TxEVER

Modified Commercial Off-the-Shelf Product for Vital Events Registration System

Birth Local Training Guide

Version1.0
04/16/2018

Revision History

Date	Description	Version of System	Author
04/16/2018	Initial Document	1.0	Valerie Hooven

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Important Terms

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

APGAR Score: The acronym for "Appearance, Pulse, Grimace, Activity, and Respiration" score. This score (from 0 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 parent(s) who delivered a newborn outside of a facility (such as a home birth). The birth worksheet is completed by the parent(s) and then verified by a facility.

Breech Birth: The kind of birth that occurs when a baby exits the pelvis with the feet or buttocks first instead of the normal head-first presentation.

Cephalic Birth: The kind of birth that occurs when a baby exits the pelvis head-first.

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

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 low 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 field in the application with pre-determined values that are pulled

from a database.

Releasing a Record: The action required after certification to register the birth record in the state of Texas.

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.

Type Ahead Combo Box: A system 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 in the application that lists unresolved fields that need to be resolved before certification can occur.

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

About the TXEVER Birth Application Local Training Guide

This guide is intended to provide step-by-step exercises that will allow the user to explore functions and features related to Local functions. Individual tasks will help users gain experience in gaining access to various processes of the system. The process will also allow the user to understand general concepts associated with the application.

Section I. Local Birth Registration contains exercises designed to familiarize users with the basic application features. The Local user will learn multiple techniques to work on the record and navigate throughout different areas of the record and Local Registration module. These exercises should be executed when the user is accessing a test or training site rather than the production site. Fictitious records should be used for the exercises in this guide.

Exercises provided in this section include:

- Exercise 1 – Login
- Exercise 2 – Start and Save a New Record
- Exercise 3 – Search for a Record
- Exercise 4 – Cancelling Changes
- Exercise 5 – Update a Record
- Exercise 6 – Abandon a Record
- Exercise 7 – Returning to the Main Menu
- Exercise 8 – Using the Unresolved Field List
- Exercise 9 – General Birth Registration Data Entry Processes
- Exercise 10 – Technical Birth Registration Data Entry Processes
- Exercise 11 – Capturing Signatures
- Exercise 12 – Viewing Signatures
- Exercise 13 – Viewing Signature History
- Exercise 14 – Search for an AOP Record
- Exercise 15 – Printing Forms
- Exercise 16 – Electronic Certification
- Exercise 17 – Releasing a Record

Section II. Pre/Post Birth AOP Registration contains exercises designed to familiarize users with the basic application features. The Local user will learn multiple techniques to work on the record and navigate throughout different areas of the record and Pre/Post Birth AOP Registration module. These exercises should be executed when the user is accessing a test or training site rather than the production site. Fictitious records should be used for the exercises in this guide.

Exercises provided in this section include:

- Exercise 18 – Start and Save a New AOP
- Exercise 19 – Search for an AOP Record
- Exercise 20 – Search for a Partial AOP Match
- Exercise 21 – Cancel Changes
- Exercise 22 – Update a Record
- Exercise 23 – Using the Unresolved Field List
- Exercise 24 – Pre/Post Birth AOP Registration Data Entry Topics
- Exercise 25 – Technical Pre/Post Birth AOP Registration Data Entry Topic
- Exercise 26 – Capturing Signatures
- Exercise 27 – Viewing Signatures
- Exercise 28 – Viewing Signature History
- Exercise 29 – Submit an AOP Record
- Exercise 30 – Search for a Birth Match
- Exercise 31 – Printing Forms
- Exercise 32 – Release a Record
- Exercise 33 – Download State Uploaded AOP Forms

Section III. Local Acceptance and Local Print Queue contains exercises designed to familiarize users with the basic application features. The Local user will learn how to utilize the functionality within the Local Acceptance Queue and Local Print Queue screens following the registration of a record. These exercises should be executed when the user is accessing a test or training site rather than the production site. Fictitious records should be used for the exercises in this guide.

Exercises provided in this section include:

- Exercise 34 – Local Acceptance Queue
- Exercise 35 – Local Print Queue

Section IV. Legal View contains the following exercises designed to familiarize Local users with the basic Legal View features. These exercises should be executed when the user is accessing a test or training site rather than the production site. Fictitious records should be used for the exercises in this guide.

Exercises provided in this section include:

- Exercise 36 – Legal View Access

- Exercise 37 – Legal View Search Screen

- Exercise 38 – Printing from the Legal View Screen

- Exercise 39 – Add/View Record Comments

Section V. Reports is combined into one exercise to familiarize state users with reports available in the application. This exercise should be executed when the user is accessing a test or training site rather than the production site. Fictitious records should be used for the exercises in this guide.

Reports covered under Exercise 40 include the following:

- Listing of Unmatched Births with High Probability of Death
- Multiple Birth Exception Report
- Multiple Birth Report
- Rejected Records Report

1   Local Birth Registration

1.1   Exercise 1- Login

This exercise provides an overview of how to login to TxEVER and access Local Birth Registration.

To complete this exercise, you will need:

- ✓ 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 accessing/running reports

1. Launch your internet browser (i.e. IE8+, Mozilla Firefox, etc.)

2. Enter the following address in the URL box or select from Favorites:
   https://txever.dshs.texas.gov/TxEverUI/Welcome.htm

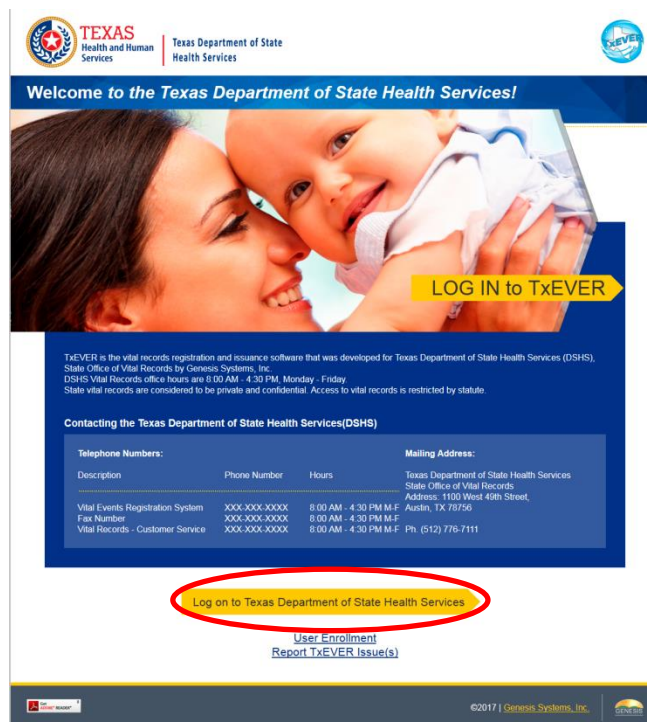3. The application splash page will load, as in Figure 1:

Figure 1: TxEver Splash Page

4. Click the **Log On to Texas Department of State Health Services** button.

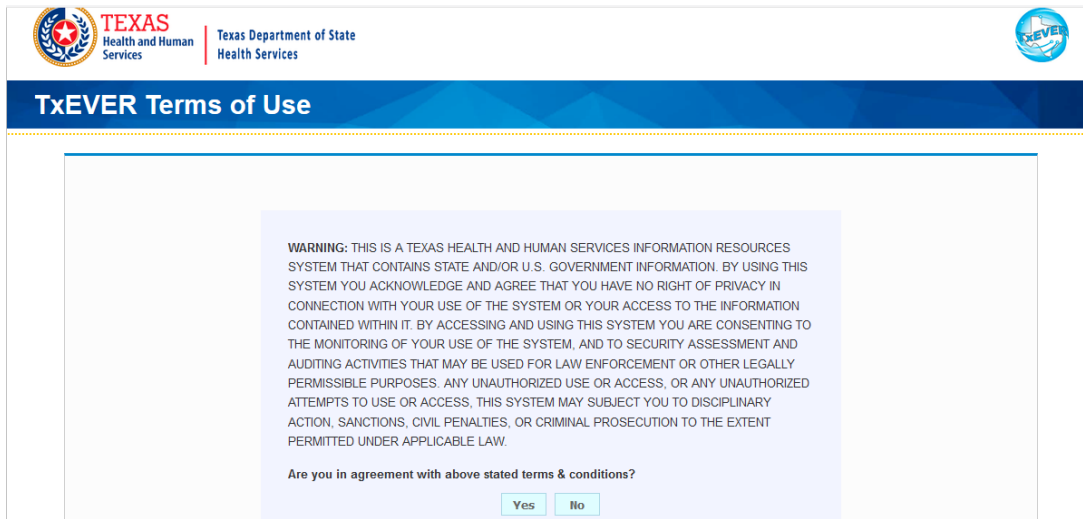5. The **Terms of Use Screen** will load, as in Figure 2:

Figure 2: TxEVER Terms of Use

6. 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.
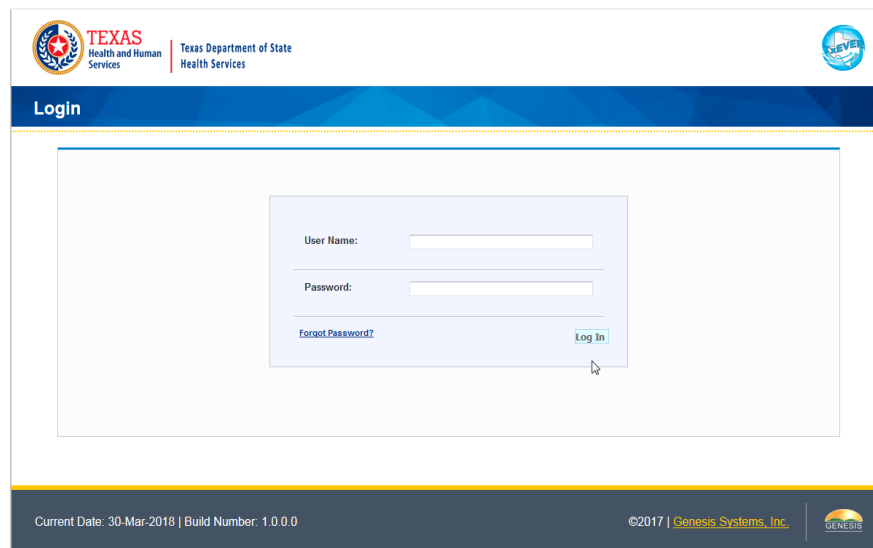
7. The TxEVER login screen will display:

Figure 3: TxEVER Login Screen

8. Type in the User Name provided to you to login - this is not case sensitive.

9. Press the **Tab** key on the keyboard to advance focus to the Password field (or use the mouse and click on the password field if you prefer).

10. Type the password provided to you to login.

11. Press the **Tab** key on the keyboard to advance focus to the **Log In** command button.

12. With focus on the Log In command button press the **Enter** key to execute the Login command.

   ✓ Optional approach: After entering the password you can also use the mouse to point to and left click on the **Log In** command button instead of using the **Tab** and **Enter** keys.

13. Login Locations – If you are associated with more than one location, the Location Selection Window pictured below will contain all locations assigned to your account. If you create NEW records while logged in under a given location, they will become associated with that location.
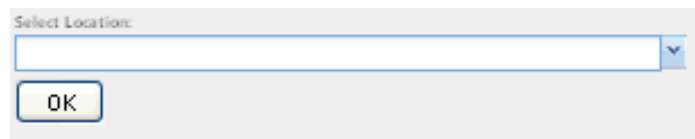

Figure 4: Select Location Drop-Down

14. Note that the field on the screen has a set of arrows on the right side. This indicates that there is a drop-down list associated with this item.

   ➢ Press the **Tab** key to set focus on the Select Location field. This will open the list.
   ➢ Use the arrow keys to highlight a desired location followed by the **Tab** key to select it and set focus on the **OK** command button.
   ➢ Press **Enter** to finalize the location choice and access the application.

15. Mouse – There are intuitive mouse alternatives for navigating the application and selecting items. Practice alternating the use of mouse and the keyboard approaches to determine the optimal method.

Session Time Out:

During these exercises it may take much more time to complete operations that would be true in actual use of the application. If the system has not detected a business transaction (save a record, search for a record, login) within 20 minutes, the session will time-out and you will not receive further responses from the system. A warning will appear to alert you to this. If the system appears to stop responding (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. To recover from a session time-out, close the application Internet browser and re-login to start a new session. Saving the work you are doing frequently will prevent session time-outs. If you will not be using the application for a time you should close it and then login again when you need it.

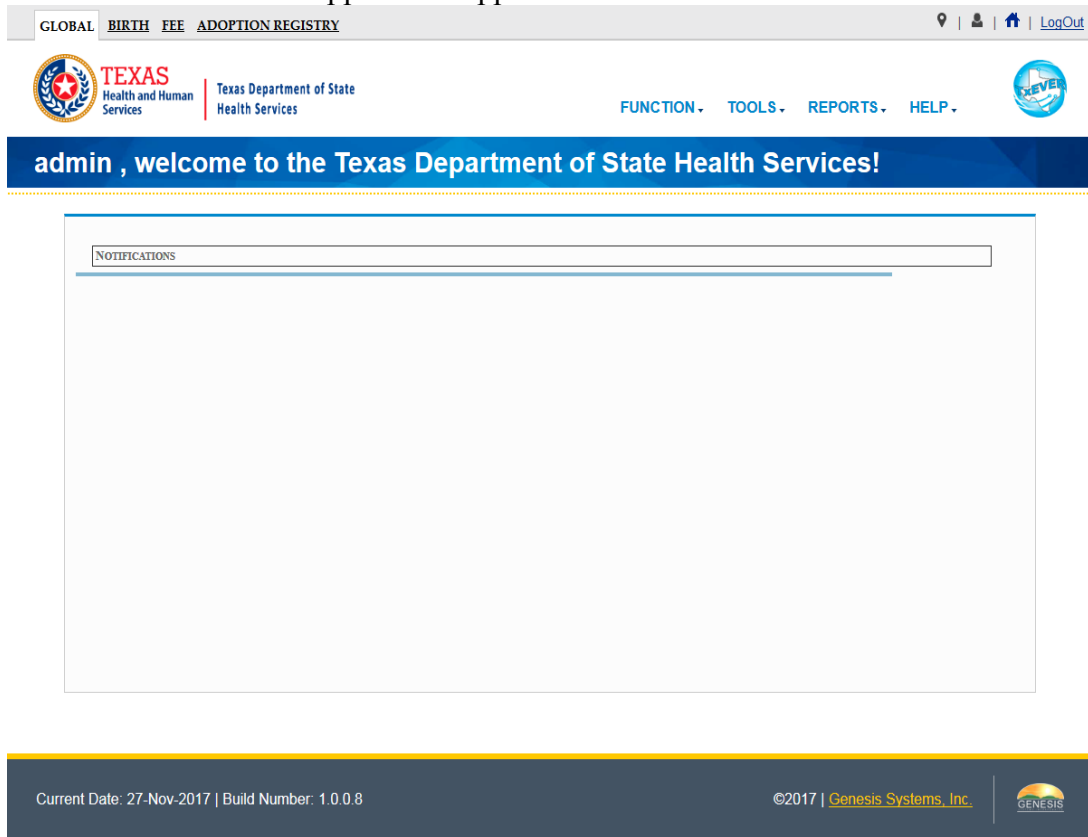16. The main menu of the application appears as shown below:

Figure 5: TxEVER Main Menu

17. Exit the application by using the mouse to point to the **Log Out** icon [LogOut] or to the **Function/Exit Application** menu item and then click once with the left mouse button. Refer to the screenshot below for a visual representation of logging out of TxEVER:
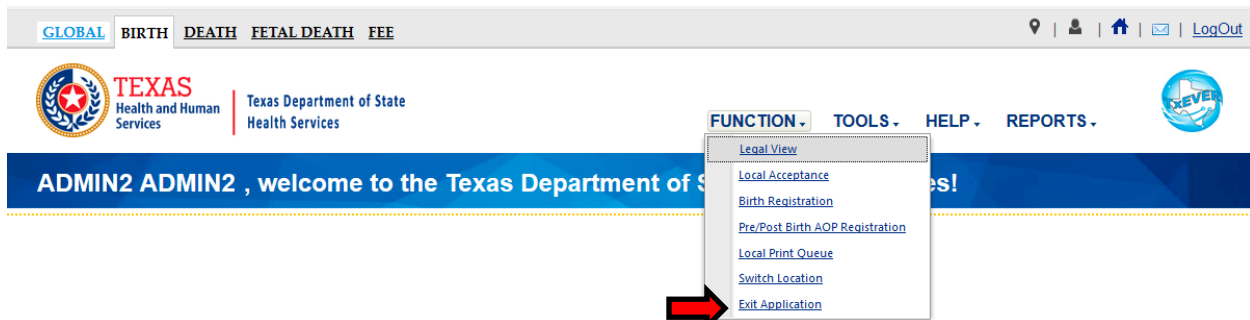

Figure 6: Function/Exit Application Menu Option

1.2   Exercise 2—Start and Save a New Record

This exercise provides an overview of how to begin the Birth Registration process as well as how to save a new record. The user will also learn about potential processes associated with suspected duplicate/plural records.

To complete this exercise, the user will need to:
   ✓ Complete Exercise 1-Login
   ✓ Have the proper security process to access Birth Registration

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

2. The Initial Load Birth Registration screen will appear:

Figure 7: Birth Registration Data Entry

3. After clicking the **New** button or selecting the **Record/New** menu item, the focus is

initially set on the **Record Type** field. This is a **mandatory** field and you cannot start a record without selecting an acceptable value in the mandatory field. Select the record type from the dropdown list and press **Tab** to unlock record fields for data entry.

4. Enter all available information about the birth event in the following fields:

Field Name	Information Needed
Record Type	Select a record type from the drop-down 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 First Name	Enter Text
Mother's Last Name	Enter Text
Mother's Date of Birth	Enter Date
Mother's Maiden Name	Enter Text

5. Minimally, you must enter values into all fields listed above and click the **Save** 💾 icon or select the **Record/Save** menu item.

6. The application will display the message shown below:
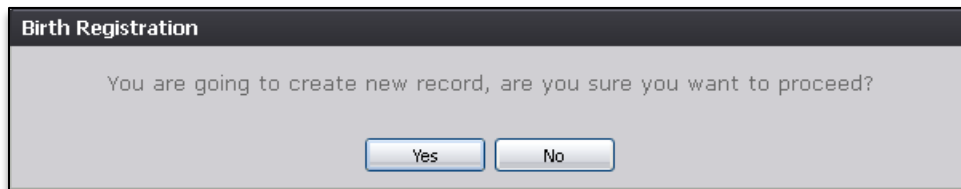

Figure 8: Create a New Record Confirmation Message

7. If the user selects **No**, a new record will not be created and saved. If the user selects **Yes**, the system will perform a search for potential duplicate records without notifying the user.

