



Ohio Department of Health
Bureau of Vital Statistics

Integrated Perinatal Health Information
System (IPHIS) Guide for Birth Facility Staff

TABLE OF CONTENTS

| | |
|--|-----------|
| INTRODUCTION | 3 |
| 2017 Birth Record Creation | 3 |
| Getting Started in IPHIS | 3 |
| Navigating IPHIS | 5 |
| CREATING BIRTH RECORDS IN IPHIS..... | 6 |
| Birth Record Types | 6 |
| Searching for Records in IPHIS | 7 |
| Birth Record Data Entry | 8 |
| Reviewing Record Errors:..... | 13 |
| COMPLETING AND CERTIFYING BIRTH RECORDS | 15 |
| Work Queues | 15 |
| Record Status and Explanations..... | 16 |
| Print Options | 16 |
| Completing and Certifying the Record..... | 17 |
| CORRECTING AND UPDATING BIRTH RECORDS | 19 |
| Locked Fields and Unlock Requests | 19 |
| Non-Vital Statistics Tab Updates..... | 22 |
| Court Ordered Correction and Affidavit Availability..... | 22 |
| HOLD STATUS BIRTH RECORDS | 23 |
| Explanation of HOLD Status | 23 |
| Removing HOLD Status From a Record..... | 23 |
| ACKNOWLEDGMENTS OF PATERNITY | 24 |
| Paternity Acknowledgments at Facility | 24 |
| Paternity Acknowledgments at Local Vital Statistics Offices..... | 25 |
| REPORTING FROM IPHIS..... | 26 |
| Birth Data Reports | 26 |
| APPENDIX A: USER ROLES, UPDATES, AND PASSWORDS..... | 28 |

INTRODUCTION

The Ohio Department of Health, Bureau of Vital Statistics is pleased to provide Ohio birth facility staff with this introductory guide to the Integrated Perinatal Health Information System (IPHIS). For more specific detail regarding IPHIS, please utilize the resource material found on the Birth Facility Support Page section of the Vital Statistics Stakeholder Support Site:

www.odh.ohio.gov/vitalstatistics/stakeholder/support.aspx

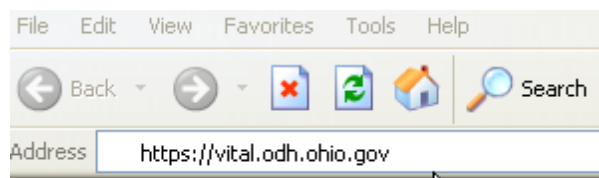
You may also contact our Vital Statistics Helpdesk by calling 614-466-2531 or by email at VS.Helpdesk@odh.ohio.gov.

2017 Birth Record Creation

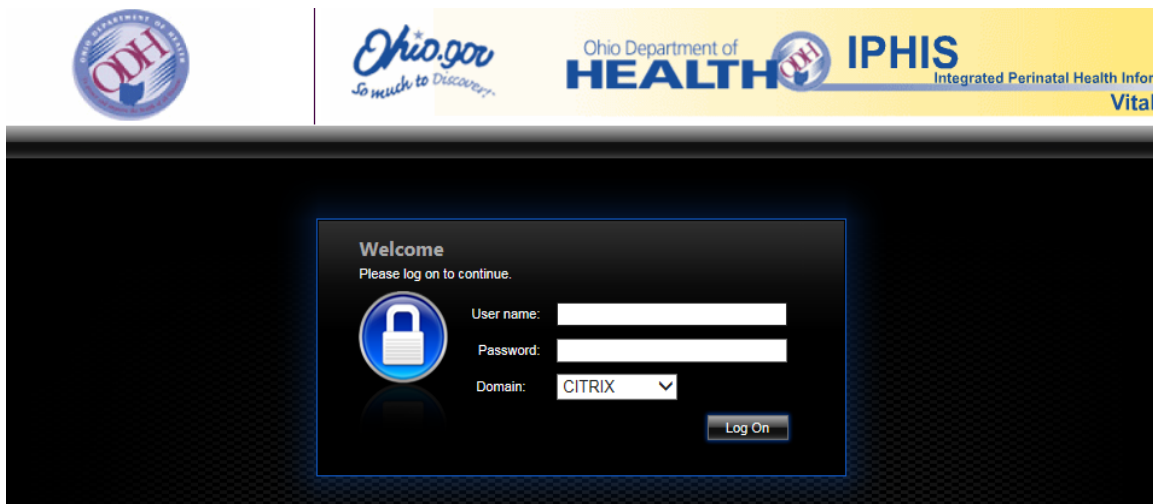
Beginning with birth events occurring on or after January 1st, 2017 birth records in the State of Ohio will have a fully electronic registration process. Birth facilities/hospitals will have the ability to create, update, and certify the facts of a birth record without needing to print a paper certificate for signature by the attendant and local registrar.

Getting Started in IPHIS

To get started you will need to open your browser and enter the URL: <https://vital.odh.ohio.gov> in the address box. This guide uses Internet Explorer in our examples – your browser may differ slightly. We recommend adding this address to your list of favorites or bookmarks in your web browser.



Enter your user name and password. Your domain should always be shown as CITRIX. Log on.
For information about obtaining a new user name, modifying a current user, or password updates please see Appendix A.



Click on the application icon: IPHIS EDRS.



This is the Main Menu screen for IPHIS-EDRS. Verify your name and location before accessing records.



Navigating IPHIS

Each screen is composed of tabs, paragraphs, and fields.

- The tabs can be thought of as pages. These pages can be as long as needed but usually just take up one screen for ease of use.
- A tab usually contains information pertaining to one aspect of the event.
- The user can go quickly from one tab to another by clicking on a tab heading with a mouse click or by pressing Alt-#, where # is the tab number (1, 2, 3, ...) to be accessed.

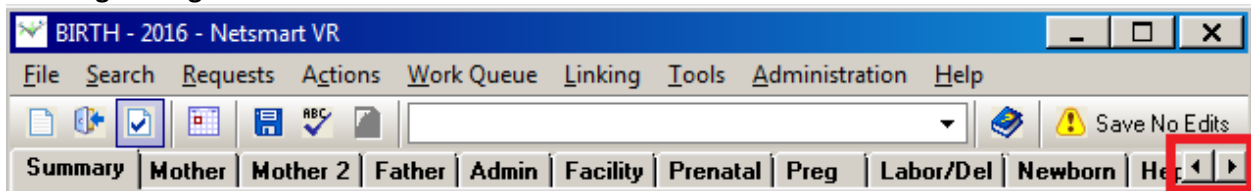
Each tab is composed of one or more paragraphs.

- These paragraphs have a title and are designed to pertain to some particular aspect of the death event.
- You can skip from paragraph to paragraph by pressing Ctrl-P.

Each paragraph is composed of one or more fields.

- Available field types are:
 - drop-down
 - edit
 - check box
 - date edit
 - memo
 - signature
- The user moves from one field to another:
 - Manually by pressing the Tab key OR
 - Automatically after entering data into the field with the appropriate type and number of characters

Scrolling Through Tabs on a Record:



Clicking on the arrows highlighted in the red box will scroll through the tabs on the screen.

CREATING BIRTH RECORDS IN IPHIS

The starting point for every new birth record in Ohio should be a completed **Facility Worksheet** and **Parents Worksheet**. The most recent update to these worksheet forms was in May 2016. While the worksheets are not included with this guide, they are available to hospital staff by calling or emailing the Vital Statistics Helpdesk (614-466-2531, option 2 then option 3 OR VS.Helpdesk@odh.ohio.gov). A guide to completing the Facility and Parents Worksheets is available on the Vital Statistics Stakeholder Support Site on the Birth Facility Support Page.

