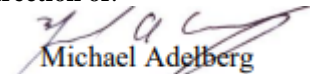| Subject:	Type:	Number:
eVitals Vital Records Management System Transition for Birth and Death Reporting	**x** Regular ☐ Transitory	**2024-01**

| Date Issued: September 6, 2024 **Date Revised:** September 27, 2024 | Audience: All Stakeholders | By Direction of: *Michael Adelberg* Michael Adelberg Assistant State Registrar |

This SRN has been revised to clarify instructions regarding paper disposition permits, cremation authorizations, and emergency paper reporting.

Per State Registrar Notice 2023-06, amended March 2024, eVitals full implementation goes live on Monday, Oct 7, 2024. This completes the initial deployment to bring both the Birth and Death modules into a single integrated system. System cutover requires the application to be taken offline while we complete the transition from DAVE to eVitals. The down times are:

- The eVitals Birth reporting system **will be unavailable from 5pm Thursday, Oct 3 through 7:00am Monday, Oct 7, 2024.**
- The DAVE Electronic Death Reporting System (EDRS) **will be unavailable from 12:01am Thursday, Oct 3 through 7:00am Monday, Oct 7, 2024.**
- **VRMS reporting will be live in eVitals for both birth and death beginning at 7:00am Monday, Oct 7, 2024.**

Birth Users. When the eVitals system comes back online on Oct 7, birth users will resume normal services and functions. All existing records and cases will remain where they were at the time of shutdown, and users will be able to pick up where they left off. However, users are strongly encouraged to complete open cases whenever possible prior to shut-down.

Death Users. DAVE EDRS use terminates as of 12:01am on Oct 3, 2024. After that time, users will no longer be able to access DAVE. When users log into eVitals on Oct 7, all death cases and death records will have migrated over from DAVE. Prior to shut-down on Oct 3, all DAVE EDRS users must take the following actions.

1. Complete Open Cases in DAVE. Prior to the transition shut-down of DAVE at 12:01am on Oct 3, users should make every effort to complete their open cases whenever possible. If a case cannot be completed in DAVE before the shut-down, wait for eVitals to go live on Oct 7 and complete the case electronically after the cut-over.
2. Complete Facility Admin User Account Requests. All Facility Administrators must complete the Facility Admin training and request eVitals Facility Account access prior to **Sep 27, 2024**. Instructions for this account request are in the training class. Register for a TRAIN PA account to enroll in training. Watch the 2-minute video at https://www.train.org/tutorials/ on how to create the TRAIN PA account. Once on TRAIN PA, register for the course titled "PA-BHSR: eVitals (Stakeholders) Facility Administrators Training."

3. <u>User Account Creation for eVitals</u>. Prior to **Oct 3, 2024**, facility administrators must have all users create the required user accounts for the facility(s). Refer to eVitals Sign Up (pa.gov).
4. <u>Pre-Go Live Log In to eVitals</u>. Prior to **Oct 3, 2024**, users must log in to eVitals to verify access. When users log in prior to Go Live and attempt to access the Death Module they will see a message that indicates the system is unavailable and still under development.
5. <u>Web Browser Plug-in</u> – This is a free download provided by the Commonwealth. It is required for users to upload supporting documentation (such as medical certification worksheets, veteran documentation, and maternal report of death or rare cause of death forms) on cases.

   Software is available here. This will download an MSI Installer (47MB) to install the browser plug-in.

   Instructions are available here: PAVRMS Browser Plug-in Installation Instructions

Obtaining Death Certificates and Permits During Shut-Down. Between Oct 3-6 death certificates and disposition permits are unavailable through EDRS.

- Funeral Directors should use paper disposition permits (available from the Local Registrars) for dispositions occurring during the shut-down.
- Medical certifiers/facilities can, and should, utilize the medical certification worksheet during the shut-down, and resume electronic reporting in eVitals on Oct 7.
- Cremation authorizations should reference the medical certification worksheet or medical portion of the paper report of death while the system-generated working copy is unavailable.
- If a case cannot be completed in DAVE before the shut-down, DO NOT complete it on paper except in emergency situations. Wait for eVitals to go live on Oct 7 and complete the case electronically after the cut-over.
- The Department will be unable to register deaths during the shut-down between Oct 3-7, therefore Funeral Directors should make families aware that there may be a delay on obtaining death certificates during this period, but dispositions and cremation approvals may continue with paper forms.
- IN AN EMERGENCY, the Funeral Director can coordinate in advance with an LR prior to the shutdown to secure the vault copy to obtain photocopy issuance; or complete a fully paper report of death.

Contact for Assistance

- For account issues: eVitals Onboarding Team Email: RA-DHevitalsonboard@pa.gov
- For individual death case issues: Vital Events Stakeholder Email: RH-DHDeathSupport@pa.gov.