



# PUERTO RICO DEPARTMENT OF HEALTH Demographic Registry

Comprehensive Electronic Vital Records System  
Request for Proposals – RFP-SP-2023-2024-014-RD

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## 1. INTRODUCTION TO THE REQUEST FOR PROPOSAL

### 1.1. Overview

In accordance with the parameters established in Circular Letter No. 013-2021 “Measures to Ensure Transparency and Fiscal Responsibility in Government Contracting for Professional Services” issued on June 7<sup>th</sup>, 2021, by the Puerto Rico Office of Management and Budget, part V, section a, b (i) to (iii) and the Executive Order No. 2021-029; and to the discretion of the Secretary of Health “To establish the procedures applicable to the contracting of Professional and Consulting Services that exceed the amount of one hundred fifty thousand dollars (\$150,000) or more, during the same fiscal year in the Department of Health; and create the proposal for evaluation committee for the procedures of “Request for Proposal” (RFP) or request for sealed proposals, as amended by the Administrative Order No. 2022-543 of the Department of Health; establishes the requirements for submitting a proposal for professional services.

To the extent that this request for proposal (RFP) involves the use, in whole or in part, of federal and state funds, the signature of the Contractor’s authorized representative on the first page of this document indicates compliance with the Certifications contained in Attachment A, which is attached hereto and is incorporated by reference as if fully set forth herein.

After the award unless otherwise stated in this contract, the Contractor shall use the below information for any correspondence regarding these proposals:

Oficina de Subastas  
Departamento de Salud Gobierno de Puerto Rico  
Atención: Denise Marrero Santana  
Dirección postal: PO Box 70184, San Juan PR 00936-8184  
Dirección física: C/Maga Interior, Centro Medico Sur, Edif. H segundo piso, San Juan PR 00921  
Email: [subastas@salud.pr.gov](mailto:subastas@salud.pr.gov)

### 1.2. Purpose of the Request for Proposal (RFP)

The Puerto Rico Department of Health, Demographic Registry, issues this Request for Proposal (RFP) to solicit proposals from qualified vendors to obtain an Electronic Vital Record System (EVRS). This initiative will be funded in whole or in part by state and federal funds.

The Demographic Registry recognizes the critical need to transition from traditional paper-based systems to an efficient and secure electronic solution for managing vital records. The EVRS will serve as a comprehensive platform to securely store, manage and process crucial records such as birth certificates, death certificates, marriage licenses, marriage certificates, and related documents associated to an individuals’ life events electronically. Implementing an EVRS requires a deep understanding of the unique requirements, regulations and best practices associated with vital records management.

The objectives of this RFP are as follows:

1. **Modernization and Efficiency:** Facilitate the transition from cumbersome paper-based records to a streamlined electronic system, reducing reliance on physical documents, and enhancing overall operational efficiency.

2. **Accuracy and Data Integrity:** Ensure the accuracy of vital records by implementing robust validation mechanisms and data quality controls, minimizing errors and discrepancies.
3. **Compliance and Security:** Meet federal and state regulations and industry standards for data security, privacy, and confidentiality, protecting sensitive personal information against unauthorized access, loss, or misuse.
4. **Integration and Interoperability:** Enable seamless integration with existing systems and platforms, ensuring interoperability with relevant stakeholders and vital records offices.
5. **Fiscal Responsibility:** Ensure cost-effectiveness in the implementation and maintenance of the EVRS, maximizing the value of federal and state funds allocated for this initiative.
6. **Compliance with National Center for Health Statistics (NCHS) standards:** Ensure adherence to the standards set by NCHS in data collection, record management, and reporting of vital records. Compliance with NCHS standards will guarantee that the EVRS aligns with industry best practices, facilitates interoperability with other information systems, and enables seamless data exchange at the national level.

By issuing this RFP, the Demographic Registry seeks proposals from vendors with significant experience with implementing multiple vital records modules simultaneously. The selected vendor must demonstrate a comprehensive understanding of NCHS guidelines and possess the capability to implement the EVRS in full compliance with these standards. This includes data format, terminology, coding systems, record structure, and any other applicable requirements set by NCHS.

The selected vendor will be responsible for the system implementation of a fully enabled web-based system, data conversion, data migration, user training, ongoing system technical support, and application maintenance, while adhering to the funding guidelines and reporting requirements associated with federal and state funding. The system will be housed in the Azure Puerto Rico.Gov cloud. The successful vendor will maintain the application while Puerto Rico will maintain the servers.

### 1.3. Period of Performance

Services must begin during the fiscal year 2024, which began on July 1<sup>st</sup>, 2023, which is subject to formalization of an agreement between the Puerto Rico Department of Health and the selected vendor. The initial contract period is for one year and will begin with Phase 1, as indicated in the Scope of Work, and may be renewed annually based on availability of funds and satisfactory performance of the contractor. The contract period and renewal will be in accordance with the completion of the Phases described in the Scope of Work.

### 1.4. RFP Process Schedule

Release Date:	4/08/2024, until 4:00 pm, AST
Deadline for Submitting Questions:	4/22/2024, until 4:00 pm, AST
Puerto Rico Department of Health responses due by:	5/01/2024, until 4:00 pm, AST
Proposals due by:	5/15/2024
Demonstrations (tentative):	5/20/2024 – 6/20/2024

### 1.5. RFP Communications

Vendors are required to contact the designated **Solicitation Coordinator, Denise Marrero Santana**, for all communications related to this RFP. All communication regarding this solicitation should be directed to the provided email address with the following subject line:

**E-MAIL:** [subastas@salud.pr.gov](mailto:subastas@salud.pr.gov)

**Subject: Registro Demografico EVRS – RFP-SP-2023-2024-014-RD**

It is the Vendor's responsibility to ask questions, request changes or clarifications, or otherwise advise Puerto Rico DOH if the Vendor believes that any language, specifications, or requirements are ambiguous or contradictory, no later than the questions submission deadline detailed in the section **1.4: RFP Process Schedule**. The Vendor must direct all their questions or comments regarding the RFP to the email of the Solicitation Coordinator aforementioned. Unauthorized contact with other personnel is grounds for exclusion from being considered for an award.

Puerto Rico DOH will attempt to ensure that a Vendor receives an adequate and prompt response to questions, if applicable. Upon Puerto Rico DOH's consideration of questions and issues, if Puerto Rico DOH determines that changes are necessary, the resulting changes will be included in a subsequently issued RFP addendum(s); absence of such response indicates that the questions and issues were considered but deemed unnecessary for RFP addendum as the questions and issues did not provide further clarity to the RFP. All Vendors will be advised of any change to the RFP's language, specifications, or requirements by a formal addendum to the RFP.

### 1.6. Proposal Submission Instructions

Proposals are required to be submitted by each Vendors in two (2) distinct parts: technical and cost; no later than the submission deadline time and date detailed in section **1.4: RFP Process Schedule**. The Puerto Rico DOH will not accept late responses, and a vendor's failure to submit a response before the deadline will result in disqualification of the response.

The technical proposal should not include any cost information related to the project. On the other hand, the cost proposal should contain all the necessary cost details and must be sealed in a separate envelope from the technical proposal. This separation allows for a separate opening of the cost proposals.

In addition to providing printed copies of both the technical and cost proposals, Vendors are required to also submit two (2) electronic copies of each proposal. The technical proposal should be submitted in PDF format, while the cost proposal should be submitted in Microsoft Excel format. To facilitate this, vendors should provide separate USBs or other electronic media for both the technical and cost proposals, totaling four (4) USBs (two for the technical proposals and two for the cost proposals). Additionally, vendors should provide six (6) printed copies of both the technical and cost proposals, ensuring that the technical and cost proposals are packaged separately.

## 2. BACKGROUND AND OVERVIEW AND SERVICES

### 2.1. Background Information

The Demographic Registry of Puerto Rico established under the Department of Health of Puerto Rico, was established under Law No. 24 of April 22<sup>nd</sup>, 1931, as amended, is responsible and in charge of everything related to the registration of births, marriages, and deaths that occur or are celebrated in Puerto Rico; carry a record of all divorces granted in Puerto Rico; collection custody, preservation, amendments and certification of vital records; the collection of other reports required by the this part; activities related to it, tabulation, analysis and publication of vital statistics.

The practice of civil registrations in Puerto Rico began on January 1<sup>st</sup>, 1885, with the Civil Registry Provisional Law of June 17<sup>th</sup>, 1870, of Spain. In 1931, under Law No. 24 of April 22<sup>nd</sup>, statutes and codes were developed to govern the process associated with the registration of civil events. The law remains in effect today and has not undergone any significant revisions since that time. Despite this, Vital Records is involved at a national level and is working towards implementation of the Model Law and other current trends within the vital records community.

After Hurricane Maria in 2017, Puerto Rico received federal relief funds to improve a variety of infrastructure issues. One of the funded initiatives was to work with a vendor to implement an Electronic Vital Registration System (EVRS). Puerto Rico went live with a web-enabled electronic death system (EDRS) in January 2021. Most medical facilities, funeral homes and all medical examiners use the web enabled EDRS.

Currently birth and fetal death records are registered by entering the data into a Puerto Rico-developed system once the paper form of the certificate is handed in at one of the local offices of the Demographic Registry. Once the vital event has been data entered in the system, the certificates are filed and sent to the Central Office in San Juan for data quality process. All vital events (birth, death, marriage and fetal deaths) receive a National File Number (similar to a State File Number). Puerto Rico also handles delayed registrations of all vital events, voluntary acknowledgement of paternity, emancipations, legitimations, gender change, marriage license issuance; amendments and corrections to all vital events; disposition and out of jurisdiction transfer permits; amendments and special registrations such as adoptions and foreign-born registrations.

### 2.2. Demographic Registry Offices and Services Provided

The Demographic Registry has one (1) central office located in the capital San Juan, Puerto Rico and forty-nine (49) facilities distributed within forty-three (43) of the seventy-eight (78) municipalities of the island.

The services provided at a local office are issuance of birth, marriage, death and fetal death certifications, marriage license, cremation permit, burial permits, transfer permits, and registration of vital events in paper form by walk-in requests. The services provided at the central office are adoption (both in and out of jurisdiction), emancipation, amendments and corrections, voluntary acknowledgement of paternity post registration of birth, legitimation, gender change, delayed registration of all vital events; a registry of wedding officiants, funeral directors, embalmers, cremation facilities and funeral homes; genealogy study, verification of all vital events, and record



seal or protection by walk-in or mail-in requests. Adoption, emancipation, and certain types of amendments are handled specifically at the Central Office, while some amendments can be made at the local offices. Issuance of birth, marriage, death, and fetal death certifications are received by digital platforms, such as VitalChek and PR.GOV, and by mail-in requests. Central office also provides issuance of cremation, burial, and transfer permits to funeral homes by requests made through a locally developed system called Renovaciones Online. During COVID, this system was also used to receive the digital image of the birth certificate and death certificate, to advance the data entry process of birth registrations and COVID related deaths and was also used to receive requests for issuance of certificates (birth, death and marriage) to be picked up at a local office. This practice has continued.

Payments for request received through PR.GOV, Renovaciones Online and VitalChek are received by ACH deposit. Payments for requests made by mail-in application are received by Money Order which are converted to Puerto Rico Treasury stamps. The payments of all other requests (walk-in) are received by Puerto Rico Treasury stamps. The cumulative value of treasury stamps is subsequently requested to be deposited into the Demographic Registry government account by the Puerto Rico Department of Treasury.

As Puerto Rico moves to a fully web-enabled vital records registry it will also move towards a model of central registration with local issuance. Local offices will be able to create requests for other types of services, enter the information, but all registration and amendment activities will be handled centrally. The new system must allow for entry at a local level, work completion at a central level and issuance at either a local or central level. Death data was converted as part of the EDRS implementation. Birth, fetal, and point of sale data have not been converted and still sit in the legacy Sequel database, as does the original death data from prior to 2021.

### 3. PROJECT DESCRIPTION AND REQUIREMENTS

#### 3.1. Project Objective and Goals

The objective of this project is to procure and implement a 2<sup>nd</sup> generation, FHIR enabled Electronic Vital Registration System (EVRS). Moving to a fully enhanced electronic registration system will allow Puerto Rico to provide timely reporting directly out of the system, encourage interoperability between Vital Records and other State and federal departments, provide better services to Puerto Rico residents, and provide faster, more accurate data exchange. The system will be in both English and Spanish. The awarded vendor will provide training and documentation to Puerto Rico trainers, in both English and Spanish, to ensure the new system is fully adopted and utilized by its stakeholders. The specific goals tied to the procurement and implementation of a new EVRS are:

- A web enabled EVRS in which all standard EVRS modules are fully integrated and work in concert with each other;
- A FHIR enabled system that will easily promote and facilitate interoperability with jurisdictional partners (public and private), including NCHS through STEVE;
- Improved data quality through compliance with all NCHS edits, cross-field edits, and Puerto Rico specific edits;
- Ad-Hoc reporting directly out of the EVRS database;
- Timely and accurate reporting from the EVRS utilizing FHIR and IJE data and transmissions with NCHS and STEVE

#### 3.2. Project Scope of Work

The Department of Health, Demographic Registry is looking for a vital records software vendor that can provide a COTS (commercial-off-the shelf) system for registering vital records events. The EVRS will be hosted on the Puerto Rico.Gov Azure cloud with a redundant server located in the Puerto Rico OIAT data center in San Juan. The EVRS will be configured to ensure it meets all Puerto Rico statutes, codes and other agreements as reached during the GAP Analysis including providing the Graphical User Interface (GUI) in both English and Spanish (see Milestone 2). Additionally, the vital records software vendor shall:

- A. Convert and migrate all data from the various existing vital records systems to the new EVRS.
- B. Load all available images to the new EVRS and associate each image with the correct corresponding record.
- C. Provide professional services as defined in the Milestone Section to ensure an effective and time-bound implementation.
- D. Provide ongoing maintenance and system support once the system is live.
- E. Perform all services in accordance with the provisions and requirements stated herein and to the sole satisfaction of the Department.
- F. Comply with the Puerto Rico Security Policies as defined by the Office of Informatics and Technological Advances (OIAT) of the Department of Health and the Puerto Rico Innovation and Technology Service (PRITS).

- G. Utilize the URL name (DNS) provided to the vendor by the Puerto Rico Department of Health.

The software vendor shall provide all services and meet all requirements outlined in the following sections where Puerto Rico plans on implementing in four phases:

1. Phase 1 - Implementation of the Electronic Death Registration (EDR) and Point of Sale. This phase must be completed by June 30, 2024.
2. Phase 2 - Implementation of Electronic Birth Registration (EBR) including special registrations. This phase is anticipated to take approximately 10 months to complete, beginning once the contract amendment or renewal has been executed after completion of Phase 1.
3. Phase 3 – Implementation of Marriages. This phase is anticipated to take approximately 6 months beginning once the contract amendment or renewal has been executed after completion of Phase 2.
4. Phase 4 – Implementation of Fetal Death. This phase is optional and is anticipated to take approximately 6 months from start to finish.

The following section describes the major milestones and deliverables that are requirements for the PR EVRS Project. Since this Project will be conducted in four phases all major milestones will be repeated for each subsequent phase of the project. As appropriate, a general task has been called out that relates to repeating the tasks in each section for the subsequent phase of the project. Each phase of this project includes both product (software) deliverables and project deliverables (planning, execution, monitor & control, quality assurance, handoff). The following provides an overview of the purpose of each of the milestones and the tasks required to successfully execute each of the milestones.

### 3.3. Milestones and Deliverables

#### 3.3.1. Milestone One (1) – Planning and Administration

The objective of this milestone is to ensure that adequate planning and project management are dedicated to this project. The required activities associated with this milestone include:

The vendor shall conduct Project Initiation with the Puerto Rico Project Team within 30 days of contract execution. It is desirable that this activity be conducted on site. Project Initiation activities will be mutually agreed upon between the vendor and the Puerto Rico Project Manager. The goal of the project initiation activities is to allow the vendor and the Puerto Rico to validate information regarding project approach, project timelines, project governance, risk and issues related to the project so that the vendor may complete item b below, the Comprehensive Project Plan and Project Schedule.

**Milestone 1 Activities** – The software vendor must:

- I. Develop a Comprehensive Project Plan:  
Work with the Puerto Rico Project Manager to provide a detailed project plan with fixed deadlines. The plan must include:

1. Project Background;
2. Project Objectives;
3. Scope;
4. Success Criteria;
5. Assumptions;
6. Constraints;
7. Approach to the project;
8. Entrance and exit criteria for specific project milestones;
9. Project Organization - including a resource plan defining roles and responsibilities for the software vendor, subcontractors (if applicable) and the Puerto Rico;
10. Deliverables and due dates;
11. Project Staffing Plan
12. Project Management Methodology utilizing the PMI Standards
13. Plan for communications between the vendor and Puerto Rico project team members and other internal project stakeholders.
14. Risk Management Plan - including an initial list of risks that the successful vendor has identified. Utilizing PMI methodology regarding probability and impact of occurrence the vendor will facilitate session(s) with Puerto Rico Project Team and others as identified by the Puerto Rico Project Sponsors to discuss and agree upon each risk, probability of occurrence and impact if the risk were to occur. For all risks that are medium and high probability and impact the software vendor will work with Puerto Rico to agree upon and document the potential impact and cost to the project if the risk does occur and a mitigating strategy for each.
15. Quality Management Plan for maintaining quality of the code, workmanship, project schedules and subcontractor(s) activities.
16. Change Management Plan - indicating how the vendor plans on managing project scope and change order requests.
17. Cost Management Plan - including how to ensure the project will be delivered on or under budget.
18. Staffing Management Plan – including a section on how turnover will be handled to not negatively impact the project timeline.
19. A Project Schedule - utilizing MS Project showing all activities, activity duration, sequencing and dependencies and resource assignments. In addition, the vendor shall provide a Gantt chart, a Work Breakdown Structure, and a Schedule Management Plan.

## II. Weekly Status Report and Meeting

The vendor shall provide a weekly written project status report each Friday by noon AST. The format of the report must be approved by Puerto Rico during Project Initiation. The status reports must include:

1. Accomplishments during the period by Milestone;
2. Upcoming tasks for the next 2 weeks by Milestone;
3. Identification of Puerto Rico and vendor resources required for the items in #2
4. Issues and risks that need to be addressed, including contractual;

5. Quality Assurance status;
6. Change Management Status
7. Updated MS Project timeline showing percentage completed, tasks assigned, completed and remaining;
8. Identification of schedule slippage and strategy for resolution

The vendor PM shall attend regular status meetings with the Puerto Rico PM and others as agreed by the Puerto Rico Project Sponsor. Status meetings will be held in conjunction with the delivery of the written status reports. Attendance may be in person or via teleconferencing as mutually agreed to by the Puerto Rico Project Manager. The agenda will be mutually agreed upon between Puerto Rico and the vendor during project initiation.

Minutes will be taken by vendor staff and placed on the Project SharePoint site within 24 hours after the meeting.

- III. Update the Project Plan for each subsequent phase of the PR EVRS Implementation
  1. Update the Work Breakdown Structure and project schedule and resources to reflect the new implementation activities; and
  2. Update the project plan documents, if required, to reflect changes in scope, methodology or any other aspect of the plan.

**Milestone 1 Deliverables:**

Deliverable Number	Description Of Deliverable
MS1-A	Detailed Project Plan and Schedule for Phase 1
MS1-B	Updated Project Plan and Schedule for Phase 2
MS1-C	Updated Project Plan and Schedule for Phase 3
MS1-D	Updated Project Plan and Schedule for Phase 4

**3.3.2.Milestone Two (2) – Confirmation of Business System Requirements**

The objective of this Milestone is to work with the Puerto Rico project team to conduct a detailed comparison between the software vendor's COTS solution and the Puerto Rico's business and system requirements, to understand the configuration of the system that must take place by the software vendor and the process changes that must be made by Puerto Rico in order to implement the new EVRS. The outcome of this milestone is a Gap Analysis Document. This milestone will be repeated prior to each new phase of the project.

**Milestone 2 Activities - The software vendor must:**

- I. Provide Environment: The software vendor is responsible for setting up the necessary environment and/or tools to perform the gap analysis (this may involve setting up an instance of the application).

- II. Conduct Gap Analysis: The software vendor is responsible for conducting consecutive sessions, preferably onsite, over 5 days with the Puerto Rico project team to conduct a gap analysis between the Puerto Rico’s business and system requirements and the COTS system. The Gap Analysis will cover the functionality related to the modules and core components of the system being implemented in any given phase. The Gap Analysis will include the following:
  1. A traceability spreadsheet that documents the agreements reached regarding each requirement;
  2. Documentation of the steps within each business processes that must be modified by Puerto Rico in order to accommodate the COTS solutions;
  3. Identification of configuration or modification changes that must be made by the software vendor to meet Puerto Rico statutes and regulations; and,
  4. Updated the business process flows to reflect the final agreements reached during the Gap Analysis.
- III. Prepare Gap Analysis Document: The software vendor will prepare the Gap Analysis Document. Puerto Rico will review and sign off on the Gap Analysis Document. The Gap Document will serve as the guide for configuring the system.
- IV. Phase 2,Phase 3 and Phase 4: As necessary, the above tasks will be repeated for the remaining phases of the project.

**Milestone 2 Deliverables:**

Deliverable Number	Description of Deliverable
MS2-A	Set up the environment for Gap Analysis
MS2-B	Facilitate 5 days on site Gap Analysis
MS2-C	Sign off of Gap Analysis
MS2-D	Complete above deliverables as needed for Phase 2, Phase 3 and Phase 4

**3.3.3.Milestone Three (3) – Assistance with the Implementation of Puerto Rico Environments**

The objectives of this Milestone are to create the necessary environments for a “sandbox”, testing, training, production and replication; and to assist Puerto Rico in providing the necessary documents and diagrams to OIAT to satisfy Puerto Rico security requirements.

**Milestone 3 Activities - The software vendor must:**

- I. Provide a development environment at the software vendor location.
- II. Provide specifications to OIAT for the servers to be hosted on Azure PR.Gov Cloud.
- III. Provide specification to OIAT to set up a real time replication server of the application database to be housed at the Puerto Rico OIAT data center.

- IV. Assist with setting up the servers in the Azure Puerto Rico.gov Cloud for the:
  - 1. Sandbox
  - 2. Test
  - 3. Training
  - 4. Production
- V. Assist with setting up the Replication server in the OIAT Data Center
- VI. Connect all third party software to the Test and Production Environment:
  - 1. OVS
  - 2. STEVE FHIR
  - 3. EVVE
  - 4. VIEWS 2
  - 5. VitalChek
- VII. Provide all necessary documentation and diagrams needed in the completion of the PRITS/OIAT Security documents.
- VIII. Provide any necessary training to OIAT staff for the maintenance of the servers at the replication location.

***Milestone 3 Deliverables:***

Deliverable Number	Description of Deliverable
MS3-A	Provide specifications for the servers for the PR.Gov and replication sites
MS3-B	Assist with setting up the servers and loading the application
MS3-C	Set up and configure OVS, STEVE, EVVE, VIEWS 2, VitalChek on the test and production environments
MS3-D	Assist Puerto Rico with the creation and delivery of Puerto Rico Security documentation
MS3-E	Provide training to OIAT staff for server maintenance

**3.3.4.Milestone Four (4) – Design and Configuration of Proposed Solution**

The objective of this milestone is to configure the system according to the agreements reached in the Gap Analysis.

**Milestone 4 Activities** - The software vendor must:

- I. Configure the Proposed Solution:

The software vendor will configure the system according to the specifications agreed upon with Puerto Rico as detailed in the Gap Analysis including GUI interface in both English and Spanish.

II. Configuration Review Sessions:

The software vendor will conduct interactive configuration review sessions (either in person or via webinar) with the Puerto Rico team every two weeks between approval of the Gap Deliverable and User Acceptance Testing (UAT) to discuss and agree upon configuration related issues such as database, tables, screens, fields, system edits and cross field edit checks, forms and reports. The software vendor will utilize a portion of these meetings to show configuration progress and to allow Puerto Rico to provide feedback throughout the configuration period. These sessions will be established and scheduled on the MS Project Schedule when the Comprehensive Project Plan is delivered in Milestone 1.

III. Testing:

The software vendor will conduct unit and integration testing on all components of the modules prior to providing the software to Puerto Rico for review.

IV. Demonstrate the Tested Solution:

Once the module(s) is completely configured and tested by the vendor, the vendor will conduct a walk through with Puerto Rico of the fully configured system installed on the test environment. Puerto Rico will have 5 days to review the system to determine if all the required functionality is present for UAT. If functionality is found to be missing, the vendor must make the changes and re-present only the deficient portions of the system until Puerto Rico deems the module(s) ready for UAT.

V. Repeat the Configuration activities lists above for Phases 2, 3 and 4 of the Project.

**Milestone 4 Deliverables:**

Deliverable Number	Description of Deliverable
MS4-A	Demonstrate the Configured Solution for Phase 1 Modules
MS4-B	Demonstrate the Configured Solution for Phase 2 Modules
MS4-C	Demonstrate the Configured Solution for Phase 3 Modules
MS4-D	Demonstrate the Configured Solution for Phase 4 Modules

3.3.5.Milestone Five (5) – Data Conversion, Migration, and Image Migration

The objectives of this milestone are to (a) migrate the data from the existing systems into a format acceptable to the PR EVRS and populate the PR EVRS with the converted data; (b) import the images from the current PR system into the new PR EVRS system and link them with the corresponding records.



Data migration will encompass data from the various legacy systems and years. In some cases, there are full electronic record sets that will be migrated to the new system. In other cases, there are indexed data sets that will be migrated for two purposes: (1) assist in locating paper records, and (2) provide the ability to backfill records in the new system in order to create a fully electronic record. All library tables from the current systems will be migrated or recreated in the new EVRS.

**Attachment A** provides further information on the various systems that contain data and the number and types of records and images to be converted.

Event data and images will be converted during their corresponding implementation phase.

**Milestone 5 Activities** - The software vendor must:

I. Develop a Data Conversion and Migration Plan:

The software vendor will submit a Data Conversion and Migration Plan deliverable that describes the process to be used to convert and move data from the existing systems to the PR EVRS and the process that the vendor and Puerto Rico will use to confirm that the data in the new system has been accurately converted.

The plan will include:

1. Data conversion and migration objectives;
2. A data dictionary;
3. A data schema;
4. Tools and techniques used in the data conversion and migration processes;
5. Roles and responsibilities for data conversion and migration including Puerto Rico roles and responsibilities;
6. Data conversion and migration strategies and methodologies;
7. Strategy for migrating all images;
8. Final list of data to be converted and migrated;
9. Data issues and resolutions; and,
10. Data validation methodology, including but not limited to providing Puerto Rico with:
  - a. Total records successfully converted and subsequently migrated;
  - b. Total records not successfully converted: provide a detailed listing of these records for analysis by Puerto Rico staff to determine possible record corrections;
  - c. Total records only partially converted; provide a detailed listing of these records for analysis by Puerto Rico staff to determine possible record corrections;
  - d. Recommendations regarding solutions of partial or not converted records;
  - e. Summary of problems encountered and steps to resolve these problems;
  - f. Tools to validate any hidden fields; and,
  - g. Exports that can be used for data validation by the Puerto Rico staff.

II. Develop Data Conversion / Migration Programs:

Develop the programs to convert all legacy data files and reference tables to populate the PR EVRS database, considering any cross walking that may be required to comply with the EVRS database design, NCHS codes (including FIPS codes), Puerto Rico and Municipality specific codes.

III. Successfully Convert the Data:

Test the data conversion programs and produce data validation reports/exports as many times as required to ensure that the import is successful and that the files can continue to be imported from the legacy systems after data conversion is complete. Data conversion programs must be fully tested prior to the beginning of User Acceptance Testing (UAT) so that users can work with a populated database during UAT.

IV. Successfully Migrate Images:

Successfully migrate and link all images at Puerto Rico to the records in the EVRS.

V. Phases 2, 3 and 4:

Repeat the data conversion activities listed above for Phases 2, 3 and 4 of the project.

**Milestone 5 Deliverables:**

Deliverable Number	Description of Deliverable
MS5-A	Data Conversion Plan
MS5-B	Successful conversion of all legacy data files and reference tables for Phase 1
MS5-C	Migration of all images during Phase 1
MS5-D	Successful conversion of all legacy data files, images and reference tables for Phase 2
MS5-E	Successful conversion of all legacy data files, images and reference tables for Phase 3
MS5-F	Successful conversion of all legacy data files, images and reference tables for Phase 4

3.3.6.Milestone Six (6) – User Acceptance Testing (UAT)

The objective of this Milestone is to fully exercise the proposed solution through various scenarios and to take corrective action as needed to assure that the system satisfies all the functionality as agreed between Puerto Rico and the software vendor during the Gap Analysis and subsequent configuration sessions.

**Milestone 6 Activities** - The software vendor must:

I. UAT Defect Tracking Plan:

Provide a written methodology detailing how defects found during the UAT will be reported and tracked.

II. UAT Test Plan:

The Puerto Rico project team will draft the UAT plan. The software vendor will be required to review, provide comments, and sign off on the UAT Plan. The plan will include:

1. An overview of the UAT exercise including scope, stakeholder involvement and timeframes;
2. UAT Entrance and Exit Criteria;
3. UAT Procedures;
4. UAT Training Plan and Schedule; and
5. UAT On-Site and Off-Site Support Procedures.

III. UAT Test Scripts:

The vendor will provide test scripts to Puerto Rico that include the basic navigation steps to complete each test. Puerto Rico will utilize these scripts to create more detailed scripts that test all scenarios discussed during Gap Analysis.

IV. Provide Load Testing:

The vendor will provide a plan on how they will conduct automated performance testing of the system. The plan will include the automated tool to be used, the scenarios to be simulated and the reports that will be provided to Puerto Rico. Puerto Rico will work with the vendor to identify the scenarios and transactions to be simulated, determine the total number of concurrent transactions to mimic peak system usage and agree upon acceptable levels of performance as part of the planning process prior to the automated testing. The vendor will conduct the testing and review the results with Puerto Rico. Based on performance results Puerto Rico and the vendor will work together to optimize performance of the system.

V. UAT On-Site Activities:

User Acceptance Testing will be conducted in an iterative fashion until all configuration issues are resolved to Puerto Rico's satisfaction. The software vendor should plan on at least 1 on-site visit of 4 days to provide assistance during UAT for each Phase of the project.

1. The software vendor must provide training to selected Puerto Rico staff and stakeholders prior to beginning UAT for each module. UAT training includes application training and UAT procedure training for reporting and tracking defects. Training will be conducted in person at the Demographic Registry.
2. Provide on-site assistance during the first week of UAT for each module to observe the testing and provide additional training as required to ensure testers are using the software correctly.

- VI. Provide frequent updates to the system to resolve defects: Any necessary revisions to the system or the data conversion programs must be completed by the software vendor. Testing will be done in an iterative fashion, performing as much testing as possible between revisions and then reiterating the preparation and testing as needed until all results are satisfactory to Puerto Rico.
- VII. Complete tasks above for Phases 2, 3 and 4 of the project.

**Milestone 6 Deliverables:**

Deliverable Number	Description of Deliverable
MS6-A	UAT Defect Tracking Plan
MS6-B	Review and Sign off on UAT Test Plan for Phase 1
MS6-C	Provide basic test scripts for each module
MS6-D	1 On-site trips for 4 days each to assist with UAT during Phase 1
MS6-E	Puerto Rico acceptance of Phase 1 modules
MS6-F	1 On-site trip for 4 days to assist with UAT during Phases 2, 3 and 4
MS6-G	Puerto Rico acceptance of Phase 2, 3 and 4 modules

**3.3.7.Milestone Seven (7) – Training**

The purpose of this milestone is to develop staff to provide on-going training to external and internal stakeholders. Puerto Rico will use a Train-the-Trainer approach for on-going training. The objective of this milestone is to provide the Puerto Rico trainers with the necessary training and support materials to effectively conduct PR EVRS training on an on-going basis. All training for this milestone will be provided by the software vendor and will be conducted onsite at the Demographic Registry.

**Milestone 7 Activities - The software vendor must:**

- I. Provide a Comprehensive Training Packet:

Provide a comprehensive training packet in electronic format for use by the identified trainers. This material will be provided in English and Spanish.

The training packet will include a training plan, course outlines, training exercises and other materials for delivering training on the use of the software including the System Administrator function. Specifically, the training packet will include, by type of training and user group:

1. A description of training sessions by type of training and user groups to include:
  - a. Session goals;
  - b. User profile and prerequisites;

- c. Business functions and processes covered in the session;
    - d. Examples of practical exercises to be used during the session; and
    - e. Hours required for each session;
  2. Course outlines and training materials by type of training and user group with time allocations for each topic;
  3. Method by which training will be conducted, by type of training and user/stakeholder group;
  4. Training exercises that support the course outlines by type of training and user group;
  5. Metrics for measuring effectiveness of overall training; and
  6. An on-line testing method that can be administered to new users, by user group, that must be successfully passed before the user is granted access to the production system.
- II. Train Puerto Rico Trainers on PR EVRS Application:
- Provide application training to the Puerto Rico trainers using the above-developed training materials.
- III. Train Puerto Rico Staff on PR EVRS Application Administration:
- Provide technical training for a maximum of three (3) Vital Records business staff that includes:
1. System Administrator functions; and
  2. Application Administrator functions.
- IV. Train Puerto Rico Staff on PR EVRS System Administration:
- Provide technical training for a maximum of three (3) OIAT staff that includes:
1. Process associated with receiving, testing and installing patches and upgrades; and
  2. System maintenance and back-up procedures;
- V. Subsequent Phase:
- Complete the tasks above for phases 2, 3, and 4 of the project.

***Milestone 7 Deliverables:***

Deliverable Number	Description of Deliverable
MS7-A	Comprehensive Application Training Packet for Phase 1
MS7-B	Application Training for Puerto Rico trainers for Phase I
MS7-C	System Administrator and Technical Training for the Puerto Rico OIAT and Business staff for Phase 1
MS7-D	Comprehensive Application Training Packet for Phase 2
MS7-E	Application Training for Puerto Rico trainers for Phase 2

Deliverable Number	Description of Deliverable
MS7-F	System Administrator and Technical Training for the Puerto Rico OIAT and Business staff for Phase 2
MS7-G	Comprehensive Application Training Packet for Phase 3
MS7-H	Application Training for Puerto Rico trainers for Phase 3
MS7-I	System Administrator and Technical Training for the Puerto Rico OIAT and Business staff for Phase 3
MS7-J	Comprehensive Application Training Packet for Phase 4
MS7-K	Application Training for Puerto Rico trainers for Phase 4
MS7-L	System Administrator and Technical Training for the Puerto Rico OIAT and Business staff for Phase 4

### 3.3.8.Milestone Eight (8) – Documentation

The objective of this Milestone is to provide Puerto Rico with online help and user documentation that provides a comprehensive understanding of the system from both a technical and functional perspective. The documentation must be provided in both English and Spanish. Once the system has been modified and configured, the software vendor must provide Puerto Rico with customized online help and user documentation in electronic format that incorporates all the system modifications and configuration that were made for the Puerto Rico.

**Milestone 8 Activities** - The software vendor must:

- I. Provide a customized set of User Documentation: Prior to going live, the software vendor must provide a customized set of documentation that reflects all the modifications and configuration for the system. This documentation will be provided in both English and Spanish. Since the system will be implemented in four phases, the operating procedures must be augmented for each phase, as necessary.
- II. Provide a customized set of Technical Documentation: The software vendor must provide the documentation required to maintain technical and functional system integrity. Include both business-specific processes and system support processes. This documentation will be provided in both English and Spanish. Since the system will be implemented in four phases, the operating procedures must be augmented for each phase, as necessary.
- III. Phases 2, 3 and 4 of the Project: Repeat the above activities as needed for Phases 2, 3 and 4 of the project.

**Milestone 8 Deliverables:**

Deliverable Number	Description of Deliverable
MS8-A	User Documentation for Phase 1
MS8-B	Technical Documentation for Phase 1
MS8-C	User and Technical Documentation for Phase 2
MS8-D	User and Technical Documentation for Phase 3
MS8-E	User and Technical Documentation for Phase 4

### 3.3.9.Milestone Nine (9) – Parallel Pilot

The objective of this milestone is to determine if the system performs adequately in a simulated live environment from both a workflow and load balancing perspective. The system must pass this Milestone to be approved for production. The parallel pilot will include all system functions. The parallel pilot will include the incorporation of all the stakeholder groups involved in the process.

#### **Milestone 9 Activities** - The software vendor must:

- I. Assist Puerto Rico with Pilot Implementation Plan: Puerto Rico will prepare the Pilot Implementation Plan with assistance from the software vendor. The software vendor must sign off on the plan. This plan will include, but is not limited to the following:
  1. An overview of the pilot exercise including scope, stakeholder involvement and timeframes;
  2. Pilot Entrance and Exit Criteria;
  3. Pilot Operating Procedures including Help Desk procedures;
  4. Pilot Training Plan and Schedule; and
  5. Pilot On-Site and Off-Site Support Procedures.
- II. Provide On-Site Assistance during Parallel Pilot: The software vendor must provide on-site assistance to Puerto Rico and select stakeholders for a minimum of five (5) consecutive working days. After the first five (5) working days of parallel pilot, and upon consent of Puerto Rico, the software vendor's project team may provide parallel pilot support remotely. If support is supplied remotely, it must be directly with the software vendor's project team and response times may not be more than 30 minutes from the time a call is placed by the Puerto Rico to the software vendor, within normal working hours as mutually agreed in the parallel pilot plan. On-site and remote assistance will include:
  1. Assisting users with understanding the functionality and practical use of the system;
  2. Identifying defects to the system;
  3. Resolving defects to the system;
  4. Evaluating system effectiveness against the established pilot goals and exit criteria;
  5. Revising pilot procedures as needed; and,
  6. Reviewing and evaluating the results of the parallel pilot
- III. The software vendor will complete the above tasks for Phases 2, 3 and 4.

**Milestone 9 Deliverables:**

Deliverable Number	Description of Deliverable
MS9-A	Signature on the Phase 1 Pilot Plan
MS9-B	Provide On-Site Assistance during Phase 1 Pilot
MS9-C	Sign-off of successful Phase 1 Pilot
MS9-D	Complete the above tasks for Phase 2, 3 and 4

**3.3.10. Milestone Ten (10) – Production Implementation**

The objective of this milestone is to place the successfully piloted system into production, monitor its operation under full production load and dynamically fine tune it to assure that the system continues to satisfy the functionality and performance defined by Puerto Rico.

**Milestone 10 Activities - The software vendor must:**

- I. Go Live Implementation Plan: The software vendor must assist Puerto Rico with developing the Go Live Implementation Plan. The software vendor must sign off on the Go Live Implementation Plan. This plan will include, but is not limited to the following:
  1. Go / No Go Criteria;
  2. Go Live Procedures;
  3. Roll-back criteria and procedures;
  4. Training Plan and Schedule;
  5. On-Site Support Procedures;
  6. Help Desk Procedures; and
  7. Off-Site Support Procedures.
- II. Prepare for Implementation: The software vendor must prepare for the implementation of the production system for both internal and external stakeholders. Specific tasks include:
  1. Provide any additional training to Puerto Rico or stakeholders as identified during parallel pilot;
  2. Assist Puerto Rico with implementation of the production environment;
  3. Make any agreed upon changes to the system that were identified as a result of the parallel pilot; and
  4. Conduct the final conversion and migration of the data and reference tables.
- III. Provide On-Site Assistance During Go Live: The software vendor must provide on-site support to Puerto Rico during the first five (5) working days of go live in the production environment. After the first five (5) working days in production, and upon consent of Puerto Rico, the software vendor's project team may provide support remotely. If support is supplied remotely, it must be directly with the software vendor's project team for 30 days from the date of sign off of go live. Response times may not be more than 30 minutes from the time a call is placed by the Puerto Rico to the software vendor, within normal working hours as mutually agreed in the go live plan. On-site and remote assistance will include:



1. Assisting users with understanding the functionality and practical use of the system;
  2. Identifying defects to the system; and
  3. Evaluating the system's effectiveness against the established go live criteria.
  4. Complete the above tasks for each of the remaining modules.
- IV. Complete the above tasks for Phases 2, 3 and 4 of the project.

**Milestone 10 Deliverables:**

Deliverable Number	Description of Deliverable
MS10-A	Signature on Go-Live Implementation Plan Phase 1
MS10-B	Provide On-Site Assistance During Go Live for Phase 1
MS10-C	Complete the above deliverables for Phase 2, 3 and 4.

**3.3.11. Milestone Eleven (11) – System Warranty**

The objective of this Milestone is to define the system warranty period.

**Milestone 11 Activities - The software vendor must:**

- I. Provide Warranty Period: The warranty period will begin on the first production date after Puerto Rico has formally accepted and signed off of the production system (Milestone 11). The warranty will be a one (1) year warranty period after each phase has been accepted by Puerto Rico. The "warranty period" is provided for no additional charge. Formal acceptance and sign off is defined as:
  1. Completion of all system documentation and operating procedures;
  2. Completion of all training;
  3. Implementation of the automated environment;
  4. Testing, conversion, installation of each phase of the system and sufficiently monitored to validate all production cycles; and
  5. Final approval and acceptance by Puerto Rico at the completion of each phase of the system.
- II. Warranty Period Support Services: The software vendor must provide during the warranty period support services that include:
  1. Unlimited phone and online support;
  2. Bug fixes;
  3. Updates and upgrades;
  4. Access to technical support including release support; and
  5. Links for downloading new versions and patches to previous versions.
- III. Release Notes:
 

The software vendor will provide documentation describing the items addressed by each new release provided to Puerto Rico and including documentation sufficient to inform Puerto Rico as to how to use the changed items.

IV. Support Hours:

The software vendor must provide warranty period support Monday through Friday from 7:30 a.m. to 6:00 p.m. AST time for all workdays and mutually agreed upon holidays for Puerto Rico.

V. Subsequent Phase:

The warranty period will be granted for each of the modules and / or phases implemented in the subsequent phase of the project.

**Milestone 11 Deliverables:**

Deliverable Number	Description of Deliverable
MS11-A	System Warranty Support for Phase 1
MS11-B	System Warranty Support for Phase 2
MS11-C	System Warranty Support for Phase 3
MS11-D	System Warranty Support for Phase 4

3.3.12. Milestone Twelve (12) – System Maintenance Support

The objective of this milestone is to provide Puerto Rico with system maintenance support on a yearly basis following the end of the warranty period.

**Milestone 12 Activities - The software vendor must:**

I. Provide an Annual Software Maintenance Agreement:

Provide an annual agreement that covers repair of any defects to the PR EVRS, as per the Approved Gap Analysis deliverable and all approved change orders as well as defects in any enhancements included in software releases provided by the software vendor. This maintenance agreement will be for seven years, renewable yearly. In addition, annual maintenance will include:

1. Periodic enhancements to the system that the software vendor provides to all implementations;
2. Necessary updates that allow Puerto Rico to continue meeting NCHS and/or CDC reporting requirements. If these updates are required by all jurisdictions in which the software vendor's software is implemented, the software vendor will provide the new functions without charge to Puerto Rico; and
3. Provide an annual agreement for help desk support (2nd level) Monday through Friday 7:30 AM – 6 PM AST time, excluding Puerto Rico and Federal holidays.

II. Maintain the Application

While Azure and Puerto Rico will maintain the servers on both the hosted site and in OIAT, the vendor will ensure that the application is maintained adequately in both locations. This will include:

1. Coordinating with OIAT on all server updates and patches to ensure the application is not negatively impacted;
  2. Ensuring that all application updates needed to maintain the servers are applied in a timely manner; and
  3. Backup and recovery that occurs as agreed with OIAT.
  4. Replication that occurs in real time.
- III. Complete the above tasks for Phases 2, 3 and 4 of the project.

**Milestone 12 Deliverables:**

Deliverable Number	Description of Deliverable
MS12-A	System Maintenance Support for Phase 1 modules
MS12-B	System Maintenance Support for Phase 2 modules
MS12-C	System Maintenance Support for Phase 3 modules
MS12-D	System Maintenance Support for Phase 4 modules

### 3.4. Responsibilities

The vendor's project staff will collaborate, in accordance with the stated Milestones Deliverables, with the PRDoH Demographic Registry and its selected Project Manager to plan, manage, and administer project-related activities from the start of the project, until the contract is closed or no longer renewed.

Role	Responsibilities
Software Vendor Project Sponsor	The software vendor will provide a senior executive who will serve as the point of escalation for the project. This person will work collaboratively with the PRDoH Project Sponsor to resolve project issues that are beyond the scope of the project managers.
Software Vendor Project Manager	The Software Vendor Project Manager is responsible for ensuring that the vendor delivers the software project on time, within scope and within budget. The software vendor project manager will be responsible for directly managing the software project team and ensuring the quality of their work. The software vendor project manager is responsible for working collaboratively with the PR Project Manager to ensure effective project delivery, issue resolution and risk management. The Software Project manager will meet regularly and one-on-one with the PR Project Manager

Role	Responsibilities
	to coordinate project tasks and provide status updates.

### 3.5. Vendor's Minimum Qualifications and Experience

#### 3.5.1. Vendor's Qualifications

The vendor must attest and provide demonstratable proof of meeting the following requirements:

- I. The software vendor must have a minimum of eight years (8) of vital records systems experience with at least two (2) implementations of a complete electronic vital records systems (EVRS) within the United States. A complete EVRS is defined as a complete NCHS/VSCP standards compliant for birth, death, fetal death modules and point of sale integrated with the registration modules.
- II. Within the last two (2) years an interoperability implementation with a jurisdictional medical examiners, hospital or health exchange within the United States;
- III. Participates in the NVSS Community of Practice (please provide the cohort and jurisdiction of the first certification event)
- IV. Demonstrate that they have sufficient vital records knowledgeable staff to successfully implement the EVRS within the given timeframes.
- V. Two (2) references from U.S. jurisdictions for vital records implementations one (1) of which must be within the last five (5) years.

#### 3.5.2. Vendor's Personnel Qualifications and Experience

##### 3.5.2.1. Key Staff Qualifications

The software vendor's key personnel must demonstrate the following qualifications:

- I. The Project Manager must have:
  - a. A minimum of five (5) years managing vital records software implementations;
  - b. Successfully implemented the vital records software in a minimum of two (2) distinct states within the United States;
  - c. Hold a PMP or CMC certification.
- II. Data Conversion Lead must have a minimum of three (3) years of experience working with vital records migrations in at least two (2) distinct states within the United States.
- III. Configuration Lead(s) must have a minimum of three (3) years of experience working with vital records implementations in at least two (2) distinct states within the United States.

#### 3.5.2.2. Substitution of Personnel

The Vendor agrees and understands that Puerto Rico DoH's agreement to the contract is predicated in part on the utilization of the specific individual(s) and/or personnel qualifications identified in the bid. Therefore, the Vendor agrees that no substitution of such specific key individual(s) and/or personnel qualifications shall be made without the prior written approval of Puerto Rico DOH. The Vendor further agrees that any substitution made pursuant to this paragraph must be equal or better than originally proposed and that Puerto Rico DOH's approval of a substitution shall not be construed as an acceptance of the substitution's performance potential. Puerto Rico DOH agrees that an approval of a substitution will not be unreasonably withheld.

#### 3.5.2.3. Resumes and References for Project Staff

The Vendor must submit a resume for each person being proposed on the project. The resumes must include relevant experience, education and projects completed and currently assigned to; indicate the role of the staff member and the percentage of time allocated to the project. Please list one vital records reference with contact information for each staff member being proposed indicating the work performed and the dates that the staff member was assigned to the project.

#### 3.5.2.4. Subcontractors

The Contractor is solely responsible for executing the scope of work as outlined in the RFP. The Contractor will bear full responsibility for the actions and work conducted by its subcontractors. All terms, conditions, and requirements of the contract shall apply without qualification to any services performed or goods provided by any subcontractor. If the Contractor intends to use subcontractors, the Contractor must identify in the proposal the names of the subcontractors, the responsibilities of the subcontractors, and the specific tasks and percentages of the tasks that the subcontractors will perform.

All proposals must include the following information regarding proposed subcontractors:

- I. Complete name of the subcontractor;
- II. Complete address of the subcontractor;
- III. The responsibilities of the subcontractor;
- IV. The specific tasks and percentage of the given task the subcontractor will be performing;
- V. Evidence that the subcontractor meets the qualification requirements as stated in Section 3.5.2.1 if required by the work to be performed
- VI. Evidence that the subcontractor holds a valid Puerto Rico business license; and
- VII. A written statement, signed by each proposed subcontractor, which clearly verifies that the subcontractor is committed to render the services required by the contract.

Failure to provide this information as part of the RFP response, may result in the proposal being deemed non-responsive and rejected. The substitution of one subcontractor for another may be made only at the discretion and prior written approval of the project director. The contractor is liable and responsible for all subcontractor work. All issues dealing with the subcontractor are the responsibility of the contractor.

#### 3.5.2.5. Sourcing from Overseas

All contracted services must be provided within Puerto Rico or the continental United States. Vendors are required to indicate in their proposal the specific location where the contracted services will be carried out.

In the event that the Vendor or subcontractor intends to perform work for a limited period of time outside of the United States during the contract period, the Vendor must notify the Puerto Rico Department of Health in writing 60 days prior to the event. This notification should include the reason the work will be performed outside of the United States, the desired new location, details about the work to be performed, and the percentage of work that will be affected. The Department of Health must grant approval for any changes prior to the relocation of the work. Failure to obtain approval from the Puerto Rico Department of Health may result in the termination of the contract.

#### 3.5.3. Vendor's Proof of Insurance

Upon request, the Vendor shall present and maintain during the period of the contract:

- I. Commercial General Insurance with limits of \$1,000,000 / \$2,000,000 in aggregate including:
  - a. Bodily Injury and Property Damage
  - b. Personal and Advertising Injury
  - c. Product and Completed Operations
  - d. Medical Payments
- II. Professional Liability Insurance with limits of \$300,000

### 3.6. Rights and Access Provisions for Licensing, Data Ownership, and Software Usage

#### 3.6.1. Licensing and Rights Agreement

##### Ownership of the EVRS – Licensing Agreement

- I. The contractor agrees that in addition to all other rights set forth in this section Puerto Rico shall have a nonexclusive, royalty-free, and irrevocable license to reproduce or otherwise use and authorize others to use all software, procedures, files and other documentation comprising the EVRS at any time during the period of the contract and thereafter.
- II. The contractor agrees to deliver such material to Puerto Rico within 20 business days from receipt of the request by Puerto Rico. Such a request may be made by Puerto Rico at any time prior to the expiration of the contract. The license shall include, but not be limited to:

- a. All EVRS and supporting programs in the most current version;
  - b. All scripts, programs, transaction management or database synchronization software and other system instructions for operating the system in the most current version;
  - c. All data files in the most current version;
  - d. User and operational manuals and other documentation;
  - e. System and program documentation describing the most current version of the system, including the most current versions of source and object code;
  - f. Training programs for Puerto Rico DOH and other designated Puerto Rico DOH staff, their agents, or designated representatives, in the operation and maintenance of the system;
  - g. Any and all performance-enhancing operational plans and products, exclusive of equipment; and
  - h. All specialized or specially modified operating system software and specially developed programs, including utilities, software and documentation used in the operation of the system.
- III. Ongoing upgrades of the application software must be provided through the end of the contract.
  - IV. Any other specialized software not covered under public domain license to be integrated into the system must be identified as to its commercial source and the cost must be identified in the Cost Proposal.
  - V. Puerto Rico may, as its option, purchase commercially available software components itself rather than through the Vendor.
  - VI. The Vendor must convey to Puerto Rico, upon request and without limitation, copies of all interim work products, system documentation, operating instructions, procedures, data processing source code and executable programs that are part of the system, whether they are developed by the employees of the contractor or any subcontractor as part of this contract or transferred from another public domain system or contract.
  - VII. The provision of this section related to Ownership of the EVRS must be incorporated into any subcontract that relates to the development, operation or maintenance of any component part of the system.

### 3.6.2. Ownership of Information and Data

Puerto Rico shall also have unlimited rights to use, disclose or duplicate, for any purpose whatsoever, all information and data developed, derived, documented, installed, improved, or furnished by the contractor under this contract. All files containing any EVRS information are the sole and exclusive property of the Puerto Rico Department of Health. The vendor agrees not to use information obtained for any purposes not directly related to this contract without prior written permission from the Department of Health. The Vendor agrees to abide by all federal and Commonwealth confidentiality requirements.

### 3.6.3. Guaranteed Access to Software

Puerto Rico Department of Health shall have full and complete access to all source code, documentation, utilities, software tools and other similar items used to develop/install the proposed EVRS or may be useful in maintaining or enhancing the equipment and EVRS after it is operating in a production environment. For any of the above-mentioned items not turned over to Puerto Rico DOH upon completion of the installation, the contractor must provide a guarantee to Puerto Rico DOH of uninterrupted future access to, and license to use, those items. The guarantee must be binding on all agents, successors and assignees of the contractor and subcontractor. Puerto Rico DOH access to source code may be protected by use of a third-party escrow account. If an escrow account is used, the terms must include at a minimum:

- I. Update of the source code in escrow as often as required for the source code to reflect the current version of each application of the software licensed by Puerto Rico DOH, but not less than annually;
- II. Puerto Rico DOH has the right to view or access the source code to:
  - a. Verify the source code's completeness and readability of the media;
  - b. Obtain a copy of the source code in the event of a filing of Bankruptcy where the vendor is no longer able to provide acceptable service;
  - c. Obtain a copy of the source code if the vendor ceases to do business completely, or to do business in the vital records marketplace.

The guarantee must be binding on all agents, successors and assignees of the Vendor and subcontractors.

Puerto Rico Department of Health reserves the right to consult legal counsel as to the sufficiency of the licensing agreement and guarantee of access offered by the contractor.

### 3.7. Conflict of Interest

The Contractor is prohibited from knowingly hiring any professional personnel who are currently employed by the Commonwealth and providing services related to this contract or services that are similar in nature to the contract's scope, both during the contract period and any extensions. Additionally, the Contractor must not employ any former Commonwealth employee who was involved in the creation of this contract until at least two years after their employment with the State has ended.



## 4. GENERAL REQUIREMENTS

### 4.1. Contractor's Certification Regarding Lobbying

The Contractor certifies that no Federal nor State appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, a member of the Executive Branch of the government of the Commonwealth of Puerto Rico, an officer or employee of Congress, an officer or employee of the Executive Branch of the government of the Commonwealth of Puerto Rico, or an employee of a member of Congress, or employee of a member of the Executive Branch of the government of the Commonwealth of Puerto Rico in connection with the awarding of any Federal or State contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, addendum, or modification of any Federal or State contract, grant, loan, or cooperative agreement.

The Contractor certifies that no funds under this contract shall be used to pay for any activity to support or defeat the enactment of legislation before the Congress, or any State or local legislature or legislative body. The Contractor shall not use any funds under this contract to pay for any activity to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government.

The Contractor certifies that no funds under this contract shall be used to pay the salary or expenses of the Contractor, or an agent acting for the Contractor who engages in any activity designed to influence the enactment of legislation or appropriations proposed or pending before the Congress, or any State, local legislature or legislative body, or any regulation, administrative action, or Executive Order issued by the executive branch of any State or local government.

The above prohibitions include any activity to advocate or promote any proposed, pending, or future Federal, State or local tax increase, or any proposed, pending or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with any Federal contract, grant, loan, or cooperative agreement, the Contractor shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.

The Contractor shall require that the language of this section be included in the award documents for all subawards at all levels (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of the fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering this transaction imposed by 31 U.S.C. § 1352. Any person who fails to file the

required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### 4.2. Contractor's Certification Regarding Drug Free Workplace

The Contractor certifies it shall provide a drug free workplace in accordance with the Drug Free Workplace Act of 1988, 41 U.S.C. Chapter 81, and all applicable regulations. The Contractor is required to report any conviction of employees providing services under this contract under a criminal drug statute for violations occurring on the Contractor's premises or off the Contractor's premises while conducting official business. The Contractor shall report any conviction to the Department within five (5) working days after the conviction. Submit reports to:

Puerto Rico Department of Health  
Demographic Registry  
PO Box 11854  
San Juan, PR 00910-1854

#### 4.3. Contractor's Certification Regarding Environmental Tobacco Smoke

The Pro-Children Act of 1994, (Public Law 103-227, 20 U.S.C. §§ 6081-6084), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The Pro-Children Act also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The Pro-Children Act does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable Federal funds is Medicare or Medicaid; or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the Pro-Children Act may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

The Contractor certifies that it will comply with the requirements of the Pro-Children Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Pro-Children Act.

The Contractor agrees that it will require that the language of this certification be included in any subcontract or subaward that contains provisions for children's services and that all subrecipients shall certify accordingly. Failure to comply with the provisions of the Pro-Children Act law may result in the imposition of a civil monetary penalty of up to \$1,000 per day.

#### 4.4. Contractor's Certification Regarding Non-Discrimination

The Contractor shall comply with all federal and state statutes, regulations and executive orders relating to nondiscrimination and equal employment opportunity to the extent applicable to the contract. These include but are not limited to:

- a. Title VI of the Civil Rights Act of 1964 (P.L. 88-352, 42 U.S.C. § 2000d et seq.) which prohibits discrimination on the basis of race, color, or national origin (this includes individuals with limited English proficiency) in programs and activities receiving federal financial assistance and Title VII of the Act which prohibits discrimination on the basis of race, color, national origin, sex, or religion in all employment activities;
- b. Equal Pay Act of 1963 (P.L. 88 -38, as amended, 29 U.S.C. § 206 (d));
- c. Title IX of the Education Addendums of 1972, as amended (20 U.S.C §§ 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex;
- d. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) and the Americans with Disabilities Act of 1990, as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12101 et seq.) as implemented by all applicable regulations;
- e. The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107) which prohibits discrimination on the basis of age;
- f. Equal Employment Opportunity – E.O. 11246, as amended;
- g. The requirements of any other nondiscrimination federal and state statutes, regulations and executive orders which may apply to the services provided via the contract.

#### 4.5. Contractor's Certification Regarding Whistleblower Protections

The Contractor shall comply with the provisions of 41 U.S.C. 4712 that states an employee of a Contractor, subcontractor, grantee, or subgrantee may not be discharged, demoted or otherwise discriminated against as a reprisal for "whistleblowing". In addition, whistleblower protections cannot be waived by any agreement, policy, form, or condition of employment.

The Contractor's employees are encouraged to report fraud, waste, and abuse. The Contractor shall inform their employees in writing they are subject to federal whistleblower rights and remedies. This notification must be in the predominant native language of the workforce.

The Contractor shall include this requirement in any agreement made with a subcontractor or subgrantee.

#### 4.6. Clean Air Act and Water Pollution Control Act

The Contractor shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.).

#### 4.7. Business Associate Provisions

Health Insurance Portability and Accountability Act of 1996, as amended - The commonwealth agency and the Contractor are both subject to and must comply with provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as amended by the Health Information Technology for Economic and Clinical Health Act (HITECH) (PL-111-5) (collectively, and hereinafter, HIPAA) and all regulations promulgated pursuant to authority granted therein.

The Contractor constitutes a “Business Associate” of the jurisdiction agency. Therefore, the term, “contractor” as used in this section shall mean “Business Associate.”

The Contractor agrees that for purposes of the Business Associate Provisions contained herein, terms used but not otherwise defined shall have the same meaning as those terms defined in 45 CFR Parts 160 and 164 and 42 U.S.C. §§ 17921 et. seq. including, but not limited to the following:

- a. “Access”, “administrative safeguards”, “confidentiality”, “covered entity”, “data aggregation”, “designated record set”, “disclosure”, “hybrid entity”, “information system”, “physical safeguards”, “required by law”, “technical safeguards”, “use” and “workforce” shall have the same meanings as defined in 45 CFR 160.103, 164.103, 164.304, and 164.501 and HIPAA.
- b. “Breach” shall mean the unauthorized acquisition, access, use, or disclosure of Protected Health Information which compromises the security or privacy of such information, except as provided in 42 U.S.C. § 17921. This definition shall not apply to the term “breach of contract” as used within the contract.
- c. “Business Associate” shall generally have the same meaning as the term “business associate” at 45 CFR 160.103, and in reference to the party to this agreement, shall mean the Contractor.
- d. “Covered Entity” shall generally have the same meaning as the term “covered entity” at 45 CFR 160.103, and in reference to the party to this agreement, shall mean the jurisdiction agency.
- e. “Electronic Protected Health Information” shall mean information that comes within paragraphs (1)(i) or (1)(ii) of the definition of Protected Health Information as specified below.
- f. “Enforcement Rule” shall mean the HIPAA Administrative Simplification: Enforcement; Final Rule at 45 CFR Parts 160 and 164.
- g. “HIPAA Rules” shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.
- h. “Individual” shall have the same meaning as the term “individual” in 45 CFR 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR 164.502 (g).
- i. “Privacy Rule” shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164, Subparts A and E.
- j. “Protected Health Information” as defined in 45 CFR 160.103, shall mean individually identifiable health information:
  - a. Except as provided in paragraph (b) of this definition, that is: (i) Transmitted by electronic media; or (ii) Maintained in electronic media; or (iii) Transmitted or maintained in any other form or medium.

- b. Protected Health Information excludes individually identifiable health information in (i) Education records covered by the Family Educational Rights and Privacy Act, as amended, 20 U.S.C. 1232g; (ii) Records described at 20 U.S.C. 1232g(a)(4)(B)(iv); and (iii) Employment records held by a covered entity (commonwealth agency) in its role as employer.
- k. "Security Incident" shall be defined as set forth in the "Obligations of the Contractor" section of the Business Associate Provisions
- l. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C.
- m. "Unsecured Protected Health Information" shall mean Protected Health Information that is not secured through the use of a technology or methodology determined in accordance with 42 U.S.C. § 17932 or as otherwise specified by the secretary of Health and Human Services.

The Contractor agrees and understands that wherever in this document the term Protected Health Information is used, it shall also be deemed to include Electronic Protected Health Information.

The Contractor must appropriately safeguard Protected Health Information which the Contractor receives from or creates or receives on behalf of the commonwealth agency. To provide reasonable assurance of appropriate safeguards, the Contractors shall comply with the business associate provisions stated herein, as well as the provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as amended by the Health Information Technology for Economic and Clinical Health Act (HITECH) (PL-111-5) and all regulations promulgated pursuant to authority granted therein.

The jurisdiction agency and the Contractor agree to amend the contract as is necessary for the parties to comply with the requirements of HIPAA and the Privacy Rule, Security Rule, Enforcement Rule, and other rules as later promulgated (hereinafter referenced as the regulations promulgated thereunder). Any ambiguity in the contract shall be interpreted to permit compliance with the HIPAA Rules.

Permitted Uses and Disclosures of Protected Health Information by the Contractor:

- a. The Contractor may not use or disclose Protected Health Information in any manner that would violate Subpart E of 45 CFR Part 164 if done by the commonwealth agency, except for the specific uses and disclosures in the contract.
- b. The Contractor may use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, the commonwealth agency as specified in the contract, provided that such use or disclosure would not violate HIPAA and the regulations promulgated thereunder.
- c. The Contractor may use Protected Health Information to report violations of law to appropriate Federal and State authorities, consistent with 45 CFR 164.502(j)(1) and shall

notify the commonwealth agency by no later than ten (10) calendar days after the Contractor becomes aware of the disclosure of the Protected Health Information.

- d. If required to properly perform the contract and subject to the terms of the contract, the Contractor may use or disclose Protected Health Information if necessary for the proper management and administration of the Contractor's business.
- e. If the disclosure is required by law, the Contractor may disclose Protected Health Information to carry out the legal responsibilities of the Contractor.
- f. If applicable, the Contractor may use Protected Health Information to provide Data Aggregation services to the commonwealth agency as permitted by 45 CFR 164.504(e)(2)(i)(B).
- g. The Contractor may not use Protected Health Information to de-identify or re-identify the information in accordance with 45 CFR 164.514(a)-(c) without specific written permission from the commonwealth agency to do so.
- h. The Contractor agrees to make uses and disclosures and requests for Protected Health Information consistent with the commonwealth agency's minimum necessary policies and procedures.

**Obligations and Activities of the Contractor:**

- 1. The Contractor shall not use or disclose Protected Health Information other than as permitted or required by the contract or as otherwise required by law, and shall comply with the minimum necessary disclosure requirements set forth in 45 CFR § 164.502(b).
- 2. The Contractor shall use appropriate administrative, physical and technical safeguards to prevent use or disclosure of the Protected Health Information other than as provided for by the contract. Such safeguards shall include, but not be limited to:
  - a. Workforce training on the appropriate uses and disclosures of Protected Health Information pursuant to the terms of the contract;
  - b. Policies and procedures implemented by the Contractor to prevent inappropriate uses and disclosures of Protected Health Information by its workforce and subcontractors, if applicable;
  - c. Encryption of any portable device used to access or maintain Protected Health Information or use of equivalent safeguard;
  - d. Encryption of any transmission of electronic communication containing Protected Health Information or use of equivalent safeguard; and
  - e. Any other safeguards necessary to prevent the inappropriate use or disclosure of Protected Health Information.
- 3. With respect to Electronic Protected Health Information, the Contractor shall use appropriate administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of the Electronic

Protected Health Information that Contractor creates, receives, maintains or transmits on behalf of the commonwealth agency and comply with Subpart C of 45 CFR Part 164, to prevent use or disclosure of Protected Health Information other than as provided for by the contract.

4. In accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), the Contractor shall require that any agent or subcontractor that creates, receives, maintains, or transmits Protected Health Information on behalf of the Contractor agrees to the same restrictions, conditions, and requirements that apply to the Contractor with respect to such information.
5. By no later than ten (10) calendar days after receipt of a written request from the commonwealth agency, or as otherwise required by state or federal law or regulation, or by another time as may be agreed upon in writing by the commonwealth agency, the Contractor shall make the Contractor's internal practices, books, and records, including policies and procedures and Protected Health Information, relating to the use and disclosure of Protected Health Information received from, created by, or received by the Contractor on behalf of the commonwealth agency available to the commonwealth agency and/or to the Secretary of the Department of Health and Human Services or designee for purposes of determining compliance with the HIPAA Rules and the contract
6. The Contractor shall document any disclosures and information related to such disclosures of Protected Health Information as would be required for the commonwealth agency to respond to a request by an individual for an accounting of disclosures of Protected Health Information in accordance with 42 USCA §17932 and 45 CFR 164.528. By no later than five (5) calendar days of receipt of a written request from the commonwealth agency, or as otherwise required by state or federal law or regulation, or by another time as may be agreed upon in writing by the commonwealth agency, the Contractor shall provide an accounting of disclosures of Protected Health Information regarding an individual to the commonwealth agency. If requested by the commonwealth agency or the individual, the Contractor shall provide an accounting of disclosures directly to the individual. The Contractor shall maintain a record of any accounting made directly to an individual at the individual's request and shall provide such record to the commonwealth agency upon request
7. In order to meet the requirements under 45 CFR 164.524, regarding an individual's right of access, the Contractor shall, within five (5) calendar days following a commonwealth agency request, or as otherwise required by state or federal law or regulation, or by another time as may be agreed upon in writing by the commonwealth agency, provide the commonwealth agency access to the Protected Health Information in an individual's designated record set. However, if requested by the commonwealth agency, the Contractor shall provide access to the Protected Health Information in a designated record set directly to the individual for whom such information relates]

8. At the direction of the commonwealth agency, the Contractor shall promptly make any amendment(s) to Protected Health Information in a Designated Record Set pursuant to 45 CFR 164.526
9. The Contractor shall report to the commonwealth agency's Security Officer any security incident immediately upon becoming aware of such incident and shall take immediate action to stop the continuation of any such incident. For purposes of this paragraph, security incident shall mean the attempted or successful unauthorized access, use, modification or destruction of information or interference with systems operations in an information system. This does not include trivial incidents that occur on a daily basis, such as scans, "pings," or unsuccessful attempts that do not penetrate computer networks or servers or result in interference with system operations. By no later than five (5) days after the Contractor becomes aware of such incident, the Contractor shall provide the commonwealth agency's Security Officer with a description of any remedial action taken to mitigate any harmful effect of such incident and a proposed written plan of action for approval that describes plans for preventing any such future security incidents.
10. The Contractor shall report to the commonwealth agency's Privacy Officer any unauthorized use or disclosure of Protected Health Information not permitted or required as stated herein immediately upon becoming aware of such use or disclosure and shall take immediate action to stop the unauthorized use or disclosure. By no later than five (5) calendar days after the Contractor becomes aware of any such use or disclosure, the Contractor shall provide the commonwealth agency's Privacy Officer with a written description of any remedial action taken to mitigate any harmful effect of such disclosure and a proposed written plan of action for approval that describes plans for preventing any such future unauthorized uses or disclosures.
11. The Contractor shall report to the commonwealth agency's Security Officer any breach immediately upon becoming aware of such incident and shall take immediate action to stop the continuation of any such incident. By no later than five (5) days after the Contractor becomes aware of such incident, the Contractor shall provide the commonwealth agency's Security Officer with a description of the breach, the information compromised by the breach, and any remedial action taken to mitigate any harmful effect of such incident and a proposed written plan for approval that describes plans for preventing any such future incidents.
12. The Contractor's reports required in the preceding paragraphs shall include the following information regarding the security incident, improper disclosure/use, or breach, (hereinafter "incident"):
  - a. The name, address, and telephone number of each individual whose information was involved if such information is maintained by the Contractor;
  - b. The electronic address of any individual who has specified a preference of contact by electronic mail;



- c. A brief description of what happened, including the date(s) of the incident and the date(s) of the discovery of the incident;
  - d. A description of the types of Protected Health Information involved in the incident (such as full name, Social Security Number, date of birth, home address, account number, or disability code) and whether the incident involved Unsecured Protected Health Information; and
  - e. The recommended steps individuals should take to protect themselves from potential harm resulting from the incident.
13. Notwithstanding any provisions of the Terms and Conditions attached hereto, in order to meet the requirements under HIPAA and the regulations promulgated thereunder, the Contractor shall keep and retain adequate, accurate, and complete records of the documentation required under these provisions for a minimum of six (6) years as specified in 45 CFR Part 164.
  14. The Contractor shall not directly or indirectly receive remuneration in exchange for any Protected Health Information without a valid authorization.
  15. If the Contractor becomes aware of a pattern of activity or practice of the commonwealth agency that constitutes a material breach of contract regarding the commonwealth agency's obligations under the Business Associate Provisions of the contract, the Contractor shall notify the commonwealth agency's Security Officer of the activity or practice and work with the commonwealth agency to correct the breach of contract.
  16. The Contractor shall indemnify the commonwealth agency from any liability resulting from any violation of the Privacy Rule or Security Rule or Breach arising from the conduct or omission of the Contractor or its employee(s), agent(s) or subcontractor(s). The Contractor shall reimburse the commonwealth agency for any and all actual and direct costs and/or losses, including those incurred under the civil penalties implemented by legal requirements, including but not limited to HIPAA as amended by the Health Information Technology for Economic and Clinical Health Act, and including reasonable attorney's fees, which may be imposed upon the commonwealth agency under legal requirements, including but not limited to HIPAA's Administrative Simplification Rules, arising from or in connection with the Contractor's negligent or wrongful actions or inactions or violations of this Agreement.

#### 4.7.1.Obligations of the Commonwealth Agency:

1. The commonwealth agency shall notify the Contractor of limitation(s) that may affect the Contractor's use or disclosure of Protected Health Information, by providing the Contractor with the commonwealth agency's notice of privacy practices in accordance with 45 CFR 164.520.
2. The commonwealth agency shall notify the Contractor of any changes in, or revocation of, authorization by an Individual to use or disclose Protected Health Information.

3. The commonwealth agency shall notify the Contractor of any restriction to the use or disclosure of Protected Health Information that the commonwealth agency has agreed to in accordance with 45 CFR 164.522.
4. The commonwealth agency shall not request the Contractor to use or disclose Protected Health Information in any manner that would not be permissible under HIPAA and the regulations promulgated thereunder.
5. Expiration/Termination/Cancellation - Except as provided in the subparagraph below, upon the expiration, termination, or cancellation of the contract for any reason, the Contractor shall, at the discretion of the commonwealth agency, either return to the commonwealth agency or destroy all Protected Health Information received by the Contractor from the commonwealth agency, or created or received by the Contractor on behalf of the commonwealth agency, and shall not retain any copies of such Protected Health Information. This provision shall also apply to Protected Health Information that is in the possession of a subcontractor or agents of the Contractor.
6. In the event the commonwealth agency determines that returning or destroying the Protected Health Information is not feasible, the Contractor shall extend the protections of the contract to the Protected Health Information for as long as the Contractor maintains the Protected Health Information and shall limit the use and disclosure of the Protected Health Information to those purposes that made return or destruction of the information infeasible. If at any time it becomes feasible to return or destroy any such Protected Health Information maintained pursuant to this paragraph, the Contractor must notify the commonwealth agency and obtain instructions from the commonwealth agency for either the return or destruction of the Protected Health Information.
7. Breach of Contract – In the event the Contractor is in breach of contract with regard to the business associate provisions included herein, the Contractor agrees that in addition to the requirements of the contract related to cancellation of contract, if the commonwealth agency determines that cancellation of the contract is not feasible, the Department may elect not to cancel the contract, but shall report the breach of contract to the Secretary of the Department of Health.

## 5. PROPOSAL GUIDELINES AND CONTENT

### 5.1. Statement of Intention to Submit a Response

Vendors are requested to **inform the Solicitation Coordinator**, as identified in **Section 1.5: RFP Communications**, of their intention to submit a response by sending a simple email or written communication. This statement or notice should include the following details:

- a. Name of the business or individual (as applicable)
- b. Name and title of the contact person
- c. Mailing address, telephone number, facsimile number, and email address of the contact person

Submitting a Statement of Intention to Submit a Response does not create any obligations and is not a mandatory requirement for submitting a response. However, it aids in facilitating communication regarding any amendments or notifications related to the RFP. It is the responsibility of vendors to regularly monitor the official posting site of the RFP for any posted amendments or notifications, regardless of whether they have submitted a Statement of Intention to Submit a Response.

### 5.2. Proposal Submission

Proposals are required to be submitted by each Vendors as detailed in section **1.6: Proposal Submission Instructions**; no later than the submission deadline time and date detailed in section **1.4: RFP Process Schedule**.

### 5.3. RFP Communications

Vendors are required to **contact the designated Solicitation Coordinator** for all communications and questions related to this RFP as described in section **1.5: RFP Communications**.

### 5.4. Amendments to the RFP

Puerto Rico Department of Health reserves the right to officially amend RFP after issuance. In the event of an RFP amendment, the PR DoH will communicate it to vendors who have submitted a Statement of Intention to Submit a Response. Vendors are required to address the revised RFP, including all its attachments, when preparing their response. It shall be the sole responsibility of the Vendor to monitor the website for such amendments.

### 5.5. Cancellation of the RFP

Puerto Rico Department of Health retains the exclusive authority to cancel the RFP or to cancel and reissue the RFP, at its discretion, in accordance with the applicable laws and regulations, at any given point in time.

### 5.6. Right of Rejection

Vendors must comply with all the terms of the RFP. The Solicitation Coordinator may reject any proposal that does not comply with all the material and substantial terms, conditions, and performance requirements of the RFP.

Minor informalities that:

- a. do not affect responsiveness;
- b. are merely a matter of form or format;
- c. do not challenge the relative standing or otherwise prejudice other offers;
- d. do not change the meaning or scope of the RFP;
- e. are trivial, negligible, or immaterial in nature;
- f. do not reflect a material change in the work; or
- g. do not constitute a substantial reservation against a requirement or provision;

may be waived by the procurement officer.

PRDoH reserves the right to refrain from making an award if it determines that to be in its best interest.

**A proposal from a debarred or suspended Vendor shall be rejected. All vendors must disclose all contracts current or past that they have held with the Commonwealth of Puerto Rico. Failure to do so will result in disqualification.**

### 5.7. Proposal Format

Vendors must sign the RFP cover page and, if applicable, the cover page of each addendum thereto in order to demonstrate acceptance by the Vendor of all RFP terms and conditions. Failure to do so may result in rejection of the bid.

The signed cover page from the original RFP and all signed addendums should be placed at the beginning of the bid. These form(s) must include an original signature (preferably signed in blue ink), no stamped signatures. The signature must be that of an individual legally authorized to sign contracts for the agency.

To facilitate the evaluation process, the Vendor is encouraged to submit bid information by sections that correspond with the individual evaluation categories described herein. The Vendor is cautioned that it is the Vendor's sole responsibility to submit necessary information. PR DOH is under no obligation to solicit any information if it is not included in the bid. The Vendor's failure to submit information with the bid, including pricing and renewal information, may cause an adverse impact on the evaluation of the bid.

The bid should be page numbered. The bid should be typed.

In preparing a bid, the Vendor should be mindful of document preparation efforts for imaging purposes and storage capacity. The Vendor should limit bid content to items that provide substance, quality of content, and clarity of information.

Any information submitted with the bid, regardless of the format or placement of such information, maybe considered in making decisions related to the responsiveness and merit of a bid and the award of a contract.

All bids shall be considered an open record after the bids are opened and subject to the Freedom of Information Act (FOIA). Therefore, the Vendor is advised not to include any information that the Vendor does not want to be viewed by the public.

The Vendor is cautioned when submitting pre-printed terms and conditions or other type material to make sure such documents do not contain other terms and conditions which conflict with those of the RFP and its contractual requirements. The Vendor agrees that in the event of conflict between any of the Vendor's terms and conditions and those contained in the RFP, that the RFP shall govern. Taking exception to Puerto Rico DOH's terms and conditions may render a Vendor's bid non-responsive and remove it from consideration for award.

The Vendor hereby covenants that at the time of the submission of the bid the Vendor has no other contractual relationships that would create any actual or perceived conflict of interest. The Vendor further agrees that during the term of the contract neither the Vendor nor any of its employees shall acquire any other contractual relationships that create such a conflict.

Vendors must proposals in two (2) distinct parts: technical and cost, as stated in section **1.6: Proposal Submission Instructions**. Each part must include and be organized in the following manner:

Proposal Part	Template Response	Evaluation
Technical Proposal	Exhibit A: Submittal Documents	
Components:	Signed Cover Sheet Signed Addendums Table of Contents Executive Summary Subcontractor Letters	Mandatory
Technical Proposal	Exhibit B: Vendor Qualifications and Experience	
Components:	Company Overview Mandatory Qualifications (Section 3.5.1 Vendor Qualification) Staff Turnover for the last 3 years Existing Business Relationships with Puerto Rico Business Disputes References	15 points
Technical Proposal	Exhibit C: Vendor Organization & Staffing	
Components:	Corporate Organization Chart Project Organization Chart Roles and Responsibilities Chart Initial Staffing Plan Mandatory Requirements for Key Personnel (Section 3.5.2.1 Key Staff Qualifications) Key Staff Resumes and References (Section 3.5.2.3 Resumes and References for Project Staff) Subcontract Information (Section 3.5.2.4 Subcontractors)	10 points
Technical Proposal	Exhibit D: Mandatory Requirements	
Components:	Attestations	Mandatory

Proposal Part	Template Response	Evaluation
	a. Attestation of Compliance with Corporate and Staffing Requirements b. Attestation to Compliance with Scope of Work c. Attestation to Compliance with Terms and Conditions d. Attestation to Software Terms and Conditions e. Attestation to Compliance with Vital Records Experience Project Summaries Corporate References	
Technical Proposal	Exhibit E: Technical Questions	
Components:	Response to Technical Questions	15 points
Technical Proposal	Exhibit F: Degree of Fit Matrices	
Components:	Response to Degree of Fit Matrices	100 points
Cost Proposal	Exhibit G: Cost Proposal	
Components:	Table of Contents Executive Summary Cost Proposal Workbook	40 points
Demonstration		
Components:	Demonstration of EVRS	20 points

**VENDORS SHALL NOT INCLUDE THE COST PROPOSAL OR ANY OTHER PRICING INFORMATION IN THE PROPOSAL RESPONSE. PROPOSALS CONTAINING SUCH PRICE INFORMATION IN THE PROPOSAL RESPONSE SHALL BE REJECTED AS NON-RESPONSIVE TO THE RFP. ALL OFFICIAL COST PROPOSALS MUST BE SEALED AND SUBMITTED SEPARATELY FROM THE PROPOSAL RESPONSE.**

## 5.8. Proposal Content

The following provides a brief description of Puerto Rico DoH expectations regarding what should be included in each section of the RFP response. Vendors are encouraged to pay specific attention to “will”, “shall” and “must” statements as these must be included in the response. Proposals will be evaluated based on the criteria set forth in the following sections.

### Technical Proposal Exhibit A – Submittal Information

1. Cover Page - The Cover Sheet identifies the name and number of the RFP. It must also include the complete name and address of Vendor’s firm and the name, mailing address, and telephone number of the person who can bind the Vendor. The Cover Page must be signed by the person who can legally bind the Vendor. **Vendor must complete provided form titled Exhibit A: Cover Sheet.**
2. RFP Addendum(s) – A signed copy of each addendum to this RFP.
3. Table of Contents - The Table of Contents itemizes the contents by section, subsection, and page numbers for facilitation of the evaluators reading the proposal.
4. Executive Summary - The Executive Summary is a summarization of the contents of the Technical Proposal. The purpose of the Executive Summary is to provide the proposal evaluators with a broad but clear understanding of the entire proposal. The executive summary

must confirm that the Vendor will comply with all provisions in this RFP. The executive summary should not exceed three pages.

5. Sub-Contractor Letters (if applicable) – A written statement, signed by each proposed subcontractor, which clearly verifies that the subcontractor is committed to rendering the services required by the contract.

#### **Technical Proposal Exhibit B – Vendor Qualifications and Experience**

1. Company Overview - An overview of the company and specific experience in providing work of similar size and scope. The vendor must include: (a) a list of the three (3) most relevant vital records projects including: state, project start and finish dates, contract amount, scope of work, and state contact; (b) Information reflecting the current financial position should be included in this section including the most current financial statement for the last two fiscal years. If the financial statements have been audited in accordance with the following requirements, provide the audited version of those statements. (c) a list of failed projects, suspensions, debarments, and significant litigation.
2. Mandatory Qualifications – A narrative or table that provides the details regarding mandatory qualifications as outlined in **Section 3.5: Vendor’s Minimum Qualifications and Experience** of this RFP.
3. Staff Turnover for the last 3 years – A table that provides corporate turnover rates for the last three years. If the Vital Records is a unit within the corporate entity the vendor must provide both the corporate turnover rates and the Vital Records unit rates.
4. Existing Business Relationships with Puerto Rico - a list of all Puerto Rico government entities for which supplies or services have been provided at any time during the past three years, if any.
5. Business Disputes – Business disputes are considered projects in which the Vendor has chosen to stop work for a client, or the client has directed the Vendor to stop work. The Vendor must provide a narrative description of each dispute, the state contact, and the current status of the dispute.
6. References - This section will include (a) summary of each project for which a reference is provided; (b) the actual reference provided by the client. If subcontractors were used for any of portion of the project, they must be identified and the services they provided must also be identified. **References are to be completed in the provided form titled PR RFP Exhibit B: Business References.**

#### **Technical Proposal Exhibit C – Vendor Organization Structure and Staffing**

1. Corporate and Vital Records Organization Chart – Vendors must provide a corporate organization chart. The chart must show where the Vital Records unit sits within the corporate structure. Vendors must provide an organization chart for the Vital Records unit within the company.
2. Project Organization Chart - Vendors must provide an organizational chart that depicts the organizational structure of the project team specific to the Commonwealth of Puerto Rico EVRS Project. The organizational chart must specify the personnel assigned to accomplish the work called for in this RFP, including subcontractors, if used; illustrate the lines of authority; designate the individual responsible and accountable for the completion of each component and deliverable of the RFP.

3. Roles and Responsibilities Chart - Vendors must provide a narrative description of the roles and responsibilities of the Vendor project team.
4. Initial Staffing Plan – Vendors must provide an initial staffing plan that identifies each person, including subcontractors, who will work on the contract. The following information must be provided about each person listed:
  - a. Name
  - b. Title
  - c. Location(s) where work will be performed
  - d. Work tasks and percent of the work to be performed by the individual
5. Mandatory Requirements for Key Personnel - Vendors must provide evidence that they meet the minimum requirements specified in **Section 3.5.2.1: Key Staff Qualifications** or their proposal may be found non-responsive and may be rejected.
6. Key Staff Resumes and References – Vendors must provide resumes and references for Key staff as specified in **Section 3.5.2.3: Resumes and Preferences for Project Staff**.
7. Subcontract Information – Vendors must provide information on any subcontractors they intend on the contract as outlined in **Section 3.5.2.4: Subcontractors**.

#### **Technical Proposal Exhibit D – Mandatory Requirements**

1. Attestations – Vendors must review and sign each individual attestation.
  - a. Attestation of Compliance with Corporate and Staffing Requirements
  - b. Attestation to Compliance with Scope of Work
  - c. Attestation to Compliance with Terms and Conditions
  - d. Attestation to Software Terms and Conditions
2. Project Summaries – Vendors must provide a project summary of each project for which they are submitting a reference. The information provided must include: state, project start and finish dates, contract amount, scope of work, and state contact.
3. Corporate References – Vendors must provide references as per the instructions in **Section 3.5.1**.

#### **Technical Proposal Exhibit E - Technical Response**

Vendors must respond to the Technical Questions provided in the **form titled PR RFP Exhibit E: Technical Questions**.

#### **Technical Proposal Exhibit F - Degree of Fit Matrices**

Exhibit F is comprised of the following three (3) matrices that must be completed by Vendors:

- Exhibit F.1 Degree of Fit Business Requirements
  - Excel workbook contains 18 sheets
- Exhibit F.2 Degree of Fit General Requirements
  - Excel workbook contains 1 sheet
- Exhibit F.3 Degree of Fit Forms Requirements
  - Excel workbook contains 1 sheet

These matrices are intended to serve as an evaluation tool to determine the degree of fit between the Vendors' system and Puerto Rico requirements. Vendors should review the information in



**Attachments A, B, and C** carefully as these provide context and information on Puerto Rico requirements.

The answers provided in these Exhibits will be incorporated into the contract of the successful Vendor. Vendors may be asked to demonstrate responses during demonstrations.

The MS Excel workbooks are password protected except for the fields for the Vendor's responses. **DO NOT MANIPULATE THE SPREADSHEETS.** Doing so may result in disqualification. When returning the MS Excel spreadsheets do not protect the file or the fields. The guidelines for completing the Degree of Fit Matrices can be found in the first sheet of every Excel spreadsheet above mentioned.

#### **Cost Proposal – Exhibit G**

1. Table of Contents - The Table of Contents itemizes the contents by section, subsection, and page numbers for facilitation of the evaluators reading the proposal.
2. Executive Summary – The Executive Summary should provide a summary of the Cost Proposal. The Executive Summary must be limited to 2 pages and should provide any information that may be useful in understanding the Cost Proposal. Exceptions to terms and conditions, assumptions or constraints are not allowed and will result in disqualification of the Vendor.
3. Cost Workbook – Attachment I must be completed by each Vendor.

#### **5.9 Proposal Format Style**

- a. Font: Arial, 12-point
- b. One-inch margins
- c. Letter Paper size (8.5" x 11"), portrait orientation

#### **5.10 Changes and Withdrawal to Proposals**

The vendor assumes full responsibility for any errors or omissions in their response. It is strictly prohibited for the vendor to make any alterations or revisions to the response documents after the specified submission deadline mentioned in section **1.4: RFP Process Schedule**.

A vendor has the option to retract a submitted response before the specified submission deadline mentioned in section **1.4: RFP Process Schedule** by submitting a written request signed by an authorized representative of the vendor. In such cases, the vendor is eligible to submit a new response at any time prior to the submission deadline mentioned in section **1.4: RFP Process Schedule**. However, after the submission deadline, the vendor can only withdraw the entire response or a portion of it under exceptional circumstances where enforcing the response would place an unreasonably burdensome hardship on the vendor.

#### **5.11 Multiple Proposals**

It is prohibited for a vendor to submit multiple responses in varying formats or scopes, and they cannot submit separate bids as both a principal and subcontractor. In the event that a vendor does submit more than one proposal, PR DoH retains the right, as stated in section **5.6: Right to Rejection**, to reject all of the proposals.

## 6. EVALUATION PROCESS

All bids will be reviewed and scored by an evaluation committee.

Puerto Rico DoH reserves the right to request clarification of any portion of the Vendor's response in order to verify the intent of the Vendor. The Vendor is cautioned, however, that its response may be subject to acceptance or rejection without further clarification.

When evaluating a bid, Puerto Rico DoH reserves the right to consider relevant information and fact, whether gained from a bid, from a Vendor, from Vendor's references, or from any other source.

After determining that a bid satisfies the mandatory requirements stated in the RFP, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the bid in accordance with the evaluation criteria stated below. The contract shall be awarded to the bid that best meets the needs of the Department of Health Demographic Registry regardless of price.

### 6.1. Evaluation Criteria and Weightage

Bid evaluation will be based on a 200-point total to be applied as follows:

Vendor Qualifications, Experience, and References (Exhibit B)	15 points
Vendor Organization & Staffing (Exhibit C)	10 points
Response to Technical Questions (Exhibit E)	15 points
Solution Degree of Fit (Exhibit F)	100 points
Cost (Exhibit G)	40 points
Demonstration	20 points

### 6.2. Evaluation Methodology for Degree of Fit Matrices

Based on demonstrations provided by the major Vital Records system vendors, attendance at NAPHSIS conferences, and thorough understanding of NAPHSIS use cases and the Model Law, Puerto Rico believes the following business requirements are COTS and can be delivered by any major Vital Records vendors. Puerto Rico expects the COTS requirements to be included in the Vital Records solution. Puerto Rico specific business rules are listed in **Exhibits F.1: Degree of Fit Business Requirements and F.2: Degree of Fit General Requirements** and require a response from the proposer. Puerto Rico specific forms and reports are listed in **Exhibit F.3 Degree of Fit Forms Requirements** and require a response from the proposer. We recognize that some COTS may need to be configured to Puerto Rico's specification.

If you are unable to provide any of the following COTS functional requirements out of the box, please copy and paste the specific rule in the provided cells at the top of each corresponding spreadsheet. Additionally, leave a comment explaining why. Unless stated otherwise, Puerto Rico expects all COTS rules to be included in the system.

All Degree of Fit Matrices are designed to automatically calculate a score based on the vendor's response to each requirement. The table below lists the response options and point values based on whether the requirement is considered COTS, Puerto Rico specific, or bonus.

Response Option	Point Value
COTS Requirements	
Included by UAT at no additional cost	0
Included by UAT with additional cost	-2
Cannot meet	-5
Puerto Rico Specific Requirements	
Included with COTS	5
Included by UAT at no additional cost	3
Included by UAT with additional cost	-2
Cannot meet	-5
Bonus Requirements	
Included with COTS	3
Included by UAT at no additional cost	1
Included by UAT with additional cost	0
Cannot meet	0

The forms and reports matrix in **Exhibit F.3: Degree of Fit Forms and Requirements** has the following response options and point values.

Response Option	Point Value
COTS Forms and Reports	
Yes, Included with COTS	1
No, Not Included with COTS	0
Puerto Rico Specific Forms and Reports	
Included with COTS	5
Included by UAT at no additional cost	3
Included by UAT with additional cost	-2
Cannot meet	-5

### 6.3. Proposal Evaluation Methodology

The following table provides an overview of the evaluation methodology that will be used by the committee:

Evaluators should use the guidelines listed below to assign scores. Each evaluator must be consistent from one Respondent to another and apply the same criteria to each.	
Score	Description
0	Respondent has not addressed any of the requests and/or has provided a response that is limited in the scope, value, or incomplete. Response did not provide a description of how the State's needs would be met.
1	Respondent has provided some details on how the request would be met. Response does not clearly indicate if all the needs of the State will be met.
2	Respondent has provided an adequate description of how the request would be met. Response indicates adequate ability to serve the needs of State.

<b>3</b>	<b>Respondent has provided good and complete description of how the request would be met. Response clearly demonstrates a high degree of ability to serve the needs of the State.</b>
<b>4</b>	<b>Respondent has provided a clear and compelling description of how each request would be met, with relevant supporting materials. Respondent's proposed approach frequently goes above and beyond the minimum requirements and indicates superior ability to serve the needs of the State.</b>

### 6.1 Vendor EVRS Presentations and Demonstrations

The top two (2) vendors will be invited to a daylong in person demonstration at the DoH in San Juan, Puerto Rico. Key staff are required to be at the demonstrations. Demonstrations will begin at 9 a.m. and end at 4 p.m. AST. The agenda is itemized below.

1. Introductions – 10 minutes
2. Presentation of by the Vendor of Response including: - 30 minutes
  - a. Overview of the Company
  - b. Overview of Qualifications
  - c. Overview of organizational structure and key staff
3. Q&A on the Presentation – 20 minutes
4. Presentation on Technical Questions – 45 minutes
  - a. Proposed Implementation Approach to achieve the key timelines.
  - b. Proposed technical infrastructure.
5. Q&A on Technical Questions – 30 minutes
6. Break for Lunch – 60 minutes
7. Presentation of the Proposed COTS System 3 hours
  - a. Death and POS
  - b. Birth
  - c. Interoperability
8. Questions and Answers – 30 minutes

## 7. ATTACHMENTS

### 7.1. Attachment A: Information on Puerto Rico Demographic Registry Data

#### 7.1.1.Data Migration Activities

Data migration is the process of transferring data from a current storage system and application to a new one. Puerto Rico is transitioning from a combination of paper and electronic processes with the implementation of the EVRS. The Vital Information Tracking Application (VITA) and *Registro Demográfico* data entry system will be the primary sources of death data, *Registro Demográfico* will be the primary source of all other data for migration. While Mainframe data does exist, Puerto Rico believes that all this data has in fact been converted and exists in the *Registro Demográfico* system.

Following is a description of the various data sources maintained at the Demographic Registry organized by vital event and a suggested strategy for approaching data migration in each case.

#### 7.1.2.File Numbers

Puerto Rico's standard file number is called a National File Number (NFN), comparable to a State File Number. The NFN numbering method combines seven (7) different values, each with its own definition. The table below provides an abbreviated explanation of the existing file numbering algorithm. Each of the numbers that comprise the NFN need to be individually searchable by end users in the system to account for changes in event numbering over the years.

