GENESIS SYSTEMS, INC. PRESENTS THIS TECHNICAL PROPOSAL TO:

STATE OF WEST VIRGINIA

Department of Health and Human Resources

Electronic Vital Records System (EVRS) Implementation

Solicitation CRFP 0506 EHP1900000002



RECEIVED
2019 MAR -5 AM 9:37
WV PURCHASING DIVISION

Due: March 5th, 2019

1:30 PM EST

To:

Department of Administration
Purchasing Division
Attention: April Battle, File #22
2019 Washington Street East
Charleston, WV 25305-0130

From:

Genesis Systems, Inc.
3601 North Progress Avenue
Suite 200
Harrisburg, PA 17110
Contact: Rich Huber
Phone: (717) 909-8501
Fax: (717) 909-8550
Email: Rhuber@Genesisinfo.com

Signature: Richard J. Huber CEO

Date: 3-4-2019

SECTION 6: EVALUATION AND AWARD

6.1 **Evaluation Process:** Proposals will be evaluated in two parts by a committee of three (3) or more individuals. The first evaluation will be of the technical proposal and the second is an evaluation of the cost proposal. The Vendor who demonstrates that it meets all of the mandatory specifications required, attains the minimum acceptable score and attains the highest overall point score of all Vendors shall be awarded the contract.

6.2 **Evaluation Criteria:** Proposals will be evaluated based on criteria set forth in the solicitation and information contained in the proposals submitted in response to the solicitation. The technical evaluation will be based upon point allocations designated below for a total of 70 of the 100 points. Cost represents 30 of the 100 total points.

Evaluation Point Allocation:

Project Goals and Proposed Approach (§ 4.2)

- Approach & Methodology to Goals/Objectives (§ 4.2.1)
  - Project Plan (4.2.1.9) — (5) Points Possible
  - Milestones (4.2.1.10) — (10) Points Possible
  - Technical Response (4.2.1.11) — (15) Points Possible
  - Functional Response (4.2.1.12) — (25) Points Possible
- Approach & Methodology to Compliance with Mandatory Project Requirements (§ 4.2.2) — (0) Points Possible

Qualifications and experience (§ 4.3)

- Qualifications and Experience Generally (§ 4.3.1) — (5) Points Possible
- Exceeding Mandatory Qualification/Experience Requirements (§ 4.3.2) — (5) Points Possible

Oral interview (§ 4.4) — (5) Points Possible

Total Technical Score: — (70) Points Possible

Total Cost Score: — (30) Points Possible

Total Proposal Score: 100 Points Possible

6.3 **Technical Bid Opening:** At the technical bid opening, the Purchasing Division will open and announce the technical proposals received prior to the bid opening deadline. Once opened, the technical proposals will be provided to the Agency evaluation committee for technical evaluation.

6.4 **Technical Evaluation:** The Agency evaluation committee will review the technical proposals, assign points where appropriate, and make a final written recommendation to the Purchasing Division.

6.5 **Proposal Disqualification:**

6.5.1 **Minimum Acceptable Score ("MAS"):** Vendors must score a minimum of 70% (49 points) of the total technical points possible in order to move past the technical evaluation and have their cost proposal evaluated. All vendor proposals not attaining the MAS will be disqualified.

6.5.2 **Failure to Meet Mandatory Requirement:** Vendors must meet or exceed all mandatory requirements in order to move past the technical evaluation and have their cost proposals evaluated. Proposals failing to meet one or more mandatory requirements of the RFP will be disqualified.

6.6 **Cost Bid Opening:** The Purchasing Division will schedule a date and time to publicly open and announce cost proposals after technical evaluation has been completed and the Purchasing Division has approved the technical recommendation of the evaluation committee. All cost bids received will be opened. Cost bids for disqualified proposals will be opened for record keeping purposes only and will not be evaluated or considered. Once opened, the cost proposals will be provided to the Agency evaluation committee for cost evaluation.

The Purchasing Division reserves the right to disqualify a proposal based upon deficiencies in the technical proposal even after the cost evaluation.

6.7 **Cost Evaluation:** The Agency evaluation committee will review the cost proposals, assign points in accordance with the cost evaluation formula contained herein and make a final recommendation to the Purchasing Division.

Cost Evaluation Formula: Each cost proposal will have points assigned using the following formula for all Vendors not disqualified during the technical evaluation. The lowest cost of all proposals is divided by the cost of the proposal being evaluated to generate a cost score percentage. That percentage is then multiplied by the points attributable to the cost proposal to determine the number of points allocated to the cost proposal being evaluated.

Step 1: Lowest Cost of All Proposals / Cost of Proposal Being Evaluated=Cost Score Percentage

Step 2: Cost Score Percentage X Points Allocated to Cost Proposal = **Total Cost Score**

Example:

Proposal 1 Cost is $1,000,000
Proposal 2 Cost is $1,100,000
Points Allocated to Cost Proposal is 30

Proposal 1: Step 1 - $1,000,000 / $1,000,000 = Cost Score Percentage of (100%)
Step 2 – 1 X 30 = Total Cost Score of 30

Proposal 2: Step 1 - $1,000,000 / $1,100,000 = Cost Score Percentage of 0.909091 (90.9091%)

Step 2 – 0.909091 X 30 = Total Cost Score of 27.27273

6.8 **Availability of Information:** Proposal submissions become public and are available for review immediately after opening pursuant to West Virginia Code §5A-3-11(h). All other information associated with the RFP, including but not limited to, technical scores and reasons for disqualification, will not be available until after the contract has been awarded pursuant to West Virginia Code of State Rules §148-1-6.3.d.

By signing below, I certify that I have reviewed this Request for Proposal in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that, to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

Genesis Systems, Inc.

(Company)

Richard J. Huber, Treasurer

(Representative Name, Title)

Phone: 717-909-8501 Fax: 717-909-8550

(Contact Phone/Fax Number)

March 4, 2019

(Date)

REQUEST FOR PROPOSAL

West Virginia Department of Health and Human Resources
CRFP EHP 1900000002

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Richard J. Huber, CEO/Treasurer
(Name, Title)

Richard J. Huber, Treasurer
(Printed Name and Title)

3601 N. Progress Ave, Suite 200, Harrisburg, PA 17110
(Address)

Phone: 717-909-8501 Fax: 717-909-8550
(Phone Number) / (Fax Number)

rhuber@genesisinfo.com
(email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration ; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Genesis Systems, Inc.
(Company)

Richard J. Huber CEO/Treasurer
(Authorized Signature) (Representative Name, Title)

Richard J. Huber, Treasurer
(Printed Name and Title of Authorized Representative)

March 4, 2019
(Date)

Phone: 717-909-8501 Fax: 717-909-8550
(Phone Number) (Fax Number)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFP 0506 EHP 1900000002

Instruction: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgement form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgement: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specifications, etc.

Addendum Numbers Received:
(Check the box next to each addendum received)

- ☒ Addendum No. 1
- ☒ Addendum No. 2
- ☐ Addendum No. 3
- ☐ Addendum No. 4
- ☐ Addendum No. 5
- ☐ Addendum No. 6
- ☐ Addendum No. 7
- ☐ Addendum No. 8
- ☐ Addendum No. 9
- ☐ Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by any official addendum is binding.

Genesis Systems, Inc.
Company

Richard J. Hull CEO
Authorized Signature

March 4, 2019
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (*W. Va. Code* §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Genesis Systems, Inc

Authorized Signature: Richard J Ault CEO Date: 3-4-2019

State of Pennsylvania

County of Dauphin, to-wit:

Taken, subscribed, and sworn to before me this 4th day of March, 2019.

My Commission expires February 6, 2022.

AFFIX SEAL HERE

Commonwealth of Pennsylvania - Notary Seal
Rebecca A. Orner, Notary Public
Cumberland County
My commission expires February 6, 2022
Commission number 1327905
Member, Pennsylvania Association of Notaries

NOTARY PUBLIC Rebecca A Orner

West Virginia Ethics Commission

Disclosure of Interested Parties to Contracts

Pursuant to *W. Va. Code* § 6D-1-2, a state agency may not enter into a contract, or a series of related contracts, that has/have an actual or estimated value of $1 million or more until the business entity submits to the contracting state agency a Disclosure of Interested Parties to the applicable contract. In addition, the business entity awarded a contract is obligated to submit a supplemental Disclosure of Interested Parties reflecting any new or differing interested parties to the contract within 30 days following the completion or termination of the applicable contract.

For purposes of complying with these requirements, the following definitions apply:

"Business entity" means any entity recognized by law through which business is conducted, including a sole proprietorship, partnership or corporation, but does not include publicly traded companies listed on a national or international stock exchange.

"Interested party" or *"Interested parties"* means:

(1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors;
(2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract. (This subdivision does not apply to a publicly traded company); and
(3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency. (This subdivision does not apply to persons or business entities performing legal services related to the negotiation or drafting of the applicable contract.)

"State agency" means a board, commission, office, department or other agency in the executive, judicial or legislative branch of state government, including publicly funded institutions of higher education: Provided, that for purposes of W. Va. Code § 6D-1-2, the West Virginia Investment Management Board shall not be deemed a state agency nor subject to the requirements of that provision.

The contracting business entity must complete this form and submit it to the contracting state agency prior to contract award and to complete another form within 30 days of contract completion or termination.

This form was created by the State of West Virginia Ethics Commission, 210 Brooks Street, Suite 300, Charleston, WV 25301-1804. Telephone: (304)558-0664; fax: (304)558-2169; e-mail: ethics@wv.gov; website: www.ethics.wv.gov.

Revised June 8, 2018

West Virginia Ethics Commission

Disclosure of Interested Parties to Contracts

(Required by *W. Va. Code* § 6D-1-2)

Name of Contracting Business Entity: Genesis Systems, Inc. **Address:** 3601 N. Progress Ave, Suite 200,Harrisburg, PA 17110

Name of Authorized Agent: Richard J. Huber **Address:** 3601 N. Progress Ave, Suite 200, Harrisburg, PA 17110

Contract Number: CFRP 0506 EHP 1900000002 **Contract Description:** Electronic Vital Records System (EVRS) Implementation

Governmental agency awarding contract: Department of Health and Human Resources

☐ **Check here if this is a Supplemental Disclosure**

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below *(attach additional pages if necessary)-*.

1. **Subcontractors or other entities performing work or service under the Contract**
   ☒ Check here if none, otherwise list entity/individual names below.

2. **Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)**
   ☐ Check here if none, otherwise list entity/individual names below.

   Richard J. Huber

3. **Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)**
   ☒ Check here if none, otherwise list entity/individual names below.

Signature: Richard J. Huber CEO Date Signed: 3-4-2019

Notary Verification

State of Pennsylvania, County of Dauphin:

I, Richard J. Huber, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 4th day of March, 2019.

Commonwealth of Pennsylvania - Notary Seal
Rebecca A. Orner, Notary Public
Cumberland County
My commission expires February 6, 2022
Commission number 1327905
Member, Pennsylvania Association of Notaries

Rebecca A Orner
Notary Public's Signature

To be completed by State Agency:

Date Received by State Agency: _____

Date submitted to Ethics Commission: _____

Governmental agency submitting Disclosure: _____

Commonwealth of Pennsylvania - Notary Seal
Rebecca A. Orner, Notary Public
Cumberland County
My commission expires February 6, 2022
Commission number 1327905
Member, Pennsylvania Association of Notaries

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ATTACHMENT B - MANDATORY REQUIREMENTS

RFP EHP1900000002, Electronic Vital Registration System (EVRS) for
State of West Virginia Department of Health and Human Resources

SECTION 1: MANDATORY REQUIREMENTS

UNLESS YOU POSSESS, AND CAN DEMONSTRATE THE FOLLOWING MANDATORY MINIMUM QUALIFICATIONS, DO NOT SUBMIT AN OFFER.

The following specifications are MANDATORY REQUIREMENTS. To be considered responsive for award, the Respondent must be able to demonstrate through the technical response each of the requirements as stated below. Mandatory requirements must be met and demonstrable at the time of proposal submission. Failure to meet any of the mandatory requirements listed below will result in disqualification of the proposal.

Mandatory Project and Qualification/Experience Requirements

Please indicate your responses in the table below in support of the meeting the minimum mandatory requirements. **Do not** provide **ANY** additional information other than that requested in the column entitled "Evidence". Failure to follow this instruction may result in disqualification of the proposal.

Item#	Requirements	Yes//No	Evidence/Confirmation
4.2.2.1	The vendor must have successfully implemented a web EBRS that is currently in production in at least 2 states within the United States, or 2 countries, or 2 Canadian provinces within the last 5 years.	Yes	(List the State / Country / Province and Date) Response: 1. Georgia Department of Health- Contract Start Date: September 2011 and is currently in Support & Maintenance. 2. Texas Department of Health- Contract Start Date: June 2016 and went live January 2019
4.2.2.2	The vendor must have successfully implemented a web EDRS that is currently in production in at least 2 states within the United States, or 2 countries, or 2 Canadian provinces within the last 5 years.	Yes	(List the State / Country / Province and Date) Response: 1. Colorado Department of Public Health and Environment-

			Contract Start Date: July 2013 and is currently in Support & Maintenance. 2. Georgia Department of Public Health- Contract Start Date: September 2011 and is currently in Support & Maintenance.
4.2.2.3	The vendor must have successfully implemented a web Fetal Death Registry that is currently in production in at least 2 states with the United States, or 2 countries or 2 Canadian provinces within the last 5 years.	Yes	(List the State / Country / Province and Date) Response: 1. Georgia Department of Public Health- Contract Start Date: September 2011 and is currently in Support & Maintenance. 2. New Jersey Department of Health- Contract Start Date: November 2012 and is currently in Support & Maintenance
4.2.2.4	The vendor must have successfully implemented a web ITOP that is currently in production in at least 2 states within the United States, or 2 countries or 2 Canadian provinces within the last 5 years.	Yes	(List the State / Country / Province and Date) Response: 1. Georgia Department of Public Health- Contract Start Date: September 2011 and is currently in Support & Maintenance. 2. Texas Department of Health- Contract Start Date: June 2016 and went live January 2019
4.2.2.5	The vendor must have successfully implemented a web Point of Sale system that is currently in production in at least 2 states within the United States, 2 countries or 2 of the Canadian provinces within the last 5 years.	Yes	(List the State / Country / Province and Date) Response: 1. Georgia Department of Public Health- Contract Start Date: September 2011 and is currently in Support & Maintenance. 2. Texas Department of Health- Contract Start Date: June 2016 and went live January 2019
4.2.2.6	Items 1 – 5, at a minimum, must be fully web based and must have an integrated database.	Yes	(List the State(s) / Country / Province) and where items 1 – 5) are integrated into one system and one database

			Response: 1. Georgia Department of Public Health 2. Texas Department of Health 3. New Jersey Department of Health 4. Colorado Department of Public Health and Environment
4.2.2.7	All functions within the system must be appropriately adaptive (mobile ready) to function properly on a desk top; a tablet and a mobile device.	Yes	Provide a brief (1 – 2 paragraphs) explaining the adaptive nature of your system for desktops; tablets and mobile devices. Response: Genesis' approach to development of its software is driven and kept in pace with the latest in the software industry. With the advent and usage of so many varied devices to access the information resources, Genesis understands that Responsive Web design is the approach which suggests that design of a software particularly web portals should respond to the user's behavior and environment based on screen size, platform and orientation. To this extent, Genesis fully endorses the idea of responsive web design for it system. Genesis follows the same standard of Responsive Web design approach so that end users of any device can perform their functions with the same efficiency as any desktop users. The Genesis product is currently compatible with iPhone, iPad, Android, and Surface Pro devices.
4.2.2.8	The vendor must have successfully migrated historical images from multiple sources and linked them with the appropriate event records in at least 2 states within the United States, or 2 countries, or 2 Canadian provinces within the last 5 years.	Yes	(List the State / Country / Province and Date) Response: 1. GA Department of Health- Contract Start Date: September 2011 and is currently in Support & Maintenance. 2. TX Department of Health- Contract Start Date: June 2016 and went live January 2019
4.2.2.9	The vendor must have successfully migrated vital records data	Yes	(List the State / Country / Province and Date)

	from multiple systems and sources into the Electronic Vital Registration System (EVRS) in at least 2 states within the United States, or 2 countries, or 2 Canadian provinces within the last 5 years.		Response: 1. GA Department of Health- Contract Start Date: September 2011 and is currently in Support & Maintenance. 2. TX Department of Health- Contract Start Date: June 2016 and went live January 2019
4.2.2.10	The system must have and maintain all the National Center for Health Statistics (NCHS) edits.	Yes	Response: The current configuration of the Genesis application supports interactive data entry that conforms to the standards established by NCHS and the rules for registration and field edits are thoroughly enforced.
4.2.2.11	The solution must interface with the State and Territorial Exchange of Vital Events (STEVE).	Yes	Provide a minimum of 1 and a maximum of 3 examples where you have successfully interface with STEVE. Please limit your response to 1 page. Response: Genesis has interfaced with STEVE for numerous applications over the years. Currently, Genesis has an interface with STEVE active in 6 states. These include Georgia, Delaware, and Texas.
4.2.2.12	The solution must interface with Electronic Verification of Vital Events (EVVE).	Yes	Provide a minimum of 1 and a maximum of 3 examples where you have successfully interface with EVVE. Please limit your response to 1 page. Response: Genesis has interfaced with EVVE for numerous applications over the years. Currently, Genesis has an interface with EVVE active in 4 states. These include Delaware, Georgia, and Rhode Island.
4.2.2.13	The solution must interface with VitalChek certificate ordering.	Yes	Provide a minimum of 1 and a maximum of 3 examples where you have successfully interface with VitalChek. Please limit your response to 1 page. Response:

			The Genesis solution will receive and seed VitalChek orders for processing. Genesis will provide a file and record layout for the importing of these orders. Genesis will provide this import at no-additional charge, provided its order processing organization link (GoCertficiates) is placed equally on the State portal with that of VitalChek and that the State agrees to process GoCertificate orders in the same manner as the State is processing VitalChek orders, with the exception of the security questions. Genesis knows that on average the failure rate on the security questions asked by VitalChek ranges between 30-50% of all potential orders. Accordingly, Genesis sees its GoCertificates service as an option and alternative for State customers to order online. GoCertificate orders are processed similarly to how the State processes orders at its customer service windows; in accordance with WV DOH guidelines. GoCertificate online orders are processed by GoCertificate staff and electronically loaded into the Genesis Fee & Issuance system, ready for printing, review and mail by State staff. GoCertificate orders provide a convenience to the State's customers as well as allow for the State to reassign labor resources by eliminating the inputting and the searching of most records. GoCertificates has performed these services for the State of Colorado, the State of Delaware, and the State of Georgia.
4.2.2.14	The solution must interface with On-line Verification System (OVS).	Yes	**Provide a minimum of 1 and a maximum of 3 examples where you have successfully interface with OVS. Please describe the process used. Please limit your response to 1 page.** Response: Genesis has interfaced with OVS for numerous applications over the years. Currently, Genesis has an interface with OVS active in 9 states. These include Georgia, Delaware, and Texas.
4.2.2.15	The solution must work in Safari, Chrome, Internet Explorer (IE).	Yes	**Please confirm that your solution will work in the browsers listed.**

			Response: Genesis also takes pride in making its portals accessible across the browser to capture the maximum user base. Genesis' testing approach to any web portal before rollout includes conformance of the application to the requirements, and a special focus is given for the testing of external facing applications to the browsers and device compatibility. Genesis keeps its applications within 3 years conformance zone with the versions of the browser existing at the time of the release of the application to production environment. At this time, our web portals go through extensive compatibility tests with Internet Explorer 8.0+, Firefox v47.0+, Safari v8.0+ on MacOS and Google Chrome v52.0+. Genesis web development looks to the World Wide Web Consortium (W3C) for its latest recommendations of web and interoperability standards for implementation of the same in our web-based products.
4.2.2.16	The vendor shall provide to the State, simultaneous with its initial installation, and any subsequent enhancements, upgrades, fixes, etc., software tools (including, but not limited to compilers, editors, etc.) that would be required to maintain or enhance the vendor hosted customized software.	Yes	Please confirm. Response: Genesis will provide the State with a list of the software tools that were utilized with the installation, upgrades, and fixes. Genesis retains exclusive rights to the source code as indicated in the Software attached as Appendix 1 and Database Licenses attached as Appendix 2.
4.2.2.17	Escrow for Source Code: In the even the vendor at any point during the continued installation and operation of the software herein acquired discontinues the conduct of business or for any other reason fails to continue to support the software, the state shall be provided a copy of the source code for said software within thirty days at no expense to the State.	Yes	Please confirm. Response: Genesis is willing to place the Source Code for the proposed system into escrow. Genesis will enter into an escrow agreement with the State detailing what events will precipitate its release.
4.2.2.18	The vendor shall provide a list of at least three (3) clients for whom the vendor has provided products and/or services that are the same or similar to those products and/or services requested in this RFP. References provided will be contacted	Yes	(List the State / Country / Province and Date) Response: 1. Georgia Department of Public Health

	during evaluation of the vendor submitted RFP.		Started September 2011-currently in Support & Maintenance. 2. Colorado Department of Public Health and Environment Started July 2013-currently in Support & Maintenance 3. Delaware Department of Health and Social Services Started January 2018-in development
4.2.2.19	The vendor shall adhere to specified security controls as well as state and federal regulations identified in Attachment I.	Yes	Please confirm. Response: Genesis agrees to this as described in the response to Attachment I.
4.2.2.20	The vendor shall agree to the Software as a Service Addendum as described in Attachment J.	Yes	Please confirm. Response: Genesis agrees to this Addendum.
4.2.2.21	The vendor shall use the response templates provided in section 5.3 for their proposal.	Yes	Please confirm. Response: Genesis Systems, Inc. confirms that the proposal response was formatted using the response templates provided in Section 5.3.
4.3.2.1	The Vendor Project Manager must have a minimum of 2 years of experience managing a vital records project	Yes	Please confirm. Response: The proposed Genesis Project Manager for the WV system has 11 years of experience managing a vital records project.
4.3.2.2	All key project staff must be identified for each event module (EDRS, EBRS, EFDS, ITOP, POS and data conversion) and must have a minimum of 2 years of experience adapting the event workflows and configuring the event for other states within the United States, or Canadian Provinces or other countries. If key personnel are replaced, the replacement must have a comparable skill and experience level.	Yes	Please confirm. Response: All of the proposed Genesis key project staff will work on each event module and has real world experience in adapting the event workflows and configuring the event for other states within the United States. Any project staff on the project that is near or under the minimum experience will

			share responsibilities with senior members of the team that far exceed the requisite experience. Should any key personnel be replaced, Genesis agrees that the replacement have a comparable skill and experience level.

ATTACHMENT C - BUSINESS PROPOSAL

RFP EHP1900000002, Electronic Vital Registration System (EVRS)

Instructions: Please include responses to the questions in the shaded fields of this attachment and reference any attachments provided.

1. General - Please introduce or summarize any information the Respondent deems relevant or important to the State's successful acquisition of the products and/or services requested in this RFP.

Response:
Genesis Systems, Inc. (Genesis) is pleased to respond to this Request for Proposal and would be delighted to partner with the State of West Virginia Department of Health and Human Resources in order to design, develop, and implement the envisioned system. As outlined throughout this proposal, Genesis has a long and deep history of designing, developing, and implementing vital record systems throughout the nation. Genesis is the vendor which supplies approximately 33% of the birth and 25% of the death data to the National Center for Health Statistics. Accordingly, Genesis takes its responsibility very seriously as it is aware of the decisions made (and resulting public, personal and financial impact it has) from the data collected through its systems. In addition, Genesis has learned and retained significant vital records expertise in it's over 30 year history and works aggressively to "port" functionality from one platform to another which promotes acceptance and ease of use for end-users.

Genesis understands the requirements of the Department and as such is pleased to propose to offer the following modules and services in response to the request.

Modules offered:

1. WebLE	[Security, Printer and User Parameters]
2. WebBirth-Facility	[Facility (Hospital/Birthing Centers) Module, Facility Module-Amendments, Corrections]
3. WebBirth-Manager	[Back Office State and County Module-Amendments, Corrections, etc.]
4. Fetal Death	[Incorporated into the Birth Registration Module, WebBirth]
5. WebDeath-Facility	[Facility (Funeral Directors/Coroners) Module]
6. WebDeath-Manager	[Back Office State and County Module – Amendments, Corrections, etc.]
7. WebITOP-Facility	[Facility Court System Module]
8. WebITOP-Manager	[Back Office State and County Module – Amendments, Corrections, etc.]
8. WebFee & Issuance	[Customer Service (POS) module including Issuance]
5. Drag-It	[Reporting Module for Birth, Death and Fetal Death]
6. Immunizations	[Incorporated into the Birth Registration Module, WebBirth]
7. Birth Defects	[Incorporated into the Birth Registration Module, WebBirth]

Functionality Included:

1. Chameleon*	[Screen/Field Design and Properties]
2. Logic Builder*	[Ability to Add, Edit, Suspend edits]
3. GenSearch	[Configurable Search Screens]
4. GenExtract	[Configurable Extracts]

Shared Core Features:

1. Viz-e-Q™ *	[Visual Cueing]
2. Lightning Link™*	[Status Checklist]
3. Flying Logic™ *	[Add On the Fly-Table Updates]
4. AllBoard™ *	[Hands on the WEB-keyboarding]

5. MindsEye™ * [Type Ahead Data Entry]
6. Fast-Fire™ * [Instantaneous Edits]

*----Available in Facility modules

Implementation Philosophy:
Genesis will thoroughly review and UNDERSTAND the existing processes followed by conducting Joint Application Design sessions (JADS). This is followed by the development and presentation of functional, detail design and technical design documents. When those documents are approved, development begins utilizing a combination of Waterfall and Agile methodology. Application and documentation development is typically followed by State tester training, State acceptance testing, pilot implementation and then production go-live. Throughout the SDLC changes may be requested. Genesis has a fully evolved change management process. Genesis's philosophy of change management uses fairness as the driving factor, providing for all parties involved to arrive at fair and equitable agreements.

Documentation:
Genesis provides a full suite of user manuals for each user role as well as "cheat sheets". The documentation is provided as a resource and in addition to "tool tips" within the application, hyperlinks to authoritative documents, and fully functional search functionality. Please see Appendix 3 for a complete listing of the documentation to be supplied.

Training:
Genesis is offering to provide 7 sessions per module at 3 hours each of "Train the Trainer" sessions on-site. Genesis optionally offers end-user training as well. Genesis also includes one 1 hour online training module.

Warranty/Support:
Genesis will warrant all of its applications for 90 days, subsequent to first productive use.

Please note that the Genesis warranty continues in effect during the support period, so long as a support agreement has continuously been in effect since first productive use. Please find Appendix 4, which is the Support and Maintenance agreement.

No Extra Charge Value Added Services:
Genesis is a complete vital records development and consulting provider. In addition to its own comprehensive capabilities, Genesis' sister companies provide services which are available at no-additional charge to the State of West Virginia.

TRIMSSOFT™
Genesis Project Team members (including a State user(s)) utilize the Genesis TRIMSSOFT™ tool to track feedback from internal testing staff as well as external stakeholders. Genesis utilizes TRIMSSOFT™ to record project questions and concerns throughout the life of the project.

GOCERTIFICATES
Genesis, via GoCertificates.com, Inc. (GoCerts) offers the State of West Virginia the option to allow Genesis/GoCerts to receive and route orders for certified copies of certificate(s) and other items directly into the State Vital Records system. In order to facilitate this, the state cooperates to integrate such modifications to its website and Vital Records systems as shall be necessary to enable Genesis/GoCerts to receive and route such orders. Genesis does not charge to add this functionality into its systems. Additionally, the benefits of these products and services will be enhanced by ancillary services such as product marketing and educational training. Genesis does ask that its personnel be made very limited authorized users on the State system in order to ensure the maximum benefit possible.

By utilizing GoCertificates the State of West Virginia can benefit via reduced ongoing support costs. By providing this service, the state/applicants benefit by:

- The applicant can electronically sign the application so no need to print the application and sign
- The orders will be reviewed by GoCertificates staff, for authentication when the documentation is submitted.
- The State will process the orders once the authentication of the applicant is proven correct for each order.
- The applicants will be contacted regarding any problems with an order so the corrected order can be processed.
- The State gives the public the opportunity to pay for the certified copy orders with a credit card.

BABY'S BACKGROUND

Genesis realized early on that not all of the information needed to register birth and death data is resident in EMR systems. With respect to birth registration, Genesis created a public facing website (Baby's Background.com (BBG—bbginfo.com) which allows pregnant partners the ability to enter this additional information (such as race, ethnicity, education level, etc.) (essentially the "Mother's Worksheet" data) beginning with the discovery of pregnancy and through the subsequent nine months. BBG also provides a commemorative birth certificate and the ability to "pre-order" a certified copy of the subsequent birth. Genesis believes this will lead to better quality data and provide for a truly informed decision on data provided. The data is then either transmitted electronically to GIM or printed and sent to the subscriber. BBG is highly configurable and can capture any type of data (HIV, etc.) wherein this data can be captured in the privacy of a person's home. Edits are also available within the application. By changing the URL and reconfiguring the application, it can be adapted to multiple needs, such as Death (informant information) and others. Please note that BBG has been expanded in the Georgia application BBG v2.0 has been expanded to include a separate sign-in for OB/GYN information where this type of information cannot be captured within an EMR, providing for gathering data from the original source.

NAME CHANGE KIT

Since there is no requirement for a standard change of name after marriage, Genesis vends a product separately through a sister company GoCertificates.com. This website allows newlyweds to enter his/her information both pre and post marriage. Upon completion, the customer receives a PDF file of all of the necessary forms (Social Security, department of motor vehicles, US passport, etc.) which are now prefilled with all of the customer's information. In addition to the pre- filled forms, the customer also receives detailed instructions that are county specific for each form providing names, addresses, phone numbers, and office hours. This helps save the newlywed time by not having to do all of the research of where they need to change their name, but also they only have to enter their information once instead of hand writing it again and again on each form they need. GoCerts has utilized this in Texas and other states by asking individual counties the opportunity to distribute promo cards and when their promo number is used, GoCerts sends the county $5.00 per order. GoCerts also provides counties personalized links to be placed on their websites that automatically attribute any kits purchased after clicking the link to that county. GoCerts has recently been awarded a contract to provide this service in Dallas County, TX. Given 17,000 average marriages per year, Dallas County stands to benefit quite substantially by receiving the $5.00 per name change kit ordered with their promo code.

CREDIT CARD CLEARING

Gen-Card Services provides customers with the ability to clear credit, debit and checks electronically at a competitive rate. Gen-Card Services are completely integrated with the Genesis WebFEE & Issuance module and provide a seamless process for both customers and users. All equipment is supplied by GenCard Services and includes a card swipe (with chip technology), signature capture pad, and check reader. A nominal fee is charged for all transactions and various levels of check authorization are available

as well.

CPA CONSULTING SERVICES
In addition to its own comprehensive capabilities, Genesis' sister company, Huber & Associates (a CPA firm with attorneys on staff) is available for consulting at no-additional charge with respect to this project. For example, Huber & Associates is available to interface with State Internal Auditors/Accounting staff to assuage any concerns and educate on the Internal Controls present in the system.

INFRASTRUCTURE CONSULTING SERVICES
Genesis, via a sister company (GoHost, LLC) offers managed services:

- Infrastructure, Systems, Disaster Recovery design & implementation
- Systems analysis & optimization
- Root cause analysis & resolution
- Hardware diagnostics & maintenance
- Network peripheral management; e.g. switches, firewalls & routers
- Data storage: cold, warm & hot options are available
- OS & Systems patch management
- Application sourcing, deployment & licensing renewal services

Conclusion:
In conclusion, as a leader in advancing Vital Record systems Genesis believes it is uniquely qualified to bring to fruition the envisioned system in a timely and responsive manner. As outlined, Genesis has extensive experience, and fully evolved functionality and services to fulfill all of the requested functionality, interfaces and services requested in the RFP. Please see Appendix 5 for additional information on its features, functionality and options.

2. **Respondent's Company Structure** - Please include in this section the following:

   1) Identify the legal form of the Respondent's business organization,
   2) Identify the state in which formed (accompanied by a certificate of authority),
   3) Identify the types of business ventures in which the organization is involved, and
   4) Provide a chart of the organization. If the organization includes more than one **(1)** product division, the division responsible for the development and marketing of the requested products and/or services in the United States must be described in more detail than other components of the organization.

   Please enter your responses below and indicate if any attachments are included.

   1) Genesis Systems, Inc. is a corporation.
   2) Genesis Systems, Inc. was incorporated in Pennsylvania. Certificate of good standing is included as Appendix 6.
   3) Genesis provides innovative software solutions primarily within the vital records industry. Genesis also provides services designed to provide interoperability within any State reporting systems.
   4) Please see Appendix 7 for the Organizational Chart of the company.

3. **Company Financial Information** -This section should include the Respondent's financial statements, including 1) an income statement and 2) balance sheet, for each of the two (2) most recently completed fiscal years.

   The financial statements should demonstrate the Respondent's financial stability. If the financial statements being provided by the Respondent are those of a parent or holding company, additional financial information should be provided for the entity/organization directly responding to this RFP.

Response:
Please see Appendix 8 and Appendix 9 of Genesis' 2 most recently completed fiscal years of financial statements.

4. **Integrity of Company Structure and Financial Reporting** - This section should include a statement indicating that the CEO and/or CFO has taken personal responsibility for the thoroughness and correctness of any/all financial information supplied with this proposal.

   The areas of interest to the State in considering corporate responsibility include the following items: separation of audit functions from corporate boards and board members, if any, the manner in which the organization assures board integrity, the separation of audit functions, and consulting services.

   Please enter your response below and indicate if any attachments are included.

   The Sarbanes Oxley Act of 2002, H.R. 3763, is NOT directly applicable to this procurement; however, its goals and objectives may be used as a guide in the determination of corporate responsibility for financial reports.

Response:
Considering that the CEO of Genesis Systems, Inc. is a CPA, he is acutely aware of issues rising from presenting fraudulent financial information. The CEO acknowledges his responsibility with regard to any financial information presented by Genesis Systems, Inc. in response to this RFP. Genesis Systems, Inc. is a privately held company and does not require an annual audit by any outside audit firm. Financial statements presented via this RFP have been and are accepted by multiple financial institutions. Although Genesis is not required to follow Sarbanes Oxley, but it is committed to following its general tenets and feels its financiers are satisfied with the veracity of financial information presented. The board of Genesis is comprised of its owners and senior staff.

5. References

The State requires that the Respondent must have served **three (3) clients,** two (2) of which must be from the states, countries or Canadian provinces lists in the vendor's response to the Mandatory Requirements for whom the Respondent has provided products and/or services that are the same or similar to those products and/or services requested in this RFP. Any state government for which the respondent has provided these products and services should be included.

Reference 1	
Legal Name of Company or Governmental Entity	Georgia Department of Public Health
Company Mailing Address	1680 Phoenix Boulevard, Suite 100
Company City, State, Zip	Atlanta, GA 30349
Company Website Address	https://dph.georgia.gov/VitalRecords
Contact Person Name/Title	Chris Harrison, MPH/Deputy Director, Data Integrity & Analytics
Company Telephone Number	770-991-7897
Company Fax Number	404-591-4992
Contact E-mail	Christopher.harrison@dph.ga.gov
Industry of Company	Vital Statistics
Description of the products or services	The Georgia Department of Health has contracted with Genesis Systems, Inc. to develop a web-based registration system for the registration and issuance of birth, fetal death, death, ITOP, marriage and divorce events involving the residents of the State of Georgia. The functionality included in the

GAVERS modules encompasses necessary processes and features needed to initiate the creation of vital event records and follow them through to their registration and back data processes, extracts, reporting, corrections and amendments. The module functionality provides the various tasks of the County and State offices, as well as the facilities involved in the registration of vital event records in the State of Georgia.

Genesis' experience with the GAVERS system is a good representation of our work because it is a project that is currently in production utilizing similar functionality to that being proposed for West Virginia.

Total GA Births per year: 145,000+
Total WV Births per year: 19,889

Total GA Deaths per year: 58,000+
Total WV Deaths per year: 21,995

Reference 2

Legal Name of Company or Governmental Entity	Colorado Department of Public Health and Environment
Company Mailing Address	4300 Cherry Creek Drive South
Company City, State, Zip	Denver, CO
Company Website Address	https://www.colorado.gov/cdphe
Contact Person Name/Title	Alex Quintana/State Registrar and Director of Vital Records
Company Telephone Number	303-692-2164
Company Fax Number	303-691-7945
Contact E-mail	Alex.quintana@state.co.us
Industry of Company	Vital Statistics
Description of the products or services	The Colorado Department of Public Health and Environment has contracted with Genesis Systems, Inc. to develop a web-based death registration system for the use by funeral directors, physicians, coroners, medical examiners, state and local registrars for death events in the State of Colorado. The functionality included in the GAVERS modules encompasses necessary processes and features needed to initiate the creation of vital event records and follow them through to their registration and back data processes, extracts, reporting, corrections and amendments.

Genesis' experience with the CO EDRS is a good representation of our work because it is a module that is currently in production utilizing similar functionality to that being proposed for West Virginia.

Total CO Deaths per year: 36,353
Total WV Deaths per year: 21,995

Reference 3	
Legal Name of Company or Governmental Entity	Delaware Department of Health and Social Services
Company Mailing Address	Jesse Cooper Building 417 Federal St.
Company City, State, Zip	Dover, DE 19901
Company Website Address	https://dhss.delaware.gov/dhss/
Contact Person Name/Title	Jean Hreczan/ DHSS EVRS Project Manager, Management Analyst III
Company Telephone Number	302-744-4798
Company Fax Number	302-739-6631
Contact E-mail	Jean.Hreczan@state.de.us
Industry of Company	Vital Statistics
Description of the products or services	Birth, Fetal Death, Fee & Issuance, Marriage, Divorce, ITOP, Death The Delaware Department of Health and Social Services has contracted with Genesis Systems, Inc. to develop a web-based system which includes modules for birth, fetal death, Fee & Issuance, Marriage, Divorce, ITOP, and Death. The functionality included in the DE EVRS modules encompasses necessary processes and features needed to initiate the creation of vital event records and follow them through to their registration and back data processes, extracts, reporting, corrections and amendments. Genesis' experience with the DE EVRS is a good representation of our work because it has modules that are currently in development which will be utilizing similar functionality to that being proposed for West Virginia. Total DE Births per year: 10,967 Total WV Births per year: 19,889 Total DE Deaths per year: 8,872 Total WV Deaths per year: 21,995

Reference 4 (Optional)	
Legal Name of Company or Governmental Entity	
Company Mailing Address	
Company City, State, Zip	
Company Website Address	
Contact Person Name/Title	
Company Telephone Number	
Company Fax Number	
Contact E-mail	
Industry of Company	
Description of the products or services	

Reference 5 (Optional)	
Legal Name of Company or Governmental Entity	
Company Mailing Address	
Company City, State, Zip	
Company Website Address	
Contact Person Name/Title	
Company Telephone Number	
Company Fax Number	
Contact E-mail	
Industry of Company	
Description of the products or services	

Reference 6 (Optional)	
Legal Name of Company or Governmental Entity	
Company Mailing Address	
Company City, State, Zip	
Company Website Address	
Contact Person Name/Title	
Company Telephone Number	
Company Fax Number	
Contact E-mail	
Industry of Company	
Description of the products or services	

6. Registration to do Business - Secretary of State

If awarded the contract, the Respondent will be required to be registered, and be in good standing, with the Secretary of State. The registration requirement is applicable to all limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit corporations, and limited liability companies. The respondent should indicate the status of registration, if applicable, in this section of the proposal.

Response:
Genesis Systems, Inc. has filed the registration to do business in the State of West Virginia and is being processed.

7. General Information Section

Each Respondent should enter its company's general information including contact information.

Business Information	
Legal Name of Company	Genesis Systems, Inc.
Contact Name	Richard J. Huber, CPA
Contact Title	Treasurer & CEO
Contact E-mail Address	rhuber@genesisinfo.com
Company Mailing Address	3601 N. Progress Ave., Suite 200
Company City, State, Zip	Harrisburg, PA 17110
Company Telephone Number	717-909-8501
Company Fax Number	717-909-8550
Company Website Address	www.genesisinfo.com
Number of Employees (company)	60 +/-
Years of Experience	31

Number of U.S. Offices	3
Year Indiana Office Established (if applicable)	N/A
Parent Company (if applicable	N/A
Revenues ($MM, previous year)	$5,798,519
Revenues ($MM, 2 years prior)	$6,174,182
% Of Revenue from West Virginia customers	0%

8. **Experience Serving State Governments** - Please provide a brief description of your company's experience in serving state governments and/or quasi-governmental accounts.

Response:
For more than 31 years, Genesis has been focused on developing highly capable enterprise-level electronic vital records solutions for use by state Departments of Health and local health departments. Its system users include the general public, hospital staff and physicians, funeral directors, coroners, DOH and local government staff, celebrants, and court system users.

Throughout the course of its existence, Genesis' primary dealings have always been with state and local agencies. Through the years, Genesis has installed numerous systems into many states across the United States. These systems range from the early DOS based applications to its current versions that are fully web based. All the while, Genesis has been consistently working with state governments. Whether it is regarding the development/design of the original systems, change orders to add new functionality into the system, or support and maintenance agreements. Further, Genesis has worked with states regarding the hosting of applications.

Genesis has provided countless guidance to the states that it has partnered with in order to ensure the most efficient system that can be provided is provided. The 31 years that Genesis has been around shows that the level of service that it can provide to the states, and the level of expertise gained over those years has been put to great use when developing the current iteration of its application. Genesis fully believes that its long experience of working with states is a great asset and makes for simpler and more beneficial interactions.

9. **Experience Serving Vital Records Clients** - Please describe your company's experience in serving vital records customers of a similar size to the State with similar scope. Please provide specific clients and detailed examples.

Genesis supplies and supports 11 States and 1 US territory in its Vital Records function and ultimately supplies NCHS with approximately 33% of Birth data and 25% of Death data. Genesis is the only US vendor of vital record systems to have a 95% business concentration in vital records and related systems. Genesis has been involved in vital records since inception in 1987 and is the originator of the Electronic Birth Certificate (EBC) in the United States. Genesis platforms were initiated with DOS applications, enhanced to Windows applications and now Genesis supplies highly capable Internet applications developed in .NET and typically utilizing MS-SQL and Oracle databases. Its customers include states ranging in population of 1 million (3,000 users) to 30 million (60,000 users), which gives us a unique perspective in the market place. We remain focused on what is a complex niche. That focus has allowed Genesis to consistently deliver highly effective solutions for our customers, both in development of the initial product as well as ongoing support once the systems are implemented (i.e., "live").

Genesis's rich and long experience give its customers the benefit of knowing what others have done and what works and doesn't, which helps avoid system pitfalls and failures. Simply put, vital records are not something Genesis dabbles in – it is our focus.

1) The Colorado Department of Health and Environment has been working with Genesis since 2004. They utilize the Genesis Birth, Death, Point of Sale (Fee & Issuance), and Internet ordering. The

most recent contract/module that was developed is their Death module which went live in April 2015.

2) The Georgia Department of Public Health has been working with Genesis since 2011. They utilize the Genesis Birth, Death, Fetal Death, ITOP, Marriage, Divorce, Point of Sale (Fee & Issuance), and Internet ordering. These modules went live throughout March 2013-September 2015. Internet ordering went live March 2017.

3) The New Jersey Department of Health and Senior Services have been working with Genesis since 2012. They utilize the Genesis Birth and Fetal Death. The Birth and Fetal Death modules have been in production since July 2014.

4) The Rhode Island Department of Health has been working with Genesis since 2000. They utilize the Genesis Birth, Fetal Death, and Point of Sale (Fee & Issuance) modules. They have been in production since 2015.

In addition, please see Appendix 10 showing a chart of the states and territories supported and the modules implemented or in development in each.

ATTACHMENT D -TECHNICAL PROPOSAL

RFP EHP1900000002, Electronic Vital Registration System (EVRS) for State of West Virginia Department of Health and Human Resources

Instructions: The Technical Proposal should address all topics below. **Failure to provide responses to all required fields may result in the proposal being eliminated from consideration.** Please provide responses in the shaded fields of this attachment. Additional pages may be attached as necessary but should be referenced in the response field.

SECTION 2: MILESTONE QUESTIONS

Question 1: Planning and Administration (Milestone 1)

The Scope of Work provides an overview of the purpose of Milestone 1 and the tasks that would successfully execute the milestone. Please provide a brief (1-2 page) narrative expressing your plan for the milestone and associated tasks along with any details you wish to provide explaining your approach to conducting the activities associated with the milestone.

a. Develop a Comprehensive Project Management Plan

The Genesis project management methodology begins with the creation of a detailed project plan consisting of an outline of initiation, planning and design, execution, monitoring, and controlling and closing phases. The project plan will detail the required deliverables created throughout the stages of the project life cycle, including the work breakdown structure (WBS) that will list all required tasks, the duration of those tasks, the required resources and the timeline along which the project will follow throughout the systems development life cycle. The Genesis Project Manager assigned to the project will routinely monitor and review the status of the project plan with the State Project Manager to assess the project against the project timelines and deliverables.

The Genesis Project Manager (PM) will be the Single Point of Contact (SPOC) for all project design and development issues. Additionally, the Genesis PM will be tasked with creating meeting agendas, attending and generating meeting minutes for all project-related meetings. The required meetings will include bi-weekly Status Meetings, General Project Meetings, and Kick-Off Meetings.

Risk Management -It is the responsibility of the Genesis PM to track all actions taken to respond to and mitigate a project risk. This tracking will include, but is not limited to, the following: identification and documentation of possible risks, risk monitoring, risk control and risk communications. The Genesis PM will monitor the risk status of the project and relay any risk related information in the weekly status meetings. Risk information will also be included and submitted bi-monthly in the updated Risk Log and the Monthly Status report. If it is determined that additional formal meetings are required to address emerging risks, the Genesis PM will schedule meetings where necessary. The members of the State and Genesis Project Management teams will conduct regular reviews of the current risk control strategy.
When a risk is identified, the Genesis PM should be notified immediately. After review of the risk, the Genesis PM will work with the Genesis Project Management Team and the State Project Management Team to escalate the issue where necessary. When risks are identified, the Genesis PM will enter all identified risks into the Risk Log, along with any developed risk mitigation strategy that has been developed for the identified risk. The Genesis PM will be responsible for monitoring the status of the

project, including the possibility of risk occurrence. When a risk occurs, the Genesis PM will track the occurrence information on the Risk Log, along with any related information.

Quality Management-During the project initiation and planning phase, the expectations of the stakeholders in terms of project requirements and functional system requirements are documented thoroughly through a series of iterative discussions. These discussions continue until such time as the State stakeholders and the Genesis team arrive at a common understanding of the expectations. Prior to the initiation of the system development, State sign-off for baseline functional and technical specification documents must occur. This serves to flesh out items listed in the project schedule and ensure compliance with the terms of the RFP, as well as the requirements set forth in the system design sessions. In order to ensure that these documents remain current, any changes made to them must be approved through the formal change management process.

As development progresses and components of the functionality are completed, developers review the written code and perform unit testing to ensure that each piece of functionality operates as required. Once the functionality passes the unit testing, the developers then progress to integration testing to ensure that the various pieces of functionality work as a cohesive unit. Once integration testing is completed, a final round of regression testing is conducted.

During the testing phase of the application, Genesis uses its proprietary TRIMS product, which is an error logging and tracking system. This web-based tool helps our customers, management, developers, and testers in tracking errors and enhancements, which are entered as TRIMS cases. Any case logged in TRIMS can easily be assigned to any department for resolution. As a process flow for defect tracking during the Genesis testing phase, testers log the issues/defects/design gaps into TRIMS and assign these cases to the development team. The development team remedies the case and assigns it back to the tester for verification that the issue has been resolved. Once the fix is verified by the tester, the tester can either return the case back to development team for further work or closes the case. This method of logging and tracking assures that project stakeholders are abreast of the project testing status at any given time.

During both the creation of the detail design documentation and the completion of the exhaustive and comprehensive integration testing process, Genesis Quality Assurance (QA) reviews the design documentation and constructs a series of tests for the purpose of Unit Testing. Members of the QA team develop a thorough test plan and test cases, generated through use cases, that are created based on the content in the design documentation. All documents will be identified by versions.

Change Management-When a potential change request is identified, the Genesis project manager, in concert with the client's project manager, will review the change request in order to determine the impact of the requested change to the overall system, timeline and cost. For change requests that are associated with additional cost, the Genesis project manager will provide a quote to the client.

Change requests will be marked as approved or closed. Approved change requests will be documented and are subject to a formal acceptance process that will require sign off by both parties. For approved change requests, the Detailed System Design Documents are updated and the appropriate activities are added to the project schedule to ensure the change is implemented. The scope change status and resolution are communicated to project team members and other appropriate stakeholders.

In order to ensure that the incorporation of new features/functionality into the application does not affect the performance of the application, new features/functionality are developed in a testing environment found on Genesis servers that mirrors the testing environment found on State servers. Once the features are added in the Genesis environment they are internally tested to ensure that they function properly in the existing application. Once the features are tested internally by the Genesis team, the changes are applied to the State testing environment and tested by the State team. Following successful completion of testing on the State testing environment, the changes are deployed to the State's production environment.

b. Status Reporting

Twice-monthly meetings will be attended by project leaders from the State and Genesis. These meetings

will cover the current status of the project. The Genesis PM will, at a minimum, two days prior to the meeting and based on discussions with the State's Project Manager decide on other participants that should be included in the meeting. Prior to the meeting, the Genesis PM will prepare and distribute a meeting agenda and a project status report. The meeting will be a detailed review of the status report and any discussion items opened by the participants at the meeting. The meeting will cover the following topics: overall current status of the project (green, yellow or red based on the percentage in which the schedule, resources, and project scope fall within the expected values) and the status of all ongoing, recently completed and upcoming project tasks. The Genesis PM will also present a status review of the project deliverables as well as project issues and risks. The Genesis PM will produce detailed Status Meeting minutes within three days of this meeting and distribute to all participants and stakeholders.

Provide Written Project Status Reports:
Genesis agrees to deliver semi-monthly written status reports to the State Project Manager in a format that is approved by the State Project Manager prior to the submission of the first bi-weekly status report. All of the bi-weekly status reports submitted to the State Project Manager by Genesis will contain the above-listed required items.

Question 2: Confirmation of Business and System Requirements (Milestone 2)

The Scope of Work provides an overview of the purpose of Milestone 2 and the tasks that would successfully execute the milestone. Please provide a brief (1-2 page) narrative expressing your plan for the milestone and associated tasks along with any details you wish to provide explaining your approach to conducting the activities associated with the milestone.

As part of the standard practice prior to the initiation of a formal Gap Analysis, Genesis will set up an instance of the application in its own environment. In addition, Genesis feels that a solid foundation of mutual understanding is a key component of the design methodology. In order to achieve this goal, an initial observation/review period is vital.

During the course of this observation/review process, the Genesis Project Manager, Industry Expert, and Technical Lead will conduct an on-site review of the State's documents and current processes. This on-site review is conducted in order to do the following:

- Identify user needs by role
- Identify areas where changes can be made to add to existing efficiencies
- Map user needs and processes within the existing commercial off the shelf (COTS) system
- Develop an understanding of imports/extracts, reports and documents issued through the State system.

A second component of this observation/review period is the State's internal review of the current system. This process occurs at the same time as the on-site review conducted by members of the Genesis team. This internal review is designed to facilitate the task or re-acquainting current system users with existing processes/work flows as well as current inputs and outputs of the existing system.
Following the completion of the on-site observation and State internal system review, Genesis will develop a user needs analysis document as the first step in a preliminary documentation development process. This document details the Genesis team's understanding of the State's current processes and system. This user needs analysis document will be created in one (or a combination of) the following formats: report, flow chart, and/or schedules and other documentation. This will be reviewed with the State Project Manager to ensure that it is accurate.

Once it has been confirmed that Genesis's understanding of the user needs is accurate and

comprehensive, a preliminary gap analysis will be conducted. This analysis document is developed in order to document Genesis's understanding of the State's current processes and functionalities versus the functionalities within Genesis's current COTS product. The preliminary gap analysis serves not only as an evaluation of the current and desired processes as they are detailed in the RFP, but also addresses the vision of what the final system should be like.

After the preliminary documentation development has been completed, Genesis will conduct Joint Application Design (JAD) sessions with members of the State team. These sessions are designed to enhance the level of user participation, expedite system development, and improve the overall quality of project specifications. During these JAD sessions, specifics in the RFP may be re-interpreted to accommodate an improvement to existing processes or create new processes to better serve the needs of the State.

During the course of these sessions, the input and output processes, as well as the Legacy data conversion processes, will be evaluated in order for both the State and Genesis to reach a mutually agreed upon product that is designed through an iterative back and forth process conducted between Genesis and the State.

At the conclusion of the JAD sessions, a final review will be conducted in order to assist with the task of 'closing the expectation gap.' Following this final review, the needs of the State that can be met through user-driven configuration of the system will be determined.

After the JAD sessions are completed, Genesis will draft the initial detail design documentation. This documentation will be submitted to the State to be reviewed so that it may understand the characteristics of the proposed system.

Genesis and the State will reach a final agreed upon detail design documentation through the use of an iterative refinement process that results in a "meeting of the minds." Once this iteration process has reached a conclusion, the State will sign off on the documentation and the development process can commence.

Genesis will work with the State to complete the Security documentation for the project. As a long-time vendor of the application and also a hosting vendor, Genesis has on staff the resources, as well as the experience and expertise, necessary to advise the State on any security questions that may arise during the course of set up or implementation of the solution.

Genesis has also reviewed the State Security Policies provided by link elsewhere in the RFP and understands the requirements of the West Virginia security policy documentation. With this understanding of the critical aspects and coverage areas of security planning, Genesis is in a position to positively advise the State on all application-related security questions in order to complete comprehensive security documentation in relation to the project.

Genesis understands and agrees to provide the above tasks for all phases of the project as necessary.

Question 3: Implementation of Hosted Environment (Milestone 3)

The Scope of Work provides an overview of the purpose of Milestone 3 and the tasks that would successfully execute the milestone. Please provide a brief (1-2 page) narrative expressing your plan for the milestone and associated tasks along with any details you wish to provide explaining your approach to conducting the activities associated with the milestone.

Response:
Genesis currently provides hosting for numerous states. As part of this proposal, Genesis is offering a system that will contain environments for testing, training, and production. The proposal also includes an environment for Disaster Recovery. As part of its proposal, Genesis will supply all of the hosting equipment (software and hardware) required for its system to perform. Genesis maintains the hosting environment 24/7, with the exception of scheduled maintenance and upgrades, for two states and a US territory and is offering the same for this contract as well. Genesis will also completely test and apply patches for all third-party software products before adding them into the production environment.

Genesis will maintain its private cloud for the applications and database servers through its sister company, Go Host, LLC ("GoHost"). The infrastructure is a three-tier architecture built into three zones. These zones are presentation, application, and database. High availability firewalls with strict access rules will separate the zones. The network will contain multiple redundant I GB managed switches. The servers used as part of this proposal will be physical, not virtual, boxes. All the servers will be MS Windows 2016 servers. In the web presentation, multiple servers will be used to provide failover and load sharing. This will be done by using MS Network Load Balancing. MS file replication will also be used to keep the servers in sync. In the web application zone, multiple servers will be used to provide failover and load sharing as well. MS NLB and file replication will once again be utilized. The back end LAN zone will contain the database servers utilizing mirroring and log shipping.

The databases will be housed on Windows Servers. The database used by Genesis is SQL server. The SQL server will be set up with mirroring – multiple physical servers. Genesis will utilize SAN encryption to secure the data in the database (data at rest). Genesis uses Secure Socket Layer ("SSL") to encrypt data in transit. This ensures that data is encrypted at all times within the system.

The Disaster Recovery environment will be in a geographically separate location. The environment will be similar to production but scaled down somewhat, in accordance with industry standards. Per this scaling, the number of servers available will be limited, impacting environment performance metrics. The environment will still be suitable to be used for a period of time should the situation arise where the primary environment is unavailable. The application in this environment will be kept in sync using MS File Replication. The database in this environment will be kept in sync as will via Log Shipping, which will run throughout the day based on a schedule.

The process of setting up the Hosting Environment begins when Genesis stand ups the environment. Genesis stands the Test environment up first. This is typically followed by the Training environment, the Production environment, and finally the Disaster Recovery environment. This order allows Genesis to test the applicability and security of the environments in coordination with each step of development of the application.

For each environment, Genesis utilizes similar procedures and tasks in order to stand up the system in a secure and optimum manner. Once the servers are placed in the correct racks, Genesis begins the build of the environment by configuring the switches. Once the switches are configured, Genesis personnel set up the firewalls between the tiers. Then the base server builds are done. With the base builds completed, and the firewalls set up, the next step is to set the system up into the three tier architecture envisioned for this project. Genesis will set the servers up to act as the domain controller, web servers, and install SQL onto the database servers. Once the environment is configured, Genesis runs vulnerability scans via Nexpose Rapid 7. This allows the environment to be tested for vulnerabilities before adding anything in. Once the environment is stood up, the total hosted solution cost will become due to Genesis.

Genesis utilizes replication in real time as mentioned above to add redundancy into the system and allow for the greatest uptime. In the Production environment Genesis maintains mirrored servers in the

application and database tiers. The database servers are equipped with real-time mirroring so information added into the database becomes immediately available should another user be accessing the second database.

Genesis also maintains the Disaster Recovery environment as a fail-safe for the system. While the State requires replication to a separated server to occur daily, Genesis maintains the Disaster Recovery environment at a near real-time pace. At any given time, the most that the DR environment will be behind the production environment 1 hour. This ensures that any major failure at the Production environment site will be mitigated by switching operations over to the DR site. Not only does this allow for the avoidance of major delays in using the system, this also mitigates the loss of data that has been entered into the system previously. Genesis believes this allows for the most efficient use of a vital records system and allows for the greatest security that information will not be destroyed or lost.

For each environment, Genesis utilizes similar procedures and tasks in order to stand up the system in a secure and optimum manner. Once the servers are placed in the correct racks, Genesis begins the build of the environment by configuring the switches. Once the switches are configured, Genesis personnel set up the firewalls between the tiers. Then the base server builds are done. This will separate the servers into the tiers that are listed above. With the base builds completed, and the firewalls set up, the system has been constructed into the three tier architecture envisioned for this project.

With the basic build of the environment complete, Genesis will then focus on the securing of URLs, domains and SSLs in order to stand up the application on the servers. This requires working with the State to determine what the URLs should be, purchasing the URLs and setting them up with SSL security to ensure encryption of the data in motion.

Genesis utilizes replication in real time as mentioned above to add redundancy into the system and allow for the greatest uptime. In the Production environment Genesis maintains mirrored servers in the application and database tiers. The database servers are equipped with real-time mirroring so information added into the database becomes immediately available should another user be accessing the second database.

Genesis has provided a high level diagram of the proposed hosting setup as Appendix 11. Further information regarding the hosting is provided in Technical Question 8.

Question 4: Design and Configuration of Proposed Solution (Milestone 4)

The Scope of Work provides an overview of the purpose of Milestone 4 and the tasks that would successfully execute the milestone. Please provide a brief (1-2 page) narrative expressing your plan for the milestone and associated tasks along with any details you wish to provide explaining your approach to conducting the activities associated with the milestone.

Response:

Configuration of the System

Genesis believes that each system should be designed to fit the unique needs of the State. Allowing the system to be configured to meet the unique business needs of the State is a key enabler for adoption and acceptance of the new system by the user base at time of launch.

On successful completion of Gap Analysis phase, the proposed system will be configured and customized to the specific requirements of the State as detailed and agreed upon within Functional Specifications, Data Dictionaries, Technical Specifications, and Gap Analysis documents. The table structure of the foundation SQL database will be modified to accurately capture and maintain required

data elements to support the State of West Virginia. The modules will be configured to reflect the specific requirements and system design decisions detailed in the approved system design documents.

Configuration changes are managed jointly by the Genesis project manager and technical lead for the project. Following completion of the system design documents, identified customization requirements will be assigned to the Genesis development team and managed through sprint cycles to include development and unit testing in advance of presenting changes to the State for configuration review. Genesis testing team will review each change to confirm the specific change and also compatibility with system workflows prior to promotion to the State UAT environment.

Configuration review sessions

During the development phase of the project, Genesis will host configuration review sessions with the State to review development progress from the previous sprint cycle as well as to discuss and resolve any questions or concerns which have been generated from the Genesis development team. Review sessions will be led by the Genesis project manager, and will include specific technical and business resources from Genesis and the State based upon the topics to be reviewed. In advance of each review session the Genesis project manager will publish the schedule of demonstration items and discussion topics so that the correct business SMEs are present to provide feedback and review. The Genesis project manager will document feedback from the review sessions and, where necessary, re-include identified items back into the development schedule to be re-reviewed at a future time.

Examples of review items would include first take on new system screens, confirmation of State workflows, incorporation of defined edit checks, and completed module installation. Taking this approach assists in closing the "Expectation Gap" and also assists in assuring that the application will meet the state's needs. This re-iterative process is generally preferred as both Genesis and the State get the opportunity to evaluate during the development process. This assures the State that credible work is being performed, that the product will meet the needs of the State, and that there is no huge let down at the completion of a specific module.

Unit Testing

Genesis follows a rigorous and multi-faceted testing methodology throughout the course of the systems development life cycle (SDLC) to ensure high performance and overall system stability. The components of the system are modularly designed, thus making it a requirement to evaluate each individual component one at a time. Specifically, the testing occurs in two phases: integration testing and unit testing. During the unit testing phase, each of the individual functionalities within one module (for example, the Birth module) is tested to ensure that it is performing its intended capability at the highest level. Following the confirmation of the correct optimal performance of an individual functionality within a module, this functionality is tested in terms of the other functionalities in order to ensure that it is interacting properly with other functionalities within the same module.

Both during the creation of the detail design documentation and during the course of the completion of the exhaustive and comprehensive integration testing process, Genesis Quality Assurance (QA) reviews the detail design documentation and constructs a series of tests for the purpose of Unit Testing. Members of the QA team develop a thorough test plan and test cases generated through use cases that are created in conjunction with the writing of the detail design documentation.

Following the execution of each individual component of the unit testing, the results are documented to determine the presence of errors. If errors are present, they are forwarded to two different individuals, depending on the type of error that is present. Specifically, some errors are sent to the Genesis Project Manager if necessary to seek clarification from the State and the detail design documentation. Other errors will be forwarded to the Programmer to check code errors if the system does not perform to the guidelines set forth in the detail design documentation.

Demonstrate the tested solution

During the next phase of Genesis internal testing, the system is put through rigorous functional, and performance test scripts and test scenarios to meet and exceed the requirements agreed upon during the design phase of the project. Genesis's project team keeps track of all the test scenarios, its execution, and results for review purposes. Once the system is fully tested by Genesis testing team and is ready for client review as part of UAT, Genesis's Project Manager, along with Technical Lead, performs a thorough and comprehensive walkthrough of the customized solution with the State team. During this part of the SDLC process all the requirements are verified against the agreed upon specification document and made sure that State has received exactly what was requested and the specifications of the system meet and exceed the expectations. If, for any reason, a functional aspect of the system that is defined in functional requirements is missing or defective, Genesis's Project Management Team will take the prompt action to rectify the problem. Once all the modules have been reviewed and found fit for UAT, the Genesis Project Management Team will arrange for the training of the software to the prospective UAT testers. This training will involve both functional and integration aspects of the system so that UAT testers can effectively test and verify the system requirements with actual processes.

Question 5: Data Conversion and Migration (Milestone 5)

The Scope of Work provides an overview of the purpose of Milestone 5 and the tasks that would successfully execute the milestone. Please provide a brief (1-2 page) narrative expressing your plan for the milestone and associated tasks along with any details you wish to provide explaining your approach to conducting the activities associated with the milestone.

Response:
Genesis will work with the State to develop a comprehensive overall migration strategy. Key phases of data migration include: defining the source data set and target data structures; completing a technical data mapping; confirming data mapping decisions with SMEs and BAs for impact on business functions; development of the data conversion package; identification of any infrastructure/network requirements to support data conversion; execution of the data conversion package; testing and verification of the data conversion event; and finally, reporting and resolution of any non-migrated data items.

Given the new table structure may not match the old table structure Genesis will work with the State to develop the appropriate conversion field mapping. When the field mapping is complete, Genesis will work with the sample dataset and begin the data analyzing and cleansing process to test the initially defined guidelines. During this portion, Genesis will run frequency counts on individual fields and complete manual field to field comparisons to better develop and define the data conversion rules. This process is continued until Genesis and the State are satisfied with the projected results for the full migration. Utilizing an iterative process and sample data sets to validate the planned data conversion rules will help uncover and resolve data anomalies. Genesis recommends converting a subset of test records on its own environment to allow for the performance of significant, re-iterative data cleansing operations prior to the actual conversion. This process would be replicated for each legacy data set to ensure cross compatibility when migrating data from multiple disparate legacy systems.

Genesis' experience with data conversion has identified a series of common issues that arise during the early stages of the process. These items include the storage of critical information (such as facility, county or city of birth) only as a code, the presence of legacy data containing references to locations that are not available in the pre-loaded library table and discrepancies between the data and data capture methodology in legacy records versus new records. Referential integrity from legacy systems to the new system will be carefully maintained through the use of master tables where required.

Once the testing and sample data-set migration is completed, Genesis will modify the data conversion packages to address any identified anomalies or issues. Once both Genesis and the State are confident in

test set results, the data migration package will be applied to the full data set to transfer records into the State system. The conversion process includes logging of every exception / invalid value / failed link that is encountered.

After the full conversion is finished, Genesis will interrogate the converted data directly. Again any unusual observations are investigated and addressed. Review of the exception logs for any new issues encountered in the larger dataset is undertaken and multiple iterations of this testing cycle occur until the client is satisfied that everything that can be accounted for has been. At that point the converted data is made available for User Acceptance Testing (UAT) and beta testing. Business confirmation of converted data is an important second stage of data migration testing in addition to back-end testing from State and Genesis technical teams. Legacy data must be useable to fulfill the State's business functions. Genesis will not consider data migration activity to be closed until both technical and functional testing and validation has been completed.

Question 6: User Acceptance Testing (UAT) (Milestone 6)

The Scope of Work provides an overview of the purpose of Milestone 6 and the tasks that would successfully execute the milestone. Please provide a brief (1-2 page) narrative expressing your plan for the milestone and associated tasks along with any details you wish to provide explaining your approach to conducting the activities associated with the milestone.

a. **UAT Defect Tracking Plan**
Genesis uses its proprietary TRIMS product error logging and tracking system for UAT. Genesis provides access to clients who utilize this tool to log issues identified during State Acceptance Testing. This web-based tool helps our customers, management, developers, and testers with tracking the errors/enhancements logged in it. For all bugs or enhancements logged during this phase customers can track the progress of each item using TRIMS. Any case logged in TRIMS can be easily assigned to any department for its consideration. As a process flow of bug tracking during the UAT phase, testers log the issues/bugs/design gaps into the TRIMS software and assign them to the PM who assigns it to the development team after evaluating the issue. Then, after the development team completes the necessary coding, the case is sent back to the Genesis tester to verify the issue has been resolved. Once tested by the tester, the case is either returned back to the development team for further work or approved for movement forward to UAT. This method of logging and tracking ensures all stakeholders of the project know the testing status at any given point of time.

b. **UAT Test Plan and Scripts**
Both during the creation of the detail design documentation and during the course of completing exhaustive and comprehensive integration testing process, Genesis Quality Assurance (QA) reviews the documentation and constructs/reviews the UAT Plan and Test Scripts along with the client. The comprehensive UAT plan includes activities like methodology, procedures, roles, skills required, availability, timeframes, stakeholders, defect reporting and tracking mechanism, entrance and exit criteria, escalation procedures, UAT Training Plans, On-site and Off-site support procedures etc.

c. **Provide Load Testing**
Genesis performs stress and load testing of its products before deploying any software to the production environment. To this purpose, for a given system configuration, Genesis uses the WAPT Pro automated performance testing tool(s) to benchmark its applications for withstanding the load and stress abilities of the system. To analyze, Genesis steadily increases the load on the application using an automated tool to monitor the threshold of the application. With each stress and load test Genesis keeps a record of all the previous and current testing results so as to analyze it and perform corrective measures in the application to withstand Denial of Service attacks.

The first step in this process is to identify the workload of the application. The load applied to a particular scenario stresses the system sufficiently beyond threshold limits to enable us to observe the consequences of the stress condition. One method to determine the load at which application begins to exhibit signs of stress is to incrementally increase the load and observe the application behavior under various load conditions. The key is to systematically test with various workloads until we create a significant failure. These variations may be accomplished by adding more users, reducing delay times, adding or reducing the number and type of user activities represented, or adjusting test data. After identification and capturing of the data, the collected metrics provide information about how well or poorly the application is performing as compared to performance objectives of the application. These collected metrics are then analyzed and the application is refactored to withstand the minimum objectives set for the performance.

d. **UAT On-Site Activities**

Genesis will provide support to the State in preparing for and conducting user acceptance activities, including collaborating with the State in the execution and completion of the UAT. The Genesis PM is generally the individual that works with the State staff to develop and document a UAT Plan. The PM works with the appropriate Industry Experts to ensure the plan addresses all functionalities of the proposed solution. Genesis' UAT approach ensures the developed software is complete and can be used by the end users to execute the tasks and functions for which it was designed.

Genesis will provide comprehensive training to State testing staff and other stakeholders prior to UAT so each tester is well versed with the processes and work flow of the system required to test the application. Training includes functional aspects of the system, technical, configuration, and other UAT procedures for reporting, tracking, prioritizing, frequency, and resolution of the reported issues. The Genesis PM will work with the State PM to plan and schedule the UAT procedures. The Genesis PM will be the primary contact person who will be available on-site with the Training Specialists prior to UAT to provide training and assistance to State staff during this phase.

During each phase of the project, Genesis' PM along with other associated staff will plan for 1 on-site visit of 5 days for each visit. During the times Genesis staff is not available on-site, Genesis will provide remote assistance with daily (or as scheduled) conference calls with all the stakeholders to clarify and/or help the users testing the application with functional, technical, or any other issues encountered.

User Acceptance Testing (UAT) procedures include:

- Acceptance testing is performed by the State with Genesis' participation in a test environment designed to be identical to the production environment. This provides the State the opportunity to verify and clarify the provided functionality.
- Genesis' PM will work with the State PM to schedule and conduct an on-site comprehensive training activity for the State testing staff prior to UAT activities.
- Genesis' experienced staff led by a competent PM will provide both on-site and off-site assistance to the State testing staff and other stakeholders as defined in the UAT plan document to effectively complete the process of Acceptance Testing activities.
- The State will be provided with a comprehensive list of specific functional requirements (Functional Requirements Document). Each identified item in the Requirements Document is described in a manner that provides information that may be needed to effectively test the application to verify that the functionality performs as specified.
- Feedback generated by the UAT process is logged, categorized, and processed until resolved. Categories include: bug, design change, design clarification, scope item, misunderstanding (training issue). Resolution of an item may involve anything from clarifying how the function

works to a bug fix to a quotation for an enhancement.

At the satisfactory completion of UAT, the State PM will certify the system met functional and performance criteria of the specifications during the test, and that the software has been formally tested, approved and is deemed by the State to be "production ready."

e. **Provide frequent updates to the system to resolve defects**
Any bugs found during this phase of the testing are documented in TRIMS product error logging and tracking system which automatically sends a notification to the PM and other stakeholders about a case being reported. All issues discovered during UAT will go through an iterative process that consists of development and internal testing followed by State re-testing. Changes made to the system (bug fixes, patches, etc.) are initially completed in the development environment located on Genesis servers. Once the changes have been made to the system, the changes are tested internally on Genesis servers. When it has been determined that the changes pass internal testing, the changes are applied to the State test environment so that the system can be tested by State staff. Genesis' PM will work with the State PM to identify the frequency of such re-deployments/revisions so as to achieve maximum throughput without interfering with ongoing testing activities. Genesis will ensure that UAT procedures can be performed iteratively as efficiently as possible between revisions until all the results are satisfactory to the State. At the successful conclusion of the UAT phase, State PM will provide the System Readiness Certificate for the system's readiness for pilot.

Question 7: Training (Milestone 7)

The Scope of Work provides an overview of the purpose of Milestone 7 and the tasks that would successfully execute the milestone. Please provide a brief (1-2 page) narrative expressing your plan for the milestone and associated tasks along with any details you wish to provide explaining your approach to conducting the activities associated with the milestone.

a. **Provide a Comprehensive Training Packet**
Genesis' experienced staff and Training Specialist utilize a multi-dimensional approach toward the training and preparing of WV technical and functional end users for their upcoming Vital Events Registry System. Genesis typically employs a train-the-trainer methodology. End users will participate in regional training sessions held in person/via webinar in preparation for go-live. Genesis will provide the State with all the necessary training and support materials/documents in order to effectively conduct training as described above.

Genesis will tailor the training methodology used to effectively train a group of selected users as dictated by the specific needs of the State. Before training begins, the Genesis Project Manager and the Genesis Training Manager will meet with the State Project Manager to create the training schedule. A Genesis Training Specialist will first begin training sessions which usually occur at least 16-20 weeks prior to implementation and will include both functional and technical training.

Training topics for each user group are individualized and therefore differ between functions and modules. Genesis will provide the following materials for each training session:

- Session agenda
- Electronic copy of the relevant User Manual
- Feedback/Evaluation forms for each participant
- Sign-in form for participants
- Session-specific training materials (as needed)
- Course outline/syllabus to use for conducting training sessions with end users

All courses provide an overview of functional actions, such as data entry concepts and conventions, as well as menu and toolbar options and screen navigation. Training sessions will be comprised of both lecture and hands-on exercises, which are designed to give the user exposure to key concepts and skill building experiences in a structured fashion that moves from 'typical' to 'unusual' day-to-day operational scenarios. Each session will be structured to accommodate the type of trainees present (e.g., general user vs. supervisor) and will include the following at minimum:

- Comprehensive overview of the complete System and all appropriate modules using a PowerPoint presentation or a similar platform.
- Live demonstration of functionalities of the module(s) specific to the present trainees' scope of responsibilities.
- Scenario training exercises that may be used either during or after the scheduled session depending on available resources.
- Question and answer period depending on available time.
- Training and application feedback

After training sessions are complete, the Genesis Training Specialist will meet with the State and Genesis Project Managers and other interested parties to address issues that may arise during go-live and to answer any questions that State staff may have.

At the end of the training period, the State Project Manager will evaluate all training feedback and prepare a final acceptance decision letter within 5 working days. An acceptance letter may be accompanied by a list of training-related items that must be satisfactorily completed within a specified time, mutually agreed upon by the State and Genesis. Should a decision not to accept be made, the Project Manager must submit a letter to Genesis containing reasons for non-acceptance.

b. Train State Trainers on Application

Genesis' functional training sessions will provide direction to participants in utilizing functionalities applicable to the scope of their responsibility within the system. Courses will be held separately for each functional area group, and curriculum will be adapted to the needs of group members and their roles within these areas. Each functional session will be presented in a format that includes the use of handouts (including cheat sheets/quick reference sheets), PowerPoint and other visual aids, and hands-on practice in a training environment.

Functional sessions will be structured for ease and efficiency in the following format:

1. Intro/Lecture
2. Group login
3. Group lesson in navigating in VRSIIS
4. Location (or session) specific functionality demo
5. Functionality practice (hands-on by participants)
6. Question and Answer

As previously mentioned, functional training will be user group specific. The following functionality grouping example is indicative of State business processes and individual end user responsibility: Login, System Navigation, Registration, Certification, Special Registration, Amendments, Corrections, Reports, and Printer Setup.

c. Train State Staff on System and Application Administration

Genesis agrees to separate technical training sessions in order to familiarize and prepare State and Technical personnel for implementation and Go-Live. Technical training sessions will cover the functionality listed in the above training description in addition to the following: Table Management,

Look Up Tables, Transactional Tables, Database Management, System Administrator Functionality, and Application Administrator Functionality.

It is Genesis' suggestion that State technical personnel should attend all sessions to obtain a complete understanding of the system as well as the aforementioned Technical Session that will be developed specifically for technical personnel. Upon completion of the technical session, State technical staff will have the appropriate level of proficiency necessary to operate and maintain their new vital records system in addition to possessing the skills and knowledge to properly train additional end users in the field.

Genesis agrees that the above mentioned training approach will be employed as such for each phase of implementation. Genesis' approach will be focused specifically on the upcoming project phase and will maintain a consistent level of training efficiency and thoroughness for each phase. On-line training methods and materials will continue to be available to the end user base throughout implementation in order to ensure re-training and re-familiarizing efforts can be maintained between phases and after each Go-Live event.

Question 8: Documentation (Milestone 8)

The Scope of Work provides an overview of the purpose of Milestone 8 and the tasks that would successfully execute the milestone. Please provide a brief (1-2 page) narrative expressing your plan for the milestone and associated tasks along with any details you wish to provide explaining your approach to conducting the activities associated with the milestone.

a. **Provide a customized set of User Documentation**
User manuals and quick reference guides are customized and provided for different target audiences for each module (Facility Users, State Office Users, Administrators, Funeral Home Users, etc.). On-line help resources are developed based on the user manuals with additional levels of help down to the field level that can be authored by system administrators or other designated staff. General reporting features are addressed within each applicable user manual and separate user manuals address the DRAG-IT Ad Hoc reporting functionality.

b. **Provide a customized set of Technical Documentation**
Genesis agrees to provide all the required technical deliverables listed as part of Milestone 8 Deliverables. These deliverables will be submitted in an electronic format and along a timeline accepted by the State. Genesis recognizes the living nature of all system documentation and agrees that all procedures and processes documented must be kept up to date and reflect the system in real time.

Throughout the project lifecycle, Genesis manages and customizes documentation, training and ultimate quality assurance of the project. Documentation of the project initiates during the JAD sessions with the client. Materials gained through these meetings are subsequently used to form the basis for the functional and technical specifications, data dictionary, and other pertinent system documentation. Genesis recognizes the importance and depth of this documentation and thus provides it far ahead of Go-Live, ensuring adequate time for familiarization.

Genesis technical writing and training personnel utilize the formal documentation to create hard copy user manuals, training materials, and on-line system documentation. System documentation is detailed and streamlined to the relevant users, individualized by each phase and type of user. Genesis believes that by providing these integrated functions of documentation throughout the project

lifecycle, the materials can remain consistent, focused, and up to date from initiation to conclusion.

Genesis differentiates documentation between the User and the Technical by each phase, user group, and module. User Documentation focuses on the every-day system and business processes, including updated modifications and configurability efforts. Technical Documentation acts as an all-inclusive manual for State and Technical personnel in order to maintain technical and functional system integrity in all phases of implementation and following support.

Genesis agrees that the above mentioned documentation approach will be employed as such for each phase of implementation. Genesis' approach will be focused specifically on the upcoming project phase and will maintain a consistent level of documentation efficiency and thoroughness for each phase.

Question 9: Parallel Pilot (Milestone 9)

The Scope of Work provides an overview of the purpose of Milestone 9 and the tasks that would successfully execute the milestone. Please provide a brief (1-2 page) narrative expressing your plan for the milestone and associated tasks along with any details you wish to provide explaining your approach to conducting the activities associated with the milestone.

Genesis has significant experience in developing and implementing a parallel implementation of the proposed solution. Genesis understands the importance and significance of the pilot phase in a project's lifecycle. It is not only a dry run of the production system, but also an opportunity to confirm if the system is ready for full scale implementation, to gauge target population's reaction to the system and ensure the preparedness to measure the success of the application. A well thought out pilot implementation plan can mitigate the risks and help prepare responses associated with production implementation. Genesis has and will assist the State in developing and reviewing a comprehensive pilot implementation plan (that includes the elements outlined above) that would lay down the framework for establishing goals and entrance/exit criteria from this phase of the project.

During Pilot Implementation, the Project Manager (on-site) will work with the Genesis Technical Lead (on-site during the 5-day period, or more if required) to quickly and expeditiously assist users with issues pertaining to functional and technical aspects of the system. With the vast experience and knowledge of the Vital Records industry and understanding of its nuances, Genesis' on-site team comprising of Project Manager and Technical Lead are well versed with the practical usage of the system and will help the end users in bridging the gap between process and system usage. The Genesis on-site team will communicate with both the end users of the system and with the programming staff for any additional information needed and work with the State's Project Manager to identify and resolve issues expeditiously. During this phase, Genesis goes into "Rapid Response" mode to accommodate the resolution of issues arising during Pilot. Genesis is aware that often times it is the success of the Pilot that determines the success of the production version. Recognizing that fact, Genesis supports the State and the application so that end-users have confidence that issues that are identified are resolved quickly and satisfactorily.

At all times during the Pilot phase of the project, the Genesis Project Manager will follow, monitor, and revise the Pilot Implementation Plan (created earlier) as needed to achieve the established goals of the Pilot phase. As defined in the Pilot Implementation Plan, Genesis's Project Manager always keeps tab of the effectiveness and results of the Pilot phase of the project to suggest any deviations/improvements to the Pilot procedures to achieve established goals or exit criteria as deemed helpful for the State's purposes. Following the onsite period of the assistance, Genesis project staff has and will always be available remotely to assist the State in remedying any issues experienced by pilot users within the mutually agreed upon time period defined in the Pilot Implementation Plan. As with other phases of the project, users are encouraged to utilize TRIMSSOFT (TRIMS) software to report any issues identified

during this phase. When the State creates a new case in TRIMS during the Pilot Implementation period, the case is automatically assigned to the Genesis Project Manager and the PM, based on the priority and severity of the case, classifies the issue as a bug, design clarification, scope item, etc. The Genesis Project Manager triages issues and determines priority of fixes in concert with the State Project Manager.

Question 10: Production Implementation (Milestone 10)

The Scope of Work provides an overview of the purpose of Milestone 10 and the tasks that would successfully execute the milestone. Please provide a brief (1-2 page) narrative expressing your plan for the milestone and associated tasks along with any details you wish to provide explaining your approach to conducting the activities associated with the milestone.

Go Live Implementation Plan

The Go-Live implementation plan should be developed early on in the project lifecycle, as the overall go-live strategy will impact training, testing, and other parts of the overall project plan. Specific consideration will be given to the roll-out strategy, user communication methods which will be utilized for sending launch updates from the State and receiving questions and issue reports from the field. Genesis recommends breaking down both outgoing and incoming communications into segments with clearly defined resource responsibilities for each segment. While having help support in every location is often times not possible, Genesis recommends that resources are present in the field where possible to help facilitate direct in-person responses to end user concerns.

The Go-Live implementation plan, in addition to defining communication strategies, resource responsibilities, and resource locations will also serve as a guide document for project activities leading up to the actual launch date. Go/No-go criteria will be defined in coordination with the State's executive project leadership. Training requirements and scheduling will be defined for both State administrative staff as well as external stakeholders. An important part of ensuring a smooth launch is confidence from both external as well as internal users that they have the knowledge required to operate and quickly adapt to the new system.

The go-live implementation procedures, from training, to communication, to launch support is perhaps the most important area for Genesis and the State to have a close and collaborative working relationship. Genesis believes that having a great partnership built up over the course of the project development phase is crucial for successfully providing the external user base with confidence that the launch is completely supported.

Preparing for Implementation

One of the first and most important parts of go-live preparation is a thorough and well-constructed response to the parallel pilot. The pilot must be executed and evaluated as a representative test-launch. Following the pilot, Genesis and the State will review the successful and unsuccessful parts of the pilot program from both a system perspective and a support process perspective. The Go-Live plan should be reviewed and adjusted in light of the lessons learned from the pilot. Successful elements of Genesis/State support procedures during pilot should be identified and scaled accordingly for each implementation event. Additionally, training or communication deficiencies need to be identified and corrected in planning the statewide rollout.

After all communication, training, and support requirements are adjusted from Pilot, the Genesis project manager will be responsible for identifying and allocating resources to complete all required pre-launch activities. This includes hosting training sessions for State staff and external stakeholders, final conversion/migration of data and reference tables, developing the communication plans with the State for granting users access to the system, and aligning all necessary technical and personnel resources for

help/support during rollout.

Each preparation event should be included within the go-live checklist and evaluated as part of the go/no-go criteria. Genesis believes that State leadership must have a high degree of confidence in launch preparation activities in order for any roll-out to be successful. This is key to getting buy-in from both internal and external users at time of roll-out.

On-Site Assistance

Genesis will provide on-site assistance during the roll-out activities to help ensure that all system issues are being rapidly identified and responded to. No matter how efficiently the standard communication chain is optimized between Genesis and the State, there is no substitute for direct contact to address system concerns during the launch phase. Additionally, scaling testing to a system-wide launch is often not possible, and unexpected scenarios always arise. Genesis will work with the State to determine the most effective placement of on-site resources to complement State support staff and avoid the duplication of efforts. Once again, Genesis emphasizes that the key to success in this area is an effective partnership between the Genesis and State project teams.

Question 11: System Warranty (Milestone 11)

The Scope of Work provides an overview of the purpose of Milestone 11 and the tasks that would successfully execute the milestone. Please provide a brief (1-2 page) narrative expressing your plan for the milestone and associated tasks along with any details you wish to provide explaining your approach to conducting the activities associated with the milestone.

Response:

Phase 1

Genesis understands the importance of correcting any defects as soon as possible, such as a death registration wherein the family is in need of death certificates in order to file for insurance, Veterans benefits, and etc. It is equally important that birth registration be accomplished as soon as possible in order for parents to receive assistance benefits and obtain Social Security numbers for their new born. In order to ensure the timeliness of such registrations, Genesis is offering the system warranty as described hereafter.

As indicated in Milestone 11, the warranty period begins on the first production date after the State has formally accepted and signed off on the production system. Genesis agrees to this requirement and understands the definition of "Formal Acceptance and sign off as defined in Milestone 11. Genesis also understands the "Warranty Period Support Services", "Release Notes" and Support Hours requirements outlined in Milestone 11. The hours offered for the warranty period will be the same as during the support and maintenance period, 8am-6pm EST. Genesis will provide warranty support with its experienced support staff. Genesis' initial understanding is that this would be accomplished with a single point of contact at the State. Genesis' staff represents three levels of support for any issue with a defined time period for resolution. Genesis support staff is trained (for medium and low defined issues) to escalate an issue if they cannot resolve it within 1 hour. At each step the 1 hour resolution is implemented for non-critical issues. If the issue is defined as "High" and it inhibits work or is a "politically sensitive" issue, the time frame to resolve the issue is reduced to 15 minutes, which means the issue should be resolved with 1 hour or less. Additionally, Genesis would provide support to end users, if needed and desired for the first 30 days in order to assure any "time sensitive" and "politically sensitive issues" would take highest priority. Genesis' experience has been that the first 30 days are the most critical to implementation.

Genesis understands that the implementation for end-users is critical for success of the install; especially

in this case, the end-users will be presented with a totally new system that they had not seen before. It is important to note that a significant portion of user acceptance can be established by keeping them involved in the overall design of the project and of course, training (hands-on) prior to actual implementation.

Should an application change be required (non-critical), Genesis will correct any defect found which is not consistent with the design documents and first apply the "fix" to its development environment where it will be thoroughly tested. When the "fix" has passed its internal testing, it will be placed in the State's UAT environment for their testing. Once approved, it will be applied to the production environment. Should a defect be classified as critical, every attempt will be made to resolve the issue as soon as possible (with concurrence of State representative) which may result in direct application changes being applied to UAT first before production. This would also be true of database changes considered critical. It is important to note that in all cases, deployment notes and release notes are prepared in order to document the change/update in the application. Prior to implementation of any fix, Genesis will obtain State approval prior to all changes/fixes. As documented under phase 2, Genesis will utilize its TRIMSSOFT application to track all reported issues. TRIMSSOFT allows State users to report defects on the application, wherein Genesis staff will be immediately notified.

During the warranty period, Genesis offers the support services mentioned in the RFP. These services include unlimited phone and online support, bug fixes, and updates. The warranty period also includes access to technical support including release support. Along with all of its patches and fixes, Genesis provides to the State release notes. The notes will describe each item addressed in each release, and, if necessary, sufficient documentation on how to utilize items that may have changed.

Phase 2
Genesis will follow the time frames and response time and as outlined above. During Phase 2 time frames and response times are as critical as in Phase 1. Genesis will classify each case and document the same in its TRIMSSOFT tracking application. The issue will be tracked through resolution with updates made in the TRIMSSOFT application where State users can track the resolution of the issue.

Phase 3
Genesis will apply the same standards for phase 3 as it has for phases 1 and 2 with the classification and documentation of any defect found in the application.

Question 12: System Maintenance Support (Milestone 12)

The Scope of Work provides an overview of the purpose of Milestone 12 and the tasks that would successfully execute the milestone. Please provide a brief (1-2 page) narrative expressing your plan for the milestone and associated tasks along with any details you wish to provide explaining your approach to conducting the activities associated with the milestone.

Response:
As part of its response to this RFP, Genesis is offering its support and maintenance for a period of seven years, renewable annually. The Support and Maintenance Agreement will take effect for the modules in each of the three phases after the initial warranty period expires. The Support and Maintenance Agreement contains within it a Warranty Continuation as well. So long as the Agreements remain in effect without interruption, the warranty will continue.

Genesis offers its support in many different varieties. Genesis offers Gold, Silver, and Bronze levels of support that allot for the hours that the support is available. Bronze level support is typically offered from 8:00 am to 6:00 pm Eastern Time on business days. Silver level offers unlimited 24/5-business day

telephone support. Calls received after normal business hours are returned within two hours of the origin of the call. Gold level support offers unlimited 24/7 telephone support. Calls received after normal business hours are returned within two hours of the origin of the call. Genesis also has two tiers of support. Tier 1 is geared towards the end user. This allows the end users to contact Genesis directly in regards to support. Tier 2 provides support to a Single Point of Contact (SPOC) from the State. Genesis, as part of this proposal, is offering all of its Tiers and Levels for the State so that it may choose the option that will serve it best. Genesis is willing to negotiate support hours. This will accordingly provide the support as defined in the RFP response. Genesis' Support and Maintenance contract is provided in this response as Appendix 4. Genesis is offering its Bronze, Tier II level of support as part of this response.

System support is provided by Genesis' very experienced technical staff. The application support will be provided within the days and times further outlined in the Maintenance and Support Agreement that is attached based on the support level chosen by the State. The support personnel shall be the Genesis team in charge of bringing this project to fruition. The staff members that Genesis utilizes to provide support to its customers are intimately involved in the respective projects/systems and are able to use their knowledge to help deconstruct the issues that are being reported and find the underlying root cause. This allows for quicker, and more insightful, support resolutions and helps to ensure the State is able to fully utilize its system and all the benefits that the system has to offer. All individuals involved in the support function are "backed up" with senior and other personnel familiar with the application and operation, as they are currently.

System support and maintenance offered by Genesis is designed to ensure that the application provided to the State continues to function in the manner that it was designed to function. To that end, Genesis investigates all issues that are reported to determine the cause. Genesis also compares the reported issue to the functional specification document created by Genesis and the State to ensure that the functionality in question was part of the original design. In cases where the reported issues fall within the original specifications, Genesis considers the reported issues to be bugs and works with the State to administer the proper correction. If the reported issue falls outside of the original design documents, the issue will go through the change order process specified in this response. The change order can be charged against the block of hours provided as part of this response.

As part of Genesis' response to this proposal, Genesis will include 160 hours per year of development time as part of its Support and Maintenance Agreement. The 160 hours of development time will used against change orders that are requested by the State. The block of hours will be deducted the amount of hours necessary to create enhancements or changes to the system. No deduction of hours will occur without a signed change order from the State. Genesis cannot guarantee free upgrades for NCHS/CDC updates. This is due to the unknown parameters that may be necessitated in the updates. Genesis does and will work with the State to ensure that such updates will be handled in the most efficient manner possible.

Ongoing software updates are placed into the Genesis internal testing environment and tested before being moved to any State environment. Specifically, a software update is deployed to the internal test environment and, depending on the nature of the software update, both unit testing and regression testing are performed on the internal testing environment. In the case of bug fixes, the correction of the bug fix itself is tested in unit testing to ensure that each bug fix has been properly addressed. Once each individual bug fix has been tested, the bug fix is put through regression testing to ensure the entire module is functioning correctly following the bug fix. On the system passes both unit and regression testing, Genesis will inform the State of the completion of the internal testing and the bug fix(es) are deployed to the UAT and production environments with State approval. All appropriate online help, training guides, reference guides, and user manuals will be updated during the internal testing phase in the case of software updates that modify features and functions of the system.

From the dropdown list, please select one of the available condition codes **E - Exact, W - Workflow/System Config, M - Modify, F - Future, N - Cannot Meet** as described below for your answer to the following business rules.

Condition	Description
E – Exact Match	The COTS solution, as delivered at contract execution, fully satisfies the function as described in workflow and business rule **without any workflow configuration effort** (workflow configuration is as defined below and does not include changes such as updating screens to correspond with State-specific language). You must be able to demonstrate this functionality EXACTLY as defined.
W - Workflow or System Configuration Required	The COTS solution, as delivered at contract execution, contains the functionality as described in workflow and business rule but must be configured during the project.
M - Modify - Modification Required	The underlying code of the COTS solution must be modified at a cost to meet this functionality. Please do not comment. **DO NOT** include costs in Technical Response; if you do, your proposal will be disqualified.
F - Future - Planned for Future Release	The current version of the COTS solution cannot meet the functionality as stated, but functionality will be met by a planned future release of the system at no additional cost to WV. **Enter the anticipated date** of the release where the feature will be included in the date column.
N - Cannot Meet - Cannot Meet Requirement	The COTS solution proposed for WV will not satisfy the requirement.

OVERVIEW OF THE BUSINESS PROCESSES FOR SETUP OF A NEW USER

The New User Setup Process automates the process of collecting user agreements and setting up the EVRS account as well as validating that the license for professional users exists and has not expired. The function to sign up as a new user is accessed from the State Vital Records webpage. If the user's job function does not require a professional license, once the personal information is complete, the new user signs the User Agreement. The shell of a new account is established in EVRS and the record is queued for the System Administrator to assign a Role and Profile and default password. If the user is a professional, the license number is required. The license number is used to immediately check the Professional Licenses Database to make sure the license exists and has not expired. If the license information is valid, the user finishes the process and the record is queued for the System Administrator. If the license is not valid, one of two things can happen: the application for the new user is placed in a queue for the State to manually validate with the professional licensing board, or the application is rejected.

Description: New user wishes to establish account (Box 1). New user accesses signup from State webpage (Box 2). New user fills in personal and job information (Box 3). Complete? (Box 4). If no, go back to Box 3.

A person wishing to become an electronic user of EVRS accesses the signup form from the State Vital Records webpage. The user completes the name and job information. Job functions are selected from a list. If the job function is associated with a professional license, the license number is a required field. The information entered is edited for completeness and consistency.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
NU-1	**Access Signup Function**	The new user signup function is accessed from the State Vital Records webpage.	***E - Exact Match***	
NU-2	**Information State Defined**	The information collected on the new user screen is State defined and consistent with the information stored in the EVRS User Account File.	***E - Exact Match***	
NU-3	**Job Functions Module Specific**	The system allows job functions to be module specific.	***E - Exact Match***	
NU-4	**List for Job Functions**	The selection of the new user's job function is made from a list that includes the roles authorized for EVRS.	***E - Exact Match***	
NU-5	**Jobs Associated with License**	The system can distinguish which roles do and do not require a professional license.	***E - Exact Match***	
NU-6	**Professional License Number Required**	If a role requires a professional license, the license number is a required field.	***E - Exact Match***	

NU-7	May be More Than One License Number	In the case of funeral homes, the user enters a license number for the funeral home and also a license number for the funeral director.	E - Exact Match	
NU-8	User Can Exit	The system provides the new user with a way to exit without finishing the application.	E - Exact Match	
NU-9	State Notified	A message containing user identifying information is sent to the System Administrator when a new user aborts the application.	E - Exact Match	
NU-10	Information Not Saved	If the user exits without finishing the application, no pending user account record is saved.	E - Exact Match	

Description: Check Professional License Database (Box 5). License in order? (Box 6). If no, flag placed on record (Box 7). Queue for State review (Box 8).

The combination of the job function and the license number provides the information necessary to search the Professional License Database to determine if the license exists and if it is active. If the license is in order, the user proceeds to sign the User Agreement. If the license does not exist or has expired, the system places on flag on the application and the record is queued for the State to review.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
NU-11	Queues Rules	Please see the General Requirements section N - Queues for rules of queues.		
NU-12	Immediate Verification	EVRS checks the Professional Licensing Database immediately to determine if the license is valid.	E - Exact Match	
NU-13	Combine Job Function and License Number	EVRS determines the criteria for searching the Professional Licensing Database by combining the job function and license number.	E - Exact Match	
NU-14	License Exists	To be valid, the license number must exist and be assigned to the user applying for a log on.	E - Exact Match	
NU-15	License Active	To be valid, the license number must be active (not expired).	E - Exact Match	
NU-16	License for Facility	The funeral home establishment must have a valid license.	E - Exact Match	
NU-17	Both Licenses in Order	For the new funeral director account to be established, the funeral home license must be active and the funeral director license must be tied to that funeral home license.	E - Exact Match	
NU-18	License Problem	If the license is not valid or not assigned to the individual applying for EVRS access, the system places a flag on the record.	E - Exact Match	
NU-19	Flagging Message	The system provides the user with the reason that the application requires further review.	E - Exact Match	
NU-20	New User Application Review Queue	If an application is flagged for review by the State, the application is placed in the New User Application Review Queue.	E - Exact Match	
NU-21	Application Rejection	If the license cannot be verified by the State, the system rejects the application.	E - Exact Match	
NU-22	Rejection Message	The system provides the user with the reason for the rejection and the recourse.	E - Exact Match	
NU-23	Print Message	The user can print the rejection message.	E - Exact Match	
NU-24	No Account Record Started	When an application is rejected, the record is not saved.	E - Exact Match	
NU-25	Notify System Administrator	A message is sent to the System Administrator of the attempt to create a user account.	E - Exact Match	
NU-26	Message Includes Identification	The message sent to the System Administrator includes the name and contact information for the person attempting to gain EVRS access.	E - Exact Match	
NU-27	Messages Can be Sorted	The messages sent to the System Administrator can be sorted and displayed in multiple state defined orders (e.g., by name, work address, license number).	E - Exact Match	

Description: If the record is complete, new user signs ***User Agreement (Box 9). Signed? (Box 10) If no, go back to Box 9. If yes, System Administrator establishes new user account (Box 11). Queue for role assignment (Box 12). System Administrator completes setup (Box 13).***

Once the user information is complete and valid, the user reads and attests that they understand and will abide by the User Agreement. Once the User Agreement has been signed, EVRS establishes a new account and attaches the signed User Agreement to the record. The record is queued for the appropriate System Administrator to set up the role/profile and default password.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
NU-28	User Agreement Online	The new user can read the entire User Agreement online.	*E - Exact Match*	
NU-29	Auto-Populate User Agreement	The User Agreement is auto-populated from the validated information entered by the user.	*E - Exact Match*	
NU-30	Attest to Understanding	The system provides a mechanism for the user to attest that they understand and are willing to comply with the User Agreement.	*E - Exact Match*	
NU-31	Signature	The system provides a method for the user to electronically sign the form with their signature.	*E - Exact Match*	
NU-32	Set Up Account	The system uses the information entered by the new user to add a new record to the Account File.	*E - Exact Match*	
NU-33	Attach User Agreement	The signed User Agreement is attached to the new Account record.	*E - Exact Match*	
NU-34	Queue for System Administrator	The system queues the record for the appropriate System Administrator who has responsibility for the facility where the new user works.	*E - Exact Match*	
NU-35	Send Message After State Defined Time Period	If the System Administrator has not assigned the role and profile within a State defined period of time, the system sends a reminder message to the System Administrator.	*E - Exact Match*	

From the dropdown list, please select one of the available condition codes **E - Exact, W - Workflow/System Config, M - Modify, F - Future, N - Cannot Meet** as described below for your answer to the following business rules.

Condition	Description
E – Exact Match	The COTS solution, as delivered at contract execution, fully satisfies the function as described in workflow and business rule **without any workflow configuration effort** (workflow configuration is as defined below and does not include changes such as updating screens to correspond with State specific language). You must be able to demonstrate this functionality EXACTLY as defined.
W - Workflow or System Configuration Required	The COTS solution, as delivered at contract execution, contains the functionality as described in workflow and business rule but must be configured during the project.
M - Modify - Modification Required	The underlying code of the COTS solution must be modified at a cost to meet this functionality. Please do not comment. **DO NOT** include costs in Technical Response; if you do, your proposal will be disqualified.
F - Future - Planned for Future Release	The current version of the COTS solution cannot meet the functionality as stated, but functionality will be met by a planned future release of the system at no additional cost to WV. **Enter the anticipated date** of the release where the feature will be included in the date column.
N - Cannot Meet - Cannot Meet Requirement	The COTS solution proposed for WV will not satisfy the requirement.

OVERVIEW OF THE BUSINESS PROCESSES FOR ENTERING AND PROCESSING BIRTH RECORDS

NAPHSIS use case models were used as reference materials for the redesign of the State birth processes. Specific NAPHSIS use case models for starting a birth event include:

EBRS UC 001 v. 2.3 - Create BR for Live Birth
EBRS UC 002 v. 2.1 - Create Paternity Acknowledgement
EBRS UC 006 v. 2.4 - Update a Record
EBRS UC 005 v. 2.0 - Create Multiple Records for Plural Delivery
EBRS UC 010 v. 1.9 - Submit Record
EBRS UC 013 v. 2.3 - Create Delayed Birth Record
EBRS System Specification and Business Rules v. 10.0

BUSINESS PROCESS: START A BIRTH RECORD AT THE FACILITY (HOSPITAL OR BIRTHING FACILITY) OR MIDWIFE ATTENDING A BIRTH AT HOME

OVERVIEW OF THE PROCESS:

Records for births that occur at a hospital or birthing facility are started at the facility by logging into the EVRS system. Minimum demographic information to start a case is entered. The system checks for a match to an existing record in the EVRS database. Potential record matches are reviewed by the user and if a record from the list is found to be a match, the record is retrieved. If no match is found in the EVRS, the system automatically checks the Health Exchange to find a match. If a match is found, the user reviews the information and decides whether to accept the data into EVRS. If yes, a new EVRS record is created and the user makes additions and modifications as necessary based on the parent or facility worksheets. If no match exists in EVRS or in the Health Exchange, a new record is created in EVRS.

As part of the search process, the system searches for and retrieves any data for the mother from the health exchange. This information is dropped into the record and presented as a possible match to the search. If the users selects this record, they have the ability to validate and change the information as needed in order to complete the record. If the birth clerk determines that the Health Exchange data is not a match, the data is not retained in the EVRS. EVRS does not change the data in the Health Exchange database.

If the birth is a plural birth, the user creates a new record for each baby. User defined medical and demographic data common to all babies auto populates from the first plural birth record entered in the system to second plural birth record, and so on. This information includes both the mother and father's or second mother's information as well as the medical information related to the pregnancy. Auto population occurs for the number of babies born as part of the plural birth. Plural births are automatically linked by the system and common information is auto-populated by the system.

The system provides a variety of methods by which a mother and father may complete a paternity acknowledgement. The first method is that the system user may access the paternity acknowledgement fields in the record directly through a tablet or mobile device. The user will complete the fields with each parent. Upon completion of this portion of the record, the system will auto generate a "form" that the parents will review on the tablet and then sign electronically before the user who is a notary. The user will then notarize the paternity acknowledgement through integration with ENotary software. The notarization information is attached to the electronic birth record. The second method is to complete the paternity fields in the system, auto-generate the paternity form, and then print it out for the parent to physically sign. The notary then notarizes the paper document manually and scans and attaches the form to the birth record. Finally, the paternity may be completed electronically, signed electronically by the parents, and then printed and notarized by the notary. The notarized form is then scanned and attached to the record.

Once the record is complete, the Parents' Verification Report can be printed out of the system and reviewed by the parents. If there are errors on the report, the user accesses the record in the system and corrects the information. The user may print a new report for the parents to review. Once the facility determines that the information is correct, the signed verification form, the mother's worksheet, and the facility worksheet are scanned and attached to the record. Upon submission, the record is registered with both a local file number and a state file number.

Births that occur away from a hospital or birthing facility (e.g. home births) may also be reported electronically if attending medical personnel have been granted access to the system. The state will have the ability to data enter home births. As an example, certified midwives who deliver a large number of babies may be granted system access to report births just as if they were in a hospital or birthing facility.

When a mother calls the State office to request a Home Birth Packet, the mother's information is entered into the system and a pre-registration may be started. This is done for tracking purposes by the State.

The State treats Abandoned Infants, Foundlings and Safe Haven cases as one record type; the user has the option of selecting an Abandoned/Safe Haven case when starting the record. The fields are the same as a normal birth record; the edits are minimal and are user-defined.

Description: Birth event occurs at a facility or with a licensed midwife (Box 1). Birth clerk enters minimum information (Box 2).

A system user wishes to initiate a birth record. This can occur as part of pre-registration, after the birth, or any time in between the two events. The user logs onto the system and enters a state defined minimum data set to search for a record. The system first checks the EVRS database to look for a matching record. If a match exists, the record is opened for the user to review and modify. If no match is found, the system sends a request to the Health Exchange. If a match is found, the data is displayed for the user to decide whether or not to use it to create a record in EVRS. If no match is found in EVRS or the Health Exchange, or if the matching record is rejected by the user, a new record is started in EVRS.

If necessary, the user may print a blank parent or facility worksheet from the system to collect the birth information.

The system has various queues available and facilities are able to display the status of records for their facility by status. The queues are in place to assist users with identifying records that need attention. For example, pending queues list the records that have been started and still need to be completed and sent to registration. Records that are more than seven (7) days old and have not been submitted for registration move to the Overdue queue. A pop up message will alert facilities to records that are in the Past Due queue when the user logs on to the system. Facilities that want to review records before they are submitted to the state have an Administrative Review queue that lists the records waiting for final approval.

For records that are submitted to the State but rejected back to the hospital, the system lists these records in the Rejected Records queue.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	
B1	**User Log In**	Please see the General Requirements section B -User Authentication for rules related to user log in.		
B2	**User Profiles**	Please see the General Requirements section C -Roles, Profiles and Institutional Affiliations for rules related to user log in.		

B3	Record Ownership and Access	Please see the General Requirements, section D - Record Access/Ownership, for rules related to record ownership and access.		
B4	Queues Rules	Please see the General Requirements section N - Queues for rules of queues.		
B5	Pending Queue	The system allows users to save a record as pending so that they may come back to the record and finish it later. The record is saved in a "Pending" queue.	E - Exact	
B6	Notarization Queue	The system provides a queue to display birth records with paternities that are scheduled to be notarized, including who is scheduled to perform the notarization and the date, time and location.	E - Exact	
B7	Reminder Queue	The system provides a Reminder Queue. This queue contains records that are (3) or more days old and have not been submitted to the state.	E - Exact	
B8	Overdue Queue	The hospital user has the ability to view a queue of birth records over seven (7) days old that have not been submitted to the state.	E - Exact	
B9	Administrative Overdue Queue	For larger hospitals, the system provides an Administrator Overdue Queue for records over seven (7) days old.	W - Workflow or System Configuration Required	*In the current solution there is one Late Records*
B10	Administrative Review Queue	For those hospitals wishing to review records prior to submitting to the State there is an Administrative Review queue.	M - Modify	*In the current configuration there is no separate a*
B11	Rejected Records Queue	The system provides a Rejected Records queue. This queue contains records rejected by the State back to the facility for further action/clarification.	E - Exact	
B12	Display Records By Status	The facility has the ability to display all of its own records for the facility by status.	E - Exact	
B13	Past Due Pop Up Message	When a facility user logs on, the system will provide a pop up message indicating that there are records that are over three (3) days old. The message will remind the user of the statutory requirement to submit records within seven (7) days of birth.	E - Exact	
B14	Rejected Records Pop Up Message	When a facility user logs on, the system will provide a pop up message indicating that there are rejected records that need to be reviewed.	E - Exact	
B15	Parent Worksheet	The system provides a worksheet to capture the parent information.	E - Exact	
B16	Facility Worksheet	The system provides a worksheet to capture facility information about the birth.	E - Exact	
B17	Worksheets Print From System	Both the parent and the facility worksheets may be printed from the system.	E - Exact	
B18	Standard Birth Worksheets Available in Multiple Languages	The system provides the parent worksheet in English and Spanish.	E - Exact	
B19	Worksheet Configurable	The parent worksheet can be configured by the State to add a version in a new language, should it be needed in the future.	E - Exact	
B20	Pre-Registration	The system allows the user to begin the record during the hospital pre-registration process.	E - Exact	
B21	Pre-Registration Data Limited	Data captured in the EVRS during pre-registration is limited to parent information.	E - Exact	
B22	Birth Record Search	When a facility user searches for birth records, they are allowed to see records that were started during pre-registration at other facilities.	E - Exact	
B23	Birth Record Transfer	The system provides the ability to transfer a birth record that was started during pre-registration from one facility to another facility without contacting the originating facility.	E - Exact	

Description: Found? (Box 3). If no, search Health Exchange. for matching record (Box 5). Found? (Box 6). If yes, display demographic information from Health Exchange (Box 7). Correct Mother? (Box 8). If yes, start birth record in EVRS using demographic info from Health Exchange (Box 9).

To avoid creation of duplicate records, the system always searches for a matching record prior to starting a new record. The system first checks the EVRS database to look for a matching record. If a match exists, the record is opened for the user to review and modify. If no match is found in EVRS and if the birth has already occurred, the system sends a request to the Health Exchange. If a match is found, the data is displayed for the user to decide whether or not to use it to create a record in EVRS. If no match is found in EVRS or the Health Exchange or if the matching record is rejected by the user, a new record is started in EVRS.

Potential matches in EVRS are displayed in a summary list format with the most likely match displayed first. The user reviews the records identified and determines if a match has been found. If yes, the user selects the record. The system authenticates the user and the record ownership to determine if the user has rights to the record. If the user does have rights, the system prompts the user to work in the existing record. If the user does not have rights to work in the record, the system displays a message to the user indicating that s/he does not have ownership rights and to contact the current owner of the record or the State. Access to the record is denied.

In the case of a plural delivery, the system displays the linked records in the system and allows the user to add records to this set of linked records. A unique new record is created for each baby. Common medical and demographic information auto populates from the first plural birth entered in the system to second plural birth, and so on. Unique data for each child is entered manually. Plural births are automatically linked by the system. If the plural delivery included a fetal death, the system allows the user to add a fetal death record and link it to the corresponding plural birth records.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	
B24	**Search Rules**	Please see the General Requirements, section M- Searching and Matching, for search and duplicate checking rules.		
B25	**State Defined Minimum Information to Start a Case After Birth**	The minimum information used to start a case after a birth is State defined and different from the minimum information used to start a case before the birth. It is currently envisioned to include, but is not limited to, mother's name, mother's maiden name, mother's date of birth, baby's date of birth, and time of birth.	*E - Exact*	
B26	**Search on Birth and Fetal Death**	The system searches both fetal death and birth records within the entire database to determine potential matches.	*E - Exact*	
B27	**Check EVRS First**	The system uses the search information entered by the user to search for an existing record in EVRS.	*E - Exact*	
B28	**Display Possible Matches**	If the EVRS search finds potential matches, they are displayed to the user in a list format.	*E - Exact*	
B29	**Order of Matches**	The list of potential matches is ordered from mostly likely to least likely match.	*E - Exact*	
B30	**Limit Search**	If the results of a search contain records from outside the facility, the user is prevented from opening the record.	*E - Exact*	
B31	**Record Outside the Facility Doing the Search**	If the results of a search contain records from outside the facility, the system issues a message to the user asking the user to call the facility listed on the record.	*E - Exact*	
B32	**Open Records from List**	The system allows the user to open and view potential matches from the summary list without losing the original search results.	*E - Exact*	
B33	**Return to Summary List Screen**	The system provides an easy way to disregard the opened record and return to the summary list.	*M - Modify*	*In the current configuration, duplicate check occu*
B34	**Continue Work**	The system provides an easy way for the user to accept the opened record and begin working in it.	*E - Exact*	
B35	**Check Health Exchange**	If the system does not find a match, the EVRS sends a request to the Health Exchange to see if there's a match.	*M - Modify*	*In the current configuration, duplicate check occu*
B36	**Multiple Health Exchange Searches**	If no match is found, the user can request additional searches of the Health Exchange by altering the search criteria.	*M - Modify*	*Genesis will modify its application to allow alterin*
B37	**Record Found in Health Exchange**	If a match is found in the Health Exchange, the EVRS presents the data to the user for review.	*M - Modify*	*As with EVRS duplicate records found, records w*
B38	**Add Record to EVRS**	The system provides the user with a method to specify that the data returned from the Health Exchange should be used to create a record in EVRS.	*M - Modify*	*Application will be modified to create a new recor*
B39	**Reject Record from Health Exchange**	The system provides the user with a method to reject the data from the Health Exchange.	*M - Modify*	*Application will be modified to allow the rejection*

B40	No Match Found	If no match exists in EVRS or the Health Exchange, a new record is created in EVRS using the data entered in the search.	E - Exact	
B41	Source Identified	Every data field in the EVRS record that was supplied by the Health Exchange is identified as originating from the Health Exchange.	M - Modify	Genesis will modify its application to store the so
B42	Linkage Search for Plural Delivery	When the system searches for records that need to be linked for a plural delivery, the system searches all facilities within the State as the Mother may have given birth in one facility and then been transferred to another where the remaining babies were delivered.	E - Exact	
B43	Plural Delivery - Match from Another Hospital	If, in the linkage process, the system finds a record related to a plural delivery that was created by another facility than the one linking the records, that record retains the originating facility information.	E - Exact	
B44	Unlinked Plural Deliveries	The system flags unlinked plural deliveries so that they may later be linked by the State.	E - Exact	
B45	Use Plurality to Test Number of Linked Events	The system uses the plurality number entered in the birth record to edit and control the number of birth and/or fetal death records that are linked.	E - Exact	
B46	Message for Unlinked Plural Deliveries	The system includes a mechanism to remind users (message, indicator, queue) that additional birth records that may still be due. Message is issued if user uses plurality functions.	E - Exact	
B47	Potential Match is Part of Plural Delivery	If the search returns a match that is one record of a plural delivery, the system provides an option to add another record to the plural delivery.	E - Exact	
B48	Plural Delivery Confirmation	The system seeks an actionable confirmation from the user before starting the new record for a plural birth.	E - Exact	
B49	System Automatically Links Plural Deliveries	The system automatically links the individual records in a plural delivery.	E - Exact	
B50	Linkage Number for Plural Deliveries	A system generated linkage number is applied to all the records of a plural delivery.	E - Exact	
B51	Linkage Number Indicates Birth Order	The system generated linkage number is the same for all records within one delivery, plus an indicator of the birth order for each record.	E - Exact	
B52	Linkage Number Included in Statistical Extract.	The system generated linkage number is included in the statistical extract.	E - Exact	

Description: If no information was found in the Health Exchange, create new birth record in EVRS (Box 10). If an existing record was found in EVRS, it means someone had already started the record and the clerk can add additional information to the record (Box 4). Enter and edit data (Box 11).

If a match is found in EVRS, it means that someone has already started the birth record and the record is displayed for additional data entry or review. If a match is found in the Health Exchange, the information is displayed for the clerk to review and, if accepted, the new EVRS record is populated with the data received from the Health Exchange. If a match is not found in EVRS or the Health Exchange, a new record is created using the search information entered by the user. Screens specific to a birth record appear and the user enters the information for the birth or modifies data from the Health Exchange. Certain fields related to the user's identified location will automatically populate, such as the facility identifying number, the entire physical address, and the county/census area.

If the birth is a plural delivery and the user has selected this type of birth, the system automatically copies over relevant information from the plural delivery to the next record that is created. The system allows for both live and fetal deaths in a plural birth.

Users are able to directly enter birth data information into the system using hand held devices. The system will search the Health Exchange to determine if data is available to populate the record. Once the data is transferred and/or entered by the user the record is saved for future access and editing.

If a user accidently creates a record using an incorrect event type, this can be corrected without losing the information that has been entered in the system. The ability to make a change to an event type is determined by a user's role. For example, if a user starts a live birth record when the record should actually be a fetal death record, the event type can be changed without losing the relevant data already entered.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	
B53	Screens Specific to Type of Birth Event to be Started	The screens are specific to the type of birth event to be started in the system by the facility for example: live birth, abandoned infant/Safe Haven, home birth.	E - Exact	
B54	Include Facility Number	The system automatically populates the record with the corresponding facility number, physical address, city, zip code and county/census area.	E - Exact	

B55	Include Child's Medical Record Number	The system allows the user to enter the child's medical record number into the birth record.	E - Exact	
B56	Clone Plural Delivery Information	The system automatically copies over, or clones, the relevant information on the plural delivery to the next record being created.	E - Exact	
B57	Plural Deliveries Accommodate Both Live Birth and Fetal Death	In plural deliveries, the system accommodates both live births and fetal deaths (e.g. all live, all fetal death, and combination).	E - Exact	
B58	Hand-Held Device to Create Record in Patient's Room	The system provides the capability for a system user to use a hand held device to enter/edit the birth data directly into the system, bypassing the need for a worksheet. The record can then be saved for future access and editing.	E - Exact	
B59	Check Health Exchange When Using Hand Held Device	The system will check the Health Exchange for existing data to start the record when a hand-held device is used.	M - Modify	*In the current configuration, duplicate check occu*
B60	SSA Electronic Signature for Hand-Held Records	For records entered with a handheld device, the system must capture an electronic signature for SSA for attesting to the accuracy of the information entered.	E - Exact	
B61	Convert One Event to Another	The system may allow the user, depending on user role, to change the type of event being created without losing the information already entered into the system. For example: if a hospital clerk accidently starts a birth record rather than a fetal death record, the system may allow the user to change the type of event being created without losing the data already entered.	N - Cannot Meet	*For the purpose of the separation of concerns bet*

Description: Side by side comparison of prenatal and mother's delivery info (Box 12). Select fields to update (Box 13).

For all birth records, the tabs/screens follow the same order as the parent and facility birth worksheets. The user is able to come back and open a saved record to complete the data entry as many times as needed to complete the record.

The system will automatically check for State defined soft edits and alert the user when found. When a user selects "unknown" for a field, they are asked to enter a comment for that value before proceeding. If a mother chooses to not provide details for any of the fields, the system allows the user to indicate that the mother has refused to provide the requested information. The system asks the user to double key identified sensitive birth data for specific State-defined birth fields such as date of birth, sex of child, and mother's maiden name.

If the parents request a Social Security Number (SSN) for the baby, specific information is required, including the baby first and last name, mothers' name, city of birth, mailing address, city, state and zip code. For out of state births, the system does not request a SSN.

The baby's last name can be changed until a paternity acknowledgement is indicated as signed. Once this is indicated, the fields for baby's last name lock and cannot be changed.

In the case of a plural birth, the user creates a new record for each baby. Defined medical and demographic information auto populates from the first plural birth entered in the system to second plural birth, and so on. This information includes parent information as well as medical information related to the pregnancy. Demographic and medical information specific to each child born is entered. Auto population occurs for as many babies are born as part of the plural birth. Plural births are automatically linked by the system and common information is auto-populated by the system. All records associated with the plural birth are linked and can be easily displayed together. If the plural birth includes a fetal death, the systems allows the user to enter this record and link it to the other records associated with the plural birth.

Changes can be made by the user until submitted for registration. This includes an increase or decrease in the number of births or fetal deaths associated with the plural birth. If one or more of the linked records have been submitted for registration and an update is made to one of the records that has not been submitted for registration, the state is notified that an amendment may be needed on a submitted plural record.

For births that occur on the way to a facility, the record is entered as if the birth occurred at the facility. The user is prompted to enter the physical location of the birth in this type of record and the record is flagged as a birth outside a facility, though no indicator is printed on the certificate.

If a birth occurs somewhere else and the baby is brought to a facility; the facility is only responsible for filing if the infant is determined to be a newborn (24 hours) and has been brought to the facility immediately following birth. Records for infants over 24 hours old follow the process of Unattended Home Birth.

The user will have the option of selecting Abandoned Infants, Safe Haven, or For Adoption Only when starting the record. The fields are the same as a normal birth record and are all available, though not required, to be completed by the user. The edits are minimal and are user-defined.

For Immunization, the record captures whether the Hep B shot was administered and includes the date and time of administration, manufacturer (pick list), lot number, and expiration date. The tab/screen also captures if HBIG was administered, including the date and time of administration and dose, as well as other State defined immunization information. The record can be submitted to the State prior to the completion of the Immunization tab/screen and this tab/screen can be filled in later. If the record has been released to the State prior to the completion of the Immunization tab/screen, all other screens are locked and are read-only. Once the immunization tab/screen is completed, the fields are locked.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
General Rules for All Births				

B62	Enumeration Extract	Please refer to General Requirements, section CC Specific Exports and Imports.		
B63	Screen Layout	The tabs/screens in the system match the layout of the parent and facility birth worksheets to facilitate data entry.	E - Exact	
B64	User Able to Access Record Multiple Times	The user is able to display and edit the record as many times as needed for the facility to enter all the data.	E - Exact	
B65	Soft Edits State Defined	All soft edits are state defined by the State.	E - Exact	
B66	Edits for Syphilis and Ophthalmia Neonatorum	The system provides state edits for syphilis checks and ophthalmia neonatorum checks.	E - Exact	
B67	State Defined List of Birth Defects	In addition to the standard 2003 birth certificate medical information, WV also captures a State defined list of birth defects.	E - Exact	
B68	Edits for Birth Defects	The system provides State defined edits for a State defined list of reportable birth defects.	E - Exact	
B69	Soft Edit on "Unknown"	Soft edits for "unknown" values are state defined by the State.	E - Exact	
B70	Comment Field for "Unknown"	The system provides the user with a soft edit message requesting that they enter a comment for the "unknown" value before proceeding.	E - Exact	
B71	Facility Timeline for Entering Birth Record	Facilities may enter a birth record for a baby born at the facility within one year of birth.	E - Exact	
B72	Mother Refused to Provide Information	The system provides an option to indicate that the mother refused to provide the information for any given field.	E - Exact	
B73	SSN Override	SSN for both parents is a soft edit and does not stop filing of the birth record.	E - Exact	
B74	Confirm Sensitive Birth Fields	The system asks the user to double key specific birth fields. Data is State defined.	E - Exact	
B75	Court Order Indicator for Surrogacy	The system has a checkbox to indicate whether intended ~~surrogate~~ parents have obtained a Court Order at the time of birth.	E - Exact	
B76	Attach Court Order	If the checkbox is selected, the system prompts the user to attach the court order to the record.	E - Exact	
B77	Intention to File Court Order	The system has a checkbox to indicate if the intended parents have not yet obtained a court order at the time of birth, but intend to do so.	E - Exact	
B78	Surrogacy Intended Parents Field	If checkbox for intention to file a court order is selected, a field opens for the facility to input the intended parent's information on the birth record. This information does not print on the birth certificate until the court order is attached to the record. The intended parent information that is captured in State defined.	E - Exact	
B79	Surrogate Birth Without Court Order Flagged for Adoption	In the event of a surrogate birth, if a court order has not been obtained by the intended parents at the time of birth, the birth record is flagged as "For Adoption Only".	E - Exact	
B80	Check Box for Intention to Obtain Surrogacy Court Order	If checkbox for intention to submit a court order is selected, the system sends the certificate into pending queue.	E - Exact	
B81	Lock Father's Fields if No Court Order	If court order checkbox is not selected, father's fields are locked and only birth mother's information may be entered.	E - Exact	
B82	Unlock Father's Fields if PAF is Filed	The system provides a checkbox to indicate that a PAF has been filed for surrogate baby, which unlocks the father's fields in the birth record.	E - Exact	
B83	Scan Surrogacy Court Order	System allows user to scan and attach court order to birth record that is a surrogacy case.	E - Exact	

B84	Court Orders for Surrogacy from WV Courts Only	If the court order was not from a WV court, the surrogacy cannot proceed. The system flags the record and places it in a pending queue for review prior to registration.	E - Exact	
B85	Surrogacy Queue	Any record that is a surrogate case goes into a Surrogacy queue for review prior to registration, regardless of pending status.	E - Exact	
B86	Request SSN for Baby	The system provides a Yes/No dropdown option for the user to select whether the parents are requesting a SSN for the baby.	E - Exact	
B87	Hard Edit on SSN Request	The record cannot be submitted without a Yes/No selection for the SSN of the baby.	E - Exact	
B88	SSN Request on Out-of-State Birth	The system does not request a SSN for an out-of-state birth record.	E - Exact	
B89	Changes to Record	Any field in the record can be changed until the record is marked as signed.	E - Exact	
B91	Lock Fields	The system limits the user's ability to change specific State defined fields after a paternity acknowledgement has been signed.	E - Exact	
B92	Lock Print Screen Option	The ability for a user to use the print screen function is defined by the State.	E - Exact	
B93	For Adoption Only Indicator	The system provides an indicator that a mother has given birth at a facility but intends to put the baby up for adoption.	E - Exact	
Additional Rules for Surrogacy				
B94	Surrogacy Indicator	The system has a separate screen within the birth record for surrogacy.	E - Exact	
B95	Birth Mother's Medical Information	The system captures the medical information of the birth mother.	E - Exact	
B96	Names of Intended Parents	The system provides fields for the facility to input the intended parent's information on the birth record. This information that is captured is State-defined and does not print on the birth certificate unless a court order is attached to the record.	E - Exact	
B97	Attach Court Order	The system prompts the user to attach the court order to the record.	E - Exact	
B98	WV Courts Only	The system provides a method to indicate whether the court order was issued by a WV court. If it was not a WV court, the system flags the record and places it in a pending queue for review prior to registration.	E - Exact	
B99	Intention to File Court Order	The system has a method for the user to indicate that the intended parents have intentions to obtain a court order but have not yet done so at the time of birth. This sends the record into a pending queue.	E - Exact	
B100	PAF screens	The system allows the biological father to establish paternity through an Affidavit of Paternity.	E - Exact	
B101	Attach PAF	The system allows the user to scan and attach the notarized PAF form to the record.	E - Exact	
B102	Surrogate Birth Without Court Order Flagged for Adoption	If the intended parents have no intentions to obtain a court order, the birth record is flagged as "For Adoption Only."	E - Exact	
B103	Surrogacy Queue	All surrogate records will be sent to a Surrogacy queue for review prior to registration, regardless of the record's pending status.	E - Exact	
Additional Rules for Plural Delivery				
B104	Plural Delivery Has Own Set of Screens	of screens related to updating each individual record in the plural delivery with information such as date of birth.	E - Exact	

B105	Plural Delivery - Display All Outcomes	In a plural delivery, the system makes it easy to display all the records (birth, fetal death) associated with the plural delivery together.	E - Exact	
B106	Type of Plurality	The system allows user to change type of plurality (live / fetal death).	E - Exact	
B107	Plural Delivery Common Fields State Defined	The state defines which fields are considered common fields in a plural delivery that auto populate all remaining records in the plural delivery after the first record has been entered.	E - Exact	
B108	Decrease Plurality of Delivery	If the user needs to decrease the plurality of the delivery, the system displays the list of linked records based on the original plurality of delivery and the user chooses for deletion as many records from the list as the difference in the original and new plurality of delivery.	M - Modify	*In the current configuration, the system does not*
B109	Increase Plurality of Delivery	If the user chooses to increase the plurality of delivery, the system displays the existing linked records.	M - Modify	*In the current configuration, the system allows for*
B110	Confirm Increase/Decrease Number of Plurality in Delivery	The system asks the user to confirm the addition or deletion of records.	E - Exact	
B111	Prompt User to Enter Number of Live Births and Fetal Deaths	The system prompts the user to enter the number of live births and fetal deaths in the plural delivery.	E - Exact	
B112	Fetal Death	The system provides an easy way to create and link a fetal death record for a fetal death that is part of a plural delivery.	E - Exact	
B113	Updating Information on Linked Records	The system allows the user to update information on linked records that have not been submitted for registration.	E - Exact	
B114	Send Notification to State on Linked Record Update	If some of the linked records have already been submitted while others have not, and common information is changed on those not submitted, the system automatically sends a notification to the state indicating that an amendment may be needed on the records already submitted.	W - Workflow or System Configuration Required	*In the current configuration. there is no notificatio*
Additional Rules for In Transit / Born Outside a Facility Birth				
B115	Child Born in Transit	If a child is born while enroute to a facility and not removed from the moving conveyance, the hospital processes the birth record as if the child were born within the physical hospital/birthing facility building. The hospital is listed as the physical location of birth.	E - Exact	
B116	Display "En Route"	The record displays "En Route" to express that the child was born in transit in order to facilitate statistical analysis of birth.	E - Exact	
B117	Removed from Conveyance	If the mother/baby is removed from the conveyance, the birth is recorded where they were first removed.	E - Exact	
B118	Born Outside Facility	The system provides a "Born Outside a Facility" checkbox for a user to indicate when a child is born en route to a medical facility. This opens address fields for the user to enter the physical place of birth. The child's birthplace is entered as the first place they are removed from the moving conveyance I.E. "mile marker 23" or "123 main St." etc.	E - Exact	
B119	No Printed Indicator of Born Outside Facility Birth	The birth record is flagged in the system as a "Born Outside a Facility" birth, but no indicator is printed on the face of the certificate.	E - Exact	
B120	Child Born Outside Facility Then Brought to Facility	In the case where a child is born outside of a facility and then transported to a medical facility, the facility is responsible for completing the birth record.	E - Exact	
B121	Unattended Home Birth	The system provides an "Unattended Home Birth" checkbox for a user to indicate when a child is born at home. This opens state defined fields so that the user may enter the location of the unattended home birth.	E - Exact	
B122	Must Be Born Within One (1) Year	The system does not allow a facility to enter a birth record for an infant over one (1) year old.	E - Exact	
B123	Delayed Birth After One (1) Year	If a facility attempts to start a birth record for a infant after one (1) year from the date of birth, the system alerts the user that a delayed certificate of birth is required and must be filed with the State, and prevents the user from starting the record.	E - Exact	
Additional Rules for Foundling Infants				

B124	Foundling Infant Record	The facility has the option to start a birth record for a foundling infant. Edits are relaxed to allow for blank fields and/or "unknown" to be entered in the field for information not needed/not available.	E - Exact	
B125	Separate Foundling Infant Screen	Reports of foundling infant are entered on a separate set of screens specifically designed for data entry of foundling infant information.	E - Exact	
B126	Parental Information for Foundling Infant	The user has the option to indicate a baby as a Foundling infant and that no mother is present. The system does not display the screens that do not apply such as parental information and mother's medical information.	E - Exact	
B127	Mother May Give Limited Information	The user has the option to indicate a baby as a Foundling infant and that limited information is available from the mother. The system display all the tabs for parental information and mother's medical information but the edits are relaxed.	E - Exact	
B128	Edits of Foundling Infant Record	The foundling infant record edits are distinct from those of a regular birth record.	E - Exact	
B129	Foundling Infant Medical Record Number	The system requires the user to enter the child's medical record number in the foundling infant record.	E - Exact	
B130	Signature on Foundling Infant Records	Signature on foundling infant records require three signatures; that of the birth clerk, and two signatures from Child Protective Services (case worker and the supervisor).	M - Modify	*In the current configuration, only a birth clerk sign*
B131	State Creates Foundling Infant Record	The system provides the capability for the State to create the Foundling infant record of live birth using the same screens as a facility would use.	E - Exact	
B132	Foundling Infant Record at State	If the foundling infant record is started at the State, the system captures information regarding supporting documentation.	M - Modify	*In the current configuration, the supporting docun*
B133	Foundling Infant Signature at State	Foundling infant records started at the State only require one electronic signature by a vital statistics employee from the State. That user is State defined.	E - Exact	
B134	Foundling Infant "Unknown" Responses	Unknown responses for foundling infant records do not require the user to enter comments into the record.	E - Exact	
B135	SSN Request for Foundling Infant	The system does not generate a request for SSN for a foundling infant record. The field to request a SSN is greyed out/locked.	W - Workflow or System Configuration Required	*In the current configuration, abandoned infant rec*
B136	Void Foundling Infant Record	The State has the ability to void an foundling infant record.	E - Exact	
Additional Rules for Safe Haven Cases				
B137	Safe Haven Record	The facility has the option to start a birth record for a Safe Haven case.	E - Exact	
B138	Screens for Safe Haven Cases	The user selects the option to enter a Safe Haven case; the system displays all birth screens including parental information and mother's medical information but information is optional and not required to be submitted.	E - Exact	
B139	Edits of Safe Haven Cases	The Safe Haven record edits are distinct from those of a regular birth record.	E - Exact	
B140	Safe Haven Case Medical Record Number	The system requires the user to enter the child's medical record number in the Safe Haven record.	E - Exact	
B141	Signature on Safe Haven Records	Signature on Safe Haven records require three signatures; that of the birth clerk and a second and third approver as defined by the State.	M - Modify	*In the current configuration, only a birth clerk sign*
B142	State Creates Safe Haven Record	The system provides the capability for the State to create the birth record for a Safe Haven case.	E - Exact	
B143	Safe Haven Record at State	If the Safe Haven record is started at the State, the system captures information regarding supporting documentation.	M - Modify	*In the current configuration, the supporting docun*
B144	Safe Haven Signature at State	Safe Haven records started at the State only require one electronic signature by a vital statistics employee from the State.	E - Exact	

B145	Safe Haven "Unknown" Responses	Unknown responses for Safe Haven records do not require the user to enter comments into the record.	E - Exact	
B146	SSN Request for Safe Haven Cases	The system does not generate a request for SSN for a Safe Haven record. The field to request a SSN is greyed out/locked.	W - Workflow or System Configuration Required	In the current configuration, a Safe Haven record
B147	Void Safe Haven Record	The State has the ability to void a Safe Haven record.	E - Exact	
B148	Convert Birth Record to Safe Haven	A birth record can be converted to a Safe Haven record only by the State.	E - Exact	
B149	Remove Mother Demographic Information	If a birth record is converted to a Safe Haven record, the mother's demographic information is retained in the system but restricted from being printed on the birth certificate. Restricted fields may include, but are not limited to, Name, SSN, and other State-defined data.	E - Exact	
B150	Preserve Mother's Medical Information on Safe Haven Records	For birth records that have been converted to Safe Haven records, the mother's medical information is preserved but restricted from being printed on the birth certificate.	E - Exact	
B151	Restrict Mother's Demographic Information	The mother's demographic information may only be accessed by an authorized user based on profile and role. Restricted fields may include, but are not limited to, Name, SSN, and other State defined data.	E - Exact	
B152	Extraction of Mother's Demographic Information	Only State defined fields from the Mother's demographic information will be extracted for statistical reporting.	E - Exact	
B153	Extraction of Mother's Medical Information	The system allows mother's medical information to be extracted for statistical reporting.	E - Exact	
B154	Administrative Hold Queue	The system sends all Safe Haven records into an Administrative Hold queue that can only be accessed by an authorized user based on profile and role.	E - Exact	
Additional Rules for a Midwife Entering a Home Birth Record				
B155	Midwife Birth	User is prompted to select whether the home birth was attended by a midwife.	E - Exact	
B156	Notation for "Home Birth" in Record	The birth record is flagged as a home birth, but no indicator is printed on the face of the certificate.	E - Exact	
B157	Midwife Records Do Not Automatically Register	Records entered by a Midwife for a home birth do not automatically register and must be reviewed and approved by the State.	E - Exact	
Additional Rules for Immunization and Newborn Screening				
B158	Immunization Alert	The EVRS alerts the users to start a vaccine record when birth record is started.	E - Exact	
B159	Immunization Fields to Be Captured	Fields to be captured on Immunization tab/screen include those on the 2003 standard birth certificate. In addition, WV also captures fields including, but not limited to: if Hep B shot was administered, including date & time of administration, manufacturer (pick list), lot #; and expiration date of vaccine; if HBIG was administered, including date and time of administration and dose, manufacturer (pick list), and lot #; if mother was tested for syphilis while pregnant, name of the lab that performed testing whether or not eye propholaxis was administered, and if it was administered capture date of administration and what medication was used.	W - Workflow or System Configuration Required	In the current configuration, the Immunization tab
B160	Not Required for Submitting Record	The birth record may be submitted to the State without the completion of the Immunization tab/screen.	E - Exact	
B161	Can Be Added Later	The fields for the Immunization tab/screen may be populated after the record is submitted to State.	E - Exact	
B162	Immunization Fields Open and All Other Tabs/Screens Lock	The fields on the Immunization tab/screen remain open until populated and all other tabs/screens are locked once submitted to the State.	W - Workflow or System Configuration Required	Genesis will configure its release points to includ
B163	Immunization Fields Lock	The fields on the Immunization tab/screen lock once submitted to the state.	E - Exact	

B164	Newborn Screening Indicator	The EVRS provides a yes or no indicator for whether or not Newborn Screening has occurred.	E - Exact	
B165	Newborn Screening Number	The EVRS provides the ability to enter the Newborn Screening number into the birth record.	E - Exact	
B166	Mother's Waiver to Refuse Immunization	If the mother refuses to allow newborn screening or immunization, an indication that a waiver was completed is entered into the system.	E - Exact	

Description: Is PAF involved (Box 14). If yes, Go to Process Paternity Flow.

Please See Paternity Flow-

Description: If no PAF is involved, preview/print hospital/parent verification report (Box 15). OK? (Box 16).

When the birth record is complete, the hospital prints a verification form for the hospital and the parents to review. The verification form is clearly marked as Verification Form, a non legal form that does not contain any medical information. If the name entered for the baby will not be accepted by the SSA, the system may print a statement notifying the parents of this issue. The verification form will have signature locations for two parent, the labels for which will populate based on the requested parent type at creation of the record (i.e., parent 1/parent 2, mother/father, etc.). The parents will sign the form once the information is verified as accurate, and the signed form will be retained at the hospital. The hard copy of the signed verification form is scanned and attached to the record. The system also allows the user to capture the parents' signature on a hand-held device.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
B167	Forms	Please see Reports and Forms - Appendix C for rules on forms.		
B168	Reports	Please see Reports and Forms - Appendix C for rules on reports.		
B169	Print Verification Form	Once the record has been completed, the system allows the user to print the verification form for the parent(s) to verify that all the demographic information has been entered correctly.	E - Exact	
B170	Two Signature Locations	The verification form contains two signature locations with labels populated based on the requested parent type at creation of the record (mother/mother, mother/father, etc.).	E - Exact	
B171	Print Verification Form More Than Once	The verification form may be printed as many times as needed to ensure that the information has been entered correctly.	E - Exact	
B172	Print Multiple Copies at Once	The user can select the number of copies of the verification form to be printed at one time.	E - Exact	
B173	Signed Verification Form	The system allows the user to select Yes/No if the verification form was signed by either parent.	E - Exact	
B174	Verification Form Not Signed	The system provides a comment box for the user to indicate why neither parent signed the form.	E - Exact	
B175	Scan and Attach Verification Form	The system allows the user to scan and attach the signed verification form to the record.	E - Exact	
B176	Use of Symbols in Names	Fields for given names cannot contain symbols that have no phonetic standing on their own other than numerals used for generational identifiers or common punctuation such as hyphens or hyphenated names, apostrophes used as part of a given name or surname, commas to separate surnames from generational identifiers, and periods in generational identifiers or when an initial or abbreviation is used as part of a name.	E - Exact	
B177	Generational Identifier	Only one (1) generational identifier is permitted and must be of common usage.	E - Exact	
B178	Use of Names	Field for given names cannot contain writing that is not part of the standard twenty-six letter English alphabet or modifications thereof; Name cannot contain commonly recognized profanity or is otherwise demeaning. Use of professional or educational honorific acronyms (for example PhD) are not permitted. A diacritical mark (accents over letters, etc.	E - Exact	
B179	Use of Diacritical Marks in Names	The system permits the entry of diacritical marks on the birth record.	E - Exact	

B180	Printing of Diacritical Marks in Names	The system prints diacritical marks on the birth certificate.	E - Exact	
B181	Submission of Names with Diacritical Marks to SSA	The system will remove diacritical marks when transmitting names to SSA.	E - Exact	
B182	SSA Name Acceptance	The system may print a statement on the birth verification form if the baby's name will not be acceptable to SSA.	M - Modify	In the current configuration the system does not p
B183	Verification Form Clearly Marked "Not Legal Copy"	The printed verification form indicates that it is not a legal birth certificate.	E - Exact	
B184	Verification Form Does Not Contain Medical Information	The printed verification form does not display or print any medical information.	E - Exact	
B185	Allow Hand-Held Device to Capture Digital Signature	The system allows the user to capture the parents' signature on the verification form using a hand-held device.	E - Exact	

Description: Scan and attach supporting documents to record (mother's worksheet, facility worksheet, completed Paternity and any other documents to record) (Box 17). Submit record for registration (Box 18). Go to Registration Flow.

When the record is complete, the facility marks the record as "complete", electronically signs the record, scans all the worksheets and the record is registered.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
B186	Scanning	Please see General Requirements, A - User Technical Environment, regarding rules related to scanning.		
B187	Confirm Parent Worksheet Review	For records that were partially completed using data from the Health Exchange, the user will take a specific action to confirm that the Parent Worksheet was used to validate the parent information.	M - Modify	Genesis will modify its application, to confirm pare
B188	Confirm Facility Worksheet Review	For records that were partially completed using data from the Health Exchange, the user specifies whether or not a Facility Worksheet was also used to populate/validate the facility information.	M - Modify	Genesis will modify its application, to confirm faci
B189	Determine If Worksheets Need to Be Scanned	The system has the capability to determine if a parent and facility worksheet was used to populate the record.	E - Exact	
B190	Scan Worksheets	If a parent and/or facility was used to populate the record, the system makes sure the document(s) are scanned and attached to the record prior to submitting the record to the State.	W - Workflow or System Configuration Required	In the current configuration signatures for the Ver
B191	Facility Signs Record	The certifier signs the record electronically before it is submitted to the State.	E - Exact	
B192	Authorized User Can Certify Record	Allow an authorized user at facility to certify record if no physician or birth attendant is available to verify medical information.	E - Exact	
B193	Birth Confirmation Within Facility	The system provides the ability for birth records to be queued internally for a second review to confirm the birth prior to submitting to the State. This is not a quality assurance review, simply confirmation that the birth did occur in the facility to help ensure that fraud is not taking place.	M - Modify	Currently there is no internal review provided as p
B194	Second Review Location Specific	The ability to queue records for birth confirmation is specific to each location and the functionality may be turned on or off as required by each facility.	M - Modify	This requirement will be included as part of the m
B195	Second Review Signature	The system provides the ability for the second reviewer to confirm that each record has been reviewed and attest that the birth did occur as indicated on the record.	M - Modify	This requirement will be included as part of the m
B196	Flag Records Not to Be Submitted	If the confirmation process finds fraudulent records, the reviewer can flag these records to prevent them from being submitted to the State.	M - Modify	This requirement will be included as part of the m
B197	View Sub-Set of Data	Before signing, the signer may review a listing containing a sub-set of data for a range of birth records.	E - Exact	
B198	Delete/Void Records	Only State authorized personnel may delete and/or void birth records.	E - Exact	

B199	Facility May View Records After Submission	Hospitals may view but not alter birth records they created after they have submitted them to the state, except for the immunization tab.	*E - Exact*	
B200	Facility May View and Perform Ad-Hoc Reports Against Records	Hospitals may run authorized ad-hoc reports that include records already submitted.	*E - Exact*	
B201	Lock All Fields on Submitted Records	All birth fields (except for immunization) are locked from further updating at the facility once the birth record is submitted to the state.	*E - Exact*	
B202	Indicate Paternity Form to Follow	For facilities without a scanner available; the system allows the record to be submitted without the corresponding Paternity form, but the record will indicate that the Paternity form has been signed/notarized and will be submitted by mail.	*E - Exact*	
B203	Reminder to Submit PAF	If paternity form to follow indicator is selected, system generates letter reminding parents to complete and submit a PAF.	*E - Exact*	
B204	Do Not Issue When Paternity Form In Mail	If a birth record is submitted with a paternity form on the way, a "do not issue" flag is applied to the record.	*E - Exact*	
B205	Plural Delivery	Records from a plural delivery may be submitted at different times.	*E - Exact*	
B206	Submit Birth Record with Minimal Information in Special Circumstance	The system allows a user to submit a birth record with minimal information in cases where the mother refuses to provide information or relinquishes the child.	*E - Exact*	
B207	Scan and Attach Verification Form	The hospital scans and attaches the verification form to the birth record.	*W - Workflow or System Configuration Required*	*In the current configuration signatures for the Ver*
B208	Lock Immunization Record	Once the hospital completes the immunization tab, the full birth record is locked.	*E - Exact*	

BUSINESS PROCESS: UNATTENDED HOME BIRTH

This process describes the steps for an unattended home birth that occur outside a medical facility and without a licensed midwife in attendance, and where the mother and baby were not transported to a medical facility within 24 hours of the birth.