Birth Record Types

Birth facilities in Ohio are responsible for the creation of birth records for births that occur **at their hospital/birthing center or en route** (provided the vehicle carrying the mother did not stop at another location to deliver the baby). Birth Facilities will not enter **home births** into IPHIS. Hospital staff may assist a mother or a constituent complete the Facility and Parents Worksheets if the child was transferred from the home to the facility after the birth. Once complete, these worksheets will be sent to the local health department. Hospital staff may direct parents with questions on home birth registration to their local health department or the Vital Statistics Helpdesk.

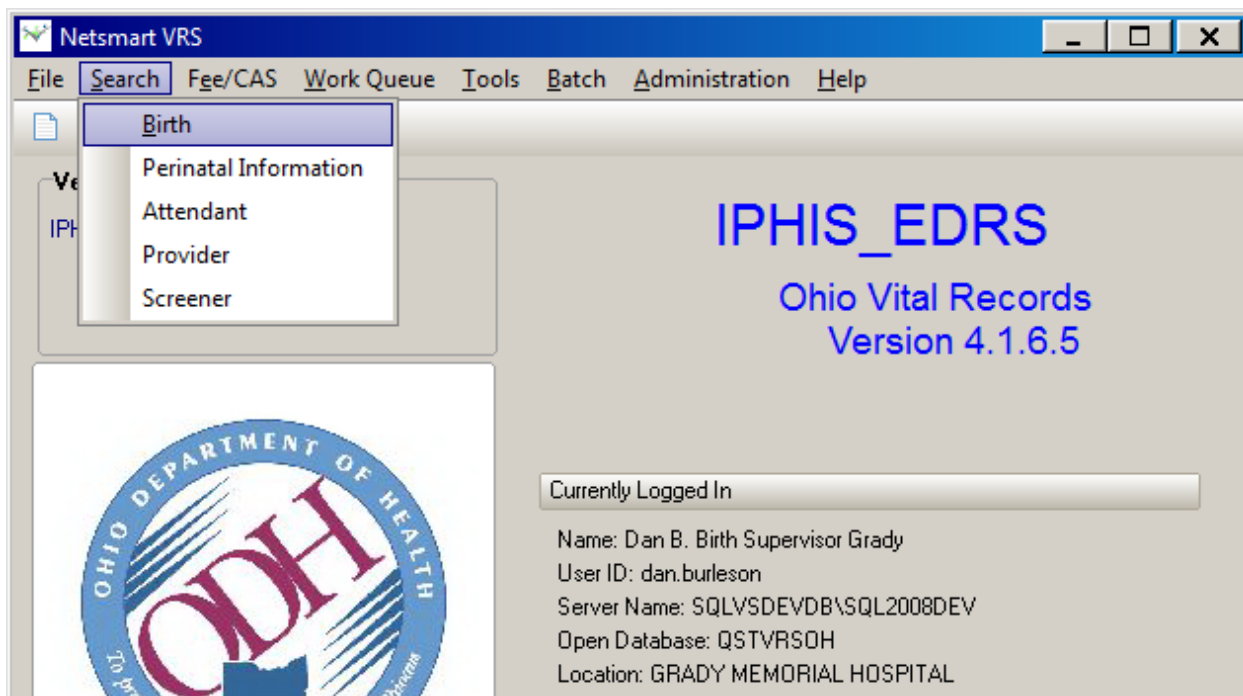
Birth records involving **surrogacy** require special handling. The legal documentation for surrogacy cases should be scanned/faxed to the Vital Statistics Registration Unit (VS.Registration@odh.ohio.gov) for approval and guidance. Generally speaking, the surrogate's information will be collected on the facility worksheet, while the new parents will have their information recorded on the parents worksheet.

An infant dropped off in a safe location such as a hospital or emergency responder center with unknown parentage is considered a **foundling birth**. A Report of Foundling and Foundling Worksheet are both available on the Stakeholder Support Site and should be sent to the Registration Unit on completion.

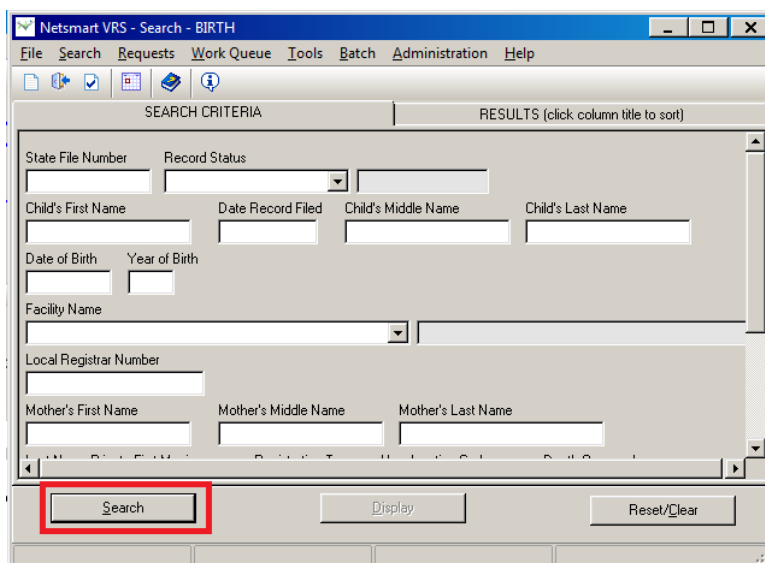
Last, a baby of any gestational age that showed signs of life after delivery including breathing, muscle movement, or heartbeat requires that a birth certificate be created. Only if there are no signs of life would the delivery be considered a **fetal death**. In that case, birth facility staff should complete a Fetal Death Report. Copies of the paper form can be obtained through the Vital Statistics Helpdesk.

Searching for Records in IPHIS

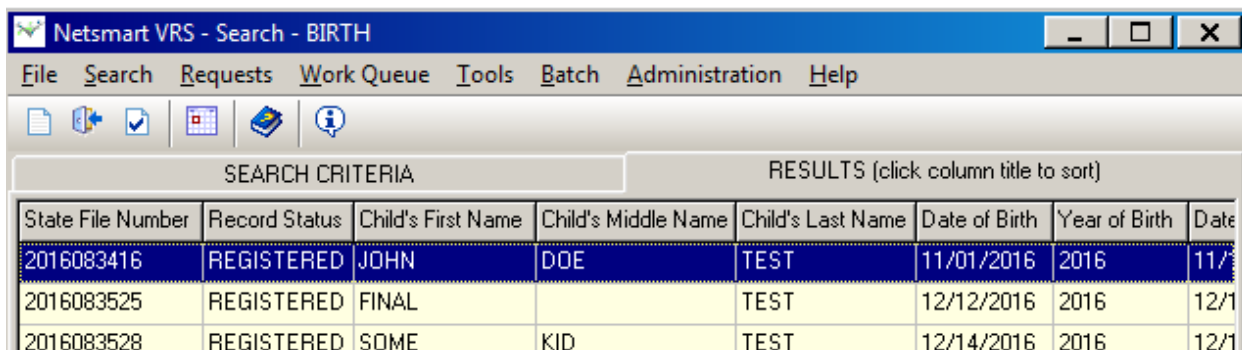
Vital Statistics continues to recommend that hospital birth entry staff search for both a pre-existing birth record and/or a pre-existing perinatal record in IPHIS before beginning a new birth record. To begin searching manually for a birth record in IPHIS from the Main Menu select the “Search” menu and the “Birth” option in the drop-down menu.



Enter your search information and click “Search” or hit Enter on your keyboard.