8. If a match is not found, the following message will appear.
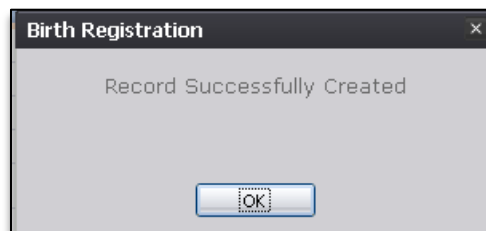
Figure 9: Record Successfully Created Message

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

9. If a match IS found, the following message will appear:
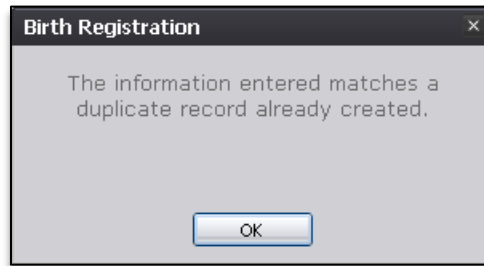
Figure 10: Duplicate Record Message

a. If multiple potential matches are found, the application will display potential duplicate records in the grid.
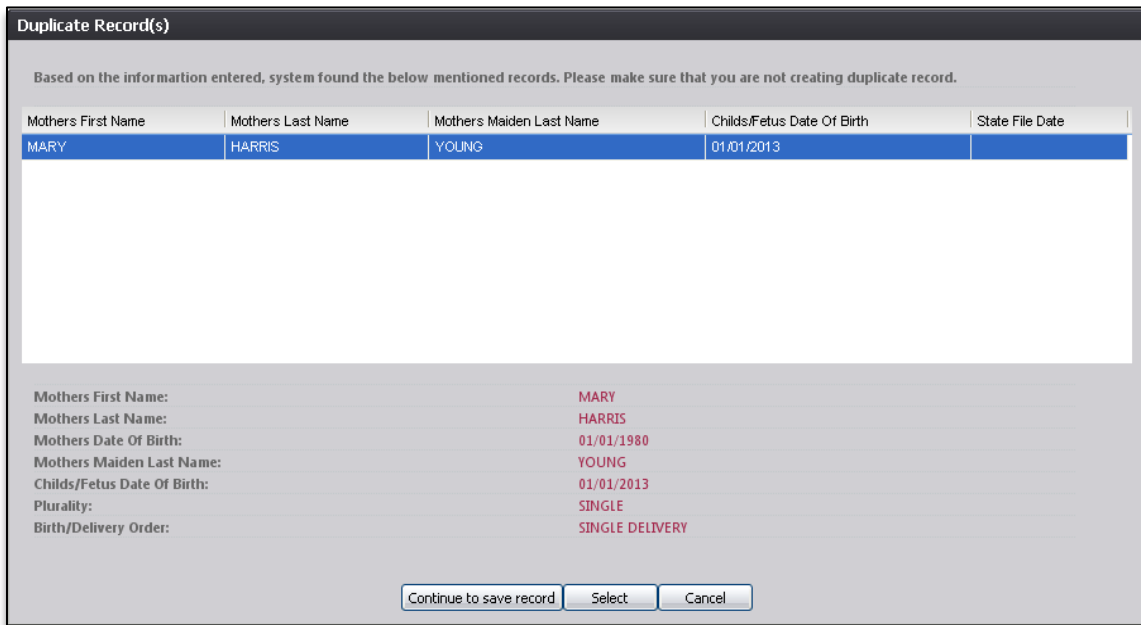
Figure 11: Duplicate Records Grid

b. When the grid is displayed, one of the following actions can be taken:

a. Begin checking for actual duplicates by reviewing the information in the grid. To open the record, select it from the grid and then press **Select**.

i. Continue with the creation of the new record by selecting **Continue to Save Record**.

ii. Select **Cancel** to return to the record and make changes to the fields before attempting to save again and re-initiate the duplicate check.

1.3   Exercise 3—Search for a Record

This exercise provides an overview of how to search for a record in the birth application.

To complete this exercise, the user will need to:

✓ Complete Exercise 1—Login
✓ Have the proper security process to access Birth Registration

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

- Search Screen
- Work Queue Search

1.3.1   Search Screen

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

2. The Search Record screen will appear:

Figure 12: Birth Record Search Screen

3. Enter all available information regarding the record you are trying to locate.

   ✓ **Tip**: Text fields such as names do not have to be completed. 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 you are sure of will reduce the number of matches that are returned and cause faster search results.

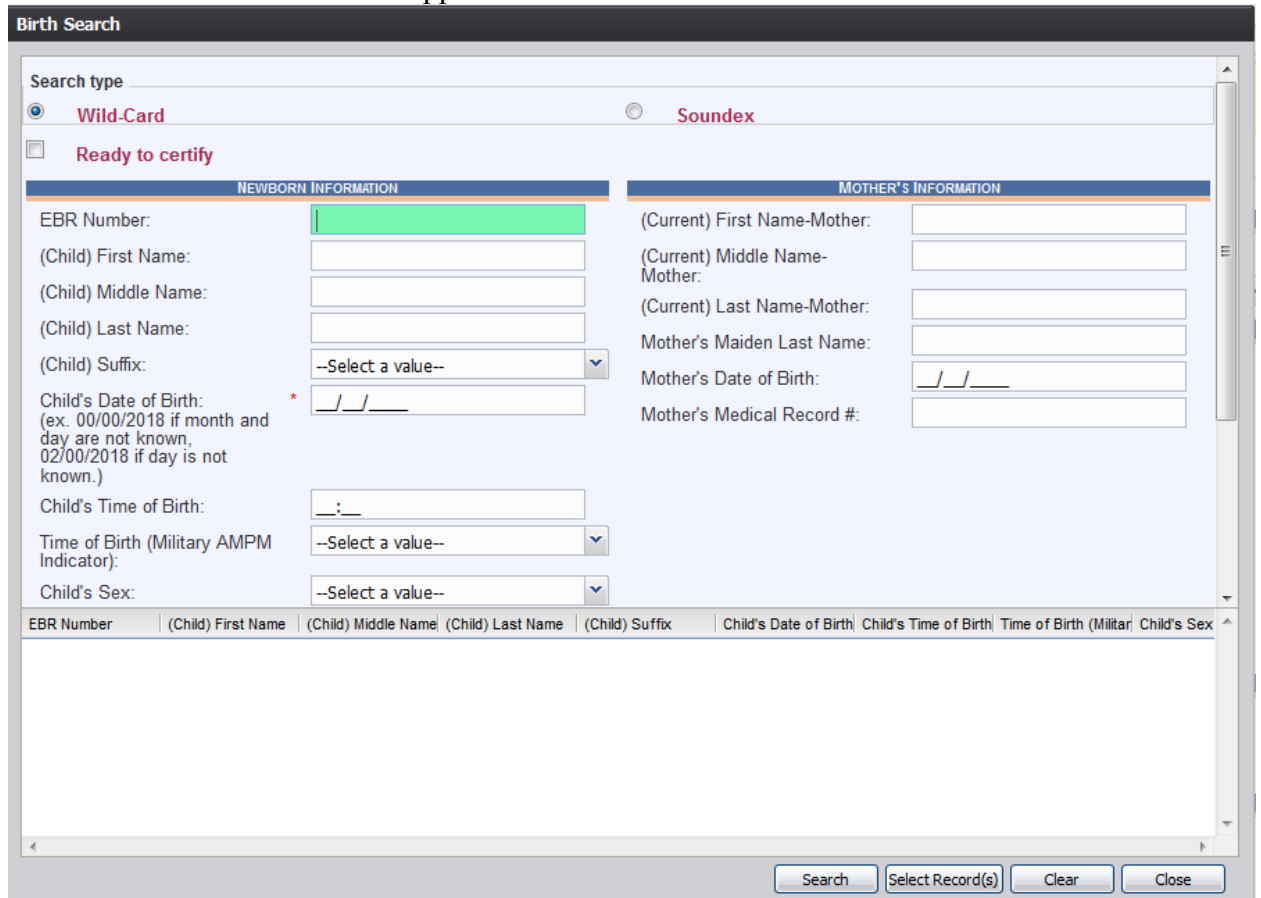   ✓ **Tip**: Choosing Soundex still requires the user to enter at least the newborn's year of birth. If the user also decides to search by a name, the full name must be entered and the application will search for not only all exact matches but names that sound familiar as well.

4. Click **Search** to search the database. If no records are found, the message in Figure 13 will be displayed.
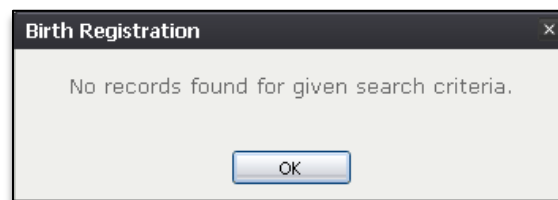

Figure 13: No Records Found Message

5. Records that match the search criteria populate the grid in the lower half of the screen, as shown in Figure 14:

Figure 14: Birth Record Search Screen

6. Click on the appropriate record to select it. Select multiple records by holding down the **Ctrl** key and clicking on records.

7. Click **Select Record(s)** to retrieve record(s) 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.

1.3.2   Work Queue Search

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

✓ Birth records associated with your login location that still require some type of action or birth records that were released to the State but sent back to the Local after additional information was requested.

✓ A list in the work queue sorted by the date of birth that 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. Options include:
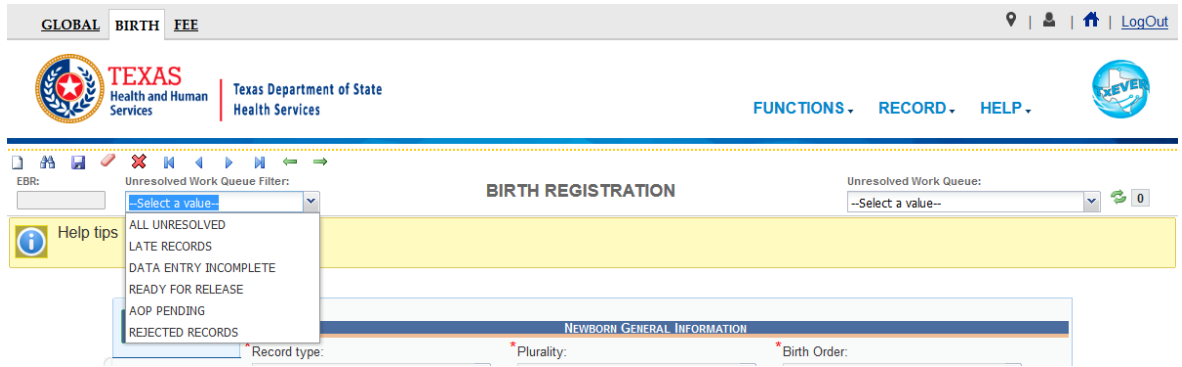
Figure 15: Unresolved Work Queue Filter Menu

- **All Unresolved**: All records that have been started but the worksheets have not been received from the parents to update the record or the necessary forms have not been completed by the parents.

- **Late Records**: All records that have not been certified within 5 days of the date of event.

- **Data Entry Incomplete**: All records with incomplete required information fields.

- **Ready for Release**: All records that are ready to be released for certification.

- **AOP Pending**: All records that are waiting on Acknowledgment of Paternity to be completed.

- **Rejected Records**: Any records that have been rejected by the state after submission.

2. From the record list, select a record by clicking on it or with the focus on the list, start typing newborn's last name (if available).
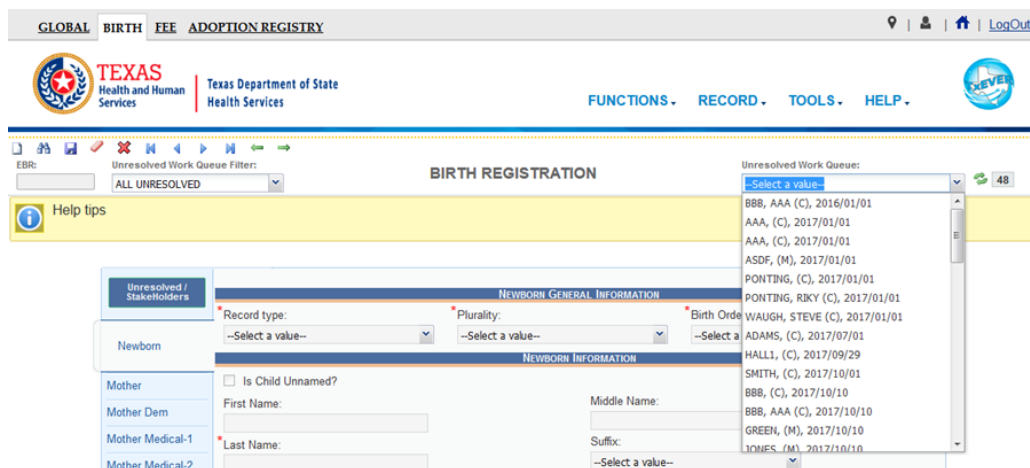
Figure 16: Unresolved Work Queue Menu

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.

1.4 Exercise 4—Canceling Changes

This exercise provides an overview of how to cancel an update to a record in the birth application. A user may cancel changes made to a record since it was last saved in **Birth Registration Data Entry**.

To complete this exercise, the user will need to:

- ✓ Complete Exercise 1—Login
- ✓ Have the proper security process to access Birth Registration
- ✓ Open a saved record and make an update to a record without saving the change

1. Retrieve an existing record using the Work Queue Search or the Search Screen.

2. Enter information or modify information entered in any of the fields. If a user navigates away from the current record by completing an action such as initiating a record search or accessing a new record, the system will issue the prompt in Figure 17:
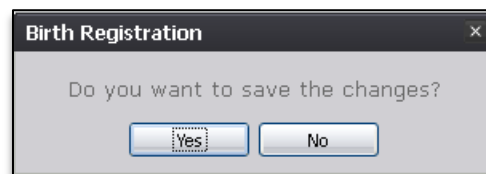

Figure 17: Save Changes Message

3. If you wish to cancel the changes made to the record, click the **No** button when the system issues the prompt. Clicking the **No** button will cause all of the changes to be canceled and restore the values to their original value. If you click **Yes**, the changes will not be canceled but saved instead.

1.5 Exercise 5—Update a Record

This exercise provides an overview of how to update a record in the birth application. In order to perform this exercise, make sure you have partially completed records saved in the application.

To complete this exercise, the user will need to:

- ✓ Complete Exercise 1—Login
- ✓ Have the proper security process to access Birth Registration

1. Select the **Birth/Function/Birth Registration** menu item.

2. The Initial Load Birth Registration Screen will appear as shown in Figure 18:

Figure 18: Birth Registration Data Entry Screen

3. Search for a record using the Search Screen or the Unresolved Work Queue and update unresolved fields once the record is retrieved on the screen.

4. While a record with unsaved changes is on screen, select the **Record/Save** menu option.

5. If no signatures have been saved on the record, the following message will appear and all previously unsaved changes made to the record will be saved:
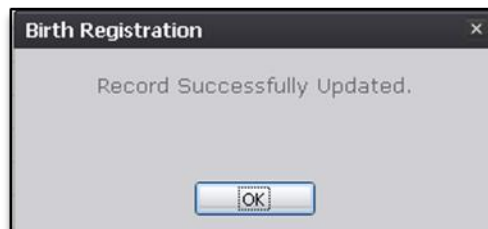
Figure 19: Record Successfully Update Message

a. If signatures HAVE been saved on the record a message similar to Figure 20 will appear:

Figure 20: Save a Record with Signatures Confirmation

i. Click the **Save the record and remove the signatures** button to save the changes made to the record and remove the previously captured signatures. The message in Figure 21 will appear:

Figure 21: Record Successfully Updated Message

ii. Click the **Save the record and retain the signatures** button to open the window in Figure 22:

Figure 22: Retain the Signature Reason Window

    a. Enter a comment regarding the reason for retaining the signatures and click the **OK** button. A message will appear that the record has been successfully updated.

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

1.6   Exercise 6—Abandoning a Record

This exercise provides an overview of how to abandon a record in the birth application. 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 released, a state user can choose to void the record through Legal View.

To complete this exercise, the user will need to:

- ✓ Complete Exercise 1—Login
- ✓ Have the proper security process to access Birth Registration

To order to abandon a record:

1. Search for a record using the Search Screen or the Unresolved Work Queue.

2. Once the record is retrieved to the Birth Registration screen, select the **Record/Abandon** menu item or the **Abandon** icon ❌ . The message in Figure 23 will appear:
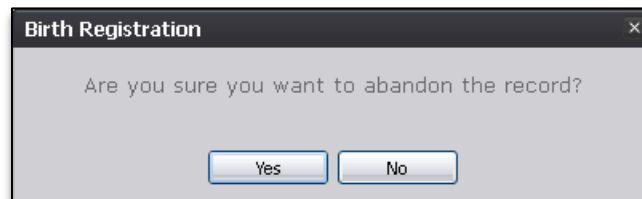
Figure 23: Abandon the Record Confirmation Message

3. Selecting **No** will cancel the action and the user will return to the record. If the user selects **Yes**, the user will have to provide a reason for abandoning the record in the comment box shown in Figure 24:
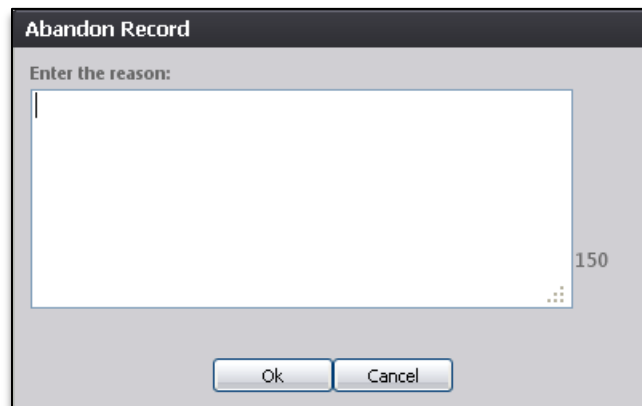

Figure 24: Abandon Record Reason Window

4. After providing a comment and pressing **OK**, the message below will appear and the record will not appear in the Unresolved Work Queue any longer:
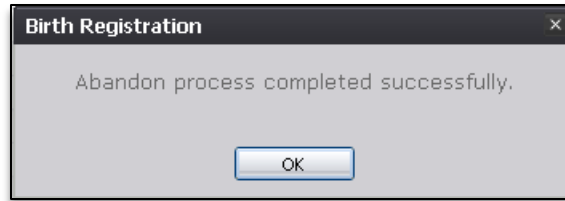
Figure 25: Abandon Process Completed Successfully message

1.7   Exercise 7—Returning to the Main Menu

This exercise provides an overview of how to return to the main menu of the birth application. A user may return to the TxEVER Birth Application Main Menu screen at any time by selecting the **Function/Home** menu item.

