



TxEVER
Modified Commercial Off-the-Shelf Product for
Vital Events Registration System
Birth Facility User Guide

Version 1.0

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Important Terms

Acknowledgement of Paternity: A form completed by the parents of the child to verify the father of the child.

Add on the Fly: The process of adding an attendant or certifier who is currently not in the electronic registration system. The process allows the birth clerk to enter the data about the certifier or attendant and certify a record without having to wait for the state to validate the newly added information. The newly added information is either added as new or validated as an existing record as a back office function.

APGAR Score: An initialism that stands for “Appearance, Pulse, Grimace, Activity, and Respiration.” This score (from zero to 10) is determined by evaluating the condition of the newborn baby based on the five criteria above.

Attendant: An individual who attends the birth or supervises the attendees of a birth and has legal and professional responsibility for the care of the patient. An attendant can be a certifier as well, but an attendant and certifier can be two different people in some cases.

Birth Worksheet: A form provided to parents who delivered a newborn outside of a facility (such as a home birth). The birth worksheet is completed by the parents and then verified by a facility.

Breech Birth: When a baby exits the pelvis with the feet or buttocks first instead of the normal head-first presentation.

Cephalic Birth: When a baby exits the pelvis head-first.

Certifier: The individual who verifies that all of the information on a birth record is correct before releasing and registering the record. A certifier is often the attendant of the birth as well, but a certifier and attendant can be two different people in some cases.

Crosscheck: A function created in logic builder that occurs when certain values are selected or entered during data entry.

De-Certification: When a record is already certified but a birth clerk decides to de-certify the record by changing the certifier information

Duplicate/Plural Check: A function that occurs when the application suspects a newly saved birth record has already been saved in the state or is part of a plural delivery where the other similar record shows only a single delivery.

Electronic Certification: The process required by the certifier before the birth record is released and registered.

Hard Edit: When the application fires a crosscheck because of values in two or more fields and requires the birth clerk to edit one or more values before the fields become resolved.

High Risk Record: A record that is flagged during registration because of certain risk factors associated with the birth, such as a high APGAR score, pre-existing health conditions or infections, complications during the birth, and more.

Hospital Verification of Birth Facts: A form completed by the birth clerk when a birth occurred outside of a medical institution, such as a home birth. The form verifies that the information on the Birth Worksheet is correct.

NICU: Neonatal Intensive Care Unit

Pick-List: A drop-down data entry field in the application with pre-determined values that are pulled from a database.

PHI: Protected health information

Releasing a Record: The action that queues a resolved, certified record to a Review or for batch registration

Soft Edit: When the application fires a crosscheck because of values in two or more fields (or because a field is left blank) but allows the birth clerk to keep those same values after verifying the values are correct.

SSA: Social Security Administration

SSN: Social Security Number

Type Ahead Combo Box: A feature that enables the user to begin typing and a pick-list will filter according to what the user types.

Unresolved Fields List: A feature that shows unresolved fields that need resolved before certification can occur.

Visual Cueing: A feature that provides users with color-coded field cues to indicate the status of each data field.

WIC: Special Supplemental Nutrition Program for Women, Infants and Children. This is a federal assistance program under the USDAs Food and Nutrition Service that provides low income pregnant women, breastfeeding women, infants, and children under the age of five with healthcare and nutrition services.

1 About the TxEVER Birth Application

The Texas Electronic Vital Events Registrar (TxEVER) system improves timeliness and accuracy of event registration in Texas.

1.1 Intended Audience

This user guide is for facility users who use the Web-Enabled Electronic Birth Registration System to create and process birth records for the State of Texas.

A facility user is a professional typically associated with a single hospital/birthing institution. Facility users are the largest user group and can include birth clerks, nurses, midwives and medical certifiers (including physicians). The facility user will be responsible for, among other things, entering data onto the birth record from the birth facility (hospital, birthing center, etc.).

Facility users will also be responsible for making corrections to statistical fields on registered records if there is a potential error identified in an NCHS query report, or by CHS statistical reviewers. Potential statistical corrections will be reviewed and completed from a separate work queue and records re-submitted to the State for review.

Additionally, facility users will have the capability to create new AOP records, acquire signatures and link AOP records to birth records. This will be completed through the Pre/Post Birth AOP Registration screen.

2 System Overview

2.1 Application Features

2.1.1 Contact Directory

A contact directory will be available in the system for users to access and search for other users in the system directly. Stakeholders will be able to view other Facility and Local stakeholders information.

The directory will be contingent upon the inclusion of each users email and contact information, collected and created at the time of User Maintenance. Users have the option to update this information and preferred contact via the **Update My Profile** menu option.

2.1.2 Internal Messaging

The internal messaging capability will allow users to send messages back and forth within the system. A visible icon, located at the top right hand corner of the screen will indicate a new message has been received. The unread notification will appear in the UI until the user reads the unread message.

At any point a particular participants action is required on a record, that participant shall be notified automatically through a system generated email. The message will include a brief description of the action that needs to be taken.

Messages can also be sent between system users for any other reason. Users will be able to look up the user ID of another user to send a message. A brief message history will be viewable to the user.

2.1.3 Help Features

The following resources provide reliable ways to get answers to questions and support for all of the functionalities included in the **Birth** module:

- Field Level Help
- Module Level Help
- System Level Help
- About TxEVER Birth Application
- Help Desk Ticket

2.1.3.1 Field Level Help

Field Level Help provides specific help information related to the field in focus which is displayed in the **Field Level Help** frame between the data entry tabs and the data entry screen. The content in the **Field Level Help** frame can be configured in **Screen Configuration** by a system administrator.

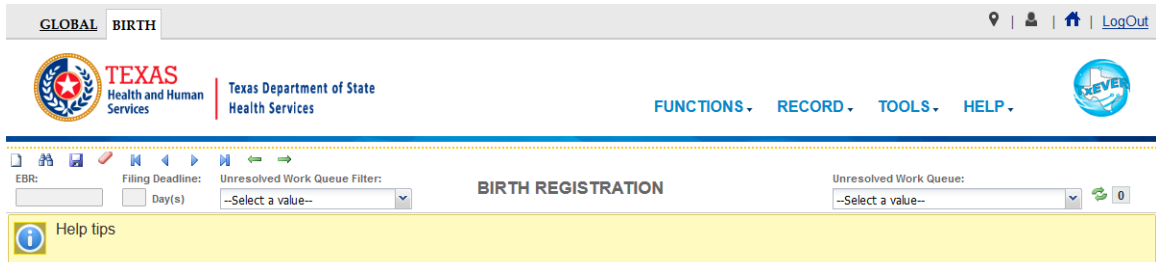


Figure 1: Field Level Help

2.1.3.2 System Level Help

System Level Help provides a searchable help index with various help topics of interest pertaining to the functions and processes available within the TxEVER system. Select the **Birth /Help/Help** menu item to access **System Level Help**.

2.1.3.3 About TxEVER Birth Application

About TxEVER Birth Application details system information regarding the current version of the TxEVER Birth module. To access this option, select the **Birth/Help/About** menu item.

2.1.3.4 Help Desk Ticket

The system allows users to send a help desk ticket directly to the DSHS Center of Excellence through a menu item. The Help Desk email address will automatically populate the standard pre-defined recipient and message based on the context of the ticket. It will be a no-reply sender. Users will have limited character space to describe the issue and will be identified automatically by name and user ID. If the user sends a help desk ticket within an open record, the email will be automatically populated with the record ID number and location of the user at the time of help desk ticket creation. This email will have a subject of the record ID number (EBR). This information will not include protected health information (PHI). All help desk tickets are logged and tracked.

2.2 Technical Support Resources

2.2.1 TxEVER Help Desk Technical Support

The TxEVER DSHS Center of Excellence help desk is the main source of technical support for users of the TxEVER Birth module. Users will be able to send a help desk ticket from the interface. When the user selects the **Help Desk Ticket** menu option, the Center of Excellence email address will prepopulate the message with a no-reply sender.

There will be limited characters to describe the issue and the initiating user will be stamped on the ticket. If the user initiates a ticket within a record, the record number will populate the subject line. The time and location will be stamped on the ticket also. No personal health information (PHI) will be included in the

ticket.

In order to report an issue to the Help Desk, click the **Help/Contact Helpdesk** menu item.

TEXAS
Health and Human Services

Texas Department of State Health Services

WELCOME TO THE TEXAS DEPARTMENT OF STATE HEALTH SERVICES!

LOG IN to TxEVER

TxEVER is the vital records registration and issuance software that was developed for Texas Department of State Health Services (DSHS), State Office of Vital Records by Genesis Systems, Inc.
DSHS Vital Records office hours are 8:00 AM - 4:30 PM, Monday - Friday.
State vital records are considered to be private and confidential. Access to vital records is restricted by statute.

Contacting the Texas Department of State Health Services(DSHS)

Telephone Numbers:			Mailing Address:
Description	Phone Number	Hours	Texas Department of State Health Services State Office of Vital Records Address: 1100 West 49th Street, Austin, TX 78756
Vital Events Registration System	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	Ph. (512) 776-7111
Fax Number	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	
Vital Records - Customer Service	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	

Log on to Texas Department of State Health Services

[User Enrollment](#)
[Report TxEVER Issue\(s\)](#)

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Figure 2: TxEVER Splash Page

2.3 Login System Access

Prior to making any attempts to access the TxEVER system, the user needs to verify that they have access to the following requirements:

- ✓ Live Internet connection
- ✓ Widely used Javascript-enabled standard web browser (IE8+, Mozilla Firefox, etc)
- ✓ Java runtime
- ✓ Adobe acrobat reader for forms and letters
- ✓ MS Excel for CSV flat files and for accessing/running reports

If one or more requirements are missing, the **TxEVER Birth** application will *not* be accessible and/or will *not* function properly. Follow the instructions below after verifying that all technical requirements are met, as specified above.

1. Access the **TxEVER Birth** module on the web:
 - a. Open the updated version of the web browser to establish a live internet connection.
 - b. Type the application address in the URL box or select from Favorites:
<https://txever.dshs.texas.gov/TxEverUI/Welcome.htm>
2. The application splash page will load, as pictured below:



Welcome to the Texas Department of State Health Services!



TxEVER is the vital records registration and issuance software that was developed for Texas Department of State Health Services (DSHS), State Office of Vital Records by Genesis Systems, Inc.
DSHS Vital Records office hours are 8:00 AM - 4:30 PM, Monday - Friday.
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Fax Number	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	
Vital Records - Customer Service	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	Ph. (512) 776-7111

Log on to Texas Department of State Health Services

[User Enrollment](#)
[Report TxEVER Issue\(s\)](#)



Figure 3: TxEVER Splash Page

3. Click the **Log On to Texas Department of State Health Services** button.
4. The **Terms of Use Screen** will load, as pictured below:

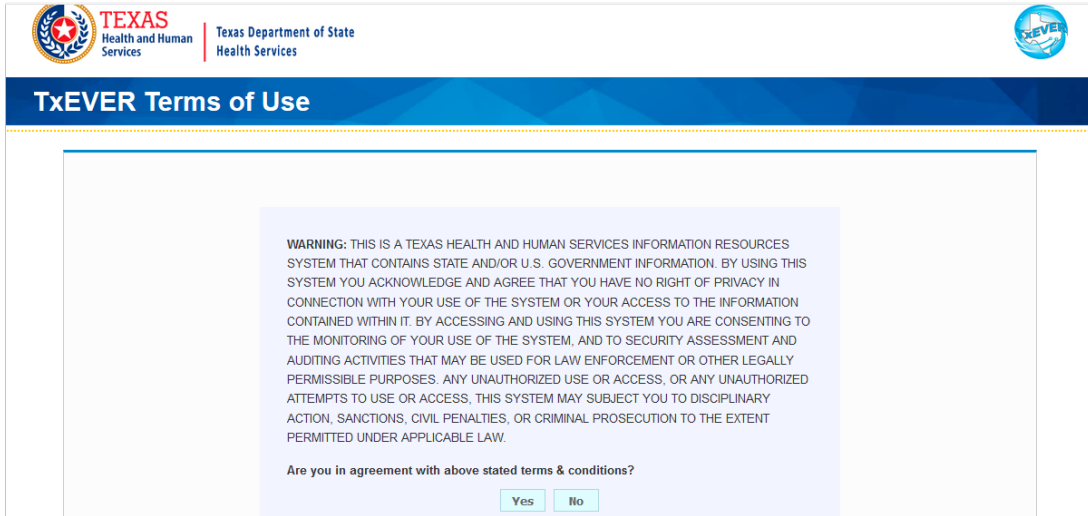


Figure 4: Terms of Use Page

5. Click the Yes button to confirm agreement with the terms of use.
 - a. Click the **No** button to be returned to the TxEVER splash page.

6. The TxEVER login screen will display:

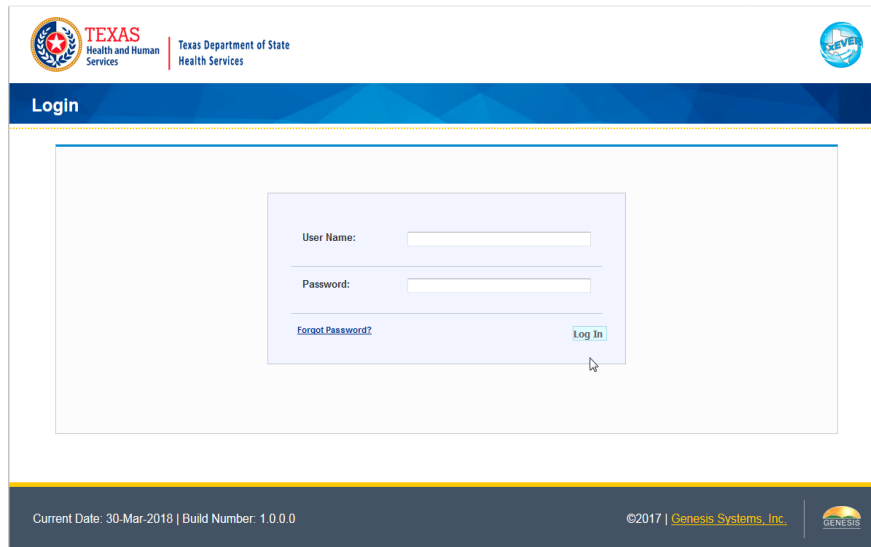


Figure 5: TxEVER Login Page

7. Enter in a user name and password and click the **Log In** button.
8. The Select Location window will be displayed.



Figure 6: Select Location Window

- a. Select the appropriate facility from the available choices in the drop-down list.
- b. If the user works at multiple physical locations, the drop-down list will contain all physical locations assigned to their user account.
- c. Click **OK**. The main page of the **TxEVER** application will be displayed:

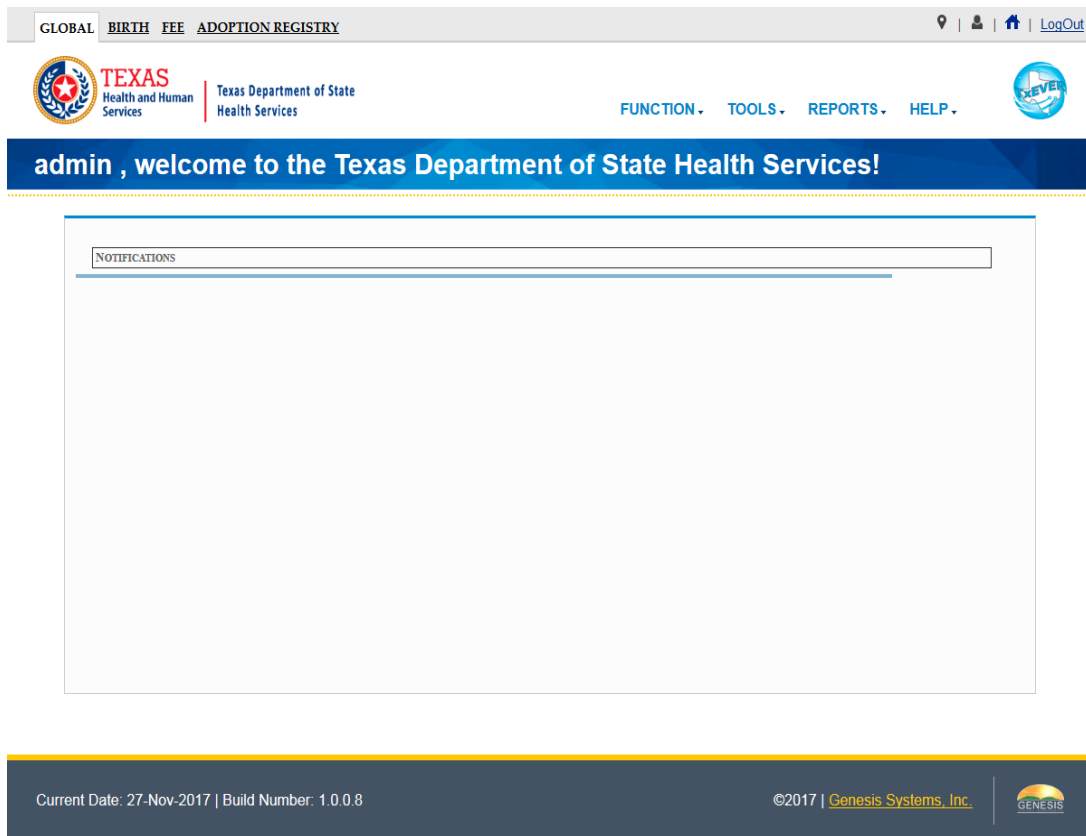


Figure 7: TxEVER Home Page

Note: The highlighted tab at the top of the screen determines what menus and sub-menus will appear.

9. Click the **Birth** tab to go to the **Birth Home** screen.

2.3.1 Session Timeouts

If the system has not detected action within 20 minutes, the session will timeout and the user will not receive further responses from the system. No unsaved work will be automatically saved in the case of a time-out. Two minutes prior to a session timeout, the system will issue the following warning message:

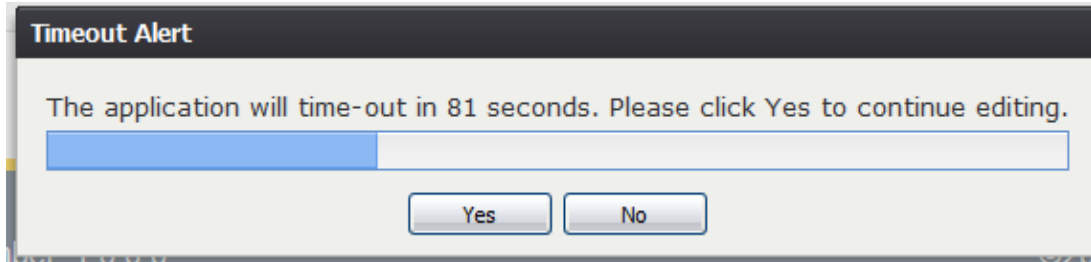


Figure 8: Timeout Warning Message

If the system appears to stop responding (i.e., no choices in some pick lists, cannot save a record, cannot retrieve a record, etc.) it is likely that a session time-out has occurred and the following message will alert the user of session timeout:

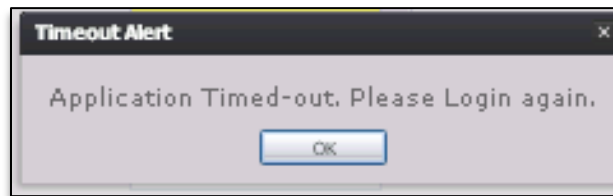


Figure 9: Timeout Message

To recover from a session time-out, exit and re-login to start a new session. Users should save their work frequently to prevent session time-outs.

2.3.2 About Passwords

Users are assigned a temporary password at the time they sign up for use of the application. The temporary password must be changed upon the user's first login into the system. At the time of a user's first login into the application, the following screen will appear:

Change Password

Password must meet the following criteria:

- Must have at least one numeric character
- Must contain uppercase and lowercase characters
- Must contain at least one of the [?'~!@#\$%^*()_+;:"'./?=-] symbols
- Must be a minimum of 9 characters long

Old Password:

New Password:

Confirm New Password:

WARNING!

BY ACCESSING AND USING THE DEPARTMENT OF HEALTH REGISTRATION SYSTEM YOU ARE CONSENTING TO SYSTEM MONITORING FOR LAW ENFORCEMENT AND OTHER PURPOSES. UNAUTHORIZED USE OF OR ACCESS TO THIS COMPUTER SYSTEM MAY SUBJECT YOU TO STATE AND FEDERAL CRIMINAL PROSECUTION AND PENALTIES, AS WELL AS CIVIL PENALTIES.

Figure 10: Change Password Screen

The new password must meet all of the following criteria:

- Number of password attempts before being locked out
- Time between password attempts required for reset-time
- Number of days until required password reset
- Specific special character inclusion
- Numeric character inclusion
- Uppercase and lowercase character inclusion
- Number of character minimum

The system defaults to the password criteria listed above, but a system administrator can change the password settings at any time. If a user's new password does not meet the criteria, the following message will appear:

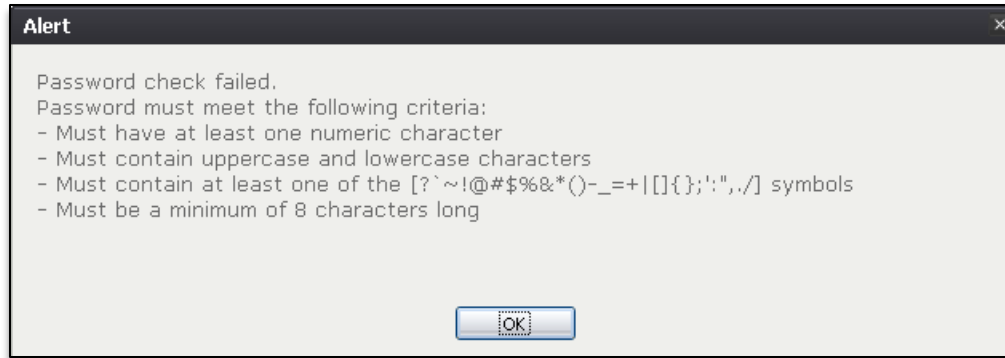


Figure 11: Password Check Failed Message

Passwords expire after 90 days. When this happens, the user will be alerted when an attempt is made to login with an old password.

If a user attempts to log on but fails to successfully enter their password, after a DSHS configurable number of unsuccessful login attempts, the user will be locked out of their account. An authorized State user will be able to unlock a user's account that has been locked due to consecutive invalid login attempts. A user may also request a new temporary password in the event that they forget their existing password by clicking the **Forgot Password** button located on the **Login** screen.

2.3.3 Logout/Exit the System

Exit or log out of the **TxEVER Birth** application using one of the following methods:


1. From the Main Menu, select the **Function/Exit Application** menu item to logout


OR

2. Click the **Log Out** button. 

Note: Although closing the browser by clicking on the **[X]** (close window option) located in the upper right corner of the screen will close the application, it is recommended that the user exit by using the **Logout** icon or the **Exit Application** menu option instead. This will ensure that the users session is also closed and prevent possible problems when the user tries to login again.

GLOBAL BIRTH FETAL DEATH 📍 👤 🏠 ✉️ | LogOut


TEXAS
 Health and Human Services | Texas Department of State Health Services

FUNCTION ▾ TOOLS ▾ HELP ▾ REPORTS ▾ 

ADMIN2 ADMIN2 , welcome to the Texas Department of State Health Services!

Show Dashboard


Current Date: 06-Apr-2018 | Build Number: 1.0.0.0 ©2017 | Genesis Systems, Inc. 

Figure 12: Show Dashboard Button

2.4 Birth Dashboard

From the Birth Home screen, users may access the Birth Dashboard by clicking on the Show Dashboard button, as pictured in the above screenshot. The Birth Dashboard provides a summary of all pending birth records for the login location in the TxEVER Birth Module.

Dashboard filters: RECORD NOT FILED WITHIN 5 DAYS OF BIRTH ▾

EBR #	Childs Med Rec #	Mothers Med Rec #	Child DOB	Child First Name	Child Middle Name	Child Last Name	Mother First Name	Mother Last Name
0000001387		234234	10/04/2017		A	WALKER	MARTINI	WALKER
0000001383		234234	10/04/2017		A	WALKER	MARTINI	WALKER
0000001384		234234	10/04/2017		A	WALKER	MARTINI	WALKER
0000001385		234234	10/04/2017		A	WALKER	MARTINI	WALKER
0000001380		2121	10/05/2017	SAM	A	WALKER	MARTINI	WALKER
0000001446		768767	10/05/2017	MIKE	S	SAM		SAM
0000001459	123456	A	10/06/2017	P	PS	LANCE1	S	A
0000001460	S	12345	10/06/2017			SS		MCF
0000001470		11111111111111111111	10/06/2017	QA		QA	QA	QA
0000001498	111111111	1	10/06/2017	JAMES	JAMES	JAMES	SSSS	SSS
0000001500		RETRET	10/07/2017			JOHNSON		ERT
0000001502	1	1	10/07/2017	JAMES	JAMES	JAMES	JIMMY	LORD
0000001514	232	4321	10/09/2017	T		LOBOT	OP	LOBO
0000001534		2423432	10/09/2017			TEST1234		TEST123
0000001563		12122	10/10/2017	ZIVA	H	PHILLIPS		KING
0000001564		12122	10/10/2017		H	PHILLIPS		KING
0000001565		12122	10/10/2017		H	PHILLIPS		KING
0000001566		12122	10/10/2017		H	PHILLIPS		KING

Displaying Records 1 - 50 of 299

Figure 13: Birth Dashboard

Users may select a value from the **Dashboard Filters** drop-down list (pictured in the above screenshot) to filter the grid of pending records to include only those records that meet certain criteria.

2.5 Navigation, Data Entry and Tool Tips

The **TxEVER Birth** module is designed with an emphasis on enhancing data entry logistics by providing intuitive interfaces. Mouse navigation, keyboard navigation or a combination of the two are equally accessible methods for maneuvering the system.

2.5.1 Using the Mouse

Use the mouse to navigate the **TxEVER Birth** module. Click the various items (hyperlinked text and/or icons) on the menu to perform functions related to birth registration data entry and certification. The mouse can also be used to navigate from one field to another during data entry.

2.5.2 Using the Keyboard

The following keys allow for easy navigation through the screens in the **TxEVER Birth** application without using the mouse:

Tab Key: Moves cursor from one field to another. When a field is selected, the field will be highlighted with a green background, blue background, and in some cases, a frame will form around the selected field to aid the user.

Shift + Tab: Reverses the tab order and moves focus back to the previous control.

Enter: Initiates the action selected. Pressing **Enter** is equivalent to double-clicking the mouse.

Left/Right/Up/Down Arrows: Used to navigate within a field or within a pick list. The **PgUp** and **PgDn** keys may also be used.

Down Arrow for Dropdown Box: Pressing the **Down Arrow** key in a selected drop-down box will reveal available selections in a list form. Use the **Up** or **Down** arrows to scroll through the list.

Type-ahead Logic: Type-ahead logic provides another way to save time by eliminating the number of keystrokes to pull up an item from a drop-down box. This feature enables the user to begin typing and the list will filter according to what the user types.

Space Bar: Used to toggle a check box item on or off.

2.5.3 Using Tool Tips

Tool tips display information revealing an icon's function. To view a tool tip, hover the mouse cursor over an icon.

2.5.4 Using Internal Messaging

Messages can be sent to any user on the system using the internal messaging functionality. The user can send a message by selecting the **Send/Check New Messages** icon. The **Web Messaging** screen will appear, where the user can search for a select a user in the system. The message has a limited amount of characters and will appear to the recipient as a icon in the top right-hand corner.



Figure 14: Web Messaging Screen

The unread message notification will appear on the display for the recipient of a message until they open/read the message. A brief history of their messages will be available to the user.

2.5.5 Visual Cueing (Viz-e-Q©)

The **Visual Cueing** feature of the **TxEVER Birth** module provides users with color-coded field cues to indicate the status of each data field. Users have the ability to change colors as per their own preferences using the **User Parameters** settings under the **Birth/ Tools/Utilities/User Parameters** menu item.

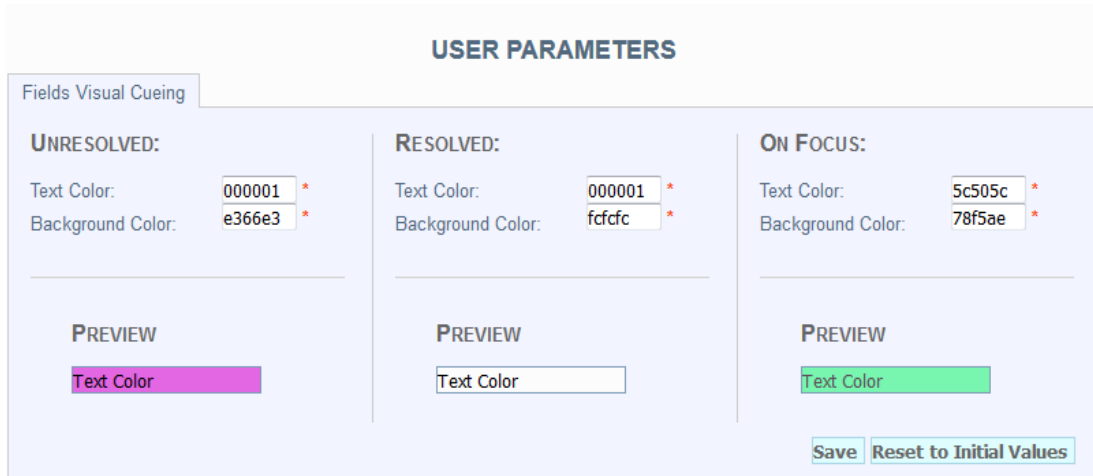


Figure 15: User Parameters Screen

2.5.6 Edit Checks (Fast-Fire©)

2.5.6.1 Soft Edit

According to the NCHS, a soft edit is defined as: “An edit that identifies and queries entries which are outside of the expected range, but which accepts out-of-range entries.”

An example of a soft edit in the **Birth** module involves the mother’s education. If the mother’s documented level of education does not coincide with her calculated age, the application will query the user as shown below:

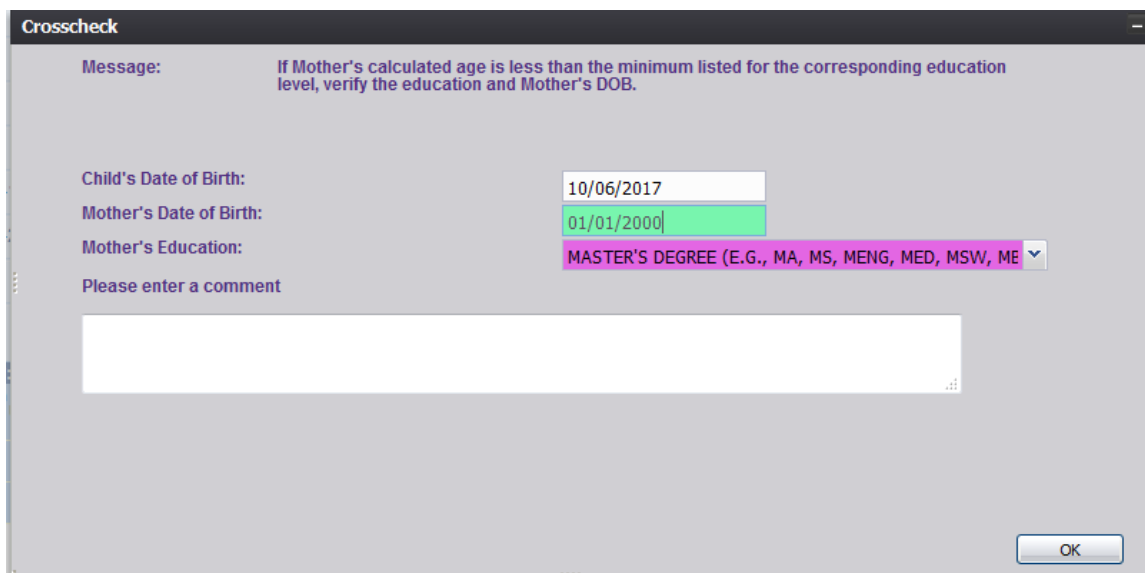


Figure 16: Soft Edit Message

1. If the user alters one or more of the values so that the mother's documented level of education coincides with her calculated age and presses **OK**, the screen disappears and the fields become resolved.

