TxEVER – Super Users
Birth and AOP Registration

In Person or Webinar Training

Date and Time

Name of Field Services Trainer
Agenda

1. TxEVER Super Users
   a. Overview
   b. Duties and Responsibilities

2. Birth Registration
   a. Single birth registration
   b. Plural birth registration

3. AOP Registration
   a. Register a Pre/Post-Birth AOP
   b. Register a During-Birth AOP
   c. AOP Matching
TxEVER Super Users

Overview

Who is a Super User?

• Individual with extensive knowledge of the TxEVER system.

• Knowledge base includes all aspects of TxEVER.

• Knowledge of both how and why of TxEVER.
TxEVER Super Users

Responsibilities

• TxEVER subject-matter expert.
• Serve as point-of-contact for TxEVER users.
• Provide assistance and training to stakeholders.
The TxEVER System

Welcome to the Texas Department of State Health Services!

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

Contacting the Texas Department of State Health Services (DSHS)

<table>
<thead>
<tr>
<th>Description</th>
<th>Phone Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vital Events Registration System</td>
<td>XXX XXX-XXXX</td>
<td>8:00 AM - 4:30 PM M-F</td>
</tr>
<tr>
<td>Fax Number</td>
<td>XXX XXX-XXXX</td>
<td>8:00 AM - 4:30 PM M-F</td>
</tr>
<tr>
<td>Vital Records - Customer Service</td>
<td>XXX XXX-XXXX</td>
<td>8:00 AM - 4:30 PM M-F</td>
</tr>
</tbody>
</table>

Mailing Address:
Texas Department of State Health Services
State Office of Vital Records
Address: 1100 West 49th Street,
Austin, TX 78756
Ph: (512) 776-7111

Log on to Texas Department of State Health Services

User Enrollment
Report TxEVER Issue(s)
# Keyboard Shortcuts

<table>
<thead>
<tr>
<th>Shortcut</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>Enters current date in any date field.</td>
</tr>
<tr>
<td>T + up/down</td>
<td>Enters the current date and you can populate a day before or after.</td>
</tr>
<tr>
<td>Tab</td>
<td>Moves forward from one box/field to another box/field.</td>
</tr>
<tr>
<td>Shift Tab</td>
<td>Moves backward from one box/field to another box/field.</td>
</tr>
<tr>
<td>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</td>
<td>Selects a radio button or check box.</td>
</tr>
<tr>
<td>Arrow Keys</td>
<td>Moves from one radio button to the next.</td>
</tr>
<tr>
<td>Down Arrow</td>
<td>Opens a dropdown list.</td>
</tr>
<tr>
<td>Escape</td>
<td>Closes a dropdown list.</td>
</tr>
<tr>
<td>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 Diacritical Marks. Press and hold the “ALT” key and type the 3 digit code. Release the “ALT” key and the 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>
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<td>154</td>
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<td>0211</td>
<td>Ó</td>
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<td>Ñ</td>
<td>0210</td>
<td>ò</td>
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<td>0193</td>
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<td>Ú</td>
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<td>0192</td>
<td>À</td>
<td>0217</td>
<td>Ù</td>
</tr>
<tr>
<td>0195</td>
<td>Â</td>
<td>0221</td>
<td>Ý</td>
</tr>
<tr>
<td>0235</td>
<td>Ë</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Basic Birth Registration

1. Login to TxEVER.
2. Go to birth registration and start a new record.
3. Resolve all yellow blanks.
4. Sign any AOPs.
5. Sign Verification of Birth Facts.
6. Certify.
Birth Module
Birth/Midwife Registration
Start a New Record
Birth Registration Icons

- Start NEW Record
- Search for a Record
- Save Current Record
- CANCEL current changes since last save
- ABANDON a record
- Navigation buttons for switching between records
- Navigation buttons for switching between registration tabs
Double Data Entry: Name, Date of Birth, and Social Security Number
Local Registrar Filters Based on Birth County

<table>
<thead>
<tr>
<th>Local Registrar Filters</th>
<th>County:</th>
<th>City/Town:</th>
<th>Local:</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGISTRAR - BEE COUNTY CLERK</td>
<td>BEE</td>
<td>--Select a value--</td>
<td>REGISTRAR - CITY OF BEEVILLE</td>
</tr>
<tr>
<td>REGISTRAR - CITY OF BEEVILLE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Newborn Tab

Helpful Tip: Before saving the first time, all information on the Newborn tab must be filled out.

