



# Using the Illinois Vital Records System (IVRS)

Local Registrar Manual

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## What is the Illinois Vital Records System?

The Illinois Vital Records system (IVRS) is a web-based application that is used to create and process death and death certificates electronically, streamlining the older paper process of creating. Once you have requested and received your login information, you will be able to access the system from any computer with internet access. IVRS runs in a standard web browser.

## What Does IVRS Do?

The system allows Local Registrars (LRs) to electronically register all births and deaths in the State of Illinois and print these records and other applicable documents from within the system. IVRS automatically assigns the State File Number when the Local Registrar registers a birth or death record. The LR can then issue the records and provide permission to print those records from funeral homes, as necessary. Only users within the same city or county where the birth and death occurred can access the records.

The system tracks new birth and death records during the registration process and electronically routes them to the appropriate authority, as required. It also includes a fully functional search function to locate birth and death records.

## What Is the Process to Register a Death Certificate?

The basic electronic process is similar to the paper one – only the steps are done electronically. The diagram below shows the flow of a basic death certificate through the IVRS (see Figure 1).

The basic electronic process follows the same order and content as the sections in the *Certificate of Death Worksheet*.

Once the FD signs and saves the record, IVRS routes it to the Local Registrar.

The Local Registrar reviews the record, signs it, and then registers the death record using IVRS. At this point, IVRS issues appropriate permits (*VR205 Report of Death*, *VR204 Disposition of a Dead Human Body*, or *VR204.1 Permit to Cremate*) to the FD.

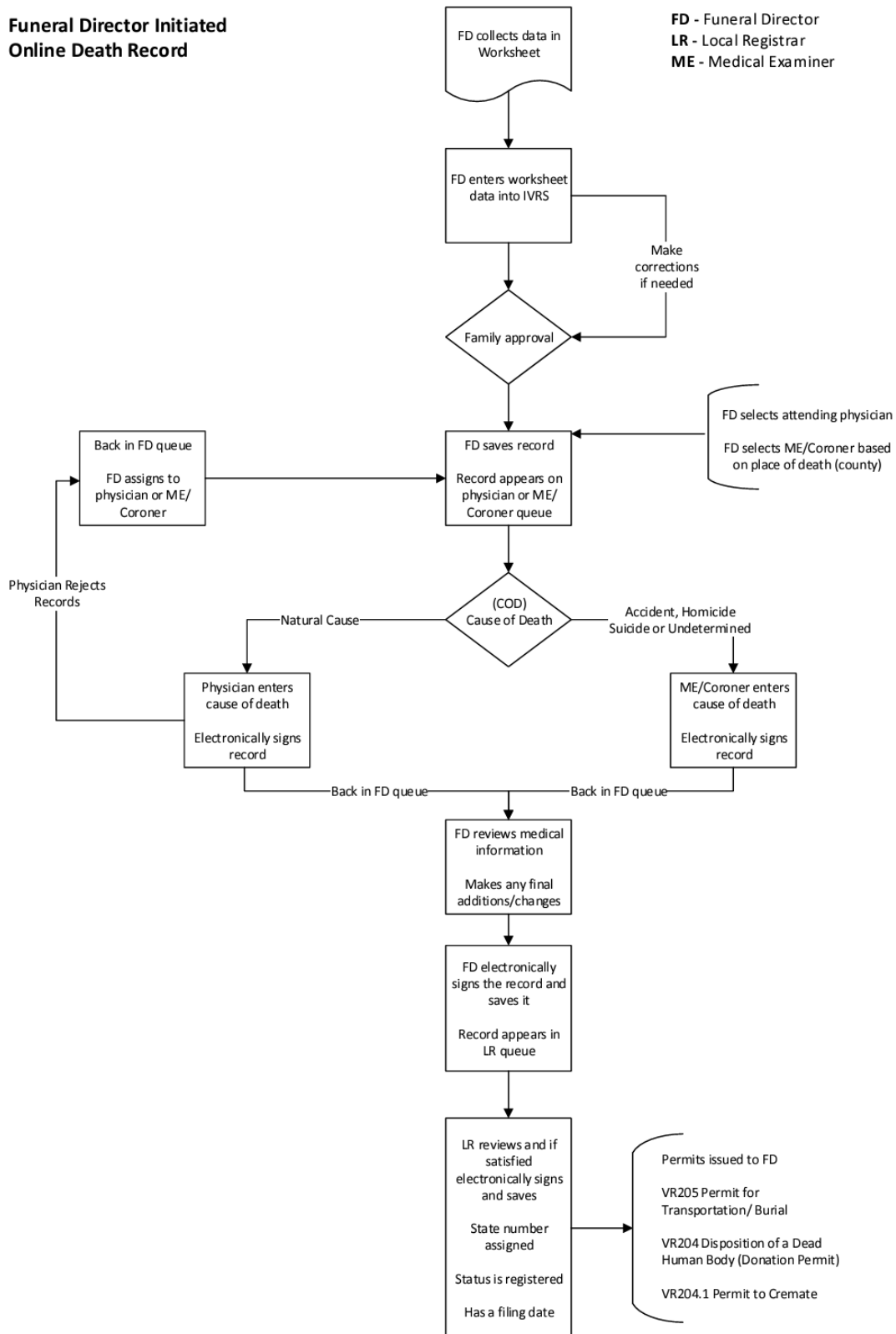
**NOTE:** Fetal Death records will be addressed in the Fetal Death addendum training course.

### **Figure 1: Death Record Flow Chart Initiated by Funeral Director**

Funeral Director (FD) collects data in Worksheet. FD enters worksheet data into IVRS and make corrections as needed to until family approves. FD selects attending physician and/or ME/Coroner based on place of death by county. FD saves record. Record appears on physician or ME/Coroner queue. Cause of Death entered. If Natural Cause, Physician enters cause of death and electronically signs record. If Physician rejects record, returns to FD queue. FD assigns to physician or ME/Coroner. If Cause of Death was by Accident, Homicide, Suicide or Undetermined, ME/Coroner enters cause of death and electronically signs record. Once cause of death has been correctly entered, the record returns to the FD queue. FD reviews medical information and makes any final additions/changes. FD electronically signs the record and saves it. Record appears in Local Registrar (LR) queue. LR reviews and if satisfied electronically signs and saves. State number assigned. Status is registered and record has filing date. Permits issued to FD: VR205 Permit for Transportation/Burial, VR204 Disposition of a Dead Human Body

(Donation Permit), VR204.1 Permit to Cremate.

**Funeral Director Initiated  
Online Death Record**



## What is the Process for Registering a Birth Certificate?

### Registrar Section

The Birth record now appears in the **Birth Loc Reg Signature** work queue for approval, numbering, and registration.

If all sections of the record are complete, will the Local Registrar enter “Y” for Yes in the **Registrar Sign?** field and save the record. At this point, the record is now registered.

## Who Can Use IVRS?

Users must submit an application to their Local Registrar or SRA to access IVRS. The various roles defined in the system are as follows:

- Vital Records staff
- Local Registrars
- Medical Examiners/Coroners
- Funeral Directors
- Physicians
- Hospital Clerk staff
- County Clerks
- Free Standing Birth Center Clerks

## User Administration

Only the Site Registration Authority (SRA) for your location can perform user administration tasks. Contact your location’s SRA for any changes to your login or personal information.

### **Site Registration Authority**

SRAs are critical to the following:

- Establishing the IVRS location for their office, business, or facility.
- Approving their local office staff to participate in IVRS.
- Performing site and user deactivations and updates.

**NOTE:** If you are an SRA, refer to the *Using the Illinois Vital Records System (IVRS) for Site Registration Authority (SRA)* manual for instructions on registering yourself, setting up your facility in IVRS, approving staff for access, and deactivating staff or your facility.

### **Local Registrar Roles in IVRS**

Table 1 lists all of the user capabilities in IVRS.

**Table 1: Local Registrar Capabilities in IVRS by Role**

Capability	Local Registrar SRA	Local Registrar	Local Registrar Researcher
Manage User Information	Y	N	N
Create a Birth/Death Record	Y	Y	N
Update a Birth/Death Record	Y	Y	N
Create a Foundling Birth Record	Y	Y	N
Request Verification for Social Security Number	Y	Y	N
Enter/Update Demographic Information	Y	Y	N
Sign for Local Registrar	Y	Y	N
Delete unregistered Birth/Death Record	Y	Y	N
Minor Corrections	Y	Y	N
Display Special Reg Records	Y	Y	N
Print Birth Certificate Long Form	Y	Y	N
Print Certificate of Birth/Death Worksheet	N	N	N
Print Birth and Death Short Form	Y	Y	N
Print VR204 Permit	Y	Y	N
Print VR204.1 Permit	N	N	N
Print VR205 Permit	Y	Y	N
Print VR207 Application	Y	Y	N
Search for Records	Y	Y	Y

## What Is the IVRS Work Queue?

The IVRS work queue contains items waiting for action. When you select the **Work Queue** menu, the system displays a list of the various queues assigned to your role. It includes a circled number next to the various items on the menu. These numbers indicate how many items are waiting in that queue. If the number is zero, nothing is in that queue.

## Processing Work Queue Items

When you select a work queue from the **Work Queue** menu, the system displays a *Search Results* screen with that queue's items in a table view. To review a death record, select it from the list, and then either select the **Display** button or double-click the record to open it.

When you complete a death record in your queue, the system automatically routes it to the appropriate authority. For example, when an FD initiates a death record and marks it complete in a natural cause-of-death scenario, IVRS routes the record to the physician's queue for the cause of death and signature.

The *Work Queues* section includes the following work queues for Local Registrars:

### Birth Work Queues

- Birth Index Request Complete: Birth records waiting for an index update.
- Birth Local Reg in Process: Paper Birth records that are in progress.

- Birth Local Reg Signature: Birth records that are marked as Hospital Complete and waiting for the LR signature.

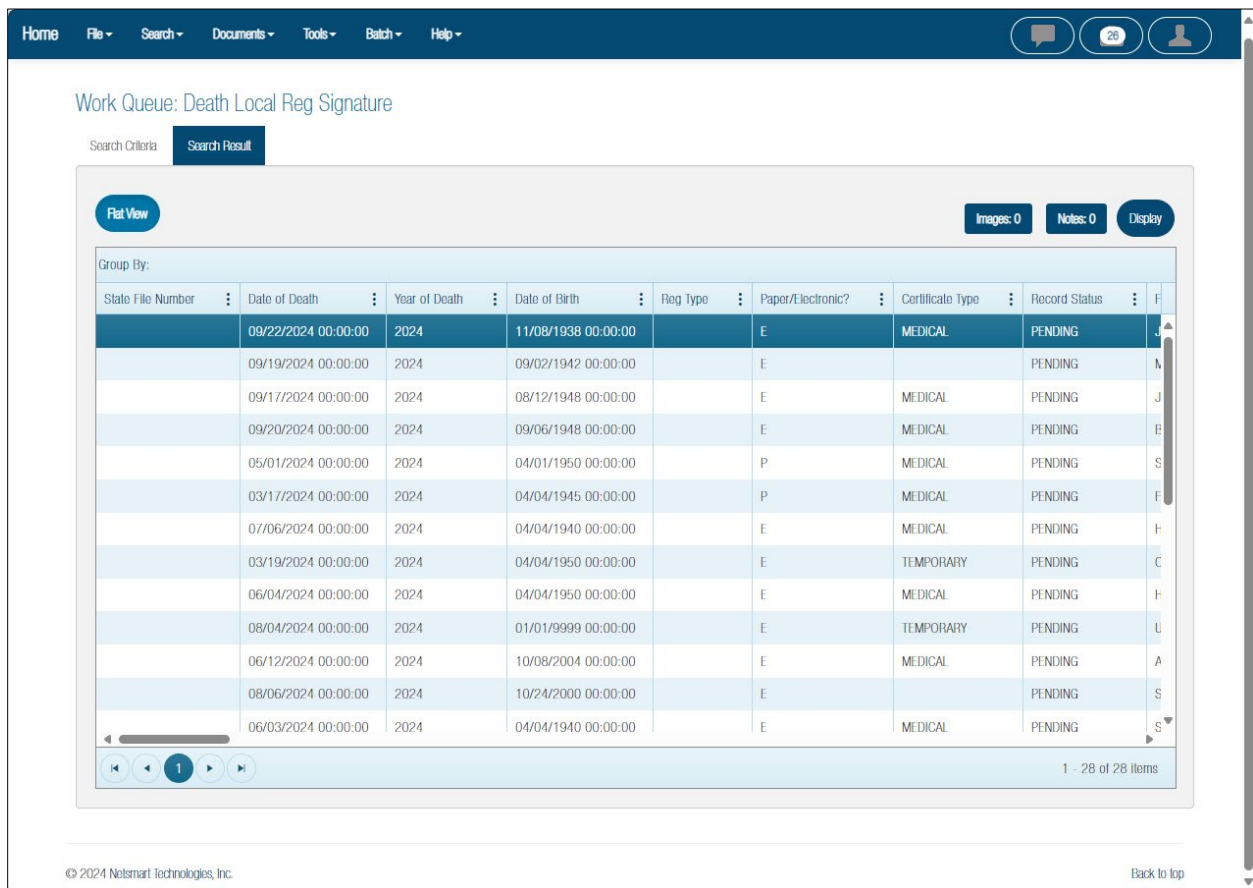
### Death Work Queues

- Death Certs Ready to Print (FD): Death certificates that the Funeral Director has requested to print at the funeral home are available for printing after the Local Registrar registers the record.
- Death Local Reg Signature: Death records that are waiting to be reviewed, signed, and registered by the Local Registrar.
- Ready to Register as Perm: Death records that are registered as temporary are now ready to be marked permanent.

