ROVER
Unleashed Birth Webinar

August 2021

ROVER Field Training Team

Topics for Today

- Accuracy of Reporting Data
- Birth Registration Time Frame
- Tab 2/ Item 16
- AOP Online Training
- Faxing Signature Pages
- Delayed Timely Registration Due to Illegible Faxes
- Birth Fax Help
- Most Common AOP and DOP Questions
- Paternity Questions
- Paternity Handbook
- Gestational Agreement Law
- Submitting Birth Records with a Gestational Agreement
- Reporting APGAR
- When to File a Stillbirth/ Stillbirth Forms
- The Decision Tree
- Queue Maintenance
- ROVER Reminder
- Obtaining a Birth Certificate
- Guide to Completing the Facility Worksheet

Importance of Birth Clerk and Accuracy of Reporting Data

Types of Birth Information in the U.S.

Three types of information are collected on the birth certificate:

1. Legal
2. Demographic
3. Medical and health

This information is used in many ways, including:
- Administrative
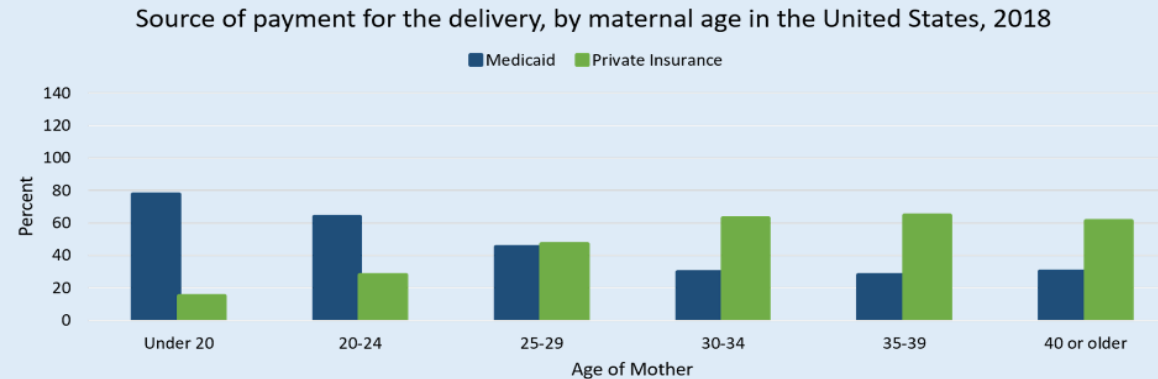- Statistical
- Research
- Planning

Incomplete reporting can limit the usefulness of the information.

Centers for Disease Control and Prevention. (2021, June 25). *NCHS training - applying best practices for reporting medical and health information on birth certificates*. Centers for Disease Control and Prevention. https://www.cdc.gov/nchs/training/BirthCertificateElearning/.

Importance of Accuracy in Collecting Data

Uses of Birth Certificate Information

You might be surprised at how many different ways the medical and health information on the birth certificate or report of fetal death are used. Click below for some examples...

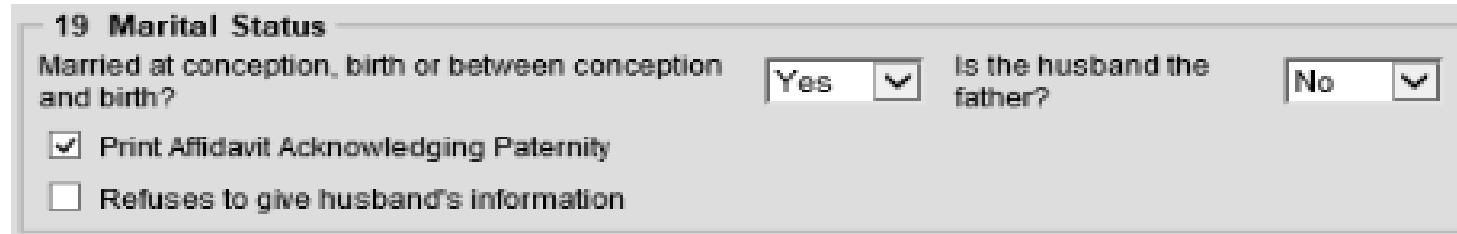- Evaluating differences in source of payment for the delivery by mother's age

Source of payment for the delivery, by maternal age in the United States, 2018

Legend: ■ Medicaid ■ Private Insurance

Y-axis: Percent (0 to 140)
X-axis: Age of Mother — Under 20, 20-24, 25-29, 30-34, 35-39, 40 or older

Centers for Disease Control and Prevention. (2021, June 25). *NCHS training - applying best practices for reporting medical and health information on birth certificates.* Centers for Disease Control and Prevention. https://www.cdc.gov/nchs/training/BirthCertificateElearning/.