The Home Birth Packets are obtained from the State and the State enters the requestor's information in the system for tracking purposes. If the requestor is eligible to receive the packet, the State sends (or gives) the packet to the requestor. After the birth, the Home Birth Packet is completed by the parent(s) or midwife and brought in or mailed to the State. The user at the State starts a record in the system and attaches proof of birth, pregnancy documentation, and evidence to prove that the mother was in the State during the timeframe of the birth. The user reviews the documentation provided as evidence that the unattended home birth occurred in the State. If there are no errors, the verification form is printed for review by the parent(s). If a parent identifies errors with the information entered, the user can edit the information and reprint the verification form. Once the information is correct, the record can be registered.

If the documentation is incomplete or witnesses to the birth are required, the record is saved in a pending queue and a letter is generated by the system indicating what is required to be able to complete the unattended birth record. Multiple letters may be issued for one record. For unattended home births, the system will include the following three (3) fields on the record: attendant, certifier and witness. The attendant and certifier fields will be greyed out and say "none." The witness field will be available to input the name of a parent, other than the mother, or another witness. Any attendee, certifier, or parent must file the birth record if present. In the case of an unattended home birth where the mother was the only witness to the birth, she can select a checkbox on the worksheet which prompts her to fill out her personal information and sign attesting to the birth of the child on the date and at the address provided on the worksheet. In this case, the mother is indicated as the Certifier/Attendant to the birth. When Vital Records is inputting the information into the EVRS, the checkbox opens fields that allow mother's information to be added to the record under "Certifier/Attendant". Upon receipt of the necessary information, the State accesses the pending queue, opens and updates the record, and scans the received documentation. This is an iterative process until such a time as the record can be filed.

After a State defined period of time, records that have not been completed will be voided or purged from the system.

Please note: All the rules, as defined in Start a Birth Record apply to the data entry of a paper birth record at the State. In addition, the following rules apply to unattended home births.

Description: State receives documents from parents (Box 1); State user logs into EVRS and searches for the mother and/or child (Box 2). Match found? (Box 3). If no, start a new record (Box 4). If yes, open the existing record (Box 5)

The Home Birth Packets are obtained from the State. The system user enters the requestor's information in the EVRS system for tracking purposes. If the requestor is eligible to receive the packet, the user gives/ sends the packet to the requestor. After the birth, the Home Birth Packet is completed by the parent(s) and brought in or mailed to the State. The user enters the search criteria to find an existing record. If the record is found, the user opens the record and begins data entry. Otherwise, the system creates a new record for the user to access.

B209	User Log In	Please see the General Requirements section B - User Authentication for rules related to user log in.		
B210	User Profiles	Please see the General Requirements section C - Roles, Profiles and Institutional Affiliations for rules related to user log in.		
B211	Record Ownership and Access	Please see the General Requirements, section D - Record Access/Ownership, for rules related to record ownership and access.		
B212	Scanning	Please see General Requirements, A - User Technical Environment, regarding rules related to scanning.		
B213	Starting a Record at a Facility	Please see all the business rules related to starting a record as these apply to unattended home births.		
B214	Paternity Rules	Please see all the business rules related to paternity at the facility and amendments as these apply to unattended home births.		
B215	Home Birth Option	The system provides a home birth option to be selected by the user.	E - Exact	
B216	Indicator for Intended vs. Unintended Unattended Home Birth	The system captures whether the unattended home birth was intended or unintended.	E - Exact	
B217	Record Request for Home Birth Packet	At the time a parent requests a Home Birth Packet, the user enters State defined information to document the request, such as but not limited to State ID, Passport, and military ID.	W - Workflow or System Configuration Required	*In the current configuration the home birth packet*
B218	Search on Requestor	The system will search on the requestor to see if this is the first request or if there have been prior requests for a Home Birth Packet.	M - Modify	*In the current configuration the system keeps trac*
B219	Prior Request Message	If prior requests have been made within the last year, the system will return a message indicating that the requestor has requested a Home Birth Packet in the last year.	M - Modify	*The current system does keep track of the numbe*
B220	View Prior Request	The system will allow the user to view all prior requests made regardless of the location where they were made.	E - Exact	
B221	Allow New Request	The system allows the user to continue and create a new request if the user deems the request appropriate.	E - Exact	
B222	Requestor Information	The system provides fields to capture the requestor's name, address, phone number and ID number and type. ID may be a State driver's license or US Passport, or other State defined ID.	E - Exact	
B223	Mother's Information	The system provides fields to capture the mother's name, address and phone number.	E - Exact	
B224	Due Date	The system provides fields to capture the estimated due date and/or actual due date.	W - Workflow or System Configuration Required	*Currently the system captures the actual date. G*
B225	Date Packet Provided	The system will capture the date the packet was provided to the requestor. This date will be auto-generated by the system.	E - Exact	
B226	Queue for Issuance	Once completed, the request for a Home Birth Packet is queued as a Pending Home Birth request for issuance.	M - Modify	*Genesis will modify its system for a request to be*
B227	Requests for Home Birth Packet Linked to Record Once Created	Once the state starts a Home Birth Packet request, the system links the record and request.	E - Exact	
B228	Printing of Certificates	Printing of certificates can be done either in registration or the front desk to fulfill the request.	E - Exact	
B229	Tab /Screen Order	The screen and tab order for a home birth match the home birth worksheet.	E - Exact	

B230	No Medical Record Needed in Home Birth	For a home birth, the State can start a birth record without the medical record number.	E - Exact	
B231	Pending Request	The document is held in a pending queue until the completed packet is received.	E - Exact	
B232	Remove Abandoned Requests	The time after which pending requests for Home Birth Packets are removed is State defined.	E - Exact	

Description: Start birth record in the system (Box 6) and scan documentation (Box 7)

When the user is ready to start the record, the user selects "home birth" and the format of the tabs/screens match the home birth worksheet. The required information from the worksheet is entered in the system and supporting documentation is indicated. Any supporting documentation is scanned and attached to the record.

Unattended home births have three (3) fields for attendant, certifier and witness. The attendant and certifier fields will be grayed out because there are none. The third field is used to record the "Witness," who is neither an attendant nor certifier. Documentation or an affidavit may be produced by the witness.

In the case of an unattended home birth where the mother was the only witness to the birth, she must check a checkbox on the worksheet which prompts her to fill out her personal information and sign attesting to the birth of the child on the date and at the address provided on the worksheet. In this case, the mother is indicated as the Certifier/Attendant to the birth. When Vital Records is inputting the information into the EVRS, the checkbox opens fields that allow mother's information to be added to the record under "Certifier/Attendant".

Please note: All rules that relate to starting a record, record edits, electronic signatures, queues, registration and issuance apply to an unattended home birth records and are not repeated here. The business rules in this section are specific to unattended home birth records started at the State.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
B233	Rules for Facility Birth Apply	All rules that relate to starting a birth record, record edits, electronic signature, queues, registration and issuance apply to an unattended home birth and are not repeated here.		
B234	Enter Address of Birth	The system allows the user to enter the address where the child was born (i.e., 102 Main Street) for a home birth.	E - Exact	
B235	Select Supporting Documents	The system allows a user to select, from a pre-defined list, the supporting documents that were presented as proof of the home birth.	W - Workflow or System Configuration Required	In the current configuration the system provides t
B236	Check Box for Mother as Certifier	A check box is selected if mother was only attendant to the birth. The check box indicates that the mother is attesting to attending the birth.	E - Exact	
B237	Check Box Opens Fields for Mother as Certifier	When the "Mother as Certifier" check box is selected, additional fields open to capture the mother's first and last name as the Certifier/Attendant to the birth.	E - Exact	
B238	Scan Signed Signatures	The system prompts a user to scan submitted signed documentation and attach it to the electronic home birth record.	M - Modify	In the current configuration the system provides t
B239	Indicate Scanned Documents Attached	Supporting documentation is scanned into the system and attached to the electronic record.	M - Modify	In the current configuration the system provides t
B240	Notation for "Unattended" Made in Record	The birth record is flagged as an unattended home birth in the birth record, but no indicator is printed on the face of the certificate.	E - Exact	

Description: Record complete? (Box 8); Print out verification form if desired for parent review and signature (Box 9)

Upon review of the supporting documentation the user may find that additional documentation is required. In this case, the user will save the record to a pending queue. If the documentation is in order, the user will print out a verification form for the parents to review and sign. The parent verification form can be printed more than once if errors are discovered by the parents that need to be corrected.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
B241	Queues Rules	Please see the General Requirements section N - Queues for rules of queues.		
B242	Verification Form	The system allows the user to print out a home birth verification form for the parents to review and sign.	E - Exact	
B243	Verification Form Optional	The user does not have to print out a Verification Form.	E - Exact	

Description: OK? (Box 10); If yes, scan Verification Form into the system (Box 11); Submit record electronically (Box 12). Register record and assign SFN and LFN. Record leaves queue (Box 13). Go to Registration Flow.

If the record is correct, the State will review after they have scanned and attached all of the documentations. The State reviews the record prior to registration. If the record is OK, the state and local file numbers are assigned and the record leaves the queue. The Registration Flow takes over.

	Business Rule Name	Business Rule Description	Vendor Response	Comments
B244	State File Number	Please see the General Requirements, section O - State File Numbers and Registration, for rules regarding the SFN.		
B245	Queues	Please see the General Requirements, section O - Queues for rules regarding the pending queues.		
B246	Query and Rejection Cycle	Please see the Query and Rejection Cycle Flow for rules on how to reject a record.		
B247	Edit Record	The user may edit the record as many times a necessary until the information is correct. Whenever there are soft edits, the system provides the option to specify "mother refused" or "unknown."	E - Exact	
B248	Scan Signed Form	The system provides the ability for the user to scan and attach the signed or edited verification form to the record.	W - Workflow or System Configuration Required	In the current configuration signatures for the Ver
B249	Verify Legal Information	If auto-registration is turned off, the system prompts user to confirm verification of demographic fields on birth record prior to registration. This functionality can be turned on or off by an authorized user.	E - Exact	
B250	Confirmed Action to Register Record	The system asks the user to confirm the action being taken to register the record.	E - Exact	
B251	Verify Legal Information	System requires the State to review and verify legal information prior to registering.	E - Exact	
B252	Option to Turn Off Auto Registration	The State has the capability to turn on or off the auto registration function.	E - Exact	
B253	Record Leaves Queue	Once the record is registered, it automatically leaves the pending queue and is ready for issuance.	E - Exact	
B254	Fulfill Request From Record	If there is a pending request for certified copies, the user may fulfill that request immediately.	E - Exact	
B255	Move Request to Ready-to-Fulfill Queue	If there is a pending request for certified copies, the system will automatically move the request from the pending queue to the ready-to-fulfill queue at the location designated in the request.	M - Modify	In the current configuration there is no separate q

Description: Can verification form be fixed? (Box 14); If no, the record is saved in a pending queue (Box 15); Print out appropriate letters and/or documentation from EVRS. Bypass this step if needed (Box 16).

If there are errors in the record that cannot be immediately fixed, the record is saved in a pending queue. The user may print out one or more letters or documents from the system indicating what is required to complete the record.

	Business Rule Name	Business Rule Description	Vendor Response	Comments
B256	Queues Rules	Please see the General Requirements section N - Queues for rules of queues.		
B257	Letter Rules	Please see the General Requirements, section X - Letters and Forms, for all rules related to creating letters within the system.		
B258	Pending Home Birth Queue	The system provides a queue for pending (in process) home birth records.	W - Workflow or System Configuration Required	The current configuration contains a single work c
B259	Not a Mandatory Step	The system will let the user bypass the letter generating step if desired.	E - Exact	

Description: Receive requested information (Box 17); Access the pending queue (Box 18); Finish record (Box 19).

The applicant returns the needed documentation to the State. The user logs into the system, accesses the record through the queue, completes the record, and scans the documentation.

	Business Rule Name	Business Rule Description	Vendor Response	Comments

B260	User Log In	Please see the General Requirements section B -User Authentication for rules related to user log in.		
B261	User Profiles	Please see the General Requirements section C -Roles, Profiles and Institutional Affiliations for rules related to user log in.		
B262	Record Ownership and Access	Please see the General Requirements, section D - Record Access/Ownership, for rules related to record ownership and access.		
B263	Search Rules	Please see the General Requirements, section M- Searching and Matching, for search and duplicate checking rules.		
B264	Queues Rules	Please see the General Requirements section N - Queues for rules of queues.		
B265	Pending Home Birth Queue	The system provides a queue for records that are pending.	***W - Workflow or System Configuration Required***	*The current configuration contains a single work*

From the dropdown list, please select one of the available condition codes **E - Exact, W - Workflow/System Config, M - Modify, F - Future, N - Cannot Meet** as described below for your answer to the following business rules.

Condition	Description
E – Exact Match	The COTS solution, as delivered at contract execution, fully satisfies the function as described in workflow and business rule **without any workflow configuration effort** (workflow configuration is as defined below and does not include changes such as updating screens to correspond with State-specific language). You must be able to demonstrate this functionality EXACTLY as defined.
W - Workflow or System Configuration Required	The COTS solution, as delivered at contract execution, contains the functionality as described in workflow and business rule but must be configured during the project.
M - Modify - Modification Required	The underlying code of the COTS solution must be modified at a cost to meet this functionality. Please do not comment. **DO NOT** include costs in Technical Response; if you do, your proposal will be disqualified.
F - Future - Planned for Future Release	The current version of the COTS solution cannot meet the functionality as stated, but functionality will be met by a planned future release of the system at no additional cost to WV. **Enter the anticipated date** of the release where the feature will be included in the date column.
N - Cannot Meet - Cannot Meet Requirement	The COTS solution proposed for WV will not satisfy the requirement.

BUSINESS PROCESS: PROCESSING A PATERNITY AT A FACILITY

In WV there are only two-way paternities, which means that only two parents may be listed on a birth certificate at one time.

If mother is unmarried and wants to list the biological father on the birth certificate, they must both sign a Paternity Affidavit Form (PAF). The unmarried mother also has the option to not list a father on the birth certificate.

If mother is married, her spouse will be automatically listed as the father unless mother specifically refuses to list a father. However, if mother is married but her spouse is not the biological father, the process can go one of two ways: the spouse can sign a Non-Paternity Affidavit (Non-PAF), while mother and the biological father both sign a PAF. This process is referred to as PAF/Non-PAF; Or, if the mother and biological father and/ or spouse cannot come to an agreement to sign a PAF/Non-PAF, the hospital selects an indicator within the record that the family intends to file a PAF. This action places the record in a Paternity Pending Queue for review and approval at the State prior to registration.

Description: Birth Record is started (Box 1); Mother married? (Box 2); If no, Want to list father? (Box 3); If no, No father listed on BC (Box 4); Continue with Birth Flow

Once a birth record is started, the user will have the option of creating a paternity. If the mother is unmarried, the user has the option to bypass paternity screens.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
PA1	**Hospital, State or Child Support Completes**	Paternities can be completed at the hospital, by Child Support Enforcement Office, or by the State.	E - Exact Match	
PA2	**Paternity Screens**	The system allows access to the paternity screens from within the birth record. Format of screens are State defined.	E - Exact Match	

PA3	Paternity Fields	The system provides fields for the user to enter the paternity information into the birth record. Fields may include, but are not limited to, father's name, address, SSN, and other State defined data.	E - Exact Match	
PA4	Father Not Required When Mother Not Married	When the mother indicates she is not married and there is no paternity, the system allows the father's information to be blank.	E - Exact Match	
PA5	Flexibility in Response "Married?"	The system provides a field to indicate if the mother was married within the last 300 days.	E - Exact Match	
PA6	Update Status to "No Paternity"	If the mother is single and chooses not to complete the Paternity Affidavit Form, the system updates the record status to "No Paternity".	E - Exact Match	
PA7	Inactivate Father's Fields	If the mother is not married and chooses not to complete a paternity, the system grays out the father's fields.	E - Exact Match	
PA8	Register Upon Submission	If the mother is single and chooses not to complete a paternity, or the mother is married but refuses to have the spouse on the birth record, the record is registered upon submission to the State.	E - Exact Match	
PA9	Reason for No Paternity	In the case where a mother does not request a paternity, the system provides a drop down to select a State defined reason for refusal, including "other."	W - Workflow or System Configuration	not require a reason to be given for a lack of paternity request. Genesis will configure the
PA10	Reason Not Required	The "Reason for No Paternity" field is optional.	E - Exact Match	
PA11	Comment for No Paternity	In the case of "other" being selected as the mother's reason for not requesting a paternity, the system requires the user to enter a free-form comment.	W - Workflow or System Configuration	bypass the signature of the form and such record can be released for registration.

Description: If yes to Want to list father, PAF/Non-PAF? (Box 5); If yes, Correct? (Box 6); If yes, Paternity is notarized (Box 7); Scan and attach completed form to record (Box 8); Continue with Birth Flow; If no to PAF/Non-PAF, Intention to file indicator (Box 11)

If mother is unmarried, a Paternity Affidavit Form is made available to add the father's information. The Paternity Affidavit Form is auto populated with the demographic information from the record and a verification copy may be printed for the parents to complete and sign. Hospital users may also review and verify the information with the parents electronically from a tablet. Once the facility determines that information is correct, the parents sign the PAF in front of a notary and the PAF is scanned and attached to the birth record. If using e-notary, the PAF is notarized in the system.

For hospitals without a scanner, once the record is submitted to the State, it is flagged and placed in a Paternity Pending queue so that the State knows that a Paternity Affidavit form is being mailed to the State. The flag prevents issuance of a certified copy of the birth record to prevent potentially incorrect information from being printed. The process flow then returns to the "Birth Flow."

If the parents are unable to complete a PAF at the time of birth, the system user can indicate in the record that the parents have intentions of filing an PAF at a later time.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
PA12	E-Notary	Please see General Requirements T - Electronic signature and E-Notary for rules related to e-notary and electronic signature.		
PA13	Scanning	Please see General Requirements, A - User Technical Environment, regarding rules related to scanning.		
PA14	Option to Request Paternity Affidavit Form	If the mother answers that she was not married within the last 300 days, the system provides the option for the mother to request to establish paternity.	E - Exact Match	
PA15	Language Versions Configurable	The PAF can be configured by the State to add a version of the PAF in another language if needed in the future.	E - Exact Match	
PA16	Affidavit Prints Out of System	The Paternity Affidavit Form may be printed from the system with instructions for the parents.	E - Exact Match	
PA17	Generate Paternity Tracking Number	The system generated birth record number is also the paternity tracking number.	M - Modify	identification number is not the same as the paternity tracking number. Genesis will

PA18	Paternity Tracking Number Not Displayed	The paternity tracking number does not display on the screen.	E - Exact Match	
PA19	Auto Populate Affidavit	The system auto populates the mother, father and child information from the birth record into the Paternity Affidavit Form.	E - Exact Match	
PA20	Parents Sign Paper Form	If e-notary is not being used, a paper copy of the Paternity Affidavit Form is printed for signature and notarization.	E - Exact Match	
PA21	Print for Verification	The PAF may be printed for verification purposes prior to signing.	E - Exact Match	
PA22	Parent's Signature	When parents sign a paper Paternity Affidavit Form, the system provides the user with a way to indicate receipt of the parent's signatures in the system.	E - Exact Match	
PA23	System Tracks Date and Time Signed	The system provides fields to capture the date and time the PAF was signed.	E - Exact Match	
PA24	Print Paternity Affidavit Form Multiple Times	The PAF may be printed multiple times.	E - Exact Match	
PA25	Paternity Tracking Number Prints on Paternity Affidavit Forms	The system tracks the number of times the PAF is printed.	E - Exact Match	
PA26	Parents Can Change Mind	The mother or father may change their mind about completing the paternity up to the point when the paternity document is signed and notarized.	E - Exact Match	
PA27	Void Paternity Affidavit Form	If the mother and father decide not to finalize a Paternity Affidavit Form, the Paternity Affidavit Form is voided.	E - Exact Match	
PA28	Father's Information Removed	If the Paternity Affidavit Form is voided, the system has the ability to remove and lock all father fields.	E - Exact Match	
PA29	Do Not Allow Paternity at Hospital if Record is Registered	The system does not allow a hospital to process a paternity after the record has been submitted for registration at the State.	E - Exact Match	
PA30	Date and Time Signed	If the date and time that the PAF is signed is after the birth record has been registered, a message will pop up indicating the record has been registered and the hospital can no longer file the PAF.	E - Exact Match	
PA31	Print PAF at Hospital for Parents	If the parents wish to file a PAF after the birth record has been registered, the hospital may print a PAF for the parents to sign and notarize, and submit to the State for filing.	E - Exact Match	
PA32	Intention to File PAF Flag	If mother and biological father intend to complete a PAF but do not file one at the time of birth, the system has a checkbox to indicate parents' intention to file a PAF and flags the record as pending PAF	E - Exact Match	
PA33	Allow Mother to Complete Electronically	The system allows the mother to complete her portion of the PAF electronically even if the father is not present at the time of birth.	E - Exact Match	
PA34	Capture Father's Information	If the "Intention to File PAF" checkbox is selected, the system provides the user with the option of entering father's information. Data is retained in the system but does not appear on the birth certificate until the notarized PAF is received at the State and attached to the birth record.	E - Exact Match	
PA35	Paternity Affidavit Received within 30 Days of Birth	PAFs must be filed within 30 days after DOB or the system removes father's information and the record is filed with no father listed on the record.	E - Exact Match	
PA36	Flag Removed	Once the father's information is removed from the record, the pending PAF flag is removed.	E - Exact Match	

PA37	Move to Registration Queue	Once the pending PAF flag is removed, the record is moved from the pending PAF queue to the registration queue.	E - Exact Match	
PA38	Comment for No PAF/Non-PAF Received	If a record moves from the pending PAF queue to the registration queue, the system generates a comment to indicate that a PAF and/or Non-PAF was not received at the State.	E - Exact Match	
PA39	System Sends Letter to Mother	If the father is removed from record, the system sends a letter to the mother explaining why the PAF was voided and next steps.	E - Exact Match	
PA40	System Sends Letter to Father	If the father is removed from record, the system sends a letter to the father explaining why the PAF was voided and next steps.	E - Exact Match	
PA41	Supporting Paternity Documentation	The system allows the user to select from a State defined drop down list to indicate what supporting documents were presented.	M - Modify	provides the list of supporting documents that can be attached during the
PA42	Scan Notarized Paper PAF	The system prompts the user to scan and attach the notarized Paternity Affidavit Form when it is in paper format.	E - Exact Match	
PA43	Scan Supporting Documentation	The system allows the user to scan and attach any supporting documentation.	E - Exact Match	
PA44	No Scanner	For hospitals without a scanner, the record is flagged for a pending queue awaiting the arrival of the paper copy of the PAF at the State.	E - Exact Match	
PA45	"Paternity Complete" Status Locks Fields	An indicator is set in the system when the paternity status is complete to lock all the paternity fields.	W - Workflow or System Configuration	State to find out at what time paternity fields remain unlocked during the life cycle of a
PA46	Paternity Signed by Parents	When there is a paternity in process, the system does not allow the birth record to be submitted to State until the record indicates that the parents have signed and notarized the Paternity Affidavit Form.	E - Exact Match	
PA47	Request Paternity Form at State	Paternities that are not processed at the birthing facility prior to registration must be requested from the State.	E - Exact Match	
PA48	Display But Do Not Print Comment Fields	The system displays the comments within the record but does not print the comments on the certificate or form.	E - Exact Match	
PA49	Legal Guardian Signature	If either of the parents are under 18 years old, the signature of the parent's legal guardian is required on PAF and Non-PAF.	E - Exact Match	
PA50	Additional Fields for Under 17 Years	The system populates additional State defined fields if the mother or father is 18 years old or younger and is an unemancipated minor.	E - Exact Match	
Additional Rules for E-Notary (The State Cannot Use E-Notary at Go Live; But Wants to Build in the Function for Future Use.)				
PA51	Hide Function	The system provides the ability to deactivate the function for e-notary.	E - Exact Match	
PA52	Paper Flow	When e-notary is not used, the system automatically reverts to the paper flow with the corresponding edits.	E - Exact Match	
PA53	No Scan for E-Notary	The system does not prompt the user to scan and attach the notarized Paternity Affidavit Form when e-notary was used.	E - Exact Match	
PA54	Notarize Online	The user who is also a notary can sign the form, attach the seal and other evidence required for notarization, and attach the evidence to the paternity.	E - Exact Match	
PA55	E-Notary Completes Paternity	When e-notary is used, the act of completing the notarization also completes the process of filing the Paternity Affidavit Form.	E - Exact Match	
PA56	Image of E-Notarized Form Attached	The image of the notarized Paternity Affidavit Form is attached to the record.	E - Exact Match	

PA57	Schedule Notarizations	The system provides the capability for an authorized user to schedule notarizations in the system by entering the date, time and person who will notarize the birth record.	E - Exact Match	
PA58	Display Notary Schedule	The system provides the capability to display the schedule of notarizations by notary, date and time.	E - Exact Match	
PA59	Print Notary Schedule	The system provides the capability to print the schedule of notarizations by notary, date and time.	E - Exact Match	

Description: If PAF/Non-PAF is not correct, Can fix?(Box 9); If yes, Fix (Box 10); If no, Intention to file Indicator (Box 11); Continue with Birth Flow

If there are errors on the Paternity Affidavit Form, the user accesses the record in the system and corrects the information. The user may print a new verification form for the parents to review or review with them on a tablet.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
PA60	Query and Rejection Cycle	Please see the Query and Rejection Cycle for all rules related to rejecting or correcting a record in the system.		

Description: If mother is married, Is the spouse the Father? (Box 12); If yes, Enter spouse as father (Box 14); If no, Spouse wants to be listed?(Box 13); If yes, Enter spouse (Box 14) and Continue with Birth Flow; If no to Spouse wants to be listed, Want to list father? (Box 3); If no, No father listed on BC (Box 4); If yes, PAF/Non-PAF? (Box 5); If no, Intention to file Indicator (Box)

If the mother is married, the husband is indicated on the birth record as the father unless the mother refuses. If she refuses, a selection of "Married Refused Husband Info" is made on the record.

If mother is married and the spouse is not the father, but the biological father wishes to be listed, a Paternity Affidavit Form is made available to add the father's information. An Affidavit of Non-Paternity is also made available for the mother and spouse to sign.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
PA61	Mother Refuses	The system provides a field to indicate if the mother is married but refuses to have the spouse on the birth record.	E - Exact Match	
PA62	Disallow Paternity Affidavit	The system does not allow a Paternity Affidavit Form if the mother is married or divorced/widowed within the last 300 days (between conception and birth) unless a Non-Paternity Affidavit Form is submitted by mother's current husband, or the user had indicated that a Non-PAF will be filed.	E - Exact Match	
PA63	Non-Paternity Affidavit	The system allows access to the Non-Paternity Affidavit screen from within the birth record. Fields may include but are not limited to spouse's full name, address, SSN, and other State defined data.	E - Exact Match	
PA64	Intention for Non-PAF	If the "Intention to File PAF" checkbox is selected, an additional "Intention to File Non-PAF" checkbox is opened to indicate if the mother and her spouse intend to complete a Non-PAF. If the checkbox is selected, it flags the record as pending Non-PAF and allows the mother to complete her portion of the document electronically.	E - Exact Match	
PA65	Capture Spouse's Information	If the "Intention to File Non-PAF" checkbox is selected, the system provides the user with the option of entering spouse's information. Data is retained in the system but does not appear on the birth certificate until the notarized Non-PAF is received at the State and attached to the birth record.	E - Exact Match	
PA66	Reminder Letter	If either "Intention to file PAF" or "Intention to file Non-PAF" checkbox is selected, the system sends a letter to the mother reminding her to submit a notarized PAF or Non-PAF. Timeline for sending the letter is State-defined.	E - Exact Match	
PA67	Non-Paternity Affidavit Received within 30 Days of Birth	Non-PAFs must be filed within 30 days after DOB or the record is filed with no father information listed on the record.	E - Exact Match	

END OF PROCESSING A PATERNITY AT A FACILITY

BUSINESS PROCESS: PROCESSING A PATERNITY AT THE STATE

If a PAF or Non-PAF was not filed at the time of birth, the parents may file a paternity at the State. They have the option of mailing in the notarized forms or filing them in person at the State office. Non-PAFs must be filed in conjunction with a PAF within one year of DOB; it may not be used to rescind paternity after a birth certificate has been registered with a father's name on the record.

Rescission of paternity are by court order only and must be filed at the State.

Description: Vital Registration receives Paternity Form (Box 1); Another father listed on BC? (Box 2); If no, Scan and attach PAF to record (Box 3); Update father's information (Box 6); Update child's surname (if requested)(Box 7); Go to Issuance Flow.

Once a birth record is started, the user will have the option of creating a paternity. If the mother is unmarried, the user has the option to bypass paternity screens.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
PA68	State Completes	Please see the Processing a Paternity at a Facility rules above, for all rules relating to Starting a Paternity at the State.		
PA69	User Log In	Please see the General Requirements section B -User Authentication for rules related to user log in.		
PA70	User Profiles	Please see the General Requirements section C -Roles, Profiles and Institutional Affiliations for rules related to user log in.		
PA71	Record Ownership and Access	Please see the General Requirements, section D - Record Access/Ownership, for rules related to record ownership and access.		
PA72	Search Rules	Please see the General Requirements, section M- Searching and Matching, for search and duplicate checking rules.		
PA73	Queues Rules	Please see the General Requirements section N - Queues for rules of queues.		
PA74	Birth Amendments	Please see the Amendments rules, Additional Rules for Birth Amendments section, for all rules related to birth amendments.		
PA75	Pending PAF Queue	The system provides a queue for the State to view all records that are flagged as "pending PAF"	E - Exact Match	
PA76	Paper Copy Received	The system has a checkbox for indicating that the original, paper copy of the PAF or Non/PAF has been received at the State.	E - Exact Match	
PA77	Remove Flag if Paper Copy Received	If "paper copy received" checkbox is selected, the system removes the "pending PAF" flag from the record.	E - Exact Match	
PA78	Scan Supporting Documentation at State	The system allows the State user to scan and attach any supporting documentation.	E - Exact Match	
PA79	Prevent Printing	The flag for pending PAF prevents printing of certified copies of the birth record.	E - Exact Match	
PA80	Supervisory Override for Pending PAF	The system allows an authorized user to override a flag for pending PAF.	E - Exact Match	

Description: If yes to Another father listed on BC, Court order to remove dad? (Box 4); If no, Reject request; If yes, Scan and attach court order to record (Box 5); Update father's information (Box 6); Update child's surname (if requested)(Box 7); Go to Issuance Flow.

Paternities can be rescinded by court order only. Once rescinded, the birth record information reverts back to the original information that was present prior to the filing of a paternity.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*

PA81	Query and Rejection Cycle	Please see the Query and Rejection Cycle for all rules related to rejecting or correcting a record in the system.		
PA82	Rescission of Paternity Check Box	The system provides a check box for the user to mark a record with a paternity as "Rescission of Paternity."	E - Exact Match	
PA83	Prevent Printing for Rescission of Paternity	The flag for "Rescission of Paternity" prevents printing of certified copies of the birth record.	E - Exact Match	
PA84	Scan Court Order for Rescission of Paternity	If the record has been marked "Rescission of Paternity," the system requires the user to scan and attach a court order to the birth record	E - Exact Match	
PA85	Enter Court Order Number	The system provides a field for the user to enter the court order number in the record.	E - Exact Match	
PA86	New Paternity After Rescission	A new paternity may only be processed once a rescission is processed.	E - Exact Match	
PA87	Do Not Mark "Amended"	For court-ordered paternity rescissions, the system does not mark the new certificate of birth as "amended."	E - Exact Match	

From the dropdown list, please select one of the available condition codes **E - Exact, W - Workflow/System Config, M - Modify, F - Future, N - Cannot Meet** as described below for your answer to the following business rules.

Condition	Description
E – Exact Match	The COTS solution, as delivered at contract execution, fully satisfies the function as described in workflow and business rule **without any workflow configuration effort** (workflow configuration is as defined below and does not include changes such as updating screens to correspond with State-specific language). You must be able to demonstrate this functionality EXACTLY as defined.
W - Workflow or System Configuration Required	The COTS solution, as delivered at contract execution, contains the functionality as described in workflow and business rule but must be configured during the project.
M - Modify - Modification Required	The underlying code of the COTS solution must be modified at a cost to meet this functionality. Please do not comment. **DO NOT** include costs in Technical Response; if you do, your proposal will be disqualified.
F - Future - Planned for Future Release	The current version of the COTS solution cannot meet the functionality as stated, but functionality will be met by a planned future release of the system at no additional cost to WV. **Enter the anticipated date** of the release where the feature will be included **in** the date column.
N - Cannot Meet - Cannot Meet Requirement	The COTS solution proposed for WV will not satisfy the requirement.

Business Process: Fetal Death (350 grams or +20 Weeks of Gestation)

A birth of 350 grams or more (or if weight is unknown, then after 20 weeks of gestation based upon date of last menses) with no sign of life when entirely outside the mother's body is considered a fetal death (stillbirth). The Fetal Death module is used to record the event, and an Authorization for Disposition for Fetal Remains is required. Methods of disposition may include but are not limited to: funeral home, hospital, parents, and OCME. If cremation is requested, the request will be indicated on the Authorization for Disposition and a funeral home designation and cremation permit are also required. The funeral director will be responsible for obtaining approval from the Medical Examiner for the cremation permit.

For facility cases where the OCME is not involved, the facility user completes the medical and demographic portion. The medical certifier may certify immediately, or the completed record may be queued for certification at a later time. The hospital selects the method of disposition, and the parents must sign the Authorization for Disposition for Fetal Remains. A Paternity Affidavit Form may be executed, but edits around Paternity for fetal deaths are relaxed. Once the record is certified, the facility submits it to the State for registration. The facility may print an Angel Certificate at parents' request.

For fetal deaths occurring outside of a facility, or in facility cases where there is concern over the cause of death, a medical examiner is contacted. The medical examiner decides if s/he will investigate the case and, if so, s/he completes the record in the system and submits it electronically to the State. If no investigation is required, the medical examiner rejects the record back to the facility.

For fetal deaths occurring at non-birthing facilities that are not OCME cases, the record will be reported via a paper process using the fetal death worksheets.

Fetuses that are delivered at any gestational age and does show life when entirely outside the mother before it subsequently dies, is considered a live birth and requires a birth record and a death record.

Please note: All rules that relate to starting a birth or a death record, record edits, cause of death, electronic signatures, queues, and registration and issuance apply to fetal death records and are not repeated here. The business rules in this section are specific to fetal death.

NAPHSIS Use Case Models:

- EBRS UC 003 v. 2.1 - Create Fetal Death Record
- EBRS UC 008 v. 1.9 - Certify COD on Fetal Death Record
- EBRS UC 009 v. 1.8 - Decertify COD on Fetal Death Record

Description: Baby is stillborn (Box 1); At Hospital? (Box 2); If yes, ME required? (Box 3); If no, log into EVRS (Box 8); Start record and print Authorization for Disposition, parent signs (Box 9); Disposition of body (Box 10); Complete record of fetal death and add PAF if needed (Box 11); Print Angel Certificate at facility (Box 12)

After a stillbirth in a hospital/facility, the user logs on and enters the minimal information to start a fetal death record. This includes designating the Funeral Home, if cremation or funeral is requested by parents. All fetal deaths require an Authorization for Disposition for Fetal Remains. Paternities may be needed for fetal deaths.

Please note: All rules for Authorization for Disposition found in the Death Business Rules apply to this section and are not repeated here.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
FD1	User Log In	Please see the General Requirements section B -User Authentication for rules related to user log in.		
FD2	User Profiles	Please see the General Requirements section C -Roles, Profiles and Institutional Affiliations for rules related to user log in.		
FD3	Record Ownership and Access	Please see the General Requirements, section D - Record Access/Ownership, for rules related to record ownership and access.		
FD4	Queues	Please see General Requirements, section N - Queues, for all business rules related to Queues.		
FD5	Data Edits	Please see the General Requirements section L - Data Editing for rules related to editing data.		
FD6	Birth Rules	The rules associated with Start a Birth record apply to fetal death.		
FD7	Paternity	The rules associated with paternity apply to fetal death.		
FD8	Authorization for Disposition	Please see the Death Business Rules, for all rules related to Authorization for Disposition within the system. All rules apply to this section.		
FD9	Cremation Permit	Please see the Death Business Rules, for all rules related to Cremation Permit within the system. All rules apply to this section.		
FD10	Bereavement Queue	The system provides a queue for records at the facility that can be accessed by bereavement specialists.	*M - Modify*	separate queue for bereavement specialists for review. Genesis will modify its application to
FD11	Fetal Death Queue	The system provides a queue for records submitted electronically for fetal deaths.	*E - Exact Match*	
FD12	Queue Record for State	The system provides a queue for Fetal Death records with State defined soft edits.	*E - Exact Match*	
FD13	Start Record	A fetal death record can be started at a hospital/medical facility.	*E - Exact Match*	
FD14	State Defined Minimum Information to Start Case	The minimum information used to start a case is State defined.	*E - Exact Match*	

FD15	Default Data to Start Case	The minimum data set to start a record includes: baby's date of delivery, gestational age, gestational weight, mother's medical record number, mother's last name, mother's first name, mother's date of birth, plurality and birth order.	*E - Exact Match*	
FD16	Include Baby's Medical Record Number	The system includes a Medical Record Number for the baby separate from the Medical Record Number for the mother.	*E - Exact Match*	
FD17	Name May be Left Blank	The stillborn child's first, middle and last names may be left blank.	*E - Exact Match*	
FD18	Mother's Name	The system captures the mother's first, middle and last name. First and last name are required.	*E - Exact Match*	
FD19	Search on Birth, Death and Fetal Death	The system searches birth, death and fetal death records to determine potential matches. Search is limited to the facility login location of the user.	*M - Modify*	in birth and fetal death modules are searched for potential matches within these two modules
FD20	Confirm That Event is Fetal Death	Upon selecting a fetal death event, the system displays a message informing the user of the definitions of a live birth versus a fetal death and asks the user to confirm that they wish to create a fetal death record.	*E - Exact Match*	
FD21	Health Exchange Checked	The information entered is sent to the Health Exchange to look for a match.	*E - Exact Match*	
FD22	Parent Worksheet	The system provides a fetal death parent worksheet.	*E - Exact Match*	
FD23	Facility Worksheet	The system provides a fetal death worksheet for the institution to capture the medical information.	*E - Exact Match*	
FD24	Parent and Medical Worksheets	No parental signatures are required for the parent or facility worksheets.	*E - Exact Match*	
FD25	Worksheets Print from System	Both the parent and the facility worksheets may be printed from the system.	*E - Exact Match*	
FD26	Standard Worksheets Available in Multiple Languages	The system provides the parent worksheet in English and Spanish.	*M - Modify*	facility worksheets are available in English. Genesis will expand its offering to include
FD27	Record Transfer	The system provides ability to transfer a record from one institution to another.	*E - Exact Match*	
FD28	Funeral Home Info	The system can allow the user to select a funeral home from a list or to enter the information directly.	*E - Exact Match*	
FD29	Fetal Death Requires Authorization for Disposition	An Authorization for Disposition is required for a fetal death.	*E - Exact Match*	
FD30	Authorization for Disposition Requires Signature of Parent(s)	Parental signature(s) are required on the Authorization for Disposition.	*E - Exact Match*	
FD31	Options for Final Disposition	Options for final disposition on the Authorization for Disposition are State defined and may include, but are not limited to, funeral home, hospital, parents, and OCME.	*E - Exact Match*	
FD32	Cremation Indicator	The system allows the user to indicate on the Authorization for Disposition whether cremation is requested.	*E - Exact Match*	
FD33	Funeral Home Requests Cremation Permit	The system allows funeral home users to request authorization from the medical examiner for cremation.	*E - Exact Match*	
FD34	Distinct Numbering System for Fetal Death Authorization for Dispositions	The numbering system for fetal death Authorization for Dispositions is distinct from the numbering system for death Authorization for Dispositions and is defined by the State.	*E - Exact Match*	
FD35	Fetal Death Abuse or Neglect	The system provides the user a field to indicate if a fetal death is suspected to be a case of abuse or neglect.	*W - Workflow or System Configuration Required*	include a field for capturing suspected cases of neglect or abuse. Genesis will configure its

FD36	**Non-birthing Facility**	Non-birthing facilities have access to the Fetal Death module.	***E - Exact Match***	
FD37	**Fetal Death Worksheets Starts Records For Home Fetal Deaths**	If the fetal death occurred outside of a facility (i.e. a home birth) without a licensed midwife in attendance, the Fetal Death worksheet will be used to start the fetal death record at the State.	***E - Exact Match***	
FD38	**Home Fetal Death Record**	The system allows the State user to indicate that the fetal death record was the result of a home fetal death.	***E - Exact Match***	
FD39	**Scan and Attach Fetal Death Worksheet**	If the State user selects the home fetal death record type, the system prompts the State user to attach the scanned fetal death worksheet to the fetal death record.	***E - Exact Match***	

Description: If ME is required, contact ME (Box 4); Enter minimal information (Box 5). Investigate case? (Box 6). If yes, complete electronic record through EVRS (Box 7).

If the hospital or facility believes the case to be one of neglect or abuse, the user calls the medical examiner. If the medical examiner elects to take the case, the process follows the Medical Examiner Flow for a death event. Otherwise, the record is rejected back to the hospital/facility where the medical and demographic information is entered and certified.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
FD40	**Medical Examiner Called**	If the hospital or facility suspects neglect or abuse, they may call the medical examiner before starting the case.	***E - Exact Match***	
FD41	**Designate Medical Examiner**	The system includes the ability to designate the case as a medical examiner case.	***E - Exact Match***	
FD42	**Refer to Medical Examiner**	If the record includes an indication of abuse or neglect, a pop up message is displayed, indicating that the medical examiner needs to review the case.	***W - Workflow or System Configuration Required***	Genesis will configure its solution to include this pop-up message using its LogicBuilder module.
FD43	**Authorization for Disposition Needed for Medical Examiner Referrals**	An Authorization for Disposition is still required for records that are referred to the medical examiner.	***E - Exact Match***	
FD44	**Medical Examiner Edits Based on Keywords**	The system locks a record for the medical examiner when State defined suspicious causes are entered or selected as cause of death.	***M - Modify***	define various causes of death that would trigger the locking of a record.
FD45	**Send Message to Medical Examiner**	If the system locks a record when the State identifies suspicious causes of death, and a message is automatically sent to the medical examiner for review.	***E - Exact Match***	
FD46	**Enter Reason for Referral**	The system includes State defined fields for the user to indicate why the case is being referred to the medical examiner.	***E - Exact Match***	
FD47	**Queue Records for Medical Examiner**	The system includes a queue for records referred to the medical examiner.	***E - Exact Match***	
FD48	**Medical Examiner May Complete Record**	The system allows a medical examiner to start and complete the full record.	***E - Exact Match***	
FD49	**COD Can be Pending**	The fetal death record can be registered with a pending cause of death.	***E - Exact Match***	
FD50	**Facility Files Amendment for Pending COD**	When the cause of death is not entered prior to registration of the fetal death, the hospital files an amendment to add the cause of death information.	***E - Exact Match***	
FD51	**Suspect Cases Referred to Medical Examiner**	The system includes the option to notify the medical examiner to review the case.	***E - Exact Match***	
FD52	**Medical Examiner Accepts Case**	If the Medical Examiner elects to take the case, the facility indicates in the record that this is a medical examiner case.	***E - Exact Match***	

Description: Scan worksheet and attach to record (Box 13); Queue record for State (Box 14); Exceptions? (Box 15); If yes, review exceptions (Box 16); OK? (Box 17); If no, reject/query record (Box 18); If no exceptions, register record (Box 19); Extracts for Vital Statistics (Box 20)

Once the record is complete and the medical certifier has certified, the record is submitted and registered by the system. Certain records with specific soft edits may be queued for post-registration review by the State. Birth and death registration rules apply to the registration of a fetal death record. After the record is registered, it is ready for statistical extraction.

	Business Rule Name	Business Rule Description	Vendor Response	Comments
FD53	State File Number	Please see the General Requirements, section O - State File Numbers and Registration, for rules regarding the SFN.		
FD54	Registration	Rules associated Registration also apply to Fetal Death.		
FD55	Issuance	The Issuance module is used to produce the Certificate of Fetal Death.		
FD56	Death Rules	Rules associated with Death also apply to Fetal Death.		
FD57	Electronic Signature	Please see the General Requirements section S - Electronic Signature rules related to signing fetal death records.		
FD58	Fetal Death Screens	Fetal Death event has its own set of screens that are distinct from birth or death.	E - Exact Match	
FD59	Screens Match Fetal Death Worksheets	Screens for Fetal Death match the fetal death worksheets.	E - Exact Match	
FD60	Edits Specific	Edits are specific to fetal death.	E - Exact Match	
FD61	Fetal Death Information Collected	The system collects a set of State defined information on fetal death. Examples of information collected may include name of attendant, date of fetal death and disposition of the fetal remains.	E - Exact Match	
FD62	Certificate of Birth Resulting in Stillbirth Indicator Controls Printing	The system checks the indicator that specifies if the parents want a Certificate of Birth Resulting in Stillbirth to determine whether the certificate prints at the State after registration.	E - Exact Match	
FD63	Reporting Timeframe	Reports of fetal death are completed within the statutory five (5) days after the fetus was delivered or else goes to the late queue.	E - Exact Match	
FD64	Verification Form Marked as "Fetal Death"	Any verification forms of the fetal death report are clearly marked "Fetal Death."	E - Exact Match	
FD65	Print Verification Form for Parent Review	The system allows the verification form to be printed for the parents' review.	E - Exact Match	
FD66	Print Certificate of Birth Resulting in Stillbirth	After the State defined fields for a fetal death are completed, the system allows a facility user to print a Certificate of Birth Resulting in Stillbirth for the parents from the system.	E - Exact Match	
FD67	Certificate of Birth Resulting in Stillbirth	Fields for the Certificate of Birth Resulting in Stillbirth are State defined and may be an abstract of the report of fetal death.	E - Exact Match	
FD68	Cause of Fetal Death Fields - Part A	The fetal death record provides a section to capture initiating cause of death (Part A). Initiating cause of death selections are state defined. Only one selection can be made for Part A.	E - Exact Match	
FD69	Cause of Fetal Death Fields - Part B	The fetal death record provides a section to capture any other significant causes and conditions (Part B). Other significant causes and conditions are state defined and multiple selections are allowed for Part B.	E - Exact Match	
FD70	Medical Certifier	A physician or medical examiner may sign the record. Currently, there is no medical certifier for fetal deaths.	E - Exact Match	
FD71	Certify Outside Facility	Medical certifiers can certify the record from their local office.	E - Exact Match	
	Additional rules for fetal death under 350 grams, of if weight unknown under 20 weeks gestation			
	Please note: All rules for Fetal Death apply to this section and are not repeated here.			

FD72	**Under 350 grams/ 20 Weeks Flag**	The system flags fetal death records for fetuses that weight less than 350 grams, or if weight is unknown under 20 weeks of gestation.	***M - Modify***	Genesis will modify its application to falg such fetal death records
FD73	**Under 35o grams/ 20 Weeks Not Sent to NCHS**	If the under 350 grams/ 20 weeks flag is set, the system does not send the record to NCHS.	***E - Exact Match***	
FD74	**Relaxed Edits Under 350 grams/ 20 weeks**	When entering a fetal death under 350 grams/ less than 20 weeks gestation, the system has relaxed edits for entering a fetal death record.	***W - Workflow or System Configuration Required***	reset the edits to be relaxed or strict at any location
FD75	**State Defined Edits Under 350 Grams**	The edits for a fetal death under 350 grams/ less than 20 weeks gestation are State defined.	***E - Exact Match***	
FD76	**Certificate of Birth Resulting in Still Birth**	The system provides the ability for the State to print a Certificate of Birth Resulting in Stillbirth for all fetal deaths, from the fetal death record.	***E - Exact Match***	

From the dropdown list, please select one of the available condition codes **E - Exact, W - Workflow/System Config, M - Modify, F - Future, N - Cannot Meet** as described below for your answer to the following business rules.

Condition	Description
E – Exact Match	The COTS solution, as delivered at contract execution, fully satisfies the function as described in workflow and business rule **without any workflow configuration effort** (workflow configuration is as defined below and does not include changes such as updating screens to correspond with State-specific language). You must be able to demonstrate this functionality EXACTLY as defined.
W - Workflow or System Configuration Required	The COTS solution, as delivered at contract execution, contains the functionality as described in workflow and business rule but must be configured during the project.
M - Modify - Modification Required	The underlying code of the COTS solution must be modified at a cost to meet this functionality. Please do not comment. **DO NOT** include costs in Technical Response; if you do, your proposal will be disqualified.
F - Future - Planned for Future Release	The current version of the COTS solution cannot meet the functionality as stated, but functionality will be met by a planned future release of the system at no additional cost to WV. **Enter the anticipated date** of the release where the feature will be included in the date column.
N - Cannot Meet - Cannot Meet Requirement	The COTS solution proposed for WV will not satisfy the requirement.

OVERVIEW OF THE BUSINESS PROCESSES FOR ENTERING AND PROCESSING DEATH RECORDS

NAPHSIS use case models were used as reference materials for the redesign of the death processes.
Specific NAPHSIS use case models for starting a death event include:

EDRS UC 002 v. 2.7 - Create a Case - FH
EDRS UC 002 v. 2.7 - Create a Case - MC
EDRS UC 008 v. 2.3 - Request for Medical Certification
EDRS UC 009 v. 2.6 - Sign Personal Information
EDRS UC 012 v. 2.6 - Print Permits
EDRS UC 021 v. 2.5 - medical examiner/Medical Examiner Accepts Case
EDRS UC 023 v. 2.7 - Certify Cause of Death
EDRS UC 065 v. 1.3 - Update a Case - FH
EDRS UC 066 v. 1.3 - Update a Case - MC
MVRS UC 012 v. 1.5 - Search

MVRS UC 014 v. 1.9 - Perform Edits

NAPHSIS use case models for death records started at a facility:
EDRS UC 002 v. 2.7 - Create a Case - MC
EDRS UC 008 v. 2.3 - Request for Medical Certification
EDRS UC 009 v. 2.6 - Sign Personal Information
EDRS UC 012 v. 2.6 - Print Permits
EDRS UC 021 v. 2.5 - medical examiner/Medical Examiner Accepts Case
EDRS UC 023 v. 2.7 - Certify Cause of Death
EDRS UC 066 v. 1.3 - Update a Case - MC
MVRS UC 012 v. 1.5 - Search
MVRS UC 014 v. 1.9 - Perform Edits

BUSINESS PROCESS: DEATH OVERVIEW

The future vision for EVRS is to allow death records to be initiated electronically by any stakeholder, i.e.: facility users such as hospice nurses or hospital medical records clerks; medical examiners; physicians; or funeral directors. Death records are started by logging into the EVRS system. Minimum demographic information to start a case is entered. The system checks for a match to an existing record in the EVRS database. Potential record matches are reviewed by the user and if a record from the list is found to be a match, the record is retrieved. If no match is found in the EVRS, the system automatically checks the Health Exchange to find a match. If a match is found, the user reviews the information and decides whether to accept the data into EVRS. If yes, a new EVRS record is created and the user makes additions and modifications as necessary to complete the record. If no match exists in EVRS or in the Health Exchange, a new record is created in EVRS.

Hard edits keep the record from being submitted for registration until all required fields are completed. Soft edits are validated by the user during the data entry process to confirm out-of-range values.

Once the record is complete, it is submitted electronically to the State. The State File Number (SFN) and Local File Number (LFN) are applied to the record. The record is ready for issuance, query review, and submission to NCHS for cause-of-death reporting.

Description: Minimum info to create record (Facility/Medical Examiner/Medical Certifier/Funeral Home/EMS Pronouncer) (Box 1)

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
D1	**User Log In**	Please see the General Requirements section B -User Authentication for rules related to user log in.		
D2	**User Profiles**	Please see the General Requirements section C -Roles, Profiles and Institutional Affiliations for rules related to user log in.		
D3	**Record Ownership and Access**	Please see the General Requirements, section D - Record Access/Ownership, for rules related to record ownership and access.		
D4	**Temporary Medical Examiner Assignment**	Please see the General Requirements, section D for rules related to medical examiners serving temporarily in another county to cover vacations and other time off.		
D5	**Check Health Exchange**	Please see the Start a Birth at a Facility Requirements, for rules related to checking the Health Exchange to start a record.		
D6	**Record Started by Any User**	Minimum info to start a record can be entered by the facility, medical examiner/ME, medical certifier, or funeral home.	E - Exact Match	

D7	**EMS Pronouncer Can Start Record**	EMS users can star a death record with minimal demographic information, pronouncing information, and other State defined fields.	E - Exact Match	
D8	**Minimum Information to Start Record**	The minimum information to start a record is used to populate the Authorization for Disposition. These include: Decedents name, Date of Death, Time of Death, Location of Death, County, and other State-defined fields.	E - Exact Match	
D9	**Removal from State**	If a West Virginia funeral home is handling a death out of state, the West Virginia funeral home starts the record in order to print the Authorization for Disposition.	E - Exact Match	
D10	**Listing of Funeral Homes for Out-of-State Deaths**	If a West Virginia funeral home is preparing a body for out-of-state disposition, both funeral homes will be listed on the death certificate.	E - Exact Match	
D11	**Medical Examiner Crosses County**	A medical examiner can be designated (see general requirements) to handle cases from another county if the medical examiner for that county is on vacation.	E - Exact Match	
D12	**Record Contains County of Occurrence**	If a medical examiner starts a record for a medical examiner in another county, the record contains the county/location corresponding to the medical examiner who is unavailable (true county of) event.	E - Exact Match	
D13	**Record Contains County of Process**	If a medical examiner starts a record for the medical examiner in another county, the record contains the county/location of the medical examiner who is processing the record.	E - Exact Match	
D14	**Record Contains Medical Examiner of Process**	If a medical examiner starts a record for the medical examiner in another county, the record contains the medical examiner who is processing the record.	E - Exact Match	
D15	**Signing Shared Record**	The medical examiner who completes the record will certify the record.	E - Exact Match	
D16	**Medical Examiner of Occurrence Overwrite**	The medical examiner of the county in which the event occurred will have the option to certify the record even if s/he did not finish the record.	E - Exact Match	
D17	**Ownership of Medical Examiner Records**	Any medical examiner within a county or at the OCME can access a medical examiner case based on role/profile.	E - Exact Match	
D18	**Flag Out-of-County Medical Examiner**	If a medical examiner starts a record for a medical examiner in another county, the record contains a flag that designates that the record was started by a medical examiner in another county.	E - Exact Match	
D19	**Identify Medical Examiner Filling In**	If a medical examiner starts a record for a medical examiner in another county, the record includes the individual who initiated the record in such a way as to not overlay the true owner of the record.	E - Exact Match	

Description: Authorization for Disposition (Facility/Medical Examiner/Funeral Home) (Box 2)

	Business Rule Name	***Business Rule Description***	***Vendor Response***	***Comments***
D20	**Authorization for Disposition Initiated**	Any user with access to the death module may start an authorization for disposition. The authorization for disposition is a simply a form that gets printed from the death record, it is part of the death record, and it has its own numbering. It may be a separate tab within the death record from which information entered on to the death certificate is auto-populated onto the AFD.	E - Exact Match	

D21	Transfer Between Funeral Homes	Transferring bodies between funeral homes requires an Authorization for Disposition.	E - Exact Match	
D22	Transfer from Medical Examiner to Funeral Home	Transferring a body from a medical examiner to a funeral home requires an Authorization for Disposition.	E - Exact Match	
D23	Out-of-State Requires Authorization for Disposition	Transferring a body out of state requires an Authorization for Disposition.	E - Exact Match	
D24	Authorization for Disposition Number	The system generates Authorization for Disposition numbers.	E - Exact Match	
D25	Authorization for Disposition Number Format	The format of the Authorization for Disposition number is year-sequence number.	E - Exact Match	
D26	Authorization for Disposition Number Reset	The sequence for the Authorization for Disposition number is reset at the beginning of the year.	E - Exact Match	
D27	Print at Any Location	The Authorization for Disposition can be printed at any location involved in the event.	E - Exact Match	
D28	Unlimited Copies	There is no limit on the number of copies of the Authorization for Disposition that can be printed.	E - Exact Match	
D29	Capture Transport	The system includes the ability to capture the identity of the transport company.	W - Workflow or System Configuration Required	Genesis will configure Transport control for data capture purposes using Screen Configuration
D30	Capture Individual Authorizing Release of Body	The death record includes a field to capture the name of the next of kin or individual who authorized release of body.	W - Workflow or System Configuration Required	authorized release of body control for data capture purposes using Screen Configuration
D31	Authorization for Disposition Fields	The format and content of the Authorization for Disposition are State-defined.	E - Exact Match	
D32	Aliases	The Authorization for Disposition allows for aliases and regular names.	E - Exact Match	
D33	Merge Feature	The system provides the ability to merge death records if legal names and aliases are used to start multiple records for the same decedent.	M - Modify	records cannot be merged. Genesis will modify its applications capability to

Description: Demographic information (Funeral Home/Facility/Medical Examiner/Medical Certifier/Hospice Administrator) (Box 3)

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
D34	Demographic Information	Any authorized user at a funeral home or facility or any medical examiner, medical certifier or hospice administrator may complete the demographic information.	E - Exact Match	
D35	FH Notification for Change to Demographics	The system notifies the funeral home if the certifier changes demographic information that was entered by the funeral home.	E - Exact Match	
D36	Certifier Notification for Change to Demographics	The system notifies the certifier if the funeral home changes demographic information that was entered by the facility or certifier.	E - Exact Match	
D37	Reason for Demographic Change	If a funeral home or medical certifier changes demographic information entered by the other party, the user changing the information will include a comment as to the reason and proof for the change.	E - Exact Match	
D38	Demographic Information	The system provides a soft edit to compare the DOB and DOD to age-specific causes of death and notifies the user of inconsistencies.	E - Exact Match	

D39	**Funeral Director Certifies Demographic Information**	The system allows a funeral director to certify the demographic information on a certificate.	E - Exact Match	
D40	**Other Authorized Users Certify Demographic Information**	The system allows an authorized user, such as a medical examiner or facility acting as a funeral home, to certify the demographic information.	E - Exact Match	

Description: Medical information (Medical Certifier) (Box 4)

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
D41	**Medical Information**	Any authorized user may enter the medical information.	E - Exact Match	
D42	**Certifying Medical Information**	Only a medical certifier may certify the medical information.	E - Exact Match	

END OF DEATH OVERVIEW

BUSINESS PROCESS: START A DEATH RECORD AT A FACILITY

There are multiple ways a death record can be handled at a facility:

1. The user starts a record by entering the minimum demographic information on the decedent and then queues the record for the Authorization for Disposition to be completed and printed.
2. The user can start the record by entering the minimum demographic information and medical information, and then have the medical certifier certify the death either by having him/her log directly in and certify or by queuing the record for the medical certifier to review and certify.
3. The user can complete both the demographic and medical portions of the record in cases where the facility/medical examiner is acting as a funeral home.

Description: Death occurs (Box 1); Facility logs into the EVRS (Box 2)

A death occurs and the user logs into EVRS.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
D43	**User Log In**	Please see the General Requirements section B -User Authentication for rules related to user log in.		
D44	**User Profiles**	Please see the General Requirements section C -Roles, Profiles and Institutional Affiliations for rules related to user log in.		
D45	**Record Ownership and Access**	Please see the General Requirements, section D - Record Access/Ownership, for rules related to record ownership and access.		
D46	**Search Rules**	Please see the General Requirements, section M- Searching and Matching, for search and duplicate checking rules.		
D47	**Queues Rules**	Please see the General Requirements section N - Queues for rules of queues.		
D48	**Facilities May Only View Own Records**	The system allows authorized users of a given facility to view only the records created by that facility, based on login location and information.	E - Exact Match	
D49	**Pending Queue**	The system provides a queue for records that have been started at a facility but were not submitted.	E - Exact Match	
D50	**Facility Medical Certifier Queue**	The system provides a queue for records that are ready for medical certifiers to access and complete.	E - Exact Match	

D51	**Authorization for Disposition Queue**	The system provides a queue of in-process Authorization for Dispositions.	M - Modify	Authorization for Dispositions queue in the system, Genesis will modify its
D52	**Message for Authorization for Disposition Queue**	The system sends a message to the hospital, stating that the Authorization for Disposition was created and queued.	M - Modify	include a notification to the hospital for Authorization for disposition queue

Description: Complete minimal demographic information and select funeral home (Box 3); Print Authorization for Disposition (Box 4); Funeral home picks up body with Authorization for Disposition (Box 5)

The user enters the minimum demographic information required to start a record in order to print the Authorization for Disposition to accompany the body. Once the funeral home and/or transport company signs the Authorization for Disposition and picks up the body, the facility scans and attaches the signed Authorization for Disposition to the death record.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
D53	**Queues Rules**	Please see the General Requirements section N - Queues for rules of queues.		
D54	**Scanning**	Please see General Requirements, A - User Technical Environment, regarding rules related to scanning.		
D55	**Death Screens Specific to Function**	Death screens are specific to the function being performed.	E - Exact Match	
D56	**Death Screens Specific to Role or Location Based on Function**	Death screens are either user-role or location based, depending on the functions being performed. For example, if a facility starts a record to certify medical information, the facility would see a subset of the demographic fields sufficient to start the record and all of the medical information fields; if it was a facility acting as a funeral home, all demographic and medical fields would be available to the user.	E - Exact Match	
D57	**Hard Edits 1**	The system provides hard edits for all NCHS-required fields.	E - Exact Match	
D58	**Hard Edits 2**	The system allows for State-defined hard edits.	E - Exact Match	
D59	**Hard Edits 3**	Hard edits may be turned on and off individually by an authorized user.	E - Exact Match	
D60	**Name Not Known**	If the name of the decedent is not known at the time of entry, the system provides a way for the user to indicate this within the record that will allow the record to be certified.	E - Exact Match	
D61	**Auto-Populate with "Unidentified"**	If the record is marked as "name unknown," the systems automatically populates the name fields with "Unidentified."	M - Modify	change the face of the certificate by automatically changing the names as
D62	**Change Name from "Unidentified"**	The system allows an authorized user to change the name from "Unidentified" to a proper name up until the time the record becomes certified.	E - Exact Match	
D63	**Multiple Name Not Known**	The system accommodates multiple unidentified bodies in such a way that duplicates are not created within the system and each unidentified body is easily and uniquely identified.	E - Exact Match	
D64	**Assign Funeral Home**	The user may assign a funeral home, if one is known when the record is started.	E - Exact Match	

D65	**Funeral Home Drop-Down**	The system allows a user to select a funeral home from a State-defined pick list.	E - Exact Match	
D66	**Information Populates**	When a user selects a funeral home, the system auto-populates all information for the selected funeral home into the record.	E - Exact Match	
D67	**"Other" Not an Option**	The system does not allow the user to select "other" for a funeral home, **with the exception of home burials.**	E - Exact Match	
D68	**Home Burials as "Other"**	In the case of home burials, the system provides an indicator that the body is being released to the family/relation for home burial.	E - Exact Match	
D69	**Additional Information for Home Burials**	When the check box is selected for the release of a body to the family for home burial, additional information fields are opened to capture to whom the body is released to. Those fields are State-defined and include, but are not limited to, relation to deceased, first name, last name, and address.	E - Exact Match	
D70	**Human Gift Registry**	Human Gift Registry/Donation is an option for disposition. If selected, additional fields open to capture to whom the body is being donated to.	E - Exact Match	
D71	**Indicate if Funeral Home is In State or Out of State**	The system provides a method to indicate if the funeral home selected is within the state or out of state, and which state it is located in.	E - Exact Match	
D72	**Bury in Any County**	A funeral home is not restricted to their own county for burial of the body.	E - Exact Match	
D73	**Queue for Funeral Home**	Once a funeral home is selected by a system user, the record automatically queues for the funeral home.	E - Exact Match	
D74	**Assign Medical Certifier**	The system allows the user to assign a medical certifier, if known.	E - Exact Match	
D75	**Enter Medical Information Including COD**	The system allows an authorized user to enter the medical information, including COD.	E - Exact Match	
D76	**Medical Certifier Queue**	Once a medical certifier is assigned, the record is queued for the medical certifier.	E - Exact Match	
D77	**Medical Record Number**	The system includes a field for the user to enter the medical record number.	E - Exact Match	
D78	**OVS Verification Runs**	OVS runs, at the earliest point possible, when the record is started.	E - Exact Match	
D79	**OVS Verification**	The results of the OVS populate in the system and are available for the user to see.	E - Exact Match	
D80	**Only Funeral Homes May Order Certified Copies**	The system only allows funeral homes to request certified copies of a death record through the system.	E - Exact Match	
D81	**Queue for County or State Printing**	Certified copies that have been requested online by a funeral home are queued for printing at the county or State once they are registered.	E - Exact Match	
D82	**Notify for Pickup**	The system sends a notification to the funeral home when the certified copies are ready for pickup.	W - Workflow or System Configuration Required	a notification to the Funeral Home when certified copies are ready for pick-
D83	**Complete Demographic Section**	The system requires that the facility/funeral home complete the demographic data fields before submitting it to the State.	E - Exact Match	

D84	Scan Signed Authorization for Disposition	The system allows a user to scan and attach a copy of the signed Authorization for Disposition to the electronic record.	E - Exact Match	allows for the attachment of Authorization for Disposition to a
D85	Leave Authorization for Disposition Queue	The system moves the record from the Authorization for Disposition queue once the Authorization for Disposition is marked as "complete."	W - Workflow or System Configuration Required	addition of the specified Authorization for Disposition work queue.
D86	Transport of Donated Bodies	A Disinterment-Reinterment Application and Permit is printed with disposition instructions to transport remains to a funeral home after a gift registry/medical research facility is finished with the body.	E - Exact Match	
D87	Choice for Authorization for Disposition	When a donated body is transported to a funeral home, the user can either add the transport to the previous Authorization for Disposition or create a new Authorization for Disposition.	E - Exact Match	
D88	Link Authorization for Disposition to Record	All Authorization for Dispositions are linked to the death record.	E - Exact Match	
D89	Update Disposition	An amendment is required to change the method of disposition when a body is returned to a funeral home by a medical research facility. The amendment can occur on the original or new Disinterment-Reinterment Application and Permit.	E - Exact Match	
D90	Retain Old AFD Information and Enter New AFD	When a new AFD is created, if there was previously an AFD associated with that record, the system retains the information from the previous AFD within the death record, and allows the user to enter a new AFD with new information.	E - Exact Match	
D91	Watermarked White Copy - Medical Examiner	The system allows the medical examiner to print or save digital copies of watermarked white copies of a death record.	E - Exact Match	
D92	Watermarked White Copy - Funeral Home	The system allows authorized funeral homes to print or save digital copies of watermarked white copies of a death record.	E - Exact Match	
D93	Watermarked White Copy - Medical Certifier	The system allows authorized medical certifiers to print or save digital copies of watermarked white copies of a death record.	E - Exact Match	
Additional Authorization for Disposition Rules				
D94	Queues Rules	Please see the General Requirements section N - Queues for rules of queues.		
D95	Scanning	Please see General Requirements, A - User Technical Environment, regarding rules related to scanning.		
D96	Authorization for Disposition Information	The minimum information entered by a user used to start a record is automatically populated by the system into the appropriate Authorization for Disposition fields.	E - Exact Match	
D97	Authorization for Disposition Fields State-Defined	The fields of the Authorization for Disposition are State-defined.	E - Exact Match	
D98	Complete Authorization for Disposition Fields	The user may complete Authorization for Disposition fields at the time they start the record.	E - Exact Match	
D99	Authorization for Disposition Includes County Name	The Authorization for Disposition includes the county name corresponding to the location of death.	E - Exact Match	
D100	Scan Signed Authorization for Disposition	The system allows a user to scan and attach a copy of the signed Authorization for Disposition to the electronic record.	M - Modify	allows for the attachment of Authorization for Disposition to a

D101	Mark Authorization for Disposition Complete	The system marks the Authorization for Disposition "complete" when the funeral home and medical certifier have completed the record and signed with their PIN.	E - Exact Match	
D102	Message for Completion	The system sends a message to the record owners once the Authorization for Disposition is marked as "complete."	E - Exact Match	
D103	Leave Authorization for Disposition Queue	The system moves the record from the Authorization for Disposition Queue once the Authorization for Disposition is marked as "complete."	W - Workflow or System Configuration Required	addition of the specified Authorization for Disposition work queue.

Description: M.C. ready to sign? (Box 6); If yes, enter medical information and M.C. certifies record (Box 7). If no, queue record for M.C. (Box 8). The MC completes medical information and enters PIN (Box 9).

If the Medical certifier is ready to sign, s/he enters the medical information and certifies using a PIN. If s/he is not ready to sign, the EVRS user puts the record into the MC Queue. Once the Medical Certifier is ready to sign the record, s/he retrieves record from the queue, completes the medical section of the record, and certifies using a PIN.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
D104	User Log In	Please see the General Requirements section B -User Authentication for rules related to user log in.		
D105	User Profiles	Please see the General Requirements section C -Roles, Profiles and Institutional Affiliations for rules related to user log in.		
D106	Record Ownership and Access	Please see the General Requirements, section D - Record Access/Ownership, for rules related to record ownership and access.		
D107	Queues Rules	Please see the General Requirements section N - Queues for rules of queues.		
D108	Medical Information Rules	Rules related to entering medical information may be found in Start a Death at a Funeral Home process Box 17. All those rules apply to this section.		
D109	Facility Queue	The facility queue is by facility, not by individual doctor.	E - Exact Match	
D110	Facility Queue Sortable	The facility queue is sortable by certifier so an administrator may quickly find their records.	E - Exact Match	
D111	Message in Addition to MC Queue	The system provides messaging in addition to queues to notify medical certifiers of records waiting to be certified.	E - Exact Match	
D112	Email Sent to External Email Address	When the system sends a message alerting the medical certifier that they have a new record to certify, an email is also sent at same the time to an external email address.	E - Exact Match	
D113	Certifying Through Mobile App	The system provides a mobile version of the EVRS for completion of the entire death record from a mobile or handheld device. The mobile version must function exactly as the desktop version of the EVRS functions.	E - Exact Match	
D114	Multiple User	The system allows multiple users to enter the medical information but the medical certifier must certify information entered.	E - Exact Match	
D115	Assign Funeral Home	The funeral home may be assigned at anytime by an authorized user.	E - Exact Match	
D116	Change Medical Certifier	The system allows a medical certifier to reassign the record to another medical certifier within the same facility.	W - Workflow or System Configuration Required	is available to all of the certifiers within the same facility. If a certifier other

D117	Verification Required	The time of death and date of death must be verified by a physician.	E - Exact Match	
D118	Act as Funeral Home	The system allows a hospital to act in lieu of a funeral home in the case of body donations. *(used to read "hospital")*	E - Exact Match	
D119	Unknown Date or Time of Death	The choice for Date and Time of Death when they are not known are: Date of Death Unknown, Time of Death Unknown, Date of Death Found, Time of Death Found.	E - Exact Match	
D120	File Records	The record is submitted to the State once the demographic and medical information have been certified.	E - Exact Match	
D121	Lock Fields	All medical fields are locked once the record is certified.	E - Exact Match	
Additional Rules for Pending COD				
D122	Pending COD/Manner of Death Queue	The system provides a work queue for all records within a given facility that have a "pending COD" and/or "pending manner of death."	W - Workflow or System Configuration Required	workflow is available for pending COD. Genesis will configure its solution to
D123	Flag Pending COD/Manner of Death Records	All records that are submitted with a pending COD/manner of death are flagged as such.	E - Exact Match	

Description: COD Rapid Reporting or Violent Death? (Box 10); If yes, a message is sent to the State and county (Box 11); The record is registered if the demographic portion is complete (Box 12); Go to Death Record at a Funeral Home Flow.

Once the MC has entered and certified the medical information, the record is checked to see if it is applicable for COD Rapid Reporting or Violent Deaths. If applicable, a message is sent to the State, alerting them that the record is applicable. After the State is alerted, or if the record is not applicable to COD Rapid Reporting or Violent Deaths, the record is automatically registered if the demographic portion is complete. If the demographic portion is not complete, go to Death Record at a Funeral Home Flow.

	Business Rule Name	***Business Rule Description***	***Vendor Response***	***Comments***
D124	Queues Rules	Please see the General Requirements section N - Queues for rules of queues.		
D125	Scanning	Please see General Requirements, A - User Technical Environment, regarding rules related to scanning.		
D126	Authorization for Disposition Queue	The system provides an Authorization for Disposition Queue.	E - Exact Match	
D127	Multiple Entities Listed on Authorization for Disposition	The system provides the ability for multiple entities to be listed on the Authorization for Disposition.	E - Exact Match	
D128	Generate Updated Authorization for Disposition	Whenever a body is moved between one user to another, an updated Authorization for Disposition must be generated (for example, when the hospital releases the body to the medical examiner and the medical examiner releases body to the funeral home; or if there is a transfer a body between Funeral Home A to Funeral Home B).	E - Exact Match	
D129	State May Update Authorization for Disposition	The State can assist a funeral home with making changes to an Authorization for Disposition when a body is transferred between funeral homes.	E - Exact Match	
D130	Funeral Home and Transport Company Fields on the Authorization for Disposition	The system provides State-defined fields on the Authorization for Disposition to capture the funeral home and transport company information.	E - Exact Match	

D131	**Assign Funeral Home and/or Transportation Company**	The system allows a user to assign a funeral home and/or transportation company.	M - Modify	provides for a user to assign a funeral home, however currently the system
D132	**Information Populates**	When a user selects a funeral home and/or transportation company, the system auto-populates the information for the funeral home and/or transport company selected.	M - Modify	provides for a user to populate a funeral home information, however currently the system does not maintain
D133	**Different Funeral Home and Transportation Company**	The system allows a user to select both a funeral home and transport company, if needed.	M - Modify	provides for a user to assign a funeral home, however currently the system
D134	**Multiple Funeral Homes/Transport Companies**	The system allows multiple funeral homes and/or transport companies to be listed on the Authorization for Disposition.	M - Modify	provides for a user to assign multiple funeral homes, however currently the
D135	**Funeral Home and Transportation List**	The system maintains a State-defined list of funeral homes and transportation companies and additional State-defined fields, such as contact information.	M - Modify	stores funeral home information, however currently the system does not
D136	**Ship Out of State**	The system allows the user to select from a State-defined list of known transporters approved to transport bodies out of state.	M - Modify	does not maintain a list of shippers. Genesis will modify the solution to
D137	**Enter Family Information In Funeral Home Fields**	The system allows the user to indicate that the record is a green burial and opens the fields for the user to enter the family's information in the funeral home fields.	E - Exact Match	
D138	**Family as Funeral Home on Authorization for Disposition**	For green burials, the system automatically updates the Authorization for Disposition to include the family's information in the fields for the funeral home.	E - Exact Match	
D139	**Funeral Home Queue**	Once a funeral home is assigned, the record is queued for the funeral home.	E - Exact Match	
D140	**Do Not Queue for Transport Companies**	Records are not queued for transport companies.	E - Exact Match	
D141	**Funeral Home Selected**	The system will not allow a user to print an Authorization for Disposition before a funeral home is selected.	E - Exact Match	
D142	**Authorization for Disposition Fields Lock**	The system locks the Authorization for Disposition fields once it is complete and printed by the user.	E - Exact Match	
D143	**Authorization for Disposition "Complete" Status**	The system will consider an Authorization for Disposition complete once all fields, as defined by the State, are completed.	E - Exact Match	
D144	**Print Authorization for Disposition**	The system allows the user to print the Authorization for Disposition when all required State-defined fields have been completed.	E - Exact Match	
D145	**Print on Plain Paper**	Authorization for Dispositions are printed on plain paper.	E - Exact Match	
D146	**Authorized Users May Print**	The system only allows authorized users to print copies of an Authorization for Disposition.	E - Exact Match	
D147	**Authorization for Disposition Control Number**	The Authorization for Disposition has a unique number assigned by the system. These numbers are different from the case and state file numbers and include AD, year, and sequential number (example: 2015-AD123456).	E - Exact Match	
D148	**Print Electronic Signature on Authorization for Disposition**	The Authorization for Disposition prints with the names of the funeral home and medical certifier and the appropriate electronic signature image of the registrar.	E - Exact Match	
D149	**Optional Signature Line**	The system provides a space for the issuer of the Authorization for Disposition to physically sign the Authorization for Disposition.	E - Exact Match	

D150	**Capture Physical Signature of Receiver**	The system provides a space to capture the physical signature of the person who receives the Authorization for Disposition.	M - Modify	only captures signatures for the issuer of the Authorization for Disposition.
D151	**Link Authorization for Disposition Information to Record**	The printing of an Authorization for Disposition is captured in the document history and becomes part of the death record.	E - Exact Match	
D152	**"Authorization for Disposition Complete" Edit Check**	The system automatically runs edit checks once all state-defined fields are completed for an Authorization for Disposition.	E - Exact Match	
D153	**Confirm Prior to PIN**	The system provides a pop-up message for a funeral home to confirm that the Authorization for Disposition is complete prior to entering their PIN.	E - Exact Match	
D154	**Updates to Authorization for Disposition Details**	Updates to the Authorization for Disposition do not change the death record data. The information is only aggregate to the Authorization for Disposition.	E - Exact Match	
D155	**Update Death Certificate with Authorization for Disposition Information**	Document history for Authorization for Dispositions may include key information regarding the printing of the Authorization for Disposition, such as: number of times a permit has been printed for this case, person involved in the print request, and the Authorization for Disposition number.	E - Exact Match	
Additional Rules for Green Burials				
D156	**Green Burials**	The system provides the user with a method to indicate that the burial will be at a green burial location.	M - Modify	distinction between Home Burial and Green Burial at location records.
D157	**Green Burial Location List**	If the user selects green burial, the system provides the user with a list of green burial locations to select from.	E - Exact Match	
D158	**Auto-Populate Green Burial Information**	Once the user selects the green burial location, the system auto-populates fields based on the burial location selected.	M - Modify	distinction between Home Burial and Green Burial at location records.
Additional Rules for Home Burials				
D159	**Authorization for Disposition Required for Home Burial**	An Authorization for Disposition is required for home burials.	E - Exact Match	
D160	**Note "Home Burial" on Authorization for Disposition**	The Authorization for Disposition includes notation of home burials.	E - Exact Match	
D161	**Note "Home Burial" on Certificate**	The death certificate includes notation of private property burials.	E - Exact Match	
D162	**Select "Home Burial"**	The system includes a method for the user to indicate home burials.	E - Exact Match	
D163	**Funeral Home License Number Not Required for Home Burials**	The system allows the funeral home license number to be an optional field in the event of home burials.	E - Exact Match	
D164	**No Funeral Home for Home Burials**	State users to capture the informant's information and demographic portion of the death record.	E - Exact Match	
D165	**Relaxed Edits For Home Burials**	The system allows for relaxed edits when home burial is selected as the method for disposition.	E - Exact Match	
D166	**Enter Method and Location of Disposition for Home Burials**	If the user indicates a home burial, fields related to the method and location of disposition are opened for the user to type in State-defined information.	E - Exact Match	
Additional Rules for Cemeteries and Crematories				
D167	**Cemetery/Crematory Users**	The system provides a role/profile for cemetery and crematory personnel.	E - Exact Match	

D168	Limited Role	Authorized cemetery/crematory users can only view records for decedents designated for their facility.	E - Exact Match	
D169	Print Documents but Not Certificates	Authorized cemetery/crematory users can print documents but not certificates.	E - Exact Match	
Additional Rules for Disinterment-Reinterment				
D170	Funeral Home Request	Funeral homes can create disinterment requests in the system.	E - Exact Match	
D171	Medical Examiner Requests	Medical examiners can create disinterment requests in the system.	E - Exact Match	
D172	Court Order Number	The system will capture court order numbers on disinterment permits, when a court order is needed.	W - Workflow or System Configuration Required	Genesis will configure to add the mentioned field
D173	County of Court Order	The system will capture the county where the court order was issued.	W - Workflow or System Configuration Required	Genesis will configure to add the mentioned field
D174	Capture Civil Action Number	The system will capture the civil action number.	W - Workflow or System Configuration Required	Genesis will configure to add the mentioned field
D175	Capture Date of Court Order	The system will capture the date that the judge signed off on the court order.	W - Workflow or System Configuration Required	Genesis will configure to add the mentioned field
D176	Create Disinterment-Reinterment Application and Permit	State users can create disinterment-reinterment permits in the system.	E - Exact Match	
D177	Next of Kin Signatures	The disinterment permit incorporates digital signature for next of kin, power of attorney, or executor.	E - Exact Match	
D178	"No Court Order" Check Box	If request for disinterment was not created by court order, the system provides a check box that indicates that the request does not have a court order.	E - Exact Match	
D179	Capture Requestor Information	When the "no court order" check box is selected, additional fields open to capture the requestor's information. Fields are State-defined and include, but are not limited to, requestor's name, address, and relationship to decedent.	E - Exact Match	
D180	Capture 2 Signatures for No Court Order	If the "no court order" check box is selected, the system allows the disinterment request to be printed and captures signatures of both the FH Director and disinterment requestor.	M - Modify	Genesis will mofify its application to capture 2 signatures for No Court Order
D181	Scan and Attach Disinterment Request	The system allows users to scan the disinterment request signed by both FH Director and Requestor into the system and to attach it to the Disinterment-Reinterment Application and Permit.	E - Exact Match	
D182	Disinterment Permit Queue	Disinterment permits are queued for State review and approval/denial.	E - Exact Match	
D183	View Disinterment Permit Queue	The requestor can access the Permit and Authorization for Disposition Queue and view the State action (approve/deny).	E - Exact Match	
D184	Correct and Resubmit	The requestor can correct and resubmit a denied request.	E - Exact Match	
D185	Print Disinterment Permit and Authorization for Disposition	The requestor can access the Permit and Authorization for Disposition queue to print copies of the approved permit and the Authorization for Disposition.	E - Exact Match	

D186	Create or Addend Authorization for Disposition	Upon receiving State approval, the system produces or addends the Authorization for Disposition.	E - Exact Match	
D187	Amend Disinterment-Reinterment Application and Permit	The funeral home can submit a request to amend an approved permit if the disinterment date has changed from the previously specified date.	E - Exact Match	
D188	Expiration Date of Permit	Disinterment permits expire (60) days from the date of issuance; the system calculates that date of expiration.	E - Exact Match	
D189	Expired Permits	The system closes permits that are more than 60 days old and places a hold on the permit. Permits with holds cannot be issued.	M - Modify	expiration date attached to the permits. Genesis will modify its application to
D190	Expiration Date Printed on Permit	The date of expiration is printed on disinterment-reinterment permits.	M - Modify	Genesis will modify permits to print date of expiration
D191	Status of Expired Permits	When a disinterment permit expires, its status changes to "expired" and the permit is placed in the Expired Disinterment-Reinterment Permit Queue.	E - Exact Match	expiration date attached to the permits. Genesis will modify its application to
D192	Re-Issue Expired Permits	A system user may re-issue an expired permit if the request is made by the original requestor. The status of the permit will be updated from "expired" to "re-issued". A new expiration date will print on the re-issued permit.	E - Exact Match	expiration date attached to the permits. Genesis will modify its application to attach expiry date and functions related
D193	Re-Enter Requestor Information	When an expired permit is requested to be re-opened the system prompts the user to enter the Requestor's information. Information must match original Requestor or re-opening of permit is denied.	E - Exact Match	
D194	"Re-Issue" Status Printed on Permit	When an expired permit is re-issued, the status is printed as "re-issued" on the new permit.	E - Exact Match	
D195	New Expiration Date Printed on Re-Issued Permits	When an expired permit is re-issued, a new 60-day expiration date is printed at the time of issuance.	E - Exact Match	
D196	No Charge to Re-Issue Expired Permit	The system will calculate a no-charge for the re-issuance of expired permits.	M - Modify	expiration date attached to the permits. Genesis will modify its application to
D197	Amend Place of Burial	Funeral homes can submit a request to amend the place of burial once disinterment and reinterment is complete.	E - Exact Match	
D198	Documentation for Amendment to Place of Burial	Funeral homes must provide the completed and signed disinterment-reinterment permit when submitting a request for an amendment to the place of burial.	E - Exact Match	
D199	Authorized Signature	Funeral home directors must sign and attest that the reinterment took place.	E - Exact Match	
D200	Authorized Signatures if No Court Order	If a court order is not linked to the disinterment-reinterment permit, the system will not allow the permit to be closed without the two signatures of a funeral home director and next of kin.	E - Exact Match	
D201	Disinterment Permit Number	The system will generate a unique disinterment-reinterment number for each permit.	E - Exact Match	
D202	Scan and Attach Completed Permit	Signed and completed disinterment-reinternment permits are scanned and attached to the amendment request.	E - Exact Match	
D203	Mass Disinterment-Reinternment	If more than five (5) bodies are being reinterred, the EVRS user selects "Mass Reinterment." Selecting this option allows the user to add as many names to the permit as needed.	E - Exact Match	

D204	**Mass Disinterment-Reinterment Permit**	When a mass disinterment-reinterment permit is issued and death certificates are not found in the EVRS to match each name on the request, the system puts a flag on that request and holds it in a queue.	E - Exact Match	
D205	**Disinterment Queue**	A queue exists to track circumstances where death certificates do not exist for individuals disinterred through a permit, or the body of an out-of-state decedent buried in WV was disinterred.	E - Exact Match	
D206	**Reinternment Queue**	A queue exists to track circumstances where death certificates do not exist for individuals reinterned through a permit, or the body of an out-of-state decedent buried in WV was reinterned.	E - Exact Match	
D207	**Status of Permits in Queue**	The Disinterment-reinterment permit status is shown in the queue.	E - Exact Match	
D208	**Disinterment of OOS Resident Buried in WV**	If a decedent died in another state but was buried in WV, the disinterment-reinterment permit must capture the following information: State of death, date of death, death certificate number, name of decedent, and other State-defined information.	E - Exact Match	
D209	**Freestanding Permit**	If no death certificate can be linked to the decedent on the disinterment-reinterment permit, the system will allow "000000" to be entered for the death certificate number. Those numbers identify it as a freestanding disinterment-reinterment permit that is not linkable.	M - Modify	Genesis will allow 000000 to be entered if there is no death certificate found to be linked.
D210	**Cremation Permits for Reinterments**	If the disinterment-reinterment permit states that the sole purpose of removing remains is to have them cremated, a funeral home director does not need to sign off on the permit. The permit is still needed to attain approval from the medical examiner for cremation.	M - Modify	Genesis will include the functionality mentioned for Funeral director not to sign the permit if it states the sole purpose of removing remains to have them cremated
D211	**Cremation Approval for Disinterred Remains**	If the disinterment-reinterment permit is for the sole purpose of cremating the remains, the EVRS user assigns the case to the medical examiner for their approval on the cremation permit.	M - Modify	Genesis will move the permit to medical examiner queue for approval
D212	**Cremation Permits Can Substitute for Reinternment Permit**	If the disinterment-reinterment permit is for the sole purpose of cremating the disinterred remains, the cremation permit can substitute for reinternment permit. The cremation permit serves as the final approval for disposition in this case.	E - Exact Match	
D213	**Cremation Permit and Disinterment Permit Linked**	When the cremation permit is substituted for the reinternment permit, both the disinterment permit and cremation permit are linked in the system through the death record.	E - Exact Match	

END OF START A DEATH RECORD AT A FACILITY

BUSINESS PROCESS: START A DEATH RECORD AT A FUNERAL HOME

The funeral home is legally responsible for submitting the death certificate for filing with the State. Funeral homes may start records or continue records that have been started by other stakeholders such as a facility, medical examiner or medical certifier.

Once the funeral home has obtained the decedent information, the funeral home user enters or updates the demographic information in the decedent's record. The SSA verification executes automatically upon entering and saving the decedent's social security number. A verification copy of the worksheet may be printed for the family to review. If errors are found, the funeral home may access and edit the record as many times as needed to correct the information. Once the personal information is deemed accurate, the family signs the verification form. The funeral director electronically signs the personal information section of the certificate and a copy of the signed verification form is scanned and attached to the record.

Medical information may already have been certified by the medical certifier, in which case the record would be filed upon signing the personal information. Alternatively, the funeral home may assign the medical certifier and queue the record for the medical certifier to complete the medical information.

Once the funeral home has completed their portion of the record, they may request the number of certified copies required. Cremation permits may also be requested from the medical examiner through the system.

Description: Funeral Home notified of death (Box 1);

The funeral home is notified of the death either by the informant in person or through the system by a facility or medical certifier who has started the case and selected the funeral home.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
D214	**User Log In**	Please see the General Requirements section B -User Authentication for rules related to user log in.		
D215	**User Profiles**	Please see the General Requirements section C -Roles, Profiles and Institutional Affiliations for rules related to user log in.		
D216	**Record Ownership and Access**	Please see the General Requirements, section D - Record Access/Ownership, for rules related to record ownership and access.		
D217	**Multiple Funeral Homes**	See rules above in Start a Death Record at a Facility Box 7 for additional rules referring to multiple funeral homes being listed.		
D218	**Funeral Home Prints Authorization for Disposition**	The system allows the funeral home to print the Authorization for Disposition in order to bring it to the scene to pick up the body.	E - Exact Match	
D219	**Standard Death Worksheet Available**	The system provides a standard death worksheet for collecting decedent information.	E - Exact Match	

Description: Funeral home user logs into EVRS and searches for the record (Box 2); Is there a match when searching for the record? (Box 3); If no, start a new case (Box 4); If yes, print an Authorization for Disposition (Box 5a) as well as printing a worksheet and meeting with the informant to collect decedent information (Box 5b)

Once logged in, the funeral home may access the queue of pending records and begin working on the case. If the user determines that the record is not in the pending queue, minimal demographic information regarding the decedent is entered to start the record. To avoid the creation of duplicate records, the system always searches for a record prior to starting a new record. The user reviews the records identified and determines if a match has been found. If no match is found, the user begins a new case.

If the user determines that a match exists, the user selects the record and prints an Authorization for Disposition and a worksheet and begins to meet with the informant to collect the decedent's information.

	Business Rule Name	Business Rule Description	Vendor Response	Comments
D220	Search Rules	Please see the General Requirements, section M- Searching and Matching, for search and duplicate checking rules.		
D221	Queues Rules	Please see the General Requirements section N - Queues for rules of queues.		
D222	Search Rules	Please see the General Requirements, section M- Searching and Matching, for search and duplicate checking rules.		
D223	Queues Rules	Please see the General Requirements section N - Queues for rules of queues.		
D224	Minimum Information to Start Record	Please see rules for Start a Death Record at a Facility Box 3 for minimum demographic information rules.		
D225	Active Record Queue	The system provides a work queue for funeral homes for active records (records that are started but the personal information is not complete).	E - Exact Match	
D226	Records Awaiting Medical Certification Queue	The system provides the State with the ability to easily view all records that are awaiting medical certification.	E - Exact Match	
D227	Certificates Ready for Pickup Notification	The system provides a notification to funeral homes, stating that death certificates ordered through the system by the funeral home are ready for pickup and where to pick them up.	E - Exact Match	
D228	Certificates in Mail	The system provides a notification to funeral homes, stating that death certificates ordered through the system have been mailed to the funeral home.	E - Exact Match	
D229	Ownership Rights	The system checks to ensure that a funeral home user has the appropriate State-defined rights to start a record.	E - Exact Match	
D230	Start Record	If the system does not find a match, the funeral home user is allowed to start a new record if the funeral home user has access rights to the record.	E - Exact Match	
D231	Access Denied	If the system finds a record that has already been started in the system but the ownership belongs to another funeral home, the system will alerts the user with a message to call the State if s/he requires access.	E - Exact Match	
D232	Cannot Start New Record	The system will not allow a user to start a new record if a match is found by the system but the ownership belongs to another funeral home.	E - Exact Match	
D233	Minimum Fields to Start Record	The minimum fields required to start a record are State-defined.	E - Exact Match	
D234	Screens Are Specific	The screens for a funeral home to enter a death record are specific to funeral homes and display all fields necessary to submit the record to the State.	E - Exact Match	
D235	Demographic Fields State-Defined	The demographic data fields that are displayed for funeral homes are State-defined.	E - Exact Match	

Description: Open the record and complete/edit demographic portion (box 6)

Once the record has been accessed or started, the user enters the personal information. Edits are performed to inform the user of errors in the data. The user can correct the data, verify that the data is correct, or skip over the error and come back to correct it at a later time. The user can access the record as many times as necessary to complete the death record accurately.

If errors are found, the system displays the errors and prompts the user to correct the personal information. The funeral home may print an unofficial verification form copy to validate the information with the family once all fields are complete. This is an uncertified copy used to verify information. It is clearly marked "Not a legal copy."

The system interfaces with SSA through its published interface, OVS, to check the decedent's SSN. The interface performs according to specifications indicated by SSA and the system receives and records the results of the SSA validation process. If the information was not verified, the user can make corrections and resubmit the record up to five times. After five attempts, further attempts to verify are blocked by the OVS interface.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
D236	**Complete Demographic**	The system allows an authorized user to complete the state defined demographic information for a death record.	E - Exact Match	
D237	**Time of Death**	The system does not allow a funeral home to enter the time of death.	E - Exact Match	
D238	**Date of Death**	The system does not auto-populate the date of death on the Authorization for Disposition when it is entered by a funeral home.	W - Workflow or System Configuration Required	autopopulates the Authorization for Disposition with the Date of Death.
D239	**Date of Death Verification Needed**	The system requires the date of death that is entered by a funeral home to be verified by a medical certifier before populating it on the death record.	E - Exact Match	
D240	**Hard Edit Fields May be Populated with "Unknown"**	Hard edit fields may accept a value of "unknown."	W - Workflow or System Configuration Required	rules are defined from the Logic Builder module in the system. Such rules can
D241	**Text Box for More Information on "Unknown"**	The system opens a text box for the user to enter additional information in State-defined fields where "unknown" is selected by a user.	W - Workflow or System Configuration Required	does not open a separate text box when 'unknown' is selected. Genesis
D242	**Hard Edit Fields Resolved Prior to Submission**	All fields with hard edits are resolved prior to a record being submitted for registration in the system.	E - Exact Match	
D243	**Date Found**	When the record is marked "found," the date of death is the date found and the time of death is the time found.	E - Exact Match	
D244	**Date Found on Certificate**	For records marked "found," the date of death fields are labeled "Date Found" or some other State-defined title that dynamically populates on the certificate when printed.	E - Exact Match	
D245	**Place of Death Options**	Place of death options are State-defined and include options such as: Hospital, Nursing Home, Residence, Assisted Living Facility, Other.	E - Exact Match	
D246	**Place of Death Accessible to All Record Owners**	Place of death is accessible on both the medical and demographic information screens.	E - Exact Match	
D247	**Place of Death Verification Needed**	The system requires the place of death that is entered by a funeral home to be verified by a medical certifier before populating it on the death record.	E - Exact Match	
D248	**Certifier Overwrites Place of Death**	The medical certifier can overwrite the place of death information entered by the funeral home.	E - Exact Match	
D249	**"Unknown" as Place of Death**	The system does not allow a user to select "unknown" for place of death.	E - Exact Match	

D250	"Other" as Place of Death	If "other" is selected for place of death, the user enters details in a text field.	E - Exact Match	
D251	"Hospital" as Place of Death	If "hospital" is selected for place of death, the user enters additional State-defined information. Options include: Inpatient, ER/Outpatient, and DOA.	E - Exact Match	
D252	Transient/Homeless Death	The system provides a manner of indicating that the decedent is homeless/transient.	E - Exact Match	
D253	Edits for Transient/Homeless Death	If the "homeless/transient" indicator is selected, the system relaxes edits on the entry of State-defined information.	E - Exact Match	
D254	Demographic and Medical Sections May be Accessed Simultaneously	The system allows the assigned funeral home to access the demographic section of a record simultaneously to the medical certifier accessing the medical section of the record. The section not corresponding to a given user is locked.	E - Exact Match	
Additional Rules for Transfers				
D255	Scanning	Please see General Requirements, A - User Technical Environment, regarding rules related to scanning.		
D256	Allow Funeral Home to Transfer Record to Another Funeral Home	The system allows a funeral home to transfer a record to another funeral home if the record has not been submitted to the State.	E - Exact Match	
D257	Allow State to Transfer Record to/from Another Funeral Home	The system allows the State to transfer a record to another funeral home.	E - Exact Match	
D258	In-State Funeral Homes Selected from List	When an in-state funeral home (system user) is selected **for the transfer**, the user selects the funeral home from a list and the system populates the appropriate fields with the funeral home's information.	E - Exact Match	
Additional Rules for Trade Calls				
D259	Trade Call	The system supports trade calls in which a funeral home acts as a broker for another funeral home.	E - Exact Match	
D260	Trade Call Option	When a funeral home begins a case, the system provides the option to indicate that the work being performed is a trade call..	E - Exact Match	
D261	Indicate if Trade Call is In-State or Out-of-State	The system provides a method to indicate if the funeral home requesting a trade call is in state or out of state, and which state they are located in.	E - Exact Match	
D262	Funeral Home Information for Trade Call	If the trade call option is selected, the system provides both funeral homes with the appropriate fields to capture their name, address, and license number and other State-defined fields.	E - Exact Match	
D263	Funeral Home on Record	The system will indicate which funeral home is requesting the trade call and which funeral home is performing the trade call. Only the funeral home performing the trade call will be the funeral home officially on record. The requesting funeral home will be notated elsewhere on record (for example, on the side).	E - Exact Match	
D264	Funeral Home on Record for OOS	If a WV death occurred but the burial is to take place OOS, the WV funeral home is required to file the death certificate (the funeral home on record) but the OOS funeral home is still noted elsewhere on the certificate.	E - Exact Match	
D265	Appropriate Signature	For trade calls, the personal information is marked complete and signed by the funeral home completing the record.	E - Exact Match	

D266	**Mark as Signed by Funeral Home Requesting Trade Call**	The system allows the user to indicate that the funeral home requesting the trade call has completed and signed off on the worksheet that accompanies the death record for a trade call. Record may be marked by selecting a check box indicating these actions have been completed.	E - Exact Match	
D267	**Scan Worksheet**	Worksheets completed by an out-of-state funeral homes are scanned and attached to the death record.	E - Exact Match	
D268	**Funeral Home Forgets to Indicate Trade Call**	If the funeral home does not indicate that the case is a trade call, the system provides the opportunity to indicate the trade call after the case has been started.	E - Exact Match	
Additional Rules for Data Entry				
D269	**Occupation and Industry**	Please see General Requirements, II - Occupation and Industry, regarding rules related to occupation and industry.		
D270	**Funeral Home Changes Personal Information Already Entered**	The funeral home is responsible under statute for the personal information section and may change any or all of the fields previously entered by a facility, medical examiner, or medical certifier.	E - Exact Match	
D271	**Selectable Lists and Associated Edits Conform to State Statute and NCHS/NAPHSIS Guidelines**	Selectable lists and the associated edits are defined according to State statute and NCHS/NAPHSIS guidelines (or equivalent). For example: "Retired" is not an acceptable entry for occupation; the occupation prior to retirement is to be listed.	E - Exact Match	
D272	**Funeral Home May Change Information**	The system allows a funeral home to make changes to the minimum information entered to start a record prior to submitting the record to the State.	E - Exact Match	
D273	**County of Death**	The county of death is auto-populated from the Authorization for Disposition.	M - Modify	understand the process of autopopulation of county from the
D274	**Auto-Populate Address of Facility**	When the funeral home selects a facility from a list, the address of the facility is auto-populated.	E - Exact Match	
D275	**Display Name of Funeral Directors in Selectable List**	The system provides a method of selecting the name of the funeral director in the system.	E - Exact Match	
D276	**Auto-Populate Funeral Director License Number**	The license number of the funeral director is auto-populated from the selection of the funeral director's name.	E - Exact Match	
D277	**Name of Embalmer**	The system will capture the name of the funeral home that was the embalmer.	E - Exact Match	
D278	**"Other" Disposition Option**	If "other" is selected for the method of disposition, the system provides a mandatory text field for users to enter comments.	E - Exact Match	
D279	**Cemetery List**	The system provides the user with a list of cemeteries to select from for cemetery burials.	E - Exact Match	
D280	**Auto-Populate**	The system auto-populates the cemetery information if a cemetery is selected.	E - Exact Match	
D281	**Allow Funeral Home to Enter Date of Death**	The system allows the funeral director to enter the date of death if it has not already been entered by a medical certifier.	E - Exact Match	

D282	Allow Funeral Home to Enter Date of Death	When the funeral director enters the date of death, the record is flagged to ask for verification of the date by the medical certifier when s/he completes the record.	E - Exact Match	
D283	Enter Date of Death Range	The system allows all users to enter a date of death range when searching for a record.	E - Exact Match	
D284	Enter Time of Death Range	The system allows all users to enter a time of death range when searching for a record.	E - Exact Match	
D285	NCHS Time of Death	The system pulls the initial time entered for the time of death range for NCHS.	E - Exact Match	
Additional Rules for Edits				
D286	Hard Edits	Certain State-defined fields have hard edits that do not allow the user to continue until all errors are corrected. Examples of such fields include, but are not limited to: name, sex, DOB, DOD, age, place of death and type of patient (i.e.: in-patient, DOA or ER outpatient) or other State-defined fields.	E - Exact Match	
D287	State-Defined Soft Edits for Interrelated Fields	The State is able to define soft edits for interrelated fields such as decedent's name, spouse's name or informant's name to ensure that spelling is the same.	E - Exact Match	
D288	Standardize Decedent Address	The decedent address is validated using the USPS standards.	E - Exact Match	
D289	Standardize Place of Death Addresses	The place of death address is validated using the USPS standards.	E - Exact Match	
D290	Correct Addresses That Do Not Validate	The user is provided with a message and the opportunity to correct the addresses of the decedent or place of death if they do not validate.	E - Exact Match	
D291	Override Address Standardization	The user can accept the address entered even if the USPS software cannot validate it.	E - Exact Match	
D292	Consistency of Last Name	The system checks for errors when last names are only slightly different and prompts the user to change or confirm the difference (for example, Smith versus Smyth).	W - Workflow or System Configuration Required	Using Genesis Logic Builder module, authorized users can create a crosscheck to validate the last name for consistency.
Additional Rules for OVS				
D293	Auto-Execute SSN Verification	The SSN verification executes automatically once the SSA required fields for OVS are populated.	E - Exact Match	
D294	Meet SSA Requirements	The OVS interface works according to the specifications defined by SSA.	E - Exact Match	
D295	Store Flag	The system stores a flag in the record that indicates a SSN match or no match.	E - Exact Match	
D296	Provide Message Back to Funeral Home	The system provides a message to the funeral home or other users, as defined by their role, about the status of the validation of the social security number.	E - Exact Match	
D297	SSN Verification for Trade Calls	In the case of a trade call, the SSN verification is executed when the required fields are present regardless of which funeral home enters the data.	E - Exact Match	

D298	View Status of SSN Validation	The system provides the State with the ability to view all records that have not successfully validated through the OVS, the number of attempts made at validating the SSN, and the current reason why they are not validating.	E - Exact Match	
D299	View "Awaiting Response" Status on SSN Validation	The system provides the State with the ability to view, in a summary format, all records that are awaiting a response from the SSA.	E - Exact Match	

Description: Print verification copy (Box 7); Info correct? (Box 8); Scan and attach signed copy to record (Box 9)

When the funeral home user has entered the demographic information into the system, the user has the option to either print a verification copy for the informant to review and sign, or to have the informant review and sign the verification form electronically. If the information is not correct, the user edits the record in the system and reprints the verification copy. The informant signs the verification copy, acknowledging that the information is correct, and the form is then scanned and attached to the record. Alternatively, the informant can review the verification form on a screen and sign it electronically if the information is correct.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
D300	Scanning	Please see General Requirements, A - User Technical Environment, regarding rules related to scanning.		
D301	Display Verification Copy of Demographics	The system allows a user to display the verification copy with a State-defined watermark such as "For Demographic Verification Only" and/or "Not Legal Copy," for approval by the informant electronically.	E - Exact Match	
D302	Review and Sign Electronically	The system provides the option for the informant to review and sign the verification form electronically.	E - Exact Match	
D303	Print Verification Copy of Demographics	The system allows a user to print a verification copy with a State-defined watermark such as "For Demographic Verification Only" and/or "Not Legal Copy," for signature and approval by the informant.	E - Exact Match	
D304	Access Verification Form Multiple Times	The system allows a user to display or print the verification form multiple times.	E - Exact Match	
D305	View Records and Documents Only for Cases Funeral Home Owns	A funeral home user can view records and documents if they are the designated owner or have been granted access rights.	E - Exact Match	
D306	Print Burial, Cremation, or Disinterment-Reinterment Permits with Authorization	Funeral home users may print burial, cremation, or disinterment-reinterment permits from the system only if authorized by the State or medical examiner.	E - Exact Match	
D307	Record Status	The record status shows the progress of a record and which funeral home it is owned by.	W - Workflow or System Configuration Required	record has the information of who the funeral home is stamped on the record
D308	Attach Electronically-Signed Forms	Electronically-signed verification forms are attached to the death record.	E - Exact Match	
D309	Scan and Attach Paper Forms	Multiple paper forms and documents such as signed verification forms can be scanned and attached to a death record.	M - Modify	allows for the attachment of multiple documents to a registered record.

Description: Sign certificate electronically with PIN (Box 10); Request screen (Box 11); Order copies (12); Is the medical certification complete?(Box 13); If yes, the record is registered and assigned a SFN/LFN (Box 14); If no, the user selects a medical certifier; a notification is sent that the record is ready for MC (Box 15)

Once the certificate is signed electronically with the user's PIN, the user may access the request screen and order copies of the death certificate. When this happens, the system checks to see if the medical certification is complete. If the medical certification is complete, the record is registered and assigned a State File Number (SFN) and a Local File Number (LFN). If the medical certification is not complete, the user must select a medical certifier to complete the medical information.

The funeral director may request a cremation permit electronically and queue it for the medical examiner to review. All cremation permits must be denied or approved and signed by the medical examiner.

The system prompts the funeral home to enter the number of copies that need to be printed after the record has been registered. Veteran copies can also be ordered online by the funeral home. Funeral homes may request certified copies either from the county of death or from the State.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
D310	**Electronic Signatures**	Please refer to the General Requirements section S - Electronic Signatures for all rules related to electronic signatures.		
D311	**Queues Rules**	Please see the General Requirements section N - Queues for rules of queues.		
D312	**Ready-to-Sign Queue**	The system provides a queue for all records that are ready to sign at the funeral home.	E - Exact Match	
D313	**Medical Certifier Queue**	Once a medical certifier is assigned, the record is queued for the medical certifier.	E - Exact Match	
D314	**Pending COD/Manner of Death Queue**	The system provides a work queue of all records for a given funeral home that have a "pending COD" and/or "pending manner of death."	W - Workflow or System Configuration Required	Pending COD/Manner of Death work queue. Genesis will configure its
D315	**View Status of Medical Information**	After the personal information has been completed, the user can easily see whether the medical portion has been certified.	E - Exact Match	
D316	**Assign Medical Certifier**	The system allows the user to assign a medical certifier, if known.	E - Exact Match	
D317	**Medical Certifier List**	The system provides the user with a State-defined list of medical certifiers.	E - Exact Match	
D318	**Funeral Home Still Tracks Record**	Funeral homes can review all records that have been submitted to a medical certifier which have not yet been completed and submitted to the State.	E - Exact Match	
D319	**Read Receipt for Messages**	The system generates read receipts when the medical certifier has opened a message notifying them of a pending record in their queue.	E - Exact Match	
D320	**Read Receipt for Viewing Records**	The system generates a read receipt when the medical certifier has opened and viewed the death record.	E - Exact Match	
D321	**Update Case Status**	When the case is queued for signature, the case status is updated in the system to "Active - Ready to be Signed" or an equivalent meaning.	E - Exact Match	
D322	**Funeral Director Access**	The system allows any licensed funeral director to electronically sign records for the funeral home(s) with which s/he is associated.	E - Exact Match	
D323	**Funeral Director Attestation Message**	Prior to certification, a State-defined message appears on screen, asking the user to attest to the accuracy of the documents to be signed.	E - Exact Match	
D324	**Display Signature Confirmation**	The system informs the user of the successful completion of the signature.	E - Exact Match	
D325	**Ability to Unsign a Signed Record**	The system provides the ability for the original signatory to unsign the personal information section, correct an error, and resign the record before it is submitted for registration.	E - Exact Match	

D326	**Quick Login Process for Signer**	In cases where the user logged on is not the certifier, the system provides a method to quickly and easily access the signature login screen by the authorized signer to sign the personal information section.	E - Exact Match	
D327	**Once Signed, Revert to Original User**	Once the personal information section is signed by an authorized user, the system logs off the signer and reverts back to the login privileges of the user who was originally logged in.	E - Exact Match	
D328	**Set Case Status**	The systems sets the record status to "Active - Demographics Signed" or its equivalent once the demographic information section has been signed.	E - Exact Match	
D329	**Fact of Death File**	The record is ready for export as soon as the demographic information is certified by the funeral home.	E - Exact Match	
D330	**Submit to State**	Once a record has been certified by both the funeral home and medical certifier, the system submits the record to the State.	E - Exact Match	
D331	**Confirmation Message**	The user receives a confirmation message that the record has been submitted and no further action is required.	E - Exact Match	
D332	**Request Certified Copies**	The system allows funeral homes to request certified copies of the death certificate from the State or County.	E - Exact Match	
D333	**Designate Certified Copies**	When requesting certified copies, the funeral home designates a method of delivery (such as mail or a pickup location).	E - Exact Match	
D334	**Provide Mailing Address**	If the funeral home indicates that certified copies are to be mailed, the funeral home enters the mailing address of the recipient.	E - Exact Match	
D335	**Capture Distribution Information**	The system allows a funeral home user to select multiple distribution methods within a request for certified copies.	E - Exact Match	
D336	**Select Location to Pick Up Copies**	The system provides the ability for a user to indicate the location of the office they would like to pick up certified copies at.	E - Exact Match	
D337	**Apostille at State Only**	Certified copies with an apostille may only be requested from the State.	E - Exact Match	
D338	**Message Funeral Home**	A message is sent by the system to the funeral home when the request for certified copies is filled.	M - Modify	not exist any such notification. Genesis will modify its system to include an
D339	**Veteran Copies**	Veteran copies of death records include the watermark "for government use only."	E - Exact Match	
Additional Rules for Cremation Permits				
D340	**Submit Request to Medical Examiner**	The system includes the ability for a funeral home to submit an electronic request to a State medical examiner for a cremation permit.	M - Modify	allow for a funeral home to submit a cremation permit to a coroner through
D341	**Rush to Burial**	The system provides a way for death record requests to be rushed for religious reasons. The death record includes a "rush to burial" checkbox, which places the record in the Rush To Burial Queue.	E - Exact Match	
D342	**Rush to Burial Queue**	Death certificates that have the "rush to burial" checkbox selected go into the Rush Burial Queue.	E - Exact Match	
D343	**Cremation Permit Rush**	If the "rush to burial" checkbox is selected and "cremation" is selected as the method for disposition, an alert is sent to the ME to notify them of the rush-approval needed on the cremation permit.	E - Exact Match	

D344	Alert County ME of Cremation Permit Rush	If the request for a cremation permit within a rush order falls on a weekend (defined as Saturday and Sunday), the system alerts the OCME as well as the ME from the county where the death occurred.	E - Exact Match	
D345	Non-Contagious Letter for Out-of-Country Transport	The system can generate and print a non-contagious disease letter for transporting bodies out of the country.	E - Exact Match	
D346	Certify Non-Contagious Letter	The non-contagious disease letter must be certified by a medical examiner, State epidemiologist, county health officer, or other State-defined users.	E - Exact Match	
D347	Embalmer's Affidavit for Out-of-Country Transport	The system can generate and print an embalmer's affidavit for transporting bodies out of the country.	E - Exact Match	
D348	Pending Queue - FH	The system provides a queue, for funeral homes, of cremation permit requests that are pending approval.	W - Workflow or System Configuration Required	does not provide a separate queue for printing of cremation permits. Genesis
D349	Pending Queue - Medical Examiner	The system provides a queue, for medical examiners, of cremation permit requests that are pending approval.	E - Exact Match	
D350	Medical Examiner Refuses Permit	The system provides the ability for medical examiners to refuse a cremation permit request.	E - Exact Match	
D351	Refused Permits	Once a cremation permit has been refused, the system does not allow another OCME or county ME to sign the permit.	E - Exact Match	
D352	Leave Queue	The system removes a record from the pending queue once the cremation permit is approved.	E - Exact Match	
D353	Medical Examiner Views Death Certificate	The system allows the medical examiner to see the death certificate so that s/he can authorize the cremation permit.	M - Modify	permits are not required to be approved and printed before a body can be
D354	Medical Examiner Verifies Death Certificate	Prior to signing the cremation permit, the system must verify the following fields with soft edits: name of decedent, pronouncing physician signature, certifying physician signature, name and title of certifying physician, date certified, date of death, time of death, date pronounced, cause and manner of death, medical examiner referral (if referred).	E - Exact Match	
D355	Medical Examiner Electronically Signs Cremation Permit	The medical examiner electronically signs the cremation permit.	M - Modify	permits are not required to be approved and printed before a body can be
D356	Cremation Permit Fee	The system has the ability to collect a State-defined fee for a cremation permit.	E - Exact Match	
D357	Private Autopsy	The system has a manner for indicating that the decedent's family has requested a private autopsy.	E - Exact Match	
D358	Capture Autopsy Information	If "private autopsy" is selected, the system provides fields for an authorized user to enter information regarding the autopsy. Information captured is State defined.	E - Exact Match	
D359	Scan and Attach Autopsy Documents	The system allows an authorized user to scan and attach autopsy documents to a record.	E - Exact Match	
D360	Disallow Cremation Permit if "Private Autopsy" Indicated	If "private autopsy" is selected, the system does not allow the medical examiner to authorize the cremation permit until a funeral director attests to the completion of the autopsy.	E - Exact Match	
D361	Funeral Director Attests to Completion of Private Autopsy	The system provides a method for the funeral director to attest to the completion of a private autopsy.	E - Exact Match	

D362	Authorization for Disposition After Autopsy	Once the autopsy is completed, the system requires the signature of a medical certifier on an Authorization for Disposition.	E - Exact Match	
D363	Alert to Original Medical Certifier on Record	If the autopsy was not initiated by the original medical certifier on record, the system sends an alert to the original medical certifier once the autopsy is completed.	E - Exact Match	
D364	Medical Examiner Prints Cremation Permit	The system allows the medical examiner to print cremation permits.	M - Modify	permits are not required to be approved and printed before a body can be
D365	Print Cremation Permit	Once the medical examiner has electronically signed the cremation permit, it is queued for the funeral home to print.	E - Exact Match	
D366	Turn On and Off Printing Ability	The system allows the State to turn on and off the ability for a system user to print a cremation permit.	M - Modify	ability of permits is optional and cannot be turned on or off as such. Genesis
D367	Authority to Print Cremation Permit	Cremation permits may be printed by authorized users at any funeral home who owns or has access to the record.	E - Exact Match	
D368	Permit Includes SFN and LFN	Cremation permits include the file date and SFN and LFN.	E - Exact Match	
D369	Leaves Queue	Once the cremation permit has been printed, it leaves the funeral home's Pending Queue.	E - Exact Match	
D370	Control Number	The cremation permit has a unique number assigned by the system to link it to the death certificate. These numbers are different from the case number and the state file number.	E - Exact Match	
D371	Unlimited Number of Copies	The system allows an unlimited number of copies of a cremation permit to be printed.	E - Exact Match	
D372	Link Permit Information to Record	Printing of the cremation permit may be captured in the document history and linked to the death record.	E - Exact Match	
D373	Update Death Certificate with Permit Information	Document history for cremation permits may include key information regarding the printing of the permit such as, but not limited to, number of times it has been printed for this case, who is involved in the print request, and cremation authorization number.	M - Modify	Genesis will modify its system to include key information as described in this requirement.

Description: Record queued for MC (Box 16); MC accesses queue (Box 17)

If the medical certifier is a system user, the record is queued for the medical certifier. When the medical certifier logs into the system, the system displays the records queued for review.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
D374	Queues Rules	Please see the General Requirements section N - Queues for rules of queues.		
D375	Query and Rejection Cycle	Please see Query and Rejection Cycle business rules, regarding rules related to rejection and corrections of the system records.		
Additional Rules for Rejecting				
D376	Capture Reason for Rejection	The system requires a user to enter, in a text open field, the reason(s) why a record has been rejected back to a funeral home.	E - Exact Match	
Additional Rules for Notifications				

D377	**"Out-of-Office" Notification with Forwarding Ability**	If the medical certifier is out of the office for an extended period of time (e.g. vacation, illness), s/he has the ability to attach an "out-of-office" notification to his/her system mail box and provide a forwarding authority.	M - Modify	In the current configuration, the system does not provide an out of office indicator for a physician. Genesis will add an indicator that can be set by the
D378	**Acknowledgement of "Out-of-Office" Notification**	The system acknowledges the "out-of-office" notification and automatically forwards the message to the authority delegated by the absent certifier.	M - Modify	does not provide an out of office indicator for a physician. Genesis will
D379	**Queue for Delegated Authority**	Upon an "out-of-office" delegation, any record that is queued for the absent certifier is forwarded to the delegated authority.	M - Modify	does not provide an out of office indicator for a physician. Genesis will
D380	**Date and Time Stamp When Sent to Delegated Authority**	The system automatically date and time stamps a record that is forwarded to a delegated authority.	M - Modify	does not provide an out of office indicator for a physician. Genesis will
D381	**Notify Funeral Home if Record Not Accessed**	The system notifies the funeral home if the medical certifier does not access the record within a State-defined, pre-established time frame.	M - Modify	provides a method to the funeral home to send a reminder to the
D382	**Indicate That Notification Was Sent**	The system indicates in the death record that a notification was sent to the medical certifier and the date that the message was sent.	E - Exact Match	

Description: M.C. completes medical information and enters PIN (Box 18) Then the record is registered and assigned SFN (Box 14)

The medical certifier reviews the records in the queue to determine if s/he is the most appropriate person to complete the medical information, including the COD. If the medical certifier determines that s/he is the most appropriate person to complete the medical information, s/he enters that information into the record. While medical staff may be authorized to enter the medical information, only the medical certifier may certify the medical information. The system authenticates that the user is the medical certifier who is authorized to certify the medical information. Once the user has been authenticated, the medical certifier enters the medical information and the system runs the medical edits. Suggested spelling, full spelling of abbreviations, and other suggestions are displayed and the information is corrected. Edit checks are re-ran until there are no errors within the record. The certifier electronically signs the death certificate.

If the medical certifier believes that s/he is not the most appropriate person to certify the medical information, s/he notes the record accordingly. The medical certifier may choose to send the record back to the funeral home or forward it to another medical certifier. The medical certifier may alternatively decide that the case should be reviewed by a medical examiner and to forward the record. The medical certifier is required to submit a case to a medical examiner if the COD is suspected of being non-natural. The record is queued accordingly. The system sends notifications to the appropriate user, indicating that there are records pending for review, and to the funeral home, indicating that the record has been refused by a medical certifier and forwarded to another medical certifier or medical examiner.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
D383	**Exports and Imports**	Please see General Requirements, section AA - Exports and Imports, for rules on imports and exports.		
D384	**Specific Exports and Imports**	Please see General Requirements, section BB - Specific Exports and Imports, for rules on imports and exports.		
D385	**Time Period for Certifying Medical Information Rules**	Please see Time Period for Certifying Medical Information rules in the alternative flow at the end of the Death rules.		
D386	**Registration**	See the Registration business rules for all rules related to the registration of a death record.		
Additional Rules for Entering Medical Information				
D387	**Complete Medical Information Fields**	The user may complete the medical information fields at the time they start the record, if they have the correct role and profile to do so.	E - Exact Match	
D388	**Medical Certifiers Sign for Each Other**	All medical certifiers within the same facility may certify records for one another. The system captures the information for the medical certifier who certifies the record.	E - Exact Match	

D389	**Entering Medical Information**	The medical information may be entered by someone other than the medical certifier, based on roles and profiles.	E - Exact Match	
D390	**Edit Medical Information While Another User is in Record**	The system allows a medical certifier to log into the system, while another user is in the record, to review and edit the medical information.	E - Exact Match	
D391	**Medical Certifier Access**	The system allows a medical certifier to electronically sign records with which s/he is associated.	E - Exact Match	
D392	**Medical Certifier Attestation Message**	Prior to certification, a State-defined message appears on screen, asking the user to attest to the accuracy of the document being signed.	E - Exact Match	
D393	**Return to Original Profile**	Upon completing the certification and electronically signing the record, the system returns to the original user's profile.	E - Exact Match	
D394	**Fields and/or Screens Dynamic Based on Cause**	The medical information fields are dynamic based on the COD. For example, if a medical certifier is logged on and indicates that the cause is "natural," all fields related to "injury" are disabled or not displayed. Conversely, if the medical certifier indicates the cause is "accidental," all fields related to "injury" are available to the user.	E - Exact Match	
D395	**Override Date of Death**	A medical certifier can override the "date of death" entered by the Funeral Home.	E - Exact Match	
D396	**Send Case to Medical Examiner**	When a medical certifier selects certain State-defined manners of death, such as non-natural, suicide, or homicide, the system locks the medical information fields and a message tells the user that the record needs to be assigned to a medical examiner.	E - Exact Match	
D397	**Medical Certifier Cannot Change Medical Examiner Data**	A medical certifier cannot change any medical information entered by a medical examiner.	E - Exact Match	
D398	**Prompt to Verify Date and Time of Death**	If the date of death or time of death have previously been entered by someone other than the medical certifier, the system prompts the medical certifier to verify the information that was previously entered.	E - Exact Match	
Additional Rules for Entering COD				
D399	**CDC COD Standards**	The system fires edit checks to ensure that the immediate and underlying COD are compatible and in the correct order, based on CDC COD standards.	W - Workflow or System Configuration Required	with NCHS VIEWS service that validates COD entered by the medical
D400	**NCHS COD Coding**	The system conforms to NCHS COD coding rules.	E - Exact Match	
D401	**Error Message for COD**	The system alerts the user with a pop-up message when the cause-of-death edits fire, asking the user to correct any errors found.	E - Exact Match	
D402	**COD May NOT be from Pick List**	COD information is NOT entered from a pick list. The medical certifier enters the information by typing the causes associated with the death.	E - Exact Match	
D403	**Link to General Instruction Screen for COD**	When the COD section of the electronic death certificate is open, a link appears for a user to click on to take them to a general instruction screen with information per the NCHS Recommendations for Entry of COD.	E - Exact Match	
D404	**Support Interactive Entry of COD**	The system supports the interactive edits during COD entry that conform to the standards established by NCHS for COD entry in an automated environment.	E - Exact Match	

D405	**Provide Prompts When Abbreviations are Entered**	If the medical certifier enters an abbreviation in a COD field, the system issues a message with the fully written-out cause and allows the medical certifier to select the terminology suggested to clarify the abbreviation, or to enter a new cause.	E - Exact Match	
D406	**"Vague" Causes of Death Rejected**	If a COD entry matches an entry in the "Vague" table as insufficient or too vague, the system generates a prompt indicating that further information is needed.	E - Exact Match	
D407	**Rare Causes**	If a COD entry matches an entry in the "Rare" table, the system displays a message indicating that the State requests verification of the COD entered.	E - Exact Match	
D408	**Unlikely Underlying Causes**	The system includes an edit that flags unlikely underlying causes of death (per the NCHS recommendations for entry of COD), if one is reported on the lowest entered line.	E - Exact Match	
D409	**Flagged Underlying Causes Generates Error Message**	A flagged underlying cause generates an error message box, stating that the underlying cause indicated is normally a complication of a more specific condition, and asking the medical certifier to enter a more specific condition.	E - Exact Match	
D410	**Flag Unacceptable Causes**	The system has an edit that flags unacceptable causes, if they are the only cause reported or are reported on the lowest line of the certification.	E - Exact Match	
Additional Rules for Referring to Medical Examiner				
D411	**Medical Certifier Sends Case to Medical Examiner**	The assigned medical certifier can refer a case to a medical examiner, provided that the case has not previously been reviewed by a medical examiner.	E - Exact Match	
D412	**Note Medical Examiner Refusal in Record**	If the medical examiner refuses a case that is referred, the system documents in the record that the medical examiner was contacted and refused the case.	E - Exact Match	
D413	**Refer to Medical Examiner**	If a record has been referred to a medical examiner, any medical information previously entered by a medical certifier will be removed from the record but saved in the document history.	E - Exact Match	
D414	**Refer Registered Record to Medical Examiner**	Once a death record has been registered, it may only released to a medical examiner by an authorized State user.	W - Workflow or System Configuration Required	reason the cause of death needs to be edited by the medical examiner the

D415	**Medical Examiner Cases**	Medical examiner cases include all unnatural deaths, deaths outside a facility, or from an injury, in addition to all of the following circumstances: 1) A person dies without benefit of having a pre-existing patient relationship to a treating physician; 2) A person who is in apparent good health and dies suddenly when there is no history or other reliable evidence of serious natural disease, or other circumstance, so as to be able to reasonably assume death due to natural causes; 3) Any death of an inmate in a public institution such as a jail dies while in the institution, or while in police custody, during police intervention, during court-ordered hospitalization, or when the death is believed to be due to, or in association with failure to receive code mandated public services provided by county, state or federal social service agencies; 4) A person dies due to, or in association with, environmental conditions suspected to pose a hazard to public health or safety; 5) A person dies due to, or in association with, violence, suspected violence, or by any suspected external cause, regardless of the interval between the injury and death; or 6) A person dies under any suspicious conditions, or in any unusual or unnatural manner.	E - Exact Match	
D416	**Medical Examiner Status Code**	If the case is referred to the medical examiner, the case status is updated to "Active-Assigned to medical examiner " or equivalent.	E - Exact Match	
D417	**Medical Certifier Assists Medical Examiner with Review**	The medical certifier referring the case can enter information in a text field to assist the medical examiner in making a determination as to whether the medical examiner takes jurisdiction of the case.	E - Exact Match	
D418	**Ownership Change**	In the event that the medical examiner takes the case, the ownership of the medical information changes to the medical examiner.	E - Exact Match	
D419	**Notification of Case Referral**	If a medical certifier refers a case to a medical examiner, a notification is sent to the medical examiner and the funeral home, and the record is queued for the indicated person (e.g., medical examiner).	E - Exact Match	
D420	**Capture Date and Time Sent to Medical Examiner**	The system automatically captures the time and date that a record is sent to a medical examiner who is a system user.	E - Exact Match	
Additional Rules for Declining to Certify				
D421	**Decline to Certify**	If the medical certifier declines to certify, the system does not allow the user to enter any information into the medical information section.	E - Exact Match	
D422	**Decline to Certify - Reason Pick List**	If the medical certifier declines to certify, the system provides the user with a State-defined selectable list of reasons, including "other," as to why s/he is declining to certify; the user selects a reason prior to forwarding the record. If "other" is selected, a text box opens for the medical certifier to explain why s/he has declined.	W - Workflow or System Configuration Required	In the current configuration, the system requires that a comment regarding the reason for decline be entered when a medical certifier declines to certify. Genesis will configure its solution to add a reason
D423	**Reassign Medical Certifier**	If a medical certifier declines to certify a record, s/he may reassign the case to another medical certifier.	E - Exact Match	
D424	**Capture Date and Time of Reassignment to Another Medical Certifier**	The system automatically captures the time and date that a record is reassigned to another medical certifier.	E - Exact Match	

Additional Rules for Edits				
D425	**Interfaces**	Please see the General Requirements section J - User Interface for all rules related to interfaces.		
D426	**Identify and Correct Errors**	Hard edit errors are identified and corrected prior to certifying the COD.	E - Exact Match	
D427	**Run NCHS Edits**	Once the medical data is entered, the system automatically runs the NCHS edits against the record.	E - Exact Match	
D428	**COD Edits Run Against SuperMICAR Dictionary**	The COD edits include running the data against the SuperMICAR dictionary for checking spelling and terminology.	M - Modify	module is integrated with VIEWS for COD validation and edits. Genesis will
D429	**Manner and Cause**	There are cross-field edits between the manner of death and the cause of death.	E - Exact Match	
D430	**Immediate and Underlying**	There are cross-field edits between the immediate cause of death and the underlying cause of death.	E - Exact Match	
D431	**Ability to De-Select NCHS Edits**	The system provides the functionality for the State to de-select one or multiple NCHS edits.	E - Exact Match	
D432	**Allow for State-Specific Edits**	The system edit checks allow for the incorporation of State-specific edits.	E - Exact Match	
D433	**Edit Sets Depend on Type of Entry**	The system accommodates differences in the edit sets that run when a record is entered by a medical certifier (potentially more strict), versus edits that run when medical information is typed at the State after the medical certifier has completed a form (drop-to-paper or fully-paper methods, where only a few types of edits would cause a rejection).	E - Exact Match	
D434	**Soft Edits on COD**	If a soft edit is displayed on the COD field and the user does not change the response after the message, the user enters an explanation in a comment field.	E - Exact Match	
D435	**Spell-Check for Medical Terms**	The system interfaces with Views 2 to check spelling of medical terms.	E - Exact Match	
D436	**Record Status**	When the record has completed the edit check, the status of the record changes to "Active - ready to certify" or equivalent.	E - Exact Match	
Additional Rules for Signatures				
D437	**Electronic Signatures**	Please refer to the General Requirements section S - Electronic Signatures for all rules related to electronic signatures.		
D438	**Queues Rules**	Please see the General Requirements section N - Queues for rules of queues.		
D439	**Ready-to-Sign Queue**	The system provides a queue for all records that are ready to sign.	E - Exact Match	
D440	**Auto-Populate Medical Certifier Information**	The system auto-populates the medical certifier information (name, address, license number and other State-defined data) and date certified once the user has electronically signed the record.	E - Exact Match	
D441	**Update Case Status**	When the case is queued for signature, the case status is updated in the system to "Active - Ready to be Signed" or equivalent meaning.	E - Exact Match	

D442	Medical Examiner May Sign	The system allows any licensed medical examiner to electronically sign records for the facility with which s/he is associated.	E - Exact Match	
D443	Display Signature Confirmation	The system informs the user of the successful completion of a signature.	E - Exact Match	
D444	Ability to Unsign Signed Record	The system provides the ability for the original signatory to unsign the medical information section, correct an error, and resign the record before it is submitted for registration.	E - Exact Match	
D445	Once Signed, Revert to the Original User	Once the medical information section is signed by an authorized user, the system logs off the signer and reverts back to the login privileges of the user who was originally logged in.	E - Exact Match	
D446	Set Case Status	Set case status to "Active - Certified" or equivalent once the COD has been certified.	E - Exact Match	
D447	Display Confirmation Screen	The system requests a positive confirmation that the medical certifier wishes to certify the medical information prior to signing the record.	E - Exact Match	

Description: COD rapid reporting or violent death? (Box 19); Message sent to the State and county (Box 20)

If the COD needs rapid reporting, a message is sent to the addresses on file for that COD.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
D448	Reportable COD	If the COD is considered a reportable condition, the system sends a notification to the appropriate location/registry. The notification contains the necessary decedent information to automatically update the location/registry.	W - Workflow or System Configuration Required	In the current configuration, the system contains various extracts for various registries within the State. Records that become eligible based on a
D449	State-Defined Reportable Causes in Rapid Reporting	The causes of death that are reportable using the rapid reporting feature are defined and managed by the State.	W - Workflow or System Configuration Required	identify and define reportable CODs for rapid reporting features. Genesis will
D450	Occurrences Over Threshold	The system allows designated users to indicate additional causes of death which are reportable, based on a State-defined number of occurrences within a specified time period.	M - Modify	The current configuration does not allow the authorized users to make a COD reportable based on State defined number of occurrences within a
D451	Multiple Locations	Each COD notification may be reported to multiple locations, users and/or registries at the State.	E - Exact Match	

END OF START A DEATH RECORD AT A FUNERAL HOME

BUSINESS PROCESS: MEDICAL CERTIFIER STARTS THE RECORD

A death occurs, the medical certifier logs into the system and enters the minimal demographic information to start the record. The medical certifier completes the medical information and certifies the record. If the medical certifier knows the funeral home s/he may select the funeral home and the record is queued for the funeral home. If in the time it took for the medical certifier to complete his/her portion of the record the funeral home completed the demographic information, the record is released to the state for registration.

If the medical certifier knows the funeral home the record will be queued for the funeral home. The funeral home will complete the demographic portion of the record and certify it.

If the medical certifier does not know the funeral home s/he may leave the demographic portion blank and only the medical portion of the record is certified and submitted. Once the funeral home has been chosen, the funeral home can search for the record and complete the demographic portion.

Description: Death occurs (Box 1); M.C. logs into EVRS (Box 2); Complete minimal demographic information (Box 3)

A medical certifier may start a record in the system. S/he logs in and completes the minimal demographic information in order to start the record.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
D452	**User Log In**	Please see the General Requirements section B -User Authentication for rules related to user log in.		
D453	**User Profiles**	Please see the General Requirements section C -Roles, Profiles and Institutional Affiliations for rules related to user log in.		
D454	**Record Ownership and Access**	Please see the General Requirements, section D - Record Access/Ownership, for rules related to record ownership and access.		
D455	**Search Rules**	Please see the General Requirements, section M- Searching and Matching, for search and duplicate checking rules.		
D456	**Medical Certifier Completes Minimal Demographic Information Rules**	Please see the Start a Death Record at a Facility rules above, Box 3, for all rules related to completing minimal demographic information.		

Description: M.C. completes medical information and certifies (Box 4)

Medical information and cause of death are completed by the medical certifier.

Please note: All the rules regarding entering, editing and certifying medical information and cause of death as defined in previous flows apply to this

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
D457	**Medical Certifier Completes Medical Information Rules**	Please see the Start a Death Record at a Facility rules, Box 6, and Start a Death record at a Funeral Home rules, Box 17, for all rules related to the Medical Certifier completing medical information and cause of death.		

Description: Demographic certification complete? (Box 5); If yes, Record is registered and assigned SFN (Box 6).

The medical certifier completes the medical information and submits to State. If the medial certifier does not know the funeral home the medical section is the only portion of the record that submits to State. The demographic information for the record is completed by the funeral home once one is assigned.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
D458	**Demographics Complete**	If the demographic has already been signed by the funeral home, certification of the record automatically submits the record.	E - Exact Match	
D459	**Notice of Submission**	The system sends a message to the user that the record has been submitted that requires no action.	E - Exact Match	

Description: Funeral Home known? (Box 7); If the funeral home is not known, Queue record as pending for facility (Box 8); If the Funeral Home is known, Queue the record for the Funeral Home (Box 9)

If the funeral home is known, the medical certifier will select the proper location. For funeral home system users the record will be found in the appropriate queue when the funeral home user logs on.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
D460	**Queues Rules**	Please see the General Requirements section N - Queues for rules of queues.		
D461	**Assign Funeral Establishment**	The user may assign a funeral home, if one is known when the record is started.	E - Exact Match	
D462	**Funeral Home Queue**	Once a funeral home is assigned the record should queue for the funeral home.	E - Exact Match	

END OF MEDICAL CERTIFIER STARTS THE RECORD

BUSINESS PROCESS: MEDICAL EXAMINER STARTS A DEATH RECORD

A death occurs. The medical examiner is contacted to investigate the death. Once the Authorization for Disposition is completed, the medical examiner decides whether or not to investigate the death. If the medical examiner decides that an investigation is not warranted, s/he must state why. The facility is notified that the record can be signed by a medical certifier.

If the medical examiner decides to investigate the case, s/he will log into the system and start the record with minimal information (if that has not already been done to start the Authorization for Disposition). The medical examiner has a two options from here:

1. The medical examiner completes the entire record;
2. The medical examiner completes the medical portion of the record and queues the record for the funeral home;

Description: Death occurs (Box 1); Requires medical examiner? (Box 2); Contact medical examiner (Box 3)

For deaths that must be referred to the medical examiner, the medical examiner is contacted.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
D463	**Medical Examiner May Start Record**	Medical Examiners may start a record.	E - Exact Match	
D464	**Medical Examiner Notified of Death**	(usually a physician or facility) requests that a medical examiner investigate a death.	E - Exact Match	
D465	**Medical Examiner Changes Demographics**	The medical examiner can change demographic information entered by the owner of the demographic portion of the record.	E - Exact Match	
D466	**Name for Presumptive Deaths**	The State or the medical examiner enters names on death records for presumptive deaths.	E - Exact Match	

Description: Death outside facility? (Box 4); Print and/or complete Authorization for Disposition (Box 5)

If death occurs outside of a facility, the medical examiner may be responsible for the Authorization for Disposition. The medical examiner logs into the system, starts a record by entering the required minimal demographic information, and completes and prints the Authorization for Disposition. The Authorization for Disposition is queued for the medical examiner and the funeral home, once a funeral home has been identified.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
D467	**User Log In**	Please see the General Requirements section B -User Authentication for rules related to user log in.		
D468	**User Profiles**	Please see the General Requirements section C -Roles, Profiles and Institutional Affiliations for rules related to user log in.		
D469	**Record Ownership and Access**	Please see the General Requirements, section D - Record Access/Ownership, for rules related to record ownership and access.		
D470	**Search Rules**	Please see the General Requirements, section M- Searching and Matching, for search and duplicate checking rules.		
D471	**Scanning**	Please see General Requirements, A - User Technical Environment, regarding rules related to scanning.		

D472	**Medical Examiner Completes Minimal Demographic Information Rules**	Please see the Start a Death Record at a Facility rules above, Box 3, for all rules related to completing minimal demographic information.		
D473	**Funeral Home Prints Authorization for Disposition**	Please see the Start a Death Record at a Funeral Home rules above, Box 1, for all rules related to the funeral home printing the Authorization for Disposition.		
D474	**Allow Funeral Home to Print Authorization for Disposition**	The system allows an assigned funeral home the ability to print a Authorization for Disposition.	E - Exact Match	
D475	**Medical Examiner Electronically Signs Authorization for Disposition**	The system allows the medical examiner to electronically sign the Authorization for Disposition.	M - Modify	that a medical examiner can electronically sign the record through
D476	**Scan and Attach Signed Authorization for Disposition**	The system allows a medical examiner to scan and attach the Authorization for Disposition to the record once a computer is available.	E - Exact Match	

Description: Investigate case? (Box 6); If investigation is not needed, notify facility (Box 7); Facility or funeral home starts record (Box 8)

If no investigation is required, the medical examiner notifies the facility or funeral home so that they may start the case as described above.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
D477	**Medical Examiner Refuses Case**	If the medical examiner is informed about a death but chooses not to accept the case, it is noted in the record and the system sends a message to the system user that requested the investigation.	E - Exact Match	
D478	**Reason Code When Medical Examiner Refuses Case**	The system ensures that the medical examiner selects a reason from a pre-defined list that includes "other" when s/he chooses not to accept a case that has been referred.	W - Workflow or System Configuration Required	system requires that a comment regarding the reason for decline be entered when a medical examiner
D479	**State-Defined Reason Codes**	The reason that the medical examiner selects when refusing a case is from a State-defined list.	W - Workflow or System Configuration Required	GenList configuration to configure a pick list that can be State defined.
D480	**Explanation Text Field**	The system provides the ability for the medical examiner to enter notes in an explanation text field before refusing a case.	E - Exact Match	
D481	**Select Medical Certifier**	The system allows a medical examiner to select a medical certifier when s/he refuses a case.	E - Exact Match	
D482	**Redirect Case Refused by Medical Examiner**	When a record is not accepted by the medical examiner but also not forwarded to another medical certifier, the record is queued for the funeral home director to redirect it to another medical certifier.	E - Exact Match	
D483	**Queue for Records Sent to Medical Examiner**	The system provides work queues for facilities for records that have been referred to the medical examiner.	E - Exact Match	

Description: Medical examiner logs into EVRS and starts record (Box 9); Complete minimal demographic information (Box 10)

The Medical examiner logs into the system and enters the minimal demographic information required to start a record.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
D484	**Medical Examiner Completes Minimal Demographic Information Rules**	Please see the Start a Death Record at a Facility rules above, Box 3, for all rules related to completing minimal demographic information.		
D485	**Queues Rules**	Please see the General Requirements section N - Queues for rules of queues.		
D486	**Complete Pending Authorization for Disposition**	The system allows role-defined users to access an incomplete Authorization for Disposition and fill in remaining the information.	E - Exact Match	

D487	Active Record Queue	The system provides work queues for medical examiners for active records.	E - Exact Match	
D488	Pending COD Queue	The system provides work queues for medical examiners for records that have a pending COD.	E - Exact Match	
D489	Cremation Permit Queue	The system provides work queues for medical examiners for cremations that are awaiting approval.	W - Workflow or System Configuration Required	does not print cremation permits and as such there is no queue for such
D490	Medical Examiner Views Death Certificate	The system allows the Office of Chief Medical Examiner to see the death certificate so that the medical examiner can authorize the cremation.	M - Modify	examiners can access the records they are assigned to. To accomplish this
D491	Medical Examiner Can View All Records	The system allows a medical examiner to view all records for his/her county, records where his/her office is listed as the medical certifier, and records where his/her county is listed as the county of injury in a death record.	E - Exact Match	
D492	County Medical Examiner Restricted View	The system allows role-defined users to access an incomplete Authorization for Disposition and fill in remaining the information.	E - Exact Match	

Description: Medical Examiner completes entire record (Box 11); Certifies and submits to State (Box 12)

In some cases, the medical examiner will complete both the demographic and medical portions of the record.

Please note: All the rules regarding entering, editing and certifying the demographic and medical information as defined in previous flows apply to this process.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
D493	Medical Certifier Completes Medical Information Rules	Please see the Start a Death Record at a Facility rules above, Box 4, for all rules related to the Medical Certifier completing medical information.		
D494	Medical Examiner May View Entire Record	The system allows a medical examiner to view the entire death record, regardless of his/her role in filing it.	E - Exact Match	
D495	Medical Examiner Acting as Funeral Home	If the medical examiner is acting as the funeral home, s/he can edit any part of the record.	E - Exact Match	
D496	Medical Examiner Can Edit All Fields	A medical examiner can edit any information in the medical portion of the death record.	E - Exact Match	
D497	No Funeral Home Involved in Case	If there is no funeral home involved in the case and the medical examiner is acting as such (e.g. in the case of an indigent person), s/he will complete and sign both the demographic and medical portions of the record and submit it to the State.	E - Exact Match	
D498	Protect Medical Information and Signature Fields	If a medical examiner or deputy medical examiner is assigned to a case, the system prevents anyone else from entering the cause(s) of death and signing the record as the certifier.	E - Exact Match	
D499	Medical Examiner Accepts Case	When a medical examiner accepts the case, the record ownership transfers to the medical examiner.	E - Exact Match	
D500	Medical Examiner Acceptance Comments	Upon accepting a case, the system provides an optional text field for the medical examiner to enter any acceptance comments.	E - Exact Match	
D501	Medical Examiner Requests Control of Case	Medical examiners may request control of a case at any time from the State.	E - Exact Match	
D502	Notify Medical Certifier if Medical Examiner Takes Control of Case	If a medical examiner takes control of a case, the system notifies the previous medical certifier that s/he is being removed from the record.	E - Exact Match	

D503	**Lock Personal Information Section for Cases Completed by Medical Examiner**	When a medical examiner chooses to complete an entire death record, the personal information section is locked and not accessible to other users.	E - Exact Match	
D504	**Notify Funeral Director if Medical Examiner Takes Control of Case**	If a medical examiner takes control of a case, the system notifies the funeral director.	E - Exact Match	
D505	**Update Death Certificate Ownership Information if Medical Examiner Takes Control of Case**	The system replaces the prior medical certifier's information with that of the medical examiner, and the medical examiner becomes the owner of the case.	E - Exact Match	
D506	**Update Case Status if Medical Examiner Takes Control of Case**	The system updates the case status to: "Active - Under Medical Examiner Review."	E - Exact Match	
D507	**Forward to Medical Examiner**	If a record is certified by the medical certifier but has not been registered, the State can forward the record to the medical examiner.	E - Exact Match	
D508	**Clear Fields**	In cases where the State has forwarded a record to a medical examiner, the original field entries are maintained in the history but the fields are cleared for the medical examiner.	M - Modify	In the current configuration, if a state forcefully refers a record to a medical examiner, the original data entered by the medical certifier remains in the
D509	**Provide Field to Enter Medical Examiner Case Number**	The system provides the user with a field to enter the medical examiner case number that corresponds to the decedent record.	E - Exact Match	
D510	**State-Defined Fields for Medical Examiners**	Medical Examiner records have State-defined fields.	E - Exact Match	

Description: Medical Examiner completes medical information and certifies (Box 13); Queue record for funeral home (Box 14)

The medical examiner (or authorized staff) enters the medical information in the electronic record. While authorized users may enter the medical information, only the medical examiner may certify the medical information. The system authenticates that the user is the medical examiner who is authorized to certify the medical information. Once s/he has been authenticated, the medical examiner certifies the medical information and electronically signs the death record. The record is then queued for the funeral home.

Please note: All the rules regarding entering, editing and certifying medical information as defined in previous flows apply to this process.

