

## TxEVER - Justice of the Peace Training Toolkit

11/19/18

The TxEVER - Justice of the Peace Training Toolkit is an education tool to use for Justice of the Peace to provide training and support to their staff on TxEVER.

<b>List of Tools</b>	
Flow Chart: Life of a Death Record	<a href="#">Click Here</a>
Training Guide: TxEVER Medical Certification Training Guide	<a href="#">Click Here</a>
Video: TxEVER How to Log In	<a href="#">Click Here</a>
Video: TxEVER Navigating Dashboards	<a href="#">Click Here</a>
Video: TxEVER Data Entry for Justices of the Peace	<a href="#">Click Here</a>
Quick Reference Guide: Shortcuts for Medical Certifiers	<a href="#">Click Here</a>

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 "TxEVER Medical Certification Training Guide"
3. Download "TxEVER How to Log In" Video
4. Download "TxEVER Navigating Dashboards" Video
5. Download "TxEVER Data Entry for Justices of the Peace" Video
6. Download "Shortcuts for Medical Certifiers" Quick Reference Guide

## B. Training Plan

1. Review "Life of a Death Record" Flow Chart. This is a flow chart of the death registration process.
2. Review the "TxEVER How to Log In" Video. The video provides a visual description of for how to log into TxEVER.
3. Review the "TxEVER Navigating Dashboards" Video. The video provides a visual description of for how to view and use Dashboards in TxEVER.
4. Review the "TxEVER Data Entry for Justices of the Peace" Video. The video provides a visual description of the of the data entry process for Justices of the Peace.
  - a. Complete Exercise 6 on page 21 of "TxEVER Medical Certifier Training Guide".
5. Medical Certification – Complete Exercise 10 on page 29 of the "TxEVER Medical Certifier Training Guide."
6. Review the "Medical Amendments" User Guide. The guide provides step-by-step instructions for making Medical Amendments
  - a. Complete Exercise 17 on page 42 of the "TxEVER Medical Certifier Training Guide."
  - b. Complete Exercise 18 on page 46 of the "TxEVER Medical Certifier Training Guide".
7. Review "Shortcuts for Medical Certifiers" The shortcuts provide a quick at-a-glance guides for registration of death.