If the user does not alter any of the values and presses **OK**, the following message appears:

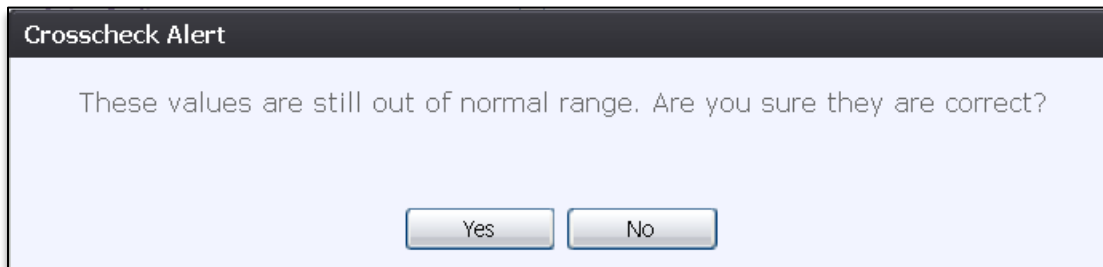


Figure 17: Crosscheck Alert Message

2. If the user selects **No**, the soft edit will not be resolved and the user will return to the crosscheck window.

If the user selects **Yes**, the soft edit becomes resolved and the values in all crosscheck fields become resolved.

2.5.6.2 *Hard Edit*

According to the NCHS, a hard edit is defined as: “An edit that identifies and queries entries which are outside of the expected range which must be corrected before the record can be filed.”

An example of a hard edit in the **Birth** module involves the date of birth. If this date is greater than the system date, the following message will appear:

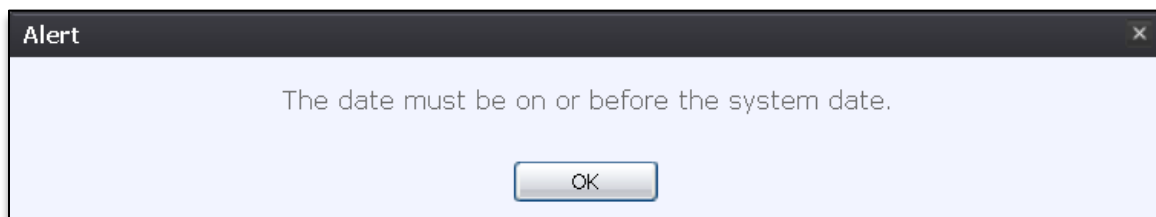


Figure 18: Hard Edit Message

2.5.7 **Status Bar**

The **Status** bar will appear at the bottom left corner of the **Birth Data Entry Registration** screen in the **TxEVER Birth** module. Information appearing on the **Status** bar includes:

Unresolved / Stakeholders	MOTHER'S ETHNICITY	MOTHER'S RACE
Newborn	<input type="checkbox"/> No, Not Spanish/Hispanic/Latina <input type="checkbox"/> Yes, Mexican, Mexican American, Chicano <input type="checkbox"/> Yes, Puerto Rican <input type="checkbox"/> Yes, Cuban <input type="checkbox"/> Yes, Other Hispanic (Specify) <input type="text"/> <input type="checkbox"/> Unknown	<input type="checkbox"/> White <input checked="" type="checkbox"/> Black or African-American <input type="checkbox"/> American Indian or Alaska Native (Name of the enrolled or principal tribe) <input type="text"/> <input type="checkbox"/> Asian Indian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input checked="" type="checkbox"/> Japanese <input checked="" type="checkbox"/> Korean <input checked="" type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian (Specify) <input type="text"/> <input checked="" type="checkbox"/> Native Hawaiian <input type="checkbox"/> Guamanian or Chamorro <input type="checkbox"/> Samoan <input type="checkbox"/> Other Pacific Islander (Specify) <input type="text"/> <input type="checkbox"/> Other (Specify) <input type="text"/> <input type="checkbox"/> Unknown
Mother	Mother's Ethnicity MVR --Select a value--	Mother's Race MVR --Select a value--
Mother Dem		
Mother Medical-1		
Mother Medical-2		
Mother Medical-3		
Mother Medical-4		
Newborn Medical-1		
Newborn Medical-2		
Certification		
Comments		
ACTIVITY: (Mother race) Filipino: false Field Status: Resolved Action: Updating Record		
	<input type="button" value="Previous"/> <input type="button" value="Save"/> <input type="button" value="Next"/>	

Figure 19: Status Bar

Field Name: Displays the name of the field currently in focus.

Field Status: Displays the status of the field currently in focus (Resolved/Unresolved).

Current Action: Displays the action that is currently being performed on the record.

2.6 Certifier/Attendant Library Maintenance

In the **TxEVER** application, one or more of the users at a facility may be assigned local administrator privileges. These local administrator privileges allow users to complete all birth registration data entry processes, plus additional administrative processes such as **User Maintenance** and **Library Maintenance** for their particular locations.

Library Maintenance tables provide the capability for a management level user at a facility to maintain library tables used during data entry as pick lists. Library tables serve to reduce data entry time by automatically filling in associated information. The ability to add, update, search and view listings of the **Library Maintenance** tables is based on a user's security privileges.

The **Certifier/Attendant Maintenance** process accommodates adding new Attendants/Certifiers for facilities. The Certifier/Attendant information is used to complete the electronic certification component of the birth record. The Certifier/Attendant for the record is specified from the Certifier and/or Attendant list found on the **Certification** tab of the **Birth Registration** screen.

The **Certifier/Attendant Maintenance** window consists of the following frames:

- Certifier/Attendant Profile
- Certifier/Attendant Grid

Attendant
* Indicates a mandatory field

Facility Name: * --Select a value--
 Role: * --Select a value--
 Prefix: --Select a value--
 First Name: *
 Middle Name:
 Last Name: *
 Suffix: --Select a value--
 Address: *
 Apt:
 State: * TEXAS
 County: * --Select a value--
 City/Town: * --Select a value--

Zip: * --Select a value--
 Zip Ext:
 Title: * --Select a value--
 Other Title:
 License:
 NPI:
 PIN:
 TO Email:
 CC Email:
 Fax#: () - -
 Method of Contact: FAX
 Display in List: * ALWAYS
 User: * --Select a value--

Select a facility to filter the grid below: --Select a value--
 Select a role to filter the grid below: ATTENDANT ONLY

Facility Name	Role	Prefix	First Name	Middle Name	Last Name	Suffix	Address	Apt
PARKLAND HOSPITAL	ATTENDANT ONLY	MRS.	WILMA		ACOSTA		3432 NORTH BELTLINE ROAD	3
PARKLAND HOSPITAL	ATTENDANT ONLY		BIRTH		ATTENDANT		123 SOUTH STREET	
PARKLAND HOSPITAL	ATTENDANT ONLY		JOAN		ATTENDANT		234	
SETON MEDICAL CENTER	ATTENDANT ONLY		JANE		DOCTOR		123 MAIN ST	
BEAUTIFUL BEGINNINGS	ATTENDANT ONLY	MRS.	EVE		DOMINGUEZ		3435 ROCHESTER WAY	
SETON MEDICAL CENTER	ATTENDANT ONLY		AUGUSTIN		FERNANDEZ		5000 BURNET ROAD	B 1
MEDICAL CITY DALLAS	ATTENDANT ONLY	DR.	AMBROSE		GONZALES	JR.	1910 PRESTON ROAD	

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Displaying Records 1 - 10 of 17

17 Records

Figure 20: Certifier/Attendant Library Maintenance Screen

2.6.1 Certifier/Attendant Profile

The **Certifier/Attendant** profile includes relevant information about a person acting in the capacity of a Certifier/Attendant.

When adding an Attendant profile, enter the following information:

- Name (first and last are mandatory)
- Address (street number, street name, street type, state, county, city/town, and zip are mandatory)
- Title
- To Email
- CC Email
- Fax Number
- Display in Lists drop-down menu (mandatory)

The **Display in Lists** drop-down menu provides the option to have the table entry displayed as a choice in the pick list as an available option during data entry. The **Display in Lists** drop-down is useful in those cases when an entry added to a

library table may only apply to a single record.

Note: When an entry is added or modified in a library table, a duplicate check is performed. If a duplicate entry is detected during the **Save** or **Update** process, the user will be notified that a matching entry already exists and be prevented from adding or updating the entry.

2.6.2 Certifier/Attendant Grid

The **Certifier/Attendant** grid displays a list of Certifiers/Attendants that are associated with the current location. To view a specific attendant's or certifier's profile, click the profile listing.

The **Attendant Maintenance Library Table** grid is initially blank. Each local administrator will create a list of available Certifiers/Attendants associated with their location that will appear on the grid. Once the library table information is entered, the information will populate the available pick lists for selection.

2.6.3 Adding a Certifier/Attendant from Library Maintenance

If a user wants to add a Certifier/Attendant to their locations profile, they must complete the following steps:

1. Select the **Birth/Tools/Library Maintenance/Attendant** menu item to load the **Attendant Library Maintenance** screen.
2. Enter the appropriate information for the entry.
3. To display in lists used during data entry, check **Display in Lists**.
4. Click **Save**.

Note: Attendants/Certifiers can also be added through the use of the **Add on the Fly** feature described in [Add on the Fly](#).

3 Birth Registration Data Entry and Certification Functions

This section provides detailed information about the **TxEVER Birth** application regarding functions related to **Birth Registration Data Entry** and **Certification** that allow completion of the birth certificate.

3.1 Start and Save a New Record

The **Birth Registration** menu item function allows authorized users to create/initiate a birth record within the **TxEVER Birth** module.

1. Select the **Birth/Function/Birth Registration** or **Birth/Function/Midwife Registration** item to initiate a new birth record.

If there are any records in the Late Records work queue, the application will issue a message alerting the user to the presence of these late records as shown below.

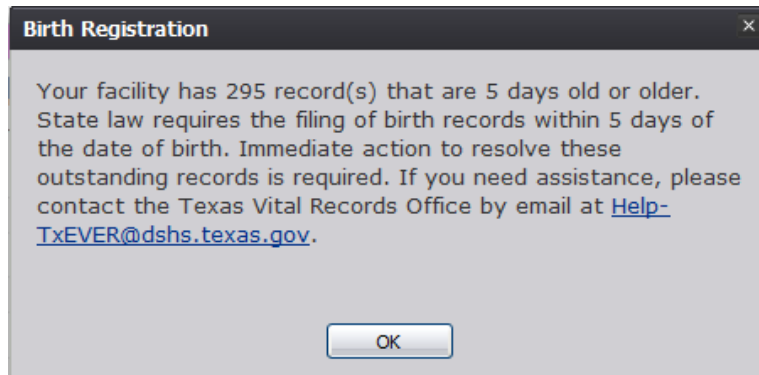





Figure 21: Late Records Message

The initial **Birth Registration** screen will appear.

Figure 22: Birth Registration Screen-Initial Load

- After clicking the **New**  icon or selecting the **Record/New** menu item, the focus is initially set on the **Record Type** field. This is a mandatory field and the user cannot start a record without selecting an acceptable value in the mandatory field. Select the record type from the drop-down list and press **Tab** to unlock record fields for data entry.
- Enter all available information about the birth event into the following fields:

Field Name	Value Required
Record Type	Select a record type from the dropdown list
Plurality	Select the number of children delivered
Newborn's Last Name	Enter Text
Newborn's Date of Birth	Enter Date
Time of Birth	Enter Time
Mother's Last Name	Enter Text
Mother's Medical Record Number	Enter text

- Minimally, the user must enter values into  fields listed above and select the **Record/Save** menu item, or click the Save  icon.

The system will display the following message:

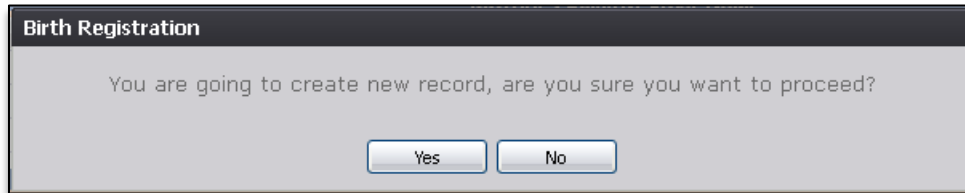


Figure 23: Record Creation Confirmation Message

- If the user selects **No**, the record will not be saved.

If the user selects **Yes**, the application will perform a search for potential duplicate records without notifying the user.

- If a match is *not* found, the following message will appear:

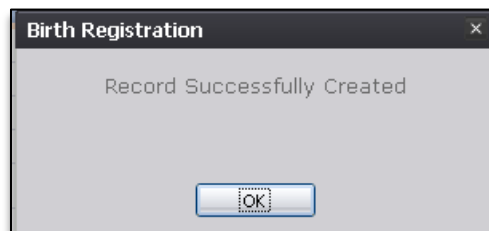


Figure 24: Record Successfully Created Message

Click **OK** to proceed with birth registration data entry on a new record.

- If a match is found, the following message will appear:

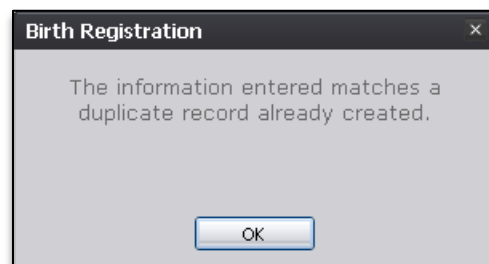


Figure 25: Duplicate Record Message

If multiple potential matches are found, the application will display a grid of the potential duplicate records.

Duplicate Record(s)

Based on the information entered, system found the below mentioned records. Please make sure that you are not creating duplicate record.

Mothers First Name	Mothers Last Name	Mothers Maiden Last Name	Childs/Fetus Date Of Birth	State File Date
MARY	HARRIS	YOUNG	01/01/2013	

Mothers First Name: MARY
 Mothers Last Name: HARRIS
 Mothers Date Of Birth: 01/01/1980
 Mothers Maiden Last Name: YOUNG
 Childs/Fetus Date Of Birth: 01/01/2013
 Plurality: SINGLE
 Birth/Delivery Order: SINGLE DELIVERY

Continue to save record Select Cancel

Figure 26: Duplicate Records Screen

- a. When the grid is displayed, one of the following actions can be taken:
 - i. Begin checking for actual duplicates by reviewing the information in the grid. The user may open a record (based on access rights) to review it further by selecting it from the grid and clicking **Select**. If a user attempts to select a record owned by another facility, a message alerting the user to this will appear.
 - ii. Continue with the creation of the new record by pressing **Continue to save record**. The record will still be flagged as a potential duplicate.
 - iii. Select **Cancel** to return to the record and make changes to the fields before attempting to save again and re-initiate the duplicate check.


8. Proceed with birth registration data entry by completing the information requested on the birth registration data entry tabs. See [Birth Registration Data Entry Topics](#) and [Technical Birth Registration Data Entry Tips](#) for more details on how to complete the record.

3.2 Search for a Record

Searching for a record in the application can be accomplished using the following options:

- Search screen
- Work Queue search

3.2.1 Search Screen

1. Click the **Search** icon  or select the **Record/Search** menu item.

The **Search Record** screen will appear.

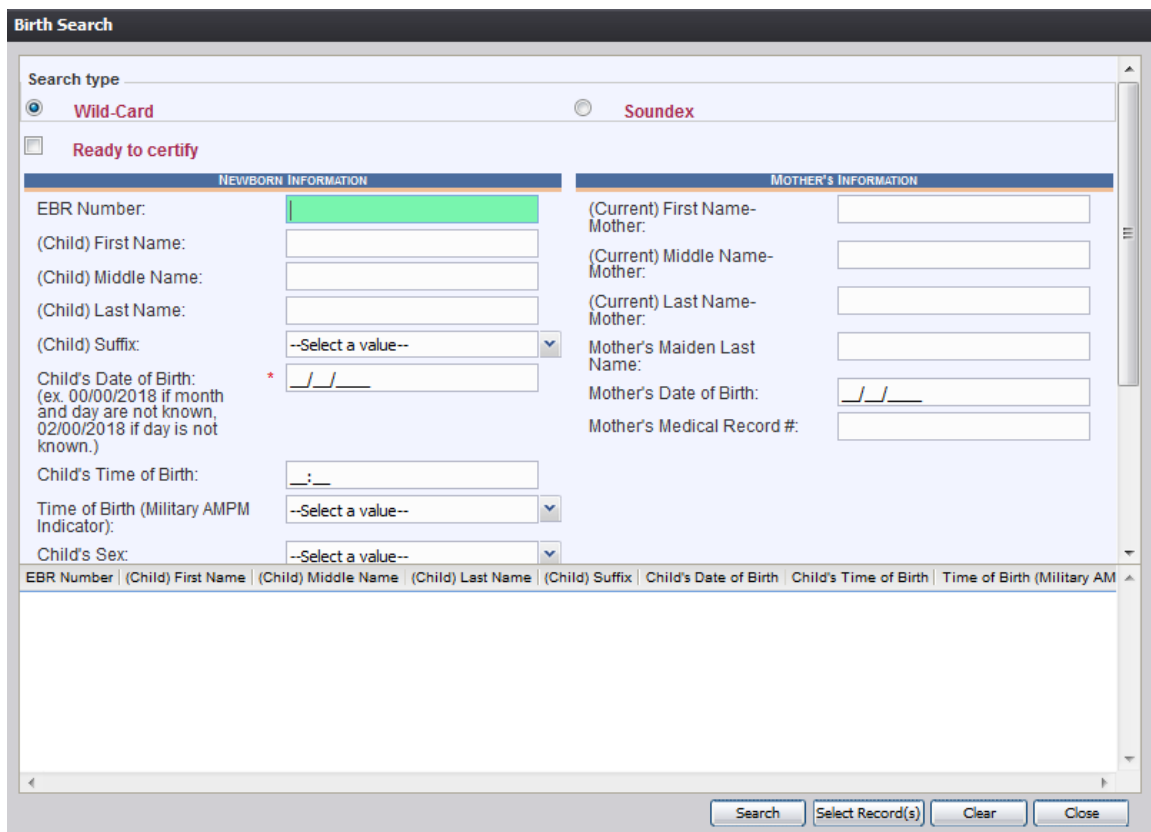


Figure 27: Birth Search Screen

2. Enter all available information regarding the record that needs to be located.
 - ✓ **Tip:** Text fields such as names do not have to be complete. Enter the first several letters instead of the entire text when spelling is in question but include other items to reduce the number of matches.
 - ✓ **Tip:** Along with a name, including the year of birth (which can be entered as a series of 00s followed by a year - i.e. 00/00/2012) and gender and other information will reduce the number of matches that are returned and cause faster search results.

- ✓ **Tip:** Choosing Soundex still requires the user to enter at least the Newborn's year of birth. If the user also decides to search by a name, the full name must be entered and the application will search for not only all exact matches but names that sound familiar as well.

3. Click **Search**.

Records that match the search criteria will populate in the grid in the lower half of the screen.

The screenshot shows the 'Birth Search' application window. At the top, there are two radio buttons for 'Search type': 'Wild-Card' (selected) and 'Soundex'. Below this is a checkbox for 'Ready to certify'. The main area is divided into two columns: 'NEWBORN INFORMATION' and 'MOTHER'S INFORMATION'. The 'NEWBORN INFORMATION' column contains fields for EBR Number, (Child) First Name, (Child) Middle Name, (Child) Last Name, (Child) Suffix (a dropdown menu), Child's Date of Birth (with a date picker showing 00/00/2017), Child's Time of Birth, Time of Birth (Military AMPM Indicator) (a dropdown menu), and Child's Sex (a dropdown menu). The 'MOTHER'S INFORMATION' column contains fields for (Current) First Name-Mother, (Current) Middle Name-Mother, (Current) Last Name-Mother, Mother's Maiden Last Name, Mother's Date of Birth (with a date picker), and Mother's Medical Record #. Below the form is a table with the following columns: EBR Number, (Child) First Name, (Child) Middle Name, (Child) Last Name, (Child) Suffix, Child's Date of Birth, Child's Time of Birth, and Time of Birth (Military AM). The table contains seven rows of data, all for children with the last name WALKER, born on 2017/10/04, at 13:33, with a military time of birth. The first row has EBR Number 0000001379 and first name SARA. The last row has EBR Number 0000001380 and first name SAM. At the bottom of the window are four buttons: Search, Select Record(s), Clear, and Close.

EBR Number	(Child) First Name	(Child) Middle Name	(Child) Last Name	(Child) Suffix	Child's Date of Birth	Child's Time of Birth	Time of Birth (Military AM)
0000001379	SARA	A	WALKER	JR.	2017/10/04	13:33	MILITARY
0000001382	A	A	WALKER	JR.	2017/10/04	13:33	MILITARY
0000001383	A	A	WALKER	JR.	2017/10/04	13:33	MILITARY
0000001384	A	A	WALKER	JR.	2017/10/04	13:33	MILITARY
0000001385	A	A	WALKER	JR.	2017/10/04	13:33	MILITARY
0000001387	A	A	WALKER	JR.	2017/10/04	13:33	MILITARY
0000001380	SAM	A	WALKER		2017/10/05		

Figure 28: Birth Record Search Screen with Results

4. Click the appropriate record to select. Select multiple records by holding down the **Ctrl** key and clicking on records.
5. Click **Select Record(s)** to retrieve records to the Work Queue.
6. Select a record from the work queue by clicking on it to retrieve it to the screen.

The selected record will be retrieved by the system and its information will appear

on the screen as an active record for additional review and/or processing.

3.2.2 Work Queue Search

The Work Queue in the **Birth Registration Data Entry** process will contain the following:

- Birth records associated with the user’s login location that still require some type of action.
 - The list in the work queue will be sorted by the date of birth and will display the newborn’s last name, newborn’s first name, and newborn’s date of birth.
1. From the drop-down list, set the filter for the appropriate record type, as shown below. Options include:

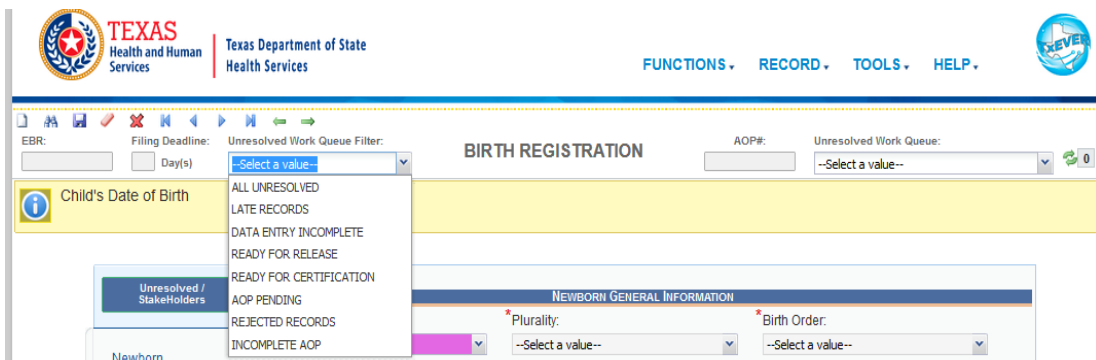


Figure 29: Unresolved Work Queue Filter

- **All Unresolved:** All records that have been started but the information is not yet complete.
- **Late Records:** All records not certified within the State-defined time period (5 days).
- **Data Entry Incomplete:** All records on which data entry has not been completed.
- **Ready for Release:** All records that are ready for release.
- **Ready for Certification:** All records that have all fields resolved but are still awaiting medical certification.
- **AOP Pending:** Records on which an AOP is indicated but AOP fields are not yet completed.
- **Rejected Records:** All records that have been queued back to the facility from the State.

- **Incomplete AOP:** All records that have paternity established under the Mother's Marital Status but the Date AOP Signed field is still unresolved.
2. From the record list, select the appropriate record by clicking on it, or with the focus on the list, start typing the newborn's last name (if available).

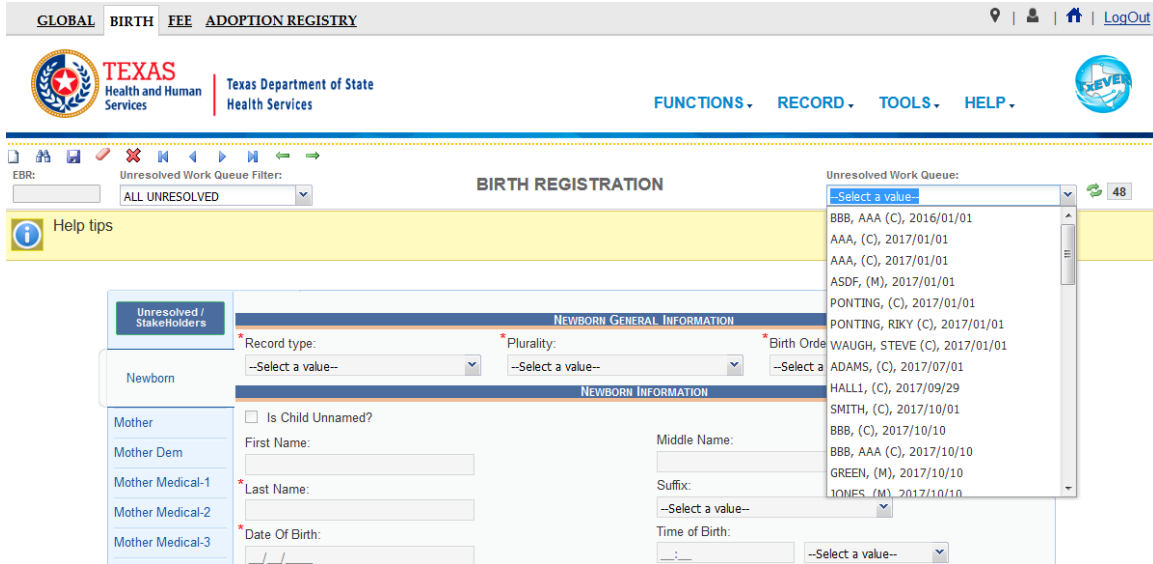


Figure 30: Unresolved Work Queue

3. The selected record will be retrieved by the system and its information will appear on the screen as an active record for additional review and/or processing.

3.3 Cancel Changes

A user may cancel changes made to a record since it was last saved in **Birth Registration**.

1. Retrieve an existing record using the [Work Queue Search](#) or the [Search Screen](#).
2. Enter information or modify information entered in any fields. If a user navigates away from the current record by completing such an action as initiating a record search or accessing a new record, the system will display the following message:

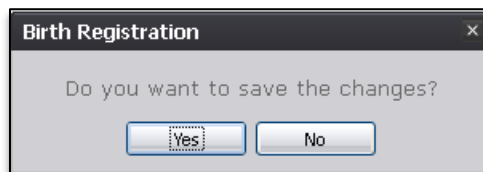


Figure 31: Save Changes Confirmation Message

- a. Click **No** to cancel the changes made to the record.
- b. Click **Yes** to save the changes made to the record.

3.4 Update a Record

The **Birth Registration** menu item function allows authorized users to create/initiate a birth record as well as update an existing record within the **TxEVER Birth** module.

1. Select the **Birth/Function/Birth Registration** or **Birth/Function/Midwife Registration** menu item.
 - a. If there are any records in the Late Records Work Queue, the following message will appear:

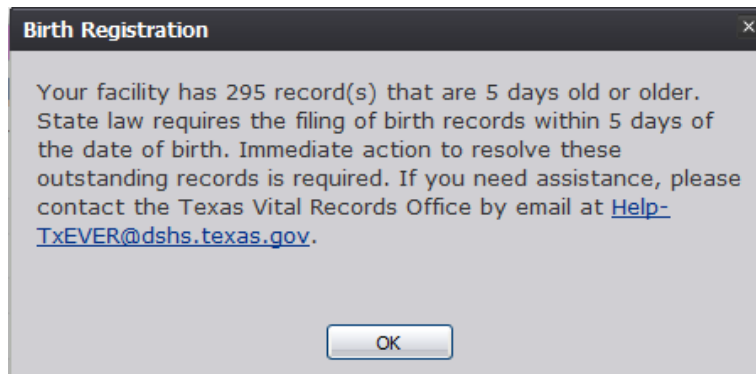





Figure 32: Late Records Message

The initial **Birth Registration** screen will load:

GLOBAL BIRTH FEE ADOPTION REGISTRY 📍 | 👤 | 🏠 | LogOut

 **TEXAS** Health and Human Services | Texas Department of State Health Services FUNCTIONS ▾ RECORD ▾ TOOLS ▾ HELP ▾ 

EBR: Unresolved Work Queue Filter: **BIRTH REGISTRATION** Unresolved Work Queue:

 Help tips

Unresolved / Stakeholders	NEWBORN GENERAL INFORMATION	
Newborn	* Record type: <input type="text"/>	* Plurality: <input type="text"/>
Mother	<input type="text"/>	* Birth Order: <input type="text"/>
Mother Dem	NEWBORN INFORMATION	
Mother Medical-1	<input type="checkbox"/> Is Child Unnamed?	
Mother Medical-2	First Name: <input type="text"/>	Middle Name: <input type="text"/>
Mother Medical-3	* Last Name: <input type="text"/>	Suffix: <input type="text"/>
Mother Medical-4	* Date Of Birth: <input type="text"/>	Time of Birth: <input type="text"/>
Newborn Medical-1	Sex: <input type="text"/>	Infant's Medical Record Number: <input type="text"/>
Newborn Medical-2	SSN INFORMATION	
Certification	Parents authorize release of information to social security administration to issue this child a SSN <input type="text"/>	SSN: <input type="text"/>
Comments	SSN NOT REQUESTED	
ACTIVITY:	FACILITY INFORMATION & PLACE OF BIRTH	
Field Name:	Name: <input type="text"/>	Type: <input type="text"/>
Field Status:	<input type="text"/>	<input type="text"/>
Action:	Other (specify): <input type="text"/>	Address: <input type="text"/>
Default Mode	Apt: <input type="text"/>	State: <input type="text"/>
	County: <input type="text"/>	Local: <input type="text"/>
	City/Town: <input type="text"/>	Zip: <input type="text"/>
	Zip Ext: <input type="text"/>	<input type="text"/>

Figure 33: Birth Registration Screen-Initial Load

2. Search for a record using the [Search Screen](#) or the [Unresolved Work Queue](#) and update unresolved fields on the record that is retrieved on the screen.
3. While a record with unsaved changes is on screen, select the **Record/Save** menu option, or the **Save** icon.

The following message will appear:

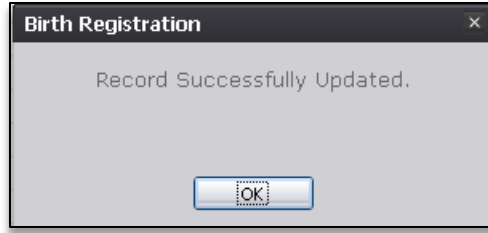


Figure 34: Record Successfully Updated Message

All previously unsaved changes made to the record will be saved.

4. Proceed with birth registration data entry by completing the information requested on the data entry tabs. See [Birth Registration Data Entry Topics](#) and [Technical Birth Registration Data Entry Tips](#) for more details on how to complete the record.