	Business Rule Name	***Business Rule Description***	***Vendor Response***	***Comments***
D511	**Medical Examiner Completes Medical Information Rules**	Please see the Start a Death Record at a Funeral Home rules above, Box 17, for all rules related to the Medical Examiner completing medical information.		
D512	**Pending COD**	A medical examiner may designate "Pending COD" in a record if the COD is unknown or pending investigation.	E - Exact Match	
D513	**Pending Manner of Death**	A medical examiner may designate "Pending Manner of Death" in a record if the COD is unknown or pending investigation.	E - Exact Match	
D514	**Medical Examiner Overrides Previous Medical Information**	A Medical Examiner may override medical information previously entered by a medical certifier.	E - Exact Match	
D515	**Medical Examiner Report on Manners of Death**	The system provides the medical examiner the ability to view/print, for a specified date range, a report of all cases with State-specified manners of death.	E - Exact Match	
D516	**Send Notification to Funeral Home**	If the case was started in the system, an automatic notification is sent to the funeral home indicating that a record is in the pending queue.	E - Exact Match	
D517	**Extract File from System**	The medical examiner can extract a file of State-defined information for medical examiner death records from the system for import into the medical examiner system, in order to avoid duplicate data entry.	M - Modify	In the current configuration, the system does not provide a unified extract process for the coroner to export the medical data entered by them in the

D518	**Deputy Medical Examiners**	A medical examiner can designate another medical examiner (ex: deputy medical examiners or assistant medical examiners) to temporarily serve as backup for reviewing and signing cases.	E - Exact Match	
D519	**Mobile Device**	The system allows an authorized user (ex: medical examiner) to send an Authorization for Disposition to a mobile device or Smartphone.	M - Modify	Authorization for Disposition documents need not be approved

Description: Medical Examiner queues record for MC and/or funeral home (Box 15)

The medical examiner also has the option of starting the record with minimal demographic information and queuing the record for the medical certifier and/or funeral home.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
D520	**Medical Examiner Forwards Case to Another Medical Certifier**	If the medical examiner decides to forward the case to another medical certifier, the record is queued for the new medical certifier, and a notification is sent to the new medical certifier and the funeral home.	E - Exact Match	

END OF MEDICAL EXAMINER STARTS A RECORD

BUSINESS PROCESS: TIME PERIOD FOR CERTIFYING MEDICAL INFORMATION

The system must calculate the time it takes for the medical information in a death record to be certified. This time limit is State-defined and is reported on a regular basis to the medical certifier. Currently, the time limit for certifying a death record **is 24 hours after physician notification of the case.**

The system standard for reporting time will be in military time. An option exists in the system to avoid confusion by choosing midnight or noon instead of 0:00 or 12:00 hours. Military time is also used for approximate time of injury.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
D521	**Calculate Time for Death Certification**	The system needs to calculate the time that it takes for a medical certifier to certify the medical portion of a death record.	E - Exact Match	
D522	**Calculate Time for Death Certification by User**	The calculation is based on the user.	E - Exact Match	
D523	**Time Period State-Defined**	The time period is State-defined.	E - Exact Match	
D524	**Military Time**	Time, for the purpose of tracking timeliness, is stored in military time.	E - Exact Match	
D525	**Calculate and Provide Notification**	The system will calculate and provide notification "X" amount of time prior to expiration.	E - Exact Match	
D526	**Time Period State-Defined by User Group**	The calculation for determining if certification of medical information is within the time period is State-defined by user group.	M - Modify	of medical information refers to the system-wide time period which is state
D527	**Late Records**	The system highlights in the pending queue, in a color defined by the State, records that have not been certified within the State-defined time period. Example color is red.	W - Workflow or System Configuration Required	separate work queue for late records that have passed State defined time periods for each location. Any user can

D528	**Calculating Time for Certifying Medical Information**	The calculation for the 24 hours to certify the medical information begins from the moment the certifier is notified of the record to the moment the medical information is signed and submitted by the certifier. This formula necessitates accommodating various workflow scenarios. For example: a. Facility starts a record and then queues record for the MC. Notification = record in MC queue b. medical examiner starts the record. Notification = medical examiner starting record c. Funeral home starts the record. Notification = Funeral home submitting record to MC electronically.	E - Exact Match	
D529	**Medical Certifier Queue Filter**	The medical certifier queue has a filter to allow the user to see new records that are assigned to them.	W - Workflow or System Configuration Required	new records are sorted in the work queue based on the date that they were
D530	**Filter Queue - State**	The system allows an authorized State user to filter the pending queue to show only records that are late for medical certification based on State-defined fields.	E - Exact Match	
D531	**Filter Queue - Medical Certifier**	The system allows a medical certifier to filter the pending queue to show only records that are late for medical certification based on State-defined fields.	E - Exact Match	
D532	**Notify Funeral Home if Record Not Accessed**	The system notifies the funeral home if the medical certifier does not access the record within a State-defined, pre-established time frame.	M - Modify	does not send notification to the funeral home if a record is not accessed within

END OF TIME PERIOD FOR CERTIFYING MEDICAL INFORMATION

BUSINESS PROCESS: NOT A MEDICAL EXAMINER CASE (NAMEC) - EMS PRONOUNCING ON SCENE

A death occurs. The Emergency Medical Services (EMS) are contacted to attend a patient outside of a facility. Once on scene, EMS determines that an individual has died and pronounce death. EMS user logs into the EVRS and enters minimal demographic information to start the death record and the pronouncement information into the cause of death section. EMS certifies the pronouncement of death. The record is assigned to the medical examiner.

Description: Death occurs (Box 1); EMS pronounces death (Box 2); EMS logs into EVRS (Box 3); Complete minimal demographic information and pronouncement information (Box 4); Assigns record to medical examiner (Box 5); Go to ME Flow

For deaths that occur once EMS is on scene, or if EMS is the first to arrive after a death has occurred outside of a facility, they are allowed to pronounce the date and time of death. The EMS user logs into the EVRS and enters minimal demographic information for the decedent. They also enter the pronouncement information in the cause of death section. After the record has that information, the EMS user will assign the record to the OCME. Go to ME flow.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
D533	**User Log In**	Please see the General Requirements section B -User Authentication for rules related to user log in.		
D534	**User Profiles**	Please see the General Requirements section C -Roles, Profiles and Institutional Affiliations for rules related to user log in.		
D535	**Record Ownership and Access**	Please see the General Requirements, section D - Record Access/Ownership, for rules related to record ownership and access.		
D536	**Search Rules**	Please see the General Requirements, section M- Searching and Matching, for search and duplicate checking rules.		
D537	**EMS Completes Minimal Demographic Information Rules**	Please see the Start a Death Record at a Facility rules above, Box 3, for all rules related to completing minimal demographic information.		

D538	**EMS User Access to EVRS**	EMS has limited roles in the EVRS. They can enter minimal demographic information and enter pronouncement information. They cannot certify COD. Those functions are locked to them.	E - Exact Match	
D539	**Assign Record to ME**	An EMS user can assign a record to the medical examiner.	E - Exact Match	
D540	**Edits Around Pronouncing Death**	There are State-defined soft edits around entering the pronouncement information (e.g. date of death cannot occur after to the date of entry).	E - Exact Match	

END OF NOT A MEDICAL EXAMINER CASE (NAMEC) - EMS PRONOUNCING ON SCENCE

From the dropdown list, please select one of the available condition codes **E - Exact, W - Workflow/System Config, M - Modify, F - Future, N - Cannot Meet** as described below for your answer to the following business rules.

Condition	Description
E - Exact Match	The COTS solution, as delivered at contract execution, fully satisfies the function as described in workflow and business rule **without any workflow configuration effort** (workflow configuration is as defined below and does not include changes such as updating screens to correspond with State-specific language). You must be able to demonstrate this functionality EXACTLY as defined.
W - Workflow or System Configuration Required	The COTS solution, as delivered at contract execution, contains the functionality as described in workflow and business rule but must be configured during the project.
M - Modify - Modification Required	The underlying code of the COTS solution must be modified at a cost to meet this functionality. Please do not comment. **DO NOT** include costs in Technical Response; if you do, your proposal will be disqualified.
F - Future - Planned for Future Release	The current version of the COTS solution cannot meet the functionality as stated, but functionality will be met by a planned future release of the system at no additional cost to WV. **Enter the anticipated date** of the release where the feature will be included in the date column.
N - Cannot Meet - Cannot Meet Requirement	The COTS solution proposed for WV will not satisfy the requirement.

BUSINESS PROCESS: REGISTRATION OF VITAL RECORDS - Overview

All event records, with the exception of paternities and unattended home births, are registered upon submission of a complete record. A local file number (LFN) corresponding to the county of the event is applied to the record as is the state file number (SFN). Registered records are immediately available to the State and the county of the event; remaining counties have read-only access. The system must have the ability to register records automatically or queue them for review of exceptions prior to registration. The system must also provide the ability to turn on/off the automatic registration feature. Until such time as WV is ready to turn on the automatic registration of records, all records will be queued for review prior to registration. This ability must be configurable by the State and must be individual to each event and location.

Until such time as e-notary is recognized by WV, all birth records with a paternity must be reviewed by the State prior to registration. These records are queued for the State to review, accept and register or reject. Please see the paternity flow for the rules related to paternities.

All event records that are registered with soft edit exception flags are queued at the State by type of event and exception. These queues will be State defined. State staff will review and query these records as appropriate.

The user has the ability to electronically message a user through the system to query a record. The system will have the ability to reject records back to the author of the record; this function will be turned off when the automatic registration is turned on by event.

State users must have the ability to data enter any event record and then register the record.

BUSINESS PROCESS: STATE REVIEW OF REGISTERED RECORDS WITH EXCEPTIONS

The following flow is based on automatic registration of all birth, fetal death and death records. There are several exceptions to the automatic registration of records and those include births and fetal deaths with paternities, unattended home births, and foreign-born births. The process flow and rules for these records are included in the next business process flow.

Description: Registration user logs into EVRS (Box 1); Select queue to work from (Box 2)

The system user logs onto the system. The system authenticates the user and the privileges for the user. The main menu appears and allows the user to select the queue of work that s/he wishes to perform.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
R1	**Registering a Record**	Please see the General Requirements section O - State File Numbers and Registration. All rules apply here.		
R2	**User Log In**	Please see the General Requirements section B -User Authentication for rules related to user log in.		
R3	**User Profiles**	Please see the General Requirements section C -Roles, Profiles and Institutional Affiliations for rules related to user log in.		
R4	**Record Ownership and Access**	Please see the General Requirements, section D - Record Access/Ownership, for rules related to record ownership and access.		
R5	**Search Rules**	Please see the General Requirements, section M- Searching and Matching, for search and duplicate checking rules.		
R6	**Queues Rules**	Please see the General Requirements section N - Queues for rules of queues.		
R7	**Automatic Registration**	The system automatically registers a record with an exception.	***E - Exact match***	
R8	**Automatically Queue a Record**	The system will automatically queue a record into the appropriate exception queue after registration.	***E - Exact match***	
R9	**Queues Sortable**	All queues are sortable by State defined criteria, which will include originator (individual or facility), county, and submission date.	***E - Exact match***	
R10	**Incomplete Records Visible to State**	Any record that has been initiated by a user, facility, or a county may be viewed by the State.	***E - Exact match***	
R11	**Edit Incomplete Records**	The system allows authorized State users to take control of a user, facility, or a county's incomplete record if assistance is requested by the author.	***E - Exact match***	
List of Registration Queues for Births				
R12	**Birth Demographic Exceptions Queue**	All birth records submitted with demographic exceptions.	***W - Workflow or System Configuration Required***	demographic exception are queued at the respective county office for review. Genesis will configure its review
R13	**Birth Medical Exceptions Queue**	All birth records submitted with medical exceptions.	***M - Modify***	not queued for any further review. Genesis will modify its system to include a queue for the State to review all of
R14	**Past Due Queue**	The system provides a queue for birth records entered but not submitted for registration within a State defined number of days past due.	***E - Exact match***	
R15	**Generate Pop-Up Message**	In addition to the actual messages, the screen includes the number of records that need attention.	***E - Exact match***	
R16	**Queue Child Alive, "No"**	System creates a queue for records where "No" is selected for Child Alive and no matching death certificate is found in the system.	***M - Modify***	business rules required to route such records in a different queue which is other than the pending queues
R17	**Birth Queue Conversion Option**	The system allows all birth post-registration queues to be converted to pre-registration queues if deemed necessary by the State users configuring the system after implementation	***E - Exact match***	
List of Registration Queues for Fetal Death				
R18	**Fetal Death Demographic Exceptions Queue**	All fetal death records submitted with demographic exceptions.	***E - Exact match***	
R19	**Fetal Death Medical Exceptions Queue**	All fetal death records submitted with medical exceptions.	***E - Exact match***	

R20	Past Due Queue Fetal Death	The system provides a queue for Fetal Death records entered but not submitted for registration within a State defined number of days past.	*E - Exact match*	
R21	Fetal Death Late Queue	The system provides a queue for all fetal death records that are submitted after a State defined period of time.	*E - Exact match*	
List of Registration Queues for Death				
R22	Pending COD Queue	The system allows the user to clear pending COD queue based on State defined timeframe if COD is not obtained.	*M - Modify*	record from the pending COD queue until it has a COD listed. Genesis will modify its solution to allow users to
R23	Filter COD Queue	The system allows the user to filter the COD queue by State defined parameters.	*M - Modify*	what parameters are required to be used as filters for COD queue.
R24	Edit COD Filters	COD filters may be added and/or turned on and off by authorized State users.	*M - Modify*	allow the user to add and/or turn on and off any filters provided in the system. Genesis will work with the State
R25	Death Demographic Exceptions Queue	All death records submitted with demographic exceptions are queued for State review AFTER registering the record if auto-registration is turned on. If auto-registration is turned off, the records are reviewed prior to registration.	*W - Workflow or System Configuration Required*	demographic exception are queued at the respective county office for review. Genesis will configure its review process at the State for any records that have
R26	Death Medical Exceptions Queue	All death records submitted with medical exceptions are queued for State review AFTER the record has been registered if auto-registration is turned on. If auto-registration is turned off, the records are reviewed prior to registration.	*W - Workflow or System Configuration Required*	medical exception are queued at the respective county office for review. Genesis will configure its review process at the State for any records that have medical
R27	Death Queue Conversion Option	The system should allow all death post-registration queues to be converted to pre-registration queues if deemed necessary by the State users configuring the system after implementation	*E - Exact match*	
R28	Full Paper Records Queue	The system provides a queue for full paper records, OOS records, and International Records.	*E - Exact match*	
R29	No Authorization for Disposition Issued Queue	The system provides a queue for records that do not have an Authorization for Disposition.	*W - Workflow or System Configuration Required*	for Disposition for any death record is optional and as such records are not queued for any further review.
R30	Medical Certification Outstanding Query Letter Queue	The system provides a queue for records awaiting replies to Medical Certifier Query Letters.	*W - Workflow or System Configuration Required*	for Medical Certifier Query Letters. Genesis will configure its system to provide a queue for the records

Description: Review exceptions (Box 3)

For records with exceptions, the State will review these records to determine if further validation of the data is required. The user has the ability to electronically message a user through the system to ask a question or the user may query the record through the system. The State user may determine, based on the answer provided, that one of the following actions need to be taken:

1. A statistical correction needs to be made to the record. The State user would make this correction and release the record from the queue.
2. An amendment is required to correct the record. The State user would flag the record as "do not issue" and reject the record back to the author of the record to initiate the amendment. The record retains both the SFN and LFN.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
R31	Messaging	Please see General Requirements, section Q - Messaging through the System, regarding rules related to query messages for system users.		
R32	Display Comment Fields on Records "Submitted With Exceptions"	When a record is submitted with exceptions, a comment field displays the highlighted fields with the exceptions (i.e., Accepted out-of-range) on the record for the system user to review.	*E - Exact match*	
R33	Demographic Review	The demographic section of the record may be reviewed separately from the medical section.	*E - Exact match*	
R34	Medical Review	The medical section of the record may be reviewed separately from the demographic section.	*E - Exact match*	
R35	Separate Reviews	The demographic portion may be reviewed by a user with a different set of privileges than a user reviewing the medical portion.	*E - Exact match*	
R36	Access to Health Exchange	An authorized user can access the Health Exchange while reviewing the record.	*E - Exact match*	

R37	Side-by-Side Viewing	The system presents Health Exchange information side by side with the record information.	E - Exact match	
R38	Print Side-by-Side Comparison	The system allows the user to print the side-by-side comparison of the record and Health Exchange information.	E - Exact match	
R39	Attach Side-by-Side Comparison	The system allows the user to attach the side-by-side comparison to a query.	E - Exact match	
R40	Legal Fields Locked	All legal fields are locked.	E - Exact match	
R41	Statistical Fields Open	All statistical fields are unlocked for authorized users.	E - Exact match	
R42	View Worksheet	The system allows the user to view the worksheet while viewing the record to confirm certain State defined data fields, such as the spelling of names.	E - Exact match	
R43	Obvious Errors	Obvious typographical errors to demographic information may be fixed by the user as long as they are validated by viewing the worksheet.	E - Exact match	
Additional Rules for Death				
R44	Allow Review and Recoding of Literal Entries	The system allows the user to review the literal entries (such as "Other") and recode them as appropriate.	E - Exact match	
R45	Maintain Literal and Code	If an authorized user recodes a literal, both the original literal and the State code are maintained in the system database along with the user ID of the person who corrected it and the reason for the change.	E - Exact match	
Additional Rules for Birth				
R46	CPS Flag	If the record is a CPS case, the record will be flagged for review by the State. Flag indicates that the child's name will be changed at the time of adoption.	E - Exact match	
R47	Remove CPS Flag	The system allows authorized users to remove CPS flags on birth records.	E - Exact match	
R48	Court Order to Remove CPS Flag	In order to remove a CPS flag, the authorized user must enter in a court order number and scan and attach the court order to the record.	E - Exact match	

Description: Accept record? (Box 4); If yes, release record (Box 6)

The user must take an actionable step to accept and review the record. Once the record is accepted, it is removed from the queue.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
R49	Accept Exceptions	The system requires the user to take a specific action to indicate that all exceptions have been reviewed and accepted.	E - Exact match	
R50	Remove Exception Flags	Upon taking the action to indicate that all exceptions have been accepted, the corresponding exception flag is removed from the record.	E - Exact match	
R51	Demographic Exceptions	Demographic exceptions may be accepted separately from medical exceptions.	E - Exact match	
R52	Medical Exceptions	Medical exceptions may be accepted separately from demographic exceptions.	E - Exact match	
R53	Alert NCHS of Out-of-Range Entries	The system allows the State to note that they have verified out-of-range entries in such a way that these entries are accepted by NCHS without generating an error.	E - Exact match	
R54	Update Status of Corresponding Section and Record	The system automatically updates the status of records and moves them to the appropriate queue.	E - Exact match	

Description: Query record? (Box 5); If yes, go to Query Cycle; If no, go to Post Registration Rejection Cycle Flow

If the system user or State user determines that the record cannot be accepted, they have two options:

(1) The user can choose to query some specific data item(s). Utilizing the Query Cycle Flow, the user will message the record author with the query. The record is flagged accordingly and placed in the appropriate pending queue. The vital records system automatically notifies the record author that further information to the record is required.
(2) The user may choose to reject the record back to the original author. All rules for the Post Registration Rejection Flow and the Amendment Process Flow apply to these records.

Please note: All the rules regarding the query cycle and rejection of a registered record are defined in the Rejection and Correction Cycle flow apply to this process and are not repeated here.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
R55	**Query Message**	Please see General Requirements, section Q - Messaging through the System, regarding rules related to query messages for system users.		
R56	**Letter Rules**	Please see the General Requirements, section X - Letters and Forms, for all rules related to creating letters within the system.		
R57	**Query Cycle**	See Query and Rejection cycle, Query Cycle section for rules regarding queries.		
R58	**Amendments**	Please see the Amendments business rules, regarding rules related to corrections of system records.		
R59	**Query and Rejection Cycle**	Please see Query and Rejection Cycle business rules, regarding rules related to query and rejection of System records.		

BUSINESS PROCESS: STATE REVIEW OF EXCEPTIONS PRIOR TO REGISTRATION OF RECORDS

The current vision of the State is that all types of birth and death records will be reviewed prior to registration, until such time as the auto-registration feature is turned on by the State. At that time, only certain types of records will be reviewed prior to registration. Records that require State review prior to registration include:

- paternities
- unattended home births
- court order surrogacy
- safe haven and foundling birth records

Certain types of registrations such as foreign birth and judicial determination of death require that the State enter the data to create the record and then register the record. This process should be seamless for the State user.

Note: All Post-Registration Review Rules apply to this flow and are not repeated here.

Description: Registration user logs into EVRS (Box 1); Select queue to work from or create a new record (Box 2)

The system user logs onto the system. The system authenticates the user and the privileges for the user. The main menu appears and allows the user to select the queue of work that s/he wishes to perform.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
R60	**User Log In**	Please see the General Requirements section B -User Authentication for rules related to user log in.		
R61	**User Profiles**	Please see the General Requirements section C -Roles, Profiles and Institutional Affiliations for rules related to user log in.		
R62	**Queues Rules**	Please see the General Requirements section N - Queues for rules of queues.		
List of Registration Queues				
R63	**Pending Records**	This queue contains any records that are in progress and are not contained in any of the other queues such as foreign births.	***E - Exact match***	
List of Registration Queues for Birth				
R64	**Demographic Exception Queues**	The system provides birth queue for all unregistered records with a demographic exception.	***M - Modify***	any review process once they are registered and assigned a State File Number. Genesis will modify its
R65	**Medical Exception Queues**	The system provides birth queue for all unregistered records with a medical exception.	***M - Modify***	State to review all of the records that have been registered with medical exceptions (bypassed soft edits

R66	Unattended Birth Queue	All unattended births are queued for State review PRIOR to registering the record.	*E - Exact match*	
R67	Paper Midwife Queue	All birth records submitted by midwife using a paper record are queued for State review PRIOR to registering the record.	*E - Exact match*	
R68	Paternity Queue	The system provides a queue for birth records with paternity awaiting registration.	*E - Exact match*	
R69	Paternity Pending Queue	The system provides a queue for records waiting for paternities to be received from the facility or midwife.	*W - Workflow or System Configuration Required*	electronically with the record to the State office. All such records are queued for State review before State
R70	Abandoned/Safe Haven Infant Queue	Abandoned/Safe Haven Infant records are queued for State review PRIOR to registering the record.	*W - Workflow or System Configuration Required*	record type are queued at the respective county office for review. Genesis will configure its review process at the
R71	Foreign Birth Queue	The system provides a queue for foreign births.	*E - Exact match*	
R72	Court-Ordered Surrogacy Queue	The system provides a queue for court-ordered surrogacy.	*E - Exact match*	
R73	Birth Queue Conversion Option	The system allows all birth post-registration queues to be converted to pre-registration queues if deemed necessary by the State users configuring the system after implementation.	*E - Exact match*	
R74	Drug-Related Deaths	System provides a queue for all records with a drug-related death.	*E - Exact match*	
R75	Rare Cause of Death	System provides a queue for all records with a rare cause of death.	*E - Exact match*	
R76	List of Drugs	The list of drugs will be user defined and table driven.	*W - Workflow or System Configuration Required*	list of drugs that can be used for capturing drug related deaths.
List of Registration Queues for International Death				
R77	International Death Queue	The system provides for a queue for international death of a WV resident or WV birth.	*E - Exact match*	
List of Registration Queues for Judicial Determination of Death				
R78	Judicial Determination of Death Filter	The system provides an ability to filter death records in the queue by Judicial Determination of Death.	*E - Exact match*	
R79	Judicial Determination of Death Queue	The system provides for a queue for Judicial Determination of Death records.	*E - Exact match*	

Description: Select and review record to be registered (Box 3); Exceptions on record? (Box 4); If no, system registers record and assigns SFN and LFN (Box 5);

The user reviews the record for completeness and accuracy. Depending on the queue selected the user may batch register records in a queue or may review each record individually. All hard edit fields are locked. An authorized user may make corrections on typos if they are validated by review of the attached worksheet. If there is no exception on the record, the user electronically signs the record. The system automatically assigns the record a SFN and LFN. The record is now released from the queue and is available for issuance or amendments.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
R80	Registering a Record	Please see the General Requirements section O - State File Numbers and Registration. All rules apply here.		
R81	State File Number	Please see the General Requirements, section O - State File Numbers and Registration, for rules regarding the SFN.		
R82	Point of Sale and Event Modules	Please see the General Requirements, section A - User Technical Environment, for rules regarding the POS and event modules.		
Additional Rules for Registrations				
R83	Scanning	Please see General Requirements, A - User Technical Environment, regarding rules related to scanning.		

R84	Record Ownership and Access	Please see the General Requirements, section D - Record Access/Ownership, for rules related to record ownership and access.		
R85	Search Rules	Please see the General Requirements, section M- Searching and Matching, for search and duplicate checking rules.		
R86	Unique Screens	Each special registration type will have their own unique screens.	E - Exact match	
R87	Screen Layout	The screen layout for each special registration will be State defined.	E - Exact match	
R88	Minimal Information	The minimum information required to start a special registration record are State defined.	E - Exact match	
R89	Duplicate Check	When a new record is started the system performs a duplicate check.	E - Exact match	
R90	Edits	The edits for each special registration are State defined.	E - Exact match	

Additional Rules for Court Order Births

R91	Court Order	The system provides the user with a method of indicating that a court order has been received.	E - Exact match	
R92	Surrogacy Documentation	If a surrogacy court order is indicated in the birth record, the court order must be attached to the record if the record was created at a facility.	W - Workflow or System Configuration Required	order to be scanned and attachment to a record following registration. Genesis will configure its system to allow for
R93	Surrogacy Flag	If a surrogacy court order is indicated in the birth record, the record must be flagged for review by the State.	E - Exact match	
R94	Original Court Order	The system requires the user to indicate that the original court order was received at State before the record can be registered.	W - Workflow or System Configuration Required	indicate if the PA has been received at the State office. Similarly, Genesis will configure its solution to include a
R95	Supporting Documents	Supporting documents for home births that are submitted on paper are scanned and associated with the system birth record.	E - Exact match	
R96	Identify Supporting Documents	The user selects, from a State defined list, which supporting documents were presented and attached to the record.	E - Exact match	

Additional Rules for Foreign Births

A system user may begin a Report of Foreign Birth record once a court order is received. The user enters the information and scans and attaches all supporting documentation. Reports of Foreign Births are sealed by the system once complete. Certificates of Foreign Birth can only be issued by the State.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
R97	Certificate of Foreign Birth	The system provides a data entry screen unique to the Report of Foreign Birth record.	E - Exact match	
R98	Foreign Birth at the State Only	The system only allows the State to access the foreign birth screen.	E - Exact match	
R99	Screen Matches Report	The foreign birth screen matches the layout of the Certificate of Foreign Birth.	E - Exact match	
R100	Country of Foreign Birth	The system allows the country of birth to be other than "US" for Reports of Foreign Birth.	E - Exact match	
R101	Create New Record	Reports of Foreign Birth creates an original birth record.	E - Exact match	
R102	Scan Supporting Documentation	The system allows the user to scan and attach State defined supporting documentation to a Certificate of Foreign Birth record.	W - Workflow or System Configuration Required	documentation to be scanned and attachment to a record following registration or during registration for delayed
R103	No SSN Enumeration Request	The system does not run the SSA enumeration request for a foreign born record.	E - Exact match	

R104	Scan Forms	Forms must be scanned and attached to the record.	*M - Modify*	documentation to be scanned and attachment to a record following registration or during registration for delayed
R105	Seal File	Original file may be sealed.	*M - Modify*	documentation to be scanned and attachment to a record following registration or during registration for delayed
R106	Special Statement on Certificate of Foreign Birth	The system provides the ability to print a special statement on the bottom of the Certificate of Foreign Birth, similar to "This is not proof of US Citizenship" or other State defined statements.	*E - Exact match*	
Additional Rules for International Death of a WV Resident or a WV Birth				
R107	International Data Entry	When notified of a death in a foreign country of a WV resident or someone born in WV, the user can data enter the information into the system.	*E - Exact match*	
R108	No Authorization for Disposition	The system does not assign an Authorization for Disposition for international deaths.	*E - Exact match*	
R109	Do Not Issue Flag	The system automatically flags all international death records as "Do not issue."	*E - Exact match*	
Additional Rules for Death				
R110	Notify Medical Certifier	The system allows a user to send a notification at any time to any medical certifier who uses the system to request that s/he complete the COD.	*E - Exact match*	
R111	Date Medical Certifier Notified to Complete Record	The system captures the date when the medical certifier is notified to complete a death record. The medical certifier is automatically notified by a system message or an email from the system.	*E - Exact match*	
R112	Calculate 24-hour Window	The system calculates 24-hours from when the medical certifier is notified to complete a death record.	*E - Exact match*	
R113	Provide List of Late Certificates to System User	The user may display, on demand, a list of death certificates that have passed the 24-hour mark for certifying the cause of death.	*E - Exact match*	
R114	Select Queue from List	The user selects from the list of queues for which s/he is authorized.	*E - Exact match*	
Additional Rules for Judicial Determination of Deaths				
R115	Judicial Determination of Death Easily Identified	Judicial Determination of Death records are clearly identified by a code in the record.	*E - Exact match*	
R116	Presumptive Death Easily Identified	Presumptive Death records have a unique identifier as part of their SFN.	*E - Exact match*	
R117	Notation of Court Order	The death record indicates that it is a Judicial Determination of Death and captures the court order number.	*E - Exact match*	
R118	Judicial Determination of Death Indicator	A Judicial Determination of Death indicator alerts the user that the record is a Judicial Determination of Death.	*E - Exact match*	
R119	Screen Matches Form	The Judicial Determination of Death screen matches the layout of the appropriate death form.	*E - Exact match*	
R120	Supporting Documentation	The supporting documentation for a Judicial Determination of Death registration is scanned and attached to the electronic death record in the system database.	*E - Exact match*	
R121	Judicial Determination of Death Certificate	Judicial Determination of Death records have a State defined format.	*E - Exact match*	
R122	Abstract of Court Order Information	Judicial Determination of Death records include fields to abstract the court order information.	*E - Exact match*	
R123	Print Abstract on Certified Copy	Abstracted information entered in the record prints on the certified copy of the death record.	*E - Exact match*	

Description: If there is an exception on record, review exceptions (Box 6); Can fix? (Box 7); If yes, edit record (Box 8); System registers record and assigns SFN and LFN (Box 5); If record cannot be fixed, reject record (Box 9); Go to Post Registration Rejection Cycle Flow

If there is an exception on the record, the user will review the record. As needed, the system user may choose to correct an obvious error/exception; alternatively, the user may reject a record back to the original owner. If rejected, the record is flagged and queued for the appropriate record owner. A message is sent to the record owner indicating that rejected records are pending review.

Please note: All the rules defined in the Query and Rejection Cycle flow apply to this process and are not repeated here.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
R124	**Registering a Record**	Please see the General Requirements section O - State File Numbers and Registration. All rules apply here.		
R125	**State File Number**	Please see the General Requirements, section O - State File Numbers and Registration, for rules regarding the SFN.		
R126	**Query and Rejection Cycle**	Please see Query and Rejection Cycle business rules, regarding rules related to rejection and corrections of the system records.		
R127	**Query Message**	Please see General Requirements, section Q - Messaging through the System, regarding rules related to query messages for system users.		
R128	**Letter Rules**	Please see the General Requirements, section X - Letters and Forms, for all rules related to creating letters within the system.		
R129	**Check Pending Status**	Upon registration, the system checks pending requests to see is there is a request for certificate.	***E - Exact match***	
R130	**Ready to Issue**	After errors are corrected the system changes "pending" status on order to "ready to issue".	***E - Exact match***	
R131	**Update Record with ME COD**	Once a record goes to a medical examiner and the ME later submits a COD, the original record is updated with the ME information while retaining the original information.	***M - Modify***	and/or Coroner takes precedence over data entered by the physician. The system does not retain the COD
R132	**Access Record as Many Times as Necessary**	The system allows access to the record as many times as necessary to allow the system user to validate the information and ensure the completeness and accuracy of the record post-registration.	***E - Exact match***	
R133	**Uncertified Recalled Record**	If a record is recalled by a funeral establishment or medical certifier and has not yet been registered, the record is "uncertified" in the appropriate section and the status changed to "active" or equivalent.	***E - Exact match***	
R134	**Display Comment Fields on Records "Submitted with Exceptions"**	When a record is submitted with exceptions, a comment field displays the highlighted fields with the exceptions (i.e., Accepted out-of-range) on the record for the system user to review.	***E - Exact match***	
R135	**Obvious Error**	An authorized system user can override values for obvious errors without an affidavit or amendment (e.g., incorrect spelling of Charleston).	***E - Exact match***	
R136	**Re-Send SSA Verification**	If any of the SSA SSN verification fields are changed, the system automatically resends the SSN for verification purposes on those fields.	***E - Exact match***	
R137	**Track Changes Made to Record**	The system tracks changes made by the system user for each record.	***M - Modify***	changes that are made to a record after it is registered. Before registration, a record is open for editing as many
R138	**Highlight Use of "Other" or "Unknown"**	The display highlights the use of "other" or "unknown" to determine if a more specific value can be selected.	***M - Modify***	specially call out selections of "other" / "unknown". Genesis will modify the solution to highlight these
R139	**Comment for "Other" Fields**	All "other" fields provide the option for an explanation in the comment field.	***E - Exact match***	
R140	**Integrate VIEWS**	The system uses tables from VIEWS to check spelling.	***E - Exact match***	
R141	**Allow Review and Recoding of Literal Entries**	The system allows the user to review the literal entries (such as "Other") and recode them as appropriate.	***E - Exact match***	

R142	Maintain Literal and Code	If an authorized user recodes a literal, both the original literal and the State code are maintained in the system database along with the user id of the person who corrected it and the reason for the change.	*M - Modify*	changes that are made to a record after it is registered. Before registration, a record is open for editing as many times and as such, the system does not keep a log of any
R143	Scan Supporting Documents	The system provides the ability to scan all supporting documents transmitted to the State in support of a death record.	*E - Exact match*	
R144	Put Record on Hold	The system user may choose to maintain control of the record and simply request further information from the medical certifier or funeral establishment. In this case, the system user marks the record "on hold" or equivalent.	*W - Workflow or System Configuration Required*	information is request from the Medical Certifier or Funeral Establishment, the system keeps the record in "pending" status as long as the record is completed.
R145	Update Status of Corresponding Section and Record	The system automatically updates the status of records and moves them to the appropriate queue.	*E - Exact match*	
R146	Populate Jurisdictional Defined Entry Fields	The system automatically populates jurisdictional defined entry fields such as "State File Number", "System user", "Name" and "Date Registered" when the record is registered.	*E - Exact match*	

Additional Rules For Birth Records With Paternity Affidavit Forms

The signed and notarized Paternity Affidavit Form is scanned and attached to the birth record when it is submitted for registration. These records are queued for State review prior to registration. Please see the Paternity Flow for rules related to paternity creation and submission. If a PAF is sitting the Paternity Pending Queue and is not completed within 30 days of the child's DOB, the PAF is filed with no father listed.

Paternities are checked visually against the record to ensure a match. Paternities are checked for completeness. If the form is not complete, the user may message the original owner of the record or generate a letter regarding corrections or missing information as needed. A unique indicator in the record designates receipt of a Paternity Affidavit Form at the State. If the information from the Paternity is not already in the record, it is entered into the record and edit checks are run against the record. All Paternities are scanned so there is a record in the system that shows the physical signatures. The system links the scanned record to the birth record.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
R147	Query Message	Please see General Requirements, section Q - Messaging through the System, regarding rules related to query messages for system users.		
R148	Letter Rules	Please see the General Requirements, section X - Letters and Forms, for all rules related to creating letters within the system.		
R149	Scanning	Please see General Requirements, A - User Technical Environment, regarding rules related to scanning.		
R150	Queues Rules	Please see the General Requirements section N - Queues for rules of queues.		
R151	Record Receipt of Paternity Form at State	For the State to retain the original copy of the PAF, the system provides a field in the record to record receipt of the PAF.	*E - Exact match*	
R152	Update Status to "Paternity Received"	The system updates the status of the record with "Paternity Received" once the record passes the edit checks.	*E - Exact match*	
R153	Review Paternity from Queue	The scanned PAF can be viewed from the corresponding birth record.	*E - Exact match*	
R154	Display List of Birth Records Awaiting Paternity Affidavit Forms	The system displays a list of birth records for which paternity forms have not been received.	*E - Exact match*	
R155	Incomplete Paternity Letter	The system allows a user to select a letter from a set of letter templates depending on problem, time, etc. and send it to the non-system user facility indicating the received paternity is incomplete.	*W - Workflow or System Configuration Required*	the system presents a list of letter templates that can be printed for the specific issue at hand. Genesis will configure and make such letter templates available at the
R156	Template Letter Updates	The system allows the user to update and customize template letters.	*E - Exact match*	
R157	Scan Paternity Affidavit Form	The Paternity Affidavit Form can be scanned at the State if it was received in paper.	*E - Exact match*	
R158	Court-Ordered Paternity Rescission	The system allows for court-ordered rescission of paternity and retains the court order number with the Paternity Affidavit Form and birth record.	*E - Exact match*	

R159	Rescinding of Paternity	They system allows role defined users to mark a record as a having a "Paternity Rescission."	*E - Exact match*	
R160	No Change to Record	The system does not allow a State user to change a record after a rescission without a new PAF.	*E - Exact match*	
R161	Pending Paternity Hold	The system will not issue a record if it is in the "Paternity Pending" queue.	*E - Exact match*	
R162	Court-Ordered Change	The system allows a State user to make changes to a record when a court order has been received for a rescission.	*E - Exact match*	
R163	Paternity Edit Check for Status	The system automatically checks the paternity status of the record to determine if there is a pending Paternity Affidavit Form. These records are displayed in the Paternity queue. The system will timestamp the completion of the paternity.	*W - Workflow or System Configuration Required*	electronically with the record to the State office. All such records are queued for State review before State registration. Genesis will configure its queue to include a
R164	Paternity Affidavit Form Required Info	For Paternity Affidavit Forms, the system checks the record for a State defined list of information.	*E - Exact match*	

BUSINESS PROCESS: POST REGISTRATION PROCESS

Once an event record is assigned a SFN and LFN, a number of post registration processes may occur:

- Birth/Death Cross Match
- Issuance
- Amendments
- SSA Fact of Death
- NCHS Transmission
- Extracts for Vital Statistics
- Imaging
- Reports
- Data Quality Assurance
- Registry Reporting

Description: Record has been registered (Box 1)

Please note: All rules that relate to registering records are not repeated here.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
R165	Registered Records	Please see the registration rules above for all rules related to registering records within the system.		

Description: Records available for Issuance, Amendments, and Birth Death Cross Match (Box 2)

Please note: All rules that relate to issuance, amendments and birth/death cross match that apply to registering records are not repeated here.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
R166	Record Available for Amendments	Please see the amendment section of the business rules, for all rules related to Amendments within the system.		
R167	Record Available for Issuance	Please see the Issuance section of the business rules, for all rules related to Issuance within the system.		
R168	Record Available for Birth/Death Cross Match	Please see the Birth/Death Cross Match section of the business rules, for all rules related to Birth/Death Cross match within the system.		

Description: Record included in NCHS transmission (new and changed) (Box 3); Receive error report (Box 4); Correct errors in EVRS (Box 5)

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
R169	Exports and Imports	Please see General Requirements, section AA - Exports and Imports, for rules on imports and exports.		
R170	Specific Exports and Imports	Please see General Requirements, section BB - Specific Exports and Imports, for rules on imports and exports.		

Additional Rules Regarding Death Records				
R171	**Notify Registry of Reportable Cause of Death If Cause Changes**	If, after registration, the cause of death changes, the system sends a notification to any stakeholder who received notification of the original cause of death through rapid reporting.	***M - Modify***	it is registered does not cause notification to the appropriate stakeholders. Genesis will work with the State to identify the notification process in such cases.
R172	**Medical Portion Complete Prior to Extraction**	The medical portion of the record must be complete, even if it is pending, prior to extracting a file to NCHS.	***E - Exact match***	

Description: SSA Transmission [Birth and Death] (Box 6); Update EVRS with SSN information (Box 7)

For Birth:
The system queues registered records marked for submission to transmit to SSA to request SSN numbers for the births. Records are transmitted to SSA on a State defined basis. When the file is returned from SSA, the system is updated with the SSNs of each birth record.

For Death:
The system queues registered records marked for submission to transmit. Records are transmitted to SSA on a State defined basis. When the file is returned from SSA, the system is updated with the SSNs of each death record.

	Business Rule Name	***Business Rule Description***	***Vendor Response***	***Comments***
R173	**Exports and Imports**	Please see General Requirements, section AA - Exports and Imports, for rules on imports and exports.		
R174	**Specific Exports and Imports**	Please see General Requirements, section BB - Specific Exports and Imports, for rules on imports and exports.		
R175	**Enumeration Transmissions**	The file produced complies with the standard SSA format for enumeration.	***E - Exact match***	
R176	**Import Results from SSA**	When SSA returns the file with the SSN's, the data is imported into the system to update each birth record.	***E - Exact match***	
Additional Rules Regarding Birth				
R177	**Send Records with SSA Requested by Parent(s)**	Only records where the parent has indicated a request for a SSA for baby will be sent to SSA.	***E - Exact match***	

Description: Create extract for backup (Box 8)

The system automatically generates a backup of files and images. On a regularly scheduled basis, the system transmits the backup to the State.

	Business Rule Name	***Business Rule Description***	***Vendor Response***	***Comments***
R178	**Microfilm**	For microfilm rules please reference General Requirements section CC.		
R179	**Backup of Files and Images**	The EVRS system can be backed up on a State defined schedule using standard database backup tools and techniques.	***E - Exact match***	
R180	**Send Backup to State**	System sends backup of files and images to the State on a State defined interval.	***E - Exact match***	

Description: Scheduled and ad hoc reporting (Box 9)

The system runs any needed reports ad hoc or at a scheduled interval. After registration, ad hoc reports can be created by system users with the appropriate authority as defined by the State.

	Business Rule Name	***Business Rule Description***	***Vendor Response***	***Comments***
R181	**Reports**	Please see Reports - Appendix C for rules on reports.		
R182	**Ad Hoc Reporting**	Please See Rules for Ad Hoc Reporting.		
R183	**New Reports**	The system allows the State the ability to define and format new reports in the system as needed.	***E - Exact match***	

R184	Reporting Database	The system allows the State to generate and refresh the statistical reporting database on a State defined interval.	E - Exact match	
Additional Rules Regarding Fetal Death				
R185	Report Indicating Births Matching Fetal Deaths	The user is able to generate a report that lists any birth certificate for which a fetal death record is found.	E - Exact match	
R186	Report Indicating Death Matching Fetal Deaths	The user is able to generate a report that lists any death certificate for which a fetal death record is found.	M - Modify	queue for records in Birth and Fetal Death. Genesis will modify its system to include a similar duplicate review

Description: QA registered records (Box 10)

The registered records are reviewed by Quality Assurance personnel to ensure data quality.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
R187	Query Message	Please see General Requirements, section Q - Messaging through the System, regarding rules related to query messages for system users.		
R188	Query and Rejection Cycle	Please see Query and Rejection Cycle business rules, regarding rules related to rejection and corrections of the system records.		
R189	Amendments	Please see the Amendments business rules, regarding rules related to corrections of the system records.		
R190	Letter Rules	Please see the General Requirements, section X - Letters and Forms, for all rules related to creating letters within the system.		
R191	Void Event Records Filed In Error	Based on the user authority, a user can void records created in error. Users who created the record will be notified via flags/notifications to inform them that a record they created was voided.	E - Exact match	
R192	Merge Records	Based on the user authority, a user can merge record(s) that do not have a state file number to the record with a state file number. Users who created the record will be notified via flags/notifications to inform them that a record they created was merged.	E - Exact match	
R193	Low Birth Weight Baby Queue	The system provides the ability to send the birth records with the birthweight less than 500 grams or unknown and more than 60 days after birth and no death certificate matched to it to a queue.	W - Workflow or System Configuration Required	specifically for babies meeting this criteria. Genesis will include such a work queue for review purposes by QA personnel.
R194	Message Facility for More Information	The system allows the State to message a facility for more information for records with the birthweight less than 500 grams or unknown and more than 60 days after birth and no death certificate matched to it If the infant was transferred from one medical Facility to another, the survey is sent to the "transferred to" Facility.	E - Exact match	
R195	Mark Record "Response Has Been Received"	The system indicates when a response has been received from a facility for requests from the State for more information on the birthweight less than 500 grams or unknown and more than 60 days after birth and no death certificate matched to it.	M - Modify	a user to send custom messages within the system. Genesis will customize its solution to include custom messaging. This customization will include received
R196	Low Birth Weight Baby Soft Edit	System provides soft edits upon birth data entry if baby weight is less than 500 grams.	W - Workflow or System Configuration Required	State to create (or modify) such a soft edit for records being entered in the system.
R197	Compare Births to Fetal Death	The system provides the ability to compare records across events such as birth to fetal death in order to identify potential errors in the event type. If, for example, a death was labeled fetal but wasn't, the system should void and transfer over to death. This should be a dynamic report.	E - Exact match	
R198	High-Risk Babies	For birth records which indicate a high-risk baby, an indicator shows that a matching death certificate is likely to be received. Medical indicators of high-risk may include low Apgar scores, low birthweight, transfer of baby or specific medical conditions found at birth. This should be viewed by group, such as by user or SFN, not by individual records.	E - Exact match	

R199	Deceased Birth	The system provides the ability to review birth records that have been marked deceased.	*E - Exact match*	
R200	Errors In Records	If errors are encountered during the quality assurance process, the system determines if certified copies have been issued.	*E - Exact match*	
R201	Lock Records with Recalled Copies	For records with errors that have had certified copies issued, the system locks the record so that no additional copies can be issued until all errors have been corrected or the State does an override.	*W - Workflow or System Configuration Required*	State's authorized users to indicate that a record should not be issued including a comment entered onto the record, which sets the "Do Not Issue" flag, preventing
R202	Certified Copies Not Been Issued	If, during the quality assurance process, a record is found with errors that are legal issues (not statistical) and certified copies have not been issued, the record is locked and flagged so that certified copies cannot be issued until the correction is made or the State does an override.	*W - Workflow or System Configuration Required*	State's authorized users to indicate that a record should not be issued including a comment entered onto the record, which sets the "Do Not Issue" flag, preventing certified copies from being issued. Genesis will work with
R203	Records with Errors Placed in Queue for Corrections	Records with errors are placed in a queue for correction and/or amendment.	*W - Workflow or System Configuration Required*	specifically for records containing an error and pending correction/amendment. Genesis will include such a work
R204	Allow System User to Input Notes Into Notification	The notification of record errors is in the form of a template that allows the system user to input any remarks or questions regarding the record prior to sending it to the originator of the record.	*E - Exact match*	
R205	Re-direct Record or Entire Queue	The system allows a system user to re-direct an individual record or an entire queue if necessary.	*E - Exact match*	
R206	Reason Code for Re-Directing Record or Queue	Prior to allowing a record or queue to be re-directed, the system prompts the user to enter a reason code which explains why the user felt the need to re-direct the record or queue.	*E - Exact match*	
R207	Notification of Pending Queue	If a record or queue is re-directed, a notification is sent to the recipient of the record or queue.	*E - Exact match*	

Description: Imports and extracts for Vital Statistics/NCHS/STEVE (Box 11)

Out-of-state births can be received as an extract from STEVE or entered at the State for records received on paper. State staff will import the extract into the system received via STEVE. Data is available for Vital Statistics extracts.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
R208	Exports and Imports	Please see General Requirements, section AA - Exports and Imports, for rules on imports and exports.		
R209	Specific Exports and Imports	Please see General Requirements, section BB - Specific Exports and Imports, for rules on imports and exports.		
R210	Statistical Extracts	The system allows the State the ability to define and format new statistical extracts in the system as needed.	*E - Exact match*	
R211	Flag Record Once Extracted	The system sets a flag to indicate a record was included in an NCHS or STEVE extract and prevents record from being re-sent.	*E - Exact match*	
R212	Enter Paper Records	The system allows the State the ability to enter an out-of-state record received on paper.	*E - Exact match*	
R213	Correct Records	The system allows the State the ability to correct out-of-state records that were entered from paper.	*E - Exact match*	
R214	Fields State Defined	The fields for out-of-state paper records are State defined.	*E - Exact match*	

From the dropdown list, please select one of the available condition codes **E - Exact, W - Workflow/System Config, M - Modify, F - Future, N - Cannot Meet** as described below for your answer to the following business rules.

Condition	Description
E – Exact Match	The COTS solution, as delivered at contract execution, fully satisfies the function as described in workflow and business rule **without any workflow configuration effort** (workflow configuration is as defined below and does not include changes such as updating screens to correspond with State-specific language). You must be able to demonstrate this functionality EXACTLY as defined.
W - Workflow or System Configuration Required	The COTS solution, as delivered at contract execution, contains the functionality as described in workflow and business rule but must be configured during the project.
M - Modify - Modification Required	The underlying code of the COTS solution must be modified at a cost to meet this functionality. Please do not comment. **DO NOT** include costs in Technical Response; if you do, your proposal will be disqualified.
F - Future - Planned for Future Release	The current version of the COTS solution cannot meet the functionality as stated, but functionality will be met by a planned future release of the system at no additional cost to WV. **Enter the anticipated date** of the release where the feature will be included in the date column.
N - Cannot Meet - Cannot Meet Requirement	The COTS solution proposed for WV will not satisfy the requirement.

BUSINESS PROCESS: DEATH EXTRACT TO NCHS

The NCHS Death Extract (formerly two files: Death Demographics and SuperMICAR) needs to be extracted in the NCHS/IJE format and sent via STEVE and/or SAMS as one file. NCHS then processes the file.

Once NCHS processes the files, they are uploaded to an FTP site (CDC SAMS portal, Secure Access Management Services) for the State. The State retrieves the files and downloads them into EVRS. This file contains the ICD codes that correspond to records in the database. The system automatically runs the updated records through user-defined filters (examples: pending cause, alcohol-related) and any that match the filters are flagged for review. The records are placed in queues and the system notifies Authorized Personnel that records are pending review.

The flagged records are reviewed by Authorized Personnel to determine if any changes are needed on the ICD 10 coding. If changes are needed, discussions will be held with the medical certifier or NCHS. The medical certifier is notified via a query letter sent to the physician. After a response is received from the medical certifier, it is reviewed to determine if the ICD 10 coding is correct or if it needs to be edited. If the code needs to be changed, then Authorized Personnel will contact NCHS to determine the best method for changing the record.

If NCHS does not agree with Authorized Personnel's coding, no change is made to the system data. If NCHS agrees with the change, the change is made in one of three ways: (1) NCHS makes the change in their record and a new file is sent to the State for uploading in EVRS; (2) the Nosologist will change the record in EVRS and resend to NCHS; (3) NCHS will provide the corrected codes for the State to correct in the system. The system maintains a history of the codes and the replacement codes used on a record. Changes to cause of death codes after NCHS processing are flagged accordingly and periodically exported to NCHS. ICD codes that are changed by State are not resent to NCHS.

Description: Export files from EVRS to NCHS specified format (Box 1); Flag record sent date (Box 2); Send files to NCHS (Box 3); NCHS processes file (Box 4)

Records are exported from the system into the NCHS Death Extract specified file format on a regular basis (formerly two files: Death Extract and SuperMICAR). The records pulled for the export are flagged as "Sent to NCHS." The exported files are sent through SAMS or STEVE to NCHS, and NCHS receives the files and processes them.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
DE1	**Exports and Imports**	Please see General Requirements, section AA - Exports and Imports, for rules on imports and exports.		
DE2	**Specific Exports and Imports**	Please see General Requirements, section BB - Specific Exports and Imports, for rules on imports and exports.		
DE3	**Occupation and Industry**	Please see General Requirements, section II - Occupation and Industry Capability, for rules on occupation and industry.		
DE4	**NCHS Specified Format**	The output conforms to NCHS specification.	***E - Exact match***	
DE5	**Changeable Format**	The format can be modified by the user as NCHS changes the format.	***N- Cannot Meet***	extracts such as NCHS cannot be modified by the system user. This is done for the reason
DE6	**Interface with Any System That Replaces Current NCHS Coding System**	If NCHS replaces the current MICAR and ACME-style coding systems, EVRS will be modified to properly interact with the replacement system.	***E - Exact match***	
DE7	**Real Time Interface with "WebMICAR"**	When available, WebMICAR is integrated with the system, allowing the immediate exchange of literals from the entry of cause of death information in the system at the State and the returned codes from the NCHS server.	***M - Modify***	[illegible] initiative from CDC to integrate and provide real time updates to ICD10 coding through the use of web services for the States. Genesis will modify
DE8	**Flag Records for NCHS**	Once the records are selected for NCHS, the "sent to NCHS" flag is set.	***E - Exact match***	
DE9	**Select Only Registered Records**	Only records that contain the State File Number and do not have the "sent to NCHS" flag are selected.	***E - Exact match***	
DE10	**File Contains Certificates and West-Virginia-Specific Information**	The NCHS death file contains both certificate information and State defined, West-Virginia-specific information in the same file.	***E - Exact match***	
DE11	**West-Virginia-Specific Information Replaces Literal Cause of Death in Extract**	If a record contains both the literal cause of death from the death certificate and West -Virginia-specific information, the system replaces the cause of death from the certificate with the West-Virginia-specific information fields in the extract of the record.	***E - Exact match***	
DE12	**West-Virginia-Specific Information and Cause of Death Information Maintained in System Record**	Both the cause of death information and West-Virginia-specific information are maintained in the death record.	***E - Exact match***	
DE13	**Do Not Send State-Assigned Codes**	The system does not send codes assigned by the State to NCHS.	***E - Exact match***	
DE14	**Separate Files for Multiple Years**	Records included in the NCHS death extract files contain data for the calendar year. Additional years require separate files.	***E - Exact match***	
DE15	**Undo Flag - Batch**	The flag for a specific batch of records can be reset so that the file can be re-extracted.	***E - Exact match***	
DE16	**Undo Flag - Individual Record**	The flag for a specific record can be reset so that the record can be re-extracted.	***M - Modify***	generated for the records within a date range that were previously sent, but does not allow for
DE17	**Out-of-State Deaths**	Out-of-state deaths are not included in the extract file.	***E - Exact match***	
DE18	**Extraction of Files**	The extraction program can also generate files on demand for a specific set of dates or certificate numbers.	***M - Modify***	generated for the records within a date range that were previously sent, but does not allow for

DE19	View Records with Changed COD by State	The system provides the ability to display records for review by Vital Statistics in which the COD (ICD Codes) was changed by the State and there is additional information data.	*W - Workflow or System Configuration Required*	queue for reviewing the records in which COD was changed. Genesis will configure its system
DE20	Reset 'Sent to NCHS' Flag for Changes to COD Literals or Other Data	The system automatically removes the "sent to NCHS" flag for any record within the reporting period that has had the COD literals or other data revised after it has been sent to NCHS so that it can be sent again.	*E - Exact match*	
DE21	Reset 'Sent to NCHS' Flag for Changes to Demographic Fields	The system automatically removes the "sent to NCHS" flag for any record within the reporting period that has had any changes made to the demographic fields after it has been sent to NCHS so that it can be sent again.	*E - Exact match*	

Description: Receive file from NCHS via CDC/SDN website (Box 5); Download file to EVRS (Box 6); Update database with cause of death codes (Box 7)

Once NCHS has processed the West Virginia Vital Statistics file, they place the processed file on their FTP site for West Virginia to retrieve. Vital Statistics retrieves the processed file and downloads it into the system. The cause of death codes and race codes contained in the file update the corresponding records in the database.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
DE22	Update Death Records	Each death record is updated with the corresponding ICD or race codes, as appropriate, that are returned from NCHS in the import file.	*E - Exact match*	
DE23	All Codes Viewable	All codes returned from NCHS are viewable to the user.	*E - Exact match*	

Description: Vital Records run State defined filters (Box 8); Queue updated record (Box 9)

The system automatically runs the updated records through user-defined filters. Any records that match the filters are flagged for review by Authorized Personnel. The records are placed in the appropriate queue and a message is sent to Authorized Personnel notifying them that records are pending their review. Examples of types of filters include: pending cause, alcohol-related, and cancer with unspecified primary site.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
DE24	Filters	Filters for record selection are based on the ICD 10 codes.	*M - Modify*	provide any filters after the record has been updated with ICD-10 codes. Genesis will work
DE25	Changes to Filters	Filters can be changed by the user for a single run or for all subsequent runs.	*M - Modify*	provide any filters after the record has been updated with ICD-10 codes. Genesis will work
DE26	Cross-Field Filters	Filters may cross fields and test the contents of multiple fields in combination to determine if the record meets the criteria.	*M - Modify*	provide any filters after the record has been updated with ICD-10 codes. Genesis will work
DE27	Filters Run Automatically	The filter program can be ran automatically after the NCHS codes are updated.	*M - Modify*	provide any filters after the record has been updated with ICD-10 codes. Genesis will work
DE28	Filters Run on Demand	The filter program can be ran on demand.	*M - Modify*	provide any filters after the record has been updated with ICD-10 codes. Genesis will work
DE29	Filters State Defined	Filters for record selection are State defined.	*M - Modify*	provide any filters after the record has been updated with ICD-10 codes. Genesis will work

Description: Authorized Personnel accesses queue to review NCHS coding (Box 10); Change required? (Box 11); M.C. or NCHS? (Box 12); If NCHS, correspond with NCHS (Box 13); Agree to change code? (Box 14); NCHS sends new file (Box 15)

Authorized Personnel logs onto the system and access the queue of records waiting for review. S/he reviews the NCHS coding on each record and makes a determination regarding whether they are in agreement with the ICD code applied by NCHS. The system provides additional specific sections for the State to enter ICD codes that are in addition to the those supplied by NCHS. It is also possible that changes are needed to the ICD 10 coding provided by NCHS. Often times, Authorized Personnel needs to discuss the coding with NCHS. If NCHS does not agree with Authorized Personnel's coding, no change is made to the system data in the NCHS returned ICD fields; additions may be made in the State ICD fields. If NCHS agrees with the change, it may be made in one of three ways: (1) NCHS makes the change in their records and a new file is sent to the State for uploading into the system; (2) Authorized Personnel will change the literal COD on record in the system and resend the record to NCHS; (3) NCHS will informally provide the correct codes, and Authorized Personnel enters those codes into the record. The system may maintain a history of records for which the ICD 10 value was replaced with a new value, including the original NCHS value and the replacement value. All records with changes to the literal cause of death (or ICD code) after NCHS processing are flagged accordingly and exported on a periodic basis to be sent to NCHS. The process for exporting and sending files to NCHS is the same as that described earlier.

State ICD codes that are added to the record are not resent to NCHS.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
DE30	NCHS ICD Codes	The system provides the corresponding number of fields to receive all ICD codes provided by NCHS.	*E - Exact match*	
DE31	State ICD Codes	The system provides sufficient fields which correspond in position to the NCHS ICD codes for the State to add their own ICD codes.	*E - Exact match*	
DE32	Sort Queue	The queue can be sorted by the reason that the record was selected by the filter.	*M - Modify*	and define what parameters are required to be used as filters for the review queue.
DE33	Remove Record from Queue	Authorized Personnel can remove a record from the queue without making changes.	*E - Exact match*	
DE34	Link Directly to Entry Screen	If Authorized Personnel determines that a specific code or literal needs to be changed, the program links directly to the entry screen without having to select another program from the menu; the program then returns to process the next record in the queue.	*E - Exact match*	
DE35	Access to Query Function	The system provides the ability to generate a query letter regarding the cause of death from within the death record screen.	*W - Workflow or System Configuration Required*	In the current configuration, a user can attach and print a letter for any request in the Fee & Issuance module. Genesis will configure the

Description: M.C. or NCHS? (Box 12); If M.C., send a query letter (Box 16); Receive response (Box 17); Review response (Box 18)

If the medical certifier needs to be consulted, a query letter is sent to the physician. When the response is received from the medical certifier, it is reviewed to determine whether the original ICD 10 coding is appropriate or if the coding needs to be changed. If Authorized Personnel determines that the code needs to be changed, the State corresponds with NCHS to determine the best method for achieving the change to the record. The record is amended and the flags are reset so that the record is resent to NCHS.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
DE36	Query Letter	The query letter will be sent to the system-specified medical certifier directly through the system, abiding by all user-specific messaging options, or may be printed from the system either digitally (i.e. PDF format) or physically.	*E - Exact match*	
DE37	New Value Does Not Overwrite NCHS Value	The new value is entered in a specific amended code field and does not overwrite the NCHS values.	*M - Modify*	entered by State's personnel is stored seperately from NCHS values and system will
DE38	Identify Responses to Query Letters	The system identifies changes in ICD 10 codes that were responses to query letters.	*M - Modify*	codes based on query letters are not identified seperately. Genesis will modify its system to
DE39	Resend Flag	A "resend to NCHS" flag is set to send the record to NCHS when the next change file is sent. This is different from the "sent to NCHS" flag.	*E - Exact match*	
DE40	Report on NCHS and New Values	Reports can be ran to show both NCHS and new specific values.	*M - Modify*	report to show both NCHS and new values entered by State's authorized personnel.
DE41	Analyze History	The system provides the functionality to analyze changes in codes between NCHS and the Bureau of Vital Statistics.	*M - Modify*	also include history of changes) to show the values from both NCHS and State's personnel,

From the dropdown list, please select one of the available condition codes **E - Exact, W - Workflow/System Config, M - Modify, F - Future, N - Cannot Meet** as described below for your answer to the following business rules.

Condition	Description
E - Exact Match	The COTS solution, as delivered at contract execution, fully satisfies the function as described in workflow and business rule **without any workflow configuration effort** (workflow configuration is as defined below and does not include changes such as updating screens to correspond with State-specific language). You must be able to demonstrate this functionality EXACTLY as defined.
W - Workflow or System Configuration Required	The COTS solution, as delivered at contract execution, contains the functionality as described in workflow and business rule but must be configured during the project.
M - Modify - Modification Required	The underlying code of the COTS solution must be modified at a cost to meet this functionality. Please do not comment. **DO NOT** include costs in Technical Response; if you do, your proposal will be disqualified.
F - Future - Planned for Future Release	The current version of the COTS solution cannot meet the functionality as stated, but functionality will be met by a planned future release of the system at no additional cost to WV. **Enter the anticipated date** of the release where the feature will be included in the date column.
N - Cannot Meet - Cannot Meet Requirement	The COTS solution proposed for WV will not satisfy the requirement.

BUSINESS PROCESS: DELAYED BIRTH REGISTRATION

A delayed birth certificate may be initiated through the mail, walk-in, or by way of a judicial determination of birth. Once the initial request is received, the record is created in EVRS and minimal information is entered into the system. The system user reviews the record to be registered and the supporting documentation. If there is missing information, the user generates a letter and sends the letter to the requestor to provide the additional required information. If the information is complete, the record is reviewed to determine if it will be accepted or denied. If the form is accepted, the form is printed and forwarded to the requestor to notarize. Once the form is notarized, reviewed and accepted, the delayed birth certificate is registered, a SFN is assigned, and the record is ready for issuance. If the system user determines the request should be denied, the user generates a denial letter, sends it to the requestor, scans the submitted documentation, and closes the case.

The timeframe for a delayed birth certificate request to remain open is State defined. Closed request do not expire from the system; they are simply closed until such time as the requestor reinitiates that request.

When a delayed birth certificate is registered, the system moves the request from the Pending Queue to the Ready to Issue Queue.

Please note: All rules that relate to starting a birth record, record edits, electronic signatures, queues, registration and issuance apply to delayed birth records and are not repeated here. The business rules in this section are specific to delayed birth registration.

Description: Receive request for Delayed Birth Certificate (Box 1); Create record in EVRS w/minimal information, data enter the record's information (Box 2),

The State may start a case from a paper document that has been submitted by the parents, legal guardian, or a child over 18 years of age through the mail. Additionally, the State may start a case if a court order is received. The record is created in EVRS by data entering the minimal information needed to start the record. The record is checked to see if it has sufficient information to complete the record. A delayed certificate cannot be created for an individual that is deceased.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
DB-1	Letter Rules	Please see the General Requirements, section X - Letters and Forms, for all rules related to creating letters within the system.		
DB-2	Queues Rules	Please see the General Requirements section N - Queues for rules of queues.		
DB-3	Search Rules	Please see the General Requirements, section M- Searching and Matching, for search and duplicate checking rules.		
DB-4	Point of Sale and Event Modules	Please see the General Requirements, section A - User Technical Environment, for rules regarding the POS and event modules.		
DB-5	Paternity Rules	All rules related to Paternities apply to this section.		
DB-6	365-Day Deadline	The system provides a 365-day deadline for processing a delayed birth certificate.	E - Exact Match	
DB-7	365-Day Alert	The system provides an alert that the 365-day deadline is approaching at a State define number of days before the deadline.	E - Exact Match	
DB-8	Judicial Determination of Birth	A Judicial Determination of Birth only requires court documents, ID and payments to process. No additional documentation or notarization is needed.	E - Exact Match	
DB-9	Delayed Birth Queue	The system provides a queue for records entered in to the system for a delayed birth. All delayed birth records are placed in the queue for review prior to registration.	E - Exact Match	
DB-10	Minimal Information	The minimum information required to create a delayed birth record are State defined and may include, but are not limited to, person's full name, date of birth, state of birth, mother's full maiden name, father's full name, and mother's and father's places of birth.	E - Exact Match	
DB-11	Paternity Screens	If paternity is part of the delayed birth process, paternity screens are available for the State user.	E - Exact Match	
DB-12	Check for Duplicates Across All Birth, Death, and Fetal Death Record Types	When a new delayed birth certificate case is created, the system checks for an existing birth, death or fetal death records across all record types (home birth, facility, delayed, death, or fetal death) including denied requests.	E - Exact Match	
DB-13	Check for Duplicates on Any Mandatory Field	The system checks for duplicates for a delayed birth based on State defined matching criteria.	E - Exact Match	
DB-14	No Delayed Certificate for Deceased	If during the duplicate check it is determined that the individual applying for the delayed certificate is deceased, the application is denied. The request is added to the record history.	E - Exact Match	
DB-15	Delayed Birth Fields	The fields for a delayed birth certificate are State defined.	E - Exact Match	
DB-16	Age of Applicant	The system checks the age of the person applying for a delayed birth certificate. The person requesting the delayed birth certificate must be over 18 years of age or an emancipated teen with a court order.	M - Modify	enforce any such requirement upon delayed birth certificate requestors. Genesis will modify the solution to include this limitation for delayed birth certificate
DB-17	Under-18 Review by Registrar	If applicant is under 18 years of age and parents SSN's are required, the record has a flag placed on it for Registrar's review and approval. Once reviewed and approved by Registrar, the flag is removed.	E - Exact Match	
DB-18	Notation of "Delayed" Made in Birth Record	The birth record indicates that this is a delayed birth.	E - Exact Match	

DB-19	Screen Matches Form	The delayed birth screen matches the layout of the appropriate Delayed Certificate of Birth Form.	E - Exact Match	
DB-20	No Medical Information	Delayed birth certificates contain no medical information.	E - Exact Match	

Description: Complete? (Box 3); If no, send Letter of Instruction to requestor (Box 4); Receive information from requestor or judicial determination of birth (Box 5); Access record from delayed registration queue and enter data (Box 6);

If the information received for the delayed birth certificate is not sufficient to complete the record, the record is placed in a pending queue and the system generates a Letter of Instruction indicating what information is needed to complete the delayed registration of birth. The letter is given or sent to the requestor. When the additional information is received from the requestor or a court order is received, the State user accesses the record from the delayed registration queue. The additional information is added to the record. Edits applied are unique to delayed registration and the rules that apply are found below.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
DB-21	Letter Rules	Please see the General Requirements, section X - Letters and Forms, for all rules related to creating letters within the system.		
DB-22	Queues Rules	Please see the General Requirements section N - Queues for rules of queues.		
DB-23	Delayed Birth Pending Queue	The system provides a queue for delayed births that are awaiting the return of additional information.	E - Exact Match	
DB-24	Requestor Review Queue	The system provides for a queue for delayed birth records that are pending receipt of the notarized form from the requestor.	W - Workflow or System Configuration Required	of the requestor is not mandatory at the time of request. The user may choose to scan and attach
DB-25	Delayed Birth 1st Letter Queue	The system provides a queue for delayed births requiring a first letter for follow up. The timeframe for the first letter is State defined.	W - Workflow or System Configuration Required	to generate letters against any transactions that need more information and such letters are tracked within
DB-26	Delayed Birth 2nd Letter Queue	The system provides a queue for delayed births requiring a second letter for follow up on the original request. The timeframe for the second letter is State defined.	W - Workflow or System Configuration Required	to generate letters against any transactions that need more information and such letters are tracked within
DB-27	Delayed Birth 3rd Letter Queue	The system provides a queue for delayed births requiring a third letter for follow up on the original request. The timeframe for the third letter is State defined.	W - Workflow or System Configuration Required	to generate letters against any transactions that need more information and such letters are tracked within
DB-28	Judicial Determination of Birth Required After 3rd Attempt	If an applicant has been unsuccessful in their delayed birth certificate application after their third attempt, a box is checked which generates a denial letter informing the applicant that in order to continue the application, they will need a Judicial Determination of Birth.	E - Exact Match	
DB-29	Judicial Determination of Birth Alert	When a Judicial Determination of Birth is initiated at the court, an alert is sent to the State informing them that an applicant has initiated a Judicial Determination of Birth and the day of their court hearing. This alert stays in the system for 20 days.	E - Exact Match	
DB-30	Documents Used as Evidence	The system collects State defined information for each document used for evidence in a delayed birth certificate request. Information may include document type, date filed, birth fact it supports, and more.	E - Exact Match	
DB-31	Delayed Birth Certificates Collect Proof of Birthdate	The user selects, from a State defined list, the type of proof that was submitted for birthdate. Multiple document selections are possible.	E - Exact Match	
DB-32	Delayed Birth Certificates Collect Place of Birth	The user selects, from a State defined list, the type of proof that was submitted for place of birth.	E - Exact Match	
DB-33	Delayed Birth Certificates Collect Parents' Information	The user selects, from a State defined list, the type of proof that was submitted for parents' names and their birthplaces.	E - Exact Match	
DB-34	Delayed Birth Certificate	A birth record registered one (1) year or more after the date of birth is registered as a delayed certificate.	E - Exact Match	
DB-35	Documentation if Filed Within 10 Years After Date of Birth	The system requires a minimum of a hospital record created at time of birth or two forms of proof of birth.	E - Exact Match	

DB-36	**Two Documents Must Prove Place of Birth of Applicant**	If there are no hospital records available and applicant is under 10 years of age, the system requires the user to select two documents from a State-defined list that prove the applicant's place of birth.	**E - Exact Match**	
DB-37	**Exact Date of Birth**	The system requires the user to select two (2) documents from a State-define list that proves the exact date of birth.	**E - Exact Match**	
DB-38	**Documentation if Filed 10 Years or More After Date of Birth**	The system requires a minimum of three forms of proof of birth if applicant is ten (10) years of age or more from their date of birth.	**E - Exact Match**	
DB-39	**Documentation for Persons Under 10 Years of Age**	Documents must have been established at least one year prior to the date of application or within the first year of life.	**E - Exact Match**	
DB-40	**Documentation for Persons 10 Years of Age or Over**	Documents must have been established at least 10 years prior to the date of application, or within 3 years of the date of birth.	**E - Exact Match**	
DB-41	**Receipt Number**	The system links the receipt number associated with delayed birth record request.	**E - Exact Match**	
DB-42	**Parents' Information**	The system provides the user with a drop down menu with State defined options showing proof of the full name of the registrant's mother prior to any marriage and the full name of the father. Examples include but are not limited to: parent's marriage license, birth certificate of the applicant's sibling.	**E - Exact Match**	
DB-43	**"Closed" Status After One Year**	The system automatically changes the status to "closed" after one year from the date of the original receipt. A letter is sent to the applicant informing them of the "closed" status.	**E - Exact Match**	
DB-44	**Re-Open "Closed" Case**	The system allows an authorized user to re-open a closed case.	**M - Modify**	cannot be reopened, but can be cloned as a new request. Genesis will modify the system to allow closed
DB-45	**SSN EAB for Delayed Births**	The system does not run the SSA EAB for a delayed birth record.	**E - Exact Match**	

Description: Denied? (Box 7); If Yes, print letter of denial (Box 8); Scan documents and attach to record (Box 9); Close record (Box 10); Mail documents and denial letter to requestor (Box 11);

In the case where a delayed registration is denied, a letter of denial is printed. Supporting documents are scanned and attached to the electronic record, and the State closes the record in the system. The documents and denial letter are mailed to the requestor.

	Business Rule Name	***Business Rule Description***	***Vendor Response***	***Comments***
DB-46	**Letter Rules**	Please see the General Requirements, section X - Letters and Forms, for all rules related to creating letters within the system.		
DB-47	**Registration Denied**	The system provides the ability to deny the registration of a delayed birth record.	**E - Exact Match**	
DB-48	**Reason for Denial**	The system provides the user with a State defined list of reasons why the record was denied registration.	**W - Workflow or System Configuration Required**	from the review queue requires a mandatory comment in cases where it is rejected. Genesis will configure its
DB-49	**Close Denied Record**	The system allows the user to close a denied record.	**E - Exact Match**	
DB-50	**Denied Delayed Birth Certificate**	A delayed birth that is denied is retained in system with a status of "denied" and a message that the record can only be opened with a court order.	**M - Modify**	denied/rejected goes back to the initiator of the record for any correction. In this case, as Genesis
DB-51	**Open Denied Record**	Upon receipt of a court order, an authorized user can open a denied record, then edit and prepare the record for registration.	**M - Modify**	denied/rejected goes back to the initiator of the record for any correction. In this case, as Genesis

Description: If not denied, print form and forward to requestor (Box 12); Received notarized form from requestor (Box 13); Review form (Box 14); OK? (Box 15); If no, send letter of instruction to requestor (Box 4);

Once the birth record passes all edit checks, the record is accepted and the paper form is printed and forwarded to the requestor. The requestor reviews the delayed birth certificate verification form. If the information is correct, the record is notarized and returned to the State. If not correct, changes are noted on the form and the form is returned to the State to make changes as needed. When the State receives the completed notarized form, the State performs a final review of the certificate. If the record is okay, it is moved to the queue for registration.

	Business Rule Name	***Business Rule Description***	***Vendor Response***	***Comments***

DB-52	State User Keys Record	The system prevents the same user that keyed the record from being the user that approves the record for registration.	E - Exact Match	
DB-53	State User Approves Keyed Record	A second user must access the Delayed Birth Registration Queue to review the delayed birth record and approve it for registration.	E - Exact Match	
DB-54	Delayed Birth Registration Queue	The system provides a queue for Delayed Birth records that have been entered and are awaiting approval for registration.	E - Exact Match	
DB-55	Signature Portion of Certificate	The system generates a delayed birth certificate form containing the birth information, signature portions, and an abstract of supporting documentation.	E - Exact Match	
DB-56	Certificate Marked "Delayed"	The system-generated delayed birth certificate form is noted with "Delayed" by the SFN.	E - Exact Match	
DB-57	Form Options	The system allows the user to select which type of form printed. The format for the delayed birth certificate is state defined.	E - Exact Match	
DB-58	Abstract Evidence	The system allows evidence to be abstracted from the system and includes the title or description of the document, the name and address of the custodian of the document, and the date of the original filing of the document.	E - Exact Match	
DB-59	List Evidence	The system allows abstracted evidence to be printed on the certificate.	E - Exact Match	
DB-60	Print Delayed Certificate of Birth	The system allows the user to print a Delayed Certificate of Birth.	E - Exact Match	
DB-61	Reprint Certificate	The system allows an authorized user to reprint a Delayed Certificate of Birth as needed, such as in the instance of a paper jam or low ink.	E - Exact Match	

Description: If OK, registrar record and assign SFN (Box 16); Scan certificate and supporting documentation (Box 17); Go to Issuance Flow

If the requestor confirms that all of the information is correct, the system user registers the delayed birth record and a State File Number is assigned. All business rules regarding registering a record apply to delayed records. The paper certificate and any supporting documentation are scanned and attached to the electronic record. The record is ready for issuance of certified copies.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
DB-62	State File Number	Please see the General Requirements, section O - State File Numbers and Registration, for rules regarding the SFN.		
DB-63	Point of Sale and Event Modules	Please see the General Requirements, section A - User Technical Environment, for rules regarding the POS and event modules.		
DB-64	Scanning	Please see General Requirements, A - User Technical Environment, regarding rules related to scanning.		
DB-65	Supporting Documentation	The supporting documentation for delayed birth registrations is scanned and attached to the electronic birth record in the system database.	E - Exact Match	
DB-66	Not Included in NCHS Extract	Delayed birth certificates are not sent to NCHS.	E - Exact Match	

From the dropdown list, please select one of the available condition codes **E - Exact, W - Workflow/System Config, M - Modify, F - Future, N - Cannot Meet** as described below for your answer to the following business rules.

Condition	Description
E – Exact Match	The COTS solution, as delivered at contract execution, fully satisfies the function as described in workflow and business rule **without any workflow configuration effort** (workflow configuration is as defined below and does not include changes such as updating screens to correspond with State-specific language). You must be able to demonstrate this functionality EXACTLY as defined.
W - Workflow or System Configuration Required	The COTS solution, as delivered at contract execution, contains the functionality as described in workflow and business rule but must be configured during the project.
M - Modify - Modification Required	The underlying code of the COTS solution must be modified at a cost to meet this functionality. Please do not comment. **DO NOT** include costs in Technical Response; if you do, your proposal will be disqualified.
F - Future - Planned for Future Release	The current version of the COTS solution cannot meet the functionality as stated, but functionality will be met by a planned future release of the system at no additional cost to WV. **Enter the anticipated date** of the release where the feature will be included in the date column.
N - Cannot Meet - Cannot Meet Requirement	The COTS solution proposed for WV will not satisfy the requirement.

BUSINESS PROCESS: RECORD A BIRTH, FETAL DEATH OR DEATH OF A WEST VIRGINIA RESIDENT IN ANOTHER STATE

This process gathers all required information for recording births, fetal deaths, and deaths of West Virginia residents in other states for statistical and informational purposes.

Description: An out-of-state vital event occurs to a WV resident (Box 1); Other State provides WV with record (Box 2); Electronic file? (Box 3); If yes, upload and unencrypt, import/edit (Box 4) Record OK? (Box 5); If yes, EVRS assigns out-of-state file number (Box 8); If no, preview queue of error records (Box 6); Print report for follow-up if required (Box 7), Go to Step 8.

Information regarding West Virginia residents who give birth or die in another state may be received from the other states either through STEVE or in a paper format. In addition, for non-WV residents who were born in WV but die out of state, information can be received in the same manner as above (roster records).

The system retains the state file number assigned by another state for all out-of-state births, deaths, ITOP, and fetal deaths - a unique West Virginia state file number is not assigned by the system. All out-of-state events are for statistical purposes only and can only be viewed or printed by Vital Statistics. No West Virginia facility may issue copies of out-of-state certificates or supply information about these records other than the state in which the event occurred. Out-of-state birth, fetal death, ITOP, and death records may be viewed by authorized staff once they are loaded into the system.

There are currently no NAPHSIS use cases for receiving and recording out-of-state birth, fetal death, ITOP, or death records. The system conforms to and interfaces with STEVE.

If the information is received in an electronic file through STEVE, the user uploads the data and imports it into the database. If a duplicate record is found during the import, the new record will replace the old record in the system. The records are then ready for the Birth Death Cross Match process. An error report is produced from any records that do not import correctly.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
O1	**Accept All STEVE and IJE Imports**	The system is able to accept all STEVE and IJE imports.	***E - Exact Match***	
O2	**Upload Report**	The system produces a report that confirms the total number of records contained in the file, the total number of records that were successfully uploaded, and the total number of records that failed the edit checks.	***E - Exact Match***	

O3	Upload Detailed Information	The system provides the user with the option of reviewing, either on screen or in the form of a print out, an itemization of the results of the processing of each of the records from the upload of a given file.	*E - Exact Match*	
O4	Error Report	The system generates an error report for any records that do not import correctly into the system.	*E - Exact Match*	
O5	Duplicate Records	The system checks for duplicate records upon import.	*E - Exact Match*	
O6	Updated Record Replaces Duplicate	If the system finds a duplicate record and the record has an "updated" indicator in STEVE file format, the new file replaces the existing record.	*E - Exact Match*	
O7	Report of Duplicates	The system allows the user to create a report of duplicate records.	*M - Modify*	duplicate records that were part of an OOS file. Genesis will modify its system to provide such a report.
O8	IJE Format	The system is able to accept files in the IJE format.	*E - Exact Match*	
O9	STEVE Interface	The system is able to interface with STEVE.	*E - Exact Match*	
O10	Keep OOS SFN	The system keeps the original SFN assigned by the state where the birth, death, ITOP, or fetal death occurred. A West Virginia SFN is not assigned.	*E - Exact Match*	
O11	Out-of-State Records Receive System Assigned Number	The system applies a system-assigned tracking number to out-of-state records and does not remove/replace the out-of-state file number.	*E - Exact Match*	

Description: Electronic file? (Box 3); If no, log into EVRS at State in Vital Statistics (Box 10); Input Information (Box 11)

Out-of-state records received on paper will be entered in the system at the State. These records will follow the same steps as paper records received at the State. The State user will select the OOS status/record type and enter the information in the system. For OOS records entered from paper, the system allows data entry of the OOS SFN and has relaxed edit rules and checks for existing record with same state of event occurrence (birth, death, fetal death or ITOP), event year and OOS SFN.

	Please note: All rules that relate to entering a birth record, death record, fetal death records, ITOP records, record edits, electronic signatures, queues, registration apply in this process and are not repeated here.			
	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
O12	User Log In	Please see the General Requirements section B -User Authentication for rules related to user log in.		
O13	User Profiles	Please see the General Requirements section C -Roles, Profiles and Institutional Affiliations for rules related to user log in.		
O14	Record Type	The data entry screens for the entry of an out-of-state birth, fetal death, ITOP, and death are by record type and match screens for an in-state birth, fetal death, ITOP, and death.	*E - Exact Match*	
O15	Relaxed Edits	The system allows for relaxed edits for OOS records entered from paper.	*E - Exact Match*	
O16	OOS SFN	The system allows the user to enter the original SFN assigned by the state where the birth, death, ITOP, or fetal death occurred. An West Virginia SFN is not assigned.	*E - Exact Match*	
O17	Maintain List for Select Institutions	The system allows the State to maintain a table of select out-of-state institutions to facilitate data entry. These are only institutions that are commonly used, such as funeral homes in a neighboring State.	*E - Exact Match*	
O18	Unknown Data	Fields for which there is no data are marked "unknown."	*M - Modify*	"unknown" automatically. Genesis will work with the State to identify the business requirements and modify the system accordingly.
O19	Duplicate Record Data Entry Error	The system does not allow data entry of a duplicate record and displays an error message.	*E - Exact Match*	

Additional Rules Regarding Running Edit Checks and Printing an Uploaded Report

Once the information is entered into the system, an error check runs. The user has the option to print a report of the records that were uploaded from another state. If the error is one the user is authorized to correct, the error is corrected.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*

O20	Edit Set	The edit set used on out-of-state records is different than those used for in-state records.	*E - Exact Match*	
O21	West Virginia Residency	The system has a soft edit to check that residency is West Virginia.	*E - Exact Match*	
O22	West Virginia Birth	The system has a soft edit to check for a West Virginia resident birth.	*E - Exact Match*	
O23	Correct Errors	The system allows a designated user to correct obvious errors.	*E - Exact Match*	

Description: Birth (for infants) or Death Record? (Box 9); Go to Birth Death Cross Match Flow

Each out-of-state event type keeps the SFN number assigned by the state where the birth, death, ITOP, or fetal death occurred. OOS birth and death records are later matched against in-state birth and death records through the Birth Death Cross Match Flow.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
O24	Birth Death Cross Match Rules Apply	Please see Birth Death Cross Match for all rules related to Birth Death Cross Match.		
O25	Enter OOS SFN	The system allows the user to enter the SFN assigned by the state in which the out-of-state birth, death, ITOP, or fetal death occurred. A West Virginia SFN is not assigned.	*E - Exact Match*	
O26	Record Type "Out-of-State"	The system marks an OOS record as an "Out-of-State" record type. Record type is clearly visible to the user.	*E - Exact Match*	
O27	Provide Fields for Both NCHS and West Virginia ICD Codes	At this time, the State may wish to change an ICD code provided by NCHS. The system maintains the ICD codes provided by NCHS while allowing the State to indicate their preferred ICD codes.	*M - Modify*	In the current configuration, there is one set of ICD codes available in the system. The system does not accommodate a separate set of ICD codes from the State and NCHS. Genesis will work with the State to identify the requirements and modify the system accordingly.
O28	Does Not Print Out-of-State Certificates	The system does not allow the printing of certified or uncertified copies or abstracts of certificates based on out-of-state records.	*E - Exact Match*	
O29	Users May Print Working Copies	The system allows a user, based on system roles and profiles, to print working copies of OOS records. They are clearly marked as such.	*E - Exact Match*	
O30	OOS Records Not Included in SSA Transmissions	Out-of-state records are not included in SSA transmissions.	*E - Exact Match*	
O31	OOS Records Not Included in NCHS Transmissions	Out-of-state records are not included in NCHS transmissions.	*E - Exact Match*	

From the dropdown list, please select one of the available condition codes **E - Exact, W - Workflow/System Config, M - Modify, F - Future, N - Cannot Meet** as described below for your answer to the following business rules.

Condition	Description
E – Exact Match	The COTS solution, as delivered at contract execution, fully satisfies the function as described in workflow and business rule **without any workflow configuration effort** (workflow configuration is as defined below and does not include changes such as updating screens to correspond with State-specific language). You must be able to demonstrate this functionality EXACTLY as defined.
W - Workflow or System Configuration Required	The COTS solution, as delivered at contract execution, contains the functionality as described in workflow and business rule but must be configured during the project.
M - Modify - Modification Required	The underlying code of the COTS solution must be modified at a cost to meet this functionality. Please do not comment. **DO NOT** include costs in Technical Response; if you do, your proposal will be disqualified.
F - Future - Planned for Future Release	The current version of the COTS solution cannot meet the functionality as stated, but functionality will be met by a planned future release of the system at no additional cost to WV. **Enter the anticipated date** of the release where the feature will be included in the date column.
N - Cannot Meet - Cannot Meet Requirement	The COTS solution proposed for WV will not satisfy the requirement.

OVERVIEW OF THE BUSINESS PROCESSES FOR BIRTH/DEATH CROSS MATCH

NAPHSIS use case models associated with death registration:

EDRS UC 064 v. 1.2 - Register a Case

EDRS UC 042 v. 2.1 - Match Death Case to Birth Record

MVRS UC 011 v. 1.5 - Void Registered Record

BUSINESS PROCESS: BIRTH/DEATH CROSS MATCH

Birth Death Cross Match works in 2 distinct ways: 1. It runs each time a death record is registered in the system and if a match is found that meets the State defined threshold, the birth and death records are automatically linked and the appropriate information is automatically placed on each record without human intervention. Potential matches within a state defined range are queued for a user to review and determine if the system-generated match is truly a match. All infant deaths (under 12 months of age) are placed in an Infant Death Queue. 2. It can be initiated and ran at anytime through manual intervention. Birth Death Cross Match includes out-of-state death records.

Queues: A user will review the records in the queue, true matches will be linked, and the system will automatically apply the appropriate information on each record. No matches may be released back into the database for later cross match or marked as "no match." Records marked as "no match" will not be included in the next cross matching activity.

THE FOLLOWING RULES APPLY BOTH OPTIONS DEFINED ABOVE FOR CONDUCTING CROSS MATCH

Description: The Death Record is registered (Box 1); Birth Death Cross Match runs automatically (Box 2); Match? (Box 3); If there is a match, the system automatically links and marks the records (Box 4)

Once the death record is registered, the system automatically runs a Birth Death Cross Match. The users do not need to initiate the function. The system performs a search for potential matching records based on fields such as name, date of birth, location of birth, father's name, mother's name, and mother's maiden name for review by the user. If a match is found initially, the system will automatically link and mark the records.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
BD1	**Threshold Percentages State Defined**	The threshold percentages are State defined.	***E - Exact Match***	

BD2	Matching Criteria	Matching criteria are State defined.	*E - Exact Match*	
BD3	Bi-Directional Option	The Birth Death Cross Match may be performed either through the system's birth or death module.	*E - Exact Match*	
BD4	Instant Cross Match on Death	The system automatically searches for a birth record when a death record is registered in the system.	*E - Exact Match*	
BD5	State Defined Schedule	The Birth Death Cross Match may be scheduled to run on a State defined schedule.	*E - Exact Match*	
BD6	Mask Images for Cross Match	The system will be able to mask images for Birth Death Cross Match	*E - Exact Match*	
BD7	Back Data Entry	The system allows indexed records to be back-data-entered in the moment without leaving the module so that the user may continue with Birth Death Cross Match.	*E - Exact Match*	
BD8	Extract for County BDCM	The system allows counties to extract data from the system on a periodic basis to import into their individual data bases for BDCM purposes.	*E - Exact Match*	
BD9	Extract Format	The extract will be in a standard format for all counties and is State defined.	*E - Exact Match*	
BD10	Shared Events County to County	The export should include records in which one event occurred in the county, but the other occurred in a different county (for example, born in one county but died in another).	*E - Exact Match*	
BD11	Shared Events County to State	The export should include records in which one event occurred in the county, but the other occurred in a different state (for example, born in one county but died in a different state).	*E - Exact Match*	
BD12	Export Flag	The system will flag the record as "exported" to the county.	*E - Exact Match*	
BD13	Flag Records	A record that has an "exported" flag cannot be re-exported.	*E - Exact Match*	
BD14	Data to be Exported	The export only has enough information to identify the records that are matched. Information exported is State defined. Information that could be included is decedent's name, date of birth, date of death, death SFN, birth SFN, county of birth, county of death, and state of death.	*E - Exact Match*	
BD15	Export Queue	The exported data can be viewed in a queue.	*E - Exact Match*	
BD16	Export Report	The exported data can be viewed in a report.	*E - Exact Match*	
BD17	Infant Deaths Under 12 Months of Age	Deaths under 12 months of age are considered to be an infant death.	*E - Exact Match*	
BD18	Review Queue for Infant Deaths	The system provides a queue for infant deaths.	*W - Workflow or System Configuration Required*	decedent are populated within a single work queue. Genesis will create a separate work queue for Infant Deaths.
BD19	Queue of Death Records for Infants with No Corresponding Birth Record	The system displays a queue of infant death records that have been received for which there are no matching birth records.	*W - Workflow or System Configuration Required*	decedent are populated within a single work queue. Genesis will create a separate work queue for Infant Deaths.
BD20	Real Time Option	The user has the option to perform a Birth Death Cross Match immediately after a record is registered in either the birth or death module.	*E - Exact Match*	
BD21	Birth Records	For birth records, the Birth Death Cross Match runs against both in-state and out-of-state death records.	*E - Exact Match*	
BD22	Death Records	For death records, the Birth Death Cross Match runs against both in-state and out-of-state birth records.	*E - Exact Match*	
BD23	Instant Cross Match on Fetal Death	The system automatically searches for a birth record on fetal death records.	*E - Exact Match*	
BD24	Queue Matched Fetal Death	The system will queue any fetal death records that are found to have a corresponding birth record for action by the State.	*E - Exact Match*	

BD25	Display Cases Based on User Selected Criteria	The system searches and displays cases according to State defined searches for cross matching.	*E - Exact Match*	
BD26	Display Enough Information to Determine Match	The system displays enough information for the user to be able to determine if the records match.	*E - Exact Match*	
BD27	Probabilistic Matches	The system provides the functionality to do probabilistic matches.	*E - Exact Match*	
BD28	Threshold for Possible Match	The system contains the ability to define thresholds for what is considered an exact match, a probable match, a possible match, or a non-match when using probabilistic matching.	*E - Exact Match*	
BD29	OOS SFN	The system recognizes OOS SFN numbers on a OOS record as correct.	*E - Exact Match*	
BD30	Instant Cross Match on OOS	The system automatically searches for a match for OOS birth and OOS death records when imported into the system.	*E - Exact Match*	
BD31	Queue for OOS In-State Resident Birth	The system provides a queue that displays OOS birth and death records that do not match to a record in the system.	*W - Workflow or System Configuration Required*	OOS indicator are populated within a single work queue. Genesis will create a separate work queue for OOS birth and death records.

Description: Probability Match? (Box 5); If no match, record remains in database for future cross-referencing (Box 6); If there is a Probability Match, queue records for review (Box 7); Accept match? (Box 8); If yes, automatically link and mark records through system (Box 12); If no, place in pending queue (Box 9); Research and resolve (Box 10)

The user views the potential match and determines whether to accept the match. If there is no matching record found or if the system-suggested match is not correct, the death record is moved to a pending queue. Each record is researched to resolve the error causing the matching record not to be found. A query is used wherever appropriate. Any necessary data is keyed for records missing a matched record.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
BD32	Review Queue for "Probabilistic Match"	The system provides a queue that displays matches with a threshold percentage indicating a probabilistic match.	*E - Exact Match*	
BD33	Manual Searches, Birth	The system provides the ability for the user to manually search the birth file for a record and, if the record is located, create a link between the birth and death records.	*E - Exact Match*	
BD34	Manual Searches, Death	The system provides the ability for the user to manually search the death file for a record and, if the record is located, create a link between the death and birth records.	*E - Exact Match*	
BD35	Update Automatically Once Matched	The system automatically updates both records with the appropriate State defined information once a birth and/or death record is manually matched.	*E - Exact Match*	
BD36	Birth Record Associated with Death Record	The system allows a user to easily navigate from a birth record containing a deceased indicator to view the associated death record.	*E - Exact Match*	
BD37	Death Record Associated with In -State Birth Record	The system allows a user to easily navigate from a death record for a state-born person to view the associated birth record.	*E - Exact Match*	
BD38	Birth Place Listed as "In-State" but Birth Record Not Found"	If the birth place is listed as "in-state" but a birth record is not found, the system may allow the State to select an indicator accepting the lack of a birth certificate and the system may not display this record again in cross match.	*E - Exact Match*	
BD39	View Matches Side by Side	The system provides the ability to view the demographic portion of each record that is a potential match side by side for comparison purposes.	*E - Exact Match*	
BD40	Highlight Differences Between Records	When displaying records side by side, the system highlights the fields that do not match.	*M - Modify*	records are shown side by side, but it does not highlight the fields that do not match. Genesis will modify its system to highlight the fields that
BD41	Periodically Re-Run Cross Match Against Unmatched Records	Flagged records (no match found) are periodically re-ran against the birth database in case of an addition or change in the content of the birth records. The State sets the length of the period where a record is in queue for automatic re-matches.	*E - Exact Match*	
BD42	Reject Birth/Death Match	The system provides the functionality to decline a birth/death match, despite a successful electronic match, and replace it with a selection of a record from the queue by the user.	*E - Exact Match*	
BD43	Refuse Birth/Death Match	The system provides the functionality to decline the birth/death match, despite a successful electronic match, and refuse a match with any record.	*E - Exact Match*	

Description: Update selected fields on birth record and death record (Box 14)

Once potential matches are confirmed, the system links the corresponding birth and death records. Any needed data fields are updated between the birth and death records (e.g. infant death data, cross-matched state file numbers). The birth record is updated with a "Deceased" flag, and the death record is updated with a "Matched to Birth Record" indicator.

	Business Rule Name	Business Rule Description	Vendor Response	Comments
BD44	Exact Matches	Exact matches between the system's birth and death records are automatically linked.	E - Exact Match	
BD45	Positive Acceptance	The system asks the user to acknowledge acceptance of each cross match in a queue of records that may contain "no match" records.	E - Exact Match	
BD46	Update Birth Record	Upon completion of the cross match, the system adds the State defined information to the record. Traditionally, this includes adding the death certificate number, year of death, and state of death to the birth record.	E - Exact Match	
BD47	Manually Add Information	The system allows a user to manually add the death certificate number, year of death, and state of death to a birth record upon completion of the cross match.	M - Modify	certificate information is added to a birth record and system does not allow manual entry of death certificate number, year of death and state
BD48	Match Record Manually	The system provides the State user the ability to match a close-matching record manually in a queue of records that may contain "no match" records.	E - Exact Match	
BD49	Place Records in Pending Queue	Records that the user chooses to research further are placed in a pending queue. The "no match" flag is not removed from the record.	E - Exact Match	
BD50	Apply "Deceased" Indicator to Birth Record	If a match is found, the system applies a "Deceased" indicator to the birth record.	E - Exact Match	
BD51	"Matched to Birth Record" Status on Death Record	If a match is found, the system updates the status of the death record to "Matched to Birth Record"	E - Exact Match	
BD52	Update Death Certificate with Birth State File Number	The system updates the death certificate with the birth state file number.	E - Exact Match	
BD53	Manually Add Information	The system allows a user to manually add the birth state file number to a death record upon completion of the cross match.	M - Modify	certificate information is added to a death record and system does not allow manual entry of birth certificate number to a death record.
BD54	Allow User to Remove Cross Match	If a birth and death record have been linked in error, the State user is able to remove the link. The birth record number is removed from the death record and the death record number is removed from the birth record. The associated flags are removed.	E - Exact Match	
BD55	"Deceased" Printed Across Record on All System Records	If a match is found and the record is in the system, the system prints "Deceased" in a State defined place on any copy of the certificate that is printed.	E - Exact Match	

Description: Match found? (Box 11); If yes, automatically mark and link the records through the system (Box 12); If not matched, remove from queue (Box 13);

Records that do not have a match are removed from the pending queue.

	Business Rule Name	Business Rule Description	Vendor Response	Comments
BD56	Review Queue for "No Match"	The system provides a queue that displays matches with a threshold percentage indicating "not a match."	E - Exact Match	
BD57	Allow User to Remove Unmatched Record from Queue	If a record has been found to not match another record, the system allows the user to remove the record from the queue.	E - Exact Match	
BD58	"No Match" Indicator	The system provides a "no link"/"no match" filter so older deaths are removed from the Birth Death Cross Match process.	W - Workflow or System Configuration Required	single work queue. Genesis will configure its system to provide a separate queue for no link/no match records so that it can be removed
BD59	Print Statistical Copies without Impacting Copy Limit	The system allows for printing of statistical copies for inter-jurisdictional birth and death matching and other statistical needs.	E - Exact Match	

From the drcpdown list, please select one of the available condition codes **E - Exact, W - Workflow/System Config, M - Modify, F - Future, N - Cannot Meet** as described below for your answer to the following business rules.

Condition	Description
E – Exact Match	The COTS solution, as delivered at contract execution, fully satisfies the function as described in workflow and business rule **without any workflow configuration effort** (workflow configuration is as defined below and does not include changes such as updating screens to correspond with State-specific language). You must be able to demonstrate this functionality EXACTLY as defined.
W - Workflow or System Configuration Required	The COTS solution, as delivered at contract execution, contains the functionality as described in workflow and business rule but must be configured during the project.
M - Modify - Modification Required	The underlying code of the COTS solution must be modified at a cost to meet this functionality. Please do not comment. **DO NOT** include costs in Technical Response; if you do, your proposal will be disqualified.
F - Future - Planned for Future Release	The current version of the COTS solution cannot meet the functionality as stated, but functionality will be met by a planned future release of the system at no additional cost to WV. **Enter the anticipated date** of the release where the feature will be included in the date column.
N - Cannot Meet - Cannot Meet Requirement	The COTS solution proposed for WV will not satisfy the requirement.

OVERVIEW OF THE BUSINESS PROCESSES FOR ENTERING AND PROCESSING ISSUANCE

The Issuance process allows the State and County to provide the public with certified birth, death, and record information about births and deaths in the State. The Issuance process is also the manner in which the State fulfills requests for non-certified copies from other agencies and eligible entities, as well as no-cost certified for eligible entities. Requestors are not charged for the request until eligibility has been determined; all requestors are charged for the request at the State, regardless of eligibility or availability. Events for State residents that have been registered by other states may not be issued by the State.

Vital event information is sensitive and may only be given to those entitled to the information. The Issuance process may be initiated in a variety of ways:

1. Through a walk-in request by a customer at the State or county
2. Through a mail request by a customer
3. Through the Vital Records system by an authorized user
4. Through phone or the Internet order website by a customer (VitalChek)

The steps for processing the request are the same once the request is entered into the system. The initial steps of receiving the request and corresponding fees vary depending on the method used for initiating the request. The system user reviews the paper request form to determine the eligibility of the requestor. If deemed eligible to receive the information being requested, the State fulfills the request utilizing the system. For certified copies, requests may be mailed to the requestor or delivered in person.

The public may initiate a request through VitalChek or the State website. These requests are reviewed for eligibility and routed directly to the State for processing.

NAPHSIS use case models associated with this flow include:
MVRS UC 009 v. 13 - Request for Information
MVRS UC 010 v. 1.4 - Responder Responds to RFI
MVRS UC 012 v. 1.5 - Search
POS UC 001 v. 1.3 - Enter a Request
POS UC 002 v. 1.4 - Produce a Copy

POS UC 003 v. 1.3 - Update a Request
POS UC 004 v. 1.3 - Auto Print
MVRS Certification/Point of Sale white paper
POS System Specifications & Business Rules v. 4.0

BUSINESS PROCESS: ISSUANCE - COUNTER

Customers requesting certified copies of records or other types of transactions may complete a paper application and submit the application at the counter. The State reviews the application and any supporting documentation to determine the customer's eligibility for the request. If the customer is not eligible, (s)he is denied and the process is done.

If the customer is found to be eligible, the paper application for the request is entered into the system. The customer is charged any associated fees and a receipt is issued through the system. The system creates a PDF of the receipt and attaches it to the request record. Any supporting documentation for the request is scanned and attached to the request.

The system user searches for the record. If the customer does not have all of the appropriate documentation, the electronic application and request are held in a pending queue until the appropriate documentation is produced. A letter describing what is needed is printed and handed to the customer and (s)he is informed of the needed documentation. If the record is not available for issuance, the electronic application and request are held in a pending queue until the record is available in the system. A letter is printed and handed to the customer and (s)he is informed that the record is not yet available.

Once the customer returns with the appropriate documentation or the record becomes available, the request is filled. The system user searches for the record and scans and attaches any additional documentation that may have been provided. The system user completes and QA's the order. The system user reviews the order to check for any issues prior to printing certified copies. If there are issues with the order once the certified copy is printed, the certified copy is voided and re-issued. If there are no issues with the order, the certified copy is released. At this point, any additional requests that the customer has requested are processed.

Description: Customer presents paper application (Box 1); State checks eligibility (Box 2); Eligible? (Box 3); If no, print rejection letter (Box 4)

The system user reviews the application and the documentation presented by the requestor to determine eligibility for the request. If it is determined that the requestor is ineligible for the record, the system user provides the requestor with a rejection letter printed from the system and informs the requestor that they are ineligible. If the requestor is eligible for the request, the system user will begin to enter the request in the system (see Box 5).

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
ISS1	User Log In	Please see the General Requirements section B -User Authentication for rules related to user log in.		
ISS2	User Profiles	Please see the General Requirements section C -Roles, Profiles and Institutional Affiliations for rules related to user log in.		
ISS3	Record Ownership and Access	Please see the General Requirements, section D - Record Access/Ownership, for rules related to record ownership and access.		
ISS4	Scanning	Please see General Requirements, A - User Technical Environment, regarding rules related to scanning.		
ISS5	Search Rules	Please see the General Requirements, section M- Searching and Matching, for search and duplicate checking rules.		
ISS6	Queues Rules	Please see the General Requirements section N - Queues for rules of queues.		
ISS7	Letter Rules	Please see the General Requirements, section X - Letters and Forms, for all rules related to creating letters within the system.		
ISS8	Provide Eligibility Prompts	The system displays the State defined documentation required by type of request to substantiate the request under consideration.	*E - Exact match*	
ISS9	State Issuance	The State can issue for all West Virginia events.	*E - Exact match*	
ISS10	State Cannot Issue Record Without SFN	Records with no state file numbers cannot be issued at the State.	*E - Exact match*	
ISS11	Request with No State File Number	The State can enter a request into the system for a record with no state file number.	*E - Exact match*	
ISS12	Forward Request	A request for a record with no state file number is automatically forwarded to the county's queue in which the event occurred.	*E - Exact match*	
ISS13	Remove Records from County Queue	Records in the county queue will be removed from the queue after a State defined period of time.	*E - Exact match*	

ISS14	Eligibility Prompts Options	The system allows eligibility prompts to be turned on and off based on user roles and abilities.	*E - Exact match*	
ISS15	Generate Letter	A letter is generated by the system informing the customer of the additional eligibility requirements. The letter includes the request tracking number.	*E - Exact match*	
ISS16	Denial Reasons May be Confidential	The denial reason may be confidential and, as such, is not revealed to the customer. In these cases, the denial reason is not printed on the letter.	*E - Exact match*	
ISS17	Update Order Record Status and Send to Pending Queue	If the eligibility of requestor is uncertain, the system updates the record status and sends to a "pending" queue for a State determined period of time in order to allow the requestor to provide additional information demonstrating eligibility.	*E - Exact match*	
ISS18	Reason Code	The user selects a reason code for placing the request in the pending eligibility queue.	*M - Modify*	pending queue based on certain business requirements defined for example: need more information, insufficient money, amendment in progress, etc.
ISS19	Update Eligibility	The system provides the ability to update the request with additional documents and/or information received from the requestor to support eligibility.	*E - Exact match*	
ISS20	Close Request	The system allows a system user to close a request if it is apparent the requestor is not eligible for the record.	*E - Exact match*	
ISS21	Update Status When Eligibility is Established	The system updates the status of the request to "validated" or equivalent when eligibility is established so that the request can be processed.	*E - Exact match*	
ISS22	Scan Multiple Documents	The system allows the user to scan any amount of documentation associated with a record and attach them to a request record.	*E - Exact match*	
ISS23	Notes in Request	The system provides the ability to make notes within the requested record.	*E - Exact match*	

Description: User creates application and request in EVRS and scans supporting documents (Box 5)

If the requestor is eligible, the system user enters the application and creates the request in the system. The system user selects the type of request in the system (e.g. certified copies, amendment, delayed birth) and completes the request by entering the requestor and requested information. If the system user determines that this is not a new request, the system user accesses the pending request to complete the transaction.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
General Rules				
ISS24	User Log In	Please see the General Requirements section B - User Authentication for rules related to user log in.		
ISS25	User Profiles	Please see the General Requirements section C - Roles, Profiles and Institutional Affiliations for rules related to user log in.		
ISS26	Record Ownership and Access	Please see the General Requirements, section D - Record Access/Ownership, for rules related to record ownership and access.		
ISS27	E-Notary	Please see General Requirements T - Electronic signature and E-Notary for rules related to e-notary and electronic signature.		
ISS28	Scanning	Please see General Requirements A - User Technical Environment, regarding rules related to scanning.		
ISS29	Search Rules	Please see the General Requirements, section M - Searching and Matching, for search and duplicate checking rules.		
ISS30	Queues Rules	Please see the General Requirements section N - Queues for rules of queues.		
ISS31	Sorting and Filtering	Please see the General Requirements section N - Sorting and Filtering for rules regarding sorting and filtering.		
ISS32	Read Magnetic Stripe	The system allows integration with software that reads a driver's license three-dimensional barcode, and also magnetic stripe to document identity verification.	*E - Exact match*	
ISS33	Provide Method of Indicating Documentation Submitted	The system provides the user with a method of indicating the State defined documents that have been submitted with the request, including document number if appropriate.	*E - Exact match*	
ISS34	Edit Check	The system edits the request based on State defined edits.	*E - Exact match*	

ISS35	Option to Process Immediately	The system provides the option to process a request as soon as it is entered into the system or to send it to a queue for later processing.	*E - Exact match*	
ISS36	Supervisory Override	If the system user believes that the system evaluation of acceptability of the request should be overridden, there is a function to allow a supervisor to enter an approval code for the override. This includes "one time issue."	*E - Exact match*	
ISS37	Supervisory Override for "Do Not Issue"	A supervisory override is required for changes to "do not issue" flags.	*E - Exact match*	
ISS38	Temporary Supervisor	Temporary supervisors can be defined in the system and provided with the same privileges as a full-time supervisor.	*E - Exact match*	
ISS39	Supervisory Override - Comment Box	The system provides a comment box for the supervisor to enter the reason for the override.	*E - Exact match*	
ISS40	Audit Trail for Use of Override	The system provides a daily audit trail that details the use of the "fee override" by employee.	*E - Exact match*	
List of Queues				
ISS41	Pending Queue	The system provides a queue for certificate requests that have been previously started.	*E - Exact match*	
ISS42	Ready to Issue Queue	The system provides a queue for certificate requests that are ready to be issued.	*E - Exact match*	
ISS43	Counter Orders Queue	The system provides a work queue for counter orders.	*E - Exact match*	
General Request Rules				
ISS44	Check Payment Amount Against Total Due	If the total amount due and the payment amount are not equal, the system prompts the system user to resolve issue.	*E - Exact match*	
ISS45	Payment on Account	The system user has a mechanism for marking that the request is being invoiced to the requestor at a later date.	*E - Exact match*	
ISS46	Quick Data Entry	The screens to enter in request and requestor information are designed in such a way as to make data entry at the counter as fast as possible.	*E - Exact match*	
ISS47	Display List of Request Types	The system displays a list of items that can be requested.	*E - Exact match*	
ISS48	Multiple Transactions for One Applicant	The system will allow one applicant multiple transactions if requested.	*E - Exact match*	
ISS49	Track Applicant	The system will track information on applicants and application information.	*E - Exact match*	
ISS50	State Defined List	The list of items to be requested is defined by the State.	*E - Exact match*	
ISS51	State Defined Request Types	The list of request types is defined by the State.	*E - Exact match*	
ISS52	Source of Request	The system provides a State defined list for the clerk to specify the source of the request (e.g. counter, mail).	*E - Exact match*	
ISS53	Request Number	The system assigns a State defined unique system-generated sequential number to each request.	*E - Exact match*	
ISS54	Allow Multiple Selections	The user may select more than one item in a single request.	*E - Exact match*	
ISS55	Specify Issuance Type and Quantity	The system may prompt the user to specify the issuance type and quantity of items requested.	*E - Exact match*	
ISS56	Display Appropriate Request Form	Different information may be entered for different request selections. The display may be specific to the type of request selected.	*E - Exact match*	

ISS57	Purpose of Request Options	Certificate request requires the user to enter the purpose of the request from a drop down menu, with a list of State defined options such as personal records, legal purposes, inheritance/estate settlement, government assistance/benefits, insurance/pension, or retirement, and the option of selecting "other."	*E - Exact match*	
ISS58	System Fields	If "other" is selected for the purpose of the request, a mandatory description field is provided for entry of the purpose.	*E - Exact match*	
ISS59	Enter Requestor Information	The system provides fields to store information entered about the requestor and the request including name and address information of the requestor and State defined delivery options.	*E - Exact match*	
ISS60	List of Frequent Requestors	The system maintains a list of frequent requestors that the system user may access to auto-populate the requestor information (such as funeral homes).	*E - Exact match*	
ISS61	Requestor Address Field Mandatory	The Requestor address fields require mandatory entry.	*E - Exact match*	
ISS62	Different Mailing Address	The system allows the user to enter a mailing address that is different from the address of the requestor.	*E - Exact match*	
ISS63	Foreign Address	The system allows entry of a foreign address for the requestor address.	*E - Exact match*	
ISS64	Requestor Email Address	The system allows the entry of the requestor's email.	*E - Exact match*	
ISS65	Multiple Addresses	The system provides the ability for the user to enter multiple mailing addresses for an order and associates the addresses with each transaction; so certified copies and other documentation can be mailed to more than one place.	*E - Exact match*	
ISS66	Requestor Relationship	The field for the relationship of the requestor to the records being requested is a pre-defined, State-managed list that includes "other."	*E - Exact match*	
ISS67	"Other" Requestor Relationship	The system opens a text field when "other" is selected for the Requestor Relationship field.	*E - Exact match*	
ISS68	"Other" Requestor Relationship Scan Option	Additional documentation supporting the relationship of the requestor may be scanned and attached to the request. Examples of additional documentation include Power of Attorney or Guardianship.	*E - Exact match*	
ISS69	In Care Of	The system provides an address field marked "In care of" for requests when the requestor is not the person on the certificate.	*E - Exact match*	
ISS70	Docket Number	The system provides a place to enter the docket number for court-ordered requests.	*E - Exact match*	
ISS71	"Other" Relationship	For all request types, if "other" is selected for relationship, the description is mandatory.	*E - Exact match*	
ISS72	Comment Field	The system provides a comment field for users to enter notes or comments that can be viewed by other system users.	*E - Exact match*	
ISS73	Order Items Other Than Certified Copies	The system allows items other than certified copies (e.g. "No Record Found" letters) to be ordered.	*E - Exact match*	
ISS74	Designate Fee Split	The system includes the capability for the State to designate a fee split with other entities (e.g. Jurisdiction 1 and Jurisdiction 2).	*E - Exact match*	
ISS75	Funds Allocated into Separate Accounts	The system provides the ability to distribute State defined funds from each transaction into separate accounts (e.g. certified copies are distributed into three (3) separate accounts).	*E - Exact match*	
ISS76	Fees into Multiple Accounts	The system allows for fees associated with certified copies of records to be split and allocated into multiple separate accounts at the State.	*E - Exact match*	
ISS77	County Fees	For county issuance off of the EVRS, fees will be allocated at the State.	*E - Exact match*	
ISS78	Override Charges	The system allows a designated user, based on user role, to override or waive a charge for a transaction that normally has a fee, if, for some reason, the office chooses not to charge the requestor.	*E - Exact match*	

ISS79	Waived Fee Comment Field	If a fee is waived, the system displays a comment field for the user to enter an explanation regarding why the fee was waived.	*E - Exact match*	
ISS80	Refund Charges	The system allows a designated user, based on user role, to refund a charge for a transaction.	*E - Exact match*	
ISS81	Unique Identifier	Each type of request in the system has a unique identifier.	*E - Exact match*	
ISS82	Indicator for Replacement Copies	Replacement copies have an indicator in the record to indicate that the certified copies are replacements.	*E - Exact match*	
ISS83	Count Replacement Copies	The system will record a count of replacement copies retrieved.	*E - Exact match*	
ISS84	Indicator for Free Copies	Free copies have an indicator in the record to indicate that the certified copies are free.	*E - Exact match*	
ISS85	Count Free Copies	The system will record a count of free copies issued per certificate.	*E - Exact match*	
ISS86	Limit Free Copies	The system will place a State-defined limit on how many free copies each certificate is eligible for. A flag is raised when a certificate has reached its limit.	*E - Exact match*	
ISS87	Eligibility for Free Copies	The list of customers eligible for free copies is defined by the State.	*E - Exact match*	
ISS88	Supervisory Approval Needed	With the exception of funeral home requests, the system requires supervisor approval for replacement copies.	*E - Exact match*	
ISS89	Fee for Replacement Copy	The system includes a fee for replacement copies. This is a feature the State can turn on or off.	*W - Workflow or System Configuration Required*	both as with fee or without fee. If the State wants to issue a replacement copy as without fee, an authorized user has to void the previously printed copy(ies)
ISS90	Limit on Replacement Copies	The system will place a State-defined limit on how many replacement copies each customer is eligible to order within a State-defined period of time. A flag is placed on the record when a limit is reached.	*E - Exact match*	
ISS91	Alter Requests	The clerk can alter the request as long as it has not been completed and closed.	*E - Exact match*	
ISS92	Reopen Closed Request	An authorized user can reopen a closed request.	*E - Exact match*	
ISS93	ID Number	The system prompts the user to enter the ID number for an applicant.	*E - Exact match*	
ISS94	ID Verification	The system provides an indicator for a system user to indicate on the request that the applicant's ID has been verified.	*M - Modify*	been verified. System assumes that the same verification has been done prior to putting that information into the system. Genesis will modify its system to
ISS95	Signature for Request Verification	The system provides an indicator for a system user to indicate that a signature has been applied to a request form.	*M - Modify*	been applied to a request form. System assumes that the signature on the form has been applied before a request can be initiated in the system. Genesis will
ISS96	Issue Bulk	Request for bulk information or records are linked to the records that are printed.	*E - Exact match*	
Issuance Rules by Event				
ISS97	Death Certificate Fields State Defined	The fields for a death certificate request are State defined.	*E - Exact match*	
ISS98	Cause of Death Documentation	The system includes fields to designate the relationship of the requestor to the decedent.	*E - Exact match*	
ISS99	Birth Certificate Fields State Defined	The fields for a birth certificate request are State defined.	*E - Exact match*	
ISS100	Birth Certificate Printing	The system allows the user to assign the record to a specific County office for printing of the birth certificate.	*E - Exact match*	
Request Rules for Amendments				
ISS101	Specific Requests for Amendments	All amendments begin with a request and the request is linked to the amended record.	*E - Exact match*	

ISS102	Search Fee Includes Copy	The search fee includes one certified copy.	*E - Exact match*	
ISS103	Make Correction Without Creating Amendment Request	The system allows an authorized user to make a correction to a registered record without creating an amendment request. Example of such a correction is a typo or misspelling of a name. The correction must be verifiable through the attached documentation from the facility.	*E - Exact match*	
ISS104	Birth Amendment Types	Birth amendments types are State defined. The system will provide a method of selecting the type of amendment request. The list is State defined and examples include: *Corrections *Paternity Affidavit *Adoptions *Legitimations	*E - Exact match*	
ISS105	Death Amendment Types	Death amendments types are State defined. The system will provide a method of selecting the type of amendment request. The list is State defined and examples include: • Corrections • Court Orders • Pending Cause of Death	*E - Exact match*	
Additional Amendment Request Rules				
ISS106	Role Determines List User Sees	The specific list of amendment types available to a user is based on the authorities granted by his or her assigned role.	*E - Exact match*	
ISS107	Include Original Document Number	The amendment request record includes the state file number of the original document being amended.	*E - Exact match*	
ISS108	Search for Amendment Request	A user may search for an amendment request by State defined fields such as mother's maiden name.	*E - Exact match*	
ISS109	Amendment Request Record	The system creates a record with details about the requestor and the amendment request.	*E - Exact match*	
ISS110	Record Amendment Type and Relationship	The system records the amendment type and the relationship of the requestor to the person named in the record for each amendment.	*E - Exact match*	
ISS111	Assign Amendment Tracking Number	The system assigns an amendment request tracking number to each amendment request.	*E - Exact match*	
ISS112	Amendment Numbers Sequential	Amendment request tracking numbers are assigned sequentially by the system as a way of making each amendment request unique. Numbering resets at the beginning of each year.	*W - Workflow or System Configuration Required*	In the current configuration, the sequencer is a running number that is not reset at the beginning of each year, but this can be configured through the back end.
ISS113	Time Stamp Requests	All amendment requests are time stamped by the system **when initiated.**	*E - Exact match*	
ISS114	Fee for Amendment	Amendment fees are table driven and State defined.	*E - Exact match*	
ISS115	Read-Only	Amendment screen auto-populates with current data in read-only format.	*E - Exact match*	
ISS116	Enter Amendment Type	The system provides a State defined list that allows the user to select the amendment type.	*E - Exact match*	
ISS117	"Customer Waiting" Flag	The system provides a method by which the user can indicate that the request is for a correction AND the customer is waiting. This is only applicable to corrections.	*M - Modify*	indicate that this correction needs to be expedited. Genesis will modify the system to add such a flag and discuss with the State the business rules around
ISS118	Affidavit Pre-Populated	If an affidavit is required; the system will auto-populate the necessary information from the request application.	*E - Exact match*	
ISS119	Affidavit	Any fields on the affidavit that could not be auto-populated are open for the user to complete the data entry of the information.	*M - Modify*	the Request screen. Genesis will work with the State to identify the fields that are not available on the Request screen and needs to be added for data entry.
ISS120	Affidavit Attached to Request	The affidavit is linked to the original request.	*E - Exact match*	
ISS121	Print Affidavit	The user may print the affidavit directly from the system once the record is registered.	*E - Exact match*	
ISS122	Scan Signed Affidavit	The signed affidavit is scanned and attached to the record.	*E - Exact match*	

ISS123	Flag Record to be Amended	Amendment requests automatically flag the record to be amended to prevent certified copies from being printed on the associated record.	*E - Exact match*	
ISS124	Partial Fee Paid	Amendment requests automatically flag the record to be amended to prevent certified copies from being printed on the associated record even if there is money due on the request.	*E - Exact match*	
ISS125	Cannot Process Amendment Without Recording Fee	The Amendment Process and the Request Process are tied in such a way as to prevent amendments from being processed without going through the Request Module first. This is not the case for corrections.	*E - Exact match*	
ISS126	Certified Copies	Certified copies for the amended record may be requested at the same time as the request is made for the amendment and will be part of the same request.	*E - Exact match*	
ISS127	Pending Request Queue	Certified copies for the amended record remain in the pending request queue until amendments are completed.	*E - Exact match*	
ISS128	Link to Original	Certified copies for the amended record in the pending request queue are linked to the original record to ensure that issuance occurs after the request is completed.	*E - Exact match*	
ISS129	Amendment Fee Waived	The fee for an amendment may be waived by an authorized user.	*E - Exact match*	
ISS130	Reason for Fee Waiver	The system provides a list of options for the user to choose from to indicate the reason the amendment fee was waived (i.e. fee waived for veterans or the department of Veterans Affairs).	*W - Workflow or System Configuration Required*	In the current configuration, the reason for waiving the fee is captured in a free form text field. Genesis will configure its system to provide a dropdown list of options to choose from when the amendment fee is waived.
ISS131	Insufficient Fees	The system allows an authorized user to process an amendment even though the full amount of the fee has not yet been received.	*E - Exact match*	
ISS132	Apply "Money Owed" Flag	If an amendment is processed without collecting the full fee, the record is flagged to prevent issuance of certified copies of that record until such time as the remaining money is collected through the system.	*E - Exact match*	
ISS133	Dollar Field Tied to "Money Owed" Flag	A dollar amount field is tied to the "money owed" flag, which is cumulative based on the amount of fees associated with the record; the field provides the user the ability to enter the amount due.	*M - Modify*	In the current configuration, money is not tied to a money flag associated with a record. Genesis will modify its system to associate a dollar amount field with a money flag.
ISS134	Additional Payments	When additional monies are received for an amendment, they are added to the request record.	*E - Exact match*	
ISS135	Remove "Money Owed" Flag	Once the full fee has been collected, the "money owed" flag is removed and the printing of certified copies is allowed.	*E - Exact match*	
ISS136	Scan Documentation to Request	State defined forms and supporting documentation must be scanned and attached to the request (e.g. an application).	*E - Exact match*	
ISS137	Scan Documentation to Record	State defined forms and supporting documentation must be scanned and attached to the record (e.g. an affidavit).	*E - Exact match*	
ISS138	Additional Information Required	The system allows the user to print a letter requesting additional information/documentation from the requestor.	*E - Exact match*	
ISS139	Message to State	As soon as an amendment request is started at the county office, the system sends a message to the State informing them of the pending amendment request.	*E - Exact match*	

Description: Receipt money? (Box 6); System generates invoices (Box 7); Money receipted in the State or County system (Box 8); Print receipt (Box 9); Go to Issuance Flow

Most requests have fees associated with them. The fee amount is determined when the system user selects the requested service from a list of options. The fee is collected from the requestor and the payment may be receipted in the EVRS system.. In either case, the payment must be recorded in the EVRS in order to complete the transaction. Customer receipts may be printed or emailed to the customer. Once complete, the user will proceed to the Issuance: Fulfillment flow.

For requestors who have a charge account, charging is an acceptable form of payment. If the request is a charge transaction (generally for interagency or funeral home transactions), the charge is recorded in the system. The system computes the total fee and may provide the option to indicate that the amount due will be invoiced to the requestor at a later date. Alternatively, the payment may be receipted at the time of the request.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
ISS140	Payment Information	The user enters payment information.	*E - Exact match*	
ISS141	Payment Types	Forms of payment are State defined.	*E - Exact match*	

ISS142	"Money Owed" Flag	If a billable account request is processed on a record with a "money owed" flag, the request is processed without resetting the flag.	*E - Exact match*	
ISS143	Receipt Number	The receipt number is automatically assigned by the system.	*E - Exact match*	
ISS144	Receipt Date	The receipt date is automatically assigned by the system.	*E - Exact match*	
ISS145	Determine if Fee is Correct	The system determines if the payment entered is sufficient to pay for the services requested.	*E - Exact match*	
ISS146	Itemized Receipt	The system allows a user to print an itemized receipt for a requestor at the time the payment is entered in the system.	*E - Exact match*	
ISS147	Always Print Receipt	The system allows printing of a receipt regardless of completion of the order.	*E - Exact match*	
ISS148	Receipt - State Defined	The format of the receipt is State defined.	*E - Exact match*	
ISS149	Receipt Format	The receipt prints in such a way that the requestor information shows through a window envelope for mailing.	*E - Exact match*	
ISS150	Email Receipt	The system allows the user to email a receipt to the recipient.	*E - Exact match*	
ISS151	Accommodate Different Fees	Fees are table driven to allow the accommodation of different fee structures for different items.	*E - Exact match*	
ISS152	Fee May be Zero	The system allows some items with supervisor approval (such as replacement copies) to have a fee of zero.	*E - Exact match*	
ISS153	Compute Total Amount Due	The system computes the total amount due for all items requested plus special handling fees.	*E - Exact match*	
ISS154	Enter Reference Information	The system provides a location to enter reference information about the payment.	*E - Exact match*	
ISS155	Multiple Requests Totaled	If a customer has requested multiple records, certificates, and/or other items, the total cost of all items is calculated by the system.	*E - Exact match*	
ISS156	Search Fee	There is a charge for a record search, regardless of the outcome.	*E - Exact match*	
ISS157	Refund Search Fee	The system allows authorized users, based on user role, to issue a refund for search fees.	*E - Exact match*	
ISS158	Fee Determined by State	The record search fee at the State and County is determined by the jurisdiction State.	*E - Exact match*	
ISS159	Record Check Number	If a payment is by check or money order, the user records the check number in the request record.	*E - Exact match*	
ISS160	Check "Bad Check" Indicator	The system checks to see if any previous request records for the customer in question include a "bad check" indicator. If so, this information and the amount of the bad check(s) are displayed for the user.	*M - Modify*	The system does not include a bad check indicator currently. Genesis will add such an indicator and its related business rules.
ISS161	"Bad Check" Designation	The system allows an authorized user to designate that a bad check was received from a requestor.	*M - Modify*	The system does not include a bad check indicator currently. Genesis will add such an indicator and its related business rules.
ISS162	Bad Check Debt Cleared Before Another Order	If a requestor has tendered a bad check and requests another order, the system requires the requestor to use another form of payment.	*M - Modify*	The system does not include a bad check indicator currently. Genesis will add such an indicator and its related business rules.
ISS163	Supervisory Override for "Bad Check" Indicator	The "bad check" indicator will remain on until it is removed by a supervisor.	*E - Exact match*	
ISS164	"Bad Check" Indicator - Credit Card or Money Order	If a "bad check" indicator has been detected, the system may allow the user to only accept funds in the form of cash, credit card, or money order.	*M - Modify*	The system does not include a bad check indicator currently. Genesis will add such an indicator and its related business rules.
ISS165	Bad Check Information from Finance	The system can import a list of "bad check" requestors from Finance.	*E - Exact match*	The system does not include a bad check indicator currently. Genesis will add such an indicator and its related business rules.

ISS166	Multiple Payment Types	The system provides the functionality for the user to accept multiple forms of payment from the customer at the counter.	*E - Exact match*	
ISS167	Mailing Fees Associated with Collection Code	Special handling fees and mailing charges are associated with specific collection codes for distribution reporting.	*E - Exact match*	
ISS168	State Credit Card Merchant Integration	The system integrates with the State's Treasury system for credit card transactions, providing charge transaction capabilities and transaction information to the system.	*M - Modify*	card merchant based on certain internal rules. Genesis will need to know the specifics of the State's credit card merchant in order to fulfill this requirement.
ISS169	County Credit Card Merchant Integration	At the counties, the system integrates with the State's Treasury system for credit card transactions, providing charge transaction capabilities and transaction information to the system.	*E - Exact match*	
ISS170	Receipt	The system provides the ability to print out a credit card receipt as part of, or in addition to, the EVRS receipt.	*E - Exact match*	
ISS171	Print Credit Card Receipt from System	The system allows the user to print a credit card receipt for the customer to sign.	*E - Exact match*	
ISS172	Change Due	If the amount paid is more than the fee, the system will display the change due.	*E - Exact match*	
ISS173	Move to Fulfillment Queue or Complete in Current Queue	Once the fees have been collected, the user may either move the request to the Fulfillment Queue or complete the request from the current queue.	*E - Exact match*	
Billable Accounts				
ISS174	Billable Accounts	For billable accounts, money may be receipted at the State or county. Pay-down accounts are allowed and will have a billable account.	*E - Exact match*	
ISS175	Billable Account Payment Options	For requestors with a billable account, the request can be billed to the account or paid for in cash upon pickup.	*E - Exact match*	
ISS176	Duplicate Receipt Numbers	For billable funeral home accounts being paid for at the State, the system automatically applies the same receipt number to all requests being paid for.	*E - Exact match*	
ISS177	Multiple Payment Types	For billable accounts, the system allows the user to accept multiple forms of payment from the customer at the State.	*E - Exact match*	
ISS178	"Overdue" Billable Account Flags	Billable accounts noted as "overdue" will be flagged.	*E - Exact match*	
ISS179	Remove "Overdue" Billable Account Flags	The system removes "overdue" flags from billable accounts once the account is current on payments.	*E - Exact match*	
ISS180	Email Invoices	The system will email invoices to accounts; otherwise it will print a paper copy.	*E - Exact match*	

END OF ISSUANCE - COUNTER

BUSINESS PROCESS: ISSUANCE - MAIL

Customers may order certified copies by mail. The State opens the envelopes and reviews the order for eligibility and completeness. An application and request are started in the system.

If the customer is not eligible or supporting documents are not included, a rejection letter is generated through the system that can be sent via email or postal mail. The supporting documentation and payment are returned to the customer with the letter. If the customer has sent cash but the order is not eligible, a note is made in the system regarding the amount of cash received, date received, amount returned to customer, date returned, and other State defined information.

If the request is acceptable, the money is receipted in the EVRS. Money receipting options are the same as with a counter transaction. Any supporting documentation for the request and the application are scanned and attached to the request record. The user handling mail transactions may search for the event record and complete the transaction, if authorized to do so. If the record is not found, the system generates a letter stating that the record was not found. Mailing labels are printed from the system.

Please note: The rules for reviewing eligibility, entering data, and payment processing described above apply here and are not repeated.

Description: State opens orders by mail and reviews request for eligibility (Box 1)

Customers may submit requests for certified copies through the US Mail or a special pre-paid couriers (i.e. FedEx, UPS). The State opens the letter upon receipt. The State reviews the request to determine if the basic information needed to process the request and associated fees have been provided. If not, the State enters minimal information into the system to track the request. If the request is accompanied by a cash payment, a note is made in the system regarding the amount of cash received, date received, amount returned to customer, date returned, and other State defined information. All payment forms are returned to the requestor. A letter is generated from the system, pre-populated with information from the request. The State prints the letter and can mail or email it to the requestor with any submitted fees and documentation.

	Business Rule Name	Business Rule Description	Vendor Response	Comments
ISS181	Letter Rules	Please see the General Requirements, section X - Letters and Forms, for all rules related to creating letters within the system.		
ISS182	State Defined Minimum Fields	The fields required to begin a new request are State defined.	E - Exact match	
ISS183	Rejection Letter	The user may print a rejection letter if an order cannot be processed.	E - Exact match	
ISS184	Returned Request Record for Tracking Purposes	Mail-in requests that are returned to a requestor stay active for a State-defined period of time.	M - Modify	stay active until a user takes an action on such request; they are not automatically closed within any defined time. Genesis will work with the State to
ISS185	Archive Records	The system allows a designated user to archive request records over a State-defined period of time.	E - Exact match	
ISS186	Note for Cash Returned	If cash is the payment type received on an ineligible order, the user enters a note within the request stating the amount of cash received, date received, amount returned, date returned, and other State defined information.	E - Exact match	

Description: Complete application? (Box 2); If yes, type request and application into EVRS, select service(s) and scan documents (Box 3); State receipts money, prints or emails receipt (Box 4)

When a request is determined to be complete, the requestor and order information are entered into the system. The fee is calculated in the system for the order, and the user receipts the money received.

	Business Rule Name	Business Rule Description	Vendor Response	Comments
ISS187	E-Notary	Please see General Requirements T - Electronic signature and E-Notary for rules related to e-notary and electronic signature.		
ISS188	Mail Request Queue	The system provides a work queue for all mail requests.	E - Exact match	
ISS189	Mail Request Queue Sortable Criteria	The mail request queue is sortable by State-defined fields such as the date of the request.	E - Exact match	
ISS190	Quick Entry of Mail Requests	The system screens are optimized for rapid entry of requests received by mail.	E - Exact match	
ISS191	Enter Request Information	The rules for entering the request are the same as those for a counter transaction.	E - Exact match	
ISS192	Enter Payment Information	The rules for entering the payment information are the same as those for a counter transaction.	E - Exact match	

Description: Start application in EVRS, scan documentation and attach to application (Box 5); Print letter and return original documents to customer (Box 6); Save request and/or application in appropriate pending queue (Box 7)

If the application is found to be incomplete, the requestor and order information is entered into the system and the request is saved in a Pending Queue. Any documentation is scanned and attached to the request. If cash was received as payment, the user receipts the money received.

	Business Rule Name	Business Rule Description	Vendor Response	Comments
ISS193	Scanning	Please see General Requirements, A - User Technical Environment, regarding rules related to scanning.		
ISS194	Attach Documents to Pending Queue	The system allows the user to scan documents and attach them to an incomplete request in the Pending Queue.	E - Exact match	
ISS195	Incomplete Request Queue	The system provides a pending queue for incomplete requests.	E - Exact match	
ISS196	Incomplete Request	The system allows the user to receipt a payment on an incomplete request.	E - Exact match	
ISS197	State Letter Return	The system allows user to designate that a State letter was returned, the date it was returned, and the reason it was returned.	E - Exact match	
ISS198	Record Refund	The system allows the user to set an indicator that a refund is required.	E - Exact match	
ISS199	Close Incomplete Requests	The system allows a user to close incomplete requests.	E - Exact match	

ISS200	Records Not Registered Queue	The system provides a queue, viewable by authorized staff, for requests received for a record which has not been registered and is over a State-specified number of days after the event date.	*E - Exact match*	
ISS201	Receipt Cash	Requests accompanied by cash payments are recorded in the system and a receipt is created.	*E - Exact match*	
ISS202	Incorrect Payment Letter	The system can generate a letter to the customer indicating that the amount paid is incorrect; they are given the option of sending a new payment or generating a return of payment.	*E - Exact match*	
ISS203	Money Order "Overage" Flag	If a money order accompanies a mail order and the amount received is more than the amount due, the user may flag the order for review by an authorized user before issuance.	*E - Exact match*	
ISS204	Authorized User Override for Money Order Overage	If the overage amount is within the State-defined limit, an authorized user may receipt the overage and make note of the overage amount in the system. This action removes the flag.	*E - Exact match*	
ISS205	Money Order Overage Fund Allocation	When the money order overage is receipted and flag removed, the overage funds are allocated into specific accounts, as defined by the State.	*E - Exact match*	
ISS206	Money Order Overage Tracked in Order	When the money order overage flag is removed, the details of that transaction are tracked within the customer's order in a way so that the State Supervisor can track the amount of the overage, and where the funds were distributed.	*E - Exact match*	
ISS207	Money Order Overage Notes	The system allows the State user to add a note in the Customer's order when the Money Order Overage flag is placed on the record.	*E - Exact match*	

Description: Customer mails in missing information (Box 8); Access request and/or application in pending queue, enter missing information (Box 9)

After the request is determined to be incomplete and the requestor and order information is entered into the system, a letter of rejection with needed information is printed and the request is saved in a Pending Queue until the requestor returns with the missing information, or the request expires.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
ISS208	Letter Rules	Please see the General Requirements, section X - Letters and Forms, for all rules related to creating letters within the system.		
ISS209	Select Reasons Why	The system allows the user to personalize the letter by selecting the reason why the person is not entitled.	*E - Exact match*	
ISS210	Denied Status on Record	The system allows an authorized user to change status of a request to "not entitled."	*E - Exact match*	
ISS211	Denial Letter	The system allows users to generate a denial letter which is pre-populated with data from the "not entitled" electronic request.	*E - Exact match*	
ISS212	Convert Denied Request to Open Request	The system allows an authorized user to open a denied request and convert it to an open request, which can be processed once missing information is received.	*E - Exact match*	
ISS213	Letter Auto-Generated	The system allows a user to auto-generate a letter from the record so that it is personalized with the correct personal information and the information needed to complete the record.	*E - Exact match*	

END OF ISSUANCE - MAIL

BUSINESS PROCESS: STATE ISSUANCE - VITALCHEK

The VitalChek application is used to process online and phone requests for certified copies of records. The customer can submit their order through the VitalChek website or through VitalChek's toll free phone number. The customer's order is uploaded to the VitalChek server. The State logs into VitalChek, extracts orders from VitalChek, and uploads them to the system. VitalChek remits payment to the State through the system by check, which the State prints on perforated check stock. The system generates a receipt and the State includes the check in their daily deposit. Orders are fulfilled and mailed out to the customer.

Description: Customer enters order with VitalChek (Box 1); Order is uploaded to VitalChek server (Box 2); Extract orders from VitalChek and upload to EVRS (Box 3); Generate check and print receipt (Box 4); Go to Issuance Flow

If the customer enters their order online through the VitalChek website, the website directs the user through a series of screens to select the appropriate request and to enter the request information. The fees associated with the request are calculated and the requestor is asked to enter credit card information. If the credit card is denied on the VitalChek site, the requestor is asked to enter another credit card. VitalChek confirms that an order is complete before releasing it to the State. VitalChek remits payment to the State through the system by check, which the State prints on perforated check stock. The system generates a receipt, and the State includes the check in their daily deposit. Orders are fulfilled and mailed out to the customer.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
ISS214	Letter Rules	Please see the General Requirements, section X - Letters and Forms, for all rules related to creating letters within the system.		

ISS215	Same Rules As	Please see the Issuance - Counter (Box 6) section above for rules related to receipting.		
ISS216	Upload File from State VR Internet Order System	The system can accept a batch file from VitalChek multiple times per day.	*M - Modify*	#4.2.2.13 in the Technical Response, Genesis will import VitalChek orders and requirement stated in herein provided GoCertificate orders are processed as
ISS217	VitalChek Import	The system allows the import of VitalChek requests and generates requests in the system.	*M - Modify*	#4.2.2.13 in the Technical Response, Genesis will import VitalChek orders and requirement stated in herein provided GoCertificate orders are processed as
ISS218	Populate System Immediately	The system can accept one request at a time from VitalChek.	*M - Modify*	#4.2.2.13 in the Technical Response, Genesis will import VitalChek orders and requirement stated in herein provided GoCertificate orders are processed as
ISS219	Track Source of Request	The Internet Order request passes the source of the request to the system.	*M - Modify*	#4.2.2.13 in the Technical Response, Genesis will import VitalChek orders and requirement stated in herein provided GoCertificate orders are processed as
ISS220	Display Fee for Services	Orders extracted from VitalChek display the fee for services, and not what the requestor actually paid.	*M - Modify*	#4.2.2.13 in the Technical Response, Genesis will import VitalChek orders and requirement stated in herein provided GoCertificate orders are processed as
ISS221	Import Check Information	The system allows the import of checks from VitalChek.	*E - Exact match*	
ISS222	Print Checks	The system allows authorized users to print the checks on check stock. Format of checks are State define.	*E - Exact match*	
ISS223	Receipt Payment	The system can generate receipts for payments received from VitalCheck.	*E - Exact match*	
ISS224	Interface with Any System That Replaces Current VitalChek System	If Vitalchek replaces the current payment process with an EFT system, EVRS will be modified to properly interact with the replacement system.	*E - Exact match*	
ISS225	VitalChek Requests Marked "Paid"	All requests queued from VitalChek site are marked "paid," as the customer's card has already been charged.	*M - Modify*	Genesis will import VitalChek orders and requirement stated herein along with GoCertificate orders
ISS226	VitalChek Refund Fees	If the requestor is not eligible, fees may be refunded through VitalChek.	*M - Modify*	Genesis will import VitalChek orders and requirement stated herein along with GoCertificate orders
ISS227	VitalChek Refunds	On VitalChek orders, refunds may be processed if the request included payment for multiple copies.	*M - Modify*	Genesis will import VitalChek orders and requirement stated herein along with GoCertificate orders
ISS228	Refund Through VitalChek	On VitalChek orders, the remainder is refunded through VitalChek and the request in the system is marked by the user to indicate that the request has been processed.	*M - Modify*	Genesis will import VitalChek orders and requirement stated herein along with GoCertificate orders
ISS229	VitalChek Orders - "No Record Found" Letter	The system generates a letter to the customer, by jurisdiction, indicating that the record was not found; the letter may contain a refund in the amount the customer paid for the search/record.	*M - Modify*	Genesis will import VitalChek orders and requirement stated herein along with GoCertificate orders
ISS230	Refund Option	The system allows the option to process a refund to be turned off.	*E - Exact match*	

Additional Information

END OF ISSUANCE - VITALCHEK

BUSINESS PROCESS: FULFILLMENT OF ORDERS FOR CERTIFIED COPIES (County and State)

The user can go immediately from entering and validating a request at the counter, from mail. or from VitalChek to the Fulfillment of Orders Flow. Alternatively, users can select requests that are ready to be filled from a queue. While the request is open, the user retrieves the record(s) requested. If the record is found, the user determines whether or not it can be issued (e.g. contains a "hold" code). If the record can be issued, the user prints the certified copy and reviews the document for errors. If there are no errors, the user prepares it for delivery to the customer. If there are errors, the user will void the document, state the reason for the void, and then re-print document.

If the requested record is not found, the user determines whether or not the event is recent enough that it might not yet be registered. If so, the request is placed in a pending queue until the record is registered. If the event is an older event, the user generates a "No Record Found" letter, updates the request with the "No Record Found" result, and issues the letter to the customer.

There are several types of "No Record Found" letters. Three (3) are non-certified letters and one (1) is certified. There are two (2) formats for the letter depending on whether it is certified or not-certified. The user will indicate that a "No Record Found" letter is needed by checking a box, which generates a drop-down pick list where the user will select which type of "No Record Found" letter to issue. The following are the different types of "No Record Found" Letters:
1.) The applicant was born outside of West Virginia - They are issued a "No Record Found" letter stating that the requestor was born in a different state. These are not printed on certified paper. The letter provides bullet points for the applicant regarding next steps in their process;
2.) Genealogy request - In this case, the State provides a genealogy packet that goes along with the "No Record Found" letter. This letter is not printed on certified paper;
3.) No record inquiry letter - The customer provides proof of birth, proving that they were born in WV but do not have a birth certificate;
4.) Certified "Letter of No Record" –This is the only "No Record Found Letter" printed on certified paper.

