



NEW YORK CITY DEPARTMENT OF
HEALTH AND MENTAL HYGIENE

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Commissioner

EVERS Funeral Home Administrator Agreement

The New York City Department of Health and Mental Hygiene (DOHMH) provides the Electronic Vital Events Registration System (EVERS) for the express purpose to prepare, report, file, certify and correct New York City death and termination of pregnancy certificates. This Funeral Home Administrator (“Administrator”) Agreement sets forth specific obligations of the single person (and his/her delegates) in each facility responsible for administering the EVER System. It outlines the statutory basis for vital event reporting in New York City, details the responsibilities of the EVERS funeral home administrator and describes for sanctions in the event of misuse.

Paperless, electronically prepared and certified vital event certificates have the same force and effect as paper certificates with handwritten signatures. The electronic system must be used, administered, protected and respected to the same degree as paper legal documents. It is the facility’s responsibility to ensure that the system is correctly used by its agents, including deputy administrators, funeral directors and support staff.

Selected relevant statutes

Deaths and terminations of pregnancy in New York City must be reported in accordance with Title V, New York City Health Code Articles 203, 205 and 207 and New York City Administrative Code Title 17.

The Health Code requires that most deaths and terminations of pregnancy be reported electronically to the Department by means of computer programs specified and provided or otherwise authorized for use by the Department. If a death certificate has been prepared electronically by a medical facility then funeral directors who take charge of the remains shall report such documents electronically. The Department provides EVERS for this purpose.

Health Code §3.19 provides that

- (a) No person shall make a false, untrue or misleading statement or forge the signature of another on a certificate, application, registration, report or other document in paper, electronic or any other form or medium, required to be submitted or filed with the Department. No person shall make a false, untrue or misleading oral statement to the Department as to any matter investigated by the Department.
- (b) No person shall reproduce or alter or cause to be reproduced or altered a permit, report, certificate or other document in paper, electronic or any other form or medium, issued by the Commissioner, Department or Board if the purpose or effect of such reproduction or alteration is the evasion or violation of any provision of this Code or any other law.

A violation of the Health Code could subject the individual to fines or other penalties.

The EVERS model

EVERS is a distributed system in which each facility is responsible for, among other things, affiliating and de-affiliating its authorized users. The person responsible for this is the Funeral Home Administrator.

The Administrator is trained, supported, credentialed and enrolled by DOHMH. The Administrator, in turn, credentials and enrolls other users, including deputy system administrators, within the facility and only in the vital events module for which the user is responsible.

EVERS comes with a number of pre-set roles. In addition to the Administrator roles above, there are clerical roles and funeral director roles. People in the clerical role may enter and modify information, and only licensed funeral director roles may sign certificates, as well as enter and modify information. Those who have funeral director roles must have their fingerprints enrolled using a biometric device specified by DOHMH, and all electronic signatures must be accompanied by a biometric authentication done through the EVERS software. DOHMH will enroll each Administrator. The Administrator is responsible for enrolling personnel in their proper roles. It is imperative for the integrity of the system that each facility ensures that this has been properly done. *Each facility is responsible for the actions of its enrollees.*

System Administrator responsibilities

The EVERS Administrator is responsible for all of the following in the facility specified below:

1. Enrolling (affiliating) and removing (de-affiliating) of personnel authorized to use the system on behalf of the facility; modifying user roles or de-affiliating users as responsibilities or employment status changes
2. Designating deputy system administrators with most of the same provisioning and de-provisioning powers
3. Establishing with certainty the identity of the users
4. Establishing with certainty the credentials of the users and keeping them up-to-date
5. Maintaining up-to-date contact information of the users
6. Assigning user roles, such that each user only has rights that match the user's credentials (e.g. funeral director, clerk) and organizational responsibilities
7. Treating the electronic system with the same respect and legal status as paper-based systems
8. Ensuring that a user's biometric fingerprint enrollment exactly corresponds to the identity of the user in the system
9. Reporting to DOHMH a change in the system administrator within five business days
10. Reporting security breaches or system misuse to DOHMH immediately at
EVERS@health.nyc.gov

My signature indicates my agreement, and that of the referenced facility, to comply with the above-stated responsibilities, which are subject to the provisions of applicable law.

Funeral home name

Funeral home address

EVERS Funeral Home Administrator Name

Title and Signature

Date

Person authorized to execute agreements

Title and Signature

Date