



Database Application for Vital Events
A LexisNexis® VitalChek® Network Inc. Product

One Integrated System for All Your Vital Records Business Needs

Medical Facility/Medical Certifier Training Exercises

July 2021

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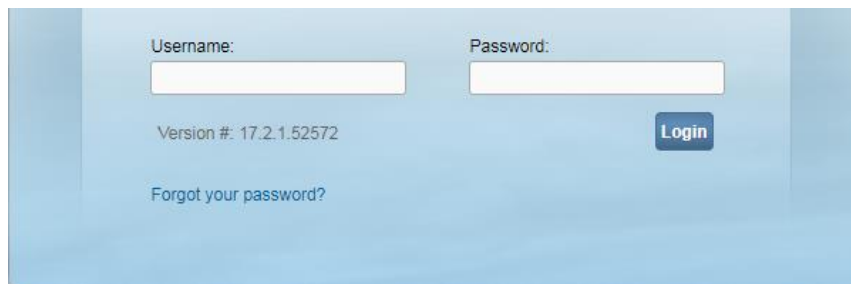
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Logging Into the DAVE Application

Exercise 1: Logging Into DAVE

Skills Learned: in this exercise, you will learn how to log into the **DAVE** (Database Application for **Vital Events**) Application:

1. Double click the **DAVE** icon on your desktop or select the **DAVE** Favorite (Bookmark) from within your web-browser.
2. Enter **User Name** and **Password**.
3. Click the **Login** button.



A screenshot of the DAVE login interface. It features two input fields: 'Username:' and 'Password:'. Below the 'Username:' field is the text 'Version #: 17.2.1.52572'. Below the 'Password:' field is a blue 'Login' button. At the bottom left, there is a link that says 'Forgot your password?'.

4. If your **User Name** is associated with more than one office or location, then you must also make a selection from the **Office:** dropdown list, shown below:



A screenshot of the 'West Virginia - Vital Records' application. The title is 'West Virginia - Vital Records' and the subtitle is 'Department of Health and Human Resources'. Below this is a dropdown menu labeled 'Select your Office:' with two options: 'Boone Memorial Hospital' and 'St Francis Hospital'. At the bottom left, it says 'Version #: 21.2.0.69386'. At the bottom right, there is a blue 'Cancel' button.

You should now be logged into the **DAVE** application where the **Main Menu** and **Fast Links** sections are displayed:

Exercise 2: Relinquish Case

[Main](#) [Order Processing](#) [Life Events](#) [Queues](#) [Accounting](#) [Reports](#) [Forms](#) [Jobs](#) [Administration](#) [Help](#)

Home

Fast Links

[Messages](#) [Users](#) [Birth Search](#) [Death Search](#)

Queues

[Registration Work Queue Summary](#)

Exercise 2: Current Activities

Skills Learned: Basic navigation within the **Current Activities** pane.

The **Current Activities** pane displays a listing of the **Queues** that contain records requiring immediate attention. (See [Queues](#), elsewhere in this training guide, for more information about **Queues**.) In the example below, there is 1 record in the signature queue needing attention. This record is 16 days old.

1. Click on the **Certification Required** link to open the **Search by Registration Work Queue** page, allowing access to the records in the queue.

Current Activities

Queue Name	Type ↓	Count	Age of Oldest in Days
Certification Required	Death	18	70
Medical Certification Requested	Death	17	81
Medical Pending	Death	1	81
			Total Queues : 3

2. At this time, simply look around on the page. We will look at how to access and edit records in the **DAVE** system elsewhere in this manual.

Search by Registration Work Queue

Queue: Search Type: Value:
 Display rows per page. Filter:

All	Case Id	File Number	Registrant	Date of Event ↑	Data Provider
<input type="checkbox"/>	4602		Test, Sandra	JUN-21-2017	Abbey Funeral Chapel
<input type="checkbox"/>	3488		McCertification, Test	MAY-15-2017	
<input type="checkbox"/>	3443		Three, Stephen Test	MAY-12-2017	A Legacy Funeral Home
<input type="checkbox"/>	3810		Testcasetwo Jr, Onesevenzeronineone Workorder	MAY-25-2017	Abbey Funeral Chapel
<input type="checkbox"/>	3813		Testcasesix, Onesevenzeronineone	MAY-26-2017	Abbey Funeral Chapel
					Total Records : 5

Actions
[Register Event](#)
[Abandon Case](#)
[Certify Registration](#)

Add
[Comments](#)

Print
[Queue List](#)

3. Click the **Return** button to close this page and return to the **Main Menu**.

Exercise 3: The Messages Pane

Skills Learned: Basic Navigation within the **Messages** pane

One fast link that appears when you first login to the **DAVE** application is the **Messages** Link. Some **Messages** are messages sent from User to User, while others are system generated and appear with no interaction from the user.

The **Messages** pane is a grid control that displays all of the messages that have been sent to the user or current office (the office selected at login.) To read a message, click on the underlined link in the **From** column. The **Message Text** column displays all or a portion of the text of the message that was sent. **Date Sent** displays the date and time the message was sent. Notice that the **Remove from List** button is grayed out.

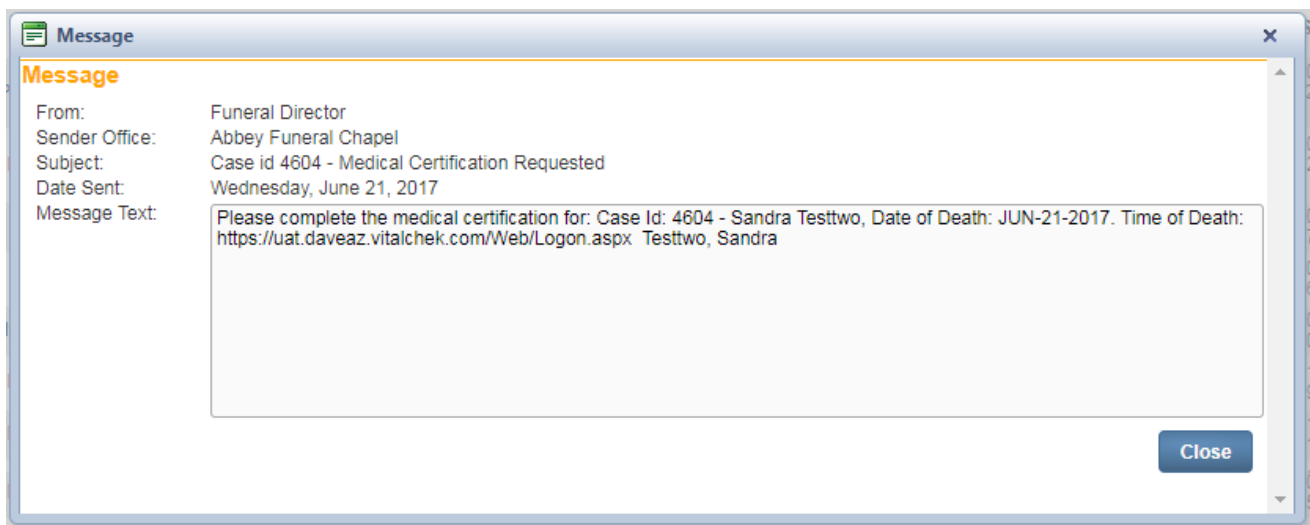
1. Click on any of the underlined links in the **From** column of the **Messages** pane to read that particular message.

Messages Send Message Remove from List

From	Message Text	Date Sent	<input type="checkbox"/>
Testing Purposes	Case Id: 4604 - Sandra Testtwo, Date of Death: Jun-21-2017 has been reviewed. This referral action for this case was: Accept Referral. Testtwo, Sandra	6/21/2017 11:09:28 AM	<input type="checkbox"/>
Funeral Director	Please complete the medical certification for: Case Id: 4604 - Sandra Testtwo, Date of Death: JUN-21-2017. Time of Death: https://uat.daveaz.vitalchek.com/Web/Logon.aspx Testtwo, Sandra	6/21/2017 10:54:23 AM	<input type="checkbox"/>
Afuneral Director	Case 4554 - Registered Davy Michael Muddy	6/20/2017 6:23:37 AM	<input type="checkbox"/>
Afuneral Director	A change has been made to Case 4554, New Name: Davy Michael Muddy, Date of Death: JUN-19-2017	6/20/2017 6:04:26 AM	<input type="checkbox"/>

First 1 2 Last Total Records : 25

2. The **Message** window is a popup that appears on top of the main **DAVE** page. After the **Message** has been read, click the **Close** button.



3. Place a checkmark in the checkbox next to the **Date Sent** column header.

Notice that the **Remove from List** button is now active.

Do not click on the **Remove from List** button unless you are sure you want to remove all of these messages from the list.

Date Sent	<input checked="" type="checkbox"/>
6/21/2017 11:09:28 AM	<input checked="" type="checkbox"/>
6/21/2017 10:54:23 AM	<input checked="" type="checkbox"/>
6/20/2017 6:23:37 AM	<input checked="" type="checkbox"/>
6/20/2017 6:04:26 AM	<input checked="" type="checkbox"/>
6/20/2017 5:56:10 AM	<input checked="" type="checkbox"/>
6/2/2017 2:53:39 PM	<input checked="" type="checkbox"/>

Note: Deleted messages cannot be restored. Do not delete messages unless you are sure that you will not need them.

Remove from List

Date Sent	<input type="checkbox"/>
6/21/2017 11:09:28 AM	<input type="checkbox"/>
6/21/2017 10:54:23 AM	<input checked="" type="checkbox"/>
6/20/2017 6:23:37 AM	<input type="checkbox"/>
6/20/2017 6:04:26 AM	<input checked="" type="checkbox"/>
6/20/2017 5:56:10 AM	<input type="checkbox"/>
6/2/2017 2:53:39 PM	<input type="checkbox"/>

4. Remove the checkmark from the checkbox next to the **Date Sent** column header and place a checkmark in any of the boxes next to a single message.

Now click the **Remove from List** button to remove a single message from the list.

Again, once removed, messages cannot be restored.

Exercise 4: Change Password

Skills Learned: in this exercise, you will learn how to change your DAVE system password.

Your supervisor will provide you with a password that will enable you to login to the DAVE system. This is just a temporary password and must be changed when you login for the first time.

To change your password,

1. From the **Main Menu**, select **Main -> Change Password**.
2. Enter your old or temporary password into the **Old Password** text entry box.
3. Enter your new password into the **New Password** text entry box. Passwords must be at least 6 characters in length and should be a combination of letters, number, uppercase and lowercase characters.

Change Password

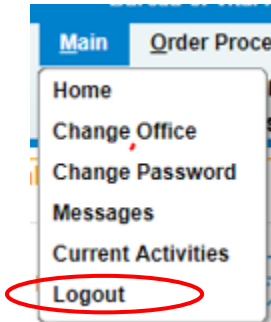
Old Password:	<input type="text"/>
New Password:	<input type="text"/>
Confirm Password:	<input type="text"/>
<hr/>	
Security Question	What is your favorite color? ▼
Security Answer	*****

4. Re-enter the new password in the **Confirm Password** text entry box. NOTE: you must enter the exact same password both times.
5. Select the **Security Question** you wish from the Security Question dropdown.
6. Enter a **Security Answer**.
7. Click the **Save** button.

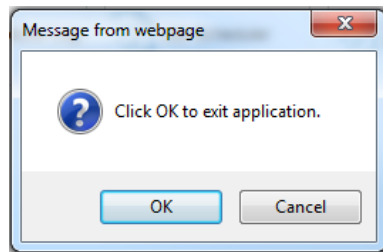
Exercise 5: Logging out of the DAVE Web-Base Application

Skills Learned: Logging out of the **DAVE** application.

1. From the **Main Menu** select **Main -> Logout**.



2. You will be prompted to “**Click OK to exit application**”. Click the **OK** button to exit. If you do not want to logout of the application, click the **Cancel** button, instead.



3. You can also directly select the **Logout Button**, always displayed and located in the far upper right of the screen.



If you select this option for logout, you will not be receive the “**Click OK to exit application**” prompt. You will simply be logged out.

4. Once logout is complete, you will be returned to the **Login** page.

General Death Registration Page Functionality

Page Controls and Navigation

Skills Learned: In these exercises you will learn how to navigate through **DAVE** using the various controls and icons provided. Mastery of these controls will speed you on your way to more efficient death record processing. The following exercises are designed to help you gain that mastery.

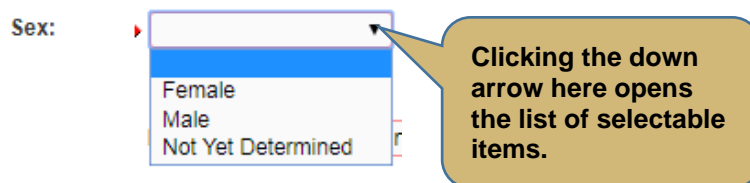
Exercise 1: Dropdown Lists

Dropdown lists provide you with a pre-defined list of choices. This eliminates the need to manually type in data, prevents inappropriate items from being entered, prevents spelling errors.

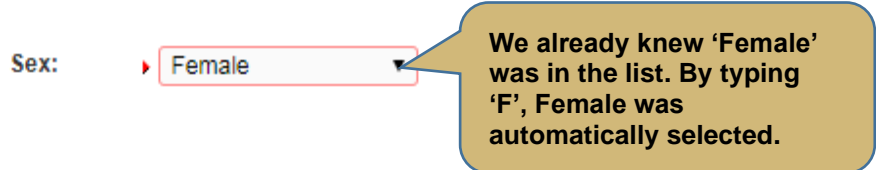
1. One of the first dropdown lists you are likely to encounter is the **Sex** dropdown list on the main **Start/Edit New Case** page. To view all items in the list simply click on the down-arrow on the right side of the control.