To complete this exercise, the user will need to:

✓ Complete Exercise 1– Login
✓ Access the Birth Registration Screen

1. Select the **Function/Home** menu item on the Birth Registration Data Entry screen to return to the Main Menu.

1.8   Exercise 8—Using the Unresolved Fields List

This exercise provides an overview of how to check and use the Unresolved Field list. To check if all data items were completed, use the Unresolved 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.

To complete this exercise, the user will need to:

✓ Complete Exercise 1– Login
✓ Access the Birth Registration Screen
✓ Search for a record using the Search Screen or the Unresolved Work Queue

To view the **Unresolved Fields** list:

1. Retrieve or create a new record.

2. On the **Birth Registration** screen, click the **Unresolved/StakeHolders** button (shown in Figure 26) in the top left corner to open the **Unresolved Fields** list.
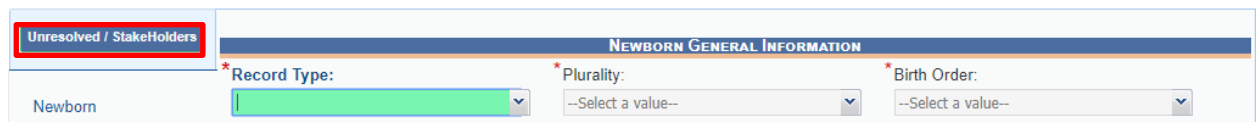

Figure 26: Unresolved Fields/Stakeholders Button

3. The Unresolved Fields List will open as shown in Figure 27:

Figure 27: Unresolved Fields List

4. To go 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 and the **Unresolved Fields** list will close.

5. Click the **Unresolved/StakeHolders** button again to close the list and return to the **Data Entry** screen.

1.9   Exercise 9—General Birth Registration Data Entry Processes

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 attempts to address the remaining scenarios.

1.9.1   Double Data Entry

This exercise provides an overview of double data entry fields. The exercise focuses directly on the Newborn First Name field in order to illustrate the overall concept of double data entry fields.

1. Set focus on the Newborn First Name field under the Newborn Information section by clicking on the field. Type the name of the newborn and then press the **Tab** key.

2. Fields that require double data entry will present users with Figure 28 when the user tabs off the field:
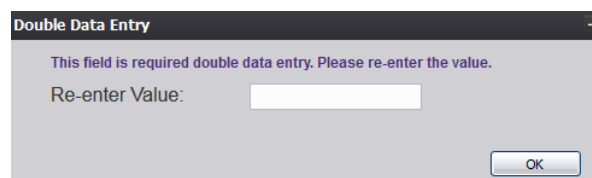
3. Enter the value again and click the **OK** button to close the Double Data Entry screen.

4. 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:

Double Data Entry Error ✕

The values you have entered did not match. Please try again!

OK
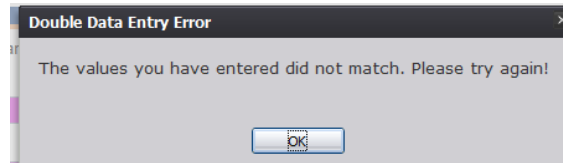
Figure 29: Double Data Entry Error Message

5. 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.

1.9.2 Pick List Navigation

This exercise provides an overview of pick-list menus. The exercise focuses directly on **Mother's Residence** fields (as shown in Figure 30) in order to illustrate the overall concept of pick-list menus.

MOTHER'S RESIDENCE ADDRESS INFORMATION

☐ Withheld by Request on AOP

Address:

Apt:

State/Country: (Click Checkbox to Filter Foreign Countries Only) ☐ TEXAS / TEXAS

County:

City/Town: --Select a value--

City(Other):

Zip: --SELECT A VALUE--

Zip Ext:

Inside City Limits: --Select a value--

Figure 30: Mother's Residence Address Information Pick-Lists

1. Set focus on the **State/Country** field by clicking on the field. Type the letters 'TE' or any other beginning letters of a state.

   ✓ This is the convention for finding a state or other item in a pick-list. 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.

   ✓ Some geographic entries that include state and city also capture the county. When this is the case, the list of cities is filtered to include only cities within the state and county already selected. Some geographic questions require only the state and city.

Selecting a state will filter results in the **Local** and **City/Town** drop-down lists as well.

2. With focus on the **County** field begin typing the name of any county in Texas. When the desired option is highlighted, press the **Tab** key to select that choice and advance to the next field.

1.9.3   Screen Tab Navigation
This exercise helps the user understand the concepts of screen tab navigation.

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

2. Pressing **Tab** from the final field on the Newborn tab automatically advances the focus to the **Save** button. Press **Tab** one more time to highlight the **Next** button at the bottom of the screen. Once highlighted, the user can press **Enter** to load the Mother tab. You can also navigate to various Screen Tabs by clicking on them with a mouse.

1.9.4   Hispanic Origin and Race Field Properties
This exercise highlights the features and functionality of the Hispanic Origin and Race sections.

Hispanic Origin

1. Hispanic Origin allows selecting **one choice** from the available options. Use the mouse or the spacebar key on the keyboard to check and select the single desired choice as shown below.

2. To change the choice, the selected choice must first be unchecked by clicking on it again and then a different choice can be selected.

Figure 31: Mother's Ethnicity and Mother's Race Screen

Race

1. Race fields allow multiple choices. Click on as many choices as apply.

2. Race checkbox 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.

1.10 Exercise 10—Technical Birth Registration Data Entry Processes

The objective of this exercise is to familiarize the Local User with technical birth registration
data entry procedures and conditionals. For example, certain data entry fields will become
enabled or disabled throughout the record depending on specific values selected by the Local
User.

1.10.1 Newborn Tab

1.10.1.1 Plurality

1. Select a **Plurality** value of anything other than **Single.**

2. This action will cause the **Birth Order** field to become enabled and show results up to the total amount of children (as shown below). For example, selecting **Triplets** in the **Plurality** field will cause the **Birth Order** field to show options for **First Born**, **Second Born**, **Third Born**, and **Conjoined**. The **Birth Order** field will only show values up to the selected plurality value.

<div align="center">

Figure 32: Birth Order Drop-Down Menu

</div>

1.10.1.2 Time of Birth

1. Enter a **Time of Birth** under Newborn Information and the AM/PM data entry field will populate with a value of **Military** and become disabled. All births entered into the TxEVER Birth module must be entered in military time. This field must be resolved before the record can be saved for the first time.

1.10.2 Mother Tab

1.10.2.1 Mother's Marital Status

1. Select a value in the Marital Status data entry field.

2. Corresponding fields will become enabled or disabled. Selecting any type of value in the Marital Status field will cause the next two corresponding fields to show the following values as shown below:
3.

Marital Status	Married Within 300 Days?	AOP Involved
Never Married	No and Disabled	Blank and Enabled
Married	Yes and Disabled	Blank and Enabled
Married, Husband info Refused	Blank and Disabled	No and Disabled
Divorced	Blank and Enabled	Blank and Disabled
Widowed	Blank and Enabled	Blank and Disabled
Not Stated/Unknown	Unknown and Disabled	No and Disabled

Figure 33: Marital Status Fields

1.10.3 Mother Medical-1 Tab

1.10.3.1 General

1. Indicate the mother was transferred for delivery to enable the **If yes, where from** field will become enabled. Select the facility the mother was transferred to from the drop-down list or click the **Search** icon beside the field to search for a specific facility.

1.10.3.2 Cigarettes Information

1. Select **Yes** in the first data entry field in the Cigarettes Information section to enable the fields concerning whether or not the mother reported cigarette intake in number of packs or number of cigarettes.

2. Check the box next to the **Did Mother Report in Packs?** field to enable the ability to record the number of packs smoked from three months prior to pregnancy up to the third trimester.

Figure 34: Cigarettes Information Panel Reported in Packs

3. Checking the box next to **Did Mother Report in Cigarettes?** field will enable the user to record the number of cigarettes smoked from three months prior to pregnancy up to the third trimester.

1.10.4 Mother Medical-2 Tab

1.10.4.1 Pregnancy History

1. Enter a value other than 0 in the Number of Previous Live Births Now Living field to enable the following field
   ✓ Date of Last Live Birth

2. Enter a value other than 0 in the Number of Other Pregnancy Outcomes field to enable the following field:
   ✓ Date of Last Other Pregnancy Outcome

1.10.4.2 Prenatal Information

1. Indicate if the mother received prenatal care in this section to enable the remaining data entry fields (as shown below). If the mother did not receive prenatal care, all fields will remain disabled.

Figure 36: Prenatal Panel

1.10.4.3 Method of Delivery

1. Always complete the following fields 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?

2. Select Other in the Fetal presentation at birth field to enable the Final route & method of delivery field.

3. Select cesarean in the Final route & method of delivery field to enable the If cesarean, was a trial of labor attempted field. These processes are shown in Figure 37.

Figure 37: Method of Delivery Data Entry Panel

1.10.5 Mother Medical-3 Tab

1.10.5.1 Exposures/Infections Present/Treated During Pregnancy
1. Check at least one box to resolve this section. 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.

1.10.5.2 Risk Factors
1. Check at least one box to resolve this section. 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.

1.10.6 Mother Medical-4 Tab

1.10.6.1 Obstetric Procedures
1. Check at least one box to resolve this section. 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.

1.10.6.2 Onset of Labor
1. Check at least one box to resolve this section. 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.

1.10.6.3 Characteristics of Labor & Delivery
1. Check at least one box to resolve this section. 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.

1.10.6.4 Maternal Morbidity
1. Check at least one box to resolve this section. 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.

1.10.7 Newborn Medical-1 Tab

1.10.7.1 General Information

1.10.7.1.1 APGAR Score
1. Specify that the child has an APGAR score of 5 or below at 5 minutes after delivery or specify the APGAR score was not taken to enable the **Apgar Score (at 10 min)** field and record the child's APGAR score at 10 minutes (as shown in Figure 38).
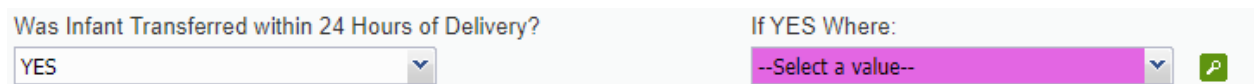
Apgar Score (at 5 min.):	Apgar Score (at 10 min.):
5	--Select a value--

Figure 38: Apgar Score Fields

1.10.7.1.2 Transferred Infant
1. Indicate the infant was transferred within 24 hours of delivery to enable the If yes, where field (as shown in Figure 39). Click on the dropdown arrow and pick the facility or click on the search icon beside the field to search for a specific facility.

Was Infant Transferred within 24 Hours of Delivery?	If YES Where:
YES	--Select a value--

Figure 39: Infant Transferred Fields

1.10.8 Newborn Medical-2 Tab

1.10.8.1 Abnormal Conditions
1. Check at least one box to resolve this section. 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.
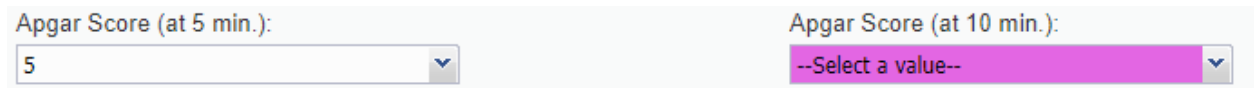
1.10.8.2 Congenital Anomalies
1. Check at least one box to resolve this section. Checking the **None of the above** or **Unknown** box in each section will resolve the section. If a check box enables an adjacent text box or sub-check box, the user will need to provide a value in the text box and/or mark the appropriate sub-check box before the section becomes resolved.

1.10.9 Certification Tab
There is an option of Other that can be selected from the Certifier drop-down menu so that information for a certifier not found in TxEVER Certifier/Attendant Library Maintenance can be named on a record.

1.11 Exercise 11—Capturing Signatures

Before certain forms can be printed from the system and a record can be released, electronic signatures need to be captured on the record.

1.11.1 Capturing Acknowledgment of Paternity (AOP) Signatures

This exercise provides an overview of capturing AOP signatures.

1. Search for the desired record using one of two methods:

   a. Perform a Work Queue Search by setting the unresolved work queue filter to the desired value.

   b. Perform a Search Screen search by clicking the **Search** icon or selecting the **Record/Search** menu item.

2. Select a record from the work queue dropdown list or from the Search screen results grid.

3. When the appropriate record appears on screen, select the **Record/Acknowledgment of Paternity (AOP)** menu item and select either the Mother Signature menu item or Father Signature item.

4. The message in Figure 40 will appear:

Birth Registration

We further declare under penalty of perjury that:
- We have been given written and oral notice of: the benefits of having paternity established; the availability of paternity establishment and child support services; and the legal consequences of, the rights and responsibilities of, and the alternative to signing this Acknowledgment.
- No other Acknowledgement of Paternity form naming another man as the biological father of this child has been filed.
- There is no court order naming another man as the biological father of this child.
- A genetic test has not determined that another man is the biological father of this child.

[Yes] [No]

Figure 40: AOP Confirmation Screen

5. Selecting **No** will cancel the action and the user will return to the record. If the user selects **Yes**, the AOP signature screen will appear:
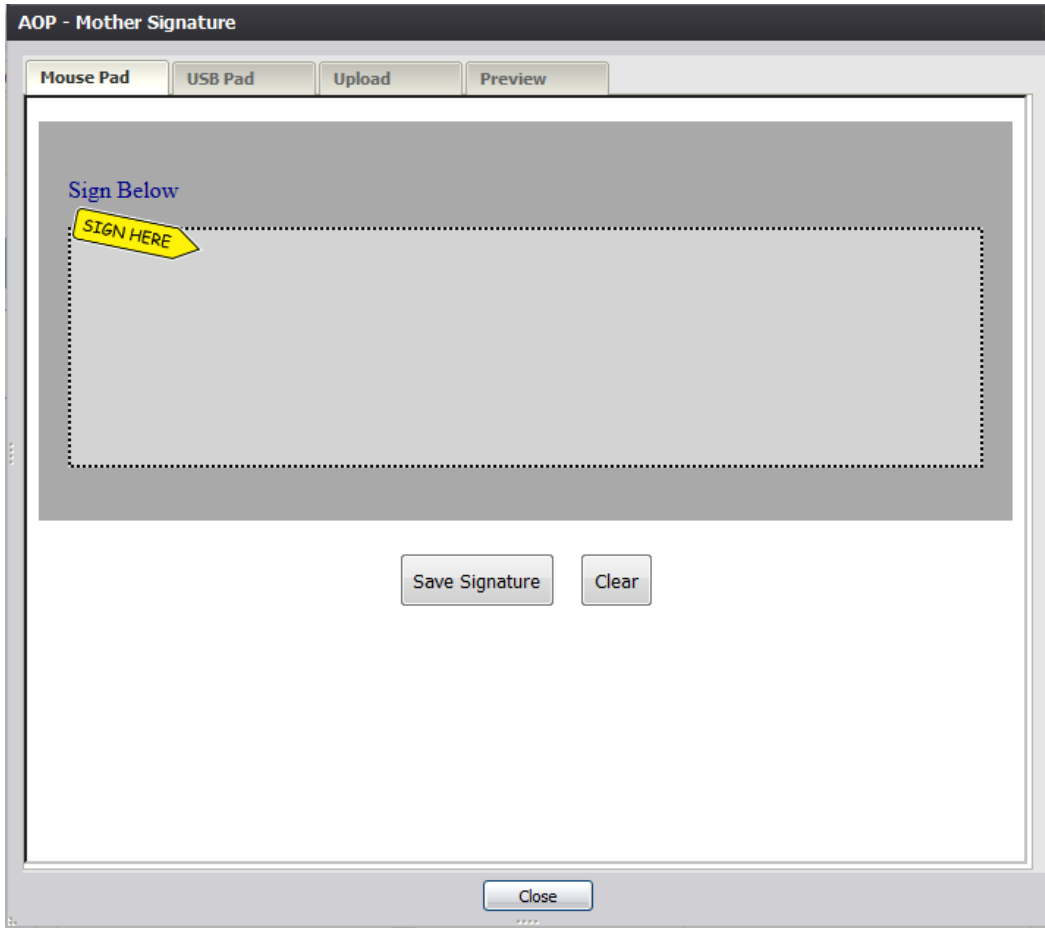
Figure 41: Signature Screen

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 message in Figure 42:
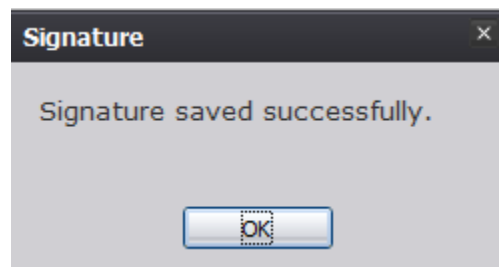
Figure 42: Signature Saved Successfully Message

1.11.2 Capturing Denial of Paternity (DOP) Signatures

This exercise provides an overview of capturing DOP signatures.

1. Search for the desired record using one of two (2) methods:

   a. Perform a <u>Work Queue Search</u> by setting the unresolved work queue filter to the desired value.

   b. Perform a <u>Search Screen</u> search by clicking the **Search** icon or selecting the **Record/Search** menu item.

2. Select a record from the work queue dropdown list or from the Search screen results grid.

3. When the appropriate record appears on screen, select the **Record/Denial of Paternity (DOP)** menu item and select either the Mother Signature menu item or Presumed Father Signature item.