Highlight the record – click Display (or key “Enter” or double-click the highlighted record).



| SEARCH CRITERIA | | | RESULTS (click column title to sort) | | | | |
|-------------------|---------------|--------------------|--------------------------------------|-------------------|---------------|---------------|------|
| State File Number | Record Status | Child's First Name | Child's Middle Name | Child's Last Name | Date of Birth | Year of Birth | Date |
| 2016083416 | REGISTERED | JOHN | DOE | TEST | 11/01/2016 | 2016 | 11/1 |
| 2016083525 | REGISTERED | FINAL | | TEST | 12/12/2016 | 2016 | 12/1 |
| 2016083528 | REGISTERED | SOME | KID | TEST | 12/14/2016 | 2016 | 12/1 |

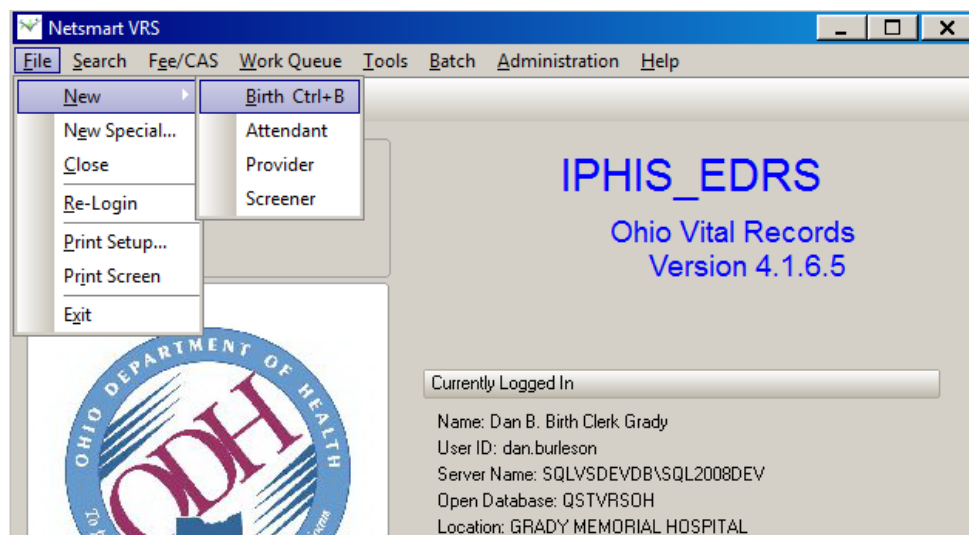
The system will display the record.

Note: By using the SEARCH option, you can locate a partially entered record, completed record, filed or registered record. You can search only for those records referring to births at your facility.

Searching for a record will determine if a record has already been created and will prevent duplicate entry of a record which is not allowed in IPHIS. The system will not allow a user to save a duplicate record and will display a “duplicate record found” error message if attempted.

Birth Record Data Entry

If there is no pre-existing birth record or perinatal record, a new record can be started by either a Birth Clerk or a Birth Facility Supervisor role by selecting the “File” menu and “New”, then “Birth”. If you have located and opened a perinatal record some information will already be completed on the new record.



1/1/2017

Begin entering information from the parent and facility worksheets, starting with the medical record number of the birth parent/mother on the tab titled "Summary". Enter the medical record number for mother and child. Enter the child's first, middle, last name, and suffix (if needed).

| Summary | Mother | Mother 2 | Father | Admin | Facility | Prenatal | Preg | Labor/Del | Newborn |
|---|--------|----------------------------|--------|--------------------------|----------|------------------------|------|-----------|---------|
| System | | | | | | | | | |
| State File Number | | Mother Medical Record Num | | Child Medical Record Num | | ODH File Num | | | |
| 2016083416 | | 123456789 | | 123456789 | | 2016083059 | | | |
| Record Status | | Birth Fields Complete | | BC Print Allowed | | Unlock Request | | | |
| COMPLETE | | Y | | Y | | | | | |
| Facility Can change? | | Date completed by facility | | Local Registrar Number | | | | | |
| NOTHING | | 11/14/2016 | | | | | | | |
| Certification | | | | | | | | | |
| <input type="checkbox"/> I certify that the named child was born alive at the facility at the time and date stated. By certifying, I understand the record cannot be unlocked or changed. | | | | | | | | | |
| Child | | | | | | | | | |
| First | | Middle | | Last | | Suffix (JR., III, etc) | | | |
| JOHN | | DOE | | TEST | | | | | |

Note: Do not enter special characters into first, middle or last name fields on birth records, with the exception of an apostrophe (') or hyphen (-) between letters (such as De'von or De-von). The electronic data of a special character with a tilde (~) or an accent directly above a letter has caused problems in data transmissions. When Vital Statistics transmits data to the SSA, ODJFS or NCHS, the special characters are not translated correctly.

Enter the child's sex, date of birth, time of birth, plurality (1 for single, 2 for twin, 3 for triplet, etc.) and order of delivery (1, 2, 3, etc.).

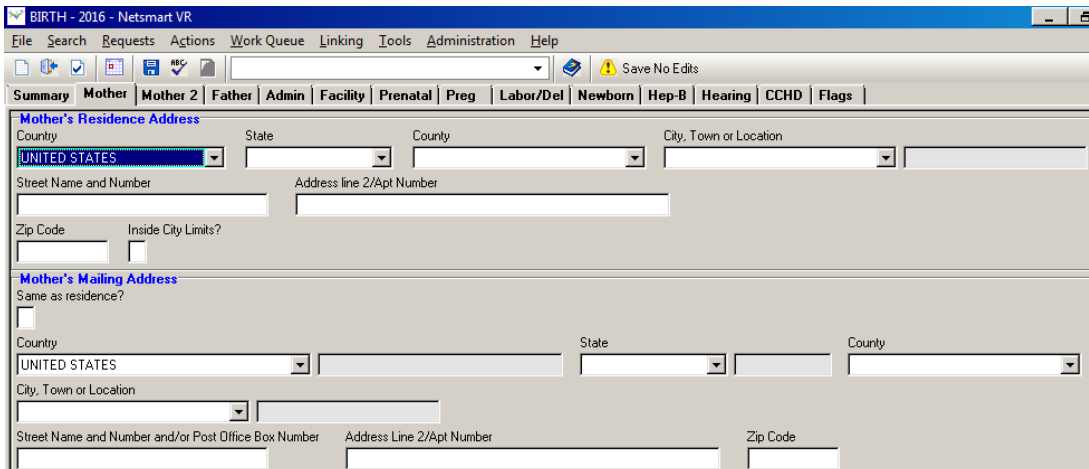
| Sex | Date of Birth | Time of Birth | Plurality | Order of Delivery |
|--------------------------|---------------|---------------|--------------------------|--------------------------|
| <input type="checkbox"/> | // | | <input type="checkbox"/> | <input type="checkbox"/> |

From the birth parent's worksheet, enter the preferred parentage title (i.e., Mother, Father, or Parent) and parent's gender. Add the birth parent's current legal name and last name prior to first marriage (the last name on parent's birth record, aka maiden name).

| Mother | | | |
|--|--------------------------|----------------------|------------------------|
| Parent Title | Parent's Sex | Last | Suffix (JR., III, etc) |
| <input type="text"/> FATHER MOTHER PARENT | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| Last Name Prior to First Marriage | | | |
| <input type="text"/> | | | |

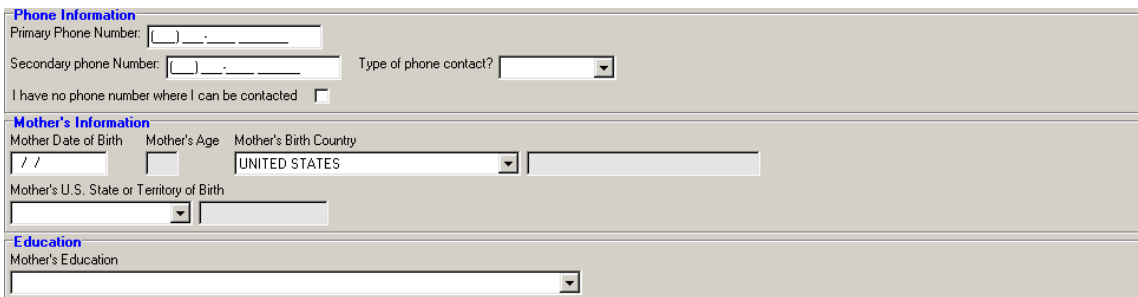
1/1/2017

On the next tab (titled “Mother”) enter birth parent’s current residence (actual physical location where they live). If the birth parent mailing address is the same as the current residence, mark “Y”. If not, mark “N” and enter birth parent mailing address.



