Indiana Fetal Death Registry System (IFDRS)

Using IFDRS

End User Guide
Funeral Directors and Staff
Table of Contents
What is Indiana Fetal Death Registry System? ......................... 3
Key Terms ........................................................................... 4
IFDRS Process Flow Overview .............................................. 5
System Access ...................................................................... 7
    System Requirements .......................................................... 7
    Login and Password ............................................................ 7
    System Security ................................................................ 7
Funeral Directors Role in the IFDRS: ..................................... 8
IFDRS Login Process: ............................................................ 9
    Access the Indiana State Department of Health Gateway ............ 9
    IFDRS Profile Screen ........................................................ 11
    IFDRS Location Selection Screen ......................................... 12
IFDRS Start Page .................................................................. 13
Adding a New Record ............................................................ 15
    Adding a New Record ......................................................... 15
Demographic Data – Adding/Updating .................................... 18
    Fetus Data ....................................................................... 21
    Place of Delivery ............................................................... 23
    Mother ............................................................................. 25
    Mother’s Address .............................................................. 27
    Mother’s Origin ................................................................ 28
    Father .............................................................................. 30
    Funeral Home .................................................................. 31
    Medical Certifier ............................................................... 33
Search for a Record ............................................................... 36
    Search for a Record .......................................................... 37
Queues ................................................................................. 41
    General Queues ............................................................... 42
        Queue Type .................................................................. 42
        Queue Results ............................................................ 43
    Notification(s) Queue ....................................................... 45
        Search Criteria ............................................................ 45
        Search Results ............................................................ 46
Verifications ......................................................................... 47
    Verifying a record ............................................................ 48
Demographic Amendments (Resubmits) ................................. 50
    Amending the Demographic Record .................................... 50
Change PIN Number ............................................................ 53
Extract ............................................................................... 54
Reports ............................................................................... 54
What is Indiana Fetal Death Registry System?

Effective 1/1/2011, IC 16-37-3-3 requires the mandatory usage of the Indiana Fetal Death Registration System (IFDRS) for the recording of all fetal deaths in Indiana.

IC16-37-3-3
Certificate of death or stillbirth; filing
Sec. 3. (a) The person in charge of interment shall file a certificate of death or of stillbirth with the local health officer of the jurisdiction in which the death or stillbirth occurred.
(b) Notwithstanding subsection (a), beginning January 1, 2011, the person in charge of interment shall use the Indiana death registration system established under IC 16-37-1-3.1 to file a certificate of death with the local health officer of the jurisdiction in which the death occurred. The local health officer shall retain a copy of the certificate of death.
### Key Terms

<table>
<thead>
<tr>
<th>Key Terms</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EFDR</strong></td>
<td>Electronic Fetal Death Registration Number</td>
</tr>
<tr>
<td><strong>BTP#</strong></td>
<td>Burial Transit Permit Number</td>
</tr>
<tr>
<td><strong>SFD</strong></td>
<td>State File Date</td>
</tr>
<tr>
<td><strong>SFN</strong></td>
<td>State File Number</td>
</tr>
<tr>
<td><strong>LFD</strong></td>
<td>Local File Date</td>
</tr>
<tr>
<td><strong>LFN</strong></td>
<td>Local File Number</td>
</tr>
<tr>
<td><strong>View</strong></td>
<td>Select View from a results window to open a specific record</td>
</tr>
<tr>
<td><strong>Extracts</strong></td>
<td>Extract process will extract a pre-determined data set when selected</td>
</tr>
<tr>
<td><strong>PIN#</strong></td>
<td>Your unique PIN# is assigned at the time of completion of the User Agreement. This PIN# is your electronic signature when certifying records.</td>
</tr>
<tr>
<td><strong>Reports</strong></td>
<td>Not available at this time ~ Future Development</td>
</tr>
<tr>
<td><strong>Record Actions</strong></td>
<td>Tab located on the right side of a record that allows access to perform certain functions for a record.</td>
</tr>
<tr>
<td><strong>Event History</strong></td>
<td>Tab located on the right side of a record that allows you to view all actions taken on a specific record.</td>
</tr>
<tr>
<td><strong>Relinquished</strong></td>
<td>If the Funeral Home that originally entered a record is contacted by the family and notified that they desire the services of a different funeral home, the Funeral Home of Record will ‘Relinquish’ the record by removing their designation on the record as the Funeral Home of Record.</td>
</tr>
<tr>
<td><strong>Queues</strong></td>
<td>Depending on your role, work queues are available that present records in various categories.</td>
</tr>
<tr>
<td><strong>Notifications</strong></td>
<td>Notifications are alerts that actions have been taken on a record</td>
</tr>
<tr>
<td><strong>Verifications</strong></td>
<td>Verification is required to complete a Record and is completed by the Funeral Director.</td>
</tr>
<tr>
<td><strong>Workflow</strong></td>
<td>Workflow is the presentation of records that is assigned to you to that some action is required.</td>
</tr>
</tbody>
</table>
IFDRS Process Flow Overview

**Indiana Fetal Death Registry System – at least 20 weeks gestation**

<table>
<thead>
<tr>
<th>Funeral Director</th>
<th>Local Health Department</th>
<th>Indiana State Department of Health</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create New Electronic Record</td>
<td>Approve Record</td>
<td>Record Review</td>
</tr>
<tr>
<td>Update Demographic Data</td>
<td>Update Medical Information</td>
<td></td>
</tr>
<tr>
<td>Release Record</td>
<td>Certify Record</td>
<td>Complete Record</td>
</tr>
<tr>
<td>Verify Record is Complete</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Funeral Director**
  - Create New Electronic Record
  - Update Demographic Data
  - Release Record
  - Verify Record is Complete

- **Medical Certifier**
  - Update Medical Information
  - Certify Record

- **Local Health Department**
  - Approve Record

- **Indiana State Department of Health**
  - Record Review
  - Complete Record
System Access

System Requirements:
Prior to making any attempts to access the Indiana Fetal Death Registry System, please verify that your computer meets the following requirements.

