TxEVER AOP REGISTRATION

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AOP Registration User Guide: Pre/Post Birth
Use this checklist when creating a pre-birth AOP (steps 1-6) or post-birth AOP (steps 1-8).
1. Login and go to Pre/Post Birth AOP Registration

Log into TxEVER via the web https://txever.dshs.texas.gov/TxEverUI/Welcome.htm

You can also contact the TxEVER Local Administrator of your facility to create an account for you in TxEVER. You can also send an email to the TxEVER Help Desk from within TxEVER.
1. Login and go to Pre/Post Birth AOP Registration

**Step 2:** Click dropdown arrow next to FUNCTION to be taken to registration options.

**Step 3:** Select Pre/Post Birth AOP Registration to start a new pre-birth or post-birth AOP, search, save, or abandon a record from your work queue.
2. Fill out the AOP form: Child’s Section

Pre-birth and post-birth AOPs follow the same rules. The main difference is whether child date of birth can be before or after system date.

Step 4: Use this dropdown to select AOP Type. This is a mandatory field.

Step 5: Enter child information into the AOP form
2. Fill out the AOP Form: Mother’s Section

Mother maiden name is used to match this AOP to another AOP or birth.

### Step 6: Enter mother information into the AOP form

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>ASHLEY</td>
</tr>
<tr>
<td>Last Name</td>
<td>PRANA</td>
</tr>
<tr>
<td>Maiden First Name</td>
<td>ASHLEY</td>
</tr>
<tr>
<td>Maiden Last Name</td>
<td>SMITH</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>04/04/2000</td>
</tr>
<tr>
<td>Marital Status</td>
<td>MARRIED</td>
</tr>
<tr>
<td>Common Law Involved</td>
<td>--Select a value--</td>
</tr>
</tbody>
</table>

### Mother’s Residence Addr

Check the box for “Withheld by Request on AOP” to print “Withheld by Request” on AOP document instead of this signatory’s SSN and address.
2. Fill out the AOP form: Father’s Section

Only child, mother, and father sections are available if a 2 party AOP is indicated (the mother was not married to someone within 300 days of the child’s birth, or the mother and biological father are common law married).
Child, mother, father, and presumed father sections are available if a 3 party AOP is indicated (the mother was married to someone within 300 days of the child’s date of birth)

2. Fill out the AOP form: Presumed Father’s Section

Step 8: Enter presumed father information into the AOP form

Check the box for “Same as Mother’s Residence?” to automatically populate mother’s address for father or presumed father.
2. Fill out the AOP form: Comments tab

Add an optional comment to the AOP. Any users at any facility that share ownership of this AOP will be able to view these notes.

Step 9: Use or “Save” button at bottom of each page to save current record.

Use or Previous/Next button at bottom of each page to move between General and Comments tabs.
3. Search for a partial AOP match

After saving the AOP information, but before capturing signatures, always do a quick search for a partial AOP match. This will let you know if there are currently any AOP partials for these signatories. Refer to Appendix A2 (page 42) on searching for a partial AOP match for more details.
3. Search for a partial AOP match

After saving the AOP information, but before capturing signatures, do a quick search for a partial AOP match. This will let you know if there are currently any AOP partials for these signatories. If a match is found, refer to Appendix A2 page 42) on searching for a partial AOP match.

Step 12: If there are records found, click OK. If a table of results is found, view Appendix A2 on searching for a partial AOP match.
4. Capture AOP signatures

Refer to Appendix B (page 59) for more details about signing the AOP.

If a mother is signing a 3 party AOP, then she must provide both an acknowledgment and a denial signature.
5. Print the AOP

Step 16: Click the dropdown arrow next to “Record” to see a list of actions you can do with this record.

Step 17: Hover over “Print”

Step 18: Click “Acknowledgment of Paternity” to print the AOP.

The AOP can be printed before or after signatures are captured. If a signed AOP was uploaded, refer to Appendix C (page 66) on viewing and printing the uploaded signed form.
5. Print the AOP

The AOP can be printed before or after signatures are captured. If a signed AOP was uploaded, refer to Appendix C (page 66) on viewing and printing the uploaded signed form.

AOP appears as a PDF in a popup window.

Step 19: Print or save the AOP from this screen.
Submitting the AOP to the Texas Vital Statistics Section allows it to be matched to other partial AOPs and birth records.

The AOP is complete once all signatures are recorded and the AOP is submitted.

Step 20: Click “Submit” to submit the AOP.

Step 21: Verify all information is correct, then submit the AOP to VSS.
Birth facilities can only match AOPs to births that occurred at that facility. Non-birth facilities can match AOPs to any Texas birth.