4. A message similar to the message in Figure 43 will appear:

Birth Registration

We declare under penalty of perjury that ZACK M RYDER I, the presumed father of the child, is not the biological father. We understand that filing of this denial with an acknowledgment removes the presumed father's legal duty to support the child and terminates his right of custody or visitation with the child.
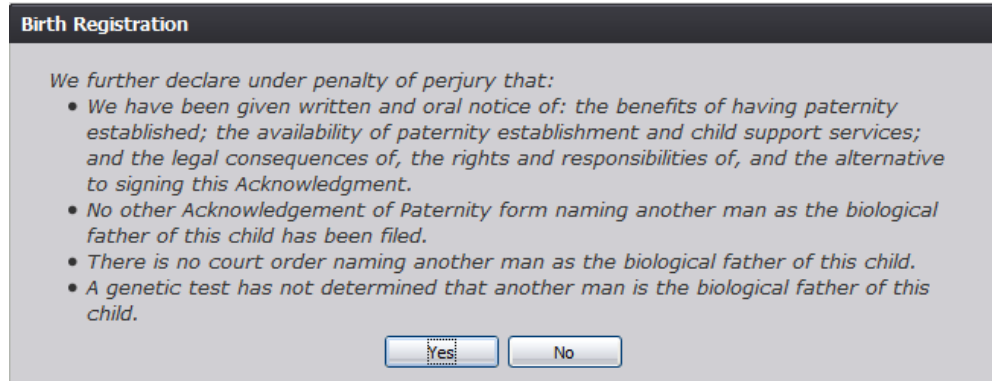
Yes   No

Figure 43: Denial of Paternity Confirmation Message

5. Selecting **No** will cancel the action and the user will return to the record. If the user selects **Yes,** the DOP signature screen will appear:

Figure 44: DOP Signature Screen

6. Click the Mouse Pad tab on the DOP 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.
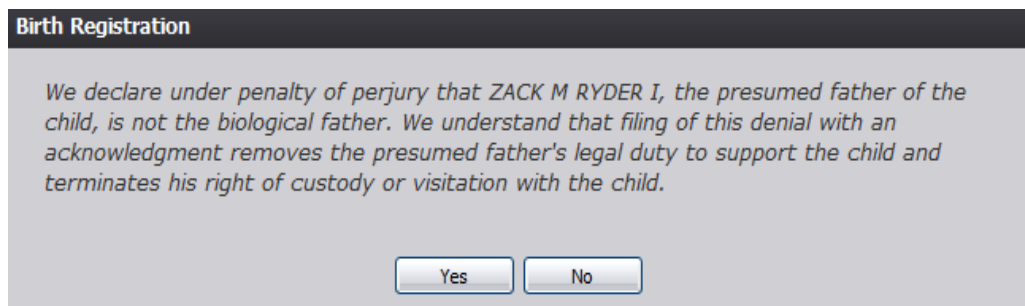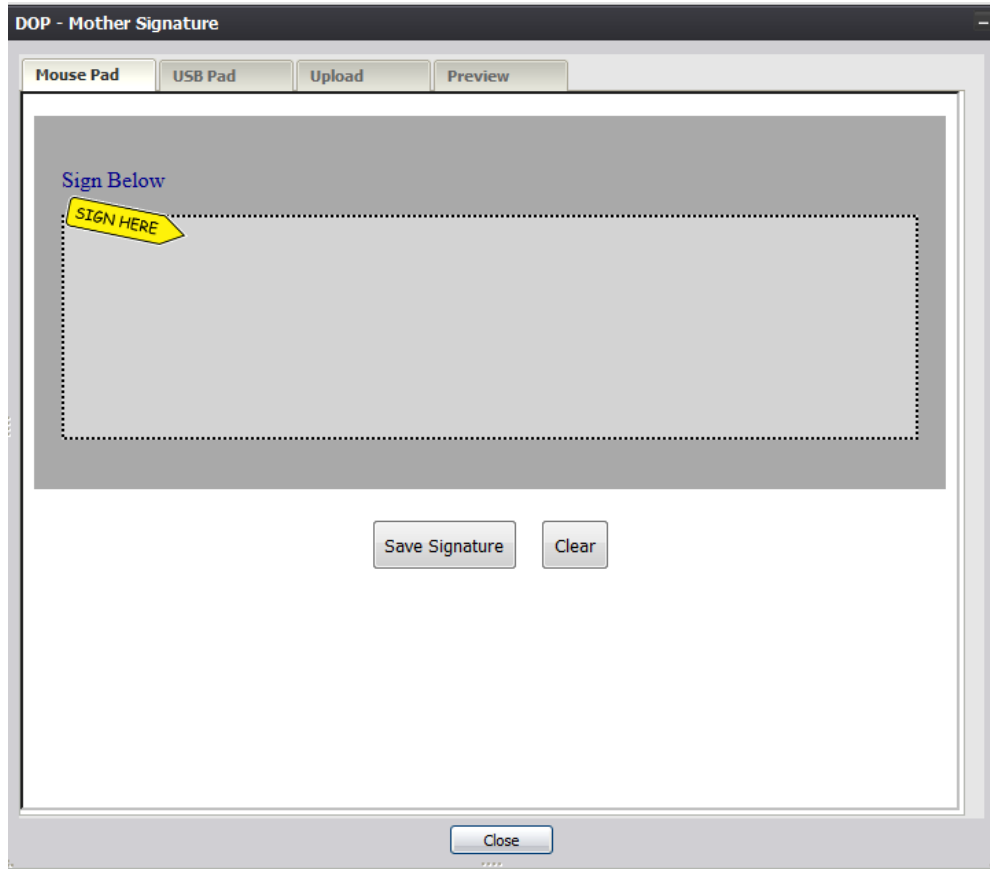
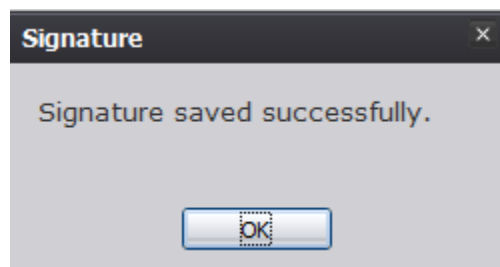9. The system will display the message in Figure 45:

Figure 45: Signature Saved Successfully Message

1.11.3 Capturing Verification of Birth Facts Signatures

This exercise provides an overview of capturing Verification of Birth Facts signatures.

1. Search for the desired record using one of two (2) methods:

    a. Perform a [Work Queue Search](#) by setting the unresolved work queue filter to the desired value.

    b. Perform a [Search Screen](#) search by clicking the **Search** icon or selecting the **Record/Search** menu item.

2. Select a record from the work queue dropdown list or from the Search screen results grid.

3. When the appropriate record appears on screen, select the **Record/Verification of Birth Facts** menu item and select either the Mother Signature menu item or Father Signature item.

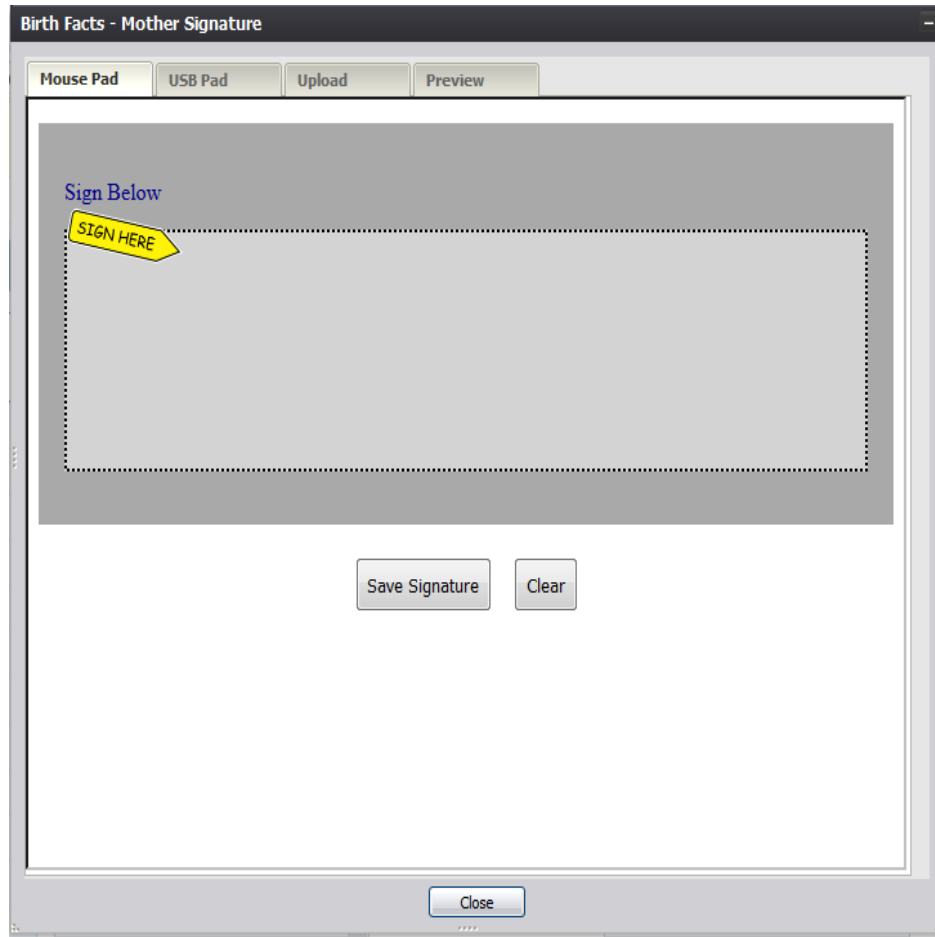4. The Verification of Birth Facts Signature screen will appear:

Figure 46: Birth Facts Signature Screen

5. Click the Mouse Pad tab on the Birth Facts Signature screen.

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.

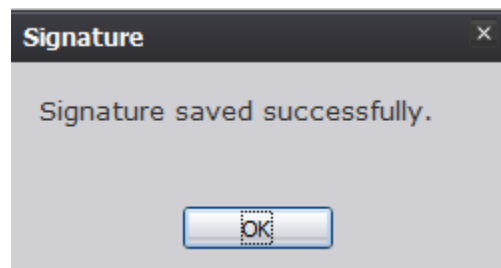8. The system will display the message in Figure 47:

Figure 47: Signature Saved Successfully Message

1. Click the Mouse Pad tab on the Birth Facts Signature screen.

2. Create a signature by holding down the left mouse button and moving the mouse on the screen in the signature box.

3. Click the **Save Signature** button.

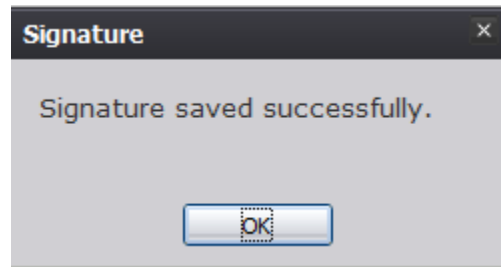4. The system will display the message in Figure 48:

Figure 48: Signature Saved Successfully Message

1.12 Exercise 12—Viewing Signatures

This exercise provides an overview of how to view previously captured signatures for the Acknowledgment of Paternity (AOP) and Denial of Paternity (DOP) forms.

1. Retrieve an existing record using the Work Queue Search or the Search Screen.

2. Select one of the following menu items:

    a. **Record/View Signatures/Acknowledgment of Paternity (AOP)** menu and select either the Mother Signature menu item or Father Signature item.

    b. **Record/View Signatures/Denial of Paternity (DOP)** menu and select either the Mother Signature menu item or Presumed Father Signature item.

3. The desired Signature screen will appear with a preview of the previously captured signature:
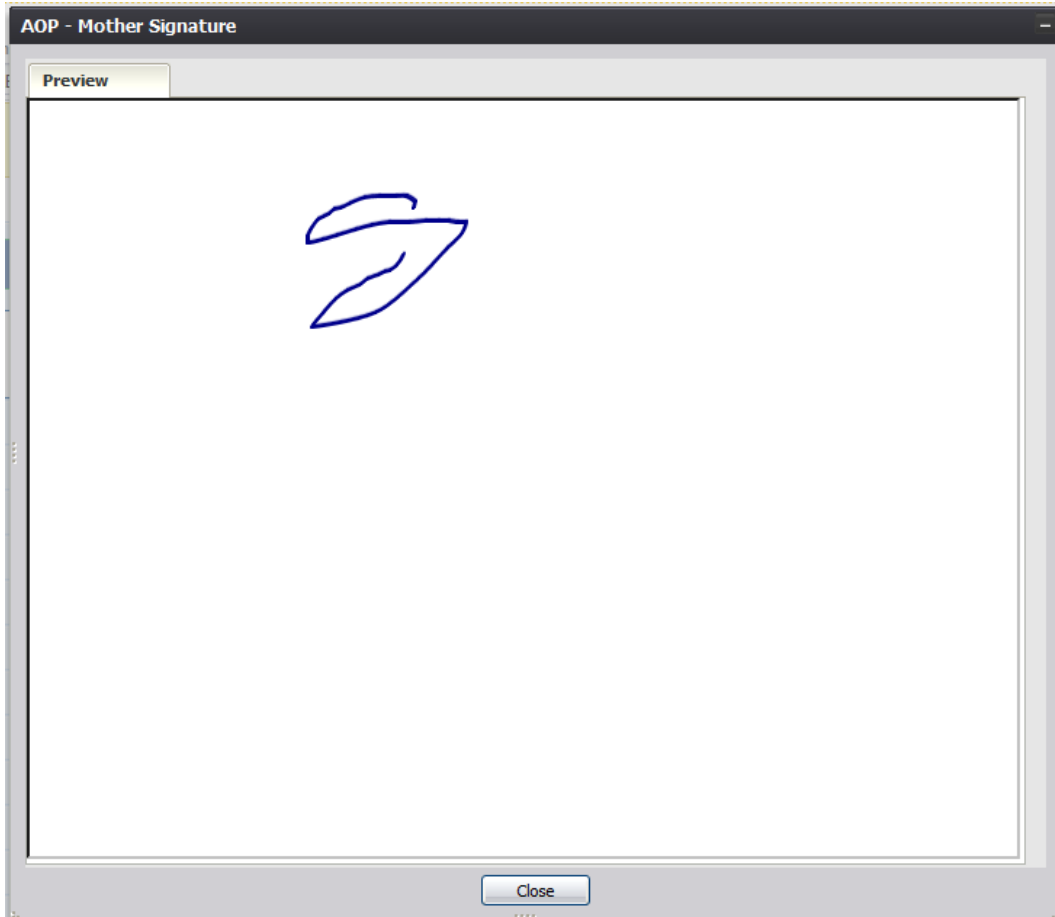
Figure 49: View Signature Screen

1.13   Exercise 13—Viewing Signature History
This exercise provides an overview of how to view the signature capture history on a birth record.

1. Retrieve an existing record using the <u>Work Queue Search</u> or the <u>Search Screen</u>.

2. Select the **Record/Signature History** menu item.

3. The Signature History View screen will appear:

Figure 50: Signature History View Screen

1.14 Exercise 14—Search AOP Record

This exercise provides an overview on conducting a search for partial AOPs that match a birth record.

1.14.1 Link AOP to 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:

Figure 51: AOP Partial Record Search

4. Click the **Search** button.

5. Matching partial AOPs will be populated in the search results grid.

a. 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.

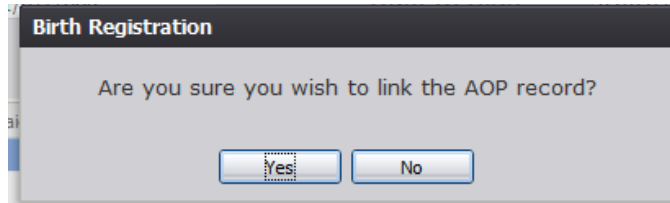   i. Click the **Link to Birth Record** link and the system will display the message in Figure 52:

Birth Registration

Are you sure you wish to link the AOP record?

Yes   No

Figure 52: Link AOP Record Confirmation Message

   ii. 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.

      A. If **Yes** is selected and fields on the AOP Discrepancy list do not match, the window in Figure 53 will appear:

Birth - AOP Discrepancy

Saving the birth record will cause information appearing on the AOP to be changed to match what is currently on the birth record. If any of the items below are correct on the AOP, then you must take note of it and immediately change it on the birth record. Do you wish to link this AOP?
Following discrepancies found in between birth record and aop record you are trying to link.

Field Name	Field Value on Birth Record	Field Value on AOP Record
(Father) Withheld by Request on AOP	YES	NO
(Presumed Father) Withheld by Request	YES	NO
(Mother) Withheld by Request on AOP	YES	NO
Child's Date of Birth	03/09/2018	03/29/2018
(Child) First Name		ROCK
(Child) Last Name	PHILLIP	JEFFERSON
(Child) Middle Name		ANDY
(Child) Suffix		JR.

Accept link and retain the signatures   Reject link and remove the signatures   Cancel save
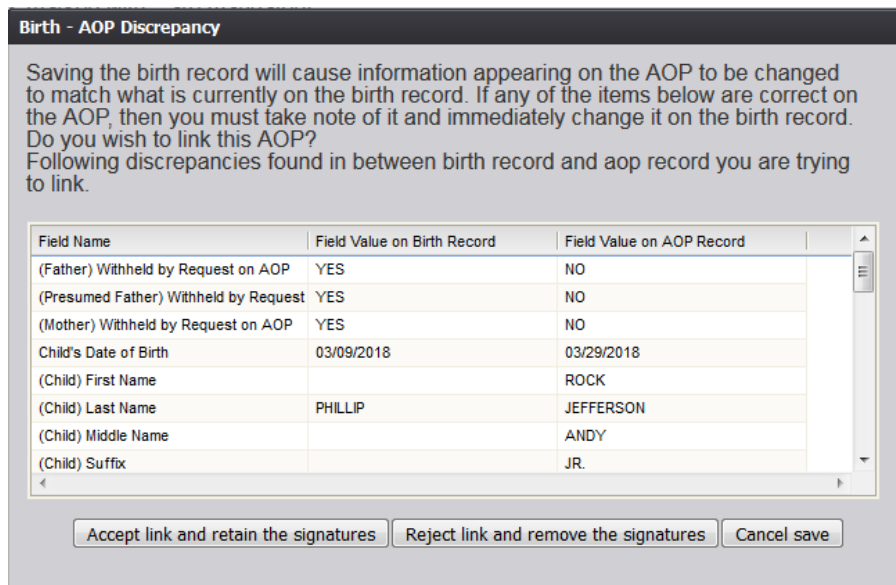
Figure 53: AOP Discrepancy Confirmation Message

1. 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.

2. 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.

3. Click the **Cancel save** button to cancel the link to the birth record and return

to the previous screen.