## Signature Authority

When a record is ready for review and signature, it will appear in the Local Registrar Work Queue under the Death Local Reg Signature item. When this queue is selected, a screen will appear with a list of all records waiting for the Local Registrar's signature (See Figure 2).

**Figure 2: Death Local Reg Signature**



To select a record for review, you may highlight it from the **Search Result** tab and select the **Display** button or double-click the item. The record will appear in a separate window for review. If a change needs to be made to the record, you can make changes before it is registered. Records may also be rejected

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(with a note explaining why) and sent back to the funeral home for changes. To reject a record back to the funeral home, place a checkmark in the **Reject to Funeral Director** checkbox. This is located on the complete tab in the Funeral Director section below the funeral director's name. A checkmark in the box means the option is turned on. When the record is saved, it will be routed to the Funeral Director electronically.

Birth records may be rejected and sent back to the Hospital for changes. To reject a birth record back to the hospital, place a checkmark in the **Reject to Facility** checkbox located on the completed tab in the *Facility* section. Then select the **Save** button.

If the record data is correct, the LR will register the record by electronically signing it. The Permit and Local Registrar signature areas are at the bottom of the Complete tab. To electronically sign a record - place a "Y" for yes in the Local Registrar signature fields. For death records, to issue permits, place a "Y" for yes in the Local Registrar fields in the permit areas.

## Creating a New Death Record

IVRS facilitates the death registration process by allowing appropriate personnel to report and record relevant information, obtain the cause of death from the Physician or Coroner/ME, and register the death via the Local Registrar using an online data gathering and electronic signature authorization system.

Creating a death record using IVRS begins with completing a *Certificate of Death Worksheet* during the informant interview. The Death Worksheet can be printed in IVRS under the Blank Forms menu.

If the Funeral Director is not online with IVRS, the LR will enter the record into IVRS. The funeral director will follow the procedures for paper records.

Upon receipt of a Death Worksheet, follow these instructions to create a new death record.

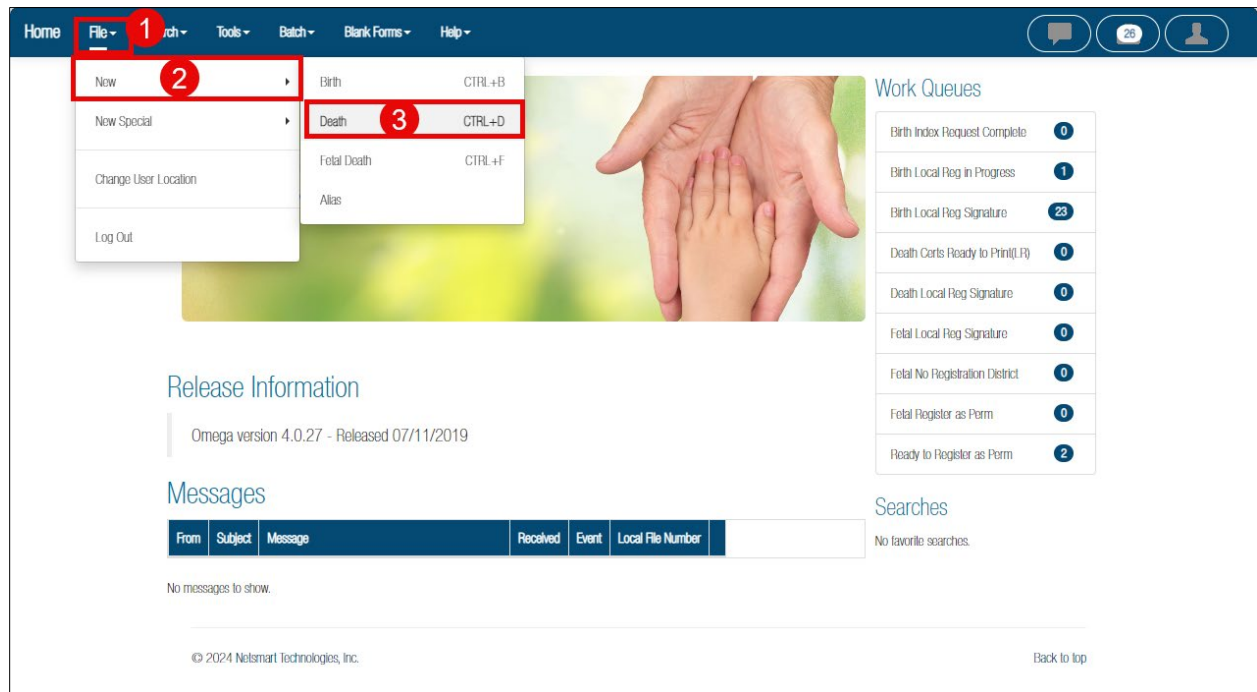
### ***Accessing the Death: New Screen***

To start a new death record in IVRS, follow these steps:

Log into IVRS.

1. Select the **File** menu.
2. Select "New" from the drop-down menu.
3. Select "Death" from the **New** drop-down menu to open a *Death: New* screen (see Figure 3).

**Figure 3: Death - New Screen**



The *Death: New* screen opens to the **Decedent** tab.

### **Using the *Death: New* Screen**

The *Death: New* screen (see Figure 4) allows you to enter the information in IVRS to create a new death record. This screen includes the following tabs that you may work as you complete the death record:

- **Decedent**
- **Dec History**
- **Disposition**
- **Certifier**
- **Cause of Death**
- **Demographics**
- **Complete**
- **Fax**

**Figure 4: Death: New Screen with Tabs**

The screenshot shows the 'Death: New' screen in IVRS. The top navigation bar includes 'Home', 'File', 'Search', 'Documents', 'Action', 'Linking', 'Tools', 'Batch', and 'Help'. The header area displays 'Death: New' and status indicators: 'Image count: 0', 'Notes count: 0', 'Alerts: 0', and a 'Save' button. The 'Decedent' tab is selected, showing a 'System' section with the following fields: State File Number, Local File Number, Record Status (PENDING), Date Created, Created by (ONE, TRAIN), Created by User Group (10021), Date Modified, Modified By, Reg Type, Record Type - (Electronic/Paper) (P), Amendment Flag, and Correction Flag. Below the System section is a 'Deceased' section with fields for First Name, Middle Name, Last Name, and Suffix.

Begin by entering the decedent information in the **Decedent** tab.

### *Completing the Decedent Tab*

The **Decedent** tab allows you to enter the required information about the decedent into IVRS (see Figure 5). This tab includes the following sections:

- *System*
- *Deceased*
- *Age if Decedent is Under 1 Year Old*
- *Place of Death*

**Figure 5: Decedent Tab**

The screenshot displays the 'Decedent' tab in the IVRS system. At the top, there is a navigation bar with 'Home', 'File', 'Search', 'Documents', 'Action', 'Linking', 'Tools', 'Batch', and 'Help'. On the right, there are icons for chat, a briefcase, and a user profile, along with a 'Save' button. Below the navigation bar, the page title is 'Death: New'. There are three status indicators: 'Image count: 0', 'Notes count: 0', and 'Alerts: 0'. A 'Save' button is also present.

The main content area is divided into several sections:

- System Section:** Contains fields for 'State File Number', 'Local File Number', and 'Record Status' (set to 'PENDING'). It also includes 'Date Created', 'Created by' (with a calendar icon), 'Created by User Group' (set to '10021'), 'Date Modified' (with a calendar icon), and 'Modified By'.
- Deceased Section:** Includes 'First Name', 'Middle Name', 'Last Name', and 'Suffix' fields. There is an 'Add Alias' button and a 'Current Number of Alias' field (set to '0'). It also has 'Sex', 'Date of death known?' (with a calendar icon), 'Date of Death' (with a calendar icon), 'Decedent Found', and 'Date of Birth' (with a calendar icon) fields.
- Age if Decedent is Under 1 Year Old Section:** Contains 'UNDER 1 YEAR of AGE - Months', 'Days', 'UNDER 1 DAY of AGE - Hours', and 'Minutes' fields.
- Place of Death Section:** Includes 'State' (set to 'ILLINOIS'), 'County', 'City', and 'Place of Death' dropdown menus. It also has 'Facility Name', 'Address', 'Apt No', 'Zip Code', and 'Registration District Code' fields.

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### System Section

The system section contains auto-populated information.

### Deceased Section

**NOTE:** Some of the fields in this section are connected. For example, the **Date of death known** field is connected to the **Date of Death** and **Decedent Found** fields. If you enter “Y” for Yes in the **Date of death known** field, IVRS activates the **Date of Death** field as a mandatory field for you to enter the date and deactivates (grays out) the **Decedent Found** field as blank, meaning you cannot enter information in the field. If “N” for No is entered in the **Date of death known** field, IVRS activates the **Date of Death** field as a mandatory field for you to enter the date, auto-populates the **Decedent Found** field with “FOUND,” and deactivates the field.

Add the following information in the *Deceased* section fields:

1. **First, Middle, Last, and Suffix:** Complete the applicable name fields.
2. **Sex:** Enter “M” for Male, “F” for Female, “or U” for Unknown.
3. **Date of death known?:** Enter “Y” for Yes or “N” for No.
4. **Date of Death:** Enter the date of death in MM/DD/YYYY format.
5. **Decedent Found:** Auto-populates according to the answer provided in the **Date of death known?** field
6. **Date of Birth:** Enter the decedent’s date of birth, if known.

**NOTE:** The **Date of Birth** field is connected to the **Age** and **Age Unit** fields. If you enter a date of birth for the decedent, the system auto-populates the **Age** and **Age Unit** fields.

### Age if Decedent is Under 1 Year Old Section

Add the following information only when the decedent is less than one year of age.

7. **UNDER 1 YEAR of AGE – Months:** Enter the decedent’s age in the number of months (e.g., “10”).
8. **Days:** Enter the decedent’s remaining age in number of days (e.g., “22”).

**NOTE:** According to the parenthetical examples provided in the previous two fields, the decedent would have been 10 months and 22 days old.

Add the following information only when the decedent is less than one day old.

9. **UNDER 1 DAY of AGE:** Enter the decedent’s age in the number of hours (e.g., “18”).
10. **Minutes:** Enter the decedent’s age in the number of minutes (e.g., “42”).

**NOTE:** According to the parenthetical examples provided in the previous two fields, the decedent would have been 18 hours and 42 minutes old.

### Place of Death Section

**NOTE:** Throughout IVRS, the fields of country, state, and city are connected. For example, if “Sangamon” is selected from the **County** drop-down list, only cities within Sangamon County will be available in the **City** drop-down list. If “Emergency Room” is selected from the **Place of Death** drop-down list, only facilities within the selected city will appear in the **Facility Name** drop-down list.

Add the following information in the *Place of Death* section fields:

11. **State:** Auto-populates to Illinois
12. **County:** Select the county from the drop-down list.

**NOTE:** Enter the first few letters of the County for a shortcut to scrolling.

13. **City:** Select the city from the drop-down list.

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**NOTE:** Enter the first few letters of the city for a shortcut to scrolling.

14. **Place of Death:** Select the place of death from the drop-down list.

**NOTE:** If you select “Decedent’s Home” from the drop-down list, IVRS grays out the **Facility Name** field and requires you to enter the address information in the **Address** and **Zip Code** fields. If you select a facility from the drop-down list, you must select a specific facility from the **Facility Name** field, and IVRS populates the facility’s address information.

15. **Facility Name:** Select a facility name from the drop-down list, if applicable.

