

AVSSTM ✦ EDR

***A Guide To The
Automated Vital Statistics System
Electronic Death Registration***

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BACKGROUND

The Automated Vital Statistics System (AVSS) has been automating birth certificates since 1981, and now collects all of California's birth events in an electronic database. As the world's first electronic birth certificate, AVSS pioneered a win-win approach by streamlining the production of official paper certificates while producing electronic data for public health purposes. By collecting birth data close to the source of information and applying quality standards before the paper copy is printed, birth certificates can be produced with far less effort than by manual means. In early 1998, a statewide Electronic Death Registration System (EDRS) task force selected AVSS for a pilot project in Santa Barbara County to see if the same efficiencies can be applied in the production of death certificates and disposition permits. By following the procedures in this guide you will be able to print and register a perfect death certificate with a fraction of the effort required by manual methods.

AVSS Interface

The basic AVSS interface has changed very little since 1981 – you may find this amazing in the accelerated world of computer software. AVSS uses a simple line-by-line prompting interface based on conventional keyboard characters – there is no mouse or other pointing device. AVSS commands are executed by the Enter key, which is similar in location and function to the typewriter Carriage Return key. While seemingly antiquated by today's computer standards, the AVSS interface is in fact very efficient, trouble free, and easy to use. In our opinion it is well-suited to the task at hand, which is to produce standardized official documents and not to develop new or creative works. With AVSS, you will be using the same familiar keys as a conventional typewriter, and, in addition, the top row of function keys (all beginning with an "F"). Do not attempt to use the keys immediately to the right of the Enter key, such as Insert, Home, Page Up, etc. or the arrow keys. You may, however, use the number pad keys, providing that the Num Lock key is pressed and the Num Lock light is on.

Getting Started

Your AVSS workstation is composed of three items: a computer terminal, a modem, and a printer. You will use the terminal and modem to connect to a computer at the county health department where the AVSS data base and program resides. The program will guide you through the necessary death registration steps, which will result in the printing of county-approved death certificates and disposition permits. Because all qualified participants have immediate access to a central data base, AVSS/EDR will streamline the production and registration of death certificates. Therefore, your first task is to connect to the county's AVSS computer. Make sure all three devices are powered on, then press the **[F12]** key on the terminal. Wait until the modem's CD light is on (this means you are connected to the AVSS computer), then press the **[Enter]** key one or more times until you see:

```
START AVSS ? [Y] [Enter]
```

Press the Caps Lock key and confirm that the Caps Lock light is on, then type **[Y]** followed by **[Enter]** key. Note that the keystrokes you are to enter are indicated herein by **[BRACKETS]**. After an AVSS logo is displayed, you will next be presented with the password prompt:

```
PASSWORD > [YOURPASSWORD] [Enter]
```

Which, if entered correctly, will result in a greeting and then:

```
SYSTEM OPTION > (You are now ready to use AVSS.)
```

Note: Your password should not be a word or fewer than six characters; do not share it with others.

DRAFT DEATH RECORD

There are two major components to AVSS/EDR: the DRAFT DEATH RECORD and the DISPOSITION PERMIT. The former must be initiated and approved before beginning the latter.

Basic Procedures

At the SYSTEM OPTION > prompt you are ready to begin electronic death registration. But what should you do to get underway? The answer is always available by using the AVSS help facility, accessed either by typing **[?] [Enter]** or simply pressing the **[F1]** key (we prefer the latter), as follows:

```
SYSTEM OPTION > [?] [Enter] or [F1]
ENTER ENOUGH CHARACTERS TO IDENTIFY ONE OF THE FOLLOWING:
DISPOSITION PERMIT
DRAFT DEATH RECORD
YOUR PASSWORD
```

You are presented with a list of “menu” choices to be selected by typing in one or more letters that match your selection. For example, typing a **[DR] [Enter]** will result in:

```
SYSTEM OPTION > [DR] [Enter] RAFT DEATH RECORD
DRAFT DEATH RECORD OPTION >
```

You will then have another set of choices that can be displayed by typing the **[F1]** key:

```
DRAFT DEATH RECORD OPTION > [F1]
ENTER ENOUGH CHARACTERS TO IDENTIFY ONE OF THE FOLLOWING:
REGISTER RECORD - ALL FIELDS
DISPLAY RECORD
EDIT RECORD
ALPHA LIST OF RECORDS
COMPLETE INCOMPLETE RECORD
INCOMPLETE RECORD REPORT
VARIABLE DISPLAY
VALIDATION DISPLAY
PRINT PASS #1 (OFFICIAL FORM PLUS MEDICAL DATA)
REGISTER RECORD - MEDICAL DATA ONLY
SUBMIT RECORD FOR APPROVAL
PRINT PASS #2 (PERSONAL DATA FIELDS ONLY)
PRINT OFFICIAL DEATH CERTIFICATE (SINGLE PASS)
PRINT DRAFT AVSS RECORD
COMPLETE RECORD - PERSONAL DATA
```

To start a death registration, type **[R] [Enter]** at this prompt:

```
DRAFT DEATH RECORD OPTION > [R] [Enter]
1 REGISTER RECORD - ALL FIELDS
2 REGISTER RECORD - MEDICAL DATA ONLY
SELECTION # >
```

Here you have a choice depending on whether you wish to respond to all available data fields on the death certificate, or whether you desire to enter only the medical data. To select the former, type:

```
SELECTION # > [1] [Enter] REGISTER RECORD - ALL FIELDS
CID. CASE ID NUMBER >
```

Beginning Electronic Death Registration

The first prompt will be the Case ID Number (CID). AVSS/EDR will store death certificate and disposition permit electronic records according to this identifier. Ideally, it will be the number you use that identifies the decedent. It must be unique, as indicated by the help response using the **[F1]**. If you do not use a case identification number then simply press **[Enter]** and AVSS/EDR will assign one.

```
CID. CASE ID NUMBER > [F1]
Enter the case ID number of the decedent. It must be unique.
If no number is available, press ENTER and AVSS/EDR will automatically
assign a sequential number for you.

CID. CASE ID NUMBER > [532124] [Enter]
1. NAME OF DECEDENT -- FIRST > [MARTHA] [Enter]
2. MIDDLE NAME > [ANNE] [Enter]
3. LAST NAME > [STEWART] [Enter]
4. DATE OF BIRTH > [3/3/22] [Enter]
CONVERTED TO 03/03/1922
7. DATE OF DEATH > [T-1] [Enter]   Note: Here is a shortcut where T=Today.
3/4/1998 <-- ASSUMED DATE   CONVERTED TO 03/04/1998
CHECKING FOR POSSIBLE DUPLICATES USING: STE, MA 3/4/1998
(USE CTRL-C TO TERMINATE SEARCH)
5. AGE <76>   Note: AVSS automatically computes the age of the decedent.
```

Note that AVSS generally prompts sequentially according to the Field (or Item) number on the death certificate. Occasionally, when it creates efficiencies, AVSS will skip ahead to a higher prompt. In the example above, Field 7 (Date of Death) is prompted before Field 5 (Age) so that AVSS will be able to automatically compute the decedent's age and fill it in as a default (indicated by <default>). When a default is automatically entered, you need only to press the **[Enter]** key to accept it.

