



Iowa Department of Public Health
Bureau of Health Statistics
Certifier Newsletter
October 2015

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Message from the Bureau Chief

Health statistics is one of the corner stones of public health. With this in mind, the IDPH Bureau of Health Statistics has started to review EDRS and the quality of data that is received through death registration. Currently, a death record in Iowa is registered within 7 days of the date of death. This is a decrease from over 12 days before EDRS. As death registration becomes more timely, it is now appropriate to look at quality of data to ensure that Iowa health statistics represent public health issues appropriately.

The Iowa Vital Events System (IVES) project team will be evaluating the death registration process to ensure ongoing maintenance of the system, and determine what development issues remain unresolved. Exciting mobile capabilities will be discussed during this process. The team will be creating a user survey to determine what training needs exist, and collect constructive comments for development changes. Your professional patience is greatly appreciated as we begin to discover what future enhancements the team can implement that will create a more fluent and reliable death registration process.

The quarterly newsletters that will be sent to stakeholders will contain helpful suggestions for processing death records. This newsletter will also contain information about system enhancements or issue resolution. Please take the time to review the newsletters in a timely manner. Training issues that are identified will also be addressed in the quarterly newsletters.

It is our hope that the newsletters will become valuable resources as we move towards quality improvement with EDRS.

Regards, Melissa Bird
Chief, Bureau of Health Statistics
Iowa Department of Public Health

Iowa Vital Events System (IVES)

- **Current IVES users**

- 4441 - Registered Certifiers
- 759 - Registered Certifier
- 686 - Registered Funeral Directors
- 224 - Registered Funeral Staff

- **Statistics on record completion**

The data below shows a breakdown of the total number of Deaths registered in a month and the average days for it to be filed since the launch of Electronic Death Registration (EDRS).

Month	Deaths Reg. / Month		Average Days Between DOD and Date Filed					
			Certifier		Medical Examiner		Combined	
	2014	2015	2014	2015	2014	2015	2014	2015
January		3,122		10		19		12
February		2,397		10		18		11
March		2,704		9		18		10
April	423	2,362	3	9	3	18	3	10
May	2,653	2,202	10	9	11	18	10	10
June	3,076	2,393	12	9	15	18	13	11
July	3,454	2,463	11	10	17	18	12	11
August	3,496	2,279	11	10	18	19	12	11
September	2,477	2,339	10	9	19	18	11	10
October	2,454		10		19		12	
November	2,267		10		16		11	
December	2,943		10		16		11	

- **New Security Standards**

- Passwords

This is a notice that **beginning January 4, 2016** the IVES system will require passwords to be changed every 90 days to align with the state policy.

Senate File #2088, the Office of the Chief Information Officer (OCIO) holds authority over the security standards and policies and requires that all state departments must follow. One of those standards is the Authentication standard which states "Passwords must be changed at least every 90 days".



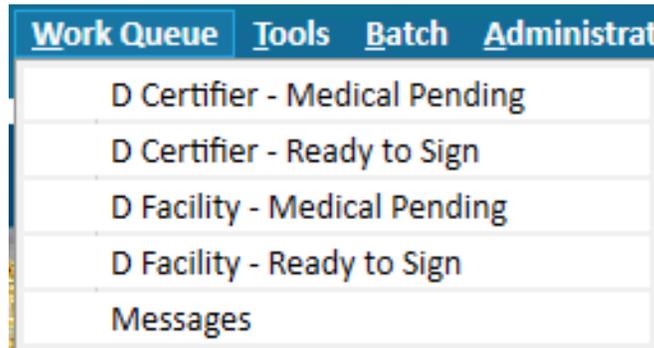
- **System Enhancement**

- Mobile application – Coming Soon!

The Bureau of Vital Records is currently working on providing a mobile application to certifiers which would allow them to go to the website and complete the record. It will still require all certifiers to log in with user ID and password.

- Work Queue

To help better serve certifiers and staff we have made some changes to the work queue. We changed how the work queues function. After **November 15, 2015**, all certifiers will only see record(s) that are assigned to them under the Certifier-Medical Pending and Certifier-Ready to Sign. Staff will no longer be able to view under these two work queues. They will be able to view all records in their location under Facility-Medical Pending and Facility-Ready to Sign.



- Email Reminders – Coming soon

The Bureau of Health statistics will begin sending out email reminders to all certifiers on **pending death records that are over 5 business days** from the date it was assigned. **Medical Examiner will have 30 calendar days** from the date it was assigned. The email will repeat periodically until the record(s) has been completed by the certifiers. We hope receiving a reminder will reduce delays on getting the medical certification completed. We have received feedback from our certifiers that emails have gotten overlooked due to the volume they received. The following is an example of the new reminder email.