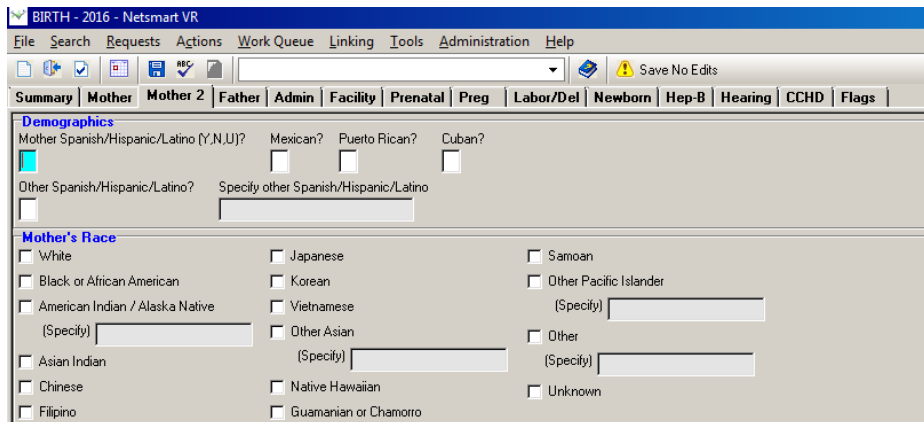
The screenshot shows the 'Mother' tab in the 'BIRTH - 2016 - Netsmart VR' application. The 'Mother's Residence Address' section includes fields for Country (UNITED STATES), State, County, City, Town or Location, Street Name and Number, Address line 2/Apt Number, Zip Code, and Inside City Limits?. The 'Mother's Mailing Address' section includes a checkbox for 'Same as residence?', and fields for Country, State, County, City, Town or Location, Street Name and Number and/or Post Office Box Number, Address Line 2/Apt Number, and Zip Code.

Enter birth parent phone information. Enter birth parent date and place of birth (country, then state/province if USA or Canada). Enter the highest level of schooling that the birth parent has completed.



The screenshot shows the 'Mother' tab in the 'BIRTH - 2016 - Netsmart VR' application. The 'Phone Information' section includes fields for Primary Phone Number, Secondary phone Number, and Type of phone contact?. The 'Mother's Information' section includes fields for Mother Date of Birth, Mother's Age, Mother's Birth Country (UNITED STATES), and Mother's U.S. State or Territory of Birth. The 'Education' section includes a dropdown for Mother's Education.

Enter whether the birth parent is of Spanish/Hispanic/Latino origin. Enter the birth parent’s self-selected race(s).



The screenshot shows the 'Mother' tab in the 'BIRTH - 2016 - Netsmart VR' application. The 'Demographics' section includes checkboxes for Mother Spanish/Hispanic/Latino (Y,N,U)?, Mexican?, Puerto Rican?, Cuban?, and Other Spanish/Hispanic/Latino?. The 'Mother's Race' section includes checkboxes for White, Black or African American, American Indian / Alaska Native, Asian Indian, Chinese, Filipino, Japanese, Korean, Vietnamese, Other Asian, Native Hawaiian, Guamanian or Chamorro, Samoan, Other Pacific Islander, and Unknown, along with 'Specify' fields for American Indian / Alaska Native, Other Asian, and Other Pacific Islander.

Answer whether the birth parent received WIC. Enter the birth parent's current height, and weight before pregnancy. Enter birth parent cigarette information per day during each trimester. Enter birth parent alcoholic beverages per day during each trimester.

| | |
|---|----------------------------------|
| Height (feet) | Height (inches) |
| <input type="text"/> | <input type="text"/> |
| Prepregnancy Weight (lbs.) | |
| <input type="text"/> | |
| How many cigarettes OR packs of cigarettes did you smoke on a typical day during each time period. | |
| Three months before pregnancy - # Cigs (N,U) | OR # packs (will calculate Cigs) |
| <input type="text"/> | <input type="text"/> |
| First three months of pregnancy - # Cigs | OR # packs (will calculate Cigs) |
| <input type="text"/> | <input type="text"/> |
| Second three months of pregnancy - # Cigs | OR # packs (will calculate Cigs) |
| <input type="text"/> | <input type="text"/> |
| Third trimester of pregnancy - # Cigs | OR # packs (will calculate Cigs) |
| <input type="text"/> | <input type="text"/> |
| How many alcoholic beverages did you consume on a typical day during the time periods indicated. | |
| Three months before pregnancy | <input type="text"/> |
| First three months of pregnancy | <input type="text"/> |
| Second three months of pregnancy | <input type="text"/> |
| Third trimester of pregnancy | <input type="text"/> |

Select the marital status per birth parent's worksheet, according to the following options:

- 1 – Yes, birth parent is married
- 2 - Yes, but I can provide legal documentation stating the spouse is not to be listed as a parent
- 3 - Yes, but birth parent refuses to complete the second parent information
- 4 - No, not married (please answer question Do you intend to complete a Paternity Affidavit?)

| | |
|--|--------------------------------------|
| Marital Status | |
| Were you married at the time you conceived this child, at the time of birth, or within last 300 days prior to birth. | |
| <input type="text"/> | |
| Do you intend to complete a Paternity Affidavit? | Date of Paternity Acknowledgment / / |
| <input type="text"/> | <input type="text"/> |

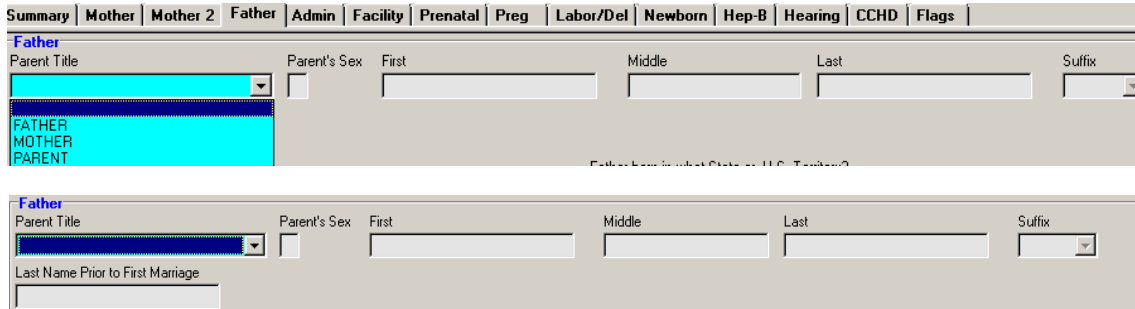
Note: Language on the birth parent worksheet has been updated to reflect same sex parents, but language in the drop-down box in IPHIS has not yet been updated. If the birth parent is married and refuses to provide the spouse's information, select option 3 regardless of either party's gender.