Correcting Typing Errors

If you make a mistake while typing the value for a prompted field, you can use the **[Backspace]** key, just like a typewriter. But that key will not work after you have pressed the **[Enter]** key since the data value has now been accepted by AVSS. For example, what if you found that the default age above was incorrect – that it should have been 86, not 76? A few lines up on the video screen you see that you mistakenly entered 3/3/22, but really had meant to enter 3/3/11. At this point you can use the AVSS backup command, the **[^]** **[Enter]** or **[F2]**, to return to the previous prompt and then enter the correct value; for example:

```
5. AGE <76> [^] [Enter] or [F2]
7. DATE OF DEATH <03/04/1998> [F2]
4. DATE OF BIRTH <03/03/1922> [3/3/11] [Enter]
CONVERTED TO 03/03/1922
7. DATE OF DEATH > <03/04/1998> [Enter]
CONVERTED TO 03/04/1998
CHECKING FOR POSSIBLE DUPLICATES USING: STE, MA 3/4/1998
(USE CTRL-C TO TERMINATE SEARCH)
5. AGE <86>
```

Using AVSS Lists To Save Time And Improve Accuracy

An important feature of AVSS that will save time and reduce errors is the extensive list of choices for many death certificate data fields. For example, there are lists for all counties in the US, all cities in California, all zips in California, Arizona, Nevada, and Oregon, all funeral directors and cemeteries in California, and indeed, all ICD-9 disease codes. It is important that you learn to take advantage of AVSS lists and use them whenever possible. The principle is simple, when a particular field is associated with a list, just enter in the first few characters of the item you wish to select and AVSS will complete the remainder. In many cases, the software will automatically set defaults for additional fields based on your choice. For example, if you enter a zip code, AVSS will automatically set defaults for city, county, and state. As a simple example of AVSS list processing, consider the continuation of the registration sequence that we began above:

```
5. AGE <76> [Enter]
6. SEX > [F1]
Enter 'MALE' or 'FEMALE' ('M' or 'F' is also acceptable). Use ^L of F3 for a
list of choices. 'UN' may be entered if a determination is not possible.
6. SEX > [^L] [Enter] or [F3]
    MALE
    FEMALE
    UNK
6. SEX > [F] [Enter] EMALE
8. 24 HOUR CLOCK TIME OF DEATH >
```

It is a good idea to use the AVSS list command ([^L] [Enter] or [F3]) frequently when you are beginning. If there is a list associated with the prompted field, it will be displayed; if not, AVSS will treat the list command as a help request ([?] [Enter] or [F1]) and give you instructions .

Time Saving Tip #1

You will find that AVSS will automatically fill in defaults that will save you considerable time and greatly reduce errors that could result in a unacceptable certificate. Most of these will happen automatically without any special effort on your part. Others, however, may require a bit of ingenuity. For example, if you specify SPOUSE, HUSBAND, or WIFE as the relationship of the informant (you don't abbreviate), AVSS will automatically complete defaults for the informant's address to equal the residence address of the decedent:

```
26. INFORMANT'S NAME AND RELATIONSHIP > [JAMES STEWART, SPOUSE] [Enter]
27A. INFORMANT'S MAILING ADDR (STREET, POB, ROUTE) <601 E MICHELTORENA ST> [Enter]
27D. INFORMANT'S MAILING ZIP <93103> [Enter] = SANTA BARBARA
27C. INFORMANT'S MAILING STATE <CA> [Enter] = CALIFORNIA (CA)
27E. COUNTY OF INFORMANT'S RESIDENCE <SANTA BARBARA> [Enter]
27B. INFORMANT'S MAILING CITY OR TOWN <SANTA BARBARA> [Enter]
```



Displaying Progress

As you can see, AVSS prompting is easy and intuitive: you just concentrate on one field at a time and have easy access to official instructions by simply pressing the [F1] or [F3] keys, and you can change your mind by pressing [Backspace] or the [F2] key. But what if you want to see the big picture? Just use the AVSS display command ([^D] [Enter] or [F4] key) at any time to see more information:

DRAFT DEATH RECORD			
1.MARTHA	2.ANN	3.STEWART	
4.03/03/1922	5.76	5A. 5B. 5C. 5D.	6.FEMALE 7.03/04/1998 8.1532
9.CA	10.123-45-6789	11.NO	12.MARRIED 13.16
14.WHITE	15.NO	16.BETTER HOUSE AND YARDS MAGAZINE	
17.WRITER	18.PUBLISHING		19.42
20.601 E MICHELTORENA ST	21.SANTA BARBARA		25.CA 23.93103
26.JAMES STEWART, SPOUSE	22.SANTA BARBARA		24.12
27A.601 E MICHELTORENA ST	27B.SANTA BARBARA		27C.CA 27D.93103
28.JAMES	29.-	30.STEWART	
31.JAMES	32.A	33.BEARD	34.NY
35.JULIA	36.ANN	37.CHILDS	38.MA
39.03/09/1998 40.GOLETA DISTRICT CEMETERY,SANTA BARBARA,CA			
41.CR/BU	42.DRACHLIS,PETER EDWIN		43.6466
44.WELCH-RYCE-HAIDER	45.FD303	47. Note: AVSS automatically completed Fields 44 and 45.	

Quick Review #1: Basic Keyboard Commands

Here is a quick review of the basic AVSS keyboard commands used so far:

Command	Action
[Enter]	Enters data into AVSS.
[Backspace]	Backspaces for corrections.
[?] [Enter] or [F1]	Context-specific help.
[^] [Enter] or [F2]	Backs up to the previous data field.
[^L] [Enter] or [F3]	Lists available choices.
[^D] [Enter] or [F4]	Displays all fields.

Entering Comments

You may enter additional information of up to 80 characters for a particular decedent that can be electronically shared with all authorized participants at the COMFD prompt as follows:

```
COMFD. COMMENT-FUNERAL DIRECTOR
> [THIS IS AN EXAMPLE OF A COMMENT THAT CAN BE SHARED WITH OTHERS.] [Enter]
```

Editing A Record During Registration

After you have completed the COMFD field, AVSS will display the electronic record and give you an opportunity to edit it before printing and filing it. Let’s assume that after you displayed the record on the video screen you found that the decedent’s middle name should be “ANN” instead of the “ANNE” that was entered. To edit a specific field, simply enter the field number (for example, [2] = middle name of decedent) and AVSS will re-prompt with the original value entered as a default. To correct the default value, just type in the new value followed by an [Enter].


```
(F)ILE, (E)DIT, (S)UBMIT, (V)ALIDATE, (D)ISPLAY, OR (P)RINT > [E] [Enter]
FIELD(S) TO MODIFY > [2] [Enter]
2. MIDDLE NAME <ANNE> [ANN] [Enter]
FIELD(S) TO MODIFY > [Enter]
(F)ILE, (E)DIT, (V)ALIDATE, (D)ISPLAY, OR (P)RINT >
```

Printing A Draft AVSS Record During Registration

You may edit and display the draft AVSS record as many times as necessary until you feel that the it reflects the most accurate information available. You are now ready to print the draft record:

```
(F)ILE, (E)DIT, (S)UBMIT, (V)ALIDATE, (D)ISPLAY, OR (P)RINT > [P] [Enter]
OUTPUT DEVICE <P> [Enter]
```

Be sure that the printer is powered on. It will take approximately two minutes to transmit the printing instructions by modem from the AVSS computer and print a draft copy. You should review it again for errors. If any are detected, you may edit, display, and print again as many times as necessary to obtain a perfect copy.

Initial Electronic Filing Of A Record

When you are satisfied that the information is as accurate as possible, you are ready to file an AVSS electronic record:

```
(F)ILE, (E)DIT, (S)UBMIT, (V)ALIDATE, (D)ISPLAY, OR (P)RINT > [F] [Enter]
FILING DRAFT DEATH RECORD .....
REGISTER ANOTHER <Y> [N] [Enter]
```

Congratulations! You have completed the first step in AVSS electronic death registration. The next step is to share this information with others and insure that the physician certification items are properly completed.

Editing A Record After It Has Been Filed

After you have printed and filed the draft death certificate, you may wish to have it reviewed by other authorized parties such as the informant and family members. If an error is detected during this review, it will be necessary to retrieve the electronic record before editing and reprinting. If you know the CID (printed on the upper left-hand corner of the draft death record) you may enter it directly and AVSS will retrieve the electronic record. Otherwise, you can find the record using the decedent's name as shown below and follow the edit, printing, and filing procedures described above.

```
SYSTEM OPTION > [D] [Enter] RAFT DEATH RECORD
DRAFT DEATH RECORD OPTION > [E] [Enter] DIT RECORD
FILE# OR INDEX TO SEARCH > Enter the CID here if known, otherwise: [Enter]
3. LAST NAME > [STE] [Enter] Enter only the first 3 letters of the last name.
1. NAME OF DECEDENT -- FIRST > [MAR] [Enter] And only 3 for the first name.
2. MIDDLE NAME >[Enter] To save time, do not enter the middle name.
7. DATE OF DEATH >[Enter] Again, to save time, do not enter the date of death.
BEGINNING SEARCH...
(USE CTRL-C TO TERMINATE SEARCH)
```




```
# INDEX VALUES          DATE      FILE#
1) STEWART, MARTHA ANN   3/4/1998  532124
IS THIS THE PERSON? <Y> [Enter]
RETRIEVING DATA .....
FIELD(S) TO MODIFY > [Enter]
(F)ILE, (E)DIT, (S)UBMIT, (V)ALIDATE, (D)ISPLAY, OR (P)RINT >
```

Note that, as during the final stages of initial registration, you will be able to edit, display, print as many times as you wish before filing the edited record.

