Menu, select Supporting Information.

Amendments Menu
Amendment
Processing History
Supporting Information
Attachments
Change History
Amendment Affirmation
Correspondence

The Amendments Supporting Information page displays.

Amendment Supporting I	nformation	
Court Information		
Court Name	Court District	
Court Docket Number	Court Date	
Court Location		
County S	itate	
		Clear Save Return

District Court Information: For court ordered amendments or other amendments that require judicial approval, the District Court Information section should be completed. Enter the *Court Name, Court District, Court Docket Number,* and *Court Date* fields with information relevant to the specific jurisdiction.

Court Location: Enter the *County* and *State* manually or select the location using the Place lookup icon **^**.

Once all the Court Information is entered select *Save* and the information entered will be saved to the amendment.



8.1.3 Adding Attachments to Amendments

The ability to view, edit, and/or delete attachments is based on security privileges.

Certain types of amendments require the submission of supporting documentation. This documentation may include court orders, birth certificates, death certificates, geneological records, etc.

To upload supporting documents into DAVE[™], the document must first be rendered into an electronic format. Any document that is not already an electronic file must be scanned first.

Steps to Add an Attachment

1. From the Amendments Menu, select *Attachments*.



2. The Attachments window appears as a pop-up. Select the New Attachment button.

🚍 Attachments	×
Attachments	
No data found.	
	New Attachment Close

3. Select the Browse button to access local or network drives.

Attachments	×
Attachments	·
No data found.	
New Attachment	
Upload new attachment Browse	
Save Cancel	
New Attachment Close	

4. Select the document to be uploaded as an Attachment to the Amendment.

State of Arizona I	DAVE [™] User (Guide
--------------------	--------------------------	-------

Favorites	Documents library Record Information				Arrange by:	Folder 🔻
<u>]</u> Downloads	Name	Date modified	Туре	Size		
Recent Places	A Drivers License.jpg	11/16/2016 3:12 PM	JPEG image	50 KB		
🚍 Libraries	A Legal Document.docx	11/16/2016 3:11 PM	Microsoft Word D	12 KB		
Documents	🗾 A Legal Document.pdf	11/16/2016 3:11 PM	Adobe Acrobat D	81 KB		
Music	Another Legal Document.docx	11/16/2016 3:11 PM	Microsoft Word D	12 KB		
Pictures Videos	Record Listing Information.xlsx	11/16/2016 3:13 PM	Microsoft Excel W	8 KB		
J. Computer 슬= OSDisk (C:)						
📬 Network						
File	name: A Drivers License.jpg			→ All F	Files	•
					Open	Cancel

5. Once the supporting documentation is selected, select the Save button.

Attachments	×
Attachments	-
No data found.	
New Attachment	
Upload new attachment C:\Users\LORDSH01\Documents\Amendment_Attachment_Sample.docx	
New Attachment Close	ļ

Selecting the *Save* button uploads the attachment to amendment. The *Attachments* pop-up displays the name of the attached file.

Attachments		×
Attachments		
Attachment Name	Date Acquired	
Amendment_Attachment_Sample.docx	2/25/2014 1:26:42 PM	View Delete
		Total records : 1
		New Attachment Close

Once the document has been attached, users with the appropriate security privileges will be able to view and/or delete the attachment using the *View* or *Delete* links.



8.1.4 Change History

Change History contains comments relevant to the amendment. Comments may be system generated or manually entered.

Amendments Menu	
Amendment	
Processing History	
Supporting Information	
Attachments	
Change History 🕞	
Amendment Affirm	
Correspondence	

Upon selection of the *Change History* link, the Comments pop-up window is displayed. Selecting the *New Comment* button will display the comment entry field.

Comments		ж	¢
Comments			-
State File Number: Registrant Name: Event Type: Event Date:	000028 Anexample Deathrecord Death DEC-15-2016		
No data found.		New Comment Close	Ŧ

1. Select the *Comment Type* from the dropdown and then enter the comment in the text box.

Comments			×
Comments			^
State File Numbe	r: 000028		
Registrant Name:	Anexample Deathrecord		
Event Type:	Death		
Event Date:	DEC-15-2016		
No data found.			
Enter New Comm Comment Type:	Change History Personal		
Comment:	A comment in regards to this amendment can be entered here. If it is really long you can hover over it or select edit to review its contents.	Save Clear Cancel	
	Maximum text length: 4000 Characters left: 3938		
		New Comment Close	-



- 2. Select Save to save the comment, Clear to remove unsaved comments, or Cancel to leave close the comments window.
- Select Clear to clear the comment entry. Select Cancel to cancel and exit out of comment entry field.

Comments					×
Comments					*
State File Number:	000028				
Registrant Name:	Anexample	Deathrecord			
Event Type:	Death				
Event Date:	DEC-15-201	6			
Comment Type	Date Entered	Entered By	Comment		
Change History Personal	12/20/2016	oramendsv	A comment in regards to this amendment can be entered here.	Edit Delete	
	A comment review its co	in regards to t ontents.	his amendment can be entered here. If it is really long you can hover over it	or select edit to	
			NewComm	ent Close	-

Once saved the comment will be displayed in the main comments tab. If the comment is longer than the data grid display, the user can allow the cursor to hover over the field to display the full comment.

Select the *Edit* link to view and change the comment or the *Delete* link to remove the comment.

A checkmark is placed adjacent to the Change History link once a Comment has been added in the Change History section to a death record.



8.1.5 Amendment Affirmation

The Amendment Affirmation process is used by external data providers to affirm an amendment before submitting it to the state for approval.

State and County users are not required to affirm amendments.



Steps to Affirm the Amendment

1. Select the Amendment Affirmation link from the Amendments Menu



The Affirmations page displays.



2. Select the checkbox next to the affirmation and then select Affirm.

The affirmation will be saved and an Authentication Successful message displayed.

Affirmations	
Authentication successful.	
	Clear Return

A checkmark will be displayed next to the *Amendment Affirmation* link within the *Amendments* menu. The *Amendment* page will be disabled and any further corrections will require the entry of a new amendment.

Amendments Menu	
Amendment	
Processing History	
Supporting Information	
Attachments	
 Amendment Affirmation 	
Correspondence	

Steps to Unaffirm the Amendment

If further corrections need to be added to the amendment, and the amendment has not yet been *Approved*, the amendment may be *Unaffirmed*.



To unaffirm an amendment, the user should select the *Amendment Affirmation* link once again from the *Amendments Menu*.

The Affirmations page displays an Unaffirm Amendment button used to remove the affirmation.



Upon selection of the Unaffirm Amendment button, the following message will be displayed:



Select OK to Unaffirm the amendment.

The *Amendment* page will then be re-enabled and additional correction information may be entered.

Amendments MUST be affirmed before they may be submitted to the State or County official for approval.

If the office creating the amendment selects to exit amendment process before affirmation is provided the following error message will be displayed:

Message from webpage	
The amendment has not be Amendment or Cancel to co	en affirmed. Press Ok to Affirm ontinue without affirming.
	OK Cancel

• If the *OK* button is selected, the Affirmations page will be displayed and the user can affirm the amendment.

• If the *Cancel* button is selected, the user will leave the amendments page without affirming the amendment.

Return to Affirm Amendment

There are two ways a user can return to affirm an Amendment at a later time.

1. Selecting the amendment from the Amendment Work Queue titled Affirmation Required

1 More information on Work Queues can be found in section 10 – Queues.

2. From within the *Death* or *Fetal Death Registration* select the *Amendment List* link from the *Registrar* menu



The Amendments List page will be displayed. The user can now select the amendment from a list.

Amendment d	Processing History	Amendment Type	Date Received	Date Completed / Rejected	Amendment Status	Order #
11	History	Correction (State/County) - Death	OCT-13-2016	10/13/2016 1:17:08 PM	Complete	
48	History	Amendment (State/County) - Death	NOV-17-2016		Keyed	

Either options will take the user back to the amendment where they can add more items to correct and/or affirm the amendment.

8.1.6 Approving Amendments

In some jurisdictions, amendments must be reviewed and approved before taking effect. Select the *Processing History* link from the Amendments menu to proceed with review or approval of the amendment. Typically, amendments go through a review process where the change is ultimately either approved or rejected. The Processing History page supports this process. Depending on office size and/or delegation of roles and responsibilities, an amendment may be processed by one person or several. The ability to review and approve amendments is typically restricted to State and County users.



Steps to Amendment Approval

1. Select Processing History in the Amendments Menu

Amendments Menu Amendment Processing History	865 2016000041 :Ag /Personal Valid/Medical Valid/ Processing History	ain Try DEC-15-201 Registered/Signed/Certified/	6 NA/Birth Death Linkage Required Over 1	Year	
Supporting Information Attachments	Previous Reference Number]		
Change History	Date Received	DEC-20-2016	Date Mailed		
Correspondence	Returned as undeliverable		Amendment Status	Pending	
	Date Returned		Date Completed		
	Action	•			
	Facts Supported				
	Reject Reason		T		
	Other Reject Reason				
	Comment				
	Status History				
	Start Date	End Date	Status	User	Comment
	12/20/2016 10:43 AM		Pending	superuser	
	12/20/2016 10:43 AM 12/20/2016 10:30 AM		Pending Amendment Approval Pending	superuser superuser	

2. Complete the fields on the Processing History page.

Processing History					
Previous Reference Number					
Date Received	Feb-28-2014 📰	Date Mailed			
Returned as undeliverable		Amendment Status	Keyed		
Date Returned		Date Completed			
Action		•			
Facts Supported					
Reject Reason			-		
Other Reject Reason					
Comment			*		
			-		
Status History					
Start Date	End Date	Status		User	Comment
2/28/2014 9:04:42 AM		Keyed		paadmin	
2/28/2014 9:04:42 AM		Amendment Approval	Pending	paadmin	
					Clear Save Retur



Date Received: On the Processing History page, most of the date controls are either system-filled or disabled. The Date Received is system-filled with the date the amendment was keyed inot the DAVE[™] system. If the user has the security privileges to do so, they can update this field. Otherwise the field will be disabled.

Date Mailed: Sometimes requests for amendments are made that cannot be granted. In these cases, a rejection notice is mailed to the individual requesting the change. The Date Mailed is for recording the date on which a rejection notice was mailed to the individual requesting the amendment.

Date Returned: If the notice of rejection is returned by the United States Postal Service as "undeliverable", then a checkmark should be placed in the Returned As Undeliverable checkbox, and the Date Returned field completed with the date on which the rejection letter was returned.

Date Completed: Date Completed will be system-filled with the date the amendment is either approved or rejected.

Action: The Action dropdown list moves the amendment through the approval steps. The first Action is always *Data Entry Complete*. As the amendment is processed, additional actions will be available.

Facts Supported: The Facts Supported field is used to enter information about facts given to support the requested change.

Reject Reason: This dropdown provides a list of reasons as to why an amendment may be rejected. If the amendment is being rejected a reason should be selected from this list.

Other Reject Reason: This is an open text field to collect additional information relevant to the reason the amendment was rejected. Or, if none of the options available in the Reject Reason list apply, the reject reason may be entered manually.

Comment: Any additional comments pertaining to the amendment can be entered here. While it is not necessary to enter comments as part of the amendment process, it is recommended. Detailed comments can provide much needed information to the next user working on the amendment and can help eliminate needless rejections or invalid approvals.

Comments entered in the Comment text entry control are only saved if a selection is made from the Action dropdown.

Upon selection of the Save button, if the user has entered text in the Comment field and there is no amendment Action selected from the dropdown, the following error message is displayed:





Amendment Status: Amendment Status is system-filled and is not a user-editable control. When an amendment request is first entered, the status defaults to Keyed. As the amendment is processed, the status will change accordingly.

3. From the Action dropdown menu, choose Data Entry Complete then choose Save

rocessing History					
Previous Reference Number					
Date Received	Feb-28-2014 📰	Date Mailed	Feb-04-2014		
Returned as undeliverable		Amendment Status	Keyed		
Date Returned	Feb-12-2014 📷	Date Completed	Feb-04-2014		
Action	Data Entry Complete				
Facts Supported	Test Facts				
Reject Reason			•		
Other Reject Reason					
Comment			*		
Status History					
Start Date	End Date	Status		User	Comment
2/28/2014 10:49:35 AM		Keyed		paadmin	
		A second second A second	Ponding	naadmin	



If the Amendment has been **submitted from a Funeral Home or Medical Facility** the data entry will already be complete and the Amendment status set to either Keyed (Requires Affirmation) or Pending.

Keyed (Requires Affirmation) status indicates that the Amendment has not been affirmed by the Funeral Home or Medical Facility. The Amendment cannot be processed any further until it has been affirmed.

Amendment Approval Pending status indicates that the amendment has been affirmed and is awaiting review and approval or rejection.

Start Date	End Date	Status	User	Comment
12/20/2016 11:07 AM		Amendment Affirmed	azfdclerk	
12/20/2016 11:02 AM		Pending	azfdclerk	User has affirmed.
12/15/2016 01:38 PM	12/20/2016 11:02 AM	Keyed	azfdclerk	
12/15/2016 01:38 PM		Amendment Approval Pending	azfdclerk	

The Amendment Status changes from Keyed to Amendment Pending Approval

Processing History					
Previous Reference Number					
Date Received	Feb-28-2014 📰	Date Mailed	Feb-04-2014		
Returned as undeliverable		Amendment Status	Amendment Pending Approv	al 🖌	
Date Returned	Feb-12-2014	Date Completed	Feb-04-2014		
Action		•			
Facts Supported	Test Facts				
Reject Reason			-		
Other Reject Reason					
Comment			* *		
Status History					
Start Date	End Date	Status		User	Comment
2/28/2014 9:59:22 AM		Amendn	nent Pending Approval	paadmin	
2/28/2014 9:04:42 AM		Amendn	nent Approval Pending	paadmin	
2/28/2014 9:04:42 AM	2/28/2014 9:59:22 A	M Keyed		paadmin	
				Cle	ar Save Return



4. A new list of values is now available from the Action dropdown.



Approve: Selecting Approve will set the amendment status to Approved and save the corrections to the record.

Reject to Keyer: Selecting Reject to Keyer will set the amendment status to Rejected to Keyer. It will also send the Amendment back to the user who originally keyed it for review. The user can then make updates

and resubmit the amendment for approval.

Reject Amendment: Selecting Reject Amendment will set the amendment status Rejected and the requested corrections will not be saved to the record.

8.1.7 Amendment Correspondence

DAVE[™] provides the ability to generate correspondences related to amendments. Upon selection of the *Correspondence* link from the *Amendments* menu, the *Correspondence* page appears.



The *Correspondence* page provides the same features described in the Correspondence section of this user guide, yet filters the correspondence templates available for selection to include only those correspondences where the correspondence template type is amendment.

• Further information on sending and receiving Correspondance is be found in section **8.6 Correspondence.**



8.2 Assign Status

A special status assigned to a record serves as an alert mechanism for the person viewing and/or issuing the record. The ability for a user to view and/or edit a special status is based on assigned security privileges.

The special status functionality is primarily used to assign or remove one of the statuses referenced in the table below, yet can also be used to assign statuses that are unique to a specific jurisdiction.

Status	Description
Hold	Assigned to prevent the issuance of a certified copy
Void	Assigned when it is determined a registered record is a duplicate or invalid
Abandoned	Assigned when it is determined that a non-registered record has been orphaned. This status is also assigned by the system when a jurisdictionally defined time limit has been exceeded for the submission of a record for registration

Steps to Assign a Status

- 1. From the Death or Fetal Death Registration Menu, select Other Links > Assign Status.
- 2. The Assign Special Status pop-up window will display. Select the New Special Status button.

🗐 Assign Special Status	×
Special Status	-
New Special Status Close	
	-

3. Make a selection from the the *Status* dropdown list.

ecial Status		
Status	Reason	Dated
•		Save Cancel
Abandoned		New Special Status Close



State of Arizona DAVE[™] User Guide

1 The status of 'Void' is not available until a record is registered. Once registered, the Abandoned status will be removed Status Dropdown.

4. In this example, *Hold* has been selected as the status to assign. Notice that Staus and Reason are mandatory fields and must be completed. Once both items are entered, select *Save* to assign the status or *Cancel* to exit without saving the status to the record.

Assign Special Status			×
Special Status			-
Status	Reason	Dated	
• Hold	Special StatusTest	Save Cancel	
		New Special Status Close	

5. Upon selecting the Save button, the *Save* and *Cancel* links are updated to allow the user to *Edit* or *Delete* the currently assigned status.

Assign Special S	Status		
pecial Status			
Status	Reason	Dated	- -
Hold	Special StatusTest	2/26/2014 3:46:36 PM	Edit Delete

EDIT: Selecting *Edit* allows the user to edit the *Reason* but not the *Status* itself.

Assign Special Status			
Special Status	Can only Edit Reason field		
Status Reason 🖌		Dated	
Hold	t	2/26/2014 3:46:36 PM	Save Cancel

DELETE: Selecting *Delete* prompts the user with a warning message. Select *OK* on the popup to clear the status from the record.





Select the Close button to close the Assign Status pop-up window.

8.2.1 View Assigned Status

Upon assigning a special status to a case, it is viewable:

- Within the status bar of the registration:



- Within the search results, by hovering the mouse over the Decedent or Fetus Name:

Case Id	SFN	Decedent's Name 🕹	Date of Death	Sex	Place of Death	Date of Birth	
402		Deathrecord, Anexample	Special Status CT-24-2016	Female	Maricopa	OCT-24-1922	Previe
			/Hold			T	otal Records

- Within the Registration or Order Processing record Preview:







A checkmark is also placed next to the *Assign Status* link in the *Other Links* section of the registration menu to serve as an indicator that a status is assigned to the record.



8.2.2 Delete a Status

A user's ability to edit or delete a status is based on the security privileges assigned. To delete the assigned status select the *Other Links > Assign Status* menu option.



The Assign Special Status dialog opens. Select the Delete link.

Assign Special S	tatus		,
Special Status			
Status	Reason	Dated	
Hold	Special Hold on Record	3/4/2014 1:37:27 PM	Edit Delete

A warning message appears. Select OK to delete the status assigned to the record.





8.3 Attachments

The *Attachments* link allows users with the appropriate security to attach documentation submitted in support of a Death or Fetal Deah registration. This is accomplished by scanning the document to be attached, selecting the *Attachments* link, and then uploading the scanned documentation to be stored within the Death or Fetal Death Registration.

Only users with appropriate security privileges are able to view, edit, and/or delete attachments through the Attachments link.

Steps to Attach Electronic Documentation

1. From the Other Links menu, select Attachments.

Other Links
Amendments
Assign Status
Attachments

2. The Attachments popup appears. Select the New Attachment button.

Attachments	×
Attachments	
No data found.	
	New Attachment Close

3. The popup expands to display the *New Attachment* section.

Attachments	×
Attachments	^
No data found.	
New Attachment	
Attachment Type Documentary Evidence	
Upload new attachment Choose File No file chosen	
Save Cancel	
New Attachment Close	

4. Select an Attachment Type from the Dropdown.

Documentary Evidence

Documentary Evidence
Legal Record
Previous Legal
Waiver

5. Select the Choose File button to open a Windows dialogue box.



6. Select the document to be attached and select the *Open* button.

Organize 🔻 New fo	lder				iii 🕶 🔟 🔞
🔆 Favorites 📃 Desktop	Documents library Record Information				Arrange by: Folder 🔻
Downloads	Name	Date modified	Туре	Size	
Accent races	🔄 A Drivers License.jpg	11/16/2016 3:12 PM	JPEG image	50 KB	
🕞 Libraries	💼 A Legal Document.docx	11/16/2016 3:11 PM	Microsoft Word D	12 KB	
Documents	🔁 A Legal Document.pdf	11/16/2016 3:11 PM	Adobe Acrobat D	81 KB	
A Music	Another Legal Document.docx	11/16/2016 3:11 PM	Microsoft Word D	12 KB	
Pictures	Record Listing Information.xlsx	11/16/2016 3:13 PM	Microsoft Excel W	8 KB	
Videos					
I툊 Computer ᆕ OSDisk (C:)					
👊 Network					
File	name: A Drivers License.jpg				illes 🔹 👻 Open 🛛 Cancel

• Any file type may be uploaded to the system, however not all DAVE ™users will have access to the same programs on their computer. Therefore it is recommended that only common formats such as MS Office, Adobe PDF, and standard Image file types (.jpg, .png, .tiff, etc.) be attached.

The selected file name and path appear in the Upload new attachment field. Select Save.



Attachments		×
Attachments		^
No data found.		
New Attachment		E
Upload new attachment	C:\Users\LORDSH01\Documents\Attachment_Sample.docx	Brow
Save Cancel		
×	New Attachment	Close 🔻
•	III	- F

The Attachments popup displays the file selected.

Attachments			×
Attachments			
No data found.			
New Attachment			
Attachment Type	Documentary Evidence <		
Upload new attachment	Choose File A Drivers License.jpg	←	
Save Cancel			
		New Attachment Close	

7. Select Save to attach the selected document.

1 Select *Cancel* or *Close* to close out from the selection options without attaching the document.

The attach document is now uploaded to the Death or Fetal Death record and may be *View*ed or *Deleted*.

Attachments				×
Attachments				-
Attachment Name	Date Acquired	Attachment Type		
A Drivers License.jpg	11/16/2016 5:31:12 PM	Documentary Evidence	View Delete	
		Tota	al Records : 1	
		New Attac	hment Close	Ţ



8.3.1 View Attachment

Once a document is attached to a Death or Fetal Death registration a checkmark will be displayed next to the *Attachments* link within the *Other Links* submenu.



Steps to View Attachment(s)

1. Select the Attachments link.

2. The Attachments pop-up will display a list of all attached files. Select *View* next to the attachment you wish to view.

Attachments				×
Attachments				-
Attachment Name	Date Acquired	Attachment Type		
A Drivers License.jpg	11/16/2016 5:31:12 PM	Documentary Evidence	View Delete	
		Tota	Il Records : 1	
		New Attac	hment Close	Ŧ

3. The attachment will be download and, depending on the browser, automatically opened to view.





8.3.2 Delete Attachment

Steps to Delete an Attachment(s)

1. Select the *Attachments* link



2. The Attachments pop-up will display a list of all attached files. Select *Delete* next to the attachment you wish to view.

Attachments				×
Attachments				-
Attachment Name	Date Acquired	Attachment Type		
A Drivers License.jpg	11/16/2016 5:31:12 PM	Documentary Evidence	View Delete	
		Tota	al Records : 1	
		New Attac	hment Close	Ŧ

3. A pop-up will be displayed: "Are you sure you wish to delete this attachment? Press OK to continue, Cancel to abort." Select *OK* to delete the attachment.

bwdwddaveweb01 says:		×
Are you sure you wish to delete this attachme Cancel to abort.	ent? Press OK to	continue,
	ОК	Cancel

The *Attachments* pop-up will be displayed and the document will have been removed from the list. If the attachment removed was the only attachment, the checkmark will be removed from the *Attachments* link as well.



8.5 Comments

Comments can be used to add additional workflow information, detailed information regarding data entered, information associated with the need for amendments and corrections, or reasons for changes made to user profiles and expirations. Entering comments can be very helpful to all users, serving as reminders or instructions to others who might access or work on the case, amendment, or user setup.

The ability to Edit or Delete comments is based on assigned user security privileges.

Steps to Add Comment

1. Select Other Links > Comments.



The *Comments* popup page appears, displaying the *State File Number* (if registered), *Registrant Name, Event Type*, and *Event Date.* This default information is displayed for reference.

Comments			×
Comments			*
State File Number:			
Registrant Name:	Anexample Deathrecord		
Event Type:	Death		
Event Date:	OCT-24-2016		
No data found.			
	New Comment	Close	-

2. To add a new comment to a death case, select the *New Comment* button. The page expands to display the *Enter New Comment* section.



Comments			×
Comments			
State File Number	:		
Registrant Name:	Anexample Deathrecor	d	
Event Type:	Death		
Event Date:	OCT-24-2016		
No data found.			
Enter New Comme	ent		
Comment Type:	•		
Comment lype:	▼ Event	Save	
Comment lype:	▼ Event Administrative	Save	
Comment lype: Comment:	Event Administrative Order Processing	Save	
Comment lype:	Event Administrative Order Processing Hippa Channe History	Save Clear Cancel	
Comment lype:	Event Administrative Order Processing Hippa Change History General Comments	D0 Characters left: 4000	
Comment lype:	Event Administrative Order Processing Hippa Change History General Comments Late Filing Reason	D0 Characters left: 4000	
Comment lype:	Event Administrative Order Processing Hippa Change History General Comments Late Filing Reason Confidential Medical	D0 Characters left: 4000 New Comment Close	

3. Select a *Comment Type* from the dropdown.

Ð	Comment types available var	y based on	user assigned	security privileges.
-	Comment types available var	y based on	user assigned	Scounty privilogos

4. Enter the comment in the *Comment* field. Comments are limited to 4000 characters. A running total of the characters remaining is displayed at the bottom of the window.

Comments			>	¢
Comments				*
State File Number	r:			
Registrant Name	: Anexample Deathrecord			
Event Type:	Death			
Event Date:	OCT-24-2016			
No data found.				
Enter New Comm Comment Type:	General Comments 🔻			
Comment:	This is an example of a comment which someone may need to enter in regards to a registration.	Save Clear Cancel		
	Maximum text length: 4000 Characters left: 3907			
		New Comment	Close	Ŧ

5. Once a comment has been entered, select the Save button.

O Select *Clear* to clear the comment text, or *Cancel* to close the comment window.

Selecting *Save* will add the comment to the registration. A portion of the comment displays in the Comments window.



Comments					;
Comments					
State File Number: Registrant Name: Event Type: Event Date:	Anexample I Death OCT-24-201	Deathrecord 6			
Comment Type	Date Entered	Entered By	Comment		
General Comments	11/18/2016	superuser	This is an example of a comment which someone may need to en	Edit Delete	
				Total Records : 1	
			NewO	Close	

Select the *Close* button on the comments popup window. A checkmark appears next to the *Comments* link in the Other Links sub-menu to indicate that a comment has been added to the registration.



8.5.1 View Comment

If a comment exists on a record a Comments icon will be displayed next to its listing within the *Registration Search Results* and any *Work Queue Listings* the record is included in.

		Case Id	SFN	Decedent's Name \downarrow	Date of Death	Sex	Place of Death	Date of Birth	
-	0	402		Deathrecord, Anexample	OCT-24-2016	Female	Maricopa	OCT-24-1922	Preview
								Total F	Records : 1

This icon can be selected and the comment pop-up window will be displayed showing the comment(s) which exist on the registration. The user can read any comments that may exist for the selected registration without opening the registration.

This is the same comment pop-up window which can also be accessed from within the registration by selecting *Other Links* > *Comments*.



Comments					×
Comments					4
State File Number: Registrant Name: Event Type: Event Date:	Anexample [Death OCT-24-201	Deathrecord			
Comment Type	Date Entered	Entered By	Comment		
General Comments	11/18/2016	superuser	This is an example of a comment which someone may need to en	Edit Delete	
	Total Records : 1				
			NewCo	mment Close	

If the comment is too long it will not be fully displayed in the comment table. To see the full text of the comment the user can select the *Edit* link or allow the mouse to hover over the comment text.

Comment Type	e Date Entered	Entered By	Comment		
General Comments	11/18/2016	superuser	This is an example of a comment which someone may need to en	Edit Delete	
This is an example of a comment which someone may need to enter in regards to a registration. It is very long and requires user to select the edit button or hover over to read the full content.					

8.5.2 Edit Comment

1 The ability to *Edit* comments is based on user security privileges.

From within the comment, select the *Edit* link.

	Comments						×
C	omments						- 1
	State File Number:				000144		
	Registrant Name:				Finn Flynn		
	Event Type:				Death		
	Event Date:				Mar-18-2014		
	Comment Type	Date Entered	Entered By	Comment		×	
	Event	03/19/2014	paadmin	This is a test comment		Edit Delete	
						Total records : 1	
						New Comment Close	

The page expands to display the *Update Existing Comment* page section. The previously entered comment can then be updated. Once the update is complete select *Save*.



omments				
State File Number Registrant Name: Event Type: Event Date:	: Anexample I Death OCT-24-201	Deathrecord 6		
Comment Type	Date Entered	Entered By	Comment	
General Comments	11/18/2016	superuser	This is an example of a comment which someone may need to en	Edit Delete
				Total Records : 1
Indate Existing C	omment			
Update Existing C Comment Date: Entered By:	omment 11/18/2016 superuser			
Update Existing C Comment Date: Entered By: Comment Type:	omment 11/18/2016 superuser General Com	ments v	Sav	e
Update Existing C Comment Date: Entered By: Comment Type: Comment:	omment 11/18/2016 superuser General Com This is an exa registration. It read the full co	ments mple of a comr mple of a comr motent.	nent which someone may need to enter in regards to a nd requires the user to select the edit button or hover over to Can	e ar :el
Update Existing C Comment Date: Entered By: Comment Type: Comment:	omment 11/18/2016 superuser General Com This is an exa registration. It read the full co Maximum text	ments mple of a comr is very long ar ontent.	nent which someone may need to enter in regards to a nd requires the user to select the edit button or hover over to Cand Characters left: 3802	e ar cel

Once comments have been edited, select Close to exit the Comments popup.

8.5.3 Delete Comment

1 The ability to *Delete* comments is based on user security privileges.

From within the comment, select the *Delete* link adjacent to the coment. A system message prompts the user to press *OK* to continue or *Cancel* to abort.

Comments			×
Comments	Í	Message from webpage	-
State File Number: Registrant Name: Event Type: Event Date:		Are you sure you wish to delete this comment, press OK to continue, Cancel to abort?	
Comment Type	Date Entere	OK Cancel	
Event	03/19/2	Edit Delete	
		Total records : 1	
		New Comment Close	

Selecting *OK* will remove the comment from the registration. Selecting *Cancel* will return the user to the comment pop-up window without making changes.

Once comments have been deleted, select Close to exit the Comments popup.

8.6 Correspondence

The registration *Correspondence* feature uses MS Word merge-field templates that can be system-filled with specific information from a registration. For example, a correspondence template may be created to query the medical certifier in regards to the cause of death specified on the record.

The *Correspondence* feature allows selection of a specific template which is then system-filled with information specific to the registration. A MS Word document is presented to the user who selected the template. Any changes made and saved to the document itself will also be saved with the registration ensuring that all correspondance sent in regards to the registration can be recalled and reviewed if needed.

• For information on updating or adding new Correspondence Templates, please refer to the Correspondence Update section in the Table Maintenance User Guide.

Steps to Create Correspondance

1. From the Death Registration Menu, select Other Links > Correspondence.



The Correspondence - Registration popup opens.



• An add-in for MS Word may needed to take advantage of the full functionality of the correspondence feature. See section *8.6.1 Install Correspondence Add-In* for steps to install this add-in.



2. Select the New Correspondence button.

The New Correspondence – Registration popup displays with a list of the correspondence templates available.

E	Correspondence	×
Ī	lew Correspondence - Registration	
	Template	
	All correspondence	Select
	Death correspondence	Select
	Field population test - Registration	Select
	PAtest	Select
L	Rejection	Select

3. Select the correspondence template.

Correspondence					×
Correspondence	- Registration				*
State File Number: Registrant Name:	Anexample Deathre	cord		Correspondence requires a one-time Word Add-In to be installed by a user with Administrator access.	
Event Type:	Death			64-bit Correspondence Add-In for Word 2010/2013	
Event Date:	OCT-24-2016			32-bit Correspondence Add-In for Word 2010/2013	
Description		File	Date Entered	Entered by	
1 Field Population	Test	Download	NOV-29-2016 01:37 PM	Super Superuser, Bureau of Vital Records Delete	
				New Correspondence Close	Ŧ

The selected template appears in the data grid on the Correspondence popup.



Reject Reasons

Some Correspondences are created based on a need to reject information submitted for the specified registration. In these instances a listed of Reject Reasons will be displayed for the correspondence.

Use the checkboxes to select a rejection reason to add to correspondence. Multiple reasons may be selected. At least one Reject Reason must be selected before the template will be displayed in the Correspondence data grid.

Reject Reasons	01a Application Is Not Enclosed	11 Show Legal Change of Name	
	01b Application Is Incomplete	12 No Application On File	
	01c Application Is Altered/White Out.	13a If Hospital Made The Error	
	01d Application Is Enclosed	23f Correction of Sex Letter	
	02e Not Signed In Presence of Notary	23g Funeral Home Error Letter	
	04 Originals Or Certified Copies	23h Time of Death of Death Letter	
	06a Documentary Evidence Not Enclosed	25a Confirmation of Marital Status	
	06b Documentary Evidence Insufficient	25b Original Informant Is Contesting	
	🔲 06c Documentary Evidence Does Not Agree	26 Reissue Certificate With Final Cod	
	08 Court Order Must Be Certified	99 Miscellaneous Reject Reason.	

4. From the column labeled 'File' in the Correspondence data grid, select the *Download* link to download an available correspondence template.

Once downloaded, and depending on browser, the selected template may open automatically or the user may be prompted to select to open it.

The MS Word template will then be displayed. The fields specified by the template will be autopopulated with record-specific data from the specific regsitration. Since it is a MS Word document, depending on the security level set in regards to the template itself, more information can be added, or current information can be edited. The template can then be saved to the registration. Once the correspondence is complete, it can be printed and mailed.

Once correspondence has been added to a record, select the Close button on the correspondence popup. A checkmark appears next to the Correspondence link in the Other Links sub-menu.

Other Links Amendments Assign Status Attachments Birth Death Linkage Comments Correspondence Event and Issuance History



8.6.1 View Correspondence

To view correspondence that is currently attached to a registration, select the *Correspondence* link from the *Other Links* submenu.

A data-grid list of correspondence(s) currently attached to the registration will be displayed. Select *Download* to view any of the correspondence documents.

8.6.2 Delete Correspondence

If a Correspondence should no longer be associated with a record, or a mistake was made, select the Delete link beside that correspondence.

es			×
rs	Correspondence - Registra	tion	-
bu	State File Number: 000144 Registrant Name: Finn Flynn		
if at	Event Type: Death	Message from webpage	
IL	Event Date: Mar-18-2014		
h	Description	Are you sure you wish to delete this correspondence?	,
	В	lew Castle	
st	Download Correspondence Add-Ir	OK Cancel Correspondence Close	

Select OK on the popup. The Correspondence will be removed from the case.

8.6.3 Install Correspondence Add-In

A one-time install of a MS Word Add-In is needed for the full features of the system correspondence feature to be utilized.

O A system administrator may be needed to authorize the install.

To Install Add-In

1. From the Correspondence pop-up select either the 64 or 32 bit 'Correspondence Add-In for Word' link.

Correspondence requires a one-time Word Add-In to be installed by a user with Administrator access. 64-bit Correspondence Add-In for Word 2010/2013 32-bit Correspondence Add-In for Word 2010/2013



Depending on the browser being used, the *CorrespondenceSetup.exe* file will either automatically be downloaded or the user will be prompted to select to either 'save' or 'run' it directly.

2. Run the CorrespondenceSetup.exe



The DAVE Correspondence install wizard will be displayed.

3. Select Next

B DAVE Correspondence - InstallShield Wizard	x
Ready to Install the Program The wizard is ready to begin installation.	N
If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard. Current Settings:	
Setup Type:	
Typical	
Destination Folder:	
C:\Program Files (x86)\LexisNexis\	
User Information:	
Name: LexisNexis Risk Solutions User	
Company: LexisNexis Risk Solutions	
Cancelong Can	el



4. Select Install

The setup wizard will step through the installation process. Upon completion, select *Finish* to close the install wizard.

8.7 Cremation Clearance

Cremation Clearance approval is required in all cases in which the method of disposition, for a death or fetal death, is cremation. In these cases a Funeral Director will send a request for cremation clearance authorization to the Medical Examiner or Tribal Authority responsible for the county in which the death occurred. In some cases, a Medical Examiner may start the death or fetal death record and can pre-authorize cremation clearance.

8.7.1 Request Cremation Clearance

From the **Other Links** menu, within either a Death or Fetal Death record, select the **Cremation Clearance** link. The *Cremation Clearance* page will be displayed.

Cremation Clearance	
Notify Medical Examiner Office	
Office Name	
Medical Examiner 🔍 💁	_
First Middle Last	
Cremation Clearance Status Requested ME Case Number	
Cremation Clearance Authorized By:	
First Middle Last	
Cremation Reject Reason	
	Clear Save Return

Office Name: The LOV lookup control must be used to search for and select a Medical Examiner office to send the Cremation Clearance request to. Once selected the *Lookup Medical Facility* pop-up will be displayed:

Facility Name	Search	
		Cancel



March 2017 LexisNexis VitalChek Network, Inc. Proprietary and Confidential Information (c) 2014. All rights reserved.
• The Lookup Medical Examiner Office is filtered by County of Event, only those Medical Examiner or Tribal Authority offices which serve the County of Event will be returned in the Search Results.

If only one Medical Examiner Office is associated to the County of Event, this office will auto-fill in the *Office Name* field and the LOV lookup controls shall be hidden.

Simply enter a % in the Facility Name field and select search to return a list all available Medical Examiner or Tribal Authority offices which serve the County of Event.

acility Name > %	Sea	arch	
acility Name	Address	City	
Maricopa County Medical Examiner's Office	701 W Glendale Street	Phoenix se	elect
Arizona Tribal Authority Office	125 E Medical Center Boulevard	Phoenix se	elect
		Total Records	s : 2

Select the Facility from the Search results.

Medical Examiner: If the Medical Examiner who will be reviewing the record and processing the Cremation Clearance Request is not known, then this field can be left blank. Medical Examiner name is not required to send the Cremation Clearance Request. If the Medical Examiner is known, select the S lookup control next to Medical Examiner.

The Lookup Examiner pop-up will be displayed:

Lookup Examiner			×
Last Name	First Name	Search	-
			ancel
			*

Enter the Last Name of the Examiner you wish to send the request to and select Search.

🕄 % Wildcard can be used in the *Lookup Examiner* Last Name and First Name fields.

Select the name of the Medical Examiner the Cremation Clearance Request should be sent to and it will be populated on the Cremation Clearance page.



Notify Medical Examiner Office				
Office Name Pinal County Medic	al Examiner's Office			
Medical Examiner 🍳 🜭				
First Middle	Last			
A Good	Doctor			
Cremation Clearance Status	equested v			
ME Case Number				
Cremation Clearance Authorized	By:			
First M	iddle	Last		
Cremation Reject Reason				

Cremation Clearance Status: The Status should be selected from the dropdown.

Cremation Clearance Status	•
	Approved Requested Not Approved

For Funeral Home and State and County users, the only option available will be Request. As these user make request of the Medical Examiner to review and approve Cremation Clearance.

For Medical Examiner and Tribal Authority users the options available will be Approved and Not Approved.

ME Case Number: If known, the ME Case number should be entered into this field.

Cremation Clearance Authorized By: The First, Middle, and Last Name fields for the *Cremation Clearance Authorized By* will be system filled based on the Medical Examiner who Approves or does Not Approve the request for cremation.

Cremation Reject Reason: If the Medical Examiner selects Not Approved from the *Cremation Clearance Status*, the Cremation Reject Reason is required to be entered. What should be entered is the reason why the Medical Examiner chose not to approve the request.



There are three action buttons in the bottom left of the Cremation Clearance page.

Clear: Selecting this button will clear all entries made on the page.

Save: Selecting this button will save and apply the Cremation Clearance status to the record.



When Cremation Clearance Status' are saved they are displayed on the Disposition page, under the selected Method of Disposition.

As well, the status is also displayed in the Status Bar of the record.

	3574 :Anexamp /Personal Invalid/Medi Requested Cremation	Die Deathre ical Valid With F Clearance Reg	cord JAN-05- vcentions/Not Registe	2017 ered/Unsigned/Uncer quired	tified/NA/Personal Pending/Medical Certification
l	Disposition				
	Method of disposition	Cremation	•	Other Specify	
	Cremation Clearance	Requested		Date of disposition	MAY-23-2017

Return: Selecting this button will return the user to the previous Death or Fetal Death registration page they had taken action on.