| | |
|--|--|
| Marital Status | |
| Were you married at the time you conceived this child, at the time of birth, or within last 300 days prior to birth. | |
| <input type="text"/> | |
| 1. Yes, and husband is the father 2. Yes, but husband not the father 3. Yes, but mother refuses to give the father's info. 4. No, not married | |

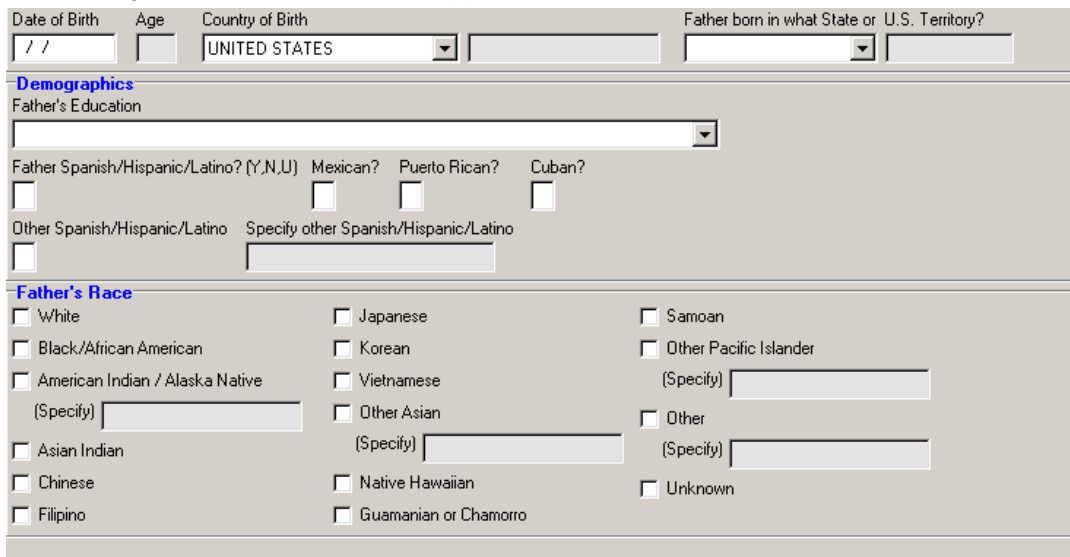
1/1/2017

If a married birth parent refuses to give their spouse's information or indicates that another person is the second parent (not the spouse), select option 3 for this question and complete the record with as much information as possible. Refer to the "HOLD Status" chapter of this guide for further instructions.

On the next tab, titled "Father", enter the preferred parentage title for second parent and parent's gender from the worksheet. Add second parent current legal name and last name prior to first marriage (last name on second parent's birth record, aka maiden name). Second parent last name prior to first marriage can be left blank.

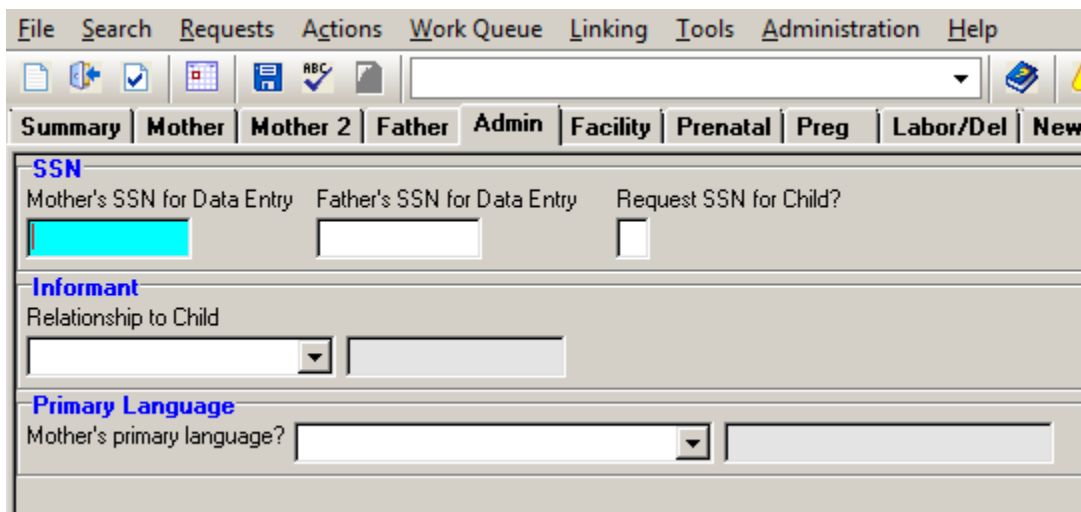


Enter second parent date and place of birth (country, then state/province if USA or Canada). Enter highest level of schooling of second parent. Enter whether the second parent is of Spanish/Hispanic/Latino origin. Enter the second parent's self-selected race(s).



1/1/2017

On the next tab, titled “Admin”, enter the birth parent’s Social Security number (if given). Enter the second parent’s Social Security number (if given). Answer whether the parents request that a Social Security number be created for the child. Enter relationship to child of the person providing the information for the parent worksheet (mother, father, other). Enter the birth parent’s primary language.



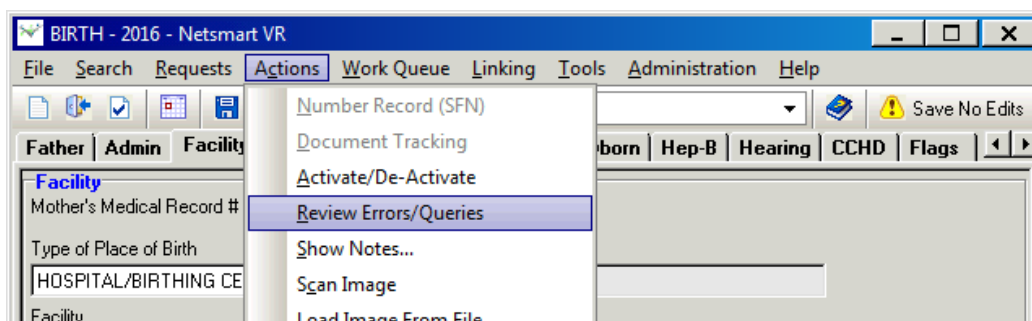
At this point in the process you will switch to the facility worksheet to enter data on the tabs titled **Facility**, **Prenatal**, **Preg**, **Labor/Del**, and **Newborn**. If you have any questions about how to mark any of the items on the facility worksheet there is a “Guide to Completing the Facility Worksheet” on the support site.

