

Working with Internal Amendments/Corrections Guide

Internal Amendments/Corrections are those started at the County

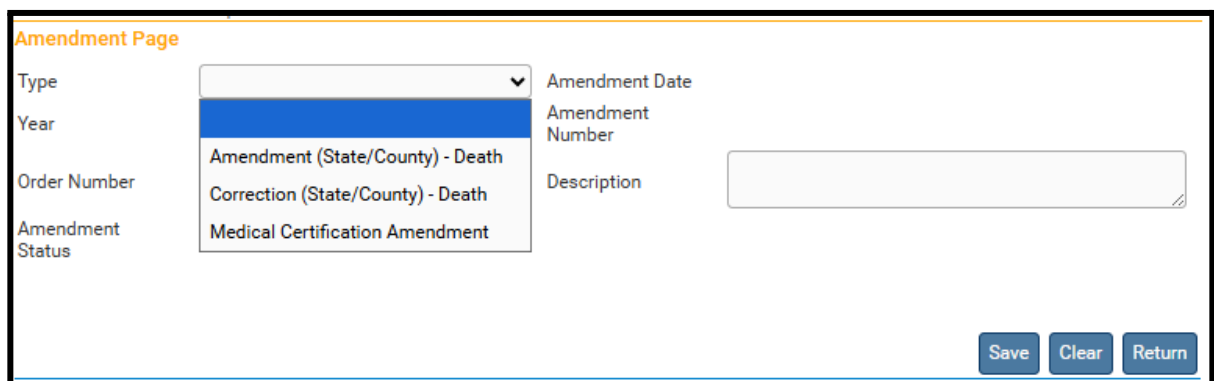
1. Log in to D.A.V.E.
2. Select 'Search' from the 'Life Events' Dropdown (Death/Fetal Death)
3. From the 'Search for death record' page enter as much identifying information to find the record.
4. Click 'Search'
5. Select the registered record from the 'Death Search Results' page by clicking on the name link.

Printing Split Copy

1. Select 'Print Forms' under 'Other Links' Submenu
2. Click on the 'Working Copy' to print a split copy

Making Changes

1. Select 'Amendments' under the 'Other links' submenu
2. From the 'type' dropdown select whether a Correction or Amendment will be done



The screenshot shows the 'Amendment Page' form. On the left, there are labels for 'Type', 'Year', 'Order Number', and 'Amendment Status'. The 'Type' dropdown menu is open, showing three options: 'Amendment (State/County) - Death' (highlighted in blue), 'Correction (State/County) - Death', and 'Medical Certification Amendment'. To the right of the dropdown are fields for 'Amendment Date', 'Amendment Number', and a large 'Description' text area. At the bottom right, there are three buttons: 'Save', 'Clear', and 'Return'.

3. Enter a description of the change in the Description textbox.
 - a. If the County of Event is other than your County begin the phrase with, "Created by *Your County office*"
4. Once complete click on the 'Save' button.
5. On the Amendment page select the page you will make changes to from the 'Page to Amend' dropdown.
6. Make changes to the field on the page you have selected from the dropdown. 14. Click on 'Validate Amendment' button at the bottom of the page.
7. Click on 'Save'

Adding Evidentiary Documents

1. Under the 'Amendments Menu' select 'Attachments'
2. Click on 'New Attachment'
3. Choose File from your computer, once complete click 'Save'
 - a. Add the Working Copy
 - b. Add Evidentiary Documents

Click 'Close' to close the attachment window.

Submitting Correction/Amendment

1. Under the 'Amendments Menu' select 'Processing History'
2. From the 'Action' dropdown select 'Data Entry Complete'
3. Enter any additional information necessary in the corresponding textbox
4. Click on the 'Save'

****A Supervisor will need to approve all internal amendments/corrections.
Staff are not allowed to approve their own changes. ****

Approving/Rejecting Amendments/Corrections

Opening pending Amendments/Corrections

1. Select 'Amendment Work Queues' under the Queues dropdown
2. From the 'Queue' dropdown select 'Pending'
3. Click 'Search'
4. Click on the 'Amendment Number' link to go into the amendment or correction

***Review changes and evidentiary documents to support the amendment or correction*

Approving Amendments/Corrections

1. Under the 'Amendments Menu' select 'Processing History'
2. From the 'Action' dropdown select 'Approve'
3. Enter any additional information needed in the corresponding textbox
4. Click on the 'Save'
5. Select the 'Amendment' link from the 'Amendment Menu'
6. Under the 'Other Links' submenu select the 'Validate Registration' Link
7. Click 'Home' under the 'Main' dropdown to be taken to the home page

****Once an Amendment is approved all previous Attachments, Comments, and the Event and Issuance History will be sealed and unavailable to all users. ****

Rejecting Amendments/Corrections

1. Under the 'Amendments Menu' select 'Processing History'
2. Enter any necessary information in the date fields provided
3. From the 'Action' dropdown select 'Reject Amendment'
4. From the 'Reject Reason' dropdown select a rejection reason
5. Enter any additional comments in the corresponding textbox.
6. Click on the 'Save'
7. Select the 'Amendment' link from the 'Amendment Menu'
8. Under the 'Other Links' submenu select the 'Validate Registration' Link
9. Click 'Home' under the 'Main' dropdown to be taken to the home page

Insufficient Request

1. Click on 'Correspondence' under the 'Amendments Menu'
2. On the Correspondence window click 'New Correspondence'
3. Select the corresponding template by clicking on 'Select'
4. Select applicable Reject Reasons
5. Click 'Add'

6. Click on 'Download' to view and print the Insufficient Letter

Review below table for detailed review of visibility after approval.

Amendments	Corrections
Keyed amendments – remain visible	Keyed corrections – remain visible
Pending amendments – remain visible	Pending corrections – remain visible
Rejected amendments – remain visible	Rejected corrections – remain visible
Cancelled amendments – remain visible	Cancelled corrections – remain visible
Previous attachments under other links - removed	Previous comments under other links - removed
Attachments to amendment - removed	Comments to amendment - removed
Event and Issuance History data entry information - removed	Previously approved corrections - removed