Helpful Tip: Mother’s “LEGAL” name is on the Newborn tab.
Mother Tab

Helpful Tip: Mother “MAIDEN” name or name prior to first marriage is on the Mother tab.

Helpful Tip: Date AOP signed cannot be entered until the signed AOP is printed.

Helpful Tip: Tabs along the left will appear or disappear based on the record type, marital status, and AOP selected.
### Mother Demographic Tab

Verify a tab has been resolved by looking for the green check mark (✔️) in the Unresolved/Stakeholders queue.

Tabs without the green check mark mean there is a field must be resolved before certification can take place.
### Mother Medical 4 Tab

<table>
<thead>
<tr>
<th>Unsolved / Stakeholders</th>
<th>Obstetric Procedures</th>
<th>Onset of Labor</th>
<th>Complications of Labor &amp; Delivery</th>
<th>Maternal Morbidity</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Newborn</td>
<td>Obstetric Procedures (Check All that Apply):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Mother</td>
<td>✓ Cervical Cerclage</td>
<td>✓ Premature Rupture of the Membranes (Prolonged &gt; 18 Hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Mother Dem</td>
<td>✓ External Cephalic Version:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Father</td>
<td>✓ Successful</td>
<td>✓ Precipitous Labor (Less than 3 Hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Father Dem</td>
<td>✓ Failed</td>
<td>✓ Prolonged Labor (Greater than 20 Hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Person</td>
<td>✓ Tocolysis</td>
<td>✓ None of the Above</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Mother Medical 1</td>
<td>✓ None of the Above</td>
<td>✓ Unknown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Mother Medical 2</td>
<td>✓ antibiotic received by mother during labor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Mother Medical 3</td>
<td>✓ Clinical Chorioamnionitis diagnosed during labor or maternal temperature &gt; 38°C (100.4°F)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Mother Medical 4</td>
<td>✓ Fetal intolerance of labor such that one or more of the following actions were taken: Intrauterine Resuscitative Measures, Further Fetal Assessment, or Operative Delivery</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Characteristics of Labor & Delivery (Check All that Apply):**
- Induction of Labor
- Augmentation of Labor
- Non-Vertex Presentation
- Steroids (Glucocorticoids) for Fetal Lung Maturation Received by the Mother Prior to Delivery
- Antibiotics Received by Mother during Labor
- Clinical Chorioamnionitis Diagnosed during Labor or Maternal Temperature > 38°C (100.4°F)
- Moderate/Heavy Meconium Staining of the Amniotic Fluid
- Fetal Intolerance of Labor Such That One or More of the Following Actions Were Taken: Intrauterine Resuscitative Measures, Further Fetal Assessment, or Operative Delivery
- Epidural or Spinal Anesthesia during Labor

**Complication Associated with Labor and Delivery (Check All that Apply):**
- Maternal Transfusion
- Third or Fourth Degree Perineal Laceration
- Ruptured Uterus
- Unplanned Hysterectomy
- Admission to Intensive Care Unit
- Unplanned Operating Room Procedure Following Delivery
- None of the Above

**Obstetric Procedures**
- Cervical Cerclage
- External Cephalic Version
- Successful
- Failed
- Tocolysis

**Onset of Labor**
- Premature Rupture of the Membranes (Prolonged > 18 Hours)
- Precipitous Labor (Less than 3 Hours)
- Prolonged Labor (Greater than 20 Hours)
- None of the Above
- Unknown

**Maternal Morbidity**
- Maternal Transfusion
- Third or Fourth Degree Perineal Laceration
- Ruptured Uterus
- Unplanned Hysterectomy
- Admission to Intensive Care Unit
- Unplanned Operating Room Procedure Following Delivery
- None of the Above
Certifier Tab

Click the green magnifier icon to search for the attendant.