2. Notice that clicking on the down arrow will reveal the list of items that can be selected from that control. Some dropdown lists will have more selectable items than can be displayed on one page. In those cases, a scroll bar will appear on the left side of the list.



3. It's possible to select an item from the list without actually dropping the list down. If you already know the item you want to select, just tab to the dropdown and type the first letter in the name of the item.



If more than one word in the list starts with the same letter, typing that letter again will scroll through the list for you. For example, typing 'U' in this example would display 'Undetermined'. Typing it again will display 'Unknown'.

4. Once the list is highlighted, it is possible to navigate up and down through the list using the directional arrow keys on your keyboard. You can tell a list is highlighted by the blue shading that is placed around the outside of the field.

Exercise 2: Relinquish Case

Not Highlighted: Sex: Highlighted: Sex:

With the list highlighted and 'Female' selected, press the down-arrow button on your keyboard.

Sex:

Pressing the down-arrow with 'Female' highlighted scrolls down the list to 'Male'. Now press the up-arrow button.













Sex:

Pressing the up-arrow with 'Male' highlighted scrolls back up the list to 'Female'.

Sex:

Exercise 2: Standard Date Format

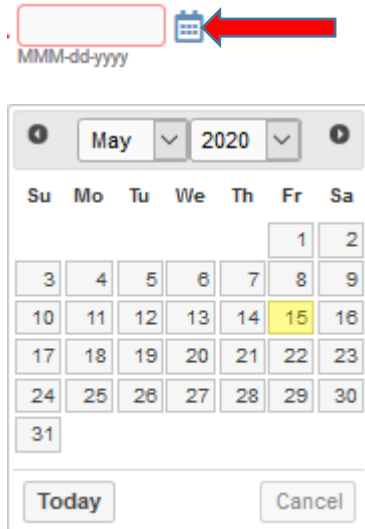
Skills Learned: In this exercise you will learn how to properly key dates into the **DAVE** system. While processing death registrations, you will frequently be inputting dates. **DAVE** allows you much flexibility in using several different date formats: are illustrated below:

Input Formats	Typed As:	System Converts to:
MM-DD-YYYY	<input type="text" value="02052014"/> 	<input type="text" value="Feb-05-2014"/> 
MM/DD/YYYY	<input type="text" value="02/05/2014"/> 	<input type="text" value="Feb-05-2014"/> 
MMDDYYYY	<input type="text" value="02052014"/> 	<input type="text" value="Feb-05-2014"/> 
MonDDYYYY	<input type="text" value="Feb052014"/> 	<input type="text" value="Feb-05-2014"/> 
Mon/DD/YYYY	<input type="text" value="Feb/05/2014"/> 	<input type="text" value="Feb-05-2014"/> 
Mon-DD-YYYY	<input type="text" value="Feb-05-2014"/> 	<input type="text" value="Feb-05-2014"/> 

In all cases you must use 2 digits each for Month and Day and 4 digits for Year. The only exception is the MonDDYYYY format that allows you to enter a 3-letter abbreviation for the Month. The MonDDYYYY format also supports Mon/DD/YYYY and Mon-DD-YYYY formats.

Exercise 3: Using Calendars

Skills Learned: In this exercise you will learn how to use the **Calendar control** to input dates without typing them in manually.





1. In addition to manual date entry, you can also click on the **Calendar icon** next to a date entry box to bring up a **Calendar control**.
2. By default, the current Month, Day and Year are pre-selected. The current month is pre-selected in the Month dropdown list, the current year is pre-selected in the Year dropdown list and the current day is highlighted in red. As with other drop-down lists we have seen, clicking on the down-arrow next to the month control (January, in this example) will reveal all the items in the list.
3. Once we have selected the correct Month and Year, clicking on the Day of the month will auto-populate the Date for us.


In addition to manually dropping down the list, we can just type the first letter of the month we are interested in or use the up and down arrows on the keyboard to scroll through the list until we find the month we want to select.

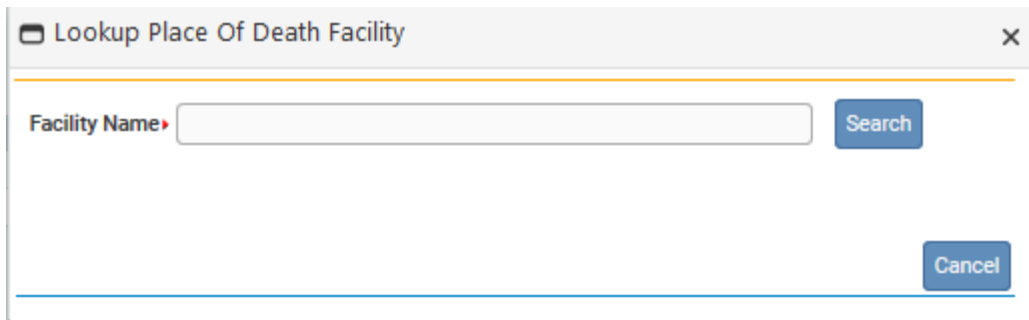
Keyboard Shortcut: Once a date control has been selected or tabbed into, pressing the f12 key will automatically place the current system date into the control.

Exercise 4: Lookup Controls

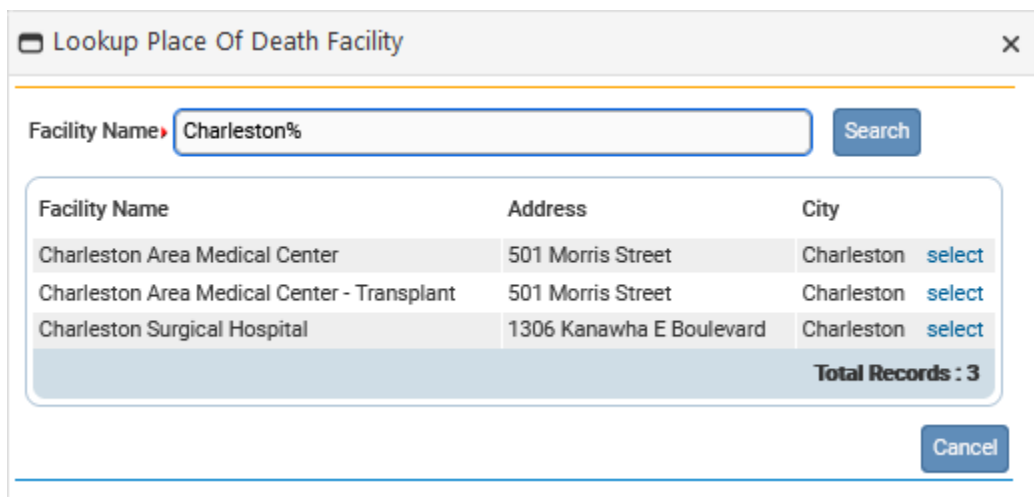
Skills Learned: In this exercise you will learn how to use **Lookup Controls**. **Lookup Controls** are searchable lists that display a grid of selectable data. **Lookup Controls** are all labeled, so you will know one when you see it.

1.  The **Lookup Icon** is a control displayed as a small magnifying glass next to fields in which a lookup can be performed. Wherever a **Lookup Icon** is displayed a  **Eraser Icon** control is also displayed.

2. Selecting the  **Lookup Icon** will display a pop-up control to search for a lookup the value that should be entered into the select field. For example, selecting the Place of Death **Lookup Icon**, will display the Lookup Place of Death Facility pop-up.



3. A Facility Name is should be entered into the search field. Wildcard searches can be utilized for Lookups. Simply enter a % at the end of the search criteria to perform a wildcard search. In the below example I entered “Charleston%” and selected Search, which returned a data grid of results for facility names which start with “Charleston”.





Facility Name	Address	City
Charleston Area Medical Center	501 Morris Street	Charleston select
Charleston Area Medical Center - Transplant	501 Morris Street	Charleston select
Charleston Surgical Hospital	1306 Kanawha E Boulevard	Charleston select

Total Records : 3


4. From the data grid list, select a facility. Notice that all of the controls on the **Place of Death** page have now been auto-filled.

Place Of Death

Type of place of death Other Specify

Facility Name  

Address

Street Number	Pre Directional	Street Name or PO Box, Rural Route, etc.	Street Designator	Post Directional	Apt #, Suite #, etc
<input type="text" value="501"/>	<input type="text" value=""/>	<input type="text" value="Morris"/>	<input type="text" value="Street"/>	<input type="text" value=""/>	<input type="text" value=""/>
Zip Code	City or Town	County	State	Country	
 <input type="text" value="25301"/>	<input type="text" value="Charleston"/>	<input type="text" value="Kanawha"/>	<input type="text" value="West Virginia"/>	<input type="text" value="United States"/>	

Exercise 5: Registration Status Bar

Skills Learned: In this exercise you will learn about the **Registration Status Bar**. The **Registration Status Bar** helps you keep track of missing data that can prevent a death record from being properly registered. It's also a valuable tool for tracking the status of a death case.

1. The **Registration Header** can be viewed from any of the pages of information in the **Death Registration Menu**. Simply locate the blue bar at the top of the information window that displays the case number, decedent name and date of death.



102 :Sarah Jones JUL-08-2021
/New Event/New Event/Not Registered/NA/NA/NA

2. The **DAVE** application provides work flow and data quality management through the assignment of statuses. The death registration process involves many steps that are completed by several parties. In order to track these steps the **DAVE** system assigns one or more statuses to the record when an action is performed (e.g. Select the validate page button) or event occurs (e.g. cremation clearance required).

The initial status assigned to a new electronic case is **New Event/New Event/Not Registered/Unsigned/Uncertified/NA**. (The status shown in the example above.) The goal of all parties in the registration process is to obtain a 'perfect' status. A perfect status would indicate the highest data quality and completion of all steps in the registration process. Sometimes a death record may contain values which are valid however cause soft edit rule failures, therefore it is also possible to have a registered record have a Personal Valid with exceptions or Medical Valid with exceptions status or any combination of valid and valid with exceptions.

Exercise 6: Validate Page and the Validation Frame

Skills Learned: In this exercise you will learn how to validate death records and prepare them for registration.

- Once you've entered information into the system you can validate that information by clicking on the **Validate Page** button.

6801 :Atest Casefortesting JUL-17-2017
 /New Event/New Event/Not Registered/Unsigned/Uncertified/NA

Pronouncement

Date of Death Date of Death Modifier
 Time of Death : Time of Death Modifier

Validate Page **Next** **Clear** **Save** **Return**

When you click on the **Validate Page** button, the **Validation Frame** will list all of the errors associated with that page. The list of Validation Results specific to data entry issues regarding the page will be displayed directly below the *Validate Page*, *Next*, *Clear*, *Save* and *Return* buttons.

Validation Results	List All Errors	Save Overrides	Hide
<p>Error Message Override Goto Field Popup</p> <p>DR_6221: Time of death cannot be left blank. Enter the exact time of death (hours and minutes) according to local time. One minute after 12 midnight is entered as "12:01 a.m." of the new day. If the exact time of death is unknown, the time should be approximated by the person who pronounces death.</p>			<input type="button" value="Fix"/> <input type="button" value="Fix"/>

The fields on the specific page which contain errors will be highlighted. Those highlighted in red must be corrected before the record can be signed or certified and registered.

Pronouncement

Date of Death Date of Death Modifier
MMM-dd-yyyy
 Time of Death : Time of Death Modifier

- If you click on the **List All Errors** button the system will display all errors associated with the entire death case, including those errors which exist for the current page.

Exercise 2: Relinquish Case

Validation Results List All Errors Save Overrides Hide

Error Message Override Goto Field Popup

DR_6221: Time of death cannot be left blank.
Enter the exact time of death (hours and minutes) according to local time. One minute after 12 midnight is entered as "12:01 a.m." of the new day. If the exact time of death is unknown, the time should be approximated by the person who pronounces death.

Fix Fix

3. Notice that the **List All Errors** button has now become the **List Page Errors** buttons. Clicking this button will reduce the list to those errors associated only with the currently displayed page.

4. If you want to hide the displayed list of errors then just click on the **Hide** button. Just re-click on the **Validate Page** button to view the errors again.

5. To fix an error, click on the Fix button in the **Goto Field** column. This will place the cursor or focus in the field that needs to be corrected. Use this option if you are on a page with many errors to correct.

Pronouncement

Date of Death: MAY-15-2020 MMM-dd-yyyy Date of Death Modifier

Time of Death: Time of Death Modifier

Validate Page Next Clear Save Return

Validation Results List All Errors Save Overrides Hide

Error Message Override Goto Field Popup

DR_6221: Time of death cannot be left blank.
Enter the exact time of death (hours and minutes) according to local time. One minute after 12 midnight is entered as "12:01 a.m." of the new day. If the exact time of death is unknown, the time should be approximated by the person who pronounces death.


