

TxEVER - Funeral Home Training Toolkit

11/19/18

The TxEVER - Funeral Home Training Toolkit is an education tool to use for Funeral Homes to provide training and support to their staff on TxEVER.

List of Tools	
Flow Chart: Life of a Death Record	Click Here
User Guide: Death Registration (for funeral homes)	Click Here
Training Guide: TxEVER Funeral Home Training Guide	Click Here
Video: TxEVER Starting a New Death Certificate	Click Here
Video: TxEVER How to Find In-Progress Death Record	Click Here
Video: TxEVER Demographic Verification and Release	Click Here
Presentation: TxEVER Super Users Death	Click Here
Quick Reference Guide: Shortcuts for Funeral Homes	Click Here

A. Download all tools from the DSHS-VSS Landing Page at:

<http://dshs.texas.gov/vs/field/The-TxEVER-Project/>

1. Download "Life of a Death Record" Flow Chart
2. Download "Death Registration" User Guide
3. Download "TxEVER Funeral Home Training Guide"
4. Download "TxEVER Starting a New Death Certificate" Video
5. Download "TxEVER How to Find In-Progress Death Record" Video
6. Download "TxEVER Demographic Verification and Release" Video
7. Download "Shortcuts for Funeral Homes" Quick Reference Guide
8. Download "TxEVER Super Users Death" Presentation

B. Training Plan

1. Review "Life of a Death Record" Flow Chart. This is a flow chart of the death registration process.
2. Review "Death Registration" User Guide. This provides an in-depth training on the death registration process.
 - a. Follow steps in the "step-by-step" instruction on how to register a death.
3. Review the "TxEVER Starting a New Death Certificate" Video. The video provides a visual description of for how to start and complete a new Death Certificate.
4. Complete Exercise 3 on page 12 of "TxEVER Funeral Home Training Guide".
5. Review the "TxEVER How to Find In-Progress Death Record" Video. The video provides a visual description of how to search for in-progress death registration.
6. Complete Exercise 4 on page 17 of "TxEVER Funeral Home Training Guide".
7. Review the "TxEVER Demographic Verification and Release" Video. The video provides a visual description of the demographics tab and release of the record in the death registration process.
8. Complete Exercise 5 on page 22 of "TxEVER Funeral Home Training Guide".
9. Review "Shortcuts for Funeral Homes" The shortcuts provide a quick at-a-glance guides for death registration.