1. Live Internet Connection
2. Widely used standard web browser (preferably Internet Explorer 6.0 or higher)
3. Acrobat Reader
4. Also, it is recommended, (but not required) that your PC should have a minimum of 2GB of memory.

Login and Password:
A login and password is required to access the Indiana Fetal Death Registry System. This must be obtained in advance by contacting ISDH.

- All users who have access to IDRS system as of 12/22/2010 will be migrated to IFDRS and will receive an email with credentials and the Web site address. You will receive your Password & PIN in another email.
- January 1, 2011, new users will need to complete a User Agreement and return to the State of Indiana Department of Health Vital Records. Credentials will be verified and a Login, password, and PIN will be generated and communicated in separate emails. User Agreements can be found on-line at https://myweb.in.gov/ISDH/IDRSThin/

System Security:
IFDRS has several built in security features such as but not limited to:

1. Secure Login process
2. Automatic log off if inactive for 10 minutes
3. Credentialing process before assigning User Names, Temporary Passwords, and PINs
4. New passwords are required at the time of initial login
5. Passwords requirements:
   a. Eight char minimum, and
   b. Upper and lower case letters, and
   c. Numeric characters
6. Passwords will expire in 365 days
Funeral Directors Role in the IFDRS:

Funeral Directors and their staff will have permissions to perform certain functions in the Indiana Fetal Death Registry System. Permissions are controlled by your login. If you feel that you do not have permissions to perform a needed function, please contact the System Administrator. Based on your permissions you will be able to perform some or all of the following functions:

1. Add new records
2. Search for existing records
3. Process items that are in your work queues
4. Verification of Fetal Death
5. Demographic Amendment (Resubmits)
6. Relinquish Records
7. Generate Reports
8. Perform Funeral Home Extracts
IFDRS Login Process:

Access the Indiana State Department of Health Gateway

The ISDH Gateway Page is the first page you see after you access the web page. This is where you will login under the Secure Account Sign In.

1. Enter your User Name and Password and select Sign in.
   → If logging in for the first time, the system will direct you to create a new password after you have logged in with the temporary password.

2. After you have successfully logged in, you will be redirected to IFDRS Profile Screen.
3. If your login attempt fails you will receive the below message. Enter your User Name and Password again.

   Secure Account Sign In
   
   User Name
   
   Password
   
   Sign in

   Forgot Password?
   Create New Account

   *Invalid User Name and Password.

4. If you are unable to login, you can follow the Forgot Password prompt or contact the State of Indiana Department of Health Vital Records Helpdesk at 317-233-7989.
**IFDRS Profile Screen**

The Profile Screen has several functions:

1. Allows you to view the profile information for your login and allows you to make changes in the My Profile page at the top of the screen.

2. Provides important messages concerning the Gateway such as scheduled system downtime.

3. Quick Info Links

4. Provides entry to the Fetal Death System by selecting the Tab.

5. Once you select the Fetal Death tab, depending on your login you will either be directed to the Location page or the IFDRS Start Page.
IFDRS Location Selection Screen

Based on your login you may be tied to more than one location; in this case you will see the Location Screen after the Profile Screen.

- Select the location you are entering or viewing records for by clicking on the appropriate Select button.

- Once you are in the IFDRS, you can also switch locations without logging out by selecting Change Location in the tabs on the Left Bar of the screen. This will return you to the location page.
IFDRS Start Page

The IFDRS Home Page is the first page you see after you login and select your location (if multiple locations). The Home Page contains four panes.

1. The Title pane on the top contains your login information which includes the location as well as a Logout button.

2. Process Tabs are directly under the Title pane and provide you navigation to specific areas of the IFDRS.

3. The Left Bar gives you access to perform system related functions including a FAQ as well as provides scrolling information that provides you with important information such as scheduled system maintenance.

4. The Workflow pane is where you will see pending items as well as notifications.
From the Home page you can:

- Access workflow or notifications

  ![Workflow](image1) ![Notifications](image2)

- Access the Process Tabs where you can:

<table>
<thead>
<tr>
<th>Home</th>
<th>Functions</th>
<th>Queues</th>
<th>Reports</th>
<th>Extracts</th>
<th>Help</th>
</tr>
</thead>
</table>

  - **Functions Tab:**
    - Search for existing records
    - Add new records
  
  - **Queues Tab:**
    - View your **General** work queue
    - View Notifications
  
  - **Reports Tab**: *(This feature is not available at this time ~Future Development)*

  - **Extract Tab**: Perform a Funeral Home Extract process

  - **Help Tab**: View a mock up of a Fetal Death Form

- Access the Left Bar Function Tabs:

  - **Change Location**: Returns you to the Location Page if your login is tied to multiple locations and allows you to select another location.

  - **User Document**: Allows you to view the IFDRS user documents.

  - **Help Desk**: Provides you with information on how to contact the Help Desk.

