eVital Guide:
Electronic Spontaneous Terminations of Pregnancy (STOP) Registration Module for Funeral Home Users

New York City Department of Health and Mental Hygiene
Division of Epidemiology, Bureau of Vital Statistics
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1. Purpose

1. The eVital system allows users to electronically submit birth and death registrations with the New York City Health Department’s Bureau of Vital Statistics (BVS).

2. Scope

1. This guide outlines the process of reporting a Spontaneous Terminations of Pregnancy (STOP) disposition in eVital. You will also learn how to log in to and navigate the eVital application.

3. Logging in to and Navigating eVital

1. Logging In

a. To access eVital, open an Internet Explorer browser and enter the following URL in the address bar: https://a816-evital.nyc.gov/eVital.
b. Enter your NYCID email address and password and click LOG IN.
c. If you forgot your password, click the **Forgot Password** link located in the bottom left-hand corner.

d. Enter the email address you used to sign up with eVital. Click **Submit**.
e. You may reset your password by email or by answering the security questions associated with your account. Choose the desired option. If you chose Reset via email click Continue and proceed to Step g. If you chose Reset via security questions, proceed to Step h.

```
Reset Password: amyevers12@gmail.com

- Reset via email
- Reset via security questions

Click "Continue" below to receive an email with instructions on how to reset your password.

CONTINUE
```

f. You will receive the following message. Log in to your email account for step-by-step instructions to continue changing your password.

```
Check Your Email

An email has been sent to the email address provided. Follow the instructions in the email to reset your password. If you have not received the email, check your spam/junk folder.

CONTINUE
```

g. Enter the answers to your security questions, then select Continue. Follow the remaining instructions to continue changing your password.

```
What is the name of your first pet? 
What is your favorite cartoon character? 

Display Answers: Show

CONTINUE
```
2. Selecting a Facility

a. If you are only associated with one facility, you will be taken directly to the eVital Dashboard.
b. If you are associated with multiple facilities you will need to select the desired facility from the Select Facility drop-down list and then click Go to Unit.

3. The eVital Dashboard

a. The eVital Dashboard, also called the homepage, displays your name, the name of your current facility, as well as a drop-down menu.
b. If you click the drop-down menu, a list of your available facilities will appear.
c. There are three icons located in the upper right-hand corner of the eVital Dashboard: Help, My Profile and Home.

- **Help** – Click this icon to search for answers to eVital questions.
- **My Profile** – Click this icon to view personal information, such as your email address.
- **Home** – Click this icon to return to the eVital Dashboard.

![Welcome](image1)

*Note:* Click the NYC Health icon at the top of any screen to return to the eVital Dashboard.

![Welcome](image2)

d. Also located on the upper right-hand corner of the eVital Dashboard is the Log Out feature. When you are done using the application you can log out by clicking this link.

![Welcome](image3)

e. There is a black bar across the top of the eVital Dashboard with a Profile link in the right-hand corner. Click the Profile link to access and make changes to your NYCID profile.

![Welcome](image4)
f. On the **Profile** screen, you can change your email address and password, update your name, view your security questions or deactivate your account. To change your email address, enter your new email address in the first field and then enter it again in the second field to confirm. Click **Save Changes**.

![Profile Screen](image1)

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g. You can make additional changes to your profile by selecting the **Password**, **Name**, **Security Questions** and **Deactivate** tabs. Click **Save Changes** to return to the dashboard.

![Profile Options](image2)

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h. On the **eVital Dashboard**, you can navigate to different areas of the application by clicking the **menu icon** located on the left-hand side of the page.

![Dashboard](image3)
i. After clicking on the **menu icon**, the **All Categories** menu will open. Click on **Main** to open the main menu. Available options include **Link EVERS Profile**, **New Facility Request** and **Facility Request Status**.

![All Categories Menu](image1)

![Main Menu](image2)

j. To link an existing EVERS profile to your eVital profile, select **Link EVERS Profile**. Type your **EVERS Username** and **Migration Key**, then click **Validate** and **Link Account**.

![Link Existing EVERS Profile](image3)

k. A message stating that the profile has been linked will appear.

![Profile Linked](image4)
l. To add a new facility to your profile, select **New Facility Request** from the main menu. Click the **Look Up…** button to search for the new facility.

m. Enter the **Facility Name** and click **Search** or type the first three characters of the facility name followed by a percent sign (%).