Birth Registration Time Frame

- The state of Oklahoma requires that the record is on file within ***7 days*** from birth.

- Highly encourage Birth Clerks that parents do not be leave the hospital without signing the Birth Certificate documents to help facilities with obtaining signatures after discharge. If the parent(s) do not sign, then the certifier should check the "refused" box and sign the signature page, then fax it in. If the parent(s) leave the hospital without signing and there is a mistake the hospital then becomes responsible.

  - This is due to many questions arising about how hospital staff can obtain signatures from parents after they are discharged from the hospital due to not having a ride or living out of town which then puts them past the 7 days. This will help resolve issues at Birth Facilities who have a hard time getting a hold of a parent after they leave the Birth Facility.

- The AOP and DOP have instructions on the documents instructing on how to complete it and also information on what will NOT BE ACCEPTED.

- The goal here is to get there forms signed by the parent(s) so they can verify that all the information is correct, so even though the "refused" box is an option, it is not encouraged to use that option,so please, get those pages verified and signed prior to discharge.

Filling out Tab 2

▶ The Marital Status section drives several choices further down the record.


```
┌─ 19  Marital Status ──────────────────────────────────────────────────────┐
│  Married at conception, birth or between conception   [Yes ▼]   Is the husband the   [No ▼]  │
│  and birth?                                                      father?                      │
│  [✓] Print Affidavit Acknowledging Paternity                                                 │
│  [ ] Refuses to give husband's information                                                   │
└──────────────────────────────────────────────────────────────────────────┘
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▶ If the mother is married, and the husband is the father, then enter Yes and Yes.

▶ If the mother is married and the husband is available to sign the Denial of Paternity AND the biological father is available to sign the Acknowledgement of Paternity, then check the box indicating Print Affidavit Acknowledging Paternity. This will allow ROVER to print an Acknowledgment and Denial of Paternity Form.

▶ If the mother is married but refuses the husband's information, please be aware that the record will be marked as INCOMPLETE and the certified State Birth Certificate would NOT be issued until legal paternity has been established.

▶ If the mother was not married, then enter No.

Tab 2 (Continued...)

▶ If on any of the options, besides not married, the mother is refusing to give the husbands information, then you want to check the box Refuses to give husband's information. This box should be checked whether the husband is or is not the father.

▶ Please NOTE: ITEM 16: MUST be entered as NO and NO in this case. Please explain to the mother that the record will be marked as INCOMPLETE and she will not be able to receive a copy of the birth certificate or receive a Social Security Card until the information is provided and the additional fee of $25 is paid to the State, per State Law.

(Arrow pointing to #16; Permission Given to Request Social Security)
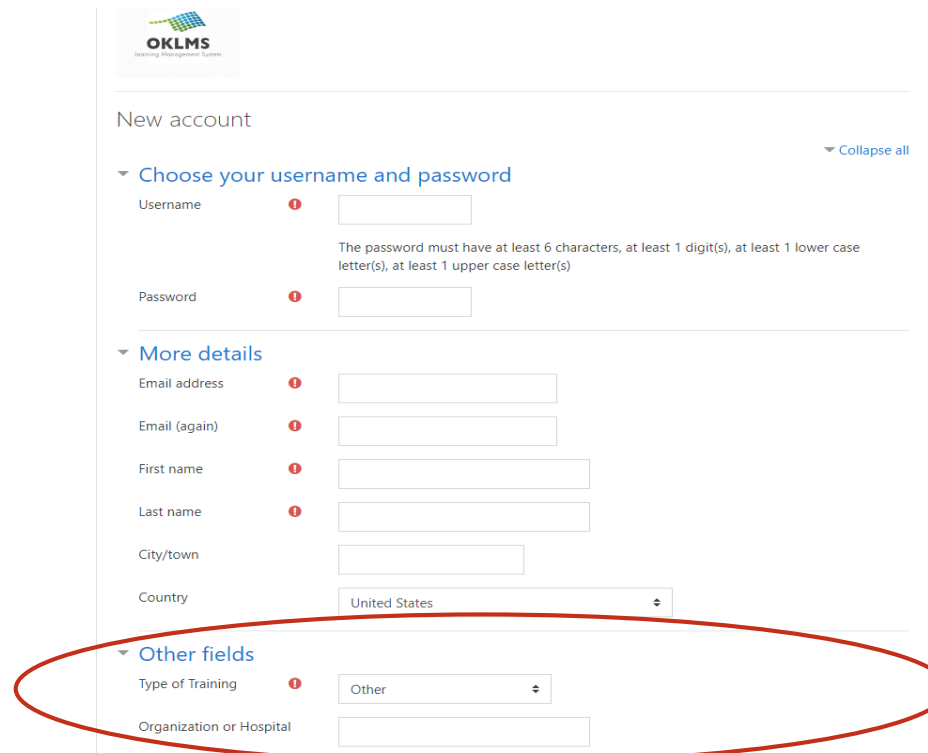
Item 16 (Continued)…