  - **FAQ**: Provides a list of frequently asked questions.

  - **Change PIN Number**: Allows you to change your PIN number. PIN numbers are used in the Verification Process as an electronic signature.
Adding a New Record

Procedure

Introduction
Use these steps to add a new record to the IFDRS. This function will search for duplicate records and for a non-duplicate record; the record will be added and assigned an Electronic Fetal Death Record#

Once the record is added, the system will take you to the Demographic Section. The new record will be available in the work queues and will be in pending status. At this time you can navigate to other areas of the system such as the Home page.

Steps to Follow

1. Access IFDRS
2. Click the Add New Record under the Functions tab.
3. Enter General Information
   a. Select Record Type *(required field)*
      i. Identified
      ii. Unidentified
   b. Select Gestation *(required field)*
      i. Less than 20 Weeks
      ii. More than 20 Weeks
   c. Enter BTP Number
   d. Enter Coroner Case Number
   e. Enter EFDR Number
4. Enter **Fetus Name** Information  
   a. First Name *(required field)*  
   b. Middle Name  
   c. Last Name *(required field)*  
   d. Select Suffix *(if applicable)*  

5. Enter Mother Name Information  
   a. First Name *(required field)*  
   b. Middle Name  
   c. Last Name *(required field)*  
   d. Select Suffix *(if applicable)*  

6. Enter Fetus Information  
   a. Time of Delivery  
   b. Time  
   c. AM/PM *(if time entered in standard time)*  

7. Date of Delivery *(required field)*  
   a. Gender *(required field)*  
   b. Male  
   c. Female  
   d. Unknown  

8. **Search**: This button performs a search for duplicate records.  
   a. If possible duplicate record is found; a duplicate screen will appear with a list of the possible duplicate. You can:  
      i. Retrieve the record by selecting Retrieve in the record.  
      ii. Go back to Change: This returns you to the record you added to make changes.  
      iii. Cancel: Returns you to the record you added.  
   b. If no duplicate the **Add New** button appears.  

9. **Add New**: This function adds the record, assigns the EFDR #, and takes you to the Record **Demographic** page.  

**Tips and Notes**  
When you select a specific function your workspace moves from the **Home** page. You can return to the **Home** page by moving your mouse to the Home tab and clicking.  

If you are in the process of adding a new record and return to the **Home** page before you have selected **Add New** in the **Add New Record** page, the data you entered will be reset.
| More Info | What you see in IFDRS depends on the permissions granted to your user ID, so you may not see the same things as another user. |
Demographic Data – Adding/Updating

Use these steps to enter and complete the Demographic section of IFDRS.

Please note:

- The Record Status Bar above the Demographic and Medical tabs. This is a visual status bar that tracks each process through to completion.

- The Record Information in the blue banner above the Record Status, this provides basic information for verification you are in the correct record.

- The Fetal Death Record is divided into two sections, Demographic and Medical. Access to these sections will depend on your role permissions.
There are 2 Function tabs on the right side of the form:

- Record Actions
  - Save
  - Delete
  - Save and Validate
  - Print
  - Informant Verification
  - Report of Fetal Death Form
  - Relinquish
- Event History
  - View Event History

The Demographic section is divided into 8 different Tabs:

- Fetus
- Place of Delivery
- Mother
- Mothers Address
- Mothers Origin
- Father
- Funeral Home
- Medical Certifier

The data that was entered on the New Record page will automatically be transferred to the appropriate Demographic page fields.

The system allows you to tab from field to field outlining the field you are on.

You can navigate between Tabs by selecting the tab of the page you would like to go to, or by selecting the directional red arrows at the bottom right of the page.

You can move between Tabs without saving data on each page. However, please note, if you are logged out by system inactivity or loss of connection, any data not saved will be lost.

Save vs. Save & Validate: You can save data as you enter each page; this allows you to start a record and come back to it later. Validate, checks that data you entered against the IFDRS Edits and Audits. This step is necessary to move from Pending Status to Demographic Resolved Status.
### Steps to Follow

1. Enter the following sections
   - a. Fetus Data
   - b. Place of Delivery Data
   - c. Mother
   - d. Mother’s Address
   - e. Mother’s Origin
   - f. Father
   - g. Funeral Home
   - h. Medical Certifier

2. Save or Save and Validate

3. Resolve any Edit/Audits (if any)

![Validation Results](image)

### Tips and Notes

Remember, if you are inactive for 10 minutes the system will automatically log you out and any data not saved will need to be re-entered.
Fetus Data

Procedure

Demographic Data: Fetus Data

Introduction

Use these steps to enter and complete the Fetus Data in the Demographic section of IFDRS.

Steps to Follow

1. Enter General Information:
   a. Record Type: Verify that this is correct. Data was brought forward from New Record page. **(required field)**
   b. Gestation: Verify that this is correct. Data was brought forward from New Record page. **(required field)**
   c. BTP#: Verify that this is correct. Data was brought forward from New Record page. **(required field)**
   d. Coroner #: Verify that this is correct if entered in New Record page, or enter data.
   e. Less than 48 Hours?: Select Yes or No **(required field)**

2. Enter Fetus Name:
   a. First Name: Verify that this is correct. Data was brought forward from New Record page. **(required field)**
   b. Middle Name: Verify that this is correct if entered in New Record page, or enter data if available.
   c. Last Name: Verify that this is correct. Data was brought forward from New Record page. **(required field)**
3. Enter Fetus Information:
   a. Time of Delivery Type: Select from drop down box.
      i. Actual
      ii. Presumed
   b. Time of Delivery: Verify that this is correct. Data was brought forward from New Record page. (required field)
   c. Date of Delivery Type: Select from drop down box. (required field)
      i. Actual
      ii. Presumed
   d. Date of Delivery: Verify that this is correct. Data was brought forward from New Record page. (required field)
   e. Gender: Verify that this is correct. Data was brought forward from New Record page. (required field)

4. Save or Save and Validate

4. Proceed to Place of Delivery by using arrows or select

Tips and Notes

If you Save and Validate and there are errors found during the Edit/Audit process, the system will return an error box that will provide you with the issues that need to be resolved. The system will also highlight in red the sections where data needs to be completed.