> B. 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.

b. 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.

> i. Click the **Update AOP Record** link for the desired search result. The **AOP - Partial Record** screen will open:

Figure 54: AOP Partial Record Screen

> ii. Edit the desired fields and click the **Save** button.

> iii. 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?)**

1.15 Exercise 15—Printing Forms

1.15.1 Print Birth Worksheet

This exercise provides an overview of how to generate a Birth Worksheet.

To complete this exercise, the user will need to:
- ✓ Complete Exercise 1—Login
- ✓ Have the proper security process to access and print the Birth Worksheet
- ✓ Access the Birth Registration screen

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.**

3. The application will open the PDF version of the form.

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 system.

1.15.2 Print Verification of Birth Facts
This exercise provides an overview of how to generate a Verification of Birth Facts.

To complete this exercise, the user will need to:
- ✓ Complete Exercise 1—Login
- ✓ Have the proper security process to access and print the Verification of Birth Facts
- ✓ Access the Birth Registration screen

1. Retrieve a record with completed birth fact fields 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 is printed, close the PDF browser window using the **X** in the upper right corner of the screen to return to the TxEVER system.

1.15.3 Print Acknowledgment of Paternity (AOP)
This exercise provides an overview of how to generate a pre-populated Acknowledgment of Paternity (AOP) Form.

To complete this exercise, the user will need to:
- ✓ Complete Exercise 1– Login
- ✓ Have the proper security process to access and print the AOP form.
- ✓ Access the Birth Registration Screen
- ✓ Complete all AOP fields on the record

1. Retrieve an existing record using the Work Queue Search or the Search Screen to print a pre-populated AOP form.

2. Select the **Record/Print/Acknowledgment of Paternity (AOP)** menu option.

3. The application will open the PDF version of the form.

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 system.

1.16 Exercise 16—Electronic Certification

This exercise provides an overview of the Electronic Certification process. Electronic Certification serves as a means to electronically sign a birth record after the review of values of data items on the Birth Certificate for submission to the State.

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

1. After resolving all fields and saving the record, select the **Record/Certify** menu item.

2. If certification was completed successfully, the message in Figure 55 will appear:
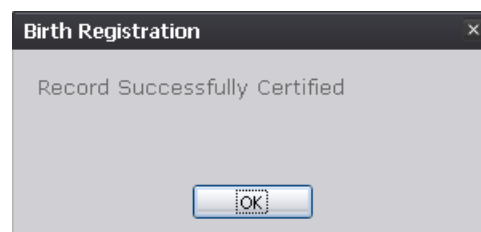
Figure 55: Record Successfully Certified Message

1.17 Exercise 17—Releasing a Record

This exercise provides an overview of how to release specific types of records. 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.

Depending on the nature of the record being released, up to two messages will appear.

1.17.1 Release a High Risk Record

If the record being released is that of a high risk birth, the message in Figure 56 will appear:
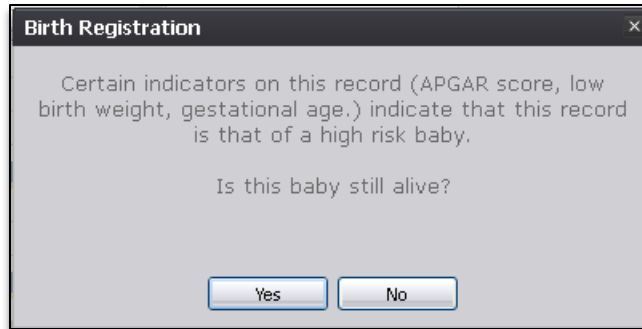
Figure 56: High Risk Baby Confirmation Message

1. If **Yes** is selected, the system will display the message in Figure 57:

Figure 57: Release Record Confirmation Message

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

2. If **No** is selected, the system will display the message in Figure 58:

Figure 58: Death Record Created Message

1.17.2 Release of a Record with an Associated AOP

1. If the record being released is associated with an AOP and all fields except for 'Date AOP Signed' are resolved, the user should select the **Record/Print/ Acknowledgement of Paternity (AOP)** menu item to print the AOP Form. The message in Figure 59 will appear:
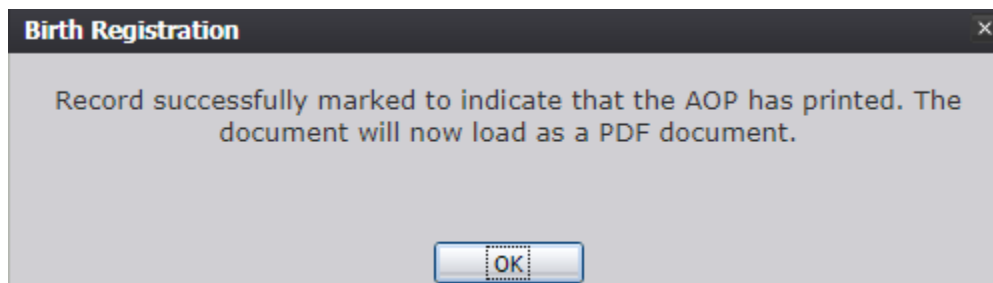
Figure 59: Record Successfully Marked as Printed Message

2. Click **OK** to print the AOP form.

3. The **Date Acknowledgment of Paternity Signed** field in the **Mother** tab needs completed before the record can be released. Resolve the field and save the record before attempting to release the record.

4. After saving the record, select the **Record/Release** menu item. The message in Figure 60 will appear:
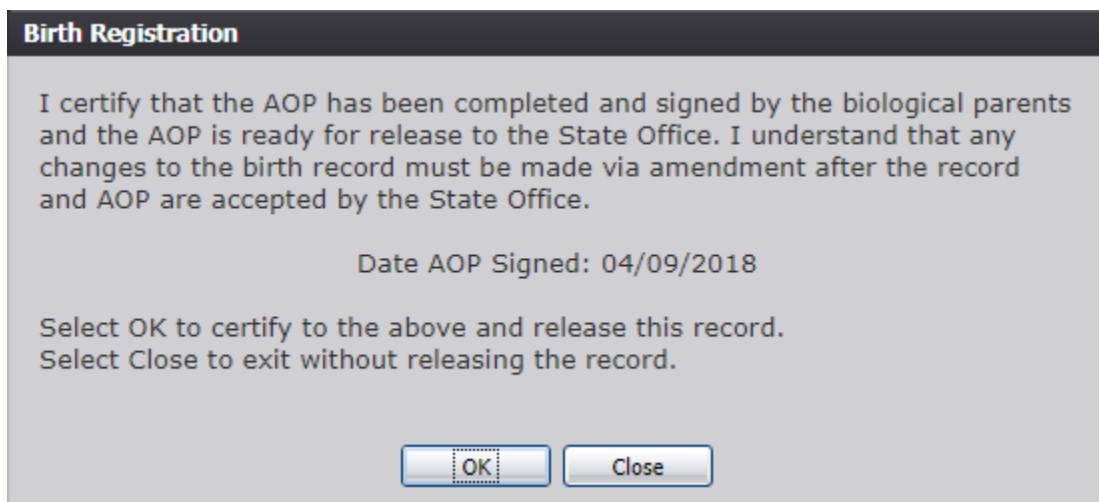
Figure 60: Date AOP Signed Confirmation Message

a. Click **OK** to confirm completion of the AOP and release the record.
b. Click **Cancel** to exit the message without confirming completion of the AOP; the record will not be released.

2 Pre/Post Birth AOP Registration

2.1 Exercise 18—Start and Save a New AOP

This exercise provides an overview of how to begin the Pre/Post Birth AOP Registration process as well as how to save a new AOP record.

To complete this exercise, the user will need to:
- ✓ Complete Exercise 1-Login
- ✓ Have the proper security process to access Pre/Post Birth AOP Registration

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.

Figure 61: Pre/Post Birth AOP Data Entry

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.

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

5.

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
Mothers Last Name	Enter Text

6. Minimally, the user must enter values into all fields listed above and select the **Record/Save** menu item or click the **Save** icon.
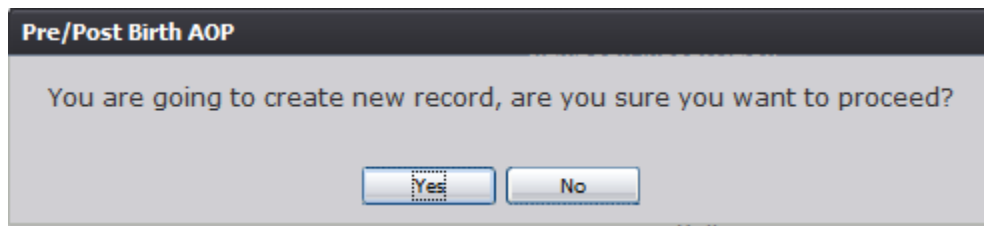
7. The system will display the message in Figure 62:

Figure 62: Create New Record Confirmation

8. If the user selects **No**, the record will not be saved. If the user selects **Yes**, the application will save the record and the Record Successfully Created message will be displayed:
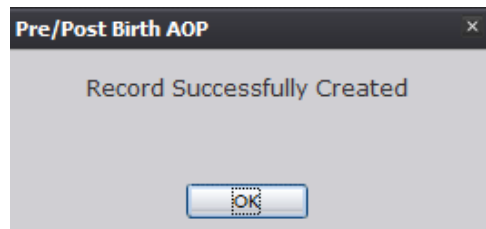
Figure 63: Record Successfully Created Message

9. Proceed with AOP registration data entry by completing the information requested on the AOP registration data entry screen.

2.2 Exercise 19—Search for an AOP Record

This exercise provides an overview of how to search for an AOP record in the Pre/Post Birth AOP Registration screen.
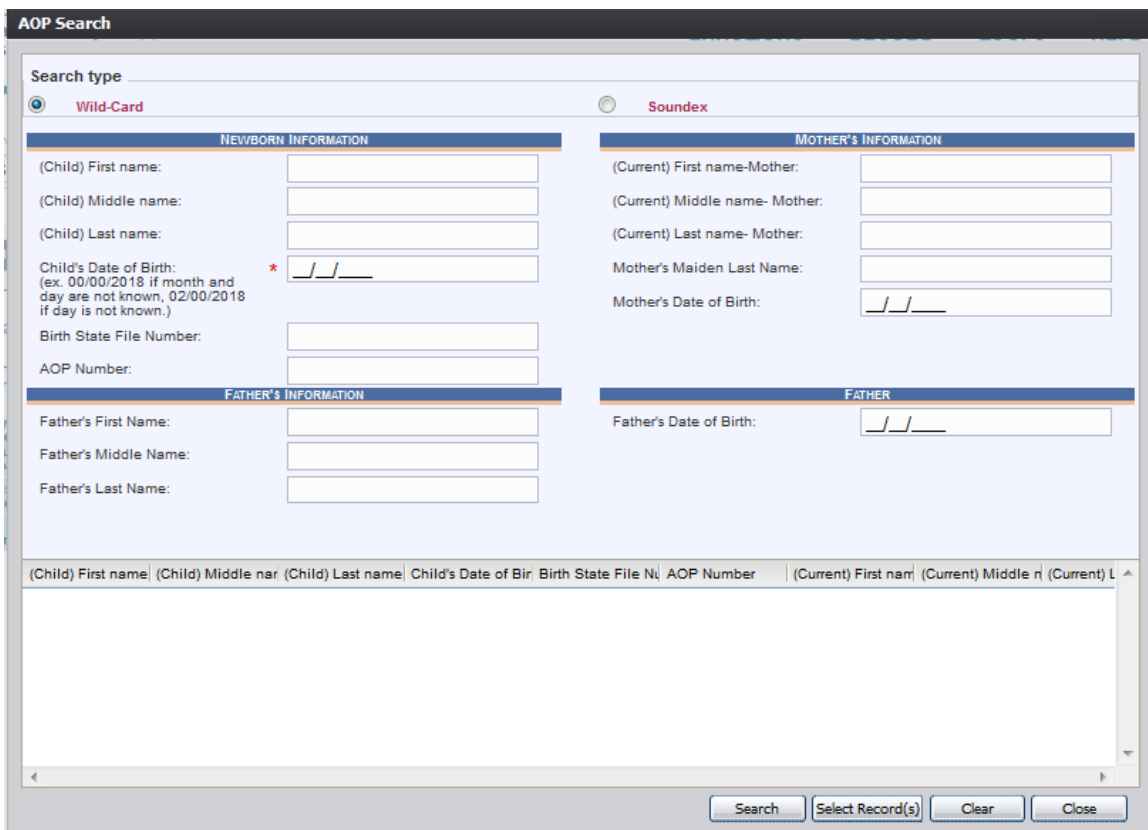
To complete this exercise, the user will need to:

✓ Complete Exercise 1—Login
✓ Have the proper security process to access Pre/Post Birth AOP Registration

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

- Search Screen
- Work Queue Search

2.2.1 Search Screen

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

2. The **Search Record** screen will appear.

Figure 64: AOP Search Record Screen

3. Enter all available information regarding the AOP 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.

Figure 65: AOP Search Record Results Grid

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.

2.2.2 Work Queue Search

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

✓ AOP records associated with the 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 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:
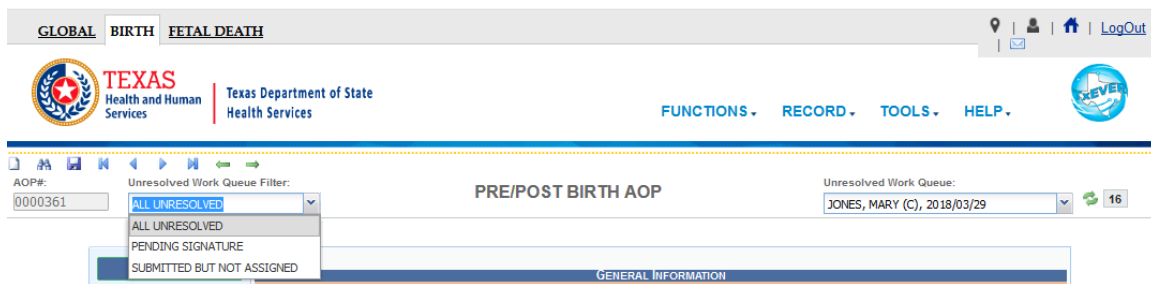

Figure 66: Unresolved Work Queue Filter Menu

- **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.
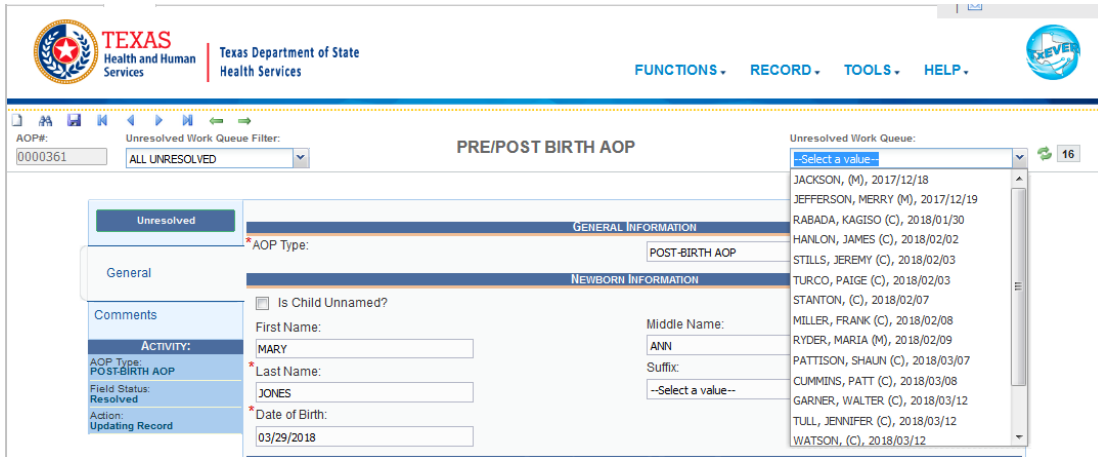
Figure 67: Unresolved Work Queue Menu

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.

2.3   Exercise 20—Search for a Partial AOP Match

This exercise provides an overview of how to search for an partial AOP match in the Pre/Post Birth AOP Registration screen.

To complete this exercise, the user will need to:

   ✓ Complete Exercise 1—Login
   ✓ Have the proper security process to access Pre/Post Birth AOP Registration

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.

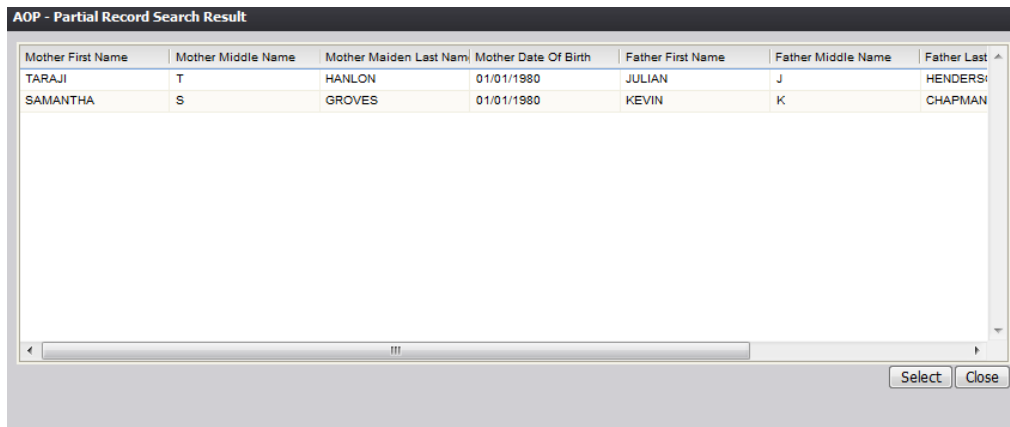3. The AOP-Partial Record Search result screen will appear:

Figure 68: 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.

