

## **NCDAVE Facility Creation and Access**

The North Carolina Database Application for Vital Events (NCDAVE) is North Carolina's centralized electronic system for capturing vital events data. North Carolina Vital Records is responsible for providing and maintaining the system. Part of maintaining the system includes providing instruction on how to create facilities and user accounts. Below are a few important pointers for facility creation and account approval.

### **I. What do we need to create a facility?**

- a. To create a facility in NCDAVE, we need certain information provided via email ([vradmin@dhhs.nc.gov](mailto:vradmin@dhhs.nc.gov)) to establish a valid facility in the system.
  - i. Facility name
  - ii. Facility type (hospital, doctor's office, funeral home, clinic, crematory, hospice, etc.)
  - iii. Should users be able to sign up with this office?
  - iv. Facility address
  - v. North Carolina license number
  - vi. National Provider Index (NPI) number
  - vii. Telephone number
  - viii. Email address
- b. A facility authorizer

### **II. What is a facility authorizer?**

- a. A facility authorizer is someone who has the authority on behalf of the organization to say who should have access to a facility. This typically is the Chief Medical Officer, Chief Health Information Officer, Chief Medical Information Officer, Chief Executive Officer, etc. Given the sensitive nature of NCDAVE's data, we need an executive level person to verify. Account approvals for users requesting access to a facility without a facility authorizer will be delayed until a facility authorizer is established. A facility authorizer is the only person who can establish a local administrator. There can be multiple facility authorizers per facility.

#### **i. What evidence is needed to establish a facility authorizer?**

1. Facility authorizers are established by sending a letter via encrypted email to [vradmin@dhhs.nc.gov](mailto:vradmin@dhhs.nc.gov) including the elements below (if the encryption requires a password, please use "SCHS2022").
  - a. The letter must be on organizational letterhead
  - b. The letter must include a clear North Carolina issued identification card, which includes a photo, of the facility authorizer

- c. The letter must include the facility authorizer identifying themselves and their role at the organization
  - d. The letter must include the email and phone number of the facility authorizer
  - e. The letter must be signed by the facility authorizer
2. If the above elements exist in the letter, we will update our records for a facility authorizer for that particular facility. For questions regarding status, please email [vradmin@dhhs.nc.gov](mailto:vradmin@dhhs.nc.gov).

### **III. What is a local administrator?**

- a. A local administrator is someone who can control who has access to a facility in NCDAVE. This person can approve account requests, they can decline account requests, they can reset passwords, and they can remove someone's access to the facility. A local administrator has elements of a state administrator role. This role was created with the goal of expediting the process of facility access for requesting persons. This is a mutually beneficial arrangement, as otherwise, the account approvals would have to come to the state. There can be multiple local administrators per facility.

#### **i. What evidence is needed to establish a local administrator?**

1. A facility authorizer must submit a signed pdf letter via email to [vradmin@dhhs.nc.gov](mailto:vradmin@dhhs.nc.gov) indicating the full name and email address of the local administrator.
2. If the designated local administrator had not already done so, they would need to submit an NCDAVE user enrollment form.
3. Once both of the aforementioned elements are received, the NCDAVE state administrators will approve the account and provision a local administrator role.