# TxEVER

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

# Death Funeral Home Training Guide

Version 1.0

*06/13/2018*

Revision History

| Date | Description | Version of System | Author |
|------|-------------|-------------------|--------|
| 06/13/2018 | Initial Document | 1.0 | Valerie Hooven |

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# About the TxEVER Death Application Funeral Home User Training Guide

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

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

*Exercises provided in this section include:*

- Exercise 1—Login
- Exercise 2—Death Dashboard
- Exercise 3—Start and Save a New Record
- Exercise 4—Search for a Record
- Exercise 5—Demographic Data Entry Topics
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**Section II. Facility Statistical Corrections** contains the following exercises designed to familiarize funeral home users with the basic Facility Statistical Corrections features. These exercises should be executed when the user is accessing a test or training site rather than the production site. Fictitious records should be used for the exercises in this guide.

*Exercises provided in this section include:*

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

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

*Exercises provided in this section include:*

- Exercise 16—Access Permit Print Queue

**Burial Transit Permits**

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

**Disinterment Permits**

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

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

*Exercises provided in this section include:*
- Exercise 23—Running a Report

# 1   Demographic Data Entry and Verification Functions

## 1.1   Exercise 1—Login

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

*To complete this exercise, you will need:*

- ✓ Live Internet connection
- ✓ Widely used JavaScript enabled standard web browser (IE8+, Mozilla Firefox, etc.)
- ✓ Java runtime
- ✓ Adobe Acrobat reader for forms and letters
- ✓ MS Excel for accessing/running reports

1. Launch your internet browser (i.e. IE8+, Mozilla Firefox, etc.)

2. Enter the following address in the URL box or select from Favorites: https://txever.dshs.texas.gov/TxEverUI/Welcome.htm

3. The application splash page will load, as in Figure 1:
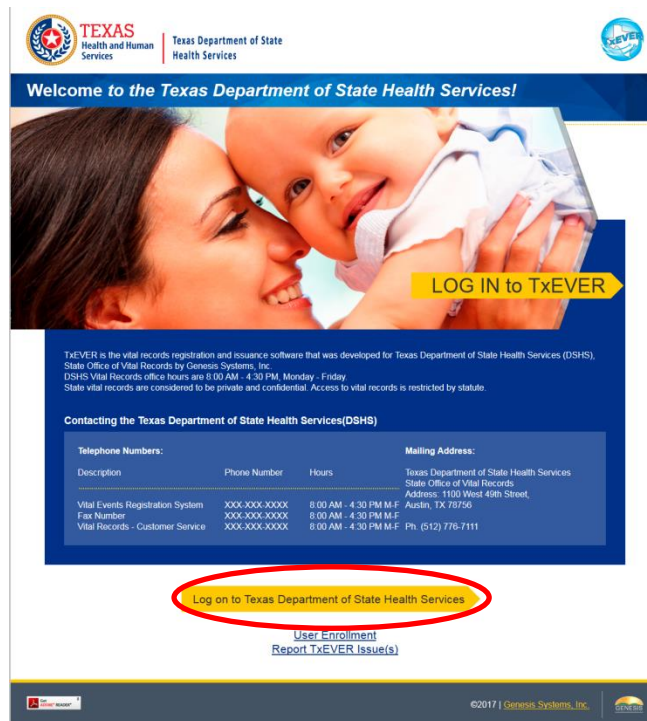


**Figure 1: TxEver Splash Page**

4. Click the **Log On to Texas Department of State Health Services** button.

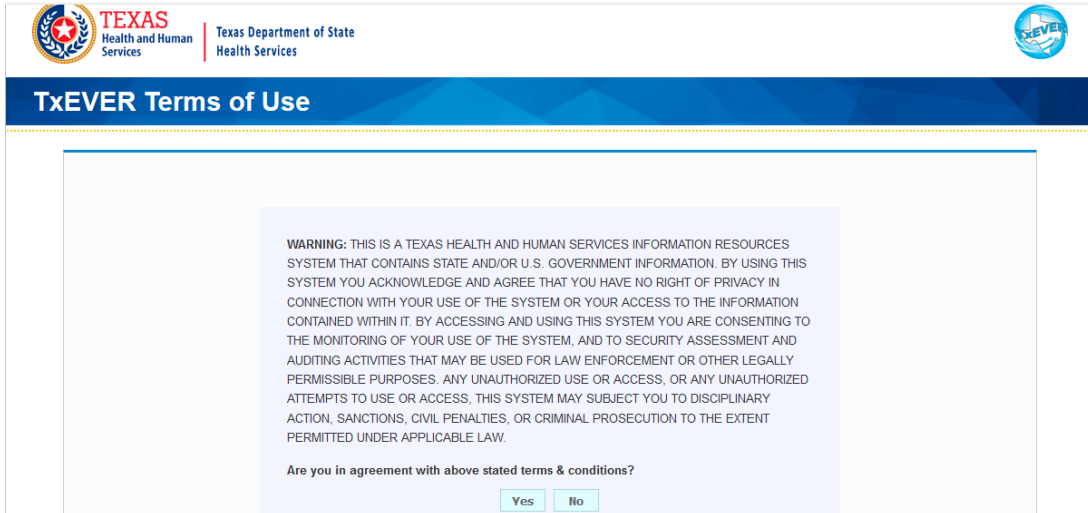5. The **Terms of Use Screen** will load, as in Figure 2:

Figure 2: TxEVER Terms of Use

6. Click the **Yes** button to confirm agreement with the terms of use.

   a. Click the **No** button to be returned to the TxEVER splash page.
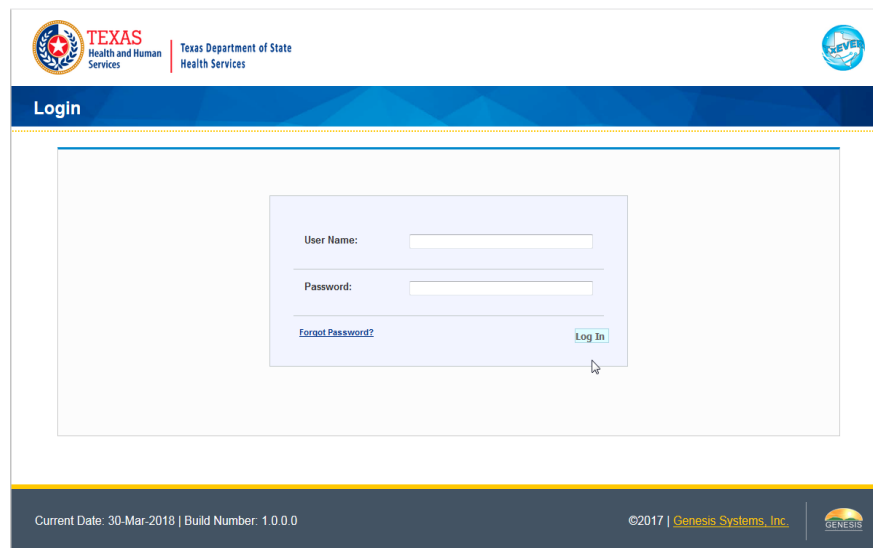
7. The TxEVER login screen will display:



Figure 3: TxEVER Login Screen

8. Type in the User Name provided to you to login - this is not case sensitive.

9. Press the **Tab** key on the keyboard to advance focus to the Password field (or use the mouse and click on the password field if you prefer).

10. Type the password provided to you to login.

11. Press the **Tab** key on the keyboard to advance focus to the **Log In** command button.

12. With focus on the Log In command button press the **Enter** key to execute the Login command.

   ✓ Optional approach: After entering the password you can also use the mouse to point to and left click on the **Log In** command button instead of using the **Tab** and **Enter** keys.

13. Login Locations – If you are associated with more than one location, the Location Selection Window pictured below will contain all locations assigned to your account. If you create NEW records while logged in under a given location, they will become associated with that location.
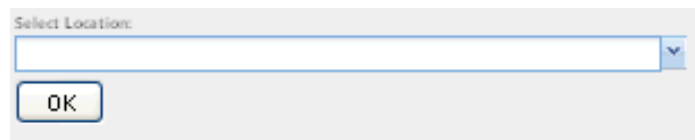


**Figure 4: Select Location Drop-Down**

14. Note that the field on the screen has a set of arrows on the right side. This indicates that there is a drop-down list associated with this item.

   ➢ Press the **Tab** key to set focus on the Select Location field. This will open the list.
   ➢ Use the arrow keys to highlight a desired location followed by the **Tab** key to select it and set focus on the **OK** command button.
   ➢ Press **Enter** to finalize the location choice and access the application.

15. Mouse – There are intuitive mouse alternatives for navigating the application and selecting items. Practice alternating the use of mouse and the keyboard approaches to determine the optimal method.

*Session Time Out:*

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

**login to start a new session. Saving the work you are doing frequently will prevent session time-outs. If you will not be using the application for a time you should close it and then login again when you need it.**

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



Figure 5: TxEVER Main Menu

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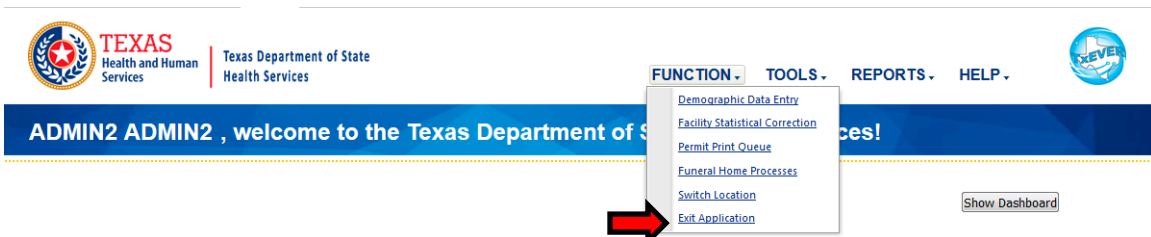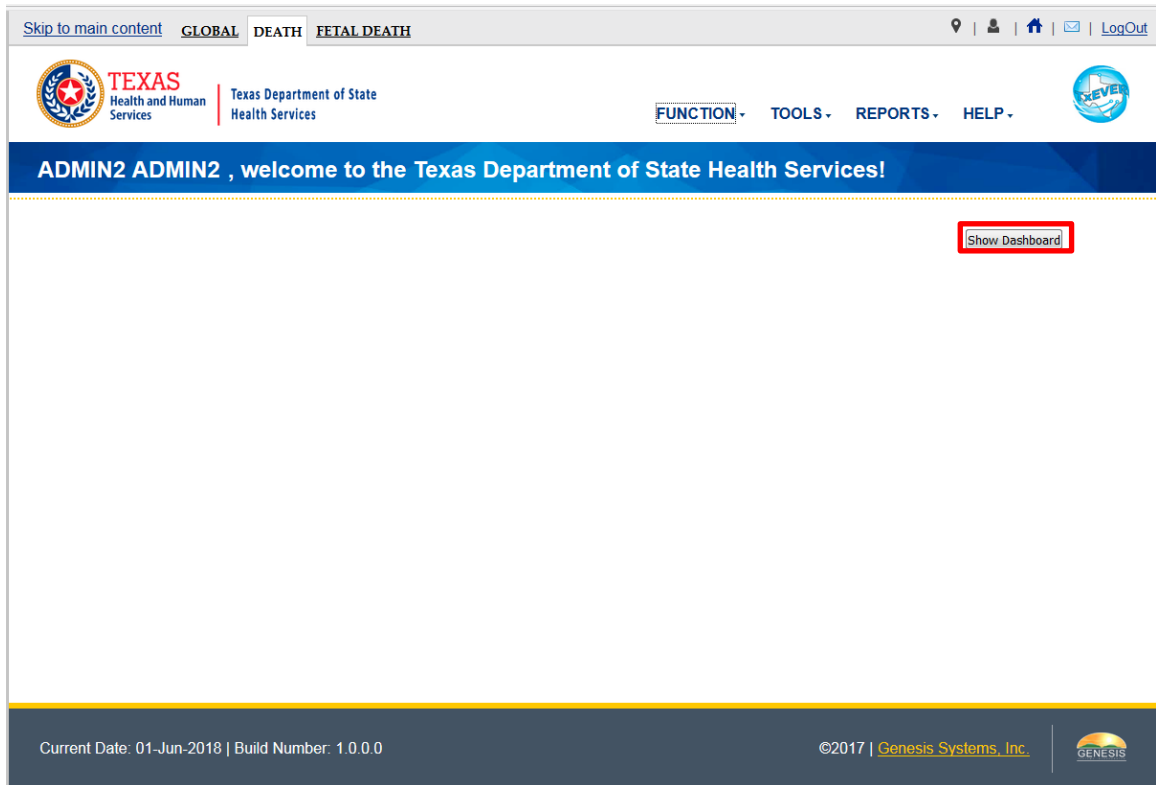


Figure 6: Function/Exit Application Menu Option

**Figure 7: Show Dashboard Button**

## 1.2 Exercise 2—Death Dashboard

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

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

1. First, start by logging in and accessing the Death module by following the directions in Exercise #1. Doing so will present you with the TxEVER Death Homepage.