The values in the NFN are primarily table-driven and module based. Charts are included in each event section of this document with the NFN layout and value source.

Example of the current Puerto Rico National File number:

**152-1991-00001-000001-2601013-06368169**

Field	Sample Value	Description	Length
PR Code	152	Puerto Rico Code 152 (Constant value).	3
Event Year	1991	Year of the event for all events, death, birth, fetal death, and marriage records.	4
Local Number	00001	An auto-generating record Counter by Municipality (County) and Event Year. For the first Event of the Year, per event, the counter starts at one for that Municipality (County). The resulting number needs to be filled with leading zeroes in the certificate.	5
National Number	000001	Annual Event Counter (by Event Year). The Counter starts at one for that new Event Year. National Number of the record. Value is filled with leading zeroes in the certificate.	6

Field	Sample Value	Description	Length
Local Office Number	260	Database unique ID of the Local Office that filed the Certificate. This number needs to be filled with leading zeroes in the certificate.	3
User ID	1013	Database unique ID of the user that filed the Certificate. The length of this value in the certificate ranges from Minimum 1 Digit to Maximum 6 Digits.	Numeric
Control Number	6368169	Database unique ID of the Record. This number needs to be filled with leading zeroes in the certificate.	8

#### 7.1.3. Control Number

Prior to implementation of the NFN and local file numbers, Control Numbers were assigned to each record as the unique identifier. The value has been incorporated into the multi-value NFN; however, this value needs to function independently in the EVRS.

The value must be visible on each record and searchable. The Control Number is also used in Puerto Rico's EVVE configuration because this value is the only unique identifier available across all historical data.

#### 7.1.4. Death Data Migration

There are three sets of death data that Puerto Rico has captured in the current system over time.

1. "Basic Data" format is demographic data that was data entered into the Mainframe from 1996 – 1998. "Basic Data" also includes demographic data from some original paper records that were data entered into the mainframe. "Basic Data" records go back as far as 1885 but may not include a complete data set for any year prior to 1996.
2. "Old Pages" format (1998 US Standard Certificate) took effect in January 1999 through December 2014.
3. "New Pages" format (2003 US Standard Certificate) took effect in January 2015 – present.

The Mainframe was migrated to a server in 2012. The current system, *Registro Demográfico*, was implemented in 2012. 100% of the mainframe death data, including Basic Data and Old Pages, was successfully migrated and is now accessible through *Registro Demográfico*. Basic and Old Pages have the same structure, the only difference is that some data fields are not used. New pages have different reference tables/dropdowns and new fields.

Puerto Rico previously used the *SuperMicar* system to data enter literal cause of death information prior to sending to NCHS. *SuperMicar* was discontinued following the implementation of the current EDRS (VITA).

### 7.1.5. Death Data Sources

The following describes the sources of death data for the Demographic Registry.

Death Data Sources			
Data Source	Description	Date Range	Data to Migrate
VITA EDRS	The electronic registration system went live January 2021. Records from go-live are a combination of fully electronic and data entry from paper. Data from the <i>Registro Demográfico</i> were migrated into VITA, but there were migration issues. Migration issues are listed in the Special Considerations table below.	1/18/2021 – present	Death records
VITA Data Warehouse	Secondary database used to provide VITA data for jurisdiction analysis. The structure is different than the application database. Contains historical and current death bridge race/ethnicity files.	1/18/2021 – present	Death race/ethnicity coding
<i>Registro Demográfico</i>	Former data entry system for death records. Built in SQL Server with separate event modules. Contains 3 primary sections to search data: New Pages, Old Pages, & Basic Data.	<i>Registro Demográfico</i>	Former data entry system for death records. Built in SQL Server with separate event modules. Contains 3 primary sections to search data: New Pages, Old Pages, & Basic Data.
Registro Demográfico legal changes	Tables in the data entry system capturing legal changes to event records. One table captures all different change/amendment types for all events.	2010 – 1/17/2021	<i>Registro Demográfico</i> legal changes
Death Bridge Race/ Ethnicity Files	Race bridging is a method used by CDC to make multiple-race and single-race data collection systems sufficiently comparable to permit estimation and analysis of race-specific statistics.  The Demographic Registry sends files of death records to NCHS and receives back the file with the bridge codes included. These files were uploaded into the VITA data warehouse as part of the previous EDRS implementation.	January 2017 to present	Death race/ethnicity coding

Death Data Sources			
Data Source	Description	Date Range	Data to Migrate
<b>Excluded from Migration</b>			
<i>SuperMicar</i>	Cause of death data entry and coding system. Data was integrated with the SQL server as of 1/1/2015. There is no definite way to identify older coding from <i>SuperMicar</i> so it will not be migrated.	Implemented in 1999	None
Mainframe	Former data entry system for death records. Death module implemented in 1996. Data was migrated to server in 2012 so there is no mainframe data to migrate.	Basic Data: 1996–12/31/1998 Old Page: 1/1/1999–12/31/2014	None
<i>Renovaciones Online</i>	Online system used to create and issue burial permits.	6/13/2016 – present	None

#### 7.1.6. Death Data Special Considerations

The following special considerations should be accounted for when migrating death data.

Death Data Special Considerations	
Data Source	Concern
VITA	<b>Data Migration Issues:</b> <ul style="list-style-type: none"> <li>▪ Blank values from Registro Demográfico were changed to “unknown” in VITA. <ul style="list-style-type: none"> <li>○ Father’s birthplace, all years</li> <li>○ Time of residence in Puerto Rico, all years</li> <li>○ Mother’s residence, basic data years</li> <li>○ Father’s residence, basic data years</li> <li>○ Informant’s relationship to decedent</li> <li>○ Informant’s address, basic data years</li> <li>○ AKA/Alias names, basic data years</li> <li>○ SSN, basic data years</li> <li>○ Time of death, basic data years</li> <li>○ Funeral facility name and municipality, basic data and old pages data</li> <li>○ Was Forensics (ME) contacted, basic data and old pages data</li> </ul> </li> </ul>



Death Data Special Considerations (continued)	
Data Source	Concern
VITA	Data Migration Issues:
	<ul style="list-style-type: none"> <li>Occupation and industry: Data collected in a different set of fields between old pages (1999-2014) and new pages (2015-2021) in the <i>Registro Demográfico</i> system. At go-live, options from both time periods were available in the dropdown list for end users to select a response. The dropdown list was fixed as of March 2, 2023. <ul style="list-style-type: none"> <li>Puerto Rico has created a crosswalk between old values and new values that can be used to correct records that were registered after go-live with old values.</li> <li>Some old values do not have corresponding new values across years, the original data selected from the old values must remain on the record.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>Decedent served in armed forces, injury at work: N/A responses in <i>Registro Demográfico</i> appear missing in VITA because there is no appropriate option available for the appropriate death years. <ul style="list-style-type: none"> <li>PR needs an N/A option for the questions “Did the decedent serve in the armed forces” and “Injury at work” for death records prior to EDRS implementation.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>Informant’s address: The full address was stored in a single field in records from the old pages (1999-2014). The country, state, county, and city fields in the EDRS had no corresponding fields from the legacy system. The fields were filled with “unknown” when they should have been left blank.</li> </ul>
	<ul style="list-style-type: none"> <li>Time of injury: Data did not migrate correctly but there is no clear pattern to the issue. For example, an unknown value in the legacy system was converted to 0:00 and received a modifier in the EDRS (control no. 2010690).</li> </ul>
	<ul style="list-style-type: none"> <li>Father’s place of birth, mother’s place of birth: In new pages records (2015-2021), the legacy system listed state, county, and city as ‘Out of the United States’ when birth was in another country. These values were changed to ‘unknown’ during the migration to the EDRS; the values should be empty.</li> </ul>
	<ul style="list-style-type: none"> <li>Citizenship at death, length of hospital stay, time of residence in PR: Data were collected in a different set of fields between old pages (1999-2014) and new pages (2015-2021) in the <i>Registro Demográfico</i> system. The old page data was not migrated to the EDRS fields.</li> </ul>

Death Data Special Considerations (continued)	
Data Source	Concern
VITA	<ul style="list-style-type: none"> <li>Organ donation: Values captured by PR were different for old pages (1999-2014) compared to new pages (2015-2021). Values for Yes and Unknown are mapped incorrectly on migrated records. <ul style="list-style-type: none"> <li>Use the conversion logic documented by PR to align old pages data with the current data standard without losing information.</li> <li>If Donation = 0, Did decedent donate organs = No. If Donation = 1, Did decedent donate organs = Yes, Other box is checked, Cuerpo is listed in other specified text box. If Donation = 2, Did decedent donate organs = Yes, Other box is checked, <i>Organos</i> is listed in other specified text box. If Donation = 9, Did decedent donate organs = Yes, Other box is checked, Unknown is listed in other specified text box.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>Injury Fields <ul style="list-style-type: none"> <li>PR did not capture literal cause of death information for years prior to 2015. From 2015-2021 (pre-EDRS), cause of death information was reported to NCHS using <i>SuperMICAR</i> software but was not collected in the legacy data system.</li> <li>At the time of data migration to the EDRS, the literal data for injury descriptions migrated from the <i>SuperMICAR</i> layout were migrated to a field separate from that used to collect injury description in the EDRS. This data migration error will need to be resolved during migration to the new EDRS</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>Comments were not migrated to the EDRS because there was no field available at go-live. A comments field is needed for records 2015-2021 (pre-EDRS).</li> </ul>
	<ul style="list-style-type: none"> <li>Issuance history: Death issuance history was migrated from <i>Registro Demográfico</i>. Some values from history were stored as-is but need to be converted to capture the literal values. It is unclear if the literal values were not migrated or if the application was configured to display the values instead of literals.</li> </ul>
	<ul style="list-style-type: none"> <li>Legal change history: Some legal change (e.g., amendment, correction) history migrated did not capture the literal information or had an incorrect term. It is unclear if the literal values were not migrated or if the application was configured to display the values instead of literals.</li> </ul>
	<ul style="list-style-type: none"> <li>User and record creation history: The user who created a record in the <i>Registro Demográfico</i> system, and when the record was created, were not migrated. The user's name needs to be visible in record history.</li> </ul>

Death Data Special Considerations (continued)	
Data Source	Concern
VITA	<ul style="list-style-type: none"> <li>▪ The user's name (who created the record) needs to be listed as the Registrar on all records that came over from the <i>Registro Demográfico</i> system.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Facility management: Facility management functionality needs to accommodate facilities that have changed name or address over time but are the same facility. This allows for records to print the facility name at the time of filing, but new records are registered with the newest name and location. The PR facility ID is maintained regardless of name or location.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Facility and location name and address: Fields need to be visible to display the facility name and full physical address for all facilities on the death records. These include: place of death, medical certifier, pronouncer, funeral home, funeral director, embalmer, and place of disposition.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ City information: PR does not capture city names for locations within PR. All PR cities have 00000 FIPS code since 2014 (updated FIPS codes released by NCHS). Cities captured on older records need to be maintained as is during data migration, but the city should not be available for completion on newly registered records. <ul style="list-style-type: none"> <li>○ City name was copied from the county name on some records during the data migration when the legacy record did not include a city name.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>▪ Fields that were captured during the old pages period (1999-2014) and removed from the new pages (2015-2021) need to have corresponding fields in the EDRS and data migrated. These data were not migrated into the current EDRS. <ul style="list-style-type: none"> <li>○ DeathZone</li> <li>○ MunicipalityTime</li> <li>○ War</li> <li>○ YearWar</li> <li>○ YearLicense</li> <li>○ TypeLicenseDeclare</li> <li>○ PregnantLastYear</li> </ul> </li> <li>▪ Data was captured in mixed case in VITA. All mixed case should be converted to upper case during migration.</li> </ul>

Death Data Special Considerations (continued)	
Data Source	Concern
<i>Registro Demográfico</i>	Data Quality and Completeness:
	<ul style="list-style-type: none"> <li>When they converted from Mainframe to <i>Registro Demográfico</i> system the NFN duplicated. Puerto Rico believes that they fixed this issue, but this has not been verified and may need to be addressed during data conversion.</li> </ul>
	<ul style="list-style-type: none"> <li>It is possible that there are quite a few duplicate records especially related to pending COD records from forensics. In the past, the forensics would give the pending COD certificate to the funeral home for filing. This paper record would be entered into the current system at the local office. Once Forensics had a final COD they would submit a new paper record to the funeral home who files the record again; and, it would again be entered at the local level receiving a new NFN and a new registration date. The pending one, if found, was voided. These paper records were manually linked at the vault. If possible, and easily done, the electronic records should also be linked. The vendor will run a report to identify duplicate NFN and PR will be responsible for determining which to keep and void. The vendor will run a separate report to identify duplicate records for the same decedent and prove the exceptions case list to PR for them to identify which records to keep and which to void.</li> </ul>
	<ul style="list-style-type: none"> <li>The system allows for some special characters (New pages: Death: Can only have the following characters A-Z, Ñ, ', 0-9, blank spaces. Old pages: Death: Can only have the following characters A-Z, Ñ, ', 0-9, blank spaces).</li> </ul>
	<ul style="list-style-type: none"> <li>For years 1952 and prior, there are known issues with the sex field.               <ul style="list-style-type: none"> <li>Sex field value M could represent male/masculine or “mujer” (woman). This happens currently for some legacy records, and they are fixed at the moment by VR staff. For legacy records from 1952 and back, those fields need to open to be able to make administrative corrections to those fields only.</li> <li>Sex field value H can be either Hembra (female) or Hombre (male).</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>Puerto Rico allowed “Palestine” as a selection in the country drop down. It is re-coded behind the scenes to meet the NCHS standard for countries. This allowance needs to be considered both for legacy and new data.</li> </ul>

Death Data Special Considerations (continued)	
Data Source	Concern
<i>Registro Demográfico</i>	<ul style="list-style-type: none"> <li>XX has been used to reflect an unknown for any value. Data needs to be corrected on a field-by-field basis by Registry staff.</li> </ul>
	<ul style="list-style-type: none"> <li>Some data fields are not saved according to the NCHS standard. A crosswalk program is run against the database prior to extracting the data for NCHS. This will need to be resolved and the statistical fields modified to meet the standard at the time of the final conversion so that Puerto Rico can stop running this program prior to extracting data for NCHS. Data documentation displays the mapping of non-NCHS legacy values to NCHS values.</li> </ul>
	<ul style="list-style-type: none"> <li>Considerations for cause of death should also be addressed as the data entry standard for COD was not consistent among PR's data systems. <ul style="list-style-type: none"> <li>For deaths earlier than 1960 Puerto Rico did not have the ability to enter COD into the system. There will be no COD information for these records.</li> <li>The Mainframe and <i>Registro Demográfico</i> system only captured coded cause of death, not literals (literals are uploaded to database since 1/1/2015), although much of this data was lost at some point during the time that the Mainframe was in use.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>Birth-Death cross match is currently a manual process that uses control numbers rather than NFN. Control numbers should be maintained in the data during data conversion. <ul style="list-style-type: none"> <li>When the death module is implemented, include a Birth-Death Control Number field for the period when birth will continue to be entered into <i>Registro Demográfico</i>. This will allow continued Birth-Death Crossmatch activities across systems and will not require training staff on a new process while working in both systems.</li> <li>When the birth module is implemented, the control number field in the death module will become inaccessible allowing control numbers for historical data to be seen but no editing to occur. The birth module will also include a Birth-Death Control Number field that cannot be changed but shows a control number, if available. Standard EVRS Birth-Death cross match should be implemented at this time.</li> </ul> </li> </ul>

Death Data Special Considerations (continued)	
Data Source	Concern
Registro Demográfico	Data Fields:
	<ul style="list-style-type: none"> <li>Each electronic record has a “vault number” that must be associated and displayed with the electronic record.</li> </ul>
	<ul style="list-style-type: none"> <li>Fraudulent cases have a flag (Is Blocked) that blocks the record from viewing, amending, or issuing the record. These flags and blocks need to be carried over both for filed and unfiled records.</li> </ul>
	<ul style="list-style-type: none"> <li>All legacy records in the process of undergoing an amendment at the time of conversion will need to be queued for the vault staff so that they may red line the hard copy in the vault.</li> </ul>

#### 7.1.7. Death Data File Numbers

The structure and source of the death NFN is shown in the tables below. The database field names changed when PR implemented the revised certificate version, and again when the EDRS was implemented in 2021. Table and database field names are unavailable for the EDRS fields used to generate a file number.

#### EDRS

152-2021-00001-000001-0410V81-0D22D076

Field	Sample Value	Description	Comment	Length
PR Code	152	Constant	152 Constant value.	3
Death Year	2021	Death Year is pulled from Death Date.	Death Date is entered when the record is created, and can be modified until the record is certified.	4
Local Number	00001	Local Number is a numeric value that starts at one, is unique when searched by Local Office and Event Year, increments by one based on Event Year and Local Office.	This value is auto generated when the event is registered. Value is filled with leading zeroes in the certificate.	5

Field	Sample Value	Description	Comment	Length
National Number	000001	National Number is a numeric value that starts at one every year. The number increments by one based on Event Year.	This value is auto generated when the event is registered. Value is filled with leading zeroes in the certificate.	6
Facility ID + User ID	0410V81	Numeric ID assigned to a facility by PR concatenated with the alpha-numeric user ID assigned by the EDRS.	The facility ID is a numeric value established by PR and added to a facility account in the EDRS. The user ID is auto generated by the EDRS when a user is created. Facility IDs can range from 1-3 numbers, user IDs can range from 2-5 characters. Leading zeroes are added before each ID to create a length of 7 total characters.	7
EDRS Record ID	0D22D076	Alpha-numeric and unique ID. The length of this value in the certificate ranges.	The record ID is assigned by the EDRS when a record is created. The length can vary. Leading zeroes are added to make this value 8 characters.	8
Control Number	C2281590	Alpha-numeric and unique ID. The control number is no longer included in the file number. It is a separate value.	The control number is printed separately from the file number on the certificate.	8

#### Revised Version

152-1991-00001-000001-2601013-06368169

Field	Sample Value	Table Name	DB Field Name	Description	Comment	Length
PR Code	152	N/A	N/A	Constant	152 Constant value.	3
Death Year	1991	Death	DeathDate	Death Year is pulled from Death Date.	Death Date is entered in Sec A of the system.	4
Local Number	00001	Death	CertificateNumber	Local Number is a numeric value that starts at one, is unique when searched by Local Office and Registration Year, increments by one based on Registration Year and Local Office (RegistryNumber).	This value is auto generated when the event is registered. Value is filled with leading zeroes in the certificate.	5

Field	Sample Value	Table Name	DB Field Name	Description	Comment	Length
National Number	000001	Death	DeathNumber	This value is auto generated when the event is registered. Value is filled with leading zeroes in the certificate.	See documentation for more information.	6
Local Office Number	260	Death	RegistryNumber	Numeric and unique Database ID.	This is not an auto-generated value, this value is assigned by the user when creating a Local Office. Value is filled with leading zeroes in the certificate.	3
User ID	1013	Users	Id	Numeric and unique Database ID that starts at one. This value increments by one for every new entry. The length of this value in the certificate ranges from Minimum 1 Digit to Maximum 6 Digits.	See UserID tab for more information on the field structure.	1-6
Control Number	6368169	Death	ControlNumber	Numeric and unique Database ID that starts at one. This value increments by one for each new entry, is used to identify Birth Records.	Value is filled with leading zeroes in the certificate.	8



#### 7.1.8. Birth Data Migration

There are three sets of birth data that Puerto Rico has captured in the *Registro Demográfico* system over time.

1. “Basic Data” format was data entered into the Mainframe from 1987 – 2005. “Basic Data” also includes data from original paper records that were data entered into the Mainframe. “Basic Data” records go back as far as 1880 but may not include a complete data set for any year prior to 1987.
2. “Old Pages” format (2003 US Standard Certificate) took effect in January 1, 2006 through June 30, 2015. This certificate is known as the Revised Certificate.
3. “New Pages” format (2003 US Standard Certificate) took effect as of event date July 1, 2015 – present. This certificate is known as the Revised, Revised Certificate.

The Mainframe was migrated to a server in 2012. The current system, *Registro Demográfico*, was implemented in 2011. 100% of the mainframe birth data, including Basic Data and Old Pages, was successfully migrated and is now accessible through *Registro Demográfico*. Basic and Old Pages have the same structure, the only difference is that some data fields are not used. New pages have different reference tables/dropdowns and new fields.

Following changes in policy, additional data entry pages and data fields were added to the *Registro Demográfico* birth module. A set of adoption screens, separate from the pages used when registering a birth, were implemented September 21, 2015. Additional new screens were added for data entry and registration of births with same sex parents, the pages were implemented July 2020. Prior to implementing the same sex pages, birth registrations with same sex parents were registered with one parent and the record updated to add the second parent on the adoption screens.

### 7.1.9.Birth Data Sources

The following describes the various sources of birth data located at the Demographic Registry and the range of dates included in each.

Birth Data Special Considerations			
Data Source	Description	Data Range	Data to Migrate
<i>Registro Demográfico</i>	Current System used for data entry of births in Puerto Rico. The system holds Basic Data, Old Pages, and New Pages.	Backfill for Issuance: 1880–1931 Basic Data: 1931–12/31/2005 Old Pages: 1/1/2006–6/30/2015 New Pages: 7/1/2015–present Statistical information collection began with Old Pages	Partial and complete birth records Legal changes (e.g., amendments, corrections)
NCHS Birth Bridge Race/Ethnicity Files	Race bridging is a method used by CDC to make multiple-race and single-race data collection systems sufficiently comparable to permit estimation and analysis of race-specific statistics.  The Demographic Registry sends files of birth records to NCHS and receives back the file with the bridge codes included. These files are not part of the <i>Registro Demográfico</i> database, but the plan is to include them in the database of the new system.	January 2017 to present	Race and ethnicity coded values
Excluded from Migration			
Mainframe	Former system used for data entry of births. Birth module implemented 1987. Migrated to server in 2012.	Old Pages: 1/1/2006 – 6/30/2015	None

#### 7.1.10. Birth Data Special Considerations

The migration plan for birth records from the *Registro Demográfico* system should address the following considerations.

Birth Data Special Considerations	
Data Source	Concern
<i>Registro Demográfico</i>	Data Quality and Completeness:
	<ul style="list-style-type: none"> <li>Not all birth records have been entered into the current data entry system. Older records are data entered into the system upon receipt of an issuance request.</li> </ul>
	<ul style="list-style-type: none"> <li>Implemented Revised, revised certificate July 1, 2015 creating a hybrid year. The revised 2003 standard was used for the first 6 months and the 2015 standard for the last 6 months. PR has put the data into one format and that file was extracted with all the reference tables (including legal fields). This file can be imported into the new system as a complete 2015 birth data year.</li> </ul>
	<ul style="list-style-type: none"> <li>Prior to the implementation of adoption screens September 21, 2015, original registration data was overwritten when an adoption was added to the system. The original data is not available in any system to migrate. An adoption flag was applied to these records</li> </ul>
	<ul style="list-style-type: none"> <li>Names have multiple considerations <ul style="list-style-type: none"> <li>Spanish accent marks need to be preserved during conversion.</li> <li>First and middle name of registrant is not parsed for records prior to July 1, 2015.</li> <li>First and middle name of parents are not parsed for records prior to July 1, 2015.</li> <li>First and second last name of parents are not parsed for records between 2006-July 1, 2015.</li> <li>Some old records will only have 3 letters in each name field. These records should be flagged so a popup notifies any user opening the record for the first time in the EBRS that the names need to be completed via back data entry.</li> <li>Birth records may have a child with 2 surnames and only one parent listed.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>For years 1952 and prior, there are known issues with the sex field. <ul style="list-style-type: none"> <li>Sex field value M could represent male/masculine or “mujer” (woman). This happens currently for some legacy records and they are fixed in the moment by VR staff. For legacy records from 1952 and back, those fields need to open to be able to make administrative corrections to those fields only.</li> <li>Sex field value H can be either Hembra (female) or Hombre (male).</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>Puerto Rico allowed “Palestine” as a selection in the country drop down. It is recoded behind the scenes to meet the NCHS standard for countries. This allowance needs to be taken into account both for legacy and new data.</li> </ul>

Birth Data Special Considerations	
Data Source	Concern
<i>Registro Demográfico</i>	<ul style="list-style-type: none"> <li>XX has been used to reflect an unknown for any value. Data needs to be corrected on a field-by-field basis by Registry staff.</li> </ul>
	<ul style="list-style-type: none"> <li>Addresses are not parsed in the current data entry system.</li> </ul>
	<ul style="list-style-type: none"> <li>Birth-Death Crossmatch is currently a manual process that uses control numbers rather than NFN. Control numbers should be maintained in the data during data conversion.               <ul style="list-style-type: none"> <li>When the death module is implemented, include a Birth-Death Control Number field for the period when birth will continue to be entered into <i>Registro Demográfico</i>. This will allow continued Birth-Death Crossmatch activities across systems and will not require training staff on a new process while working in both systems.</li> <li>When the birth module is implemented, the control number field in the death module will become inaccessible allowing control numbers for historical data to be seen but no editing to occur. The birth module will also include a Birth-Death Control Number field that cannot be changed but shows a control number, if available. Standard EVRS Birth-Death Crossmatch should be implemented at this time.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>Delayed birth records previously had unique numbering. Records may have been registered beginning with 9, or with leading zeroes based on the next file number.</li> </ul>
	<ul style="list-style-type: none"> <li>Some delayed birth records could be duplicates of non-delayed birth if a search before registering the delay missed the original. Any duplicates will need to be flagged for review by PR.</li> </ul>
	Data Fields:
	<ul style="list-style-type: none"> <li>No data from the paternity acknowledgement paperwork is entered in the legacy system. There is a flag to indicate paternity was acknowledged.</li> </ul>
	<ul style="list-style-type: none"> <li>Natural, legitimized, and acknowledged births are distinguished by one field in the birth data. Prior to July 1, 2015, this field was selected by a user during data entry. There are possibly data entry errors in this field.               <ul style="list-style-type: none"> <li>Records marked 'natural' should only contain one parent – the mother.</li> <li>Records marked 'legitimized' should contain two parents and include marriage information.</li> <li>Records marked 'acknowledged' should contain two parents but have no marriage information.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>Blocked records include records that were born out of PR but registered here when they were adopted in PR.               <ul style="list-style-type: none"> <li>There could be some records that have not been 'blocked' in the legacy system and will need to be flagged post migration. During data migration, flag any records with place of birth outside of PR as an exception to be reviewed by PR.</li> </ul> </li> </ul>

Birth Data Special Considerations	
Data Source	Concern
<i>Registro Demográfico</i>	<ul style="list-style-type: none"> <li>○ Create a 'blocked record' flag in the EVRS that controls access to the records by user role.</li> <li>○ Provide functionality for PR to maintain a foreign-born adoption registry.</li> <li>○ During data migration, records with a birth outside of PR should be flagged and migrated to the foreign-born adoption registry. These records should not be stored with Puerto Rico births.</li> </ul>
	<b>Data Organization:</b>
	<ul style="list-style-type: none"> <li>▪ PR has a special set of adoption screens to capture adoptive information while maintaining a copy of the original birth record. Since the adoption screens were implemented September 21, 2015, they have been used to legally update records with unique parent combinations. This process was followed to ensure the biological mother's information was captured on the birth record to send to NCHS and documents reflected the correct parent sex at issuance. Records that were entered due to unique circumstances should not be migrated the same way as adoption records. <ul style="list-style-type: none"> <li>○ Same sex parents presumed by marriage – PR began to include same sex parents on births with proof of marriage June 12, 2018. These records were registered and legally updated using the adoption screens until July 2020. <ul style="list-style-type: none"> <li>▪ Some records include a comment with a unique identifier (ex. OA390-#) that would indicate a record saved with the adoptions data was not an adoption.</li> <li>▪ Puerto Rico has a list of the records entered into the adoptions screens but were same sex parents from 2015-2019. Puerto Rico will be able to identify any additional records entered in 2020 so these records can be migrated correctly.</li> </ul> </li> <li>○ Birth records involving surrogacy, transgender parents, and transitioning from paternity acknowledgement to voluntary acknowledgement have been legally updated through the adoption screens.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>▪ PR implemented a set of same sex parent registration screens in July 2020. The pages work the same as the adoption screens with a couple of adjustments. The birth records are flagged to indicate the record was entered through these pages. <ul style="list-style-type: none"> <li>○ These pages require both parents to be the same sex and to complete marriage information.</li> <li>○ The pages allow parents to select the order of surnames for the child.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>▪ Emancipations are recorded by the Demographic Registry and appear on birth certificates until the individual is of legal age (21 years old). Emancipations are recorded for all emancipations filed in PR, regardless of whether the individual was born in PR.</li> </ul>

Birth Data Special Considerations	
Data Source	Concern
<i>Registro Demográfico</i>	<ul style="list-style-type: none"> <li>○ Provide functionality to add an emancipation to an existing PR birth record. The emancipation footnote prints on the birth certificate until the registrant is 21 years old.</li> <li>○ Provide functionality to record emancipations without a PR birth record.</li> </ul>
Mainframe	Data Quality and Completeness:
	<ul style="list-style-type: none"> <li>▪ Prior to July 1, 2015, address was collected in a single field, now it is parsed. Ideally, the addresses from older records would be parsed. <ul style="list-style-type: none"> <li>○ PR is already sharing death addresses with Dr. Fernando Tormos (University of Pittsburgh) to identify options for parsing addresses so data can be analyzed at low levels.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>▪ When they converted from Mainframe to Registro Demográfico system the NFN duplicated. They believe that they fixed them, but this has not been verified and may need to be addressed during data conversion. Duplicated file numbers will need to be flagged as exceptions during migration for review by PR.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ It is believed that all birth data from the Mainframe were converted when the Registro Demográfico system was implemented.</li> </ul>

#### 7.1.11. Birth Data File Numbers

The structure and source of the birth NFN is shown in the tables below. The database field names changed when PR implemented the revised certificate version.

#### Revised Version

Field	Sample Value	Table Name	DB Field Name	Description	Comment	Length
PR Code	152	N/A	N/A	Constant	152 Constant value.	3
Death Year	1991	Birth	ChildBirthDate	Birth Year is pulled from Child Birth Date.	Child Birth Date is entered in Sec A of the system.	4
Local Number	00001	Birth	CertificateNumber	Local Number is a numeric value that starts at one, is unique when searched by Local Office and Registration Year, increments by one based on Registration Year and Local Office (RegistryNumber).	This value is auto generated when the event is registered. Value is filled with leading zeroes in the certificate.	5

Field	Sample Value	Table Name	DB Field Name	Description	Comment	Length
National Number	000001	Birth	BirthNumber	This value is auto generated when the event is registered. Value is filled with leading zeroes in the certificate.	See documentation for more information.	6
Local Office Number	260	Birth	RegistryNumber	Numeric and unique Database ID.	This is not an auto-generated value, this value is assigned by the user when creating a Local Office. Value is filled with leading zeroes in the certificate.	3
User ID	1013	Users	Id	Numeric and unique Database ID that starts at one. This value increments by one for every new entry. The length of this value in the certificate ranges from Minimum 1 Digit to Maximum 6 Digits.	See UserID tab for more information on the field structure.	numeric
Control Number	6368169	Birth	ControlNumber	Numeric and unique Database ID that starts at one. This value increments by one for each new entry, is used to identify Birth Records.	Value is filled with leading zeroes in the certificate.	8

#### 7.1.12. Point of Sale Data Migration

The *Registro Demográfico* system does not include a standard point of sale module, rather point of sale activities are performed through each individual event module. All information from point-of-sale screens is captured in a series of data tables to document issuance, security paper inventory, and voided security paper.

Payment is not tracked in the *Registro Demográfico* system. Funds are documented on paper reports. Cumulative financial reports are available in Excel format from 2010 to present.

The EDRS was implemented without a POS module. To accommodate PR's need to track point of sale activities, minimal information for issuance was captured directly in the EDRS. These data will need to be migrated, so they are linked with the death record but are recorded in the POS module for accurate financial reporting. Security paper inventory is also excluded from the EDRS. Security paper used for death is not tracked electronically. The Demographic Registry has maintained paper invoices from paper delivery. Security paper used for birth continues to be tracked in the *Registro Demográfico* system.



### 7.1.13. Point of Sale Data Sources

POS Data Sources			
Data Source	Description	Data Range	Data to Migrate
VITA EDRS	EDRS is used to issue death certificates and verifications, and void security paper. Data from go-live to present are stored with death data rather than in the POS, which did not go live with the EDRS. Limited data are captured.	1/17/2021 – present	Death issuance Death voided security paper
<i>Registro Demográfico</i> issuance history (expediciones)	Data entry system used to enter birth, fetal death, and marriage orders for fulfillment. System was originally built in Excel but now is on the server.	2010 – present* *death transitioned to VITA EDRS with go-live 1/17/2021	Death, birth, fetal death, marriage issuance
<i>Registro Demográfico</i> security paper inventory	Data entry system used to record security paper received from the paper vendor. Paper is shipped from the vendor directly to individual offices, and invoices sent to the Central Office for entry. Data are organized by invoice. Short forms for death and marriage are printed on security paper with the same numbering sequence. Short forms for birth have their own unique numbering sequence. Long forms do not come with numbering from the vendor – <i>Registro Demográfico</i> assigns the paper number, and the forms are printed at the Central Office before distribution to local offices.	2010 – present *death inventory stopped with VITA EDRS go-live 1/17/2021, inventory not captured in VITA	Death, birth, fetal, death, marriage security paper
<i>Registro Demográfico</i> void certificates (inventorio de nullos)	Data entry system used to void certificates after issuance when there are errors or the paper is damaged.	2010 – present* *death transitioned to VITA EDRS with go-live 1/17/2021	Death, birth, fetal death, marriage voided security paper
<b>Excluded from Migration</b>			
VitalChek	External record ordering system.	2010 – present	None
PR.gov	External record ordering system.	2010 – present	None
Renovaciones	External record ordering system.	2020 – present	None

#### 7.1.14. Point of Sale Data Special Considerations

The migration plan for POS data from the VITA EDRS and *Registro Demográfico* system should address the following considerations.

POS Special Considerations	
Data Source	Concern
VITA EDRS	Data Quality and Completeness:
	<ul style="list-style-type: none"> <li>POS information is captured and connected to the death record. Minimal information is collected: document type, quantity, total money received for the order, security paper number. <ul style="list-style-type: none"> <li>These issuance data need to be used to create completed POS requests in the EVRS.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>Death verifications are issued to government agencies on white paper. When these documents are issued, the government agency is listed in the security paper number field.</li> </ul>
	<ul style="list-style-type: none"> <li>Security paper inventory death paper has not been captured in a system since EDRS go-live. Security paper for death is tracked on an Excel spreadsheet. The inventory will need to be loaded for EDRS issuance and security paper voids to be linked in the POS.</li> </ul>
	<ul style="list-style-type: none"> <li>There is a feature in the EDRS to mark security paper as void. The page captures: number of documents to void and security paper numbers. <ul style="list-style-type: none"> <li>These void data need to be migrated to the POS.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>The field to capture security paper numbers has no validations or limitations, anything can be typed in the field. There are records with multiple zeroes that will need to be reviewed and corrected by PR. Entries in this field may not include the letter at the start of the paper number.</li> </ul>
	Data Quality and Completeness:
<i>Registro Demográfico</i>	<ul style="list-style-type: none"> <li>The issuance options have been modified over the years and may not directly map to currently issued document types. The system used a combination of six data fields to determine which document is printed. A thorough mapping exercise will need to be conducted to map historical issuances to appropriate issuance options.</li> </ul>

#### 7.1.15. Fetal Death Data Migration

There are three sets of fetal death data that Puerto Rico has captured in the Registro Demográfico system over time.

1. “Basic Data” format was data entered into the Mainframe from 1996-2014 and then the Registro Demográfico system from 2015 to present. “Basic Data” format is used for events prior to 1997. “Basic Data” includes data from paper records that were data entered.
2. “Old Pages” format took effect January 1, 1997 through December 31, 2015.
3. “New Pages” format (2003 US Standard Certificate) took effect as of event date January 1, 2016 – present.

The current system, Registro Demográfico, was implemented at the start of 2015. 100% of the mainframe fetal death data, including Basic Data and Old Pages, was successfully migrated and is now accessible through Registro Demográfico. Basic and Old Pages have the same structure, the only difference is that some data fields are not used. New pages have different reference tables/dropdowns and new fields.

#### 7.1.16. Fetal Death Data Sources

Fetal Death Data Sources			
Data Source	Description	Data Range	Data to Migrate
<i>Registro Demográfico</i>	Data entry system has a Fetal Death module. This system is built in Excel and each event module is distinct without connections. The system holds Basic Data, Old Pages, and New Pages. Implemented 1/1/2015.	Basic Data: 1992 – 12/31/1996 Old Pages: 1/1/1997 – 12/31/2015 New Pages: 1/1/2016 – present	Fetal death records Legal changes (e.g., amendments, corrections)
Fetal Death Bridge Race/Ethnicity Files	Race bridging is a method used by CDC to make multiple-race and single-race data collection systems sufficiently comparable to permit estimation and analysis of race-specific statistics.  The Demographic Registry sends files of fetal death records to NCHS and receives back the file with the bridge codes included. These files are not part of the <i>Registro Demográfico</i> database, but the plan is to include them in the database of the new system.	January 2017 to present	Race/ethnicity code data
<b>Excluded from Migration</b>			
Mainframe	Former system used for data entry of fetal deaths. Death module implemented 1996. Migrated to server in 2012.	Basic Data: 1992 – 12/31/1996 Old Pages: 1/1/1997 – 12/31/2015	None
Fetal Death COD Files	Similar to death, causes of death are sent to NCHS for fetal deaths. Codes are assigned based on the same classification structure and returned to PR via STEVE. Cause of death coding is returned in separate files from those containing death coding. The files have been uploaded to the Registro Demografico system and linked with the corresponding fetal death record.	January 1, 2016-present	None

#### 7.1.17. Fetal Death Data Special Considerations

The migration plan for fetal death data from the *Registro Demográfico* system should address the following considerations.

Fetal Death Special Considerations	
Data Source	Concern
<i>Registro Demográfico</i>	<b>Data Quality and Completeness:</b>
	Names have multiple considerations Spanish accent marks need to be preserved during conversion. Multiple first and last names are not parsed in all records, but it is unnecessary to parse during conversion.
	Puerto Rico allowed “Palestine” as a selection in the country drop down. It is recoded behind the scenes to meet the NCHS standard for countries. This allowance needs to be taken into account both for legacy and new data.
	XX has been used to reflect an unknown for any value. Data needs to be corrected on a field-by-field basis by Registry staff.
	Addresses are not parsed in the current data entry system.

#### 7.1.18. Fetal Death Data File Numbers

The structure and source of the fetal death NFN is shown in the tables below. The database field names changed when PR implemented the revised certificate version.

##### Revised Version

Field	Sample Value	Table Name	DB Field Name	Description	Comment	Length
PR Code	152	N/A	N/A	Constant	152 Constant value.	3
Death Year	1991	FetalDeath	DeathDate	Death Year is pulled from Death Date.	Death Date is entered in Sec A of the system.	4
Local Number	00001	FetalDeath	CertificateNumber	Local Number is a numeric value that starts at one, is unique when searched by Local Office and Registration Year, increments by one based on Registration Year and Local Office (RegistryNumber).	This value is auto generated when the event is registered. Value is filled with leading zeroes in the certificate.	5

Field	Sample Value	Table Name	DB Field Name	Description	Comment	Length
National Number	000001	FetalDeath	FetalDeathNumber	This value is auto generated when the event is registered. Value is filled with leading zeroes in the certificate.	See documentation for more information.	6
Local Office Number	260	FetalDeath	RegistryNumber	Numeric and unique Database ID.	This is not an auto-generated value, this value is assigned by the user when creating a Local Office. Value is filled with leading zeroes in the certificate.	3
User ID	1013	Users	Id	Numeric and unique Database ID that starts at one. This value increments by one for every new entry. The length of this value in the certificate ranges from Minimum 1 Digit to Maximum 6 Digits.	See UserID tab for more information on the field structure.	numeric
Control Number	6368169	FetalDeath	ControlNumber	Numeric and unique Database ID that starts at one. This value increments by one for each new entry, is used to identify Birth Records.	Value is filled with leading zeroes in the certificate.	8

#### 7.1.19. Marriage Data Migration

There are two sets of marriage data that Puerto Rico has captured in the *Registro Demográfico* system over time.

1. “Basic Certifications,” also known as Marriage Basic, format is used to data enter records for events prior to 2001. Basic certifications data go as far back as 1885. The format has fewer fields and validations than the current layout.
2. “Current Certifications,” also known as Marriage, format took effect January 1, 2001 and remains in use.

Marriage records are maintained in a single database table connected to five supplemental data tables and four linking tables that are used for all events in the *Registro Demográfico* system.

#### 7.1.20. Marriage Data Sources

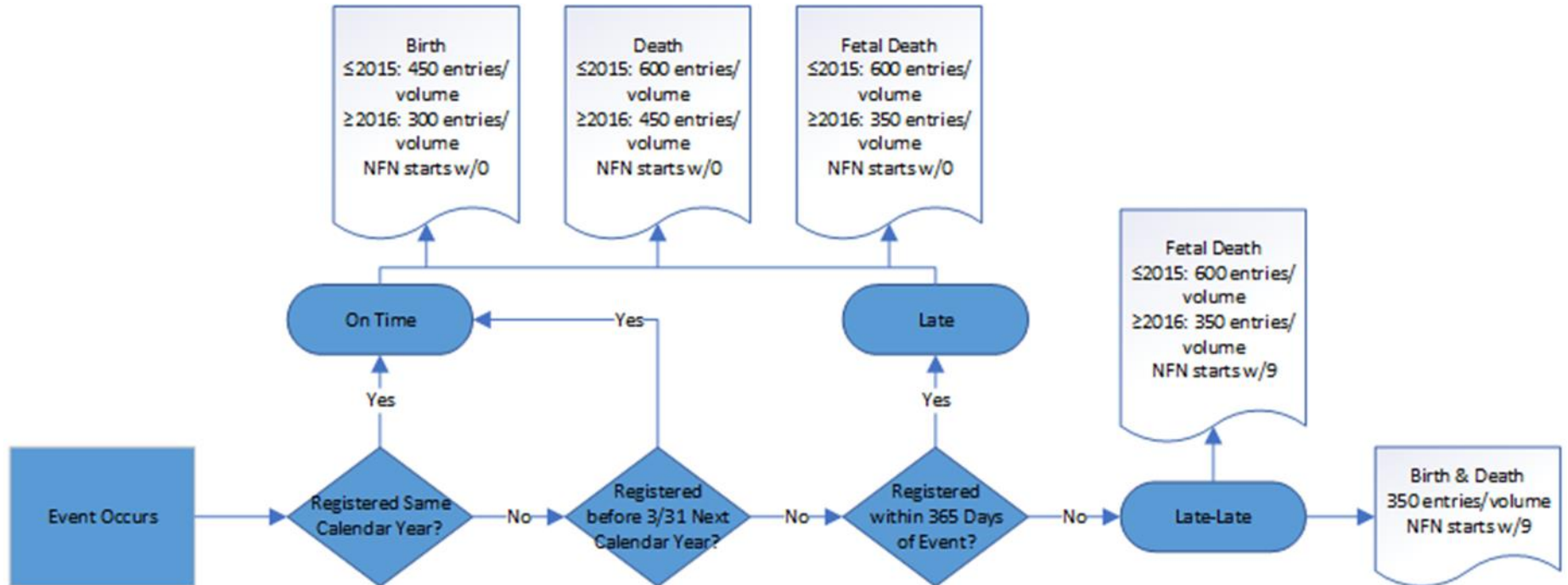
Marriage Data Sources		
Data Source	Description	Date Range
<i>Registro Demográfico</i>	Current system used for data entry of marriages. Built in Excel.	Basic Certifications: 1/1/1885 – 12/31/2000 Current Certifications: 1/1/2001 – present

#### 7.1.21. Marriage Data Special Considerations

Special considerations to be addressed during conversion of marriage data are below.

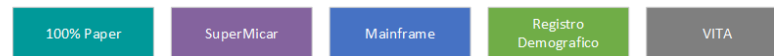
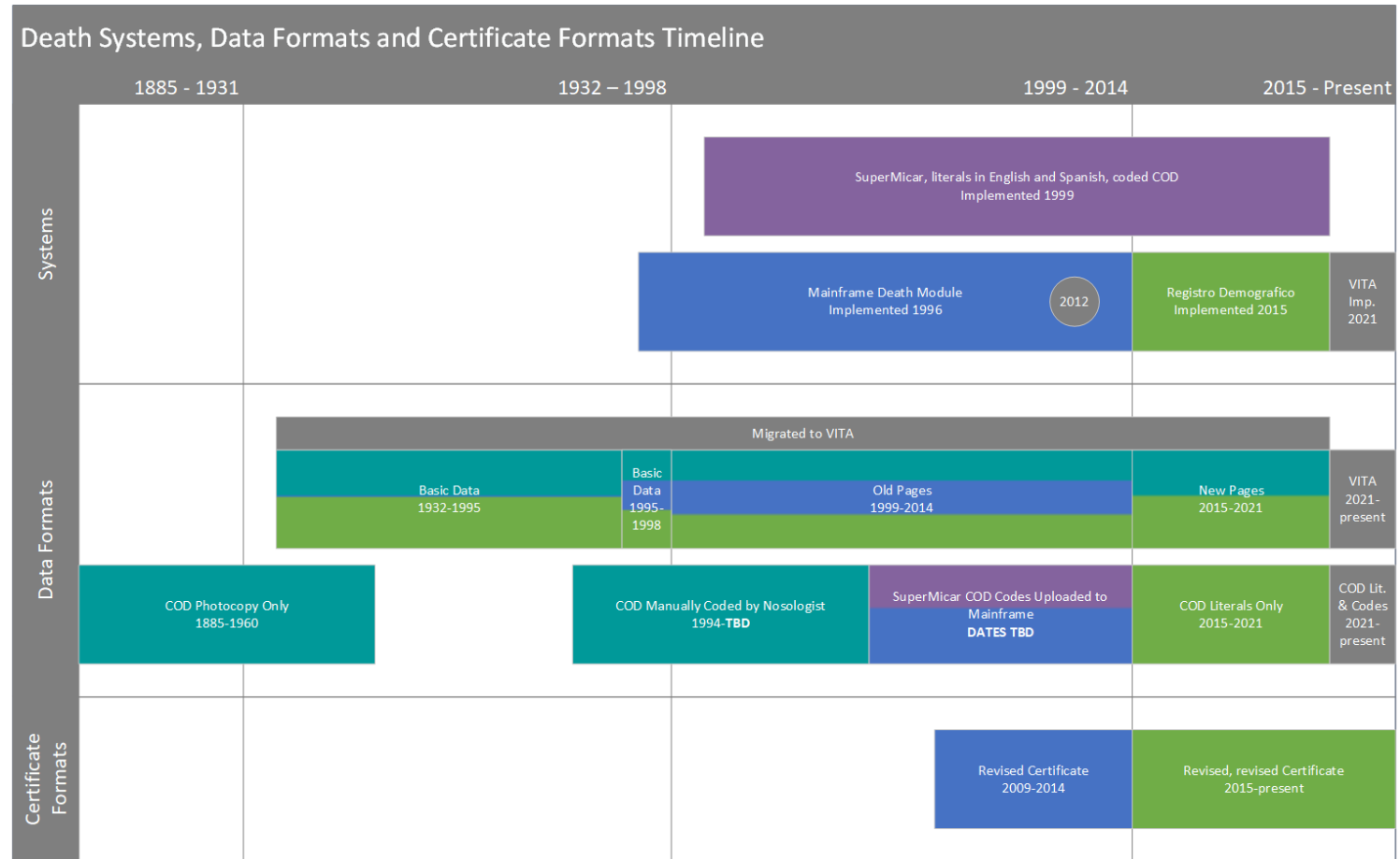
Marriage Data Special Considerations	
Data Source	Concern
<i>Registro Demográfico</i>	<b>Data Quality and Completeness:</b>
	▪ Demographic information was not captured for all records during data entry
	▪ Names have Spanish accent marks that need to be preserved during conversion.
	<b>Data Organization:</b>
	▪ Same sex marriage was implemented July 3, 2015 <ul style="list-style-type: none"><li>○ Partner A / Contracting Party A is categorized as the Husband or Groom for database purposes.</li><li>○ Partner B / Contracting Party B is categorized as the Wife or Bride for database purposes.</li><li>○ Prior to this date, all records were updated and given default values based on the standard where Party A would be Male, Party B would Female.</li><li>○ Although the standard would be Groom on Party A, Bride on Party B there was NO VALIDATION to ensure this therefore some records might not comply to the default database values for genders.</li></ul>
	▪ Security paper validation was implemented August 3, 2017

### 7.1.22. National File Number Decision Tree and Volume Assignment

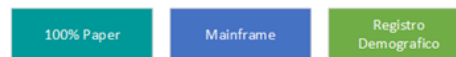
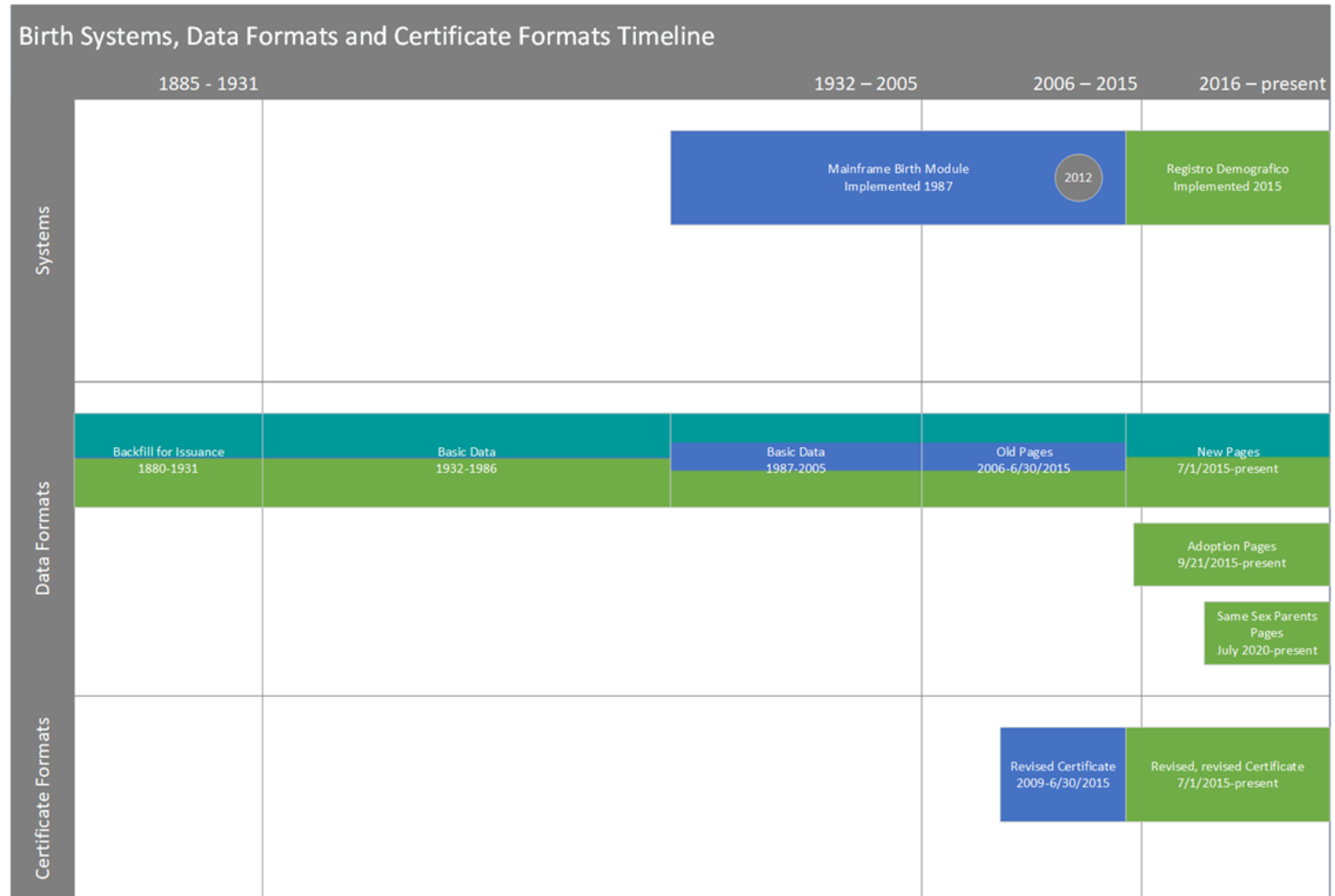




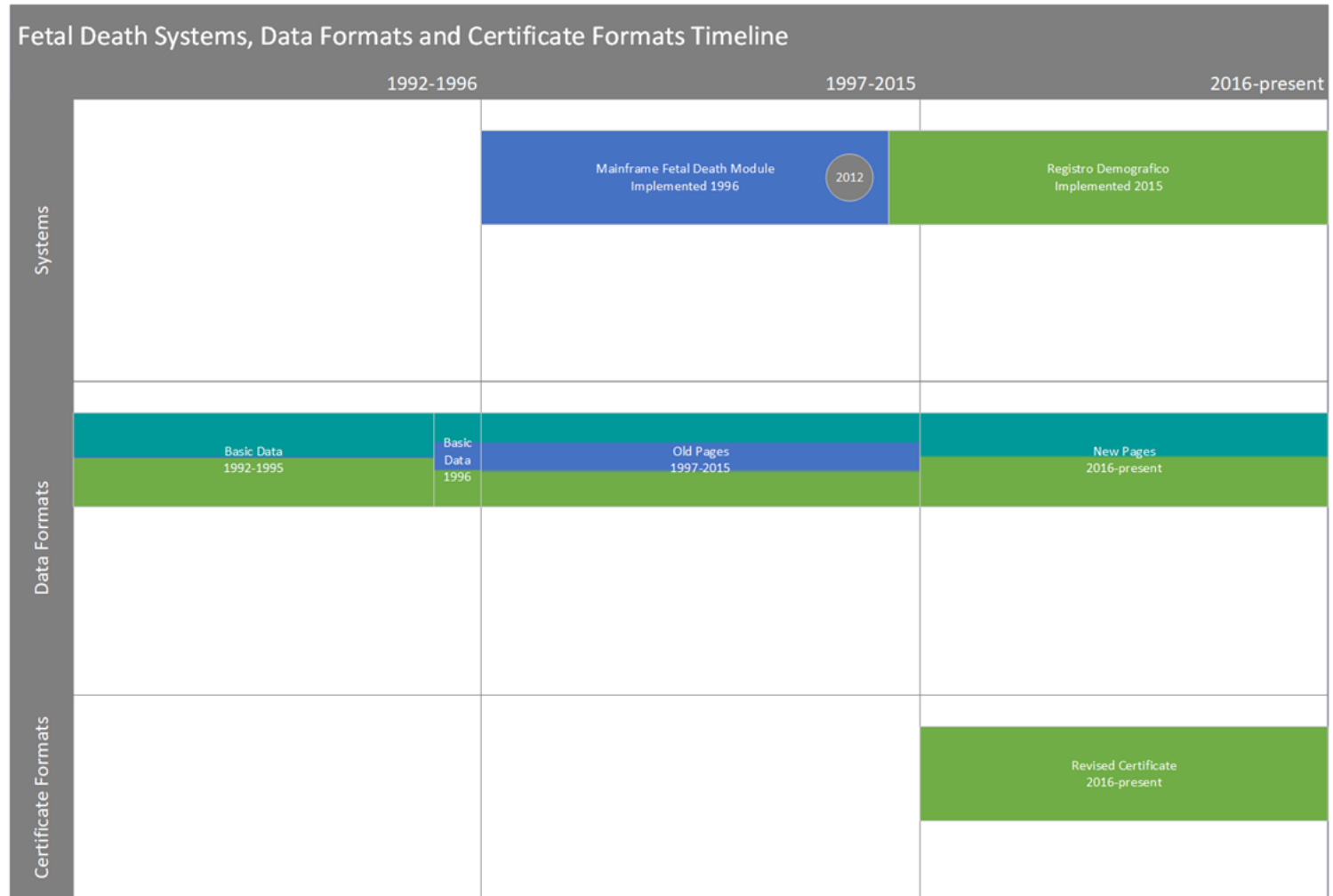
### 7.1.23. Death Systems, Data Formats and Certificate Forms Timeline



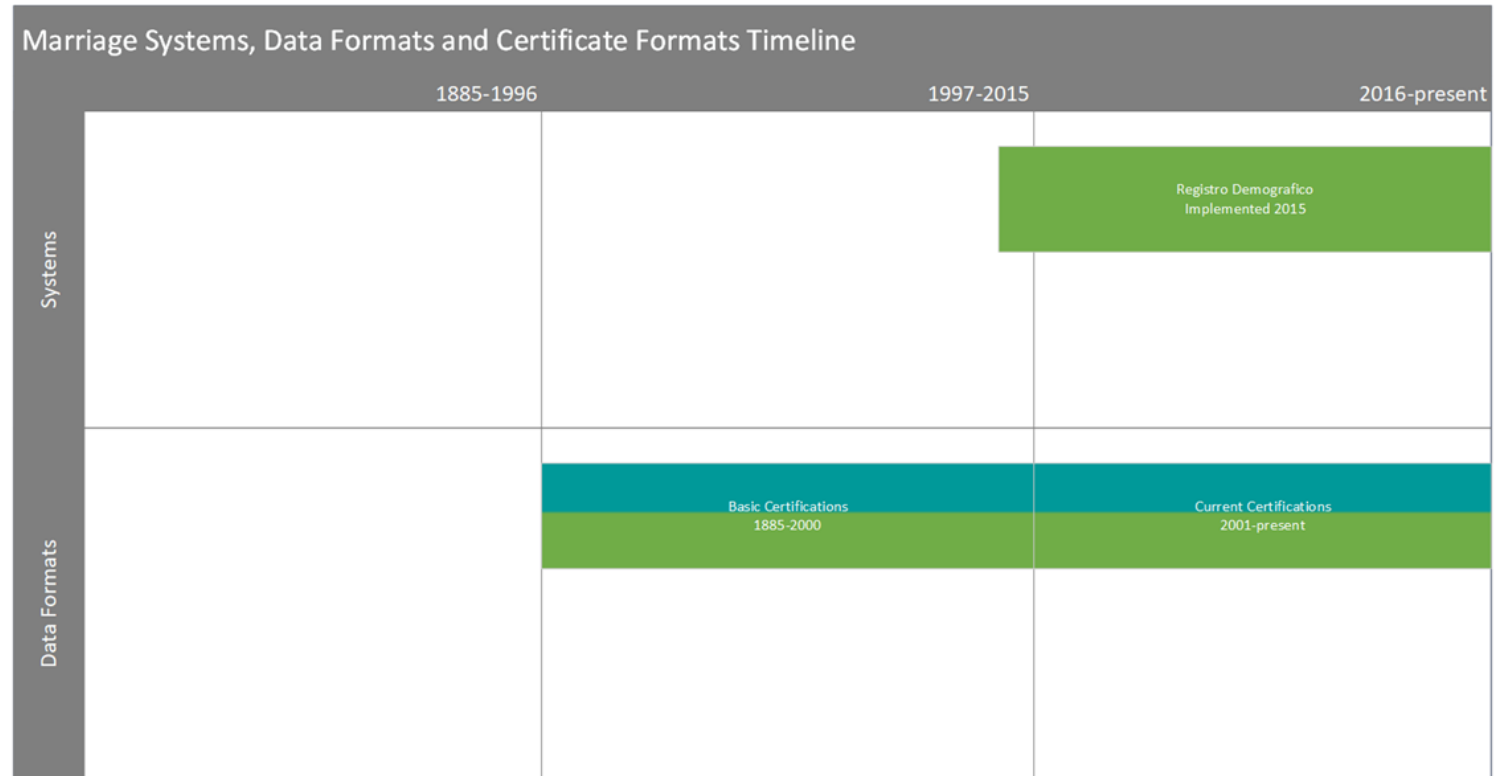
#### 7.1.24. Birth Systems, Data Formats and Certificate Forms Timeline



### 7.1.25. Fetal Death Systems, Data Formats and Certificate Forms Timeline



### 7.1.26. Marriage Systems and Data Formats Timeline



#### 7.1.27. Industry and Occupation

Industry and occupation are a pair of fields with unique considerations for Puerto Rico due to the fact that Spanish is the primary language. The National Institute for Occupational Safety and Health (NIOSH), responsible for coding industry and occupation on vital records, has historically been unable to accept data that was not in English. To continue providing industry and occupation information, the Demographic Registry implemented drop-down lists for the industry and occupation fields reported on vital records. The drop-down lists were based on the standard coding list of industries and occupations provided by NIOSH.

#### 7.1.28. Industry and Occupation Funeral Home Training

During registration of paper certificates, funeral home directors were trained to write a numeric code for industry and occupation on the certificate. A code book was provided to the funeral directors by the Registry for reference. The code book is available in Appendix A. Once the paper certificate was received for data entry, the code would be used by data entry staff to select the appropriate value from the drop-down list.

At go-live for the EDRS, the funeral home system users were trained to use the drop-down lists on electronic records. The drop-down lists display the numeric code and literal description. The training materials for training funeral home users in industry and occupation are available in Appendix B.

#### 7.1.29. Industry and Occupation Evolution of Drop-Down Lists

The drop-down lists for industry and occupation evolved over time and through system changes. In both the *Registro Demográfico* system and EDRS, the numeric codes and literal descriptions are maintained in separate database fields. The codes and literals are displayed in the application interface using concatenation logic.

Below are the various drop-down lists along with the events and timeframes of use.

#### 7.1.30. Industry and Occupation Crosswalk for Migration

At go-live with the EDRS, there was a configuration error that combined the values from the legacy and new pages drop-down lists. Records were filed with the combined list until a large configuration update was implemented on March 3, 2023. The use of the combined list has created data quality issues for the Demographic Registry. To resolve the issues, the Registry would like to convert as many legacy values to new pages values as possible. The Registry has created a crosswalk of legacy and new pages values that can be mapped. The crosswalk, along with a comprehensive list of the file numbers to be corrected, is provided in 7.1.37. Crosswalk.

#### 7.1.31. Industry and Occupation Future State

Puerto Rico is partnering with NIOSH during the implementation of the new EVRS to begin collecting literal industry and occupation data. NIOSH will modify their automated coding system to recognize and translate Spanish to English; the data can then be coded. NIOSH will then return the coded industry and occupation values to be imported into the EVRS and matched with the appropriate

record. To support this effort, the EVRS must be able to accept Spanish words with accents in the industry and occupation fields for transmission via the IJE and/or STEVE FHIR.

#### 7.1.32. Funeral Director Paper Certificate Training Materials in Completing Industry and Occupation Fields

##### 51a y 52 Ocupación Usual del Fallecido e Industria (*Occupation and Industry*)

Estas preguntas tienen que ser contestadas para todos los fallecidos de 14 años de edad en adelante.

Escriba la información, aunque la persona fallecida hubiese estado retirada, incapacitada o institucionalizada al momento de la muerte.

**No deje en blanco estos encasillados.**

Si la persona fallecida era menor de 14 años de edad, escriba **“Menor”** en el encasillado 51a y también en el encasillado 52.

Si la persona fallecida tuvo muchas ocupaciones diferentes, puede hacer las siguientes preguntas para poder obtener mejor información:

- ¿En qué ocupación el fallecido trabajó por más tiempo?
- ¿Qué tipo de trabajo el fallecido realizó la mayor parte de su vida?
- Si el fallecido tuvo varios trabajos durante su vida, ¿en qué trabajo estuvo por más tiempo?

Las preguntas 51 y 52 son útiles al estudiar la mortalidad relacionada a las ocupaciones y en la identificación de riesgos asociados a los trabajos.

**51a. Ocupación Usual del Fallecido** (Indique el tipo de trabajo realizado la mayor parte de su vida laboral. NUNCA ESCRIBA “Retirado” ni “Desempleado”).

Escriba la ocupación usual de la persona fallecida. Esto significa el tipo de trabajo en que la persona estuvo involucrada la mayor parte del tiempo de su vida productiva. No es necesariamente el trabajo de mayor remuneración económica ni el trabajo considerado el de mayor prestigio, si no aquella ocupación, que represente el mayor número de años trabajados.

Por ejemplo, la ocupación usual puede ser maestros, trabajadores de orden público, cocineros, trabajadores agrícolas, secretarios o ingenieros, por ejemplo.

Si la persona que murió estaba dedicada al trabajo de la casa/hogar, pero en algún momento trabajó fuera de la casa durante los años de vida productiva, anote dicha ocupación.

Si la persona era una persona dedicada al trabajo de la casa/hogar durante la mayor parte de su vida, o nunca trabajó fuera de la casa, escriba **“Ama/o de casa”**.

Escriba **“Estudiante”** si la persona fallecida era estudiante al momento de la muerte, y nunca estuvo de forma regular empleado o nunca trabajó a tiempo completo durante su vida trabajadora.

Si la persona fallecida estaba incapacitada o institucionalizada al momento de fallecer, escriba la ocupación que tuvo si trabajó alguna vez. Si nunca trabajó escriba **“Nunca Trabajó”**.

En caso de que la persona fallecida no fuese ni estudiante ni amo/a de casa, y nunca trabajó durante su vida, escriba **“Nunca Trabajó”**.

Si no se conoce la ocupación usual del fallecido, escriba **“Desconocido”**.

Para seleccionar la ocupación adecuada, debe referirse a la **Tabla A** en el apéndice de este manual. Sólo debe seleccionar una ocupación de las incluidas en la Tabla A. Cuando entreviste al informante, revise la lista de ocupaciones, y a base de la descripción de la ocupación que le indique el informante, escoja y anote el código de la ocupación en el encasillado.

Por ejemplo: si la persona fallecida era maestro de escuela, escriba el código “25-2000” que corresponde a “Maestros de Educación Preescolar, Primaria, Secundaria y Especial”. Si la persona fallecida era contador, escriba el código “13-2000” que corresponde a “Especialistas Financieros”.

#### 51b. Fecha en que trabajó por última vez

Escriba la fecha completa en la que la persona fallecida trabajó por última vez. Si el informante sólo puede precisar el mes y año, o el año solamente, escriba dichos datos.

Si el informante no sabe, escriba **“Desconocido”**.

Si no hay un informante u otra fuente confiable de esta información, escriba **“No es obtenible”**.

#### 51c. Cuántos años trabajó en esa ocupación

Escriba la cantidad de años que la persona fallecida trabajó en la ocupación indicada en la pregunta 51a.

Si el informante no sabe, escriba **“Desconocido”**.

Si no hay un informante u otra fuente confiable de esta información, escriba **“No es obtenible”**.

#### 52. Tipo de industria o negocio

Escriba el tipo de negocio o industria con la cual la ocupación indicada en la pregunta 51a está relacionada. No escriba los nombres de la compañía, firma o de la organización.

Si la ocupación de la persona fallecida durante los años de vida productiva fue “amo/a de casa” y se registró “amo/a de casa” en la pregunta 51a, entonces escriba **“Hogar propio”**.

Si la persona fallecida era un estudiante al momento de la muerte y se escribió “Estudiante” como la ocupación usual del fallecido en la pregunta 51a, escriba el tipo de escuela, como por ejemplo: **“escuela superior”** o **“universidad”** en la pregunta 52 según corresponda el caso.

Si la persona fallecida estaba incapacitada o institucionalizada al momento de fallecer, nunca pudo trabajar, escriba **“Nunca Trabajó”** (al igual que en la 51a).

En caso de que la persona fallecida no fuese ni estudiante ni amo/a de casa, y nunca trabajó durante su vida, escriba **“Nunca Trabajó”** (al igual que en la 51a).

Si no se conoce, escriba **“Desconocido”**.

Para seleccionar la industria adecuada, debe referirse a la **Tabla B** en el apéndice de este manual. Sólo debe seleccionar una industria de las incluidas en la Tabla B. Cuando entreviste al informante, revise la lista de industrias, y a base de la descripción de la ocupación que le indique el informante, escoja y confirme con el informante con cuál industria estaba relacionada la ocupación. Anote el código de la industria que muestre la Tabla B.

Por ejemplo: si la persona fallecida era maestro de escuela, el código de industria correspondiente es “611” que corresponde a “Servicios educativos”. Si la persona fallecida era contador, escriba el código “541” que corresponde a “Servicios profesionales, científicos y técnicos”.

*Esta información es útil para estudiar las muertes relacionadas a los trabajos y poder identificar cualquier riesgo nuevo. Por ejemplo, la conexión entre enfermedad pulmonar y cáncer de pulmón y la exposición al asbesto en trabajos como la fabricación de barcos o en la construcción fue descubierta analizando este tipo de información en los certificados de defunción.*

Tabla A - Definiciones de las Clasificaciones Ocupacionales (SOC)
<b>11-00 Ocupaciones Gerenciales</b>
11-10 Altos Ejecutivos
11-20 Gerentes de Publicidad, Mercadeo, Promociones, Relaciones Públicas y Ventas
11-30 Gerentes de Operaciones Especializadas
11-90 Otras Ocupaciones Gerenciales
<b>13-00 Ocupaciones Relacionadas con Operaciones Comerciales y Financieras</b>
13-10 Especialistas en Operaciones Comerciales
13-20 Especialistas Financieros
<b>15-00 Ocupaciones Relacionadas con las Ciencias Matemáticas y de la Computación</b>
15-11 Ocupaciones Relacionadas con la Computación



Tabla A - Definiciones de las Clasificaciones Ocupacionales (SOC)
15-20 Ocupaciones Relacionadas con las Ciencias Matemáticas
17-00 Ocupaciones Relacionadas con la Arquitectura y la Ingeniería
17-10 Arquitectos, Agrimensores y Cartógrafos
17-20 Ingenieros
17-30 Delineantes, Técnicos en Ingeniería y Técnicos en Cartografía
19-00 Ocupaciones Relacionadas con las Ciencias Biológicas, Físicas y Sociales
19-10 Científicos Especializados en Ciencias Biológicas
19-20 Científicos Físicos
19-30 Científicos Sociales y Trabajadores Relacionados
19-40 Técnicos en Ciencias Biológicas, Físicas y Sociales
21-00 Ocupaciones Relacionadas con Servicios Comunitarios y Sociales
21-10 Consejeros, Trabajadores Sociales y Otros Especialistas en Servicios Comunitarios y Sociales
21-20 Trabajadores Religiosos
23-00 Ocupaciones Relacionadas con el Derecho
23-10 Abogados, Jueces y Trabajadores Relacionados
23-20 Trabajadores de Asistencia Legal
25-00 Ocupaciones Relacionadas con la Educación, Capacitación y Bibliotecología
25-10 Profesores de Nivel Postsecundario
25-20 Maestros de Educación Preescolar, Primaria, Secundaria y Especial
25-30 Otros Maestros e Instructores
25-40 Archiveros, Curadores y Técnicos de Museo
25-90 Otras Ocupaciones Relacionadas con la Educación, Capacitación y Bibliotecología
27-00 Ocupaciones Relacionadas con las Artes, Diseño, Entretenimiento, Deportes y Medios de Difusión
27-10 Trabajadores de Arte y Diseño
27-20 Animadores e Intérpretes Artísticos, Deportistas y Trabajadores Relacionados
27-30 Trabajadores de Medios de Difusión y Comunicación
27-40 Trabajadores de Equipos de Medios de Difusión y Comunicación
29-00 Ocupaciones Profesionales y Técnicas Relacionadas con el Cuidado de la Salud
29-10 Profesionales de Diagnóstico y Tratamiento Médico
29-20 Tecnólogos y Técnicos de Salud
29-90 Otras Ocupaciones Profesionales y Técnicas Relacionadas con el Cuidado de la Salud
31-00 Ocupaciones de Apoyo Relacionadas con el Cuidado de la Salud

Tabla A - Definiciones de las Clasificaciones Ocupacionales (SOC)
31-10 Auxiliares de Enfermería, Psiquiatría y Atención en el Hogar
31-20 Asistentes y Auxiliares de Terapia Ocupacional y de Fisioterapeutas
31-90 Otras Ocupaciones de Apoyo Relacionadas con el Cuidado de la Salud
<b>33-00 Ocupaciones Relacionadas con Servicios de Protección</b>
33-10 Supervisores de Trabajadores de Servicios de Protección
33-20 Trabajadores de Extinción y Prevención de Incendios
33-30 Trabajadores del Orden Público
33-90 Otros Trabajadores de Servicios de Protección
<b>35-00 Ocupaciones Relacionadas con la Preparación y Servicio de Comidas</b>
35-10 Supervisores de Trabajadores de Preparación y Servicio de Comidas
35-20 Cocineros y Trabajadores de Preparación de Comidas
35-30 Trabajadores de Servicio de Comidas y Bebidas
35-90 Otros Trabajadores Relacionados con la Preparación y Servicio de Comidas
<b>37-00 Ocupaciones de Limpieza y Mantenimiento de Edificios y Áreas Verdes</b>
37-10 Supervisores de Trabajadores de Limpieza y Mantenimiento de Edificios y Áreas Verdes
37-20 Trabajadores de Limpieza de Edificios y de Control y Exterminación de Plagas
37-30 Trabajadores de Mantenimiento de Áreas Verdes
<b>39-00 Ocupaciones Relacionadas con el Cuidado y Servicio Personal</b>
39-10 Supervisores de Trabajadores de Ocupaciones Relacionadas con el Cuidado y Servicio Personal
39-20 Trabajadores de Cuidado y Servicio de Animales
39-30 Asistentes de Establecimientos de Entretenimiento y Trabajadores Relacionados
39-40 Trabajadores de Servicios Fúnebres
39-50 Trabajadores de Servicios de Apariencia Personal
39-60 Maleteros, Botones y Porteros
39-70 Guías de Excursiones y Viajes
39-90 Otros Trabajadores de Ocupaciones Relacionadas con el Cuidado y Servicio Personal
<b>41-00 Ventas y Ocupaciones Relacionadas</b>
41-10 Supervisores de Trabajadores de Ventas
41-20 Trabajadores de Ventas Minoristas
41-30 Representantes de Venta de Servicios
41-40 Representantes de Ventas Mayoristas y de Productos Manufacturados
41-90 Otros Trabajadores de Ventas y Ocupaciones Relacionadas
<b>43-00 Ocupaciones de Oficina y de Apoyo Administrativo</b>

Tabla A - Definiciones de las Clasificaciones Ocupacionales (SOC)
43-10 Supervisores de Empleados de Oficina y de Apoyo Administrativo
43-20 Operadores de Equipos de Comunicaciones
43-30 Empleados de Oficina de Servicios Financieros
43-40 Empleados de Oficina de Información y Registro
43-50 Trabajadores de Registro, Programación, Despacho y Distribución de Material
43-60 Secretarios y Asistentes Administrativos
43-90 Otros Empleados de Oficina y de Apoyo Administrativo
<b>45-00 Ocupaciones Relacionadas con la Agricultura, la Pesca y la Silvicultura</b>
45-10 Supervisores de Trabajadores de Ocupaciones Relacionadas con la Agricultura, la Pesca y la Silvicultura
45-20 Trabajadores Agrícolas
45-30 Trabajadores de Pesca y Caza
45-40 Trabajadores Forestales, de Conservación y de Tala Forestal
<b>47-00 Ocupaciones Relacionadas con la Construcción y la Extracción</b>
47-10 Supervisores de Trabajadores de Ocupaciones Relacionadas con la Construcción y la Extracción
47-20 Trabajadores de Oficios de Construcción
47-30 Ayudantes de Oficios de la Construcción
47-40 Otros Trabajadores de la Construcción y Trabajadores Relacionados
47-50 Trabajadores de Ocupaciones Relacionadas con la Extracción
<b>49-00 Ocupaciones Relacionadas con la Instalación, Mantenimiento y Reparación</b>
49-10 Supervisores de Trabajadores de Ocupaciones Relacionadas con Instalación, Mantenimiento y Reparación
49-20 Mecánicos, Instaladores y Reparadores de Equipos Eléctricos y Electrónicos
49-30 Mecánicos, Instaladores y Reparadores de Vehículos y Equipo Móvil
49-90 Otras Ocupaciones Relacionadas con la Instalación, Mantenimiento y Reparación
<b>51-00 Ocupaciones Relacionadas con la Producción</b>
51-10 Supervisores de Trabajadores de Ocupaciones Relacionadas con la Producción
51-20 Ensambladores y Fabricadores
51-30 Trabajadores Relacionados con el Procesamiento de Alimentos
51-40 Trabajadores Relacionados con la Producción, Metal y Plástico
51-50 Trabajadores de Imprenta
51-60 Trabajadores Textiles, de Indumentaria y Accesorios
51-70 Trabajadores de Ebanistería y Carpintería
51-80 Operadores de Planta y Sistema

Tabla A - Definiciones de las Clasificaciones Ocupacionales (SOC)
51-90 Otras Ocupaciones Relacionadas con la Producción
<b>53-00 Ocupaciones Relacionadas con el Transporte y con el Traslado de Materiales</b>
53-10 Supervisores de Trabajadores de Ocupaciones Relacionadas con Transporte y con Traslado de Materiales
53-20 Trabajadores de Transporte Aéreo
53-30 Operadores de Vehículos de Motor
53-40 Trabajadores de Transporte Ferroviario
53-50 Trabajadores de Transporte por Agua
53-60 Otros Trabajadores Relacionados con el Transporte
53-70 Trabajadores Relacionados con el Traslado de Materiales
<b>55-00 Ocupaciones Específicas de las Fuerzas Armadas</b>
55-10 Oficiales Superiores de las Fuerzas Armadas de Operaciones Especiales y Tácticas
55-20 Supervisores Directos de Personal Militar Enlistado
55-30 Especialistas en Operaciones Tácticas y Aéreas /Armas y Miembros de Tripulación

Tabla B – Industria (NAICS 2012)
<b>110 Agricultura, cría y explotación de animales, aprovechamiento forestal, pesca y caza</b>
111 Agricultura
112 Cría y explotación de animales
113 Aprovechamiento forestal
114 Pesca, caza y captura
115 Otros servicios relacionados con las actividades agropecuarias y forestales
<b>210 Minería</b>
211 Extracción de petróleo y gas
212 Minería de minerales metálicos y no metálicos, excepto petróleo y gas
213 Servicios de apoyo relacionados con la minería
<b>220 Generación, transmisión y distribución de energía eléctrica, suministro de agua y de gas por ductos al consumidor final</b>
221 Generación, transmisión y distribución de energía eléctrica, suministro de agua y de gas por ductos al consumidor final
<b>230 Construcción</b>
236 Construcción de edificios
237 Construcción de ingeniería pesada y civil
238 Contratistas especializados para la construcción

Tabla B – Industria (NAICS 2012)	
<b>310 Industrias manufactureras</b>	
311 Alimentos	
312 Bebidas y productos de tabaco	
313 Manufactura de tejidos	
314 Productos textiles	
315 Ropa	
316 Cuero y productos relacionados	
321 Productos de madera	
322 Productos de papel	
323 Impresión y actividades relacionadas	
324 Productos de petróleo y carbón	
325 Químicos	
326 Productos de goma y plástico	
327 Productos a base de minerales no metálicos	
331 Productos de metal primario	
332 Productos fabricados de metal	
333 Maquinaria	
334 Computadoras y equipo electrónico	
335 Equipo, enseres y componentes eléctricos	
336 Equipo de transportación	
337 Muebles y productos relacionados	
339 Industrias manufactureras misceláneas	
<b>420 Comercio al por mayor</b>	
423 Bienes duraderos	
424 Bienes no duraderos	
425 Mercados electrónicos, agentes y corredores	
<b>440 Comercio al por menor</b>	
441 Distribuidores de piezas y de vehículos de motor	
442 Mueblerías y establecimientos de accesorios para el hogar	
443 Tiendas de equipo y enseres electrónicos	
444 Distribuidores de materiales de construcción, equipo y accesorios para jardinería	
445 Tiendas de bebidas y comestibles	
446 Tiendas dedicadas a la venta de productos para el cuidado personal y de la salud.	
447 Estaciones de gasolina	

Tabla B – Industria (NAICS 2012)	
448	Tiendas de ropa y accesorios
451	Tiendas de artículos deportivos, de entretenimiento, libros y música
452	Tiendas de mercancía general
453	Tiendas de artículos misceláneos
454	Venta al detal sin local
480	Transportes, correos y almacenamiento
481	Transportación aérea
483	Transportación marítima
484	Transportación de carga por carretera
485	Transportación de pasajeros por carretera
486	Transportación por tuberías
487	Transportación turística
488	Servicios de apoyo relacionados con la transportación
492	Servicio de mensajería
493	Almacenaje
510	Información en medios masivos
511	Publicación (excepto por internet)
512	Grabación de películas y sonido
515	Medios de difusión (excepto por internet)
517	Telecomunicaciones
518	Proveedores de servicio de internet, portales de búsqueda y servicios de procesar información
519	Otros servicios de información
520	Servicios financieros y de seguros
521	Banca central y Autoridades Monetarias
522	Instituciones de crédito y actividades relacionadas
523	Valores, contratos de bienes y otras inversiones financieras y actividades relacionadas
524	Corredores de seguros y actividades relacionadas
525	Fondos, fideicomisos y otras actividades financieras
530	Bienes raíces y arrendamiento
531	Bienes raíces
532	Servicios de arrendamiento
533	Alquiler de bienes intangibles no financiables (excepto aquellos con derechos de autor)
540	Servicios profesionales, científicos y técnicos

Tabla B – Industria (NAICS 2012)	
541	Servicios profesionales, científicos y técnicos (eje. Servicios de: legales-notaria, contabilidad-contribuciones, arquitectos, ingeniería, diseño-gráfico-computadoras-interiores, científicos investigación y desarrollo, publicidad y mercadeo, entre otros.)
550	Administración de Empresas y Compañías
551	Administración de empresas y de compañías
560	Servicios de apoyo a los negocios y manejo de desechos y servicios de remediación
561	Servicios administrativos y de apoyo
562	Servicios de manejo de desperdicios y de descontaminación
610	Servicios educativos
611	Servicios educativos
620	Servicios de salud y de asistencia social
621	Servicios ambulatorios para el cuidado de la salud (eje. oficinas médicas, laboratorios, centros radiológicos)
622	Hospitales
623	Casas de convalecencia
624	Ayuda social
710	Servicios de esparcimiento culturales y deportivos, y otros servicios recreativos
711	Producción de espectáculos artísticos, deportivos e industrias relacionadas
712	Museos, lugares históricos e instituciones similares
713	Industrias de diversión, de juegos de azar y de recreación
720	Servicios de alojamiento temporal y de preparación de alimentos y bebidas
721	Alojamiento
722	Lugares de servicio de alimentos y bebidas
810	Otros servicios excepto actividades gubernamentales
811	Reparación y mantenimiento
812	Servicios para el cuidado personal y de lavandería
813	Organizaciones religiosas, caritativas, cívicas, profesionales y relacionadas
920	Administración Pública- Actividades legislativas, gubernamentales, de impartición de justicia y de organismos internacionales y extraterritoriales
921	Servicios de apoyo al poder ejecutivo, legislativo y gubernamental
922	Servicios de justicia, orden público y seguridad
923	Administración de recursos humanos
924	Administración de programas de calidad ambiental
925	Administración de programas de vivienda, planificación urbana y desarrollo comunitario

Tabla B – Industria (NAICS 2012)
926 Administración de programas para el desarrollo económico
927 Investigación del Espacio y Tecnología
928 Seguridad Nacional y Asuntos Internacionales

### 7.1.33. Funeral Home Users EDRS Training Materials in Completing Industry and Occupation Fields

## Completando un Registro de Defunción

- Seleccione la ***“Ocupación e Industria”*** del fallecido.
- Seleccione una opción para responder a la pregunta: ***“¿Pertenece a las Fuerzas Armadas de los Estados Unidos?”***
- Complete los datos referentes a los ***“Años Trabajando”*** y fecha del ***“Último Día de Trabajo”*** (si aplica).