Description: Search for the record (Box 1); Found? (Box 2) If no, letter generated for requestor that record is not found (Box 3); If yes, record can be issued? (Box 4); If no, letter printed and customer informed of next steps (Box 5)

The system user accesses the appropriate request queue. The user selects the first item on the request and searches the system database for the record. If the record is not found, it is placed in the pending queue. The user checks to see if the record is new and has yet to be registered. If record is still awaiting registration, the user starts the process once the record is registered. If the record is not awaiting registration, a letter is generated for the requestor stating that the record was not found.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
ISS231	User Log In	Please see the General Requirements section B - User Authentication for rules related to user log in.		
ISS232	User Profiles	Please see the General Requirements section C - Roles, Profiles and Institutional Affiliations for rules related to user log in.		
ISS233	Record Ownership and Access	Please see the General Requirements, section D - Record Access/Ownership, for rules related to record ownership and access.		
ISS234	E-Notary	Please see General Requirements T - Electronic signature and E-Notary for rules related to e-notary and electronic signature.		
ISS235	Scanning	Please see General Requirements, A - User Technical Environment, regarding rules related to scanning.		
ISS236	Search Rules	Please see the General Requirements, section M - Searching and Matching, for search and duplicate checking rules.		
ISS237	Queues Rules	Please see the General Requirements section N - Queues for rules of queues.		
ISS238	Issuance Manager Queue	The system provides a work queue of orders for certified copies that require special attention (e.g. missing child). The orders that appear in the Issuance Manager Queue is configurable by the State.	*W - Workflow or System Configuration Required*	In the current configuration, there is no such queue of requests that require special attention. Genesis will configure its system to create such a queue for the manager to work on the special attention requests.
ISS239	Ready to Issue Queue	There is a queue for requests that include records which have just been registered and can now be filled.	*E - Exact match*	
ISS240	Pending Eligibility Queue	There is a queue for requests that require additional documentation before they can be processed.	*W - Workflow or System Configuration Required*	additional documentation. Genesis will configure its system to create such a queue where additional documents are required before processing.
ISS241	Pending Request Queue	There is a queue for requests that include records which have not been registered yet.	*E - Exact match*	
ISS242	Pending Request Queue Reminder	After a State-defined period of time (for example, 2 weeks of DOB/DOD), requests in the Pending Request Queue generate an alert that is sent to the Registration unit, informing them that the request is still awaiting registration.	*E - Exact match*	
ISS243	VitalChek Queue	If multiple orders are downloaded to the system from the VitalChek system at one time, they can be accessed from a queue that contains only orders from VitalChek's system.	*M - Modify*	Genesis will import VitalChek orders and requirement stated herein along with GoCertificate orders
ISS244	Funeral Home Request Queue	There is a queue for requests that are entered online by funeral homes.	*E - Exact match*	
ISS245	Process Order from Issuance Immediately	The system allows a user to proceed from order entry to directly process the order for fulfillment.	*E - Exact match*	
ISS246	Order Cannot be Processed Until Paid	The system blocks printing of the certificate until the order has been paid for.	*E - Exact match*	

ISS247	Process VitalChek Order Immediately	If the user downloads only one order from VitalChek into the system, the same user who initiated the download can immediately process the order without re-selecting the order.	*M - Modify*	Genesis will import VitalChek orders and requirement stated herein along with GoCertificate orders
ISS248	Issuance Queue Assignable to State Location	The VitalChek request queue is assignable to the State only.	*M - Modify*	Genesis will import VitalChek orders and requirement stated herein along with GoCertificate orders
ISS249	Clear Indication of Account Status	The system provides a clear indication of account statuses by funeral home location.	*E - Exact match*	
ISS250	COD Notification	The system provides an authorized user with a notification when a cause of death is added to a pending COD record.	*E - Exact match*	
ISS251	Limit Orders with Pending COD	If a certificate is pending a cause of death, the system flags the order and limits the number of certified copies that may be issued. The number of issuable copies is State-defined.	*E - Exact match*	
ISS252	Move to Ready to Issue Queue	The system moves a record to the Ready to Issue Queue once the cause of death has been added.	*W - Workflow or System Configuration Required*	In the current configuration, there is no such queue of Ready to Issue once the COD has been added. Genesis will configure its system to create such a queue.
ISS253	Registered Pending COD Notification	The system provides a notification when a record with a pending cause of death is registered.	*E - Exact match*	
ISS254	Clear Old Pending Requests	The system automatically clears out pending requests at the end of a State-defined period of time.	*M - Modify*	takes an action on such request; they are not automatically closed within any defined time. Genesis will work with the State to close such requests within a
ISS255	Manually Clear Pending Requests	The system allows an authorized user to manually clear out pending COD record requests after a State-defined period of time.	*E - Exact match*	
ISS256	Other State Agency Request Tracking	The system tracks how many times other state agencies (e.g. Child Support Services, state/federal agencies) requests a read-only and/or certified copy of a birth record.	*E - Exact match*	
ISS257	Other State Agency Drop-Down List	The system provides a State-defined drop-down list to select the state/federal agency making the request.	*E - Exact match*	
ISS258	Change Queue if Record is Registered	When the system determines that a record has been registered, the request that is being held moves into a queue for fulfillment.	*W - Workflow or System Configuration Required*	In the current configuration, there is no such queue of pending registered records. Genesis will configure its system to create such a queue.
ISS259	Abandoned Requests	After a State-defined period of time, requests in the Pending Queue become abandoned requests.	*M - Modify*	based on a State defined period of time. Genesis will modify its system to abandon such requests and purge/archive such requests according to State
ISS260	Purge Abandoned Requests	Abandoned requests can be purged from the system according to State-defined parameters.	*M - Modify*	based on a State defined period of time. Genesis will modify its system to abandon such requests and purge/archive such requests according to State
ISS261	Archive Abandoned Requests	The State can choose to archive abandoned requests prior to purging them from the system.	*M - Modify*	based on a State defined period of time. Genesis will modify its system to abandon such requests and purge/archive such requests according to State
ISS262	Display Alerts Such as "Missing Child"	An alert for issues such as "missing child" are displayed when the record is retrieved.	*E - Exact match*	
ISS263	Alerts State-Defined	The issues that indicate the need for an alert are State-defined and managed by the State.	*E - Exact match*	
ISS264	Requestor's Parental Rights Terminated	If the mother's and/or father's parental rights have been terminated, the system generates a "do not issue" flag and the parents are not entitled to certified copies of the child's birth certificate. A comment box is included to indicate which persons are not eligible.	*E - Exact match*	
ISS265	Supervisory Override	A supervisory override is required for changes to "do not issue" flags.	*E - Exact match*	
ISS266	"Deceased Requestor" Alert	The system provides an alert that allows the user to put a hold on a record if a person indicated as "deceased" requests their own death or birth certificate.	*E - Exact match*	
ISS267	Indicators	The indicators that are displayed are State-defined.	*E - Exact match*	
ISS268	Replacement Fee Type - Birth	For birth records, the system links the request number back to the original receipt number.	*E - Exact match*	
ISS269	Replacement Fee Type - Death	For death records, the system links the request number back to the original receipt number.	*E - Exact match*	
ISS270	Void Inventory Control Number on Returned Certificates	The system allows authorized users to void inventory control numbers on returned certificates.	*E - Exact match*	

ISS271	Reasons for Void	The system allows the user to select from a State-defined drop-down list of options the reason why a certificate has been voided.	E - Exact match	
Additional Rules for Online Ordering for Funeral Homes				
ISS272	Online Request Queue	The system provides the user with an Online Request Queue for requests submitted online.	E - Exact match	
ISS273	Online Request Confirmation Number	The system provides the customer with a confirmation number for online request.	E - Exact match	
ISS274	Look Up Order by Confirmation Number	The system allows the State user to look up an online order by entering a combination of the customer's confirmation number and last name.	E - Exact match	
ISS275	Online Request Pickup Location	If the requestor must pick up the items that were requested online, the system queues online requests based on the pickup location selected by the requestor.	E - Exact match	
ISS276	Online Request Billable Account	The system recognizes if an online request is a billable account.	E - Exact match	
Additional Rules For "No Record Found"				
ISS277	Send Orders to Queue	The system provides a work queue for counter requests for which a vital record event cannot be found.	W - Workflow or System Configuration Required	counter requests where a vital event cannot be found. Genesis will configure its system to provide such queue.
ISS278	Update Status to "No Record Found"	An authorized user may update the record status to "No Record Found" if the system could not find a match based on the information provided by the requestor.	E - Exact match	
ISS279	"No Record Found" Letter Needed	The system provides the user with a method of indicating that a "No Letter Found" letter is needed.	E - Exact match	
ISS280	"No Record Found" Letter Format	The format of the "No Record Found" letter is selected by the user from a State-defined drop-down list of "No Record Found" letters.	E - Exact match	
ISS281	Print "No Record Found" Letter	Based on the type of "No Record Found" letter selected by the user, the system automatically prints the "No Record Found" letter on certified or white paper.	E - Exact match	
ISS282	Flag Record	If further action from the requestor is required to complete the transaction, the State user flags the record.	E - Exact match	
ISS283	Pending Queue	If a record is flagged for further action, the systems sends the record into a pending queue.	E - Exact match	
ISS284	Remove Flags	The system allows an authorized user to remove the flag.	E - Exact match	
ISS285	Close Request	The system allows an authorized user to close a request after the generation of a "No Record Found" letter.	E - Exact match	

Description: Customer returns with missing info (Box 6)

If the record was found in the initial search, the system checks to see if the record can be issued. If the record cannot be issued, the record is placed in the Pending Queue and a letter is printed to inform the customer of their next steps. The customer may return with missing information, in which case the flow continues on to step 7.
An authorized user may override the flag, depending on the circumstances. Optionally, the request can be sent to a queue for a supervisor to review. If the record cannot be issued, the request is placed in the Pending Queue and a letter with a request for the missing information is generated.

If the user determines that the record requires an amendment, the record is queued for the Corrections Unit.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
ISS286	Various Types of Documents May Print	The system prints a variety of document types depending on the item(s) included on the request. A complete list is included in the Reports Matrix.	E - Exact match	
ISS287	System Records	The system records print from the data record.	E - Exact match	
ISS288	Relaxed Edits for SFN Entry	The system allows for relaxed edits when back data entering that provides the user the ability to data enter a SFN.	E - Exact match	
ISS289	Relaxed Edits for Legacy Records 1935 and Prior	For legacy records from 1935 and prior, the system provides further relaxed edits when a user is keying the record into the EVRS.	E - Exact match	

ISS290	Legacy Records Backfilled	Legacy records that have been backfilled can print from the image in the system or directly from the data record.	E - Exact match	
ISS291	Legacy Records Not Backfilled	Legacy records that have not been backfilled print from the image in the system.	E - Exact match	
ISS292	Legacy Records - Certified Copies	The system requires supervisor approval to issue certified copies from images under special circumstances where the system data is insufficient to issue the order requested.	M - Modify	of images in special circumstances. Genesis will work with the State to identify the business rules for special circumstances and modify the system accordingly.
ISS293	Legacy Records - Complete Data Entry	An authorized user, based on their user-defined role, may complete data entry on legacy records.	E - Exact match	
ISS294	Legacy Records - QA	The user that backfilled a legacy record cannot be the same user that performs QA of the record. A second user must perform QA of the legacy record and indicate that they have completed the QA before the record can be issued.	E - Exact match	
ISS295	Legacy Records - Backfill	The system allows the backfilling/completion of legacy records to occur at the State.	E - Exact match	
ISS296	Legacy records - Backfill Incomplete	The system allows the user to enter "null" if certain State-defined fields from the legacy record are not available for keying into the EVRS record.	E - Exact match	
ISS297	Legacy Records - "Null" Prints Blank Fields	When a record has fields that contain "null," those fields print blank on the certified copy.	E - Exact match	
ISS298	Legacy Records - Backfill Seamlessly	The system allows Customer Service to backfill/complete data on a legacy record in a seamless manner while they are fulfilling a request at the counter.	E - Exact match	
ISS299	Legacy Records - Dual Monitor Screens	The user may view the image of a legacy record on a separate monitor screen while entering data on a different monitor screen (dual monitor screens).	E - Exact match	
ISS300	Amend Legacy Record	An authorized user may amend a legacy record before fulfilling the request.	E - Exact match	
ISS301	Review by State	All legacy records that are backfilled by a local county must be queued for review by the State prior to issuance.	E - Exact match	
ISS302	Capture User	The system will capture the user who adjudicated the record in the record history.	E - Exact match	
ISS303	Legacy Record - Multiple Pages	The system recognizes legacy records that have been amended and have multiple pages that need to be printed on security paper; the system captures all document control numbers related to the request.	E - Exact match	
ISS304	Legacy Record - Scan Original	When a legacy record is amended, the user must scan and attach the affidavit and original book copy to the record.	E - Exact match	
ISS305	Legacy Record - Manually Enter	An authorized user may manually assign a DCN number to a record, in the rare instance where a certified copy is issued manually (from the vault).	E - Exact match	
ISS306	Legacy Record - Long Form	The system provides the user with the option of printing a long form of a legacy record of any event type, if the record contains an image.	E - Exact match	
ISS307	Print on Demand	The system allows the user to print certified copies on demand.	E - Exact match	
ISS308	Associate Document Control Number	Once a starting number is entered, the system assigns a document control number to each certified copy, increasing the number by one for each additional copy and storing the associated number in the document history.	E - Exact match	
ISS309	Option to Print System Receipt	The user has the option to print one or more copies of a receipt from the system.	E - Exact match	
ISS310	Bulk Print	The system makes it easy for users to enter and print a large number of certificates at a time (e.g. for research projects).	E - Exact match	
ISS311	Research Bulk Print	The system allows users to print subsets or full sets of State-defined data from certificates for research projects.	M - Modify	printed from a normal transaction. The system does not allow a subset of data to be printed for any specific purpose. Genesis will modify its system to allow
ISS312	Watermark for Bulk Print	The system prints a State-defined watermark on bulk printing jobs (for example, "not for legal use").	E - Exact match	

ISS313	Verifications Print on Plain Paper	Verifications of vital records are printed on plain paper. The system prints a watermark on the verifications that distinguishes the type and use of each record.	*E - Exact match*	
ISS314	Update Document History	Document history is updated for every output from a request.	*E - Exact match*	
ISS315	Track Date, Time and Issuer	Document history includes the date, time, and the person who issued the record or certificate.	*E - Exact match*	
ISS316	State File Number Required	In order for a request to be fulfilled, the associated record must be registered and have an assigned state file number.	*E - Exact match*	
ISS317	Number of Times Document is Printed	The system tracks the number of times a document is printed, the number of documents being printed, the person ordering the documents, and any other State-defined information.	*E - Exact match*	
ISS318	Alert for Number of Times Document is Printed	After a State-defined number of print requests, an alert is sent to a supervisor.	*E - Exact match*	
ISS319	Short Form	The system provides the user with the option to print a short form of any event on State-defined paper sizes.	*E - Exact match*	
ISS320	Long Form	The system provides the user with the option to print a long form of any event on State-defined paper sizes.	*E - Exact match*	
ISS321	Medical Information Not Included on Certified Copy	Medical information related to pre-natal and delivery is not shown on certified copies.	*E - Exact match*	
ISS322	Medical Certifier Notes Do Not Print	Not all of the information obtained from the medical certifier will be printed on a certified copy.	*E - Exact match*	
ISS323	Update Item Status to "Complete"	The system updates the status of an item on a request to "Complete" or its equivalent after the item has been filled.	*E - Exact match*	
ISS324	County Clerk Signature	For certificates issued at the county, the system will print the signatures of the State Registrar and respective County Clerk on all certified copies.	*E - Exact match*	
ISS325	Update Request Status to "Printed"	The system updates the status of each item on the request to "Printed" once the item is successfully printed.	*E - Exact match*	
ISS326	Fill Partial Requests	The system allows the user to fulfill one, none, or all of the items on a request that includes multiple items.	*E - Exact match*	
ISS327	Adjust Partial Requests	If one but not all of the items on a request is filled, the system user has the option to leave the request open or cancel the other items and close the request.	*E - Exact match*	
ISS328	Upload of SFN's to Print	The system accepts an upload of SFN's for the bulk printing of non-certified white copies.	*E - Exact match*	
ISS329	Upload Format	The system accepts uploads in various standardized formats, such as Excel.	*E - Exact match*	
ISS330	Print Range of Certificates	The system allows the user to print a range of certificates by SFN.	*E - Exact match*	
ISS331	Update Batch Status Option	When printing is complete, the system provides the user with the option to update the status immediately or at a later time.	*M - Modify*	with the option of re-printing. Genesis will modify its system so that batch's default status is later and as such can be updated later.
ISS332	Default Update Status Option for Batch Printing	The default update status option for batch printing is "later". The user may review the print job prior to updating status.	*M - Modify*	with the option of re-printing. Genesis will modify its system so that batch's default status is later and as such can be updated later.
ISS333	More Than One Request from Requestor	If the requestor has requested more than one certificate or search, the system displays the next request from the same requestor.	*E - Exact match*	
ISS334	Record Number of Certified Copies Made	The system records the number of certified copies made.	*E - Exact match*	
ISS335	Record Identity of Persons Ordering and Receiving Copies	The system records the identity of the person(s) ordering and receiving the certified copies.	*E - Exact match*	
Rules Affecting Naming Conventions				
ISS336	Character Rules	Please see the General Requirements, section L - Data, Data Format, and Tables for all rules related to characters and naming conventions within the system.		
Rules Affecting Specific Printing Requirements				

ISS337	Verifications	Verification copies of vital record events are watermarked with a State defined watermark such as "administrative copy only."	*E - Exact match*	
Rules Affecting Information Printed for Birth Events				
ISS338	"Deceased" Indicator	Birth certificates for which a death certificate is registered print with a "deceased" indicator.	*E - Exact match*	
ISS339	Unnamed Child	Customers cannot receive a certified copy of a birth record if the birth record is for an unnamed child.	*M - Modify*	without a name (name could be entered as "baby boy") and as such there is no restriction on issuance of a certified copy of such type of birth records. Genesis
ISS340	Unnamed Child Override	The system allows for a supervisory override for issuing a certified copy of a birth record for an unnamed child by updating the name to "Infant' or "Baby."	*E - Exact match*	
ISS341	Printing of Birth Certified Copies	The system tracks and alerts the user of birth certificates that have been printed a State-defined number of times within a State-defined period of time across all offices.	*E - Exact match*	
ISS342	Multiple Orders of Same Birth Certificate Received	The system tracks and provides an alert when more than the State-defined number of requests for the same birth certificate have been received across all offices.	*E - Exact match*	
ISS343	Prevent Printing of Certified Copy of Birth Certificate	The system issues a message before filling a request for a certified copy of a birth certificate if the request exceeds a State-defined number of requests within a State-defined time period across all offices; An override by an authorized user is required before the request can be filled.	*E - Exact match*	
ISS344	Supervisory Override for Birth Certificate	A supervisor can override and print a certified copy of a birth certificate if the request is over the State-defined number of requests across all offices.	*E - Exact match*	
ISS345	Truncated Birth Name	If a birth record contains an indicator that the child's name has been truncated, the system allows the user to view the image and type in the remainder of the name so that it may print correctly without having to create an amendment.	*M - Modify*	existing name fields. If for any reason the names are longer than what is provided on the registration screen, Genesis will modify its system to provide an alternative longer field that can accommodate up to 2,000 characters of names
ISS346	Additional Name Space	The system allows for the full name of a child to print at the bottom of page if it is too long to fit into the box.	*E - Exact match*	
ISS347	Paternity or Legitimation Order	If a birth record is being held because it contains an indicator that a paternity or legitimation order is in process, the system does not allow the printing of a certified copy of the birth record.	*E - Exact match*	
ISS348	Paternity or Legitimation Order Override	The system allows a supervisory override for the printing of a long form, certified copy of a record that has a paternity or legitimation hold.	*E - Exact match*	
ISS349	Do Not Issue	The system does not allow the printing of a long form, certified copy of a birth record that has a paternity or legitimation hold if an amendment is in progress.	*E - Exact match*	
ISS350	Add Additional Data to Legacy Records	The system allows a user to enter additional data in legacy records and set a flag so subsequent copies are printed from the system.	*E - Exact match*	
ISS351	No Father Information	If a father is not listed on a birth record, no information is printed in the father fields on the certified copy of the birth record.	*E - Exact match*	
ISS352	Delayed Birth Print	Abstracted information is included in the printed copies of delayed birth certificates.	*E - Exact match*	
ISS353	Delayed Certificate Notation	Delayed records (registered more than one year after the date of the event) have the "Delayed Certificate" notation as part of the heading on the certificate and are issued from the system image.	*E - Exact match*	
ISS354	Paternity Flag	Certified copies may still be issued in instances where the mother is married, the father information is missing, and there is a "paternity hold" flag.	*E - Exact match*	
ISS355	Accommodate Court Orders	The system will accommodate the printing of court-defined information on a birth record.	*E - Exact match*	
ISS356	Verification of Birth	Verification of birth has a separate format from certified birth certificates.	*E - Exact match*	
ISS357	Certified Copy of Birth Certificate	The format of a certified copy of a birth record is State-defined.	*E - Exact match*	
Rules Affecting Information Printed for Death Events				

ISS358	Statement of Death	A statement of death (abstract) may be issued from the system. Fields on the statement of death are State-defined and do not include medical information.	E - Exact match	
ISS359	Short Form	A death short form may print from the system. The fields are State-defined and includes only the manner of death and not the actual COD.	E - Exact match	
ISS360	Long Form	A death long form may print from the system. The fields are State-defined and does include the COD, which may be pending.	E - Exact match	
ISS361	Verification of Death	A verification of death prints on letterhead with a State defined-watermark and includes State-defined information.	E - Exact match	
ISS362	Court-Ordered Death	Court-ordered death certificates are marked with "Judicial Determination of Death."	M - Modify	Genesis will modidt its certificate issuance to mark such death records with "Judicial Determination of Death"
ISS363	County Commission Determined Death	Presumed deaths as determined by County Commission are marked with "Presumptive Death."	E - Exact match	
ISS364	Pending COD	Certified copies of death certificates can be issued when the cause or manner of death is listed as "pending."	E - Exact match	
Rules Affecting Information Printed for Genealogy				
ISS365	Genealogy Report	The system provides the option to print a genealogical report.	E - Exact match	
ISS366	Genealogy Report User-Defined	The format and fields included on the report are user-defined by the State.	E - Exact match	
ISS367	Genealogy Report Prints on White Paper	Genealogy reports print on white paper and are clearly marked with "Not for legal use."	E - Exact match	
ISS368	Legacy Records Communicable Disease	All legacy records where COD equals a communicable disease are flagged so that the COD does not print on genealogy requests.	E - Exact match	
ISS369	Genealogy COD	The system provides the user the option to print COD on genealogical records as long as the COD is not a communicable disease.	E - Exact match	

Description: Fulfill order and add control # of security paper (Box 7);

Once the record has been retrieved, the system checks for flags and indicators that may affect the ability of the system user to fill the request for that record. If the record can be issued, the system user will add the control number of the security paper and print the certificate.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
ISS370	Letter Rules	Please see the General Requirements, section X - Letters and Forms, for all rules related to creating letters within the system.		
ISS371	Create Letter	If the Customer Service user finds that they cannot complete the request, the user prints a letter for customer indicating the reasons the request could not be processed.	E - Exact match	
ISS372	Update Request	The request can be updated to include a request for an amendment.	E - Exact match	
ISS373	Queue for Amendments Unit	Requests with amendments added are queued for the Corrections Unit to complete.	E - Exact match	
ISS374	Held Record	If a record contains an indicator that it is being held, the system does not allow the printing of a certified copy.	E - Exact match	
ISS375	Record Must be Registered	A record must be registered before any request for that record can be filled.	E - Exact match	
ISS376	Paternity Affidavit Form Received	If a signed and notarized Paternity Affidavit Form has been received for a birth record which has a flag indicating that one is expected, and the paternity information has been entered, the system allows the printing of a certified copy of the birth certificate.	E - Exact match	
ISS377	Paternity Affidavit Form Not Received	If a signed and notarized Paternity Affidavit Form has not been received for a birth record which has a flag indicating that one is expected, the system does not allow the printing of a certified copy of the birth certificate.	E - Exact match	
ISS378	Paternity Form Hold Supervisory Override	The system allows a supervisory override to allow issuance of a record that was flagged as awaiting a Paternity Affidavit Form or a Court-Ordered Paternity Form.	E - Exact match	

ISS379	Sealed Records	If a record contains an indicator that the record has been legally removed and sealed, the system does not allow the printing of a certified copy.	*E - Exact match*	
ISS380	Check Note In System	When a record has an "insufficient payment" flag, an authorized user can access the notes in the system to determine if the money to be collected is different than the standard fee.	*E - Exact match*	
ISS381	No Note In System	If there is no note in the system for a record with an "insufficient payment" flag, the user collects the standard fee.	*E - Exact match*	
ISS382	Reason for Refund is Clear	When the need for a refund is created by reducing the quantity ordered through the issuance of a "No Record Found" letter, the reason for the refund is noted in a way that is clear to the person reviewing the potential refunds list.	*M - Modify*	In the current configuration, it is up to the user to annotate such comments if the quantity is reduced based on a record not found. Genesis will modify its system to add a relevant comment automatically based on State defined requirements.
ISS383	Print Refund on Receipt	The system can print refunds on receipts.	*E - Exact match*	
Additional Rules Flags and Indicators				
ISS384	File Flags and Indicators	The system checks file flags and indicators on each record to determine if the issues being identified by the indicator or flag affect the system user's ability to fill the request.	*E - Exact match*	
ISS385	Override Flags and Indicators	Authorized users can override certain types of flags and indicators.	*E - Exact match*	
ISS386	Remove Flags and Indicators	Authorized users, based on their role, can remove flags and indicators based on circumstances.	*E - Exact match*	
ISS387	"Pending Request" Flag	The system allows users to set an indicator for amendment requests being held and to select a reason for holding the request. Different reasons could include: the requestor looks suspicious or possible case of fraud.	*E - Exact match*	
ISS388	Comment Field Available for Holding Files	The system provides a comment field for files that have a "hold" flag.	*E - Exact match*	
Additional Rules Fees				
ISS389	Fee Not Received	If the fee for an amendment is not received or is insufficient, the record contains a "Do not issue" flag that prevents certified copies from being issued.	*E - Exact match*	
ISS390	Modify Request to Reflect Money Collected	If the money due as noted on the record is collected by the system user, the request is updated to show the collection of the additional money.	*E - Exact match*	
Additional Rules Amendments				
ISS391	Notify User if Amendment is Pending	The system notifies users of pending amendments that prevents the issuance of a record.	*E - Exact match*	
ISS392	Override Flags and Indicators	Users with the proper authority can override the "amendment pending" flag or choose to wait until the amendment is processed.	*E - Exact match*	
Additional Rules Letters				
ISS393	"No Record Found"	If no record is found, the system user can alter the order to print a "No Record Found" letter in lieu of the requested output.	*E - Exact match*	
ISS394	Letter Specifications Apply	The system requirements relative to generating letters apply to the "No Record Found" letter.	*E - Exact match*	
ISS395	Update Request	The request is automatically changed to reflect that the "No Record Found" letter has printed instead of the appropriate certificate.	*E - Exact match*	
ISS396	Refund Certified Copies	When a requestor is found to be ineligible after a search for the record has been performed, the system prints a "No Record Found" letter and refunds the money that the requestor had paid for certified copies, minus the search fee.	*E - Exact match*	
ISS397	More Than One "No Record Found" Letter	When a search requires more than one "No Record Found" Letter, the system does not refund any associated additional copy fee(s).	*E - Exact match*	
ISS398	Sales Statistics Separate "No Record Found" from Certified Copies	When sales reports are ran, "No Record Found" letters can be separated from certified copies.	*E - Exact match*	
ISS399	Productivity Reports	The system allows users to run productivity reports by State-defined sets of data such as types of transactions, users and region.	*E - Exact match*	

ISS400	Request Reports	The system allows users to run reports by State-defined sets of data such as number and type of certificates ordered per customers within a given time period.	*E - Exact match*	
ISS401	Record Hold Letter to Requestor	The system allows the generation of a letter and the printing of an appropriate form for a requestor to resolve a hold code.	*E - Exact match*	

Description: QA order (Box 8); OK? (Box 9); If no, void doc, add note stating the reason for void (Box 10); Has the customer paid? (Box 11); If no, the records enter the Billing Process Queue (Box 12); Generate billing documents (invoice, spreadsheet, final notice after 10 days) (Box 13); Payment received (Box 14); go to step 16.

The QA step can be done by the same individual who filled the request or by a second individual from the Quality Check Queue. The QA processor reviews the source of the request and the delivery option specified. The processor reviews the quality of the print job to determine if any copies were damaged during the print process or not appropriately printed. The order is also checked to ensure all line items were filled. If documents are not correct or clear, the document is marked "void." The QA processor can print new copies and perform QA again.

If the documents pass QA, the system updates the security paper numbers and prepares the order for sending or releasing to the requestor.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
ISS402	Inventory Rules	Please see the business rules in Inventory regarding the adding of document control numbers to a record.		
ISS403	Send to QA Queue	For requests received by mail, the system user has the option to send the completed order to the QA Queue so the outputs can be checked against the order by a second person.	*E - Exact match*	
ISS404	QA Immediately	The system user has the option to complete the QA steps without sending the request to the QA Queue.	*E - Exact match*	
ISS405	QA Directly Follows Filling of Order	When an error is found in the printing of the record after the request has been completed, an authorized user can access the request, void the certificate and document control numbers, and reissue the certificate.	*E - Exact match*	
ISS406	Send to Queue	In some cases such as training a new employee, the person filling the order may send the order to the QA Queue to be reviewed by a second person before it is released.	*E - Exact match*	
ISS407	Select from Queue	The QA processor, if s/he is not the person who filled the order, can select completed requests from a queue.	*E - Exact match*	
ISS408	View Entire Request	The QA processor can view the entire request, including the document history of the items printed.	*E - Exact match*	
ISS409	Associate Security Paper with Document History	The security paper inventory number used is associated with a specific document in the document history.	*E - Exact match*	
ISS410	Security Paper Not Previously Used	The system automatically checks to make sure that the security paper number being entered has not already been used or voided.	*E - Exact match*	
ISS411	Check Security Paper Number Location	The system automatically checks to see if the security paper number being entered is assigned to the user's location.	*E - Exact match*	
ISS412	No Override on Messages	If the system notifies the user that the security paper number is not available or assigned to the location, an authorized user at the State can make corrections using the Inventory Module before an update to that record can be completed.	*E - Exact match*	
ISS413	Update Inventory	The status of the inventory is updated immediately upon the successful completion of a transaction that involves the use of secured inventory.	*E - Exact match*	
ISS414	Correct Input Error	The system provides a manual method of correcting security paper numbers associated with a record by error.	*E - Exact match*	
ISS415	Void Function	The system provides authorized users at the State the ability to void a certified copy and the DCN if the user determines that one or more copies are damaged or not needed.	*E - Exact match*	
ISS416	Print Vault Copy	The system prints a vault copy of all records issued. The functionality may be turned on or off by the State.	*E - Exact match*	

Description: Release documents to customer (Box 15)

The documents are released to the customer at the counter or otherwise placed in an envelope and sent to the mailroom for mailing to the requestor.

If the documents are returned to the State, the user notes this in the system by marking the documents as "returned." Once the customer contacts the State regarding the documents, the user accesses the record and updates the incorrect information. The documents are then resent to the customer with the updated information. Returned mail may be sent out to the customer one time at no charge. Any additional re-mails of returned items may be associated with a fee.

	Business Rule Name	Business Rule Description	Vendor Response	Comments
ISS417	Print Receipt for Interagency Transactions	For billable accounts, the system provides the ability for the user to print a receipt showing what was given to the customer.	E - Exact match	
ISS418	Update Audit Log for Voids	The system tracks voids in the audit log.	E - Exact match	
ISS419	Option to Record Reason for Void	The system provides the user with the option to record the reason for voiding a certified copy and/or document control number.	E - Exact match	
ISS420	Textual Explanation for Void	The system provides the user with the option of entering a textual explanation regarding why a copy was voided.	E - Exact match	
ISS421	Reason List for Void	The system provides the user with a display in the form of a selection list or drop-down menu to indicate the reason a document was voided.	W - Workflow or System Configuration Required	a free form text field. Genesis will configure its system to capture such reason through a selectable list of options.
ISS422	Reprint	The system requires a supervisory override to reprint any documents.	E - Exact match	
ISS423	No Effect on Sales Figures	Reprints are not included in sales reporting as a new sale.	E - Exact match	
ISS424	Void Replaced Copies	The system provides the ability to void replaced copies from a previous request that have been returned, usually because an amendment has been processed and new copies are being produced.	E - Exact match	
ISS425	Order Closed	The order is automatically closed when all of the transactions on the order have been completed.	E - Exact match	
Additional Rules for Returned Mail and Re-Mails				
ISS426	Search Rules	Please see the General Requirements, section M - Searching and Matching, for search and duplicate checking rules.		
ISS427	Queues Rules	Please see the General Requirements section N - Queues for rules of queues.		
ISS428	Returned Mail Queue	The system provides a queue for records marked as "returned."	W - Workflow or System Configuration Required	In the current configuration, there is no queue for records marked as Returned. Genesis will configure its system to provide this queue.
ISS429	Open Closed Request	The system allows a closed request to be opened when a mailed certificate is returned because of a bad address.	E - Exact match	
ISS430	Capture Date Received	The system provides a place to capture the received date for returned mail.	M - Modify	certificates that are returned because of a bad address, but the system does not capture the date of which the mail is returned. Genesis will modify its system to
ISS431	Comment Box	The system provides a comment box for the user to add any necessary comments.	E - Exact match	
ISS432	Request Has Been Re-Mailed	The system provides a checkbox to note that the request has been re-mailed.	W - Workflow or System Configuration Required	date when a request has been re-mailed. Genesis will work with the State to identify alternative to this approach.
ISS433	Remove from Returned Mail Queue	The system automatically removes a record from the Returned Mail Queue once the record has been marked as "re-sent."	W - Workflow or System Configuration Required	In the current configuration, there is no queue for records marked as Returned. Genesis will configure its system to provide this queue.
ISS434	No Fee for First Re-Mail	No fee is associated with the first re-mail.	E - Exact match	
ISS435	Fee for Additional Re-Mails	A State-defined fee is associated with any re-mails after the initial re-mail.	E - Exact match	
ISS436	Capture Re-Mail Date	The system provides a place to capture the re-mail date.	E - Exact match	
ISS437	New Address	The system provides a place to capture the new address for the re-mail.	E - Exact match	
ISS438	Service Transaction Type: Re-Mail	The system provides a service transaction type for re-mail.	E - Exact match	
ISS439	Print with New Address	The system allows a user to print a copy of a receipt with the new address information received from a re-mail.	E - Exact match	

Description: Order complete? (Box 16) If no, search for the record again (Box 1).

The system user continues to search for records and print appropriate outputs until all items on the request have been filled. When all items have been filled, the order is marked "Ready for QA" or an equivalent status. If the order is a credit card order, the receipt produced by the EVRS system is matched to the certified copies so it can be sent to the customer with the documents. If a refund is due and the request was processed on the same day as the refund, the refund can be made from the cash drawer. If the order will be charged, the record is available for billing.

Orders are prepared for mailing to the requestor based on the handling instructions on the request.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
ISS440	Allow Refunds on Same Day	The system allows for same-day refunds, provided that the business day has not closed.	*E - Exact match*	
ISS441	Review Potential Refunds	An authorized user can select and review a list of all requests for which a refund has been requested.	*E - Exact match*	
ISS442	Final Refund List	The user can produce a refund list.	*E - Exact match*	
ISS443	Remove Items from Refund List	The user can remove items from the refund list.	*E - Exact match*	
ISS444	Excluded Refunds Closed	Items removed from the refund list are excluded from future refund lists.	*E - Exact match*	
ISS445	Change Request Status	When all of the items on the request have been filled, the request status is changed to "complete" or equivalent.	*E - Exact match*	
ISS446	Notification to Customer Upon Release of Order	The system sends an email notification to the customer upon release of an order if an email address was provided.	*W - Workflow or System Configuration Required*	Genesis will configure its system to send an email notification to the customer upon release of the order.

Additional Rules for County

Issuance at the county occurs in the same way as the State office with a few exceptions.

Please note: Issuance rules in the Issuance - Counter Flow apply and are not repeated here.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
ISS447	Search Rules	Please see the General Requirements, section M - Searching and Matching, for search and duplicate checking rules.		
ISS448	Queues Rules	Please see the General Requirements section N - Queues for rules of queues.		
ISS449	Services Differ	The types of services provided at different counties may vary.	*E - Exact match*	
ISS450	County Cannot Complete Amendments	The system does not allow a user at the county to complete an amendment.	*E - Exact match*	
ISS451	Same Screens as State	Request screens and corresponding edits for the county are the same as the State's.	*E - Exact match*	
ISS452	State Specifies County Capability	The State has the ability to specify which event types and certificate types each county may issue.	*M - Modify*	certificate type by county office. Genesis will work with the State to identify the requirements and customize the system accordingly.
ISS453	Turn On/Off Access for All Counties	The system provides the ability to turn on and off the feature that allows any county to access any record.	*M - Modify*	certificate type by county office and thus the ability to turn on and off the feature is not available. Genesis will work with the State to identify the requirements
ISS454	Turn On/Off Access for Specific County	The system provides the ability to turn on and off the feature that allows a specific county to access any record.	*M - Modify*	certificate type by county office and thus the ability to turn on and off the feature is not available. Genesis will work with the State to identify the requirements
ISS455	County Access to Records	Counties have the ability to view all vital event records regardless of the county of occurrence.	*E - Exact match*	
ISS456	County May Only Issue Their Records	Counties may issue records for their county only.	*E - Exact match*	
ISS457	Validate Payment Method	The system checks each account to ensure that the method of payment being used is valid for that requestor.	*E - Exact match*	

ISS458	**"Hold" Flags**	Authorized users can put temporary "hold" flags on accounts with charging privileges that prevent that method of payment from being used.	***M - Modify***	accounts that have charging privileges, but such a hold cannot be put on the method of payment for that account. Genesis will work with the State to modify
Release of Order at County (Counter)				
ISS459	**Same Rules**	The rules for releasing an order at the State apply to the local health departments.		
ISS460	**Same Accounting Reports as State**	The system produces the same accounting reports at the local level that are produced at the State level to facilitate day-end closing and State audit requirements for each county.	***E - Exact match***	

From the dropdown list, please select one of the available condition codes **E - Exact, W - Workflow/System Config, M - Modify, F - Future, N - Cannot Meet** as described below for your answer to the following business rules.

Condition	Description
E – Exact Match	The COTS solution, as delivered at contract execution, fully satisfies the function as described in workflow and business rule **without any workflow configuration effort** (workflow configuration is as defined below and does not include changes such as updating screens to correspond with State-specific language). You must be able to demonstrate this functionality EXACTLY as defined.
W - Workflow or System Configuration Required	The COTS solution, as delivered at contract execution, contains the functionality as described in workflow and business rule but must be configured during the project.
M - Modify - Modification Required	The underlying code of the COTS solution must be modified at a cost to meet this functionality. Please do not comment. **DO NOT** include costs in Technical Response; if you do, your proposal will be disqualified.
F - Future - Planned for Future Release	The current version of the COTS solution cannot meet the functionality as stated, but functionality will be met by a planned future release of the system at no additional cost to WV. **Enter the anticipated date** of the release where the feature will be included in the date column.
N - Cannot Meet - Cannot Meet Requirement	The COTS solution proposed for WV will not satisfy the requirement.

OVERVIEW OF THE BUSINESS PROCESSES FOR PROCESSING AMENDMENTS

Amendments types in the state include: administrative corrections, legal corrections, medical information including pending cause of death, adoptions, foreign born, Legitimations, paternities, and court orders. The request for an amendment may come from a system user or directly from an individual. If the request is through an individual, they may mail in the request or bring it to a counter at the State or County of occurrence, and a flag is applied to identify which. If the request is initiated at the County, the County will data enter the changes to the recorded and scan and attach the supporting documentation. The record is then queued for the State's review. The system will recognize if the record is a simple change such as a name change, and will queue the record in the Customer Waiting Queue. All other records will be queued in the State's review queue to be processed as needed. When an Amendment is mailed or brought to the State office, the Corrections staff will process the entire amendment if possible. The record may need be held in a Pending Active Queue for the Corrections staff to re-access the record as needed. More than one person can process the records from the queue and a messaging system will be implemented to ensure that different users can communicate/collaborate on records. If required documentation is missing, the record is put into a Waiting Queue and is automatically flagged. In the meanwhile, the requestor is contacted regarding the incomplete documentation and instructed to resubmit the application.

Amendments often need an affidavit to initiate the change. If an affidavit is needed, it can be presented in person, through the mail, or electronically through the system. A request application is generated in the Point of Sale module; this request application is linked with the actual record that will be amended. Acceptance of an amendment request is based on the eligibility of the requestor and the supporting documentation presented. Please see Issuance for business rules.

When sealed files are required, the original record is saved and linked to the new replacement record but is no longer visible except to authorized personnel. For electronic records, it should be sealed electronically. When an amendment has been completed, the system automatically updates the Issuance Queue.

NAPHSIS use case models:

EBRS UC 018 v. 1.9 - Register a Record

MVRS UC 006 v. 2.2 - Modify a Registered Record

MVRS UC 010 v. 1.4 - Responder Responds to RFI

MVRS UC 012 v. 1.5 - Search
POS UC 003 v. 1.3 - Update a Request

BUSINESS PROCESS: System User Requests a Correction to a Registered Record

System users can request a correction to a registered record within the first year of the date of the event. System users can do this electronically through the system for their records only. The system provides a way for users to see the current certificate information in a read-only format while allowing the user to enter the requested correction information in the system. The user may also request additional certified copies when requesting the correction.

For birth: After one year of the event, a court order and/or documentation is required to justify any changes. If minor changes are to be made to the birth record within one year, they can be made using the Birth Worksheet as reference. Only obvious errors may be changed for last name and require proof from the mother and father. First and middle name changes may be done without proof until one year from birth; thereafter, an affidavit is required. Changes cannot be made to the year of birth. Place of birth, age, and DOB of parents are all changeable if proof, including an affidavit, is provided by the parents to substantiate the changes. Gender can be changed with proof from the hospital or by court order. If there are clerical errors on the part of the hospital, they can initiate changes without a court order.

For death: Funeral directors may change another funeral director's records as long as they are part of the same funeral home or group, or are affiliated in some other professional way. If one funeral home is bought by another, the new funeral home will assume responsibility for all of the records made by the old funeral home. The new funeral home will have the responsibility of changing/amending any of the old records and any record after the sale will be changed to reflect the new funeral home's information.

Description: Log into system (Box 1)

The system user logs into the system.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
AC1	**User Log In**	Please see the General Requirements section B -User Authentication for rules related to user log in.		
AC2	**User Profiles**	Please see the General Requirements section C -Roles, Profiles and Institutional Affiliations for rules related to user log in.		
AC3	**Record Ownership and Access**	Please see the General Requirements, section D - Record Access/Ownership, for rules related to record ownership and access.		
AC4	**Request Corrections Within One Year of Event**	All external system users may request birth corrections through the system for their records within one year of the date of the event.	E - Exact Match	
AC5	**Court Order After One Year**	The system requires a court order or affidavit for any correction or amendment after one year.	E - Exact Match	
Additional Rules for death records				
AC6	**No Time Limit for Funeral Homes**	All funeral homes may process death corrections through the system for their records with no time limit after the date of the event	E - Exact Match	
AC7	**No Time Limit for Medical Examiner**	All medical examiners may process death corrections through the system for their records with no time limit after the date of the event	E - Exact Match	
AC8	**Medical Certifier (Physician) May Amend Medical Information**	Certifiers may amend medical information within the same facility.	E - Exact Match	
AC9	**Medical Certifier (Medical Examiner) May Amend Medical Information**	Certifiers may amend medical information only within their records.	E - Exact Match	
AC10	**Medical Examiner Exception**	There is no limit to the number of times a Medical Examiner can update the death record information.	E - Exact Match	
AC11	**Funeral Home Exception**	Funeral directors within the same funeral home or funeral home group/affiliation can amend one another's records.	E - Exact Match	
AC12	**Funeral Home Sale**	If a funeral home is acquired by another funeral home, all records owned by the old funeral home become property of the new funeral home.	E - Exact Match	
AC13	**Funeral Home Name Change**	If a funeral home is acquired by another funeral home, the system allows the record to print the new funeral home's information on their record.	E - Exact Match	
AC14	**Funeral Home Request**	Funeral homes are only able to change the records that they are affiliated with, regardless of actual funeral home on record.	E - Exact Match	

Description: Create correction request or amendment (Box 2)

The user will create a correction request through the system.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
AC15	**Issuance Rules**	Please see the business rules for issuance for creating a request in the system.		
AC16	**Search Rules**	Please see the General Requirements, section M- Searching and Matching, for search and duplicate checking rules.		
AC17	**E-Notary**	Please see General Requirements section T - Electronic Signature and E-Notary for rules related to e-notary as they apply here.		
Additional Rules for amending birth record				
AC18	**No Changes Without Court Order**	If a particular item on a birth record has been changed once, no further changes can be made without a court order.	E - Exact Match	
AC19	**First and middle Name Change**	The system allows the child's first and middle names to be changed through a notarized affidavit until the child's first birthday.	E - Exact Match	
AC20	**Track Changes and Date of Change**	The system will track which item was amended on a certificate, and the date of that amendment.	E - Exact Match	
AC21	**Last Name Change**	Last name changes require proof from the mother and father through a notarized affidavit.	E - Exact Match	
AC22	**Parent's Name**	The system allows the parents' names to be changed with the exception of last name.	E - Exact Match	
AC23	**Change with Affidavit Marked "Amended"**	Any change requiring an affidavit will be marked "amended" on the record.	E - Exact Match	
AC24	**Source of Amendment**	An open field will capture the source of the amended information (e.g. affidavit, court order, hospital records).	E - Exact Match	
AC25	**Name Changes Marked "Amended"**	The new birth certificate will be marked "amended" any time a name is amended, regardless of the timing of the amendment	E - Exact Match	
AC26	**Override Amendment Stamp**	Authorized users can override the amendment stamp in special circumstances.	E - Exact Match	
AC27	**Comment with Reason for Override**	If an authorized user opts to override the amendment stamp, a drop down menu with reasons for the override is opened. The user must select a reason to complete the override.	E - Exact Match	
AC28	**Authorized User Mark Record as "Amended"**	An authorized user may add an amendment stamp to a record if a minor correction took place to a record but did not require an affidavit, within one year of the DOB/DOD. An amendment stamp cannot be placed on a record that has had no corrections or amendments to it.	E - Exact Match	
AC29	**Date of Birth of Parents**	The system allows the DOB of parents to be changed with documentation.	E - Exact Match	
AC30	**Place of Birth**	The system allows the place of birth to be changed with documentation.	E - Exact Match	
AC31	**Date of Birth**	The system allows the date of birth to be changed with the exception of the year, with proof from the hospital or supporting affidavit.	E - Exact Match	
AC32	**Gender Change**	Gender can be changed with proof from the hospital.	E - Exact Match	

Description: Retrieve record and auto-populate request form with read-only information (Box 3)

The system retrieves the original record and the user is able to view the original record in a read-only format. The request is auto-populated with the information that was originally entered.

Please note that the rules for this section follow the same rules detailed for boxes 5-6 from the Amend a Registered Record Flow. The rules are not repeated here.

	Business Rule Name	Business Rule Description	Vendor Response	Comments
AC33	Queues Rules	Please see the General Requirements section N - Queues for rules of queues. Amendments will be queued based on type of amendment.		
AC34	Requestor Must be Owner of Record	A requestor can only request amendments to records in which they are the owner.	E - Exact Match	
AC35	Change Person Requesting	If a request is rejected for correction, the person signing and submitting the request the second time may be different from the person initiating the request, although they need to originate from the same facility (i.e. medical examiners in the same office; funeral directors at the same funeral home).	E - Exact Match	
AC36	Cancel Request for Correction	The system allows requestor to cancel a correction, record a cancellation reason, and change the status to "closed."	E - Exact Match	
AC37	Removal of Cancelled Request for Correction	Upon indication of a cancelled request for a correction, the cancelled request for a correction is removed from the State's Pending Queue.	E - Exact Match	
AC38	Cancellations Prior to Approval	The system only allows the requestor to cancel a request for a correction prior to State approval.	E - Exact Match	
AC39	Notes for Cancellation	A note section will be available so the user may identify the reason for the cancellation.	E - Exact Match	
AC40	Cancellation Becomes Part of History	Each cancellation becomes part of the history of the record.	E - Exact Match	
AC41	No Request for Records Over One Year After Date of Event	For records one year or more past the date of the event, the system does not allow a hospital to submit a request for a change to a record.	E - Exact Match	

Description: Enter correction information or amendment (Box 4); System edits run (Box 5); OK? (Box 6); Scan and attach affidavit or other supporting documents (Box 7); Print affidavit if necessary (Box 7a)

The user enters the information to be amended. The system runs an edit check to confirm that the information entered is okay to proceed. Affidavits or other supporting documentation is are scanned and attached to the record.

Please note that the rules for this section follow the same rules detailed for boxes 9-12 from the Amend a Registered Record flow. The rules are not repeated here.

	Business Rule Name	Business Rule Description	Vendor Response	Comments
AC42	Amend Registered Record	The business rules from the previous section apply to this flow.		
AC43	Scanning	Please see General Requirements, A - User Technical Environment, regarding rules related to scanning.		
AC44	Multiple Documents	One or more documents can be scanned.		
AC45	Unlimited Changes	There is no limit to the number of changes that can made in one request.	E - Exact Match	
AC46	Supporting Documents Attached	The system allows the user to indicate what supporting documents are attached.	E - Exact Match	
AC47	Include Original Document Number in Pending COD	The amendment request record includes the state file number and medical examiner case file number (if applicable) of the original document being amended.	E - Exact Match	
AC48	Rejected Request Queue	The user can access a rejected amendment request from the Rejection Queue or by entering State defined search criteria such as the amendment request tracking number or name on record.	E - Exact Match	
AC49	Adding/Attaching Documents to Amendment	The system allows the attaching of supporting documentation (scanned or other electronic) to the amendment at any time.	E - Exact Match	
Additional Rules for Birth Amendments				

AC50	Exception Regarding Year of Birth	External system users cannot make changes to the year of birth without a court order.	E - Exact Match	
AC51	Exception Regarding Place of Birth	External system users cannot make changes to place of birth without a court order.	E - Exact Match	
AC52	Exception Regarding Age on Record	External system users cannot make changes to the age listed on the record without a court order.	E - Exact Match	
AC53	Exception Regarding Date of Birth of Parents	External system users cannot make changes to the date of birth of parents without a court order.	E - Exact Match	

Description: Electronically sign request and order copies (Box 8)

The requestor electronically signs the request form and the system provides the user with the ability to order copies of the certificate and/or amendment, if desired. The requestor submits the correction request form and the request for certified copies to the State. The request is queued in the appropriate amendment queue at the State based on the type of amendment being requested.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
AC54	Queues Rules	Please see the General Requirements section N - Queues for rules of queues.		
AC55	Issuance	Please see the business rules for Issuance.		
AC56	Resolve Errors	The correction cannot be marked "complete" if all of the required fields in the request have not been completed.	E - Exact Match	
AC57	Record Leaves Queue	Once the request is complete, it leaves the queue and is ready for State.	E - Exact Match	
AC58	Confirm Request	The system prompts the user to confirm that s/he is finished with the request and that the information provided is correct. Prompt could be an action such as selecting a check box. This action makes the user responsible for confirming that the request is valid.	E - Exact Match	
AC59	Save as Pending	The user may choose to save the request as pending and submit the request at a later time.	E - Exact Match	
AC60	Only Authorized Users May Submit	Only authorized users may submit a correction.	E - Exact Match	
AC61	Queue for Signature	If a user not authorized to sign creates the initial amendment request, the request can be directed to a queue for the authorized signer.	E - Exact Match	
AC62	Update Correction Request Status "Correction Request Transmitted"	The system updates the correction request status to "Correction Request Transmitted" or equivalent when the request has been signed.	E - Exact Match	
AC63	Signing Submits Request to State	The act of submitting the correction request causes the request to be submitted to the State, where all processing of correction requests occurs.	E - Exact Match	
AC64	Request Copies	The system allows a funeral establishment to request the number of certified copies when the correction request is submitted.	E - Exact Match	
AC65	Invoice	The system allows a previously approved requestor to invoice fees associated with the correction request.	E - Exact Match	
AC66	No Fee for Obvious Errors	For obvious errors, the record is updated administratively and fees are not collected.	E - Exact Match	
AC67	Ability to Re-Correct a Correction	A user may edit the request for a correction until it is submitted to the State.	E - Exact Match	
AC68	Cancel a Correction Request	The system allows an authorized user to cancel a correction request that has not been submitted to the State.	E - Exact Match	

Description: Submit to Vital Records (Box 9)

Once signed, the request moves to Vital Statistics

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*

AC69	Queues Rules	Please see the General Requirements section N - Queues for rules of queues.		
AC70	Pending Amendment Queue	The system provides a queue for system users that contains all pending amendments.	E - Exact Match	
AC71	Sent to State	Once the user electronically signs an amendment, the record is automatically sent to the State's review queue.	E - Exact Match	

Description: Vital Records reviews (Box 10); Approved? (Box 11); Register amendment (Box 12); Send notification to requestor and county (Box 13); Ready to issue queue for the county (Box 13a)

Vital Records reviews amendment requests that are received and approves the changes. The amendment is applied and a notification is sent to the requestor that the amendment is complete.

Please note that the rules for this section follow the same rules detailed for boxes 1-6 from the Amend a Registered Record flow. The rules are not repeated here.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
AC72	Amend Registered Record	The business rules from boxes 1-13 apply to this flow.		
AC73	Complete Amendment Notification	The system will send a message to the system user once the amendment is complete and ready to issue.	E - Exact Match	

Description: If not approved, reject cycle back to EVRS user requestor (Box 14); EVRS requestor accesses reject queue (Box 15); Updates/corrects information and runs edit checks (Box 16); OK? (Box 17); Fix error (Box 18)

If the record cannot be processed at the State, a message is sent through the system to the requestor indicating the errors. The record is moved to the requestor's queue. The requestor accesses the request form from the queue and updates and/or corrects information in the request. Edits run to ensure that no errors exist. If errors are found, the user continues to edit/update the information until there are no errors. When all the edits have passed, a message is sent through the system back to the State indicating the request has been corrected. The corrected request form is added to the appropriate queue for the State.

Please note that the rules for this section regarding the Rejection and Correction Cycle follow the same rules detailed in box 12 (Rejection and Correction cycle) from the Amend a Registered Record Flow. The rules are not repeated here.

Please note that the rules for this section follow the same rules detailed for boxes 10-11 from the Amend a Registered Record Flow. The rules are not repeated here.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
AC74	Query Message	Please see General Requirements, section Q - Messaging through the System, regarding rules related to query messages for system users.		
AC75	Queues Rules	Please see the General Requirements section N - Queues for rules of queues.		
AC76	Same Rules	The business rules for the Query and Rejection Cycle are the same as for box 12 from Amend a Registered Record flow.		
AC77	Same Rules	The business rules for entering amendment information and edit checks are the same as for boxes 5 from Amend a Registered Record flow.		
AC78	Rejection Queue	The system provides a work queue for rejects (all events).	E - Exact Match	
AC79	Message to Requestor	The system sends a message electronically to the system user that requested the amendment to alert them of errors that need to be fixed.	E - Exact Match	
AC80	Return Request	The system allows a user to reject an amendment request back to a requestor for correction/additional information.	E - Exact Match	
AC81	Modify Amendment Request	The system allows a requestor to modify an amendment request that has been rejected back from the State.	E - Exact Match	
AC82	Remain in Queue	An amendment request that contains one or more rejected items remains active until the remaining items are resolved or until it is closed by the system user.	E - Exact Match	
AC83	Record Leaves Queue	Once the record is complete, it leaves the queue and is ready for issuance.	E - Exact Match	
AC84	Record Printing	The record is printed in either a long form or short form. There will be a footnote on the record indicating "amended" along with an amendment history on the amended copy.	E - Exact Match	

AC85	Report Printing Option	The option to print the footnote on the record can be turned on and off.	E - Exact Match	

End of the Rules for System User Requests a Correction to a Registered Record

BUSINESS PROCESS: AMEND A REGISTERED RECORD

If an error is discovered on a registered record, the record must be amended with the correct information. There are several ways an amendment can occur.

1. The requestor may go to the county where the event occurred and request an amendment;
2. The requestor may send in the request or court order to the State office;
3. A medical certifier or funeral home may initiate the change through the system (this process is described in the next section).

If the amendment request is initiated at the State (either by mail or at the counter), the State user will log into the system and enter the application request in the Point of Sale (POS) module for tracking and issuance purposes. The record is then retrieved by the type of amendment to be processed. The electronic amendment request is auto-populated with the certificate information. The certificate information is read-only to prevent alteration. The amendment information is keyed into the electronic request form. The edit checks are ran and any errors are corrected. Once the request passes the edit checks and all supporting documentation is scanned and attached to the record, the record is queued at the State for the Corrections/Amendments unit to process. Money is receipted through EVRS or the county system.

For legacy records not originated in the system, two actions may occur.

1. The State accesses the image of the legacy record (a scanned image of the original document) that is in the system and a decision is made about whether the amendment can be processed.
2. The county accesses the image of the legacy record (a scanned image of the original document) that is in the system, data enters minimal information from the image into the database, and submits an amendment request to the State.

If the amendment cannot be processed, the State either informs the applicant (requestor or registrant) via email or a system generated rejection letter, or calls the requestor to get more information. The request is held in the Pending Queue until the applicant (requestor or registrant) provides the additional information. When received, the State retrieves the record from the Amendment Queue. The State updates the system, and an email or other notification is sent to the requestor that the amendment is completed. If no copies are requested, no further action is required. If copies are requested, the appropriate copies are printed and delivered to the customer.

If the record being amended originated in the system, the State retrieves the record from the Amendment Queue and processes the amendment.

If the amendment request is initiated by mail at the State, the State user will enter the application request and receipt the money in the POS module. The record is then retrieved by the type of amendment to be processed. The electronic amendment request is auto-populated with the certificate information. The certificate information is read-only to prevent alteration. The amendment information is keyed into the electronic request form. The edit checks are ran and any errors are corrected. Once the request passes the edit checks and all supporting documentation is scanned and attached to the record, the record is queued at the State for the Corrections/Amendments Unit to process.

Description: State accesses amendment queue (or searches for the record) (Box 1)

Please note: All rules that relate to requests for an amendment are listed in Issuance requirements and are not repeated here.

The user accesses the Amendment Queue or alternatively searches for the record.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
AC86	User Log In	Please see the General Requirements section B -User Authentication for rules related to user log in.		
AC87	User Profiles	Please see the General Requirements section C -Roles, Profiles and Institutional Affiliations for rules related to user log in.		
AC88	Record Ownership and Access	Please see the General Requirements, section D - Record Access/Ownership, for rules related to record ownership and access.		
AC89	Scanning	Please see General Requirements, A - User Technical Environment, regarding rules related to scanning.		
AC90	Search Rules	Please see the General Requirements, section M- Searching and Matching, for search and duplicate checking rules.		
AC91	Queues Rules	Please see the General Requirements section N - Queues for rules of queues.		
AC92	Issuance Rules	Please see Issuance business rules for all rules related to creating a request and receipting.		

AC93	Messaging	Please see General Requirements, section Q - Messaging through the System, regarding rules related to query messages for system users.		
AC94	Amendment Screens State Defined	Amendment screens are State defined.	E - Exact Match	
AC95	Automatically Queue for State	Correction and amendment requests created at the counties are automatically queued for process at the State.	E - Exact Match	
AC96	Assess and Create	The system provides the State user with a method of accessing an event record and making a correction without having to first place the request in a queue.	E - Exact Match	
AC97	Processing a Queue	The system allows more than one person to process records from the same queue at a time.	E - Exact Match	
Amendment Queues				
AC98	Active Queue	The system provides a queue for all open amendments.	E - Exact Match	
AC99	Review Queue	The system provides a work queue for training purposes. New users or those determined by a supervisor will have their work reviewed prior to completion of the amendment.	E - Exact Match	
AC100	Supervisor Approval Queue	The system provides a work queue for amendments where a supervisory review prior to completion is required. In the case of adoptions, the system has the ability to move the record to the Supervisor Queue.	E - Exact Match	
AC101	Pending Queue	The system will provide a Pending Queue by amendment type for all records waiting further information or investigation.	E - Exact Match	
AC102	Display Statistics in Queue	Each queue displays statistics about how many items are in the queue and how long the items have been in the queue.	E - Exact Match	
AC103	Customer Waiting Queue	The system provides a work queue for corrections in which the customer is waiting for the State to review the record	E - Exact Match	
AC104	Customer Waiting Criteria	Customer waiting criteria is State defined.	E - Exact Match	
AC105	Identifying Customer Waiting Options	The system can identify which type of correction can be queued in Customer Waiting.	E - Exact Match	
AC106	Customer Waiting Automatic	The system will automatically queue records in the Customer Waiting queue.	E - Exact Match	
Birth Amendment Queues				
AC107	Adoption Queue	The system provides a work queue for adoptions.	E - Exact Match	
AC108	Out-of-State Adoption Queue	The system provides a queue for when the State receives a court order for adoption of a child born out of state. This queue allows the State to forward the adoption to the correct state where the birth certificate will be created.	E - Exact Match	
AC109	Birth Amendments Queue	The system provides a work queue for birth amendments.	E - Exact Match	
AC110	Foreign-Born Adoption Queue	The system provides a work queue for foreign-born adoption amendments.	E - Exact Match	
AC111	Birth Amendments within 1st Year Queue	The system provides a queue for birth amendments within the first year. Only amendment requests that take place within one (1) year of the DOB are placed in this queue.	E - Exact Match	
AC112	Birth Corrections Queue	The system provides a corrections queue for birth records.	E - Exact Match	
Fetal Death Amendment Queues				
AC113	Fetal Death Queue	The system provides a work queue for fetal death amendments.	E - Exact Match	
Death Amendment Queues				

AC114	Death Amendments Queue	The system provides a work queue for death amendments.	E - Exact Match	
AC115	Death Amendments within 1 Year Queue	The system provides a queue for death amendments within the first year. **Only amendment requests that take place within one (1) year from the DOD are placed in this queue.**	E - Exact Match	
AC116	Death Corrections Queue	The system provides a queue for corrections to a death records. Only State defined fields within the death record can have corrections made to them.	E - Exact Match	
AC117	Pending COD queue	The system provides a queue for pending cause of death.	W - Workflow or System Configuration Required	provide a separate work queue for Pending Cause of Death records. Genesis will configure its system to
AC118	Medical Amendment Work Queue	The system provides a queue of records for all amendment requests to any medical field.	E - Exact Match	

Description: EVRS Record? (Box 2); If yes, Review the amendment request and supporting documentation (Box 3); Can process? (Box 4); If no, Rejection and Correction Cycle (Box 5); If yes, Accept Correction/Amendment (Box 6)

The user checks to see if the record is an EVRS record. If it is an EVRS record, the user reviews the amendment request and supporting documentation to determine if the amendment can be processed.

The type of amendment dictates the type of changes to be made in the database. In some cases, the original record may be corrected. Hold codes may be updated or added. The system saves the amendment request in history. History is also created to show the details of the changes made to the record, tying the record history to the specific amendment by date and the amendment request tracking number. A specific item on a record may only be changed once.

If the record cannot be processed, the user sends the record through the Rejection and Correction Cycle until the record can be processed. Once the record can be processed, the system accepts the correction/amendment.

Supporting documentation is scanned into the system and attached to the original record.

Please note: All the rules regarding the Rejection and Correction Cycle for a record are defined in the Rejection and Correction Cycle flow apply to this process and are not repeated here.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	Comments
AC119	Search Rules	Please see the General Requirements, section M- Searching and Matching, for search and duplicate checking rules.		
AC120	Queues Rules	Please see the General Requirements section N - Queues for rules of queues.		
AC121	Query and Rejection Cycle	Please see Query and Rejection Cycle business rules, regarding rules related to rejection and corrections of System records.		
AC122	Letter Rules	Please see the General Requirements, section X - Letters and Forms, for all rules related to creating letters within the system.		
AC123	Second Review	Please see the General Requirements section HH - Second Review Capability for all rules related to second reviews.		
AC124	Amendment Screens	Amendment screens are specific to the type of amendment.	E - Exact Match	
AC125	State Processes Requests at Time of Creation	At the State, all correction and amendment requests are processed at the time the request is created, unless the user takes an actionable step to put the requests in a queue for later processing.	E - Exact Match	
AC126	Request is Read-Only	The request application is viewable in read-only mode for the user.	M - Modify	scanning or uploading a request application. Also, the system does not generate a request application based
AC127	Memo of Instruction	The user can view or print a short memo of instruction for any items on an amendment request.	E - Exact Match	
AC128	Delete Scanned Documentation	The ability to delete a scanned document associated with a record is role-based and defined by State.	E - Exact Match	
AC129	Multiple Amendment Codes Allowed on Single Record	The system allows for multiple amendment codes. Amendment codes are State defined.	E - Exact Match	
AC130	Delayed Indicator	If an amendment is processed on a record on which there is a "delayed" indicator, the amendment is processed without resetting the "delayed" flag.	E - Exact Match	

AC131	Update System Records Automatically	If the record being amended was created by the system, the record is updated automatically from the information in the amendment request once approved.	E - Exact Match	
AC132	Data Entry at County	The system allows the county in which the request was made to data enter amendment information into the system.	E - Exact Match	
AC133	Review by State	Any amendment keyed by the county must be reviewed by the State.	E - Exact Match	
AC134	Accept Changes	The system requires a State user to take an actionable step to accept amendments and corrections on a record.	E - Exact Match	
AC135	Certified Copies Issued	If certified copies have been issued, the system generates a letter to the requestor recalling the copies.	M - Modify	recipient for recalling the issued certified copies. Genesis will make such letter available through its Fee
AC136	Certified Copies Issued, Record Queued in Pending	If certified copies have been issued, the record is held in a queue until such time as all the certified copies have been returned to the State or the State does an override.	M - Modify	for issuance if the previously issued copies have been recalled. Genesis will modify its system to include an
AC137	Screens Follow Worksheets	Where appropriate and as defined by the user, the amendment screens follow the layout of corresponding forms and worksheets to ensure ease of data entry.	E - Exact Match	
AC138	Dual Monitor Screens	The user may view the image of the original record while entering amendment or corrections information on a separate monitor screen to complete the amendment request (dual monitor screens).	E - Exact Match	
AC139	Auto-populate original information	The system auto-populates the current values of the fields to be amended.	E - Exact Match	
AC140	Read-Only	Current information is displayed in a read-only format; the original fields are locked.	E - Exact Match	
AC141	Visual Cue for Items Selected for Update	The system provides a way for the user to know which changes on an amendment request have been made and which have not been made.	E - Exact Match	
AC142	New Values	An open field is displayed next to or below each piece of data that can be changed to allow the user to enter the new value.	E - Exact Match	
AC143	Consistent Controls	Field controls for entering correction information are consistent with the entry of a new record.	E - Exact Match	
AC144	Consistent Edits	Field and cross-field edits are consistent with the entry of a new record.	W - Workflow or System Configuration Required	Utilizing Genesis' Logic Builder module, the user can configure fields and cross field edits on the record.
AC145	Resolve Errors	The amendment cannot be marked complete if there are unresolved errors in the record.	E - Exact Match	
AC146	Date Amended	The date the amendment is complete is auto-populated from the system date.	E - Exact Match	
AC147	Mark Amendment Complete	The system requires a specific action to mark the amendment complete.	E - Exact Match	
AC148	Reason Codes Available	The system provides the user with the ability to select a reason code for the requested change.	W - Workflow or System Configuration Required	during amendment/correction process allow the user to enter the free form comments and any supporting
AC149	Select Reason Codes	The user selects a reason code for the change from a drop down list of reasons.	W - Workflow or System Configuration Required	during amendment/correction process allow the user to enter the free form comments and any supporting
AC150	Reason Codes Specific to Each Change	Reason codes and supplemental notes are specific to each piece of data that is changed.	W - Workflow or System Configuration Required	during amendment/correction process allow the user to enter the free form comments and any supporting
AC151	Reason Code Must be Selected	A reason code for each change must be selected in order for the amendment to be filed.	E - Exact Match	
AC152	Additional Notes	The system provides a display where the user may enter additional explanatory notes regarding the requested changes.	E - Exact Match	
AC153	Additional Notes for Each Reason	Additional explanation notes may be attached to each reason.	E - Exact Match	
AC154	Reason Codes State defined	Reason codes are State defined.	E - Exact Match	

AC155	Edit Check Against Reason Codes	The edit set against the reason codes is State defined.	M - Modify	crosschecks are part of the registration area that can be configured by the authorized State user. Such
AC156	Display Message	The system displays a message to the user indicating the results of the edit check against reason code.	M - Modify	crosschecks are part of the registration area that can be configured by the authorized State user. Such
AC157	One Amendment Per Data Element	When a second amendment is initiated on the same data element in a record, the amendment cannot be processed without a court order.	E - Exact Match	
AC158	Capture Court Order Information	The system allows the user to capture the court order information for the subsequent amendments to a data field.	E - Exact Match	
AC159	Court Order Information State Defined	The information from the court order that will be captured for subsequent amendments is State defined.	E - Exact Match	
AC160	Court Orders and Adoptions	A court order or adoption may be filed after an amendment has been completed on the record without firing the "one amendment per data element" edit.	E - Exact Match	
AC161	Override Requirement for Court Order	A designated State user may override the restriction on a second amendment without a court order.	E - Exact Match	
AC162	Selective Update	The system user may selectively make some but not all of the requested changes.	E - Exact Match	
AC163	History Viewable	The history of a record is easily available when processing an amendment.	E - Exact Match	
AC164	Correction History	Corrections or amendments of registered records trigger the creation of a change history record. The fields are State defined and includes but are not limited to original data, corrected data, date of the change, person requesting change and person approving change, if applicable.	E - Exact Match	
AC165	Selection List of Supporting Documentation	The system provides the user with a selection list from which to select the supporting documentation presented by the requestor. The list is specific to the amendment type.	E - Exact Match	
AC166	Other Supporting Document	If a supporting document used to substantiate an amendment is not included in the list, the user may select "Other" and enter the document type.	E - Exact Match	
AC167	Allow Comments with Document List	The system allows the user to enter notes about the documents listed.	E - Exact Match	
AC168	Specify Document Type	The user can select a document type from a State defined list to identify the type of document being scanned.	E - Exact Match	
AC169	Associate Documents with Amendment	The scanned documents are automatically associated with the original record for which an amendment has been requested.	E - Exact Match	
AC170	Associate Document with Amended Record	When the amendment is finalized, the associated documents are linked with the registered record that was amended.	E - Exact Match	
AC171	Scan Anytime	Scanning can occur anytime in the process after the amendment has been started.	E - Exact Match	
AC172	Scan Multiple Times	Scanning can occur at multiple times in the process for the same amendment.	E - Exact Match	
AC173	Search for Another Record	The system provides the ability to search for and print a copy of another record in the system as supporting documentation while processing an amendment.	M - Modify	to attach a printed copy of another record as a supporting document while processing an amendment.
AC174	Enter Reference Information	The system provides fields that allow the user to enter the reference information from the other record into the current amendment as supporting documentation instead of printing the document. Reference information is State defined.	E - Exact Match	
AC175	Reference Information State Defined	The reference information fields to be entered into the record are State defined and will consist of, at a minimum, name, event type, event year, SFN and relationship.	E - Exact Match	
AC176	Supervisory Overrides	Any amendments requiring supervisory review or override are sent to the Supervisor Queue for review prior to completing the amendment processing.	E - Exact Match	
AC177	Message to Supervisor	A message is sent from the system to the supervisor if the record is in the Supervisor Queue in excess of a State-defined period of time.	M - Modify	the supervisor if a record is in his/her queue in excess of State-defined period of time. Genesis will modify its

AC178	Link Amendment to Original Record	Amendment records are linked to the original record. The order of the amendment is important to subsequent processing of a record. Order is determined by the date that the amendment was accepted/completed.	E - Exact Match	
AC179	Lock Record	The system allows an authorized user to lock any given record from being amended.	E - Exact Match	
AC180	Unlock Record	The system allows an authorized user to unlock a locked record so that it may be amended.	E - Exact Match	
AC181	Automatically Remove "Do Not Issue" Indicator	The "Do Not issue" indicator is automatically removed when the amendment is complete.	E - Exact Match	
AC182	Internal Flag on Amended Record	Any change to a record sets the "amended" flag in the system.	E - Exact Match	
AC183	Update Statistical Flags	Flags are set in such a manner that Vital Statistics can identify amended data and re-extract the record.	E - Exact Match	
AC184	Old Record Includes Amendment Number	The system can identify which amendment request caused a system record to be amended and the data that was changed in the record based on that specific amendment request.	E - Exact Match	
AC185	New Record Viewable	When the amendment has been fully processed, the new record is available to all authorized users.	E - Exact Match	
AC186	Future Searches	Unless a user has the proper authorities, all future searches return the corrected record.	E - Exact Match	
AC187	Amendment Review Business Function	The system may provide a business function that controls who can review and approve amendments.	E - Exact Match	
AC188	Mark Amendment "Approved" or "Rejected"	The system allows the State to mark the amendment as "approved" or "rejected."	E - Exact Match	
AC189	Void After Amendment	The system allows an authorized user to void an amended record.	E - Exact Match	
Additional Rules for Administrative Corrections				
AC190	State Office Makes Correction	The system allows the State to make corrections from the applications received from a county.	E - Exact Match	
AC191	Clerk Can Change Data	An authorized user can change field values to correct obvious errors.	E - Exact Match	
AC192	Enter Documentation of Corrections	The system provides a mechanism for an authorized user to document the authorization for correcting administrative (obvious) errors.	E - Exact Match	
AC193	No Limit on Obvious Errors	The system allows an authorized user to correct typos and obvious errors as many times as necessary without a court order.	E - Exact Match	
Additional Rules for Death and Fetal Death Amendments				
AC194	Notify Funeral Establishment of Processed Correction	A funeral establishment is notified when a requested correction to demographic information on a record they own is amended.	E - Exact Match	
AC195	Search on Name or Date	Death and pending COD records can be searched for by name or event date.	E - Exact Match	
AC196	Amendment from Same Certifier	An amendment to a death record for medical information must come from the medical certifier or medical examiner that submitted the original medical information.	E - Exact Match	
AC197	Medical Director Views All	Medical directors may view all records within their facility.	E - Exact Match	
AC198	Medical Director Amends Medical Information	Medical directors may amend a record if the doctor is unavailable.	E - Exact Match	
AC199	Medical Examiner Amends Medical Information	Medical examiners may view a record and amend the medical information of any record they originally certified.	E - Exact Match	

AC200	Access from Pending Queue	Cases with pending COD can be accessed from a Pending Queue.	E - Exact Match	
AC201	Medical Examiner "Pending" COD	Medical examiners may view their records with pending COD from a queue or a filter and select the record from the queue that is the subject of the amendment.	E - Exact Match	
AC202	Medical Examiner Overrides Physician	Medical examiners can override the diagnosis of a physician.	E - Exact Match	
AC203	Medical Examiner Selects Action	When a medical examiner creates an amendment, s/he selects "Override a Cause of Death" to override previous certification.	E - Exact Match	
AC204	Delete ICD-10 Codes	The COD ICD-10 codes are deleted if a death record's medical items are amended.	E - Exact Match	
AC205	Death Fields	Any data field may be amended on death record except the registration date.	E - Exact Match	
AC206	Fetal Death Fields	Any data field may be amended on the fetal death record except the registration date.	E - Exact Match	
AC207	Update Specific Death Fields	For legacy records, SFN and file date may be updated by an authorized user.	E - Exact Match	
AC208	Changes to Medical Information Resets Flag	Changes to death record medical data reported to NCHS set the flags in such a manner as to re-submit the record for NCHS coding of cause of death (SuperMICAR).	E - Exact Match	
AC209	SuperMICAR Edits on Death Amendment	Changes made to the medical section of the death record cause the record to be edited against the Views II edits including the dictionary for spelling and terminology.	E - Exact Match	
AC210	Reset Flags	In an amended COD (cause of death), reset flags to include in next SuperMICAR file.	E - Exact Match	
AC211	Pending Amendments Queue	The system provides work queues for medical examiners for pending amendments to any medical information (excluding pending COD) that have not yet been submitted to the State.	W - Workflow or System Configuration Required	[illegible] separate queue for Coroner/MEs for pending amendments. Genesis will configure its system to include such a queue for Coroner/MEs.
AC212	Allow Amendment at Facility for Pending COD	The system provides the ability for a user at a facility to create an electronic amendment changing the COD from pending to actual causes, certify the medical information, and submit the amendment.	E - Exact Match	
AC213	Medical Information or COD Changes to Registered Record - System User	The system allows an authorized user to initiate changes to medical information or COD on a registered record.	E - Exact Match	
AC214	Flag Records	Once an amendment for medical information or COD is started in the system it is flagged with a "do not issue" flag until such time that the amendment is complete.	E - Exact Match	
AC215	Remove from Pending COD Queue	Once an amendment for COD is submitted to the State, the record is removed from the Pending COD queue.	E - Exact Match	
AC216	Reviewed by State	Amendments to medical information or COD may be reviewed by the State for approval.	E - Exact Match	
Additional Rules for Birth Amendments				
AC217	Birth Data Amendments	For a birth, any field can be amended with the exception of the record registration date.	E - Exact Match	
AC218	Update Legacy Birth Fields	For all legacy birth records, SFN and file date may be updated by an authorized user.	E - Exact Match	
AC219	Documentation Needed for Amendment	The system provides the user with a State defined list of documentation options needed for a birth record change request.	E - Exact Match	
AC220	Reason for Change	The system provides the user with a State defined list of reasons for a change request to a birth record.	W - Workflow or System Configuration Required	[illegible] during amendment/correction process allow the user to enter the free form comments and any supporting
AC221	Witness Protection Bypass Edits	The system allows a "witness protection" profile which allows a user to enter a record bypassing all edits (e.g. registration date). The entry of these records are role based.	E - Exact Match	
AC222	Seal Witness Protection Record	The system seals the original record for a record marked with a "witness protection" profile.	E - Exact Match	

AC223	Witness Protection Flag	The system will flag any record with a witness protection on it.	E - Exact Match	
AC224	Unseal Witness Protection Record	The system allows authorized personnel to unseal a record marked as "witness protection."	E - Exact Match	
AC225	No SSN Enumeration Request on Amendment	The system does not run the SSA enumeration request for a birth record that is created as a result of an amendment.	E - Exact Match	
AC226	Child Deceased Indicator	If an amendment is processed on a birth record on which there is a "deceased" indicator, the amendment is processed without resetting the "deceased" flag.	E - Exact Match	
AC227	No Changes After Paternity Without Court Order	The system does not allow a change to the father's information or the child's surname after a paternity has been filed on a record without a court order.	E - Exact Match	
AC228	Electronic Court Orders	The system allows courts to submit court orders to the State electronically	E - Exact Match	
AC229	Authorized Users Make Change	In the case of a legitimation, an authorized user may change a child's surname even after a paternity has been completed on a record.	E - Exact Match	
AC230	Parental Rights Terminated Flag	The system allows a user to indicate and flag a record where the mother's and/or father's parental rights have been terminated.	E - Exact Match	
AC231	Import from Law Enforcement	The system allows law enforcement to provide a report of parental abuse to the State for import into the EVRS.	E - Exact Match	
AC232	Cross Reference Parent on Birth Certificate and Parental Abuse Report	The system will cross reference any parent listed on a birth certificate with the parental abuse report and flag that record for review by the State.	E - Exact Match	
AC233	Parental History of Abuse Flag	The system allows a user to indicate and flag a record where the mother and/or father had parental rights terminated or a history of child abuse or fatality.	E - Exact Match	
Additional Rules for Legitimations, Surrogacy and Adoptions Amendments				
AC234	Single Petitioner	When a final order of adoption is granted to only one petitioner, the second parent information may remain blank.	E - Exact Match	
AC235	Same-Sex Adoption	The system allows same-sex parents on an adoption record and provides ability to include both names on birth certificate (for example, Father/Father, Mother/Mother).	E - Exact Match	
AC236	Move to Supervisor	The system allows a State user to transfer the adoption amendment to a supervisor.	E - Exact Match	
AC237	Retain Original Mother's Statistical Information	In the case of surrogacy or other adoptions, the statistical information of the original mother is retained and available to Vital Statistics.	E - Exact Match	
Additional Rules for Paternity				
AC238	Paternity Rules Apply	Please see Paternity business rules for additional rules related to paternity.		
AC239	Rescission of Paternity	See Paternity rules for all rules related to rescission of paternity.		
AC240	Paternity Data Entry Screen	The system provides a screen for data entry unique to paternity.	E - Exact Match	
AC241	Assign Paternity Amendment Code	The system assigns an amendment code to a paternity that is State defined. The code will reference the location where the paternity acknowledgement was obtained (for example hospital, state office, county office).	E - Exact Match	
AC242	Scan Worksheets	Paternity worksheets must be scanned and attached to the record.	E - Exact Match	
Additional Rules for Sealed Records				

For amendment types that require the original record to be sealed, the system creates a new record with the same State File Number and ties it to the original record. For most users, only the new record is visible. Authorized users can view sealed records. Appropriate footnotes are created, if applicable.

AC243	Print Plain Paper Copy	The system provides an authorized user the ability to print a plain paper copy.	E - Exact Match	

AC244	Retain SFN	When sealing records in the system, both the original record and the new record have the same State File Number.	E - Exact Match	
AC245	Subsequent Amendment with Images	If, subsequent to sealing a record with images a new amendment request is submitted which also has images, the new images are associated with the new amendment request and may be viewable without causing the sealed images to become viewable.	E - Exact Match	
AC246	Viewing of Sealed Records	Only authorized users can view the original sealed record.	E - Exact Match	
AC247	Sealed Message on Search	General users, when searching for a name related to a sealed record, receive a message that the record is sealed. No additional information is displayed.	E - Exact Match	
AC248	Seal Original Image	If the record being sealed has images associated with it, the system seals the images as well.	E - Exact Match	
AC249	Track Viewing	The system provides a tracking for sealed records that have been viewed including who, when, and how many times the record was viewed.	E - Exact Match	
AC250	Link Records	For birth records, the system links old and new records by sequential or system number if the SFN and year of birth change.	M - Modify	the change in the year of birth as part of an amendment. Genesis will modify its system to allow
AC251	No Access to Supporting Documents	Supporting documents are only visible in the system to authorized users.	E - Exact Match	
AC252	Seal for Legitimation by Subsequent Marriage	The system provides the ability for the user to seal a record if it is a legitimation by subsequent marriage.	E - Exact Match	
AC253	Seal for Adoption	The system provides the ability for the user to seal a record if it is an adoption.	E - Exact Match	
AC254	Seal for Paternity	The system provides the ability for the user to seal a record if it is a court-ordered paternity.	E - Exact Match	
AC255	Seal for Foreign Birth	The system provides the ability for the user to seal documents for a Report of Foreign Birth.	M - Modify	not sealed. Genesis will modify its system to accommodate the sealing of these types of records.
AC256	Open Sealed File Request	The system allows a user to enter a request to open a sealed file.	E - Exact Match	
AC257	Override to Print	An authorized user may print an opened sealed record.	E - Exact Match	
Additional Rules for Reinstatements				
AC258	Can Reverse Amendment	If a request for reinstatement is processed, the amendment is reversed in the system so the record reflects the values that existed prior to the amendment.	E - Exact Match	
AC259	Trade Sealed and Unsealed Record	If the original record was sealed, the original record becomes the current record and the second (newer) record is sealed.	E - Exact Match	
AC260	Keep Images Sealed	When a reinstatement is processed, any images associated with the original record and the new record in the system remain sealed.	E - Exact Match	
AC261	Authorized Users May Unseal	For a reinstatement, an authorized user may unseal images associated with the record in the system.	E - Exact Match	
AC262	Unseal Legacy Certificate	When a reinstatement is processed on a legacy record, the images of the certificate from the original record in the system is also unsealed; however, the supporting documentation remains sealed.	E - Exact Match	
Additional Rules for Footnotes				
AC263	Medical Footnote Queue	The system provides a queue for records with a medical footnote.	E - Exact Match	
AC264	Review Medical Footnotes	The system requires that a user review the footnotes prior to printing footnotes on a certificate.	E - Exact Match	

AC265	Medical Footnotes	The system prints footnotes for medical amendments in a State defined format. The format is an abbreviated version of the changes made such as "Cause of Death Amended" rather than listing out each individual change that was made. Medical footnotes also include the date amended.	E - Exact Match	
AC266	Trigger Multiple Footnotes	Each time a record is amended, the user may choose the option to apply a footnote.	E - Exact Match	
AC267	Footnote Format	The format of the footnote is consistent across all event types and is defined by the State.	E - Exact Match	
AC268	Footnote Contents	The system prints a footnote that includes the amended item and the date amended. Any other information should not print on the certificate.	E - Exact Match	
AC269	Stored Content	The system stores the item, date changed, old value and new value, system user who made the change, and any added notes for amendments made but does not print them in the footnotes.	E - Exact Match	
AC270	Ability to Modify Footnote	An authorized user has options to modify footnotes to make them fit within the designated space, including rewording or changing the size.	E - Exact Match	
AC271	Footnote Override	The footnote trigger may be overridden and refused by an authorized user.	E - Exact Match	
AC272	Print COD Amendments	The system allows authorized users to choose from a State defined list what is printed when medical information, including COD, is amended.	E - Exact Match	
AC273	Edit Footnote	The system allows authorized users to edit the footnote for medical information, including COD.	E - Exact Match	
AC274	Audit Trail	The system maintains an electronic audit trail, separate from amendment history, of each change and the person making the change.	E - Exact Match	
AC275	Footnotes Printed on Certified Copies	All footnotes not specifically overridden and created at the time of the amendment are printed on certified copies.	E - Exact Match	
AC276	No Footnote in Adoption	Footnotes are not printed on certified copies for adoption.	E - Exact Match	
AC277	No Footnote on Paternity Actions	Footnotes are not printed on certified copies for any paternity actions.	E - Exact Match	
AC278	Footnote Option	The system allows the footnote option to be turned off.	E - Exact Match	
Additional Rules for Rejection and Correction Cycle for Amendments (Box 5)				
AC279	Input Information About Missing Documentation	If there is not sufficient documentation to process the amendment, the user may select from a display list the documents that are needed to process the request. .	W - Workflow or System Configuration Required	provides the ability to print insufficient information letter that contains the list of all of the documents which is
AC280	Missing Documentation Letter	The system generates a rejection letter that states the documents needed to process the request.	E - Exact Match	
AC281	Code Reason for Rejection	Amendment requests in "reject" status can be coded with a reason for rejection from a pre-defined list, which includes the option for "Other Reasons".	W - Workflow or System Configuration Required	form field for user to comment. This can be configured into a pick list.
AC282	Allow Notes About Rejection	The user can enter notes to be included in the standard rejection letter to clarify the reason for rejection and the steps necessary to have the amendment approved. The notes options are cumulative.	E - Exact Match	
AC283	"Other" Rejection Reason	If "Other Reasons" is selected for the "reject" status, the system requires the user to enter a description.	W - Workflow or System Configuration Required	comment regarding the reason for a rejection be entered when an amendment rejection occurs. Genesis
AC284	Allow Selection of Multiple Rejection Reasons	The user may select as many reasons as necessary for rejection of the proof supporting the amendment. Reasons may include legal impediment or missing documentation.	E - Exact Match	
AC285	Comments on Rejection	Comments can be entered to provide information about amendment requests in "reject" status.	E - Exact Match	
AC286	Court Order Required Letter	The system provides the ability to generate a letter directly to the requestor indicating no further modifications will be made to the delayed record without a court order.	E - Exact Match	

AC287	Paternity Court Order Required Letter	The system provides the ability to generate a letter to the requestor indicating no further modifications will be made to the paternity record without a court order.	E - Exact Match	
AC288	Second Request Letter	The system allows a user to produce the same letter multiple times for records in the Rejection Queue.	E - Exact Match	
AC289	Include Amendment Request Tracking Number on System Generated Documentation	The amendment request tracking number prints in a numeric format on all documentation printed by the system.	E - Exact Match	
AC290	Flag Request for Investigation	If the user believes that more information is required to process the amendment, the user flags the request (for example selecting a check box).	E - Exact Match	
AC291	Potential Fraudulent Request	If the user believes the request is fraudulent, they are able to flag the record as such (for example, selecting a check box).	E - Exact Match	
AC292	Move Records Flagged for Investigation to Pending Queue	Records that are flagged for investigation move to the Pending Queue.	E - Exact Match	
AC293	Make Different	The system marks a record flagged for investigation in the Pending Queue in such a way that it stands out from other records in the Pending Queue.	M - Modify	of the same work queue and are not separated by a work queue filter for records flagged for investigation.
AC294	Sort Pending Queue for Flagged Records	The system allows a user to sort the Pending Queue to include only records flagged for investigation.	M - Modify	the Pending queue. Genesis will add an indicator for such records so that it can be sorted within the work
AC295	Court-Ordered Amendment Query	For a court-ordered amendment, if additional information is needed, a query letter is generated to the requestor who is the relation to the party (not the court) with the address information auto-populated.	E - Exact Match	
AC296	Maintain Do Not Issue Flag	Records that are in the Pending Queue awaiting further information will maintain the "do not issue" flag.	E - Exact Match	
AC297	State Defined Tickler File	queued in a tickler file for the supervisor/manager to review and determine what action to take.	M - Modify	any tickler file that can be reviewed by supervisors/managers. Genesis will work with the State
AC298	Close Abandoned Amendment Requests	If the State determines that an amendment request will not be completed, the request can be closed by the user.	E - Exact Match	
AC299	Archive Closed Requests	The system allows a request that was closed to be archived.	E - Exact Match	
AC300	Archive After State Defined Period	The system archives a request after a State defined period of time.	E - Exact Match	
AC301	Can be Retrieved	The system allows a user to retrieve archived requests.	M - Modify	required to be moved back to the original tables for it to be retrieved from the front end. Genesis will work with
AC302	Removal of Amendment Flag	If an amendment request is closed by a user for any reason, the amendment flag is removed from the associated record.	E - Exact Match	
AC303	Forward to Supervisor	If a supervisor override is required, the request can be forwarded to the Supervisor Approval Required Queue.	E - Exact Match	
AC304	Rejecting Request from System User	The rejection information is sent to a system user through the messaging system.	E - Exact Match	
AC305	Reject queue for requestor	The rejected request from the system user is stored in a reject queue for the requestor.	E - Exact Match	
AC306	Return Request	The system allows a user to reject an amendment request back to a requestor for correction/additional information.	E - Exact Match	
AC307	Modify Amendment Request	The system allows a requestor to modify an amendment request that has been rejected back from the State.	E - Exact Match	

Description: The system updates record and seals original record (image) if necessary (Box 12); Print vault copy (Box 13); Record Queued for Issuance at County or State (Box 14)

The system will updated the record and if necessary seal the original record. The record is automatically send to the issuance queue.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
AC308	Issuance	Please see the rules on the Issuance Requirements regarding printing of certificates.		

AC309	**Sealing a Record**	Please see the rules related to sealing record in the system.		
AC310	**Issuance of Amended Records**	Once the amendment or correction is complete, the system automatically sends the record to an Issuance Queue	E - Exact Match	
AC311	**Print Corrected Certificate**	The system allows a corrected certificate to be printed at the State office or at the county where the application was originally received.	E - Exact Match	
AC312	**Print Vault Copy of Amended Records**	The system will print a vault copy of corrected or amended records on white paper and include an indication that it is "not a legal copy".	E - Exact Match	
AC313	**Short Form Exception**	The system will not print the short form unless actions are taken by an authorized State user. The fields to be printed on short form are State defined.	E - Exact Match	
AC314	**Removal Slips**	The system allows a user to print a State defined removal slip containing, at minimum, the sequential or system number, the State File Number, the County File Number and date removed.	E - Exact Match	
AC315	**Update Pending Request Queue**	When an amendment is marked as complete, the system automatically updates the Pending Issuance Queue to indicate that the record may now be issued.	E - Exact Match	
AC316	**Print "Amended" on Certificate**	The system can print "Amended" on a certificate when any changes are made to a record with the exception of adoptions, administrative corrections, ~~and~~ birth records in short form, and paternity actions.	E - Exact Match	
AC317	**Override Printing "Amended"**	A designated State user may override the system 's ability to print "Amended" on a certificate.	E - Exact Match	
AC318	**Link Certificate to Request**	All certificates printed as a result of a request are linked to the request. This includes number of copies and document control numbers (DCN).	E - Exact Match	
AC319	**Link Amendment Tracking Number to Certificate Record**	To directly associate the request with the certificate, the amendment request tracking number is placed in the electronic record.	E - Exact Match	
AC320	**New Information in Body**	The amended information appears in the body of the certified copy.	E - Exact Match	

Description: If not an EVRS record, access stored images and index data (Box 7); Add or update record in EVRS (Box 8)

For legacy records that are not already in the system or contain partial data, the system will allow the user to access the image and either create or complete the electronic record. Once the record is complete and saved, the user may amend the record as described in box 9.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
AC321	**Sequential State File Number**	For legacy records which have no electronic record, the system searches for the last SFN assigned within the birth year and assigns to the record the number next in sequence.		
AC322	**Update Legacy Record**	The system allows the user to update or "back fill" missing data for a legacy record in order to create a complete electronic record. Missing fields may include amendment information, dates and footnotes.	E - Exact Match	
AC323	**Create New Record**	For legacy records which have no electronic record, the system allows the user to create a new electronic record.	E - Exact Match	
AC324	**Side-by-Side View**	The system allows the user to see the stored image at the same time as data entry screen.	E - Exact Match	
AC325	**Relaxed Edits**	For all newly updated or created legacy records, a State defined minimum data set fires edits that are distinct from the edits of a normal record.	E - Exact Match	
AC326	**Access to Sealed Legacy Records**	The access to sealed legacy records is available only to authorized users.	E - Exact Match	

Description: Enter changes, run edits and scan supporting documents (Box 9); OK? (Box 10); if not ok, review errors (Box 11) If ok, go to step 12

The State user will enter the changes to the record. The system will then run edit checks, and the supporting documentation is attached to the original record. If there are no errors to review, the system will update the record and seal the record if necessary.

Please note rules related to amending a record are listed above and not repeated here.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
AC327	**Queues Rules**	Please see the General Requirements section N - Queues for rules of queues.		
AC328	**Edit Checks**	Please see the General Requirements, section L - Data Editing, for edit check rules		
AC329	**Scanning**	Please see General Requirements, A - User Technical Environment, regarding rules related to scanning.		
AC330	**Void Record**	Please see the General Requirements, section I - Voids and Abandonment of Records, for rules on voiding a record		
AC331	**Amend Legacy Records**	Once all information is entered into the system, the system allows user to amend the record.	E - Exact Match	

Additional Rules for foreign-born adoptions

A system user may begin a Certificate of Foreign Birth once a certificate of adoption, report of annulment of adoption, or amendment of an order of adoption for a person born in a foreign country is received from the court.

The user enters the information, scans, and attaches all supporting documentation. Foreign-born adoptions are sealed by the system once complete. Only the state issues a foreign record.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	Comments
AC332	**Certificate of Adoption for Foreign Birth**	The system provides data entry screens unique to the Certificate of Adoption for foreign birth.		
AC333	**Screen Matches Certificate of Adoption for Foreign Birth**	The foreign-born adoptions screen matches the layout of the Certificate of Adoption for foreign birth and is State defined.		
AC334	**Original Birth Screen**	The system provides a data entry screen for "original" birth information	E - Exact Match	
AC335	**ROA Birth Screen**	The system provides data entry screen for updated birth information listed on the ROA.	E - Exact Match	
AC336	**Side-by-side View**	The system allows the user to view both the original birth screen and the ROA screen at the same time.	E - Exact Match	
AC337	**Allow Unknown**	The system allows "unknown" to be entered in the ROA birth screen to accommodate limited information.	E - Exact Match	
AC338	**Bypass Option**	The system allows the user to select a bypass option that will auto-populate "unknown" into all fields of the ROA birth screen.	E - Exact Match	
AC339	**Relaxed Edits**	The system allows the for relaxed edits in the foreign-born adoptions screen because of limited information.	E - Exact Match	
AC340	**Foreign Birth at State Only**	The system only allows the State to access the foreign-born adoptions screens.	E - Exact Match	
AC341	**Country of Foreign Birth**	The system allows the country of birth to be other than "US" for reports of foreign birth.	E - Exact Match	
AC342	**Create New Record**	Foreign-born adoptions create an "original" birth record.	E - Exact Match	
AC343	**Scan Supporting Documentation**	The system allows the user to scan and attach State defined supporting documentation to a foreign-born adoptions record.	E - Exact Match	
AC344	**No SSN Enumeration Request**	The system does not run the SSA enumeration request for a foreign-born record.	E - Exact Match	
AC345	**Scan Forms**	Form must be scanned and attached to the record.	E - Exact Match	
AC346	**Seal File**	"Original" file must be sealed.	E - Exact Match	

AC347	**Send notice to the US Immigration and Naturalization Services.**	The system auto-generates a letter to the US Immigration and Naturalization Services for all adoptees born out of the country,	E - Exact Match	

From the dropdown list, please select one of the available condition codes **E - Exact, W - Workflow/System Config, M - Modify, F - Future, N - Cannot Meet** as described below for your answer to the following business rules.

Condition	Description
E – Exact Match	The COTS solution, as delivered at contract execution, fully satisfies the function as described in workflow and business rule **without any workflow configuration effort** (workflow configuration is as defined below and does not include changes such as updating screens to correspond with State-specific language). You must be able to demonstrate this functionality EXACTLY as defined.
W - Workflow or System Configuration Required	The COTS solution, as delivered at contract execution, contains the functionality as described in workflow and business rule but must be configured during the project.
M - Modify - Modification Required	The underlying code of the COTS solution must be modified at a cost to meet this functionality. Please do not comment. **DO NOT** include costs in Technical Response; if you do, your proposal will be disqualified.
F - Future - Planned for Future Release	The current version of the COTS solution cannot meet the functionality as stated, but functionality will be met by a planned future release of the system at no additional cost to WV. **Enter the anticipated date** of the release where the feature will be included in the date column.
N - Cannot Meet - Cannot Meet Requirement	The COTS solution proposed for WV will not satisfy the requirement.

BUSINESS PROCESS: SECURED INVENTORY ORDER, DISTRIBUTION & RECONCILIATION

Security paper and other supplies (e.g. forms) are issued to specific printers within the State office and at each of the counties. To request resupply of items, the user logs into the system, selects the inventory menu option, and accesses the Inventory Request Form. The requestor completes the Inventory Request Form and electronically submits the request to the inventory control person(s) at the State.

The State logs into the system and selects the Inventory Request queue. The request is reviewed for reasonableness. If there are questions about the request, the inventory control person(s) will contact the requestor. If there are not any questions, the inventory control person(s) fills the order and allocates the inventory. Contact may happen through the system via messaging.

The requested inventory is shipped to the requestor. The requestor logs into the system and updates the order as received. The requestor assigns inventory to individual printers.

Inventory counts of security paper are updated automatically as supplies are used by the individual printers. Security paper inventory reports are printed on a periodic basis and inventory is reconciled by the State. Any discrepancies identified by a county are reported to the State and any necessary adjustments are entered into the system.

Description: User logs into EVRS (Box 1); Select inventory menu (Box 2); Access Inventory Request Form (Box 3); Complete Inventory Request Form (Box 4); Submit request to inventory control person(s) (Box 5)

To request resupply of items, the user logs into the system, selects the inventory menu option and accesses the Inventory Request Form. The requestor completes the Inventory Request Form and electronically submits the request to the State Inventory Manager. A message is sent to the State Inventory Manager notifying them that an inventory request has been submitted.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
INV1	**Authorization for Ordering**	The person at the county who orders the paper must be authorized to do so. This authorization is included in their user profile.	***M - Modify***	orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV2	**Facility Authorization for Ordering**	The person at a facility who orders forms and/or worksheets must be authorized to do so. This authorization is included in their user profile.	***M - Modify***	orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV3	**Temporary Authorization**	Authorization can be temporarily delegated to a different user for a State defined temporary amount of time.	***M - Modify***	orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV4	**Auto-Populate Facility Information**	The form auto-populates with facility information.	***M - Modify***	orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV5	**List of Items**	The system presents a State defined list of items available for order.	***M - Modify***	orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV6	**Calculate Totals**	The system calculates total quantity and amount due per item requested and displays the total to the user for confirmation.	***M - Modify***	orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV7	**Transfer Between Counties**	A user can request inventory to be transferred from one office to another.	***M - Modify***	orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV8	**Central Store Items**	Central Store items (e.g. forms) may be ordered and tracked through the inventory function.	***M - Modify***	orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV9	**Location Code and Other Location Identifying Information**	The order is associated with a location and other State defined information.	***M - Modify***	orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV10	**Location Coordinated with Issuance Module**	The location code used for inventory is tied to the location coding used in the Issuance Module to record usage.	***M - Modify***	orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV11	**Location Codes with State Office**	Specific location codes may be assigned to specific users or groups of users within the State office.	***M - Modify***	orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV12	**Reasonable Quantity**	The quantity **requested** will be edited against a high and low range value to test for reasonableness as defined by the State.	***E - Exact Match***	
INV13	**Expedite**	The requesting user can indicate that the order needs to be expedited.	***M - Modify***	orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV14	**Notes**	The requesting user can add a note to the order.	***M - Modify***	orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV15	**Submit Button**	The user checks the requests and, when it is complete, takes the option to submit the request to the State.	***M - Modify***	orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV16	**Inventory Request Queue**	The submitted request goes to an Inventory Request Queue at the State.	***M - Modify***	orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV17	**Send Message**	A message is sent to the State Inventory Manager that a request is waiting for review.	***M - Modify***	orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV18	**Low Inventory Alert**	A message is sent to the State Inventory Manager when the security paper falls below a State defined threshold.	***E - Exact Match***	

Description: Authorized user logs into EVRS (Box 6); Select Inventory Request Queue (Box 7); Review inventory usage (Box 8); OK? (Box 9); If no, Contact requestor (Box 10); Resolve or modify request (Box 11)

The State logs into the system and selects the Inventory Request queue. The request is reviewed for reasonableness. If not reasonable, the authorized user will contact the requestor to resolve to modify the request. If a payment is required for the requested supplies, the account is charged.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
INV19	**Inventory Requests Queue**	The State user can select the request from the Inventory Request Queue.	***M - Modify***	orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.

INV20	Filter Queue	The State user can filter the Inventory Request Queue based on type of form requested (for example: certification paper, mother's worksheet, etc.)	M - Modify	orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV21	Search for Request	The State user can search for a request by date or the facility requesting.	M - Modify	orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV22	Decline Order	The system provides the ability for a designated State user to decline an order.	M - Modify	orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV23	Edit Request	The system allows a State user to edit a request and make changes such as reducing the number of forms requested.	M - Modify	orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV24	Enter Reason	If an order is declined, the State user selects a reason from a list.	M - Modify	orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV25	Notes	The State can add notes to a request.	M - Modify	orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV26	Send Decline Message to Requestor	If an order is declined, the requestor is notified of the declination and the reason.	M - Modify	orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV27	Charge Account	The system provides the ability for a designated user to charge accounts for ordered supplies.	M - Modify	orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV28	Inventory Usage Reports	The State can print inventory usage reports by type and location from the system to support their analysis of inventory requirements.	E - Exact Match	

Description: Fill order and allocate inventory (Box 12); Ship or distribute (Box 13)

For small quantities of security paper, the State may fill the request from their internal stock. In this case, a packing slip is printed from the system. The supplies and packing slip are shipped to the requestor. If the supplies are not fulfilled from the State's supply, an order is generated in the system to the vendor. The order is emailed to the vendor for fulfillment. The vendor produces a packing slip. The vendor ships the supplies and packing slip to the requestor.

Forms and worksheets ordered by a facility are fulfilled by the State.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
INV29	Paper Distributed by State	Security paper can be stored and distributed by the State for small orders.	E - Exact Match	
INV30	Supply from State Stock	The authorized State user can indicate that the request was filled from the State supply.	E - Exact Match	
INV31	Indicate Range	The system prompts for the range of numbers to be checked out to the requestor.	E - Exact Match	
INV32	Individual or Range	A range can be only one number or a range of numbers.	E - Exact Match	
INV33	Sequential Numbers	Inventory number ranges are sequential.	E - Exact Match	
INV34	Assign Number Range	The system assigns the quantity specified and the number range from The Office of Vital Records to the specific requestor.	E - Exact Match	
INV35	Forms/Worksheets Distributed by State	Forms and/or worksheets for facilities can be stored and distributed by the State.	E - Exact Match	
INV36	Track Forms/Worksheets Sent to Facilities	The system tracks the number of forms and/or worksheets sent to a facility.	E - Exact Match	
INV37	No Control Numbers	Forms and/or worksheets for facilities do not have control numbers.	E - Exact Match	
INV38	Inventory of Printed Forms/Worksheets	The system tracks the inventory of printed forms and/or worksheets for facilities available at the State.	E - Exact Match	
INV39	Alert	The system alerts the State user when the printed inventory of forms and/or worksheets at the State is below a State defined amount.	E - Exact Match	

INV40	Low Paper Alert	The system alerts the State user when the printed inventory of forms and/or worksheets at the State is below a state defined amount.	*E - Exact Match*	
INV41	State Packing Slip	For orders shipped from the State, the system prints a packing slip for each shipment specifying State defined items such as item(s), quantity, and number range(s) included in the shipment.	*M - Modify*	to print a packing slip with State defined items. Genesis will work with the State to fully understand the packing slip requirement and
INV42	Paper Distributed by Vendor	Security paper can be stored and distributed by the paper vendor.	*M - Modify*	for the State to order security paper to an outside vendor through the system. The system does not accommodate the access of security
INV43	Order Information	Orders generated for security paper contain the item, quantity ordered, shipping information, and any expedite messages or notes from the requestor that are appropriate for the vendor.	*M - Modify*	for the State to order security paper to an outside vendor through the system. The system does not accommodate the access of security
INV44	Vendor Fulfilled Order Information	The system provides fields for the vendor to enter the shipped order information. This information is State defined and includes items such as quantity shipped; range of security numbers shipped, and date shipped.	*M - Modify*	for the State to order security paper to an outside vendor through the system. The system does not accommodate the access of security paper vendors to fulfill such orders. Genesis will work with the State
INV45	Assign Order Number	Orders are assigned a unique sequential order number.	*M - Modify*	within the system. Genesis will follow the same principle for these orders.
INV46	Email Order	The system provides the ability to email generated orders to the vendor from within the system.	*M - Modify*	for the State to order security paper to an outside vendor through the system. The system does not accommodate the access of security
INV47	Open Orders	The system provides the ability for the State to track and view orders that the vendor is in the process of filling for shipment to the State.	*M - Modify*	Genesis will provide the tracking and viewing of such orders from within the system.

Description: Requestor receives request (Box 14); Update receipt in EVRS (Box 15); Requestor assigns inventory to specific printers (Box 16); Inventory updates as used by individual user (Issuance) (Box 17)

The requestor receives the shipment and verifies the order against the packing slip. After logging into the system, the requestor updates the order status and notes any discrepancies. The requestor enters what they have received into the system and confirms the accuracy of the information entered and submits it to the State.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
INV48	Retrieve Original Receipt from System	The requestor retrieves the original receipt in the system to check in the inventory.	*M - Modify*	regional offices from within the system, the system does not include a receipt for the same. Genesis will modify the system to include such
INV49	Type Inventory Numbers	Numbered inventory can be checked in by entering a beginning and ending inventory number.	*E - Exact Match*	
INV50	Recognize Range of Numbers	The system recognizes that the range includes all the numbers in between and determines the quantity accordingly.	*E - Exact Match*	
INV51	Multiple Ranges	The system allows users to designate receipt of multiple ranges of security paper numbers to account for breaks in numbering.	*E - Exact Match*	
INV52	Enter Quantities	The requestor enters the total quantity received.	*E - Exact Match*	
INV53	Edit Quantity Received	The system edits the total quantity calculated from the range of numbers entered to the quantity entered by the user to make sure they are the same.	*E - Exact Match*	
INV54	Confirm Quantity Received	The system requires the requestor to confirm the number received to attest to the accuracy of the information entered.	*E - Exact Match*	
INV55	Shipment Not Received Alert	The system alerts the State if county does not mark shipment as received within a State defined period of time.	*M - Modify*	be set by the regional office as the shipment is received by them. Genesis will include such a flag so that the regional offices can mark
INV56	Change Range of Numbers or Quantity	Authorized users can change either the range of numbers or the quantity and rerun the edit to determine if the two agree.	*E - Exact Match*	
INV57	Compare Receipt to Order Quantity	The quantity received is compared to the quantity ordered and a message is displayed if they do not match.	*M - Modify*	the system and as such there is no quantity ordered field that can be compared to the quantity received. As part of our modification for
INV58	Record Discrepancy	If the user determines that the discrepancy is real, the order is updated to reflect the difference.	*M - Modify*	the system and as such there is no quantity ordered field that can be compared to the quantity received. As part of our modification for
INV59	Notify State of Discrepancies	The system alerts the State Inventory Manager of any discrepancies.	*M - Modify*	the system and as such there is no quantity ordered field that can be compared to the quantity received. As part of our modification for

INV60	Validate Numbers	The system checks to make sure numbers being received have not already been assigned or used by this facility or any other facility by checking both the inventory in stock and used inventory.	*E - Exact Match*	
INV61	State Resolves Security Control Number Issues	The system sends a message to the State if the system detects problems with the security paper number that cannot be fixed at the county.	*M - Modify*	Genesis will work with the State to identify the requirement stated and modify its system accordingly.
INV62	Update On-Hand Quantity	The inventory-on-hand figure is updated immediately upon the successful receipt of new inventory.	*E - Exact Match*	
INV63	Assign to Individual Users	The system allows an authorized user to assign inventory to individual orders	*E - Exact Match*	
INV64	Security Numbers Available for Issuance	Once the check-in process is complete, the security numbers are available for use for Issuance.	*E - Exact Match*	
INV65	Sign In Security Paper to Printer	Authorized users will sign into the system at the beginning of each day and assign paper to each printer by entering the starting control number for each printer.	*E - Exact Match*	
INV66	Sign Out Security Paper to Printer	Authorized users will sign into the system at the end of each day and enter that security paper was removed from each printer by entering the ending control number for each printer.	*E - Exact Match*	
INV67	Sequential Numbers Out of Order	If the starting or ending control number is out of sequence, the system alerts the user.	*E - Exact Match*	
INV68	Supervisory Override	The system prevents printing when the control number is out of sequence until an override is provided by an authorized user.	*E - Exact Match*	

Description: Print inventory report on periodic basis (Box 18); Reconcile inventory (Box 19); Communicate discrepancies (Box 20); Enter Adjustments into EVRS (Box 21)

A notification of any discrepancies is automatically sent to Vital Records. Any discrepancies are documented by the requestor. Inventory counts of security paper are updated as supplies are used. Security paper inventory reports are printed on a periodic basis and inventory is reconciled by the State. Any discrepancies identified by the State are reported to the counties. Any necessary adjustments are entered into the system.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
INV69	Reports	Please see Reports - Appendix C for rules on reports.		
INV70	Auto Notification of Discrepancy	The State is automatically notified of any discrepancies in inventory received.	*M - Modify*	Genesis will work with the State to identify the requirement stated and modify its system accordingly.
INV71	County Notification of Discrepancy	The county is automatically notified of any discrepancies in inventory.	*M - Modify*	Genesis will work with the State to identify the requirement stated and modify its system accordingly.
INV72	Adjust Inventory	An authorized State user can make changes to the security paper numbers assigned to locations or issuance history in order to resolve inventory issues.	*E - Exact Match*	
INV73	Reason Code for Adjustment	All adjustments to inventory require entry of a reason code.	*M - Modify*	text data. Genesis will include a list of reasons based on the State's requirements.
INV74	Reason Adjustment Comment	All adjustments to inventory include the ability to add a comment.	*E - Exact Match*	
INV75	Update Inventory Levels	The system automatically records usage by security paper number in the Issuance Module.	*E - Exact Match*	
INV76	Display Status of Security Paper	The system provides the ability for an authorized user to display the status of any controlled inventory number to determine whether it is in inventory or how it has been used.	*E - Exact Match*	
INV77	Void Controlled Inventory	The system provides the ability to void a range of security paper numbers or a single security paper number when the paper has been damaged, lost or stolen before it was used. (Voids of used inventory occurs in the Issuance Module so that document history can be updated.)	*E - Exact Match*	
INV78	Voids Require Reason	A reason must accompany every void.	*E - Exact Match*	
INV79	Voids Cannot be Issued	Voiding a control number in Inventory prevents it from being assigned during Issuance.	*E - Exact Match*	

INV80	Accept Returned Inventory	The system has the ability for an authorized State user to accept returned secured inventory items from one location and assign them to another.	M - Modify	be reassigned to a different location. Genesis will modify its system to allow the authorized user to assign secure inventory items from
INV81	Display/Print Inventory Status	An authorized user can display/print a summary of the status of inventory showing usage and quantity that is on hand.	E - Exact Match	
INV82	Compare the System to Physical Inventory	If, after comparing the physical inventory at a location to the system inventory status report and discrepancies exist, an authorized State user can adjust the system to make the electronic record match the physical inventory.	E - Exact Match	
INV83	Analyze Inventory Usage	The system provides the ability for a designated user to analyze inventory usage across facilities and regional offices.	E - Exact Match	

BUSINESS PROCESS: ORDER NEW PAPER

A request is sent to the vendor for shipment of supplies.

The vendor prints a packing slip and ships it to the requestor with the items ordered. The requestor receives the shipment and verifies the order against the packing slip. After logging into the system, the requestor updates the inventory status and checks for any discrepancies. Any discrepancies are reconciled and the inventory status is updated.

Description: Vendor prints packing slip and ships item (Box1); State receives paper and verifies against packing slip (Box 2); Log into EVRS (Box 3); Update inventory status (Box 4)

The State Inventory Manager places an order for secured paper using the normal procurement processes. The system can produce statistics on usage by location to assist the state in deciding the correct quantity to order. Once the shipment has been received from the vendor and reconciled to the order, the user logs into the system and selects the option from the menu to update the inventory. S/he may select the type of inventory received and the display may prompt the user to enter the quantity and range of numbers for the item received. The inventory on hand in the system is increased and the individual numbers of the paper are logged as received.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
INV84	Same Rules	The rules for inventory apply to the State as well.		
INV85	Purchase Order	The system provides the ability to print a purchase order form.	E - Exact Match	
INV86	Purchase Order State Defined	The purchase order will be state defined.	E - Exact Match	
INV87	Purchase Order Numbering	The purchase order form contains State defined numbering.	E - Exact Match	
INV88	Email Purchase Order	The system can email the purchase order form to the vendor.	E - Exact Match	
INV89	Augment PO Numbering	The purchase order numbering is augmented automatically with each new requisition.	E - Exact Match	
INV90	Print Purchase Order	The state can print the purchase order form from the system.	E - Exact Match	
INV91	Requisition Form	The system provides the ability to print a requisition form.	E - Exact Match	
INV92	Requisition Form State Defined	The requisition form is State defined.	E - Exact Match	
INV93	Requisition Form Numbering	The requisition form contains State defined numbering.	E - Exact Match	
INV94	Requisition Form Numbering	The requisition numbering is maintained in the system.	E - Exact Match	
INV95	Augment Requisition Numbering	The requisition numbering is augmented automatically with each new requisition.	E - Exact Match	
INV96	Email Requisition Form	The system can email the requisition form to the vendor.	E - Exact Match	

INV97	Print Requisition Form	The State can print the requisition form from the system.	*E - Exact Match*	
INV98	Link Order	The system can link the order, purchase number, receipt of order, and scanned documents.	*E - Exact Match*	
INV99	Order from Vendor	The system provides the ability for an authorized State user to generate an order that can be sent to the security paper vendor.	*E - Exact Match*	
INV100	Location Code	Only a location designated as a main storeroom can be selected and is State defined.	*E - Exact Match*	
INV101	Range of Numbers	Numbered inventory may be checked in by entering a beginning and ending inventory number. The system may recognize that the range includes all the numbers in between and determine the quantity accordingly.	*E - Exact Match*	
INV102	Unique Document Control Number	The system checks to make sure numbers being received have not already been received by checking both the inventory in stock and used inventory.	*E - Exact Match*	

Description: Discrepancies? (Box 5); If yes, Reconcile (Box 6)

A notification of any discrepancies is automatically sent to the State Inventory Manager. Security paper inventory reports are printed on a periodic basis and reconciled to the physical inventory by location (main storeroom, issuing offices). Adjustments in the system are made as necessary to bring the system reports into alignment with the physical inventory.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
INV103	Auto-Notification of Discrepancy	The State is automatically notified of any discrepancies in inventory received.	*E - Exact Match*	
INV104	Adjust Inventory	An authorized State user can make changes to the security paper numbers assigned to locations or issuance history in order to resolve inventory issues.	*E - Exact Match*	
INV105	Reason Code for Adjustment	All adjustments to inventory require entry of a reason code and include the ability to add a comment.	*E - Exact Match*	
INV106	Display Status of Security Paper	The system provides the ability for an authorized user to display the status of any controlled inventory number to determine the status (used, void, available).	*E - Exact Match*	
INV107	Associated Receipt Number for Used Document Control Numbers	The system provides the ability for an authorized user to display the associated receipt number for numbers that have a status of "used" for any document control number .	*E - Exact Match*	
INV108	Display/Print Inventory Status	An authorized user can display/print a summary of the status of inventory showing usage and quantity that is on hand.	*E - Exact Match*	
INV109	Adjustment Comment	Adjustments made to reconcile the physical inventory require a comment.	*E - Exact Match*	
INV110	Analyze Inventory Usage	The system provides the ability for a designated user to analyze inventory usage across locations.	*E - Exact Match*	

From the dropdown list, please select one of the available condition codes **E - Exact, W - Workflow/System Config, M - Modify, F - Future, N - Cannot Meet** as described below for your answer to the following business rules.

Condition	Description
E – Exact Match	The COTS solution, as delivered at contract execution, fully satisfies the function as described in workflow and business rule **without any workflow configuration effort** (workflow configuration is as defined below and does not include changes such as updating screens to correspond with State-specific language). You must be able to demonstrate this functionality EXACTLY as defined.
W - Workflow or System Configuration Required	The COTS solution, as delivered at contract execution, contains the functionality as described in workflow and business rule but must be configured during the project.
M - Modify - Modification Required	The underlying code of the COTS solution must be modified at a cost to meet this functionality. Please do not comment. **DO NOT** include costs in Technical Response; if you do, your proposal will be disqualified.
F - Future - Planned for Future Release	The current version of the COTS solution cannot meet the functionality as stated, but functionality will be met by a planned future release of the system at no additional cost to WV. **Enter the anticipated date** of the release where the feature will be included in the date column.
N - Cannot Meet - Cannot Meet Requirement	The COTS solution proposed for WV will not satisfy the requirement.

BUSINESS PROCESS: ACCOUNTING

While there is no business process flow for performing accounting functions, there are capabilities that must be supported by the system to support the accounting functions at both the counties and the State.

The cash management functionality will be managed primarily through Issuance. The Finance Division will account for all cash and checks received for certified copies, and drawer balancing will occur through the Finance Division. The system handles the accounting functions for the State and county including receipting, drawer balancing, request tracking, etc. A file is extracted from EVRS with all financial information needed for the Finance Division. EVRS must encompass all accounting functionality. The system does provide the ability for users to enter the payment information so the data can be used for management reporting and request tracking. Additionally, reporting from the system allows the State to reconcile processed transactions with the payments received in the Finance Division. Billings to counties and other entities for certified copies, certain amendments, and security paper are supported by the system.

State and federal agencies who do business with the State on a regular basis may be billed on a periodic basis for services. The system keeps track of services provided. Periodically (generally monthly), the State prepares an invoice for services provided for each entity. The interdepartment transfers are processed through the Finance Division.

The system provides the ability for funeral home establishments to have accounts with the State. The State can decide whether or not to allow a funeral home establishment to have an account. If approved, the State is able to set up and manage the accounts for these funeral establishments. These accounts may be used to pay for certified copies.

BUSINESS PROCESS: DAILY ACCOUNTING

At the beginning of each day the State users will open their cash drawer and verify the cash available to them in their drawer. Throughout their day they will conduct daily business and collect money.

At the end of each day, the cash drawers are closed out and reconciled. The state user reviews the cash drawer summary report and compares it to the money in their drawer. If a discrepancy is found, the user will review the day's transactions, determine the differences and make the appropriate corrections. If no discrepancies are found, the user will print their final drawer balance report by event type and type of tender. The supervisor will then consolidate the drawers for deposit and verify the money. Once the money is verified, the individual drawers can be closed. The system will create an extract to be sent to the state finance along with a deposit slip.

The County may or may not choose to use this daily accounting functionality. The function will be made available to those counties wishing to receipt money through the EVRS. The same rules apply to the counties; fees and G/L accounts may be different.

Description: Supervisor assigns cash drawer and cash to employees in EVRS (Box 1); Open cash drawer and verify cash (Box 2)

The user logs on and verifies their drawer.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
A1	User Log In	Please see the General Requirements section B -User Authentication for rules related to user log in.		
A2	User Profiles	Please see the General Requirements section C -Roles, Profiles and Institutional Affiliations for rules related to user log in.		
A3	Record Ownership and Access	Please see the General Requirements, section D - Record Access/Ownership, for rules related to record ownership and access.		
A4	Individual Drawers	Each user has their own 'drawer' and the 'drawer' is based on the employee's user ID.	*E - Exact match*	
A5	Starting Cash	Each location may have a different standard amount that is used at the beginning of the day to open the virtual drawer. The system must accommodate this.	*E - Exact match*	
A6	VitalChek Virtual Drawer	Transactions received through VitalChek are posted to a single cash drawer designated for VitalChek and kept separate from other receipts.	*M - Modify*	Genesis is capable of adding this functionality to the system.
A7	State Portal Virtual Cash Drawer	All transactions received through the State Portal are posted to a single cash drawer designated for State internet transactions and kept separate from other receipts.	*E - Exact match*	
A8	Augment Cash in Drawer	Sometimes the office may need to augment the cash in the drawer during the day. This information will be entered as a separate transaction and will update the cash balance of the drawer.	*M - Modify*	In the current configuration, the system does not provide a separate transaction type for augmenting money into the cash drawer. Genesis will add a unique transaction type for such scenarios.

Description: Conduct daily business and collect money (Box 3); End of day? (Box 4)

The user fulfills all the requirements for the transaction and collects the funds. The user collects and enters the total fees due for the request prior to releasing the requested items. Tables in the system are defined by transaction and how much money will be posted to each general ledger (G/L) account. Amounts received for each transaction and posted to each G/L will be recorded in the database. G/L coding at the counties may differ from the State G/L coding; the system accommodates these differences.

Some customers, such as funeral homes, may be set up to be invoiced for payment rather than paying cash for each request. The customer service clerk has a mechanism to indicate that a request may be billed later than at the time they are fulfilling the order. These payments are recorded in the system like any other transaction. Reports may be generated to show all open invoices. When payment is received, it is recorded in the system. Funeral homes may have the privilege of using the invoicing system revoked for bad checks or late payments.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
A9	Reports	Please see Reports - Appendix C for rules on reports.		
A10	Exports and Imports	Please see General Requirements, section AA - Exports and Imports, for rules on imports and exports.		
A11	Multiple Codes at State Level	The system can accommodate both G/L and other state specific codes by transaction type.	*E - Exact match*	
A12	May Include One or Both Codes	The system does not require both a G/L code and Finance Division code on a transaction. The transaction may have one or both codes or the codes may be the same.	*E - Exact match*	

A13	Transaction Records Include User ID	Each transaction record contains the user ID used to collect funds for that transaction.	*E - Exact match*	
A14	System Calculates Fees	The system calculates the fees for each transaction and totals all fees for multiple transactions in a single session for a single customer.	*E - Exact match*	
A15	Breakdown of Costs	The system maintains a breakdown of the cost of each item on the request when the fee is distributed to multiple G/L accounts.	*E - Exact match*	
A16	Transaction Fee Table Drives Posted to G/L	Information on the fee breakdown for each type of item sold along with the associated G/L account are maintained in a reference table.	*E - Exact match*	
A17	Combination of Payment Types to Complete Transaction Payment	The customer may pay by cash, check, or money order or a combination of all three to complete a transaction payment.	*E - Exact match*	
A18	Orders Taken Over Phone	The system must accommodate a State or local user taking an order over the phone and utilizing VitalChek to process the credit card.	*E - Exact match*	
A19	Required Check Information	If the customer pays by check, the screen prompts the user to enter the check number.	*E - Exact match*	
A20	Check Number	The system provides a field to capture the check number used to make the payment.	*E - Exact match*	
A21	Required Money Order Number	When the payment is in the form of a money order, the money order number is entered into the system.	*E - Exact match*	
A22	Billing Account	All billable accounts may pay the State using a billing account. The system provides the appropriate fields to record the billing account information.	*E - Exact match*	
A23	Fees Listed on Account	If an entity (e.g. other state/federal entity, funeral home) has an account set up with the State Vital Records Office, the fees for each transactions are listed against that account for invoicing later.	*E - Exact match*	
A24	Transmittal Sheet Information	Transmittal sheets are marked as "This is not a bill" by the system.	*W - Workflow or System Configuration Required*	the watermark that reads "this is not a bill". Genesis will configure the system to include such a watermark.
A25	Comments on Transmittal Sheet	The system provides a State defined table of comments for printing on the transmittal sheet.	*M - Modify*	defined table of comments on the transmittal sheet. Genesis will modify its solution to include the table for printing on the transmittal
A26	County's G/L Coding	The system recognizes the G/L coding specific to the counties.	*E - Exact match*	
A27	Transaction Fee Table Drives Posted to G/L	A set of Transaction Fee Tables that list all transactions and the various G/L accounts to which funds are posted for that transaction.	*E - Exact match*	
A28	Payment Coded to Correct G/L	As payments are received, they are automatically coded to the proper G/L account based on the transactions processed and the appropriate Transaction Fee Table.	*E - Exact match*	
A29	Remittance of Invoices	The system allows a user to receipt money received for an invoice.	*E - Exact match*	
A30	Separation of Duties	The system provides a default that creates a separation of duties between the person receiving the money and the person completing the transaction.	*E - Exact match*	
A31	Turn On and Off Separation of Duties Default	Separation of duties default functions can be turned on and off by a role based user.	*E - Exact match*	
A32	Override Separation of Duties Default	The system provides a seamless way of overriding the separation of duties default for small offices that may not have sufficient staff at all times.	*E - Exact match*	
A33	Track Use of Override	The system may track the use of the override of the separation of duties default by person and transaction.	*E - Exact match*	
A34	Payment Coded to Correct G/L	As payments are received, they are automatically coded to the proper G/L account based on the transactions processed and the appropriate Transaction Fee Table.	*E - Exact match*	

A35	Recognize Revenue (Invoices)	The system may account for requests that may be invoiced, in such a way as to separate it from forms of payment that are considered revenue since the revenue is recognized when the invoice is paid.	*E - Exact match*	
Additional Rules for Other State/Federal Agencies				
A36	Other State/Federal Agencies Requests	The system invoices other state/federal agencies and all other billable accounts.	*E - Exact match*	
A37	Enter by System User	Requests by other state/federal agencies will be entered by a State system user. State/federal agencies will not have direct access to the system.	*E - Exact match*	
A38	Track Free Requests	The system keeps track of the number of free requests for state/federal agencies.	*E - Exact match*	
A39	Run Report on Free Requests	A system user may run a reports of the number of free requests for state/federal agencies.	*E - Exact match*	
Additional Rules for Refunds				
A40	Refund Message	The system sends a message to the authorized user when it is determined that a refund needs to be processed.	*E - Exact match*	
A41	Refund Amount	The system can determine the amount of the refund needed.	*E - Exact match*	
A42	Debit Slip	The system creates a debit slip to send to finance to issue a refund. The debit slip is State defined.	*E - Exact match*	
A43	Send for Payment	The authorized user may update pending refunds to indicate that they have been sent to Finance. This will remove the refund from the pending queue.	*E - Exact match*	
A44	Pending Refund Queue	The system should provide a queue for all refunds sent to Finance.	*W - Workflow or System Configuration Required*	Refunds Queue. Genesis will modify its solution to include such a queue.
A45	Pending Refund Queue Total	The pending fund queue shows the total number that are pending.	*E - Exact match*	
A46	Pending Refund Queue Sent	The pending fund queue shows the total number that have been sent.	*E - Exact match*	
A47	Reconcile Pending Queue	The pending refund queue is reconcilable with mail sent and received.	*E - Exact match*	
A48	Credit Card Refunds	Refunds for requests paid by credit card through the system may be refunded the same day of processing.	*E - Exact match*	
A49	Same Day Refunds	Refunds in cash or check that are identified in the same day as the money was originally taken can be refunded through the drawer as defined by jurisdictional rules. A check payment would be refunded with the original check the customer used to pay for the transaction but cash cannot be given in place of the check.	*E - Exact match*	
A50	Refund on Account	Refunds provided to a billable account may be listed separately and may not be counted as drawer funds since they do not figure into the balancing of funds in the drawer at the end of the day. The transaction must have a receipt number, fund, program account, control number, person paying, person's address; decedent name, DOD, and WV state file number.	*E - Exact match*	
A51	Refund on Over Payments	System allows refunds for any amount paid that is over the amount due.	*E - Exact match*	
A52	Refund On/Off Option	System allows the refund option to be turned off for locations that do not allow refunds.	*E - Exact match*	
A53	Overage Where No Refund Allowed	The system allows the user to designate by location how to apply any overages from a fund and G/L perspective.	*E - Exact match*	
A54	Partial Refund	The system allows for partial refunds.	*E - Exact match*	

A55	Accounting of Refunds	All refunds, full or partial, are applied to the appropriate fund and G/L account per location from which the refund has been processed.	*E - Exact match*	

Description: Review cash drawer summary against money in drawer (Box 5)

The user places the cash and/or checks in the cash drawer. Credit card receipts from transactions completed through the system are also included in the cash drawer. At the end of the day, the customer service clerk balances the amount of cash, checks, and credit card receipts in the drawer to the amount recorded by the system. The system includes functions to display transactions for the day to locate errors causing the report and the drawer to differ. Corrections can be made to the clerk's transactions as needed to resolve differences. After balancing, if the report shows an overage, the amount is recorded and added to the deposit. If there is an overage, it is applied as designated by the location. Shortages are not resolved through petty cash; a justification must be written and sent to Finance.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
A56	Capture ID of Person Closing Drawer	The system saves the user ID of the person performing the drawer closing activities.	*E - Exact match*	
A57	Display List of Checks, Credit Card Receipts, and Amount of Cash Expected	The system displays a list of all checks, money orders, and credit card receipts, and the total amount of cash that should be in the cash drawer at the end of the day.	*E - Exact match*	
A58	Allow User to Run Totals at Any Time During Day	The user may request the system to display current totals at any time during the day.	*E - Exact match*	
A59	Drawer Closed by Any Authorized User	Cash drawers may be closed by any authorized user regardless of whether or not they worked with that drawer during the day.	*E - Exact match*	
A60	Customer Accounts	Transactions charged against billable accounts are listed separately as a group and are not counted as drawer funds since they do not figure into the balancing of funds in the drawer at the end of the day.	*E - Exact match*	
A61	Payment Received on Customer Accounts	When a payment for a customer account is received, the money and the transactions are included in the daily drawer balance.	*E - Exact match*	
A62	Customer Account Details on Daily Close	Reconciliation of customer account payments as a daily drawer function are by invoice number and transactions on the invoice paid.	*E - Exact match*	
A63	VitalChek	Transactions processed through VitalChek download into the system automatically.	*M - Modify*	Genesis will assure VitalChek orders are downloaded into the Genesis Fee & Issuance module for processing.
A64	VitalChek Listed Separately	Transactions from VitalChek may be listed separately by event and are counted as drawer funds if a physical check is printed from VitalChek at the Vital Records office.	*M - Modify*	counted as drawer funds and will be included in the balancing of drawer funds.
A65	VitalChek Included in Deposit	Transactions entered from VitalChek are included on the deposit slip if there is a physical check that is included in the daily balancing of funds.	*E - Exact match*	
A66	VitalChek Deposit to State's Account	Money received through VitalChek may be deposited directly into the State's account. A deposit slip is not needed.	*M - Modify*	for within funds to be deposited directly into the State's accounts.Genesis cannot assure the actual deposit into the State's
A67	Reconcile VitalChek	The total transaction amounts received from VitalChek are balanced against monies received from VitalChek.	*M - Modify*	Genesis will assure VitalChek orders transaction amounts received are balanced against funds received (assumed from VitalChek).
A68	VitalChek Report	The system allows a user to run a report on a state defined timeframe to reconcile the money received from VitalChek that has been directly deposited in the State's account.	*M - Modify*	available to reconcile funds from VitalChek orders have been directly deposited into the State's accounts.
A69	Credit Card Payments	Credit card transactions through the EVRS are processed through Finance Division through State Treasurer's Office at the State.	*E - Exact match*	
A70	Credit card merchant integration	The system integrates with the State's credit card merchant, providing charge transaction capabilities and transaction information to EVRS.	*E - Exact match*	
A71	Credit card receipt	The system provides the ability to print a receipt from the credit card charge for the customer to sign.	*E - Exact match*	
A72	Print Credit Card Receipt	The user allows the user to print a credit card receipt.	*E - Exact match*	

A73	Record Payment of Invoice	If a payment for an invoice is received, the revenue for all requests included on that invoice are recognized as revenue in the appropriate categories and are included in the deposit form at the end of the day.	*M - Modify*	Genesis will modify its system to include the revenue in the deposit form at the end of the day.
A74	Mark Requests Paid When Invoice Paid	When the payment for an invoice is entered, the requests included on the invoice are marked "Paid."	*E - Exact match*	
A75	Print Multiple Times	Balancing reports can be displayed or printed multiple times.	*E - Exact match*	
A76	Over/Short	The drawer may be closed even if the money does not balance due to an over/short situation.	*M - Modify*	drawer amount with an overage or shortage of money in the drawer. The drawer cannot be closed until it is fully balanced through the
A77	Overages	Overages are reflected on the daily report and applied to the appropriate account.	*M - Modify*	transaction. Genesis will modify its system to mark such overages as donation and the same will be reported in the applicable reports.
A78	Pending Request	Funds associated with a pending request are not refunded unless a written request is received by Finance. These transactions are handled outside of the EVRS.	*E - Exact match*	
A79	Shortages	Shortages are not made up out of petty cash and are handled by Finance.	*E - Exact match*	
A80	Comment Box for Justification on Shortage	A shortage opens a comment box for the user to enter a justification for Finance on shortages.	*E - Exact match*	
A81	Comment Box for Justification on Overage	An overage opens a comment box for the user to enter a justification for Finance on overages.	*E - Exact match*	
A82	Daily Closing Reports	The data included in the daily closing reports is State defined and configurable.	*E - Exact match*	
A83	Deposit Slip	The data included in the deposit slip is State defined and configurable.	*E - Exact match*	

Description: OK? (Box 6); If no, review transactions, determine differences, and make corrections (Box 7)

At the end of the day, the user balances the amount of cash, checks, money orders, and credit card receipts in the drawer to the amount recorded by the system. Errors may be corrected in the system with supervisory approval.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
A84	System Accounts for Opening Balance and Drawer Adjustments	The system accounts for the amount of cash in the drawer at opening, and for any additional money added to augment the drawer balance, when computing the expected amount of cash.	*M - Modify*	not allow augmenting the drawer and as such this amount cannot be computed in the cash drawer closing. Genesis will modify its system to add the capability of augmenting the cash drawer during the day.
A85	System Programming Errors	If errors are caused by flaws in the system, there is a mechanism to correct the errors, record an audit trail of the changes, and create an error report and fix request for the programming staff.	*E - Exact match*	
A86	Finding Errors	If the figures do not balance, the system allows a user to scroll through the day's transactions by State defined rules such as user, chronological order and/or by payment type to determine what the problem is.	*E - Exact match*	
A87	Correcting Operational Errors	If there are errors created through normal business functions, the system allows for their correction with a trail of the changes and a reason code for the change along with a comment.	*E - Exact match*	
A88	Print Report of Transactions	The employee may also have the option to print a report of the day's transactions for that drawer to assist in determining where the error(s) occurred.	*E - Exact match*	
A89	Display Day's Transactions and Payment by Type	The system displays a summary total of the day's transactions and the total amount collected in cash, credit, money orders, and checks. The program subtracts out the starting balance and any cash used to augment the drawer to arrive at the amount of money from sales that should be in the drawer.	*E - Exact match*	
A90	ID on Corrections	All corrections must contain the employee ID number of the person making the correction.	*E - Exact match*	

A91	Transaction Reports	Transaction reports are State defined and configurable.	E - Exact match	

Description: Each user prints final drawer balance report by type of tender and event (Box 8)

The customer service clerk prints the daily report for their drawer by tender and event type.

	Business Rule Name	Business Rule Description	Vendor Response	Comments
A92	Reports	Please see Reports - Appendix C for rules on reports.		
A93	Print Final Detailed Report of Transactions	The employee may print a final detailed report of the day's transactions for their drawer once the error(s) have been reviewed/corrected.	E - Exact match	
A94	Detailed Report Display Day's Transactions and Payment by Type	The system displays a detailed report total of the day's transactions and the total amount collected in cash, money orders, credit cards, and checks.	E - Exact match	
A95	Print Final Summary Report of Transactions	The employee may print a final summary report of the day's transactions for their drawer once the error(s) have been reviewed/corrected.	E - Exact match	
A96	Summary Report Display Day's Transactions and Payment by Type	The system displays a summary total of the day's transactions and the total amount collected in cash, money orders, credit cards, and checks.	E - Exact match	
A97	Final Summary Report	The final summary report is State defined and may include fund and G/L account information in addition to event and tender information.	E - Exact match	
A98	Detailed Report of Transactions	This report is State defined.	E - Exact match	

Description: Consolidate drawers for deposit and verify money (Box 9)

The office fiscal manager or other authorized user consolidates all funds from all drawers, runs the consolidation report and validates that the money is correct. Fund verification is done by an employee who has not worked with the individual drawers. S/he recounts the money to reconcile the total amount to the consolidation report. If errors are found, the drawer owner must reconcile the drawer. If they cannot figure out the discrepancies, s/he must get supervisor assistance for help with their drawer.

	Business Rule Name	Business Rule Description	Vendor Response	Comments
A99	Display Consolidated Funds Report	The user can display/print a report showing the consolidation of all money collected by payment type for all drawers for the office.	E - Exact match	
A100	Make Adjustments	The employee who recounts the money to determine that the total balances to the consolidated report needs the same functionality to be able to scroll through transactions by drawer, or print a report to spot problems and to enter corrections.	E - Exact match	
A101	Supervisor Assistance	For errors that the user cannot resolve, the system requires supervisor assistance with reconciliation.	E - Exact match	
A102	Capture Supervisor Information	The system captures State defined information for the supervisor assisting with reconciliation.	E - Exact match	
A103	Over/Short	The drawer may be closed even if the money does not balance due to an over/short situation. The program needs to allow for the over/short information to be entered and the proper updating of the G/L to occur.	M - Modify	drawer amount with an overage or shortage of money in the drawer. The drawer cannot be closed until it is fully balanced through the cash drawer reconciliation process. Genesis will modify its system
A104	Reports	The system allows the user to run reports by state defined fields including but not limited to: transaction type, amount, payment method, person completing the transaction.	E - Exact match	

Description: Close drawers once verified (Box 10)

Anytime the user closes his/her drawer the system reconciles the drawer. At the end of the day, when all drawers are closed, the system performs any processing required to balance accounts and print reports.

	Business Rule Name	Business Rule Description	Vendor Response	Comments
A105	Close Drawer	The system provides a way to indicate that the drawer has been reconciled and closed every time a user logs out during the day. No new transactions can be added while the user is logged out.	E - Exact match	

A106	Reopen Reconciled Drawer	The system allows a user to reopen a reconciled drawer in the same day to continue transactions within State defined time frame (ex: 8am-4pm Monday-Friday).	*W - Workflow or System Configuration Required*	his/her drawer multiple times during a day. All transactions that were closed for that user during the same day under multiple closed
A107	Close Before End of Work Day	The system allows the closing time for drawers to occur at a user defined time during the day that may be different from "end of day".	*E - Exact match*	
A108	End of Day Reconciliation	The system provides a way to indicate that the drawer has been reconciled at the end of the business day so no new transactions can be added.	*E - Exact match*	
A109	Unclosed Drawers	The system provides a way to check to see that all drawers have been closed.	*E - Exact match*	

Description: Print State finance forms and deposit slip (Box 11); Send forms to finance and money (Box 12)

Deposit reports are printed showing all funds collected, and all funds from each given location to be deposited for that day. All paperwork for the deposit, including the deposit slip, and any required associated reports are sent to the administrative/finance group for the location. These can be printed or sent via email.

The system produces consolidated summary reports showing all transactions processed for the entire system as well as a detailed report of transaction types by each location and a summary of G/L by location. Reports may be run for each jurisdiction or as a consolidated report for the State.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
A110	Reports	Please see Reports - Appendix C for rules on reports.		
A111	Print Total Sales Report	The system will print a State defined report showing the total sales for the day by payment type. Report may include payment type for each transaction, appropriate budget number and G/L account number. Transactions paid by check include check number.	*E - Exact match*	
A112	Different G/L Accounts	The State and counties may use different G/L accounts and use a different percentage of money to allocate to those G/L accounts.	*E - Exact match*	
A113	Sort by Transaction Type	The system provides the ability to sort the total sales report by transaction type (check, cash, etc.) by user ID, and check amount (if applicable).	*E - Exact match*	
A114	Print Deposit Slip	The system prints a deposit slip. The deposit slip contains only the items that are needed to support the bank deposit. Checks will be listed individually.	*E - Exact match*	
A115	Deposit Slip Format	The system prints the deposit slip in a format approved by the bank.	*E - Exact match*	
A116	Deposit Slip Fields	The system prints State defined information on the deposit slip.	*E - Exact match*	
A117	Deposit Date Recorded in System	The system records the deposit date, amount, and deposit number.	*E - Exact match*	
A118	Query Capability	The system provides the ability to query the database by deposit number and by date.	*M - Modify*	report to query the database by depostit number. Genesis will add one such canned report that will allow the users to query the
A119	G/L Reports	The system allows an authorized user to print a G/L report for each office separately, and for all offices in consolidated format. Information on report is State defined and may include each unique service method for state and county offices, a consolidated report for the state, show the G/L accounts appropriate to the State office included in the report.	*E - Exact match*	
A120	Sales Report	The system allows an authorized user to print a sales report based on State defined time frames (ex: a day or a range of dates) that includes State defined fields such as overall or by office, type of service, counts for the number of items produced, and the fees collected.	*E - Exact match*	
Additional Rules for Summary Reports				
A121	Activity Summary Report	A summary report may detail all activities by G/L account for a State defined period.	*E - Exact match*	
A122	Summary Report	A summary report may detail the split of money between the State and county offices.	*E - Exact match*	

A123	Overages Report	The system will run a report at a user defined interval on all overages.	E - Exact match	
A124	Report of Transaction Types by County	The system creates a State defined report of transaction types by county office for a State defined period.	E - Exact match	
A125	Credit Card Sales Report	The system generates a report showing all credit card sales for a State defined period.	E - Exact match	
A126	Medical Examiner Fee Summary Daily	The system provides each county with a summary of coroner fees at the end of the day for the county.	E - Exact match	
A127	Medical Examiner Fee Summary Monthly	The system provides the county with a summary of coroner fees at the end of the month for the county.	E - Exact match	

END OF DAILY ACCOUNTING

BUSINESS PROCESS: GENERATE INVOICES

The State has clients (funeral homes, other agencies) that are invoiced on a monthly basis. At the beginning of each month, the State generates invoices through the system. The user logs into the system and accesses the invoice screens. The user may globally generate and review invoices for all clients with a balance due for a certain time frame or generate individual invoices for one client at a time. Invoices may be sent automatically through the system or printed and mailed to the customers. Past due reports are ran periodically. Past due notices are printed/generated along with a letter and mailed/emailed to the customer. Once the State receives the customers' payment, the user enters the payment and generates a receipt. The receipt is automatically sent to the user via email or printed and mailed.

Description: User sets up customer accounts (Box 1)

The system allows designated users the ability to establish accounts for entities that regularly do business with the State. Creating an account makes it easy to enter requestor information on a request, as contact information can be automatically populated from the information stored in the account record. Entities that have accounts may also be authorized to charge the fees for obtaining certified copies or other services that have fees. They will then receive an invoice produced by the system on a periodic basis and submit payments per the invoice. Transactions with associated fees include certified copies and certain types of amendments.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
A128	User Log In	Please see the General Requirements section B -User Authentication for rules related to user log in.		
A129	User Profiles	Please see the General Requirements section C -Roles, Profiles and Institutional Affiliations for rules related to user log in.		
A130	Record Ownership and Access	Please see the General Requirements, section D - Record Access/Ownership, for rules related to record ownership and access.		
A131	Exports and Imports	Please see General Requirements, section AA - Exports and Imports, for rules on imports and exports.		
A132	Specific Exports and Imports	Please see General Requirements, section BB - Specific Exports and Imports, for rules on imports and exports.		
A133	Set Up Account	The system provides the capability to set up accounts against which charges can be made for customers that routinely order certified copies or other items.	E - Exact match	
A134	Account Information	The account information is State defined and includes, but is not limited to, information such as account name, physical address, billing address, phone number, contact person, contact information, and type of account.	E - Exact match	
A135	Multiple Billing Locations for Corporate Accounts	The system allows multiple billing addresses for corporate accounts.	E - Exact match	
A136	Billing Address	For billing purpose, all invoices are sent to the identified billing address.	E - Exact match	
A137	Physical Address	The system also captures the physical address for an account.	E - Exact match	

A138	**Account Status**	The account status code shows whether the account is in good standing. Status flags are State defined and may include: - Late payments - Bad check - Cash only - Good standing	***M - Modify***	In the current configuration, the available status codes for an account are "suspended account" and "active account". By setting these 2 flags, an authorized user can suspend/deactivate an account that is not in good standing. Genesis will modify its system to include the status codes as described in the requirement.
A139	**Comment Drop Down**	Accounts that are marked with a status flag open a State defined drop down list of options for the user to select regarding the account's status. Options may include 30 Days Past Due, 90 Days Past Due, Cash Only, Delinquent Account and/or Account On Hold Until Payment Received.	***M - Modify***	In the current configuration, the system does not include status codes as defined in the requirement. Genesis will modify its system to include the flags and status codes as defined in the requirement.
A140	**Additional Comments**	The system allows a user to enter additional comments regarding an account's status in a text box if needed.	***E - Exact match***	
A141	**Date Status Flag Set**	The account automatically notes the date that the account was flagged as anything except in good standing. The system will interface with software that approves or denies checks.	***E - Exact match***	
A142	**Manually Change Status**	The system allows an authorized user to change an account's status manually.	***W - Workflow or System Configuration Required***	status manually, but not unauthorized users. Genesis believes this is what the State is asking for in this requirement.
A143	**Date of Status Flag Removed**	The account automatically notes the date that flag is removed from an account.	***E - Exact match***	
A144	**Cash-Only Accounts**	If an account is placed on a cash-only basis, this system may flag the account accordingly. This system will not allow posting of checks against that account until this flag is cleared.	***M - Modify***	cash only transactions for an account and as such, the system accepts every payment type possible for an account. Genesis will
A145	**Cash Only**	For cash-only accounts, the payment options are State defined and may include payment only by cash, money order, cashier's check, and credit card.	***M - Modify***	cash only transactions for an account and as such, the system accepts every payment type possible for an account. Genesis will
A146	**Billable Account**	The system allows authorized users to designate the type of account being established as a billable account, where payment is made after the service is rendered from an invoice produced by the system.	***E - Exact match***	
A147	**Overages**	The system allows the user to enter a payment amount for more than the invoice amount.	***E - Exact match***	
A148	**Partial Payments**	The system allows a user to apply partial payments to an account.	***E - Exact match***	
A149	**Account Information**	The system allows the authorized user to enter information about the account such as account name, address, phone number, contact name and account number.	***E - Exact match***	
A150	**Change Status of Account**	The system allows an authorized user to change the status code of an account.	***E - Exact match***	
A151	**Bad Checks**	Bad checks are recorded in the request records or the account records for entities that have an account.	***E - Exact match***	
A152	**Add or Remove Bad Check Flag**	The system allows an authorized user to activate and de-activate a bad check flag.	***M - Modify***	Genesis will add such a flag in the system so that an authorized user can activate/deactivate a bad check flag.
A153	**Import from Finance**	The system imports State defined bad check information for non-billable accounts from Finance on a State defined interval.	***M - Modify***	the information from the State Finance Dept. regarding bad check information. Genesis will work with the State to identify the best
A154	**Manually Add In Information**	The system allows a user to manually add in State defined bad check information received for non-billable accounts from Finance.	***M - Modify***	Genesis will add the capability to mark bad check information for non-billable accounts through a security-driven process.
A155	**Add Bad Check Flag**	The system adds a bad check flag to accounts imported from Finance.	***M - Modify***	the information from the State Finance Dept. regarding bad check information. Genesis will work with the State to identify the best
A156	**Must Pay with Credit Card or Cash**	Bad-check-flagged accounts must pay with a credit card or cash until the bad check flag is removed.	***E - Exact match***	
A157	**Bad Check Queries**	The system provides the ability to query for bad checks.	***M - Modify***	query on bad checks. Genesis will create such a canned report in the system which allows the user to query on bad checks.