2. Click the **Show Dashboard** button (pictured above) to open the Death Dashboard:

| EDR # | Medical Case Number | Date Of Death | Date Of Birth | Decedent First Name | Decedent Middle Name | Decedent Last Name | Certifier Office | Certifier |
|---|---|---|---|---|---|---|---|---|
| 000000000054 | SMC00001 | 2018/03/11 | 2000/03/13 | LOST | A | SOUL | WILLIAMSON COUNTY JP | DAVID JOHNSON |
| 000000000111 | | 2018/03/31 | 1966/06/06 | WREST | | PLAGUE | SOUTHWEST FAMILY MED | VICTOR FARINELLI |
| 000000000124 | | 2018/04/03 | 1988/04/01 | RYDRA | | WONG | DALLAS COUNTY MEDIC/ | J PARCHMAN |
| 000000000127 | | 2018/04/01 | 2009/11/12 | MY | NAME | IS | | |
| 000000000129 | | 2018/04/04 | 1956/11/12 | THIS | IS | ATEST | | |
| 000000000132 | | 2018/04/04 | | JANES | | ADDICTION | | |
| 000000000201 | | 2018/04/04 | 1956/11/12 | LONG | JOHN | SILVERS | SOUTHWEST FAMILY MED | VENESSA BUTTS |
| 000000000234 | | 2018/05/01 | 1926/07/13 | HENRY | WENTWORTH | AKELEY | DALLAS COUNTY MEDIC/ | HOWARD LOVECF |
| 000000000238 | | 2018/01/01 | 2017/04/18 | RETEST | RECORD | TYPE | | |
| 000000000239 | | 2017/11/11 | 1956/11/11 | COUNTY | OF | BIRTH | | |
| 000000000241 | | 2018/01/01 | 1956/11/12 | RINGO | STARR | GIBSON | | |
| 000000000244 | | 2018/02/02 | 1956/11/12 | LOU | | ALI | TRAVIS COUNTY MEDICA | LILY ANSARI-AUST |
| 000000000245 | | 2018/02/01 | 1956/11/12 | FIRST | | RECORD | | |

Displaying Records 1 - 13 of 13

**Figure 8: Death Dashboard**

## 1.3   Exercise 3—Start and Save a New Record

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

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

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

1. Execute the steps for Exercise 1 to access the application.

2. Select the **Death/Function/Demographic Data Entry** item to access the Demographic Data Entry screen.

If there are any records in the Late Records work queue, the application will issue a message alerting the user to the presence of these late records as shown below.
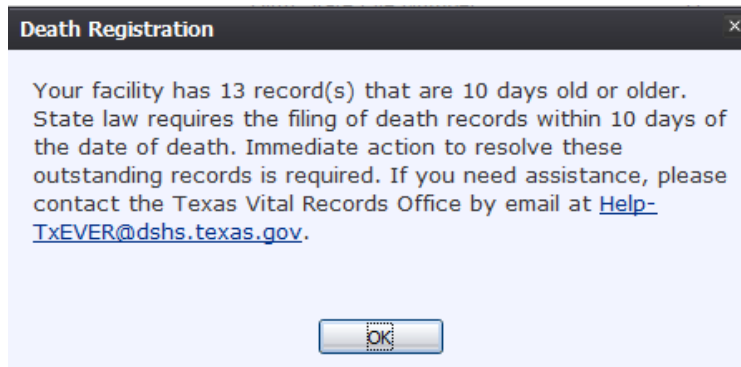
**Figure 9: Late Records Message**

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

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



**Figure 10: New Record Screen**

5. The field focus is automatically set to the left side of the Date of Death Type field on the new screen as indicated by the change of color in that field.

6. The Date of Death Type field will be defaulted to a value of Actual so this field may not need to be altered unless the Date of Death Type value is something other than Actual.

   ➢ If the Date of Death Type is Actual press the Tab key on the keyboard to advance to the Date of Death field for this record.

   ➢ If the Date of Death Type is not Actual you may change the field value using the keyboard— Type either an E (for estimated), F (for found), AP (for approximate), P (for presumed) or C (for court determined) and then press the Tab key to advance to the Date of Death field for this record.

7.  Type the Date of Death for this record. Type only the numbers. You will see that the slashes are provided as you type. Press Tab to advance to the Social Security Number field.

8.  For this exercise, leave the Social Security Number field blank and press Tab to advance to the SSN Missing Value Variable field. The Social Security Number is important if one is available.

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

9.  The options for the SSN Missing Value Variable include: Unknown, Pending, None and Not Obtainable. Begin to type the word Unknown until the drop-down list opens and the word Unknown is highlighted.

   ➢ To open the list when you don't know what options might be there you can press the Down Arrow key on your keyboard while focus is on the field but the list is not open.

   ➢ With the word Unknown highlighted in the list, press the Enter key to select the highlighted choice and advance focus to the Record Type field.

10. The Record Type for this death record is defaulted to Identified.

   ➢ If the Record Type is Identified, press the Tab key on the keyboard to advance to the EDR Number field for this record.

   ➢ If the Record Type is not Identified, you may change the field value using the keyboard—Begin to type the word Unidentified until the drop-down list opens and the word Unidentified is highlighted and then press the Tab key to advance to the EDR Number field for this record.

11. Leave the EDR Number field blank and press Tab to advance. The EDR Number is important if there is one available.

12. Leave the Med Rec field blank and press Tab to advance.

13. Leave the ME Case Number field blank and press Tab to advance to the First Name field.

14. Type information for the decedent's first name and then press Tab to advance to the middle name and then repeat to complete the middle and last names. Tab from the last name field to set focus on the Suffix field.

15. With focus on the Suffix field, type the letter J and then press Tab.

   ➢ This is the keyboard approach to drop-down lists when you know the first few letters of the option you need. It will result in Jr being selected as the Suffix.

16. With focus on the Date of Birth field, hold down the Shift key and while it is held down press the Tab key.

   ➢ Focus should return to the Suffix field. This is referred to as Shift+Tab and it moves focus back to the previous field.

17. With focus on the Suffix field containing Jr, press the Delete key to clear the contents of the field.

   ➢ Once a drop-down field has a value in it you can use backspace or delete to erase the letters in order to make another selection.

18. With focus on the cleared Suffix field, press the Down Arrow on the keyboard to open the list and then use the down arrow to navigate until Sr is highlighted. When Sr is highlighted, press Tab to select it and advance to the Date of Birth field.

19. With focus on the Date of Birth field, enter the date of birth of the decedent. Type only the numbers.

20. Press the Tab key to advance from the date of birth field.

21. With focus on the Gender field, type the letters MA and then press Tab.

   ➢ Highlights Male, selects Male, advances focus to Type of Place of Death

22. With focus on Type of Place of Death, press the Down Arrow on the keyboard to highlight the option for Hospital-Inpatient.

23. Press Tab to select Hospital-Inpatient as the type of place of death and advance to Place of Death.

24. With the Type of Place of Death set as Hospital-Inpatient and focus on the Place of Death type DALL
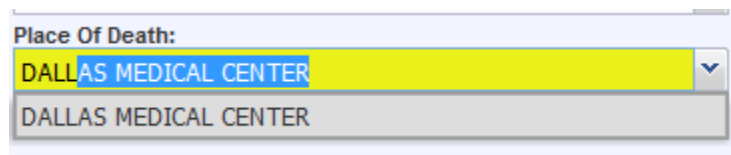


**Figure 11: Place of Death Field**

   ➢ This is an example of the Minds Eye drop-down functionality that allows you to simply type the response you are looking for. In most cases you will not need to type more than a few letters of the item you are looking for.

25. Press the down arrow once and then press Tab to select the highlighted choice DALLAS MEDICAL CENTER and press Tab to advance to the **Find Record** button.

26. Press Enter to execute the find record command.

➢ Although you are trying to create a NEW record, the system will always assume that the record may have already been created by a user at a different location. Death records may be created at the place of death and in some cases may have had the medical portion completed and medically certified. The information captured on the NEW screen has been carefully defined to optimize the likelihood of finding the matching record if one exists.

➢ The response from Find Record will vary according to the results. If a single matching record is found that is either not already 'owned' by a different funeral home or that is already owned by the location you are logged in under, the record will be retrieved to the demographic data entry screen for your access. If no matching record is found, a new record will be created. If a record is found that is already 'owned' by another funeral home, the system will provide that information so you can investigate further.

27. We will assume that the result in the present exercise is that a NEW record will be created. Press Enter to execute the OK command or use the mouse to point to the **OK** button and click once with the left mouse button.

**New Record**

No matching record was found. Do you want to create a new record?

Ok          Cancel
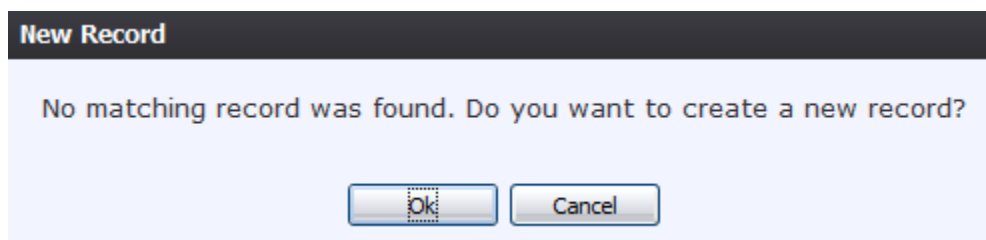
**Figure 12: Record Creation Confirmation Message**

28. The first tab of the Demographic Date Entry screen will appear. Use the mouse to point to the Save Record icon and then click once with the left mouse button to save the NEW record before continuing to complete the data entry.

➢ Clicking Save Record at this point rather than waiting until the entire record has been completed will accomplish three important things:

i. The information captured so far will be preserved and the record will be established in the database.

ii. The current session timer will be reset to prevent session time out messages.

iii. Assuming the decedent's social security number, name, date of birth and gender has been completed on the NEW screen, the Save action will initiate the process of verifying the decedent's SSN with the Social Security Administration. A response must be received from SSA regarding this verification before the record can be electronically filed with the State. Initiating the verificiation at this point will make it likely that the response will be back by the time the record is saved again or searched for. Once a verification attempt is initiated the system automatically looks for a

response each time the record is saved or retrieved.

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

## 1.4 Exercise 4—Search for a Record

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

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

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

*To complete this exercise, you will need:*

> ➢ One or more records initiated and saved following the steps in Exercise 3. Write down the data as you enter records (First, Middle and Last names will do for the purposes of training) so you can use it at a later time.

