VITAL RECORDS

Electronic Vital Event Registration System (EVERS)

Funeral Home Handbook for Death & Fetal Death Registration

Version 1.0

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Overview

The EVERS death and fetal death registration system was implemented on January 1, 2008, by the North Dakota Department of Health, Division of Vital Records. This implementation gave the opportunity to take the step forward to electronic registration of deaths and fetal death and advancing to the 2003 US Standard Certificate.

Vital Records provides funeral homes a worksheet for death demographic data collection. The worksheet is called the funeral practitioner's worksheet and should be completed by the informant or the family. This worksheet is used to collect demographic information about the decedent. The primary importance of this data worksheet is to accurately collect the full names of decedent, their spouse, and their parents. All the data on this worksheet is required to be completed based on state law NDCC 23-02.1-19 to properly register the death record.

To start a fetal death record, the Vital Records office provides a Parent's Worksheet for Fetal Death (SFN 58708) to collect all the demographic information of the mother, the father and the fetus. All the data on this worksheet is required to be completed based on state law NDCC 23-02.1-20 to properly register the fetal death record. This form should be completed and signed by one of the parents.

This handbook provides instruction and guidance on completing the North Dakota Certificate of Death and Fetal Death within the Electronic Vital Event Registration System called EVERS. As a death and fetal death record are both legal documents, accuracy is important. Pictures of the data entry screens are provided for reference.

FUNERAL PRACTITIONER'S WORKSHEET FOR COMPLETING THE ND DEATH CERTIFICATE

The Funeral Practitioner's Worksheet for Completing the North Dakota Certificate of Death is to be provided to the informant or family to complete. Funeral home staff may assist in this process and must verify that all questions on the worksheet have been completed. All the information you provide below is required by ND State Law (ND Century Code 23-02.1-19) and will be used to create a death record. It is very important that you provide complete and accurate information to all of the questions. All items should be printed clearly. Please make sure it is understood by the informant that this information is being used to create a legal record for their family member.

The Funeral Practitioner's Worksheet must be signed by the informant or a family member completing this record. It is to certify the information given is correct to the best of this person's knowledge. In the case of no family members being unable to sign the worksheet, only a person acting as their personal representative should.

PARENT'S WORKSHEET FOR COMPLETING THE ND FETAL DEATH CERTIFICATE

The Parent's Worksheet for Completing the North Dakota Certificate of Fetal Death is to be provided to the mother of the baby to complete. Fetal death facility staff may assist in this process and must verify that all questions on the worksheet have been completed. All the information you provide below is required by ND State Law (ND Century Code 23-02.1-20) and will be used to create a fetal death record. It is very important that you provide complete and accurate information to all of the questions. This worksheet must be completed before they leave the hospital and signed by either the mother or father. All items should be printed clearly. Please make sure it is understood by the mother that this information is being used to create a legal record for her baby.

The Parent's Worksheet must be signed by the mother or father who completes this record. It is to certify the information given is correct to the best of this person's knowledge. In the case of either of the parents being unable to sign the worksheet, only a person acting as their personal representative should.

Starting a Death Record

In order to start a new death or fetal record, under the death menu drop down, you simply select Add Death Certificate. There is also an "Add Death" button on the Fetal Death work queue.

Decedent

The user is starting the record with the Decedent's information. The facility will default to the user's assigned facility. If they are assigned to more than one facility, they can choose the facility from the drop-down menu. If the decedent is a found body or unknown person, there is an "Unidentified Person" that allows you to enter minimal information and bypass many data entry validations.

The remaining decedent fields are fairly standard. Age is a calculated field based on date of birth and date of death. Once this information is entered, hit "CONTINUE" to access the Demographics tab.

Demographics

This information includes address, birthplace, spouse, parents, education, occupation, race, ethnicity, Hispanic origin and location of death. All questions are required to be answered.