<table>
<thead>
<tr>
<th>Edit Id</th>
<th>Error Message</th>
<th>Check to overrides</th>
<th>Do</th>
</tr>
</thead>
<tbody>
<tr>
<td>1006</td>
<td>Mother’s Date of Birth is required</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Demographic</th>
<th>Medical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fetus</td>
<td>Place of Delivery</td>
</tr>
</tbody>
</table>

More Info
Place of Delivery

Introduction

Use these steps to enter and complete the Place of Delivery in the Demographic section of IFDRS.

Steps to Follow

1. Enter Place of Delivery:
   a. Place where delivery occurred: Use drop down to make selection:
      i. Hospital
      ii. Freestanding Birthing Center
      iii. Home (Intended)
      iv. Home (Unintended)
      v. Clinic/Doctors Office
   b. Specify: This field is opened for entry when ‘Other’ is chosen as the Place of Delivery.
   c. Facility: This field is opened for entry when the following Place of Delivery is selected:
      i. Hospital
      ii. Freestanding Birthing Center
      iii. Clinic/Doctors Office
   d. NPI: This field is for future use
e. **LHD:** Depending on the **Place of Delivery** this field is either auto-populated or you will need to use a drop down box
   i. You will need to select the LHD when the following Place of Delivery is selected:
      1. Home (Intended)
      2. Home (Unintended)
      3. Other

2. **Address of the Place of Delivery:** If a specific Facility is selected in the Facility field under Place of Delivery the address information in this block will be automatically populated and no further information is needed. If a specific Facility is not chosen the below fields will need to be populated.
   a. **Building Nbr:**
   b. **Pre Direction:** Select from drop down box
   c. **Street Name:**
   d. **Street Type:** Select from drop down box
   e. **Post Direction:** Select from drop down box
   f. **Apt#**
   g. **State/Country:** Select from drop down box
   h. **County:** Select from drop down box
   i. **City/Town:** Select from drop down box
   j. **Zip:** Select from drop down box
   k. **Ext:**

5. **Save or Save and Validate**

3. **Proceed to Mother by using arrows or select**

| Tips and Notes | More Info |
Mother

Procedure

Demographic Data: Mother

Introduction
Use these steps to enter and complete the **Mother** page in the **Demographic** section of IFDRS.

Steps to Follow

1. Enter Mother Current Legal Name:
   a. **First Name**: Verify that this is correct. Data was brought forward from New Record page. *(required field)*
   b. **Middle Name**: Verify that this is correct if entered in New Record page, or enter data if available.
   c. **Last Name**: Verify that this is correct. Data was brought forward from New Record page. *(required field)*
   d. **Suffix**: Verify that this is correct if entered in New Record page, or use drop down to select data if available.

2. Mothers Birth:
   a. **Date of Birth**: Enter Month / Day / Year in the following format: MM/DD/YYYY
   b. **Age**: System will automatically calculate age based on the date of birth entered.
   c. **Place of Birth**: Select from drop down box.
   d. **Birth Place**: Select from drop down box.
3. **Mother Married:**
   a. At Delivery, conception, or anytime in between, use drop down to select data:
      i. Yes
      ii. No
      iii. Unknown

4. **Mother’s Name Prior to First Marriage:**
   a. **First Name:** Verify that this is correct. Data was brought forward from New Record page. *(required field)*
   b. **Middle Name:** Verify that this is correct if entered in New Record page, or enter data if available.
   c. **Last Name:** Enter Mothers Maiden Name.
   d. **Suffix:** Verify that this is correct if entered in New Record page, or enter data if available.

5. **Save or Save & Validate**

6. **Proceed to Mother’s Address by using arrows or select**

<table>
<thead>
<tr>
<th><strong>Tips and Notes</strong></th>
<th>Mother Date of Birth is a required field.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>More Info</strong></td>
<td></td>
</tr>
</tbody>
</table>
## Mother’s Address

### Procedure

#### Demographic Data: Mother’s Address

**Introduction**

Use these steps to enter and complete the **Mother’s Address** page in the **Demographic** section of IFDRS.

**Steps to Follow**

1. **Enter Residential Address:**
   - a. **Residential Place Type**: Select from drop down box.
   - b. **Building Nbr**:
   - c. **Pre Direction**: Select from drop down box
   - d. **Street Name**:
   - e. **Apt#**
   - f. **Street Type**: Select from drop down box
   - g. **Post Direction**: Select from drop down box
   - h. **State**: Select from drop down box
   - i. **County**: Select from drop down box
   - j. **City/Town**: Select from drop down box
   - k. **Zip**: Select from drop down box
   - l. **Ext**:
   - m. **Inside City Limits**: Select from drop down box

2. **Save or Save & Validate**
3. **Proceed to Mother by using arrows or select**

**Tips and Notes**

**More Info**
Mother’s Origin

Procedure

Demographic Data: Mother’s Origin

Introduction

Use these steps to enter and complete the Mother’s Origin page in the Demographic section of IFDRS.