Fix Fix

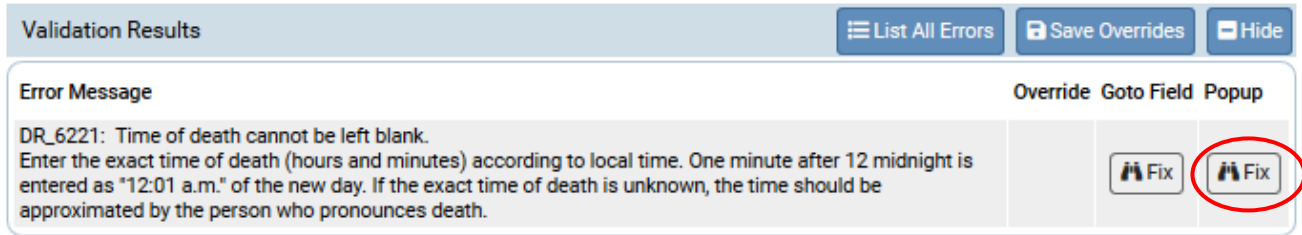
Send the focus to this control ...

... by selecting the "Fix" button here.



'Focus' determines which onscreen element is the target of action. If a text box 'has the focus' then anything typed on the keyboard appears in the text box. If a dropdown list 'has the focus' the down-arrow will open the list and the up-arrow will close the list.

Exercise 2: Relinquish Case

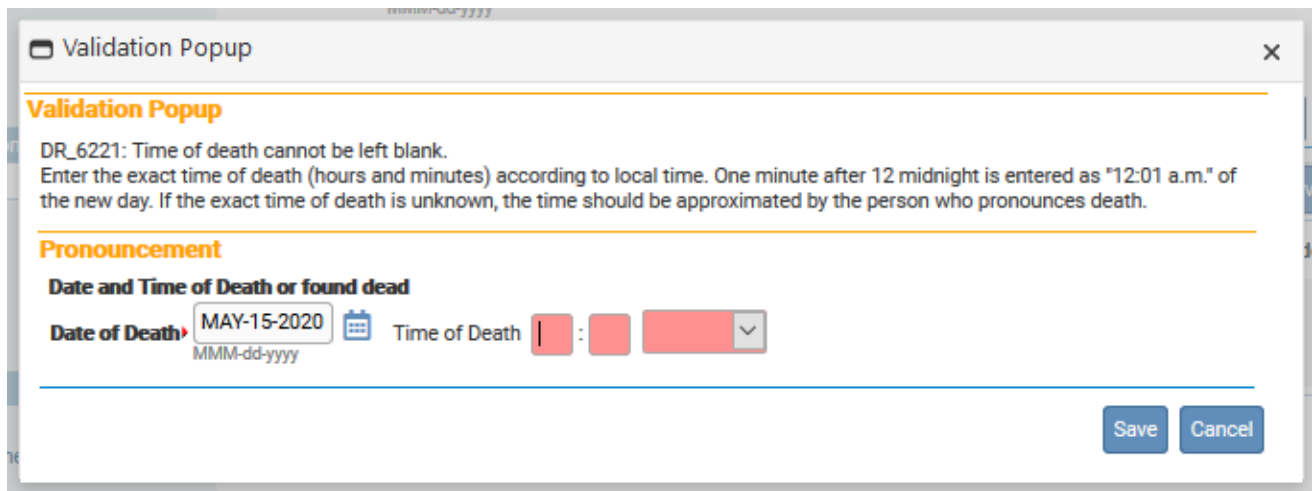
6. Another method of correcting mistakes is to click on the  button in the **Popup** column...



Validation Results List All Errors Save Overrides Hide

Error Message	Override	Goto Field	Popup
DR_6221: Time of death cannot be left blank. Enter the exact time of death (hours and minutes) according to local time. One minute after 12 midnight is entered as "12:01 a.m." of the new day. If the exact time of death is unknown, the time should be approximated by the person who pronounces death.			

...to launch a popup window containing the error to be corrected:





Validation Popup

Validation Popup

DR_6221: Time of death cannot be left blank.
Enter the exact time of death (hours and minutes) according to local time. One minute after 12 midnight is entered as "12:01 a.m." of the new day. If the exact time of death is unknown, the time should be approximated by the person who pronounces death.

Pronouncement

Date and Time of Death or found dead

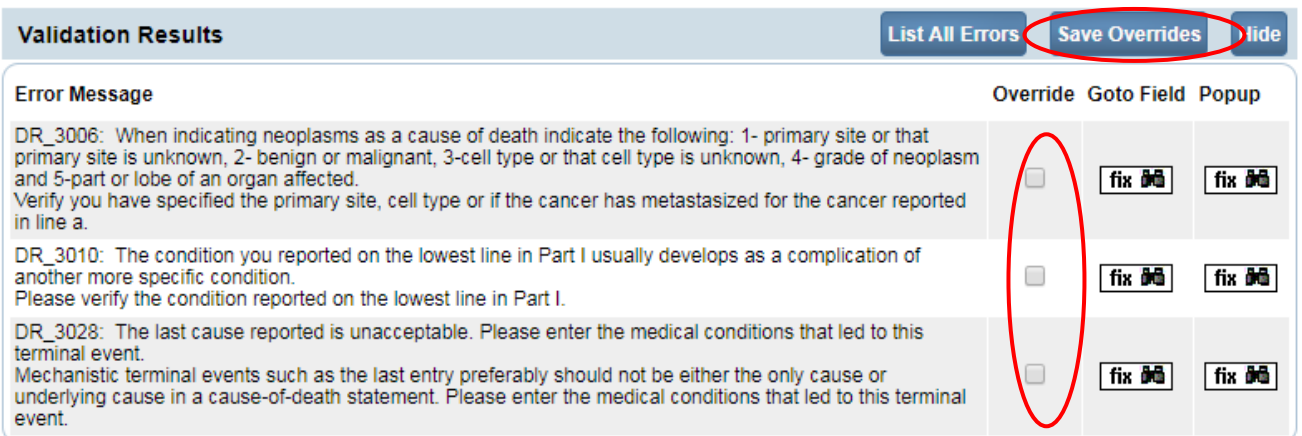
Date of Death: MAY-15-2020  Time of Death: | : | 

MMM-dd-yyyy







Save Cancel

7. Correct the error and click the **Save** button to submit your changes. The popup will close and your changes to the item will now be displayed on the page. Click the **Close** button if you want to close the popup without making any changes.

8. Sometimes, a death registration can be processed even with certain errors present in the registration. In those cases, a checkbox will be provided in the **Override** column.



Validation Results List All Errors Save Overrides Hide

Error Message	Override	Goto Field	Popup
DR_3006: When indicating neoplasms as a cause of death indicate the following: 1- primary site or that primary site is unknown, 2- benign or malignant, 3-cell type or that cell type is unknown, 4- grade of neoplasm and 5-part or lobe of an organ affected. Verify you have specified the primary site, cell type or if the cancer has metastasized for the cancer reported in line a.	<input type="checkbox"/>		
DR_3010: The condition you reported on the lowest line in Part I usually develops as a complication of another more specific condition. Please verify the condition reported on the lowest line in Part I.	<input type="checkbox"/>		
DR_3028: The last cause reported is unacceptable. Please enter the medical conditions that led to this terminal event. Mechanistic terminal events such as the last entry preferably should not be either the only cause or underlying cause in a cause-of-death statement. Please enter the medical conditions that led to this terminal event.	<input type="checkbox"/>		

Exercise 2: Relinquish Case

9. Put a checkmark (☑) in the **Override** box and click the **Save Overrides** button. This allows you to process a death registration even if some errors are present.

Validation Results	List All Errors	Save Overrides	Hide
Error Message	Override	Goto Field	Popup
DR_3006: When indicating neoplasms as a cause of death indicate the following: 1- primary site or that primary site is unknown, 2- benign or malignant, 3-cell type or that cell type is unknown, 4- grade of neoplasm and 5-part or lobe of an organ affected. Verify you have specified the primary site, cell type or if the cancer has metastasized for the cancer reported in line a.	<input checked="" type="checkbox"/>	fix 🗨	fix 🗨
DR_3010: The condition you reported on the lowest line in Part I usually develops as a complication of another more specific condition. Please verify the condition reported on the lowest line in Part I.	<input type="checkbox"/>	fix 🗨	fix 🗨
DR_3028: The last cause reported is unacceptable. Please enter the medical conditions that led to this terminal event. Mechanistic terminal events such as the last entry preferably should not be either the only cause or underlying cause in a cause-of-death statement. Please enter the medical conditions that led to this terminal event.	<input type="checkbox"/>	fix 🗨	fix 🗨

Important Note: Not all errors can be overridden!

10. There are two types of errors in **DAVE**: Hard and Soft. Hard edits are highlighted onscreen in red. Soft edits are highlighted in yellow. In the example below we have used a lower-case 'n' for middle initial and left out the last name entirely.

Certifier

Certifier Type [Red] **Red or 'Hard' edits cannot be overridden and must be corrected.**

Certifier Name

License Number Intern/Resident (If Not Licensed)

First Middle Last Suffix

Title Other Specify

Yellow, or 'Soft' edits can be overridden.

Certifier Address Edit Certifier Address

Street Number Pre Directional Street Name, Rural Route, etc. Street Designator Post Directional Apt #, Suite #, etc.

Zip Code City or Town State Country

Date Signed

You may have noticed that certain pages on the Death Registration Menu are marked with either a red x, yellow dot or green checkmark.

These colored shapes are your indication as to which pages contain errors and which pages are complete.

Medical Certification

- ✘ Pronouncement
- ✘ Place of Death
- Cause of Death
- ✘ Other Factors
- ✔ Injury
- ✘ Certifier

For example, pages marked with a red arrow ✘ contain hard edits that must be corrected before registration can be completed.

Pages marked with a yellow dot ● contain errors that can be overridden or errors that have already been overridden.

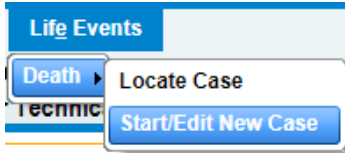
Pages marked with a green arrow ✔ contain no errors.

Once you have clicked the *Validate Page* button on any page the system will evaluate all pages and mark them accordingly with the red, yellow or green arrows.

[Start/Edit New Case](#)

Skills Learned: In these exercises you will learn how to use the Medical Certification pages of the **DAVE** application to process and certify a death record.

[Exercise 1: Decedent Page](#)





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

2. This will bring up the **Start/Edit New Case** page. Notice that First:, Last:, **Date of Death:**, **Sex** and **Place of death** are all marked with red arrows(▶). Fields with a red arrow next to them are required entries and must be completed before you will be allowed to perform a search.

Death Start/Edit New Case

Decedent's Information

First: ▶ <input type="text"/>	Last: ▶ <input type="text"/>	Date of Death: ▶ <input type="text"/>  MMM-dd-yyyy
Sex: ▶ <input type="text"/>	SSN: <input type="text"/>	Date of Birth: <input type="text"/>  MMM-dd-yyyy
Case Id: <input type="text"/>	ME Case Number: <input type="text"/>	Medical Record Number: <input type="text"/>
Place of Death Location Type: <input type="text" value="County"/>	Place of Death: ▶ <input type="text"/>	

 Search  Clear

Note: Before you will be allowed to create a new Death Record you must first search for an existing record. This is to prevent the creation of duplicate Death Records.

3. Once you have filled in the required items, click the **Search** button to proceed or, if you need to, click on the **Clear** button to clear all entries and start over.

Exercise 2: Relinquish Case

4. If no matching records are found, you will only be allowed to create a new record by selecting the **Start New Case** button or begin a new search by selecting the **New Search** button.

Death Search Results

There are no cases that match the criteria you have entered.
If this is a new case, select the Start New Case button or select the New Search button to perform a new search.

Start New Case New Search

If no matching records were found, click the 'Start New Case' button.

To begin a new search with new criteria click the 'New Search' button.

5. If you select the **Start New Case** button, a new case will be started and the **Decedent** page will be displayed

6. If a matching event was found, as would be the case when a medical certifier completes a record started by a funeral director, then select the underlined link in the **Decedent's Name** column.

Death Search Results

<u>Case Id</u>	<u>Decedent's Name</u>	<u>Date of Death</u>	<u>Sex</u>	<u>Place of Death</u>	<u>Date of Birth</u>	
6803	<u>Example, Atestrecord</u>	JUL-17-2017	Male	Maricopa	JUL-17-1942	Preview

Total Records : 1

Start New Case New Search

Note: All of the column headers on the Results page are underlined links. Clicking on any of these links will resort the table data accordingly.

7. Once either the **Start New Case** or the **Decedent's Name** Link are selected the **Death Registration Menu** and **Decedent** page will be displayed. You can now begin the process of creating or completing a death registration.

The Death Registration Menu is displayed to the left and lists the Registration Pages.

Exercise 2: Relinquish Case

Death Registration Menu		105 :Vivian Smith JUL-09-2021						
Personal Information	/New Event/New Event/Not Registered/Unsigned/Uncertified/NA							
Decedent	Decedent							
Place of Death	Will OCME be responsible for final disposition? <input type="button" value="No"/> ▾							
Medical Certification	Decedent's Legal Name							
Pronouncement	Prefix	First	Middle	Other Middle	Last	Suffix		
Cause of Death	<input type="text"/>	Vivian	<input type="text"/>	<input type="text"/>	Smith	<input type="text"/>		
Other Factors	Decedent's Maiden Name							
Injury	Last							
Certifier	<input type="text"/>							
Other Links	Aliases							
Comments	Add/Edit Alias Names							
Request Funeral Home	Sex	Social Security Number		SSN Verification Status				
Print Forms	Female ▾	<input type="text"/>		<input type="radio"/> None	<input type="radio"/> Unknown	UNVERIFIED (0)		
Refer to Medical Examiner	Date of Birth	Age	Years	Months	Days	Hours	Minutes	Verify SSN
Relinquish Case	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Request Medical Certification	Decedent's Birth Place							
Transfer Case	City or Town	County	State	Country				
	<input type="text"/>	<input type="text"/>	<input type="text"/>	United States				
	Ever in US Armed Forces? <input type="button" value="No"/> ▾							
	<input type="button" value="Validate Page"/> <input type="button" value="Next"/> <input type="button" value="Clear"/> <input type="button" value="Save"/> <input type="button" value="Return"/>							

Notice also, that not all information displayed on the **Decedent** page can be changed by Medical Facility users. Items that are grayed out can only be completed when the “Will OCME be responsible for final disposition?” question is Yes.