#### Historial Ocupacional y Servicio

Occupation

Business

Perteneció a las Fuerzas Armadas de los Estados Unidos

Años Trabajando

Último Día de Trabajo

☐ Si ☐ No ☐ Desconocido




#### Decedent's Occupation

Occupation

Business

1100 - Management Occupations

1110 - Senior Executives

1120 - Advertising, Marketing, Promotions, Public Relations and Sales Managers

1130 - Specialized Operations Managers

1190 - Other Management Occupations

1300 - Occupations Related to Commercial and Financial Operations

1310 - Business Operations Specialists

1320 - Financial Specialists

1500 - Occupations Related to Mathematical and Computer Sciences

1511 - Computer Related Occupations

1520 - Occupations Related to Mathematical Sciences

1700 - Occupations Related to Architecture and Engineering

1710 - Architects, Surveyors and Cartographers

1720 - Engineers

1730 - Draftsmen, Engineering Technicians and Cartography Technicians

1900 - Occupations Related to Biological, Physical and Social Sciences

1910 - Specialized Scientists in Biological Sciences

1920 - Physical Scientists

1930 - Social Scientists and Related Workers

1940 - Technicians in Biological, Physical and Social Sciences

2100 - Occupations Related to Community and Social Services

2110 - Counselors, Social Workers and Other Specialists in Community and Social Services

2120 - Religious Workers

2300 - Law Related Occupations

2310 - Lawyers, Judges and Related Workers

2320 - Legal Aid Workers

2500 - Occupations Related to Education, Training and Library Sciences

Business

110 - AGRICULTURAL SERVICES (11) Agriculture, animal husbandry and exploitation, forest exploitation, fishing and hunting

111 - Farming

112 - Animal husbandry and exploitation

113 - Forest use

114 - Fishing, hunting and catching

115 - Other services related to agricultural and forestry activities

210 - MINING (21) Mining

211 - Oil and gas extraction

212 - Mining of metallic and non-metallic minerals, except oil and gas

213 - Support services related to mining

220 - UTILITIES (22) Generation, transmission and distribution of electrical energy, water and gas supply through pipelines to the final consumer (22)

221 - Generation, transmission and distribution of electrical energy, water and gas supply through pipelines to the final consumer

230 - CONSTRUCTION (23) Construction

236 - Construction of buildings

237 - Civil and heavy engineering construction

238 - Specialized construction contractors

310 - MANUFACTURE (31-33) Manufacturing industries

311 - Foods

312 - Beverages and tobacco products

313 - Fabrica manufacturing

314 - Textile products

315 - Clothes

316 - Leather and related products

321 - Wood Products

322 - Paper Products

323 - Printing and related activities

334 - Other manufacturing industries



#### 7.1.34. Registro Demográfico Legacy Drop-Downs

Occupation - Legacy		
ID	Spanish Description	English Description
000	PROFESIONAL O TRABAJO TECNICO	TECHNICAL WORKER
075	MÉDICO	MEDICAL DOCTOR
100	AGRICULTOR	FARMER
200	SUPERVISOR(A)	SUPERVISOR
300	CHOFER O CONDUCTOR	DRIVER OR DRIVER
315	CONTRATISTA	CONTRACTOR
320	EMPLEADO GENERAL	GENERAL EMPLOYEE
321	EMPLEADO GENERAL RESTAURANT	GENERAL EMPLOYEE RESTAURANT
330	OPERADOR EQUIPO PESADO	HEAVY EQUIPMENT OPERATOR
340	MECANICO	MECHANICAL
350	EMPLEADO DE ALMACEN	WAREHOUSE EMPLOYEE
360	OFICINISTA O RECEPCIONISTA	OFFICER OR RECEPTIONIST
375	PROGRAMADOR O DATA ENTRY	PROGRAMMER OR DATA ENTRY
380	RETIRADO O INCAPACITADO	REMOVED OR DISABLED
400	VENDEDOR(A)	SALESWOMAN
500	OBRERO O ALBAÑIL	WORKER OR MASONRY
700	AMA DE LLAVES	HOUSEKEEPER
85	PROFESIONAL O TRABAJO TECNICO	PROFESSIONAL OR TECHNICAL WORK
900	MESERO (A)	WAITER
902	ABOGADO	ATTORNEY
907	COMERCIANTE	BUSINESSMAN
908	CAJERO(A)	CASHIER
909	GERENTE	MANAGER
910	CONTABLE	ACCOUNTANT
911	SECRETARIA	SECRETARY
912	EJECUTIVO	EXECUTIVE
913	BANQUERO	BANKER
914	MILITAR	MILITARY
915	DENTISTA	DENTIST
917	MAESTRA(O)	TEACHER
918	PROFESOR(A)	PROFESSOR
919	ASISTENTE DE MAESTRO(A)	TEACHER ASSISTANT

Occupation - Legacy		
ID	Spanish Description	English Description
920	HANDYMAN	HANDYMAN
921	GUARDIA DE SEGURIDAD	SECURITY GUARD
922	JARDINERO	GARDENER
923	SERVICIO AL CLIENTE	CUSTOMER SERVICE
924	TECNICO SOCIOPENAL	SOCIOPENAL TECHNICIAN
925	EMPLEADA DOMESTICA	DOMESTIC EMPLOYEE
926	GUARDIA PENAL	PENAL GUARD
927	ENFERMERA(O)	NURSE
928	TECNÓLOGO MÉDICO	MEDICAL TECHNOLOGIST
929	POLICIA	POLICE
930	BOMBERO	FIREMAN
931	OFICIAL DE CUSTODIA	CUSTODY OFFICER
932	EMPLEADO MANTENIMIENTO	EMPLOYEE MAINTENANCE
933	COCINERO O CHEF	COOK OR CHEF
934	INGENIERO	ENGINEER
DDD	DESEMPLEADO(A)	UNEMPLOYED
EEE	ESTUDIANTE	STUDENT
VVV	AMA DE CASA	Housewife
XXX	OCUPACION NO REPORTADA	OCCUPATION NOT REPORTED

Industry - Legacy		
ID	Spanish Description	English Description
100	GOBIERNO	GOVERNMENT
200	EMPRESA PRIVADA	PRIVATE COMPANY
300	POR SU CUENTA	ON YOUR OWN
400	VOLUNTARIO	VOLUNTARY
EEE	INSTITUTO Ó UNIVERSIDAD	INSTITUTE OR UNIVERSITY
HHH	EN EL HOGAR	IN THE HOME
VVV	NO APLICA	NO APPLICABLE
XXX	DESCONOCIDO	UNKNOWN

### 7.1.35. Registro Demográfico New Pages Drop-Downs

Occupation – New Pages		
FieldValueNCHS	Spanish ValueDescription	English ValueDescription
1100	Ocupaciones Gerenciales	Management Occupations
1110	Altos Ejecutivos	Senior Executives
1120	Gerentes de Publicidad, Mercadeo, Promociones, Relaciones Públicas y Ventas	Advertising, Marketing, Promotions, Public Relations and Sales Managers
1130	Gerentes de Operaciones Especializadas	Specialized Operations Managers
1190	Otras Ocupaciones Gerenciales	Other Management Occupations
1300	Ocupaciones Relacionadas con Operaciones Comerciales y Financieras	Occupations Related to Commercial and Financial Operations
1310	Especialistas en Operaciones Comerciales	Business Operations Specialists
1320	Especialistas Financieros	Financial Specialists
1500	Ocupaciones Relacionadas con las Ciencias Matemáticas y de la Computación	Occupations Related to Mathematical and Computer Sciences
1511	Ocupaciones Relacionadas con la Computación	Computer Related Occupations
1520	Ocupaciones Relacionadas con las Ciencias Matemáticas	Occupations Related to Mathematical Sciences
1700	Ocupaciones Relacionadas con la Arquitectura y la Ingeniería	Occupations Related to Architecture and Engineering
1710	Arquitectos, Agrimensores y Cartógrafos	Architects, Surveyors and Cartographers
1720	Ingenieros	Engineers
1730	Delineantes, Técnicos en Ingeniería y Técnicos en Cartografía	Draftsmen, Engineering Technicians and Cartography Technicians
1900	Ocupaciones Relacionadas con las Ciencias Biológicas, Físicas y Sociales	Occupations Related to Biological, Physical and Social Sciences
1910	Científicos Especializados en Ciencias Biológicas	Specialized Scientists in Biological Sciences
1920	Científicos Físicos	Physical Scientists

Occupation – New Pages		
FieldValueNCHS	Spanish ValueDescription	English ValueDescription
1930	Científicos Sociales y Trabajadores Relacionados	Social Scientists and Related Workers
1940	Técnicos en Ciencias Biológicas, Físicas y Sociales	Technicians in Biological, Physical and Social Sciences
2100	Ocupaciones Relacionadas con Servicios Comunitarios y Sociales	Occupations Related to Community and Social Services
2110	Consejeros, Trabajadores Sociales y Otros Especialistas en Servicios Comunitarios y Sociales	Counselors, Social Workers and Other Specialists in Community and Social Services
2120	Trabajadores Religiosos	Religious Workers
2300	Ocupaciones Relacionadas con el Derecho	Law Related Occupations
2310	Abogados, Jueces y Trabajadores Relacionados	Lawyers, Judges and Related Workers
2320	Trabajadores de Asistencia Legal	Legal Aid Workers
2500	Ocupaciones Relacionadas con la Educación, Capacitación y Bibliotecología	Occupations Related to Education, Training and Library Science
2510	Profesores de Nivel Postsecundario	Postsecondary Level Teachers
2520	Maestros de Educación Preescolar, Primaria, Secundaria y Especial	Preschool, Primary, Secondary and Special Education Teachers
2530	Otros Maestros e Instructores	Other Teachers and Instructors
2540	Archiveros, Curadores y Técnicos de Museo	Archivists, Curators and Museum Technicians
2590	Otras Ocupaciones Relacionadas con la Educación, Capacitación y Bibliotecología	Other Occupations Related to Education, Training and Library Science
2700	Ocupaciones Relacionadas con las Artes, Diseño, Entretenimiento, Deportes y Medios de Difusión	Occupations Related to the Arts, Design, Entertainment, Sports and Broadcast Media
2710	Trabajadores de Arte y Diseño	Art and Design Workers
2720	Animadores e Intérpretes Artísticos, Deportistas y Trabajadores Relacionados	Entertainers and Artistic Interpreters, Athletes and Related Workers
2730	Trabajadores de Medios de Difusión y Comunicación	Media and Communication Workers

Occupation – New Pages		
FieldValueNCHS	Spanish ValueDescription	English ValueDescription
2740	Trabajadores de Equipos de Medios de Difusión y Comunicación	Media and Communication Equipment Workers
2900	Ocupaciones Profesionales y Técnicas Relacionadas con el Cuidado de la Salud	Professional Occupations and Techniques Related to Health Care
2910	Profesionales de Diagnóstico y Tratamiento Médico	Medical Diagnosis and Treatment Professionals
2920	Tecnólogos y Técnicos de Salud	Technologists and Health Technicians
2990	Otras Ocupaciones Profesionales y Técnicas Relacionadas con el Cuidado de la Salud	Other Professional and Technical Occupations Related to Health Care
3100	Ocupaciones de Apoyo Relacionadas con el Cuidado de la Salud	Support Occupations Related to Health Care
3110	Auxiliares de Enfermería, Psiquiatría y Atención en el Hogar	Nursing, Psychiatry and Home Care Aides
3120	Asistentes y Auxiliares de Terapia Ocupacional y de Fisioterapeutas	Assistants and Auxiliaries of Occupational Therapy and Physiotherapists
3190	Otras Ocupaciones de Apoyo Relacionadas con el Cuidado de la Salud	Other Support Occupations Related to Health Care
3300	Ocupaciones Relacionadas con Servicios de Protección	Occupations Related to Protective Services
3310	Supervisores de Trabajadores de Servicios de Protección	Protective Services Worker Supervisors
3320	Trabajadores de Extinción y Prevención de Incendios	Extinction and Fire Prevention Workers
3330	Trabajadores del Orden Público	Public Order Workers
3390	Otros Trabajadores de Servicios de Protección	Other Protective Services Workers
3500	Ocupaciones Relacionadas con la Preparación y Servicio de Comidas	Occupations Related to Food Preparation and Serving
3510	Supervisores de Trabajadores de Preparación y Servicio de Comidas	Food Preparation and Service Worker Supervisors
3520	Cocineros y Trabajadores de Preparación de Comidas	Cooks and Food Preparation Workers
3530	Trabajadores de Servicio de Comidas y Bebidas	Food and Beverage Service Workers

Occupation – New Pages		
FieldValueNCHS	Spanish ValueDescription	English ValueDescription
3590	Otros Trabajadores Relacionados con la Preparación y Servicio de Comidas	Other Workers Related to Food Preparation and Serving
3700	Ocupaciones de Limpieza y Mantenimiento de Edificios y Áreas Verdes	Cleaning and Maintenance Occupations of Buildings and Green Areas
3710	Supervisores de Trabajadores de Limpieza y Mantenimiento de Edificios y Áreas Verdes	Supervisors of Cleaning and Maintenance Workers of Buildings and Green Areas
3720	Trabajadores de Limpieza de Edificios y de Control y Exterminación de Plagas	Building Cleaning and Pest Control and Extermination Workers
3730	Trabajadores de Mantenimiento de Áreas Verdes	Green Area Maintenance Workers
3900	Ocupaciones Relacionadas con el Cuidado y Servicio Personal	Occupations Related to Personal Care and Service
3910	Supervisores de Trabajadores de Ocupaciones Relacionadas con el Cuidado y Servicio Personal	Supervisors of Workers in Occupations Related to Personal Care and Service
3920	Trabajadores de Cuidado y Servicio de Animales	Animal Care and Service Workers
3930	Asistentes de Establecimientos de Entretenimiento y Trabajadores Relacionados	Entertainment Establishment Assistants and Related Workers
3940	Trabajadores de Servicios Fúnebres	Funeral Service Workers
3950	Trabajadores de Servicios de Apariencia Personal	Personal Appearance Service Workers
3960	Maleteros, Botones y Porteros	Porters, Buttons and Porters
3970	Guías de Excursiones y Viajes	Excursion and Travel Guides
3990	Otros Trabajadores de Ocupaciones Relacionadas con el Cuidado y Servicio Personal	Other Workers in Occupations Related to Personal Care and Service
4100	Ventas y Ocupaciones Relacionadas	Sales and Related Occupations
4110	Supervisores de Trabajadores de Ventas	Sales Worker Supervisors
4120	Trabajadores de Ventas Minoristas	Retail Sales Workers
4130	Representantes de Venta de Servicios	Service Sales Representatives

Occupation – New Pages		
FieldValueNCHS	Spanish ValueDescription	English ValueDescription
4140	Representantes de Ventas Mayoristas y de Productos Manufacturados	Wholesale and Manufactured Sales Representatives
4190	Otros Trabajadores de Ventas y Ocupaciones Relacionadas	Other Sales Workers and Related Occupations
4300	Ocupaciones de Oficina y de Apoyo Administrativo	Office and Administrative Support Occupations
4310	Supervisores de Empleados de Oficina y de Apoyo Administrativo	Office Employee and Administrative Support Supervisors
4320	Operadores de Equipos de Comunicaciones	Communications Equipment Operators
4330	Empleados de Oficina de Servicios Financieros	Financial Services Office Employees
4340	Empleados de Oficina de Información y Registro	Information and Registration Office Employees
4350	Trabajadores de Registro, Programación, Despacho y Distribución de Material	Registration, Programming, Dispatch and Distribution of Material Workers
4360	Secretarios y Asistentes Administrativos	Secretaries and Administrative Assistants
4390	Otros Empleados de Oficina y de Apoyo Administrativo	Other Office and Administrative Support Employees
4500	Ocupaciones Relacionadas con la Agricultura, la Pesca y la Silvicultura	Occupations Related to Agriculture, Fisheries and Forestry
4510	Supervisores de Trabajadores de Ocupaciones Relacionadas con la Agricultura, la Pesca y la Silvicultura	Supervisors of Workers in Occupations Related to Agriculture, Fisheries and Forestry
4520	Trabajadores Agrícolas	Agricultural Workers
4530	Trabajadores de Pesca y Caza	Fishing and Hunting Workers
4540	Trabajadores Forestales, de Conservación y de Tala Forestal	Forest, Conservation and Logging Workers
4700	Ocupaciones Relacionadas con la Construcción y la Extracción	Construction and Extraction Occupations
4710	Supervisores de Trabajadores de Ocupaciones Relacionadas con la Construcción y la Extracción	Supervisors of Workers in Construction and Extraction Occupations
4720	Trabajadores de Oficios de Construcción	Construction Trades Workers
4730	Ayudantes de Oficios de la Construcción	Construction Trades Helpers

Occupation – New Pages		
FieldValueNCHS	Spanish ValueDescription	English ValueDescription
4740	Otros Trabajadores de la Construcción y Trabajadores Relacionados	Other Construction Workers and Related Workers
4750	Trabajadores de Ocupaciones Relacionadas con la Extracción	Workers in Occupations Related to Extraction
4900	Ocupaciones Relacionadas con la Instalación, Mantenimiento y Reparación	Occupations Related to Installation, Maintenance and Repair
4910	Supervisores de Trabajadores de Ocupaciones Relacionadas con la Instalación, Mantenimiento y Reparación	Supervisors of Workers in Occupations Related to Installation, Maintenance and Repair
4920	Mecánicos, Instaladores y Reparadores de Equipos Eléctricos y Electrónicos	Mechanics, Installers and Repairers of Electrical and Electronic Equipment
4930	Mecánicos, Instaladores y Reparadores de Vehículos y Equipo Móvil	Mechanics, Installers and Repairers of Vehicles and Mobile Equipment
4990	Otras Ocupaciones Relacionadas con la Instalación, Mantenimiento y Reparación	Other Occupations Related to Installation, Maintenance and Repair
5100	Ocupaciones Relacionadas con la Producción	Production Related Occupations
5110	Supervisores de Trabajadores de Ocupaciones Relacionadas con la Producción	Supervisors of Workers in Production-Related Occupations
5120	Ensambladores y Fabricadores	Assemblers and Manufacturers
5130	Trabajadores Relacionados con el Procesamiento de Alimentos	Food Processing Related Workers
5140	Trabajadores Relacionados con la Producción, Metal y Plástico	Workers Related to Production, Metal and Plastic
5151	Trabajadores de Imprenta	Printing Workers
5160	Trabajadores Textiles, de Indumentaria y Accesorios	Textile, Clothing and Accessories Workers
5170	Trabajadores de Ebanistería y Carpintería	Joinery and Carpentry Workers
5180	Operadores de Planta y Sistema	Plant and System Operators
5190	Otras Ocupaciones Relacionadas con la Producción	Other Occupations Related to Production



Occupation – New Pages		
FieldValueNCHS	Spanish ValueDescription	English ValueDescription
5300	Ocupaciones Relacionadas con el Transporte y con el Traslado de Materiales	Occupations Related to Transportation and Material Transfer
5310	Supervisores de Trabajadores de Ocupaciones Relacionadas con el Transporte y con el Traslado de Materiales	Supervisors of Workers in Occupations Related to Transportation and Material Transfer
5320	Trabajadores de Transporte Aéreo	Air Transport Workers
5330	Operadores de Vehículos de Motor	Motor Vehicle Operators
5340	Trabajadores de Transporte Ferroviario	Rail Transport Workers
5350	Trabajadores de Transporte por Agua	Water Transportation Workers
5360	Otros Trabajadores Relacionados con el Transporte	Other Transportation Related Workers
5370	Trabajadores Relacionados con el Traslado de Materiales	Workers Related to Moving Materials
5500	Ocupaciones Específicas de las Fuerzas Armadas	Specific Occupations of the Armed Forces
5510	Oficiales Superiores de las Fuerzas Armadas de Operaciones Especiales y Tácticas	Senior Officers of the Armed Forces of Special Operations and Tactics
5520	Supervisores Directos de Personal Militar Enlistado	Direct Supervisors of Enlisted Military Personnel
5530	Especialistas en Operaciones Tácticas y Aéreas /Armas y Miembros de Tripulación	Specialists in Tactical and Air Operations / Weapons and Crew Members
0000	Desconocido	Unknown
0100	Estudiante	Student
0101	Ama/o de casa	Homemaker
0102	Nunca trabajo	Never work
0103	Menor de 14 años	Under 14 years old

Industry – New Pages		
FieldValueNCHS	Spanish ValueDescription	English ValueDescription
114	Pesca, caza y captura	Fishing, hunting and catching
115	Otros servicios relacionados con las actividades agropecuarias y forestales	Other services related to agricultural and forestry activities
210	MINERÍA (21) Minería	MINING (21) Mining
211	Extracción de petróleo y gas	Oil and gas extraction
212	Minería de minerales metálicos y no metálicos, excepto petróleo y gas	Mining of metallic and non-metallic minerals, except oil and gas
213	Servicios de apoyo relacionados con la minería	Support services related to mining
220	UTILIDADES (22) Generación, transmisión y distribución de energía eléctrica, suministro de agua y de gas por ductos al consumidor final (22)	UTILITIES (22) Generation, transmission and distribution of electrical energy, water and gas supply through pipelines to the final consumer (22)
221	Generación, transmisión y distribución de energía eléctrica, suministro de agua y de gas por ductos al consumidor final	Generation, transmission and distribution of electrical energy, water and gas supply through pipelines to the final consumer
230	CONSTRUCCIÓN (23) Construcción	CONSTRUCTION (23) Construction
236	Construcción de edificios	Construction of buildings
237	Construcción de ingeniería pesada y civil	Civil and heavy engineering construction
238	Contratistas especializados para la construcción	Specialized construction contractors
310	MANUFACTURA (31-33) Industrias manufactureras	MANUFACTURE (31-33) Manufacturing industries
311	Alimentos	Foods
312	Bebidas y productos de tabaco	Beverages and tobacco products
313	Manufactura de tejidos	Fabrics manufacturing
314	Productos textiles	Textile products
315	Ropa	Clothes
316	Cuero y productos relacionados	Leather and related products

Industry – New Pages		
FieldValueNCHS	Spanish ValueDescription	English ValueDescription
321	Productos de madera	Wood Products
322	Productos de papel	Paper Products
323	Impresión y actividades relacionadas	Printing and related activities
324	Productos de petróleo y carbón	Oil and coal products
325	Químicos	Chemicals
326	Productos de goma y plástico	Rubber and plastic products
327	Productos a base de minerales no metálicos	Non-metallic mineral based products
331	Productos de metal primario	Primary metal products
332	Productos fabricados de metal	Products made of metal
333	Maquinaria	Machinery
334	Computadoras y equipo electrónico	Computers and electronic equipment
335	Equipo, enseres y componentes eléctricos	Electrical equipment, fixtures and components
336	Equipo de transportación	Transportation equipment
337	Muebles y productos relacionados	Furniture and related products
339	Industrias manufactureras misceláneas	Miscellaneous manufacturing industries
420	COMERCIO AL POR MAYOR (42) Comercio al por mayor	WHOLESALE TRADE (42) Wholesale trade
423	Bienes duraderos	Durable goods
424	Bienes no duraderos	Non-durable goods
425	Mercados electrónicos, agentes y corredores	Electronic markets, agents and brokers
440	COMERCIO AL DETAL (44-45) Comercio al por menor	RETAIL TRADE (44-45) Retail trade
441	Distribuidores de piezas y de vehículos de motor	Motor vehicle and parts dealers
442	Mueblerías y establecimientos de accesorios para el hogar	Furniture stores and home accessories stores
443	Tiendas de equipo y enseres electrónicos	Electronic stores and equipment stores

Industry – New Pages		
FieldValueNCHS	Spanish ValueDescription	English ValueDescription
444	Distribuidores de materiales de construcción, equipo y accesorios para jardinería	Distributors of construction materials, equipment and accessories for gardening
445	Tiendas de bebidas y comestibles	Beverage and grocery stores
446	Tiendas dedicadas a la venta de productos para el cuidado personal y de la salud.	Stores dedicated to the sale of products for personal care and health.
447	Estaciones de gasolina	Gas stations
448	Tiendas de ropa y accesorios	Clothing and accessories stores
451	Tiendas de artículos deportivos, de entretenimiento, libros y música	Sports, entertainment, book and music shops
452	Tiendas de mercancía general	General merchandise stores
453	Tiendas de artículos misceláneos	Miscellaneous Item Stores
454	Venta al detal sin local	Retail without premises
480	TRANSPORTACIÓN Y ALMACENAJE (48-49) Transportes, correos y almacenamiento	TRANSPORTATION AND STORAGE (48-49) Transport, mail and storage
481	Transportación aérea	Air transportation
483	Transportación marítima	Marine transportation
484	Transportación de carga por carretera	Freight transportation by road
485	Transportación de pasajeros por carretera	Transportation of passengers by road
486	Transportación por tuberías	Pipeline transportation
487	Transportación turística	Tourist transportation
488	Servicios de apoyo relacionados con la transportación	Transportation related support services
492	Servicio de mensajería	Messenger Service
493	Almacenaje	Storage
510	INFORMACIÓN (51) Información en medios masivos	INFORMATION (51) Information in the mass media

Industry – New Pages		
FieldValueNCHS	Spanish ValueDescription	English ValueDescription
511	Publicación (excepto por internet)	Publication (except online)
512	Grabación de películas y sonido	Movie and sound recording
515	Medios de difusión (excepto por internet)	Broadcast media (except online)
517	Telecomunicaciones	Telecommunication
518	Proveedores de servicio de internet, portales de búsqueda y servicios de procesar información	Internet service providers, search portals and information processing services
519	Otros servicios de información	Other information services
520	FINANZAS Y SEGUROS (52) Servicios financieros y de seguros	FINANCE AND INSURANCE (52) Financial and insurance services
521	Banca central y Autoridades Monetarias	Central banking and monetary authorities
522	Instituciones de crédito y actividades relacionadas	Credit institutions and related activities
523	Valores, contratos de bienes y otras inversiones financieras y actividades relacionadas	Securities, property contracts and other financial investments and related activities
524	Corredores de seguros y actividades relacionadas	Insurance brokers and related activities
525	Fondos, fideicomisos y otras actividades financieras	Funds, trusts and other financial activities
530	BIENES RAÍCES Y ARRENDAMIENTO (53) Servicios inmobiliarios y de alquiler de bienes muebles e intangibles	REAL ESTATE AND LEASING (53) Real estate and movable and intangible property rental services
531	Bienes raíces	Real estate
532	Servicios de arrendamiento	Leasing services
533	Alquiler de bienes intangibles no financiados (excepto aquellos con derechos de autor)	Rental of non-financeable intangible assets (except those with copyright)
540	SERVICIOS PROFESIONALES, CIENTÍFICOS Y TÉCNICOS (54) Servicios profesionales, científicos y técnicos	PROFESSIONAL, SCIENTIFIC AND TECHNICAL SERVICES (54) Professional, scientific and technical services
541	Servicios profesionales, científicos y técnicos	services professionals, scientists and technicals

Industry – New Pages		
FieldValueNCHS	Spanish ValueDescription	English ValueDescription
550	ADMINISTRACION DE EMPRESAS Y COMPAÑÍAS (55) Corporativos	BUSINESS AND COMPANY ADMINISTRATION (55) Corporate
551	Administración de empresas y de compañías	Business and company administration
560	SERVICIOS ADMINISTRATIVOS Y DE APOYO, DE MANEJO DE DESPERDICIOS Y DEDESCONTAMINACIÓN (56)	ADMINISTRATIVE AND SUPPORT SERVICES, WASTE MANAGEMENT AND DECONTAMINATION (56)
561	Servicios administrativos y de apoyo	Administrative and support services
562	Servicios de manejo de desperdicios y de descontaminación	Waste management and decontamination services
610	SERVICIOS EDUCATIVOS (61) Servicios educativos	EDUCATIONAL SERVICES (61) Educational services
611	Servicios educativos	Educational services
620	SERVICIOS PARA EL CUIDADO DE LA SALUD Y AYUDA SOCIAL (62) Servicios de salud y de asistencia social	HEALTH CARE AND SOCIAL ASSISTANCE SERVICES (62) Health and social work services
621	Servicios ambulatorios para el cuidado de la salud (eje. oficinas médicas, laboratorios, centros radiológicos)	Outpatient health care services (eg, medical offices, laboratories, radiology centers)
561	Servicios administrativos y de apoyo	Administrative and support services
562	Servicios de manejo de desperdicios y de descontaminación	Waste management and decontamination services
610	SERVICIOS EDUCATIVOS (61) Servicios educativos	EDUCATIONAL SERVICES (61) Educational services
611	Servicios educativos	Educational services
620	SERVICIOS PARA EL CUIDADO DE LA SALUD Y AYUDA SOCIAL (62) Servicios de salud y de asistencia social	HEALTH CARE AND SOCIAL ASSISTANCE SERVICES (62) Health and social work services
621	Servicios ambulatorios para el cuidado de la salud (eje. oficinas médicas, laboratorios, centros radiológicos)	Outpatient health care services (eg, medical offices, laboratories, radiology centers)
622	Hospitales	Hospitals
623	Casas de convalecencia	Convalescence Homes
624	Ayuda social	Social help

Industry – New Pages		
FieldValueNCHS	Spanish ValueDescription	English ValueDescription
710	ARTE, ENTRETENIMIENTO Y RECREACIÓN (71) Servicios de esparcimiento culturales y deportivos, y otros servicios recreativos	ART, ENTERTAINMENT AND RECREATION (71) Cultural and sporting entertainment and other recreational services
711	Producción de espectáculos artísticos, deportivos e industrias relacionadas	Production of artistic, sports and related industries shows
712	Museos, lugares históricos e instituciones similares	Museums, historical places and similar institutions
713	Industrias de diversión, de juegos de azar y de recreación	Amusement, gaming and recreation industries
720	ALOJAMIENTO Y SERVICIO DE ALIMENTOS (72) Servicios de alojamiento temporal y de preparación de alimentos y bebidas	FOOD ACCOMMODATION AND SERVICE (72) Temporary accommodation and food and beverage preparation services
721	Alojamiento	accommodation
722	Lugares de servicio de alimentos y bebidas	Food and beverage service locations
810	OTROS SERVICIOS (EXCEPTO ADMINISTRACION PUBLICA) (81) Otros servicios excepto actividades gubernamentales	OTHER SERVICES (EXCEPT PUBLIC ADMINISTRATION) (81) Other services except government activities
811	Reparación y mantenimiento	Repair and Maintenance
812	Servicios para el cuidado personal y de lavandería	Personal care and laundry services
813	Organizaciones religiosas, caritativas, cívicas, profesionales y relacionadas	Religious, charitable, civic, professional and related organizations
920	ADMINISTRACIÓN PÚBLICA (92) Actividades legislativas, gubernamentales, de impartición de justicia y de organismos internacionales y extraterritoriales	PUBLIC ADMINISTRATION (92) Legislative, governmental, law enforcement and international and extraterritorial organizations activities
921	Servicios de apoyo al poder ejecutivo, legislativo y gubernamental	Support services to the executive, legislative and governmental power
922	Servicios de justicia, orden público y seguridad	Justice, public order and security services
923	Administración de recursos humanos	Human resources management
924	Administración de programas de calidad ambiental	Administration of environmental quality programs

Industry – New Pages		
FieldValueNCHS	Spanish ValueDescription	English ValueDescription
925	Administración de programas de vivienda, planificación urbana y desarrollo comunitario	Administration of housing, urban planning and community development programs
926	Administración de programas para el desarrollo económico	Administration of programs for economic development
927	Investigación del Espacio y Tecnología	Space Research and Technology
928	Seguridad Nacional y Asuntos Internacionales	National Security and International Affairs
000	Desconocido	Unknown
001	Estudiante	Student
002	Hogar Propio	Own Home
003	Escuela Sup/Universidad	Sup School / University
004	Nunca Trabajo	Never work
005	Menor de 14 años	Under 14 years old



### 7.1.36. EDRS Combined Drop-Downs

The tables below represent how the drop-down lists appeared to end users in the EDRS when the legacy and new pages values were combined.

Occupation
000 - 000
075 - 075
600 - 600
750 - 750
800 - 800
920 - 920
315 - ACCOUNTANT
1120 - Advertising, Marketing, Promotions, Public Relations and Sales Managers
4520 - Agricultural Workers
5320 - Air Transport Workers
3920 - Animal Care and Service Workers
1710 - Architects, Surveyors and Cartographers
2540 - Archivists, Curators and Museum Technicians
2710 - Art and Design Workers
5120 - Assemblers and Manufacturers
3120 - Assistants and Auxiliaries of Occupational Therapy and Physiotherapists
902 - ATTORNEY
930 - BANKER
3720 - Building Cleaning and Pest Control and Extermination Workers
1310 - Business Operations Specialists
910 - BUSINESSMAN
300 - CASHIER
3700 - Cleaning and Maintenance Occupations of Buildings and Green Areas
4320 - Communications Equipment Operators
1511 - Computer Related Occupations
4700 - Construction and Extraction Occupations
4730 - Construction Trades Helpers
4720 - Construction Trades Workers
907 - COOK OR CHEF

Occupation
3520 - Cooks and Food Preparation Workers
2110 - Counselors, Social Workers and Other Specialists in Community and Social Services
360 - CUSTODY OFFICER
200 - CUSTOMER SERVICE
915 - DENTIST
5520 - Direct Supervisors of Enlisted Military Personnel
350 - DOMESTIC EMPLOYEE
1730 - Draftsmen, Engineering Technicians and Cartography Technicians
933 - DRIVER OR DRIVER
927 - EMPLOYEE MAINTENANCE
922 - ENGINEER
1720 - Engineers
2720 - Entertainers and Artistic Interpreters, Athletes and Related Workers
3930 - Entertainment Establishment Assistants and Related Workers
3970 - Excursion and Travel Guides
925 - EXECUTIVE
3320 - Extinction and Fire Prevention Workers
100 - FARMER
4330 - Financial Services Office Employees
1320 - Financial Specialists
908 - FIREMAN
4530 - Fishing and Hunting Workers
3530 - Food and Beverage Service Workers
3510 - Food Preparation and Service Worker Supervisors
5130 - Food Processing Related Workers
4540 - Forest, Conservation and Logging Workers
3940 - Funeral Service Workers
917 - GARDENER
321 - GENERAL EMPLOYEE
932 - GENERAL EMPLOYEE RESTAURANT
3730 - Green Area Maintenance Workers
934 - HANDYMAN
929 - HEAVY EQUIPMENT OPERATOR
919 - HOUSEKEEPER

Occupation
700 - Housewife
101 - Housewife
102 - I never work
4340 - Information and Registration Office Employees
5170 - Joinery and Carpentry Workers
2300 - Law Related Occupations
2310 - Lawyers, Judges and Related Workers
2320 - Legal Aid Workers
1100 - Management Occupations
921 - MANAGER
75 - MECHANICAL
4920 - Mechanics, Installers and Repairers of Electrical and Electronic Equipment
4930 - Mechanics, Installers and Repairers of Vehicles and Mobile Equipment
2740 - Media and Communication Equipment Workers
2730 - Media and Communication Workers
2910 - Medical Diagnosis and Treatment Professionals
928 - MEDICAL TECHNOLOGIST
914 - MILITARY
5330 - Motor Vehicle Operators
909 - NURSE
3110 - Nursing, Psychiatry and Home Care Aides
931 - OCCUPATION NOT REPORTED
4500 - Occupations Related to Agriculture, Fisheries and Forestry
1700 - Occupations Related to Architecture and Engineering
1900 - Occupations Related to Biological, Physical and Social Sciences
1300 - Occupations Related to Commercial and Financial Operations
2100 - Occupations Related to Community and Social Services
2500 - Occupations Related to Education, Training and Library Science
3500 - Occupations Related to Food Preparation and Serving
4900 - Occupations Related to Installation, Maintenance and Repair
1500 - Occupations Related to Mathematical and Computer Sciences
1520 - Occupations Related to Mathematical Sciences
3900 - Occupations Related to Personal Care and Service
3300 - Occupations Related to Protective Services

Occupation
2700 - Occupations Related to the Arts, Design, Entertainment, Sports and Broadcast Media
5300 - Occupations Related to Transportation and Material Transfer
4300 - Office and Administrative Support Occupations
4310 - Office Employee and Administrative Support Supervisors
330 - OFFICER OR RECEPTIONIST
4740 - Other Construction Workers and Related Workers
1190 - Other Management Occupations
2590 - Other Occupations Related to Education, Training and Library Science
4990 - Other Occupations Related to Installation, Maintenance and Repair
5190 - Other Occupations Related to Production
4390 - Other Office and Administrative Support Employees
2990 - Other Professional and Technical Occupations Related to Health Care
3390 - Other Protective Services Workers
4190 - Other Sales Workers and Related Occupations
3190 - Other Support Occupations Related to Health Care
2530 - Other Teachers and Instructors
5360 - Other Transportation Related Workers
3990 - Other Workers in Occupations Related to Personal Care and Service
3590 - Other Workers Related to Food Preparation and Serving
920 - PENAL GUARD
3950 - Personal Appearance Service Workers
1920 - Physical Scientists
5180 - Plant and System Operators
85 - POLICE
3960 - Porters, Butlers and Porters
2510 - Postsecondary Level Teachers
2520 - Preschool, Primary, Secondary and Special Education Teachers
5151 - Printing Workers
5100 - Production Related Occupations
2900 - Professional Occupations and Techniques Related to Health Care
918 - PROFESSIONAL OR TECHNICAL WORK
375 - PROFESSOR)
380 - PROGRAMMER OR DATA ENTRY
3310 - Protective Services Worker Supervisors

Occupation
3330 - Public Order Workers
5340 - Rail Transport Workers
4350 - Registration, Programming, Dispatch and Distribution of Material Workers
2120 - Religious Workers
911 - REMOVED OR DISABLED
4120 - Retail Sales Workers
4100 - Sales and Related Occupations
4110 - Sales Worker Supervisors
400 - SALESWOMAN
4360 - Secretaries and Administrative Assistants
923 - SECRETARY
926 - SECURITY GUARD
1110 - Senior Executives
5510 - Senior Officers of the Armed Forces of Special Operations and Tactics
4130 - Service Sales Representatives
1930 - Social Scientists and Related Workers
924 - SOCIOPEANAL TECHNICIAN
5530 - Specialists in Tactical and Air Operations / Weapons and Crew Members
1130 - Specialized Operations Managers
1910 - Specialized Scientists in Biological Sciences
5500 - Specific Occupations of the Armed Forces
100 - student
3710 - Supervisors of Cleaning and Maintenance Workers of Buildings and Green Areas
4710 - Supervisors of Workers in Construction and Extraction Occupations
4510 - Supervisors of Workers in Occupations Related to Agriculture, Fisheries and Forestry
4910 - Supervisors of Workers in Occupations Related to Installation, Maintenance and Repair
3910 - Supervisors of Workers in Occupations Related to Personal Care and Service
5310 - Supervisors of Workers in Occupations Related to Transportation and Material Transfer
5110 - Supervisors of Workers in Production-Related Occupations
3100 - Support Occupations Related to Health Care
340 - TEACHER
913 - TEACHER ASSISTANT
1940 - Technicians in Biological, Physical and Social Sciences
2920 - Technologists and Health Technicians

Occupation
5160 - Textile, Clothing and Accessories Workers
103 - Under 14 years old
912 - UNEMPLOYED
XXX - Unknown
900 - WAITER
320 - WAREHOUSE EMPLOYEE
5350 - Water Transportation Workers
4140 - Wholesale and Manufactured Sales Representatives
500 - WORKER OR MASONRY
4750 - Workers in Occupations Related to Extraction
5370 - Workers Related to Moving Materials
5140 - Workers Related to Production, Metal and Plastic

Industry
000 - 000
046 - 046
245 - 245
246 - 246
500 - 500
600 - 600
700 - 700
800 - 800
826 - 826
856 - 856
857 - 857
867 - 867
906 - 906
721 - accommodation
72 - ACCOMMODATION AND FOOD SERVICE (72) Temporary accommodation and food and beverage preparation services
55 - ADMINISTRATION OF BUSINESSES AND COMPANIES (55) Corporate
924 - Administration of environmental quality programs
925 - Administration of housing, urban planning and community development programs
926 - Administration of programs for economic development

Industry
561 - Administrative and support services
560 - ADMINISTRATIVE AND SUPPORT SERVICES, WASTE MANAGEMENT AND DECONTAMINATION (56)
561 - Administrative and support services
560 - ADMINISTRATIVE AND SUPPORT SERVICES, WASTE MANAGEMENT AND DECONTAMINATION (56)
110 - AGRICULTURAL SERVICES (11) Agriculture, animal husbandry and exploitation, forest exploitation, fishing and hunting
11 - AGRICULTURAL SERVICES (11) Agriculture, animal husbandry and exploitation, forestry, fishing and hunting
481 - Air transportation
713 - Amusement, gaming and recreation industries
112 - Animal husbandry and exploitation
710 - ART, ENTERTAINMENT AND RECREATION (71) Cultural and sporting entertainment and other recreational services
71 - ART, ENTERTAINMENT AND RECREATION (71) Cultural and sports entertainment services, and other recreational services
445 - Beverage and grocery stores
312 - Beverages and tobacco products
515 - Broadcast media (except online)
551 - Business and company administration
550 - BUSINESS AND COMPANY ADMINISTRATION (55) Corporate
521 - Central banking and monetary authorities
325 - Chemicals
237 - Civil and heavy engineering construction
315 - Clothes
448 - Clothing and accessories stores
334 - Computers and electronic equipment
23 - CONSTRUCTION (23) Construction
230 - CONSTRUCTION (23) Construction
236 - Construction of buildings
623 - Convalescence Homes
522 - Credit institutions and related activities
444 - Distributors of construction materials, equipment and accessories for gardening
423 - Durable goods

Industry
611 - Educational services
61 - EDUCATIONAL SERVICES (61) Educational services
610 - EDUCATIONAL SERVICES (61) Educational services
335 - Electrical equipment, fixtures and components
425 - Electronic markets, agents and brokers
443 - Electronic stores and equipment stores
313 - Fabrics manufacturing
111 - farming
52 - FINANCE AND INSURANCE (52) Financial and insurance services
520 - FINANCE AND INSURANCE (52) Financial and insurance services
114 - Fishing, hunting and catching
720 - FOOD ACCOMMODATION AND SERVICE (72) Temporary accommodation and food and beverage preparation services
722 - Food and beverage service locations
311 - Foods
113 - Forest use
484 - Freight transportation by road
525 - Funds, trusts and other financial activities
337 - Furniture and related products
442 - Furniture stores and home accessories stores
447 - Gas stations
452 - General merchandise stores
221 - Generation, transmission and distribution of electrical energy, water and gas supply through pipelines to the final consumer
100 - GOVERNMENT
620 - HEALTH CARE AND SOCIAL ASSISTANCE SERVICES (62) Health and social work services
62 - HEALTH CARE AND SOCIAL HELP SERVICES (62) Health and social assistance services
622 - Hospitals
923 - Human resources management
4 - I never work
VVV - IN THE HOME
51 - INFORMATION (51) Information in mass media
510 - INFORMATION (51) Information in the mass media
EEE - INSTITUTE OR UNIVERSITY



Industry
524 - Insurance brokers and related activities
518 - Internet service providers, search portals and information processing services
922 - Justice, public order and security services
532 - Leasing services
316 - Leather and related products
333 - Machinery
310 - MANUFACTURE (31-33) Manufacturing industries
31-33 - MANUFACTURING (31-33) Manufacturing industries
483 - Marine transportation
492 - Messenger Service
21 - MINING (21) Mining
210 - MINING (21) Mining
212 - Mining of metallic and non-metallic minerals, except oil and gas
453 - Miscellaneous Item Stores
339 - Miscellaneous manufacturing industries
441 - Motor vehicle and parts dealers
512 - Movie and sound recording
712 - Museums, historical places and similar institutions
928 - National Security and International Affairs
424 - Non-durable goods
327 - Non-metallic mineral based products
324 - Oil and coal products
211 - Oil and gas extraction
300 - ON YOUR OWN
519 - Other information services
81 - OTHER SERVICES (EXCEPT PUBLIC ADMINISTRATION) (81) Other services except government activities
810 - OTHER SERVICES (EXCEPT PUBLIC ADMINISTRATION) (81) Other services except government activities
115 - Other services related to agricultural and forestry activities
621 - Outpatient health care services (eg, medical offices, laboratories, radiology centers)
2 - Own Home
322 - Paper Products
812 - Personal care and laundry services

Industry
486 - Pipeline transportation
331 - Primary metal products
323 - Printing and related activities
200 - PRIVATE COMPANY
711 - Production of artistic, sports and related industries shows
332 - Products made of metal
54 - PROFESSIONAL, SCIENTIFIC AND TECHNICAL SERVICES (54) Professional, scientific and technical services
540 - PROFESSIONAL, SCIENTIFIC AND TECHNICAL SERVICES (54) Professional, scientific and technical services
920 - PUBLIC ADMINISTRATION (92) Legislative, governmental, law enforcement and international and extraterritorial organizations activities
511 - Publication (except online)
531 - Real estate
530 - REAL ESTATE AND LEASING (53) Real estate and movable and intangible property rental services
53 - REAL ESTATE AND LEASING (53) Real estate and rental services of movable and intangible property
813 - Religious, charitable, civic, professional and related organizations
533 - Rental of non-financeable intangible assets (except those with copyright)
811 - Repair and Maintenance
44-45 - RETAIL TRADE (44-45) Retail trade
440 - RETAIL TRADE (44-45) Retail trade
454 - Retail without premises
326 - Rubber and plastic products
523 - Securities, property contracts and other financial investments and related activities
541 - services professionals, scientists and technicals
624 - Social help
927 - Space Research and Technology
238 - Specialized construction contractors
451 - Sports, entertainment, book and music shops
493 - Storage
493 - Storage
446 - Stores dedicated to the sale of products for personal care and health.
1 - student

### 7.1.37. Crosswalk

Occupation Crosswalk		
Code - Spanish Description (Picklist)	Code - English Description (Picklist)	CROSSWALK value - New list (1/1/2015)
000 - PROFESIONAL O TRABAJO TECNICO	000 - TECHNICAL WORKER	Not Available
075 - MÉDICO	075 - MEDICAL DOCTOR	2910 - Medical Diagnosis and Treatment Professionals
100 - AGRICULTOR	100 - FARMER	4500 - Occupations Related to Agriculture, Fisheries and Forestry
200 - SUPERVISOR(A)	200 - SUPERVISOR	Not Available
300 - CHOFER O CONDUCTOR	300 - DRIVER OR DRIVER	5300 - Occupations Related to Transportation and Material Transfer
315 - CONTRATISTA	315 - CONTRACTOR	Not Available
320 - EMPLEADO GENERAL	320 - GENERAL EMPLOYEE	Not Available
321 - EMPLEADO GENERAL RESTAURANT	321 - GENERAL EMPLOYEE RESTAURANT	3590 - Other Workers Related to Food Preparation and Serving
330 - OPERADOR EQUIPO PESADO	330 - HEAVY EQUIPMENT OPERATOR	5300 - Occupations Related to Transportation and Material Transfer
340 - MECANICO	340 - MECHANICAL	4900 - Occupations Related to Installation, Maintenance and Repair
350 - EMPLEADO DE ALMACEN	350 - WAREHOUSE EMPLOYEE	5190 - Other Occupations Related to Production
360 - OFICINISTA O RECEPCIONISTA	360 - OFFICER OR RECEPTIONIST	4300 - Office and Administrative Support Occupations
375 - PROGRAMADOR O DATA ENTRY	375 - PROGRAMMER OR DATA ENTRY	1500 - Occupations Related to Mathematical and Computer Sciences
380 - RETIRADO O INCAPACITADO	380 - REMOVED OR DISABLED	Not Available
400 - VENDEDOR(A)	400 - SALESWOMAN	4100 - Sales and Related Occupations
500 - OBRERO O ALBAÑIL	500 - WORKER OR MASONRY	4720 - Construction Trades Workers

Occupation Crosswalk

Code - Spanish Description (Picklist)	Code - English Description (Picklist)	CROSSWALK value - New list (1/1/2015)
700 - AMA DE LLAVES	700 - HOUSEKEEPER	3700 - Cleaning and Maintenance Occupations of Buildings and Green Areas
85 - PROFESIONAL O TRABAJO TECNICO	85 - PROFESSIONAL OR TECHNICAL WORK	Not Available
900 - MESERO (A)	900 - WAITER	3590 - Other Workers Related to Food Preparation and Serving
902 - ABOGADO	902 - ATTORNEY	2310 - Lawyers, Judges and Related Workers
907 - COMERCIANTE	907 - BUSINESSMAN	1310 - Business Operations Specialists
908 - CAJERO(A)	908 - CASHIER	4120 - Retail Sales Workers
909 - GERENTE	909 - MANAGER	1100 - Management Occupations
910 - CONTABLE	910 - ACCOUNTANT	1320 - Financial Specialists
911 - SECRETARIA	911 - SECRETARY	4360 - Secretaries and Administrative Assistants
912 - EJECUTIVO	912 - EXECUTIVE	1110 - Senior Executives
913 - BANQUERO	913 - BANKER	1320 - Financial Specialists
914 - MILITAR	914 - MILITARY	5500 - Specific Occupations of the Armed Forces
915 - DENTISTA	915 - DENTIST	2900 - Professional Occupations and Techniques Related to Health Care
917 - MAESTRA(O)	917 - TEACHER	2500 - Occupations Related to Education, Training and Library Science
918 - PROFESOR(A)	918 - PROFESSOR	2500 - Occupations Related to Education, Training and Library Science
919 - ASISTENTE DE MAESTRO(A)	919 - TEACHER ASSISTANT	2500 - Occupations Related to Education, Training and Library Science
920 - HANDYMAN	920 - HANDYMAN	3700 - Cleaning and Maintenance Occupations of Buildings and Green Areas
921 - GUARDIA DE SEGURIDAD	921 - SECURITY GUARD	3300 - Occupations Related to Protective Services

### Occupation Crosswalk

Code - Spanish Description (Picklist)	Code - English Description (Picklist)	CROSSWALK value - New list (1/1/2015)
922 - JARDINERO	922 - GARDENER	3730 - Green Area Maintenance Workers
923 - SERVICIO AL CLIENTE	923 - CUSTOMER SERVICE	4100 - Sales and Related Occupations
924 - TECNICO SOCIOPENAL	924 - SOCIOPENAL TECHNICIAN	3300 - Occupations Related to Protective Services
925 - EMPLEADA DOMESTICA	925 - DOMESTIC EMPLOYEE	3720 - Building Cleaning and Pest Control and Extermination Workers
926 - GUARDIA PENAL	926 - PENAL GUARD	3300 - Occupations Related to Protective Services
927 - ENFERMERA(O)	927 - NURSE	3110 - Nursing, Psychiatry and Home Care Aides
928 - TECNÓLOGO MÉDICO	928 - MEDICAL TECHNOLOGIST	3100 - Support Occupations Related to Health Care
929 - POLICIA	929 - POLICE	3330 - Public Order Workers
930 - BOMBERO	930 - FIREMAN	3320 - Extinction and Fire Prevention Workers
931 - OFICIAL DE CUSTODIA	931 - CUSTODY OFFICER	3300 - Occupations Related to Protective Services
932 - EMPLEADO MANTENIMIENTO	932 - EMPLOYEE MAINTENANCE	3700 - Cleaning and Maintenance Occupations of Buildings and Green Areas
933 - COCINERO O CHEF	933 - COOK OR CHEF	3520 - Cooks and Food Preparation Workers
934 - INGENIERO	934 - ENGINEER	1720 - Engineers
DDD - DESEMPLEADO(A)	DDD - UNEMPLOYED	0000 - Unknown
EEE - ESTUDIANTE	EEE - STUDENT	0100 - Student
VVV - AMA DE CASA	VVV - Housewife	0101 - Homemaker
XXX - OCUPACION NO REPORTADA	XXX - OCCUPATION NOT REPORTED	0000 - Unknown
100 - GOBIERNO	100 - GOVERNMENT	920 - PUBLIC ADMINISTRATION (92) Legislative, governmental, law enforcement and international and extraterritorial organizations activities
200 - EMPRESA PRIVADA	200 - PRIVATE COMPANY	Not Available
300 - POR SU CUENTA	300 - ON YOUR OWN	Not Available

# Occupation Crosswalk

Code - Spanish Description (Picklist)	Code - English Description (Picklist)	CROSSWALK value - New list (1/1/2015)
400 - VOLUNTARIO	400 - VOLUNTARY	Not Available
EEE - INSTITUTO Ó UNIVERSIDAD	EEE - INSTITUTE OR UNIVERSITY	003 - Sup School / University
HHH - EN EL HOGAR	HHH - IN THE HOME	002 - Own Home
VVV - NO APLICA	VVV - NO APPLICABLE	005 - Under 14 years old
XXX - DESCONOCIDO	XXX - UNKNOWN	000 – Unknown

## 7.2. Attachment B: Puerto Rico Narratives and COTS Requirements

Based on demonstrations provided by the major Vital Records system vendors, attendance at NAPHSIS conferences, and thorough understanding of NAPHSIS use cases and the Model Law, Puerto Rico believes the following business requirements are COTS and can be delivered by any major Vital Records vendors. Puerto Rico expects the COTS requirements to be included in the Vital Records solution. These are provided for informational purposes. Puerto Rico specific business rules are listed in Attachments F and G and require a response from the proposer. We recognize that some COTS may need to be configured to Puerto Rico's specification.

If you are unable to provide any of the following functional requirements out of the box, please copy and paste the specific rule into Attachment F and leave a comment explaining why. Unless stated otherwise, Puerto Rico expects all COTS rules to be included in the system.

- **COTS Definition:** Core/base functionality that exists in all implementations of the system, or functionality that exists for another jurisdiction that can be configured to meet Puerto Rico's needs. COTS configuration does not require additional coding or additional cost.
- **PR Specific Rule Definition:** Functionality that the software vendor must provide to meet Puerto Rico specific statutes and regulations.
- **Bonus Rule Definition:** Functionality that may exist in some systems and would be ideal but not required for Puerto Rico's system.

COTS rules below are organized by event and workflow.

### 7.2.1. Death Process and Requirements

Death records are started at hospitals, nursing homes, by private physicians, or at the Medical Examiner's office (Forensics). A funeral home may only begin work on the record after medical certification.

Records are started using jurisdictionally defined information. The decedent's social security number (SSN) is one of the pieces of information that may be used to start the record so that OVS can run as soon as possible upon creating the record. The facility or medical certifier is only provided one attempt of sending the SSN through OVS; the remaining attempts are reserved for the funeral home or vital records office.

The facility designates the record to a pronouncer and medical certifier, or Forensics if the cause of death is not natural. The pronouncer and certifier may be the same person or two different people. The pronouncer and medical certifier complete their portions of the record, VIEWS 2 runs, and the certifier certifies and PINs the cause of death (COD). Once the record is certified, the facility, morgue attendant, or funeral home may generate the transit permit.

All nursing home deaths are reviewed by Forensics prior to disposition. The funeral home sends the record to Forensics to decide if they need to investigate; if so, Forensics takes over the record, otherwise Forensics adds an ENV number and returns the record to the funeral home.

The funeral home completes the demographic information including disposition. Cremation requires review and approval by Forensics. If OVS has not passed at the facility the funeral home

will have four (4) more attempts to run OVS. The funeral home certifies with an electronic signature and the record is automatically registered with a National File Number.

At the time of submission, the funeral home may order certified copies and disposition permits through the system. Certified copies and disposition permits ordered by the funeral home generate a request in the POS module, and POS calculates the total cost. Disposition permit fees may be paid in person at a local office, online through payment portal *Renovaciones Online* or payment engine provided by the Department of Treasury of Puerto Rico.

A permit is required for the disposition of human remains. Cremation approval from Forensics is required prior to registration. Disposition permits cannot be requested until the record is registered. Issuance of the permit may be approved after payment has been received.

At registration, the funeral home requests a disposition permit and can pay in person at an office, online through payment portal *Renovaciones Online* or payment engine provided by the Department of Treasury of Puerto Rico. If the cause of death was not certified within three (3) days of the death, an additional fee is levied when the disposition permit is purchased. When the funeral home arrives to obtain the permit, the office user will either confirm payment was completed online or will take payment via stamps. Upon receipt of payment, the permit is approved, and a copy is issued to the funeral home. The funeral home may print additional copies of the permit directly from the record once they have paid the fee.

All cremations must be approved by Forensics. When the final disposition is cremation, the funeral home submits a cremation request to Forensics. The request is reviewed by Forensics to determine if an investigation is necessary.

During review of the record, Forensics has two options:

1. Approve the cremation request; or
2. Reject the cremation request.

When Forensics approves a cremation request, a cremation number is assigned, and the pathologist approves with an electronic signature. Once approved, the funeral home can continue with completing the death record and requesting the disposition permit.

When Forensics is not satisfied with the cause of death or believes an investigation is warranted, the request for cremation will be rejected. If an investigation is necessary, Forensics can take over the record. If the cause of death is insufficient but there is no need for an investigation, Forensics will provide the reason for rejection in the system. The medical certifier and funeral home are notified, and the record must be updated by the medical certifier. Once the medical certifier addresses the cause of death based on Forensics' feedback, the funeral home can request cremation approval again.

#### 7.2.2.Forensics – John Doe (Death)

When John Doe remains are left unclaimed by next of kin, they can be donated or cremated. The Donations Board examines the body and decides if the remains are acceptable for use. When the



Donations Board accepts the remains, they are added to the death record as the funeral home and place of disposition; a transit permit can be generated.

If the Donations Board declines the remains, Forensics will cremate the body. Forensics must approve the cremation through the standard process. Forensics does not pay for cremation permits. Once the body is taken by the Donations Board or released for cremation, the record is registered.

#### 7.2.3.Drop to Paper (Death)

Due to severe weather conditions or utility disruptions, such as power outages, internet access, or other utility issues, users may face unavailability of essential services at locations where records are entered into the EVRS system. To address these challenges, the Jurisdiction requires a drop to paper process (a paper-based process) which allows a record to be initiated in the EVRS and finalized on paper.

The medical facility staff or certifier start a record in the EVRS and prints a medical abstract. The funeral home takes the medical abstract when picking up the body. The funeral home uses the informant worksheet to collect all demographic information. The funeral home brings the medical abstract and informant worksheet to a local office for registration.

The local office takes the forms, locates the EVRS record started by the medical facility staff or certifier, and data enters the demographic information. When entering demographic information, demographic edits are relaxed. Once data entry is complete, the record is submitted to the Central Office for review and approval. Following approval, the record is registered electronically and assigned a NFN.

#### 7.2.4.Death COTS Business Rules

Death Overview		
Ref#	Business Rule Name	Business Rule Description
D1	Record Started by Any User	Minimum info to start a record can be entered by the facility, Forensics, or medical certifier.
D2	Funeral Director Certifies Demographic Information	The system allows a funeral director to certify the demographic information on a record by keying in a PIN number.
D3	Medical Information	Only medical certifiers and Forensics may enter the medical information, including COD.
D4	Confirm Sensitive Death Fields	The system asks the user to double key specific death fields. Fields are Jurisdiction defined.
D5	Certifying Medical Information	Only a medical certifier may certify the medical information.

Death at a Facility		
Ref#	Business Rule Name	Business Rule Description
D6	Start Record	If the system does not find a match upon searching, the user is allowed to start a new record.
D7	Record Started by Any User	Minimum info to start a record can be entered by the facility, Forensics, or medical certifier.
D8	OVS Verification Runs	OVS runs at the earliest point possible when the record is started.
D9	OVS Verification	The results of the OVS populate in the system and are available for the user to see.
D10	Ownership Rights	The system checks to ensure that a facility user has the appropriate Jurisdiction-defined rights to start a record.
D11	Facilities May Only View Own Records	The system allows authorized users of a given facility to view only the records created by that facility, based on user role and facility.
D12	Medical Director Views All	Medical directors may view all records within their facility.
D13	Hard Edits 1	The system provides hard edits for all NCHS-required fields.
D14	Place of Death Visible to All Record Owners	Place of death is accessible on both the medical and demographic information screens.
D15	Facility/MC Owns Place of Death	Only the medical certifier, facility, or Forensics can complete the place of death information.
D16	Death Screens Specific to Role or Location Based on Function	Death screens are either user-role or location based, depending on the functions being performed. For example, if a facility starts a record to certify medical information, the facility would see a subset of the demographic fields sufficient to start the record and all of the medical information fields.
D17	"Hospital" as Place of Death	If "hospital" is selected for place of death, the user enters additional Jurisdiction-defined information. Options include: Inpatient, ER/Outpatient, and DOA.
D18	"Unknown" for Place of Death	The system does not allow a user to select "unknown" for place of death.
D19	Facility Address Auto Populated	When a facility or medical certifier starts a record, the address of the facility is auto populated based on the user's facility.
D20	Assign Funeral Home	The funeral home may be assigned at anytime by an authorized user.
D21	Funeral Home Drop-Down	The system allows a user to select a funeral home from a Jurisdiction-defined pick list.
D22	Funeral Home List	The system maintains a Jurisdiction-defined list of funeral homes and additional Jurisdiction-defined fields, such as contact information.

Death at a Facility		
Ref#	Business Rule Name	Business Rule Description
D23	"Other" Not an Option	The system does not allow the user to select "other" for a funeral home.
D24	Information Populates	When a user selects a funeral home, the system auto-populates all information for the selected funeral home into the record.
D25	Assign Medical Certifier	The system allows the user to assign a medical certifier, if known.
D26	Medical Certifier List	The system provides the user with a Jurisdiction-defined list of medical certifiers.
D27	Queue for Medical Certifier	Once a medical certifier is assigned, the record is queued for the medical certifier.
D28	Edit Medical Information While Another User is in Record	The system allows a medical certifier to log into the system, while another user is in the record, to review and edit the medical information.
D29	Update Case Status	When the case is queued for signature, the case status is updated in the system to "Active - Ready to be Signed" or an equivalent meaning.
D30	Forensics Cases	Unnatural deaths (Accidents, homicide, suicide, undetermined), death due to injury, and deaths that occur outside a medical facility (excluding home deaths) must be medically certified by Forensics.
D31	Send Case to Forensics	The assigned medical certifier can refer a case to Forensics, provided that the case has not previously been reviewed by Forensics.
D32	Forensics List	Records can be submitted to Forensics for medical certification without specifying which Pathologist will be the medical certifier.
D33	Update Medical Information	Upon Forensics taking ownership of the record, the medical information entered by the medical certifier is removed from the record but maintained in history.
D34	Forensics May Sign	The system allows any Forensics Pathologist user to electronically sign Forensic owned records.
D35	Note Forensics Refusal in Record	If Forensics refuses a case that is referred, the system documents in the record that Forensics was contacted and refused the case.
D36	Send Non-natural Case to Forensics	When the system locks the record because a medical certifier selected a non-natural manner of death, the system places the record in the "Assigned to Forensics" queue and Forensics is notified.

Death at a Facility		
Ref#	Business Rule Name	Business Rule Description
D37	Medical Certifier Cannot Change Forensics Data	A medical certifier cannot change any medical information entered by Forensics.
D38	Capture Date and Time Sent to Forensics	The system automatically captures the time and date that a record is sent to Forensics.
D39	Medical Certifier Assists Forensics with Review	The medical certifier referring the case can enter information in a text field to assist Forensics in making a determination as to whether Forensics takes jurisdiction of the case.
D40	Forensics Status Code	If the case is referred to Forensics, the case status is updated to "Active-Assigned to Forensics " or equivalent.
D41	Ownership Change	In the event that Forensics takes the case, the ownership of the medical information changes to Forensics.
D42	Notification of Case Referral	If a medical certifier refers a case to a Forensics, a notification is sent to Forensics and the funeral home (if identified on the record), and the record is queued for the indicated person (e.g., Forensics).
D43	Maintain Medical Certifier Information	If a record has been referred to Forensics, any medical information previously entered by a medical certifier will be maintained on the record.
D44	Enter Date of Death Range	The system allows all users to enter a date of death range when searching for a record.
D45	Enter Time of Death Range	The system allows all users to enter a time of death range when searching for a record.
Rules for Entering Cause of Death		
D46	CDC COD Standards	The system fires edit checks to ensure that the immediate and underlying COD are compatible and in the correct order, based on CDC COD standards.
D47	Fields and/or Screens Dynamic Based on Data Fields	The medical information fields are dynamic based on the various data fields. For example, if a medical certifier is logged on and indicates that the cause is "natural," all fields related to "injury" are disabled or not displayed. Conversely, if the medical certifier indicates the cause is "accidental," all fields related to "injury" are available to the user. Another example is female pregnancy field is only available/active if decedent is in the age range.
D48	Link to General Instruction Screen for COD	When the COD section of the electronic death certificate is open, a link appears for a user to click on to take them to a general instruction screen with information per the NCHS Recommendations for Entry of COD.

Death at a Facility		
Ref#	Business Rule Name	Business Rule Description
Rules for Entering Cause of Death		
D49	Support Interactive Entry of COD	The system supports interactive edits during COD entry that conform to the standards established by NCHS for COD entry in an automated environment. This is a COD table provided by the vendor that is separate from VIEWS 2.
D50	Age Specific COD	The system provides a soft edit to compare the DOB and DOD to age-specific causes of death and notifies the user of inconsistencies.
D51	NCHS COD Coding	The system imports all ICD codes conforming to NCHS COD coding rules.
D52	Error Message for COD	The system alerts the user with a pop-up message when the cause-of-death edits fire, asking the user to correct any errors found.
D53	COD Part 1 May NOT be from Pick List	COD information entered in Part 1 is NOT entered from a pick list. The medical certifier enters the information by typing the causes associated with the death.
D54	Provide Prompts When Abbreviations are Entered	If the medical certifier enters an abbreviation in a COD field, the system issues a message with the fully written-out cause and allows the medical certifier to select the terminology suggested to clarify the abbreviation, or to enter a new cause.
D55	Rare Causes of Death	If a COD entry matches an entry in the "Rare Causes" table, the system displays a message indicating that the Jurisdiction requests verification of the COD entered.
D56	Flagged Underlying Causes Generates Error Message	A flagged underlying cause generates an error message, stating that the underlying cause indicated is normally a complication of a more specific condition, and asks the medical certifier to enter a more specific condition.
D57	Unlikely Underlying Causes	The system includes an edit that flags unlikely underlying causes of death (per the NCHS recommendations for entry of COD), if one is reported on the lowest entered line.
D58	Flag Unacceptable Causes	The system has an edit that flags unacceptable causes, if they are the only cause reported or are reported on the lowest line of the certification.
D59	Ability to De-Select NCHS Edits	The system provides the functionality for the Central Office to de-select one or multiple NCHS edits.
Rules for Medical Certification		
D60	Certifying Medical Information	Only a medical certifier or Forensics may certify the medical information.

Death at a Facility		
Ref#	Business Rule Name	Business Rule Description
<b>Rules for Medical Certification</b>		
D61	Return to Original Profile	Upon completing the certification and electronically signing the record, the system returns to the original user's profile.
D62	Reassign Medical Certifier	If a medical certifier declines to certify a record, the record is put back in the facility queue for reassignment to another medical certifier.
D63	Calculate Time to Death Certification	The system needs to calculate the time that it takes for a medical certifier to certify the medical portion of a death record.
D64	Calculating Time for Certifying Medical Information	The calculation for the Jurisdiction defined time to certify the medical information begins from the moment the certifier is notified of the record to the moment the medical information is electronically signed and submitted by the certifier.
D65	Time Period Jurisdiction-Defined	The time period to certify COD is Jurisdiction-defined.
D66	Time Period Jurisdiction-Defined by User Group	The calculation for determining if certification of medical information is within the time period is Jurisdiction-defined by user group.
<b>Rules for Reassignment</b>		
D67	Change Medical Certifier	The system allows a medical certifier to reassign the record to another medical certifier within the same facility.
D68	Capture Date and Time of Reassignment to Another Medical Certifier	The system automatically captures the time and date that a record is reassigned to another medical certifier.
<b>Rules for Edits</b>		
D69	Identify and Correct Errors	Hard edit errors are identified and corrected prior to certifying the COD.
D70	Run NCHS Edits	Once the medical data is entered, the system automatically runs the NCHS edits against the record.
D71	Manner and Cause	There are cross-field edits between the manner of death and the cause of death.
D72	Immediate and Underlying	There are cross-field edits between the immediate cause of death and the underlying cause of death.
D73	Allow for Jurisdiction-Specific Edits	The system edit checks allow for the incorporation of Jurisdiction-specific edits.
D74	Soft Edits on COD	If a soft edit is displayed on the COD field and the user does not change the response after the message, the user enters an explanation in a comment field.

Death at a Facility		
Ref#	Business Rule Name	Business Rule Description
Rules for Edits		
D75	Spell-Check for Medical Terms	The system interfaces with Views 2 to check spelling of medical terms.
D76	Record Status	When the record has completed the edit check, the status of the record changes to "Active - ready to certify" or equivalent.
Rules for Signatures		
D77	Military Time	Time, for the purpose of tracking timeliness, is stored in military time.
D78	NCHS Time of Death	The system pulls the initial time entered for the time of death range for NCHS.
D79	Medical Certifiers Sign for Each Other	All medical certifiers within the same facility may certify records for one another. The system captures the information for the medical certifier who certifies the record.
D80	Medical Certifier Access	The system allows a medical certifier to electronically certify records with which s/he is associated.
D81	Display Medical Certification Confirmation Screen	The system requests a positive confirmation that the medical certifier wishes to certify the medical information prior to signing the record.
D82	Medical Certifier Attestation Message	Prior to certification, a Jurisdiction-defined message appears on screen, asking the user to attest to the accuracy of the information being certified.
D83	Auto-Populate Medical Certifier Information	The system auto-populates the medical certifier information and date certified once the user has electronically certified the record.
D84	Display Certification Confirmation	The system informs the user of the successful completion of a electronic certification.
D85	Lock Fields	All medical fields are locked once the record is certified.
D86	Set Record Status	Set case status to "Active - Certified" or equivalent once the COD has been certified.
D87	Ability to Unsign Signed Record	The system provides the ability for the original signatory to un-sign the medical information section, correct an error, and resign the record before it is submitted for registration.
D88	Change Record Status	If a record is uncertified, the record status is updated to "uncertified" or equivalent.
D89	Watermarked White Copy - Medical Certifier	The system allows authorized medical certifiers to print or save digital copies of watermarked white copies of a death record. The copies must state "OFFICE COPY - NOT FOR OFFICAL USE."

Death at a Facility		
Ref#	Business Rule Name	Business Rule Description
<b>Rules for Pronouncing Death</b>		
D90	Pronouncer List	The system provides the user with a Jurisdiction-defined list of pronouncers. The list may be the same as the medical certifier list.
D91	Enter Pronouncing Information	The pronouncer must complete Jurisdiction-defined fields prior to signing the record.
D92	Pronouncer Signature	Pronouncing physician must electronically sign the pronouncing information on the record.
D93	Pronouncer Access	The system allows a pronouncer to electronically sign records with which s/he is associated.
D94	Display Pronouncer Confirmation Screen	The system requests a positive confirmation that the pronouncer wishes to certify the medical information prior to signing the record.
D95	Pronouncer Attestation Message	Prior to pronouncement certification, a Jurisdiction-defined message appears on screen, asking the user to attest to the accuracy of the information being signed.
D96	Auto-Populate Pronouncer Information	The system auto-populates the pronouncer information and date signed once the pronouncer has electronically signed the record.
D97	Display Pronouncer Signature Confirmation	The system informs the pronouncer of the successful completion of an electronic signature.
D98	One Signature for a Single Person	The pronouncer may also be the medical certifier. If the pronouncer is also the medical certifier, then s/he can sign both the pronouncing and cause of death information with one signature.
D99	Order of Signatures	The pronouncement and cause of death signatures can occur in any order. Both must be complete for the record to be available for the funeral home or Donations Board to complete demographic information.
D100	Lock Fields Once Pronouncement Certification Complete	All pronouncing fields are locked once the record is electronically signed by the pronouncer.
<b>Rules for Queues</b>		
D101	Facility Queue	The facility queue is by facility, not by individual doctor.
D102	Facility Medical Certifier Queue	The system provides a queue for records that are ready for medical certifiers to access and complete.
D103	Pending Queue	The system provides a queue for records that have been started at a facility but were not submitted.



Death at a Facility		
Ref#	Business Rule Name	Business Rule Description
<b>Rules for Queues</b>		
D104	Records Awaiting Medical Certification Queue	The system provides the Jurisdiction with the ability to easily view all records that are awaiting medical certification.
D105	Queue for Funeral Home	Once a funeral home is selected by a system user, the record automatically queues for the funeral home.
<b>Rules for Transit Permits</b>		
D106	Transit Permit Initiated	A user who is releasing the body or receiving the body may start a Transit Permit.
D107	Minimum Information to Start Record	The minimum information to start a record is used to populate the Transit Permit.
D108	Transit Permit Fields	The format and content of the Transit Permit are Jurisdiction-defined.
D109	Complete Transit Permit Fields	The user may complete Transit Permit fields at the time they start the record.
D110	Capture Individual Authorizing Release of Body	The Transit Permit includes a field to capture the name of the next of kin or individual who authorized release of body.
D111	Jurisdiction May Update Transit Permit	The Jurisdiction can assist a user with making changes to a Transit Permit when a body is transferred.
D112	Transit Permit Number	The Transit Permit has a unique number assigned by the system. These numbers are different from the record and Jurisdiction file numbers. The format is Jurisdiction defined.
D113	Transit Permit Number Reset	The sequence for the Transit Permit number is reset at the beginning of the year.

Medical Certifier Starts Death Record		
Ref#	Business Rule Name	Business Rule Description
D114	Admitting Physician Starts Record	The admitting physician may start the death record and assign the certifying physician to the record.
D115	Record Queued for Certifying Physician	Once the admitting physician has assigned the certifying physician to the record, the record is queued for the certifying physician.
D116	Complete Medical Information Fields	The user may complete the medical information fields at the time they start the record, if they have the correct role and profile to do so.

Death at a Funeral Home		
Ref#	Business Rule Name	Business Rule Description
D117	Active Record Queue	The system provides a work queue for funeral homes for active records (records that are started but the personal information is not complete).
D118	Ownership Rights	The system checks to ensure that a funeral home user has the appropriate Jurisdiction-defined rights to access a record.
D119	Screens Are Specific	The screens for a funeral home to enter a death record are specific to the sections the user is responsible for completing and are specific to the function being performed. All fields necessary to submit the record to the Central Office are displayed.
D120	Donation as Method of Disposition	Donation is an option for disposition. If selected, additional fields open to capture to whom the body is being donated.
D121	Disposition in Any Municipality	A funeral home is not restricted to their own municipality for disposition of the body.
D122	Demographic Fields Jurisdiction-Defined	The demographic data fields that are displayed for funeral homes are Jurisdiction-defined.
D123	Standard Death Worksheet Available	The system provides a standard death worksheet for collecting decedent information.
D124	Upload Multiple Forms	Multiple paper forms and documents such as signed verification forms can be uploaded to a death record.
D125	Hard Edit Fields May be Populated with "Unknown"	Hard edit fields may accept a value of "unknown".
D126	Text Box for More Information on "Unknown"	The system opens a text box for the user to enter additional information in Jurisdiction-defined fields where "unknown" is selected by a user.
D127	Hard Edit Fields Resolved Prior to Submission	All fields with hard edits are resolved prior to a record being submitted for registration in the system.
D128	Transient/Homeless Death	The system provides a manner of indicating that the decedent is homeless/transient.
D129	Edits for Transient/Homeless Death	If the "homeless/transient" indicator is selected, the system relaxes edits on the entry of Jurisdiction-defined information.
Rules for Funeral Home Data Entry		
D130	Selectable Lists and Associated Edits Conform to Statute and NCHS/NAPHSIS Guidelines	Selectable lists and the associated edits are defined according to Jurisdiction statute and NCHS/NAPHSIS guidelines (or equivalent). For example: "Retired" is not an acceptable entry for occupation; the occupation prior to retirement is to be listed.

Death a Funeral Home		
Ref#	Business Rule Name	Business Rule Description
Rules for Funeral Home Data Entry		
D131	Funeral Home May Change Information	The system allows a funeral home to make changes to fields, such as name, prior to submitting the record to the Central Office for registration.
D132	Funeral Directors to Assignment to Record	The system provides a method for selecting the name of the funeral director and assigning them to the record, in a selectable list.
D133	Auto-Populate Funeral Director License Number	The license number of the funeral director is auto populated from the selection of the funeral director's name.
D134	Cemetery/Crematory List	The system provides the user with a list of cemeteries and crematories to select from for cemetery burials and the ability to type in a cemetery/crematory name if not in list.
D135	Auto-Populate	The system auto-populates the cemetery/crematory information if a cemetery/crematory is selected.
D136	Record Status	The record status shows the progress of a record and which funeral home it is owned by.
D137	View Records and Documents Only for Cases Funeral Home Owns	A funeral home user can view records and documents if they are the designated owner or have been granted access rights.
D138	Display and Print Verification Copy of Demographics	The system allows a user to display and print the verification copy with a Jurisdiction-defined watermark such as "For Demographic Verification Only" and/or "Not a Legal Copy," for approval by the informant electronically.
D139	Ready-to-Sign Queue	The system provides a queue for all records that are ready to sign at the funeral home.
D140	Update Queue Status	When the record is queued for signature, the record status is updated in the system to "Active - Ready to be Signed" or an equivalent meaning.
D141	Funeral Director Access	The system allows any licensed funeral director to electronically sign records for the funeral home(s) with which s/he is associated.
D142	Funeral Director Attestation Message	Prior to certification, a Jurisdiction-defined message appears on screen, asking the user to attest to the accuracy of the information to be signed.
D143	Display Signature Confirmation	The system informs the user of the successful completion of the signature.
D144	Ability to Unsign a Signed Record	The system provides the ability for the original signatory to un-sign the personal information section, correct an error, and resign the record before it is submitted for registration.

Death a Funeral Home		
Ref#	Business Rule Name	Business Rule Description
<b>Rules for Funeral Home Data Entry</b>		
D145	Set Record Status	The systems sets the record status to "Active - Demographics Signed" or its equivalent once the demographic information section has been signed.
D146	Automatic Submission	Once the demographic information has been signed by the funeral home, the record is automatically submitted.
D147	Notice of Submission	The user receives a confirmation message that the record has been submitted and no further action is required.
D148	SSA Fact of Death File	The record is ready for export as soon as the demographic information is certified by the funeral home.
<b>Rules for Edits</b>		
D149	Standardize Decedent Address	The decedent address is validated using the USPS standards.
D150	Standardize Place of Death Addresses	The place of death address is validated using the USPS standards.
D151	Correct Addresses That Do Not Validate	The user is provided with a message and the opportunity to correct the addresses of the decedent or place of death if they do not validate.
D152	Override Address Standardization	The user can accept the address entered even if the USPS software cannot validate it.
<b>Rules for OVS</b>		
D153	OVS Verification Runs	OVS runs at the earliest point possible when the funeral home begins working on the record.
D154	Auto-Execute SSN Verification	The SSN verification executes automatically once the SSA required fields for OVS are populated.
D155	OVS Verification	The results of the OVS populate in the system and are available for the user to see.
D156	Provide Message Back	The system provides a message in real-time to the funeral home or other users, as defined by their role, about the status of the validation of the social security number.
D157	Re-Send SSA Verification	If any of the SSA SSN verification fields are changed, the system automatically resends the SSN for verification purposes on those fields.
D158	Meet SSA Requirements	The OVS interface works according to the specifications defined by SSA.
D159	Store Flag	The system stores a flag in the record that indicates a SSN match or no match.

Death a Funeral Home		
Ref#	Business Rule Name	Business Rule Description
<b>Rules for OVS</b>		
D160	View Status of SSN Validation	The system provides the Central Office with the ability to view all records that have not successfully validated through the OVS, the number of attempts made at validating the SSN, and the current reason why they are not validating.
D161	View "Awaiting Response" Status on SSN Validation	The system provides the Central Office with the ability to view, in a summary format, all records that are awaiting a response from the SSA.
<b>Rules for Transfers Between Funeral Homes</b>		
D162	Allow Funeral Home to Transfer Record to Another Funeral Home	The system allows a funeral home to transfer a record to another funeral home if the record has not been submitted to the Central Office for registration.
D163	Allow Central Office Transfer Record to/from Another Funeral Home	The system allows the Central Office to transfer a record to another funeral home.
D164	In-Jurisdiction Funeral Home's Information Populates	When an in-Jurisdiction funeral home (system user) is selected for the transfer, the user selects the funeral home, and the system populates the appropriate fields with the funeral home's information.
D165	Transit Permit Updates	The system provides a new or updated Transit Permit when moving bodies between funeral homes.
<b>Rules for Trade Calls</b>		
D166	Trade Call	The system supports trade calls in which a funeral home acts as a broker for another funeral home.
D167	Funeral Home Information for Trade Call	If the trade call option is selected, the system provides both funeral homes with the appropriate fields to capture Jurisdiction-defined fields for each funeral home.
D168	Funeral Home on Record for OOJ	If a death occurred and the disposition is to take place OOJ, the system allows the Puerto Rico funeral home to file the death certificate. The system will list the other funeral home elsewhere on the certificate.
D169	Indicate if Funeral Home is In Jurisdiction or Out of Jurisdiction	The system provides a method to indicate if the funeral home selected is within the Jurisdiction or out of Jurisdiction, and if out of Jurisdiction which Jurisdiction it is located in.
D170	Upload Worksheet	The user may upload the worksheets completed by an out-of-Jurisdiction funeral homes to the death record.
D171	Funeral Home May Indicate Trade Call at Any Time	The funeral home can indicate there is a trade call at any time prior to registering the record.

Death a Funeral Home		
Ref#	Business Rule Name	Business Rule Description
<b>Rules for Trade Calls</b>		
D172	Appropriate Signature for Trade Calls	For trade calls, the personal information is marked complete once signed by the funeral home completing the record.
<b>Rules for Ordering Certificates</b>		
D173	Request Certified Copies	The system allows funeral homes to request certified copies of the death certificate from the Central or Local office.
D174	Designate Delivery Method	When requesting certified copies, the funeral home designates a method of delivery (such as mail or a pickup location).
D175	Queue for Local or Central Printing	Certified copies that have been requested online by a funeral home are queued for printing at the local office or Central Office once the record is registered.
D176	Provide Mailing Address	If the funeral home indicates that certified copies are to be mailed, the funeral home enters the mailing address of the recipient in the system.
D177	Capture Distribution Information	The system allows a funeral home user to select multiple distribution methods within a request for certified copies.
D178	Select Location to Pick Up Copies	The system provides the ability for a user to indicate the location of the office they would like to pick up certified copies.
D179	Only Funeral Homes May Order Certified Copies	The system allows only funeral homes to request certified copies of a death record through the system.
D180	Message Funeral Home	A message is sent by the system to the funeral home when the request for certified copies is filled.
D181	Certificates Ready for Pickup Notification	The system provides a notification to funeral homes, stating that death certificates ordered through the system by the funeral home are ready for pickup and where to pick them up.

Forensics Starts a Death Record		
Ref#	Business Rule Name	Business Rule Description
D182	Forensics Notified of Death	The system sends a notification to Forensics when a system user (usually a physician) requests that Forensics investigate a death.
D183	Forensics Accepts Case	When Forensics accepts the case, the record ownership transfers to Forensics.
D184	Forensics Can View All Records	The system allows Forensics to view all death records.
D185	Forensics May View Entire Record	The system allows a Forensics user to view the entire death record, regardless of his/her role in filing it.
D186	Forensics May Start Record	Forensics may start a record.

Forensics Starts a Death Record		
Ref#	Business Rule Name	Business Rule Description
D187	Jurisdiction-Defined Fields for Forensics	Forensics records have Jurisdiction-defined fields.
D188	Forensics Can Edit All Fields	Forensics can edit any information in the medical portion of the death record.
D189	Forensics Changes Demographics	Forensics can change demographic information entered by the owner of the demographic portion of the record.
D190	Lock Personal Information Section for Cases Completed by Forensics	When Forensics chooses to complete an entire death record, the personal information section is locked and not accessible to other users.
D191	Active Record Queue	The system provides work queues for Forensics for active records.
D192	Name Not Known	If the name of the decedent is not known at the time of entry, the system provides a way for the user to indicate this within the record that will allow the record to be certified.
D193	Name Not Known Forensics Only	Only Forensics can start records for a decedent if the name is not known at the time of entry
D194	Auto-Populate with "Unknown"	If the record is marked as "name unknown," the systems automatically populates the name fields with "Unknown."
D195	Change Name from "Unknown"	The system allows an authorized user to change the name from "Unknown" to a proper name up until the time the record becomes certified.
D196	Date Found	When the record is marked "found," the date of death is captured as the date found and the time of death is captured as the time found.
D197	Date Found Forensics Only	Only Forensics can indicate the date of death "Found."
D198	"Unknown" and "Other" as Place of Death	The system does not allow a user other than Forensics to select "unknown" or "other" for place of death.
D199	"Other" as Place of Death	If "other" is selected for place of death, the user enters details in a text field.
Rules for Forensics Taking Over a Record		
D200	Forensics Requests Control of Case	Forensics may request control of a case at any time from the Central Office, facility, or medical certifier.
D201	Forward to Forensics	If a record is certified by the medical certifier but has not been registered, the Central Office can forward the record to Forensics.
D202	Notify Medical Certifier if Forensics Takes Control of Case	If Forensics takes control of a case, the system notifies the previous medical certifier that s/he is being removed from the record.

Forensics Starts a Death Record		
Ref#	Business Rule Name	Business Rule Description
Rules for Forensics Taking Over a Record		
D203	Notify Funeral Director if Forensics Takes Control of Case	If Forensics takes control of a case, the system notifies the funeral director, if a funeral director is assigned
D204	Update Death Record Ownership Information if Forensics Takes Control of Case	The system replaces the prior medical certifier's information with that of Forensics, and Forensics becomes the owner of the case.
D205	Update Case Status if Forensics Takes Control of Case	The system updates the case status to: "Active - Under Forensic Review" or similar.
D206	Clear Fields	In cases where the Central Office has forwarded a record to Forensics, the original field entries are maintained in the history but the fields are cleared for Forensics.
D207	Forensics Refuses Case	If Forensics is informed about a death but chooses not to accept the case, it is noted in the record and the system sends a message to the system user that requested the investigation.
D208	Reason Code When Forensics Refuses Case	The system ensures that Forensics selects a reason from a pre-defined list that includes "other" when s/he chooses not to accept a case that has been referred.
D209	Jurisdiction-Defined Reason Codes	The reason that the Forensics selects when refusing a case is from a Jurisdiction-defined list.
D210	Explanation Text Field	The system provides the ability for the Forensics to enter notes in an explanation text field before refusing a case.
D211	Select Medical Certifier	The system allows Forensics to select a medical certifier when s/he refuses a case.
D212	Redirect Case Refused by Forensics	When a record is not accepted by Forensics but also not forwarded to another medical certifier, the record is queued for the Facility to redirect it to another medical certifier.
D213	Forensics Overrides Previous Medical Information	Forensics may override medical information previously entered by a medical certifier.
D214	Select Users Enter Medical Information	The system allows only Forensics users to enter the medical information but the medical certifier at Forensics must certify information entered.
D215	Provide Field to Enter Forensics Case Number	The system provides the user with a field to enter the Forensics case number that corresponds to the decedent record.
D216	Protect Medical Information and Signature Fields	If Forensics is assigned to a case, the system prevents anyone else from entering the cause(s) of death and signing the record as the certifier.
D217	Lock Fields	All medical fields are locked once the record is certified.



Forensics Starts a Death Record		
Ref#	Business Rule Name	Business Rule Description
<b>Rules for Forensics Taking Over a Record</b>		
D218	Upload Autopsy Documents	The system allows an authorized user to upload autopsy documents to a record.
D219	Pronouncing Not Required	If Forensic starts or takes control of a record, pronouncing information and signature are not required.
D220	Watermarked White Copy - Forensics	The system allows Forensics to print or save digital copies of watermarked white copies of a death record. The copies must state "OFFICE COPY - NOT FOR OFFICIAL USE."
<b>Rules for Pending COD/Manner of Death</b>		
D221	Pending COD	Forensics may designate "Pending COD" in a record if the COD is unknown or pending investigation.
D222	Pending Manner of Death	Forensics may designate "Pending Manner of Death" in a record if the COD is unknown or pending investigation.
D223	Flag Pending COD/Manner of Death Records	All records that are submitted for registration with a pending COD/manner of death are flagged as such.
D224	Pending COD/Manner of Death Queue	The system provides a work queue for all records that have a "pending COD" and/or "pending manner of death."
<b>Rules for Forensics Acting as Funeral Home</b>		
D225	Forensics Acting as Funeral Home	If the Forensics is acting as the funeral home, s/he can edit any part of the record.
D226	No Funeral Home Involved in Case	If there is no funeral home involved in the case and Forensics is acting as such (e.g., in the case of an indigent person), Forensics will complete and sign both the demographic and medical portions of the record and submit it to the Central Office for registration.
D227	No Funeral Director Signature	If Forensics is acting as the funeral home on a death record, the funeral director signature is not required.
D228	Submit Request for Approval	The system includes the ability for a funeral home to submit an electronic request to Forensics for cremation approval.
D229	Upload Documentation for Forensics	The system provides an area for the funeral home to upload completed documentation to include when sending the record to Forensics.
D230	Pending Queue - FH	The system provides a queue, for funeral homes, of cremation requests that are pending approval.
D231	Pending Queue - Forensics	The system provides a queue for Forensics of cremation requests that are pending approval.
D232	File Records	The record is submitted to the Central office once the demographic and medical information have been certified.

Cremation		
Ref#	Business Rule Name	Business Rule Description
D233	Reject Cremation	The system provides the ability for Forensics to reject a cremation request.
D234	Sign Rejection	Once a cremation request has been rejected, the system requires Forensics to electronically sign the rejection.
D235	Reason Code When Forensics Rejects Cremation	The system ensures that Forensics selects a reason from a pre-defined list that includes "other" when s/he chooses not to approve cremation.
D236	Reason Required	The system requires Forensics to enter notes in an explanation text field if "other" was selected before rejecting cremation.
D237	Rejected Cremation	Once a cremation request has been rejected, the system does not allow another Forensics certifier to sign the approval.
D238	Record Leaves Forensics Pending Queue	Once cremation is rejected, the record leaves Forensics' pending approval queue.
D239	Record Leaves Funeral Home Pending Queue	When cremation is rejected, the record leaves the funeral home's cremation pending approval queue.
D240	Funeral Home Notified of Rejection	The system sends a message to the Funeral Home when Forensics rejects the cremation requests.
D241	Record Queued for Certifying Physician	Once Forensics has rejected the request the record is queued for the certifying physician for their finalization.
D242	Ability to Un-sign Signed Record	The system provides the ability for the original signatory to un-sign the medical information section, correct an error, and resign the record before it is submitted for registration.
D243	Email Notification of Request	The system sends a notification to Forensics when a funeral home requests cremation approval.
D244	Forensics Views Death Record	The system allows Forensics to view the death record so that s/he can authorize the cremation.
D245	Ownership Change	In the event that Forensics takes control the case during the cremation authorization review process, the ownership of the medical information changes to Forensics.
D246	Forensics Verifies Death Certificate	Prior to allowing the Forensics user to sign the cremation authorization, the system must verify jurisdiction defined fields with soft edits.
D247	Forensics Electronically Signs Cremation	The systems provides for Forensics to electronically sign the cremation authorization.
D248	Lock Cause and Date of Death	Once Forensics approves the cremation authorization, the cause of death and date of death fields cannot be uncertified.
D249	Time of Death Adjustable	The time of death can be updated by the medical certifier after Forensics has approved cremation authorization.

Cremation		
Ref#	Business Rule Name	Business Rule Description
D250	Leave Queue	The system removes a record from the Forensics pending queue once the cremation authorization is approved.
D251	Queue to Request Cremation Permit	Once Forensics has electronically signed the cremation authorization, it is queued for the funeral home to request a permit.

Disposition		
Ref#	Business Rule Name	Business Rule Description
D252	Available Permit	The disposition permit available for the funeral home to request is based on the method of disposition provided on the record.
D253	Request Permit	The system allows the funeral home user to submit a request for a disposition permit electronically to the Central or Local office.
D254	OOJ Disposition Fields	If the disposition is out of the jurisdiction, additional fields are available to capture the state and/or country and final place of disposition.
D255	"Other" Disposition Option	"Other" is not an option for disposition.
D256	Non-Contagious Letter for Out-of-Country Transport	The system can generate and print a non-contagious disease letter for transporting bodies out of the country.
D257	Select Location to Pick Up Copies	The system provides the ability for a user to indicate the location of the office they would like to pick up the disposition permit.
D258	Queue for Local or Central Approval	Permits that have been requested online by a funeral home are queued for approval at the specified location.
D259	Queue Permit Requests by Type	Permit requests are in separate queues based on the permit required. The required permits are: Burial (includes Entombment), Cremation, and Transfer (for removal from the jurisdiction).
D260	Queue Accessible by All Offices	The queues are accessible by appropriate staff at the Central or any local offices.
D261	Interaction with Point of Sale	The system manages permit requests through the point-of-sale module for the collection of payment.
D262	Receipt Payment for Permits	The system provides the ability for users at the Central or Local offices to receipt payment for the permit in the point-of-sale module.
D263	Permit Fees are Table Driven	Permit fees in the system are table driven and jurisdiction defined.

Disposition		
Ref#	Business Rule Name	Business Rule Description
D264	Authority to Print Permits	Disposition permits may be printed by authorized users at local or Central Offices.
D265	Permit Includes NFN	Disposition permits include the file date, NFN, and a unique number.
D266	Control Number	The disposition permit has a unique number assigned by the system to link it to the death certificate. These numbers are different for each disposition method. Numbers begin at 1 each new year.
D267	Leaves Queue	Once the permit has been issued, it leaves the queue.
D268	Turn On and Off Printing Ability	The system allows the Jurisdiction to turn on and off the ability for a system user to print a disposition permit.
D269	Unlimited Number of Copies	The system allows an unlimited number of copies of a disposition permit to be printed once payment has been receipted.
D270	Update Death Certificate with Permit Information	Document history for disposition permits may include key information regarding the printing of the permit such as, but not limited to, number of times it has been printed for this case, who is involved in the print request, and approval number (if a cremation).
D271	Link Permit Information to Record	Printing of the disposition permit is captured in the document history and linked to the death record.
D272	Upload Signed Permit	The system allows the funeral home user to upload a signed copy of the disposition permit to the death record.

#### 7.2.5. Death Puerto Rico Specific Business Rules

The following section lists the Puerto Rico specific business rules that the EVRS vendor must provide. The rules are included to provide context and a complete picture of the Death workflow.

**DO NOT** respond to the rules in this document. Vendors must provide answers to these rules in **the workbook Exhibit F.1 (spreadsheet titled Death)** and submit as part of the technical response.

Death Overview		
Ref#	Business Rule Name	Business Rule Description
DPR-1	Disposition Approval	Disposition approval is required when method of disposition is cremation.
DPR-2	Forensics Approves	Disposition approval can only be performed by select staff at the Forensics office.

Death Overview		
Ref#	Business Rule Name	Business Rule Description
DPR-3	Demographic Information	Any authorized user at a funeral home, Forensics, or the Donations Board may complete the demographic information on a record they are assigned to.
DPR-4	Other authorized users certify demographic information	The system allows an authorized user at Forensics or the Donation Board to certify demographic information if they are assigned to the record.

Death at a Facility		
Ref#	Business Rule Name	Business Rule Description
DPR-5	Reportable COD	If the COD is considered a reportable condition, the system sends a notification to the appropriate location/registry. The notification contains the necessary decedent information to automatically update the location/registry.
DPR-6	Jurisdiction-Defined Reportable Causes in Rapid Reporting	The causes of death that are reportable using the rapid reporting feature are defined and managed by the Jurisdiction.
DPR-7	Notify Registry of Reportable Cause of Death if Cause Changes	If, after registration, the cause of death changes, the system sends a notification to any stakeholder who received notification of the original cause of death through rapid reporting.
DPR-8	Occurrences Over Threshold	The system allows designated users to indicate additional causes of death which are reportable, based on a Jurisdiction-defined number of occurrences within a specified time period.
DPR-9	Access Denied	If the system finds a record that has already been started in the system but the ownership belongs to another facility or medical certifier, the system will alert the user with a message to call the Central Office if s/he requires access.
DPR-10	Read-Only Access until COD is Certified	Unless the COD has been certified, funeral homes are restricted to read-only access to records that have been assigned to them.
DPR-11	Record available for Funeral Home	Once the record is certified by the medical certifier, the demographic fields are now unlocked and available for the funeral home to complete the record.
DPR-12	Funeral Home Pending Queue	If the funeral home is not known, the system sends the record to a funeral home pending queue.
DPR-13	Jurisdiction Specific Hard Edits	Certain Jurisdiction-defined fields have hard edits that do not allow the user to continue until all errors are corrected in the death record.
DPR-14	Any Pathologist Edit Record	Once a record is accepted by Forensics, the system allows any pathologist at Forensics to open and edit the record.

Death at a Facility		
Ref#	Business Rule Name	Business Rule Description
DPR-15	Refer for Autopsy to Government Facility	The system allows medical certifiers and hospital staff to refer a record to the government facility pathologist to perform an autopsy and certify COD. This is separate from Forensics. Functionality for non-Forensics autopsies are limited to government facilities and the central government facility morgue.
DPR-16	Autopsy Notification	The system provides a notification to the government facility pathologist when a record is submitted for autopsy.
DPR-17	Pathologist Signs Cause of Death	If a decedent is autopsied by the government facility pathologist, the pathologist is responsible for completing and electronically certifying the cause of death.
DPR-18	Manage Non-Forensic Facilities	The system allows the Jurisdiction to expand the non-Forensics autopsy functionality to other facilities if additional facilities are added to the system.
DPR-19	Autopsy Off/On	The system allows the Jurisdiction to turn off and on the ability to allow non-Forensics autopsies.
DPR-20	Private Autopsy	The system has a manner for indicating that the decedent's family has requested a private autopsy.
DPR-21	Capture Autopsy Information	If "private autopsy" is selected, the system provides fields for an authorized user to enter information regarding the autopsy. Information captured is Jurisdiction-defined.
Puerto Rico Specific Rules for Death Queues at a Facility		
DPR-22	Facility Queue Sortable	The facility queue is sortable by certifier so an administrator may quickly find their records.
DPR-23	Transit Permit Queue	The system provides a queue of in-process Transit Permits.
Puerto Rico Specific Rules for Morgue Attendants		
DPR-24	Morgue Attendant	The morgue attendant may work for one facility or multiple facilities.
DPR-25	Morgue Attendant Multiple Facilities	The morgue attendant user role allows the user to access records from multiple facilities without logging in or out, or changing facilities.
DPR-26	Morgue Queue	The system provides a queue for records when a body has been sent to the morgue as indicated in the record by the facility user.
DPR-27	Assign Funeral Home	The system provides functionality for the morgue attendant to designate a funeral home to the record.
DPR-28	Print Transit Permit	The system provides functionality for the morgue attendant to print Transit Permits.

Death at a Facility		
Ref#	Business Rule Name	Business Rule Description
Puerto Rico Specific Rules for OVS		
DPR-29	Limited OVS Attempts	The user who creates the record can submit one OVS attempt on the record.

Death at a Funeral Home		
Ref#	Business Rule Name	Business Rule Description
DPR-30	Embalmer Information	The system will capture the name and license number of an embalmer, if the body was embalmed.
DPR-31	Embalmer Review and Sign Electronically	The system provides the option for the embalmer to review and sign the verification form electronically with a hand-held device.
DPR-32	Jurisdiction-Defined Soft Edits for Interrelated Fields	The Jurisdiction is able to define soft edits for interrelated fields such as decedent's name, spouse's name or informant's name to ensure that spelling is the same.
DPR-33	Verification Form Required	The system has a hard edit requiring the informant verification form be uploaded to the electronic record before submission to the Central Office.
DPR-34	Informant Review and Sign Electronically	The system provides the option for the informant to review and sign the verification form electronically with a hand-held device.
DPR-35	Attach Electronically-Signed Forms	Electronically-signed verification forms are attached to the death record.

Forensics – John Doe		
Ref#	Business Rule Name	Business Rule Description
DPR-36	Donations Board Added on Record	When the identity of the decedent is unknown, the system prompts the user to add the Donations Board to the record.
DPR-37	Donations Board Access	Once the Donations Board is added onto the record, the Donations Board has access to the death record.

Death at a Nursing Home		
Ref#	Business Rule Name	Business Rule Description
DPR-38	Different Process than Medical Referral	The process for referring a death record for Forensics review because it was a nursing home death is different than the process used by medical certifiers and facilities to refer a record to Forensics. The system is able to accommodate multiple ways to refer records to forensics.

Death at a Nursing Home		
Ref#	Business Rule Name	Business Rule Description
DPR-39	Upload Documentation for Forensics	The system provides an area for the funeral home to upload completed documentation to include when sending the record for Forensics review.
DPR-40	Forensics Takes Over Case	When the Forensics takes over the record, ownership transfers to Forensics.
DPR-41	Forensics Review	Forensics may view the entire death record, and supporting documentation for nursing home cases.
DPR-42	Forensics Enters ENV Number	The system provides a field for Forensics to enter an ENV number into the record.
DPR-43	ENV Required	The ENV number is required before the record can be returned to the funeral home.
DPR-44	Forensics Returns Case	Once Forensics adds the ENV number, ownership of the record is returned to the funeral home.
DPR-45	Updated Transit Permit	The system generates an updated transit permit for transport to Forensics.

Forensics – John Doe		
Ref#	Business Rule Name	Business Rule Description
DPR-46	Funeral Home or Forensics Prints	Either the funeral home or Forensics users can print the new or updated transit permit.

Cremation		
Ref#	Business Rule Name	Business Rule Description
DPR-47	Forensics Print Permits	Once Forensics approves a cremation request for a Forensics record, Forensics user has the ability to print a cremation permit immediately.
DPR-48	Forensics Cremation Permit Exception	Forensics does not have to pay for cremation permits.

Disposition		
Ref#	Business Rule Name	Business Rule Description
DPR-49	Calculate Time Between Death and Certification	The system calculates the time between cause of death certification and date of death. If certification occurred more than three (3) days after the death, the record is flagged for late certification.



Disposition		
Ref#	Business Rule Name	Business Rule Description
DPR-50	Fee for Late Certification	If the record is flagged for late certification, an additional fee is added to the permit cost.
DPR-51	Calculate Total Cost	The system calculates the total cost for the permit.
DPR-52	Amend Disposition Method	The system allows for the funeral home to request an amendment to disposition from burial to cremation within 10 days of registration.
DPR-53	Cannot Amend Disposition Method After 10 Days	The system does not allow an amendment to disposition more than 10 days after registration.
DPR-54	Same Cremation Request Process	The cremation request is then queued for forensics, and goes through the same cremation approval process.
DPR-55	Payment Required to Issue Permits	Payment must be receipted in the system before a disposition permit can be issued.
DPR-56	No Disposition Permit Queue	The system provides a queue for records that have not had a Disposition Permit issued and the disposition date has passed.
DPR-57	Do Not Issue	If the disposition date on the record has passed and a permit has not been issued, the permit is flagged "Do Not Issue."
DPR-58	Multiple Permit Templates	The system accommodates a different template for each permit type.
Puerto Rico Specific Rules for Second Disposition		
DPR-59	Permits for Second Disposition	The system provides functionality to issue disposition permits for registered records even if a cremation permit has previously been issued.
DPR-60	Second Disposition Does Not Change Record	The second disposition is captured for issuance of a permit but does not change the final disposition on a registered record.
DPR-61	Second Disposition Not an Amendment	Second disposition is not an amendment on a death record.
DPR-62	Second Disposition Linked to Record	The system links second disposition to the original death record in a way that a user can move between the original record and the disposition form.
DPR-63	Users Who Create Second Disposition	Second Dispositions can only be created by Funeral Directors, Local and Central Office staff.
DPR-64	Requests from Funeral Homes	Requests for second disposition permit created by a funeral home must be reviewed and approved by the Central or a local office.
DPR-65	Users Who Issue Second Disposition Permits	Permits for disposition can only be issued by users at Local or Central offices

Death at a Funeral Home		
Ref#	Business Rule Name	Business Rule Description
Puerto Rico Specific Rules for Disposition of Remains from OOJ		
DPR-66	Disposition of OOJ Remains	The system provides functionality to issue a disposition permit for remains brought to Puerto Rico from another jurisdiction.
DPR-67	Disposition Permit for OOJ	The disposition permit for remains from OOJ are handled through the point of sale module and linked to the appropriate death record, if available.
DPR-68	Disposition from OOJ at Central Office	The option for creating and issuing a disposition permit for remains brought from OOJ is only available for specific user roles at the Central Office.
DPR-69	Fields for Disposition from OOJ	The fields to capture disposition from OOJ are jurisdiction-defined and configurable.
DPR-70	Indicate Cremains or Body	The screens include a field for the Central Office user to indicate if the remains coming into Puerto Rico are ashes, or a body.
DPR-71	Search when Creating Request	When the OOJ disposition request is started, the system searches for an existing PR death record and an existing OOS death record that was imported from STEVE.
DPR-72	Connect to OOS Record	If an OOJ death record is found in the database, the system provides a way for the user to link the OOJ disposition request to the OOJ record.
DPR-73	Upload documentation	The system provides a way for the Central Office user to upload all documentation related to the disposition from OOJ.
DPR-74	Always a trade call	An out of jurisdiction trade call is automatically indicated on disposition from OOS registrations.
DPR-75	Disposition after Cremation	The remains from OOJ record can be updated with a Second Disposition after Cremation.
DPR-76	Trade call funeral home	The trade call funeral home will always be from outside Puerto Rico. Selection options for Puerto Rico funeral homes are disabled.
DPR-77	Place of death	Place of death will always be outside Puerto Rico. Selection options for Puerto Rico death locations are disabled.
DPR-78	Cremation within PR	If the remains will be cremated within PR, the cremation process does not require approval from Forensics.