Once all information is entered into the birth record go to “File” and then “Save” or click on the “Save” icon or use [Ctrl+S] to save the record. You can also save as you go by selecting “File Save without edits”. **Please note: The system will validate data to ensure the correctness of the information entered.**

Reviewing Record Errors:

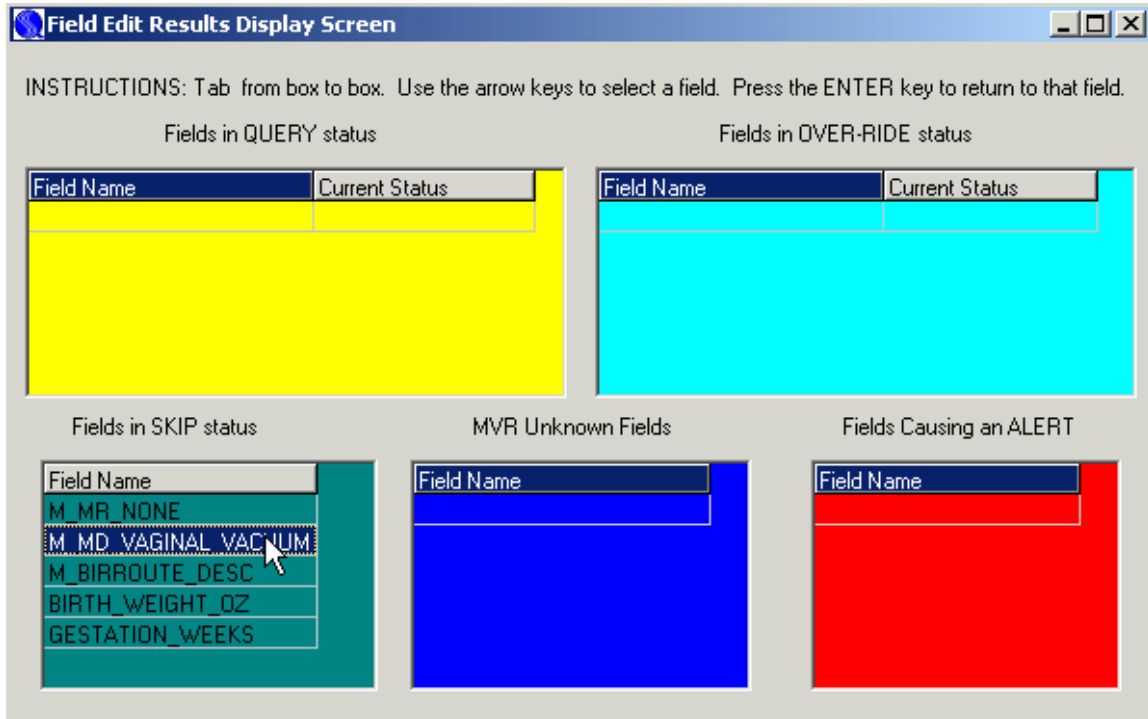
The system allows you to address errors individually during the save record process or you can simply look at an overview screen for all the errors contained in a record.

- 1) Select from the application menu “Actions” and then “Review Errors/Queries”



1/1/2017

- 2) Another colorful dialog screen will appear, showing all errors contained in the record. These errors must either be corrected with proper values or have 'soft edit' overrides to save the record and to have a State File Number assigned to the record.



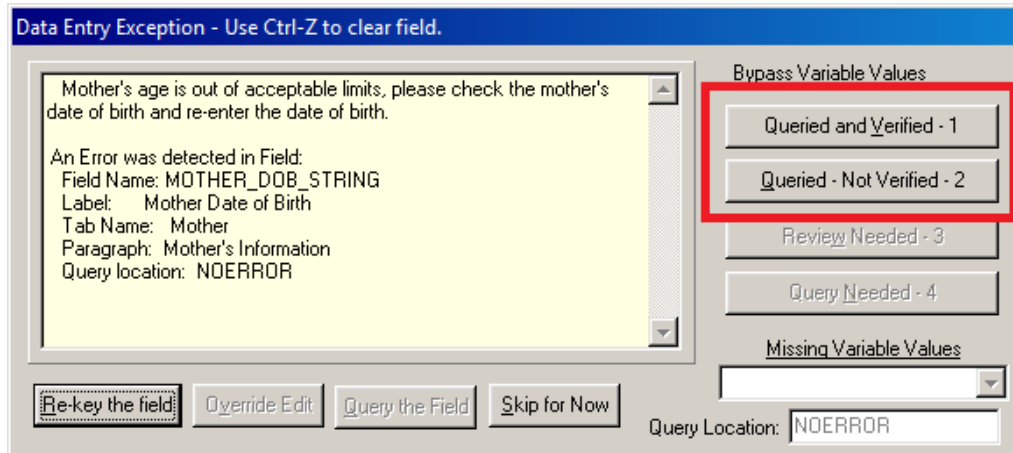
Field Edit Results Display Screen

INSTRUCTIONS: Tab from box to box. Use the arrow keys to select a field. Press the ENTER key to return to that field.

| Fields in QUERY status | | Fields in OVER-RIDE status | |
|------------------------|----------------|----------------------------|----------------|
| Field Name | Current Status | Field Name | Current Status |
| | | | |

| Fields in SKIP status | MVR Unknown Fields | Fields Causing an ALERT |
|-----------------------|--------------------|-------------------------|
| Field Name | Field Name | Field Name |
| M_MR_NONE | | |
| M_MD_VAGINAL_VACUUM | | |
| M_BIRROUTE_DESC | | |
| BIRTH_WEIGHT_OZ | | |
| GESTATION_WEEKS | | |

Notes: In the course of data entry, birth facility staff may see error messages that arise from incorrect data values or values that IPHIS considers "out of range" for the variable in question. If the data is correct and has been checked and confirmed, select "Queried and Verified - 1". If the data matches the worksheet but cannot be confirmed, select "Queried - Not Verified - 2". For mistyped data, select "Re-Key the Field".



Data Entry Exception - Use Ctrl-Z to clear field.

Mother's age is out of acceptable limits, please check the mother's date of birth and re-enter the date of birth.

An Error was detected in Field:
Field Name: MOTHER_DOB_STRING
Label: Mother Date of Birth
Tab Name: Mother
Paragraph: Mother's Information
Query location: NOERROR

Bypass Variable Values

Queried and Verified - 1
Queried - Not Verified - 2
Review Needed - 3
Query Needed - 4
Missing Variable Values

Re-key the field | Override Edit | Query the Field | Skip for Now

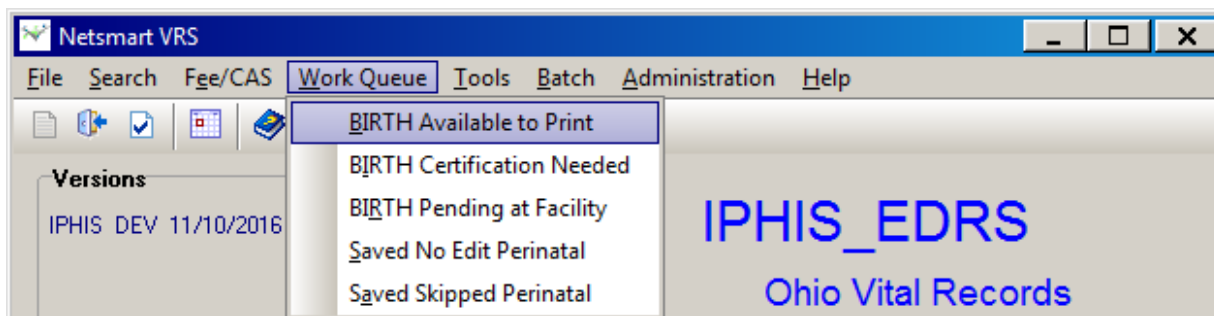
Query Location: NOERROR

COMPLETING AND CERTIFYING BIRTH RECORDS

Once all of the information from the facility and parents worksheets has been entered into IPHIS, the birth facility staff will need to complete and certify (or ‘electronically sign’) the record. These two worksheets constitute the amount of information necessary to mark a birth record as COMPLETE and give it a State File Number. Birth records that are ready to be completed and certified can be found by searching manually or by using the facility work queues.

Work Queues

Birth facility clerks and supervisors will see three main work queues under the “Work Queue” menu option in IPHIS.