### *Completing the Dec History Tab*

The **Dec History** tab allows you to enter required information about the decedent into IVRS (see Figure 6). This tab includes the following sections:

- *Decedent Birth Information*
- *Marital/Civil Union*
- *U.S. Armed Forces*
- *Residence*
- *Parents*
- *Informant*

Figure 6: Dec History Tab

The screenshot shows the 'Dec History' tab for a 'Death: New' record. The form is organized into several sections:

- Decedent Birth Information:** Includes dropdowns for Country of Birth (set to UNITED STATES), State of Birth (set to ILLINOIS), and City of Birth. A Social Security Number field is also present.
- Marital/Civil Union:** Includes a dropdown for Decedent's Status, and text boxes for Surviving Spouse/Civil Union Partner's First Name, Middle Name, Last Name (Maiden), and Suffix.
- U.S. Armed Forces Service:** Includes a checkbox for 'US Armed Forces?'.
- Residence:** Includes dropdowns for Country (UNITED STATES), State (ILLINOIS), and City. Text boxes for Street Address, Apt No, Zip Code, and In City Limits? are also present. Health Department Code and Health Service Area are shown as grayed-out fields.
- Parents:** Includes text boxes for Father/Co-Parent's First Name, Middle Name, Last Name (prior to first marriage/civil union), and Suffix. Similar fields are provided for the Mother/Co-Parent.
- Informant:** Includes text boxes for First Name, Middle Name, Last Name, and Suffix. A dropdown for Relationship to Decedent and a dropdown for Country (UNITED STATES) are also present. Text boxes for Mailing Address, Apt No, State, and City are included, along with a Zip Code dropdown.

### Decedent Birth Information Section

**NOTE:** The country, state, and city are linked together. For example, if United States is selected from **Country of Birth** drop-down list, only U.S. states will display in the **State of Birth** drop-down list and only cities within that state will display in the **City of Birth** drop-down list.

Add the following information in the *Decedent Birth Information* section fields:

1. **Country of Birth:** Select the country where the decedent was born.
2. **State of Birth:** Select the state where the decedent was born if born in the United States.
3. **City of Birth:** Select the city where the decedent was born if born in the United States.

**NOTE:** If the decedent was born outside the United States or Canada, IVRS grays out the **State of Birth** and **City of Birth** fields.

4. **Social Security Number:** Enter the decedent's social security number.

**NOTE:** If you don't know the decedent's social security number, enter all nines. IVRS has a live interface with the Social Security Administration, and they recognize all nines as an unknown SSN. It is important to enter correct and complete information. Do not enter a number that does not belong to the deceased.

### Marital/Civil Union Section

Add the following information in the *Marital/Civil Union* section fields:

5. **Decedent's Status:** Select the decedent's applicable marital status.
6. **Surviving Spouse/Civil Union Partner's First Name, Middle Name, and Last Name (Maiden)** fields: Enter the name of the surviving spouse or civil union partner's name, if applicable.

### U.S. Armed Forces Section

Add the following information in the *U.S. Armed Forces* section fields:

7. **US Armed Forces?:** Enter a "Y" for Yes or "N" for No.

### Residence Section

Add the following information in the *Residence* section fields:

8. **Country of Birth:** Select the country where the decedent lived from the drop-down list or select "Unknown."

**NOTE:** If you select "United States" or "Canada" as the country of birth, IVRS activates the **State of Birth** and **City of Birth** fields.

9. **State of Birth:** Select the state where the decedent lived from the drop-down list or select "Unknown."
10. **City of Birth:** Select the city where the decedent lived from the drop-down list or select "Unknown."

**NOTE:** Do NOT enter a township in the mailing address section. You must enter the city that goes with the assigned Zip Code for their mail delivery.

11. **Street Address, Apt No, and Zip Code** fields: Enter the physical address of the decedent.

**NOTE:** A verification message may appear. If the address is correct, select "No" to move forward. Selecting "Yes" will direct you back to the address field to re-enter information.

12. **In City Limits?:** Enter "Y" for Yes or "N" for No to denote whether the decedent's residence was within the city limits.

### Parents Section

Add the following information in the *Parents* section fields:

13. **Father/Co-Parent's First Name, Middle Name, and Last Name (prior to first marriage/civil union)** fields: Enter the father of the decedent's name.

14. **Mother/Co-Parent's First Name, Middle Name, and Last Name (prior to first marriage/civil union)** fields: Enter the mother of the decedent's name.

**NOTE:** If you do not know the names of either of the parents, enter "Unknown" as their first, middle, and last names. That way, the name fields can be updated with minor corrections later if the names are provided before the record is registered.

### Informant Section

Add the following information in the *Informant* section fields:

15. **First Name, Middle Name, and Last Name** fields: Complete the applicable name fields of the person who is providing the decedent information to you.

**NOTE:** Do NOT enter periods in any of the name fields.

16. **Relationship to Deceased:** Select the applicable relationship from the drop-down list.  
17. **Mailing Address, Apt No, State, City, and Zip Code** fields: Enter the informant's address information.

### *Completing the Disposition Tab*

The **Disposition** tab allows you to enter required information about how the decedent's body will be handled, including when the disposition will happen and which funeral home is in charge of the disposition (see Figure 7). This tab includes the following sections:

- *Disposition*
- *Funeral Home*

Figure 7: Disposition Tab

The screenshot displays the 'Disposition' tab in a software application. The interface includes a top navigation bar with options like Home, File, Search, Documents, Action, Linking, Tools, Batch, and Help. Below this, there are several tabs: Decedent, Dec History, Disposition (which is the active tab), Certifier, Cause of Death, Demographics, Complete, Flags, Fax, Supermical, and Amend. The Disposition section contains several form fields: 'Method of Disposition' (a dropdown menu), 'Cemetery/Crematory Country' (a dropdown menu with 'UNITED STATES' selected), 'Cemetery/Crematory State' (a dropdown menu with 'ILLINOIS' selected), 'Cemetery/Crematory City' (a dropdown menu), 'Cemetery, Crematory or Other Location' (a dropdown menu), and 'Disposition Date' (a date picker). Below the Disposition section is the 'Funeral Home' section, which includes fields for 'Name', 'Address', 'State', 'City', and 'Zip Code'.

### Disposition Section

Add the following information in the *Disposition* section fields:

1. **Method of Disposition:** Select the method of disposition from the drop-down list.

**NOTE:** Do NOT select “5. Other” for the **Method of Disposition** because permits will not generate.

2. **Cemetery/Crematory Country:** IVRS defaults to the United States. If applicable, select a different country.
3. **Cemetery/Crematory State:** IVRS defaults to Illinois. Select a different state, if applicable.
4. **Cemetery/Crematory City:** Select a city from the drop-down list.
5. **Cemetery, Crematory, or Other Location:** Select a specific cemetery, crematory, or other location from the drop-down list.
6. **Disposition Date:** Enter the date of disposition.

### Funeral Home Section

IVRS auto-populates the funeral home information in this section.

### Completing the Certifier Tab

The **Certifier** tab allows you to identify who will be certifying this decedent’s cause of death (see Figure 8). This tab includes the following sections:

- *Assigned To*
- *Certificate Type*

- *Certifier*
- *Coroner*
- *Certifier Statement*

**Figure 8: Certifier Tab**

The screenshot shows a web application interface for a 'Death: New' record. The 'Certifier' tab is active, displaying a form with the following sections:

- Assigned To:** Includes dropdowns for 'Certifier Type' and 'Name', a text field for 'Physician's License', text fields for 'Address 1' and 'Address 2', a dropdown for 'State' (set to ILLINOIS), a dropdown for 'City', and a dropdown for 'Zip code'. It also has input fields for 'Preferred Method of Contact', 'Phone', 'Extension', 'Fax', and 'Email', and checkboxes for 'Attend the Deceased Prior to Death (Y/N)' and 'Last Date Seen Alive'.
- Certificate Type:** Includes a dropdown for 'Certificate Type (Temporary/Permanent)' and a text field for 'Medical Examiner's Case Number'.
- Certifier:** Includes a date/time picker for 'Time of Death' and a dropdown for 'AM/PM'.
- Coroner:** Includes a date/time picker for 'Pronounced Dead' and a checkbox for 'Was Medical Examiner or Coroner Contacted?'.
- Certifier Statement:** A large text area for entering the certifier's statement.

### Assigned To Section

Add the following information in the *Assigned To* section fields:

1. **Certifier Type:** Select the applicable Certifier Type from the drop-down list.
2. **Name:** Select the applicable Certifier name from the drop-down list.

**NOTE:** The system auto-populates the remaining fields in this section based on the name of the Certifier you select.

---

## Certificate Type Section

Add the following information in the *Certificate Type* section fields:

3. **Certificate Type:** IVRS defaults this field to “Medical” and deactivates it when **Certifier Type** is “Physician.”

**NOTE:** Only the ME/Coroner can change this field.

## Certifier Section

Add the following information in the *Certifier* section fields:

4. **Time of Death** and **AM/PM** fields: Enter the time of death in am/pm format.

## Coroner Section

Add the following information in the *Coroner* section fields:

5. **Was the Medical Examiner or Coroner Contacted?:** Enter “Y” for Yes or “N” for No.

## *Completing the Cause of Death Tab*

The physician, ME, or Coroner is responsible for completing this tab. The LR will fax the paper record to the Vital Records office. Vital Records staff will enter medical and cause of death information.

## *Completing the Demographics Tab*

The **Demographics** tab requires you to add information about the education, ethnicity, race, and occupation of the decedent (see Figure 9). This tab includes the following sections:

- *Demographics*
- *Race*
- *Occupation*

Figure 9: Demographics Tab

Death: New

Image count: 0 Notes count: 0 Alerts: 0 Save

Decedent Dec History Disposition Certifier Cause of Death **Demographics** Complete Flags Fax Supermicar Amend

**Demographics**

Education

Hispanic Ethnicity (Y/N/U)? Mexican Cuban Puerto Rican Other Other Desc.

**Race**

White  Black or African American

Asian Indian  Chinese  Filipino  Vietnamese  Japanese  Korean

Native Hawaiian  Samoan  Guamanian or Chamorro

Am. Indian/Alaskan Native Specify

Other Asian Specify

Other Pacific Islander Specify

Other Specify

Unknown or Not Stated

## Demographics

Add the following information in the *Demographics* section fields:

1. **Education:** Select the decedent's education level from the drop-down list.
2. **Hispanic Ethnicity (Y/N/U):** Enter "Y" for Yes, "N" for No, or "U" for Unknown.

**NOTE:** This field is connected to the four fields next to it. If you enter "Y" for Yes, the system auto-populates the next four fields with "N" for No and activates them for you to update (**Mexican**, **Cuban**, **Puerto Rican**, and **Other**). If you enter "Y" in the **Other** field, you must enter the ethnic name (e.g., Colombian) in the **Other Desc.** field.

## Race

Add the following information in the *Race* section fields:

3. Select each applicable race checkbox. More than one race may be chosen.

**NOTE:** Some of these fields may require a description to be entered. For example, if you select the **Am. Indian/Alaskan Native** checkbox, the system enables the **Specify** field. You must then enter a tribe or description.

---

## Occupation

Add the following information in the *Occupation* section fields:

4. **Decedents Usual Occupation (do not use retired):** Enter the usual occupation of the Decedent (for example, “Farmer”).
5. **Decedent’s Industry (do not use retired):** Enter the type of industry or business of the decedent (for example, Agriculture).

## *Completing the Complete Tab*

The **Complete** tab allows you to complete your portion of the death record (see Figure 10). This tab includes the following sections:

- *Hospital Clerk*
- *Funeral Home Printing*
- *Funeral Home*
- *Physician/APRN/PA*
- *Coroner’s Permit to Cremate (VR 204.1)*
- *Coroner*
- *Permit for Disposition (VR 204)*
- *Permit for Disposition (VR 205)*
- *Local Registrar*

Figure 10: Complete Tab

Home File Search Documents Action Linking Tools Batch Help

Death: 13071371 Image count: 0 Notes count: 0 Alerts: 0 Save

Decedent Dec History Disposition Certifier Cause of Death Demographics **Complete** Flags Fax Supermicar Amend

**Funeral Home Printing**

Print Certificate at Funeral Home?  Y Number of Copies  010 Record Printed?  N Registrar Permission to Print (Y/N)?  Y

**Funeral Home**

Funeral Director  CORONER, CLARICE Funeral Director License  Complete (Y/N/R)?  Y Complete Date  09/11/2024 Completed by  VELMA VITAL

Signed?  Y Date Signed  09/11/2024

Reject to Funeral Home

**Physician/APRN/PA**

Complete (Y/N)?  N Complete Date  Physician/APRN/PA Sign?  Date Signed

Reject to Attending Physician/APRN/PA

**Coroner's Permit to Cremate (VR 204.1)**

Signed OK to Cremate  Date Signed  Approved by (Title):  Approved by:

**Coroner**

Complete (Y/N)?  Y Complete Date  09/11/2024 Completed by  ONE, CORONER FD Coroner Sign Permanent(Y/N)?  Y Coroner Sign?  Y

Date Signed  09/20/2024   Reject to Coroner

**Permit for Disposition (VR 204)**

Local Registrar Sign? (Y/N)  Date Signed

**Permit for Disposition (VR 205)**

Local Registrar Sign? (Y/N)  Y Local Reg. Sign Date  09/11/2024

**Local Registrar**

Registrar Sign?  Y Registrar Sign Perm?  Date Filed by Registrar  Registrar Name  LESKO, FRANK J Temporary Certificate Filed Date  09/11/2024

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## Funeral Home Printing

Add the following information in the *Funeral Home Printing* section fields:

1. **Print Certificate at Funeral Home?:** If you have not given the funeral director permission to print certificates at the funeral home, leave the pre-populated “N” for No entry.
2. **Number of Copies:** Enter “0” for the number of copies requested.
3. **Record Printed:** Enter “N” for No.
4. **Registrar Permission to Print:** Only used for electronic records.