3.5 Abandon a Record

Any user can choose to abandon a record up until the record is released and assigned a State File Number (SFN). If a record is registered, the record can be voided in **Legal View**.

To abandon the record, select **Record/Abandon** or the **Abandon** icon .

The following message will appear:

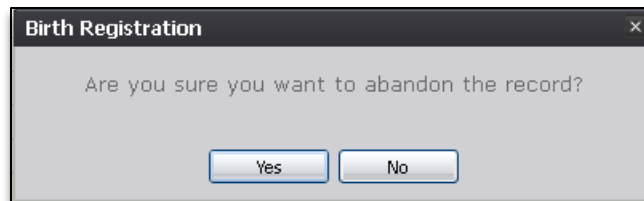


Figure 35: Record Abandon Confirmation Message

Select **No** to cancel the action and return to the record or select **Yes** to continue abandoning the record. Provide a reason for abandoning the record in the **Comment** box shown below and press **OK**.

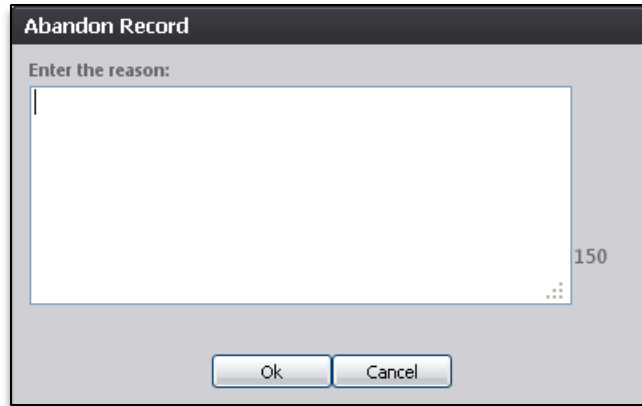


Figure 36: Abandon Record Comment Screen

The following message will appear:

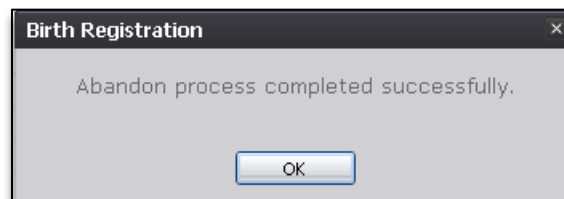


Figure 37: Record Abandon Completed Successfully Message

3.6 Return to the Main Menu

Return to the **Birth** module main menu at any time by selecting the **Function/Home** menu item.

3.7 Using the Unresolved Fields List

Depending on the type of record, a number of actions need to be performed before a record is ready to be submitted for further processing. To check if all data items were completed, use the **Unresolved Fields** list to identify areas that require some sort of action before the record is resolved. The unresolved list displays individual data fields that need to be completed for a specific record before it can be resolved.

1. Retrieve a record.
2. Click **Unresolved** to open the list.

The **Unresolved Fields** list will open.

MOTHER	MOTHER DEM	MOTHER MEDICAL-1
- Mother's Residence Street Number	- Mother's Education	- Mother's Medical Record Number
- Mother's Residence Street Name	- Primary Language Spoken At Home	- Mother's prepregnancy weight in pounds
- Mother's Residence Street Type	- Mother's Occupation	- Mother Weight At Delivery in Pounds
- Mother's Residence Zip	- Mother's Business/Industry	- (Mother's Height) Feet
- Mother's Residence State/Country	- Mother's Ethnicity - No, not Spanish/Hispanic/Lati	- (Mother's Height) Inches
- Mother's Residence County	- Mother's Ethnicity - Yes, Mexican, Mexican America	- Did Mother receive WIC during this pregnancy?
- Mother's Residence City/Town	- Mother's Ethnicity - Yes, Puerto Rican	- Did mother smoke cigarettes before or During Pregn
- Mother's Residence Phone Number	- Mother's Ethnicity - Yes, Cuban	- Did mother use alcohol during pregnancy?
- Mother's Residence Inside City Limits	- Mother's Ethnicity - Yes, Other Spanish/Hispanic/L	- Principal source of payment
- Mother's Mailing Street Number	- Mother's Ethnicity - Refused	MOTHER MEDICAL-2
- Mother's Mailing Street Name	- Mother's Ethnicity - Not Obtainable	- Is this the mother's first pregnancy?
- Mother's Mailing Street Type	- Mother's Race - White	- Date last normal menses began
- Mother's Mailing Zip	- Mother's Race - Black or African American	- Was delivery with forceps attempted but unsuccessful
- Mother's Mailing State/Country	- Mother's Race - American Indian or Alaska Native	- Was delivery with vacuum extraction attempted but
- Mother's Mailing County	- Mother's Race - Asain Indian	- (Fetal Presentation) Cephalic
- Mother's Mailing City/Town	- Mother's Race - Chinese	- Did mother receive prenatal care?
	- Mother's Race - Filipino	NEWBORN MEDICAL-1
	- Mother's Race - Japanese	- (Birth Weight) Ounces
	- Mother's Race - Korean	- (Birth Weight) Pounds
	- Mother's Race - Vietnamese	
	- Mother's Race - Other Asian	

Figure 38: Unresolved Fields List

- To be directed to a particular unresolved field, click the field's link. The system will navigate to that particular field directly so that it may be resolved; the **Unresolved Fields** list will close.
- Click **Unresolved List** again to close the list and return to the data entry screen.

3.8 Birth Registration Data Entry Topics

The objective of this section is to address data entry completion topics so that records may be available for further processing. Most of the data items that need to be completed will only require the **Tab** key to advance to the field, typing the necessary information, and then pressing the **Tab** key to advance again. This section describes the remaining scenarios.

3.8.1 Double Data Entry

Certain fields (such as Newborn First Name) within the Birth Registration Data Entry screen will require that the user enter the value into the main data entry screen and then confirm the entered value by entering it again in a separate data entry interface. Fields that require double data entry will present users with the following screen when the user tabs off the field:

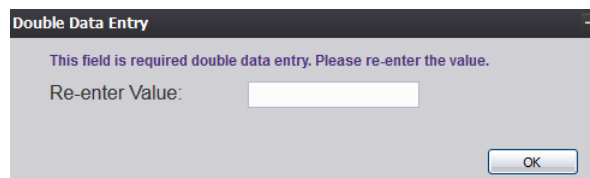


Figure 39: Double Data Entry Screen

Enter the value again and click the **OK** button to close the Double Data Entry screen. If the value entered in the Double Data Entry screen matches the value entered on the main data entry screen, the user will be moved to the next data field. If the values do not match, the following message will appear:

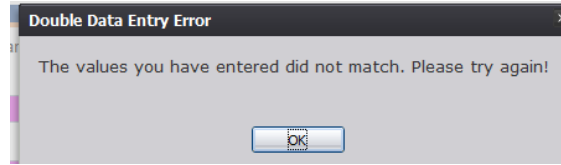


Figure 40: Double Data Entry Error Screen

Click **OK** to close the message and return to the data entry screen. The value entered into the field will be cleared and the double data entry process will be required again.

3.8.2 Pick List Navigation

Mother's Birthplace fields illustrate the concept of pick-list menus. Refer to examples below to quickly retrieve entries and expedite data entry.

Figure 41: Mother's Birthplace Field

1. Set focus on the **State/Country** field by clicking on the field. Type the letters TE or any other beginning letters of another state.
 - Typing TEXAS will also find TEXAS and typing SOUTH C will find SOUTH CAROLINA but will require typing more letters before the desired match is found.
 - Selecting a state will filter results in the County and City/Town pick-lists as well.
2. With focus still on the **State/Country** field, click the checkbox. The pick-list will now contain both states and countries.

3.8.3 Zip Code Functionality

Set focus on the Zip field in the **Mother's Residence Address** section of the **Mother** tab and enter a zip code. Tab out of the field and the following fields will auto-populate:

- State/Country
- County
- City/Town

3.8.4 Add on the Fly

When an Attendant/Certifier is **not** in the list even though it is a valid entry, it can be added. This is referred to as Add on the Fly (AOF). It allows the user to add an item that is not in the list when necessary. The state will ultimately validate the new entry. To access AOF:

1. Open the list by clicking on the arrow button or setting focus on the field and pressing the **Down Arrow** key.
2. Scroll down to the bottom of the list. The very last option in lists that will allow Add on the Fly is a choice (... Add New ...).

The screenshot displays the 'BIRTH REGISTRATION' application interface. At the top, there are navigation tabs for 'GLOBAL', 'BIRTH', 'FEE', and 'ADOPTION REGISTRY'. The main header includes the Texas Department of State Health Services logo and navigation links for 'FUNCTIONS', 'RECORD', 'TOOLS', and 'HELP'. Below the header, there are fields for 'EBR: 00000001534' and 'Unresolved Work Queue Filter: --Select a value--'. The main content area is titled 'BIRTH REGISTRATION' and features a yellow banner for 'Attendant Name'. The primary form is divided into two sections: 'ATTENDANT INFORMATION' and 'CERTIFIER INFORMATION'. In the 'ATTENDANT INFORMATION' section, the 'Attendant' dropdown menu is open, showing 'WESTFALLS ANNE' and an 'Add New--' option. The 'CERTIFIER INFORMATION' section includes a checkbox for 'Certifier same as Attendant?' and a dropdown for 'CERTIFIER BEAU'. The form also includes fields for first name, middle name, last name, title, other (specify), address, apt, state, county, city/town, zip, zip ext, date certified, NPI, and license number. A sidebar on the left contains a list of roles such as 'Newborn', 'Mother', 'Father', etc. At the bottom of the form, there are 'Previous', 'Save', and 'Next' buttons.

Figure 42: Add on the Fly

The AOF – Attendant screen will appear.

Figure 43: AOF-Attendant Screen

3. Complete the required data entry fields for the new entry. If the user believes that their new entry may be frequently used, select **Display in Lists**.
4. Click **OK** to save the new entry.

3.8.5 Screen Tab Navigation

When the last field on the **Newborn** tab is resolved the next field that needs a response is on the **Mother** tab.

Pressing **Tab** from the final field on the **Newborn** tab automatically advances the focus to the **Next** button at the bottom of the screen and the user can press **Enter** on the keyboard to load the **Mother** tab. The user can also navigate to various screen tabs by clicking on them with a mouse.

3.8.6 Place of Birth Facility

Once a facility is selected, the address fields for a listed birth facility are automatically populated. These types of fields are retrieved from the database and are referred to as bypassed and disabled. The address information of a given facility cannot be directly edited on the screen.

3.9 Ethnicity and Race Fields Properties

Ethnicity allows selecting one choice from the available options.

- To change the choice, first un-check the selected choice.

MOTHER'S ETHNICITY	MOTHER'S RACE
<input type="checkbox"/> No, Not Spanish/Hispanic/Latina	<input type="checkbox"/> White
<input type="checkbox"/> Yes, Mexican, Mexican American, Chicano	<input type="checkbox"/> Black or African-American
<input type="checkbox"/> Yes, Puerto Rican	<input type="checkbox"/> American Indian or Alaska Native (Name of the enrolled or principal tribe)
<input type="checkbox"/> Yes, Cuban	<input type="checkbox"/> Asian Indian
<input type="checkbox"/> Yes, Other Hispanic (Specify)	<input type="checkbox"/> Chinese
<input type="checkbox"/> Unknown	<input type="checkbox"/> Filipino
Mother's Ethnicity MVR <input type="text" value="--Select a value--"/>	<input type="checkbox"/> Japanese
	<input type="checkbox"/> Korean
	<input type="checkbox"/> Vietnamese
	<input type="checkbox"/> Other Asian (Specify)
	<input type="checkbox"/> Native Hawaiian
	<input type="checkbox"/> Guamanian or Chamorro
	<input type="checkbox"/> Samoan
	<input type="checkbox"/> Other Pacific Islander (Specify)
	<input type="checkbox"/> Other (Specify)
	<input type="checkbox"/> Unknown
	Mother's Race MVR <input type="text" value="--Select a value--"/>

Figure 44: Ethnicity and Race Fields

- Race fields allow multiple choices.
- Race check box fields can also be selected and de-selected using the mouse or the keyboard. Use the **Tab** key and the **Shift+Tab** key to navigate to the desired choices and the **Spacebar** or the mouse to select or de-select.

3.10 Technical Birth Registration Data Entry Tips

3.10.1 Newborn Tab

3.10.1.1 Plurality

Selecting a plurality value of anything other than **Single** will cause the **Birth Order** field to become enabled.

For example, selecting **Triplets** in the **Plurality** field will cause the **Birth Order** field to show options for **First Born**, **Second Born**, **Third Born** or **Conjoined**.

GLOBAL BIRTH FETAL DEATH LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTIONS RECORD TOOLS HELP

EBR: 00000001387 Filing Deadline: 0 Day(s) Unresolved Work Queue Filter: ALL UNRESOLVED **BIRTH REGISTRATION** AOP#: Unresolved Work Queue: WALKER, (C), 2017/10/04 299

Record Type

Unresolved / Stakeholders	NEWBORN GENERAL INFORMATION													
Newborn	* Record Type: BORN AT THIS FACILITY	* Plurality: TRIPLETS												
Mother	* Birth Order: -Select a value-													
Mother Dem	<table border="1" style="width: 100%;"> <tr><td style="text-align: center;">FIRST</td></tr> <tr><td style="text-align: center;">SECOND</td></tr> <tr><td style="text-align: center;">THIRD</td></tr> <tr><td style="text-align: center;">CONJOINED</td></tr> </table>		FIRST	SECOND	THIRD	CONJOINED								
FIRST														
SECOND														
THIRD														
CONJOINED														
<table border="1" style="width: 100%;"> <tr> <td colspan="3" style="text-align: center;">NEWBORN INFORMATION</td> </tr> <tr> <td colspan="3"><input type="checkbox"/> Is Child Unnamed?</td> </tr> <tr> <td>First Name:</td> <td>Middle Name:</td> <td></td> </tr> <tr> <td></td> <td>A</td> <td></td> </tr> </table>			NEWBORN INFORMATION			<input type="checkbox"/> Is Child Unnamed?			First Name:	Middle Name:			A	
NEWBORN INFORMATION														
<input type="checkbox"/> Is Child Unnamed?														
First Name:	Middle Name:													
	A													

Figure 45: Plurality and Birth Order Fields

3.10.1.2 Is Child Unnamed? Checkbox

Selecting the ‘Is Child Unnamed?’ checkbox will cause the First Name and Last Name fields in the **Newborn Information** section to become populated with a value of ‘Infant’ and disabled.

3.10.1.3 Time of Birth

After entering a time of birth under **Newborn’s Information**, the **AM/PM** field will become enabled. This field must be resolved before the record can be saved for the first time. It is important to note that the **AM/PM** field will become locked and show Military.

3.10.2 Mother Tab

3.10.2.1 Date AOP Signed

The **Date AOP Signed** field will become enabled only if paternity is identified in the **Marital Status** field.

MOTHER'S INFORMATION	
Date of birth: 01/01/1980	Age at Child's Birth: 37
Birth place: (Click checkbox to filter foreign countries only) <input checked="" type="checkbox"/> TEXAS	SSN: 123-12-3123
Marital status: NEVER MARRIED	Married within 300 days? NO
AOP involved: YES	Date Acknowledgment of Paternity Signed: _/_/___
Did Mother Relinquish Rights to Child? NO	Mother's Relinquish Date: _/_/___
* Mothers Medical Record Number: ASDF	Paternity Genetic Testing? NOT DONE

Figure 46: Date AOP Signed Field

3.10.3 Intended Mother Tab

The **Intended Mother** tab will only appear if the **Court Ordered Surrogacy** record type is selected in the **Newborn** tab.

The screenshot displays the Texas Department of State Health Services Birth Registration interface. At the top, the Texas Health and Human Services logo is on the left, and navigation links for FUNCTIONS, RECORD, TOOLS, and HELP are on the right. Below the header, there are fields for EBR (00000001534), Unresolved Work Queue Filter (a dropdown menu), BIRTH REGISTRATION (centered), and Unresolved Work Queue (MCGARY, MEG (C), 2017/11/05). A yellow banner at the top of the main content area reads "Intended Mother Title Preference".

The main content area is a form with a left-hand navigation menu. The menu items are: Unresolved / Stakeholders, Newborn, Mother, Mother Dem, Father, Father Dem, Intended Mother (highlighted), Mother Medical-1, Mother Medical-2, Mother Medical-3, Mother Medical-4, Newborn Medical-1, Newborn Medical-2, Certification, and Comments. Below the menu is an "ACTIVITY:" section showing "Intended Mother Title Preference: MOTHER" with a "Field Status: Resolved" and an "Action:" button.

The form is divided into several sections:

- INTENDED MOTHER'S CURRENT LEGAL NAME:** Includes fields for Title Preference (dropdown menu with "MOTHER" selected), First Name, Middle Name, Last Name, and Suffix (dropdown menu with "--Select a value--" selected).
- INTENDED MOTHER'S NAME PRIOR TO FIRST MARRIAGE:** Includes fields for First Name, Middle Name, Last Name, and Suffix (dropdown menu with "--Select a value--" selected).
- MOTHER'S INFORMATION:** Includes Date of birth, Age, Birth place (with a checkbox and dropdown menu), SSN, and Marital status (dropdown menu with "--Select a value--" selected).
- INTENDED MOTHER'S MEDICAID INFORMATION:** Includes Intended Mothers Medicaid Chip Name and Intended Mothers Medicaid Chip Number.
- INTENDED MOTHER'S RESIDENCE ADDRESS INFORMATION:** Includes Address and Apt. fields.
- INTENDED MOTHER'S MAILING ADDRESS INFORMATION:** Includes Address and Apt. fields, and a checkbox for "Same as Residence?".

Figure 47: Intended Mother Tab

3.10.4 Mother Medical-1 Tab

3.10.4.1 Mother's Transfer Status

If the user indicates the mother was transferred for delivery, the **If YES, from what location** field will become enabled. Click the arrow and select the facility the mother was transferred from or click the **Search** icon beside the field to search for a specific facility.

3.10.4.2 Cigarettes Information

If the user selects **Yes** in the **Did mother smoke cigarettes before or during pregnancy?** dropdown field in the **Cigarettes Information** section, the fields concerning the number of cigarettes and packs throughout different stages of the pregnancy will become enabled. Selecting the 'Did Mother report in Packs?' or 'Did mother report in Cigarettes?' field will cause the fields in the "# of Cigarettes per day" or '# of Packs per day' section to be enabled.

CIGARETTES INFORMATION	
Did mother smoke cigarettes before or During Pregnancy?	--Select a value--
Did mother report in Packs?	<input type="checkbox"/>
Did mother report in Cigarettes?	<input type="checkbox"/>
	# of Cigarettes per day # of Packs per day
Three months before pregnancy	<input type="text"/>
First Trimester	<input type="text"/>
Second Trimester	<input type="text"/>
Third Trimester	<input type="text"/>

Figure 48: Cigarettes Information Section

3.10.5 Mother Medical-2 Tab

3.10.5.1 Pregnancy History

PREGNANCY HISTORY	
Number of previous live births now living (Do not include this child):	Number of previous live births now living MVR
<input type="text"/>	--Select a value--
Number of previous live births now dead:	Number of previous live births now dead MVR
<input type="text"/>	--Select a value--
Date of last live birth:	Number of other pregnancy outcome:
<input type="text"/>	<input type="text"/>
Date of last other pregnancy outcome:	Number of other pregnancy outcomes MVR
<input type="text"/>	--Select a value--

Figure 49: Pregnancy History Section

If the user places a value in the **Number of previous live births now living** field in the **Pregnancy History** section, the **Date of last live birth** field becomes enabled. Additionally, if the user places a value in the **Number of other pregnancy outcome** field, the **Date of last other pregnancy outcome** field becomes enabled.

3.10.5.2 Prenatal Information

If the user indicates the mother received prenatal care in the **Prenatal Information** section, the remaining fields will become enabled. If the mother did not receive prenatal care or it is unknown if the mother receive prenatal care, all fields will remain disabled.

PRENATAL	
Did Mother Receive Prenatal Care?	--Select a value--
Date of First Prenatal Care Visit:	__/__/__
Date of Last Prenatal Care Visit:	__/__/__
First visit date MVR	--Select a value--
Total Number of Prenatal Care Visits If none, enter '0':	
Total number of prenatal visits MVR	--Select a value--
Source of Prenatal Care	
<input type="checkbox"/> Hospital	
<input type="checkbox"/> Public Health Clinic	
<input type="checkbox"/> Private Physician	
<input type="checkbox"/> Midwife	
<input type="checkbox"/> Other	
Specify	
<input type="checkbox"/> None	
<input type="checkbox"/> Unknown	
MVR	--Select a value--

Figure 50: Prenatal Information Section

3.10.5.3 Method of Delivery

The following fields always need to be completed in this section:

- Was delivery with forceps attempted but unsuccessful?
- Was delivery with vacuum extract attempted by unsuccessful?
- Fetal presentation at birth
- Final route & method of delivery

If the user selects **Cesarean** in the **Final route & method of delivery** field, the **If cesarean, was a trial of labor attempted** field will become enabled. These processes are shown below.

METHOD OF DELIVERY	
Was delivery with forceps attempted but unsuccessful?	--Select a value--
Was delivery with forceps attempted but unsuccessful? MVR	--Select a value--
Was delivery with vacuum extraction attempted but unsuccessful?	--Select a value--
Was delivery with vacuum extraction attempted but unsuccessful? MVR	--Select a value--
Fetal presentation at birth?	--Select a value--
Fetal Presentation MVR	--Select a value--
Final route & method of delivery?	--Select a value--
If cesarean, was a trial of labor attempted?	--Select a value--
If cesarean, was a trial of labor attempted? MVR	--Select a value--

Figure 51: Method of Delivery Section

3.10.6 Mother Medical-3 Tab

At least one box needs to be checked in the **Infections Present And/OR Treated During this Pregnancy** and **Risk Factor** sub-tabs. Checking the **None of the above** or **Unknown** box in each section will resolve the section. If a check box enables an adjacent text box or sub-check box, the user will need to provide a value in the text box and/or mark the appropriate sub-check box before the section becomes resolved.

Figure 52: Mother Medical 3 Tab

3.10.7 Mother Medical-4 Tab

At least one box needs to be checked in the **Obstetric Procedures, Onset of Labor, Characteristics of Labor & Delivery**, and **Maternal Morbidity** sections. Checking the **None of the above** or **Unknown** box in each section will resolve the section. If a check box enables a sub-check box, the user will need to mark the appropriate sub-check box before the section becomes resolved.

OBSTETRIC PROCEDURES	ONSET OF LABOR
Obstetric Procedures (check all that apply): <input type="checkbox"/> Cervical cerclage <input type="checkbox"/> External cephalic version: <input type="radio"/> Successful <input type="radio"/> Failed <input type="checkbox"/> Tocolysis <input type="checkbox"/> None of the above	Onset of Labor (check all that apply): <input type="checkbox"/> Premature rupture of the membranes (prolonged > 18 hours) <input type="checkbox"/> Precipitous Labor (less than 3 hours) <input type="checkbox"/> Prolonged labor (greater than 20 hours) <input type="checkbox"/> None of the above <input type="checkbox"/> Unknown Onset of Labor MVR <input type="text" value="--Select a value--"/>
CHARACTERISTICS OF LABOR & DELIVERY	MATERNAL MORBIDITY
Characteristics of Labor & Delivery (check all that apply): <input type="checkbox"/> Induction of labor <input type="checkbox"/> Augmentation of labor <input type="checkbox"/> Non-vertex presentation <input type="checkbox"/> Steroids (glucocorticoids) for fetal lung maturation received by the mother prior to delivery <input type="checkbox"/> Antibiotics received by mother during labor <input type="checkbox"/> Clinical chorioamnionitis diagnosed during labor or maternal temperature is >38 C (100.4 F) <input type="checkbox"/> Moderate /heavy meconium staining of the amniotic fluid <input type="checkbox"/> Fetal intolerance of labor such that one or more of the following action was taken: in-utero resuscitative measures, further fetal assessment, or operative delivery <input type="checkbox"/> Epidural or spinal anesthesia during labor <input type="checkbox"/> Uncomplicated Labor <input type="checkbox"/> None of the above <input type="radio"/> Other Complication not listed <input type="radio"/> No Complication determined	Complication associated with labor and delivery (check all that apply): <input type="checkbox"/> Maternal transfusion <input type="checkbox"/> Third or fourth degree perineal laceration <input type="checkbox"/> Ruptured uterus <input type="checkbox"/> Unplanned hysterectomy <input type="checkbox"/> Admission to intensive care unit <input type="checkbox"/> Unplanned operating room procedure following delivery <input type="checkbox"/> None of the above
<input type="button" value="Previous"/> <input type="button" value="Save"/> <input type="button" value="Next"/>	

Figure 53: Mother Medical 4 Tab

3.10.8 Newborn Medical-1 Tab

3.10.8.1 General Information

3.10.8.1.1 APGAR SCORE

If the newborn has an APGAR score of 5 or below at 5 minutes after delivery or the APGAR score was not taken, the **APGAR score (at 10 min)** field will become enabled to record the newborn's APGAR score at 10 minutes.

Apgar score (at 5 min): <input type="text" value="--Select a value--"/>	Apgar score (at 10 min): <input type="text" value="--Select a value--"/>
--	---

Figure 54: APGAR Score Fields

3.10.8.1.2 Transferred Infant

If the user indicates the infant was transferred within 24 hours of delivery, the **If yes, where** field will become enabled. Click the drop-down arrow and pick the facility or click the **Search** icon beside the field to search for a specific facility.

3.10.9 Newborn Medical-2 Tab

At least one box needs to be checked in the **Abnormal Conditions** and **Congenital Anomalies** sections. Checking the **None of the above** or **Unknown** box in each section will resolve the section. If a check box enables an adjacent text box or sub-check box, the user will need to provide a value in the text box and/or mark the appropriate sub-check box before the section becomes resolved.

ABNORMAL CONDITIONS	CONGENITAL ANOMALIES
Abnormal conditions of newborn (check all that apply):	Congenital Anomalies (check all that apply):
<input type="checkbox"/> Assisted ventilation required immediately following delivery	<input type="checkbox"/> Anencephaly
<input type="checkbox"/> Assisted ventilation required for more than six hours	<input type="checkbox"/> Meningomyelocele/Spina bifida
<input type="checkbox"/> NICU admission	<input type="checkbox"/> Congenital diaphragmatic hernia
<input type="checkbox"/> Newborn given surfactant replacement therapy	<input type="checkbox"/> Gastroschisis
<input type="checkbox"/> Antibiotics received by the newborn for suspected neonatal sepsis	<input type="checkbox"/> Down syndrome:
<input type="checkbox"/> Seizure or serious neurologic dysfunction	<input type="radio"/> Karyotype confirmed
<input type="checkbox"/> Significant birth injury (skeletal fracture(s), peripheral nerve injury, and/or soft tissue/solid organ hemorrhage requiring intervention)	<input type="radio"/> Karyotype pending
<input type="checkbox"/> None of the above	<input type="checkbox"/> Suspected Chromosomal disorder:
	<input type="radio"/> Karyotype confirmed
	<input type="radio"/> Karyotype pending
	<input type="checkbox"/> Cleft lip with cleft palate
	<input type="checkbox"/> Cleft palate alone
	<input type="checkbox"/> Cyanotic congenital heart disease
	<input type="checkbox"/> Omphalocele
	<input type="checkbox"/> Limb reduction defect(excluding congenital amputation and dwarfing syndromes)
	<input type="checkbox"/> Hypospadias
	<input type="checkbox"/> None of the above

Figure 55: Newborn Medical 2 Tab

3.10.10 Certification Tab

Refer to [Add on the Fly](#) for technical information on the **Attendant Information** and **Certifier Information** sections on the **Certification** tab.

3.10.10.1 Record Comments

Some events require a corresponding comment. These comments are stored and can be viewed in a grid on the **Comments** tab:

The following information regarding each comment will be stored:

- Action that required the comment
- The facility user logged in when the comment was entered
- Date and time the comment was entered
- Text of the comment (600 characters)

Comments may be entered or viewed by clicking on the **Comments** tab in **Birth Registration Data Entry**.