Helpful Tip: The attendant and certifier can be searched by last name using the green magnifier icon (🔍).
Certifier Tab

After searching attendant, select them from the dropdown menu.

Helpful Tip: The attendant’s information will populate from the TxEVER database.
Certifier Tab: Midwives

Helpful Tip: attendant and certifier are automatically populated for midwives filing home births.
Certifier Tab: Local Registrars

Helpful Tip: certifier is automatically populated for local registrars filing home births, but user will need to enter title, city, and zip.
Comments Tab

Click Save to create the record.

Click “Next” to advance through the Tabs. The green arrows on the icon bar can also be used to navigate between tabs.
Unresolved Screen
Unresolved Screen: AOP Fields
Unresolved Screen: Record Stakeholders
Collect mother and father signatures for the Verification of Birth Facts.
Signature: Mousepad
Signature: USB Signature Pad
Signature: Upload Signed Form
Signature: Preview
Print the Verification of Birth Facts before or after parents sign.
Birth Certifier Login
Find an Incomplete Record

• To complete a record already in progress, you can
  1. Use the stakeholder dashboard
  2. Use the unresolved work queue filters
  3. Use the binoculars icon to search
Birth Module
Birth Registrar Dashboard

- **Record Not Filed Within 5 Days of Birth**: This will display a list of records that are older than 5 days from the date of birth. These records should be filed as soon as possible.

- **Record Returned for Correction from State**: Any record flagged for correction will appear in this dashboard for your office to review and make corrections.

- **AOP Pending**: Based on the registration of a birth record, if the field stated that an AOP is required, the record will be queued waiting for AOP matching. If your office indicated an AOP is required, submit as soon as possible to avoid delays.

- **Ready for Certification**: Birth records that have been fully completed and waiting for the certifier to certify and release the record.

- **All Unresolved**: The dashboard will show the entire list of records waiting for resolution. It will include all the listed queues.
Navigating to the Work Queue

1. Log into the Texas Department of State Health Services system.
2. Click on the function button labeled "FUNCTION".
3. Select the "Midwife Registration" from the list.
4. Click on the "TOOLS" button to the right of the "FUNCTION" button.
Unresolved Work Queue
Unresolved Work Queue

- **All Unresolved**: birth records that are not resolved.
- **Late Records**: birth records older than 5 days.
- **Data Entry Incomplete**: birth records missing information.
- **Ready for Release**: certified birth records.
- **Ready for Certification**: birth records in which data entry is complete.
Unresolved Work Queue

- **AOP Pending**: birth records missing AOP signatures.
- **Rejected Records**: birth records rejected by the State. This includes records submitted with a partial AOP that have been automatically rejected 5 days after the child’s date of birth.
- **Incomplete AOP**: birth records that have been submitted with a partial AOP within 5 days of the child’s date of birth. Additional signatures can be captured to complete the AOP.
Locate Birth to Certify

Navigate back to the “Birth Registration” Screen.

Select “Ready for Certification” from the dropdown menu.

Select the record that is ready to be certified and released.

Verify all the Tabs have been completed.
Select Certify from the RECORD dropdown menu.
Step 21: After reviewing the data, click the check box and enter your PIN. Click OK to certify.
After successfully certified, click "Release" from the RECORD dropdown menu.
Click “Yes” to release the record.
Plural Birth Registration

• In case of plural birth (twins, triplets, etc.), clone the parent information from the first birth record onto the second birth record.