8.7.2 Pre-Authorize Cremation Clearance

In some cases the Medical Examiner will initiate the Death or Fetal Death record in DAVE[™]. In these cases the Medical Examiner can opt to pre-authorize cremation clearance by selecting the *Pre-Authorize Cremation Clearance* checkbox on the *Certifier* page.

Certifier				
Pre-authorize Cremation Clea	arance 🕜			
Certifier Type Medical Exam	niner 🔻			
Certifier Name 🔦 💊				
License Number Intern	/Resident (If Not Lice	nsed)		
First	Viddle	Last		Suffix
Averygood	Medical	Examiner		
Title	Other Specify			
Doctor of Medicine 🔹				
Certifier Address				
Edit Certifier Address				
Pre			Street	Post Apt#,
Street Number Directional	Street Name, Rural R	Route, etc.	Designator	Directional Suite #,etc.
701 V V	Glendale		Street	▼ ▼
Zip Code City or Town	S	State	Country	
85007 Phoenix		Arizona	United States	
Date Signed MAY-18-2017				
				Validate Page Clear Save Return

Once selected, if the Method of Disposition is a type that requires cremation, then the Cremation Clearance page will be displayed. All fields will be system-filled with the Medical Examiner information who pre-authorized the cremation clearance.



Cremation Clearance	-					
Notify Medical Examiner Office						
Office Name Pinal County Medica	al Examiner's Office					
Medical Examiner 🕓 💊						
First Middle Averygood Medical	Last Examiner					
Cremation Clearance Status	pproved V					
Cremation Clearance Authorized	By:					
First Mid	ddle	Last				
Averygood	ledical	Examiner				
Cremation Reject Reason						
				Clear	Save	Return

As well, the Cremation Clearance Status shall be set to Approved. The Approved status will be displayed on the *Disposition* page, under the *Method of Disposition*, and within the Status Bar of the record itself.

3347 :Anew Dea /Personal Invalid/Med Clearance Approved	athrecord FEE	3-09-2017 ions/Not Registe	stered/Unsigned/Certified/NA/Personal Pending/FIPS Coding Require (Cremation
Disposition			
Method of disposition	Cremation	•	Other Specify
Cremation Clearance	Approved		Date of disposition MAY-19-2017

All fields on the *Cremation Clearance* page will be greyed out and disabled as there is no processing that needs to occur.

8.8 Disinter-Reinter Permit

In some instances the decedent remains may be disinterred for examination and then reinterred. For these instances DAVE[™] includes disinter-reinter permitting functionality.

The disinter-reinter permit is created from within a registered death registration record within DAVE[™]. The information within the permit is completed by State or Local users who can print the permit themselves or select to send the permit to the Funeral Home handling the disinterment process to print.

8.8.1 Create Disinter-Reinter Permit

To create a disinter-reinter permit first the *Disinter/Reinter* checkbox must be selected on the Identifiers page. Once the checkbox selection is made the *Save* button is selected.



Personal Information	/Personal Valid With Exceptions	Medical Valid/Registe	red/Signed/Certified/NA/Birth D	eath Linkage Required Over 1 Year
Decedent	Identifiers			
Resident Address	Record Source	Electronic 🔻		
Informant	State File Number	000001	File Date	JAN-02-2017
Disposition Decedent Attributes	Out of State Death		Out-of-State File Number	
Medical Certification	NCHS Extract Date		SSA Extract Date	
Pronouncement Place of Death	Interstate Exchange Extract Date	e 📃 📰	Interstate Roster Extract Date	
Cause of Death Other Factors	Interstate Exchange Print Date		Super-MICAR Extract Date	
Certifier	STEVE Extract Date			
Registrar Identifiers	Refresh Report Extract Date		Re-enable Drop to Paper	
Amendment List	Local Registrar			
Amendments	Local Registration Number			
Assign Status Attachments	Local Registration Office Ma	ricopa County Vital Re	cords Office V	
Comments	Disposition Permit			
Correspondence Disinter/Reinter	Date Disposition Permit Printed	1	Number of Permits Printed 0	Disinter/Reinter
Event and Issuance History Geo Codes	Disposition Permit Number			\smile
Decedent's MRE	Birth Linkage			
Nosology Print Forms	State File Number	Out-of-State File Numb	er Date of Birth	
Validate Registration Switch User	Birth State	Birth Country		
	Parent Polo Identifier			
	No T			
				Malifete Dama Class Course Detun

The *Disinter/Reinter* link will be displayed in the *Death Registration* menu within the *Other Links* section. Select this link to display the *Disinter/Reinter* page.



Disinter
Funeral Director reponsible for disinterment 🔍 💁. Date of Disinterment
License Number
First Middle Last Suffix
Funeral Facility Handling Disinterment
Business Registration Number Name
Street Number Directional Street Name or PO Box, Rural Route, etc. Designator Directional Suite #,etc
Zip Code City or Town State Country
Authorization
Name of Authorizing Agent or Court Name Relationship to Decedent or Court Order Number
Date Approved by Authorizing Agent / File Date
Reinter
Method of disposition Other Specify
Cremation Clearance N/A Date of Reinterment
Location Reinterred or Cremated
Address
Pro Street Beet Apt#
Street Number Directional Street Name or PO Box, Rural Route, etc. Designator Directional Suite #,etc
Zip Code City or Town County State Country
Cemetery or Crematory Manager's Name
First Middle Last Suffix
Validate Page Clear Save Return

Funeral Director Responsible & Funeral Home Handling Disinternment: There are three ways to complete the Funeral Director/Funeral Home information.

- 1. Manual entry of each item;
- 2. The Funeral Director *License Number* and auto-populate *icon*; or
- 3. The standard LOV Lookup controls \bigcirc

1.

Steps for using Funeral Director License Number to complete

License Number

Enter a Funeral Director's License Number

2. Select the auto-populate icon <a>[2]

The system will then auto-populate the *Funeral Director* name and the associated *Funeral Home* information.

Funeral Director reponsible	for disinterment 🔍 📐	Date of Disinterment	
License Number FD123			
First	Middle	Last	Suffix
Funeral		Director	
Funeral Facility Handling Dis	sinterment		
Business Registration Numb	oer Name	0	
	Abbey Funeral Cha	pel 🔉 🛰	
Pre		Street	Post Apt #,
Street Number Directional	Street Name or PO Box, Ru	Iral Route, etc. Designator	Directional Suite #,etc
3435 N 🔻	First	Avenue	▼ ▼
Zip Code City or Tow	n State	Country	
85719 Tucson	Arizo	na United States	

Steps for using the Standard LOV Lookup to complete

- 1. Select the LOV lookup tool \bigcirc to search for a funeral director.
- 2. Enter in the *Last* and *First Name* of the funeral director; if known. If not known a wildcard search can be performed by entering at least two characters in the *Last* name field followed by the percent sign (%).

Search Funeral D .ast Name) 없)%	lirectors		First Name	•		Search	
License Number	Last Name	Suffix	First Name	Middle Name	Street Number	Street Name	
CO-3107	Dieker		James	M	4189	ANY	select
	Dierickx		Chris	W	325	ANY	select
CO-1234	Director		Funera		1	Coit	select
						Total recor	ds : 3
							Cancel

3. From the Search Results List, select the Select link next to the correct Funeral Director.

The system will then auto-populate the *Funeral Director* name and the associated *Funeral Home* information.



Funeral Director reponsible	for disinterment 🔍 📐	Date of Disinterment	
License Number FD123			
First	Middle	Last	Suffix
Funeral		Director	
Funeral Facility Handling Di	sinterment		
Business Registration Numb	Der Name Abbey Funeral Char	pel 🔍 💊 📐	
Business Registration Numb	Der Name Abbey Funeral Chap	pel 🔍 💊 📐 Street	Post Apt #,
Business Registration Numb Pre Street Number Directiona	er Name Abbey Funeral Char I Street Name or PO Box, Ru	pel 💊 🜭 Iral Route, etc. Designator	Post Apt #, Directional Suite #,etc
Business Registration Numb Pre Street Number Directiona 3435 N V	Abbey Funeral Char Abbey Funeral Char Street Name or PO Box, Ru First	pel Street Iral Route, etc. Designator Avenue	Post Apt #, Directional Suite #,etc
Business Registration Numb Pre Street Number 3435 Zip Code City or Tow	er Name Abbey Funeral Char I Street Name or PO Box, Ru First vn State	pel Street Iral Route, etc. Designator Avenue Country	Post Apt #, Directional Suite #,etc

Auto-population of the Funeral Home data will occur only if the Funeral Director selected is associated with a single funeral home. If the Funeral Director is associated with multiple funeral homes, the correct funeral home data must be manually entered or searched for and selected.

To search for a funeral home

1. Select the Funeral Home LOV lookup tool 🦠

2. In the Facility Name field enter the full name of the facility or use a wildcard search by entering the first two letters followed by a % and selecting search

3. Select the correct funeral facility from the search results list and the system will auto-populate it on the page.

Date of Disinterment: Enter the *Date of Disinterment* manually or select the Calendar icon to launch the Interactive Calendar.

Name of Authorizing Agent or Court Name: Enter the name of the *Authorizing Agent* or the name of the *Court* which authorized the disinterment.

Relationship to Decedent or Court Order Number: Enter the *Relationship of the Authorizing Agent* or the *Court Order Number* provided by the authorizing court.

Date Approved by Authorizing Agent/File Date: Enter the *Date Approved by Authorizing Agent* or the *File Date* of the court authorization manually or select the Calendar icon to launch the Interactive Calendar.

Method of Disposition: Select the Method of Disposition for the reinternment from the list of values. If the Method is other than what is available in the list, select Other, Specify and then enter the Method on the Other Specify field.

Location Reintered or Cremated:

If *Other (specify)* is selected from the *Method of Disposition* dropdown, the facility name. (if known or applicable), and address fields should be manually entered. The facility name field can be left blank.



For all other *Method of Disposition* dropdown selections, the *Location Reintered or Cremated* can be entered manually or the LOV Lookup \bigcirc icon can be used to launch the *Lookup Place of Reinternment* search tool.

Steps to Use the Location Reintered or Cremated Lookup

1. In the Faclity Name field, if known, enter the full name of the facility and choose Search.

Lookup Place of Reinterment			
Facility Name ► ABC%	Se	arch	
Facility Name	Address	City	
ABC Cemetery and Crematory	125 Cemetary and crematory Place	Bay Acres	select
ABC Funeral Home and Cemetery	185 Old Main Circle	Bryce	select
ABC Funeral Home, Cemetery, and Crematory	152 Old Pond	Bitter Springs	select
		Total Recor	rds:3
			Canaal
			Cancel

If the full name of the facility is not known, **enter at least two letters followed by the %**, then **select search** to perform a wildcard search.

2. A list of available facilities will be returned. **Select the Select link** next to the correct facility in the list.

Facilities not listed in the LOV lookup tool can be entered by typing the Facility Name and address information manually. All out-of-state records will contain non-listed facilities.

The selection system-fills all of the corresponding fields for Place of Death on the Place of Death page.

ABC Cemetery	and Cremated	9					
Address							
Street Number	Pre Directional Street	Name or PO Box, Ru etary and crematory	ural Route, etc.	Street Designator Place	Ŧ	Post Directional	Apt #, Suite #,etc
Zip Code 85607	City or Town Bay Acres	County Cochise	State Arizona		Country United States		

Cemetary or Crematory Manager's Name: Enter the name of the *Cemetart or Crematory Manager* where the remains will be reintered.

Once the Disinter page is complete, select a navigation button at the bottom of the page:



Selection of the *Validate Page* button to check the page for errors, the *Clear* button to clear all entries since the last save, the *Save* button to save changes without leaving the page, or the *Return* button to return to the last page in which action was taken.

8.8.2 Print Disinter-Reinter Permit

To access the *Disinterment Permit* select the *Print Forms* link from the *Other Links* within the *Death Registration* menu.

1 If the information on the *Disinter/Reinter* page is not complete, the *Disinterment Permit* will not be available to print.

Once the *Disinter/Reinter* page is completed and the *Save* button has been selected, the *Disinterment Permit* will be enabled to print from the *Print* Forms page.



There are two options available:

1) Print the Disinterment Permit

Select the *Disinterment Permit* link and a PDF of the permit will be displayed to print.

2) Send the Disinterment Permit

Selecting the *Send* link next to the *Disinterment Permit* will send the permit to the Funeral Home listed on the *Disinter/Reinter* page. This allows a user at the select Funeral Home to directly print the *Disinterment Permit*.

8.9 Event and Issuance History

DAVE[™] performs extensive auditing and logging of all actions, changes, extracts, amendments, orders, and issuances that occur for all Death and Fetal Death registrations. The *Event and Issuance History* page allows the user to review these registrations audit logs.

Steps to View Event & Issuance History



From the Death or Fetal Death Registration Menu, select *Other Links > Event and Issuance History*.

Other Links
Assign Status
Attachments
Birth Death Linkage
Comments
Correspondence
Event and Issuance History
Geo Codes

The *Event & Issuance History* page displays a listing of activity associated with the selected death or fetal death record.

Actions Issuances	Amendments	Addit Logs 🕑 Change Logs 💌 Ex	uracis/Loads 💌 Orders 💌 Signa	ature
Туре	User ID	Office	Date	Details
Audit 41659	superuser	Bureau of Vital Records	11/17/2016 01:11 PM	Detail
Change Log 41659	superuser	Bureau of Vital Records	11/17/2016 01:11 PM	Detail
Audit 41658	superuser	Bureau of Vital Records	11/17/2016 01:10 PM	Detail
Change Log 41658	superuser	Bureau of Vital Records	11/17/2016 01:10 PM	Detail
Action 6821	superuser	Bureau of Vital Records	11/16/2016 12:48 PM	Detail
Action 6504	superuser	Bureau of Vital Records	11/11/2016 02:26 PM	Detail
Order 22	superuser	Bureau of Vital Records	11/03/2016 02:50 PM	Detail
Action 4332	superuser	Bureau of Vital Records	10/25/2016 12:00 PM	Detail
Action 4331	superuser	Bureau of Vital Records	10/25/2016 12:00 PM	Detail
Action 4330	superuser	Bureau of Vital Records	10/25/2016 12:00 PM	Detail
Action 4329	superuser	Bureau of Vital Records	10/25/2016 12:00 PM	Detail
Action 4333	superuser	Bureau of Vital Records	10/25/2016 12:00 PM	Detail
Action 4085	superuser	Bureau of Vital Records	10/24/2016 12:25 PM	Detail
Action 4084	superuser	Bureau of Vital Records	10/24/2016 12:25 PM	Detail
Action 4087	superuser	Bureau of Vital Records	10/24/2016 12:25 PM	Detail
First 1 2 Last				Total Records : 2

Within the *Event and Issuance History* page, the activities auditied and logged are filtered into 7 categories: *Actions, Issuances, Amendments, Audit Logs, Change Logs, Extracts/Loads,* and *Orders*

Include in List: Actions Issuances Amendments Audit Logs Change Logs Extracts/Loads Orders Signature

The default setting selects all *Include in List* checkboxes so that all logged activities are displayed. Results can then be filtered based on user preference by de-selecting checkboxes.



If a user does not have the security rights for a certain event or issuance history type, the associated checkbox is hidden and that type is filtered from the list.

If the registration does not include any of the selected events or actions, the *Event & Issuance History* page will display "No data found." For example if no amendments have been made to the registration and only the *Amendments Include in List* item is selected the following will display:

9
Return

Actions: The Action Detail displays action taken on the record, the user who performed the action, the office the user was logged into, and the date and time the action took place.

Action	Detail
Action:	Registration Special Status - Hold
User:	superuser
Office:	Bureau of Vital Records
Date:	11/16/2016 12:48:13 PM

Issuances: *Issuance Detail* provides information related to the issuance of certified copies or other services. This information includes the order number, service, security paper number, user, issuing office, date and time printed, etc.

Issuance Detail	
Order Number:	20150107228
Service Name:	Yamhill Death Certified Copy
Request Reason:	Legal
Security Paper Number:	00004711811
Tracking Number:	
Date Printed:	01/09/2015 03:41:32 PM
Date Voided:	
Date Completed:	JAN-09-2015 03:42 PM
User:	pantoeo036
Issuing Office:	Yamhill County Vital Records
Total Issuances for SFN:	2015000030
Number of Issuances:	5

Amendments: Amendments Detail displays the information in regards to amendments made to the registration. Detail such as when the amendment was made, the status of the amendment, and the date it was completed or rejected.



Id Type Date Received Date Completed/Rejected Amendment Approval Statu Order Number Status History	34 Correction (State/County) - D 11/03/2016 01:01:05 PM 11/03/2016 01:04:19 PM is	reath		
	Ford Body			
Start Date	End Date	Status	User	Comment
Start Date 11/03/2016 01:04 PM	End Date	Status Amendment Approval Complete	superuser	Comment
Start Date 11/03/2016 01:04 PM 11/03/2016 01:04 PM	End Date	Status Amendment Approval Complete Complete	superuser superuser	Comment
Start Date 11/03/2016 01:04 PM 11/03/2016 01:04 PM 11/03/2016 01:04 PM	End Date 11/03/2016 01:04 PM	Status Amendment Approval Complete Complete Pending	superuser superuser superuser	Comment
Start Date 11/03/2016 01:04 PM 11/03/2016 01:04 PM 11/03/2016 01:04 PM 11/03/2016 01:01 PM	11/03/2016 01:04 PM	Amendment Approval Complete Complete Pending Keyed	superuser superuser superuser superuser superuser	Comment

Audit Logs: Audit Transaction Detail displays information regarding the DAVE[™] database table that was affected by actions taken on the registration. The Old Value and New Value are displayed in the data grid listing in regards to the Table and Column affected in the database.

Audit Transaction Detail Log Id: 41659 User: superuser Office: Bureau of Vital Records Date: 11/17/2016 01:11:09 PM			
Table	Column	Old Value	New Value
NAME	END_DATE		Nov 17 2016 1:11PM
RPTN Task	Decedent	3198	3198
REGISTRATION_PARTY_TASK_NAME	END_DATE		Nov 17 2016 1:11PM
NAME	START_DATE	Nov 17 2016 1:10PM	Nov 17 2016 1:11PM
NAME	END_DATE	Nov 17 2016 1:11PM	
NAME	LAST_NAME	Record	Deathrecord
RPTN Task	Decedent		3199
REGISTRATION_PARTY_TASK_NAME	NAME_ID		Anexample Deathrecord
			Total Records : 8

Change Log: Change Log Detail displays changes made to field values within the registration. The user who made the change, date and time the change was made are displayed along with a grid showing the item changed, and old and new values.

Change Log Detail User: superuser Office: Bureau of Vital Records Date: 12/05/2016 09:17:52 AM		
Item Changed	Old Value	New Value
Disposition-Method of Disposition		Cremation
Disposition-Date of Disposition		NOV-05-2016
Death Registration - Death Disposition Type		С
		Total Records : 3

Extracts/Loads:

Extracts/Loads displays any extracts and loads in which the registration was included.



Extract/l	load	Detail
Extract/L	oad:	Notification

Extract/Load:	Notification of Death Extract
User:	hb03512
Office:	Center for Health Statistics
Date:	03/01/2015 05:16 AM
Log Id:	181381

Orders: Order Detail displays the information on orders processed in regards to the record. The order number, current order status, the user that last updated the order, the issuing office of the order, the date and time that the order was requested along with the order status history are displayed.

Order Detail Order Number: 201506 Order Status: /Order V User: hb0447 Issuing Office: Center 1 Date Requested: 06/12/2 Status History	13382 /alid/Completed 6 for Health Statistics 015 02:20 PM			
Start Date	End Date	Status	User	Comment
06/26/2015 02:25 PM		Completed	hb01593	All order subjects completed.
06/26/2015 02:24 PM		Order Valid	hb01593	
06/12/2015 06:25 PM	06/26/2015 02:24 PM	Invalid Relation - Tangible Interest	vcload	
06/12/2015 06:25 PM	06/26/2015 02:24 PM	Order Invalid	vcload	
06/12/2015 02:20 PM	06/12/2015 06:25 PM	Keyed	hb04476	
06/12/2015 02:20 PM	06/26/2015 02:25 PM	Incomplete	hb04476	

8.9.1 Archiving Event and Issuance History

The Event & Issuance History can be configured to archive at regular 30 day intervals. Once archiving has occurred, the user can review the *Event and Issuance History* without having to sort through older data. Archive data can be retrieved if needed.

To retrieve archived data, select the *Restore Archive* notification button located at the top of the *Event & Issuance History* page following the statement: "Some or all history for this record has been archived."



Event & Issuance History

Include in List:

🗹 Actions 🗹 Issuances 🗹 Amendments 🗹 Audit Logs 🕑 Change Logs 🕑 Extracts/Loads 🕑 Orders 🕑 Signature

Some or all history for this record has been archived. Restore Archive

Туре	User ID	Office	Date	Details
Audit 41659	superuser	Bureau of Vital Records	11/17/2016 01:11 PM	Detail
Change Log 41659	superuser	Bureau of Vital Records	11/17/2016 01:11 PM	Detail
Audit 41658	superuser	Bureau of Vital Records	11/17/2016 01:10 PM	Detail
Change Log 41658	superuser	Bureau of Vital Records	11/17/2016 01:10 PM	Detail
Action 6821	superuser	Bureau of Vital Records	11/16/2016 12:48 PM	Detail
Action 6504	superuser	Bureau of Vital Records	11/11/2016 02:26 PM	Detail
Order 22	superuser	Bureau of Vital Records	11/03/2016 02:50 PM	Detail
Action 4332	superuser	Bureau of Vital Records	10/25/2016 12:00 PM	Detail
Action 4331	superuser	Bureau of Vital Records	10/25/2016 12:00 PM	Detail
Action 4330	superuser	Bureau of Vital Records	10/25/2016 12:00 PM	Detail
Action 4329	superuser	Bureau of Vital Records	10/25/2016 12:00 PM	Detail
Action 4333	superuser	Bureau of Vital Records	10/25/2016 12:00 PM	Detail
Action 4085	superuser	Bureau of Vital Records	10/24/2016 12:25 PM	Detail
Action 4084	superuser	Bureau of Vital Records	10/24/2016 12:25 PM	Detail
Action 4087	superuser	Bureau of Vital Records	10/24/2016 12:25 PM	Detail
First 1 2 Last				Total Records : 2
First 1 2 Last				

Upon selection of the *Restore Archive* button, the button will be removed and the following message displayed:

Archival restore job in progress. Please exit the case; notification will be sent upon system-retrieval of all archived data.

Once the archived data is retrieved, an internal system message and external email will be sent to the user informing them that the data has been restored and is available for review.

Once the archived data is retrieved, the *Restore Archive* button is no longer displayed and the Total Records count, located at the bottom of the *Event & Issuance History* page, will have increased.

Before Archive Restore	
First 1 2 Last	Total Records : 20
After Archive Restore	
First 1 2 3 4 Last	Total Records : 53



8.10 Geo Codes

Geocoding is the process of converting an address into geographic coordinates, referred to as GEO Codes. Geocodes facilitate population analysis to determine geographic health statistics, monitor the spread and outbreak of virulent disease, and perform mortality analyses for a given area or region. Geo Codes are also often used to ensure more efficient distribution of resources, assignment of personnel, and budgetary allocations. Some State registrars and other state agencies even use GIS technology to assign GEO codes to improve the determination of the geographic distribution of vital events.

The ability to access the Geo Codes page is based on user security privileges.

From the Other Links sub-menu within a Death or Fetal Death registration select the Geo-Codes link.

Other Links	
Amendments	
Assign Status	
Attachments	
Birth Death Linkage	
Comments	
Correspondence	
Cremation Clearance	
Event and Issuance History	
Geo Codes	
Decedent's MRE	
Nosology	

Death Registration Geo Codes

There are four sections related to a death registrations GeoCodes page: Decedent Birthplace, Residence Address, Place of Death Address, and Place of Injury Address.



GeoCodes	
Decodent Dirthplace	
Decedent Birtipiace	
CP US	
Residence Address	
123 N Main Street Phoenix Arizona United States 85007 County Maricopa	
Geo-Code NCHS Geo-Code FIPS MCD FIPS MCD FIPS County 55000 013	FIPS State FIPS Country Health Area
Centroid Type Match Status Latitude Longitude	Root Suffix Root Suffix
Diace of Death Address	
Phoenix General Hospital - Phoenix Facility Code	
Phoenix Arizona United States County Maricopa	
Geo-Code NCHS Geo-Code FIPS MCD FIPS MCD FIPS County 55000 013	FIPS State FIPS Country Health Area
Centroid Type Match Status Latitude Longitude	Root Suffix Root Suffix
Place of Injury Address	
123 Main Street Phoenix Arizona United States 85007 County Maricopa	
Geo-Code NCHS Geo-Code FIPS MCD FIPS MCD FIPS County 55000 013	FIPS State FIPS Country Health Area AZ US Image: Country
Centroid Type Match Status Latitude Longitude	Census Tract Census Block Root Suffix Root Suffix
	Validate Page Clear Save Return

Fetal Death Registration Geocodes

There are four sections related to fetal death registrations GeoCodes page: Mother's Birthplace, Father's Birthplace, Mother's Residence Address, and Place of Delivery Address.



Geo Codes
Mother's Birthplace
Oregon United States
EIPS State EIPS Country
OR US
Father's Birthplace
Warning: no father place of birth address has been keyed for this registration.
FIPS State FIPS Country ZZ ZZ
Mother's Residence Address
123 N Min County Maricopa Phoenix Arizona United States 85005
Geo-Code NCHS Geo-Code FIPS MCD FIPS MCD FIPS County FIPS State FIPS Country District
Centroid Type Match Status Latitude Longitude Root Suffix Root Suffix
Place of Delivery Address
123 N Min County Maricopa Phoenix Arizona United States 85005
Geo-Code NCHS Geo-Code FIPS MCD FIPS MCD FIPS County FIPS State FIPS Country District
Centroid Type Match Status Latitude Longitude Root Suffix Root Suffix
Validate Page Clear Save Return

The DAVE[™] application auto-populates most of the controls on the Geo Codes page. This information is auto-populated based on the location information that is completed within the registration pages which contain these fields. If no information is entered on these pages the fields on the Geo Codes page will not be auto-populated.

If a value entered for a location control is not in the place LOV (such as rural areas where the place name is a village or is unincorporated), there would be no code assigned by the system. In cases like this, the user should manually enter the valid code in the necessary fields.

• It is important to review all system filled entries and enter any missing codes. Incomplete addresses will trigger error messages and prevent Geo-Coding.

Once codes have been verified and/or entered, select the *Save* button to save all GIS information for the death registration case.



8.11 Multiple Race and Ethnicity (MRE)

DAVE[™] contains MRE (Multiple Race and Ethnicity Codes) pages within the death and fetal death registrations. The MRE page serves as a checklist of statistical data and is used to collect and display data on race and hispanic origin . The MRE codes are provided by NCHS and the State.

Death Registration - Decedent's MRE

From the Death Registration Menu choose Other Links > Decedent's MRE.

Decedent's Multiple Race and E	thnicity Codes
Hispanic Origin	
Decedent of Hispanic Origin (more than	n one choice can be indicated).
No, Not Spanish/Hispanic/Latino	Yes, Cuban Unknown
🖉 Yes, Mexican, Mexican American,	Chicano 📄 Yes, other Spanish/Hispanic/Latino 📄 Refused
Yes, Puerto Rican	Not Obtainable
Decedent's Hispanic Codes	
Decedent's Hispanic Origin Code	Decedent's Edited Hispanic Origin Code
Race	
Check one or more races to indicate wh	nat the decedent considered himself or herself to be.
White	Filipino Other Asian (Specify) Other Pacific Islander
Black, African American	Japanese Native Hawaiian Other (Specify)
American Indian or Alaska	Korean Guamanian or Refused
Colorado River Indian R 👻	Vietnamese Samoan Not Obtainable
Fort Mohave Reservatior 👻	
Asian Indian	
Chinese	
Decedent's Race Codes	
Multiple Race Codes:	Edited Race Codes:
First Multiple Race Code	First Edited Race Code Bridge Code
Second Multiple Race Code	Second Edited Race Code
Third Multiple Race Code	Third Edited Race Code
Fourth Multiple Race Code	Fourth Edited Race Code
Fifth Multiple Race Code	Fifth Edited Race Code
Sixth Multiple Race Code	Sixth Edited Race Code
Seventh Multiple Race Code	Seventh Edited Race Code
Eighth Multiple Race Code	Eighth Edited Race Code
	Clear Save Return

The selections in the Ancestry and Decedent's Race sections are system-filled based on entries made on the Decedent Attributes page and are unavailable to edit.



When the MRE load file is received from NCHS the MRE page will be updated with the corresponding Hispanic and Race codes.

Users with the appropriate security permissions are able to view and edit the Multiple Race and Ethnicity (MRE) load data including the Decedent's selected race(s), and the corresponding race code(s).

Fetal Death Registration – Mother and Father's MRE

From the Death Registration Menu choose Other Links > Mother's MRE or Father's MRE.

	-		
Mother's Multiple Race and Et	hnicity Codes		
Hispanic Origin (Check all that appl	y)		
No, not Spanish/Hispanic/Latina Yes, Mexican, Mexican American, Chicana	Yes, Puerto Rican Yes, Cuban	Yes, Other Spanish/Hispanic/Latina (e.g. Spainard, Salvadoran, Columbian) Unknown if Spanish/Hispanic/Latina	
Mother's Hispanic Codes			
Mother Hispanic Origin Code	Mother's Edited His	spanic Origin Code	
Which one or more of the following i	s your race? (Check all that a	apply)	
✓ White	Japanese	Guamanian or Chamorro	
Black or African American	Korean	Samoan	
 American Indian or Alaska Native (name of enrolled/principal tribe) Cocopah Indian Reserva Asian Indian Chinese Filipino 	 Vietnamese Other Asian (specify) Native Hawaiian 	Other Pacific Islander (specify) Other (Specify) Unknown	
Mother's Race Codes			
Multiple Race Codes:	Edited Race Codes:		
First Multiple Race Code	First Edited Race Code	e Bridge Code	
Second Multiple Race Code	Second Edited Race C	ode	
Third Multiple Race Code	Third Edited Race Cod	le	
Fourth Multiple Race Code	Fourth Edited Race Co	de	
Fifth Multiple Race Code	Fifth Edited Race Code		
Sixth Multiple Race Code	Sixth Edited Race Code	e	
Seventh Multiple Race Code	Seventh Edited Race C	Code	
Eighth Multiple Race Code	Eighth Edited Race Co	de	
		Clear	Save Return



Esther's Multiple Dass and	Ethnioity Codec		
Father's multiple Race and	Ethnicity Codes		
No, not Spanish/Hispanic/Latino Yes, Mexican, Mexican American, Chicano	ppiy) Yes, Puerto Rican Yes, Cuban	Yes, Other Spanish/Hispanic/Latino (e.g. Spainard, Salvadoran, Columbian) Unknown if Spanish/Hispanic/Latino	
Father's Hispanic Codes			
Father Hispanic Origin Code	Father's Edited His	panic Origin Code	
Which one or more of the follow	ing is your race? (Check all that	apply)	
White	🥑 Japanese	Guamanian or Chamorro	
Black or African American	Korean	🕜 Samoan	
 American Indian or Alaska Native (name of enrolled/principal tribe) Asian Indian Chinese Filipino 	Vietnamese Other Asian (specify) Native Hawaiian	Other Pacific Islander (specify) Other (Specify) Unknown	
Father's Race Codes			
Multiple Race Codes:	Edited Race Codes:		
First Multiple Race Code	First Edited Race Cod	e Bridge Code	
Second Multiple Race Code	Second Edited Race 0	Code	
Third Multiple Race Code	Third Edited Race Co	de de	
Fourth Multiple Race Code	Fourth Edited Race Co	ode	
Fifth Multiple Race Code	Fifth Edited Race Cod	e	
Sixth Multiple Race Code	Sixth Edited Race Coo	de	
Seventh Multiple Race Code	Seventh Edited Race	Code	
Eighth Multiple Race Code	Eighth Edited Race Co	ode	
		Clear Save Ret	turn

The selections in the Ancestry and Decedent's Race sections are system-filled based on entries made on the Mother and Father Attributes pages and are unavailable to edit.

When the MRE load file is received from NCHS the MRE page will be updated with the corresponding Hispanic and Race codes.

Users with the appropriate security permissions are able to view and edit the Multiple Race and Ethnicity (MRE) load data including the Decedent's selected race(s), and the corresponding race code(s).



8.12 Request Medical Certification

Request Medical Certification assigns the ownership of the *Medical Information* to the selected medical facility.

1 The Request Medical Certification link is available based on user security privileges and is suppressed if the case already has a medical owner.

Steps to Request Medical Certification

1. From the Death Registration Menu select Other Links > Request Medical Certification



The Request Medical Certification page will display

Request Medical Certification	
Certifier Information	
Certifier Name: 💦 🔍 📐	
Facility/Office Name: 🗸 💊	
First Name: Middle Last	
Office:	
Message Please complete the medical certification for: Case Id: 407 - Bah Blah, Date of Death: OCT-24-2016. Time of Death: https://or- vitalevents.hr.state.or.us/OVERS/	
	Clear Save Return

- 2. Select the Lookup icon \bigcirc next to *Certifier Name* to access the *Lookup Certifier* page.
- 3. Enter in the *Last* and *First Name* of the certifier; if known. If not known a wildcard search can be performed by entering at least two characters in the *Last* name field followed by the percent sign (%).



ast Name 🛛 👷			First Name	e 🦳		Search	
License Number	Last Name	Suffix	First Name	Middle Name	Street Number	Street Name	
197849	Physician		Medical	A	509	Main	select
						Total recor	rds : 1

4. From the Search Results List Select the link next to the correct Certifier.

• The list of certifiers available from the Certifier Lookup dialog box will be filtered to include only those data providers that have been configured to sign death certificates and are valid (i.e., current) users of the DAVE[™] application.

Selection of a certifier will close the LOV search page and populate the certifier's name fields on the Request Medical Certification page.

Request Certifier In Certifier I Facility/O	Medical Certification nformation Name: Subscript{Subccript{Subscrip{Subscript{Subscrip{Subscript{Subscript{Subscr
First Name Middle A Last Phys	e: Medical
Office: Message	Please complete the medical certification for: Case Id: 407 - Bah Blah, Date of Death: OCT-24-2016. Time of Death: https://or- vitalevents.hr.state.or.us/OVERS/

- 5. Select the Lookup icon \bigcirc next to Facility/Office Name to access the Lookup Medical Facilities page.
- 6. In the Faclity Name field, if known, enter the full name of the facility and choose Search.



If the full name of the facility is not known, **enter** %, then **select search** to perform a wildcard search.

acility Name 🖡 🎋	earch		
Facility Name	Address	City	
Phoenix Medical Center	120 E Main N Street	Phoenix	select
Saint Joseph's Hospital and Medical Center	350 W Thomas Road	Phoenix	select
Saint Luke's Medical Center	1080 E Van Buren Street	Phoenix	select
		Total Rec	ords:3

7. A list of available facilities will be returned. **Select the Select link** next to the correct facility in the list.

Selecting a facility will close the LOV search page and populate the *Office* name in the *Certifier Information* section of the Request Medical Certification page.

Request Medical Certification					
Certifier Information					
Certifier Name: 💦 💊 📐					
Facility/Office Name:, 🕓 📐					
First Name: Medical Middle A Last Physician					
Office: Phoenix Medical Center					
Message Please complete the medical certification for: Case Id: 407 - Bah Blah, Date of Death: OCT-24-2016. Time of Death: https://or- vitalevents.hr.state.or.us/OVERS/					

- 8. The *Message* text entry box is system-filled with information related to the case and the request for medical certification. Additional information may be added if needed.
- 9. Once all items are completed select the *Save* button to save changes and forward the request the selected certifier.

When Save is selected:

- The Request Medical Certification page refreshes with all fields disabled except the *Return* button. This allows the user to review the message sent while simultaneously preventing the user from inadvertently saving and sending a new message.
- An internal message and external email requesting medical certification are sent to the physician and facility to which the request is being made.



- The ownership of the Medical Information is assigned the medical facility to which the request was selected to be sent.
- A status of "Medical Certification Requested" is assigned to the record.
- Selecting Clear will clear all information that has been entered on the page. Selecting Return will return the user to the last page they took action on.

8.13 Refer to Medical Examiner

In most jurisdictions, any death that is thought to be the result of an accident, suicide, homicide or any death that occurred in a suspicious or unusual manner, must be referred to a medical examiner (ME). The *Refer to Medical Examiner* feature is used by funeral directors, medical data providers, and vital record offices to refer such deaths to a medical examiner.

Additionally, DAVE[™] edit rules check the cause of death entries for "referral" terms that may require review by an ME. Referral terms are terms such as accident, trauma, fall, poisoning, etc. When an edit rule fails due to the use of a referral term, an error message will be displayed advising that the case should be referred to a medical examiner.

• Access to the Refer to Medical Examiner page is dependent upon user security privileges.

From the Death Registration Menu, select Other Links > Refer to Medical Examiner.

Other Links Comments Remove Certifier From Case Print Forms Refer to Medical Examiner Relinquish Case Transfer Case Validate Registration

• The Refer to Medical Examiner link will be hidden from funeral home users and medical data providers if the case has a status of Registered or Dropped to Paper.

The *Refer to Medical Examiner* page will display and the *County* field will be pre-filled according to the county listed on the *Place of Death* page.



County	Apache	
Office 🔸		
Message	Please review Case Id: 402 - Anexample Deathrecord, Date of Death: OCT- 24-2016 referred by Office Of Vital Records. Time of Death: https://or- vitalevents.hr.state.or.us/OVERS/	
		Clear Save Return

Select the LOV lookup tool \bigcirc to search for the medical examiner office.

1. In the *Faclity Name* field, enter the full name of the facility, if known, and select the *Search* button.

If the full name of the facility is not known, enter at least two letters followed by the %, then select search to perform a wildcard search.

Renty Humor Bg A		Search	
Facility Name	Address	City	
Apache County Medical Examiner's Office	321 Quincy Street	Burnside	select
		Total Re	ecords : 1

2. A list of available facilities will be returned. **Select the Select link** next to the correct facility in the list.

The selection system-fills the office selected on the Refer to Medical Examiner page.

	~		-		
Refer To I	Medical Examiner				
County	Apache				
Office 🕠	Apache County Medical Examiner's () 🔍 🜭				
Message	Please review Case Id: 402 - Anexample Deathre 24-2016 referred by Office Of Vital Records. Time vitalevents.hr.state.or.us/OVERS/	cord, Date of Death: OCT- of Death: https://or-			
				Clea	r Save Return

The message displayed is system filled and contains information related to the case being referred. The user making the referral may add additional information if needed.

Once all items are completed, selecting Save will:

- Assign a Referred to ME and ME Review Required status to the case.
- Send an internal message and external email to the selected Medical Examiner office.

- Disable all fields on the *Refer to Medical Examiner* page to prevent a duplicate message from being sent.
- Selecting Clear will clear all information that has been entered on the page. Selecting Return will return the user to the last page they took action on.

8.14 ME Review Case

The ME Review Case page is used by the Medical Examiner to Accept or Decline ownership of the referred death record.

Other Links
Comments
ME Review Case
Print Forms
Validate Registration

1. From the Death Registration Menu select *Other Links > ME Review Case*.

On the *ME Review Case Page*, the *Referral Action* and *ME Case Number* are marked with red arrows indicating required fields.

2. Make a selection from the *Referral Action* dropdown and enter an *ME Case Number*.

Referral Action ME Case Number Message	IE Review Case
ME Case Number	Referral Action 🖡 🔹 🔻
Message	ME Case Number
	Message

Referral Actions

Accept Referral is used when the ME decides to take ownership of the medical information. If *Accept Referral* is selected from the *Referral Action* dropdown, selecting the *Save* button results in the following:

- An Under ME Review status is assigned to the case.
- DAVE[™] prevents updates to the medical information by the original medical owner by assigning medical ownership to the ME user.
- If the case has a *Certified* status, the status will be changed to *Uncertified*.