## Funeral Home

Add the following information in the *Funeral Home* section fields:

1. **Funeral Director:** Select a name from the drop-down list.
2. **Complete (Y/N/R)?:** Enter a “Y” for Yes, “N” for No, or “R” for rejected.
3. **Signed?:** IVRS auto-populates an “N” for No.
4. Select the oval **Save** button.

## Physician/APRN/PA

1. **Complete (Y/N)?:** Enter “Y” for Yes.
2. **Complete Date:** Auto-populates with today’s date.
3. **Completed by:** Auto-populates with the Certifier’s name.
4. **Physician/APRN/PA Sign?:** Enter “Y” for Yes.
5. **Date Signed:** Auto-populates with today’s date.

## Permit for Disposition (VR 204)

1. **Local Registrar Sign? (Y/N):** Enter “Y” for Yes.
2. **Date Signed:** Auto-populates with today’s date.

## Permit for Disposition (VR 205)

1. **Local Registrar Sign? (Y/N):** Enter “Y” for Yes.
2. **Local Reg. Sign Date:** Auto-populates with today’s date.

## Local Registrar

If all sections of the record are complete and accurate, add the following information in this section.

1. **Register Sign?:** Enter a “Y” for Yes.
2. **Register Sign Perm?:** Enter “Y” for Yes.
3. **Date Filed by Registrar:** Auto-populates with today’s date.
4. **Registrar Name:** Auto-populates with registrar’s name.
5. **Temporary Certificate Filed Date:** Entered by System earlier when indicated.
6. Select the oval **Save** button.

**NOTE:** Once the record is registered, it may be accessed by using the “Search” functionality in IVRS.

## Creating a Birth Record

IVRS facilitates the birth registration process by allowing Birth Facility Clerks/SRAs and Local Registrars to report and record relevant birth information.

Creating a birth record using IVRS begins with the completion of a *Certificate of Live Birth Worksheet* during the informant interview. (For instructions on printing this worksheet in IVRS, go to the *Blank Forms* section of this manual.) Upon completion of the *Certificate of Live Birth Worksheet* with the informant, the birth record needs to be created in IVRS.

In the case of Local Registrars, you receive the worksheet from a provider who does not have access to IVRS to create a birth record. You will create the birth record.

### Accessing the Birth: New Screen

To start a new birth record in IVRS, follow these steps:

7. Log into IVRS.
8. Select the **File** menu.
9. Select “New” from the **File** drop-down menu.
10. Select “Birth” from the **New** drop-down menu to open a *Birth: New* screen (see Figure 11).

**Figure 11: Child Info Tab on the Birth: New Screen**

The screenshot displays the 'Birth: New' interface with the following details:

- System Section:**
  - State File Number: [Redacted]
  - Local File Number: [Redacted]
  - Record Status: PENDING
  - User Group Code: 12094
  - User Location: ST JOHNS HOSPITAL
  - Date Created: [Redacted]
  - Created By: One, Train
  - Date Modified: [Redacted]
  - Modified By: [Redacted]
  - Amendment Flag: [Redacted]
  - Correction Flag: [Redacted]
  - Reg Type: [Redacted]
  - Index Update Requested: [Redacted]
  - Paper or Electronic Filing: E
- Child Section:**
  - First: [Redacted]
  - Middle: [Redacted]
  - Last: [Redacted]
  - Suffix: [Redacted]
  - \*Time of Birth: [Redacted]
  - \*Time Unit: [Redacted]
  - \*Sex: [Redacted]
  - \*Date of Birth: [Redacted]
- Birth Facility Section:**
  - Place Where Birth Occurred: [Redacted]
  - State of Birth: ILLINOIS
  - County of Birth: [Redacted]
  - City of Birth: [Redacted]
  - Facility Name: [Redacted]
  - Place of Birth Address: [Redacted]
  - Zip Code: [Redacted]
  - Registration District Code: [Redacted]

## Using the Birth: New Screen

The birth record includes the following tabs:

- **Child Info**
- **Parent Info**
- **Certifier**
- **Demographics**
- **Medical Info**
- **Med (Cont'd)**
- **Newborn Medical Info**
- **Complete**

Include as much information as possible to complete the fields in each of these tabs. You will complete these tabs in sequential order, starting with the **Child Info** tab.

### Completing the Child Info Tab

The **Child Info** tab allows users to enter information about the child and the facility where the child was born (see Figure 6). This tab includes the following sections:

- System (only contains auto-populated information)
- *Child*
- *Birth Facility*

#### Child Section

Add the following information in the *Child* section fields:

11. **First, Middle, Last, and Suffix:** Complete the applicable name fields.

**IMPORTANT:** Do not enter periods in the **Suffix** field.

12. **Time of Birth:** Enter the time of birth in HH:MM format (e.g., 07:52).
13. **Time Unit:** Select “AM” or “PM.”
14. **Sex:** Enter “M” for Male, “F” for Female, or “U” for Unknown.
15. **Date of Birth:** Enter the date of birth in MM/DD/YYYY format or select the date using the **Calendar** icon.

#### Birth Facility Section

**NOTE:** The fields in this section are connected. For example, if “Sangamon” is selected from the **County of Birth** drop-down list, only cities within Sangamon County will appear in the **City of Birth** drop-down list, and only facilities within the selected city will appear in the **Facility Name** drop-down list.

Add the following information in the *Birth Facility* section fields:

16. **Place Where Birth Occurred:** Select the applicable place of birth from the drop-down list.
17. **County of Birth:** Select a county from the drop-down list.

---

**NOTE:** Enter the first few letters of the County of Birth for a shortcut to scrolling.

18. **City of Birth:** Select a city from the drop-down list.

**NOTE:** Enter the first few letters of the City of Birth for a shortcut to scrolling.

19. **Facility Name:** Select a facility from the drop-down list.

### *Completing the Parent Info Tab*

The **Parent Info** tab allows users to enter information about the birthing parent and the co-parent (see Figure Figure 12). This tab includes the following sections:

- *Birthing Parent Information*
- *Birthing Parent Residence*
- *Birthing Parent Mailing Address*
- *Paternity*
- *SSN*
- *Co-Parent Information*

Figure 12: Parent Info Tab on the Birth: New Screen

The screenshot shows the 'Birth: New' screen with the 'Parent Info' tab selected. The form is organized into several sections:

- Birthing Parent Information:** Includes fields for Current Legal Name (First Name, Middle Name, Last Name, Suffix), Birthing Parent Designation (dropdown), Date of Birth, and Age. A checkbox asks if the name before first marriage/civil union is the same as the current legal name. It also includes fields for Birthing Parent Maiden Name (First Name, Middle Name, Last Name, Suffix) and Country of Birth (dropdown).
- Birthing Parent Residence:** Includes Country (dropdown), State, County, and City (dropdowns). It also has fields for Street Address, Apt. No., Zip Code, and Inside City Limits? (checkbox). There are also fields for Health Department Code and Health Service Code.
- Birthing Parent Mailing Address:** Includes a checkbox for 'Same as residence?'. It has fields for Country (dropdown), State, and City (dropdown). It also has fields for Street Address, Apt Number, and Zip Code.
- Paternity:** Includes checkboxes for 'Birthing Parent Married?' and 'Birthing Parent in a Civil Union?'. It also has checkboxes for 'Spouse/Civil Union Partner Denying Paternity?', 'Completed Denial and VAP Present?', 'VAP Complete?', and 'Date VAP Signed'.
- SSN:** Includes a dropdown for 'Request Social Security Number for Child?'. It has a 'Facility NPI' field and two 'Social Security Number' fields (Birthing Parent and Co-Parent).
- Co-Parent Information:** Similar to the birthing parent section, it includes fields for Current Legal Name (First Name, Middle Name, Last Name, Suffix), Co-Parent Paternal Designation (dropdown), Date of Birth, and Age. It also has a checkbox for 'Is the Name Before First Marriage/Civil Union the Same as the Current Legal Name?' and fields for Co-Parent Maiden Name (First Name, Middle Name, Last Name, Suffix).

### Birthing Parent Information Section

The *Birthing Parent Information* section includes two subsections: *Current Legal Name* and *Birthing Parent Maiden Name*.

### Current Legal Name Subsection

Add the following information in the *Current Legal Name* subsection fields:

20. **First Name, Middle Name, Last Name, and Suffix:** Complete the applicable name fields.

**IMPORTANT:** Do not enter periods in the **Suffix** field.

21. **Birthing Parental Designation:** Select a designation. This field defaults to the “Mother/Parent” option.
22. **Date of Birth:** Enter the date of birth in MM/DD/YYYY format.
23. **Is the Name Before First Marriage the Same as the Current Legal Name?:** Enter “Y” for Yes or “N” for No, if applicable.

**Note:** If “Yes” is selected, the birth parent’s maiden name populates with the same information as the information in the Current Legal Name subsection.

### ***Birthing Parent Maiden Name Subsection***

Add the following information in the Birthing Parent Maiden Name subsection fields:

24. **First Name, Middle Name, Last Name, and Suffix:** Complete the applicable name fields.

**IMPORTANT:** Do not enter periods in the **Suffix** field.

25. **Country of Birth:** Select the country where the birthing parent was born from the drop-down list. If unknown, select “Unknown” from list.

**NOTE:** Throughout the system, country, state, and city fields are connected. For example, if “United States” is selected from the **Country of Birth** drop-down list, only U.S. states will be available in the **State of Birth** drop-down list.

26. **State of Birth:** Select the state of birth if the country of birth is the United States.

### ***Birthing Parent Residence Section***

Add the following information in the **Birthing Parent Residence** section fields:

27. **Country:** Select the country of residence from the drop-down list. If unknown, select “Unknown.”
28. **State of Residence:** Select the state of residence from the drop-down list. If unknown, select “Unknown.”
29. **County of Residence:** Select the county of residence from the drop-down list. If unknown, select “Unknown.”
30. **City of Residence:** Select the city of residence from the drop-down list. If unknown, select “Unknown.”
31. **Street Address/Apt. No.:** Enter the street address of the birthing parent.

**NOTE:** A verification message may appear. If the address is correct, select “No” to move forward. Selecting “Yes” will direct you back to the address field to re-enter.

32. **Zip Code:** Select a ZIP Code from the drop-down list or enter the ZIP Code manually.
33. **Inside City limits?:** Select “Y” for Yes or “N” for No.

### Birthing Parent Mailing Address Section

Add the following information in the *Birthing Parent Mailing Address* section fields:

34. **Same as residence?:** Select “Y” for Yes or “N” for No.

**NOTE:** If “yes” is selected, information is copied from the *Birthing Parent Residence* section. If “no” is selected, the fields in the mailing address will be open to enter the mailing address.

### Paternity Section

**NOTE:** The *Paternity* section fields are connected. Answers to some fields enable or disable other fields, depending upon the answer. If a field is enabled, they must be completed. If a field is disabled (grayed out), it will be skipped.

Add the following information in the *Paternity* section fields:

35. **Birthing Parent Married? (At birth, conception, or any time in between):** Enter “Y” for Yes, “N” for No, or “U” for Unknown.
36. **Birthing Parent in a Civil Union? (At birth, conception, or any time in between):** Enter “Y” for Yes, “N” for No, or “U” for Unknown, if applicable.
37. **Spouse/Civil Union Partner Denying Paternity?:** Enter “Y” for Yes, “N” for No, or “U” for Unknown, if applicable.
38. **Completed Denial and VAP Present?:** Enter “Y” for Yes or “N” for No, if applicable.
39. **VAP Completed?:** Enter “Y” for Yes or “N” for No, if applicable.

### SSN Section

Add the following information in the *SSN* section fields:

40. **Request Social Security Number for Child?:** Enter “Y” for Yes, “N” for No, or “U” for Unknown.
41. **Facility NPI:** Enter the facility’s NPI number, if used.
42. **Birthing Parent Social Security Number:** Enter the birthing parent’s Social Security Number (SSN).

**IMPORTANT:** If the SSN is unknown or the birthing parent does not have one, enter all 9s in the field. It is important to enter correct and complete information.

43. **Co-Parent Social Security Number:** Enter the co-parent’s SSN.

**IMPORTANT:** If the SSN is unknown or the co-parent does not have one, enter all 9s in the field. It is important to enter correct and complete information.

### Co-Parent Information Section

Add the following information in the *Co-Parent Information* section fields:

44. **First Name, Middle Name, Last Name, and Suffix:** Complete the applicable name fields.