Items in gray cannot be changed by Medical Facility users.

8. **Will OCME be responsible for final disposition?** defaults to **No**. This option is grayed out and can only be changed by a Medical Examiner who will be fully responsible for completion of the record.

Exercise 2: Pronouncement

Skills Learned: In this exercise you will learn how to complete the **Pronouncement** page.

Under **Medical Certification** on the **Death Registration Menu** the Medical Facility user will need to fill out the **Pronouncement** page:

The screenshot displays the 'Pronouncement' page within the 'Death Registration Menu'. The sidebar on the left lists various menu items, with 'Pronouncement' highlighted. The main content area shows the following fields and controls:

- Date of Death:** A calendar control showing 'JUL-17-2017'.
- Date of Death Modifier:** A dropdown menu.
- Time of Death:** Input fields for hours and minutes.
- Time of Death Modifier:** A dropdown menu.
- Buttons:** 'Validate Page', 'Next', 'Clear', 'Save', and 'Return'.

1. Make a selection from the **Date of Death Modifier** dropdown list. If the actual date of death is known, select **Actual**. If the date is unknown, then select **Unknown**. If the date of death is questionable, then select **Approximate**. If it is known when the body was found but a date cannot be determined, then select **Found**.
2. In the **Date of Death** calendar control enter the date on which death occurred. This is a mandatory field and must be completed for all death registrations. Even when actual date of death is not known. This field is required to start a new death record on **DAVE** and will most often already be completed based on the information entered to start the case.
3. Make a valid selection from the **Time of Death Modifier** control.
4. In the **Time of Death** control enter the time death occurred. Be sure to make a valid selection from the **AM/PM** dropdown list.
5. Click the **Validate Page** button to check this page for errors, the **Next** button to proceed to the **Place of Death** page, the **Clear** button to clear all entries, the **Save** button to save changes without leaving this page, or the **Return** button to return to the **Main Menu**.

Exercise 3: Place of Death

Skills Learned: In this exercise you will learn how to complete the **Place of Death** page.

Death Registration Menu

- Personal Information
- Decedent
- Medical Certification
- Pronouncement
- Place of Death
- Cause of Death
- Other Factors
- Injury
- Certifier
- Other Links**
- Comments
- Print Forms
- Refer to Medical Examiner
- Transfer Case
- Switch User

6803 :Atestrecord Example JUL-17-2017
/New Event/New Event/Not Registered/Unsigned/Uncertified/NA

Place Of Death

Type of place of death Other Specify

Facility Name

Address

Street Number	Pre Directional	Street Name or PO Box, Rural Route, etc.	Street Designator	Post Directional	Apt #, Suite #,etc
<input type="text" value="1930"/>	<input type="text" value="E"/>	<input type="text" value="Thomas"/>	<input type="text" value="Road"/>	<input type="text" value=""/>	<input type="text" value=""/>
Zip Code	City or Town	County	State	Country	
<input type="text" value="85016"/>	<input type="text" value="Phoenix"/>	<input type="text" value="Maricopa"/>	<input type="text" value="Arizona"/>	<input type="text" value="United States"/>	

Medical Record Number

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

- Inpatient
- ER/Outpatient
- DOA
- Hospice Facility
- Nursing Home/Long term care facility
- Decedent's Home
- Other (Specify)

2. The **Facility Name** and **Address** are system filled with the facility information the Medical Certifier has logged in under. Depending on the **Type of Place of Death** selected this information can be updated.

If the **Type of Place of Death** selected is **DOA**, **ER/Outpatient**, or **Inpatient** then the **Facility Name** and **Address** will remain system filled and disabled.

Place Of Death

Type of place of death Other Specify

Facility Name

Address

Street Number	Pre Directional	Street Name or PO Box, Rural Route, etc.	Street Designator	Post Directional	Apt #, Suite #,etc
<input type="text" value="701"/>	<input type="text" value=""/>	<input type="text" value="Madison"/>	<input type="text" value="Avenue"/>	<input type="text" value=""/>	<input type="text" value=""/>
Zip Code	City or Town	County	State	Country	
<input type="text" value="25130"/>	<input type="text" value="Madison"/>	<input type="text" value="Boone"/>	<input type="text" value="West Virginia"/>	<input type="text" value="United States"/>	

If **Decedent's Home** 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.

Place Of Death

Type of place of death Other Specify

Facility Name

Address

Street Number	Pre Directional	Street Name or PO Box, Rural Route, etc.	Street Designator	Post Directional	Apt #, Suite #,etc
<input type="text" value="2332"/>	<input type="text" value=""/>	<input type="text" value="Main"/>	<input type="text" value="Street"/>	<input type="text" value=""/>	<input type="text" value=""/>
Zip Code	City or Town	County	State	Country	
<input type="text" value="25009"/>	<input type="text" value="Ashford"/>	<input type="text" value="Boone"/>	<input type="text" value="West Virginia"/>	<input type="text" value="United States"/>	

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.

Place Of Death


Type of place of death Other Specify

Facility Name

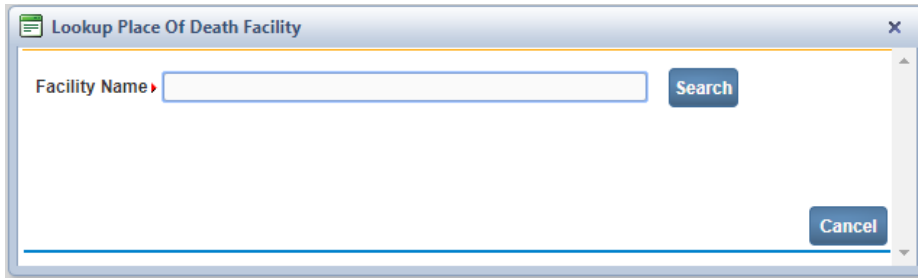
Address

Street Number	Pre Directional	Street Name or PO Box, Rural Route, etc.	Street Designator	Post Directional	Apt #, Suite #,etc
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="Mile Marker 38 on Highway 45"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Zip Code	City or Town	County	State	Country	
<input type="text" value="25108"/>	<input type="text" value="Hewett"/>	<input type="text" value="Boone"/>	<input type="text" value="West Virginia"/>	<input type="text" value="United States"/>	

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

- Use the **Lookup** control  to search for and select the actual facility where death occurred. The **Lookup Place of Death Facility** pop-up search box is displayed.

Exercise 2: Relinquish Case

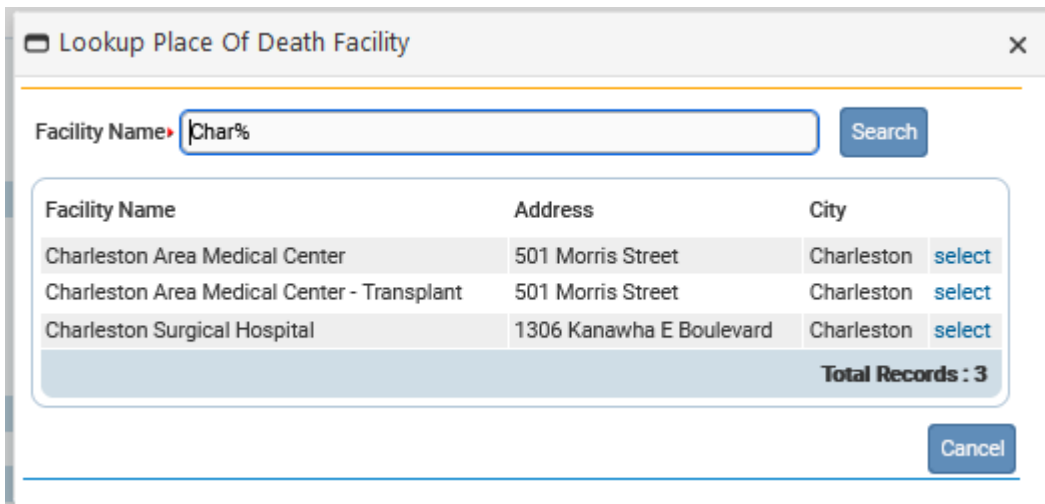


Lookup Place Of Death Facility

Facility Name: Search

Cancel

Enter search criteria into the facility name field. A wildcard (%) can be used to search in this field. From the search results list, click the **Select** link to add the Place of Death facility.



Lookup Place Of Death Facility

Facility Name: Search

Facility Name	Address	City	
Charleston Area Medical Center	501 Morris Street	Charleston	select
Charleston Area Medical Center - Transplant	501 Morris Street	Charleston	select
Charleston Surgical Hospital	1306 Kanawha E Boulevard	Charleston	select

Total Records : 3

Cancel

4. Click the **Validate Page** button to check this page for errors, the **Next** button to proceed to the **Cause of Death** page, the **Clear** button to clear all entries, the **Save** button to save changes without leaving this page, or the **Return** button to return to the **Main Menu**.

Exercise 4: Cause of Death

Skills Learned: In this exercise you will learn how to complete the **Cause of Death** page.

1. The **Cause of Death** page is somewhat unique in that it consists primarily of text boxes. Using the text boxes enter the cause(s) of death, the interval onset to death and any other contributing factors.

Death Registration Menu

- Personal Information
- Decedent
- Medical Certification
 - Pronouncement
 - Place of Death
 - Cause of Death**
 - Other Factors
 - Injury
 - Certifier
- Other Links
 - Comments
 - Print Forms
 - Refer to Medical Examiner
 - Transfer Case
 - Switch User

6803 :Atestrecord Example JUL-17-2017
 /New Event/New Event/Not Registered/Unsigned/Uncertified/NA

Cause of Death

[NCHS Recommendations for Entry of Cause of Death](#)

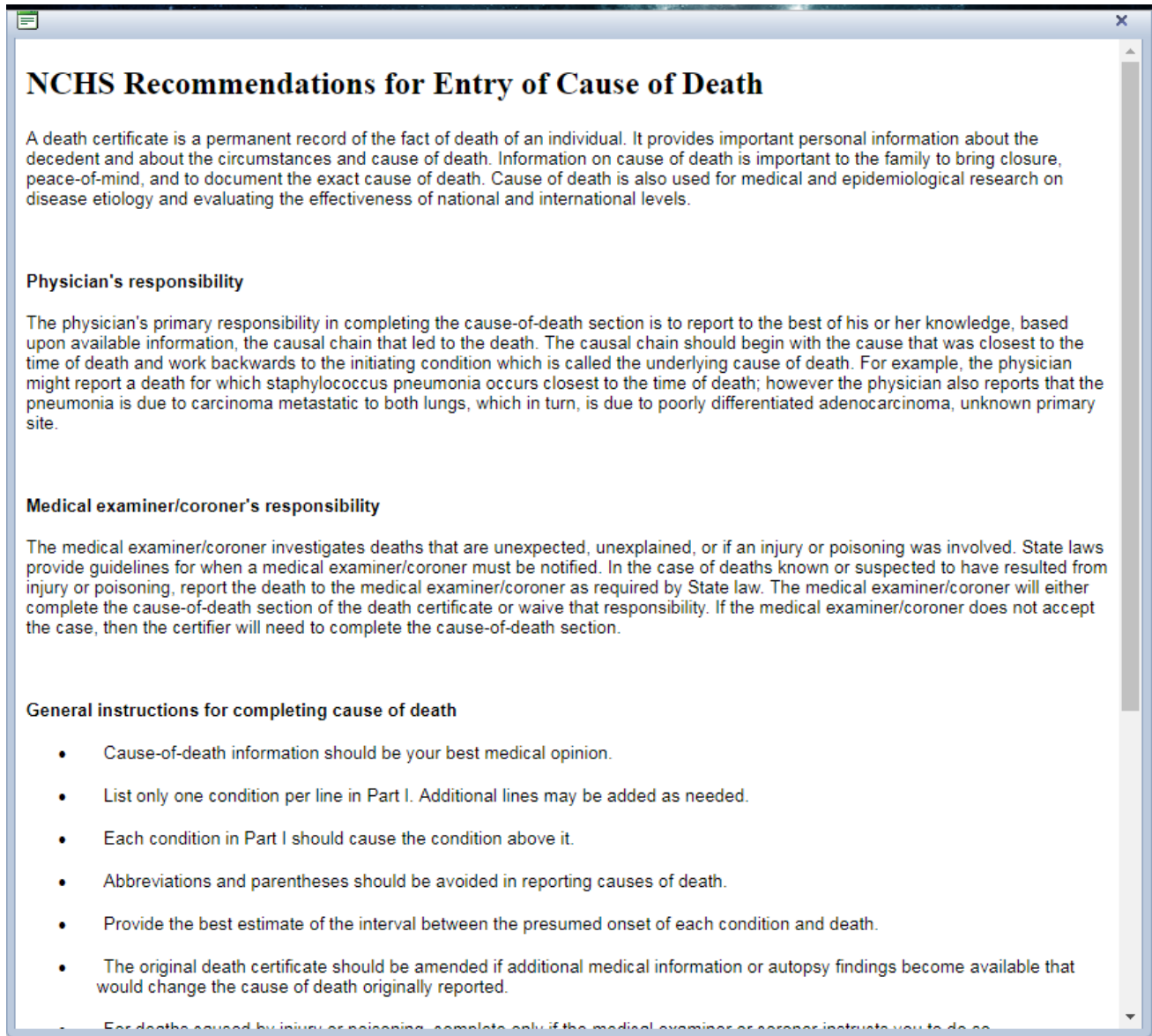
Enter the chain of events- diseases, injuries, or complications- that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. DO NOT ENTER OLD AGE. Enter only one cause on a line. Add additional lines if necessary.