Displaying A Record After It Has Been Filed

If you wish to display a draft death record after it has been filed, enter a **[D]** instead of an **[E]**:

```
DRAFT DEATH RECORD OPTION > [D] [Enter] ISPLAY RECORD
```

in the example above, and follow the same procedure to find the person.

Printing A Record After It Has Been Filed

If you wish to print a draft death record after it has been filed, enter **[P]** **[Enter]** and select #1 as shown below. *Caution: do not choose #2 until you are ready to print the official copy.* Again, you will follow the same procedure as shown above to find the decedent’s record to be printed.

```
DRAFT DEATH RECORD OPTION > [P] [Enter]
1 PRINT DRAFT RECORD
2 PRINT OFFICIAL DEATH CERTIFICATE
SELECTION # > [1] [Enter] PRINT DRAFT RECORD
FILE# OR INDEX TO SEARCH >
```

Completing The Personal Data Fields

If you initially chose full registration (REGISTER RECORD - MEDICAL DATA ONLY), AVSS will have prompted only for the medical data fields. When you are ready to progress to the next step of completing the remaining personal data fields, you should use the following procedure:

```
DRAFT DEATH RECORD OPTION > [C] [Enter]
1 COMPLETE INCOMPLETE RECORD
2 COMPLETE RECORD - PERSONAL DATA
SELECTION # > [2] [Enter] COMPLETE RECORD - PERSONAL DATA
FNDR. FUNERAL DIRECTOR > [WEL] [Enter] CH-RYCE-HAIDER FUNERAL CHAPELS
FILE# OR INDEX TO SEARCH > [532124] [Enter]
# INDEX VALUES          DATE      FILE#      NEXT      SKIPPED
1) STEWART, MARTHA ANN   3/4/1998  532124
IS THIS THE PERSON? <Y> [Enter]
RETRIEVING DATA .....
4. DATE OF BIRTH >
```

Completing Cause Of Death Fields

Perhaps the most difficult task in preparing a death certificate is to correctly complete the cause of death data fields (107A-D). It is also the most important for public health purposes, and may sometimes have important legal consequences. Additionally, its improper completion is probably the most frequent reason why the local registrar must reject the certificate and return it to the funeral director, who has the responsibility to submit an acceptable certificate. AVSS/EDR has been designed to reduce the possibility of a rejected certificate. It does so by providing online help regarding proper procedure for each data field (press **[F1]**) and by pre-review of the draft record by the local registrar of deaths before the final copy is completed. The immediate or direct cause of death be entered in Field 107A. The direct cause of death is the disease, injury, or complication that directly preceded death.

107A. IMMEDIATE CAUSE OF DEATH > **[OCCLUSION OF CEREBRAL ARTERIES]** **[Enter]**

AVSS will next prompt for 107AT (INTERVAL BETWEEN ONSET AND DEATH) as discussed in the following section, then prompts for the associated causes of death. If more than one disease, injury, or complication gave rise to the immediate or direct cause of death, they should be reported in the prompts, 107B through 107D, the follow. The condition(s) must have been present before the immediate cause, both with respect to time and pathological relationship. The underlying cause of death is the disease or injury which initiated the chain of events leading directly to death. The underlying cause of death should be reported last in the sequence of events. Each cause in Field 107 must have given rise to the one above it. When four causes describe the chain of events leading directly to death, these causes should be entered on lines (A), (B), (C) and (D). When three causes describe the chain of events leading directly to death, these causes should be entered on lines (A), (B) and (C), and nothing entered on line (D). When two causes describe the chain of events leading directly to death, these causes should be entered on lines (A) and (B), and nothing entered on lines (C). For example:

107A. IMMEDIATE CAUSE OF DEATH > **[OCCLUSION OF CEREBRAL ARTERIES]** **[Enter]**
107AT. APPROX. INTERVAL BETWEEN ONSET AND DEATH > **[1 H]** **[Enter]** (1 HOUR)
107B. DUE TO OR AS A CONSEQUENCE OF > **[CORONARY ARTERIOSCLEROSIS]** **[Enter]**
107BT. APPROX. INTERVAL BETWEEN ONSET AND DEATH > **[3 Y]** **[Enter]** (3 YEARS)
107C. DUE TO OR AS A CONSEQUENCE OF > **[Enter]**
112. OTHER SIGNIFICANT CONDITIONS CONTRIBUTING TO DEATH >

Again, each of the multiple causes of death must be associated with appropriate intervals between the onset of the disease and death. The cause in 107A is due to the cause in 107B, which is due to 107C, etc., and the time intervals must be consistent with this sequence.

Completing Time Interval Between Onset And Death Fields

The time interval associated with 107A must be shorter than that for 107B, which must be shorter than 107C, etc. Note that it is possible to enter only the units, for example, entering an **[M]** will complete the field with **[MONTHS]**, but this is acceptable only when a more specific opinion is not possible. If the time of onset is completely obscure, **[U]** may be entered for **[UNKNOWN]**.

107CT. APPROX. INTERVAL BETWEEN ONSET AND DEATH > [F1]

Enter the time interval between the onset of this condition and the time of death. Use one of the following formats:

The number of years optionally followed by a 'Y',
or the number months followed by an 'M',
or the number of weeks followed by a 'W',
or the number of days followed by a 'D',
or the number of hours followed by an 'H',
or the number of minutes followed by 'MI',
or the number of seconds followed by an 'S'.

For unknown values, use 'Y' for years, 'M' for months, 'W' for weeks, 'D' for days, 'H' for hours, 'MI' for minutes, 'S' for seconds, or 'I' for instant (instantaneous death).

Do not leave these fields blank. Entries of 'INSTANT,' 'SECONDS,' 'HOURS,' 'WEEKS,' etc., are acceptable only when a more specific opinion

is not possible. It is imperative, however, that cause (A) is due to cause (B) which is due to cause (C) which is due to cause (D), and the intervals must support that sequence.

Skipping Required Data Fields

There are both optional and required data fields in AVSS. Field 117 (Date Certifier Signed) is an optional field and does not have to be completed before the official death certificate is printed. This is because the value may be filled in manually with black ink at the time the certifier signs. Most fields, however are required. That is, you must enter a data value. There may be occasions where you will not have the required data values for all fields but still wish to begin registering a draft death record. In this situation you can “skip” the field and move on to the next one, as shown below.

38. MOTHER'S STATE OF BIRTH > [Enter]

THIS FIELD IS REQUIRED BY AVSS.

ENTER '?' FOR MORE INFORMATION.

38. MOTHER'S STATE OF BIRTH > [^S] [Enter] or [F9]**39. DATE OF DISPOSITION >****Filing An Incomplete Electronic Record**

There may also be occasions where you will need to halt the registration process before it is completed. In this situation an incomplete electronic record may be filed as shown below.

38. MOTHER'S STATE OF BIRTH > [^F] [Enter] or [F6]

HIT RETURN TO CONTINUE > [Enter]

(F)ILE, (E)DIT, (S)UBMIT, (V)ALIDATE, (D)ISPLAY, OR (P)RINT > [F] [Enter]

ACN. ACCESS CONTROL NUMBER > [Enter] GENERATED: 1143333

INCOMPLETE FORM SAVED FOR LATER COMPLETION.