A158	Alert Issuance	The system alerts Issuance when processing a request for an account with a bad check flag. Issuance can only accept State defined payment methods such as cash, money-order, cashier's check, or credit card.	M - Modify	cash only transactions for an account and as such, the system accepts every payment type possible for an account. Genesis will modify its system to allow cash-only flags on an account with the

Description: User logs into EVRS and accesses invoice screens (Box 2);

An authorized user logs onto the system and accesses the invoicing menu. S/he selects the customer account or group of accounts that s/he wishes to process. The system has the ability to generate the invoices in "preview" mode without changing the status of the records included in the report to "invoiced." Once the user has reviewed the invoices, the invoices can be re-run in "final" mode where the record status is changed to "invoiced" or equivalent. Invoices can be printed on demand or in batch by State defined identifiers. The user also has the option to either print to a printer or print to file so the invoice can be emailed. The system produces a cover letter and a detailed transaction report.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
A159	User Log In	Please see the General Requirements section B -User Authentication for rules related to user log in.		
A160	User Profiles	Please see the General Requirements section C -Roles, Profiles and Institutional Affiliations for rules related to user log in.		
A161	Record Ownership and Access	Please see the General Requirements, section D - Record Access/Ownership, for rules related to record ownership and access.		
A162	Letter Rules	Please see the General Requirements, section X - Letters and Forms, for all rules related to creating letters within the system.		
A163	Individual Processing	The user may produce an invoice for an individual account.	E - Exact match	
A164	Preference for Receiving Invoices	The system allows an authorized user to set a State defined preference for receiving invoices. Delivery methods may include email and postal mail.	E - Exact match	
A165	Batch Processing	The user may choose to produce invoices for all or a series of customer accounts through a batch process based on State defined options. State defined options may include email delivery, postal mail delivery, and/or customer type.	E - Exact match	
A166	Batch Processing Options	All customer accounts selected for processing are associated in a batch by State defined options (ex: delivery preference, type of account, status, and date.	E - Exact match	
A167	Display Previous Batches	Authorized users can enter a batch option and display all the invoices produced in a previous batch.	E - Exact match	
A168	System Totals Certificate Requests	The system totals the amount, including all unpaid balances, for all requests that have been processed since the last invoice for each account selected.	E - Exact match	
A169	Review Without Need to Print	The user may review an invoice without printing.	E - Exact match	
A170	Print Without Review	The user may print an invoice without reviewing the invoice first.	E - Exact match	
A171	Generating Report Without Creating Invoice	The user may generate an invoice preview or an invoice report to review prior to actually creating the invoice.	E - Exact match	
A172	Invoice Format	The invoice format is State defined. A one page itemized invoice prints for each customer account. Information may include past due balances, current amount due, due date, remittance information, and comments.	E - Exact match	
A173	Comments for Invoice Form	The system allows a user to enter comments to be included on an invoice form.	E - Exact match	
A174	Edit Invoice Form	The system allows a role defined user (such as a business process administrator) to configure and edit the invoice form.	M - Modify	by the system. Genesis will work with the State to identify the extent to which an invoice form can be configured without compromising
A175	Itemized Invoice Report	An itemized list of requests included in the amount due is printed for each customer account to be sent with the summary invoice form.	E - Exact match	

A176	Record Status	When invoices are produced, all request transaction records included in the invoice are flagged and dated as "invoiced" so that they may be invoiced only one time and branded with the batch identifier and date invoiced.	*E - Exact match*	
A177	Past Due Notice	The system includes a "Past Due Notice" on an invoice.	*M - Modify*	Notice" on the invoice that are past its due date. Genesis will modify its system to include such notice on the invoices based on due
A178	Undo Batch	An authorized user can undo a batch of invoices so that the invoice process can be repeated.	*M - Modify*	invoice, but cannot "undo" the invoice process. Genesis will modify its system for an authorized user to undo a batch of invoices.
A179	Reprint	The system allows an authorized user to reprint an invoice at the request of the purchaser.	*E - Exact match*	
A180	System User Accounts	Users with the proper authorization may view the status of their account and the amount due at any time.	*E - Exact match*	
A181	Read-Only View	Customers with the proper authorization may view their account status as read-only that includes State defined information.	*M - Modify*	their accounts and amounts due. Genesis will modify the system to accommodate the requirements defined here.
A182	View Own Accounts Only	Customers with the proper authorization may only view the status of their own accounts.	*M - Modify*	their accounts and amounts due. Genesis will modify the system to accommodate the requirements defined here.
A183	View Accounts at State	The State can search for an account and display the current status of charges related to any facility.	*E - Exact match*	
A184	Monthly Detailed Invoice	The system generates a detailed monthly invoice with State defined information detailing unpaid requests for an account.	*E - Exact match*	
A185	Batch Processing	The user may choose to process all or a group of customer accounts at one time.	*E - Exact match*	
A186	Enter Date	The user can enter a date that is used to cut off the invoices selected (such as the end of a month).	*E - Exact match*	
A187	Beginning Date Field	The user can enter a beginning date that is used to cut off the invoices selected (such as the beginning of a month).	*E - Exact match*	
A188	Beginning and End Date Fields	The user can enter a beginning date and end date to view selected invoices for a given period of time.	*E - Exact match*	
A189	Include All Requests Since Last Invoice	The invoice for new charges includes all open requests up to the date entered.	*E - Exact match*	
A190	Reprint Previous Invoice by Request Only	The system allows a user to reprint an invoice only if requested by a customer.	*E - Exact match*	
A191	No Date Entered	If no date is entered, all invoices that have been charged will be selected for the customer group selected.	*E - Exact match*	
A192	Itemize Requests	The system provides a detailed itemization of all requests and the services provided on each request that are included on the invoice as supporting documentation.	*E - Exact match*	
A193	Amendment Fees	The invoice includes a line item for amendment fees.	*E - Exact match*	
A194	Option to Print Notes on Invoice	The system allows the user to enter notes to be printed on the invoice.	*E - Exact match*	
A195	Preview Invoices Without Updating Records	The user may generate a report without marking the records as "invoiced."	*E - Exact match*	
A196	Record Status	After invoice generation, all transaction records included in the invoice are flagged as "invoiced."	*E - Exact match*	
A197	Add Invoice Number and Date to Record	The records included in the invoice batch are updated with the invoice number and invoice date.	*E - Exact match*	
A198	Paid Status	An invoice status is changed to "paid" once the customer has paid the full amount they were invoiced.	*E - Exact match*	

A199	Reports by Account	In addition to invoices, the system includes detailed and summary reports by account for amounts due. (Specific reports are defined in Reports Matrix.)	E - Exact match	

Description: Select customer accounts with a balance to process (Box 3); EVRS calculates amount due and generates invoice/report (Box 4); Generate past due letters as needed (Box 5); Send invoice to customer via email or print (Box 6)

The user selects the customer accounts with a balance to process. The system calculates the amount due and generates an invoice. The system user can generate past due letters as needed. The user prints/mails or emails the invoice to the customer.

Please note, the rules detailed in "User logs into EVRS and accesses invoice screens (Box 2)" apply to this section and are not repeated here.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
A200	Invoices	The rules for printing invoices to customers in Box 2 of this flow apply to this section.		
A201	Billing Address	For accounts with postal mail marked as their billing preference, all invoices are sent to the customer using the billing address submitted when an account is created.	E - Exact match	
A202	Billing Address for Multiple Locations	For accounts with multiple locations, the system allows invoices to be mailed/emailed to each individual location or the central locations with all accounts on one invoice.	E - Exact match	
A203	Email Invoices & Statements	For accounts with email marked as their billing preference, all invoices are sent to the customer using the email submitted when an account is created.	E - Exact match	
A204	Confirmation Email	The system will send a confirmation email once the email has been read.	E - Exact match	
A205	Stakeholders View Outstanding Charges	Funeral homes can display a list of unpaid transactions, outstanding fees, and totals due since the last invoice was paid.	M - Modify	their accounts and amounts due. Genesis will modify the system to accommodate the requirements defined here.

Description: Customer remits payment (Box 7); User enters payment (Box 8)

The customer remits funds to the State. The State enters the payment against the invoice(s) included in the payment. A delinquent flag may be set if an account is past due. When the delinquent flag is set, charging is not allowed. Each invoice payment is added to the cash drawer for the user who processed it and is included in drawer reconciliation at the end of the day.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
A206	Bulk Entry for Payments	The system allows a user to pull up a bulk entry screen to enter payment information for multiple customers at the same time. The information on the screen is State defined and must include, at a minimum, the invoice number, person or account number, and amount due.	M - Modify	enter payment for multiple accounts in one bulk entry screen. Currently, users would have to pick each account individually and apply a payment against such an account. Genesis will modify its
A207	Enter Information on Bulk Entry Screen	The system allows a user to enter information regarding the payment received on the bulk entry screen for payments. The screen must include State defined payment information including payment method, check number (if applicable), date received, and amount paid.	M - Modify	enter payment for multiple accounts in one bulk entry screen. Currently, users would have to pick each account individually and apply a payment against such an account. Genesis will modify its
A208	Save Bulk Entry Screen	The system allows a user to save the bulk entry screen for payments at any time and with fields left blank.	M - Modify	enter payment for multiple accounts in one bulk entry screen. Currently, users would have to pick each account individually and
A209	Invoices Marked "Paid"	Each invoice may be marked "paid."	E - Exact match	
A210	Transactions Marked "Paid"	Payments are posted by invoice and transaction and are marked "paid" accordingly.	E - Exact match	
A211	Record Check Number	Check numbers may be recorded in the system as part of the payment information.	E - Exact match	
A212	Recognize Sale	From a sales perspective, the statistics of the number of certificates sold is reflected in the period when the payment is made.	E - Exact match	
A213	Recognize Revenue	From a G/L perspective, revenue is recognized when money is received for an invoiced account.	E - Exact match	
A214	Create G/L Accounts for Each Invoice	A report may print showing the payment amounts allocated by G/L accounts.	M - Modify	report. Genesis will modify its system to create such a report that would print payment amount allocated by G/L account.

A215	Delinquent Report	The system displays/produces a report of all delinquent accounts.	*E - Exact match*	

Description: Generate receipt (Box 9); Send receipt to customer by email (Box 10)

The user prints a receipt for each account that has remitted a payment. The user prints/mails or emails the receipt to the customer.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
A216	Receipting Rules	Please see the Issuance business rules for all rules related to receipting within the system.		
A217	Generate Receipt	The system generates a receipt with the option to print or email the receipt to the customer.	*E - Exact match*	
A218	Email Receipt Automatically	The system allows a receipt to be emailed automatically to users with an e-mail address.	*E - Exact match*	

Description: See Daily Accounting flow for cash drawer steps (Box 11)

Please note: The rules for daily accounting and the cash drawer steps described above apply here and are not repeated.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
A219	Cash Drawer Steps	Please see the Daily Accounting (Box 1) above, for all rules related to daily accounting for cash drawers within the system.		

From the dropdown list, please select one of the available condition codes **E - Exact, W - Workflow/System Config, M - Modify, F - Future, N - Cannot Meet** as described below for your answer to the following business rules.

Condition	Description
E - Exact Match	The COTS solution, as delivered at contract execution, fully satisfies the function as described in workflow and business rule **without any workflow configuration effort** (workflow configuration is as defined below and does not include changes such as updating screens to correspond with State-specific language). You must be able to demonstrate this functionality EXACTLY as defined.
W - Workflow or System Configuration Required	The COTS solution, as delivered at contract execution, contains the functionality as described in workflow and business rule but must be configured during the project.
M – Modify – Modification Required	The underlying code of the COTS solution must be modified at a cost to meet this functionality. Please do not comment. **DO NOT** include costs in Technical Response; if you do, your proposal will be disqualified.
F – Future – Planned for Future Release	The current version of the COTS solution cannot meet the functionality as stated, but functionality will be met by a planned future release of the system at no additional cost to WV. **Enter the anticipated date** of the release where the feature will be included in the date column.
N - Cannot Meet - Cannot Meet Requirement	The COTS solution proposed for WV will not satisfy the requirement.

BUSINESS PROCESS: QUERY AND REJECTION CYCLE

If the system user determines that s/he cannot fix the errors, the user can take one of two actions:

(1) Send a message to the original author asking for additional information.
(2) Reject the record back to the original author.

The record is flagged accordingly and placed in the appropriate pending queue. The EVRS system automatically notifies the record author that further information or a correction to the record is required, and that the record is in their pending queue.

BUSINESS PROCESS: QUERY CYCLE

Please note: All rules regarding messaging, rejecting records, editing of records and resubmitting of records described in the general requirements apply to this flow and have not been repeated in this section.

Description: State user sends message to original author (Box 1); Place record in follow up queue (Box 2)

When a State user finds an error that cannot be fixed at the State level, the user has the option of messaging the original author for clarifying information.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*State Comments*
RC1	**Query Message**	Please see General Requirements, section Q - Messaging through the System, regarding rules related to query messages for system users.		
RC2	**Letter Rules**	Please see the General Requirements, section X - Letters and Forms, for all rules related to creating letters within the system.		

Description: Original author logs in and reviews message (Box 3); Original author messages back an answer and the State user makes non-legal change (Box 4)

The original author logs into the system and reviews the message. The original author messages back the information requested and scans and attaches any necessary documentation. The State user may then fix the error, rejects the record, or decide not to change the record. The record moves from the queue once one of these actions are taken.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*State Comments*

RC3	User Log In	Please see the General Requirements section B -User Authentication for rules related to user log in.		
RC4	User Profiles	Please see the General Requirements section C -Roles, Profiles and Institutional Affiliations for rules related to user log in.		
RC5	Query Message	Please see General Requirements, section Q - Messaging through the System, regarding rules related to query messages for system users.		
RC6	Scanning	Please see General Requirements, section A - User Technical Environment, regarding rules related to scanning.		
RC7	Send Message to Record Owner	User can initiate a message to the facility who originated the record to ask for additional information on potential errors in the event type.	*E - Exact Match*	
RC8	Update Status to "Query Pending"	When a query is sent, the record is flagged and the status updated to "query pending."	*E - Exact Match*	
RC9	Query Pending	The system provides a queue for records by event that have been queried.	*E - Exact Match*	
RC10	Update Statistical Fields	Based on the information returned as a result of the query, the authorized user may update statistical fields.	*E - Exact Match*	
RC11	Retain Original Value	The original value is retained for auditing purposes only.	*E - Exact Match*	
RC12	Directly Open Record	The in-system message contains a method to directly open the record under review so that the user does not have to search for the record.	*E - Exact Match*	
RC13	View at Same Time	The system allows a user to view the message and the record at the same time.	*E - Exact Match*	
RC14	Action Taken	The system allows the user to note the action taken by a system user. Actions may include change made, reject record, and change not made.	*E - Exact Match*	
RC15	Query Filters	The system provides the ability to create an ad hoc QA queue by applying a filter made up of every field in the database to select records for QA review.	*E - Exact Match*	
RC16	Remove Records	The user can flag and remove records from a query queue after they have been reviewed. For example, they have discussed the issue with the certifier and determined that they no longer need additional information.	*E - Exact Match*	
RC17	Keep File of Query Letters Issued	The system attaches any query letters created to the record.	*E - Exact Match*	
RC18	Record Receipt of Response to Query Letters	When a response is received for a query letter, the record is updated to indicate that a response has been received.	*E - Exact Match*	
RC19	Review Outstanding Query Letters	An authorized user can view all records with an outstating query letter for which a response has not been received.	*E - Exact Match*	
RC20	Generate Query Letter from Data Entry Screens	System allows State users to generate a query letter from data entry screens.	*E - Exact Match*	
RC21	Request a Change	Based on the information returned as a result of the query, the authorized user may reject the record and request a change or amendment to the record.	*E - Exact Match*	

BUSINESS PROCESS: REJECT RECORD PRIOR TO REGISTRATION

Please note: All rules regarding messaging, rejecting records, editing of records and resubmitting of records described in the general requirements apply to this flow and have not been repeated in this section.

Description: State user rejects record (Box 1); Record queued for original author (Box 2)

In some cases, a record cannot be corrected through the messaging system. In those cases, an authorized state user would reject the record back to the record's original author. The record is made available to the original author in a rejected queue.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*State Comments*

RC22	Drop Down List for Reason for Rejection	The reasons for rejection can be selected from a State defined drop down list of potential reasons for rejecting the record, such as "duplicate of registered record," "review failed," etc., so that the user may select from a set of standard reason codes.	*E - Exact Match*	
RC23	Reason for Rejection Comments	The system provides the option for the user to enter an explanation for the rejection.	*E - Exact Match*	
RC24	Information Needing Correction	The information needing completion/correction is noted on the record.	*E - Exact Match*	
RC25	Queue Rejected Records for Original Author	Rejected records are queued for the appropriate original author of the record (i.e.: facility, funeral establishment or medical certifier) in their Rejected Queue.	*E - Exact Match*	
RC26	Send Automatic Notification to Record Originator(s)	The system sends automatic notification of the rejection to the record originator(s). If returned to the medical certifier, the funeral home is also notified.	*E - Exact Match*	
RC27	System Tracks Number of Times Record Is Edited	For training purposes, the system tracks how many times a record is returned for correction.	*E - Exact Match*	
RC28	Reports	The system allows role-defined users to run reports on records that are corrected. Information in the reports are State defined and may include record type and number of errors by facility.	*M - Modify*	to get the information on corrected records but such reports do not include the number of errors by facility. Genesis will modify its solution to include such information
RC29	Reject Record	The system allows a system user to reject a record back to the original record owner for correction/additional information.	*E - Exact Match*	
RC30	Remove Electronic Signature	The system removes the electronic signature of the certifier on a registered record that has been rejected.	*M - Modify*	logic for deleting the certifier signature from the record as the record is rejected from the State office.
Additional Rules for Death				
RC31	Medical Information Section Rejected	If the medical information section is rejected but the personal information section passes the review, the system keeps the personal information section as "Signed."	*E - Exact Match*	
RC32	Personal Information Section Rejected	If the personal information section is rejected but the medical information section passes the review, the system keeps the medical information section as "Certified."	*E - Exact Match*	

Description: Original author accesses and reviews rejected record (Box 3); Original author fixes record (Box 4); Original author submits the record to State (Box 5); Record is reviewed (Box 6); OK? (Box 7); If OK, register record and assign SFN (Box 8); If not OK, the record is rejected.

The original author accesses the record and reviews the reasons for rejection. The original author corrects the record and submits the corrected record to the State.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*State Comments*
RC33	Record Ownership Reverts to Submitter	If the record is rejected back to the original owner, the record is queued accordingly and ownership of the record reverts back to the original owner. Owner example is a facility or funeral home.	*E - Exact Match*	
RC34	Rejection Queue for Requestor	The rejected request from the system user is stored in a Rejection Queue for the original record owner.	*E - Exact Match*	
RC35	Display Reasons for Rejection	The system displays the reason the record was rejected.	*E - Exact Match*	
RC36	Correct Rejected Record	The system allows an original record owner to modify the record that has been rejected and resubmit.	*E - Exact Match*	
RC37	Review for Exceptions	Once the original author resubmits a rejected record, the system automatically reviews the record for additional exceptions.	*E - Exact Match*	
RC38	Automatic Registration	If the resubmitted record contains no additional exceptions, the record is automatically registered.	*E - Exact Match*	
RC39	Rejected Record Exceptions	If the resubmitted record contains an additional exception, the system automatically queues the record into the appropriate Exception Queue.	*E - Exact Match*	
RC40	Review Changes	The system allows an authorized State user to review the changes made to a rejected record.	*E - Exact Match*	

RC41	Accept Changes	The system allows the State user to accept the changes made to the rejected record.	*E - Exact Match*	

BUSINESS PROCESS: QUERY RECORD POST-REGISTRATION

Please note: All rules regarding messaging, rejecting records, editing of records and resubmitting of records described in the general requirements apply to this flow and have not been repeated in this section.

If there is an exception on the record, the user will review the record. As needed, the system user may choose to query a record back to the original owner. In the case of querying the record, the record is flagged and queued for the appropriate record owner. A message is sent to the record owner indicating queried records are pending review. Rejected and queried records retain their original SFN. The file date and the electronic signature of the certifier are retained.

Description: State user queries a registered record (Box 1); Record queued for original author (Box 2); Author reviews record in read-only format (Box 3)

Once the state user determines a registered record needs to be rejected or queried back to the original user, the system will automatically queue the record in the original user's Rejection Queue.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*State Comments*
RC42	**See Rejection Rules**	All rules regarding rejecting a record listed in Reject Record Prior to Registration section apply here.		
RC43	**Do Not Issue Rules**	See the "Do Not Issue" rules in General Requirements.		
RC44	**Post-Registration Rejection**	The system allows an authorized user to reject a registered record.	*E - Exact Match*	
RC45	**Post-Registration Rejection Queue**	The system provides a queue for registered records that have been rejected by the State.	*E - Exact Match*	
RC46	**Remove File Date**	The system removes the file date on a registered record that has been rejected.	*E - Exact Match*	
RC47	**Retain SFN**	The system keeps the SFN assigned to a registered record that has been rejected.	*E - Exact Match*	
RC48	**Do Not Issue Rejected Record**	The system automatically flags rejected record with a "do not issue" flag.	*E - Exact Match*	
RC49	**Read-Only Format**	The system allows the original author to review a rejected record in read-only format.	*E - Exact Match*	

Description: Correspondence messaging between the State and original author (Box 4); Amend Record? (Box 5); If no, State user makes a note validating the query (Box 6); State removes flag (Box 7); Original author re-signs record (Box 8)

The system allows staff users and original authors to correspond regarding the rejected or queried record. If, through correspondence, the State determines that no amendment is required, the State user makes a note validating the query, removes the rejection flag, and the original author re-signs the record.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*State Comments*
RC50	**Removal of Flags**	Please see General Requirements, section regarding rules about removing flags.		
RC51	**Flag Removal Note**	The State user must note that the rejection has been validated.	*E - Exact Match*	
RC52	**Re-Sign Record**	Once the "do not issue" flag has been removed, the system allows the record to be re-signed by the original author.	*E - Exact Match*	
RC53	**Removal of Rejection**	Once the record has been resigned by the original author, the record is removed from the Rejection Queue.	*E - Exact Match*	

Description: If Amend Record is yes, original author creates amendment (Box 9); Submits amendment to State (Box 10); Record queued for amendments (Box 11); Go to Amendment Flow

If, after corresponding with the original author, the State determines that an amendment is required, the system allows the original author to create an amendment and submit it to the State's Amendment Queue.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*State Comments*
RC54	**Amendment Rules**	See Amendments and Correction Requirements regarding a System User Requests a Correction to a Registered Record.		

RC55	**Amendment to Rejected Record**	The system allows the original user to create an amendment to a rejected record.	***E - Exact Match***	
RC56	**Submit Amendment to State**	The system allows the original user to submit an amendment on a rejected record to the State.	***E - Exact Match***	

From the dropdown list, please select one of the available condition codes **E - Exact, W - Workflow/System Config, M - Modify, F - Future, N - Cannot Meet** as described below for your answer to the following business rules.

Condition	Description
E - Exact Match	The COTS solution, as delivered at contract execution, fully satisfies the function as described in workflow and business rule **without any workflow configuration effort** (workflow configuration is as defined below and does not include changes such as updating screens to correspond with State-specific language). You must be able to demonstrate this functionality EXACTLY as defined.
W - Workflow or System Configuration Required	The COTS solution, as delivered at contract execution, contains the functionality as described in workflow and business rule but must be configured during the project.
M - Modify - Modification Required	The underlying code of the COTS solution must be modified at a cost to meet this functionality. Please do not comment. **DO NOT** include costs in Technical Response; if you do, your proposal will be disqualified.
F - Future - Planned for Future Release	The current version of the COTS solution cannot meet the functionality as stated, but functionality will be met by a planned future release of the system at no additional cost to WV. **Enter the anticipated date** of the release where the feature will be included in the date column.
N- Cannot Meet - Cannot Meet Requirement	The COTS solution proposed for WV will not satisfy the requirement.

BUSINESS PROCESS: INDUCED TERMINATION OF PREGNANCY (ITOP)

When an Induced Termination of Pregnancy (ITOP) occurs in West Virginia, the event must be registered with the State.

The facility logs into the EVRS system to access the registry and once logged in, they create the record. Then the record is certified in the system and is submitted to the State registry. The record SFN is automatically applied to the record along with the date and time stamp required. The original record is saved in the database as "Submission #1."

If there are any exceptions to the record, the record is automatically sent back to the facility with a message stating the reason for rejection. The facility will then make the appropriate corrections and resubmit the record to the State. The second submission is saved in the database as a separate record which does not overlay, but is linked to, the original.

This process continues until the record is complete. Each new submission is a new record that does not overlay, but is linked to, the original record. Each new submission is date and time stamped

NAPHSIS use case models:

- EBRS UC 004 v. 1.9 - Create ITOP Record

Description: Facility creates ITOP report (Box 1); Paper? (Box 2); If no, log into EVRS at facility (Box 3); Key record (Box 4); If yes, WV/OOS facility sends form to State (Box 17); OK? (Box 18); If no, State calls facility to obtain any missing info or incorrect information (Box 22); If yes, State keys record, scans and attaches form (Box 19); File record (Box 20)

The facility user logs into the EVRS system. Once the user is logged in, they create the ITOP Record.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
IT1	**User Log In**	Please see the General Requirements section B -User Authentication for rules related to user log in.		
IT2	**User Profiles**	Please see the General Requirements section C -Roles, Profiles and Institutional Affiliations for rules related to user log in.		
IT3	**Record Ownership and Access**	Please see the General Requirements, section D - Record Access/Ownership, for rules related to record ownership and access.		

IT4	Scanning	Please see General Requirements, A - User Technical Environment, regarding rules related to scanning.		
IT5	Search Rules	Please see the General Requirements, section M- Searching and Matching, for search and duplicate checking rules.		
IT6	Unique ITOP Screens	ITOP records have unique screens for data entry.	*E - Exact match*	
IT7	ITOP Screens Match Form	The layout of the ITOP tabs/screens matches the layout of the State's ITOP form to facilitate data entry.	*E - Exact match*	
IT8	Print Blank ITOP Form	The system allows user to print copies of the blank ITOP form	*E - Exact match*	
IT9	Fields State Defined	The specific fields on the ITOP screens are State defined.	*E - Exact match*	
IT10	Fields for Out-of-State ITOP	If a procedure was performed out of state and the ITOP report was not received via STEVE, additional State-defined fields and edits are required.	*E - Exact match*	
IT11	ITOP User ID	The system automatically assigns the facility name and ID based on the User ID.	*E - Exact match*	
IT12	Duplicate Record Search	The system automatically searches for a duplicate record for the facility based on State defined criteria such as facility, physician, mother's age, county of residence, procedure, and encounter number, or other facility-specific indicators, none of which may be SSN.	*E - Exact match*	
IT13	Medical Record Number	The ITOP screens provide a field to enter the patient medical record number. The medical record number may not be the same as the SSN.	*E - Exact match*	
IT14	Encounter Number	The ITOP screens provide a field to enter the patient encounter number. The encounter number may not be the same as the SSN.	*W - Workflow or System Configuration Required*	The system currently does not have the patient encounter number field. However, this field can be added using the Genesis Chameleon module.
IT15	Facility Information	The system will capture a series of information about the facility where the procedure took place. Fields are State defined.	*E - Exact match*	
IT16	Patient's Information	The system will capture a series of information about the patient. Fields are State defined.	*E - Exact match*	
IT17	Procedure Information	The system will capture a series of information about the ITOP procedure. Fields are State defined.	*E - Exact match*	
IT18	Filtered List for Attending Physician	The system allows the user to select the name of the attending physician from a filtered list which can be edited by an authorized user at the State.	*E - Exact match*	
IT19	Mandatory Fields	Mandatory fields that must be completed before the record can be submitted to the State will be State defined.	*E - Exact match*	
IT20	Additional Fields for Under 17 Years	The system populates additional State defined fields if mother is 17 years or younger.	*E - Exact match*	
IT21	Edits State Defined	All edits are State defined.	*E - Exact match*	
IT22	Edits Do Not Prevent Submission	No edit will prevent a record from being submitted to the State	*E - Exact match*	
IT23	Cross-Field Edits	The system performs cross-field edit checks of the information for reasonableness of data specific to ITOP. For example, the gestational age and date of last menses should be within a range that makes sense. Exceptions must be validated by the user.	*E - Exact match*	
IT24	Patient Age Compared to Number of Terminations and Previous Births	The system will run an edit check on the number of previous births/terminations and the age of the patient.	*E - Exact match*	
IT25	Year of Last Menses	Edit checks verify the year of filing against the year of last menses.	*E - Exact match*	
IT26	Date of Termination	Date of termination is a mandatory field and the record cannot be submitted without this date. Mandatory fields are State defined and could include: facility name and address, county, and physician's name and address.	*E - Exact match*	

Description: OK? (Box 5); If no, edit (Box 6); If yes, Submit to State (Box 7)

Once the record is created, it is certified in the system. Once certified, the system user submits the record to the State.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
IT27	Mark "Complete"	The user takes a specific action to mark the record "complete."	*E - Exact match*	
IT28	ITOP Records with "Complete" Status	ITOP records with a "complete" status may not be altered by the system user unless rejected back to them by the State.	*E - Exact match*	
IT29	Edits Do Not Stop Record	The ITOP record may be submitted despite having missing data or unvalidated edits.	*E - Exact match*	
IT30	View ITOP Record	Once an ITOP record is submitted to the State, the system user may view the record only.	*E - Exact match*	
IT31	Date Report Submitted	The system automatically adds the date to the electronic record when the record is submitted to the State (Month, Day, Year).	*E - Exact match*	

Description: File and apply SFN upon submission (Box 8)

Once the record is submitted to the State, a State File Number (SFN) is applied to the record and includes the date and time stamp.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
IT32	State File Number	Please see the General Requirements, section O - State File Numbers and Registration, for rules regarding the SFN.		
IT33	Registration	The system registers a record submitted to the State.	*E - Exact match*	
IT34	Date Report Registered	The system automatically adds the date to the electronic record when the record is registered at the State (Month, Day, Year).	*E - Exact match*	
IT35	Original Submission	The system will automatically mark the original submission as "Submission #1".	*E - Exact match*	

Description: Record with exceptions? (Box 9); If no, record is ready for extract for Vital Statistics and STEVE (Box 10); If yes, is placed in queues for review (Box 11); State reviews exception queue (Box 12); OK? (Box 13); If no, State queries facility (Box 14)

The system automatically checks to see if there are any exceptions on the record. If there are no exceptions, the Induced Termination Registry process is complete. If there are exceptions, with no human intervention, the record is automatically sent back to the facility and the rejection contains a message stating the reason for the record's rejection.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
IT36	Registering Record	Please see the General Requirements section O - State File Numbers and Registration. All rules apply here.		
IT37	State File Number	Please see the General Requirements, section O - State File Numbers and Registration, for rules regarding the SFN.		
IT38	Query and Rejection Cycle	Please see Query and Rejection Cycle business rules, regarding rules related to rejection and corrections of the system records.		
IT39	Record Ownership and Access	Please see the General Requirements, section D - Record Access/Ownership, for rules related to record ownership and access.		
IT40	Edit Checks	Please see the General Requirements, section L - Data Editing, for edit check rules.		
IT41	Checks for Exceptions	The system will automatically run all edits against the exceptions.	*E - Exact match*	
IT42	Exception State Defined	All exceptions for ITOP are State defined.	*E - Exact match*	
IT43	Automatic Rejection	The system automatically rejects a record back to the original author if there is an exception on the record.	*E - Exact match*	

IT44	Rejected Records Pop Up Message	When a facility user logs on, the system provides a pop up message indicating that there are rejected records that need to be reviewed.	*M - Modify*	State period of time, but does not show a pop up message for rejected records. Genesis will modify its system to include such a pop up message.
IT45	Error Message	The system provides a message stating the reason for the rejection.	*E - Exact match*	
IT46	Retain State File Number	A rejected record will retain the SFN.	*E - Exact match*	
IT47	Retain File Date	A rejected record will retain the original file date.	*E - Exact match*	

Description: Facility responds to query (Box 15); State updates record if needed and removes flag (Box 16)

The facility makes corrections to the rejected record as instructed and re-submits the record.

	Business Rule Name	*Business Rule Description*	*Vendor Response*	*Comments*
IT48	Queues Rules	Please see the General Requirements section N - Queues for rules of queues.		
IT49	Query Message	Please see General Requirements, section Q - Messaging through the System, regarding rules related to query messages for system users.		
IT50	Rejected Records Queue	The system provides a Rejected Records Queue at the facility. This queue contains records rejected by the State back to the facility for further action/clarification.	*W - Workflow or System Configuration Required*	In the current configuration, the system does not have a "Rejected Records" queue. Genesis will configure its system to include such queue.
IT51	Highlight Errors	The system will highlight errors on the record.	*E - Exact match*	
IT52	Allow Corrections	The system allows the original author to make corrections on a rejected record.	*E - Exact match*	
IT53	Rejection Opens Fields	Rejecting the record to the facility makes the record open for further data entry.	*E - Exact match*	
IT54	Soft ITOP Edits	The system provides State defined soft edits for ITOP event data.	*E - Exact match*	
IT55	Hard ITOP Edits	The system provides State defined hard edits for ITOP event data.	*E - Exact match*	
IT56	New Record Created	A new secondary record is created that is linked to the original record.	*E - Exact match*	
IT57	Re-Sign Record	Once corrections are made, the system allows the record to be re-signed.	*E - Exact match*	
IT58	Resubmit Record	Once corrections are made, the system allows the record to be resubmitted to the State.	*E - Exact match*	
IT59	Unlimited Submissions	The system allows an event to go through an unlimited amount of rejections and corrections until there are no exceptions on the record.	*E - Exact match*	
IT60	Track Submission	The system will track the number of times a record is rejected and resubmitted for each event.	*E - Exact match*	

Additional Rules Regarding Queues, Reports, and Messages

IT61	Exports and Imports	Please see General Requirements, section AA - Exports and Imports, for rules on imports and exports.		
IT62	Specific Exports and Imports	Please see General Requirements, section BB - Specific Exports and Imports, for rules on imports and exports.		
IT63	OOS ITOP Records	Please see Out of State for all rules related to ITOP records received from out of state.		
IT64	Queues Rules	Please see the General Requirements section N - Queues for rules of queues.		
IT65	Reports	Please see Reports - Appendix C for rules on reports.		

IT66	**Void Record**	Please see the General Requirements, section I - Voids and Abandonment of Records, for rules on voiding a record.		
IT67	**Pending Queue**	The system provides a Pending Queue for records in process.	***E - Exact match***	
IT68	**Past Due Queue**	The system provides a Past Due Queue. This queue contains records that have not yet been submitted to the State after a State defined period of time.	***E - Exact match***	
IT69	**Past Due Pop Up Alert**	When a facility user logs on, the system will provide a pop up message indicating that there are records that are overdue.	***E - Exact match***	
IT70	**Past Due Pop Up Message**	The pop up message will remind the user of the statutory requirement to submit records within a State defined period of time after the procedure.	***E - Exact match***	
IT71	**Edit Any Data**	The system allows an authorized State user to edit any data on an ITOP record.	***E - Exact match***	
IT72	**Query Message for Duplicate Events**	The system allows a user to generate a query message for apparent duplicate records. The query is pre-populated with information from the record.	***M - Modify***	In the current configuration, the system does not generate a query message. Genesis will work with the State to meet this requirement.
IT73	**Query Message Configurable**	The time frame for a query message must be configurable.	***E - Exact match***	
IT74	**Delete Duplicates**	Duplicates may be deleted manually by an authorized user.	***E - Exact match***	
IT75	**ITOP Facility**	The system allows the state user to select the facility where procedure was performed from a filtered list.	***E - Exact match***	
IT76	**Less Than 17 Years Old Report**	The system automatically runs a report that list all records in which the mother was 17 years or younger during a state defined period of time.	***E - Exact match***	
IT77	**Print Reports**	Various reports are available that summarize ITOP reporting for in-state and out-of-state reports.	***E - Exact match***	
IT78	**Report Format**	Reports used for public reporting purposes must be in a State defined format.	***E - Exact match***	

Functional and ems Requirements

From the dropdown list, please select one of the available condition codes **E - Exact, W - Workflow/System Config, M - Modify, F - Future, N - Cannot Meet** as described below for your answer to the following business rules.

Condition	Description
E – Exact Match	The COTS solution, as delivered at contract execution, fully satisfies the function as described in workflow and business rule **without any workflow configuration effort** (workflow configuration is as defined below and does not include changes such as updating screens to correspond with State-specific language). You must be able to demonstrate this functionality EXACTLY as defined.
W - Workflow or System Configuration Required	The COTS solution, as delivered at contract execution, contains the functionality as described in workflow and business rule but must be configured during the project.
M - Modify - Modification Required	The underlying code of the COTS solution must be modified at a cost to meet this functionality. Please do not comment. **DO NOT** include costs in Technical Response; if you do, your proposal will be disqualified.
F - Future - Planned for Future Release	The current version of the COTS solution cannot meet the functionality as stated, but functionality will be met by a planned future release of the system at no additional cost to WV. **Enter the anticipated date** of the release where the feature will be included in the date column.
N - Cannot Meet - Cannot Meet Requirement	The COTS solution proposed for WV will not satisfy the requirement.

Appendix A - System Specifications

Rule No.	Short Name	Description	Vendor Response	Comments
A - User Technical Environment				
A1	**Any PC**	A user may access a record for which s/he has authorization from any PC.	**E - Exact match**	
A2	**Dual screens**	State users can access multiple system functions simultaneously using dual screens.	**E - Exact match**	
A3	**Mobile devices supported**	The system supports the use of mobile devices (for example, for funeral home signing, medical certification or a nurse completing the mother's worksheet.)	**E - Exact match**	
A4	**Mobile App**	At a minimum, any mobile application "app" is supported on IOS, Windows mobile and Android.	**M - Modify**	developed in HTML5 but are not developed as mobile apps that can be installed on any of these devices. Genesis will work with the
A5	**Mobile Browser Support**	Web based mobile applications are mobile browser independent.	**E - Exact match**	
A6	**Mobile App Security**	Mobile apps adhere to the same encryption standards as the "desktop" application.	**M - Modify**	developed in HTML5 but are not developed as mobile apps that can be installed on any of these devices. Genesis will work with the

Appendix A: System Requirements

Rule No.	Short Name	Description	Vendor Response	Comments
A7	Mobile Device use on State Systems	Mobile or portable devices that are used on State automated systems or are capable of storing State-owned data, must comply with Agency mobile security standards/policies.	E - Exact match	
A8	Consistent across devices	The system will behave consistently across all platforms.	E - Exact match	
A9	Apps are optimized to the device	While maintaining consistency, the EVRS uses responsive design to ensure the application is optimized to the screen size and data entry capabilities of each device.	E - Exact match	
A10	Web solution	For ADA compliance, the system is browser-based and Internet capable and HTML code is validated to W3C HTML 5.0.	E - Exact match	
A11	Confidential data	The workstation computing platform does not store confidential data assets where it is not absolutely necessary to perform specific job related duties.	E - Exact match	
A12	Encrypted data	Confidential data assets which have been authorized to be stored on the local workstation are encrypted while stored on the workstation computing platform.	E - Exact match	
A13	Secure connection	The system supports HTTPS protocol.	E - Exact match	
A14	Linked files in system cache	If linked files are stored in system cache, system refreshes the cached versions whenever necessary to ensure data integrity.	E - Exact match	
A15	Duplex printing	The system supports duplex printing on specific forms.	E - Exact match	
A16	Desktop scanning	Desktop scanners are used by both state and external users.	E - Exact match	
A17	Mobile scanning	System supports mobile scanning and attachments of mobile scans. For example, but not limited to, a photo taken on a mobile device and the photo attached as the scanned documentation to the record.	E - Exact match	
A18	Scanners differ	Scanners installed at external user locations will vary.	W - Workflow or System Configuration Required	Genesis applications are compatible with any scanner that are TWAIN compatible.
A19	Duplex scanning	The system is capable of accepting duplex scans.	E - Exact match	
A20	Attach supporting documents	The system has the ability to scan supporting documents and attach the scanned images to event records.	E - Exact match	
A21	USB available	External users may need to upload scanned images using various source media (flash drive, CD, another drive on a State server, a remote server).	E - Exact match	
A22	Immediate linkage of scanned image	Scanned images will be directly linked to the correct record without first having to write the image to the hard drive and then navigate to it to accomplish the linkage.	E - Exact match	
A23	Page build time	The system displays a progress bar wherever the page build time is expected to exceed industry standard page build time for web applications.	E - Exact match	
A24	Overall System Performance	The system provides a notification or alert of latency issues directed automatically to technical staff of problems with remote office system performance.	M - Modify	users of any latency issues on the server side. Genesis will modify its solution to include an email notification to the concerned users
B - User Authentication				
B1	State User authentication	State users are able to access the system through a single sign-on to the Web Application for authentication. The user may also access the Web Application through a shortcut placed on the desktop.	E - Exact match	
B2	Icon automatically placed	When a new state user is set up in EVRS, the system automatically places the shortcut on their desktop.	E - Exact match	
B3	Remote State User authentication	When State users are working remotely, they access the application through the Web Browser.	E - Exact match	

Appendix A: System Requirements

Rule No.	Short Name	Description	Vendor Response	Comments
B4	Limit access by role	The system allows the State to limit access from outside the State firewall by user role.	E - Exact match	
B5	Restrict employee access	Some but not all State employees can be restricted from accessing EVRS from outside the State environment.	E - Exact match	
B6	Restrict access by time	Some but not all State employees can be restricted from accessing EVRS from outside the State environment during specific periods of time in the day.	E - Exact match	
B7	User ID format	The format of the user ID and password is State-defined.	E - Exact match	
B8	User authentication	Authentication to the system for both internal and external users is encrypted.	E - Exact match	
B9	Default password	A default password is set to a randomly generated password when a new user account is established.	E - Exact match	
B10	Password initial change	The system requires users to change their default password on the first logon.	E - Exact match	
B11	Password access restricted	A user's password is not available to anyone else including the State System Administrator.	E - Exact match	
B12	Reset to default	The System Administrator can reset a password back to the default and force the user to establish a new password at first logon.	E - Exact match	
B13	Passwords expire	User passwords expire on a State-defined schedule.	E - Exact match	
B14	Change password at logon	The logon screen includes an option for the user to change their password.	E - Exact match	
B15	Notification of password expiration	The system notifies a user ahead of time that the password is expiring.	E - Exact match	
B16	Days to expiration	The number of days a user password is valid is State-defined.	E - Exact match	
B17	Days for notice	The number of days prior to a user's password expiration at which time an expiration notice is sent is State-defined.	M - Modify	password expiration duration, but cannot specify the expiration notice that is sent to the users. Genesis will modify its Security
B18	Prompt to update email/phone	The system directs the user to update their email and phone number whenever the password is changed.	M - Modify	update their email and phone number every time the password is changed. Genesis will modify its security module to prompt users to
B19	Option to reset password	At logon, the system includes an option for users to request a password reset if the user forgot their password.	E - Exact match	
B20	Self-service password reset	Passwords for users can be reset based on successfully answering their pre-set security questions.	M - Modify	answer preset security questions in order to reset their password. Genesis will modify its security module to accommodate preset
B21	Security questions	Users can select their security questions from a list.	M - Modify	answer preset security questions in order to reset their password. Genesis will modify its security module to accommodate preset
B22	Logon attempts limited	The number of times a user can attempt to logon before locking the account can be configured by the State.	E - Exact match	
B23	PIN	In addition to User ID and password, when signing or certifying a record prior to submission to the State an authorized user has a PIN that is entered at the time of signing/certifying.	E - Exact match	
B24	Set PIN at first logon	If a user is a signer/certifier based on the role/profile they have been given, the system will prompt them to enter their PIN at first logon.	E - Exact match	
B25	Change PIN	The system provides an option for a signer/certifier to change their PIN.	E - Exact match	
B26	Multiple system sessions	The system allows users to be signed into more than one device at a time.	M - Modify	application more than one device at a time. Genesis will modify its solution to allow users signing into multiple devices at the same

Appen A: System Requirements

Rule No.	Short Name	Description	Vendor Response	Comments
B27	Session timeout	Session timeout is state-defined and configurable.	E - Exact match	
B28	Timeout warning	The EVRS provides a warning prior to session timeout.	E - Exact match	
B29	Warning configurable	The time when the timeout warning message fires is configurable.	E - Exact match	
B30	Save as draft	When a session is timed out, the EVRS saves a draft of any unfinished transactions.	E - Exact match	
B31	User Profiles	Once logged in, the user's access is controlled by the role/profile that was assigned to the user.	E - Exact match	
C -Roles, Profiles and Institutional Affiliations				
C1	Standard Roles	Standard roles can be defined specific to the State needs that control what functions a user assigned to that role can do.	E - Exact match	
C2	Standard Profiles control data access	Standard profiles can be defined that control the data fields that a user can view and act on.	E - Exact match	
C3	Standard Profiles control tab access	Standard profiles can be defined that control the tabs that a user can view and act on.	E - Exact match	
C4	Assign roles/profiles	Standard roles and profiles are assigned to users before they can access the system.	E - Exact match	
C5	Customize roles/profiles	Once a role/profile has been assigned to a user it can be customized for that individual user to add or delete privileges without affecting others who have been assigned the same role/profile.	E - Exact match	
C6	Customized role removed	When a user with a customized role/profile is deactivated, the customized role/profile is no longer available, except to the State Application Administrator.	E - Exact match	
C7	User account information	The information that is maintained for each user is State defined.	E - Exact match	
C8	Trainee Status	When an account is established the user account information includes a flag to indicate trainee status.	M - Modify	separate flag to indicate trainee status. However, users can create multiple profiles for their purposes. Also trainee tasks can be routed
C9	Trainee Flag Controls Queue	If the trainee flag is set to Yes, transactions completed by that individual may be queued for review.	M - Modify	for review based on any flag. However, trainee tasks can be routed to Audit queues based on security process for verification before
C10	Trainee review conditioned on event	The state defines which events are subject to trainee review.	E - Exact match	
C11	Check user account on a periodic basis	The system forces users to check the information in their user account on a periodic basis to ensure that the information is kept up to date.	E - Exact match	
C12	Administrator roles	The system has the ability to establish multiple types of administrator role/profiles.	E - Exact match	
C13	Application administrator	An application administrator role/profile can be established to deal with setting up, deleting, updating and unlocking user accounts but not be able to change the way the system is configured.	E - Exact match	
C14	Configuration manager	A configuration manager role/profile can be established to deal with those aspects of configuring the system that are available to the State but not have access to user accounts.	E - Exact match	
C15	Institution application administrator	The system provides the State Application Administrator with the ability to designate an institution system administrator and at least one backup for each institution.	E - Exact match	
C16	Restrictions on adding new role/profiles	Institution system administrators are restricted from adding new types of role/profiles.	E - Exact match	

Appendix A: System Requirements

Rule No.	Short Name	Description	Vendor Response	Comments
C17	Jurisdictions	The system can handle jurisdictions that are a county, a subset of a county or a combination of multiple counties.	E - Exact match	
C18	Jurisdiction controls access	The jurisdiction number controls records access for jurisdictions.	E - Exact match	
C19	Institutions tied to jurisdictions	The system has a method of linking institutions to the jurisdiction that will handle the records emanating from that location.	E - Exact match	
C20	Jurisdictional system administration	The State creates all new jurisdictional users but the jurisdiction has a institution system administration function for managing existing users.	E - Exact match	
C21	Force review of facility data	The system will periodically, on a timeframe configurable by the State, present a screen to the institution system administrator, forcing them to review and approve or update facility information for their facility.	E - Exact match	
C22	Deactivate old facility name	If the name of the institution is changed, the system automatically deactivates the old facility name and applies the new facility name to records going forward.	E - Exact match	
C23	Keep state facility code	The State Facility Code does not change when a facility name changes.	E - Exact match	
C24	Deactivate inactive users	Users who have been inactive for a State-defined period of time are automatically deactivated.	E - Exact match	
C25	Report on deactivated accounts	The State Application Administrator can run reports on deactivated user accounts	E - Exact match	
C26	Reactivate deactivated accounts	Only the State Application Administrator can reactivate a deactivated user account.	E - Exact match	
C27	Unlocking passwords	Only the Application Administrator at the State or institution can unlock a user ID.	W - Workflow or System Configuration Required	Deactivting or re-activating a user account is a security process that can be made available only to System or Location administrators
C28	State system administrator authority	The State Application Administrator has a higher authority than the institution system administrator.	E - Exact match	
C29	Institution System Administrator	The institution system administrator cannot override any action of the State Application Administrator including deactivating or changing privileges for specific users at the institution.	E - Exact match	
C30	Set up new users	All new users are set up at the State and assigned a role/profile.	E - Exact match	
C31	Signer/certifiers set up at State	Only the state can assign the signer/certifier role/profiles and the ability to view sealed records.	E - Exact match	
C32	Assign user profiles	The system allows the institution system administrator to update or deactivate individual user role/profiles only at their location.	E - Exact match	
C33	Assigning profile bestows rights	When a State Application Administrator assigns a role/profile to a specific user, the user inherits the rights associated with the role/profile.	E - Exact match	
C34	Restrictions on assigning roles	An institution application administrator cannot assign the roles of system administrator or certifier. That is only done at the State.	E - Exact match	
C35	View information	The users' privileges for viewing specific data elements within the system are controlled at the field level by role/profile authorization.	M - Modify	defined at the record level. Genesis will customize its application to provide field level access to the users.
C36	Authority is set at the field level	Access to write or change information is controlled at the field level through the user role/profile.	M - Modify	defined at the record level. Genesis will customize its application to provide field level access to the users. Included in C35.
C37	Data edit overrides	Data edit overrides are authorized through profiles on a field by field basis.	N- Cannot Meet	Because of NCHS guidelines, the application is configured to run data edits and provide bypass flags based on strict and relaxed rule
C38	Hierarchy to override	The system provides the ability to define a hierarchy of who can override who for a given data field.	M - Modify	can override based on user role. Geneis will customize its solution to provide user defined hierarchy for editing of a given data field if

Rule No.	Short Name	Description	Vendor Response	Comments
C39	Report availability based on role	The system allows State to define which reports are available to users based on role/profile.	E - Exact match	
C40	Person works for an institution	All users are associated with a valid institution (for example, a specific hospital, funeral establishment, physician practice, State) even if the institution is a single person business entity (e.g. midwife).	E - Exact match	
C41	Tax ID captured	Every institution record contains a tax id number (FEIN or SSN) depending on the type of institution.	M - Modify	number for every type of institution. Genesis will modify its Library Maintenance module to capture unique ID number for all institution
C42	NPI stored	Institution records contain the NPI number.	E - Exact match	
C43	Corporate identities	Establishments (such as funeral homes or hospitals) can be grouped together in corporations to centralize the processing of birth or death certificates.	M - Modify	grouping of entities for central processing. Genesis will work with the state to define the requirements during JAD sessions to
C44	Corporate entry of death records	The system provides the ability, but does not require, grouping of corporate establishments to allow the data entry for multiple establishments to be done from a central location.	M - Modify	grouping of entities for central processing. Genesis will work with the state to define the requirements during JAD sessions to accomplish this task.
C45	Corporate signing	The system allows, but does not require, grouping corporate establishments together to allow for central signing of the records that are entered at multiple locations.	M - Modify	grouping of entities for central processing. Genesis will work with the state to define the requirements during JAD sessions to
C46	Access only to own organization	Users gain access only to the data for the authorized institution or institutions with which they are associated.	E - Exact match	
C47	User associated to one institution	If the user is only affiliated with one institution the selection is automatic at logon.	E - Exact match	
C48	No need for separate account for second institution	Once a user account has been established and affiliated with one institution, they may be affiliated with additional institutions without needing to establish a separate user ID and password.	E - Exact match	
C49	User associated with more than one institution	If the user is associated with more than one institution, the user is provided with a list from which to select the institution when they logon.	E - Exact match	
C50	Change locations without needing to logout	After a user who is affiliated with multiple institutions is signed on, the user has a quick way of changing to a new institution without signing out of system.	E - Exact match	
C51	User Access	Once the user has been associated with the institution, the user's access to the data, as well as the privileges associated with the user (view-only, add, edit and delete) is determined by the role/profile that the user has in that institution.	E - Exact match	
C52	User and role/profile are associated with a timeframe	Assignment of a role/profile to an individual user include a date upon which the role becomes active and a date upon which the role becomes inactive.	M - Modify	are driven through a active and inactive flag. Genesis will modify its application to drive the users role/profile based on a date parameter
C53	Role/Profile begin date	The date a role/profile associated with an individual becomes active can be auto populated with the current date.	M - Modify	are driven through a active and inactive flag. Genesis will modify its application to drive the users role/profile based on a date parameter
C54	Role/Profile end date	The date a role/profile associated with an individual becomes inactive can be set in such a manner as to make the role perpetual.	M - Modify	are driven through a active and inactive flag. Genesis will modify its application to drive the users role/profile based on a date parameter
C55	Check from and to dates	If from and to active dates are present for either standard role/profile or the role/profile and individual relationship, the system uses the date to determine if access should be granted.	M - Modify	are driven through a active and inactive flag. Genesis will modify its application to drive the users role/profile based on a date parameter set by the Application Administrator.
C56	Menu displayed at logon	Upon logon, the menus displayed are based on the user role/profile associated with the selected institution.	E - Exact match	
C57	Change profiles when institution changes	Once the user changes to the new institution, their privileges change to reflect their role/profile in the new institution.	E - Exact match	
C58	Emergency Mode	The system provides an emergency management option which allows for an easy way to activate a separate role/profile for designated users for use during times of emergency.	W - Workflow or System Configuration Required	the specific additional system processes that need to be provided to designated users in times of emergency. The named group of processes can then be added to the designated users' profiles and

Rule No.	Short Name	Description	Vendor Response	Comments
C59	State controls emergency mode	The State has the sole authority to put the system into emergency mode.	E - Exact match	
C60	Maintain normal privileges	Users can also access their normal role/profile when in emergency mode.	E - Exact match	
C61	Return to normal profile	An option exists to deactivate but not delete a role/profile assigned to users for emergency use and return users to their normal role/profile.	E - Exact match	
C62	Cross-functional authority	The system provides for the fact that some users have cross functional authorities (i.e., the same individual can be a coroner and physician certifier but not on the same record).	E - Exact match	
C63	Deactivation of a user associated with multiple institutions	If a user is associated with multiple institutions and only one institution is deactivated, only the user role/profile associated with the selected institution is deactivated.	E - Exact match	
C64	Deactivate an authorized institution	If the role/profile of an institution is deactivated, all the users at the institution are prevented from starting new records, but can finish existing records.	M - Modify	users at that institution no longer have access to existing records and can no longer create new records. Genesis will modify the
C65	Name change different from deactivation	An institution name change can occur without deactivating the users associated with the institution.	E - Exact match	
C66	Deactivate user at all institutions	If a user is associated with multiple institutions, the Application Administrator has the option to deactivate the user at all the institutions without accessing every record for that user.	E - Exact match	
C67	Deactivated institutions	If a record is associated with a deactivated institution, the system displays the deactivated institution information with the record, along with an indicator to show the institution is inactive, so the user knows which institution processed the record at the time it was created even though the institution is no longer in business.	M - Modify	In the current configuration the institution that processed the record always remains with the record itself regardless if the institution is active or inactive. Genesis will modify its application to show an indicator if an institution associated with a record is inactive.
C68	History of log attempts	The system maintains a history of all logons for a State defined period of time.	E - Exact match	
C69	User accounts inactivation after inactivity	User accounts with no activity for a State defined period of time are automatically inactivated.	E - Exact match	
D - Record Access/Ownership				
D1	System of ownership	Access to records in the system database is controlled by a system of record "ownership."	E - Exact match	
D2	Ownership by role and institution	Ownership is determined by the combination of role/profile and institutional affiliation.	E - Exact match	
D3	Individual access	Individuals with the same role/profile and institutional affiliation can access the same records. For example, any birth clerk within the specified institution can access a record if owned by the role/profile of "birth clerk."	E - Exact match	
D4	Track activity by individual	Even though a record is owned by "role and institution," tracking of activity on the record is by individual.	E - Exact match	
D5	Deny access	If the user is determined not to have rights to the record, the system does not allow the user to access the record.	E - Exact match	
D6	Section owners	Different sections of a single record (certificate) may have different owners.	E - Exact match	
D7	Only one owner of a section at a time	Each section of the record can only have one "role/profile" owner at a time. For example, if the owner of the demographic section of a death certificate is set to the funeral director(s) at xyz funeral home, anyone with the role/profile of funeral director at xyz, and only those individuals, can enter/modify data in demographic section as an external user.	E - Exact match	
D8	Simultaneous record access/edit	In the case where section owners in a record are different, both sections of the record may be accessed and edited at the same time.	E - Exact match	

Rule No.	Short Name	Description	Vendor Response	Comments
D9	No editing ability once record submitted	Once submitted for registration, the ownership information for each section is maintained but the record is no longer editable by the owner.	E - Exact match	
D10	State access to records	Authorized state users can view and edit any record once it has been started even if it has not yet been completed and submitted for registration.	E - Exact match	
D11	Witness Protection entry	EVRS provides the ability to restrict entry of Witness Protection records by role/profile	E - Exact match	
D12	Witness Protection access	Access to Witness Protection records is restricted by role/profile	E - Exact match	
D13	Witness Protection records not searchable	When non-authorized users search for a witness protection record, EVRS issues a message that record can only be accessed by an authorized user.	E - Exact match	
D14	Search triggers message	When a non-authorized user enters the search criteria for a record noted as a witness protection record, EVRS immediately sends a message to supervisors that the search has taken place which includes the identity of the user doing the search.	E - Exact match	
D15	Leave witness protection	EVRS provides the ability to remove the witness protection designation and return the individual to their original identity.	E - Exact match	
D16	Jurisdiction access but not edit	Authorized jurisdiction users can view but not edit any record once it has been started even if it has not yet been completed and submitted for registration.	E - Exact match	
D17	Jurisdictional access	At implementation of the EVRS jurisdictional users can see all registered records except for sealed adoptions or other special seals, but are restricted to printing or issuing records only for their jurisdiction.	E - Exact match	
D18	Change jurisdictional access	The EVRS is state-configurable to remove the restriction on printing or issuing records for other jurisdictions at some future date.	E - Exact match	
D19	Jurisdiction corrections	Users in a jurisdiction, based on their role/profile, can view but not edit any registered record.	E - Exact match	
D20	Jurisdiction amendments	Users in a jurisdiction, based on their role/profile, can enter an amendment and submit it to the state for completion.	E - Exact match	
D21	Exceptions to jurisdictional access	In some temporary cases one jurisdiction will work on behalf of another jurisdiction and can issue records for the other jurisdiction during that time.	E - Exact match	
D22	Exceptions to jurisdictional access has time limit	Temporary access of one jurisdiction to issue records for another jurisdiction is controlled by dates in the system.	E - Exact match	
D23	Time limit can be perpetual	The time limit for temporary access of one jurisdiction to issue records for another jurisdiction can be set so that it does not expire automatically.	E - Exact match	
D24	Send record back to owner	An authorized user may send the record back to an owner for correction. In this case, the process for returning the record reactivates the editing feature for the record owner.	E - Exact match	
D25	Begin death record	The system allows a death record to be started by funeral establishment personnel, hospital personnel, medical certifier personnel, doctor's office personnel, Coroner, or at the State based on role/profile.	E - Exact match	
D26	Begin birth record	The system allows a birth record to be started at a hospital, birthing institution, by a midwife or at the State based on role/profile.	E - Exact match	
D27	Begin fetal death record	The system allows a fetal death record to be started at a hospital, birthing institution, funeral home, coroner or at the State based on role/profile.	E - Exact match	
D28	Begin ITOP record	The system allows an ITR record to be started at a medical institution, or at the State based on role/profile.	E - Exact match	
D29	Delayed birth records at State	The system allows delayed birth records to be started only at the State based on role/profile.	E - Exact match	
D30	Presumptive death records at State	The system allows court-ordered death records to be started only at the State.	E - Exact match	

Rule No.	Short Name	Description	Vendor Response	Comments
D31	Referral option	The system provides the option to refer a death record from a funeral director or medical certifier to a coroner and back.	E - Exact match	
D32	Referring changes ownership	The process of referring changes ownership of the record as it is being referred or returned.	E - Exact match	
D33	Message on Referral	Whenever a record is referred, the individual receiving the referral is messaged in the manner specified in their user account.	E - Exact match	
D34	Coroner access to records	Coroners can access records within their own jurisdiction.	E - Exact match	
D35	Temporary Coroner Access	The system includes a feature to allow coroners to temporarily access records in another jurisdiction when they are assigned to cover the work of a coroner in that jurisdiction.	E - Exact match	
D36	Time of temporary access controlled	An authorized user at the coroner's office can set parameters in the system to designate the period of time that a coroner from another jurisdiction has temporary access.	E - Exact match	
D37	Designation location	The system provides an authorized user at the coroner's office to designate the jurisdiction that is receiving their caseload on a temporary basis.	E - Exact match	
D38	Coroner access to records	A Coroner has view-only access records when they are listed as the medical certifier for cases where the death occurs in one jurisdiction, but the accident leading to the death occurred in their jurisdiction. They are responsible for medical certification in these cases.	E - Exact match	
D39	Transfer a record	The owner of a section of a record can transfer their ownership of that section to another participant.	E - Exact match	
D40	Transfer-from/transfer to combinations	For a transfer to be processed, both the transfer-from user and transfer-to candidate are the same user type.	E - Exact match	
D41	Transfer of record between practitioners in a common institution	Transfers are not necessary between users with the same role within the same institution.	E - Exact match	
D42	Display list of transfer-to candidates	When a record owner selects the transfer function, the system displays a list of transfer-to candidates.	M - Modify	During the transfer process the user has the ability to search either by the office or the individual user.
D43	State/jurisdictions can override ownership	To account for the possibility of ownership conflict, the State or jurisdiction's can also change the ownership of any record.	E - Exact match	
D44	Right to submit transferred records	In the case of a death record, the funeral establishment performing the transfer loses the ability to submit the death certificate for registration and the owner receiving the record acquires the ability and the obligation to submit the death certificate for registration.	E - Exact match	
D45	History of ownership	When a record is transferred the ownership fields in the record are updated but history maintains a record of all owners who were assigned to the record at any time.	E - Exact match	
D46	Ability to relinquish ownership	Owners may relinquish their ownership of a record even if the new owner is not known.	E - Exact match	
D47	Relinquished record send notification	Relinquished records automatically send a notification to the source medical institution, funeral establishment and/or State as appropriate.	E - Exact match	
D48	Remove ownership information on relinquished records	All information in the record that is tied to the ownership of a record by the user who is relinquishing is removed when a record is relinquished.	E - Exact match	
D49	History of relinquished records	All information about ownership that has been relinquished is maintained in the history and tied to the record being relinquished.	E - Exact match	

Rule No.	Short Name	Description	Vendor Response	Comments
D50	Relinquished records	Any information already entered in the personal information and medical information sections is not removed when a record is relinquished so the new owner can see what has already been entered.	E - Exact match	
D51	Access to SSN field	Only authorized users have access to SSN fields based on their individual role/profile.	E - Exact match	
D52	Access may vary depending on the SSN being protected	Access rights may be different depending on which SSN is being protected (e.g., child, parent, decedent).	E - Exact match	
D53	Special access level	EVRS provides the ability to set up special access roles that allow the users with that role to enter search criteria for records but return only a yes or no if a match is found.	E - Exact match	
E -Record Status				
E1	Save requires minimum fields	A record does not need to be completed in one session, but the minimum fields to create a record must be completed in order to save.	E - Exact match	
E2	Minimum fields State defined	The minimum fields to create a record are State-defined by event type.	E - Exact match	
E3	Ability to exit without creating a record	The system allows the user to "Exit" without creating a new record.	E - Exact match	
E4	Save as pending	Incomplete records are saved with a status of "pending" or equivalent.	E - Exact match	
E5	Access record as many times as necessary	Users can access pending records they have rights to as many times as necessary in order to complete the record.	E - Exact match	
E6	Event designation	Event records are distinguished by event type.	E - Exact match	
E7	Delayed designation	Delayed registrations are distinguished from regular registrations.	E - Exact match	
E8	Amendment designation	Amendments to records can be distinguished.	E - Exact match	
E9	Amendment types have code	Each amendment type has a unique identifier.	E - Exact match	
E10	Amendment hierarchy	Amendment codes have a hierarchy that is configurable.	E - Exact match	
E11	Amendment hierarchy controls actions	The system uses the hierarchy of amendment codes to control whether a particular amendment action can be done to a particular record.	E - Exact match	
E12	Sealed designation	Sealed records can be distinguished from unsealed records.	E - Exact match	
E13	Protection for sealed records	Access to sealed records is controlled by role/profile.	E - Exact match	
E14	Status codes control processing	Status codes on the records control what functions can be performed on the record at the time of access.	E - Exact match	
E15	Status may also prevent functions	In addition to enabling functions, status codes may prevent functions. (For example, if an "amendment pending" status exists on a record, the auto-print function is not enabled for that record until the amendment has been processed.)	E - Exact match	
E16	Override some status codes	In some cases an authorized user can override a status such as one to prevent printing when amendments are in process.	E - Exact match	
E17	Status codes set automatically	Some status codes are automatically set as a byproduct of processing the record.	E - Exact match	

Rule No.	Short Name	Description	Vendor Response	Comments
E18	Record Status informs user	Status codes on records are displayed to inform the user about where the record is in the process.	E - Exact match	
E19	State-specific indicators	The system provides the ability for the State to define indicators that authorized users can set that can enable or disable functions. (For example, if money is owed for a request, a user can turn on the "money owed" indicator and that has the affect of preventing certified copies from being printed without an override.)	E - Exact match	
E20	Restricted records indicator	Access to individual records can be restricted using an indicator code so that printing of certified copies for these records requires supervisory override.	M - Modify	or prevents the user from printing a certified copy. Genesis will modify its solution to provide an indicator code such that a
F -Alerts				
F1	Alerts	The system includes an alert mechanism to designate special conditions including, but not limited to, do not issue, deceased, missing child, kidnapped, fraudulent record, requests for number of copies exceed threshold.	E - Exact match	
F2	Multiple alerts	There may be one or more alerts set on any given record, each serving a different purpose.	E - Exact match	
F3	Alerts are State defined	The State can determine the number and meaning for each alert, and can add alerts at any time.	N- Cannot Meet	In the current configuration the flags and alerts are not configurable.
F4	Alerts can be automatic	Alerts can be set automatically by the system based on a trigger.	E - Exact match	
F5	Alerts visible	Alerts are clearly visible to authorized users when the record is displayed.	E - Exact match	
F6	Indicators associated with comment	Authorized users can enter a comment that is associated with a specific alert instance.	E - Exact match	
F7	"Do Not Issue" codes	Alerts can be set to enable or prevent system actions such as issuing a certified copy.	E - Exact match	
F8	Informational Alerts	Alerts may be set for information only and do not enable or prevent system functions.	E - Exact match	
F9	Resolved Alerts	When the condition causing an automatic alert has been resolved, the alert flag is removed automatically. (For example, if the missing child alert is set based on processing an import file, the alert will also be removed by the system if the next import does not include the same child.)	E - Exact match	
F10	Alerts set by authorized users	Alerts can be set by users who have the proper authority	E - Exact match	
F11	Drop down list	Alerts, when set by individuals, are selected from a pre-defined list.	E - Exact match	
F12	Notes can be attached to alerts	When an alert is set by an individual, the user has the option to enter a note as to why the indicator was set or reset.	E - Exact match	
F13	Role/profile determines alerting privileges	The user's role/profile determines what kind of alerting privileges (setting or resetting) the user has.	M - Modify	controls the setting or resetting of all of the alerts within the system. Genesis will modify its application to create separate security
F14	Interaction between alerts and data fields	When an alert has a relationship to another data field, the system highlights the fact that the related data must be completed. (For example, adding the "Deceased" indicator on a birth record triggers a message that a Death Certificate Number should also be entered.)	M - Modify	In the current configuration, not all of the alerts with relationship to another data field highlights the corresponding message. Genesis will work with the State to identify the alerts based on which system should highlight the related data item's completion message.
F15	Alerts identify action	A description of the procedure that the employee follows for specific alerts is stored in the system and is available to the user if the alert is displayed.	M - Modify	the employess to follow for an alert. Genesis will include such instructions for each kind of alert in the system.
G - Legacy Data Codes				
G1	Legacy designation	Legacy records can be distinguished from system generated records.	E - Exact match	

Rule No.	Short Name	Description	Vendor Response	Comments
G2	Persistent legacy flag	Legacy records include a legacy flag that is never reset.	E - Exact match	
G3	Modifiable legacy flag	Legacy records include another legacy flag that is reset once the record has been updated and can be used for amendments or issuance.	E - Exact match	
G4	Legacy records tied to source	Legacy records contain an identifier for the original source of the record.	E - Exact match	
G5	Migrate at implementation	Legacy records can be migrated at the time of system implementation.	E - Exact match	
G6	Migrate after implementation	Legacy records can be added from a batch file after system implementation.	E - Exact match	
G7	Missing legacy record sequence numbers	When a record is found in a local database that does not exist in the State database, it is migrated to the new EVRS and the record is assigned the next SFN in the sequence for the year that the event occurred.	E - Exact match	
G8	Link images at implementation	Legacy images are linked in batches to the appropriate legacy records at the time of system implementation.	E - Exact match	
G9	Link images after implementation	Legacy images are linked in batches to the appropriate legacy records at any time after system implementation.	E - Exact match	
G10	Legacy Error Indicator	During data conversion/migration one or more legacy error indicators can be set based on the specific State-defined criteria, for example missing file date, missing sex, truncated names, missing middle name, xxx in any field.	E - Exact match	
G11	Legacy error indicator controls edits	The existence of a legacy error indicator can control whether certain edit messages fire.	E - Exact match	
G12	Legacy Error Indicator controls actions	The existence of legacy error indicators can control actions in the system, for example, whether issuance can occur from the electronic record or if correcting (completing/backfilling) the record is required.	E - Exact match	
G13	Legacy verify flag	A legacy verification indicator allows legacy records that need verifying to be flagged.	E - Exact match	
G14	Legacy files indicator set during conversion	The legacy verification indicator is automatically set during data migration.	E - Exact match	
G15	Legacy files indicator for individual records	The legacy verification indicator can be manually set for individual records.	M - Modify	conversion program. Genesis will add a manual flag of legacy verification indicator to be set and reset from the front end.
G16	Legacy files indicator for groups of records	The legacy verification indicator can be manually set for a group of records with a common characteristic without having to access every record.	M - Modify	conversion program. Genesis will add a manual flag of legacy verification indicator to be set and reset on a group of records from
G17	Change legacy indicators	All legacy indicators can be changed by an authorized user of the system if the condition that caused them to be set is altered.	M - Modify	code if the condition that caused it is altered. Genesis will modify its solution to allow for an authorized user to change the legacy
G18	History of legacy record changes	The system includes a tab or historical file that preserves every change made to a legacy record and the source used to make the change.	E - Exact match	
G19	Complete a legacy record	In preparation for amending a legacy record, an authorized user has a way to enter missing data from the source record to make the record complete.	E - Exact match	
G20	Change status for legacy record	After an authorized user has entered the missing data from the paper certificate or image to make it a complete record the system removes the legacy flag to indicate that the record can now be processed as an electronic record.	E - Exact match	
G21	Multiple codes for a single literal	During data conversion/migration some legacy fields can translate into two different codes for the same literal (for example, a FIPS code and a State specific city code).	E - Exact match	
G22	County legacy records	During data conversion of county records without a SFN the records will be flagged as "County Issue Only" which prevents issuing at the State.	E - Exact match	

Rule No.	Short Name	Description	Vendor Response	Comments
G23	Legacy records are cross matched	Legacy records are always part of the birth death cross match process.	E - Exact match	
G24	Immediate cross match	The system has an on demand method of running birth/death cross match only for the new birth or death records added to the EVRS database through a migration of records from a county legacy database.	E - Exact match	
H - Flag Codes				
H1	Flag fields notify users of extract status	Flag fields exist on records to inform the user whether the record has been included on a specific extract.	E - Exact match	
H2	Flags fields for exports	There is one flag field on the record for each type of extract that is done.	E - Exact match	
H3	Flag fields associated with date	Each flag field is associated with the date when the record was extracted.	E - Exact match	
H4	Flag fields State defined	Flag fields associated with extract files are defined by the State.	E - Exact match	
H5	Supervisor Issue Only Flag	The system includes a "supervisor issuance only" flag that restricts issuance to authorized personnel only.	E - Exact match	
H6	Removal of flags	The system allows only authorized users to remove a flag.	E - Exact match	
H7	Notes for Supervisor Only Flag	Authorized personnel can add notes when setting a "Supervisor Issue Only" flag that are only seen by supervisors and above.	E - Exact match	
H8	User can add flag fields	New flag fields and associated date fields can be created as necessary by the State if a new export file is created.	E - Exact match	
H9	Flag fields can be reset by user	If the user determines that a given record has to be re-exported, the user can indicate in some way that it should be resent.	M - Modify	business rules set in the system. Genesis will modify its solution to allow the user to re-flag records for extract purposes.
H10	Flags can be reset by system	The system recognizes when a change is made in a field that necessitates a re-export of the record to one or more of the external entities and automatically (re)sets the appropriate flags.	E - Exact match	
H11	Flag resets are unique	Because the fields that are included in exports to different entities are different, a change to a specific data element may or may not (re)set the flag for every export of that record.	E - Exact match	
H12	Re-export batch	The system provides the capability to re-export an entire extract.	E - Exact match	
H13	NCHS Flags	NCHS flags exist in the system to indicate overrides on specific data (e.g. soft edits), which indicates that the user has verified that the data has been validated.	E - Exact match	
H14	SSN verification flag	The status of SSN verification is visible to the user.	E - Exact match	
H15	Allow any authorized user to remove flags	The systems allows authorized users to remove flags.	E - Exact match	
I - Voids and Record Abandonment				
I1	Void registered records	The system provides an authorized user with a function to void a registered record.	E - Exact match	
I2	Void designation	Voided records can be distinguished from active records.	E - Exact match	
I3	Display screen for entering state file number	The system provides a way for an authorized user to search by parameters (for example, by State File Number) for a record that is to be voided.	E - Exact match	
I4	Void while viewing	The system provides a way for an authorized user to void a record while viewing.	E - Exact match	

Rule No.	Short Name	Description	Vendor Response	Comments
I5	Confirm void	The system requires the user to take a positive action to confirm that s/he wishes to void the record before the void is processed.	E - Exact match	
I6	Reason for void	The system requires the user to enter a reason code and text explanation of why the record is to be voided.	E - Exact match	
I7	Void status	The system automatically updates the record status of a voided record to "Valid Voided Record".	E - Exact match	
I8	Prevent printing certified copy	The system prevents printing of a certified copy after the record is voided.	E - Exact match	
I9	Voids available for microfilming	Voided records are included in files prepared for microfilming to prevent gaps in SFNs, but are clearly marked as voided.	E - Exact match	
I10	Resolve duplicates	The system provides the ability to remove duplicates records.	E - Exact match	
I11	Merge duplicates	An authorized user has the option to merge information from duplicate records before deleting the duplicate.	M - Modify	duplicate merge requirement and define the rules upon which the merge process would be based.
I12	Timeframe for abandonment of records	The timeframe for determining when an active, unregistered record is considered for abandonment is State-defined and configurable.	M - Modify	abandon a record at any time before registration. Genesis will modify its solution to provide a queue of all such records that may
I13	User-defined period for abandonment	The period of time to classify a record as potentially abandoned can be different for each event type.	M - Modify	abandon a record at any time before registration. Genesis will modify its solution to provide a queue of all such records that may
I14	Abandon on demand	The user can abandon an unregistered record on demand.	E - Exact match	
I15	Abandon as a batch	Authorized users access potentially abandoned records from a queue as a group.	E - Exact match	
I16	Abandon individually	Authorized users access potentially abandoned records from a queue by the individual record.	E - Exact match	
I17	Deactivate abandoned records	Only authorized users at the State may deactivate abandoned records from system.	M - Modify	abandoned record. Genesis will modify its solution to allow for authorized users at the State to deactivate abandoned records.
I18	Access to Abandoned records.	Once a record has been coded as abandoned, only authorized users at the State have access to the records.	E - Exact match	
I19	Purge records	The system provides a process by which the State can review and easily archive or purge abandoned records.	E - Exact match	
I20	User elects not to abandon record	Even though a record meets the time frame for abandonment, the State may elect not to abandon the record by resetting the status prior to purging.	M - Modify	abandon a record at any time before registration,but there is no automatic abandonment process. Genesis will modify its solution to
I21	Abandonment message to record owner	The State may elect to send a message through the system to the owner of an abandoned record to get information about the reason for inactivity.	E - Exact match	
J - User Interface				
J1	State branding	The home page is branded with the State Vital Records information, and is configurable by the State.	E - Exact match	
J2	Logon banner	The system displays the State approved logon banner before the user logs into the system.	E - Exact match	
J3	Screen structure	The system menu structure has the least number of layers practical.	E - Exact match	
J4	Menus	Menus are dynamic with different functions listed based on the individual's role/profile.	E - Exact match	
J5	Configure menus	Menus are configurable by the State Configuration Manager.	N- Cannot Meet	and roles and as such because of business rules attached to it cannot be made configurable.
J6	Most common transaction path	The system allows a user to complete a simple and common transaction without having to view unnecessary screens or tabs.	E - Exact match	

Rule No.	Short Name	Description	Vendor Response	Comments
J7	Standard look and feel for all modules	Screens for all modules have a common HTML 5 compatible structure that includes fonts and colors, headings, status line, and error messages.	E - Exact match	
J8	Standard functionality	Standard functionality is used for such tasks as opening and closing screens, cut-and-paste, querying and deleting.	E - Exact match	
J9	Consistent functionality	Screens, menus, and other interface objects function identically throughout the system.	E - Exact match	
J10	Screen consistency	Objects are placed on screens in a consistent manner.	E - Exact match	
J11	Can add fields to screens	Screens are configurable by the State Configuration Manager at the field level.	E - Exact match	
J12	Paragraphs are configurable	Screens paragraphs are configurable by the State Configuration Manager.	E - Exact match	
J13	Tabs are configurable	Screen tabs are configurable by the State Configuration Manager.	E - Exact match	
J14	Screen size	Screens are sized to allow convenient viewing and adding of a single record without scrolling, unless a small scroll would eliminate a second page.	E - Exact match	
J15	Record divided into logical segments	Entry of a record is divided into logical segments based on the needs of the user type intended to complete each section.	E - Exact match	
J16	Display of the electronic certificate	The order of fields on the screen are configured to follow the state-defined order (may be based on format of worksheet or paper certificate).	E - Exact match	
J17	Maximum opportunity to cross reference data	The placement of data among multiple screens provides the maximum opportunity to cross reference data entered on different screens. (For example: populate a selection list with cities and towns based on a zip code previously entered.)	E - Exact match	
J18	Interplay of data	In some cases, at the State's request, entry of data in a field can trigger auto populating of other fields.	E - Exact match	
J19	Required fields	Some fields can be designated as required.	E - Exact match	
J20	Required fields vary by event	Which fields are required may be different for each event.	E - Exact match	
J21	Configure required fields	The State Configuration Manager can modify the designation of fields as being required.	E - Exact match	
J22	Options status sensitive	User options are sensitive to the status of a record. (For example, the option "submit for registration" only appears on the screen when the user has satisfied all the necessary edits.)	E - Exact match	
J23	Access to full record	Once a record is accessed, every screen format includes a method of getting to all the other screens of data necessary to view the entire record.	E - Exact match	
J24	Access to associated record history	Once a record is accessed, a user with the proper authority can easily display the history of changes to the record.	M - Modify	registered records and such changes can be viewed by the authorized users. System does not keep track of changes that are
J25	Access to associated amendments	Once a record is accessed, a user with proper authority can easily display the legal corrections and amendments associated with the record.	E - Exact match	
J26	Print history associated with record	An authorized user can print the full history of a record including the original record and all changes/amendments associated with the record.	E - Exact match	
J27	Access to associated list of printed outputs	Once a record is accessed, a user with the proper authority can display a list of all correspondence including faxes, queries, and printed outputs related to the record, e.g., certified copies, abstracts.	M - Modify	record has been issued, but does not keep a history of all correspondence that occurs with that record during its lifetime.Genesis will work with the State to identify the
J28	Tab data is maintained.	The system protects a user from losing data entered on one tab if they move to another tab on the same record.	E - Exact match	

Rule No.	Short Name	Description	Vendor Response	Comments
J29	Issue SAVE message	The system will ask the user if the record should be saved prior to exiting (including closing the browser) if the SAVE action has not already been taken.	E - Exact match	
J30	Save with errors	The system provides a quick way to save an incomplete record as pending without having to display all error messages associated with the record.	E - Exact match	
J31	Dynamically display fields	The system dynamically displays fields as either entry or read-only or masked depending on the role/profile of the user.	E - Exact match	
J32	Use of color to enhance usability	Wherever possible the colors used to present information and collect data enhances the user's ability to perform the procedure. (For example, this might include highlighting hard edit fields in a different color, presenting sensitive data fields in another color, etc.)	E - Exact match	
J33	More than color	Color alone should not be the only indicator of a field's characteristics.	E - Exact match	
J34	Color indicators override PC configuration	System color settings override color settings a user may configure outside the system (e.g. windows settings).	E - Exact match	
J35	Non-sequential data entry	Non-sequential entry of data on a screen is allowed.	E - Exact match	
J36	Pop-up windows	Pop-up windows are used to communicate messages.	E - Exact match	
J37	Field-level scrolling	Field-level scrolling can be used to view longer comments and field values.	E - Exact match	
J38	Implementation of controlled selections	Controlled selections can be implemented where appropriate. For example, use radio buttons instead of drop downs for yes/no questions.	E - Exact match	
J39	Drop down lists	Drop down lists can be used to select valid, dynamic data stored in reference tables.	E - Exact match	
J40	Changes to drop downs	Modifications to drop down lists do not affect the values selected for existing records.	E - Exact match	
J41	Designation of control type	The State Configuration Manager can designate the type of control for a specific field (e.g. free text, pick list).	W - Workflow or System Configuration Required	change a type of control for an existing specific field, but user can disable the existing field and add this as a new field with desired
J42	Edit of free form data	Data entered in a free form field can be associated with edit rules defined by the State.	E - Exact match	
J43	Pick lists display filtered lists of values	Where appropriate, pick lists are filtered to display only items that make sense to the record based on data previously entered (i.e. context-sensitive drop down).	E - Exact match	
J44	Scroll through pick lists	Users can scroll through a pick list to find the correct value.	E - Exact match	
J45	Type to find item in pick list	Users can begin typing the correct selection in a pick list field and the list is repositioned as the letters are typed until the correct item is displayed.	E - Exact match	
J46	"No answer" pick list	Pick lists can include items such as "Unknown," "Refused," "Not Given, "None," "Pending," and "Not Obtainable" for unknown or other responses.	E - Exact match	
J47	NCHS coding	The system automatically applies the appropriate NCHS code corresponding to the "no answer" selected.	E - Exact match	
J48	Explanation of "other"	When appropriate, if the user selects "other," the user is guided to enter an associated literal explanation.	E - Exact match	
J49	Read-only fields	Fields can be made "read-only" based on role/profile.	M - Modify	the users of the system. Genesis will customize its solution to provide a field level "read-only" access to the system users if
J50	Field Auto fill	An entry in a field can be set to auto populate the contents of one or more other fields automatically.	E - Exact match	

Rule No.	Short Name	Description	Vendor Response	Comments
J51	Zip codes with multiple jurisdictions	If the zip code crosses multiple jurisdictions, the system requests the user to select the correct one.	E - Exact match	
J52	Highlight edits on records	The system lets the user know which hard and/or soft edits, if any, exist in the record.	E - Exact match	
J53	Mouse free	Movement from field to field progresses by pressing the tab or enter key without the need to use the mouse.	E - Exact match	
J54	Mouse enabled	The system allows movement from field to field by using the mouse to click on the desired field.	E - Exact match	
J55	Field Advance	The system can be configured for certain fields to move directly to the next field without pressing enter or tab when the entry fills the entire field.	M - Modify	next field upon data entry. Genesis will work with the State to identify and implement such functionality during JAD sessions.
J56	Hot keys	The system uses State defined hot keys. Examples of potential hot keys are: - entering "T" in a date field to generate today's date. - using plus and minus sign for incrementing or decrementing the date	E - Exact match	
J57	Resize windows	The system allows application windows to be resized.	E - Exact match	
J58	Display record owners	The system allows an authorized user (by role/profile) to display a list of all owners currently associated with a given record.	E - Exact match	
J59	Query anytime	The system allows a user to perform an appropriate database query while in the middle of a transaction without disturbing the processing of the transaction. (For example, the user can look-up another record, history on the existing record, or a list of other queries and come back to the same place in the transaction where they were before beginning the query.)	E - Exact match	
J60	Positive confirmation	Selected functions in the system (for example, abandonment of a record, relinquishing a record, voiding a record, or certifying a record) can be configured to ask for a positive confirmation from the user prior to system performing the function.	M - Modify	the system functions. Such confirmations are not configurable currently. Genesis will work with the State to identify the selected functions in which the configurability is required.
J61	Confirmation configurable by State	The State Configuration Manager can designate which functions in the system ask for a positive confirmation from the user prior to system performing the function.	M - Modify	the system functions. Such confirmations are not configurable currently. Genesis will work with the State to identify the selected
K - Customer-centric data model				
K1	Summary of life history	The system provides a view in chronological order of the records for an individual.	E - Exact match	
K2	History includes birth	The chronological list includes the original birth record showing state-define data.	E - Exact match	
K3	Sealed records	The sealed portion of records are only visible to authorized users.	E - Exact match	
K4	History includes amendments	The chronological list includes all corrections and amendments to the original record showing state-defined data.	E - Exact match	
K5	History includes issuance	The chronological list includes all requests for certified copies and other requested documents showing state-defined data including where the request was processed.	E - Exact match	
K6	History includes correspondence	The chronological list includes all correspondence for the individual showing state-defined data.	E - Exact match	
K7	History includes death record	The chronological list includes the death, if applicable, for the individual showing state-defined data.	E - Exact match	
K8	History include death amendments	The chronological list includes corrections and amendments to the death record for the individual showing state-defined data.	E - Exact match	
K9	Summary of life history including family relationships	The system provides a view separate from the individual view that includes in chronological order both the records for the individual and records for family members.	E - Exact match	

Rule No.	Short Name	Description	Vendor Response	Comments
K10	Parent births	Family records include parent birth records.	E - Exact match	
K11	Parent deaths	Family records include parent death records.	E - Exact match	
K12	Sibling births	Family records include sibling birth records.	E - Exact match	
K13	Sibling deaths	Family records include sibling death records.	E - Exact match	
K14	Hyperlinks	Names of family members are hyperlinks that will take the user to the specific record if the link is clicked.	E - Exact match	
K15	Family members display in separate window	If a user clicks on a hyperlink for a family member the system opens it up a new window so that the user can close the window and return to the original record.	E - Exact match	
L - Data, Data Formats and Tables				
L1	NCHS data elements	The system includes all NCHS standard data elements.	E - Exact match	
L2	NCHS data elements	The State has the ability to add/delete from the NCHS standard data element list.	E - Exact match	
L3	Keep dropped data elements	The State has the option to keep data fields in the system even if they are dropped from the standard by NCHS.	E - Exact match	
L4	Support for US Standard Certificates	The system supports all US Standard certificates including all the State-specific modifications.	W - Workflow or System Configuration Required	National standard certificates are standard and state specific modifications will require configuration
L5	Current and new formats	The system can support multiple data formats (old versions as well as the new) for all certificates.	M - Modify	version of US Standard certificates. Genesis will work with the State to identify the scenerios in which the old certificate format
L6	System includes new standards	The system supports both the current data format used by the State as well as new data formats already defined as a US Standard even if the standard has not yet been adopted by the State.	W - Workflow or System Configuration Required	National standard certificates are standard and state specific modifications will require configuration.
L7	Transition from current to new certificate	The system transitions from any current standard certificate to a new standard certificate in a seamless manner based on the date of the event. This includes changes to data elements and formatting of screens and printed documents.	M - Modify	standard to new standard based on date of event. Genesis will customize its solution to accommodate the requirement. Included in K4.
L8	Reference Tables	The system maintains all lists in reference tables to ensure that the State can add, delete, or modify lists without programming.	E - Exact match	
L9	Code tables	All codes (for example: record status, marital status, ethnicity, etc.) used by system are contained in tables.	E - Exact match	
L10	Records are coded	The system automatically selects and stores the corresponding code or codes for specific literal values that are entered by a user.	E - Exact match	
L11	Initial establishment of tables	During implementation some tables can be populated from existing data sources such as a file from physician licensure.	E - Exact match	
L12	Tables maintained by State	Tables can be maintained by the State Configuration Manager or other authorized users.	E - Exact match	
L13	Add tables	New code tables associated to a data field can be added by the State Configuration Manager.	E - Exact match	
L14	Rules Tables	The system provides for the storage and management of a rules database to be used throughout the system for security, data validation, and other edits and enforcement of business rules.	E - Exact match	
L15	State specific rules	State-specific business rules (for example the rules for record abandonment) can be defined in system tables even if they are not a topic covered by national rules.	M - Modify	can be configured through backend. Genesis will work with the State to identify any specific business rules that needs to be defined

Rule No.	Short Name	Description	Vendor Response	Comments
L16	National Standards	System provides tables consistent with national standards and NCHS COD editing.	E - Exact match	
L17	Fee tables	The system contains a table that includes the total fee amount, allocations to different categories and associated account numbers for each category.	E - Exact match	
L18	Fees vary	Fees for the same service can vary among jurisdictions and between the jurisdiction and the State.	E - Exact match	
L19	Update fee tables	Authorized users at jurisdictions can update the fee tables only for their jurisdiction.	E - Exact match	
L20	Support State-Specific Coding	The fee categories included in the fee table are associated with a State-defined and managed codes (percentages of fees, record types, etc.) that define the distribution of fees.	E - Exact match	
L21	Support State-Specific Coding	State defined codes from the fee table are used to support transaction reporting and distribution/accounting of funds.	E - Exact match	
L22	County designation	In addition to the jurisdiction number, the record includes the relevant county designation.	E - Exact match	
L23	Jurisdictional accounting reports	All reports related to fees are separated by state and each jurisdiction.	E - Exact match	
L24	Who gets the revenue	If one jurisdiction prints or issues a record for another jurisdiction the revenue accrues to the jurisdiction owning the record.	E - Exact match	
L25	Maintenance of code and reference tables	Configuration Manager has the ability to maintain the code and reference tables.	E - Exact match	
L26	Deactivated table value	The system keeps track of the information of a deactivated table value as this information may be linked to existing records.	E - Exact match	
L27	Control order of lists	The Configuration Manager has the ability configure the order in which entries in a pre-defined list appear, so that frequently used entries are at the top even if that is not the normal order alphabetically or numerically.	E - Exact match	
L28	Code attributes	Codes and their associated values and edits have attributes of "valid from" and "valid thru" so that the system can determine when to begin using or stop using them, making migration to new codes seamless within the system.	M - Modify	In the current configuration the codes and their associated values are not date driven. Genesis will work with State to identify the codes that need to be date driven during JAD sessions.
L29	State can create new data fields	The system provides an extensible data model configurable by the State that allows the addition of an unlimited number of new fields to the database.	E - Exact match	
L30	Multiple parents	The system accommodates as many parents as needed on a record, including their places of birth.	E - Exact match	
L31	Gender selection	The system accommodates gender selection.	E - Exact match	
L32	Unique Record ID Number	A unique perpetual record ID number is assigned to each new event record that functions as an internal control mechanism within system.	E - Exact match	
L33	Record ID Number Visible	The unique perpetual record ID number is visible to the users based on role/profile.	M - Modify	all users. Genesis will modify the solution to allow for the number to be seen based on role/profile.
L34	Mixed case	Name fields are entered and stored in mixed case (upper/lower).	E - Exact match	
L35	Names are parsed	All names (first, middle, last, generational ID) are parsed into individual fields.	E - Exact match	
L36	Special Characters for Names	The system allows for the use of special characters in names such as a dash (-) or numbers in numerical form. Characters allowed are State-defined.	E - Exact match	
L37	Standard Font	Standard fonts are used for special characters.	E - Exact match	

Rule No.	Short Name	Description	Vendor Response	Comments
L38	Character Count for Names	First, middle and last name may have up to 50 characters each, for a total of 150 characters.	E - Exact match	
L39	Use of Diacritical Marks in Names	The system permits the entry and printing of diacritical marks on the birth certificate.	E - Exact match	
L40	Print Diacritical Marks	The system prints diacritical marks on the birth certificate.	E - Exact match	
L41	Submission of Names with Diacritical Marks to SSA	The system will remove diacritical marks when transmitting names to SSA.	E - Exact match	
L42	Printing long fields	For long fields, the font size is adjusted on forms so that the field fits in the space provided.	E - Exact match	
L43	Limit font size	The minimum font size for printing a long field is configurable by the state.	E - Exact match	
L44	Print Long Names on Second Line	If the character count of a name does not fit on one line, the name is continued on a second line.	E - Exact match	
L45	Aliases	The system provides functionality to allow the user to enter multiple aliases associated with a record.	E - Exact match	
L46	Geocodes	The system includes the ability to store geo-codes.	E - Exact match	
L47	Missing geocodes	If the import file of geocodes does not supply the geocodes for a particular record, the system moves the record to the "no matching geocode" queue and registers the record.	M - Modify	In the current configuration the system allows the record to be registered if a geocode is missing, but there is no "no matching geocode" queue currently where such records are routed. Genesis will modify its system to create a "no matching geocode" work
L48	Manually assign geocodes	The system allows a user to manually enter a geocode.	E - Exact match	
L49	GIS Compatibility	Addresses are set up to accommodate geo-coding by following the NCHS recommendations that address data be set up to: - provide the capability to separate pre- and post-directional - street number - street name - street designation (lane, road, street, Blvd., etc.) - allow for extended zip codes - allow latitude and longitude coordinates - allow for centroid values.	E - Exact match	
L50	Default values	Default values with overwrite provisions can be set up for selected fields.	E - Exact match	
L51	Defaults user specific	Default values may be specific to a user role/profile or location.	E - Exact match	
L52	Defaults State defined	The use of default values is State defined and configurable.	M - Modify	defined, but not configurable currently. Genesis will work with the State to identify the use of default values in the system. $11,200.
L53	Record level notes	Anytime a record is open, an authorized user can append notes that relate to the entire record.	E - Exact match	
L54	View record level notes	Record level notes are viewable to authorized users from all appropriate screens.	E - Exact match	
L55	Change record level notes	Who can edit or remove record level notes is set by role/profile and relationship to the note author (for example, self or supervisor).	M - Modify	record level note, but the system does not allow editing or removal of any previously added notes. Genesis will modify the system to
L56	Field level notes	Notes can also be entered at the field-specific level.	M - Modify	record level. Genesis will customize the system to allow notes to be entered at the field level.

Rule No.	Short Name	Description	Vendor Response	Comments
L57	View field level notes	Field level notes are viewable to authorized users from all appropriate screens.	M - Modify	record level. Genesis will customize the system to allow notes to be entered at the field level. Included in K47
L58	Change field level notes	Who can edit or remove field level notes is set by role/profile and relationship to the note author (for example, self or supervisor).	M - Modify	record level. Genesis will customize the system to allow notes to be entered at the field level. Included in K47
L59	System date default	The system date is populated in fields that need the current date, except as noted in specific rules.	E - Exact match	
L60	System date and time	The system date and time are stored in UTC.	M - Modify	front end. Genesis will modify its offering to store all dates and times in UTC format.
L61	Display in local time	Date and time are converted to appropriate time zone for re-display.	M - Modify	the local time zone and are not converted to appropriate time zone for re-display. Genesis will work with the State to identify the
L62	Date Formatting for storage	Date formatting follows the NCHS standard and HL7 standard for transmission of YYYYMMDD.	E - Exact match	
L63	Screen display of dates	Screens will display dates as mmddyyyy.	E - Exact match	
L64	Store both literals and code values	An event record includes both literal values entered by participants and any subsequent codes derived from those literal values.	E - Exact match	
L65	Multiple codes for a single literal	The system can generate more than one code from a single literal. (For example, in birth the State codes records with the FIPS code for city and the state specific code for city.)	E - Exact match	
L66	Preserve original record	Amendments do not overlay the original record, but instead create a new record with the updated information.	E - Exact match	
L67	Clearly denote changes	The system makes it easy for the user to understand what has changed from one version of the record to the next.	E - Exact match	
L68	Transitional version	The system provides a smooth transition into new specifications. For example, if a new field is initiated on the first day of the year and is only to be used for cases occurring in that year or subsequent years, then system distinguishes which fields to include when it dynamically generates a form.	M - Modify	The screen configurability in the existing system allows the user to preset the addition of new fields within the registration area that can be applied on the day the data is required to be captured for such fields. The system currently does not drive the configuration through dates defined by System Administrator. Genesis will
L69	Legal versus statistical fields	In some cases, the system may include a legal and statistical version of the same field to accommodate the need for Vital Statistics to change a value for statistical purposes that cannot be changed on the legal document.	E - Exact match	
L70	Initial population of legal and statistical fields	If a legal and statistical version of a field has been defined, both versions of the field will be populated when the record is originally created and changed simultaneously until the point where the record is registered.	E - Exact match	
L71	Recode values	An authorized State user can recode literal values in the statistical data after the record is sent to the State.	E - Exact match	
L72	State Year closed indicator	The system provides a way to indicate that a year has been closed by the State that globally applies to all records registered to that point.	E - Exact match	
L73	NCHS Year closed indicator	The system provides a way to indicate that a year has been closed by NCHS that globally applies to all records registered to that point.	E - Exact match	
L74	Change to legal and statistical fields due to amendment within the year	An amendment will change both the legal and statistical fields if the amendment occurs before the State data year is closed.	W - Workflow or System Configuration Required	user (if they wish) to chane the corresponding field in statistical dataset. Genesis will configure its system to meet the requirement.
L75	Change to legal and statistical fields due to amendment after the year is closed	An amendment will change only the legal fields if the amendment occurs after the State data year is closed.	W - Workflow or System Configuration Required	In the current configuration, a change in the legal field prompts the user (if they wish) to chane the corresponding field in statistical dataset. Genesis will configure its system to meet the requirement.
L76	Statistical changes	Authorized Vital Statistics personnel can change the value in the statistical field independently without affecting the value in the legal field.	E - Exact match	

Rule No.	Short Name	Description	Vendor Response	Comments
L77	View legal and statistical fields	The system provides authorized Vital Statistics personnel with the ability to view the legal fields (read-only) and the statistical fields side-by-side and alter the statistical fields if desired.	M - Modify	In the current configuration, legal and statistical fields are part of the same record that can be viewed in its entirety as a record. Such fields may not be viewable side by side based on how they are aligned within the screen layout. Genesis will modify its system to
M - Data Editing				
M1	National edit standards	The system provides field level data edits that are consistent with national standards.	E - Exact match	
M2	Modify National standards	Data edits that are suggested by the national standards can be modified by the State.	E - Exact match	
M3	Enforce State rules	The system thoroughly enforces State specific rules for edits.	W - Workflow or System Configuration Required	Edits can be modified, added, removed by configuration available to the State Configuration Manager
M4	Immediate edit messages	Relevant edits fire as the data is being entered.	E - Exact match	
M5	Edit checks are rerun automatically as field values change	The system may automatically rerun record edits as field values are changed within the record.	E - Exact match	
M6	System prompts for evidence	When processing amendments, the system prompts the user to attach the required documents.	E - Exact match	
M7	Edit for missing evidence	The system fires and edit message if the required evidence is not scanned and attached to the record.	E - Exact match	
M8	Hard edits	Edits can be defined as absolute or "hard" edits.	E - Exact match	
M9	Hard edits must be corrected	When a field fails a hard edit, the user is prevented from submitting a form until the field is completed (some of which may be completed by entering "unknown").	E - Exact match	
M10	Edit Errors Bypass	In circumstances where the person entering the data is unable to resolve an editing error, an edit error bypass allows the user to continue working in the record and return at a later date to resolve the error but prior to submitting the record for registration.	E - Exact match	
M11	Options for hard edits	For hard edits, the system displays messages appropriate for the failure and presents the options: "reenter data" and "skip edit" or equivalent.	E - Exact match	
M12	Record status reflects existence of errors	The record status is updated to reflect that the edit errors were bypassed. The status reads: "Active - Edit Errors on Record" or equivalent.	E - Exact match	
M13	Provide soft edit warning message	Edits can be defined as warnings or "soft edits" which notify the user of a problem but do not force the error to be corrected. The user is allowed to proceed with the out-of-range value.	E - Exact match	
M14	Rekey soft edit failure	Some soft edits may be configured to require rekeying of the data.	E - Exact match	
M15	Resolve with rekey	If the rekeyed value is the same as the first, a flag is set to indicate that the rekeying confirmed the value to be accurate as far as the keyer knows. It does not mean that the value meets the needs of the State so further querying may be done in the future.	E - Exact match	
M16	Validate soft edits	For soft edits that do not trigger rekeying, the user can set the resolved flag in the record to indicate that they have been able to verify that the data that triggered the soft edit message is correct.	E - Exact match	
M17	Notes on out of range values	The user can enter notes to explain the reason when a field that triggers a soft edit is verified as correct.	E - Exact match	

Rule No.	Short Name	Description	Vendor Response	Comments
M18	Soft edits as flags	The results of the soft edit will indicate the degree of verification. Soft edits may be "Edit passed.", "Edit failed, data queried and verified.", "Edit failed, data queried but not verified.", "Edit failed, review needed.", or "Edit failed, query needed.", or edit messages with equivalent meaning.	M - Modify	In the current configuration, the results of soft edits are either passed or failed. Genesis will modify its system to include various results as described in the requirement.
M19	Explanation of "unknown"	The system provides the user with the option to enter an explanation in a text field whenever a selectable list contains "unknown" or a similar value .	M - Modify	explanation for every field that allows "unknown". Genesis will work with the State to identify the fields that requires an explanation for
M20	Mandatory comments	The system provides the ability for the State Configuration Manager to make a specific type of comment mandatory.	M - Modify	mandatory and the entry of such mandatory comments is not user configurable. Genesis will customize its solution to allow the
M21	Tracking Errors on Record	The record status indicates that the edit errors were bypassed and the record is incomplete.	M - Modify	is incomplete, but not that edit errors were bypassed. Genesis stores all of the bypass edits in the database that can be made
M22	Single field edits	The system performs single field edits.	E - Exact match	
M23	Cross-field edits	The system perform cross-field edits.	E - Exact match	
M24	Identification of Cross-field errors	All fields involved in a cross-field edit are displayed together so the user can see where the edit message was derived.	E - Exact match	
M25	Record level validation when record marked complete	Edit validation of the entire record for accuracy and completeness, following NCHS and State specified rules, is performed when the user indicates that the record is "complete."	M - Modify	executed at the time of data entry so that data is validated right at the source of entry. Genesis will modify its system to allow a record level validation when the user indicates that the record is complete.
M26	Edit messages appear together	All error messages are reported at the same time and in a common location on the screen.	M - Modify	executed at the time of data entry and as such, error messages are shown right at that time. Genesis will modify its system to allow a
M27	Error messages are clear.	Error messages generated by the system are clear, non-technical and provide information that is of real assistance to the user in correcting the error.	E - Exact match	
M28	New edits	During an event year, new edits can be incorporated as needed.	E - Exact match	
M29	Edits have from and to dates	Edits can be associated with from and to dates that determine if the edit fires when compared to the date of the event.	E - Exact match	
M30	Hard edit fields	Hard edits can be changed by the Configuration Manager as the State's needs change.	E - Exact match	
M31	Blank fields	Fields cannot be left blank.	E - Exact match	
M32	Field characteristics	Fields are defined as numeric, alpha, alpha-numeric and hard edits ensure that the data entered in the field complies with the definition.	E - Exact match	
M33	QA check on "no answer" values	An automated QA check notifies the user and supervisor if a significant number of "no answer" values exist in any one record.	M - Modify	notify the supervisor if a significant number of "no answer" exists on a record. Genesis will modify is application to include an automated
M34	SSA data acceptance	System queues for display records with any soft edit that will not be accepted by SSA (e.g. digits in name field).	M - Modify	edit and will not be accepted by SSA.Genesis will modify its application to provide a queue for such records.
M35	Duplicate SSN's in legacy data	Duplicate SSN's are allowed to exist in the converted legacy data and in new system data.	E - Exact match	
M36	Spell Check	The system includes an English language spell check function.	E - Exact match	
M37	Spell Check Medical Terminology	The spell check dictionary includes medical terminology.	E - Exact match	
M38	Spell check run automatically	The spell check function runs automatically behind the scenes and immediately notifies the user of misspellings.	E - Exact match	
M39	Add words	Authorized users at the state can add words to the spell check dictionary.	E - Exact match	

Rule No.	Short Name	Description	Vendor Response	Comments
M40	Constraint Overrides	The system allows authorized users to override any constraint within the system.	N- Cannot Meet	Genesis will work with the State to identify constraints that can or cannot be overriden by an authorized user.
M41	Log date/time of override	The system captures and logs the date/time and user ID on an override.	N- Cannot Meet	date, time, and user ID which are overriden with pertinent details by an authorized user.
M42	Obvious errors	Obvious errors to demographic information may be fixed by an authorized user. (examples include misspellings or typographic errors of city names)	E - Exact match	
M43	Obvious errors do not apply to names or dates	Name and date fields are locked to the user. Changes may not be made.	E - Exact match	
M44	Enter text comment on override	The system allows a user to enter a text comment on the reason for the override.	N- Cannot Meet	date, time, user ID, and comments which are overriden with pertinent details by an authorized user.
N- Searching and Matching				
N1	Search when starting a record	When starting a new record the system searches the database across events looking for duplicates. For example, for a new birth record the system checks birth, fetal death and death records looking for a match.	E - Exact match	
N2	Search the Health Exchange for birth event	When starting a new birth record, if the search of the EVRS database does not find a match, the system will search the Health Exchange.	E - Exact match	
N3	Check Health Exchange for death event	When starting a new death record, if the search of the EVRS database does not find a match, the system will search the Health Exchange.	E - Exact match	
N4	Check Health Exchange for fetal death event	When starting a new fetal death record, if the search of the EVRS database does not find a match, the system will search the Health Exchange.	E - Exact match	
N5	Create record from Health Exchange	If the search of the Health Exchange finds a match the system can start an event record from the data in the Health Exchange record.	E - Exact match	
N6	Search parameters State defined	The search parameters for each event are State defined.	E - Exact match	
N7	Legacy search	Legacy records will be included in search results if they match the criteria entered.	E - Exact match	
N8	Search parameters differ by event	Search parameters are different for different events.	E - Exact match	
N9	Search parameters configurable	Search parameters are configurable by the State Configuration Manager.	E - Exact match	
N10	Search criteria vary by type of user	Search criteria are dependent upon the user role/profile authorization rights and in the context of the usage. (For example, the search criteria for an employee of a funeral establishment is different than those of a State user. Searches to start a record are sometimes different from general queries.)	E - Exact match	
N11	Searching when starting a record	When starting a record, the search checks all records regardless of institution and status to ensure that a duplicate record is not created.	E - Exact match	
N12	Search by any name	The search includes the option to search any name on a certificate.	E - Exact match	
N13	Search by name and see aliases	When looking for an individual, the user can search by the primary name and bring up a list of the primary record and all the aliases associated with the name.	E - Exact match	
N14	Search by alias and see main record	When looking for an individual, the user can search by an alias name and bring up the primary record as well as all the other aliases.	E - Exact match	
N15	Disregard case	Searches disregard upper/lower case when performing the search.	E - Exact match	
N16	Disregard special characters	Other than hyphens and apostrophes, searches disregard special characters and use the English equivalent. Accents over vowels are disregarded for searches.	E - Exact match	

Rule No.	Short Name	Description	Vendor Response	Comments
N17	Limit search results by institution	The display that results from a search at an institution is limited to those records associated with the institution conducting the search.	E - Exact match	
N18	Controlled access to records	In no case does one institution have access to a record owned by another institution unless there is a corporate relationship set up in the system.	E - Exact match	
N19	Notification of duplicate record	If the search results in a match but the institution doing the search is not authorized to see the record, system notifies the user that a duplicate was found but cannot be displayed except for information of the current record owner.	E - Exact match	
N20	Send notification to record owner	The system sends a notification to the owner of the record indicating that a non-owner (e.g., another funeral director who does not own the record) is trying to access the record. The notification provides the requesting user contact information.	E - Exact match	
N21	Exact matches	The system searches for exact matches.	E - Exact match	
N22	Wild card searches	The system provides wild card search functionality assigned by role/profile.	E - Exact match	
N23	Soundex search	If system does not find an exact match in a name search, the system provides the option to perform a soundex search on that name using the Russell Soundex, modified with any the State specific variations.	E - Exact match	
N24	Querying procedures all multiple combinations.	Throughout the system, search functionality allows multiple data combinations for searching.	E - Exact match	
N25	Restricted date ranges	The system allows the user to restrict a search request using from and to dates for the date of the event where the dates can be all or any portion of the date. For example, the user can enter June to return all records with a June date.	E - Exact match	
N26	Search across event types	The system provides the ability to search records irrespective of event type for authorized users.	E - Exact match	
N27	Probabilistic matches	All searches have the option for probabilistic matching.	E - Exact match	
N28	Threshold for possible match	The system contains the ability to define thresholds for what is considered an exact, probable, possible match or non-match when using probabilistic matching.	E - Exact match	
N29	Show percent match against criteria	The system indicates the degree to which each record is a potential match.	E - Exact match	
N30	Most likely match displays first	The list of possible matches is in the order of the mostly likely match first.	E - Exact match	
N31	Rules on records returned	Rules can be configured to define a reasonable result set from a search.	M - Modify	system and are not configurable. Genesis will customize its solution to accommodate configurable search rules.
N32	Too many records	Rules can be established to prompt the user if more than a specified number of records match the search criteria	E - Exact match	
N33	Too much time	Rules can be established to prompt a user if the search is expected to take more than a specified amount of time.	M - Modify	takes more than a specified amount of time. Genesis will work with the State to define the rule based on which prompt should occur if
N34	User options on search	The user can respond to "too many records" or "too much time" by either canceling the search request or proceeding with the request.	M - Modify	prompted to refine their search criteria if there are too many records returned. Genesis will work with the State to define the rules for the
N35	Minimum set of fields to conduct searches	For specific role/profiles, the system requires a minimum set of fields defined by State to conduct a search.	E - Exact match	
N36	Search considers record status	Depending on the nature of the search request, the status of the record may be part of the selection criteria. (For example, the search could include or exclude records that are "pending," records that have been marked "complete," and/or "registered" records or voids.)	E - Exact match	

Rule No.	Short Name	Description	Vendor Response	Comments
N37	Record list	When a list of records is displayed, the status of the record also appears on the list.	E - Exact match	
N38	Display message if no match is found	When appropriate, the system displays a message indicating that the search is complete and no matches were found.	E - Exact match	
N39	Format of list	The results of the search are returned in a list that can include State-defined fields.	E - Exact match	
N40	Sort Search Results	The user is able to sort the results of a search into different orders by clicking on the column headings.	E - Exact match	
N41	Cancel query	The system allows the user to cancel a search request.	E - Exact match	
N42	Previous parameters	The system returns the previous parameters upon completing a search.	E - Exact match	
N43	Display Record Status	When a search list is displayed, the status of the record displays on the list.	M - Modify	in the search list. Genesis will modify its solution to include the status of the record in the search list.
N44	Search again	Once the search is complete and the results are displayed, the system provides the user with an option to search again.	E - Exact match	
N45	Restricted search	The search capability is restricted by role/profiles.	E - Exact match	
O - Queues				
O1	Multiple queues	The system includes multiple queues, each with a unique purpose.	E - Exact match	
O2	Event queues	Queues may be specific to an event.	E - Exact match	
O3	Display queue count at logon	The system displays a count of the number of records for each of the queues assigned to the user. (For example: When an authorized user accesses the "pending" queue, the system displays the number of records in that queue.)	E - Exact match	
O4	Queues may be by function.	Multiple authorized users may access the same queue simultaneously without being locked out. For example, the "submit for registration with exceptions" queue can be accessed by all registration users for that event.	E - Exact match	
O5	Update dynamically	Queues are updated dynamically as transactions are completed so that users do not have to refresh, logon or take any other action to update a queue.	E - Exact match	
O6	Records move from queue to queue	As records are processed through the system they are moved automatically from queue to queue.	E - Exact match	
O7	Temporary Queues	Temporary queues can be created for QA/training. (For example, if a new State user is hired, their work may need to be reviewed prior to writing it to the database for a training period of time.)	E - Exact match	
O8	Sorting queues State-defined	The system allows the user to sort the contents of any queue by State-defined fields.	E - Exact match	
O9	Old on top	Queues can be sorted by oldest record first with a flag for those older than a State-defined timeframe.	E - Exact match	
O10	New on top	Queues can be sorted by newest record first.	E - Exact match	
O11	Queues can be filtered	Authorized users can enter specific values what will be used to filter the contents of a queue.	E - Exact match	
O12	Filter any column	Filtering can apply to any column within the queue list.	M - Modify	defined fields instead of any field as stated in this requirement. Genesis will work with the State to understand and implement

Rule No.	Short Name	Description	Vendor Response	Comments
O13	Ability to print queues	The system allows the user to print a list corresponding to the contents of any queue.	M - Modify	printed. Genesis will modify its solution to allow for users to print the contents of any queue.
O14	Monitor queues	Supervisors are able to display statistics about the number of records in each queue and length of time records have been in the queues to monitor workload.	E - Exact match	
O15	Highlight aging records	Records approaching or past the State-defined time limit for that queue are highlighted.	M - Modify	mechanism so that the users can easily identify records approaching State defined time limit. For the records that have
O16	Access to Queues	Access to user queues are based on user profiles.	E - Exact match	
O17	POS fully integrated	The point of sale module is fully integrated with all events so that once a pending request can be filled the system automatically sends it to the "ready to issue" queue.	E - Exact match	
P - Local and State File Numbers and Registration				
P1	Legacy SFN	State file numbers (SFN) for legacy records are contained in the legacy record and are carried over into the system database.	E - Exact match	
P2	SFN assigned by system	The SFN for a system record is automatically assigned by the system when the record is submitted/registered.	E - Exact match	
P3	Local number assigned by system	The local file number is also assigned to the record automatically by the system when the record is submitted/registered.	E - Exact match	
P4	SFN format	The SFN is comprised of the event type, year of event, and a sequence number that is stored in the system.	E - Exact match	
P5	SFN for Certificate of Foreign Birth	Certificates of Foreign Birth are assigned a new State File Number with "FB" prefix and a State defined special number.	E - Exact match	
P6	Local number format	The format of the jurisdictional number is Jurisdiction+yyyy+sequence number.	E - Exact match	
P7	Record registration confirmation	The State can designate that an event type can be automatically registered without user intervention.	E - Exact match	
P8	Register immediately	Records submitted for registration with no demographic exceptions are immediately registered.	E - Exact match	
P9	Medical exceptions	If records that are registered immediately have medical exceptions they are added to a queue for post-registration review.	W - Workflow or System Configuration Required	queue up in the post registration review queue. Genesis will work with the State to identify the business rules for this queue and
P10	Demographic exceptions	Records submitted with demographic exceptions go to a queue based on the nature of the exception for post registration review.	W - Workflow or System Configuration Required	do not queue up in the post registration review queue. Genesis will work with the State to identify the business rules for this queue and
P11	Auto-register configurable	The auto registering feature can be configured to be on or off by an authorized user.	E - Exact match	
P12	Auto-register configuration controls queue	When the auto registering feature is turned off, the auto registering is disabled and the records go to the appropriate queue specified for reviewing that type of record.	E - Exact match	
P13	Register one at a time	If the auto-registering feature is turned off, an authorized user can register records one at a time from a queue.	E - Exact match	
P14	Register all from a queue	Alternatively, an authorized user can decide, for this time only, to register all the records in the queue even if the exceptions remain.	M - Modify	record one at a time so as to create greater control review and registration process. Genesis will modify its system to allow the
P15	Decision to register all is part of the program	The ability for an authorized user to register records as a group from a queue on demand is part of the registration program that does not require a separate configuration step.	M - Modify	record one at a time so as to create greater control review and registration process. Genesis will modify its system to allow the authorized user to register all of the records in the queue at the
P16	Jurisdiction has sequence number	Each Jurisdiction has their own sequence number for each event stored in the system.	E - Exact match	
P17	Event type doesn't print	When printing the SFN on certificates or other documents, the event type does not print as part of the SFN.	E - Exact match	

Rule No.	Short Name	Description	Vendor Response	Comments
P18	Stored sequence numbers	There is one stored SFN sequence number for each event type.	E - Exact match	
P19	Increment sequence number	The sequence number is increased by one every time a SFN is assigned.	E - Exact match	
P20	Delayed sequence numbers	Delayed records for birth and death are assigned the next SFN in the sequence for the year that the event occurred.	E - Exact match	
P21	SFN resets to one	All sequence numbers starts at 000001 at the beginning of every new data year.	E - Exact match	
P22	Mass disaster sequence number augmentation	To accommodate a mass disaster, the system can increase the size of the six-digit sequence number that is part of the State File Number to allow for more than one million deaths in a single year.	E - Exact match	
P23	Display all digits of mass disaster sequence augmentation	If the sequence number that is part of the State File Number is increased from six digits, all digits display and print in all relevant places.	E - Exact match	
P24	Seamless effect on previous records	If the sequence number that is part of the State File Number is increased from six digits, the change has a seamless effect on all previous registered death records.	E - Exact match	
Q - Record Branding				
Q1	Record branding	New and changed records are branded with the date, time, institution, user ID and the action performed on the record.	E - Exact match	
Q2	Store user ID who registered record	The record includes information to identify the user who registered the record.	E - Exact match	
Q3	Identity for auto registration	If the record was automatically registered by the system, the record would include a designation for "auto-registered" instead of a specific user identification.	E - Exact match	
Q4	Database - maintain record	The record branding data is maintained for the life of the record.	E - Exact match	
R -Messaging through the System				
R1	System messages	Standard messages can be automatically created and sent by the system notifying a user to take a specific action.	E - Exact match	
R2	Informational messages	Messages can be informational only.	E - Exact match	
R3	Distinguish types of messages	The system makes it easy for the user to distinguish action items from information only messages.	E - Exact match	
R4	Wording of messages	Wording of standard messages can be changed by the State Configuration Manager.	E - Exact match	
R5	Message a person	The system directs automatic messages to specific individuals based on the function, for example the medical certifier when s/he is selected by the funeral home to certify a death.	E - Exact match	
R6	Message a group	The system messaging function allows the system to generate messages and automatically direct them to a group of users.	E - Exact match	
R7	More than one recipient	A message can be directed to more than one recipient even if they are not all part of the same group.	E - Exact match	
R8	Broadcast all	The system supports broadcast messages sent from an authorized user to all users.	E - Exact match	
R9	Broadcast some	The system supports broadcast messages sent from an authorized user to sub-set of users.	E - Exact match	
R10	Messages have a timeframe	Broadcast messages can be associated with a begin and end date.	E - Exact match	

Rule No.	Short Name	Description	Vendor Response	Comments
R11	Distribute messages	Broadcast messages can be set to be distributed at specific times.	E - Exact match	
R12	Clear messages	Messages can easily be cleared when the recipient is finished with them.	E - Exact match	
R13	Expiration dates	Informational messages have an expiration date, and are not displayed to users after the expiration date.	E - Exact match	
R14	User can define message	The content of informational messages can be determined by authorized users at the time the message is sent.	E - Exact match	
R15	Action messages	Messages can direct the recipient to perform an action within system.	E - Exact match	
R16	System generates pop-up message	In addition to the actual messages, the screen includes the number of records that need attention.	E - Exact match	
R17	Alert	The system has a visible alert which notifies users that an important communication has been sent to them.	E - Exact match	
R18	Notification of Non-Activity	The system sends a reminder message to the record owner(s) when a record has not been completed within the designated time frame.	E - Exact match	
R19	Reminders	The system provides functionality to automatically generate timely reminders to individuals to complete outstanding records.	E - Exact match	
R20	Timing of reminders State defined	The time when reminders are generated is State-defined.	E - Exact match	
R21	Timing of reminders State defined	The time when reminders are generated may be different between different types of events, (birth, death, fetal death, etc.).	E - Exact match	
R22	Store message read indicator	The system stores the fact that the message was read.	E - Exact match	
R23	Unread messages	If a message related to an action item is not read within a State-defined period of time, a message is automatically sent to the appropriate user for follow-up.	M - Modify	up if not read within a State defined timeframe. Genesis will work with the State to identify and understand this requirement fully and
R24	Hyperlink	Messages that pertain to a specific record in the system contain a hyperlink that goes directly to the record in question.	E - Exact match	
S -Messaging by Email				
S1	Automated email alternative	The system is able to send email messages to system users directly from system.	E - Exact match	
S2	System does not receive emails	The email address used by the system to send an email does not receive replies.	E - Exact match	
S3	Include private email address for replies	Outgoing system emails that request a reply provide the recipient with a valid email address.	W - Workflow or System Configuration Required	The content of the email can be configured to include the valid email addresses for return emails.
S4	Individual email	System emails can be directed to a specific user.	E - Exact match	
S5	Group email	System emails can be directed to a group of users based on role/profile.	E - Exact match	
S6	More than one email recipient	An email can be directed to more than one recipient even if they are not all part of the same group.	E - Exact match	
S7	System emails	The system can generate emails automatically.	E - Exact match	
S8	User emails	Authorized users can generate emails.	E - Exact match	
S9	Select message preference	A user is associated with a preferred method of communication (system message, email or both).	E - Exact match	

Rule No.	Short Name	Description	Vendor Response	Comments
S10	Use preferred method	The system uses the messaging delivery preference to determine if a system message, email message or both should be sent.	E - Exact match	
S11	Override preference	An authorized user can override the message delivery preference on demand.	E - Exact match	
S12	Include attachment	Analytical reports by user can be emailed as an attachment directly through the system.	E - Exact match	
S13	Scheduled emails	Email messages can be set to occur on a schedule that in synchronized with the schedule to run reports in such a was as to have the report immediately emailed to the appropriate recipients once the report is run.	E - Exact match	
T-Electronic Signature and E-notary				
T1	Signature image	The system allows storage of a signature image file (e.g., .jpg) for use in printing letters and certified copies.	E - Exact match	
T2	User signature image	Any user may have a single signature image attached to their individual user account.	E - Exact match	
T3	Authority to sign	The authority to "sign" specific documents or otherwise give approval is associated with the user's role/profile.	E - Exact match	
T4	Access only records with permission to sign	Secure screens and/or processes allow the user to access only the records that he/she has permission to sign.	E - Exact match	
T5	Confirm authentication at signing	The authentication process is augmented by displaying a confirmation message at the time of signing. An example of an acceptable message is: "By signing this information, I affirm under the penalty of perjury that I am the authorized (role) whose name will appear on this certificate".	E - Exact match	
T6	Confirm records not requiring signing	A similar confirmation message to that sent at the time of signing is sent when records that do not require signing (such as birth records) are sent to the State for registration.	M - Modify	The system currently does not include a confirmation message for the records that do not require signing and are sent to State for registration. Genesis will modify its system to include such confirmation.
T7	PIN to sign	Users authorized to sign enter a PIN to finalize the process.	E - Exact match	
T8	Unsign to change	Once signed, the data cannot be changed except by that person before the record is filed unless the signing person unsigns the record.	E - Exact match	
T9	Re-signing	If a record has been unsigned to make a change, once the change is made, the authentication information is updated with the new signing person's identity and the timestamp for the new authentication action.	E - Exact match	
T10	Record signing actions in history	All signing, unsigning and resigning actions are recorded in history.	E - Exact match	
T11	E-notarize online	EVRS includes the ability for authorized hospital or jurisdictional staff to notarize a paternity form without printing to paper first.	E - Exact match	
T12	Other forms	Other forms requiring notarization can be added in the future.	E - Exact match	
T13	Notary valid	The system ensures that the notary is legitimate (currently practicing as a notary) before allowing the notarization.	E - Exact match	
T14	Ensure integrity of additions	E-notarization is done is such a manner as to ensure that each entry is stored sequentially to prevent new entries from slipping in between two previous entries.	E - Exact match	
T15	Prevent deletions	E-notarization is done is such a manner as to ensure that entries cannot be deleted.	E - Exact match	
T16	Signatures encrypted	Signatures are encrypted to the record's content, for example to items such as names, dates, ID types and document copy.	E - Exact match	

Rule No.	Short Name	Description	Vendor Response	Comments
T17	Signatures raw pen	Signatures are captured as raw pen events free from any bitmap or jpeg images that could be stolen.	E - Exact match	
T18	Check deficiencies	The system checks for deficiencies (omission of notary's signature or seal, illegibility, omission of dates, signatures or names or misspellings of names).	E - Exact match	
T19	Method to test	The system includes tamper-evident technology designed to allow a person inspecting an electronic record to determine whether there has been any tampering with the integrity of the certificate or documents logically associated with the record.	E - Exact match	
T20	E-Notary Option	The e-notary option may be turned on or off.	E - Exact match	
T21	E-Notary Option by Jurisdiction	The e-notary option may be turned on or off by jurisdiction.	E - Exact match	
T22	Off at Go Live	The e-notary option will be turned off by default at Go Live.	E - Exact match	
U-Logging				
U1	Event Tracking as an Audit Trail	The system provides logs documenting significant user activities.	E - Exact match	
U2	Logs are State-defined	The determination of the activities that are deemed significant is State-defined.	E - Exact match	
U3	Audit log specifically for logon	The log function includes activities associated with logon (valid log-in by time and user, invalid login attempt, lockouts and reinstatements).	E - Exact match	
U4	Log views	The log function includes the ability to log record access even if no action was taken.	E - Exact match	
U5	Content State-defined	The content of all logs is State-defined.	E - Exact match	
U6	Data specifications	Log entries are branded with date, time, record number, institution and user ID in addition to the State-defined data.	E - Exact match	
U7	Archive system logs	System logs can be archived based on State-defined parameters.	E - Exact match	
U8	Archiving logs set by role/profile	The function to archive log files is restricted by user role/profile.	E - Exact match	
U9	History of institution changes	The system keeps a history of institution additions, deletions, and changes.	E - Exact match	
U10	Reporting for an event	The system provides the capability to create reports from a log on any type of event.	M - Modify	history within a record and does not allow creation of report based on event, time period, user and/or group of users. Genesis will work
U11	Reporting for a time period	The system provides the capability to create reports from a log of all events for a specific time period.	M - Modify	history within a record and does not allow creation of report based on event, time period, user and/or group of users. Genesis will work
U12	Reporting for an event record	The system provides the capability to create reports from a log of all events related to a certain record.	M - Modify	history within a record and does not allow creation of report based on event, time period, user and/or group of users. Genesis will work
U13	Reporting for users	The system provides the capability to create reports from a log of all activities of a user.	M - Modify	history within a record and does not allow creation of report based on event, time period, user and/or group of users. Genesis will work
U14	Reporting by group of users	The system provides the capability to create reports from a log of all activities of a group of users.	M - Modify	history within a record and does not allow creation of report based on event, time period, user and/or group of users. Genesis will work
U15	Log on/off	The system has ability to turn off audit logging for specific events, by log type.	M - Modify	logging by event or log type. Genesis will modify its system to provide this functionality.
V -Event History and Request History				

Rule No.	Short Name	Description	Vendor Response	Comments
V1	Record history	The system maintains history of all changes to a registered record, such that at any time in the future, the information for the record can be retrieved and displayed accurately as of a point in time.	E - Exact match	
V2	View history	Authorized users have the option to view the history of changes made to a records directly from the event record.	E - Exact match	
V3	Contents of history log	The contents of the history log includes the initiating user, date started, date changed, user making the change, original value(s), and new value(s).	E - Exact match	
V4	Track voids	The system maintains a history of all voided records.	E - Exact match	
V5	Track requests	The system maintains a history of all activities related to requests by form type, including the number of times a document is printed, the number of copies printed, when printed and who ordered, and certificate numbers used.	E - Exact match	
V6	Track requests by event record	The system provides the capability for an authorized user to view all requests, filled and open, on a particular record.	E - Exact match	
V7	Track requests by requestor	The system provides the capability for an authorized user to view all requests made by a particular requestor.	E - Exact match	
V8	Track requests by user	The system provides the capability to view all requests processed by a specific user.	E - Exact match	
V9	Track certificates produced	The system provides the capability for an authorized user to view all certificates produced for a particular record.	E - Exact match	
W - Archiving				
W1	Archiving	The system provides the ability to selectively archive records based on State-defined parameters.	E - Exact match	
W2	Archiving optional	Whether to turn on or off archiving for a particular dataset is configurable by the State.	E - Exact match	
W3	Archiving rules different by data type	Archiving rules can be different for different types of data.	E - Exact match	
W4	Retrieval of archived information	The system provides easy access to archived information in a format that can be displayed or analyzed in a similar manner as before it was archived.	M - Modify	records from the back-end process including the types of data. Genesis will work with the State to provide a user interface to the
W5	Reinstate archived information	Authorized users can retrieve and reinstate archived records for processing.	M - Modify	records from the back-end process including the types of data. Genesis will work with the State to provide a user interface to the
X - Printed Reports				
X1	Ad hoc reports	The system includes an ad hoc reporting tool for authorized users to create reports.	E - Exact match	
X2	Report access	Users are able to access standard and ad hoc reports from a standard location, either from a Reports menu or by functional grouping or both.	E - Exact match	
X3	Modifiable	All reports (standard and ad hoc) can be easily modified by the State.	N- Cannot Meet	The system allows only adhoc reports to be easily modified by the State but Standard reports cannot be modified by the State.
X4	On-line processing vs. batch and ad-hoc reporting	Ad-hoc and batch reporting do not impact the performance of on-line processing.	E - Exact match	
X5	Report Format Standards	Reports provided by the vendor have a common format such as standardized headers, footers, and date and page designations.	E - Exact match	
X6	Report filtering criteria	At the time the report is run, filters allow users to select the records to include in the specific report.	E - Exact match	
X7	Filter criteria State defined	The filter criteria for all reports (standard or ad hoc) can be maintained by the State Configuration Manager.	N- Cannot Meet	The system allows only adhoc reports to be easily modified by the State but Standard reports cannot be modified by the State.

Rule No.	Short Name	Description	Vendor Response	Comments
X8	Report sorting criteria	At the time the report is run, the authorized users can select the order in which the report is sorted.	E - Exact match	
X9	Sort criteria State defined	The sort criteria on all reports (standard and ad hoc) can be maintained by the State Configuration Manager.	N- Cannot Meet	The system allows only adhoc reports to be easily modified by the State but Standard reports cannot be modified by the State.
X10	Print to file	All reports (standard and ad hoc) can be printed to an electronic file in Excel format, PDF, text format or other format provided in the system, with the user able to select the output type.	E - Exact match	
X11	PDF not default	PDF is an optional report output type; however, it is not the default.	E - Exact match	
X12	Report output options	A provision for online previewing of a report before printing is included.	E - Exact match	
X13	Watermark	The system is capable of printing "watermark" designations such as "information only", "not a legal copy" , etc.	E - Exact match	
X14	Watermarks state defined	The use of watermarks is state-defined and can be changed by the state configuration manager.	M - Modify	modify its system for the State's configuration manager to configure the use of watermarks.
X15	Default printer	Each report is routed to a default printer based on the combination of user location and the report.	E - Exact match	
X16	Multiple printers	The system can automatically direct different types of outputs to different printers from the same workstation.	E - Exact match	
X17	Direct output to non-default printer	The system provides the user with the ability to direct a specific output to a specific printer that is not the default printer.	E - Exact match	
X18	Printers allow for multiple users	The system accommodates the use of a single printer by several users at once.	E - Exact match	
X19	Multiple trays	Printing of multiple types of special forms can be directed to the same printer by using different trays.	E - Exact match	
X20	All documents are printed together	All printed outputs for a specified user and transaction are packaged together and sent as a unit to the printer so that all outputs print together without interleaving documents from other users.	E - Exact match	
X21	Change number of copies	The user can alter the number of copies for a report at the time of printing.	E - Exact match	
X22	Schedule reports	Printed outputs can be set to run unattended on a schedule.	E - Exact match	
X23	Email documents	The system provides the ability to automatically email State-defined output documents directly from the system to a designated recipient on a reoccurring basis without the need to purchase third party software.	E - Exact match	
X24	Print case options	The system provides the option to print in "mixed" case (e.g. MacDonald) or all upper case when data is entered in mixed case.	M - Modify	uppercase by default. Genesis will modify its system to provide printing as an option in either "mixed" case or "upper" case.
X25	Window envelope	Documents that are to be mailed are formatted in such a manner so as to display the address in a window envelope.	E - Exact match	
X26	Clone an output to make a new output	The system provides authorized users with an easy way to create new reports by cloning existing reports.	N- Cannot Meet	and create a new one out of that. Genesis will work with the State to identify the type of reports that can be cloned and recreated.
X27	State can create new outputs	The system provides authorized users with a program to create new standard reports.	W - Workflow or System Configuration Required	The current system allows an authorized user to create/configure a standard report based on the criteria defined within the module.
X28	Retain custom reports	Reports modified or created by the State are not overwritten on subsequent software upgrades.	E - Exact match	
X29	State can add new reports to menus	The State can add reports that were created by the State to menus.	N- Cannot Meet	allow such reports to be added as menus because of the role/process driven business rules attached to the menu and its

Rule No.	Short Name	Description	Vendor Response	Comments
X30	Control of State created reports	Access to all reports is based on user role/profiles.	E - Exact match	
X31	Protect access to records	Users of the reporting function are prevented from including records for which they do not have authority.	E - Exact match	
X32	Simple math	The report writer includes the capability to do simple math such as adding a column or counting the number of entries in a column.	M - Modify	mathematical function and addition of sub-totals and totals in a report. Genesis will modify its system to allow this feature within its
X33	Print all parents	The system accommodates printing of all parents listed on a certificate with the appropriate parent labels for that certificate and including parents' places of birth.	E - Exact match	
X34	Print parent names separately	Each parent name is printed separately and includes the full name.	E - Exact match	
X35	Format configurable	The format for printing the certificate is configurable by the State.	E - Exact match	
X36	Situational redaction for certificate	A user based on role/profile can redact any field on a certificate so that the field does not print.	E - Exact match	
X37	Redaction on certificate universal	If a user redacts a field on a certificate, the redaction applies to that field or fields for all the certificates that print as part of that print job.	E - Exact match	
X38	Situational redaction for reports	A user based on role/profile can redact any field on a report so that the field does not print.	E - Exact match	
X39	Redaction in report universal	If a user redacts a field on a report, the redaction applies to that field or fields for all the records that print as part of the report.	E - Exact match	
X40	Redaction applies once	Redacting a field in one instance does not affect future instances of printing the certificate or report.	E - Exact match	
X41	COD printing controlled	Whether the COD prints on a report is controlled by role/profile	E - Exact match	
X42	Totals and subtotals	The report writer allows the State to create reports with sub-totals and totals.	M - Modify	mathematical function and addition of sub-totals and totals in a report. Genesis will modify its system to allow this feature within its
Y - Letters and Forms				
Y1	Templates	Multiple letter templates can be State-configured.	E - Exact match	
Y2	Forms	Multiple form templates can be State-configured.	N- Cannot Meet	accurate precision of the forms and various business rules attached to it.
Y3	Fillable labels	Any forms that has traditionally referenced roles such as mother/father have instead fillable labels where the customer can select a role from a list of options	E - Exact match	
Y4	Gender specified	For each role that is selected from a list of options, the form includes collection of gender.	E - Exact match	
Y5	Name before first marriage	Name before first marriage is captured for both parties to a marriage for birth and death.	E - Exact match	
Y6	Screens match forms	The system screens include the roles and gender (and name prior to first marriage, when appropriate) that were selected by the customer.	E - Exact match	
Y7	Modify certificate	Certificate forms (e.g. birth cert or death cert) can be modified by the state configuration manager.	N- Cannot Meet	accurate precision of the forms and various business rules attached to it.
Y8	Modify forms	Forms (e.g., burial removal transit permits or parent worksheets) can be modified by the state configuration manager.	N- Cannot Meet	accurate precision of the forms and various business rules attached to it.
Y9	Modify letters	Letters (e.g., denying eligibly for a request or requesting additional information) can be modified by the state configuration manager.	E - Exact match	

Rule No.	Short Name	Description	Vendor Response	Comments
Y10	Externalize reference to specific names	Information that appears on forms or letters to identify specific individuals such as the Governor, State Registrar or Department Head are stored in tables so that, when the person in the position changes and the table is updated, all forms or letters referencing that position automatically change.	E - Exact match	
Y11	Table of signatures	Signatures of individuals signing forms are stored in a table that is maintained by the state.	E - Exact match	
Y12	Letterhead stored	The letterhead for the state and each jurisdiction is stored in a table within the system.	E - Exact match	
Y13	Letterhead varies	The letterhead applied to a form or letter is specific to the state or jurisdiction printing the document.	E - Exact match	
Y14	Signature varies	The signature applied to a form or letter is specific to the jurisdiction printing the document.	E - Exact match	
Y15	No signature possible	When certificates are printed at the State the signature is blank so that a stamp can be applied manually.	E - Exact match	
Y16	Change state signature rule	The State system administrator can change the configuration of the EVRS in the future to apply the signature to State printed certificates through the system.	E - Exact match	
Y17	Templates available during processing	The system provides an easy way for authorized users to access the letters or forms that are relevant to the specific function being performed.	E - Exact match	
Y18	Template auto-populated	Letter templates and forms can be auto-populated with data from the system prior to printing.	E - Exact match	
Y19	Blank forms	Blank forms can be printed by authorized users.	E - Exact match	
Y20	Send by other means	Letters generated through the system can be distributed via means other than postal mail (e.g. system messaging, email)	E - Exact match	
Y21	Store letter and other correspondence	Letters and other correspondence are stored with the relevant record so that the exact output can be retrieved even if it contains custom language.	E - Exact match	
Y22	Document history icon	As soon as the system stores the first document for a record, whether it is a letter, form or a certified copy, the system sets an alert so that an authorized user knows there are documents attached to the record whenever it is accessed.	M - Modify	The current configuration does not provide an alert if a document is attached to a record. Genesis will modify its system to provide such an alert to the user viewing the record.
Y23	Add custom text to letters	The system allows an authorized user to modify or add to the content of any letter using system functions, prior to printing or sending letter.	E - Exact match	
Y24	Checklist of "custom" response	The system allows users to set up a standard checklist of "custom" response language that can be optionally selected to add to a letter.	E - Exact match	
Y25	Envelopes and Labels	Envelopes and labels can be generated with customer mailing addresses for sending items to customers.	E - Exact match	
Y26	Merge data elements into document	The system pulls data from the database and merges the data elements into the appropriate document template prior to printing.	E - Exact match	
Y27	Most recent certified copy format applies	Regardless of the version of certificate effective at the time the record was created, all certified copies will print in the same format (the most recent one adopted by the State).	E - Exact match	
Y28	Envelopes for sealing files	Envelope labels can be printed with information regarding the sealing of a document.	E - Exact match	
Y29	Batch print option for documents	The user can print letters, forms or labels as a group.	E - Exact match	
Y30	On demand print option for documents	The user can print a letter, form and/or labels on demand.	E - Exact match	

Rule No.	Short Name	Description	Vendor Response	Comments
Y31	Reprint option for documents	The user can reprint a letter, form or label.	E - Exact match	
Y32	History of Documents Printed	The system maintains a history of all documents printed.	E - Exact match	
Y33	Prevent saving a form to a file	The system prevents any EVRS user from saving the contents of the screen to an unauthorized location.	E - Exact match	
Y34	Print Button Security	The EVRS application prevents a user who has displayed a record on the screen from using the print screen button to create printed output, unless specifically authorized.	M - Modify	There are different ways a record can be screen captured on the screen, for example print screen, mobile camera, snipping tools etc Genesis cannot control all different ways of screen capture. Genesis will work with the State to prevent keyboard screen capture.
Z - Performance Measurements				
Z1	Track and report on errors found during edit	The specific errors occurring on records submitted for registration are saved for analysis.	E - Exact match	
Z2	Unknown response	The use of "other" and "unknown" or Reponses with similar meaning are saved for analysis.	E - Exact match	
Z3	Track corrections and amendments	The system allows corrections and amendments to be analyzed.	E - Exact match	
Z4	Track queries	The system saves query history for analysis.	E - Exact match	
Z5	Track timeliness	The system tracks timeliness of transactions by storing the time from initiating to completion in detail by each handoff from one authorized user to another in such a manner as to analyze both the overall time of the process and the time attributed to each user in the process.	E - Exact match	
Z6	Time to submit to SSA	The system tracks the time between initiation of the event and first submission to SSA.	E - Exact match	
Z7	Time to submit to NCHS	The system tracks the time between initiation of the event and first submission to NCHS.	E - Exact match	
Z8	Track and report on late registrations	The system maintains statistics on late registrations by owner and institution.	E - Exact match	
Z9	Track and report total time to register	The system stores the total time between initiation of an event record and registration of the record.	E - Exact match	
Z10	Track and report time in problem status	The system stores the length of time a record remained in a problem queue before resolution.	E - Exact match	
Z11	Analyze by user	Analysis can be over a specified time for a specific user.	E - Exact match	
Z12	Analyze by group	Analysis can be over a specified time for a group of users by role/profile.	M - Modify	group of users. Genesis will modify its system to add such analysis capability.
Z13	Analyze by institution	Analysis can be over a specified time for an institution.	E - Exact match	
Z14	Analyze by error type	Analysis can be over specified time for a type of error.	E - Exact match	
Z15	Analyze by activity	Analysis can be over specified time for a specific activity (for example, death registration).	E - Exact match	
Z16	Event measures	The system tracks the volume of work over time by type of event, user and institution.	E - Exact match	
Z17	Amendment measures	The system tracks the volume of work over time by each amendment type (adoptions, legitimations, paternities, etc.), user and institution.	E - Exact match	

Appendix A: System Requirements

Rule No.	Short Name	Description	Vendor Response	Comments
AA- Interfaces and Integration				
AA1	Check licenses at logon	The system interfaces with the Professional Licensure database at logon to make sure that Funeral Directors, physicians, certified nurses and midwifes are still active in the licensing database.	E - Exact match	
AA2	Check institutions at assignment	The system interfaces with the professional licensing database when a funeral director is being assigned to a funeral home to check that funeral directors is licensed for that facility.	E - Exact match	
AA3	Check institutions at logon	The system interfaces with the professional licensing database at logon to check that a funeral director is still affiliated with the funeral home they are trying to access.	E - Exact match	
AA4	Deny access	If a funeral director is not affiliated with the funeral home in the professional licensing database access to records for that funeral home will be denied.	E - Exact match	
AA5	OVS 2	Online verification of SSN meets all the specifications as prescribed by SSA in OVS 2.	E - Exact match	
AA6	Fact of Death Reporting	24-hour Fact of Death Reporting (DFSTATE) meets all the specifications as prescribed by SSA.	E - Exact match	
AA7	VIEWS II Interface	The system includes an interface with VIEWS II that meets all the specifications as prescribed by NCHS.	E - Exact match	
AA8	EVVE Interface	The system includes an interface with EVVE that meets all the specifications as prescribed by NAPHSIS.	E - Exact match	
AA9	Fact of Death	The EVVE interface includes the new fact of death query.	E - Exact match	
AA10	EVVE Interface automated	The interface between the system and EVVE is automated and requires no manual intervention.	E - Exact match	
AA11	STEVE 2.0 Interface	The system includes an interface with STEVE 2.0 that meets all the specifications as prescribed by NAPHSIS.	E - Exact match	
AA12	STEVE Interface automated	The interface between the system and STEVE is automated and requires no manual intervention.	E - Exact match	
AA13	VitalChek/system interface	The system includes the ability to import VitalChek records so that they can be processed as if they were entered directly into the system.	M - Modify	Genesis will provide its interface to it the Fee and Issuance system as we have done in Georgia. Genesis will also provide the interface
AA14	Identify source	Requests initiated from VitalChek are identifiable from requests generated in the system.	M - Modify	Genesis has a separate filter in its Fee & Issuance application for GoCertificates orders.
AA15	External Credit Card Processing	Authorized users will record external credit card payments in the system after they have been separately cleared through the State credit card processing system.	E - Exact match	
AA16	Distinguish credit card payments	The system distinguishes by a code or other source designation between transactions paid through VitalChek and those paid by external credit card through the State credit card processing system.	E - Exact match	
AA17	Court System Interface	The system includes an interface with WV court systems.	E - Exact match	
AA18	Court System Interface Automated	The interface between EVRS and the court system is automated and requires no manual intervention.	E - Exact match	
AA19	e-notary integration	The system is integrated with e-notary.	E - Exact match	
AA20	e-notary security	The electronic signature capture hardware uses a single-point of connection direct interface to the signature tablet or pen.	E - Exact match	
AA21	Email interface	The system email feature works with MS Office as well as other popular email systems.	N- Cannot Meet	Genesis will work with the State to identify the integration with Office 365 or other popular email systems and meet this requirements.