Steps to Follow

1. **Mother’s Education:** Select from drop down box. *Required field*
   a. Blank
   b. 8th Grade or less
   c. 9th-12th Grade, no diploma
   d. High School Graduate or GED Completed
   e. Some college credit but not degree
   f. Associate Degree
   g. Bachelors Degree
   h. Masters Degree
   i. Doctorate or Professional Degree

2. **Mother of Hispanic Origin?** (Check the box that best describes whether the mother is Spanish/Hispanic/Latina. Check the 'No' box if mother is not Spanish/Hispanic/Latina)
3. **Race of Mother:** (Check one or more of the races to indicate what the mother considers herself to be)
   - a. White
   - b. Black or African American
   - c. American Indian, Alaska Native
     - i. Name of the enrolled or principal tribe: *(Enter information in available box)*
   - d. Asian Indian
   - e. Chinese
   - f. Filipino
   - g. Japanese
   - h. Korean
   - i. Vietnamese
   - j. Other Asian: *(Enter information in available box)*
   - k. Native Hawaiian
   - l. Guamanian or Chamorro
   - m. Other Pacific Islander: *(Enter information in available box)*
   - n. Other: *(Enter information in available box)*
   - o. Unknown

4. **Save or Save and Validate**

5. **Proceed to Father by using arrows or select**

| Tips and Notes | More Info |
## Procedure

**Demographic Data: Father**

<table>
<thead>
<tr>
<th>Introduction</th>
<th>Use these steps to enter and complete the Father page in the Demographic section of IFDRS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steps to Follow</td>
<td><strong>1. Father’s Information:</strong>&lt;br&gt;a. Will this Record Include Father Information? Select from drop down box.&lt;br&gt;  i. Blank&lt;br&gt;  ii. Yes, proceed to First Name&lt;br&gt;  iii. No, page is complete&lt;br&gt;b. First Name&lt;br&gt;c. Middle name&lt;br&gt;d. Last Name&lt;br&gt;e. Suffix (Select from drop down box.)&lt;br&gt;&lt;br&gt;<strong>2. Father’s Birth</strong>&lt;br&gt;a. Date of Birth: Enter Month / Day / Year in the following format: MM/DD/YYYY&lt;br&gt;b. Age: System will automatically calculate age based on the date of birth entered.&lt;br&gt;c. Place of Birth: Select from drop down box.&lt;br&gt;d. Birth Place: Select from drop down box.&lt;br&gt;&lt;br&gt;<strong>3. Save or Save and Validate</strong>&lt;br&gt;&lt;br&gt;<strong>4. Proceed to Funeral Home by using arrows or select</strong></td>
</tr>
</tbody>
</table>

**Tips and Notes**

**More Info**
Funeral Home

Procedure

Demographic Data: Funeral Home

Introduction

Use these steps to enter and complete the Funeral Home page in the Demographic section of IFDRS.

Steps to Follow

1. Method of Disposition:
   a. Method: Select from drop down box.
      i. Blank
      ii. Burial
      iii. Cremation
      iv. Hospital Disposition
      v. Donation
      vi. Removal from State
      vii. Entombment
      viii. Other (Specify)
      ix. Unknown
   b. Other: (Complete if ‘Other’ is selected from drop down box)

2. Name and Address of Funeral Home
a. **Funeral Home Name**: (This is automatically completed based on your login.)
b. **Address**: (This is automatically completed based on your login and location selected.)
c. **State**: (This is automatically completed based on your login and location selected.)
d. **County**:
e. **City**
f. **Zip**:
g. **License Number**
h. **Additional Funeral Service provider**

3. **Funeral Service Licensee or Other Agent**
   a. **Funeral Director**: Select from drop down box.
   b. **Was Coroner Contacted?** Select from drop down box.
      i. **Blank**
      ii. **Yes**
      iii. **No**
      iv. **Unknown**

4. **Place of Disposition**
   a. **Place of Disposition Name**
   b. **Type**: Select from drop down box.
      i. **Blank**
      ii. **US State**
      iii. **Other Country**
   c. **State/Foreign County**: Select from drop down box.
   d. **City**: Select from drop down box.

5. **Save or Save and Validate**

6. **Proceed to Medical Certifier by using arrows or select**
Medical Certifier

**Introduction**

Use these steps to enter and complete the Medical Certifier page in the Demographic section of IFDRS.

**Steps to Follow**

1. **Medical Certifier Search:**
   - **Certifier Type:** *Select from drop down box.*
     - i. Physician
     - ii. Coroner
     - iii. Health Officer
   - **Location:**
   - **First Name**
   - **Middle Name**
   - **Last Name**
   - **License #**

2. **Search or Reset**
   - **Search:**
     - i. After you enter the data needed for your search, click on the ‘Search’ button with your mouse and the system will bring back all results that matched your input data.
ii. If no match is found to your input data system will return ‘No records to display’

b. Reset:

3. Results: If you the data you entered in the search fields match records, the results screen will be returned with one or more records.