Drop to Paper		
Ref#	Business Rule Name	Business Rule Description
DPR-79	Drop to Paper (DTP)	The system provides the functionality for drop to paper records.
DPR-80	Local Office May Complete Drop to Paper Records	Death records that are partially electronic may be data entered by a local office.
DPR-81	Prompted to Scan Documentation	When a local office has data entered a drop-to-paper record the system prompts the user to upload the completed informant worksheet.
DPR-82	Upload Supporting Documentation	Local offices are required to upload the completed informant worksheet to the record.
DPR-83	Complete Validation	The local office user must take an actionable step to mark the data entry of a drop to paper record as validated.
DPR-84	Queue for Central Office	The system automatically queues validated drop to paper records for Central Office review.
DPR-85	Central Office Review	Registration staff at the Central Office review all drop to paper records prior to registration.
DPR-86	Correction During Review	Demographic fields may be corrected during the Central Office review if there is a discrepancy between the electronic record and informant worksheet.
DPR-87	Medical Fields Locked	During review, the medical fields are locked as the medical information has already been completed and signed by the medical certifier.
DPR-88	Approval of DTP	The user is required to take an actionable step approving the drop to paper record.
DPR-89	Assigned NFN	Upon approval, the system assigns the record the next sequential NFN for the event year.

#### 7.2.6.Death Bonus Business Rules

The following section provides the bonus rules pertaining to Death that the EVRS vendor may provide to Puerto Rico. The rules are included below to provide a complete picture of the Death workflow. **DO NOT** respond to the rules in this document. Vendors must provide a response to each rule in **the workbook Exhibit F.1 (spreadsheet titled Death)** and submit their technical response.

Death Overview		
Ref#	Business Rule Name	Business Rule Description
DB-1	Certifier Notification for Change to Demographics	The system notifies the certifier if the funeral home changes demographic information that was entered by the facility or certifier.

Death Overview		
Ref#	Business Rule Name	Business Rule Description
DB-2	Reason for Demographic Change	If a funeral home or medical certifier changes demographic information entered by the other party, the user changing the information will include a comment as to the reason and proof for the change.

Death at a Facility		
Ref#	Business Rule Name	Business Rule Description
DB-3	Cannot Start New Record	The system will not allow a user to start a new record if a match is found by the system and the ownership belongs to another facility or medical certifier.
DB-4	Message in Addition to MC Queue	The system provides messaging in addition to queues to notify medical certifiers of records waiting to be certified.
DB-5	Email notification	When the system sends a message alerting the medical certifier that they have a new record to certify, an email is also sent at same time to an external email address.
DB-6	Indicate That Notification Was Sent	The system indicates in the death record that a notification was sent to the medical certifier and the date that the message was sent.
DB-7	Decline to Certify - Reason Pick List	If the medical certifier declines to certify, the system provides the user with a Jurisdiction-defined selectable list of reasons, including "other," as to why they are declining to certify; the user selects a reason prior to forwarding the record. If "other" is selected, a text box opens for the medical certifier to explain why s/he has declined.
DB-8	Prompt to Verify Date and Time of Death	If the date of death or time of death have previously been entered by someone other than the medical certifier, the system prompts the medical certifier to verify the information that was previously entered.
DB-9	Certifying Through Mobile App	The system provides a mobile version of EVRS for completion of the entire death record from a mobile or handheld device. The mobile version must function exactly as the desktop version of EVRS functions.
DB-10	"Out-of-Office" Notification with Forwarding Ability	If the medical certifier is out of the office for an extended period of time (e.g., vacation, illness), s/he has the ability to attach an "out-of-office" notification to his/her system mailbox and provide a forwarding authority based on user role and location.
DB-11	Acknowledgement of "Out-of-Office" Notification	The system acknowledges the "out-of-office" notification and automatically forwards the message to the authority delegated based on user role and location, by the absent certifier.

Death at a Facility		
Ref#	Business Rule Name	Business Rule Description
DB-12	Queue for Delegated Authority	Upon an "out-of-office" delegation, any record that is queued for the absent certifier is forwarded to the delegated authority based on user role and location.
DB-13	Date and Time Stamp When Sent to Delegated Authority	The system automatically date and time stamps a record that is forwarded to a delegated authority based on user role and location.
DB-14	"Vague" Causes of Death Rejected	If a COD entry matches an entry in the "Vague" table as insufficient or too vague, the system generates a prompt indicating that further information is needed.
DB-15	Flag Late Records	The system places a flag on records that are still awaiting certification by the medical certifier after three (3) days.
DB-16	Late Records	The system highlights in the pending queue, in a color defined by the Jurisdiction, records that have not been certified within three (3) days.
DB-17	Notify Jurisdiction if Record Not Accessed	The system notifies the Jurisdiction if the medical certifier does not access the record within a Jurisdiction-defined, pre-established time frame.
DB-18	Notify Medical Certifier	The system allows a user to send a notification at any time to any medical certifier who uses the system to request that s/he complete the COD.
DB-19	Rare Cause of Death	The system provides a queue for all records with a rare cause of death.

Death at a Funeral Home		
Ref#	Business Rule Name	Business Rule Description
DB-20	Consistency of Last Name	The system checks for errors when last names are only slightly different and prompts the user to change or confirm the difference (for example, Smith versus Smyth).
DB-21	Quick Login Process for Signer	In cases where the user logged on is not the funeral director, the system provides a method to quickly and easily access the signature login screen by the authorized signer to sign the personal information section.
DB-22	Once Signed, Revert to Original User	Once the personal information section is signed by an authorized user, the system logs off the signer and reverts back to the login privileges of the user who was originally logged in.

Death at a Funeral Home		
Ref#	Business Rule Name	Business Rule Description
Bonus Rules for Online Ordering		
DB-23	Online Request Pickup Location	If the requestor must pick up the items that were requested online, the system queues online requests based on the pickup location selected by the requestor.
DB-24	Online Order Merchant Integration	The system integrates with third party online order portal to import transaction data into the system.

Forensics Starts a Death Record		
Ref#	Business Rule Name	Business Rule Description
DB-25	Extract File from System	Forensics can extract a file of Jurisdiction-defined information for Forensics death records from the system for import into the Forensics system, in order to avoid duplicate data entry.
DB-26	Multiple Name Not Known	The system accommodates multiple unidentified bodies in such a way that duplicates are not created within the system and each unidentified body is easily and uniquely identified.

Cremation Rejection		
Ref#	Business Rule Name	Business Rule Description
DB-27	Message in Addition to MC Queue	The system provides messaging in addition to queues to notify medical certifiers of records waiting to be corrected.

#### 7.2.7.Fetal Death Process and Requirements

A fetal death is the delivery of a fetus 350 grams or more (or if weight is unknown, then after 20 weeks of gestation based upon date of last menses) with no sign of life when entirely outside the mother's body. Fetal deaths are usually started at a facility and if Forensics is not involved, the medical certifier completes the medical portion, and the funeral home completes the demographic portion.

If there is concern about the cause of death, Forensics is contacted to decide if an investigation is needed and, if so, Forensics creates and completes the medical portion of the record in the system. Forensics may elect to complete the entire record, including demographic information, and submit the record for registration. If no investigation is required Forensics rejects the record back to the facility. Forensics is responsible for completing the fetal death record for any events occurring outside a facility.

The funeral home is responsible for demographic information and disposition. Hospital disposition is not allowed in Puerto Rico. If cremation is requested, cremation approval must be obtained through Forensics following the same procedure as death records.

### 7.2.8.Fetal Death COTS Business Rules

Fetal Death		
Ref#	Business Rule Name	Business Rule Description
FD1	Start Record	A fetal death record can be started at a hospital/medical facility.
FD2	Confirm That Event is Fetal Death	Upon selecting a fetal death event, the system displays a message informing the user of the definitions of a live birth versus a fetal death and asks the user to confirm that they wish to create a fetal death record.
FD3	Jurisdiction Defined Minimum Information to Start Case	The minimum information used to start a case is Jurisdiction defined.
FD4	Fetal Death Screens	Fetal Death event has its own set of screens that are distinct from birth or death.
FD5	Screens Match Fetal Death Worksheets	Screens for Fetal Death match the fetal death worksheets.
FD6	Fetal Death Information Collected	The system collects a set of Jurisdiction defined information on fetal death. Examples of information collected may include name of attendant, date of fetal death and disposition of the fetal remains.
FD7	Include Baby's Medical Record Number	The system includes a Medical Record Number for the baby separate from the Medical Record Number for the mother.
FD8	Confirm Sensitive Fetal Death Fields	The system asks the user to double key specific fetal death fields. Fields are Jurisdiction defined.
FD9	Edits Specific	Edits are specific to fetal death and are Jurisdiction defined.
FD10	Required Fields Are Jurisdiction Defined	The fields required to complete a fetal death record are Jurisdiction defined.
FD11	Fields Left Blank Are Jurisdiction Defined	The fields that are permitted to be left blank on a fetal death record are Jurisdiction defined.
FD12	Mother's Worksheet	The system provides a fetal death Mother's worksheet .
FD13	Facility Worksheet	The system provides a fetal death worksheet for the institution to capture the medical information.
FD14	Worksheets Print from System	Both the parent and the facility worksheets may be printed from the system.
FD15	Upload Fetal Death Worksheet	Before the record can be registered, the system requires the user to upload the completed fetal death worksheet to the fetal death record.
FD16	Fetal Death in Moving Conveyance	When a fetal death occurs in a moving conveyance, the place of death is reported as where the fetal death was first removed from the conveyance.
FD17	Designate Medical Certifier	The system includes the ability to designate a Medical Certifier to the case.

Fetal Death		
Ref#	Business Rule Name	Business Rule Description
FD18	Cause of Fetal Death Fields - Part A	The fetal death record provides a section to capture initiating cause of death (Part A). Initiating cause of death selections are Jurisdiction defined. Only one selection can be made for Part A.
FD19	Cause of Fetal Death Fields - Part B	The fetal death record provides a section to capture any other significant causes and conditions (Part B). Other significant causes and conditions are Jurisdiction defined and multiple selections are allowed for Part B.
FD20	Forensics May Complete Record	The system allows a Forensics to start and complete the full record.
FD21	Unattended and Out of Institution Fetal Deaths	If the fetal death occurred outside of a facility (i.e., a home delivery) Forensics is responsible for completing the fetal death record.
FD22	Designate Forensics	The system includes the ability to designate the case as a Forensics case.
FD23	Refer to Forensics	If the record includes an indication of abuse or neglect, the system indicates that the Forensics needs to review the case.
FD24	Suspect Cases Referred to Forensics	The system includes the option to notify Forensics to review the case prior to registration.
FD25	Send Message to Forensics	If there is a suspicious cause of death, the system provides a prompt indicating that the case should be referred to the Forensics.
FD26	Enter Reason for Referral	The system includes Jurisdiction defined fields for the user to indicate why the case is being referred to the Forensics.
FD27	Queue Records for Forensics	The system includes a queue for records referred to the Forensics.
FD28	Forensics Accepts Case	The system provides the ability for Forensics to take over the case, and record ownership is transferred to Forensics at that time.
FD29	COD Can be Pending	The fetal death record can be registered with a pending cause of death.
FD30	Amendment for Pending COD	When the cause of death is entered are pending, Forensics must file an amendment to add the cause of death information post-registration.
FD31	No Hospital Disposition	Hospital disposition is not an option.
FD32	Designate Funeral Home	The system requires the user to select a funeral home from a list.
FD33	Queue Records for Funeral Home	The system includes a queue for records sent to the Funeral Home.



Fetal Death		
Ref#	Business Rule Name	Business Rule Description
FD34	Record available for Funeral Home	Once the record is certified by the medical certifier or Forensics, the demographic fields are now unlocked and available for the funeral home to complete the record.
FD35	Cremation Indicator	The system allows the user to indicate whether cremation is requested.
FD36	Print Verification Form for Parent Review	The system allows the verification form to be printed for the parents' review.
FD37	Verification Form Marked as "Fetal Death"	Any verification forms of the fetal death report are clearly marked "Fetal Death."
FD38	Fetal Death Certificate	Fields for the Fetal Death Certificate are Jurisdiction defined and may be an abstract of the report of fetal death.
FD39	Reporting Timeframe	Reports of fetal death are completed within a Jurisdiction defined timeframe after the fetus was delivered or else goes to the late queue.
FD40	Fetal Death Late Queue	The system provides a queue for late records submitted electronically for fetal deaths.
FD41	Queue Record for Central office	The system provides a queue for Fetal Death records with Jurisdiction defined soft edits.

#### 7.2.9.Data Extracts Narrative and Business Rules

Standardized data extracts are required for birth, death, and fetal death modules to report data to the CDC and other partners. Data extracts can be processed in two formats. The current standard method uses the IJE format with files sent via STEVE to NCHS and other business partners. The future standard method is using FHIR messaging. Once the Jurisdiction is certified by NCHS to use FHIR messaging, records will be sent as FHIR messages to NCHS and other jurisdictions via STEVE. After a record has been exported in the IJE layout or sent via FHIR message, it is flagged as such.

When NCHS is the recipient of the IJE files or FHIR messages, the data will be processed. Coded race and ethnicity, as well as causes of death when appropriate, are uploaded to STEVE if the data was received via IJE file. The files are pulled from STEVE and imported into the EVRS. Imported codes are linked with the appropriate records in the EVRS. If the data was sent to NCHS by FHIR message, the codes will be returned to the Jurisdiction via FHIR message and data is automatically linked with the record in the EVRS. The coded data is viewable to select users when the record is opened in the application.

When a jurisdictional business partner is the recipient of the data, IJE files will be sent via STEVE or other secure means.

The FHIR standards such as implementation guides and libraries are not yet finalized. All FHIR messaging functionality must align with the standards set by NCHS. As the standards are finalized, the EVRS must be adjusted to meet the final standards.

#### 7.2.10. Data Extract COTS Business Rules

Data Extract		
Ref#	Business Rule Name	Business Rule Description
DE1	NCHS and IJE Specified Format	The output conforms to NCHS and IJE specifications.
DE2	Changeable Format	The format can be modified by a user as NCHS changes the format.
DE3	Flag Records for NCHS	Once the records are selected for the extract file, the "sent to STEVE" flag is set.
DE4	Replacement Flag	Replacement flag assigned based on which fields are updated.
DE5	Select Only Registered Records	Only records that contain the National File Number and have the "sent to NCHS" flag are selected.
DE6	File Contains Standard and Jurisdiction-Specific Information	The data extract contains both standard certificate information and Jurisdiction specific information in the same file. The position/location of Jurisdiction specific fields is Jurisdiction defined.
DE7	Do Not Send Jurisdiction-Assigned Codes	The system does not send codes assigned by the Jurisdiction to NCHS.
DE8	Separate Files for Multiple Years	Data extract files contain data for one calendar year only (based on date of event). Additional years require separate files.
DE9	Reset Flag - Batch	The flag for a specific batch of records can be reset so that the file can be included in the next extract file.
DE10	Reset Flag - Individual Record	The flag for a specific record can be reset so that the record can be included in the next extract file.
DE11	Extraction of Files	The system allows a user to generate extract files on demand based on Jurisdiction-define criteria.
DE12	Out-of-Jurisdiction Records	Out-of-Jurisdiction records are not included in the extract file.
DE13	Reset 'Sent to NCHS' Flag for Changes to COD Literals or Other Data	The system automatically removes the "sent to NCHS" flag for any record within the reporting period that has had the COD literals or other data revised after it has been sent to NCHS so that it can be sent again.
DE14	Reset 'Sent to NCHS' Flag for Changes to Demographic Fields	The system automatically removes the "sent to NCHS" flag for any record within the reporting period that has had any changes made to the demographic fields after it has been sent to NCHS so that it can be sent again.

Data Extract		
Ref#	Business Rule Name	Business Rule Description
DE15	Both IJE and FHIR	The system supports sending a record in both IJE and FHIR message at the same time.
DE16	Ability to Switch Between IJE and FHIR	The system allows the Jurisdiction to switch from generating IJE files to sending FHIR messages.
Rules for FHIR Messaging		
DE17	FHIR Messaging	The system is, or will be, capable of sending FHIR messages to the STEVE API for distribution to NCHS and jurisdictional partners.
DE18	FHIR Acknowledgements	The system is, or will be, capable of receiving acknowledgement messages from NCHS in response to FHIR messages sent by the EVRS.
DE19	FHIR Log in the Interface	Acknowledgement and other transmission-related messages received by the EVRS are placed within the application in a way that a trained jurisdictional staff member can determine if there is an issue with FHIR messaging that needs to be escalated to the vendor.
DE20	Flag Records for NCHS	Once records are sent via FHIR message, the "sent to NCHS" flag is set.
DE21	Codes from FHIR Messages	Coding received by the system via FHIR messages are automatically linked to the record.
DE22	Switch Between Recipient	The system provides the ability for the Jurisdiction to switch between recipient API endpoints.
Rules for Returned Coding		
DE23	NCHS ICD Codes	The system provides the corresponding number of fields to receive all ICD codes provided by NCHS.
DE24	Monthly YTD TRX Update Files	The system supports import of the monthly YTD TRX update files.
DE25	Update Records	Each record is updated with the corresponding race and/or ICD codes, as appropriate, that are returned from NCHS in an import file or via FHIR message.
DE26	Reflag New Codes	When new codes are received on a record, the system needs to reflag the record to send to STEVE for everyone except NCHS.
DE27	All Codes Viewable	All codes returned from NCHS are viewable to the user.
DE28	Jurisdiction ICD Codes	The system provides sufficient fields which correspond in position to the NCHS ICD codes for the Jurisdiction to add their own ICD codes.

Data Extract		
Ref#	Business Rule Name	Business Rule Description
Rules for Returned Coding		
DE29	Jurisdiction Value Does Not Overwrite NCHS Value	Jurisdiction values are entered in a specific code field and do not overwrite the NCHS values.
DE30	Analyze History	The system provides the functionality to analyze changes in codes between NCHS and vital statistics.

#### 7.2.11. Birth Process and Requirements

Most births occur at a medical facility and the staff creates records with minimum information. The attendant/OBGYN and the pediatrician are responsible for the mother's medical and delivery information, and the infant's information, respectively. The attendant/OBGYN and pediatrician electronically sign their respective sections of the record.

Births that occur at a medical facility are started at the facility with minimum demographic information. If the birth is a plural birth, the system has the ability to clone the first baby record for each baby. Plural births are linked in the system.

Information is entered on the record from worksheets. The Jurisdiction allows a user at a hospital to enter information for special circumstances such as surrogate delivery and Voluntary Acknowledgement of Parentage. In case of a surrogate delivery, the birth mother's information will be captured separately from the intentional parents' information.

A verification form is available for the parent(s) to review. The parent(s) are required to sign the verification form and the form must accompany the record for registration. Signatures may be collected on printed forms or on a hand-held device. All records are queued for review at the Central Office prior to registration. Once a record is validated, it is registered with a National File Number.

Once the information is correct and signed, the record is submitted for registration. If the birth occurred more than thirty (30) days prior to submission of the record, the record cannot be registered until a late fee is paid.

#### 7.2.12. Safe Haven / Foundling Birth

Safe haven and foundling infants are registered following the standard process for births at a facility. Both safe haven and foundling infants are taken into custody by Family Services. Family Services will obtain a court order for guardianship and is required to present the court order to the medical facility for registration of the infant. Given that the delivery situation and attendant are unknown in these cases, a signature is not required from the attendant/OBGYN. However, the pediatrician who examines the child is required to sign the birth record attesting to the child's medical information.

Once filed, safe haven and foundling records are flagged with a "Do Not Issue" flag.

#### 7.2.13. Voluntary Acknowledgement of Parentage

Puerto Rico performs Voluntary Acknowledgement of Parentage rather than paternity acknowledgement. The process is like paternity acknowledgement but without gender limitation. The birth mother or intentional parent may complete the voluntary acknowledgement form at the time of the birth, or it may be submitted later through an amendment process. The goal is to acknowledge parentage in the form that best suits the parents. Parents may be mother / father, mother / mother, father / father, or parent 1 / parent 2.

Voluntary Acknowledgement prior to registration must be completed at the facility. This requires the parent(s) signatures be witnessed by an authorized individual. Authorized staff from local offices will be placed at medical facilities to support birth registration.

#### 7.2.14. Home Birth

Home birth packets are obtained from the Central Office through the Point-of-Sale module. After birth, the completed packet is returned to the Central Office. If documentation is incomplete, the request is saved for the parent(s) to return and complete the registration. The home birth request is updated with the necessary documentation and a record created. In the case of an unattended home birth, the mother may act as the Certifier and Attendant. A verification form is printed and provided to the parents for review and signature. Once the information is correct, the record can be registered.

If the birth occurred more than thirty (30) days prior to submission of the home birth packet, a late fee is added onto the registration fee in the POS module.

If the birth occurs in transit to a medical facility and the mother and baby were removed from the conveyance before arriving at the hospital, the birth is registered like a home birth.

#### 7.2.15. Birth COTS Business Rules

Birth at a Facility		
Ref#	Business Rule Name	Business Rule Description
B1	Check EVRS	The system uses the search information entered by the user to search for an existing birth record in EVRS.
B2	No Match Found	If no match exists in EVRS a new record is created in EVRS using the data entered in the search.
B3	Minimum Information to Start a Birth Record	The minimum information used to start a birth record is Jurisdictionally defined.
B4	Screens Specific to Type of Birth Event to be Started	The screens are specific to the type of birth event. For example: Live birth, Foundling/Safe Haven.
B5	Screen Layout	The tabs/screens in the system match the layout of the parent and facility birth worksheets to facilitate data entry.
B6	Pending Queue	The system allows users to save a record as pending so that they may come back to the record and finish it later. The record is saved in a "Pending" queue.

Birth at a Facility		
Ref#	Business Rule Name	Business Rule Description
B7	Reminder Queue	The system provides a Reminder Queue. This queue contains records that are (3) or more days old and have not been submitted for registration
B8	Include Facility Information	When a user is logged into a birthing facility, the facility information is automatically populated in the record. Facility information is jurisdiction defined.
B9	Include Child's Medical Record Number	The system allows the user to enter the child's medical record number into the birth record.
B10	Mother Refused to Provide Information	The system provides an option to indicate that the mother refused to provide information for any given field.
B11	Confirm Sensitive Birth Fields	The system asks the user to double key specific birth fields. Fields are Jurisdiction defined.
B12	Changes to Record	Any field in the record can be changed up until the point that the record is certified.
B13	Generational Identifier	Only one (1) generational identifier is permitted and must be of common usage.
Rules for Social Security Number of Baby		
B14	SSA Name Acceptance	The system may print a statement on the birth verification form if the baby's name will not be acceptable to SSA.
B15	SSN Override	SSN for both parents is a soft edit and does not stop filing of the birth record.
B16	Request SSN for Baby	The system provides an option for the user to select whether the parents are requesting an SSN for the baby.
B17	No SSN if Mother Resides Out-of-Jurisdiction	If the mother's residence is not within the United States, the field for requesting an SSN for the baby is not available.
B18	Hard Edit on SSN Request	The record cannot be submitted without a selection for the SSN request for the baby.
Rules for Plural Delivery		
B19	Plural Delivery Has Own Set of Screens	Once the common data has been auto populated into the additional record(s), the system displays a unique set of screens related to updating each individual record in the plural delivery. The common fields are jurisdictionally defined in a plural delivery.
B20	Increase Plurality of Delivery	If the user chooses to increase the plurality of delivery, the additional record is linked to the other plural record(s).
B21	Confirm Increase/Decrease Number of Plurality in Delivery	The system asks the user to confirm the addition or deletion of records from plural deliveries.

Birth at a Facility		
Ref#	Business Rule Name	Business Rule Description
Rules for Plural Delivery		
B22	Prompt User to Enter Number of Live Births and Fetal Deaths	The system prompts the user to enter the number of live births deaths, and fetal deaths in the plural delivery.
B23	Use Plurality to Confirm Number of Linked Events	The system uses the plurality number entered in the birth record to confirm the number of birth, death, and/or fetal death records that are linked.
B24	Potential Match is Part of Plural Delivery	If the search returns a match that is one record of a plural delivery, the system provides an option to add another record to the plural delivery.
B25	Plural Delivery Confirmation	The system seeks an actionable confirmation from the user before starting the new record for a plural birth.
B26	Type of Plurality Change	The system allows user to change type of plurality (live / fetal death / Death).
B27	Fetal Death Linkage to Plural Delivery	The system provides an easy way to create and link a fetal death record for a fetal death that is part of a plural delivery.
B28	Automatically Links Plural Deliveries and Linkage Number	The system automatically links the individual records in a plural delivery and a system generated linkage number is applied to all the records of a plural delivery.
B29	Linkage Number Indicates Birth Order	The system generated linkage number is the same for all records within one delivery, plus an indicator of the birth order for each record.
B30	Plural Delivery	Records from a plural delivery may be submitted at different times.
B31	Updating Information on Linked Records	The system allows the user to update information on linked records that have not been submitted for registration.
B32	Alert for Unlinked Plural Deliveries	The system includes a mechanism to alert users that they have additional birth records that may still be due for registration. Message is issued if user utilizes the plurality functions.
B33	Unlinked Plural Deliveries	The system flags unlinked plural deliveries so that they may later be linked by the Central Office.
B34	Child Born in Transit	If a child is born while enroute to a facility and not removed from the moving conveyance, the hospital processes the birth record as if the child were born within the physical hospital/birthing facility building. The hospital is listed as the physical location of birth.
B35	Indicator of Born Outside Facility Birth	The birth record is flagged in the system as a "Born Outside of a Facility" birth.

Birth at a Facility		
Ref#	Business Rule Name	Business Rule Description
<b>Rules for Plural Delivery</b>		
B36	Child Born Outside Facility Then Brought to Facility	In the case where a child is born outside of a facility and then transported to a medical facility, the facility is not responsible for completing the birth record.
<b>Rules for Certification for Birth</b>		
B37	Assign Medical Certifier	The system requires the user to assign a medical certifier to electronically sign the birth record prior to registration. Once assigned, the record is queued for the medical certifier.
B38	Medical Certifier List	The system provides the user with a Jurisdiction-defined list of medical certifiers to select from. The list is specific to each facility.
B39	Email notification	When the system sends a message alerting the medical certifier that they have a new record to certify, an email is also sent at same time to an external email address.
B40	Edit Medical Information While Another User is in Record	The system allows a medical certifier to log into the system, while another user is in the record, to review / edit / certify the record.
B41	Change Medical Certifier	The system allows a medical certifier to reassign the record to another medical certifier within the same facility.
B42	Medical Certifier Attestation Message	Prior to electronic certification, a Jurisdiction-defined message appears on screen, asking the user to attest to the accuracy of the document being signed. Medical certifiers may only certify record for which they are assigned.
B43	Additional Certification Required by Attendant/OBGYN	In addition to the medical certifier (pediatrician), an Attendant/OBGYN must also electronically certify the record prior to submitting the record to the Central Office for registration. The fields which the Attendant/OBGYN are responsible for are jurisdiction defined.
B44	Pin Required for Electronic Certification	Both the medical certifier (pediatrician) and Attendant/OBGYN must electronically sign the record utilizing a pin for certification.
B45	Lock Fields	Medical fields are locked once certified by the appropriate medical certifier (pediatrician) and Attendant/OBGYN.
B46	Submit for Registration	Once the record is certified by both the Attendant / OBGYN and the medical certifier (pediatrician) it is submitted to the Central Office for registration.



Birth at a Facility		
Ref#	Business Rule Name	Business Rule Description
Rules for Worksheets and Verification Forms		
B47	Birth Worksheets	The system provides a worksheet to capture the parent information and a worksheet to capture the facility information about the birth.
B48	Worksheets Print From System	Both the parent and the facility worksheets may be printed from the system at any time in the process.
B49	Worksheets Attached for Registration	Worksheet(s) must be uploaded to the record prior to the record being submitted for registration.
B50	Print Verification Form	Once the record has been completed, the system allows the user to print the verification form for the parent(s) to verify that all the demographic information has been entered correctly.
B51	Verification Form Clearly Marked "Not Legal Copy"	The printed verification form indicates that it is not a legal birth certificate and does not display or print any medical information.
B52	Upload Verification Form	The system allows the user to upload the signed verification form and attach it to the record.
B53	Verification Form Required	The system has a hard edit requiring a positive indication that the verification form was signed by at least one parent.
Rules for Post-Registration		
B54	Facility May View and Perform Ad-Hoc Reports Against Records	The system provides a way for an authorized user to run ad-hoc reports on records at their hospital through the EVRS system. These reports may include un-registered and registered records.

Safe Haven / Foundling		
Ref#	Business Rule Name	Business Rule Description
B55	No Certification for Foundling Records	If the record is a Foundling case, medical certification is not required from the Attendant/OBGYN.
B56	Relaxed Certification Edits for Safe Haven Records	If the record is a Safe Haven case, medical certification may or may not be required from the Attendant/OBGYN or the Pediatrician. Certification edit rules are relaxed for Safe Haven cases.
B57	Foundling and Safe Haven Infant Record	The birth facility user has the ability to start a birth record for a foundling or safe haven infant as a unique record type.
B58	Central Office Creates Foundling Infant Record	The system provides the capability for the Central Office to create a foundling or safe haven infant record of live birth using the same screens as a facility would use.

Safe Haven / Foundling		
Ref#	Business Rule Name	Business Rule Description
B59	Parental Information for Foundling Infant	The user has the option to indicate a baby as a foundling infant and that no mother is present. The system does not display the screens that do not apply such as parental information and mother's medical information.
B60	Indicator for Foundling/Safe Haven Record	The system provides an indicator for foundling/safe haven records.
B61	Indicator for Limited Information from Mother	The user has the option to indicate that limited information is available from the mother. The system displays all the tabs for parental information and mother's medical information, but the edits are relaxed.
B62	Relaxed Edits	Edits are relaxed to allow for blank fields and/or "unknown" to be entered in the field for information that is unattainable.
B63	Foundling Infant "Unknown" Responses	Unknown responses do not require the user to enter comments into the record.
B64	Additional Fields to Capture Where Child is Placed	The system provides unique fields to capture the name and address of the person or institution where the child is placed for care.
B65	Enter Address Where Infant Found	The system allows the user to enter the address where the child was found (i.e., 102 Main Street) or turned in.
B66	No SSN Request	The system does not generate a request for SSN for a foundling infant record. The field to request a SSN is greyed out/locked.
B67	Family Services Acts as Informant	The Family Services representative acts as the Informant and signs the Verification form.
B68	Court Order Attached	The system requires a court order to be attached to the record prior to registration.
B69	Supporting Documentation	The system provides the ability to capture information regarding supporting documentation.
B70	Do Not Issue Flag	Safe Haven/Foundling records are flagged "Do Not Issue" when submitted to the Central Office for registration.
B71	Submit Birth Record with Minimal Information in Special Circumstance	The system allows a user to submit a birth record with minimal information in cases where the mother refuses to provide information or relinquishes the child.
Rules for Post-Registration		
B72	Seal Foundling/ Safe Haven Infant Record	The system must allow the Central office to seal a foundling or safe haven infant record if the infant is identified and a birth record is found to already exist.

Safe Haven / Foundling		
Ref#	Business Rule Name	Business Rule Description
Rules for Post-Registration		
B73	Safe Haven - Restrict Mother's Demographic Information	The mother's demographic information may only be accessed by an authorized user based on role.
B74	Safe Haven - Extraction of Mother's Demographic Information	Only Jurisdictionally defined fields from the mother's demographic information will be extracted for statistical reporting.
B75	Extraction of Mother's Medical Information	The system allows mother's medical information to be extracted for statistical reporting.

Voluntary Acknowledgement of Parentage		
Ref#	Business Rule Name	Business Rule Description
B76	Voluntary Acknowledgement of Parentage	Voluntary Acknowledgement of Parentage may be completed at a facility or at the Central or Local Office.
B77	Parentage Screens	The system allows access to the parentage screens from within the birth record.
B78	Fields and Edits Jurisdictionally Defined	Fields and edits of the parentage screens are jurisdictionally defined.
B79	Birth Mother Married?	The system provides a field to indicate if the birth mother is married at the time of delivery.
B80	Prompt to complete Voluntary Acknowledgement of Parentage	Regardless of the mother's marital status the system will prompt the user to indicate if the mother wishes to complete a Voluntary Acknowledgement of Parentage.
B81	Actionable Acknowledgement	The system requires the user to take an actionable step of indicating yes or no regarding completion of the Voluntary Acknowledgement of Parentage.
B82	Spouse Intended Parent	When the mother indicates she is married and that her spouse is the intended parent the system allows the second parent's information to be entered in the birth record. There is no need to complete a Voluntary Acknowledgement of Parentage.
B83	Prevent Second Parent's Information	If the mother indicates she is not married and does not intend to add a second parent to the record, the system does not allow the user to enter the second parent's information onto the record.
B84	Voluntary Acknowledgement of Parentage screens	Based on mother's marital status and if she intends to list a second parent on the record, the system allows the user to complete the Voluntary Acknowledgement of Parentage within the birth module. Fields are jurisdiction defined.

Voluntary Acknowledgement of Parentage		
Ref#	Business Rule Name	Business Rule Description
B85	Auto Populate Form	The system auto populates the intended parent and child information from the birth record.
B86	Parent Title Options	Parent title options are jurisdictionally defined.
B87	Chosen Title Option Appears on Record and Forms	The parent title option chosen will show in the record and on any forms or certificates when printed.
B88	Print Voluntary Acknowledgement of Parentage	The Voluntary Acknowledgement of Parentage form may be printed from the system with instructions for the parents.
B89	Print for Verification	The form may be printed for verification purposes prior to signing.
B90	Tracking Number of Time Form is Printed	The system tracks the number of times the form is printed.
B91	Sign Paper Form	A paper copy of the form requires signatures from both intentional parents as well as an authorized agent such as a local registration staff member.
B92	Parent's Signature Noted in System	When parents sign the form, the system provides the user with a way to indicate receipt of the parent's signatures in the system.
B93	System Tracks Date and Time Signed	The system provides fields to capture the date and time the form was signed.
B94	Lock Fields	The system limits the user's ability to change specific Jurisdiction defined fields after a Voluntary Acknowledgement of Parentage has been signed.
B95	Attach Voluntary Acknowledgement of Parentage	The system allows the user to attach the signed Voluntary Acknowledgement form to the record.
B96	Void Form	If the parents decide not to finalize the Voluntary Acknowledgement of Parentage it can be voided in the system prior to registration.
B97	Do Not Allow Voluntary Acknowledgement at Hospital if Record is Registered	The system does not allow a hospital to process a Voluntary Acknowledgement of Parentage after the record has been submitted for registration.
B98	Print Form at Hospital for Parents	If the parents wish to file a Voluntary Acknowledgement of Parentage after the birth record has been registered, a user at a hospital may print the form(s) for the parents to complete and submit to the Central Office for filing.
B99	Voluntary Acknowledgement Flag	The record is flagged as Voluntary Acknowledgement of Parentage.

Voluntary Acknowledgement of Parentage		
Rules for Electronic Signature		
B100	Allow Electronic Signatures	The system allows the parents and local authorized personnel to sign all forms required for Voluntary Acknowledgement of Parentage, including any minor forms, electronically.
B101	Capture Electronic Signatures	The system supports electronic signatures using a Topaz signature pad or another mobile device.
B102	System Tracks Date and Time Signed	The system automatically captures the date and time of each signature when signed electronically.

Home Birth		
Ref#	Business Rule Name	Business Rule Description
B103	Home Birth Option	The system provides a home birth option to be selected by the user.
B104	Pending Home Birth Queue	The system provides a queue for pending (in process) home birth records.
B105	Edit Record	The user may edit the record as many times as necessary until the information is complete and correct. Whenever there are soft edits, the system provides the option to specify "refused" or "unknown."
B106	Enter Address of Birth	The system allows the user to enter the address where the child was born (i.e., 102 Main Street) for a home birth.
B107	Notation for "Unattended" Made in Record	The birth record is flagged as an unattended home birth in the birth record, but no indicator is printed on the face of the certificate.
B108	Born Outside Facility	The system provides a "Born En Route" checkbox for a user to indicate when a child is born en route. This opens address fields for the user to enter the physical place of birth. The child's birthplace is entered as the first place they are removed from the moving conveyance i.e., "mile marker 23" or "123 main St." etc.
B109	Removed from Conveyance	If the mother/baby is removed from the conveyance, the system allows the user to record the place of birth as where they were first removed.
B110	Tab /Screen Order	The screen and tab order for a home birth match the home birth worksheet.
B111	No Medical Record Needed in Home Birth	For a home birth, the Central Office can start a birth record without the medical record number.

Home Birth		
Ref#	Business Rule Name	Business Rule Description
B112	Indicator for Mother as Certifier	An indicator is selected if mother was the only attendant to the birth. The indicator indicates that the mother is attesting to attending the birth.
B113	Indicator Notes Mother as Certifier	When the "Mother as Certifier" indicator is selected, the mother's information is copied to the Attendant fields.
B114	No Electronic Certification Required	For an unattended home birth, the OBGYN/Attendant and Pediatrician certification are not required.
B115	Select Supporting Documents	The system allows a user to select, from a pre-defined list, the supporting documents that were presented as proof of the birth.
B116	Verification Form Printing Required	The system allows the user to print out a home birth verification form for the parents to review and sign. Printing of the Verification Form is required before the record can be submitted for registration.
B117	Upload Signed Form Required	The user is required to upload the signed verification form before the record can be submitted for registration.
B118	Incomplete Home Birth Letter	The system allows the user to print any letters for incomplete home births to provide to the parents. The system will let the user bypass the letter generating step if desired as it is not required for registration.
B119	Integration with Point of Sale	The system supports integration between the birth and POS modules to account for fees that are required for registration to be completed.
B120	Calculate Days Since Birth	The system is able to calculate the time between birth and record completion (not registration). Completed means that all fields and edits are complete and validated and the record is in the review queue for review prior to registration.
B121	Add Late Fee	If the birth was more than thirty (30) days before the record is completed (not registered) in the system, the system adds the late fee to the POS transaction.
B122	No Registration without Payment	If all registration fees, including late fees, are not receipted in the POS transaction, the system prevents the record from being registered.
B123	Confirmed Action to Register Record	The system asks the user to confirm the action being taken to register the record.
B124	Record Leaves Queue	Once the record is registered, it automatically leaves the pending queue and is ready for issuance.

### 7.2.16. Birth Puerto Rico Specific Business Rules

The following section lists the Puerto Rico specific business rules that the EVRS vendor will need to provide. The rules are included to provide context and a complete picture of the Birth workflow.

**DO NOT** respond to the rules in this document. Vendors must provide a response to each rule in **the workbook Exhibit F.1 (spreadsheet titled Birth)** and submit their technical response.

Ref#	Business Rule Name	Business Rule Description
BPR-1	Medical Fields Limited to Certifier Only	The system does not allow users other than medical certifiers to enter the medical information on the birth record.
BPR-2	Low Birth Weight Baby Soft Edit	The system provides soft edits upon birth data entry if baby weight is less than 500 grams.
BPR-3	Standard Birth Worksheets Available in English and Spanish	The system provides the parent and facility worksheets in English and Spanish.
BPR-4	Capture Race and Ethnicity of Child	The system provides the standard set of race and ethnicity fields to be completed for the child.
BPR-5	Send Child's Race Ethnicity	The system exports the child's race and ethnicity information in an SSA-defined format along with the parents' request to obtain a SSN for the child.
BPR-6	Surrogacy Indicator	The system provides a surrogacy indicator.
BPR-7	Surrogate Birth Intentional Parents	If the indicator is selected, additional pages are available to capture the information of the intentional parent (e.g., legal mother).
BPR-8	Attach Evidence	If the surrogacy indicator is selected, the system prompts the user to attach the sworn statement of the intentional parents and surrogacy contract to the record.
BPR-9	Evidence is Required	If the surrogacy checkbox is selected, an edit requires both the sworn statement and surrogacy contract to be uploaded to the record prior to submission for registration.
BPR-10	Past Due Message	When a facility user logs on, the system will provide a message (preferably a pop up message) indicating that there are records that are over five (5) days old.
BPR-11	Birth Mother's Medical Information	The system captures the medical information of the birth mother.
BPR-12	Jurisdiction Specific Birth Fields	The system includes Jurisdiction-specific medical fields and demographic fields.
BPR-13	Edits for Jurisdiction Specific Fields	The system provides Jurisdiction defined edits for additional jurisdiction-specific fields.

Birth at a Facility		
Ref#	Business Rule Name	Business Rule Description
BPR-14	Same Sex Parents Allowed if Married	If the intentional parents are married at the time of the birth or complete Voluntary Acknowledgement of Parentage, both parents can be added to the record regardless of parent sex or gender.
BPR-15	Capture Gender and Sex of Intentional Parents	The system has fields to capture the gender and sex of both intentional parents.
BPR-16	Sex Field Populates Gender Field	The system pre-populates the gender field based on the response selected for Sex.
BPR-17	Gender Can be Changed	A user can select the gender to be different from the sex.
BPR-18	Marriage Information Captured	The system provides fields to capture jurisdiction defined information about the marriage of the intentional parents.
BPR-19	Upload Marriage Proof	The system provides a place for a user to upload a copy of the intentional parents' marriage proof to the record.
BPR-20	Marriage Proof Required	Proof of the marriage is required before submission for registration if both intentional parents are to be listed on the record and a Voluntary Acknowledgement will not be completed.
BPR-21	Use of Symbols in Names	Fields for given names cannot contain symbols that have no phonetic standing on their own other than numerals used for generational identifiers or common punctuation such as hyphens or hyphenated names, apostrophes used as part of a given name or surname, commas to separate surnames from generational identifiers, and periods in generational identifiers or when an initial or abbreviation is used as part of a name.
BPR-22	Use of Diacritical Marks in Names	The system permits the entry of diacritical marks on the birth record and the printing of those on the birth certificate.
BPR-23	Submission of Names with Diacritical Marks to SSA	The system will remove diacritical marks when transmitting names to SSA.
BPR-24	Display "En Route"	When an in-transit birth is recorded, the record displays "En Route" to express that the child was born in transit in order to facilitate statistical analysis of birth.
BPR-25	Interface with NIOSH API	The system can interface with the NIOSH open API to code industry and occupation of the parents on the birth record.
BPR-26	Two Signature Locations	The verification form contains two signature locations with labels populated based on the requested parent type (mother/mother, mother/father, etc.).
BPR-27	Must Be Born Within Thirty (30) Days	The system does not allow a facility to enter a birth record for an infant over 30 days old.



Birth at a Facility		
Ref#	Business Rule Name	Business Rule Description
BPR-28	Late Registration After Thirty (30 Days)	If a facility attempts to start a birth record for a infant after 30 days from the date of birth, the system alerts the user that the birth is late and must be filed with a local office, and prevents the user from starting the record.

Voluntary Acknowledgement of Parentage		
Ref#	Business Rule Name	Business Rule Description
BPR-29	Local Registration Signature	When the local registration staff member signs the form, the system provides the user with a way to indicate receipt of the local authorized personnel's signature in the system.
BPR-30	Minor VAP Flag	If either parent is a minor at the time of the birth, the record is flagged as such.
BPR-31	Minor VAP Queued for Supervisor	The system queues birth records submitted for registration with a Minor VAP flag in a supervisor queue fore review and processing.
Puerto Rico Specific Rules for Minor Parent		
BPR-32	Minor Parent Flag	If either parent is a minor (younger than 21) at the time of the birth and the parents want to complete a Voluntary Acknowledgement of Parentage, the record is flagged as Minor Parent.
BPR-33	Queue Minor Parent Records	Records flagged for minor parents are queued for a supervisor to review prior to registration. The supervisor will be responsible for working with the minor parents to obtain required documentation to establish parentage for the child.

Home Birth		
Ref#	Business Rule Name	Business Rule Description
BPR-34	Indicator for Intended vs. Unintended Unattended Home Birth	The system captures whether the unattended home birth was intended or unintended.
BPR-35	Pediatrician's Information	For a home birth, the pediatrician's name and license number are optional.
BPR-36	Sworn Statement for Unattended Home Birth	If the birth is marked with the "Unattended Home Birth" indicator, the system prompts the user to attach a Sworn Statement.

Home Birth		
Ref#	Business Rule Name	Business Rule Description
BPR-37	Sworn Statement Required	If the birth is marked with the "Unattended Home Birth" indicator, the system has an edit requiring the Sworn Statement be attached before the record can be registered.
BPR-38	More than Thirty (30) Days is Late	If the birth occurred more than thirty (30) days before the record is completed (not registered) in the system, the system prompts the user that a late fee must be paid to register the record.

#### 7.2.17. Birth Bonus Business Rules

The following section provides the bonus rules pertaining to Birth that the EVRS vendor may provide to Puerto Rico. The rules are included below to provide a complete picture of the Birth workflow. **DO NOT** respond to the rules in this document. Vendors must provide a response to each rule in **the workbook Exhibit F.1 (spreadsheet titled Birth)** and submit with their technical response.

Birth at a Facility		
Ref#	Business Rule Name	Business Rule Description
BB-1	Overdue Queue	The system provides an Overdue Queue for records over a Jurisdiction defined number of days old so the Central Office can track late registrations.
BB-2	Display Records By Status	The facility has the ability to display all of its own records for the facility by status.
BB-3	Rejected Records Pop Up Message	When a facility user logs on, the system will provide a pop up message indicating that there are rejected records that need to be reviewed.
BB-4	Worksheet Configurable	Worksheet(s) can be configured by the Central Office to add a version in a new language, should it be needed in the future.
BB-5	Pre-Registration	The system allows the user to begin the record during the hospital pre-registration process.
BB-6	Pre-Registration Data Limited	Data captured in EVRS during pre-registration is limited to parent information.
BB-7	Birth Record Search	When a facility user searches for birth records, they are allowed to see records that were started during pre-registration at other facilities.
BB-8	Limit Search	If the results of a search contain records from outside the facility, the user is prevented from opening the record.
BB-9	Record Outside the Facility Doing the Search	If the results of a search contain records from outside the facility, the system issues a message to the user asking the user to call the facility listed on the record.

Birth at a Facility		
Ref#	Business Rule Name	Business Rule Description
BB-10	Birth Record Transfer	The system provides the ability to transfer a birth record that was started during pre-registration from one facility to another facility without contacting the originating facility.
BB-11	Search on Birth and Fetal Death	When starting a new record, the system searches both fetal death and birth records to determine potential matches.
BB-12	Display Possible Matches	If the EVRS search produces potential matches, they are displayed to the user in a list format from mostly likely to least likely match.
BB-13	Open Records from List	The system allows the user to open and view potential matches from the summary list without losing the original search results.
BB-14	Return to Summary List Screen	The system provides an easy way to disregard the opened record and return to the summary list.
BB-15	Continue Work	The system provides an easy way for the user to accept the opened record and begin working in it.
BB-16	Check Electronic Health Record or Health Exchange	If the system does not find a match, EVRS sends a request to the Electronic Health Record or Health Exchange to see if there's a match.
BB-17	Multiple EMR/Health Exchange Searches	If no match is found, the user can request additional searches of the Electronic Health Record or Health Exchange by altering the search criteria.
BB-18	Record Found in EMR/Health Exchange	If a match is found in the Electronic Health Record or Health Exchange, EVRS presents the data to the user for review.
BB-19	Add Record to EVRS	The system provides the user with a method to specify that the data returned from the Electronic Health Record or Health Exchange should be used to create a record in EVRS.
BB-20	Reject Record from EMR/Health Exchange	The system provides the user with a method to reject the records from the Electronic Health Record or Health Exchange.
BB-21	Source Identified	Every data field in EVRS record that was supplied by the Health Exchange is identified as originating from the Health Exchange.
BB-22	Confirm Parent Worksheet Review	For records that were partially completed using data from the Health Exchange, the user will take a specific action to confirm that the Parent Worksheet was used to validate the parent information.
BB-23	Confirm Facility Worksheet Review	For records that were partially completed using data from the Health Exchange, the user specifies whether or not a Facility Worksheet was also used to populate/validate the facility information.

Birth at a Facility		
Ref#	Business Rule Name	Business Rule Description
BB-24	Linkage Search for Plural Delivery	When the system searches for records that need to be linked for a plural delivery, the system searches all facilities within the Jurisdiction as the Mother may have given birth in one facility and then been transferred to another where the remaining babies were delivered.
BB-25	Plural Delivery - Match from Another Hospital	If, in the plural linkage process, the system finds a record related to a plural delivery that was created by another facility than the one linking the records, that record retains the originating facility information.
BB-26	Plural Delivery - Display All Outcomes	In a plural delivery, the system makes it easy to display all the records (birth, fetal death) associated with the plural delivery together.
BB-27	Mobile Device to Create Record in Patient's Room	The system is capable of operating on a mobile device to enter/edit the birth data.
BB-28	Check Health Exchange When Using Mobile Device	The system will check the Health Exchange for existing data to start the record when a mobile device is used.
BB-29	SSA Electronic Signature	The system must capture an electronic signature for SSA for attesting to the accuracy of the information entered.
BB-30	Allow Mobile Device to Capture Digital Signature	The system allows the user to capture the parents' signature on the verification form using a mobile device.
BB-31	Convert One Event to Another	The system may allow the user, depending on user role, to change the type of event being created without losing the information already entered into the system. For example: if a hospital clerk accidentally starts a birth record rather than a fetal death record, the system may allow the user to change the type of event being created without losing the data already entered.
BB-32	Decrease Plurality of Delivery	If the user needs to decrease the plurality of the delivery, the system displays the list of linked records based on the original plurality of delivery and the user chooses for deletion as many records from the list as the difference in the original and new plurality of delivery.

Safe Haven / Foundling		
Ref#	Business Rule Name	Business Rule Description
BB-33	Convert Record Type to Safe Haven	The system provides a way for the user to switch the record type from a birth record to a safe haven record.
BB-34	Edits and Fields for Converted Records	Jurisdictional specific fields and edits apply once a birth record is converted to a safe haven record.

Safe Haven / Foundling		
Ref#	Business Rule Name	Business Rule Description
BB-35	Preserve Mother's Medical Information on Foundling/Safe Haven Records	For birth records that have been converted to Safe Haven records, the mother's medical information is preserved but restricted from being printed on the birth certificate.

Home Birth		
Ref#	Business Rule Name	Business Rule Description
BB-36	Record Request for Home Birth Packet	At the time that a Home Birth Packet is requested, the user enters Jurisdiction defined information to document the request in the POS module.
BB-37	Search on Requestor	The system will search on the requestor to see if this is the first request or if there have been prior requests for a Home Birth Packet.
BB-38	Prior Request Message	If prior requests have been made within the last year, the system will return a message indicating that the requestor has requested a Home Birth Packet in the last year.
BB-39	View Prior Request	The system will allow the user to view all prior requests made regardless of the location where they were made.
BB-40	Allow New Request	The system allows the user to continue and create a new request if the user deems the request appropriate.
BB-41	Mother's Information	The system provides fields to capture jurisdiction defined information about the mother.
BB-42	Due Date	The system provides fields to capture the estimated due date and/or actual due date.
BB-43	Date Packet Provided	The system will capture the date the packet was provided to the requestor. This date will be auto-generated by the system.
BB-44	Requests for Home Birth Packet Linked to Record Once Created	Once the Central Office starts a Home Birth Packet request, the system links the record and request.
BB-45	Pending Request	The document is held in a pending queue until the completed packet is received and indicated as such by the user.
BB-46	Remove Abandoned Requests	The time after which pending requests for Home Birth Packets are removed is Jurisdiction defined.

#### 7.2.18. Delayed Birth Process and Requirements

Central Office registration receives a delayed birth request and enters applicant information in the Point-of-Sale module and uploads the application and the evidentiary documents to the request. Two types of services are charged to the customer: a search fee (negative certificate) and a delayed registration fee. Upon review of the application and evidentiary documents, if

eligible, the registration unit will create the delayed birth record in the Delayed Birth Module. There is workflow between the POS and Delayed Birth Modules.

The certificate provides an abstract section for documenting the evidentiary information. The verification form is printed and sent to the parents for signature. The electronic record is placed in a pending queue. Upon receipt of the signed verification form the document is uploaded to the electronic record. The record is released for registration and a National File Number is assigned to the record. A certificate may be issued at that time.

If the application for the delayed birth record is denied, the system allows the user to print a letter of denial and indicate the reason for the denial. The request is closed in POS. Closed requests can be reopened at a later date. The denial letter and any documentation provided by the requestor are returned to the requestor by mail.

#### 7.2.19. Delayed Birth COTS Business Rules

Delayed Birth		
Ref#	Business Rule Name	Business Rule Description
DB-1	365-Day Deadline	The system provides a 365-day deadline for processing a delayed birth certificate.
DB-2	Check for Duplicates Across All Birth, Death, and Fetal Death Record Types	When a new delayed birth certificate case is created, the system checks for an existing birth, death, or fetal death records across all record types.
DB-3	Duplicate Check criteria	The system checks for duplicates for a delayed birth based on Jurisdiction defined search criteria.
DB-4	No Delayed Certificate for Deceased	Delayed births cannot be registered for a deceased individual without a court order.
DB-5	Minimal Information	The minimum information required to create a delayed birth record are Jurisdiction defined.
DB-6	Age of Applicant	The system checks the age of the person applying for a delayed birth record as age determines eligibility requirements, the type of evidence that must be submitted, and fields collected on the record. The age limitation of the applicant is Jurisdiction defined.
DB-7	Documentation depends on age	The system provides a list of acceptable documentation types based on the age of the applicant.
DB-8	Upload Documentation	The system requires the user to upload all documentation used to validate the birth facts prior to registration.
DB-9	Delayed Birth Certificates Collect Proof	The user selects, from a Jurisdictionally defined list, the type of proof that was submitted. Multiple document selections are possible.
DB-10	Delayed Birth Pending Queue	The system provides a queue for delayed births that are in process. Status and/or flags are visible on the queue.

Delayed Birth		
Ref#	Business Rule Name	Business Rule Description
DB-11	Indicator of "Delayed" in Birth Record	The birth record indicates that this is a delayed birth.
DB-12	Certificate Marked "Delayed"	The system-generated delayed birth certificate form is noted with "Delayed".
DB-13	Screen Matches Form	The delayed birth screens match the layout of the appropriate Delayed Certificate of Birth Form.
DB-14	Voluntary Acknowledgement Workflow	If voluntary acknowledgement is part of the delayed birth process, voluntary acknowledgement workflow is incorporated in the delayed birth module.
DB-15	Signed Form Uploaded	The system requires upload of signed forms prior to registration of the delayed birth.
DB-16	Documents Used as Evidence	The system provides fields to collect Jurisdiction defined information for each document used for evidence in a delayed birth certificate request. Information is Jurisdiction defined.
Rules for Denied Requests and Closure		
DB-17	Request Denied	The system provides the ability to deny a request for a delayed birth record, and for the user to close the denied request.
DB-18	Upload Documents Before Closure	Documents received from the applicant must be uploaded to a denied request before it can be closed.
DB-19	Denied Delayed Birth Certificate	A delayed birth request that is denied is retained in system with a status of "denied" and a message that the request can only be opened with appropriate documentation.
DB-20	Open Denied Request	Upon receipt of appropriate documentation, an authorized user can open a denied request, then continue processing the request.
DB-21	Reason for Denial	The system provides the user with a Jurisdiction defined list of reasons why the request was denied registration.
DB-22	"Closed" Status	The system automatically changes the request status to "closed" after Jurisdiction defined timeframe.
DB-23	Re-Open "Closed" Request	The system allows an authorized user to re-open a closed request.
Rules for Court Orders		
DB-24	Court Order	Request fields and documentation required on a court order delayed birth are Jurisdiction defined.

Delayed Birth		
Ref#	Business Rule Name	Business Rule Description
<b>Rules for Court Orders</b>		
DB-25	Court Order Required	If an applicant is unable to submit acceptable documentation to establish the facts of birth, the system provides a way for the Jurisdiction to indicate a court order is required and a flag may be placed on the record.
DB-26	Court Order Required Evidence	If the application requires a court order, the system prevents a user from selecting any evidentiary documents other than a court order from the dropdown list.
<b>Rules for Delayed Birth Data and Extracts</b>		
DB-27	SSN EAB for Delayed Births	The system does not run the SSA EAB for a delayed birth record.
DB-28	NCHS IJE extract	Delayed birth records are sent to NCHS in the IJE until the year of event is closed out by the Jurisdiction.

#### 7.2.20. Delayed Birth Puerto Rico Specific Business Rules

The following section lists the Puerto Rico specific business rules that the EVRS vendor will need to provide. The rules are included to provide context and a complete picture of the Delayed Birth workflow. **DO NOT** respond to the rules in this document. Vendors must provide a response to each rule in **the workbook Exhibit F.1 (spreadsheet titled Delayed Birth)** and submit with their technical response.

Delayed Birth		
Ref#	Business Rule Name	Business Rule Description
DBPR-1	Fee for Search and Negative Certificate	Delayed birth fees are split between the cost for a search and the cost for registration. The search fee includes issuance of a Negative Certificate and is paid prior to creating a record in the Delayed Birth module.
DBPR-2	Receipt Number	The system links a receipt number associated with a delayed birth request.
DBPR-3	Negative Certificate	A Negative Certificate is issued for all delayed birth requests. It is evidence that the Demographic Registry performed an appropriate search and was unable to locate a registered birth record prior to establishing a delayed birth record.
DBPR-4	Check for Denied Requests	When a new delayed birth request is created, the system also searches for denied requests.
DBPR-5	Fields Depend on Registrant Age	The fields for a delayed birth certificate depend on the age of the registrant who will be listed on the certificate.
DBPR-6	Standard Birth Fields for Registrants 10 and Under	If the registrant is ten (10) years old or younger, the delayed birth screens match the facility birth screens.



Delayed Birth		
Ref#	Business Rule Name	Business Rule Description
DBPR-7	Medical Information Not Required if Registrant over 10 Years	Delayed birth certificates for registrants more than ten (10) years of age do not require medical information.
DBPR-8	Parents' Information	The system provides the user with a drop-down menu with Jurisdiction defined options showing proof of the full name of the registrant's mother prior to any marriage and the full name of the father. Examples include but are not limited to: parent's marriage license, birth certificate of the applicant's sibling.
DBPR-9	Requestor Review Queue	The system provides for a queue for delayed birth records that are pending receipt of the signed verification form from the requestor.

#### 7.2.21. Delayed Birth Bonus Business Rules

The following section provides the bonus rules pertaining to Delayed Birth that the EVRS vendor may provide to Puerto Rico. The rules are included below to provide a complete picture of the Delayed Birth workflow. **DO NOT** respond to the rules in this document. Vendors must provide a response to each rule in **the workbook Exhibit F.1 (spreadsheet titled Delayed Birth)** and submit with their technical response.

Delayed Birth		
Ref#	Business Rule Name	Business Rule Description
DBB-1	Delayed Birth Registration Review	The system provides a queue for Delayed Birth records that have been entered and are awaiting approval by a second user for registration. This option may be turned on/off by the Central Office.
DBB-2	Delayed Birth Registration Approval	A second user may access the Delayed Birth Registration Queue to review the delayed birth record and approve it for registration. This option may be turned on/off by the Central Office.

#### 7.2.22. Amendments Process and Requirements

If an error is discovered on a registered record, the record must be amended with the correct information. There are several ways an amendment can occur. All amendments require supporting documentation or a court order.

1. The customer may go to the Central Office or a local office and request an amendment.
2. The customer may send in the request or court order to the Central Office.
3. An EVRS user (birth certifier, medical certifier, Forensics, or funeral home) may initiate the change through the system (this process is described in the next section).

#### 7.2.23. EVRS User Creates and Amendment

System end users (i.e., funeral director) may initiate amendments. System end users initiate amendment requests directly from the event record up to thirty (30) days after the record was registered. The user can see the current record values in a read-only format and enter the requested change.

For death: Funeral directors may change another funeral director's records as long as they are part of the same funeral home or group. If one funeral home is bought by another, the new funeral home may assume responsibility for the records owned by the old funeral home, but this is not a guarantee. If records are transferred to the new funeral home, they will have the responsibility of changing/amending any of the old records and any record after the sale will be changed to reflect the new funeral home's information.

#### 7.2.24. Amend a Registered Record

Customers can mail or request an amendment at a local office counter or the Central Office. Amendments require evidentiary documentation dependent on the fields being amended, or a court order. If the amendment cannot be processed, the customer is notified and has the opportunity to submit additional documentation or a court order.

Requests received at a Demographic Registry location are started in the POS module; certified copies may be ordered at the same time. Fees for amendments are receipted on the POS request. The user can see the current record values in a read-only format and enter the requested change. The request is submitted for review and approval by the Central Office. Requests initiated at the Central Office are processed directly by the amendment's unit.

After an amendment is completed, the record is queued for the vault to print an amendment report, the requestor (customer or end user) is notified of amendment completion, and the request is queued for issuance.

For legacy records originally filed on paper, records may not require back data entry prior to a user creating an amendment.

#### 7.2.25. Amendment COTS Business Rules

EVRS User Creates Amendment		
Ref#	Business Rule Name	Business Rule Description
AC1	Start at a Local Office	Amendment requests started at a local office are initiated within the point of sale module for receipting and transaction management.
AC2	Local Office Amend Any Record	Local office users can initiate an amendment on any record upon receipt of appropriate payment and supporting documentation from an eligible customer.
AC3	Local Office Cannot Complete Amendments	The system does not allow a user at the Local office to complete an amendment.

EVRS User Created Amendment		
Ref#	Business Rule Name	Business Rule Description
AC4	End Users Electronic Records Only	End users can only initiate an amendment on a record they own that was registered electronically.
AC5	Requestor Must be Owner of Record	A requestor can only request amendments to records in which they are the owner.
AC6	Request Amendments up to 30 days Following Registration	All external system users may request corrections through the system for their records within 30 days after the record is registered.
AC7	Source of Amendment	The EVRS will require that the user capture the source of the amended information (e.g., court order, hospital records).
AC8	No Changes Without Court Order	If a particular item on a registered record has been changed once, no further changes can be made without a court order.
AC9	Court Order or Documentation Required for Amendment	The system requires a court order or supporting documentation for any amendment after a record is registered.
AC10	Read-Only	Amendment screen auto-populates with current data in read-only format.
AC11	Unlimited Changes	There is no limit to the number of changes that can be made in one request.
AC12	Track Changes and Date of Change	The system will track which item was amended on a certificate, and the date of that amendment.
AC13	Supporting Documents Attached	The system allows the user to indicate what supporting documents are attached.
AC14	Scan Documentation to Record	Jurisdiction-defined forms and supporting documentation must be uploaded to the record (e.g. signed verification).
AC15	Resolve Errors	The amendment cannot be marked "complete" if all of the required fields in the request have not been completed.
AC16	Record Leaves Queue	Once the request is complete, it leaves the queue and is ready for Central Office.
AC17	Confirm Request	The system prompts the user to confirm that s/he is finished with the request and that the information provided is correct. Prompt could be an action such as selecting a check box. This action makes the user responsible for confirming that the request is valid.
AC18	Only Authorized Users May Submit	Only authorized users may submit an amendment.
AC19	Queue for Signature	If a user not authorized to sign (ex. Funeral home staff) creates the initial amendment request, the request can be directed to a queue for the authorized signer. (ex. Funeral director)

EVRS User Creates an Amendment		
Ref#	Business Rule Name	Business Rule Description
AC20	Signing Submits Request to Central Office	The act of submitting the request causes the request to be submitted to the Central Office, where all processing of amendment requests occurs.
AC21	Auto Approval for Pending Amendments	Amendments created by Forensics to update a pending cause and/or manner of death are automatically registered upon completion by the authorized user. Approval by the Central Office is not required.
AC22	Request Copies	The system allows a funeral establishment to request the number of certified copies when the amendment request is submitted.
AC23	All Amendments Have Fees	There are fees associated with each type of amendment.
AC24	No Fee for Forensics Amendments	There is no fee associated with amendments made by Forensics.
AC25	Ability to Re-Correct an Amendment	A user may edit the request for an amendment until it is submitted to the Central Office.
AC26	Cancel an Amendment Request	The system allows an authorized user to cancel an amendment request that has not been submitted to the Central Office.
AC27	Pending Amendment Queue	The system provides a queue for system users that contains all of their pending amendments.
AC28	Sent to Central Office	Once the user electronically signs an amendment, the record is automatically sent to the Central Office's review queue.
AC29	Mark Amendment "Approved" or "Rejected"	The system allows the Central Office to mark the amendment as "approved" or "rejected."
AC30	Complete Amendment Notification	The system will send a message to the system user once the amendment is complete and ready to issue.
AC31	Record Ready for Issuance	Once the amendment is complete, it leaves the queue and is ready for Issuance.
Rules for Birth Records		
AC32	Medical Certifier May Amend Medical Information	Certifiers may amend birth medical information only within their records.
AC33	Two Medical Amendments	The pediatrician and Attendant/OBGYN have distinct medical amendments that allow them to modify the fields they completed.
Rules for Death Records		
AC34	Pending Amendments Queue	The system provides work queues for Forensics for pending amendments to any medical information (excluding pending COD) that have not yet been submitted to the Central Office.

EVRS User Creates an Amendment		
Ref#	Business Rule Name	Business Rule Description
Rules for Death Records		
AC35	Medical Certifier May Amend Medical Information	Certifiers may amend death medical information only within their records.
AC36	Medical Examiner Forensics Exception	There is no limit to the number of times Forensics can update death record information.
AC37	Update Record with Forensics COD	When Forensics submits a COD for a pending record, the original record information is updated with the new information while retaining the original information in history.
AC38	Integrate VIEWS	The system uses tables from VIEWS to check spelling.
AC39	Funeral Home Request	Funeral homes are only able to change the records that they are affiliated with, regardless of actual funeral home on record.
Rules for Rejection and Correction Cycle		
AC40	Rejected without Option to Correct	The system allows the Central Office to reject an amendment request and notify the submitting user that the requested amendment cannot be processed (ex. court order required). In this case, the rejected amendment is not queued for the submitting user.
AC41	Return Request	The system allows a user to reject an amendment request back to a requestor for correction/additional information. In this case, the process for returning the record reactivates the editing feature for the record owner.
AC42	Rejected Request Queue	The user can access a rejected amendment request from the Rejection Queue or by entering Jurisdiction defined search criteria such as the amendment request tracking number or name on record.
AC43	Modify Amendment Request	The system allows a requestor to modify an amendment request that has been rejected back to the requestor from the Central Office.

Amend a Registered Record		
Ref#	Business Rule Name	Business Rule Description
AC44	Screens Follow Worksheets	Where appropriate and as defined by the user, the amendment screens follow the layout of corresponding forms and worksheets to ensure ease of data entry.

Amend a Registered Record		
Ref#	Business Rule Name	Business Rule Description
AC45	Amendment Screens Jurisdiction Defined	Amendment screens are Jurisdiction defined.
AC46	Amendment Screens	Amendment screens are specific to the type of amendment.
AC47	Delete Scanned Documentation	The ability to delete a scanned document associated with a record is role-based and defined by the Jurisdiction.
AC48	Update System Records Automatically	If the record being amended was created in the system, the record is updated automatically from the information in the amendment request once approved.
AC49	Multiple Amendment Codes Allowed on Single Record	The system allows for multiple amendment codes. Amendment codes are Jurisdiction defined.
AC50	Delayed Indicator	If an amendment is processed on a record on which there is a "delayed" indicator, the amendment is processed without resetting the "delayed" flag.
AC51	Accept Changes	The system requires a Central Office user to take an actionable step to accept amendments and corrections on a record.
AC52	Queue for Vault	Once the amendment is complete, the record is queued for the vault.
AC53	Print Vault Report	The system prints a vault report of changes made on the record.
AC54	Vault Report	The functionality for queueing at the vault and printing a report may be turned on or off by the Central Office.
AC55	Certified Copies Issued	If certified copies have been issued, the system generates a letter to the requestor recalling the copies.
AC56	Visual Cue for Items Selected for Update	The system provides a way for the user to know which changes on an amendment request have been made and which have not been made.
AC57	New Values	An open field is displayed next to or below each piece of data that can be changed to allow the user to enter the new value.
AC58	Consistent Controls	Field controls for entering correction information are consistent with the entry of a new record.
AC59	Consistent Edits	Field and cross-field edits are consistent with the entry of a new record.
AC60	Display Message	The system displays a message to the user indicating the results of the edit check against reason code.

Amend a Registered Record		
Ref#	Business Rule Name	Business Rule Description
AC61	Date Amended	The date the amendment is complete is auto-populated from the system date.
AC62	Mark Amendment Complete	The system requires a specific action to mark the amendment complete.
AC63	Additional Notes	The system provides a display where the user may enter additional explanatory notes regarding the requested changes.
AC64	One Amendment Per Data Element	When a second amendment is initiated on the same data element in a record, the system provides an alert that the amendment cannot be processed without a court order.
AC65	Capture Court Order Information	The system allows the user to capture the court order information for the subsequent amendments to a data field.
AC66	Court Order Information Jurisdiction Defined	The information from the court order that will be captured for subsequent amendments is Jurisdiction defined.
AC67	Court Orders and Adoptions	A court order or adoption may be filed after an amendment has been completed on the record without firing the "one amendment per data element" edit.
AC68	Override Requirement for Court Order	A designated Central Office user may override the restriction on a second amendment without a court order.
AC69	History Viewable	The history of a record is easily available when processing an amendment.
AC70	Change History	Corrections or amendments of registered records trigger the creation of a change history record. The fields are Jurisdiction defined and includes but are not limited to original data, modified data, date of the change, person requesting change and person approving change, if applicable.
AC71	Selection List of Supporting Documentation	The system provides the user with a selection list from which to select the supporting documentation presented by the requestor. The list is specific to the amendment type.
AC72	Other Supporting Document	If a supporting document used to substantiate an amendment is not included in the list, the user may select "Other" and enter the document type.

Amend a Registered Record		
Ref#	Business Rule Name	Business Rule Description
AC73	Allow Comments with Document List	The system allows the user to enter notes about the documents listed.
AC74	Specify Document Type	The user can select a document type from a Jurisdiction defined list to identify the type of document being scanned.
AC75	Associate Documents with Amendment	The scanned documents are automatically associated with the original record for which an amendment has been requested.
AC76	Associate Document with Amended Record	When the amendment is finalized, the associated documents are linked with the registered record that was amended.
AC77	Supervisory Overrides	Any amendments requiring supervisory review or override are sent to the Supervisor Queue for review prior to completing the amendment processing.
AC78	Link Amendment to Original Record	Amendment records are linked to the original record. The order of the amendment is important to subsequent processing of a record. Order is determined by the date that the amendment was accepted/completed.
AC79	Automatically Remove "Do Not Issue" Indicator	The "Do Not Issue" indicator is automatically removed when the amendment is complete.
AC80	Internal Flag on Amended Record	Any change to a record sets the "amended" flag in the system.
AC81	Update Statistical Flags	When NCHS or jurisdictionally defined fields are updated the system automatically flags the record for re-extraction for NCHS and other data partners.
AC82	Old Record Includes Amendment Number	The system can identify which amendment request caused a system record to be amended and the data that was changed in the record based on that specific amendment request.
AC83	New Record Viewable	When the amendment has been fully processed, the new record is available to all authorized users.
AC84	Future Searches	All future searches return the modified record.
AC85	Amendment Review Business Function	The system may provide a business function that controls who can review and approve amendments.
AC86	Void After Amendment	The system allows an authorized user to void an amended record.



Amend a Registered Record		
Ref#	Business Rule Name	Business Rule Description
AC87	Prompt for Back Data Entry	The system prompts the user to send a record for back data entry if the record is incomplete when s/he attempts to create an amendment. Records need to be complete in the system prior to an amendment being created so that all fields are available for the amendment. Once the record is backfilled during back data entry, it is returned to an appropriate queue for a user to enter the amendment information.
AC88	Amend Legacy Records	Once all information on a record is entered into the system through back data entry, the system allows the user to amend the record.
AC89	Flag Request for Investigation	If the user believes that more information is required to process the amendment, the user flags the request (for example, selecting a check box).
AC90	Maintain Do Not Issue Flag	Records that are in the Pending Queue awaiting further information will maintain the "do not issue" flag.
AC91	Abandon Amendment Requests	If the Central Office determines that an amendment request will not be completed, the request can be marked as abandoned by the user and the amendment would leave the queue.
AC92	Maintain Abandoned Requests as Inactive	The system allows a request that was abandoned to be maintained in the system with an inactive status.
AC93	Abandon After Jurisdiction Defined Period	The system abandons a request after a Jurisdiction defined period of time and the request may be retrieved.
AC94	Removal of Amendment Flag	If an amendment request is closed by a user for any reason, the amendment flag is removed from the associated record.
Amendment Queues		
AC95	Active Queue	The system provides a queue for all open amendments.
AC96	Processing a Queue	The system allows more than one person to process records from the same queue at a time.
AC97	Supervisor Queue	The system provides a work queue for amendments where a supervisory review prior to completion is required (e.g., adoptions)
AC98	Amendment Queue By Event Type	Amendment queues are specific to the event (i.e. birth amendments, fetal death amendments, death amendments, etc.).

Amend a Registered Record		
Ref#	Business Rule Name	Business Rule Description
<b>Amendment Queues</b>		
AC99	Pending Queue	The system will provide a Pending Queue for all records waiting further information or investigation.
AC100	Display Statistics in Queue	Each queue displays statistics about how many items are in the queue and how long the items have been in the queue.
<b>Birth Amendment Queues</b>		
AC101	Adoption Queue	The system provides a work queue for adoptions.
AC102	Birth Amendments Queue	The system provides a work queue for birth amendments.
<b>Fetal Death Amendment Queues</b>		
AC103	Fetal Death Amendment Queue	The system provides a work queue for fetal death amendments.
<b>Death Amendment Queues</b>		
AC104	Death Amendments Queue	The system provides a work queue for death amendments.
AC105	Medical Amendment Work Queue	The system provides a queue of records for all amendment requests to any medical field.
<b>Rules for Administrative Corrections</b>		
AC106	Make Administrative Correction Without Creating Amendment Request	The system allows an authorized user to make an administrative correction to a registered record without creating an amendment request. Example of such a correction is a typo or misspelling of a name. The correction must be verifiable through the attached documentation from the facility.
AC107	No Limit on Obvious Errors	The system allows an authorized user to correct typos and obvious errors as many times as necessary without a court order within 30 days of registration.
<b>Rules for Death and Fetal Death Amendments</b>		
AC108	Medical Information or COD Changes to Registered Record - System User	The system allows an authorized user to initiate changes to medical information or COD on a registered record.
AC109	Search Parameters	Parameters to search for death records are Jurisdiction defined.
AC110	Amendment from Same Certifier	An amendment to a death record for medical information must come from the medical certifier or Forensics that submitted the original medical information.

Amend a Registered Record		
Ref#	Business Rule Name	Business Rule Description
<b>Rules for Death and Fetal Death Amendments</b>		
AC111	Medical Director Amends Medical Information	Medical directors may amend a record if the doctor is unavailable.
AC112	Access from Pending Queue	Cases with pending COD can be accessed from a Pending Queue.
AC113	Forensics "Pending" COD	Forensics may view their records with pending COD from a queue or a filter and select the record from the queue that is the subject of the amendment.
AC114	Flag Records	Once an amendment for medical information or COD is started in the system it is flagged with a "do not issue" flag until such time that the amendment is complete.
AC115	Death Fields	Any data field may be amended on death record except the registration date and NFN.
AC116	Fetal Death Fields	Any data field may be amended on the fetal death record except the registration date and NFN.
<b>Rules for Birth Amendments</b>		
AC117	Birth Data Amendments	For a birth, any field can be amended with the exception of the record registration date and NFN.
AC118	Documentation Needed for Amendment	The system provides the user with a Jurisdiction defined list of documentation options needed for a birth record change request.
AC119	Reason for Change	The system provides the user with a Jurisdiction defined list of reasons for a change request to a birth record.
AC120	No SSN Enumeration Request on Amendment	The system does not run the SSA enumeration request for a birth record that is created as a result of an amendment (e.g., adoption).
AC121	Deceased Indicator	If an amendment is processed on a birth record on which there is a "deceased" indicator, the amendment is processed without resetting the "deceased" flag.
<b>Rules for Legitimizations and Adoptions Amendments</b>		
AC122	Same-Sex Adoption	The system allows same-sex parents on an adoption record and provides ability to include both names on birth certificate (for example, Father/Father, Mother/Mother).
AC123	Retain Original Mother's Statistical Information	In the case of adoptions, the statistical information of the original mother is retained and available to Vital Statistics.

Amend a Registered Record		
Ref#	Business Rule Name	Business Rule Description
<b>Rules for Voluntary Acknowledgement</b>		
AC124	Voluntary Acknowledgement Data Entry Screen	The system provides a screen for data entry unique to Voluntary Acknowledgement.
AC125	Update Child's Surnames	Fields available to be updated with a Voluntary Acknowledgement are Jurisdiction defined and include but are not limited to parent information and child's surnames.
AC126	Scan Worksheets	Voluntary Acknowledgement worksheets must be uploaded to the record.
AC127	Options for Establishment	Voluntary Acknowledgement can be established through the voluntary acknowledgement of parentage form, an ASUME court order, or a standard court order.
AC128	VAP Form	The VAP form can be completed in-person with a local office staff member or with a notary.
AC129	Fields Depend on Document Type	Additional information required on the request depends on the method of establishing parentage. (ex. form v court order)
AC130	Court Order Required to Remove Parent	If the intentional parents want to change one of the parents listed on the record at registration, a court order is required.
AC131	Court Order Uploaded	The system requires the court order used to change a parent to be uploaded to the record.
<b>Rules for Voluntary Acknowledgement Rescission</b>		
AC132	Rescinding of Parentage	They system allows role defined users to mark a record as a having a "Parentage Rescission."
AC133	Rescission Time Frame	Rescission can occur within 60 days of completion. After 60 days, rescission requires a court order.
AC134	Rescind without Court Order	Rescission can occur with a sworn statement or notarized affidavit.
AC135	Court-Ordered Rescission	The system allows for court-ordered rescission of parentage and retains the court order number with the Voluntary Acknowledgement Form and birth record.
AC136	Court-Ordered Change	The system allows a Central Office user to make changes to a record when a court order has been received for a rescission.
AC137	Upload Documents	Documentation used to rescind a VAP must be uploaded to the record.

Amend a Registered Record		
Ref#	Business Rule Name	Business Rule Description
<b>Rules for Voluntary Acknowledgement Rescission</b>		
AC138	No Change to Record	The system does not allow a Central Office user to change a record after a rescission without a new VAP or court order.
<b>Rules for Sealed Records</b>		
AC139	Print Plain Paper Copy	The system provides an authorized user the ability to print a plain paper copy.
AC140	Retain NFN	When sealing records in the system, both the original record and the new record have the same National File Number.
AC141	Subsequent Amendment with Images	If, subsequent to sealing a record with images a new amendment request is submitted which also has images, the new images are associated with the new amendment request and may be viewable without causing the sealed images to become viewable.
AC142	Viewing of Sealed Records	Only authorized users can view the original sealed record.
AC143	Sealed Message on Search	General users, when searching for a name related to a sealed record, receive a message that the record is sealed. No additional information is displayed.
AC144	Seal Original Image	If the record being sealed has images associated with it, the system seals the images as well.
AC145	Link Records	For birth records, the system links old and new records by sequential or system number if the NFN and year of birth change.
AC146	No Access to Supporting Documents	Supporting documents are only visible in the system to authorized users.
AC147	Seal for Adoption	The system provides the ability for the user to seal a record if it is an adoption.
AC148	Removal Slips	The system allows a user to print a Jurisdiction defined removal slip containing, at minimum, the sequential or system number, the National File Number, and date removed.
AC149	Envelopes	The system allows a user to print a Jurisdiction defined envelope for sealed records.

Amend a Registered Record		
Ref#	Business Rule Name	Business Rule Description
<b>Rules for Reinstatements</b>		
AC150	Can Reverse Amendment	If a request for reinstatement is processed, the amendment is reversed in the system so the record reflects the values that existed prior to the amendment.
AC151	Court Order Required	Reinstatement requires a court order (except for VAP within 60 days).
AC152	Trade Sealed and Unsealed Record	If the original record was sealed, the original record becomes the current record and the second (newer) record is sealed.
<b>Rules for Footnotes</b>		
AC153	Footnote Option	The system allows the footnote option to be turned off.
AC154	Footnote Format	The format of the footnote is consistent across all event types and is defined by the Jurisdiction.
AC155	Footnote Contents	The system prints a footnote that includes the amended item and the date amended. Any other information should not print on the certificate.
AC156	Medical Footnotes	The system prints footnotes for medical amendments in a Jurisdiction defined format. The format is an abbreviated version of the changes made such as "Cause of Death Amended" rather than listing out each individual change that was made. Medical footnotes also include the date amended.
AC157	Footnotes Printed on Certified Copies	All footnotes not specifically overridden and created at the time of the amendment are printed on certified copies.
AC158	Print COD Amendments	The system allows authorized users to choose from a Jurisdiction defined list what is printed when medical information, including COD, is amended.
AC159	Trigger Multiple Footnotes	Each time a record is amended, the user may choose the option to apply a footnote.
AC160	Footnote Override	The footnote trigger may be overridden and refused by an authorized user.
AC161	Stored Content	The system stores the item, date changed, old value and new value, system user who made the change, and any added notes for amendments made but does not print them in the footnotes.

Amend a Registered Record		
Ref#	Business Rule Name	Business Rule Description
<b>Rules for Footnotes</b>		
AC162	Audit Trail	The system maintains an electronic audit trail, separate from amendment history, of each change and the person making the change.
AC163	No Footnote in Adoption	Footnotes are not printed on certified copies for adoption.
AC164	No Footnote on Voluntary Acknowledgement Actions	Footnotes are not printed on certified copies for any voluntary acknowledgement actions.
<b>Rules for Rejection and Correction Cycle</b>		
AC165	Input Information About Missing Documentation	If there is not sufficient documentation to process the amendment, the user may select from a display list the documents that are needed to process the request.
AC166	Allow Notes About Rejection	The user can enter notes to be included in the standard rejection letter to clarify the reason for rejection and the steps necessary to have the amendment approved. The notes options are cumulative.
AC167	Amendment Letters / Emails	The system generates a rejection letter or email that states the documents needed to process the request, including "other".
AC168	"Other" Rejection Reason	If "Other Reasons" is selected for the "reject" status, the system requires the user to enter a description.
AC169	Allow Selection of Multiple Rejection Reasons	The user may select as many reasons as necessary for rejection of the amendment. Reasons may include legal impediment or missing documentation.
AC170	Return Request	The system allows a user to reject an amendment request back to a requestor for correction/additional information.
AC171	Rejection Queue	The system provides a work queue for rejected amendments (all events).
<b>Rules for Printed Amended Records</b>		
AC172	Print Modified Certificate	The system allows a modified certificate to be printed at the Central Office where the application was originally received.
AC173	Print Vault Copy of Amended Records	The system will print an amendment report to be filed with the original paper copy.
AC174	New Information in Body	The amended information appears in the body of the certified copy.

Amend a Registered Record		
Ref#	Business Rule Name	Business Rule Description
Rules for Printed Amended Records		
AC175	Print "Amended" on Certificate	The system can print "Amended" on a certificate when any changes are made to a record, with exceptions which are Jurisdiction defined.
AC176	Override Printing "Amended"	A designated Central office user may override the system's ability to print "Amended" on a certificate.
AC177	Link Certificate to Request	All certificates printed as a result of a request are linked to the request. This includes number of copies and document control numbers (DCN).
AC178	Link Amendment Tracking Number to Record	To directly associate the request with the certificate, the amendment request tracking number is placed in the electronic record.

#### 7.2.26. Amendments Puerto Rico Specific Business Rules

The following section lists the Puerto Rico specific business rules that the EVRS vendor will need to provide. The rules are included to provide context and a complete picture of the Amendments workflow. **DO NOT** respond to the rules in this document. Vendors must provide a response to each rule in **the workbook Exhibit F.1 (spreadsheet titled Amendments)** and submit with their technical response.

Amend a Registered Record		
Ref#	Business Rule Name	Business Rule Description
ACPR-1	Print "Amended" On or Off	The System allows an authorized user to turn the functionality to print "Amended" on a certified record on or off.
ACPR-2	Forensics Amends Forensics records	Forensics can only amend Forensics records. Authorized Central Office users can grant Forensics access to amend a registered record that was not registered by Forensics.
Rules for Gender Change		
ACPR-3	Only Gender Field Open	During a gender change amendment, only the gender field can be changed on the record.
ACPR-4	Gender Change Field	The system allows the gender to be different than sex on a birth record.
ACPR-1	Print "Amended" On or Off	The System allows an authorized user to turn the functionality to print "Amended" on a certified record on or off.
ACPR-2	Forensics Amends Forensics records	Forensics can only amend Forensics records. Authorized Central Office users can grant Forensics access to amend a registered record that was not registered by Forensics.



Amend a Registered Record		
Ref#	Business Rule Name	Business Rule Description
Rules for Gender Change		
ACPR-3	Only Gender Field Open	During a gender change amendment, only the gender field can be changed on the record.
ACPR-4	Gender Change Field	The system allows the gender to be different than sex on a birth record.

#### 7.2.27. Amendments Bonus Business Rules

The following section provides the bonus rules pertaining to Amendments that the EVRS vendor may provide to Puerto Rico. The rules are included below to provide a complete picture of the Amendments workflow. **DO NOT** respond to the rules in this document. Vendors must provide a response to each rule in **the workbook Exhibit F.1 (spreadsheet titled Amendments)** and submit with their technical response.

EVRS User Creates an Amendment		
Ref#	Business Rule Name	Business Rule Description
ACB-1	Message to Requestor	The system sends a message electronically to the system user that requested the amendment to alert them of errors that need to be fixed.

Amend a Registered Record		
Ref#	Business Rule Name	Business Rule Description
ACB-2	Notify Funeral Establishment of Processed Amendment	A funeral establishment is notified when a requested amendment to demographic information on a record they own is processed.

#### 7.2.28. Point of Sale Process and Requirements

**Stamps Definition:** In-person payment for services must be with stamps. Stamps are an alternative to cash payment and have a defined value (i.e., \$5, \$10). Unlike cash, change cannot be made for overpayment. Each stamp has a unique number, similar to money orders. When services are paid in stamps, each unique stamp number must be captured on the request. Cash is not accepted as a form of payment. In the requirements, the term cash means stamps.

The Demographic Registry offers a variety of services to the public including issuance of certificates, genealogy research, non-certified copies of records, and record registration and amendments.

Service requests may be initiated in several ways:

1. Through a walk-in request by a customer at the Central or a local office counter;

2. Through a mail request by a customer;
3. Through the Vital Records system by a user; or,
4. Through phone\* or internet order website by a customer (VitalChek, *Renovaciones*, PR.gov).

\*Orders are only accepted by phone at the VitalChek central processing office. Phone call orders are not accepted through the Demographic Registry in Puerto Rico.

#### 7.2.29. Counter Orders

Customers requesting services may complete a paper application and submit the application at a counter. The application is used to create a request in the POS module and the customer's eligibility is verified. If the customer is not eligible, the user prints a rejection letter and closes the request.

#### 7.2.30. Mail Orders

Mail requests are only accepted by the Central Office and can be paid with a money order or stamps. A request is created in POS module with the services, evidentiary documentation and payment received.

Mail requests paid with a money order cannot be processed immediately because the money order must be exchanged for stamps. At the end of each business day, all money orders are collected and exchanged for stamps, just like a check can be cashed. The stamps are brought back to the Central Office and associated with the correct requests. All stamp numbers associated with a request must be added onto the request. Once the stamps are receipted, the order can be processed.

Requests paid in stamps can be processed immediately.

If the customer is not eligible or the application is incomplete (i.e., supporting documents are not included), a rejection letter is generated through the system. The rejection letter, supporting documentation, and payment are returned to the customer to re-submit.

#### 7.2.31. VitalChek Orders

The VitalChek application is used to process online and phone requests for certified copies of records. The customer can submit their order through the VitalChek website or through VitalChek's toll free phone number. The customer's order is uploaded to the VitalChek server. The Central office logs into VitalChek, extracts orders from VitalChek, and uploads them to the system. VitalChek remits payment to the Central Office via EFT and the system generates a receipt. Orders are fulfilled and mailed out to the customer.

Refunds on VitalChek orders are processed by VitalChek and the cost of services are refunded.

#### 7.2.32. PR.GOV – Renovaciones Online

PR.gov and Renovaciones are online platforms that allow the public to order services and pay without stamps. Orders are entered on either website. Evidentiary documentation, ID, and

payment are made through the platforms. Demographic Registry staff work queues in both systems to process the orders. PR.gov orders are processed at the Central Office. *Renovaciones* orders are processed at the selected local office.

Orders received through PR.gov or *Renovaciones* are added to the POS module as a new request, all documentation is added to the request and the online payment method is receipted. Eligibility is confirmed in the online order and the web platform notifies the customer of the update.

If the customer is not eligible, a rejection letter is printed and mailed. The online order is updated with a rejection status and closed.

#### 7.2.33. Fulfillment

Requests received at a counter, VitalChek, or another online web portal can be entered into the POS module and fulfilled immediately. Alternatively, requests can be worked from a queue. Mail requests cannot be fulfilled until the money order is exchanged for stamps. While the request is open, the user searches for the record(s) requested.

When a record search is performed, there are a few options about how the process will continue:

1. The record is found and the order can be processed;
2. The record is found but is flagged to prevent issuance or amendments; or
3. The record cannot be found.

If the record is found but cannot be issued or amended, the customer is informed and the request is held in a pending queue until the record can be processed. A letter describing what is needed is printed and provided to the customer with the next steps.

If the record is not found, the request is sent to the Vault to search for the paper certificate, if the record was filed on paper.

The paper certificate, once found, is added to the system through the back data entry functionality. The back data entry process includes data entry into the system as well as adding an image of the record. If the paper certificate cannot be located, the Vault indicates this in the system. Staff will print a “No Record Found” letter to be sent to the customer with a partial refund. If the request was received by mail, all but a \$2 stamp is refunded to the customer. If the request came from a counter, all but a \$5 stamp is refunded to the customer.

Once the record is located and can be processed, the request is fulfilled. After issuing a record, the certificate is QA’ed for print errors. When printing errors are present, the security paper is voided and the certificate is re-issued. Once a certificate is printed without errors, it is delivered to the customer based on the method the request was received. Any additional services on the request can be processed.

#### 7.2.34. Daily Accounting

At the end of each day, drawers are closed out and reconciled. Users validate the stamps in their drawer and a summary of security paper used during the day. If a discrepancy in either payment or security paper is found, the user will review the day’s transactions, determine the differences,

and make the appropriate corrections. If no discrepancies are found, the supervisor will consolidate all drawers for deposit, then verify the stamps and security paper. Once verified, the drawers are closed.

At the end of each month, supervisors collect all voided security paper from their office and send the voided paper to the Central Office for reconciliation. The Finance Office reviews a report of all funds encumbered and voided security paper. All voided security paper on the report must be returned to the Central Office for destruction and is accounted for each month.

An end of month funds report is sent to the Department of Treasury and funds are deposited into a general account. There is only one general account where all funds are deposited and the Central Office requests disbursement.

#### 7.2.35. Billable Account Invoicing

The Central Office has clients (e.g., government agencies) that may be invoiced monthly. At the beginning of each month, Finance generates invoices. Past due reports are run periodically. When payment is provided, it is receipted against the invoice.

#### 7.2.36. Government Search Invoicing

Some government agencies have contracted with the Central Office to perform verification searches. The contracts allow for authorized user roles to perform searches of birth, death, and marriage records. Results from these searches are limited fields that are contractually defined. Every few of a record incurs a small fee. At the end of each month, the Central Office invoices the agencies for payment of the record views. Payment is remitted via EFT.

#### 7.2.37. Point of Sale COTS Business Rules

Orders		
Ref#	Business Rule Name	Business Rule Description
ISS1	Jurisdiction-Defined Minimum Fields	The fields required to create a new request are Jurisdiction-defined.
ISS2	Services Require Request	The system requires a request for services to be rendered.
ISS3	Unique Identifier	Each type of request in the system has a unique identifier.
ISS4	Request Number	The system assigns a Jurisdiction-defined unique system-generated sequential number to each request based on the type of request. Numbering resets at the beginning of each year.
ISS5	Time Stamp Requests	All requests are time stamped by the system when initiated.
ISS6	Jurisdiction-defined Request Types	The list of request types is defined by the Jurisdiction.
ISS7	Quick Data Entry	The screens to enter a request and requestor information are laid out to match the Jurisdiction request forms.