-----Original Message-----
From: IVESHelpDesk@idph.iowa.gov [mailto:IVESHelpDesk@idph.iowa.gov]
Sent: Thursday, October 22, 2015 9:26 AM
To: IVESHelpDesk [IDPH]
Subject: IVES TEST: Outstanding Death Record(s)

Our records indicate that you have 1 pending death record(s) older than 5 business days that have not been signed.

Log in to IVES and check your work queues or go to Search > Death to find these records.

IVESHelpDesk@idph.iowa.gov
866-309-0831

- **Helpful Hints**

Question: When I go to log into IVES, I get an error pop up message.

Answer: We've found that if the site was added to your Favorites from the built-in "Add to Favorites" menu, it doesn't work correctly all the time. Please give this a try:

1. Right-click on the favorite/bookmark that you have, click Properties.
2. On the **Web Document** tab, make sure the URL box has **ONLY** the following text:
<https://iadhvrs.netsmartcloud.com/VRWebIAPROD>
3. If there is more after /VRWebIAPROD just copy the link above, delete out what is there, paste this in and click OK.
4. Click your updated favorite to load the site and try to log in.

Question: Can a certifier reassign a death record to a different certifier?

Answer: Yes, certifiers and staff can reassign the death record to a different certifier. Below is the process:

1. Click on the Certifier Tab
2. Select the type of certifier in the Certifier Type (Advanced Practitioner, Certifying Physician, Medical Examiner, or Physician Assistant).
3. Select Physician's name from the Assign to Medical Certifier dropdown list
4. Save the record (This will route it to the Physician's work queue).

Question: Do I have to fill out every consequence in the Cause of Death?

Answer: **No, you do not need to fill out each consequence;** the Immediate Cause of Death is the only field that is required; however, if one has more information it would be very beneficial, since the data is passed on to the National Center of Health Statistics (NCHS). Upon signing the recording and saving it, there may be times a validation pop up message appears questioning the immediate cause and the consequences of the death. Certifiers/Medical Examiners can click on "**Queried and Verified**" to override the question the system is requesting, if the immediate cause of death is correct and no consequences is connected to the death.

Data Entry Exception

The condition you reported (hemorrhage) usually develops as a complication of another more specific condition. Was there a specific underlying condition in this case? If so, please report it in the lower boxes in Part I.

Field Name: CONSQ1
Field Label: Due to or as a Consequence of
Tab Section: Cause of Death
Paragraph: List Conditions Leading to the Cause Part I
Edit Number: 30
Query Location: MEDICAL

Bypass Variable Values
Queried and Verified - 1
Queried - 2
Review Needed - 3
Query Needed - 4
Missing Variable Values
Query Location

Re-Key Override Query Field Skip

Question: Can a certifier make a correction to a death record **before** it is filed with the State?

Answer: Yes. Top of the screen select the Search menu > Death>type in the decedent's first and last name. Open the record.

- Go to the Signature tab, in the Certifier field change the "Y" to "N".
- Then go the Medical Information Complete field and change the "Y" to "N"
It must be in this order
- All the fields will open for the certifier's to make the necessary changes

Question: Can a certifier make a correction to a death record **after** it has been filed with the State?

Answer: Yes. The process is the same as it was with the paper record. Certifiers will need to send or fax on their letterhead a signed documentation indicating the decedent and the changes/corrections to the death record.

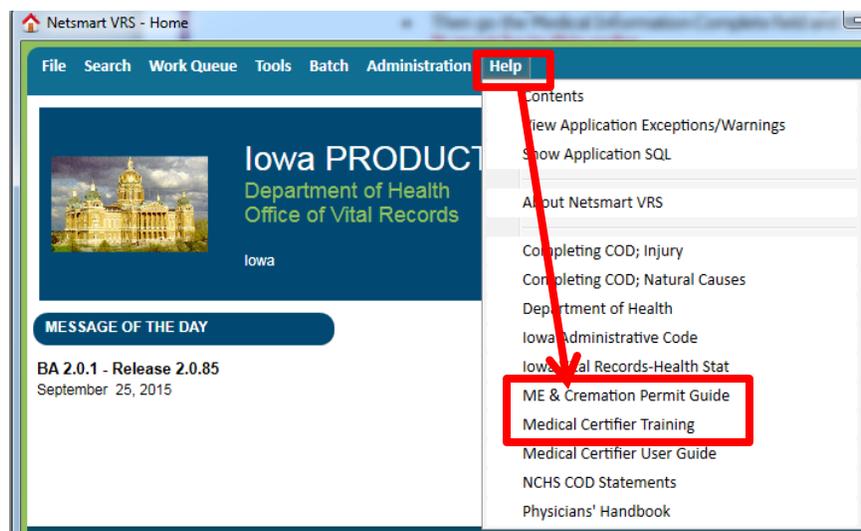
- **Resources**

- The Web-based training has moved... it is now located on our Iowa Department of Public Health YouTube site. If you have new staff that needs training or you just need a review please visit the website listed below. A copy of the Certifier User Manual and a link to the web-based training is located in the Help Menu on IVES.