Sequentially list conditions, if any, leading to the cause listed on line a. Enter the UNDERLYING CAUSE (disease or injury that initiated the events resulting in death) LAST.

Cause of Death	Approximate Interval Onset to Death
Immediate Cause (Final disease or condition resulting in death) PART I Line a <input type="text"/>	<input type="text"/>
Due to or as a consequence of Line b <input type="text"/>	<input type="text"/>
Due to or as a consequence of Line c <input type="text"/>	<input type="text"/>
Due to or as a consequence of Line d <input type="text"/>	<input type="text"/>
PART II Other significant conditions <input type="text"/>	

Check Spelling Validate Page Next Clear Save Return

2. For help in completing this page, click on the **NCHS Recommendations for Entry of Cause of Death** link. A dialog will open (shown below) with instructions for completing the **Cause of Death** page.



NCHS Recommendations for Entry of Cause of Death

A death certificate is a permanent record of the fact of death of an individual. It provides important personal information about the decedent and about the circumstances and cause of death. Information on cause of death is important to the family to bring closure, peace-of-mind, and to document the exact cause of death. Cause of death is also used for medical and epidemiological research on disease etiology and evaluating the effectiveness of national and international levels.

Physician's responsibility

The physician's primary responsibility in completing the cause-of-death section is to report to the best of his or her knowledge, based upon available information, the causal chain that led to the death. The causal chain should begin with the cause that was closest to the time of death and work backwards to the initiating condition which is called the underlying cause of death. For example, the physician might report a death for which staphylococcus pneumonia occurs closest to the time of death; however the physician also reports that the pneumonia is due to carcinoma metastatic to both lungs, which in turn, is due to poorly differentiated adenocarcinoma, unknown primary site.

Medical examiner/coroner's responsibility

The medical examiner/coroner investigates deaths that are unexpected, unexplained, or if an injury or poisoning was involved. State laws provide guidelines for when a medical examiner/coroner must be notified. In the case of deaths known or suspected to have resulted from injury or poisoning, report the death to the medical examiner/coroner as required by State law. The medical examiner/coroner will either complete the cause-of-death section of the death certificate or waive that responsibility. If the medical examiner/coroner does not accept the case, then the certifier will need to complete the cause-of-death section.

General instructions for completing cause of death

- Cause-of-death information should be your best medical opinion.
- List only one condition per line in Part I. Additional lines may be added as needed.
- Each condition in Part I should cause the condition above it.
- Abbreviations and parentheses should be avoided in reporting causes of death.
- Provide the best estimate of the interval between the presumed onset of each condition and death.
- The original death certificate should be amended if additional medical information or autopsy findings become available that would change the cause of death originally reported.
- For deaths caused by injury or poisoning, complete only if the medical examiner or coroner instructs you to do so.

3. The **Cause of Death** page consists of two parts:

Exercise 2: Relinquish Case

Immediate Cause (Final disease or condition resulting in death)

PART I
Line a

Due to or as a consequence of

Line b

Due to or as a consequence of

Line c

Due to or as a consequence of

Line d

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.

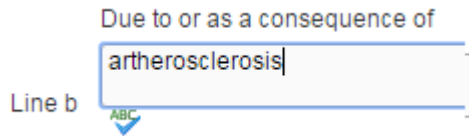
Approximate Interval
Onset to Death

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

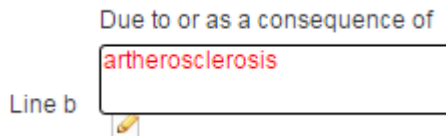
PART II
Other significant conditions

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

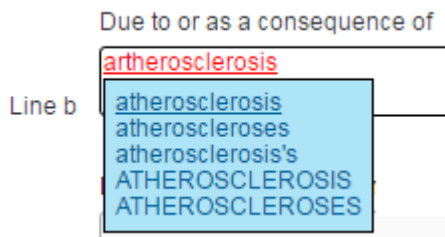
1. After making an entry, select the *Spell Check* icon located below the line.



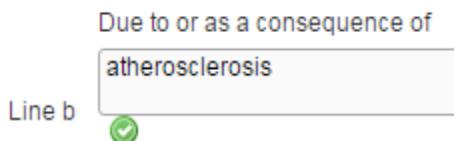
2. DAVE™ will check all phrases entered and highlight any misspelled entries.



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.




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.

Exercise 2: Relinquish Case


Immediate Cause (Final disease or condition resulting in death)

PART I
Line a



Due to or as a consequence of


Line b


Due to or as a consequence of

Line c


Due to or as a consequence of

Line d


PART II
Other significant conditions


5. Click the **Validate Page** button to check this page for errors, the **Next** button to proceed to the **Other Factors** page, the **Clear** button to clear all entries, the **Save** button to save changes without leaving this page, or the **Return** button to return to the **Main Menu**.

Exercise 5: Other Factors

Skills Learned: In this exercise you will learn how to complete the **Other Factors** page.

1. The **Other Factors** page contains any other information relevant to the death: **Autopsy Performed, Tobacco Use, etc...**

2. From the **Autopsy Performed** dropdown list select either **Yes** or **No**, accordingly. If **Yes** is selected from **Autopsy Performed**, then make a selection from the **Autopsy findings available to complete cause of death** dropdown list, also.

Other Factors

3. If decedent is female, make a selection from the **If Female, specify pregnancy status** dropdown list. If male or undetermined, the field will be greyed out and system filled with Not Applicable.

Exercise 2: Relinquish Case

Other Factors

Autopsy Performed

Autopsy findings available to complete cause of death

If Female age 10-65, specify pregnancy status

Not Applicable

Did tobacco use contribute to death

Manner of Death

Was case referred to the Medical Examiner?

ME Case Number

Validate Page

Next

Clear

Save

Return

4. Finish the page by making selections from the remaining dropdown lists. Include the **ME Case Number** if **Was case referred to Medical Examiner** was answered **Yes**.
5. Click the **Validate Page** button to check this page for errors, the **Next** button to proceed to the **Injury** page, the **Clear** button to clear all entries, the **Save** button to save changes without leaving this page, or the **Return** button to return to the **Main Menu**.


Exercise 6: Injury

Skills Learned: In this exercise you will learn how to complete the Injury page.

1. The **Injury** page, shown below, will only be completed if the manner of death, selected on the **Other Factors** page, was anything other than Natural.

Injury

ME Case Number

Date of Injury  Date of Injury Modifier

Time of Injury : Time of Injury Modifier


Injury at Work

Place of Injury - at home, farm, street, factory, office, building, etc. Other Specified Place

Location of Injury

Street Number Pre Directional Street Name or PO Box, Rural Route, etc. Street Designator Post Directional Apt #, Suite #, etc.

Zip Code City or Town County State Country

 United States

Describe how injury occurred:

If transportation injury, Specify Other Specify

Seatbelt Restraint Status

Helmet Status

All non-natural manners of death should be completed and reported ONLY by the Medical Examiner. The Medical Certifier is not given access to select any other Manner of Death except Natural and therefore will not complete the Injury page.

For Medical Examiner:


2. Place date fatal injury occurred in the **Date of Injury** control, without respect to actual date of death. Select the appropriate **Date of Injury Modifier**.
3. Place time fatal injury occurred in the **Time of Injury** control, without respect to actual time of death. Select the appropriate **Time of Injury Modifier**.
4. If injury occurred on the job, select **Yes** from the **Injury at Work** dropdown list.
5. Make a selection from **Place of Injury** dropdown list.

6. Complete the **Injury Location** tab by providing the address at which fatal injury occurred.
7. Provide the circumstance surrounding the injury in the **Describe how injury occurred** text box control.
8. Make a valid selection from the **Injury Activity** dropdown list by selecting the option that best describes the injury incurred.
9. If fatal injury was the result of a transportation mishap, then make a selection from the **If Transportation Accident, specify** dropdown list. If **Other** is selected from the list, then complete the **Other Specify** text box control. If injury is not transportation related then leave both of these controls blank.
10. Click the **Validate Page** button to check this page for errors, the **Next** button to proceed to the **Certifier** page, the **Clear** button to clear all entries, the **Save** button to save changes without leaving this page, or the **Return** button to return to the **Main Menu**.


Exercise 7: Certifier

Skills Learned: In this exercise you will learn how to complete information relative to the person certifying the death.

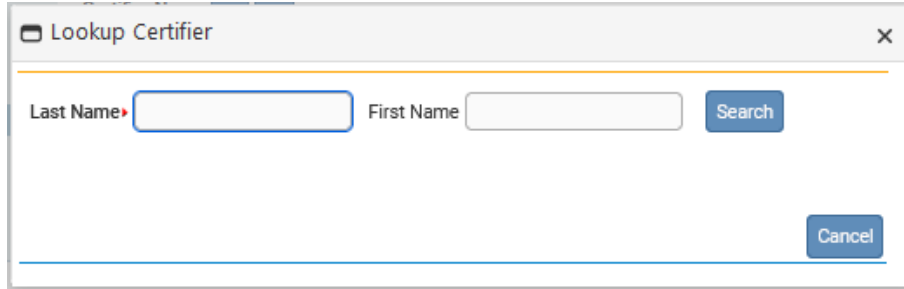
1. The **Certifier** page, shown below, is used to gather information on the person legally responsible for providing the decedent's cause of death.

If the current user is a medical certifier, then the **Certifier** controls will be system filled with the user's information. If it is necessary to change the certifier information, as would be the case when one certifier was keying the case on behalf of another, then select the **Lookup** icon  and select the appropriate certifier. If the user is not a medical certifier then the **Certifier** controls will be blank upon initial display of the certifier page.

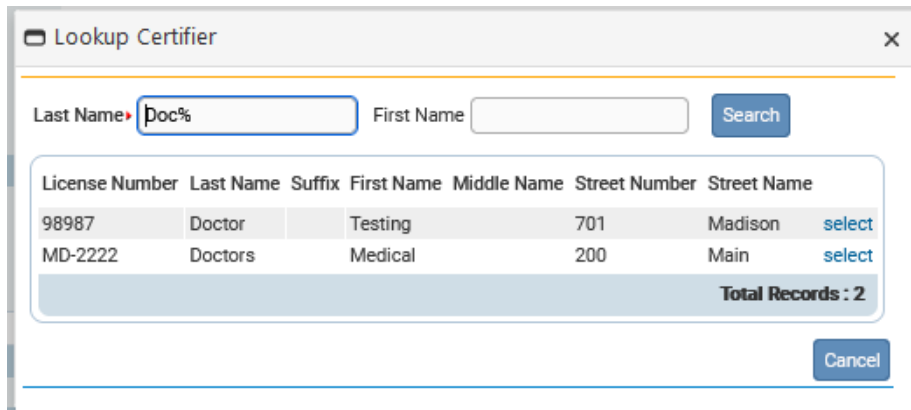
2. Make a selection from the **Certifier Type** dropdown list. **Certifier Type** represents the role the certifier played in completing the case.

3. To update or add a certifier, select the **Lookup** icon  next to Certifier Name. The Lookup Certifier popup will be displayed.

Exercise 2: Relinquish Case



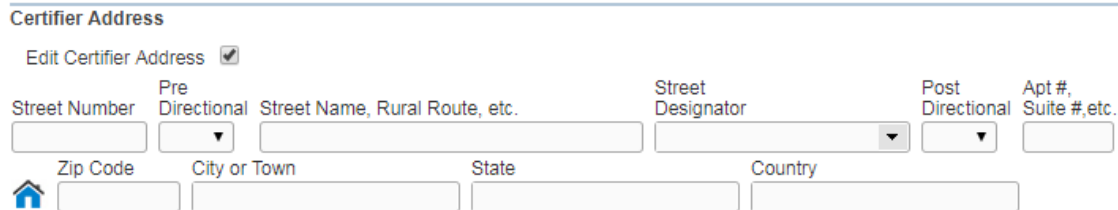
Enter the Certifier's last name and select search. A wildcard (%) can be used to search in this control.



License Number	Last Name	Suffix	First Name	Middle Name	Street Number	Street Name
98987	Doctor		Testing		701	Madison select
MD-2222	Doctors		Medical		200	Main select

4. Click the **Select** link to auto-populate **Certifier Name** and **Certifier Address** tab controls.

5. The **Certifier Address** is system filled with a medical facility address or the office address from the physician table. Sometimes it may be necessary to change this address, as would be the case when a physician works from multiple offices. To change the **Certifier Address**, select the **Edit Certifier Address** checkbox. The address will be cleared and the controls enabled to allow new address entry.



