

# SC VRSIIS Death Module

## State Quick Reference Guide

### for General Data Entry

### Identified Record Types

### (Funeral Homes)

Version 1.1

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South Carolina Department of Health  
and Environmental Control

This Deliverable is being provided for acceptance in conformity with the Formal Acceptance Process set forth in the contract between the South Carolina Vital Records and Statistics Integrated Information System (SC VRSIIS) and Genesis Systems, Inc. If changes are required hereto, this Deliverable shall be returned to Genesis Systems, Inc., within the allotted time limits, and with the required changes documented.



## Quick Steps for Registering an 'Identified' Record Type in Back Data Entry

1. Login to SC VRSIIS and select the appropriate facility location.
2. Once the homepage appears, select **Death** at the top of the screen.
3. Once the initial load screen appears, select **Function** and then **General Data Entry**.
4. If there are any records in the Late Records queue, the system will display a message alerting the user to that fact.
5. Click the **New Record** button or select the **Record→New** menu item.
6. In the **Record Type** field, select **Identified**.
7. Complete all mandatory fields marked with a **red asterisk \*** and click the **Find Record** button.
8. The application will notify you of possible duplicate records while filling it out.
  - a. If no matching records are found, the system will display a message asking to create a new record. Click **OK** to create a new record.
  - b. If a duplicate record is found at the same location, click **Continue with the existing record** to pick up the record and continue editing, or click **Create a new record** to create a new record with duplicate information.
  - c. If a duplicate record is found at another location, the system will display a message asking if you would like to pick up the record from the other facility.
9. The Demographic Data Entry screen will load. Click the **Save** button or **Record→Save** menu item to save the new record.
10. During the data entry process, certain fields will require double data entry. After entering a value in one of these fields and attempting to move to the next field, the system will display the Double Data Entry screen. Type the value in the box where it says **Re-enter Value**. Click the **OK** button when the value is re-entered.
11. After the record is initially saved, continue completing the record and make sure to save changes frequently.
12. Search for a specific Funeral Home on **Demographic 5** through the dropdown menu or by clicking the green **Search** button. Then select the **Funeral Service Licensee** from the dropdown menu.
13. Search for a specific Medical Certifier in the **Certifier** section of **Medical 4** by first selecting the location and then searching all users for the location through the **Certifier Name** dropdown or the green **Search** button.
14. Continue resolving all data entry fields by going back to previous pages and checking for pink highlighted fields. You can also select the **Unresolved/Stakeholders** button in the top corner of the form. Be sure to save record one last time.
15. After all data entry fields are resolved, select the **Record** menu item and click **Release** from the drop down. Enter your PIN.
16. A message will appear stating the record has been released successfully. Click **OK**.

## State Users – Death State Processes

In order to use the South Carolina Vital Records and Statistics Integrated Information system (SC VRSIIS), please verify that you have access to all of following requirements:

- ✓ Live internet connection
- ✓ Widely used JavaScript enabled standard web browser (IE8+, Mozilla Firefox, etc.)
- ✓ Java runtime
- ✓ Adobe Acrobat reader for forms and letters
- ✓ MS Excel for accessing/running reports

Omission of one or more requirements will prevent access and effective use of SC VRSIIS.

### Accessing SC VRSIIS

1. Open the updated version of your standard web browser (IE8+, Mozilla Firefox, etc.).
2. In the address box, enter the following URL:  
<https://scitops.dhec.sc.gov/SCUI/welcome.htm>.
3. Click the **Log on to SC VRSIIS** button.
4. Click **'Yes'** to confirm agreement with Terms of Use.
5. Enter your username and password in the appropriate fields on the login screen and click **OK**.
6. Select the appropriate location from the dropdown menu and click **OK**.

### Record Ownership Rules

- ✓ State users will have access to death records associated initiated at the State location.
- ✓ State users can pick up ownership
- ✓ A State user cannot release the record until all data entry fields are resolved and the record is certified.

### Basic Data Flow at State Location

A State user needs to complete all of the steps listed below before the record is eligible for release to the state:

1. State Death General Data Entry and Resolved Fields
2. Technical Data Entry Tips
3. Release

### State General Data Entry

A State user can start a new record or continue working on an unresolved record in the SC VRSIIS application. An existing unresolved record is retrieved through the unresolved work queue by selecting **Function→General Data Entry**, and either select an option from the **Unresolved Work Queue Filter** drop down or click the **Search** binoculars button. Selecting the **Cancel** button causes any unsaved information to clear from the record. Navigating away from the death record page before the first save causes a non-registered record to be abandoned.