Ethnicity / National Origin

Ancestry *

☐ Native American Indian

☐ English/Welsh

☐ Irish

☐ German

☐ French

☐ Scandinavian (Danish, Swedish or Norwegian)

☐ Polish

☐ Other Western European (i.e. Belgian)   Other Description [   ]

☐ Other Northern European (i.e. Finnish)   Other Description [   ]

☐ Other Eastern European (i.e. Russian)   Other Description [   ]

☐ Other   Other Description [   ]

☐ Refused/Unknown

Decedent of Hispanic Origin * [⌄]   Other Hispanic Origin [   ]

Death Location

Death Setting * [⌄]

Facility [⌄]   Other Address [   ]

Country * [   ]   State * [   ]   County * [   ]   City * [   ]   [Search a FIPS Location]

Zip/Postal Code * [   ]

[Continue]

Once this information is entered, hit "CONTINUE" to access the Informant tab.

Informant

This tab collects the name, address and relationship of the informant to the decedent.

⚠ Decedent

✓ Demographics

✗ Informant

✗ Disposition

✗ Medical Assignment

Final Review

Name and Relationship

First Name * [   ]   Last Name * [   ]   Relationship to Decedent * [   ]

Informant Address

Address Line 1 * [   ]   Apt Number [   ]

Country * [   ]   State * [   ]   County * [   ]   City * [   ]   [Search FIPS Address]

Zip/Postal Code * [   ]

[Continue]

Once this information is entered, hit "CONTINUE" to access the Disposition tab.

Disposition

The information on this tab is the decedent's method of disposition and the facility, as well as the location of the facility.

Once this information is entered, hit "CONTINUE" to access the Medical Assignment tab.

Medical Assignment Information

The tab allows the funeral home to assign the decedent's death record to a medical provider so the cause of death information can be collected to complete the record.

To search for a medical certifier, simply enter the certifier's last name and click "Search". If the name is common, you can enter the facility name and/or the city to narrow the search.

Final Review

Once all the information regarding the decedent is entered on all tabs and each tab has a green check mark, like the image below, the user is ready to submit the record to Vital Records.
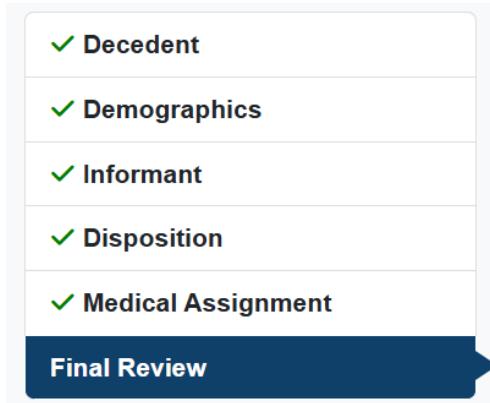
The user will be able to add comments, if desired. When the user is ready to submit the record, simply click on the "Submit to Vital Records" button to send the record to the Vital Records office. Once submitted, the record will move from the Unsubmitted queue to the Submitted during the last 60 days queue.

Starting a Fetal Death Record

In order to start a new fetal record, under the fetal death menu drop down, you simply select Add Fetal Death Certificate. There is also an "Add Fetal Death" button on the Fetal Death work queue.

The user is starting the record with limited information, including the Mother's Current Legal First and Last Name, whether this fetal death event involves a Surrogate, the name of the facility should default based on your user account and then in a multiple event, the number of fetuses for this delivery.

Once this limited information is entered, hit "CONTINUE" to access the Edit Fetal Death Record screen.

Edit Fetal Death Record

Mother's Details:
JANE DOE

Fetus's Details:

Funeral Status:
DRAFT

Funeral Comments:

- ⚠ **Mother**
- ⚠ **Father**
- ⚠ **Fetus**

Review Fetal Death Record

- ✓ indicates that the section is complete.
- ⚠ indicates that the section has some information entered but is not yet complete.
- ⚠ indicates that the section is yet to be started.