**Step 22:** Select the “Submitted But Not Assigned” unresolved work queue filter.

**Step 23:** Select the “Submitted But Not Assigned” unresolved work queue.

After submitting the AOP, TxEVER will display a blank AOP form.
Birth facilities can only match AOPs to births that occurred at that facility. Non-birth facilities can match AOPs to any Texas birth.

**Step 24:** Click the dropdown arrow next to “Record” to see a list of actions you can do with this record.

**Step 25:** Click “Search for a Birth Match”
7. Search for a birth match

Step 26: Click “Search” to locate a matching birth record.

If no matching AOP records are found, then the search table will remain blank after you click “search.” If matches are displayed in the search table, refer to Appendix A3 (page 51) on searching for a birth match.
8. Release the AOP-birth match

**Step 27:** Click the dropdown arrow next to “Record” to see a list of actions you can do with this record.

**Step 28:** Click “Release” to see a list of actions you can do with this record.

Congratulations! The AOP is now submitted, matched to a birth record, and released to the state.
AOP Registration User Guide: During Birth
Use this checklist when creating an AOP during the birth registration process.

**TxEVER AOP Checklist: During Birth AOP**

☐ 1. Login and go to Birth Registration
☐ 2. Fill out the AOP fields on birth record
☐ 3. Search for an AOP match
☐ 4. Capture AOP signatures
☐ 5. Print the AOP
☐ 6. Certify and release the birth and AOP together
1. Login and go to Birth Registration

Log into 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 login page.

You can also contact the TxEVER Local Administrator of your facility to create an account for you in TxEVER. You can also send an email to the TxEVER Help Desk from within TxEVER.
1. Login and go to Birth Registration

Step 2: Click dropdown arrow next to FUNCTION to be taken to registration options.

Step 3: Select Birth Registration to start a new birth record, search, save, or abandon a record from your work queue.

Only birth facilities will have the Birth Registration option.
2. Fill out the AOP fields on birth record

**Step 4:** Create a new birth record.

**Step 5:** Enter information for child, mother, father, and presumed father.

Refer to the Birth Registration User Guide for more details on registering a birth.
2. Fill out the AOP fields on birth record

You can enter “T” to enter today’s date. Use your keyboard’s “UP” and “DOWN” arrows to move the date.
3. Search for an AOP match

Step 6: Click the dropdown arrow next to "Record" to see a list of actions you can do with this record.

Step 7: Click "Search AOP Record"
3. Search for an AOP match

If no matching AOP records are found, then the search table will remain blank after you click “search.” Refer to Appendix A1 (page 37) on searching for an AOP match if results are displayed in the search table.

Step 8: Click “Search” to locate a matching AOP record.

Mother and father information are automatically populated into the search form.
Step 9: Enter remaining information for birth record.
Refer to Appendix B (page 59) for more details about signing the AOP.

If a mother is signing a 3 party AOP, then she must provide both an acknowledgment and a denial signature.
5. Print the AOP

The AOP can be printed before or after signatures are captured. If a signed AOP was uploaded, refer to Appendix C (page 66) on viewing and printing the uploaded signed form.

**Step 13:** Click the dropdown arrow next to “Record” to see a list of actions you can do with this record.

**Step 14:** Hover over “Print”

**Step 15:** Click “Acknowledgment of Paternity” to print the AOP.

**Step 16:** Enter “Date AOP Signed” after the AOP is printed.
The AOP can be printed before or after signatures are captured. If a signed AOP was uploaded, refer to Appendix C (page 66) on viewing and printing the uploaded signed form.
6. Certify and release the birth and AOP together

**Step 18:** Click the dropdown arrow next to “Record” to see a list of actions you can do with this record.

**Step 19:** Click “Certify”

**Step 20:** Click “Release”

Congratulations! The birth and AOP are now released to the state.
Appendix

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  A1: Search AOP Match (Birth) .................................................... 37
  A2: Search Partial AOP Match (Pre/Post Birth) ...................... 42
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AOP Registration User Guide:
Appendix A: AOP Matching
A1. Search for an AOP match (Birth)

Step 1: Click the dropdown arrow next to “Record” to see a list of actions you can do with this record.

Step 2: Click “Search AOP Record”
A1. Search for an AOP match (Birth)

Mother and father information are automatically populated into the search form.

Step 3: Click "Search" to locate a matching AOP record.
Multiple AOPs can be matched to a birth record.