<table>
<thead>
<tr>
<th>Certificate Name</th>
<th>License Number</th>
<th>Location Name</th>
<th>Is Participant</th>
</tr>
</thead>
<tbody>
<tr>
<td>WARREN DEAN, BONTRAGER</td>
<td>02009964</td>
<td>WASHARD HOSPITAL</td>
<td>Not Participating</td>
</tr>
<tr>
<td>ERICA, RAGER</td>
<td>02062274</td>
<td>WASHARD HOSPITAL</td>
<td>Participant</td>
</tr>
<tr>
<td>JEFFREY A. BONTRAGER</td>
<td>020967856A</td>
<td>WASHARD HOSPITAL</td>
<td>Not Participating</td>
</tr>
</tbody>
</table>

4. Select: Select the Medical Certifier from this results list by clicking on the Select next to the record.

5. Designate: Once you have selected the correct record, you will need to designate the Medical Certifier by clicking your mouse on the Designate Icon. Once you have designated the Medical Certifier the system will return a new window ‘Currently Designated’. Please review the data to ensure you have made the correct selection.

   a. If correct: Save or Save and Validate
   b. If incorrect: Select the Re-Designate button Select from drop down box.
      i. Blank
      ii. US State
      iii. Other Country
   c. State/Foreign County: Select from drop down box.
   d. City: Select from drop down box.

6. Save or Save and Validate

7. Record Status: will now reflect Demographic Resolved and the record is ready to be released.
8. **Release Record**: To release a record access the Record Action Tab on the right of the page.
   a. **Select Release**
   b. **Prompt**: Are you sure you want to release this record?
      i. **OK**: Releases the record to the designated Medical Certifier and **Status** changes to Released.
      ii. **Cancel**: takes out of the Record Actions Tab.

### Tips and Notes
A confirmation e-mail will be generated to the person who released the record once a record is released for security purposes.
## Search for a Record

### General

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Name of the deceased's first name</td>
<td></td>
</tr>
<tr>
<td>Middle Name</td>
<td>Name of the deceased's middle name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>Name of the deceased's last name</td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td>Sex of the deceased</td>
<td></td>
</tr>
</tbody>
</table>

### Fetus

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Type</td>
<td>Type of record that needs to be searched</td>
<td>Select Record Type</td>
</tr>
<tr>
<td>Record Status</td>
<td>Status of the record</td>
<td>Select Record Status</td>
</tr>
<tr>
<td>Gestation</td>
<td>Gestational week of the deceased</td>
<td>Select Gestation</td>
</tr>
</tbody>
</table>

### General Search

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funeral Home</td>
<td>Name of the funeral home</td>
<td></td>
</tr>
<tr>
<td>Medical Facility</td>
<td>Name of the medical facility</td>
<td></td>
</tr>
<tr>
<td>Medical Certifier</td>
<td>Name of the medical certifier</td>
<td></td>
</tr>
</tbody>
</table>

### Mother

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Name of the deceased's mother</td>
<td></td>
</tr>
<tr>
<td>Middle Name</td>
<td>Name of the deceased's mother's middle name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>Name of the deceased's mother's last name</td>
<td></td>
</tr>
<tr>
<td>Maiden Name</td>
<td>Maiden name of the deceased's mother</td>
<td></td>
</tr>
</tbody>
</table>

### Father

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Name of the deceased's father</td>
<td></td>
</tr>
<tr>
<td>Middle Name</td>
<td>Name of the deceased's father's middle name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>Name of the deceased's father's last name</td>
<td></td>
</tr>
</tbody>
</table>

### File Date and Number

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF#:</td>
<td>Social Security Number</td>
<td></td>
</tr>
<tr>
<td>SF#:</td>
<td>Social Security Number</td>
<td></td>
</tr>
<tr>
<td>LFN:</td>
<td>Linkage Fatality Number</td>
<td></td>
</tr>
<tr>
<td>LFB#:</td>
<td>Linkage Fatality Birth Date</td>
<td></td>
</tr>
<tr>
<td>LFB#:</td>
<td>Linkage Fatality Birth Date</td>
<td></td>
</tr>
</tbody>
</table>

### Search Options

- **Search**
- **Reset**
### Search for a Record

**Introduction**

Use these steps to search for an existing record in the IFDRS. This function will search for records based on the input criteria and return possible matches in a results list. From there you can view the **Details** of the record, **View** the entire record, and view the **Report** which is a Not for Official Use version of the Certificate of Fetal Death in PDF format.

Also, the Search function has a General and an Advanced Search Tab.

**Please note**, when using the Advanced Search Tab you must first enter a minimum of the **Year** in the Date of Delivery field located in the **General Tab**.

**Steps to Follow**

#### General Search

1. **Access** IFDRS
2. Click the **Search** under the **Functions** tab.
3. Enter the **Fetus Information**: *These fields are not mandatory, but will improve the search results.*
   a. First Name
   b. Middle Name
   c. Last Name
   d. Gender *Select from drop down box*
4. Enter **General Information** *Most fields are not mandatory, but will improve the search results.*
   a. Select Record Type
   b. Select Record Status
   c. Select Gestation
   d. Enter EFDR `#`
   e. Enter BTP `#`
   f. Enter Coroner Case#
   g. Enter Date of Delivery
   i. MM: Month
   ii. DD: Day
   iii. YY: Year *(required field)*
   h. Enter Date of Delivery Range
   i. MM/DD/YY to MM/DD/YY
   i. Select LHD
j. Select Place of Delivery Type
k. Select Place of Delivery

5. Select Search, Reset, or Advance Tab
   a. **Search**: will perform a search based on the criteria entered in the General Tab and display the Results Window with data, or display the Results Window with the message ‘No records to display’.
   b. **Reset**: will clear any data entered in the input criteria fields.
   c. **Advanced Tab**: will allow you to enter additional information for your search.