3.11 Capturing Signatures

3.11.1 Capture Acknowledgment of Paternity Signatures

The application provides users the ability to capture Acknowledgment of Paternity signatures using one of three available methods:

3.11.1.1 Capture AOP Signatures Using Mouse

1. Retrieve an existing record using the Work Queue Search or the Search Screen.
2. Select the **Record/Acknowledgment of Paternity (AOP)** menu and select either the Mother Signature menu item or Father Signature item.
3. The following message will appear:

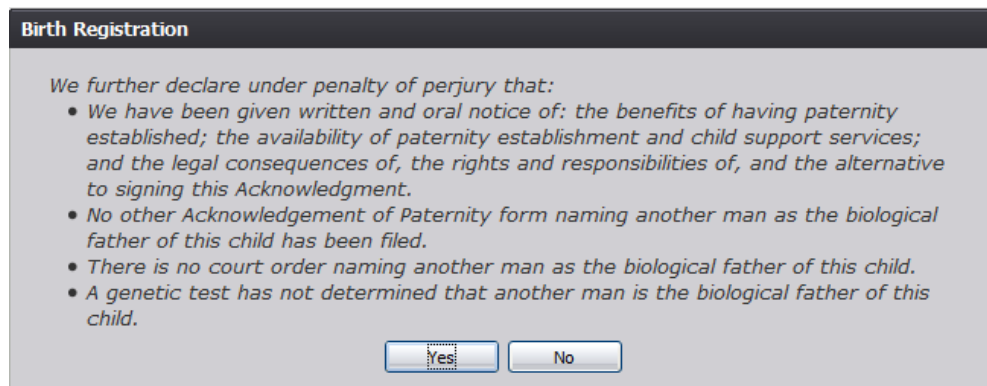


Figure 56: AOP Declaration Message

4. Click the **Yes** button to open the desired AOP Signature screen.
 - a. Click **No** to close the message and return to the Birth Registration screen.
5. The AOP Signature screen will appear:

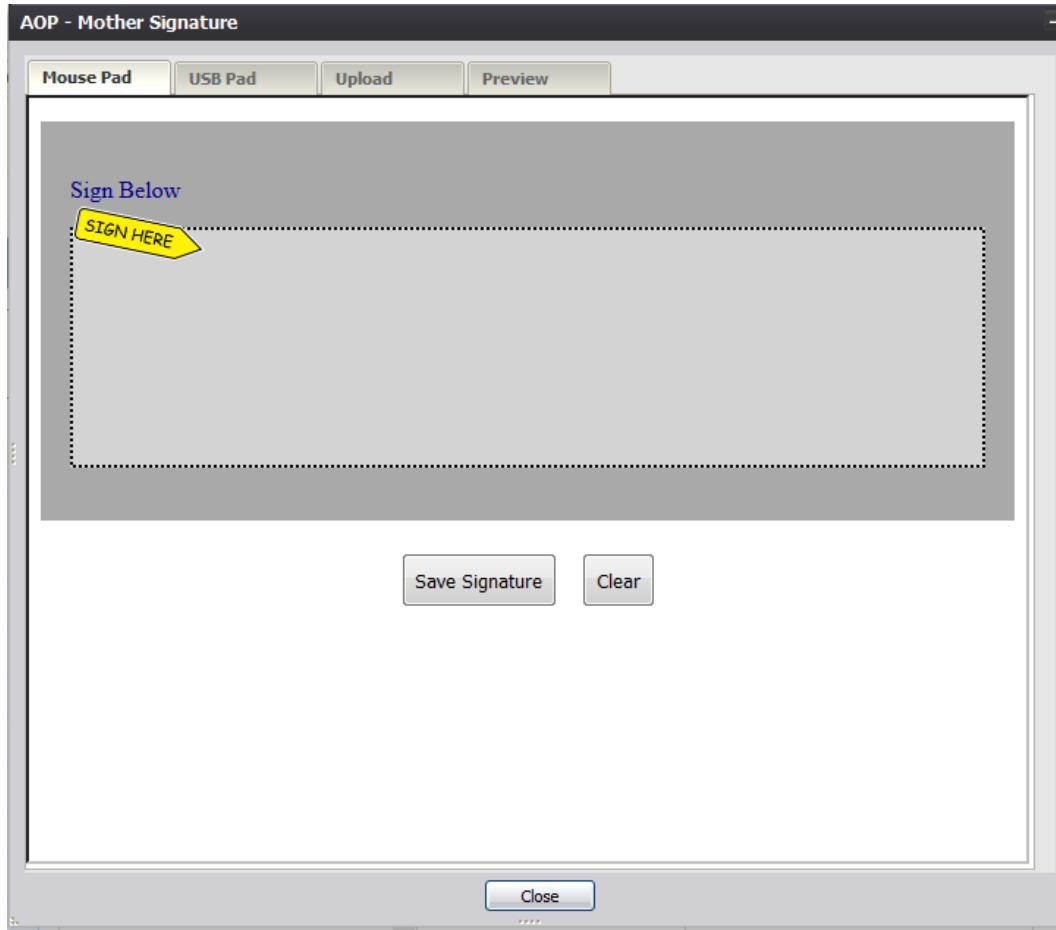


Figure 57: AOP Signature Screen-Mouse Pad Tab

6. Click the Mouse Pad tab on the AOP Signature screen.
7. Create a signature by holding down the left mouse button and moving the mouse on the screen in the signature box.
8. Click the Save Signature button.
9. The system will display the following message:

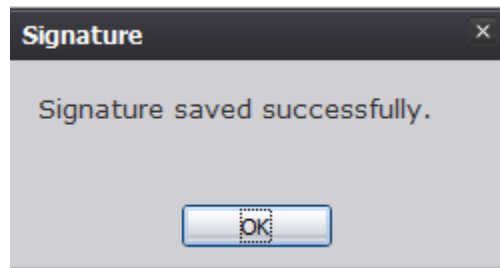


Figure 58: Signature Save Confirmation Message

3.11.1.2 Capture AOP Signatures Using USB Signature Pad

1. Retrieve an existing record using the Work Queue Search or the Search Screen.
2. Select the **Record/Acknowledgment of Paternity (AOP)** menu and select either the Mother Signature menu item or Father Signature item.
3. The following message will appear:

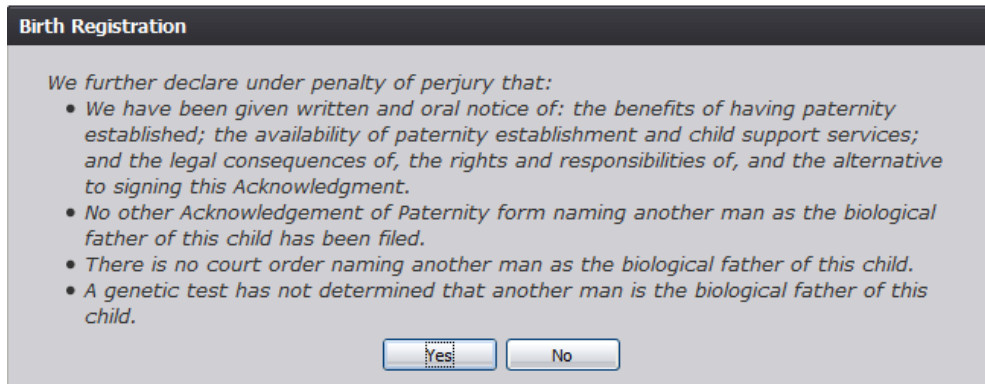


Figure 59: AOP Declaration Message

4. Click the **Yes** button to open the desired AOP Signature screen.
 - a. Click **No** to close the message and return to the Birth Registration screen.
5. The AOP Signature screen will appear. Click the USB Pad tab on the AOP Signature screen:

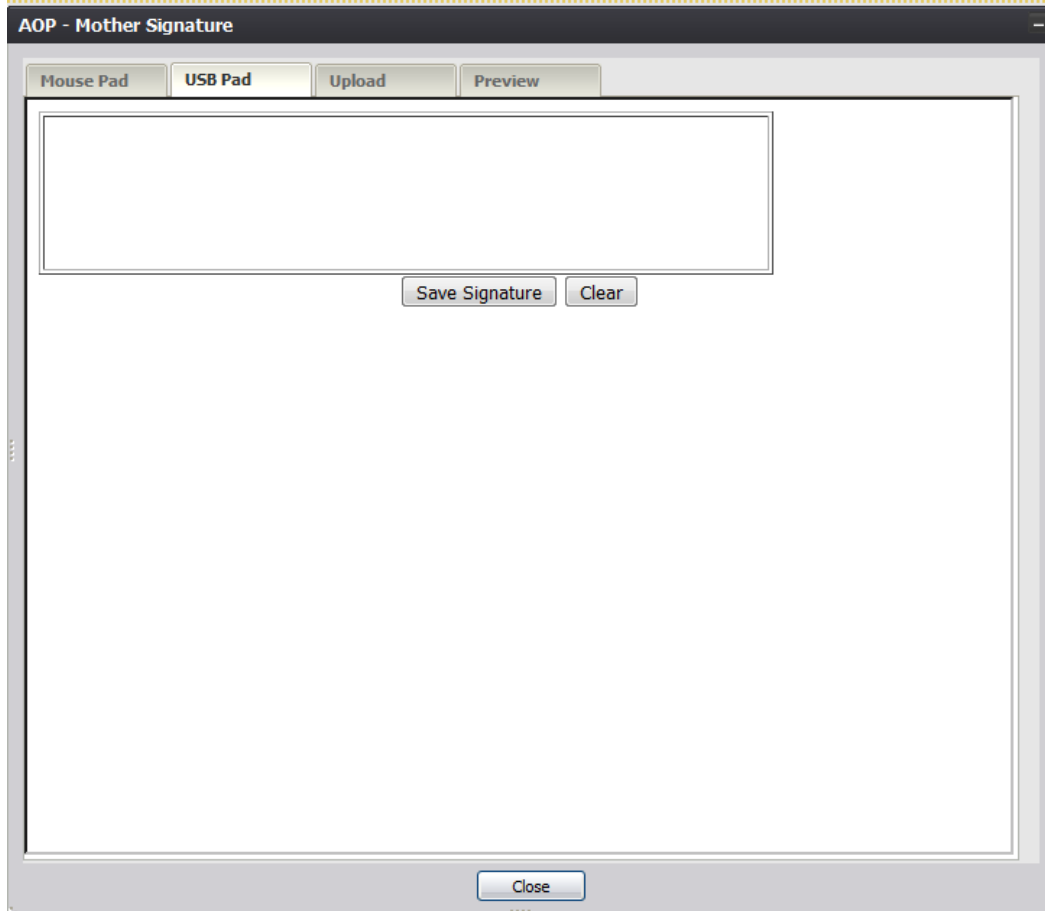


Figure 60: AOP Signature Screen-USB Pad Tab

6. Create a signature by capturing a signature on a signature pad attached to the computer via USB connection.
7. Click the Save Signature button.
8. The system will display the following message:

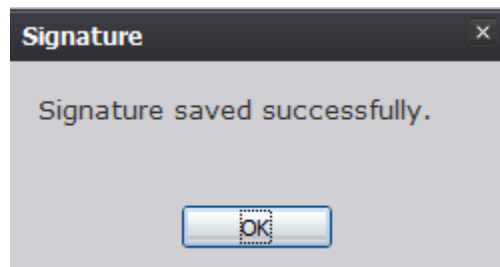


Figure 61: Signature Save Confirmation Message

3.11.1.3 Capture AOP Signatures Using Form Upload

1. Retrieve an existing record using the Work Queue Search or the Search Screen.
2. Select the **Record/Acknowledgment of Paternity (AOP)** menu and select either the Mother Signature menu item or Father Signature item.
3. The following message will appear:

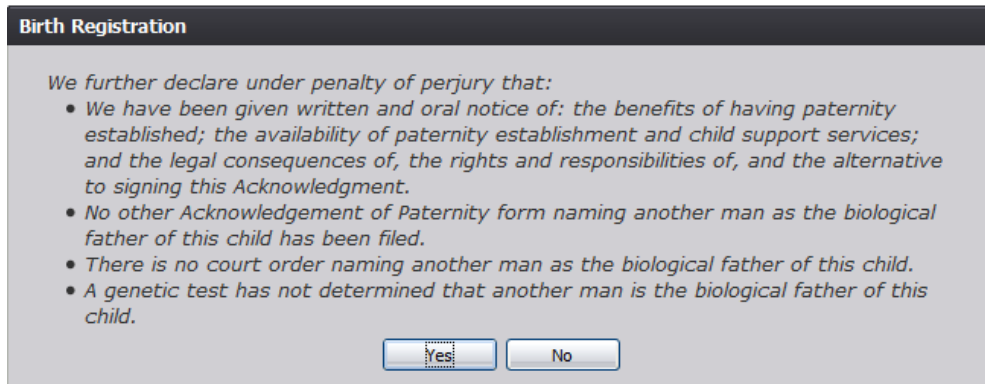


Figure 62: AOP Declaration Message

4. Click the **Yes** button to open the desired AOP Signature screen.
 - a. Click **No** to close the message and return to the Birth Registration screen.
5. The AOP Signature screen will appear. Click the Upload tab on the AOP Signature screen:

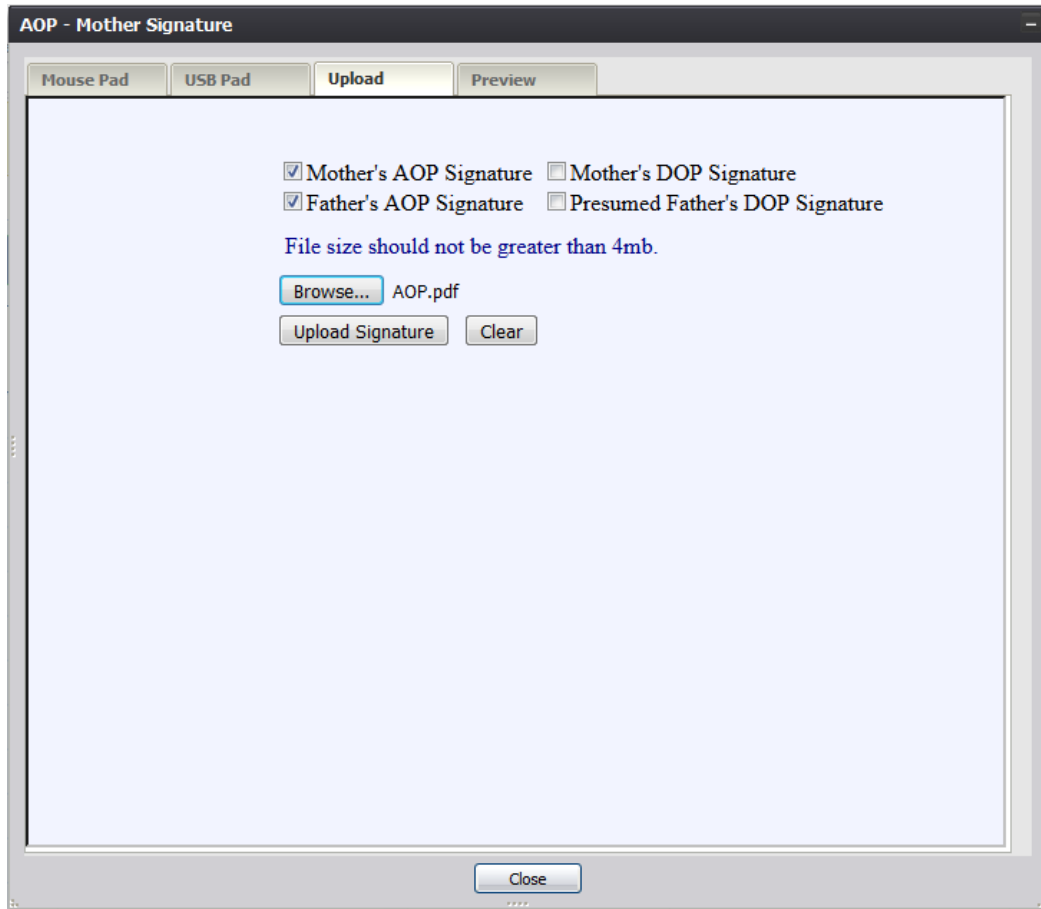


Figure 56: AOP Signature Screen-Upload Tab

6. Select the checkboxes corresponding to the signatures captured on the scan of the paper copy AOP form to be uploaded into TxEVER.
7. Click the Browse button to open the File Upload screen, locate the scanned AOP form and click the Open button.
8. Click the **Upload Signature** button.
9. The system will display the following message:

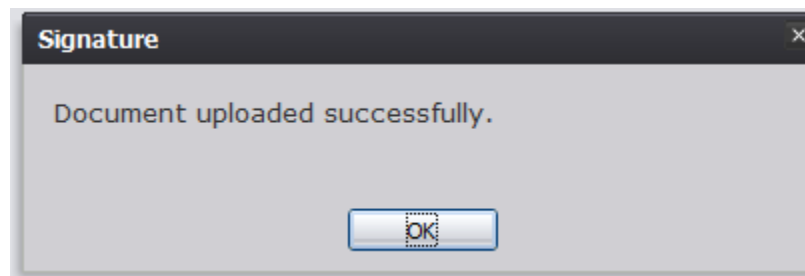


Figure 64: Document Upload Confirmation Message

3.11.2 Capture Denial of Paternity Signatures

The application provides facility users the ability to capture Denial of Paternity signatures using one of three available methods:

3.11.2.1 Capture DOP Signatures Using Mouse

1. Retrieve an existing record using the Work Queue Search or the Search Screen.
2. Select the **Record/Denial of Paternity** menu and select either the Mother Signature menu item or Presumed Father Signature item.
3. A message similar to the following will appear:

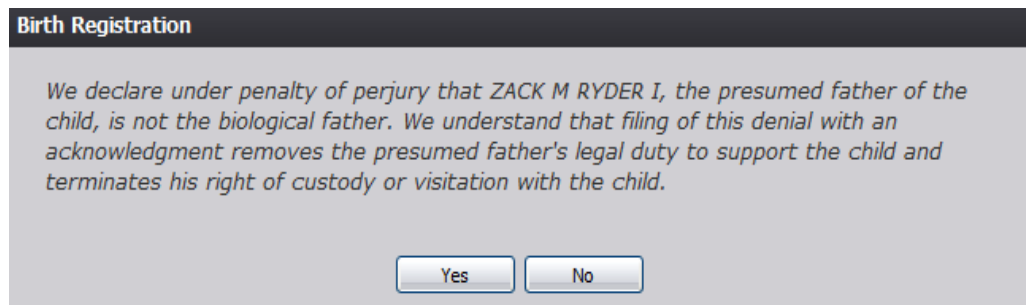


Figure 65: DOP Declaration Message

4. Click the **Yes** button to open the desired DOP Signature screen.
 - a. Click **No** to close the message and return to the Birth Registration screen.
5. The DOP Signature screen will appear:

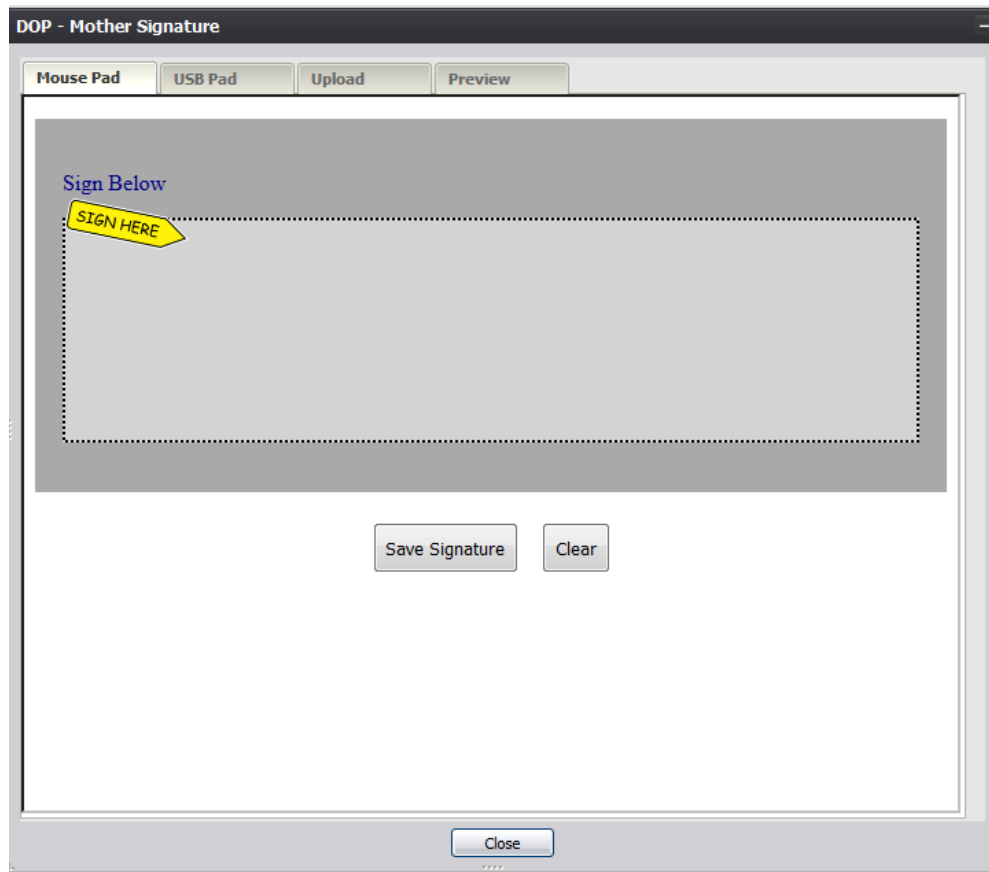


Figure 66: DOP Signature Screen-Mouse Pad Tab

6. Create a signature by holding down the left mouse button and moving the mouse on the screen in the signature box.
7. Click the **Save Signature** button.
8. The system will display the following message:

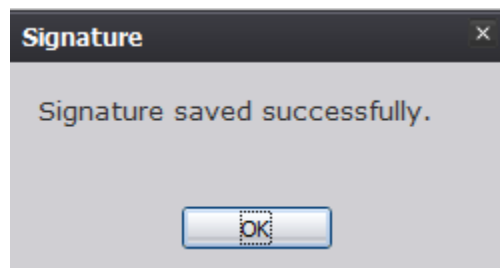


Figure 67: Signature Save Confirmation Message

3.11.2.2 Capture DOP Signatures Using USB Signature Pad

1. Retrieve an existing record using the Work Queue Search or the Search Screen.
2. Select the **Record/Denial of Paternity** menu and select either the Mother Signature menu item or Presumed Father Signature item.
3. The following message will appear:

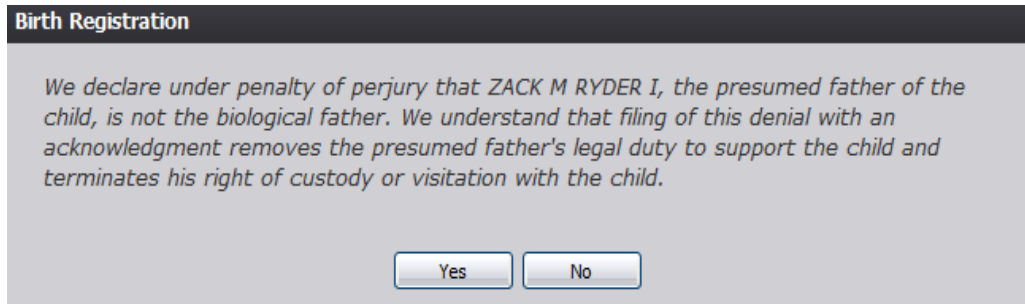


Figure 68: DOP Declaration Message

4. Click the **Yes** button to open the desired AOP Signature screen.
 - a. Click **No** to close the message and return to the Birth Registration screen.
5. The DOP Signature screen will appear. Click the USB Pad tab on the DOP Signature screen:

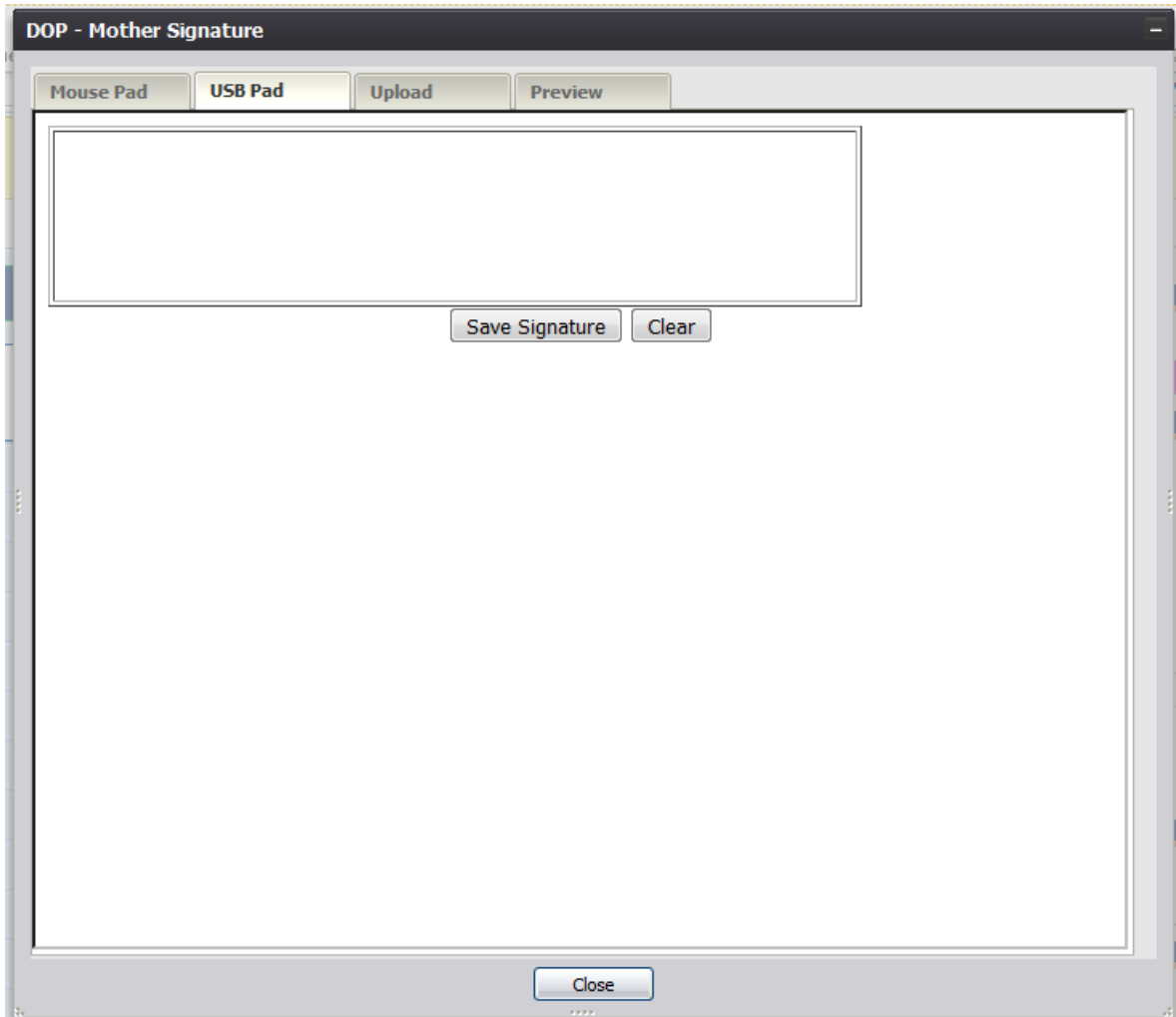


Figure 69: DOP Signature Screen-USB Pad Tab

6. Create a signature by capturing a signature on a signature pad attached to the computer via USB connection.
7. Click the **Save Signature** button.
8. The system will display the following message:

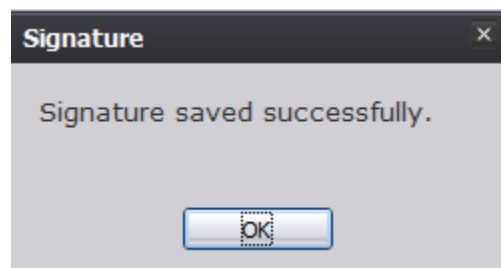


Figure 70: Signature Save Confirmation Message

3.11.2.3 Capture DOP Signatures Using Form Upload

1. Retrieve an existing record using the Work Queue Search or the Search Screen.
2. Select the **Record/Denial of Paternity** menu and select either the Mother Signature menu item or Presumed Father Signature item.
3. The following message will appear:

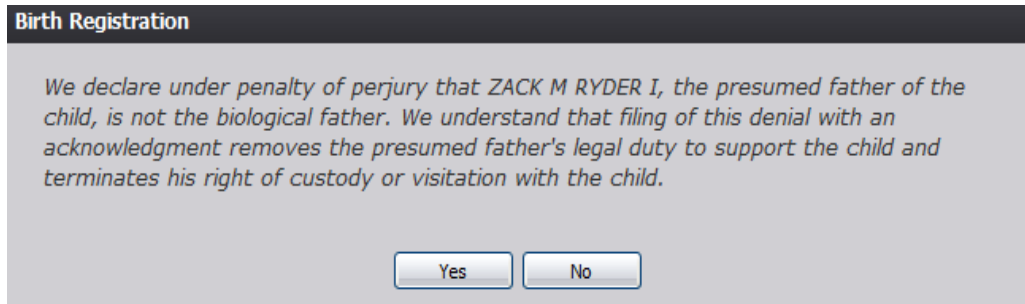


Figure 71: DOP Declaration Message

4. Click the **Yes** button to open the desired DOP Signature screen.
 - a. Click **No** to close the message and return to the Birth Registration screen.
5. The DOP Signature screen will appear. Click the Upload tab on the DOP Signature screen.
6. Select the checkboxes corresponding to the signatures captured on the scan of the paper copy AOP form to be uploaded into TxEVER:

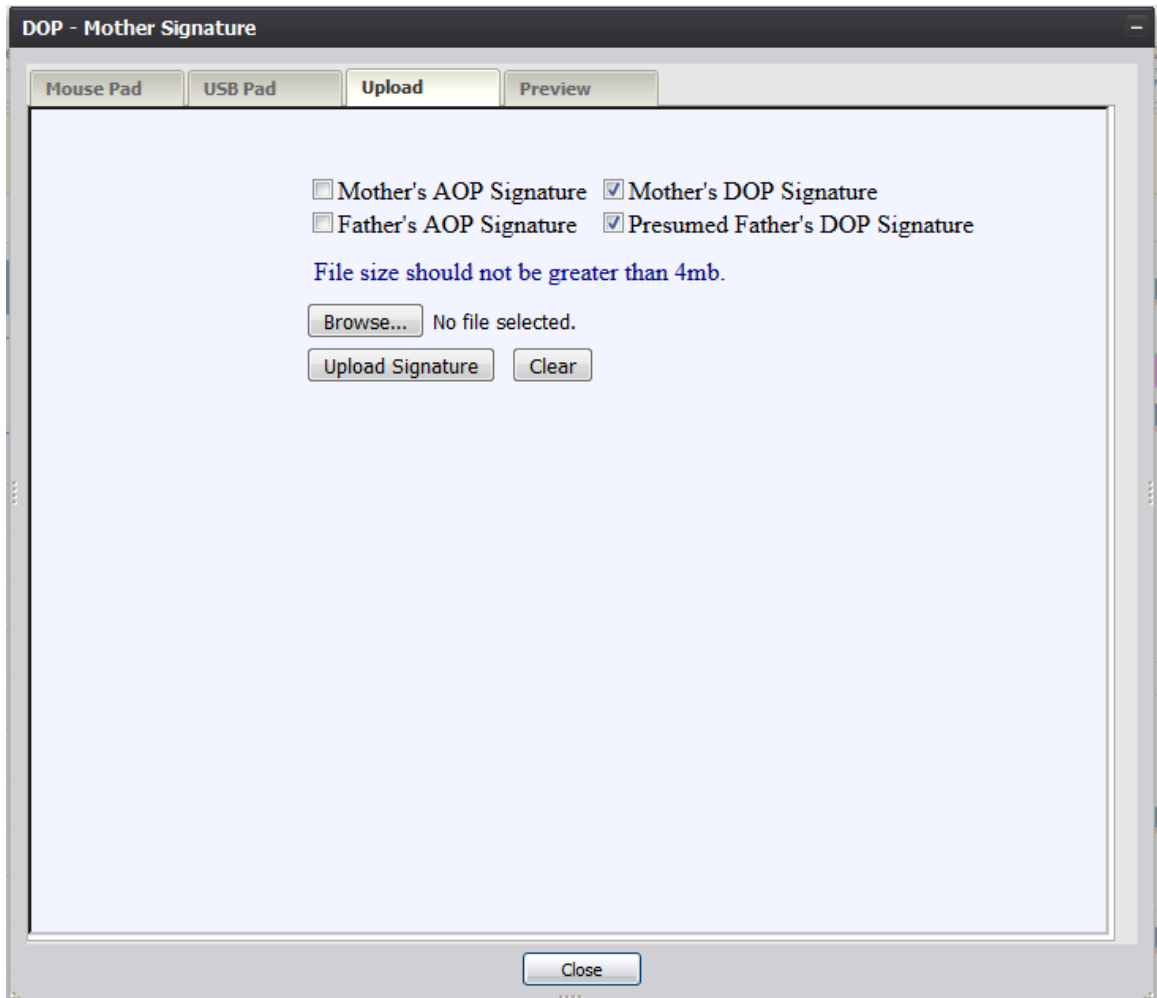


Figure 72: DOP Signature Screen-Upload Tab

7. Click the Browse button to open the File Upload screen, locate the scanned AOP form and click the Open button:
8. Click the **Upload Signature** button.
9. The system will display the following message:

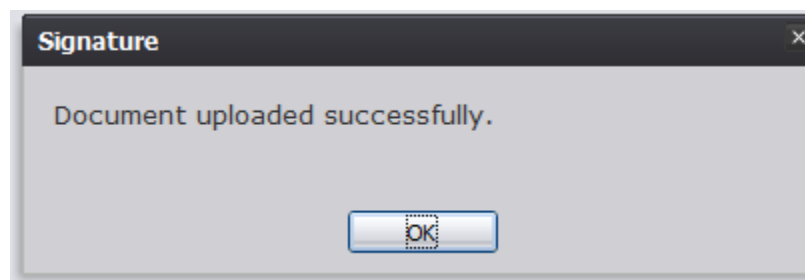


Figure 73: Document Upload Confirmation Message

3.12 Capture Verification of Birth Facts Signatures

The application provides local users the ability to capture Verification of Birth Facts signatures using one of three available methods:

3.12.1 Capture Verification of Birth Facts Signatures Using Mouse

1. Retrieve an existing record using the Work Queue Search or the Search Screen.
2. Select the **Record/Verification of Birth Facts** menu and select either the Mother Signature menu item or Father Signature item.
3. The Verification of Birth Facts Signature screen will appear:

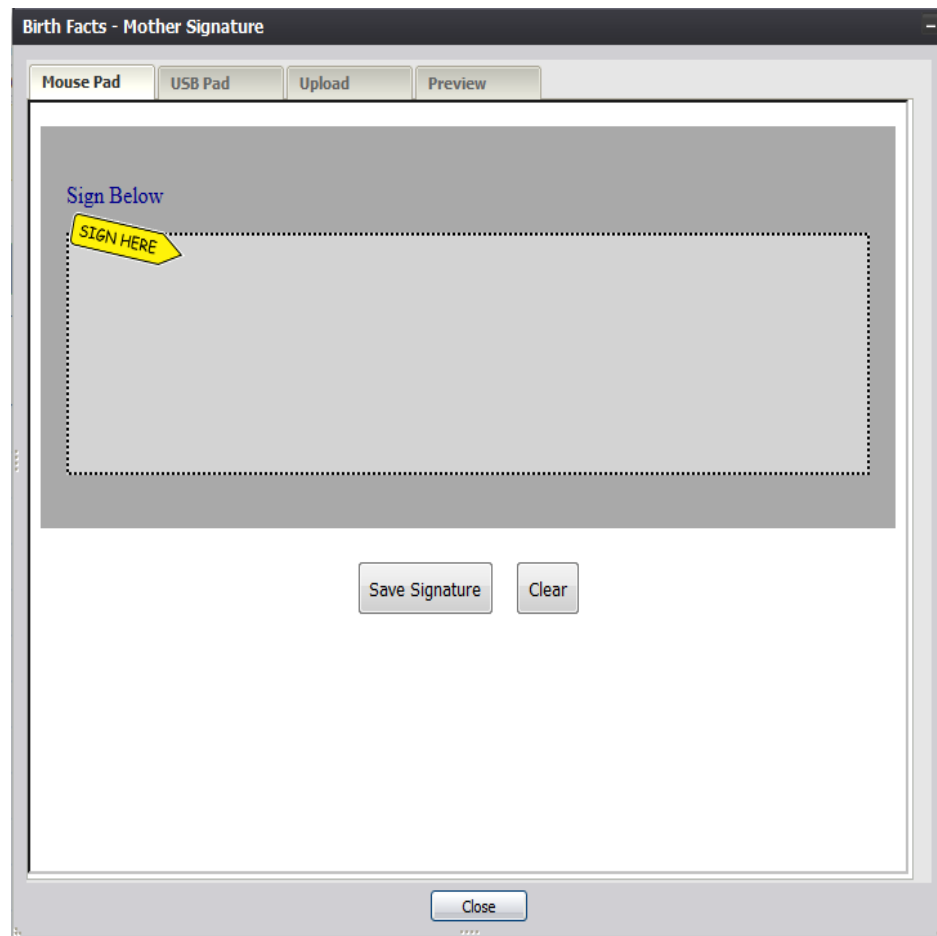


Figure 74: Verification of Birth Facts Signature Screen-Mouse Pad Tab

4. Create a signature by holding down the left mouse button and moving the mouse on the screen in the signature box.
5. Click the Save Signature button.