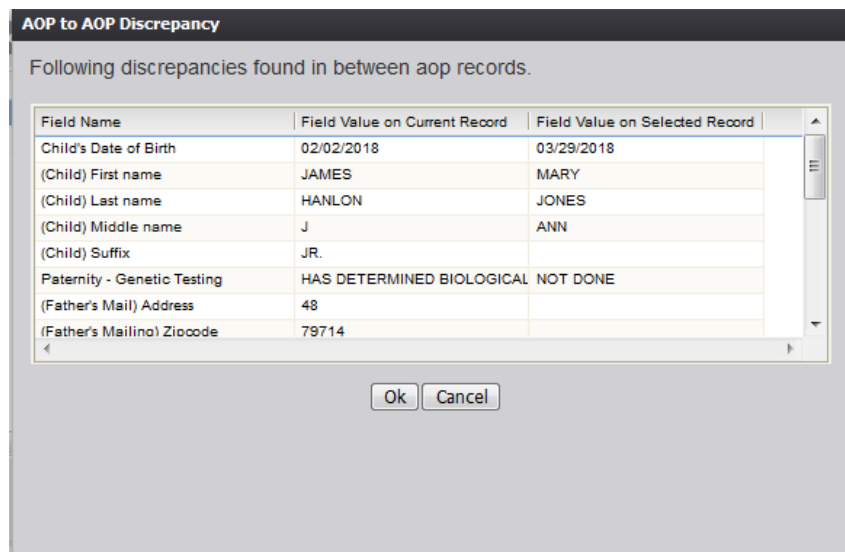5. If discrepancies are found, the **AOP to AOP Discrepancy** screen will appear:

Figure 69: AOP to AOP Discrepancy

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.

2.4   Exercise 21—Cancel Changes

This exercise provides an overview of how to cancel an update to a record in the birth application. A user may cancel changes made to a record since it was last saved in **Pre/Post Birth AOP Registration.**

To complete this exercise, the user will need to:

- ✓ Complete Exercise 1—Login
- ✓ Have the proper security process to access Pre/Post Birth AOP Registration
- ✓ Open a saved record and make an update to a record without saving the change

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:
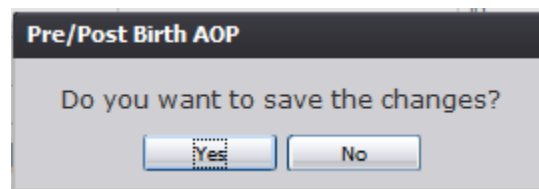

Figure 70: Save Changes Confirmation Message

3. If you wish to cancel the changes made to the record, click the **No** button when the system issues the prompt. Clicking the **No** button will cause all of the changes to be canceled and restore the values to their original value.

2.5   Exercise 22—Update a Record

This exercise provides an overview of how to update a record in the birth application. In order to perform this exercise, make sure you have partially completed records saved in the application.

To complete this exercise, the user will need to:

✓ Complete Exercise 1—Login
✓ Have the proper security process to access Pre-Post Birth AOP Registration

1. Select the **Birth/Function/Pre/Post Birth AOP Registration** menu item.

2. The initial **Pre/Post Birth AOP Registration** screen will load:

Figure 71: Pre/Post Birth AOP Data Entry Screen

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, click the **Save** icon or select the **Record/Save** menu option.

5. If no signatures have been saved on the record, the following message will appear and all previously unsaved changes made to the record will be saved:
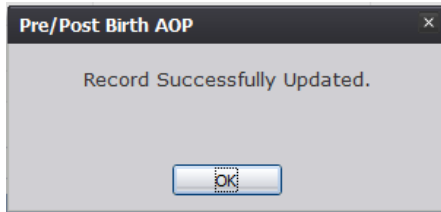

Figure 72: Record Successfully Updated Message

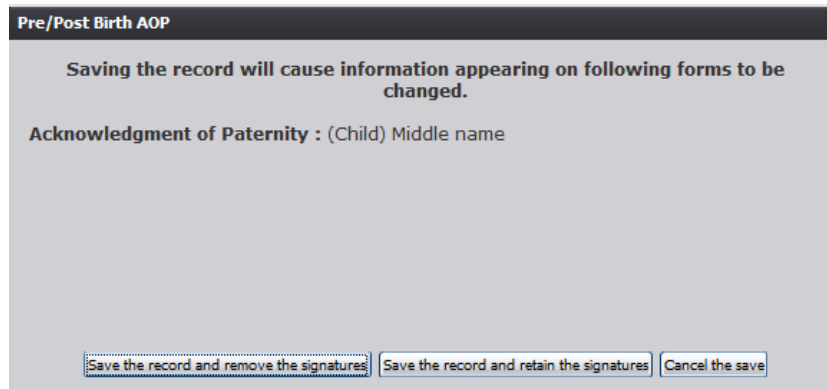a. If signatures HAVE been saved on the record a message similar to the following will appear:

Figure 73: Save the Record with Signatures Screen

i. Click the **Save the record and remove the signatures** button to save the changes made to the record and remove previously captured signatures. The Record Successfully Updated window will appear:
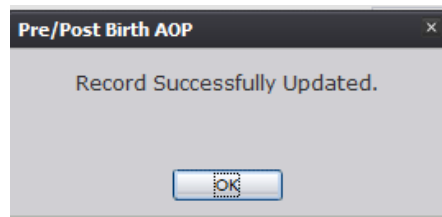

Figure 74: Record Successfully Update Message

ii. Click the **Save the record and retain the signatures** button to open the Retain Signature reason window:

Figure 75: Retain Signature Reason Window

  b. Enter a comment regarding the reason for retaining the signatures and click the **OK** button. A message will appear that the record has been successfully updated.

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

2.6 Exercise 23—Using the Unresolved Fields List

This exercise provides an overview of how to check and use the Unresolved Field list. To check if all data items were completed, use the Unresolved 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.

To complete this exercise, the user will need to:

 ✓ Complete Exercise 1– Login
 ✓ Access the Pre/Post Birth AOP Registration Screen
 ✓ Search for a record using the Search Screen or the Unresolved Work Queue

To view the Unresolved Fields list:

1. Retrieve or create a record.

2. On the **Pre/Post Birth AOP** screen, click the **Unresolved** button in the top left corner to open the **Unresolved Fields** list.

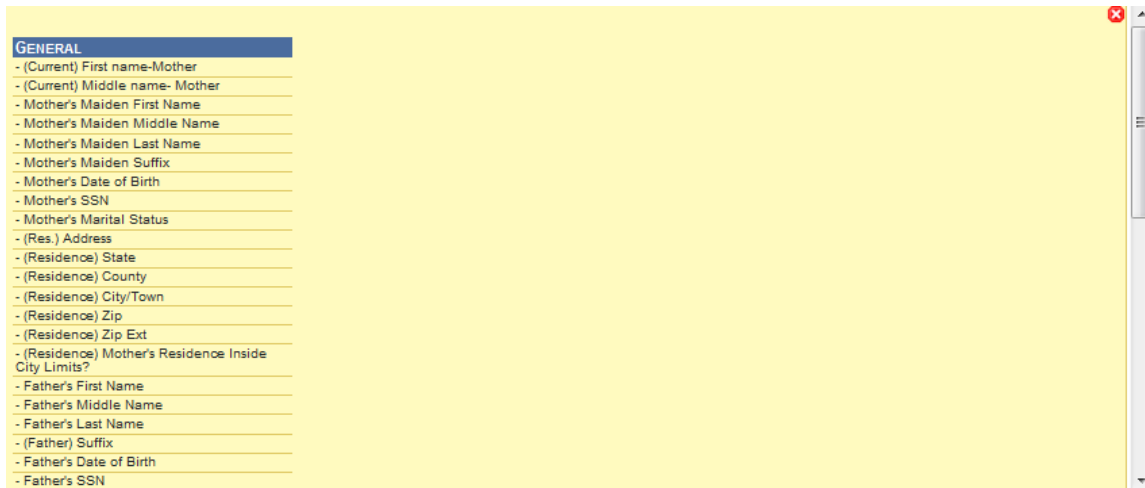3. The **Unresolved Fields** list will open.

Figure 76: 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 the **Unresolved** button again to close the list and return to the data entry screen.

2.7   Exercise 24— Pre/Post Birth AOP 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 attempts to address the remaining scenarios.

2.7.1   Double Data Entry

This exercise provides an overview of double data entry fields. The exercise focuses directly on the Newborn First Name field in order to illustrate the overall concept of double data entry fields.

1. Set focus on the **Newborn First Name** field under the Newborn Information section by clicking on the field. Type the name of the newborn and then press the **Tab** key.

2. Fields that require double data entry will present users with the Double Data Entry screen when the user tabs off the field:
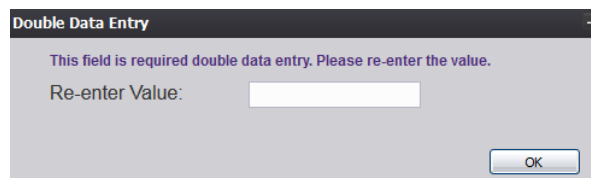

Figure 77: Double Data Entry Field

3. Enter the value again and click the **OK** button to close the Double Data Entry screen.

4. 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 Double Data Entry Error message will appear:
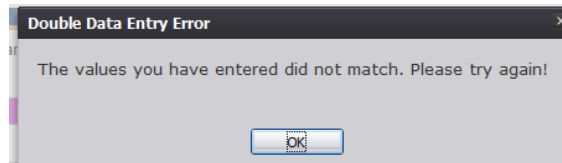
Figure 78: Double Data Entry Error Message

5. 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.

2.8 Exercise 25—Technical Pre/Post Birth AOP Registration Data Entry Topics

The objective of this exercise is to familiarize the Local User with technical birth registration data entry procedures and conditionals. For example, certain data entry fields will become enabled or disabled throughout the record depending on specific values selected by the Local User.

2.8.1 General Tab

2.8.1.1 Is Child Unnamed? Checkbox

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

2.8.1.2 Common Law Involved

1. Select a value of Married in the Marital Status data entry field.
2. This action will cause the Common Law Involved field to become enabled.

Figure 79: Common Law Involved Field

2.8.1.3 Withheld by Request on AOP Checkbox

1. Select the **Withheld by Request on AOP** checkbox in the Mother's Residence Address Information section.
2. This action will cause the mother's residence address information to appear as blank on the printed AOP form.

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

2.9 Exercise 26—Capturing Signatures

Before certain forms can be printed from the system and a record can be submitted, electronic signatures need to be captured on the record.

2.9.1 Capturing Acknowledgment of Paternity (AOP) Signatures

1. Search for the desired record using one of two (2) methods:

   a. Perform a Work Queue Search by setting the unresolved work queue filter to the desired value.

   b. Perform a Search Screen search by clicking the **Search** icon or selecting the **Record/Search** menu item.

2. Select a record from the work queue dropdown list or from the Search screen results grid.

3. When the appropriate record appears on screen, select the **Record/Acknowledgment of Paternity (AOP)** menu item and select either the Mother Signature menu item or Father

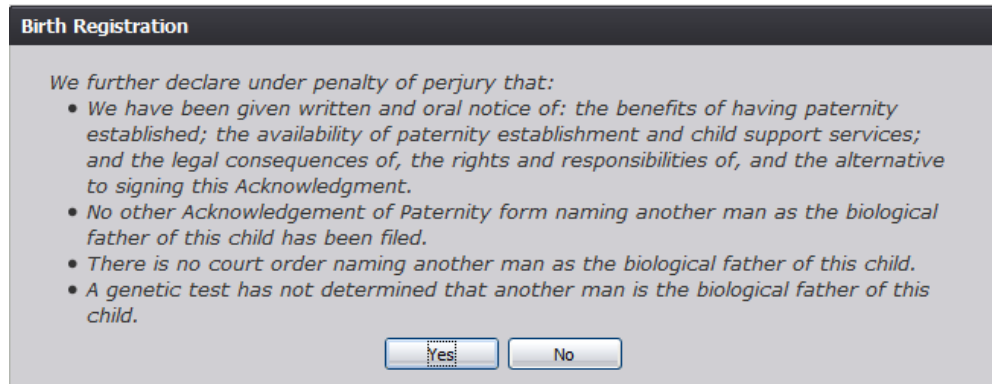Signature item.

4. The message in Figure 80 will appear:

Birth Registration

We further declare under penalty of perjury that:
- *We have been given written and oral notice of: the benefits of having paternity established; the availability of paternity establishment and child support services; and the legal consequences of, the rights and responsibilities of, and the alternative to signing this Acknowledgment.*
- *No other Acknowledgement of Paternity form naming another man as the biological father of this child has been filed.*
- *There is no court order naming another man as the biological father of this child.*
- *A genetic test has not determined that another man is the biological father of this child.*
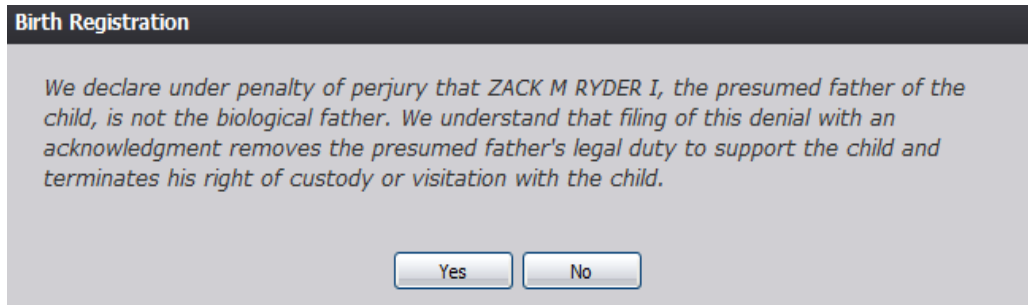
Yes   No

Figure 80: AOP Confirmation Message

5. Selecting **No** will cancel the action and the user will return to the record. If the user selects **Yes**, the AOP signature screen will appear:


AOP - Mother Signature

| Mouse Pad | USB Pad | Upload | Preview |

Sign Below

SIGN HERE

Save Signature   Clear

Close
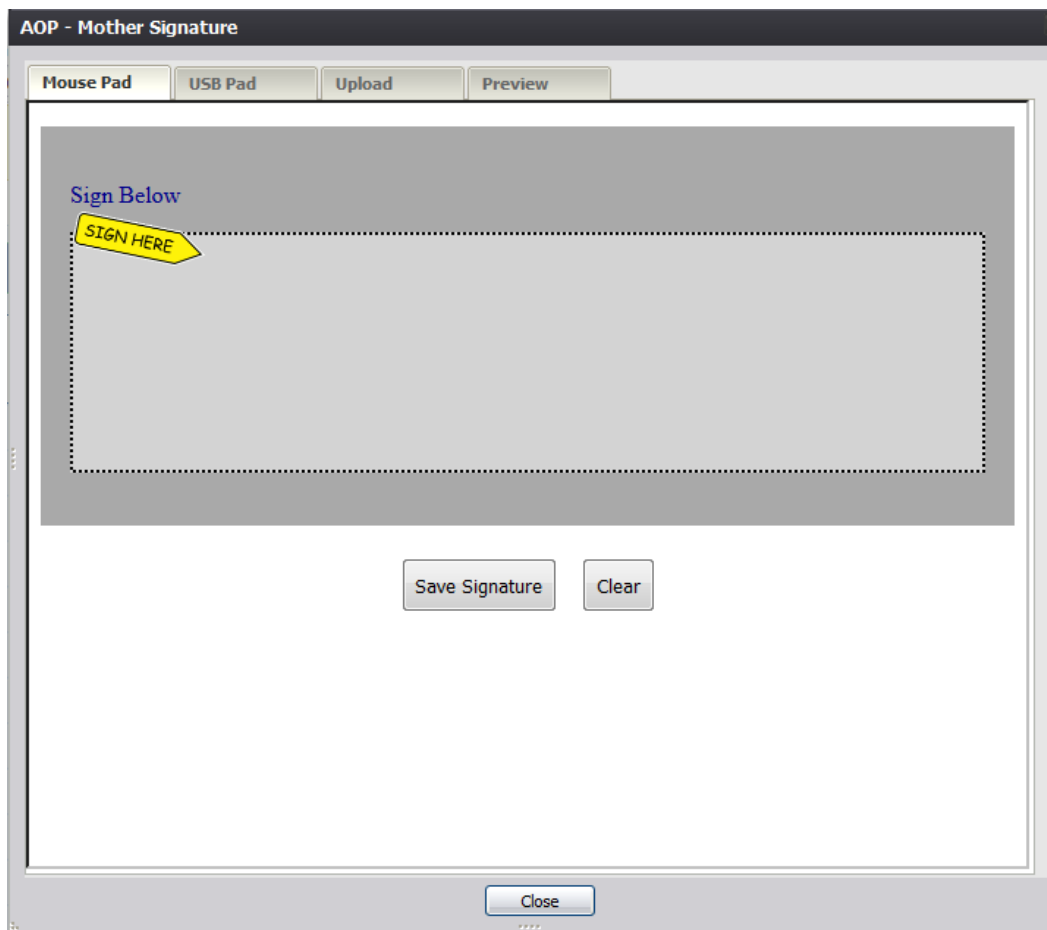
Figure 81: AOP Signature Screen

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:
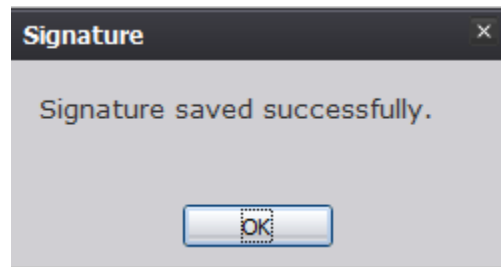
Figure 82: Signature Saved Successfully

2.9.2   Capturing Denial of Paternity (DOP) Signatures
This exercise provides an overview of capturing DOP signatures.

1. Search for the desired record using one of two (2) methods:

    a. Perform a Work Queue Search by setting the unresolved work queue filter to the desired value.

    b. Perform a Search Screen search by clicking the **Search** icon or selecting the **Record/Search** menu item.

2. Select a record from the work queue dropdown list or from the Search screen results grid.

3. When the appropriate record appears on screen, select the **Record/Denial of Paternity (DOP)** menu item and select either the Mother Signature menu item or Presumed Father Signature item.

4. A message similar to the following message will appear:

Birth Registration

We declare under penalty of perjury that ZACK M RYDER I, the presumed father of the child, is not the biological father. We understand that filing of this denial with an acknowledgment removes the presumed father's legal duty to support the child and terminates his right of custody or visitation with the child.

