

Training Opportunities

VIP Electronic Death Registration System (EDRS) and Changes to the Death Certification Process

The EDRS was implemented on September 1, 2014. To assist the user community in transitioning to the new process, the Registry of Vital Records and Statistics has offered weekly in-person Round Table Discussions and Demonstrations. Starting in November, the Registry will support in-person Discussion and Demonstration Sessions by request. The primary audiences are:

1. Medical Facilities staff; staff physicians and physicians with admitting privileges to discuss changes to the certification process and enrollment.
2. City and Town Clerks and Staff to demonstrate and answer questions regarding the amendment process.

Sessions for other communities can be accommodated. To request a session, please email vip@state.ma.us with suggested location(s), dates and times, intended audience, expected number of attendees and your contact information. The Registry can offer the use of the large conference room in Dorchester for interested groups up to 30 that do not have a facility in which to meet.

To support ongoing training needs, the Registry has provided pre-recorded webinars for each user role that can be taken by interested users at any time. The practice environment, The Sandbox, is also available 24 hours / 7 days a week for users to practice in.

The Registry strongly encourages all users to participate in scheduled discussions, listen to the recorded webinars, and practice in the Sandbox environment as much as possible.

Check our VIP Updates website for updates on the project schedule, webinar offerings, enrollment guides, training material and other informational materials at <http://www.mass.gov/dph/edrs>. Please share this information with your colleagues.

Recorded Webinars

To support the training needs of our user community, the RVRS has recorded a set of webinars. Recorded Webinars are available for training anytime.

- Register and take the webinars when you have time. Go to the Educational Materials section of www.mass.gov/dph/edrs to view or download the Links to Recorded Webinars.
- Email specific questions to vip@state.ma.us with the **subject, “Webinar Question”** to have your question routed to program staff. You can also submit questions using the post webinar survey
- Additional webinars on specific topics will be added

EDRS Help Desk Numbers

Contact the V.I.P. Project Team with any questions or comments

- by email: vip@state.ma.us
- **or by telephone**
 - For technical problems using VIP or for enrollment help, call 617-740-2675.
 - For forms, data entry, or policy and procedure help, call 617-740-2674.

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Sandbox Practice

The VIP software practice site, the Sandbox, has been available since April. Download the Quick Start Guide for your user role, watch the recorded webinar for your user role to obtain the password and a demonstration. You can request the Sandbox Cheat Sheet with the usernames that work in the Sandbox by emailing vip@state.ma.us. You will use one of the shared practice usernames to log in. This practice environment will continue to be used for training after implementation: <http://173.166.20.212:8080/vips/>.

- This is a small, practice environment. Performance on this site will not be the same as the production environment. Please expect this site to perform slower than the production system.
- This environment cannot process faxes – in or out. The fax attestation process, evidence faxing, and viewing of faxed images will only be available when we go live.
- Printing is currently not available in the Sandbox. Sample forms are available.
- Always use fictional information that if printed will never be mistaken for an authentic record
- Never use actual social security numbers. Use only 999-99-9999 and confirm that the SSN is unknown.
- If the last name of the decedent is a city or town name, that record is being used by that city or town to practice with partners. If it is not your record, please use another.