1. Exit the application and login again (see Exercise 1 if needed).

2. Access the Demographic Data Entry process

3. Using the mouse, point to the arrow symbol at the right edge of the box Unresolved Work Queue Filter.
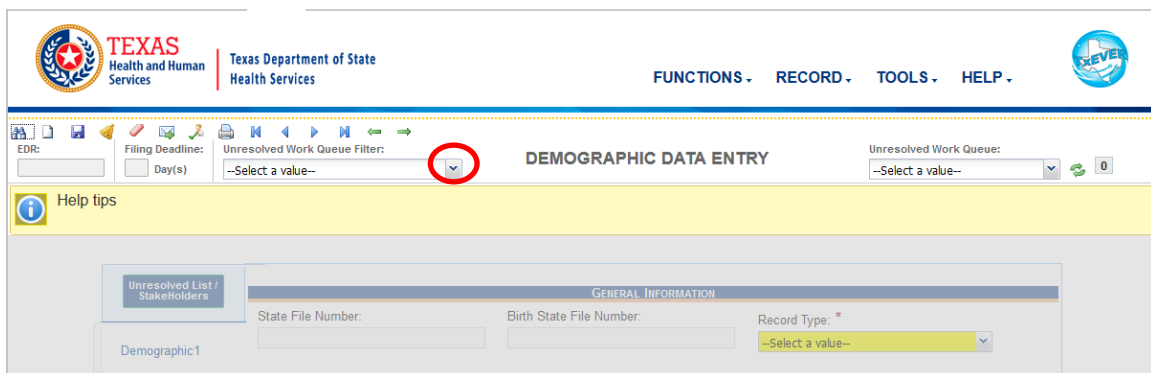


**Figure 13: Unresolved Work Queue Arrow Button**

4. Use the left mouse button to click on the arrow symbol to cause the list of choices to open.
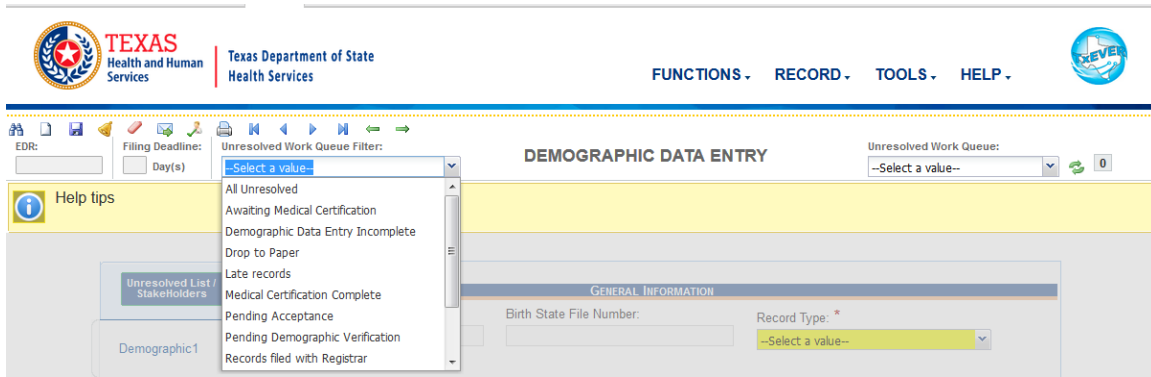
Figure 14: Unresolved Work Queue Filter

➢ The list of filter choices allows the user to populate the work queue with records that need specific types of action.

- **All Unresolved**: All records that have been started but the information is not yet complete.

- **Awaiting Medical Certification**: All records that are awaiting medical certification.

- **Demographic Data Entry Incomplete**: All records on which demographic data entry has not been completed.

- **Drop to Paper**: All records that have been dropped to paper but not yet submitted to the Registrar.

- **Late Records**: All records not registered within the State-defined time period (10 days).

- **Medical Certification Complete:** All records with completed medical certification.

- **Pending Acceptance:** All records that have been designated to a medical certifier but not yet accepted or rejected.

- **Pending Demographic Verification:** All processes completed except for demographic verification.

- **Records filed with Registrar:** Records released to the State that have not yet been registered.

- **Rejected:** All records that have been rejected back to the funeral home by the Registrar.

- **SSN Failed Verification:** All records that have failed SSN verification.

- **SSN Pending Verification:** All records with pending SSN verification.

5. Use the mouse to point at and then click on the All Unresolved option in the filter list.

6. Use the mouse to point at the arrow symbol at the right edge of the Unresolved Work Queue dropdown list.
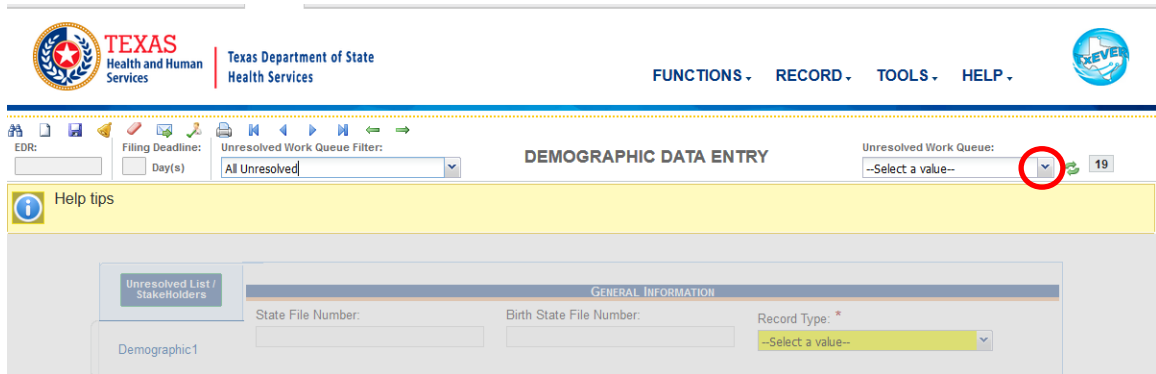


**Figure 15: Unresolved Work Queue Down Arrow**

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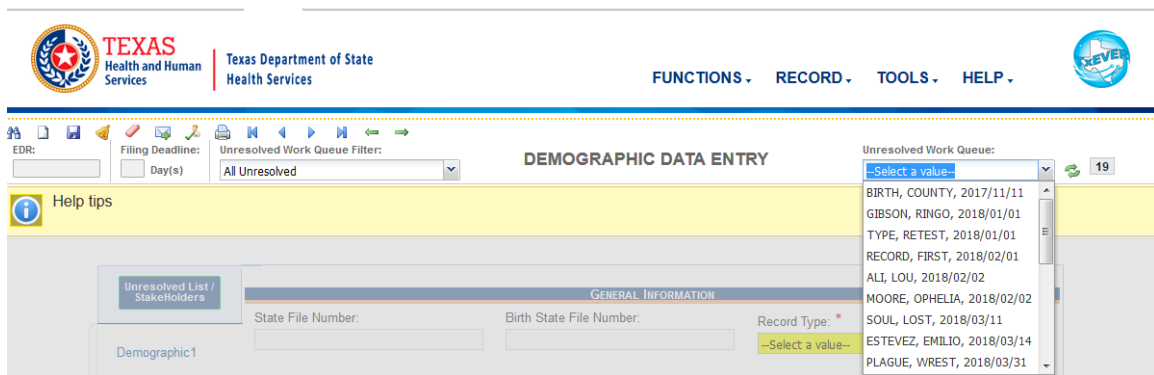


**Figure 16: Unresolved Work Queue**

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

**Figure 17: Record Loaded in Demographic Data Entry**

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

**Figure 18: Death Search Screen**

10. Use the mouse to click in the Date of Death field and type the decedent's Date of Death (enter zeroes for any unknown part of the Date of Death)

11. Press Tab once to advance to Decedent's First Name field, then enter the First Name and press Tab twice to advance to the Last Name. Enter the last name and then click on the **Search** button at the lower right of the search screen.



**Figure 19: Death Search Screen with Results**

12. Use the mouse to click on the decedent that you want to retrieve from the list at the bottom of the screen.

> ➢ It is not necessary to enter the entire name. You may enter only the first several characters of each item you use to search by to minimize spelling

errors.

> ➢ The best fields to use for the search are any of the key fields in combination with the year of death (Social Security Number, EDR Number). These will filter down to a single record. Searching by names will take longer.

13. After highlighting the record you wish to select, click on the Select Records button. This will retrieve the record selected in the Work Queue.

> ➢ You can select multiple records by holding down the CTRL key while clicking on individual records. Pressing Select Records will then populated those records in a work queue.

14. Select a record from the queue by clicking on it. This will retrieve it to the Demographic 1 tab.

## 1.5   Exercise 5— Demographic Data Entry Topics

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

### 1.5.1   Double Data Entry

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

1. Set focus on the Decedent First Name field under the Decedent's Legal Name by clicking on the field. Type the name of the decedent and then press the Tab key.

2. Fields that require double data entry will present users with Figure 20 when the user tabs off the field:
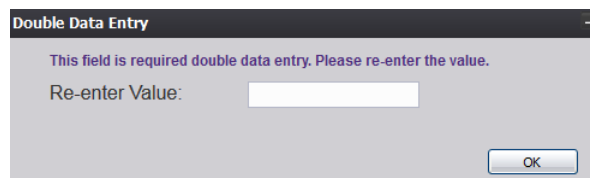


**Figure 10: Double Data Entry Screen**

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

4. If the value entered in the Double Data Entry screen matches the value entered on the main data entry screen, the user will be moved to the next data field. If the values do not match, the following message will appear:
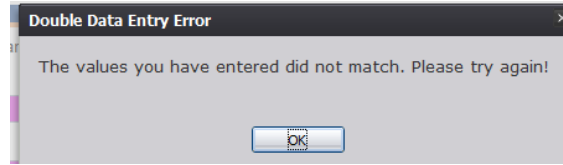
**Figure 11: Double Data Entry Error Screen**

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

### 1.5.2 AKA Name(s) Fields

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

To add an AKA Name:

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



**Figure 12: Add/Edit AKA Names Button**

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

Figure 13: Add/Edit AKA Names Screen

### 1.5.3   Pick List Navigation

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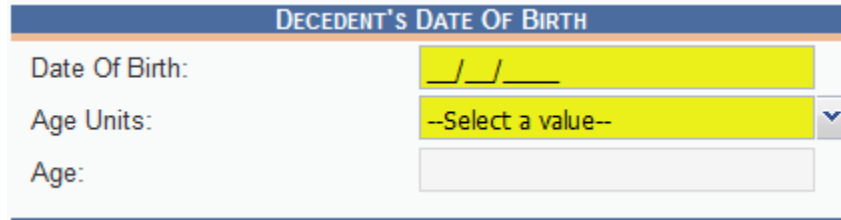


Figure 24: Decedent's Birthplace Field

1.  Set focus on the **State/Country** field by clicking on the field. Type the letters TE or any other beginning letters of another state.

    *   Typing TEXAS will also find TEXAS and typing SOUTH C will find SOUTH CAROLINA but will require typing more letters before the desired match is found.

    *   Selecting a state will filter results in the County and City/Town pick-lists as well.

    2.  With focus still on the **State/Country** field, click the checkbox**.** The pick-list will now contain both states and countries.

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### 1.5.4 Death Age Entry

This exercise provides an overview of death age entry. Decedent's Date of Birth fields require an 'Age Units' and 'Age' entries to determine record processing sequence.
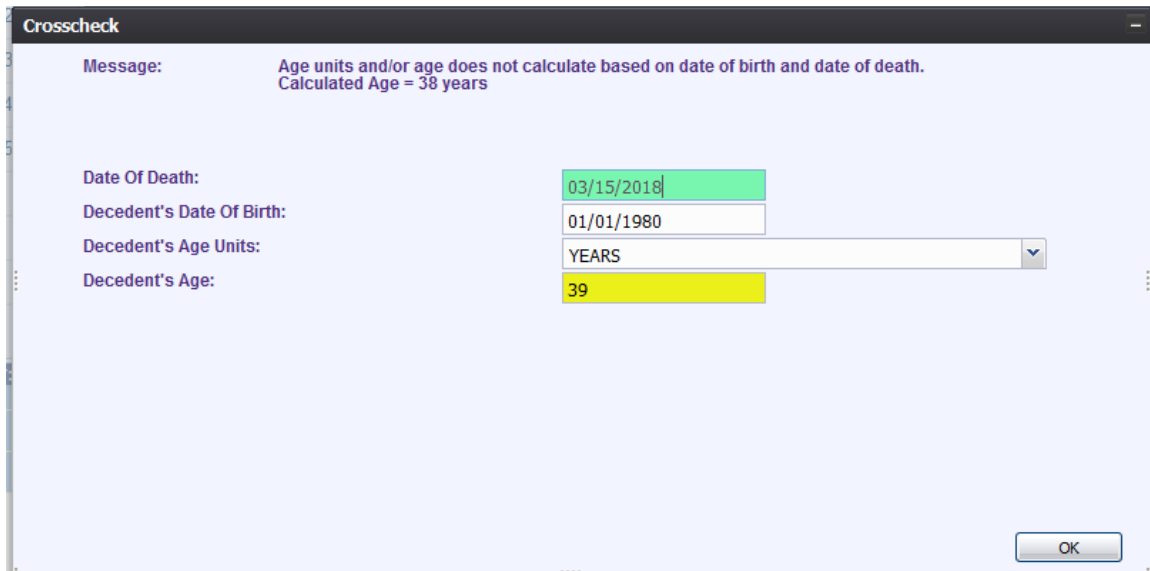
1.  With the mouse, click on the Date of Birth field and use the Tab key to advance to the Age Units field on the Demographic 1 tab.