Orders		
Ref#	Business Rule Name	Business Rule Description
ISS8	Display Appropriate Request Form	Request fields may differ based on request type and services purchased. The fields are Jurisdiction defined.
ISS9	Edit Check	The system edits the request based on Jurisdiction-defined edits. Edits may be hard or soft.
ISS10	Services Other Than Certified Copies	The system allows services other than certified copies (e.g., amendments) to be ordered.
ISS11	Allow Multiple Selections	The user may select more than one service in a single request. For example, an amendment and certified copies of the amended record.
ISS12	Provide Prompts	The system displays a prompt specifying the Jurisdiction-defined documentation required by type of request to substantiate the request under consideration.
ISS13	Prompts Options	The system allows prompts to be turned on and off based on user roles and abilities.
ISS14	"Other" Responses	For all requests, if "other" is selected on a request field, a description is mandatory.
ISS15	"Other" Requestor Relationship Scan Option	Additional documentation supporting the relationship of the requestor may be uploaded to the request. Examples of additional documentation include Power of Attorney or Guardianship.
ISS16	Comment Field	The system provides a comment field for users to enter notes or comments that can be viewed by other system users.
ISS17	Jurisdiction Defined ID Types	Acceptable forms of ID are Jurisdiction defined.
ISS18	ID Number	The system prompts the user to enter the ID number for an applicant.
ISS19	ID Verification	The system provides an indicator for a system user to indicate on the request that the applicant's ID has been verified.
ISS20	Signature for Request Verification	The system provides an indicator for a system user to indicate that a signature has been applied to a request form.
ISS21	Purpose of Request Options	Certificate request requires the user to enter the purpose of the request from a dropdown menu, with a list of Jurisdiction-defined options.
ISS22	Different Mailing Address	The system allows the user to enter a mailing address that is different from the address of the requestor.
ISS23	Requestor Email Address	The system allows the entry of the requestor's email.

Orders		
Ref#	Business Rule Name	Business Rule Description
ISS24	In Care Of	The system provides an address field marked "In care of" for requests when the requestor is not the person on the certificate.
ISS25	Track Applicant	The system will track information for users to view all requests by applicant.
ISS26	Multiple Transactions for One Applicant	The system will allow one applicant multiple transactions if requested.
ISS27	Billable Account Drop-Down List	The system provides a Jurisdiction-defined drop-down list to select the name of an entity if they have a billable account making the request.
ISS28	Notes in Request	The system provides the ability to make notes within the requested record.
ISS29	Provide Method of Indicating Documentation Submitted	The system provides a method to indicate which documents are uploaded. The document options are Jurisdiction defined.
ISS30	Upload Multiple Documents	The system allows a user to upload any amount of documentation required so it is associated with the request.
ISS31	Local Office Screens	Functionality for Local Offices is more limited than the Central Office. Request screens, edits, and field options for Local Offices are Jurisdiction defined.
ISS32	Requests Linked to Records	All services begin with a request and the request is linked to the appropriate record.
ISS33	Flag Record to be Amended	Amendment requests automatically flag the associated record to be amended to prevent certified copies from being printed until the amendment is complete.
ISS34	Update Request and Send to Pending Queue	The system provides a method for a user to flag a request if more information or documentation is needed (i.e., to confirm eligibility). The flagged request is then queued for work in the future.
ISS35	Reason for Pending	The user selects a reason for placing the request in the pending queue. Reasons are Jurisdiction defined.
ISS36	Denied Flag on Request	The system allows a user to flag a request if the customer is "not entitled."
ISS37	Additional Documentation	The system allows a user to add more documents and/or information received from a requestor after the request is retrieved from the pending queue.

Orders		
Ref#	Business Rule Name	Business Rule Description
ISS38	Capture Information Returned	If a request cannot be processed (i.e., requestor is ineligible), a user selects a reason why and enters the date documents and payment were returned to the customer. Reasons why a request cannot be processed are Jurisdiction defined.
ISS39	Close Request	The system automatically closes a request if a user has indicated the request cannot be processed.
ISS40	Ready to Process Queue	The system provides a queue for requests that have been previously started and are ready for processing. The queue is sortable by request type and other Jurisdiction-defined fields.
ISS41	Search for specific Request	A user may search for a specific request by Jurisdiction-defined fields.
ISS42	Alter Requests	A user can alter a request as long as it has not been completed or closed.
Rules for Unregistered Records		
ISS43	Unregistered Records Queue	The system provides a queue for requests received for a record which has not been registered and is over a Jurisdiction-specified number of days after the event date.
ISS44	Unregistered Records Queue Reminder	After a Jurisdiction-defined period of time (for example, 2 weeks of DOB/DOD), requests in the Pending Request Queue generate an alert that is sent to the Registration unit, informing them that the request is still awaiting registration.
ISS45	Change Queue when Record is Registered	When the system determines that a record has been registered, the request that is being held moves into a queue for fulfillment.
Rules for Abandoned Requests		
ISS46	Abandon Pending Requests	The system automatically abandons pending requests at the end of a Jurisdiction-defined period of time.
ISS47	Abandoned Requests	Pending requests that are cleared become abandoned requests.
ISS48	Purge Abandoned Requests	Abandoned requests can be purged from the system according to Jurisdiction-defined parameters.
Rules for Amendments		
ISS49	Amendment Types	Amendment types are by event and Jurisdiction-defined. The system provides a method of selecting the type of amendment request by event.

Orders		
Ref#	Business Rule Name	Business Rule Description
<b>Rules for Amendments</b>		
ISS50	Record Amendment Type and Relationship	The system records the amendment type and the relationship of the requestor to the person named in the record for each amendment.
ISS51	Include Original Document Number	The amendment request record includes the National File Number of the original document being amended.
ISS52	Amendments Started with a Request	The Amendment Process and the Request Process are tied in such a way as to prevent amendments from being processed without going through the Request Module first.
ISS53	Pending Request Queue	Requests with an amendment and certified copies ordered remain in a pending request queue until amendments are completed.
ISS54	Update Request	A request can be updated to include a request for an amendment.
ISS55	Queue for Amendments Unit	Requests with amendments are queued for the Amendments Unit to complete.
<b>Rules for Rejection Letters</b>		
ISS56	Generate Letter	A letter is generated by the system informing a customer of additional requirements if the customer has not presented all materials needed to process the request.
ISS57	Letter Auto-Generated	The system populates all letters from requests with the personal information on the request and the information needed to process the request.
ISS58	Select Reasons Why	The system allows a user to personalize the letter by selecting the reason why the request cannot be processed.
ISS59	Reasons May be Confidential	The reason why a request cannot be processed may be confidential and, as such, is not revealed to the customer. In these cases, the reason is not printed on the letter.
<b>Rules for Payments</b>		
ISS60	Accommodate Different Fees	Fees are table driven to allow the accommodation of different fee structures for different services and different locations, and are Jurisdiction defined.
ISS61	Processing Fees	The system accommodates special handling fees, expedited postage and other types of processing fees as defined by the jurisdiction.
ISS62	Fees Managed by the Jurisdiction	Fees are managed and can be configured in the system by a Jurisdiction user.



Orders		
Ref#	Business Rule Name	Business Rule Description
Rules for Payments		
ISS63	Zero Cost Service	The system allows services and certificates to have a fee of zero.
ISS64	Supervisor Fee Override	The system allows some services to have a fee of zero with supervisor approval (such as replacement copies).
ISS65	Multiple Requests Totaled	If a customer has requested multiple certificates, amendments, and/or other services, the total cost of all items is calculated by the system.
ISS66	Payment Types	Forms of payment are Jurisdiction-defined.
ISS67	Record Money Order Number	The user records the money order number in the request record.
ISS68	Required Money Order Number	When the payment is in the form of a money order, the money order number is entered into the system.
ISS69	Determine if Fee is Correct	The system determines if the payment entered is sufficient to pay for the services requested.
ISS70	Check Payment Amount Against Total Due	If the total amount due and the payment amount are not equal, the system prompts a user to resolve the issue.
ISS71	Enter Reference Information	The system provides a location to enter reference information (i.e., money order number) about the payment.
ISS72	Incomplete Request Payment	The system allows a user to receipt a payment on a request that is placed in a pending queue awaiting additional information from a customer.
Rules for Amendment Payments		
ISS73	Process Amendment with Insufficient Fees	The system allows a user to process an amendment request even if the full amount of the fee has not yet been received.
ISS74	Apply "Payment Owed" Flag	If an amendment is processed without collecting the full fee, the record is flagged to prevent issuance of certified copies of that record until such time as the payment is collected through the system.
ISS75	Dollar Field Tied to "Payment Owed" Flag	A dollar amount field is tied to the "Payment Owed" flag, which is cumulative based on the amount of fees associated with the record; the field provides the user the ability to enter the amount due.
ISS76	Additional Payments	When additional payments are received for an amendment, they are added to the request.

Orders		
Ref#	Business Rule Name	Business Rule Description
<b>Rules for Amendment Payments</b>		
ISS77	Remove "Payment Owed" Flag	Once the full fee has been collected, the "Payment Owed" flag is removed, and the printing of certified copies is allowed.
<b>Rules for Mail Order Overages</b>		
ISS78	Money Order "Overage" Flag	If a money order accompanies a mail order and the amount received is more than the amount due, the user flags the order.
ISS79	Authorized User Override for Money Order Overage	The system provides a field for a user who receipts an overage to note the overage amount.
ISS80	Money Order Overage Notes	The system allows a user to add a note on the request if the Money Order Overage flag is placed on the request.
<b>Rules for No Cost Services</b>		
ISS81	Override Charges	The system allows a user to override or waive a charge for a transaction that normally has a fee, if, for some reason, the location chooses not to charge the requestor.
ISS82	Waived Fee Comment Field	If a fee is waived, the system provides a list of options for a user to choose from regarding why the fee was waived. Reasons for waiving a fee are Jurisdiction defined.
ISS83	Indicator for Free Copies	Free copies have an indicator in the request to indicate that the certified copies are provided at no cost.
ISS84	Count Free Copies	The system will keep a running total of free copies issued per record.
ISS85	Limit Free Copies	The system will place a Jurisdiction-defined limit on how many free copies each record is eligible for.
ISS86	Free Copies Flag	When the limit of free copies per record is reached, the event record will be flagged.
ISS87	Warning to User that Limit Reached	When a user attempts to provide a free copy of a record after the limit is reached, the user receives a warning on the request.
ISS88	Eligibility for Free Copies	The list of customers eligible for free copies is defined by the Jurisdiction.
<b>Rules for Replacement Copies</b>		
ISS89	Supervisory Approval Needed	The system requires supervisor approval for replacement copies.
ISS90	Fee for Replacement Copy	The system may include a fee for replacement copies. This is a feature the Jurisdiction can turn on or off.

Orders		
Ref#	Business Rule Name	Business Rule Description
<b>Rules for Replacement Copies</b>		
ISS91	Indicator for Replacement Copies	Replacement copies have an indicator in the request and event record to indicate that the certified copies are replacements.
ISS92	Count Replacement Copies	The system will record a count of copies returned by a customer when replacement copies are issued.
ISS93	Limit on Replacement Copies	The system will place a Jurisdiction-defined limit on how many replacement copies each customer is eligible to order within a Jurisdiction-defined period of time. A flag is placed on the record when a limit is reached.
<b>Rules for Supervisory Overrides</b>		
ISS94	Supervisory Override	If the system user believes that the system evaluation of acceptability of the request should be overridden, there is a function to allow a supervisor to enter an approval code for the override. This includes "one time issue."
ISS95	Supervisory Override for "Do Not Issue"	A supervisory override is required for changes to "do not issue" flags.
ISS96	Supervisory Override - Comment Box	The system provides a comment box for a supervisor to enter the reason for the override.
ISS97	Audit Trail for Use of Override	The system provides a daily audit trail that details the use of the "fee override" by employee.
<b>Rules for VitalChek Orders</b>		
ISS98	VitalChek Import	The system allows the import of VitalChek requests which generate requests in the system.
ISS99	VitalChek Batches	The system can accept a batch file from VitalChek multiple times per day.
ISS100	One Order at a Time	The system can accept one request at a time from VitalChek.
ISS101	Display Fee for Services	Orders extracted from VitalChek display the fee for services, and not what the requestor actually paid.
ISS102	Enter EFT Information	The system allows the entry of EFT information from VitalChek.
ISS103	Receipt Payment	The system can generate receipts for payments received from VitalChek.
ISS104	VitalChek Requests Marked "Paid"	All requests queued from VitalChek site are marked "paid," as the customer's card has already been charged.
ISS105	VitalChek Refund Fees	If the requestor is not eligible, fees may be refunded through VitalChek.

Orders		
Ref#	Business Rule Name	Business Rule Description
<b>Rules for VitalChek Orders</b>		
ISS106	VitalChek Refunds	On VitalChek orders, refunds may be processed if the request cannot be processed or the associated record(s) cannot be found. Refunds are for the cost of the services ordered. VitalChek service fees are not refunded.
ISS107	Refund Through VitalChek	On VitalChek orders, the refund is processed by VitalChek and the request in the system is marked by a user to indicate that a refund will be processed.
ISS108	Refund Option	The system allows the option to process a refund to be turned off.
<b>Rules for Receipts</b>		
ISS110	Receipt Number and Date	A receipt number and date is automatically assigned by the system.
ISS111	Print Receipt Any Time	The system allows printing of a receipt regardless of completion of the order.
ISS112	Receipt Jurisdiction-defined	The format of the receipt is Jurisdiction-defined.
ISS113	Itemized Receipt	The system allows a user to print an itemized receipt for a requestor at the time the payment is entered in the system.
ISS114	Receipt Format	The receipt prints in such a way that the requestor information shows through a window envelope for mailing.
ISS115	Email Receipt	The system allows a user to email a receipt to the recipient.
ISS116	Print Receipt for Interagency Transactions	For billable accounts, the system provides the ability for the user to print a receipt showing what was given to the customer.
<b>Rules for Court Ordered Requests</b>		
ISS117	Docket Number	The system provides a place to enter a docket number for court-ordered requests.
ISS118	Name of Court	The system provides a place to enter the name of the court for court-ordered requests.
ISS119	No Local Fees	Fees are centralized and all funds collected by the Central Office.

Fulfillment		
Ref#	Business Rule Name	Business Rule Description
ISS120	Process Request Immediately	The system allows a user to proceed directly from request entry to fulfillment. Workflows when this is allowable are Jurisdiction defined.

Fulfillment		
Ref#	Business Rule Name	Business Rule Description
ISS121	Order Cannot be Processed Until Paid	The system blocks printing of certificates until the request has been paid for.
ISS122	Manager Queue	The system provides a work queue of requests for certified copies that require special attention (e.g., do not issue). The criteria for requests to appear in the queue are Jurisdiction defined and configurable.
ISS123	Alerts when Processing	When a user views a record for issuance, any alerts on the request are displayed in an obvious manner. Flags requiring an alert are Jurisdiction-defined and configurable.
ISS124	"Deceased Requestor"	The system provides a flag that allows the user to put a hold on a record and request if a person indicated as "deceased" requests their own death or birth certificate.
ISS125	Alert User if Amendment is Pending	The system alerts a user if an amendment is pending on the record, preventing issuance.
ISS126	Supervisory Override	A supervisory override is required for changes to "do not issue" flags.
Rules for No Record Found		
ISS127	Flag "No Record Found"	A user may flag a request as "No Record Found" if the user could not find a match based on the information provided by the requestor.
ISS128	"No Record Found" Letter Needed	If a record is flagged "No Record Found" the system prompts the user to print the "No Record Found" letter. The format of the "No Record Found" letter is Jurisdiction-defined
ISS129	Print "No Record Found" Letter	Based on the type of "No Record Found" letter selected by the user, the system automatically prints the "No Record Found" letter on certified or white paper.
ISS130	Update Request	The request is automatically changed to reflect that the "No Record Found" letter has printed instead of a certificate.
ISS131	Close Request	The system allows a user to close a request after the generation of a "No Record Found" letter.
ISS132	Sales Statistics Separate "No Record Found" from Certified Copies	When sales reports are run, "No Record Found" letters can be separated from certified copies.
Rules for VitalChek Orders		
ISS133	Process VitalChek Order Immediately	If the user downloads only one order from VitalChek into the system, the same user who initiated the download can immediately process the order without re-selecting the order.

Fulfillment		
Ref#	Business Rule Name	Business Rule Description
<b>Rules for VitalChek Orders</b>		
ISS134	VitalChek Queue	If multiple orders are downloaded to the system from the VitalChek system at one time, they can be accessed from a queue that contains only orders from VitalChek's system.
ISS135	Issuance Queue Assignable to Central Office Location	The VitalChek request queue can only be processed by users at the Central Office.
<b>Rules for Funeral Home System Orders</b>		
ISS136	Online Request Queue	The system provides the user with an Online Request Queue for requests submitted online.
ISS137	Online Request Confirmation Number	The system provides the customer with a confirmation number for the system request.
ISS138	Look Up Order by Confirmation Number	The system allows the user to look up an order by entering a combination of the customer's confirmation number and last name.
ISS139	Online Request Pickup Location	If the customer must pick up the items that were requested, the system queues requests based on the pickup location selected by the customer.
ISS140	Clear Indication of Account Status	The system provides a clear indication of account status by funeral home location.
<b>Rules for Flags and Indicators</b>		
ISS141	File Flags and Indicators	The system checks file flags and indicators on each record to determine if the issues being identified by the indicator or flag affect the user's ability to fill the request.
ISS142	Held Request	If a request contains a flag that it is being held, the system does not allow the printing of a certified copy of the corresponding record.
ISS143	Comment Field Available for Holding Files	The system provides a comment field for requests that have a "hold" flag.
ISS144	Record Must be Registered	A record must be registered before any request for that record can be filled.
ISS145	Do Not Issue Sealed Records	If a record has been sealed, the system does not allow the printing of a certified copy.
ISS146	Fee Not Received	If payment was not received or is insufficient, the record contains an "insufficient payment" flag that prevents certified copies from being issued.

Fulfillment		
Ref#	Business Rule Name	Business Rule Description
<b>Rules for Flags and Indicators</b>		
ISS147	Check Note in System	When a record has an "insufficient payment" flag, an authorized user can access the notes in the system to determine if the payment to be collected is different than the standard fee.
ISS148	No Note in System	If there is no note in the system for a record with an "insufficient payment" flag, the user can remove the flag.
<b>Rules for Printing</b>		
ISS149	Various Types of Documents May Print	The system prints a variety of document types depending on the item(s) included on the request. A complete list is included in the Reports Matrix.
ISS150	Short Form	The system provides the user with the option to print a short form of any event on Jurisdiction-defined paper sizes.
ISS151	Dynamic Forms	Short Forms have dynamic logic for Jurisdiction-defined fields. If no data is available to print, the field header also does not print.
ISS152	Long Form	The system provides the user with the option to print a long form of any event on Jurisdiction-defined paper sizes.
ISS153	Electronic Record Issuance	Electronic records are printed with the data that is on the electronic record.
ISS154	Text Size Adjusts for Names	If a name is too long to fit into the name field on the certificate, the system adjusts the text size to allow for the name to fit.
ISS155	Medical Certifier Notes Do Not Print	Information entered into the medical certifier notes does not print on a certified copy.
ISS156	Verifications Print on Plain Paper	Verification of vital records are printed on plain paper.
ISS157	Verification Format	Verification forms have distinct formats from certificates.
<b>Rules for Tracking Issuance</b>		
ISS158	Update Document History	Document history is updated for every output from a request. Document history includes the date, time, and the person who issued the record or certificate.
ISS159	Number of Times Document is Printed	The system tracks the number of times a specific document is printed, the number of copies being printed, the person ordering, and any other Jurisdiction-defined information.
ISS160	Alert for Number of Times Document is Printed	After a Jurisdiction-defined number of print requests, an alert is sent to a supervisor. Request types that alert a supervisor are jurisdiction defined.

Fulfillment		
Ref#	Business Rule Name	Business Rule Description
<b>Rules for Tracking Issuance</b>		
ISS161	Number of Certified Copies	The system tracks the number of certified copies issued for each record and captures the information.
ISS162	Identity of Persons Ordering and Receiving Copies	The system captures the requestor who orders certified copies.
<b>Rules for Printing Birth Events</b>		
ISS163	"Deceased" Indicator	Birth certificates for which a death certificate is registered print with a "deceased" indicator. The appearance of the indicator is Jurisdiction defined.
ISS164	Unnamed Child Override	The system allows for a supervisory override for issuing a certified copy of a birth record for an unnamed child by updating the name to "Infant" or "Baby."
ISS165	Printing of Birth Certified Copies	The system tracks and alerts the user of birth certificates that have been printed a Jurisdiction-defined number of times within a Jurisdiction-defined period of time across all offices.
ISS166	Multiple Orders of Same Birth Certificate Received	The system tracks and provides an alert when more than the Jurisdiction-defined number of requests for the same birth certificate have been received across all offices.
ISS167	Prevent Printing of Certified Copy of Birth Certificate	The system flags a record and throws an alert when a user attempts to fulfill an order for certified copies of a birth certificate if the request exceeds a Jurisdiction-defined number of requests within a Jurisdiction-defined time period across all offices. An override is required before the request can be filled.
ISS168	Voluntary Acknowledgement or Legitimation	If a birth record is being held because it contains a flag that a voluntary acknowledgement or legitimation order is in process, the system does not allow the printing of a certified copy of the birth record.
ISS169	Do Not Issue	The system does not allow the printing of a long form, certified copy of a birth record that has a voluntary acknowledgement or legitimation hold if an amendment is in progress.
ISS170	Voluntary Acknowledgement or Legitimation Order Override	The system allows a supervisory override for the printing of a long form, certified copy of a record that has a voluntary acknowledgement or legitimation hold.
ISS171	No Second Parent Information	If a second parent is not listed on a birth record, no information is printed in the second parent fields on the long form certified copy of the birth record.



Fulfillment		
Ref#	Business Rule Name	Business Rule Description
<b>Rules for Printing Birth Events</b>		
ISS172	Delayed Birth Print	Abstracted information is included in the printed copies of delayed birth certificates.
ISS173	Delayed Certificate Notation	Delayed records (registered more than one year after the date of the event) have the "Delayed Certificate" notation as part of the heading on the certificate.
<b>Rules for Printing Death Events</b>		
ISS174	Court-Ordered Death	Court-ordered death certificates are marked with "Judicial Determination of Death" or similar as defined by the Jurisdiction.
ISS175	Presumptive Death	Presumed deaths as determined by a Court are marked with "Presumptive Death" or similar, as defined by the Jurisdiction.
ISS176	Delayed Death	Delayed deaths are marked with "Delayed Death." or similar, as defined by the Jurisdiction.
ISS177	Pending COD	Certified copies of death certificates can be issued when the cause or manner of death is listed as "pending."
ISS178	Pending COD Prints on Long Form	Records with Pending COD will only print on long form certificate.
<b>Rules for Printing Fetal Death Events</b>		
ISS179	Unnamed Child Override	The system allows for a supervisory override for issuing a certified copy of a fetal death record for an unnamed child by updating the name to "Infant" or "Baby."
ISS180	No Second Parent Information	If a second parent is not listed on a fetal death record, no information is printed in the second parent fields on the long form certified copy of the birth record.
<b>Rules for Printing Genealogy</b>		
ISS181	Genealogy Report	The system provides the option to print a genealogical report. The format and fields included on the report are user-defined by the Jurisdiction.
ISS182	Genealogy Report Prints on White Paper	Genealogy reports print on white paper.
ISS183	Genealogy Report Multiple Pages	Genealogy reports may include multiple pages such as images of original records and other supporting documents on file.

Fulfillment		
Ref#	Business Rule Name	Business Rule Description
Rules for QA and Security Paper		
ISS184	QA Directly Follows Filling of Order	When an error is found in the printing of the record after the request has been completed (i.e., damaged security paper), a user can access the request, void the document control numbers, and reissue the record.
ISS185	Send to Queue	In some cases such as training a new employee, the person filling the order may send the order to the a QA queue to be reviewed by a second person before it is released.
ISS186	Select from Queue	A QA processor can select completed requests from a queue.
ISS187	View Entire Request	A QA processor can view the entire request, including the document history of the items printed.
ISS188	Associate Document Control Number	The system assigns a document control number to each certified copy printed, increasing the number by one for each additional copy and storing the associated numbers in the request and record history.
ISS189	Confirm Matching Security Paper Numbers	The system provides a way to confirm that the printed security paper number matches the system assigned security paper number.
ISS190	Associate Document Control Number with Document	Request and record history capture document control numbers so each DCN captured is tied the document type issued. This is important if multiple document types were ordered in one request.
ISS191	Security Paper Not Previously Used	The system automatically checks to make sure that the security paper number being entered has not already been used or voided.
ISS192	Check Security Paper Number Location	The system automatically checks to see if the security paper number being entered is assigned to the user's location.
ISS193	No Override on Messages	If the system notifies a user that the security paper number is not available or assigned to the location, a user at the Central Office can make corrections using the Inventory Module before an update to that record can be completed.
ISS194	Update Inventory	The status of the inventory is updated immediately upon the successful completion of a transaction that involves the use of secured inventory.
ISS195	Correct Input Error	The system provides a method of correcting security paper numbers associated with a request in error.

Fulfillment		
Ref#	Business Rule Name	Business Rule Description
<b>Rules for Voiding</b>		
ISS196	Void Function	The system provides users the ability to void a DCN if the user determines that one or more copies are damaged or not needed.
ISS197	Reasons for Void	The system requires a user to select from a Jurisdiction-defined drop-down list of options for the reason why a DCN has been voided.
ISS198	Textual Explanation for Void	The system provides the user with a field to explain more information when a DCN was voided.
ISS199	Update Audit Log for Voids	The system tracks voids in an audit log.
ISS200	Void Replaced Copies	The system provides the ability to void replaced copies from a previous request that have been returned, usually because an amendment has been processed and new copies are being produced.
ISS201	Limited Re-Issuance	Users are limited to one re-issuance per certificate on an order in the case where the document control number has to be voided after issuance.
ISS202	Re-Issuance Override	If additional re-issuances are required, a supervisor must override the limit.
ISS203	Supervisors Not Limited	Supervisors are not limited to the one re-issuance rule.
ISS204	No Effect on Sales Figures	Reprints are not included in sales reporting as a new sale.
<b>Rules for Completing Requests</b>		
ISS205	More Than One Request from Requestor	If the customer has placed multiple requests, the system displays the next request from the same customer.
ISS206	Fill Partial Requests	The system allows a user to fulfill one, none, or all of the items on a request that includes multiple items.
ISS207	Adjust Partial Requests	If one but not all of the items on a request are filled, the user has the option to leave the request open or cancel the other items and close the request.
ISS208	Completed Request	When all of the items on the request have been filled, the request is considered complete.
ISS209	Notification to Customer Upon Release of Order	The system sends an email notification to the customer upon release of an order if an email address was provided.
ISS210	Print Receipt for Interagency Transactions	For billable accounts, the system provides the ability for the user to print a receipt showing the type and quantity of services given to the customer.
ISS211	Order Closed	The order is automatically closed when all of the transactions on the order have been completed.

Fulfillment		
Ref#	Business Rule Name	Business Rule Description
<b>Rules for Completing Requests</b>		
ISS212	Reopen Closed Request	A user can reopen a closed request.
<b>Rules for Returned Mail and Re-Mails</b>		
ISS213	Returned Mail Queue	The system provides a queue for records marked as "returned."
ISS214	Capture Date Received	The system provides a place to capture the received date for returned mail.
ISS215	Comment Box	The system provides a comment box for the user to add any necessary comments.
ISS216	Open Closed Request	The system allows a closed request to be opened when a mailed certificate is returned.
ISS217	New Address	The system provides a place to capture the new address for the re-mail, if needed for re-mail.
ISS218	Print with New Address	The system allows a user to print a copy of a receipt with the new address information, if needed for re-mail.
ISS219	Capture Re-Mail Date	The system provides a place to capture the re-mail date.
ISS220	Request Has Been Re-Mailed	The system provides a way to indicate that the request has been re-mailed.
ISS221	Remove from Returned Mail Queue	The system automatically removes a record from the Returned Mail Queue once the record has been marked as "re-sent."
<b>Rules for Reports</b>		
ISS222	Productivity Reports	The system allows users to run productivity reports by Jurisdiction-defined sets of data such as types of transactions, users and region.
ISS223	Request Reports	The system allows users to run reports by Jurisdiction-defined sets of data such as number and type of certificates ordered per customers within a given time period.

Accounting		
Ref#	Business Rule Name	Business Rule Description
A1	Individual Drawers	Each user has their own 'drawer' and the 'drawer' is based on the employee's user ID.
A2	VitalChek Virtual Drawer	Transactions received through VitalChek are posted to a single drawer designated for VitalChek and kept separate from other receipts.

Accounting		
Ref#	Business Rule Name	Business Rule Description
A3	Online Portal Virtual Drawer	All transactions received through online portals are posted to separate drawers by portal and kept separate from other receipts.
A4	Transaction Records Include User ID	Each transaction record contains the user ID used to collect funds for that transaction.
A5	System Calculates Fees	The system calculates the fees for each transaction and totals all fees for multiple transactions in a single session for a single customer.
A6	Payment Types to Complete Transaction Payment	The customer may pay through different methods to complete a transaction payment. Methods to pay fees are Jurisdiction defined and configurable.
Rules for Credit Cards		
A7	Credit Card Payments	Credit card transactions through the system are processed through the Finance Division through OA at the Central office.
A8	Credit card merchant integration	The system integrates with the Jurisdiction's credit card merchant, providing charge transaction capabilities and transaction information to EVRS.
A9	Credit card receipt	The system provides the ability to print a receipt from the credit card charge. Multiple copies can be printed for office records and for the customer to sign.
Rules for No Cost Requests		
A10	Track Free Requests	The system keeps track of the number of free requests.
A11	Run Report on Free Requests	A system user may run a report of the number of free requests.
Rules for Refunds		
A12	Refund Message	The system sends a message to an authorized user when it is determined that a refund needs to be processed.
A13	Refund Amount	The system can determine the amount of the refund needed.
A14	Debit Slip	The system creates a debit slip to request a refund. The debit slip is Jurisdiction-defined.
A15	Send for Payment	An authorized user may update pending refunds to indicate that they have been requested. This will remove the refund from the pending queue.

Accounting		
Ref#	Business Rule Name	Business Rule Description
Rules for Refunds		
A16	Pending Refund Queue	The system should provide a way to track all refunds that have been requested but not distributed to the customer.
A17	Credit Card Refunds	Refunds for requests paid by credit card through the system may be initiated the same day of processing.
A18	Associate Refund with Request	When the Central Office receives notice of an issued refund they may associate the refund check with the appropriate transaction.
A19	Report of Refunds	The system provides a report of refunds, their status, and additional Jurisdiction-defined details, such as transaction number.
A20	Refund on Account	Refunds provided to a billable account may be listed separately and may not be counted as drawer funds since they do not figure into the balancing of funds in the drawer at the end of the day. Information captured on refunds is jurisdiction defined.
A21	Refund on Over Payments	The system allows refunds for any amount paid that is over the amount due.
A22	Partial Refund	The system allows for partial refunds.
Rules for Credit Card Refunds		
A23	Credit Card Refunds	The system supports credit card refunds. Refunds to credit card payments are refunded by the jurisdiction designated authority.
A24	Print Refund on Receipt	The system can print refunds on receipts.
Rules for Drawer Closing		
A25	Capture ID of Person Closing Drawer	The system saves the user ID of the person performing the drawer closing activities.
A26	Display List of Payments Expected	The system displays a list of all payments that should be in the drawer at the end of the day by type.
A27	Allow User to Run Totals at Any Time During Day	A user may request the system to display current totals at any time during the day.
A28	Drawer Closed by A User	Drawers may be closed by a user regardless of whether or not they worked with that drawer during the day.
A29	Print Multiple Times	Balancing reports can be displayed or printed multiple times.

Accounting		
Ref#	Business Rule Name	Business Rule Description
Rules for Drawer Closing		
A30	Display Day's Transactions and Payment by Type	The system displays a summary total of the day's transactions and the total amount collected by payment type.
A31	Confirmation Indicator	The system provides a field for the user to indicate they have validated cash and paper for the day.
A32	Confirmation Indicator	The system provides a field for the supervisor to indicate they have validated the cash and paper for the day.
A33	Confirmation Required	Both the drawer user and supervisor must indicate they have validated the cash and paper for the drawer to be closed.
A34	Close Drawer	The system provides a way to indicate that the drawer has been reconciled and closed every time a user logs out during the day. No new transactions can be added while the user is logged out.
A35	Reopen Reconciled Drawer	The system allows a user to reopen a reconciled drawer in the same day to continue transactions within Jurisdiction-defined time frame (ex: 8am-4pm Monday-Friday).
A36	Close Before End of Workday	The system allows the closing time for drawers to occur at a user defined time during the day that may be different from "end of day".
A37	Unclosed Drawers	The system provides a way to check to see that all drawers have been closed.
A38	End of Day Reconciliation	The system provides a way to indicate that the drawer has been reconciled at the end of the business day so no new transactions can be added.
A39	Display Consolidated Funds Report	A user can display/print a report showing the consolidation of all payments collected by payment type for all drawers for the office.
A40	Make Adjustments	The employee who recounts the money to determine that the total balance to the consolidated report needs the same functionality to be able to scroll through transactions by drawer or print a report to spot problems and to enter corrections.

Accounting		
Ref#	Business Rule Name	Business Rule Description
<b>Rules for Correcting Drawer Errors</b>		
A41	Error Report	The system creates an error report and fix request for programming staff if errors in drawer balancing are the result of a system flaw.
A42	Finding Errors	If the figures do not balance, the system allows a user to scroll through the day's transactions to determine the problem. Options for sorting and filtering transactions are Jurisdiction-defined.
A43	Correcting Operational Errors	If there are errors created through normal business functions, the system allows for their correction with a trail of the changes and a reason for the change along with a comment.
A44	ID on Corrections	The system captures the employee ID of the person making the correction whenever a drawer correction is made.
A45	Supervisor Assistance	For errors that a user cannot resolve, the system requires supervisor assistance with reconciliation.
A46	Capture Supervisor Information	The system captures Jurisdiction-defined information for the supervisor assisting with reconciliation.
A47	Print Report of Transactions	The employee may also have the option to print a report of the day's transactions for that drawer to assist in determining where the error(s) occurred.
<b>Rules for Overages/Shortages</b>		
A48	Over/Short	The drawer may be closed even if the payments do not balance due to an over/short situation.
A49	Overages	Overages are reflected on the daily reports.
A50	Shortages	Shortages are only applicable to certain payment methods. Payment methods where a shortage is acceptable are Jurisdiction defined.
A51	Comment Box for Justification on Shortage	A shortage opens a comment box for the user to enter a justification.
A52	Comment Box for Justification on Overage	An overage opens a comment box for the user to enter a justification.
A53	Sort by Transaction Type	Total sales data can be sorted by Jurisdiction defined criteria.
A54	Deposit Date Recorded in System	The system records the deposit date, amount, and deposit number.



Accounting		
Ref#	Business Rule Name	Business Rule Description
<b>Rules for Overages/Shortages</b>		
A55	Query Capability	The system provides the ability to search by deposit number and by date.
<b>Rules for Reports</b>		
A56	Reports Jurisdiction Defined	The layouts of all report used in the accounting process are Jurisdiction-defined.
A57	Detailed Report Display Day's Transactions and Payment by Type	The system provides a detailed report totaling the day's transactions and funds collected by payment type.
A58	Summary Report Display Day's Transactions and Payment by Type	The system provides a summary report totaling the day's transactions and funds collected by payment type.
A59	Print Final Detailed Report of Transactions	A user may print a final detailed report of the day's transactions for their drawer once any error(s) have been reviewed/corrected.
A60	Print Final Summary Report of Transactions	A user may print a final summary report of the day's transactions for their drawer once the error(s) have been reviewed/corrected.
A61	Final Summary Report	The final summary report is a summary of the day's transactions for all drawers with event and tender information.
A62	Monthly Sales Report	The system will print a Jurisdiction-defined report showing the total sales for the month by payment type.
A63	Sales Report	The system allows a user to print a sales report based on Jurisdiction-defined time frames (ex: a day or a range of dates) that includes Jurisdiction-defined fields.
A64	G/L Reports	The system allows an authorized user to print a G/L report for each office separately, and for all offices in consolidated format.
A65	Activity Summary Report	A summary report may detail all activities by G/L account for a Jurisdiction-defined period.
A66	Summary Report	A summary report may detail the split of money between different issuing locations.
A67	Overages Report	The system will run a report at a user-defined interval on all overages.

Accounting		
Ref#	Business Rule Name	Business Rule Description
Rules for Reports		
A68	Report of Transaction Types by Location	The system creates a Jurisdiction-defined report of transaction types by issuing location for a Jurisdiction-defined period.

Billable Account Invoicing		
Ref#	Business Rule Name	Business Rule Description
A69	Set Up Account	The system provides the capability to set up accounts against which charges can be made for customers that routinely order certified copies or other items.
A70	Account Information	The system provides the appropriate fields to record the billing account information. Fields required on billable accounts are Jurisdiction defined.
A71	Multiple Billing Locations for Corporate Accounts	The system allows multiple billing addresses for corporate accounts.
A72	Physical Address	The system provides fields to capture a physical address. Physical and billing addresses may be the same or different.
A73	Preference for Receiving Invoices and Receipts	The system allows a user to set a Jurisdiction-defined preference for receiving invoices and receipts.
A74	List of Frequent Requestors	The system maintains a list of frequent requestors that the system user may access to auto-populate the requestor information (such as government agencies).
A75	Billable Account	The system allows users to designate the type of account being established as a billable account, where payment is made after the service is rendered from an invoice produced by the system.
A76	Pay-down Accounts	Pay-down accounts are allowed and will have a billable account.
A77	Billable Account Payment Options	For requestors with a billable account, the request can be billed to the account or paid for upon pickup.
A78	Billing Address	For billing purposes, all invoices are sent to the identified billing address.
A79	Account Status Flags	The account status shows if an account is not in good standing. Flags are Jurisdiction-defined.
A80	Date Flag Set	The system captures the date when an account is flagged for not being in good standing.

Billable Accounting Invoicing		
Ref#	Business Rule Name	Business Rule Description
A81	Date of Status Flag Removed	A user can add or remove flags on billable accounts. The system captures the date and user ID of the user when flags are added or removed on accounts.
A82	"Overdue" Billable Account Flags	Billable accounts noted as "overdue" will be flagged.
A83	Remove "Overdue" Billable Account Flags	The system automatically removes "overdue" flags from billable accounts once the account is current on payments.
A84	Additional Comments	The system allows a user to enter additional comments regarding an account's status in a text box if needed.
A85	Pay at Pickup	A billable may be flagged for pay at pickup. If flagged, the system will not allow the account to be billed for services rendered.
A86	Pickup Payment	For billable accounts flagged for pay at pickup, the payment options are Jurisdiction-defined.
A87	Duplicate Receipt Numbers	When a billable account is paid, the system automatically applies the same receipt number to all requests being paid for.
A88	Overages	The system allows the user to enter a payment amount for more than the invoice amount.
A89	Partial Payments	The system allows a user to apply partial payments to an account.
A90	Fees Listed on Account	If an entity has an account set up with the Jurisdiction, the fees for each transaction are listed against that account for invoicing later.
A91	Enter by System User	Requests that will be added to a billable account will be entered by a Central Office user.
A92	Transmittal Sheet Information	Transmittal sheets are Jurisdiction defined and configurable.
A93	Comments on Transmittal Sheet	The system provides a Jurisdiction-defined table of comments for printing on the transmittal sheet.
Rules for Invoicing		
A94	Accounts are Invoiced	The system invoices all billable accounts.
A95	Individual Processing	A user may produce an invoice for an individual account.
A96	Batch Processing	A user may choose to process one or more billable accounts at one time.
A97	Time Period Specified	A user can specify a time period (i.e., start and end dates) when generating invoices.
A98	Include All Requests Since Last Invoice	If a user does not enter a time period when generating an invoice, the system includes all unpaid requests.

Billable Accounting Invoicing		
Ref#	Business Rule Name	Business Rule Description
<b>Rules for Invoicing</b>		
A99	Review Without Need to Print	The user may review an invoice without printing. When an invoice is generated, the requests included on the invoice are not marked as "invoiced."
A100	Print Without Review	A user may print an invoice without reviewing the invoice first.
A101	Option to Print Notes on Invoice	The system allows a user to enter notes to be printed on the invoice.
A102	Reprint Previous Invoice	The system allows a user to reprint an invoice.
A103	Itemized Invoice Report	An itemized list of requests included in the amount due is printed for each billable account to be sent with the invoice.
A104	Jurisdiction Schedule	Invoices along with itemized transactions may be generated by a user on an ad hoc basis or may be generated by the system on a Jurisdiction defined schedule.
A105	Delivery of Invoices & Statements	The system generates an invoice to conform with the account holder's preferred invoicing method.
A106	Request Status	When invoices are produced, all requests associated with the invoice are flagged and dated as "invoiced" so that they may be invoiced only one time and branded with the batch identifier and date invoiced.
A107	"Overdue" Billable Account Flags	Billable accounts noted as "overdue" will be flagged.
A108	Remove "Overdue" Billable Account Flags	The system removes "overdue" flags from billable accounts once the account is current on payments.
A109	Past Due Notice	The system includes a "Past Due Notice" on an invoice if the account is flagged as "overdue."
<b>Rules for System Users with Billable Accounts</b>		
A110	System User Accounts	Users who have established a billable account may view the status of their account and the amount due at any time. Information visible for users is Jurisdiction-defined.
A111	View Own Accounts Only	Users who have established a billable account may only view their account.
A112	View Accounts at Central Office	Users at the Central Office can search for an account and display the current status of charges.
<b>Rules for Payments</b>		
A113	Billable Account Payment Options	For requestors with a billable account, the request will be billed to the account and paid via EFT.

Billable Accounting Invoicing		
Ref#	Business Rule Name	Business Rule Description
<b>Rules for Payments</b>		
A114	Paid Status	An invoice status is changed to "paid" once a user enters payment for the full amount invoiced.
A115	Transactions Marked "Paid"	When an invoice status is changed to "paid," the transactions associated with the invoice are also marked "paid."
A116	Generate Receipt	The system generates a receipt when a user enters payment in the full amount invoiced. The receipt may be printed or emailed to the customer.
A117	Email Receipt Automatically	The system allows a receipt to be emailed automatically to users with an e-mail address and set preference to receive receipts by email.
<b>Rules for Recognizing Revenue</b>		
A118	Remittance of Invoices	The system allows a user to receipt money received for an invoice.
A119	Invoice Revenue Virtual Drawer	Revenue received from invoices are posted to a single drawer designated for Billable Accounts and kept separate from other receipts.
A120	Invoice Revenue Recognized at Payment	Revenue from billable account invoices is recognized when the invoice is paid.
A121	Payment Received on Billable Accounts	When a payment for a billable account is received, the payments and the transactions are included in the daily drawer balance.
A122	Billable Account Details on Daily Close	Reconciliation of billable account payments are by invoice number and transactions on the invoice paid.
A123	Record Payment of Invoice	If a payment for an invoice is received, the revenue for all requests included on that invoice are recognized as revenue in the appropriate categories and are included in the deposit slip at the end of the day.
A124	Mark Requests Paid When Invoice Paid	When the payment for an invoice is entered, the requests included on the invoice are marked "Paid."
<b>Rules for Reports</b>		
A125	Recognize Sale	From a sales perspective, the statistics of the number of services sold is reflected in the period when the payment is made.
A126	Recognize Revenue	From a G/L perspective, revenue is recognized when money is received for an invoiced account.

Billable Accounting Invoicing		
Ref#	Business Rule Name	Business Rule Description
Rules for Reports		
A127	Create G/L Accounts for Each Invoice	A report may print showing the payment amounts allocated by G/L accounts.
A128	Delinquent Report	The system displays/produces a report of all delinquent accounts.

#### 7.2.38. Point of Sale Puerto Rico Specific Business Rules

*Cash is not accepted as a form of payment. In the requirements, the term cash means stamps.*

The following section lists the Puerto Rico specific business rules that the EVRS vendor will need to provide. The rules are included to provide context and a complete picture of the Point of Sale workflow. **DO NOT** respond to the rules in this document. Vendors must provide a response to each rule in **the workbook Exhibit F.1 (spreadsheets titled Point of Sale and Accounting)** and submit with their technical response.

Orders		
Ref#	Business Rule Name	Business Rule Description
ISSPR-1	Re-open Denied Request	The system allows a user to open a denied request and convert it to an open request, which can be processed once missing information is received.
ISSPR-2	Foreign Address	The system allows entry of a foreign address for the requestor address.
ISSPR-3	"Customer Waiting" Flag for Amendments	The system provides a method by which a user can indicate that the request is for an amendment AND the customer is waiting.
ISSPR-4	Government Agency Verifications Tracking	The system tracks how many times a government agency (e.g. child support services) requests a verification.
ISSPR-5	Receipt Cash on Mail Requests	The system allows a user to receipt cash payment received with a mail request.
ISSPR-6	Money Order Stamp Exchange	Money orders received with mailed requests are collected at the end of each day and exchanged for the equivalent amount in stamps (like cash). The stamps are then allocated to the requests associated with the money orders. Orders originally paid with money orders require that the user enter the number of stamps and the stamp control numbers into the request record once the exchange is completed.

Orders		
Ref#	Business Rule Name	Business Rule Description
ISSPR-7	Issuance History on a Record	The system captures record issuance history within the record history as well as in the POS module. Issuance history is viewable separate from other record history through functionality such as a filter or report. Access to issuance history is based on user role.
Rules for Fraud Flags		
ISSPR-8	Potential Fraudulent Request	If the user believes the request is fraudulent, they are able to flag the request as such (for example, selecting a check box). The record is queued for the Fraud Unit to investigate. A field is available for the user to type in a reason why they are flagging the request for potential fraud.
ISSPR-9	Flag Prevents Further Action	If a request is flagged for potential fraud, no action (ex. issuance, amendment) can be performed on the request.
ISSPR-10	Verification Exception	If a request is flagged for potential fraud, users associated with the Fraud Unit can issue a verification form. Verification is a special form printed on white paper at no cost.
ISSPR-11	Only Fraud Unit can Remove Flag	Only users designated as part of the Fraud Unit can remove a potential fraud flag from a request.
ISSPR-12	Fraud Flag on Record	The system has a flag that can be applied to a registered or unregistered record if there is suspicion of fraud associated with the record.
ISSPR-13	Future Notice of Fraudulent Requests	When a user creates a request and associates a record with the record, if there are past requests that are flagged as potentially fraudulent, a notice is available informing the user information about prior potentially fraudulent requests. Information provided on the notice is Jurisdiction defined.
Rules for PR.gov / Renovaciones Orders		
ISSPR-14	Enter Individual Requests	The system provides a method for users to create requests that were submitted through a third party online portal.
ISSPR-15	Upload Order Batch	The system provides a method for a user to upload a batch list of orders obtained through a third party online portal.
ISSPR-16	Online Request Queue	The system provides the user with an Online Request Queue for requests submitted online.
ISSPR-17	Online Request Confirmation Number	The system captures the online request confirmation number in the EVRS request.

Orders		
Ref#	Business Rule Name	Business Rule Description
Rules for PR.gov / Renovaciones Orders		
ISSPR-18	Look Up Order by Confirmation Number	The system allows the user to look up an online order by entering a combination of the customer's confirmation number and last name.
ISSPR-19	Display Fee for Services	Orders extracted from online ordering portals display the fee for services, and not what the requestor actually paid.
ISSPR-20	Receipt	The system provides the ability to print out a receipt as part of, or in addition to, the EVRS receipt.
ISSPR-21	Mail Out or Pickup	The order may be mailed out to the customer or held for pickup.
ISSPR-22	Pickup Indicator	The system provides an indicator if the order will be picked up.
ISSPR-23	Pickup Queue	If an order has been fulfilled ahead of pickup, the order is queued in a pickup queue.

Fulfillment		
Ref#	Business Rule Name	Business Rule Description
ISSPR-24	ICD Code Descriptions	The system maintains a table of ICD codes and associated written descriptions.
ISSPR-25	Short Form Issuance	When issuing a short form of a death record registered from January 18, 2021 to present, the literal text of the immediate cause of death is listed as the cause of death.
ISSPR-26	Legacy Record COD	Legacy records, registered prior to January 18, 2021, are issued with the first ICD code description on the short form.
ISSPR-27	Legacy Record COD following COD Amendment	If a legacy record, registered prior to January 18, 2021, is amended to update the COD, all subsequently issued short forms will list the literal text of the immediate cause of death.
ISSPR-28	Long Form Issuance	Long form issuance always includes the complete literal cause of death.
ISSPR-29	Court Order Information Prints	The system supports the printing of court-defined information on a record.
ISSPR-30	Flag Truncated Names	If the name on a record is below Jurisdiction-defined number of characters, the system flags the record.
ISSPR-31	Truncated Name	If a record contains a flag that the name has been truncated, the system allows a user to view the image and type in the remainder of the name so that it may print correctly without having to create an amendment.



Fulfillment		
Ref#	Business Rule Name	Business Rule Description
ISSPR-32	Number of Certified Copies Shows on Record	The system tracks the number of certified copies issued and Jurisdiction defined information from the request on the associated event record.
ISSPR-33	Identity of Requestor on Record	The system captures the requestor who ordered certified copies on the associated event record.
ISSPR-34	Return Extra Money	If a "No Record Found" letter is issued, all but \$5 per registrant ordered is returned.
ISSPR-35	Keep Mail Processing Fees	If a "No Record Found" letter is issued on a mail order, an additional \$2 is kept by the Central Office.
ISSPR-36	No Fee for Re-Mail	No fee is associated with a re-mail.
ISSPR-37	No Second Re-Mail	Only one re-mail is allowed per request.
ISSPR-38	Prompt to Void Certificates	The system displays a prompt for the user when a re-mailed request is returned informing them this is the second return.
ISSPR-39	Void Inventory Control Number on Returned Certificates	The system allows authorized users to void inventory control numbers on returned certificates.

Accounting		
Ref#	Business Rule Name	Business Rule Description
APR-1	Online Portal Listed Separately	Transactions from online portals are listed separately by event and are counted as drawer funds.
APR-2	Online Portals Deposit to Jurisdiction's Account	Payment received through online portals may be deposited directly into the Jurisdiction account. A deposit slip is not needed.
APR-3	Reconcile Online Portals	The total transaction amounts received from the online portals are balanced against payments received from the online portal.
APR-4	Online Portal Report	The system allows a user to run a report on a Jurisdiction-defined timeframe to reconcile the payments received from each online portal that have been directly deposited in the Jurisdiction's account.
APR-5	Online Portal Sales Report	The system generates a report showing all online portal sales for a Jurisdiction-defined period.

Government Search Invoicing		
Ref#	Business Rule Name	Business Rule Description
APR-6	View Tracking	The system tracks record views in a way that can be summarized to invoice for payment.
APR-7	Generate Invoice	The system generates an invoice for records viewed.
APR-8	Invoice Format	The invoice format for government agency views may be different than the invoice used for other billable accounts.
APR-9	Format Jurisdiction-Defined	The format of the invoice is jurisdiction defined and configurable.
APR-10	Pay Down Account	Accounts for viewing records may be setup as a pay down account with a balance at the start of the fiscal year.

#### 7.2.39. Point of Sale Bonus Business Rules

*Cash is not accepted as a form of payment. In the requirements, the term cash means stamps.*

The following section provides the bonus rules pertaining to Point of Sale that the EVRS vendor may provide to Puerto Rico. The rules are included below to provide a complete picture of the Point of Sale workflow. **DO NOT** respond to the rules in this document. Vendors must provide a response to each rule in **the workbook Exhibit F.1 (spreadsheets titled Point of Sale and Accounting)** and submit with their technical response.

Orders		
Ref#	Business Rule Name	Business Rule Description
ISSB-1	Read Magnetic Stripe	The system allows integration with software that reads a driver's license three-dimensional barcode and/or magnetic stripe to collect identity verification.
ISSB-2	Affidavit Pre-Populated	If an affidavit is required; the system will auto-populate the necessary information from the request application.
ISSB-3	Online Portal	Transactions processed through an online portal are automatically imported into the system.
ISSB-4	Virtual Stamp Integration	The system integrates with the Jurisdiction's virtual stamp merchant through a web API, providing charge transaction information to the system.
ISSB-5	Jurisdiction Virtual Stamp Processing	Once virtual stamp payments have been cleared through the Jurisdiction's virtual stamp processing system, the web API carries the data into EVRS.
ISSB-6	Jurisdiction Defined Data	The data that the API imports into EVRS is Jurisdiction defined.
ISSB-7	Print Virtual Stamp Receipt	The system allows the user to print a virtual stamp receipt from the system for the customer to sign.
ISSB-8	Scan Signed Receipt	The system allows the user to scan signed virtual stamp receipts into EVRS.

Orders		
Ref#	Business Rule Name	Business Rule Description
ISSB-9	Electronically Sign	The system provides a field for customers to electronically sign stamp receipts on a hand-held device or Smartphone.
ISSB-10	Multiple Shipping Addresses	Certified copies and other outputs from services on a single request can be shipped to different locations.

Fulfillment		
Ref#	Business Rule Name	Business Rule Description
ISSB-11	Bulk Print	The system makes it easy for users to enter and print a large number of certificates at a time (e.g. for research projects).
ISSB-12	Issue Bulk	Request for bulk information or records are linked to the records that are printed.
ISSB-13	Capture Requestor History in Bulk Issuance	When a record is part of a bulk issuance, in the history of each record there is notations that the record was issued to the requestor and was part of a bulk issuance (i.e. SSA).
ISSB-14	Print Range of Certificates	The system allows the user to print a range of certificates by NFN.
ISSB-15	Upload of NFN's to Print	The system accepts an upload of NFN's for the bulk printing of non-certified white copies.
ISSB-16	Upload Format	The system accepts uploads in various standardized formats, such as Excel.
ISSB-17	Research Bulk Print	The system allows users to print subsets or full sets of Jurisdiction-defined data from certificates for research projects.
ISSB-18	Watermark for Bulk Print	The system prints a Jurisdiction-defined watermark on bulk printing jobs (for example, "not for legal use").
ISSB-19	Update Batch Status Option	When printing is complete, the system provides the user with the option to update the status immediately or at a later time.
ISSB-20	Default Update Status Option for Batch Printing	The default update status option for batch printing is "later". The user may review the print job prior to updating status.

Accounting		
Ref#	Business Rule Name	Business Rule Description
AB-1	Review Potential Refunds	A user can select and review a list of all requests for which a refund has been requested.
AB-2	Final Refund List	The user can produce a refund list.
AB-3	Remove Items from Refund List	The user can remove items from the refund list.

Accounting		
Ref#	Business Rule Name	Business Rule Description
AB-4	Excluded Refunds Closed	Items removed from the refund list are excluded from future refund lists.

#### 7.2.40. Registration Process and Requirements

Death and marriage records are automatically registered upon submission of a complete record (all hard edits are addressed, and soft edits have validations provided). At the time of registration, a National File Number (NFN) is applied to the record. Registered records are immediately available to the Central and local offices for issuance and other services.

All birth and fetal death records are reviewed by the Central Office prior to registration. This allows the Central Office to validate the information on the records against documentation from the facility and correct any minor errors.

Event records that are registered with soft edit exception flags are queued at the Central Office by type of event and exception. These queues will be Jurisdiction defined. Central Office staff will review and query these records as appropriate.

#### 7.2.41. Post Registration Process for Vital Records

After a record has been registered several processes take place. Processes include:

- Birth/Death Cross Match
- Issuance
- Amendments
- SSA Fact of Death
- NCHS Transmission
- Extracts for Vital Statistics
- Reports
- Data Quality Assurance
- Registry Reporting

#### 7.2.42. Registration COTS Business Rules

Registration		
Ref#	Business Rule Name	Business Rule Description
R1	Incomplete Records Visible to Central Office	Any record that has been initiated by a user may be viewed by the Central Office.
R2	Edit Incomplete Records	The system allows Central Office users to take control of a user's incomplete record if assistance is requested by the author.

Registration		
Ref#	Business Rule Name	Business Rule Description
R3	Pending Records Queue	This queue contains any records that are in progress and are not contained in another specialized queue. Each event module has it's own Pending Queue.
Rules for Automatic Registration		
R4	Hard Edits Must Be Resolved Prior to Registration	All hard edits must be resolved on records prior to automatic registration.
R5	Soft Edits Require Validation	All soft edits with an exception must have a validation reason provided by the author prior to automatic registration.
R6	Soft Edit Exceptions List of Validations Reasons	Soft edit validations are provided through a standard list of responses. The list is Jurisdiction defined.
R7	Soft Edits Automatic Registration	The system automatically registers a record with an exception as long as a validation reason was provided.
R8	Automatically Queue a Record	The system will automatically queue a record into the appropriate exception queue after registration.
List of Exception Queues		
R9	Birth Demographic Exceptions Queue	All birth records submitted with demographic exceptions. Records are queued post-registration.
R10	Birth Medical Exceptions Queue	All birth records submitted with medical exceptions. Records are queued post-registration.
R11	Death Demographic Exceptions Queue	All death records submitted with demographic exceptions. Records are queued post-registration.
R12	Death Medical Exceptions Queue	All death records submitted with medical exceptions. Records are queued post-registration.
R13	Fetal Death Demographic Exceptions Queue	All fetal death records submitted with demographic exceptions. Records are queued post-registration.
R14	Fetal Death Medical Exceptions Queue	All fetal death records submitted with medical exceptions. Records are queued post-registration.
Rules for Post-Registration Exception Review		
R15	Legal Fields Locked	All legal fields are locked when a record is reviewed for exceptions after registration.
R16	Accept Exceptions	The system requires a user to take a specific action to indicate that all exceptions on a registered record have been reviewed and accepted.
R17	Remove Exception Flags	Upon taking the action to indicate that all exceptions have been accepted on a registered record, the corresponding exception flag is removed from the record.

Registration		
Ref#	Business Rule Name	Business Rule Description
<b>Rules for Post-Registration Exception Review</b>		
R18	Obvious Error	A user can override values for obvious errors without an amendment.
<b>Rules for Data Entry of Records</b>		
R19	Unique Screens	Each special registration type will have their own unique screens. The screen layout for each special registration and record type will be Jurisdiction defined.
R20	Minimum Information	The minimum information required to start a special registration or data enter any record are Jurisdiction defined.
R21	Duplicate Check	When a new record is started the system performs a duplicate check.
R22	Edits	The edits for each special registration and record type are Jurisdiction defined.
R23	Edit Sets Depend on Type of Entry	The system accommodates differences in the edit sets that run when a record is entered by an end user (potentially more strict), versus edits that run when information is typed at the Jurisdiction (ex. fully-paper, where only a few types of edits would cause a rejection).
R24	Select Queue from List	The user selects from the list of queues for which s/he is authorized.
R25	Queue for Data Entered Records	The system provides queue/(s) for records with in progress data entry. The special registrations, record types, and queue locations are Jurisdiction defined.
<b>Rules for Special Registrations</b>		
R26	Start in POS	Special registrations are started with a request in the POS module.
R27	Fee for Registration	Special registrations require a fee to be processed. The fees for special registrations are Jurisdiction defined and configurable.
<b>Rules for International Records</b>		
R28	International Data Entry	When notified of a death in a foreign country of a resident or someone born in the jurisdiction, a user can data enter the information into the system.
R29	Do Not Issue Flag	The system automatically flags all international death records as "Do not issue."

Registration		
Ref#	Business Rule Name	Business Rule Description
<b>Rules for International Records</b>		
R30	No Transit Permit	The system does not generate a transit permit on an international death record.
R31	Disposition Permit	The system allows a user to generate a disposition permit for an international death. All rules related to Disposition Permits apply to international deaths.
<b>Rules for Delayed Death, Fetal Death, and Marriage</b>		
R32	Delayed Filter or Queue	The system provides an ability to filter records in a queue so only delayed records are shown or places delayed records in a separate queue.
<b>Rules for Presumptive Deaths</b>		
R33	Presumptive Death Filter or Queue	The system provides an ability to filter death records in a queue so only presumptive death records are shown or places presumptive death records in a separate queue.
R34	Judicial Determination of Death Indicator	Presumptive deaths have a visual indicator that the record is filed based on a Judicial Determination of Death (court order).
R35	Screen Matches Form	The screens for data entering presumptive death records are Jurisdiction defined.
R36	Capture Years Missing	The system provides a field to capture the number of years missing prior to recording presumptive death.
R37	Court Order Information	Presumptive death records include fields to capture court order information.
R38	Supporting Documentation	The supporting documentation for a presumptive death registration is required for the record to be registered.
R39	Presumptive Death Easily Identified	Presumptive death records have a unique identifier that clearly distinguishes them from all other death record types.
<b>Rules for Court Order Births</b>		
R40	Original Court Order	The system requires a user to indicate that the original court order was received at the Central Office before the record can be registered.
R41	Court Order Uploaded	The system requires a court order be attached to the birth record prior to registration if the record is flagged as a court order birth.

Birth and Fetal Death Registration		
Ref#	Business Rule Name	Business Rule Description
R42	Birth Registration Queue	All birth records are queued for review by the Central Office prior to registration.
R43	Fetal Death Registration Queue	All fetal death records are queued for review by the Central Office prior to registration.
R44	Special Indicators	Birth records are queued in separate queues or have a visual indicator on a shared queue of any special circumstances (e.g., surrogacy, voluntary acknowledgement).
R45	Demographic Review	The system allows for the demographic section of the record to be reviewed separately from the medical section.
R46	Demographic Exceptions	The system allows for demographic exceptions to be accepted separately from medical exceptions.
R47	Medical Review	The system allows for the medical section of the record to be reviewed separately from the demographic section.
R48	Medical Exceptions	The system allows for medical exceptions to be accepted separately from demographic exceptions.
R49	View Worksheet	The system allows a user to view worksheet(s) while viewing the record to confirm certain Jurisdiction defined data fields, such as the spelling of names.
R50	Approve for Registration	The system requires the user to take a specific action to indicate that a record has been reviewed and approved for registration.
R51	Record Leaves Queue	Upon taking the action to indicate that the record is approved for registration, any exception flags are removed from the record and the record leaves the registration queue.
R52	Alert NCHS of Out-of-Range Entries	The system allows a user to note that they have verified out-of-range entries in such a way that these entries are accepted by NCHS without generating an error. The notations are sent accordingly in the IJE.
R53	Scan Supporting Documents	The system provides the ability to scan all supporting documents transmitted to the Central office in support of a record.
R54	Populate Jurisdictional Defined Fields at Registration	The system automatically populates jurisdictional defined fields when the record is registered. Fields automatically populated include file number, system user, name of system user and registration date.
R55	Print Vault Copy	The system sends the record to a queue for a vault copy of all new records to be printed. The functionality may be turned on or off by the Central Office.



Birth and Fetal Death Registration		
Ref#	Business Rule Name	Business Rule Description
R56	Ready to Issue	After errors are corrected the system allows a record to be issued if there are no other flags preventing issuance.
Rules for Pre-Registration Corrections		
R57	Correct Errors	The system allows a user to correct errors on the record prior to registration. Errors are identified by comparison of the electronic record and the signed verification.
R58	Edits	All standard edits fire on unregistered records when corrections are being made.
R59	Comment for "Other" Fields	When "other" or "unknown" is provided the user is prompted to enter a reason before moving onto the next field.
R60	Track Changes Made to Record	The system tracks changes made by a user for each record.
R61	Allow Review and Recoding of Literal Data Values	The system allows a user to review literal data values (such as "Other") and recode them as appropriate.
R62	Maintain Literal and Code	If an authorized user updates a literal value, both the original literal and the Jurisdiction value are maintained in the system database along with the user ID of the person who corrected it and the reason for the change.
R63	Review Voluntary Acknowledgement from Queue	The VAP uploaded by the facility can be viewed from the corresponding birth record.
R64	Put Record on Hold	A user may choose to maintain control of the record and simply request further information from the original author. In this case, the system user marks the record "on hold" or equivalent.
R65	Signed Fields Require Correction	If fields in a signed section of a record require correction, the user who signed the record must make the corrections.
R66	Reject for Correction	The system allows a user to reject a record queued for registration back to the author if a signed section requires correction.
R67	Rejected Records Queue	The system provides a rejected records queue. This queue contains records rejected back to the facility or user for further action/clarification.
R68	Unsign and Resign	The system allows the signatory to unsign the record before registration, correct errors, and resign.
R69	Resign Required	The signatory is required to resign the record before it can be resubmitted.
R70	Submission for Registration	Once a correction is made and the record resigned, the record is resubmitted for registration.

Post Registration Process		
Ref#	Business Rule Name	Business Rule Description
B71	Delete/Void Records	Only authorized personnel may delete and/or void records.
B72	Statistical Extracts	The system allows the Jurisdiction the ability to define and format new statistical extracts in the system as needed.
Rules for Death Records		
R73	Fact of Death Transmissions	The file produced for SSA Fact of Death (DFState) complies with the standard SSA format for fact of death.
R74	Flag Record Once Extracted	The system sets a flag to indicate a record was included in an IJE extract.
Rules for Birth Records		
R75	Enumeration Transmissions	The file produced for Enumeration at Birth complies with the standard SSA format for enumeration.
R76	Send Records with SSA Requested by Parent(s)	Only records where the parent has indicated a request for an SSN for baby will be sent to SSA.
R77	Import Results from SSA	When SSA returns the file with the SSN's, the data is imported into the system to update each birth record.
R78	Deceased Birth	The system provides the ability to review birth records that have been marked deceased.

#### 7.2.43. Registration Puerto Rico Specific Business Rules

The following section lists the Puerto Rico specific business rules that the EVRS vendor will need to provide. The rules are included to provide context and a complete picture of the Registration of Vital Records Overview workflow. **DO NOT** respond to the rules in this document. Vendors must provide a response to each rule in **the workbook Exhibit F.1 (spreadsheet titled Registration)** and submit with their technical response.

Registration		
Ref#	Business Rule Name	Business Rule Description
RPR-1	COD on Presumptive Death	When a presumptive death is created, the system automatically populates the COD line A with "presumptive death".
RPR-2	Report of Foreign Birth	The system provides data entry screens unique to the Report of Foreign Birth record.
RPR-3	Foreign Birth at the Central Office Only	The system only allows the Central Office to access the foreign birth screen.
RPR-4	Scan Supporting Documentation	The system requires a user to upload Jurisdiction defined supporting documentation to a Report of Foreign Birth record.
RPR-5	Foreign Birth Numbering	The system assigns a unique number to each foreign birth entered. The format is Jurisdiction defined and is not equivalent to a NFN.

## 7.2.44. Query Cycle Process and Requirements

### 7.2.44.1. Post Registration Query Cycle

Records queued with soft edit exceptions are reviewed at the Central Office. The Central Office may review verifications on the record and validate the exception or query an original owner to confirm information.

In the case of querying the record, the record is flagged and queued for the appropriate original owner. A message is sent to the original owner indicating queried records are pending review. The original owner can respond to the query through the system or can submit an amendment to correct the error. If an amendment is filed, the amendment is processed following standard amendment rules and the query flag is removed from the record.

Queried records retain their NFN, file date, and any electronic signatures.

## 7.2.45. Query Cycle Puerto Rico Specific Business Rules

The following section lists the Puerto Rico specific business rules that the EVRS vendor will need to provide. The rules are included to provide context and a complete picture of the Query Cycle of Vital Records Overview workflow. **DO NOT** respond to the rules in this document. Vendors must provide a response to each rule in **the workbook Exhibit F.1 (spreadsheet titled Query Cycle)** and submit with their technical response.

Query Cycle		
Ref#	Business Rule Name	Business Rule Description
RCPR-1	Post-Registration Query	The system allows a user to query a registered record electronically through the system.
RCPR-2	Flag as "Query Pending"	When a query is sent, the record is flagged as "query pending."
RCPR-3	Query Pending	The system provides a queue of records by event that have been queried.
RCPR-4	Retain File Date	The system retains the file date on a registered record that has been queried.
RCPR-5	Retain File Number	The system keeps the file number assigned to a registered record that has been queried.
RCPR-6	Record Receipt of Response to Query	When a response is received for a query from the record originator, the record history is updated to indicate that a response has been received.
RCPR-7	Reason for Resolution	The system requires a user to select a reason when resolving a query. Options for query resolution are Jurisdiction defined.
RCPR-8	Remove Records	Once a user has resolved a query, the system removes the record from the query queue.
RCPR-9	Amendment to Queried Record	The system allows the original user to create and submit an amendment to a queried record.

Query Cycle		
Ref#	Business Rule Name	Business Rule Description
RCPR-10	Queried Records go to Amendment Review Queue	Amendments on queried records go to the appropriate Amendment review queue for review and approval.

#### 7.2.46. Out of State Process and Requirements

##### 7.2.46.1. Record a Birth, Death, or Fetal Death of a Puerto Rico Resident in Another State

Information regarding residents who give birth or die in another state may be received from the other states through the FHIR-enabled STEVE format, IJE flat file, or on paper. In addition, for non-residents who were born in the jurisdiction but die out of the Jurisdiction, information can be received in the same manner (roster records).

The system retains the state file number assigned by another state - a unique Jurisdictional file number is not assigned by the system. All out-of-state events are for statistical purposes only and can only be viewed or printed by Vital Statistics. No Jurisdictional facility may issue copies of out-of-state certificates or supply information about these records. Once in the EVRS, the records are available for the Birth Death Cross Match process.

#### 7.2.47. Out of State COTS Business Rules

Out of State		
Ref#	Business Rule Name	Business Rule Description
OOS1	Accept All Standardized Imports	The system is able to accept all standardized imports (i.e., IJE).
OOS2	STEVE Interface	The system is able to interface with the STEVE 2.0 thin client.
OOS3	Upload Report	The system produces a report that confirms the total number of records contained in the file, the total number of records that were successfully uploaded, and the total number of records that failed the edit checks.
OOS4	Upload Detailed Information	The system provides the user with the option of reviewing, either on screen or in the form of a printout, an itemization of the results of the processing of each of the records from the upload of a given file.
OOS5	File Import Error Report	The system generates an error report for any records that do not import correctly into the system.
OOS6	Duplicate Records	The system checks for duplicate records upon import.
OOS7	Updated Record Replaces Duplicate	If the system finds a duplicate record and the record has an "updated" indicator in the import file, the new record version replaces the existing record.

Out of State		
Ref#	Business Rule Name	Business Rule Description
OOS8	Keep OOS SFN	The system keeps the original SFN assigned by the state where the birth, death, or fetal death occurred when a record is imported from a file or manually added to the system.
OOS9	OOS Records Receive System Assigned Number	The system applies a system-assigned tracking number to out-of-state records and does not remove/replace the out-of-state file number. A jurisdictional file number is not assigned.
OOS10	FHIR Message Import	The system is able to accept and digest OOS records received through STEVE from other Jurisdictions.
OOS11	FHIR Message Import Rules	When FHIR messages are digested, the system applies the same duplicate check, error, and report rules used when a file is imported.
OOS12	Enter Paper Records	The system allows the Central office the ability to enter an out-of-Jurisdiction record received on paper. The fields for "Out-of-State" paper records is Jurisdiction defined.
OOS13	Record Type	The data entry screens for the entry of an out-of-state birth, fetal death, and death are specific to each event type and match screens for an in-state birth, fetal death, and death.
OOS14	Record Type "Out-of-State"	The system marks an OOS record as an "Out-of-State" record type. Record type is clearly visible to the user.
OOS15	Duplicate Record Data Entry Error	The system does not allow data entry of a duplicate record and displays an error message.
OOS16	Edit Set	The edit set used on out-of-state records is different than those used for in-Jurisdiction records.
OOS17	Relaxed Edits	The system allows for relaxed edits for OOS records entered from paper.
OOS18	Unknown Data	Fields for which there is no data are marked "unknown."
OOS19	Review Queue	Data entered OOS records found to have errors during edit checks are queued for review.
OOS20	Correct Errors	The system allows a user to correct obvious errors.
OOS21	Leave Queue	The record leaves the review queue once all errors are resolved.
OOS22	Does Not Print Out-of-State Certificates	The system does not allow the printing of certified, uncertified copies, or abstracts of certificates of out-of-state records.
OOS23	OOS Records Not Included in SSA Transmissions	Out-of-state records are not included in SSA transmissions.
OOS24	OOS Records Not Included in NCHS Transmissions	Out-of-state records are not included in NCHS transmissions.

#### 7.2.48. Out of State Puerto Rico Specific Business Rules

The following section lists the Puerto Rico specific business rules that the EVRS vendor will need to provide. The rules are included to provide context and a complete picture of the Out of State workflow. **DO NOT** respond to the rules in this document. Vendors must provide a response to each rule in **the workbook Exhibit F.1 (spreadsheet titled OOS)** and submit with their technical response.

Out of State		
Ref#	Business Rule Name	Business Rule Description
OOSPR-1	Puerto Rico Residency	The system has a soft edit to check that residency is Puerto Rico.
OOSPR-2	Puerto Rico Birth	The system has a soft edit to check for a Puerto Rico resident birth.
OOSPR-3	SSN Request on Out-of-Jurisdiction Birth	The system does not request an SSN for an out-of-Jurisdiction birth record.

#### 7.2.49. Marriage and Divorce Process and Requirements

##### 7.2.49.1. Marriage

Local offices provide instructions to applicants about the marriage process, issue the license, and register the certificate after the ceremony.

Applicants can apply for a marriage license in person at any local office or through Renovaciones. All documentation is provided and verified by the local office prior to issuance of the license and a copy of the certificate. The license and certificate are completed by the officiant and returned to a local office for registration. Staff validate that the marriage was performed by an authorized officiant within the legally required timeframe. Once verified, the certificate is registered.

If the marriage ceremony was performed outside the approved timeframe or the officiant was not authorized, the ceremony is invalid. The applicants must restart the process.

Valid marriage ceremonies that were not registered within one (1) year of the ceremony must be registered by the Central Office as delayed.

##### 7.2.49.2. Divorce

Divorces are processed by a courthouse or a Notary Public. Registration is done at the Central Office.

A notary public can only perform a divorce if the spouses are citing mutual consent or irreconcilable differences; notary public divorces are processed as public deeds. All divorces that include disputes between spouses must be decreed by a court. Upon receipt of a public deed or divorce decree, the Central Office will search for the marriage record to annotate the divorce. The information from the divorce that is captured depends on whether the marriage, divorce, or both were recorded in the Jurisdiction.

1. If the divorce was completed in the Jurisdiction but the marriage performed outside the Jurisdiction, only basic information from the divorce is captured for statistical use.
2. If the divorce was completed outside the Jurisdiction but the marriage was performed within the Jurisdiction, the divorce decree must include a certification from an exequatur of a courthouse within the Jurisdiction. Once the certification and decree are provided, the divorce is annotated on the marriage record.
3. If both the divorce and marriage were performed within the Jurisdiction, the divorce is annotated on the marriage record.

Annulments are processed the same as divorces, depending on the annulment and marriage locations.

#### 7.2.50. Marriage and Divorce COTS Business Rules

Marriage		
Ref#	Business Rule Name	Business Rule Description
MD1	Jurisdiction specified format	The fields conform to Jurisdiction specifications and are user defined.
MD2	Must be 18	Marriages cannot be licensed for an applicant under age 18 years old.
MD3	Required Documents Uploaded	The system requires specific documents to be uploaded to the marriage license prior to issuance. Documents include but are not limited to copy of lab test results, lab test medical certification, identification for both applicants, proof of conclusion of previous marriage, birth certificate, and additional documentation for minor applicants.
MD4	Indicate Documents Uploaded	The system provides fields for the user to indicate which documents are uploaded to the license.
MD5	Minor (18-20 years old) Accompanied by Parents	If the applicant is a minor (age 18-20 years old), they must be accompanied by both parents/guardians/legal custodians.
MD6	Minor Documentation	If the applicant is not accompanied by both parents/guardians/legal custodians, they must present proof from one of the following: court order from the outstanding parent, sworn statement of approval from the outstanding parent, or death certificate for the outstanding parent.
MD7	Minor Documentation Validated Court Order	If the court order presented for a minor applicant in lieu of parental presence was issued in another jurisdiction, it must include a validation from a court house exequatur.
MD8	Rejection Queue	If the marriage is rejected, it is sent to a Rejected Queue
MD9	Reject Reason	Reviewer has the ability to select the reasons for rejecting the application from a list on the screen.

Marriage		
Ref#	Business Rule Name	Business Rule Description
MD10	Print follow up letter	The system allows a user to generate a letter for follow up/correct information. The letter is appropriate to the record type, and is pre-populated with information from the record.
MD11	Print Blank Certificate	The system prints a certificate pre-populated with basic demographic information from the marriage license. Pre-populating fields from the license can be turned off by the Jurisdiction.
MD12	Marriage Record Queue	The system provide a queue for all marriage records
MD13	Access record as many times as necessary	The system allows access to the record as many times as necessary to allow the user to edit the information and ensure the completeness and accuracy of the record prior to registration.
MD14	Officiant Title & Name	If the Officiant Title is enterable, it can be selected from a dropdown list.
MD15	Officiant Name and Address	System shall collect Officiant Name and Address.
MD16	Authorizing name and address	System shall collect the Authorizing Name (of the Officiant Organization) and Address.
MD17	Ceremony info enterable	The EVRS should provide the ability to enter the ceremony information.
MD18	"Other" requires title to be entered	If "Other" is selected for the Officiant Title, there will be a space to enter the Officiant Title.
MD19	Date of Marriage	Date of Marriage is a required field.
MD20	Check Date of Marriage	The system checks that the Date of Marriage falls within the inclusive date range of the License Effective and License Expires dates.
MD21	PR municipality required	Municipality of Marriage must be in Puerto Rico.
MD22	Ceremony Location	Ceremony location is mandatory.
MD23	Scan marriage license	System shall store an image of the license or registration associated with the electronic record.
MD24	Next Steps Letter	The system provides the user a letter than can be printed on demand and provided to the Officiant or applicants instructing them of the requirements to restart the license application process.
MD25	Mark record complete	The system may require a user to take a specific action to mark the record complete.
MD26	NFN resets to one	The sequence number starts at 000001 at the beginning of every year.
MD27	Fee for License	There is a fee for a marriage license.



Marriage		
Ref#	Business Rule Name	Business Rule Description
MD28	Auto register	Records that pass all edits are automatically registered.
MD29	Auto-Registration	Auto-registration can be turned on or off by the Central Office at any time for quality assurance.
MD30	Populate jurisdictional defined entry fields	The EVRS automatically populates jurisdictionally defined entry fields such as "National File Number", "Registrar Name" and "Date Registered" when the record is registered.
MD31	Bypassed edits	If the record has one or more edits bypassed or incomplete required/mandatory fields, the record cannot be registered.
MD32	Accepted cases - update status to "registered"	When the National File Number has been assigned, the record status is set to "Registered".
MD33	Remove from pending queue	Upon registration, the record is removed from all pending queues.
MD34	Legacy record search	The system provides the ability to search for a record by Jurisdiction defined fields any may include: NFN, control number, or another legacy file number.

#### 7.2.51. Marriage and Divorce Puerto Rico Specific Business Rules

The following section lists the Puerto Rico specific business rules that the EVRS vendor will need to provide. The rules are included to provide context and a complete picture of the Marriage and Divorce workflow. **DO NOT** respond to the rules in this document. Vendors must provide a response to each rule in **the workbook Exhibit F.1 (spreadsheet titled Marriage\_Divorce)** and submit with their technical response.

Marriage		
Ref#	Business Rule Name	Business Rule Description
MDPR-1	Officiant Information	The system provides the ability to collect licensed officiant information including but not limited to name, title, license type, and license active dates. Information about the officiant is available to add to marriage records through drop down selection.
MDPR-2	Lab Test Date	The system provides a field for the user to enter the date lab test results were read by a physician.
MDPR-3	Medical Certification Date	The system provides a field for the user to enter the date the lab results were certified by a physician.
MDPR-4	Medical Certification Timeframe	The medical certification must have been completed within 14 calendar days of lab results.

Marriage		
Ref#	Business Rule Name	Business Rule Description
MDPR-5	Proof of Conclusion of Previous Marriage	Proof of conclusion of previous marriage must be captured on the marriage license. Option for proof includes certified copy of divorce decree from a divorce processed within the Jurisdiction, certified copy of a divorce decree that has been validated by a courthouse exequatur, or death certificate for the previous spouse.
MDPR-6	Divorce within Jurisdiction	If the divorce was decreed within the jurisdiction, the system allows the user to perform a divorce search and link the previous divorce with the marriage license.
MDPR-7	Proof of Spouse Death	If the applicant's former spouse died within the jurisdiction, the system allows the user to perform a death search and link the death record to the marriage license.
MDPR-8	Proof of Birth Outside Jurisdiction	A certified birth certificate is only required if the applicant was born outside the jurisdiction.
MDPR-9	Proof of Birth within Jurisdiction	If the applicant was born within the jurisdiction, the system allows the user to perform a birth search and link the birth record to the marriage license.
MDPR-10	Proof of Death Search	If the applicant's parent died within the jurisdiction, the system allows the user to perform a death search and link the death record to the marriage license.
MDPR-11	Emancipated Minor	If a minor applicant has been emancipated, then additional documentation from parents/guardians/legal custodians is not required. Proof of emancipation is required.
MDPR-12	Emancipation Proof	If the applicant was emancipated within the jurisdiction, the system allows the user to perform an emancipation or marriage search and link the record to the marriage license. All emancipations are registered on a birth record, emancipation registry, or are granted by marriage.
MDPR-13	Ten Days to Get Married	Applicants must get married within 10 calendar days of the medical certification.
MDPR-14	Registration Denial	If the date of marriage is more than 10 calendar days after the date of medical certification, the user receives a notice that the record cannot be registered.
MDPR-15	Officiant Not Authorized	If the officiant is not authorized in the EVRS to perform marriage ceremonies in Puerto Rico, the user receives a notice that the record cannot be registered.
MDPR-16	Registration Less than One Year	The system prevents local users from registering a marriage if the completed license is returned more than 364 days after the ceremony date.

Marriage		
Ref#	Business Rule Name	Business Rule Description
MDPR-17	Marriage Request Closed	If the certificate cannot be registered, the marriage request is closed. The license and certificate paperwork associated with the request cannot be used again in the future for registration.
MDPR-18	Delayed Marriage Entry	System shall allow entry of a Delayed Marriage
MDPR-19	Delayed at Central Office	Delayed marriage registrations are only processed at the Central Office.
MDPR-20	Set delayed flag	If the record is considered delayed, the delayed indicator in the record is set.

Divorce		
Ref#	Business Rule Name	Business Rule Description
MDPR-21	Maintain list for select municipality courts	The system allows the Central Office to maintain tables of states and counties to facilitate data entry.
<b>Rules for Divorce in Jurisdiction, Marriage OOS</b>		
MDPR-22	Statistical Data Only	If a divorce is processed within PR, but the marriage occurred outside of PR, only basic statistical information about the divorce is recorded. The system allows the user to indicate the marriage was performed outside the jurisdiction and only statistical information is captured. Statistical information captured is Jurisdiction defined.
<b>Rules for Divorce OOS, Marriage in Jurisdiction</b>		
MDPR-23	Data for PR Marriage, OOS Divorce	If the marriage was registered in PR and divorce occurred outside PR, PR will annotate the divorce on the marriage record. The system provides Jurisdiction defined data fields to document the divorce information on the marriage record.
MDPR-24	Court House Certification	If the divorce was decreed outside the Jurisdiction, the system requires the user to upload the court house exequatur certification.
<b>Rules for Divorce and Marriage in Jurisdiction</b>		
MDPR-25	Data for PR Marriage and Divorce	If the marriage and divorce occurred in PR, PR will annotate the divorce on the marriage record. The system provides Jurisdiction defined data fields to document the divorce information on the marriage record.
MDPR-26	Upload public deed or divorce decree	The system requires the user to upload a public deed or divorce decree to the marriage record when the divorce information is added.

Divorce		
Ref#	Business Rule Name	Business Rule Description
<b>Rules for Divorce and Marriage in Jurisdiction</b>		
MDPR-27	Document history list	The system retains a document history list for each record that shows when the divorce was annotated on the marriage record.
<b>Rules for Statistical Extracts</b>		
MDPR-28	Extract any divorce data	The system allows a user to run a single statistical extract with divorce data from any scenario. The extract layout is Jurisdiction defined and includes a field to indicate under which scenario the divorce was registered.
MDPR-29	Schedule statistical extract	The timing of the statistical extraction can be automatically scheduled to run at a specific time and be executed without manual intervention.
MDPR-30	Run statistical extract on demand	The statistical extraction can also be selected by an authorized user from a menu on demand.
MDPR-31	Add date included in Statistical extract	A date is written to each record to show the date it was included in a statistical extract.

#### 7.2.52. Birth Death Cross Match Process and Requirements

Birth Death Cross Match works in two ways:

1. It runs each time a death record is registered in the system and if a match is found, the birth and death records are automatically linked. The appropriate information is automatically placed on each record without human intervention. Potential matches are queued for a user to review and determine if the system-generated match is truly a match.
2. It can be initiated and run at any time through manual intervention.

All infant deaths (under 12 months of age) are placed in an Infant Death Queue. Birth Death Cross Match includes out-of-Jurisdiction death records.

#### 7.2.53. Birth Death Cross Match COTS Business Rules

Birth Death Cross Match		
Ref#	Business Rule Name	Business Rule Description
BD1	Instant Cross Match on Death	The system automatically searches for a birth record when a death record is registered in the system.
BD2	Exact Matches	Exact matches between the system's birth and death records are automatically linked.

Birth Death Cross Match		
Ref#	Business Rule Name	Business Rule Description
BD3	Infant Deaths Under 12 Months of Age	Deaths under 12 months of age are considered to be an infant death and an indicator is placed on the record for the purpose of running reports.
BD4	Death Records	For death records, the Birth Death Cross Match runs against both in-Jurisdiction and out-of-Jurisdiction birth records.
BD5	OOJ SFN	The system recognizes OOJ SFN numbers when linked and places the OOJ SFN on the appropriate record.
BD6	Instant Cross Match on OOJ	The system automatically searches for a match for OOJ birth and OOJ death records when imported into the system.
BD7	Update Birth Record	Upon completion of the cross match, the system adds the Jurisdiction defined information to the record.
BD8	Apply "Deceased" Indicator to Birth Record	If a match is found, the system applies a "Deceased" indicator to the birth record.
BD9	"Matched to Birth Record" Status on Death Record	If a match is found, the system updates the status of the death record to "Matched to Birth Record"
BD10	Update Death Certificate with Birth National File Number	The system updates the death record with the birth National File Number.
BD11	Allow User to Remove Cross Match	If a birth and death record have been linked in error, the Central Office user is able to remove the link. The birth record number is removed from the death record and the death record number is removed from the birth record. The associated flags are removed.
BD12	"Deceased" Printed Across Record on All System Records	If a match is found the system prints "Deceased" in a Jurisdiction defined place on any copy of the certificate that is printed.
BD13	Manual Searches, Birth	The system provides the ability for the user to manually search the birth file for a record and, if the record is located, create a link between the birth and death records.
BD14	Manual Searches, Death	The system provides the ability for the user to manually search the death file for a record and, if the record is located, create a link between the death and birth records.
BD15	Update Automatically Once Matched	The system automatically updates both records with the appropriate Jurisdiction defined information once a birth and/or death record is manually matched.
BD16	Periodically Re-Run Cross Match Against Unmatched Records	Flagged records (no match found) are periodically re-run against the birth database in case of an addition or change in the content of the birth records. The Jurisdiction sets the length of the period where a record is in queue for automatic re-matches.

Birth Death Cross Match		
Ref#	Business Rule Name	Business Rule Description
BD17	Allow User to Remove Unmatched Record from Queue	If a record has been found to not match another record, the system allows the user to remove the record from the BDCM process.
BD18	Print Statistical Copies without Impacting Copy Limit	The system allows for printing of statistical copies for inter-jurisdictional birth and death matching and other statistical needs.
BD19	Match Record Manually	The system provides the Central Office user the ability to match records manually by taking an actionable step.

#### 7.2.54. Birth Death Cross Match Puerto Rico Specific Business Rules

The following section lists the Puerto Rico specific business rules that the EVRS vendor will need to provide. The rules are included to provide context and a complete picture of the Birth Death Cross Match workflow. **DO NOT** respond to the rules in this document. Vendors must provide a response to each rule in **the workbook Exhibit F.1 (spreadsheet titled BDCM)** and submit with their technical response.

Birth Death Cross Match		
Ref#	Business Rule Name	Business Rule Description
BDPR-1	Matches with Index Record	If a match is found with an Index record, the system places a flag on the index record and queues the flagged record for the vault.
BDPR-2	Jurisdiction Defined Schedule	The Birth Death Cross Match may be scheduled to run on a Jurisdiction defined schedule.

#### 7.2.55. Birth Death Cross Match Bonus Business Rules

The following section provides the bonus rules pertaining to Birth Death Cross Match that the EVRS vendor may provide to Puerto Rico. The rules are included below to provide a complete picture of the Birth Death Cross Match workflow. **DO NOT** respond to the rules in this document. Vendors must provide a response to each rule in **the workbook Exhibit F.1 (spreadsheet titled BDCM)** and submit with their technical response.

Birth Death Cross Match		
Ref#	Business Rule Name	Business Rule Description
BDB-1	Queue for OOJ In-State Resident Birth	The system provides a way for the Central Office to review OOJ birth and death records that do not match to a record in the system.
BDB-2	Queue Matched Fetal Death	The system will queue any fetal death records that are found to have a corresponding birth record for action by the Central Office.

Birth Death Cross Match		
Ref#	Business Rule Name	Business Rule Description
BDB-3	Place Records in Pending Queue	Records that the user chooses to research further are placed in a pending queue. The "no match" flag is not removed from the record.
BDB-4	Display Enough Information to Determine Match	The system displays enough information for the user to be able to determine if the records match.
BDB-5	Review Queue for "No Match"	The system provides a way for the Central office to view matches with a threshold percentage indicating "not a match."
BDB-6	"No Match" Indicator	The system provides a "no link"/"no match" filter so older deaths are removed from the Birth Death Cross Match process.
BDB-7	Quick Access to Records	When a user is reviewing matches, the system provides a way for the user to easily open the birth and/or death records associated with the match
BDB-8	Probabilistic Matching Jurisdiction Defined	The threshold percentages are Jurisdiction defined.
BDB-9	Matching Criteria	Matching criteria are Jurisdiction defined.
BDB-10	Bi-Directional Option	The Birth Death Cross Match may be performed either through the system's birth or death module.
BDB-11	Queue of Death Records for Infants with No Corresponding Birth Record	The system provides a way for the Central Office to review infant death records that have been received for which there are no matching birth records.
BDB-12	Fetal Death	As part of the process, the system automatically searches for matching birth and fetal death records, but does not match them.
BDB-13	Flag Birth and Fetal Death	If the system identifies matching birth and fetal death records during cross match, both records are flagged and placed in a queue for review by the Central Office. Upon review, a user may take appropriate actions to confirm which record is correct and void the incorrect record.
BDB-14	Reject Birth/Death Match	The system provides the functionality to decline a birth/death match, despite a successful electronic match, and replace it with a selection of a different record.
BDB-15	Refuse Birth/Death Match	The system provides the functionality to decline the birth/death match, despite a successful electronic match, and refuse a match with any record.
BDB-16	Birth Place Listed as "In-Jurisdiction" but Birth Record Not Found"	If the birth place is listed as "in-Jurisdiction" but a birth record is not found, the system may allow the Central Office to select an indicator accepting the lack of a birth certificate and the system may not display this record again in cross match.

#### 7.2.56. New User Setup Process and Requirements

The New User Setup Process automates the process of collecting user agreements and setting up EVRS accounts, as well as validating professional licenses. Potential system users can go online, complete an online user application, and submit a signed user agreement form. The Jurisdiction reviews the applications to confirm the person is entitled to have access to the EVRS and sets up the user's account.

If the user is a professional, their license number is required to immediately check the professional licensing database to make sure the license exists and is not expired.

For death: Funeral directors and embalmers are separately licensed in the Jurisdiction, but it is not uncommon for someone to be dual-licensed. In this scenario, only one user account should be set up with separate functionality for each user role. Each user role would be tied to the appropriate licensure.

#### 7.2.57. New User Setup COTS Business Rules

New User Setup		
Ref#	Business Rule Name	Business Rule Description
NU-1	Access Signup Function	The new user signup function may be accessed from the Jurisdiction Vital Records webpage or EVRS launch page.
NU-2	Information Jurisdiction Defined	The information collected on the new user screen is Jurisdiction defined and consistent with the information stored in the EVRS User Account File.
NU-3	Information Not Saved	If the user exits without finishing the application, no pending user account record is saved.
NU-4	User Type r	How a new user is assigned to their location(s) is defined by their user type (i.e., a funeral director is assigned to a funeral home). The specifics around user types and locations are Jurisdiction defined.
NU-5	Job Functions Module Specific	The system allows job functions to be module and user role specific.
NU-6	List for Job Functions	The selection of the new user's job function is made from a list that includes the roles authorized for EVRS.
NU-7	Professional License Number Required	If a role requires a professional license, the license number is a required field.
NU-8	May be More Than One License Number	In the case of funeral homes, the user enters a license number for the funeral home and also a license number for the funeral director.
NU-9	Application Rejection	If the license cannot be verified by the Jurisdiction, the application may be rejected back to the applicant.



New User Setup		
Ref#	Business Rule Name	Business Rule Description
NU-10	Rejection Message	The system allows the EVRS users to provide the applicant with the reason for the rejection and the recourse, when rejecting an application.
NU-11	Print Message	The applicant can print the rejection message.
NU-12	No Account Request Started	When an application is rejected, the account request is not saved.
NU-13	Set Up Account	The system uses the information entered by the new user in the application to create a new account.
NU-14	User Agreement Available Online	The new user can read the entire User Agreement online.
NU-15	Auto-Populate User Agreement	The User Agreement is auto-populated from the validated information entered by the user.
NU-16	Attach User Agreement	The system provides a way for the signed User Agreement to be attached to the new user account.
NU-17	Attest to Understanding	The system provides a mechanism for the applicant to attest that they understand and are willing to comply with the User Agreement.
NU-18	Queue for System Administrator	The system queues the new user account request for a system user who has responsibility for establishing the new user accounts.
NU-19	Notify System Administrator	The system provides the ability for the System Administrator to notify the applicant if their request was approved or denied.
NU-20	Notification to Applicant	The system provides a way to notify the applicant with the reason that the application requires further review.
NU-21	Approved Application Notifications to New User	The system will send a confirmation email to the new user once the account is approved.
NU-22	Initial Log On	When the new user signs into the EVRS for the first time the system requires them to re-set their password.
NU-23	Notify System Administrator	The system provides the ability for the System Administrator to notify the applicant if their request was approved or denied.
NU-24	Flagging Message	The system provides a way to notify the applicant with the reason that the application requires further review.
NU-25	Signature	The system provides a method for the user to electronically sign the New User Agreement form with their signature.