- If the current user is a medical examiner, the certifier and pronouncer information (name, license number address, etc.) will be replaced with the corresponding values for the current ME user.
- If the current user is a medical examiner office user but not a medical examiner, the certifier and pronouncer information (name, license number address, etc) will be set to null or blank.
- Upon successful certification, DAVE[™] will remove the *Under ME Review* and the *ME Review Required* Work Queue statuses.
- The Medical Examiner facility now owns the Medical Information of the death record and can edit the medical pages and certify the cause and manner of death. *See section* 4.6 Death medical Information Pages for more nformation.

Decline Referral is used to refuse ownership or control of a record. If *Decline Referral* is selected from the *Referral Action* dropdown, selecting the *Save* button will result in the following:

- The case will be assigned a *Referral Declined* status.
- The *ME Review Required* Work Queue status will be removed.
- If the registration has a *Hold* special status, the work queue status *ME Review Complete* will be added.

Pending is used when the ME determines that additional discussion is needed with the referring party before making a determination on the case or when the cause of death is incomplete. If *Pending* is selected from the *Referral Action* dropdown list, selecting the Save button will result in the following:

- The case will be assigned an Under ME Review status.
- The ME/Coroner will indicate in the comment the reason the case has been assigned a pending status. Once the ME/Coroner has consulted with the certifier, the ME will update the *Pending* status.
- Medical ownership of the case will not change
- The medical information is not locked, however the case cannot be certified until the Pending status is changed to *Accept Referral* or *Decline Referral* which removes the *Under ME Review Status*.

Take Control of Case is used when the ME is not the medical owner of the case, but determines that the case falls under ME jurisdiction. Once the ME user accepts or "takes control of a case," then he/she is responsible for completing and certifying the medical information. If *Take Control of Case* is selected from the *Referral Action* dropdown, selecting the *Save* button will result in the following:

• The Under ME Review status will be assigned to the case.

- The DAVE[™] application will prevent updates to the medical information section by changing the ownership of the case to the ME user.
- The certifier information (name, license number address, etc.) will be replaced with the corresponding values for the current ME user.
- A status of *Uncertified* will be assigned to the case if the registration was previously certified.
- When the ME certifies the record, the following ME Referral statuses will be removed: *Under ME Review* and the *ME Review Required* Work Queue.
- The medical information section will be set to null and the original medical information will be stored in event history.

Overall, when the *Save* button is selected, DAVE[™] sends messages to update the referring party, medical owner, and personal owner of the record as to the *Referral Action* taken on the record:

- An internal message is sent to the medical owner of the case (all users of the office associated to the medical owner office will be able to see the message).
- An internal message is sent to the personal owner of the case (all users of the office associated to the personal owner office will be able to see the message).
- An internal message is sent to the user who referred the case if the user is not associated with personal owner office or medical owner office.
- An external message is sent to the user that referred the case.

8.15 Nosology

Nosology is the science of classifying diseases. It is used extensively in public health to allow epidemiological studies of public health issues. Analysis of death certificates requires the coding of causes of death. Each cause or condition listed in the cause of death section of the death certificate is assigned an International Classification of Diseases (ICD) code.



In the DAVE[™] application, these codes are displayed on the Nosology page.

From the Death Registration Menu, select Other Links > Nosology.

The Nosology page displays. If no data is present, the fields may be completed manually.

Nosology									
Manual UCOD									
ICD Codes									
	Cause of De	ath Approx	imate Interv et to Death	al					
Line a	Heart attack		2 hours						
Line b									
Line c									
Line d									
Other significant conditions									
Entity AXIS Code					-		-		
Line a	1	2	3	4	5	6	/	8	
Line b									
Line c									
Line d									
Other significant conditions									
ACME UCOD									
Record AXIS Code									
Occupation & Industry									
Occupation Code <none></none>				Industry C	ode≺none≻				
SuperMicar Extract Date: No	ne								
caperinical Exclusion Date. He									
							Validate	e Page Cl	ear Save



The Nosology page will typically be system-filled by the NCHS Transax load. However, all fields can be manually edited if needed.

To complete the Nosology page, enter valid ICD codes in the ICD Codes tab. When all changes and/or entries are complete, select the *Save* button to record the values entered.

8.16 Order Certified Copies

Part of the service a funeral home provides is obtaining certified copies of death and fetal death certificates for the decedent's family. Funeral home users can use the DAVE[™] order processing module to electronically submit a request for certified copies for cases for which they are responsible.

• Access to the Order Certified Copies page is restricted based on user security privileges and is only available to Funeral Home users.

There are four Order Processing pages that must be completed for a funeral home to submit an order: *Applicant, Services, Payments, Summary.*

Order Processing Menu	
Applicant	
Services	
Payments	
Summary	

Refer to Order Processing section 10 for detailed instructions on completing these pages.

8.17 Print Forms

Other Links Assign Status Attachments Birth Death Linkage Comments Correspondence Event and Issuance History Geo Codes Decedent's MRE Nosology Print Forms Refer to Medical Examiner The *Print Forms* page within DAVE[™] allows users to print registration-related documents such as working copies, vault copies, etc.

From within the Death or Fetal Death record select *Other Links > Print Forms* to access the *Print Forms* page.

• Access to the various print forms is determined by both user security setup and the statuses assigned to the registration.



Below are examples of some of the types of print forms that may be available. Disabled links are accompanied by a message explaining why the corresponding form is not available for printing.

Print Forms		
Disposition Permit	Cannot be printed if case does not have a 'registered' status or if case has been dropped to paper.	
Drop to Paper	Must be either Signed or Certified or Pronounced.	
Interstate Exchange Copy	Cannot be printed unless event has a 'registered' status.	
Number Paper Document		
Vault Copy	Cannot be printed unless event has a 'registered' status.	
Working Copy		
	R	Return

Selecting an available print form, such as the Working Copy displayed in this example, will launch the *File Download* window. Select *Open* to launch the pdf.

File Downloa	ad	1				
Do you want to open or save this file?						
Name: DispositionPermit.pdf Type: Adobe Acrobat Document From: bwdwddaveweb01						
	Open Save Cancel					

8.18 Relinquish Case

Relinquish Case is used to surrender control of a case so that another facility may assume ownership. For example, if two family members start services for the same decedent at different funeral homes, the funeral home that owns the record would need to relinquish ownership of the *Personal Information* to allow the correct funeral home to access to the record. (Transfer Case may also be used to accomplish this same task. See *Section 8.18– Transfer Case* for more information.)

Steps to Relinquish Case



1. From the Registration Menu select Other Links > Relinquish Case.



2. On the Relinquish Case page, select *OK* to surrender ownership, or *Cancel* to retain ownership of the record.



Once Ownership is relinquished the user will be returned to the DAVE[™] homepage and will no longer have access to that particular registration.

8.19 Transfer Case

From time to time, it may be necessary for a facility such as a Funeral Home or Hospital to transfer their ownership of a case to another similar facility. For example, if the decedent had multiple survivors, and burial arrangements were inadvertently made at multiple sites, one of those sites might need to transfer ownership of the case. Once the case is transferred, ownership is changed and any actions the previous owner took within the record is retained in Event and Issuance History.

The Transfer Case link is disabled on records with a status of Registered.

Steps to Transfer Case

1. Select Other Links > Transfer Case.



Other Links
Comments
Refer to Medical Examiner
Relinquish Case
Request Medical
Certification
Transfer Case
Trade Calls

2. The Transfer Case presents two options: *Transfer Personal Ownership To* and *Transfer Medical Ownership To*. The user type determines which transfer checkbox is enabled. For example, a funeral director may only transfer personal ownership while a medical certifier may only transfer medical ownership.

If the owner is the personal owner only	The Transfer Medical Ownership field will be disabled.
If the owner is the medical owner only	The Transfer Personal Ownership field will be disabled.
If the owner is both the personal and medical owner	Both Transfer fields will be enabled.
If the user is a state office user	The Transfer Personal Ownership and Transfer Medical Ownership links will be enabled based on whether the case has an existing Personal or Medical Owner.

Regardless of the type of ownership being transferred the steps are the same. In the example steps below we will transfer personal ownership.

3. To transfer ownership, place a checkmark in the box next to the ownership type to be transferred.



4. Select the LOV lookup tool \bigcirc associated with the type of ownership to be transferred. The *Lookup office to transfer* window is displayed.

5. In the *Faclity Name* field, enter the full name of the facility, if known, and select the *Search* button.

If the full name of the facility is not known, **enter at least the first two letters followed by the** %, then **select search** to perform a wildcard search

Lookup office to transfer personal ow Facility Name♪ ₩ħ%	Search	,	
Facility Name	Address	City	
Whitney & Murphy Funeral Home	4800 Indian School Road	Phoenix	select
		Total Rec	ords : 1
			Cancel

- 6. A list of available facilities will be returned. **Select the Select link** next to the correct facility in the list.
- 7. The selection system-fills the funeral home name on the Transfer Case page.

Transfer Case	
Transfer Personal Ownership To:	
Whitney & Murphy Funeral Home	
Transfer Medical Ownership To:	
Q ∑.	
Message	
The following case has been transferred to your facility: Case Id: 1229 - Transfer Me, Date of Death: DEC-21-2016 transferred by Samaritan Funeral Home.	
	Clear Save Return

- 8. The Message text entry box is pre-filled with information relevant to the case being transferred. Additional information may be added if needed.
- 9. Once all items are completed select the *Save* to transfer the case. Once transferred the user will be returned to the home page and will no longer have access to the record.

When Save is selected:

- Ownership of the Personal or Medical Information is transferred from the facility that performed the transfer to the facility selected.
- An internal message will be sent to the facility to which the record has been transferred to.
- If the office is receiving ownership of the personal information:

On the *Disposition* page, the funeral home office and address will be system-filled with the office name and address of the office selected.

On the *Disposition* page the funeral director information will be cleared.



If the record was signed, the signed status will be removed and the date signed will be cleared.

• If the office is receiving ownership of the medical information:

On the *Certifier* page the certifier name will be cleared.

On the *Certifer* page the certifier address will be system-filled with the address of the office selected to receive the transfer.

If the record was certified, the certified status will be removed and the date certified will be cleared.

Selecting Clear will clear all information that has been entered on the page. Selecting Return will return the user to the last page they took action on.

8.20 Trade Calls

A trade call occurs when one funeral home acts as a broker for another funeral home, frequently one that is out of state.

The Trade Calls page in the DAVE[™] application supports the trade calls practice by allowing dual ownership of death records. Users from either funeral home will be granted the same security access to the case with the exception of the funeral director and funeral home fields located on the Disposition page.

• The ability to select the Trade Calls link is based on user security privileges and is generally restricted to Funeral Directors only.

The Trade Call link is disabled when the record has a status of signed.

Key points concerning the Trade Calls page:

- The funeral home responsible for Disposition should start the record in DAVE™ and initiate the Trade Call.
- The funeral home on the Trade Calls page cannot change the funeral home listed on the Disposition page.

Steps to Set-up the Trade Call

1. From the Death Registration Menu select Other Links > Trade Calls.




The Trade Calls page displays.

Funeral Home			
Business Registration N	lumber Lookup] 💊 🔊	
Street Number Pre Directi	onal Street Name or PO B	ox, Rural Route, etc. Street Designator	Post Apt #, Directional Suite #,etc
City or Town	State	Country United States	Zip Code
Funeral Director			
License Number	Lookup	~ 	
First	Middle	Last	Suffix Clear Save Return

- 2. Select the Lookup icon \bigcirc next to the *Funeral Home Lookup* field to launch the *Lookup Funeral Home* window.
- 3. In the *Faclity Name* field enter the full name of the facility, if known, and select the *Search* button.

Facility Name Address City Iect search to Samaritan Funeral Home 1505 E McDowell Road Phoenix select rform a wildcard San Tan Mountain View Funeral Home 21809 S Elleworth Road Oueen Creek select
form a wildcard San Tan Mountain New Funeral Home 21809 S Filsworth Road Oueen Creek select

4. A list of available facilities will be returned. **Select the Select link** next to the correct facility in the list.



The selected funeral home information will be auto-populated on the Trade Calls page.

Funeral Home on Certificate					
Business Registration Numbe	er Lookup				
AA-2343	Samaritan Funeral				
Pre Street Number Directional	Street Name or PO Box, Bural Po	uto oto	Street	Post	Apt#,
1505 E V	McDowell	ute, etc.	Road	- T	Suite #,etc
City or Town	State	Country	/	Zip Code	
Phoenix	Arizona	United	States	85006	
Funeral Director					
Funeral Director	-				
	okup	.			
First	/liddle Last			Suffix	
					Clear Save Return

- 5. Select the Lookup icon \bigcirc next to *Funeral Director Lookup* to access the Search *Funeral Directors* page.
- 6. Enter in the *Last* and *First Name* of the certifier; if known. If not known a wildcard search can be performed by entering at least two characters in the *Last* name field followed by %.

ast Name 🛛 💆	<u>į</u> %		First Name			Search	
icense Number	Last Name	Suffix	First Name	Middle Name	Street Number	Street Name	
23456	Director		Afuneral				select
3213213	Director		Alfred				select
Z-8675	Director		Boris				select
D-3552	Director		Funeral	Home			select
D78585	Director		Sravfuneral				select
Z-5858	Director		Unassociated	None			select
D873774	Director3		Funeral				select
						Total Recor	rds:7

7. From the Search Results List select the link next to the correct Funeral Director.

Funeral Home o	n Certificate			
Business Regist	ration Number Lookup			
AA-2343	Samaritan Funeral			
Street Number	Pre Directional Street Name or PO Box, Rura	Street I Route, etc. Designator	Post Directiona	Apt #, al Suite #,etc
1505	E McDowell	Road		
City or Town	State	Country	Zip Code	
Phoenix	Arizona	United States	85006	
Funeral Director	r			
License Number	Lookup			
123456	Afuneral Director	<u></u>		
First	Middle L	ast	Suffix	
Afuneral] [] [Director		
				Clear Save Retu

The selected funeral director information will be populated on the trade calls page.

 \bullet If either the Funeral Director or Funeral Home are out-of-state, the information can be manually keyed rather than selected using the \bigcirc lookup tool.

To complete the Trade Calls page, select *Save* to save changes and complete the trade. If both funeral homes use DAVE, they will now share ownership of the personal information. Allowing both funerI homws to have access to work on the record.

Selecting Clear will clear all information that has been entered on the page. Selecting Return will return the user to the last page they took action on.

8.21 Switch User

Many processes performed in the registration and issuance of vital events requires participation by multiple individuals with different roles and security privileges. In order to make the processes more efficient, DAVE[™] shall provide the ability to allow users to switch users without exiting the application.

Examples of user accounts that are commonly switched are as follows:

- Funeral home clerk to funeral home user and vice versa
- Medical facility clerk to medical certifier and vice versa
- Order processing clerk to order processing supervisor
- Amendment clerk to amendment supervisor

From the Other Links sub-menu, select the Switch User link.



The Switch User login page displays.

=	×
Switch User	
UserNa	ne:
Passw	rd:
	Login Close

The user temporarily signing in will enter their user name and password. If the user name and password are valid, $DAVE^{TM}$ will switch the login to that of the new user while remaining on the same page as the previous user.

• The user being switched to must be a user who is associated to the same office as the current user.

Exceptions to the information and page that displays after a switch occurs:

- 1. If the user being switched to is not associated to the same office as the current user an eror shall be displayed: "Switch to user must be in the same office as current user."
- 2. If the user being switched to does not have the required security access to view the same registration, an error shall be displayed: "Switch user is unable to load this registration as you do not have permission to access it."
- 3. If the user being switched to does not have the required security access to view the same order, an error shall be displayed: "Switch user is unable to load this order as you do not have permission to access it."



4. If the user being switched to does not have the required security access to view the currently displayed registration page the following pages will be displayed instead:

Death	Decedent Page
Fetal Death	Fetus

5. If the account of the user being switched to has expired, an error shall be displayed: "Cannot switch users. Password has expired or requires changing."

9. Registrar Information

9.1 Identifiers

The Identifiers page is used to store and display registration-related information accessible only at the state level. Some fields on the page may be system-filled as the case is processed and registered in DAVE[™]. Some fields may be edited manually.

Registrar	
Identifiers	

From the Registrar sub-menu select the Identifiers page:

Death Identifiers Page
Identifiers
Record Source Paper
State File Number File Date
Out of State Death Out-of-State File Number
NCHS Extract Date 📰 SSA Extract Date
Interstate Exchange Extract Date 🛛 💼 Interstate Roster Extract Date 👘
Interstate Exchange Print Date 👘 Super-MICAR Extract Date 👘
STEVE Extract Date
Refresh Report Extract Date 📄 💼 Re-enable Drop to Paper
Local Registrar
Local Registration Number
Local Registration Office Maricopa County Vital Records 16th St Phoenix
Disposition Permit
Date Disposition Permit Printed 📃 💼 Number of Permits Printed
Disposition Permit Number
Birth Linkage
State File Number Out-of-State File Number Date of Birth 🧰
Birth State Birth Country



Fetal Death Identifiers Page	
Identifiers	
Record Source Paper V	
State File Number	File Date
Out of State Fetal Death	Out of State File Number
NCHS Extract Date	
Interstate Exchange Extract Date 🛛 💷	Interstate Exchange Print Date 🛛 👘
STEVE Extract Date	
Refresh Report Extract Date	
Disposition Permit	
Date Disposition Permit Printed 📃 📰 N	lumber of Permits Printed
Disposition Permit Number	

Shared Identifier Page Fields

Record Source is set when a case is started in DAVE[™]. A *Record Source* of *Paper* indicates that the State or County office completed the record from a piece of paper received. A *Record Source* of *Electronic* indicates that a funeral home, medical facility, or medical examiner started the record and it was completed electronically.

State File Number and **File Date** are automatically assigned and system-filled once a case has been registered. These items are typically automatically completed, but user's with appropriate security privileges assigned can edit these fields.

The **Out of State Death** or **Out of State Fetal Death** checkbox and **Out of State File Number** are selected and completed when the record is an Out of State Record. These items are typically automatically completed, but user's with appropriate security privileges assigned can edit these fields.

The following items are system-filled when the record information is pulled and included in any of the related extract jobs: NCHS Extract Date, SSA Extract Date, Interstate Exchange Extract Date, STEVE Extract Date, Refresh Report Extract Date.

The **Interstate Exchange Printe Date** is system-filled when an Interstate Exchange record has been printed for the selected case.

Date Disposition Permit Printed is system-filled with the date the permit is printed. **Number of Permits Printed** is system-filled and indictaes the number of disposition permits printed. **Disposition Permit Number** is system-filled and indicates the number assigned to the permit. These items are typically system-filled, but users with appropriate security privileges can edit these fields.

Identifier Page Fields Related to Death Only

The following items are system-filled when the record information is pulled and included in any of the related extract jobs: **Super-Micar Extract Date**, **Insterstate Roster Extract Date**.



The **Local Registration Number** may be entered manually or system-filled. The **Local Registration Office** is system-filled with the County associated to the place of death listed on the record.

The *Birth Linkage* section contains fields for recording data and information in regards to a matched birth record. The **State File Number** is the number associated to the matched birth certificate, and is only system-filled if the matched record occurred in-state. The **Out of State File Number** is the state file number assigned to the matched birth record and is only system-filled if the matched record is out-of-state. **Date of Birth** displays the date listed on the matched birth record. **Birth State** and **Birth Country** display the state and country found on the matched birth record. These items are typically system-filled but users with appropriate security privileges may edit these fields.

9.2 Amendment List

The Amendment List page is informational and allows a user to review any amendments associated with the record.

The ability to select the Amendment List link is based on user security privileges.

From the *Registrar* sub-menu select the *Amendment List* page link:



If no Amendments are currently associated to the record, the Amendment List page will appear blank.



• The New Amendment button may be selected to start a New Amendment associated to the record. Please see section *8.1 Amendments* for more information in regards to the Amendments process.

If amendments exist for the record, the Amendment List page will display them in a grid view.



Amendment ld	Processing History	Amendment Type	Date Received	Date Completed / Rejected	Amendment Status	Order #
93	History	Correction (Funeral Home) - Death	DEC-15- 2016		Pending	
94	History	Correction (Medical Certifier, Tribal Law Enforcement Authority) - Death	DEC-15- 2016		Keyed (Requires Affirmation)	
254	History	Amendment (State/County) - Death	DEC-22- 2016	12/22/2016 12:54:05 PM	Complete	

The Amendment Id and Processing History columns contain links that, when selected, take the user into the specific amendment to continue processing or review the items amended.

10. Order Processing

Vital Records are the legal documents which preserve information about the vital events of people in our society. The issuance of certified copies of vital event records, primarily birth and death, is an integral part of the services provided by a Vital Records agency. Certified copies of vital records are used for legal and administrative purposes. Most jurisdictions require the completion of an application, which serves several purposes, for each certificate requested.

The order application is used to locate the certificate, to verify the applicant's eligibility, and to detect and prevent fraud. Fraudulent requests for vital records are often not discovered immediately; therefore it is necessary to retain applications permanently or for an extended period of time. As a result, DAVE[™] retains all application information provided by the customer including information related to the certificate requested.

The *Order Processing* pages are used to process and track customer orders for certified copies of vital records. Users with the appropriate security privileges will be able to enter customer orders (including payments), search for events, or print and issue certificates.

Order Processing information is distributed across several pages in DAVE[™], beginning with *Applicant* and continuing to *Match Events*, *Services, Payments*, *Order Summary*, and Issuance History.

Later sections will cover accounting, which includes the processing of the payment part of orders, balancing a cash drawer, and reconciling the day's transactions.

10.1 Process a New Order

From the Main Menu select Order Processing and then select New.



Oi	fice Of Vital Records							Welcome back: azadmin	Logout
<u>M</u> ain	Order Processing	Lif <u>e</u> Events	Queues	<u>A</u> ccounting	<u>R</u> eports	Forms	<u>J</u> obs	<u>T</u> able Maintenance	<u>H</u> elp
Th	New	- Department	t of Health	Services - B	ureau of \	/ital Reco	ords		
For	Search	ce Contact: 602	2-364-2230						
	Death Fast Order								
	UPS Manifest								
1	or 3 mannest	†							

10.2 Applicant

The Applicant page will be displayed.

Applicant	
Applicant: Person Organization Other:	Crder
Name	
Prefix First Middle Last Suffix Fraud Suspect	?
Address	
Street Number Pre Directional Street Name Designator Direction Image: City or Town State Country Zip Code Image: City or Town State Country Zip Code	al Apartment Number
Contact Information	
Attention:	
Phone Number: - Alternate Number: - Fax Number: -	
Email:	
Shipping Information Same as Applicant? 🕑	
	Clear Save Next

The Applicant page is used to gather information on the person requesting the service. Complete as much information about the applicant as is known.

• If the user is an external user and has accessed the order processing module via the *Order Certified Copies* feature, the applicant page will be system-filled with the office the user selected at login.

The applicant can be either an *Organization* or a *Person*. From the two radio buttons at the top of the *Applicant* page, select which *Applicant* type will be ordering.



Organization as an Applicant

For Hospitals, Government Offices, and/or other Vital Records partners requesting certified copies of records and other services, choose the *Organization* radio button on the *Applicant* page. Doing so reveals the required **>** *Organization Name* field.

Applicant			
Applicant: 🔸 🔘 Person 🖲 Organization	ID Type: Alternate ID] Other:	Expedite Order
Organization			
Name:	Q 📐		

1. Select the LOV Lookup tool \bigcirc to access the Facility lookup page. The Lookup Organization pop-up will be displayed.

acility Name> bak%		Search	
Facility Name	Address	City	
Baker Funeral Home Ltd	2008 N Broad Street	Philadelphia	select
Baker-Harris Funeral Chapel	229-231 First Street	Conemaugh	select
		Tota	l records : 2

- 2. Enter the name of the facility if known. If unknown, enter at least one letter followed by the wildcard % symbol. Select the *Search* button to display a list of facilities. Click the *select* link adjacent to the desired facility.
- 3. Once selected, the Facility information populates the Organization *Name* and *Address* fields on the Applicant page. Select *Save* to save changes.

Applicant						
Applicant: 🕨	🖱 Person 🖲 Organization	ID Type: Alternate	ID 💌	Other		Expedite Order
Organization						
Name: Baker F	uneral Home Ltd	Q 🖌				
Address						
Street Number	Pre Directional Street Name		Street Designator		Post Directional	Apartment Number
2008	N 🖵 Broad		Street	•	-	
City or Town Philadelphia	State Pennsylvania	Country United States	Zip Code 19121]		

If the Organization is not found in the list, the Organization Name and Address can be manually entered on the screen.



Person as an Applicant

For applicants that are individuals and not associated to an Organization select the Person radio button as the Applicant type. Doing so reveals the required First and Last Name fields for manual entry.

Applicant Applicant: Person	Organization	ID Type:	Other: Expedite Order
Name Prefix First	Middle	▶ Last	Suffix Fraud Suspect?

• The only required fields on the *Applicant* page, when *Person* is selected as the *Applicant*, are the *First* and *Last Name* fields. However, the more information provided, the easier it will be to contact the customer if follow-up is needed

Remaining Applicant Page Items

Id Type - Displays a list of standard forms of identification that are acceptable when requesting vital event records.

Expedite Order - The *Expedite Order* checkbox is used to flag a rush order. The order is placed in the Issuance Queue with all other orders, but when the *Priority* filter is used, only those marked as *Expedite Order* are returned. The order approval and completion process for expedited orders takes priority over other orders within the Issuance Queue.

Fraud Suspect – If the applicant is found to be suspect of fraud, this checkbox can be selected. This triggers a fraud suspect validation rule on this and any subsequent orders the applicant submits.

Address - This is the address information of the applicant.

Contact Information - This is the contact information of the applicant. If the applicant is an organization and the organization is selected from the LOV, this information will be system filled from the organization information stored in DAVE[™].

Shipping Information Same as Applicant - DAVE[™] is set to automatically select this checkbox which assumes that the shipping address will be the same as the applicants address. If the shipping address differs from the applicant address, uncheck this selection and the page will display a section in which to collect shipping address information. Additional contact information is also made available to collect if needed.



Shipping Information Same	as Applicant? 🗌					
Shipping Information						
Name						
Prefix First	Middle	▶ Last		Suffix		
Address						
Street Number Directional	Street Name		Street Designator	•	Post Directional	Apartment Number
City or Town	State	Country United States	Zip Cod	le		
Contact Information						
Attention:						
Phone Number: Email:	Alternate Nu	umber:	Fax	Number:		
						Clear Save Next

Once the Applicant page is complete, choose a navigation button at the bottom of the page:

Most often selection of the *Next* button will be used to save what has been entered and proceed to the next page.

Other options include selection of: the *Clear* button to clear all entries, the *Save* button to save changes without leaving the page.

Upon selection of Save or Next the Order will:

• Be assigned a unique order number is assigned consisting of a four digit year + two digit month + five digit sequential number (i.e., 20100600032). The system-assigned order number is displayed at the top of all order processing pages at the top of the Order Status Bar.

20170300079 :Anexample Order Applicant

• Be initially validated and assigned Order and Issuance statuses of Invalid and Incomplete. The Order and Issuance statuses will be displayed in the Order Processing Status bar, just under the Order Number and Applicant Name.

20170300079 :Anexample Order Applicant /Order Invalid/Incomplete/No Services

• Display the Order Processing menu. The Order Processing Menu leads the user through the pages necessary to process an order.





• Display the Match Events page.

Order Processing Menu	20170300079 :Anexample Order Applicant /Order Invalid/incomplete/No Services
Applicant Match Events	Match Events
Summary Validate Order	Events Requested
Assign Status Attachments	Eligibility
Switch User	Event Type: Birth
	Applicant Relationship:
	Event Search
	File Number: Year: 🖉 Number: 🗹
	Registrant First: 🖉 Middle: 🗹 Last: 🖉
	Mother First: 🖉 Middle: 🗭 Maiden Last: 🕑
	Mother First: 🖉 Middle: 🖉 Current Last: 🕑
	Father First: 🖉 Middle: 🗹 Last. 🖉
	Date of Birth Start: 🖉 🛛 💼 End: 🧭
	Gender: 🗹 🔍 🔻 Place of Event City: 🗹 🔄 Place of Event County 🖉
	Number of rows to be returned: 200
	Search Soundex New Event Previous Next

10.3 Match Events

The Match Events page has three sections, Events Requested, Eligibility, and Event Search.

Events Requested: Initially, the Events Requested section is empty. It will be populated after the Eligibility and Event Search sections are complete and search performed.

Eligibility: The Eligibility section is used to determine the Event type and Applicant Relationship. Based on these two items, the applicant's eligibility to receive the service(s) requested can be determined.

⁴ It is important to select the *Event Type* before choosing an Applicant Relationship. The *Event Type* affects the values available for selection within the *Applicant Relationship* dropdown.

Event Search: The Event Search section offers a number of fields that can be used to locate the record for which service is being ordered.

10.3.1.1 Eligibility and Event Search



- 1. First, select the Event Type as this determines what Applicant Relationship types and what Event Search fields are available.
- 2. Next, select the Applicant Relationship type from the LOV.
- 3. Enter all information available for the Event Search fields.

• It is best to enter all information provided from the applicant regarding the Event Search items. Each Order becomes a historical record of the complete application submitted for services. If follow-up is needed, the more information available the better.

- 4. Once Event Search fields are completed, select or de-select the checkboxes next to each field which contains an entry.
 - a. Selecting a checkbox will include that item in the system performed Search for the record.
 - b. De-selecting a checkbox will excluded that item in the system performed Search for the record.

DAVE[™] only looks for matches on elements selected with a checkmark. If text is entered in a field, but the checkbox next to the field is not selected, the field will not be included in the search.

It is not necessary to deselect checkboxes for any field left blank. If a field is left blank, it is not used in the search.

5. Once the *Event Search* information is complete, choose from the Event Search navigation button at the bottom of the page:

Search Soundex New Event

Most often selection of the *Search* button will be used to search, using the selected Event Search items, within the Event Type selected.

Other options include selection of: the *Soundex* button to search for names that sound like those entered, the *New Event* button is used to add an additional *Event Request* to the Order.

6. Once the Search is performed, the Match Event page expands, below the Event Search section, to display the Select Matching Event section.



Search Soundex	New Event			Previous Next Ret
elect Matching E	vent			
Select	Date of Event	SFN	Registrant Name	Place of Event
\odot			No Matching Event	
•			Legacy Record	
Preview	JAN-19-2017		Deathrecord, Anew	Maricopa
O Preview	OCT-24-2016		Deathrecord, Anexample	Maricopa
				Total Records : 2
Save Match				
review				
File Number:	File Date:			
Case Id: 2202	Medical Record N	umber:	ME Case Number:	
Decedent's Name:	Anew Deathrecord		Date of Death: JAN-19-201	7
Spouse's Name:	Marital Status:			
Sex: Male	Date of Birth: JAI	N-19-1980	SSN:	
City or Town of Deatl	h:		County: Maricopa	
Place of Death:				
Residence: Arizona	, United States			
Mother's Maiden Nar	ne:			
Funeral Director:				
Funeral Home:				
Medical Certifier:				
Date Entered: JAN-	19-2017		Last Update Made By: Yeta	nother Superuser
Status: /New Event/	New Event/Not Registered	I/NA/NA/NA		

Within the newly displayed Select Matching Event section, the potential matching records are listed with Preview links beside them. Selecting a radio button, or the preview link, next to a listed potential match will display the Preview page. The Preview page contains details about the record selected and can be compared to the Event Search items entered, to ensure a correct match is found.

10.3.1.2 Select Matching Event

The Select Matching Event pane displays the search results

The *No Matching Event* and the *Legacy Record* rows are displayed at the top of the Select Matching Event search results table.

No Matching Event should be selected if no results are returned or if none of the matches are the desired record.

Legacy Record should be selected if it is known that the case is on file within the jurisdiction, but is not in the DAVE[™] database. These cases are usually on paper or other non-electronic media only.



• The following event types are excluded from the search results list within the Select Matching Event page: Out-of-state, Voided, and Abandoned.

Selecting a Match

If a correct match is found within the search results list, select the radio button next to the match.

Select	Date of Event	SFN	Registrant Name	Place of Event
0			No Matching Event	
0			Legacy Record	
Preview	FEB-09-2017		Deathrecord, Anew	Maricopa
Preview	JAN-05-2017		Deathrecord, Anexample	Maricopa
Preview	JUN-14-2017		Deathrecord, James	Maricopa

Right below the Select Match Event pane in the Images pane. The Images pane will display any images that exist for the selected Matched Event. If no images exist then the Images page will only list the *Issue from electronic record* selection.

Date of Event
Total Records : 1

If an image, or images, exist for the selected Matched Event, the Images pane will list these images.

Select Matching Event

Select	Da	te of Event	SFN	Registrant Name	Place of Event
\bigcirc				No Matching Event	
\bigcirc				Legacy Record	
Prev • Prev	view JU	L-01-1949	102-1949-031116	CHARLEYX, ALVINX X	NAVAJO
					Total Records : 1
nages					
Select	Image Id	Name			Date of Event
\bigcirc	Issue from el	ectronic record			
\bigcirc	4129550	CHARLEY	X, X ALVINX		Jul-01-1949

To issue from the electronic record and not the image, select the radial button next to the *Issue from electronic record* option.

Otherwise, select the radial button next to the listed Image.

mages			
Select	Image Id	Name	Date of Event
\bigcirc	Issue from ele	ectronic record	
\odot	4129550	CHARLEYX, X ALVINX	Jul-01-1949
			Total Records : 1

10.3.1.2.1 Edit Image Selection

Upon select of the radial button next to a listed image within the Images pane the Image Editor control will be presented with the selected image displayed.

≥ I < ∆ (C C C C C C C C C C C C C C C C C C C
IDENTIFICATION	HAME OF CHILD A. FRAT B. MIDDLE C. LAST 1. I. I. I. SEX TYPE OF BRATH SPECIFY: IF MULTIPLE SIRTH SEX THREAL, TRO DATE OF MARTIN SPECIFY: DATE OF SEX THREAL, TRO INTY SEX THREAL, TRO INTY SEX THREAL, TRO INTY SEX THREAL, TRO INTY SEX THREAL INTY SEX TOWN GR CITY INTY SEX C. SERVICE OF MARTIN, GIVE STREET ADDRESS INTY
PARENTS	TATERING "A FIRST & MIDDLE C. LART DATE OF NORTH SAT VEAN PLACE OF STATE OF COUNTY A AME DATE OF NORTH SAT VEAN PLACE OF STATE OF COUNTY DATE OF NORTH BAT VEAN PLACE OF STATE OF COUNTY AME DATE OF NORTH BAT VEAN PLACE OF STATE OF COUNTY NAME DATE OF NORTH BAT VEAN PLACE OF STATE OF COUNTY DATE OF NORTH BAT STATE OF NORTH BAT VEAN PLACE OF STATE OF NORTH BAT STA
RESIDENCE OF MOTHER	MOLES MORENT MORENT </td
	The information users if tradition is the information of the information is the information of the information is the information of the infor
FOR STATE REGISTRAR USE ONLY STATE REGISTRAR'S AU TICATION	AUPPLEMENTARY ENTRES (2) (2) (2) (2) (2) (2) (2) (2) (2) (2)
STATISTICAL	28. 29. 29. TYPE OF ACTION IF ADDY DOR: OTHER CENT WELL GRANTER Control of Address CONTY Charge of Action IF Address Control of Address Control of Addres Control of Address
AumiNISTRATIVE DATA	57. R. E. M. A. H. K. B.
	ADI(S/ADM/Vial Records/VS-1A (Rev. 8-78)





The Image Editor Controls are located across the top of the image editor.



Select: If more than one page of images are displayed, this tool allows you to select an image from the left menu of the Image Editor tool.



•			C 🗹
		ATION 1.	2 OF CHILD
	AND PLAC	EOF PLAC	EOF A.C
	PAREN	TS 5. MOTH MAID NAMI 9.	HER'S A.F
	RESIDEN OF MOTHEI	R OR R	HER'S A.ST
		TIONS: 15, T T 18, C ANT DATE	HE INFORMATION STRUE AND CORR. NOWLEDGE. ATTENDED THE B ASE BORN ALIVE A ATTENTERSD ARG
	REGISTS FOR ST REGISTRA ONLY	RAR 21. ATE SUPP IR USE Y 26.	PLEMENTARY S
	STATE REGI	STRAR'S D	HIS SUPPLEMENTAF

Ð

Magnify: The magnifying tool provides magnification of a selected area of the image. Simply select the magnifying tool and hold the left mouse button down over the area you wish to magnify.

						CERTIN	-10
		NAME	OF CHILD	A. F	rirst		٠
IDENTIFICATIO	DN			2.4	ATT.		
OF.		SEX		TYPE	OFBIRTH	SPECIFY	:
- A		- 36	10.00	TRIPL	ET, ETC.	CONCLUE.	
AND PLACE O	-	2. PLACI	EOF /	3A.	· · ·	B. TOWN OR CITY	
BIRTH	F	DIRTH	3000				-
	MAN	in F	N			A 141501 c	199.07
	NΑ	ME				S, MIDDLL	
AND PLACE OF BIRTH PARE PARE PARE PARE PARE PARE PARE PARE	0.913						
PARE	9.		l		C	MIDDLE	
	MO	TH	ER'S			10212	
	US	JAL	-			B. COUNTY	
RESID	RE	SID	ENCE	-	1000.0.4		15.5
OF	12.						
MOTE	ST	REP	T AD	DRE	ALC: NO. OF		
	OR	R.	F.o.			PARENT	OR
CERTIFIC					D THE BEST OF	MY	-
PAR	120					ISA.	4.617
	IZE	WA	S BORN ALIVE	AT THE	OF THIS CHILD	AN D	ALIN .
ATTENDANT		54	TE ENTERSD /	BOVE.		16A.	18
		DATE	REGISTERE	0	REG. FILE	NO. REGISTR	AR
REGISTRAR		21.	NUE 200 1	31266	22.	Citized	1
FOR STATE		SUPPI	EMENTARY	ENTR	ES	[and]	T



Crop: Selecting this tool will place a rectangle on the page which can be used to crop the image. Simple adjust the size of the rectangle then double-click the left mouse button to crop the image.