▶ If the mother only gives SOME of the husband's information, enter this information in the Comments Among Users Box at the end of the record.

▶ If she gives all the information except for his Social Security Number, you may enter this in the record and enter all nines in the Social Security Number box. However, the record will still be marked as Incomplete, since this information is required by Federal Law. Item 16 Must still be marked as NO and NO.

▶ Also, if the child is not named (Baby Girl or Baby Boy), or deceased, Item 16 must be set to NO and NO. This prevents someone from establishing an identity for someone who is deceased or for a child not named.

▶ Every birth will also include a signature page that you must fax into the ROVER Fax Server. The signature page needs to reflect Box 16's choices, as well as needing to have all required signatures. You should not hold onto the signature page and wait for the mother to come back and complete it. Please, ensure you obtain the signatures right away and fax it in. Missing or incomplete signature pages will result in Item 16 being a NO and NO.

DHS AOP Online Training

- Provided below is the link to the online AOP Training that ALL Birth Clerks are highly encouraged to complete.

- https://oklms.org/login/index.php

- Once you are on the website click on "Create Account" under the login box.

- Fill out your information and under "Other fields" and next to "Type of Training" click the drop down and select "Other" and type in your Facility name next to "Organization or Hospital"

- The name of the course is "Voluntary Paternity Acknowledgement".

Completing AOP Training

- After completing this training you will be able to:

  - Explain why acknowledging paternity is important and when parents can complete an AOP form.

  - Your responsibilities as a Birth Clerk will be explained as well as how the AOP form shall be completed.

  - In the last module provided you will see how the AOP process is involved with each of the following situations:

    - The parents are married to each other and the husband is the father

    - The natural parents are not married to each other

    - The mother was married but the husband is not the father.

  - At the end of the course, you will be provided a Certificate of Completion

Log in to the site. OKLMS. (n.d.).
https://oklms.org/mod/scorm/player.php?a=10&torg=adapt_scorm&scoid=20&sesskey=moqNoKHETA&display=popup&mode=normal

Faxing Signature Pages

- When submitting signature pages remember you are faxing to a fax server. You are not faxing to a machine with a person on the other side.

- Each document is its own file so be sure each page has either the barcode or number written at the top to ensure it can be associated to the correct record.

- Please, **_DO NOT_** **punch holes or put patient stickers on the barcode.** Without a barcode, we will not know what record it should be attached to.

- Please **no cover pages or letters**.

- ONLY the Signature Page and if applicable the AOP and DOP should be faxed. Also, remember the AOP and DOP must be submitted together, one is not valid without the other.

- Vital Records are legal documents and should be treated, as such. Submitting birth faxes like the following examples will delay timely registration for families trying to obtain records.

Delayed Timely Registration Due to Illegible Faxes

- Please be mindful that we cannot accept AOP'S with "cross outs, correction fluid or alterations".

- Please be sure to fax in Signature pages right side up and not upside down.

