

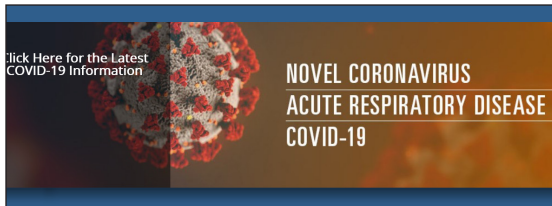
## Coronavirus (COVID-19)

Our national and state partners have websites devoted to COVID-19. We suggest you continue to refer to the following websites for guidance on coronavirus. The Bureau of Health Statistics will continue to send announcements as to our stakeholders to advise of any changes to our current death registration guidance. The link below will provide you access to the bureau's most recent announcement.

### Bureau of Health Statistics link:

<https://idph.iowa.gov/LinkClick.aspx?fileticket=5K71k8EmSFw%3d&tabid=3560&portalid=1>

### Iowa Department of Public Health: Covid-19 webpage



<https://idph.iowa.gov/Emerging-Health-Issues/Novel-Coronavirus>

### Center for Disease Control and Prevention (CDC): COVID-19 Guidance for Funeral Directors

<https://connectingdirectors.com/56391-cdc-releases-practical-covid-19-guidance-for-funeral-directors>

### National Funeral Directors Association

[https://www.nfda.org/covid-19/\\_zs/djnd/\\_z/xpii1](https://www.nfda.org/covid-19/_zs/djnd/_z/xpii1)



## 2019 End of Year Results

2019 closed on a downward trend, which is good news! The average time to complete a death record continues to move in the right direction.

Month	Deaths Reg. / Month		Average Days Between DOD and Date Filed					
	2019	2020	Certifier		ME		Combined	
			2019	2020	2019	2020	2019	2020
January	3,052	3,070	8	8	18	20	10	11
February	2,359	2,508	8	7	17	20	9	10
March	2,648	2,307	8	8	17	21	9	10
April	2,603	-	8	-	18	-	9	-
May	2,474	-	8	-	19	-	9	-
June	2,335	-	8	-	19	-	10	-
July	2,631	-	8	-	20	-	10	-
August	2,358	-	7	-	19	-	10	-
September	2,399	-	8	-	26	-	11	-
October	2,689	-	8	-	18	-	9	-
November	2,417	-	8	-	22	-	11	-
December	2,718	-	8	-	17	-	10	-

Current # of registered Users as of 03/26/2020	
823	Registered Funeral Directors
287	Registered Funeral Staff
1,110	Total Funeral Home Users
7,135	Registered Certifiers (non-ME)
1,082	Registered Certifier Staff (non-ME)
8,217	Total Certifier/Staff Users (non-ME)
321	Registered ME
437	Registered MEI/ME Staff
758	Total ME/MEI/Staff Users
7,177	Registered Certifiers (combined)
1,377	Registered Certifier Staff (combined)
8,554	Total Certifier/Staff Users (combined)

**Average time to complete a death record is down.**

## Update: Iowa Vital Events System-NX (IVES-NX)

The development team working on the IVES-NX upgrade is aiming for a July 1st launch date. The Electronic Death Registration System (EDRS) will be updated when the new system goes online. Users will be given the opportunity to participate in web-base demos, view training webinars and access the new system for hand-ons training right from the comfort of your office location. A training database will be available so users can log into the new website and practice entering records before the site goes live.



## Security

Security is a priority and we take it seriously. All Users sign a participant agreement which outlines the user's responsibilities for safeguarding their confidential information. Sharing Login ID's or passwords are prohibited.

- If the bureau finds that an account has been accessed by an authorized user, the account will be deactivated and the user will be required to reset their password and speak with bureau staff prior to being allowed into the system.
- Abuse of this requirement could result in the user's rights being permanently revoked.
- Users can be added as needed so there is no need to share an account.
- We understand your office may need support entering data. To accommodate those needs, we have created roles especially for your staff.
- ALL USERS SHOULD HAVE THEIR OWN ACCOUNT
- Take a minute to review the [Participant Agreement](#).

**Please share this newsletter as appropriate. If you have questions or feedback please contact [sandra.lyles@idph.iowa.gov](mailto:sandra.lyles@idph.iowa.gov).**

## Contact Information

Name	Phone	Email
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Michele Houston Death Registration Specialist	515-281-5153	<a href="mailto:Michele.Houston@idph.iowa.gov">Michele.Houston@idph.iowa.gov</a>
IVES Help Desk	866-309-0831	<a href="mailto:IVESHelpDesk@idph.iowa.gov">IVESHelpDesk@idph.iowa.gov</a>

## A Few Reminders for EDRS Users

### Who Starts The Death Record?

- A **funeral director** starts a death record when the manner of death is NATURAL, AND the death occurred in a hospital, nursing home or under hospice care.
- A **medical examiner** is REQUIRED to start the death record when the manner of death is NON-NATURAL, OR the death occurred outside of a hospital, or nursing home setting regardless of manner of death.
- **Important Note:** Always do a Duplicate Check to ensure a record has not been started.

### ME Contacted

- If the ME Contacted field is populated with a "Y" all associated fields in that section must be completed. This section is typically completed when the record is going to be Deferred by the ME.
- Make sure to note who you spoke with, you will need this information.
- Certifier must enter ME Deferred, County, Date Deferred, Deferred By. (Case Number is optional). Enter When you speak to the medical examiner's office the ME must be entered in the
- Omissions will cause the record to error out to the Override Work Queue. Records cannot be signed if any fields have been Overridden or Skipped. A review of the record will be required.

### Making selections from a drop down list

- Take an extra minute to review the name you've selected from a drop down list to ensure the right name populated in the field. It's easy to scroll and not realize the wrong name has been highlighted. This is especially important for Cremation Permits. Permits are being assigned to the wrong medical examiner. Selecting the wrong certifier could delay processing.

### Error Messages and Pop-ups

- **Don't ignore them** - these messages provide important information regarding the data you are entering. Typically it's an alert to advise something has been missed or entered incorrectly. Read these messages closely. If you have questions or you are unsure of what needs to be done, contact our help desk for guidance. **866-309-0831** or [IVESHelpdesk@idph.iowa.gov](mailto:IVESHelpdesk@idph.iowa.gov)
- Skipping these messages may cause delays. If you see a signature that only has a "Y", no date or name, you need to GO BACK to the signature tab and **unsign** the record (Enter N) and resign it again (Enter Y).
- It is always a good practice to review the record one last time before you log out to ensure the record is complete and no errors exist.
- Punctuation: Entering an initial in a Name Field - DO NOT ENTER A PERIOD AFTER AN INITIAL. The only punctuation allowed in name fields is a Hyphen (-) or apostrophe ('). John M. Doe: Wrong format. Should be entered as: John **M** Doe.

**Do not ignore error messages and pop-ups! These indicate missing or incorrect information.**