**Update AOP Record**—There are differences between names and dates of birth on AOP

**Link to Birth Record**—The AOP has matched a birth and can be linked

**Linked (Delink?)**—The AOP is linked to a birth record

**Step 4:** Click “Link to Birth Record” to link the AOP to the birth record.
A1. Search for an AOP match (Birth)

Accept or reject the link to the AOP record.

Step 5: Select **Accept link and retain** to link the signed AOP to the birth record.

Select **Reject link and remove** to remove the link to the birth record. The AOP will retain any signatures.

Select **cancel** to cancel the save and remove signed AOP from the birth.
Multiple AOPs can be matched to a birth record. Return to birth AOP process (page 29)

Update AOP Record—There are differences between names and dates of birth on AOP
Link to Birth Record—The AOP has matched a birth and can be linked
Linked (Delink?)—The AOP is linked to a birth record

If necessary, Click “Delink?” to unlink the AOP from the birth record.

Click “Update AOP Record” to open a popup window to update names and dates of birth for mother and father to match the birth record.

Click “Close” to return to birth record.
A2. Search for a partial AOP match (Pre/Post Birth)

After saving the AOP information, but before capturing signatures, do a quick search for a partial AOP match. This will let you know if there are currently any AOP partials for these signatories. Return to pre/post AOP process (page 13).
A2. Search for a partial AOP match (Pre/Post Birth)

**Step 1:** Create a new record.

**Step 2:** Enter minimum AOP information for a partial AOP search:
- Dates of birth (child, mother, father), names (child last, mother last, mother maiden name, father name), marital status, paternity question.

Use a copy of the AOP to aid data entry.

Some required name fields can be resolved by clicking on that field then pressing “TAB” key on keyboard.
A2. Search for a partial AOP match (Pre/Post Birth)

If there are unsaved changes, system will save AOP before searching for partial AOP.
A2. Search for a partial AOP match (Pre/Post Birth)

Possible AOP matches appear in the table below

Step 5: Select the appropriate AOP

Step 6: Click “Select” to select the AOP. Click “Close” to cancel the search for a partial AOP match.

The mother and father dates of birth must match for an AOP partial to appear in these results.
A2. Search for a partial AOP match (Pre/Post Birth)

Step 7: View discrepancies between current AOP and selected AOP.

Step 8: Scroll through the discrepancies using the scroll bar.

Step 9: Keep a paper or electronic note pad to take note of any discrepancies. The “Field Value on Selected Record” column will be the information saved on the AOP.
**A2. Search for a partial AOP match (Pre/Post Birth)**

*Step 10:* Click “Yes” to abandon the current AOP and match to the selected AOP.

Click “No” to abandon cancel the partial match and return to the current AOP.
A2. Search for a partial AOP match (Pre/Post Birth)

Information from selected AOP now displayed on screen.
A2. Search for a partial AOP match (Pre/Post Birth)

**Step 11:** Correct discrepancies between this AOP and the abandoned AOP and birth if applicable.

If a saved AOP is changed, TxEVER will ask to remove or retain signatures.

**Step 12:** Select save and **retain** to retain ALL signatures. Retention of signatures and a mandatory comment from user will be recorded in the signature history.

User has the option to retain signatures, then collect new signatures using the record menu.

This method can be used to electronically make corrections to the AOP until the AOP is matched to a birth record.
A2. Search for a partial AOP match (Pre/Post Birth)

In addition to the information populating in the form, the information and signatures appear on the printed AOP.

Entity codes from all facilities involved with the AOP will display on the form.
A3. Search for a birth match (Pre/Post Birth)

Birth facilities can only match AOPs to births that occurred at that facility. Non-birth facilities can match AOPs to any Texas birth.

After submitting the AOP, TxEVER will display a blank AOP form.

**Step 1:** Select the “Submitted But Not Assigned” unresolved work queue filter.

**Step 2:** Select the “Submitted But Not Assigned” unresolved work queue.
A3. Search for a birth match (Pre/Post Birth)

Mother and child information are automatically populated into the search form.

Step 26: Click “Search” to locate a matching birth record.

If no matching AOP records are found, then the search table will remain blank after you click “search.” Refer to Appendix A3 on searching for a birth match if results are displayed in the search table.
A3. Search for a birth match (Pre/Post Birth)

<table>
<thead>
<tr>
<th>CHILD'S INFORMATION</th>
<th>MOTHER'S INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>STAPLE</td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>REMOVER</td>
</tr>
<tr>
<td>Date Of Birth</td>
<td>02/05/2018</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| First Name          | MASSIVE              |
| Middle Name         |                      |
| Last Name           | STAPLER              |
| Date Of Birth       | 01/31/2000           |

You can also click “Close” to return to the AOP.