Yes   No

Figure 83: DOP Confirmation Message

5. Selecting **No** will cancel the action and the user will return to the record. If the user selects **Yes,** the DOP signature screen will appear:
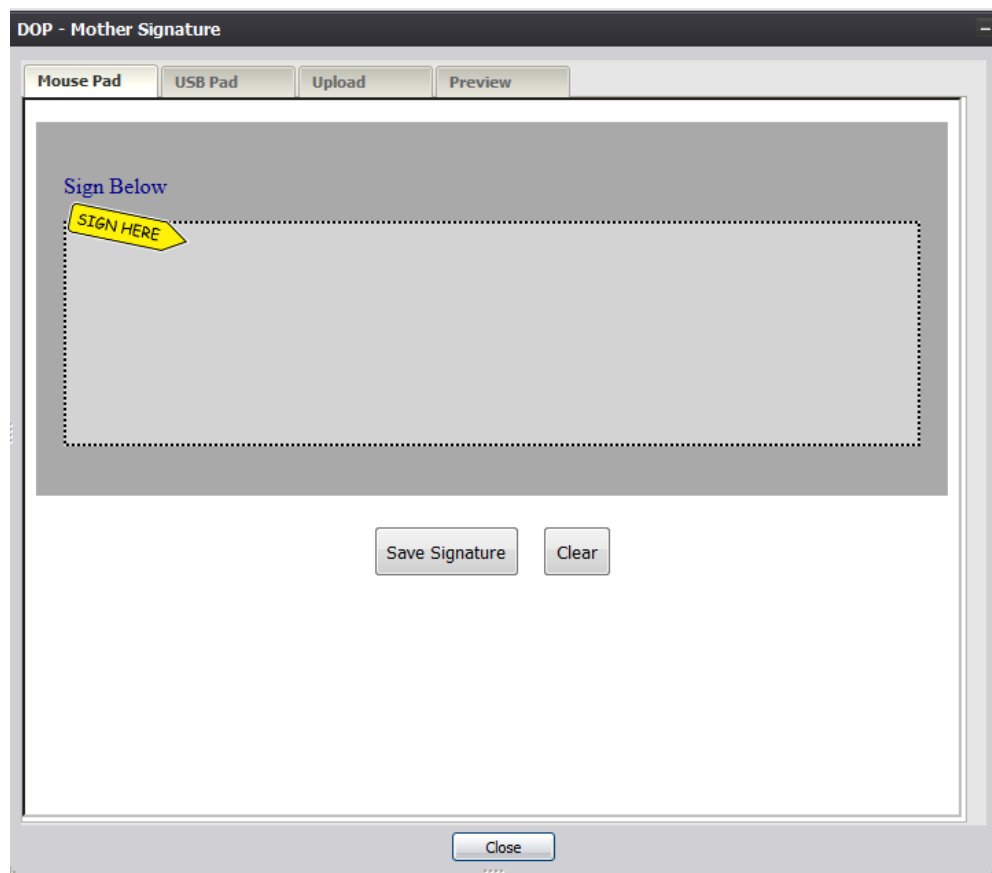
Figure 84: DOP Signature Screen

6. Click the Mouse Pad tab on the DOP 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 message in Figure 85:
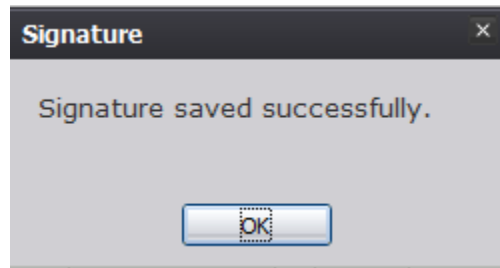
Figure 85: Signature Saved Successfully Message

2.10 Exercise 27—View Signatures

This exercise provides an overview of how to view previously captured signatures for the Acknowledgment of Paternity (AOP) and Denial of Paternity (DOP) forms.

1. Retrieve an existing record using the Work Queue Search or the Search Screen.

2. Select one of the following menu items:

   a. **Record/View Signatures/Acknowledgment of Paternity (AOP)** menu and select either the Mother Signature menu item or Father Signature item.

   b. **Record/View Signatures/Denial of Paternity (DOP)** menu and select either the Mother Signature menu item or Presumed Father Signature item.

3. The desired Signature screen will appear with a preview of the previously captured signature:
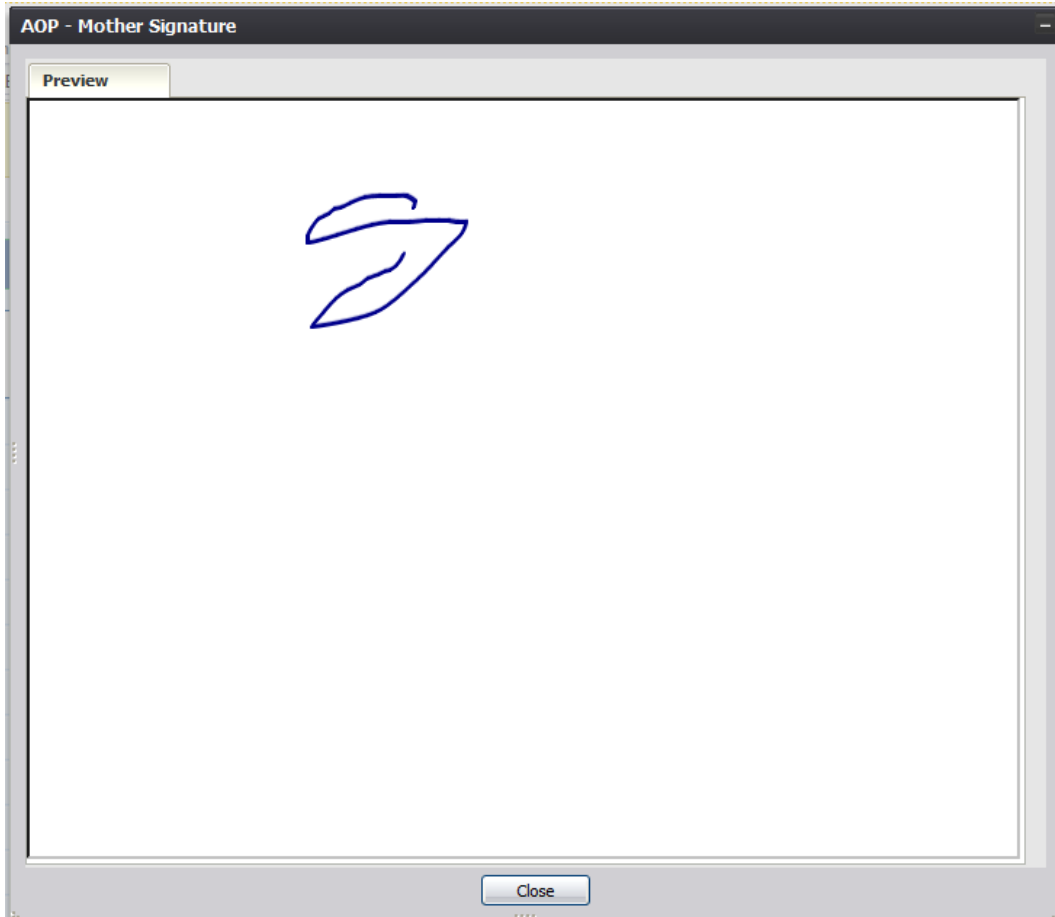
2.11 Exercise 28—View Signature History

This exercise provides an overview of how to view the signature capture history on an AOP 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:

Figure 87: Signature History View Screen

2.12 Exercise 29—Submit an AOP Record

This exercise provides an overview on how to submit an AOP record. After both Pre/Post Birth AOP Registration Data Entry and signature capture have been completed, an AOP record is ready to be submitted.

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 message in Figure 88 will appear:
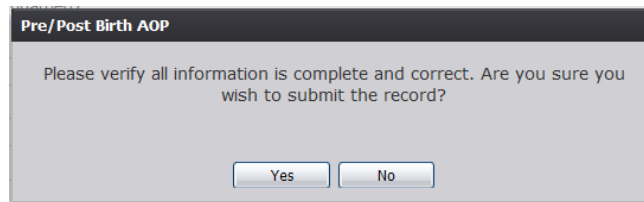
Figure 88: Pre/Post AOP Birth Confirmation Message

4. Click **Yes** to submit the record or click **No** to cancel the submission of the record.

5. If **Yes** is selected, the confirmation message will appear:
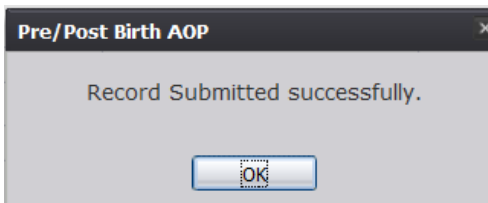
Figure 89: Record Submitted Successfully Message

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.

2.13 Exercise 30—Search for a Birth Match

This exercise provides an overview on the processes of searching for a birth match, linking an AOP record to a birth record and de-linking a birth record from an AOP record.

To search for a birth match:

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:

Figure 90: 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:

Figure 91: Birth Record Search Results Grid

2.13.1 Linking an AOP Record to a Birth Record

This exercise will provide an overview of the process of 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 message in Figure 92.

Figure 92: Linking the Birth Record Confirmation Message

3. Click **Yes** to link the AOP record to the birth record. Clicking **No** will cancel the linking of the AOP record to the birth record.

4. If there are discrepancies between AOP fields and birth fields, the following window will appear:
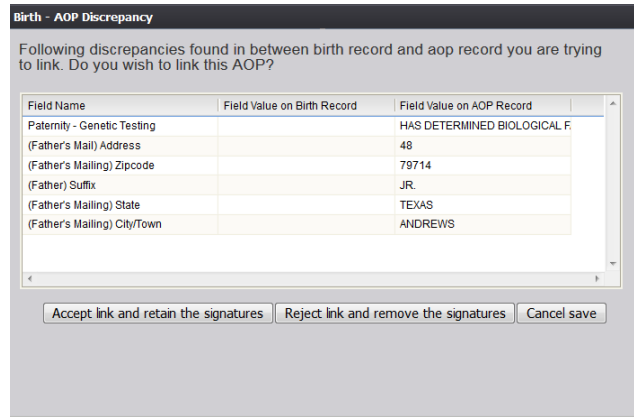
Figure 93: AOP Discrepancy Window

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.

5. The following message will appear:
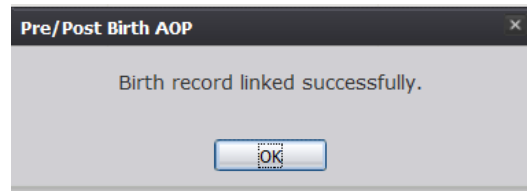
Figure 94: Birth Record Linked Successfully Message

2.13.2 De-Linking an AOP Record From a Birth Record

This exercise will provide an overview of the process of de-linking an AOP record to 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 message in Figure 95:
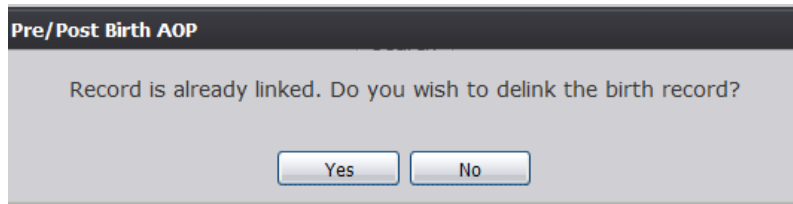
Figure 95: Delink the Record Confirmation

3. Click **Yes** to de-link the AOP record from the birth record. Clicking **No** will cancel the de-linking of the AOP record from the birth record.

4. The message in Figure 96 will appear:
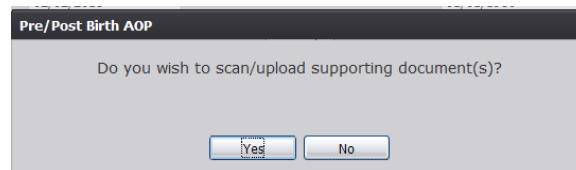
Figure 96: Scan/Upload Message

5. Click **Yes** to scan/upload supporting document. Clicking No will decline the scan/upload of supporting documentation.

6. The Scan/Upload/View Document screen will appear:
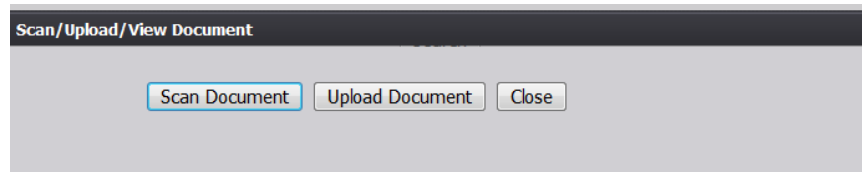
Figure 97: Scan/Upload/View Document Window

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

Figure 98: Scan Document Window

    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**.
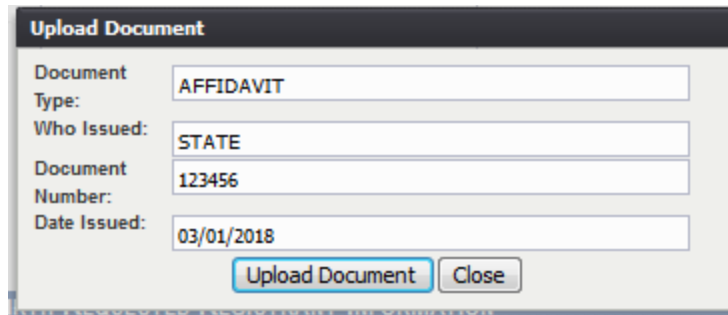
Figure 99: Upload Document Window

    ii.   To attach a document, click **Browse** and locate the file. Then, click **Open**. This will load the document file path into the field.
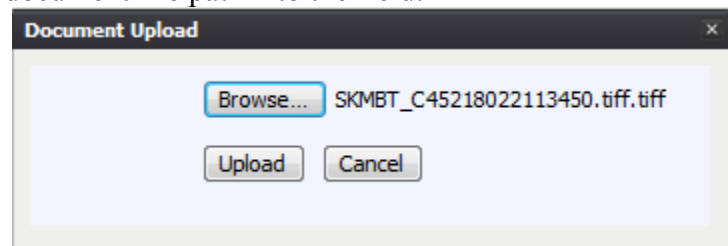
Figure 100: Document Upload Window

    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.

2.14 Exercise 31—Printing Forms

2.14.1 Print Acknowledgment of Paternity Form

This exercise provides an overview of how to generate a pre-populated Acknowledgment of Paternity (AOP) Form.

To complete this exercise, the user will need to:

- ✓ Complete Exercise 1– Login
- ✓ Have the proper security process to access and print the AOP form.
- ✓ Access the Pre/Post Birth AOP Registration Screen
- ✓ Complete all AOP fields on the record

1. Retrieve an existing record using the Work Queue Search or the Search Screen to print a pre-populated AOP form.

2. Select the **Record/Print/Acknowledgment of Paternity (AOP)** menu option.

3. The application will open the PDF version of the form.

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 system.

2.15 Exercise 32—Release a Record

This exercise provides an overview of how to release an AOP record. After both Pre/Post Birth AOP Registration Data Entry, signature capture and the linking of the AOP record to a birth record have been completed, 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 message in Figure 101 will appear:
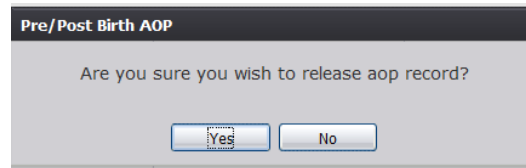
Figure 101: Release AOP Record Confirmation

4. Click **Yes** to release the record. Clicking **No** will cancel release of the record.

5. If Yes is selected, the Record Released Successfully message will appear:
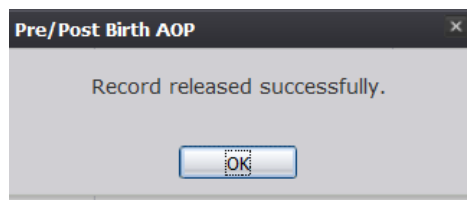
Figure 102: Record Released Successfully Message

2.16 Exercise 33—Download State Uploaded AOP Forms

This exercise provides an overview on how to view and/or download AOP forms uploaded by the State. This can be done from the **Pre/Post Birth AOP Registration** screen.

1. Select the **Birth/Function/Pre/Post Birth AOP Registration** menu item.

2. The **Pre/Post Birth AOP Registration** screen will load.

2. While on the **Pre/Post Birth AOP Registration** screen, select the **Functions/Download State Uploaded AOP Forms** menu item.

3. The Uploaded AOP Forms to Folder Viewer screen will appear.

Uploaded AOP Forms To Folder Viewer

	View	Upload Date	
Download	📄	10/24/2017	
Download	📄	10/24/2017	
Download	📄	10/24/2017	

Close
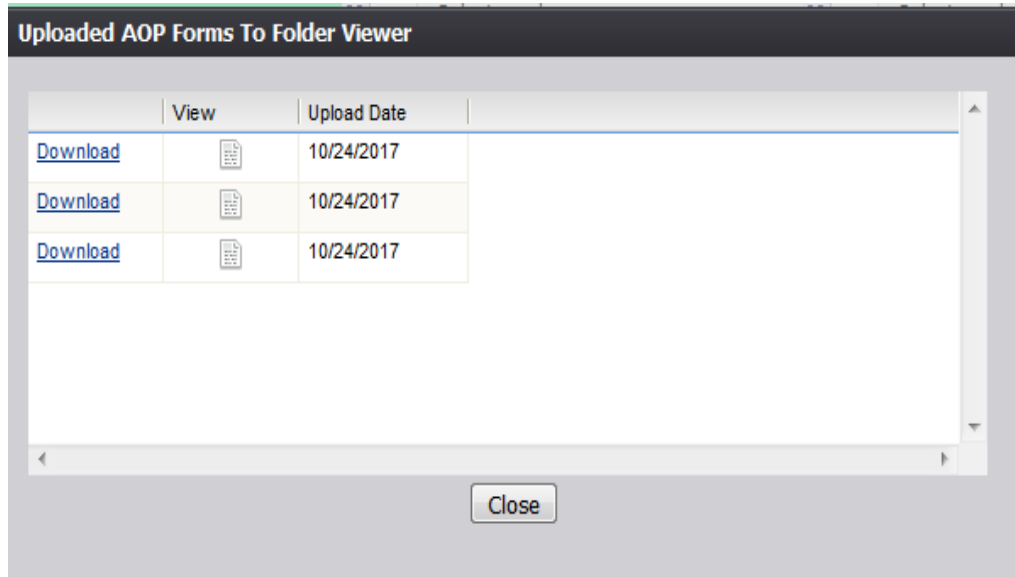
Figure 103: Uploaded AOP Forms to Folder Viewer

3   Local Acceptance and Local Print Queue

3.1   Exercise 34—Local Acceptance

This exercise describes how a fully electronic record will be electronically reviewed by the Local prior to local registration in the State of Texas. During the local acceptance process, you may accept a record for registration, reject it back or reassign it to a different local. Additionally, the user may view corrections from the Local Reassignment screen described in Exercise 3.1.3—Reassign to Local.