**Figure 25: Date of Birth and Age Fields**

2.  If you haven't entered decedent's Date of Birth already, do so now, and press Tab to advance to the Age Units field.

3.  In the Age Units field, use the mouse to click on the double-arrow icon or use the Down Arrow key to open the list and select the appropriate age unit (Years, Months, Days, Hours, Minutes.)

4.  Enter the decedent's age at the time of death. If the entered value does not coincide with the value calculated by the system by taking into account the birth and death dates, the following screen will be displayed:



**Figure 26: Crosscheck Message**

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

### 1.5.5 Screen Tab Navigation

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

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

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

### 1.5.6 Hispanic Origin and Race Fields Properties

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

**Hispanic Origin**

1. Hispanic Origin allows selecting **one choice** from the available options. Use the mouse or the spacebar key on the keyboard to check and select the single desired choice.

2. To change the choice, the selected choice must first be unchecked by clicking on it again and then a different choice can be selected.



**Figure 27: Ethnicity and Race Fields**

**Race**

1. Race fields allow multiple choices.

2. Race check box fields can also be selected and de-selected using the mouse or the keyboard. Use the **Tab** key and the **Shift+Tab** key to navigate to the desired choices and the **Spacebar** or the mouse to select or de-select.
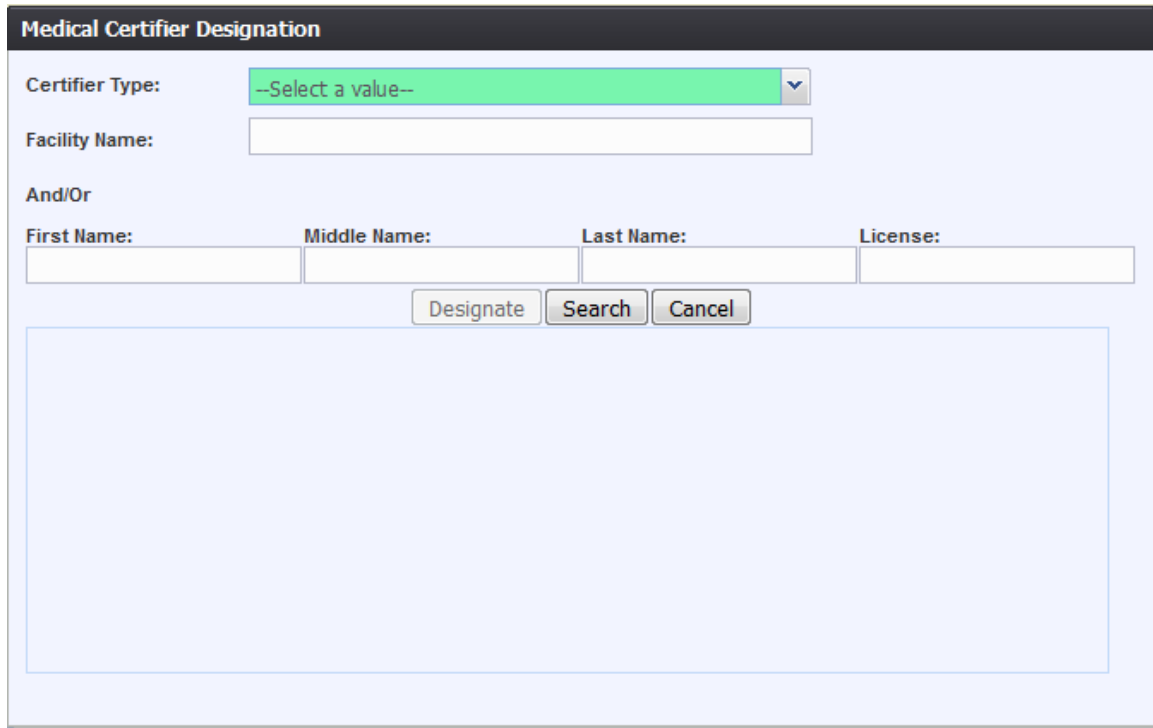
## 1.6 Exercise 6—Designate a Medical Certifier

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

*To complete this exercise, you will need:*

> A record created during previous exercises (Exercises 1 and 3)

1. Execute the steps to login and access Demographic Data Entry.

2. Start a NEW record by following steps outlined in Exercise 3, or utilize an existing record created while completing

3. After retrieving a record that needs designation of a Medical Certifier using the Search Screen or through the Work Queue, select the **Record/Designate Medical Certifier** menu item to initiate the search/selection process.

4. The Medical Certifier Designation Screen will load:

**Figure 28: Medical Certifier Designation Screen**

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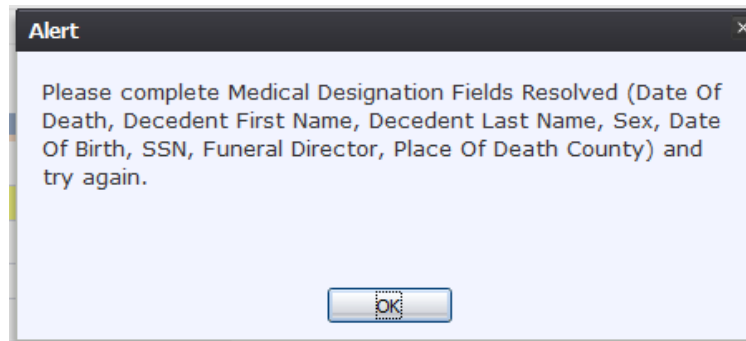


**Figure 29: Medical Designation Fields Not Resolved Message**

5. Use the left mouse button to click on the arrow symbol to cause the list of Medical Certifer Type choices to open.
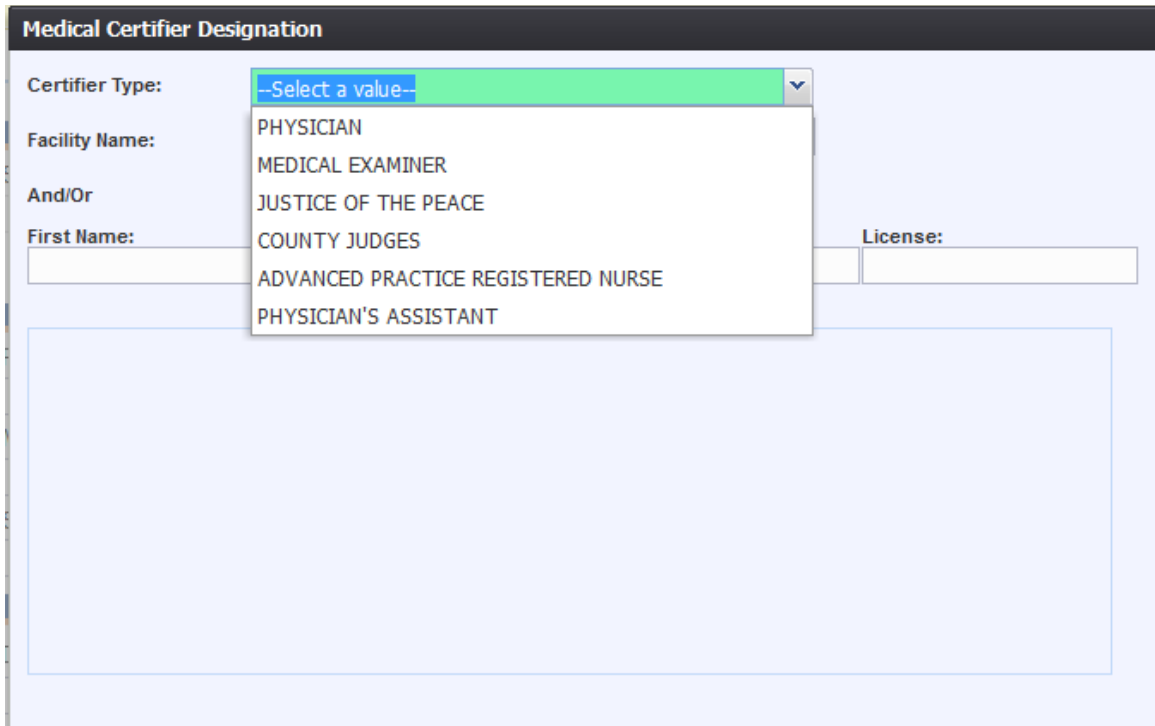
**Figure 30: Medical Certifier Designation Screen-Certifier Type Field**

6. Mouse- select the appropriate entry with the left mouse button click and advance to the Facility Name field by pressing the Tab key or by using the left mouse button.

7. Keyboard-
   ➢ Begin to type the desired entry until the drop-down list opens and the desired entry is highlighted.
      • To open the list when you don't know what options might be there you can press the down arrow key on your keyboard while focus is on the field but the list is not open.
   ➢ With the value Physician highlighted in the list, press the Tab key to select the highlighted choice.

8. Press the Tab key four times or move the mouse cursor to advance to the Last Name field. Enter Ortiz and use the left mouse button to click on the the **Search** button.

**Figure 31: Medical Certifier Designation Screen with Results**

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

10. After highlighting the certifier you wish to select, click on Designate.

11. The system will display the following message:
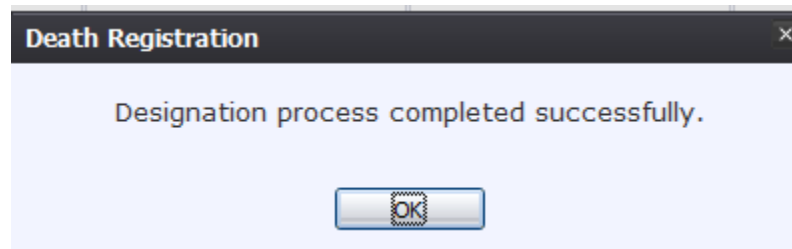

**Figure 32: Designation Process Completed Successfully Message**

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

➢ Note: The absence of a designated medical certifier office/practice, as well as medical certifiers designated as Not Participating will force a Drop to Paper event when the Demographic Verification is attempted.

13. Use the mouse to point to the Save Record icon and then click once with the left mouse button to save the changes before continuing to complete the data entry.

14. In the case that the record designation is subsequently 'declined' by the Medical Certifier, the system captures a reason that the case is being declined and the record remains in the Demographic Data Entry user's queue. The Demographic Data Entry user can then re-designate a different Medical Certifier for the record.

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

## 1.7   Exercise 7—Printing Forms

### 1.7.1   Print/Re-print Death Certificate Worksheet
This exercise provides an overview of how to generate a Death Certificiate Worksheet.