FILING DRAFT DEATH RECORD



Incomplete Record Report

Electronic draft death records are marked as incomplete when fields are skipped or when a record is filed before completion. You can find the CID numbers for electronic records that are incomplete by running the INCOMPLETE RECORD REPORT as follows:

```
DRAFT DEATH RECORD OPTION > [I] [Enter]NCOMPLETE RECORD REPORT
BEGINNING DATE <1/1/1998> [Enter]      (1/1/1998)
ENDING DATE <T> [Enter]                (3/11/1998)
RUN THIS REPORT IN THE BACKGROUND <N> [Enter]
SAVE THE OUTPUT FROM THIS REPORT <N> [Enter]
OUTPUT DEVICE <T> [Enter]
HIT RETURN TO CONTINUE, 'Q' OR '^Q' TO QUIT > [Enter]
INCOMPLETE RECORDS FOR FORM: DRAFT DEATH RECORD  SITE CODE: 303
INDEX      FILED      SKIPPED
532124
532136      28
532139                16,17,18,19,
SUMMARY REPORT OF INCOMPLETE RECORDS
SITE CODE: 303          FORM: DRAFT DEATH RECORD
DATE RANGE: 1/1/1998 TO 3/11/1998
TOTAL NUMBER OF RECORDS: 29
NUMBER OF INCOMPLETE RECORDS: 3
DRAFT DEATH RECORD OPTION >
```

Completing An Incomplete Record

An incomplete record may be completed as shown below. AVSS will automatically prompt for the incomplete data fields.

```
DRAFT DEATH RECORD OPTION > [C] [Enter] OMPLETE INCOMPLETE RECORD
FILE# OR INDEX TO SEARCH > [532124] [Enter]
# NAME                DATE      FILE#      NEXT      SKIPPED
1) STEWART, MARTHA ANN  3/4/1998  532124     38,
IS THIS THE PERSON? <Y> [Enter]
RETRIEVING DATA .....
FIRST WE WILL REPROMPT ALL THE QUESTIONS PREVIOUSLY SKIPPED
"^FILE" HAS BEEN DISABLED, BUT IF YOU STILL WISH
TO DELAY ANSWERING YOU MAY "^SKIP" AGAIN.
38. MOTHER'S STATE OF BIRTH > [MA] [Enter] = MASSACHUSETTS (MA)
ALL THE PREVIOUSLY SKIPPED PROMPTS HAVE BEEN REPROMPTED
"^FILE" HAS BEEN ENABLED.
Electronic record will be displayed at this point.
(F)ILE, (E)DIT, (V)ALIDATE, (D)ISPLAY, OR (P)RINT > [F] [Enter]
FILING DRAFT DEATH RECORD .....
COMPLETE ANOTHER <Y> [N] [Enter]
DRAFT DEATH RECORD OPTION >
```

Using The [Enter] Key To Log Off Of AVSS

By now you are familiar with the use of the **[Enter]** key to select menu choices and execute AVSS commands. You can also use it to return to the previous menu choice and log off of AVSS by pressing it repeatedly. In the example below, the user changed their mind about registering a draft death record at the SELECTION # > prompt and logged off of AVSS and disconnected the modem connection to the county computer by continuing to press the **[Enter]** key.

```

SYSTEM OPTION > [D] [Enter]RAFT DEATH RECORD
DRAFT DEATH RECORD OPTION > [R] [Enter]
1 REGISTER RECORD - FULL
2 REGISTER RECORD - FUNERAL DIRECTOR
SELECTION # > [Enter]
DRAFT DEATH RECORD OPTION > [Enter]
SYSTEM OPTION > [Enter]
                GOOD-BYE FROM AVSS
HANG UP TELEPHONE? <Y> [Enter]
    
```

Using The [^Q] Command Or [F8] Key

There are situations in AVSS where you will want to return to the previous prompt and pressing the **[Enter]** key will not accomplish that goal. In the example below, the user attempted to register a decedent with the same CID that had already been electronically filed. Since AVSS will not allow the same CID to be used again, pressing the **[Enter]** key to backup will not work nor will **[^S]** since the CID cannot be skipped. If you do not have access to the correct CID you must use the **[^Q] [Enter]** or **[F8]** command to quit. It can be used consecutively at any time in AVSS to backup and log off. In short, it can be used as a “panic” key to terminate any activity that you do not wish to pursue.

```

DRAFT DEATH RECORD OPTION > [R] [Enter]
1 REGISTER RECORD - FULL
2 REGISTER RECORD - FUNERAL DIRECTOR
SELECTION # > [2] [Enter] REGISTER RECORD - FUNERAL DIRECTOR
CID. CASE ID NUMBER > [532124] [Enter]
THIS CASE ID NUMBER HAS ALREADY BEEN USED FOR: DRAFT DEATH RECORD
STEWART, MARTHA ANN 3/4/1998
CID. CASE ID NUMBER > [Enter]
THIS FIELD IS REQUIRED BY AVSS. You did not backup as expected.
ENTER '?' FOR MORE INFORMATION.
CID. CASE ID NUMBER > [^S] [Enter]
'^S' IS AN INCORRECT RESPONSE FOR CASE ID NUMBER. You appear to be stuck since
ENTER '?' FOR MORE INFORMATION. the [^S] command will not work
here.
CID. CASE ID NUMBER > [^Q] [Enter] or [F8]
ANY UNFILED INFORMATION ENTERED WILL BE LOST.
OK? <N> [F8] The [^Q] command or [F8] will continue to backup as many times as necessary.
DRAFT DEATH RECORD OPTION >
    
```

The Dash Command: [-]

You may encounter instances where you change your mind about the value of a data field and wish to enter another value. If so, you simply type in the new value followed by **[Enter]**. If you press **[Enter]** without a preceding value, the previously-entered default will be entered. But what if you wish to leave the field blank? For example, assume that you had entered a date in Field 117 under the assumption that you knew when the certifier would sign, but then found that he/she was unavailable and that the date of signature will be filled in at some indeterminate time in the future. Pressing **[Enter]** will only leave the date unchanged and what you really want to do is to remove the date. As shown below, you do so with the **[-]** key.

```
117. DATE CERTIFIER SIGNED <03/09/1998> [Enter]
119. MANNER OF DEATH > [F2]
117. DATE CERTIFIER SIGNED <03/09/1998> [-] [Enter]
117. DATE CERTIFIER SIGNED > [Enter] Entering the dash above, blanks-out Field 117.
119. MANNER OF DEATH >
```

The Double Dash Command: [- -]

As shown above, the **[-]** key is used to blank-out a defaulted data value. But what if you wish to enter a dash, for example, in a middle name field? To do this, you use two dashes (**[- -]**) as shown below.

```
36. MIDDLE NAME OF MOTHER <ANN> [- -] [Enter]
ARE YOU SURE? <N> [Y] [Enter] AVSS asks you to confirm that there is no middle name.
37. BIRTH LAST (FAMILY) NAME OF MOTHER (MAIDEN SURNAME)> [F2]
36. MIDDLE NAME OF MOTHER <-> A [- -] resulted in a single dash data value.
```

Time Saving Tip #2: Using The Semicolon Command ([:])To Concatenate Data Values

By now you are probably aware of the efficiency of the AVSS interface. Because of its intelligent prompting, you can complete most fields with just a few key strokes and many others by just pressing the **[Enter]** key. As you become more familiar with the interface, you may want to use the **[:]** key for entering related fields with just one **[Enter]** command. As shown in the example below, you can enter the first, middle, and last names on one line by separating them with **[:]** keystrokes. You can enter any number of fields on one line using this technique. The **[:]** key thus serves as a “type-ahead” **[Enter]** key.

```
35. FIRST (GIVEN) NAME OF MOTHER >[BETSY;ANN;ROSS] [Enter]
36. MIDDLE NAME OF MOTHER > ANN
37. BIRTH LAST (FAMILY) NAME OF MOTHER (MAIDEN SURNAME) > ROSS
38. MOTHER'S STATE OF BIRTH >
```


The Validate Command: [^V] [Enter] or [F10]

During registration, AVSS will continually check your data values for consistency. You may be asked to confirm that you are sure about a certain value immediately after it is entered. At the end of registration, just before the electronic record is filed, AVSS will again examine all data values and compare them for consistency. If there are inconsistent values, you will be asked to validate them. You may run the validation procedure at any time during registration by pressing the **[F10]** key or typing **[^V] [Enter]**, as shown in the example below. You may also use the VALIDATION DISPLAY suboption to display the validation status of previously-filed records.

```

CID. CASE ID NUMBER > [4444] [Enter]
1. NAME OF DECEDENT -- FIRST > [THOMAS;ROBERT;MALTHUS] [Enter]
2. MIDDLE NAME > ROBERT
3. LAST NAME > MALTHUS
4. DATE OF BIRTH > [2/28/1877] [Enter]
   CONVERTED TO 02/28/1877
7. DATE OF DEATH > [T] [Enter]
   3/12/1998 <-- ASSUMED DATE   CONVERTED TO 03/12/1998
   CHECKING FOR POSSIBLE DUPLICATES USING: MAL, TH 3/12/1998
   (USE CTRL-C TO TERMINATE SEARCH)
5. AGE <121> [Enter]
   IMPROBABLE AGE. ARE YOU SURE? <N> [Y] [Enter]
6. SEX > [^V] [Enter] or [F10]
   DECEDENT'S AGE (5) IS OVER 110.
   VALIDATION: V005
   THE STATE REGISTRAR REQUIRES THAT THE FOLLOWING
   COMBINATION OF FIELD(S)/VALUE(S) BE VALIDATED:
   FIELD: 5 = '121'
   HAVE YOU REFERRED TO THE ORIGINAL SOURCES AND ARE YOU SURE? <N>

```

Quick Review #2: More Keyboard Commands

Here is a quick review of the seven additional AVSS keyboard commands just discussed:

Command	Action
[^F] [Enter] or [F6]	Files the electronic record at this prompt.
[^Q] [Enter] or [F8]	Quits (can be use consecutively to log off).
[^S] [Enter] or [F9]	Skips a required data field.
[^V] [Enter] or [F10]	Validates all existing data fields.
[-] [Enter]	Blanks out the current data value for this field.
[-] [Enter]	Enters a single dash into the current field.
[;]	Concatenates (links together) several data fields.

