BASIC FETAL DEATH FOR LOCAL REGISTRARS
<table>
<thead>
<tr>
<th>Keyboard Shortcut</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Press T or 📡</td>
<td>Enters current date in any date field.</td>
</tr>
<tr>
<td>Press T and ↑ or ↓</td>
<td>Enters the current date and you can populate a day before or after.</td>
</tr>
<tr>
<td>Tab or 🔄</td>
<td>Moves forward from one box/field to another box/field.</td>
</tr>
<tr>
<td>Shift Tab or shift + tab</td>
<td>Moves backward from one box/field to another box/field.</td>
</tr>
<tr>
<td>Enter or enter</td>
<td>Activates the next button on the page.</td>
</tr>
<tr>
<td>1st Letter of a Word</td>
<td>Enters selection from pick list of a dropdown list. Scroll through that letter.</td>
</tr>
<tr>
<td>Space Bar or space</td>
<td>Selects a radio button or check box.</td>
</tr>
<tr>
<td>Arrow Keys or ← or →</td>
<td>Moves from one radio button to the next. Right to Left or Left to Right.</td>
</tr>
<tr>
<td>Down Arrow or ↓</td>
<td>Opens a dropdown list.</td>
</tr>
<tr>
<td>Escape or esc</td>
<td>Closes a dropdown list.</td>
</tr>
<tr>
<td>Ctrl + S or Ctrl + S</td>
<td>Saves the current record.</td>
</tr>
<tr>
<td>State Abbreviations</td>
<td>Selects the associated State by typing the first letter.</td>
</tr>
</tbody>
</table>
Diacritical Marks

TxEVER will allow the use of Diacritical Marks. To insert a diacritical mark within a name, Press and Hold the “ALT” key and type the 3 or 4 digit code. Release the “ALT” key and the respective diacritical mark will appear. Example: $\text{ALT+128} = \text{Ç}$

<table>
<thead>
<tr>
<th>ALT Code</th>
<th>Name</th>
<th>ALT Code</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>128</td>
<td>Ç Diacritical Mark</td>
<td>0200</td>
<td>È Diacritical Mark</td>
</tr>
<tr>
<td>142</td>
<td>Ä Diacritical Mark</td>
<td>0205</td>
<td>Í Diacritical Mark</td>
</tr>
<tr>
<td>144</td>
<td>É Diacritical Mark</td>
<td>0207</td>
<td>Ï Diacritical Mark</td>
</tr>
<tr>
<td>153</td>
<td>Ö Diacritical Mark</td>
<td>0204</td>
<td>Ì Diacritical Mark</td>
</tr>
<tr>
<td>154</td>
<td>Ü Diacritical Mark</td>
<td>0211</td>
<td>Õ Diacritical Mark</td>
</tr>
<tr>
<td>165</td>
<td>Ñ Diacritical Mark</td>
<td>0210</td>
<td>Ò Diacritical Mark</td>
</tr>
<tr>
<td>0193</td>
<td>Á Diacritical Mark</td>
<td>0213</td>
<td>Õ Diacritical Mark</td>
</tr>
<tr>
<td>0194</td>
<td>Â Diacritical Mark</td>
<td>0218</td>
<td>Ú Diacritical Mark</td>
</tr>
<tr>
<td>0192</td>
<td>À Diacritical Mark</td>
<td>0217</td>
<td>Ù Diacritical Mark</td>
</tr>
<tr>
<td>0195</td>
<td>Ð Diacritical Mark</td>
<td>0221</td>
<td>Ý Diacritical Mark</td>
</tr>
<tr>
<td>0235</td>
<td>Ë Diacritical Mark</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Login to TxEVER

Login to TxEVER via the web: [https://txever.dshs.texas.gov/TxEverUI/Welcome.htm](https://txever.dshs.texas.gov/TxEverUI/Welcome.htm)

Step 1: Click here to open the TxEVER log in

Click here to report issues with TxEVER

Click here to enroll OR update your user account
Step 2: Click Yes to agree to the terms and conditions and gain access to TxEVER.
Step 3: Type your TxEVER user name and password.

Forgot your password?
Click here to reset password.