Rule No.	Short Name	Description	Vendor Response	Comments
AA22	No Plugins	Users do not require plug ins to use the email features of the system.	E - Exact match	
AA23	Email Through The EVRS	The system allows State and non-State user to send email through the system.	E - Exact match	
AA24	Geocoding	The system is fully integrated with a geocoding service so that records are coded as they are entered.	E - Exact match	
AA25	Integrated legacy images	Legacy images and the associated indexes are fully integrated into the system in such a way that legacy images can be accessed directly while viewing the associated record.	E - Exact match	
AA26	Integrated legacy images	Legacy images and the associated indexes are fully integrated into the system in such a way that, if desired, certified copies can be produced from the legacy image.	E - Exact match	
AA27	Source of legacy image	The system records the source of the legacy image (ancestry, Panoptic, State microfilm, Jurisdiction)	E - Exact match	
AA28	Print legacy images configure by event	Printing from legacy images is configurable by event.	W - Workflow or System Configuration Required	legacy record to print it from image or electronic data based on legacy data with image workflow.
AA29	Attach legacy images at implementation	Legacy images are linked to records at the time of EVRS implementation.	E - Exact match	
AA30	Attach legacy images after implementation	Batches of legacy images can be linked to records at any time after implementation.	E - Exact match	
AA31	Scanning with attachments	The system allows users to scan and attach supporting documents to an electronic record at their desktop and link it directly to the appropriate record without stopping at the desktop.	E - Exact match	
AA32	Check image	The new scanned images can be immediately viewed in the EVRS system to ensure that the image is legible, complete and appropriately positioned.	E - Exact match	
AA33	Re-scan	The system allows the ability to re-scan an image as necessary.	E - Exact match	
AA34	Easy method to view image	There is an easy way to display the attached images whenever a system record is opened.	E - Exact match	
AA35	Remove images	Images can be removed from the system by authorized users.	E - Exact match	
AA36	Move images	Images can be removed from one record and attached to the correct record by authorized users.	E - Exact match	
AA37	Display informs user that scanned documents exist	When a record is displayed that has scanned documents attached, the screen contains an alert to the user that images exist, provided the user/role has the appropriate permissions to view the alert.	M - Modify	The current configuration does not include an on screen alert to the user if an image exists. Genesis will modify its system to provide such an alert based on the requirements stated here.
AA38	Alert for Image on Amendment	During amendment processing the system provides the ability to scan one or more supporting documents and attach them to the amendment.	E - Exact match	
AA39	Scanning warning	During amendment processing the system prompts the user that documents need to be scanned before the amendment is complete.	E - Exact match	
AA40	Images specific to amendment	Scanned images are specific to the amendment so as not to be mingled with scanned images from a subsequent amendment to the same record.	E - Exact match	
AA41	Image types	The system can distinguish image types (adoption documents versus medical history versus delayed birth documents, etc.)	E - Exact match	
AA42	Select image types to view	Authorized users can select the type of images they would like to view.	E - Exact match	
AA43	Viewing images controlled	Viewing of types of Images are controlled by role/profile.	E - Exact match	

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Rule No.	Short Name	Description	Vendor Response	Comments
AA44	Sealed record images	Images associated with sealed records are viewable only by authorized users who can see the actual sealed record.	E - Exact match	
AA45	Address Verification and Cleansing	The system interfaces in real-time with a program to standardize postal addresses so that when the address is entered it is immediately validated without the need for the user to take an action.	E - Exact match	
AA46	Return FIPS code	The system will receive and store the FIPS code associated with the address.	E - Exact match	
AA47	Override address verification software	The system provides for the possibility that the address cannot be validated by the software so that the address can be accepted as entered.	E - Exact match	
AA48	EHR integration	The system integrates with EHR systems through a standard process.	N- Cannot Meet	the development of the interoperability standards. Accordingly, yes, the system is optionally capable of interfacing through the CDC
AA49	Health Exchange	The system integrates with all WV Health Information Exchanges	N- Cannot Meet	provided in this RFP does not have significant detail to facilitate developing a cost for the integration
AA50	Populate record	The system populates the birth record with information from the EHR or health exchange based on configurable rules.	N- Cannot Meet	provided in the RFP was insufficient to provide a cost for this functionality
AA51	Interoperability	The system includes features that support interoperability between the system and other relevant health related systems.	N- Cannot Meet	the development of the interoperability standards. Accordingly, yes, the system is optionally capable of interfacing through the CDC
AA52	Web Services	The system integrates with any other application via SOAP, REST, etc.	E - Exact match	
AA53	Web Services	The system allows the State to create any additional web services needed to support integrations with external systems.	N- Cannot Meet	The system does not allow the State to create any additional web services to support integration with external systems.
AA54	Standard messaging	The system uses standard messaging formats that are compatible with NAPHSIS, NCHS and the HIE requirements (HL7 or other approved standards).	N- Cannot Meet	The system is optionally capable to meet this requirment, however the RFP does not contain sufficient information to develop a cost.
AA55	Standard vocabulary	Data interchange uses standard vocabulary.	N- Cannot Meet	the development of the interoperability standards. Accordingly, yes, the system is optionally capable of utilizing a standard vocabulary,
AA56	Interchange standards	The system provides the ability to use interchange standards for exchange of data with another health system.	N- Cannot Meet	the development of the interoperability standards. Accordingly, yes, the system is optionally capable of utilizing a standard
AA57	Seamless exchange	The system seamlessly performs interchange operations with other systems that adhere to interchange standards.	N- Cannot Meet	exchange through the use of the current standards which for Birth follows the Retrieve Form for Data Capture (RFD) process as
AA58	Different versions	The system provides the ability to use different versions of interchange standards.	N- Cannot Meet	information as to what versions will be in play. Accordingly pricing of this element is not possible at this time. Information provided in
AA59	Change standard	The system provides the ability to change (reconfigure) the way data is transmitted as an interchange standard evolves over time and in accordance with business needs.	N- Cannot Meet	information as to which interchange standard(s) will be in play. Geneis is capable of adding this functionality depending on the facts
AA60	Delete standards	The system provides the ability to delete an interchange standard.	N- Cannot Meet	system is capable of deleting an interchange. Information provided in this RFP was insufficient to develop a cost.
AA61	Prior standards	The system incorporates the ability to interoperate with other systems that use known earlier versions of an interoperability standard.	N- Cannot Meet	information as to operate with other systems using earlier versions. Geneis is capable of adding this functionality (including even
AA62	Comply with VRFP	The EHR implementation incorporates the HL7 Electronic Health Record System (EHR-S) Vital Records Functional Profile (VRFP) that supports messaging between EHR systems and vital records.	N- Cannot Meet	standards which support can support RFD flow for Birth and for Death messaging between 'EHR-and VR systems. Information provided in this RFP was insufficient to develop a cost.
AA63	Comply with NCHS Pre-Populate rules	The EHR implementation incorporates the work done by NCHS that specifies the data elements that may be pre-populated from an EHR or HIE to a vital records system.	N- Cannot Meet	the development of the interoperability standards. Accordingly, yes, the system is capable of Pre-Population as a required in the IHE-
BB - Exports and Imports				
BB1	Role/profile based creation	The ability to create imports and exports is role/profile based.	M - Modify	not imports. Genesis will work with the State to understand the requirements and customize the system accordingly.
BB2	Role/profile based execution	The ability to execute imports and exports is role/profile based.	E - Exact match	

Rule No.	Short Name	Description	Vendor Response	Comments
BB3	Any event	The system supports imports and exports for any event types.	E - Exact match	
BB4	System table export	The State can create an export for any system table.	E - Exact match	
BB5	Record format	The format of the import or export is State-defined and configurable.	M - Modify	not imports. Genesis will work with the State to understand the requirements and customize the system accordingly. Included in
BB6	User selected filters	The filters for an import or export are configurable and editable by the State.	M - Modify	not imports. Genesis will work with the State to understand the requirements and customize the system accordingly. Included in
BB7	Change record sequence	The sequence of records in an import or export is configurable and editable by the State.	M - Modify	not imports. Genesis will work with the State to understand the requirements and customize the system accordingly. Included in
BB8	Data Format	The system allows the user to select from a defined list the file format of an import or export (for example, text, Excel).	M - Modify	not imports. Genesis will work with the State to understand the requirements and customize the system accordingly. Included in
BB9	Create new imports	The system provides the ability for the State to define new imports as they become known.	M - Modify	not imports. Genesis will work with the State to understand the requirements and customize the system accordingly. Included in
BB10	Transform coded data upon import	Data can be automatically transformed upon input from a code provided in the incoming data to the corresponding State code.	M - Modify	not imports. Genesis will work with the State to understand the requirements and customize the system accordingly. Included in
BB11	Update flag upon export	When a record is selected for export the corresponding flag and date are updated in the extracted record.	E - Exact match	
BB12	Exports can be reprocessed	If necessary, an export can be reset as though it did not happen including resetting flags on individual records so that the whole export can be reprocessed.	E - Exact match	
BB13	Exports scheduled	The timing of an export can be scheduled to run at a specific time, either one time or on a recurring schedule.	E - Exact match	
BB14	Reporting frequency	If exports are on a recurring scheduled, the frequency can be multiple times per day, week, month or year.	E - Exact match	
BB15	Run unattended	Scheduled exports are executed without manual intervention.	E - Exact match	
BB16	Exports on demand	Exports can be run on demand.	E - Exact match	
BB18	Output data in State-defined format	The system provides the ability to output data in a State-defined format (preferably HL7) that meets a particular set of criteria and to route it to a specific agency (for example, Excel, db4, fixed length file).	M - Modify	Genesis application can optionally provide output data in a State-defined format utilizing HL7 (non-user configurable) that meets a particular set of criteria and to route to a specific agency.
BB19	Blank fields can default	The system provides the ability to default "blank" fields to a value (for example "not reported").	E - Exact match	
BB20	Transform coded data upon export	Data can be automatically transformed from a State code to the corresponding code for the recipient of an extract.	E - Exact match	
BB21	Flag imported records	Records that are imported are identified by source and date added.	E - Exact match	
CC - Specific Exports and Imports				
CC1	Export for funeral establishments	The system provides the ability for funeral establishments to extract demographic death record data from the system in a State-defined format, for importing into their business systems.	E - Exact match	
CC2	Coroner Demographic Export	The system includes an export to allow the coroners, using a State-defined format, to create a file of demographic information from a death event record.	E - Exact match	
CC3	Hospital export	The system provides the ability for hospitals to export, through a State-defined format, authorized data in a user-defined export format for loading into their own system.	M - Modify	by all of the hospitals to extract authorized data for importing into their business systems.
CC4	GIS Coding	The system can import geocoded values for records for any event type that update the appropriate records in the system.	M - Modify	Genesis will work with the State to import geocoded values for records for any event type.

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Rule No.	Short Name	Description	Vendor Response	Comments
CC5	Extract by Event	The system includes the ability to export data from each event type.	E - Exact match	
CC6	Child Services Extract	The system provides an on-demand extract of paternity data for Child Services Statistical reporting.	E - Exact match	
CC7	NCHS Exports and Imports	The system includes all applicable NCHS exports and imports required at the time of implementation through STEVE 2.0 and according to NCHS specifications.	E - Exact match	
CC8	Transmission report	The system provides a report of beginning and ending certificate numbers included in the transmission, and missing numbers from the transmission.	E - Exact match	
CC9	NCHS Birth Ethnicity Import	The system is capable of importing the NCHS Birth Bridge Race/Ethnicity file for return of primary race for records with multiple races.	E - Exact match	
CC10	NCHS Death Ethnicity Import	The system is capable of importing the NCHS Death Bridge Race/Ethnicity file for return of primary race for records with multiple races.	E - Exact match	
CC11	NCHS Fetal Death Ethnicity Import	The system is capable of importing the NCHS Fetal Death Bridge Race/Ethnicity file for return of primary race for records with multiple races.	E - Exact match	
CC12	Import NCHS OOS file	The system can import the monthly file from NCHS containing out of state information in the current format.	E - Exact match	
CC13	SSA Exports and Imports	The system is capable of exporting and importing all applicable SSA files for birth and death required at the time of implementation in the current SSA format.	E - Exact match	
CC14	SSA EAB export	The system is capable of exporting the SSA Enumeration at Birth (EAB) file.	E - Exact match	
CC15	SSA DFSTATE export	The system is capable of exporting the SSA State Death Extract File (DFSTATE).	E - Exact match	
CC16	SSA Child SSN EAB Import	The system is capable of importing the Child SSN EAB Feedback File.	E - Exact match	
CC17	SSA SS5 File Import	The system is capable of importing the SS5 records (SSN's not assigned based on requests from hospital).	E - Exact match	
CC18	Cause of Death Rapid Reporting Extract	System provides an extract in HL7 OBX format that allows the State to rapidly report cause of death information to interested agencies.	N- Cannot Meet	Implementation Guide: Vital Records Death Reporting in order to facilitate the rapid reporting of the Cause of Death information.
CC19	Fact of Death Rapid Reporting Extract	System provides an extract in HL7 OBX format that allows the State to rapidly report fact of death information to interested agencies.	N- Cannot Meet	Implementation Guide: Vital Records Death Reporting in order to facilitate the rapid reporting of the Fact of Death information.
CC20	Bad Check Import	The system can import records from a Bad Check File from Finance that sets the bad check indicators on the appropriate records.	E - Exact match	
CC21	Voter Registration	Specific death information including both in-state and out-of-state is exported using STEVE 2.0 for voter registration.	E - Exact match	
CC22	Extract in STEVE 2.0 format	The system is capable of extracting records that need to be sent to other states and sending them through STEVE 2.0.	E - Exact match	
CC23	Import STEVE 2.0 format	The system is capable of importing records received from other states through STEVE 2.0.	E - Exact match	
CC24	IJE Extract	For states not on STEVE, the system is capable of extracting records in the IJE format.	E - Exact match	
CC25	OVS Payment Verification Export	A monthly extract to calculate the number of records sent to OVS during the month summarized in the timeframes consistent with the SSA payment schedule.	E - Exact match	
CC26	ESB Extract by Event	Separate nightly extracts by event that pull all data fields (complete record) on all new and updated records for that day.	E - Exact match	
CC27	ESB events configurable	Event types included in the ESB can be configured by the State System Administrator	E - Exact match	

Rule No.	Short Name	Description	Vendor Response	Comments
CC28	State Data File Export	Separate extracts from the final birth, death, and fetal death datasets for agency analysis and formal publication	E - Exact match	
CC29	Statistical Export by Local	Separate extracts by jurisdiction from the final birth, death, and fetal death datasets for agency analysis and formal publication	E - Exact match	
CC30	Epidemiology Export	The system produces an export on a monthly basis to send to the Epidemiology Resource Center that is user defined.	E - Exact match	
CC31	Child Fatalities	The system produces an export on a monthly basis of child fatalities.	E - Exact match	
CC32	WV Death Report	This monthly extract is used to identify deaths by multiple causes ICD codes, injury information and/or manner of death.	E - Exact match	
CC33	Maternal Mortality Review	This monthly extract is used to identify deaths by multiple causes ICD codes and/or pregnancy checkbox. Matches across birth and fetal death to pair maternal death with child's event.	E - Exact match	
CC34	Process NCHS OOS records file	The system provides a function to compare the file of OOS records provided by NCHS to the records received from other states and identify non-matches.	E - Exact match	
CC35	Database - Support bulk load of data	The system database supports the ability to bulk load data from a previous electronic vital records system or from data systems containing auxiliary data needed for the vital records (such as records of hospitals, physicians and funeral directors).	E - Exact match	
CC36	Check Physician licenses	At system setup, a file from physician licensure can be used to populate the physician table.	E - Exact match	
CC37	Check Funeral Director licenses	At system setup, a file from funeral director licensure can be used to populate the funeral director table.	E - Exact match	
CC38	Offline certificate backup	The system includes an extract of printable certificate images that can be used for printing certified copies in emergencies where the system is offline.	E - Exact match	
CC39	Index to offline certificate backup	The extract of printable certificate images includes an index to the images that aids in image retrieval.	E - Exact match	
CC40	Schedule microfilm extract	The timing of the microfilm extract can be automatically scheduled to run at a specific time without manual launching of the job.	E - Exact match	
CC41	Extract in image format	The records in the microfilm extract are images of the certificates.	E - Exact match	
CC42	Microfilm by type of record	Each type of record (original birth, death, fetal death, adoption, paternity, etc.) is microfilmed separately.	E - Exact match	
CC43	Legacy Locator number	The legacy records will retain their locator number that tells the user which cassette to access to find the image.	E - Exact match	
CC44	Future locator numbers	Records created in EVRS can be tied by a reference number to the microfilm reel containing the image of the record.	E - Exact match	
CC45	Only microfilm once	The system recognizes that a record has been microfilmed so that it is only microfilmed once.	E - Exact match	
CC46	Redo microfilm	The system allows the user to remove a batch of flags that indicate records have been microfilmed so that the job can be redone in cases where errors in filming occur.	E - Exact match	
DD- Online Help				
DD1	On-line screen level help for user	The system provides online screen-level help that can be accessed from all screens. Depending on the nature of the screen, screen-level help provides both information for the user and more technical information for the Configuration Manager or Application Manager.	E - Exact match	
DD2	User help content	User help content includes navigation instructions, screen-sensitive conceptual overview, and step-by-step instructions for entering and managing data.	E - Exact match	

Rule No.	Short Name	Description	Vendor Response	Comments
DD3	Context Sensitive Help	User help is context sensitive.	E - Exact match	
DD4	Resource and support menus	The resources and support menus contain the ability to link to multiple online resources. Examples of system links include: - Online death registration manual (possibly in both HTML and PDF) - Statutes and regulations pertaining to death registration - External resources such as NCHS, NAME (National Association of Medical Examiners) - YouTube videos on death certificate instructions	E - Exact match	
DD5	Content	Help content is specific to the State.	E - Exact match	
DD6	Resources and support menu links	The links contained in the resources and support menu are hyperlinks and display in a new window that does not interfere with the core session operations.	E - Exact match	
DD7	Multi-media help	The system allows the State to incorporate multi-media training materials into the help system.	E - Exact match	
DD8	Field level help	Field-level help provides information about the specific data that is to be entered in each field including acceptable field values.	E - Exact match	
DD9	System administrator rights to modify on-line help	Authorized users at the State have full rights, including add and edit rights to the online help for user and system administrator level help.	N- Cannot Meet	The authorized users can add/edit the field level help but cannot add/edit the online help.
DD10	Store FAQ	The system includes a method of storing frequently asked questions (FAQ) for user access.	E - Exact match	
DD11	FAQ modification	Authorized users at the State have full rights, including add and edit rights to the FAQ repository.	E - Exact match	
DD12	Retain custom help	Help text or links to multimedia modified by the State are not overwritten on subsequent software upgrades.	E - Exact match	
DD13	Release information viewable	The release build numbers of the installed system are stored and viewable by authorized users.	E - Exact match	
EE - System Documentation				
EE1	User manual available on line	Documentation is available online.	E - Exact match	
EE2	Access by role	Access to documentation is assignable by role.	E - Exact match	
EE3	Print sections	An authorized user can print the section of the documentation pertaining to their role.	E - Exact match	
EE4	State specific	Documentation is specific to the State configuration.	E - Exact match	
EE5	End user guides	Documentation includes end user guides specific to roles.	E - Exact match	
EE6	Overview of browser operations	The End User Guide includes an overview of browser operations.	E - Exact match	
EE7	Overview of system functionality	The End User Guide includes an overview of system functionality.	E - Exact match	
EE8	Explicit instructions on system usage	The End User Guide includes explanations of menu options, screen flows, field definitions and user instructions by role.	E - Exact match	
EE9	Description of reports	The End User Guide includes a description of each of the standard reports.	E - Exact match	
EE10	Explanation of edits	The End User Guide includes an explanation of each of the edits and validation checks.	E - Exact match	

Rule No.	Short Name	Description	Vendor Response	Comments
EE11	Quick Reference Guide	The documentation includes a User Quick Reference Guide by role.	E - Exact match	
EE12	System Administrator Guide	The documentation includes a System Administrator Guide.	E - Exact match	
EE13	Administrator Documentation	The System Administrator Guide includes instructions for all administrative functions (e.g. user management, password management, role/profile management, troubleshooting, examples, common issues, known issues, etc.).	E - Exact match	
EE14	Configuration Documentation	The System Administrator Guide includes instructions for all configuration functions (e.g. changing screens, adding fields, changing edits, updating tables, etc.).	E - Exact match	
EE15	Data dictionary	The System Administrator Guide includes sufficient information about the database to provide an understanding of the relationship between data elements (for example, foreign keys) in order for the State to be confident that reports, imports and extracts are configured properly.	N- Cannot Meet	Genesis database and its design is part of its intellectual property that is not shared. Genesis does not make any claim on the data but database design is proprietary information.
EE16	Message documentation	The System Administrator Guide includes information on system messaging including how to change messages.	E - Exact match	
EE17	Report Writer Guide	The documentation includes a Report Writer Guide	E - Exact match	
EE18	Guidelines for changing and maintaining reports	The Report Writer Guide includes guidelines for how to make changes to reports and forms that the State can maintain.	N- Cannot Meet	reports and forms and as such this documentation is not included in the system.
EE19	Technical Documentation	The documentation includes technical system documentation.	E - Exact match	
EE20	System Architecture Documentation	The technical documentation provides a high-level system architecture diagram, including recommended and minimum hardware and software specifications.	E - Exact match	
EE21	Interface documentation	The technical documentation includes an overview and operating instructions for all interfaces.	E - Exact match	
EE22	Explicit instructions on security mechanisms	The technical documentation includes explicit instructions on security mechanisms by role/profile.	E - Exact match	
EE23	Operating guide	The technical documentation includes an operating guide for installing and applying system upgrades, maintenance, tuning, etc.	E - Exact match	
EE24	Troubleshooting	The technical documentation includes a troubleshooting guide.	E - Exact match	
EE25	Training database	The system includes a reusable training database that provides the State with the ability to train one or more users at one time on a system configuration that matches the production environment.	E - Exact match	
EE26	No PHI in training database	The training database simulates (but does not contain PHI) the production environment.	E - Exact match	
FF- Technical Specifications				
FF5	Scalable	The system is scalable to support the Vital Records/Statistics needs for the next 10 years, based on the anticipated number of transactions at an annual growth rate of 10%-15%.	E - Exact match	
FF6	System software upgrades	The system is maintained by the vendor to allow State to upgrade system software to current levels.	E - Exact match	
FF7	Operational downtime	Normal day-to-day operational downtime for system patches, applying new releases or other routine activities should be scheduled for non-peak hours as described by management.	E - Exact match	
FF8	Database - Replicate data	The system allows the ability to replicate data to offsite back-up systems using standard database features and functions, i.e., not proprietary.	E - Exact match	

Rule No.	Short Name	Description	Vendor Response	Comments
FF9	Transaction logging	The system allows for transaction logging so that in the event of failure the system can be recovered using the last backup (including any incremental backup and transactional logs) to the point of failure using standard DB features and functions, i.e., not proprietary.	E - Exact match	
FF10	Backup timeframe	The system supports daily backup.	E - Exact match	
FF11	Load balancing	The system automatically balances the load of user activity among the servers to ensure the most efficient processing time possible.	E - Exact match	
FF12	Fail over	If one server ceases to function the system seamlessly moves users to another back-up server without interrupting transaction activity.	E - Exact match	
FF13	Active directory	The system has the ability to allow users to authenticate through active directory.	E - Exact match	
FF14	Use of Active Directory configurable	The State system administrator can turn on and off the use of the active directory for authentication of EVRS users.	E - Exact match	
FF15	Web interface	The system is accessed via the Internet using any generally accepted browser.	E - Exact match	
FF16	Web Interface: IE	The system is accessible via Internet Explorer	E - Exact match	
FF17	Web Interface: Chrome	The system is accessible via Chrome	E - Exact match	
FF18	Web Interface: Firefox	The system is accessible via Firefox	E - Exact match	
FF19	Web Interface: Safari	The system is accessible via Safari	E - Exact match	
FF20	IIS Support	IIS 8.0 and above must be supported for the Web component	E - Exact match	
FF21	Implement modules independently	The system allows vital events to be implemented independently, and in any order desired by the State.	E - Exact match	
FF22	Multiple code usage	If more than one module repeats the use of the same code it is extracted and referenced by the multiple scripts.	E - Exact match	
GG - Security				
GG1	SSL encryption	Vendor ensures all network traffic is encrypted using a SSL certificate.	E - Exact match	
GG2	No Proprietary Encryption	The system does not use proprietary encryption techniques.	E - Exact match	
GG3	Encryption	The system uses AES 256 or higher encryption.	E - Exact match	
GG4	Encrypt data at rest	The system allows data within the database to be encrypted at rest.	E - Exact match	
GG5	Standard for exchange of data	The standard for exchange of data within the system is a secure hypertext transport protocol or https.	E - Exact match	
GG6	HIPAA rules	Even though the State Vital Records and Statistics function is HIPAA exempt, security rules need to be robust enough to protect the data as described by HIPAA requirements.	E - Exact match	
GG7	Vulnerability Scans	The software can pass industry standard vulnerability scans prior to being installed in a production environment.	E - Exact match	
HH - Certificates of Death in Events of Disasters				

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Rule No.	Short Name	Description	Vendor Response	Comments
HH1	Disaster table	The system includes a table that can be used to name and describe individual, natural or man-made disasters.	E - Exact match	
HH2	Link deaths to disasters	An authorized user can link a death record to an entry in the disaster table when the death was caused directly or indirectly by the disaster.	E - Exact match	
HH3	Disable COD edits during disasters	If a death is linked to a disaster the authorized user has an easy way to disable cause of death edits.	E - Exact match	
HH4	Direct or indirect deaths	If a death is linked to a disaster, a system feature is enabled to indicate if the death was directly or indirectly caused by the disaster.	E - Exact match	
HH5	Disaster queue	Death records linked to a disaster can be viewed from a queue for quality assurance of COD coding.	W - Workflow or System Configuration Required	reviewing records specific to records linked to a disaster. Genesis will work with the State to configure such queue for QA purposes.
II - Occupation and Industry Capability				
II1	Compatibility with NIOCCS Coding	The system produces a file in a format compatible with the NIOCCS Occupation and Coding System.	M - Modify	compatible with the NIOCCS Occupation and Coding System. Genesis will modify its system to produce such a file.
II2	Export Files to NIOSH	The system can export files from the database to NIOCCS.	E - Exact match	
II3	Option to select file format	The state can select either the NIOCCS Slim File Format or the Expanded File Format.	M - Modify	compatible with the NIOCCS Occupation and Coding System. Genesis will modify its system to produce such a file.
II4	File format options	The file format can be either plain text or MS Excel.	E - Exact match	
II5	Information to be included	The file includes the record ID#, industry title and occupation title from the death record.	M - Modify	compatible with the NIOCCS Occupation and Coding System. Genesis will modify its system to produce such a file.
II6	Option to include other useful information	If the Expanded File Format is selected by the State, the file may contain other information from the death record that could be useful in coding as defined by the State.	M - Modify	The current configuration does not produce a file in a format compatible with the NIOCCS Occupation and Coding System. Genesis will modify its system to produce such a file.
II7	Import NIOCCS codes	The system can import the file of coded records returned from the NIOCCS into the database.	M - Modify	Genesis will modify its system to provide an import of coded records returned from NIOCCS.
II8	Update Death Records with NIOCCS Codes	Each death record is updated with the corresponding occupation and industry codes, as appropriate, that are returned from NIOCCS in the import file.	E - Exact match	
II9	Update coding and records	In addition to storing the industry and occupation codes returned by NIOCCS, the record update will include the census year used, the confidence level used (high or medium), how the industry code was selected (auto-coded, manually coded, for example), and how the occupation code was selected (auto-coded, manually coded).	M - Modify	Genesis will modify its system to provide an import of coded records returned from NIOCCS.
II10	Election to store coding	The State may elect to also store the returned North American Industry Classification System (NAICS) code and the Standard Occupation Code (SOC) in the death record.	M - Modify	Genesis will modify its system to provide an import of coded records returned from NIOCCS.
II11	Election to store coding notes	The State may elect to store the coding notes field that is returned in the NIOCCS file in the death records.	M - Modify	Genesis will modify its system to provide an import of coded records returned from NIOCCS.
II12	Replace code with new values found in crosswalk	If the State chooses to change the coding year using the crosswalk feature of NIOCCS, the system can replace the industry and occupation codes and associated fields with the new values found in the crosswalk output.	M - Modify	Genesis will work with the State to provide such capability
JJ - Ad Hoc Reporting and Distribution				
JJ1	FTP downloads	The system has the ability to schedule a script to download a specific file from a remote FTP site.	E - Exact match	
JJ2	FTP uploads	The system has the ability to schedule a script to upload a specific file to a remote FTP site.	E - Exact match	
JJ3	Ad hoc query	Ad hoc query to select data and fields: a. Filter condition, b. Fixed query (e.g. Last 7 days), c. Parameter query (e.g. User input)	E - Exact match	

Appendix 4: System Requirements

Rule No.	Short Name	Description	Vendor Response	Comments
JJ4	Export query	The system can export results to different formats (i.e. Excel, Dbase4, fixed length format, delimited (comma, pipe, tab), and Access).	E - Exact match	
JJ5	Compress files	Files can be compressed and encrypted prior to delivery.	E - Exact match	
JJ6	Distribute query results	User can choose to print query results or distribute files via FTP upload (scripting) or email group list.	E - Exact match	
JJ7	Ad hoc execution log	The system maintains a log of ad hoc query history.	E - Exact match	

Reference#	Short Description	Long Description	Vender Response	Comments
		A - System Reports		
A1	**Listing of Queues**	A report of the contents on any queue.	Yes	
A2	**Case Lists By Role**	The user may create a user defined report or display a list of records by role and /or profile. The list or report is sortable by any of the fields contained within it.	Yes	
A3	**Case Lists by Status**	The user may create a State defined report or display a list of records by record status. The list or report is sortable by any of the fields contained within it.	Yes	
A4	**Range of SFN numbers**	The system allows a user to enter a list of State File Numbers consisting of individual numbers and ranges of numbers for which to print abstracts or certificates.	Yes	
A5	**Registered Users and Facilities**	A listing of registered users by type of user (funeral home user, medical certifier, State employee, etc.) and the organization they are affiliated with, showing titles, levels of access, and frequency of use. Produced monthly or on demand by the application administrator. (NAPHSIS Report 39.0).	Yes	
A6	**EVRS System Usage**	A system usage report for an institution and individual institution users, upon request, using state defined selection criteria such as date range, date and time range, case type, case number, type of activity and includes data regarding records viewed (i.e. for child services billing). This report may be viewed on screen or printed.	Yes	
A7	**Report of Changes**	A Report of all changes on a specific record, since record inception. This report may be viewed on screen or printed.	No	
A8	**System Users**	A list of all system users who have entered records in EVRS. Needs to be able to be run for one group of users (ex: Midwives) or multiple groups of users (ex: Regional Offices and State Office Front Counter.	Yes	
A9	**Update Transaction Report**	Audit log of any changes to a record sorted by year and SFN. This report may be viewed on the screen or printed.	No	
		B - Death Record Outputs		
	FORMS and CERTIFICATES			
B1	**Death Abstract**	A death abstract is a system form with data populated from a death record. The format and fields are State defined. This is not a legal copy and is marked with a state defined watermark.	Yes	
B2	**Statement of Death**	A system form populated from a death record. This form includes decedent name, date of death and county of death, and is available to genealogists. The format and fields are state defined.	Yes	

B3	**Verification of Death**	A system form populated from a death record. The format and fields are State defined. This form differs from the Statement of Death as it contains the SFN and file date.	Yes	
B4	**Institution Face Sheet**	A standard face sheet is available in the system to print, on demand, by institution. The form and fields are user defined by the State and will contain decedent demographic information, date of death cause of death, and other information from the record. While the fields on the face sheet are the same for all institutions, the system will be able to distinguish which institution is accessing the form and print the form with the institution's name and location.	Yes	
B5	**Full Certificate of Death**	Print a full certified death certificate including all medical information and with or without signatures.	Yes	
B6	**Long Form Certificate**	Print a long form full certified death certificate containing State defined fields. ("The Full Size")	Yes	
B7	**Short Form Death Certificate**	Print an abbreviated short form, legal certified copy of a death certificate. This document does not contain any medical information.	Yes	
B8	**Delayed Certificate of Death**	Print the form "Delayed Certificate of Death" on demand for a specific case. This is a State defined form.	Yes	
B9	**Delayed Certificate of Death - Abstract Supplement**	Print the form "Delayed Certificate of Death - Abstract Supplement" on demand for a specific case. This is a State defined form.	No	
B10	**Authorization for Final Disposition**	A form generated from a death record. Fields are user defined.	Yes	
B11	**Fetal Death Authorization for Final Disposition**	A form generated from a fetal death record. Fields are user defined.	Yes	
B12	**Cremation Abstract**	A State defined form that can be printed from a death record.	Yes	
B13	**Cremation Permit**	A State defined form that can be printed from a death record.	Yes	
B14	**Medical Examiner's Verification for Cremation Permit**	A State defined form for the medical examiner to sign, verifying that the information on the death certificate is accurate prior to authorizing a cremation permit.	No	
B15	**Disinterment/Reinterment Permit**	Print a blank disinterment permit for non-EVRS system users, including instructions.	No	
B16	**Disinterment/Reinterment Permit**	A State defined form containing fields such as decedent and location information.	Yes	
B17	**Full Certificate of Death (not a legal copy)**	Print a full copy of a death certificate with a watermark indicating that the copy is "not legal."	Yes	

B18	**Funeral Home Verification Death Record**	The funeral home may print a report of a death record to be used to verify the information collected from the informant. This report includes all demographic information about the decedent and provides a place for the informant to sign acknowledging that the information on the form is accurate. This form is State defined.	Yes	
B19	**Death Worksheet**	A State defined form that may be printed in order to collect death data from the informant.	Yes	
B20	**Medical Certifier's Death Abstract**	A State defined form that includes minimal demographic information and all medical information about a decedent.	Yes	
B21	**Non-Resident Death Abstract**	A State defined abstract of a single death record for a non-West Virginia resident. This may be printed from the system to report death to decedent's state of residence.	Yes	
	LETTERS			
B22	**Death Certificate instructions**	A State defined letter that users can edited and print which provides instructions for completing a death certificate.	Yes	
B23	**Death Query Letter**	A State defined letter that users can edit asking for clarification on missing information on a death record.	Yes	
B24	**Cause of Death Query Letter**	A State defined query letter that users can edit requesting clarification on Cause of Death information.	Yes	
B25	**Death Certificate Pending Letter**	A State defined letter that users can edit which sent to requestors informing them that the cause of death is still pending due to Medical Examiner investigation. Letter may be run on-demand and is pre-populated from the death record.	Yes	
B26	**Cause of Death Letter Required**	A State defined letter that users can edit which can be printed on demand for outstanding incomplete registered death records (e.g. Pending Cause of Death) in excess of the State-defined time period.	Yes	
B27	**Non-Contagious Disease Letter**	A State defined letter for transporting bodies out of the country.	No	
B28	**Embalmer's Affidavit**	A State defined letter for transporting bodies out of the country.	No	
	REPORTS			
B29	**Out-of-State Resident Deaths**	A report of all information regarding residents of other states who have died in West Virginia. This report is produced on demand if the information has not been electronically reported through STEVE.	Yes	
B30	**WV Deaths born Out-of-State**	A report of all information regarding residents of WV who were born in other states. This report is produced on demand if the information has not been electronically reported through STEVE.	Yes	

B31	**Deaths – Under 1 Year Old of Age**	A standard report to provide a birth/death match audit list. Key data elements include record identifier, name, date of death, match/no-match. Only infant deaths that are not matched are printed.	Yes	
B32	**Missing Number Report for Death**	A list report that shows gaps in death certificate numbers.	Yes	
B33	**Prescription Drug Deaths**	A report run on demand of all ICD codes related to prescription drug deaths. ICD codes for report are editable.	No	
B34	**Occupational Fatality**	A report that provides all deaths that occur in state due to occupational fatalities. The fields are user defined. The recipient reviews the report in order to requests copies of death certificates of interest related to workplace deaths	Yes	
B35	**Unknown Cause of Death**	A report of all death records with a cause of death based on ICD Code R99.	Yes	
B36	**Rare Cause of Death**	A report of death records with rare causes of death for a specified period of time. User may specify one or more rare causes of death to be included in the report.	Yes	
B37	**Cause of Death Error Listing**	Listing of records to be queried because of cause of death errors, showing the name of medical institution, medical certifier, name of the decedent, date of death, county or city of occurrence, and cause of death as listed on the certificate, produced upon demand. This report is user defined.	Yes	
B38	**Pending Cause of Death Listing**	Listing of death certificates with pending cause of death, showing the name of decedent, the certifier, county or city of occurrence, date of death, and length of time registered, and SFN, produced on demand. (NAPHSIS Report 16.0)	Yes	
B39	**Print History of a Record**	Print a complete history of a record including all the corrections or amendments associated with the record, searches on the record, requests for the record, and copies made. The report shows the chronological order of these activities and identifies the changes made to the record.	No	
B40	**Institution's Incomplete Records**	A report, upon request, by an authorized user of an institution's incomplete or orphaned records for any event type for a specified time period. Lists all cases in the institution that meet the criteria, and includes the name of the last user to work on the case.	Yes	
B41	**Death Certificate Query Report**	Number and percentage of death certificates queried by type of query and data provider, produced with month and year-to-date figures that print by geographic area. Report does not include cause of death information. Data providers can print the report for their own institution only. The fields in this report are state defined. Report can be run on demand and user may specify date range report should cover.	Yes	
B42	**Cause of Death Query Report**	Number and percentage of death certificates queried for cause of death errors by data provider and type of query, produced on demand with year-to-date totals. May be shown by geographic area. The fields in this report are state defined. (NAPHSIS Report 15.5)	Yes	

B43	**Audit Report of Changes to Death Certificate after SSN Verification**	On-demand listing of key fields used for SSN verification that were changed on the death certificate (as defined by SSA and the State) after the SSN number had been verified. The listing shows the user id of the user who changed the key fields and the specific fields changed. (NAPHSIS Report 18.5)	Yes	
B44	**Death Institution Registration Audit Report**	Listing of deaths registered by hospital/institution and internal record number. Includes timeliness includes filing deaths with completed demographic information and timeliness on the medical certification by physicians in the institution. Shows total number and percentage of late registrations. May be produced for a user-specified time period.	Yes	
B45	**Funeral home Registration and Timeliness Report**	Number of registered deaths by funeral home, the average time between death and registration of event, the overall number and percent of late registrations, and comparison of funeral home with state overall timeliness average. Produced monthly with year-to-date totals. Report is accessible to funeral homes.	Yes	
B46	**Funeral Home Quality Report**	Number and rate of unknowns by funeral home for selected death certificate items, with comparison of the funeral home versus state overall rate. Available monthly or as needed with year-to-date totals. Report is accessible by funeral homes.	No	
B47	**Medical Certifier Home Quality Report**	Number and rate of unknowns by medical certifiers for selected death certificate items, with comparison of the medical certifier versus state overall rate. Available monthly or as needed with year-to-date totals. Report is accessible by medical certifiers.	No	
B48	**Individual Medical Certifier Timeliness Report**	Number of registered deaths by medical certifier (including Medical Examiners), the average time between death and certification of the event, the overall number and percent of late registrations, and comparisons of medical certifiers with state overall timeliness average. Produced on demand with year-to-date totals. Report is accessible by the State. This report is configurable and compares the date of notification (or death if no automated notification) to the date certified.	Yes	
B49	**NCHS Timeliness Report**	Number of registered deaths by medical certifier, the average time between date of death and submission to NCHS with cause of death included. Produced on demand with year-to-date totals. Report is accessible by the State.	Yes	
B50	**Individual Funeral Director Timeliness Report**	Number of registered deaths by funeral director, the average time between death and registration of event, the overall number and percent of late registrations, and comparison of funeral directors with state overall timeliness average. Produced monthly with year-to-date totals. Report is accessible by funeral homes.	Yes	
B51	**Funeral Home Query Report**	Number and percentage of death records queried and number of times each data item is queried by funeral home and user, geographic area and/or error code. Produced monthly with year-to-date totals.	Yes	
B52	**MICAR Sent Report**	A standard report to provide an audit list of sent MICAR records. Key data elements include record identifying info, total count.	Yes	

B53	**Reportable Diseases**	Lists cases of reportable diseases listed as primary or contributing causes of death. Report may be run on-demand. This list is user defined and managed by authorized users through a table.	Yes	
B54	**Cremation Report**	A report that provides the number of cremation authorization printed for a specific funeral establishment for a specified period of time. If run by funeral directors, the report is provided for their establishment only.	No	
B55	**Disinterment Report**	The system provides a list of approved Disinterment Permits for a user specified period of time, and for their establishment/institution.	No	
B56	**Deaths by date (specified time frame)**	An ad hoc report for funeral director or medical certifiers that lists the deaths by date for a specific timeframe. The fields of this report are user defined. This report can be run only for records completed by the user creating the report. An authorized user at the State may run the report by specific funeral director, medical certifier or by institution.	Yes	
B57	**Deaths by date and manner (specified time frame)**	An ad hoc report for funeral director or medical certifiers that lists the deaths by date and manner of death for a specific timeframe. The fields of this report are user defined. This report can be run only for records completed by the user creating the report. An authorized user at the State may run the report by specific funeral director, medical certifier or by institution.	Yes	
	C - Birth Record Outputs			
	FORMS			
C1	**Birth Worksheet**	Print a form to be filled out by the mother or parents to collect the birth data.	Yes	
C2	**Institution Birth Verification**	A form with birth information on it for verification by the parents. The form is state defined and provides a space for the mother to sign. This is not a certified legal copy and is marked as such.	Yes	
C3	**Home Birth Verification**	A form with birth information on it for verification by the parents. The form is state defined and provides a space for the mother to sign. This is not a certified legal copy and is marked as such.	No	
C4	**Full Certificate of Live Birth (includes medical information)**	Print a birth certificate for internal use only that is state defined and includes all relevant medical data and other birth information. This is not a legal copy and is clearly marked as such.	Yes	
C5	**Complete Legal Certified Copy of Birth Certificate**	Print a complete legal certified copy containing minimal event data (but more than short form) and no medical information of a birth certificate after certification by the Registrar for parents and other authorized requestors. This form is state defined.	Yes	
C6	**Verification of Birth**	Print an abstract of birth record data (called a Verification of Birth), generally used to confirm a birth event for government agencies. This is not a certified legal copy and is marked as such.	Yes	
C7	**Certificate of Foreign Birth**	Print "Certificate of Foreign Birth" on demand for a specific case. This is a State defined document.	Yes	
C8	**Delayed Certificate of Birth**	Print a birth certificate that was registered more than one year after the date of birth. This type of certificate is different in format from the standard birth certificate. Prints DELAYED over the SFN.	Yes	

C9	**Delayed Certificate of Birth Abstract**	Print an abstract of Delayed Certificate of Birth, generally used to confirm a birth event for government agencies. This is not a certified legal copy and is marked as such.	No	
C10	**Birth Transcript (non-resident birth abstract)**	A report of Birth Transcripts is printed and sent to other states for residents of those states who are born in West Virginia. They are a report for each birth with child, mother, and father and medical information as well as a specific SFN. This report only includes original records; it never gets updated as records are corrected or amended. This report is produced on demand if the information has not been electronically reported through STEVE.	Yes	
C11	**Paternity Affidavit Form (PAF)**	Pre-populate Paternity Affidavit (PAF) form from the completed birth record. This includes a complete set of rights and responsibilities (instructions). Users may print the PAF and rights and responsibilities (instructions) separately.	Yes	
C12	**Certificate of Paternity**	Print a form to be filled out by the Clerk of the Circuit Court and Petitioner's Attorney to establish paternity, remove a father, or change a child's last name on a birth certificate.	Yes	
C13	**Certificate of Adoption**	Print a form to be filled out by the Clerk of the Circuit Court for the filing of a new birth certificate following an adoption.	Yes	
C14	**Paternity report**	On a quarterly basis, a Paternity Report is sent to the Department of Social Services (DSS) with state defined information such as number of births, number of out of wedlock births, number of Paternity Acknowledgments by hospital. The Paternity report to the Department of Social Services (DSS) is State-configurable.	Yes	
C15	**Non-Paternity Affidavit (Non-PAF)**	Pre-populate Affidavit of Nonpaternity (Non-PAF) form from the completed birth record.	Yes	
C16	**Newborn Admissions List Report**	Provide facilities with a report or on screen listing of all newborns by a specified birth date range. The fields on this report are state defined. Each facility may see only their births. Reports are printable.	Yes	
C17	**Transfers - Newborn Transfers (Out) Report**	Provide facilities with a report or on screen listing of all newborn transfer outs by a specified birth date range. The fields on this report are user defined. Each facility may see only their births. Reports are printable.	Yes	
C18	**Transfers - Mother Transfers (In) Report**	Provide facilities with a report or on screen listing of all mothers who transfer into their facility by a specified birth date range. The fields on this report are user defined. Each facility may see only their births. Reports are printable.	Yes	
C19	**Adequacy of Prenatal Care Listing**	Provide facilities with a report or on screen listing for all mothers who gave birth at their facility by a specified birth date range. The fields on this report are user defined and will include identifying information and prenatal care adequacy. Each facility may see only their births. Reports are printable.	Yes	
C20	**Pregnancy Risk Monitoring Assessment**	A State defined monthly report for Maternal Health Risk Assessment.	Yes	

C21	**Teen Mother Listing**	Provide facilities with a report or on screen listing of all teen mothers who gave birth at their facility by a specified birth date range. The fields on this report are user defined. Reports are printable.	Yes	
	LETTERS			
C22	**Query Letter**	A state defined query letter asking for clarification or missing information on the birth certificate. Portions of the letters are editable by the user.	Yes	
C23	**Infant Letters**	A State defined query letter to hospitals requesting additional information on at-risk infants. Portions of the letters are editable by the user.	Yes	
C24	**Affidavit of Paternity Incomplete**	Create a letter to the parents notifying them that the affidavit of paternity received at the State is not complete and cannot be processed. The letter includes information from the Paternity record, birth record and also indicates the denial reasons with notes.	Yes	
C25	**Affidavit of Non-Paternity Incomplete**	Create a letter to the parents notifying them that the affidavit of non-paternity received at the State is not complete and cannot be processed. The letter includes information from the Paternity record, birth record and also indicates the denial reasons with notes.	No	
C26	**Affidavit of Paternity Reminder**	Create a State defined letter to the parents reminding them to submit their affidavit of paternity.	No	
C27	**Home Birth Instructions**	Instructions for filing a birth certificate for a planned home birth.	Yes	
C28	**Home Birth Query Letter**	Create a State defined and user editable letter to the parents or midwife requesting additional information for a home birth.	No	
C29	**Request for list of Children Letter**	Create a State defined and user editable letter to the parents requesting additional information about all related children.	Yes	
	REPORTS			
C30	**Institution's Incomplete Records**	A report, upon request, by an authorized user of an institution's incomplete or orphaned records for any event type for a specified time period. Lists all cases in the institution that meet the criteria, and includes the name of the last user to work on the case.	Yes	
C31	**Missing Number Report for Birth**	A list report that shows gaps in birth certificate numbers.	Yes	
C32	**Affidavit of Paternity Completed**	Lists or summarizes birth records for which an affidavit of paternity was filed by the parents. Generated for a specified period of time, List of Paternities by type and status (completed, rejected, rescissions) that are processed by facility.	Yes	
C33	**Birth Institution Registration Audit Report**	Listing of births registered by hospital/institution, internal record number, fathers first and last name, child's name, mother's first, maiden and last name, date of birth and name of attendant. Shows total number. May be produced for a user-specified time period (daily or weekly). (NAPHSIS Report 7.0)	Yes	
C34	**Birth Institution Registration and Timeliness Report**	Number of registered births by hospital/institution, the average time between date of birth and registration of event, the overall number and percent of late registrations, and comparison of institution with state overall timeliness average. Produced monthly with year-to-date totals. Report is accessible by medical facilities. (NAPHSIS Report 8.0)	Yes	

C35	**Birth Institution Quality Report**	Number and rate of unknowns by hospital for selected birth certificate items, with comparison of institution versus state overall rate. Available monthly or as needed with year-to-date totals. Report is accessible by medical facilities. (NAPHSIS Report 10.0).	No	
C36	**Birth Records Completed Report**	List of birth records completed by an office, institution, or date range. Generated on demand.	Yes	
C37	**Birth Institution Query Report**	Number and percentage of birth records queried and number of times each data item is queried by birth institution and user, geographic area and/or error code. Produced monthly with year-to-date totals. (NAPHSIS Report 9.0)	No	
C38	**Babies Less than 500 Grams or Not Weighed (9999)**	A State defined report, for each institution, on all births with a birth weight of '9999', not weighed or under 500 grams, sorted by Birth Certificate Number. Printed on demand.	Yes	
C39	**Unmatched Multiple Births**	Records where the plurality code was greater than one but where there was not a record for the other birth(s) (i.e., there is a record for one twin without the other). The report is used to determine if there was an error in entry or an unreported fetal death.	Yes	
C40	**Summary of Deliveries**	A report of the number of live births per physician/midwife for specific birthing institution for a specified range of dates. Users may run this report for their institution only.	Yes	
C41	**Detailed Delivery Report**	A report of live births reported or attended by a specific physician or midwife for a specified period of time. This report is user defined and will included fields such as: child's name, mothers full name, date of birth. Facilities may run this report only for physicians/midwives associated with their facility.	Yes	
C42	**PAF and Out-of-Wedlock Births**	A State defined report comparing the number of Paternity Affidavits with the number of out-of-wedlock birth, by each birthing institution. Run on demand.	Yes	
C43	**Compare West Virginia to Out of State Births**	The system runs a query on demand that compares out-of-state births to West Virginia birth records in order to find any births that may have been reported twice. The fields used to match records are State defined. The output may be a report or a screen listing. .	Yes	
C44	**Records with Query Items**	Summary count of the number of records with birth query items.	Yes	
C45	**Total Query Items**	Number of total birth query items by facility and error code.	No	
C46	**Query Listing**	A listing of birth query items and their frequency by facility or certifier followed by a report of the specific birth query items by certificate.	No	
		D - Birth-Death Cross Match Reports		
	REPORTS			

D1	**Listing of Unmatched Births with High Probability of Death**	A listing of birth records with no matching death certificate and containing selected medical risk factors (e.g., low birth weight and gestation age, selected congenital anomalies) suggesting a high probability of infant death. This listing will be State defined and include, at minimum, name of child, mother's maiden name, certificate number, date of birth, city or county of occurrence, and flag indicating whether child is alive at time of reporting, and birth institution. Produced quarterly or on demand. (NAPHSIS Report 37.5).	Yes	
D2	**Birth/Death Linkage Report for Persons Aged 1+**	Number and percentage of records of persons aged 1+ linked by method (automated or manual). Produced as needed. (NAPHSIS Report 37.0).	Yes	
D3	**Death with no corresponding birth**	A list of infant death records with no corresponding birth record.	Yes	
D4	**Summary of Deliveries**	A report of the number of deliveries per physician/midwife for a specific birthing institution for a specified range of dates. Users may run this report for their institution only.	Yes	
D5	**Detailed Delivery Report**	A report of deliveries reported or attended by a specific physician or midwife for a specified period of time. This report is user defined and will included fields such as: child's name, mothers full name, date of birth. Facilities may run this report only for physicians/midwives associated with their facility.	Yes	
	E - Fetal Death Reports (Missing Supplemental Report of Cause of Fetal Death)			
	FORMS			
E1	**Report of Fetal Death**	On demand, print a report of all data in the Fetal Death record.	Yes	
E2	**Facility Worksheet for the Report of Fetal Death**	Print a blank Facility Worksheet for the Report of Fetal Death at a hospital.	Yes	
E3	**Patient's Worksheet for the Report of Fetal Death**	Print a blank Patient's Worksheet for the Report of Fetal Death at a hospital	Yes	
E4	**Fetal Death Verification Form**	Print a State defined form for the parents to review.	Yes	
E5	**Non-Resident Fetal Death Transcript**	Abstract of a single fetal death report for a non-West Virginia resident. Used to report fetal death to mother's state of residence.	Yes	
E6	**Certificate of Birth Resulting a Stillbirth**	Print the form "Certificate of Birth Resulting in Stillbirth" on demand for a specific case. This does not contain cause of death information and fields are State defined.	Yes	
	LETTERS			
E7	**Fetal Death Query Letter**	A letter sent to hospitals requesting information on missing or contradictory items.	Yes	
	REPORTS			
E8	**Fetal Death Registration and Timeliness Report**	Number of fetal deaths and the number and percent of late registrations by medical institution. Produced on demand with year-to-date totals. May be produced by geographic area. (NAPHSIS Report 20.0)	Yes	
E9	**Fetal Death Query Report**	Number and percentage of fetal death reports queried by type of query, weeks of gestation or birth weight, medical institution and by person completing the report. Produced monthly with year-to-date totals. May be produced by geographic area. (NAPHSIS Report 21.0)	Yes	
E10	**Fetal Data Quality Report**	Number of registered fetal deaths and rate of unknown for selected data items by medical institution, by person completing the report and weeks of gestation (or birth weight). Produced monthly with year-to-date totals. (NAPHSIS Report 22.0).	Yes	

E11	**Fetal Death and Birth**	A report that lists all fetal deaths that matches a live birth (subsequent infant death).	Yes	
E12	**Fetal Death and Death**	A report that lists all fetal deaths that matches a death record.	Yes	
		F- ITOP Reports		
	FORMS			
F1	**Non-Resident ITOP Transcript**	An abstract of a single ITOP report for a non-West Virginia resident. Used to report ITOP to patient's state of residence.	Yes	
F2	**Report of ITOP**	On demand, print a report of all data in the ITOP record.	Yes	
F3	**Blank Report of ITOP**	On demand, print a blank Report of ITOP at a hospital.	Yes	
	LETTERS			
F4	**Error Query Cover Letter**	On demand, print a cover letter to the clinic requesting corrected/additional information. Letter is pre-populated based on information in the record.	Yes	
	REPORTS			
F5	**ITOP Registration and Timeliness Report**	Number of ITOPs and the number and percent of late registrations by institution. Produced on demand with year-to-date totals. May be produced by geographic area.	Yes	
F6	**ITOP Error Report**	A list of records containing errors or out-of-range values that may be verified before acceptance by the State. Report is generated on demand for an individual clinic/user.	No	
F7	**ITOP Gestational Weeks Report**	A list of records with gestation above 24 weeks (and above 20) to be verified before acceptance by the State. The number of gestational weeks is configurable. Report is generated on demand for an individual clinic/user.	Yes	
		G - Marriage Record Outputs		
	FORMS			
G1	**Verification of Marriage**	Print an abstract of marriage record data, generally used to confirm a marriage event for government agencies/criminal investigations. Includes bride, groom, date, place, file date and certificate number. This is not a certified legal copy and is marked as such.	Yes	
G2	**Statement of Marriage**	Print an abbreviated Statement of Marriage legal certified copy of a marriage certificate after certification by the Registrar. Statement of Marriage is printed on letterhead with bride, groom, date and place of marriage.	Yes	
G3	**Complete Legal Certified Copy of Marriage Certificate**	Print a complete, certified legal copy of a marriage certificate after certification by the Registrar for authorized requestors.	Yes	
	LETTERS			
G4	**Marriage/Divorce Request for more Information Letter**	Print letter on demand requesting corrected/additional information. Letter is pre-populated based on information in the record. Letter is user defined.	Yes	
	REPORTS			
G5	**Marriage Registration and Timeliness Report**	Number of marriages and the number and percent of late registrations (more than 30 days after marriage date) by officiant, produced monthly with year-to-date totals. May be produced by geographic area.	Yes	
G6	**Cumulative Marriage Frequency Report**	A frequency report by month showing the number of marriages in the month in the year, and also showing the cumulative frequency as a count and percentage.	Yes	

G7	Marriage Microfilm	Print copy of marriage data to microfilm. One set is produced by SFN.	No	
		H - Divorce Record Outputs		
	FORMS			
H1	Verification of Divorce	Print an abstract of divorce record data, generally used to confirm a divorce event for government agencies/criminal investigations. Includes bride, groom, date, place, file date and certificate number. This is not a certified legal copy and is marked as such.	Yes	
H2	Statement of Divorce	Print a Statement of Divorce, a complete, certified legal copy of a divorce certificate after certification by the Registrar. Statement of Divorce is printed on letterhead with bride, groom, date and place of divorce.	Yes	
H3	Complete Legal Certified Copy of Divorce Certificate	Print a complete, certified legal copy of a divorce certificate after certification by the Registrar for authorized requestors.	Yes	
	REPORTS			
H4	Cumulative Frequency Report	Frequency report by month showing the number of divorces in the month, and also showing the cumulative frequency as a count and percentage.	Yes	
		I - Legal Correction and Amendment Reports and Legal Letters		
	FORMS			
I1	Affidavit to Correct West Virginia Death Certificate	EVRS supports the generation of an affidavit for the correction of a death record, pre-populated with information from the event record. It also allows the user to enter the evidence information prior to printing.	Yes	
I2	Affidavit to Correct West Virginia Birth Certificate	EVRS supports the generation of an affidavit for the correction of a birth record, pre-populated with information from the event record. It also allows user to enter the evidence information prior to printing.	Yes	
I3	Amended certificate of birth by legitimation	EVRS supports generation of an affidavit for the correction of a birth record by legitimation, pre-populated with information from the event record. It also allows user to enter the evidence information prior to printing.	Yes	
I4	Supplemental Report	EVRS supports the generation of a medical item amendment (Supplemental Report) form, which contains pre-populated data from the death record.	Yes	
I5	Removal Slip	For legacy records, print a single page with the new State File Number, removal date, and code citation.	No	
	LETTERS			
I6	Form Letter for Affidavit of Correction	A form letter containing instructions to requestors on how to submit an affidavit of correction so that their transaction can be processed.	Yes	
I7	Death Supplemental Form Letter	A letter regarding errors in the medical portion of a death certificate and requesting the recipient's concurrence to correct.	No	
I8	Delayed Death Form Letter	A request for additional information to process a delayed death certificate.	Yes	
I9	Instructions for name change Court Order	Instructions for requesting a name change on a birth record.	Yes	
I10	Instructions to Correct Death Form Letter	A letter informing the recipient that information on the death certificate is incorrect and providing instructions for making the correction.	Yes	
I11	Court Order Letter	A letter requesting missing information or fees for processing a court order.	Yes	
I12	Adoption Form	A letter requesting missing information or fees for processing an adoption.	Yes	
I13	PAF More Information	A letter requesting missing information or fees for processing an affidavit of paternity.	Yes	

I14	**Delayed Birth Certificate Instructions**	Instructions for filing a delayed certificate of birth.	Yes	
I15	**Affidavit for Delayed Birth Certificate**	A supporting affidavit for filing a delayed certificate of birth	Yes	
I16	**Delayed Birth Letter**	A request for additional information to process a delayed birth certificate.	Yes	
I17	**Delayed Birth filed with No Evidence Letter**	A letter stating that the birth record has been filed as a "delayed record" because it was filed 1 year or more after the birth. Letter states no evidence was used; or not enough evidence was provided. Letter is user defined and editable.	Yes	
I18	**Court Order to Establish Delayed Birth Letter**	A letter stating that the requestor must have a court order to establish a delayed birth certificate.	Yes	
I19	**Additional/insufficient Information Letter**	A letter indicating additional information is needed to process an amendment.	Yes	
I20	**Out of State Amendment letter**	A letter to the requestor indicating that the amendment must be processed in a different state and that documents are being returned.	Yes	
I21	**Out of State Adoption Letter for Requestor**	A letter to the requestor indicating that the adoption must be processed in the child's state of birth and that documents are being forwarded.		skip
I22	**Out of State Adoption Letter for State**	A letter to the child's state of birth, forwarding the adoption request received from adoptive parents.	No	
I23	**Additional Letters**	Additional letter templates may be generated by the State and added to EVRS by the Application Administrator or Configuration Manager.	No	
	REPORTS			
I24	**General Corrections and Amendments Report**	A report containing the number and timeliness of corrections/amendments completed by amendment code, produced on demand with month-to-date and year-to-date totals. Report needs to be broken out by user (and transaction type) and contain State office totals. Report can be run by employees showing type of transaction or by transaction type. Report contain subtotals and totals at appropriate breaks based on the sequence selected by the user. (NAPHSIS Report 28.0)	Yes	
I25	**Sealed Record Report**	Report printed on demand, by user, listing all case envelopes produced for the specified period of time (generally daily). Information on report includes: number of sealed records by user, type amendment and should include totals.	Yes	
I26	**Cause of Death Amendments**	Provide a report of all death certificate cause of death amendments registered within a user specified period of time. Includes numbers by user and totals for specified time period. Report is run on demand.	Yes	
		J - Request Letters and Reports		
	FORMS			
J1	**Application for Search of Census Records**	Application and instructions for a census search.	No	
J2	**Apostille and Certification**	A letter of instruction on how to obtain an apostille certification.	No	
	LETTERS			
J3	**Letter to Requestor no more amendments**	A letter to requestor indicating that amendments have previously been made on a certificate, and no further amendments may be made without a court order.	Yes	
J4	**No Record Found for birth**	Print a letter when a request for a certified copy results in no record being found in the database for birth.	Yes	

J5	**No Record Found for death**	Print a letter when a request for a certified copy results in no record being found in the database for death.	Yes	
J6	**No Record Found for marriage**	Print a letter when a request for a certified copy results in no record being found in the database for marriage.	Yes	
J7	**No Record Found for divorce**	Print a letter when a request for a certified copy results in no record being found in the database for divorce.	Yes	
J8	**Missing Information or Money Due Letter**	Print a letter to a customer who mailed in a request, explaining why the request cannot be processed and what to do to correct the situation.	Yes	
J9	**Returned Money Letter**	Print a letter to a customer who mailed in a request, explaining why the payment was returned and what to do to correct the situation.	Yes	
J10	**Information Letter for Requests**	A letter stating the types of records that are on file for each event type and the fee associated with each.	Yes	
J11	**Letter of Ineligibility**	A letter to a requestor indicating that the requestor is not eligible to receive a copy of the requested record.	Yes	
	REPORTS			
J12	**Routine Requests Outstanding**	A report used as a tracking tool to follow up on incomplete requests to find out why they are not complete.	Yes	
J13	**Total Sales**	Totals sales by month by request type, including searches that resulted in a record not found. The report indicates total sales in dollars and quantity.	Yes	
J14	**Requests Filled Report**	A report that provides, for a user-specified time period, the number of requests filled by the type of record (birth/death) for each user, including month-to-date and year-to-date figures. (NAPHSIS Report 23.0)	Yes	
J15	**Problem Request Report**	A report of the number of problem requests by status, type of problem, and length of time in the queue, for a selected time periods and employee. Problem types may include: bad address, ineligible applicant, fraud attempt, frequently requested record, name failure, etc. (NAPHSIS Report 27.0)	No	
J16	**Request Receipt**	A document to accompany a completed request, listing the items produced and the associated fees. Document format must conform to the format of existing mailing envelopes.	Yes	
J17	**Report of Requests for copies of a Certificate**	A report for a given record, showing the certified copies produced from the record, who requested them, and when.	Yes	
J18	**Report of Requests by Requestor**	A report showing all the certified copies produced as a result of a request from a particular requestor.	Yes	
J19	**Certification and Verification Report**	An on-demand report that provides, for a specified time period, the number of requests for certification/verification searches by selected requestors (genealogy, social services, child support, etc.) including the ability to report year-to-date figures. (NAPHSIS Report 25.0)	Yes	
	K - Accounting Reports			
K1	**Invoices**	Print invoices for funeral homes and state agencies who have charged services to their account, showing the open invoices and the amount due. Invoices include SFN and name of registrant. Invoices clearly distinguish between current balance and past due amount. Invoices include an invoice number.	Yes	

	REPORTS			
K2	Detailed Employee Receipts Report	A report showing each applicant for certificates (name, form/amount of payment, how request was received--walk-in, mail, etc.– date/time entered into system, date/time closed), registrant requested (type of record--births and deaths--number of copies requested, name on record, date of event, how request was received, and who entered), and recipient of request (name, home and mailing address, and how provided), method of payment (cash, check, money order, etc.) and the safety paper number issued. Produced on demand for each employee. May also be produced by groups of staff or for all staff. This report is State defined. (NAPHSIS Report 3.0).	Yes	
K3	Daily Transactions on Account	A report showing each order that was charged to the account of a funeral home or other state agency. May be run for a specific day and/or date range.	Yes	
K4	Daily Payments on Account	A report showing each payment made for an accounts-receivable account (funeral home or state agency paying by interdepartmental billing claim).	Yes	
K5	Statement	Print a statement for internal use only, by a funeral establishment or state agency, listing orders, payments and closing balance for the period.	Yes	
K6	Breakdown of Fees Report	A report showing the day's business according to the breakdown of fees. Can be summary or detailed.	Yes	
K7	Sequential List of Receipts	A sequential list of receipts for the day for a given location (county, State). It includes check name and number for checks, and the request information.	Yes	
K8	Accounts Receivable Listing	A listing of all charges owed by a funeral home or agency. For internal use only.	Yes	
K9	Accounts Receivable History	An on-demand report showing the charges and payments made on selected account(s) for a selected period of time. For internal use only.	Yes	
K10	No Record Found Report	Number and receipts for "No Record Found" searches by type of event (birth, death, fetal death, amendments) and method of delivery (walk-in, standard mail, expedited, VitalChek, web). Produced on demand with year-to-date totals or for other time periods based on user selection at the time the report is run. (NAPHSIS Report 4.0)	No	
K11	Research Request Receipts	Number of research requests (government and other) processed and the dollars received by type of study (birth studies, death studies, other). Produced monthly with year-to-date totals. (NAPHSIS Report 6.0).	No	
K12	Invoice for fees	Invoices for selected counties showing fees assessed for processing of records, and to funeral homes for payment on account for death certificates. The invoices may be mailed or emailed.	Yes	
K13	Fees billed	A total of all fees billed for certified copies to governmental entities, by organization for a specified time period. For internal use only.	Yes	
K14	Monies Received by Event Type	Number and receipts by event type and type of payment for a specified date range and/or receipt number range. Produced on demand.	Yes	
K15	Monies Received by Event Type	Number and receipts by event type and type of payment for a specified date range and/or receipt number range. Produced on demand.	Yes	
K16	Refund report	Total refunds provided by event type and the user who provided the refund.	Yes	
	L - Inventory Reports			

	FORMS			
L1	**Packing Slip**	On demand, print a packing slip for inventory of items ordered through EVRS. Security paper orders include paper number range and/or numbers.	No	
L2	**Receipt of Shipment**	Produce a receipt of shipment that can be sent to State office by email/message or be printed.	No	
L3	**Order Form**	On demand, produce an order form for system users (hospitals, regional offices, etc.) to request forms or DCN paper from the State. Order form can be printed or emailed.	No	
	REPORTS			
L4	**Detailed Monthly Usage**	A monthly usage report listing the number of certified copies issued, voided forms, second copies, and optionally includes details of all certificates used or voided. Summarized by location and is generated for a designated period of time.	Yes	
L5	**Summary Usage**	A report summarizing security paper usage and voids. Generated on demand by site, for a range of dates.	Yes	
L6	**Security Paper Assignment**	Identification of forms assigned to a specific system user or location.	Yes	
	LETTERS			
L7	**Discrepancy letter**	A letter indicating discrepancy in security paper inventory, and requesting information to resolve the discrepancy. Letter may be printed or emailed.	Yes	
	M - Productivity/Audit Reports			
	REPORTS			
M1	**Track Users With > 12 Death Records Per Year**	The system provides a way to identify institutions or individuals who file more than 12 paper death records per year. System users or institutions that file more than 12 records per year to include an indicator of whether user of system and if so, breakdown of number of electronic vs. paper.	No	
M2	**Report on Duplicate Records**	A listing of potential duplicate records, selectable by event type. Produced on demand. (NAPHSIS Report 45.0).	Yes	
M3	**Transmission reports**	Beginning and ending certificate numbers of records sent to NCHS for births, deaths, fetal deaths. Also includes number ranges of missing records. Count of birth and death records sent to SSA. Reports are printed at the time each file is produced.	Yes	
M4	**Import Reports**	A report listing the number of records included in an import file and any errors for records not being imported. Report is electronic and may be printed each time a file is imported.	Yes	
M5	**Staff Workload and Efficiency Listing**	A listing of each document action in the queue showing the employee assigned, the type of record, service to be provided, date entered into the system or assigned, date closed and by whom, and the time for closure (in days). Produced on demand by user. (NAPHSIS Report 32.0)	Yes	
M6	**Soft Edit Report**	A standard report to provide an audit list of soft edits. Key data elements include record identifier and applicable fields.	Yes	
M7	**NCHS Monthly Report**	A report, produced on a monthly basis for NCHS, of the total monthly number of births, deaths, fetal deaths, marriages and divorces in the State.	Yes	

M8	"No answer/unknown" values management report	A management report allowing supervisors to identify users who consistently over-use "no answer/unknown" values, in order to provide additional training.	No	
M9	Staff Workload and Efficiency Report	Number of services provided and the average completion time (in days) by type of record and service. Produced weekly by user and monthly and/or annually on demand. (NAPHSIS Report 32.5).	Yes	
M10	Staff Acceptance and Rejection Report	Number of corrections/amendments processed and number and percent of corrections/amendments that were rejected by type of record. Produced on demand for each employee. (NAPHSIS Report 33.0).	Yes	
M11	System compiles statistics for completed transactions	A series of reports summarizing completed transactions and procedures, including number of certificates or records processed, number of amendments processed, number of incomplete requests, and number of requests filled for a given time period. Produced on demand.	Yes	
M12	Key Entry of Vital Certificates Report	Number of certificates key entered at Vital Statistics by type of certificate (birth, death, fetal death), showing the number and percentage of records flagged for correction and/or query. Produced by user showing daily, month-to-date, and year-to-date totals. May also be produced on demand. (NAPHSIS Report 35.0).	Yes	
M13	Invalid Attempts Report	A listing of users with invalid attempts equal to the threshold during login, showing name of user, user id, and institution. Produced on demand by the application administrator. (NAPHSIS Report 40.0).	Yes	
M14	Log of Rejected Records	A report, by event type, of records that were rejected for registration, and records which were "unlocked" at the State. Generated on demand, for a specified time period. State defined format and able to run by user.	Yes	
M15	Death Registration Audit Report	A summary of death records filed by funeral home and medical institution and by type of disposition, showing the average length of time between date of death and date of registration, the number and percentage of late registrations, and a comparison of the institution versus the State's overall timeliness average. The report is run on demand, and includes quarter-to-date, month-to-date and year-to-date totals for each funeral home and medical institution. This same report may be produced by medical certifier.	Yes	
M16	Birth Registration Audit Report	Number of birth records filed by medical institution and by type of disposition, showing the internal record number, the average length of time between date of birth and date of registration, the number and percentage of late registrations, and a comparison of the institution versus the state overall timeliness average. The report is run on demand and includes quarter-to-date, month-to-date and year-to-date totals for each medical institution.	Yes	
M17	SFN Gaps	Print a report of gaps in the SFN by event type including, voided certificate numbers. Voided certificates are clearly identified in the report. This report is done in Excel format.	Yes	

SECTION 3: Technical Questions

Offeror's Technical Response should include a combination of narrative descriptions and tables for the following twelve (12) questions.

Technical Question One

Please provide a comprehensive narrative statement, not to exceed four (4) pages, that describes the methodology used to configure the system, the method by which the offeror will ensure the utilization and integration of the materials provided by the state, and the method by which the offeror's system development life cycle (SDLC) methodology and project management methodology support and complement each other. Offeror should illustrate how the methodology will serve to accomplish the work and meet the state's project schedule.

Response:

Genesis' overall approach to the Systems Development Life Cycle (SDLC) is to utilize a hybrid methodology of the waterfall method and agile processes. This hybrid method has been proven to be the most productive and time-efficient blend of all the established systems development methodologies that Genesis has utilized previously. The use of the waterfall methodology ensures that all the finite details of each stage of the SDLC are secured before the project can proceed to the next stage, thus ensuring high quality results. This is compatible with the highly modular nature of the overall system and project plan. Each modular area will be completed in full prior to moving on to the next. Additionally, the use of agile methodology allows for project work to be completed in a timely manner and supports the iterative review and revision cycles described previously in this response. The integration of key agile components within the overall waterfall methodology ensures that the project remains dynamic and responsive to developments while maintaining a clear and understandable project timeline.

Genesis develop teams are assigned work in pre-defined sprint cycles by the Genesis project leadership group. Customization requirements are divided by functional area and all materials provided by the State in support of system design sessions are included in the assigned requirements. Genesis utilizes its in-house developed tool TRIMSSOFT to manage work assignments throughout the development phase of the project. TRIMSSOFT allows for the Genesis Project Manager to track the progress and completion of each system design requirement. System builds are managed within the TFS by the technical team to ensure that code check-ins are managed and compiled as work is completed.

Genesis follows a rigorous and multi-faceted testing methodology throughout the systems development life cycle to ensure high performance and overall system stability. The components of the system are modularly designed, thus making it a requirement to evaluate each individual component one at a time. Specifically, the testing occurs in two phases: integration testing and unit testing. Again, the Genesis PM will utilize TRIMSSOFT to track the progression of system changes from the developer, through each phase of testing, and finally to check-in for the next system release. If a work item is passed back to the development team from testing, the Genesis PM will receive a TRIMSSOFT notification so that the project schedule and other work assignments can be adjusted if required. Ultimate management of development and testing responsibilities and timeline falls to a collaborative effort between the Genesis PM and technical lead. Following the completion of each sprint cycle, the Genesis technical lead will verify the system build and review the updates with the Genesis PM, in advance of the planned review session with the State.

The Genesis project management methodology begins with the creation of a detailed project plan consisting of an outline of five phases. These phases are initiation, planning and design, execution, monitoring, and controlling and closing.

The project plan will detail the required deliverables created throughout the stages of the project life cycle, including the work breakdown structure (WBS) that will list all required tasks, the duration of those tasks, the required resources and the timeline along which the project will follow throughout the systems development life cycle. The Genesis Project Manager assigned to the project will routinely monitor and review the status of the project plan with the State Project Manager to assess the project against the project timelines and deliverables.

As part of the Genesis team's efforts to ensure on time and on budget delivery of the contract, the Genesis Project Manager will facilitate bi-weekly Status Meetings that will be attended by project leaders from both the State and Genesis. These meetings will address the current status of the project's progress, including the following topics:

- Current project status-This will be rated by the Genesis Project Manager as either Green: (schedule, resources and project scope are within 0% to 5% of baselined project plan); Yellow: (schedule, resources and project scope are more than 5% but less than 10% of baselined project plan) and Red: (schedule, resources and project scope are 10% or more above baselined project plan.)

- Project plan-All currently active project plan tasks will be reported. This report will include a detailed status update of each milestone and all tasks that will begin within the next reporting period. This will give all project participants a clear understanding of in-progress tasks as well as give them advance information about upcoming tasks. The Genesis Project Manager will also discuss any modifications (including tasks, schedule and/or resources changes and allow the State Project Manager and stakeholders to provide input and take appropriate action to ensure the project stays on time and on budget.

The Genesis Project Manager will be the Single Point of Contact (SPOC) for all project design and development issues. Additionally, the Genesis Project Manager will be tasked with creating meeting agendas and attending and generating meeting minutes for all project-related meetings. The required meetings will include bi-weekly Status Meetings, General Project Meetings, Kick-Off Meetings or any other meetings agreed upon between Genesis and State Project Manager. The Genesis Project Manager will be the person responsible for providing the previously-described formal Project Status Report and provide for all administrative types of documentation required for all phases of the project.

The Genesis Project Manager is also responsible for identifying risks, as well as for developing Risk Mitigation and Issue Resolution Plans. The Genesis Project Manager will work with the State's Project Manager to update the project plan for each subsequent phase of the system implementation.

In addition to the Risk Mitigation and Issue Resolution Plans that will be generated as tools to facilitate smooth risk management and issue resolution, Genesis will provide the State with the ability to provide project feedback to the Genesis team. This feedback is captured through the use of Genesis's web-based Time Resource Management (TRIMS) tool. During the course of the State's evaluation of the test environment, the TRIMS tool will always be available to users. This tool logs issues and allows users to include screenshots of these issues. The tool prioritizes all recorded issues and assigns their resolution to the appropriate member of the Genesis project team.

When a potential problem is identified, it should be conveyed by the State Project Manager in writing to the Genesis Project Manager and Technical Lead for review and further definition. The Genesis Project Management Team will review the problem and identify if it falls under the umbrella of Issue, Change, or Risk Management and apply the defined tactics accordingly.

In most cases, identified issues can be resolved through interaction between the Genesis Project

Management Team and the State Project Management Team. This resolution will be achieved through Project Status meetings and side bar meetings when necessary.

Level One Escalation:

There may be cases when additional information or guidance is required for an issue. If this is the case, the Project Management Team members are able to escalate the issue to the individuals that are directly above them in their respective reporting structure. If resolution is obtained from consulting these individuals, the issue will be successfully resolved, with the information being passed down to the Project Management Team and distributed to the appropriate project team members. Genesis aims to resolve Level One issues within one business day.

Level Two Escalation:

Occasionally, there will be times where the Level One Escalation team will not be able to successfully resolve an issue. These cases will be directed to the Level Two Escalation team. Issues that are escalated to this level are project critical issues that require immediate attention. Generally involved in the resolution of these types of issues are the Project Director and high level Genesis Management. The probability of problem escalation to this level is low. Problems identified as Level Two issues will be addressed as soon as they are identified and will be resolved as soon as possible.

Overall project methodology has been developed to keep both the State and Genesis technical and business teams coordinated and working together on the same page. The use of TRIMSSOFT in particular to capture State feedback and manage work assignments allows for the smooth and efficient integration of State review and revision into the ongoing project work schedule.

Technical Question Two

Provide a narrative, not to exceed one page that explains the Offeror's philosophy and approach to maintaining and upgrading the system including releases to the State. Please to address the following areas:

- o Frequency of releases during the project phases;
- o Frequency of new releases after go-live;
- o Process used to determine what features will be included in each release pre and post go live;
- o Support provided to clients during and after upgrades to a new release;
- o Policy regarding mandatory upgrade to new releases;
- o Policy on sharing new functionality between clients;
- o Policy regarding client notification of potential impacts of new releases to the client's system; and
- o Method that is recommended to keep changes to the configuration or tables made by the customer from interfering with the application of new releases.

Response:
Providing releases during the project phases: After the start of the UAT phase, Genesis will update the UAT environment on a mutually agreed upon frequency. If an issue arises that impedes testing, Genesis will work to provide the fix within 2 hours of the reported issue. User feedback provided through the use of UAT is utilized to refine the functionality requirements of the system set forth in the detail design documentation.
Frequency of new releases after Go-Live: Genesis' policy is to provide extra support to its Partners through the Go-Live and beyond. Immediately after Go-Live Genesis puts in place a rapid response team comprised of senior personnel who have been involved in the project and ancillary individuals deemed to be needed during this period. Genesis has brought up countless systems during its history,

including everything from the "Big-Bang" to the phased in approach, and ideally not needed, the rapid response team has worked flawlessly. Should a patch be required during this time frame, the team will be able to deploy new releases within a very short window. Following Go-Live, all subsequent releases are coordinated with Genesis and its Partners. It is up to the Partner to first determine if they want the release and then when the release should be applied.

Process used to determine what features will be included in each release pre and post go live: Genesis works with its Partners to determine what features/functionality will be included with their specific release. These new releases are developed from multiple sources, commonly its Partners, as well as those determined by Genesis. New releases contain processes and functionality that are evaluated by Genesis staff and determined to be included in subsequent releases. Once this determination is made, Partners are given the option to include this functionality in their specific application. Prior to the actual release to the UAT or Production environment, the State-designated Project Manager will receive comprehensive release notes in order to give approval.

Support provided to clients during and after upgrade to the new release: Genesis provides support during and after upgrade based on the support agreement established with the State and in the same manner described earlier.

Policy regarding mandatory upgrade to new releases: Genesis does not believe in forcing upgrades on its Partners, nor does it discontinue support on its products. Genesis continues to support its products long after technical support on a particular technology has been dropped by outside vendors. In regards to its current products, Genesis allows partners to choose when and how they upgrade their systems.

Policy regarding sharing of new functionality between clients: Genesis' policy is to ask clients if they want their system modified to accommodate the new functionality from another client where systems are identical and able to accommodate and assimilate the new functionality.

Policy regarding client notification of potential impacts of new releases to the client's system: Genesis will work with the State to ensure minimally-invasive impact when implementing new releases by coordinating with the State Project Manager and sending notifications in advance. Notifications will be issued from a system within the application and/or through email. Genesis works with its partners to schedule maintenance upgrades, should they become necessary.

Method that is recommended to keep changes to the configuration or tables made by the customer from interfering with the application of new releases: A utility will be installed on the State's environment during the initial implementation to track user-driven configuration alterations. This utility saves the configuration related changes to a specific location (that can be configured by the State) on an SFTP site. The utility also generates an email to the Genesis team to alert them that changes have been made in a specific Partner's system. Once alerted, the Genesis team will retrieve the changes and replicate them on the Genesis environment to verify and test before committing to its parallel environment. Should Genesis develop a new release, the State's application will be upgraded accordingly. This works to keep the Genesis environment in sync with its Partner's environment.

Technical Question Three

Describe the offeror's experience with mapping data from current systems to their system, the process used to document the mapping for each event and the method by which the offeror works with the state to convert the data, identify, and rectify conversion issues. Please discuss how the offeror will migrate and link images to vital event records. Please describe how the imaging will be stored and integrated with the EVRS solution.

Response:

Data conversion and migration strategy and methodology

The following is an overview of our approach to conversion of legacy data:

Analysis

Importing legacy data begins with a detailed analysis of available data and its characteristics. Data mapping is done to document the nature of the legacy data and how it relates to new data structures. Rules for assigning values, cross-walking values, or in some cases, storing legacy values as historical items comprises the detail design for each conversion process. Idiosyncrasies of the data across time and any known data problems are considered. All possible data exceptions that can be anticipated are documented to specify how they will be managed and what the implication will be for the record as follows:

- Flag with alert
- Flag with alert and mark as Do Not Issue
- Flag with alert, mark as Do Not Issue and hold in work queue for cleanup
- Log as fatal error and do not load the record

Testing and Evaluation

Once the conversion utility has been configured to follow the rules defined in the data map, it is time to begin the iterative testing and evaluation process. Initial testing is performed against multiple years of data with selection criteria determined by year-to-year idiosyncrasies. Frequency tabulations are generated reflecting every value encountered for every converted data item. These quickly identify unexpected values and unusually high or low counts which then cause investigation. Ideally, the same statistics can be generated from the legacy system and compared. A small random sample of records is drawn and the records are compared field by field to the values in the legacy system. Frequency counts are also generated regarding the anticipated exceptions so reevaluation is possible regarding the planned action (Flag, Do Not Issue, etc.). Larger quantities of data are then used and evaluated in the same manner to further validate the utility. This volume can be as large as the entire population of legacy data.

Implementation

Experience through the testing and evaluation process provides an accurate means to estimate the time that will be required for the live conversion. An implementation plan is generated that takes this into account as well as all preparatory steps such as resetting sequencers and coordinating transition from the legacy system. The plan is then executed according to the defined schedule relative to a confirmed go-live date. In as much as the State desires a "Big Bang" implementation, data for previous years data will be converted through a period immediately preceding go-live (typically a week or a month before—determined as part of the implementation plan) with final conversion being performed for the "stub" period at the point of go-live.

Final agreements on data to be migrated

Each conversion involves detail design sessions that result in a technical specification for the specific conversion. The specification evolves as sessions continue and a final review and sign-off of the plan is part of the process.

Data issues and resolutions

Inevitable challenges in converting specific data items are first explored in the technical design sessions leading to the specifications. Discussion of any data entry conventions that may have existed through various periods of time are part of this exploration. These are also identified during the internal testing process that includes data element frequency counts and record-to-record/field-to-field comparison. Once identified, specific strategies for handling these are explored with the State and the resulting exceptions are incorporated in the conversion process.

Data validation methodology includes, but is not limited to:

- Total records successfully converted – No detailed list is required;
- Total records not successfully converted – Provide a detailed listing of these records for analysis by State staff to determine possible record corrections;

- Total records only partially converted – provide a detailed listing of these records for analysis by State staff to determine possible record corrections;
- Recommendations regarding solutions of partial or not-converted records;
- Summary of problems encountered and steps to resolve these problems;
- Tools to validate any hidden fields; and
- Exports that can be used for analysis by State statisticians

The methodology and tools described above speak to most of the points noted here. The same logs and record flags that are associated with the internal and UAT testing are in place during production runs. Not specifically noted, however, is the nature of the logs that Genesis uses. The process log records primary statistics such as the start time, end time, duration, number of records processed, number of fatal errors that resulted in not converting the record, and number of exceptions which caused a record to be converted but flagged. The error logging records the fatal errors and exceptions in detail. The error log is written to database tables rather than to a text file and as such can be interrogated. During the technical design sessions potential reasons/scenarios that would cause a fatal exception or an exception requiring a record to be flagged are identified and associated with a code. The error codes become a primary means to evaluate the result of the conversion process. For any given conversion, the ideal involves running the conversion against all data that will be targeted for production conversion and then evaluating the results. Strategies for reducing or eliminating specific error codes are then discussed/implemented, and the process repeats until everything that can be mitigated has been.

Experience with migrating and linking images to vital event

Currently, Genesis applications are integrated with imaging, scanning, and linking legacy image with a database record across different states at different levels. In many states, Genesis has interfaced its applications with scanning and uploading capabilities in which users are able to scan and attach the relevant scanned documents to the record from within the system. In such scenarios, the uploaded/scanned images are directly stored in the image repository with indexing information stored within the database. All such operations of saving/retrieving the images from the central repository occurs through various API (Application Programming Interface) calls that are independent of the source of such calls. Access to all images is restricted by the appropriate security role and process assigned within the application based on the access levels.

At the time of saving of scanned/uploaded images, the system produces a unique index (based on pre-defined parameters) for the image which is stored and linked to the corresponding record within the Vital Records database.

Genesis has, in past, migrated the existing legacy images for New Castle County, Delaware in which all the images were converted into the new system and linked with the corresponding records within the database based on existing indexes. To do such migration, Genesis worked with the client to understand the nature and format of existing images along with its indexing information. Once all the information was mapped, documented, and approved based on the agreed upon migration plan, Genesis received all the images and their corresponding indexes which were then migrated and tested iteratively until desired results were achieved based on signed off requirements.

Within the same implementation(s), the Fee and Issuance module is used to issue certificates from legacy images based on the year of event.

How the imaging will be stored and integrated with the solution

Genesis' proposed solution for this RFP will be a fully integrated solution with its Vital Records offering. As part of the imaging solution, Genesis would make/recommend use of high end servers for storage and retrieval of images from the fast Solid State Drives (SSD). The images will be stored in a .TIFF format and will be indexed according to State File Number + year or State File Date + prefix that

indicate the type of image. At the time of storage and retrieval of images from these fast accessible drives, the system will be using indexes from an associated record in the database. Additionally, each image stored in the file system will be associated with one or more metadata that can also be utilized to search for an image from the image repository.

Genesis' solution will provide direct seamless access to imaged documents from within its Vital Records application. Genesis' integrated solution will allow the user(s) with appropriate security process to search and print these stored images.

The documents in the image repository can be either uploaded or scanned from within the system during amendment, correction, request processing, or any other PALS (Paternity, Adoptions, Legitimations and Sex Change) processes. In addition, the system will also allow upload of electronic image files to the same image repository. The imaging solution will have an inbuilt function of scanning and uploading of documents. During the scanning process the imaging solution will allow the users to rescan a document. All the images scanned in the system will not be committed to the image repository initially, but instead will be routed to a review process. Once the images have been approved, such images will be permanently stored in the image repository with the associated record/request for future access. The scanning functionality in the system is built upon Twain driver based scanners which are widely used for all modern high speed scanners.

At the time of processing of a PALS process that seals the original version of the birth record, Genesis' imaging solution will also seal the corresponding image(s) for that version. As part of sealing the images, the system will tag such image(s) so that they cannot be searched/accessed by any un-authorized users. Only users with appropriate security access will be allowed to search and retrieve such images. Additionally the system will audit all search/access to such images with details like who searched or accessed the images, when, and why.

Genesis' integrated solution for imaging will be highly secured and scalable architecture. Any access/printing of images from within the system will be fully auditable, and only authorized users will be allowed to perform the operations that are assigned to them. The system will allow the appropriate users to search, print, delete, comment, and add/edit metadata to the published image.

Technical Question Four

Interoperability is an increasingly important aspect of all systems in the health field. Please describe offeror's experience with and plans for addressing interoperability in the vital records area. Specifically,issues such as Master Patient Index (MPI), electronic health records, insurance exchanges and other registries and health programs should be addressed.

Response:
Genesis is at the forefront of Interoperability and interfacing with Electronic Health Records. Genesis is the only vendor to have participated with CDC/NCHS in the development of profiles to interface EMR's with a vital records application. That development occurred via Genesis attending the past 6 IHE Connectathons, and HIMSS conferences along with CDC/NCHS and EPIC. As such, Genesis has assisted in the development of Birth, Death, and Fetal Death profiles in CDA and HL7 messaging. Genesis's primary testing partner during this development has been EPIC although Genesis has also tested with Siemens and GE. Genesis has also tested with Care Evolutions (an HIE provider) as well and has passed data to NCHS using both SAMS and PhinMS.

Genesis is capable to assure that all entities involved in Vital Records have interoperability. This includes hospitals, OB/GYN providers, parents and others. The Genesis Interoperability Module (GIM)

is able to receive data in virtually any electronic format including CDA, HL7, ASCII, Excel. Genesis designed GIM to be extremely flexible and configurable. All Federal and State edits contained in any Vital Records application can be configured in GIM. Accordingly, all edits are fired prior to insertion of the data into the Vital Records application. Genesis realized through this development process that not all data required to complete a birth registration is typically resident in EMR systems, which essentially contains just the "Facility Worksheet". Because of this, Genesis took Interoperability a step farther by developing Baby's Background (BBG)(bbginfo.com) in order to capture information directly from parents for such items as race, ethnicity, education and etc. Genesis also made BBG highly configurable by the State to include State specific data. BBG also interfaces with GIM to provide the complete birth record data. GIM (as indicated above) is able to "fire" all edits prior to insertion of the data into a State's Vital Records application. Genesis is also working with CDC/NCHS, along with the State of Georgia, to develop an interface to medical examiners and coroner's systems. Due to the increase in the use of FHIR in health care, Genesis is adapting this and its interoperability products using this protocol.

It is important to emphasize the flexibility of GIM in other registries as well. Often Genesis fields calls from hospitals asking why they have to put the same information into multiple state systems. Genesis developed GIM knowing that all vital records registries have an "electronic conduit" between the hospital and the state. By utilizing GIM, that "conduit" can be expanded to include Birth Defects registries, discharge data, HIV registries, Child and Maternal Health data, and countless other registries and data needs.

Genesis has the capability to interface with Master Patient Indexes (where available) and insurance exchanges (where applicable) in order to expand the flow of data as well as provide efficiency for public health data.

Technical Question Five

To what degree is the application mobile ready? Please respond specifically to the following questions:

- Is there an application available from an App Store (Google Play or Apple) or is your mobile presence an optimized web page or both?
- Do the screens automatically adapt to the mobile device being used?
- Is the entire application available to the mobile user or only certain features? If the latter, please detail which features are available
- Describe plans for moving to or enhancing the mobile readiness of the application.
- Do releases and updates to the mobile application follow the same philosophy as the main system as described in question two?

Please limit your response to 2 pages.

Response:

Is there an application available from an App Store (Google Play or Apple App Store) or is your mobile presence an optimized web page or both ?

Genesis' current offering of its Vital Records application is fully web-based and includes all the functionality necessary to capture, maintain, report, integrate, store, and amend vital event data. The application is not available from any App Store, but rather is accessible from mobile web browsers so that authorized users with the appropriate security process are able to perform their functions using standard mobile web browsers.

Do the screens automatically adapt to the mobile device being used?

The screens within the application adapt to the mobile device being used. Such screens are developed

using HTML5 and adapt to the size of the device in use. Genesis is actively testing the screens within its offering to ensure that each screen performs optimally on mobile web browsers.

Is the entire application available to the mobile user or only certain features?
The entire application is available to the mobile user, but currently only certain features have been optimized for the user community. Genesis is continuously testing its entire application for mobile compliance and efficiency.

Technical Question Six

The goal of this project is to move the state to a common modern technology platform utilizing a single database for all vital events. Please provide a narrative explaining how the proposed solution is integrated; communicates between modules with specific focus on movement of records between modules and queues based on record status.

Please limit your response to 2 pages.

Response:
With a strong foundation in the Vital Records industry; encompassing vital records subject matter expertise, and constant technology review and refinement, Genesis is uniquely qualified to collaborate with the State of West Virginia on the development and implementation of EVRS. Genesis' response is to provide a highly integrated, configurable, state-of-the-art solution utilizing .NET and related technologies that conforms to W3C standards.

Our proposed solution will be a fully evolved product built upon our vital records systems experience, with proven systems implemented in various states. The proposed solution is a completely web based application, build upon SQL database (typically) and modular in structure.

Genesis' solution architects and database designers understand the nature and utility of vital records data and thus design the application and database in an efficient manner so as to optimize the task of data collection, data reporting and data integration processes. The fully web based integrated module of WebLE is the core module around which all other modules are built and designed utilizing the most up to date industry standards and technologies. The overall architecture of the application spans across 3 physical layers. Each layer is physically separated from each other with hardware firewalls, which route the data and requests only through secured channels. The overall security of the system ensures that only authorized requests to specific servers would be processed and passed on to the next layer.

All the modules of the overall system is logically divided into these 3 layers:
Layer 1 (Web Servers) consists of GUI (Graphical User Interface) of the application through which all the application users (State Office, County Offices, Funeral Directors, Certifiers etc.) interact with the application. This layer contains all the data entry forms, reporting interfaces, printing interfaces, Library maintenance interfaces, security credentials interfaces etc. that pass the data/request collected to Layer 2.

Layer 2 (Application Servers) consists of all the business logic associated with the solution. This business logic is designed in the form of services that can be accessed without jeopardizing the security of the system. Designing the application based on service based architecture not only enhances the overall security of the application but also helps in efficiently integrating the various modules in seamless manner. This layer also uses "separation of concerns" principles by separating different modules running under different process within the servers. This way a failure with one process / module does not affect the functioning of other module(s) which supports the overall modular structure of the application.

Layer 2 is also responsible for the overall integration and communication between the modules. The architecture of the overall solution allows the message based communication between different modules in such a fashion that the end user of the application is unaware of the underlying integration. With message based communication, a method from the service of one module invokes a method of another module by passing the relevant data that is required to perform the operation. The response of this call is also returned through the same mechanism with information requested by the calling service. For example, in the Fee & Issuance module when a request is initiated for search and issuance of a birth certificate, the Layer 1 (web server) of the solution captures the request, registrant and transaction details that are passed to Fee Service in Layer 2 (Application servers). The Fee service in turn calls the Birth service within the same Layer with details of the registrant for whom the certificate needs to be issued. The Birth Service returns the response data back to Fee Service, if found, with applicable flags. The response is then returned back to Web Servers and provided to the user working in the Fee and Issuance module. It is important to note here that during this call the full record with details required for issuance is returned to the Fee module from birth so that issuance of such record can be done from within Fee module and such issuance can be tracked to the level of field values that were issued at any given point in time. Similarly, a process like Adoption, Legitimation, Amendment etc. initiated within Fee module is queued up for processing in Birth module at the appropriate department's queue through the same mechanism when Fee service invokes Birth service. The record initiated for such process is transferred to the processing department's queue within Birth module and once processing is finished, Birth module invokes the Fee module service to place the record back in Issuance queue in Fee after the processing is completed.

Layer 3 (Database Servers) consists of 3 distinct servers that hosts the database of the application. The database tier of this architecture hosts the RDBMS that works as the data warehouse for the vital record application. Currently, the RDBMS used for the proposed solution is MS SQL Server 2016. As part of the overall architecture, Genesis recommends the use of 3 physical DB servers. The 2 primary DB server(s) should be set up as clustered server(s) pointing to same SAN and third reporting DB server that will be used for only reporting services. This server is synchronized with the primary DB server through data replication or data mirroring. For comprehensive reporting needs, Genesis recommends the use of a separate reporting database server that will not put any strain on the primary database.

Genesis's use of MS SQL Server 2016 is the most current and stable version of RDBMS offered by Microsoft. Genesis believes in using a single database for all vital events to maximize the potential of integration and performance of the overall architecture. The single database also helps in maintainability of the database and its associated entities. The table structure of the foundation SQL database will be initially modified to accurately capture and maintain West Virginia's specific fields, which will thereafter be user maintainable. Database structure for the system supports stored procedure, triggers, referential integrity and indexes for faster and efficient processing. All the data entered in the database is stored as entered by the end user, along with its coded and literal values. Any corrections made to the record keeps history information of all the changes including user and date-time. The system database is capable of importing and exporting bulk data out of the system.

With over 28 years of experience in Vital Records industry, Genesis data model has evolved over the years to meet not only the best design standards but also has catered well to the vital record industry in a unique way. The current data model of the system maintains the system management information, library tables, flags to track the progress of the record, audit logs of all the transactions after a certain point in the work flow process. It also ensures that the performance of database is optimum for both writing and reading the data by using selective index based on the search queries.

Technical Question Seven

The State is committed to maintaining all operating software at current release levels. Please describe your company's policies and procedures to ensure that the proposed system continues to be operational as State software is upgraded. In your response include the timeframe within which you guarantee upgrades based upon the date a new release is announced. Please specify if your policies exclude any types of software (for example, operating system, database, ad hoc reporting tool).

Please describe your policies and procedures for maintaining the State at up-to-date levels of the proposed system. In your response please describe your release process including the frequency and support provided. If new requirements, such as a new certificate format, were mandated would that be covered by the maintenance agreement?

Genesis does not force customer upgrades. In fact, Genesis supported one of its DOS applications until 2016. While it continues to support its systems that are in production, Genesis does understand that some organizations work to keep up with new browsers and operating systems. As new operating systems and web browsers become available, Genesis works to test its application within the new systems. Genesis will then alert the State as to the compatibility that the application has with the new update. Should the system not be compatible with the new update, Genesis will inform the State of this development and provide an estimate for what it would take to run the application within the new update. This gives the State the decision as to whether to update the application or to keep running on the current operating system or browser.

The release management methodology for software releases, state requested enhancements and system enhancements employ an "update as needed" mindset. Any and all changes being made to the system during the life of the contract following the initial go live of the system would be initiated through a formal change management process, which begins with the identification and documentation of the need for software upgrades. Once a change request has been documented, the Genesis Project Manager, in concert with the State's Project Manager, will review the change request to determine the impact of the requested change to the overall system, timeline and cost. Change requests that move forward will be documented and are subject to a formal acceptance process that will require sign off by both parties. Genesis has included 160 hours of programming for changes/enhancements per annum in its response.

Every system that Genesis builds is unique to each individual state. This is documented throughout the Joint Application Design (JAD) process and Genesis adheres strictly to the documentation that is created there. No functionality (core or otherwise) is changed without directive by each individual customer. No changes to the system are performed without going through the Change Order process. This ensures that the State will have full control over how the system is constructed and functions. Genesis does not guarantee free upgrades as indicated above due to the unknown parameters for which a change may require. Unfortunately, Genesis cannot predict the future. Genesis will work with the State to ensure that the system will continue to function as it was designed and in accordance to the laws that existed at the time of the contract.

As new products are developed that may be of benefit to the State, Genesis will notify the SPOC of the contract in order for the State to gauge its interest in the functionality. Genesis is also willing to provide pricing quotes as to what the new functionality may cost.

The source of changes within any vital records systems are quite numerous and include changes in State laws and regulations, State Vital Record Agency studies and initiative, Federal Agency changes which can come from NCHS, CDC in general, SSA, Census Bureau and others. New requirements, such as a new certificate format, are not covered within the support and maintenance agreement. However, Genesis has strived to provide its partners with significant power to accommodate a significant portion of change requests through the development and use of its Chameleon and LogicBuilder functionality. By utilizing the Chameleon functionality the Commonwealth can add/suspend/ modify fields, change tab

contents, change tab order, change field position, set field size, set type of field, set unallowable characters, change other field properties, etc.

In addition, by utilizing the LogicBuilder functionality the Commonwealth can add/suspend/modify edits by Commonwealth staff and not require programming by Genesis! LogicBuilder is an easy to use, English language way to facilitate edits and cross checks within the system.

By combining Chameleon and LogicBuilder the State has significant power in-house to maintain the system at optimal levels and remain current without having to go through a costly and time consuming upgrade.

Technical Question Eight

Provide a technical narrative describing how, if successful, the offeror will host the proposed solution for the state. Specifically, the state is interested in understanding:

1. How replication and redundancy are handled;
2. Security for the hosted environments and the physical site;
3. Service level agreements and uptime;
4. How routine maintenance is handled; and
5. Number of vital records clients that are currently hosted by the offeror.

Please limit your response to a maximum of two (2) pages excluding any technical diagrams.

Response:
Genesis has been in the vital record industry for over 30 thirty years. For the past 10+ years, Genesis has been hosting vital record applications of some of its customers. Genesis currently hosts the vital record applications for two states and a US territory. Genesis also hosts applications for several counties. Throughout this time, Genesis cultivated practices that were designed to protect the information that is being entered into the application as well as maintain maximum up time.

Genesis is offering a hosting environment that is built as three tier architecture. The design also places a strong emphasis on redundancy. Genesis believes both of these processes are incredibly important as they go a long way to ensuring greater uptime and functionality of the system. Genesis focuses its design of the hosting environment to accommodate for all of the concerns listed above.

Redundancy and Replication: Genesis focuses on redundancy in numerous ways in order to ensure that the environment functions at the highest efficiency and maintains the absolute best uptime. There are physical redundancies that are in place to counteract hardware failures. Both the production site and the disaster recovery site have redundant configurations of routers, switches, firewalls. Both sites also have redundant Internet connectivity. The primary location is also capable of expanding the required bandwidth, should it become necessary. The bandwidth can be expanded at the DR site as well.

The infrastructure is a three-tier architecture. These tiers are presentation, application, and database. High availability firewalls with strict access rules will separate the tiers. The network will contain multiple redundant I GB managed switches. The servers used as part of this proposal will be physical, not virtual, boxes. All the servers will be the MS Windows 2016 servers. In the web presentation, multiple servers will be used to provide failover and load sharing. This will be done by using MS Network Load Balancing. MS file replication will also be used to keep the servers in sync. In the web application zone, multiple servers will be used to provide failover and load sharing as well. MS NLB and file replication will once again be utilized. The back end LAN zone will contain the database servers, which are replicated in real-time utilizing mirroring and clustering.

Power Capabilities: At both locations, customer equipment, customer equipment and information are protected 24 hours a day from utility power loss through uninterruptable power systems, power switching, and automatic emergency power generation provided by diesel and natural gas generators. All servers are power by AC, 120V or 208, protected current.

Internet Connectivity: To assure the appropriate bandwidth, the primary location is equipped with Tier I international and domestic network architecture along with a redundant configuration of routers, switches, and firewalls. The primary location is able to expand the required bandwidth, should it become necessary. The disaster recovery center also has redundant Internet connectivity and is equipped with Tier II international and domestic Architecture.

Physical Environment: Genesis has also built redundancy into the physical environment as well. Customer equipment and information are protected 24 hours a day from utility power loss through uninterruptable power systems, power switching, and automatic emergency power generation provided by diesel and natural gas generators. All servers are powered by AC, 120V or 208, protected current. Redundancy was also taken into consideration with the environmental units used to control the climate of the data centers. Redundancy is also in place when it comes to the climate control within the data centers. In regards to climate controls, the data centers utilize Leibert units that have dual compressors to ensure that the failure of one will not impact the data centers.

The redundancy utilized by Genesis does not solely exist in the physical location of the hosting hardware. Redundancy is also factored in to how the environment is designed and constructed. Genesis constructs all of its environments to incorporate replication in order to greater emphasize redundancy in the system. Genesis utilizes NLB file replication on the web presentation servers in the first tier. On both the application tier and the database tier of the environment, Genesis provides two servers for each tier with mirroring and log shipping. This provides real-time replication within the system. This way, should one of the servers fail for any reason, the second server will remain active and allow the system to remain available.

The real-time mirroring and log shipping in the databases is further supplemented within the Disaster Recovery environment. The database within the DR environment is replicated at near real-time. At most, the DR will be 1 hour behind the production databases. This creates a fully replicated system that is located in a physically separated data center from the Production environment.

Physical Security: The production data center being proposed is a co-location that is physically isolated from non-authorized users. Public access is strictly forbidden and even authorized users must be escorted to servers by data center security personnel. Entrance to the data center's floor is restricted via biometric security and utilizes a remote video surveillance system. Access to the data center is further limited by the staff at the co-location solely to personnel (both Genesis and Commonwealth) that needs such access in order to perform the jobs assigned to each particular person. As such, Genesis operates on the principal of least access necessary. This ensures that staff members provided with access to the system are still limited to perform only the jobs that are required from that position. The DR site employs the same or similar methods of physical security as the co-location. Entrance to the data center's floor is restricted via 2 factor authentication process. All access is recorded via remote video surveillance and by onsite staff members through a sign-in log book.

Service Level and Uptimes: Genesis has consistently maintained uptime of over 99.9% minus the downtime for scheduled routine maintenance. Genesis utilizes its replication and redundancies to protect against failures within the system. The production environment is protected from hardware failures by being setup for automatic failover to another server. This is also accomplished with power to the environment, internet, switches and routers.

Genesis maintains its customers' systems for 24/7 availability minus the downtime required for scheduled maintenance and upgrades. Genesis has consistently maintained 99.9% uptime in its hosted applications. Non-routine maintenance and upgrades are scheduled with the State in advance so that the proper alerts can be generated. Genesis will work with the State to establish a maintenance period, during which the routine maintenance will take place. The maintenance and upgrades are also conducted during non-peak times so that few, if any, end users are inconvenienced. This helps to ensure that workers do not lose productivity.

Routine Maintenance: The technical support offered as a part of the hosting is described in the Support and Maintenance section of this response. As part of the Support and Maintenance agreement, Genesis has technical staff members available to ensure the infrastructure of the system operates as designed on a 24/7/365 basis. Genesis works with the State to decide on optimum times for maintenance to be performed and schedules all updates and maintenance accordingly.

Technical Question Nine

Describe any plans to move the proposed solution to a new platform or database. If moved to a new platform, what is your policy for existing customers? For example, do you continue to support the installed solution and is there a time limit on that support?

Response:
Genesis does not place a time limit on its support for its products and it does not force upgrades. Genesis has a philosophy that it will continue until it can't. When it comes to not being able continue, this usually comes down to servers or OS's going end of life. Otherwise, Genesis continues to support its customers for as long as the system is desired. This is demonstrable by the fact that Genesis only switched one of its clients off of their DOS system in 2016. Genesis believes this level of longevity to be a great indication of the quality of its product.

Due to this operating philosophy of Genesis, there is no plan to move to a new platform. Should the issue arise where transitioning to a new platform become necessary or desired, Genesis would work to create such a plan with the State.

Genesis does offer technology transitions in general. Genesis' core implementation team, which includes members from the technical department, subject matter experts, and business analysis group, continuously look for improvement in its product from the perspective of technology and business needs. With the advent of new technology and architectural changes, Genesis believes that its core product needs to match with the latest in the industry. To that effect, Genesis' core technical team documents and recommends the transition plan for its products from older technologies to newer. Based on the recommendation, Genesis keeps its clients informed about the availability of a transition plan to a new technology.

Technical Question Ten

Please indicate to what degree the following items are configurable by a business user system administrator with some computing experience.



Item	Fully Configurable without vendor assistance	Partially configurable requiring some degree of vendor assistance	Requires vendor to make the change
New User Set Up	X		
Forms		X	
Letters	X		
Certificates			X
Screen Design: - Formatting -Adding new screens	X		
Fields: -Adding - Deleting - Editing	X		
Edits: -Adding - Deleting - Changing - Creating cross field edits	X		
Reports	X		
Queues: -Adding - Deleting - Changing		X	

In a narrative please explain how the configurability works in the solution being proposed and the skills required at the State to be able to achieve the maximum benefit from the configurability offered by the proposed solution.

Response:
Genesis has developed tools within the user interface to allow for state administrators with minimal technical skills to complete most configuration operations. With few exceptions, maximum configurability benefits can be realized with some basic training and reference materials.

Specific configurability options include:

Genesis' Chameleon Functionality—(Field and Screen Designer)
Genesis Chameleon is functionality unique to Genesis and its applications. Utilizing Chameleon, users (with the appropriate security process) are allowed to add, modify and suspend fields as they appear to end users. Fields can be repositioned within each tab of the registration screens or moved to a different tab altogether. Significant characteristics of each field are also configured within the Chameleon screen configuration utility, such as field length, allowable characters, rule set to be used, and help text. Using

Chameleon, the application can be configured by State users without the need to come back to Genesis to add, change or delete fields. "Snapshots" are also included to facilitate "falling back" to earlier configurations, if necessary. This provides the State with the capability to revert or modify configuration changes, again without requiring technical assistance. Both field and screen configuration options, as well as saving and retrieving configuration settings are done utilizing application driven menus and tools. No back-end work is required to implement these changes.

Logic Builder—(Edit and Crosscheck Configuration)
Genesis Logic Builder is another tool unique to Genesis and its applications. By using Logic Builder, users (with the appropriate security processes) can add, change, and modify both field edits and crosschecks resident within the application. This is powerful functionality in the hands of a state system administrator and combined with Chameleon allows special studies and changes mandated by NCHS or SSA, without the need to come back to Genesis for reprogramming! Logic builder is driven by simple drag and drop menus which allow users to blend specified fields and cross-check keywords to build new system data rules. The application helps to guide users in the creation of new data rules by offering suggested fields and linkages based on the rule being created. The whole process is easy to understand and extremely user friendly.

GenSearch—(Configurable Searches)
GenSearch allows the configuration of searches by the user (with the appropriate security process). You no longer have to wait to have a field added to a search routine within the application. Users can add, remove, or suspend fields for searching and have the results applied within seconds. The GenSearch tool, like logic builder and chameleon operates through the use of easy to understand drop-down menus.

GenExtract—(Configurable Extracts)
GenExtract is a powerful tool to configure your own extracts. Utilizing GenExtract there is no need to ask Genesis for an additional extract. Configurable extract building allows a State user to extract large amounts of data by providing a front end tool for building database queries that can normally only be executed by technical users with back-end access. The GenExtract tool takes the entire experience of building SQL queries in the database and simplifies it for a user with minimal technical expertise to develop their own extract queries and reports.

Email Configuration
In addition to the above listed tools, Genesis also includes as part of its suite of configuration tools the ability for state administrators to configure all automatic email notifications being generated from the system. Utilizing this tool the State can modify the sending or text of emails that are attached to specific triggering events such as registration of a record, assignment of a record, rejection of an amendment request, or other defined events.

In addition to the specific configurability tools listed above, there are a number of system administrator tools beyond this that allow the State to manage and update the system on an as-needed basis. This includes customizable broadcast messaging, internal messaging and email directory configurations, system setting and password configuration settings, and user enrollment requirements. Genesis will provide at least one dedicated training session to State administrators to help learn how to use the configurability tools listed above. All of the configuration options made available can be utilized fully by system administrators who receive this training session to manage and control a large portion of the user experience.

Drag-IT
The Genesis Drag-It™ module, our ad-hoc reporting tool, provides an intuitive interface to design and save custom reports for repeated (or even one-time) use. The interface groups data elements into folders so they are logically grouped and easy to locate. The user designing the report selects data elements that

are desired for display on the report or for extracting to a file or to be tabulated as a frequency count. Fields are also selected to serve as criteria for the records to be included. Fields dragged to the 'Display Fields' grid will be those that appear on the report output or are extracted to a file if the user so chooses. Genesis licenses this functionality separately from the application on a per user per facility basis. Five user licenses per module of Drag-It™ for the Birth, Death, and Fetal Death modules have been included as part of the Cost Proposal for this project. The draft Drag-It license agreement for the proposed Genesis system is attached here as Appendix 12.

Technical Question Eleven

The State prefers that the Offeror provide the initial application training to all external stakeholders. The following chart provides information on the approximate numbers of stakeholders by event.
Describe how you would approach training each group of stakeholders by event; what kind of training would be provided (in person, e-learning, online), what materials would be given to the trainees, and any follow-on support that would be provided during the go live period.

Number of Stakeholders by Event

Event	Stakeholder Group	Approximate number of stakeholders
Birth	Birthing Facilities and Hospitals: - medical records clerks - birth clerks - midwives - pre-registration clerks	Hospital users 108 This number includes midwives
Death	Funeral Homes: - Assistants - Funeral Directors	Funeral directors 499 Funeral admins 417
Death	Medical Examiners: - Medical Examiners - County Medical Examiners	Medical Examiners 70 Deputies 241
Death	Medical Certifiers: - Hospice - Certifiers - Assistants	Medical certifiers 1500 (approximate)
Fetal Death	Hospitals Funeral Homes Medical Certifiers	Roughly the same as EBRS and EDRS
ITOP	Facilities	2
Amendments and Issuance	Regional County Offices	55 counties Approximately 80 users
All Events	State Staff	35

Response:
Overview of Overall End User Training Methodology:
Genesis's experienced staff and Training Specialist utilize a multi-dimensional approach toward the training and preparing of WV technical and functional end users for their upcoming Vital Events registry system. Genesis will tailor the training methodology used to effectively train a group of selected users as dictated by the specific needs of the State. Before training begins, the Genesis Project Manager and the Genesis Training Manager will meet with the State Project Manager to create the training schedule. A

Genesis Training Specialist will first begin training sessions which usually occur at least 16-20 weeks prior to implementation and will include both functional and technical training.

Training topics for each user group are individualized and therefore differ between functions and modules. Genesis will provide the following materials for each training session:

- Session agenda
- Electronic copy of the relevant Training Guide(s)
- Sign-in form for participants
- Session-specific training materials (as needed)

Training Methodology for Specific User Groups:

BIRTH

Birthing Facilities, Hospitals, and State Staff will be offered a choice of both on-site training at a State selected facility in West Virginia, as well as the opportunity for remote training. Due to the volume of users that must be trained in the use of the system, multiple on-site training sessions will need to be conducted so that all users can be trained in advance of go-live. Each group (birthing facilities, hospitals, and State Staff) will have separate on-site sessions tailored to the functionalities utilized by each of their specific user groups. Amendments and Issuance functionality will be included in the content of overall County office and State Staff sessions. On-site training sessions lasting around 3 hours will be conducted in a State-provided training facility located in West Virginia. A Genesis Training Specialist will conduct on-site user trainings that will follow the following standard format:

1. Intro/Lecture
2. Group login
3. Group lesson in navigating
4. Location (or session) specific functionality demo
5. Functionality practice (hands-on by participants)
6. Question and Answer

At the time of the training, users will be provided with physical copies of training guides that will provide an overview of the functionality, as well as step-by-step training exercises that the users will complete during the functionality practice portion of the training session. In addition to these training guides, users will be provided with quick reference guides, which are brief "cheat sheet" documents designed to provide users with step-by-step instructions on how to perform the most common functions in the system.

In order to participate in the training, each participant must be provided with a user name and password for a training version of the system. Following the completion of the initial training, users will return to their own locations and have the opportunity to continue practicing with functionality with the assistance of their training guides and quick reference guides.

For users who are unable to physically attend the on-site training sessions, video/conference call technology will be utilized along with screen sharing capabilities so that users can remotely attend the training sessions. Remote participants will be provided with electronic copies of the previously mentioned training guides and quick reference guides. Genesis will provide training videos created using the program Camtasia that can be placed online for users to view after the completion of their training sessions. These training videos will serve as "refresher" videos that users can view as follow up instruction.

DEATH

Funeral Homes, Coroners, Medical Certifiers, and State Staff will be offered a choice of both on-site training at a State selected facility in West Virginia, as well as the opportunity for remote training. Due to the volume of users that must be trained in the use of the system, multiple on-site training sessions will need to be conducted so that all users can be trained in advance of go-live. Funeral Homes and State Staff will have separate on-site sessions tailored to the functionalities utilized by each of their specific user groups. Amendments and Issuance functionality will be included in the content of overall County and State Staff sessions. Medical Examiners, Coroners, and Medical Certifiers will attend the same sessions that will cover both coroner and medical certifier functionality. On-site training sessions lasting around 3 hours will be conducted in a State-provided training facility located in West Virginia. A Genesis Training Specialist will conduct on-site user trainings that will follow the following standard format:

1. Intro/Lecture
2. Group login
3. Group lesson in navigating
4. Location (or session) specific functionality demo
5. Functionality practice (hands-on by participants)
6. Question and Answer

At the time of the training, users will be provided with physical copies of training guides that will provide an overview of the functionality, as well as step-by-step training exercises that the users will complete during the functionality practice portion of the training session. In addition to these training guides, users will be provided with quick reference guides, which are brief "cheat sheet" documents designed to provide users with step-by-step instructions on how to perform the most common functions in the system.

In order to participate in the training, each participant must be provided with a user name and password for a training version of the system. Following the completion of the initial training, users will return to their own locations and have the opportunity to continue practicing with functionality with the assistance of their training guides and quick reference guides.

For users who are unable to physically attend the on-site training sessions, video/conference call technology will be utilized along with screen sharing capabilities so that users can remotely attend the training sessions. Remote participants will be provided with electronic copies of the previously mentioned training guides and quick reference guides. Genesis will provide training videos created using the program Camtasia that can be placed online for users to view after the completion of their training sessions. These training videos will serve as "refresher" videos that users can view as follow up instruction.

FETAL DEATH

Hospitals, Funeral Homes, Medical Certifiers, Medical Examiners, Coroners, and State Staff will be offered a choice of both on-site training at a State selected facility in West Virginia as well as the opportunity for remote training. Due to the volume of users that must be trained in the use of the system, multiple on-site training sessions will need to be conducted so that all users can be trained in advance of go-live. Funeral Homes, Local Health Departments, and State Staff will have separate on-site sessions tailored to the functionalities utilized by each of their specific user groups. Amendments and Issuance functionality will be included in the content of overall County and State Staff sessions. Coroners, Medical Examiners and Medical Certifiers will attend the same sessions that will cover both coroner and medical certifier functionality. On-site training sessions lasting around 3 hours will be conducted in a State-provided training facility located in West Virginia. A Genesis Training Specialist will conduct on-site user trainings that will follow the following standard format:

1. Intro/Lecture
2. Group login
3. Group lesson in navigating
4. Location (or session) specific functionality demo
5. Functionality practice (hands-on by participants)
6. Question and Answer

At the time of the training, users will be provided with physical copies of training guides that will provide an overview of the functionality as well as step-by-step training exercises that the users will complete during the functionality practice portion of the training session. In addition to these training guides, users will be provided with quick reference guides, which are brief "cheat sheet" documents designed to provide users with step-by-step instructions on how to perform the most common functions in the system.

In order to participate in the training, each participant must be provided with a user name and password for a training version of the system. Following the completion of the initial training, users will return to their own locations and have the opportunity to continue practicing with functionality with the assistance of their training guides and quick reference guides.

For users who are unable to physically attend the on-site training sessions, video/conference call technology will be utilized along with screen sharing capabilities so that users can remotely attend the training sessions. Remote participants will be provided with electronic copies of the previously mentioned training guides and quick reference guides. Genesis will provide training videos created using the program Camtasia that can be placed online for users to view after the completion of their training sessions. These training videos will serve as "refresher" videos that users can view as follow up instruction.

ITOP

Physicians and State Staff will be offered a choice of both on-site training at a State selected facility in West Virginia, as well as the opportunity for remote training. Due to the volume of users that must be trained in the use of the system, multiple on-site training sessions will need to be conducted so that all users can be trained in advance of go-live. Physicians and State Staff will have separate on-site sessions tailored to the functionalities utilized by each of their specific user groups. Amendments and Issuance functionality will be included in the content of overall County and State Staff sessions. On-site training sessions lasting around 3 hours will be conducted in a State provided training facility located in West Virginia. A Genesis Training Specialist will conduct on-site user trainings that will follow the following standard format:

1. Intro/Lecture
2. Group login
3. Group lesson in navigating
4. Location (or session) specific functionality demo
5. Functionality practice (hands-on by participants)
6. Question and Answer

At the time of the training, users will be provided with physical copies of training guides that will provide an overview of the functionality, as well as step-by-step training exercises that the users will complete during the functionality practice portion of the training session. In addition to these training guides, users will be provided with quick reference guides, which are brief "cheat sheet" documents designed to provide users with step-by-step instructions on how to perform the most common functions in the system.

In order to participate in the training, each participant must be provided with a user name and password for a training version of the system. Following the completion of the initial training, users will return to their own locations and have the opportunity to continue practicing with functionality with the assistance of their training guides and quick reference guides.

For users who are unable to physically attend the on-site training sessions, video/conference call technology will be utilized along with screen sharing capabilities so that users can remotely attend the training sessions. Remote participants will be provided with electronic copies of the previously mentioned training guides and quick reference guides. Genesis will provide training videos created using the program Camtasia that can be placed online for users to view after the completion of their training sessions. These training videos will serve as "refresher" videos that users can view as follow up instruction.

Technical Question Twelve

Explain how the proposed solution manages work queues. Please explain the following:

1. If queues can be redirected from one individual to another. If so, how does this work? Do what degree can this function be individualized by: user; group of users; location?
2. If and how information in a queue can be sorted?
3. If filters can be applied to queues? If so, how does this work in the proposed solution? And is it configurable by user; group of users; or location?

Please limit your response to one (1) page.

Response:

1. If queues can be redirected from on individual to another. If so, how does this work? To what degree can this function be individualized by: user; group of users; location?

   In the proposed system, queues are largely based on location and user. In order to redirect queues from one individual to another, individual records in the queue would need to be reassigned to a new location or user. However, requests within the Fee & Issuance module can be rerouted between individual users' work queues. Requests can be moved from one user's work queue to another user's work queue, and the To User Work Queue can be filtered by an allocation indicator.

2. If and how information in a queue can be sorted?

   In the current configuration, the queue for a user can be presented in 2 ways. It could either be a search driven work queue or one of the standard work queues that can be filtered through various work queue filters and sub filters available in the system.

   In the search driven work queues, the user searches for the applicable records through a comprehensive search screen that allows the user to filter the records with various parameters as required. Once the user is satisfied with the returned result sets in the result grid, the column header of such grids are clickable and sortable. By clicking on the applicable column header such a result set can be sorted.

   In the standard work queues, the system provides a list of various filters for sorting and filtering the records from the pending work queue. Some examples of work queue filters in Facility Birth Registration are: Ready for Certification, Legal Fields Incomplete, Ready for Legal Release,

Late Records, Rejected Records, and Ready for NCHS Release etc. Genesis works with its customers to determine which filters are desired and appropriate for the given install. In cases where a user has to further sort the returned results based on some other criteria, the user is provided with a sub-filter to filter and sort the records from within the work queue filtered records.

3. If filters can be applied to queues? If so, how does this work in the proposed solution and is it configurable by user; group of users; or location?

   The system is currently capable of applying a varying degree of filters based on location and module of the signed in user. In the proposed solution, an authorized user upon logging into the application and navigating to the registration is presented with an Unresolved Work Queue Filter, with default option as All Unresolved. The All Unresolved filter populates the work queue with all the records that are pending for any reason within that location. The user has the option of choosing from various other filters presented in the system that allows filtering and sorting of the work queue. Every time a new filter is chosen, the work queue is refreshed with the records pursuant to that filter and the number of records present in the work queue listed beside it. This gives the user instant access to the work queue, along with the number of records pending in the queue.

   Genesis applications contain a very limited configurability of work queue filters driven by a database. A Database Administrator with database (DB) knowledge will have a limited ability to manage and configure standard queue filters within the system. As part of the proposed solution, Genesis will provide a user interface for the system administrator to control work queue filters from the front end.

Section 4: Functional Response

Completion of the three (3) attached matrices should be included in the Technical Response portion of the Offeror's proposal. These matrices are intended to serve as an evaluation tool to determine the degree of fit between the Offerors' system and the State's ideal system AT THE TIME OF CONTRACT EXECUTION. Offerors should review the matrices in Attachments D1, D2 and D3 carefully and indicate if a function is fully satisfied OUT OF THE BOX by their solution. The answers provided in these matrices will be incorporated into the contract of the successful Offeror. Proposers may be asked to demonstrate responses during demonstrations or prior to contract signing. Failure to do so may be cause for disqualification.

The following provides a brief overview of each matrix:

- Appendix D1 contains the Business Capabilities & Functionality for each of the vital records process flows. Please note: There are multiple tabs in this appendix. All tabs should be completed.
- Appendix D2 contains System Capabilities & Functionality that pertain to the system as a whole.
- Appendix D3 contains the Forms, Letters and Reports for the EVRS.

Attachments Dl, D2, D3 are provided as separate MS Excel spreadsheets within the RFP file to facilitate the Offerors' response. The MS Excel files are password protected with the exception of the fields for the Offeror's responses. DO NOT MANIPULATE THE SPREADSHEETS. Doing so may result in disqualification. When returning the MS Excel spreadsheets do not protect the file or the fields.

Instructions for Attachment Dl and Attachment D2

For the Business Capabilities & Functionality (Attachment Dl) and the System Capabilities & Functionality (Attachment D2) choose one of the following codes to indicate the degree to which the proposed COTS solution meets the state requirement. This is a baseline analysis and responses MUST be based on the current state of the COTS solution proposed at the time of contract execution NOT at go live.

Condition	Description
E - Exact match	The COTS solution, as delivered at contract execution, fully satisfies the function as described in workflow and business rule **without any workflow configuration effort** (workflow configuration is as defined below and does not include changes such as updating screens to correspond with State-specific language). You must be able to demonstrate this functionality EXACTLY as defined.
W - Workflow or System Configuration Required	The COTS solution, as delivered at contract execution, contains the functionality as described in workflow and business rule but must be configured during the project.
M-Modify-Modification Required	The underlying code of the COTS solution must be modified at a cost to meet this functionality. Please do not comment. **DO NOT** include costs in Technical Response; if you do, your proposal will be disqualified.

F - Future - Planned for Future Release	The current version of the COTS solution cannot meet the functionality as stated, but functionality will be met by a planned future release of the system at no additional cost to WV. **Enter the anticipated date** of the release where the feature will be included in the date column.

Instructions for AttachmentD3

For the Forms, Letters and Reports (Attachment D3) the Offeror will either place a "Y" to indicate that the item is included as part of their base system; or "N" to indicate that the item is not included as part of their base system. A "Y" indicates that the item will be provided at no additional cost to the State.

Response:
Please see the following Attachments D1, D2, and D3. For comments that are unreadable in D1, please see Appendix 13. For comments that are unreadable in D2, please see Appendix 14.

Section 5: Preliminary MS Project Plan

Submit a preliminary project plan for Phase 1 as part of this proposal which includes:

- An MS Project Schedule that show all proposed project activities for both the Offeror and the State;
- Milestones;
- Task interdependencies;Resource requirements for each task;
- Estimated timeframe to complete each task identified in the Scope of Service;
- State review times as identified in the Scope of Services.

The preliminary schedule will be incorporated into the contract.

The first project deliverable is the finalized detailed project plan that will include fixed deliverable due dates for all subsequent project tasks as defined in the Scope of Work. The State's current goal is to have the first deliverable due 30 days from the signing of the contract.

Response:
Please see Appendix 15 of the preliminary MS Project Plan for Phase 1 of this proposal.

Section 6: Proposed Project Team

Proposed Project Team Question One

Provide an organizational chart that depicts the Vendor Project Team that the Offeror is proposing for this specific project. The organizational chart should specify the personnel assigned to accomplish the work called for in this RFP, including subcontractors, if used. Lines of authority should be clearly illustrated.

Response:
Please see Appendix 16 for the proposed Vendor Project Team organizational chart.

Proposed Project Team Question Two

In the table below designate the individual responsible and accountable for the completion of each of the major component and deliverable of the RFP.

Reference #	Components	Staff
1	Project Plan and Schedule	Danish Sethi
2	Set up technical environment for GAP	Thomas Young
3	Conduct Gap Analysis	Danish Sethi Valerie Hooven
4	Facilitate onsite GAP Analysis	Danish Sethi
5	Set up and Configure Test, Training and Production Environments	Thomas Young
6	Configuration of the EDRS	Danish Sethi Valerie Hooven Tai Tran
7	Configuration of the Point of Sale	Danish Sethi Valerie Hooven Tai Tran
8	Configuration of Reports and Extracts	Danish Sethi Valerie Hooven Tai Tran
9	Configuration of interfaces	Danish Sethi Valerie Hooven Tai Tran
10	Data Conversion	Danish Sethi Tai Tran
11	Migration of Images	Danish Sethi Tai Tran
12	Assistance with User Acceptance Testing	Danish Sethi Rebecca Orner
13	Development of Application Training Packets for Phase 1	Danish Sethi Valerie Hooven Rebecca Orner
14	Delivery Application Training for State Users	Valerie Hooven Rebecca Orner
15	Delivery Technical Training for System Administrators and Business Configurators	Valerie Hooven Rebecca Orner
16	Delivery of Application Training to Stakeholders	Valerie Hooven

		Rebecca Orner
17	Creating User Documentation for Phase 1	Valerie Hooven Rebecca Orner
18	Creating Technical Documentation for Phase 1	Valerie Hooven Rebecca Orner
19	Assistance with Pilot	Danish Sethi Valerie Hooven
20	Assistance for Go Live for Phase 1	Danish Sethi Valerie Hooven Rich Huber Rebecca Orner Tai Tran Tom Young Dimple Kaku
21	Project Management Activities	Danish Sethi

Proposed Project Team Question Three

Complete the following table for all staff, including contractors, that will participate on the project:

Ref. #	Name	Title or Position	Percent of time dedicated to WV	Work Location
1	Danish Sethi	Project Manager	50%	Harrisburg, PA
2	Valerie Hooven	Assistant Project Manager	20%	Harrisburg, PA
3	Richard Huber	Contract Manager	5%	Harrisburg, PA
4	Rebecca Orner	Documentation/Trainer	20%	Harrisburg, PA
5	Tai Tran	Technical Lead	15%	Cedar Park, TX
6	Thomas Young	Network Administrator	10%	Harrisburg, PA
7	Dimple Kaku	Database Administrator	15%	Hillsborough, NJ

Proposed Project Team Question Four

Include a resume for each person listed in the table for Question Three above.

Response:
Please see the following resumes for the Genesis proposed staff for this project.

DANISH SETHI, PMP	
PROPOSED POSITION IN WV PROJECT:	Project Manager
HOW LONG WITH THE COMPANY:	11 years
WORK HISTORY:	
Client & Project: **Texas Department of Health (TXEVER)** **Position:** Technical Lead **Duration:** June 2016-Present	• Solution architecting • System study, strategy, and approach • Programming • Data modeling • Third party integration
Client & Project: Georgia Department of Public Health-Georgia Vital Events Registration System (GAVERS) **Position:** Project Manager/Technical Lead **Duration:** 2011 to Present	• Creates meeting agendas, participates in and guides on-site meetings to gather customer requirements • Solution architecting • System study, strategy, and approach • Data modeling • Participates in and reviews documentation of customer requirements and reconciles requirements with the customer • Interprets requirements for the technical design team members • Serves as a primary contact for the customer • Creates / revises work plans • Coordinates deliverables • Authors/ reviews test plan and other project documents
Client & Project: Rhode Island Department of Health- Rhode Island Vital Events Registration System (RIVERS) **Position:** Assistant Project Manager **Duration:** 2014 to 2015	• Participates in and reviews customer requirements and reconciles requirements with the customer • Assists with requirements gathering including business rules, work flow, data dictionary, data dictionary output rules, and detail design documentation • Helps technical and project management team converting requirements into technical solution • System modifications
Client & Project(s): Clerk of the Peace, New Castle, DE-WebMarriage **Position:** Project Manager **Duration:** 2010 to 2011	• Solution architecting • System study, strategy, and approach • Programming • Data modeling • Third Party integration • System modifications
Client & Project(s): Texas Health and Human Services Commission-	• Solution architecting • Project Plan and Risk Analysis • System study, strategy, and approach

Twogether in Texas **Position:** Project Manager **Duration:** 2007 to 2010	• Solution development in .Net environment • Data modeling • Performance tuning and optimization • System modifications
Client & Project(s): Clerk of the Peace, New Castle, DE-Credit Card Authorization **Position:** Technical Lead **Duration:** 2010 to 2011	• Solution architecting • System study, strategy, and approach • Programming • Data modeling • Third party integration
Client & Project(s): Texas Department of Health **Position:** System Architect **Duration:** 2007 to 2008	• Credit Card Authorization is a web based tool for authorization and authentication of Credit Card transactions • This tool interacts with the third party service for authentication of online transactions • This tool provides an easy-to-use and intuitive graphical interface for the manual and credit card swiped data entry • System modifications
EDUCATION:	
Institution Name City, Country Degree/Achievement	IGNOU New Delhi, India Masters in Computer Applications
Institution Name City, Country Degree/Achievement	Delhi University Delhi, India BA in Math

VALERIE HOOVEN	
PROPOSED POSITION IN WV PROJECT:	Assistant Project Manager
HOW LONG WITH THE COMPANY:	7 years
WORK HISTORY:	
Client & Project: Delaware Department of Health and Human Services **Position:** Project Manager **Duration:** January 2018-Present	• Assists with requirements gathering including business rules, work flow for birth and death design, data dictionary input rules, conversion mapping, data dictionary output rules, and detail design documentation • Creates meeting agendas and guides on-site meetings • Assists with reviewing the documentation of customer requirements and reconciling the requirements with the customer. • Interpreting requirements for the technical design team members and researching and interpreting external agency requirements (NCHS/SSA etc.).
Client & Project: Virgin Islands Department of Health-Virgin Islands Vital Information Management System (VRIMS) **Position:** Project Manager **Duration:** November 2015-Present	• Assists with requirements gathering including business rules, work flow for birth and death design, data dictionary input rules, conversion mapping, data dictionary output rules, and detail design documentation • Creates meeting agendas and guides on-site meetings • Assists with reviewing the documentation of customer requirements and reconciling the requirements with the customer. • Interpreting requirements for the technical design team members and researching and interpreting external agency requirements (NCHS/SSA etc.).
Client & Project: Colorado Department of Public Health and Environment-CO Electronic Death Registration System (EDRS) **Position:** Project Manager **Duration:** August 2013-Present	• Assists with requirements gathering including business rules, work flow for birth design, data dictionary input rules, conversion mapping, data dictionary output rules, and detail design documentation • Creates meeting agendas and guides on-site meetings • Assists with reviewing the documentation of customer requirements and reconciling the requirements with the customer. • Interpreting requirements for the technical design team members and researching and interpreting external agency requirements (NCHS/SSA etc.).
Client & Project: New Jersey Department of Health and Senior Services-New Jersey Vital Information Platform (NJVIP) **Position:** Project Manager **Duration:** January 2013-Present	• Assists with requirements gathering including business rules, work flow for birth design, data dictionary input rules, conversion mapping, data dictionary output rules, and detail design documentation • Creates meeting agendas and guides on-site meetings • Assists with reviewing the documentation of customer requirements and reconciling the requirements with the customer. • Interpreting requirements for the technical design team members and researching and interpreting external agency requirements (NCHS/SSA etc.).