**IMPORTANT:** Do not enter periods in the **Suffix** field.

45. **Date of Birth:** Enter the date of birth in MM/DD/YYYY format.
46. **Country of Birth:** Select a country of birth from the drop-down list. If unknown, select “Unknown.”
47. **State of Birth:** Select the state of birth if the country of birth is the United States.

## Completing the Certifier Tab

The **Certifier** tab allows users to enter information about the individual who certified the birth of the child (see Figure 13). Sometimes, the Attendant who delivered the baby is also the Certifier. When an individual is added to the *Attendant* screen, their name is included in the **Name of Certifier** drop-down options. (Go to the *Adding and Updating Birth Facility Attendants/Certifiers* section of this manual for more information on how to add Attendants/Certifiers to the system list in IVRS.)

**Figure 13: Certifier Tab on the Birth: New Screen**

Add the following information in the **Certifier** tab fields:

48. **Name of Certifier:** Select the name from the drop-down list.

**NOTE:** If the Certifier’s name is not in the drop-down list, you can manually enter it in this field.

**IMPORTANT:** If the Certifier name must be manually entered in the **Name of Certifier** field, the name should also be added in the *Attendant* screen for it to be included in this field’s drop-down list in future birth entries. Otherwise, this person’s name must be manually entered in the **Name of Certifier** field every time it is needed.

49. **Certifier Title:** Select the title from the drop-down list or select “Unknown” if it is not listed.
50. **Date Certified:** Enter the date the birth was certified in MM/DD/YYYY format or select the date using the **Calendar** icon.

**IMPORTANT:** The date the birth was certified cannot be prior to the birth of the baby.

## Completing the Demographics Tab

The **Demographics** tab allows users to enter information about the demographics of the birthing parent and the co-parent (see Figure 14). This tab includes the following sections:

- *Birthing Parent Demographics*
- *Birthing Parent Race*
- *Co-Parent Demographics*
- *Co-Parent Race*

**Figure 14: Demographics Tab on the Birth: New Screen**

**Birthing Parent Demographics Section**

Add the following information in the *Birthing Parent Demographics* section fields:

- 51. **Education:** Select the education level of the birthing parent from the drop-down list.
- 52. **Spanish/Hispanic/Latina?:** Enter “Y” for Yes, “N” for No, or “U” for Unknown.

**NOTE:** This field is connected to the four fields next to it. If “Y” is selected, select one of the options (Mexican, Puerto Rican, Cuban, or Other Spanish/Hispanic/Latina) to the right of the **Spanish/Hispanic/Latina?** field. If “Other Spanish/Hispanic/Latina” is selected, the ethnic name involved (e.g., Colombian) must be entered in the **Specify Other Spanish/Hispanic/Latina** field.

---

### Birth Parent Race Section

Add the following information in the *Birth Parent Race* section fields:

53. Select each applicable race checkbox. More than one race may be chosen.

**NOTE:** You can also use the spacebar on your keyboard to select a race checkbox.

**NOTE:** Some of these fields may require a description to be entered. For example, if the **American Indian / Alaskan Native** checkbox is selected, the **Specify** field is enabled and a tribe or description must be entered.

### Co-Parent Demographics Section

Add the following information in the *Co-Parent Demographics* section fields:

54. **Education:** Selection the education level of co-parent from the drop-down list.

55. **Spanish/Hispanic/Latina?:** Enter “Y” for Yes, “N” for No, or “U” for Unknown.

**NOTE:** This field is connected to the four fields next to it. If “Y” is selected, select one of the options (Mexican, Puerto Rican, Cuban, or Other Spanish/Hispanic/Latina) to the right of the **Spanish/Hispanic/Latina?** field. If “Other Spanish/Hispanic/Latina” is selected, the ethnic name involved (e.g., Columbian) must be entered in the **Specify Other Spanish/Hispanic/Latina** field.

### Co-Parent Race Section

Add the following information in the *Co-Parent Race* section fields:

56. Select each applicable race checkbox. More than one race may be chosen.

**NOTE:** Some of these fields may require a description to be entered. For example, if the **American Indian / Alaskan Native** checkbox is selected, the **Specify** field is enabled and a tribe or description must be entered.

## Completing the Medical Info Tab

The **Medical Info** tab allows users to enter medical information about the birthing parent (see Figure 15). This tab includes the following sections:

- *Birthing Parent Information*
- *Pregnancy History*

**Figure 15: Medical Info Tab on the Birth: New Screen**

The screenshot shows a web application interface for entering medical information. At the top, there's a navigation bar with tabs: Child Info, Parent Info, Certifier, Demographics, **Medical Info**, Med(Cont'd), Newborn Medical Info, Complete, Flags, and Amend. On the right, there are status indicators: Image count: 0, Notes count: 0, Alerts: 0, and a Save button. The main content area is titled 'Birth: New' and is divided into two sections. The first section, 'Birthing Parent Information', contains several input fields and dropdown menus. The second section, 'Pregnancy History', contains a grid of input fields for tracking pregnancy outcomes and smoking history. At the bottom, there are three more input fields for payment source, menses date, and medical number.

### Birthing Parent Information Section

Add the following information in the *Birthing Parent Information* section fields:

57. **Birthing Parent Transferred?:** Enter “Y” for Yes, “N” for No, or “U” for Unknown.
58. **Prenatal Care?:** Enter “Y” for Yes, “N” for No, or “U” for Unknown.
59. **Height (feet):** Enter the birthing parent’s height in feet.
60. **Height (inches):** Enter the birthing parent’s height in inches.
61. **Pre-pregnancy Weight (lbs):** Enter the birthing parent’s pre-pregnancy weight in pounds.
62. **Birthing Parent’s Weight at Delivery?:** Enter the birthing parent’s weight at delivery in pounds.
63. **Receive WIC?:** Enter “Y” for Yes, “N” for No, or “U” for Unknown.

## Pregnancy History Section

Add the following information in the *Pregnancy History* section fields:

64. **Previous Live Births Living:** Enter the value or “99” for unknown. If zero, enter “0.”
65. **Previous Live Births Deceased:** Enter value or “99” for unknown. If zero, enter “0.”
66. **Date of Last Live Birth:** Enter the month and year in MM/YYYY format. Enter “99” if the month is unknown.
67. **Total Other Pregnancy Outcomes:** Enter the value or “99” for unknown. If zero, enter “0.”
68. **Date of Last Pregnancy Outcome:** Enter the month and year in MM/YYYY format. Enter “99” if the month is unknown.
69. **Did Birthing Parent Smoke During Last 12 Months?:** Enter “Y” for Yes, “N” for No, or “U” for Unknown.

**NOTE:** If “Y” is entered, you must enter the number of cigarettes or packs in the fields that follow.

70. **Principal Source of Payment:** Select an option from the drop-down list.
71. **Date of Last Menses:** Enter the date in MM/DD/YYYY format. Enter “99” in any portion of the menses date if it is not known.
72. **Birthing Parent’s Medical Number:** Enter this number, if known.

## *Completing the Med (Cont’d) Tab*

The **Med (Cont’d)** tab allows users to continue entering medical information about the birthing parent (see Figure 16). This tab includes the following sections:

- *Alcohol*
- *Risk Factors*
- *Infections*
- *Obstetric Procedures*
- *Onset of Labor*
- *Characteristics of Labor and Delivery*
- *Method of Delivery*
- *Maternal Morbidity*

**Figure 16: Birth: New Screen, Med (Cont'd) Tab**

Birth: New Image count: 0 | Notes count: 0 | Alerts: 0   Save

Child Info | Parent Info | Certifier | Demographics | Medical Info | **Med(Cont'd)** | Newborn Medical Info | Complete | Flags | Amend

---

**Alcohol**

Alcohol During Pregnancy  Avg # of Drinks Per Week

---

**Risk Factors**

None of the below

Diabetes, Prepregnancy  Diabetes, Gestational  Hypertension, Prepregnancy (Chronic)  Hypertension, Gestational (PIH, preeclampsia)

Hypertension, Eclampsia  Previous preterm births  Previous poor outcome

Infertility Treatment  Fertility Enhancing Drugs, Artificial Insemination or Intrauterine Insemination  Assisted Reproductive Technology

Previous Cesarean  How many

---

**Infections**

None of the below

Gonorrhea  Syphilis  Chlamydia  Hepatitis B  Hepatitis C

---

**Obstetric Procedures**

None of the below

Cervical Cerclage  Tocolysis  External Cephalic - successful  External Cephalic - failed

---

**Onset of Labor**

None of the below

Premature Rupture of the Membranes  Precipitous Labor (<3 hours)  Prolonged Labor (>=20 hours)

---

**Characteristics of Labor and Delivery**

None of the below

Induction of Labor  Augmentation of Labor  Non-vertex presentation  Steroids (glucocorticoids)  Antibiotics

Clinical chorioamnionitis during labor or maternal temperature >38  Moderate/heavy meconium staining of amniotic fluid  Fetal intolerance of labor

Epidural or spinal anesthesia during labor

---

**Method of Delivery**

Attempted Forceps Unsuccessful?  Attempted Vacuum Unsuccessful?

Fetal Presentation at Birth  Final Method of Delivery  Cesarean - trial of labor attempted?

---

**Maternal Morbidity**

None of the below

Maternal Transfusion  Third or Fourth Degree Perineal Laceration  Ruptured Uterus  Unplanned Hysterectomy

Admission to Intensive Care  Unplanned operating room procedures following delivery

### Alcohol Section

Add the following information in the *Alcohol* section fields:

73. **Alcohol During Pregnancy:** Enter “Y” for Yes, “N” for No, or “U” for Unknown.
74. **Avg # of Drinks Per Week:** If “Y” was selected in the **Alcohol During Pregnancy** field, enter the average number of drinks per week.

### Risk Factors Section

Add the following information in the *Risk Factors* section fields:

75. **None of the below:** Select “Y” for Yes if the birthing parent had *none* of the risk factors listed in this section. Select “N” for No if the birthing parent had *any* of the risk factors listed in this section.

**NOTE:** This section includes numerous risk factor fields connected to the first field in this section. When “Y” is selected for the **None of the below** field, the fields listed in this section are auto-populated with “N” for No and disabled. When “N” is selected for the **None of the below** field, the fields listed in this section are enabled and auto-populate with “N” for No. If the birthing parent had any of the risk factors listed, the “N” must be changed to “Y” for each one.

### Infections Section

Add the following information in the *Infections* section fields:

76. **None of the below:** Select “Y” for Yes if the birthing parent had *none* of the infections listed in this section. Select “N” for No if the birthing parent had *any* of the infections listed in this section.

**NOTE:** This section includes numerous infection fields connected to the first field in this section. When “Y” is selected for the **None of the below** field, the fields listed in this section are auto-populated with “N” for No and disabled. When “N” is selected for the **None of the below** field, the fields listed in this section are enabled and auto-populate with “N” for No. If the birthing parent had any of the infections listed, the “N” must be changed to “Y” for each one.

### Obstetric Procedures Section

Add the following information in the *Obstetric Procedures* section fields:

77. **None of the below:** Select “Y” for Yes if the birthing parent had *none* of the obstetric procedures listed in this section. Select “N” for No if the birthing parent had *any* of the obstetric procedures listed in this section.

**NOTE:** This section includes numerous obstetric procedure fields connected to the first field in this section. When “Y” is selected for the **None of the below** field, the fields listed in this section are auto-populated with “N” for No and disabled. When “N” is selected for the **None of the below** field, the fields listed in this section are enabled and auto-populate with “N” for No. If the birthing parent had any of the obstetric procedures listed, the “N” must be changed to “Y” for each one.

### Onset of Labor Section

Add the following information in the *Onset of Labor* section fields:

78. **None of the below:** Select “Y” for Yes if the birthing parent had *none* of the onset of labor items listed in this section. Select “N” for No if the birthing parent had *any* of the onset of labor items listed in this section.

**NOTE:** This section includes numerous onset of labor fields connected to the first field in this section. When “Y” is selected for the **None of the below** field, the fields listed in this section are auto-populated with “N” for No and disabled. When “N” is selected for the **None of the below** field, the fields listed in this section are enabled and auto-populate with “N” for No. If the birthing parent had any of the onset of labor issues listed, the “N” must be changed to “Y” for each one.

### Characteristics of Labor and Delivery Section

Add the following information in the *Characteristics of Labor and Delivery* section fields:

79. **None of the below:** Select “Y” for Yes if the birthing parent had *none* of the characteristics of labor and delivery listed in this section. Select “N” for No if the birthing parent had *any* of the characteristics of labor and delivery listed in this section.

**NOTE:** This section includes numerous characteristics of labor and delivery fields connected to the first field in this section. When “Y” is selected for the **None of the below** field, the fields listed in this section are auto-populated with “N” for No and disabled. When “N” is selected for the **None of the below** field, the fields listed in this section are enabled and auto-populate with “N” for No. If the birthing parent had any of the characteristics of labor and delivery issues listed, the “N” must be changed to “Y” for each one.

