

The Washington State Department of Health

EDRS to WHALES Transition

December 22, 2023, Volume 9

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Existing EDRS Users Activate Your WHALES Account



To make registration easier on existing EDRS users, we performed a bulk load process of existing users and workgroup set ups from EDRS and transitioned them to WHALES on September 21. DOH manually reviews each activation request and this can take several business days. Make sure to request activation of your account in the new WHALES Death Registration module **now** to be ready for Go-Live. Note for Local Health Jurisdiction Deputy Registrars, your enrollment is being handled differently and we will communicate this process with you outside of this newsletter.

For all others existing EDRS users:

- You will need to have a SecureAccess Washington Account (SAW) in your legal name
- Your current EDRS username (e.g., JJONES01)
- Your business phone and email address

If you do not have a SAW account, use this link [SAW – SecureAccess Washington](#) to create one now. SAW is an authentication tool used to verify an individual’s identity.

- Use your full legal name when creating your account.
- SAW will send you an email with an activation link. You must use that link to activate your account.

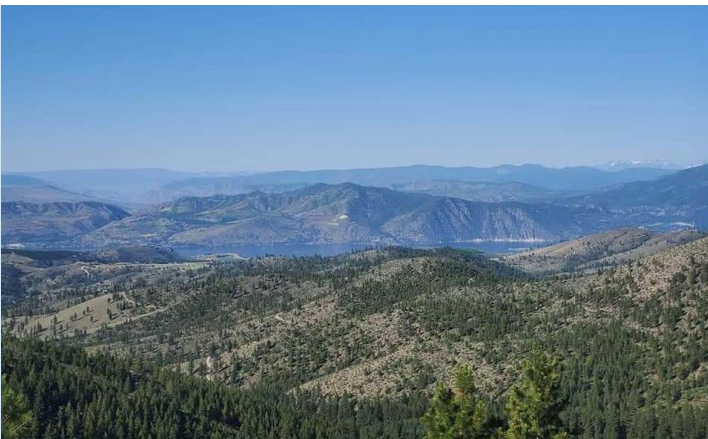
Once your SAW account has been created, add a new service:

- Log into your SAW account
- Go to “My Services” tab
- Click on “Add A New Service”
- Click on the key “I have been given a code by an agency.”
- Enter **DOHEVREDRSBulk** and click “Submit”
 - This code is specific to current EDRS users **ONLY** and will not work for new user enrollment!
- Complete the Identity Verification process with your personal information.

A form “Additional Info for DOH” will open. This is required information for us to link to your pending profile in the new system.

- EDRS Login ID
- Your name

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Reminders & Important dates

1. Do you have an existing facility in EDRS? If so, you have until **January 1, 2024**, to submit your facility location email address(es) for use in WHALES. If you do not submit a facility location email address, and we do not have one on file in EDRS, your facility location will not get activated in WHALES and could cause registration delays.

Use the Smartsheet form to tell us your facility location(s) email address to use in WHALES.

<https://app.smartsheet.com/b/form/5a6bf7da2e4942148cfbc982f43acd94>

- a. If the link doesn't work, try copying and pasting it into your browser. The email address field will become available when mark your facility location as active.

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- o User role
 - o **Approver** (Licensed Professional)
 - o **Data Entry** (performs data entry and/or case assignments in a facility, includes anyone that is an EDRS Workgroup Manager).
- o Your business email and phone

You will receive a notification "Registration under Review" and your status will be pending.

For matching and activation to occur, EDRS Login ID, user type, and role must be an exact match to what is listed in EDRS, otherwise we will need to reject your request and you will have to start the process over. We recommend having your EDRS account open when requesting activation of your WHALES account.

Once DOH staff have reviewed your request and approved access, SAW will send you a notification. If you obtained an EDRS account **after** September 21, 2023, you will not receive confirmation of your activation until our final bulk load in mid-January.

Once activated, log into WHALES to confirm access. You will see a test landing page and will not be able to perform any functions until after Go-Live.

We will share information for new user enrollment to WHALES later.

2. **Incomplete EDRS cases will not migrate** over to WHALES and must be entered into WHALES after Go-Live. Take proactive steps to finish incomplete cases. DOH will send reports on incomplete cases to LHJs to support close out of cases before Go-Live.
3. EDRS New Record Creation cutoff: **Monday, February 5 at 6:00 pm.**
4. Deputy Registrar's ability to approve cutoff: **Tuesday, February 6 at 2:00 pm**
5. WHALES death registration module goes live the **evening of February 7.**
6. State security policy requires individual identity verification to access the WHALES application due to the highly confidential information contained in the system.

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