Client & Project: Georgia Department of Public Health-Georgia Vital Events Registration System (GAVERS) **Position:** Documentation and Training Manager **Duration:** September 2011-January 2013	• Attended design sessions and authors functional specification documents • Authored end-user documentation (user guides, training materials and quick reference guides) for GAVERS users • Generated on-line versions of GAVERS user guides using RoboHelp software
Employer: Genesis Systems Inc. **Position:** Senior Technical Writer **Duration:** April 2011-November 2011	• Crafts written narratives and assists in preparation and coordination of proposal responses • Reviews existing system documentation in preparation for designing a standardized documentation template • Acts as company representative at various industry trade shows • Prepares and checks User Manuals and Help File documents • Prepares/checks technical documents using MS Word and Robohelp
Employer: Carleton Communications Inc. **Position:** Government Client Services Coordinator **Duration:** September 2006-October 2007	• Coordinated print projects for government agencies to ensure quality on-time deliverables • Effectively applied knowledge of production equipment, capacities, and products to review and approve pricing quotations • Processed orders, entered data into spreadsheets and databases, generated job tickets, and distributed worksheets • Tracked and communicated production status to government officials • Successfully handled and mitigated service issues by quickly responding to and corresponding with clients
Employer: West Shore Chamber of Commerce **Position:** Communications Intern **Duration:** May 2004-August 2006	• Provided wide range of communications and administrative support to serve business community and Chamber members • Answered telephones and routed calls, professionally greeted and assisted visitors, and responded to inquiries • Drafted correspondence, entered records into database, and archived graphics • Devised and conducted communications survey to gather opinions from ~300 members • Crafted and submitted press releases to reach audience of 32,000. • Authored articles for monthly newsletter

EDUCATION:

Institution Name City, State Degree/Achievement	University of Maryland-Baltimore County Baltimore, MD Masters in Information Systems
Institution Name City, State Degree/Achievement	Shippensburg University of Pennsylvania Shippensburg, PA BA (Communications/Journalism)

RICHARD HUBER, CPA	
PROPOSED POSITION IN WV PROJECT:	Contract Manager
HOW LONG WITH THE COMPANY:	21 years
WORK HISTORY:	
Employer: Huber & Associates **Position:** Proprietor **Duration:** 1984 to Present	• Diverse background in all aspects of accounting, auditing, tax, management consulting, and general business practices • Clientele includes organizations ranging in size from medium sized to multi-national corporations. • Advises management on appropriate business practices, internal control procedures, systems designs, and systems efficiencies. • Knowledgeable of both accounting and computer sciences, is able to efficiently and economically develop solutions that integrate clients accounting and computer systems that meet management's reporting requirements as well as outside parties. • Assisted clients in maximizing profits and/or reducing costs through development of systems that utilize the least amount of man-hours with the highest degree of performance. • Engagements have included establishing and implementing policies, procedures, and computer systems for a national franchise company, manufacturing entities, and large healthcare organizations • Business experience includes that of operating a successful CPA practice since 1984 as well as being the controlling shareholder of Genesis Systems, Inc. since 1997. • Knowledge of healthcare operations is supplemented by having been a director of KBHS, a preferred provider organization with affiliations with United Health. • Served as director of Pretzel Time, Inc., a subsidiary of Mrs. Field's Original Cookies, Inc. • Assisted the Commonwealth of Pennsylvania in developing cost reimbursement standards for Pennsylvania's Department of Public Welfare. • Extensive background in the financial and operating aspects of Federally Qualified Health Centers (FQHC's) as by serving as one of the firm's main contacts to a large FQHC for which the firm provided outsourced financial and information systems services
Employer: Genesis Systems, Inc. **Position:** Treasurer & CEO **Duration:** 1997 to Present	• Assumed the majority control of Genesis Systems Inc. in 1997 • Develops and implements the overall corporate strategy of the company as the CEO and Treasurer of Genesis Systems, Inc. • Manages all functions, departments and business units of Genesis. • Implements and supervises these areas through a team of hand-picked senior managers. • Through joint efforts with the management team, Genesis has evolved into a leading company in the vital events industry • Developed and is implementing a continuous quality improvement (CQI) strategy because that the implementation of CQI coupled with a solid long term strategic plan will allow

	Genesis to continue expanding its capabilities while emphasizing customer service and product quality • Training as a CPA and information systems and procedures coupled with significant experience in general business, and in the health care industry allows the understanding of the core business of Genesis as well as formulate a clear vision for the company • Vision and work ethic are proliferated through the company and staff today and will continue into the future
EDUCATION:	
Institution Name City, Country Degree/Achievement	Bloomsburg University Bloomsburg, Pennsylvania B.S. in Accounting with a minor in Computer Science

REBECCA ORNER	
WORK HISTORY:	
Client & Project: Delaware Department of Health and Human Services **Position:** Technical Writer/Trainer **Duration:** May 2018-Present	• Reviews existing system documentation in preparation for designing a standardized documentation template • Prepares and checks User Manuals and Help File documents • Prepares/checks technical documents using MS Word and Robohelp • Attends design sessions and authors functional specification documents
Client & Project: Texas Department of Health and Social Services **Position:** Technical Writer/Trainer **Duration:** May 2018-Present	• Reviews and edits existing system documentation • Prepares and checks User Manuals and Help File documents • Prepares/checks technical documents using MS Word and Robohelp
Client & Project: Belco CCU **Position:** Head Member Service Associate **Duration:** September 2017-May 2018	• Supervise the teller line and branch • Perform branch administrative duties including daily balancing, updating procedures, performing audits, creating tracking spreadsheets and analyzing branch performance • Problem solving issues such as escalated member concerns, error research, and technical problems • Coach and train new employees, provide monthly trainings for tellers, present morning meetings, and provide weekly performance feedback
Client: Cornerstone FCU/Belco Community Credit Union **Position:** Member Service Associate **Duration:** December 2012-August 2017	• Accurately conducted transactions such as deposits, withdrawals, loan payments, etc. • Worked on special projects as assigned, such as drafting new procedures and editing current procedures, writing communications, analyzing account data, and making account corrections
Client: WebpageFX **Position:** Web Copy/Editing Intern **Duration:** October 2013-November 2014	• Edited blog posts for content and grammar online • Ensured SEO keywords were in blog posts • Checked for plagiarism • Requested rewrites from authors when necessary

Client: Shippensburg University IDWT **Position:** Technical Documentation **Duration:** October 2012-May 2015	• Edited and updated existing training materials for the current Learning Management System • Drafted new procedures for department supported programs such as Microsoft Office and Camtasia Studios
EDUCATION:	
Institution Name City, State Degree/Achievement	Shippensburg University Shippensburg, PA BA in English with Writing Concentration. Minors in History and Technical/Professional Communications

TAI TRAN	
PROPOSED POSITION IN WV PROJECT:	Technical Lead
HOW LONG WITH THE COMPANY:	1 year
WORK HISTORY:	
Client & Project: Texas Department of Health and Human Services (TxEVER) **Position:** Systems Developer/Engineer **Duration:** January 2018-Present	• Assisted with the programming and design of an internet based vital records system • Providing the customer with timely deliverables • Code and test programming software systems • Debug code for existing modules based on immediate need
Client: Cisco **Position:** Network Consulting Engineer Intern **Duration:** June 2015-September 2015	• Perform site survey using AirMagnet to validate wireless network signal covered by Cisco access point • Analyze signal spectrum and determine the optimum utilization of networking components • Evaluate signal integrity and provide quality RF coverage to facilitate voice and location deployments
Client: De Anza College **Position:** Lab Technician **Duration:** January 2013-June 2013	• Evaluated, troubleshoot and repaired more than 15 laptops and desktops per weeks • Installed and configured operating system, networking, and application software • Created daily maintenance log and updated inventory of computer equipment • Managed data and application for both Mac and PC
Client: De Anza College **Position:** Clerical & IT Assistant **Duration:** September 2011-June 2013	• Initiated and implemented online sign up for students and reduced their waiting time to zero • Assisted students and instructors using software applications and operating equipment • Identified and resolved technical issues in a timely manner • Weekly scheduled workshop and tutoring sections for students with different levels
EDUCATION:	
Institution Name City, State Degree/Achievement	San Jose State University San Jose, CA Bachelors of Science in Electrical Engineering

THOMAS YOUNG	
PROPOSED POSITION IN WV PROJECT:	Network Administrator
HOW LONG WITH THE COMPANY:	20 years
WORK HISTORY:	
Client & Project(s): Genesis Systems, Inc. **Position:** Director of Infrastructure Technology **Duration:** January 2014 – Present	• Responsible for infrastructure architecture, design, setup, and maintenance within Genesis Systems, Inc. and our hosted environments. • Work with development teams to insure infrastructure will support the applications both from a functional and performance perspective. • Involved in infrastructure upgrades and improvements. • Work with SQL and Oracle databases. • Participate in infrastructure and application monitoring and security concerns.
Client & Project(s): Genesis Systems, Inc. **Position:** Director of Operations **Duration:** January 2007 – March 2014	• Participation in and approval of project estimation, design, and implementation; as well as personnel supervision of computer professionals of varying backgrounds and experience • Matching staff capabilities with client requirements • Assists with the coordination of supporting existing production systems, as well as managing enhancements, issue tracking and resolution • Developing and implementing quality control and testing practices and procedures for existing systems which are in production • Assists with setting strategic planning for the organization • Develops and implements customer service standards and assures that employees have adequate training through the development of in-house or other educational programs
Client & Project(s): Genesis Systems, Inc. **Position:** Network & Infrastructure Architect **Duration:** 1998 – Present	• Involved in the infrastructure and architectural development within Genesis Systems, Inc. • Maintains the knowledge base of our COTS and relates this to the Network Manager so that all systems function as designed
Client & Project(s): SC Web Projects – multiple modules **Position:** Technical Lead/DB Architect **Duration:** June 2010 to March 2014	• Assisted with the architectural and technical design and implementation of the South Carolina project upgrade • Assisted with upgrading of the database from SQL 2000 to SQL 2005 using new hardware. • Assisted with upgrading of the web infrastructure to new hardware using Windows 2008 servers. • In the Death module, upgraded from SSA OVS to OVS 2 service.
Client & Project(s): IN WebEBC, WebEDC, WebFetal-Web Project Design **Position:**	• Assisted with the architectural and technical design and implementation of the Indiana project • Assisted with project estimation timelines, design, and implementation; as well as personnel supervision of computer professionals of varying backgrounds and experience • Loading and configuring the Oracle 10gi database server and setting up

Technical Lead/DB Architect **Duration:** June 2006 to March 2014	the logical and physical model for the Web databases • Assisted developers to setup and maintain database structures, including indexes, views, stored procedures, and triggers • Participating in performance planning and testing were part of his duties as well.
Client & Project(s): TX Electronic Registrar-Web Project Design-Birth, Death, Marriage, and Fee & Issuance **Position:** Project Manager **Duration:** April 2003 to July 2013	• Participation in and approval of project estimation, design, and implementation • Developing and implementing quality control and testing practices and procedures and assists with setting strategic planning for the organization • Develops and implements customer service standards and assures that employees have adequate training through the development of in-house or other educational programs • Responsible for loading and configuring the Oracle 9i database server and setting up the logical and physical model for the Electronic Registrar database • Assisted developers setup and maintain database structures, including indexes, views, stored procedures, and triggers • Participating in performance planning and testing were part of his duties as well
Client & Project(s): RI VR 2000-Web Birth and Fee Project Design **Position:** Project Manager **Duration:** December 2000 to December 2002	• Oversee all production, testing and support operations of the organization • Participation in and approval of project estimation, design, and implementation • He works with developing and implementing quality control and testing practices and procedures and assists with setting strategic planning for the organization • Develops and implements customer service standards and assures that employees have adequate training through the development of in-house or other educational programs • Responsible for loading and configuring the SQL server 2000 onto our database server and setting up the logical and physical model for the VR2000 database • Assisted developers to setup and maintain database structures, including indexes, views stored procedures and triggers • Setup transactional replication between the production database and another database structure.
EDUCATION:	
Institution Name City, State Degree/Achievement	Bloomsburg University Bloomsburg, PA Bachelor of Science, Computer Science and Mathematics

DIMPLE KAKU	
PROPOSED POSITION IN WV PROJECT:	Database Administrator
HOW LONG WITH THE COMPANY:	1 year 11 months
WORK HISTORY:	
Client & Project: Texas Department of Health and Human Services (TxEVER) **Position:** Database Administrator **Duration:** January 2018-Present	• Attend Data migration meetings at the state building • Documentation of data migration as per module • Data mapping exercise from Source to Target database (Includes business rule and Logic) • Data migration (Oracle to SQL) using SSMA (SQL Server migration Assistance) tool • SSIS packages for data transfer • Managing test environments • Installing, Configuring, Patching and Upgrading SQL Server Software (Internal Server) • Backup and Recovery (Internal Server) • Lead and support current database for Texas(TxEVER) environments and initiatives • Work with development teams on all aspects of database design including tables, views, stored procedures and permissions. • Configuring and installing new SQL Servers as well as maintain/upgrade existing database servers. • Establishing SQL user accounts and specifying user access levels. • Determining most effective way to increase database performance including hardware purchases, server configuration changes, or index/query. • Providing technical assistance and troubleshooting support to other staff members. • Interfacing effectively with clients and staff
Client & Project: Georgia Department of Public Health-Georgia Vital Events Registration System (GAVERS) **Position:** Database Administrator **Duration:** April 2017-Present	• Managing test environments • Installing, Configuring, Patching and Upgrading SQL Server Software (Internal Server) • Backup and Recovery (Internal Server) • Work with development teams on all aspects of database design including tables, views, stored procedures and permissions. • Configuring and installing new SQL Servers as well as maintain/upgrade existing database servers. • Establishing SQL user accounts and specifying user access levels. • Troubleshooting database outages as they occur and establishing protocols for handling future outages. • Determining most effective way to increase database performance including hardware purchases, server configuration changes, or index/query. • Providing technical assistance and troubleshooting support to other staff members. • Interfacing effectively with clients and staff
	• Responsible for install, configure, troubleshoot, and assist in maintaining the company's database environments. • Setup, Monitoring and troubleshooting of routine maintenance

Company: Blue Sky MLS Inc. **Position:** SQL DBA/Developer **Duration:** June 2014 to September 2016	jobs (Backup/Restore, Indexing, Database Consistency Checks, batch jobs, Compliance reports for Mutual Funds Department) with SQL Server Best Practices • Responsible for general Database Administration, Performance and Test new application. • Provides basic analyses of key business processes to assist users with improving database operations. • Assists with database management system support activities to ensure the effective storage and retrieval of data. • Monitoring and optimization of system performance using index tuning, disk optimization, and other methods and the administration of user privileges within the database environment. • Efficient Stored Procedures and effective functions were written to handle major business crucial calculations. • Create Client Reports in Excel using Pivot table and Mathematical functions. • Implemented modules of ETL process using several complex SSIS packages like Pivot Transformation, Fuzzy Lookup, Derived Columns, Execute SQL Task, and more. • Developed several detail and summary reports including line and pie charts, trend analysis reports and sub-reports according to business requirements using SSRS. • Created indexed view instead of trigger to facilitate consistent data entry into the database using SSRS. • Successfully migrated data between different heterogeneous sources such as flat file, Excel and SQL Server 2012 using SSIS, BCP and Bulk Insert. • Created necessary triggers on tables to ensure data and referential integrity incorporating business logic. • Used Crystal Reports and Report viewer to display the generated output to the administrator.

EDUCATION:	
Institution Name City/Country Degree/Achievement	Gujarat Technological University Gujarat, India 2 semesters (1yr) of Master of Computer Application (Computer Science)
Institution Name City/Country Degree/Achievement	Saurashtra University Gujarat, India Bachelors of Computer Application (Computer Science)

ATTACHMENT I - SECURITY PROPOSAL

RFP EHP1900000002, Electronic Vital Registration System (EVRS) for State of West Virginia Department of Health and Human Resources

Instructions: The Security Proposal must address all topics below. **Failure to provide responses to all required fields may result in the proposal being eliminated from consideration.** Please provide responses in the shaded fields of this attachment. Additional pages may be attached as necessary but must be referenced in the response field.

The vendor solution must be secure, based on a recognized industry standard of security (e.g., as defined by the U.S. Commerce Department's National Institute of Standards and Technology, or NIST). The Vendor must conform to all relevant federal and State regulations and publications within thirty (45) working days of the initial contract term or appropriate renewal term, which will include at a minimum:

Standards:

1. SSL encryption - Vendor ensures all network traffic is encrypted using an SSL certificate.
2. No Proprietary Encryption - The system will not use proprietary encryption techniques.
3. Encryption - The system uses AES 256 or higher encryption.
4. Encrypt Data-at-rest and data-in-transit - The system allows data within the database to be encrypted at data-at-rest and data-in-transit.
5. Standard for exchange of data - The standard for exchange of data within the system is a secure hypertext transport protocol or https.
6. HIPAA rules - Even though the State Vital Records and Statistics function is HIPAA exempt, security rules need to be robust enough to protect the data as described by HIPAA requirements.
7. Vulnerability Scans - The software can pass industry standard vulnerability scans prior to being installed in a production environment and continuing during production.
8. Role-based access control for all applications which process and/or store sensitive data, to ensure need-to-know policies are enforceable

Vendor shall conform all relevant Federal regulations, which will include at a minimum:

1. HIPAA Compliance for Business Associates.
2. Records Usage, Duplication. Retention, Re-disclosure, and Timely Destruction Procedures/Restrictions 5 U.S.C. 552a (o>(1)(F). (H), and (I).
3. Privacy Act of 1974 at 5 U.S.C. 552a
4. SSA Online Verification System and Security Requirements
5. SSA Agreement with WV HSC regarding SSN Disclosure Authority. (Exhibit A)
6. Federal Information Security Management Act (FISMA), National Institute of Standards Technology's Special Publication (NIST SP) 800-53, NIST SP 800-17 which serve as the baseline

Vendor shall conform all relevant State regulations, which will include at a minimum:

1. West Virginia Computer Crime and Abuse Act (West Virginia Code, Chapter 61, Art. 3C).
2. West Virginia Code Breach of Security of Consumer Information - (West Virginia Code, Chapter 46A, Art. 2A).
3. The vendor and proposed solution must comply with the West Virginia Executive Branch Privacy Policy: Security Safeguards.

4. Must adhere to the State of West Virginia's Cyber Security & Privacy policies, procedures, and standards. https://technology.wv.gov/security/Pages/policies-issued-by-the-cto.aspx

Vendor shall describe:

1. Its policies and procedures for conducting sub-contractor assurance, validating both the capability of the vendor to fulfill contracted responsibilities and adhere to all applicable to security & privacy policies and controls of all parties.
2. Its company's cyber security and privacy management program providing, at minimum, an overview of the governance structure, cyber security strategy, and the experience of personnel in key security and privacy roles.

Vendor must agree to:

1. Drafting an incident management plan aligned with NIST SP 800-61rev2, whereas both the State and Vendor must mutually approve. The plan must include the outlined scope, responsibility matrix, communications plan, procedures, and deliverables associated with cyber security incident response. In addition, the plan must outline incident reporting requirements, semiannual security reports, and cyber threat intelligence sharing. The Vendor must provide this prior to the first implementation on the Vendor's hosted solution.
2. Adhere to personnel security requirements for background checks in accordance with state law. The vendor is liable for all costs associated with ensuring staff meets all requirements.
3. to drafting an audit management plan designed to assist the state with conducting internal and external compliance audits when the vendor-supplied solution is within the audit scope. At minimum, the plan must include
    a. How the vendor will provide a NIST 800-53 security controls report, outlining organizational responsibilities (State, Vendor, or Shared), per each applicable control for each major application/information system within the audit scope.
    b. Plan of Action & Milestone documentation for non-compliant security & privacy controls when the vendor holds primary or shared control responsibility.

Security Proposal:

The RFP, Section 4.2.2.19 requires the vendor to adhere to specified security controls as well as state and federal regulations as outlined in Attachment I. Please provide a narrative expressing your conformity to the requirements and associated tasks along with any details you wish to provide explaining your approach to conducting the associated activities.

Response:
Genesis strives to make its environments and applications as secure as possible and constantly works to ensure that it can provide a consistently high standard of security. To this end, Genesis continually monitors best practices and works to implement them into its solutions and processes. Currently, Genesis is working towards raising its system security to the NIST 800-53 standards for security. As part of this, Genesis is exploring FISMA certification. Genesis is also very focused on obtaining SSAE-18 SOC 2 compliance in the near future. Genesis continues to work with Secureworks in pursuit of these certifications. Genesis ensures that it complies with HIPAA, PHI, PII and PCI. The data being captured by this system is highly confidential and the security of such information is a top priority for Genesis. Genesis has been hosting systems that it has developed for over ten (10) years. Genesis is not aware of a

breach in any of the systems it has developed.

Genesis personnel have consistently worked to perform at the highest levels for its customers. The staff continually monitors its systems and works to comply with the highest of standards that are commercially reasonable. Further, the staff's continual work towards maintaining the highest standards has the staff constantly reviewing new standards and working to include them where possible. Some Genesis staff members do maintain certifications. These include Microsoft Partner, Microsoft Certified Professional (MCP), Microsoft Certified Administrator (MCA), Hardware Certification (A+), Network Certification (Net+), and VMA Certified Administrator-Data Center Virtualization (VCA-DCA). Genesis also has an in-house attorney working with the infrastructure team to ensure that the standards are being sought. The in-house attorney continually seeks to enhance their understanding of compliance issues that may arise and works to allow the organization the highest levels of security.

As part of its design, and general cyber security strategy, Genesis ensures that data that is entered into the system is encrypted both while in motion and while at rest. Genesis uses Secure Sockets Layer (SSL), cryptographic protocols that provide communications security over a computer network, to encrypt data in transit. These SSLs are Sha-2 to ensure greater security. On top of the SSL Certificates, Genesis uses HTTPS to protect the data in transit as well. The HTTPS is used in conjunction of the SSLs.

Genesis' solution will encrypt data at rest by using SAN encryption. This performs real-time I/O encryption and decryption of the data and log files. This will continue to be used in the proposed solution as well. Genesis also uses SAN encryption to encrypt the data that is backed up. Genesis utilizes AES 256 or higher encryption in its hosting environments as well.

The security approach that Genesis takes is to use various tools throughout to insure the application and infrastructure are secure. From the infrastructure perspective, the following are used for security. A firewall will be used with 2 separate zones and strict rules only allowing what the application needs to function. Intrusion Prevention System (IPS) will be turned on as well to monitor the traffic. The servers will be patched on a regular basis and/or as needed. All the servers will have Symantec Endpoint with daily updates and scans.

The second aspect of the security approach is the tools that are used to keep the data secure. Acunetix will be used to do application security testing before being implemented. Rapid7 Nexpose will be used to scan our infrastructure for any vulnerabilities on a scheduled basis. Firewall Analyzer and reports from our ISP will be used to check for bandwidth spikes.

Genesis also focuses on security by maintaining tight controls over the physical sites. The Production data center is a co-location that is physically isolated from non-authorized users. Public access is strictly forbidden and even authorized users must be escorted to servers by data center security personnel. Man traps are also employed. Entrance to the data center's floor is restricted via biometric security and utilizes a remote video surveillance system. The racks that contain the servers for the State's application is kept locked to prevent outside access. Access to the data center is further limited by the staff at the co-location solely to personnel (both Genesis and State) that needs such access in order to perform the jobs assigned to each particular person. As such, Genesis operates on the principal of least access necessary. This ensures that staff members provided with access to the system are still limited to perform only the jobs that are required from that position.

The DR site employs many of the same, or very similar, methods of physical security at the co-location. Entrance to the data center's floor is restricted via a two-factor authentication process. All access is recorded by video remote surveillance and by onsite staff members who maintain a sign-in log book.

A third aspect of this response touches on the backup plan. Genesis will utilize Veritas Backup Exec. Data will be backed up fully on a weekly basis and transitional backups nightly. The sensitive data will be encrypted on the backup media such as the database backups. A copy of the media will be secured off-site on a weekly rotating schedule.

Genesis does not typically use subcontractors in the performance of its contracts. When it comes to the hosting environment, Genesis works closely with its sister-company to ensure that the proper steps are taken in regards to its employees. Any and all employees that will have any access to the system within the contract will be properly vetted and background checked. Genesis works with each state to ensure that the backgrounds screens are sufficient to each state's criteria.

Finally, Genesis agrees to work with the State to create the plans requested in this section. If awarded, Genesis will tailor an Incident Management Plan to the needs and desires of the State. Every Incident Management Plan is carefully designed to ensure that the specific laws of the State are followed, as well as Federal laws as well. Genesis will also work with the State to develop an Audit Management Plan. Genesis will make sure there is a plan in place that will provide for all that is asked for above.

Attachment J

Software as a Service Addendum

1. Definitions:

Acceptable alternative data center location means a country that is identified as providing equivalent or stronger data protection than the United States, in terms of both regulation and enforcement. DLA Piper's Privacy Heatmap shall be utilized for this analysis and may be found at https://www.dlapiperdataprotection.com/index.html?t=world-map&c=US&c2=IN.

Authorized Persons means the service provider's employees, contractors, subcontractors or other agents who have responsibility in protecting or have access to the public jurisdiction's personal data and non-public data to enable the service provider to perform the services required.

Data Breach means the unauthorized access and acquisition of unencrypted and unredacted personal data that compromises the security or confidentiality of a public jurisdiction's personal information and that causes the service provider or public jurisdiction to reasonably believe that the data breach has caused or will cause identity theft or other fraud.

Individually Identifiable Health Information means information that is a subset of health information, including demographic information collected from an individual, and (1) is created or received by a health care provider, health plan, employer or health care clearinghouse; and (2) relates to the past, present or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and (a) that identifies the individual; or (b) with respect to which there is a reasonable basis to believe the information can be used to identify the individual.

Non-Public Data means data, other than personal data, that is not subject to distribution to the public as public information. It is deemed to be sensitive and confidential by the public jurisdiction because it contains information that is exempt by statute, ordinance or administrative rule from access by the general public as public information.

Personal Data means data that includes information relating to a person that identifies the person by first name or first initial, and last name, and has any of the following personally identifiable information (PII): government-issued identification numbers (e.g., Social Security, driver's license, state identification card); financial account information, including account number, credit or debit card numbers; or protected health information (PHI).

Protected Health Information (PHI) means individually identifiable health information transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium. PHI excludes education records covered by the Family Educational Rights and Privacy Act (FERPA), as amended, 20 U.S.C.

1232g, records described at 20 U.S.C. 1232g(a)(4)(B)(iv) and employment records held by a covered entity in its role as employer.

Public Jurisdiction means any government or government agency that uses these terms

and conditions. The term is a placeholder for the government or government agency.

Public Jurisdiction Data means all data created or in any way originating with the public jurisdiction, and all data that is the output of computer processing or other electronic manipulation of any data that was created by or in any way originated with the public jurisdiction, whether such data or output is stored on the public jurisdiction's hardware, the service provider's hardware or exists in any system owned, maintained or otherwise controlled by the public jurisdiction or by the service provider.

Public Jurisdiction Identified Contact means the person or persons designated in writing by the public jurisdiction to receive security incident or breach notification.

Restricted data means personal data and non-public data.

Security Incident means the potential or actual unauthorized access to personal data or non-public data the service provider believes could reasonably result in the use, disclosure or theft of a public jurisdiction's unencrypted personal data or non-public data within the possession or control of the service provider. A security incident may or may not turn into a data breach.

Service Provider means the contractor and its employees, subcontractors, agents and affiliates who are providing the services agreed to under the contract.

Software-as-a-Service (SaaS) means the capability provided to the consumer to use the provider's applications running on a cloud infrastructure. The applications are accessible from various client devices through a thin-client interface such as a Web browser (e.g., Web-based email) or a program interface. The consumer does not manage or control the underlying cloud infrastructure including network, servers, operating systems, storage or even individual application capabilities, with the possible exception of limited user-specific application configuration settings.

2. Data Ownership: The public jurisdiction will own all right, title and interest in its data that is related to the services provided by this contract. The service provider shall not access public jurisdiction user accounts or public jurisdiction data, except (1) in the course of data center operations, (2) in response to service or technical issues, (3) as required by the express terms of this contract or (4) at the public jurisdiction's written request.

3. Data Protection and Privacy: Protection of personal privacy and data shall be an integral part of the business activities of the service provider to ensure there is no inappropriate or unauthorized use of public jurisdiction information at any time. To this end, the service provider shall safeguard the confidentiality, integrity and availability of public jurisdiction information and comply with the following conditions:

a) The service provider shall implement and maintain appropriate administrative, technical and physical security measures to safeguard against unauthorized access, disclosure or theft of personal data and non-public data. In Appendix A, the public jurisdiction shall indicate whether restricted information will be processed by the service provider. Such security measures shall be in accordance with recognized industry practice and not less

stringent than the measures the service provider applies to its own personal data and non-public data of similar kind. The service provider shall ensure that all such measures, including the manner in which personal data and non-public data are collected, accessed, used, stored, processed, disposed of and disclosed, comply with applicable data protection and privacy laws, as well as the terms and conditions of this Addendum and shall survive termination of the underlying contract.

b) The service provider represents and warrants that its collection, access, use, storage, disposal and disclosure of personal data and non-public data do and will comply with all applicable federal and state privacy and data protection laws, as well as all other applicable regulations and directives.
c) The service provider shall make multi-factor authentication available to the public jurisdiction to safeguard personal data and non-public data.
d) If, in the course of its engagement by the public jurisdiction, the service provider has access to or will collect, access, use, store, process, dispose of or disclose credit, debit or other payment cardholder information, the service provider shall at all times remain in compliance with the Payment Card Industry Data Security Standard ("PCI DSS") requirements, including remaining aware at all times of changes to the PCI DSS and promptly implementing all procedures and practices as may be necessary to remain in compliance with the PCI DSS, in each case, at the service provider's sole cost and expense.
e) All data obtained by the service provider in the performance of this contract shall become and remain the property of the public jurisdiction.
f) All personal data shall be encrypted at rest and in transit with controlled access. Unless otherwise stipulated, the service provider is responsible for encryption of the personal data.
g) Unless otherwise stipulated, the service provider shall encrypt all non-public data at rest and in transit, in accordance with recognized industry practice. The public jurisdiction shall identify data it deems as non-public data to the service provider.
h) With delivery of the software and instructions, the service provider shall provide guidelines to the public jurisdiction detailing the public jurisdiction's specific security roles and responsibilities and best practices for implementation of security controls for the service provider's application. These guidelines shall be made a part of this contract.
i) At no time shall any data or process - that either belong to or are intended for the use of a public jurisdiction or its officers, agents or employees — be copied, disclosed or retained by the service provider or any party related to the service provider for subsequent use in any transaction that does not include the public jurisdiction.
j) The service provider shall not use or disclose any information collected in connection with the service issued from this proposal for any purpose other than fulfilling the service.
k) Data Location. For non-public data and personal data, the service provider shall provide its data center services to the public jurisdiction and its end users solely from data centers in the U.S. Storage of public jurisdiction data at rest shall be located solely in data centers in the U.S. The service provider shall not allow its personnel or contractors to *store* public jurisdiction data on portable devices, including personal computers, except for devices that are used and kept only at its U.S. data centers. With agreement from the public jurisdiction, this term may be met by the service provider providing its

services from an acceptable alternative data center location, which agreement shall be stated in Appendix A. The service provider shall permit its personnel and contractors to access public jurisdiction data remotely only as required to provide technical support.

4. Security Incident or Data Breach Notification: The service provider shall inform the public jurisdiction of any security incident or data breach.

a) Incident Response: The service provider may need to communicate with outside parties regarding a security incident, which may include contacting law enforcement, fielding media inquiries and seeking external expertise as mutually agreed upon, defined by law or contained in the contract. Discussing security incidents with the public jurisdiction shall be handled on an urgent as-needed basis, as part of service provider communication and mitigation processes as mutually agreed upon, defined by law or contained in the contract.

b) Security Incident Reporting Requirements: The service provider shall report a security incident as soon as practicable, but no later than twenty-four (24) hours after the service provider becomes aware of it, to: (1) the department privacy officer, by email, with a read receipt, identified in Appendix A; and, (2) unless otherwise directed by the public jurisdiction in the underlying contract, the WVOT Online Computer Security and Privacy Incident Reporting System at https://apps.wv.gov/ot/ir/Default.aspx. The following information shall be shared with the public jurisdiction: (1) incident phase (detection and analysis; containment, eradication and recovery; or post-incident activity), (2) projected business impact, and, (3) attack source information.

c) Breach Reporting Requirements: Upon the discovery of a data breach or unauthorized access to non-public data, the service provider shall immediately report to: (1) the department privacy officer, by email, with a read receipt, identified in Appendix A; and, (2) unless otherwise directed by the public jurisdiction in the underlying contract, the WVOT Online Computer Security and Privacy Incident Reporting System at https://apps.wv.gov/ot/ir/Default.aspx.

5. Breach Responsibilities: This section only applies when a data breach occurs with respect to personal data within the possession or control of the service provider.

a) The service provider shall provide the public jurisdiction with the name and contact information for an employee of service provider who shall serve as the public jurisdiction's primary security contact and shall be available to assist the public jurisdiction twenty-four (24) hours per day, seven (7) days per week as a contact in resolving obligations associated with a data breach. The service provider shall provide this information in Appendix A.

b) Immediately following the service provider's notification to the public jurisdiction of a data breach, the parties shall coordinate with each other to investigate the data breach. The service provider agrees to fully cooperate with the public jurisdiction in the public jurisdiction's handling of the matter, including, without limitation, at the public jurisdiction's request, making available all relevant records, logs, files, data reporting and other materials required to comply with applicable law, regulation, industry standards or as otherwise reasonably required by the public jurisdiction.

c) Within 72 hours of the discovery, the service provider shall notify the parties listed in 4(c) above: (1) date of discovery; (2) list of data elements and the number of

individual records; (3) description of the unauthorized persons known or reasonably believed to have improperly used or disclosed the personal data; (4) description of where the personal data is believed to have been improperly transmitted, sent, or utilized; and, (5) description of the probable causes of the improper use or disclosure.

d) The service provider shall (1) cooperate with the public jurisdiction as reasonably requested by the public jurisdiction to investigate and resolve the data breach, (2) promptly implement necessary remedial measures, if necessary, and prevent any further data breach at the service provider's expense in accordance with applicable privacy rights, laws, regulations and standards and (3) document responsive actions taken related to the data breach, including any post-incident review of events and actions taken to make changes in business practices in providing the services, if necessary.

e) If a data breach is a direct result of the service provider's breach of its contract obligation to encrypt personal data or otherwise prevent its release, the service provider shall bear the costs associated with (1) the investigation and resolution of the data breach; (2) notifications to individuals, regulators or others required by state or federal law; (3) a credit monitoring service (4) a website or a toll-free number and call center for affected individuals required by state law — all not to exceed the average per record per person cost calculated for data breaches in the United States (currently $141 per record/person) in the most recent Cost of Data Breach Study: Global Analysis published by the Ponemon Institute at the time of the data breach; and (5) complete all corrective actions as reasonably determined by service provider based on root cause. The service provider agrees that it shall not inform any third party of any data breach without first obtaining the public jurisdiction's prior written consent, other than to inform a complainant that the matter has been forwarded to the public jurisdiction's legal counsel. Further, the service provider agrees that the public jurisdiction shall have the sole right to determine: (1) whether notice of the data breach is to be provided to any individuals, regulators, law enforcement agencies, consumer reporting agencies or others, as required by law or regulation, or otherwise in the public jurisdiction's discretion; and (2) the contents of such notice, whether any type of remediation may be offered to affected persons, and the nature and extent of any such remediation.

6. Notification of Legal Requests: The service provider shall contact the public jurisdiction upon receipt of any electronic discovery, litigation holds, discovery searches and expert testimonies related to the public jurisdiction's data under this contract, or which in anyway might reasonably require access to the data of the public jurisdiction. The service provider shall not respond to subpoenas, service of process and other legal requests related to the public jurisdiction without first notifying the public jurisdiction, unless prohibited by law from providing such notice.

7. Termination and Suspension of Service:

a) In the event of a termination of the contract, the service provider shall implement an orderly return of public jurisdiction data in a CSV or another mutually agreeable format at a time agreed to by the parties and the subsequent secure disposal of public jurisdiction data.

b) During any period of service suspension, the service provider shall not take any action to intentionally erase any public jurisdiction data.
c) Unless otherwise specified in the Contract, in the event of termination of any services or agreement in entirety, the service provider shall not take any action to intentionally erase any public jurisdiction data for a period of:
    - 10 days after the effective date of termination, if the termination is in accordance with the contract period
    - 30 days after the effective date of termination, if the termination is for convenience
    - 60 days after the effective date of termination, if the termination is for cause

    After such period, the service provider shall have no obligation to maintain or provide any public jurisdiction data and shall thereafter, unless legally prohibited, delete all public jurisdiction data in its systems or otherwise in its possession or under its control.
d) The public jurisdiction shall be entitled to any post-termination assistance generally made available with respect to the services, unless a unique data retrieval arrangement has been established as part of the Contract.
e) The service provider shall securely dispose of all requested data in all of its forms, such as disk, CD/ DVD, backup tape and paper, when requested by the public jurisdiction. Data shall be permanently deleted and shall not be recoverable, according to National Institute of Standards and Technology (NIST)-approved methods. Certificates of destruction shall be provided to the public jurisdiction.

8. Background Checks: The service provider shall conduct criminal background checks and not utilize any staff, including subcontractors, to fulfill the obligations of the contract who have been convicted of any crime of dishonesty, including but not limited to criminal fraud, or otherwise convicted of any felony or misdemeanor offense for which incarceration for up to 1 year is an authorized penalty. The service provider shall promote and maintain an awareness of the importance of securing the public jurisdiction's information among the service provider's employees and agents.

9. Oversight of Authorized Persons: During the term of each authorized person's employment or engagement by service provider, service provider shall at all times cause such persons to abide strictly by service provider's obligations under this Agreement and service provider's standard policies and procedures. The service provider further agrees that it shall maintain a disciplinary process to address any unauthorized access, use or disclosure of personal data by any of service provider's officers, partners, principals, employees, agents or contractors.

10. Access to Security Logs and Reports: The service provider shall provide reports to the public jurisdiction in CSV format agreed to by both the service provider and the public jurisdiction. Reports shall include latency statistics, user access, user access IP address, user access history and security logs for all public jurisdiction files related to this contract.

11. Data Protection Self-Assessment: The service provider shall perform a Cloud Security Alliance STAR Self-Assessment by completing and submitting the "Consensus

Assessments Initiative Questionnaire" to the Department privacy officer. The service provider shall first submit its self-assessment to the public jurisdiction as part of its response to the solicitation and, upon request, annually thereafter, on the anniversary of the date of contract execution.

12. Data Center Audit: The service provider shall perform an audit of its data centers at least annually at its expense and provide a redacted version of the audit report upon request. The service provider may remove its proprietary information from the redacted version. A Service Organization Control (SOC) 2 audit report or approved equivalent as detailed below sets the minimum level of a third-party audit.

13. Change Control and Advance Notice: The service provider shall give 30 days, advance notice (to the public jurisdiction of any upgrades (e.g., major upgrades, minor upgrades, system changes) that may impact service availability and performance. A major upgrade is a replacement of hardware, software or firmware with a newer or better version in order to bring the system up to date or to improve its characteristics. It usually includes a new version number.

14. Security:

a) At a minimum, the service provider's safeguards for the protection of data shall include: (1) securing business facilities, data centers, paper files, servers, backup systems and computing equipment, including, but not limited to, all mobile devices and other equipment with information storage capability; (2) implementing network, device application, database and platform security; 3) securing information transmission, storage and disposal; (4) implementing authentication and access controls within media, applications, operating systems and equipment; (5) implementing appropriate personnel security and integrity procedures and practices, including, but not limited to, conducting background checks consistent with applicable law; and (6) providing appropriate privacy and information security training to service provider's employees.

b) The service provider shall execute well-defined recurring action steps that identify and monitor vulnerabilities, notify the individuals listed in 4(b) above, of critical or high risk vulnerabilities (where remediation cannot occur within 30 days or the service provider elects not to fix the vulnerability), and provide remediation or corrective measures. Where the service provider's technology or the public jurisdiction's required dependence on a third-party application to interface with the technology creates a critical or high risk, the service provider shall remediate the vulnerability as soon as possible, but no later than 30 days. Should remediation within the prescribed time-period not be feasible, the service provider shall notify the parties listed in section 4(b) above. The service provider must ensure that applications used to interface with the service provider's technology remain operationally compatible with software updates.

c) Upon the public jurisdiction's written request, the service provider shall provide a network diagram with respect to connectivity to the public jurisdiction's network that illustrates the service provider's information technology network infrastructure.

15. Non-disclosure and Separation of Duties: The service provider shall enforce separation of job duties, require commercially reasonable non-disclosure agreements, and

limit staff knowledge of public jurisdiction data to that which is absolutely necessary to perform job duties.

16. Import and Export of Data: The public jurisdiction shall have the ability to securely import, export or dispose of data in standard format in piecemeal or in entirety at its discretion without interference from the service provider. This includes the ability for the public jurisdiction to import or export data to/from other service providers.

17. Responsibilities and Uptime Guarantee: The service provider shall be responsible for the acquisition and operation of all hardware, software and network support related to the services being provided. The technical and professional activities required for establishing, managing and maintaining the environments are the responsibilities of the service provider.

18. Subcontractor Disclosure: The service provider shall identify all of its strategic business partners related to services provided under this contract, including but not limited to all subcontractors or other entities or individuals who may be a party to a joint venture or similar agreement with the service provider, and who shall be involved in any application development and/or operations. These subcontractors shall be disclosed to the public jurisdiction as part of the service provider's response to the solicitation.

19. Right to Remove Individuals: The public jurisdiction shall have the right at any time to require that the service provider remove from interaction with public jurisdiction any service provider representative who the public jurisdiction believes is detrimental to its working relationship with the service provider. The public jurisdiction shall provide the service provider with notice of its determination, and the reasons it requests the removal. If the public jurisdiction signifies that a potential security violation exists with respect to the request, the service provider shall immediately remove such individual. The service provider shall not assign the person to any aspect of the contract or future work orders without the public jurisdiction's consent.

20. Business Continuity and Disaster Recovery: The service provider shall provide a business continuity and disaster recovery plan upon request.

21. Compliance with Accessibility Standards: The service provider shall comply with and adhere to Accessibility Standards of Section 508 Amendment to the Rehabilitation Act of 1973.

22. Web Services: The service provider shall use Web services exclusively to interface with the public jurisdiction's data in near real time when possible.

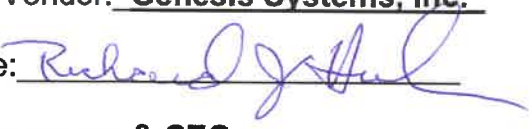
23. Encryption of Data at Rest: The service provider shall ensure hard drive encryption consistent with validated cryptography standards as referenced in FIPS 140- 2, Security Requirements for Cryptographic Modules for all personal data.

24. Subscription Terms: Service provider grants to a public jurisdiction a license to:
a. Access and use the service for its business purposes;

b. For SaaS, use underlying software as embodied or used in the service; and
c. View, copy, upload, download (where applicable), and use service provider's documentation.

25. Equitable Relief: Service provider acknowledges that any breach of its covenants or obligations set forth in Addendum may cause the public jurisdiction irreparable harm for which monetary damages would not be adequate compensation and agrees that, in the event of such breach or threatened breach, the public jurisdiction is entitled to seek equitable relief, including a restraining order, injunctive relief, specific performance and any other relief that may be available from any court, in addition to any other remedy to which the public jurisdiction may be entitled at law or in equity. Such remedies shall not be deemed to be exclusive but shall be in addition to all other remedies available at law or in equity, subject to any express exclusions or limitations in this Addendum to the contrary.

AGREED:

Name of Agency:_____	Name of Vendor: **Genesis Systems, Inc.**
Signature:_____	Signature: 
Title:_____	Title: **Treasurer & CEO**
Date:_____	Date: **March 4, 2019**

Form - WVSaaSAddendum-5.29.18
Amended N/A

SOFTWARE LICENSE AGREEMENT

THIS SOFTWARE LICENSE AGREEMENT (this "**Agreement**") is made as of _____(insert date) _____(the "**Effective Date**") by and between **Genesis Systems, Inc**. a Pennsylvania corporation with an address of 3601 N. Progress Ave., Suite 200, Harrisburg, PA 17110 ("**Licensor**") and _____ ("**Licensee**") (each, individually, a "**Party**" and both, collectively, the "**Parties**").

WITNESSETH:

WHEREAS, Licensor makes available for license computer-related software systems and related products and has created and developed a system referred to as (insert name of software application) intended for the recording, processing, registering, and/or reporting of vital events.

WHEREAS, Licensee desires to utilize such Systems for the recording, processing, registering, and/or reporting of vital events;

WHEREAS, the Software and Source Code is proprietary and highly confidential information of Licensor of the utmost importance; and

WHEREAS, the Parties are entering into a Database License Agreement, dated as of the date hereof (the "**Database Agreement**");

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree, intending to be legally bound, as follows:

1. DEFINITIONS

A. **"Authorized Purpose"** shall mean the use of the Software listed above, for the recording, processing, registering, and reporting of vital events subject to the jurisdiction of the Licensee.

B. "**Authorized User**" shall mean a named individual employee or someone on behalf of Licensee who uses the Licensed Intellectual Property solely for the Authorized Purpose.

C. "**Derivative Work**" has the meaning as defined in the Copyright Act, 17 U.S.C. 101 (2000).

D. "**Documentation**" shall mean the user manual or other documentation, specifications, written instructions or explanatory material related to the Source Code, or the Software, and any subsequent versions thereof, that Licensee may receive from Licensor. Nothing contained herein will be construed as requiring Licensor to create any new or different Documentation.

E. "**Intellectual Property Rights**" shall mean any and all registered and unregistered rights granted, applied for or otherwise now or hereafter in existence under or related to any patent, copyright, trademark, trade secret, database protection or other intellectual property rights laws, and all similar or equivalent rights or forms of protection, in any part of the world.

F. "**Licensed Intellectual Property**" shall mean the Software, the Source Code, the Documentation, and any portion of thereof.

G. "**License Term**" shall mean the term commencing on the date hereof and terminating upon the termination of this Agreement. For clarification, the license granted herein shall terminate at the end of the License Term.

H. "**Modification**" shall mean any addition, change, manipulation, translation, or alteration to the Source Code.

I. "**Open Source Software**" means any software, programming, or other intellectual property that is subject to (i) the GNU General Public License, GNU Library General Public License, Artistic License, BSD license, Mozilla Public License, or any similar license, including, but not limited to, those licenses listed at www.opensource.org/licenses or (ii) any agreement with terms requiring any intellectual property owned or licensed by Licensor (including the Licensed Intellectual Property) to be (a) disclosed or distributed in source code or object code form; (b) licensed for the purpose of making derivative works; or (c) redistributable.

J. "**Person**" shall mean an individual, corporation, partnership, joint venture, limited liability entity, governmental authority, unincorporated organization, trust, association or other entity.

K. "**Software**" shall mean the executable code as delivered by Licensor to Licensee.

L. "**Source Code**" shall mean computer programming code in human readable form for the Software that is not suitable for machine execution without the intervening steps of interpretation or compilation, which is delivered by Licensor to Licensee, all Modifications made by Licensor that are delivered to Licensee and all Modifications made by Licensee.

M. "**Territory**" shall mean the State of _____.

N. "**Trade Secrets**" shall mean any scientific or technical information, design, process, procedure, formula, or improvement that is commercially valuable and secret in the sense that its confidentiality affords Licensor a competitive advantage over its competitors, and shall include the Licensed Intellectual Property, system design and specification, programming sequences, algorithms, flowcharts, screen layouts and formats pertaining to the Software. "Trade Secrets" shall also include all trade secrets of Licensor, as such term is used under Pennsylvania law.

2. LICENSE GRANT AND OWNERSHIP; RESTRICTIONS ON USE

A. Licensor hereby grants to Licensee, during the License Term, a limited, irrevocable, non-exclusive, non-transferable, non-sublicensable, non-assignable, license to use the Licensed Intellectual Property in each case for the Authorized Purpose only, in and for use in the Territory only, and subject to the terms and conditions hereof.

B. Any use of the Licensed Intellectual Property not expressly authorized in this Agreement is strictly prohibited. Without limiting the generality of the foregoing or anything else contained herein, Licensee is expressly prohibited from: (i) sublicensing, transferring, assigning or reselling the Licensed Intellectual Property to any Person; (ii) granting access to the Licensed Intellectual Property to any Person, either within or outside Licensee's company, except to Authorized Users; (iii) using the Licensed Intellectual Property in any service or product, in any manner in competition with or to the detriment or commercial disadvantage of Licensor, or any other manner whatsoever or for any purpose whatsoever, except for the Authorized Purpose; (iv) using the Licensed Intellectual Property in any manner or for any purpose that infringes, misappropriates or otherwise violates any Intellectual Property Right or other right of any Person, or that violates any applicable law; (v) removing, obscuring, altering or hiding any identification markings, including copyright notices and trademarks, from the Licensed Intellectual Property; (vi) making any Modification, enhancement, or Derivative Work of the Licensed Intellectual Property, or any portion thereof, other than Modifications expressly permitted hereby and in accordance with the terms and conditions hereof; (vii) using the Licensed Intellectual Property, any portion thereof, or any Modification to develop, sell or distribute any software product with similar functionality or design; (viii) granting or attempting to grant a security interest in the Licensed Intellectual Property or this Agreement, or recording or permitting to be recorded any such security interest (including for patents, trademark or copyright registrations) with respect to the Licensed Intellectual Property with any governmental authority in Israel, the U.S. or any other jurisdiction; (ix) using the Licensed Intellectual Property for any purpose not contemplated by the Documentation; (x) using the Licensed Intellectual Property or any Confidential Information of Licensor to dispute or contest Licensor's intellectual property rights in the Licensed Intellectual Property; and (xi) using the Licensed Intellectual Property in a production environment.

C. Licensee acknowledges that all rights (including all Intellectual Property Rights), title and interest to the Licensed Intellectual Property, regardless of the form of media in which it is contained, shall be retained by Licensor, subject to the license expressly granted to Licensee hereunder. For clarification, Licensor shall exclusively own all rights (including all Intellectual Property Rights), title and interest in all Modifications, whether created by Licensor or Licensee, subject to the license expressly granted to Licensee hereunder. Licensee agrees to take any actions reasonably requested by Licensor in connection with Licensor's maintenance of its rights in the Licensed Intellectual Property.

D. Licensee hereby unconditionally and irrevocably assigns to Licensor its entire right, title and interest in and to any Intellectual Property Rights that Licensee may now or hereafter have in or relating to the Licensed Intellectual Property or any portion thereof (including any rights in Modifications, Derivative Works or patent improvements relating to either of them), whether held or acquired by operation of law, contract, assignment or otherwise.

E. Licensee acknowledges that Licensor has created, and from time to time will create, other computer software programs that may be based upon or related to the Software and that those other programs are not licensed to Licensee under this Agreement. Licensee further acknowledges that except for the Source Code and the Software no other source code or software owned by Licensor is being licensed to Licensee hereunder.

F. Notwithstanding any other provision in this Agreement, Licensor shall have the unconditional and irrevocable right to use any ideas, information, understandings, communications (including all suggestions, comments, feedback, ideas or know-how, whether in oral, written or electronic form), Modifications (subject to Section 3.H), and concepts derived from Licensee's use of the Licensed Intellectual Property without restriction and without compensation.

G. The Licensed Intellectual Property is licensed and not sold, and Licensor reserves all rights not expressly granted to Licensee in this Agreement. Except for the limited rights and licenses expressly granted under this Agreement, nothing in this Agreement grants, by implication, waiver, estoppel or otherwise, to Licensee or any third party any Intellectual Property Rights or other right, title, or interest in or to any of the Licensed Intellectual Property.

3. SCOPE OF LICENSED USE; AUTHORIZED USERS; MODIFICATIONS

A. Except as expressly required for the licensed use of the Licensed Intellectual Property, Licensee shall not make any copy of the Licensed Intellectual Property.

B. Licensee shall, upon request, provide prior written notice to Licensor of the name of each new Authorized User. Licensee acknowledges and agrees that an Authorized User does not acquire individual rights in the Licensed Intellectual Property, other than the right to use the Licensed Intellectual Property on Licensee's behalf and pursuant to the rights granted to Licensee and subject to the terms and conditions herein.

C. Licensee acknowledges and agrees that Licensee is responsible for all use of the Licensed Intellectual Property as accessed by Licensee and its Authorized Users and for ensuring that all use of the Licensed Intellectual Property is for the Authorized Purposes only and complies fully with the provisions of this Agreement, including assuring that only Authorized Users are accessing and using the Licensed Intellectual Property and creating Modifications.

D. Without limiting anything else contained herein, in no way does this Agreement confer any right in Licensee to license, sublicense, sell, distribute or transfer in any manner or form, in

whole or in part, or otherwise authorize the use of the Licensed Intellectual Property, whether in executable form, source code or otherwise, by any third parties.

4. REPRESENTATIONS AND WARRANTIES

A. Each Party warrants and represents to the other Party that (i) it has the necessary power and authority to enter into and perform its obligations under this Agreement; (ii) the execution of this Agreement by its representative whose signature is set forth at the end of this Agreement has been duly authorized by all necessary corporate or organizational action of such Party; (iii) this Agreement does not conflict with or violate any other agreement to which such Party is a party or by which it is bound; and (iv) when executed and delivered by both Parties, this Agreement will constitute the legal, valid and binding obligation of such Party, enforceable against such Party in accordance with its terms. The foregoing, however, shall not be construed as a warranty of non-infringement by Licensor.

B. Licensor further warrants and represents that Licensor has no actual knowledge as of the Effective Date that the licensed use of Licensed Intellectual Property infringes upon any Intellectual Property Rights of any third party.

C. Except for those warranties previously set forth above, the Licensed Intellectual Property is licensed on an "AS IS" basis without warranties or guarantees of any kind, and Licensor does not guarantee (i) that the Licensed Intellectual Property will meet the Licensee's requirements absent those specifically agreed to; (ii) that it will operate in combination with Licensee's systems or equipment; (iii) that it is compatible with any software, hardware, system or network; (iv) that it is secure, accurate, complete or free of harmful code; or (v) that its operation will be error-free or without interruption. EXCEPT AS EXPRESSLY WARRANTED IN THIS SECTION 4, LICENSOR MAKES NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE, OF MERCHANTABILITY, OR WARRANTY OF NO INFRINGEMENT OF THIRD PARTY INTELLECTUAL PROPERTY RIGHTS UNDER THIS AGREEMENT. NO ORAL OR WRITTEN INFORMATION OR ADVICE GIVEN BY LICENSOR OR ITS AUTHORIZED REPRESENTATIVES WILL CREATE ANY ADDITIONAL WARRANTIES OR IN ANY WAY INCREASE THE SCOPE OF LICENSOR'S OBLIGATIONS HEREUNDER.

D. Licensee further warrants and represents that Licensee has no actual knowledge that its services infringe upon any Intellectual Property Rights of any third party. EXCEPT AS EXPRESSLY STATED HEREIN, LICENSEE MAKES NO EXPRESS OR IMPLIED WARRANTIES, INCLUDING ANY EXPRESS OR IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE OR WARRANTY OF MERCHANTABILITY.

5. LICENSEE OBLIGATIONS

A. Licensee shall maintain a system of controls that will: (i) protect the integrity of the Licensed Intellectual Property; (ii) control access to the Licensed Intellectual Property and prevent access by non-Authorized Users and by third parties; (iii) prevent unauthorized usage of the Licensed Intellectual Property; and (iv) otherwise ensure compliance with this Agreement.

B. Licensee shall not combine the Licensed Intellectual Property in any way with Open Source Software, including using any Open Source Software in any Modifications.

C. Licensee shall use, and shall ensure that all Authorized Users use, the Licensed Intellectual Property in strict compliance with all applicable federal, state and local laws, rules and regulations, including all applicable export laws, restrictions and regulations. Without limiting anything contained herein, Licensee agrees that Licensee will not export, or allow the export or re-export of the Licensed Intellectual Property in violation of any such laws, restrictions and/or regulations.

D. Licensee shall promptly notify Licensor of any unauthorized use or disclosure of the Licensed Intellectual Property or any other Confidential Information of Licensor or any other breach of this Agreement and, without limiting any remedy available to Licensor, Licensee shall use its best efforts and shall cooperate with Licensor to prevent further unauthorized use or disclosure or further breach.

6. TERM AND TERMINATION

A. This Agreement shall be effective as of the date of execution by both parties and shall continue in effect (annually/perpetually)(renewal clause if applicable).

B. This Agreement and the license granted hereunder shall terminate immediately and automatically upon the earlier of the following:

i. The termination of the Database Agreement;

ii. The mutual agreement of the parties to terminate this Agreement in a written instrument executed by both Parties; or

iii. If either Party (i) is dissolved or liquidated, discontinues or dissolves its business, or takes any corporate action for such purpose; (ii) becomes insolvent or is generally unable to pay its debts as they become due; (iii) becomes the subject of any voluntary or involuntary bankruptcy proceeding under any jurisdiction's bankruptcy or insolvency laws; (iv) makes or seeks to make a general assignment for the benefit of its creditors; or (v) applies for, or consents to, the appointment of a trustee, receiver or custodian for a substantial part of its property.

C. Without limiting the foregoing, either Party may terminate this Agreement and the license granted hereunder on a 10 days' written notice to the other Party in the event of a breach of any provision of this Agreement by the other Party, provided that, during such ten-day period, the breaching Party fails to cure such breach. For the avoidance of doubt, Licensee's breach of Sections 2, 3, 5, or 7 shall constitute a material, non-curable breach of this Agreement, entitling Licensor, among other remedies, to immediately terminate this Agreement and the license granted hereunder.

D. Upon the termination of this Agreement, all rights and license granted to Licensee under this Agreement shall automatically terminate and immediately revert to Licensor and Licensee shall immediately (i) discontinue all use of the Licensed Intellectual Property; (ii) destroy the Software, Source Code (including, for the avoidance of any doubt, all Modifications created by Licensee, and all Modifications created by Licensor that were delivered to Licensee or are otherwise in Licensee's possession or control), and all Documentation in electronic form, including all copies of the foregoing; (iii) return to Licensor all Documentation in physical form, if any; and (iv) provide a certificate executed by an authorized officer of Licensee of its compliance with this Section.

E. Except as otherwise provided in this Agreement, the remedies contained in this Agreement are in addition to all other remedies available to either party at law or in equity.

7. CONFIDENTIALITY

A. Licensee acknowledges and agrees that the Licensed Intellectual Property is the proprietary and highly confidential property of Licensor, contains substantial Trade Secrets. Licensee represents and warrants that Licensee does not currently have (i) the Licensed Intellectual Property nor any portion thereof, (ii) any proprietary knowledge with respect to the functionality, design and purposes of the Software, or (iii) any similar software or product that it has developed or acquired, or that it has provided or intends to provide to its customers.

B. Without limiting anything contained in any applicable Non-Disclosure Agreement between the Parties, the Database Agreement, or herein, Licensee further agrees to take all reasonable precautions to preserve the confidentiality of the Licensed Intellectual Property as required hereby and shall assume responsibility that its employees, affiliates, officers, directors, agents, subcontractors and representatives ("**Representatives**") will similarly preserve and protect the Licensed Intellectual Property against third parties and will not use, disclose or access the Licensed Intellectual Property except as permitted hereby.

C. Licensee shall not disclose the Source Code, any portion thereof or any other Trade Secrets of Licensor in any litigation, arbitration or claim that Licensee may bring against Licensor or any third party, even if Licensee would be required by law to make such disclosure in order to support its allegations – except for disclosure only to any judge and/ or arbitrator and/ or other certified entity subject to obligation of confidentiality.

D. Without limiting the foregoing, if Licensee becomes compelled, upon advice of legal counsel licensed in the applicable jurisdiction, under court order or applicable law or regulation, to disclose the Licensed Intellectual Property or any portion thereof, it shall (i) give Licensor prompt and timely written notice so that Licensor may take steps to oppose such disclosure, (ii) use its reasonable best efforts to oppose such disclosure and cooperate with Licensor in its attempts to oppose such disclosure, (iii) in case of failure of such opposition despite such efforts, Licensee (x) may only disclose such information or portion under seal or otherwise on a confidential basis, (y) shall use its reasonable best efforts to obtain a protective order and shall cooperate with Licensor in obtaining a protective order or other remedy, and (z) shall acknowledge in connection with such required disclosure that the Licensed Intellectual Property or such portion is a trade secret of Licensor of the utmost importance and shall not contest such fact or make any representation to the contrary.

8. LIMITATION OF LIABILITY

EXCEPT AS EXPRESLY SET FORTH IN SECTION 9, IN NO EVENT SHALL LICENSOR BE LIABLE FOR ANY DAMAGES WHATSOEVER, INCLUDING (A) ANY OR ALL GENERAL, SPECIAL, CONSEQUENTIAL, INCIDENTAL, DIRECT, INDIRECT, ENHANCED, EXEMPLARY OR PUNITIVE DAMAGES, (B) LOSS OF PROFITS, BUSINESS, PRODUCTION, REVENUES, OR INCREASED COSTS OR DIMINUTION IN VALUE, (C) LOSS OF GOODWILL OR REPUTATION, (D) USE, INABILITY TO USE, LOSS, INTERRUPTION, DELAY OR RECOVERY OF THE LICENSED INTELLECTUAL PROPERTY, (E) LOSS, DAMAGE, CORRUPTION OR RECOVERY OF DATA, INACCURATE OUTPUT, WORK DELAYS OR LOST REVENUE/FUNDING RESULTING FROM LICENSEE'S USE OF THE LICENSED INTELLECTUAL PROPERTY, OR BREACH OF DATA OR SYSTEM SECURITY, OR (F) COST OF REPLACEMENT GOODS OR SERVICES, OR ANY CLAIM OR DEMAND OF A SIMILAR NATURE OR KIND TO ANY OF THE FOREGOING, IN EACH CASE WHETHER ASSERTED BY LICENSEE AGAINST LICENSOR OR ASSERTED AGAINST BY ANY OTHER PARTY, ARISING OUT OF THIS AGREEMENT OR USE OF THE LICENSED INTELLECTUAL PROPERTY, DATA, INFORMATION INCLUDING CONFIDENTIAL INFORMATION OR OTHER MATERIAL FURNISHED TO LICENSEE HEREUNDER, HOWEVER CAUSED, UNDER ANY LEGAL OR EQUITABLE THEORY, INCLUDING BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY AND OTHERWISE, AND WHETHER OR NOT LICENSOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE(S). IN ANY EVENT, THE TOTAL LIABILITY OF LICENSOR TO LICENSEE OR ANY THIRD PARTY ARISING OUT OF THIS AGREEMENT AND THE DATABASE AGREEMENT OR THE USE OF THE LICENSED INTELLECTUAL PROPERTY IN CONNECTION WITH ANY CLAIM OR TYPE OF DAMAGE (WHETHER IN CONTRACT OR TORT) WILL NOT EXCEED $100,000. THESE LIMITATIONS SHALL APPLY NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY.

9. INDEMNITY

A. Licensee agrees to defend, indemnify, and hold Licensor and its affiliates, and their respective officers, directors, agents, and employees, harmless against all costs, expenses, and losses (including reasonable attorney fees and costs) ("**Losses**"), including those arising out of or resulting from any third party claim, suit, action or proceeding (each, a "**Third Party Claim**"), related to, arising out of, or resulting from (i) Licensee's breach of this Agreement, (ii) Licensee's negligence, abuse, misapplication, misuse or more culpable act or omission (including recklessness or willful misconduct) by or on behalf of Licensee or any Authorized User or other Representative with respect to the Licensed Intellectual Property or otherwise in connection with this Agreement; or (iii) any use of the Licensed Intellectual Property by or on behalf of Licensee or any of its Representatives, including by any Authorized User, that is outside the purpose, scope or manner of use authorized by this Agreement.

B. In the event that Licensor becomes aware of any Third Party Claim which Licensor believes may result in a claim for Losses hereunder, Licensor shall promptly notify the Licensee of such Third Party Claim. No delay in notifying the indemnifying party of such Third Party Claim in accordance with the terms hereof shall affect an indemnified party's rights hereunder, unless (and then only to the extent that) the indemnifying party or any of its Representatives are prejudiced thereby.

C. If Licensor gives such notice, the Licensee will be entitled to participate in such Third Party Claim and to assume the defense of such Third Party Claim at the Licensee's sole cost and expense. If the Licensee exercises its rights to assume the defense of such Third Party Claim, the Licensee shall have no obligation to indemnify or pay for or reimburse Licensor for any attorneys' fees, investigation costs or litigation expenses incurred by the Licensor after the assumption of the defense of such Third Party Claim. The Licensor may participate in and observe, but not to determine or conduct, the proceedings at its own cost and expense. The Licensee agrees that it will not, without the prior written consent of the Licensor, which consent shall not be unreasonably withheld or delayed, settle, compromise or consent to the entry of any judgment in any pending or threatened Third Party Claim relating to the matters contemplated hereby, unless such settlement, compromise or consent (i) includes an unconditional release of Licensor from all liability arising or that may arise out of such Third Party Claim, or (ii) requires as the sole remedy a payment of monetary damages, all of which shall be paid by the Licensee. The Licensee shall not be liable for any settlement of any Third Party Claim by Licensor without the Licensee's prior written consent.

10. GOVERNING LAW AND JURISDICTION

A. This Agreement shall be interpreted, enforced, and governed by the laws of the Commonwealth of Pennsylvania.

11. MISCELLANEOUS

A. FURTHER ASSURANCES. On a Party's reasonable request, the other Party shall, and shall cause its Representatives (including, in the case of Licensee, Authorized Users and former Authorized Users, even if no longer employed by Licensee) to, execute and deliver all such documents and instruments, and take all such further actions, as may be necessary to give full effect to any provision of this Agreement.

B. RELATIONSHIP OF PARTIES. This Agreement does not create a joint venture or partnership between Licensor and Licensee, and each will act independently of the other.

C. NO CIRCUMVENTION. The Parties shall not take any action, and shall cause their respective Representatives not to take any action, directly or indirectly, the effect of which is to circumvent or avoid any provision of this Agreement.

D. EQUITABLE REMEDIES. Licensee acknowledges that any violation, breach or other failure on Licensee's or its Representatives to comply with this Agreement shall materially and irreparably injure Licensor and its business in a manner inadequately compensable in damages, and that Licensor shall be entitled to seek and obtain equitable relief, including by way of preliminary and/or permanent injunction and specific performance against the breach or threatened breach of this Agreement, without posting any bond, in addition to any other legal remedies that may be available.

E. SURVIVAL. Sections 1, 2 (except 2.A), 3, 4, 5, 6.D, 6.E, 7, 8, 9, 10, and 11, and any other section, right, obligation or provision under this Agreement that, by its nature, should survive termination or expiration of this Agreement, will survive any expiration or termination of this Agreement.

F. NOTICES.

i. Any notice required to be given under this Agreement shall be in writing and delivered personally to the other Party at the above stated address or mailed by certified, registered or Express mail, return receipt requested or by Federal Express.

ii. Either Party may change the address to which notice or payment is to be sent by written notice to the other under any provision of this Section.

G. AGREEMENT BINDING ON SUCCESSORS. The provisions of this Agreement shall be binding upon and shall inure to the benefit of the Parties hereto, their administrators, receivers, liquidators, trustees, successors and assigns.

H. ASSIGNABILITY. Neither Party may assign this Agreement, assign any rights or delegate any obligations hereunder to any third party, in each case whether voluntarily, involuntarily, by operation of law or otherwise, without the express prior written approval of the

other Party, which shall not be unreasonably withheld; *provided* that no such approval shall be required in case of an assignment by Licensor, by operation of law or otherwise, in connection with a merger, consolidation, or the sale of all or substantially all of its assets, business or stock.

I. WAIVER. No waiver by either Party of any default shall be deemed as a waiver of prior or subsequent default of the same of other provisions of this Agreement.

J. SEVERABILITY. If any term, clause or provision hereof is held invalid or unenforceable by a court of competent jurisdiction, such invalidity shall not affect the validity or operation of any other term, clause or provision and such invalid term, clause or provision shall be deemed to be severed from this Agreement.

K. ENTIRE AGREEMENT. This Agreement, together with the Term Sheet, the NDA, and the Database Agreement, constitutes the sole and entire agreement of the parties with respect to the subject matter hereof and thereof and supersedes all prior and contemporaneous understandings, agreements, representations and warranties, both written and oral, with respect to such subject matter. In the event of any inconsistency between this Agreement and the NDA or between this Agreement and the Term Sheet, the provisions of this Agreement shall prevail. This Agreement shall not be modified or amended except in writing signed by the Parties hereto and specifically referring to this Agreement.

L. NO THIRD-PARTY BENEFICIARIES. Except as set forth in Section 10 (*Indemnity*), this Agreement is for the sole benefit of the Parties hereto and their respective permitted successors and permitted assigns and nothing herein, express or implied, is intended to or shall confer on any other Person any legal or equitable right, benefit or remedy of any nature whatsoever under or by reason of this Agreement.

M. INTERPRETATION. For purposes of this Agreement: (a) the words "include," "includes" and "including" are deemed to be followed by the words "without limitation"; (b) the word "or" is not exclusive; (c) the words "herein," "hereof," "hereby," "hereto" and "hereunder" refer to this Agreement as a whole; and (d) words denoting the singular have a comparable meaning when used in the plural, and vice versa. Unless the context otherwise requires, references in this Agreement: (x) to sections mean the sections of this Agreement; and (y) to an agreement, instrument or other document means such agreement, instrument or other document as amended, supplemented and modified from time to time to the extent permitted by the provisions thereof. The parties intend this Agreement to be construed without regard to any presumption or rule requiring construction or interpretation against the party drafting an instrument or causing any instrument to be drafted. The headings in this Agreement are for reference only and do not affect the interpretation of this Agreement.

N. COUNTERPARTS. This Agreement may be executed in counterparts, each of which will constitute one and the same instrument. Facsimile and .PDF format signature pages shall be legally sufficient for all purposes hereof.

IN WITNESS WHEREOF, the Parties hereto, intending to be legally bound hereby, have each caused to be affixed hereto its or his/her hand and seal on the day indicated.

As Licensee's duly authorized representative, I have read and agree to this License.

Licensee _____

Printed name of signatory _____

Signature _____ Date _____

As Genesis Systems' duly authorized representative, I have read and agree to this License.

Printed name of Genesis Representative _____

Signature _____ Date _____

DATABASE LICENSE AGREEMENT

THIS DATABASE LICENSE AGREEMENT (this "**Agreement**") is made as of _____(insert date) _____(the "**Effective Date**") by and between **Genesis Systems, Inc**. a Pennsylvania corporation with an address of 3601 N. Progress Ave., Suite 200, Harrisburg, PA 17110 ("**Licensor**") and _____("**Licensee**") (each, individually, a "**Party**" and both, collectively, the "**Parties**").

WITNESSETH:

WHEREAS, Licensor makes available for license computer-related software systems and related products and has created and developed a system referred to as (insert name of software application) intended for the recording, processing, registering, and/or reporting of vital events.

WHEREAS, the Database structure of such software systems is proprietary and highly confidential information of Licensor of the utmost importance;

WHEREAS, Licensee desires to utilize such Systems for the recording, processing, registering, and/or reporting of vital events; and

WHEREAS, the Parties are entering into a Software License Agreement, dated as of the date hereof (the "**Software Agreement**");

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree, intending to be legally bound, as follows:

1. DEFINITIONS

A. **"Authorized Purpose"** shall mean the use of the database listed above, for the recording, processing, registering, and reporting of vital events subject to the jurisdiction of the Licensee.

B. "**Authorized User**" shall mean a named individual employee or someone on behalf of Licensee, identified by Licensee in a written notice to Licensor, who uses the Licensed Database solely for the Authorized Purpose.

C. "**Derivative Work**" has the meaning as defined in the Copyright Act, 17 U.S.C. 101 (2000).

D. "**Intellectual Property Rights**" shall mean any and all registered and unregistered rights granted, applied for or otherwise now or hereafter in existence under or related to any patent, copyright, trademark, trade secret, database protection or other intellectual property rights laws, and all similar or equivalent rights or forms of protection, in any part of the world.

E. "**Licensed Database**" shall mean the database schema provided by Licensor to Licensee in connection with this agreement.

F. "**License Term**" shall mean the term commencing on the date hereof and terminating upon the termination of this Agreement. For clarification, the license granted herein shall terminate at the end of the License Term.

G. "**Modifications**" shall mean any addition, change, manipulation, translation, or alteration to the Licensed Database.

H. "**Person**" shall mean an individual, corporation, partnership, joint venture, limited liability entity, governmental authority, unincorporated organization, trust, association or other entity.

I. "**Software**" shall have the meaning ascribed to such term in the Software Agreement.

J. **"Territory"** shall mean the State of _____.

K. "**Trade Secrets**" shall mean any scientific or technical information, design, process, procedure, formula, or improvement that is commercially valuable and secret in the sense that its confidentiality affords Licensor a competitive advantage over its competitors, and shall include the Licensed Database Schema. "Trade Secrets" shall also include all trade secrets of Licensor, as such term is used under Pennsylvania law.

2. LICENSE GRANT AND OWNERSHIP; RESTRICTIONS ON USE

A. Licensor hereby grants to Licensee, during the License Term, a limited, non-exclusive, non-transferable, non-sublicensable, non-assignable license to use the Licensed Database in each case for the Authorized Purpose only, in and for use in the Territory only, and subject to the terms and conditions hereof.

B. Any use of the Licensed Database not expressly authorized in this Agreement is strictly prohibited. Without limiting the generality of the foregoing or anything else contained herein, Licensee is expressly prohibited from: (i) sublicensing, transferring, assigning or reselling the Licensed Database Schema to any Person; (ii) granting access to the Licensed Database Schema to any Person, either within or outside Licensee's company, except to Authorized Users; (iii) using the Licensed Database Schema in any service or product, in any manner in competition with or to the detriment or commercial disadvantage of Licensor, or any other manner whatsoever or for any purpose whatsoever, except for the Authorized Purpose; (iv) using the Licensed Database Schema in any manner or for any purpose that infringes, misappropriates or otherwise violates any Intellectual Property Right or other right of any Person, or that violates any applicable law; (v) removing, obscuring, altering or hiding any identification markings, including copyright notices and trademarks, from the Licensed Database Schema; (vi) making any Modification, enhancement, or Derivative Work of the Licensed Database Schema or any

portion thereof; (vii) using the Licensed Database Schema or any portion thereof to develop, sell or distribute any software product with similar functionality or design; (viii) granting or attempting to grant a security interest in the Licensed Database Schema or this Agreement, or recording or permitting to be recorded any such security interest (including for patents, trademark or copyright registrations) with respect to the Licensed Database Schema with any governmental authority in the United States or any other jurisdiction; and (ix) using the Licensed Database Schema or any Confidential Information of Licensor to dispute or contest Licensor's intellectual property rights in the Licensed Database Schema.

C. Licensee acknowledges that all rights (including all Intellectual Property Rights), title and interest to the Licensed Database Schema, regardless of the form of media in which it is contained, shall be retained by Licensor, subject to the license expressly granted to Licensee hereunder. [For clarification, Licensor shall exclusively own all rights (including all Intellectual Property Rights), title and interest in all Modifications, whether created by Licensor or Licensee, subject to the license expressly granted to Licensee hereunder.] Licensee agrees to take any actions reasonably requested by Licensor in connection with Licensor's maintenance of its rights in the Licensed Database Schema.

D. Licensee hereby unconditionally and irrevocably assigns to Licensor its entire right, title and interest in and to any Intellectual Property Rights that Licensee may now or hereafter have in or relating to the Licensed Database Schema or any portion thereof (including any rights in [Modifications], Derivative Works or patent improvements relating to either of them), whether held or acquired by operation of law, contract, assignment or otherwise.

E. Licensee acknowledges and agrees that (i) Licensor has expended significant resources gathering, assembling and compiling the data in the Licensed Database Schema and that such data is the valuable property of Licensor, and (ii) the Licensed Database Schema is an original compilation protected by United States copyright laws, and comprises and contains the Trade Secrets of Licensor.

F. Licensee acknowledges that Licensor has created, and from time to time will create, other databases that may be based upon or related to the Licensed Database Schema and that those other databases are not licensed to Licensee under this Agreement. Licensee further acknowledges that except for the Licensed Database Schema no other database owned by Licensor is being licensed to Licensee hereunder.

G. Notwithstanding any other provision in this Agreement, Licensor shall have the unconditional and irrevocable right to use any ideas, information, understandings, communications (including all suggestions, comments, feedback, ideas or know-how, whether in oral, written or electronic form), and concepts derived from Licensee's use of the Licensed Database Schema without restriction and without compensation.

H. The Licensed Database Schema is licensed and not sold, and Licensor reserves all rights not expressly granted to Licensee in this Agreement. Except for the limited rights and licenses

expressly granted under this Agreement, nothing in this Agreement grants, by implication, waiver, estoppel or otherwise, to Licensee or any third party any Intellectual Property Rights or other right, title, or interest in or to any of the Licensed Database Schema.

3. SCOPE OF LICENSED USE; AUTHORIZED USERS; MODIFICATIONS

A. Licensee must securely store and protect the Licensed Database Schema at all times. Licensee may not store the Licensed Database Schema on any computer or server with a direct connection to a public network such as the Internet, nor may the Licensed Database Schema be accessed remotely except through Licensee-owned computers and servers (e.g., no access to the Licensed Database Schema may be made through public computers or through an employee's home computer or a computer owned by a contractor). In no event may the Licensed Database Schema be transmitted electronically over any public network such as the Internet without (i) Licensor's express prior written consent, and (ii) if such consent is granted, being encrypted. In the event the Licensed Database Schema is reduced to printed form, when not in use such printouts must be stored in a locked safe or other secure container. Each printed copy must be clearly marked as "Confidential" and sequentially numbered. On termination of this Agreement, the Licensed Database Schema and all printed copies must be securely and irrevocably scrubbed from all media or otherwise irretrievably destroyed using methods consistent with best industry practices.

B. Licensee shall not make any copy of the Licensed Database Schema.

C. Licensee shall provide prior written notice to Licensor of the name of each new Authorized User and a prompt written notice of any individuals who are no longer Authorized Users. The number of Authorized Users shall not exceed [ ] without Licensor's express prior written consent. Licensee acknowledges and agrees that an Authorized User does not acquire individual rights in the Licensed Database Schema, other than the right to use the Licensed Database Schema on Licensee's behalf and pursuant to the rights granted to Licensee and subject to the terms and conditions herein.

D. Licensee acknowledges and agrees that Licensee is responsible for all use of the Licensed Database Schema as accessed by Licensee and its Authorized Users and for ensuring that all use of the Licensed Database Schema is for the Authorized Purposes only and complies fully with the provisions of this Agreement, including assuring that only Authorized Users are accessing and using the Licensed Database Schema.

E. Without limiting anything else contained herein, in no way does this Agreement confer any right in Licensee to license, sublicense, sell, distribute or transfer in any manner or form, in whole or in part, or otherwise authorize the use of the Licensed Database Schema, in any form, by any third parties.

4. REPRESENTATIONS AND WARRANTIES

A. Each Party warrants and represents to the other Party that (i) it has the necessary power and authority to enter into and perform its obligations under this Agreement; (ii) the execution of this Agreement by its representative whose signature is set forth at the end of this Agreement has been duly authorized by all necessary corporate or organizational action of such Party; (iii) this Agreement does not conflict with or violate any other agreement to which such Party is a party or by which it is bound; and (iv) when executed and delivered by both Parties, this Agreement will constitute the legal, valid and binding obligation of such Party, enforceable against such Party in accordance with its terms. The foregoing, however, shall not be construed as a warranty of non-infringement by Licensor.

B. Licensor further warrants and represents that Licensor has no actual knowledge as of the Effective Date that the licensed use of Licensed Database Schema infringes upon any Intellectual Property Rights of any third party.

C. Except for those warranties previously set forth above, the Licensed Database Schema is licensed on an "AS IS" basis without warranties or guarantees of any kind, and Licensor does not guarantee (i) that the Licensed Database Schema will meet the Licensee's requirements absent those specifically agreed to; (ii) that it will operate in combination with Licensee's systems or equipment; (iii) that it is compatible with any software (including Licensor's software), hardware, system or network; (iv) that it is secure, accurate, complete or free of harmful code; or (v) that its operation will be error-free or without interruption. EXCEPT AS EXPRESSLY WARRANTED IN THIS SECTION 4, LICENSOR MAKES NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE, OF MERCHANTABILITY, OR WARRANTY OF NO INFRINGEMENT OF THIRD PARTY INTELLECTUAL PROPERTY RIGHTS UNDER THIS AGREEMENT. NO ORAL OR WRITTEN INFORMATION OR ADVICE GIVEN BY LICENSOR OR ITS AUTHORIZED REPRESENTATIVES WILL CREATE ANY ADDITIONAL WARRANTIES OR IN ANY WAY INCREASE THE SCOPE OF LICENSOR'S OBLIGATIONS HEREUNDER.

D. Licensee further warrants and represents that Licensee has no actual knowledge that its services infringe upon any Intellectual Property Rights of any third party. EXCEPT AS EXPRESSLY STATED HEREIN, LICENSEE MAKES NO EXPRESS OR IMPLIED WARRANTIES, INCLUDING ANY EXPRESS OR IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE OR WARRANTY OF MERCHANTABILITY.

5. LICENSEE OBLIGATIONS

A. Licensee shall maintain a system of controls that will: (i) protect the integrity of the Licensed Database Schema; (ii) control access to the Licensed Database Schema and prevent access by non-Authorized Users and by third parties; (iii) prevent unauthorized usage of the Licensed Database Schema; and (iv) otherwise ensure compliance with this Agreement.

B. Licensee shall not (i) combine the Licensed Database Schema in any way with any other database or portion of database nor (ii) add any data to the Licensed Database Schema except data created by Licensor or Licensee for the Authorized Purpose.

C. Licensee shall use, and shall ensure that all Authorized Users use, the Licensed Database Schema in strict compliance with all applicable federal, state and local laws, rules and regulations, including all applicable export laws, restrictions and regulations. Without limiting anything contained herein, Licensee agrees that Licensee will not export, or allow the export or re-export of the Licensed Database Schema in violation of any such laws, restrictions and/or regulations.

D. Licensee shall promptly notify Licensor of any unauthorized use or disclosure of the Licensed Database Schema or any other Confidential Information of Licensor or any other breach of this Agreement and, without limiting any remedy available to Licensor, Licensee shall use its best efforts and shall cooperate with Licensor to prevent further unauthorized use or disclosure or further breach.

6. TERM AND TERMINATION

A. This Agreement shall be effective as of the date of execution by both parties and shall continue in effect (annually/perpetually)(renewal clause if applicable).

B. This Agreement and the license granted hereunder shall terminate immediately and automatically upon the earlier of the following:

i. The termination of the Software Agreement;

ii. The mutual agreement of the parties to terminate this Agreement in a written instrument executed by both Parties; or

iii. If either Party (i) is dissolved or liquidated, discontinues or dissolves its business, or takes any corporate action for such purpose; (ii) becomes insolvent or is generally unable to pay its debts as they become due; (iii) becomes the subject of any voluntary or involuntary bankruptcy proceeding under any jurisdiction's bankruptcy or insolvency laws; (iv) makes or seeks to make a general assignment for the benefit of its creditors; or (v) applies for, or consents to, the appointment of a trustee, receiver or custodian for a substantial part of its property.

C. Without limiting the foregoing, either Party may terminate this Agreement and the license granted hereunder on a 10 days' written notice to the other Party in the event of a breach of any provision of this Agreement by the other Party, *provided* that, during such ten-day period, the breaching Party fails to cure such breach. For the avoidance of doubt, Licensee's breach of Sections 2, 3, 5, or 7 shall constitute a material, non-curable breach of this Agreement, entitling Licensor, among other remedies, to immediately terminate this Agreement and the license granted hereunder.

D. Upon the termination of this Agreement, all rights and license granted to Licensee under this Agreement shall automatically terminate and immediately revert to Licensor and Licensee shall immediately (i) discontinue all use of the Licensed Database Schema; (ii) destroy the Licensed Database Schema; and (iii) provide a certificate executed by an authorized officer of Licensee of its compliance with this Section.

E. Except as otherwise provided in this Agreement, the remedies contained in this Agreement are in addition to all other remedies available to either party at law or in equity.

7. CONFIDENTIALITY

A. Licensee acknowledges and agrees that the Licensed Database Schema is the proprietary and highly confidential property of Licensor, and contains substantial Trade Secrets. Licensee represents and warrants that Licensee does not currently have (i) the Licensed Database Schema nor any portion thereof, (ii) any proprietary knowledge with respect to the Licensed Database Schema, or (iii) any similar database that it has developed or acquired, or that it has provided or intends to provide to its customers.

B. Without limiting anything contained in any applicable Non-Disclosure Agreement between the Parties, the Software Agreement, or herein, Licensee further agrees to take all reasonable precautions to preserve the confidentiality of the Licensed Database Schema as required hereby and shall assume responsibility that its employees, affiliates, officers, directors, agents, subcontractors and representatives ("**Representatives**") will similarly preserve and protect the Licensed Database Schema against third parties and will not use, disclose or access the Licensed Database Schema except as permitted hereby.

C. Licensee shall not disclose the Licensed Database Schema or any portion thereof in any litigation, arbitration or claim that Licensee may bring against Licensor or any third party, even if Licensee would be required by law to make such disclosure in order to support its allegations – except for disclosure only to any judge and/ or arbitrator and/ or other certified entity subject to obligation of confidentiality.

D. Without limiting the foregoing, if Licensee becomes compelled, upon advice of legal counsel licensed in the applicable jurisdiction, under court order or applicable law or regulation, to disclose the Licensed Database Schema or any portion thereof, it shall (i) give Licensor prompt and timely written notice so that Licensor may take steps to oppose such disclosure, (ii) use its reasonable best efforts to oppose such disclosure and cooperate with Licensor in its attempts to oppose such disclosure, (iii) in case of failure of such opposition despite such efforts, Licensee (x) may only disclose such Licensed Database Schema or portion under seal or otherwise on a confidential basis, (y) shall use its reasonable best efforts to obtain a protective order and shall cooperate with Licensor in obtaining a protective order or other remedy, and (z) shall acknowledge in connection with such required disclosure that the Licensed Database Schema or such portion is a trade secret of Licensor of the utmost importance and shall not contest such fact or make any representation to the contrary.

8. LIMITATION OF LIABILITY

IN NO EVENT SHALL LICENSOR BE LIABLE FOR ANY DAMAGES WHATSOEVER, INCLUDING (A) ANY OR ALL GENERAL, SPECIAL, CONSEQUENTIAL, INCIDENTAL, DIRECT, INDIRECT, ENHANCED, EXEMPLARY OR PUNITIVE DAMAGES, (B) LOSS OF PROFITS, BUSINESS, PRODUCTION, REVENUES, OR INCREASED COSTS OR DIMINUTION IN VALUE, (C) LOSS OF GOODWILL OR REPUTATION, (D) USE, INABILITY TO USE, LOSS, INTERRUPTION, DELAY OR RECOVERY OF THE LICENSED DATABASE SCHEMA, (E) LOSS, DAMAGE, CORRUPTION OR RECOVERY OF DATA, INACCURATE OUTPUT, WORK DELAYS OR LOST REVENUE/FUNDING RESULTING FROM LICENSEE'S USE OF THE LICENSED DATABASE SCHEMA, OR BREACH OF DATA OR SYSTEM SECURITY, OR (F) COST OF REPLACEMENT GOODS OR SERVICES, OR ANY CLAIM OR DEMAND OF A SIMILAR NATURE OR KIND TO ANY OF THE FOREGOING, IN EACH CASE WHETHER ASSERTED BY LICENSEE AGAINST LICENSOR OR ASSERTED AGAINST LICENSEE BY ANY OTHER PARTY, ARISING OUT OF THIS AGREEMENT OR USE OF THE LICENSED DATABASE SCHEMA, DATA, INFORMATION INCLUDING CONFIDENTIAL INFORMATION OR OTHER MATERIAL FURNISHED TO LICENSEE HEREUNDER, HOWEVER CAUSED, UNDER ANY LEGAL OR EQUITABLE THEORY, INCLUDING BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY AND OTHERWISE, AND WHETHER OR NOT LICENSOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE(S). IN ANY EVENT, THE TOTAL LIABILITY OF LICENSOR TO LICENSEE OR ANY THIRD PARTY ARISING OUT OF THIS AGREEMENT AND THE SOURCE CODE AND SOFTWARE LICENSE AGREEMENT OR THE USE OF THE LICENSED DATABASE SCHEMA IN CONNECTION WITH ANY CLAIM OR TYPE OF DAMAGE (WHETHER IN CONTRACT OR TORT) WILL NOT EXCEED $100,000. THESE LIMITATIONS SHALL APPLY NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY.

9. INDEMNITY

A. Licensee agrees to defend, indemnify, and hold Licensor and its affiliates, and their respective officers, directors, agents, and employees, harmless against all costs, expenses, and losses (including reasonable attorney fees and costs) ("**Losses**"), including those arising out of or resulting from any third party claim, suit, action or proceeding (each, a "**Third Party Claim**"), related to, arising out of, or resulting from (i) Licensee's breach of this Agreement, (ii) Licensee's negligence, abuse, misapplication, misuse or more culpable act or omission (including recklessness or willful misconduct) by or on behalf of Licensee or any Authorized User or other Representative with respect to the Licensed Database Schema or otherwise in connection with this Agreement; or (iii) any use of the Licensed Database Schema by or on behalf of Licensee or any of its Representatives, including by any Authorized User, that is outside the purpose, scope or manner of use authorized by this Agreement.

B. In the event that Licensor becomes aware of any Third Party Claim which Licensor believes may result in a claim for Losses hereunder, Licensor shall promptly notify the Licensee of such Third Party Claim. No delay in notifying the indemnifying party of such Third Party Claim in accordance with the terms hereof shall affect an indemnified party's rights hereunder, unless (and then only to the extent that) the indemnifying party or any of its Representatives are prejudiced thereby.

C. If Licensor gives such notice, the Licensee will be entitled to participate in such Third Party Claim and to assume the defense of such Third Party Claim at the Licensee's sole cost and expense. If the Licensee exercises its rights to assume the defense of such Third Party Claim, the Licensee shall have no obligation to indemnify or pay for or reimburse Licensor for any attorneys' fees, investigation costs or litigation expenses incurred by the Licensor after the assumption of the defense of such Third Party Claim. The Licensor may participate in and observe, but not to determine or conduct, the proceedings at its own cost and expense. The Licensee agrees that it will not, without the prior written consent of the Licensor, which consent shall not be unreasonably withheld or delayed, settle, compromise or consent to the entry of any judgment in any pending or threatened Third Party Claim relating to the matters contemplated hereby, unless such settlement, compromise or consent (i) includes an unconditional release of Licensor from all liability arising or that may arise out of such Third Party Claim, or (ii) requires as the sole remedy a payment of monetary damages, all of which shall be paid by the Licensee. The Licensee shall not be liable for any settlement of any Third Party Claim by Licensor without the Licensee's prior written consent.

10. GOVERNING LAW AND JURISDICTION

A. This Agreement shall be interpreted, enforced, and governed by the laws of the Commonwealth of Pennsylvania.

11. MISCELLANEOUS

A. FURTHER ASSURANCES. On a Party's reasonable request, the other Party shall, and shall cause its Representatives (including, in the case of Licensee, Authorized Users and former Authorized Users, even if no longer employed by Licensee) to, execute and deliver all such documents and instruments, and take all such further actions, as may be necessary to give full effect to any provision of this Agreement.

B. RELATIONSHIP OF PARTIES. This Agreement does not create a joint venture or partnership between Licensor and Licensee, and each will act independently of the other. Except as expressly set forth herein neither Party is empowered to bind or commit the other to any contract or other obligation.

C. NO CIRCUMVENTION. The Parties shall not take any action, and shall cause their respective Representatives not to take any action, directly or indirectly, the effect of which is to circumvent or avoid any provision of this Agreement.

D. EQUITABLE REMEDIES. Licensee acknowledges that any violation, breach or other failure on Licensee's or its Representatives to comply with this Agreement shall materially and irreparably injure Licensor and its business in a manner inadequately compensable in damages, and that Licensor shall be entitled to seek and obtain equitable relief, including by way of preliminary and/or permanent injunction and specific performance against the breach or threatened breach of this Agreement, without posting any bond, in addition to any other legal remedies that may be available.

E. SURVIVAL. Sections 1, 2 (except 2.A), 3, 4, 5, 6.D, 6.E, 7, 8, 9, 10, and 11, and any other section, right, obligation or provision under this Agreement that, by its nature, should survive termination or expiration of this Agreement, will survive any expiration or termination of this Agreement.

F. NOTICES.

i. Any notice required to be given under this Agreement shall be in writing and delivered personally to the other Party at the above stated address or mailed by certified, registered or Express mail, return receipt requested or by Federal Express.

ii. Either Party may change the address to which notice or payment is to be sent by written notice to the other under any provision of this Section.

G. AGREEMENT BINDING ON SUCCESSORS. The provisions of this Agreement shall be binding upon and shall inure to the benefit of the Parties hereto, their administrators, receivers, liquidators, trustees, successors and assigns.

H. ASSIGNABILITY. Neither Party may assign this Agreement, assign any rights or delegate any obligations hereunder to any third party, in each case whether voluntarily, involuntarily, by operation of law or otherwise, without the express prior written approval of the other Party, which shall not be unreasonably withheld; *provided* that no such approval shall be required in case of an assignment by Licensor, by operation of law or otherwise, in connection with a merger, consolidation, or the sale of all or substantially all of its assets, business or stock.

I. WAIVER. No waiver by either Party of any default shall be deemed as a waiver of prior or subsequent default of the same of other provisions of this Agreement.

J. SEVERABILITY. If any term, clause or provision hereof is held invalid or unenforceable by a court of competent jurisdiction, such invalidity shall not affect the validity or operation of any other term, clause or provision and such invalid term, clause or provision shall be deemed to be severed from this Agreement.

K. ENTIRE AGREEMENT. This Agreement, together with the Term Sheet, the NDA, and the Source Code and Software Agreement, constitutes the sole and entire agreement of the parties with respect to the subject matter hereof and thereof and supersedes all prior and contemporaneous understandings, agreements, representations and warranties, both written and oral, with respect to such subject matter. In the event of any inconsistency between this Agreement and the NDA or between this Agreement and the Term Sheet, the provisions of this Agreement shall prevail. This Agreement shall not be modified or amended except in writing signed by the Parties hereto and specifically referring to this Agreement.

L. NO THIRD-PARTY BENEFICIARIES. Except as set forth in Section 9 (*Indemnity*), this Agreement is for the sole benefit of the Parties hereto and their respective permitted successors and permitted assigns and nothing herein, express or implied, is intended to or shall confer on any other Person any legal or equitable right, benefit or remedy of any nature whatsoever under or by reason of this Agreement.

M. INTERPRETATION. For purposes of this Agreement: (a) the words "include," "includes" and "including" are deemed to be followed by the words "without limitation"; (b) the word "or" is not exclusive; (c) the words "herein," "hereof," "hereby," "hereto" and "hereunder" refer to this Agreement as a whole; and (d) words denoting the singular have a comparable meaning when used in the plural, and vice versa. Unless the context otherwise requires, references in this Agreement: (x) to sections and schedules mean the sections and schedules of this Agreement; and (y) to an agreement, instrument or other document means such agreement, instrument or other document as amended, supplemented and modified from time to time to the extent permitted by the provisions thereof. The parties intend this Agreement to be construed without regard to any presumption or rule requiring construction or interpretation against the party drafting an instrument or causing any instrument to be drafted. The headings in this Agreement are for reference only and do not affect the interpretation of this Agreement.

N. COUNTERPARTS. This Agreement may be executed in counterparts, each of which will constitute one and the same instrument. Facsimile and .PDF format signature pages shall be legally sufficient for all purposes hereof.

IN WITNESS WHEREOF, the Parties hereto, intending to be legally bound hereby, have each caused to be affixed hereto its or his/her hand and seal on the day indicated.

As Licensee's duly authorized representative, I have read and agree to this License.

Licensee _____

Printed name of signatory _____

Signature _____ Date _____

As Genesis Systems' duly authorized representative, I have read and agree to this License.

Printed name of Genesis Representative _____

Signature _____ Date _____

GENESIS
SYSTEMS INCORPORATED

Appendix 3-Listing of Documentation

Below is a list of Project documentation Genesis offers for each of its system modules.

Non-Module Specific Documentation

Communication Plan
Project Implementation Plan
Security Plan
Disaster Recovery Plan
Transition Plan
Post Go-Live Stabilization Plan
Performance and Load-Testing Plan

WebEBC Birth Module

Functional Specification
Technical Specification
Security Plan
Data Conversion Plan
Implementation Plan
Data Dictionary
Facility User Guide
Local Registrar User Guide
Back Office User Guide
Configuration User Guide
Drag-It Reporting User Guide
System Administrator User Guide
Facility Training Guide
Local Registrar Training Guide
Back Office Training Guide
Configuration Training Guide
Drag-It Reporting Training Guide
System Administrator Training Guide
Birth Registration Quick Reference Guide
Registration Review Quick Reference Guide
Legal View Quick Reference Guide
Legal Corrections Quick Reference Guide
Legal Amendments Quick Reference Guide
PALS Process Quick Reference Guide
Back Data Entry Quick Reference Guide
Training Plan
Test Cases

Test Plan

WebEFD Fetal Death Module
Functional Specification
Technical Specification
Security Plan
Data Conversion Plan
Implementation Plan
Data Dictionary
Facility User Guide
Local Registrar User Guide
Back Office User Guide
Configuration User Guide
Drag-It Reporting User Guide
System Administrator User Guide
Facility Training Guide
Local Registrar Training Guide
Back Office Training Guide
Configuration Training Guide
Drag-It Reporting Training Guide
System Administrator Training Guide
Birth Registration Quick Reference Guide
Registration Review Quick Reference Guide
Legal View Quick Reference Guide
Legal Corrections Quick Reference Guide
Legal Amendments Quick Reference Guide
Back Data Entry Quick Reference Guide
Training Plan
Test Cases
Test Plan

WebFEE Fee and Issuance Module
Functional Specification
Technical Specification
Data Conversion Plan
Implementation Plan
Data Dictionary
Local Registrar User Guide
Back Office User Guide
System Administrator User Guide
Local Registrar Training Guide

Back Office Training Guide
Training Plan
Test Cases
Test Plan

WebEDC Death Module
Functional Specification
Technical Specification
Data Conversion Plan
Testing Plan
Training Plan
Implementation Plan
Data Dictionary
Funeral Home User Guide
Medical Certifier User Guide
Local Registrar User Guide
Back Office User Guide
Configuration User Guide
Drag-It Reporting User Guide
System Administrator User Guide
Funeral Home Training Guide
Medical Certifier Training Guide
Local Registrar Training Guide
Back Office Training Guide
Configuration Training Guide
Drag-It Reporting Training Guide
System Administrator Training Guide
Funeral Home Quick Reference Guide
Medical Certifier Quick Reference Guide
General Data Entry Quick Reference Guide
Registration Review Quick Reference Guide
Legal View Quick Reference Guide
Corrections and Amendments Quick Reference Guide
Back Data Entry Quick Reference Guide
Test Cases
Test Plan

WebITOP Induced Termination of Pregnancy Module
Functional Specification
Technical Specification
Security Plan

Data Conversion Plan
Implementation Plan
Data Dictionary
Facility User Guide
Local Registrar User Guide
Back Office User Guide
Configuration User Guide
Drag-It Reporting User Guide
System Administrator User Guide
Facility Training Guide
Local Registrar Training Guide
Back Office Training Guide
Configuration Training Guide
Drag-It Reporting Training Guide
System Administrator Training Guide
Birth Registration Quick Reference Guide
Registration Review Quick Reference Guide
Legal View Quick Reference Guide
Legal Corrections Quick Reference Guide
Legal Amendments Quick Reference Guide
Back Data Entry Quick Reference Guide
Training Plan
Test Cases
Test Plan

GENESIS SYSTEMS, INC.
MAINTENANCE AND
SUPPORT AGREEMENT

This software Maintenance and Support Agreement (the "Agreement") is between Genesis Systems, Inc. ("GENESIS"), 3601 N. Progress Ave. Harrisburg, Suite 200, PA 17110, and [Click **here** and type name], [Click **here** and type address], effective as of [Click **here** and type date].

1. **Support Services/Definitions**:

a. For the fees listed herein, Genesis shall provide Telephone Support, Functional Corrections, Performance Corrections, and Software Updates.

b. *Software*: Software supplied by GENESIS includes but is not limited to: WebEBC™; which is a trademark owned by Genesis Systems, Inc.

c. *Telepho* rmal support hours (Monday through Friday, 9:00 AM to 7:00 I upport technician. The support technician will assign an event numb ediately available, the call will be placed in a callback queue, with a p chnical Support Manager. The priority rating will be highest for i oftware with the lowest priority given to aesthetic issues. Every ef issue addressed within two hours of the original call. Calls recei eived by an automated answering system, which pages a support tec return the call as soon as possible.

d. *Technical Support*: Operator error (i.e., turning off the computer at the wrong time) or hardware failure under some circumstances can cause physical damage to the data stored by the program. In these cases, the data file must be physically repaired so that as much data as possible can be recovered. This work or any other work that requires one of our technicians to use a keyboard to make changes to the GENESIS software files on a customer's or client's system is defined as technical support. Technical support also includes telecommunications support where GENESIS technicians connect with the facility via Virtual Private Network (VPN) connections, GoToMyPC, or any other remote connection to transfer files, free up hard drive space, etc. All assistance provided, regarding the configuring of reports and screens, with respect to DragIt and DataFlex is categorized as technical support. Technical Support will be billed at Genesis' current hourly rates as set forth herein at Appendix B.

* The diagnosis of a problem(s) will be determined to be either Telephone Support or Technical Support depending on the type of effort required by a support technician to diagnosis the problem(s). Such determination shall be made solely by Genesis Systems, Inc.

e. *Basic Function:* The basic function of the software is specified in the design documents.

f. *Functional Correction*: A functional correction is a modification to the software implemented to make the software perform its basic function in accordance with the design specifications. Functional corrections relate to corrections of the software, which are necessary to provide accurate data entry, accurate printing, and accurate data transfer.

g. *Performance Correction*: A performance correction is a modification to the software implemented to correct a feature of the software that is not directly related to impairment of basic function. A performance correction is indicated if the software is not operating as intended by GENESIS or as detailed in the design specifications but the variance does not have direct impact on the basic function of the software (i.e., data capture, certificate printing and data transfer). These corrections are distinct from functional corrections in that a performance correction is not required in order for the software to fulfill its

basic function of data capture, accurate printing of the certificate and accurate transmission of the data function.

h. *Functional Change*: A functional change involves modifications to the software made necessary by changes required by Laws, Regulations, Internal Procedures etc., changes in the state's mainframe database, or changes in other destination databases. Functional changes are required in order to permit the software to continue to fulfill its basic function in the light of other external changes. Functional changes require additional design specifications that detail the necessary modifications and which in combination with existing specifications become the new design document.

i. *Performance Change*: A performance change is a modification to the software implemented to improve an existing feature of the software that is not directly related to basic function. Performance changes are primarily made to satisfy preferences, improve efficiency, or to improve the ease of use of the software. Performance changes affect how the software operates but are not required in order for the software to continue to fulfill its basic function.

j. *Enhancement:* An enhancement to the program is the addition of a feature beyond the original design. Enhancements are usually added from time to time as suggestions are received from existing installations. Enhancements add to the usefulness of the program but are not required to allow the program to fulfill its basic function. Enhancements add features to the software that were not already there. Enhancements are limited to changes in the existing product operation on the same computer and accessed from the same main menu as the existing software.

k. *Software Update*: A software update is a new version of the software containing functional corrections or performance corrections. An update either corrects an existing defect (functional or performance) or provides a change needed to allow the software to continue to fulfill its basic function.

l. *Software Upgrade*: A software upgrade is a new version of the software containing functional changes, enhancements and/or performance changes. An upgrade is not necessary for the software to continue to fulfill its basic function. Upgrades are not provided as part of this Support Agreement, and will be accomplished only through a separate quote and acceptance process.

m. Distribution of functional corrections and performance corrections will be at the expense of GENESIS.

2. **Support Level.** GENESIS shall provide **telephone support** based on the Plan and Level selected by the Customer:

Plan Options

GOLD PLAN – Unlimited 24/7-telephone support of GENESIS supplied software as described herein. Incoming calls between 9:00 AM and 7:00 PM Eastern Standard Time during the business day period are answered directly by a technical support specialist. After hours, our on call support specialist responds to calls within 2 hours of the original call. Technical support, or programmers or systems analyst or database administrator's time to perform development and/or coding to resolve reported issues not included in paragraph 1 a., will be billed at GENESIS current hourly rate. If prepaid hours are available they will be reduced by the actual hours used.

SILVER PLAN – Unlimited 24/5-business day telephone support of GENESIS supplied software as described herein including functional corrections and performance corrections. Incoming calls between 9:00 AM and 7:00 PM Eastern Standard Time during the business day period are answered directly by a technical support specialist. After hours, our on call support specialist responds to calls within 2 hours of the original call. Technical support, or programmers or systems analyst or database administrator's time to perform development and/or coding to resolve reported issues not included in

paragraph 1 a., will be billed at GENESIS current hourly rate. If prepaid hours are available they will be reduced by the actual hours used.

BRONZE PLAN – Limited business day telephone support between 9:00 AM and 7:00 PM Eastern Standard Time of GENESIS supplied software as described herein. Technical support, or programmers or systems analyst or database administrator's time to perform development and/or coding to resolve reported issues not included in paragraph 1 a., will be billed at GENESIS current hourly rate. If prepaid hours are available they will be reduced by the actual hours used.

Level Options

TIER 1 – This level of support is defined as direct calls originating from an End User of the GENESIS software product identified in item 4. In this capacity GENESIS will offer the corresponding support as stated in the customers selected Support Plan Option to the end user of the software product who directly contacts GENESIS technical support.

TIER 2 – This level of support is defined as direct calls originating from the customer as defined by this Agreement. In this capacity, the customer will take direct calls from the end user of the GENESIS software product identified in item 4. GENESIS will offer the corresponding support as stated in the customers' selected Support Plan Option only to the Customer and not directly to the End User.

Telephone support will be provided to locations as outlined in Appendix A.

3. **The Customer has selected the Bronze, Tier 2 Level support for the GENESIS supplied [Click here and type software] software.**

4. **Hours.** Included within this Agreement is a block of 160 development hours per annum. These hours can be used against enhancements, changes, and upgrades.

4. **Notification and Cooperation**. Customer shall promptly notify GENESIS of all circumstances requiring support. Such notice shall detail the name of person requesting support, the installation name, serial number of the Software, the circumstance, the conditions under which it occurred and, if known, its source. Customer shall cooperate in all reasonable ways with GENESIS, including by providing such access, computer time information, equipment, staff and facilities as may be reasonably necessary to identify, reproduce and remedy the circumstances.

5. **Issue Resolution.** In the event that the customer determines that the Technical Support Staff that is assisting them is unable to resolve the issue to the Customer's satisfaction, Customer may escalate the issue to the Technical Support Supervisor for satisfactory resolution. In the event the Customer determines that the Technical Support staff Supervisor is unable to resolve the issue to Customer's satisfaction, Customer may escalate the issue to Genesis' senior management for full resolution of the issue.

6. **Taxes.** Customer shall pay all international, federal, state or local tariffs, duties, withholdings and taxes (other than taxes on GENESIS' net income), including and without limitation, sales, use, excise, privilege, ad valorem and property taxes, or amounts in lieu thereof, based on the products, their use or any services performed hereunder, whether such tariffs, duties or taxes are now or hereafter imposed by said jurisdictions, except to the extent that Customer is exempt from such taxes.

7. **Termination.** GENESIS may terminate this Agreement, and renewal, for any of the following: (a) Failure to pay the support fee; (b) Failure to pay any outstanding debt owed by the Customer to GENESIS under this, or any other agreement with GENESIS; or (c) Upon ninety days prior notice GENESIS may at any time discontinue support.

8. **Warranty**.

a. All new software development performed by GENESIS is warranted for ninety (90) days after the new development is installed at the End User site ("Initial Warranty Period"). During this time any defect found in the software that requires correction (either functional or performance as defined above and whether related to the new development or not) will be corrected at no charge for either the work required to correct the software or the distribution of the resulting update. Once the Initial Warranty Period has expired, GENESIS reserves the right to charge for work done to make and distribute functional or performance corrections unless such work and distribution is covered by a Support Agreement that has been continuously in effect since the expiration of the Initial Warranty Period.

b. GENESIS warrants that in the event that no recovery can be affected on a support call, the Customer will not be billed for the time spent attempting recovery. Except as provided in paragraph 8a of this agreement, GENESIS does not guarantee that any service/product that it provides to the Customer will be effective and therefore does not warrant any of the services/products provided under this Agreement. GENESIS shall have no liability under this Agreement to Customer or any other party for any loss or damage including, without limiting the generality of the foregoing, any direct, general, incidental, indirect, special, or consequential damages, resulting from the failure of GENESIS to comply with any warranties set forth in this Agreement.

c. **GENESIS' WARRANTY IN THIS AGREEMENT IS IN LIEU OF ALL OTHER WARRANTIES EXPRESSED OR IMPLIED, INCLUDING THE IMPLIED WARRANITES OF MECHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL GENESIS BE LIABLE TO CUSTOMER FOR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES OF ANY KIND, INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OF GOODWILL, WORK STOPAGE, LOST PROFITS, LOST DATA OR COMPUTER HARDWARE OR SOFTWARE DAMAGE, FAILURE OR MALFUNCTION.**

d. Customer agrees that all data transmissions, searches, requests or queries to or from the database shall be through Genesis' proprietary software only., Genesis shall have the right to audit, at its own expense, all inputs and outputs of the database. Any transmission of data or any searches, requests or queries to or from the database by means other than Genesis' proprietary software or other means approved by Genesis in writing shall immediately void the warranty granted hereunder and relieve Genesis of any liability if support services can not be successfully provided.

e. Neither this Section 9, nor this Agreement as a whole, shall result in any limitation of liability for personal injury or death resulting from the fault of GENESIS, its employees or agents. Additionally, GENESIS shall be responsible for physical hardware damage caused by the fault of GENESIS, its employees, or its agents in making repairs to data files or software, except in the limited circumstances where GENESIS has explained there is reasonable risk of such damage and obtained the Department's or facility's written permission to proceed relative to the location of the equipment (Customer or facility) in the specific instance.

9. **Waivers.** The failure or delay of any party to exercise any right or option arising out of a breach of this Agreement shall not be deemed a waiver of any right or option with respect to any subsequent or different breach, or the continuance of any existing breach, after demand for strict performance.

10. **Entire Agreement.** This Agreement constitutes the entire Agreement between the parties and supersedes all previous Agreements and understanding relating to the work. The Agreement may not be altered, amended, or modified except by a written instrument signed by the duly authorized representatives of both parties.

11. **Interpretation.** To the fullest extent possible each provision of this Agreement shall be interpreted in such fashion as to be effective and valid under applicable law. If any provision of this Agreement is declared void or unenforceable for particular facts or circumstance, such provision shall remain in full force and effect for all other facts and circumstances. If any provision of this Agreement is declared

entirely void or unenforceable, such provision shall be deemed severed from this Agreement, which shall otherwise remain in full force and effect.

12. **Applicable Law.** The validity, construction and performance of this Agreement shall be governed by and construed in accordance to the laws of the Commonwealth of Pennsylvania. The parties consent and submit to the jurisdiction and venue of the state and federal courts located in Dauphin County of the Commonwealth of Pennsylvania.

13. **Fee.** Upon payment of the following fee, sites listed in Appendix A and any additional facilities installing the GENESIS supplied software during the term of the Agreement will be serviced for the remainder of this Agreement.

Fee: **$[Click here and type fee]for facilities described in Appendix A.**

14. **Term.** The Term of this Agreement is [Click **here** and type date] through [Click **here** and type date].

The parties hereby agree to be legally bound by the terms and conditions set forth herein:

Authorized Signatures:

For the Contractor:

_____
Name

CEO/Treasurer
Title

_____
Date

For the Department:

_____
(Name)
(Title)

_____
Date

For the Division:

_____
(Name)
(Title)

_____
Date

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APPENDIX A

LISTING OF FACILITIES/LOCATIONS TO BE SERVED

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APPENDIX B

Staff Pricing Schedule as of 01/01/15

Staff Title	Location	Hourly Rate US Dollars
Subject Matter Specialist	Genesis	$330.00
Project Director	Genesis	$225.00
Project Manager	Genesis	$215.00
Business Analyst	Genesis	$200.00
SQL Database Administrator	Genesis	$200.00
Oracle Database Administrator	Genesis	$260.00
Sr. Web Programmer	Genesis	$210.00
Jr. Web Programmer	Genesis	$200.00
Sr. Citrix Technicians	Genesis	$215.00
Jr. Citrix Technicians	Genesis	$200.00
Sr. Programmer	Genesis	$190.00
Jr. Programmer	Genesis	$180.00
Operator	Genesis	$175.00
Testing Technician	Genesis	$120.00
Help Desk Analyst	Genesis	$120.00
Documentation Specialist	Genesis	$175.00
Assistant Documentation Analyst	Genesis	$120.00
Project Trainer	Genesis	$175.00
Assistant Trainer	Genesis	$120.00
Data Entry Specialist	Genesis	$105.00
NON-CUSTOMER TECHNICAL SUPPORT	1ST HOUR OF TECHNICAL SUPPORT-2 HOUR MINIMUM	$330.00
All additional Technical Support Services		Billable at the above hourly rates for the technicians involved

On-site travel and subsistence costs are in addition to the above referenced rates.

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Genesis Modules & Services:

Genesis WebLE™

The "core" of the system will consist of our WebLE™ product, which is the base module that provides common functionality such as security, library maintenance, printer setup, and user parameters. The Genesis WebLE™ module allows for all additional modules to be "plugged in" in order to utilize these functionalities that are common across all other modules. This will include all functional areas specified in the Business Process Mapping document, including: birth, death, fetal death, marriage, divorce, ITOPs, fee and issuance, and adoptions. Most of these become their own module and are plugged into the core system. This structure allows users to easily navigate between modules and helps to make the connections between modules more intuitive, enhancing the user experience.

Genesis WebEBC™

The Genesis WebEBC™ module for birthing facilities includes all the functionality necessary to capture, maintain, report, and store all data pertaining to birth events. Functionality specific to this module includes (but is not limited to) the following components: the capability for the completion of data entry of birth-related data elements from hospitals and birthing centers with a Arizona-defined number of data elements, work queues, hard and soft edits, automatic assignment of File Number and File Dates assigned by Arizona, printing of birth-related documents (excluding certified copies), and identification of duplicate vital event records during the registration process. The WebEBC™ Manager module provides supervisory review and application maintenance functions and supports legal and statistical corrections, amendments, adoption processing, and the AOP processes.

Genesis WebEDC™

The electronic death registration module (EDRM) for funeral homes, medical certifiers, and coroners includes all the functionality necessary to capture, maintain, report, and store all data pertaining to death events. Functionality specific to this module includes (but is not limited to) the following components: the capability for the completion of data entry of death-related data elements from funeral directors and physicians, work queues, hard and soft edits, birth-death matching, printing of death-related documents (excluding certified copies), and identification of duplicate vital event records during the registration process. The Genesis WebEDC™ Manager module provides supervisory review and application maintenance functions and supports demographic and medical corrections and amendments.

Genesis WebMAR™ and WebDIV™

The Marriage and Divorce Module for justices of the peace and district and county clerks includes all the functionality necessary to capture, maintain, report, and store all data pertaining to marriage and divorce. Functionality specific to this module will include (but is not limited to) the following components: the capability for the completion of data entry of marriage and divorce related data elements from justices of the peace and district and county clerks, work queues, hard and soft edits, printing of marriage and divorce related documents (excluding certified copies), and identification of duplicate vital event records during the registration process. The Marriage and Divorce supervisory module allows for review and application maintenance functions and supports corrections and amendments for all marriage and divorce events.

Genesis WebITOPS™

The registering, filing, amending, and archiving of induced termination of pregnancy events, as well as all spontaneous abortion events, is accessed through WebITOPS™ when users are assigned appropriate security processes associated with the filing and registration of these event types.

Genesis WebFEE & Issuance

The Genesis WebFEE & Issuance module for state and local offices includes all customer service functionality necessary to issue paper certificate copies (both certified and uncertified). The module also has the ability to capture, report, and store data pertaining to the requests. In addition, the Genesis WebFEE & Issuance module includes a financial management (POS system) component which includes

invoicing, fund management and fund splits, the capability to process and track combined payments on a single transaction, including cash, check, money order, Treasury payments, and other definable types of payments, and the capability to have remote supervisory authorization of adjustments, allowing supervisors to authorize adjustments without leaving their work area.

Genesis Drag- It™

The Genesis Drag-It™ reporting module, our ad-hoc reporting tool, provides an intuitive interface to design and save custom reports for repeated (or even one-time) use. The interface groups data elements into folders so they are logically grouped and easy to locate. The user designing the report selects data elements that are desired for display on the report or for extracting to a file or to be tabulated as a frequency count. Fields are also selected to serve as criteria for the records to be included. Fields dragged to the 'Display Fields' grid will be those that appear on the report output or are extracted to a file if the user so chooses. Ten user licenses for Drag-It™ have been included as part of the Cost Proposal for this project.

Additional Software Features:

In addition to the core functionality of the Genesis WebLE™ system, the system includes other features which aid the navigational flow; productivity and ease of use that would greatly benefit Arizona are listed below:

Genesis Chameleon Functionality--(Field and Screen Designer) Genesis Chameleon is functionality unique to Genesis and its applications. Utilizing Chameleon, users (with the appropriate security process) are allowed to add, modify and suspend fields as they appear to end users. Fields can be repositioned on each Tab or moved to a different TAB. Significant behaviors of each field are also configured within the Chameleon, such as field length, allowable characters, rule set to be used, and help text. Using Chameleon, the application can be configured by State users without the need to come back to Genesis to add, change or delete fields or the functionality. "Snapshots" are also included to facilitate "falling back" to earlier configurations, if necessary.

Logic Builder Functionality—(Edit and Crosscheck Configuration) Genesis Logic Builder is another functionality unique to Genesis and its applications. By using Logic Builder, users (with the appropriate security processes) can add, change, and modify both field edits and crosschecks resident within the application. This is powerful functionality in the hands of the appropriate user and combined with Chameleon allows special studies, changes mandated by NCHS or SSA, without the need to come back to Genesis for reprogramming!

GenSearch—[Configurable Searches] GenSearch allows the configuration of searches by the user (with the appropriate security process). You no longer have to wait to have a field added to a search routine within the application. Users can add, change or suspend fields for searching and have the results within seconds.

GenExtract—[Configurable Extracts] GenExtract is a powerful tool to configure your own extracts. Utilizing GenExtract there is no need to ask Genesis for an additional extract. That functionality is in the hands of the user (with the appropriate security process).

Viz-e-Q™ (Visual Cueing) – The visual cueing provides different coloring for validated and non-validated fields. With a brief glance, the operator can determine the status of the record by observing the visual cueing displayed. Coupled with our Lightning Link™ feature, navigation through the application is extremely user friendly and intuitive, preventing frustration and greatly compressing the timeframe (and consequently, costs) often involved in training thousands of users on a new system. This means that the system is ready for widespread use on a reduced timeframe.

Lightning Link™ (Status Checklist) – Lightning Link™ provides the user with an easily accessible status checklist of items which have an unresolved status. Each of the items within the checklist are hyperlinked so that they user does not have to search for the field(s) which need to be addressed.

Flying Logic™ (Add On the Fly-Table Updates) – Flying Logic™ is a feature developed by Genesis enabling users to quickly and easily update library tables without delaying the processing of record(s). As an example, when a user is typing an attendant name that is not in the table, the name is displayed in bright red. This alerts the user that the item is not in the table and then allows the user to automatically update or add the attendant. Flying Logic™ allows the user to update table insertions while they are on that particular data field, which is particularly helpful for the user and decreases potential frustration while allowing validation to be done at a later time, by a State user.

AllBoard™ (Hands on the WEB-keyboarding) – AllBoard™ is another unique aspect available on most of our systems whereby all data entry elements can be made through the keyboard. This is accomplished by either direct key entry, "tabbing" or hot-key combinations. This unique functional in our system expedites data entry, thereby improving reporting quality and timelines. In addition, various

shortcut keys have been provided for the smooth functioning of the application to make it operable in the mouse-free environment. Our system provides consistent and user-friendly navigation of all functionalities through the use of standard GUI menu bars and toolbars, as well as supporting 'hot key' (shortcut key combinations) navigation throughout the application.

MindsEye™ (Type Ahead Data Entry) – This feature allows the operator to not slow down or become discouraged when typing, for example, a state name. In traditional Web systems, when an operator types a "C", California would be displayed. Should the operator continue with an "A", for example, Arkansas would appear. Utilizing our MindsEye™ feature, when the operator types the same combination, "California" would appear. As a result, the operator can either accept the entry or continue typing the data. This helps to assure correct spelling, accelerates data entry, and reduces user anxiety.

Fast-Fire—[Instantaneous Edits] Genesis functionality provides for instant edit checks when a user "tabs" off a field. Users are instantaneously presented with the results of the edits/cross-checks as opposed to waiting to hit "submit". Users are not allowed to leave the edit/cross-checks until all items pass or the user clears the field. Genesis believes utilizing Fast-Fire, the quality of the data gathered is markedly improved.

Silent Printing--[Documents print directly to printer (with tray designation)] Genesis functionality of silent printing allows printing of secure documents without viewing on the screen is a security feature. Users are not allowed to see the actual certified copy prior to printing, thus preventing screen scraping or "phishing" for records.

Consistency
Consistency is maintained across all modules so that standard icons that are clearly identified when selected (tool tips), and menu labels and hot key sequences can be quickly learned and employed. Additional navigational aids to system users include field-level help, topic-level help, and general user informational help. The system also allows the use of bookmarks and hyperlinks to access online manuals and regulations.

Additional Optional Software Components:

In addition to the core functionality of the Genesis WebLE™ system, options that can be part of the system to aid and enhance the Michigan system include:

Genesis Interoperability Module (GIM)--[EMR interface] GIM is the interface which allows the transmission of Vital Record information directly from a hospital and/or OB/GYN Electronic Medical Record System into the Genesis Vital Record modules (currently Birth, Death and Fetal Death) without the need to re-key the information. When utilized, GIM provides for improved speed of reporting and more importantly data quality. A goal of Genesis is to provide high quality, homogeneous and empirically correct data. GIM fits the bill perfectly.

GIS--[Geographical Interfaces] Genesis is a strong proponent of GIS utilization. Correlating the specific location with the Birth or Death provides for a much improved targeting and expenditure of resources. Utilizing GIS, you no longer have to provide intervention across a broad geocode, but target the specific are of concern. Having this data attached to the Birth or Death record, also provides the opportunity to map and graphically present the issues.

GenCard Services--[Credit Card Clearing Services] Gen-Card Services provides customers with the ability to clear credit, debit and checks electronically at a competitive rate. Gen-Card Services are completely integrated with the Genesis Fee & Issuance module and provide a seamless process for both customers and users. All equipment is supplied by GenCard Services and includes a card swipe (with chip technology), signature capture pad, and check reader. A nominal fee is charged for all transactions and various levels of check authorization are available as well.

Gen-Imaging—[Scanning and Imaging Interfaces] Gen-Imaging is a service provided by Genesis which provides for high-speed scanning of existing documents, with indexing to the record.

COMMONWEALTH OF PENNSYLVANIA

DEPARTMENT OF STATE

02/27/2019

TO ALL WHOM THESE PRESENTS SHALL COME, GREETING:

I DO HEREBY CERTIFY THAT,

GENESIS SYSTEMS, INC.

is duly registered as a Pennsylvania PA Close Corporation under the laws of the Commonwealth of Pennsylvania and remains subsisting so far as the records of this office show, as of the date herein.

I DO FURTHER CERTIFY THAT this Subsistence Certificate shall not imply that all fees, taxes and penalties owed to the Commonwealth of Pennsylvania are paid.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Seal of the Secretary's Office to be affixed, the day and year above written

Acting Secretary of the Commonwealth

Certification Number: TSC190227110648-1

Verify this certificate online at http://www.corporations.pa.gov/orders/verify

FINANCIAL STATEMENTS WITH ACCOUNTANTS' COMPILATION REPORT PREPARED FOR

Genesis Systems, Inc.

FOR THE YEAR ENDED

December 31, 2016



Huber & Associates

Regional Offices:
14 East 3rd Street ➢ P.O. Box 948 ➢ Lewistown, PA 17044 ➢ Phone: (717) 248-3334 ➢Fax: (717) 248-0900
3601 North Progress Avenue ➢ Suite 200 ➢Harrisburg, PA 17110 ➢ Phone: (717) 540-1880 ➢Fax: (717) 541-9217
Email: Huber@HuberAssociates.com

GENESIS SYSTEMS, INC.
DECEMBER 31, 2016
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Huber & Associates

The Complete Business Solution

3601 N. Progress Avenue
Suite 200
Harrisburg, PA 17110
(717) 540-1880
Fax: (717) 541-9217

ACCOUNTANTS' COMPILATION REPORT

To the Shareholders
Genesis Systems, Inc.
3601 North Progress Avenue
Harrisburg, PA 17010

Management is responsible for the accompanying financial statements of Genesis Systems, Inc., which comprise the statement of assets, liabilities and shareholders' equity - tax basis as of December 31, 2016, and the related statements of revenue, expenses and retained earnings - tax basis and cash flows for the year then ended in accordance with the tax basis of accounting, and for determining that the tax basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the tax basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit substantially all the disclosures ordinarily included in financial statements prepared in accordance with the tax basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Company's financial position and results of operations. Accordingly, the financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Genesis Systems, Inc.

Harrisburg, PA
February 26, 2017

GENESIS SYSTEMS, INC.
STATEMENT OF ASSETS, LIABILITIES AND SHAREHOLDERS' EQUITY - INCOME TAX BASIS
DECEMBER 31, 2016

ASSETS

CURRENT ASSETS	
Cash	$ 72,775
Accounts receivable-trade	833,198
Prepaid expenses	14,366
TOTAL CURRENT ASSETS	920,339
PROPERTY & EQUIPMENT	
Equipment, at cost	2,271,892
Less accumulated depreciation	1,828,962
PROPERTY & EQUIPMENT, NET	442,930
OTHER ASSETS	
Accounts Receivable Retainage	311,511
Deferred expenses	204,915
Deferred fees-related party	628,668
Related party receivable	582,951
Other assets	134,779
TOTAL OTHER ASSETS	1,862,824
TOTAL ASSETS	$ 3,226,093

See accountant's compilation report.

LIABILITIES & STOCKHOLDERS' EQUITY

CURRENT LIABILITIES	
Demand notes payable	$ 637,586
Current portion of capital leases	261,090
Accounts payable	46,846
Accrued expenses	88,227
Deferred revenue	931,934
TOTAL CURRENT LIABILITIES	1,965,683
LONG-TERM DEBT	
Lease payable	530,308
Accrued expenses long term	204,915
TOTAL LIABILITIES	2,700,906
STOCKHOLDERS' EQUITY	
Common stock - Par value $1 per share, 50,000 shares authorized, 1,750 shares issued and outstanding	1,750
Additional paid in capital	149,250
Retained earnings	374,187
TOTAL STOCKHOLDERS' EQUITY	525,187
TOTAL LIABILITIES & STOCKHLDERS' EQUITY	$ 3,226,093

See accountant's compilation report.

GENESIS SYSTEMS, INC.

STATEMENT OF REVENUES, EXPENSES AND RETAINED EARNINGS - INCOME TAX BASIS

FOR THE YEAR ENDED DECEMBER 31, 2016

INCOME	
Sales - programming	$ 3,402,171
Sales - license fees and maintenance contracts	2,698,518
sales - miscellaneous	73,493
TOTAL SALES	6,174,182
COST OF GOODS SOLD	
Cost of labor	1,721,772
Cost of services	704,236
TOTAL COST OF GOODS SOLD	2,426,008
GROSS PROFIT	3,748,174
OPERATING EXPENSES	
Advertising	7,330
Auto	7,031
Bank fees/credit card processing	32,344
Contracted services	45,914
Depreciation	528,486
Dues and subscriptions	16,668
Hosting fees	59,050
Hosting fees related party	20,100
Insurance - business	41,074
Interest	64,334
Late Fees	551
Licenses	20,625
Maintenance and repairs	16,795
Meals	17,896
Miscellaneous	18,255
Postage	6,560
Professional fees - related party	2,188,786
Professional fees - other	105,400
Promotion	68,850

See accountant's compilation report.

OPERATING EXPENSES - CONTINUED	
Rent - related party	21,488
Rent	98,585
Software licenses	33,690
Supplies	24,908
Taxes	37,905
Telephone	68,437
Travel and entertainment	79,820
Training	511
Utilities	42,706
TOTAL OPERATING EXPENSES	3,674,099
OPERATING PROFIT	74,075
OTHER INCOME AND EXPENSES	
Interest income	168
NET INCOME	74,243
RETAINED EARNINGS, BEGINNING	299,944
RETAINED EARNINGS, ENDING	$ 374,187

GENESIS SYSTEMS. INC.
STATEMENT OF CASH FLOWS - INCOME TAX BASIS
FOR THE YEAR ENDED DECEMBER 31, 2016

CASH FLOWS FROM OPERATING ACTIVITIES:		
Net income	$	74,243
Adjustments to reconcile net income to net cash provided by operating activities:		
Depreciation		528,486
Book -Tax Retained Earnings Adjustment		(6)
(Increase)/decrease in:		
Accounts receivable		(24,757)
Accounts receivable retainage		(311,511)
Prepaid expenses		19,682
Deferred fee related party		204,915
Other Assets		(52,882)
Increase/(decrease) in:		
Accounts payable		6,409
Accrued expenses		(215,861)
Deferred revenue		386,151
Net cash provided by operating activities		614,869
CASH FLOWS FROM INVESTING ACTIVITIES:		
Purchase of equipment		(738,907)
Net cash used by investing activities		(738,907)
CASH FLOWS FROM FINANCING ACTIVITIES:		
Net payments on line of credit		(98,671)
Payments on notes payable		
Net proceeds from leases payable		417,677
Net payments for related party debt		(274,944)
Net cash provided by financing activities		44,062
NET DECREASE IN CASH		(79,976)
CASH, BEGINNING		152,751
CASH ENDING	$	72,775

Cash paid for interest was $64,334

FINANCIAL STATEMENTS WITH ACCOUNTANTS' COMPILATION REPORT PREPARED FOR

Genesis Systems, Inc.

FOR THE YEAR ENDED

December 31, 2017



Huber & Associates

Regional Offices:
14 East 3rd Street ➢ P.O. Box 948 ➢ Lewistown, PA 17044 ➢ Phone: (717) 248-3334 ➢Fax: (717) 248-0900
3601 North Progress Avenue ➢ Suite 200 ➢Harrisburg, PA 17110 ➢ Phone: (717) 540-1880 ➢Fax: (717) 541-9217
Email: Huber@HuberAssociates.com

GENESIS SYSTEMS, INC.
DECEMBER 31, 2017
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Huber & Associates

The Complete Business Solution

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Suite 200
Harrisburg, PA 17110
(717) 540-1880
Fax: (717) 541-9217

ACCOUNTANTS' COMPILATION REPORT

To the Shareholders
Genesis Systems, Inc.
3601 North Progress Avenue
Harrisburg, PA 17010

Management is responsible for the accompanying financial statements of Genesis Systems, Inc., which comprise the statement of assets, liabilities and shareholders' equity - tax basis as of December 31, 2017, and the related statements of revenue, expenses and retained earnings - tax basis and cash flows for the year then ended in accordance with the tax basis of accounting, and for determining that the tax basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the tax basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit substantially all the disclosures ordinarily included in financial statements prepared in accordance with the tax basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Company's financial position and results of operations. Accordingly, the financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Genesis Systems, Inc.

Harrisburg, PA
March 14, 2018

GENESIS SYSTEMS, INC.
STATEMENT OF ASSETS, LIABILITIES AND SHAREHOLDERS' EQUITY - INCOME TAX BASIS
DECEMBER 31, 2017

ASSETS

CURRENT ASSETS		
Cash	$	630,899
Accounts receivable-trade		345,296
Prepaid expenses		86,669
TOTAL CURRENT ASSETS		1,062,865
PROPERTY & EQUIPMENT		
Equipment, at cost		2,447,837
Less accumulated depreciation		(2,178,382)
PROPERTY & EQUIPMENT, NET		269,455
OTHER ASSETS		
Accounts receivable retainage		155,756
Deferred fees-related party		628,668
Related party receivable		1,112,845
Other assets		164,804
TOTAL OTHER ASSETS		2,062,073
TOTAL ASSETS	$	3,394,392

See accountant's compilation report

LIABILITIES & STOCKHOLDERS' EQUITY

CURRENT LIABILITIES		
Demand notes payable	$	700,339
Current portion of capital leases		339,346
Accounts payable		105,679
Accrued expenses		-
Deferred revenue		1,161,692
Accrued Taxes Payable		397
TOTAL CURRENT LIABILITIES		2,307,453
LONG-TERM DEBT		
Leases payable - net of current maturities		412,930
Due to Related Parties		-
TOTAL LONG TERM LIABILITIES		412,930
TOTAL LIABILITIES		2,720,383
STOCKHOLDERS' EQUITY		
Common stock		1,750
Additional paid in capital		149,250
Net Income		148,254
Retained earnings/(accumulated deficit)		374,755
TOTAL STOCKHOLDERS' EQUITY		674,009
TOTAL LIABILITIES & STOCKHOLDERS' EQUITY	$	3,394,392

See accountant's compilation report

GENESIS SYSTEMS, INC.
STATEMENT OF REVENUES, EXPENSES AND RETAINED EARNINGS - INCOME TAX BASIS
FOR THE TWELVE MONTHS ENDED DECEMBER 31, 2017

INCOME		
Sales - programming	$	3,486,312
Sales - license fees and maintenance contracts		2,302,805
Sales - miscellaneous		9,402
TOTAL SALES		5,798,519
COST OF GOODS SOLD		
Cost of labor		1,886,250
Cost of services		798,970
TOTAL COST OF GOODS SOLD		2,685,220
GROSS PROFIT		3,113,299
OPERATING EXPENSES		
Advertising		11,356
Auto		8,007
Bank fees/credit card processing		21,862
BAD DEBT EXPENSE		60,750
Contracted services		31,260
Depreciation		349,420
Dues and subscriptions		18,079
Hosting fees		66,296
Hosting fees- related party		-
Insurance - business		57,328
Interest		76,549
Licenses		15,935
Maintenance and repairs		9,947
Meals		8,703
Miscellaneous - other		-
Office Expense		17,159
Postage		9,266
Professional fees - related party		1,635,246
Professional fees - other		38,199
Promotion		55,291

See accountant's compilation report

OPERATING EXPENSES - CONTINUED	
Rent - related party	63,120
Rent	128,538
Software licenses	47,903
Staff development	364
Supplies	23,242
Taxes	4,634
Telephone	93,998
Travel and entertainment	40,307
Utilities	40,732
TOTAL OPERATING EXPENSES	2,933,493
OPERATING PROFIT	179,806
OTHER INCOME AND EXPENSES	
Interest income	183
NET INCOME BEFORE TAX	179,989
STATE TAX EXPENSE	31,737
NET INCOME	148,253
RETAINED EARNINGS, BEGINNING	374,755
RETAINED EARNINGS, ENDING	$ 523,008

GENESIS SYSTEMS. INC.
STATEMENT OF CASH FLOWS - INCOME TAX BASIS
FOR THE TWELVE MONTHS ENDED DECEMBER 31, 2017

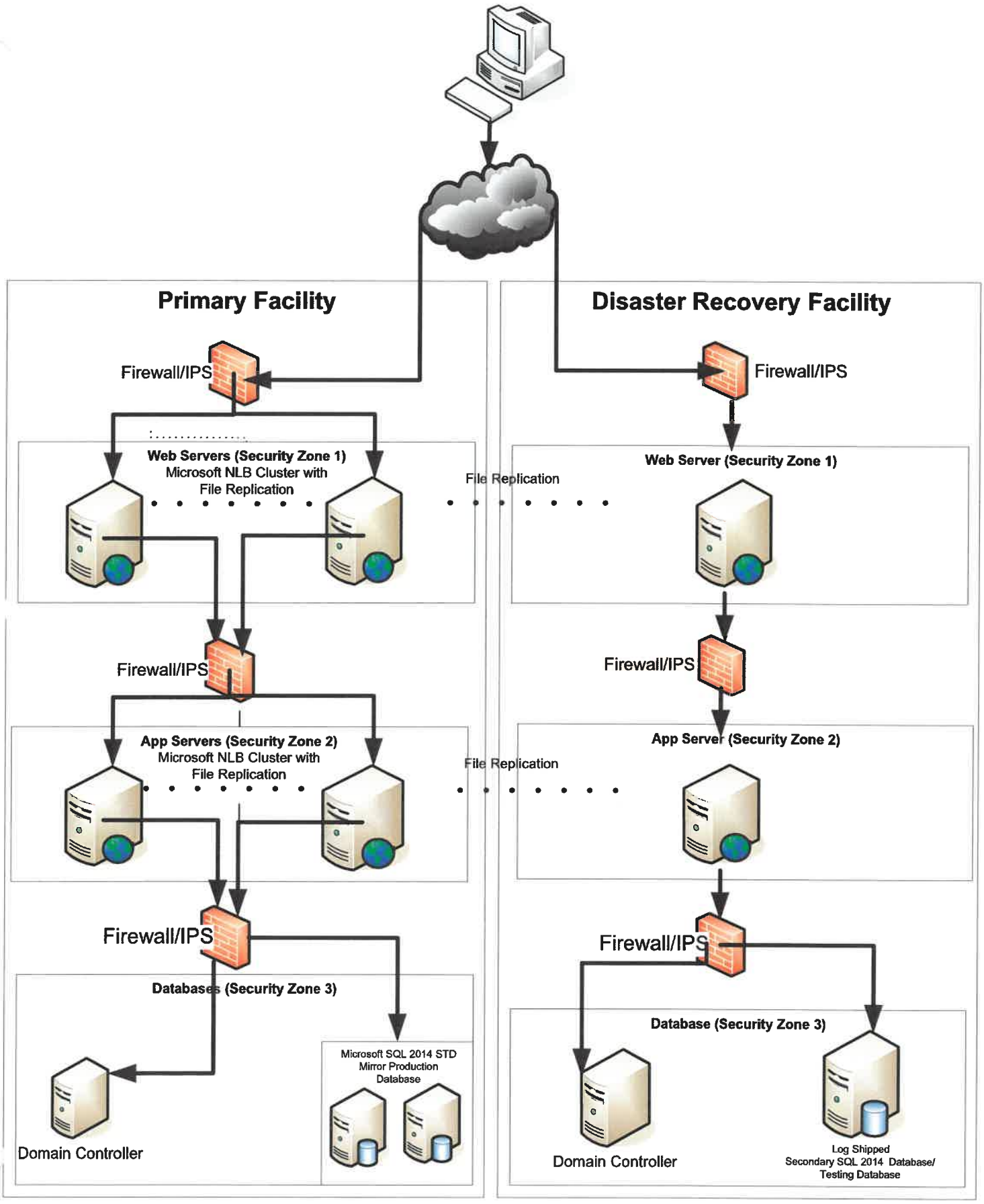
CASH FLOWS FROM OPERATING ACTIVITIES:	
Net income	$ 148,254
Adjustments to reconcile net income to net cash provided by operating activities:	
Depreciation	349,420
PY book-tax adjustment	567
(Increase)/decrease in:	
Accounts receivable	487,902
Accounts receivable retainage	155,756
Prepaid expenses	(72,303)
Other Assets	(30,025)
Increase/(decrease) in:	
Accounts payable	58,833
Accrued expenses	(87,830)
Deferred revenue	229,758
Net cash used by operating activities	1,240,332
CASH FLOWS FROM INVESTING ACTIVITIES:	
Purchase of equipment	(175,945)
Net cash used by investing activities	(175,945)
CASH FLOWS FROM FINANCING ACTIVITIES:	
Net proceeds/payments on line of credit	62,753
Net proceeds from leases payable	(39,122)
Net proceeds/payments for related party debt	(529,894)
Net cash provided by financing activities	(506,263)
NET DECREASE IN CASH	558,124
CASH, BEGINNING	72,775
CASH ENDING	$ 630,899

See accountant's compilation report.

Genesis Systems, Inc.
Appendix 10-State & Territory Implementations

Below is a chart showing the states/counties that Genesis is currently developing systems or order processing or has implemented systems in the past (all fully implemented).

State	Birth	Death	Fetal Death	Fee	Marriage	Divorce	Marriage Education	Drag-It™	SSA	EVVE	STEVE	VIEWS	Order Process-ing
CO	X	X		X				X	X		X	X	X
DE	X	X	X	X	X	X		X	X	X	X	X	X
DE counties					X								X
GA	X	X	X	X	X	X		X	X	X	X		X
ID		X						X	X				
IN	X	X	X	X				X	X				
MI	X		X					X					
NJ	X		X					X	X	X			
RI	X			X				X	X	X	X		
SC	X	X	X	X	X	X		X	X				
TX	X	X		X	X		X	X	X		X		
VI	X	X						X	X	X	X		X


Primary Facility
Disaster Recovery Facility
Firewall/IPS
Firewall/IPS
Web Servers (Security Zone 1)
Microsoft NLB Cluster with
File Replication
File Replication
Web Server (Security Zone 1)
Firewall/IPS
Firewall/IPS
App Servers (Security Zone 2)
Microsoft NLB Cluster with
File Replication
File Replication
App Server (Security Zone 2)
Firewall/IPS
Firewall/IPS
Databases (Security Zone 3)
Microsoft SQL 2014 STD
Mirror Production
Database
Domain Controller
Database (Security Zone 3)
Domain Controller
Log Shipped
Secondary SQL 2014 Database/
Testing Database

DRAG-IT LICENSING TERMS AND CONDITIONS

This Software License is granted by **Genesis Systems, Inc.** (Genesis), 3601 N. Progress Ave, Harrisburg PA 17110, to _____ (Licensee) _____ (collectively, the Parties).

WITNESSETH:

WHEREAS, Genesis is engaged in the business of designing and developing computer-related software systems and related products and has created and developed an application referred to as **Drag-It™** that is intended to allow Authorized Users the ability to write and retrieve ad-hoc reports of data from a database ; and

WHEREAS, Licensee desires to utilize such system to write and retrieve ad-hoc reports; and

WHEREAS, Genesis and Licensee desire to enter into an agreement whereby Licensee would use Genesis's Software pursuant to the terms and conditions hereinafter provided;

NOW, THEREFORE, in consideration of the premises and the mutual covenants of this Agreement, the parties hereto agree as follows:

Definitions

Application shall mean a computer program designed to perform a group of coordinated functions, tasks, or activities for the benefit of the user, as delivered by Genesis and accepted by Licensee.

Authorized Purpose shall mean the use of the software application listed above, for the writing, processing, , and reporting of information contained in the associated database, subject to the jurisdiction of the Licensee.

Authorized User shall mean a named individual whom the Licensee has approved to access the Application via log-in credentials. An Authorized User does not acquire individual rights in the Software other than the right to use such Software on Licensee's behalf and pursuant to the rights granted to Licensee and subject to the terms and conditions therein.

Derivative Work has the meaning as defined in the Copyright Act, 17 U.S.C. 101 (2000),

Modification shall mean any addition, change, manipulation, or alteration to the software code, in either executable or source format which changes or alters the functionality or appearance of the software.

Software/System shall mean the executable code, files and database structure of the programs and the patches, scripts, enhancements, updates, designs, concepts or other materials, contained in the functional specification, and including all associated manuals, user guides, diagrams, and other documentation as delivered by Genesis and accepted by the Licensee.

SECTION 1 LICENSE GRANT AND OWNERSHIP

1.1 Genesis hereby grants to Licensee an annual non-exclusive, non-transferable, non-assignable, non-sublicenesable license for use of the Drag-It™ application, in association with _____ database for Licensee's use in connection with the establishment and use of the system developed and delivered by Genesis. Under this license, only an Authorized User designated by the Licensee is to be granted access to the Application.

1.2 The base annual license fee is $925.00. Additional annual user licenses for any entity already owning 1 Drag-It™ module license are $462.50. The license will run for one (1) year from the effective date and is renewable each year thereafter so long as Licensee notifies Genesis of its intent to renew within thirty (30) days of the expiration of the license and pays the current fee. The license fee is subject to annual inflation or deflation.

1.3 Except as expressly set forth in this paragraph, Genesis shall at all times own all intellectual property rights in the Software. Any and all licenses, product warranties or service contracts provided by third parties in connection with any software, hardware or other software or services provided in the system shall be delivered to Licensee for the sole benefit of Licensee. These third-party products may or may not have additional licensing requirements independent of Genesis. It is agreed that any additional licenses required to access said third-party products will be negotiated solely between Licensee and any third-party unless otherwise specified by Genesis.

1.4 Licensee acknowledges that Genesis has created, and from time to time will create, other computer software applications that may be based upon or related to Drag-It™ and that those other programs are not licensed to Licensee under this License Agreement.

1.5 Notwithstanding any other provision in this Agreement, Genesis shall have the right to use any ideas, information, understandings, communications (including all suggestions, comments, feedback, ideas or know-how, whether in oral, written or electronic form), and concepts derived from Licensee use of the Application without restriction and without compensation.

SECTION 2 COPIES, MODIFICATION, AND USE

2.1 Licensee may not make copies of the Software or Application for any purpose.

2.2 Licensee may not make any Modifications to any instance of the Software or Application.

2.3 Licensee must not do, or permit authorized users to do, any of the following:

(a) decompile, disassemble, or otherwise reverse engineer or attempt to reconstruct or discover, in any way, any source code, object code, runtime objects, files distributed with the Software, programming, algorithms, sequence, structure, organization, interoperability interfaces, concepts, construction methods, underlying ideas, screen views or file formats of the Software or Application, for any purpose;
(b) remove, obscure, alter or hide any identification markings, including but not limited to copyright notices and trademarks, from the Application;
(c) make any Modification, enhancement, or Derivative Work of the Software or Application, or any portion thereof;
(d) use the Licensed Work to develop or distribute any software product with similar functionality or design.

2.4 In no way does this Software License confer any right in Licensee to license, sublicense, sell, distribute or transfer in any manner or form, in whole or in part or otherwise authorize the use of the Software, whether in executable form or otherwise, by any third parties, except in connection with the use of the Application for the Authorized Purpose.

2.5 Any and all express or implied warranties provided by Genesis relating to the Software shall be deemed null and void in the case of any modification to any instance of the Software or Application made by any party other than Genesis.

2.6 Licensee acknowledges and agrees that Licensee is responsible for all use of the Application as accessed by Licensee and/or via its Authorized Users and for ensuring that all use of the Application is for Authorized Purposes only and complies fully with the provisions of this Agreement, including but not limited to assuring that only Authorized Users are accessing the Application.

SECTION 3 WARRANTIES AND REPRESENTATIONS

Genesis represents and warrants to Licensee that:

3.1 It has all necessary rights and authority to execute and deliver this Software License and perform its obligations hereunder and to grant the rights granted under this Software License to Licensee;

3.2 The goods and services provided by Genesis under this Software License, including all intellectual property provided hereunder, are original to Genesis; and

3.3 The Software, as delivered as part of the system, will not infringe or otherwise violate the rights of any third party, or violate any applicable law, rule or regulation.

3.4 To assist Licensee in isolating the cause of a problem with the System, Genesis may request that Licensee: 1) allow Genesis to remotely access Licensee's system or; 2) request that Licensee send information or system data to Genesis. However, Genesis is not obligated to provide such assistance unless Genesis and Licensee enter a separate written agreement under which Genesis agrees to provide to Licensee such support, which is beyond Genesis's warranty obligations in this Agreement.

3.5 This Software is intended for use only in compliance with applicable laws and only with properly licensed media and content. Licensee warrants that it undertakes to use the Software in accordance with all applicable laws, including without limitation, all applicable export laws, restrictions and regulations and agree that Licensee will not export, or allow the export or re-export of the Software in violation of any such laws, restrictions and/or regulations.

3.6 EXCEPT AS EXPRESSLY STATED IN THIS AGREEMENT, ALL PRODUCTS ARE LICENSED "AS-IS" AND THERE ARE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE, OF MERCHANTABILITY, OR WARRANTY OF NO INFRINGEMENT OF THIRD PARTY INTELLECTUAL PROPERTY RIGHTS UNDER THIS AGREEMENT.

SECTION 4 LIMITATION OF LIABILITY

4.1 UNDER THIS AGREEMENT, IN NO EVENT SHALL GENESIS BE LIABLE FOR ANY DAMAGES WHATSOEVER, INCLUDING ANY OR ALL GENERAL, SPECIAL, CONSEQUENTIAL, INCIDENTAL, INDIRECT OR PUNITIVE DAMAGES ARISING OUT OF THIS AGREEMENT OR USE OF THE SOFTWARE, DATA, INFORMATION INCLUDING CONFIDENTIAL INFORMATION OR OTHER MATERIAL FURNISHED TO LICENSEE HEREUNDER, HOWEVER CAUSED, ON ANY THEORY OF LIABILITY, INCLUDING NEGLIGENCE, AND WHETHER OR NOT GENESIS HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE(S). THESE LIMITATIONS SHALL APPLY NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY.

4.2 NOTWITHSTANDING ANY PROVISION IN THIS AGREEMENT TO THE CONTRARY, GENESIS WILL NOT BE RESPONSIBLE FOR AND WILL BEAR NO LIABILITY FOR ANY DAMAGES ARISING FROM ANY USE OF THE LICENSED WORK, OR ANY STOPPAGES, SLOWDOWNS, PERFORMANCE PROBLEMS OF OTHER PROBLEMS THAT ARE THE RESULT OF THE INTERNET OR THE LICENSEE'S TELECOMMUNICATIONS OR INTERNET ACCESS PROVIDERS. LICENSEE ACKNOWLEDGES THAT THE DELIVERY SYSTEMS USED FOR WEB-BASED APPLICATIONS, NAMELY THE INTERNET AND WORLD WIDE WEB, ARE KNOWN TO BE UNPREDICTABLE IN THEIR PERFORMANCE AND MAY, FROM TIME TO TIME, IMPEDE ACCESS TO THE WEB-BASED APPLICATION OR PERFORMANCE HEREUNDER. LICENSEE AGREES THAT GENESIS IS NOT IN ANY WAY RESPONSIBLE FOR ANY SUCH INTERFERENCE WITH LICENSEE'S USE OF OR ACCESS TO THE SOFTWARE/SYSTEM AND LICENSEE WAIVES ANY AND ALL CLAIMS AGAINST GENESIS IN CONNECTION THEREWITH.

4.3 GENESIS SHALL NOT BE LIABLE TO LICENSEE FOR LOST DATA, INACCURATE OUTPUT, WORK DELAYS OR LOST REVENUE/FUNDING RESULTING FROM LICENSEE'S USE OF THE SOFTWARE.

SECTION 5 JURISDICTION AND DISPUTES

5.1 All disputes hereunder shall be resolved in the applicable state or federal courts of the State of Pennsylvania. The parties consent to the jurisdiction of such courts, agree to accept service of process by mail, and waive any jurisdictional or venue defenses otherwise available.

5.2 Each party will allow the other reasonable opportunity to comply before it claims that the other has not met its obligations under this Agreement. The parties will attempt in good faith to resolve all disputes, disagreements, or claims between the parties relating to this Agreement.

5.3 Upon the assertion of any claim or the commencement of any suit or proceeding against a party to this agreement by any third party that may give rise to liability of a party to this agreement hereunder, such party shall promptly notify the other party, in writing, of the existence of such a claim and shall give such party reasonable opportunity to defend and to settle the claim at its own expense and with counsel of its own selection. Such party shall cooperate with the other party, shall at all times have the full right to participate in such a defense at its own expense and shall not be obligated, against its consent, to participate in any settlement which it reasonably believes would have an adverse effect on its business.

SECTION 6 TERMINATION

6.1 This license will automatically terminate upon the material breach of any of the terms and conditions cited herein, notwithstanding the dispute resolution provisions of Section 5.