- No punch holes or any kind of obstruction on top of any patient information.

- Make sure that the fax machine feeder doesn't take in more than one form at a time.

Birth Fax Help

▶ To follow up with any records that have not registered contact Birth Fax Help at: birthfaxhelp@health.ok.gov

▶ Be sure to include the following information:

  o Child's Name

  o DOB

  o Bar Code#

  o Date Faxed

  o Explanation of Issue

▶ *Please note a fax machine confirmation page DOES NOT indicate a successful receipt of the document into the Fax Server.*

▶ *This is why your queue should be checked on a daily basis, if you still see records in your queue after you have received a fax confirmation page, it means that these records are not yet filed and you should follow-up with the New Birth Unit regarding the records still pending in your queue.*

Most Common AOP and DOP Questions

▶ Can the DOP be submitted separate from the AOP?

    ▶ The DOP and AOP should be submitted together. The DOP is NOT acceptable without a valid AOP. The form needs to be signed by both parents and acceptable witness in order to be processed and valid.

▶ Can two males sign the AOP?

    ▶ No, the biological mother must be the "mother" on the AOP.

▶ Can two females sign the AOP?

    ▶ Yes.

▶ Can I submit the AOP if the parents have not signed it?

    ▶ No, the AOP is not valid without signatures.

"Oklahoma Child Support Services: Paternity Frequently Asked Questions." Human Services Department- OKDHS, 2021, Oklahoma.gov/okdhs/services/ocss/patfaq.html.

Paternity Questions

- What does it mean to establish paternity?

  - Setting up or establishing paternity is the legal process used to show who is the legal father of a child.

- If paternity wasn't established when the baby was born, how can I get paternity established now?

  - In many cases, the parents still set up paternity using the AOP form. Either parent can also open a case with child support to establish paternity. Parents can also file action in district court privately. The parents will have the chance to admit paternity or do DNA testing. To request an application for services, or to get more information, call the Child Support Customer Service toll-free at 1-800-522-2922.

  - Should paternity be established if the mother is going to marry someone else and that man plans to adopt the child?

  - Yes. It is important to establish paternity as soon as possible for both parents and the child. Additionally, benefits such as Social Security, Veterans, and insurance coverage are only available to the child if paternity has been established.

"Oklahoma Child Support Services: Paternity Frequently Asked Questions." Human Services Department- OKDHS, 2021, Oklahoma.gov/okdhs/services/ocss/patfaq.html.

Paternity Handbook

- Provided below is the link to the online version of the Paternity Handbook. This is from the DHS website to assist with any questions that you might have come up regarding Paternity questions.

- https://oklahoma.gov/content/dam/ok/en/okdhs/documents/okdhs-publication-library/98-18.pdf

Oklahoma Commission for Human Services. (2012, January). *Paternity Handbook*. https://oklahoma.gov/content/dam/ok/en/okdhs/documents/okdhs-publication-library/98-18.pdf.
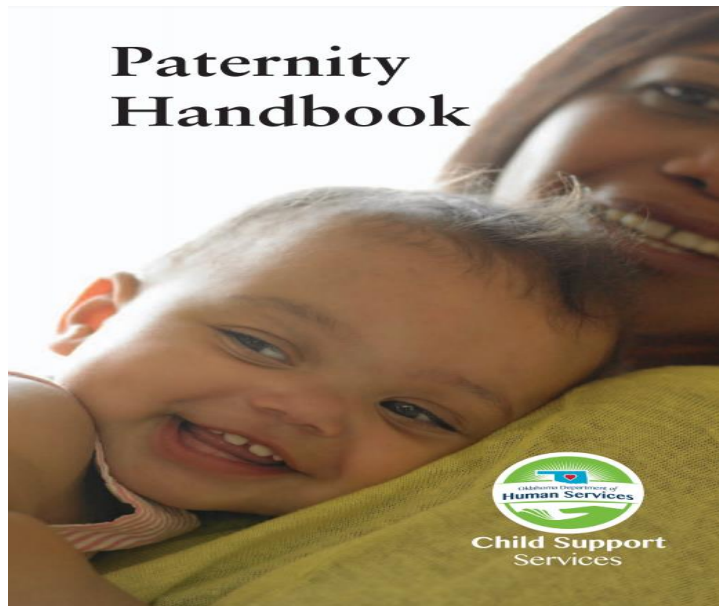
Paternity Handbook QR Code

Gestational Agreement Law