**Note**: The percent sign (%) can be used as a wildcard, substituting for any character(s) at the beginning, middle, or end of names.

n. Click **Select** to select the facility.
o. The **Facility Information** will appear in the **Facility Request** window. Click **Add Facility**.

![Facility Request](image)

p. The facility information will appear at the bottom of the window. Click **Save**.

![Facility Request](image)

q. The **User Facility** information will appear. The **Status** will be **Pending** until the Facility Administrator approves the request. eVital users can cancel the request by clicking **Cancel Request** and view requests by selecting **Facility Request Status** from the main menu.

![User Facility](image)
4. Queues

a. Near the **menu icon** on the **eVital Dashboard** is an **All Queues** button.

![Image of All Queues button]

b. Clicking the **All Queues** button will open the **Queue List**. This list is categorized by module. The modules are based on the roles assigned to you in your facility profile. Clicking the plus sign (+) next to the module name will expand the list and display queues associated with the module. Each queue has a count of the number of cases that require attention. If a queue has a zero (0) next to it, there are no cases in that queue and nothing that needs to be addressed. Click on the queue name to see the actual cases in the queue.

![Image of Queue List]

```
Queue List
<table>
<thead>
<tr>
<th>Module</th>
<th>Count</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amendments</td>
<td>0</td>
<td>119 days 5 hours old</td>
</tr>
<tr>
<td>Authorization</td>
<td>1</td>
<td>120 days 12 hours old</td>
</tr>
<tr>
<td>Birth</td>
<td>6</td>
<td>119 days 5 hours old</td>
</tr>
<tr>
<td>Death</td>
<td></td>
<td>120 days 12 hours old</td>
</tr>
<tr>
<td>ITOP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STOP</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

AOP Attachment Pending: 1, 120 days 12 hours old
AOP Rejected: 0
Birth New Event: 6, 119 days 5 hours old
Certification Required: 2
Exact Duplicate: 0
FR Failed: 0
Hold: 0
Legal Pending: 3, 120 days 12 hours old
Manual Registration Rejected: 0
Medical Pending: 3
Potential Duplicate: 0
Unlinked: 0
5. Preferred Queues

a. If you frequently use certain queues, you can choose to add them as **Preferred Queues**. To set up your **Preferred Queues**, go to your eVital Dashboard, click the **menu icon**, select **Main**, and then select **Preferred Queues**.

![Preferred Queues](image1.png)

b. Select your facility from the **Functional Entity** drop-down list.

![Functional Entity](image2.png)
c. A list of available queues will appear. To move a queue to the **Selected Queues** window, click on the desired queue name and click the right arrow. You can include up to seven queues as **Preferred Queues**.

d. Once the desired queues are listed in the **Selected Queues** window, click **Save**.
e. The selected queues will appear on your eVital Dashboard.  

*Note:* Queues are color coded as follows:
- **Blue:** Contains items less than 10 days old.
- **Orange:** Contains items 10 to 24 days old.
- **Red:** Contains items 25 days old or older.

f. To remove a Preferred Queue from your eVital Dashboard, click on the desired queue from the Selected Queues window and then click the left arrow to move it back to the Available Queues window. Then click Save.
6. System Messages

a. **System Messages** are displayed in tabs on the eVital homepage. System Message tabs are grouped by module (*Birth*, *Death*, *STOP*, *ITOP*, and *Amendments*) and correspond to the roles you are assigned within your current facility.

b. Click on a tab to see the associated messages. Click on the **Case ID** link to view an entry in detail.

c. System Messages can also be viewed by clicking the **Inbox** button.
4. How Do I Claim a New STOP Case

*Note:* You must have an authorized **Funeral Home Role** to access this section in eVital.

1. From the eVital Dashboard, click the menu icon located to the left of **Preferred Queues**.

2. In the **All Categories** menu, select **Life Events**.

3. In the **Life Events** menu, select **STOP**.
4. Select **Claim New Case**.

5. When the **Search STOP Case** window opens, complete the following fields: **Mother's Current Legal Last Name**, **Date of Delivery** and **Reporting Facility**.

6. Click **Search**.

7. If the system locates one or more cases that match your search criteria, the results will appear in the **Search Results** window. If this occurs, continue to Step 9.
8. If the system does not find a case that matches the information you entered, a notice appears in the **Search Results** window stating “There are no cases that match the criteria you have entered.” If you need to edit the search information, click the plus sign (+) to reopen the case information. You may need to contact the medical facility to verify the case status or information.

9. Click **Preview** to view the **Case Information**. Click **Clear** to return to the **Search STOP Case** window.