6.2 Upon the termination of this Agreement, all rights granted to Licensee under this Agreement shall forthwith terminate and immediately revert to Genesis and Licensee shall discontinue all use of the Software.

SECTION 7 SEVERABILITY

7.1 If any provision hereof is held invalid or unenforceable by a court of competent jurisdiction, such invalidity shall not affect the validity or operation of any other provision and such invalid provision shall be deemed to be severed from the Agreement.

SECTION 8 RESERVATION OF RIGHTS

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8.1 The Software is licensed not sold, and Genesis reserves all rights not expressly granted to Licensee in this Agreement.

SECTION 9 INTEGRATION

9.1 This Agreement constitutes the entire understanding of the parties as related to the licensing of the Application, and supersedes all prior agreements between the parties related to the licensing of the Application and is intended as a final expression of their Agreement. It shall not be modified or amended except in writing signed by the Parties hereto and specifically referring to this Agreement. This Agreement shall take precedence over any other documents that may be in conflict therewith.

As Licensee's duly authorized representative, I have read and agree to this License.

Licensee _____

Printed name of signatory _____

Signature _____ Date _____

As Genesis Systems' duly authorized representative, I have read and agree to this License.

Printed name of Genesis Representative _____

Signature _____ Date _____

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Genesis S, ems, Inc.

Appendix 13-D1 Comments not fitting on original sheet

	Business Rule Name	Business Rule Description	Vendor Response	Comment
B9	Administrative Overdue Queue	For larger hospitals, the system provides an Administrator Overdue Queue for records over seven (7) days old.	W - Workflow or System Configuration Required	In the current solution there is one Late Records Queue. Genesis will discuss this requirement at the JAD sessions to understand the rules for Past Due Queue vs. Overdue Queue.
B10	Administrative Review Queue	For those hospitals wishing to review records prior to submitting to the State there is an Administrative Review queue.	M - Modify	In the current configuration there is no separate administrative review queue at facility level. Genesis will modify the application to include this queue at facility.
B33	Return to Summary List Screen	The system provides an easy way to disregard the opened record and return to the summary list.	M - Modify	In the current configuration, duplicate check occurs during the save of the record and once a record out of the potential match list is selected, the user can't go back to the original search result. Genesis will modify its system to allow the users to open the potential match record in a separate window such that original search result remains intact.
B35	Check Health Exchange	If the system does not find a match, the EVRS sends a request to the Health Exchange to see if there's a match.	M - Modify	In the current configuration, duplicate check occurs within EVRS module, Genesis will modify its application to perform duplicate check with Health Exchange.
B36	Multiple Health Exchange Searches	If no match is found, the user can request additional searches of the Health Exchange by altering the search criteria.	M - Modify	Genesis will modify its application to allow altering search criteria if record is not found in Health Exchange
B37	Record Found in Health Exchange	If a match is found in the Health Exchange, the EVRS presents the data to the user for review.	M - Modify	As with EVRS duplicate records found, records will be presented for review within the application

B38	Add Record to EVRS	The system provides the user with a method to specify that the data returned from the Health Exchange should be used to create a record in EVRS.	M - Modify	Application will be modified to create a new record from record returned from Health Exchange
B59	Check Health Exchange When Using Hand Held Device	The system will check the Health Exchange for existing data to start the record when a hand-held device is used.	M - Modify	In the current configuration, duplicate check occurs within EVRS module, Genesis will modify its application to perform duplicate check with Health Exchange.
B61	Convert One Event to Another	The system may allow the user, depending on user role, to change the type of event being created without losing the information already entered into the system. For example: if a hospital clerk accidently starts a birth record rather than a fetal death record, the system may allow the user to change the type of event being created without losing the data already entered.	N - Cannot Meet	For the purpose of the separation of concerns between events, Genesis does not recommend allowing the user to change a record type from one event to another. Although Genesis allows a record type within an event to be changed without losing the information entered. In this scenerio Genesis would recommend the user abandon the record in one module and starting a new one in another. Genesis would be willing to discuss this further during JAD sessions.

B108	Decrease Plurality of Delivery	If the user needs to decrease the plurality of the delivery, the system displays the list of linked records based on the original plurality of delivery and the user chooses for deletion as many records from the list as the difference in the original and new plurality of delivery.	M - Modify	In the current configuration, the system does not allow decrease in plurality of the order once saved and selected. The ways user can correct the error depends upon at what stage the plural record is for registration. If the user is still entering first record for the plural delivery, then user has the option of abandoning this record and start over. If one or more records in a plural delivery has already been registered, the State user can perform the correction on plural delivery field and choose to void the relevant record(s). Genesis will modify its system to let the user decrease the plurality and show all the linked records so that user can choose as many records from the list.
B109	Increase Plurality of Delivery	If the user chooses to increase the plurality of delivery, the system displays the existing linked records.	M - Modify	In the current configuration, the system allows for an increase of plurality of delivery, but does not display the existing linked records from every module. Genesis would be willing to discuss this in detail at JAD sessions.

B114	Send Notification to State on Linked Record Update	If some of the linked records have already been submitted while others have not, and common information is changed on those not submitted, the system automatically sends a notification to the state indicating that an amendment may be needed on the records already submitted.	W - Workflow or System Configuration Required	In the current configuration. there is no notification to any user for a change in the common information of one birth record of a plural delivery. Genesis believes that to achieve the complete requirement, the notification should be sent for changes in the common information of the plural records(n case where one baby out of plural delivery is transferred to another facility) regardless if the record is registered or not. Genesis will discuss this requirement in detail during JAD sessions.
B130	Signature on Foundling Infant Records	Signature on foundling infant records require three signatures; that of the birth clerk, and two signatures from Child Protective Services (case worker and the supervisor).	M - Modify	In the current configuration, only a birth clerk signatured are required to be released. Genesis will discuss this with the State during JAD sessions to match the requirements with SC for these record types.
B132	Foundling Infant Record at State	If the foundling infant record is started at the State, the system captures information regarding supporting documentation.	M - Modify	In the current configuration, the supporting documentation is required for delayed, legacy, or for any corrections or amendments. Genesis will expand the requirement of capturing supporting documentation for abandoned record type.
B135	SSN Request for Foundling Infant	The system does not generate a request for SSN for a foundling infant record. The field to request a SSN is greyed out/locked.	W - Workflow or System Configuration Required	In the current configuration, abandoned infant records include the SSN request field. Genesis will review this requirement with the State during JADs to understand the SSN process for abandoned infant records and customize the system accordingly.

B141	Signature on Safe Haven Records	Signature on Safe Haven records require three signatures; that of the birth clerk and a second and third approver as defined by the State.	M - Modify	In the current configuration, only a birth clerk signature is required to be released. Genesis will discuss this with the State during JAD sessions to match the requirements with SC for these record types.
B143	Safe Haven Record at State	If the Safe Haven record is started at the State, the system captures information regarding supporting documentation.	M - Modify	In the current configuration, the supporting documentation is required for delayed, legacy, or for any corrections or amendments. Genesis will expand the requirement of capturing supporting documentation for Safe Haven record type.
B146	SSN Request for Safe Haven Cases	The system does not generate a request for SSN for a Safe Haven record. The field to request a SSN is greyed out/locked.	W - Workflow or System Configuration Required	In the current configuration, a Safe Haven record include the SSN request filed. Genesis will review this requirement with the State during JADs to understand the SSN process for Safe Haven records and customize the system accordingly.
B162	Immunization Fields Open and All Other Tabs/Screens Lock	The fields on the Immunization tab/screen remain open until populated and all other tabs/screens are locked once submitted to the State.	W - Workflow or System Configuration Required	Genesis will configure its release points to include immunization data along with any other fields to be part of statistical release.
B182	SSA Name Acceptance	The system may print a statement on the birth verification form if the baby's name will not be acceptable to SSA.	M - Modify	In the current configuration the system does not print this statement. Genesis will modify its system to print this statement on the birth verification form.

B190	Scan Worksheets	If a parent and/or facility was used to populate the record, the system makes sure the document(s) are scanned and attached to the record prior to submitting the record to the State.	W - Workflow or System Configuration Required	In the current configuration signatures for the Verification of Birth Facts is captured separately and thus there is no need for scanning and attaching any document to the birth record. Genesis will work with the State to configure the system as per this requirement.
B193	Birth Confirmation Within Facility	The system provides the ability for birth records to be queued internally for a second review to confirm the birth prior to submitting to the State. This is not a quality assurance review, simply confirmation that the birth did occur in the facility to help ensure that fraud is not taking place.	M - Modify	Currently there is no internal review provided as part of the birth registration workflow. Genesis will modify the solution to provide for an internal review process if required. However, in the existing solution the cerification process provides this internal verification.
B194	Second Review Location Specific	The ability to queue records for birth confirmation is specific to each location and the functionality may be turned on or off as required by each facility.	M - Modify	This requirement will be included as part of the modification to add an internal review process.
B196	Flag Records Not to Be Submitted	If the confirmation process finds fraudulent records, the reviewer can flag these records to prevent them from being submitted to the State.	M - Modify	This requirement will be included as part of the modification to add an internal review process.
B207	Scan and Attach Verification Form	The hospital scans and attaches the verification form to the birth record.	W - Workflow or System Configuration Required	In the current configuration signatures for the Verification of Birth Facts is captured separately and thus there is no need for scanning and attaching any document to the birth record. Genesis will work with the State to configure the system as per this requirement.

B217	Record Request for Home Birth Packet	At the time a parent requests a Home Birth Packet, the user enters State defined information to document the request, such as but not limited to State ID, Passport, and military ID.	W - Workflow or System Configuration Required	In the current configuration the home birth packet is not one of the transactions available in the Fee & Issuance system. Genesis will configure its transaction list to add Home Birth packet.
B218	Search on Requestor	The system will search on the requestor to see if this is the first request or if there have been prior requests for a Home Birth Packet.	M - Modify	In the current configuration the system keeps track of all of the request submitted by the users. Genesis will expand its capability to track home birth packet requests.
B219	Prior Request Message	If prior requests have been made within the last year, the system will return a message indicating that the requestor has requested a Home Birth Packet in the last year.	M - Modify	The current system does keep track of the number of times a certificate has been requested for a given child. Genesis will expand the capability to track and give a message to the user if a home birth packet has been requested more than once with a year.
B224	Due Date	The system provides fields to capture the estimated due date and/or actual due date.	W - Workflow or System Configuration Required	Currently the system captures the actual date. Genesis will configure the system to capture estimated due date as well.
B226	Queue for Issuance	Once completed, the request for a Home Birth Packet is queued as a Pending Home Birth request for issuance.	M - Modify	Genesis will modify its system for a request to be placed in pending home birth request for issuance once a home birth packet request is completed.
B235	Select Supporting Documents	The system allows a user to select, from a pre-defined list, the supporting documents that were presented as proof of the home birth.	W - Workflow or System Configuration Required	In the current configuration the system provides the list of supporting documents that can be attached during the correction/amendment process. Genesis will extend this capability to present the list of supporting documents during home birth processing.

B238	Scan Signed Signatures	The system prompts a user to scan submitted signed documentation and attach it to the electronic home birth record.	M - Modify	In the current configuration the system provides the list of supporting documents that can be attached during the correction/amendment process. Genesis will extend this capability to present the list of supporting documents during home birth processing.
B239	Indicate Scanned Documents Attached	Supporting documentation is scanned into the system and attached to the electronic record.	M - Modify	In the current configuration the system provides the list of supporting documents that can be attached during the correction/amendment process. Genesis will extend this capability to present the list of supporting documents during home birth processing.
B248	Scan Signed Form	The system provides the ability for the user to scan and attach the signed or edited verification form to the record.	W - Workflow or System Configuration Required	In the current configuration signatures for the Verification of Birth Facts is captured separately and thus there is no need for scanning and attaching any document to the birth record. Genesis will work with the State to configure the system as per this requirement.

B255	Move Request to Ready-to-Fulfill Queue	If there is a pending request for certified copies, the system will automatically move the request from the pending queue to the ready-to-fulfill queue at the location designated in the request.	M - Modify	In the current configuration there is no separate queue for pending and ready to fulfill requests. As soon as the record associated with the request is complete a notification is generated to the request initiator about the record being available for issuance at the location. The user has to manually search the request and complete the issuance. Genesis will customize its solution to provide a separate queue for ready to fulfill records and move the pending requests to this queue as soon as the record is ready for issuance.
B258	Pending Home Birth Queue	The system provides a queue for pending (in process) home birth records.	W - Workflow or System Configuration Required	The current configuration contains a single work queue filter for all of the pending record types. Genesis will configure its system to provide a work queue filter for pending home birth records.
B265	Pending Home Birth Queue	The system provides a queue for records that are pending.	W - Workflow or System Configuration Required	The current configuration contains a single work queue filter for all of the pending record types. Genesis will configure its system to provide a work queue filter for pending home birth records.
PA9	Reason for No Paternity	In the case where a mother does not request a paternity, the system provides a drop down to select a State defined reason for refusal, including "other."	W - Workflow or System Configuration Required	In the current configuration the system does not require a reason to be given for a lack of paternity request. Genesis will configure the system to ask this question.

PA11	Comment for No Paternity	In the case of "other" being selected as the mother's reason for not requesting a paternity, the system requires the user to enter a free-form comment.	W - Workflow or System Configuration Required	In the current configuration the mother can bypass the signature of the form and such record can be released for registration. Genesis will configure the system to ensure a comment is required if mother did not sign the form.
PA17	Generate Paternity Tracking Number	The system generated birth record number is also the paternity tracking number.	M - Modify	In the current configuration the child identification number is not the same as the paternity tracking number. Genesis will modify the system for a birth record number to be the same as a paternity tracking number.
PA41	Supporting Paternity Documentation	The system allows the user to select from a State defined drop down list to indicate what supporting documents were presented.	M - Modify	In the current configuration the system provides the list of supporting documents that can be attached during the correction/amendment process. Genesis will extend this capability to present the list of supporting documents during PA processing.
PA45	"Paternity Complete" Status Locks Fields	An indicator is set in the system when the paternity status is complete to lock all the paternity fields.	W - Workflow or System Configuration Required	Genesis will discuss this requirement with the State to find out at what time paternity fields remain unlocked during the life cycle of a record.
FD10	Bereavement Queue	The system provides a queue for records at the facility that can be accessed by bereavement specialists.	M - Modify	In the current configuration, there is no separate queue for bereavement specialists for review. Genesis will modify its application to include this queue.

FD19	Search on Birth, Death and Fetal Death	The system searches birth, death and fetal death records to determine potential matches. Search is limited to the facility login location of the user.	M - Modify	In the current configuration the records entered in birth and fetal death modules are searched for potential matches within these two modules and such search is performed without any limitation on the user location. Genesis will modify its system to include death in the search for potential matches.
FD26	Standard Worksheets Available in Multiple Languages	The system provides the parent worksheet in English and Spanish.	M - Modify	In the current configuration parents and/or facility worksheets are available in English. Genesis will expand its offering to include worksheets in Spanish.
FD35	Fetal Death Abuse or Neglect	The system provides the user a field to indicate if a fetal death is suspected to be a case of abuse or neglect.	W - Workflow or System Configuration Required	In the current configuration the system does not include a field for capturing suspected cases of neglect or abuse. Genesis will configure its solution using its screen configuration module (Chameleon) to include this field into the system.
FD42	Refer to Medical Examiner	If the record includes an indication of abuse or neglect, a pop up message is displayed, indicating that the medical examiner needs to review the case.	W - Workflow or System Configuration Required	Genesis will configure its solution to include this pop-up message using its LogicBuilder module.
FD44	Medical Examiner Edits Based on Keywords	The system locks a record for the medical examiner when State defined suspicious causes are entered or selected as cause of death.	M - Modify	Genesis will work with the State to identify and define various causes of death that would trigger the locking of a record.
FD74	Relaxed Edits Under 350 grams/ 20 weeks	When entering a fetal death under 350 grams/ less than 20 weeks gestation, the system has relaxed edits for entering a fetal death record.	W - Workflow or System Configuration Required	Utilizing Logic builder configuration, State can reset the edits to be relaxed or strict at any location
D29	Capture Transport	The system includes the ability to capture the identity of the transport company.	W - Workflow or System Configuration Required	Genesis will configure Transport control for data capture purposes using Screen Configuration

D30	Capture Individual Authorizing Release of Body	The death record includes a field to capture the name of the next of kin or individual who authorized release of body.	W - Workflow or System Configuration Required	Genesis will configure next of kin/individual who authorized release of body control for data capture purposes using Screen Configuration
D33	Merge Feature	The system provides the ability to merge death records if legal names and aliases are used to start multiple records for the same decedent.	M - Modify	In the current configuration, duplicate records cannot be merged. Genesis will modify its applications capability to provide this feature
D51	Authorization for Disposition Queue	The system provides a queue of in-process Authorization for Dispositions.	M - Modify	Currently there is no separte Authorization for Dispositions queue in the system, Genesis will modify its system to create such queue at the facility level.
D52	Message for Authorization for Disposition Queue	The system sends a message to the hospital, stating that the Authorization for Disposition was created and queued.	M - Modify	Genesis will modify its system to include a notification to the hospital for Authorization for disposition queue
D61	Auto-Populate with "Unidentified"	If the record is marked as "name unknown," the systems automatically populates the name fields with "Unidentified."	M - Modify	The current configuration does not change the face of the certificate by automatically changing the names as entered by the funeral director/medical physician in unidentified record types. Genesis will modify its solution to accommodate the requirement.
D82	Notify for Pickup	The system sends a notification to the funeral home when the certified copies are ready for pickup.	W - Workflow or System Configuration Required	Genesis will add to the notification list, a notification to the Funeral Home when certified copies are ready for pick-up
D84	Scan Signed Authorization for Disposition	The system allows a user to scan and attach a copy of the signed Authorization for Disposition to the electronic record.	E - Exact Match	In the current configuration, the system allows for the attachment of Authorization for Disposition to a registered record. Genesis will modify its solution to allow the attachment of the signed Authorization for Disposition during registration.

D85	Leave Authorization for Disposition Queue	The system moves the record from the Authorization for Disposition queue once the Authorization for Disposition is marked as "complete."	W - Workflow or System Configuration Required	This logic will be included as part of the addition of the specified Authorization for Disposition work queue.
D100	Scan Signed Authorization for Disposition	The system allows a user to scan and attach a copy of the signed Authorization for Disposition to the electronic record.	M - Modify	In the current configuration, the system allows for the attachment of Authorization for Disposition to a registered record. Genesis will modify its solution to allow the attachment of the signed Authorization for Disposition during registration.
D103	Leave Authorization for Disposition Queue	The system moves the record from the Authorization for Disposition Queue once the Authorization for Disposition is marked as "complete."	W - Workflow or System Configuration Required	This logic will be included as part of the addition of the specified Authorization for Disposition work queue.
D116	Change Medical Certifier	The system allows a medical certifier to reassign the record to another medical certifier within the same facility.	W - Workflow or System Configuration Required	In the current configuration the record is available to all of the certifiers within the same facility. If a certifier other than the one designated on the record certifies the record from the same facility, the certifiers signature is stamped on the record.
D122	Pending COD/Manner of Death Queue	The system provides a work queue for all records within a given facility that have a "pending COD" and/or "pending manner of death."	W - Workflow or System Configuration Required	In the current configuration a separate workflow is available for pending COD. Genesis will configure its solution to include a pending manner of death queue.
D131	Assign Funeral Home and/or Transportation Company	The system allows a user to assign a funeral home and/or transportation company.	M - Modify	In the current configuration the system provides for a user to assign a funeral home, however currently the system does not maintain a list of transportation companies. Genesis will modify the solution to provide for transportation company information.

D132	Information Populates	When a user selects a funeral home and/or transportation company, the system auto-populates the information for the funeral home and/or transport company selected.	M - Modify	In the current configuration the system provides for a user to populate a funeral home information, however currently the system does not maintain a list of transportation companies. Genesis will modify the solution to provide for transportation company information.
D133	Different Funeral Home and Transportation Company	The system allows a user to select both a funeral home and transport company, if needed.	M - Modify	In the current configuration the system provides for a user to assign a funeral home, however currently the system does not maintain a list of transportation companies. Genesis will modify the solution to provide for transportation company information.
D134	Multiple Funeral Homes/Transport Companies	The system allows multiple funeral homes and/or transport companies to be listed on the Authorization for Disposition.	M - Modify	In the current configuration the system provides for a user to assign multiple funeral homes, however currently the system does not maintain a list of transportation companies. Genesis will modify the solution to provide for transportation company information.
D135	Funeral Home and Transportation List	The system maintains a State-defined list of funeral homes and transportation companies and additional State-defined fields, such as contact information.	M - Modify	In the current configuration the system stores funeral home information, however currently the system does not maintain a list of transportation companies. Genesis will modify the solution to provide for transportation company information.
D136	Ship Out of State	The system allows the user to select from a State-defined list of known transporters approved to transport bodies out of state.	M - Modify	In the current configuration the system does not maintain a list of shippers. Genesis will modify the solution to provide for shipper information.

D150	Capture Physical Signature of Receiver	The system provides a space to capture the physical signature of the person who receives the Authorization for Disposition.	M - Modify	In the current configuration, the system only captures signatures for the issuer of the Authorization for Disposition. Genesis will modify its current solution to include a space for signature of the receiver.
D156	Green Burials	The system provides the user with a method to indicate that the burial will be at a green burial location.	M - Modify	In the current configuration, there is no distinction between Home Burial and Green Burial at location records. Genesis will modify its solution to include the distinction.
D158	Auto-Populate Green Burial Information	Once the user selects the green burial location, the system auto-populates fields based on the burial location selected.	M - Modify	In the current configuration, there is no distinction between Home Burial and Green Burial at location records. Genesis will modify its solution to include the distinction.
D189	Expired Permits	The system closes permits that are more than 60 days old and places a hold on the permit. Permits with holds cannot be issued.	M - Modify	In the current configuration, there is no expiration date attached to the permits. Genesis will modify its application to attach expiry date and functions related to expired permits
D191	Status of Expired Permits	When a disinterment permit expires, its status changes to "expired" and the permit is placed in the Expired Disinterment-Reinterment Permit Queue.	E - Exact Match	In the current configuration, there is no expiration date attached to the permits. Genesis will modify its application to attach expiry date and functions related to expired permits
D192	Re-Issue Expired Permits	A system user may re-issue an expired permit if the request is made by the original requestor. The status of the permit will be updated from "expired" to "re-issued". A new expiration date will print on the re-issued permit.	E - Exact Match	In the current configuration, there is no expiration date attached to the permits. Genesis will modify its application to attach expiry date and functions related to expired permits

D196	No Charge to Re-Issue Expired Permit	The system will calculate a no-charge for the re-issuance of expired permits.	M - Modify	In the current configuration, there is no expiration date attached to the permits. Genesis will modify its application to attach expiry date and functions related to expired permits
D209	Freestanding Permit	If no death certificate can be linked to the decedent on the disinterment-reinterment permit, the system will allow "000000" to be entered for the death certificate number. Those numbers identify it as a freestanding disinterment-reinterment permit that is not linkable.	M - Modify	Genesis will allow 000000 to be entered if there is no death certificate found to be linked.
D210	Cremation Permits for Reinterments	If the disinterment-reinterment permit states that the sole purpose of removing remains is to have them cremated, a funeral home director does not need to sign off on the permit. The permit is still needed to attain approval from the medical examiner for cremation.	M - Modify	Genesis will include the functionality mentioned for Funeral director not to sign the permit if it states the sole purpose of removing remains to have them cremated
D238	Date of Death	The system does not auto-populate the date of death on the Authorization for Disposition when it is entered by a funeral home.	W - Workflow or System Configuration Required	In the current configuration, the system autopopulates the Authorization for Disposition with the Date of Death. Genesis will work with the State to configure the requirement using the Chameleon module.
D240	Hard Edit Fields May be Populated with "Unknown"	Hard edit fields may accept a value of "unknown."	W - Workflow or System Configuration Required	In the current configuration, hard edits rules are defined from the Logic Builder module in the system. Such rules can be modified by the authorized user from within Logic Builder.

D241	Text Box for More Information on "Unknown"	The system opens a text box for the user to enter additional information in State-defined fields where "unknown" is selected by a user.	W - Workflow or System Configuration Required	In the current configuration, th system does not open a separate text box when 'unknown' is selected. Genesis will work with the State to identify which fields in which a text box needs to be opened if the value selected is 'unknown'.
D273	County of Death	The county of death is auto-populated from the Authorization for Disposition.	M - Modify	Genesis will work with the State to understand the process of autopopulation of county from the Autorization of disposition. Currently, the county information is populated on the Authorization of disposition form from the death record.
D292	Consistency of Last Name	The system checks for errors when last names are only slightly different and prompts the user to change or confirm the difference (for example, Smith versus Smyth).	W - Workflow or System Configuration Required	Using Genesis' Logic Builder module, authorized users can create a crosscheck to validate the last name for consistency.
D307	Record Status	The record status shows the progress of a record and which funeral home it is owned by.	W - Workflow or System Configuration Required	In the current configuration, a death record has the information of who the funeral home is stamped on the record but it does not give the information of its owner. Genesis will configure to add the details of the owner of the record.
D309	Scan and Attach Paper Forms	Multiple paper forms and documents such as signed verification forms can be scanned and attached to a death record.	M - Modify	In the current configuration, the system allows for the attachment of multiple documents to a registered record. Genesis will modify its solution to allow the scanning and attachment of the documents during registration.

D314	Pending COD/Manner of Death Queue	The system provides a work queue of all records for a given funeral home that have a "pending COD" and/or "pending manner of death."	W - Workflow or System Configuration Required	In the current configuration, there is no Pending COD/Manner of Death work queue. Genesis will configure its solution for the addition of the above stated work queue.
D338	Message Funeral Home	A message is sent by the system to the funeral home when the request for certified copies is filled.	M - Modify	In the current configuration, there does not exist any such notification. Genesis will modify its system to include an email notification funeral home in cases where request for certified copies is filled.
D340	Submit Request to Medical Examiner	The system includes the ability for a funeral home to submit an electronic request to a State medical examiner for a cremation permit.	M - Modify	The current configuration does not allow for a funeral home to submit a cremation permit to a coroner through the system. Genesis will work with the State to fulfill this requirement.
D348	Pending Queue - FH	The system provides a queue, for funeral homes, of cremation permit requests that are pending approval.	W - Workflow or System Configuration Required	In the current configuration, the system does not provide a separate queue for printing of cremation permits. Genesis will configure its system to add such a work queue.
D353	Medical Examiner Views Death Certificate	The system allows the medical examiner to see the death certificate so that s/he can authorize the cremation permit.	M - Modify	In the current configuration, cremation permits are not required to be approved and printed before a body can be cremated. Genesis will modify its system so that medical examiners can approve a cremation permit electronically and also print the permit.

D355	Medical Examiner Electronically Signs Cremation Permit	The medical examiner electronically signs the cremation permit.	M - Modify	In the current configuration, cremation permits are not required to be approved and printed before a body can be cremated. Genesis will modify its system so that medical examiners can approve a cremation permit electronically and also print the permit.
D364	Medical Examiner Prints Cremation Permit	The system allows the medical examiner to print cremation permits.	M - Modify	In the current configuration, cremation permits are not required to be approved and printed before a body can be cremated. Genesis will modify its system so that medical examiners can approve a cremation permit electronically and also print the permit.
D366	Turn On and Off Printing Ability	The system allows the State to turn on and off the ability for a system user to print a cremation permit.	M - Modify	In the current configuration, the printing ability of permits is optional and cannot be turned on or off as such. Genesis will modify its system user to turn on and off the printing of cremation permits.
D377	"Out-of-Office" Notification with Forwarding Ability	If the medical certifier is out of the office for an extended period of time (e.g. vacation, illness), s/he has the ability to attach an "out-of-office" notification to his/her system mail box and provide a forwarding authority.	M - Modify	In the current configuration, the system does not provide an out of office indicator for a physician. Genesis will add an indicator that can be set by the physician in cases where they are unavailable for an extended period of time. In such cases, the system will also capture the forwarding email information.

D378	Acknowledgement of "Out-of-Office" Notification	The system acknowledges the "out-of-office" notification and automatically forwards the message to the authority delegated by the absent certifier.	M - Modify	In the current configuration, the system does not provide an out of office indicator for a physician. Genesis will add an indicator that can be set by the physician in cases where they are unavailable for an extended period of time. In such cases, the system will also capture the forwarding email information.
D379	Queue for Delegated Authority	Upon an "out-of-office" delegation, any record that is queued for the absent certifier is forwarded to the delegated authority.	M - Modify	In the current configuration, the system does not provide an out of office indicator for a physician. Genesis will add an indicator that can be set by the physician in cases where they are unavailable for an extended period of time. In such cases, the system will also capture the forwarding email information.
D380	Date and Time Stamp When Sent to Delegated Authority	The system automatically date and time stamps a record that is forwarded to a delegated authority.	M - Modify	In the current configuration, the system does not provide an out of office indicator for a physician. Genesis will add an indicator that can be set by the physician in cases where they are unavailable for an extended period of time. In such cases, the system will also capture the forwarding email information.

D381	Notify Funeral Home if Record Not Accessed	The system notifies the funeral home if the medical certifier does not access the record within a State-defined, pre-established time frame.	M - Modify	In the current configuration, the system provides a method to the funeral home to send a reminder to the physicians/medical certifiers to access/certify the record if it has exceeded the state defined pre-established time frame. Genesis will modify its solution to send an automatic notification in such cases.
D399	CDC COD Standards	The system fires edit checks to ensure that the immediate and underlying COD are compatible and in the correct order, based on CDC COD standards.	W - Workflow or System Configuration Required	Genesis EDR module is fully integrated with NCHS VIEWS service that validates COD entered by the medical certifier if the COD entered is unlikely or unknown, VIEWS system returns the appropriate message.
D414	Refer Registered Record to Medical Examiner	Once a death record has been registered, it may only released to a medical examiner by an authorized State user.	W - Workflow or System Configuration Required	In the current configuration, if for any reason the cause of death needs to be edited by the medical examiner the system provides the ability for the Administrator to give amendment/correction access to the coroner. The medical examiners can make the correction(s) to the COD entry of the record through this process. Genesis will work with the State to configure such a process for its requirement.

D422	Decline to Certify - Reason Pick List	If the medical certifier declines to certify, the system provides the user with a State-defined selectable list of reasons, including "other," as to why s/he is declining to certify; the user selects a reason prior to forwarding the record. If "other" is selected, a text box opens for the medical certifier to explain why s/he has declined.	W - Workflow or System Configuration Required	In the currrent configuration, the system requires that a comment regarding the reason for decline be entered when a medical certifier declines to certify. Genesis will configure its solution to add a reason drop down list that will capture the reason of decline.
D428	COD Edits Run Against SuperMICAR Dictionary	The COD edits include running the data against the SuperMICAR dictionary for checking spelling and terminology.	M - Modify	The current configuration of Death module is integrated with VIEWS for COD validation and edits. Genesis will modify its system to integrate SuperMICAR dictionary for COD edits.
D448	Reportable COD	If the COD is considered a reportable condition, the system sends a notification to the appropriate location/registry. The notification contains the necessary decedent information to automatically update the location/registry.	W - Workflow or System Configuration Required	In the current configuration, the system contains various extracts for various registries within the State. Records that become eligible based on a reportable condition are automatically flagged for the next automatic run of the extract for respective registries. Genesis will work with the State to identify and configure the registries that need to be updated with the data based on COD entered on the record.
D449	State-Defined Reportable Causes in Rapid Reporting	The causes of death that are reportable using the rapid reporting feature are defined and managed by the State.	W - Workflow or System Configuration Required	Genesis will work with the State to identify and define reportable CODs for rapid reporting features. Genesis will also identify the appropriate rapid reporting methodology for respective registries.

D450	Occurrences Over Threshold	The system allows designated users to indicate additional causes of death which are reportable, based on a State-defined number of occurrences within a specified time period.	M - Modify	The current configuration does not allow the authorized users to make a COD reportable based on State defined number of occurrences within a specified time period. Genesis will modify its system to include a GUI interface that would allow the user to specify a COD that needs to be reportable based on threshold set by the State.
D475	Medical Examiner Electronically Signs Authorization for Disposition	The system allows the medical examiner to electronically sign the Authorization for Disposition.	M - Modify	Genesis will modify the system such that a medical examiner can electronically sign the record through its unique PIN number feature.
D478	Reason Code When Medical Examiner Refuses Case	The system ensures that the medical examiner selects a reason from a pre-defined list that includes "other" when s/he chooses not to accept a case that has been referred.	W - Workflow or System Configuration Required	In the currrent configuration, the system requires that a comment regarding the reason for decline be entered when a medical examiner refuses the case. Genesis will configure its solution to add a reason drop down list that will capture the reason of decline.
D479	State-Defined Reason Codes	The reason that the medical examiner selects when refusing a case is from a State-defined list.	W - Workflow or System Configuration Required	Genesis will configure its system using GenList configuration to configure a pick list that can be State defined.
D489	Cremation Permit Queue	The system provides work queues for medical examiners for cremations that are awaiting approval.	W - Workflow or System Configuration Required	In the current configuration, the system does not print cremation permits and as such there is no queue for such records. Genesis will modify its system to create such a queue for the medical examiners.

D490	Medical Examiner Views Death Certificate	The system allows the Office of Chief Medical Examiner to see the death certificate so that the medical examiner can authorize the cremation.	M - Modify	In the current configuration, medical examiners can access the records they are assigned to. To accomplish this requirement, Genesis will modify its system so that medical examiners can view records that are pending in the queue for approval of cremation permits without being the owner of the record.
D508	Clear Fields	In cases where the State has forwarded a record to a medical examiner, the original field entries are maintained in the history but the fields are cleared for the medical examiner.	M - Modify	In the current configuration, if a state forcefully refers a record to a medical examiner, the original data entered by the medical certifier remains in the editable format within the record. The medical examiner is able to edit that information but currently the system does not keep the history of the fields changed prior to registration. Genesis will work with the State to define the business rules required to maintain the history of any changes done prior to registration.
D517	Extract File from System	The medical examiner can extract a file of State-defined information for medical examiner death records from the system for import into the medical examiner system, in order to avoid duplicate data entry.	M - Modify	In the current configuration, the system does not provide a unified extract process for the coroner to export the medical data entered by them in the State system. Genesis will work with the State to identify the generic export format that can be utilized by the coroners to export their data and also flag such records once extracted so that these records aren't available for re-extraction in the next run.

D519	Mobile Device	The system allows an authorized user (ex: medical examiner) to send an Authorization for Disposition to a mobile device or Smartphone.	M - Modify	In the current configuration, Authorization for Disposition documents need not be approved before they can be printed. Genesis will modify its system to send Authorization for Disposition documents to a mobile device or smartphone of a medical examiner.
D526	Time Period State-Defined by User Group	The calculation for determining if certification of medical information is within the time period is State-defined by user group.	M - Modify	In the current configuration certification of medical information refers to the system-wide time period which is state defined and is not dependent upon different user groups. Genesis will work with the State to define the time period for certification based on user groups.
D527	Late Records	The system highlights in the pending queue, in a color defined by the State, records that have not been certified within the State-defined time period. Example color is red.	W - Workflow or System Configuration Required	In the current configuration there is a separate work queue for late records that have passed State defined time periods for each location. Any user can look at all of the pending records that are passed State defined time period by selecting late records work queue filter.
D529	Medical Certifier Queue Filter	The medical certifier queue has a filter to allow the user to see new records that are assigned to them.	W - Workflow or System Configuration Required	In the current configuration all of the new records are sorted in the work queue based on the date that they were assigned to the MC/Coroner. Genesis will configure its work queue filter to to present a separate filter for all new records that have not gone through the acceptance process.

D532	Notify Funeral Home if Record Not Accessed	The system notifies the funeral home if the medical certifier does not access the record within a State-defined, pre-established time frame.	M - Modify	In the current configuration the system does not send notification to the funeral home if a record is not accessed within a pre-established timeframe, instead the system provides the opportunity to funeral home to send a notification manually with the click of a button if the record has not been accepted for certification. Genesis will modify the system to send an auto-generated notification if the certifier does not access/accept the record within the State pre-defined timeframe.
R12	Birth Demographic Exceptions Queue	All birth records submitted with demographic exceptions.	W - Workflow or System Configuration Required	In the current configuration, all records regardless of demographic exception are queued at the respective county office for review. Genesis will configure its review process at the State for any records that have demographic exceptions to be queued in the State office.
R13	Birth Medical Exceptions Queue	All birth records submitted with medical exceptions.	M - Modify	In the current configuration, a record once registered is not queued for any further review. Genesis will modify its system to include a queue for the State to review all of the records that have been registered with medical exceptions (bypassed soft edits in the medical section of the record).
R16	Queue Child Alive, "No"	System creates a queue for records where "No" is selected for Child Alive and no matching death certificate is found in the system.	M - Modify	Genesis will work with the State to identify the exact business rules required to route such records in a different queue which is other than the pending queues discussed above.

R22	Pending COD Queue	The system allows the user to clear pending COD queue based on State defined timeframe if COD is not obtained.	M - Modify	In the current configuration, users are not able to clear a record from the pending COD queue until it has a COD listed. Genesis will modify its solution to allow users to clear records from the pending COD queue on a State defined timeframe.
R23	Filter COD Queue	The system allows the user to filter the COD queue by State defined parameters.	M - Modify	Genesis will work with the State to understand and define what parameters are required to be used as filters for COD queue.
R24	Edit COD Filters	COD filters may be added and/or turned on and off by authorized State users.	M - Modify	In the current configuration, the application does not allow the user to add and/or turn on and off any filters provided in the system. Genesis will work with the State to identify the business rules and filters that can be added and/or turned on and off.
R25	Death Demographic Exceptions Queue	All death records submitted with demographic exceptions are queued for State review AFTER registering the record if auto-registration is turned on. If auto-registration is turned off, the records are reviewed prior to registration.	W - Workflow or System Configuration Required	In the current configuration, all records regardless of demographic exception are queued at the respective county office for review. Genesis will configure its review process at the State for any records that have demographic exceptions to be queued in the State office after registering the record if auto-registration is turned on or if auto-registration is turned off, the records will be queued for the State review prior to registration

R26	Death Medical Exceptions Queue	All death records submitted with medical exceptions are queued for State review AFTER the record has been registered if auto-registration is turned on. If auto-registration is turned off, the records are reviewed prior to registration.	W - Workflow or System Configuration Required	In the current configuration, all records regardless of medical exception are queued at the respective county office for review. Genesis will configure its review process at the State for any records that have medical exceptions to be queued in the State office after registering the record if auto-registration is turned on or if auto-registration is turned off, the records will be queued for the State review prior to registration
R29	No Authorization for Disposition Issued Queue	The system provides a queue for records that do not have an Authorization for Disposition.	W - Workflow or System Configuration Required	In the current configuration, printing of an Authorization for Disposition for any death record is optional and as such records are not queued for any further review. Genesis will configure its system to provide a queue for the records that do not have an Authorization for Disposition involved.
R30	Medical Certification Outstanding Query Letter Queue	The system provides a queue for records awaiting replies to Medical Certifier Query Letters.	W - Workflow or System Configuration Required	In the current configuration, there is no separate queue for Medical Certifier Query Letters. Genesis will configure its system to provide a queue for the records that are waiting for a reply to Medical Certifier Query Letters.
R64	Demographic Exception Queues	The system provides birth queue for all unregistered records with a demographic exception.	M - Modify	In the current configuration, records are not queued for any review process once they are registered and assigned a State File Number. Genesis will modify its offering to queue such records that were not cleared during the registration review process.

R65	Medical Exception Queues	The system provides birth queue for all unregistered records with a medical exception.	M - Modify	Genesis will modify its system to include a queue for the State to review all of the records that have been registered with medical exceptions (bypassed soft edits in the medical section of the record).
R69	Paternity Pending Queue	The system provides a queue for records waiting for paternities to be received from the facility or midwife.	W - Workflow or System Configuration Required	In the current configuration, the paternity is submitted electronically with the record to the State office. All such records are queued for State review before State registration. Genesis will configure its queue to include a separte work queue filter for pending (but not overdue) paternity acknowledgements.
R70	Abandoned/Safe Haven Infant Queue	Abandoned/Safe Haven Infant records are queued for State review PRIOR to registering the record.	W - Workflow or System Configuration Required	In the current configuration, all records regardless of record type are queued at the respective county office for review. Genesis will configure its review process at the State for any records that are Abandoned infant records/Safe Haven records to be queued in the State office.
R76	List of Drugs	The list of drugs will be user defined and table driven.	W - Workflow or System Configuration Required	Genesis Chameleon module can be used to add a new list of drugs that can be used for capturing drug related deaths.
R92	Surrogacy Documentation	If a surrogacy court order is indicated in the birth record, the court order must be attached to the record if the record was created at a facility.	W - Workflow or System Configuration Required	In the current configuration the system allows the court order to be scanned and attachment to a record following registration. Genesis will configure its system to allow for the facility/State to attach court order during registration process.

R94	Original Court Order	The system requires the user to indicate that the original court order was received at State before the record can be registered.	W - Workflow or System Configuration Required	In the current configuration, the system has a flag to indicate if the PA has been received at the State office. Similarly, Genesis will configure its solution to include a flag to indicate if a court order has been received in cases of surrogacy.
R102	Scan Supporting Documentation	The system allows the user to scan and attach State defined supporting documentation to a Certificate of Foreign Birth record.	W - Workflow or System Configuration Required	In the current configuration, the system allows supporting documentation to be scanned and attachment to a record following registration or during registration for delayed birth record types. Genesis will configure its system to allow for the facility/State to attach supporting documentation during registration process for reports of foreign births.
R104	Scan Forms	Forms must be scanned and attached to the record.	M - Modify	In the current configuration, the system allows supporting documentation to be scanned and attachment to a record following registration or during registration for delayed birth record types. Genesis will modify its system to allow for the facility/State to attach supporting documentation during registration process for reports of foreign births and allow for the sealing of these records.

R105	Seal File	Original file may be sealed.	M - Modify	In the current configuration, the system allows supporting documentation to be scanned and attachment to a record following registration or during registration for delayed birth record types. Genesis will modify its system to allow for the facility/State to attach supporting documentation during registration process for reports of foreign births and allow for the sealing of these records.
R131	Update Record with ME COD	Once a record goes to a medical examiner and the ME later submits a COD, the original record is updated with the ME information while retaining the original information.	M - Modify	In the current configuration, the COD entered by ME and/or Coroner takes precedence over data entered by the physician. The system does not retain the COD entered by the physician in such cases. Additionally, the system keeps track of any change that is made to a record including COD after a record is registered. Genesis will modify its system to keep history of changes in COD information for records that are not registered yet and retain that information.

R137	Track Changes Made to Record	The system tracks changes made by the system user for each record.	M - Modify	In the current configuration, the system fully tracks the changes that are made to a record after it is registered. Before registration, a record is open for editing as many times and as such, the system does not keep a log of any such changes prior to registration. Genesis will work with the State to define the appropriate level of tracking that is required for the records that are still with the facility for data entry.
R138	Highlight Use of "Other" or "Unknown"	The display highlights the use of "other" or "unknown" to determine if a more specific value can be selected.	M - Modify	In the current configuration, the system does not specially call out selections of "other" / "unknown". Genesis will modify the solution to highlight these selections for review.
R142	Maintain Literal and Code	If an authorized user recodes a literal, both the original literal and the State code are maintained in the system database along with the user id of the person who corrected it and the reason for the change.	M - Modify	In the current configuration, the system fully tracks the changes that are made to a record after it is registered. Before registration, a record is open for editing as many times and as such, the system does not keep a log of any such changes prior to registration. Genesis will work with the State to define the appropriate level of tracking that is required for the records that are still with the facility for data entry.

R144	Put Record on Hold	The system user may choose to maintain control of the record and simply request further information from the medical certifier or funeral establishment. In this case, the system user marks the record "on hold" or equivalent.	W - Workflow or System Configuration Required	In the current configuration, such records where further information is request from the Medical Certifier or Funeral Establishment, the system keeps the record in "pending" status as long as the record is completed. Genesis will work with the State to configure the status of "on hold" for such records.
R155	Incomplete Paternity Letter	The system allows a user to select a letter from a set of letter templates depending on problem, time, etc. and send it to the non-system user facility indicating the received paternity is incomplete.	W - Workflow or System Configuration Required	In the current configuration of Fee & Issuance module, the system presents a list of letter templates that can be printed for the specific issue at hand. Genesis will configure and make such letter templates available at the birth module so that a letter like incomplete paternity can be printed and sent to the non-system user facilities.
R163	Paternity Edit Check for Status	The system automatically checks the paternity status of the record to determine if there is a pending Paternity Affidavit Form. These records are displayed in the Paternity queue. The system will timestamp the completion of the paternity.	W - Workflow or System Configuration Required	In the current configuration, the paternity is submitted electronically with the record to the State office. All such records are queued for State review before State registration. Genesis will configure its queue to include a separte work queue filter for pending (but not overdue) paternity acknowledgements and will timestamp the record once the paternity is completed.
R171	Notify Registry of Reportable Cause of Death if Cause Changes	If, after registration, the cause of death changes, the system sends a notification to any stakeholder who received notification of the original cause of death through rapid reporting.	M - Modify	In the current configuration, any change to a record after it is registered does not cause notification to the appropriate stakeholders. Genesis will work with the State to identify the notification process in such cases.

R186	Report Indicating Death Matching Fetal Deaths	The user is able to generate a report that lists any death certificate for which a fetal death record is found.	M - Modify	In the current configuration there is a duplicate review queue for records in Birth and Fetal Death. Genesis will modify its system to include a similar duplicate review queue for records entered between Death and Fetal Death.
R193	Low Birth Weight Baby Queue	The system provides the ability to send the birth records with the birthweight less than 500 grams or unknown and more than 60 days after birth and no death certificate matched to it to a queue.	W - Workflow or System Configuration Required	In the current configuration there is no work queue specifically for babies meeting this criteria. Genesis will include such a work queue for review purposes by QA personnel.
R195	Mark Record "Response Has Been Received"	The system indicates when a response has been received from a facility for requests from the State for more information on the birthweight less than 500 grams or unknown and more than 60 days after birth and no death certificate matched to it.	M - Modify	Currently the solution does not provide the capability for a user to send custom messages within the system. Genesis will customize its solution to include custom messaging. This customization will include received response indications.
R196	Low Birth Weight Baby Soft Edit	System provides soft edits upon birth data entry if baby weight is less than 500 grams.	W - Workflow or System Configuration Required	Genesis Logic Builder module can be utilized by the State to create (or modify) such a soft edit for records being entered in the system.
R201	Lock Records with Recalled Copies	For records with errors that have had certified copies issued, the system locks the record so that no additional copies can be issued until all errors have been corrected or the State does an override.	W - Workflow or System Configuration Required	The current configuration provides the opportunity for the State's authorized users to indicate that a record should not be issued including a comment entered onto the record, which sets the "Do Not Issue" flag, preventing certified copies from being issued. Genesis will work with State to identify the business logic on which system should lock such records automatically.

R202	Certified Copies Not Been Issued	If, during the quality assurance process, a record is found with errors that are legal issues (not statistical) and certified copies have not been issued, the record is locked and flagged so that certified copies cannot be issued until the correction is made or the State does an override.	W - Workflow or System Configuration Required	The current configuration provides the opportunity for the State's authorized users to indicate that a record should not be issued including a comment entered onto the record, which sets the "Do Not Issue" flag, preventing certified copies from being issued. Genesis will work with State to identify the business logic on which system should lock such records automatically.
R203	Records with Errors Placed in Queue for Corrections	Records with errors are placed in a queue for correction and/or amendment.	W - Workflow or System Configuration Required	In the current configuration there is no work queue specifically for records containing an error and pending correction/amendment. Genesis will include such a work queue for State authorized users to complete such changes to the record.
DE5	Changeable Format	The format can be modified by the user as NCHS changes the format.	N- Cannot Meet	In the current configuration, the standard extracts such as NCHS cannot be modified by the system user. This is done for the reason that NCHS extract has strict business rules based on various combinations of data that can be entered by the end users. In its experience Genesis has realized that modifying this extract has increased the probability of records being rejected by NCHS and as such requires comprehensive review of any changes done to this extract.

DE7	Real Time Interface with "WebMICAR"	When available, WebMICAR is integrated with the system, allowing the immediate exchange of literals from the entry of cause of death information in the system at the State and the returned codes from the NCHS server.	M - Modify	Genesis understands that WebMICAR is an initiative from CDC to integrate and provide real time updates to ICD10 coding through the use of web services for the States. Genesis will modify its system to integrate its ICD coding updates with WebMICAR as and when it will be available.
DE16	Undo Flag - Individual Record	The flag for a specific record can be reset so that the record can be re-extracted.	M - Modify	In the current configuration, an NCHS file can be generated for the records within a date range that were previously sent, but does not allow for a specific record to be re-extracted. Genesis will modify its extract to include the feature of re-running the extract for a specific record.
DE18	Extraction of Files	The extraction program can also generate files on demand for a specific set of dates or certificate numbers.	M - Modify	In the current configuration, an NCHS file can be generated for the records within a date range that were previously sent, but does not allow for a specific record to be re-extracted. Genesis will modify its extract to include the feature of re-running the extract for a specific record or for a range of previously sent records by certificate numbers.
DE19	View Records with Changed COD by State	The system provides the ability to display records for review by Vital Statistics in which the COD (ICD Codes) was changed by the State and there is additional information data.	W - Workflow or System Configuration Required	In the current configuration, there is no specific queue for reviewing the records in which COD was changed. Genesis will configure its system to include such queue for review purposes.

DE24	Filters	Filters for record selection are based on the ICD 10 codes.	M - Modify	In the current configuration, the system does not provide any filters after the record has been updated with ICD-10 codes. Genesis will work with the State to identify the specific filters and their associated business flow that will route the updated records to the appropriate queue. Such filters will also be made available to the user on demand.
DE25	Changes to Filters	Filters can be changed by the user for a single run or for all subsequent runs.	M - Modify	In the current configuration, the system does not provide any filters after the record has been updated with ICD-10 codes. Genesis will work with the State to identify the specific filters and their associated business flow that will route the updated records to the appropriate queue. Such filters will also be made available to the user on demand.
DE26	Cross-Field Filters	Filters may cross fields and test the contents of multiple fields in combination to determine if the record meets the criteria.	M - Modify	In the current configuration, the system does not provide any filters after the record has been updated with ICD-10 codes. Genesis will work with the State to identify the specific filters and their associated business flow that will route the updated records to the appropriate queue. Such filters will also be made available to the user on demand.

DE27	Filters Run Automatically	The filter program can be ran automatically after the NCHS codes are updated.	M - Modify	In the current configuration, the system does not provide any filters after the record has been updated with ICD-10 codes. Genesis will work with the State to identify the specific filters and their associated business flow that will route the updated records to the appropriate queue. Such filters will also be made available to the user on demand.
DE28	Filters Run on Demand	The filter program can be ran on demand.	M - Modify	In the current configuration, the system does not provide any filters after the record has been updated with ICD-10 codes. Genesis will work with the State to identify the specific filters and their associated business flow that will route the updated records to the appropriate queue. Such filters will also be made available to the user on demand.
DE29	Filters State Defined	Filters for record selection are State defined.	M - Modify	In the current configuration, the system does not provide any filters after the record has been updated with ICD-10 codes. Genesis will work with the State to identify the specific filters and their associated business flow that will route the updated records to the appropriate queue. Such filters will also be made available to the user on demand.
DE32	Sort Queue	The queue can be sorted by the reason that the record was selected by the filter.	M - Modify	Genesis will work with the State to understand and define what parameters are required to be used as filters for the review queue.

DE35	Access to Query Function	The system provides the ability to generate a query letter regarding the cause of death from within the death record screen.	W - Workflow or System Configuration Required	In the current configuration, a user can attach and print a letter for any request in the Fee & Issuance module. Genesis will configure the system to provide the ability for the user to create and attach query letters within the record itself.
DE37	New Value Does Not Overwrite NCHS Value	The new value is entered in a specific amended code field and does not overwrite the NCHS values.	M - Modify	Genesis will modify its system so that values entered by State's personnel is stored seperately from NCHS values and system will also keep the history of all such changes.
DE38	Identify Responses to Query Letters	The system identifies changes in ICD 10 codes that were responses to query letters.	M - Modify	In the current configuration, changes to ICD 10 codes based on query letters are not identified seperately. Genesis will modify its system to distinguish such changes based on query letters.
DE40	Report on NCHS and New Values	Reports can be ran to show both NCHS and new specific values.	M - Modify	In the current configuration, there is no separate report to show both NCHS and new values entered by State's authorized personnel. Genesis will develop a report that will allow the users to run such a report.
DE41	Analyze History	The system provides the functionality to analyze changes in codes between NCHS and the Bureau of Vital Statistics.	M - Modify	As part of its development of a report (that will also include history of changes) to show the values from both NCHS and State's personnel, the system will have the capability to analyze the changes in codes between NCHS and Bureau of Vital Statistics.

DB-16	Age of Applicant	The system checks the age of the person applying for a delayed birth certificate. The person requesting the delayed birth certificate must be over 18 years of age or an emancipated teen with a court order.	M - Modify	In the current configuration, the system does not enforce any such requirement upon delayed birth certificate requestors. Genesis will modify the solution to include this limitation for delayed birth certificate requests.
DB-24	Requestor Review Queue	The system provides for a queue for delayed birth records that are pending receipt of the notarized form from the requestor.	W - Workflow or System Configuration Required	In the current configuration, the receipt of the signature of the requestor is not mandatory at the time of request. The user may choose to scan and attach documentation related to the delayed birth. Genesis will configure its solution to create a specific queue for such requests in which receipt of signature has not been completed.
DB-25	Delayed Birth 1st Letter Queue	The system provides a queue for delayed births requiring a first letter for follow up. The timeframe for the first letter is State defined.	W - Workflow or System Configuration Required	In the current configuration, the system allows the user to generate letters against any transactions that need more information and such letters are tracked within the system. Genesis currently does not provide a separate work queue for transactions where a letter is required to be generated. Genesis will configure the solution to provide a work queue for all cases where a letter needs to be generated.

DB-26	Delayed Birth 2nd Letter Queue	The system provides a queue for delayed births requiring a second letter for follow up on the original request. The timeframe for the second letter is State defined.	W - Workflow or System Configuration Required	In the current configuration, the system allows the user to generate letters against any transactions that need more information and such letters are tracked within the system. Genesis currently does not provide a separate work queue for transactions where a letter is required to be generated. Genesis will configure the solution to provide a work queue for all cases where a letter needs to be generated.
DB-27	Delayed Birth 3rd Letter Queue	The system provides a queue for delayed births requiring a third letter for follow up on the original request. The timeframe for the third letter is State defined.	W - Workflow or System Configuration Required	In the current configuration, the system allows the user to generate letters against any transactions that need more information and such letters are tracked within the system. Genesis currently does not provide a separate work queue for transactions where a letter is required to be generated. Genesis will configure the solution to provide a work queue for all cases where a letter needs to be generated.
DB-44	Re-Open "Closed" Case	The system allows an authorized user to re-open a closed case.	M - Modify	In the current configuration a request that is closed cannot be reopened, but can be cloned as a new request. Genesis will modify the system to allow closed requests to be reopened.
DB-48	Reason for Denial	The system provides the user with a State defined list of reasons why the record was denied registration.	W - Workflow or System Configuration Required	In the current configuration, any record that is denied from the review queue requires a mandatory comment in cases where it is rejected. Genesis will configure its system to include a dropdown list of reasons for the record to be denied.

DB-50	Denied Delayed Birth Certificate	A delayed birth that is denied is retained in system with a status of "denied" and a message that the record can only be opened with a court order.	M - Modify	In the current configuration, a record once denied/rejected goes back to the initiator of the record for any correction. In this case, as Genesis understands that such rejected records does not need to go back to the initiator, instead are being abandoned until an authorized user can reopen such records. Genesis will modify its system to provide a unique security process that will allow the user to reopen, edit, and prepare the record for registration.
DB-51	Open Denied Record	Upon receipt of a court order, an authorized user can open a denied record, then edit and prepare the record for registration.	M - Modify	In the current configuration, a record once denied/rejected goes back to the initiator of the record for any correction. In this case, as Genesis understands that such rejected records does not need to go back to the initiator, instead are being abandoned until an authorized user can reopen such records. Genesis will modify its system to provide a unique security process that will allow the user to reopen, edit, and prepare the record for registration.
O7	Report of Duplicates	The system allows the user to create a report of duplicate records.	M - Modify	In the current configuration, the system does not provide a report of duplicate records that were part of an OOS file. Genesis will modify its system to provide such a report.

O18	Unknown Data	Fields for which there is no data are marked "unknown."	M - Modify	In the current configuration, fields with no data are not marked as "unknown" automatically. Genesis will work with the State to identify the business requirements and modify the system accordingly.
O27	Provide Fields for Both NCHS and West Virginia ICD Codes	At this time, the State may wish to change an ICD code provided by NCHS. The system maintains the ICD codes provided by NCHS while allowing the State to indicate their preferred ICD codes.	M - Modify	In the current configuration, there is one set of ICD codes available in the system. The system does not accommodate a separate set of ICD codes from the State and NCHS. Genesis will work with the State to identify the requirements and modify the system accordingly.
BD18	Review Queue for Infant Deaths	The system provides a queue for infant deaths.	W - Workflow or System Configuration Required	In the current configuration, all death records regardless of age of the decedent are populated within a single work queue. Genesis will create a separate work queue for Infant Deaths.
BD19	Queue of Death Records for Infants with No Corresponding Birth Record	The system displays a queue of infant death records that have been received for which there are no matching birth records.	W - Workflow or System Configuration Required	In the current configuration, all death records regardless of age of the decedent are populated within a single work queue. Genesis will create a separate work queue for Infant Deaths.
BD31	Queue for OOS In-State Resident Birth	The system provides a queue that displays OOS birth and death records that do not match to a record in the system.	W - Workflow or System Configuration Required	In the current configuration, all birth and death records regardless of OOS indicator are populated within a single work queue. Genesis will create a separate work queue for OOS birth and death records.

BD40	Highlight Differences Between Records	When displaying records side by side, the system highlights the fields that do not match.	M - Modify	In the current configuration, the potential birth and death matching records are shown side by side, but it does not highlight the fields that do not match. Genesis will modify its system to highlight the fields that do not match between the potential records.
BD47	Manually Add Information	The system allows a user to manually add the death certificate number, year of death, and state of death to a birth record upon completion of the cross match.	M - Modify	In the current configuration, the cross match is the only way death certificate information is added to a birth record and system does not allow manual entry of death certificate number, year of death and state of death. Genesis will allow this feature into this application as part of modification.
BD53	Manually Add Information	The system allows a user to manually add the birth state file number to a death record upon completion of the cross match.	M - Modify	In the current configuration, the cross match is the only way birth certificate information is added to a death record and system does not allow manual entry of birth certificate number to a death record. Genesis will allow this feature into this application as part of modification.
BD58	"No Match" Indicator	The system provides a "no link"/"no match" filter so older deaths are removed from the Birth Death Cross Match process.	W - Workflow or System Configuration Required	In the current configuration, a no link/no match records are part of the single work queue. Genesis will configure its system to provide a separate queue for no link/no match records so that it can be removed from the queue if desired.

ISS18	Reason Code	The user selects a reason code for placing the request in the pending eligibility queue.	M - Modify	In the current configuration, the system automatically sends the request to a pending queue based on certain business requirements defined for example: need more information, insufficient money, amendment in progress, etc. System does not allow the user to manually select a reason for keeping the request in pending state. Genesis will modify its system to allow the user to select a reason code for placing the request in a pending queue.
ISS89	Fee for Replacement Copy	The system includes a fee for replacement copies. This is a feature the State can turn on or off.	W - Workflow or System Configuration Required	In the current configuration, the system is set up to order replacement copies both as with fee or without fee. If the State wants to issue a replacement copy as without fee, an authorized user has to void the previously printed copy(ies) and reissue a replacement copy(ies) without a fee. If the State wants to issue a replacement copy as with a fee, an authorized user can clone a previous transaction and complete it.
ISS94	ID Verification	The system provides an indicator for a system user to indicate on the request that the applicant's ID has been verified.	M - Modify	In the current configuration, there is no such indicator that the applicant ID has been verified. System assumes that the same verification has been done prior to putting that information into the system. Genesis will modify its system to provide such an indicator as requested.

ISS95	Signature for Request Verification	The system provides an indicator for a system user to indicate that a signature has been applied to a request form.	M - Modify	In the current configuration, there is no such indicator that the signature has been applied to a request form. System assumes that the signature on the form has been applied before a request can be initiated in the system. Genesis will modify its system to provide such an indicator as requested.
ISS112	Amendment Numbers Sequential	Amendment request tracking numbers are assigned sequentially by the system as a way of making each amendment request unique. Numbering resets at the beginning of each year.	W - Workflow or System Configuration Required	In the current configuration, the sequencer is a running number that is not reset at the beginning of each year, but this can be configured through the back end.
ISS117	"Customer Waiting" Flag	The system provides a method by which the user can indicate that the request is for a correction AND the customer is waiting. This is only applicable to corrections.	M - Modify	In the current configuration, there is no flag such as "customer is waiting" to indicate that this correction needs to be expedited. Genesis will modify the system to add such a flag and discuss with the State the business rules around this flag.
ISS119	Affidavit	Any fields on the affidavit that could not be auto-populated are open for the user to complete the data entry of the information.	M - Modify	In the current configuration, an affidavit is a printout of the information entered in the Request screen. Genesis will work with the State to identify the fields that are not available on the Request screen and needs to be added for data entry.
ISS168	State Credit Card Merchant Integration	The system integrates with the State's Treasury system for credit card transactions, providing charge transaction capabilities and transaction information to the system.	M - Modify	In the current configuration, the system is a set up to integrate with any credit card merchant based on certain internal rules. Genesis will need to know the specifics of the State's credit card merchant in order to fulfill this requirement.

ISS184	Returned Request Record for Tracking Purposes	Mail-in requests that are returned to a requestor stay active for a State-defined period of time.	M - Modify	In the current configuration, the mail in request that are returned to a requestor stay active until a user takes an action on such request; they are not automatically closed within any defined time. Genesis will work with the State to close such requests within a State defined period of time.
ISS216	Upload File from State VR Internet Order System	The system can accept a batch file from VitalChek multiple times per day.	M - Modify	In accordance with Genesis's answer to Mandatory Requirements Item #4.2.2.13 in the Technical Response, Genesis will import VitalChek orders and requirement stated in herein provided GoCertificate orders are processed as outlined in Item #4.2.2.13 as referenced herein.
ISS217	VitalChek Import	The system allows the import of VitalChek requests and generates requests in the system.	M - Modify	In accordance with Genesis's answer to Mandatory Requirements Item #4.2.2.13 in the Technical Response, Genesis will import VitalChek orders and requirement stated in herein provided GoCertificate orders are processed as outlined in Item #4.2.2.13 as referenced herein.
ISS218	Populate System Immediately	The system can accept one request at a time from VitalChek.	M - Modify	In accordance with Genesis's answer to Mandatory Requirements Item #4.2.2.13 in the Technical Response, Genesis will import VitalChek orders and requirement stated in herein provided GoCertificate orders are processed as outlined in Item #4.2.2.13 as referenced herein.

ISS219	Track Source of Request	The Internet Order request passes the source of the request to the system.	M - Modify	In accordance with Genesis's answer to Mandatory Requirements Item #4.2.2.13 in the Technical Response, Genesis will import VitalChek orders and requirement stated in herein provided GoCertificate orders are processed as outlined in Item #4.2.2.13 as referenced herein.
ISS220	Display Fee for Services	Orders extracted from VitalChek display the fee for services, and not what the requestor actually paid.	M - Modify	In accordance with Genesis's answer to Mandatory Requirements Item #4.2.2.13 in the Technical Response, Genesis will import VitalChek orders and requirement stated in herein provided GoCertificate orders are processed as outlined in Item #4.2.2.13 as referenced herein.
ISS240	Pending Eligibility Queue	There is a queue for requests that require additional documentation before they can be processed.	W - Workflow or System Configuration Required	In the current configuration, there is no such queue of requests that require additional documentation. Genesis will configure its system to create such a queue where additional documents are required before processing.
ISS252	Move to Ready to Issue Queue	The system moves a record to the Ready to Issue Queue once the cause of death has been added.	W - Workflow or System Configuration Required	In the current configuration, there is no such queue of Ready to Issue once the COD has been added. Genesis will configure its system to create such a queue.

ISS254	Clear Old Pending Requests	The system automatically clears out pending requests at the end of a State-defined period of time.	M - Modify	In the current configuration, the requests that are pending stay active until a user takes an action on such request; they are not automatically closed within any defined time. Genesis will work with the State to close such requests within a State defined period of time.
ISS259	Abandoned Requests	After a State-defined period of time, requests in the Pending Queue become abandoned requests.	M - Modify	In the current configuration, pending requests are not automatically abandoned based on a State defined period of time. Genesis will modify its system to abandon such requests and purge/archive such requests according to State defined parameters.
ISS260	Purge Abandoned Requests	Abandoned requests can be purged from the system according to State-defined parameters.	M - Modify	In the current configuration, pending requests are not automatically abandoned based on a State defined period of time. Genesis will modify its system to abandon such requests and purge/archive such requests according to State defined parameters.
ISS261	Archive Abandoned Requests	The State can choose to archive abandoned requests prior to purging them from the system.	M - Modify	In the current configuration, pending requests are not automatically abandoned based on a State defined period of time. Genesis will modify its system to abandon such requests and purge/archive such requests according to State defined parameters.
ISS277	Send Orders to Queue	The system provides a work queue for counter requests for which a vital record event cannot be found.	W - Workflow or System Configuration Required	In the current configuration, the system does not provide a work queue for counter requests where a vital event cannot be found. Genesis will configure its system to provide such queue.

ISS292	Legacy Records - Certified Copies	The system requires supervisor approval to issue certified copies from images under special circumstances where the system data is insufficient to issue the order requested.	M - Modify	In the current configuration, there is no supervisor approval required for issuing of images in special circumstances. Genesis will work with the State to identify the business rules for special circumstances and modify the system accordingly.
ISS311	Research Bulk Print	The system allows users to print subsets or full sets of State-defined data from certificates for research projects.	M - Modify	In the current configuration, bulk print prints the same format of certificate as printed from a normal transaction. The system does not allow a subset of data to be printed for any specific purpose. Genesis will modify its system to allow the user to print a subset or full set of State defined certificate data.
ISS331	Update Batch Status Option	When printing is complete, the system provides the user with the option to update the status immediately or at a later time.	M - Modify	In the current configuration, the records are updated as soon as they are printed with the option of re-printing. Genesis will modify its system so that batch's default status is later and as such can be updated later.
ISS332	Default Update Status Option for Batch Printing	The default update status option for batch printing is "later". The user may review the print job prior to updating status.	M - Modify	In the current configuration, the records are updated as soon as they are printed with the option of re-printing. Genesis will modify its system so that batch's default status is later and as such can be updated later.

ISS339	Unnamed Child	Customers cannot receive a certified copy of a birth record if the birth record is for an unnamed child.	M - Modify	In the current configuration, the system does not allow a record to be registered without a name (name could be entered as "baby boy") and as such there is no restriction on issuance of a certified copy of such type of birth records. Genesis will modify its system to include an indicator for an unnamed child so that it could only be issued through the supervisor override until this flag is set on the record.
ISS345	Truncated Birth Name	If a birth record contains an indicator that the child's name has been truncated, the system allows the user to view the image and type in the remainder of the name so that it may print correctly without having to create an amendment.	M - Modify	In the current configuration, the system accommodates long names within its existing name fields. If for any reason the names are longer than what is provided on the registration screen, Genesis will modify its system to provide an alternative longer field that can accommodate up to 2,000 characters of names and user can pick from which field the name should print on a certified copy.
ISS362	Court-Ordered Death	Court-ordered death certificates are marked with "Judicial Determination of Death."	M - Modify	Currently, there is no such marking is printed on court ordered death certificates. Genesis will modidt its certificate issuance to mark such death records with "Judicial Determination of Death"

ISS382	Reason for Refund is Clear	When the need for a refund is created by reducing the quantity ordered through the issuance of a "No Record Found" letter, the reason for the refund is noted in a way that is clear to the person reviewing the potential refunds list.	M - Modify	In the current configuration, it is up to the user to annotate such comments if the quantity is reduced based on a record not found. Genesis will modify its system to add a relevant comment automatically based on State defined requirements.
ISS421	Reason List for Void	The system provides the user with a display in the form of a selection list or drop-down menu to indicate the reason a document was voided.	W - Workflow or System Configuration Required	In the current configuration, the reason for the voiding of a record is captured in a free form text field. Genesis will configure its system to capture such reason through a selectable list of options.
ISS430	Capture Date Received	The system provides a place to capture the received date for returned mail.	M - Modify	In the current configuration, the user can add a new shipping address for the certificates that are returned because of a bad address, but the system does not capture the date of which the mail is returned. Genesis will modify its system to meet this requirement.
ISS432	Request Has Been Re-Mailed	The system provides a checkbox to note that the request has been re-mailed.	W - Workflow or System Configuration Required	In the current configuration, new shipping information is added along with the date when a request has been re-mailed. Genesis will work with the State to identify alternative to this approach.
ISS446	Notification to Customer Upon Release of Order	The system sends an email notification to the customer upon release of an order if an email address was provided.	W - Workflow or System Configuration Required	In the current configuration, there is no email notification to the customer. Genesis will configure its system to send an email notification to the customer upon release of the order.

ISS452	State Specifies County Capability	The State has the ability to specify which event types and certificate types each county may issue.	M - Modify	In the current configuration, the system is not designed to specify event type and certificate type by county office. Genesis will work with the State to identify the requirements and customize the system accordingly.
ISS453	Turn On/Off Access for All Counties	The system provides the ability to turn on and off the feature that allows any county to access any record.	M - Modify	In the current configuration, the system is not designed to specify event type and certificate type by county office and thus the ability to turn on and off the feature is not available. Genesis will work with the State to identify the requirements and customize the system accordingly.
ISS454	Turn On/Off Access for Specific County	The system provides the ability to turn on and off the feature that allows a specific county to access any record.	M - Modify	In the current configuration, the system is not designed to specify event type and certificate type by county office and thus the ability to turn on and off the feature is not available. Genesis will work with the State to identify the requirements and customize the system accordingly.
ISS458	"Hold" Flags	Authorized users can put temporary "hold" flags on accounts with charging privileges that prevent that method of payment from being used.	M - Modify	In the current configuration, the system allows to put a temporary hold flag on accounts that have charging privileges, but such a hold cannot be put on the method of payment for that account. Genesis will work with the State to modify the system based on the requirement.

AC117	Pending COD queue	The system provides a queue for pending cause of death.	W - Workflow or System Configuration Required	In the current configuration, the system does not provide a separate work queue for Pending Cause of Death records. Genesis will configure its system to provide a separate work queue to show Pending Cause of Death records at the State location.
AC126	Request is Read-Only	The request application is viewable in read-only mode for the user.	M - Modify	In the current configuration, there is no requirement of scanning or uploading a request application. Also, the system does not generate a request application based on order details. Genesis will modify its Fee & Issuance module to include a system generated request application that will be available in read only mode to the users.
AC135	Certified Copies Issued	If certified copies have been issued, the system generates a letter to the requestor recalling the copies.	M - Modify	In the current configuration, there is no such letter to the recipient for recalling the issued certified copies. Genesis will make such letter available through its Fee & Issuance module.
AC136	Certified Copies Issued, Record Queued in Pending	If certified copies have been issued, the record is held in a queue until such time as all the certified copies have been returned to the State or the State does an override.	M - Modify	The current configuration does not hold up the record for issuance if the previously issued copies have been recalled. Genesis will modify its system to include an indicator that a letter has been generated and as such certified copies on these records cannot be printed until the State does an override.
AC144	Consistent Edits	Field and cross-field edits are consistent with the entry of a new record.	W - Workflow or System Configuration Required	Utilizing Genesis' Logic Builder module, the user can configure fields and cross field edits on the record.

AC148	Reason Codes Available	The system provides the user with the ability to select a reason code for the requested change.	W - Workflow or System Configuration Required	In the current configuration, the changes to the fields during amendment/correction process allow the user to enter the free form comments and any supporting documentation that can be attached to the amendment. Genesis will configure its system to include a pick list of reasons created/driven by GenList configuration.
AC149	Select Reason Codes	The user selects a reason code for the change from a drop down list of reasons.	W - Workflow or System Configuration Required	In the current configuration, the changes to the fields during amendment/correction process allow the user to enter the free form comments and any supporting documentation that can be attached to the amendment. Genesis will configure its system to include a pick list of reasons created/driven by GenList configuration.
AC150	Reason Codes Specific to Each Change	Reason codes and supplemental notes are specific to each piece of data that is changed.	W - Workflow or System Configuration Required	In the current configuration, the changes to the fields during amendment/correction process allow the user to enter the free form comments and any supporting documentation that can be attached to the amendment. Genesis will configure its system to include a pick list of reasons created/driven by GenList configuration.

AC155	Edit Check Against Reason Codes	The edit set against the reason codes is State defined.	M - Modify	In the current configuration, the field edits and crosschecks are part of the registration area that can be configured by the authorized State user. Such crosschecks can also be configured for switching on and off any of the edits and crosschecks within the system, but there is no edits and crosschecks based on reason codes. Genesis will work with the State to identify the edits based on the reason codes and as in the current version of edits and crosschecks with in the system, these edits will also display results of the crosschecks.
AC156	Display Message	The system displays a message to the user indicating the results of the edit check against reason code.	M - Modify	In the current configuration, the field edits and crosschecks are part of the registration area that can be configured by the authorized State user. Such crosschecks can also be configured for switching on and off any of the edits and crosschecks within the system, but there is no edits and crosschecks based on reason codes. Genesis will work with the State to identify the edits based on the reason codes and as in the current version of edits and crosschecks with in the system, these edits will also display results of the crosschecks.

AC173	Search for Another Record	The system provides the ability to search for and print a copy of another record in the system as supporting documentation while processing an amendment.	M - Modify	In the current configuration, the system allows the user to attach a printed copy of another record as a supporting document while processing an amendment. Currently the system does not allow to search and print another record at the same time the amendment is being processed. The user has to leave the amendment section, search for a record, print the record, come back to the amendment, and attach such documentation. Genesis will modify its system to search and attach the printed documents from within the amendment screen.
AC177	Message to Supervisor	A message is sent from the system to the supervisor if the record is in the Supervisor Queue in excess of a State-defined period of time.	M - Modify	Currently the system does not send any notification to the supervisor if a record is in his/her queue in excess of State-defined period of time. Genesis will modify its system to include such capability.
AC211	Pending Amendments Queue	The system provides work queues for medical examiners for pending amendments to any medical information (excluding pending COD) that have not yet been submitted to the State.	W - Workflow or System Configuration Required	In the current configuration, there does not exist a separate queue for Coroner/MEs for pending amendments. Genesis will configure its system to include such a queue for Coroner/MEs.

AC220	Reason for Change	The system provides the user with a State defined list of reasons for a change request to a birth record.	W - Workflow or System Configuration Required	In the current configuration, the changes to the fields during amendment/correction process allow the user to enter the free form comments and any supporting documentation that can be attached to the amendment. Genesis will configure its system to include a pick list of reasons created/driven by GenList configuration.
AC250	Link Records	For birth records, the system links old and new records by sequential or system number if the SFN and year of birth change.	M - Modify	In the current configuration, the system does not allow the change in the year of birth as part of an amendment. Genesis will modify its system to allow this change including linking of old and new records with a uniquely generated sequential number.
AC255	Seal for Foreign Birth	The system provides the ability for the user to seal documents for a Report of Foreign Birth.	M - Modify	In the current configuration, reports of foreign births are not sealed. Genesis will modify its system to accommodate the sealing of these types of records.
AC279	Input Information About Missing Documentation	If there is not sufficient documentation to process the amendment, the user may select from a display list the documents that are needed to process the request. .	W - Workflow or System Configuration Required	In the current configuration, Fee & Issuance module provides the ability to print insufficient information letter that contains the list of all of the documents which is required. The user can manually check the documents from that printed list.
AC281	Code Reason for Rejection	Amendment requests in "reject" status can be coded with a reason for rejection from a pre-defined list, which includes the option for "Other Reasons".	W - Workflow or System Configuration Required	In the current configuration, reason for rejection is a free form field for user to comment. This can be configured into a pick list.

AC283	"Other" Rejection Reason	If "Other Reasons" is selected for the "reject" status, the system requires the user to enter a description.	W - Workflow or System Configuration Required	In the currrent configuration, the system requires that a comment regarding the reason for a rejection be entered when an amendment rejection occurs. Genesis will configure its solution to add a reason drop down list that will capture the reason of rejection.
AC293	Make Different	The system marks a record flagged for investigation in the Pending Queue in such a way that it stands out from other records in the Pending Queue.	M - Modify	In the current configuration, all pending records are part of the same work queue and are not separated by a work queue filter for records flagged for investigation. Genesis will modify its system to create a new work queue filter for such records.
AC294	Sort Pending Queue for Flagged Records	The system allows a user to sort the Pending Queue to include only records flagged for investigation.	M - Modify	Records flagged for investigation cannot be sorted from the Pending queue. Genesis will add an indicator for such records so that it can be sorted within the work queue.
AC297	State Defined Tickler File	Records that have been in "reject" status for a State defined period of time are automatically queued in a tickler file for the supervisor/manager to review and determine what action to take.	M - Modify	The current configuration does not export any records in any tickler file that can be reviewed by supervisors/managers. Genesis will work with the State to identify the process of review for rejected records.
AC301	Can be Retrieved	The system allows a user to retrieve archived requests.	M - Modify	In the current configuration, the archived requests are required to be moved back to the original tables for it to be retrieved from the front end. Genesis will work with the State to identify such business rules that would allow the user to retrieve the archived requests.

INV1	Authorization for Ordering	The person at the county who orders the paper must be authorized to do so. This authorization is included in their user profile.	M - Modify	Currently the system does not include a method to place inventory orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV2	Facility Authorization for Ordering	The person at a facility who orders forms and/or worksheets must be authorized to do so. This authorization is included in their user profile.	M - Modify	Currently the system does not include a method to place inventory orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV3	Temporary Authorization	Authorization can be temporarily delegated to a different user for a State defined temporary amount of time.	M - Modify	Currently the system does not include a method to place inventory orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV4	Auto-Populate Facility Information	The form auto-populates with facility information.	M - Modify	Currently the system does not include a method to place inventory orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV5	List of Items	The system presents a State defined list of items available for order.	M - Modify	Currently the system does not include a method to place inventory orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV6	Calculate Totals	The system calculates total quantity and amount due per item requested and displays the total to the user for confirmation.	M - Modify	Currently the system does not include a method to place inventory orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.

INV7	Transfer Between Counties	A user can request inventory to be transferred from one office to another.	M - Modify	Currently the system does not include a method to place inventory orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV8	Central Store Items	Central Store items (e.g. forms) may be ordered and tracked through the inventory function.	M - Modify	Currently the system does not include a method to place inventory orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV9	Location Code and Other Location Identifying Information	The order is associated with a location and other State defined information.	M - Modify	Currently the system does not include a method to place inventory orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV10	Location Coordinated with Issuance Module	The location code used for inventory is tied to the location coding used in the Issuance Module to record usage.	M - Modify	Currently the system does not include a method to place inventory orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV11	Location Codes with State Office	Specific location codes may be assigned to specific users or groups of users within the State office.	M - Modify	Currently the system does not include a method to place inventory orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV13	Expedite	The requesting user can indicate that the order needs to be expedited.	M - Modify	Currently the system does not include a method to place inventory orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.

INV14	Notes	The requesting user can add a note to the order.	M - Modify	Currently the system does not include a method to place inventory orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV15	Submit Button	The user checks the requests and, when it is complete, takes the option to submit the request to the State.	M - Modify	Currently the system does not include a method to place inventory orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV16	Inventory Request Queue	The submitted request goes to an Inventory Request Queue at the State.	M - Modify	Currently the system does not include a method to place inventory orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV17	Send Message	A message is sent to the State Inventory Manager that a request is waiting for review.	M - Modify	Currently the system does not include a method to place inventory orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV19	Inventory Requests Queue	The State user can select the request from the Inventory Request Queue.	M - Modify	Currently the system does not include a method to place inventory orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV20	Filter Queue	The State user can filter the Inventory Request Queue based on type of form requested (for example: certification paper, mother's worksheet, etc.)	M - Modify	Currently the system does not include a method to place inventory orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.

INV21	Search for Request	The State user can search for a request by date or the facility requesting.	M - Modify	Currently the system does not include a method to place inventory orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV22	Decline Order	The system provides the ability for a designated State user to decline an order.	M - Modify	Currently the system does not include a method to place inventory orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV23	Edit Request	The system allows a State user to edit a request and make changes such as reducing the number of forms requested.	M - Modify	Currently the system does not include a method to place inventory orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV24	Enter Reason	If an order is declined, the State user selects a reason from a list.	M - Modify	Currently the system does not include a method to place inventory orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV25	Notes	The State can add notes to a request.	M - Modify	Currently the system does not include a method to place inventory orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.
INV26	Send Decline Message to Requestor	If an order is declined, the requestor is notified of the declination and the reason.	M - Modify	Currently the system does not include a method to place inventory orders with the State. Genesis will modify its system to include such a method and fulfill this requirement.

INV41	State Packing Slip	For orders shipped from the State, the system prints a packing slip for each shipment specifying State defined items such as item(s), quantity, and number range(s) included in the shipment.	M - Modify	In the current configuration, the system does not have the capability to print a packing slip with State defined items. Genesis will work with the State to fully understand the packing slip requirement and implement it into the system.
INV42	Paper Distributed by Vendor	Security paper can be stored and distributed by the paper vendor.	M - Modify	In the current configuration, the system does not have the capability for the State to order security paper to an outside vendor through the system. The system does not accommodate the access of security paper vendors to fulfill such orders. Genesis will work with the State to customize the requirement stated herein.
INV43	Order Information	Orders generated for security paper contain the item, quantity ordered, shipping information, and any expedite messages or notes from the requestor that are appropriate for the vendor.	M - Modify	In the current configuration, the system does not have the capability for the State to order security paper to an outside vendor through the system. The system does not accommodate the access of security paper vendors to fulfill such orders. Genesis will work with the State to customize the requirement stated herein.
INV44	Vendor Fulfilled Order Information	The system provides fields for the vendor to enter the shipped order information. This information is State defined and includes items such as quantity shipped; range of security numbers shipped, and date shipped.	M - Modify	In the current configuration, the system does not have the capability for the State to order security paper to an outside vendor through the system. The system does not accommodate the access of security paper vendors to fulfill such orders. Genesis will work with the State to customize the requirement stated herein.

INV45	Assign Order Number	Orders are assigned a unique sequential order number.	M - Modify	In general, all of the orders are assigned a unique sequential number within the system. Genesis will follow the same principle for these orders.
INV46	Email Order	The system provides the ability to email generated orders to the vendor from within the system.	M - Modify	In the current configuration, the system does not have the capability for the State to order security paper to an outside vendor through the system. The system does not accommodate the access of security paper vendors to fulfill such orders. Genesis will work with the State to customize the requirement stated herein.
INV48	Retrieve Original Receipt from System	The requestor retrieves the original receipt in the system to check in the inventory.	M - Modify	As there is no method of ordering of inventory papers from the regional offices from within the system, the system does not include a receipt for the same. Genesis will modify the system to include such a receipt.
INV55	Shipment Not Received Alert	The system alerts the State if county does not mark shipment as received within a State defined period of time.	M - Modify	In the current configuration, there is no flag within the system that can be set by the regional office as the shipment is received by them. Genesis will include such a flag so that the regional offices can mark the shipment as received and if the shipment is not marked within the State defined period of time, a notification is generated to the appropriate user of the system.

INV57	Compare Receipt to Order Quantity	The quantity received is compared to the quantity ordered and a message is displayed if they do not match.	M - Modify	Currently the system does not include a security paper order within the system and as such there is no quantity ordered field that can be compared to the quantity received. As part of our modification for including an order of security paper from within the system, Genesis will be able to compare such numbers.
INV58	Record Discrepancy	If the user determines that the discrepancy is real, the order is updated to reflect the difference.	M - Modify	Currently the system does not include a security paper order within the system and as such there is no quantity ordered field that can be compared to the quantity received. As part of our modification for including an order of security paper from within the system, Genesis will be able to compare such numbers.
INV59	Notify State of Discrepancies	The system alerts the State Inventory Manager of any discrepancies.	M - Modify	Currently the system does not include a security paper order within the system and as such there is no quantity ordered field that can be compared to the quantity received. As part of our modification for including an order of security paper from within the system, Genesis will be able to compare such numbers and alert the State of such discrepancies.
INV73	Reason Code for Adjustment	All adjustments to inventory require entry of a reason code.	M - Modify	In the current configuration, the reason code is entered as a free form text data. Genesis will include a list of reasons based on the State's requirements.

INV80	Accept Returned Inventory	The system has the ability for an authorized State user to accept returned secured inventory items from one location and assign them to another.	M - Modify	In the current configuration, a set of security inventory paper cannot be reassigned to a different location. Genesis will modify its system to allow the authorized user to assign secure inventory items from one location to another.
A8	Augment Cash in Drawer	Sometimes the office may need to augment the cash in the drawer during the day. This information will be entered as a separate transaction and will update the cash balance of the drawer.	M - Modify	In the current configuration, the system does not provide a separate transaction type for augmenting money into the cash drawer. Genesis will add a unique transaction type for such scenarios.
A24	Transmittal Sheet Information	Transmittal sheets are marked as "This is not a bill" by the system.	W - Workflow or System Configuration Required	In the current configuration, the transmittal letter does not include the watermark that reads "this is not a bill". Genesis will configure the system to include such a watermark.
A25	Comments on Transmittal Sheet	The system provides a State defined table of comments for printing on the transmittal sheet.	M - Modify	In the current configuration, the system does not provide a state defined table of comments on the transmittal sheet. Genesis will modify its solution to include the table for printing on the transmittal sheet.
A44	Pending Refund Queue	The system should provide a queue for all refunds sent to Finance.	W - Workflow or System Configuration Required	In the current configuration, the system does not have a Pending Refunds Queue. Genesis will modify its solution to include such a queue.
A64	VitalChek Listed Separately	Transactions from VitalChek may be listed separately by event and are counted as drawer funds if a physical check is printed from VitalChek at the Vital Records office.	M - Modify	Genesis will assure VitalChek orders are listed separately and are counted as drawer funds and will be included in the balancing of drawer funds.

A66	VitalChek Deposit to State's Account	Money received through VitalChek may be deposited directly into the State's account. A deposit slip is not needed.	M - Modify	Genesis will assure VitalChek orders money received are accounted for within funds to be deposited directly into the State's accounts.Genesis cannot assure the actual deposit into the State's accounts.
A67	Reconcile VitalChek	The total transaction amounts received from VitalChek are balanced against monies received from VitalChek.	M - Modify	Genesis will assure VitalChek orders transaction amounts received are balanced against funds received (assumed from VitalChek).
A68	VitalChek Report	The system allows a user to run a report on a state defined timeframe to reconcile the money received from VitalChek that has been directly deposited in the State's account.	M - Modify	Genesis will assure that a report on a state defined timeframe is available to reconcile funds from VitalChek orders have been directly deposited into the State's accounts.
A76	Over/Short	The drawer may be closed even if the money does not balance due to an over/short situation.	M - Modify	In the current configuration, the supervisor has to override the drawer amount with an overage or shortage of money in the drawer. The drawer cannot be closed until it is fully balanced through the cash drawer reconciliation process. Genesis will modify its system to let the user close the drawer even if the money does not balance.
A77	Overages	Overages are reflected on the daily report and applied to the appropriate account.	M - Modify	In the current configuration, any overage is put through the refund transaction. Genesis will modify its system to mark such overages as donation and the same will be reported in the applicable reports.

A84	System Accounts for Opening Balance and Drawer Adjustments	The system accounts for the amount of cash in the drawer at opening, and for any additional money added to augment the drawer balance, when computing the expected amount of cash.	M - Modify	In the current configuration, Genesis' Fee & Issuance module does not allow augmenting the drawer and as such this amount cannot be computed in the cash drawer closing. Genesis will modify its system to add the capability of augmenting the cash drawer during the day.
A103	Over/Short	The drawer may be closed even if the money does not balance due to an over/short situation. The program needs to allow for the over/short information to be entered and the proper updating of the G/L to occur.	M - Modify	In the current configuration, the supervisor has to override the drawer amount with an overage or shortage of money in the drawer. The drawer cannot be closed until it is fully balanced through the cash drawer reconciliation process. Genesis will modify its system to let the user close the drawer even if the money does not balance.
A106	Reopen Reconciled Drawer	The system allows a user to reopen a reconciled drawer in the same day to continue transactions within State defined time frame (ex: 8am-4pm Monday-Friday).	W - Workflow or System Configuration Required	In the current configuration, the system allows the user to close his/her drawer multiple times during a day. All transactions that were closed for that user during the same day under multiple closed drawers are still considered transactions for that same day. Users can close their drawers multiple times during the day until the bank deposit for that day is made in the system. Thus, Genesis believes that the requirement stated is similiar to what the system does today but will configure the system if it falls out of line with what the State wants.

A118	Query Capability	The system provides the ability to query the database by deposit number and by date.	M - Modify	In the current configuration, the system does not include any such report to query the database by depostit number. Genesis will add one such canned report that will allow the users to query the database by deposit number and date the deposit was made.
A142	Manually Change Status	The system allows an authorized user to change an account's status manually.	W - Workflow or System Configuration Required	Genesis' system allows for authorized users to change an account's status manually, but not unauthorized users. Genesis believes this is what the State is asking for in this requirement.
A144	Cash-Only Accounts	If an account is placed on a cash-only basis, this system may flag the account accordingly. This system will not allow posting of checks against that account until this flag is cleared.	M - Modify	In the current configuration, the system is not configured to allow cash only transactions for an account and as such, the system accepts every payment type possible for an account. Genesis will modify its system to allow cash-only flags on an account with the option for the State to define what payment type can be accepted for each account.
A145	Cash Only	For cash-only accounts, the payment options are State defined and may include payment only by cash, money order, cashier's check, and credit card.	M - Modify	In the current configuration, the system is not configured to allow cash only transactions for an account and as such, the system accepts every payment type possible for an account. Genesis will modify its system to allow cash-only flags on an account with the option for the State to define what payment type can be accepted for each account.

A152	Add or Remove Bad Check Flag	The system allows an authorized user to activate and de-activate a bad check flag.	M - Modify	In the current configuration, there is no such flag for a bad check. Genesis will add such a flag in the system so that an authorized user can activate/deactivate a bad check flag.
A153	Import from Finance	The system imports State defined bad check information for non-billable accounts from Finance on a State defined interval.	M - Modify	In the current configuration, there is no such import that could get the information from the State Finance Dept. regarding bad check information. Genesis will work with the State to identify the best methods to integrate State Finance system to pull such information.
A155	Add Bad Check Flag	The system adds a bad check flag to accounts imported from Finance.	M - Modify	In the current configuration, there is no such import that could get the information from the State Finance Dept. regarding bad check information. Genesis will work with the State to identify the best methods to import and flag such information.
A157	Bad Check Queries	The system provides the ability to query for bad checks.	M - Modify	In the current configuration, there is no report that allows the user to query on bad checks. Genesis will create such a canned report in the system which allows the user to query on bad checks.
A158	Alert Issuance	The system alerts Issuance when processing a request for an account with a bad check flag. Issuance can only accept State defined payment methods such as cash, money-order, cashier's check, or credit card.	M - Modify	In the current configuration, the system is not configured to allow cash only transactions for an account and as such, the system accepts every payment type possible for an account. Genesis will modify its system to allow cash-only flags on an account with the option for the State to define what payment type can be accepted for each account.

A174	Edit Invoice Form	The system allows a role defined user (such as a business process administrator) to configure and edit the invoice form.	M - Modify	In the current configuration, editing of an invoice form is not allowed by the system. Genesis will work with the State to identify the extent to which an invoice form can be configured without compromising the content in the form.
A177	Past Due Notice	The system includes a "Past Due Notice" on an invoice.	M - Modify	In the current configuration, the system does not print "Past Due Notice" on the invoice that are past its due date. Genesis will modify its system to include such notice on the invoices based on due dates.
A178	Undo Batch	An authorized user can undo a batch of invoices so that the invoice process can be repeated.	M - Modify	In the current configuration, the system allows a user to reprint an invoice, but cannot "undo" the invoice process. Genesis will modify its system for an authorized user to undo a batch of invoices.
A181	Read-Only View	Customers with the proper authorization may view their account status as read-only that includes State defined information.	M - Modify	In the current configuration, customers cannot view the status of their accounts and amounts due. Genesis will modify the system to accommodate the requirements defined here.
A182	View Own Accounts Only	Customers with the proper authorization may only view the status of their own accounts.	M - Modify	In the current configuration, customers cannot view the status of their accounts and amounts due. Genesis will modify the system to accommodate the requirements defined here.
A205	Stakeholders View Outstanding Charges	Funeral homes can display a list of unpaid transactions, outstanding fees, and totals due since the last invoice was paid.	M - Modify	In the current configuration, customers cannot view the status of their accounts and amounts due. Genesis will modify the system to accommodate the requirements defined here.

A206	Bulk Entry for Payments	The system allows a user to pull up a bulk entry screen to enter payment information for multiple customers at the same time. The information on the screen is State defined and must include, at a minimum, the invoice number, person or account number, and amount due.	M - Modify	In the current configuration, the system does not allow the user to enter payment for multiple accounts in one bulk entry screen. Currently, users would have to pick each account individually and apply a payment against such an account. Genesis will modify its system to provide a bulk payment entry screen that will allow the user to enter payment for multiple customers at one time.
A207	Enter Information on Bulk Entry Screen	The system allows a user to enter information regarding the payment received on the bulk entry screen for payments. The screen must include State defined payment information including payment method, check number (if applicable), date received, and amount paid.	M - Modify	In the current configuration, the system does not allow the user to enter payment for multiple accounts in one bulk entry screen. Currently, users would have to pick each account individually and apply a payment against such an account. Genesis will modify its system to provide a bulk payment entry screen that will allow the user to enter payment for multiple customers at one time using State defined payment information.
A208	Save Bulk Entry Screen	The system allows a user to save the bulk entry screen for payments at any time and with fields left blank.	M - Modify	In the current configuration, the system does not allow the user to enter payment for multiple accounts in one bulk entry screen. Currently, users would have to pick each account individually and apply a payment against such an account. Genesis will work with the State to identify the business rules for the payments that have blank fields.

A214	Create G/L Accounts for Each Invoice	A report may print showing the payment amounts allocated by G/L accounts.	M - Modify	In the current configuration, the system does not have any such report. Genesis will modify its system to create such a report that would print payment amount allocated by G/L account.
RC28	Reports	The system allows role-defined users to run reports on records that are corrected. Information in the reports are State defined and may include record type and number of errors by facility.	M - Modify	In the current configuration, users are able to run reports to get the information on corrected records but such reports do not include the number of errors by facility. Genesis will modify its solution to include such information in the report.
RC30	Remove Electronic Signature	The system removes the electronic signature of the certifier on a registered record that has been rejected.	M - Modify	Genesis will work with the State to identify the business logic for deleting the certifier signature from the record as the record is rejected from the State office.
IT44	Rejected Records Pop Up Message	When a facility user logs on, the system provides a pop up message indicating that there are rejected records that need to be reviewed.	M - Modify	In the current configuration, the pop up message only shows records past due State period of time, but does not show a pop up message for rejected records. Genesis will modify its system to include such a pop up message.

Rule No.	Short Name	Description	Vendor Response	Comments
A4	Mobile App	At a minimum, any mobile application "app" is supported on IOS, Windows mobile and Android.	M - Modify	Genesis applications are supported in the mobile browsers developed in HTML5 but are not developed as mobile apps that can be installed on any of these devices. Genesis will work with the State to identify the functions of the application that can be converted into a mobile app for efficient use.
A6	Mobile App Security	Mobile apps adhere to the same encryption standards as the "desktop" application.	M - Modify	Genesis applications are supported in the mobile browsers developed in HTML5 but are not developed as mobile apps that can be installed on any of these devices. Genesis will work with the State to identify the functions of the application that can be converted into a mobile app for efficient use.
A24	Overall System Performance	The system provides a notification or alert of latency issues directed automatically to technical staff of problems with remote office system performance.	M - Modify	The current configuration of Genesis application does not alert users of any latency issues on the server side. Genesis will modify its solution to include an email notification to the concerned users about the latency on the servers.
B17	Days for notice	The number of days prior to a user's password expiration at which time an expiration notice is sent is State-defined.	M - Modify	In the current configuration a System Administrator can set the password expiration duration, but cannot specify the expiration notice that is sent to the users. Genesis will modify its Security Configuration module to include a parameter that a System Administrator can set at which time an expiration notice is sent to the user.

B18	Prompt to update email/phone	The system directs the user to update their email and phone number whenever the password is changed.	M - Modify	The current configuration of the system does not direct the users to update their email and phone number every time the password is changed. Genesis will modify its security module to prompt users to upate this information when the password is changed.
B20	Self-service password reset	Passwords for users can be reset based on successfully answering their pre-set security questions.	M - Modify	The current configuration of the system does not require users to answer preset security questions in order to reset their password. Genesis will modify its security module to accommodate preset security questions.
B21	Security questions	Users can select their security questions from a list.	M - Modify	The current configuration of the system does not require users to answer preset security questions in order to reset their password. Genesis will modify its security module to accommodate preset security questions. When a user logins for the first time and they are asked to reset their password, at that time they will be presented with a list of possible security questions.
B26	Multiple system sessions	The system allows users to be signed into more than one device at a time.	M - Modify	In the current configuration the user is not allowed to sign into the application more than one device at a time. Genesis will modify its solution to allow users signing into multiple devices at the same time.
C8	Trainee Status	When an account is established the user account information includes a flag to indicate trainee status.	M - Modify	In the current configuration of the Security module there is no separate flag to indicate trainee status. However, users can create multiple profiles for their purposes. Also trainee tasks can be routed to Audit queues for verification before their changes are applied to the record

C9	Trainee Flag Controls Queue	If the trainee flag is set to Yes, transactions completed by that individual may be queued for review.	M - Modify	Genesis current configuration does not allow records to be queued for review based on any flag. However, trainee tasks can be routed to Audit queues based on security process for verification before their changes are applied to the record
C35	View information	The users' privileges for viewing specific data elements within the system are controlled at the field level by role/profile authorization.	M - Modify	In the current configuration the access priviledge of the users is defined at the record level. Genesis will customize its application to provide field level access to the users.
C36	Authority is set at the field level	Access to write or change information is controlled at the field level through the user role/profile.	M - Modify	In the current configuration the access priviledge of the users is defined at the record level. Genesis will customize its application to provide field level access to the users. Included in C35.
C37	Data edit overrides	Data edit overrides are authorized through profiles on a field by field	N- Cannot Meet	The current configuration does not allow data edit overrides. Because of NCHS guidelines, the
C38	Hierarchy to override	The system provides the ability to define a hierarchy of who can override who for a given data field.	M - Modify	The current configuration provides system defined hierarchy of who can override based on user role. Geneis will customize its solution to provide user defined hierarchy for editing of a given data field if required. Included in C35.
C41	Tax ID captured	Every institution record contains a tax id number (FEIN or SSN) depending on the type of institution.	M - Modify	The current configuration does not capture unique identification number for every type of institution. Genesis will modify its Library Maintenance module to capture unique ID number for all institution types.
C43	Corporate identities	Establishments (such as funeral homes or hospitals) can be grouped together in corporations to centralize the processing of birth or death certificates.	M - Modify	The current configuration of Genesis application does not allow grouping of entities for central processing. Genesis will work with the state to define the requirements during JAD sessions to accomplish this task.

C44	Corporate entry of death records	The system provides the ability, but does not require, grouping of corporate establishments to allow the data entry for multiple establishments to be done from a central location.	M - Modify	The current configuration of Genesis application does not allow grouping of entities for central processing. Genesis will work with the state to define the requirements during JAD sessions to accomplish this task.
C45	Corporate signing	The system allows, but does not require, grouping corporate establishments together to allow for central signing of the records that are entered at multiple locations.	M - Modify	The current configuration of Genesis application does not allow grouping of entities for central processing. Genesis will work with the state to define the requirements during JAD sessions to accomplish this task.
C52	User and role/profile are associated with a timeframe	Assignment of a role/profile to an individual user include a date upon which the role becomes active and a date upon which the role becomes inactive.	M - Modify	In the current configuration user role/profile are not date driven, but are driven through a active and inactive flag. Genesis will modify its application to drive the users role/profile based on a date parameter set by the Application Administrator.
C53	Role/Profile begin date	The date a role/profile associated with an individual becomes active can be auto populated with the current date.	M - Modify	In the current configuration user role/profile are not date driven, but are driven through a active and inactive flag. Genesis will modify its application to drive the users role/profile based on a date parameter set by the Application Administrator.
C54	Role/Profile end date	The date a role/profile associated with an individual becomes inactive can be set in such a manner as to make the role perpetual.	M - Modify	In the current configuration user role/profile are not date driven, but are driven through a active and inactive flag. Genesis will modify its application to drive the users role/profile based on a date parameter set by the Application Administrator.

C55	Check from and to dates	If from and to active dates are present for either standard role/profile or the role/profile and individual relationship, the system uses the date to determine if access should be granted.	M - Modify	In the current configuration user role/profile are not date driven, but are driven through a active and inactive flag. Genesis will modify its application to drive the users role/profile based on a date parameter set by the Application Administrator.
C58	Emergency Mode	The system provides an emergency management option which allows for an easy way to activate a separate role/profile for designated users for use during times of emergency.	W - Workflow or System Configuration Required	A named group of security processes can be defined that contains the specific additional system processes that need to be provided to designated users in times of emergency. The named group of processes can then be added to the designated users' profiles and later be removed without impacting the original profile of each user.
C64	Deactivate an authorized institution	If the role/profile of an institution is deactivated, all the users at the institution are prevented from starting new records, but can finish existing records.	M - Modify	In the current configuration once an institution is deactivated, the users at that institution no longer have access to existing records and can no longer create new records. Genesis will modify the application to allow users at a deactivated institution to complete existing records.
C67	Deactivated institutions	If a record is associated with a deactivated institution, the system displays the deactivated institution information with the record, along with	M - Modify	In the current configuration the institution that processed the record always remains with the record itself regardless if the institution is active or inactive. Genesis will modify its application to show an
E20	Restricted records indicator	Access to individual records can be restricted using an indicator code so that printing of certified copies for these records requires supervisory override.	M - Modify	Genesis applications have the record flagging function that allows or prevents the user from printing a certified copy. Genesis will modify its solution to provide an indicator code such that a supervisory override is required for such cases.

F13	Role/profile determines alerting privileges	The user's role/profile determines what kind of alerting privileges (setting or resetting) the user has.	M - Modify	In the current configuration there is a single security process that controls the setting or resetting of all of the alerts within the system. Genesis will modify its application to create separate security processes for every kind of alerts in the system.
F14	Interaction between alerts and data fields	When an alert has a relationship to another data field, the system highlights the fact that the related data must be completed. (For example, adding the "Deceased" indicator on a birth record triggers a message that a Death Certificate Number should also be entered.)	M - Modify	In the current configuration, not all of the alerts with relationship to another data field highlights the corresponding message. Genesis will work with the State to identify the alerts based on which system should highlight the related data item's completion message.
F15	Alerts identify action	A description of the procedure that the employee follows for specific alerts is stored in the system and is available to the user if the alert is displayed.	M - Modify	The current configuration does not include specific instructions for the employess to follow for an alert. Genesis will include such instructions for each kind of alert in the system.
G15	Legacy files indicator for individual records	The legacy verification indicator can be manually set for individual records.	M - Modify	Currently the legacy record indicator can only be set by the conversion program. Genesis will add a manual flag of legacy verification indicator to be set and reset from the front end.
G16	Legacy files indicator for groups of records	The legacy verification indicator can be manually set for a group of records with a common characteristic without having to access every record.	M - Modify	Currently the legacy record indicator can only be set by the conversion program. Genesis will add a manual flag of legacy verification indicator to be set and reset on a group of records from the front end.
G17	Change legacy indicators	All legacy indicators can be changed by an authorized user of the system if the condition that caused them to be set is altered.	M - Modify	In the current configuration the system resets the legacy indicator code if the condition that caused it is altered. Genesis will modify its solution to allow for an authorized user to change the legacy indicator stamped on a record.

H9	Flag fields can be reset by user	If the user determines that a given record has to be re-exported, the user can indicate in some way that it should be resent.	M - Modify	Currently a record is re-flagged for extract based on certain business rules set in the system. Genesis will modify its solution to allow the user to re-flag records for extract purposes.
I11	Merge duplicates	An authorized user has the option to merge information from duplicate records before deleting the duplicate.	M - Modify	Genesis will work with the State to determine specifics of this duplicate merge requirement and define the rules upon which the merge process would be based.
I12	Timeframe for abandonment of records	The timeframe for determining when an active, unregistered record is considered for abandonment is State-defined and configurable.	M - Modify	Currently the solution provides a way for an authorized user to abandon a record at any time before registration. Genesis will modify its solution to provide a queue of all such records that may have been abandoned based on the State defined timeframe.
I13	User-defined period for abandonment	The period of time to classify a record as potentially abandoned can be different for each event type.	M - Modify	Currently the solution provides a way for an authorized user to abandon a record at any time before registration. Genesis will modify its solution to provide a queue of all such records that may have been abandoned based on the State defined timeframe.
I17	Deactivate abandoned records	Only authorized users at the State may deactivate abandoned records from system.	M - Modify	Currently the system does not allow the deactivation of an abandoned record. Genesis will modify its solution to allow for authorized users at the State to deactivate abandoned records.
I20	User elects not to abandon record	Even though a record meets the time frame for abandonment, the State may elect not to abandon the record by resetting the status prior to purging.	M - Modify	Currently the solution provides a way for an authorized user to abandon a record at any time before registration,but there is no automatic abandonment process. Genesis will modify its solution to provide a queue of all such records that may have been abandoned based on the State defined timeframe and the State will be able to reset the status of the record.

J5	Configure menus	Menus are configurable by the State Configuration Manager.	N- Cannot Meet	In the current configuration, menus are driven by security process and roles and as such because of business rules attached to it cannot be made configurable.
J24	Access to associated record history	Once a record is accessed, a user with the proper authority can easily display the history of changes to the record.	M - Modify	Currently in the solution history of changes is maintained for the registered records and such changes can be viewed by the authorized users. System does not keep track of changes that are made to the unregistered records. Genesis will customize the solution to include the history of changes for unregistered records if required.
J27	Access to associated list of printed outputs	Once a record is accessed, a user with the proper authority can display a list of all correspondence including faxes, queries, and printed outputs related to the record, e.g., certified copies, abstracts.	M - Modify	In the current configuration system keeps track of number of times a record has been issued, but does not keep a history of all correspondence that occurs with that record during its lifetime.Genesis will work with the State to identify the correspondence and history that needs to be maintained. Included in J24.
J41	Designation of control type	The State Configuration Manager can designate the type of control for a specific field (e.g. free text, pick list).	W - Workflow or System Configuration Required	The current configuration of the solution does not allow a user to change a type of control for an existing specific field, but user can disable the existing field and add this as a new field with desired control type.
J49	Read-only fields	Fields can be made "read-only" based on role/profile.	M - Modify	The current configuration does not present a "read-only" profile for the users of the system. Genesis will customize its solution to provide a field level "read-only" access to the system users if required. Included in C35.
J55	Field Advance	The system can be configured for certain fields to move directly to the next field without pressing enter or tab when the entry fills the entire field.	M - Modify	In the current configuration there are no fields that advance to the next field upon data entry. Genesis will work with the State to identify and implement such functionality during JAD sessions.

J60	Positive confirmation	Selected functions in the system (for example, abandonment of a record, relinquishing a record, voiding a record,	M - Modify	The current configuration asks for a positive confirmation for all of the system functions. Such confirmations are not configurable currently.
J61	Confirmation configurable by State	The State Configuration Manager can designate which functions in the system ask for a positive confirmation from the user prior to system performing the function.	M - Modify	The current configuration asks for a positive confirmation for all of the system functions. Such confirmations are not configurable currently. Genesis will work with the State to identify the selected functions in which the configurability is required.
L5	Current and new formats	The system can support multiple data formats (old versions as well as the new) for all certificates.	M - Modify	The current configuration of the system only supports the latest version of US Standard certificates. Genesis will work with the State to identify the scenerios in which the old certificate format would be required.
L7	Transition from current to new certificate	The system transitions from any current standard certificate to a new standard certificate in a seamless manner based on the date of the event. This includes changes to data elements and formatting of screens and printed documents.	M - Modify	Genesis's current configuration does not transition from current standard to new standard based on date of event. Genesis will customize its solution to accommodate the requirement. Included in K4.
L15	State specific rules	State-specific business rules (for example the rules for record abandonment) can be defined in system tables even if they are not a topic covered by national rules.	M - Modify	Genesis's current configuration includes certain business rules that can be configured through backend. Genesis will work with the State to identify any specific business rules that needs to be defined in the system tables.
L33	Record ID Number Visible	The unique perpetual record ID number is visible to the users based on role/profile.	M - Modify	In the current solution the perpetual record ID number is visible to all users. Genesis will modify the solution to allow for the number to be seen based on role/profile.

L47	Missing geocodes	If the import file of geocodes does not supply the geocodes for a particular record, the system moves the record to the "no matching geocode" queue and registers the record.	M - Modify	In the current configuration the system allows the record to be registered if a geocode is missing, but there is no "no matching geocode" queue currently where such records are routed. Genesis will modify its system to create a "no matching geocode" work queue filter.
L52	Defaults State defined	The use of default values is State defined and configurable.	M - Modify	In the current configuration the user default values are State defined, but not configurable currently. Genesis will work with the State to identify the use of default values in the system. $11,200.
L55	Change record level notes	Who can edit or remove record level notes is set by role/profile and relationship to the note author (for example, self or supervisor).	M - Modify	Currently any user who has the access of a record is able to add a record level note, but the system does not allow editing or removal of any previously added notes. Genesis will modify the system to allow the user to edit/remove the record level notes based on security level role/profile.
L56	Field level notes	Notes can also be entered at the field-specific level.	M - Modify	The current configuration only allows notes to be entered at the record level. Genesis will customize the system to allow notes to be entered at the field level.
L57	View field level notes	Field level notes are viewable to authorized users from all appropriate screens.	M - Modify	The current configuration only allows notes to be entered at the record level. Genesis will customize the system to allow notes to be entered at the field level. Inclluded in K47
L58	Change field level notes	Who can edit or remove field level notes is set by role/profile and relationship to the note author (for example, self or supervisor).	M - Modify	The current configuration only allows notes to be entered at the record level. Genesis will customize the system to allow notes to be entered at the field level. Included in K47
L60	System date and time	The system date and time are stored in UTC.	M - Modify	Currently the system stores date and time as entered by user on the front end. Genesis will modify its offering to store all dates and times in UTC format.

L61	Display in local time	Date and time are converted to appropriate time zone for re-display.	M - Modify	In the current configuration, the dates and times are stored as per the local time zone and are not converted to appropriate time zone for re-display. Genesis will work with the State to identify the requirement and modify its solution accordingly.
L68	Transitional version	The system provides a smooth transition into new specifications. For example, if a new field is initiated on the first day of the year and is only to be used for cases occurring in that year or subsequent years, then system distinguishes which fields to include when it dynamically generates a form.	M - Modify	The screen configurability in the existing system allows the user to preset the addition of new fields within the registration area that can be applied on the day the data is required to be captured for such fields. The system currently does not drive the configuration through dates defined by System Administrator. Genesis will customize its screen configurability in such a fashion that screens can be made available based on dates set by System Administrator. Included in K4.
L74	Change to legal and statistical fields due to amendment within the year	An amendment will change both the legal and statistical fields if the amendment occurs before the State data year is closed.	W - Workflow or System Configuration Required	In the current configuration, a change in the legal field prompts the user (if they wish) to chane the corresponding field in statistical dataset. Genesis will configure its system to meet the requirement.
L75	Change to legal and statistical fields due to amendment after the year is closed	An amendment will change only the legal fields if the amendment occurs after the State data year is closed.	W - Workflow or System Configuration Required	In the current configuration, a change in the legal field prompts the user (if they wish) to chane the corresponding field in statistical dataset. Genesis will configure its system to meet the requirement.
L77	View legal and statistical fields	The system provides authorized Vital Statistics personnel with the ability to view the legal fields (read-only) and the statistical fields side-by-side and alter the statistical fields if desired.	M - Modify	In the current configuration, legal and statistical fields are part of the same record that can be viewed in its entirity as a record. Such fields may not be viewable side by side based on how they are aligned within the screen layout. Genesis will modify its system to allow such review side by side.

M19	Explanation of "unknown"	The system provides the user with the option to enter an explanation in a text field whenever a selectable list contains "unknown" or a similar value .	M - Modify	The current configuration does not provide an option to enter an explanation for every field that allows "unknown". Genesis will work with the State to identify the fields that requires an explanation for an "unknown" data value.
M20	Mandatory comments	The system provides the ability for the State Configuration Manager to make a specific type of comment mandatory.	M - Modify	In the current configuration the system drives what comments are mandatory and the entry of such mandatory comments is not user configurable. Genesis will customize its solution to allow the Configuration Manager to make certain comments mandatory. $7,200.
M21	Tracking Errors on Record	The record status indicates that the edit errors were bypassed and the record is incomplete.	M - Modify	In the current configuration the record status indicates if the record is incomplete, but not that edit errors were bypassed. Genesis stores all of the bypass edits in the database that can be made available to the users on the front end.
M25	Record level validation when record marked complete	Edit validation of the entire record for accuracy and completeness, following NCHS and State specified rules, is performed when the user indicates that the record is "complete."	M - Modify	In the current configuration, NCHS edits and crosschecks are executed at the time of data entry so that data is validated right at the source of entry. Genesis will modify its system to allow a record level validation when the user indicates that the record is complete.
M26	Edit messages appear together	All error messages are reported at the same time and in a common location on the screen.	M - Modify	In the current configuration, NCHS edits and crosschecks are executed at the time of data entry and as such, error messages are shown right at that time. Genesis will modify its system to allow a record level validation as well where all the error messages are reported at the same time and in common place.

M33	QA check on "no answer" values	An automated QA check notifies the user and supervisor if a significant number of "no answer" values exist in any one record.	M - Modify	In the current configuration there is no system defined QA check to notify the supervisor if a significant number of "no answer" exists on a record. Genesis will modify is application to include an automated QA check that will notify the supervisor if a significant number of "no answers" values exist on a record.
M34	SSA data acceptance	System queues for display records with any soft edit that will not be accepted by SSA (e.g. digits in name field).	M - Modify	The current configuration does not queue records that bypass a soft edit and will not be accepted by SSA.Genesis will modify its application to provide a queue for such records.
M41	Log date/time of override	The system captures and logs the date/time and user ID on an override.	N- Cannot Meet	Genesis will work with the State to identify constraints along with date, time, and user ID which are overriden with pertinent details by an authorized user.
M44	Enter text comment on override	The system allows a user to enter a text comment on the reason for the override.	N- Cannot Meet	Genesis will work with the State to identify constraints along with date, time, user ID, and comments which are overriden with pertinent details by an authorized user.
N31	Rules on records returned	Rules can be configured to define a reasonable result set from a search.	M - Modify	In the current configuration the search rules are defined by the system and are not configurable. Genesis will customize its solution to accommodate configurable search rules.
N33	Too much time	Rules can be established to prompt a user if the search is expected to take more than a specified amount of time.	M - Modify	In the current configuration users are not notified when a search takes more than a specified amount of time. Genesis will work with the State to define the rule based on which prompt should occur if the search is expected to take more than specified amount of time. Included in N31.

N34	User options on search	The user can respond to "too many records" or "too much time" by either canceling the search request or proceeding with the request.	M - Modify	In the current configuration for performance reasons users are prompted to refine their search criteria if there are too many records returned. Genesis will work with the State to define the rules for the "too much time" search request.
N43	Display Record Status	When a search list is displayed, the status of the record displays on the list.	M - Modify	In the current configuration the status of the record is not displayed in the search list. Genesis will modify its solution to include the status of the record in the search list.
O12	Filter any column	Filtering can apply to any column within the queue list.	M - Modify	In the current configuration filtering can be applied on system defined fields instead of any field as stated in this requirement. Genesis will work with the State to understand and implement filtering based on any column within the queue list.
O13	Ability to print queues	The system allows the user to print a list corresponding to the contents of any queue.	M - Modify	In the current configuration the content of the queues cannot be printed. Genesis will modify its solution to allow for users to print the contents of any queue.
O15	Highlight aging records	Records approaching or past the State-defined time limit for that queue are highlighted.	M - Modify	Genesis will work with the State to understand the highlighting mechanism so that the users can easily identify records approaching State defined time limit. For the records that have passed the State defined time limit, Genesis provides a separate work queue filter by the name "Late Records." Additionally, the system gives a notification to the users for the number of records that are pending in the Late Records queue.

P9	Medical exceptions	If records that are registered immediately have medical exceptions they are added to a queue for post-registration review.	W - Workflow or System Configuration Required	In the current configuration, records with medical exceptions do not queue up in the post registration review queue. Genesis will work with the State to identify the business rules for this queue and configure the system accordingly.
P10	Demographic exceptions	Records submitted with demographic exceptions go to a queue based on the nature of the exception for post registration review.	W - Workflow or System Configuration Required	In the current configuration, records with demographic exceptions do not queue up in the post registration review queue. Genesis will work with the State to identify the business rules for this queue and configure the system accordingly.
P14	Register all from a queue	Alternatively, an authorized user can decide, for this time only, to register all the records in the queue even if the exceptions remain.	M - Modify	In the current configuration, an authorized user has to register each record one at a time so as to create greater control review and registration process. Genesis will modify its system to allow the authorized user to register all of the records in the queue at the same time.
P15	Decision to register all is part of the program	The ability for an authorized user to register records as a group from a queue on demand is part of the registration program that does not require a separate configuration step.	M - Modify	In the current configuration, an authorized user has to register each record one at a time so as to create greater control review and registration process. Genesis will modify its system to allow the authorized user to register all of the records in the queue at the same time.
R23	Unread messages	If a message related to an action item is not read within a State-defined period of time, a message is automatically sent to the appropriate user for follow-up.	M - Modify	In the current configuration, the messages do not require a follow up if not read within a State defined timeframe. Genesis will work with the State to identify and understand this requirement fully and modify its system accordingly.
S3	Include private email address for replies	Outgoing system emails that request a reply provide the recipient with a valid	W - Workflow or System Configuration Required	The content of the email can be configured to include the valid email addresses for return emails.

T6	Confirm records not requiring signing	A similar confirmation message to that sent at the time of signing is sent when records that do not require signing (such as birth records) are sent to the State for registration.	M - Modify	The system currently does not include a confirmation message for the records that do not require signing and are sent to State for registration. Genesis will modify its system to include such confirmation.
U10	Reporting for an event	The system provides the capability to create reports from a log on any type of event.	M - Modify	In the current configuration, the logs are displayed as net change history within a record and does not allow creation of report based on event, time period, user and/or group of users. Genesis will work with the State to customize its application for the system to provide the capability to create such reports.
U11	Reporting for a time period	The system provides the capability to create reports from a log of all events for a specific time period.	M - Modify	In the current configuration, the logs are displayed as net change history within a record and does not allow creation of report based on event, time period, user and/or group of users. Genesis will work with the State to customize its application for the system to provide the capability to create such reports. Included in U9.
U12	Reporting for an event record	The system provides the capability to create reports from a log of all events related to a certain record.	M - Modify	In the current configuration, the logs are displayed as net change history within a record and does not allow creation of report based on event, time period, user and/or group of users. Genesis will work with the State to customize its application for the system to provide the capability to create such reports. Included in U9.

U13	Reporting for users	The system provides the capability to create reports from a log of all activities of a user.	M - Modify	In the current configuration, the logs are displayed as net change history within a record and does not allow creation of report based on event, time period, user and/or group of users. Genesis will work with the State to customize its application for the system to provide the capability to create such reports. Included in U9.
U14	Reporting by group of users	The system provides the capability to create reports from a log of all activities of a group of users.	M - Modify	In the current configuration, the logs are displayed as net change history within a record and does not allow creation of report based on event, time period, user and/or group of users. Genesis will work with the State to customize its application for the system to provide the capability to create such reports. Included in U9.
U15	Log on/off	The system has ability to turn off audit logging for specific events, by log type.	M - Modify	The current system does not include the ability to turn off audit logging by event or log type. Genesis will modify its system to provide this functionality.
W4	Retrieval of archived information	The system provides easy access to archived information in a format that can be displayed or analyzed in a similar manner as before it was archived.	M - Modify	The system currently allows the archiving and reinstatement of records from the back-end process including the types of data. Genesis will work with the State to provide a user interface to the authorized user for archiving and reinstating records based on State defined parameters.
W5	Reinstate archived information	Authorized users can retrieve and reinstate archived records for processing.	M - Modify	The system currently allows the archiving and reinstatement of records from the back-end process including the types of data. Genesis will work with the State to provide a user interface to the authorized user for archiving and reinstating records based on State defined parameters.

X14	Watermarks state defined	The use of watermarks is state-defined and can be changed by the state configuration manager.	M - Modify	Currently the use of watermarks is not state-defined. Genesis will modify its system for the State's configuration manager to configure the use of watermarks.
X24	Print case options	The system provides the option to print in "mixed" case (e.g. MacDonald) or all upper case when data is entered in mixed case.	M - Modify	In the current configuration, all data is stored and printed in uppercase by default. Genesis will modify its system to provide printing as an option in either "mixed" case or "upper" case.
X26	Clone an output to make a new output	The system provides authorized users with an easy way to create new reports by cloning existing reports.	N- Cannot Meet	The current system does not allow any report/output to be cloned and create a new one out of that. Genesis will work with the State to identify the type of reports that can be cloned and recreated.
X29	State can add new reports to menus	The State can add reports that were created by the State to menus.	N- Cannot Meet	The standard report created through configurable module does not allow such reports to be added as menus because of the role/process driven business rules attached to the menu and its functions.
X32	Simple math	The report writer includes the capability to do simple math such as adding a column or counting the number of entries in a column.	M - Modify	The current configuration of report builder does not allow mathematical function and addition of sub-totals and totals in a report. Genesis will modify its system to allow this feature within its system.
X42	Totals and subtotals	The report writer allows the State to create reports with sub-totals and totals.	M - Modify	The current configuration of report builder does not allow mathematical function and addition of sub-totals and totals in a report. Genesis will modify its system to allow this feature within its system.
Y2	Forms	Multiple form templates can be State-configured.	N- Cannot Meet	Genesis modules do not contain forms configuration because of the accurate precision of the forms and various business rules attached to it.

Y7	Modify certificate	Certificate forms (e.g. birth cert or death cert) can be modified by the state configuration manager.	N- Cannot Meet	Genesis modules do not contain forms configuration because of the accurate precision of the forms and various business rules attached to it.
Y8	Modify forms	Forms (e.g., burial removal transit permits or parent worksheets) can be modified by the state configuration manager.	N- Cannot Meet	Genesis modules do not contain forms configuration because of the accurate precision of the forms and various business rules attached to it.
Y34	Print Button Security	The EVRS application prevents a user who has displayed a record on the screen from using the print screen button to create printed output, unless specifically authorized.	M - Modify	There are differennt ways a record can be screen captured on the screen, for example print screen, mobile camera, snipping tools etc Genesis cannot control all different ways of screen capture. Genesis will work with the State to prevent keyboard screen capture.
Z12	Analyze by group	Analysis can be over a specified time for a group of users by role/profile.	M - Modify	In the current configuration, the analysis cannot be done as per group of users. Genesis will modify its system to add such analysis capability.
AA13	VitalChek/system interface	The system includes the ability to import VitalChek records so that they can be processed as if they were entered directly into the system.	M - Modify	Genesis has provided an interface to Vital Check in the past. Genesis will provide its interface to it the Fee and Issuance system as we have done in Georgia. Genesis will also provide the interface to its related entity GoCertificates allowing WV to accept those orders as well.
AA14	Identify source	Requests initiated from VitalChek are identifiable from requests generated in the system.	M - Modify	Genesis will establish a separate filter for Vital Check orders. Genesis has a separate filter in its Fee & Issuance application for GoCertificates orders.
AA21	Email interface	The system email feature works with MS Office as well as other popular	N- Cannot Meet	Genesis will work with the State to identify the integration with Office 365 or other popular email

AA28	Print legacy images configure by event	Printing from legacy images is configurable by event.	W - Workflow or System Configuration Required	In the current configuration, an authorized user can configure the legacy record to print it from image or electronic data based on legacy data with image workflow.
AA37	Display informs user that scanned documents exist	When a record is displayed that has scanned documents attached, the screen contains an alert to the user that images	M - Modify	The current configuration does not include an on screen alert to the user if an image exists. Genesis will modify its system to provide such an alert based
AA48	EHR integration	The system integrates with EHR systems through a standard process.	N- Cannot Meet	Genesis is the only Vital Records vendor to participate with CDC in the development of the interoperability standards. Accordingly, yes, the system is optionally capable of interfacing through the CDC standard process/profile. For Birth Genesis would follow the promulgated IHE standard which requires the use of the Retrieve Form for Data Capture (RFD) flow using the standard content profile which is a CDA document. For Death Genesis would follow the HL7 Version 2.5.1 Implementation Guide: Vital Records Death Reporting. These flows are the current standards. Sufficient information was not provided in this RFP in order to formulate a cost.
AA49	Health Exchange	The system integrates with all WV Health Information Exchanges	N- Cannot Meet	Genesis can and has integrated with HIEs however information provided in this RFP does not have significant detail to facilitate developing a cost for the integration
AA50	Populate record	The system populates the birth record with information from the EHR or health exchange based on configurable rules.	N- Cannot Meet	Genesis can meet this requirement however the information provided in the RFP was insufficient to provide a cost for this functionality

AA51	Interoperability	The system includes features that support interoperability between the system and other relevant health related systems.	N- Cannot Meet	Genesis is the only Vital Records vendor to participate with CDC in the development of the interoperability standards. Accordingly, yes, the system is optionally capable of interfacing through the CDC standard process/profile. For Birth, Genesis would follow the promulgated IHE standard which requires the use of the Retrieve Form for Data Capture (RFD) flow using the standard content profile which is a CDA document. For Death Genesis would follow the HL7 Version 2.5.1 Implementation Guide: Vital Records Death Reporting. However the information provided in the RFP was insufficient to provide a cost for this functionality.
AA54	Standard messaging	The system uses standard messaging formats that are compatible with NAPHSIS, NCHS and the HIE requirements (HL7 or other approved standards).	N- Cannot Meet	The system is optionally capable to meet this requirment, however the RFP does not contain sufficient information to develop a cost.
AA55	Standard vocabulary	Data interchange uses standard vocabulary.	N- Cannot Meet	Genesis is the only Vital Records vendor to participate with CDC in the development of the interoperability standards. Accordingly, yes, the system is optionally capable of utilizing a standard vocabulary, typically HL7 protocol. The system is also capable of utilizing SNOWMED and LOINC codes in both the CDA profile and messaging standards. Genesis is capable of assimilating these code sets for Birth, Death and Fetal Death. Information provided in this RFP was insufficient to develop a cost.

AA56	Interchange standards	The system provides the ability to use interchange standards for exchange of data with another health system.	N- Cannot Meet	Genesis is the only Vital Records vendor to participate with CDC in the development of the interoperability standards. Accordingly, yes, the system is optionally capable of utilizing a standard interchanges, typically utilizing HL7 protocol as outlined above. The system is also capable of utilizing SNOWMED and LOINC codes in both the CDA profile and messaging standards. Genesis is capable of assimilating these code sets for Birth, Death and Fetal Death. Information provided in this RFP was insufficient to develop a cost.
AA57	Seamless exchange	The system seamlessly performs interchange operations with other systems that adhere to interchange standards.	N- Cannot Meet	Yes the system is optionally capable of followingin a seamless exchange through the use of the currrent standards which for Birth follows the Retrieve Form for Data Capture (RFD) process as outlined above. For Death Genesis would follow the HL7 Version 2.5.1 Implementation Guide: Vital Records Death Reporting. Information provided in this RFP was insufficient to develop a cost.
AA58	Different versions	The system provides the ability to use different versions of interchange standards.	N- Cannot Meet	In order to respond fully, Genesis would need to acquire additional information as to what versions will be in play. Accordingly pricing of this element is not possible at this time. Information provided in this RFP was insufficient to develop a cost.
AA59	Change standard	The system provides the ability to change (reconfigure) the way data is transmitted as an interchange standard evolves over time and in accordance with business needs.	N- Cannot Meet	In order to respond fully, Genesis would need to acquire additional information as to which interchange standard(s) will be in play. Geneis is capable of adding this functionality depending on the facts and circumstanses at some future date. Accordingly pricing of this element is not possible at this time.

AA60	Delete standards	The system provides the ability to delete an interchange standard.	N- Cannot Meet	In accordance with the structure and pricing outlined above, the system is capable of deleting an interchange. Information provided in this RFP was insufficient to develop a cost.
AA61	Prior standards	The system incorporates the ability to interoperate with other systems that use known earlier versions of an interoperability standard.	N- Cannot Meet	In oder to respond fully, Genesis would need to acquire additional information as to operate with other systems using earlier versions. Geneis is capable of adding this functionality (including even assimilating an ASCII or Excel file) and is dependent on the facts and circumstanses at some future date. Accordingly pricing of this element is not possible at this time.
AA62	Comply with VRFP	The EHR implementation incorporates the HL7 Electronic Health Record System (EHR-S) Vital Records Functional Profile (VRFP) that supports messaging between EHR systems and vital records.	N- Cannot Meet	Yes as outlined above, the system includes the current promulgated standards which support can support RFD flow for Birth and for Death messaging between 'EHR-and VR systems. Information provided in this RFP was insufficient to develop a cost.
AA63	Comply with NCHS Pre-Populate rules	The EHR implementation incorporates the work done by NCHS that specifies the data elements that may be pre-populated from an EHR or HIE to a vital records system.	N- Cannot Meet	Genesis is the only Vital Records vendor to participate with CDC in the development of the interoperability standards. Accordingly, yes, the system is capable of Pre-Population as a required in the IHE-QRPH-BFDR-E profile Information provided in this RFP was insufficient to develop a cost.
BB1	Role/profile based creation	The ability to create imports and exports is role/profile based.	M - Modify	The current configuration allows the creation of custom exports but not imports. Genesis will work with the State to understand the requirements and customize the system accordingly.

BB5	Record format	The format of the import or export is State-defined and configurable.	M - Modify	The current configuration allows the creation of custom exports but not imports. Genesis will work with the State to understand the requirements and customize the system accordingly. Included in AA1.
BB6	User selected filters	The filters for an import or export are configurable and editable by the State.	M - Modify	The current configuration allows the creation of custom exports but not imports. Genesis will work with the State to understand the requirements and customize the system accordingly. Included in AA1.
BB7	Change record sequence	The sequence of records in an import or export is configurable and editable by the State.	M - Modify	The current configuration allows the creation of custom exports but not imports. Genesis will work with the State to understand the requirements and customize the system accordingly. Included in AA1.
BB8	Data Format	The system allows the user to select from a defined list the file format of an import or export (for example, text, Excel).	M - Modify	The current configuration allows the creation of custom exports but not imports. Genesis will work with the State to understand the requirements and customize the system accordingly. Included in AA1.
BB9	Create new imports	The system provides the ability for the State to define new imports as they become known.	M - Modify	The current configuration allows the creation of custom exports but not imports. Genesis will work with the State to understand the requirements and customize the system accordingly. Included in AA1.
BB10	Transform coded data upon import	Data can be automatically transformed upon input from a code provided in the incoming data to the corresponding State code.	M - Modify	The current configuration allows the creation of custom exports but not imports. Genesis will work with the State to understand the requirements and customize the system accordingly. Included in AA1.
BB18	Output data in State-defined format	The system provides the ability to output data in a State-defined format (preferably HL7) that meets a particular	M - Modify	Genesis application can optionally provide output data in a State-defined format utilizing HL7 (non-user configurable) that meets a particular set of

CC3	Hospital export	The system provides the ability for hospitals to export, through a State-defined format, authorized data in a user-defined export format for loading into their own system.	M - Modify	Genesis will work with the State to define a format that can be used by all of the hospitals to extract authorized data for importing into their business systems.
CC18	Cause of Death Rapid Reporting Extract	System provides an extract in HL7 OBX format that allows the State to rapidly report cause of death information to interested agencies.	N- Cannot Meet	The system can optionally support the HL7 Version 2.5.1 Implementation Guide: Vital Records Death Reporting in order to facilitate the rapid reporting of the Cause of Death information. Information provided in this RFP was insufficient to provide a cost
CC19	Fact of Death Rapid Reporting Extract	System provides an extract in HL7 OBX format that allows the State to rapidly report fact of death information to interested agencies.	N- Cannot Meet	The system can optionally support the HL7 Version 2.5.1 Implementation Guide: Vital Records Death Reporting in order to facilitate the rapid reporting of the Fact of Death information. Information provided in this RFP was insufficient to provide a cost.
EE18	Guidelines for changing and maintaining reports	The Report Writer Guide includes guidelines for how to make changes to reports and forms that the State can maintain.	N- Cannot Meet	The current configuration does not include changes to the existing reports and forms and as such this documentation is not included in the system.
HH5	Disaster queue	Death records linked to a disaster can be viewed from a queue for quality assurance of COD coding.	W - Workflow or System Configuration Required	In the current configuration, there is no such queue that exits for reviewing records specific to records linked to a disaster. Genesis will work with the State to configure such queue for QA purposes.
II1	Compatibility with NIOCCS Coding	The system produces a file in a format compatible with the NIOCCS Occupation and Coding System.	M - Modify	The current configuration does not produce a file in a format compatible with the NIOCCS Occupation and Coding System. Genesis will modify its system to produce such a file.
II3	Option to select file format	The state can select either the NIOCCS Slim File Format or the Expanded File Format.	M - Modify	The current configuration does not produce a file in a format compatible with the NIOCCS Occupation and Coding System. Genesis will modify its system to produce such a file.

II5	Information to be included	The file includes the record ID#, industry title and occupation title from the death record.	M - Modify	The current configuration does not produce a file in a format compatible with the NIOCCS Occupation and Coding System. Genesis will modify its system to produce such a file.

ID	Task Name	Duration	Start	Finish
1	**WV EVRS Phase 1 - Death and Point of Sale**	**406 days**	**Mon 6/3/19**	**Mon 12/21/20**
2	Contract Start Date	0 days	Mon 6/3/19	Mon 6/3/19
3	**Planning and Administration**	**33 days**	**Tue 6/4/19**	**Thu 7/18/19**
4	Project Initiation	3 days	Tue 6/4/19	Thu 6/6/19
5	Genesis authors updated Phase I project plan and schedule	10 days	Fri 6/7/19	Thu 6/20/19
6	State reviews and provides feedback on draft Phase 1 project plan and schedule	10 days	Fri 6/21/19	Thu 7/4/19
7	Genesis revises and provides final detailed Phase 1 project plan and schedule	5 days	Fri 7/5/19	Thu 7/11/19
8	State reviews and signs off on final detailed Phase 1 project plan and schedule (MS1-A)	5 days	Fri 7/12/19	Thu 7/18/19
9	**Death and Point of Sale Confirmation of Business and System Requirements**	**82 days**	**Mon 7/22/19**	**Tue 11/12/19**
10	Setup of Death and Point of Sale GAP Analysis Environment (Deliverable MS2-A)	3 days	Fri 7/19/19	Tue 7/23/19
11	Onsite Gap Analysis and Death and Point of Sale Design Sessions (Deliverable MS2-B)	10 days	Wed 7/24/19	Tue 8/6/19
12	First draft of Death and Point of Sale requirements (Business and Gap analysis documentation and State Security Documentation)	40 days	Wed 8/7/19	Tue 10/1/19
13	State review of Death and Point of Sale requirements (Business and Gap analysis documentation and recommendation for State Security Documentation)	20 days	Wed 10/2/19	Tue 10/29/19
14	Final version of Death and Point of Sale Requirements (Business and Gap analysis documentation and Recommendation for State Security Documentation)	10 days	Wed 10/30/19	Tue 11/12/19
15	Business and Gap analysis documentation review and sign off (MS2-C) and State Security Documentation (MS2-D) Completed	10 days	Wed 11/13/19	Tue 11/26/19
16	**Phase 1 UAT Defect Tracking Plan**	**30 days**	**Fri 10/18/19**	**Thu 11/28/19**
17	**UAT Defect Tracking Plan**	**30 days**	**Fri 10/18/19**	**Thu 11/28/19**
18	Genesis prepares and delivers UAT Defect Tracking Plan	10 days	Fri 10/18/19	Thu 10/31/19
19	State reviews and signs off on UAT Defect Tracking Plan (Deliverable MS6-A)	10 days	Fri 11/1/19	Thu 11/14/19
20	**Configuration, Development and Testing of Proposed Solution**	**85 days**	**Wed 11/27/19**	**Tue 3/24/20**
21	Code/Unit Testing and Code Review	50 days	Wed 11/27/19	Tue 2/4/20

ID	Task Name	Duration	Start	Finish
22	Genesis conducts Phase 1 internal testing	35 days	Wed 2/5/20	Tue 3/24/20
23	**Data Conversion**	**93 days**	**Fri 11/15/19**	**Tue 3/24/20**
24	**Data Conversion Plan**	**40 days**	**Fri 11/15/19**	**Thu 1/9/20**
25	Genesis prepares and delivers data conversion plan	25 days	Wed 11/27/19	Tue 12/31/19
26	State reviews and provides feedback on data conversion and provides single file layout	10 days	Wed 1/1/20	Tue 1/14/20
27	Genesis incorporates feedback and delivers updated Data Conversion Plan (MS5-A)for Phase 1	5 days	Wed 1/15/20	Tue 1/21/20
28	**Data Conversion Utility Development and Testing**	**30 days**	**Wed 1/22/20**	**Tue 3/3/20**
29	**Development and Testing**	**30 days**	**Wed 1/22/20**	**Tue 3/3/20**
30	Conversion Utility Programming and Testing	30 days	Wed 1/22/20	Tue 3/3/20
31	**Demonstration and Review of Module and Module Installation**	**11 days**	**Wed 3/25/20**	**Wed 4/8/20**
32	Genesis installs Phase 1 modules on UAT testing environment	3 days	Wed 3/25/20	Fri 3/27/20
33	Genesis conducts Phase 1 module walkthrough session with State (Deliverable MS4-A)	3 days	Mon 3/30/20	Wed 4/1/20
34	State reviews Phase 1 modules and confirms UAT readiness	10 days	Thu 4/2/20	Wed 4/15/20
35	**Phase 1 UAT Testing**	**163 days**	**Wed 11/27/19**	**Fri 7/10/20**
36	**UAT Plan**	**25 days**	**Mon 1/27/20**	**Fri 2/28/20**
37	State prepares and delivers UAT Plan	15 days	Mon 1/27/20	Fri 2/14/20
38	Genesis reviews and signs off on UAT Plan (Deliverable MS6-B)	10 days	Mon 2/17/20	Fri 2/28/20
39	**UAT Test Scripts**	**30 days**	**Wed 11/27/19**	**Tue 1/7/20**
40	State prepares and delivers UAT Test Scripts	30 days	Wed 11/27/19	Tue 1/7/20
41	Genesis reviews and signs off on UAT Test Scripts (Deliverable MS6-B)	10 days	Wed 12/25/19	Tue 1/7/20
42	**UAT Testing**	**62 days**	**Thu 4/16/20**	**Fri 7/10/20**
43	Genesis on-site assistance during first round UAT (MS6-C)	3 days	Thu 4/16/20	Mon 4/20/20
44	State performs first round UAT	30 days	Tue 4/21/20	Mon 6/1/20
45	Genesis fixes defects identified during first round UAT and delivers updated Phase 1 modules	10 days	Tue 6/2/20	Mon 6/15/20
46	State performs second round of UAT on updated Phase 1 modules	10 days	Tue 6/16/20	Mon 6/29/20
47	Genesis fixes defects identified during second round UAT and delivers updated Phase 1 modules	5 days	Tue 6/30/20	Mon 7/6/20

ID	Task Name	Duration	Start	Finish
48	State performs final round of death UAT and signs off on fully tested Phase1 modules (MS6-D)	4 days	Tue 7/7/20	Fri 7/10/20
49	**User and Technical Documentation**	**72 days**	**Wed 11/27/19**	**Thu 3/5/20**
50	Genesis prepares and delivers user and technical documentation	40 days	Wed 11/27/19	Tue 1/21/20
51	State reviews and provides feedback on user and technical documentation	20 days	Wed 1/22/20	Tue 2/18/20
52	Genesis incorporates feedback and delivers revised user and technical documentation	10 days	Wed 2/19/20	Tue 3/3/20
53	State reviews and signs off on final user and technical documentation (MS8-A and B)	2 days	Wed 3/4/20	Thu 3/5/20
54	**Training**	**293 days**	**Mon 12/9/19**	**Wed 1/20/21**
55	**Death Training Documentation**	**72 days**	**Thu 12/19/19**	**Fri 3/27/20**
56	Genesis prepares and delivers Comprehensive Training Packet for Phase 1 Modules	40 days	Thu 12/19/19	Wed 2/12/20
57	State reviews and provides feedback on Comprehensive Training Packet for Phase 1 modules	20 days	Thu 2/13/20	Wed 3/11/20
58	Genesis prepares final Comprehensive Training Packet for Phase 1 modules	10 days	Thu 3/12/20	Wed 3/25/20
59	State reviews and signs off on final Comprehensive Training Packet for Phase 1 modules (MS7-A)	2 days	Thu 3/26/20	Fri 3/27/20
60	**Training Module Installation**	**5 days**	**Mon 7/13/20**	**Fri 7/17/20**
61	Genesis installs Phase 1 modules on State training environment	5 days	Mon 7/13/20	Fri 7/17/20
62	**Phase1 Module Training**	**5 days**	**Mon 7/20/20**	**Fri 7/24/20**
63	Genesis provides application training and Technical Training to State (MS7-B and C)	5 days	Mon 7/20/20	Fri 7/24/20
64	**Data and Image Conversion**	**272 days**	**Wed 4/22/20**	**Thu 5/6/21**
65	Death Data conversion before UAT	31 days	Wed 3/4/20	Wed 4/15/20
66	Image conversion before UAT	20 days	Wed 3/4/20	Tue 3/31/20
67	Delta conversion for Phase 1 modules before Pilot	30 days	Mon 7/13/20	Fri 8/21/20
68	Sign Off on Conversion of legacy data files, images and reference tables (MS5-B and C)	0 days	Fri 8/21/20	Fri 8/21/20
69	**Phase 1 Parallel Pilot**	**29 days**	**Fri 5/22/20**	**Wed 7/1/20**
70	**Phase 1 Pilot Implementation Plan**	**29 days**	**Fri 5/22/20**	**Wed 7/1/20**

ID	Task Name	Duration	Start	Finish
71	State prepares Phase 1 Pilot Implementation Plan with Genesis assistance	20 days	Fri 5/22/20	Thu 6/18/20
72	Review and Signature on the Phase 1 Pilot Implementation Plan (MS9-A)	5 days	Fri 6/19/20	Thu 6/25/20
73	**Phase 1 Pilot**	**45 days**	**Mon 7/27/20**	**Fri 9/25/20**
74	State conducts Phase 1 Pilot	30 days	Mon 7/27/20	Fri 9/4/20
75	Genesis provides on-site assistance during Phase 1 Pilot (MS9-B)	5 days	Mon 7/27/20	Fri 7/31/20
76	Genesis fixes bugs identified during Phase 1 Pilot	10 days	Mon 9/7/20	Fri 9/18/20
77	Testing of bug remediation and Sign off on successful Phase 1 Pilot (MS9-C)	5 days	Mon 9/21/20	Fri 9/25/20
78	**Phase 1 Go Live**	**25 days**	**Fri 6/26/20**	**Thu 7/30/20**
79	**Phase 1 Go Live Implementation Plan**	**25 days**	**Fri 6/26/20**	**Fri 7/31/20**
80	State prepares Phase 1 Go Live Implementation Plan with Genesis assistance	25 days	Fri 6/26/20	Thu 7/30/20
81	Signature on the Phase 1 Pilot Go Live Implementation Plan (MS10-A)	0 days	Fri 7/31/20	Fri 7/31/20
82	**Phase 1 Go Live**	**61 days**	**Mon 9/28/20**	**Mon 12/21/20**
83	Genesis provides on-site assistance during Go Live (MS10-B)	5 days	Mon 9/28/20	Fri 10/2/20
84	Full State Implementation of Phase 1 modules	1 day	Mon 9/28/20	Mon 9/28/20
85	Stabilization	60 days	Tue 9/29/20	Mon 12/21/20
86	**Phase 1 System Warranty and Maintenance Support**	**365 days**	**Tue 9/29/20**	**Mon 2/21/22**
87	System Warranty and Maintenance Support for Phase 1 (MS11-A and MS12-A)	365 days	Tue 9/29/20	Mon 2/21/22

Genesis S[illegible]ms, Inc.
Appendix 16-Project Organizational Chart