3.1.1   Accept a Record

1. Select the **Functions/Local Acceptance** and retrieve a record from the **Unresolved Work Queue** drop down menu.

2. Once the appropriate record is on the screen, click the **Accept** icon or select the **Record/Accept** menu item to accept the record.

3. Once **Accept** has been selected, the message in Figure 104 will appear:
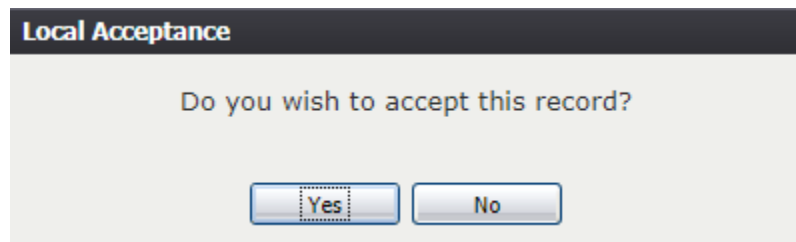
Figure 104: Local Acceptance Message

4. Click **Yes** to accept the record and move it to the Local Print Queue. Click **No** to cancel and go back.

5. Once the record has been accepted, the Record Accepted Successfully message will appear.
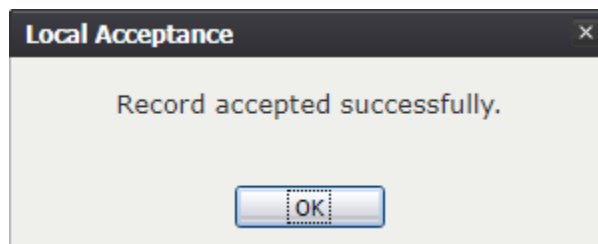
Figure 105: Record Accepted Successfully Message

6. Click **OK** to go back to the main screen.

3.1.2 Reject a Record

1. Select the **Functions/Local Acceptance** and retrieve a record from the **Unresolved Work Queue** drop down menu.

2. Once the appropriate record is on the screen, click the **Reject** icon or select the **Record/Reject** menu item to accept the record.

3. Once **Reject** has been selected, the message in Figure 106 will appear:
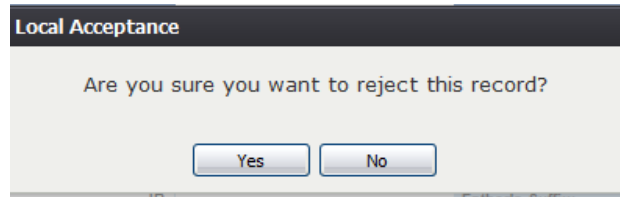
Figure 106: Reject the Record Confirmation

4. Selecting **No** will cancel the action and the user will return to the record. If the user selects **Yes**, the user will have to provide a reason for rejecting the record in the comment box shown in Figure 107:
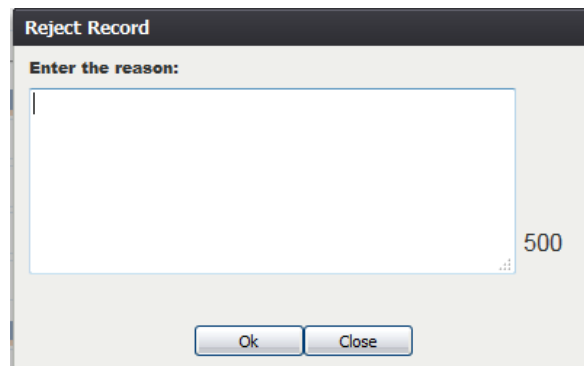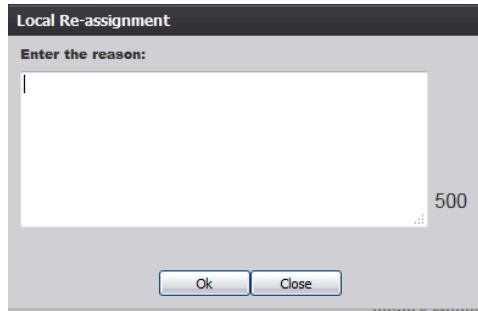

Figure 107: Reject Record Reason Window

5. After providing a comment and pressing **OK**, the message below will appear and the record will not appear in the Unresolved Work Queue any longer:
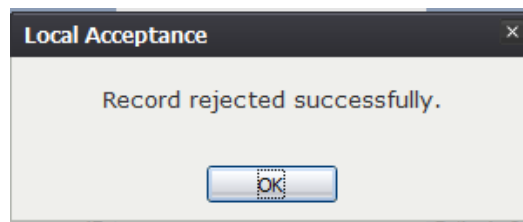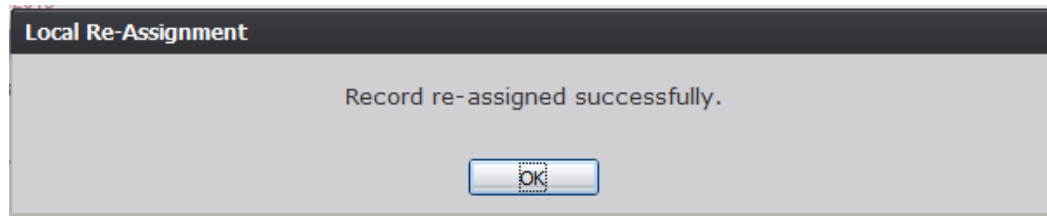

Figure 108: Record Rejected Successfully Message

6. Click **OK** to go back to the main screen.

3.1.3 Reassign to Local

1. Select the **Functions/Local Acceptance** menu item and retrieve a record from the **Unresolved Work Queue** drop down menu.

2. Once the appropriate record is on the screen, click the **Reassign to Local** icon or select the **Record/Reassigned to Local** menu item to accept the record.

3. Once **Reassign to Local** has been selected, the Local Re-Assignment screen will appear:

Figure 109: Local Re-Assignment Screen

4. Clicking the **Cancel** icon or selecting the **Process/Cancel** menu item will cancel the action and the user will return to the record. If the user wishes to proceed with the reassignment of the local, click the **Edit** icon (pictured above) to open the OldData and New Data screen:

Figure 110: Old Data and New Data Entry Panels

5. Select the new local from the Local dropdown field on the Newborn tab and click the **Confirm Changes** button (pictured above) to return to the Local Reassignment screen.

6. Click the **Reassign to Local** icon or select the **Process/Reassign to Local** menu item to complete the reassignment of the local. Clicking the **Cancel** icon or selecting the **Process/Cancel** menu item will cancel the local reassignment process.

7. If the user selects **Reassign to Local**, the user will have to provide a reason for reassigning the local in the comment box shown in Figure 111:

Figure 111: Local Re-Assignment Reason Window

8. After providing a comment and pressing **OK**, the message below will appear and the record will not appear in the Unresolved Work Queue any longer:

Figure 112: Record Re-Assigned Successfully

9. Click **OK** to go back to the main screen.

3.1.4   View Corrections

1. Select the **Functions/Local Acceptance** menu item and retrieve a record from the Unresolved Work Queue drop down menu.

2. Once the appropriate record is on the screen, click the **Reassign to Local** icon or select the **Record/Reassigned to Local** menu item to accept the record.

3. Once **Reassign to Local** has been selected, the Local Re-Assignment Screen will appear:

Figure 113: Local Re-Assignment Screen

4. Clicking the **Cancel** icon or selecting the **Process/Cancel** menu item will cancel the action and the user will return to the record.

5. Click the **View Corrections** icon or select the **Process/View Corrections** menu item. The Change Viewer screen will appear:

Figure 114: Change Viewer Screen

6. Click **OK** to go back to the Local Reassignment screen.

3.2 Exercise 35—Local Print Queue

This exercise describes how a fully electronic record will be batch printed by the local user once the record has been accepted from the Local Acceptance screen.

1. Select the **Functions/Local Print Queue** menu item to load the Local Print Queue screen:

LOCAL PRINT QUEUE

Document Filter

○ All Previously Not Printed.
○ All Previously Printed.
* SFN Year
SFN From
SFN To

Submit

* Birth record(s) for which void or do not issue flag is set are not eligible for batch print.

Print   Clear

Figure 115: Local Print Queue Screen

2. From here, the user may choose to access all records that have been previously not printed or access records that have been printed previously.
   a. To select all records not previously printed, select one of the choices from the Document Filter drop-down menu and leave the **All Previously Not Printed** radio button selected.
   b. To select all records not previously printed, select one of the choices from the Document Filter drop-down menu and select the **All Previously Printed** radio button and complete the **SFN Year**, **SFN From** and **SFN To** fields. At a minimum, **SFN Year** must be completed.

3. Click the **Submit** button to load the appropriate list of records:

Figure 116: Local Print Queue

4. Select the checkbox in the header of the Select column to select all records for printing or click on the gray box next to individual records and select **Print** at the bottom of the screen or **Record/Print**. The Batch Print Successful message will appear on the screen:
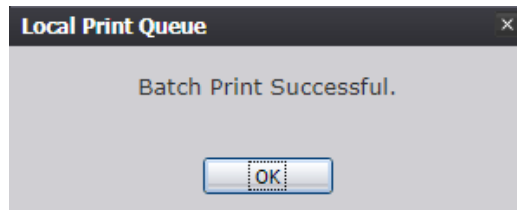

Figure 117: Batch Print Successful Message

5. Click **OK** to open the record(s) in a PDF window and print as needed.

4 Legal View Functions

Legal View Screen is the main Back Office interface that allows to process or to initiate processing of existing registered records. All Legal View processes are record-specific, therefore a record has to be retrieved in the Legal View to initiate its processing.

These exercises provide an overview of different processes in Legal View.

To complete these exercises, the user will need:

- ✓ Access to Legal View as well as individual processes in Legal View
- ✓ Registered records from State Birth Registration and Back Data Entry

4.1 Exercise 36—Access Legal View

1. Select the **Birth/Function/Legal View** menu item from the TxEVER Birth Application Main Menu.

4.2 Exercise 37—Legal View Search Screen

The **Legal View Search** screen is similar to the **Search** screen available from Birth Registration. However, records available for retrieval from the **Legal View Search** screen will only be those records that have been registered and assigned a State File Number.

To retrieve a record from the **Legal View Search** screen:

1. Select **Function/Legal View** from the **TxEVER Birth Module Main Menu**.

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

Figure 118: Birth Record Search Screen

3. Enter all available information regarding the record.

   - **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 and gender and other information will reduce the number of matches that are returned and cause the search to be faster.

   - **Tip**: Entering only a key field such as the EBR or Social Security Number will match a single record and result in a rapid response.

   - **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.

4. Click **Search** to search the database.

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

Figure 119: Birth Record Search Grid

6. Click on the appropriate record to select it. Select multiple records by holding down the **Ctrl** key and clicking on multiple 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 processing.

4.3   Exercise 38—Printing from the Legal View Screen

1. Select the **Birth/Function/Legal View** menu item once successfully logged into the TxEVER Birth Application.

2. Select the **Record/Search** menu item to retrieve record(s).

3. Retrieve the record for printing from the work queue.

4. When the record is loaded on screen, hover the mouse over the **Record/Print/Complete Legal Version of Birth Certificate** menu item. The user will see options for Mother/Father, Mother/Parent, Father/Parent, and Parent/Parent as shown in Figure 120:
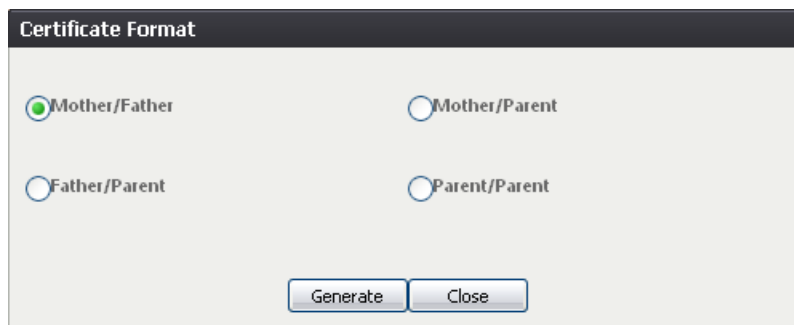

Figure 120: Certificate Format Screen

5. The certified copy of the birth certificate will load in PDF format in a new browser window.

6. Print the document from the browser window and then close the browser window to return to the application.

7. The user can also print the following types of forms and certificates depending on what type of record is retrieved on the Legal View Screen:

- Acknowledgment of Paternity
- Birth Worksheet
- Certified Complete Legal Version of Birth Certificate
- Uncertified Complete Legal Version of Birth Certificate
- Certificate of Foreign Birth with Statement
- Certificate of Foreign Birth without Statement
- Certified Copy of Delayed Certificate of Birth
- Un-Certified Copy of Delayed Certificate of Birth
- Court Ordered Delayed Certificate of Birth
- Blank Birth Worksheet

4.4 Exercise 39—View Record Comments

1. Select the **Birth/Function/Legal View** menu item from the **TxEVER Birth Module Main Menu**.

2. Select a record to view/add comments on through the **Legal View Search** screen.

3. Once the record is on-screen, the user can view any comments made by clicking on **Show Comments**.

5 Legal View Functions

Figure 121: Legal View Show Comments

6 Exercise 40—Reports

This exercise provides an overview of the different reports available to Local users.

To complete this exercise, the user will need:

- ✓ Access to the reports menu item
- ✓ The proper security process for each report

6.1 Listing of Unmatched Births with High Probability of Death

This report provides a listing of all birth records with no matching death certificate and containing selected medical factors (e.g., low birth weight and gestation age, selected congenital anomalies) suggesting a high probability of infant death.

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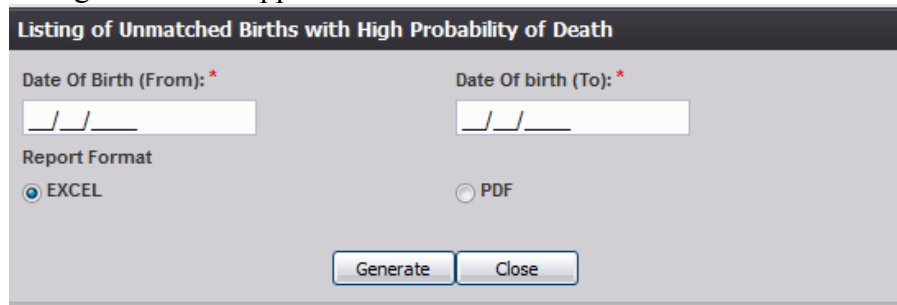
2. The Listing screen will appear:

Figure 122: Listing of Unmatched Births with High Probability of Death

3. Choose the desired report format by selecting Excel or PDF. Complete the fields in the input screen and click the **Generate** button

4. The report will load in an Excel or PDF format.

5. Print the document from the PDF window or from Microsoft Excel.

6. When the document is printed, close the PDF browser window or Microsoft Excel using the **X** in the upper right-hand corner of the screen to return to the TxEVER application.

6.2 Multiple Birth Exception Report

This report displays all the records **not yet completed** that are associated with a plural delivery.

1. Select the **Birth/Reports/Reports/Multiple Birth Exception Report** menu option.

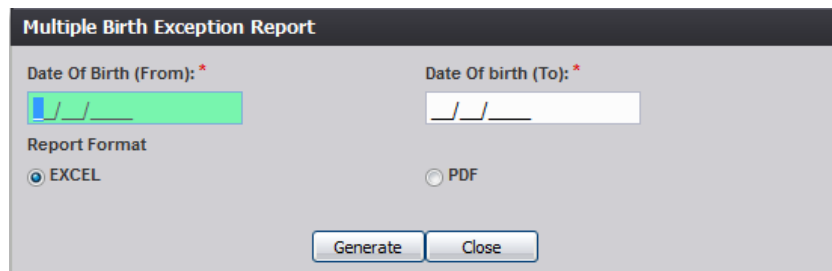2. The Multiple Birth Exception Report screen will appear:

Figure 123: Multiple Birth Exception Report Screen

3. Choose the desired report format by selecting Excel or PDF. Complete the fields in the input screen and click the **Generate** button

4. The report will load in an Excel or PDF format.

5. Print the document from the PDF window or from Microsoft Excel.

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

6.3 Multiple Birth Report
This report provides information regarding all plural deliveries in the TxEVER system.

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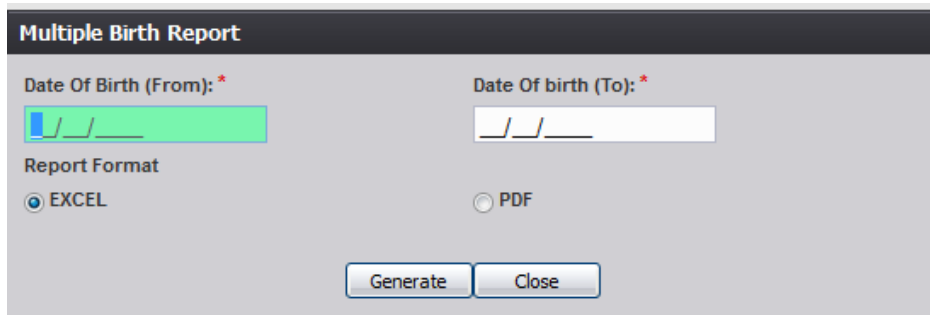
2. The Multiple Birth Report screen will appear:

Figure 124: Multiple Birth Report Screen

3. Choose the desired report format by selecting Excel or PDF. Complete the fields in the input screen and click the **Generate** button

4. The report will load in an Excel or PDF format.

5. Print the document from the PDF window or from Microsoft Excel.

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

6.4 Rejected Records Report
This report provides information regarding all records rejected by the State for registration.

1. Select the **Birth/Reports/Reports/Rejected Records Report** menu option.

2. The Rejected Records screen will appear:

Figure 125: Rejected Records Screen

3. Choose the desired report format by selecting Excel or PDF. Complete the fields in the input screen and click the **Generate** button

4. The report will load in an Excel or PDF format.

5. Print the document from the PDF window or from Microsoft Excel.

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

7 Approvals

Sign-off Sheet

I have read the above TXEVER Birth Module Local Training Guide and accept the contents herein written.

Project Sponsor: _____

                                                                       Date

Senior Project Manager: _____

                                                                       Date

Genesis Project Manager: _____

                                                                       Date