Preamble

The purpose of this document is to show the procedures for making amendments to existing records. The procedures spelled out here are also covered in the video training guides and the text document guides found on the resources page: https://www.in.gov/isdh/28076.htm

Under the heading DRIVE Training and Online Demonstrations, the recorded videos of user training are available.

In the DRIVE Funeral Home Providers Recorded Training the pre-Registration amendment process occurs at minute 22:00. The post-Registration amendment process occurs at minute 34:00.

Under the heading DRIVE User Guides are the text documents pertaining to each process.

In the DRIVE User Guide Funeral Homes, the amendment process appears on page 45.
Process to Records Prior to Registration

From the DRIVE Main Menu, select Life Events -> Death -> Locate Case.

Enter as much decedent information as possible to narrow your search results and click Search.

If a record is located, select Preview.
If it is the correct record, click the active link (the decedent’s name) under the heading Decedent Name to open the record.

**Death Search Results**

<table>
<thead>
<tr>
<th>Case Id</th>
<th>Decedent’s Name</th>
<th>Date of Death</th>
<th>Sex</th>
<th>Place of Death</th>
<th>Date of Birth</th>
<th>Preview</th>
</tr>
</thead>
<tbody>
<tr>
<td>4875020</td>
<td>Moore, Alan</td>
<td>JAN-27-2021</td>
<td>Male</td>
<td>OCT-31-1971</td>
<td></td>
<td>Select</td>
</tr>
</tbody>
</table>

Total Records: 1

**Preview**

File Number: 4875020
Decedent’s Name: Alan Moore
Spouse’s Name: Nada Surf
Sex: Male
City or Town of Death:
Residence: Berne Indiana, United States
Mother’s Maiden Name: Never When
Funeral Director: Funeral Director Six
Funeral Home: Abbott Funeral Home, 421 E. Main Street, Delphi
Medical Certifier:
Date Entered: JAN-27-2021

Last Update Made By: Funeral Director Six

Death CC Abstract
Death Transcript
Facts of Death Verification
Provisional Notification of Death
Once the record has been accessed, click on the Sign tab.

Once on the Sign tab / page, click on the Unsign button.
Clicking the **Unsign** button will cause a pop-up to appear. Click on **Okay**.

**Affirmations**

This registration is currently signed.

DRIVE will then note that the record has been **Unsigned**.

**Affirmations**

This registration has been unsigned.
 Having **Unsigned** the case, the fields of each page will no longer be greyed out. You can then select the appropriate tab in the menu to go to the page you wish to update.

Once you make the appropriate changes, make sure to save them using the **Save** button at the bottom of the page.

**Note:** You can use the **Validate Page** button to ensure that that entries conform to data standards.
With the changes saved, click on the **Decedent Attributes** tab. Once there, click on the **Validate Page** button at the bottom.
Clicking the **Validate Page** button will cause the **Sign** tab to reappear.

**Note:** If the Sign tab does not reappear, it is usually because the case has gone past the five-day window following the Date of Death. To proceed you will need to go to **Comments** (under Other Links) and add a new comment under the **Comment Type:** *Late filing reason.*

Once back on the **Sign** tab, re-check the box and click on the **Affirm** button. The case will now appear as **Signed**.
Funeral Director Amendment Process to Registered Records

From the DRIVE Main Menu, select Life Events > Death > Locate Case.

Enter as much decedent information as possible to narrow your search results and click Search.

If a record is located, select Preview.
If it is the correct record, click the active link (the decedent's name) under the heading Decedent Name to open the record.

### Death Search Results

<table>
<thead>
<tr>
<th>Case Id</th>
<th>Decedent's Name</th>
<th>Date of Death</th>
<th>Sex</th>
<th>Place of Death</th>
<th>Date of Birth</th>
<th>Preview</th>
</tr>
</thead>
<tbody>
<tr>
<td>4875181</td>
<td>Moore, Alan Update</td>
<td>MAR-01-2021</td>
<td>Male</td>
<td>Adams</td>
<td>OCT-31-1972</td>
<td>Select</td>
</tr>
</tbody>
</table>

Total Records: 1

### Preview

- **File Number**: 2021000034
- **Case Id**: 4875181
- **Decedent's Name**: Alan Update Moore
- **Spouse's Name**: Nada Surf
- **City or Town of Death**: Berne
- **Residence**: Berne Indiana, United States
- **Mother's Maiden Name**: Never When
- **Funeral Director**: Funeral Director Six
- **Funeral Home**: Abbott Funeral Home, 421 E. Main Street, Delphi
- **Medical Certifier**: Coroner Six
- **Date Entered**: MAR-01-2021
- **Coroner Case Number**: 11015678
- **File Date**: MAR-01-2021
- **Medical Record Number**: Date of Death: MAR-01-2021
- **SSN**: 121-21-3457
- **County**: Adams
- **Date of Birth**: OCT-31-1972

**Status**: /Personal Valid/Medical Valid/Registered/Signed/Certified/ICD Coding Required/Local Registrar Filed

**Death CC Abstract**

**Death Transcript**

**Facts of Death Verification**
Under **Other Links** select **Amendments**.

Under **Type** select appropriate choice from dropdown menu (**Personal** refers to the **Personal Information** section that Funeral Directors are responsible for).
Enter information in **Description** field *if desired*. Then click on **Save**.