Step 6: Click “Update AOP Record” to return to the AOP and change the information to match the registered birth record.

“Update AOP Record” appears if dates of birth and names for child, mother, or father differ from the registered birth record. If “Link to Birth Record” is shown, skip to step 10 on page 52.
A3. Search for a birth match (Pre/Post Birth)

Step 7: Update information on AOP to match birth record.

Remember that you when the record is saved again, the system will ask to “Save and remove signatures” or “Save and retain signatures.”
A3. Search for a birth match (Pre/Post Birth)

Submitting the AOP to the Texas Vital Statistics Section allows it to be matched to other partial AOPs and birth records.

The AOP is complete once all signatures are recorded and the AOP is submitted.

Step 8: Click “Submit” to resubmit the AOP.

Step 9: Click “Yes” to resubmit the AOP. The AOP must be resubmitted anytime a change is saved.

Submitting the AOP to the Texas Vital Statistics Section allows it to be matched to other partial AOPs and birth records.
A3. Search for a birth match (Pre/Post Birth)

Step 10: Click "Link to Birth Record" to link the AOP to the registered birth record.

Click "Close" to return to the AOP.

Multiple AOPs can be matched to a birth record.

Update AOP Record—There are differences between names and dates of birth on AOP
Link to Birth Record—The AOP has matched a birth and can be linked
Linked (Delink?)—The AOP is linked to a birth record
A3. Search for a birth match (Pre/Post Birth)

Accept or reject the link to the birth record.

**Step 11:** Select **Accept link and retain** to link the signed AOP to the birth record.

Select **Reject link and remove** to remove the link to the birth record. The AOP will retain any signatures.

Select **cancel** to cancel the save and remove the link.
A3. Search for a birth match (Pre/Post Birth)

If necessary, Click "Delink?" to unlink the AOP from the birth record.

Multiple AOPs can be matched to a birth record. Return to pre/birth AOP process (page 20)

Update AOP Record—There are differences between names and dates of birth on AOP

Link to Birth Record—The AOP has matched a birth and can be linked

Linked (Delink?)—The AOP is linked to a birth record
AOP Registration User Guide: Appendix B: Sign AOP
If a mother is signing a 3 party AOP, then she must provide both an acknowledgment and a denial signature.
Sign AOP: Acknowledgement Signatures

**Step 4:** Click “Yes” to confirm that signatories have read the statement.

This statement is also printed on the AOP.
Step 5: Choose to capture signatures using a mouse pad, USB pad, or by uploading a signed AOP.
If a mother is signing a 3 party AOP, then she must provide both an acknowledgment and a denial signature.
3. Capture AOP Signatures

Step 9: Click “Yes” to confirm that signatories have read the statement.

This statement is also printed on the AOP.
3. Capture AOP Signatures

**Step 10:** Capture Denial of Paternity signatures using mouse pad, USB pad, or upload.

This statement is also printed on the AOP.
AOP Registration User Guide:
Appendix C: Print Uploaded AOP
View and print the signature for each signatory with “signature document on file.” You may need to print up to 4 different forms.

If a signed AOP is uploaded, then “Signature Document on File” will print on the AOP form instead of a signature.

View and print a signed AOP form by using “View Signatures.”
AOP Registration User Guide: Appendix D: Signature History
In Pre/Post Birth AOP Registration, there is just one signature history. In Birth Registration, there are two signature histories: one for a matched AOP (if applicable) and one for changes made during birth registration.
Column customization is present in many areas of TxEVER! Use it to quickly locate information.
Signature history: Pre/Post Birth AOP Registration

Signature history is combined for all users facilities that share ownership of the AOP.

Mandatory comment for retaining signatures on AOP appear here.
Any discrepancies addressed during the process of linking AOP to birth record will be listed in the AOP signature history. In Pre/Post Birth AOP Registration, there is just one signature history. In Birth Registration, there are two signature histories: one for a matched AOP (if applicable) and one for changes made during birth registration.
E1. Keyboard Shortcuts