6. The system will display the following message:

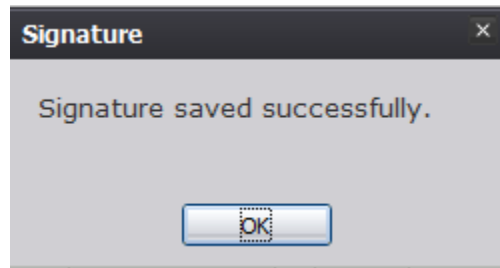


Figure 75: Signature Save Confirmation Message

3.12.2 Capture Verification of Birth Facts Signatures Using USB Signature Pad

1. Retrieve an existing record using the Work Queue Search or the Search screen.
2. Select **the Record/Verification of Birth Facts** menu and select either the Mother Signature item or Father Signature item.
3. The Birth Facts Signature screen will appear. Click the USB Pad tab on the Birth Facts Signature screen:

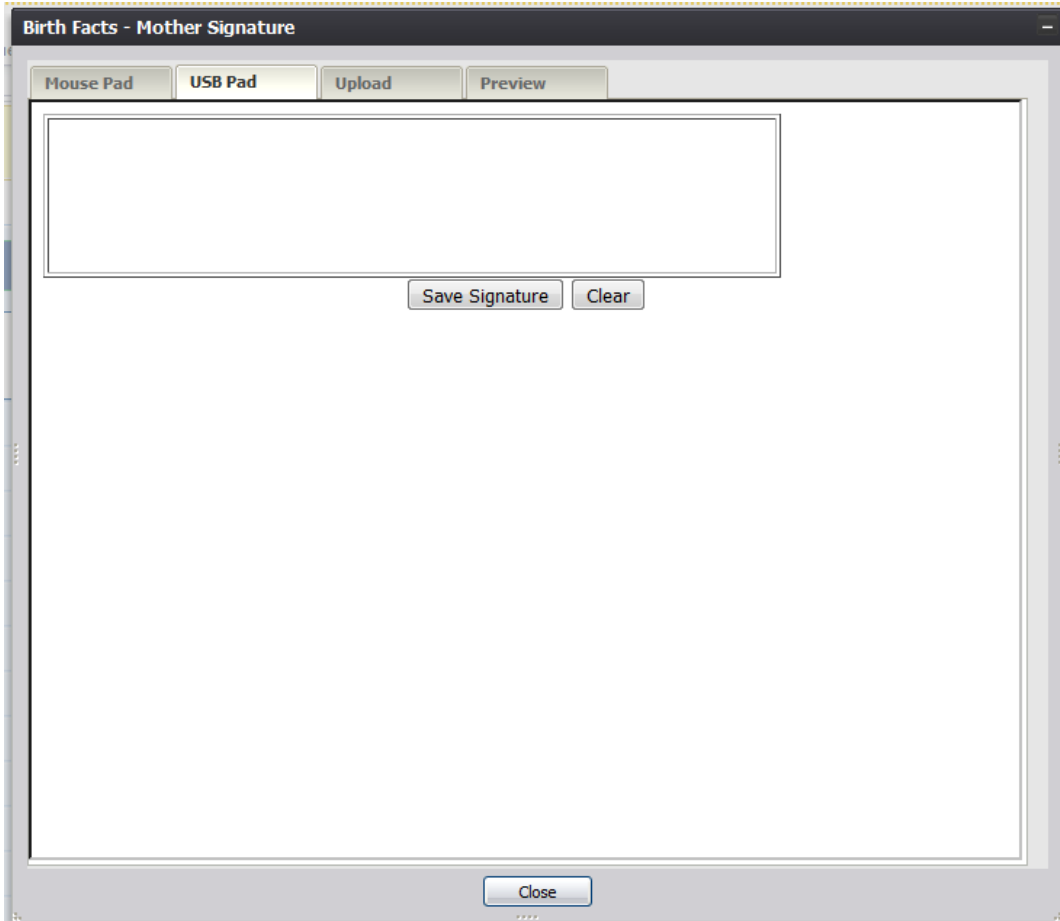


Figure 76: Verification of Birth Facts Signature Screen-USB Pad Tab

4. Create a signature by capturing a signature on a signature pad attached to the computer via USB connection.
5. Click the Save Signature button.
6. The system will display the following message:

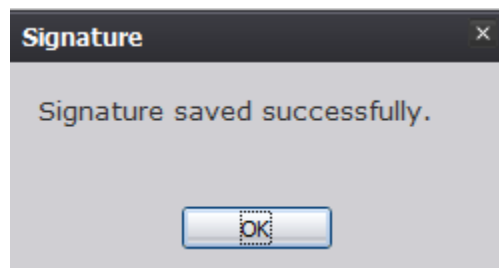


Figure 57: Signature Save Confirmation Message

3.12.3 Capture Verification of Birth Facts Signatures Using Form Upload

1. Retrieve an existing record using the Work Queue Search or the Search Screen.
2. Select the **Record/Verification of Birth Facts** menu and select either the Mother Signature menu item or Father Signature item.
3. The Birth Facts Signature screen will appear. Click the Upload tab on the Birth Facts Signature screen:

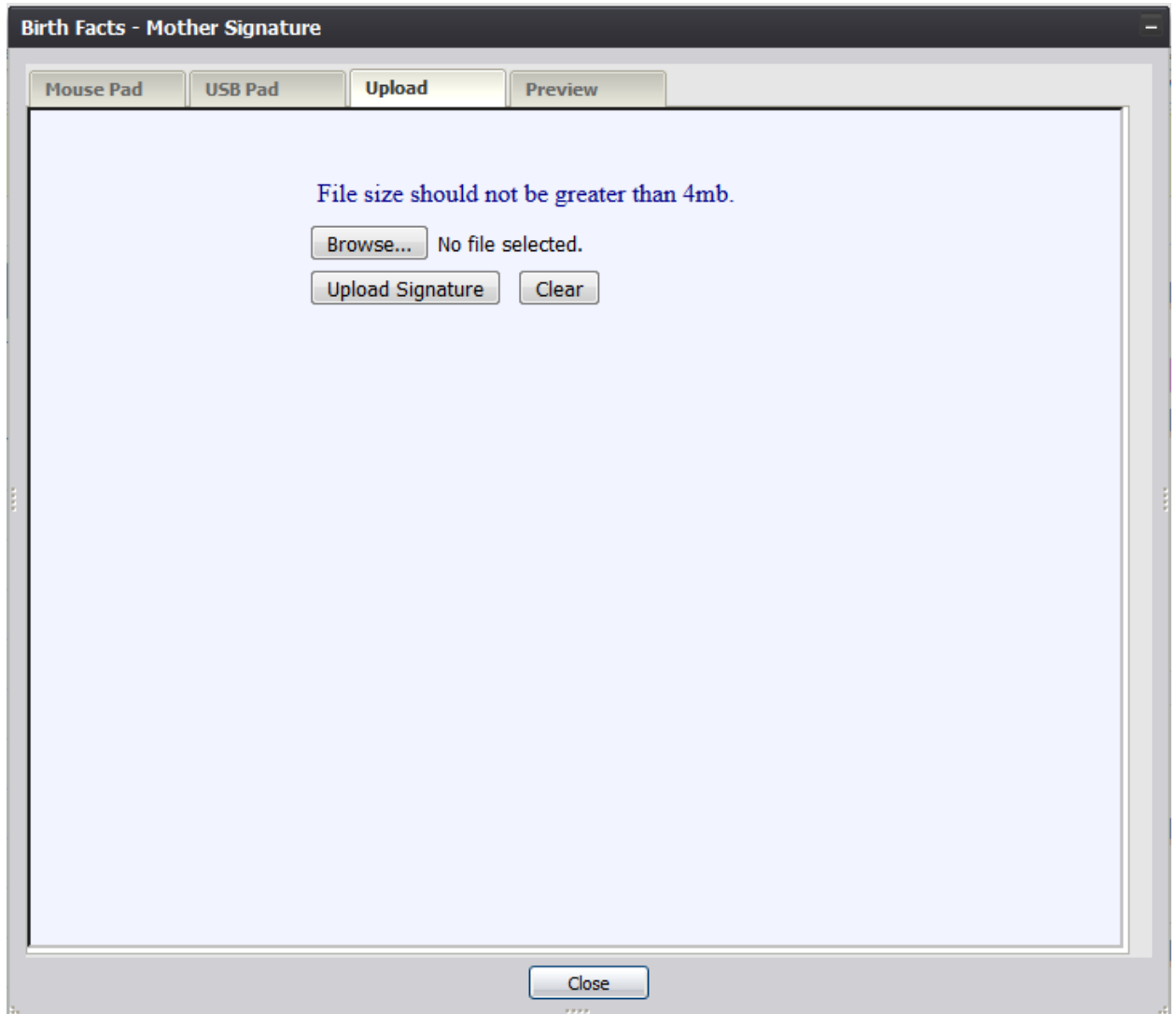


Figure 78: Verification of Birth Facts Signature Screen-Upload Tab

4. Click the Browse button to open the File Upload screen, locate the scanned birth facts form and click the Open button.
5. Click the **Upload Signature** button.

6. The system will display the following message:

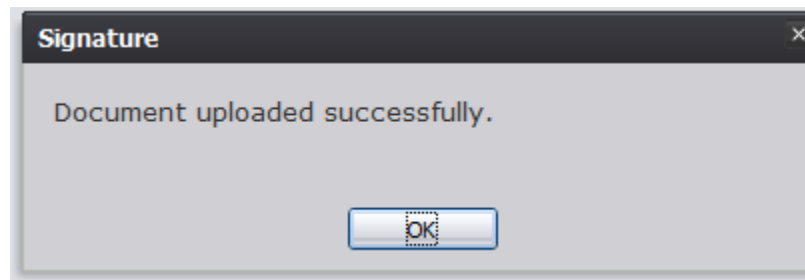


Figure 79: Document Upload Confirmation Message

3.13 View Signatures

3.13.1 View Acknowledgment of Paternity Signatures

The application provides facility users the ability to view Acknowledgment of Paternity signatures.

1. Retrieve an existing record using the [Work Queue Search](#) or the [Search Screen](#).
2. Select the **Record/View Signatures/Acknowledgment of Paternity (AOP)** menu and select either the Mother Signature menu item or Father Signature item.
3. The AOP Signature screen will appear:

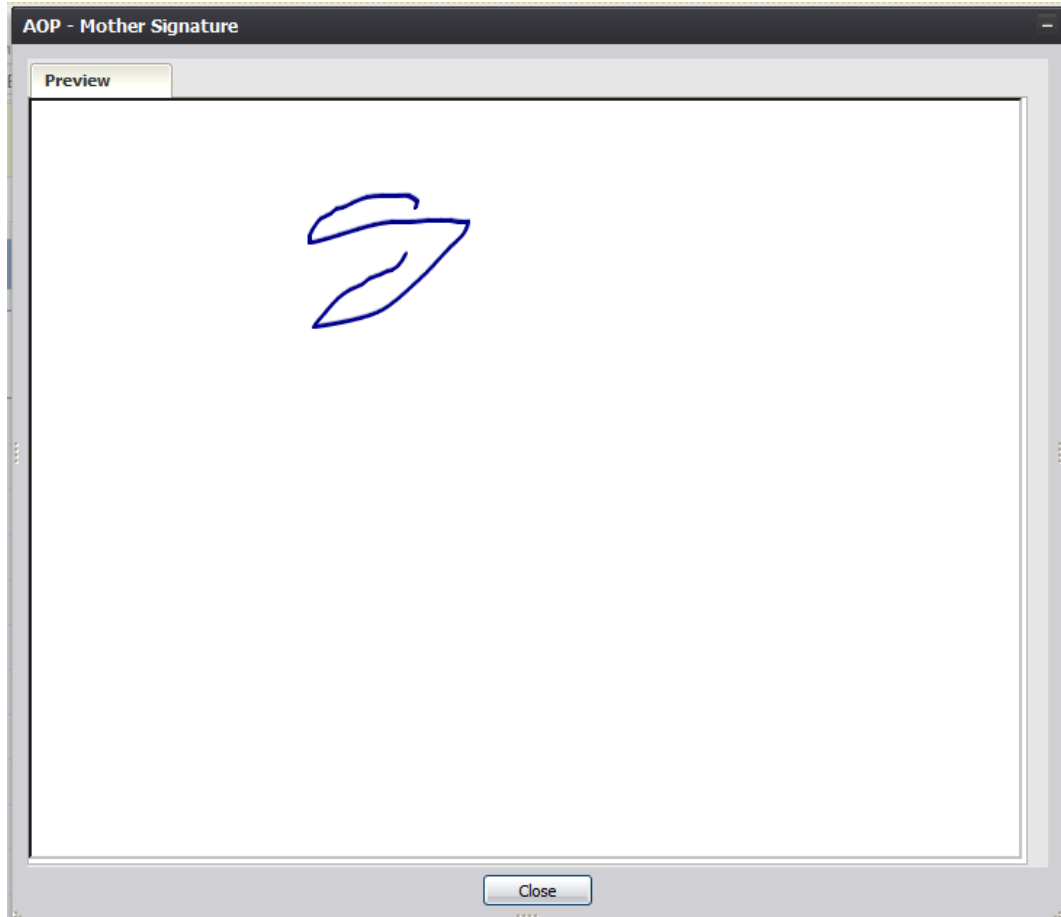


Figure 80: AOP Signature Screen-Preview Tab

3.13.2 View Denial of Paternity Signatures

The application provides facility users the ability to view Denial of Paternity signatures.

1. Retrieve an existing record using the [Work Queue Search](#) or the [Search Screen](#).
2. Select the **Record/View Signatures/Denial of Paternity** menu and select either the Mother Signature menu item or Father Signature item.
3. The DOP Signature screen will appear:

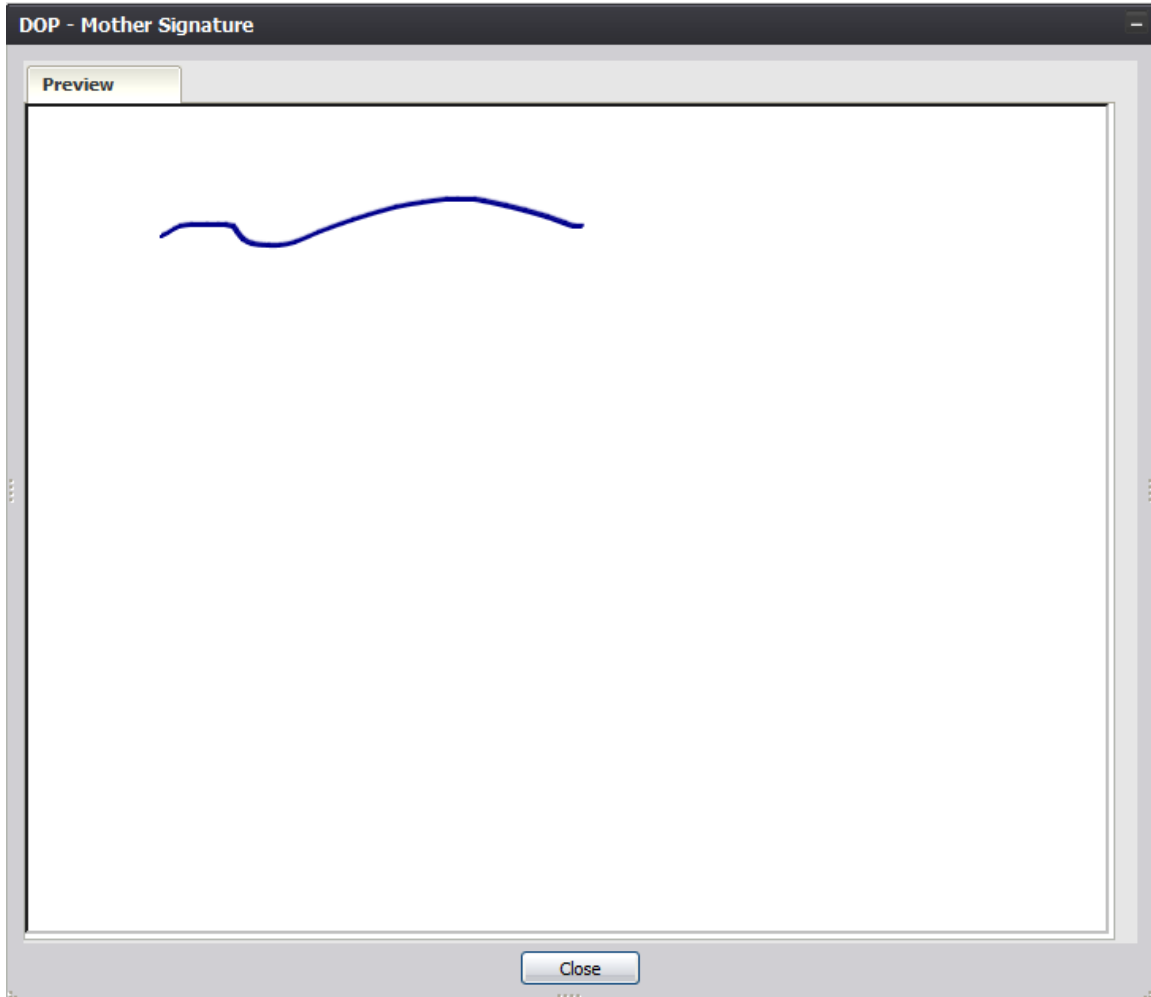


Figure 81: DOP Signature Screen-Preview Tab

3.14 View Signature History

The application provides facility users the ability to view the history of signatures captured on a record.

1. Retrieve an existing record using the [Work Queue Search](#) or the [Search Screen](#).
2. Select the **Record/Signature History** menu item.
3. The Signature History View screen will appear:

User ID	Date Time	Form Type	Signature Action	Field Name	Original Value	New Value	Comment
ADMIN	2/14/2018 4:06:19 AM	Acknowledgment of Paterni	Mother's Signature Saved.				
ADMIN	2/14/2018 4:06:39 AM	Acknowledgment of Paterni	Father's Signature Saved.				
ADMIN	2/14/2018 4:07:05 AM	Denial of Paternity	Mother's Signature Saved.				
ADMIN	2/14/2018 4:08:23 AM	Denial of Paternity	Mother's Signature Saved.				
ADMIN	2/14/2018 4:08:59 AM	Denial of Paternity	Presumed Father's Signature Saved.				
ADMIN	2/14/2018 4:09:11 AM	Denial of Paternity	Presumed Father's Signature Saved.				
ADMIN	2/14/2018 4:09:28 AM	Denial of Paternity	Presumed Father's Signature Saved.				

Figure 82: Signature History View

3.15 Search AOP Record

The application provides facility users the ability to search for partial AOPs that match a birth record.

1. Retrieve an existing record using the [Work Queue Search](#) or the [Search Screen](#).
2. Select the **Record/Search AOP Record** menu item.
3. The AOP-Partial Record Search screen will appear:

AOP - Partial Record Search

Fields marked with * are mandatory.

MOTHER MAIDEN INFORMATION		FATHER INFORMATION	
First Name	<input type="text" value="CINDY"/>	First Name	<input type="text"/>
Middle Name	<input type="text"/>	Middle Name	<input type="text"/>
Last Name	<input type="text" value="* WATSON"/>	Last Name	<input type="text" value="* GARNER"/>
Date Of Birth	<input type="text" value="* 01/01/1980"/>	Date Of Birth	<input type="text" value="* 01/01/1980"/>
Marital Status	<input type="text" value="* MARRIED"/>	AOP Involved?	<input type="text" value="* YES"/>

Figure 83: AOP-Partial Record Search Screen

4. Click the **Search** button.
5. Matching partial AOPs will be populated in the search results grid.

3.15.1 Link AOP to Birth Record

1. If an AOP record that matches on all of the AOP and birth match fields is found, the search result will have a **Link to Birth Record** link displayed beside it.
 - a. Click the **Link to Birth Record** link and the system will display the following message:

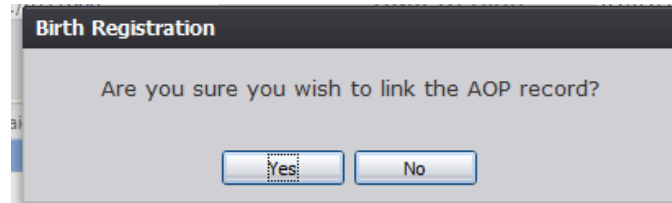


Figure 84: Record Link Confirmation Message

- b. Click **Yes** to confirm the linking of the AOP record to the birth record. Clicking **No** will cancel the process and return the user to the previous screen.
 - i. If **Yes** is selected and fields on the AOP Discrepancy list do not match, the following window will appear:

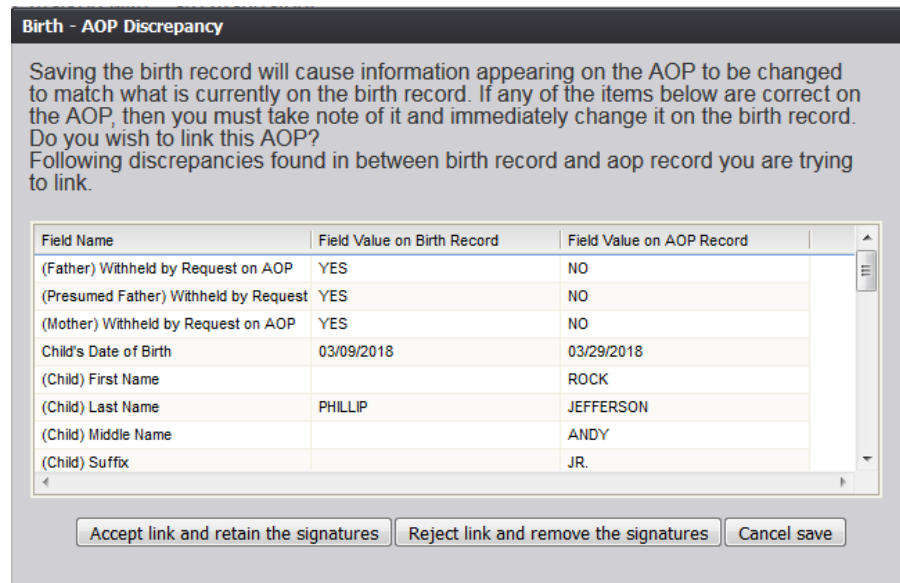


Figure 85: AOP Discrepancy Screen

- a) Click the **Accept link and retain the signatures** button to accept the link to the birth record and retain the signatures captured on the AOP record.
 - b) Click the **Reject link and remove the signatures** button to reject the link to the birth record and remove the signatures captured on the AOP record.

- c) Click the **Cancel save** button to cancel the link to the birth record and return to the previous screen.
 - ii. If **Yes** is selected and there no discrepancies between the AOP and the birth record, the system will issue a message that the link has been accepted successfully.
2. If an AOP record that matches on some of the AOP and birth match fields is found, the search result will have an **Update AOP Record** link next to it.
 - a. Click the **Update AOP Record** link for the desired search result. The **AOP -Partial Record** screen will open:

Figure 86: AOP-Partial Record Screen

- b. Edit the desired fields and click the **Save** button.
 - c. The system will issue a message that the AOP record has been saved successfully. Click **OK** to close the window and return to the Search screen. The link next to the record will have updated from **Update AOP record** to **Linked (Delink?)**

3.15.2 De-link AOP from Birth Record

1. After locating a previously linked birth record in the AOP search screen,de- link the AOP record from the birth record by clicking on the **Linked (Delink?)** link next to the matching AOP record.
2. The system will display the following message:

Figure 87: Record Delink Confirmation Message

3. Click **Yes** to de-link the AOP record from the birth record. Click **No** to cancel the de-linking of the AOP record from the birth record.
4. The following message will appear:

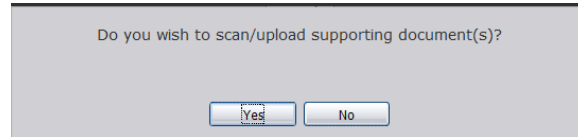


Figure 88: Scan/Upload Supporting Document Confirmation Message

5. Click **Yes** to scan/upload supporting document. Click **No** to not scan/upload supporting documentation.
6. The following screen will appear:

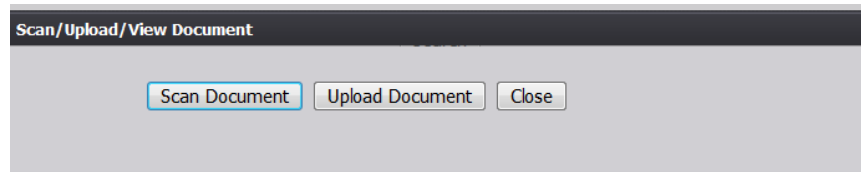


Figure 89: Scan/Upload Document Screen

- a. To scan a document, press **Scan Document**, which will generate the following window:

Scan Documents

Document Type:

Who Issued:

Date Issued:

Image Description:

List of Scanners:

Scan Type:

Figure 90: Scan Documents Screen

- i. Enter the **Document Type**, **Who Issued** the document, the **Date Issued** and the **Image Description** into the corresponding fields, select the desired scanner from the **List of Scanners**, select RGB from the **Scan Type** and then click **Scan Document**.
 - ii. Pressing **Scan Document** will load the image in the image preview section of the screen. To save the document, click the **Save Document** button.
 - iii. A notification will appear when the file has successfully saved or if the save has failed.
- b. To upload a document, press Upload Document, which will generate the Upload Document screen.
- i. Enter the **Document Type**, **Who Issued the document**, and the **Date Issued** into the corresponding fields and then click **Upload Document**.

Figure 91: Upload Document Screen

- ii. To attach a document, click **Browse** and locate the file. Then, click **Open**. This will load the document file path into the field.
- iii. To continue the **Upload** process, click **Upload**. To return to the previous screen, click **Cancel**.
- iv. A notification will appear when the file has successfully uploaded or if the upload has failed.

3.16 Printing Forms

3.16.1 Print/Re-print Birth Worksheet

The application provides facility users the ability to generate a **Birth** worksheet or **Blank Birth** worksheet after the record is initially saved and throughout the entire registration process.

1. Retrieve an existing record using the [Work Queue Search](#) or the [Search Screen](#).
2. Select the **Record /Print/Birth Worksheet** or **Record/Print/Blank Birth Worksheet** menu option.
3. The application will open the PDF version of the form that allows printing.
4. Click the **Print** icon in the PDF window to print the document.
5. When the document is printed, close the PDF browser window using the **X** in the upper right corner of the screen to return to the **TxEVER** application.

3.16.2 Print Verification of Birth Facts

The application provides facility users the ability to generate a verification of birth facts after all fields are resolved on the **Birth Registration Data Entry** screen.

1. Retrieve an existing record using the [Work Queue Search](#) or the [Search Screen](#).
2. Select the **Record/Print/Verification of Birth Facts** menu option.

3. The application will open the PDF version of the form that allows printing.
4. Click the **Print** icon in the PDF window to print the document.
5. When the document prints, close the PDF browser window using the **X** in the upper right corner of the screen to return to the TxEVER system.

3.16.3 Print Acknowledgment of Paternity Form

The application provides facility users the ability to generate a pre-populated **Acknowledgment of Paternity** form after paternity is established on the record and all AOP fields are completed on the record.

1. Retrieve an existing record using the [Work Queue Search](#) or the [Search Screen](#) to print a pre-populated **Acknowledgment of Paternity** form.
2. Select the **Record/Print/Acknowledgment of Paternity** menu option.

The application will open the PDF version of the form that allows printing.

3. Click the **Print** icon in the PDF window to print the document.
4. When the document prints, close the PDF browser window using the **X** in the upper right corner of the screen to return to the TxEVER application.

3.17 Download State Uploaded AOP Forms

The application provides facility users the ability to view and/or download AOP forms uploaded by the State. This can be done from the **Birth Registration** screen.

1. Select the **Birth/Function/Birth Registration** menu item.
2. The **Birth Registration** screen will load.
3. While on the **Birth Registration** screen, select the **Functions/Download State Uploaded AOP Forms** menu item.
4. The **Uploaded AOP Forms to Folder Viewer** screen will appear.