### Amendment Page

<table>
<thead>
<tr>
<th>Type</th>
<th>Personal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amendment Date</td>
<td></td>
</tr>
<tr>
<td>Year</td>
<td>2021</td>
</tr>
<tr>
<td>Order Number</td>
<td></td>
</tr>
<tr>
<td>Amendment Status</td>
<td>Keyed (Requires Affirmation)</td>
</tr>
<tr>
<td>Description</td>
<td>Updating Date of Disposition</td>
</tr>
</tbody>
</table>

A new drop menu will appear with page selections to choose from. Select the appropriate page to update from **Page to Amend**.

### Amendment Page

<table>
<thead>
<tr>
<th>Type</th>
<th>Personal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amendment Date</td>
<td>MAR-03-2021</td>
</tr>
<tr>
<td>Year</td>
<td>2021</td>
</tr>
<tr>
<td>Order Number</td>
<td></td>
</tr>
<tr>
<td>Amendment Status</td>
<td>Keyed (Requires Affirmation)</td>
</tr>
<tr>
<td>Description</td>
<td>Updating Date of Disposition</td>
</tr>
</tbody>
</table>

**Page to Amend**

- Death - Decedent
- Death - Family Members
- Death - Informant
- Death - Disposition
- Death - Resident Address
- Death - Decedent Attributes
- Death - Identifiers

[Save] [Clear] [Return]
Once the page is selected from the drop menu, the page to be amended will populate below the drop menu fields.

**Amendment Page**

- **Type**: Personal
- **Amendment Date**: MAR-03-2021
- **Amendment Number**: 758
- **Order Number**: 
- **Description**: Updating Date of Disposition
- **Page to Amend**: Death - Disposition

**Disposition**

- **Method of disposition**: Burial
- **Date of disposition**: 

**Place of Disposition**

- **Place of Disposition**: Crown Hill Cemetery
- **City or Town**: Indianapolis
- **State**: Indiana
- **Country**: United States

**Funeral Director**

- **License Number**: FD06
- **First**: 
- **Middle**: 
- **Last**: Six
- **Suffix**: 

**Funeral Home**

- **Business Registration Number Lookup**: FH19600002
- **Abbott Funeral Home**
Update the fields requiring changes and then scroll down to the bottom of the page and click **Save**. You can also select **Validate Amendment** to ensure the amendment passes validation rule checks.
Once saved, a note appears at bottom of the page indicating the changes made. There will also be a line of red text regarding affirmation.

**Amendment Page**

The Amendment has not been affirmed. Please select Amendment Affirmation to Affirm the amendment.

<table>
<thead>
<tr>
<th>Type</th>
<th>Personal</th>
<th>Amendment Date</th>
<th>MAR-03-2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td>2021</td>
<td>Amendment Number</td>
<td>758</td>
</tr>
<tr>
<td>Order Number</td>
<td></td>
<td>Description</td>
<td>Updating Date of Disposition</td>
</tr>
<tr>
<td>Amendment Status</td>
<td>Keyed (Requires Affirmation)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Page to Amend</td>
<td></td>
<td>Print/Preview</td>
<td>Print/Preview 7.25x7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item In Error</th>
<th>Item as it Appears</th>
<th>Item as it Should be</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disposition - Date of disposition</td>
<td></td>
<td>MAR-02-2021</td>
<td>Edit</td>
<td>Delete</td>
</tr>
</tbody>
</table>

[Links: Cancel Amendment, Validate Amendment, Save, Clear, Return]
When you choose a page to update, a new Menu tab will appear atop the other menus. Once you have Saved your updates, select **Amendment Affirmation** from upper left under the **Amendments Menu** heading.

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**Amendments Menu**

- Amendment
- **Amendment Affirmation**

**Death Registration Menu**

- Personal Information
- Decedent
- Resident Address
- Family Members
- Informant
- Disposition
- Decedent Attributes

- Medical Certification
- Pronouncement
- Place of Death
- Cause of Death
- Other Factors
- Injury
- Certifier

- Registrar
- Amendment List
- Other Links

**Amendments**

- Assign Status
- Attachments
- Comments
- Print Forms
- Trade Calls
Click the box next to the affirmation statement to populate a checkmark in it, then click **Affirm**.

The original facts for the amended items were incorrectly stated at the time of death. I affirm that the amendment(s) requested is/are supported by documentation and will change the original record to reflect the true facts.

A message indicating Authentication was successful will appear.

The amendment(s) made will not display in the record until the Indiana Department of Health approves them. Once approved, under Messages there will be one displayed showing the amendment was approved. It will also indicate whether the amendment was rejected if applicable.