- **BIRTH Available to Print:** This queue will contain records from 2016 and prior years that have all the required birth information entered, saved, and marked as “Birth Fields Complete”. These records will be in COMPLETE status and are ready for printing, the signature of the attendant, and presentation to the local registrar for filing.
- **BIRTH Pending at Facility:** This queue will contain birth records that have been started and saved in IPHIS, but have not yet been marked as “Birth Fields Complete” and are in PENDING status. Changes and modifications to these records can be made without the need to put in an unlock request.
 - **Acknowledgement of Paternity forms may be printed.**
 - **Draft copies of birth certificates may be printed.**
- **BIRTH Certification Needed:** This queue contains records from 2017 forward that have all required birth information entered, saved, and marked as “Birth Fields Complete”. These records will be in COMPLETE status until certified by the Birth Facility Supervisor and moved to the REGISTERED status, at which point they will be automatically updated with the local registrar information and numbered.
 - **No modifications can be made while birth records are in COMPLETE status.**
 - **No draft copies of birth records in COMPLETE status can be printed.**

Record Status and Explanations

The overall status of a birth record can be found on the initial *Summary* tab in the “System” paragraph. Birth facility staff will mostly deal with birth records in one of three statuses in IPHIS:

- PENDING records have been started and saved, but the data entry has not been finished.
- COMPLETE records have been started, saved, and marked with a Y in the “Birth Fields Complete?” field on the *Summary* tab.
- REGISTERED records have been started, saved, marked complete, and certified by the Birth Facility Supervisor.

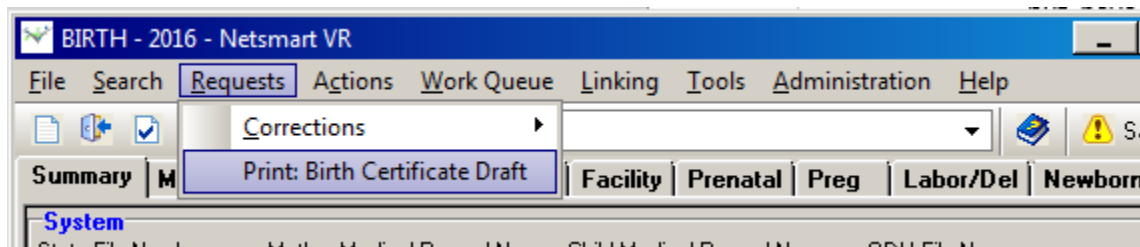
Some birth records may exist in a special status, such as:

- HOLD records involve married birth parents and legal documentation. See the HOLD Status chapter for further details.
- UNLOCK REQUEST records have an error that requires the record to be re-opened and updated. See the next chapter for further details.
- VOID records have been removed from the active record listing. This function is only available to Bureau of Vital Statistics staff for clerical/administrative purposes.

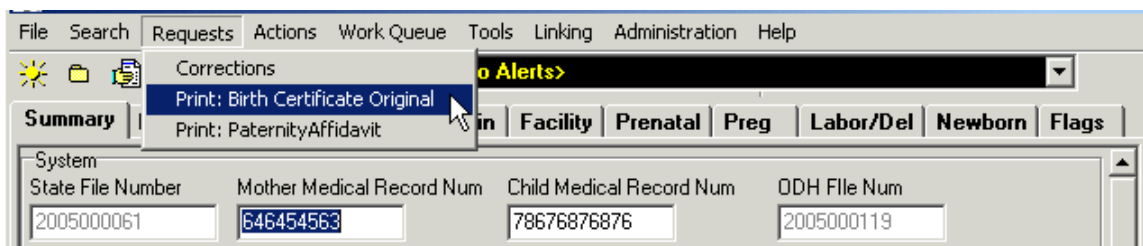
Print Options

Because birth records from 2017 forward will not need to be printed for a certifying signature, the printing options in IPHIS will vary based on the year of birth. **For 2016 and prior year birth records:**

- A birth record that has been saved and is in PENDING status may be printed by clerks or supervisors using the “Requests” – “Print: Birth Certificate Draft” menu option.



- A birth record that has been marked with a Y for “Birth Fields Complete” and is in COMPLETE status may be printed using the “Requests” – “Print: Birth Certificate Original”. **This option may not be used to print multiple copies of the certificate.** If the original birth certificate is lost or damaged, the Vital Statistics Helpdesk must be contacted to unlock the record.



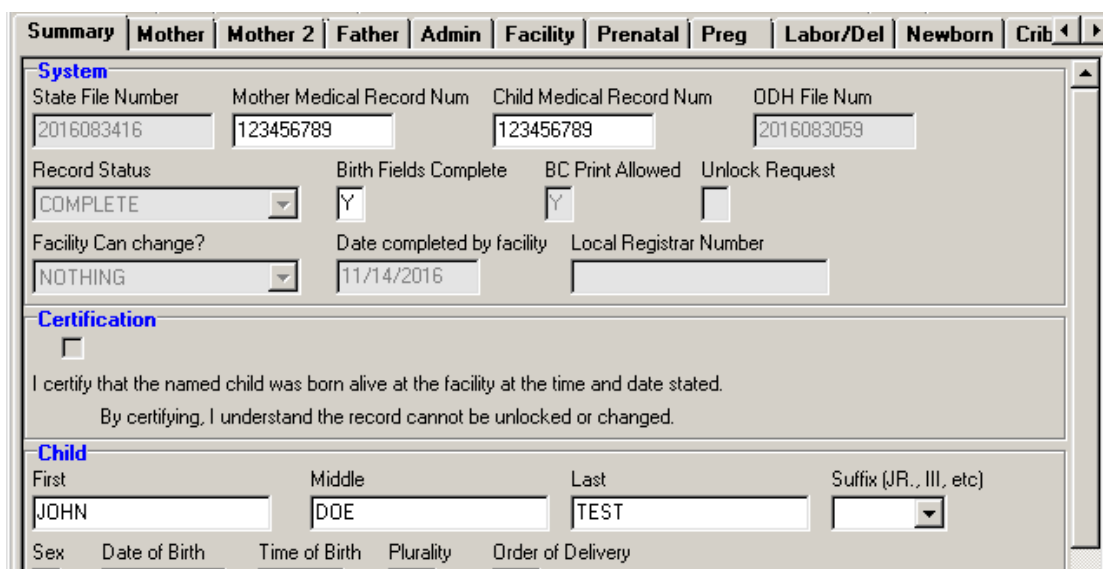
1/1/2017

For 2017 and future birth records:

- A birth record that has been saved and is in PENDING status may be printed by Birth Clerks using the “Requests” – “Print: Birth Certificate Draft” menu option.
- A birth record that has been updated to COMPLETE status may not be printed. If a draft copy is needed (or any other corrections), an unlock will have to be requested from the Vital Statistics Helpdesk.

Completing and Certifying the Record

Either a Birth Clerk or a Birth Facility Supervisor can enter a Y in the “Birth Fields Complete” field located on the initial *Summary* tab and save the record, moving it to COMPLETE status.



The screenshot shows the 'Summary' tab of the Birth Registration System. The 'System' section contains the following fields:

| State File Number | Mother Medical Record Num | Child Medical Record Num | ODH File Num |
|-------------------|---------------------------|--------------------------|--------------|
| 2016083416 | 123456789 | 123456789 | 2016083059 |

Below these are several checkboxes and dropdowns:

- Record Status: COMPLETE (dropdown)
- Birth Fields Complete: Y (checkbox)
- BC Print Allowed: Y (checkbox)
- Unlock Request: (checkbox)
- Facility Can change?: NOTHING (dropdown)
- Date completed by facility: 11/14/2016
- Local Registrar Number: (text field)

The 'Certification' section has a checkbox that is currently unchecked, with the text: "I certify that the named child was born alive at the facility at the time and date stated. By certifying, I understand the record cannot be unlocked or changed."