In addition to these commands there is also the **[F5]** and **[F7]** function keys, corresponding to **[^E] [Enter]** and **[^H] [Enter]**, respectively. You will not use the former, the Edit command, at this time. You may, however, use the latter, the More Help command, at any time during registration: it provides a summary of all AVSS commands and their meanings.



Using Alpha List To Determine The Status Of A Group Of Records

When you begin the registration of a draft death record, the STATUS variable will have a value of "STARTED." As the registration process continues, the value of STATUS will change consecutively from STARTED to SUBMITTED to APPROVED and finally to PRINT#1, PRINT#2, or PRINTED. During this process, it is possible for STATUS to be changed by the local registrar of deaths to REJECTED. There is also a sixth status (BATCH), but we need not be concerned with that level at this time. You may determine the status of all draft death records associated with your funeral home by using the ALPHA LIST OF RECORDS suboption. It will provide a listing sorted alphabetically by last name of decedent that will report not only status, but also the date of death, the CID, and any data fields that were skipped. Note that PRINT#1 indicates that the first pass (death certificate form plus medical data) has been printed, PRINT#2 indicates that both the first and second pass (personal data) printing have occurred, and PRINTED indicates that the form, the medical data, and the personal data were all printed during a single pass (see Page 16).

```
DRAFT DEATH RECORD OPTION > [A] [Enter] ALPHA LIST OF RECORDS
FROM <%> [Enter] THRU <z> [Enter]
FROM EVENT-DATE <1/1/1998> [Enter] THRU EVENT-DATE <TODAY> [Enter]
RUN THIS REPORT IN THE BACKGROUND <N> [Enter]
SAVE THE OUTPUT FROM THIS REPORT <N> [Enter]
OUTPUT DEVICE <T> [Enter]
SITE: WELCH-RYCE-HAIDER FUNERAL CHAPELS
DRAFT DEATH RECORD ALPHA LIST FROM '%' THRU 'z',
FOR EVENT DATES 1/1/1998 THRU 3/12/1998
```

NAME	EVENT-DATE	FILE#	NEXT	SKIPPED	STATUS
ALLEN, VIVIAN MAY	3/7/1998	593321		16,17,18,	STARTED
BOYD, RONALD NATHAN	3/8/1998	542132			APPROVED
GARCIA, RAFAEL LUIS	3/6/1998	556130			SUBMITTED
MALTHUS, THOMAS ROBERT	3/12/1998	526444	6		PRINT#2
ROMANOV, ALEXANDRIA	2/23/1998	532122			BATCH
SMITH, JANE MARY	2/5/1998	587345			PRINT#1
STEWART, MARTHA ANN	3/4/1998	532124			PRINTED
WASHINGTON, MARTHA MARY	3/9/1998	555333			REJECTED

```
DRAFT DEATH RECORD OPTION >
```

Using Variable Display To Determine The Status Of A Specific Record

If you need to know the status of a particular draft death record, it is more efficient to use the VARIABLE DISPLAY suboption as shown below.

```
DRAFT DEATH RECORD OPTION > [VAR] [Enter] VARIABLE DISPLAY
FILE# OR INDEX TO SEARCH > [532124] [Enter]
# INDEX VALUES DATE FILE# NEXT SKIPPED
1) STEWART, MARTHA ANN 3/4/1998 532124
IS THIS THE PERSON? <Y> [Enter]
RETRIEVING DATA .....
VARIABLE(S) > [STATUS] [Enter] Note: you may press [F4] here to display the entire record.
STATUS. <STARTED> [Enter]
VARIABLE(S) > [Enter]
DRAFT DEATH RECORD OPTION >
```

Submitting A Record For Local Registrar Review/Approval

Until now, the status of the draft death record that you have been working with has been fixed at STARTED since you must submit it to the local registrar of births and deaths for review before it can be approved. *You will not be able to print an official copy of a death certificate until the draft record has been approved.* In contrast, you may print draft copies as many times as necessary to allow review by all responsible parties. When you are confident that the medical portion of the draft record is complete and as accurate as possible, you can submit it for local registrar review either during the REGISTER RECORD - MEDICAL DATA ONLY or by using the SUBMIT RECORD FOR APPROVAL suboption. After you have entered all the medical data fields, you will be presented with:

```
(F)ILE, (E)DIT, (S)UBMIT, (V)ALIDATE, (D)ISPLAY, OR (P)RINT > [S] [Enter]
CONFIRMED. RECORD SUBMITTED.
(F)ILE, (E)DIT, (S)UBMIT, (V)ALIDATE, (D)ISPLAY, OR (P)RINT > [F] [Enter]
FILING DRAFT DEATH RECORD .....
```

Alternatively, you may use the special suboption:

```
DRAFT DEATH RECORD OPTION > [S] [Enter] UBMIT RECORD FOR APPROVAL
FILE# OR INDEX TO SEARCH > [532124] [Enter]
# INDEX VALUES          DATE      FILE#    NEXT    SKIPPED
-----
1) STEWART, MARTHA ANN   3/4/1998  532124
IS THIS THE PERSON? <Y> [Enter]
RETRIEVING DATA .....
                DRAFT DEATH RECORD
1.MARTHA          2.ANN          3.STEWART
(The entire electronic record will be displayed at this point.)
ENTERED: WELCH,RYCE 3/5/1998  LAST UPDATED: WELCH,RYCE 3/11/1998
HIT RETURN TO CONTINUE > [Enter]
(F)ILE, (S)UBMIT, (V)ALIDATE, (D)ISPLAY OR (P)RINT > [S] [Enter]
READY TO SUBMIT CERTIFICATE. ARE YOU SURE? <N> [Y] [Enter]
CONFIRMED. RECORD SUBMITTED.
(F)ILE, (S)UBMIT, (V)ALIDATE, (D)ISPLAY OR (P)RINT > [F] [Enter]
FILING DRAFT DEATH RECORD .....
SUBMIT ANOTHER <Y> [N] [Enter]
```

At this point the status has been changed from STARTED to SUBMITTED, and if you print the draft death record now it will show the new status and the date and time submitted at the top of the form. You should contact the local registrar of deaths and request that the draft death record be approved so that you can proceed to print the official copy. You may submit your request by telephone or fax the draft paper copy that shows the date and time submitted. After the local registrar reviews the paper and electronic records, he/she will either ACCEPT or REJECT the record. You may determine the status at any time using the ALPHA LIST OF RECORDS and VARIABLE DISPLAY procedures described above. If the record is rejected you will have to gather the appropriate information to fix the problem as conveyed to you by the local registrar by telephone, fax, or by electronic comments via AVSS. After you have acquired the necessary data to fix the problem, you should use EDIT RECORD to correct the appropriate data fields, then run the SUBMIT RECORD FOR APPROVAL suboption again as described above. After the draft death record has been approved, it can no longer be edited and you are then ready to proceed to the next step: to print the official copy of a death certificate.