### Method of Delivery Section

Add the following information in the *Method of Delivery* section fields:

80. **Attempted Forceps Unsuccessful?:** Enter “Y” for Yes, “N” for No, or “U” for Unknown.  
81. **Attempted Vacuum Unsuccessful?:** Enter “Y” for Yes, “N” for No, or “U” for Unknown.  
82. **Fetal Presentation at Birth?:** Select an option from the drop-down list.  
83. **Final Route and Method of Delivery?:** Select an option from the drop-down list.  
84. **Cesarean – trial of labor attempted:** Select an option from the drop-down list if “cesarean” was selected in the previous drop-down list.

### Maternal Morbidity Section

Add the following information in the *Maternal Morbidity* section fields:

85. **None of the below:** Select “Y” for Yes if the birthing parent had *none* of the maternal morbidity issues listed in this section. Select “N” for No if the birthing parent had *any* of the maternal morbidity issues listed in this section.

**NOTE:** This section includes numerous maternal morbidity fields connected to the first field in this section. When “Y” is selected for the **None of the below** field, the fields listed in this section are auto-populated with “N” for No and disabled. When “N” is selected for the **None of the below** field, the fields listed in this section are enabled and auto-populate with “N” for No. If the birthing parent had any of the maternal morbidity issues listed, the “N” must be changed to “Y” for each one.

## Completing the Newborn Medical Info Tab

The **Newborn Medical Info** tab allows users to continue entering medical information about the newborn (see Figure 17). This tab includes the following sections:

- *Newborn Information*
- *Abnormal Conditions*
- *Congenital Anomalies*
- *Post Delivery*

**Figure 17: Newborn Medical Info Tab on the Birth: New Screen**

The screenshot shows the 'Birth: New' screen with the 'Newborn Medical Info' tab selected. At the top right, there are counters for 'Image count: 0', 'Notes count: 0', and 'Alerts: 0', along with a 'Save' button. The main content area is divided into four sections:

- Newborn Information:** Includes fields for 'Newborn Medical Record Number', 'Weight Units' (dropdown), 'Grams', 'Pounds (lbs)', 'Ounces (oz)', and 'Weight Group Field'. It also has 'Estimate of Gestation Weeks' and 'Estimate of Gestation Days' (text inputs), and 'Apgar Score at 5 Minutes', 'Apgar Score at 10 Minutes', 'Plurality', and 'Birth Order' (text inputs).
- Abnormal Conditions:** Starts with a 'None of the below' dropdown. It contains several checkboxes: 'Resuscitation at delivery', 'Assisted ventilation immediately after delivery', 'Assisted ventilation for more than six hours', 'NICU admission', 'Surfactant Replacement Therapy', and 'Antibiotics received for suspected neonatal sepsis'. It also has 'Seizure or serious neurologic dysfunction' and 'Significant birth injury' (checkboxes).
- Congenital Anomalies:** Starts with a 'None of the below' dropdown. It contains checkboxes for: 'Anencephaly', 'Meningocele/Spina bifida', 'Cyanotic congenital heart disease', 'Congenital Diaphragmatic Hernia', 'Omphalocele', 'Gastroschisis', 'Limb reduction defect', 'Cleft Lip with or without cleft palate', 'Cleft Palate alone', 'Down Syndrome', 'Downs Karyotype Confirmed', 'Downs Karyotype Pending', 'Suspected chromosomal disorder', 'Congen. Karyotype Confirmed', 'Congen. Karyotype Pending', 'Hypospadias', and 'Other Congenital Anomalies'. There is a 'Specify' text input field for other anomalies.
- Post Delivery:** Includes 'Was Infant Transferred Within 24 Hours of Delivery?' (dropdown), 'Facility Infant Transferred To' (text input), 'How is Infant Being Fed?' (text input), 'Is the Infant Being Breastfed at ANY time between Birth and Discharge?' (dropdown), and 'Infant Living at Time of Report?' (dropdown).

## Newborn Information Section

Add the following information in the *Newborn Information* section fields:

1. **Newborn Medical Record Number:** Enter the number, if applicable.
2. **Weight Units:** Enter “P” for Pounds and Ounces or “G” for Grams. If the weight is Unknown, enter “U.”
3. **Grams:** Enter the number of Grams only if “G” was selected for the **Weight Unit** field.
4. **Pounds (lbs):** Enter the number of Pounds only if “P” was selected for the **Weight Unit** field.
5. **Ounces (oz):** Enter the number of ounces only if “P” was selected for the **Weight Unit** field.

**NOTE:** If pounds and ounces are entered, grams are automatically calculated and added.

6. **Estimate of Gestation Weeks:** Enter the number of weeks or “99” if unknown.
7. **Estimate of Gestation Days:** Enter the number of days (0 to 6) or “99” if unknown. It is also acceptable to leave this field blank.
8. **Apgar Score at 5 Minutes:** Enter the Apgar score.

**NOTE:** If the **Apgar Score at 5 Minutes** field is 5 or lower, the system activates the **Apgar Score at 10 Minutes** field for you to complete. If the **Apgar Score at 5 Minutes** field is 6 or higher, the system disables the **Apgar Score at 10 Minutes** field.

9. **Apgar Score at 10 Minutes:** Enter the Apgar score, if necessary.
10. **Plurality:** Enter the number of babies for this pregnancy.

**NOTE:** If plurality is greater than one, go to the *Documenting Multiple Births* section of this manual for instructions on how to link multiple live birth records together.

11. **Birth Order:** If plurality is greater than one, enter the applicable birth order.

## Abnormal Conditions Section

Add the following information in the *Abnormal Conditions* section fields:

12. **None of the below:** Select “Y” for Yes if the newborn had *none* of the abnormal conditions listed in this section. Select “N” for No if the birthing parent had *any* of the abnormal conditions listed in this section.

**NOTE:** This section includes numerous abnormal conditions fields connected to the first field in this section. When “Y” is selected for the **None of the below** field, the fields listed in this section are auto-populated with “N” for No and disabled. When “N” is selected for the **None of the below** field, the fields listed in this section are enabled and auto-populate with “N” for No. If the newborn had any of the abnormal conditions listed, the “N” must be changed to “Y” for each one.

## Congenital Anomalies Section

Add the following information in the *Congenital Anomalies* section fields:

13. **None of the below:** Select “Y” for Yes if the newborn had *none* of the congenital abnormalities listed in this section. Select “N” for No if the birthing parent had *any* of the congenital abnormalities listed in this section.

**NOTE:** This section includes numerous congenital abnormalities fields connected to the first field in this section. When “Y” is selected for the **None of the below** field, the fields listed in this section are auto-populated with “N” for No and disabled. When “N” is selected for the **None of the below** field, the fields listed in this section are enabled and auto-populate with “N” for No. If the newborn had any of the congenital abnormalities listed, the “N” must be changed to “Y” for each one.

### Post Delivery Section

Add the following information in the *Post Delivery* section fields:

14. **Was Infant Transferred Within 24 Hours of Delivery?:** Enter “Y” for Yes, “N” for No, or “U” for Unknown.
15. **Facility Infant Transferred To:** Select a facility from the drop-down list.
16. **Is the infant being breastfed at discharge?:** Enter “Y” for Yes, “N” for No, or “U” for Unknown.
17. **Infant living at time of report?:** Enter “Y” for Yes, “N” for No, or “U” for Unknown.

### Completing the Complete Tab

The **Complete** tab allows users to complete the newborn record (see Figure 18). This tab includes the following sections:

- *Facility*
- *Registrar*

**Figure 18: Complete Tab on the Birth: New Screen**

## Facility Section

Add the following information in the *Facility* section fields:

1. **Facility Complete:** Enter “Y” for Yes or “N” for No.

## Registrar Section

If all sections of the record are complete, the Local Registrar will enter:

2. **Registrar Sign?:** Enter “Y” for Yes.
3. **Date Filed by Registrar:** Enter date in MM,DD,YYYY format or by selecting the Calendar Icon and choosing the date.
4. **Registrar Sign:** Start Entering the Registrar’s name and select when found.
5. Select the **Save** button. At this point, the record is now registered.

## Correcting Validation Errors

If you skip a required field, the system displays a validation error in a side panel (see Figure 19).

**Figure 19: Validation Error Messages**

The screenshot shows a web application interface for entering birth record information. The main form is titled "Birth: New" and includes tabs for "Child Info", "Parent Info", "Certifier", "Demographics", "Medical Info", "Med(Cont'd)", "Newborn Medical Info", "Complete", "Flags", and "Amend". The "Child Info" tab is active, showing fields for "Reg Type", "Index Update Requested", "Paper or Electronic Filing", "Child" (First, Middle, Last, Suffix), "Time of Birth", "Time Unit", "Sex", "Date of Birth", "Birth Facility" (Place Where Birth Occurred, State of Birth, County of Birth, City of Birth), and "Facility Name", "Place of Birth Address", "Zip Code", and "Registration District Code". A validation error message is displayed in a side panel on the right, with a red box highlighting the error text: "Child Info > Birth Facility > County of Birth. This is an invalid value. Please choose a valid Place of Birth County from the dropdown." A legend below the error message indicates "R = Rekey", "O = Override", and "Q = Query".

For example, if you accidentally tab past the **County of Birth** field on the **Child Info** tab, the system displays a Validation Error message that provides information necessary to locate the error, including the tab name, section name, and field name where the error occurred. It also tells you what the error is and how to fix it. After you correct the error, the Validation Error message disappears from the screen.

If you need to find the missing information elsewhere, you can always complete the rest of the record and save what you have done so far. Then, you can come back and correct the missing data before you submit the record to the Local Registrar.

---

To correct a validation error, select the red **R**, also known as **Rekey**, button in the Validation Error message to navigate back to the field to correct the error.

Some validation errors allow you to override them. If you can override a validation error, the **O** button will be bolded and turquoise instead of gray. In those cases, you can select the **O** button to override the validation error and continue without updating it. The last button in the Validation Error message is a **Q**, which stands for “Query.” If you can query a validation error, the **Q** button will be bolded and yellow instead of gray. If you select the **Q** button, you can enter the reason why you are not correcting the validation error.

**NOTE:** The **Q** button is only active when the **O** button is active.

## Creating a Foundling Birth Record

IVRS facilitates the birth registration process for foundlings by allowing Birth Facility Clerks, Local Registrars, and SRAs to report and record relevant birth information for babies who have been surrendered at a safety location, like a fire station or religious center, or found abandoned and alone somewhere.

Foundling birth records also start with the completion of a *Certificate of Live Birth Worksheet*. (For instructions on printing this worksheet in IVRS, go to the *Blank Forms* section of this manual.) Upon completion of the worksheet, the foundling birth record needs to be created in IVRS.

**NOTE:** Foundling birth records have a lot of information that is unknown, but it is important to include as much information as possible. This version of the IVRS birth record is shorter to account for the unknowns.

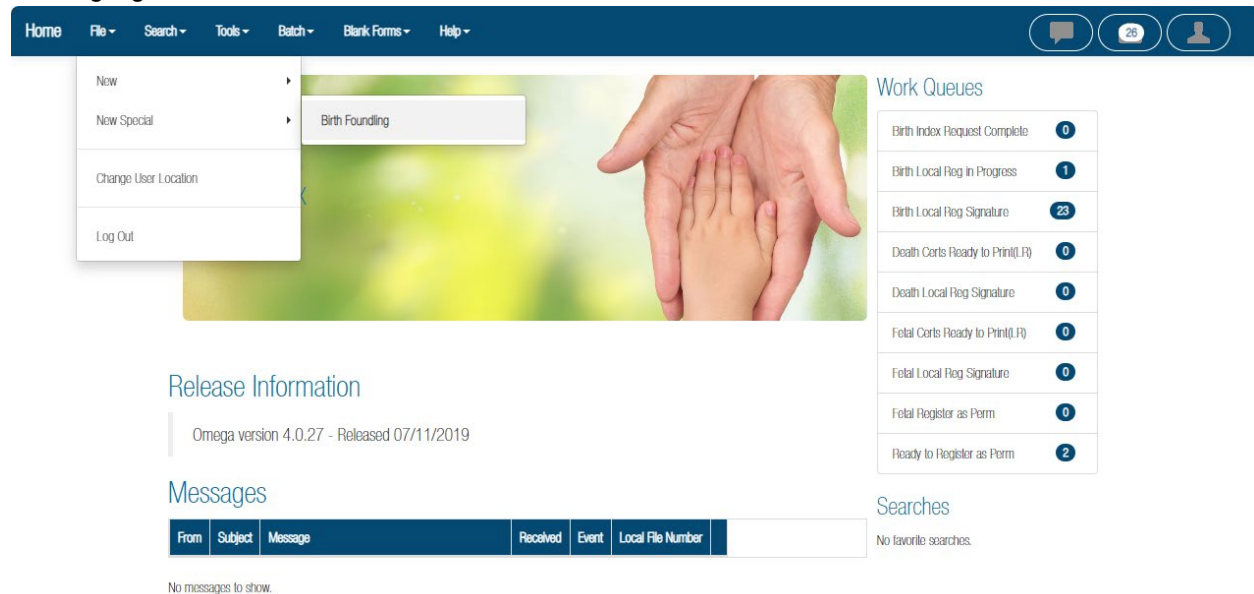
### Accessing the New – Birth Foundling Screen

To start a new birth foundling birth record in IVRS, follow these steps:

1. Log into IVRS.
2. Select the **File** menu.
3. Select “New – Special” from the **File** drop-down menu.
4. Select “Birth Foundling” from the **New – Special** drop-down menu (see Figure 20).