Mother

First Name *
JANE

Middle

Last Name *
DOE

Suffix

Maiden First Name *

Maiden Middle

Surname prior to first marriage *

Residence Address

Address 1:

City, County, State:

Zip:

Search for Address

Apt No

Inside City Limits *

The data entry is driven through the labeled tabs on the left of the screen. Each tab section contains information related to the fetal death record and all tabs must be completed and show a green checkmark to indicate that all required fields are completed on that tab.

Mother's Information

The information on the mother tab pertains to the mother alone and all the questions are required to be answered.

Mother's Names

Mother's current legal name – The mother's legal name on the first line below could be her current married name, her previous married name after divorce, her legal name based on a court order name change, but typically it is her current legal name presently on her driver's license or other legal form of ID.

Mother's full name prior to first marriage – The name we are attempting to collect on the second line below is the mother's maiden full name, which in most cases is the mother's full name when she was born or the name on her own birth record.

Mother / Parent

First Name *

Middle

Last Name *

Suffix

Maiden First Name *

Maiden Middle

Maiden Last Name *

Mother's Addresses

The mother's current resident address follows her name. This process is completed by clicking on the SEARCH FOR ADDRESS button which opens a window to add, search and verify the address supplied.
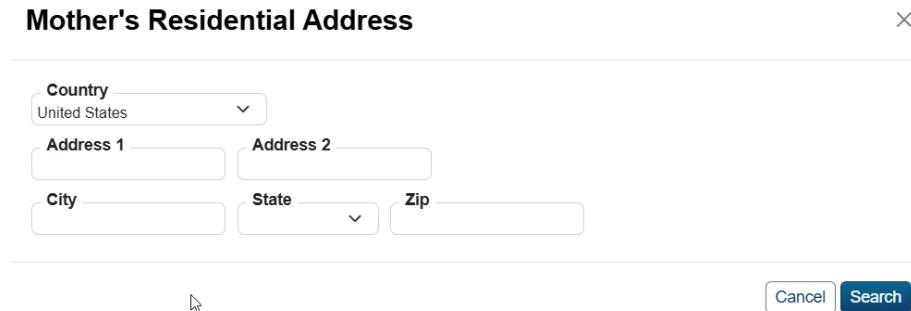
After the address has been searched and the verified address is displayed, you simply hit the SELECT VERIFIED button to add the address to the record. You will be given the option to SELECT AS ENTERED if you don't accept the verified address. If the mailing address is the same, you simply need to click on the "Auto fill with residential address" link and it will copy the residential address information into the mailing address fields. If that answer is No, then the mailing address must be entered separately using the same process as the residential address.

Mother's Personal Information

The information in this section is relatively straightforward. Again, all fields are required with the exception of the mother's email address and phone number.
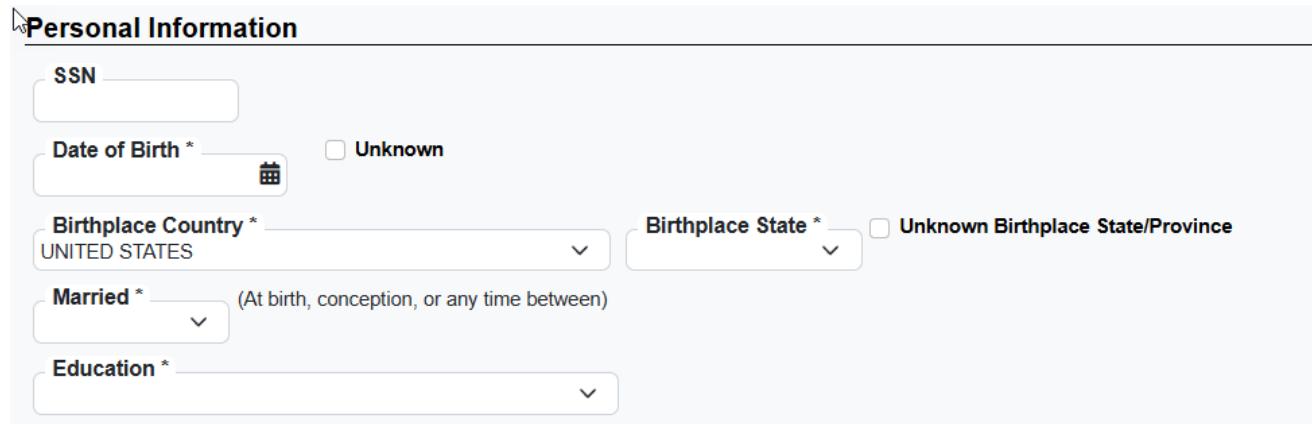
Mother's Ethnicity and Ancestry