*To complete this exercise, the user will need to:*

✓ Complete Exercise 1—Login
✓ Have the proper security process to access and print the Death Certificate Worksheet
✓ Access the Demographic Data Entry screen

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

2. Select the **Record/Print/Death Certificate Worksheet** menu option.

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

4. Click the **Print** icon in the PDF window to print the document.

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

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

*To complete this exercise, the user will need to:*

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

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✓ Demographically verify a record

1. Retrieve an existing record using the Work Queue Search or the Search Screen to print a pre-populated disposition permit

2. Select the **Record/Print/Burial Transit Permit** menu option.

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

4. Click the Print icon in the PDF window to print the document.

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

### 1.7.3 Report of Death

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

*To complete this exercise, the user will need to:*

✓ Complete Exercise 1—Login
✓ Have the proper security process to access and print the Report of Death
✓ Access the Demographic Data Entry screen

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

2. Select the **Record/Print/Report of Death** menu option.

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

4. Click the **Print** icon in the PDF window to print the document.

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

### 1.7.4 Drop to Paper Form

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

*To complete this exercise, the user will need to:*

✓ Complete Exercise 1—Login
✓ Have the proper security process to access and print the Burial Transit Permit
✓ Access the Demographic Data Entry screen
✓ Drop a record to paper

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

2. Select the **Record/Print/Drop to Paper Form** menu option.

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

4. Click the **Print** icon in the PDF window to print the document.

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

### 1.7.5 Verification of Death Facts
This exercise provides an overview of how to generate a Report of Death.

*To complete this exercise, the user will need to:*

- ✓ Complete Exercise 1—Login
- ✓ Have the proper security process to access and print the Verification of Death Facts
- ✓ Access the Demographic Data Entry screen

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

2. Select the **Record/Print/Drop to Paper Form** menu option.

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

4. Click the **Print** icon in the PDF window to print the document.

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

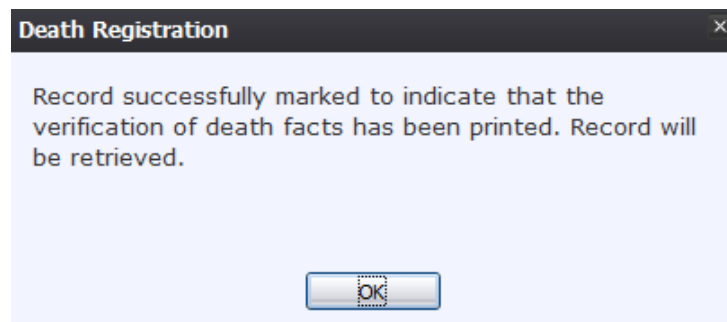6. The application will display the following message:

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

7. Click **OK** to close the message and return to the Demographic Data Entry screen.

8. Once the Verification of Death Facts has been signed, click the Verification of Death Facts has been signed checkbox located on the Demographic 5 tab.

## 1.8   Exercise 8—Demographic Verification

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

*To complete this exercise, you will need:*

- ✓ A data entered record with all applicable demographic fields completed, resolved and record saved,
- ✓ A valid PIN number

1. Execute the steps in Exercise 1 to login and access the main menu.

2. Start a NEW record by following steps outlined in Exercise 3, or utilize an existing record created while completing previous exercises.

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

4. Proceed to complete all available demographic fields using the techniques learned in Exercise 5 and press the Save Record icon.

5. The process of Demographic Verification, contrary to Designation, can only be initiated if all mandatory demographic data has been entered, resolved and the record has been saved. Select the **Record/Demographic Verification** menu.

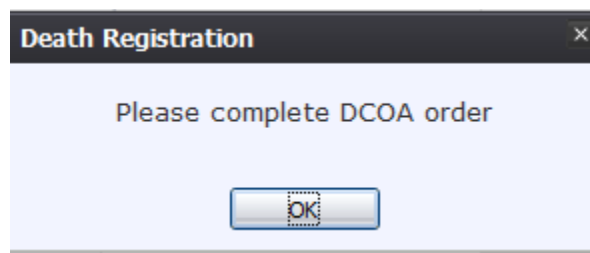6. The following message will be displayed:



*Figure 34: Please complete DCOA Order Message*

7. Click the **OK** button to open the Death Certificate Order Interface screen:

8. Complete the fields on the DCOA Interface screen and click the **Proceed** button.
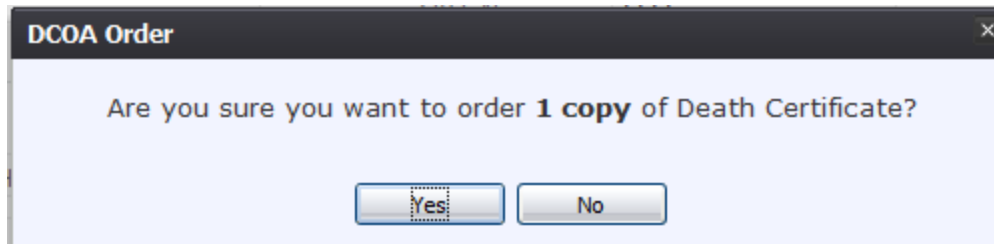
9. The application will display the following message:

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**Figure 35: DCOA Copy Number Confirmation Message**

10. Click **Yes** to confirm the order or click **No** to return to the previous screen.

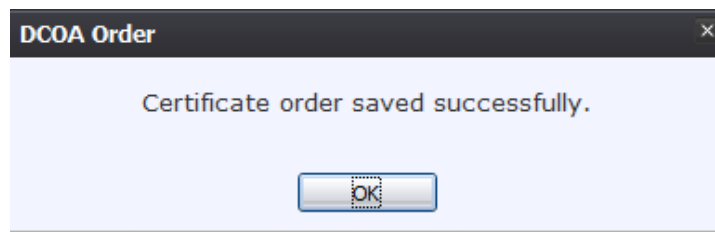11. The application will display the following message:



**Figure 36: Certificate Order Saved Successfully Message**

12. Click **OK** to close the message and return to the Demographic Data Entry screen.

13. Select the **Record/Demographic Verification** menu item to initiate the demographic verification process.

14. The Demographic Verification Screen will display the following information:

   a. **Decedent's Information**:  Decedent's First Name, Middle Name, Last Name, Suffix, Prefix, Sex and Date of Birth

   b. **Death Information**:  Date of Death, Funeral Director, Place of Death

**Figure 37: Demographic Verification Screen**

15. Review the information to verify that you are demographically verifying the correct record.

16. Click on **Verification** if all data items are correct.

    a. If you would like to view a preview of a Death Certificate Abstract for the record, click on **'Preview'** to load a new browser window containing the Death Certificate Abstract in a PDF format. If so desired, the user may print the Death Certificate Abstract from this screen.

    b. If all data items are not correct and need to be edited, click on **Cancel** to correct the information in the demographic data entry screen. Save the corrections made to the record and return to Step 1 instructions above to re-initiate demographic verification.

17. If the record is not fully electronic and the Medical Certifier is not participating OR a medical certifier is not designated on the record - the following message will be displayed:
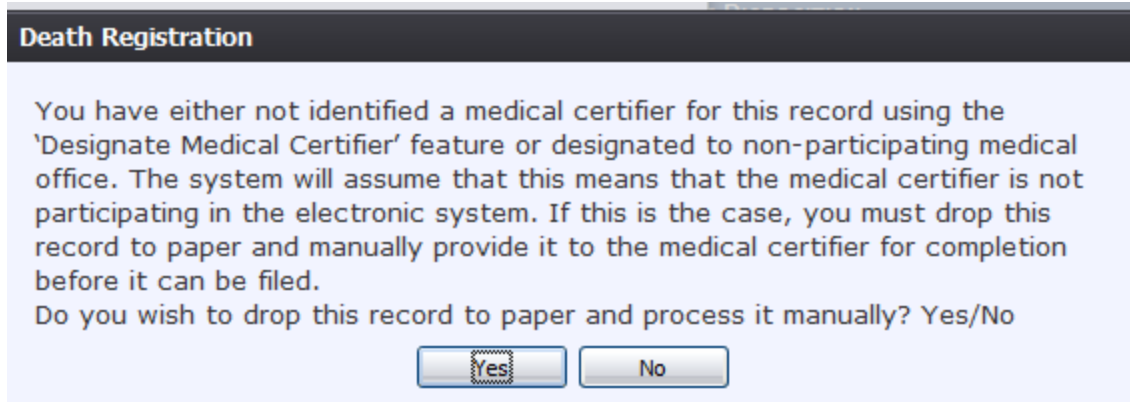
**Figure 38: Drop to Paper Message**

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

18. If the record is fully electronic or the response to the Drop to paper prompt is **Yes** the application will display a screen with the following statement: *'I verify that to the best of my knowledge the demographic information on this record is complete and accurate.'*
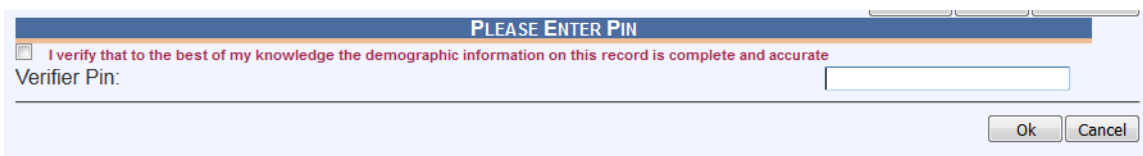


**Figure 39: Verification Statement and PIN Field**

19. Check the checkbox, Enter your **PIN** and click on **OK** to complete demographic verification.

20. The application will issue a message asking if the user wishes to proceed with verifying the record—click **Yes** to continue with the verification or click **No** to cancel the verification.

21. If the correct PIN has been entered and the record is fully electronic, the application will issue the following message:
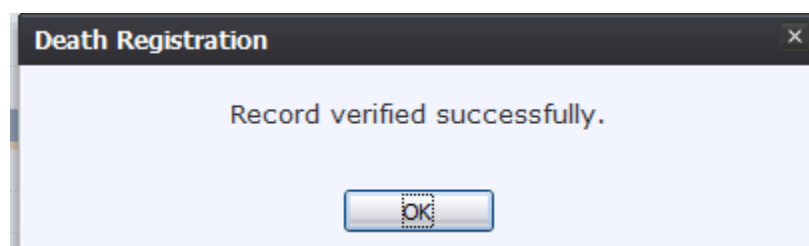


**Figure 40: Record Verified Successfully Message**

22. **Click OK** to close the message and return to the Demographic Data Entry screen.

    a. If the record is Drop to Paper, the Death Certificate Worksheet will load in a new browser window in PDF format.

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

24. Depending on the type of record (fully electronic or not fully electronic), one of the following actions will take place –

    ✓ For a Fully Electronic record, if both Medical Certification and Demographic Verification are complete, the record will be placed in the State Batch Print queue.

    ✓ For a record where the Medical Certifier is not participating electronically, a Drop to Paper process will be initiated so that the Medical Certification of the record may be completed on paper before it is sent to the Local Registrar.

## 1.9 Exercise 9—Perform Drop-to-Paper

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

1. Search for the record using the Search Screen method or through the Work Queue Search by setting the filter to **Pending Demographic Verification**.

2. Follow the steps to perform Demographic Verification.

3. For the cases where a medical certifier is not a participating owner on the record at the time of demographic verification, the system will provide the following prompt:
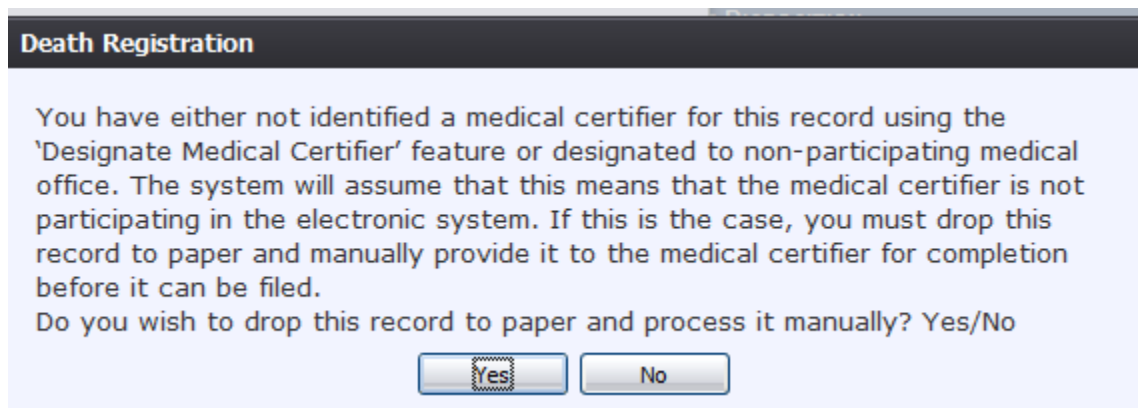


**Death Registration**

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

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

[ Yes ]     [ No ]

**Figure 41: Drop to Paper Message**

a. If **No** is clicked, then the record will not be demographically verified.

b. If **Yes** is clicked , the record will be demographically verified.