**Figure 20: Access New - Birth Foundling Screen**

Home screen Top Navigation Bar. File menu expanded, with New sub-menu expanded and Death menu item highlighted.



The *New – Birth Foundling* screen displays.

## Using the New – Birth Foundling Screen

The *New - Birth Foundling* screen allows you to enter birth data for the foundling in IVRS (see Figure 12). This screen includes the following tabs:

- **Child Info**
- **Custodian**
- **Complete**

Include as much information as possible to complete the fields in each of these tabs. You will complete these tabs in sequential order, starting with the **Child Info** tab (see Figure 21).

**Figure 21: Child Info Tab on the New – Birth Foundling Screen**

The screenshot shows the 'New - Birth Foundling' application interface. At the top, there are tabs for 'Child Info', 'Custodian', 'Parent Info', 'Certifier', 'Demographics', 'Medical Info', 'Medi(Cont'd)', 'Newborn Medical Info', 'Complete', 'Flags', and 'Amend'. The 'Child Info' tab is active. The interface is divided into three main sections: 'System', 'Child', and 'Birth Facility'. The 'System' section contains fields for State File Number, Local File Number, Record Status (PENDING), User Group Code (12094), User Location (ST. JOHNS HOSPITAL), Date Created, Created By (Dina, Train), Date Modified, Modified By, Amendment Flag, Correction Flag, HOLD Flag, I-SEARCH, Reg Type (L), Court-Ordered Reg Type, Case Number, Index Update Requested, and Paper or Electronic Filing (E). The 'Child' section contains fields for First, Middle, Last, Suffix, Date Found (Date of Birth), Sex, Race, and Approximate Age (Alpha numeric). The 'Birth Facility' section contains fields for State of Birth (ILLINOIS), County, City, Place Found (Institution Name or Street Address), Zip Code, and Registration District Code.

### Completing the Child Info Tab

The **Child Info** tab allows users to enter information about the foundling child (see Figure 21). This tab includes the following sections:

- *System* (only contains auto-populated information)
- *Child*
- *Birth Facility*

## Child Section

Add the following information in the *Child* section fields:

1. **First, Middle, Last, and Suffix:** Complete the applicable name fields.

**IMPORTANT:** Do not enter periods in the **Suffix** field.

2. **Date Found (Date of birth):** Enter the date found in MM/DD/YYYY format.
3. **Sex:** Enter “M” for Male, “F” for Female, or “U” for unknown.
4. **Race:** Enter the race, if known.
5. **Approximate Age (Alpha Numeric):** Enter the estimated age (e.g., 1 day).

**NOTE:** Numbers and letters may be entered in this field.

## Birth Facility Section

**NOTE:** The fields in this section are connected. For example, if “Sangamon” is selected from the **County of Birth** drop-down list, only cities within Sangamon County will appear in the **City of Birth** drop-down list, and only facilities within the selected city will appear in the **Facility Name** drop-down list.

Add the following information in the *Birth Facility* section fields:

1. **Place Where Birth Occurred:** Select the applicable place of birth from the drop-down list.
2. **County:** Select a county from the drop-down list.

**NOTE:** Enter the first few letters of the county for a shortcut to scrolling.

3. **City:** Select a city from the drop-down list.

**NOTE:** Enter the first few letters of the city for a shortcut to scrolling.

4. **Place Found (Institution Name or Street Address):** Select the applicable facility from the drop-down list. If the facility is not listed or if the child was not found at a facility, select “Other data source.”
5. **Zip Code:** Select the ZIP Code from the drop-down list. If it is not listed, enter it directly in the field.

## Custodian Tab

The **Custodian** tab allows users to enter information about the individual or institution that has been given custody of the foundling child (see Figure 22). It includes the following sections:

- *Custodian Information (who child was placed with for care)*
- *Additional Information*

**Figure 22: Custodian Tab on the New – Birth Foundling Screen**

The screenshot shows a web application interface for entering birth foundling information. The title is "New - Birth Foundling". The "Custodian" tab is selected. The form is organized into two main sections: "Custodian Information (who child was placed with for care)" and "Additional Information". Each section contains text input fields for names and addresses, and dropdown menus for state, city, and zip code. The state dropdown is currently set to "ILLINOIS". At the top right, there are utility buttons for "Image count: 0", "Notes count: 0", "Alerts: 0", and a "Save" button. The bottom navigation bar includes "Child Info", "Custodian", "Parent Info", "Certifier", "Demographics", "Medical Info", "Med(Cont'd)", "Newborn Medical Info", "Complete", "Flags", and "Amend".

### Custodian Information (who child was placed with for care) Section

Add the following information in the *Custodian Information (who child was placed with for care)* section fields:

1. **Name of Custodian (person or institution):** Enter the full legal name of the person or institution that has custody of the Foundling Child.
2. **Mailing Address of Custodian (Street Address):** Enter the street address.
3. **State:** Select the state from drop-down list. If unknown, select unknown from list.
4. **City:** Select the city from drop-down list. If unknown, select unknown from the list.
5. **Zip Code:** Select the zip code from the drop-down list. If not listed, enter the zip code directly into the field.

### Additional Information Section

Add the following information in the *Additional Information* section fields:

1. **Child Found by (Name of person):** Enter the finder's full legal name.
2. **Mailing Address of Finder (Street Address):** Enter the finder's street address.
3. **State:** Select the state from the drop-down list. If unknown, select "unknown" from list.
4. **City:** Select the city from the drop-down list. If unknown, select "unknown" from list.
5. **Zip Code:** Select the ZIP Code from the drop-down list. If not listed, enter the ZIP Code directly into the field.

## Completing the Complete Tab

The **Complete** tab allows users to complete the foundling newborn record (see Figure 23). This tab includes the following sections:

- *Facility*
- *Registrar*

**Figure 23: Complete Tab on the New – Birth Foundling Screen**

### Facility Section

Add the following information in the *Facility* section fields:

1. **Facility Complete:** Enter “Y” for Yes or “N” for No.

### Registrar Section

If all sections of the record are complete, the Local Registrar will:

2. **Registrar Sign?:** Enter “Y” for Yes.
3. **Date Filed by Registrar:** Enter date in MM,DD,YYYY format or by selecting the Calendar Icon and choosing the date.
4. **Registrar Sign:** Start Entering the Registrar’s name and select when found.
5. Select the **Save** button. At this point, the record is now registered.

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## Updating a Death Record

You may only update records in a pending status. These records may be marked as complete but must not be signed.

You may update any fields in an existing record where your role has clearance to enter data. However, you cannot update any fields that are grayed out (deactivated).

### **Reject to Funeral Director**

If a change needs to be made and the record has been signed, completed, and not registered yet, you can reject it and return it to the funeral home. Rejected records will appear in the “Funeral Director Rejects” work queue. The **Complete (Y/N/R)?** field in the “Funeral Home” section on the **Complete** tab will display an “R” for Rejected. Be sure to add a note explaining why you are rejecting the record.

### **Minor Corrections**

Minor corrections may be made once to specific sections of the birth and death record within one year from the date of death. However, sections of a record are considered major amendments under the Code regardless of the time frame for the request for a correction/amendment. Fields in these sections will remain inactive.

### **Criterion for Performing Minor Corrections**

A record must meet the following conditions before the **Requests** menu option is displayed for a record.

1. A record is a medical type of record (Not applicable for Temporary or Permanent types).
2. The record is in a Registered status.
3. Record Date of Death is within 1 year.

### **Performing Minor Corrections**

To perform a minor correction, follow these steps:

1. Search for and display your desired Record
2. Select the **Requests** menu
3. Choose the “Death Minor Correction” or “Birth Minor Correction” from the **Corrections** fly-out menu
4. Make corrections in active fields; you may change as many fields as needed.
5. Select the **Amend** tab and describe the fields you changed and why
6. Select the **Save** button.

Once saved, the LR will not be allowed to make further corrections. Vital Records must make any additional changes.

## Printing

IVRS will allow you to print death certificates as soon as they are registered.

**NOTE:** The Local Registrar in your jurisdiction must grant permission for Funeral Directors to print registered certificates.

### **Blank Certificate of Death Worksheet**

IVRS allows you to print blank copies of the *Certificate of Death Worksheet* and other forms:

To access a blank *Certificate of Death Worksheet*, follow these steps:

1. Log into IVRS.
2. Access the IVRS *Home* screen.
3. Select the **Blank Forms** drop-down arrow.
4. Select “D IL Worksheet” from the drop-down menu to open a PDF print preview of the blank form.
5. Select the **Print** button to print the blank worksheet.

**NOTE:** To print a blank VR 206 or VR207 permit, follow these same steps; just vary your selection from the **Blank Forms** drop-down menu.

### **Printing a Death Certificate or a Permit**

When printing a Death Certificate or a Permit from a record, follow these steps:

1. Log into IVRS.
2. Search for a record and display the record.
3. Select the **Documents** drop-down menu.
4. Choose the certificate or permit you want to print from the **Documents** fly-out menu.
5. Select the **Print** button.

### **Printing a Certificate of Live Birth Worksheet**

When printing a Certificate of Live Birth Worksheet, follow these steps:

1. Log into IVRS.
2. Search and display a birth record.
3. Select the **Documents** drop-down menu.
4. Choose “B Cert of Live Birth Worksheet” from the **Documents** fly-out menu.
5. Select the Print button.

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## Searching for Records

IVRS has fully functioning search capabilities. It can be searched for the following types of records:

- Birth
- Death
- Fetal Death
- Document Tracking
- Audit Log
- Alias
- Fax Attestation Received
- Fax Attestation Request

The opening *Search* screen will vary depending on which type of record is selected to be searched.

### *Finding Existing Records*

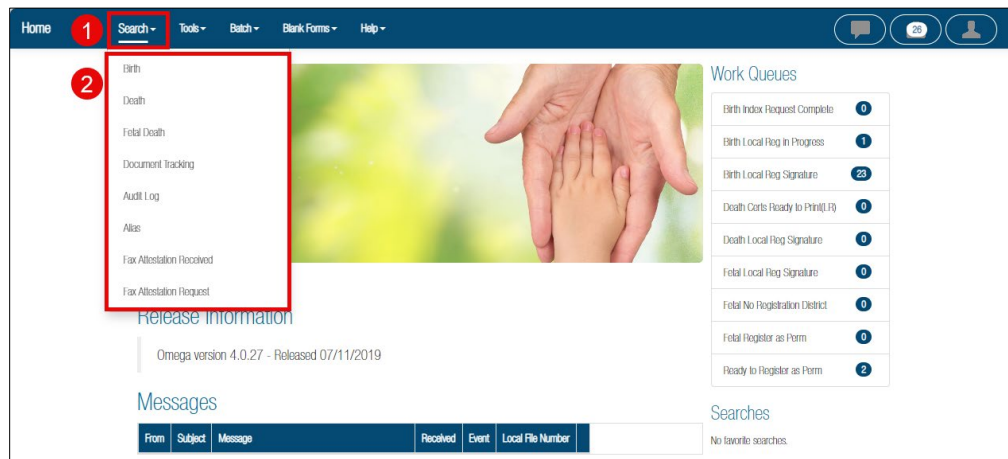
To search for an existing record, follow these steps (see Figure 24):

1. Select the **Search** menu from the **Top Navigation Bar**.
2. Select the type of record to be searched.
  - a. Search Birth
  - b. Search Death
  - c. Search Fetal Death

**NOTE:** The system displays the *Search* screen for the type of record selected from the **Search** menu.

**Figure 24: Search Criteria Tab on the Death Record Search Screen**

**Home screen Top Navigation Bar. File menu expanded, with New sub-menu expanded and Death menu item highlighted.**



The *Search* screen displays with the **Search Criteria** tab open by default (see Figure 25).

The **Search Criteria** tab is the place where pertinent search criteria are entered. You can use any combination of the fields (e.g., first name, middle name, and last name) to search.