			1					102 1090 067502
			DE	PARTMENT OF HEAD	LTH SERVICES - VITAL R	ECORDS SECTI	ON BRTH NO.	102-1989-067503
		NAME OF CH	ILD A. PERST	- +	B. MIDDLE		C. LASY	
		1.	7.0375.		ALICENTRY	18.	STATISTICS.	
			DAY YEAR HOUR					
	AND PLACE OF BIRTH	PLACE OF DIRTH	A.COUNTY	B. TOWN OR CITY	FIX	CLINIC	(IP HOME BIRTH, GIVE STRE	TAODHESS) D. IN CITY LIMITS'
		FATHER ¹⁶ NAME	A. PIRSY	S, MIDDLE	C. LAST	DATE OF	BIRT	CE OF STATE OF COUNTRY
	PARENTS	5. MOTHER'S	A. FIRST	D. MIDDLE	C, LAST	7. DATE OF	ANTH DAY YEAR PLA	CE OF STATE OR COUNTRY
	_	MAIDEN				BIRTH	BIRT	н
МОТИСЕ БАК 25,								
Сектор составляется и ставали различи составляет составляется и составляется составля	MOTHER							
	CERTIFICATIONS							DATE SIGNE
ATTENDATI ATTENDATI BESISTEAR BUILTENDATI BOULT DUCK Antender Strate and Strate Strate and Strate and Strate and Strate and Strate and S	PARENT	18. LATTENDE	D THE DIGTH OF THIS C	ATTENDAN	1		TULE SPECIF	Y: DATE SIGNED
OATE REGISTRATE DATE REGISTRATE DEC. JLIFFIC DETAIL DETAIL <thdetail< th=""> DETAIL DETAIL<!--</td--><td>ATTENDANT</td><td>WAS BORN</td><td>ALIVE AT THE PLACE, "</td><td>TIME AND</td><td>D. 16.1 M</td><td></td><td>D.O. OTHER 19.</td><td>20. MARKINE REA PROPERTY</td></thdetail<>	ATTENDANT	WAS BORN	ALIVE AT THE PLACE, "	TIME AND	D. 16.1 M		D.O. OTHER 19.	20. MARKINE REA PROPERTY
TREGISTION 1. <td></td> <td>DATE REGIS</td> <td>TERED REG. F</td> <td>ILE NO. REGISTRAN</td> <td></td> <td></td> <td>REG. DISTRICT</td> <td>OFFICE</td>		DATE REGIS	TERED REG. F	ILE NO. REGISTRAN			REG. DISTRICT	OFFICE
Ending Turner Discrete Control of the ANDONE of the ANDONE STATE VATE REGISTRATE Discrete Control of the ANDONE STATE STATE REGISTRATE Discrete Control of the ANDONE STATE STATE STATE Discrete Control of the ANDONE STATE DATA Discrete Control of the ANDONE STATE Auril INSTRATIVE Discrete Control of the ANDONE STATE DATA Discrete Control of the ANDONE STATE AURIL CONTROL OF THE AND DISCRETE Discrete Control of the ANDONE STATE DATA Discrete Control of the ANDONE STATE AURIL CONTROL OF THE AND DISCRETE Discrete Control of the ANDONE STATE DATA	REGISTRAR	21.	02.	23,	Contraction of the local division of the loc		24.	29.
Display <	REGISTRAR USE	JOF PERMIN						
TATE REDISTANTS December 00:00:00:00:00:00:00:00:00:00:00:00:00:	UNLT	26.					TE AND THE DECULATIONS OF	THE ADJONA STATE
AL TICATION DATE ENTAGLISTED DUC, CERT, GO PECHISTRATIVE DUC DITU JL JL JL DATE DITU DITU DITU JL JL THE SECTION FOR STATISTICAL END ADMINISTRATIVE USE ONLY DITU DITU STATISTICAL THE SECTION FOR STATISTICAL END ADMINISTRATIVE USE ONLY DITATE DITU DATE OF DEFINITION DITU DITU DITU DITU STATISTICAL DIREGULAR THE GONDER FOR STATISTICAL END ADMINISTRATIVE USE ONLY DITATE DITU DATE OF DEFINITION DITU DITU DITU DITU DATE OF DEFINITION DITU DITU DITU DITU DATE OF DEFINITION DITU DITU DITU DITU DATE DITU DITU DITU DITU <t< td=""><td>TATE REGISTRAR'S</td><td>DEPARTMEN</td><td>T OF HEALTH SERVICES.</td><td>THE DATA SHOWN HEREC</td><td>ON ARE TRUE AND CORRECT TO</td><td>THE BEST OF MY K</td><td>NOW LEDGE.</td><td>THE ANKONA STATE</td></t<>	TATE REGISTRAR'S	DEPARTMEN	T OF HEALTH SERVICES.	THE DATA SHOWN HEREC	ON ARE TRUE AND CORRECT TO	THE BEST OF MY K	NOW LEDGE.	THE ANKONA STATE
28. 19. 19.0. STATISTICAL 19.0. 19.0. 19.0. STATISTICAL TYPE STATISTICAL 100.0. 100.0. 100.0. DATA 100.0. 100.0. 100.0. 100.0. 100.0. DATA 0.0. 100.0. 100.0. 100.0. 100.0. 100.0. ADE/ADM/Non Resolut/01.0. 100.0. </th <th>AU TICATION</th> <th>DATE ESTAD</th> <th>LISHED SUP. CE</th> <th>RT.NO. REGI</th> <th>TRAR'S SOLATURE</th> <th></th> <th>A 1 11T</th> <th></th>	AU TICATION	DATE ESTAD	LISHED SUP. CE	RT.NO. REGI	TRAR'S SOLATURE		A 1 11T	
STATISTICAL THIS SECTION FOR STATISTICAL (BD ADDINISTRATIVE USE ONLY		28.	20.	304.			909.	\$2562.00 @1018cau8
Вали социальной развидать В		TYPE OF ACT	ON IF ADDPTION	THIS SECTIO	N FOR STATISTICAL	ADMINISTRAT	COUNTY	STATE
ВАЛТОГОСЬ. 		- XOPTION	CHILDREN		CONTRACTOR .		STARTELATE	CALTFORNIA.
Aurillistrative DATA DOI:2000/100 fbasedou/95.16. pro. 270)	STATISTICAL	PATERNITY	1	DATE	ORDER WAS GRANTED OR	DER NO.	SEALED FILE NO. CEP	TT, AMENDEU ST.
Av-ultNISTRATIVE 97. R E M A R K 80. DATA ANE/ADM/Mail Resolut/91.6 (Rev. 5.76)			316	33.	GLE 13 1943 34.	135416	35, 36.	C. MODEL/MO
DATA	AUMINISTRATIVE	37. R E M A R	K S: -					
ADHE/ADM/had Resolar/9-1.4 (Rev. 6-76)	DATA .		7					
ADIE AXM/mail Research/80 A4 (Pers 9-79)								
ADH8:ADM/\%Iki Records/V8-TA (Rev. 9-79)		X						
		ADHS/ADM/Vital	Records/VS-TA (Rev. 9-79)					



Fit: Selecting this button will fit the full image to display on the screen if it is displaying larger than the frame of the image editor itself.



Actual Size: Selecting this button will display the image at its actual size, which may be larger than the frame of the image editor.



Zoom In or Zoom Out: These buttons allow you to zoom in and out on the image.



Flip or Reverse: These buttons allow you to flip the image or reverse (mirror) the image display.



Rotate: These buttons allow you to rotate the image counter-clockwise or clockwise.



Invert: This button will invert the image to display in the negative colors of what is currently displayed.



	575				BIRTH NO.	102-1989-067503
	DEP	CERTIFIC		BIRTH		
	NAME OF CHILD A. FIRST		B. MIDDLE		C. LASY	
IDENTIFICATION		aneciev.		EBECIEV.		VEAR . HOUR
	48.					
DATE DE ALEMAN BUNCHES PURCHERGENDES DE D						
	FATHER'S A. PIRST	S, MIDOLC	¢, LAST	DATE OF M	ONTH DAY YEAR PLACE	OF STATE OF COUNTRY
IDENTIFICATION IDENTIFICATION IDF IDF IDF IDF IDF IDF IDF IDF	5. MOTHER'S A. FIRST MAIDEN NAME	B. MIDDLE	C, LAST	7. DATE OF M	DNTH DAY YEAR PLACE BIRTH	OF STATE OF COUNTRY
RESIDENCE	9. Mother's A.State USUAL RESIDENCE	D. COUNTY	82.5E.4256	LID. C. TOWN OR CITY	BIRTH NO. 102-1989-067503 TIDN C. LAST G. LAST G. LAST G. LAST G. LAST G. MONTH DAV VEAN (DISTONS) G. LAST MONTH G. LAST G. DATE SIGNEDD G. LAST G. DATE SIGNED G. LAST MONTH DAV VEAN (DISTONS) G. TATE SIGNED G. LAST G. DATE SIGNED G. LAST G. LAST G. DATE SIGNED G. LAST MONTH G. LAST G. LAST G. LAST G. LAST G. LAST STATE AND THE REGULATIONS OF THE ARIZONA STATE G. LAST<	
OF MOTHER	12. STREET ADDRESS OR R.F.D.	a		13.	IG ADDRESS (II different from item 12.)
CERTIFICATIONS:	15, THE INFORMATION LISTED IN ITEM. IS TRUE AND CORRECT TO THE BEST KNOWLEDGE.	DEL-14 DEMY	INFORMANT	1010101	RELATIONSHIP TO CHILD	DATE SIGNED
	18. LATTENDED THE DIATH OF THIS CHI WAS BORN ALIVE AT THE PLACE, TH DATE ENTERSD ABOVE,	ATTENDANT	a salar		TITLE SPECIFY: D.U. OTHER 19.	DATE SIGNED
REGISTRAR	DATE REGISTERED REG. FIL	E NO. REGISTRAR	Paral Sold		REG. DISTRICT	DATE RCVD. IN STATE
FOR STATE REGISTRAR USE DNLY	20. 20.					150
STATE REGISTRAR'S AU TICATION	27. THIS SUPPLEMENTARY BIRTH CERTIFIC DEPARTMENT OF HEALTH SERVICES. TH DATE ESTADLISHED SUP. CER 28. 29.	TE HAS BEEN ESTABLIS IE DATA SHOWN HEREO T. NO, REGIS	HED IN ACCORDANCE WITH N ARE TRUE AND CORRECT TRUE 'S SOLATURE	THE LAWS OF THIS STA TO THE BEST OF MY KN	TE AND THE REGULATIONS OF THI OWNEDGE.	E ARIZONA STATE
		THIS SECTION	FOR STATISTICAL	AD ADMINISTRATI	VE USE ONLY	187.775
STATISTICAL	CHILDREN CHILDREN	BALEN LENT. NOS. COUR	ONDER WAS GRANTED	RDER NO.	28. EALED FILE NO. CERT.	32C
AppliNISTRATIVE	31A. 37. R E M A R K S:	88.	3	4.	35. 36.	DAT YEAR HOUR 48 48 1000 17 ADDRESS 1000 1000 18 1100 1100 10 0.00 8147E 0.000 10 0.00 8147E 0.000 10 0.000 8147E 0.000 11 0.000 0.000 1000 12.0 0.000 1000 1000 12.0 0.000 1000 1000 12.0 0.000 1000 1000 12.0 0.000 1000 1000 12.0 0.000 1000 1000 12.0 0.000 1000 1000 12.0 0.000 1000 1000 12.0 0.000 1000 1000 12.0 0.000 1000 1000 12.0 0.000 1000 1000 12.0 0.0000 1000 1000 10.0000 0.0000 10000
CERTIFICATE OF LIVE BIRTH INDUCTIFICATION INDUCTIFI						
	ADHS/ADM/Vital Records/VS-TA (Rev. 9-79)					BAY VEAN HOUR STREET ADDRESS) IN (1) (1) (10) (10) PLACE OF STATE OR COUNTRY BLACE OF STATE OR COUNTRY SILES OF OTATE OR COUNTRY AND DESTING DATE SIGNED PECIFYI OA TE SIGNED OF THE ARIZONA STATE DATE PITULIF DATE DATE STATE STATE DATE SPATE DATE SPATE DATE SPATE DATE SPATE DATE SPATE DATE



Auto-Crop: This button will automatically crop off excess white space from the select image.

Deskew: This button will automatically adjust the image, straightening it so it is not slanting too far to the right or left.

	. 1
• °•	
° • °	

Despeckle: This button will automatically remove spots and "speckles" from the image.

Ó	3	ž	1	
12	2	2		

Revert: This button will revert any changes made to the image.



Print: This button will allow you to print the image.

Images printed from the within the Image Editor are not for issuance and will display a Government Use Only watermark.



Save: This button will save all changes made to the image and close out the image editor.





Close: This button will close the image editor without saving any updates made.

• All changes made during the image editing process will be used to create and issue the final Certified Copies. Please be sure to select the Save button to saveyour changes before exiting from the image editor.

10.3.1.3 Save Matched Event

Once the Matched Event and Image are selected from the Select Matching Event and Images pane, select the Save Match button.



The page will refresh and the Events Requested section, at the very top of the page, will now display the event request information.

20170300079 :Anexample Ou /Order Invalid/Incomplete/No Serv Match Events	rder Applicant ^{ices}		
Events Requested			
ld First I	Middle Last	Event Type	
1 Anexample	Deathrecord	Death	Save Cancel Preview
Eligibility			
Event Type: Death	1 🔻		
Applicant Relationship: Gover	rnment Agency 🔻 Other Specify:		
Event Search			
File Number: Year:	Number: 🕑		
Registrant First: 🗌 Anexa	mple Middle: 🖉	Last:	Deathrecord
Mother First:	Middle:	Maiden Last: 🕑	
Father First: 🗹	Middle:	Last:	
Date of Death: Start: 🕑	End:		
Date of Birth Start: 🕑	End:		
Gender: 🕑	▼ Place of Event City: 🕑	Place of Event Co	unty 🕑
Number of rows to be returned:	200		
Search Soundex New Event			Previous Next Return



If there are additional events to process within this order then, select the New Event button. The Match Event page will refresh and the Eligibility and Match Event section will be open to allow for an additional event to be searched for, matched to, and added to the Events Requested. You can repeat this process as many times as is necessary to add all of the requested events to the Order.

late	n Events									
Even	ts Requeste	d								
ld	First		Middle	Last	t	Event Type				
1	Anexample	e		Dear	threcord	Death		Edit	Preview	
Eligib	ility									
Ever	nt Type:	•	Birth	T						
Appl	icant Relatio	nship:		•	Other Specify:					
ven	t Search 👔									
File N	Number: Yea	r: 🗹 [Number	r: 🕑					
Regi	strant Firs	t 🗹 🛛		Middle:		Last:				
Noth	er Firs	t 🗹 [Middle:		Maiden	Last: 🗷 [
Voth	er Firs	t 🗹 [Middle:		Current	Last: 🗹 🗍			
Fathe	er Firs	t 🗹 🗍		Middle:		Last				
Date	of Birth Sta	t 🗹 [End:		ullill	_			
Geno	der: 🕑 🦳		 Place 	of Event City:		Place of Eve	ent County	•		
Num	ber of rows to	be retu	rned: 200							
	the Country									Dete

• The saved *Match Events* within the *Events Requested* section can be updated if any changes are needed.

Event	s Requested					
ld	First	Middle	Last	Event Type		
1	Anexample		Deathrecord	Death	Edit	Preview
2	Arecord		Test	Fetal death	Edit	Preview

From the *Events Requested* section on the *Match Events* page Select the Edit link next to the requested event that needs to be updated. The *Event Search* section, with the information originally entered, for the selected matched event will be displayed. This information can be updated and a new search performed by selecting the *Search* button.

Even	ts Requested						
ld	First		Middle	Last	Event Type		
1	Anexample			Deathrecord	Death	Save Cancel Pr	eview
2	Arecord			Test	Fetal death	Edit Pr	eview
Eve	nt Type: licant Relations) hip:	Death Government Agence	cy 🔻 Other Specify:			
Even	t Search 🔳						
File	Number: Year:	-		Number: 🗹			
Reg	istrant First:		Anexample	Middle: 🕑	Last:	Deathrecord	
Moth	ner First:			Middle: 🖉	Maiden Last: 🗹		
Fath	er First:	-		Middle:	Last:		
Date	of Death: Start:	1		End:			
	of Birth Start:	1		End:			
Date			▼ Place ¢	of Event City: 🖉	Place of Event Co	ounty 🕑	
Date Gen	der: 🗹						

Upon Save, any changes made will be displayed in the Event Requested section.

If the event requested already has issuances associated to it then, a View link is displayed rather than an Edit link. Changes cannot be made after issuances have already been made for the event.

Once the *Match Events* page is complete, choose a navigation button at the bottom of the page:



Most often selection of the *Next* button will be used to save what has been entered and proceed to the next page.

Other options include selection of: the Previous button to return to the previous page worked on, and the *Return* button to return to the previous page worked on.



10.4 Services

Services requested by the applicant are entered on the Services page. Services refer to the documentation or certified copies being requested by a customer.

Order Processing Menu	20170300079 :Anexample Order Applicant /Order Invalid/Incomplete/No Services
Applicant Match Events Services Payments Summary Validate Order Assign Status Attachments	Services Source Received Date MAR-21-2017 Fee Effective Date MAR-21-2017 Will this order be paid for by Credit Card? Will this order be paid for by Credit Card? 1 Name: Anexample Deathrecord Applicant Relationship to Registrant: Government Agency
Switch User	Currently there are no services for this event request. Please click Add Service to add a service. Add Service Save Previous Next Return

10.4.1 Add Services

up to only allow this type of payment.

Source: On the Services page, locate the *Source* dropdown. The source indicates how the order was received.

Will this order be paid for by Credit Card? If customer is paying for the requested service with a credit card, place a checkmark in the *Will this order be paid for by Credit Card* checkbox.

Services		
Source Mail 💌	Received Date MAY-16-2014	Fee Effective Date MAY-16-2014
Will this order be paid for by Credit	Card? 🗹 <table-cell-columns></table-cell-columns>	
If the Credit Card ch	eckbox is checked by default a	and disabled, the user may be set

This determines if VitalChek fees and Shipping and Handling fees should be applied and displayed on the Payments page. Additionally, this is used to include the credit card payment option in the *Add Payment* dropdown on the Payments page

Received and Fee Effective Date: Use the *Received Date* field to enter the date the request was received. The *Fee Effective Date* is the date on which the fees are to be applied and is used to calculate the fees.

Both *Received Date* and *Fee Effective Date* are automatically populated with the current day's date when the page is opened

These dates are security controlled. Not all users will be able to edit these dates.

If the order was received prior to the date it was entered, the *Received Date* should be updated to reflect the actual date received. If the fee changed shortly after the order was received, the *Fee Effective Date* should be changed to the date received. For example, if an order received Dec-23-2010 was not entered until Jan-02-2011, and the fees increased by



\$5.00 per copy Jan-01-2011, then changing the Fee Effective Date to Dec-23-2010 would allow the customer to be charged the fee effective on the date the order was received.

Add Service: Select the Add Service button to select the desired service for this record.

Services	
Source Mail In Received Date MAR-21-2017	Fee Effective Date MAR-21-2017
Will this order be paid for by Credit Card?	
1 Name: Anexample Deathrecord	
Applicant Relationship to Registrant: Government Agency	
Currently there are no services for this event request. Please click Add Ser	vice to add a service.
	Add Service

The name section will expand to display the services section.

Source Mail In Received Date MAR-21-	2017	Fee Effective Date MAR-21-2017
Will this order be paid for by Credit Card?		
1 Name: Anexample Deathrecord Applicant Relationship to Registrant: Government Age	ncy	
> Service	Quantity Priority	/ → Delivery
Request Reason	Other Specify	Save Cancel
		Add Servic

Service: Select the *Service* (i.e., the type of product the applicant is requesting). The *Service* dropdown is filtered by office and event type.

Quantity: Enter the number of the selected service being requested.

Priority: The selection made here determines if the order requires expedited processing and whether additional fees should be applied.

Delivery: Select a method of delivery from the Delivery dropdown (i.e., Counter, Mail, UPS).

Request Reason: Select the reason for the request from the *Request Reason* dropdown. If Other is selected then the **Other Specify** field will be enabled for entry

When all information is complete select the *Save* button to save and add the service to the event requested. Or select *Cancel* to close without adding services.



Order Processing Menu Applicant Match Events Services Payments Summary Validate Order	20170300079 :Anexample /Order Invalid/Incomplete/Insuf Services Source Mail In Will this order be paid for by Cre	Order Appli ficient Funds Received Date edit Card?	Cant (MAR-21-2017)	Fee Effective D	ate MAR-2	21-2017] 📖
Assign Status Attachments Switch User	1 Name: Anexample Deathro Applicant Relationship to Reg	ecord jistrant: Govern	nment Agency	Delivery	Paguast Passon	Othor	Foo
	1 Death Certified w fee	2	REGULAR	MAIL	Other	Other	\$40.00 Edit Reverse
							Add Service
						Save	e Previous Next Retu

You can add additional Services to the order by selecting the Add Service button again and saving additional services. You can repeat this step as many times as is necessary to get all of the requested services added to the event.

Multiple Events If your order has multiple requested events, you will need to add services for each event. Simply select the Add Service button under each event to add services. Repeat this as
many times as is necessary to add all the requested services to the events.
Source Received Date MAR-21-2017 Fee Effective Date MAR-21-2017
1 Name: Anexample Deathrecord
Applicant Relationship to Registrant: Government Agency Currently there are no services for this event request. Please click Add Service to add a service. Add Service
2 Name: Abirth Recordaswell
Applicant Relationship to Registrant: Mother Currently there are no services for this event request. Please click Add Service to add a service. Add Service
3 Name: Anexample Fetaldeathrecord
Applicant Relationship to Registrant: Funeral Director Currently there are no services for this event request. Please click Add Service to add a service. Add Service
Save Previous Next



10.4.2 Editing vs. Reversing a Service

If any errors are found in this service request, click the *Edit* link to make necessary changes. The *Reverse* link is used after a service has been completed and a determination has been made that the applicant is entitled to a reimbursement of fees already paid.

ld	Service	Quantity	Priority	Delivery	Request Reason	Other	Fee	
1	Death Certified w fee	2	REGULAR	MAIL	Other		\$40.00	Edit Reverse

Edit Service

Upon selection of the *Edit* link, all other buttons and links for other services and events will be disabled and the *Add Service* button will be conditionally enabled based on whether the order has been cashed out. If the order has not been cashed out, the *Add Service* button is enabled. If issuances exist, the *Service* dropdown is disabled. All other values are enabled for editing (except *Delivery* and *Priority* for manual fee services).

Reverse Service

In order to provide proper auditing of transactions and prevent accounting errors, a service row cannot be deleted if the order has been cashed out. The services table does provide a *Reverse* link for each service entered. The *Reverse* link will be used to reverse the charges and quantity of the service.

The *Reverse* link is disabled if issuances exist for the service. Issuances must first be deleted from the Issuance Queue page in order to enable the *Reverse* link.

The Reverse link will be completely disabled if the event request has been rejected.

When selecting the *Reverse* link, the following message is displayed:



Select *OK* to reverse the service. The quantity and fees of the original service are reversed and the *Edit* and *Reverse* links are disabled. Select *Cancel* if you do not wish to reverse the Service.

1 Na	ame: Mark Ryan	\frown					
Appl	icant Relations	Fees Reversed					
ld	Service	Quantity	Priority	Delivery	Request Reason	Other	Fee
1	Death CC	1	REGULAR	MAIL	Marriage		\$9.00 Edit Reverse
1	Death CC	-1	REGULAR	MAIL	Marriage		(\$9.00) Edit Reverse

Once the Services page is complete, choose a navigation button at the bottom of the page:

Most often selection of the Next button will be used to save what has been entered and proceed to the next page.

Other options include selection of: the Clear button to clear all entries, the Save button to save changes without leaving the page.

10.5 Payments

Once a record is located and specific services for that record are requested, payment must be collected for any fees that are due. The fees charged for a certified copy of a vital record are defined by law and sometimes go to multiple agencies.

Fees may also be charged for expedited delivery, such as express mail and other expedited couriers like FedEx, UPS, etc, or for expedited services. These fees are often required to be deposited into separate accounts. Additionally, in some jurisdictions local offices may charge more for a service than the state office. In order to support the various combinations of fees, DAVE[™] provides the ability to assess fees and collect payments at the service, delivery, priority of service (expedited versus regular), and office levels.

Once a record has been located and specific services have been requested, any/all fees must be collected that are due. DAVE[™] is capable of accepting the following payment types: Cash, Check, Money Order, Credit Card, Electronic Funds Transfer, and Invoice. The application also has the ability to Waive or Refund payments.

Any/all payments are entered on the Payments page. Here, the user can add, update, or delete payments for the order. An instructional message appears under the payment dropdown when accessing the Payments page for the first time and no payments have been entered for an order.

Order Processing Menu Applicant	20170300079 :Anexample Order Applica /Order Invalid/Incomplete/Insufficient Funds	nt
Match Events	Payments	
Services	Received Date: MAR-21-2017	Fee Effective Date: MAR-21-2017
Payments Summary Validate Order Assign Status Attachments Switch User	Add Payments Currently there are no payments for this order. To a	add a payment select a payment type and click Add Payment. SubTotal: \$40.00 Total: = \$40.00 Paid: \$0.00 Balance: = \$40.00 Change Due: \$0.00 Edit Payment Next, Peture

• Options in the *Add Payment* dropdown depend on security privileges assigned to the user. If a user has not been assigned a specific payment type through the security setup by the System Administrator, the payment type will not be displayed in the *Add Payments* dropdown.



0	
SubTotal: \$50.0 Addt Charge: + \$5.5 Shipping/Handling Fee: + \$23.0 Total: = \$78.5 Paid: \$35.0 \$35.0 Balance: = \$43.5 Change Due: \$0.0	The payment summary/totals section displays an Addt Charge if the service selected has fees charged at the order level (or the order subject level), that are not VitalChek or delivery fees. An example of this type of fee would be a jurisdiction fee charged for the priority selected, such as an extra rush or expedited service fee. A Shipping/Handling Fee displays when the method of delivery selected for a service has a separate delivery fee associated with it, such as UPS

The first step in completing the Payments page is to select one of the valid payment options from the *Add Payment* dropdown.

Based on the payment type selected, a table displays in which to make the payment. The *Payment Date*, *User*, and payment type (e.g. "Cash," "Check," etc.) are system-filled.

User					Amount	
azadmin						Save Cancel
rder						
User			Check #	Туре	Amount	
azadmin				Check	•	Save Cancel
	azadmin rder User azadmin	azadmin rder User azadmin	azadmin rder User azadmin	azadmin rder User Check # azadmin	azadmin rder User azadmin Check # Type azadmin Check	Amount azadmin User User User User Check # Type Amount azadmin Check •

Enter the payment information and select Save, (or Authorize if Credit Card payment). The page will refresh and display the payment applied to the page.



Payments		
Received Date:	MAR-21-2017	Fee Effective Date: MAR-21-2017
Add Payments		
	Add Payment	
Cash		
Payment Date	User	Amount
MAR-21-2017	azadmin	40.00 Edit Delete
		SubTotal: \$40.00
		Total: = \$40.00
		Paid: \$40.00
		Balance: = \$0.00
		Change Due: \$0.00
		Edit Payer Previous Next Return

• Balance must be equal to \$0 before an Issuance link will be enabled on the Order Summary page. Order status will remain invalid if balance due is greater than \$0.

10.5.1 Available Payment Types

10.5.1.1 Cash Payment

Access the Payments page.

In order to reduce the Balance, payment must be applied. From the *Add Payments* dropdown, select *Cash*.

Choose Cash from the Add Payment dropdown and select the Add Payment button

If there is a Balance due it carries over from the Services page.

Payments				
Received Date:	MAY-20-2014	Fee Effective Date: MAY-20-2014		
au Add Payments				
Cash 🗨	Add Payment			
Cash				
Payment Date	User		Amount	
MAY-21-2014	paadmin		9.00	Save Cancel
		SubTot	tal: \$9.00	
		Tot	tal: = \$9.00	
			$3000 = \frac{5000}{5000}$	
		Change Du	ue: \$0.00	
		Edit Pay	ver Previou	s Next Return

Enter the amount of cash within the Amount column. Choose Save.

Cash			
Payment Date	User	Amount	
MAY-20-2014	paadmin	9.00	Save Cancel
		SubTotal: \$9.00	
		Total: = \$9.00	
		Paid: \$0.00	
		Balance: = \$9.00	
		Change Due: \$0.00	
		Edit Payer	Previous Next

The page refreshes, updating the *Balance*. It has been reduced to \$0.00 with no *Change Due*.

Payments				
Received Date: au	MAY-20-2014	Fee Effective Date: MAY-20-2014		
Add Payments Cash	Add Payment			
Cash				
Payment Date	User		Amount	
MAY-21-2014	paadmin		9.00	Edit Delete
		SubTotal:	\$9.00	
		Paid:	\$9.00	
		Balance: =	\$0.00	-
		Change Due:	\$0.00	
		Edit Payer	Previous	Next Return

If there had been an overpayment, as would be the case if a customer offered \$30 to pay a \$9 balance, the amount due back to the customer would be displayed as *Change Due*.

Cash		
Payment Date	User	Amount
MAY-21-2014	paadmin	9.00 Edit Delete
		SubTotal: \$9.00
		Total: = \$9.00
		Paid: \$30.00
		Balance: = \$0.00
		Change Due: \$21.00

10.5.1.2 Check/Money Order Payment

On the Payments page, select *Check* from the *Add Payments* dropdown and click the *Add Payment* button.

Add Payments		
Add Payment		
C Cash no payments for this order. To add a payment select a payment	nt type and click Add Payment.	
Check Manay Order	SubTotal:	\$9.00
Refund	Total:	= \$9.00
Waive	Paid:	\$0.00
	Balance:	= \$9.00
	Change Due:	\$0.00



A Check / Money Order section displays.

Payments		
Received Date:	MAY-21-2014	Fee Effective Date: MAY-21-2014
au Add Daymonte		
Add Payments		
Check 💌	Add Payment	
Check / Money Or	der	
Payment Date	User	Check # Type Amount
MAY-21-2014	paadmin	Check Save Cancel
		SubTotal: \$9.00
		Total: = \$9.00
		Paid: \$0.00
		Change Due: \$0.00
		Edit Payer Previous Next

Enter the check number in the *Check* #field and the *Amount*. The *Type* dropdown automatically displays the payment type selected from the *Add Payments* dropdown, but this can be altered if needed. Select the *Save* link in the far right column to save this payment.

Check / Money Or	der				
Payment Date	User	Check #	Туре	Amount	¥
MAY-21-2014	paadmin	1234	Check 💌	9.00	Save Cancel

10.5.1.3 No fee/None

DAVE[™] provides the ability to waive payments for an order when circumstances provide a certified copy at no charge.

Select No fee/None option from the Add Payments dropdown, and click the Add Payment button.

	Add Payment
Cash Check Money Order	
No fee/None	
Unclaimed Money	

The Waive section is displays.



Add Payments	Add	l Payment		
Waive				
Payment Date	User	Waive Reason	Other (Waive Reason)	Amount
MAR-21-2017	azadmin	•		Save Cancel

To waive a payment, select a *Waive Reason* from the dropdown. This is a required **b** field.

If the selection from the dropdown is *Other*, then a reason for waiving a portion of or all of a fee must be entered into the *Other (Waive Reason)* field.

Add Payments Add Payment Waive				
Payment Date MAR-21-2017	User azadmin	Waive Reason	Other (Waive Reason)	Amount Save Cancel
		Printed In Error Correction Lost/Stolen Affidavit Certificate Not Printed Printer Malfunction Other	SubTota Total: Paid: Balance Change	al: $\frac{\$40.00}{\$40.00}$ e: $\frac{\$0.00}{\$40.00}$ pue: $\$0.00$
			Edit	Payer Previous Next Return

After entering the amount of the fee to be waived within the Amount field, select the Save link. The *Waive* amount is calculated in the *Balance* due.

ayments							
Received Date: MAR-21-2017 F			Fee Effective Date: MAR-	Fee Effective Date: MAR-21-2017			
Add Payments							
	T Add Da	wmont					
	Add Pa	lyment					
Vaive							
Payment Date	User	Waive Reason	Other (Waive Reason)	Amount			
MAR-21-2017	azadmin	Correction		\$40.00 Edit Delete			
				SubTotal: \$40.00			
				Waive: - \$40.00			
				Total: = \$0.00			
				Paid: \$0.00			
				Balance: = \$0.00			
				Change Due: \$0.00			

Upon selection of the Save link, if the payment type is Waive and the payment amount plus any other existing payment types of waive or refund exceeds the amount due, then the



following message will be displayed: Cannot waive more than the total amount due on the order.



10.5.1.4 Credit Card

All major credit cards can be processed in the DAVE[™] application.

If the applicant wishes to pay for the service(s) via credit card, the *Will this order be paid for by Credit Card?* checkbox on the Services page must be checked. This adds the *Credit Card* value to the *Add Payments* dropdown.

Services	
Source Mail Received Date May-21-2014 m Fee Effective Date May-21-2014	
Will this order be paid for by Credit Card?	
1 Name: Charles Brown	
Applicant Relationship to Registrant: Power of Attorney	
Currently there are no services for this event request. Please click Add Service to add a service.	
	Add Service

Select Credit Card from the Add Payment dropdown and choose the Add Payment button.

Payments	
Received Date: MAY-21-2014	Fee Effective Date: MAY-21-2014
au	
Add Payments	
C Credit Card Business Checking Count Personal Checking Account Refund	Add Payment r this order. To add a payment select a payment type and click Add Payment. SubTotal: \$9.00 Total: = \$9.00 Paid: \$0.00 Balance: = \$9.00 Change Due: \$0.00 Edit Payer Previous Next

When the Credit section expands, continue with the order by entering the applicant's credit card number, (manually or by swiping through a card reader), within the *Card Number* field.



Credit								
Payment Date	User	Card Number	Exp Date	CVC 🗉	Auth Code AVS	Status	Amount	
MAY-21-2014	paadmin	234567812345678	Mar 💌 2016 💌	543			9.00	Authorize Cancel

Enter the credit card expiration date within the *Exp Date* field by selecting the month from the first dropdown and the year from the second dropdown. Enter the security code found on the back of the credit card in the *CVC* field.

1 If card information is inputted using a card reader this information will autocomplete.

CVC code: DAVE[™] requests the card validation code be entered for credit card transactions. These validation codes combat counterfeit fraud through the use of special numbers that are encoded on the magnetic strip of credit and debit cards. The VISA Card Verification Value (CVV) and the MasterCard and Discover credit cards' Card Validation Code (CVC) are found on the back of the card. The American Express unique card code (CID), is found on the front of the card above the credit card number.

• The transaction will not be authorized if the code is left blank or if it does not match the code maintained by the card processor.

Hover over the information icon **I** for help in locating and entering the CVC code information:

Upon entering the CVC code and monetary amount, select **Authorize** or **Cancel** to confirm entries. Both links are available for selection if the transaction status has not yet been "approved" or "voided." When the *Authorize* link is selected, statuses of "Approved" or "Declined" determine the next system-generated action that occurs.

Credit								
Payment Date	User	Card Number	Exp Date	CVC 🗉	Auth Code AVS	Status	Amount	•
MAY-21-2014	paadmin	234567812345678	Mar 💌 2015 💌	755			9.00	Authorize Cance

Approved

If the credit card order receives an *Approved* status from the credit card processor, the *Will this* order be paid for by Credit Card? checkbox on the Services page is disabled.

Services	
Source Mail 💌	Received Date MAY-20-2014
Will this order be paid for by Cred	lit Card? 🗹 🚽
The Credit Card checkbox is disabled because a credit card order cannot be combined with any other payment type. This locks down the functionality.

Once a credit card has been approved for an order, no other additional payments can be made on that order. The user is required to route back through the Order Processing pages and enter a new order if additional payments are needed.

O Multiple services CAN be included in the same order using a credit card as payment. However, once the credit card is approved, DAVE[™] prevents adding additional services (or payments) on the order.

If approved, a *Void* link will appear in place of the Authorize and Cancel links. Upon selection of the *Void* link for a credit card transaction, the *Will this order be paid for by Credit Card?* checkbox is re-enabled. The user will be required to uncheck the checkbox to select another method of payment.

Credit									
Payment Date	User	Card Number	Exp Date	CVC 🗉	Auth Code	AVS	Status	Amount	•
MAY-21-2014	paadmin		MAR/2015		TestOK		Approved	9.00	Void

Declined

If the credit card authorization status is *Declined* the checkbox will be re-enabled, for further re-selection/use. The user will be required to uncheck the checkbox to select another method of payment.

DAVE[™] provides the ability to enter new credit card payment information if a credit card is declined. The user can add new credit card payments until one is successfully authorized. The original declined transactions remain visible on the page

Authorization - General

During the credit card authorization, DAVE[™] will display popup messages to inform users when a credit card entry is invalid for the *Card Number*, *CVC* code and *Expiration Date*.

If during a credit card *Authorization* or *Void* an unknown error message is returned, the following popup error message will be displayed: *Error Processing Credit Card Authorization with Credit Card Payment Provider*.

Credit card numbers are **NOT** stored in the DAVE[™] database. Upon selection of the *Authorize* or *Void* links, the credit card number will be passed to the VitalChek authorization server and will be cleared from the Payments page.

Once a credit card payment has been authorized, DAVE[™] prevents a user from adding another credit card payment. If the user selects the payment type of *Credit Card* again, the following error message is displayed, *Invalid transaction.* Only one credit card payment is



allowed per order. The Edit and the Reverse link on the Services page is disabled for every service listed.

Selection of the Void Link

If a transaction is approved, a *Void* link appears in place of *Authorize* and *Cancel* links.

Credit								
Payment Date	User	Card Number	Exp Date	CVC 🔳	Auth Code	AVS	Status	Amount 🔄
MAY-22-2014	paadmin		APR/2015		TestOK		Approved	9.00 Void

Selecting the *Void* link prompts a confirmation message. Select the *OK* to send a request to the VitalChek authorization server to void the credit card transaction. The transaction will then be assigned a "Voided" status.

Message from	n webpage			23	<u>.</u>				
۵	ire you sure yo	ou want to V	oid this Payme	nt?					
		ОК	Car	ncel					
Credit									
Payment Date	User	Card Number	Exp Date	CVC 🔳	Auth Code	AVS	Status	Amount	
MAY-21-2014	paadmin		MAR/2015		TestOK		Voide	d 9.00	

If the credit card payment has already been distributed following the VitalChek Close process, the application will also create a special "Credit Card Void" payment with an amount equal to the amount on the voided credit card payment. The "Credit Card Void" payment cannot be modified. The purpose of this payment is to reverse the previous payment distribution for the credit card payment.

10.5.2 Multiple Payment Types per Order

Payment types can be combined in any way, with the exception of credit card payments.

• Credit card payments cannot be combined with any other form of payment on an order. This includes any kind of debit or check card. A debit card would be run as credit, and handled like all other credit card payments.

To enter and collect multiple payments on an order, select *Check* from the *Add Payments* dropdown, then select the *Add Payment* button.

Add Payments		-
Check	Add Payment	

The Check/Money Order section displays. In the *Check* # field enter the number found in the upper right hand corner of the check. Under *Type*, make sure *Check* is selected. In the *Amount* field enter the amount of the check presented. In most cases this will be for the full amount of the *Balance* due. In this example, a split-payment will be used. Enter \$3.00 in the *Amount* box and select the *Save* link.

Check / Money Or	rder			
Payment Date	User	Check #	Type Am	ount
MAY-22-2014	paadmin	1234	Check 3.0	00 Save Cancel
			SubTotal:	\$27.00
			Total: =	\$27.00
			Paid:	\$0.00
			Balance: =	\$27.00
			Change Due:	\$0.00

With the partial payment saved, this time select *Cash* from the *Add Payment* dropdown and select the *Add Payment* button again.

Add Payments	Add Payment					
Check / Money O	rder					
Payment Date	User		Check #	Туре	Amount	
MAY-22-2014	paadmin		1234	Check	3.00	Edit Delete
				SubTotal:	\$27.00	
				Total:	= \$27.00	
				Paid:	\$3.00	
				Balance:	= \$24.00	
				Change Due:	\$0.00	
					Edit Payer	Previous Next

The page refreshes and a new payment section, Cash, is displayed. The *Balance* due at the bottom of the page is updated to reflect the previous payment. In the *Amount* field, enter an amount and select the *Save* link.

Add Payments	Add Payment				
Payment Date	User			Amount	
MAY-22-2014	paadmin				Save Cancel
heck / Money O	rder				
Payment Date	User	Check #	Туре	Amount	
MAY-22-2014	paadmin	1234	Check	3.00	Edit Delete
			SubTota Tota Pai	al: \$27.00 al: = \$27.00 id: \$3.00	Balance
			Balanc Change Du	e: = \$24.00 e: \$0.00	

The page refreshes again, showing both payments and updating the *Balance*. The *Change Due* line is \$0.00. If there had been an overpayment, as would be the case if a customer offered a \$50 bill to pay a \$20 balance, the amount due back to the customer would be displayed here.

The *Balance* has been reduced to \$0 with no change due. The navigation buttons at the bottom of the page are now enabled.

Cash				
Payment Date	User		Amount	
MAY-22-2014	paadmin		24.00	Edit Delete
Check / Money O	rder			
Payment Date	User	Check # Typ	e Amount	
MAY-22-2014	paadmin	1234 Che	eck 3.00	Edit Delete
		Sub	Total: \$27.00	
			Total: = \$27.00	
			Paid: \$27.00	
		Bal	ance: = \$0.00	
		Change	e Due: \$0.00	
			Edit Payer	Previous Next

Select *Next* to proceed to the Summary page and continue with order entry.

1 Balance must be equal to \$0 before a service/certificate can be issued. Order status will remain invalid if the Balance due is greater than \$0.



10.5.3 Edit Payer

The payer and applicant are not always the same entity. An applicant may be requesting a certified copy of his or her death certificate, but a family member is paying for the order. If the payer and applicant are not the same person or entity, select the *Edit Payer* button. This allows the user to change the payer without changing the applicant.