#### 7.2.58. New User Setup Puerto Rico Specific Business Rules

The following section lists the Puerto Rico specific business rules that the EVRS vendor will need to provide. The rules are included to provide context and a complete picture of the New User

Setup workflow. **DO NOT** respond to the rules in this document. Vendors must provide a response to each rule in **the workbook Exhibit F.1 (spreadsheet titled New User Setup)** and submit with their technical response.

New User Setup		
Ref#	Business Rule Name	Business Rule Description
NUPR-1	Dual Licensed	In the case of funeral directors, the user may also be licensed as an embalmer. The system allows the user to submit a single account request when dual licensed.
NUPR-2	Multiple User Types	The system has to accommodate assigning multiple user types to an individual user (i.e. funeral director and embalmer; pediatrician and pronouncer).
NUPR-3	Multiple License Number Fields	The system provides fields to enter license number by user type (i.e., funeral director license number and embalmer license number).
NUPR-4	Individual User Role Rejection	The system allows the Jurisdiction to accept one user role and reject another user role, from the same applicant.

#### 7.2.59. New User Setup Bonus Business Rules

The following section provides the bonus rules pertaining to New User Setup that the EVRS vendor may provide to Puerto Rico. The rules are included below to provide a complete picture of the New User Setup workflow. **DO NOT** respond to the rules in this document. Vendors must provide a response to each rule in **the workbook Exhibit F.1 (spreadsheet titled New User Setup)** and submit with their technical response.

New User Setup		
Ref#	Business Rule Name	Business Rule Description
NUB-1	Send Message After Jurisdiction Defined Time Period	If a user has not been assigned a role and profile within a Jurisdiction defined period of time, the system sends a reminder message to the System Administrator.
NUB-2	Notification for Each Status Update	For each step of the application process the system will send the new user a status update via email (for example, application received, application in review status, etc.,).
NUB-3	Verification of License	The system interfaces with the Professional Licensing Database to determine if a license is valid.
NUB-4	License Exists	The system provides a message with the result of the match against the Professional Licensing Database of "valid" or "invalid" (or as otherwise Jurisdictionally defined).
NUB-5	License Problem Flagged and Placed in a Queue	If the license is not valid, the system places a flag on the request and the new user account request is placed in a review queue.

#### 7.2.60. Annotation Process and Requirements

There are two types of annotations: Alias/AKA and Emancipation. Annotations are added to a registered record and are printed on certified copies. Annotations are processed similar to amendments as they require specific supporting documentation or a court order and are added to a registered record.

Alias annotations support identification of an individual on a birth certificate if they go by names other than their birth name.

In some circumstances, emancipation is granted by Jurisdiction courts even if the juvenile was not born in the Jurisdiction. In these cases, a unique emancipation record would be created with the most basic information about the juvenile and their emancipation. Emancipation annotations allow juveniles the ability to prove they are an emancipated minor. Emancipation annotations are only printed on a birth certificate until the registrant is 21 years old.

Annotations are only processed at the Central Office. Requests are primarily received from a customer, but occasionally a court order will be submitted by a courthouse. Requests from customers go through eligibility review and require payment. Requests from a courthouse are not subject to payment before processing; they are flagged "Do Not Issue" until payment is received from a customer.

Once the birth record is located, the annotation is added. Annotations are captured on a record as unique fields on the record. When the annotated record is issued, the annotation prints on the certified birth certificate. Emancipation annotations appear on the certified birth certificate until the registrant is 21 years old, as determined by a system calculation between the date of birth and issuance date. Copies of emancipation orders can also be issued.

If a birth record cannot be located, a distinct emancipation record is created without a birth record because the Central Office must maintain a registry. If the request is for an alias/AKA name, the request is closed and the customer instructed how to file for a delayed birth registration.

#### 7.2.61. Annotation Puerto Rico Specific Business Rules

The following section lists the Puerto Rico specific business rules that the EVRS vendor will need to provide. The rules are included to provide context and a complete picture of the Annotations workflow. **DO NOT** respond to the rules in this document. Vendors must provide a response to each rule in **the workbook Exhibit F.1 (spreadsheet titled Annotations)** and submit with their technical response.

Annotations		
Ref#	Business Rule Name	Business Rule Description
ANNPR-1	Central Office Only	Annotations can only be processed by authorized users at the Central Office.
ANNPR-2	Screens Jurisdiction Defined	Annotation screens are Jurisdiction defined.
ANNPR-3	Incomplete Queue	The system provides a queue for all open annotations.

Annotations		
Ref#	Business Rule Name	Business Rule Description
ANNPR-4	Processing a Queue	The system allows more than one person to process records from the same queue at a time.
ANNPR-5	Source of Annotation	The system provides a way for the user to indicate that a court order was received directly from a court house for processing.
ANNPR-6	Court Order or Documentation Required	The system requires a court order or public deed for an annotation.
ANNPR-7	Court Doesn't Require Payment	If the annotation was received directly from a court, payment is not required to process the annotation.
ANNPR-8	Do Not Issue Flag	If the annotation was from a court house and no payment was received for processing, the emancipation is flagged "Do Not Issue".
ANNPR-9	Pending Queue	The system will provide a Pending Queue for all requests waiting further information or investigation.
ANNPR-10	Emancipation Record	The system supports creating emancipation records that are not linked to an existing birth record.
ANNPR-11	Establish Connection Later	Emancipations created without a birth record can be linked to a birth record if a delayed birth registration is completed at a later time.
ANNPR-12	Read-Only	Current information is displayed in a read-only format; the original fields are locked.
ANNPR-13	Changes Depend on Annotation Type	The fields available to the user depends on the annotation type.
ANNPR-14	Annotations are Additional Fields	Fields for annotations are only available when an annotation is being processed. The fields are unavailable during registration or amendments.
ANNPR-15	Delayed Indicator	If an amendment is processed on a record on which there is a "delayed" indicator, the amendment is processed without resetting the "delayed" flag.
ANNPR-16	Visual Cue for Items Selected for Update	The system provides a way for the user to know which changes on an annotation request have been made and which have not been made.
ANNPR-17	New Values	An open field is displayed next to or below each piece of data that can be added to allow the user to enter the new value.

Annotations		
Ref#	Business Rule Name	Business Rule Description
ANNPR-18	Change History	Annotations on registered records trigger the creation of a change history record. The fields are Jurisdiction defined and includes but are not limited to added data, date of the change, person requesting change and person approving change, if applicable.
ANNPR-19	Emancipated Indicator	If an emancipation is processed on a birth record, the system marks the record as "emancipated."
ANNPR-20	Emancipation Number	The system applies a unique Emancipation Number to each emancipation transaction. Emancipations are numbered beginning with 1 each year, regardless of whether there is a PR birth to link with the emancipation.
ANNPR-21	AKA Number	The system applies a unique Alias Number to each alias transaction. Numbers begin with 1 each year.
ANNPR-22	Supporting Documents Attached	The system allows the user to indicate what supporting documents are attached.
ANNPR-23	Selection List of Supporting Documentation	The system provides the user with a selection list from which to select the supporting documentation presented by the requestor. The list is specific to the annotation type.
ANNPR-24	Allow Comments with Document List	The system allows the user to enter notes about the documents listed.
ANNPR-25	Associate Documents with Annotation	The scanned documents are automatically associated with the original record for which an annotation has been requested.
ANNPR-26	Associate Document with Annotated Record	When the annotation is finalized, the associated documents are linked with the registered record that was annotated.
ANNPR-27	Date Annotated	The date the annotation is complete is auto-populated from the system date.
ANNPR-28	Mark Complete	The system requires a specific action to mark the annotation complete.
ANNPR-29	Record Leaves Queue	Once the record is complete, it leaves the queue and is ready for Issuance.
ANNPR-30	Queue for Vault	Once the annotation is complete, the record is queued for the vault.
ANNPR-31	Print Vault Report	The system prints a vault report of changes made on the record.
ANNPR-32	Vault Report	The functionality for queueing at the vault and printing a report may be turned on or off by the Central Office.

Annotations		
Ref#	Business Rule Name	Business Rule Description
ANNPR-33	Link Annotation to Original Record	Annotation records are linked to the original record.
ANNPR-34	Automatically Remove "Do Not Issue" Indicator	The "Do Not Issue" indicator is automatically removed when the annotation is complete.
ANNPR-35	Old Record Includes Annotation Number	The system can identify which request caused a system record to be annotated and the data that was changed in the record based on that specific request.
ANNPR-36	New Record Viewable	When the annotation has been fully processed, the new record is available to all authorized users.
ANNPR-37	Future Searches	All future searches return the modified record.
ANNPR-38	Prompt for Back Data Entry	The system prompts the user to send a record for back data entry if the record is incomplete when s/he attempts to create an annotation.
ANNPR-39	Annotate Legacy Records	Once all information on a record is entered into the system through back data entry, the system allows the user to annotate the record.
ANNPR-40	Void After Annotation	The system allows an authorized user to void an annotated record.
Rules for Issuance		
ANNPR-41	Annotation Printing	Once an annotation is registered, the annotation prints in a designated location on certified copies of birth certificates.
ANNPR-42	Printing Location	The location where the annotation prints on the short and long forms is Jurisdiction defined.
ANNPR-43	Printing Option	The option to print the annotation on the record can be turned on and off.
ANNPR-44	Dynamic Forms	If an alias/AKA was added to a birth record, the short form is issued in a modified layout that includes a header as well as the names for the alias/AKA that was added.
ANNPR-45	Emancipation Annotation Prints Until 21	Emancipation annotations only print on certified birth certificates until the registrant is age 21 years old.
Rules for Emancipations		
ANNPR-46	Payment for Emancipations	Payment must be receipted prior to issuing a certified copy of emancipation documents.
ANNPR-47	Issue Emancipation Order	Once an emancipation is registered, a certified copy of the emancipation order can be issued by the Central Office.

### 7.2.62. Back Data Entry Process and Requirements

The Jurisdiction has a large number of records that were registered on paper and never entered into an electronic system, or only partial information was entered. To move towards standard issuance processes and limit fraud potential, these records need to be fully entered into an electronic system.

When a request for issuance or amendment is received and the electronic record does not exist or is incomplete, the record is queued for back data entry. Back data entry is only performed at the Vault because they have the original paper certificates. The Vault adds the record or backfills missing data from the paper and uploads an image of the paper certificate. The new or updated record is reviewed for accuracy and approved, then returned to the appropriate queue for request processing.

### 7.2.63. Back Data Entry COTS Business Rules

Back Data Entry		
Ref#	Business Rule Name	Business Rule Description
BDE-1	Send to Back Data Entry	Authorized users can flag records for back data entry.
BDE-2	Back Data Entry Flag	Records missing information required to issue or amend are flagged for back data entry.
BDE-3	Back Data Entry Queue	Records flagged for back data entry are placed in the back data entry queue.
BDE-4	Access to Sealed Legacy Records	The access to sealed legacy records is available only to authorized users.
BDE-5	Dual Monitor Screens	The user may view the image of a legacy record on a separate monitor screen while entering data on a different monitor screen (dual monitor screens).
BDE-6	Update Legacy Record	The system allows the user to update or "back fill" missing data for a legacy record in order to create a complete electronic record. Missing fields may include amendment information, dates and footnotes.
BDE-7	Create Electronic Legacy Record	For legacy records which have no electronic record, the system allows the user to create an electronic record.
BDE-8	Record Fields Match Formats	Record fields available during back data entry match the layout of the death certificate from the time period when the record was registered.
BDE-9	Relaxed Edits	For all newly updated legacy records, a Jurisdiction defined minimum data set fires edits that are distinct from the edits of a normal record.
BDE-10	Capture User	The system will capture the user who updated the record in the record history.

Back Data Entry		
Ref#	Business Rule Name	Business Rule Description
BDE-11	Relaxed Edits for NFN and File Date	The system allows for relaxed edits when back data entering that provides the user the ability to data enter a NFN and file date.
BDE-12	Backfill Incomplete	The system allows the user to leave a field blank if certain Jurisdiction-defined fields from the legacy record are not available for keying into the EVRS record.
BDE-13	Scan Original	The system requires the user to upload the original paper record to the electronic record.
BDE-14	Release Record	The user must take an actionable step (e.g., click a button) to release a back data entered record for issuance and amendment.
BDE-15	Queue for Issuance and Amendment	If there is a new or pending issuance or amendment request on the record, the record is placed in the appropriate queue for issuance or amendment.

#### 7.2.64. Back Data Entry Puerto Rico Specific Business Rules

The following section lists the Puerto Rico specific business rules that the EVRS vendor will need to provide. The rules are included to provide context and a complete picture of the Back Data Entry workflow. **DO NOT** respond to the rules in this document. Vendors must provide a response to each rule in **the workbook Exhibit F.1 (spreadsheet titled Back Data Entry)** and submit with their technical response.

Back Data Entry		
Ref#	Business Rule Name	Business Rule Description
BDEPR-1	Print Formats	The system provides the user with the option of printing a legacy record of any event type in the format defined by the Jurisdiction.
BDEPR-2	Print from Image	The system provides the user with the option of printing a legacy record of any event type from an image.
BDEPR-3	Legacy Records Backfilled	Legacy records that have been backfilled can print from the image in the system or directly from the data record.
BDEPR-4	Legacy Records Not Backfilled	Legacy records that have not been backfilled print from the image in the system.
BDEPR-5	Flag to Print Copies from Electronic Record	The system allows a user to flag a legacy record as "all data entered" so that future issuance is from the electronic record instead of the record image.
BDEPR-6	Empty/"Null" are Blank on Long Form	When a record has contained empty/"null" data fields those fields print blank on the long form certified copy.



Back Data Entry		
Ref#	Business Rule Name	Business Rule Description
BDEPR-7	Multiple Pages	The system recognizes legacy records that have multiple pages that need to be printed on security paper; the system captures all document control numbers related to the request.
BDEPR-8	Manually Issue	A user may manually assign a DCN to a record, in the rare instance where a certified copy is issued manually. Records registered on paper are only maintained at the vault, which is in a separate location from any Demographic Registry offices. Standard issuance of legacy records will occur from an image or electronic record, if the electronic record is backfilled completely.

#### 7.2.65. Maternal Death Infant Linkage Process and Requirements

Maternal deaths are an important public health issue to address; however, data quality has not always been high enough quality to support public health action. Currently, jurisdictions work with the CDC's Division of Reproductive Health (DRH) to provide death, birth, and fetal death data files through STEVE. DRH uses the data shared and performs matching to link maternal deaths to birth and/or fetal death records. As part of the data modernization initiative, NCHS has funded each jurisdiction to improve their process and capabilities for linking maternal death records with birth and fetal death records. This process is envisioned to work very similar to birth-death cross match.

When a death is registered with information indicating the death is associated with pregnancy, the system will conduct a search of birth and fetal death records to check for the decedent's name listed as the birth mother. If a match is found, and the delivery is within a specific time period, the records will be linked, and data will be added to each record. Potential maternal deaths without a linked record will be queued for review and validation. Users will have the ability to manually link records after conducting comprehensive searches. The linked records will be exported to a layout that will be defined with appropriate partners for use by public health programs involved in maternal death prevention efforts.

#### 7.2.66. Maternal Death Infant Linkage Bonus Business Rules

The following section provides the bonus rules pertaining to Maternal Death Infant Linage that the EVRS vendor may provide to Puerto Rico. The rules are included below to provide a complete picture of the Maternal Death Infant Linkage workflow. **DO NOT** respond to the rules in this document. Vendors must provide a response to each rule in **the workbook Exhibit F.1 (spreadsheet titled Maternal Death)** and submit with their technical response.

Maternal Death Infant Linkage		
Ref#	Business Rule Name	Business Rule Description
MDLB-1	Linking Maternal Death to Infant Records	The system provides functionality to identify and link maternal death records with associated birth and fetal death records.
MDLB-2	Linkage Triggers	Triggers for the system to identify a maternal death and search for an infant birth or fetal death record are Jurisdiction defined.
MDLB-3	Maternal Death Flag	Records that meet the Jurisdiction criteria for a maternal death are flagged for the purpose of running reports.
MDLB-4	Instant Cross Match on Death	The system automatically searches for an infant birth or fetal death record with a mother that matches the decedent on the maternal death record.
MDLB-5	Infant Record Timeframe	Birth and fetal death records must have a birth or delivery date within 1 year of the date of maternal death.
MDLB-6	Exact Matches for In-Jurisdiction Records Only	Exact matches are automatically linked only if both records are filed within the Jurisdiction (ex. birth and maternal death filed within Puerto Rico).
MDLB-7	Death Records In-Jurisdiction and OOJ	For death records, the linkage runs against both in-Jurisdiction and out-of-Jurisdiction birth records.
MDLB-8	OOJ SFN	The system recognizes OOJ SFN numbers when linked and places the OOJ SFN on the appropriate record.
MDLB-9	Instant Cross Match on OOJ	The system automatically searches for a match for OOJ birth and OOJ death records when imported into the system.
MDLB-10	Update Death Record	Upon completion of the linkage, the system adds the Jurisdiction defined information to the maternal death record.
MDLB-11	Apply "Mother Deceased" Flag to Birth Record	If a maternal death is linked to a birth record, the system applies a "Mother Deceased" flag to the birth record that can be referenced for ensuring issuance eligibility.
MDLB-12	"Matched to Record" Status on Death Record	If a match is found, the system updates the status of the death record to "Matched to Birth Record" or "Matched to Fetal Death Record."
MDLB-13	Update Death Certificate with National File Number	The system updates the death record with the birth or fetal death National File Number.
MDLB-14	Allow User to Remove Linkage	If records have been linked in error, the Central Office user is able to remove the link. Record numbers are removed from the records and associated flags are removed.
MDLB-15	Module Option	The maternal death linkage may be performed through the system's birth, death, or fetal death module.
MDLB-16	Manual Searches, Birth	The system provides the ability for the user to manually search the birth file for a record and, if the record is located, create a link between the birth and maternal death record.

Maternal Death Infant Linkage		
Ref#	Business Rule Name	Business Rule Description
MDLB-17	Manual Searches, Fetal Death	The system provides the ability for the user to manually search the fetal death file for a record and, if the record is located, create a link between the fetal death and maternal death record.
MDLB-18	Manual Searches, Death	The system provides the ability for the user to manually search the death file for a record and, if the record is located, create a link between the maternal death and birth and/or fetal death record.
MDLB-19	Match Record Manually	The system provides the Central Office user with the ability to match records manually by taking an actionable step.
MDLB-20	Update Automatically Once Matched	The system automatically updates all records with the appropriate Jurisdiction defined information once records are manually matched.
MDLB-21	Queue of Unmatched Maternal Death Records	The system provides a way for the Central Office to review maternal death records that have been received for which there are no matching birth or fetal death records.
MDLB-22	Periodically Re-Run Linkage Against Unmatched Records	Unmatched maternal death records are periodically re-run against the birth and fetal death data in case of an addition or change in the content of the records. The Jurisdiction sets the length of the period where a record is in queue for automatic re-matches.
MDLB-23	Allow User to Remove Unmatched Record from Queue	The system allows the user to remove incorrect linkages. Unmatched records removed from the process are flagged as "Unmatched Maternal Death."
MDLB-24	Shared Data Files	The system supports export of a maternal death linkage file that meets standards. The export can be run ad hoc or on a schedule.
MDLB-25	Place Records in Pending Queue	Records that the user chooses to research further are placed in a pending queue. The "no match" flag is not removed from the record.
MDLB-26	Display Enough Information to Determine Match	The system displays enough information for the user to be able to determine if the records match.
MDLB-27	Review Queue for "No Match"	The system provides a way for the Central Office to view matches with a threshold percentage indicating "not a match."
MDLB-28	"No Match" Indicator	The system provides a "no link"/"no match" filter so older deaths are removed from the maternal death linkage process.
MDLB-29	Quick Access to Records	When a user is reviewing matches, the system provides a way for the user to easily open the records associated with the match

Maternal Death Infant Linkage		
Ref#	Business Rule Name	Business Rule Description
MDLB-30	Probabilistic Matching Jurisdiction Defined	The threshold percentages are Jurisdiction defined.
MDLB-31	Matching Criteria	Matching criteria are Jurisdiction defined.
MDLB-32	Jurisdiction Defined Schedule	The maternal death linkage may be scheduled to run on a Jurisdiction defined schedule.
MDLB-33	Reject and Replace Match	The system provides the functionality to decline a match, despite a successful electronic match, and replace it with a selection of a different record.
MDLB-34	Refuse Match	The system provides the functionality to decline a match, despite a successful electronic match, and refuse a match with any record.

#### 7.2.67. Security Paper Order, Distribution and Reconciliation Process and Requirements

Security paper and other forms are issued to specific users within the Central Office and at each of the local offices. To request resupply, a supervisor logs into the system, selects the inventory menu option, and accesses the Inventory Request Form. The requestor completes the Inventory Request Form and electronically submits the request to the inventory control person(s) at the Central Office.

Inventory control logs into the system and selects the Inventory Request queue. The request is reviewed for reasonableness. If there are questions about the request, the inventory control person(s) will contact the requestor. If there are not any questions, the inventory control person(s) fills the order and allocates the inventory. Contact may happen through the system via messaging.

The requested inventory is delivered to the requestor, with the exception of security paper. Security paper is delivered by the paper vendor directly to the requestor, all other forms are distributed by the Central Office. The requestor verifies the shipment against the invoice received at delivery. The user logs into the system and updates the order as received, enters document control numbers (DCNs), and uploads the invoice.

The system queues the order for review by the inventory control person. The inventory control person logs into the system, verifies the DCNs against the uploaded invoice, and allocates the paper to the receiving office or work unit. The supervisor is notified of paper allocation and assigns inventory to individual users.

Security paper inventory is updated automatically as it is used by the individual users. Security paper inventory reports are printed on a periodic basis and inventory is reconciled by a supervisor. Any discrepancies identified by a local office are reported to the Central Office for necessary adjustments to be entered into the system.

## 7.2.68. Security Paper Order, Distribution and Reconciliation Puerto Rico Specific Business Rules

The following section lists the Puerto Rico specific business rules that the EVRS vendor will need to provide. The rules are included to provide context and a complete picture of the Security Paper Order, Distribution & Reconciliation workflow. **DO NOT** respond to the rules in this document. Vendors must provide a response to each rule in **the workbook Exhibit F.1 (spreadsheet titled Inventory)** and submit with their technical response.

Security Paper Order, Distribution and Reconciliation		
Ref#	Business Rule Name	Business Rule Description
INVPR-1	Authorization for Ordering	Only authorized users may create an inventory order. This authorization is included in their user profile.
INVPR-2	Order Information Jurisdiction Defined	Information collected on inventory orders is Jurisdiction defined.
INVPR-3	Calculate Totals	The system calculates total quantity and amount due per item requested and displays the total for the user to confirm.
INVPR-4	Location Code and Other Location Identifying Information	Orders are associated with a location and other Jurisdiction defined information.
INVPR-5	Location Definition	Locations may be separate offices (ex. local office) or units within an office (ex. issuance unit).
INVPR-6	Location Coordinated with Issuance	The location used for inventory is tied to the location used during issuance.
INVPR-7	Users Associated with Locations	Individual users or groups of users are associated with each location.
INVPR-8	Reasonable Quantity	The quantity requested will be edited against a high and low range value to test for reasonableness as defined by the Jurisdiction.
INVPR-9	Submit Button	The requesting user takes an action to submit a completed request for review.
INVPR-10	Assign Order Number	Orders are assigned a unique sequential order number.
INVPR-11	Inventory Request Queue	The submitted request goes to a queue for review by a user assigned to perform inventory management.
INVPR-12	Send Message	A message is sent to an inventory manager that a request is waiting for review.
INVPR-13	Queue Review	The inventory manager can select the request from the queue for review.
INVPR-14	Search for Request	An inventory manager can search for a request by date or the location requesting.

Security Paper Order, Distribution and Reconciliation		
Ref#	Business Rule Name	Business Rule Description
INVPR-15	Decline Order	The system provides the ability for an inventory manager to decline an order.
INVPR-16	Edit Request	The system allows an inventory manager to edit a request and make changes such as reducing the number of forms requested.
INVPR-17	Enter Reason	If an order is declined, the inventory manager selects a reason from a list. The reasons for declining an order are Jurisdiction defined.
INVPR-18	Notes	An inventory manager can add notes to a request when declining
INVPR-19	Send Decline Message to Requestor	If an order is declined, the requestor is notified of the declination and the reason.
INVPR-20	Inventory Usage Reports	An inventory manager can print inventory usage reports by type and location from the system to support their analysis of inventory requests.
INVPR-21	Supply from Central Office Stock	An inventory manager can indicate that the request was filled from the Central Office supply.
INVPR-22	Indicate Range	The system prompts for the range of numbers to be checked out to the requestor's location.
INVPR-23	Individual or Range	A range can be only one number or a range of numbers.
INVPR-24	Sequential Numbers	Inventory number ranges are sequential.
INVPR-25	Type Inventory Numbers	Numbered inventory can be checked in by entering a beginning and ending inventory number.
INVPR-26	Assign Number Range	The system assigns the quantity specified and the number range from an inventory manager to the specific requestor.
INVPR-27	Recognize Range of Numbers	The system recognizes that the range includes all the numbers in between and determines the quantity accordingly.
INVPR-28	Multiple Ranges	The system allows users to designate receipt of multiple ranges of security paper numbers to account for breaks in numbering and different numbering sequences.
INVPR-29	Enter Quantities	The requestor enters the total quantity received.
INVPR-30	Edit Quantity Received	The system validates the total quantity calculated from the range of numbers entered to the quantity entered by the user to make sure they are the same.
INVPR-31	Confirm Quantity Received	The system requires the requestor to confirm the number received to attest to the accuracy of the information entered.
INVPR-32	Compare Receipt to Order Quantity	The quantity received is compared to the quantity ordered and a message is displayed if they do not match.

Security Paper Order, Distribution and Reconciliation		
Ref#	Business Rule Name	Business Rule Description
INVPR-33	Retrieve Original Receipt from System	The requestor retrieves the original receipt in the system to check in the inventory.
INVPR-34	Change Range of Numbers or Quantity	Users can change either the range of numbers or the quantity and rerun the edit to determine if the two agree.
INVPR-35	Record Discrepancy	If the user determines that the discrepancy is real, the order is updated to reflect the difference.
INVPR-36	Notify Central Office of Discrepancies	The system alerts an inventory manager of any discrepancies between the security paper shipped to the location and the security paper received by the location.
INVPR-37	Validate Numbers	The system checks to make sure numbers being received have not already been assigned or used by this location or any other location by checking both the inventory in stock and used inventory.
INVPR-38	Shipment Not Received Alert	The system alerts an inventory manager if the requestor does not mark the shipment as received within a Jurisdiction defined period of time.
INVPR-39	Upload Invoice	The system requires the user upload the paper invoice to the order before submission to an inventory manager.
INVPR-40	Submit for Approval	Once paper is entered by the requestor and passes system validations, the user submits the order for approval and allocation.
INVPR-41	Queue for Review	Paper orders marked received are queued for review by an inventory manager.
INVPR-42	Central Office Resolves Security Control Number Issues	The system allows an inventory manager to resolve any system-detected problems with the security paper number.
INVPR-43	Approve Paper	An inventory manager reviews completed transactions. The user must take an action to approve the paper as recorded in the system.
INVPR-44	Paper Assigned to Offices/Units	Upon approval, the paper is assigned to the location. The inventory-on-hand figure is updated immediately upon the successful approval of new inventory.
INVPR-45	Security Numbers Available for Issuance	Once the check-in process is complete, the security numbers are available for use for Issuance.
INVPR-46	Assign to Individual Users	The system allows an authorized user to assign inventory to individual users.
INVPR-47	Sign In Security Paper to Printer	Authorized users will sign into the system at the beginning of each day and assign paper to each printer by entering the starting control number for each printer.

Security Paper Order, Distribution and Reconciliation		
Ref#	Business Rule Name	Business Rule Description
INVPR-48	Sign Out Security Paper to Printer	Authorized users will sign into the system at the end of each day and enter that security paper was removed from each printer by entering the ending control number for each printer.
INVPR-49	Sequential Numbers Out of Order	If the starting or ending control number is out of sequence, the system alerts the user and prevents printing until an override is performed.
INVPR-50	Auto Notification of Discrepancy	The system automatically notifies users when a discrepancy in inventory is detected.
INVPR-51	Adjust Inventory	An inventory manager can make changes to the security paper numbers assigned to locations or issuance history in order to resolve inventory issues.
INVPR-52	Reason for Adjustment	All adjustments to inventory require entry of a reason. Reasons are Jurisdiction defined.
INVPR-53	Reason Adjustment Comment	All adjustments to inventory include the ability to add a comment.
INVPR-54	Update Inventory Levels	The system automatically records usage by security paper number during issuance.
INVPR-55	Accept Returned Inventory	The system has the ability for an inventory manager user to accept returned secured inventory items from one location and assign them to another.
INVPR-56	Transfer Between Locations	A user can request inventory to be transferred from one location to another.
INVPR-57	Compare the System to Physical Inventory	If, after comparing the physical inventory at a location to the system inventory status report and discrepancies exist, an inventory manager can adjust the system to make the electronic record match the physical inventory.
INVPR-58	Analyze Inventory Usage	The system provides the ability for a user to analyze inventory usage across one or more locations.
INVPR-59	Associated Receipt Number for Used Document Control Numbers	The system provides the ability for an inventory manager to display the associated receipt number for numbers that have a status of "used" for any document control number.
INVPR-60	Display Status of Security Paper	The system provides the ability for an inventory manager to display the status of any controlled inventory number to determine whether it is in inventory or how it has been used.
INVPR-61	Display Status of Security Paper	The system provides the ability for an inventory manager to display the status of any controlled inventory number to determine the status (used, void, available).



Security Paper Order, Distribution and Reconciliation		
Ref#	Business Rule Name	Business Rule Description
INVPR-62	Display/Print Inventory Status	An inventory manager can display/print a summary of the status of inventory showing usage and quantity that is on hand.
Rules for Voiding Inventory		
INVPR-63	Void Controlled Inventory	The system provides the ability to void a range of security paper numbers or a single security paper number when the paper has been damaged, lost or stolen before it was used. (Voiding used inventory occurs during the issuance process so that document history can be updated.)
INVPR-64	Voids Require Reason	The system has an edit requiring a reason be provided for every piece of voided security paper.
INVPR-65	Voids Cannot be Issued	Voiding a control number in Inventory prevents it from being assigned during Issuance.

#### 7.2.69. Security Paper Order, Distribution and Reconciliation Bonus Business Rules

The following section provides the bonus rules pertaining to Security Paper Order, Distribution & Reconciliation that the EVRS vendor may provide to Puerto Rico. The rules are included below to provide a complete picture of the Security Paper Order, Distribution & Reconciliation workflow. **DO NOT** respond to the rules in this document. Vendors must provide a response to each rule in **the workbook Exhibit F.1 (spreadsheet titled Inventory)** and submit with their technical response.

Security Paper Order, Distribution and Reconciliation		
Ref#	Business Rule Name	Business Rule Description
INVB-1	Expedite	The requesting user can indicate that the order needs to be expedited.
INVB-2	Low Inventory Alert	A message is sent to an inventory manager when the security paper at a given location falls below a Jurisdiction defined threshold.
INVB-3	Low Paper Alert	The system alerts an inventory manager when the security paper inventory at the Central Office is below a Jurisdiction defined amount.
INVB-4	Central Office Packing Slip	For orders shipped from the Central Office, the system prints a packing slip for each shipment specifying Jurisdiction defined information.
INVB-5	Purchase Order	The system provides the ability to print a purchase order form.
INVB-6	Purchase Order Jurisdiction Defined	The purchase order will be Jurisdiction defined and includes Jurisdiction defined numbering.

Security Paper Order, Distribution and Reconciliation		
Ref#	Business Rule Name	Business Rule Description
INVB-7	Augment PO Numbering	The purchase order numbering is augmented automatically with each new requisition.
INVB-8	Email Purchase Order	The system can email the purchase order form to the vendor.
INVB-9	Print Purchase Order	An inventory manager can print the purchase order form from the system.
INVB-10	Requisition Form	The system provides the ability to print a requisition form.
INVB-11	Requisition Form Jurisdiction Defined	The requisition form is Jurisdiction defined and includes Jurisdiction defined numbering.
INVB-12	Requisition Form Numbering	The requisition numbering is maintained in the system.
INVB-13	Augment Requisition Numbering	The requisition numbering is augmented automatically with each new requisition.
INVB-14	Email Requisition Form	The system can email the requisition form to the vendor.
INVB-15	Print Requisition Form	An inventory manager can print the requisition form from the system.
INVB-16	Link Order	The system can link the order, purchase number, receipt of order, and scanned documents.
INVB-17	Order from Vendor	The system provides the ability for an inventory manager to generate an order that can be sent to the security paper vendor.

#### 7.2.70. General Requirements

General requirements are those requirements that provide standard functionality across all modules in the application.

If you are unable to provide any of the following general requirements out of the box, please copy and paste the specific rule into **the workbook Exhibit F.2 (spreadsheet titled General)** and leave a comment explaining why. Unless stated otherwise, Puerto Rico expects all COTS rules to be included in the system.

- **COTS Definition:** Core/base functionality that exists in all implementations of the system, or functionality that exists for another jurisdiction that can be configured to meet Puerto Rico's needs. COTS configuration does not require additional coding or additional cost.
- **PR Specific Rule Definition:** Functionality that the software vendor must provide to meet Puerto Rico specific statutes and regulations.
- **Bonus Rule Definition:** Functionality that may exist in some systems and would be ideal but not required for Puerto Rico's system.

### 7.2.71. General COTS Business Rules

General Requirements		
Ref#	Business Rule Name	Business Rule Description
Application Administration		
GEN-1	Application administrator	A Jurisdiction Application Administrator role/profile can be established to deal with setting up, deleting, updating and unlocking user accounts but not be able to change the way the system is configured.
GEN-2	Configuration Manager	A Jurisdiction Configuration Manager role/profile can be established to manage configuration, imports, exports, and related functionality within the system. The role is the Jurisdiction only.
GEN-3	Application administrator authority	The Jurisdiction Application Administrator has a higher authority than the institution user administrator.
GEN-4	Institution application administrator	The system provides a Jurisdiction Application Administrator with the ability to designate an institution user administrator and at least one backup for each institution.
GEN-5	Restrictions on assigning roles	An institution user administrator cannot assign the roles of institution user administrator or certifier. That is only done at the Jurisdiction.
GEN-6	Temporary Supervisor	Temporary supervisors can be defined in the system and provided with the same privileges as a full-time supervisor.
Certificate Printing		
GEN-7	Print record data in upper case	The system prints record data (ex. fields printed on issued certificates) in all upper case.
GEN-8	Standard font size	The standard issuance font, size, and format is Jurisdiction defined and configurable.
GEN-9	Signature image	The system stores signature image files (e.g., .jpg) for Jurisdiction officials that can be used when printing letters and certified copies. Signatures printed on certificates are Jurisdiction defined.
GEN-10	Most recent short form format applies	Regardless of the version of certificate in effect at the time the record was created, all short form certified copies will print in the same format (the most recent one adopted by Jurisdiction)
GEN-11	Long form format	Electronically registered records are issued on the long form certificate format that was in use at the time of registration.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
Configuration		
GEN-12	Branding configurable	The home page and system branding and banner are configurable by the jurisdiction
GEN-13	Can add fields to screens	Screens are configurable by the Jurisdiction Configuration Manager at the field level.
GEN-14	Paragraphs are configurable	Screen paragraphs are configurable by the Jurisdiction Configuration Manager.
GEN-15	Tabs are configurable	Screen tabs are configurable by the Jurisdiction Configuration Manager.
GEN-16	Configure required fields	The Jurisdiction Configuration Manager can modify the designation of fields as being required.
GEN-17	Control types are configurable	Control types such as dropdowns, radial buttons, free text fields are configurable by the State
GEN-18	User can add flag fields	New flag fields and associated date fields can be created as necessary by the Jurisdiction if a new export file is created.
GEN-19	Maintenance of code and reference tables	Configuration Manager has the ability to maintain the code and reference tables.
GEN-20	Control order of lists	The Configuration Manager has the ability to configure the order in which entries in a pre-defined list appear, so that frequently used entries are at the top even if that is not the normal order alphabetically or numerically.
GEN-21	Jurisdiction can create new data fields	The system provides an extensible data model configurable by the Jurisdiction that allows the addition of an unlimited number of new fields to the database.
GEN-22	Comment fields are configurable	The system provides the ability for the Jurisdiction Configuration Manager to make a specific type of comment mandatory.
GEN-23	Hard edit fields	Hard edits can be jurisdictionally defined and configurable
GEN-24	Soft Edits Fields	All soft edits are Jurisdiction defined and configurable
GEN-25	Add words	Authorized users at Jurisdiction can add words to the spell check dictionary.
GEN-26	New edits	During an event year, new edits can be incorporated as needed but will only appear to records created after the date the new edits are implemented.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
<b>Configuration</b>		
GEN-27	Filter criteria for Reports Jurisdiction defined	The filter criteria for all reports (standard or ad hoc) can be maintained by the Jurisdiction Configuration Manager.
GEN-28	Sort criteria Jurisdiction defined	The sort criteria on all reports (standard and ad hoc) can be maintained by the Jurisdiction Configuration Manager.
<b>Data, Data Formats and Tables</b>		
GEN-29	NCHS data elements	The system includes all NCHS standard data elements.
GEN-30	NCHS data elements	The Jurisdiction has the ability to add/delete from the NCHS standard data element list.
GEN-31	Keep dropped data elements	The Jurisdiction has the option to keep data fields in the system even if they are dropped from the standard by NCHS.
GEN-32	Support for US Standard Certificates	The system supports all US Standard certificates including all the Jurisdiction specific modifications.
GEN-33	Record creation requires minimum fields	A record does not need to be completed in one session, but the minimum fields to create a record must be completed in order to save.
GEN-34	Minimum fields Jurisdiction defined	The minimum fields to create a record are Jurisdiction-defined by event type.
GEN-35	Multiple data formats	The system can support multiple data formats (old versions as well as the current) for all event types.
GEN-36	Screens match certificate by time period	The system can support screen layouts that differ based on the certificate and data formats for all event types.
GEN-37	Multiple formats for certificates	The system can support multiple certificates for all event types.
GEN-38	System includes new standards	The system supports both the current data format used by the Jurisdiction as well as new data formats already defined as a US Standard even if the standard has not yet been adopted by the Jurisdiction.
GEN-39	Transition from current to new certificate	The system transitions from any current standard certificate to a new standard certificate in a seamless manner based on the date of the event. This includes changes to data elements and formatting of screens and printed documents.
GEN-40	Reference Tables	The system maintains all lists in reference tables to ensure that the Jurisdiction can add, delete, or modify lists without programming.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
Data, Data Formats and Tables		
GEN-41	Code tables	All codes (for example: record status, marital status, ethnicity, fees, jurisdiction specific codes, etc.) used by system are contained in tables.
GEN-42	Records are coded	The system automatically selects and stores the corresponding Jurisdiction or NCHS code or codes for specific literal values that are entered by a user.
GEN-43	Initial establishment of tables	During implementation some tables (i.e., user tables) can be populated from existing data sources such as a file from existing physician lists.
GEN-44	Check Physician licenses	At system setup, a file from physician licensure can be used to populate the physician users table.
GEN-45	Check Embalmer licenses	At system setup, a file from embalmer licensure can be used to populate the embalmer users table.
GEN-46	Tables maintained by Puerto Rico	Tables can be maintained by the Jurisdiction Configuration Manager or other authorized users.
GEN-47	Edit Tables	The system provides edit tables. Edits are configurable by the Jurisdiction Configuration Manager.
GEN-48	Deactivated table value	The system keeps track of the information of a deactivated table value as this information may be linked to existing records.
GEN-49	Code attributes	Codes and their associated values and edits have attributes of "valid from" and "valid to" dates so that the system can determine when to begin using or stop using them, making migration to new codes seamless within the system.
GEN-50	Name and Address Fields	All names (first, middle, last, second last, generational ID) and address fields are parsed into individual fields.
GEN-51	Long names	There is no limit to the number of characters in any portion of the name.
GEN-52	Aliases	The system provides functionality to allow the user to enter multiple aliases associated with a record.
GEN-53	Geocodes	The system includes the ability to store geocodes.
GEN-54	Missing geocodes	If the import file of geocodes does not supply the geocodes for a particular record, the system moves the record to the "no matching geocode" queue and registers the record.
GEN-55	Manually assign geocodes	The system allows a user to manually enter a geocode.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
Data, Data Formats and Tables		
GEN-56	GIS Compatibility	Addresses are set up to accommodate geo-coding by following the NCHS recommendations that address data be set up to: <ul style="list-style-type: none"> <li>▪ Provide the capability to separate pre- and post-directional</li> <li>▪ Street number</li> <li>▪ Street name</li> <li>▪ Street designation (lane, road, street, Blvd, etc)</li> <li>▪ Allow for extended zip codes</li> <li>▪ Allow latitude and longitude coordinates</li> <li>▪ Allow for centroid values.</li> </ul>
GEN-57	Default values	Default values for fields such State or Country are Jurisdiction defined and can be changed by authorized users.
GEN-58	Defaults user specific	Default values may be specific to a user role/profile or location.
GEN-59	Defaults Jurisdiction defined	The use of default values is Jurisdiction defined and configurable.
GEN-60	Record level notes	Anytime a record is open, an authorized user can append notes that relate to the entire record.
GEN-61	View record level notes	Record level notes are viewable to authorized users from all appropriate screens.
GEN-62	Change record level notes	Who can edit or remove record level notes is set by role/profile and relationship to the note author (for example, self or supervisor).
GEN-63	System date default	The system date is populated in fields that need the current date, except as noted in specific rules.
GEN-64	System date and time	The system date and time are stored in UTC.
GEN-65	Display in local time	Date and time are converted to appropriate time zone for display.
GEN-66	Date formatting for data extracts	Date formatting for data extracts is converted to the appropriate time zone for inclusion in data files.
GEN-67	Date Formatting for storage	Date formatting follows the NCHS standard and HL7/FHIR standard for transmission of YYYYMMDD.
GEN-68	Screen display of dates	Screens will display dates as mmddyyyy.
GEN-69	Store both literals and code values	An event record includes both literal values entered by participants and any subsequent codes derived from those literal values.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
Data, Data Formats and Tables		
GEN-70	Preserve original record	Amendments do not overwrite the original record, but instead create a new record with the updated information.
GEN-71	Clearly denote changes	The system makes it easy for the user to understand what has changed from one version of the record to the next.
GEN-72	Transitional version	The system provides a smooth transition into new specifications. For example, if a new field is initiated on the first day of the year and is only to be used for cases occurring in that year or subsequent years, then system distinguishes which fields to include when it dynamically generates a form.
GEN-73	Recode values	An authorized Jurisdiction user can recode literal values in the statistical data after the record is sent to the Central office.
GEN-74	NCHS Year closed indicator	The system provides a way to indicate that a year has been closed by NCHS that globally applies to all records registered to that point.
GEN-75	Jurisdiction Year closed indicator	The system provides a way to indicate that a year has been closed by the Jurisdiction that globally applies to all records registered to that point.
GEN-76	Change to legal and statistical fields due to amendment within the year	An amendment will change both the legal and statistical fields if the amendment occurs before the Jurisdiction data year is closed.
GEN-77	Change to legal and statistical fields due to amendment after the year is closed	An amendment will change only the legal fields if the amendment occurs after the Jurisdiction data year is closed.
GEN-78	Statistical changes	Authorized Vital Statistics personnel can change the value in the statistical field independently without affecting the value in the legal field.
GEN-79	View legal and statistical fields	The system provides authorized Vital Statistics personnel with the ability to view the legal fields (read-only) and the statistical fields side-by-side and alter the statistical fields if desired.
GEN-80	NCHS coding	The system automatically applies the appropriate NCHS code corresponding to the "no answer" selected.



General Requirements		
Ref#	Business Rule Name	Business Rule Description
Data Editing		
GEN-81	National edit standards	The system provides field level data edits that are consistent with national standards.
GEN-82	Modify National standards	Data edits that are suggested by the national standards can be modified by the Jurisdiction
GEN-83	Enforce Jurisdiction rules	The system thoroughly enforces Jurisdiction specific rules for edits.
GEN-84	Immediate edit messages	Relevant edits fire as the data is being entered.
GEN-85	Edit checks are rerun automatically as field values change	The system may automatically rerun record edits as field values are changed within the record.
GEN-86	System prompts for evidence	When processing amendments, the system prompts the user to attach the required documents.
GEN-87	Edit for missing evidence	The system fires an edit message if the required evidence is not scanned and attached to the record.
GEN-88	Hard edits	Edits can be defined as absolute or "hard" edits.
GEN-89	Hard edits must be corrected	When a field fails a hard edit, the user is prevented from submitting a form until the field is completed (some of which may be completed by entering "unknown").
GEN-90	Edit Errors Bypass	In circumstances where the person entering the data is unable to resolve a hard edit in the moment, a bypass allows the user to continue working in the record and return at a later date to resolve the hard edit prior to submitting the record for registration.
GEN-91	Options for hard edits	For hard edits, the system displays messages appropriate for the failure and presents the options: "reenter data" and "skip edit" or equivalent.
GEN-92	Record status reflects existence of errors	The record status is updated to reflect that the edit errors were bypassed. The status reads: "Active - Edit Errors on Record" or equivalent.
GEN-93	Soft edits as flags	The results of the soft edit will indicate the degree of verification. Soft edits may be "Edit passed.", "Edit failed, data queried and verified.", "Edit failed, data queried but not verified.", "Edit failed, review needed.", or "Edit failed, query needed.", or edit messages with equivalent meaning.
GEN-94	Soft Edit on "Unknown"	Soft edits for "unknown" values are defined by the Jurisdiction.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
Data Editing		
GEN-95	Comment Field for "Unknown"	The system provides the user with a soft edit message on Jurisdiction-defined fields requesting that they enter a comment for the "unknown" value before proceeding.
GEN-96	Explanation of "unknown"	The system provides the user with the option to enter an explanation in a text field whenever a selectable list contains "unknown" or a similar value. The explanation field is available on Jurisdiction defined fields.
GEN-97	Explanation of "other"	When appropriate, if the user selects "other," the user is guided to enter an associated literal explanation.
GEN-98	Single field edits	The system performs single field edits.
GEN-99	Cross-field edits	The system perform cross-field edits.
GEN-100	Identification of Cross-field errors	All fields involved in a cross-field edit are displayed together so the user can see where the edit message was derived.
GEN-101	Record level validation when record marked complete	Edit validation of the entire record for accuracy and completeness, following NCHS and Jurisdiction specified rules, is performed when the user indicates that the record is "complete."
GEN-102	Error messages are clear	Error messages generated by the system are clear, non-technical and provide information that is of real assistance to the user in correcting the error.
GEN-103	Field characteristics	Fields are defined as numeric, alpha, alpha-numeric and hard edits ensure that the data entered in the field complies with the definition.
GEN-104	Duplicate SSN's in legacy data	Duplicate SSN's are allowed to exist in the converted legacy data and in new system data.
GEN-105	Spell Check - English	The system includes an English language spell check function.
GEN-106	Spell Check Medical Terminology	The spell check dictionary includes medical terminology in English.
GEN-107	Spell check run automatically	The spell check function runs automatically behind the scenes and immediately notifies the user of misspellings.
GEN-108	Log date/time of override	The system captures and logs the date/time and user ID on an override.
GEN-109	Obvious errors do not apply to names or dates	Name and date fields are locked to the user. Changes may not be made.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
Data Editing		
GEN-110	Enter text comment on override	The system allows a user to enter a text comment on the reason for the override.
GEN-111	Interaction between flags and data fields	When a flagged field has a relationship to another data field, the system highlights the fact that the related data must be completed. (For example, adding the "Deceased" flag on a birth record triggers a message that a Death Certificate Number should also be entered.)
GEN-112	NCHS Flags	NCHS flags exist in the system to indicate overrides on specific data (e.g., soft edits), which indicates that the user has verified that the data has been validated.
GEN-113	Provide soft edit warning message	Edits can be defined as a “soft edits” which notify the user of a problem but do not force the error to be corrected. The user is allowed to proceed with the out-of-range value.
GEN-114	Rekey soft edit failure	Some soft edits may be configured to require rekeying of the data.
GEN-115	Resolve with rekey	If the rekeyed value is the same as the first, a flag is set to indicate that the rekeying confirmed the value to be accurate as far as the keyer knows. Rekeying of a value does not preclude out of range flags to be placed on the record.
GEN-116	Validate soft edits	For soft edits that do not trigger rekeying, the user can set the resolved flag in the record to indicate that they have been able to verify that the data that triggered the soft edit message is correct.
GEN-117	Notes on out of range values	The user can enter notes to explain the reason when a field that triggers a soft edit is verified as correct.
Data Security		
GEN-118	Confidential data	The workstation computing platform does not store confidential data assets where it is not absolutely necessary to perform specific job related duties.
GEN-119	Encrypted data	Confidential data assets which have been authorized to be stored on the local workstation are encrypted while stored on the workstation computing platform.
GEN-120	Linked files in system cache	If linked files are stored in system cache, system refreshes the cached versions whenever necessary to ensure data integrity.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
<b>Data Security</b>		
GEN-121	Clear system cache	If data is stored in system cache, the cache should clear at the end of a user session.
<b>Electronic Signature</b>		
GEN-122	Access only records with permission to sign	Secure screens and/or processes allow the user to access only the records that he/she has permission to sign.
GEN-123	Attestation message at time of signing	The authentication process is augmented by displaying a confirmation message at the time of signing. An example of an acceptable message is: "By signing this information, I affirm under the penalty of perjury that I am the authorized (role) whose name will appear on this certificate".
GEN-124	Confirmation message	A similar confirmation message is displayed when records that do not require an electronic signature (such as birth records) are submitted for registration.
GEN-125	PIN to sign	Users authorized to sign enter a PIN to finalize the process.
GEN-126	Un-sign to change	Once signed, the data cannot be changed unless the signing person un-signs the record. Un-signing can only occur prior to registration
GEN-127	Re-signing	If a record has been unsigned to make a change, once the change is made, the authentication information is updated with the new signing person's identity and the timestamp for the new authentication action.
GEN-128	Record signing actions in history	All signing, un-signing and resigning actions are recorded in history.
<b>Event History and Request History</b>		
GEN-129	Record history	The system maintains history of all changes to a registered record, such that at any time in the future, the information for the record can be retrieved and displayed accurately as of a point in time.
GEN-130	View history	Authorized users have the option to view the history of changes made to a records directly from the event record.
GEN-131	Contents of history log	The contents of the history log includes the initiating user, date started, date changed, user making the change, original value(s), and new value(s).
GEN-132	Track voids	The system maintains a history of all voided records.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
<b>Event History and Request History</b>		
GEN-133	Track requests	The system maintains a history of all activities related to requests by form type, including the number of times a document is printed, the number of copies printed, when printed and who ordered, and certificate numbers used.
GEN-134	Track requests by event record	The system provides the capability for an authorized user to view all requests, filled and open, on a particular record.
GEN-135	Track requests by requestor	The system provides the capability for an authorized user to view all requests made by a particular requestor.
GEN-136	Track requests by user	The system provides the capability to view all requests processed by a specific user.
GEN-137	Track certificates produced	The system provides the capability for an authorized user to view all certificates produced for a particular record.
<b>Exports and Imports</b>		
GEN-138	Role/profile based execution	The ability to execute imports and exports is role/profile based.
GEN-139	Any event	The system supports imports and exports for any event types.
GEN-140	Record format	The format of the import or export is Jurisdiction defined and configurable.
GEN-141	Data Format	The system allows the user to select from a defined list the file format of an import or export (for example, text, Excel).
GEN-142	Create new imports	The system provides the ability for the Jurisdiction to configure new imports as they become known.
GEN-143	Update flag upon export	When a record is selected for export the corresponding flag and date are updated in the extracted record.
GEN-144	Exports can be reprocessed	If necessary, an export can be reset as though it did not happen including resetting flags on individual records so that the whole export can be reprocessed.
GEN-145	Exports scheduled	The timing of an export can be scheduled to run at a specific time, either one time or on a recurring schedule.
GEN-146	Reporting frequency	If exports are on a recurring scheduled, the frequency can be multiple times per day, week, month or year.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
Exports and Imports		
GEN-147	Run unattended	Scheduled exports are executed without manual intervention.
GEN-148	Exports on demand	Exports can be run on demand.
GEN-149	Flag for retransmission	Records that are re-extracted, after being sent in a previous export, include an indicator so the recipient knows the records were previously transmitted.
GEN-150	Output data in Jurisdiction defined format	The system provides the ability to output data in Jurisdiction defined formats as necessary to meet a specific agency request.
GEN-151	Blank fields can default	The system provides the ability to default "blank" fields to a value (for example "not reported"). "Blank" fields that default are Jurisdiction defined.
GEN-152	Transform coded data upon export	Data can be automatically transformed from a Jurisdiction code to the corresponding code for the recipient of an extract.
GEN-153	Flag imported records	Records that are imported are identified by source and date added.
GEN-154	Flag fields notify users of extract status	Flag fields exist on records to inform the user whether the record has been included on a specific extract.
GEN-155	Flags fields for exports	There is one flag field on the record for each type of extract that is done.
GEN-156	Flag fields associated with date	Each flag field is associated with the date when the record was extracted.
GEN-157	Flag fields Jurisdiction defined	Flag fields associated with extract files are defined by the Jurisdiction.
GEN-158	Flag fields can be reset by user	If the user determines that a given record has to be re-exported, the user can indicate in some way that it should be resent.
GEN-159	Flag resets are unique	Because the fields that are included in exports to different entities are different, a change to a specific data element may or may not (re)set the flag for every export of that record.
GEN-160	Re-export batch	The system provides the capability to re-export an entire extract.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
<b>Facilities</b>		
GEN-161	Deactivate old facility name	If the name of the institution is changed, the system deactivates the old facility name and applies the new facility name to records going forward from the date of the change based on Jurisdictionally defined rules.
GEN-162	Facility name on records	If the name of the institution is changed, the system does not change the facility name on registered records. Records are issued with the name of the facility at the time of registration.
GEN-163	Keep Jurisdiction facility code	The Jurisdiction Facility Code does not change when a facility name changes.
GEN-164	Tax ID captured	Every institution record contains a tax id number (FEIN or SSN) depending on the type of institution.
GEN-165	NPI stored	Institution records contain the NPI number.
GEN-166	Name change different from deactivation	An institution name change can occur without deactivating the users associated with the institution.
<b>Interfaces and Integration</b>		
GEN-167	OVS 2	Online verification of SSN meets all the specifications as prescribed by SSA in OVS 2.
GEN-168	SSA Fact of Death Reporting	24-hour Fact of Death Reporting (DFSTATE) meets all the specifications as prescribed by SSA.
GEN-169	IEWS II Interface	The system includes an interface with IEWS II that meets all the specifications as prescribed by NCHS.
GEN-170	IEWS II Interface immediate	The system interface with IEWS II requires no manual intervention. COD statements and corresponding cross field information such as age and sex are immediately sent to IEWS II for validation upon completion of the medical information.
GEN-171	EVVE Interface	The system includes an interface with EVVE that meets all the specifications as prescribed by NAPHSIS.
GEN-172	EVVE Fact of Death	The EVVE interface includes the fact of death query.
GEN-173	EVVE Interface automated	The interface between the system and EVVE is automated requiring no manual intervention.
GEN-174	STEVE FHIR	The system includes an interface with STEVE FHIR that meets all the specifications as prescribed by NAPHSIS and NCHS.
GEN-175	STEVE Interface automated	The interface between the system and STEVE 2.0 is automated requiring no manual intervention.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
Interfaces and Integration		
GEN-176	VitalChek/system interface	The system includes the ability to import VitalChek requests so that they can be processed as if they were entered directly into the system.
GEN-177	Identify source	Requests initiated from VitalChek are identifiable from requests generated in the system.
GEN-178	External Payment Processing	Authorized users will record external payments in the system after they have been separately cleared through another online ordering system.
GEN-179	Distinguish payment sources	The system distinguishes by a code or other source designation between transactions paid through VitalChek and those paid by external ordering systems.
GEN-180	Email interface	The system email feature works with MS Office as well as other popular email systems.
GEN-181	No Plugins	Users do not require plug ins to use the email features of the system.
GEN-182	SMTP Gateway	Jurisdiction and non-Jurisdiction system users send email through Jurisdiction's SMTP Gateways.
GEN-183	Attach legacy images at implementation	Legacy images are linked to records at the time of EVRS implementation.
GEN-184	Attach legacy images after implementation	Batches of legacy images can be linked to records at any time after implementation.
GEN-185	Easy method to view image	There is an easy way to display the attached images whenever a system record is opened.
GEN-186	Remove images	Images can be removed from the system by authorized users.
GEN-187	Move images	Images can be removed from one record and attached to the correct record by authorized users.
GEN-188	Display informs user that scanned documents exist	When a record is displayed that has scanned documents attached, the screen contains an alert to the user that images exist, provided the user/role has the appropriate permissions to view the alert.
GEN-189	Images specific to amendment	Scanned images are specific to the amendment so as not to be mingled with scanned images from a subsequent amendment to the same record.
GEN-190	Image types	The system can distinguish image types (adoption documents versus medical history versus delayed birth documents, etc.)



General Requirements		
Ref#	Business Rule Name	Business Rule Description
Interfaces and Integration		
GEN-191	Select image types to view	Authorized users can select the type of images they would like to view.
GEN-192	Viewing images controlled	Viewing of types of Images are controlled by role/profile.
GEN-193	Sealed record images	Images associated with sealed records are viewable only by authorized users who can see the actual sealed record.
GEN-194	Web Services	The system integrates with any other application via SOAP, REST, etc.
GEN-195	Standard messaging	The system uses standard messaging formats that are compatible with NAPHSIS, NCHS and HL7/FHIR requirements
GEN-196	Standard vocabulary	Data interchange uses standard vocabulary.
GEN-197	POS fully integrated	The point of sale module is fully integrated with all events so that once a pending request can be filled the system automatically sends it to the "ready to issue" queue.
GEN-198	Interoperability	The system supports interoperability with data systems containing auxiliary data needed for vital records (such as EHR/EMR, funeral director systems, coroner/ME systems).
Legacy Data		
GEN-199	Migrate at implementation	Legacy records can be migrated at the time of system implementation.
GEN-200	Legacy designation	Legacy records can be distinguished from records generated in the new system. The designation is permanent and can be a flag or other visible permanent indicator.
GEN-201	Complete a legacy record	In preparation for amending a legacy record, an authorized user has a way to enter missing data from the source record to make the record complete. If a legacy record is backfilled in order to create a complete record the system will mark the record accordingly with a flag or indicator.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
Legacy Data		
GEN-202	Change status for legacy record	After an authorized user has entered the missing data from the paper certificate or image to make it a complete record the system removes the flag to indicate that the record can now be processed (ex. amend the record, issue an image) without requiring further back data entry.
GEN-203	History of legacy record changes	The system includes a way to preserves every change made to a legacy record and the source used to make the change.
GEN-204	Multiple codes for a single literal	During data conversion/migration some legacy fields must translate into two different codes for the same literal (for example, a FIPS code and a Jurisdiction specific municipality code).
GEN-205	Legacy records are cross matched	Legacy records are always part of the birth death cross match process.
GEN-206	Link images at implementation	Legacy images are linked in batches to the appropriate legacy records at the time of system implementation.
GEN-207	Link images after implementation	Legacy images are linked in batches to the appropriate legacy records at any time after system implementation.
Letters and Forms		
GEN-208	Formats Jurisdiction Defined	The format of all letters, forms, and certificates are Jurisdiction defined and configurable by the Jurisdiction.
GEN-209	Templates	Multiple letter templates can be Jurisdiction configured.
GEN-210	Forms	Multiple form templates can be Jurisdiction configured.
GEN-211	Letterhead stored	The letterhead for Jurisdiction and each local office is stored in a table within the system.
GEN-212	Letterhead varies	The letterhead applied to a form or letter is specific to which location is printing the form or letter (Central office or local office).
GEN-213	Templates available during processing	The system provides an easy way for authorized users to access the letters or forms that are relevant to the specific function being performed.
GEN-214	Template auto-populated	Letter templates and forms can be auto-populated with data from the system prior to printing.
GEN-215	Blank forms	Blank forms can be printed by authorized users.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
Letters and Forms		
GEN-216	Send by other means	Letters generated through the system can be distributed via means other than postal mail (e.g., system messaging, email)
GEN-217	Store letter and other correspondence	Letters and other correspondence are stored with the relevant record so that the exact output can be retrieved even if it contains custom language.
GEN-218	Checklist of "custom" response	The system allows users to set up a standard checklist of "custom" response language that can be optionally selected to add to a letter.
GEN-219	Envelopes and Labels	Envelopes and labels can be generated with customer mailing addresses for sending items to customers.
GEN-220	Window envelope	Documents that are to be mailed are formatted in such a manner so as to display the address in a window envelope.
GEN-221	Merge data elements into document	The system pulls data from the database and merges the data elements into the appropriate document template prior to printing.
GEN-222	Envelopes for sealing files	Envelope labels can be printed with information regarding the sealing of a document.
GEN-223	Batch print option for documents	The user can print letters, forms or labels as a group.
GEN-224	On demand print option for documents	The user can print a letter, form and/or labels on demand.
GEN-225	Reprint option for documents	The user can reprint a letter, form or label.
GEN-226	History of Documents Printed	The system maintains a history of all documents printed.
GEN-227	Print history associated with record	An authorized user can print the full history of a record including the original record and all changes/amendments associated with the record.
Messaging		
GEN-228	System messages	Standard messages can be automatically created and sent by the system notifying a user to take a specific action.
GEN-229	Wording of messages	Wording of standard messages can be changed by the Jurisdiction Configuration Manager.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
<b>Messaging</b>		
GEN-230	Message a person	The system directs automatic messages to specific individuals based on the function, for example the medical certifier when s/he is selected by the facility to certify a death.
<b>File Numbers and Registration</b>		
GEN-231	Legacy File Numbers	File numbers (ex. SFN) for legacy records are contained in the legacy record and are carried over into the system database.
GEN-232	File numbers assigned by system	The file number for a system record is automatically assigned by the system when the record is submitted/registered.
GEN-233	File number format	The format of the file number is Jurisdiction defined.
GEN-234	Stored sequence numbers	There is one stored file number sequence number for each event type.
GEN-235	File number resets to one	All sequence numbers start at 000001 at the beginning of every new data year.
GEN-236	Increment sequence number	The sequence number is increased by one every time a file number is assigned.
GEN-237	Delayed sequence numbers	Delayed records for birth and death are assigned the next file number in the sequence for the year that the event occurred.
GEN-238	Special Indicators	Special indicators can be placed on prior to the file number for special event records to differentiate event types. For example, for Presumptive Death the indicator could be "P" followed by the file number.
GEN-239	Unique Record ID Number	A unique perpetual record ID number is assigned to each new event record that functions as an internal control mechanism within the system.
GEN-240	Record ID Number Visible	The unique perpetual record ID number is visible to the users based on role/profile.
GEN-241	Register immediately	Death and marriage records are registered automatically upon completion and submission of the record. There is no pre-registration review by the jurisdiction.
<b>Occupation and Industry Capability</b>		
GEN-242	Compatibility with NIOCCS Coding	The system produces a file in a format compatible with the NIOCCS Occupation and Coding System.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
Occupation and Industry Capability		
GEN-243	Option to select file format	The Jurisdiction can select either the NIOCCS Slim File Format or the Expanded File Format.
GEN-244	File format options	The file format can be either plain text or MS Excel.
GEN-245	Information to be included	The file includes the record ID#, industry title and occupation title from the death record.
GEN-246	Option to include other useful information	If the Expanded File Format is selected by the Jurisdiction, the file may contain other information from the death record that could be useful in coding as defined by the Jurisdiction.
GEN-247	Import NIOCCS codes	The system can import the file of coded records returned from the NIOCCS into the database.
GEN-248	Update coding and records	In addition to storing the industry and occupation codes returned by NIOCCS, the record update will include the census year used.
GEN-249	Election to store coding	The Jurisdiction may elect to store the returned North American Industry Classification System (NAICS) code and the Standard Occupation Code (SOC) in the record.
GEN-250	Election to store coding notes	The Jurisdiction may elect to store the coding notes field that is returned in the NIOCCS file in the records.
GEN-251	Storing instances separately	If the Jurisdiction chooses to code industry and occupation for the same death records using more than one census year (for example census 2000, 2002 or 2010) the system can store each instance separately.
GEN-252	Replace code with new values found in crosswalk	If the Jurisdiction chooses to change the coding year using the crosswalk feature of NIOCCS, the system can replace the industry and occupation codes and associated fields with the new values found in the crosswalk output.
Online Help		
GEN-253	On-line screen level help for user	The system provides online screen-level help that can be accessed from all screens. Depending on the nature of the screen, screen-level help provides both information for the user and more technical information for the Application Administrator.
GEN-254	User help content	User help content includes navigation instructions, screen-sensitive conceptual overview, and step-by-step instructions for entering and managing data.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
Online Help		
GEN-255	Resource and support menus	<p>The resources and support menus contain the ability to link to multiple online resources. Examples of system links include:</p> <ul style="list-style-type: none"> <li>▪ Online death registration manual (possibly in both HTML and PDF)</li> <li>▪ Statutes and regulations pertaining to death registration</li> <li>▪ External resources such as NCHS, NAME (National Association of Medical Examiners)</li> <li>▪ YouTube videos on death certificate instructions</li> </ul>
GEN-256	Content	Help content is specific to Jurisdiction.
GEN-257	Resources and support menu links	The links contained in the resources and support menu are hyperlinks and display in a new window that does not interfere with the core session operations.
GEN-258	Multi-media help	The system allows the Jurisdiction to incorporate multi-media training materials into the help system.
GEN-259	Field level help	Field-level help provides information about the specific data that is to be entered in each field including acceptable field values.
GEN-260	System administrator rights to modify on-line help	Authorized users at the Jurisdiction have full rights, including add and edit rights to the online help for user and system administrator level help.
GEN-261	Store FAQ	The system includes a method of storing frequently asked questions (FAQ) for user access.
GEN-262	FAQ modification	Authorized users at the Jurisdiction have full rights, including add and edit rights to the FAQ repository.
GEN-263	Retain custom help	Help text or links to multimedia modified by the Jurisdiction are not overwritten on subsequent software upgrades.
GEN-264	Release information viewable	The release build numbers of the installed system are stored and viewable by authorized users.
Printer Integration		
GEN-265	Watermark	The system is capable of printing "watermark" designations such as "information only", "not a legal copy", etc.
GEN-266	Watermarks Jurisdiction defined	The use of watermarks is Jurisdiction defined and can be changed by the Jurisdiction configuration manager.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
Printer Integration		
GEN-267	Print Multiple Times	The system allows the user to access and prints forms and other documents (except issuance documents) multiple times.
GEN-268	Default printer	Each report is routed to a default printer based on the combination of user location and the report.
GEN-269	Multiple printers	The system can automatically direct different types of outputs to different printers from the same workstation.
GEN-270	Direct output to non-default printer	The system provides the user with the ability to direct a specific output to a specific printer that is not the default printer.
GEN-271	Printers allow for multiple users	The system accommodates the use of a single printer by several users at once.
GEN-272	Multiple trays	Printing of multiple types of special forms can be directed to the same printer by using different trays.
GEN-273	All documents are printed together	All printed outputs for a specified user and transaction are packaged together and sent as a unit to the printer so that all outputs print together without interleaving documents from other users.
GEN-274	Change number of copies	The user can change the number of copies for a report at the time of printing.
Queues		
GEN-275	Multiple queues	The system includes multiple queues, each with a unique purpose.
GEN-276	Event queues	Queues are specific to an event.
GEN-277	Display queue count at logon	The system displays a count of the number of records for each of the queues assigned to the user. (For example: When an authorized user accesses the "pending" queue, the system displays the number of records in that queue.)
GEN-278	Queues may be by function	Multiple authorized users may access the same queue simultaneously without being locked out. For example, the "submit for registration with exceptions" queue can be accessed by all registration users for that event.
GEN-279	Records move from queue to queue	As records are processed through the system they are moved automatically from queue to queue, or out of queues.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
<b>Queues</b>		
GEN-280	All records available	All records in a queue can be viewed by a user, either on a continuous screen or with pagination.
GEN-281	Access to Queues	Access to user queues are based on user profiles.
<b>Record Access/Ownership</b>		
GEN-282	Ownership by role and institution	Ownership is determined by the combination of role/profile and institutional affiliation.
GEN-283	Individual access	Individuals with the same role/profile and institutional affiliation can access the same records. For example, any birth clerk within the specified institution can access a record if owned by the role/profile of "birth clerk."
GEN-284	User Able to Access Record Multiple Times	The user is able to display and edit the record as many times as needed prior to registration for the facility to enter all the data.
GEN-285	Track activity by individual	Even though a record is owned by "role and institution," tracking of activity on the record is by individual users.
GEN-286	Deny access	If the user is determined not to have rights to the record, the system does not allow the user to access the record.
GEN-287	Section owners	Different sections of a single record may have different owners.
GEN-288	Only one owner of a section at a time	Each section of the record can only have one "role/profile" owner at a time. For example, if the owner of the demographic section of a death certificate is set to the funeral director(s) at xyz funeral home, anyone with the role/profile of funeral director at xyz, and only those individuals, can enter/modify data in demographic section as an external user.
GEN-289	Simultaneous record access/edit	In the case where section owners in a record are different, both sections of the record may be accessed and edited at the same time (i.e., medical and demographic)
GEN-290	No editing ability once record submitted	Once submitted for registration, the ownership information for each section is maintained but the record is no longer available for editing by the owner.
GEN-291	Change local office access	The EVRS is configurable to add restriction on printing or issuing records for local offices.



General Requirements		
Ref#	Business Rule Name	Business Rule Description
Record Access/Ownership		
GEN-292	Transfer a record	The owner of a section of a record can transfer their ownership of that section to another user.
GEN-293	Transfer of record between practitioners in a common institution	Transfers are not necessary between users with the same role within the same institution.
GEN-294	Display list of transfer-to candidates	When a record owner selects the transfer function, the system displays a list of transfer-to candidates.
GEN-295	Jurisdiction can override ownership	To account for the possibility of ownership conflict, the Jurisdiction can change the ownership of any record.
GEN-296	Right to submit transferred records	In the case of a record, the user and location performing the transfer loses the ability to access the record. The receiving user and location acquires the ability and the obligation to complete registration.
GEN-297	History of ownership	When a record is transferred the ownership fields in the record are updated but history maintains a record of all owners who were assigned to the record at any time.
GEN-298	Referral option	The system provides the option to refer a death record from a funeral director or medical certifier or medical institution to Forensics, and back to the referring user.
GEN-299	Send record back to owner	An authorized user may send the record back to the original owner of the record for correction. In this case, the process for returning the record reactivates the editing feature for the record owner. This functionality works on unfilled records only.
GEN-300	Referring changes ownership	The process of referring a record changes ownership of the record when it is referred or returned.
GEN-301	Message on referral	Whenever a record is referred, the individual receiving the referral is messaged in the manner specified in their user account.
Record Status, Alerts and Flags		
GEN-302	Record Status	The record status allows the record to move through the workflow. Statuses are behind the scenes and may or may be not visible to the user. Statuses automatically update as the record moves through the workflow.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
Record Status, Alerts and Flags		
GEN-303	Flags	Flags exist based on status, special conditions (i.e., do not issue) or data movement (i.e., reflag for export), on records. Flags may be accompanied by an alert. Standard flags are based on NAPHSIS use case models, NCHS specifications, and additional flags can be Jurisdictionally defined. Flags are table driven.
GEN-304	Alerts	Alerts are a visual indicator of a flag on a record. Alerts appear to the user upon opening a record or request and require the user to take an action to continue with their intended work. Alerts may be in the form of a pop-up message. Alerts may be role/profile based.
GEN-305	Indicator	An indicator is a visual cue of a special condition on a record that could be temporary or permanent with the intention to prevent staff from overlooking the status, purpose or condition of the record (i.e., visual indication that a record is delayed, record has a do not issue flag). Indicators are Jurisdictionally defined.
GEN-306	Resolved Alerts	When the condition causing an automatic alert has been resolved, the alert flag is removed automatically. (For example, if the missing child alert is set based on processing an import file, the alert will also be removed by the system if the next import does not include the same child.)
GEN-307	Alerts, Flags, and Indicators	Alerts, flags, and indicators are Jurisdictionally defined. The record can have multiples. They can be automatically assigned or removed by the system or by a user.
GEN-308	Override some flags	In some cases an authorized user can override flags such as one to prevent printing when amendments are in process.
GEN-309	SSN verification flag	The status of SSN verification (OVS) is visible to the user.
Reports		
GEN-310	Reports	The system allows the user to run reports by Jurisdiction-defined fields.
GEN-311	Ad hoc reports	The system includes an ad hoc reporting tool for authorized users to create reports.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
Reports		
GEN-312	Report access	Users are able to access standard and ad hoc reports from a standard location, either from a Reports menu or by functional grouping or both.
GEN-313	Modifiable	All reports (standard and ad hoc) can be easily modified by the Jurisdiction.
GEN-314	Online processing vs. batch and ad-hoc reporting	The system must provide the ability for the Jurisdiction to run ad-hoc and batch reporting through the application without impacting the performance of online processing.
GEN-315	Report Format Standards	standard reports provided by the vendor have a common formatting such as standardized headers, footers, and date and page designations.
GEN-316	Report filtering criteria	At the time the report is run, filters allow users to select the records to include in the specific report.
GEN-317	Report sorting criteria	At the time the report is run, the authorized users can select the order in which the report is sorted.
GEN-318	Print to file	All reports (standard and ad hoc) can be printed to an electronic file in Excel format, PDF, text format or other format provided in the system, with the user able to select the output type.
GEN-319	Clone an output to make a new output	The system provides authorized users with an easy way to create new reports by cloning existing reports.
GEN-320	Jurisdiction can create new outputs	The system provides authorized users with a program to create new standard reports.
GEN-321	Retain custom reports	Reports modified or created by the Jurisdiction are not overwritten on subsequent software upgrades.
GEN-322	Control of Jurisdiction created reports	Access to all reports is based on user role/profiles.
GEN-323	Protect access to records	Users of the reporting function are prevented from including records for which they do not have authority.
GEN-324	Simple math	The report writer includes the capability to do simple math such as adding a column or counting the number of entries in a column.
GEN-325	Totals and subtotals	The report writer allows the Jurisdiction to create reports with sub-totals and totals.
GEN-326	Local office accounting reports	All reports related to fees can be separated by each office.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
Roles, Profiles and Institutional Affiliations		
GEN-327	Assign roles/profiles	Roles and profiles are assigned to users before they can access the system.
GEN-328	User Profiles	The user's access is controlled by the role/profile that was assigned by the Application Administrator.
GEN-329	Roles may be modified	Roles and profiles may be modified to take into account any Jurisdiction specific user roles and profiles.
GEN-330	Profiles control screen access	Roles and profiles can be defined that control the screens/sections of a record that a user can view and act on.
GEN-331	View, Write, or Change Data	The users' privileges for viewing, writing, or changing specific data elements within the system are controlled at the field level by role/profile authorization.
GEN-332	User account information	The account information that is maintained for each user is Jurisdiction defined.
GEN-333	Set up new users	All new users are set up by the Application Administrator and assigned a role/profile and PIN as appropriate by the role assigned to them.
GEN-334	Assign user profiles	The system allows the institution application administrator to update or deactivate individual user role/profiles only at their location.
GEN-335	Report availability based on role	The system allows the Jurisdiction to define which reports are available to users based on role/profile.
GEN-336	Access only to own organization	Users gain access only to the data for the authorized institution or institutions with which they are associated.
GEN-337	User associated with more than one institution	If the user is associated with more than one institution, the user is provided with a list from which to select the institution when they log on.
GEN-338	No need for separate account for additional institution	Once a user account has been established and affiliated with one institution, they may be affiliated with additional institutions (regardless of institution type) without needing to establish a separate user ID and password.
GEN-339	Change profiles when users switch to new location	Once the user switches their location (ex. acting as funeral director instead of coroner), their privileges change to reflect their role/profile in the new location.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
Roles, Profiles, and Institutional Affiliations		
GEN-340	Change locations without needing to logout	After a user who is affiliated with multiple institutions is signed on, the user has a quick way of changing to a new location without signing out of the system.
GEN-341	User and role/profile are associated with a timeframe	Assignment of a role/profile to an individual user include a date upon which the role becomes active and a date upon which the role becomes inactive. The begin date can be auto populated with the current date. The inactive date is not mandatory.
GEN-342	Deactivate user	If a user is associated with multiple institutions, the user can be deactivated for one or multiple institutions.
GEN-343	Protection for sealed records	Access to sealed records is controlled by role/profile.
GEN-344	Read-only fields	Fields can be made "read-only" based on role/profile.
GEN-345	Display record owners	The system allows an authorized user (by role/profile) to display a list of all owners currently associated with a given record.
Searching and Matching		
GEN-346	Search parameters Jurisdiction defined	The search parameters for each event are Jurisdiction defined.
GEN-347	Legacy search	Legacy records will be included in search results if they match the criteria entered.
GEN-348	Search parameters differ by event	Search parameters are different for different events.
GEN-349	Search parameters configurable	Search parameters are configurable by the Jurisdiction Configuration Manager.
GEN-350	Search criteria vary by type of user	Search criteria are dependent upon the user role/profile authorization rights and in the context of the usage. (For example, the search criteria for an employee of a funeral establishment is different than those of a Jurisdiction user. Searches to start a record are sometimes different from general queries.)
GEN-351	Searching when starting a record	When starting a record, the search checks all records regardless of institution and status to ensure that a duplicate record is not created.
GEN-352	Include hyphens and apostrophes in search	Searches consider hyphens and apostrophes.
GEN-353	Disregard special characters	Searches disregard special characters and use the English equivalent. Accents over vowels, diéresis (ú) and tildes (ñ) are disregarded for searches.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
Searching and Matching		
GEN-354	Limit search results by institution	The display that results from a search at an institution is limited to those records associated with the institution conducting the search.
GEN-355	Controlled access to records	In no case does one institution have access to a record owned by another institution unless there is a corporate relationship set up in the system.
GEN-356	Exact matches	The system searches for exact matches.
GEN-357	Wild card searches	The system provides wild card search functionality assigned by role/profile.
GEN-358	Querying procedures all multiple combinations	Throughout the system, search functionality allows multiple data combinations for searching.
GEN-359	Restricted date ranges	The system allows the user to restrict a search request using from and to dates for the date of the event where the dates can be all or any portion of the date. For example, the user can enter June to return all records with a June date.
GEN-360	Probabilistic/fuzzy matches	All searches have the option for probabilistic/fuzzy matching.
GEN-361	Minimum set of fields to conduct searches	For specific role/profiles, the system requires a minimum set of fields defined by the Jurisdiction to conduct a search.
GEN-362	Search considers record status	Depending on the user role and profile, a user may include the status of the record as part of the selection criteria. For example, the search could include or exclude records that are "pending," records that have been marked "complete," and/or "registered" records or voids.
GEN-363	Display message if no match is found	When appropriate, the system displays a message indicating that the search is complete and no matches were found.
GEN-364	Format of list	The results of the search are returned in a list that can include Jurisdiction defined fields.
GEN-365	Sort Search Results	The user is able to sort the results of a search into different orders by clicking on the column headings.
GEN-366	Cancel query	The system allows the user to cancel a search request.
GEN-367	Previous parameters	The system returns the previous parameters upon completing a search.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
<b>Searching and Matching</b>		
GEN-368	Display Record Status	When a search list is displayed, the status of the record displays on the list.
GEN-369	Search again	Once the search is complete and the results are displayed, the system provides the user with an option to search again.
GEN-370	Restricted search	The search capability is restricted by role/profiles.
<b>Security</b>		
GEN-371	SSL encryption	Vendor ensures all network traffic is encrypted during transfer.
GEN-372	No Proprietary Encryption	The system does not use proprietary encryption techniques.
GEN-373	Encryption	The system uses AES 256 or higher encryption.
GEN-374	Encrypt data at rest	The system allows data within the database to be encrypted at rest.
GEN-375	Encrypted connection	The system encrypts the connection between the application and database.
GEN-376	Standard for exchange of data	The standard for exchange of data within the system is a secure hypertext transport protocol or https.
GEN-377	HIPAA rules	Even though the Jurisdiction Vital Records and Statistics function is HIPAA exempt, security rules need to be robust enough to protect the data as described by HIPAA requirements.
GEN-378	Vulnerability Scans	The software can pass industry standard vulnerability scans prior to being installed in a production environment.
<b>Specific Exports and Imports</b>		
GEN-379	GIS Coding	The system can import geocoded values for records for any event type that update the appropriate records in the system.
GEN-380	Extract by Event	The system includes the ability to export a full data file from each event type.
GEN-381	NCHS Exports and Imports	The system includes all applicable NCHS exports and imports required at the time of implementation through STEVE 2.0 and according to NCHS specifications.
GEN-382	IJE Extract	For states or jurisdictions not on STEVE, the system is capable of extracting records in the IJE format.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
Specific Exports and Imports		
GEN-383	Transmission report	The system provides a report of beginning and ending certificate numbers included in the transmission, and missing numbers from the transmission.
GEN-384	NCHS Birth Ethnicity Import	The system is capable of importing the NCHS Birth Bridge Race/Ethnicity file for return of primary race for records with multiple races.
GEN-385	NCHS Death Ethnicity Import	The system is capable of importing the NCHS Death Bridge Race/Ethnicity file for return of primary race for records with multiple races.
GEN-386	NCHS Fetal Death Ethnicity Import	The system is capable of importing the NCHS Fetal Death Bridge Race/Ethnicity file for return of primary race for records with multiple races.
GEN-387	Import NCHS OOJ file	The system can import the monthly file from NCHS containing out of Jurisdiction information in the current format.
GEN-388	SSA Exports and Imports	The system is capable of exporting and importing all applicable SSA files for birth and death required at the time of implementation in the current SSA format.
GEN-389	SSA EAB export	The system is capable of exporting the SSA Enumeration at Birth (EAB) file.
GEN-390	SSA DFSTATE export	The system is capable of exporting the SSA Jurisdiction Death Extract File (DFSTATE).
GEN-391	SSA Child SSN EAB Import	The system is capable of importing the Child SSN EAB Feedback File.
GEN-392	Cause of Death Rapid Reporting Extract	System provides an extract in HL7/FHIR OBX format that allows the Jurisdiction to rapidly report cause of death information to interested agencies.
GEN-393	Fact of Death Rapid Reporting Extract	System provides an extract in HL7/FHIR OBX format that allows the Jurisdiction to rapidly report fact of death information to interested agencies.
GEN-394	Extract in STEVE FHIR format	The system is capable of extracting records that need to be sent to other states or jurisdictions and sending them through STEVE FHIR.
GEN-395	Import STEVE FHIR format	The system is capable of importing records received from other states or jurisdictions through STEVE FHIR.
GEN-396	OVS Payment Verification Export	A quarterly extract to calculate the number of records sent to OVS during the quarter summarized in the timeframes consistent with the SSA payment schedule.



General Requirements		
Ref#	Business Rule Name	Business Rule Description
Specific Exports and Imports		
GEN-397	Jurisdiction Data File Export	Separate extracts from the final birth, death, and fetal death datasets for agency analysis and formal publication
GEN-398	Statistical Export for Central Office	The system produces an export that is a complete dataset based on given parameters that can be pulled at will by authorized users.
GEN-399	Epidemiology Export	The system produces an export to send to the epidemiologists that is user defined.
GEN-400	Child Fatalities	The system produces an export of child fatalities.
GEN-401	Injury Surveillance	The system produces an export of all deaths due to injury
GEN-402	Violent death	The system produces an export of violent deaths.
GEN-403	Maternal Mortality Review	This extract is used to identify deaths by multiple causes ICD codes and/or pregnancy checkbox. Matches across birth and fetal death to pair maternal death with child's event.
GEN-404	Child Support	The system produces an export of birth records that need to be reported to follow-up on child support payment.
GEN-405	Process NCHS OOJ records file	The system provides a function to compare the file of OOJ records provided by NCHS to the records received from other states or jurisdictions and identify non-matches.
GEN-406	Database - Support bulk load of data	The system database supports the ability to bulk load data from a previous electronic vital records system or from data systems containing auxiliary data needed for the vital records (such as records of hospitals, physicians and funeral directors).
System Documentation		
GEN-407	User manual available on line	Documentation is available online.
GEN-408	Access by role	Access to documentation is assignable by role.
GEN-409	Print sections	An authorized user can print the section of the documentation pertaining to their role.
GEN-410	End user guides	Documentation includes end user guides specific to roles.
GEN-411	Overview of system functionality	The End User Guide includes an overview of system functionality.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
System Documentation		
GEN-412	Explicit instructions on system usage	The End User Guide includes explanations of menu options, screen flows, field definitions and user instructions by role.
GEN-413	Description of reports	The End User Guide includes a description of each of the standard reports.
GEN-414	Explanation of edits	The End User Guide includes an explanation of each of the edits and validation checks.
GEN-415	Quick Reference Guide	The documentation includes a User Quick Reference Guide by role.
GEN-416	System Administrator Guide	The documentation includes a System Administrator Guide.
GEN-417	Administrator Documentation	The System Administrator Guide includes instructions for all administrative functions (e.g., user management, password management, role/profile management, troubleshooting, examples, common issues, known issues, etc.).
GEN-418	Configuration Documentation	The System Administrator Guide includes instructions for all configuration functions (e.g., changing screens, adding fields, changing edits, updating tables, etc.).
GEN-419	Message documentation	The System Administrator Guide includes information on system messaging including how to change messages.
GEN-420	Report Writer Guide	The documentation includes a guide on how to create new reports and modify existing reports.
GEN-421	Guidelines for changing and maintaining reports	The Report Writer Guide includes guidelines for how to make changes to reports and forms that the Jurisdiction can maintain.
GEN-422	Technical Documentation	The vendor provides technical documentation to the Jurisdiction to aid in supporting the application and databases hosted on the state cloud.
GEN-423	System Architecture Documentation	The technical documentation provides a high-level system architecture diagram, including recommended and minimum hardware and software specifications.
GEN-424	Interface documentation	The technical documentation includes an overview and operating instructions for all interfaces.
GEN-425	Explicit instructions on security mechanisms	The technical documentation includes explicit instructions on security mechanisms by role/profile.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
System Documentation		
GEN-426	Troubleshooting	The technical documentation includes a troubleshooting guide.
Technical Specifications		
GEN-427	Virtual connections	Virtual connections to the database are defined so that the Jurisdiction can migrate to a different database without needing to change application code.
GEN-428	Scalable	The system is scalable to support the Vital Records/Statistics needs for the next 10 years, based on the anticipated number of transactions at an annual growth rate of 10%.
GEN-429	System software upgrades	The system is maintained and updated to allow the Jurisdiction to upgrade system software to current levels.
GEN-430	System Support	The system provides the ability for the Jurisdiction to perform system support activities (ex. creating end user accounts).
GEN-431	Operational downtime	Normal day-to-day operational downtime for system patches, applying new releases or other routine activities should be scheduled for non-peak hours as described by management.
GEN-432	Database - Hosting	The system allows for the database to be hosted on the Jurisdiction cloud by the Jurisdiction
GEN-433	Database - Replicate data	The system allows the ability to replicate data to offsite back-up systems using standard database features and functions, i.e., not proprietary.
GEN-434	Data - Ownership	All data is owned by the Jurisdiction, regardless of the cloud or physical environment where it is stored.
GEN-435	Data - Ownership	The vendor cannot share Jurisdiction data.
GEN-436	Transaction logging	The system allows for transaction logging so that in the event of failure the system can be recovered using the last backup (including any incremental backup and transactional logs) to the point of failure using standard DB features and functions, i.e., not proprietary.
GEN-437	Backup timeframe	The system supports daily backup.
GEN-438	Load balancing	The system automatically balances the load of user activity among the servers to ensure the most efficient processing time possible.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
Technical Specifications		
GEN-439	Fail over	If one server ceases to function the system seamlessly moves users to another back-up server without interrupting transaction activity.
GEN-440	Active directory	The system has the ability to allow users to authenticate through active directory.
GEN-441	Use of Active Directory configurable	The Jurisdiction system administrator can turn on and off the use of the active directory for authentication of EVRS users.
GEN-442	Web interface	The system is accessed via the Internet using any generally accepted browser.
GEN-443	Browser agnostic	The system is browser agnostic (accessible via Edge, Chrome, Firefox, Safari).
GEN-444	Implement modules independently	The system allows vital events to be implemented independently, and in any order desired by the Jurisdiction.
User Authentication		
GEN-445	User ID format	The format of the user ID and password is Jurisdiction-defined.
GEN-446	Roles and profiles control data access	Roles and profiles can be defined that control the data fields that a user can view and act on.
GEN-447	Unlocking ID	Only the Jurisdiction System Administrator can unlock a user ID regardless of location.
GEN-448	User authentication	Authentication to the system for both internal and external users is encrypted.
GEN-449	Two Factor Authentication	The system allows setup of two-factor authentication.
GEN-450	Default password	A default password is generated when a new user account is established.
GEN-451	Password initial change	The system requires users to change their default password on the first log on.
GEN-452	Password access restricted	A user's password is not available to anyone else including the Jurisdiction System Administrator.
GEN-453	Reset Password	The System Administrator can reset a password and force the user to establish a new password at next logon.
GEN-454	Option to reset password	At logon, the system includes an option for users to request a password reset if the user forgot their password.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
User Authentication		
GEN-455	Passwords expire	User passwords expire on a Jurisdiction defined schedule.
GEN-456	Change password at logon	The log on screen includes an option for the user to change their password.
GEN-457	Notification of password expiration	The system notifies a user ahead of time that the password is expiring based on a Jurisdiction defined schedule.
GEN-458	Prompt to update email/phone	The system directs the user to update their email and phone number whenever the password is changed.
GEN-459	Logon attempts limited	The number of times a user can attempt to logon before locking the account can be configured by the Jurisdiction.
GEN-460	PIN	In addition to User ID and password, certificate signatories (e.g., funeral directors and medical certifiers) are required to enter a PIN at the time of signing/certifying.
GEN-461	Change PIN	The system provides an option for a signer/certifier to change their PIN.
User Interface		
GEN-462	Jurisdiction branding	The home page is branded with the Jurisdiction Vital Records information.
GEN-463	Logon banner	The system displays the Jurisdiction approved log on banner before the user logs into the system.
GEN-464	Menus	Menus are dynamic with different functions listed based on the individual's role/profile.
GEN-465	Standard look and feel for all modules	Screens for all modules have a common HTML 5 compatible structure that includes fonts and colors, headings, status line, and error messages.
GEN-466	Consistent functionality	Screens, menus, and other interface objects function identically throughout the system.
GEN-467	Screen consistency	Objects are placed on screens in a consistent manner.
GEN-468	Record divided into logical segments	Entry of a record is divided into logical segments based on the needs of the user type intended to complete each section and jurisdictional form layouts such as worksheets and certificates.
GEN-469	Required fields	Fields can be designated as "required"

General Requirements		
Ref#	Business Rule Name	Business Rule Description
User Interface		
GEN-470	Required fields vary by event	Which fields are required may be different for each event.
GEN-471	Options status sensitive	User options are sensitive to the status of a record. (For example, the option "submit for registration" only appears on the screen when the user has satisfied all the necessary edits.)
GEN-472	Tab data is maintained	The system protects a user from losing data entered on one tab if they move to another tab on the same record.
GEN-473	Use of color to enhance usability	Wherever possible the colors used to present information and collect data enhances the user's ability to perform the procedure. (For example, this might include highlighting hard edit fields in a different color, presenting sensitive data fields in another color, etc.)
GEN-474	More than color	Color alone should not be the only indicator of a field's characteristics.
GEN-475	Non-sequential data entry	Non-sequential entry of data on a screen is allowed.
GEN-476	Drop down lists	Drop down lists can be used to select valid, dynamic data stored in reference tables.
GEN-477	Changes to drop downs	Modifications to drop down lists do not affect the values selected for existing records.
GEN-478	Context Sensitive Drop Downs	Where appropriate, dropdowns are filtered to display only items that make sense to the record based on data previously entered (i.e., context-sensitive drop down).
GEN-479	Scroll through Drop Downs	Users can scroll through a drop down to find the correct value.
GEN-480	Type to find item in drop down	Users can begin typing the correct selection in a drop down field and the list is repositioned as the letters are typed until the correct item is displayed.
GEN-481	Field Auto fill	An entry in a field can be set to auto populate the contents of one or more other fields automatically.
GEN-482	Highlight edits on records	The system lets the user know which hard and/or soft edits, if any, exist in the record.
GEN-483	Mouse free	Movement from field to field progresses by pressing the tab or enter key without the need to use the mouse.
GEN-484	Mouse enabled	The system allows movement from field to field by using the mouse to click on the desired field.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
User Interface		
GEN-485	Hot keys	The system uses hot keys. Examples of potential hot keys are: <ul style="list-style-type: none"> <li>entering "T" in a date field to generate today's date.</li> <li>using plus and minus sign for incrementing or decrementing the date</li> </ul>
GEN-486	Resize windows	The system allows application windows to be resized.
GEN-487	Positive confirmation	Selected functions in the system (for example, abandonment of a record, relinquishing a record, voiding a record, or certifying a record) can be configured to ask for a positive confirmation from the user prior to system performing the function.
GEN-488	Save automatically	The system saves the record automatically upon moving to the next field or screen (i.e., without have to click "save" or on an icon).
GEN-489	Issue SAVE message	The system will ask the user if the record should be saved prior to exiting (including closing the browser) if the SAVE action has not already been taken.
GEN-490	Save with errors	The system provides a quick way to save an incomplete record as pending without having to display all error messages associated with the record.
GEN-491	Upper case	All data entry appears in upper case throughout the system and events.
User Login and Audit Logging		
GEN-492	Log in activity	The system provides an ad hoc report that allows authorized users to view log in activity by employee.
GEN-493	History of log attempts	The system maintains a history of all logons for a Jurisdictionally defined period of time.
GEN-494	User Audit Trail	The system logs user activity. Activity can be viewed by request, by record, by user, or by other Jurisdiction defined criteria.
GEN-495	Log views	The log function includes the ability to log record access even if no action was taken.
GEN-496	Record branding	New and changed records are branded with the date, time, institution, user ID and the action performed on the record.
GEN-497	Store user ID who registered record	The record includes information to identify the user who registered the record.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
<b>User Login and Audit Logging</b>		
GEN-498	Identity for auto registration	If the record was automatically registered by the system, the record would include a designation for "auto-registered" instead of a specific user identification.
GEN-499	Database - maintain record	The user auditing data is maintained for the life of the record.
GEN-500	History of institution changes	The system keeps a history of institution additions, deletions, and changes.
GEN-501	Content Jurisdiction defined	The content of all logs is Jurisdiction defined.
<b>Voids and Record Abandonment</b>		
GEN-502	Void registered records	The system provides an authorized user with a function to void a registered record.
GEN-503	Void designation	Voided records can be distinguished from active records.
GEN-504	Search for voided records	The system provides a way for an authorized user to search by parameters (for example, by National File Number) for a record that is voided.
GEN-505	Void while viewing	The system provides a way for an authorized user to void a record while viewing.
GEN-506	Confirm void	The system requires the user to take a positive action to confirm that s/he wishes to void the record before the void is processed.
GEN-507	Reason for void	The system requires the user to enter a reason code and text explanation of why the record is to be voided.
GEN-508	Void status	The system automatically updates the record status of a voided record to "Valid Voided Record".
GEN-509	Prevent printing certified copy	The system prevents printing of a certified copy after the record is voided.
GEN-510	Timeframe for abandonment of records	The timeframe for determining when an active, unregistered record is considered to be abandoned is Jurisdiction defined and configurable.
GEN-511	Queue abandon records	All records that meet the timeframe are queued for the Jurisdiction to review and take a determinate action on, such as abandoning the record or maintaining the record in a pending status.