6. The **Date Signed** control will be system filled upon successful **Affirmation** by the certifier.

7. Click the **Validate Page** button to check this page for errors, the **Clear** button to clear all entries, the **Save** button to save changes without leaving this page, or the **Return** button to return to the **Main Menu**.

Note: If the case does not have a status of Medical Valid or Medical Valid with Exceptions (all page indicators are green or yellow), you will not be able to advance to the affirmation page.

Exercise 8: Certify-Affirm

Skills Learned: In this exercise you will learn how **Certify -Affirm** a Death Record.

An affirmation is used to record the fact that the medical certifier is accepting legal responsibility for the accuracy of the information provided. In many jurisdictions these are legally binding statements made under the penalty of perjury.

- To **Certify-Affirm** a death record, place a checkmark in the **Affirm the following:** checkbox and click the **Affirm** button.

Death Registration Menu

6803 :Atestrecord Example JUL-17-2017

/Personal Invalid/Medical Valid/Not Registered/Unsigned/Uncertified/NA/Personal Pending/Certification Required/FIPS Coding Required

Affirmations

Affirm the following:

TO THE BEST OF MY KNOWLEDGE, THE INFORMATION ABOVE IS CORRECT AND THE DEATH OCCURRED DUE TO THE CAUSE(S) AND MANNER STATED.

Buttons: Affirm, Clear, Return

Callout 1: Select the Certify Page

Callout 2: Select the Checkbox Next to the Affirmation

Callout 3: Select Affirm

Once the Affirm link is selected the Authentication Successful message will be displayed.

Death Registration Menu

6803 :Atestrecord Example JUL-17-2017

/Personal Invalid/Medical Valid/Not Registered/Unsigned/Certified/NA/Personal Pending/FIPS Coding Required

Affirmations

Authentication successful.

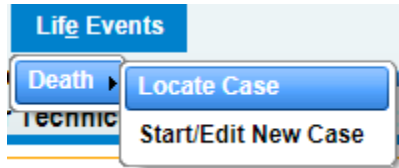
Buttons: Clear, Return

- Click the **Return** button to return to the **Decedent** page of the **Death Registration Menu**.

Exercise 9: Locate Case

Skills Learned: In this exercise you will learn how to locate cases in the **DAVE** system. Please note that, when searching for existing cases, only those records “owned” by the user or facility currently using the application will be returned.

The **Locate Case** page is used by data providers such as funeral directors, physicians and medical examiners to locate registered and unregistered cases 'owned' by the office to which the current user is associated and logged in under. These cases can be opened for review or editing purposes for a jurisdictionally defined period of time even after they have been formally registered.



1. From the **DAVE Main Menu**, select **Life Events -> Death -> Locate Case**:

2. The **Locate Case** page offers many different identifiers on which to base a search. While there is no minimum requirement on the number of identifiers to use, it is recommended that as much information be included as possible. This will help to narrow your search results.

Death Locate Case

Decedent's Information

First:	<input type="text"/>	Last:	<input type="text"/>	Date of Death:	<input type="text"/>	
Sex:	<input type="text"/>	SSN:	<input type="text"/>	Date of Birth:	<input type="text"/>	
Case Id:	<input type="text"/>	ME Case Number:	<input type="text"/>	Medical Record Number:	<input type="text"/>	
Place of Death Location Type:	<input type="text" value="County"/>	Place of Death:	<input type="text"/>			

Search Soundex Clear

Exercise 2: Relinquish Case

3. In the example below, we are searching only on **Last** name. Enter the decedent's last name as 'Test' and selecting the **Search** button.

Death Locate Case

Decedent's Information

First:	<input type="text"/>	Last:	<input type="text" value="Test"/>	Date of Death:	<input type="text"/>
Sex:	<input type="text"/>	SSN:	<input type="text"/>	Date of Birth:	<input type="text"/>
Case Id:	<input type="text"/>	ME Case Number:	<input type="text"/>	Medical Record Number:	<input type="text"/>
Place of Death Location Type:	<input type="text" value="County"/>	Place of Death:	<input type="text"/>		

[Search](#) [Soundex](#) [Clear](#)

4. Searching on **Last** name only returns the following results:

Death Search Results

Case Id	Decedent's Name	Date of Death	Sex	Place of Death	Date of Birth	
4602	Test, Sandra	JUN-21-2017	Male	Maricopa	APR-28-1923	Preview
1	Test, Sandra A	JAN-02-2017	Male	Maricopa	APR-28-1923	Preview
3322	Test Jraslfkj, Zip Code	MAY-01-2017	Male	Apache	MAY-01-1990	Preview

Total Records : 3

[New Search](#)

5. The **Death Search Results** page is used to retrieve records that have been started and need to be reviewed/edited. However, in the example above, there are 3 potential matching records. Locate and click the **Preview** link in the far right column of the **Results** window. Clicking on this link will open a preview pane that provides a brief summary of the record.

Death Search Results

Case Id	Decedent's Name	Date of Death	Sex	Place of Death	Date of Birth	
4602	Test, Sandra	JUN-21-2017	Male	Maricopa	APR-28-1923	Select
1	Test, Sandra A	JAN-02-2017	Male	Maricopa	APR-28-1923	Preview
3322	Test Jraslfkj, Zip Code	MAY-01-2017	Male	Apache	MAY-01-1990	Preview

Total Records : 3

[New Search](#)

Preview

File Number: **File Date:**
Case Id: 4602 **Medical Record Number:**
Decedent's Name: Sandra Test **Date of Death:** JUN-21-2017
Spouse's Name: **Marital Status:** Never Married
Sex: Male **Date of Birth:** APR-28-1923 **SSN:** None
City or Town of Death: Phoenix **County:** Maricopa
Place of Death: Arizona Heart Hospital
Residence: Phoenix Arizona, United States
Mother's Maiden Name: Ma Ma
Funeral Director: Funeral Director
Funeral Home: Abbey Funeral Chapel, 3435 N First Avenue, Tucson
Medical Certifier: A Good Doctor
Date Entered: JUN-21-2017 **Last Update Made By:** Testing Purposes
Status: /Personal Valid/Medical Valid/Not Registered/Unsigned/Uncertified/NA/Signature Required/Certification Required/Cremation Clearance Approved

Exercise 2: Relinquish Case

- If, after examining the preview pane, you are confident that you have located the desired record, then click on the decedent name link in the **Decedent's Name** column to open the record for review and/or editing.
- With the record open, it can now be reviewed and/or edited.

Death Registration Menu

- Personal Information
- Decedent**
- Medical Certification
 - Pronouncement
 - Place of Death
 - Cause of Death
 - Other Factors
 - Certifier
 - Certify
- Other Links
 - Comments
 - Print Forms
 - Refer to Medical Examiner
 - Transfer Case
 - Switch User

4602 :Sandra Test JUN-21-2017
/Personal Valid/Medical Valid/Not Registered/Unsigned/Uncertified/NA/Signature Required/Certification Required/Cremation Clearance Approved

Decedent

Medical Institution or Tribal Law Enforcement Authority will be entirely responsible for registration of record.

Decedent's Legal Name

First: Middle: Last: Suffix:

Aliases

Add/Edit Alias Names

Sex: Social Security Number: None Unknown

Date of Birth: Age: Under 1 Year: Months: Days: Under 1 Day: Hours: Minutes: SSN Verification Status: UNVERIFIED (0)

Decedent's Birth Place

City or Town: County: State: Country:

Ever in US Armed Forces?

Decedent Maiden Name:

- Another feature of the **Locate Case** page is the **Soundex** button. Using **Soundex** you can locate records even when you are unsure of the spelling of the decedent's name. In the example below, we have misspelled "**Sandra Test**" as "**Sawndraw Testt**". However, clicking the **Soundex** button instead of the **Search** button...

Death Locate 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: Place of Death:

Which produces the exact same search results as if we would have searched for Sandra Test.

Exercise 2: Relinquish Case

Death Search Results

Case Id	Decedent's Name	Date of Death	Sex	Place of Death	Date of Birth	
4602	Test, Sandra	JUN-21-2017	Male	Maricopa	APR-28-1923	Preview
1	Test, Sandra A	JAN-02-2017	Male	Maricopa	APR-28-1923	Preview

Total Records : 2

[New Search](#)

Remember, only those records “owned” by the current user’s facility will be returned.

Other Links

Exercise 1: Print Forms - Working Copy

Skills Learned: In this exercise you will learn how to send working copies of a completed death certificate to an installed printed.

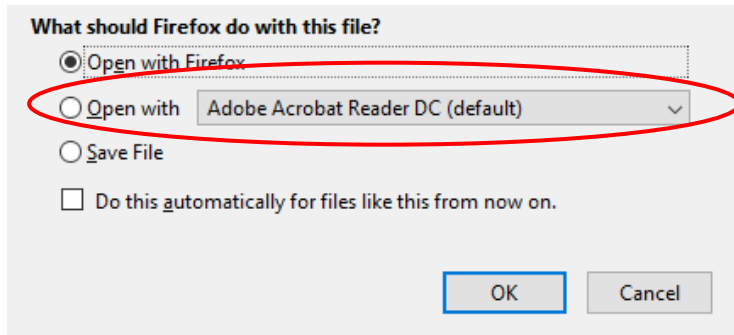
Note: The ability to print Work Copies is based on user security privileges. Typically, Physicians, Medical Personnel, Funeral Directors, and Medical Examiners will be allowed to print Working Copies.

1. Select **Death Registration Menu -> Other Links ->Print Forms.**



2. Select the **Working Copy** for printing. Depending on which browser you are accessing DAVE within you will get different options for opening and printing the working copy.

Firefox - Displays the following message:



Select the “Open with”, chose a PDF reader and the PDF of the Working Copy will be displayed.

Google Chrome - Displays a downloaded document link in the lower left corner of the browser.



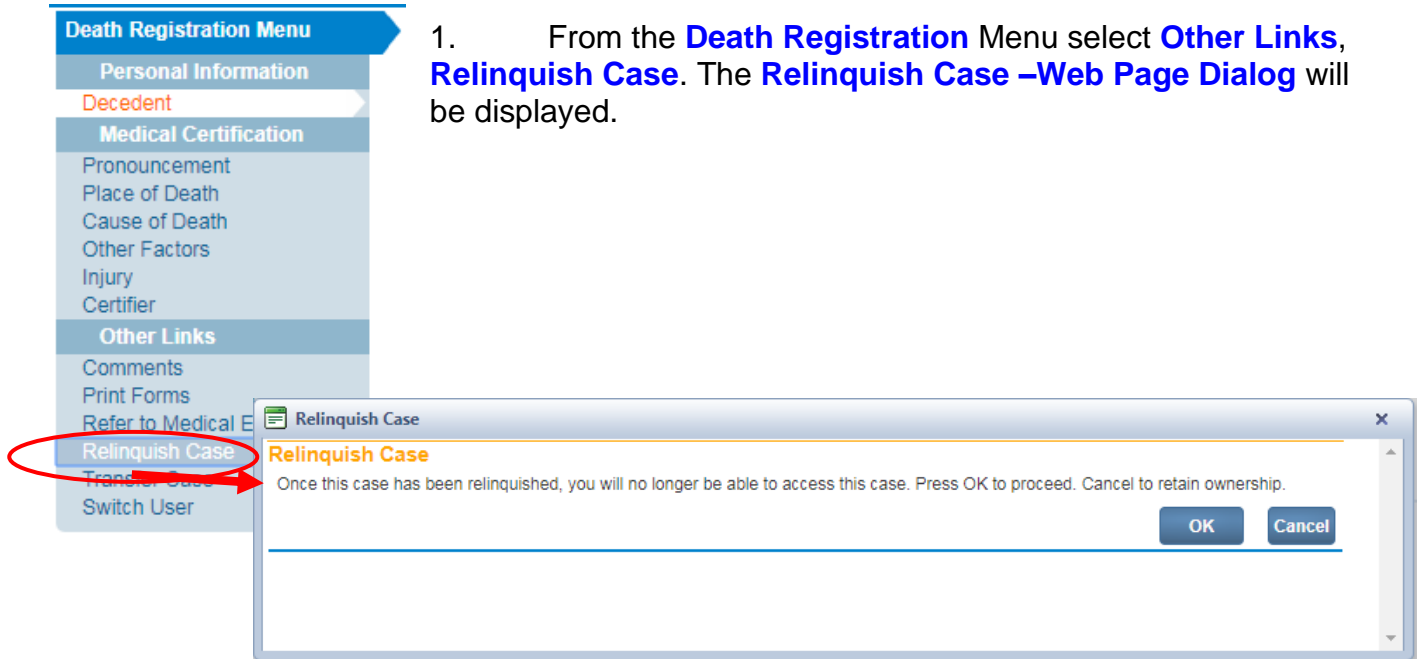
Select the download link and the PDF of the Working Copy will be displayed.

.

Exercise 2: Relinquish Case

Once a Physician, Medical Examiner or Funeral Home Director has taken “ownership” of a record no other similar user will be allowed “write access” to the record. That is, only the medical facility, physician’s office, medical examiner office, or funeral home director that “owns” the record can make changes to the record.

The **Relinquish Case** link allows a user to relinquish control of the record so that a different user can login and make changes.



1. From the **Death Registration** Menu select **Other Links**, **Relinquish Case**. The **Relinquish Case –Web Page Dialog** will be displayed.

2. From the **Relinquish Case –Web Page Dialog**, select **OK** to relinquish control or **Cancel** to retain ownership of the record.