Check / Money Or	rder	
Payment Date	User	Check # Type Amount
MAY-22-2014	paadmin	1234 Check 3.00 Edit Delete
		SubTotal: \$27.00
		Total: = \$27.00
		Paid: \$27.00
		Balance: = \$0.00
		Change Due: \$0.00
		Edit Payer Previous N

Selecting the *Edit Payer* button launches the Payer page. The default setting on this page sets *Applicant* and *Payer* as the same person. De-select the *Same As Applicant* checkbox. This clears the fields to allow new payer information.

Payer Payer: •	● Person ● Org	ganization			Same As Applican
Name					
Prefix	► First Willow	Middle	► Last Williams	Suffix	Fraud Suspect?
Address)				
Street N 123	umber Directional	Street Name Treeline	St De	reet esignator prive	Post Apartment Directional Number
City or T Pittsbu	Fown Irgh	State Pennsylvania	Country United States	Zip Code 10011	
					Perfect Address™ Verification

Complete this page for the Payer and select Save.



Payer			
Payer: • • Pers	on 🔍 Organization		Same As Applicant? 🛄
Name			
Prefix First	Middle	▶ Last	Suffix
Tammy	/	Thompson	Fraud Suspect?
Address			
P	re		Street Post Apartment
Street Number	irectional Street Name		Designator Directional Number
123	 Daisy 		Lane 🔻 💌
City or Town	State	Country	Zip Code
Pittsburgh	PA	United St	tates 10011
			Perfect Address™ Verification
Contact Informat	ion		
Attention: Tam	my		
Phone Number:	874 948-4848	Alternate Number:	Fax Number:
Email:	t@t.com		a
			Clear Save Previous Next

Once the *Payments* page is complete, choose a navigation button at the bottom of the page:

Most often selection of the *Next* button will be used to save what has been entered and proceed to the next page.

Other options include selection of: the *Clear* button to clear all entries, the *Save* button to save changes without leaving the page.

10.6 Order Summary

On the Order Summary page, the user can examine the results of the order, place comments on the order if necessary, validate the order, and perform several other order-related functions. Begin by reviewing all information previously entered.



State of Arizona DAVE[™] User Guide

atch Events	Order Summary								
ervices ayments	Source: Mail In	ProCheck / ProID St	atus:			Verify I	Ident		
Summary Validate Order	Received Date: MAR-21-2017	Fee Effective Date:	Fee Effective Date: MAR-21-2017						
ssign Status	Applicant Information	Payment I	Payment Information						
Switch User	Name: Anexample Order Applicant	Туре	Amoun	t User					
	Address: 123 E Main Square Phoenix Arizona 85007	Cash	\$40.00) Anadmin I	Forthestate				
	Attention:	Paid:	\$40.00)					
	Phone: (123) 456-7890	Due:	\$40.00)					
	Email:	Balance:	\$0.00)					
	Event Requested	Event Requested							
	Event Type: Death Suspend Reject Request Relation: Government Agency Status: //Personal Invalid/Medical Invalid/Not F Comments:	Correspondence Work O	der Amend al Pending/Me	Receipt M dical Pending	ailing Envelo g/Rare Caus	ope Mailin e of Death	g La		
	Matched Events	Services							
	Registrant Match Total Number of Date of L Issuances Issuanc	e Service Name	Quantity	Priority	Delivery	Fee			
	Anexample Yes 0 Deathrecord	Death Certified w fee	2	REGULAR	MAIL	\$40.00	Iss		

C	Order Summary		
l	Source: Mail In	ProCheck / ProID Status:	Verify Identity
L	Received Date: MAR-21-2017	Fee Effective Date: MAR-21-2017	

The top-most section of the *Order Summary* page displays the Order Source, Received Date, and Fee Effective Date.

The ProChek/ProID Status is only displayed for those customers who utilize VitalChek's identity verification services and is not currently applicable in Arizona.

The Applicant Information section is displays the name and contact information of the applicant. The Payment Information section contains the amount that was due for the order, the amount paid by the applicant, and the balance. For each payment entered, the Payment Information section contains the payment type, amount, and user name. If any of the fees were waived, the waive reason is displayed below the totals.

Applicant I	nformation	Payment Infe	ormation	
Name: Address:	Willow Williams 123 Treeline Drive Pittsburgh, Pennsylvania 10011 Willow	Type Check Cash	Amount \$3.00 \$24.00	User State Office Administrator State Office Administrator
Phone: Email:	(849) 484-5875 I@t.com	Paid: Due: Balance:	\$27.00 \$0.00 \$0.00	

If the Payer page was completed, the information will be displayed within the Payer Information section. The Shipping Information section will be displayed if *the Shipping Information Same as Applicant?* checkbox on the Applicant page was de-selected and the Shipping Information was completed.



These sections won't display if there was not a separate payer entered on the order or if the Shipping Information is the same as the applicant's address.

Payer Infor	mation	Shipping In	formation
Name:	Tammy Thompson	Name:	John Clark
Address:	123 Daisy Lane Pittsburgh, Pennsylvania, United States 10011	Address:	123 Test Drive Pittsburgh, Pennsylvania, United States 10011
Attention:	Tammy	Attention:	John
Phone:	(874) 948-4848	Phone:	(498) 490-4040
Email:	t@t.com	Email:	t@t.com

The Event Requested section allows the user to perform several operations related to the order. At the top of the Event Requested section is the *Event Type* and the *Relation* of the applicant. The user has the ability to add comments to an order by selecting the *Comments* link.

Event Reque	ested									
Event Type: Relation: Status: Comments:	Event Type: Death Suspend Reject Request C- Relation: Power of Attorney Status: //Personal Valid/Medical Valid/Registered/Si Comments:			Correspondence Signed/Certified/N	rrespondence Work Order Amend Receipt Mailing Envelope Mailing Label ned/Certified/NA/ICD Coding Required					
Matched Eve	Events			Services						
Registrant	Match	Total Number of Issuances	Date of Last Issuance	Service Name	Quantity	Priority	Delivery	Fee		
Charles Brown	Yes	0		Death CC	3	REGULAR	MAIL	\$27.00	Issue	

The *Status* of the event requested is also displayed for every event requested that has a match. Statuses are helpful in determining whether the case may be issued.

For example, if the case has an "Unregistered" status or a "Hold" the status, the case cannot be issued and the *Issue* link is disabled.

The *Matched Events* section contains the *Registrant* column heading. If a case was matched to the order, the Registrant column displays the name of the registrant requested by the applicant.

Matched Eve	ents			Services					
Registrant	Match	Total Number of Issuances	Date of Last Issuance	Service Name	Quantity	Priority	Delivery	Fee	
Charles Brown	Yes	0		Death CC	3	REGULAR	MAIL	\$27.00	Issue

If no matches are found, "No Matched Events Found" is displayed in the *Registrant* column. If Legacy Record was selected, "Legacy" record is displayed.

When the *Registrant* link is selected, the Match Events page is displayed. Click the *Return* button to return to the Order Summary page.



State of Arizona DAVE"	" User	Guide
------------------------	--------	-------

Match Events					
Events Requested					
ld First	Middle	Last	Event Type		
1 Charles		Brown	Death	Edit	Preview
Eligibility					
Applicant Relationship:			Other Specify:		
Event Search					
Event Type: Death 💌					
File Number: Year: 🔲	N	umber: 🔲			
Registrant First: 🔽	Mi	iddle:	Last:		
Mother First:	Mi	iddle:	Maiden Last:		
Father First:	Mi	iddle:	Last:		
Date of Death: Start: 📝	Er	nd:			
Date of Birth Start: 📃	Er	nd:			
Gender: 🔽	Place of Event City:		Place of Event County 📝		
Number of rows to be return	ned: 200				
Search Soundex New	Event			P	Previous Next Return

Within the Match column, if a case was matched to the order and the user has the proper security, then a Yes link is displayed.

Match	ied Eve	ents	S		Services					
Regis	strant	Match	Total Number of Issuances	Date of Last Issuance	Service Name	Quantity	Priority	Delivery	Fee	
Charle Browr	es n	Yes	0		Death CC	3	REGULAR	MAIL	\$27.00 is	sue
New O)rder	Copy to	New Validate Or	der Void Is	suance History				Previous F	Returi

If the event requested is a Death, then selecting the enabled Yes link take the user to the Decedent page for the *Matched Event*. Select *Return* for the *Decedent* page to go back to the *Order Summary* page.



Deceden Will medic	i t cal institution b	be responsible for fir	al disposition? No 💌						
Decedent	's Legal Name)							
Prefix	First Charles	Middle	Other Middle	Last Brown		Suffix			
Aliases									
Add/Edit A	lias Names								
Gender Male	Social S	ecurity Number -5465	lone 🔘 Unknown						
Date of Bir Jan-21-1	rth 940 💷	Years Mont Age 74	ler 1 Year Under 1 Day hs Days Hours Minute	v s Verify SSN	SSN Verification Statu UNVERIFIED (0)	s			
Decedent	's Birth Place								
City or To Allentow	n	County Lehigh	State Pennsylvan	ia	Country United States				
Ever in US	Armed Forces	s? No 💌							
_					Validate Page	Next	Clear	Save	Return

If the event requested is a Fetal Death, the user will be taken to the Fetus page instead.

This feature allows the Customer Service Representative to review the registration requested to determine if any business rules or procedures not covered in the order processing rules prevent the case from being issued. If the user does not have access to the case or to registration pages, the Yes link will not appear as an active link.

The *Total Number of Issuances* and the *Date of Last Issuance* columns display the issuance history of the matched event.

To display the Event and Issuance History page for the matched event, select the *Total Number* of *Issuances* link.



The Event & Issuance History page displays. Select the Detail link next to the Order to view order details.



Event & Issuance His	story									
Include in List: 📝 Actions	s 🗷 Issuances 🛽	🛛 Amendments 🔲 Audit Logs 📝 Chang	ge Logs 🗵 Extracts/Loads 🗵 Order	s						
Some or all history for this record has been archived. Restore Archive										
Туре	User ID	Office	Date	Details						
Order 2806	paadmin	New Castle Registration Office	May-23-2014 02:50 PM	Detail						
Extract/Load 19413	paadmin	New Castle Registration Office	Apr-18-2014 02:20 PM	Detail						
Extract/Load 19360	paadmin	New Castle Registration Office	Apr-18-2014 02:18 PM	Detail						
Issuance 3657	RAdams	Adams, Robert: 02-013	Apr-08-2014 12:41 PM	Detail						

The order detail displays.

Order Detail				_
Order Number:	20140500020			- 1
Order Status:	/Order Valid/Incomplete			
User:	paadmin			
Issuing Office:	New Castle Registration Office			
Date Requested	: May-23-2014 02:50 PM			
		Prev	Next	Return

If no previous issuances exist for the matched record, a zero will be displayed as the *Total Number of Issuances*.

Matched Events				Services					
Registrant	Match	Total Number of Issuances	Date of Last Issuance	Service Name	Quantity	Priority	Delivery	Fee	
Charles Brown	Yes	0		Death CC 📄	3	REGULAR	MAIL	\$27.00	Issue

Date of Last Issuance and *Total Number of Issuances* are based on issuances with a complete status. An issuance with a void or incomplete status is excluded.

Within the Services section, an active link for each service requested is displayed in the Service Name column.

Matched Eve	ents			Services							
Registrant	Match	Total Number of Issuances	Date of Last Issuance	Service Name	Quantity	Priority	Delivery	Fee			
Charles Brown	Yes	0		Death CC 📄	3	REGULAR	MAIL	\$27.00	Issue		



When the Service Name link is selected, the Services page is displayed. Select *Return* to go back to the Order.

Servic Source Will this	●S Mail order be paid fo	r by Credit Car	Received I	Date May-22-	2014 💼 Fee	e Effective Date	May-22-2014
1 Nam	e: Charles Brow	/n					
Applica	int Relationship	to Registrant:	Power of Attorne	у			
ld	Service	Quantity	Priority	Delivery	Request Reason	Other	Fee
1 🖹	Death CC	3	REGULAR	MAIL	Loan Closure		\$27.00 Edit Reverse
							Add Service
						Sav	ve Previous Next Return

If one or more copies of a service have been printed, an icon is displayed next to the *Service Name* link. Hover the mouse cursor over the icon and the application displays a hint dialog with the following text: "Issuances exist for this requested service."

Services					
Service Name	Quantity	Priority	Delivery	Fee	
Death CC 📄	3	REGULAR	MAIL	\$27.00	Issue
Alssua	ances exist for th	nis requested serv	vice.		

The *Quantity*, *Priority*, *Delivery*, and *Fee* columns display the information was entered on the Services page.

The last column within the Services section will conditionally provide an *Issue* link. Conditions for display of the Issue link include:

- If the order has passed all edit rules.
- If the issuances have not been printed and set to complete.

If all issuances are printed or deleted from the queue, the *Issue* links for the services are disabled.

10.6.1 Issue a Record

Upon selection of the *Issue* link, the Issuance Queue page displays and allows users to print the certified copies of records based on the service requested.

To issue/print a certificate, place a checkmark next to the desired record. Select Print Issuance.



ua	nces								
AII	Applicant Name	Service	Date Received ↓	Priority	Delivery	Registrant	SFN	Security Paper Number	Date Printed
V	Willow Williams	Death CC	05/22/2014	REGULAR	MAIL	Charles Brown	000196- 2014		May-22-2014
1	Willow Williams	Death CC	05/22/2014	REGULAR	MAIL	Charles Brown	000196- 2014		May-22-2014 📰
V	Willow Williams	Death CC	05/22/2014	REGULAR	MAIL	Charles Brown	000196- 2014		May-22-2014 📰
									Total records : 3
Actions <u>Print Issuance</u> Void Complete Delete			Numbering AutoNumbe AutoNumbe Beginning N	r Ascendi r Descen lumber	ng ding				

Select the *Print Issuance* link to launch and display the PDF of the Issuance.

• Dependent upon which browser you use, you may need to select the Open link for the PDF to display.

File Dowr	load	
Do you	u want to open or save this file?	
PDG	Name: Issuances.pdf Type: Adobe Acrobat Document From: bwdwddaveweb01 Open Save Cancel	
8	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?	

Once the record is printed, enter the security paper number in the Security Paper Number entry box and select the Save button. This saves the Security Paper Number and auto-fills the Date Printed box with the current date.



Ssuances All Applicant Name Service Date Received ↓ Priority Delivery Registrant SFN Security Paper Number Date Printed Image: Winona Watkins Death Redacted Copy 05/23/2014 REGULAR MAIL Charles Brown 000196- 2014 TR0000000020 May-23-2014 Mathematication of the second of the s	= Iss	suance									
All Applicant Name Service Date Received ↓ Priority Delivery Registrant SFN Security Paper Number Date Printed Image: Winona Watkins Death Redacted Copy 05/23/2014 REGULAR MAIL Charles Brown 000196- 2014 TR0000000020 May-23-2014 Actions Numbering Numbering AutoNumber Ascending AutoNumber Descending AutoNumber Descending Delete Void AutoNumber Descending AutoNumber Descending AutoNumber Descending AutoNumber Descending	ssua	ances	6								
Winona Watkins Death Redacted Copy 05/23/2014 REGULAR MAIL Charles Brown 000196- 2014 TR0000000020 May-23-2014 Total records : 1 Actions Print Issuance Void AutoNumber Ascending Complete AutoNumber Descending	All	Appli Name	cant e	Service	Date Received ↓	Priority	Delivery	Registrant	SFN	Security Paper Number	Date Printed
Actions Numbering Print Issuance Void AutoNumber Ascending Complete AutoNumber Descending	V	Wino Watki	na ins	Death Redacted Copy	05/23/2014	REGULAR	MAIL	Charles Brown	000196- 2014	TR000000020	May-23-2014
Actions Numbering Print Issuance Void AutoNumber Ascending Complete AutoNumber Descending											Total records : 1
	Actio Prin	ons t Issua	nce	Void Compl	Nu Au ete Au	I mbering ItoNumber A ItoNumber E	scending escendir	Ig			
											Save Close

• The Security Paper Number is a pre-preprinted number used to identify and track pieces of security paper. This pre-printed number is unique to the paper type (e.g. wallet, short, long, etc.).

If the service printed properly without paper jams or errors, click the *complete* link. This is the final step in processing an order.

- L	ssu	ance									;
ssu	ar	nces									_
AI	L	Applicant Name	Service	Date Received ↓	Priority	Delivery	Registrant	SFN	Security Paper Number	Date Printed	
V		Winona Watkins	Death Redacted Copy	05/23/2014	REGULAR	MAIL	Charles Brown	000196- 2014	TR000000020	May-23-2014	
										Total records : 1	
Act Prir	ion nt l	IS ssuance	Void	Nu	mbering ItoNumber A	scending					
De	lete	e		<u>ete</u> AL Be	itoNumber L eginning Nur	mber	Ig				
										Save Close	

Once an order has been marked complete, the *Print* link on the Order Summary page is disabled.

If the *Security Paper Number* field is left blank, the order cannot be completed and the user receives the following error message:





Other links available for selection on the Issuance page:

Delete - Select the *Delete* link to delete or remove issuances from the issuance queue. This may be necessary if a customer reduces the number of copies requested or changes the service. Upon selection of the *Delete* link, if all rows are deleted, the actions are disabled.

I I	lssu ua	iance nces								
A	.11	Applicant Name	Service	Date Received ↓	Priority	Delivery	Registrant	SFN	Security Paper Number	Date Printed
5	/	Winona Watkins	Death Redacted Copy	05/23/2014	REGULAR	MAIL	Charles Brown	000196- 2014	TR000000020	May-23-2014
										Total records : 1
Ac Pr	tio int	ns Issuance	Void	Nu Au	mbering ItoNumber A	scending				
De	elet	e	Comp	Be	eginning Nur	mber	iy	_ J		
-	-									Save Close

Void - If a certificate did not print properly, or the paper jammed, etc., and needs to be voided, use the *Void* link to void the selected item's print record and start over. This voids the security paper number and allows a new certified copy to be reprinted.

AutoNumber Ascending - The AutoNumber Ascending feature is used to assign security paper numbers to a group of certified copies in sequential ascending order.

AutoNumber Descending - The AutoNumber Descending feature is used to assign security paper numbers to a group of certified copies in sequential descending order.

Follow these steps to use the AutoNumber features:

- Place a checkmark in the All column of the records to be updated.
- Enter the starting number in the Beginning Number textbox.
- Select the AutoNumber link to start the numbering process.

Select the *Close* button to close the Issuance page.



Iss	uance								
ssua	nces								
All	Applicant Name	Service	Date Received ↓	Priority	Delivery	Registrant	SFN	Security Paper Number	Date Printed
	Winona Watkins	Death Reis CC	05/23/2014	REGULAR	MAIL	Charles Brown	000196- 2014		
									Total records : 1
Actio Print	ns Issuance	Void	-1-1-	Numbering AutoNumber	Ascendin	Ig			
Dele	te	Com	plete	AutoNumber Beginning Ni	umber	ling			
									Save Close

10.6.2 Event Requested Links

Order Summary				
Source: Mail	ProCheck / Pro	ID Status:		
Received Date: MAY-22-2014	Fee Effective D	ate: MAY-	22-2014	
Applicant Information	Payment Info	rmation		
Name: Lilly Flowers	Туре	Amount	User	
Address: 123 Daisy Lane Pittsburgh Pennsylvania 10011	Cash	\$9.00	State Office Administrator	
Attention:	Paid:	\$9.00		
Phone:	Due:	\$9.00		
Email:	Balance:	\$0.00		
Event Requested				
Event Type: Death Suspend Reject Request Corresponden	ice Work Orde	r Amend	Receipt Mailing Envelope	Mailing Label
Status: //Personal Valid/Medical Valid/Registered/Signed/Certifie Comments:	d/NA/ICD Codii	ng Require	d	

10.6.2.1 Correspondence

If insufficient or inaccurate data is presented, the DAVE[™] Correspondence link can be used to automatically complete and prepare correspondence requesting additional information. Upon receipt of additional information, pending orders may be retrieved directly from a work queue.

Event Requested				
Event Type: Death	Suspend Reject Request	Correspondence	Work Order Amend Receipt	Mailing Envelope Mailing Label

Please see the "Correspondence" section in the DAVE – Table Maintenance guide for more information regarding Correspondence.

10.6.2.2 Work Order

The work order is intended to be used as an aide for conducting manual paper searches for legacy records.



State of Arizona DAVE[™] User Guide



To print a work order, select the Work Order link. A File Download dialog box will display:

File Down	load	23
Do you	want to open or save this file?	
PDF	Name: REPORT_POS_WORK_ORDER.pdf Type: Adobe Acrobat Document, 62.2KB From: bwdwddaveweb01 Open Save Cancel	
?	While files from the Internet can be useful, some files can potenti harm your computer. If you do not trust the source, do not open a save this file. What's the risk?	ally or

Select Open to open the Work Order for printing.



Work Order example below.

	OS Work Order			Pennsylva Department of He Office of Vital Records and Health Static	ania alth stics
DEPARTMENT OF HEALTH			OFFICE: New Ca	astle Registration Office - PA State Registration USER: paad	Offi min
Order Number Date Entered Applicant Name	20140500014 May 22, 2014 LILLY FLOWERS	3			
Event Date	SFN	and/incomplete			
04/02/2014	000196-2014				
Event Comments					
Search Details		Entered	R	esults	
Event Type		Death			
Date of Death: End Da	te				
Date of Death: Start D	ate	Apr-02-2014	A	pr-02-2014	
File Number			0	00196	
File Number Year			2	014	
Registrant Date of Birt	h End Date				
Registrant Date of Birt	h Start Date		بال	an-21-1940	
Registrant First Name		Charles	с	harles	
Registrant Middle Nam	ie -	_			
Registrant Last Name		Brown	В	rown	
Mother First Name			в	obbie	
Mother Middle Name			-		
Mother Maiden Last N	ame		в	rawn	
Father First Name			в	obby	
Father Middle Name					
Father Last Name			в	rown	
Gender Discourt City			N	lale	
Place of Event City			F	lashany	
Flade of Event County			<u>^</u>	alegneny	
Services Requested Death CC		Priority REGULAR	Delivery Typ MAIL	e Quantity 1	
Request Reason	Marriage				
Applicant Relationshi	ip Power of	Attorney			
Applicant Telephone	Number				
Event Status	/Persona	I Valid/Medical Valid/Sig	gned/Certified/Registere	d/ICD Coding Required	
Amendment Number	1021, 10	22, 1052			
Email Order Commonte					
Order Comments					
				Order Number 20140500044	
				# of Conject 1	
				Certificate Fee:\$9.00	
				Total Certificate Fees: \$9.00	
LILLY F	LOWERS			VCN Fee:\$0.00	
123 DAI	SY LANE			Carrier Fee:\$0.00	
PITTSB	URGH, PA 10011			Refund:\$0.00	
				I Otal Fee;\$8.00	
		Friday, May 2	3. 2014 9:18 am	Page 1 of 1	
		,			

DAVE Database Application for Vital Events

10.6.2.3 Receipt

Sometimes customers require a receipt to demonstrate they have paid for services rendered. It may even be a requirement in certain offices. When the customer requires a receipt, select the *Receipt* link located in the Event Requested section.



Select Open in the File Download Dialogue Box to view/print the order receipt



1 If the applicant is different from the payer, the receipt will print the name of both the applicant and the payer; otherwise just the applicant will be printed.

per	Insylvania	Order Receipt			Dep Health & 7th & Forster Streets, Harr	Pennsylvania artment of Health Welfare Building isburg, PA 17120
	Order Number: Applicant: Ship To: Lilly Flow 123 Daisy Pittsburgh	20140500014 Lilly Flowers vers v Lane n, PA 10011			Date: 5/23/20	sa)14 9:36:50AM
	Order Number:	20140500014			Date - Time: 5/23/2014 9	:36:50AM
	Applicant: L Payer: L 1 F	illy Flowers illy Flowers 23 Daisy Lane ^y ittsburgh, PA 10011			Payment Type: Cash	
Qty	Service		Name		Delivery	Total Amount
1	Death CC		Charles Brown		MAIL	\$ 9.00
					Sub-Total	\$ 9.00
					Waived	\$ 0.00
					Shipping & Handling	\$ 0.00
					Due	\$ 9.00
				-	Paid	\$ 9.00
				-	Refund	\$ 0.00
	2014050001	₩₩₩₩₩₩₩₩₩₩₩₩₩₩ 4+		l	Balance	\$ 0.00
			Friday, May 23, 2014	9:36 am	Pa	ge 1 of 1

10.6.2.4 Mailing Envelope

DAVE[™] provides the ability to print shipping information of the applicant directly onto a Mailing Envelope by selecting the appropriate link on the Order Summary page.

 Event Requested

 Event Type: Death
 Suspend Reject Request
 Correspondence
 Work Order
 Amend
 Receipt
 Mailing Envelope
 Mailing Label

Selection of the *Mailing Envelope* link produces a PDF document displaying the shipping name and address as recorded on the Applicant page of the order.



The Mailing Envelope feature will print a size 10 envelope with the following shipping information included:

Line 1:	<shipping first="" name="">, <shipping middle="" name="">, <shipping last="" name="">, <shipping suffix=""></shipping></shipping></shipping></shipping>
Line 2:	<street number="">, <pre-directional>, <street name="">, <street designator="">, <post directional="">, <apt></apt></post></street></street></pre-directional></street>
Line 3:	<city>, <state>, <zip code=""></zip></state></city>
Line 4:	<country> (Print only if Country is NOT United States)</country>



Example of mailing envelope:





10.6.2.5 Mailing Label

DAVE[™] provides the ability to print shipping information of the applicant directly onto a Mailing Label. Select the *Mailing Label* link in the Event Requested section on the Order Summary page.

Event Requested									
Event Type: Death	Suspend	Reject Request	Correspondence	Work Order	Amend	Receipt	Mailing Envelope	Mailing Label	

Selecting the Mailing Label link produces a pdf document with the shipping name and address as recorded on the Applicant page of the order. In the File Download dialogue box, select *Open* to open the file for printing, or select Cancel to close without printing.



Below is the shipping information included on the label:

Line 1:	<shipping first="" name="">, <shipping middle="" name="">, <shipping last="" name="">, <shipping suffix=""></shipping></shipping></shipping></shipping>
Line 2:	<street number="">, <pre-directional>, <street name="">, <street designator="">, <post directional="">, <apt></apt></post></street></street></pre-directional></street>
Line 3:	<city>, <state>, <zip code=""></zip></state></city>
Line 4:	<country> (Print only if Country is NOT United States)</country>

The measurements of the label will be 2.625" by 1". Once the PDF file is open, select the print icon a displayed on the PDF file. The icon/picture a will not print onto the paper. Example of a Mailing Label:





Lilly Flowers 123 Daisy Lane Pittsburgh, Pennsylvania 10011

10.6.2.6 Suspend

This feature is used to exclude an order from the cash out until a customer provides proper entitlement documentation.

 Event Requested

 Event Type: Death
 Suspend
 Reject Request
 Correspondence
 Work Order
 Amend
 Receipt
 Mailing Envelope
 Mailing Label

Selection of the Suspend link displays a message confirming suspension of the event. By selecting OK, the event is suspended and the order will be excluded from the cash out process.

A Cancel Suspend link is now available. Once the proper entitlement documentation is provided the suspend can be cancelled by selecting this link. The order will then be included in the cash out process.

 Event Requested

 Event Type: Death
 Cancel Suspend
 Correspondence
 Work Order
 Amend
 Receipt
 Mailing Envelope
 Mailing Label

10.6.2.7 Reject Request

Occasionally, a customer is not legally entitled to a copy of the event requested and it is necessary to reject the request. The user will not be allowed to edit the event request information or add new services once the *Reject Request* link has been selected on the Order Summary page.

• Rejecting a request cannot be undone. Once rejected, a new order will have to be initiated.

Reject a request by following these steps:

• Locate and select the *Reject Request* link on the Order Summary page.

 Event Requested

 Event Type: Death
 Suspend
 Reject Request
 Correspondence
 Work Order
 Amend
 Receipt
 Mailing Envelope
 Mailing Label

• Select the OK button from the confirmation message that is displayed.





If *OK* is selected, the Order Summary page will refresh and the *Reject Request* link will be replaced with a non-selectable *Rejected* label.

Event Reque	sted	~							
Event Type: Relation: Status: Comments:	Death Power /Perso	of Attorney nal Valid/Medical V	Rejected C alid/Registered	Correspondence /Signed/Certified/	Work Order Ar	nend Receipt Required	Mailing En	velope Mailin	g Label
Matched Eve	ents			Services					
Registrant	Match	Total Number of Issuances	Date of Last Issuance	Service Name	Quantity	Priority	Delivery	Fee	
Charles	Yes	0		Death CC	1	REGULAR	MAIL	\$9.00	Issue
Brown		, i i i i i i i i i i i i i i i i i i i		Death CC	-1	REGULAR	MAIL	(\$9.00)	Issue

All fields on the Services and Match Events pages associated with the rejected request will be disabled.

If issuances exist, the following error message will be displayed: "Issuances must be deleted before rejecting request."

10.6.3 Order Summary Page buttons

The buttons across the bottom of the Order Summary page can be used to process the order.

date Order Void Issuance History Previous Return	r Void	Validate Order	Copy to New	New Order
--	--------	----------------	-------------	-----------

New Order: If selected, a blank Applicant page will be displayed

Copy to New: If selected, a new Order will be created copying the Applicant and Match information into the New Order.

Validate Order: If selected, all order processing validation edit rules will be triggered to ensure accurate completion of the order.

Void: If selected, DAVE[™] prompts according to whether the order has issuances and it is voided based on user response to the prompts: If issuances exist (i.e. certified copies have been printed), the verification message "All completed issuances will be voided. Do you want to void this order?" is displayed. If issuances do not exist, the user is prompted to confirm the void "Do you want to void this order?"



Issuance History: If selected, the Issuance History page will be displayed; a row will be displayed for each item printed/issued. Example of Issuance History page:

suance H	listory							Order Number:	201405	00018
Service Name	Security Paper Number	Tracking Number	Date Printed	Shipped Date	Date Completed	Date Voided	User	Issuing Office	Delivery Date	
Death CC	TR0000000010		May-23- 2014 01:31 PM		May-23- 2014 01:31 PM		State Office Administrator	New Castle Registration Office - PA State Registration Office		Edit
Death CC	TR0000000011		May-23- 2014 01:31 PM		May-23- 2014 01:31 PM		State Office Administrator	New Castle Registration Office - PA State Registration Office		Edit

The Issuance History button is available based on security privileges.

Previous: If selected, returns the user back to the last or previous page.

Return: If selected, returns the user back to the first or original page (search results or work queue only).

10.7 Validate Order

DAVE[™] provides the ability to validate the information entered for a customer order. Order processing validation rules may be based at the event request, order, or service level. For example, if a customer requests several different records within one order, in order to verify the customer's legal entitlement, an entitlement rule must be triggered for each event requested.

To validate an order, DAVE[™] provides a *Validate Order* link within the Order Processing Menu and a *Validate Order* button on the bottom of the Order Summary page.



To check an order for any possible errors, locate and select the *Validate Order* button at the bottom of the page.

• The Funeral Home User or Funeral Home Director roles will not include the *Validate Order* button. Rather, upon selection of the *Submit* button, the order will be validated and saved and the user will be returned to the Decedent Page.

Validation checks the order against all business and jurisdiction rules in the system. If any errors are returned, they must be corrected and the order re-validated until all edit rules pass.



If there are no errors reported and the order passes all validation rules, a confirmation popup message appears. The order can then be processed.

Message from webpage	23
The order passed all validation	n rules.
	ОК

If errors are found, the Validation Results window is displayed below the Order Summary page. Correct or override errors and return to the Summary page and re-validate the order.

Θ	Not	all	errors	can	be	overridden!
---	-----	-----	--------	-----	----	-------------

If the errors can be overridden, a checkbox appears in the *Override* column. To override and continue with order processing, select the *Override* column's checkbox and click the *Save Overrides* button.

Validation Results		-	Save Overrides
Error Message	Event Id	Service Id	Override
OP0085: Incomplete amendment associated with this record.	1		

If the order contains multiple requests and/or multiple services, each request and service will be validated. If all Validation Rules PASS upon selection of the *Validate Order* link or button:

• A green indicator will be displayed on the Summary menu link.

	Order Processing Menu	
	Applicant	
	Match Events	
	Services	
	Payments	
	Summary	
Л	Validate Order	
	Print Forms	
	Assign Status	
	Attachments	
	Attachments	L



• The Validation Results page will not be displayed. Instead, the user receives the following confirmation message:



• An *Issue* link will be enabled within the Services section of the Order Summary page.

Event Requ	ested										
Event Type: Relation: Status: Comments	Death Power /Perso	Suspe of Attorney onal Valid/Me	end Reject Request C dical Valid/Registered/S	correspondence igned/Certified/N	Work Order Am	nend Receipt quired	Mailing Enve	elope Mailir	ng Label		
Matched Ev	Matched Events			Services							
Registrant I	Match	Total Number of	Date of Last Issuance	Service Name	Quantity	Priority	Delivery	Fee			
		Issuances		Death CC	1	REGULAR	MAIL	Fee \$9.00 Is	Issue		
April Adams	Yes	1	Apr-08-2014 12:41 PM					2	1		

If one or more Validation Rules FAIL, upon selection of the Validate Order link or button:

• A red indicator will display on the Summary menu link.



• The Validation Results page will display failure details that include columns for Error Message, Event Id, Service Id and Override.



State of Arizona DAVE[™] User Guide

Validation Results		Save Overrides			
Error Message	Event Id	Service Id	Override		
OP0085: Incomplete amendment associated with this record.	1				

Event ID: The value displayed within the Event Id column is based on the event request that caused the rule to fail. For example, if Request 1 caused the rule to fail but Request 2 did not, then the value of "1" would be displayed in the Event Id column.

Service ID: The value displayed for the Service Id is based on the service that caused the rule to fail. For example, if Service Request 1 caused the rule to fail but Service Request 2 did not, then the value "1" would be displayed in the Service Id column. If a rule fails for 2 services (line items) and/or event requests (order subjects), then "(1:2)" would appear within the Service Id column.

An order can be processed even if there are validation rule failures. Place a checkmark $\overline{\mathbf{V}}$ in the *Override* checkbox next to the Error Message to be overridden and select the *Save Overrides* button.

Validation Results		-	Save Overrides
Error Message	Event Id	Service Id	Override
OP0085: Incomplete amendment associated with this record.	1		

10.8 Void Order

Voiding an order in DAVE[™] is possible through the *Void* button on the Order Summary page.

Matched Events				Services					
Registrant	Match	Total Number of	Date of Last Issuance	Service Name	Quantity	Priority	Delivery	Fee	
		Issuances		Death CC 🖹	1	REGULAR	MAIL	\$9.00	Issue
Charles Brown	Yes	7	May-23-2014 01:34 PM						
New Order	Сору	to New Va	lidate Order Void Is	suance History				Previous	Return

The void is handled differently according to whether the order has issuances. The application prompts in the following ways:

Issuances exist: If certified copies have been printed, a verification message gets displayed: *All completed issuances will be voided. Do you want to void this order?*





Issuances do not exist: A user prompt appears asking the user to confirm the void action: *Do you want to void this order?*

Upon selection of *OK* to either message, if the *Payment Type* is *Credit Card* and the status is Approved, the following error message is displayed: *Please void the credit card payments prior to voiding the order*.

If a credit card payment with an Approved status does not exist:

Example of negative value that is inserted on the Order Summary:

Services					
Service Name	Quantity	Priority	Delivery	Fee	
Death CC	1	REGULAR	MAIL	\$9.00	Issue
Death CC	-1	REGULAR	MAIL	(\$9.00)	Issue

- All work queue status(es) will be end dated.
- Each event requested in the order will be assigned a status of Void.
- A row will be inserted into the services section service that reverses the quantity and fees of the original service.

Example of negative value that is inserted on the Services page:

Servi	ices							
Sourc	ce 🕨 Mail		 Receive 	ed Date May-23	3-2014	Fee Effective Date	May-23-2	014
Will th	nis order be paic	l for by Credit C	ard? 🔲					
1 Na	ame: Charles Br	own						
Appli	icant Relationsh	ip to Registra	nt: Power of Attor	rney				
ld	Service	Quantity	Priority	Delivery	Request Reason	Other	Fee	
1	Death CC	1	REGULAR	MAIL	Property Transfer		\$9.00	Edit Reverse
1	Death CC	-1	REGULAR	MAIL	Property Transfer		(\$9.00)	Edit Reverse



If the Reverse link is selected from a row on the Services page prior to selecting the Void button, the "negative" row (i.e. the row displaying "(\$9.00)" in the example above) will not be inserted. Since the quantity was already set to zero by selecting the Reverse link, it is not necessary to insert a negative quantity. Since the amount due on the order is set to \$0.00 after a "Void" is performed, the order may be overpaid (have a negative balance). The user must add a refund payment in order to return the overpaid amount to the customer. Or, if payments have not been cashed out, the user may delete the payment and return the payment to the customer.

Before Cash Out, the payment can be deleted:

Payment DateUserCheck #TypeAmountMAY-27-2014paadmin1234Check9.00Edit Delete	(Check / Money Or	der				
MAY-27-2014 paadmin 1234 Check 9.00 Edit Delete		Payment Date	User	Check #	Туре	Amount	
		MAY-27-2014	paadmin	1234	Check	9.00	Edit Delete

Once a payment is cashed out it cannot be deleted and a Refund must be added to change the balance to zero. After Cash Out, a Refund payment can be added.

10.9 Issuance History

Order Su	mmary								
Source: N	Mail		Pi	roCheck / Pr	oID Status	:			
Received I	Date: MAY-27-20)14	Fe	e Effective [Date: MAY	-27-2014			
Applicant I	nformation			Payment Info	ormation				
Name:	Andy Anderson			Туре	Amount		User		
Address:	1234 Anderson	Lane		Check	\$9.00	State Offi	ce Administrat	tor	
Attention:	Andy	Isylvania 10011		NSF Check	(\$9.00)	State Offi	ce Administrat	tor	
Fmail:	(030) 940-4040			Paid:	\$0.00				
				Due:	\$9.00				
				Balance:	\$9.00				
Event Requ Event Type Relation: Status: Comments	ested Death Superior Power of Attorn /Personal Valions	uspend Reject Request C ley Medical Valid With Exceptio	Correspondence ons/Registered/	e Work Ord Signed/Drop	er Amend ped to Pap	Receipt er/NA/ICD	Mailing Enve Coding Requi	elope Mailir red	ng Label
Matched E	vents		Services						
Registrant	Tota Match Numbe	l Frof Date of Last Issuance	Service Name	e Quai	ntity P	riority	Delivery	Fee	
	Issuan	ces	Death CC 📄	1	R	EGULAR	MAIL	\$9.00	Issue
Abigail Anderson	Yes 2	May-27-2014 10:03 AM		~	,				
New Order	Copy to New	Validate Order Void Is	ssuance Histor	у				Previous	Return

Locate the Issuance History button at the bottom of the Order Summary page.

Click on the Issuance History button to display the Issuance History page. This page displays a listing of all certified copies that have been issued for this record on this order only. In other words, this display is order specific. In the example below, a certificate was printed on May



27, 2014 on Security Paper Number DOL00000020. (Please see "Event and Issuance History" section earlier in this document for more detail on viewing issuance history.)

suance History						Order Number: 20140500		00022		
Service Name	Security Paper Number	Tracking Number	Date Printed	Shipped Date	Date Completed	Date Voided	User	Issuing Office	Delivery Date	
Death CC	DOL000000020		May-27- 2014 08:54 AM		May-27- 2014 08:57 AM		State Office Administrator	New Castle Registration Office - PA State Registration Office		Edit
										Return

10.10 Order Processing Attachments

Scenarios where attachments might be uploaded and attached to orders for certified copies of death certificates include:

- An application which was completed manually and handed to a clerk could be scanned in for evidence
- A scanned copy of "identification" for the person requesting the order (such as a valid driver's license) to support giving a certified copy to the individual
- Scanned evidence of a signature if a credit card payment is used for the order
- Scanned copies of court documents (such as a letter requiring a certified copy of a death certificate) to attach to the order for supporting documentation.

Attaching scanned documents to orders in Order Processing is done through the Attachments menu link on the Order Processing menu.



Selecting the Attachments link launches the Attachments dialog. Select the *New Attachment* button.