### Advanced Search

1. Enter data in the General Tab (see above input criteria)

2. Enter as much of the following fields as needed for your specific search.
   a. Funeral Home Name
   b. Enter Funeral Director Name
   c. Enter Medical Facility Name
   d. Enter Medical Certifier Name
   e. Enter Mother Name Information
      i. First Name
      ii. Middle Name
      iii. Last Name
      iv. Maiden name
   f. Enter Father Name Information
      i. First Name
      ii. Middle Name
      iii. Last Name

3. **Select Search or Reset**
   a. **Search**: will perform a search based on the criteria entered in the General Tab and display the Results Window with data, or display the Results Window with the message ‘No records to display’.
   b. **Reset**: will clear any data entered in the input criteria fields.
Select Record

The results page display the Results Window with data, or display the Results Window with the message ‘No records to display’. The results window has several user friendly features.

1. Ability to sort on any column heading.

2. Status Column that provides a quick visual for records that are Approved or Overdue.

3. Details: when you select details of the one of Search Results, the Details Window will appear below the search results and provide basic data of the record under each tab.


5. View option to open and view a specific record. When you select View, the system will take you into the Demographic and Medical sections of that specific record. To return to the queue, you can use your browsers back button.
6. **# Of Pages** and **# of Records** indicator. This is located at the bottom of the results list and will:
   
   a. Tell you how many total items and pages there are.
   
   b. Allow you to go to a specific page by selecting that page number or using arrows to go back and forward.
   
   c. Allow you to change how many results are displayed on each page

   ![](image)

   7. **Extract** data from the queue criteria in various formats

   a. Microsoft Excel
   
   b. PDF
   
   c. CSV
   
   d. Microsoft Word

---

**Tips and Notes**

Once you have selected View and have gone into the record, if you want to perform another search you will need to return to Function/Search and start the process again.

**More Info**

What you see in IFDRS depends on the permissions granted to your user ID, so you may not see the same things as another user.
Queues

Work queues or workflow provide you with a list of records that require action. You can access your workflow in 2 ways.

1. When you first login to the IFDRS you are presented with the Home Page. The Home Page displays records that are active and notifications that are within 30 days. Workflow is listed in 3 separate tabs: Less than 48 Hours Cremation, General, Other Locations.

2. Queues Tab provides you access to the General Queue as well as Notification. You can search for certain records using a search function. Access to records by the Queues Tab allows you to see records that are more than 30 days old or have been completed.
General Queues
The General Queue page has 2 sections; Demographic Data and Results.

The Demographic section allows you to select the type of records you would like to see in the Queue Type as well enter specific demographic data to perform searches of data.

The Results section displays the results based on the search criteria entered. When you first access the General Queue, all records for your login/location will be displayed.

Queue Type
You have the option of selecting from several different queue types by selecting a type from the drop down box:

1. Unresolved: This queue will provide you a listing of open records for your location.
2. Medical Certifier not designated: This queue will provide list of all records where the Medical Certifier has not yet been designated.
3. Demographic Corrections: This queue will provide a list of all records where there are pending corrections to be made.
4. **Late Records**: This queue will provide a list of all records that have exceeded the limit on the number of days to complete a record.

5. **Rejected/Declined/Void**: this queue will provide a list of all records for your location that have been rejected, declined, or voided.

**Queue Results**

The Queue Results window displays the results of the specific queue and data requested in the search. The results window has several user friendly features.

![Queue Results Table]

1. **Status Column** that provides a quick visual for records that are Approved or Overdue.

2. **Ability to sort** on any column heading.

3. **View** option to open and view a specific record. When you select View, the system will take you into the Demographic and Medical sections of that specific record. To return to the queue, you can use your browsers back button.

4. **# Of Pages** and **# of Records** indicator. This is located at the bottom of the results list and will:
   a. Tell you how many total items and pages there are.
   b. Allow you to go to a specific page by selecting that page number or using arrows to go back and forward.
c. Allow you to change how many results are displayed on each page

5. **Extract** data from the queue criteria in various formats
    a. Microsoft Excel
    b. PDF
    c. CSV
    d. Microsoft Word
Notification(s) Queue

The Notification(s) Queue page displays any record where a notification has been sent to your login or on a record that is tied to your location. Notifications that are 30 days or less appear on the Home page, you can also view current and past notifications by using the Notification Queue. Notifications are issued when records are updated at specific intervals. Not all notifications require action by you.

The Notification Queue page is broken down in 2 sections.

1. Search Criteria
2. Results List

Search Criteria

1. You can search by one or more of the following input criteria:
   - **Entered by:**
   - **From Date:** You can enter the date in MM/DD/YYYY format or select from Calendar tool.
   - **To Date:** You can enter the date in MM/DD/YYYY format or select from Calendar tool.
   - **Description:**
   - **Active:** Select from drop down box
     - Blank
     - Yes
     - No
2. Once your search criteria is entered you can select:
   a. Search: A search will be performed based on the input criteria
   b. Reset: Data entered into the search fields will be erased

3. Search Results: Your search results are displayed in the Results Window below the search criteria.

**Search Results**
Results are displayed in list form showing you the Description, Entered By, and Date for each Notification. The results window has several user friendly features.

1. **View** option to open and view a specific record. When you select View, the system will take you into the Demographic and Medical sections of that specific record. To return to the queue, you can use your browsers back button.