Exercise 3: Transfer Case

From time to time, it may be necessary for a facility such as a Funeral Home or Hospital to transfer ownership of a case to another, similar facility. For example, if the decedent had multiple survivors and burial arrangements were made at multiple sites, one of those sites might have to transfer ownership of the case to the one, appropriate site.

In this case, the transferring home would use the **Transfer Case** page to relinquish ownership to the firm responsible for interment.

1. From the **Death Registration Menu**, select **Other Links -> Transfer Case**.
2. Notice, that on the **Transfer Case** page there are options: **Transfer Personal Ownership** and **Transfer Medical Ownership**.





two
3.

The **Transfer Case** page, shown below, can be used by both Funeral Home personnel and Medical Facility personnel.

4. Medical Facility staff would not be able to transfer **Personal Ownership**, but would be able to transfer **Medical Ownership**.

Transfer Case

Transfer Personal Ownership To:
  

Transfer Medical Ownership To:
  

Message

The following case has been transferred to your facility:
Case Id 105 – Vivian Smith, Date of Death: JUL-09-2021
referred by Boone Memorial Hospital

Since we are logged in as a Medical Certifier we will transfer **Medical Ownership** in the example below.

There are two types of ownership: Personal, which is controlled at the Funeral Home, and Medical, which is controlled by the governing medical facility. Each option's availability is dynamically controlled based on user security profile.

- To **Transfer Medical Ownership**, place a checkmark in the **Transfer Medical Ownership To:** check box.

Transfer Case


Transfer Personal Ownership To:
  

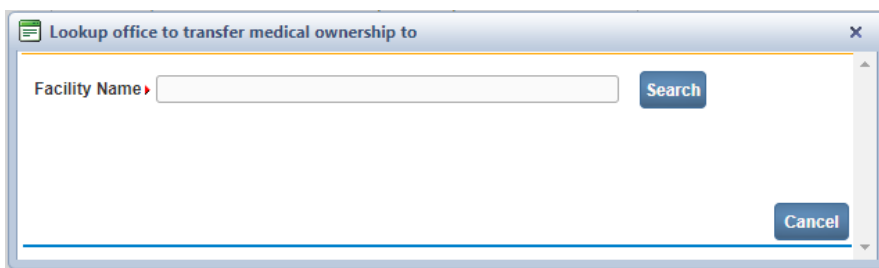
Transfer Medical Ownership To:
  

Message

The following case has been transferred to your facility:
Case Id 105 – Vivian Smith, Date of Death: JUL-09-2021
referred by Boone Memorial Hospital

- Next, select the  **Lookup Icon** to display the **Lookup office to transfer medical ownership to** popup search tool.



- Enter a facility name in the facility name search field and then select the Search button. Wildcards (%) may be used to search in this field.

Lookup office to transfer medical ownership to

Facility Name: [Search](#)

Facility Name	Address	City	
Boone Memorial Hospital	701 Madison Avenue	Madison	select
Central Examiner Office	400 Main	Albany	select
Montgomery General Hospital, Inc	401 Sixth Avenue	Montgomery	select
St Francis Hospital	333 Laidley Steet	Charleston	select
WV OCME	619 Virginia Street	Charleston	select
WV State OCME	619 Virginia Street	Charleston	select

Total Records : 6

[Cancel](#)

5. From the search results list, click on the **Select** link next to the facility the **Medical Ownership** should be transferred to.

4. Finally, select **Clear** to clear all entries and begin again, **Save** to save your changes and transfer ownership of the record, or **Return** to leave this page without saving your changes and return to the previous page.

Transfer Case

Transfer Personal Ownership To:
 [Q](#) [U](#)

Transfer Medical Ownership To:
 [Q](#) [U](#)

Message

The following case has been transferred to your facility:
Case Id 105 – Vivian Smith, Date of Death: JUL-09-2021
referred by Boone Memorial Hospital

[Clear](#) [Save](#) [Return](#)

Note: the Message box is pre-filled and can be left as is, edited, or deleted and replaced entirely.

Exercise 4: Amendments

Skills Learned: In this exercise you will learn how to submit **Amendment** requests.

From time to time, it may be necessary to make changes to a registered death record. These changes are called amendments.

1. To access the **Amendments** link, select **Other Links** -> **Amendments**.



Note: Access to the Amendments link is restricted based on user security privileges. You may or may not be able to access this page.

2. Notice, when the **Amendments** link is selected, the **Amendments Menu** is displayed above the Death Registration Menu.

A screenshot of a web application's 'Amendment Page'. On the left side, there is a vertical menu with two main sections: 'Amendments Menu' and 'Death Registration Menu'. The 'Amendments Menu' is circled in red and contains links for 'Amendment', 'Attachments', 'Change History', and 'Amendment Affirmation'. The 'Death Registration Menu' contains links for 'Personal Information', 'Decedent', 'Medical Certification', 'Registrar', 'Amendment List', 'Other Links', and 'Amendments'. The 'Amendments' link in the 'Other Links' section is also circled in red. The main content area shows the title '6803 102-2017-000314 :Atestrecord Example JUL-17-2017' and a subtitle '/Personal Valid/Medical Valid/Registered/Signed/Certified/NA'. Below this is the 'Amendment Page' form with fields for 'Type' (Amendment (Medical Certifier) -), 'Amendment Date' (JUL-18-2017), 'Year' (2017), 'Amendment Number' (615), 'Order Number', 'Amendment Status' (Keyed (Requires Affirmation)), and 'Page to Amend'. At the bottom right of the form are buttons for 'Cancel Amendment', 'Save', 'Clear', and 'Return'.

3. The first step in processing an amendment is to select an amendment **Type** from the dropdown list. The options available are dependent upon User Security Setup. In this example, because we are logged in as a Medical Certifier we will see only the options for amendment types assigned to the Medical Certifier role.

Amendment Page

Type

4. Add a description of the amendment in the **Description** text entry control and click **Save**.

6803 102-2017-000314 :Atestrecord Example JUL-17-2017

/Personal Valid/Medical Valid/Registered/Signed/Certified/NA

Amendment Page

Type Amendment Date

Year Amendment Number

Order Number

Amendment Status Description

Page to Amend

After selecting Amendment Type, upon selection of the 'Save' button, the 'Amendment Status' and 'Page to Amend' dropdown are displayed.

5. The page will refresh and the **Amendment Date** calendar control will automatically fill in with the current system date. In addition, new controls appear onscreen. These controls consist an **Amendment Status** control and a **Page to Amend** dropdown.

6. Next select the **Page to Amend** dropdown and select a registration page from the list; this page will then be displayed, with all items completed as they currently are registered. The list of pages available to amend will be dependent upon user security setup. In this case we are logged in as a Medical Certifier so we only see pages the Medical Certifier is responsible for available to select from.

Page to Amend

- Death - Certifier
- Death - Other Factors
- Death - Place of Death
- Death - Place of Disposition
- Death - Place of Injury
- Death - Pronouncement

6803 102-2017-000314 :Atestrecord Example JUL-17-2017

/Personal Valid/Medical Valid/Registered/Signed/Certified/NA

Amendment Page

Type Amendment Date

Year Amendment Number

Order Number Description

Amendment Status

Page to Amend

Pronouncement

Date of Death Date of Death Modifier

Time of Death : AM Time of Death Modifier

7. Make changes to the item you wish to amend on the page and then select **Clear** to clear all entries and begin again, **Save** to save and display your changes in a data grid, or **Return** to leave this page without saving your changes and return to the previous page.

You can also select **Cancel Amendment** to cancel the amendment process, select **Validate Page** to check for any data entry errors the update may cause on that page, or select **Validate Amendment** to check for any data entry errors the update to the item may cause.

8. Upon **Save**, the **Item in Error** data grid will display. This data grid displays the current value of the item to be changed, **Item as it Appears** and the updated value of the item to be changed, **Item as it Should Be**.

6803 102-2017-000314 :Atestrecord Example JUL-17-2017

/Personal Valid/Medical Valid/Registered/Signed/Certified/NA

Amendment Page

The Amendment has not been affirmed. Please select Amendment Affirmation to Affirm the amendment.

Type Amendment Date

Year Amendment Number

Order Number

Amendment Status Description

Page to Amend

Item In Error	Item as it Appears	Item as it Should be	Edit	Delete
Pronouncement-Time of Death	04:00 AM	04:15 PM	Edit	Delete

[Cancel Amendment](#) [Save](#) [Clear](#) [Return](#)

9. The **Amendments** page allows the user to add multiple amendments to a record. Simply select the **Page to Amend** dropdown and select a new page to Amend – following steps 6 through 7 again.

10. Before the Amendment is submitted to the Local Registration Office for approval it must be **Affirmed**. Once you have made all of the changes needed for the Amendment, from the **Amendments Menu** select the **Amendment Affirmation** link. The **Affirmations** page will be displayed.

Amendments Menu

- Amendment
- Attachments
- Change History
- Amendment Affirmation**

6803 102-2017-000314 :Atestrecord Example JUL-17-2017

/Personal Valid/Medical Valid/Registered/Signed/Certified/NA

Affirmations

Affirm the following:

I certify that this change truthfully reports medical information to the best of my knowledge and is submitted for inclusion on the vital record.

[Affirm](#) [Clear](#) [Return](#)

11. Place a checkmark in the box next to the affirmation statement and then select **Affirm** to certify the amendment and submit it to the Local Registration Office for approval, or select **Clear** to clear all entries, or select **Return** to leave this page without affirming and return to the previous page.

12. Once the amendment is affirmed a checkmark will appear next to the **Amendment Affirmation** link in the **Amendments Menu**. The **Amendment Status** will be updated from Keyed (Requires Affirmation) to Pending. The amendment will also no longer allow for changes as the **Save** and **Clear** buttons are now disabled.

Other Links

Amendments Menu

- Amendment
- Attachments
- Change History
- ✓ Amendment Affirmation

Death Registration Menu

- Personal Information
- Decedent
- Medical Certification
 - Pronouncement
 - Place of Death
 - Cause of Death
 - Other Factors
 - Certifier
- Registrar
- Amendment List
- Other Links
 - Amendments
 - Comments
 - Print Forms
 - Switch User

6803 102-2017-000314 :Atestrecord Example JUL-17-2017
/Personal Valid/Medical Valid/Registered/Signed/Certified/NA

Amendment Page

Type Amendment Date

Year Amendment Number

Order Number

Amendment Status Description

Item In Error	Item as it Appears	Item as it Should be
Pronouncement-Time of Death	04:00 AM	04:15 PM

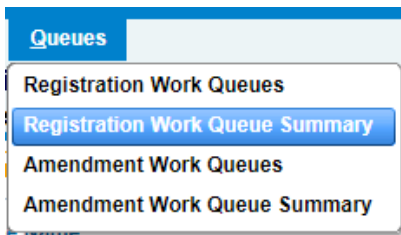
13. Use the **Return** button to close this page and return to the **Death Registration Menu**.

Work Queues

Skills Learned: In this exercise you will learn how to navigate through the various work queues in the system. For this exercise we will be working from the **Main Menu**, not the **Death Registration Menu**. The **Main Menu** is continuously displayed across the top of the DAVE screen when logged in.

From the **Main Menu**, select **Queues**. **Queues** contain registrations, orders, or amendments which have a work queue status assigned. Queues are used to group death cases together based on the amount of work that has been done with them and the amount of work that still needs to be done. This is done primarily through the assignment of a work queue status when a validation rule fails.

Exercise 1: Work Queues - Summary



1. From the **Main Menu**, select **Queues**, **Registration Work Queue Summary**.

This will bring up a listing of all the available work queues containing cases. If a queue does not contain any cases it will not be displayed in the list. Additionally, if a user does not have security access to a specific queue it will not appear in the list.

The default sort order is by **Queue Name**. However, the column headers summary tables are all underlined links. Clicking on any of these links will re-order the table based on that columns content.

Click any of the column headers to re-sort the Work Queue Summary.

Registration Work Queue Summary

Queue Name	Type ↓	Count	Age of Oldest in Days
Certification Required	Death	18	71
Medical Certification Requested	Death	18	82
Medical Pending	Death	3	82
			Total Queues : 3

2. **Queue Name** indicates the type of work that needs to be done in the queue, **Type** indicates which type of event, (Death or Fetal Death), the queue contains work for. **Count** indicates how many cases are in the queue. **Age of Oldest in Days** indicates the age of the oldest case in the queue.

3. Click on any **Queue Name** to view a list of the death cases currently in that queue. In the example shown here there are 2 cases in the **Registration Approval Required** queue.

Work Queues

Search by Registration Work Queue

Queue: Search Type: Value:
Display rows per page. Filter:

[Search](#) [Show All Rows](#) [Clear](#) [Return](#)

All	Case Id	File Number	Registrant	Date of Event ↑	Data Provider
<input type="checkbox"/>	6801		Casefortesting, Atest	JUL-17-2017	
<input type="checkbox"/>	6802		Test, Sandra	JUN-09-2017	Abel Funeral Services
<input type="checkbox"/>	3218		Messagestest, Transfercase	APR-27-2017	Abbey Funeral Chapel

Total Records : 3

Actions

[Register Event](#)
[Abandon Case](#)
[Certify Registration](#)

Add

[Comments](#)

Print

[Queue List](#)

4. Click on the **Registrant** name link to display that record for review or editing. This will open up record and display the Decedent Page.