These two sections are simply check-box fields based on the mother's answers regarding her race and ancestry. It also includes the question related to her Hispanic Origin.

Father

The information on the father pertains to the father or second parent if the parents are same sex. All the questions are required to be answered and are basically the same questions we ask of the mother, as it pertains to their name, SSN, date of fetal death, fetal deathplace, education level, race, ethnicity and Hispanic origin. If the father is not known, simply check the Unknown/Not Provided box and save the page.

Surrogate

If a surrogate mother is delivering the baby, the "SURROGATE MOTHER" tab will appear on the left side of the data entry screen. In these cases, the tab is completed from the Surrogate Birth Worksheet, the same way the Mother's information is completed for non-surrogate fetal deaths. The Surrogate Worksheet would be required to be uploaded.

Fetus

This is the legal name the parents give to the baby, as well as all the medical facts of fetal death as it relates to the baby.

NOTE: If the mother is unmarried between conception and fetal death, or if the mother refuses to provide the father's information, the child must be given the mother's legal surname at the time of fetal death unless an acknowledgement of paternity is completed.

The fetus tab also collects some medical information regarding date of delivery, sex and what facility delivered the fetus. This is also the tab that collects the disposition information as you can see if the image below.

Medical

Date of Delivery *

Time *

Sex *

Facility *

City, County, State of Delivery *

Search

Place where delivery occurred *
Hospital

If other, specify

Disposition

Funeral Home
Thomas Family Funeral Home - Minot

Date of Disposition

Method of Disposition

Place of Disposition

City, County, State of Disposition

Search

Discard Changes   Save

Submitting Fetal Death Records

The EVERS Fetal Death Registration module always requires at least two users to enter and submit a fetal death record to Vital Records. Typically, staff are assigned security roles as a data entry person or a funeral director. Normally, a data entry person completes the record and submits it for review. Next, a submitter reviews each record in the fetal death work queue for completeness and submits the record to Vital Records.

Data Entry – Submit for Review

Once the data entry person has completed each tab on the fetal death and received all green checkmarks on each tab, they are ready to submit the record for review by another staff member. The left side of the screen should display like this; then you should click on the "Continue to Final Review" button.
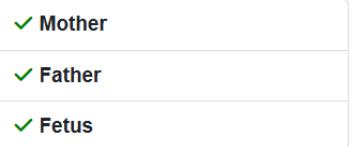
The data entry final review will appear and give the user the option to add comments, if necessary, and then click on "Submit for Review" to place the record back in the work queue for the Submitter.

Submitter – Submit to Vital Records

Once the data entry person has submitted the fetal death record for review, the submitter can review each record on the fetal death queue that is ready for Final Review. Simply click on the "VIEW", ensure all the green checkmarks are on each tab. You should see a screen that looks like this:

If the record is ready, the submitter would then click on the "Continue to Final Review" button to be taken to this last "Final Review" page below.

The submitter can type any noteworthy comments in the comments field if necessary, and then click on the "Submit to Vital Records" button for final submission. Once the record is submitted to Vital Records, the newly submitted record should now appear in the "Submitted during the last 30 days queue", and the record should be complete.