10. To claim a case, click **Claim Case**.

11. When the case notice appears, click **OK** to claim the case. Then continue to the **Process Payment** screen. To return to the search results, click **Cancel**.
12. To pay a fee when the **Process Payment** screen appears, select your payment method from the **Select Payment Method** drop-down list.
13. Click **Add Payment**. To cancel, click **Cancel Payment**.

14. Enter the payment information in the appropriate fields.
15. Enter the **Captcha** code.
16. Click **Continue**. To cancel and return to the previous page, click **Cancel Order**.
17. After clicking **Continue**, a payment authorization page appears. To complete the payment, select the **Payment Authorization** check box and click **Pay Now**.

18. If you need to edit your credit card information, click the **Previous Page** button.

19. After you have authorized the payment, the **Payment Services** screen reopens with a confirmation that your payment has been processed. A receipt will be emailed to the email address entered in the **Billing Address** section.

20. Click the **Continue to Case** button.

21. You will be directed to the **Disposition** form.
5. Disposition

1. In the **Fetal Death Registration** menu, click **Disposition**.

![Image of eVital interface showing Disposition menu]

2. From the **Method of Disposition** drop-down list, select **Interim** or **City Burial (Potter’s Field)**.
   
   a. If you selected **Interim**, additional fields will appear. Continue to step 3.

3. If you selected **Interim**, enter the date in the **Interim Disposition Date** field. Complete Step 3a.
   
   a. From the **Interim Within** field, select the answer from the drop-down list.

![Image of eVital interface showing Interim Disposition details]
4. Select **Known** or **Unknown** in the **Disposal Date Known** field.
   a. If you selected **Known**, complete Step 4b.
   b. Enter the date or click the **calendar icon** in the **Date of Disposition** field.
   c. If you selected **Unknown**, continue to Step 5.

![Image of Disposition form]

5. Complete the **Place of Disposition** field or click the **Place of Disposition Look Up** button to search for the facility name. Complete the **Place of Disposition Address** and **Country** fields. **Note**: In this scenario, “City Cemetery at Hart Island” is the place of disposition.

![Image of Disposition form with Place of Disposition]

6. Complete the funeral director’s **License Number** field or use the **Director Look Up** button to find the number.

![Image of Disposition form with License Number]
7. Type the funeral director’s **First**, **Middle** and **Last** names (and **Suffix**, if applicable). *Note*: In this scenario, “Donald Donaldson” is the funeral director.

![Image of funeral director's form]

8. Complete the funeral home **Name** and **Business Registration Number** fields.
9. Complete the funeral home address and **Country** fields.
10. Click **Verify Address**.

![Image of funeral home form]
11. Type the **First**, **Middle** and **Last** names (and **Suffix**, if applicable) of the person authorizing the disposition. The authorizer is usually the mother or other family member.

12. Select **Mother** from the **Relationship to Fetus** drop-down list.

13. Complete the authorizer address fields and select the **Country**.

14. Click **Verify Address**.

15. Click **Save**. If all the fields contain valid information, a green dot appears next to **Disposition** in the menu. Continue to the **Sign** section.
6. Sign

*Note:* You must have an authorized role to access this form.

1. In the Fetal Death Registration – Personal Information menu, click *Sign*.
2. To sign the case, select the *Affirm* check box. *Note:* By submitting this information, you affirm under the penalty of perjury that you are the authorized signer whose name will appear on the death registration certificate.
3. Click the *Affirm* button.

4. After you click the *Affirm* button, the Quick Response (QR) code appears.
5. From your mobile device, tap the **Quick Response Code** button to start the camera.

6. To synchronize your identity, point your mobile device camera to the QR code on your computer monitor and hold the mobile device steady until it scans the QR code.
7. When the certification screen appears, align your face inside the yellow frame. When your image has been registered, you will receive two messages on your mobile device: “Certifying User…Please Wait” (first message) and “Certification Successful Certification Completed” (second message). Tap OK on your mobile device. **Note:** There is a one-hour hold before registration is final.

8. View the Case Status section to confirm that you successfully submitted and signed the case/event.

9. To make modifications to the case, click the Unaffirm button, make any necessary changes to the case and recertify the case.
7. Order Certified Copies

1. In the Fetal Death Registration – Other Links menu, click Order Certified Copies.