Attachments	×
Attachments	
No data found.	
	New Attachment Close

The Attachments dialog expands to allow the user to upload a new attachment. Select the *Browse* button to access documents residing on a local or network drive.

Attachments	×	¢.
Attachments		^
No data found.	lect	
New Attachment		Ξ
Upload new attachment	Brows	
Save Cancel		
New Attachm	ent Close	Ŧ
	+	

Browse the local (or network) directory to locate and select the desired document to upload. Select the *Open* button.

Organize New folder ✓ Favorites Name Size Item type Date modified ✓ Favorites JiraResponseTempl 1 KB Text Document 5/6/2014 12:54 PM ✓ Documents ✓ Music ✓ JULE1-ExpressMa 5,291 KB Adobe Acrobat D 1/23/2014 8:09 AM Ø Music Ø Newest_Death Mod 27,638 KB Microsoft Word D 5/27/2014 12:28 PM Ø Newest_Death Mod 27,638 KB Microsoft Word D 5/20/2014 10:17 AM Ø QCorrespondenceLi 13 KB PNG image 5/9/2014 2:25 PM Ø REPORT_TRANSAC Ø KB Adobe Acrobat D 5/27/2014 9:39 AM Ø SearchbyRegWorkQ Ø Ø StateOfficeUser I6 KB Adobe Acrobat D 5/27/2014 9:39 AM Ø Spark 2 KB Shortcut 2/15/2012 1:39 PM Ø StateOfficeUser I6 KB Microsoft Word D 2/27/2013 1:15 PM Ø Test Usernames CC I6 KB Microsoft Word D 2/27/2014 7:44 AM	Choose File to Upload	and the second of	-	a latera		x			
Organize ▼ New folder Item type Date modified	🔾 🗢 📃 Desktop 🔸			✓ ⁴ → Search E)esktop	٩			
Name Size Item type Date modified JiraResponseTempl 1 KB Text Document 5/6/2014 12:54 PM JOULE1-ExpressMa 5,291 KB Adobe Acrobat D 1/23/2014 8:09 AM Documents Microsoft Outlook 3 KB Shortcut 8/25/2011 2:14 PM Music PA Test Cases 22 KB Microsoft Word D 5/20/2014 12:28 PM Videos QCorrespondenceLi 13 KB PNG image 5/9/2014 2:25 PM REPORT_TRANSAC 69 KB Adobe Acrobat D 5/27/2014 9:39 AM SearchbyRegWorkQ 37 KB PNG image 5/8/2014 9:54 AM StateOfficeUser 16 KB Network 2/15/2012 1:39 PM Test Usernames CC 16 KB Microsoft Word D 1/27/2013 1:15 PM Wetwork Test Usernames CC 16 KB Microsoft Word D 2/27/2014 7:44 AM WorignFD 31 KB PNG image 5/6/2014 8:20 AM	Organize 🔻 New folder								
Image: Second Secon	👉 Eavorites	Name	Size	Item type	Date modified	-			
Ibitraries Image: Documents 5,291 KB Adobe Acrobat D 1/23/2014 8:09 AM Image: Documents Image: Documents Image: Documents Image: Documents 8/25/2011 2:14 PM Image: Dictures Image: Documents Image: Documents Image: Documents 5/27/2014 12:28 PM Image: Dictures Image: Documents Image: Documents 5/2012 12:14 PM Image: Dictures Image: Documents 5/2014 0:17 AM Image: Dictures Image: Documents 5/9/2014 2:25 PM Image: Dictures Image: Documents 5/9/2014 2:25 PM Image: Dictures Image: Documents 69 KB Adobe Acrobat D 5/27/2014 9:39 AM Image: Dictures Image: Documents Image: Documents Image: Documents 5/8/2014 9:54 AM Image: Dictures Image: Dictures Image: Dictures Image: Dictures 5/8/2014 9:54 AM Image: Dictures Image: Dictures Image: Dictures Image: Dictures Image: Dictures 5/8/2014 9:54 AM Image: Dictures	A renomes	JiraResponseTempl	1 KB	Text Document	5/6/2014 12:54 PM				
Image: SearchbyRegWorkQ 3 KB Shortcut 8/25/2011 2:14 PM Image: SearchbyRegWorkQ 27,638 KB Microsoft Word D 5/27/2014 12:28 PM Image: SearchbyRegWorkQ 3 KB PNG image 5/20/2014 10:17 AM Image: SearchbyRegWorkQ 69 KB Adobe Acrobat D 5/27/2014 2:25 PM Image: SearchbyRegWorkQ 69 KB Adobe Acrobat D 5/27/2014 9:39 AM Image: SearchbyRegWorkQ 37 KB PNG image 5/8/2014 9:54 AM Image: SearchbyRegWorkQ 37 KB PNG image 5/8/2014 9:54 AM Image: SearchbyRegWorkQ 37 KB PNG image 3/7/2014 2:46 PM Image: SearchbyRegWorkQ 37 KB PNG image 3/7/2014 2:46 PM Image: SearchbyRegWorkQ 37 KB PNG image 3/7/2014 2:46 PM Image: SearchbyRegWorkQ 37 KB PNG image 3/7/2014 2:46 PM Image: SearchbyRegWorkQ 37 KB PNG image 3/7/2014 2:46 PM Image: SearchbyRegWorkQ 16 KB Microsoft Word D 12/27/2013 1:15 PM Image: Test Usernames CC 16 KB Microsoft Word D 12/27/2014 1:4 AM Image: T	🧮 Libraries	🔁 JOULE1-ExpressMa	5,291 KB	Adobe Acrobat D	1/23/2014 8:09 AM				
	Documents	🔝 Microsoft Outlook	3 KB	Shortcut	8/25/2011 2:14 PM				
Image: Pictures Image: Pictures Sources Sources <t< th=""><th>Music</th><th>👜 Newest_Death Mod</th><th>27,638 KB</th><th>Microsoft Word D</th><th>5/27/2014 12:28 PM</th><th></th></t<>	Music	👜 Newest_Death Mod	27,638 KB	Microsoft Word D	5/27/2014 12:28 PM				
Wideos QCorrespondenceLi 13 KB PNG image 5/9/2014 2:25 PM REPORT_TRANSAC 69 KB Adobe Acrobat D 5/27/2014 9:39 AM Computer SearchbyRegWorkQ 37 KB PNG image 5/8/2014 9:54 AM Spark 2 KB Shortcut 2/15/2012 1:39 PM StateOfficeUser 16 KB PNG image 3/7/2014 2:46 PM Test Usernames CC 16 KB Microsoft Word D 1/2/27/2013 1:15 PM TestTOC 16 KB Microsoft Word D 2/27/2014 7:44 AM UnsignFD 31 KB PNG image 5/6/2014 8:20 AM	Pictures	👜 PA Test Cases	22 KB	Microsoft Word D	5/20/2014 10:17 AM				
Image: Computer ExePORT_TRANSAC 69 KB Adobe Acrobat D 5/27/2014 9:39 AM Image: Computer SearchbyRegWorkQ 37 KB PNG image 5/8/2014 9:54 AM Image: Computer Spark 2 KB Shortcut 2/15/2012 1:39 PM Image: Computer StateOfficeUser 16 KB PNG image 3/7/2014 2:46 PM Image: Computer Image: Computer 12/27/2013 1:15 PM 12/27/2013 1:15 PM 12/27/2013 1:15 PM Image: Computer Image: Computer 16 KB Microsoft Word D 2/27/2014 7:44 AM Image: Computer 31 KB PNG image 5/6/2014 8:20 AM	Videos	QCorrespondenceLi	13 KB	PNG image	5/9/2014 2:25 PM				
Image: Computer Image: SearchbyRegWorkQ Volt 37 KB PNG image 5/8/2014 9:54 AM Image: Sold of the searchbyRegWorkQ Image: Sold of the searchbyRegWorkQ 2 KB Shortcut 2/15/2012 1:39 PM Image: StateOfficeUser 16 KB PNG image 3/7/2014 2:46 PM Image: Test Usernames CC 16 KB Microsoft Word D 12/27/2013 1:15 PM Image: TestTOC 16 KB Microsoft Word D 2/27/2014 7:44 AM Image: UnsignFD 31 KB PNG image 5/6/2014 8:20 AM		🔁 REPORT_TRANSAC	69 KB	Adobe Acrobat D	5/27/2014 9:39 AM				
Spark 2 KB Shortcut 2/15/2012 1:39 PM StateOfficeUser 16 KB PNG image 3/7/2014 2:46 PM Test Usernames CC 16 KB Microsoft Word D 12/27/2013 1:15 PM TestTOC 16 KB Microsoft Word D 2/27/2014 7:44 AM UnsignFD 31 KB PNG image 5/6/2014 8:20 AM	💷 Computer	📭 SearchbyRegWorkQ	37 KB	PNG image	5/8/2014 9:54 AM				
StateOfficeUser 16 KB PNG image 3/7/2014 2:46 PM Image Test Usernames CC 16 KB Microsoft Word D 12/27/2013 1:15 PM Image Test TOC 16 KB Microsoft Word D 2/27/2014 7:44 AM Image UnsignFD 31 KB PNG image 5/6/2014 8:20 AM	SDisk (C:)	👩 Spark	2 KB	Shortcut	2/15/2012 1:39 PM				
Image: Network Image: Test Usernames CC 16 KB Microsoft Word D 12/27/2013 1:15 PM Image: TestTOC 16 KB Microsoft Word D 2/27/2014 7:44 AM Image: UnsignFD 31 KB PNG image 5/6/2014 8:20 AM		📭 StateOfficeUser	16 KB	PNG image	3/7/2014 2:46 PM				
Image: TestTOC 16 KB Microsoft Word D 2/27/2014 7:44 AM Image: UnsignFD 31 KB PNG image 5/6/2014 8:20 AM	👊 Network	🖷 Test Usernames CC	16 KB	Microsoft Word D	12/27/2013 1:15 PM	-			
Image UnsignFD 31 KB PNG image 5/6/2014 8:20 AM	1	TestTOC	16 KB	Microsoft Word D	2/27/2014 7:44 AM	=			
		📭 UnsignFD	31 KB	PNG image	5/6/2014 8:20 AM	-			
File name:	File n		✓ All Files (*	.*)	•				
Open Cancel				Oper	Cancel				



Click the Save button to complete the process and upload the file.

Attachments		×
Attachments		^
No data found.		
New Attachment		=
Upload new attachment	C:\Users\LORDSH01\Desktop\REPORT_TRANSACTION.pdf	Brows
Save Cancel		
	New Attachment	Close 🔻
•		P I

The document appears is saved as an attachment.

Attachments		
Date Acquired		
5/27/2014 12:46:00 PM	View Delete	
	Total records : 1	
	New Attachment Close	
	Date Acquired 5/27/2014 12:46:00 PM	

• Attachments can be any file type. Users can upload as many attachments as necessary to an order.

10.10.1 View an Attachment to an Order

To view an attachment that has been uploaded and attached to an order, select the *View* link. The File Download dialog appears. Select *Open*.

Do you want to open or save this file?	
Sc Sc Name: REPORT_TRANSACTION.pdf Type: Adobe Acrobat Document Attachments From: bwdwddaveweb01 Attachment Name Open Save Cancel Mile files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. While files files the risk?	<pre>x ProID Status: Select View View View Delete Total records : 1 New Attachment Close</pre>



• A user must have software installed on their computer appropriate for viewing the specific attachment file type. For example, for a PDF, they must have a PDF reader; for a spreadsheet, they must have spreadsheet software, such as Excel.

10.10.2 Delete an Attachment to an Order

It may be necessary to delete an attachment that has been uploaded. Click the *Delete* link on the Attachments dialog. A warning message appears prompting for certainty about deleting the attachment. Select *OK* to proceed with the deletion.

E Attachment	~	×
Attachments Attachment	Message from webpage	Select Delete
REPORT_TF		View <u>Delete</u> Total records : 1
	OK Cancel	New Attachment Close

10.11 Search for an Order

This section describes how to search for and access a previously entered order by using the Search feature of the Order Processing module. The Search option will be used by central office users (State) and local office users (City, County, or Municipality) to locate customer orders.

From the Main Menu of DAVE[™], select Order Processing > Search.



The Search for an order page opens. Search types available are organized by section.



State of Arizona DAVE[™] User Guide

earch for an order	
Search By Order	Search by Event Requested
Order Number: VPS Order Number: Security Paper Number: Tracking Number: Received between and	First Name:
Search by Applicant	Search by Matched Event
Organization Name:	Event Type: Death 💌
First Name:	Search Criteria 1:
Last Name:	Value 1: Search Criteria 2:
Phone:	Value 2:
Aaximum records to display: 200	
	Search Clear Sound

There are four search options to choose from:

- 1. Search by Order
- 2. Search by Event Requested
- 3. Search by Applicant
- 4. Search by Matched Event

1 To utilize any of the searching sections on this page, the user must input at least one of the requested pieces of information from within a search tab. The search controls are NOT case-sensitive.

10.11.1 Search By Order

Search By Order		
Order Number:		
VPS Order Number:		
Security Paper Number:		
Tracking Number:		
Received between	and 🔟	



288 of 351
To Search by Order, information must be entered into at least one of the controls: Order Number, VPS Order Number, Security Paper Number, Tracking Number or Date Received Between. Select Search at the bottom of the page.

Order Number:	The order number is a unique identifier and will consist of the 4 digit year + two digit month + a five digit sequential number (e.g. 20040600001). A Search by Order can be performed using only this data field.	
VPS Order Number:	Orders placed via Vitalchek.com are assigned a VPS Order Number. Enter the VPS Order number in this field.	
Security Paper Number:	Also called "safety paper" by some jurisdictions, the security paper number is a pre-preprinted number used to identify and track pieces of security paper. This pre-printed number is unique to the paper type (e.g. wallet, short, long, etc.). A Search by Order can be performed using only this data field.	
Tracking Number:	Typically the tracking number is only assigned to orders being shipped by FedEx, UPS or other express mail service. A Search by Order can be performed using only this field.	
Received between and:	The dates entered should be an estimate of when the order was received by the office that entered the order. To search by date range both the start date and end date must be entered. If only the Start Date is entered, then a search will be performed on an exact match of the Start Date. Date based searches may not always be successful. If End Date is earlier than Start Date then no results will be returned. If Start Date is used without an End Date then only those orders requested on that specific date will be returned. It is possible to search using an End Date without a corresponding Start Date. This search criteria returns all orders entered up to that date. The resulting list of orders would likely be too large to be useful.	

O A successful Search by Order should always return at least one order.

An example of a Search by Order using a date range is as follows:

Search By Order	
Order Number:	
VPS Order Number:	
Security Paper Number:	
Tracking Number:	
Received between May-23-2014	💼 and May-27-2014 💼

The results returned appear below. To open an order, select the Order Number link of the desired record.



Order Number	Date Received	Applicant Name	Event Type	SFN	Registrant Name
20140500024	MAY-27-2014	Marcel Bordain	Death		Margerie Bordain
Select to	MAY-27-2014	Test Test	Death		Test
Open	MAY-27-2014	Andy Anderson	Death	000003-2014	Abigail Anderson
2014050002	MAY-27-2014	Annie Anderson	Death	000003-2014	Abigail Anderson
20140500020	MAY-23-2014	Vicky Johnson	Death	000206-2014	April Adams
20140500019	MAY-23-2014	Lady Xan	Death		Archibald Xan
20140500018	MAY-23-2014	Winona Watkins	Death	000196-2014	Charles Brown
20140500017	MAY-23-2014	Walter Wilkins	Death	000196-2014	Charles Brown
20140500016	MAY-23-2014	Cherry Lane	Death		Charles Brown
					Total records : 9

10.11.2 Search by Event Requested

Search by Event Requ	iested	
First Name: Last Name:		

Search by Event Requested permits a search for an order based on the *First Name* and/or *Last Name* of the decedent.

First Name	Entering the first name is optional. If a value is entered in the First Name field it must exactly match the name entered on the customer's application.
Last Name	When searching by event requested, the last name is a required field. The name entered here must be the name provided on the customer's application and subsequently entered on the Match Event page.

A successful Search by Event Requested most often returns a list of orders. By entering "Anderson" in the *Last Name* field, the search returns the following results:

Results					
Order Number	Date Received	Applicant Name	Event Type	SFN	Registrant Name
20140500022	MAY-27-2014	Andy Anderson	Death	000003-2014	Abigail Anderson
20140500021	MAY-27-2014	Annie Anderson	Death	000003-2014	Abigail Anderson
20140200060	FEB-12-2014	Applicant On File	Birth		Kinberlie Nichole Anderson
20140100111	JAN-27-2014	Manny Anderson	Death		Manny Anderson
20130200002	FEB-01-2013	Abraham Anderson	Birth	075965-2006	ALEX LEE ANDERSON
					Total records : 5



Using the wildcard is permitted in a **Search by Event Requested**. Enter a letter (here the letter "g" was used), followed by the wildcard symbol "%."

earch by Eve	nt Requested
First Name:	Wildcard
Last Name:	gr%

This searches for all orders entered for a death event with a *Last Name* beginning with the letters "gr." The Results of a Search by Event Requested using a wildcard appear below.

Results					
Order Number	Date Received	Applicant Name	Event Type	SFN	Registrant Name
20140400078	APR-10-2014	Garfield Griffin	Birth	000033-2014	Greg Griffin
20140300240	MAR-25-2014	Greg Griffin	Birth	000033-2014	Greg Griffin
20140300103	MAR-18-2014	Garfield Griffin	Birth	000033-2014	Greg Griffin
20140300048	MAR-07-2014	Helen Grouch	Death	000100-2014	Oscar Grouch
20131000059	OCT-09-2013	Pineapple Grenade	Birth	000029-2013	Hans Grenade
20131000040	OCT-07-2013	Cindy Grenade	Birth	000029-2013	Hans Grenade
20131000037	OCT-07-2013	Cindy Grenade	Birth	000029-2013	Hans Grenade
20111100022	NOV-07-2011	Derika Tester	Death		Cory Green
20111100019	NOV-07-2011	Jaxon Smith	Birth		Jacob Gremlin
					Total records : 9

10.11.3 Search by Applicant

Search by Applicant	
Organization Name:	
First Name:	
Last Name:	
Phone:	<u>-</u>
Maximum records to display:	200

To Search by Applicant (the person or organization originally placing the order) the user must input at least the applicant's *Last Name*.

Organization Name	When searching for an order by Organization Name (i.e., state agency, hospital, etc.), no
	other fields are required.

First Name	When searching by applicant name, if a value is entered in the <i>First Name</i> field, <i>the Last Name</i> is required.
Last Name	When searching by applicant name, the Last Name is required.
Phone	When searching for an order by an applicant's telephone number, no other fields are required.

To Search by Applicant, enter a valid applicant name and select the *Search* button at the bottom of the page. To reduce the number of orders it is highly recommended that both *First Name* and *Last Name* be used. Supplying additional information such as *Phone* and/or *Organization Name* helps narrow the results further.

Wildcard searches are permitted when performing a Search by Applicant. Enter a letter followed by the wildcard symbol % in the *Last Name* field. In this example the letter "a" is used.

earch by Applicant	
Organization Name:	
First Name:	
Last Name:	a%
Phone:	

The search Results page displays all orders with Applicant *Last Name* beginning with the letter "a."

Order Number	Date Received	Applicant Name	Event Type	SFN	Registrant Name
20140500022	MAY-27-2014	Andy Anderson	Death	000003-2014	Abigail Anderson
20140500021	MAY-27-2014	Annie Anderson	Death	000003-2014	Abigail Anderson
20140400072	APR-10-2014	Andrew Ant	Birth	000027-2014	Adam Ant
20140400071	APR-10-2014	Andrew Ant	Birth	000027-2014	Adam Ant
20140400041	APR-08-2014	Annie Adams	Death	000206-2014	April Adams
20140300268	MAR-26-2014	Annie Apple	Birth		Apple
20140300234	MAR-25-2014	Annie Ant	Birth	000027-2014	Adam Ant
20140300215	MAR-24-2014	Anne Apple	Birth		Adam Apple
20140300214	MAR-24-2014	Annie Apple	Birth Birth		Adam Apple apple
20140300134	MAR-18-2014	Albert Ashe	Death		Alfred Ashe
20140300133	MAR-18-2014	Albert Ashe	Death		Alfred Ashe
20140300131	MAR-18-2014	Clarence Ashe			
20140300126	MAR-18-2014	Ann Apple	Death	000115-2014	Adam Middle Apple
20140300097	MAR-18-2014	Axle Ant	Birth	000027-2014	Adam Ant
20140300084	MAR-17-2014	Jan U Airy	Death	000029-2014	Jan U Airy

If only the Applicant *First Name* is entered, the system will generate an error message.



Select the Order Number link to open an order. The Order Summary page displays the details of the specific record.

Order Su	nmary							
Source: 1	ProCheck / ProID Status:							
Received	Date: MAY-27-2014		Fee Effective	Date: MAY	(-27-2014			
Applicant I	nformation		Payment Inf	ormation				
Name:	Annie Anderson		Туре	Amoun	t	User		
Address:	123 Goose Creek Lane		Check	\$9.00	State Off	ice Administrat	tor	
A 44	Pittsburgh, Pennsylvania 10011		Paid:	\$9.00				
Attention:	Annie (020) 202 0202		Due	\$0.00				
Email:	(039) 303-0303		Datance:	¢0.00				
Lindia	ligeoon		Dalalice.	φ0.00				
Event Requ	ested							
Event Type	Death	Corresponde	nce Work Ord	der Amen	d Receipt	Mailing Enve	elope Mailir	ng Label
Status:	/Personal Valid/Medical Valid With Excep	tions/Registe	red/Signed/Dr	opped to P	aper/NA/ICI	D Coding Requ	uired	
Comments	:							
Matched E	vents	Services						
Registrant	Total Match Number of Date of Last Issuance	Service Na	me Qua	ntity F	Priority	Delivery	Fee	
	Issuances	Death CC [1	F	REGULAR	MAIL	\$9.00	Issue
Abigail Anderson	Yes 2 May-27-2014 10:03 AN	1						
New Order	Copy to New Validate Order Void I	Issuance His	огу				Previous	Return

10.11.4 Search by Matched Event

Search by Matched Event					
Event Type:	Death 💌				
Search Criteria 1:					
Value 1:					
Search Criteria 2:					
Value 2:					

A Search by Matched Event is based on the *Event Type* selected from the dropdown and on whether a successful match was performed and associated with an order. This search ONLY returns orders where the event requested was successfully matched to a record in the database.

Event Type Death must be selected from the dropdown for death registration-related orders.			
Search Criteria 1	Upon selection of the Event Type, the Search Criteria 1 dropdown is populated with data controls found on the pages associated with death events.		



293 of 351

Value 1	Upon selection of a value from the Search Criteria 1 dropdown, the user must enter valid data in the Value 1 text entry control that ties directly to the selection made in Search Criteria 1.
Search Criteria 2	Upon selection of the Event Type, the Search Criteria 2 dropdown is populated with data controls found on the pages associated with the event.
Value 2	Upon selection of a value from the Search Criteria 2 dropdown, the user must enter valid data in the Value 2 text entry control that ties directly to the selection made in Search Criteria 2.

1 The Search by Matched Event section allows searching for the matched event by more than one criterion

Select the Search Criteria 1 from the dropdown, and enter the corresponding information in the Value 1 field.

Search by Matched E	vent
Event Type:	Death 💌
Search Criteria 1:	
Value 1:	Decedent's First Name Decedent's Middle Name
Search Criteria 2:	Decedent's Last Name Decedent's Suffix
Value 2:	Decedent's Gender Decedent's Date of Birth
	Decedent's SSN
	Date of Death Death City
	Death County SFN Search Clear Soundex

The following example shows Search Criteria 1 & 2 selections and Values 1 & 2.

Search by Matched Event						
Event Type:	Death 💌					
Search Criteria 1:	Decedent's First Name 💌					
Value 1:	Abigail					
Search Criteria 2:	Decedent's Last Name 💌					
Value 2:	Anderson					

• When searching by Matched Event, a minimum of *Event Type*, *Search Criteria* 1, and *Value* 1 must be selected/entered.

Key in valid entries for one or more Search Criteria and Value fields and select the Search button at the bottom of the page.



Event based searches may not always be successful. When they are successful, they can return one or many records. The results below include all orders for records with decedent's last name of "Anderson" on the death certificate.

lesults					
Order Number	Date Received	Applicant Name	Event Type	SFN	Registrant Name
20140500022	MAY-27-2014	Andy Anderson	Death	000003-2014	Abigail Anderson
20140500021	MAY-27-2014	Annie Anderson	Death	000003-2014	Abigail Anderson
					Total records : 2
					New Searc

Wildcards are permitted in a Search by Matched Event. Here the *Search Criteria 1* selected is the *Decedent's Last Name*, and the letters "ad" and the wildcard symbol % are entered for *Value 1*.

arch by Matched Event				
Event Type:	Death 💌			
Search Criteria 1:	Decedent's Last Name 💌			
Value 1:	ad%			
Search Criteria 2:	T			
Value 2:				

The search Results page returns orders where the decedent Last Name begin with the letters "ad."

lesults						
Order Number	Date Received	Applicant Name	Event Type	SFN	Registrant Name	
20140500020	MAY-23-2014	Vicky Johnson	Death	000206-2014	April Adams	
20140400041	APR-08-2014	Annie Adams	Death	000206-2014	April Adams	
20140300057	MAR-10-2014	Amy Adkins	Death	000094-2014	Adkins	
20140300056	MAR-10-2014	Amy Adkins	Death	000094-2014	Adkins	
20140300055	MAR-10-2014	Amy Adkins	Death	000094-2014	Adkins	
20140300054	MAR-10-2014	Amy Adkins	Death	000094-2014	Adkins	
20140300053	MAR-10-2014	Amy Adkins	Death	000094-2014	Adkins	
20140300052	MAR-10-2014	Amy Adkins	Death	000094-2014	Adkins	
20131100006	NOV-05-2013	Abe Adams	Death	000153-2013	Andrew Abraham Adams Jr.	
20131000038	OCT-07-2013	Chancler Adams	Death	000029-2013	Gramatical Adams	
20130700057	JUL-08-2013	Anton Adamson	Death	000047-2013	Alton Adamson	
20130700056	JUL-08-2013	Anton Adamson	Death	000047-2013	Alton Adamson	
20130300021	MAR-08-2013	F.Kreuger's Dirt Nap Emporium	Death	000001-2013	Black Melanie Adder	
20130300020	MAR-08-2013	F.Kreuger's Dirt Nap Emporium	Death	000001-2013	Black Melanie Adder	
					Total records : 14	
					New Sea	







To initiate a search based on the criteria and values entered, select the *Search* button. Or, to remove search criteria and start over, select the *Clear* button at the bottom of the page.

Another search option is the *Soundex* search. *Soundex* searches are used when the spelling of a name is uncertain. Users can enter a sounds-like name (i.e., "Smith" for "Smythe") and still successfully locate a record.

DAVE[™] also allows use of a wildcard feature via the % character to search for records when only a partial spelling is known (i.e., searching for "Mur%" returns names like Murdock or Murphy.

The Maximum records to display defaults to 200. This means regardless of the number of orders returned by the search, only 200 rows will be displayed. It is possible to increase the value for maximum records to display. But, when the number is increased, the user receives a warning message about system performance.

Search by Applicant	Message from webpage					
Organization Name:	This search will negatively affect system performance.					
First Name:	If possible refine search criteria or perform during non peak hours. Press OK to continue, Cancel to abort.					
Last Name:						
Phone:	OK Cancel					
Maximum records to display: 500						
Maximum records to display: 500						

• These types of searches should be kept to a minimum and performed after hours. If possible, users should enter more search criteria to refine the search.



Selecting any of the underlined column headers will re-sort the search results based on the contents of that column. Selecting the *Order Number* link opens directly to the Order Summary page for review/editing of the order.

F	Results					
	Order Number	Date Received	Applicant Name	Event Type	SFN	Registrant Name
	20140500020	MAY-23-2014		Death	000206-2014	April Adams
	20140400041	APR-08-2014	Click column headers to sort	Death	000206-2014	April Adams

After reviewing the Order Summary page, select the *Previous* or *Return* button to return to the Results page.

Order Summary						
Source: Mail		ProCheck / ProID	Status:			
Received Date: MAR-10-2014		Fee Effective Date	e: MAR-10-2014	Ļ		
Applicant Information		Payment Inform	ation			
Name: Amy Adkins		Туре	Amount	User		
Address: 0330 Science Drive Harrisburg, Pennsylvania 17025		Cash	\$9.00 Birt	hRegC User		
Attention:		Paid:	\$9.00			
Phone:		Due:	\$9.00			
Email:		Balance:	\$0.00			
Event Requested						
Event Type: Death Suspend Reject R Relation: Spouse Status: //Personal Valid/Medical Valid/Re Comments:	equest Corresponde	ence Work Order rsonal Pending/ICD	Amend Receip	t Mailing Enve ed	elope Mailin	g Label
Matched Events	Services					
Total Registrant Match Numberof DateofLast	Issuance Service Na	ame Quantity	Priority	Delivery	Fee	
Issuances	Death CC		REGULAR	MAIL	\$9.00	Issue
New Order Copy to New Validate Order	Void Issuance His	story			Previous	Return

10.12 Order Certified Copies

Other Links	
Amendments	
Comments	
Order Certified Copies	

From the Death or Fetal Death Registration Menu select Other Links > Order Certified Copies.

The Order Processing Menu is displayed replacing the Death Registration Menu.

Order Processing Menu	
Applicant	
Services	
Payments	
Summary	
Validate Order	



297 of 351

March 2017 LexisNexis VitalChek Network, Inc. Proprietary and Confidential Information (c) 2014. All rights reserved. The Applicant page is also displayed and pre-filled with the name and address information associated to the Funeral Home completing the order.

20161200033 /Order Invalid/II	:Samaritan Funeral Home ncomplete/Amendment Pending A	pproval		
Applicant				
Applicant:	,	erson 💿 Organiz	ation	
Organization				
Name: Samai	itan Funeral Home			
Address				
Street Number	Pre Directional Street Name		Street Designator Road	Post Directional Apartment Number
City or Town Phoenix	State C Arizona	Country United States	Zip Code 85006	
Contact Inform	ation			
Attention:				
Phone Number Email:	Alternate N	lumber:	Fax Number:	·
Shipping Inform	ation Same as Applicant? 🕑			
				Clear Save Next Return

10.12.1 Applicant Information

The pre-filled Applicant Name and Address items cannot be edited. However, Contact Information fields remain available so information can be added to specify a contact in regards to the order.

The Shipping Information Same as Applicant? Checkbox defaults to checked. If the certified copies should be sent somewhere other than the Funeral Home listed, select the check box to remove the checkmark and enter shipping information.

Shipping Information Same as Applicant?
Shipping Information
Name
Prefix First Middle Last Suffix
Address
Pre Street Post Street Number Directional Street Name Designator Directional Apartment Number Zip Code City or Town State Country ↑ United States
Contact Information
Attention:
Phone Number: Alternate Number: Fax Number:
Email:

The page will expand and allow for information to be entered in regards to where the certified copies should be shipped.



10.12.2 Services

The Services page will be displayed.

20170300081 :A Legacy Funeral Home	
Services	
Source , Received Date MAR-21-2017	Fee Effective Date MAR-21-2017
Will this order be paid for by Credit Card?	
Issuing Office ,	
	Save Previous Next Return
	20170300081 :A Legacy Funeral Home /Order Invalid/Incomplete/No Services Services Source , Received Date MAR-21-2017 Will this order be paid for by Credit Card? Issuing Office, •

Select the Source for the Order.

Next Selecting the Issuing Office.

• The *Issuing Office* dropdown list is filtered based on the County of Event. If the more than one issuing office exists per county a selection will need to be made. However, if only one issuing office exists, this *Issuing Office* field will be pre-filled with the specific issuing office.

Once the Issuing Office is selected the page will refresh and display the Name section.

20170300081 :A Legacy Funeral Home /Order Invalid/Incomplete/No Services		
Services		
Source Mail In Received Date MAR-21-2017	Fee Effective Date MAR-21-2017	
Will this order be paid for by Credit Card?		
Issuing Office Maricopa County Vital Records 16th St Phoenix	T	
1 Name: George W Woods		
Applicant Relationship to Registrant: Funeral Director		
Currently there are no services for this event request. Please click Ad	d Service to add a service.	
	Add Service	e
	Save Previous Next Retu	Irn



Select the Add Service button to add services to the order. The name section will expand to display the services section.

1 Name: George W Woods Applicant Relationship to Registrant: Funeral	Director		
Service Request Reason	▶ Quantity ▶ Priority Other Specify	Delivery	Save Cancel
			Add Service

Service: Select the *Service* (i.e., the type of product the applicant is requesting). The *Service* dropdown is filtered by office and event type.

Quantity: Enter the number of the selected service being requested.

Priority: The selection made here determines if the order requires expedited processing and whether additional fees should be applied.

Delivery: Select a method of delivery from the *Delivery* dropdown (i.e., *Counter, Mail, UPS*).

Request Reason: Select the reason for the request from the *Request Reason* dropdown. If Other is selected then the **Other Specify** field will be enabled for entry.

Select *Save* to add the services. Selecting *Cancel* will close the Add Services section without adding services to the Order.

If additional services need to be added to the Order simply select the Add Service button again to add additional services.



Once the Services page is complete, select Next.

Selecting Save will save the information that has been entered on the page. Selecting Previous will return the user to the last page they took action on. Selecting Return will return the user to the last page they took action on.



10.12.3 Payments

The Payments page will be displayed.

Order Processing Menu Applicant	20170300081 :A Legacy Funeral Home /Order Invalid/Incomplete/Insufficient Funds Payments	
Rayments X Summary Validate Order Switch User	Received Date: MAR-21-2017 Add Payments Add Payment	Fee Effective Date: MAR-21-2017
	Currently there are no payments for this order. To	abd a payment select a payment type and click Add Payment. SubTotal: \$40.00 Total: \$40.00 Paid: \$0.00 Balance: \$40.00 Change Due: \$0.00 Edit Payer Previous Next

Select *Credit Card* from the add payments dropdown and then select the *Add Payment* button.

Payments						
Received Date:	MAR-21-20)17	Fee Eff	ective Date: MAR-21-201	7	
Add Payments						
	▼ Ad	d Payment				
Credit						
Payment Date	User	Card Number	Exp Date	CVC Auth AVS	Status Am	nount
MAR-21-2017	azadmin		•		40	0.00 Authorize Cancel

Enter a credit card number within the Card Number field.

Enter the credit card expiration date within the Exp Date field by selecting the month from the first dropdown and the year from the second dropdown.

Enter the security code found on the back of the credit card in the CVC field.

CVC code: DAVE[™] requests the card validation code be entered for credit card transactions. These validation codes combat counterfeit fraud through the use of special numbers that are encoded on the magnetic strip of credit and debit cards. The VISA Card Verification Value (CVV) and the MasterCard and Discover credit cards' Card Validation Code (CVC) are found on the back of the card. The American Express unique card code (CID), is found on the front of the card above the credit card number.

• The transaction will not be authorized if the code is left blank or if it does not match the code maintained by the card processor.

Hover over the information icon I for help in locating and entering the CVC code information.



Select the *Authorize* link to submit the credit card information for payment. Select the *Cancel* link to discard the Credit Card information without submitting for payment.

Credit card numbers are **NOT** stored in the DAVE[™] database. Upon selection of the *Authorize* or *Void* links, the credit card number will be passed to the VitalChek authorization server and will be cleared from the Payments page.



Once the payment has been approved, select the *Next* button.

Selecting Save will save the information that has been entered on the page. Selecting Previous will return the user to the last page they took action on. Selecting Return will return the user to the last page they took action on.

Select the **Edit Payer** button if the payment is going to be submitted by someone other than the Funeral Home submitting the Order. See section 10.5.3 Edit Payer for more info.

10.12.4 Order Summary

The Order summary page will be displayed.

Order Processing Menu Applicant Services Payments Summary	20170300081 :A Legacy Funeral Home /Order Valid/Incomplete Order Summary Source: Mail In Received Date: MAP 21-2017	ProCheck / ProID Status:	.21.2017
Validate Order Switch User	Applicant Information	Payment Information	21-2017
	Name: A Legacy Funeral Home	Type Amour	nt User
	Address: 1374 N Arizona Avenue Chandler, Arizona 85225	Credit \$40.0 Card	0 Afuneral Director
	Attention: Phone: (480) 963-6200	Paid: \$40.0	0
	Email:	Due: \$40.0	0
		Balance: \$0.0	0
	Event Requested		
	Event Type: Death Relation: Funeral Director Status: //Personal Valid/Medical Valid/Registered Comments:	A I/Signed/Certified/NA/Birth Death Linkag	mend Mailing Envelope Mailing Label e Required Over 1 Year
	Matched Events	Services	
	Registrant Match Total Number of Date of Last Issuances Issuance	Service Name Quantity P	Priority Delivery Fee
	George W Yes 0 Woods 0	Death Certified w fee 2 F	REGULAR COUNTER \$40.00 Issue
	New Order Copy to New Submit Order Validate	Order Void Issuance History	Previous

Select to Validate the Order button to review any issues that may exist and correct them.

Select the Void button to void the Order.

Select the **Submit Order** button to submit the Order to the Issuing Office selected on the Services page.

More information regarding items on the Order Summary page can be found in section 10.6 Order Summary.



11. Queues

DAVE[™] provides work queues which contain records, orders, issuances, or amendments that are in process. These item are placed in queues based on the assignment of a work queue status. Work queue statuses are assigned after a record or order has been validated or, when a specific action has been taken by a user that sets a status. Queues are used to group items together based on the type of work that needs to be done.

Users with the appropriate security privileges will be able to access particular work queues and work queue types.

11.1 General Functionality in All Queues

There are two ways to access Queues within DAVE[™].

Current Activities - From the Main Menu, select *Main > Current Activities*, or select the *Current Activities* Fast Link icon on the home page.



The *Current Activities* queue is unique to the user type selecting to view it. Unlike selecting a specific queue from the Main Menu, the Current Activies displays on a single page all of the different work queues containing cases and orders needing attention.

urrent Activities			
Queue Name	Type ↓	Count	Age of Oldest in Days
Keyed	Amendment	132	80
Keyed (Requires Affirmation)	Amendment	25	7
Pending	Amendment	17	23
Affirmation Required	Fetal Death	27	59
Certification Required	Fetal Death	12	59
Medical Pending	Fetal Death	279	78
Personal Pending	Fetal Death	262	78
FIPS Coding Required	Death	216	86
Cause of Death Pending	Death	23	72
Certification Required	Death	8	83
Cremation Clearance Required	Death	3	8
Death Potential Duplicate	Death	30	79
Death Certificate Not Found	Order	1	23
nsufficient Funds	Order	3	2
No Services	Order	46	86
Registration on Hold	Order	1	78
			Total Queues : 1



Main Menu – The second way to access queues is via the *Main Menu* where you can select *Queues* and a menu of available queues is displayed:

Queues							
Registratio	Registration Work Queues						
Registratio	Registration Work Queue Summary						
Order Wor	k Queues						
Order Wor	k Queue Summary						
Issuance (Issuance Queues						
Issuance (Queue Summary						
Amendme	nt Work Queues						
Amendme	nt Work Queue Summary						

The ability to access particular queues is based on user security privileges.

Queue Types:

- Registration Work Queues
- Order Work Queues
- Issuance Queues
- Amendment Work Queues

11.1.1 Queue vs. Queue Summary

There are two ways to view Queue Information: by selecting a specific work queue (Registration Work Queue, Amemdments Work Queue, Issuance Queue, or Order Work Queue), or via a queue summary page, (Registration Work Queue Summary, Amemdments Work Queue Summary, Issuance Queue Summary, or Order Work Queue Summary).

Seletcting a Queue Menu Page

Select *Main Menu* > Queues > Registration Work Queues. The Search by Registration Work Queue menu page will load from which a particular queue can be selected.

Search by Registration Work Queue		
Queue:	Search Type: Value:	
Display 200 rows per page.	Filter:	
		Search Show All Rows Clear



Select a Queue Summary Page

The Work Queue Summay page will display a summary of all the queues of the type selected which items appear in.