- HB2467 a.k.a. the "Oklahoma Gestational Agreement Act" [1] was signed into law by Governor Stitt on May 23, 2019. This new law put into place specific definitions and legal requirements for assisted reproductive births that occur through gestational carriers. The person who serves as a gestational carrier is not an intended parent and has become pregnant from donated gametes.[2] This law will not apply if the gestational carrier or the gestational spouse provided any genetic material.[3,4] A complex legal agreement has been put in place through the courts between the gestational carrier and the intended parents.[5,6] A validated gestational agreement will provide the name and current addresses of all parties.[7,8] In the agreement, the birthing facility is ordered to recognize the intended parents as the sole parents immediately upon the birth of the child. They will have the right to immediate custody of the child and be able to make all health decisions related to the child.[9,10]

- The gestational carrier must be at least 21 years of age, previously given birth to at least one child and have carried a pregnancy to term.[11,12] In the agreement, the gestational carrier agrees to surrender the child to the intended parents immediately upon birth of the child.[13,14] This agreement cannot be terminated after the gestational carrier becomes pregnant.[15] Once the child has been born, the intended parents will need to provide notice to the courts and a new order will be issued to confirm the intended parents.[14] Once that order is received, the birth certificate will be issued with the intended parents shown on the face of the record.[14,16] Nowhere on the issued birth certificate or in the electronic record will the gestational carrier (or spouse) be named as a parent.[16]

Submitting Birth Records with a Gestational Agreement

- When entering information into the birth registration system [ROVER], the information provided should be that of the gestational carrier and that of the child. The information from the gestational carrier is confidential and will only be used for Public Health purposes to evaluate the health risks and trends related to the pregnancy and delivery experiences of Oklahoma residents. This information will <u>not</u> be placed on the birth certificate for issuance.

  - **Tab 1**

    - Type *Unknown* in the *Mother (Parent I) Maiden Name field* (Item 12b). The system will require an entry in this field to proceed to the next screen. Once TAB 2 is completed, this field will default to *Unknown*.

  - **Tab 2**

    - Select *Gestational Carrier* from the *Parent Label List*

    - **Select the <u>checkbox</u> "*Gestational Carrier*" as the *Parental Title* in Section 12a of TAB 2.** It is very important to select "Gestational Carrier" as this will insure key fields are either disabled or defaulted to *Unknown*. Failure to indicate Gestational Carrier in the Parental Title field will result in your facility submitting a birth record that is in conflict with state law.

      - *12a First* **and** *Last Name*: Defaulted to *Unknown*.

      - *12b Last Name Prior to First Marriage:* Defaulted to *Unknown*

      - *13 Residential Street Address (Relative to the Gestational Carrier)*

        - *Resident Street:* Defaulted to *Unknown*

        - *Apartment Number:* Defaulted to *Unknown*

    - *16a* **Permission to request Social Security** *Number* Defaulted to "*No*".

- [The intended parents will need to apply directly with the Social Security Administration for the child's   Social Security Number.]

  - *16b Permission given to send birth data to Oklahoma State Department of Health registries* Defaulted to "*No*"