General Requirements		
Ref#	Business Rule Name	Business Rule Description
<b>Voids and Record Abandonment</b>		
GEN-512	Abandonment message to record owner	The Jurisdiction may elect to send a message to the owner of an abandoned record to get information about the reason for inactivity.
<b>Workstation Technical Setup</b>		
GEN-513	Any PC	External users such as funeral directors and medical certified may access a record for which s/he has authorization from any PC.
GEN-514	Dual screens	Jurisdiction users can access multiple system functions simultaneously using dual screens.
GEN-515	Mobile devices supported	The system supports the use of mobile devices (for example, for funeral home signing, medical certification or a nurse completing the mother's worksheet.)
GEN-516	Apps are optimized to the device	While maintaining consistency, the EVRS uses responsive design to ensure the application is optimized to the screen size and data entry capabilities of each device.
GEN-517	Duplex printing	The system supports duplex printing on specific forms.
GEN-518	Attach supporting documents	The system has the ability to accept scanned documentation and link to event records.
GEN-519	Immediate linkage of scanned image	Scanned images will be directly linked to the correct record without first having to write the image to the hard drive and then navigate to it to accomplish the linkage.
GEN-520	Scanner compliance	The system must provide functionality for scanner to reach the browser without saving to the PC
GEN-521	Scanners differ	The system supports use of various scanning devices and software.
GEN-522	Overall System Performance	The system provides a notification or alert of latency issues directed automatically to the system administrator with Vital Records. Latency is defined as more than a 10 second delay in screens loading.
GEN-523	Session timeout	Session timeout is Jurisdiction-defined.
GEN-524	Warning configurable	The time when the timeout warning message fires is Jurisdiction-defined.

### 7.2.72. General Puerto Rico Specific Business Rules

The following section lists the Puerto Rico specific business rules that the EVRS vendor will need to provide. The rules are included to provide context and a complete picture of the general requirements. **DO NOT** respond to the rules in this document. Vendors must provide a response to each rule in **the workbook Exhibit F.2 (spreadsheet titled General)** and submit with their technical response.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
<b>Certificate Printing</b>		
GENPR-1	Format configurable	The format for printing the certificate is configurable by the Jurisdiction.
GENPR-2	Minimum font size	The system has a minimum issuance font size that is Jurisdiction defined to ensure very long names or facility names are legible.
GENPR-3	Alias on Short Forms	Alias/AKA names print on the short forms for birth, death, and marriage issuance.
GENPR-4	Adaptive Short Forms	Short forms for issuance of birth, death, and marriage records only display field headers if there is data to print on the certificate. If no data is available to print, the form is adjusted to fill in the blank space where the header and data would be printed.
<b>Data, Data Formats and Tables</b>		
GENPR-5	Aliases	The system provides functionality to allow the user to enter multiple aliases associated with a record.
<b>Data Editing</b>		
GENPR-6	Spell Check - Spanish	The system includes a Spanish language spell check function. Spanish spell check with operate on Jurisdiction defined fields.
GENPR-7	Add words	Authorized users at Puerto Rico can add words to the spell check dictionary.
<b>Data Security</b>		
GENPR-8	Restrict access by time	Some but not all Puerto Rico employees can be restricted from accessing EVRS from outside the environment during specific periods of time in the day. Times of access are configurable.
<b>Facilities</b>		
GENPR-9	Record ownership	If an institution changes ownership, records associated with the former facility are not automatically owned by the new facility.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
<b>Facilities</b>		
GENPR-10	Orphan records	If an institution changes ownership and the new institution does not have ownership of the former facility's records, the records remain in the system as "orphans".
GENPR-11	Person works for an institution	All users are associated with a valid institution (for example, a specific hospital, funeral establishment, physician practice, Demographic Registry) even if the institution is a single person or business entity (e.g., midwife).
<b>File Numbers and Registration</b>		
GENPR-12	Record registration confirmation	The Jurisdiction can designate that an event type can be automatically registered without user intervention.
GENPR-13	Record registration confirmation	The Jurisdiction can designate that an event type can be automatically registered without user intervention.
GENPR-14	Auto-register configurable	The auto registering feature can be configured to be on or off by an authorized user.
GENPR-15	Auto-register configuration controls queue	When the auto registering feature is turned off, the auto registering is disabled and the records go to the appropriate queue specified for reviewing that type of record.
GENPR-16	Register one at a time	If the auto-registering feature is turned off, an authorized user can register records one at a time from a queue.
GENPR-17	Foreign Birth adoption numbering	Reports of Foreign Birth are assigned a unique file number with Jurisdiction defined formatting and numbering. Foreign Births are not assigned an NFN.
<b>Interfaces and Integration</b>		
GENPR-18	Alert for Image on Amendment	During record processing (i.e., informant worksheet, amendment evidence) the system provides the ability to scan one or more supporting documents and attach them to the record or request.
GENPR-19	Scanning warning	During record processing the system prompts the user that documents need to be scanned (i.e., informant worksheet, amendment evidence).
<b>Legacy Data</b>		
GENPR-20	Legacy records tied to source	Legacy records contain an identifier for the original source of the record. The identifiers are Jurisdiction defined.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
<b>Legacy Data</b>		
GENPR-21	Vault Location	If the original legacy record is located in the vault as a paper record, the conversion of data includes vault location (i.e. book number).
GENPR-22	Legacy Data Indicator	During data conversion/migration one or more legacy data indicators can be set based on the specific Puerto Rico-defined criteria, for example missing file date, missing sex, truncated names, missing middle name, xxx in a field.
GENPR-23	Legacy data indicator controls edits	The existence of a legacy data indicator can control whether certain edit messages fire.
GENPR-24	Legacy data indicator controls actions	The existence of legacy data indicators can control actions in the system, for example, whether issuance can occur from the electronic record or if correcting (completing/backfilling) the record is required.
GENPR-25	Legacy verify flag	A legacy verification indicator allows legacy records that need verifying to be flagged.
GENPR-26	Legacy files indicator set during conversion	The legacy verification indicator is automatically set during data migration.
GENPR-27	Legacy files indicator for individual records	The legacy verification indicator can be manually set for individual records.
GENPR-28	Legacy files indicator for groups of records	The legacy verification indicator can be manually set for a group of records with a common characteristic without having to access every record.
GENPR-29	Change legacy indicators	All legacy indicators can be changed by an authorized user of the system if the condition that caused them to be set is altered.
<b>Online Help</b>		
GENPR-30	On-line screen help in Spanish	Online screen-level help is available in Spanish.
<b>Record Access/Ownership</b>		
GENPR-31	Turn On/Off Access for All Local offices	The system provides the ability to turn on and off the feature that allows any local office to access any record.
GENPR-32	Turn On/Off Access for Specific Local office	The system provides the ability to turn on and off the feature that allows a specific Local office to access any record.
GENPR-33	Central Office specifies Local Office Access	The Central Office has the ability to specify which event types and certificate types each Local Office may issue.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
<b>Record Access/Ownership</b>		
GENPR-34	Local Offices Access to Records	Local offices have the ability to view all vital event records regardless of the municipality of occurrence.
GENPR-35	Local Office May Issue Records	Local offices may issue records for events that were registered throughout the Jurisdiction.
GENPR-36	End User Access Time Restricted	The system restricts end users (ex. facility staff, funeral director) from accessing records after a certain time period. End users may only records for one year after the registration date.
GENPR-37	Restriction Doesn't Apply to Forensics	End users associated with Forensics are not restricted to access records within one year of registration.
GENPR-38	Access to Migrated Records	End users cannot access registered migrated records. Unregistered records that are migrated will be accessible depending on the data cutover date for end users.
<b>C -Roles, Profiles and Institutional Affiliations</b>		
GENPR-39	Deactivate inactive users	Users who have been inactive for a Jurisdiction defined period of time are automatically deactivated.
GENPR-40	Reactivate deactivated accounts	Only the Jurisdiction Application Administrator can reactivate a deactivated user account regardless of location.
<b>M- Searching and Matching</b>		
GENPR-41	Soundex search	If system does not find an exact match in a name search, the system provides the option to perform a Soundex search on that name using the Spanish Soundex, such as the New York State Identification and Intelligence system (NYSIIS).
<b>Specific Exports and Imports</b>		
GENPR-42	Seamless data flow with coding	Data is shared with data partners using the IJE standard and STEVE 2.0 platform. When codes are received from NCHS (i.e., ICD codes, MRE codes) the codes are imported into the system and associated with specific records. If the statistical file is not closed for the year, the record is flagged so a file will be automatically transmitted to STEVE 2.0 for data partners in the IJE layout, including coded data.
GENPR-43	Offline certificate backup	The system includes an extract of printable certificate images that can be used for printing certified copies in emergencies where the system is offline.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
<b>Specific Exports and Imports</b>		
GENPR-44	Index to offline certificate backup	The extract of printable certificate images includes an index to the images that aids in image retrieval.
<b>System Documentation</b>		
GENPR-45	Puerto Rico specific documentation	Documentation is specific to Puerto Rico's configuration and available in both English and Spanish.
<b>User Interface</b>		
GENPR-46	Display of the electronic certificate	The order of fields on the screen are configured to follow the Puerto Rico-defined order (may be based on format of worksheet or paper certificate).
GENPR-47	Zip codes with multiple municipalities	If the zip code crosses multiple municipalities, the system accepts the municipality as provided by the user. Zip codes do not drive municipality tables.
<b>Voids and Record Abandonment</b>		
GENPR-48	Unvoid a Record	An authorized user can "unvoid" a record after it has been voided. Unvoided reinstates the record as a current, active record that can be amended, corrected, and sent to data partners as needed.
GENPR-49	Abandon on demand	The user can abandon an unregistered record on demand.
GENPR-50	Abandon individually	Authorized users access potentially abandoned records from by the individual record.
GENPR-51	Abandonment Jurisdiction controlled	Puerto Rico can disable or enable functionality for a user to selectively abandon individual records or groups of records.
GENPR-52	Deactivate abandoned records	Only authorized users at the Central Office may deactivate abandoned records from system.

### 7.2.73. General Bonus Business Rules

The following section provides the bonus rules pertaining to general requirements that the EVRS vendor may provide to Puerto Rico. The rules are included below to provide a complete picture of the general requirements. **DO NOT** respond to the rules in this document. Vendors must provide a response to each rule in **the workbook Exhibit F.2 (spreadsheet titled General)** and submit with their technical response.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
<b>Configuration</b>		
GENB-1	Confirmation configurable by Jurisdiction	The Jurisdiction Configuration Manager can designate which functions in the system ask for a positive confirmation from the user prior to system performing the function.
<b>Interfaces and Integration</b>		
GENB-2	Geocoding	The system is fully integrated with a geocoding service so that records are coded as they are entered.
<b>Letters and Forms</b>		
GENB-3	User signature image	Any user may have a signature image attached to their individual user account. Users who will have a signature image are Jurisdiction defined.
GENB-4	Authority to sign	The authority to “sign” specific documents is associated with the user's role/profile.
GENB-5	Email documents	The system provides the ability to automatically email Jurisdiction defined output documents directly from the system to a designated recipient on a reoccurring basis without the need to purchase third party software.
GENB-6	Prevent saving a form to a file	The system prevents any EVRS user from saving the contents of the screen to an unauthorized location.
<b>Messaging</b>		
GENB-7	Broadcast all	The system supports broadcast messages sent from an authorized user to all users.
GENB-8	Broadcast some	The system supports broadcast messages sent from an authorized user to sub-set of users.
GENB-9	Messages have a timeframe	Broadcast messages can be associated with a begin and end date.
GENB-10	Distribute messages	Broadcast messages can be set to be distributed at specific times.
GENB-11	Clear messages	Messages can easily be cleared when the recipient is finished with them.
<b>Messaging by Email</b>		
GENB-12	Automated email alternative	The system is able to send email messages to system users directly from system.
GENB-13	System does not receive emails	The email address used by the system to send an email does not receive replies.
GENB-14	Include private email address for replies	Outgoing system emails that request a reply provide the recipient with a valid email address.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
Messaging by Email		
GENB-15	Individual email	System emails can be directed to a specific user.
GENB-16	Group email	System emails can be directed to a group of users based on role/profile.
GENB-17	More than one email recipient	An email can be directed to more than one recipient even if they are not all part of the same group.
GENB-18	System emails	The system can generate emails automatically.
GENB-19	User emails	Authorized users can generate emails.
GENB-20	Select message preference	A user is associated with a preferred method of communication (system message, email or both).
GENB-21	Use preferred method	The system uses the messaging delivery preference to determine if a system message, email message or both should be sent.
GENB-22	Override preference	An authorized user can override the message delivery preference on demand.
GENB-23	Include attachment	Analytical reports by user can be emailed as an attachment directly through the system.
GENB-24	Scheduled emails	Email messages can be set to occur on a schedule that is synchronized with the schedule to run reports in such a way as to have the report immediately emailed to the appropriate recipients once the report is run.
File Numbers and Registration		
GENB-25	Mass disaster sequence number augmentation	To accommodate a mass disaster, the system can increase the size of the six-digit sequence number that is part of the Jurisdiction File Number to allow for more than one million deaths in a single year.
GENB-26	Seamless effect on previous records	If the sequence number that is part of the Jurisdiction File Number is increased from six digits, the change has a seamless effect on all previous registered death records. For example, only new registrations after the time the change is implemented are affected; or previous registration numbers are padded with leading zeroes.
GENB-27	Display all digits of mass disaster sequence augmentation	If the sequence number that is part of the Jurisdiction File Number is increased from six digits, all digits display and print in all relevant places.



General Requirements		
Ref#	Business Rule Name	Business Rule Description
Performance Measurements		
GENB-28	Track and report on errors found during edit	The specific errors occurring on records submitted for registration are saved for analysis.
GENB-29	Unknown response	The use of "other" and "unknown" or responses with similar meaning are saved for analysis.
GENB-30	Track corrections and amendments	The system allows corrections and amendments to be analyzed.
GENB-31	Track queries	The system saves query history for analysis.
GENB-32	Track timeliness	The system tracks timeliness of transactions by storing the time from initiating to completion in detail by each handoff from one authorized user to another in such a manner as to analyze both the overall time of the process and the time attributed to each user in the process.
GENB-33	Time to submit to SSA	The system tracks the time between record creation date and first submission to SSA.
GENB-34	Time to submit to NCHS	The system tracks the time between record creation date and first submission to NCHS.
GENB-35	Track and report on late registrations	The system maintains statistics on late registrations by owner and institution.
GENB-36	Track and report total time to register	The system stores the total time between record creation date and registration of the record.
GENB-37	Track and report time in problem status	The system stores the length of time a record remained in a problem queue before resolution.
GENB-38	Analyze by user	Analysis can be over a specified time for a specific user.
GENB-39	Analyze by group	Analysis can be over a specified time for a group of users by role/profile.
GENB-40	Analyze by institution	Analysis can be over a specified time for an institution.
GENB-41	Analyze by activity	Analysis can be over specified time for a specific activity (for example, death registration).
GENB-42	Event measures	The system tracks the volume of work over time by type of event, user and institution.
GENB-43	Amendment measures	The system tracks the volume of work over time by each amendment type (adoptions, legitimations, voluntary acknowledgements, etc.), user and institution.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
Record Access/Ownership		
GENB-44	Jurisdiction access to records	Authorized Jurisdiction Central Office users can view and edit any record once it has been started even if it has not yet been completed and submitted for registration.
GENB-45	Record Transfer	The system provides ability to transfer a record from one institution to another.
GENB-46	Ability to relinquish ownership	Owners may relinquish their ownership of a record even if the new owner is not known.
GENB-47	Relinquished record send notification	Relinquished records automatically send a notification to the source medical institution, funeral establishment and the Vital Records Central Office as appropriate.
GENB-48	Remove ownership information on relinquished records	All information in the record that is tied to the ownership of a record by the user who is relinquishing is removed when a record is relinquished.
GENB-49	History of relinquished records	All information about ownership that has been relinquished is maintained in the history and tied to the record being relinquished.
GENB-50	Relinquished records	Any information already entered in the personal information and medical information sections is not removed when a record is relinquished so the new owner can see what has already been entered.
Roles, Profiles and Institutional Affiliations		
GENB-51	Check user account on a periodic basis	The system forces users to check the information in their user account on a periodic basis to ensure that the information is kept up to date.
GENB-52	Report on deactivated accounts	The Jurisdiction Application Administrator can run reports on deactivated user accounts
GENB-53	Emergency Mode	The system provides an emergency management option which allows for an easy way to activate a separate role/profile for designated users for use during times of emergency.
GENB-54	Jurisdiction controls emergency mode	Jurisdiction Central Office has the sole authority to put the system into emergency mode.
GENB-55	Maintain normal privileges	Users can also access their normal role/profile when in emergency mode.
GENB-56	Return to normal profile	An option exists to deactivate but not delete a role/profile assigned to users for emergency use and return users to their normal role/profile.

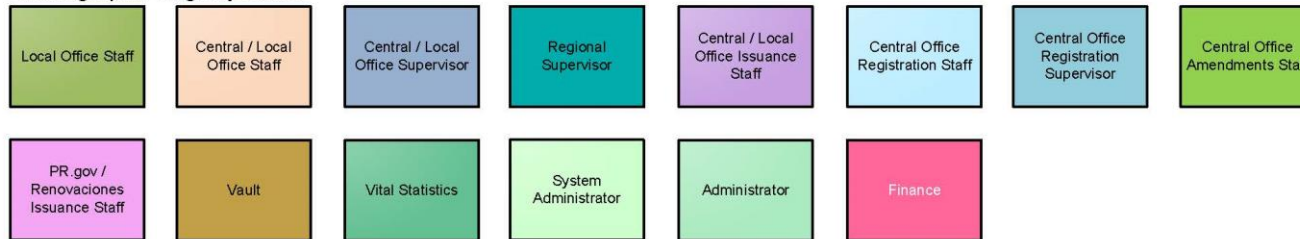
General Requirements		
Ref#	Business Rule Name	Business Rule Description
<b>Searching and Matching</b>		
GENB-57	Jurisdiction defined matching criteria	Probabilistic matching uses fields and weights that are Jurisdiction defined.
GENB-58	Threshold for possible match	The system contains the ability to define thresholds for what is considered an exact, probable, possible match or non-match when using probabilistic matching.
GENB-59	Show percent match against criteria	The system indicates the degree to which each record is a potential match.
GENB-60	Most likely match displays first	The list of possible matches is in the order of the mostly likely match first.
GENB-61	Rules on records returned	Rules can be configured to define a reasonable result set from a search.
GENB-62	Notification of duplicate record	If the search results in a match but the institution doing the search is not authorized to see the record, system notifies the user that a duplicate was found but cannot be displayed. Current record owner information is provided to the user.
<b>System Documentation</b>		
GENB-63	Data dictionary	The System Administrator Guide includes sufficient information about the database to provide an understanding of the relationship between data elements (for example, foreign keys) in order for the Jurisdiction to be confident that reports, imports and extracts are configured properly.
<b>User Interface</b>		
GENB-64	Screen size	Screens are sized to allow convenient viewing and adding of a single record without scrolling, unless a small scroll would eliminate a second page.
GENB-65	Query anytime	The system allows a user to perform additional actions while in the middle of a transaction without disturbing the processing of the transaction. For example, the user can look-up another record or history on the existing record and come back to the same place in the transaction where they were before beginning the additional action.
<b>Workstation Technical Setup</b>		
GENB-66	Mobile App	At a minimum, any mobile application "app" is supported on IOS, Windows mobile and Android.

General Requirements		
Ref#	Business Rule Name	Business Rule Description
Workstation Technical Setup		
GENB-67	Mobile Browser Support	Web based mobile applications are mobile browser independent.
GENB-68	Mobile App Security	Mobile apps adhere to the same encryption standards as the "desktop" application.
GENB-69	Consistent across devices	The system will behave consistently across all platforms.

### 7.3. Attachment C: Puerto Rico “To Be” Process Flows

#### Actors Color Key

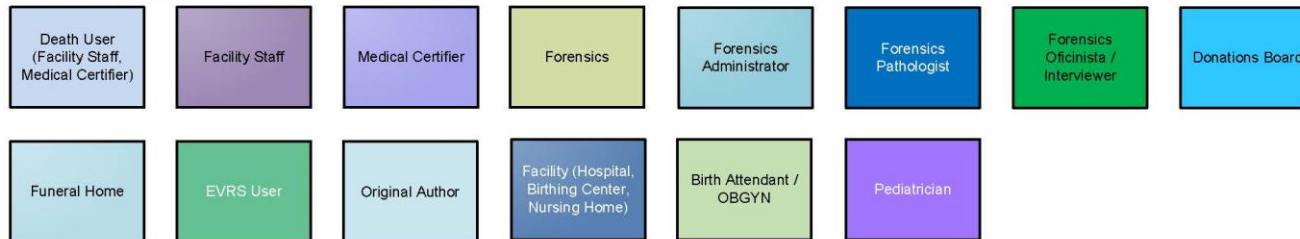
##### Demographic Registry Users



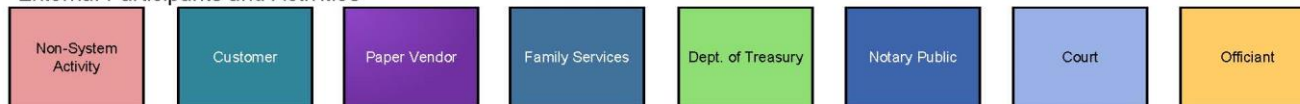
##### Systems



##### EVRS End Users

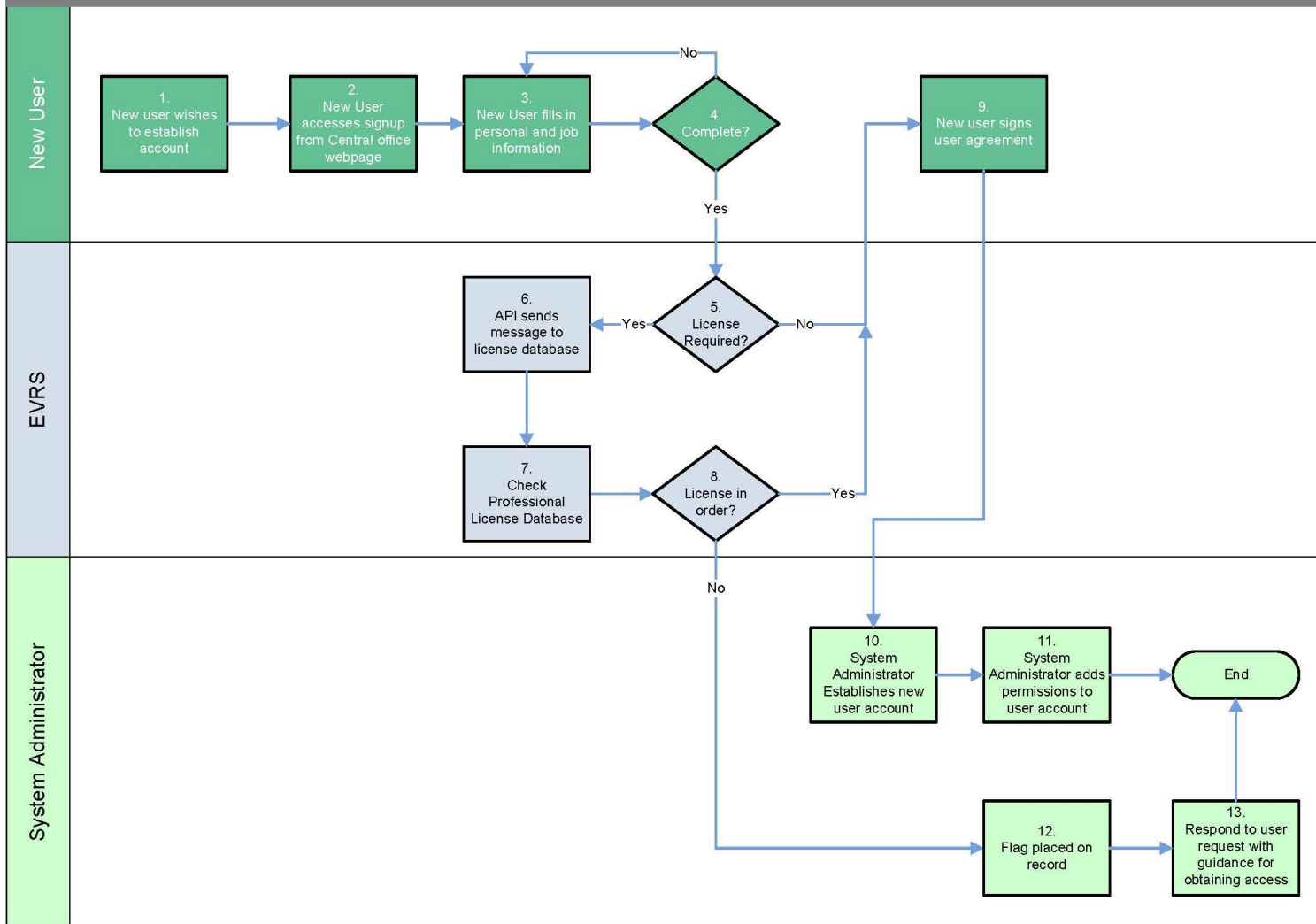


##### External Participants and Activities



## New User Setup

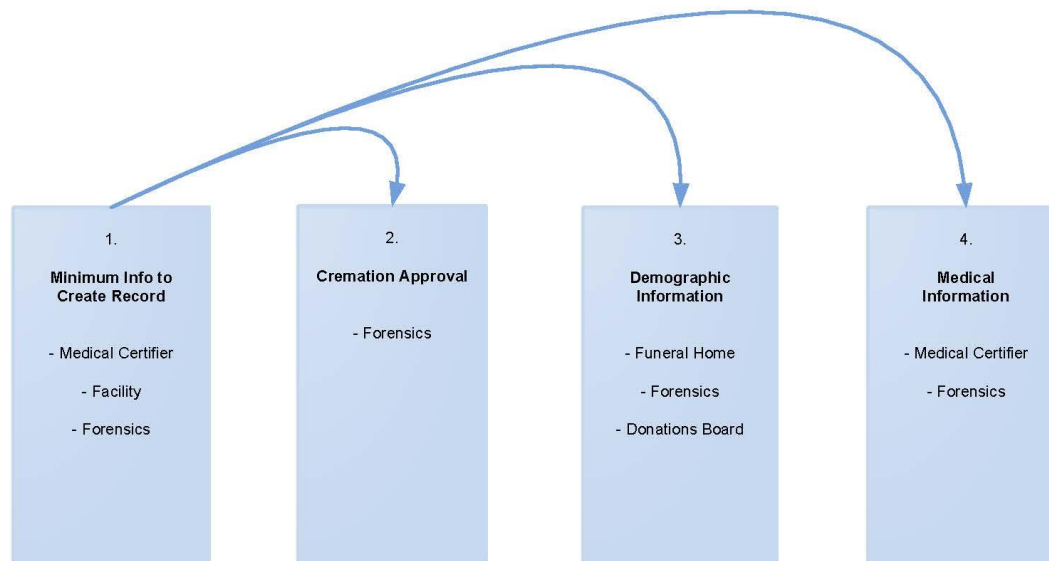
March 6, 2023



## Death Overview – Who Can Do What

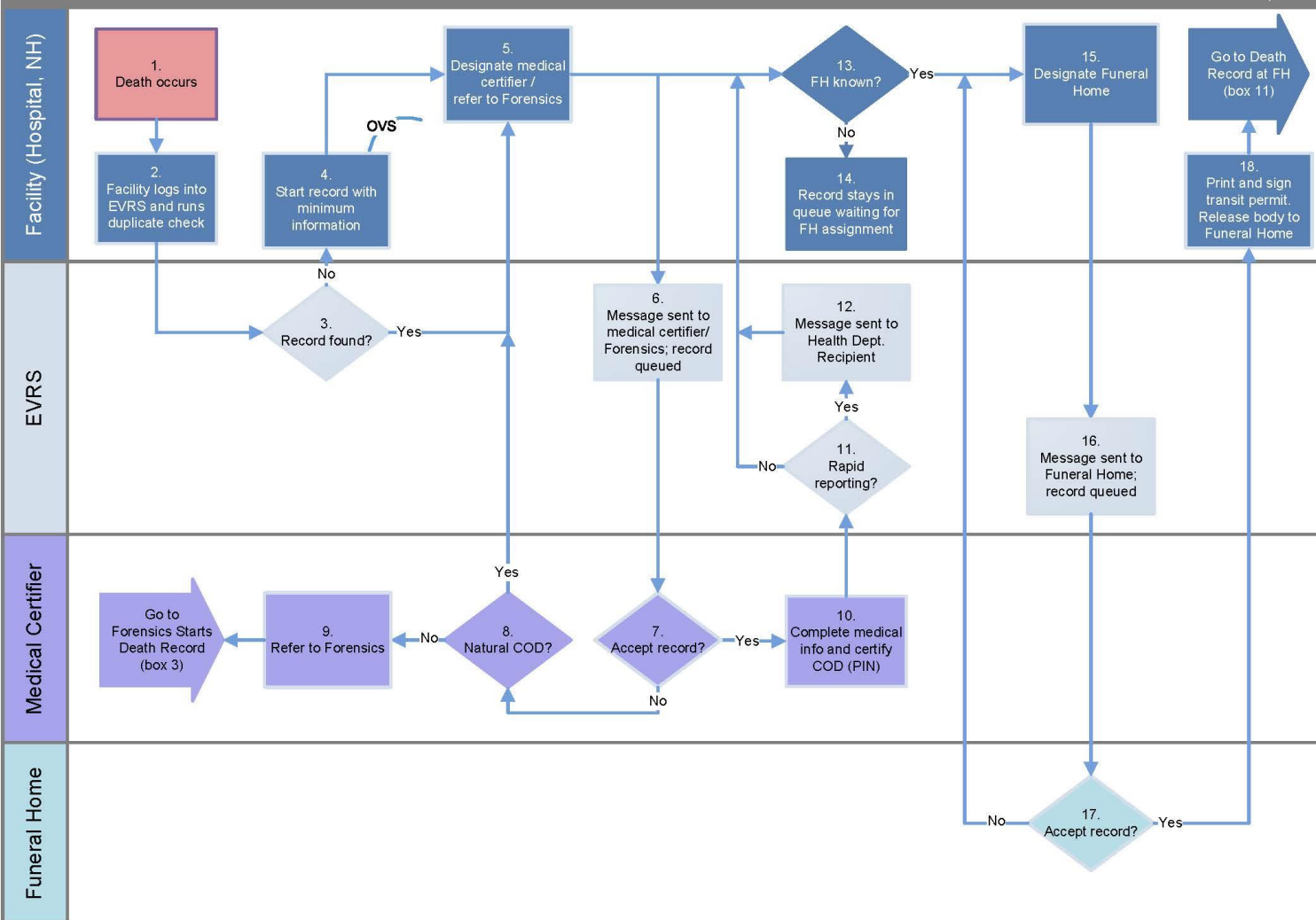
March 6, 2023

Death Users



# Start Death Record at a Facility

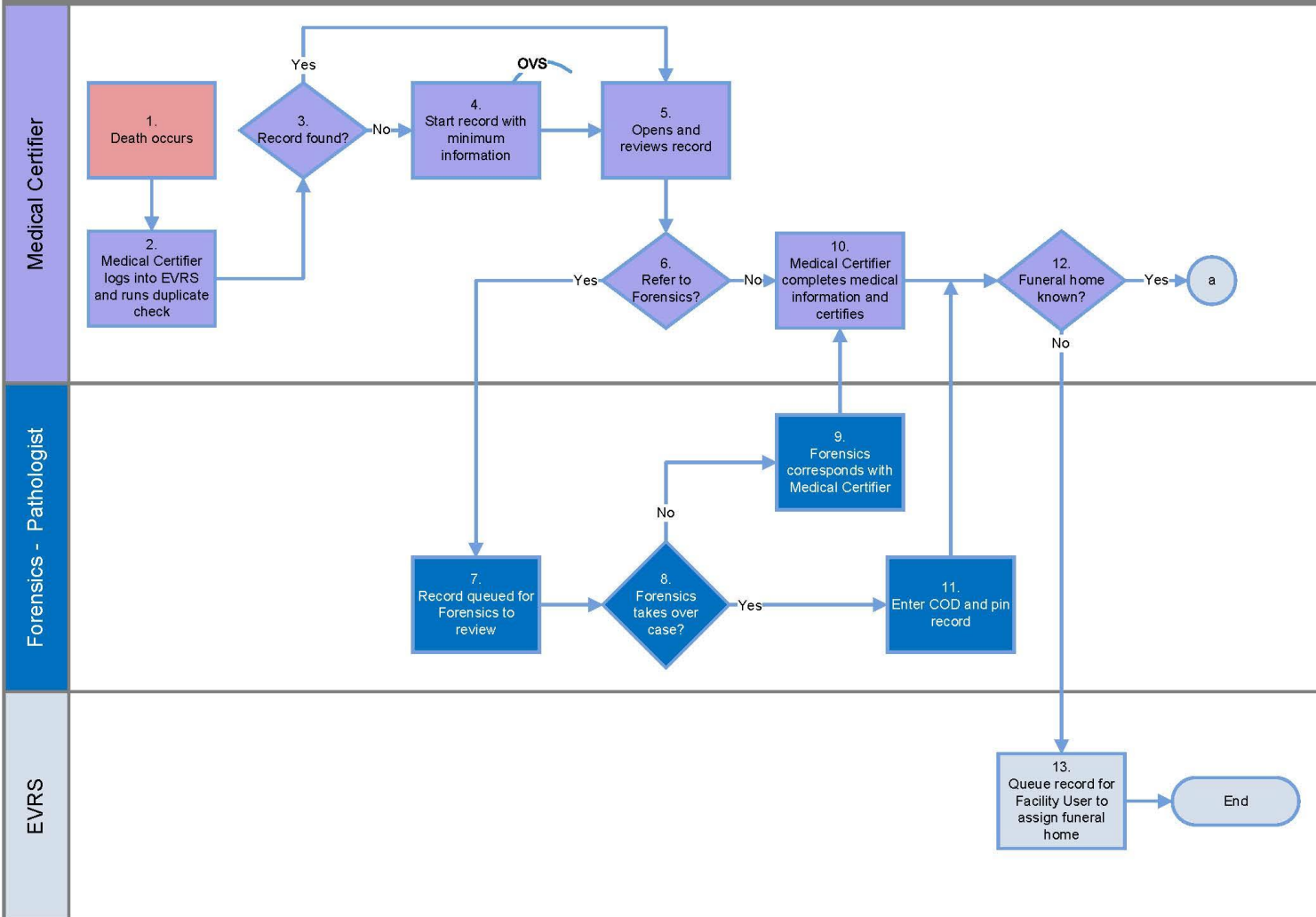
March 6, 2023





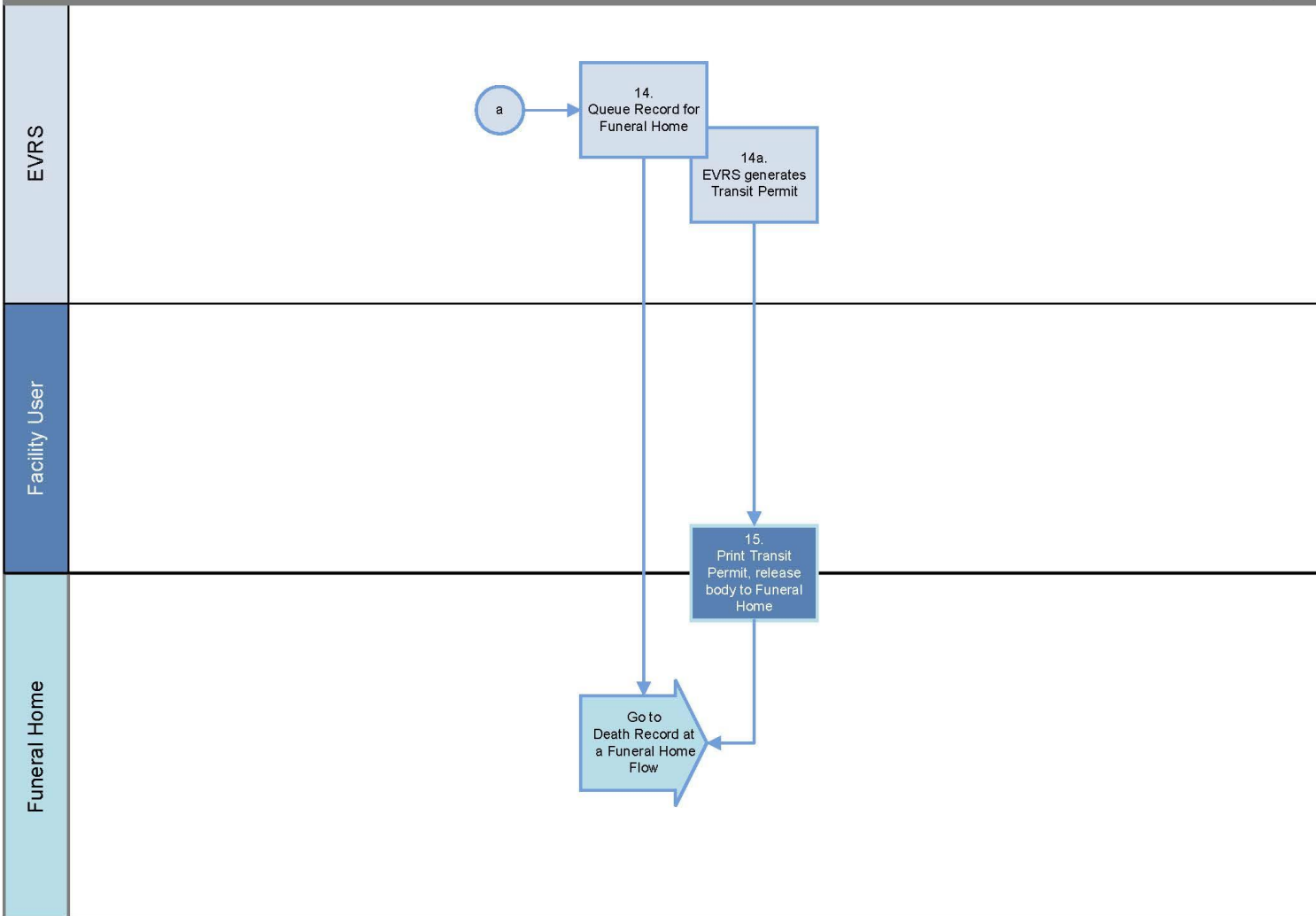
# Medical Certifier Starts Death Record (pg. 1)

March 6, 2023



## Medical Certifier Starts Death Record (pg. 2)

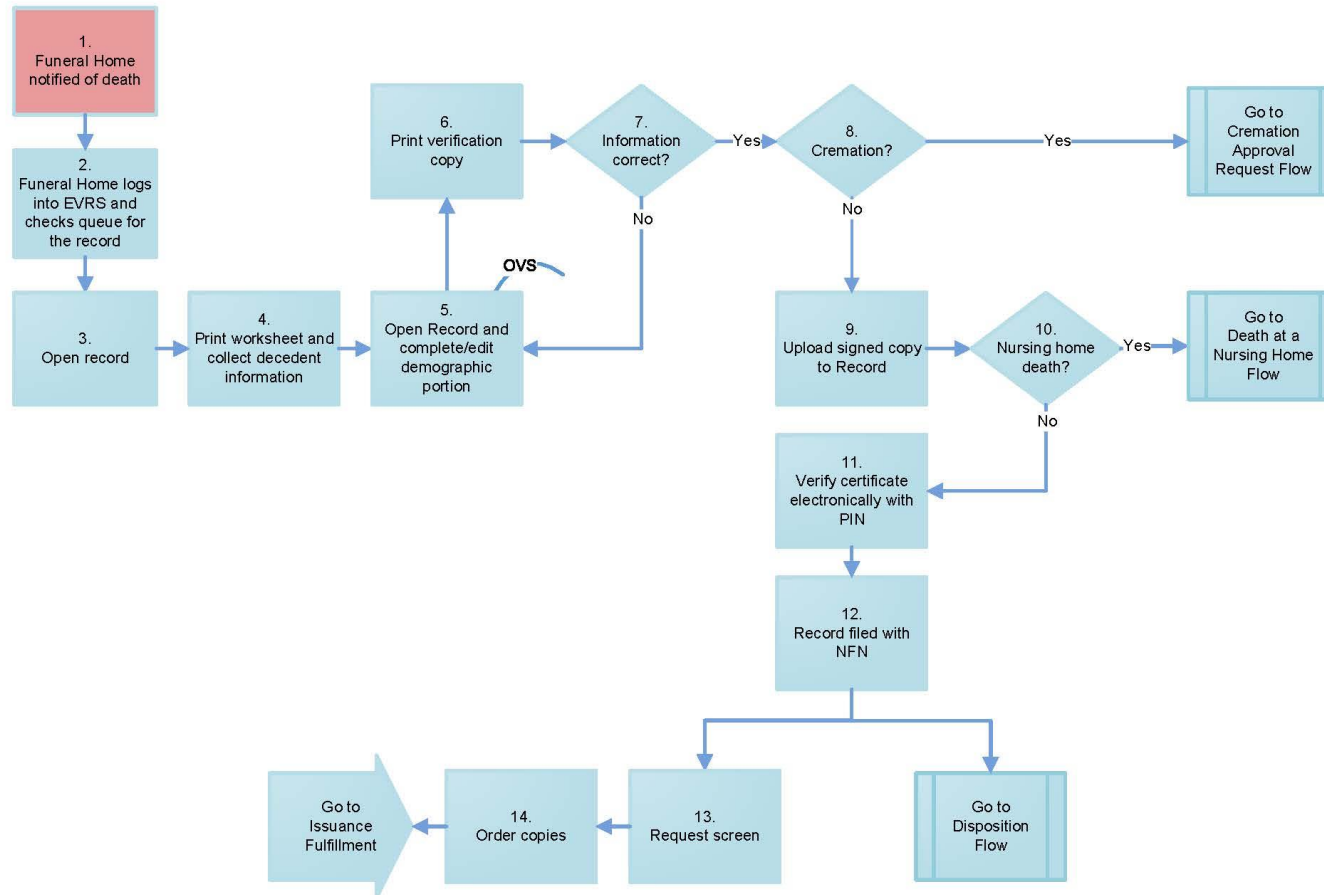
March 6, 2023



## Death Record at a Funeral Home

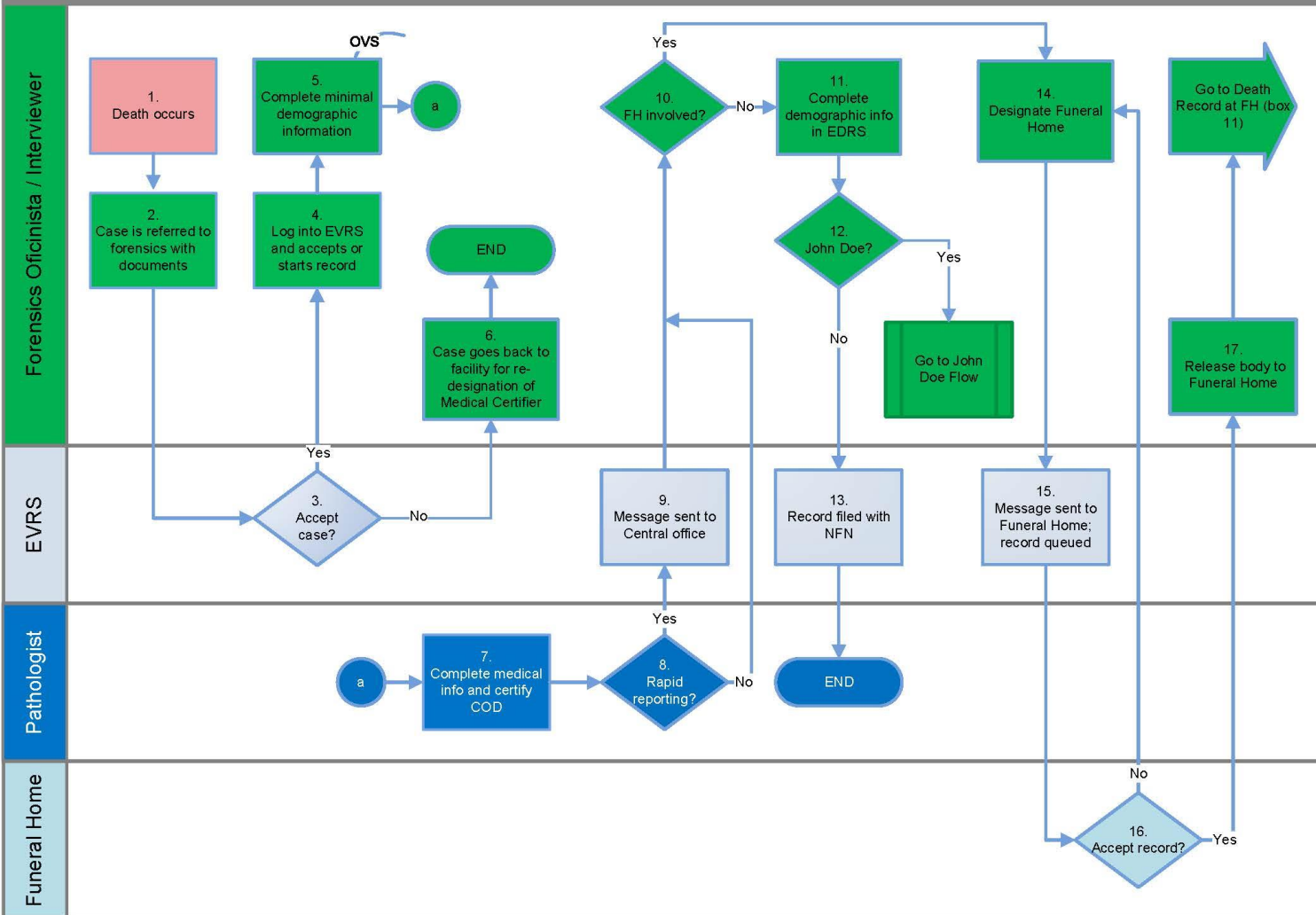
May 3, 2023

Funeral Home



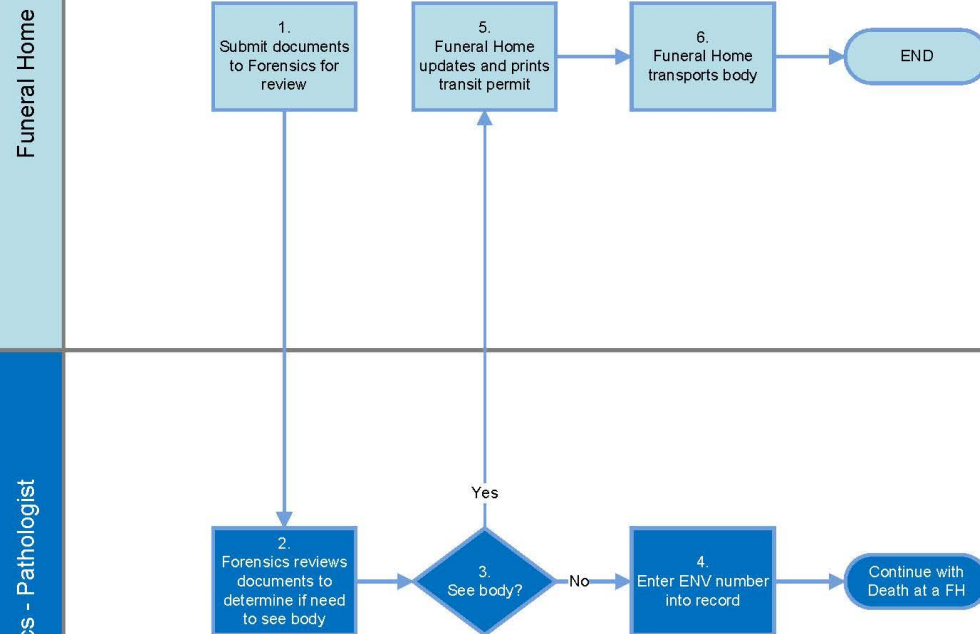
# Forensics Starts Death Record

May 3, 2023



## Death at a Nursing Home

May 3, 2023



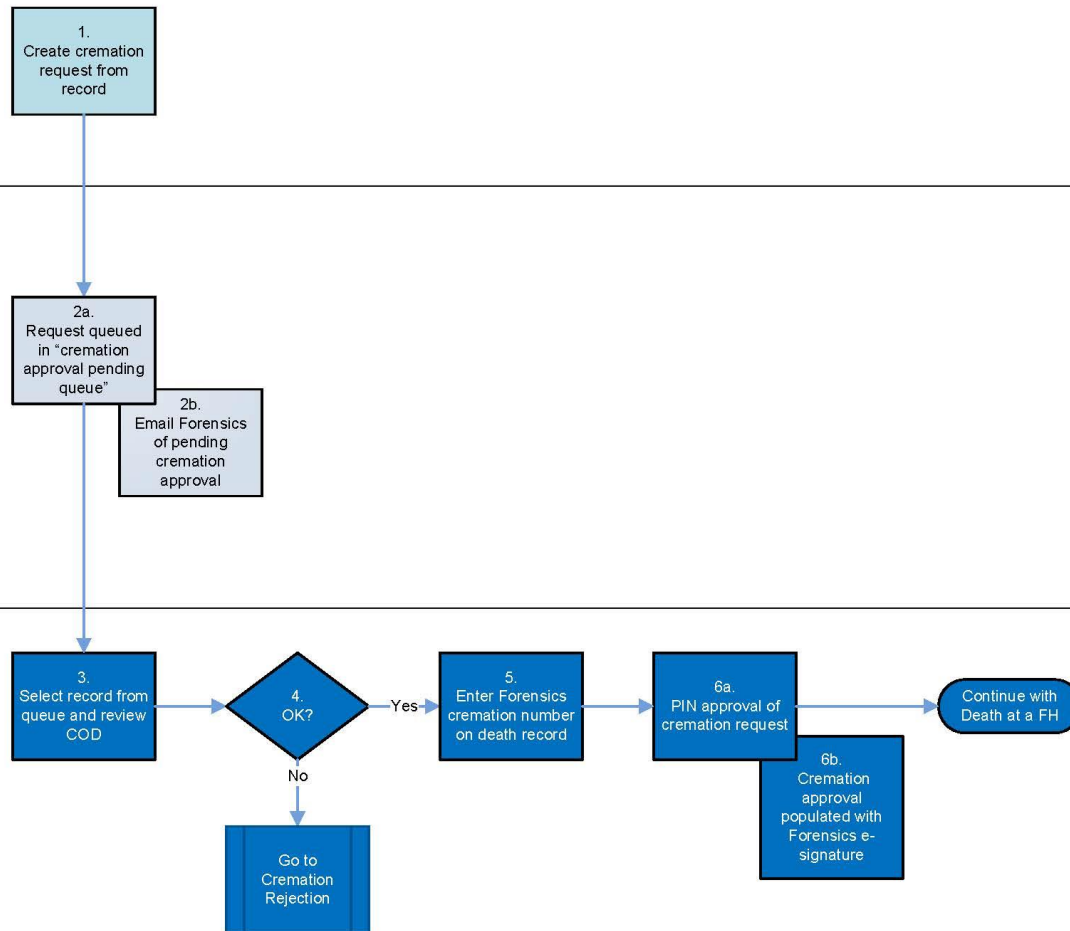
# Cremation Approval Request

May 3, 2023

Funeral Home

EVRS

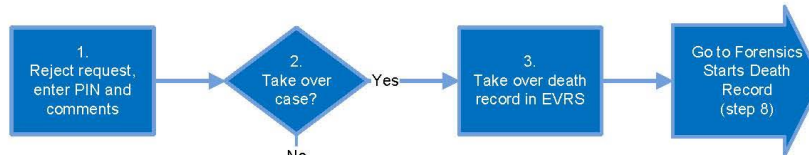
Forensics - Pathologist



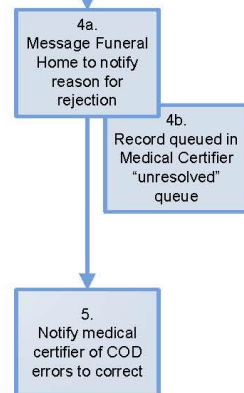
## Cremation Rejection

May 3, 2023

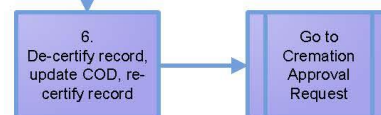
Forensics – Pathologist



EVRS

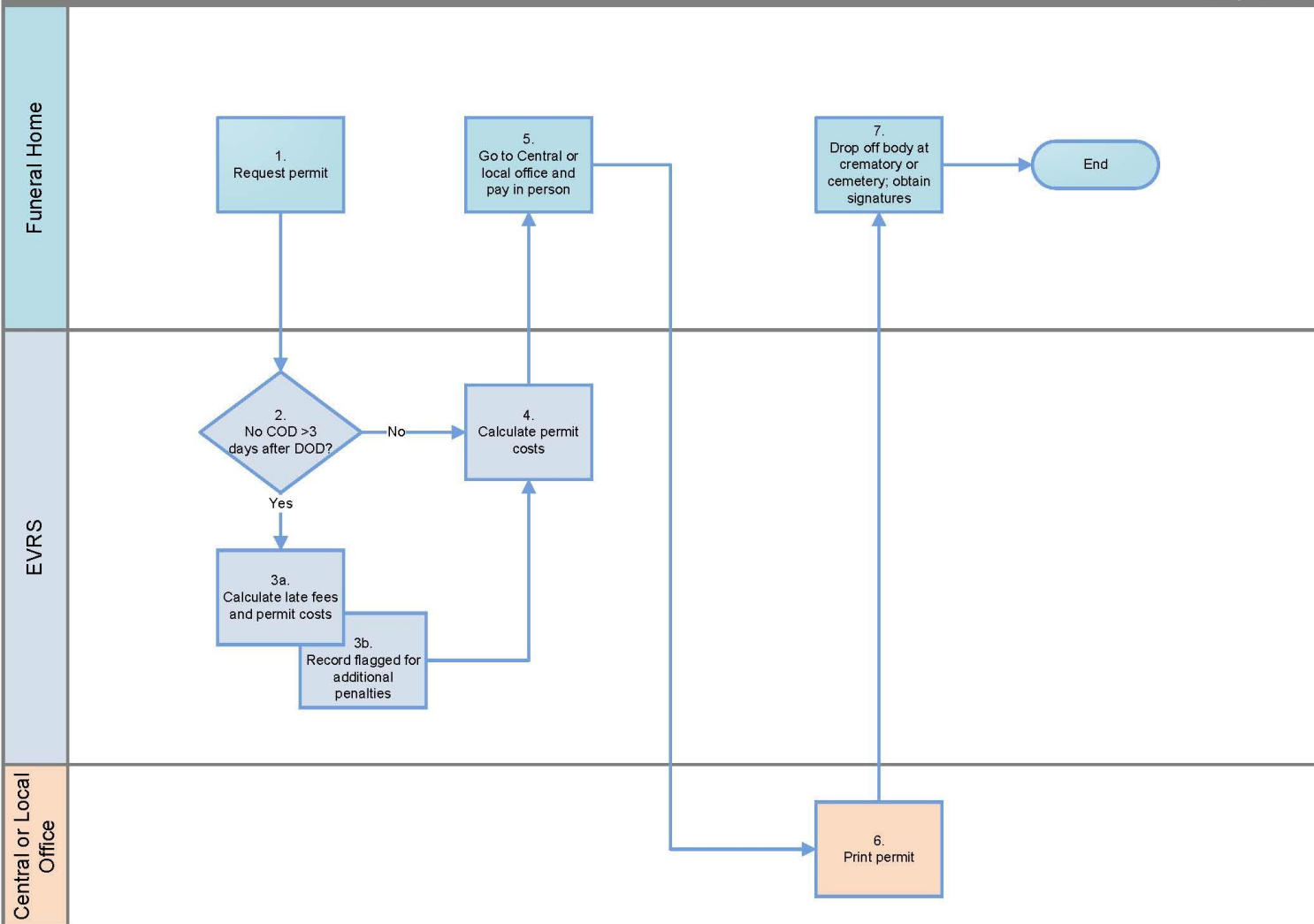


Medical Certifier



# Disposition

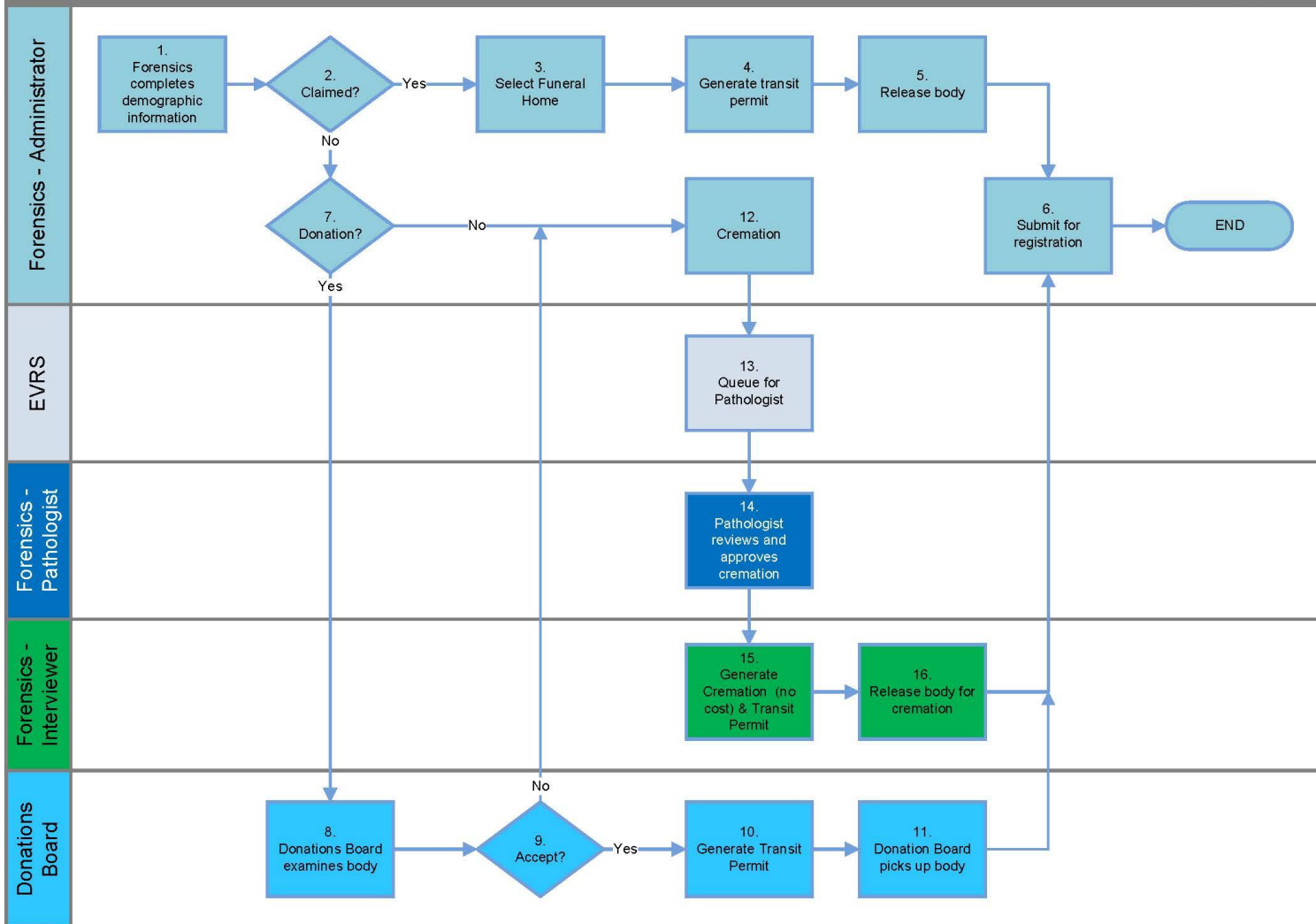
May 4, 2023





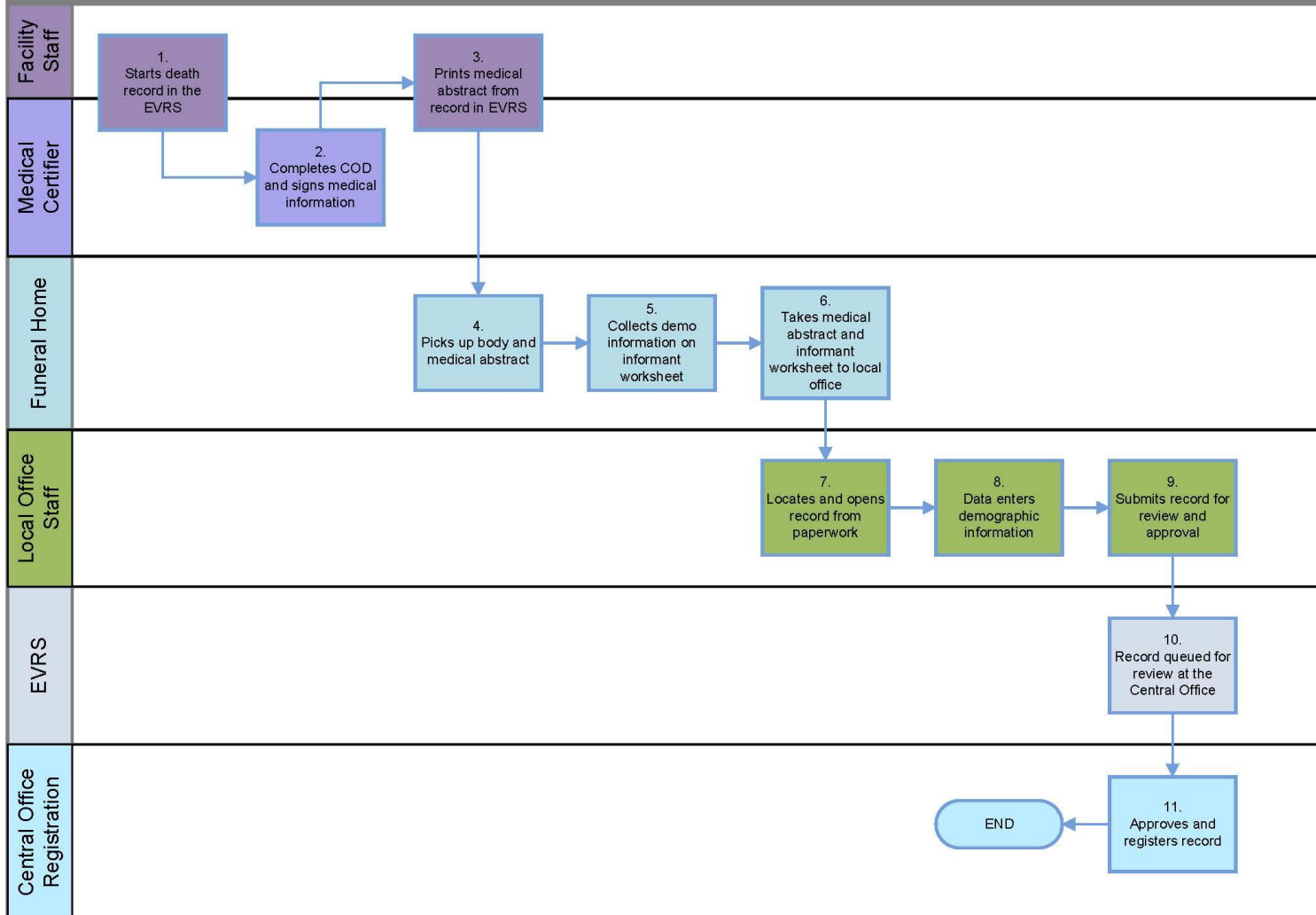
# Forensics John Doe

March 6, 2023



## Drop to Paper

November 30, 2023

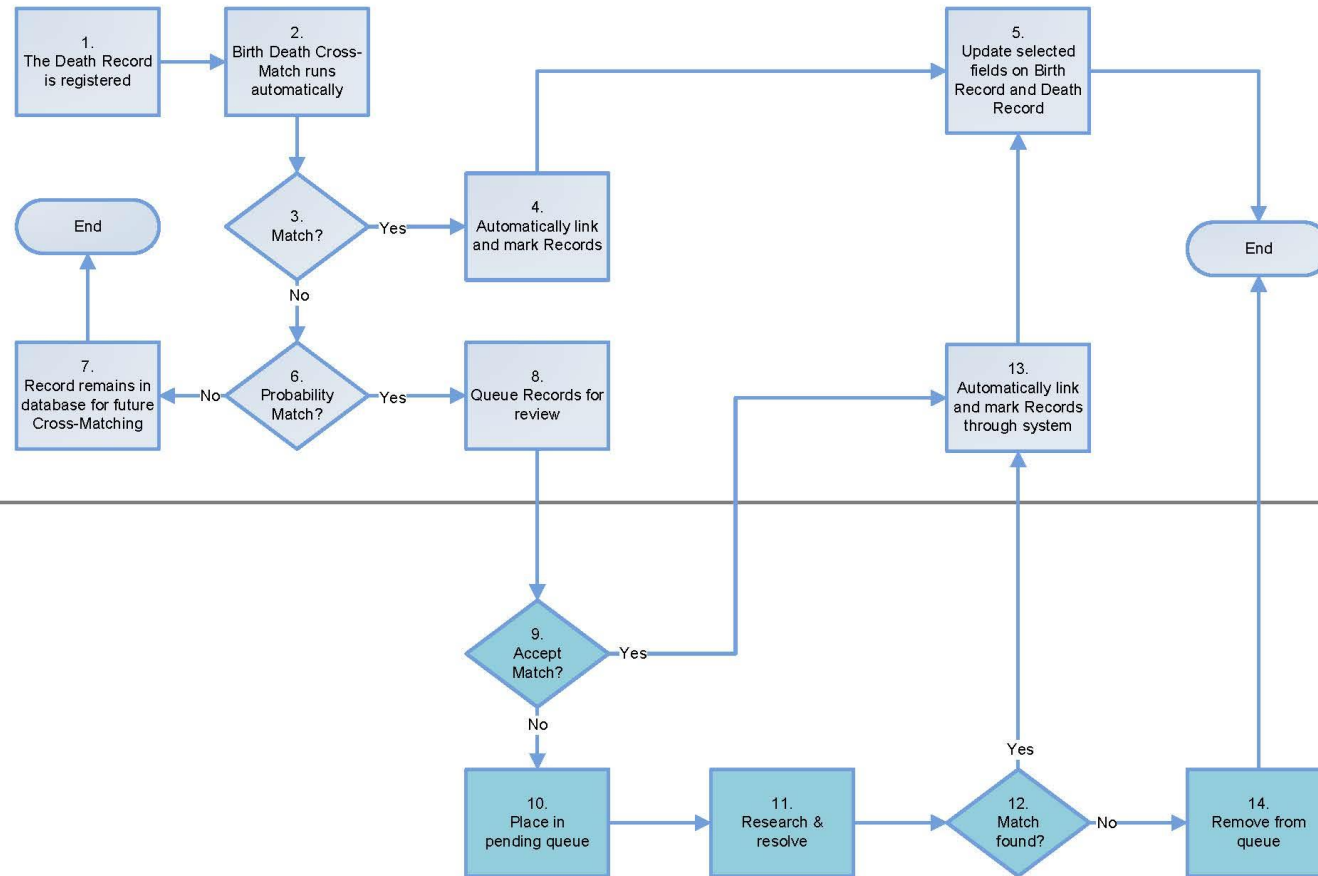


## Birth-Death Cross Match (linkage)

March 6, 2023

EVRS

Central Office Registration Supervisor

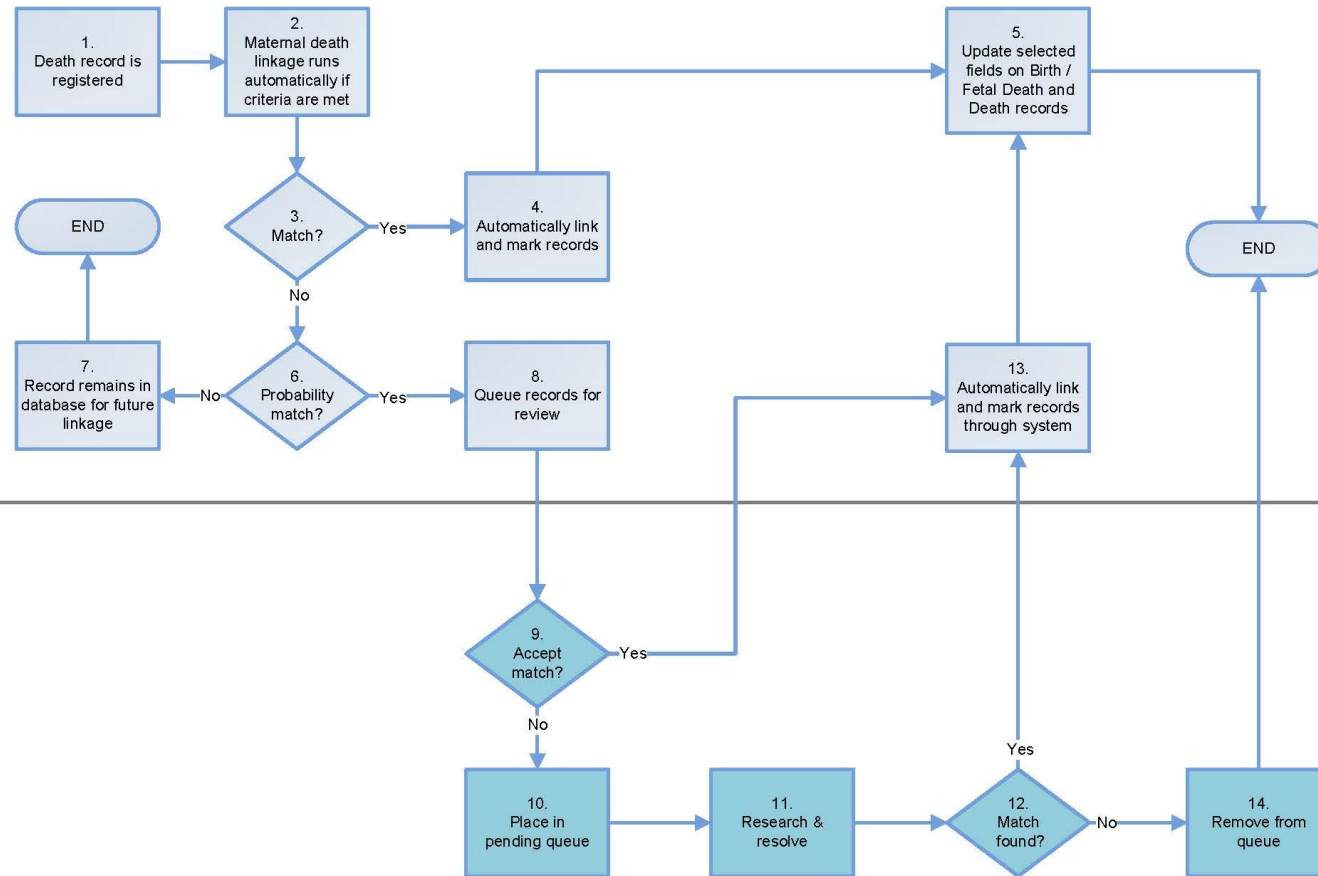


# Maternal Death Linkage

November 30, 2023

EVRS

Central Office Registration Supervisor



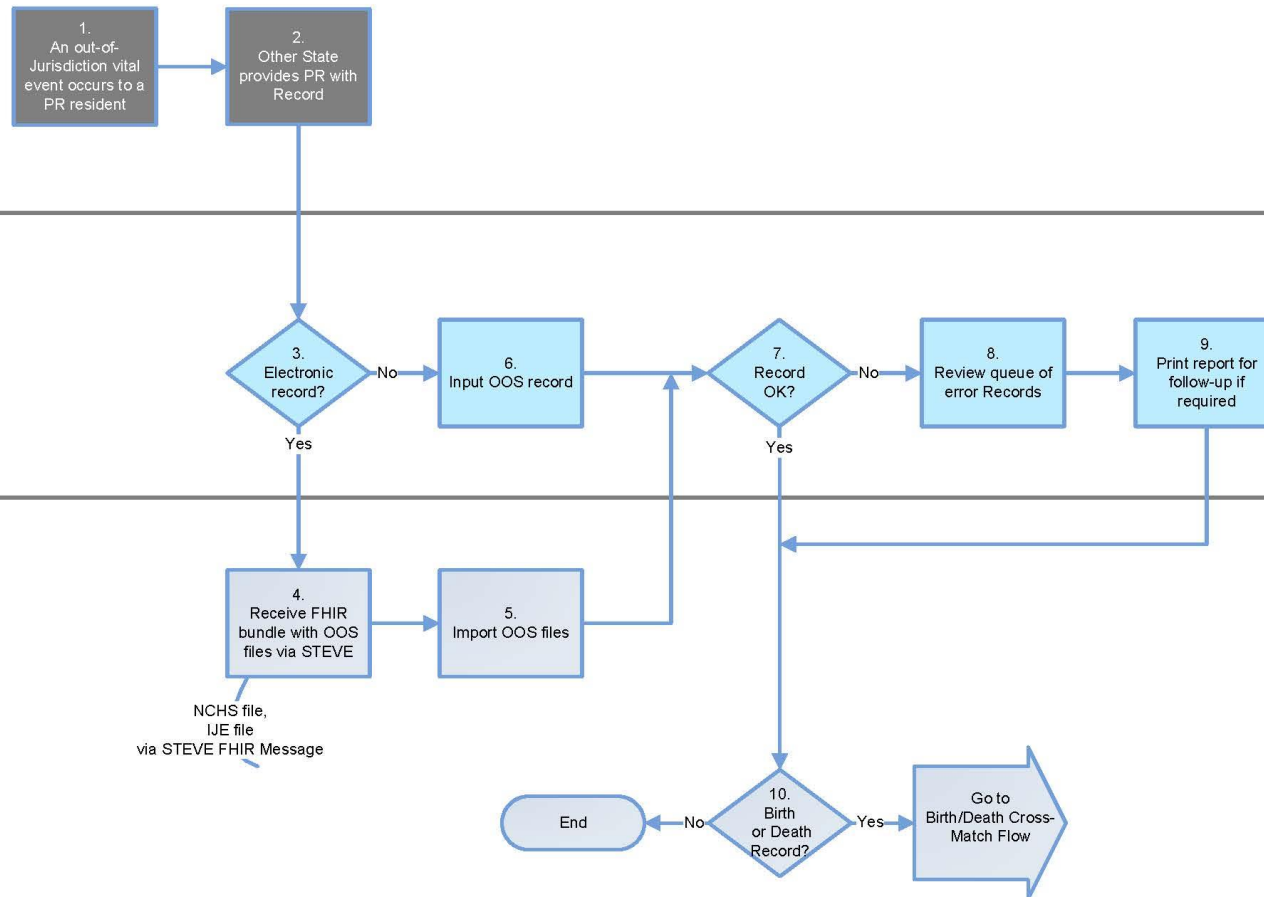
# Record a Birth, Fetal Death, or Death of a Puerto Rico Resident in Another State

May 4, 2023

Other State/STEVE

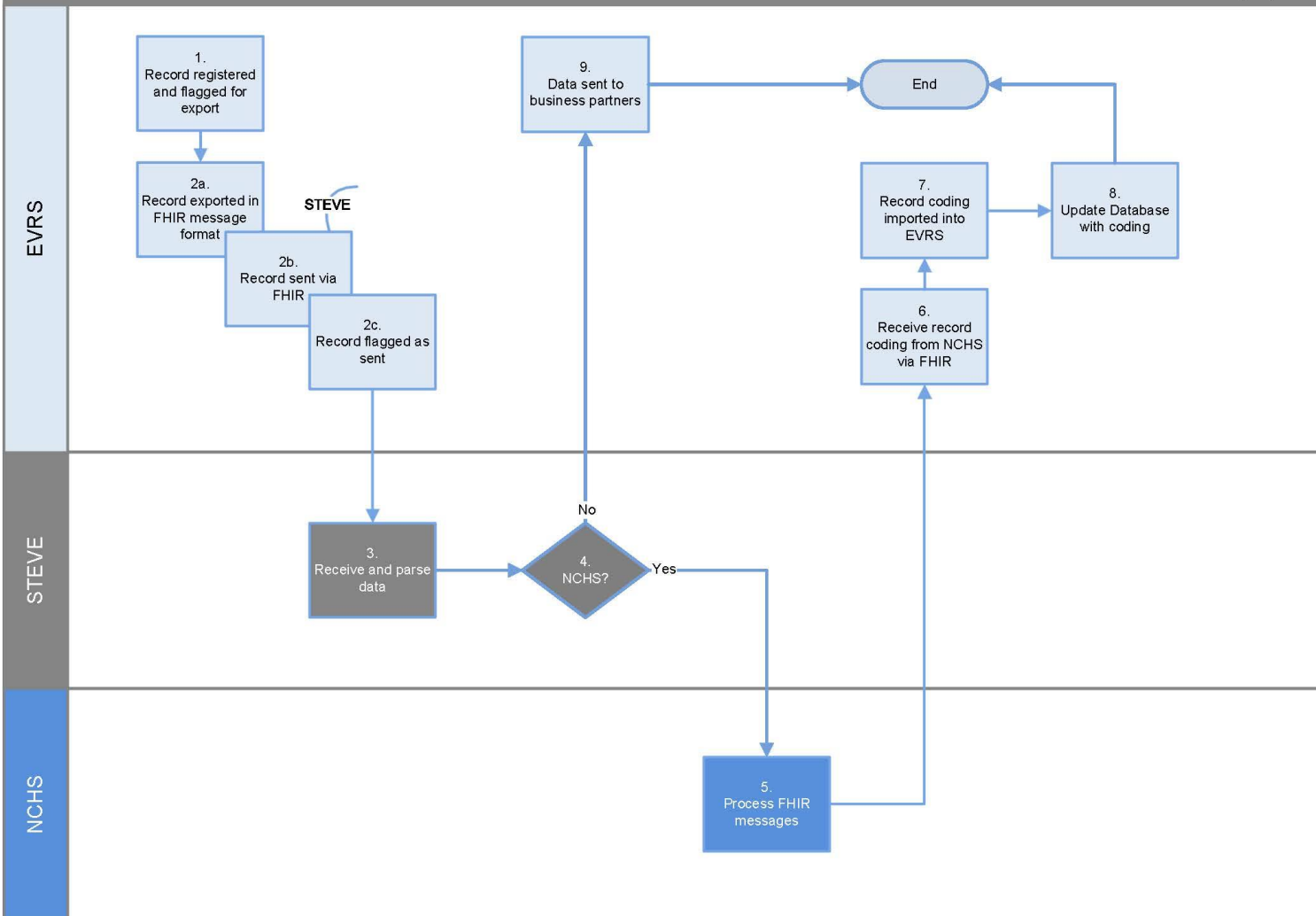
Central - Registration

EVRS



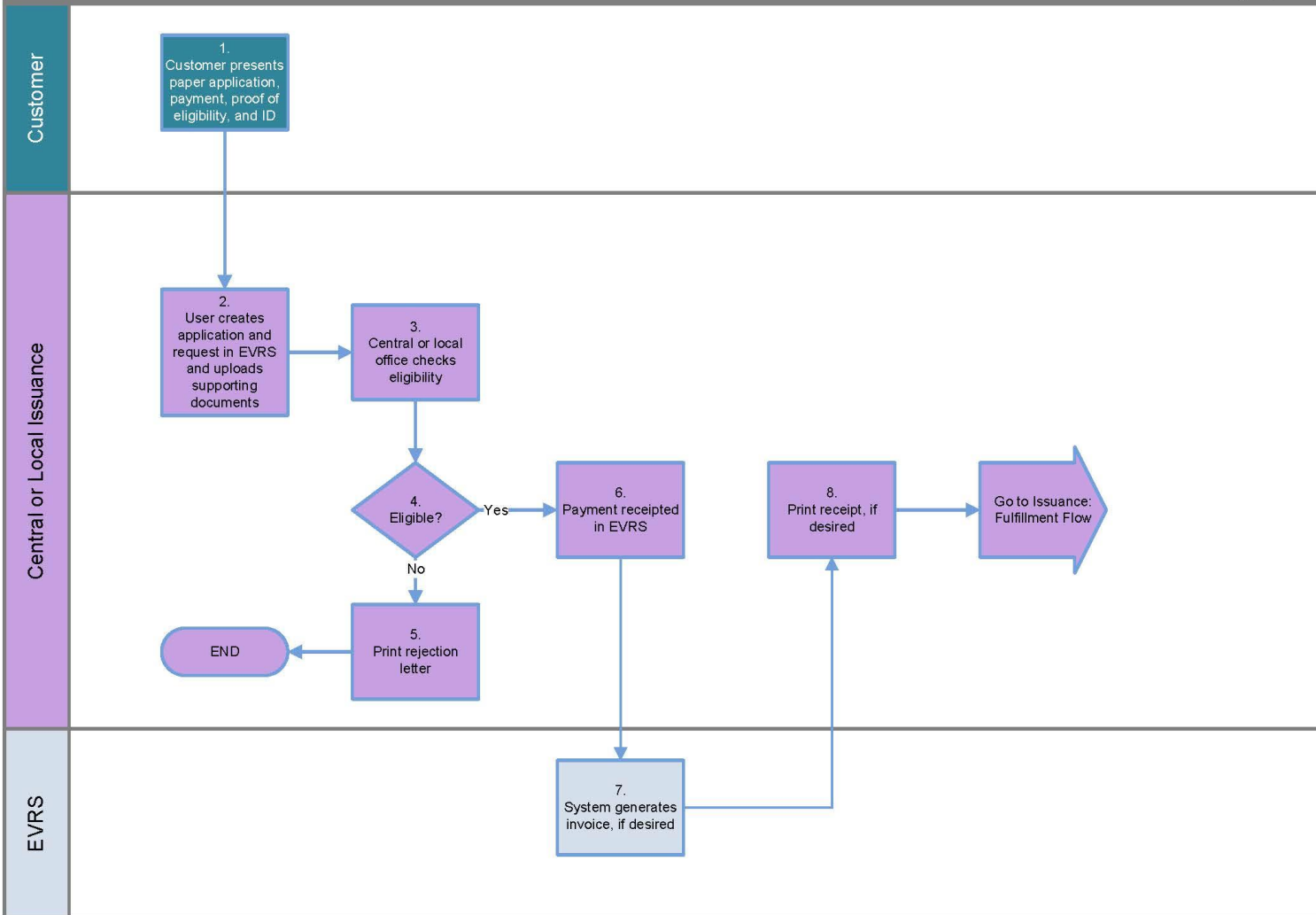
# Data Extract

May 4, 2023



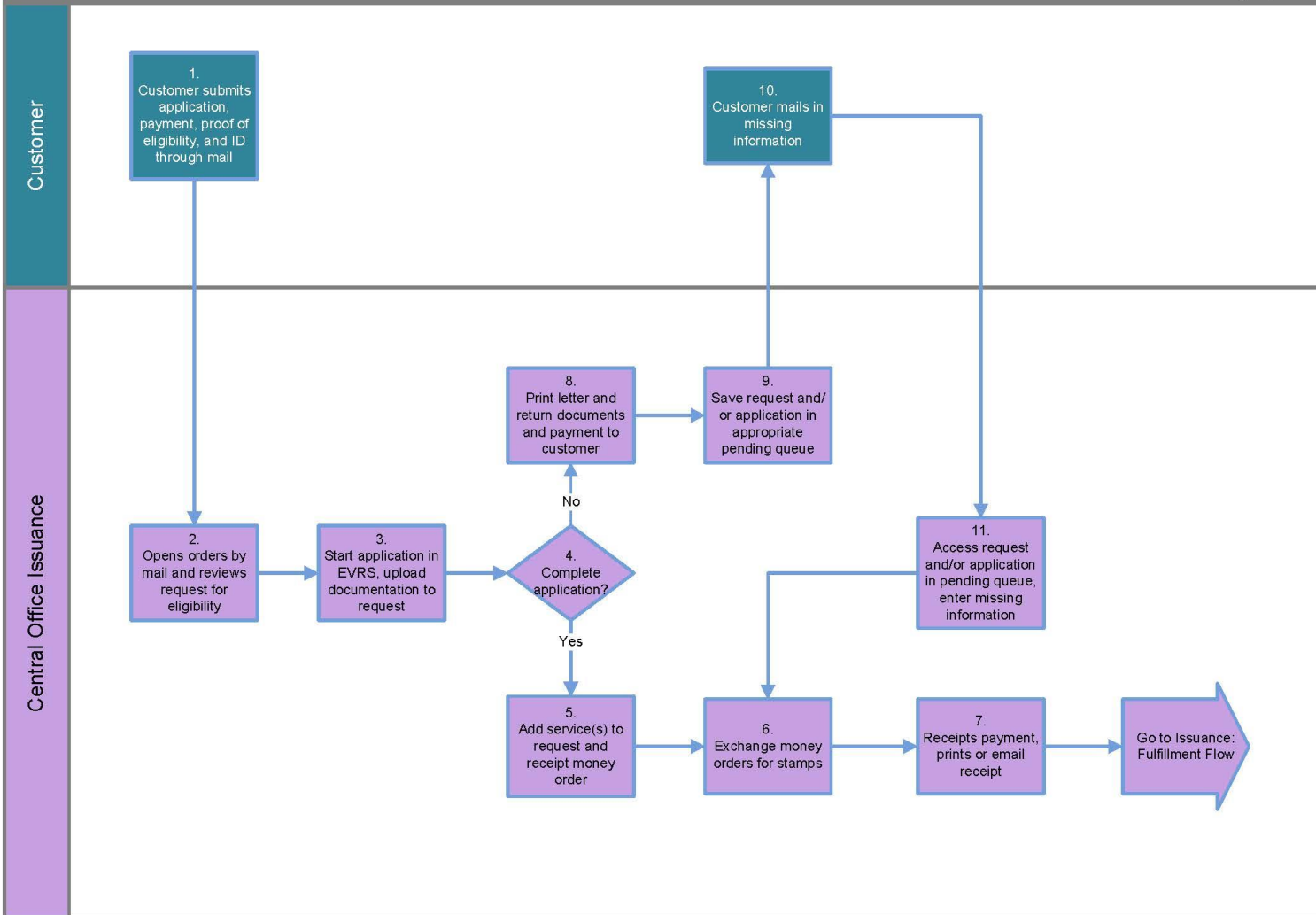
## Point of Sale: Counter Orders

May 4, 2023



## Point of Sale: Mail Orders

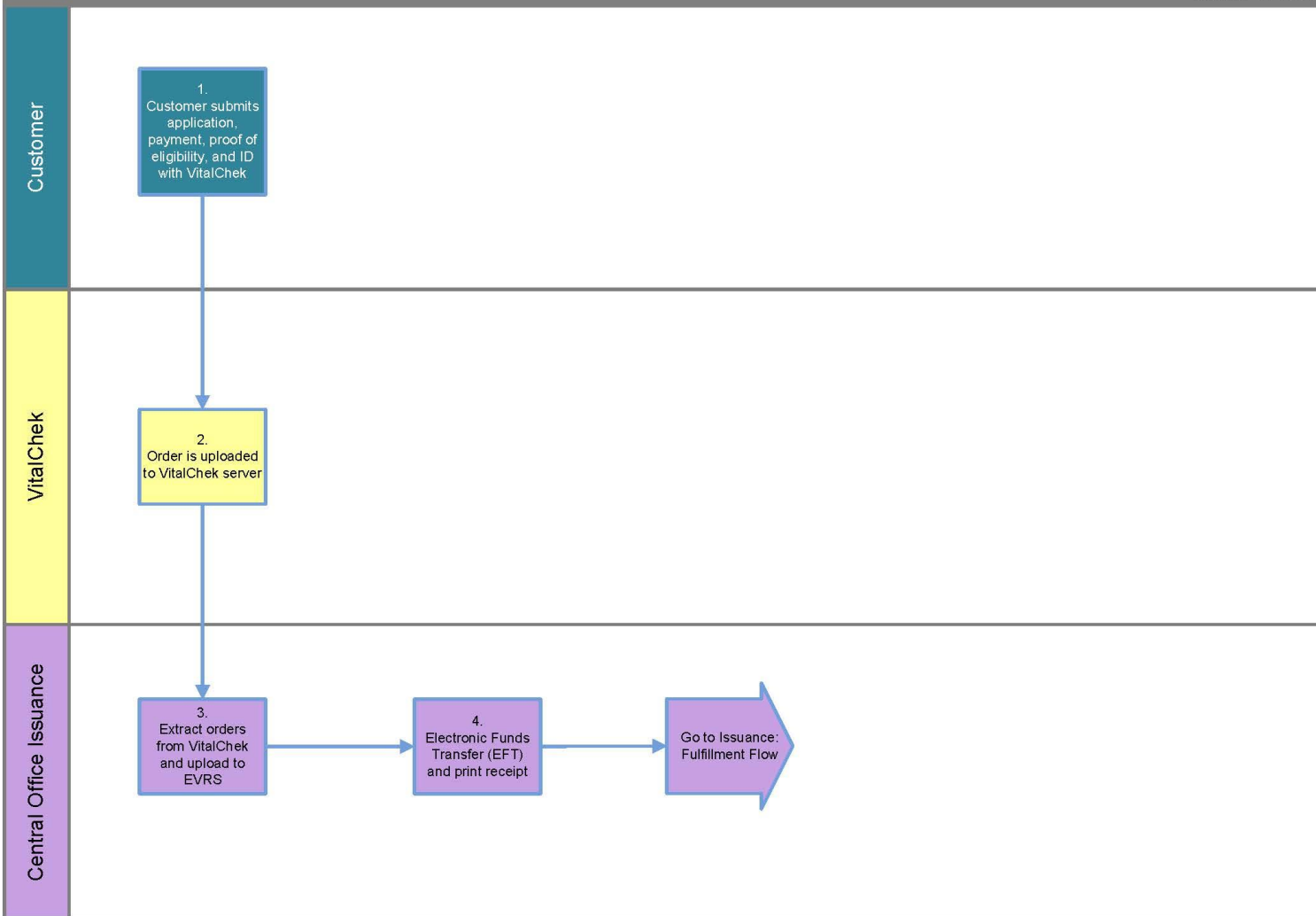
May 5, 2023





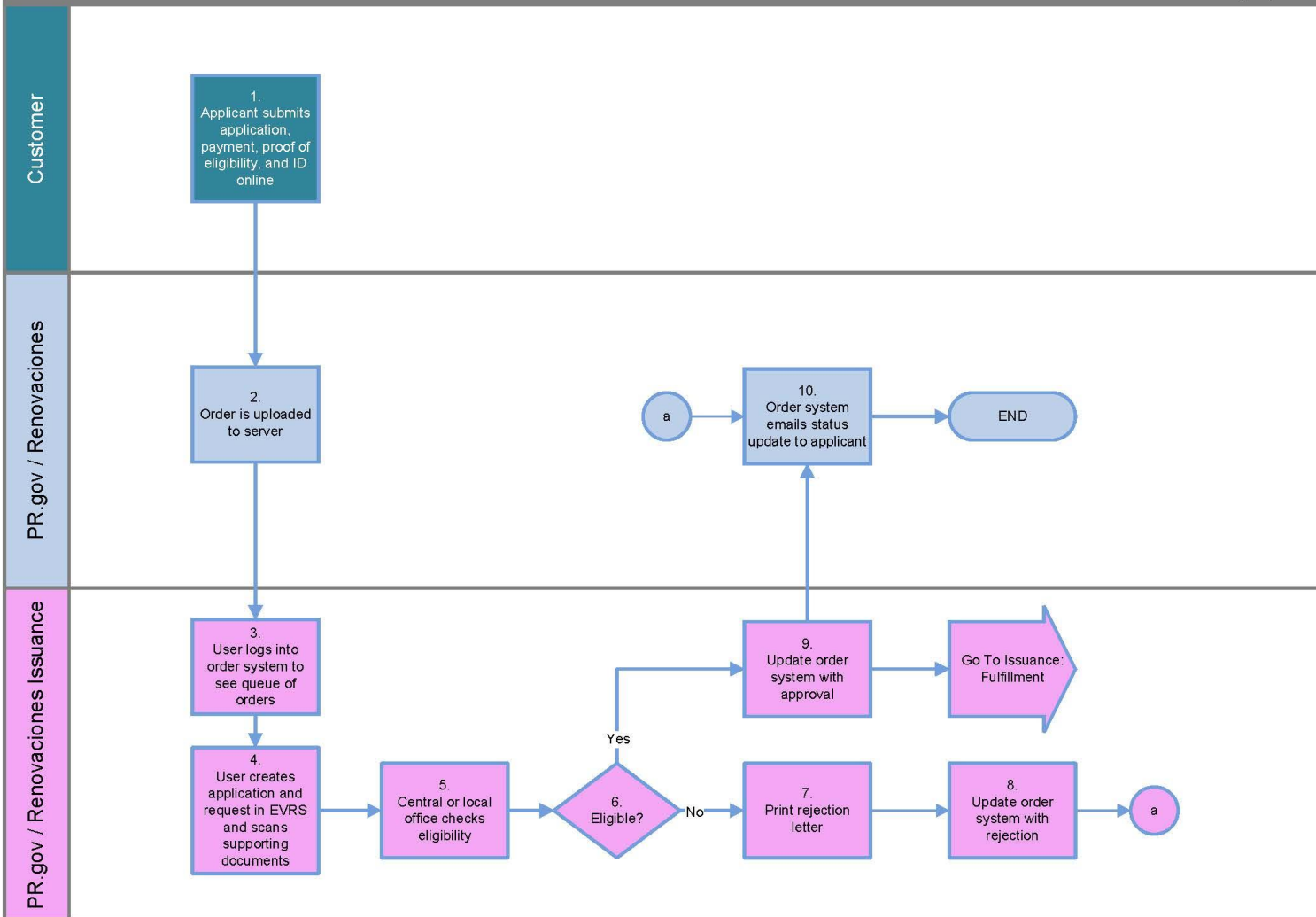
## Point of Sale: VitalChek Orders

March 6, 2023



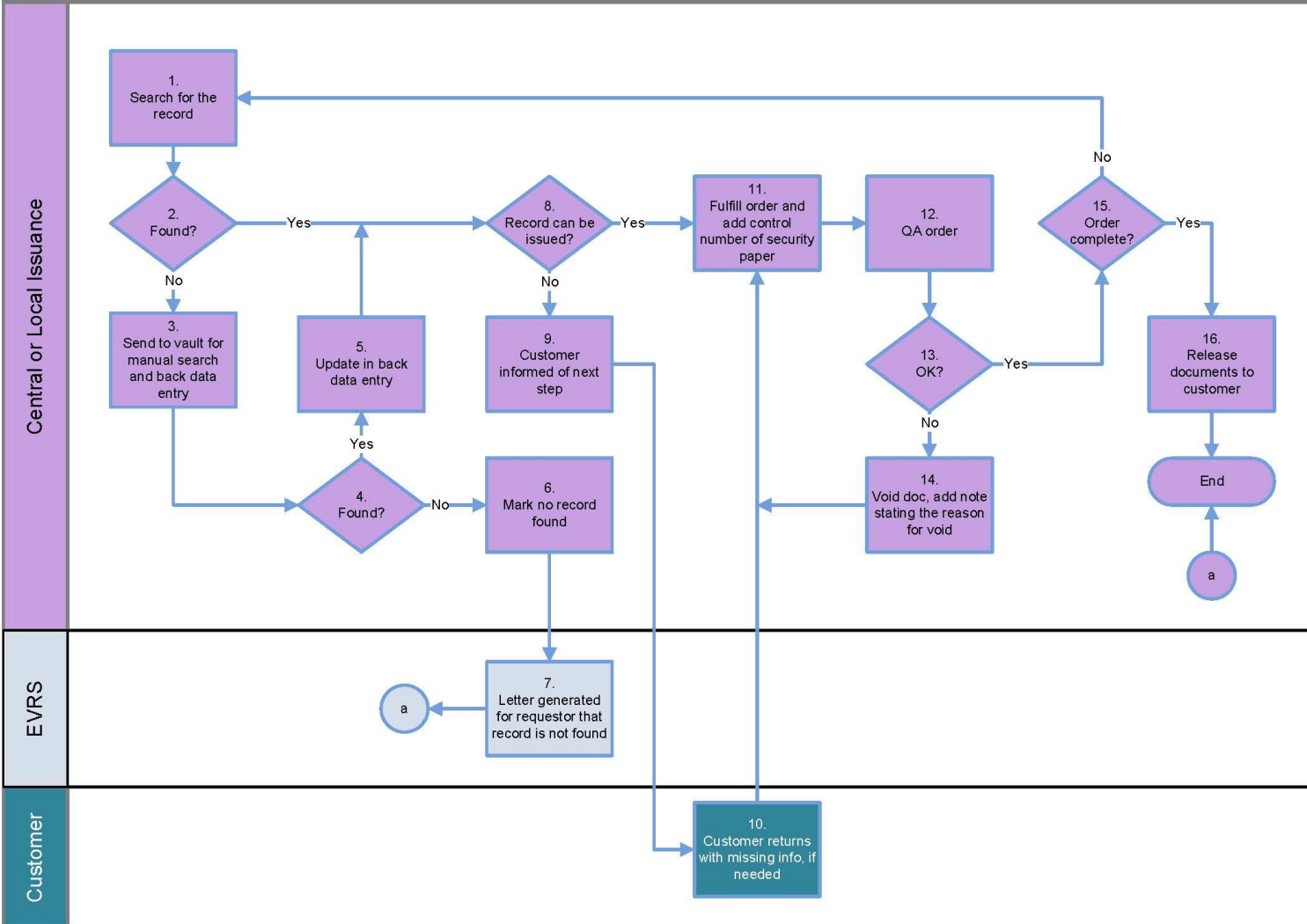
# Point of Sale: PR.gov or Renovaciones Orders