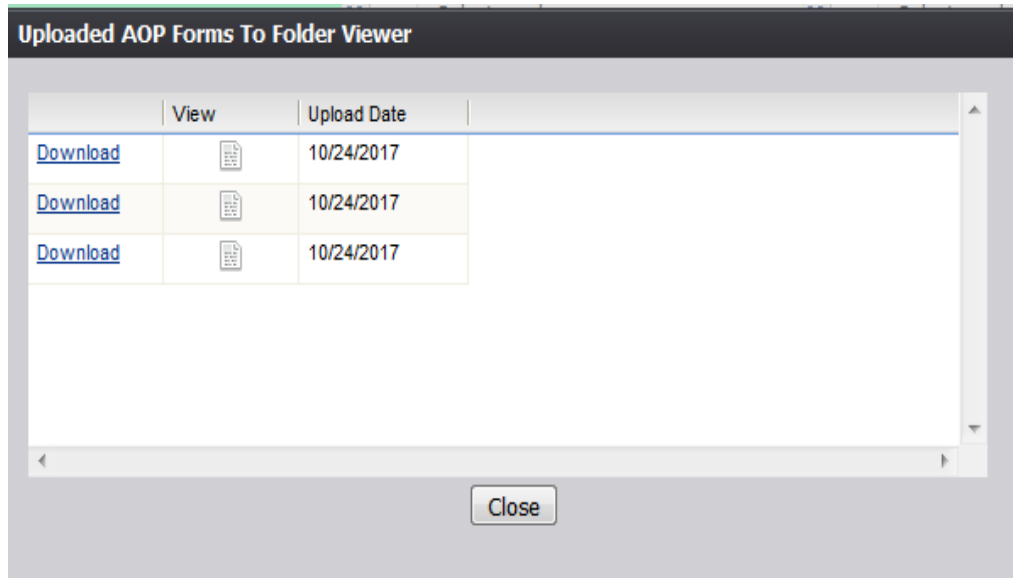


Figure 92: Uploaded AOP Forms to Folder Viewer

5. Click the **Download** link or the **View** icon for the file to open it in PDF for viewing/downloading.

3.18 Electronic Certification

3.18.1 Performing Electronic Certification

Electronic Certification is the process provided as a means to electronically sign a birth record after the review of values of data items on the birth record. Certification is required before a record can be released and registered.

Before electronic certification can be successfully performed, **Birth Registration Data Entry** must be completed. Check for unresolved data fields before certifying a record.

1. Search for the desired record using the [Work Queue Search](#) by setting the unresolved work queue filter to **Pending Certification**.

OR

By using the [Search Screen](#) method by clicking **Search** or selecting **Record/ Search**.

2. Select a record from the **Work Queue** drop-down list or from the **Search** screen grid.
3. When the appropriate record appears on the screen, select the **Record/Certification** menu item to initiate the electronic certification process.

The **Electronic Certification** screen will display the following information:

- Newborn’s Information: Newborn’s Name (First, Middle, Last, Suffix)
- Birth Information: Date of Birth, Gender, Place of Birth

- Certifier Information: First Name, Middle Name, Last Name

The screenshot shows a web application interface for certification. At the top, there is a dark header with the word "Certification" in white. Below this is a light gray area containing two sections. The first section is titled "NEWBORN INFORMATION" in a blue header. It contains a table with the following data: First Name: LINDA, Middle Name: K, Last Name: MAXWELL, Suffix: I, Date of Birth: 02/14/2018, Sex: FEMALE, and Place of Birth: SHACKELFORD COUNTY HOSPITAL. The second section is titled "CERTIFIER INFORMATION" in a blue header. It contains a table with the following data: First Name: SAM, Middle Name: A, and Last Name: SMITH. At the bottom right of the form area, there are three buttons: "Preview", "Close", and "Certification".

NEWBORN INFORMATION	
First Name:	LINDA
Middle Name:	K
Last Name:	MAXWELL
Suffix:	I
Date of Birth:	02/14/2018
Sex:	FEMALE
Place of Birth:	SHACKELFORD COUNTY HOSPITAL

CERTIFIER INFORMATION	
First Name:	SAM
Middle Name:	A
Last Name:	SMITH

Figure 93: Certification Screen

4. Review the information to ensure that the correct record is being electronically verified.
5. Click **Certification** if all data items are correct.
 - a. To view a preview of a **Birth Worksheet** for the record, click **Preview** to load a new browser window containing the **Birth Worksheet** in PDF format. The **Birth Worksheet** from this screen can be printed from this screen.
 - b. If data items are not correct and need to be edited, click **Cancel** to correct the information on the **Birth Registration Data Entry** screen. Save the corrections made to the record and return to Step 1 instructions above to reinitiate electronic certification.
6. If the record is complete, the system will display the following message: *“I verify that a live birth occurred at the location, date and time indicated on this birth record.”*

The screenshot shows a 'Certification' window with the following sections:

- NEWBORN INFORMATION:**
 - First Name: ASD
 - Middle Name:
 - Last Name: BACKHUM
 - Suffix: SR
 - Date of Birth: 12/12/2013
 - Sex: FEMALE
 - Place of Birth: Other
- CERTIFIER INFORMATION:**
 - First Name: PAUL
 - Middle Name: J
 - Last Name: MILLER
- PLEASE ENTER PIN:**
 - Buttons: Preview, Cancel, Certification
 - Checkbox: I verify that a live birth occurred at the location, date and time indicated on this birth record.
 - Text: Certifier Pin:
 - Input field: [Empty text box]
 - Buttons: Ok, Cancel

Figure 94: Certification Statement and PIN Field

7. Check the box, enter your PIN and click **OK** to complete electronic certification.

If the correct PIN has been entered, the following message will appear:

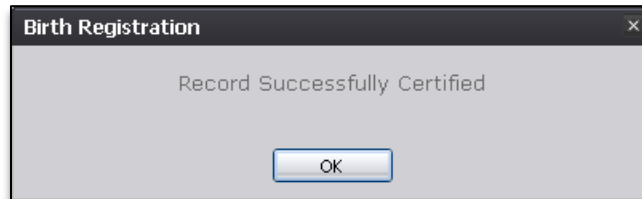


Figure 95: Record Successfully Certified Message

8. Click **OK** to close the **Electronic Certification** screen.

Once a record has been certified it is locked from further changes by the facility user.

3.18.2 De-Certifying a Record

The record will become de-certified if the certifier of the record is changed.

If a facility user changes the certifier of a record on the **Certification** tab after the record has been certified, the following message will appear:



Figure 96: Record Decertification Confirmation Message

Select **No** to keep the record certified and change no information.

Select **Yes** button to de-certify the record. The record will have to be certified again before a facility user can release the record.

The following message will appear once the record has been de-certified:

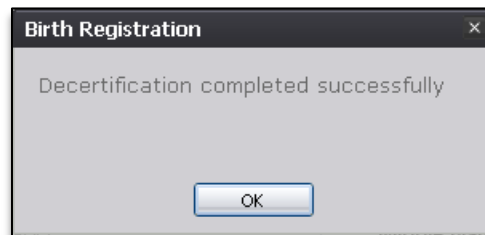


Figure 97: Decertification Completed Successfully Message

3.19 Generating Reports

3.19.1 Birth Institution Registration and Timeliness Audit Report

The application provides facility users the ability to generate a **Birth Institution Registration and Timeliness Audit** report.

1. Select the **Reports/Birth Institution Registration and Timeliness Audit Report** menu option.
2. The following screen will appear:

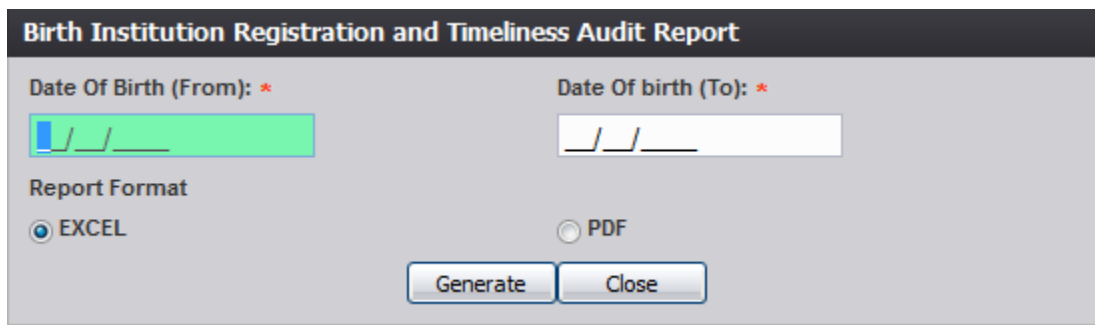


Figure 98: Birth Institution Registration and Timeliness Audit Report Screen

3. Complete the fields on the input screen.
4. Select **Excel** or **PDF** for the report's format.
5. Print the document from the **PDF** window or from **Microsoft Excel**.
6. When the document is printed, close the **PDF** window or **Microsoft Excel** using the **X** in the upper right corner of the screen to return to the **TxEVER** system.

3.19.2 Birth Records Released But Pending AOP Report

The application provides facility users the ability to generate a **Birth Records Released But Pending AOP** report.

1. Select the **Reports/Birth Records Released But Pending AOP Report** menu option.
2. The following screen will appear:

Figure 99: Birth Records Released but Pending AOP Report Screen

3. Complete the fields on the input screen.
4. Select **Excel** or **PDF** for the report's format.
5. Print the document from the **PDF** window or from **Microsoft Excel**.
6. When the document is printed, close the **PDF** window or **Microsoft Excel** using the **X** in the upper right corner of the screen to return to the **TxEVER** system.

3.19.3 Certified by Certifier Report

The application provides facility users the ability to generate a **Certified by Certifier** report.

1. Select the **Reports/Certified by Certifier Report** menu option.
2. The following screen will appear:

Figure 100: Facility Birth Certified by Certifier Report Screen

3. Complete the fields on the input screen.
4. Select **Excel** or **PDF** for the report's format.
5. Print the document from the **PDF** window or from **Microsoft Excel**.
6. When the document is printed, close the **PDF** window or **Microsoft Excel** using the **X** in the upper right corner of the screen to return to the **TxEVER** system.

3.19.4 Facility Productivity Report

The application provides facility users the ability to generate a **Facility Productivity** report.

1. Select the **Reports/Facility Productivity Report** menu option.
2. The following screen will appear:

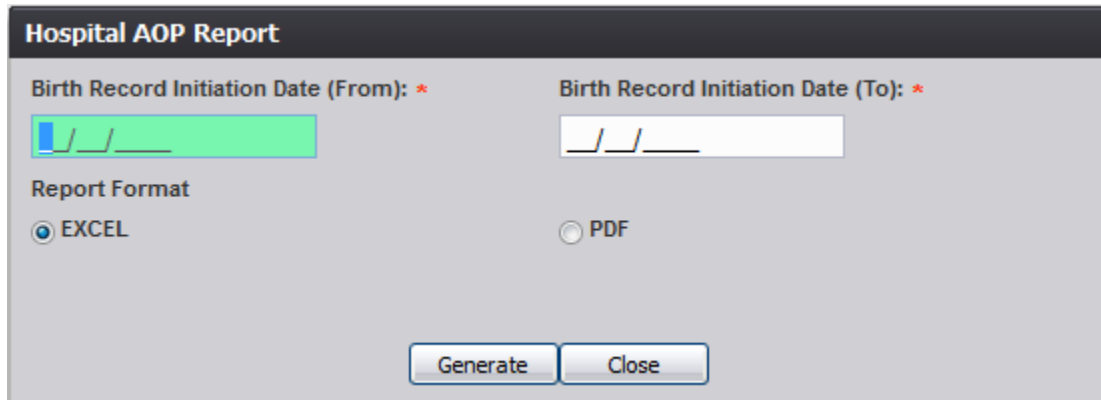
Figure 101: Facility Productivity Report Screen

3. Complete the fields on the input screen.
4. Select **Excel** or **PDF** for the report's format.
5. Print the document from the **PDF** window or from **Microsoft Excel**.
6. When the document is printed, close the **PDF** window or **Microsoft Excel** using the **X** in the upper right corner of the screen to return to the **TxEVER** system.

3.19.5 Hospital AOP Report

The application provides facility users the ability to generate a **Hospital AOP** report.

1. Select the **Reports/Hospital AOP Report** menu option.
2. The following screen will appear:



The screenshot shows a software window titled "Hospital AOP Report". It features two date input fields: "Birth Record Initiation Date (From): *" and "Birth Record Initiation Date (To): *". Below these is a "Report Format" section with radio buttons for "EXCEL" (selected) and "PDF". At the bottom are "Generate" and "Close" buttons.

Figure 102: Hospital AOP Report Screen

3. Complete the fields on the input screen.
4. Select **Excel** or **PDF** for the report's format.
5. Print the document from the **PDF** window or from **Microsoft Excel**.
6. When the document is printed, close the **PDF** window or **Microsoft Excel** using the **X** in the upper right corner of the screen to return to the **TxEVER** system.

3.19.6 Listing of Unmatched Births with High Probability of Death Report

The application provides facility users the ability to generate a **Listing of Unmatched Births with High Probability of Death** report.

1. Select the **Reports/Listing of Unmatched Births with High Probability of Death Report** menu option.
2. The following screen will appear:

Figure 103: Listing of Unmatched Births with High Probability of Death Report Screen

3. Complete the fields on the input screen.
4. Select **Excel** or **PDF** for the report's format.
5. Print the document from the **PDF** window or from **Microsoft Excel**.
6. When the document is printed, close the **PDF** window or **Microsoft Excel** using the **X** in the upper right corner of the screen to return to the **TxEVER** system.

3.19.7 Multiple Birth Exception Report

The system provides facility users the ability to generate a **Multiple Birth Exception** report.

1. Select the **Reports/Multiple Birth Exception Report** menu option.
2. The following screen will appear:

Figure 104: Multiple Birth Exception Report Screen

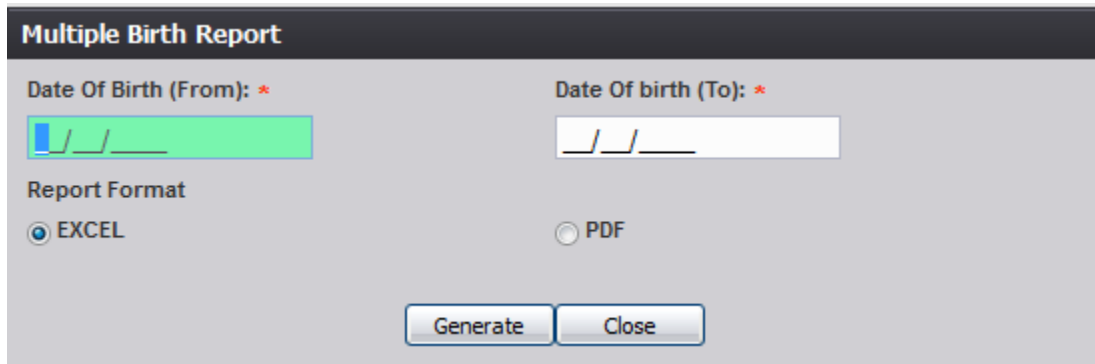
3. Complete the fields on the input screen.
4. Select **Excel** or **PDF** for the report's format.
5. Click **Generate**.
6. Print the report from the **PDF** window or from **Microsoft Excel**.

7. When the document is printed, close the **PDF** window or **Microsoft Excel** using the **X** in the upper right corner of the screen to return to the **TxEVER** system.

3.19.8 Multiple Birth Report

The system provides facility users the ability to generate a **Multiple Birth** report.

1. Select the **Reports/Multiple Birth Report** menu option.
2. The following screen will appear:



The screenshot shows a software window titled "Multiple Birth Report". It features two date input fields: "Date Of Birth (From): *" and "Date Of birth (To): *". Below these fields is a "Report Format" section with two radio buttons: "EXCEL" (which is selected) and "PDF". At the bottom of the window are two buttons: "Generate" and "Close".

Figure 105: Multiple Birth Report Screen

3. Complete the fields on the input screen.
4. Choose **Excel** or **PDF** for the report's format.
5. Click **Generate**.
6. Print the report from the **PDF** window or from **Microsoft Excel**.
7. When the document is printed, close the **PDF** window or **Microsoft Excel** using the **X** in the upper right corner of the screen to return to the **TxEVER** system.

3.19.9 Record Status Report

The system provides facility users the ability to generate a **Record Status** report.

1. Select the **Reports/Record Status Report** menu option.
2. The following screen will appear:

Figure 106: Record Status Report Screen

3. Complete the fields on the input screen.
4. Select **Excel** or **PDF** for the report's format.
5. Press **Generate**.
6. Print the document from the **PDF** window or from **Microsoft Excel**.
7. When the document is printed, close the **PDF** window or **Microsoft Excel** using the **X** in the upper right corner of the screen to return to the **TxEVER** system.

3.19.10 Rejected Records Report

The system provides facility users the ability to generate a **Rejected Records** report.

1. Select the **Reports/Rejected Records Report** menu option.
2. The following screen will appear:

Figure 107: Rejected Records Report Screen

3. Complete the fields on the input screen.
4. Select **Excel** or **PDF** for the report's format.
5. Press **Generate**.
6. Print the document from the **PDF** window or from **Microsoft Excel**.
7. When the document is printed, close the **PDF** window or **Microsoft Excel** using the **X** in the upper right corner of the screen to return to the **TxEVER** system.

3.19.11 Uncertified by Certifier Report

The system provides facility users the ability to generate an **Uncertified by Certifier** report.

1. Select the **Reports/Uncertified by Certifier Report** menu option.
2. The following screen will appear:

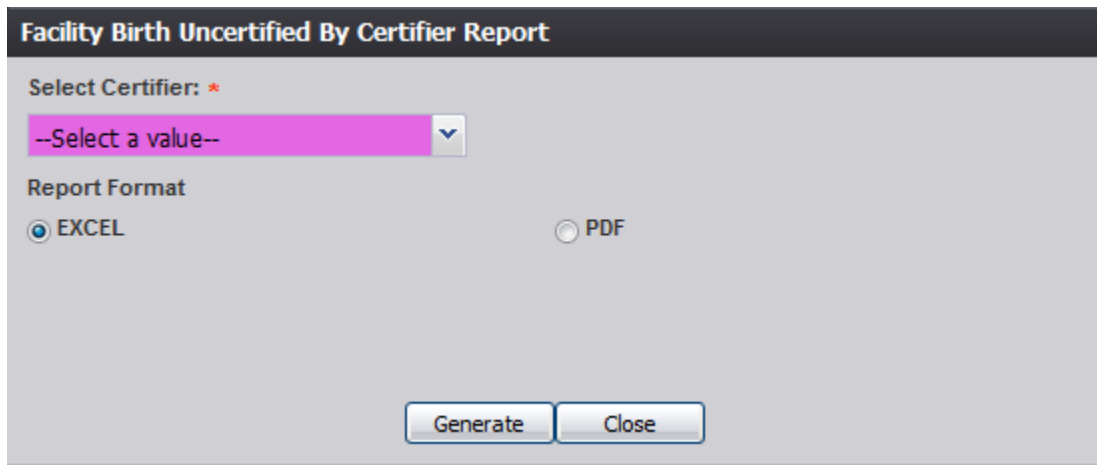


Figure 108: Uncertified by Certifier Report Screen

3. Complete the fields on the input screen.
4. Select **Excel** or **PDF** for the report's format.
5. Press **Generate**.
6. Print the document from the **PDF** window or from **Microsoft Excel**.
7. When the document is printed, close the **PDF** window or **Microsoft Excel** using the **X** in the upper right corner of the screen to return to the **TxEVER** system.

3.19.12 Unresolved Record Report

The system provides facility users the ability to generate an **Unresolved Record** report.

1. Select the **Reports/Unresolved Records Report** menu option.
2. The following screen will appear:

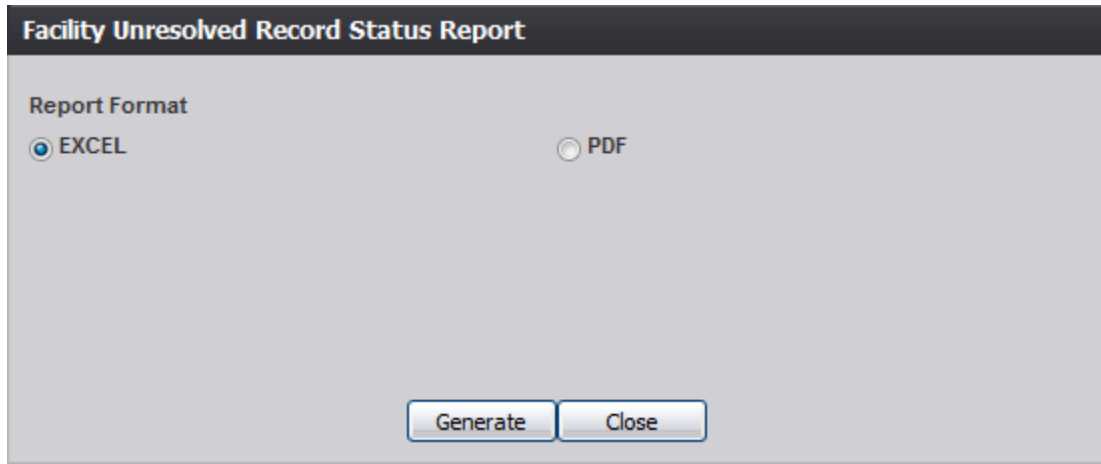


Figure 109: Unresolved Record Report Screen

3. Select **Excel** or **PDF** for the report's format.
4. Press **Generate**.
5. Print the document from the **PDF** window or from **Microsoft Excel**.
6. When the document is printed, close the **PDF** window or **Microsoft Excel** using the **X** in the upper right corner of the screen to return to the **TxEVER** system.

3.19.13 User Status and Case Related Activity Report

The system provides facility users the ability to generate a **User Status and Case Related Activity** report.

1. Select the **Reports/User Status and Case Related Activity Report** menu option.
2. The following screen will appear:

Figure 110: User Status and Case Related Activity Report Screen

3. Select **Excel** or **PDF** for the report's format.
4. Press **Generate**.
5. Print the document from the **PDF** window or from **Microsoft Excel**.
6. When the document is printed, close the **PDF** window or **Microsoft Excel** using the **X** in the upper right corner of the screen to return to the **TxEVER** system.

3.20 Release a Record

After both Birth Registration Data Entry and Electronic Certification have been completed, a record is ready to be released and assigned a State File Number.

To release a record:

1. Retrieve an existing record using the [Work Queue search](#).
2. When the appropriate record appears on the screen, select the **Record/Release** menu item to initiate the **Release** process.

3.20.1 Release of a High Risk Record

If the record being released is that of a high risk birth, the following message will be displayed:

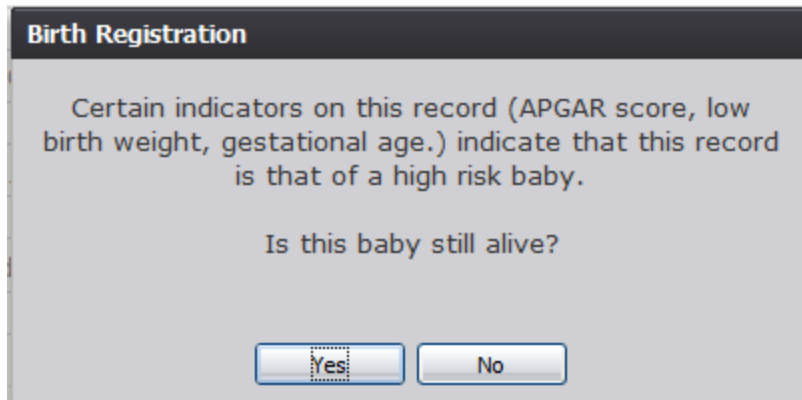


Figure 111: High Risk Record Release Message

1. If **Yes**, the system will display the following message:



Figure 112: Record Release Message

- Click **Yes** to release the record.
- Click **No** to cancel the release of the record.

2. If **No**, the system will display the following message:



Figure 113: Death Record Creation Reminder Message

3.20.2 Release of a Record with an Associated AOP

If the record being released is associated with a AOP and all fields are resolved except the Date AOP signed field in the **Mother** tab, the birth clerk may select the **Record/Print/Acknowledgement of Paternity** menu item to print the **Acknowledgement of Paternity** form.. The following message will appear if the user prints the **AOP** form:

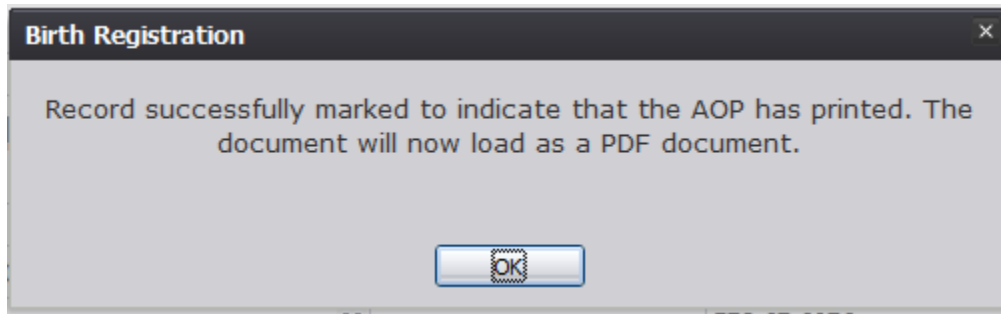


Figure 114: AOP Printed Message

1. Click **OK** to open the **Acknowledgement of Paternity** form in a PDF window.
2. The **Date AOP Signed** field in the **Mother** tab can be completed after the Acknowledgement of Paternity form is printed. Resolve the field and save the record before attempting to release the record. After saving the record, certify the record and then select the **Record/Release** menu item. The following message will appear:

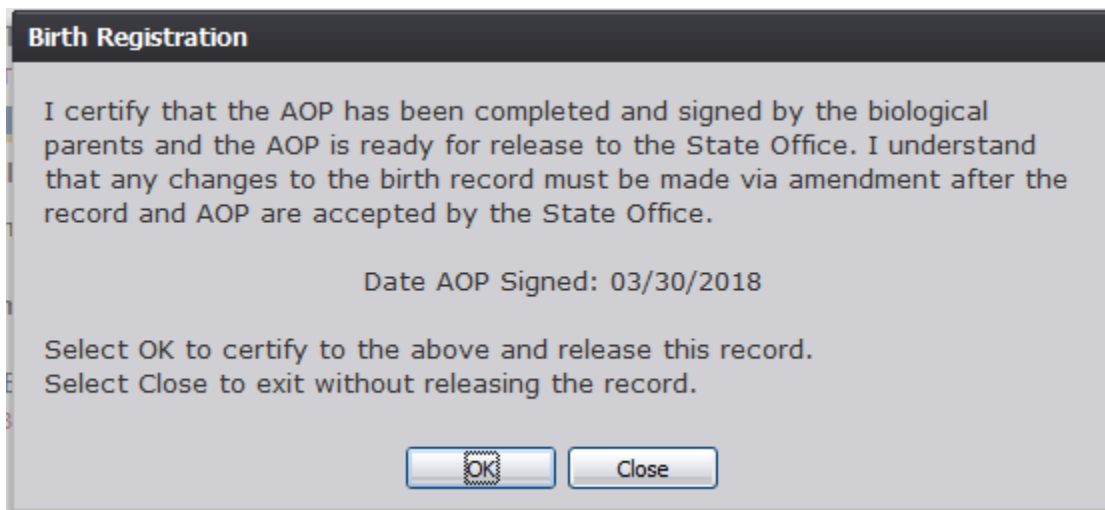


Figure 115: Release of Record with AOP Message

3. Click **OK** to confirm completion of the AOP and release the record.

OR

Click **Cancel** to exit the message without confirming completion of the AOP; the record will not be released.

4 Facility Statistical Correction

This section provides detailed information about the **TxEVER Birth** application regarding functions related to **Facility Statistical Corrections**.

4.1 Start a Facility Statistical Correction

The **Statistical Corrections** menu item function allows authorized users to submit a statistical correction on a birth record within the **TxEVER Birth** module.

1. Select the **Function/Facility Statistical Correction** menu item.
2. The Facility Statistical Correction screen will load:

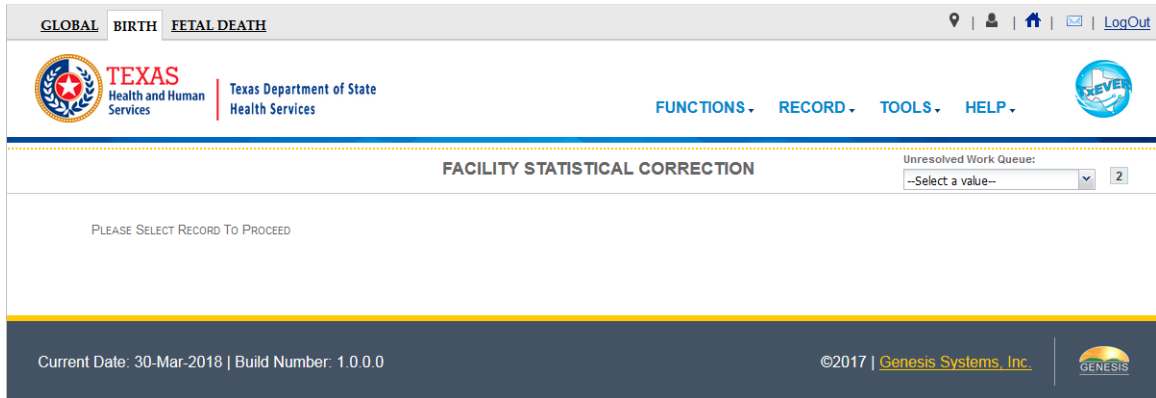


Figure 116: Main Facility Statistical Correction Screen

3. Retrieve an existing record using the Work Queue Search.
4. Select the **Record/Statistical Correction** menu option to open the desired record in the **Statistical Corrections** screen, as shown below:

STATISTICAL CORRECTION

Registrant Name: JACK M PHILLIP Mothers Maiden Name: SARA M MARTIN Date of Birth: 03/09/2018 SFN: 0002372018

Field List / Stakeholders	MOTHER'S NAME PRIOR TO FIRST MARRIAGE	
<input checked="" type="checkbox"/> Newborn	First Name: SARA	Middle Name: M
<input checked="" type="checkbox"/> Mother	Last Name: MARTIN	Suffix: SR
	MOTHER'S INFORMATION	
<input checked="" type="checkbox"/> Mother Dem	Date of Birth: 01/01/1990	Age at Child's Birth: 28
<input checked="" type="checkbox"/> Father	Birth Place: (Click Checkbox to Filter Foreign Countries Only) <input type="checkbox"/> NEW JERSEY	SSN: 222-22-2211
<input checked="" type="checkbox"/> Father Dem	Marital Status: MARRIED	Married Within 300 Days? YES
<input checked="" type="checkbox"/> Presumed Father	AOP Involved: YES	Date Acknowledgment of Paternity Signed: 02/03/2018
<input checked="" type="checkbox"/> Mother Medical-1	Did Mother Relinquish Rights to Child? YES	Mother's Relinquish Date: 03/09/2018
<input checked="" type="checkbox"/> Mother Medical-2	Paternity Genetic Testing? NOT DONE	
<input checked="" type="checkbox"/> Mother Medical-3	MOTHER'S MISCELLANEOUS INFORMATION	
<input checked="" type="checkbox"/> Mother Medical-4	Education Level: 9TH-12TH GRADE, BUT NO DIPLOMA	Mother's Education MVR
<input checked="" type="checkbox"/> Newborn Medical-1	Occupation: QA	Kind of Business or Industry: QA
<input checked="" type="checkbox"/> Newborn Medical-2	Email:	
<input checked="" type="checkbox"/> Certification		
Comments		
ACTIVITY:	MOTHER'S RESIDENCE ADDRESS INFORMATION	MOTHER'S MAILING ADDRESS INFORMATION
Field Name:	<input checked="" type="checkbox"/> Withheld by Request on AOP	<input checked="" type="checkbox"/> Same as Residence?
Field Status:	Address: ADR 111	Address: ADR 111
Action:	Apt: APT 111	Apt: APT 111
Retrieving Record	State/Country: (Click Checkbox to Filter Foreign Countries Only) <input type="checkbox"/> CALIFORNIA	State/Country: (Click Checkbox to Filter Foreign Countries Only) <input type="checkbox"/> CALIFORNIA
	County: ALPINE	County: ALPINE
	City/Town: BEAR VALLEY	City/Town: BEAR VALLEY
	City(Other):	City(Other):
	Zip: 23423	Zip: 23423
	Zip Ext: 2342	Zip Ext: 2342
	Inside City Limits: YES	

Figure 117: Statistical Correction Screen

5. After coming to a field that needs to be corrected, click the icon located next to the appropriate field.

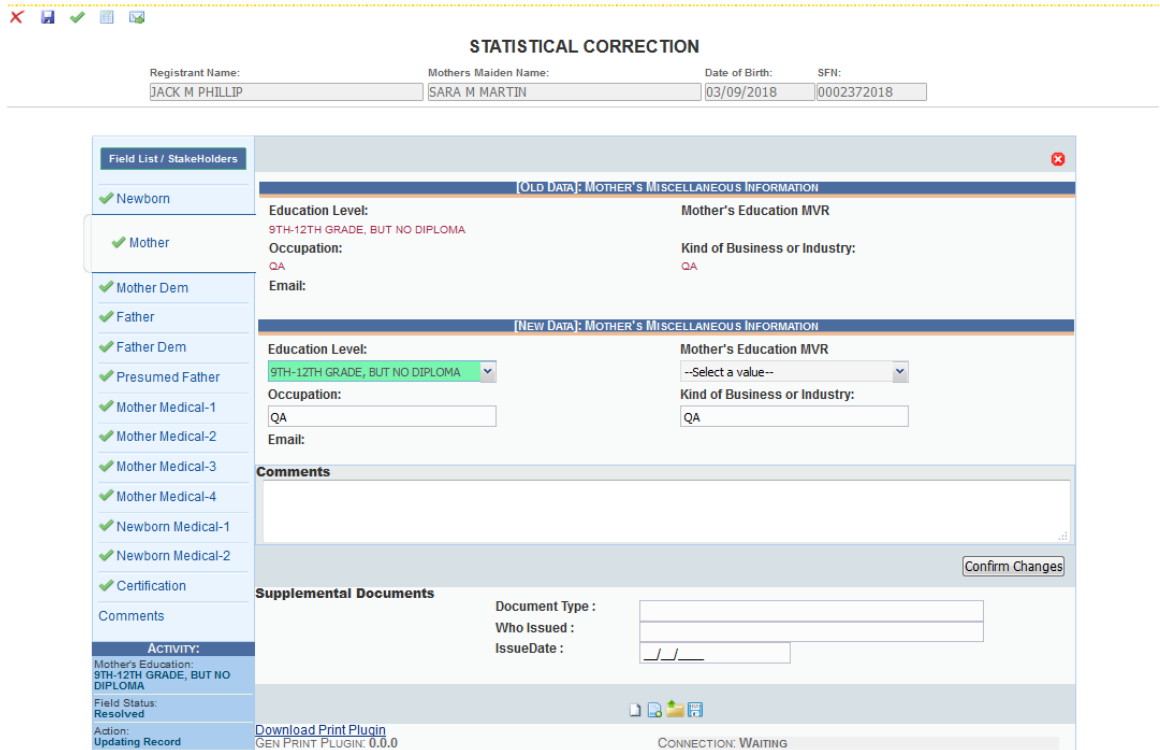


Figure 118: Statistical Correction Screen

6. Enter the corrected value into the field.
7. Add any supporting documentation at this time by completing the fields in the **Supplemental Documents** section located at the bottom of the screen and then click either the **Scan Document** or **Upload Document** icon.