  - *19 Marital Status* Defaulted to "*No*".

- Tab 3

  - *Gestational Carrier's Social Security Number:* Disabled

  - *Daytime Phone:* Disabled

  - **Tabs 7-12**

    - Complete all the fields based on the pregnancy/delivery experience and the demographics of the gestational carrier. This information is confidential and will only be used for Public Health purposes to evaluate the health risks and trends related to the pregnancy and delivery experiences of Oklahoma residents. This information will <u>not</u> be placed on the birth certificate for issuance.

  - **Tab 13 "Notes": VERY IMPORTANT**

    - ***Provide the full legal name of the gestational carrier and the intended parent(s)*** so that we may connect the correct birth record to the final legal order issued by the court.

- Do <u>not</u> print the signature page. This feature will be disabled. [Sig pages are required for all other births!]

- Do <u>not</u> print the Draft or Certificate of Live Birth application.

- If you have any questions, email BirthFaxHelp@health.ok.gov or call 405.271.4212.

- Birth facilities are required within 7 days of the birth to obtain the personal information and secure the signatures. The attendant is required to certify the facts of birth and the medical information required.[17]

- We have made modifications to the system to accommodate the requirements of the new law. Effective immediately, follow the procedure below in order to a submit birth record for a child who is born following the legal execution of a gestational agreement.

Reporting APGAR

- While most hospitals generally conduct a 1 minute and 5 minutes APGAR, ROVER requires the 5 minute and if necessary the 10 minute APGAR

- The National Center for Health Statistics (NCHS) has identified facilities in Oklahoma that are reporting the 1 minute and the 5 minute APGAR in ROVER. Reporting incorrect information to NCHS skews data that is reported for our State.

- If you are worried that your facility might be reporting inaccurate date, please contact AskROVER@health.ok.gov and Field Representative can review statistics with your facility to identify any reporting issues.

When should I File a Stillbirth Certificate?

► *A **fetal death occurs when there is no sign of life** at the time the fetus is delivered. In this case, if the fetus is at least **12 weeks gestation**, then a fetal death/stillbirth certificate **MUST** be filed.*

► If there is any sign of life (even one heartbeat, one breath, or other sign of life), then a Live Birth Certificate MUST be filed. The gestational age or length of life does not matter.

► If the infant dies prior to discharge (regardless of whether it occurs seconds, hours, days or weeks after the live birth), then a Death Certificate MUST also be filed.

► Should questions ever arise on how to properly complete or file a stillbirth certificate, please contact the Vital Records Death Registration Unit at OKCDeathRegistration@health.ok.gov.

► The Stillbirth form MUST be filled out at the time of the event.

Filing a Stillbirth Certificate

► The entity who assumes custody of the fetus is responsible for filing the Death Certificate within *__three (3) days__*.

► Depending on the situation, this may be the hospital, Funeral Home, or the family. Whoever assumes the role of Funeral Director is required by law to file the Stillbirth Certificate with the Oklahoma Vital Records Division.

► In the case where a hospital would release the body to the family, the Oklahoma Vital Records Division (VR) recommends that the hospital offers to file the certificate for the family.