2. **# Of Pages** and **# of Records** indicator. This is located at the bottom of the results list and will:
   a. Tell you how many total items and pages there are.
   b. Allow you to go to a specific page by selecting that page number or using arrows to go back and forward.
   c. Allow you to change how many results are displayed on each page

3. **Extract** data from the queue criteria in various formats
   a. Microsoft Excel
   b. PDF
   c. CSV
   d. Microsoft Word

4. **Refresh and Delete Notifications:**
   a. Refresh will update any additions/changes since you last ran the search.
   b. Delete Notifications will delete any Notifications that you have selected with the check box.
Verifications

Please Note: Record verifications can only be done by Funeral Directors

Records that are ready for verification can be viewed from the General Tab of workflow. The workflow screen will show how many records (if any) are ready to be released. To view these records click on the arrow with your mouse the records will be displayed.
# Verifying a record

## Introduction
Use these steps to verify a record that is in your work queue.

## Steps to Follow

1. **Access IFDRS**
2. From the Home Page and General Tab, click the arrow next to **Ready to be Verified**.
3. From List of Records, select the record you want to release. Please note, records that are overdue are indicated with the Overdue Icon. This will take you into the demographic section of the record.
4. You will notice that the Status Bar will have **Green Lights through Certified**.
5. Select Record Actions Tab from the right side of the screen. This will open up the available actions tabs you can process for this record.
6. **Select Verify**
7. Enter your assigned PIN# to certify that the information is complete and accurate to the best of your knowledge, and select
   a. **OK**: to complete the verification process
   b. **Cancel**: to return to the record.
If you select OK, you will be presented with a verification screen. Select OK. The system will:

1. Return you to the demographic page of the record you just verified.
2. A system generated e-mail will be sent to your indicating that a record has been verified. There is no action required, this is a security measure. An email will also be generated to the Local Health Department for their notification.
3. The Record Status will change and reflect the completion of the Verification process.

| Record Status | Pending | Demographic | Record | Verified | Certified | Verified | LHSA Approval | USH | Re-Rejected | Completed |

**Tips and Notes**

If you receive an e-mail concerning a verification of a record, and you did not perform this verification, please follow the directions at the bottom of the email.

*Please Note: Record verifications can only be done by Funeral Directors*

**More Info**

What you see in IFDRS, Record Actions will depend on the permissions granted to your user ID, you may not see the same things as another user.
Demographic Amendments (Resubmits)

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Amending the Demographic Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>Use these steps to Amend the Demographic Section of a Record. This function will</td>
</tr>
</tbody>
</table>
| Steps to Follow | 1. Access IFDRS  
2. Perform a Search to access the record that you will be amending.  
3. From List of Records, select View for the record you want to amend. This will take you into the demographic section of the record.  
4. Select Record Actions Tab from the right side of the screen. This will open up the available actions tabs you can process for this record.  
5. Select Demographic Resubmit  
6. If there are no prior resubmits, you will see the below screen. |

![Record Actions](image)

![Resubmit Screen](image)
7. Select Add new Resubmit
8. The Resubmit window will appear.

9. Make necessary changes in the field(s) needed.
10. Save and Validate
11. System will return “Record Status: Resolved” and a Release Prompt

12. Release Demographic Resubmit
13. Answer Prompt: ‘Are you sure you want to release this resubmit for approval?’
14. You can now close the Resubmit window by selecting the ‘X’ or the ‘Back’ tab. This completes the FD role in the Demographic Resubmit process.
   a. The ‘X’ closed the Resubmit window and returns you to the normal record.
   b. The ‘Back’ tab returns you to the Resubmit results window where you can add a new resubmit or close the window.

Tips and Notes

The Original Record will not change until approved by the LHD or State.

Depending on your screen resolution, you may have to select Full Screen to see the entire Resubmit Window.

More Info
## Change PIN Number

### Procedure

<table>
<thead>
<tr>
<th>Introduction</th>
<th>Change PIN Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>You are assigned a PIN # when you sign up to use the IFDRS. This PIN# acts as your electronic signature. Your PIN# is required when you Certify a Record. You can change this PIN# at anytime.</td>
<td></td>
</tr>
</tbody>
</table>

### Steps to Follow

1. Access IFDRS
2. Select ‘Change PIN Number’ from the left side functions, Access

![PIN Change](image)

3. Enter your current PIN #
4. Enter your new PIN#
5. Confirm New PIN#
6. Select OK or Cancel

### Tips and Notes

More Info
## Extract

### Procedure

<table>
<thead>
<tr>
<th>Performing a Funeral Directors Extract</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction</strong></td>
</tr>
<tr>
<td>This functionality is yet available.</td>
</tr>
<tr>
<td><strong>Steps to Follow</strong></td>
</tr>
<tr>
<td>1.</td>
</tr>
<tr>
<td><strong>Tips and Notes</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>More Info</strong></td>
</tr>
</tbody>
</table>

## Reports

### Procedure

<table>
<thead>
<tr>
<th>Performing a Funeral Directors Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction</strong></td>
</tr>
<tr>
<td>This functionality is yet available.</td>
</tr>
<tr>
<td><strong>Steps to Follow</strong></td>
</tr>
<tr>
<td>1.</td>
</tr>
<tr>
<td><strong>Tips and Notes</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>More Info</strong></td>
</tr>
<tr>
<td>/</td>
</tr>
</tbody>
</table>