• Changes made to the initial record are cloned onto the others. Changes made to a second record do not affect the other records.
Plural Birth Records

Enter plurality and birth order.

Save now or after data entry complete.
Indicate Number of Live Birth Records

This record is part of a multiple pregnancy and now contains enough information to allow the system to create additional birth and/or fetal death records to account for the other products of this pregnancy. Please indicate how many additional birth records and/or fetal death records the system should create. Enter '0' (zero) if no records are needed because you have already created these additional records in the system.

**Additional Live Birth Records:** 1
**Additional Fetal Death Records:** 0

Record Saved Successfully.
The following number of additional records have been successfully created for this pregnancy:

- Additional Live Birth Records: 1
- Additional Fetal Death Records: 0
Parent Info Cloned on Other Records

Checkmarks indicate data entry is complete.

Choose the linked birth record from all unresolved queue.
Checks show some fields are completed. Enter newborn-specific info.
AOP Registration

Register a Pre/Post Birth AOP

Register a During Birth AOP

AOP Matching
AOP Registration Process

• Pre/Post Birth AOP is done when:
  • Baby is not born
  • Birth certificate is already filed
  • Partial AOP

• During Birth AOP is done when:
  • All parties are available to sign AOP at time of birth registration
Create a pre/post birth AOP

1. Login and go to Pre/Post Birth AOP Registration
2. Fill out the AOP form
3. Search for a partial AOP match
4. Capture AOP signatures
5. Print the AOP
6. Submit the AOP
7. Search for a birth match
8. Release the AOP-birth match
Pre/Post Birth AOP Registration
Fill out AOP Form

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

Enter child, mother, father, and presumed father information into the AOP form.
Search for a Partial AOP Match
Capture AOP Signatures

Hover over “Acknowledgment of Paternity” for mother and father acknowledgment signatures.

Hover over “Denial of Paternity” for mother and presumed father denial signatures.
Print the AOP 1
Submit the AOP 1

You are submitting a partial AOP which needs to be completed by remaining parties. Are you sure you wish to submit the record?

[Yes] [No]
Search for a birth match 2
Search for a birth match 2

10/8/2018
Release the AOP-birth match
Create a during birth AOP

1. Login to TxEVER 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
Create Birth Record
AOP Fields in Birth Unresolved List
Search for an AOP Match 1
Search for an AOP Match 2
Sign the AOP
Print the AOP
Fill In Date AOP Signed After AOP Is Printed

Date AOP signed cannot be entered until AOP is printed.
Certify and Release Birth
AOP Matching

- Sometimes you may find possible records when searching for matches.

- Let’s go over the steps to conduct search an AOP match.
  - Matching births to AOPs
  - Matching AOPs to AOPs
Matching births to AOPs
Matching births to AOPs

Step 3:
Click “Search” to locate a matching AOP record.
Click “Link to Birth Record” to link the AOP to the birth record.
Matching births to AOPs

Accept or reject the link to the AOP record.

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.

“Field Value on Birth Record” column will be saved.
Matching births to AOPs

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.
Matching AOPs to AOPs

Enter minimum AOP information before a partial AOP search: Dates of birth (child, mother, father), names (child last, mother last, mother maiden name, father name), marital status, paternity question.
Matching AOPs to AOPs

Possible AOP matches appear in the table below

Select the appropriate AOP

Click “Select” to select the AOP.

Click “Close” to cancel the search for a partial AOP match.
Matching AOPs to AOPs

View discrepancies between current AOP and selected AOP.

"Field Value on selected record" column will be saved.
Matching AOPs to AOPs

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.
Thank You

If you have any questions on the content of this briefing, please contact your TxEVER Field Services team at TxEVERinfo@dshs.texas.gov or (512) 776-3010.

Please continue to visit our website at http://www.dshs.texas.gov/vs/field/The-TxEVER-Project/ for the latest updates.