May 5, 2023



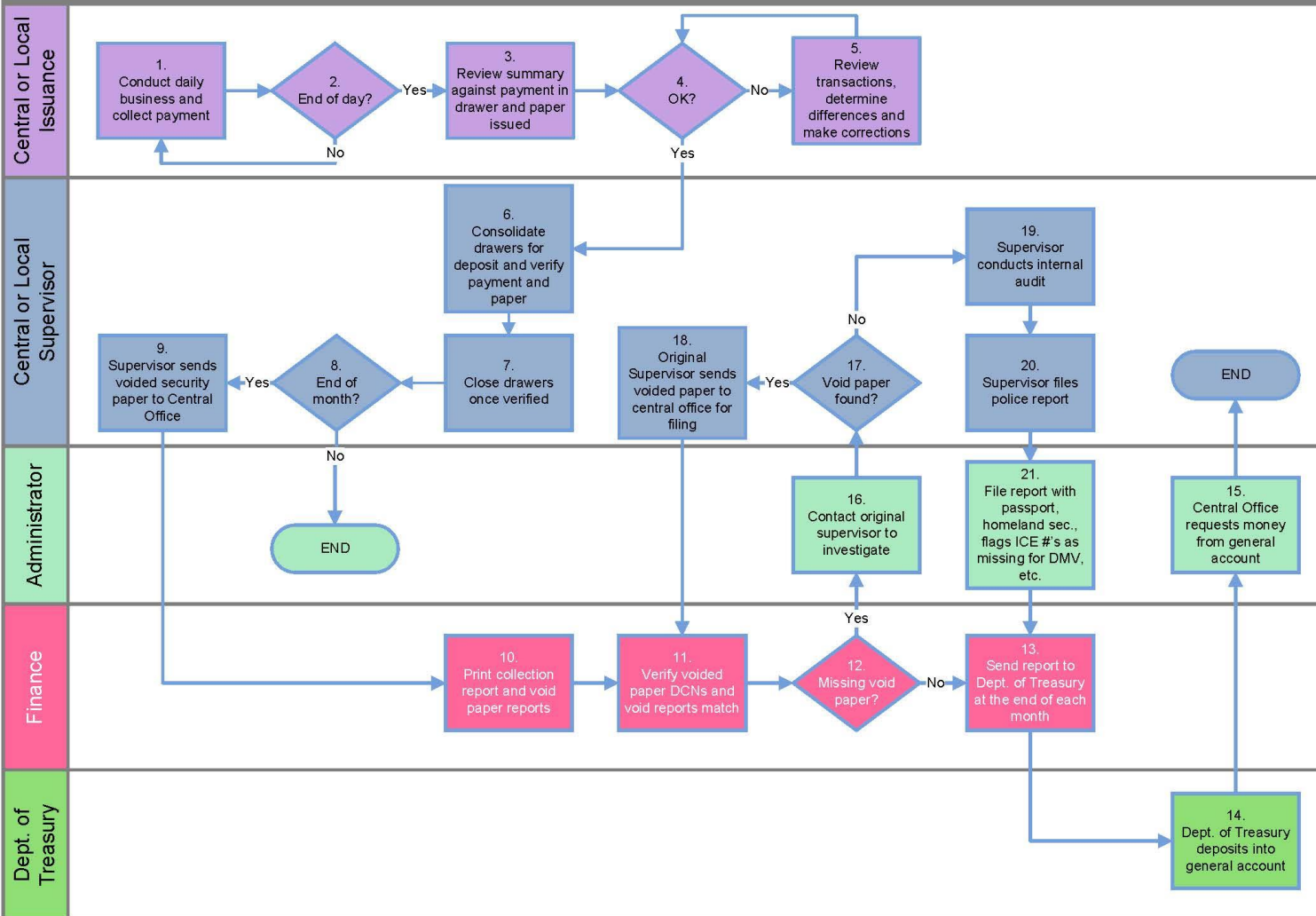
# Point of Sale: Issuance Fulfillment

May 5, 2023



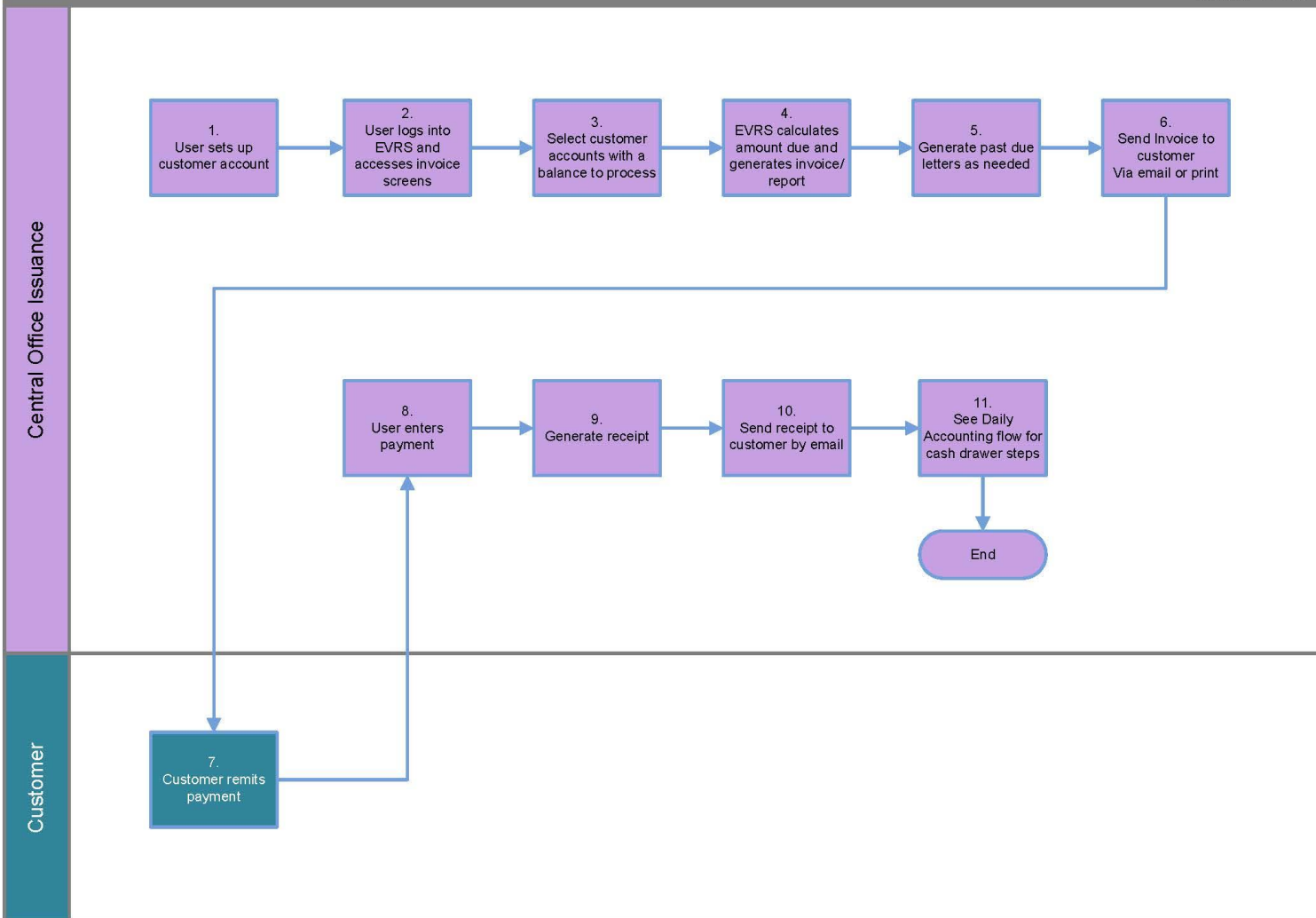
# Point of Sale: Accounting

March 6, 2023



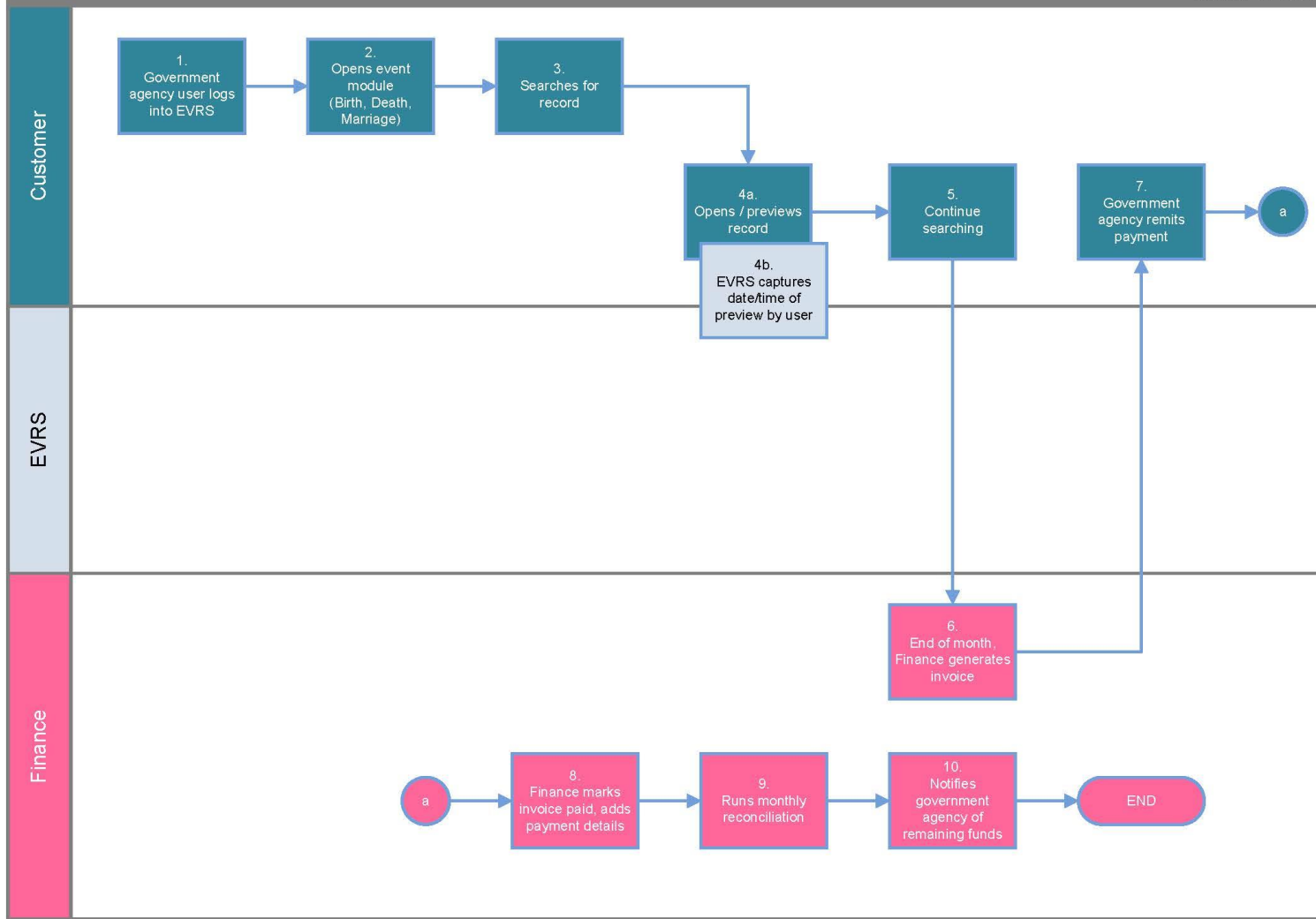
## Point of Sale: Billable Account Invoicing

March 6, 2023



## Point of Sale: Government Search Invoicing

March 6, 2023

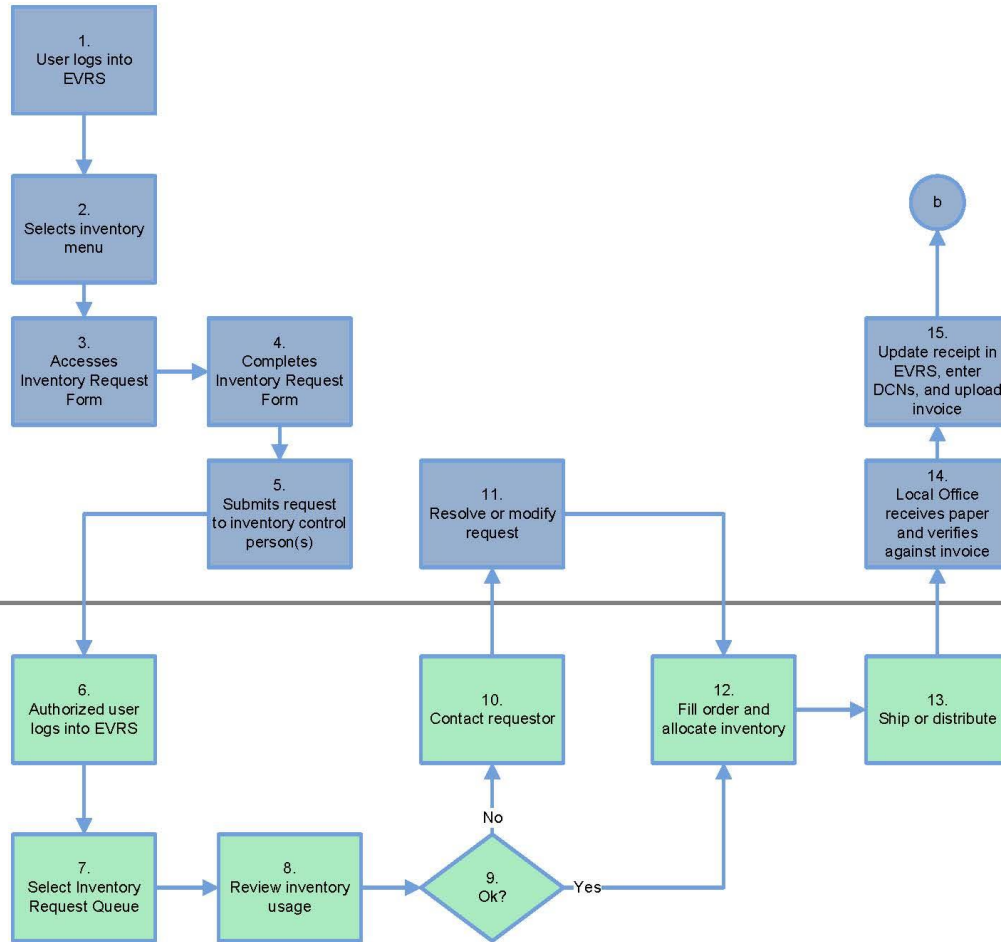


# Security Paper Order, Distribution & Reconciliation (pg. 1)

May 8, 2023

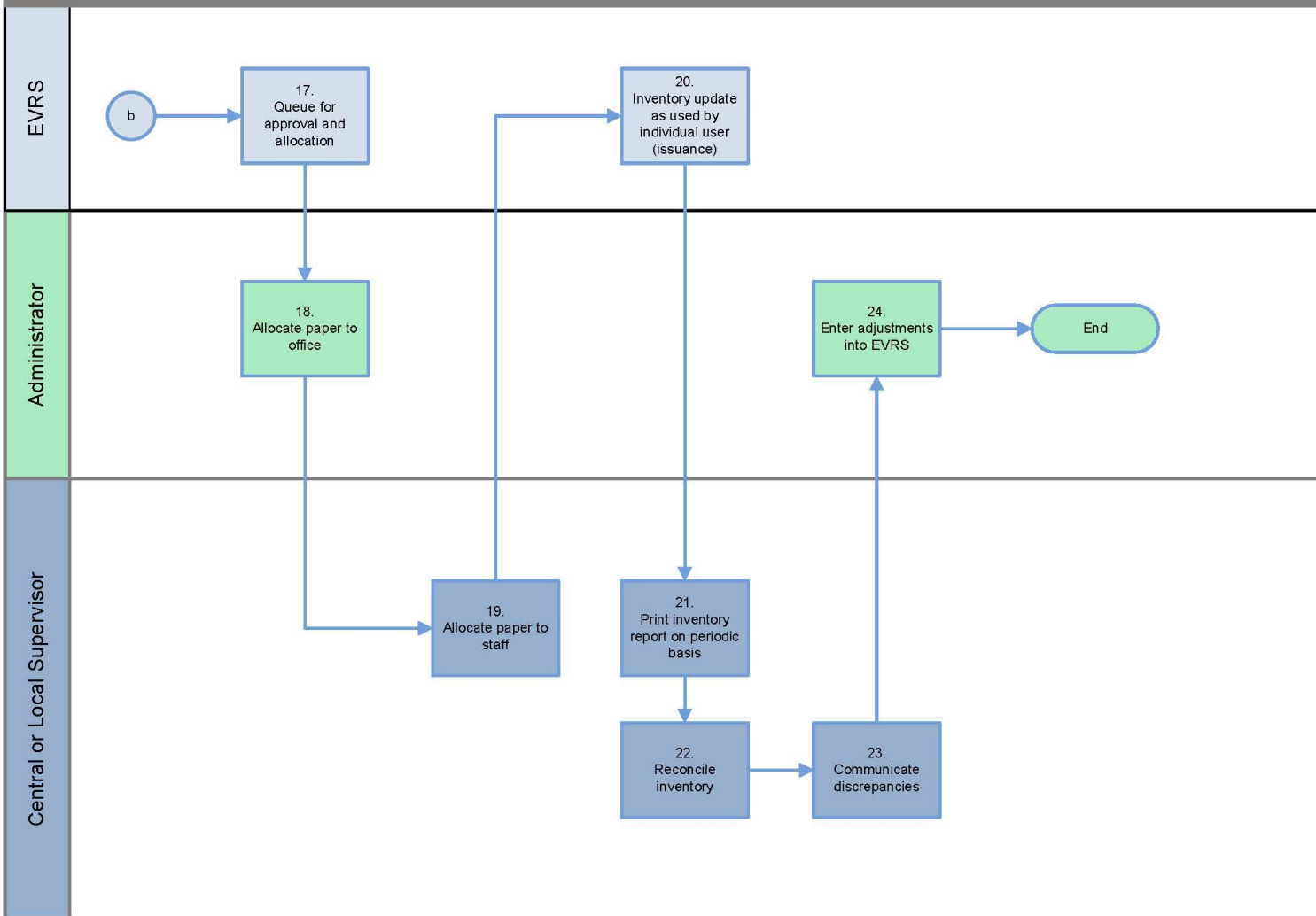
Central or Local Supervisor

Administrator

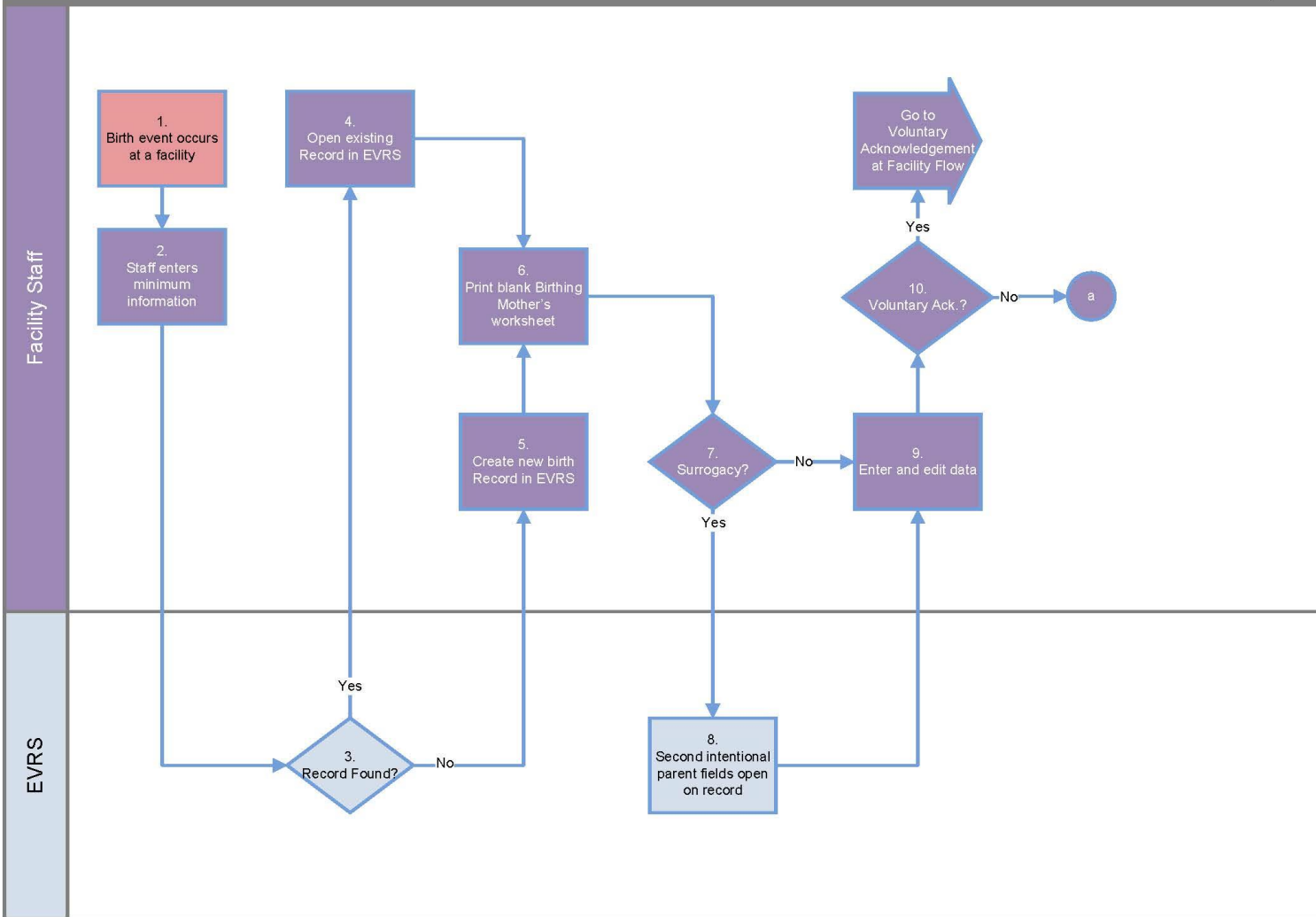


# Security Paper Order, Distribution & Reconciliation (pg. 2)

March 6, 2023

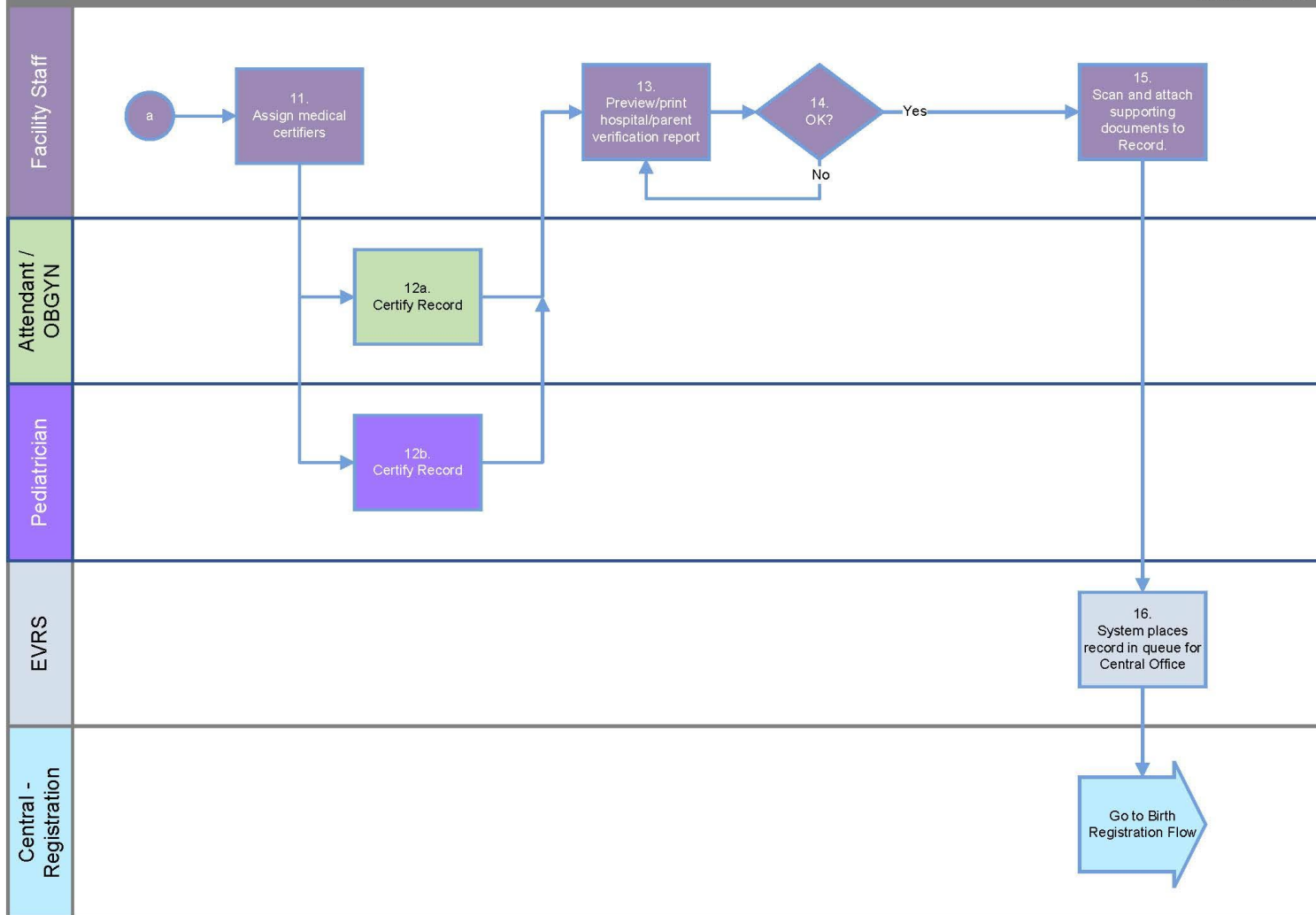






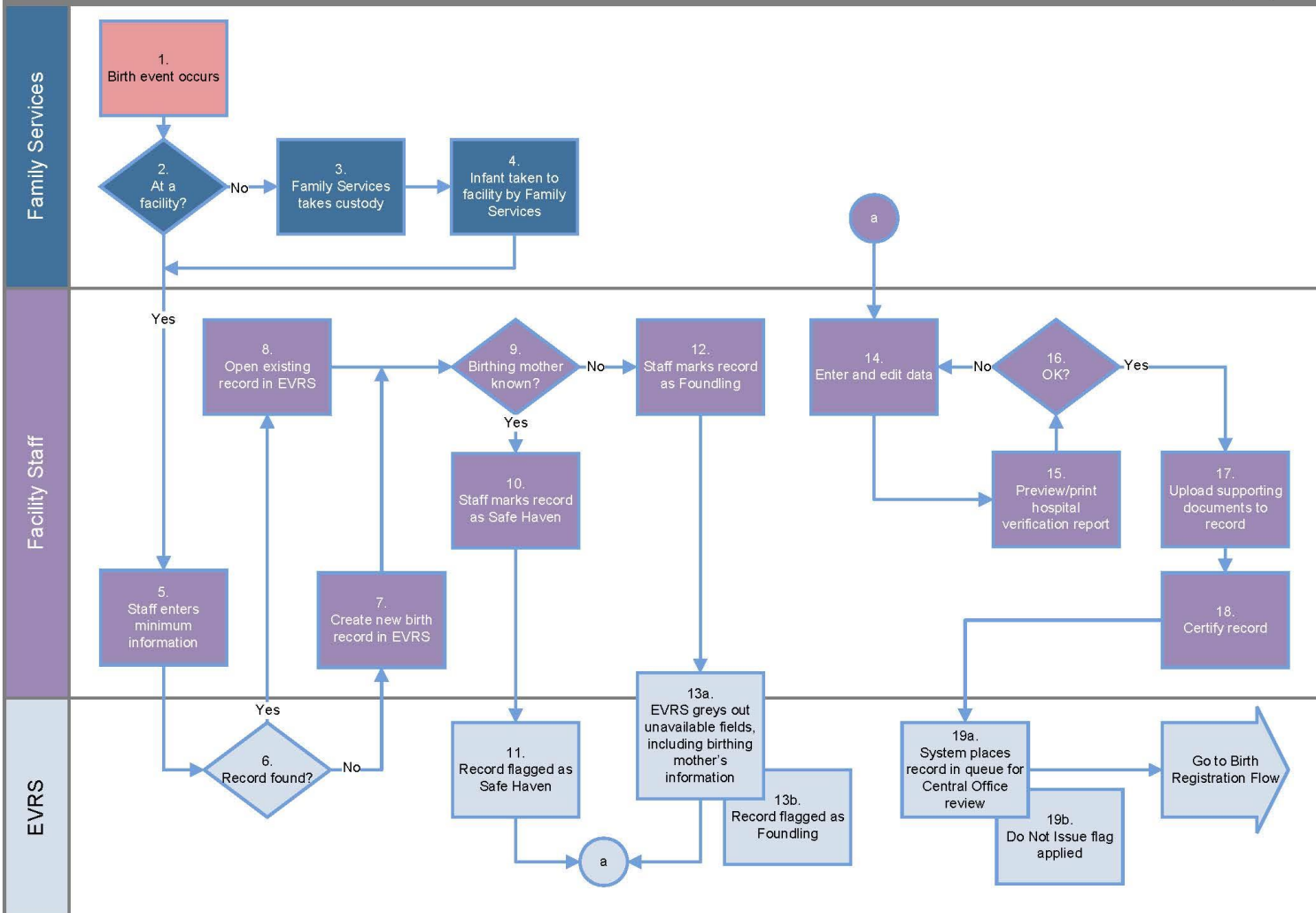
# Birth at a Facility (pg. 2)

March 6, 2023



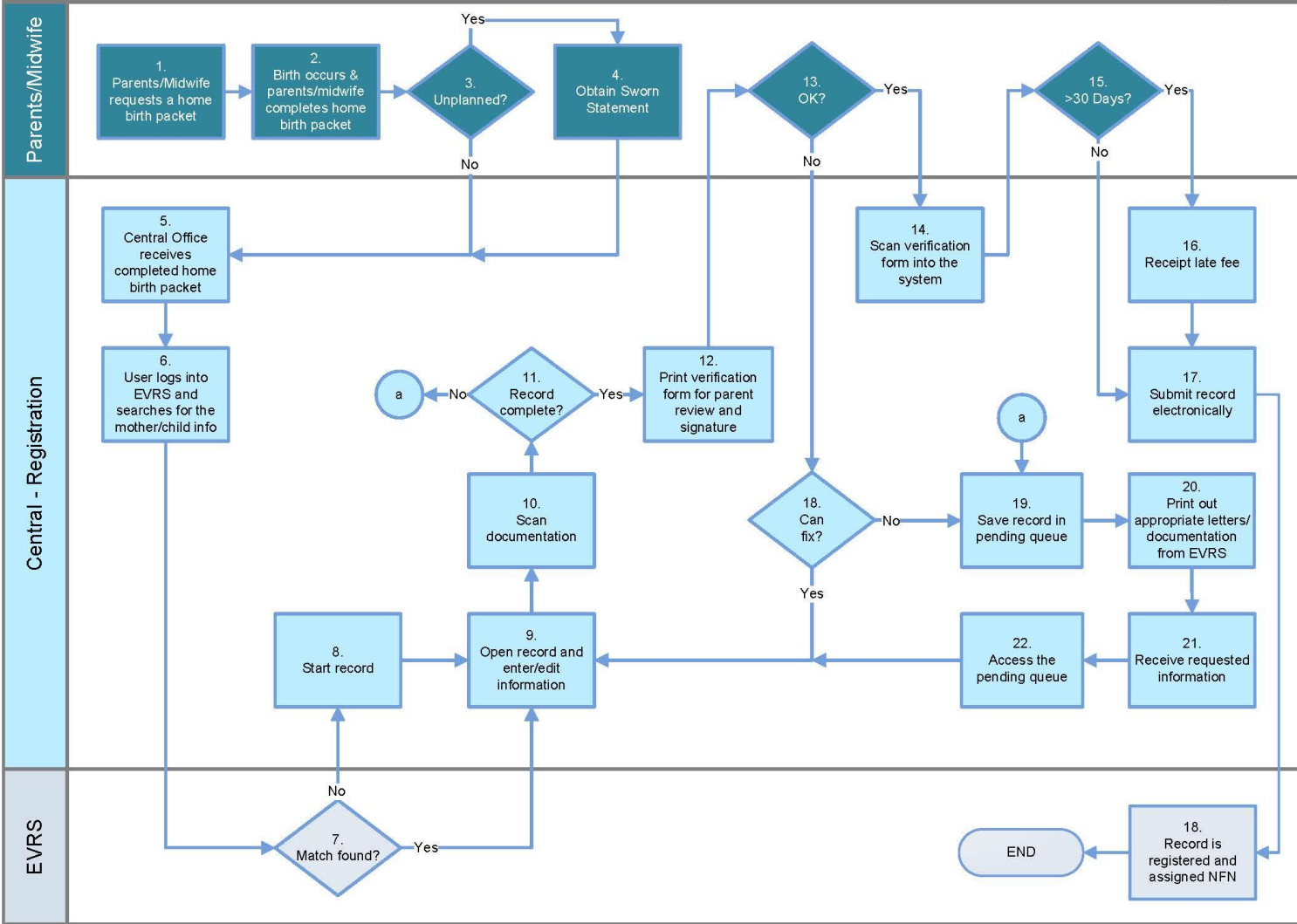
# Safe Haven/Foundling Birth

May 22, 2023



# Home Birth

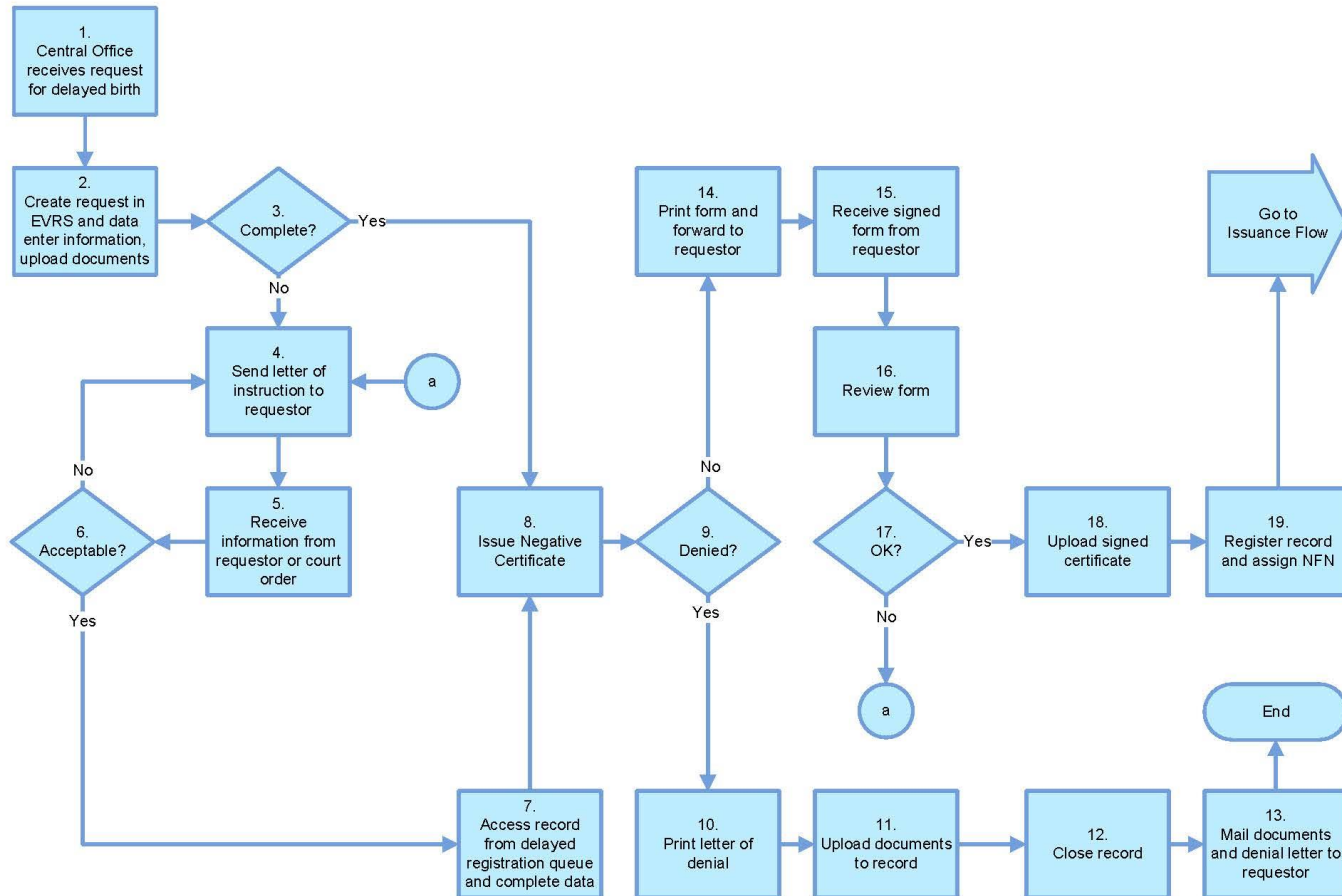
May 9, 2023



## Delayed Birth

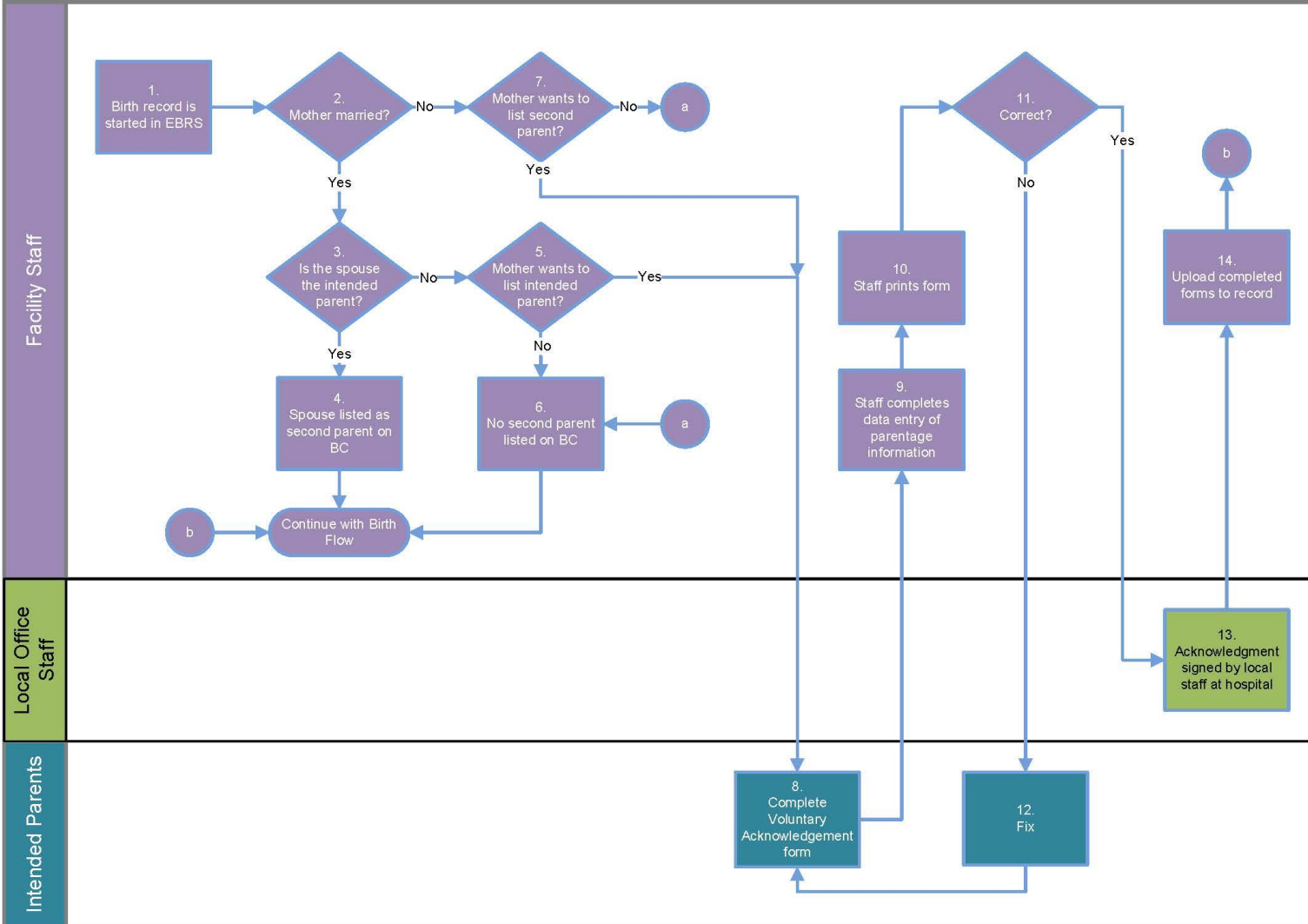
May 9, 2023

### Central - Registration



# Voluntary Acknowledgement of Parentage at Facility

May 9, 2023



## Processing Voluntary Acknowledgement at the Central Office

May 11, 2023

Central / Local  
Issuance Staff

1a.  
Receive  
acknowledgement  
through walk-in

Central Office Amendments Staff

1b.  
Receive  
acknowledgement  
through mail

2.  
Review

3.  
Add or change  
parent listed?

Change

5.  
Court Order to  
remove?

No

Reject request

Add

4.  
Initiate  
amendment to  
process  
acknowledgement

Yes

6.  
Scan and attach  
Court Order to  
Record

7.  
Update information  
on Birth Record

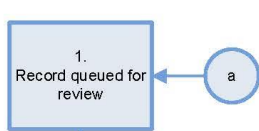
8.  
Update child's  
surname (if  
requested)

Go to Issuance  
Flow

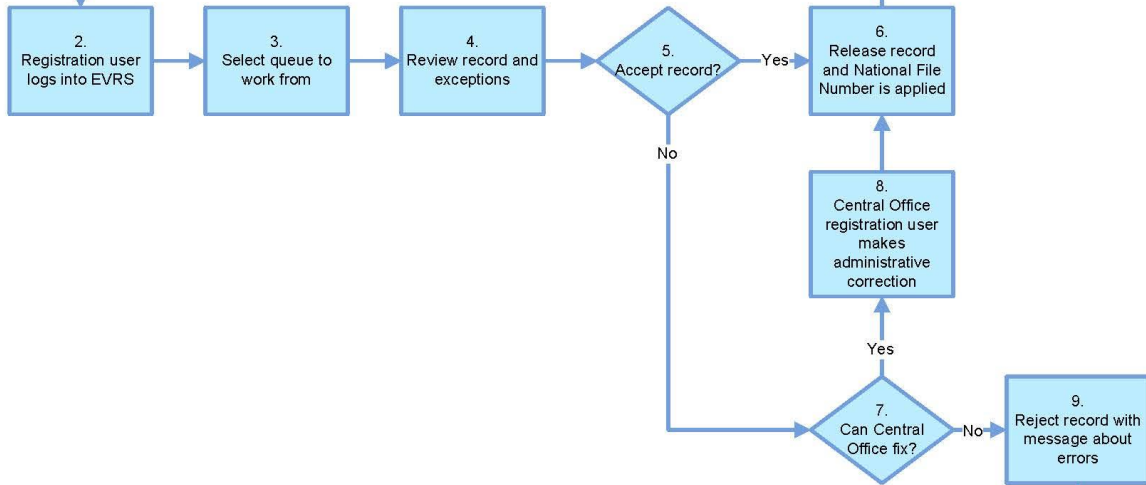
# Birth and Fetal Death Registration

May 19, 2023

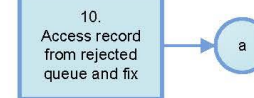
EVRS



Central Office Registration



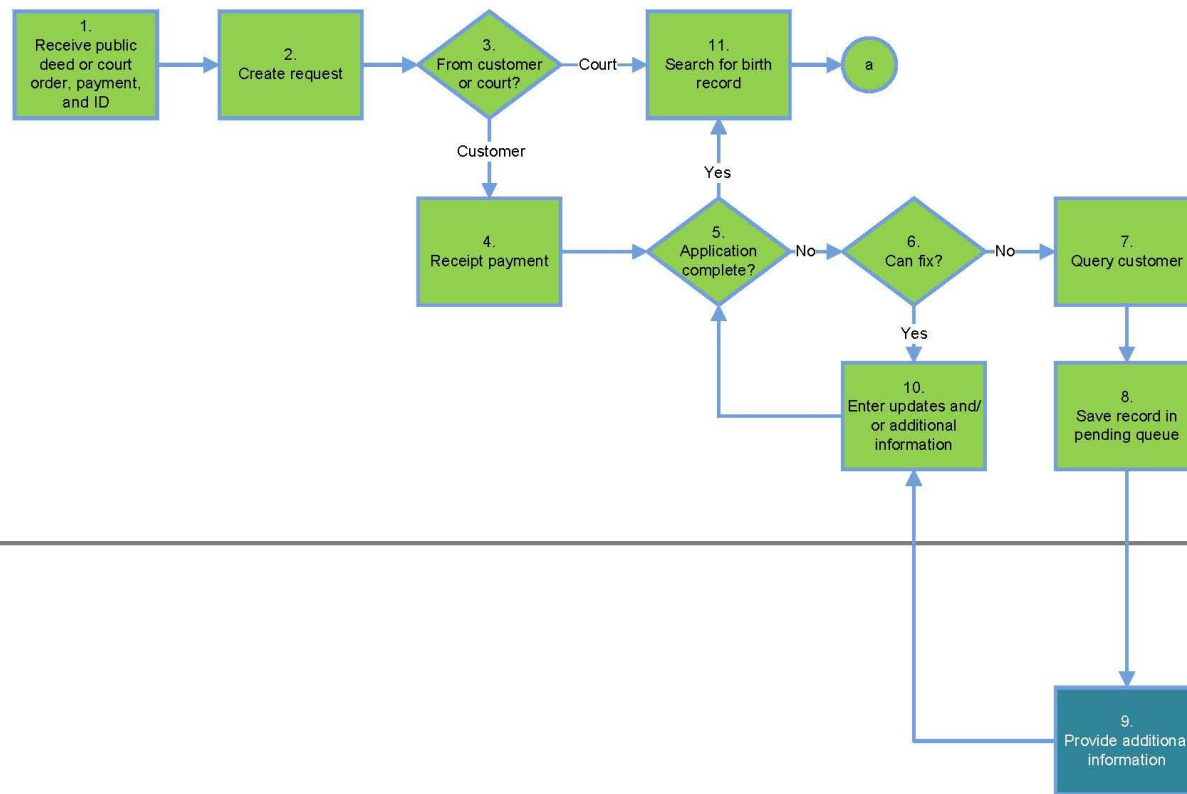
Original Author





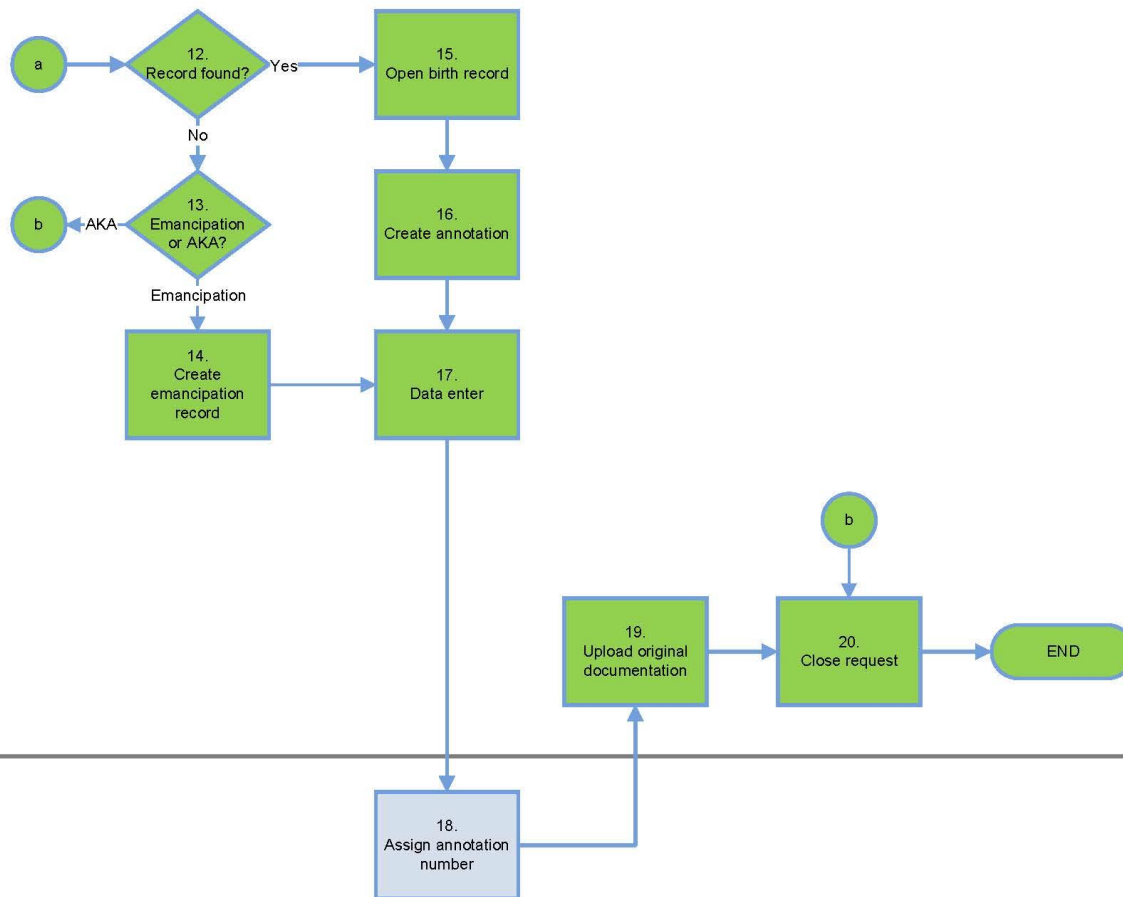
Central Office Amendments

Customer



Central Office Amendments

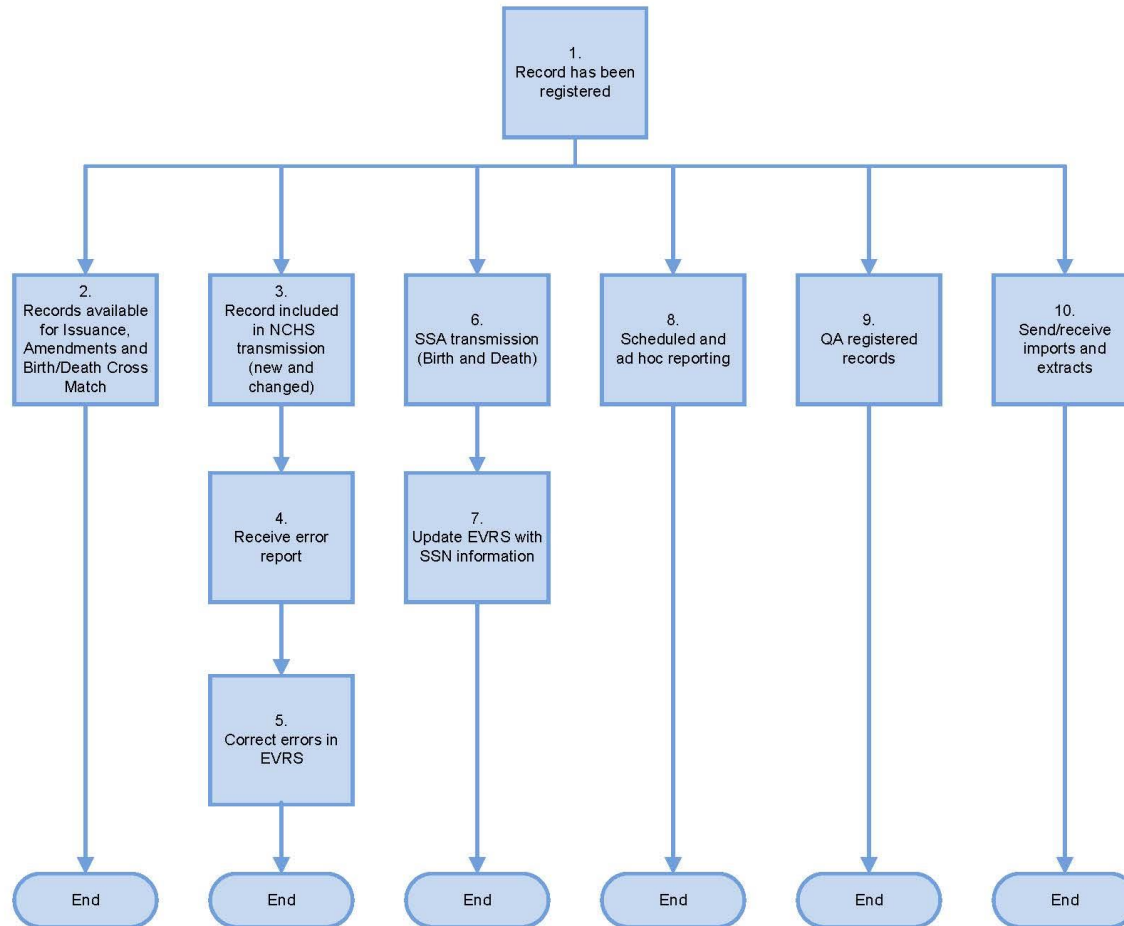
EVRS



## Post Registration Process for Vital Records

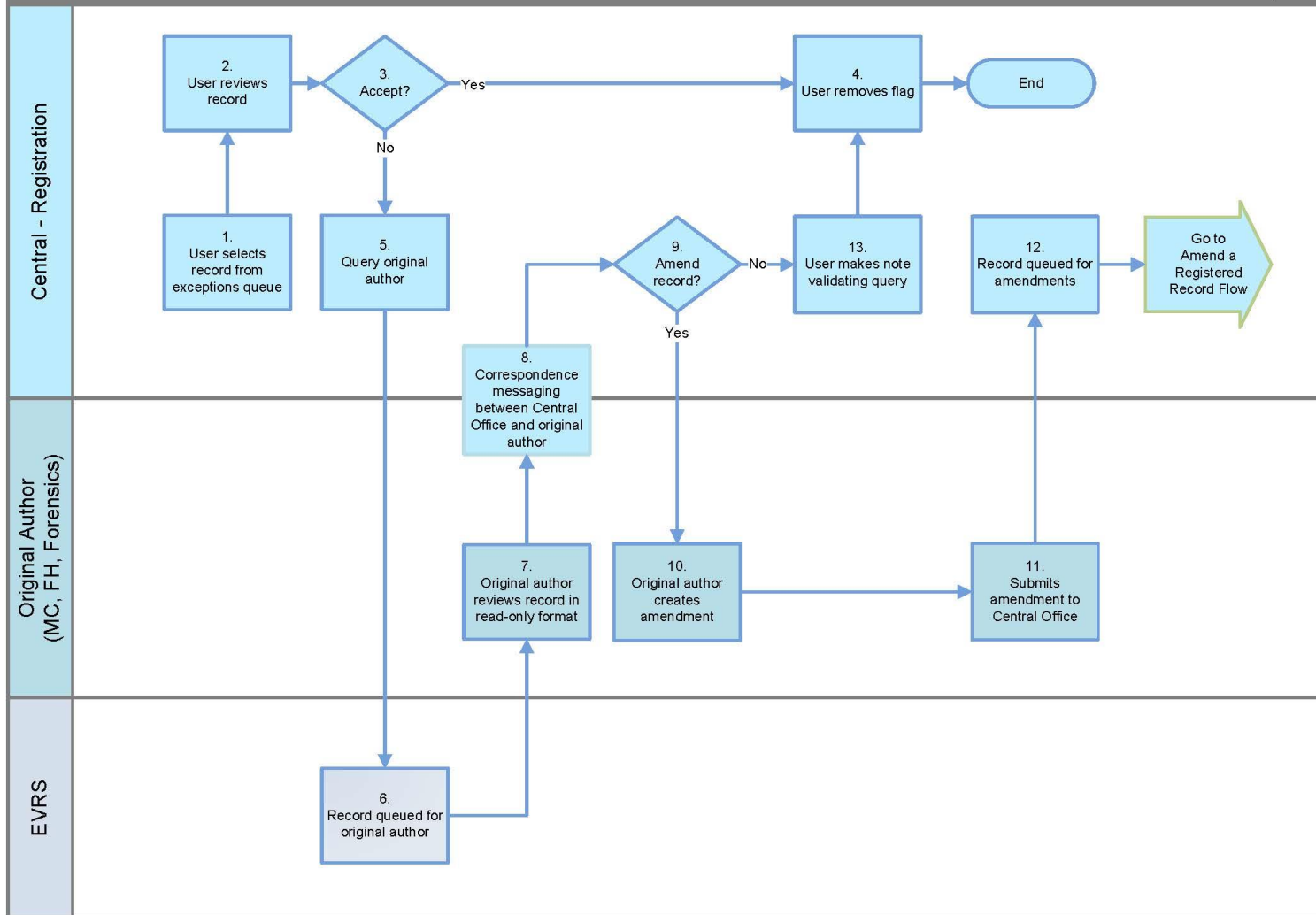
May 11, 2023

EVRS



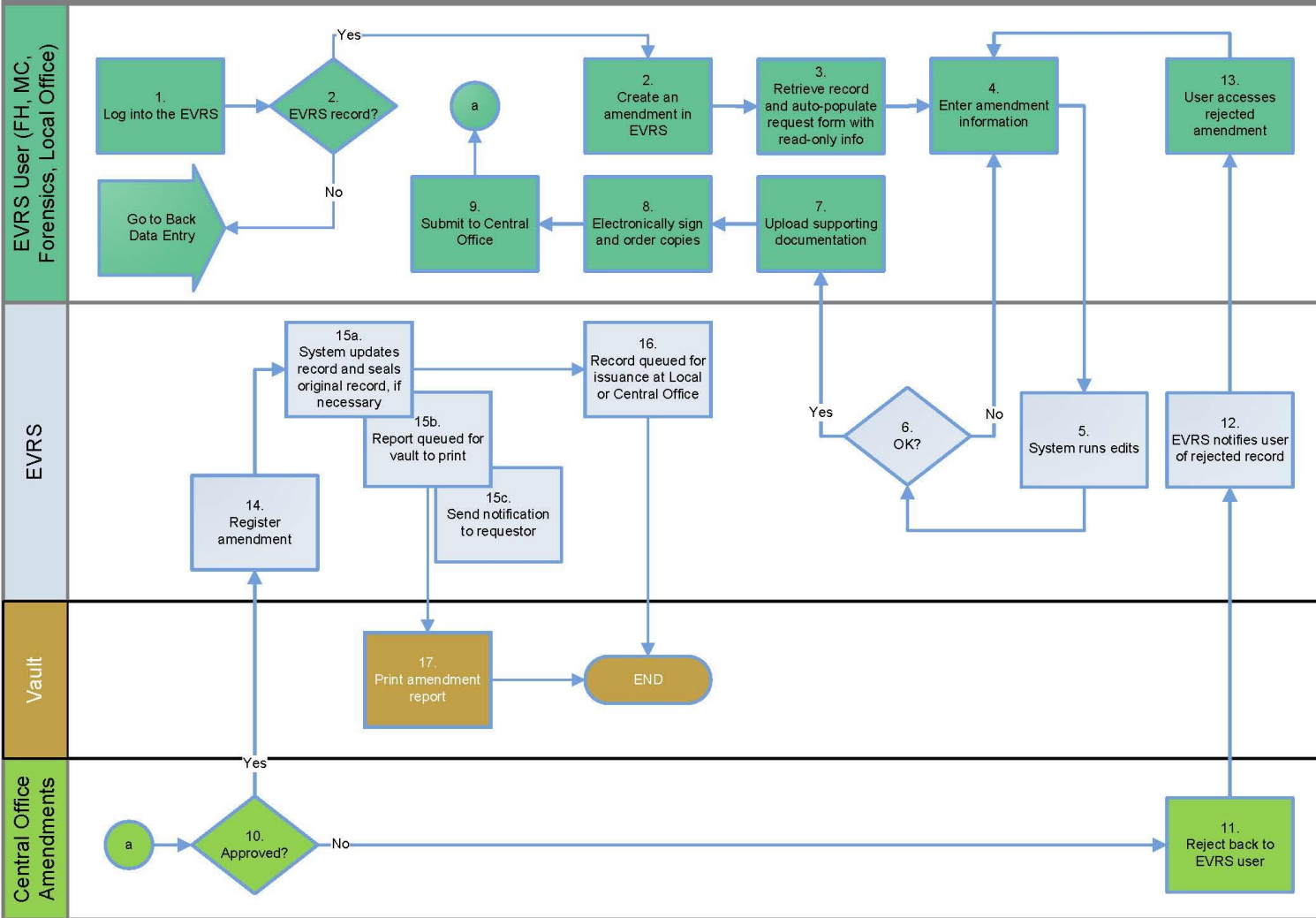
## Post Registration Query Cycle

March 6, 2023



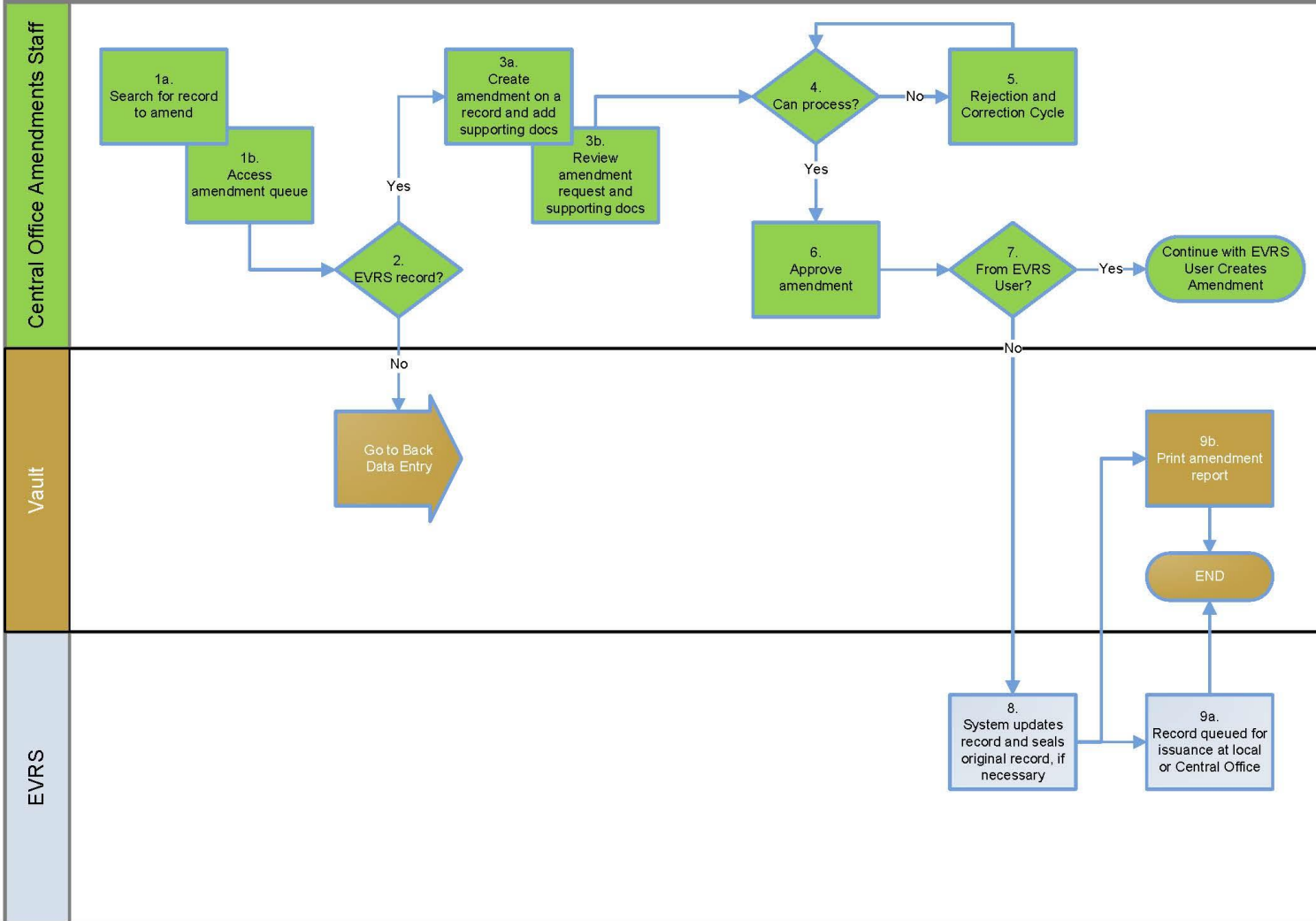
# EVRS User Creates an Amendment

May 11, 2023



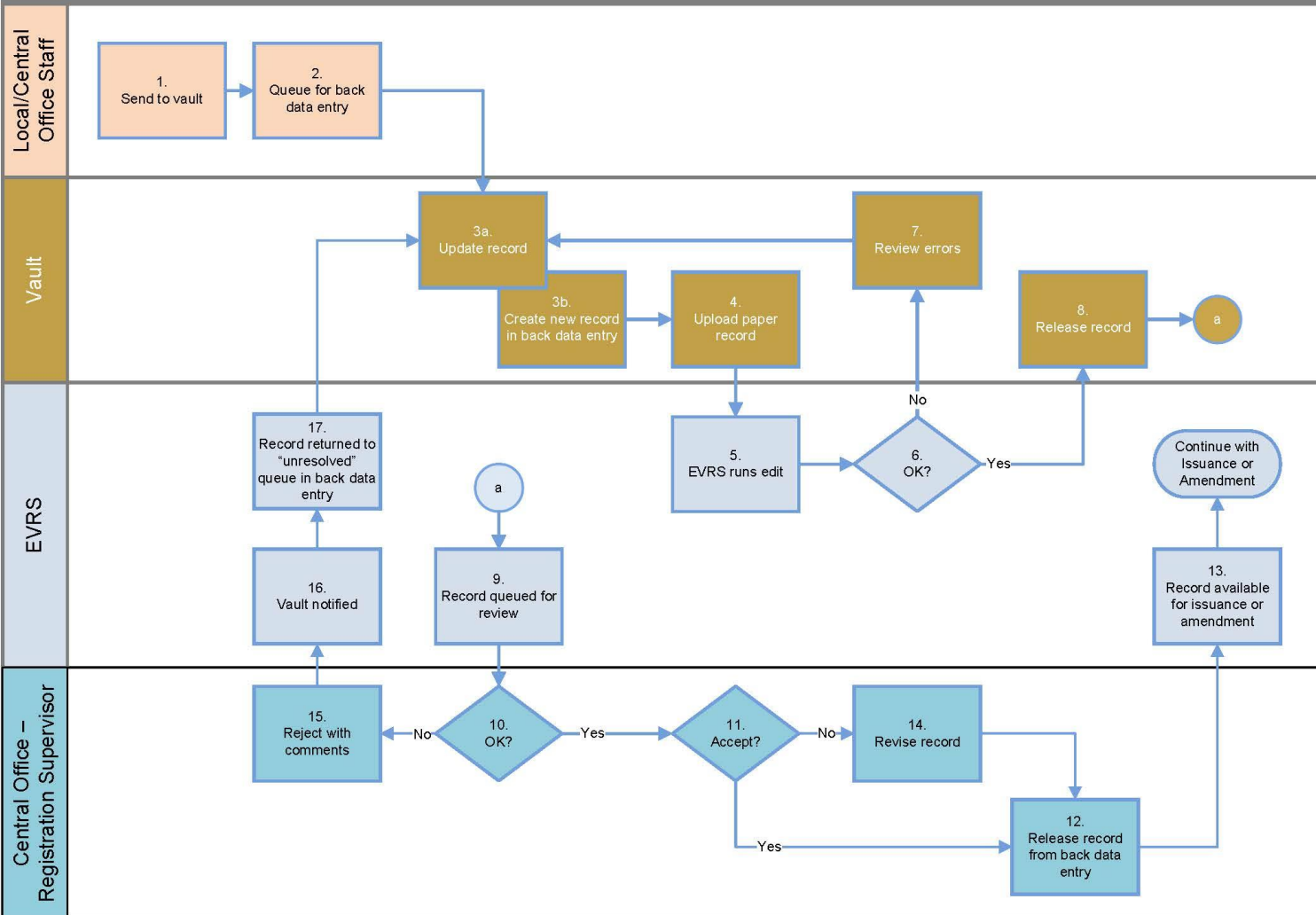
# Amend a Registered Record

May 11, 2023



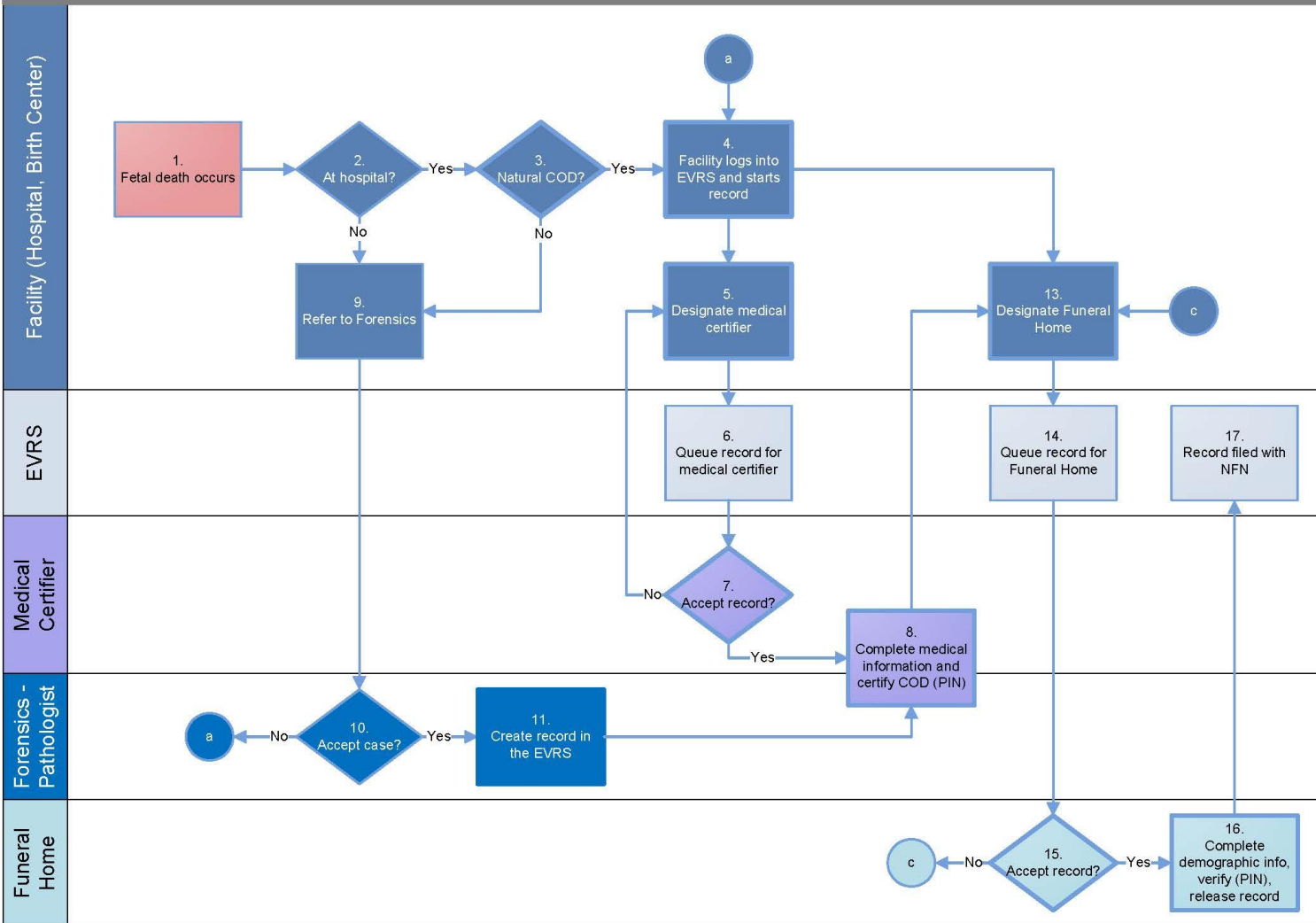
## Back Data Entry

March 6, 2023



# Fetal Death

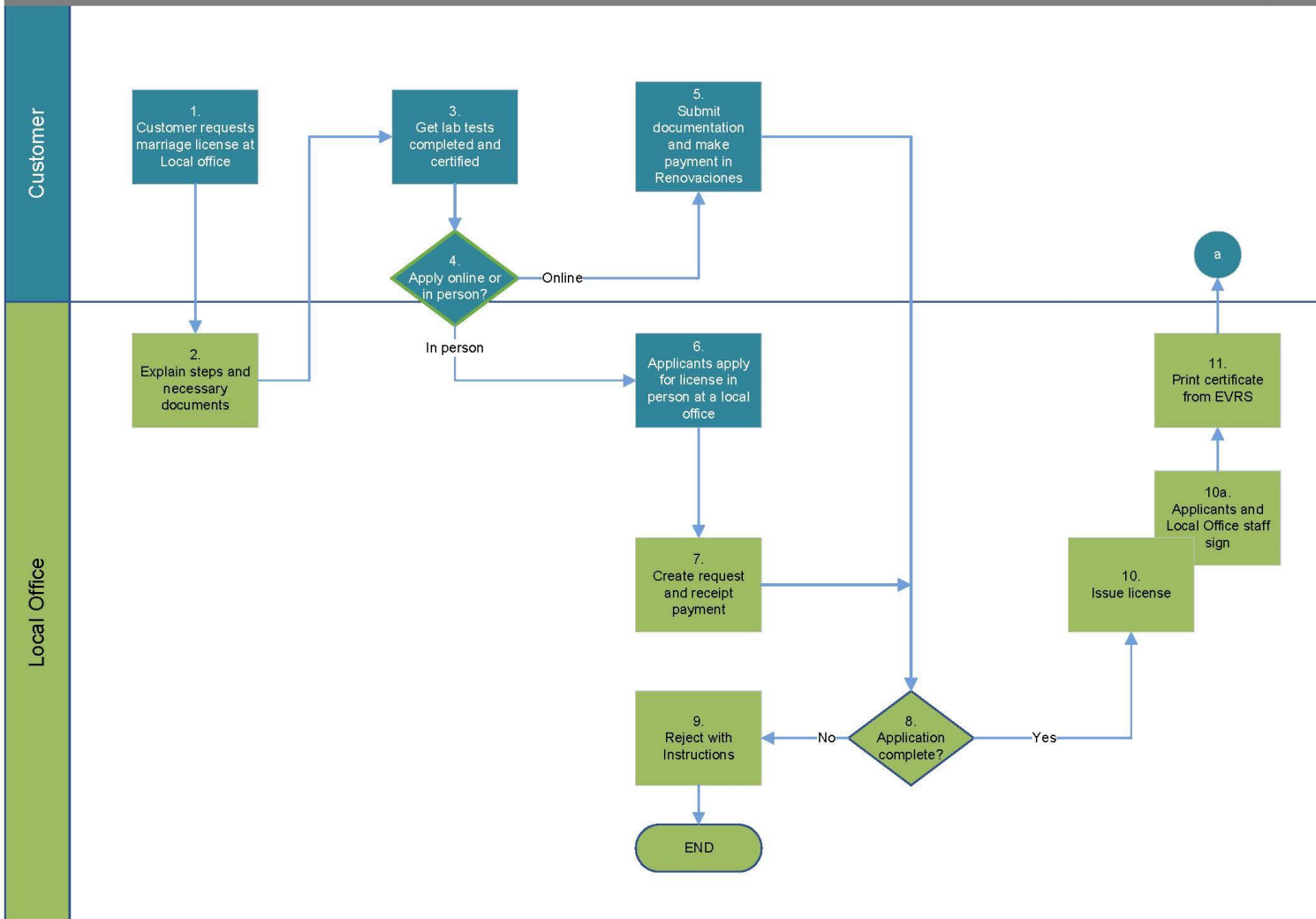
May 4, 2023





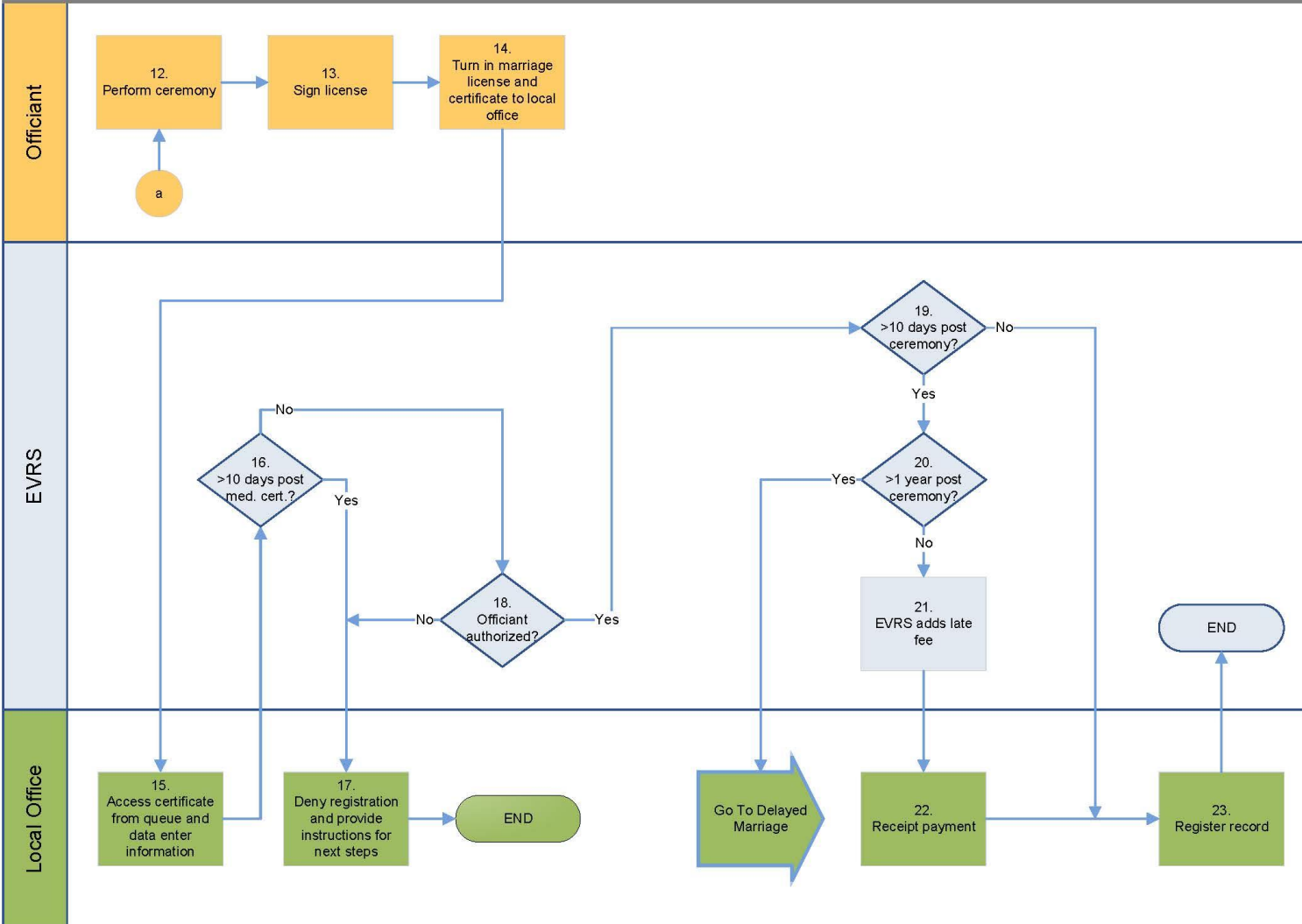
# Marriage (pg. 1)

June 2, 2023



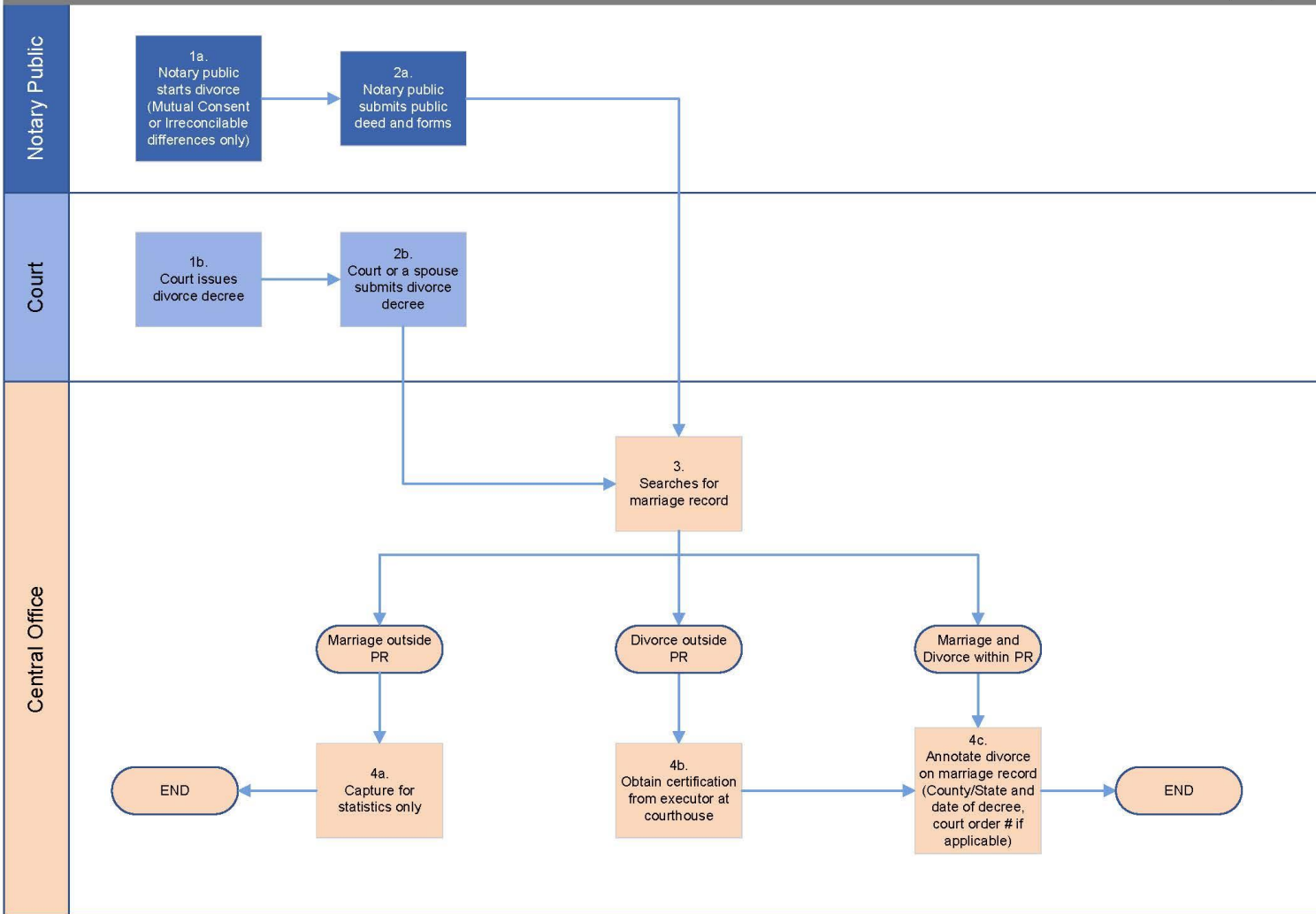
# Marriage (pg. 2)

June 2, 2023



# Divorce

May 25, 2023



#### 7.4. Attachment D: Instructions for Completing Exhibit F.1 - F.3 - Degree of Fit Matrices

**Instructions for completing the following exhibits:**

- F.1 Degree of Fit Business Requirements
- F.2 Degree of Fit General Requirements
- F.3 Degree of Fit Forms Requirements

The spreadsheets are organized by process. Each tab contains a process. At the top of the spreadsheet are 10 blank rows. These rows are for the Vendor to indicate if there are any COTS requirements (**Attachment B: PR Narratives and COTS Requirements**) that the Vendor does not consider to be COTS in their solution. The Vendor may add rows to this section as needed. It is the Vendor's responsibility to indicate which COTS rules they cannot meet as part of the solution and indicate how they proposed to meet the requirement based on the project timelines by selecting from the following dropdown list:

Condition	Description
<b>I - Included by UAT (no cost)</b>	The COTS solution must be configured or modified during the project to meet this functionality and will be available by user acceptance testing, <b>AT NO ADDITIONAL COST</b> .
<b>IC - Included by UAT (with cost)</b>	The COTS solution must be modified at a cost to meet this functionality by user acceptance testing. <b>DO NOT</b> include costs here; if you do, your proposal will be disqualified.
<b>N - Cannot Meet</b>	The COTS solution proposed for the Jurisdiction cannot satisfy the requirement.

If the Vendor, after reviewing **Attachment B: PR Narratives and COTS Requirements**, agrees that all the business rules listed in **Attachment B** are COTS in their system, the Vendor should leave this section blank. No response is needed.

**Puerto Rico Specific Business Rules**

The following section defines the Puerto Rico Specific Business Requirements. These requirements represent functionality that the Demographic Registry **must** have implemented at go live as part of the COTS solution. The Vendor must select a response for each rule from the dropdown list provided. The options are:

Condition	Description
<b>Y - Yes EVRS Currently Provides</b>	The COTS solution, as delivered at contract execution, fully satisfies the function as described in workflow and business rule <b>without any workflow configuration effort</b> (workflow configuration is as defined below and does not include changes such as updating screens to correspond with Jurisdiction-specific language). You must be able to demonstrate this functionality <b>EXACTLY</b> as defined.
<b>I - Included by UAT (no cost)</b>	The COTS solution must be configured or modified during the project to meet this functionality and will be available by user acceptance testing, <b>AT NO ADDITIONAL COST</b> .

Condition	Description
<b>IC - Included by UAT (with cost)</b>	The COTS solution must be modified at a cost to meet this functionality by user acceptance testing. <b>DO NOT</b> include costs here; if you do, your proposal will be disqualified.
<b>N- Cannot Meet</b>	The COTS solution proposed for the Jurisdiction cannot satisfy the requirement.

***Puerto Rico Bonus Rules:***

The following section defines the Business Requirements that Puerto Rico considers “nice to have” but are not required for the COTS. The Vendor must select a response for each rule from the dropdown list provided. The options are:

Condition	Description
<b>Y - Yes EVRS Currently Provides</b>	The COTS solution, as delivered at contract execution, fully satisfies the function as described in workflow and business rule <b>without any workflow configuration effort</b> (workflow configuration is as defined below and does not include changes such as <b>updating</b> screens to correspond with Jurisdiction-specific language). You must be able to demonstrate this functionality <b>EXACTLY</b> as defined.
<b>I - Included by UAT (no cost)</b>	The COTS solution must be configured or modified during the project to meet this functionality and will be available by user acceptance testing, <b>AT NO ADDITIONAL COST</b> .
<b>IC - Included by UAT (with cost)</b>	The COTS solution must be modified at a cost to meet this functionality by user acceptance testing. <b>DO NOT</b> include costs here; if you do, your proposal will be disqualified.
<b>N- Cannot Meet</b>	The COTS solution proposed for the Jurisdiction cannot satisfy the requirement.

## 7.5. Attachment E: Instructions for Completing Exhibit G – Cost Proposal

### ***Instructions for completing the following spreadsheets in the Cost Proposal Workbook.***

1. Respondents must provide proposed costs by populating all yellow-shaded cells in the Cost Proposal Workbook.
2. The Cost Proposal must be submitted in the original Excel format (no PDFs). Any attempts to manipulate the format of the Cost Proposal template, attach caveats to pricing, or submit pricing that deviates from the current format will put the Respondent's proposal at risk.
3. The proposed costs detailed in the workbook shall indicate the proposed price for all software and services defined in the Scope of Work of the RFP (application and services) for the total contract period. Include all costs directly associated with each deliverable. This includes travel, staffing, office supplies, and incidentals incurred as a direct result of satisfying the deliverable.
4. The proposed cost and the submitted technical proposal associated with the cost shall remain valid for at least 180 days subsequent to the date of the Cost Proposal opening and thereafter in accordance with any resulting contract between the Offeror and the Government of Puerto Rico. All monetary amounts shall be U.S. currency and limited to two (2) places to the right of the decimal point.