4.1.1 Scan Supporting Documentation

To scan supporting documentation:

1. Add any supporting documentation at this time by completing the fields in the **Supplemental Documents** section located at the bottom of the screen and then click the **Scan Document** icon.

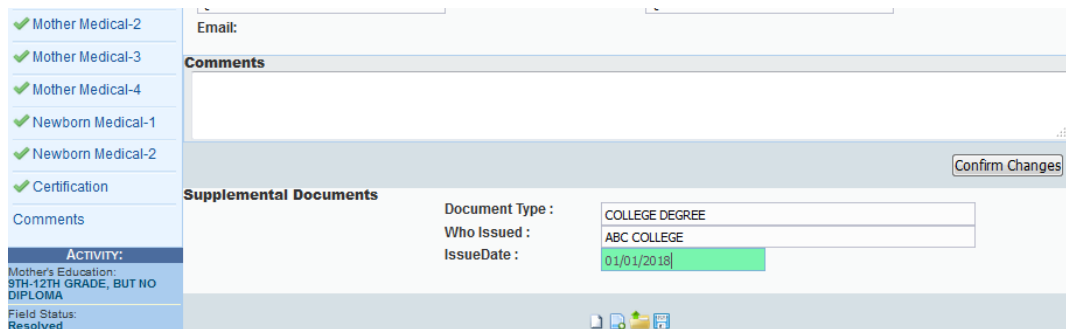

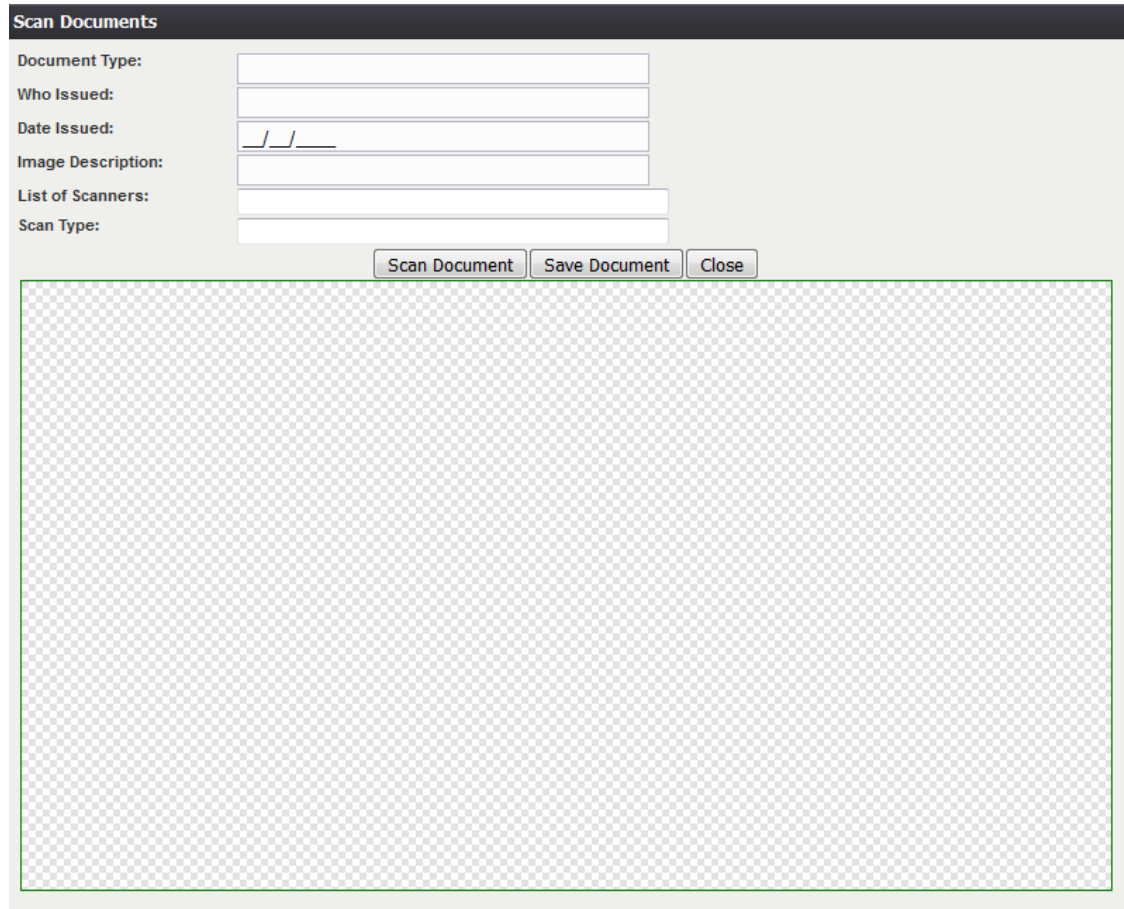


Figure 119: Supplemental Documents Section

If the user does not intend to scan in any supporting documentation, they can press the **Save Document without Scan** icon  after entering a corrected value in the **New Data** section.


2. The **Scan Documents** window will appear.



The screenshot shows a window titled "Scan Documents". It contains a form with the following fields:

- Document Type: [Text input field]
- Who Issued: [Text input field]
- Date Issued: [Date input field with slashes]
- Image Description: [Text input field]
- List of Scanners: [List box]
- Scan Type: [Text input field]

Below the form are three buttons: "Scan Document", "Save Document", and "Close". The main area of the window is a large image preview area with a green border and a gray checkered background.

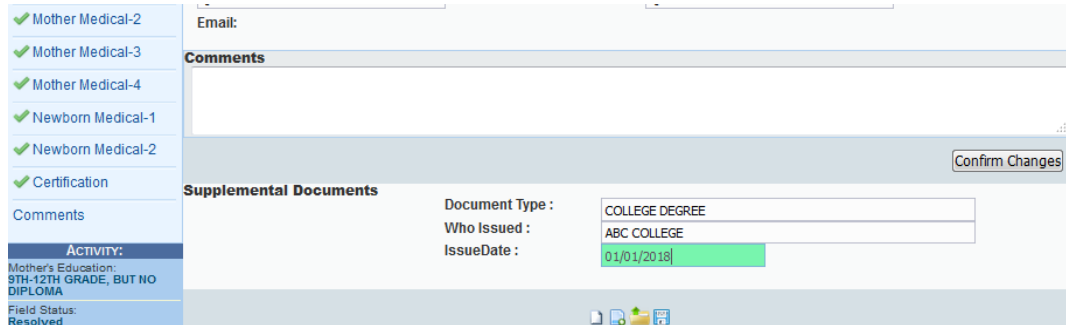
3. Enter the **Document Type**, **Who Issued** the document, the **Date Issued** and the **Image Description** into the corresponding fields, select the desired scanner from the **List of Scanners**, select RGB from the **Scan Type** and then click **Scan Document**.
4. Pressing **Scan Document** will load the image in the image preview section of the screen. To save the document, click the **Save Document** button.
5. A notification will appear when the file has successfully saved or if the save has failed.
6. Click the **X** in the right corner of the **Scan** window to close the window and return to the **Corrections** screen.
7. The user can choose to scan more supporting documentation by clicking the **Scan Another Document** icon  and completing the scanning process again.
8. Save the changes by clicking the **Confirm Changes** button in the **New Data** section

of the **Corrections** screen.

4.1.2 Upload Supporting Documentation

To upload supporting documentation:

1. Add any supporting documentation at this time by completing the fields in the **Supplemental Documents** section located at the bottom of the screen and then click the **Upload Document** icon.



The screenshot shows a software interface with a sidebar on the left containing a list of items: Mother Medical-2, Mother Medical-3, Mother Medical-4, Newborn Medical-1, Newborn Medical-2, Certification, Comments, and an **ACTIVITY:** section with 'Mother's Education: 9TH-12TH GRADE, BUT NO DIPLOMA' and 'Field Status: Resolved'. The main area is titled 'Supplemental Documents' and includes an 'Email:' field, a 'Comments' text area, and a 'Confirm Changes' button. Below these are three input fields: 'Document Type : COLLEGE DEGREE', 'Who Issued : ABC COLLEGE', and 'IssueDate : 01/01/2018'. At the bottom right of this section are three icons: a folder, a document, and a refresh symbol.

Figure 122: Supplemental Documents Section

2. The **File Upload** screen will appear.

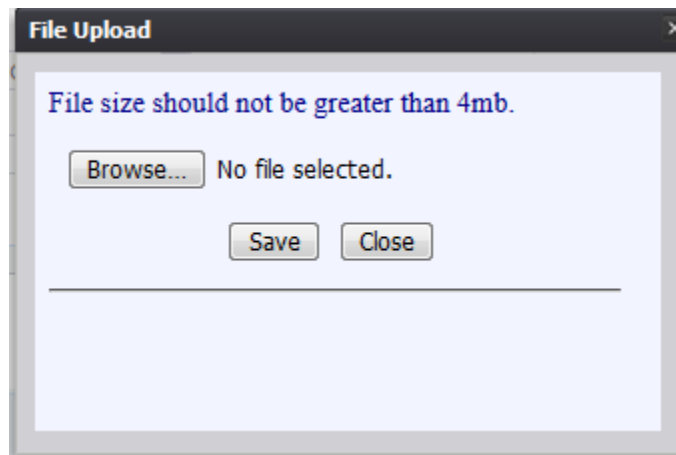


Figure 123: File Upload Screen

3. Click the **Browse** button to open the **File Upload** screen.
4. Locate the desired .tif or .tiff file and click the **Open** button.
5. The **File Upload** screen will appear as seen below:

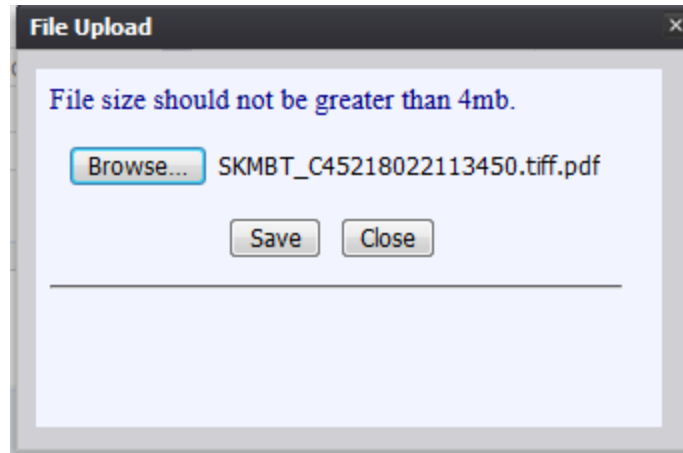


Figure 124: File Upload Screen with File Selected

6. Click the **Save** button.
7. The following message will appear:

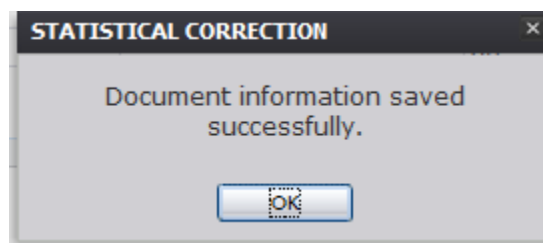



Figure 125: Document Information Saved Successfully Message

8. Click **OK** to close the message.
9. Save the changes by clicking the **Confirm Changes** button in the **New Data** section of the **Corrections** screen.

4.2 Submit a Facility Statistical Correction

To submit a statistical correction:

1. Select the **Process/Submit** menu item or click the **Submit**  icon.
2. The following message will appear:

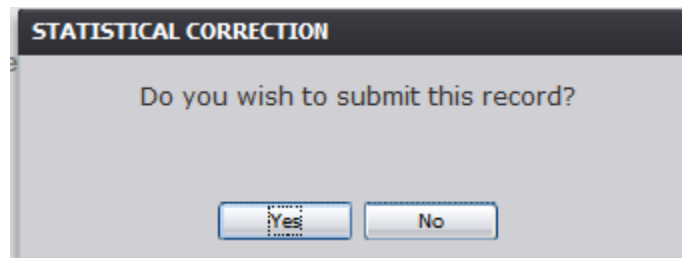


Figure 126: Record Submission Confirmation Message

3. Click the **Yes** button to confirm submission of the correction. The following message will appear:

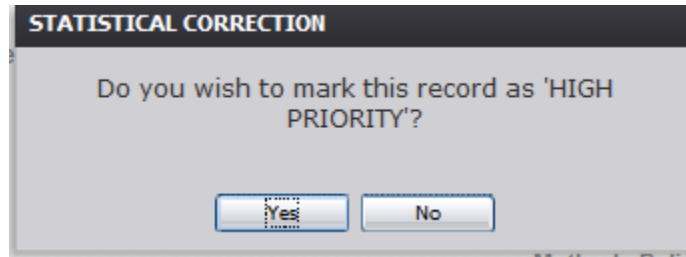


Figure 127: High Priority Record Confirmation Message

4. Click the **Yes** button to submit the correction as high priority.
 - a. Click the **No** button to decline submitting the correction as high priority.
5. The **Enter PIN** screen will appear:

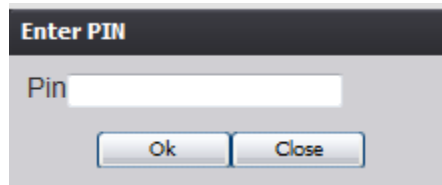


Figure 128: Enter PIN Screen

6. Enter in a valid PIN and click the **OK** button.
7. The following message will appear:

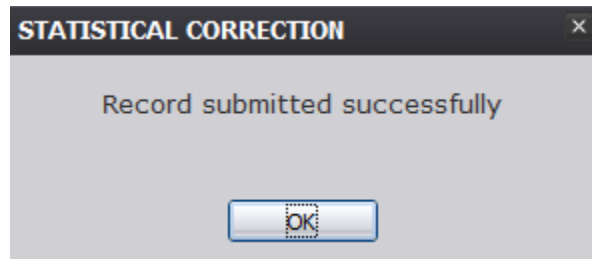



Figure 129: Record Submitted Successfully Message


4.3 Cancel a Facility Statistical Correction

To cancel a statistical correction:

1. With the Statistical Correction screen open, select the **Process/Cancel** menu item or click the **Cancel**  icon.

4.4 View Corrections

To view corrections:

1. With the Statistical Correction screen open, select the **Process/View Corrections** menu item or click the **View Corrections**  icon.

4.5 Reject Facility Statistical Correction

The **Reject** Statistical Corrections menu item function allows authorized users to reject completing a statistical correction on a birth record within the **TxEVER Birth** module.

1. After accessing the main Facility Statistical Correction screen and retrieving a record from the work queue, select the **Record/Reject Statistical Correction** menu option.
2. The following message will appear:

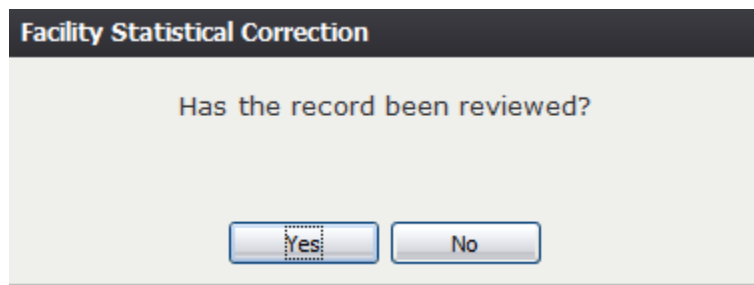


Figure 130: Record Review Confirmation Message

3. Click the **Yes** button to confirm that the record has been reviewed.
 - a. Click the **No** button to close the message and be returned to the Statistical Corrections screen.
4. The Reject Record screen will load:

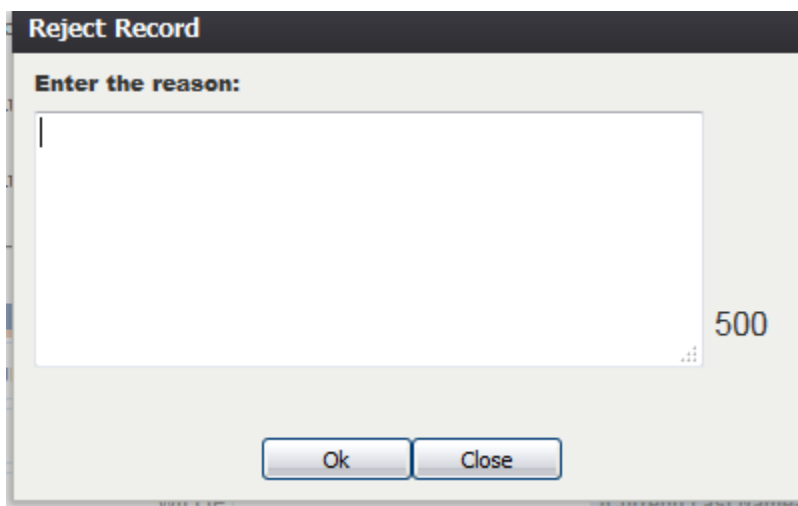


Figure 131: Reject Record Comment Screen

5. Enter a reason for the rejection and click the **OK** button.

- a. Click the **Close** button to close the screen and be returned to the Statistical Corrections screen.

5 Pre/Post Birth AOP Registration

This section provides detailed information about the **TxEVER Birth** application regarding functions related to **Pre/Post Birth AOP Registration**.


5.1 Start and Save a New AOP

The **Pre/Post Birth AOP Registration** menu item function allows authorized users to create/initiate an AOP within the **TxEVER Birth** module.

1. Select the **Birth/Function/Pre/Post Birth AOP Registration** item to initiate a new AOP record.
2. The initial **Pre/Post Birth AOP Registration** screen will appear.

The screenshot shows the initial load of the Pre/Post Birth AOP Registration screen. The interface includes a navigation bar with 'GLOBAL', 'BIRTH', and 'FETAL DEATH' tabs. Below the navigation bar is the Texas Department of State Health Services logo and a menu with 'FUNCTIONS', 'RECORD', 'TOOLS', and 'HELP'. The main content area is titled 'PRE/POST BIRTH AOP' and contains a form with sections for 'GENERAL INFORMATION', 'NEWBORN INFORMATION', 'FACILITY INFORMATION & PLACE OF BIRTH', and 'MOTHER'S INFORMATION'. The 'GENERAL INFORMATION' section includes a mandatory 'AOP Type' dropdown menu. The 'NEWBORN INFORMATION' section includes a checkbox for 'Is Child Unnamed?' and fields for 'First Name', 'Middle Name', 'Last Name', 'Suffix', and 'Date of Birth'. The 'FACILITY INFORMATION & PLACE OF BIRTH' section includes fields for 'Name', 'Type', 'Address', 'Apt', 'County', 'City/Town', 'Zip', and 'Zip Ext'. The 'MOTHER'S INFORMATION' section is partially visible at the bottom. A sidebar on the left contains a 'Comments' section with a 'New Record' button.

Figure 132: Pre/Post Birth AOP Registration Screen-Initial Load

3. After clicking the **New**  icon or selecting the **Record/New** menu item, the focus is initially set on the **Record Type** field. This is a mandatory field and the user cannot start a record without selecting an acceptable value in the mandatory field. Select the record type from the drop-down list and press **Tab** to unlock record fields for data entry.

4. Enter all available information about the AOP into the following fields:

Field Name	Value Required
Record Type	Select a record type from the dropdown list
Plurality	Select the number of children delivered
Child Last Name	Enter Text
Child Date of Birth	Enter Date
Mother's Last Name	Enter Text

5. Minimally, the user must enter values into all fields listed above and select the **Record/Save** menu item, or the **Save** icon.
6. The system will display the following message:

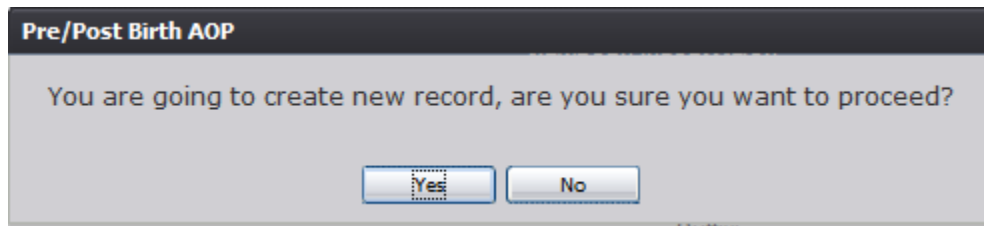


Figure 133: Record Creation Confirmation Message

7. If the user selects **No**, the record will not be saved.

If the user selects **Yes**, the application will save the record and the following message will be displayed:

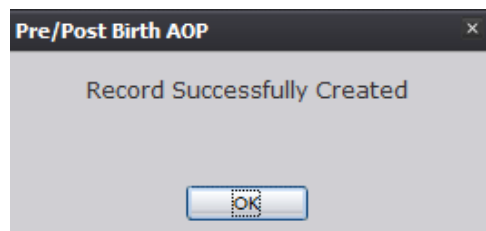


Figure 134: Record Successfully Created Message


8. Proceed with AOP registration data entry by completing the information requested on the AOP registration data entry screen. See [Technical Pre/Post Birth AOP Registration Data Entry Tips](#) for more details on how to complete the record.

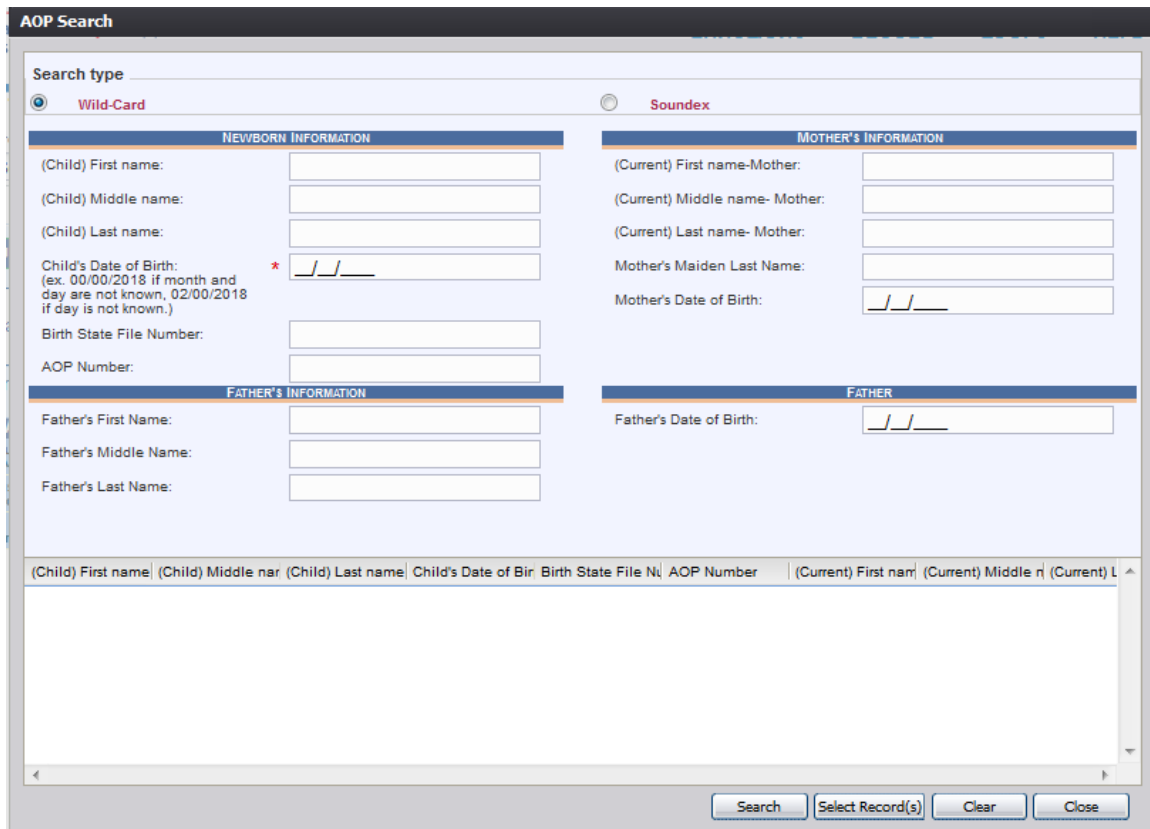
5.2 Search for a Record

Searching for a record in the application can be accomplished using the following options:

- Search screen
- Work Queue search

5.2.1 Search Screen

1. Click the **Search** icon  or select the **Record/Search** menu item.
2. The **Search Record** screen will appear.



The screenshot shows the 'AOP Search' application window. It has a title bar and a search type selector at the top. The 'Wild-Card' option is selected. The form is divided into four main sections: 'NEWBORN INFORMATION', 'MOTHER'S INFORMATION', 'FATHER'S INFORMATION', and 'FATHER'. Each section contains several text input fields for names, dates, and file numbers. At the bottom, there is a search bar with a scrollable list of search criteria and four buttons: 'Search', 'Select Record(s)', 'Clear', and 'Close'.

Figure 135: AOP Search Screen

3. Enter all available information regarding the record that needs to be located.
 - ✓ **Tip:** Text fields such as names do not have to be complete. Enter the first several letters instead of the entire text when spelling is in question but include other items to reduce the number of matches.
 - ✓ **Tip:** Along with a name, including the year of birth (which can be entered as a series of 00s followed by a year - i.e. 00/00/2012) and other information will reduce the number of matches that are returned and cause faster search results.
 - ✓ **Tip:** Choosing Soundex still requires the user to enter at least the Child's year of birth. If the user also decides to search by a name, the full name must be

entered and the application will search for not only all exact matches but names that sound familiar as well.

4. Click **Search**.
5. Records that match the search criteria will populate in the grid in the lower half of the screen.

The screenshot shows the 'AOP Search' application window. At the top, there are two radio buttons for 'Search type': 'Wild-Card' (selected) and 'Soundex'. Below this, there are four sections for entering search criteria: 'NEWBORN INFORMATION', 'MOTHER'S INFORMATION', 'FATHER'S INFORMATION', and 'FATHER'. Each section contains text input fields for names and dates. The 'NEWBORN INFORMATION' section includes fields for (Child) First name, Middle name, Last name, Child's Date of Birth (with a red asterisk and the value '00/00/2018'), Birth State File Number, and AOP Number. The 'MOTHER'S INFORMATION' section includes (Current) First name-Mother, Middle name- Mother, Last name- Mother, Mother's Maiden Last Name, and Mother's Date of Birth. The 'FATHER'S INFORMATION' section includes Father's First Name, Middle Name, Last Name, and Father's Date of Birth. Below the input fields is a table with 9 columns: (Child) First name, (Child) Middle name, (Child) Last name, Child's Date of Birth, Birth State File Number, AOP Number, (Current) First name, (Current) Middle name, and (Current) Last name. The table contains 10 rows of data. At the bottom of the window are buttons for 'Search', 'Select Record(s)', 'Clear', and 'Close'.

(Child) First name	(Child) Middle name	(Child) Last name	Child's Date of Birth	Birth State File Number	AOP Number	(Current) First name	(Current) Middle name	(Current) Last name
KAGISO		RABADA	2018/01/30		0000128	ZURI		RABADA
JAMES	J	HANLON	2018/02/02		0000136	TARAJI	T	HANLON
JEREMY	J	STILLS	2018/02/03		0000137	SAMANTHA	S	GROVES
PAIGE	P	TURCO	2018/02/03		0000138	ZOE	Z	MORGAN
		STANTON	2018/02/07		0000148			STANTON
FRANK	BOB	MILLER	2018/02/08		0000153	MILI	BOB	MILLER
INFANT		INFANT	2018/02/09		0000165	MARIA	LUKE	RYDER

Figure 136: AOP Search Screen with Results

6. Click the appropriate record to select. Select multiple records by holding down the **Ctrl** key and clicking on records.
7. Click **Select Record(s)** to retrieve records to the Work Queue.
8. Select a record from the work queue by clicking on it to retrieve it to the screen.
9. The selected record will be retrieved by the system and its information will appear on the screen as an active record for additional review and/or processing.

5.2.2 Work Queue Search

The Work Queue in the **Pre/Post Birth AOP Registration** process will contain the following:

- AOP records associated with the users login location that still require some type of

action.