4. A print preview of the Death Certificate Worksheet as a PDF document will load in a separate browser.

5. Click the **Print** icon in the PDF window to print the document.

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

**Notes:**

✓ Once a record has 'dropped-to-paper' the electronic record becomes **locked** so that no further action can be taken by external users but the drop to paper form can be printed again as many times as necessary.

✓ All subsequently required certification would occur on the paper document.

## 1.10 Exercise 10—Release a Record

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

1. Retrieve an existing record using the Work Queue Search by setting the filter to **Medical Certification Complete**.

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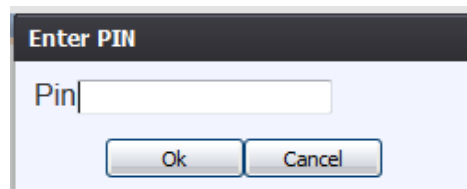


**Figure 42: Enter PIN Screen**

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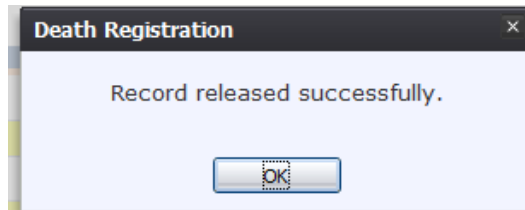
4. The following message will be displayed:

**Figure 43: Record Released Successfully Message**

# 2 Facility Statistical Correction

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

*To complete these exercises, the user will need:*

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

## 2.1 Exercise 11—Start a Facility Statistical Correction

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

2. The Statistical Import Review screen will load:
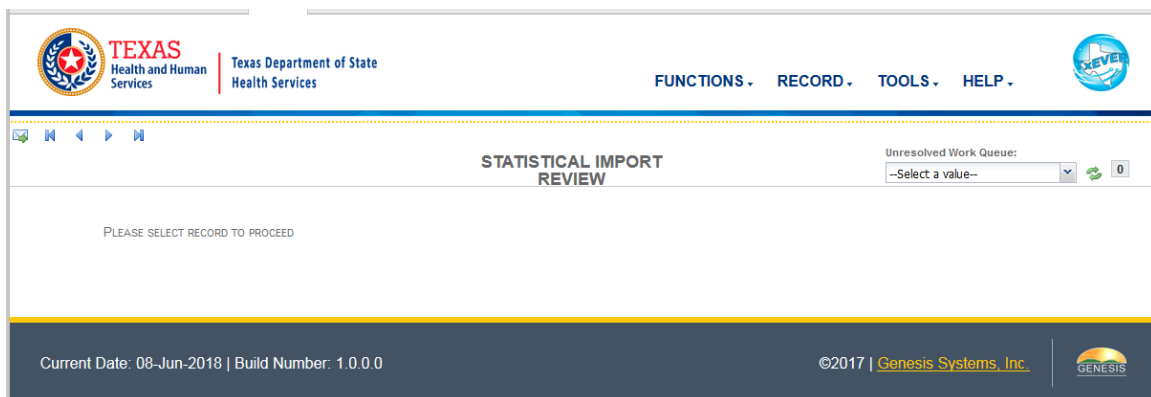


**Figure 44: Main Statistical Import Review Screen**

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

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

**Figure 45: Statistical Import Review Screen**

5. Click the **Go** button to open the record for statistical correction.

6. After coming to a field that needs to be corrected, click the icon located next to the appropriate field.
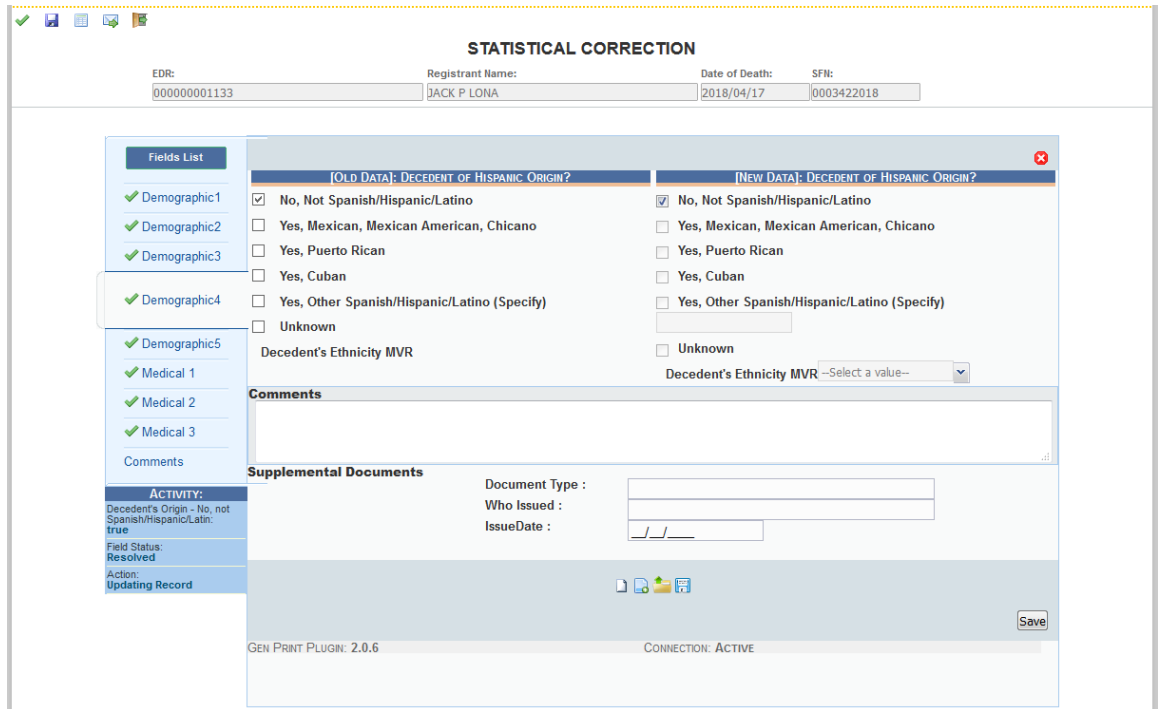
Figure 46: Statistical Correction Screen

6. Enter the corrected value into the field.

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

### 2.1.1 Scan Supporting Documentation
To scan supporting documentation:

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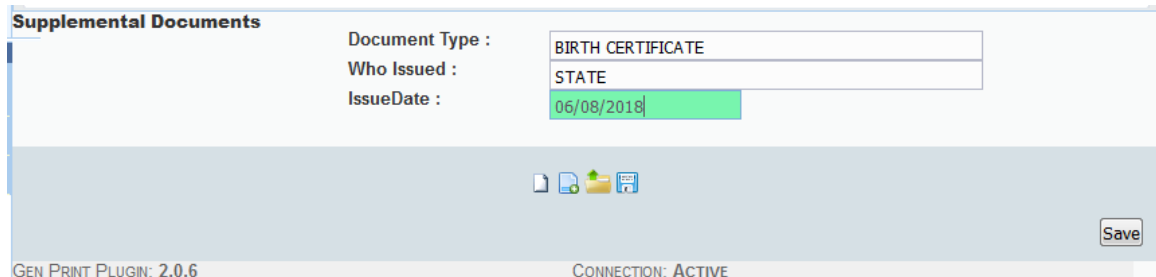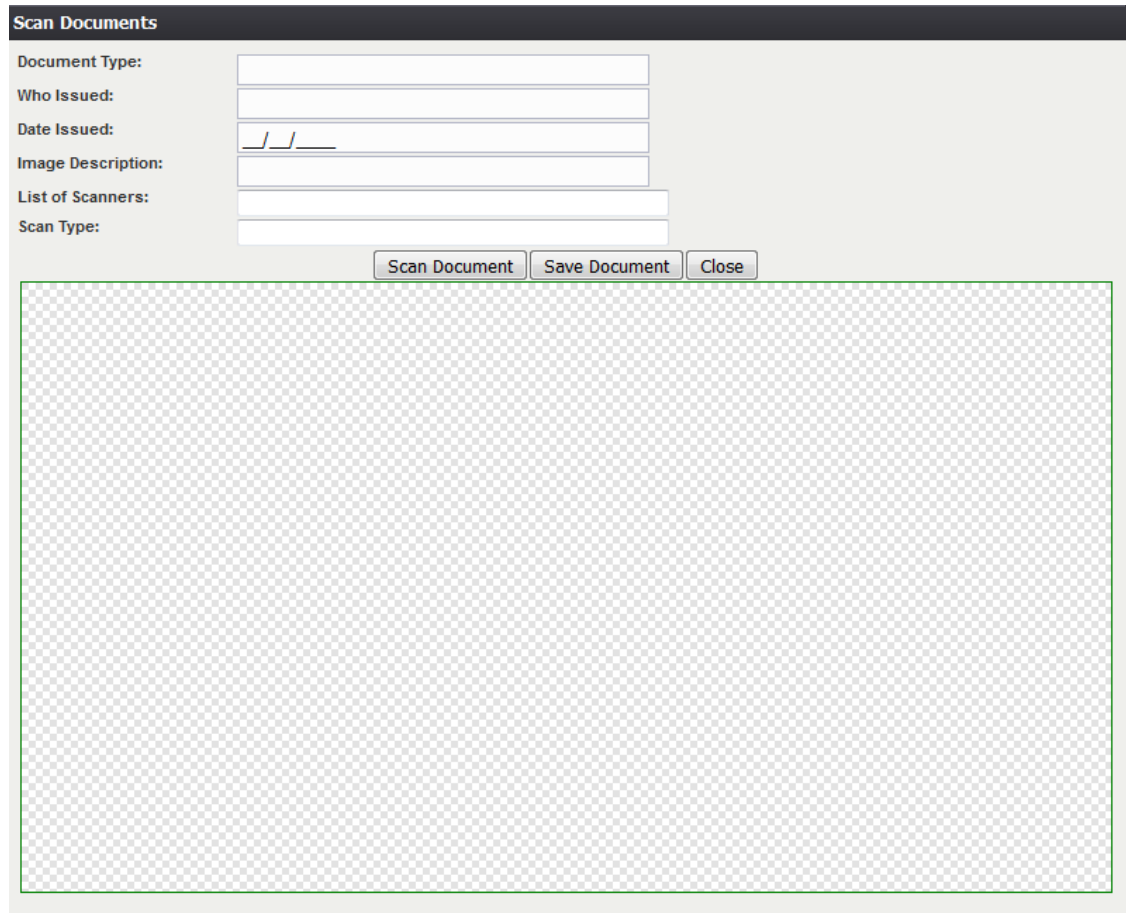


Figure 47: Supplemental Documents Section

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

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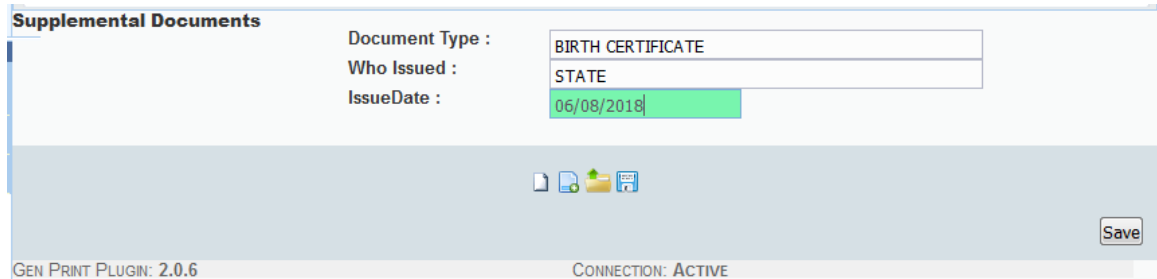2. The **Scan Documents** window will appear.