- **T or `T`** Enters current date in any date field.
- **T + up/down or `T` + ↑ ↓** Enters the current date and you can populate a day before or after.
- **Tab or `tab`** Moves forward from one box/field to another box/field.
- **Shift Tab or `shift` + tab** Moves backward from one box/field to another box/field.
- **Enter or `enter`** Activates the next button on the page.
- **1st Letter of a Word** Enters selection from pick list of a dropdown list. Scroll through that letter.
- **Space Bar or `space`** Selects a radio button or check box.
- **Arrow Keys or ↑ ↓** Moves from one radio button to the next.
- **Down Arrow or `↓`** Opens a dropdown list.
- **Escape or `esc`** Closes a dropdown list.
- **Ctrl + S or `Ctrl` + `S`** Saves the current record.
- **State Abbreviations** Selects the associated state by typing the first letter.
# E1. Keyboard Shortcuts: 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 digit code. Release the “ALT” key and the respective diacritical mark will appear. Example: **ALT+128 = Ç**

<table>
<thead>
<tr>
<th>ALT Code</th>
<th>Diacritical Mark</th>
<th>ALT Code</th>
<th>Diacritical Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>128</td>
<td>Ç</td>
<td>0200</td>
<td>È</td>
</tr>
<tr>
<td>142</td>
<td>Ä</td>
<td>0205</td>
<td>Í</td>
</tr>
<tr>
<td>144</td>
<td>É</td>
<td>0207</td>
<td>Ï</td>
</tr>
<tr>
<td>153</td>
<td>Ö</td>
<td>0204</td>
<td>Ì</td>
</tr>
<tr>
<td>154</td>
<td>Ü</td>
<td>0211</td>
<td>Ó</td>
</tr>
<tr>
<td>165</td>
<td>Ñ</td>
<td>0210</td>
<td>Ò</td>
</tr>
<tr>
<td>0193</td>
<td>Á</td>
<td>0213</td>
<td>Õ</td>
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<td>0194</td>
<td>Â</td>
<td>0218</td>
<td>Ú</td>
</tr>
<tr>
<td>0192</td>
<td>À</td>
<td>0217</td>
<td>Ù</td>
</tr>
<tr>
<td>0195</td>
<td>Ì</td>
<td>0221</td>
<td>Ý</td>
</tr>
<tr>
<td>0235</td>
<td>Ê</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
E2. TxEVER Icons

Remember to save often so you do not lose information!
E2. TxEVER Icons

Only county and city are required fields for place of birth. If place of birth facility is unknown, select “Other” from the bottom of dropdown menu then enter county and city.
E2. TxEVER Icons

Use your keyboard’s TAB key to move the cursor to each field.

A white field has been resolved

A field with a red asterisk is a mandatory field and cannot be left blank

The green field shows where the cursor is.

A yellow or blue field is awaiting information. Use "TAB" key to leave it blank. If field remains colored, enter "?" or "UNKNOWN."
E2. TxEVER Icons

For security and accuracy, some fields will require double data entry. This includes names, dates of birth, and Social Security numbers.
E3. Unresolved Work Queue Filters (Pre/Post Birth)

Submitting the AOP to the Texas Vital Statistics Section allows it to be matched to other partial AOPs and birth records.
E3. Unresolved Work Queue Filters (Birth)

Unresolved Work Queue Filters allow you to filter birth records based on AOP status.

AOP Pending queue contains birth records that are missing AOP signatures.

Rejected Records queue contains birth records that have been rejected by the state. This includes birth records submitted with a partial AOP that have been automatically rejected after 5 days after child date of birth.

Incomplete AOP queue contains birth records that have been submitted with a partial AOP within 5 days of child’s date of birth. Additional signatures can be captured to complete the AOP.

See Birth Registration User Guide for more details on other birth Unresolved Work Queue Filters.
E3. Unresolved Work Queue Filters

Select an Unresolved Work Queue Filter

Select a record from the work queue to continue working.
E4: Unresolved List (Pre/Post Birth)

Click on any of the items in the Unresolved list to jump directly to it.

Click “Unresolved” to see a list of fields that have not been resolved.

Unresolved list also shows the status of the current AOP.
E4: Unresolved List (Birth)

Click on any of the items in the Unresolved / Stakeholder list to jump directly to it.

Click “Unresolved / Stakeholders” to see unresolved fields on the birth record.

Click “AOP Fields” to filter all of the remaining fields required on the AOP.
AOP Registration User Guide: Appendix F: Logging in
1. Login and go to Birth Registration

Log into TxEVER via the web https://txever.dshs.texas.gov/TxEverUI/Welcome.htm

**Step 1:** Click here to open the TxEVER login page.

Click here to report issues with TxEVER

Click here for the initial enrollment in TER.
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.

Step 4: Type your TxEVER user name and password.

Forgot your password?
Click here to reset password.
Step 5: Select your user location. Use dropdown if you have multiple locations/offices.

Step 6: Click “OK.”

Find important news and updates in the TxEVER broadcast message area.