- The list in the work queue will be sorted by the date of birth and will display the child's last name, child's first name, and child's date of birth.
1. From the drop-down list, set the filter for the appropriate record type, as shown below. Options include:

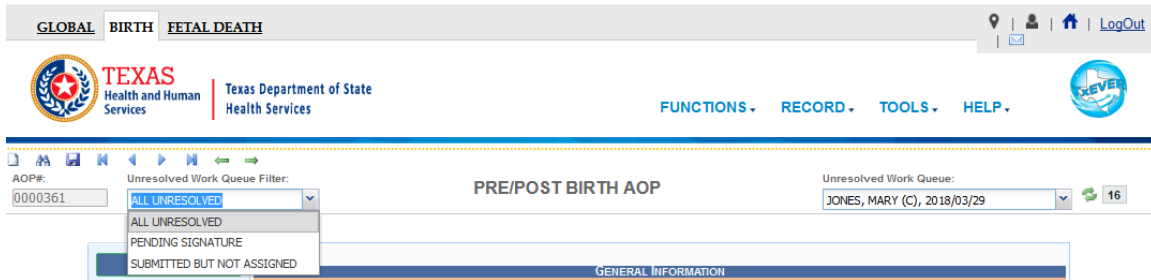


Figure 137: Unresolved Work Queue Filter

- **All Unresolved:** All AOP records that have been started but the information is not yet complete.
 - **Pending Signature:** All records where AOP data entry is complete but the signatures have not yet been captured.
 - **Submitted but Not Assigned:** All AOP records which have been submitted but not assigned to a birth record.
2. From the record list, select the appropriate record by clicking on it, or with the focus on the list, start typing the child's last name.

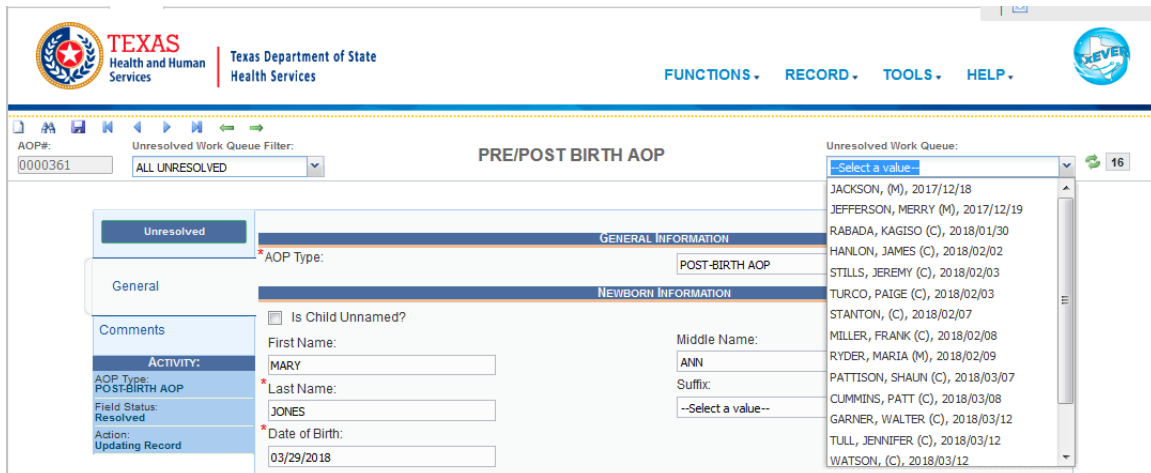


Figure 138: Unresolved Work Queue

3. The selected record will be retrieved by the system and its information will appear on the screen as an active record for additional review and/or processing.

5.3 Search for a Partial AOP Match

The application provides facility users the ability to search for partial AOPs that match an AOP record.

1. Retrieve an existing record using the work queue search or the search screen.
2. Select the **Record/Search for Partial AOP Match** menu item.
3. The AOP-Partial Record Search result screen will appear:

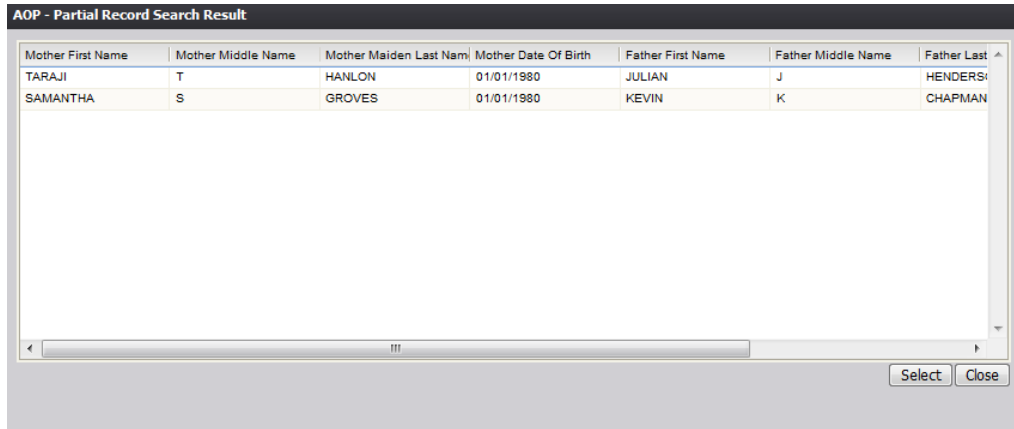


Figure 139: AOP-Partial Record Search Result Screen

- a. If no matches are found, the system will display a message that no records are found.
4. Click the desired search result to select it and click the **Select** button.
 5. The **AOP to AOP Discrepancy** screen will appear:

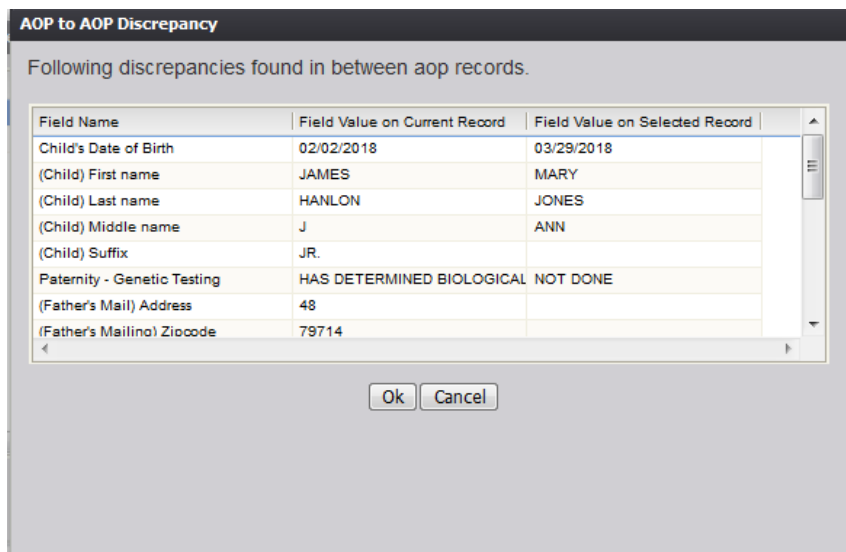


Figure 140: AOP to AOP Discrepancy Screen

6. Click the **OK** button to load the AOP record in the **Pre/Post AOP Registration** screen.
 - a. Click the **Cancel** button to close the AOP to AOP Discrepancy screen.

5.4 Cancel Changes

A user may cancel changes made to a record since it was last saved in **Pre/Post Birth AOP Registration**.

1. Retrieve an existing record using the work queue or the search screen.
2. Enter information or modify information entered in any fields. If a user navigates away from the current record by completing such an action as initiating a record search or accessing a new record, the system will display the following message:

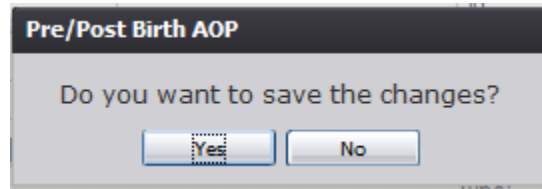


Figure 141: Save Changes Confirmation Message

- a. Click **No** to cancel the changes made to the record.
- b. Click **Yes** to save the changes made to the record.
 - i. If signatures have already been saved on the record, the a screen similar to the one shown below will appear:

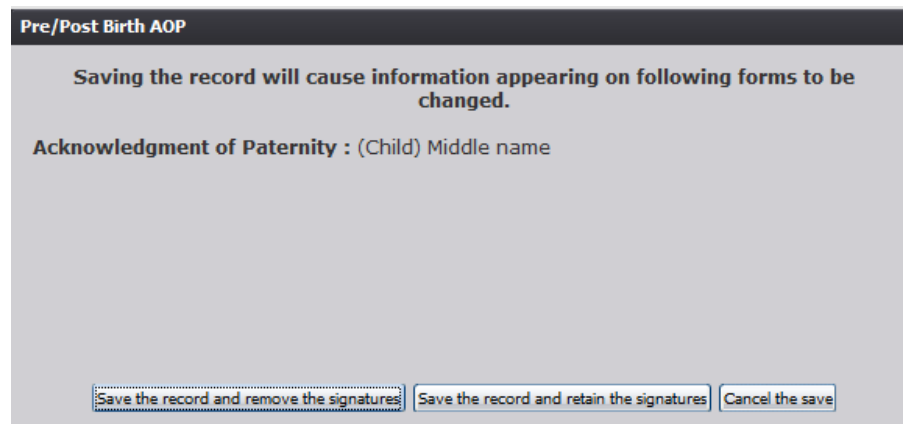


Figure 142: AOP and DOP Signature Removal Screen

- a) Click the **Save the record and remove the signatures** button to save changes to the record and remove previously captured signatures.
- b) Click the **Save the record and retain the signatures** button.

i. The following screen will appear:



Figure 143: Retain Signature Comment Screen

ii. Enter a reason for retaining the signature(s) and click the **OK** button to save the record and retain the signatures or click the **Close** button to return to the previous screen.

iii. The following screen will appear:

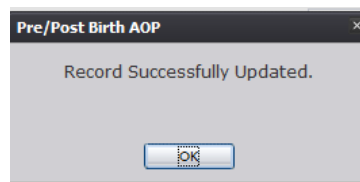


Figure 144: Record Successfully Updated Message

c) Click the **Cancel the save** button to cancel the save and return to the previous screen.

5.5 Update a Record

The **Pre/Post Birth AOP Registration** menu item function allows authorized users to create/initiate an AOP record as well as update an existing record within the **TxEVER Birth** module.

1. Select the **Birth/Function/Pre/Post Birth AOP Registration** menu item.
2. The initial **Pre/Post Birth AOP Registration** screen will load:

Figure 145: Pre/Post Birth AOP Registration Screen-Initial Load

3. Search for a record using the search screen or the unresolved work queue and update unresolved fields on the record that is retrieved on the screen.
4. While a record with unsaved changes is on screen, select the **Record/Save** menu option, or the **Save** icon.
5. The following message will appear:

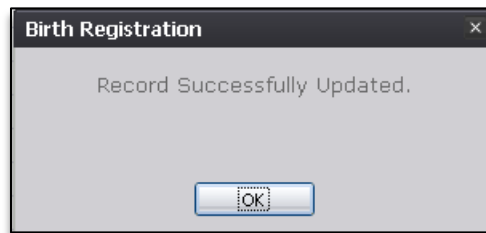



Figure 146: Record Successfully Updated Message

6. All previously unsaved changes made to the record will be saved.
7. Proceed with pre/post birth AOP registration data entry by completing the information requested on the data entry tab.

5.6 Abandon a Record

Any user can choose to abandon a record up until the record is submitted.

1. To abandon the record, select **Record/Abandon** or the **Abandon** icon .
2. The following message will appear:

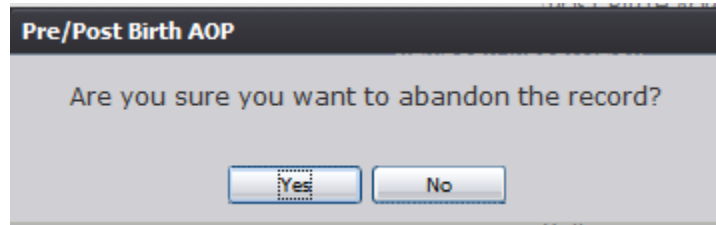


Figure 147: Record Abandon Confirmation Message

3. Select **No** to cancel the action and return to the record or select **Yes** to continue abandoning the record. Provide a reason for abandoning the record in the Comment box shown below and press **OK**.

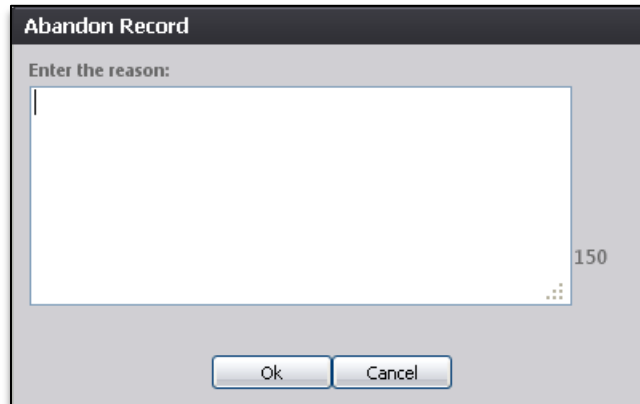


Figure 148: Abandon Record Comment Screen

4. The following message will appear:

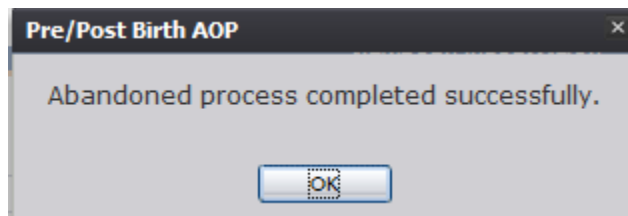


Figure 149: Record Abandoned Successfully Message

5.7 Using the Unresolved Fields List

To check if all data items were completed, use the **Unresolved Fields** list to identify areas that require some sort of action before the record is resolved. The unresolved list displays individual data fields that need to be completed for a specific record before it can be resolved.

1. Retrieve a record.
2. Click **Unresolved** to open the list.
3. The **Unresolved Fields** list will open.

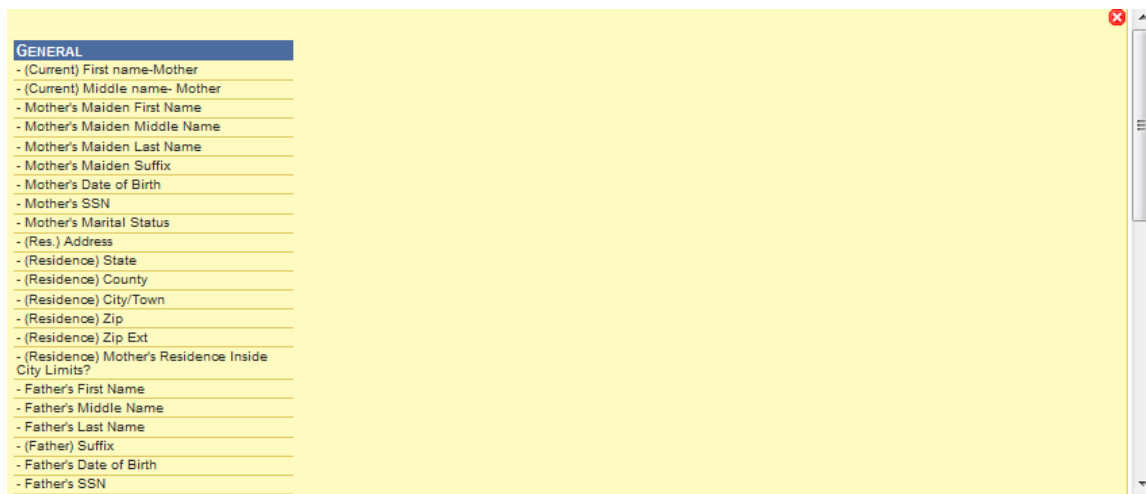


Figure 150: Unresolved Fields List

4. To be directed to a particular unresolved field, click the field's link. The system will navigate to that particular field directly so that it may be resolved; the **Unresolved Fields** list will close.
5. Click **Unresolved List** again to close the list and return to the data entry screen.

5.8 Pre/Post Birth AOP Registration Data Entry Topics

5.8.1 Double Data Entry

Certain fields (such as Newborn First Name) within the Birth Registration Data Entry screen will require that the user enter the value into the main data entry screen and then confirm the entered value by entering it again in a separate data entry interface. Fields that require double data entry will present users with the following screen when the user tabs off the field:

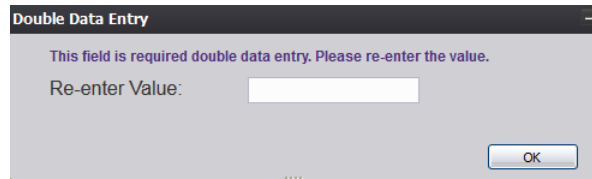


Figure 151: Double Data Entry Screen

Enter the value again and click the **OK** button to close the Double Data Entry screen. If the value entered in the Double Data Entry screen matches the value entered on the main data entry screen, the user will be moved to the next data field. If the values do not match, the following message will appear:

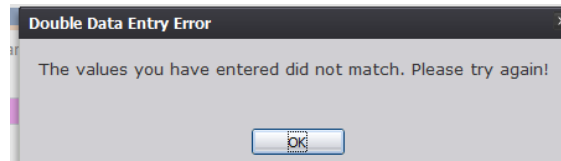


Figure 152: Double Data Entry Error Screen

Click **OK** to close the message and return to the data entry screen. The value entered into the field will be cleared and the double data entry process will be required again.

5.9 Technical Pre/Post Birth AOP Registration Data Entry Tips

5.9.1 General Tab

5.9.1.1 *Is Child Unnamed? Checkbox*

Selecting the 'Is Child Unnamed?' checkbox will cause the First Name and Last Name fields in the **Newborn Information** section to become populated with a value of 'Infant' and disabled.

5.9.1.2 *Common Law Involved*

The **Common Law Involved** field will become enabled only if 'Married' is selected in the **Marital Status** field.

MOTHER'S INFORMATION	
First Name: [Redacted]	Middle Name: [Redacted]
* Last Name: PATTISON	Suffix: --Select a value--
Maiden First Name: [Redacted]	Maiden Middle Name: [Redacted]
Maiden Last Name: [Redacted]	Maiden Suffix: --Select a value--
Date of Birth: [Redacted]	SSN: [Redacted]
Marital Status: MARRIED	Married within 300 Days?: YES
Common Law Involved: [Redacted]	

Figure 153: Common Law Involved Field

5.9.1.3 Withheld by Request on AOP Checkbox

Checking this box in the Mother's Residence Address Information section will cause the mother's residence address information to appear as blank on the printed AOP form.

The same functionality applies for the Withheld by Request on AOP checkbox in the Father's Mailing information section.

5.10 Capturing Signatures

Refer to the [Capturing Acknowledgement of Paternity Signatures](#) and [Capturing Denial of Paternity Signatures](#) section of this document.

5.11 View Signatures

Refer to the [View Acknowledgment of Paternity Signatures](#) and [View Denial of Paternity Signatures](#) section of this document.

5.12 View Signature History

Refer to the [View Signature History](#) section of this document.

5.13 Submit an AOP Record

An AOP record can be submitted once the required data entry has been completed.

To submit an AOP:

1. Retrieve an existing record using the Work Queue search.
2. When the appropriate record appears on the screen, select the **Record/Submit** menu item to initiate the **Submit** process.
3. The following message will appear:

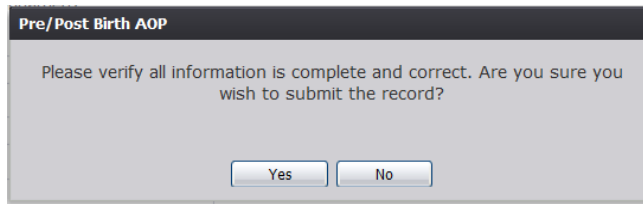


Figure 154: AOP Submission Confirmation Message

- Click **Yes** to submit the record.
 - Click **No** to cancel the submission of the record.
4. If Yes is selected, the following message will appear:

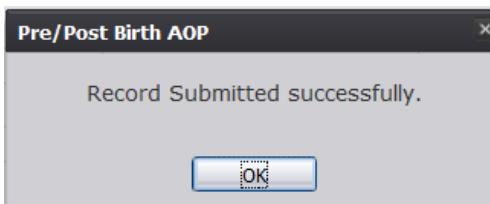


Figure 155: Record Submitted Successfully Message

Note: An AOP record can be submitted multiple times up until the record is linked to a birth record. At this point, the AOP record can be **RELEASED** from the work queue. Once a record has been submitted it will still be available in the work queue.

5.14 Search for a Birth

The application provides facility users the ability to search for birth records that match an AOP record that already has been submitted.

1. Retrieve an existing record using the Work Queue Search or the Search Screen.
2. Select the **Record/Search for Birth Match** menu item.
3. The Birth Record Search screen will appear, pre-populated with information from the AOP record:

Birth Record Search

CHILDS INFORMATION		MOTHER MAIDEN INFORMATION	
First Name	JAMES	First Name	TARAJI
Middle Name	J	Middle Name	T
Last Name	HANLON	Last Name	HANLON
Date Of Birth	02/02/2018	Date Of Birth	01/01/1980
		Marital Status	NEVER MARRIED

Figure 156: Birth Record Search Screen

4. Click the **Search** button.
 - a. Click the **Close** button to return to the Pre/Post AOP Registration screen.
5. Records matching the search criteria will be populated in the search results grid:

Birth Record Search

CHILDS INFORMATION		MOTHER MAIDEN INFORMATION	
First Name	JAMES	First Name	TARAJI
Middle Name	J	Middle Name	T
Last Name	HANLON	Last Name	HANLON
Date Of Birth	02/02/2018	Date Of Birth	01/01/1980

	Childs First Name	Childs Middle Name	Childs Last Name	Childs Date Of Birth
Link to Birth Record	JAMES	J	HANLON	02/02/2018

Figure 157: Birth Record Search Screen with Result

5.14.1 Linking an AOP Record to a Birth Record

1. After locating a birth record in the search screen, link the AOP record to the birth record by clicking on the **Link to Birth Record** link next to the matching birth record.
2. The system will display the following message.

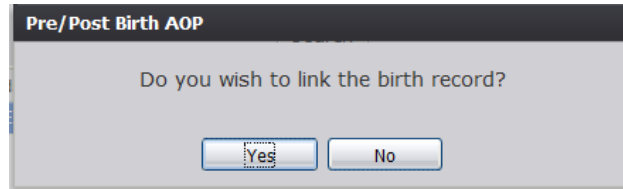


Figure 158: Record Link Confirmation Message

3. Click **Yes** to link the AOP record to the birth record.
 - a. Click **No** to cancel the linking of the AOP record to the birth record.
4. The following window will appear:

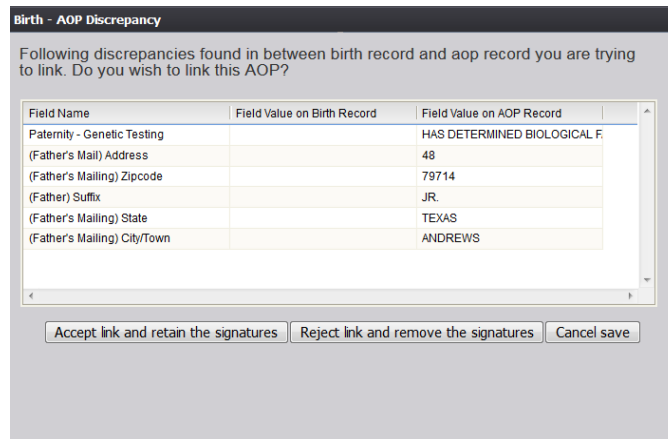


Figure 159: AOP Discrepancy Screen

5. Click the **Accept link and retain the signatures** button to accept the link to the birth record and retain the signatures captured on the AOP record.
 - a. Click the **Reject link and remove the signatures** button to reject the link to the birth record and remove the signatures captured on the AOP record.
 - b. Click the **Cancel save** button to cancel the link to the birth record and return to the previous screen.

6. The following message will appear:

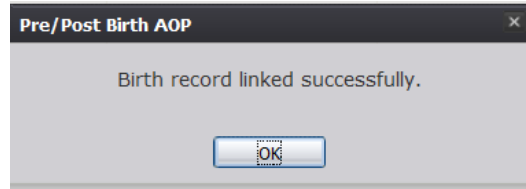


Figure 160: Record Linked Successfully Message

5.14.2 De-Linking an AOP Record From a Birth Record

1. After locating a previously linked birth record in the search screen, de-link the AOP record from the birth record by clicking on the **Linked (Delink?)** link next to the matching birth record.
2. The system will display the following message:

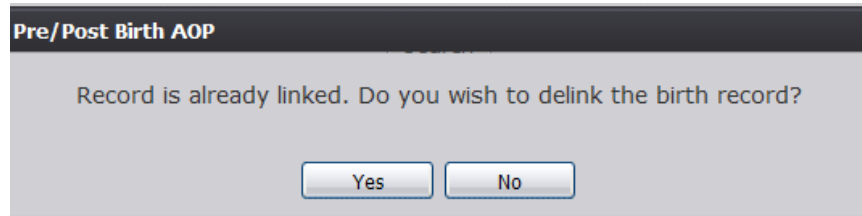


Figure 161: Record Delink Confirmation Message

3. Click **Yes** to de-link the AOP record from the birth record.
 - a. Click **No** to cancel the de-linking linking of the AOP record from the birth record.
4. The following message will appear:

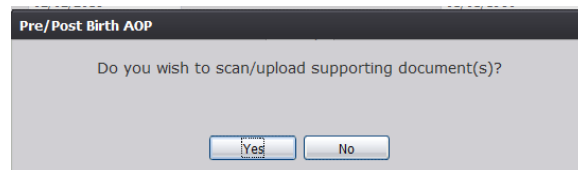


Figure 162: Scan/Upload Supporting Document Confirmation Message

5. Click **Yes** to scan/upload supporting document.
 - a. Click **No** to not scan/upload supporting documentation.
6. The following screen will appear:

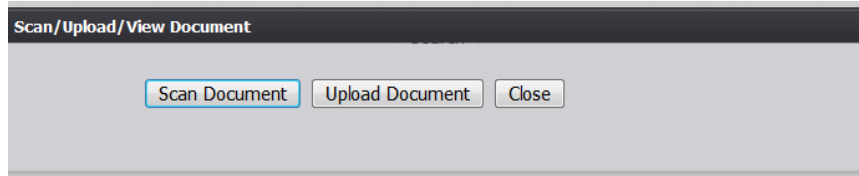


Figure 163: Scan/Upload Document Screen

- a. To scan a document, press **Scan Document**, which will generate the following window:

Figure 164: Scan Documents Screen

- i. Enter the **Document Type**, **Who Issued** the document, the **Date Issued** and the **Image Description** into the corresponding fields, select the desired scanner from the **List of Scanners**, select RGB from the **Scan Type** and then click **Scan Document**.
- ii. Pressing **Scan Document** will load the image in the image preview section of the screen. To save the document, click the **Save Document** button.
- iii. A notification will appear when the file has successfully saved or if the save has failed.

- b. To upload a document, press Upload Document, which will generate the following window:
- i. Enter the **Document Type**, **Who Issued the document**, and the **Date Issued** into the corresponding fields and then click **Upload Document**.

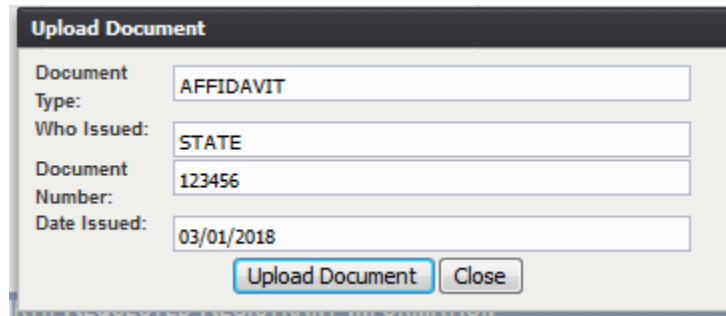


Figure 165: Upload Document Screen

- ii. To attach a document, click **Browse** and locate the file. Then, click **Open**. This will load the document file path into the field.
- iii. To continue the **Upload** process, click **Upload**. To return to the previous screen, click **Cancel**.
- iv. A notification will appear when the file has successfully uploaded or if the upload has failed.

5.15 Release a Record

After Pre/Post Birth AOP Registration and signature capture have been completed and the AOP has been linked to a birth record, an AOP record is ready to be released.

To release a record:

1. Retrieve an existing record using the Work Queue search.
2. When the appropriate record appears on the screen, select the **Record/Release** menu item to initiate the **Release** process.
3. If the record is ready for release, the following message will appear:

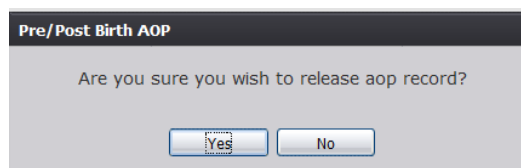


Figure 166: AOP Release Confirmation Message

- a. Click **Yes** to release the record
- b. Click **No** to cancel release of the record.

4. If Yes is selected, the following message will appear:

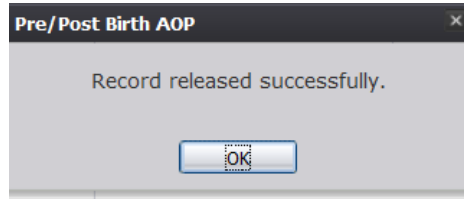


Figure 167: Record Released Successfully Message

5.16 Printing Forms

5.16.1 Print Acknowledgment of Paternity Form

Refer to the [Print Acknowledgement of Paternity Form](#) section of this document.

5.17 Download State Uploaded AOP Forms

The application provides facility users the ability to view and/or download AOP forms uploaded by the State. This can be done from the **Birth Registration** screen.

1. Select the **Birth/Function/Birth Registration** menu item.
2. The **Birth Registration** screen will load.
3. While on the **Birth Registration** screen, select the **Functions/Download State Uploaded AOP Forms** menu item.
4. The **Uploaded AOP Forms to Folder Viewer** screen will appear.

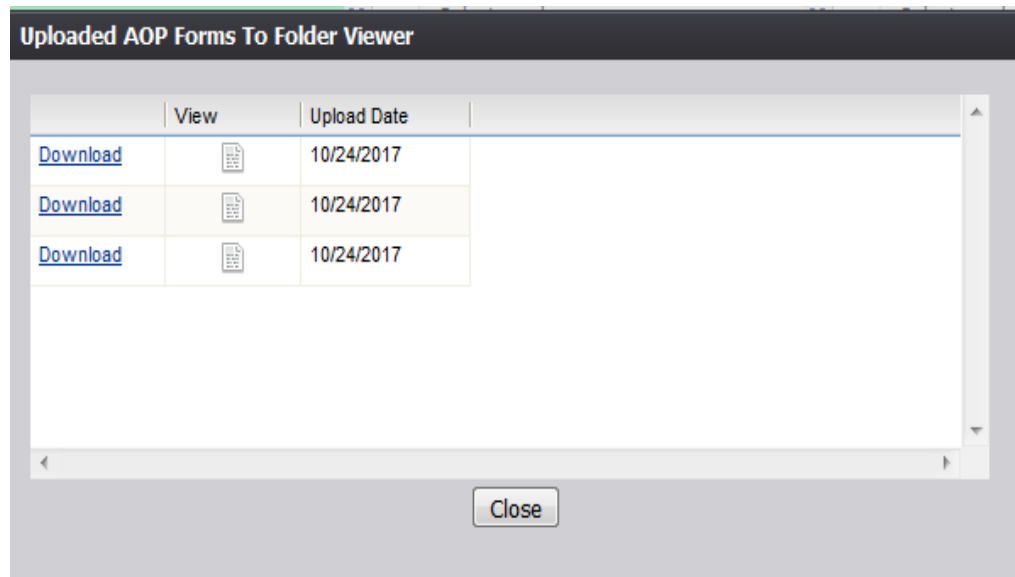


Figure 168: Uploaded AOP Forms to Folder Viewer Screen

6 Approvals

Sign-off Sheet

I have read the above TxEVER Birth Module Facility User Guide and accept the contents herein written.

Project Sponsor: _____

Date

Senior Project Manager: _____

Date

Genesis Project Manager: _____

Date