Registration Work Queue Summary						
Queue Name	Type↓	Count	Age of Oldest in Days			
Medical Info Rejected	Death	10	41			
Medical Pending	Death	149	877			
Personal Info Rejected	Death	11	202			
Personal Pending	Death	219	877			
Registration Approval Required - Death	Death	14	276			
Signature Required	Death	13	316			
First 1 2 3 Last			Total Queues : 36			

11.1.2 Work Queue Pages

Work queue pages are separated into three sections: Search Options, Search Results and Actions:

Search by Registration Work Queue								
Queue:	Personal Info Rejected - Death 💽 Search			Search Type:	-	Value:		
Display	5 ro	ws per page.		Filter:				
			Search Op	tions		Search	Show All Rows Clear Return	
All	Case Id	File Number	Registrant			Date of Event ↑	Data Provider	
	12450		Lang, Lonnie			Mar-11-2014	A Brugger And Sons Funeral Home Llp	
	12445		Denny, Sandy	Search Results		Mar-11-2014	Teeters Funeral Chapel Inc	
	12275		Deceased, Newly			Feb-14-2014	King's Pet Sematary	
	11798		Rogers, Buck			Aug-02-2013	A Brugger And Sons Funeral Home Llp	
	10057		Vale, Veronica			Apr-30-2013	Bagnato Funeral Home Inc	
First	First 1 2 3 Last Total records : 11							
Actions Abandon Request	Case Medical Ce	ertification	Add Comments Correspondence	Actions	Print Queue List Queue Aging Re Print Burial Perm	port iit		

Search Options	Fields for entering search criteria—provides search functionality
Search Results	Data grid listing with hyperlinks—displays all rows within a given queue, or only those rows matching the search criteria
Actions	Hyperlinks—provides functionality for user actions such as accessing the item directly, assigning a case to another queue, certifying, printing, entering comments or attaching correspondence, etc.



11.1.3 Search Options

The Work Queue page allows the user to search for specific cases within a queue type.

1. Four search options are provided: Queue, Search Type, Value, and Filter.

Search b	y Registration Work Queue			
Queue:		Search Type:	•	Value:
Display	5 rows per page.	Filter:	•	
				Search Show All Rows Clear Return

The actual work queues available vary based on user type & security setup.

2. Select a queue name from the Queue dropdown.

Search b	y Registration Work Queue				
Queue:		•	Search Type:	Value:	
Display	Abandoned Pending Review - Death Abandoned Pending Review - Birth Birth Certification Required - Birth Birth Certification Required - Birth Birth Death Linkage Required Over 1 Year - Death Birth GIS coding Required - Birth Birth GIS coding Required - Birth Cause of Death Pending - Death Certification Required - Death Certification Required - Death Death Potential Duplicate - Birth Deveased Baby - Birth Deveased Baby - Birth DPW Exception - Birth DPW Father No Match - Birth DPW Father No Match - Birth DPW Father No Match - Birth CD Coding Required - Death ICD Coding Required - Death Legal Information - Rejected - Birth Legal Pending - Birth ME Review Complete - Death ME Review Required - Death Medical Certification Requested - Death Medical Info Rejected - Death		Filter:	value.	Search Show All Rows Clear Return

3. A Search Type may also be chosen, but only if a value is provided in the Value field.

Search b	y Registration Work Queue				
Queue:		•	Search Type:		Value:
Display	5 rows per page.		Filter:	Case Number Employee Funeral Home Local Registrar SFN	Search Show All Rows Clear Return

Search criteria entries work together to refine a search. It is possible to use both the *Queue* and *Search Type* search criteria dropdowns.

4. Selection of a *Filter* will also help narrow search results. If a *Filter Value* is required, DAVE[™] will prompt users to enter one.

306 of 351

Search by Registration Work Queue									
Queue:	Cause of Death Per	nding - Death	•	Search Type:		Value:			
Display	15 rows per pag	е.		Filter:	Age 💌	Value:			
					Age Imported		Search Show All Rows Clear		
					Not Registered				
All	Case Id File Num	ber Registrant				Date of Event ↑	Data Provider		
	26706849 111914- 2013	Sutherland, Jerry Qq7				Nov-29-2013	Lanterman & Allen Funeral Home Inc		

Display - Determines the number of rows that will be displayed on the page.

Search by Registration Work Queue						
Queue:						
Display	15 rows per page.					
1						

5. After all search criteria is entered, select the Search button.

Search b	y Registration Work Queue					_
Queue:	Personal Pending - Death	Search Type:	•	Value:		
Display	5 rows per page.	Filter:	•	~		
				s	earch Show All Rows Clear	Return

• It is possible to view all cases in a specific queue by making a selection from the *Queue* dropdown and NOT making a selection from the *Search Type* and *Value* fields.

Queue – Queues available to the user based on security privileges.

Search Type – The search types include *Case Number*, *Employee*, and *SFN* (State File Number). If a search type is selected from the *Search Type* dropdown, then a value MUST be entered into the *Value* textbox.

(Search Type) Value – Enter the case number, employee name or SFN from the case for which the user is searching. Alphanumeric entries are allowed.

If the *Search Type* selected is **Case Number**, the queue will list only the case that matches the case id entered. Note, a *Case ID* is a unique identifier across all events. Searching by Case ID will always return a single record.

If the *Search Type* selected is **Employee**, the queue will list only those cases where the last name matches the last name of the user who performed the most recent *Action*.

If the *Search Type* selected is **SFN**, the search will return only the case that matches the *SFN* entered.



Filter – The values for the *Filter* dropdown will vary based upon the type of work queue selected. A detailed description of each filter can be found within the specific queue sections of this user guide.

(Filter) Value – A Filter value may be required.

• The *Filter* dropdown is replaced by an *Age* dropdown on the Order Work Queues search page.

11.1.4 Search Results

Search results always display in a data grid. The results are organized based on the type of queue: *Registration, Order, Issuance, or Amendments.*

For example, the Registration Work Queue column headers...

Search by Registration Work Queue								
Queue:	Abandone	bandoned Pending Review - Death 💌 Search Type:						
Display	5 row	rows per page. Filter.						
							Search Show All Rows Clear	
All	Case Id	File Number	Registrant			Date of Event †	Data Provider	
	26288070	057599- 2012	Evers, Franklin Qq7			Jun-22-2012	Ewing Brothers Funeral Home Inc	
	26285191	057506- 2012	Beer, Alyvia Qq7			Jun-19-2012	Hatheway-Tedesco Funeral Home Inc	

... are different from the Order Work Queue column headers.

Search by	y Order Work Qu	eue						
Queue:	Additional Informat	•	Search Type	e:		Value:		
Display	5 rows per pag	ge.		Age				
							Search	Show All Rows Clear
All	Order Number	Service	Date Received ↓	Priority	Registrant Name	SFN	Search Event Date	Applicant Name
All	Order Number 20131203402	Service Veteran Birth CC	Date Received ↓ DEC-04-2013	Priority REGULAR	Registrant Name BERNARD GMYS	SFN 000356-1928	Event Date	Applicant Name Applicant On File

All column headers displayed in blue allow the user to sort and re-sort rows. Select a header to sort the search results by that specific column. To access one of the cases/orders/amendments listed, select any of the blue links within a row.

AII	Applicant Name	Order Number	Service	Date Received ↓	Priority	Delivery	Registrant	SFN	Security Paper Number	Date Printed
	Jaclyn Rhoads	20120536554	Birth	05/21/2012	Vitalchek	UPS Next Day	Demarcus Qq7 Shea	007873- 2005		Sort Rows 12
	Jaclyn Rhoads	20120536554-		in Case	Vitalchek	UPS Next Day	Warren Qq7 Benner	029348- 2007		Jul-03-2012



Show All Rows vs. Show Number of Rows

1. Enter a number in the *Display* field, choose *Search*. The number of designated rows displays. To view all rows, choose the *Show All Rows* button.

Search b	y Registr	ation Work	Queue					
Queue:	Abandone	d Pending Re	view - Death	•	Search Type:		Value:	
Display	5 row	s per page.			Filter:	-		3
/								Search Show All Rows Clear
All	Case Id	File Number	Registrant				Date of Event ↑	Data Provider
	26288070	057599- 2012	Evers, Franklin Qq7				Jun-22-2012	Ewing Brothers Funeral Home Inc
	26285191	057506- 2012	Beer, Alyvia Qq7				Jun-19-2012	Hatheway-Tedesco Funeral Home Inc
	26273952	054031- 2012	Sabo, Elaina Qq7				Jun-13-2012	Nation Funeral Home Inc
	26276788	054190- 2012	Slone, Isiah Qq7				Jun-10-2012	Moody Funeral Home
	26264616	048787- 2012	Rath, Elaine Qq7				May-31-2012	Russell C Schmidt & Son Funeral Home Inc
First 1	234	5 Last						Total records : 22

2. The page will expand to reveal all search results and display the *Show Number of Rows* button.

Search I	Search by Registration Work Queue							
Queue:	Abandone	Abandoned Pending Review - Death			Search Type: Filter:		Value:	
					T moi.		Searc	h Show Number of Rows Clear
All	Case Id	File Number	Registrant				Date of Event ↑	Data Provider
	26288070	057599- 2012	Evers, Franklin Qq7				Jun-22-2012	Ewing Brothers Funeral Home Inc
	26285191	057506- 2012	Beer, Alyvia Qq7	(All Deserte Diepley		Jun-19-2012	Hatheway-Tedesco Funeral Home Inc
	26273952	054031- 2012	Sabo, Elaina Qq7		All Records Display		Jun-13-2012	Nation Funeral Home Inc
	26276788	054190- 2012	Slone, Isiah Qq7		V		Jun-10-2012	Moody Funeral Home
	26264616	048787- 2012	Rath, Elaine Qq7				May-31-2012	Russell C Schmidt & Son Funeral Home Inc
	19708254	043165- 2012	Wilbourn, Eddie Qq7				May-25-2012	Tatalovich Funeral Home And Cremation Services Inc
	26268611	050907- 2012	Ford Jr, Antonio Qq7				May-24-2012	Thomas-Little Funeral Service Inc (Oakdale)
	19712086	044451- 2012	Thelen, Houston Qq7				May-19-2012	Griffith Funeral Home
	26271089	051356- 2012	Currey, Theresa Qq7				May-19-2012	Hancock Funeral Home Ltd

3. The *Show Number of Rows* button will return the user back to page view where the number of rows is designated in the *Display* field.



Search	Search by Amendment Work Queue								
Queue:	Amendm	ent Pending Approval	•	Search Typ	e: [▼ Va	alue:	
Display	5 rov	ws per page.		Filter:	[
		Show	Number of Rows)				Search Show	w All Rows Clear
All	<u>Amendment</u> <u>Number</u>	Amendment Type		Date Received	Priority	Event Type	Registrant	File Nun	ber Date of Event
	500	Adoption Annulment		11/04/2013		Birth	Test, Water	000139- 2013	06/26/2013
	749	Under 6 Months Corr	rection	02/26/2014		Birth	Bradley, Milton	000040- 2014	02/08/2014
	755	Administrative Error		02/26/2014		Death	Ashe, Alfred	000078- 2014	02/21/2014
	802	Administrative Error		03/19/2014		Death	Williams, Willow	000150- 2014	03/18/2014
	813	Personal		03/24/2014		Death	Abernathy, John Mich	hael 000020- 2013	05/14/2013
First	1 2 3 Last	t						1	Fotal records : 12
Actions Assign T	Actions Add Assign To Another Queue Comments Correspondenc			ce		Pri Qu Qu	i nt ieue List ieue Aging Report		

1 Due to database constraints, if more than 2000 matching results are found only the first 2000 results will be displayed.

11.1.5 Actions

Users can perform certain actions on cases directly from the queue search results page. The actions available are based on security privileges and queue type.

The Actions links are located at the bottom of the search results page.

	26703980	03980 Presley, Savanah Qq7			Feb-0
	26707661		Wozniak, Amina Qq7		Feb-0
First '	1234	5 6 7 8 9 10 Last			
Actions Register	Event			Add Comments Correspondence	Print Queue List Queue Aging Report
Abandon Request	Case Medical Cer	tification			

The following table describes the functionality of each Action.

Register Event Enabled for registration queues only.	Displays the registration approval page for the row selected.
--	---



Abandon Case	Enabled for registration queues only.	Changes the registration status for the row(s) selected to "Abandoned". If a user attempts to assign an "Abandoned" status to a case with a "Registered" status, the following error message will display: "One or more cases are registered. Registered case (Case ID #####) cannot be abandoned." If more than one case with a registered status is selected, the last line of the message will be repeated for each case with a registered status.			
Certify Registration	Enabled for registration queues only.	Displays the Certification Affirmation page for the row selected. Upon selection of the Certify Registration link, if the case does not have a certification required status, then the following error message will be displayed: "The registration you have selected is invalid and cannot be certified. Please correct errors." If the event has a certification required status, then the Certification Affirmation page will be displayed.			
Assign To Another Queue	Enabled for all queue types.	Provides the ability to assign selected row(s) to manual work queue.			
Remove from Queue	Enabled for temporary registration work queues only.	Removes the case from the work queue by end-dating the work queue status. The 'Remove from Queue' link will only be enabled if the queue selected from the 'Queue' dropdown is a temporary/manual work queue.			

• To select a case, place a checkmark in the checkbox *▼* next to the case in the *All* column.

11.1.6 Actions – Remove from Queue

To remove a case from a queue, use the Remove from Queue link under the Actions.

Select the checkbox I next to the record to be removed and select the *Remove From Queue* link.

Search b	y Registi	ration Work	Queue					
Queue:	Medical (Certification R	equested - Death 💌	Search Type:		-	Value:	
Display	15 rows per page.			Filter:	-			
								Search Show All Rows Clear
All	Case Id	File Number	Registrant				Date of Event ↑	Data Provider
	26717007		Test, Test				May-07-2014	Bright Undertaking Company
\smile								Total records : 1
Actions Remove F Abandon	From Queue Case		Add Comments				Ρ	rint

1 This end dates the status that placed the record in the queue.



11.1.7 Actions – Abandon Case

A registration office can use the *Abandon Case* link when appropriate. For example, when a Potential Duplicate error reveals a case is a non-registered duplicate; or when it's determined a case is an orphan — one that was started, but never completed. Additionally, a status of *Abandoned* is assigned by the system when the jurisdictionally-defined time limit has been exceeded for completion of a case.

- 1. To Abandon a case, select the checkbox 🗹 next to the case to be abandoned.
- 2. Select the Abandon Case link.

Search I	by Registr	ation Work	Queue				
Queue:	Crematio	on Clearance F	Required - Death 💌	Search Type:	•	Value:	
Display	15 rov	15 rows per page.			•		
							Search Show All Rows Clear
AII	Case Id	File Number	Registrant			Date of Event ↑	Data Provider
	26717004		Abration, Sale			May-07-2014	Bright Undertaking Company
-	26716978		Jeggs, Shelia			May-05-2014	Bright Undertaking Company
(🛛)	26716912		Jenkins, Anna			Apr-29-2014	Bright Undertaking Company
	26711189		Merideth, Burgess			May-05-2013	Bright Undertaking Company
							Total records : 4
Actions Abandon	Case 🗲		Add Comments			р	rint
Request	Medical Cer	tification					

3. A popup message appears. Select OK.

Message from webpage	x
Are you sure you wish to Abandon this record, press OK to continue, Cancel to abort?	
OK Cance	

The record is removed from the queue.

No further work may be performed on a case once it has been abandoned.



11.1.8 Actions – Assign to Another Queue

The Assign To Another Queue link allows users to assign cases from a central queue to smaller employee-specific queues in order to distribute the workload.

1. To move one or more cases from one queue to another, select the checkbox(es) **I** next to the case(s) to be re-assigned and select the *Assign To Another Queue* link.

	1993864	Personal	05/01/2014
	1993865	Personal	05/02/2014
V	1993866	Hospital Correction	05/02/2014
Actions	To Apother Ou	0110	Add
Assign	ro Another Qu		Correspondence

2. A dropdown of available queues appears. The list displayed will be filtered based on the type of originating queue (registration, order, or amendment) and the user's security privileges. The list will include only those queues which have been configured as "Manual" in the Table Maintenance module.

	8000	Laury
E		×
Assign to Work Queue		В
Temp Corrections Queue 1		a
Temp Corrections Queue 1		
Temp Corrections Queue 10 🔤		Classe
Temp Corrections Queue 2	Assign	Close
Temp Corrections Queue 3		,
Temp Corrections Queue 4		
05 Temp Corrections Queue 5	Death	Up, Pop
Temp Corrections Queue 6		
05 Temp Corrections Queue 7	Birth	Popup. §
Temp Corrections Queue 8		
Temp Corrections Queue 9		
Temp Corrections Queue 6 Temp Corrections Queue 7 Temp Corrections Queue 8 Temp Corrections Queue 9	Birth	Popup, \$

3. Select the desired manual work queue and select the *Assign* button to move the case to the new queue.



=	×
Assign to Work Queue	
Temp Corrections Queue 2	
	Assign Close
	<u></u>

1 If the Assign button is disabled, a case cannot be moved to the selected queue.

After selecting a new queue from the dropdown:

- The new work queue assign status will update/replace the original work queue status.
- The work queue page refreshes and the new queue to which the case was assigned displays.

11.1.9 Add – Comments

DAVE[™] provides the ability to view, create, or update comments on a case from within a queue. Comments are messages associated with a particular record such as reminder notes concerning special conditions.

1. Select a record and choose the Comments link.

1993866 Hospita	I Correction 05/02/2014	Birth Popup, Sue
Actions Assign To Another Queue	Add Comments	Print Queue List Queue Aging Report

2. The Comments popup window is displayed. Select the *New Comment* button to add a comment.



Comments				,
Comments				
Amendment ID:	1993866			
Amendment Type:	Hospital Correction			
Date Received:	5/2/2014 8:35:03 AM			
Decedent Name:	Sue Popup			
No data found.				
		-	New Comment	Close

3. Select a value from the *Comment Type* dropdown. Every comment must be associated with a type.

Comments			×
Comments			
State File Numbe	:	300045	
Registrant Name		Chris Patrick Black	
Event Type:		Death	
Event Date:		Jan-06-2014	
No data found.			
Enter New Comm	ent		
Comment Type:	Event	•	
Comment:	Test Comment for Death Use	r Guide.	Clear Cancel
	Maximum text length: 4000	Characters left: 3966	New Comment Close

- 4. Enter text into the *Comment* field. Comments can be up to 4000 characters. A counter at the bottom of the page provides a real time character count. Keep in mind spaces count as characters.
- 5. Once a comment has been entered, select the *Save* button to save the comment, *Clear* to erase the text, or *Cancel* to close the Comments dialog without saving the comment.
- 6. Once the comment has been saved, it appears in the comments list. If the user has the appropriate security, the *Edit* and *Delete* links will be available. Select *Edit* or *Delete* to change or remove the comment, *New Comment* to enter another comment, or *Close* to close and return to the queue search results page.



Stato Filo Numbor	-		2000/15	
Registrant Name:			Chris Patrick Black	
Event Type:			Death	
event Date:			Jan-06-2014	
Comment Type	Date Entered	Entered By	Comment	
Event	05/09/2014	paadmin	Test Comment for Death User Guide.	Edit Delete
				Total records : 1

The Comments icon now appears adjacent to the case in the *All* column to indicate there is a comment attached to the record.

	26717079	300045- 2014	Black Sr., Chris Patrick
Fijst 1	2 Last		

11.1.10 Add – Correspondence

DAVE[™] provides the ability to view, create, or update case correspondence from within a queue. The *Correspondence* link provides access to MS Word templates within DAVE[™] that can be used to produce letters and other forms of communication for a case when needed.

• Templates are created using MS Word and may be used for amendments, rejection letters, requesting corrections to a record, for special statuses, and other correspondence purposes.

1. Place a checkmark next to the desired record and select the Correspondence link

	1993866	Hospital Correction	05/02/2014	Birth	Popup, Sue	010427- 2014	05/02/2014
T						Tot	al records : 8
Actions			Add		Print		
Assign T	Γο Another Queu	e	Correspondence	(Queue List Queue Aging Report		

2. The Correspondence page displays. Select the *New Correspondence* button to access the correspondence templates.



Correspondenc	e	×
Corresponden	ce - Orders	
Order Number:	20140123258	
Event Type:	Birth	
Received Date:	1/22/2014 5:02:23 AM	
Registrant Name	: Kieran Qq7 Chao JR	
Download Corres	pondence Add-In for Word 2007/2010/2013	New Correspondence Close

3. Templates that have been saved and made available for use appear in the table. Select the *Select* link adjacent to the desired template.

Correspondence	×
New Correspondence - Orders	
Template	
ADP need Adopt Form	Select
	Total records : 1
	Return

4. The Correspondence dialog expands to show template details. Select the *Download* link in the *File* column.

Correspondence	e				
Corresponden	ce - Orders				
Order Number: Event Type: Received Date: Registrant Name:	20140123258 Birth 1/22/2014 5:02:23 A : Kieran Qq7 Chao JF	M			
Description		File	Date Entered	Entered by	
ADP need Adopt	Form	Download	May-09-2014 02:41 PM	State Office Administrator, Harrisburg Registration Office	Delete
Download Corres	pondence Add-In for V	/ord 2007/20	010/2013	New Correspondence	e Close

5. In the File Download dialogue box, select *Open* to access the template. MS Word opens the template file. Enter content for the correspondence and select *Save*.



Do you	want to open or save this file?
	Name: ADPNeed_Adopt_Form.doc Type: Microsoft Word 97 - 2003 Document From: bwdwddaveweb01
	Open Save Cancel
2	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>

• An electronic version of every correspondence is saved and linked to the specific Death Registration to which it was attached.

11.1.11 Print – Queue List

The Print menu at the bottom of any Queue page will always have at least one option: *Queue List.*

1. Select Queue List to print the page displayed.

Search b	y Amendmo	ent Work Queue							
Queue:	ieue: Amendment Pending Approval 🗨		Searc	Search Type:		Value:			
Display	play 3 rows per page.		Filter:	Filter:					
							Search Show All	Rows Clear	
All	Amendment Number	Amendment Type	Date Received	Priority	Event Type	Registrant	File Number	Date of Event	
	1918635	Step Parent Adoption	08/21/2013		Birth	Jaques, Callum Qq7	195489- 1950	11/23/1950	
	1992168	Hospital Correction	02/07/2014		Birth	Larock, Gracelyn Qq7	010182- 2014	02/05/2014	
	1992308	Hospital Correction	02/07/2014		Birth	Noriega, Mallory Qq7	005632- 2014	01/14/2014	
First 1	First 1 2 3 Last Total records : 8								
Actions Assign To	o Another Que	ue (Add Comments Correspondence		Pri Qu Qu	nt eue List eue Aging Report			

2. The printout only includes the number of records selected in the *Display* field. If a listing of all records in the queue is desired, select the *Show All Rows* button.



Search b	y Amendment Work Queue			
Queue:	Amendment Pending Approval	Search Type:	•	Value Value Show All Rows
Display	3 rows per page.	Filter:		
				Search Show All Rows Clear

3. The Print dialog box appears. Select the desired printer and Print.

11.1.12 Queue Aging Report

The *Queue Aging Report* link produces a list of cases sorted by how many days they have been in the queue.

1. Select the Queue Aging Report link under the Print menu.

	26709396	Testa, Marcus	Mar-07-2014	A P Donato Funeral Home Inc
	26709206	Test, Marcus	Mar-07-2014	A Carl Kinsey-Ronald N Volz Funeral Home Inc (Zelienople)
				Total records : 11
Actions Remove Abandon Reques	: From Queue n Case t Medical Certification	Add Comments Correspondence	Print Queue List Queue Aging Report	

2. The File Download dialog appears. Select *Open* to view the .pdf, *Save* to save the file locally, or *Cancel* to return to the Queue page

File Down	load
Do you	u want to open or save this file?
PDF	Name: REPORT_QUEUE_AGING.pdf
<u>~</u>	Type: Adobe Acrobat Document, 56.4KB
	From: bwdwddaveweb01
	Open Save Cancel
2	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?



3. The following is a sample of the .pdf output. The columns to the right contain "x" marks denoting the number of days a record has been in the queue.

ARIZONA DEPARTMENT OF HEALTH SERVICES	Queue Aging (Registration Eve	ent Queues)		The State of Arizona Department of Health Services Bureau of Vital Records			
	Report Parameters Queue Name	Cause of Death Pending			Phoe	P.O. Box 6018 nix, AZ 85008	
	Office	Office Of Vital Records		OFFICE: Office Of Vital R USER: su			
ause of Death P	ending			Ag	je		
ause of Death P late of Event 10/03/2016	ending SFN	Registrant Smith, Jane	1-14	Ag 15-30	ge 31-45	> 45 X	
ause of Death P Pate of Event 10/03/2016 10/04/2016	ending SFN	Registrant Smith, Jane Andrews, Wendi Marie	1-14	Ag 15-30	ge 31-45	> 45 X X	
ause of Death P Pate of Event 10/03/2016 10/04/2016 10/02/2016	ending SFN	Registrant Smith, Jane Andrews, Wendi Marie Test, Certifier-page	1-14	Ag 15-30	je 31-45	> 45 X X	
ause of Death P late of Event 10/03/2016 10/04/2016 10/02/2016 10/07/2016	ending SFN 2016000010	Registrant Smith, Jane Andrews, Wendi Marie Test, Certifier-page Carson, Graham Carter	1-14	Ag 15-30	ge 31-45	> 45 X X	
ause of Death P ate of Event 10/03/2016 10/04/2016 10/02/2016 10/07/2016 10/11/2016	ending SFN 2016000010	Registrant Smith, Jane Andrews, Wendi Marie Test, Certifier-page Carson, Graham Carter Rabbit, James	1-14 X	Ag 15-30	je 31-45	> 45 X X X X	
ause of Death P late of Event 10/03/2016 10/04/2016 10/02/2016 10/07/2016 10/11/2016 10/11/2016	ending SFN 2016000010	Registrant Smith, Jane Andrews, Wendi Marie Test, Certifier-page Carson, Graham Carter Rabbit, James Tyler, Steven	1-14 X	Ag 15-30	je 31-45	> 45 X X X X X X	

12. Accounting

The Accounting pages within DAVE[™] allow users with appropriate security privileges to close cashier transactions, reconcile transactions, and print reports. The system allows for reconciling payment transactions by user and office, and generating accounting-related reports, such as revenue reports.

Vital Records agencies typically have one-to-many cashiers who process orders for a specific time period (daily or per shift). At the end of this time period, all non-credit card payments are counted and reconciled. The following steps outline the process a cashier would go through to cashout and reconcile their transactions:

1	The cashier totals each type of payment collected (cash, check, money order, etc.).
2	After each payment type is manually counted and totaled, it is compared to the DAVE™ application total for the payments the cashier entered.
3	If the two totals differ, the cashier must try to reconcile the difference.
4	In some cases, a cashier may be unable to reconcile the difference.
5	The cashier has the ability to close transactions with a discrepancy.

The DAVE[™] application provides an Accounting menu used to access cashout and reconciliation functions, Cashier Close and Cashier Reconciliation, two specific search options, Invoice Search and Refund Search, and a separate menu option that is used exclusively for closing out credit card transactions, VitalChek Close.



12.1.1 Cashier Close

DAVE[™] includes a **Cashier Close** module designed to help registration staff perform a daily "cashout" of the payments processed, and balance a cash drawer. The **Cashier Close** option is used to process payments for customer orders. The process of cashing out is performed daily. It begins with the cashier entering the amount of money received into the **Cashier Close** page.

From the Main Menu select Accounting -> Cashier Close. This opens the Cashier Close page.

Start Date: 1/21/2	2015 2:56:45 PM	End Date: 1/23/201	5 7:05:11 AM
Cashier Close			
City \$ 1 City \$ 2 City \$ 5 City \$ 10 City \$ 20 City \$ 50 City \$ 100 Coins	44 8	Checks Money Orders Total Cashier Total	\$ \$ \$ 0.00 \$ 180.00
Total Cash Reports Cashier Close Cashier Workshe	\$ 180.00		Clear Reconcile Save Transactions Calculator

The top of the **Cashier Close** page displays the **Start Date** and **End Date** of the transactions to be included in the cashout. The **Start Date** is system-filled with date and time of the last transaction of the current user (user that is currently logged into $DAVE^{TM}$) at the time the report was last run. The **End Date** is system-filled with the current date and time. These are the range of dates/times that the transactions were performed that will be included in the **Cashier Close** report.

On the left of the page are the **Qty \$** accounting controls for entering cash amounts, and the **Total Cash** control which increments the sum as all cash entries are made. The quantity of each denomination of currency listed and the total monetary amount of coins collected get entered in these accounting controls.

The accounting controls allow numeric entries and commas only.

Qty \$	Accounting controls—down the left side of the page which allow entry of the 'quantity' of each type of bill collected
Coins	Accounting control—allows entry of the total amount of coinage collected
Total Cash	All the amounts entered in the Qty \$ and Coins controls above are totaled here
Cashier Total	Amount accumulated in the Total Cash control is copied here.



In the illustration, the cashier collected four \$5 bill and eight \$20 bills. The bill amounts are entered in their respective **Qty** \$ accounting controls. As the entries are made, the **Total Cash** amount is incremented accordingly **[\$180.00]**. This amount is then carried over to the **Cashier Total**.

At the bottom of the page are five navigation buttons: **Clear, Reconcile, Save, Transactions** and **Calculator**.

Clear Reconcile Save Transactions Calculator

The Save button is disabled until a cashier does a cash out/reconciliation.

Clear	Clears the values entered on the Cashier Close page and resets the page to zeros.
Reconcile	Settles the cashier's transactions. When the "Reconcile" button is selected, the application compares the "Cashier Total" (sum of all values entered on the Cashier Close page) with the total of all the payment transactions entered by the cashier between the date and time of last close and the current date and time.
	If the two values do not match, the application displays an onscreen message that there are discrepancies. If the two values match, the application displays an onscreen message that there are no discrepancies.
Save	Stores the cashier's entries, and closes the transactions. The cashier is indicating he/she agrees with the application (no discrepancy) or that he/she is unable to reconcile a discrepancy. Once the values are saved all controls are disabled.
Transactions	Displays the Cashier Transactions page listing all transactions for the current cash out.
Calculator	Provides standard calculator functionality.

If there are no cashouts for a cashier to perform, DAVE[™] displays a message below the **Cashier Total** control.

No transactions to cashout.

In another illustration, there is one check that equals \$45. "45" is entered into the Checks control The DAVE™ application adds the necessary zeros (i.e., "45.00").



Start Date: 1/21/	2015 2:56:45 PM		End Date: 1/23/201	15 8:45:0	5 AM				
Cashier Close)								
Qty \$ 1			Checks	\$	45.00				
Qty \$ 2			Money Orders	ş	5				
Qty \$ 5	4		Total	5	45.00				
Qty \$ 10									
Qty \$ 20	8		Cashior Total		225.00				
Qty \$ 50			Cashiel Total		225.00				
Qty \$ 100									
Coins									
Total Cash	\$ 180.00								
Reports									
Cashier Close									
Cashier Workshe	eet								
					Clear	Peconcilo	Savo	Transactions	Calculator
					Clear	Recolicite	save	Transactions	Calculator

As the amounts, are entered, the **Total** control on the right is incremented accordingly and the **Cashier Total** will be the summation of both the **Total Cash** control and the **Total** (checks and money orders) control. It is not necessary to enter a zero if no quantity of a denomination exists.

• The *Cashier Close* option does not include credit card payments. Credit card payments are reconciled using the VitalChek Close option. See section 12.1 VitalChek Close

If a cashier does not have security privileges to enter all payment types (i.e., cash, money order, checks, etc.), the **Qty \$** accounting controls for cash entry and the **Money Orders** control are "restricted" and show as disabled, but cashier has access to enter data in the **Checks** control.

Qty \$ 1			
Qty \$ 2			
Qty \$ 5			-
Qty \$ 10		Checks	\$
Qty \$ 20		Money Orders	\$
Qty \$ 50		Total	\$ 0.00
Qty \$ 100			
Coins		Cashier Total	\$ 0.00
Total Cash	\$ 0.00		

12.1.2 Closing a Check Payment Order

Check payments are closed differently than cash payment orders, but the two must eventually be combined for each cashier. From the **Cashier Close** page, click the **Transactions** button.

The Cashier Transactions page displays a data grid listing containing the **Order Id** numbers for orders that have been entered into the DAVE[™] application. Click the **Return** button to go back to the **Cashier Close** page.

Starting Date. 1/2 1/2013 2.30.431 W				Ending Date: 1/23/2015 6.32.15 Aivi				
Order Id	Date Entere	d	Registrant Na	ame	Fees Charged	Payment Type	Check Number	Amount
2015010000	54	1/22/2015 10:23:41 AM	H	arry Harrison	\$0.00	Cash	1	\$0.0
2015010000	49	1/21/2015 2:56:45 PM	H	larry Harrison	\$0.00	Cash	1	\$45.0
2015010000	56	1/22/2015 10:34:19 AM		Rebecca Fry	\$45.00	Cash	1	\$45.0
2015010000	59	1/22/2015 2:45:40 PM	H	larry Harrison	\$45.00	Cash	1	\$45.0
2015010000	58	1/22/2015 1:15:37 PM	H	larry Harrison	\$45.00	Cash	1	\$45.0
							Tota	records : 5
							Transaction T	otal : \$180.
							Revenue T	otal : \$180.

Enter an amount (\$45.00) in the **Checks** accounting control. Click the **Reconcile** button.

Start Date: 1/21/2015 2:56:45 PM	End Date: 1/23/2015 8:51:44 AM	
Cashier Close		
Qty \$ 1	Checks	\$ 45.00
Qty \$ 2	Money Orders	s
Qty \$ 5	Total	\$ 45.00
Qty \$ 10		
Qty \$ 50	Cashier Total	\$ 45.00
Qty \$ 100		
Coins		
Total Cash \$ 0.00		
Reports		
Cashier Close Cashier Worksheet		
		Clear Reconcile Save Transactions Calculator

Because there was also a cash payment associated with this **Order Id** number it must entered as well. The application issues an error message on the page to alert that there is a discrepancy.

Cashier Total	\$ 180.00	
Discrepancy exists be	etween the Cashier Tota	al and the total fees due.

Enter all cash payments in the appropriate **Qty \$** accounting control; a \$10.00 amount appears in the **Total Cash** control and gets added to the check payment and totaled as \$20.00 in the **Cashier Total** control. Click **Save**.

Clear Reconcil Save Dansactions Calculator
If the cashout was successful, an application-generated onscreen message appears in red showing that there are now no transactions to cashout.

Start Date: 1/21/2	015 2:56:45 PM	End Date: 1/23/2015 11:22:27 AM		
Cashier Close				
Qty \$ 1		Checks \$ 45.00		
Qty \$ 2		Money Orders \$		
Qty \$ 5	4	Total \$ 45.00		
Qty \$ 10				
Qty \$ 20	8	Cashier Total \$ 225.00		
Qty \$ 50				
Qty \$ 100		No transactions to cashout.		
Coins				
Total Cash	\$ 180.00			
Reports Cashier Close				
Cashier Workshee	et			
		Clear Reconcile S	ave	Calculator

12.2 Cashier Reconciliation

After a cashier closes daily transactions, a supervisor or other authorized staff person verifies the cashier's totals. The supervisor repeats the process followed by the cashier and if a discrepancy exists he/she will try to resolve it by comparing the application total payments and cashier total payments to the application total for amount due (the total fees charged for the services associated with the payments being counted).

If an error is discovered in the payment transactions entered by the cashier, the supervisor must correct the order(s). If the supervisor is unable to resolve the discrepancy (most often the discrepancy happens in providing change to a customer), the supervisor closes the transactions and adds a comment describing the amount and reason for the discrepancy.

• Use of comments is not mandatory, but can be very helpful in resolving discrepancies and is highly recommended.

Often there is a legitimate reason for the amount due to differ from the total payments. For example, mail orders are often received with insufficient payment. In this case, when the order is entered the amount due may be \$15.00 but the payment entered may only be \$10.00. The amount received (\$10.00) is entered and closed the day of receipt. A correspondence is then sent to the customer informing them that their order cannot be processed until additional payment is received. The remaining balance is entered upon receipt.

Once a user has cashed out, a supervisor must post the transactions and adjust any discrepancies that may exist. The feature that accommodates this process in DAVETM is known as **Cashier Reconciliation** and it helps ensure transactions are reconciled accurately. It is essential that a supervisor reconciles cashouts on a regular, scheduled basis. The frequency that cashouts are performed is based upon jurisdictional requirements and business processes, i.e., some state do three times daily, others at least once daily.

From the Main Menu select: Accounting -> Cashier Reconciliation. The Search for Cashout page is displayed.



Search for Cash Out				
Cashier Name:	Start Date:	End Date:	Verified?	
▼			No 🔻	Search Clear

To search for transactions to reconcile for a specific cashier, select the **Cashier Name** from the dropdown.

Only cashiers with outstanding cash outs are displayed in the list.

Options for populating the controls on this page in order to narrow a search are as follows: Setting a **Start Date** and **End Date** will return all transactions processed within those dates.

The Verified? dropdown contains three options:

Yes	Allows review of previously reconciled transactions
No	Returns a listing of cash out transactions that have not been reconciled or verified
All	Displays all cash outs, regardless of status

Although most agencies do not allow cashiers to process additional orders until the previous batch of transactions have been verified by a supervisor, some agencies require cashiers to begin processing orders immediately upon "close" of the previous batch. As a result, the application must provide the ability to link a cashier's transactions by cashout time period so that the supervisor's reconciliation will include the same transactions as the cashiers, even if new transactions have been entered since the time the cashier closed.

When a cashier takes the first payment, DAVE[™] creates a Cash Out ID and associates all payments with that ID until the cashier closes out the daily transactions.

If the cashier deletes the first payment, the cash out ID will be deleted as well.

On the **Search for Cashout** page click **Clear** to clear all entries and begin again or **Search** to find cashouts that match the selected criteria. In this illustration, the search criteria is for **All** cashouts processed by the cashier or **State Office Administrator**, between **Apr-13-2010** and **Jul-19-2010**.

Cashier Name: Start Date: End Date: Verified?	
Casher Marie. Start Date. Vernieu?	
Super Gary 🔽 Jan-01-2015 📰 Jan-23-2015 📰 🚈 Search C	lear

Example scenario: Select **State Office Administrator** from the **Cashier Name** dropdown and **Yes** from the **Verified?** dropdown, then click the **Search** button.

Search for Cash Out			
Cashier Name: Super Gary	Start Date: Jan-01-2015	End Date: Jan-23-2015	Verified?

326 of 351

The page expands with a data grid listing. From the data grid listing select the number link in the **Cashout Id** column that corresponds to the transaction that needs to be reconciled.

Search for Cash O	ut				
Cashier Name:	Start Date:	End Date: Verified?			
Super Gary	Jan-01-2015	Jan-23-2015 💼 📶 🗸	Search Clear		
Cash Out Id	Cashier Name	Start Date	E	nd Date	Amount
(7)	Super User Gary	11/24/2014 1:41	:48 PM	1/21/2015 11:57:57 AM	\$725.00
$\mathbf{}$					
					Total records : 1

The Cashier Reconciliation page appears.

Cashier Reconcili	ation					
Cashier: Super User	Gary	Shift: Fr	om: 11/24/2014 01:41:48		To: 01/21/2015 11:57:57	7
Payment Type	System Total	Cashier Total	Discrepancy	Supervisor Total	Supervise	or Cash Details
Cash	\$ 675.00	\$ 675.00	\$ 0.00	\$	Qty \$ 1	
Check	\$ 95.00	\$ 95.00	\$ 0.00	\$	Qty \$ 2	
Money Orders	\$ 0	\$ 0	\$ D	\$	Qty \$ 5	
					Qty \$ 10	
Total	\$ 770.00	\$ 770.00	\$ 0.00	\$ 0.00	Qty \$ 20	
Comme	nts				Qty \$ 50	
			^	N	Qty \$ 100	
			~	1	Coins In	
Total Amount Due	\$ 770.00			J	Coins In Total Ca	sh
Reports						
Cashier Deposit						
Cashier Transactions Cashier Close						
					Transactions Save	Clear Return Calculator

The following descriptions explain the controls used on the **Cashier Reconciliation** page.