Death Registration Menu

Personal Information

Decedent

Medical Certification

[Pronouncement](#)
[Place of Death](#)
[Cause of Death](#)
[Other Factors](#)
[Injury](#)
[Certifier](#)

Other Links

[Comments](#)
[Print Forms](#)
[Refer to Medical Examiner](#)
[Relinquish Case](#)
[Transfer Case](#)
[Switch User](#)

6801 :Atest Casefortesting JUL-17-2017

/Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/NA/Personal Pending/Medical Pending/FIPS Coding Required

Decedent

Medical Institution or Tribal Law Enforcement Authority will be entirely responsible for registration of record.

Decedent's Legal Name

First Middle Last Suffix

Aliases

Add/Edit Alias Names

Sex Social Security Number None Unknown

Date of Birth Age Years Months Days Under 1 Year Under 1 Day Hours Minutes Verify SSN SSN Verification Status UNVERIFIED (0)

Decedent's Birth Place

City or Town County State Country

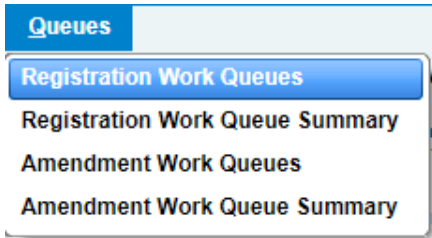
Ever in US Armed Forces?

Decedent Maiden Name

[Validate Page](#) [Next](#) [Clear](#) [Save](#) [Return](#)

Exercise 2: Work Queues - Search

Skills Learned: In this exercise you will learn how to search for cases based on their queue status.



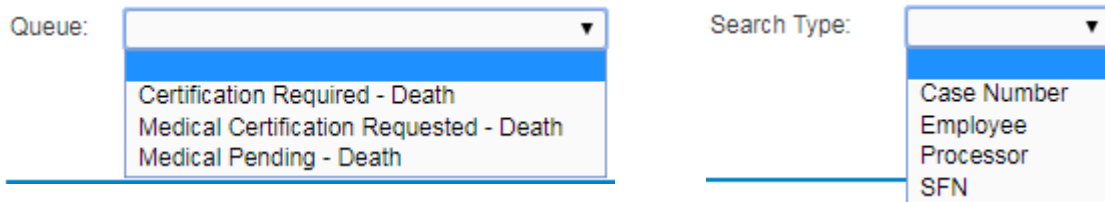
1. From the **Main Menu** select **Queues -> Registration Work Queues**. This will open the **Search by Work Queue** window.

NOTE: The actual work queues available will vary based on user type and user security setup.

Search by Registration Work Queue

A screenshot of the search interface. It features several input fields: 'Queue:' with a dropdown arrow, 'Search Type:' with a dropdown arrow, 'Value:' with a text input box, 'Display' with a text input box containing '200' and the text 'rows per page.', and 'Filter:' with a dropdown arrow. At the bottom right, there are three buttons: 'Search', 'Show All Rows', and 'Clear'.

2. Select one of the available options from the **Queue**, or **Search Type** dropdown list or enter a value to search for in the **Value** text-entry box.



3. To narrow your search you can use all three or a combination of the three search parameters. However, you must always make a selection from the **Queue** dropdown list.

You must enter at least one of the above search parameters, but can also use any combination of the three.

3. Click the **Search** button to execute the search or the **Clear** button to clear your search parameters and start over.

Work Queues

Search by Registration Work Queue

Queue: Search Type: Value:
Display rows per page. Filter:

[Search](#) [Show All Rows](#) [Clear](#)

All	Case Id	File Number	Registrant	Date of Event ↑	Data Provider
<input type="checkbox"/>	6801		Casefortesting, Atest	JUL-17-2017	
					Total Records : 1

- Actions**
Register Event
Abandon Case
Certify Registration

Add
Comments

Print
Queue List

Medical Examiner Features

Exercise 1: ME Review Case

Skills Learned: In this exercise you will learn to use the **ME Review Case** page to accept, decline, pend, or take ownership of a record.

The **ME Review Case** page provides the ability for a Medical Examiner to accept a referral, decline a referral, take control of a case or to set the referral action to pending.

1. From the **Death Registration Menu**, select **Other Links -> ME Review Case**. Notice that both **Referral Action** and **ME Case Number** are marked with red arrows (▶) indicating that these are mandatory fields.

6805 :Another Testcase JUL-18-2017
/Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/Referred to ME/ME Review Required/Personal Pending/Medical Pending/FIPS Coding Required

ME Review Case

Referral Action ▶
ME Case Number ▶
Message

Clear Save Return

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
Certifier
Other Links
Comments
ME Review Case
Print Forms
Transfer Case
Switch User

Note: Access to the Medical Examiner Review Case page is restricted based on user security privileges. You may or may not be able to access this page.

2. Make a selection from the **Referral Action** dropdown list:

Referral Action ▶

- Accept Referral
- Decline Referral
- Pending
- Take Control of Case

About Referral Actions:

- a. **Accept Referral** is used for cases referred to Medical Examiner that can occur at any point in the registration process including after filing.
- b. **Decline** is used to deny taking ownership or control of a record.

- c. **Pending** is used to handle those cases where the Medical Examiner determines that additional discussion is needed with the physician before making a determination on the case or when the cause of death is inadequate or incomplete.

3. Note that once a selection has been made from the **Referral Action** dropdown list, a system message is automatically entered into the **Message** box. This message can be used as is, edited, or deleted entirely.

ME Review Case

Referral Action ▶ Accept Referral ▼
ME Case Number ▶
Message
Case Id: 6805 - Another Testcase, Date of Death:Jul-18-2017 has been reviewed. This referral action for this case was: Accept Referral.

Clear Save Return

- 4. As noted above, **ME Case Number** is marked by a red arrow (▶), and is a mandatory field. Enter the appropriate case number and select **Clear** to clear all entries and start over, **Save** to save your changes and take the referral action selected, or **Return** to return to the **Death Registration Menu** without saving your changes.

ME Review Case


Referral Action ▶ Accept Referral ▼
ME Case Number ▶ 1234567890
Message
Case Id: 6805 - Another Testcase, Date of Death:Jul-18-2017 has been reviewed. This referral action for this case was: Accept Referral.

Clear Save Return

Appendices

Appendix 1 - Glossary of Icons and Controls

There are several different types of **icons** and **controls** used in **DAVE**. Many of these are industry-standard or universal controls that you may already be familiar with from using other programs and/or websites. Others, are **DAVE** specific controls that you will not find anywhere else.

 - **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.



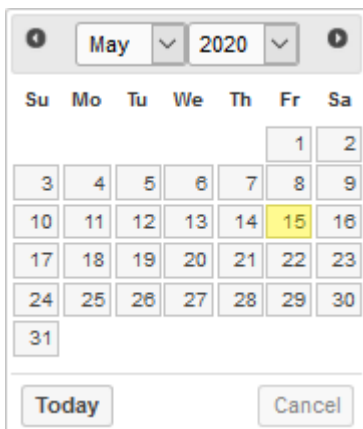
 **Calendar Icon**: Launches the interactive Calendar and is placed next to date entry fields.

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

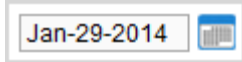
1. Launch the calendar by selecting the Calendar Icon next to the date entry field:



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.



Note: 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 .

Note: 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 Icon: Appears in the DAVE™ Validation frame only. Selecting this icon will place the focus or cursor in the item containing invalid information.



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



More Icon: A DAVE™ specific element that returns more information than what is currently displayed.



LOV Icon: A search tool used in the DAVE™ 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 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.

Death Search Results

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	Preview
514	2016000021	Andy, Pete	OCT-28-2016	Female		APR-04-1987	Preview
176	2016000009	Anthony 33rd, Susan B.	OCT-09-2016	Female	Burnside	APR-17-1956	Preview
480		arerules, Joey	OCT-27-2016	Male		APR-14-1990	Preview
526	2016000022	Attacque, Blaccque Jacque	OCT-31-2016	Male	Burnside	JAN-21-1940	Preview
227		Bake, Clam	OCT-12-2016	Male	Burnside	JAN-21-1940	Preview
332		Beaches, Sandy	OCT-18-2016	Female	Burnside	JAN-01-2000	Preview
155		Ben, Benjamin Isa	OCT-07-2016	Male	Burnside	JAN-21-1940	
151		Binka, Inka metadeug	OCT-07-2016	Male		JAN-21-1940	Preview
427		Black, Franklin	OCT-25-2016	Female		SEP-25-1950	Preview

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

Total Records : 212

New Search

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 limit 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.

 - **Validation Checkmark-Green**: this is a display only icon. Clicking on it has no effect. This icon is used in the **Death Registration Menu** and indicates that a **DAVE** information page contains valid information.

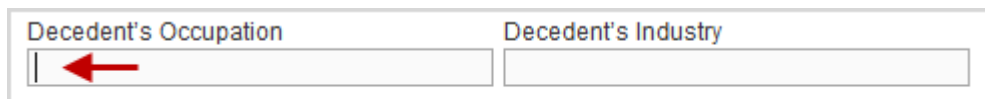
 - **Validation X Symbol-Red**: this is a display only icon. Clicking on it has no effect. This icon is used in the **Death Registration Menu** and indicates that a **DAVE** information page contains invalid information that must be corrected before certification will be allowed.

 - **Validation Caution Symbol-Yellow**: this is a display only icon. Clicking on it has no effect. This icon is used in the **Death Registration Menu** and indicates that a **DAVE** information page contains information that may be invalid and must be corrected or overridden before certification will be allowed.

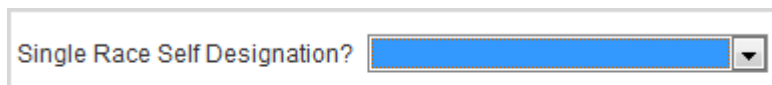
[Appendix 2 - Usage and Common Conventions](#)

This appendix consists of useful tips and tricks to help you become a more efficient user of the **DAVE** application. These hints will actually help you with almost any Windows based application.

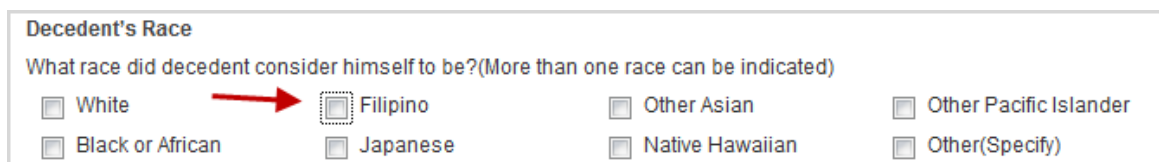
1. **Focus – Focus** determines which control on the page will receive the action. For example, if an empty text box has the focus then a flashing cursor will appear in the far left hand side of the box. Anything you type will appear in the text box.



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.



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.



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. Keyboard Shortcuts – Now that you understand what **Focus** is and how to pass it from one control to the next, let's see how you can use it to become a more efficient **DAVE** user.

If a **Text Entry Box** has the **Focus**, then just start typing to fill in the box. **Note:** If the text entry box already contains text, then when it receives the focus that text will be highlighted. Anything typed while the text is highlighted will replace the old text.

If a **Checkbox** or **Radio Button** has the **Focus**, then pressing the spacebar will check or uncheck the control.

If a **Dropdown List** receives the **Focus** then you have several options:

- Use the mouse to click on the down-arrow to reveal the list of selectable options.

However, try to avoid using the mouse.

- If you know the first letter of the option you want to select then just type that letter.

The focus will then shift down to the first option in the list beginning with that letter. If there are multiple selections beginning with that letter then keep typing it until your desired option shows up. Then, **Tab** off of the list to save that selection.

- Use the **Up** and **Down Arrows** on your keyboard to scroll through the list of options.

When the correct option is highlighted, use the **Tab** key to save that selection and move to the next control.

- Hold down the **Alt** key and press the **Down-Arrow** button on your keyboard to reveal the list. Then, using either your mouse or the **Up** and **Down Arrows**, make your selection and **Tab** off to the next control or hit the **Enter** button.

If a Click Button receives the focus you have two options:

- Use the **Spacebar** to “press” the button, or
- Use the **Enter** key to “press” the button

Did You Know?

**Using Alt-Left Arrow is the same as using your web browser's 'Back' button.
Using Alt Right Arrow will trigger your browser's 'Forward' button.**

4. Standard Date Formats:

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:

Input Formats	Typed As:	System Converts to:
MM-DD-YYYY	<input type="text" value="02052014"/>	<input type="text" value="Feb-05-2014"/>
MM/DD/YYYY	<input type="text" value="02/05/2014"/>	<input type="text" value="Feb-05-2014"/>
MMDDYYYY	<input type="text" value="02052014"/>	<input type="text" value="Feb-05-2014"/>
MonDDYYYY	<input type="text" value="Feb052014"/>	<input type="text" value="Feb-05-2014"/>
Mon/DD/YYYY	<input type="text" value="Feb/05/2014"/>	<input type="text" value="Feb-05-2014"/>
Mon-DD-YYYY	<input type="text" value="Feb-05-2014"/>	<input type="text" value="Feb-05-2014"/>

Did You Know?

- 1. Selecting F12 will automatically key today's date into the selected date field**
- 2. Entry of dates in any other date format will result in an error.**

- 5. 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	Pre Directional	Street Name, Rural Route, etc.	Street Designator	Post Directional	Apt #, Suite #, etc.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Zip Code	City or Town	County	State	Country	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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 auto-populate.

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	<ul style="list-style-type: none">AjoCharcoChildsKakaWhy	<ul style="list-style-type: none">MaricopaPima	Arizona	United States

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