► This is not required by law; however the hospital already has the required information, access to the certifier for signature, and a process in place for filing the record; so it can be done quickly and without significant disruption of business. If the hospital chooses not to file the certificate, then Oklahoma Vital Records asks that the hospital inform the family of their legal responsibility. If no notification is provided to the family, it is unlikely a record will ever be filed.

► *Oklahoma VR is unlikely to be aware of the event or have the information necessary to contact the family. However, this will lead to incomplete counts of events and the family will regrettably be in violation of state law. If the family does not file the record, then the family will be required to contact the hospital to obtain the medical information. Delaying the filing wiling of these records will prove to be more time consuming than filing shortly after the occurs.*

Stillbirth Forms

▶ The Attending/Delivering Physician is to fill-out items 8a-8c and items 13a-13h (Cause and conditions contributing to fetal death). The Funeral Home is to fill out items 9-10b. Birth Clerk fills out the remaining parts.

CERTIFICATE OF STILLBIRTH
STATE OF OKLAHOMA-DEPARTMENT OF HEALTH

STATE FILE NO 135-

1. NAME (First, Middle, Last, Suffix) - Optional at the discretion of the parents	2. TIME OF DELIVERY (24hr)	3. SEX (M/F/Unk)	4. DATE OF DELIVERY (Month, Day, Year)

5a. PLACE WHERE DELIVERY OCCURRED (Check one) ☐ Hospital ☐ Freestanding birthing center ☐ Clinic/Dr's Office ☐ Home Delivery => Planned to deliver at home? ☐Yes ☐No ☐ Other (Specify) ____	5b. FACILITY NAME: If not institution, give street and number	5c. FACILITY ID. (NPI)
	5d. CITY, TOWN OR LOCATION OF DELIVERY	5e. ZIP CODE OF DELIVERY	5f. COUNTY OF DELIVERY

6a. MOTHER'S CURRENT LEGAL NAME (First, Middle, Last, Suffix)	6b. MOTHER'S LAST NAME PRIOR TO FIRST MARRIAGE	6c. MOTHER'S DATE OF BIRTH (Month, Day, Year)	6d. MOTHER'S BIRTHPLACE (State, Territory, or Foreign Country)

6e. MOTHER'S RESIDENCE ADDRESS   Inside City Limits? ☐ Yes ☐ No   County:

Street & Number: Apartment Number: City or Town: State: Zip Code:

7a. FATHER'S CURRENT LEGAL NAME (First, Middle, Last, Suffix)	7b. FATHER'S DATE OF BIRTH (Month, Day, Year)	7c. FATHER'S BIRTHPLACE (State, Territory, or Foreign Country)

8a. ATTENDANT'S NAME, TITLE AND NPI NAME: ____ NPI: ____ TITLE: ☐MD ☐DO ☐CNM/CM ☐OTHER MIDWIFE ☐OTHER (Specify) ____	8b. I hereby certify that this delivery occurred on the date stated above and the fetus was born dead. Attendant Signature ● ____	8c. DATE CERTIFIED (Month, Day, Year)

9. METHOD OF DISPOSITION: ☐ Burial   ☐ Cremation   ☐ Hospital Disposition   ☐ Donation   ☐ Removal from state   ☐ Other (Specify): ____

10a. FUNERAL HOME FACILITY: ____ DIRECTOR: ____	11. REGISTRAR'S SIGNATURE ● ____
10b. FUNERAL HOME MAILING ADDRESS Street & Number or Rural Route: ____ City or Town: ____ State: ____ Zip: ____	12. DATE FILED WITH REGISTRAR (Month, Day, Year)

The Decision Tree

- Should questions arise on how to properly complete or file a vital record; or which record should be filed, please, contact the Oklahoma State Department of Health, Office of Vital Records at, OKCDeathregistration@health.ok.gov.
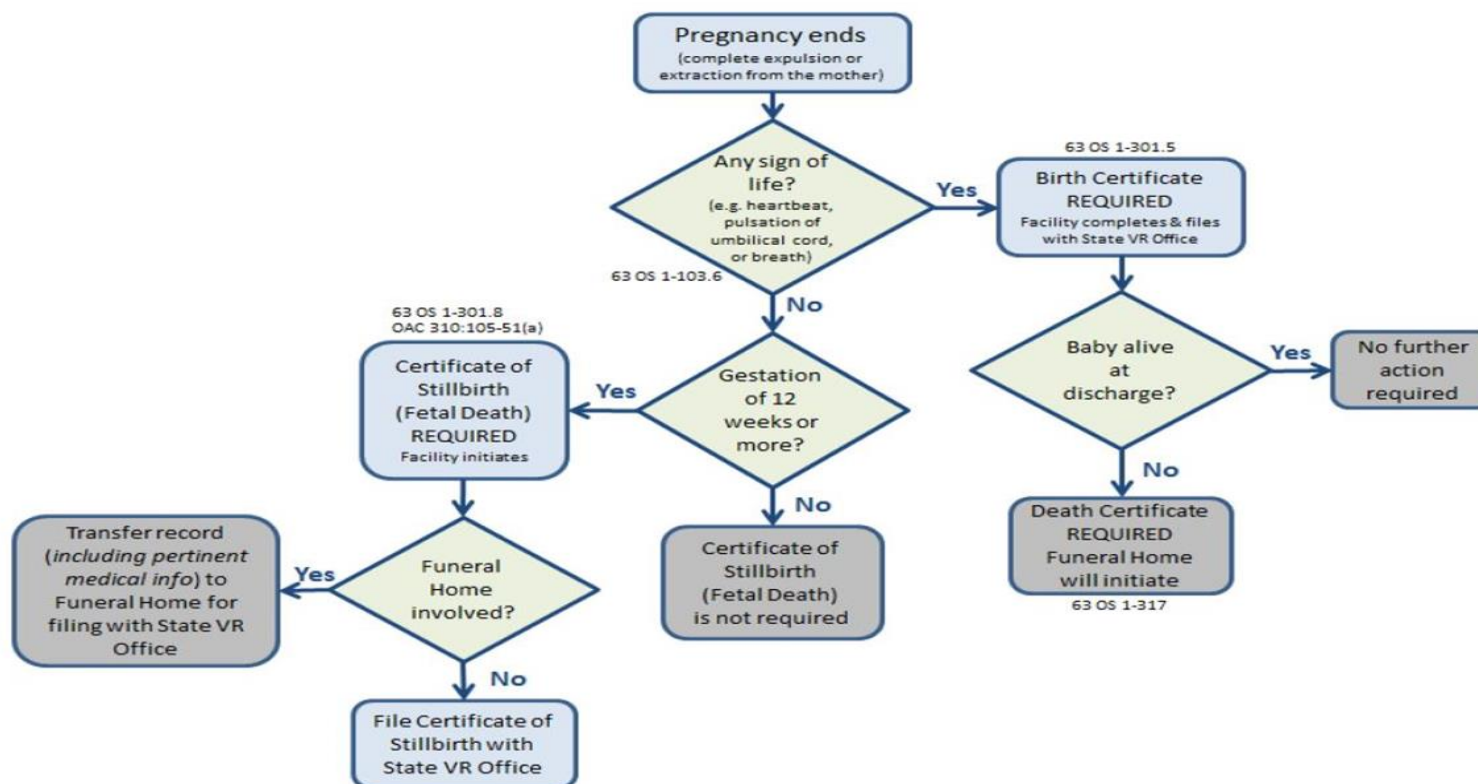
Queue Maintenance