Cashier	Displays the name of the Cashier associated with this particular cash out.
From: and To	Displays the date range for which transactions were retrieved.
Payment Type	Indicates the type of payment for which entries will be made in the columns to the right.
System Total	Displays the amount of cash (including coins) that the cashier should have based on the number and amount of transactions retrieved.
Cashier Total	Displays the totals entered by the Cashier on the Cashier Close page.
Discrepancy	Displays the difference between the System Total and the Cashier Total. This Cash out contains a discrepancy of -\$30.00.
Supervisor Total	Displays the amount of funds as counted by the cashier's supervisor.
Supervisor Cash Details	As the supervisor counts the Cashiers funds, the number of each denomination of bill collected is entered in the appropriate control.
Comments	Allows Supervisor to explain any discrepancies found.



Reports	Includes a number of reports that system user can print.
Total Amount Due	Displays the total fees due for the orders associated with the payment transactions.

Under **Supervisor Cash Details**, begin entering the numbers of denominations of bills collected by the cashier. In this example the cashier collected two one dollar bills so the supervisor entered 2 in the **Qty \$1** text entry control. The totals are reflected in the **Total Cash** control.

Supervisor Total		Supervisor Ca	sh Details
\$	Qty \$ 1		
\$	Qty \$ 2		
\$	Qty \$ 5		
	Qty \$ 10		
\$ 0.00	Qty \$ 20		
]	Qty \$ 50		
	Qty \$ 100		
]	Coins In		
	Coins In	Total Cash	

As entries are made in the **Supervisor Cash Details** column a running total is also kept in the **Supervisor Total** column.

In the **Comments** text entry control comments can be added to explain any discrepancies between the **System Total**, **Cashier Total** and **Supervisor Total**, or general notes about anything. Comments from a supervisor can be used to confirm and explain any discrepancies.

Use of comments is not mandatory, but can be very helpful in resolving discrepancies and is highly recommended.

The buttons at the bottom of the **Cashier Reconciliation** page function as follows:



Select the **Transactions** button to view a listing of all transactions associated with this cashout.



aring Date: 11/23/2	014 2.30.00 FW	End	ing Date. 1/23/2015 9	.55.19 AW		
Order Id	Date Entered	Registrant Name	Fees Charged	Payment Type	Check Number	Amount
201501000029	1/16/2015 7:22:55 AM	O. P. Zero-Zero-Forty-One	\$45.00	Check	12345	\$50.0
201501000051	1/21/2015 11:39:51 AM	Harry Harrison	\$45.00	Check	2870	\$0.0
201501000034	1/16/2015 8:15:56 AM	George Vaughn	\$45.00	Cash		\$45.0
201501000033	1/16/2015 8:04:59 AM	George Vaughn	\$45.00	Cash		\$45.0
201501000024	1/9/2015 8:05:10 AM	Harry Harrison	\$45.00	Cash		\$45.0
201411000099	11/25/2014 2:58:00 PM	John Smith	\$45.00	Cash		\$45.0
201412000001	12/4/2014 1:11:06 PM	Dallas Cowboys	\$45.00	Cash		\$45.0
201412000002	12/4/2014 1:15:37 PM	Dallas Cowboys	\$45.00	Cash		\$45.0
201501000042	1/20/2015 10:21:40 AM	Marcus Test	\$135.00	Cash		\$45.0
201501000042	1/20/2015 10:16:09 AM	Marcus Test	\$135.00	Cash		\$90.0
201501000043	1/20/2015 10:47:04 AM	Harry Harrison	\$45.00	Cash		\$45.0
201501000038	1/16/2015 8:40:51 AM	Amendment Test	\$110.00	Cash		\$90.0
201501000035	1/16/2015 8:17:41 AM	George Vaughn	\$45.00	Cash		\$45.0
201501000036	1/16/2015 8:19:13 AM	George Vaughn	\$45.00	Cash		\$45.0
201501000037	1/16/2015 8:26:05 AM	George Vaughn	\$45.00	Cash		\$45.0
					Total r	ecords : 15
					Transaction To	otal : \$725.
					Revenue To	otal : \$725.0

Select **Save** to save all results, including any comments. This locks in all entries and prevents future changes to the cashout.

Cashier Reconcilia	tion					
Cashier: Super User O	Bary	Shift: F	rom: 11/24/2014 01:41:48		To: 01/21/2015 11:57:5	7
Payment Type	System Total	Cashier Total	Discrepancy	Supervisor Total	Supervis	or Cash Details
Cash	\$ 675.00	\$ 675.00	\$ 0.00	\$	Qty \$ 1	
Check	\$ 95.00	\$ 95.00	\$ 0.00	\$	Qty \$ 2	
Money Orders	\$ 0	\$ 0	\$ 0	\$	Qty \$ 5	
					Qty \$ 10	
Total	\$ 770.00	\$ 770.00	\$ 0.00	\$ 0.00	Qty \$ 20	
Comment	S				Qty \$ 50	
					Qty \$ 100	
					Coins In	
Total Amount Due	\$ 770.00				Coins In Total Ca	sh
Reports						
Cashier Deposit						
Cashier Transactions						
Cashier Close						
					Transactions Save	Clear Return Calculator

Select Clear to clear all Supervisor Cash Details entries.

• Entries in the System Total, Cashier Total, and Discrepancy columns are unaffected by the Clear button.

Select **Return** to return to the **Search For Cashout** page. If the user has not clicked **Save**, all unsaved data will be lost if the **Return** button is selected.



Select **Calculator** to launch the DAVE[™] application calculator, which is useful in double checking figures and limiting errors.

Standard functionality exists: the *I* symbol divides, the * multiplies; the **AC** button clears contents.

Click on the X in the upper right corner to close the calculator window.



12.2.1 Retrieving Transactions and Reconciling

Although the review of transactions is not required prior to reconciling an account, DAVE[™] provides the **Cashier Transactions** page in order to view each transaction that was entered by a specific user based on the last **Cashier Close** (the **Start Date**) and the current date (**End Date**), which are displayed at the top of the page.

To access the **Cashier Transactions** page, select the **Transactions** button at the bottom of the **Cashier Close** page.



ashier Close Qty \$ 1 Qty \$ 2 Qty \$ 5 4 Qty \$ 10	Checks Money Orders Total	\$ 45.00 \$ \$ 45.00
Qty \$ 1 Qty \$ 2 Qty \$ 5 4 Qty \$ 10	Checks Money Orders Total	\$ 45.00 \$ \$ 45.00
Qty \$ 2	Money Orders Total	\$ 45.00
Qty \$ 5 4	Total	\$ 45.00
Qty \$ 10	Total	
		0.00
Qty \$ 20 8	Contrine Testel	c [225, 22
Qty \$ 50	Cashler Total	\$ 225.00
Qty \$ 100		
Coins		
Total Cash \$ 180.00		
Reports		
Cashier Close		
Cashier Worksheet		
		Clear Reconcile Pave Transactions Calculate

The **Cashier Transactions** page displays and lists all transactions that were processed from the **Start Date** through the **End Date**.

Order Id	Date Entered	Registrant Name	Fees Charged	Payment Type	Check Number	Amount
201501000060	1/23/2015 8:42:17 AM	Harry Harrison	\$45.00	Check	2870	\$45.
201501000054	1/22/2015 10:23:41 AM	Harry Harrison	\$0.00	Cash		\$0.
201501000049	1/21/2015 2:56:45 PM	Harry Harrison	\$0.00	Cash		\$45.
201501000056	1/22/2015 10:34:19 AM	Rebecca Fry	\$45.00	Cash		\$45.
201501000059	1/22/2015 2:45:40 PM	Harry Harrison	\$45.00	Cash		\$45.
201501000058	1/22/2015 1:15:37 PM	Harry Harrison	\$45.00	Cash		\$45.
					Total	l records :
					Transaction T	otal : \$22
					Revenue T	otal : \$22

The Cashier Total on the Cashier Closeout page should match the Transaction Total on the Cashier Transactions page.

In addition to all transactions entered, the **Cashier Transactions** data grid listing also displays the total dollar amount of all transactions along with other pertinent transaction-related information. The **Transaction Total** shown is the total to reconcile against.

The data grid listing displays a row for each order payment received. The rows initially sort in descending order by **Order Id** (i.e., the most recent transaction appears at the top of the list), but can be changed by clicking on any of the column header links. The **Cashier Transactions** page also includes the following information.

Order Id	Application-assigned identification number—assigned to the order when it gets created. If the order is part of a batch file that will be paid for by an invoice, then the invoice number appears in this column in place of the order number.
Date Entered	Date the payment was entered
Registrant Name	Name on the certificate requested



Fees Charged	Amount of money that was charged for the service provided
Payment Type	Type of money received for the service: cash, check, money order, or invoice
Check Number	Number of the check or money order that was entered on the Payments page
Amount	Total amount of money received by the cashier, refunded to the customer/applicant, or is a result of a bad payment (e.g. NSF, etc.). If parenthesis surrounds the amount, i.e., (\$5.00), the amount enclosed is a refund and must be subtracted from the Transaction Total.

At the bottom of the **Cashier Transactions** page is a **Transaction Total** and a **Revenue Total**, and since these totals are similar in nature, the tooltips text explains the primary differences.

Transaction Total : \$225.00 Revenue Total : \$225.00

DAVE[™] also provides a **Print** button and a **Return** button at the bottom of the **Cashier Transactions** page. Click the **Return** button to close the **Cashier Transactions** page and return to the main **Cashier Close** page.

Selecting **Print** launches the **File Download** dialog. Click the **Open** button to open the **Cashier Transaction Report** for printing.

Do you want	to open or	save this file	ə?	
Adobe	Name: docum Type: Adobe From: dalnas	ient.pdf : Acrobat Docu :02	ment	
		Open	Save	Cancel



The following extract of the Cashier Transaction Report shows the layout of this report.

ree ?
Sec. 18.4.41

Cashier Transaction Report Report Parameters 10 Cashout ID

New York Department of Health . Health & Welfare Building Some Street, Somewhere

OFFICE: Office of Vital Records USER: superuserg 1/21/2015 2:56:45PM

User Name Closed Date Super User Gary

Beginning Cash Out Date Ending Cash Out Date

Order Number	Quantity	Order Source	Service Name	Payment Date	Registrant Name	Fees Charged	Payment Type	Check Number	Payment Amount
201501000049	1	Public Office	Death CC	01/21/2015 2:56:45PM	Harrison, Harry	\$45.00	Cash		\$45.00
	-1	Public Office	Death CC	01/21/2015 2:56:45PM	Harrison, Harry	\$-45.00			
201501000054	1	Mail	DEATHVAULT	01/22/2015 10:23:41AM	Harrison, Harry	\$45.00	Cash		
	-1	Mail	DEATHVAULT	01/22/2015 10:23:41AM	Harrison, Harry	\$-45.00			
201501000056	1	Mail	Death CC	01/22/2015 10:34:19AM	Fry, Rebecca	\$45.00	Cash		\$45.00
201501000058	1	Mail	Death CC	01/22/2015 1:15:37PM	Harrison, Harry	\$45.00	Cash		\$45.00
201501000059	1	Mail	Death CC	01/22/2015 2:45:40PM	Harrison, Harry	\$45.00	Cash		\$45.00
201501000060	1	Mail	Death CC	01/23/2015 8:42:17AM	Harrison, Harry	\$45.00	Check	2870	\$45.00
Total	4					\$180.00			\$225.00

Friday, January 23, 2015

10:41 am

Page 1 of 1

333 of 351

Once all monies have been entered into the Cashier Close page and the cashier reviews the transactions, select the Reconcile button. Once the Reconcile button is selected, the Save button is enabled and the user can save all entries made to the **Cashier Close** page.

Start Date: 1/21/2015 2:	56:45 PM		End Date: 1/23/2015	5 11:22:27 AM
Cashier Close				
Qty \$ 1			Checks	\$
Qty \$ 2			Money Orders	\$
Qty \$ 5			Total	\$ 0.00
Qty \$ 10			Total	0.00
Qty \$ 20 8			Cashior Total	\$ 190.00
Qty \$ 50			Casilier Total	between the Combine Tatal and the total free due
Qty \$ 100			Discrepancy exists i	between the Cashler Total and the total lees due.
Coins				
Total Cash \$ 18	30.00			
Reports				
Cashier Close				
Cashier Worksheet				
				Clear Reconcile Save Transactions Calculator

If there are differences between the totals entered on the **Cashier Close** page and the system calculated payment total, an error message displays below the **Cashier Total** control.

Cashier Total	180.00	
Discrepancy exists between	the Cashier Total and the total fees due.	

The cashier must re-count the money received, make any necessary corrections, and select the **Reconcile** button again. The discrepancy must be cleared up and the transactions reconciled until everything is balanced.

Entering the amounts shown (in **Total Cash**) balances the cash drawer. The error message has been replaced and the **Save** button is now enabled. All discrepancies must be resolved before **Save** will be enabled. Select the **Save** button to finish balancing/reconciling.

Once Save has been selected, no further changes are allowed.

Verify and re-enter values (if necessary) on the **Cashier Close** page so that the total matches the total on the transactions report. Click **Reconcile** again.

When a discrepancy occurs, it is a good practice for the cashier to print and review the **Cashier Transactions Report** to help locate potential discrepancies, and correct the data entry for any incorrectly entered payments.

When the reconciliation of the cashout is complete and there are no discrepancies, the **Save** button is enabled and the cashier must select it to save all entries and complete the close out. Selecting **Save** enables the **Reports** links for generating cashier-related reports that can be viewed or printed. To print any of these reports, click its link and select **Open** from the **File Download** dialog.

If no discrepancies exist, the system issues a successful popup message. Click **OK**.



All controls and buttons on the **Cashier Close** page are disabled signifying that there is no further action required for the close out. The confirmation message "No transactions to cashout" appears below the **Cashier Total** box in red, and the links below **Reports** are enabled. Select the **OK** button from the popup message and exit the **Cashier Close** page by selecting any link from the **Main Menu**.



12.2.2 Accounting-Related Reports

Multiple accounting-related reports are available, such as: **Cashier Deposit, Cashier Transactions**, and **Cashier Close**, and **Cashier Worksheet**. Select any report link to launch the **File Download** dialog. Click the **Open** button to open the report for viewing and/or printing.

Cashier Reconci	liation				
Cashier: Super Use	er Gary	Shift: Fi	rom: 11/24/2014 01:41:48	To: 0	1/21/2015 11:57:57
Payment Type	System Total	Cashier Total	Discrepancy	Supervisor Total	Supervisor Cash Details
Cash	\$ 675.00	\$ 675.00	\$ 0.00	\$ Qty	\$ 1
Check	\$ 95.00	\$ 95.00	\$ 0.00	\$ Qty	\$ 2
Money Orders	\$ 0	\$ 0	\$ 0	\$ Qty	\$ 5
				Qty	\$ 10
Total	\$ 770.00	\$ 770.00	\$ 0.00	\$ 0.00 Qty	\$ 20
Comm	ients			Qty	\$ 50
			~	Qty	\$ 100
			\sim	Coin	is In
Total Amount Due	\$ 770.00			Coin	is In Total Cash
Reports Cashier Deposit Cashier Transaction Cashier Close				Trans	actions Save Clear Return Calculator

Sample Cashier Deposit Report

Cashier Deposit <u>Report Parameters</u> Office: Office of Vital Records New York Department of Health Health & Welfare Building Some Street, Somewhere

OFFICE: Office of Vital Records USER: superuserg

01/21/2015

Close Date

User Name Super User Gary

Order Number	Payment Date	Applicant Name	Payment Amount	Payment Type	Check Num
201411000099	11/25/2014 2:58:00PM	Smith, Julie	\$45.00	Cash	
201412000001	12/4/2014 1:11:06PM	Test, Jim	\$45.00	Cash	
201412000002	12/4/2014 1:15:37PM	Cowboys, Joe	\$45.00	Cash	
201501000024	1/9/2015 8:05:10AM	Harrison, Molly	\$45.00	Cash	
201501000029	1/16/2015 7:22:55AM	Zero-Zero-Forty-One, Andy	\$50.00	Check	12345
201501000033	1/16/2015 8:04:59AM	Vaughn, Scott	\$45.00	Cash	
201501000034	1/16/2015 8:15:56AM	Vaughn, Scott	\$45.00	Cash	
201501000035	1/16/2015 8:17:41AM	Vaughn, Scott	\$45.00	Cash	
201501000036	1/16/2015 8:19:13AM	Vaughn, Scott	\$45.00	Cash	
201501000037	1/16/2015 8:26:05AM	Vaughn, Scott	\$45.00	Cash	
201501000038	1/16/2015 8:40:51AM	Vaughn, Scott	\$90.00	Cash	
201501000042	1/20/2015 10:16:09AM	Harrison, Tammy	\$90.00	Cash	
201501000042	1/20/2015 10:21:40AM	Harrison, Tammy	\$45.00	Cash	
201501000043	1/20/2015 10:47:04AM	Green, Sam	\$45.00	Cash	
201501000051	1/21/2015 11:39:51AM	King, Leon	\$0.00	Check	2870
Total Payments			Supervisor Adjus	stments	
Total Number of Orders Total Cash Total Check Total Money Order	14 \$675.00 \$95.00 \$0.00		Total Number of Orders Total Cash Total Check Total Money Order	14 \$0.00 \$0.00 \$0.00	
Total Deposit	\$770.00		Total Deposit	\$0.00)





Cashier Deposit <u>Report Parameters</u> Office: Office of Vital Records New York Department of Health Health & Welfare Building Some Street, Somewhere

OFFICE: Office of Vital Records USER: superuserg

Total Adjusted Deposit	
Total Number of Orders	14
Total Cash	675.00
Total Check	95.00
Total Money Orders	0.00
Total Deposit	\$770.00

Sample Cashier Transaction Report

User Name Closed Date	:	Casher Paran Cashout ID Super User G 01/21/2015	ary		Beginnir Ending (ng Cash Out Date Cash Out Date) OFFICI e 11/24 1/21/2	Departmen Health & Welfa Some Street, S E: Office of Vit: USER: s /2014 1:41:48 2015 11:57:57	New York t of Health re Building omewhere al Records superuserg 3PM AM
Order Number	Quantity	Order Source	Service Name	Payment Date	Registrant Name	Fees Charged	Payment Type	Check Number	Payment Amount
201411000099	1	Mail	Death CC	11/25/2014 2:58:00PM	Smith, John	\$45.00	Cash		\$45.00
201412000001	1	Mail	Death CC	12/04/2014 1:11:06PM	Cowboys, Dallas	\$45.00	Cash		\$45.00
201412000002	1	Mail	Death CC	12/04/2014 1:15:37PM	Cowboys, Dallas	\$45.00	Cash		\$45.00
201501000024	1	Public Office	Death CC	01/09/2015 8:05:10AM	Harrison, Harry	\$45.00	Cash		\$45.00
201501000029	1	Public Office	Death CC	01/16/2015 7:22:55AM	Zero-Zero-Forty-One, O.	\$45.00	Check	12345	\$50.00
201501000033	1	Public Office	DEATHVAULT	01/16/2015 8:04:59AM	Vaughn, George	\$45.00	Cash		\$45.00
201501000034	1	Public Office	DEATHVAULT	01/16/2015 8:15:56AM	Vaughn, George	\$45.00	Cash		\$45.00
201501000035	1	Public Office	DEATHVAULT	01/16/2015 8:17:41AM	Vaughn, George	\$45.00	Cash		\$45.00
201501000036	1	Public Office	DEATHVAULT	01/16/2015 8:19:13AM	Vaughn, George	\$45.00	Cash		\$45.00
201501000037	1	Public Office	DEATHVAULT	01/16/2015 8:26:05AM	Vaughn, George	\$45.00	Cash		\$45.00
201501000038	1	Public Office	DEATHVAULT	01/16/2015 8:40:51AM	Vaughn, George	\$45.00	Cash		\$90.00
	1	Public Office	DEATHVAULT	01/16/2015 8:40:51AM	Test, Amendment	\$45.00			
	1	Public Office	Dispostion Permit	01/16/2015 8:40:51AM	Test, Amendment	\$20.00			
			Friday, January 23, 2015	11:41 ar	m			Page 1	of 2

Sample Cashier Close Report

	Cashier Close Report Parameters				New York Department of Health Health & Welfare Building Some Street, Somewhere
					OFFICE: Office of Vital Records
	6 H 6				USER: superuserg
Close Date	1/21/2015 11:57:57AM		Beginning Date	11/24/2014 1:41:48PM	1
Cashout ID	7		Ending Date	1/21/2013 11.3/.3/AM	
			Payment	Payment	
Order Number	Entered	Applicant Name	Amount	Туре	Check Number
201411000099	11/25/2014 2:58:00PM	Smith, Julie	\$45.00	Cash	
201412000001	12/4/2014 1:11:06PM	Test, Jim	\$45.00	Cash	
201412000002	12/4/2014 1:15:37PM	Cowboys, Joe	\$45.00	Cash	
201501000024	1/9/2015 8:05:10AM	Harrison, Molly	\$45.00	Cash	
201501000029	1/16/2015 7:22:55AM	Zero-Zero-Forty-One, Andy	\$50.00	Check	12345
201501000033	1/16/2015 8:04:59AM	Vaughn, Scott	\$45.00	Cash	
201501000034	1/16/2015 8:15:56AM	Vaughn, Scott	\$45.00	Cash	
201501000035	1/16/2015 8:17:41AM	Vaughn, Scott	\$45.00	Cash	
201501000036	1/16/2015 8:19:13AM	Vaughn, Scott	\$45.00	Cash	
201501000037	1/16/2015 8:26:05AM	Vaughn, Scott	\$45.00	Cash	
201501000038	1/16/2015 8:40:51AM	Vaughn, Scott	\$90.00	Cash	
201501000042	1/20/2015 10:16:09AM	Harrison, Tammy	\$90.00	Cash	
201501000042	1/20/2015 10:21:40AM	Harrison, Tammy	\$45.00	Cash	
201501000043	1/20/2015 10:47:04AM	Green, Sam	\$45.00	Cash	
201501000051	1/21/2015 11:39:51AM	King, Leon	\$0.00	Check	2870
		Friday, January 23, 2015 11	-42 am		Page 1 of 0
		110ay, January 25, 2015 11	1.72 am		rage 1 01 2

12.3 VitalChek Close

Credit card and EFT payment closeouts are handled separately from other closeout processes. The **VitalChek Close** page is used for cashing out credit card orders only.

The DAVE[™] application includes a **VitalChek Close** feature. The **VitalChek Close** page is used to reconcile daily credit card transactions and deposit the credit cards funds via an ACH deposit.

Typically, the **VitalChek Close** process occurs at the end of the business day. Some jurisdictions choose to close out their credit card transactions more than once per day. VitalChek credit card payments can be configured to be closed by a single person in an office or by each cashier.



The standard process used to reconcile credit card transactions is:

1	User reviews all credit card transactions since the last close was performed.
2	If correct, user accepts or closes the transactions. If incorrect, user tries to reconcile the difference or calls The Provider Services Unit at the VitalChek corporate office. Once the problem is resolved, user accepts transactions.
3	User prints the VitalChek check. The VitalChek check includes the sum of all the state fees for the credit card orders processed since last close.

Accounting

Cashier Close

Cashier Reconciliation

Invoice Search

Refund Search

VitalChek Close

Accounting and then select VitalChek Close.

To run the VitalChek Close process, from the Main Menu select

The VitalChek Close page will be displayed.

O Access to the VitalChek close feature is based on security privileges.

VitalChek Close				
Credit Card/EFT Transactions: Total State Fees 👔 :	Start Date:	End Date:		
Check cannot be printed. There are r	io transactions to c	ose.		
			View Credit Card Report	Deposit Funds

If there are no credit card transactions since the last date the VitalChek close was run, when the *VitalChek Close* page initially displays, the View Credit Card Report, and Deposit Funds buttons are disabled. A message is also displayed in red stating, "Check cannot be printed. There are no transactions to close.

VitalChek Close		
Credit Card/EFT Transactions: 15 Total State Fees 👔: \$600.00	Start Date: MAR-10-2017 08:00:08	End Date: MAR-21-2017 06:48:33
		Generate Excel View Credit Card Report Deposit Funds

If there are credit transactions since the last date the VitalChek close was run, when the *VitalChek Close* page initially displays only the Deposit Funds button will be disabled.

The VitalChek Close page displays the following items:

Credit Card Transactions	Total number of authorized transactions since the last close.	
Start Date	System-filled with date and time of the first transaction in the close.	
End Date	System-filled with current date and time.	



Total State Fees	Sum of the state fees (excludes VitalChek fee and shipping fee[s]) for all authorized transactions—minus the sum of the state fees for all voided or canceled transactions between start and end date.
Check Number	Pre-printed check number on the check paper provided by VitalChek.

The VitalChek Close page determines the appropriate account and amount of transactions to cash out based on the current office or cashier performing the VitalChek Close.

Select the View Credit Card Report to initiate the VitalChek Close process. Once selected a message will be displayed stating, "The VitalChek Close Report Job has been created. Please check your message for results."

• You can also remain on the *VitalChek Close* page and simply select the Refresh button that is displayed.

VitalChek Close Credit Card/EFT Transactions: Total State Fees : \$600.00 Refresh	15	Start Date:	MAR-10-2017 08:00:08	End Date:	MAR-21-2017 06:48:33
Once the VitalChek Close the VitalChek Close Repo	e job is ort.	s complete	e, the Refresh link w	vill be upda	ated with a link to
VitalChek Close Credit Card/EFT Transactions: Total State Fees 2: \$600.00 VitalChek Close Report	15	Start Date:	MAR-10-2017 08:00:08	End Date:	MAR-21-2017 07:06:16

Depending on the amount of transactions to process the job may take a few sections to several minutes to run.

Once the job is complete, return to the *VitalChek Close* page and the *View Credit Report* button will be disabled, however the *Deposit Funds* buttons will be enabled. A *VitalChek Close Report* link will also now be displayed.



Select the *VitalChek Close Report* link to view the transactions and ensure there are no errors.





SAMPLE VC CLOSE REPORT

\$300.00

\$600.00

OFFICE: Center for Health Statistics USER: oriadmin

\$1,065.00

\$600.00

\$465.00

\$0.00 \$600.00

\$165.00

Cash Out Date: Check Number: Total

Cash Out Id:

Total Agency Fees Total VitalChek Fees (CC, EFT, MO, Check) Delivery and VitalChek Fees for orders not paid with Credit Card or EFT **Total Payment**

9197

Tuesday, March 21, 2017 6:54:27PM



341 of 351

If the VitalChek Close Report is incorrect, then reconciliation of the difference will need to occur before selecting the Deposit Funds button. Call the Provider Services Unit at the VitalChek corporate office for assistance.

Once the *VitalChek Close Report* is reviewed and all transactions are deemed correct, select the *Deposit Funds* button the *VitalChek Close* page.



The funds will be deposited via the ACH process into the offices designated account.

13. Reports

• The ability to select the *Reports* link and the individual reports is based on user security privileges.

13.1 Running Reports from the Reports Menu

To generate reports, authorized users select one of the report menu options from the Reports Menu.

<u>Reports</u> Forms <u>J</u> o	bs
Accounting	F
Birth	۲I
Corrections	×
Death	F
Productivity	F
Security	۲
Security Paper Inventory	Ľ

Each Reports menu option may have multiple types of reports listed when expanded. Select one of the reports and the page refreshes for entry of parameters.

Enter the required parameters and select the *Load Report* button and print and/or save the PDF document.



Reports	
Abandoned Records for Death	
The following parameters are required for this report. Complete the entries to continue.	
Beginning Date 🕨 📰	
Ending Date 🕨 💼	
	Generate Excel Load Report

• If the user is not a State agency user, DAVE[™] filters the report to include only those cases owned by the facility or office running the report.

13.2 Running Reports from the Job Scheduler

Complex reports requiring multiple calculations or queries must be run from the Job Scheduler.

From the Main Menu choose Table Maintenance > Jobs, select the Job Scheduler link.

<u>T</u> able Maintenance	<u>H</u> elp		
Accounting	►)		
Affirmations			
Amendments			
Correspondence			1
File Numbers	Ĺ		×
Jobs	→ (·	Job Sch	eduler
Metadata		Job Sch	eduler Log
Organizations		Job Setu	ıp 🛛
Places	Г		
Security			
Security Paper Manag	jement		
Statuses	at	e Excel	Load Report
Status Relations	H		
System Codes			
System Preferences			
Validation Rules	J		

The Job Scheduler in DAVE[™] is a job wizard that steps through seven different pages. Running reports using this functionality enables specific critera to be entered to affect the data that is being output to the report.



Select to Setup a New Job	
1. Select Process Type	
2. Select Process	
3. Enter Process Parameters	
4. Enter Job Schedule Information	
5. Select Recipients	
6. Review and Submit	
7. Finish	

Step 1: The opening page of the Job Scheduler displays the Select Process Type dropdown list. This is Step 1 of completing the job wizard.

Job Scheduler					
Select to Setup a New Job	1. Select Process Type				Step
Select Process Type Select Process Enter Process Parameters Enter Job Schedule Information Select Recipients Review and Submit Finish	Select Process Type:>	Dynamic Reports Loads and Extracts Reports System			
	Cancel			<< Back	Next

Select *Reports* from the *Select Process Type* dropdown and select *Next*.

1	. Select Process Type		
	Select Process Type:>	Reports 💌	
4			_

Step 2: Step 2 requires the selection of a specific report from the *Select Reports Process* dropdown. Samples of the reports available for output in DAVE[™] are included in the "Core_Att_K_Reports" documentation.





Steps 3-6: Continue to enter desired criteria on all the pages of the Job Scheduler wizard through Step 6. Select the *Finish* button.

6. Review and Submit				Step 6 of 7					
Process Type	Reports								
Process Name	Interstate Exchange Death Abstract								
Process Description	Interstate Exchange Death Abstract								
Process Parameters	Beginning_Date Default_State Ending_Date State Default_City	5/30/2014 12:00:00 AM STATE_PENNSYLVANIA 5/30/2014 11:59:59 PM -1							
Job Schedule	Job to run immediately.								
				*					
Cancel			<< Back	Finish					

Step 7: In Step 7, DAVE[™] will acknowledge successful completion of the job wizard. A link to the *job schedule* appears. The user is also given the option to *Schedule* another job, or *Return* to the Main Menu. Select the *job schedule* link.





The completed page appears with all the details of the job. Select the Report results link.



Select Open to open the file for viewing.

File Down	load
Do you	a want to open or save this file?
POF	Name:T_INTERSTATE_EXCHANGE_DEATH_ABSTRACT.pdf Type: Adobe Acrobat Document, 120KB From: bwdwddaveweb01
	Open Save Cancel
0	While files from the Internet can be useful, some files can potentially ham your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>



The report is opened for viewing. The following is an extract from the Interstate Exchange Death Abstract report, as selected in Step 2 above.

		Into	retat	o Ev	chone	D	ooth /	het	ract					
		inte	เรเลเ	e Ex	chang	je D	eath /	ADSI	ract					
SFN														
Alias Name Decedent	(s): First				Middle					Last				Suffix
Name Gender	Social Se	curity	Age	Age		Under 1 Year			Under 1 Day			Date of	Birth	
					Month	ı	Day	Hour		Min		1		
Birth Place	(City & State	or Country)	<u> </u>	Residen	t State						Resident	County		
Resident Ci	ty Resid	dent Street A	ddress						Resident 2	Zip		Inside (City Limits?	
In Armed Fo	proes?	Marital Stat	us at De	eath		Survi	iving Spou	se Nam	e (First, Midd	le, Mai	iden Last)			
Father's Na	me (First Mi	(dle ast)		I	Mother's	Name	(First Midd	le Mai	den Last)	-	Informant's M	Jame (Fire	t Middle La	st)
auter 5 19d	me (rinst, Mi	uure, cast)			mouler S	- anne ((* inst, which	ne, mai			monnant S I	anne (Fils	, mode, ca	
Informant's	Relationship		Informa	int Addre	ss (Street	Addres	ss, City, St	ate, Zip)			Тур	e of Place of	Death
Facility Nan	ne		Facility	City, Stat	te, Zip						County of	Death		
Name and (Complete Ad	dress of Fun	eral Fac	ility										
Funeral Lice	ensee Name	(First, Middle	e, Last)		Licens	License Number Date Pro			Pronounced	ronounced Dead			Time Pronounced Dead	
Method of [Disposition							Place	e of Dispositio	on				
Pronouncer	Name(First,	Middle, Last)		Licens	e Numb	ber					Date Sig	gned	
Date of Dea	ath	Tin	e of De	ath			Medical Ex	aminer	Contacted				-	
Cause of D	eath A											Appr	roximate inte	rval
Cause of Death R											Appr	roximate inte	rval	
Cause of D	eath C											Appr	roximate inte	rval
Cause of D	eath D											Appr	roximate inte	rval
Other Signi	ficant Conditi	ions Contribu	iting to [Death								Auto	psy Perform	ed
												Auto	psy Findings	Used
Did Tobacco Use Contribute to Death?				If Female						Manner of Death				
Date of Inju	e of Injury Time of Injury			Place of Injury						Injun	Injury at Work			
Location of	Injury	I												
Describe H	ow Injury Oct	curred:										lf Tra	ansportation	Injury
Certifier Na	me (First, Mi	ddle, Last)				Certif	fier Addres	s (Stree	t Address, Ci	ity, Sta	te, Zip)			
Contract Tab	e		Lice	nse Numb	ber			ate Ce	rtified	-		Date Fi	led	
Centrer 1 m							Der	Decedent Page						
Decodent 7	ducation	Decedent Education Decedent Hisp			DEPENDENCE VIELO	anic Urigin Decedent Race								

There are a number of reports that authorized users can access in DAVE[™]. These reports can be a valuable aide in managing the vital records business. For more information on reports and access to reports, see the System Administrator.



14. Index

A

Accounting, 306 Cashier Close, 307 Cashier Reconciliation, 311 Action Detail, 182 Add Payment, 230 Amendment Detail, 182 Amendment List Page, 214 Amendments, 143, 149 affirm, 152, 153 attachments, 149 attachments for amendments, 150 correspondence, 160 Court Ordered Correction, 143 Menu, 154 order processing link order to, 143 Page, 143 processing history, 156 Processing History, 288 supporting information, 148 Types, 144 unaffirm, 154 Assign Status, 161 Reason, 162 Special, 161 Attachment K, 330 Attachments delete, 273 file types in Order Processing, 272 Order Processing, 270 supporting documentation, 149 to Amendments, 149 view already uploaded file, 272 AutoNumber Ascending, 253 AutoNumber Descending, 253 Auto-populate button, 30

B

Birth Death Linkage, 213

С

Calculator, 316 button, 308



Calendar Icon, 30 Cash Out Id, 312 cashier cashout steps, 306 Cashier Close, 307 Cashier Total, 308 cashout. 311 checks or money orders, 308 Order Id, 309 Reconcile button, 310 Transactions button, 316 Cashier Reconciliation, 311 Cash Out Id, 312 cashier cashout, 312 Cashier Transaction Report, 318 Cashier Transactions page, 317 page, 313 reconciling, 319 retrieving transactions, 316 revenue total, 318 searching for cashout, 313 supervisor total, 314 transaction total, 318 Cause of Death page, 60 certified copies of death certificate, 201 certifier, 206 Certifier types, 68 Change Office, 24 Comments, 170 deleting, 174 editing, 173 entering new, 170 text character limit, 171 congenital anomalies, 105 Correspondence, 255 adding, 176 deleting, 178 Table Maintenance, 180 templates, 175 Correspondence page, 160 Court Information, 148 credit card reconciling transactions in VitalChek close, 325 Credit Card approved, 238

authorization, 239 declined, 239 Void, 240 Current Activities Queues, 22

D

Death registration search for pre-existing, 128 submenu, 35, 76 death certificate, 202 Decedent MRE page, 189 occupation, 52 **Decedent Attributes** page, 51, 81, 88, 97, 100, 101, 117 Delete a status, 164 Delivery Method of, 102 Transfer Facility, 104 Disposition funeral home, 45 page, 45 place, 48, 59, 92 Disposition page, 206

E

Edit Payer button, 243 Event & Issuance History, 181 Amendments, 182 archiving, 184 Extracts/Loads, 183 page, 248 Restore Archive, 184

F

funeral director, 207 funeral home, 207

G

general functionality all queues, 290 Geo Codes, 186 geographic distribution of vital events, 186 GIS information, 188 interface, 186

Η

Hispanic origin MRE codes, 189

I

ICD codes, 201 Identifiers page Record Source, 213 State File Number, 212 Informant page, 44 Interstate Exchange Death Abstract sample, 333 Issuance Detail, 182 Issuance History, 269 Issuance Queues page, 229, 250 Issue link disabled, 246

J

Job Scheduler Finish, 331 Select Process, 330 Select Process Type, 330 jurisdictional court information, 148

L

Labor and Industry Extract Date, 213 Login button, 9 page, 7, 8, 9 LOV List of Values, 31 Lookup icon, 31

M

Mailing Envelope, 259 Mailing Label, 261 Main Menu Accounting option, 306 Match Events No Matching Event, 222 page, 229, 246 ME Review Case, 197 Medical Examiner, 195 Messages creating and sending, 16 organization, 19

Mother



March 2017 March 2017 LexisNexis VitalChek Network, Inc. Proprietary and Confidential Information (c) 2014. All rights reserved.

cigarette smoking, 85 marital status, 85

Ν

NCHS, 189 NCHS Extract Date, 213 NCHS Transax load, 201 New Amendment button, 214 Nosology page, 200

0

Order Processing Applicant, 245 Attachments, 270 Expedite Order checkbox, 218 menu, 215 Search by Applicant, 277 by Event Requested, 276 by Matched Event, 279 by Order, 275 error message, 282 for existing order, 273 Options, 273 Order Summary page buttons, 263 Issuance History, 269 Mailing Envelope, 259 Mailing Label, 261 overview, 244 Receipt, 257 Void, 267 Work Order, 255 **Other Factors** autopsy information, 64 page, 63, 65 Other Links Assign Status, 161 Attachments, 165 Comments, 172 Correspondence, 175, 177 menu, 142 Print Forms, 202 Override errors, 127 Save Overrides button, 127

P

Payments

Add Payment, 231 Cash, 233 Check/Money Order, 235 Credit Card, 237 multiple types on order, 241 page, 230 Waive, 235 Personal Information menu, 35, 75 Place of Death type, 58, 91 Preview link becomes Select link, 135 Print Forms, 202 Processing History page, 165

Q

Queues Abandon Case, 298 Add Comments, 300 Assign To Another Queue, 299 Current Activities listing, 23 Queue Aging Report link, 305 Remove From Queue link, 297

R

reconciling credit card transactions, 325 Refer to Medical Examiner, 195 Refer to Medical Examiner page, 195 **Referral Action** Decline, 198 Take Control of Case, 198 Relinquish Case page, 203 Reports, 328 Accounting-related, 321 samples, 321 Attachment K, 330 Job Scheduler, 329 setup wizard, 330 Load, 328 Request Medical Certification, 192 Request Medical Certification page, 194 Restore Archive, 184 Reverse link, 229 rush order, 218

S

Search by Identifier, 128, 129, 138 by Registrant or Data Provider, 129

350 of 351

engine, 128 Security Paper Number, 270 error message for setting, 252 searching by for an order, 275 Services data grid listing on Order Summary page, 250 Reverse link, 229 Shipping/Handling fees, 226 State File Number, 212 Status Edit comment/reason, 162 registration, 246 Statuses delete, 164 Supervisor Cash Details, 314 supporting documentation, 149 Supporting Information page, 148 Switch User, 210 login process, 210

Т

table paging, 32 Trade Calls page, 206 transfer ownership of a case, 204 transportation injury, 67

U

Unaffirm button, 154 unaffirming an amendment, 154 US standard 2003 certificate, 53, 83, 90

V

Validate Order, 264 Validate Registration correcting errors Goto Field, 126 Popup, 126 Validation Results, 124, 125 VitalChek fees, 226 VitalChek Close, 240, 324 reconcile credit card transactions, 325

W

wildcard search, 132 work injury, 66 Work Order, 255