Printing An Official Copy Of A Death Certificate

At this point you should have had experience in printing several draft death records and, since printing the official copy follows very similar procedures, it will be an easy task. However, it is important to realize that, because of state requirements, **only one copy of the official certificate can be printed**. For this reason, the official copy should be handled with care. The procedure is:

```
DRAFT DEATH RECORD OPTION > [P] [Enter]
1 PRINT PASS #1 (OFFICIAL FORM PLUS MEDICAL DATA)
2 PRINT PASS #2 (PERSONAL DATA FIELDS ONLY)
3 PRINT DRAFT AVSS RECORD
4 PRINT OFFICIAL DEATH CERTIFICATE (SINGLE PASS)
SELECTION # > [4] [Enter] PRINT OFFICIAL DEATH CERTIFICATE (SINGLE PASS)
FILE# OR INDEX TO SEARCH > [532124] [Enter]
# INDEX VALUES          DATE          FILE#          NEXT          SKIPPED
-----
1) STEWART, MARTHA ANN   3/4/1998    532124
IS THIS THE PERSON? <Y> [Enter]
OUTPUT DEVICE <P> [Enter] Printing will take about 1 minute. Be certain that official paper is loaded.
```

Congratulations! You have completed a computer generated death certificate that has passed state-specified edits and has been reviewed by the local registrar of deaths. The next step is to obtain the certifier signatures and fax the completed copy to the local registrar’s office. It is very likely to be accepted for registration. This will permit you to produce and file a disposition permit without the need to visit the local registrar’s office.

There may be occasions where you will not be able to obtain all the personal data and need to obtain a certifier signature on a certificate with only the medical data completed. The procedure is then:

```
SELECTION # > [1] [Enter] PRINT PASS #1 (OFFICIAL FORM PLUS MEDICAL DATA)
FILE# OR INDEX TO SEARCH > [532124] [Enter]
# INDEX VALUES          DATE          FILE#          NEXT          SKIPPED
-----
1) STEWART, MARTHA ANN   3/4/1998    532124
IS THIS THE PERSON? <Y> [Enter]
OUTPUT DEVICE <P> [Enter] Printing will take about 1 minute. Be certain that official paper is loaded.
```

After you have obtained the certifier’s signature and the personal data, you may add the personal data to the official certificate by choosing the fourth print option for a double-pass, as shown below:

```
SELECTION # > [2] [Enter] PRINT PASS #2 (PERSONAL DATA FIELDS ONLY)
FILE# OR INDEX TO SEARCH > [532124] [Enter]
# INDEX VALUES          DATE          FILE#          NEXT          SKIPPED
-----
1) STEWART, MARTHA ANN   3/4/1998    532124
IS THIS THE PERSON? <Y> [Enter]
OUTPUT DEVICE <P> [Enter] Printing will a few seconds. Be certain that official certificate that was printed in the first pass for this decedent is loaded in the printer.
```

Note that the Fax Authorization Number (FAN) is printed on each pass, but at an offset location on the second pass. To insure that the correct decedent information is printed on the second pass, the two FANs must be identical.

AVSS DEATH REGISTRATION PROCEDURES

Definitions

ACN = Access Control Number

FAN = Fax Authorization Number

DDC = Draft Death Record Form (electronic record): filed by Case ID (CID).

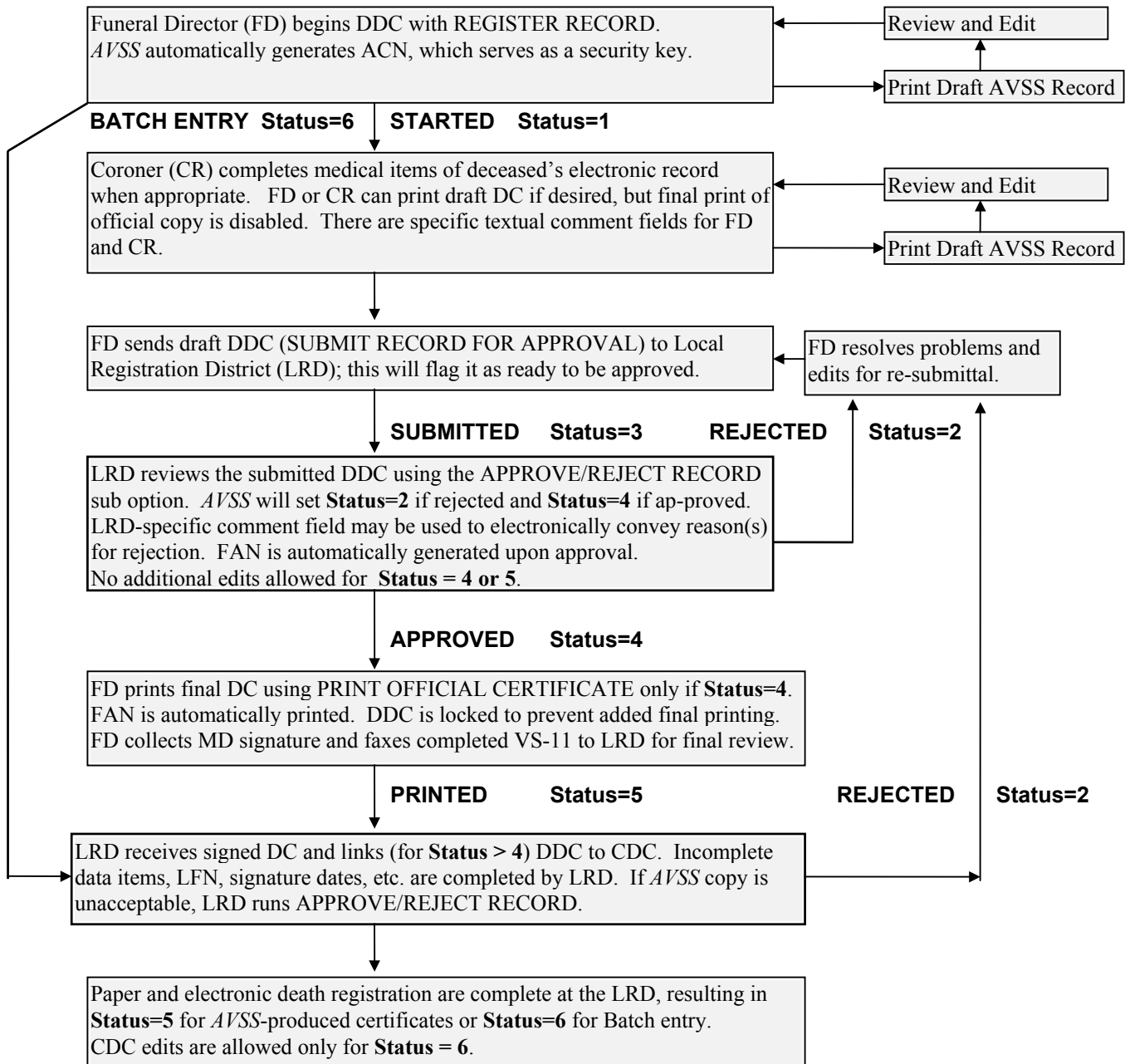
CDC = California Death Certificate (electronic record): filed by Local File Number (LFN) via DDC linkage.

DC = Death Certificate Form (paper): VS-11.

LRD = Local Registration District

Status = AVSS variable to track the electronic record's state of completion.

Workflow



DISPOSITION PERMIT

As described previously, there are two major components to AVSS/EDR: the DRAFT DEATH RECORD and the DISPOSITION PERMIT. *The DRAFT DEATH RECORD must be approved by the local registrar of deaths (see page 16) before beginning the DISPOSITION PERMIT.* The information from the former will be utilized by the latter, but first, they must be linked.