3. Enter the search criteria into the appropriate fields to locate the record you want.
4. Select the **Search** button.

Figure 25: Search Criteria Tab on the Death Record Search Screen

The screenshot displays the 'Search (Death)' interface with a 'Search Criteria' tab selected. The form is organized into three columns and includes the following search criteria:

- Column 1 (Left):** State File Number, Date of Birth, Paper Electronic?, First Name, Suffix, Sex, Father/Co-Parent's Name, Suffix, Mother/Co-Parent's First Name, Suffix, Funeral Home, Facility Name, City, State of Residence, Coffin Type, Funeral Home Completed?, Dr. Sign?, Injury at work?, ME/Coroner Signed?, VR205 Print, Fax Attestation Status, Physician Signature Received, Print Certificate at FH?, Registrar Permission to Print?, a. Immediate Cause, Manner of Death.
- Column 2 (Middle):** Date of Death, Rig Type, Certificate Type, Middle Name, Social Security Number, Middle Name, Middle, State of Death, Registration District Code, City of Residence, Certificate Type Code, Funeral Signed?, VR 204.1 Print, VR204 Print, Date of Death (Gltng), Fax Attestation Completed, Method of Disposition, Number of Copies, Local File Number, Created by User Group, 03\_PHYS\_GRPUP\_IDD.
- Column 3 (Right):** Year of Death, Record Status, Last Name, Last, Last, Place of Death County, Hospital Clerk Complete?, Dr. Complete?, ME/Coroner Complete?, Registrar Sign?, Date Created, Courtesy Copy Sent, Record Printed?, Date Filed, Certificate Location.

At the top right of the search area, there are 'Clear' and 'Search' buttons. The interface also features a navigation bar at the top with 'Home', 'File', 'Search', 'Tools', 'Batch', and 'Help' options, and a user profile icon.

## Search Results Tab

The **Search Results** tab displays all records that meet the search criteria entered (see Figure 26).

**Figure 26: Search Result Tab on the Death Record Search Screen**

State File Number	Date of Death	Year of Death	Date of Birth	Reg Type	Paper/Electronic?	Certificate Type	Record Status
	06/03/2024 00:00:00	2024	04/04/1940 00:00:00		E	MEDICAL	PENDING
20240000005	06/01/2024 00:00:00	2024	01/18/1942 00:00:00		P	MEDICAL	PENDING
	07/05/2024 00:00:00	2024	11/30/1949 00:00:00		E	PERMANENT	REGISTERED
	08/07/2024 00:00:00	2024	06/24/1972 00:00:00		E	MEDICAL	PENDING
	08/10/2024 00:00:00	2024	04/28/1948 00:00:00		E	MEDICAL	PENDING
	08/06/2024 00:00:00	2024	10/24/2000 00:00:00		E		PENDING
	06/12/2024 00:00:00	2024	10/08/2004 00:00:00		E	MEDICAL	PENDING
	08/01/2024 00:00:00	2024	06/19/1978 00:00:00		E	MEDICAL	PENDING
	08/15/2024 00:00:00	2024	06/29/1941 00:00:00		E		PENDING
	08/12/2024 00:00:00	2024	05/18/2003 00:00:00		E	PERMANENT	PENDING
20240000007	08/26/2024 00:00:00	2024	04/01/1940 00:00:00		E	MEDICAL	REGISTERED
	08/21/2024 00:00:00	2024	06/17/1960 00:00:00		P	MEDICAL	PENDING
	09/05/2024 00:00:00	2024	02/17/1964 00:00:00		P	MEDICAL	PENDING

The number of records found is displayed at the bottom of the screen.

**NOTE:** The system will only return the first 100 entries of a search. Should more than 100 records meet your search criteria, it is probably best to refine the criteria to have fewer records returned. One way to refine your search is to enter more information (e.g., first name, last name, and date of birth).

**NOTE:** The results window may be sorted by any of the fields. Select the grey field name at the top of the column you wish to sort by. Only one field may be sorted at a time. Select the field name again to sort by this field in descending order.

If no records are found, the **Search Result** tab opens and indicates the message, “No items to display.”

**NOTE:** If the search does not produce the desired record, try entering less information in the search criteria to expand the search. For example, instead of searching by first name, middle name, and last name, enter the last name only to retrieve all records with the last name.

5. To search again using different criteria, select the **Search Criteria** tab.
6. Select the **Clear** button.
7. Enter the new search criteria.
8. Select the **Search** button.

Locate the row of the record you want to open and then either select the **Display** button or double-click the row. IVRS opens the record to the **Decedent** tab.

## Using Wildcards in a Search

Wildcards are characters that expand your searching capabilities. These may be used to search many of the fields in IVRS. One of the most common wildcards is the % sign. For example:

- To find all last names that begin with “S,” enter “S%” in the **Last Name** field.
- Entering “Mc%” in the **Last Name** field and “J%” in the **First Name** field will give you all records with a last name beginning with the characters “Mc” and first names that begin with “J.”

**NOTE:** There must be one field without a “%” to complete the search. An easy way to do this is enter a date in the **Year of Death** field.

## Using Parameters in a Search

Parameter searches will find records that meet comparison criteria. The characters in Table 2 may be used. “NULL” and “<> NULL” can be entered directly in a field.

**Table 2: Parameters**

Parameter	Parameter Definition
>	Greater than
<	Less than
=	Equal to (can be combined with the greater than and less than)
NULL	Empty (use when looking for nothing entered in the field, such as records that have not been registered or when there is no entry for the state number)
<> NULL	Not empty (use when looking for something entered in the field)
(X+Z)	Between X and Z, including X and Z
IN(A+B+C)	Either A or B or C

## Deleting an Unregistered Record

Records that have NOT been registered may be deleted from IVRS.

**IMPORTANT:** Once registered, records must be voided by Illinois Vital Records staff. Records that have a State File Number cannot be deleted.

To delete a record in IVRS, follow these steps:

1. Search for the record.
2. Verify the record displayed is the correct record to delete.
3. Select the **Action** drop-down menu.

**NOTE:** The **Action** menu displays only on an open death record.

4. Select “Delete” from the drop-down options (see Figure 27).

**Figure 27: Action Drop-Down Menu**

The screenshot displays the IVRS interface for a death record. The top navigation bar includes Home, File, Search, Documents, Action, Linking, Tools, Batch, and Help. The main content area shows a record for Death: 13071359. The Action menu is open, showing options: Delete, Review Certificates/Queries, Display Images/Documents, and Show Notes. The record details include: State File Number: 2024000036, Record Status: PENDING, Date Created: 08/15/2024, Created by: One, Funeral, Created by User Group: 12882, Date Modified: 08/15/2024, Modified By: train1, Reg Type: I, Record Type - (Electronic/Paper): I. The Decedent section shows: First Name: JOHN, Middle Name: CHARLES, Last Name: DOE, Suffix: , Sex: M, Date of death known?: Y, Date of Death: 08/01/2024, Decedent Found: , Date of Birth: 06/19/1978, Age: 046, Age Unit: YEARS. The bottom section shows the Age of Decedent is Under 1 Year Old, with options for Days, UNDER 1 DAY of AGE - Hours, and Minutes.

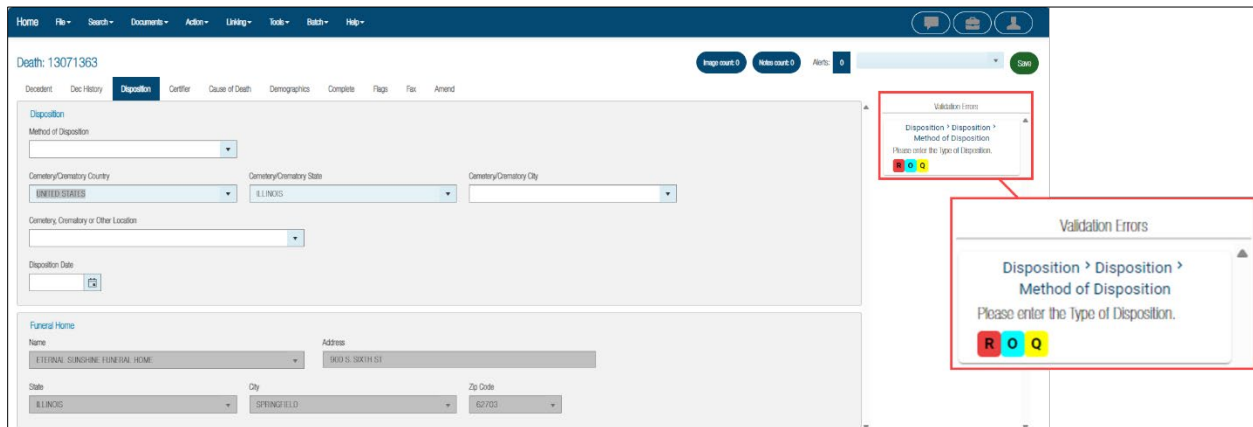
## Error Codes and Reminder Messages

When an error or reminder message appears in the IVRS application, read the message for an explanation on how to rekey, override, or query to clear the error. IVRS performs a validation error check when you leave a field. If the system detects an error, the *Validation Errors* side panel will display (see Figure 21).

### Correcting Validation Errors

If you skip a required field, the system displays a validation error in a side panel (see Figure 28).

**Figure 28: Validation Error Messages**



For example, if you accidentally tab past the **Method of Disposition** field in the **Disposition** tab, the system displays a Validation Error message that provides information necessary to locate the error, including the tab name, section name, and field name where the error occurred. It also tells you what the error is and how to fix it. After you correct the error, the Validation Error message disappears from the screen. If you need to find the missing information elsewhere, you can always complete the rest of the record and use the “Save Without Edits” functionality to save what you have done so far. Then, you can come back and correct the missing data before you save the record to route it to the next steps.

1. Select one of the following buttons to correct the error:
  - a. Select the **R**, also known as the **Rekey**, button in the Validation Error message to navigate back to the field to correct the error.
  - b. Select the **O** button to override the validation error and continue without updating it.
  - c. Select the **Q** button to override the validation message and enter the reason why you are not correcting the validation error.

**NOTE:** The **Q** button is only active when the **O** button is active.

See Table 3 for a list of some of the more common error messages you may encounter in IVRS.

**Table 3: Possible Error Messages in IVRS**

Error/Message	Cause of Error	Steps to Correct
I/O Error	The I/O Error message occurs when a window is already loading for IVRS.	<ul style="list-style-type: none"> <li>• Select the <b>OK</b> button.</li> <li>• To avoid this error in the future, allow time for the IVRS application to load before selecting the IVRS icon again.</li> </ul>
Geocoding Reminder	The Geocoding Reminder message sometimes occurs after you enter address information. It is not necessarily an error, just a reminder message to check your address information.	<ul style="list-style-type: none"> <li>• To move forward, select the <b>No</b> button.</li> <li>• If you need to reenter address information, select the <b>Yes</b> button.</li> </ul>
Father's Last Name	The father's Last Name error message occurs when the father's last name does not agree with the decedent's last name.	<ul style="list-style-type: none"> <li>• Select the <b>Re-key</b> button to reenter data.</li> <li>• Select the <b>Override</b> button to keep the father's last name as entered.</li> </ul>
Township Error on Residence	The Township error on residence occurs when you enter a township name instead of the city name.	<ul style="list-style-type: none"> <li>• Select the city the township is located in.</li> </ul>
Cancer Specifics Reminder	The Cancer Specifics Reminder occurs any time "Cancer" is entered as a cause of death. It is not an error but a reminder message to specify the location and cell type or if the cancer has metastasized.	<ul style="list-style-type: none"> <li>• Select the <b>OK</b> button and enter the requested information.</li> </ul>
Condition Reminder	The Condition Reminder occurs when a cause of death is entered, which is usually a complication of another disease.	<ul style="list-style-type: none"> <li>• Select the <b>Re-key</b> button to reenter data.</li> <li>• Select the <b>Override</b> button to keep the cause as entered.</li> </ul>

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## Helpful Resources

You can find helpful resources in the **Help** menu in IVRS, including a quick reference guide with keyboard shortcuts and search expressions. You can also find site information, system release notes that provide information about the most recent updates to the system, and a Vital Records fee schedule that outlines the cost of different products and services.

## IVRS Help Desk Support

Users requiring IVRS technical support can contact the IDPH Help Desk by calling 866-220-5247. Voice messages will be responded to within 24 hours or the next business day.

Help Desk business hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. (CST), excluding State holidays.

**NOTE:** This is for account and technical issues you encounter. See the *Record Corrections Contact* section for assistance with death and birth record corrections.

When contacting the Help Desk, be sure to include the following information:

- Your name and the best way to contact you
- Facility name
- User role
- Detailed description of your problem

Providing detailed information will assist the Help Desk in directing your question to the appropriate person, ensuring a timely response to your questions.

## **Record Corrections Contact**

In addition, you are encouraged to correspond by email for any assistance you may need with IVRS. You can send an email to [dph.ivrs@illinois.gov](mailto:dph.ivrs@illinois.gov). Your email will be directed to the appropriate staff to assist with your questions/problems.