1. Login to SC VRSIIS and select the **Death→Functions→General Data Entry** menu item.
2. Select the **New** button or **Record→New** menu item to initiate or pick up a death record. The **New Record** screen will appear.
3. Enter the following information whenever available about the decedent into the following fields:
  - Date of Death Type – **mandatory**
  - Date of Death – **mandatory**
  - Key fields (SSN or EDR Number) – **mandatory minimum: 1 key field**
  - SSN Missing Value Variable

- Record Type (Identified)
- Name (First, Middle, Last, Suffix) – **last name mandatory**
- Date of Birth
- Gender – **mandatory**
- Type of Place of Death
- Place of Death
- County of Death

4. SC VRSIIS will perform a search for matching records.
  - If no match is found, SC VRSIIS will display a message and will ask if a **NEW** record should be created.
  - If a match owned by the same facility is found SC VRSIIS will issue a notice "One exact match found owned by same location." To retrieve the existing record, click **Continue with the existing record**.
  - If a match owned by another facility is found the application will display a message of "This record is currently owned by **Facility Name**. Click "Accept" to take ownership of this record or you can "Cancel" to view this record in non-editable mode." Click **Accept** to close the message and pick up the record.
  - If a match that is not owned by another facility is found the application will display a message of "One un-owned exact match—if the user selects **Accept** option, the logged in location becomes the owner of the record." Click **Accept** to accept un-owned record.
  - If more than one match is found, SC VRSIIS will ask the user to enter more of the initial information and to try again. Enter more information.

### Technical Data Entry Tips

Depending on whether the State User is picking up a record or starting a new record, certain tabs and fields may already be filled out.

#### Demographic Tab 1

1. Enter the **State File Number**.
2. Enter the **B RTP Number**.
3. Enter the **Decedent's Legal Name** fields.
4. Enter the **Date of Death** type and the **Date of Death**.
5. If **Decedent's Sex** is listed as 'Female,' the **Maiden Last Name** field will be enabled.
6. In **Decedent's Date of Birth**, enter the Date of Birth, select and Age Unit, and enter the Age. If the Age does not match the Age Units and Date of Birth, a cross-check will fire and ask you to fix the field.
7. If the SSN Verification has already been started, the **Decedent's SSN** section will not be editable.

#### Demographic Tab 2

1. If **Marital Status** is anything but 'Never Married' or 'Unknown,' the **Spouse Name** fields will be enabled.
2. In the **Decedent's Residence Address** section, type in the decedent's street address and then use the dropdowns and the type ahead function to fill in the remaining fields.

#### Demographic Tab 3

1. In the **Mother/Parent 1 Name Prior to First Marriage** and **Father/Parent 2 Prior to First Marriage**, select the Title Preference. Additionally, enter the first, middle, last, and suffix.
2. Select the decedent's education from the **Decedent's Education** dropdown field.
3. Enter the **Informant's Name** and **Mailing Address** information.

#### Demographic Tab 4

1. In the **Hispanic Origin** field, select one answer. In the **Decedent's Race** field, select all checkboxes that apply.

#### Demographic Tab 5

1. Enter the **Place of Death**.
2. Select the **Method of Disposition**.
3. Either check the **Unknown** checkbox or enter the Burial information.
4. Select the **Place of Disposition Type** and the **Place of Disposition** field will populate with registered places. When a Place of Disposition is selected, the information fields will automatically populate.
5. Select the **Facility Name** by using the dropdown or by using the green **Search** button. Select the **Funeral Service Licensee** and enter the **Date Verified**.
6. Enter the **Embalmer Information**.

#### **Medical Tab 1**

1. Enter **Decedent's Presumed Name** fields.
2. Enter a **Time of Death** according in AM/PM.
3. Enter the **Presumed Place of Death** information.
4. Enter and select the **Date and Time of Pronounced Dead**.
5. Select the **Pronouncer Information**. The **Pronouncer Information** will filter based on the Certifier Type. When a **Pronouncer Name** is selected, the certifier information will autofill and become locked for editing.

#### **Medical Tab 2**

1. Check **Cause of Death is Pending** if applicable.
2. If entered **Cause of Death** is ill-defined, a crosscheck will fire and you will be asked to verify the cause of death.
3. Select **Autopsy Information** of where it was performed and were findings available.
4. Enter **Manner of Death**: Accident, Could not be determined, Homicide, Natural, Pending Investigation, or Suicide.
5. Select **Was ME contacted?** Select YES, NO, UNKNOWN.
6. Select **Did Tobacco Use Contribute to Death**.
7. Select if applicable, **If Female (Aged 5-59) Pregnant**.

#### **Medical Tab 3**

1. If there was an injury select **Any Injury Information to Report** dropdown field.
2. Enter the **Date and Time of Injury**.
3. Select the **Place of Injury**.
4. Enter Describe **How Injury Occurred, if Transportation Injury State the Types of Vehicles Involved**.
5. If applicable, enter and select **Transportation Injury Information**.
6. Check any that apply – **What Safety Devices did Decedent Use/Employ**.

#### **Medical Tab 4**

1. Select from the **Certifier Type** dropdown field.
2. Enter the corresponding information for the certifier.
3. Enter the **Date Certifier Signed**.

### **Release a Record**

After both demographic verification and medical certification have been completed, a record is ready to be released.

1. Retrieve an existing record using the Work Queue Search.
2. When the appropriate record is displayed on the screen, select the **Record→Release** menu item to initiate the release process.
3. The system will prompt for a PIN.
4. Enter your PIN and click **OK**.
5. A message will appear saying that the record has been successfully released.