Step 4: Click “Log In”.
Find important news and updates in the TxEVER broadcast message area.

Step 5: Select your user location. Use dropdown if you have multiple locations/offices.

Step 6: Click “OK.”
Step 7: Select Fetal Death Module Tab

Step 8: Click on, Function tab

Step 9: Click, “Local Acceptance”
Step 10: Select record from queue.
**Step 11:** Click on Accept/Reject button
Step 12: Click, “Yes”

Step 13: Click, “Ok”

After the record is accepted, the record is removed from the queue.
LOCAL BATCH PRINT
Step 14: Select Fetal Death Tab

Step 15: Click, “Local Batch Print”
Step 16: Select, ALL FETAL DEATH DOCUMENTS in dropdown menu. Click on “All previously not printed”

Step 17: Click on Submit button.
Step 18: Click on box to select record.

Step 19: Click on Print button.

Tip: Click on “View Details” to see more information about record. Below is a screenshot of what you will see.
Basic Fetal Death Registration for Medical Certifiers and Funeral Homes

• Medical certifiers **can** create and release fetal death records start to finish without involvement of a funeral home.

• Funeral homes **cannot** complete fetal death records independent of Medical certifiers.
  ➢ Funeral homes can start fetal death records, but they are limited in what they can do.
Basic Fetal Death Registration if Medical Certifier Starts Fetal Death Record without involvement of Funeral Home

1. Medical Certifier starts record and performs data entry
2. Medical certifier certifies record
3. Medical certifier releases record
Basic Fetal Death Registration if Medical Certifier starts record with involvement of Funeral Home

1. Medical Certifier starts record and performs data entry
2. Medical Certifier demographically designates Funeral Home
   - Note: Medical certifier cannot click “demographic designation” if they have already medically certified
3. Medical certifier certifies record
4. Funeral home accepts and verifies record
5. Medical certifier releases record
Basic Fetal Death Registration if Funeral Home Starts Record

1. Funeral home starts record
2. Funeral home fills-out demographic tab
3. Funeral home designates a medical certifier
4. Medical certifier performs data entry and certifies record
5. Funeral home verifies record (FH cannot verify until MC certifies record)
6. Funeral home releases record (Medical certifier can also release record as long as the funeral home has completed verification).
Who can order fetal death records?

- The family of the deceased fetus can order the certificate from three entities:
  - The state (form on DSHS website that family can mail-in)
  - Texas.gov (fetal death records are considered death records)
  - The local registrar in the county where the death occurred
**Live birth** -- The complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of pregnancy, which, after such separation, breathes or shows any other evidence of life such as beating of the heart, pulsation of the umbilical cord, or definite movement of voluntary muscles, whether or not the umbilical cord has been cut or the placenta is attached; each product of such a birth is considered live born.


**Fetal death** (stillbirth) -- Death prior to the complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of pregnancy; the death is indicated by the fact that after such separation, the fetus does not breathe or show any other evidence of life such as beating of the heart, pulsation of the umbilical cord, or definite movement of voluntary muscles.

**APGAR Score:** The acronym for “Appearance, Pulse, Grinace, 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.
Fetal Death Verification -- A noncertified statement only of the registrant's name, date of delivery, and place of delivery as it appears on the fetal death index filed with the Vital Statistics Unit.
**Rule §181.7 - Fetal Death (Stillbirth)**

(a) A certificate of fetal death shall be filed for any fetus weighing 350 grams or more, or if the weight is unknown, a fetus aged 20 weeks or more as calculated from the start date of the last normal menstrual period to the date of delivery.

(b) A certificate of fetal death shall be considered properly filed:

1. when all of the items thereon have been satisfactorily and definitely answered; and

2. when the certificate has been presented for filing to the local registrar of the registration district in which the fetal death (stillbirth) occurred or the fetus was found. A certificate of fetal death (stillbirth) shall be filed with the local registrar within five days after the date of fetal death (stillbirth).
Statutes and Codes

Let’s break that down...

• Need to file a fetal death certificate if:
  - Fetus weighs more 350 grams
  - Fetus aged 20 weeks
  - Weight of fetus unknown

• Up to the parents if fetal death certificate is filed if gestational age and weight fall below marks