- ROVER News Messages are located on the top of the Home page when logged into ROVER. This is where important information is shared with users. Any trending issues, ROVER upgrades or changes like the previous phone number changes will be provided.

- It is important to work your queue daily and follow up with any records that have not moved forward with registration.

- This is very IMPORTANT in order to get Birth Certificates registered properly and in a timely manner.

- It is the responsibility of each facility to ensure their queue is up to date and issues are addressed in a timely manner.

- Any records on your queue when you login to ROVER **_should not_** be ignored and you should always ask questions regarding the cases that are **_still pending_** on your queue (meaning still showing in your queue).

Friendly ROVER Reminders

► Please, remember that ROVER is a TAB based system, so please TAB through each line when filling out the New Birth information so that the system **records all data entered**.

► ****IMPORTANT**** Please, **DO NOT** use the **ENTER KEY** on your keyboard to click "NEXT" or "FINISH" when filling out the New Birth information in ROVER. Please, use your **mouse** when moving on to the next page.

► The ROVER Help Desk is for tech support, only. Please, do not refer patients with questions to the ROVER Help line.
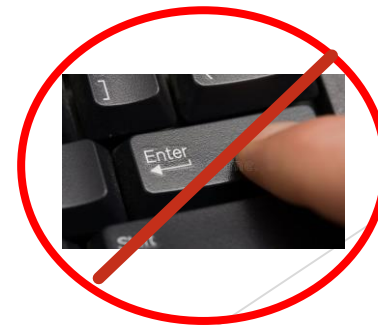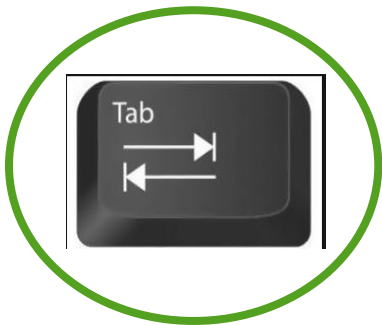
Obtaining a Birth Certificate

▶ The website to request a copy of the Birth Certificate is
https://Oklahoma.gov/health/birth-and-death-certificates.html

▶ Before informing the patient on how to obtain a copy of the Birth Certificate, _**ALWAYS**_ double check online to make sure that certain steps have not changed on the website to keep from confusing patients on navigation instructions through the website.

▶ ROVER is not issuance, so if you (the Birth Clerk) have any questions regarding issuing records please contact the Application Support Unit (ASU) at 405.426.8780 (this number is NOT to be given out to the Public, it is for Birth Clerk use ONLY).

▶ Questions from the Public regarding Birth Certificates should be directed to (405) 426.8880.
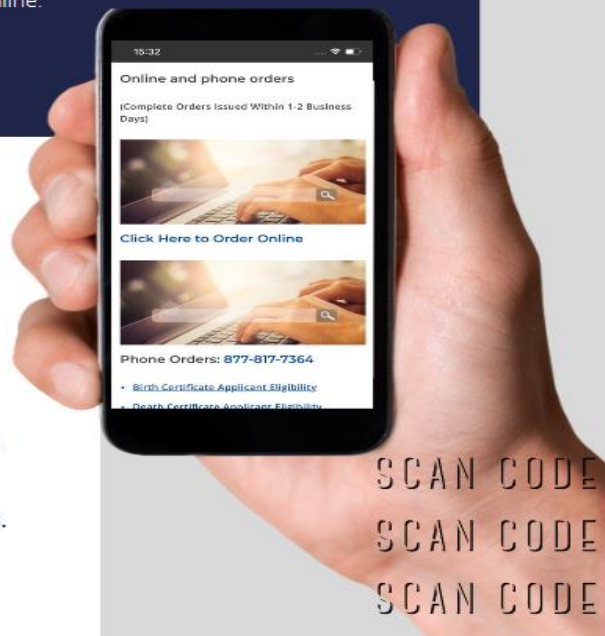
Birth Certificate Request QR Code

Guide to Completing the Facility Worksheets for the Certificate of Live Birth and Report of Fetal Death

▶ Developed by the National Center for Health Statistics (NCHS) and local partners, this e-Learning package is designed to help us all better understand and improve the quality of birth data. The data coming from this Birth information is crucial to gathering data for Public Health purposes.

▶ Since the training provides awareness of the importance of quality data, it should be helpful for existing staff as well as new employees. This e-Learning session is well laid-out, educational, and continuing education units (CMEs, CNEs, CEUs, CPHs) are available.

▶ https://www.cdc.gov/nchs/training/BirthCertificateElearning/

Centers for Disease Control and Prevention. (2021, June 25). *NCHS training - applying best practices for reporting medical and health information on birth certificates*. Centers for Disease Control and Prevention. https://www.cdc.gov/nchs/training/BirthCertificateElearning/.

"Can we still sign for parents with the COVID-19 Temporary Authorization Signature"?

"Official instructions from our State Registrar and agency legal counsel are forthcoming."

KEEP IN TOUCH

New Birth

birthfaxhelp@health.ok.gov

405.426.8890

ROVER

AskRover@health.ok.gov

405.426.8686

Death Registration

OKCDeathRegistration@health.ok.gov

405.426.8870