Linking To A Draft Death Record

As before, you are ready to begin at the SYSTEM OPTION > prompt. Recall that pressing the [F1] key will display the menu choices:

```
SYSTEM OPTION > [?] [Enter] or [F1]
ENTER ENOUGH CHARACTERS TO IDENTIFY ONE OF THE FOLLOWING:
DISPOSITION PERMIT
DRAFT DEATH RECORD
YOUR PASSWORD
```

Since two choices begin with a “D” so you may type a [DI] [Enter], which will result in:

```
SYSTEM OPTION > [DI] [Enter] SPOSITION PERMIT
DISPOSITION PERMIT OPTION >
```

You will then have another set of choices that can again be displayed by pressing the [F1] key. The choices are nearly identical to those described earlier for the draft death record. To begin the registration of a disposition permit, type [R] [Enter] at this prompt:

```
DISPOSITION PERMIT OPTION > [R] [Enter] EGISTER DISPOSITION PERMIT
DISPOSITION PERMITS MAY BE LINKED TO THE FOLLOWING FORMS:
DDC   DRAFT DEATH RECORD
AVSS WILL ATTEMPT TO RETRIEVE DATA FROM A LINKED FORM.
SEARCHING DRAFT DEATH RECORD...
PLEASE ENTER THE APPROPRIATE IDENTIFYING INFORMATION IF YOU WANT TO LINK,
OR '^' AT INDEX TO SEARCH TO REGISTER A NEW FORM.
FILE# OR INDEX TO SEARCH > Enter the CID if known, otherwise press [Enter]
3. LAST NAME > [STE] [Enter] Enter only the first 3 letters of the last name.
1. NAME OF DECEDENT -- FIRST > [MAR] [Enter] And only 3 for the first name.
2. MIDDLE NAME >[Enter] To save time, do not enter the middle name.
7. DATE OF DEATH >[Enter] Again, to save time, do not enter the date of death.
BEGINNING SEARCH...
(USE CTRL-C TO TERMINATE SEARCH)
# INDEX VALUES          DATE          FILE#          NEXT          SKIPPED
-----
1) STEWART, MARTHA ANN   3/4/1998    532124
IS THIS THE PERSON? <Y> [Enter]
RETRIEVING DATA ...AVSS is now linking data from the draft death record.
CID. CASE ID NUMBER <532124> [Enter] And now has imported it into the disposition permit.
NMA. NAME OF APPLICANT >
```

Completing Disposition Permit Data Fields

After you have successfully linked to a draft death record, AVSS/EDR will automatically complete nearly all disposition permit data fields using existing electronic data. To begin, however, you should enter the name of the applicant who will be responsible for the fax filing procedures. There will also be other new fields, for example name of cemetery and/or crematory, that will need to be entered.

NMA. NAME OF APPLICANT > [?] [Enter] or [F1]
Enter the name of the person taking the permit.
This person's name will be printed in Fields 9A-9B
As per the fax filing procedure.

NMA. NAME OF APPLICANT > [JIM DRAPER] [Enter]

1A. NAME OF DECEDENT -- FIRST <MARTHA> [Enter]

1B. MIDDLE NAME <ANN> [Enter]

1C. LAST NAME <STEWART> [Enter]

2. DATE OF BIRTH <03/03/1922> [Enter]

4. SEX <FEMALE> [Enter]

5B. COUNTY OF DEATH <SANTA BARBARA> [Enter]

5A. CITY OR TOWN OF RESIDENCE <SANTA BARBARA> [Enter]

6. INFORMANT'S NAME AND RELATIONSHIP <JAMES STEWART, SPOUSE> [Enter]

6A. INFORMANT'S MAILING ADDR (STREET, POB, ROUTE) <601 E MICHELTORENA ST> [Enter]

6D. INFORMANT'S MAILING ZIP <93103> [Enter] = SANTA BARBARA

6C. INFORMANT'S MAILING STATE <CA> [Enter] = CALIFORNIA (CA)

6E. COUNTY OF INFORMANT'S RESIDENCE <SANTA BARBARA> [Enter]

6B. INFORMANT'S MAILING CITY OR TOWN <SANTA BARBARA> [Enter]

7A. NAME OF FUNERAL DIRECTOR <WELCH-RYCE-HAIDER> [Enter]

7AA. FUNERAL DIRECTOR ADDRESS <15 E SOLA ST> [Enter]

7AD. FUNERAL DIRECTOR ZIP CODE <93101> [Enter] = SANTA BARBARA

7AC. FUNERAL DIRECTOR STATE <CA> [Enter] = CALIFORNIA (CA)

7AB. FUNERAL DIRECTOR CITY <SANTA BARBARA> [Enter]

7B. FUNERAL DIRECTOR LICENSE NUMBER <FD303> [Enter]

10. AUTHORIZED DISPOSITIONS <A,B> [Enter]
A= BURIAL (INCLUDES ENTOMBMENT)
B= CREMATION

10. ANOTHER AUTHORIZED DISPOSITIONS > [Enter]

11A. CEMETERY NAME [GOLE] [Enter] GOLETA DISTRICT CEMETERY,SANTA BARBARA,CA

11AA. CEMETERY ADDRESS <44 SAN ANTONIO ROAD> [Enter]

11AD. CEMETERY ZIP CODE <93110> [Enter] = SANTA BARBARA

11AC. CEMETERY STATE <CA> [Enter] = CALIFORNIA (CA)

11AB. CEMETERY CITY <SANTA BARBARA> [Enter]

12A. CREMATORY NAME > [WEL] [Enter] WELCH-RYCE-HAIDER CREMATORY,SANTA BARBARA,CA

12AA. CREMATORY ADDRESS <450 WARD DRIVE> [Enter]

12AD. CREMATORY ZIP CODE <93111> [Enter] = SANTA BARBARA

12AC. CREMATORY STATE <CA> [Enter] = CALIFORNIA (CA)

12AB. CREMATORY CITY <SANTA BARBARA> [Enter]

COM. COMMENT > [THIS IS AN EXAMPLE OF LINKING A DRAFT DEATH CERT.] [Enter]

Initial Electronic Filing Of A Permit

After completing all data fields, AVSS will display the disposition permit data values and allow you to edit, validate, display, or print again before filing.

```

DISPOSITION PERMIT
1A.MARTHA      1B.ANN      1C.STEWART
2.03/03/1922 3.03/04/1998 4.FEMALE 5A.SANTA BARBARA 5B.SANTA BARBARA
6.JAMES STEWART, SPOUSE
6A.601 E MICHELTORENA ST 6B.SANTA BARBARA 6C.CA 6D.93103
7A.WELCH-RYCE-HAIDER      I.      8B.
7AA.15 E SOLA ST 7AB.SANTA BARBARA 7AD.93101 10I.
A.BURIAL (INCLUDES ENTOMBMENT)  10IA.
B.CREMATION E.      10IB. 10IC. 10ID.
C.      F.
D.      G.      H.
11A.GOLETA DISTRICT CEMETERY
11AA.44 SAN ANTONIO ROAD 11AB.SANTA BARBARA 11AC.CA 11AD.93110
12A.WELCH-RYCE-HAIDER CREMATORY
12AA.450 WARD DRIVE 12AB.SANTA BARBARA 12AC.CA 12AD.93111
13A.N/A
13AA. 13AB. 13AC. 13AD.
14A.N/A      NMA.JIM DRAPER
14AA. 14AB. 14AC. 14AD.      CID.532124
15A.N/A
15AA. 15AB. 15AC. 15AD.
HIT RETURN TO CONTINUE > [Enter]
(F)ILE, (E)DIT, (V)ALIDATE, (D)ISPLAY, OR (P)RINT > [F] [Enter]
FILING DISPOSITION PERMIT .....
REGISTER ANOTHER <Y> [N] [Enter]
DISPOSITION PERMIT OPTION >
    
```




Submitting A Permit For Local Registrar Review/Approval

As with the draft death record, you must submit the draft disposition permit to the local registrar of births and deaths for review before it can be approved. *You will be unable to print an official copy of the disposition permit until the electronic version has been approved and a signed copy of the official death certificate has been faxed to the local registrar of deaths and also approved.* As before, you may print disposition permit draft copies as many times as necessary to allow review by all responsible parties. After you have faxed a copy of the official death certificate (containing the certifier’s signature), and are confident that the disposition permit is complete and accurate, you can submit it for local registrar review using the SUBMIT PERMIT FOR APPROVAL suboption as follows:

```
DISPOSITION PERMIT OPTION > [S] [Enter] UBMIT PERMIT FOR APPROVAL
FILE# OR INDEX TO SEARCH > [532124] [Enter]
# INDEX VALUES          DATE      FILE#    NEXT    SKIPPED
1) STEWART, MARTHA ANN   3/4/1998  532124
IS THIS THE PERSON? <Y> [Enter]
RETRIEVING DATA .....
                DISPOSITION PERMIT
1.MARTHA          2.ANN          3.STEWART
(The entire electronic record will be displayed at this point.)
ENTERED: WELCH,RYCE 3/11/1998 LAST UPDATED: WELCH,RYCE 3/12/1998
HIT RETURN TO CONTINUE > [Enter]
(F)ILE, (S)UBMIT, (V)ALIDATE, (D)ISPLAY OR (P)RINT > [S] [Enter]
READY TO SUBMIT CERTICATE. ARE YOU SURE? <N> [Y] [Enter]
CONFIRMED. RECORD SUBMITTED.
(F)ILE, (S)UBMIT, (V)ALIDATE, (D)ISPLAY OR (P)RINT > [F] [Enter]
FILING DRAFT DEATH RECORD .....
SUBMIT ANOTHER <Y> [N] [Enter]
DISPOSITION PERMIT OPTION >
```

At this point the status of the electronic disposition permit has been changed from STARTED to SUBMITTED. You should contact the local registrar of deaths and request that the disposition permit be approved so that you can proceed to print the official copy. You may submit your request by telephone or simply fax the draft paper copy. After the local registrar reviews the paper and electronic records, he/she will either ACCEPT or REJECT the permit. As before, you may determine the status at any time using the ALPHA LIST OF RECORDS and VARIABLE DISPLAY.