**Figure 48: Scan Documents Screen**

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

4. Pressing **Scan Document** will load the image in the image preview section of the screen. To save the document, click the **Save Document** button.

5. A notification will appear when the file has successfully saved or if the save has failed.

6. Click the **X** in the right corner of the **Scan** window to close the window and return to the **Corrections** screen.

7. The user can choose to scan more supporting documentation by clicking the **Scan Another Document** icon and completing the scanning process again.

8. Save the changes by clicking the **Save** button in the **New Data** section of the **Corrections** screen.

### 2.1.2 Upload Supporting Documentation

To upload supporting documentation:

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



**Figure 49: Supplemental Documents Section**

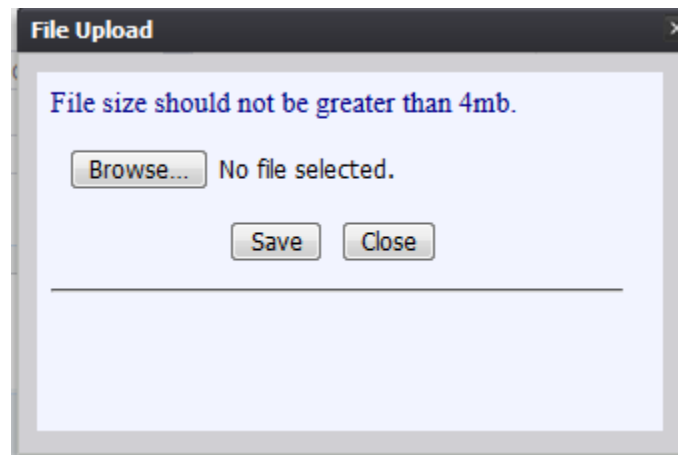2. The **File Upload** screen will appear.



**Figure 50: File Upload Screen**

3. Click the **Browse** button to open the **File Upload** screen.

4. Locate the desired .tif or .tiff file and click the **Open** button.

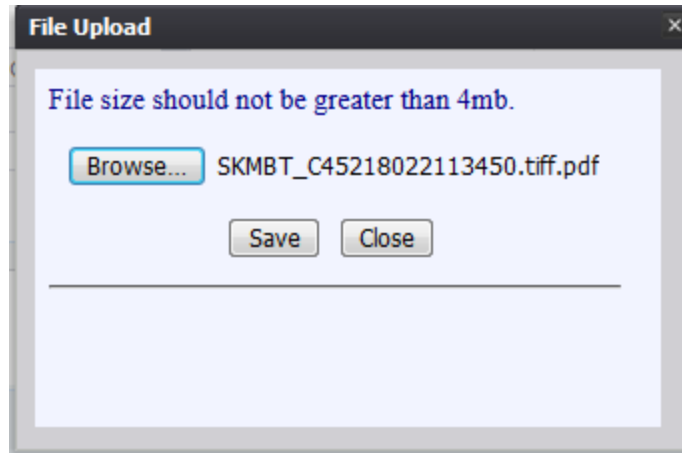5. The **File Upload** screen will appear as seen below:

Figure 51: File Upload Screen with File Selected

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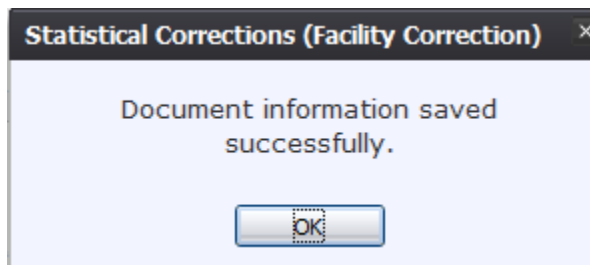
7.  The following message will appear:



Figure 52: Document Information Saved Successfully Message

8.  Click **OK** to close the message.

9.  Save the changes by clicking the **Save** button in the **New Data** section of the **Correction**s screen.

## 2.2  Exercise 12—Submit a Facility Statistical Correction

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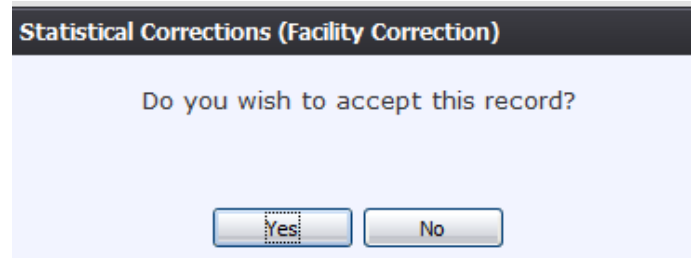
2.  The following message will appear:



Figure 53: Record Acceptance Confirmation Message

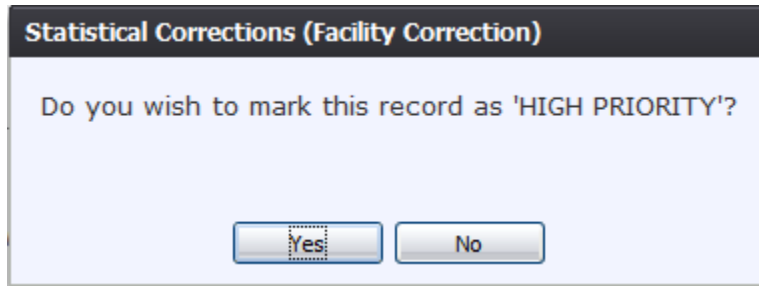3. Click the **Yes** button to confirm acceptance of the correction. The following message will appear:

**Statistical Corrections (Facility Correction)**

Do you wish to mark this record as 'HIGH PRIORITY'?

Yes    No

Figure 54: Mark Record as High Priority Confirmation Message

4. Click the **Yes** button to submit the correction as high priority.

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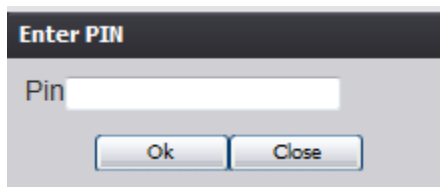
5. The **Enter PIN** screen will appear:

**Enter PIN**

Pin [                ]

Ok    Close

Figure 55: Enter PIN Screen

6. Enter in a valid PIN and click the **OK** button.

7. The following message will appear:

**Statistical Corrections (Facility Correction)** ×
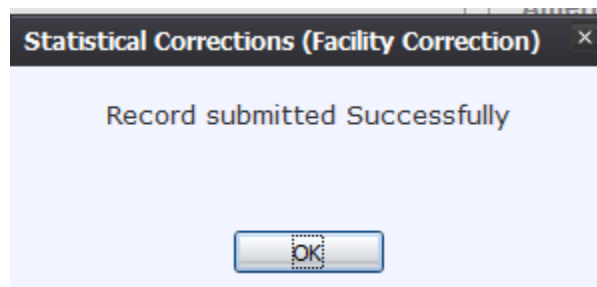
Record submitted Successfully

OK

Figure 56: Record Submitted Successfully Message

## 2.3 Exercise 13—Cancel a Facility Statistical Correction
To cancel a statistical correction:

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

## 2.4 Exercise 14—View Corrections/Supporting Documents

To view corrections/supporting documents:

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

## 2.5 Exercise 15—Reject Facility Statistical Correction

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

1. After accessing the main Facility Statistical Correction screen and retrieving a record from the work queue, select the **Record/Reject Statistical Correction** menu option.

2. The following message will appear:



**Death Registration**

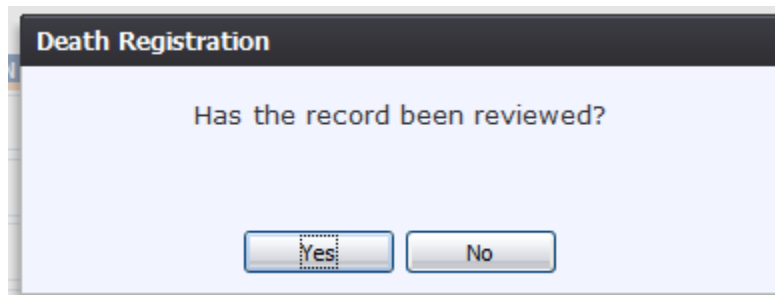Has the record been reviewed?

[Yes]    [No]

**Figure 57: Record Reviewed Confirmation Message**

3. Click the **Yes** button to confirm that the record has been reviewed.

   a. Click the **No** button to close the message and be returned to the Statistical Corrections screen.
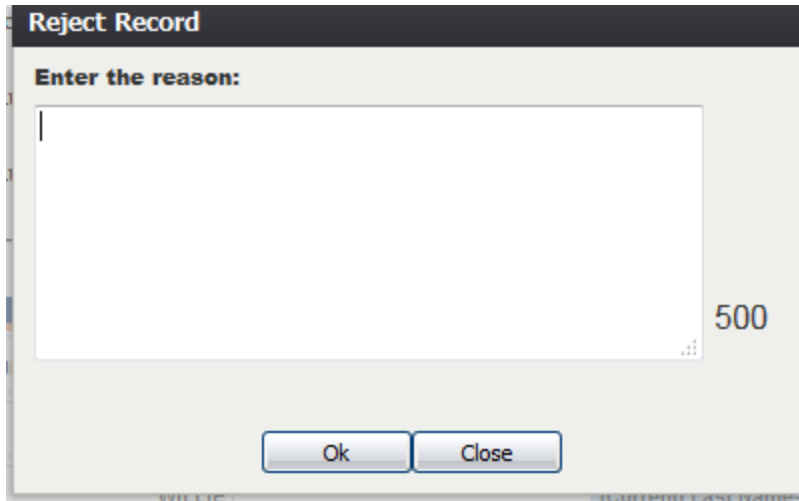
4. The Reject Record screen will load:

**Figure 58: Reject Record Comment Screen**

5. Enter a reason for the rejection and click the **OK** button.

   a.   Click the **Close** button to close the screen and be returned to the Statistical
        Corrections screen.
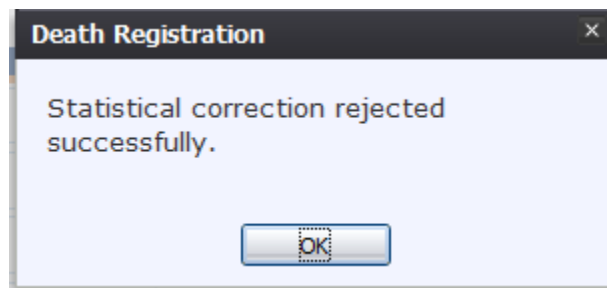
6. The application will display the following message:



**Figure 59: Statistical Correction Rejected Successfully Message**

# 3   Permit Print Queue

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

## 3.1   Exercise 16—Access Permit Print Queue

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

## 3.2   Burial Transit Permits

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

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

2. Search for permits for printing by selecting the Burial Transit Permit item from the Permit Filter dropdown item and leaving the All Previously Not Printed radio button selected:



**Figure 60: Funeral Home Permit Print Queue**

3. Click the **Submit** button to load all permits that have not been previously printed in the search results grid.
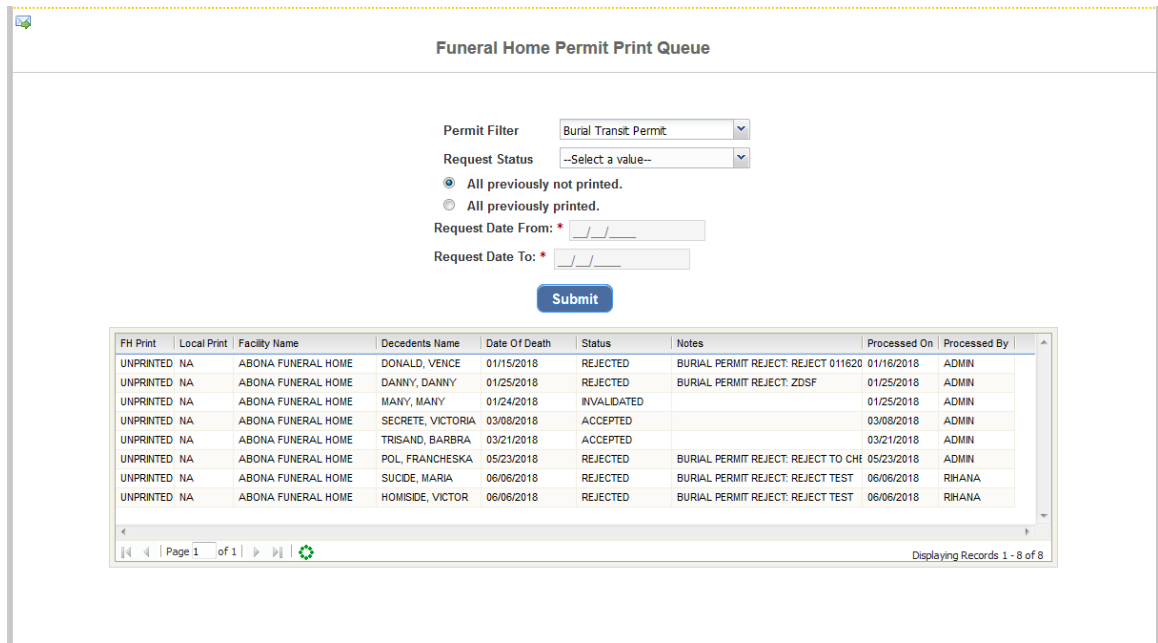
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**Figure 61: Funeral Home Permit Print Queue with Records Retrieved**

### 3.2.2 Exercise 18—Search for Burial Permits Previously Printed

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

2.  Select the desired group of records for printing by selecting the All Previously Printed radio button and entering in the desired date range:
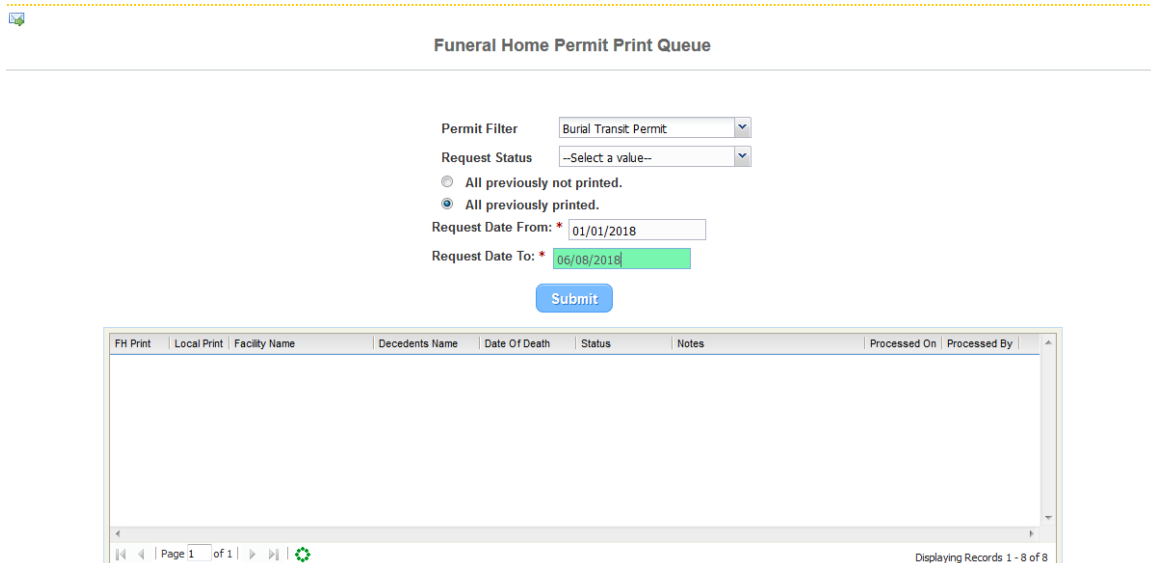


**Figure 62: Funeral Home Permit Print Queue**

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

search criteria in the search grid.

### 3.2.3  Exercise 19—Print Burial Permits

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

2. Select the desired group of permits for printing by entering the selected criteria into the search fields.

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

4. Select the desired permit by clicking on a row in the grid. Information from the selected permit will appear at the bottom of the screen:



**Funeral Home Permit Print Queue**

| Permit Filter | Burial Transit Permit |
| Request Status | --Select a value-- |
| ○ All previously not printed. |
| ● All previously printed. |
| Request Date From: * | 01/01/2018 |
| Request Date To: * | 06/08/2018 |

Submit

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

| ◁◁ ◁ | Page 1 | of 1 | ▷ ▷▷ | ⟳ | | Displaying Records 1 - 15 of 15 |

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

Print    Clear

**Figure 63: Funeral Home Permit Print Queue with Record Selected**

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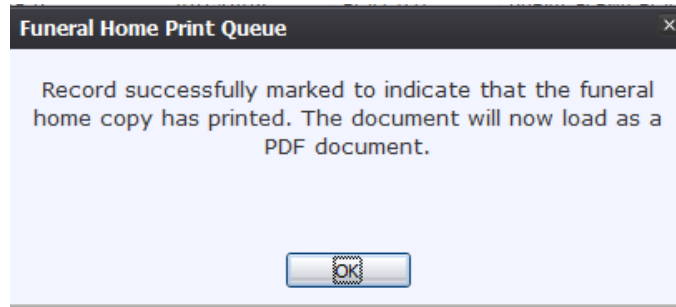
6. The system will issue the following message:

Figure 64: Record Marked to Indicate Funeral Home Copy Printed Message

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

## 3.3 Disinterment Permits

### 3.3.1 Exercise 20—Search for Disinterment Permits Previously Not Printed

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

2. Search for permits for printing by selecting the Disinterment Permit item from the Permit Filter dropdown item and leaving the All Previously Not Printed radio button selected:
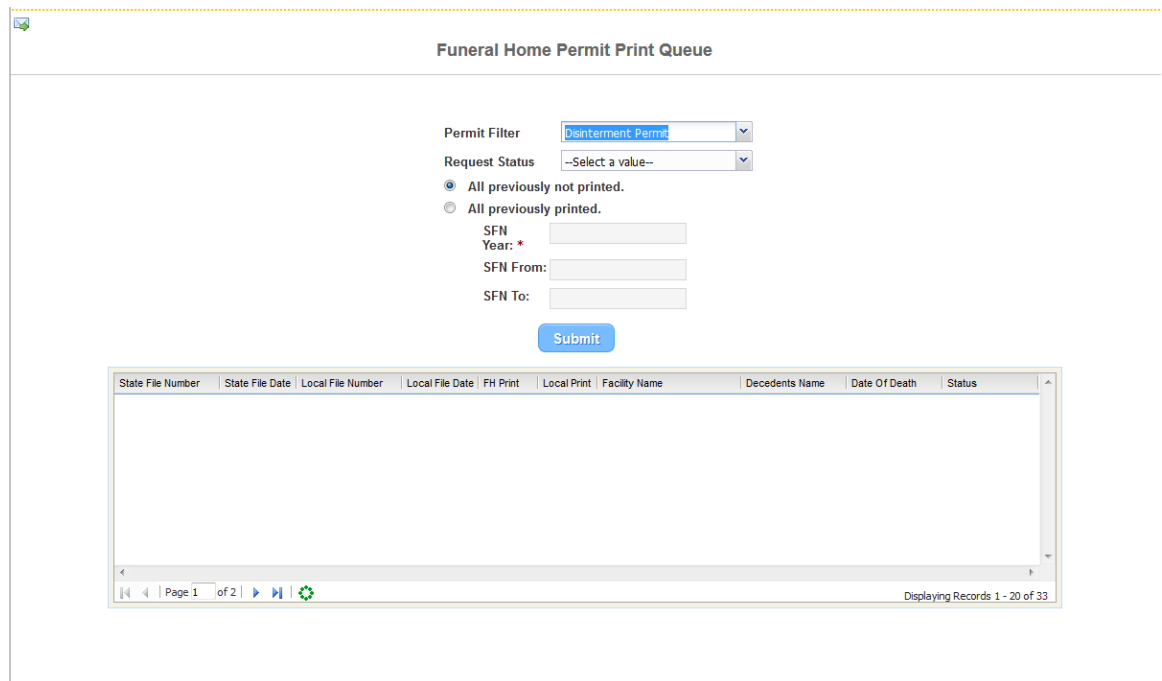


Figure 65: Funeral Home Permit Print Queue

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

### 3.3.2 Exercise 22—Search for Disinterment Permits Previously Printed

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

2. Select the desired group of records by selecting the All Previously Printed radio button and entering in the SFN Year:



**Figure 66: Funeral Home Permit Print Queue**

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

### 3.3.3 Exercise 23—Print Disinterment Permits

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

2. Select the desired group of permits for printing by entering the selected criteria into the search fields.

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

4. Select the desired permit by clicking on a row in the grid. Information from the selected permit will appear at the bottom of the screen:

**Figure 67: Funeral Home Permit Print Queue with Record Selected**

5. Click the **Print** button to print the selected permit. Clicking **Clear** will clear the information from the search grid and search fields.

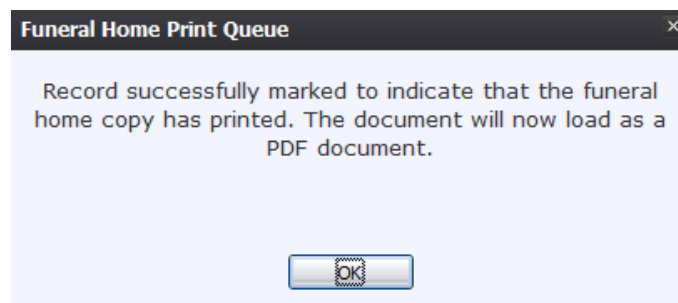6. The system will issue the following message:



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

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

# 4  Reports

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

*To complete this exercise, the user will need:*

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

## 4.1  Exercise 24—Running a Report

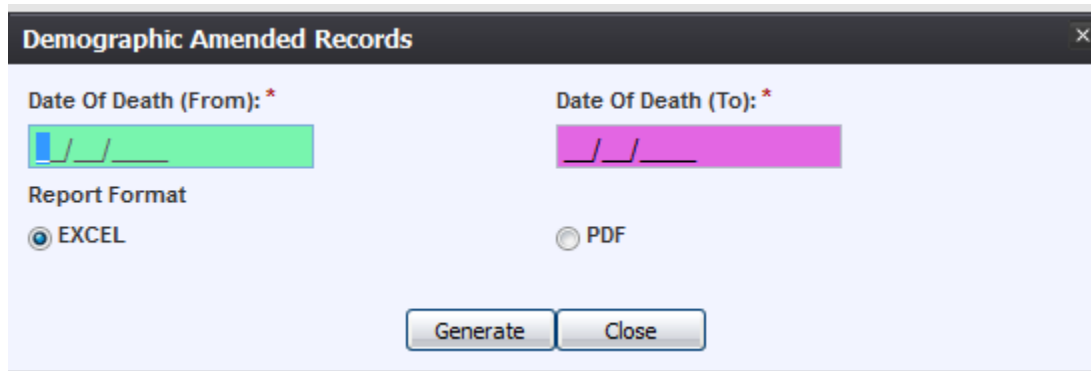1. From the Death Homepage, select the desired report from the Reports menu. A report options screen will appear:



**Figure 69: Report Options Screen**

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

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

3. Generating a report as a PDF will automatically process the report and open it in a separate window.

4. If **Excel** is selected as the output file type, the file will be downloaded and must be opened manually by the user.

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

# 5   Approvals

**Sign-off Sheet**

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

**Project Sponsor:** _____

                                                                                   **Date**

**Senior Project Manager:** _____

                                                                                   **Date**

**Genesis Project Manager:** _____

                                                                                   **Date**