2. From the Order Certified Copies screen, click the order number to view and complete the order.

3. On the Place Order screen, review the Shipping Address and Order Details. If you want to place the order, click Payment. If you want a receipt for your order, click Order Receipt.
4. Once you have clicked **Payment** to place the order, the **Process Payment** screen appears. Select your payment method from the **Select Payment Method** drop-down list and click **Add Payment**. The **Billing Address** and **Payment Information** form opens.

5. Enter the payment information in the appropriate fields.
6. Enter the **Captcha** code.
7. Click **Continue** to pay. To cancel and return to the previous page, click **Previous Page**.
8. After clicking **Continue**, a payment authorization page appears.
   a. Verify the credit card information.
   b. If necessary, click **Previous Page** to edit the credit card information.

9. To complete the payment, select the **Payment Authorization** check box and click **Pay Now**.

![Payment Authorization Screen](image)

10. After you have authorized the payment, the **Payment Services** screen reopens with a confirmation that your payment has been processed.
8. Case Messages

1. Select the **Messages** tab to see the **Messages** page. You can view any messages about the case from this tab.
9. Print Forms

1. In the **Fetal Death Registration – Other Links** menu, click **Print Forms**.
2. From the **Print Forms** page, click the **Print Disposition Permit** button to print the disposition permit.

3. An image of the disposition permit appears. Hover your mouse pointer over the image of the permit. A menu with icons will appear at the top of the image.
4. Click the **print icon**.

5. The **print dialog box** opens. Click **Print** to print the form.
6. If you do not wish to print the form, click **Cancel**.
10. Case Status History

1. Select the Case Status History tab.
2. The Case Status History page shows the entire history of the case, including certifications, payments, as well as who entered the case information, the time and date they entered it, and their location.
11. Registration Validations

1. Select the Registration Validations tab.
2. The Registration Validation page shows any validation errors for a case. If there are no errors, a “No validation errors found” message will appear.
12. **Issuance History**

1. Select the **Issuance History** tab.

2. You can view the details of the **Issuance History** for a **Disposition Permit** by the following categories: **Issuance**, **User ID**, **Office**, **Date** and **Details**.
13. **Relinquish a Case**

1. To relinquish a case that has not been registered, select **Relinquish Case** in the **Other Links** menu. *Note:* To relinquish a registered case, skip to Step 6.

2. In the **Relinquish Reason** field, type the reason.

3. Click the **Relinquish** button.
4. A notice appears. To proceed with relinquishing the case, click OK. To return to the previous screen, click Cancel.

5. After you have relinquished the case, you will be redirected to the eVital Dashboard.

6. To relinquish a registered case, you must send a request to the facility that is taking ownership of the case. Once the request is accepted, that facility will own the case and you can no longer access it.

7. To relinquish a registered case, select Relinquish Case in the Other Links menu.
8. In the **Relinquish Stop Case** window, click the look up button ( ).

9. In the **Lookup Funeral Home** window, enter the name of the facility the case will be relinquished to and click **Search**.

10. Click **Select** to choose the facility from the search results.
11. Enter a **Relinquish Reason** and click **Relinquish**.

![Relinquish Case](image)

12. A notice appears. To proceed with relinquishing the case, click **OK**. To return to the previous screen, click **Cancel**.

![Notice](image)

13. After you have relinquished the case, you will be redirected to the **eVital Dashboard**.
14. **Comments**

1. Select the **Comments** tab.

2. When the **Comments** page appears, choose a **Comment Type** from the drop-down list. The choices are **No Mailing Address**, **Late Reason**, **Event**, or **Confidential Medical**.
3. Enter a comment of up to 400 words in the **Comment** field. Click **Save Comment**.

4. A “Comment saved” notification will appear. You can see all the comments about a case at the bottom of the screen, including an option to **Edit** or **Delete** comments.
15. Locating an Existing STOP Case

1. Click the **menu icon** to the left of **Preferred Queues**.

2. From the **All Categories** menu, select **Life Events**.

3. From the **Life Events** menu, select **STOP**.
4. From the **STOP** menu, select **Locate Case**.

5. Enter the case information into the corresponding fields and click **Search**.

6. A list of matching **STOP** cases will appear. You can click any **Case ID** to open a case or click the **Preview** button to preview the details of a case.