If the permit is rejected you will have to gather the appropriate information to fix the problem as conveyed to you by the local registrar by telephone, fax, or by electronic comments via AVSS. After you have acquired the necessary data to fix the problem, you should use EDIT PERMIT to correct the appropriate data fields, then run the SUBMIT PERMIT FOR APPROVAL suboption again as described above. After the disposition permit has been approved, it can no longer be edited and you are then ready to proceed to the next step: to print the official copy of a disposition permit.



Printing An Official Copy Of A Disposition Permit

After the disposition permit has been approved, you may print an official copy as follows::

```
DISPOSITION PERMIT OPTION > [P] [Enter]
1 PRINT DRAFT PERMIT
2 PRINT OFFICIAL PERMIT
SELECTION # > [2] [Enter] PRINT OFFICIAL PERMIT
FILE# OR INDEX TO SEARCH > [532124] [Enter]
# INDEX VALUES          DATE      FILE#      NEXT      SKIPPED
1) STEWART, MARTHA ANN   3/4/1998  532124
IS THIS THE PERSON? <Y> [Enter]
OUTPUT DEVICE <P> [Enter] Printing will take about 45 seconds for each of the four required copies.
DISPOSITION PERMIT OPTION >
```

Congratulations! You have completed a computer generated disposition permit that has been reviewed by the local registrar of deaths. The next step is to obtain the certifier signatures and fax the completed copy to the local registrar’s office. It is very likely to be accepted for registration. Note that the disposition permit applicant’s name is printed in Field 9B and the fax authorization number in Field 9C. This number must be identical to the number printed in the fax authorization number field on the official death certificate. The final two steps in completing death registration is to:

1. Manually type into Field 47 of the official death certificate the date the permit was issued as printed in Field 9B of the disposition permit.
2. The permit applicant’s initials, corresponding to the name printed in Field 9B of the disposition permit, must be signed in Field 47 of the death certificate next to the date the permit was issued.

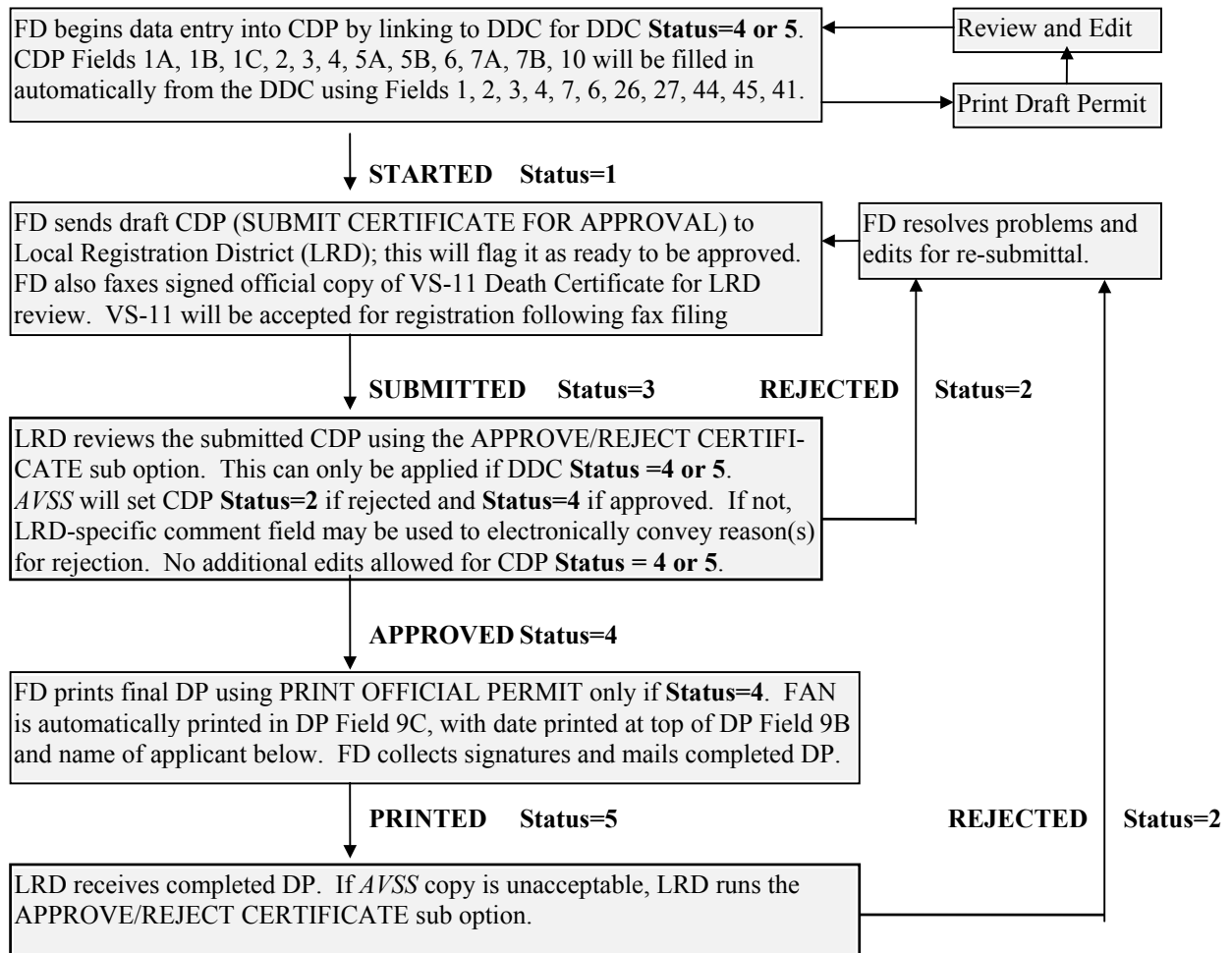
These procedures, which are known as “fax filing,” will allow you to produce and file death certificates and disposition permit without the need to visit the local registrar’s office. See pages 215-223 of the *Handbook For Local Registrars Of Births And Deaths* for more details. The procedure for AVSS disposition permit production is summarized on the following page.

AVSS DISPOSITION PERMIT PROCEDURES

Definitions

- FAN = Fax Authorization Number
- DDC = Draft Death Record Form (electronic record): filed by Case ID (CID).
- CDP = Disposition Permit form (electronic record): filed by CID.
- DP= Disposition Permit (paper): VS-9.
- FD= Funeral Director.
- Status = AVSS variable to track the electronic record's state of completion.

Workflow



YOUR PASSWORD

It is common practice for your AVSS trainer to assign a simple password to you so that you can get started. This is acceptable for a short time while you are in a learning mode and entering only practice data. However, you will soon be entering real data, which will be of a confidential nature. Before you begin actual data entry it is *imperative* that you change your password. Only you should know your password. Moreover, it is wise to change your password from time to time and AVSS/EDR will automatically limit access if you do not change your password at least every 90 days. You should select a combination of at least five characters that would not be obviously associated with you or your facility; for example, *do not use your name*, and, preferably, do not use an English word. You may wish to use numbers or punctuation characters.

Changing Your Password

After you have decided on your new password, you can change the old one as follows:

```
SYSTEM OPTION > [Y] [Enter] OUR PASSWORD
YOUR PASSWORD OPTION > [C] [Enter] HANGE YOUR PASSWORD
ENTER CURRENT PASSWORD > [OLDPASSWORD] [Enter]
ENTER DESIRED PASSWORD > [R2D2STAR*] [Enter]
                AGAIN > [R2D2STAR*] [Enter]
PASSWORD HAS BEEN CHANGED!
Note: The passwords that you type will not be displayed. You will have to enter
your new password twice for verification.
CONTACT PHONE NUMBER <805-893-3143> [Enter]
YOUR PASSWORD OPTION >[Enter]
SYSTEM OPTION >
```