YouTube EDRS web-based training for Certifiers and staff.

<https://www.youtube.com/playlist?list=PLsfcjTQBxPDEX9fEG8uwrR5LHzYtaQ5YJ>

Location of Help Menu



IDPH Updates

- **"New" Iowa Department of Public Health Website**

On October 19, 2015, the Iowa Department of Public Health has migrated to a new website to reduce security risks associated with end-of-life technologies and to use a State-approved web content management system.

This rollout will affect your access to the Department website if you have had it saved in your Favorites. The new IDPH website is now live at <http://idph.iowa.gov>

- **Updates on the Vital Records Portal**

In addition, there is a **NEW** link for the **Vital Records Portal Page**, *which no longer requires a password*. If you've saved the link to your Favorites, you will need to update it.

We ask that you do not place any of the document links for the forms or internal information on your own webpage as this opens it up for Google searches and has resulted in our having to remove some of the forms from the portal page.

<https://idph.iowa.gov/health-statistics/vital-records/dmcpportal>

The screenshot displays the Iowa Department of Public Health website's Vital Records portal. At the top, the IDPH logo and tagline "Promoting and Protecting the Health of Iowans" are visible. A navigation bar includes links for Home, News, Calendar, Licensing, A-Z Index, About IDPH, and Contact Us. The main content area is titled "Vital Records" and provides information on vital events, record searches, and certified copies. A sidebar on the left offers quick links to various services.

Vital Records

All vital events occurring in the state such as birth, death, and marriage, and the bureau has an interstate exchange agreement with all of the other states. The bureau registers approximately 100,000 events and issues about 85,000 certified copies annually.

In Iowa, official registration of births, deaths, and marriages began July 1, 1880. All original records that have been registered are on file with the Iowa Department of Public Health, Bureau of Vital Statistics.

Statewide record searches are available from the state registrar.

Local registrars are located in county recorders offices and maintain records of birth, death and marriages that have occurred in that county.

County registrars do not have code authority to have the following on record:

- Single-parent births prior to July 1, 1995;
- Adoptions;
- Birth records after a legal change of name through Iowa Code chapter 674;
- Delayed records filed one year or more after the event;
- Any record ordered seal by a court of law;
- Birth, death, and marriage records between the years 1921 to 1941.

All applications for certified copies of vital record events must be in writing and completely identify the record, as well as satisfactorily establish entitlement to the record being requested.

Entitled persons include the person named on the record or that person's spouse, children, legal parents, grandparents, grandchildren, siblings, or legal representative or guardian. Legal guardians, legal representatives, and siblings must also provide additional proof of entitlement.

Certified copies of birth, death, or marriage certificates may be obtained from the state office of vital records by telephone, in-person, or through a postal service.

Fees are payable by check or money order made out to the Iowa Department of Public Health. In-person requests may also be paid.

- **Secure Email**

Email is a primary communication tool and is often used to communicate confidential or sensitive information, this information must be protected. The State of Iowa has implemented a Secure Email System that enables state workers and others to communicate confidential or sensitive information in a secure manner. The Bureau of Health Statistics is now implementing the secure email system. When a secure email is sent, recipients will receive a notification message in their email in-box indicating they have a secure email from the State of Iowa. The notification message indicates who sent the email, how to access it and that it will be available for 14 days. In order to access a secure email, recipients will need to set up an account. This is a one-time process.

If you have questions concerning how to set up their account or about the system, please contact the Office of the Chief Information Officer Service Desk at 1-800-532-1174 or email them at OCIO.Servicedesk@iowa.gov

- **Iowa Public Health Tracking Portal**

The Iowa Department of Public Health (IDPH) announces the launch of several new dashboards, reports, and updated navigation within the Iowa Public Health Tracking (IPHT). IPHT is a state of the art environmental and public health tracking program, and part of a national initiative led by the Centers for Disease Control and Prevention (CDC) to close the gap in what is known about the impact of environmental hazards on health.

IPHT is a web-based system that tracks key environmental hazards and health problems statewide and in many instances, by county. The data can improve the understanding of hazards and lead to actions that may prevent chronic illnesses. With IPHT, Iowans have access to both environmental data and health outcome data simultaneously. For additional information please visit the link below.

www.cdc.gov/ephtracking.

Contacts for assistance

IVES Help Desk

(Technical support for the Iowa Vital Events System - IVES)

IVESHelpdesk@idph.iowa.gov

866-309-0831

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