The 'Child' section contains the following fields:

| First | Middle | Last | Suffix (JR., III, etc) |
|-------|--------|------|------------------------|
| JOHN | DOE | TEST | (dropdown) |

Below these are fields for Sex, Date of Birth, Time of Birth, Plurality, and Order of Delivery.

Once a record has moved to COMPLETE status, a Birth Facility Supervisor will need to access the record in order to certify the facts of the birth. Birth Facility Supervisors may either search or use the work queues to locate birth records from their facility in need of certification. **Birth Facility Supervisors should review the information on every birth record before attempting to certify the record.** To certify a birth record first open the record, select the “Requests” menu, and then select the “Birth Certification” option listed under “Finish/Complete” as shown in the screenshot below.



The screenshot shows the 'BIRTH - 2016 - Netsmart VR' window. The 'Requests' menu is open, showing the following options:

- Corrections
- Finish/Complete
- Birth Certification

The 'Birth Certification' option is highlighted. The background shows the same 'Summary' tab as the previous screenshot, with the 'System' section fields visible.

Selecting this option will open a layer where the only open field is the certification check box. The certification text reads “I certify that the named child was born alive at the facility at the time and date stated. By certifying, I understand that the record cannot be unlocked or changed.” To certify the record and advance it to REGISTERED status, check the box and save the record. Three changes will immediately be visible: the “Signed By” field and date will display the name of the individual who certified the record, the record status will be updated to REGISTERED, and the “Registrar Information” paragraph will be completed.

| Summary | Facility | Flags |
|---|--|--|
| System | | |
| State File Number 2016083416 | Mother Medical Record Num 123456789 | Child Medical Record Num 123456789 |
| Record Status REGISTERED | Birth Fields Complete Y | BC Print Allowed Y |
| Facility Can change? NOTHING | Date completed by facility 11/14/2016 | Local Registrar Number 2100-201600169 |
| Certification | | |
| <input checked="" type="checkbox"/> <p>I certify that the named child was born alive at the facility at the time and date stated. By certifying, I understand the record cannot be unlocked or changed.</p> | | |
| Signed By Dan B. Birth Supervisor Grady | Signed Date 11/14/2016 | |
| Registrar Information | | |
| Completed by Local Registrar Y | Attendant Date Signed 11/14/2016 | Registrar Date Signed 11/14/2016 |
| Registrar Name SHEARS, PAMELA | | |

Records in REGISTERED status are available for issuance at every Vital Statistics office across the State of Ohio. Some restrictions exist on which data fields can be updated after a record moves to COMPLETE and REGISTERED status (see the next chapter for details); for this reason **we strongly encourage Birth Facility Supervisors to review every birth record they certify.**

CORRECTING AND UPDATING BIRTH RECORDS

Locked Fields and Unlock Requests

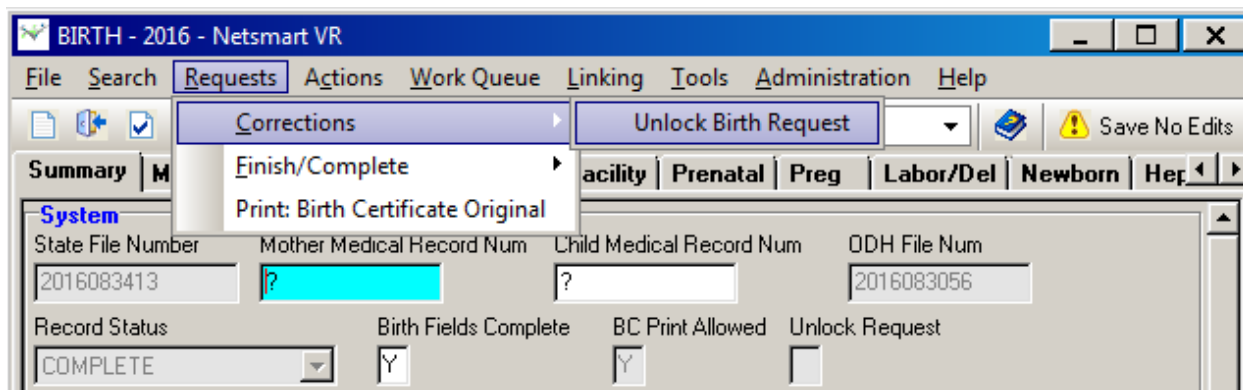
IPHS “locks” certain data fields once the record status has updated. **After a record has moved to COMPLETE status, the following data entry restrictions are applied in IPHS:**

- Birth fields on the *Summary, Mother & Mother 2, Father, Admin, Facility, Prenatal, Preg, Labor/Del, and Newborn* tabs cannot be changed by Birth Clerks or Birth Facility Supervisors. To make updates to these fields, contact the Vital Statistics Helpdesk and request that the record be unlocked.
- After the birth record information has been sent to the Social Security Administration (a twice-weekly automated process) the following fields cannot be updated even with an unlock request:
 - Child’s name, gender, and date of birth
 - Names and places of birth for the parents
- The *Crib, Hep-B, Hearing, and CCHD* tabs will be available for updates only through their designated Crib Clerk, Hep-B Clerk, Hearing Clerk, and CCHD Clerk roles.

After a record has moved to REGISTERED status, the following data entry restrictions are applied:

- Birth fields on the *Summary, Mother, Mother 2, and Father* tabs cannot be changed except by court-ordered correction or birth affidavit.
- Birth fields on the *Admin, Facility, Prenatal, Preg, Labor/Del, and Newborn* tabs can be changed by contacting the Vital Statistics Helpdesk and asking for the birth record to be unlocked and updated.
- The *Crib, Hep-B, Hearing, and CCHD* tabs will be available for updates only through their designated Crib Clerk, Hep-B Clerk, Hearing Clerk, and CCHD Clerk roles.

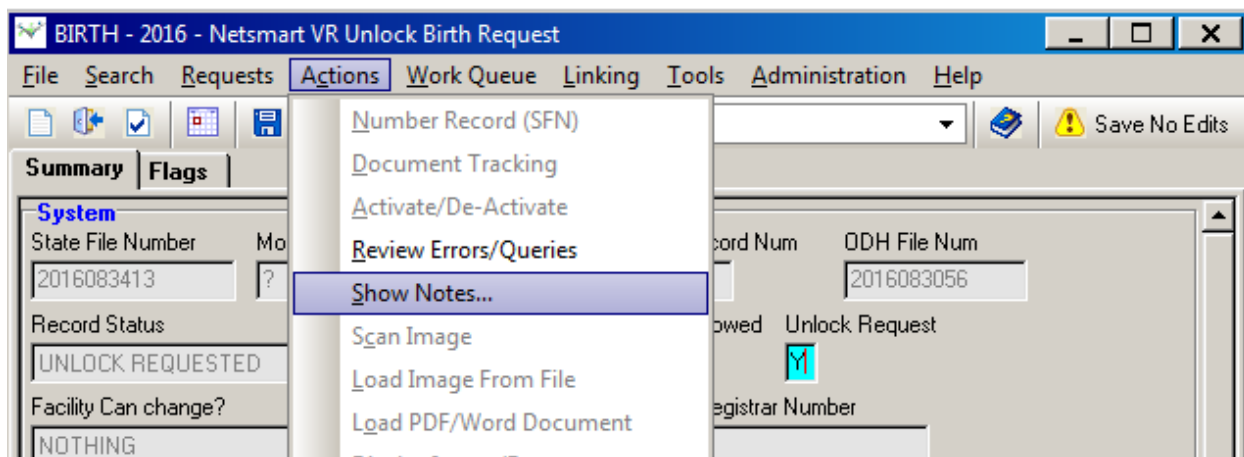
Birth facility staff have the ability to request that Vital Statistics “unlock” records that need to be fixed, using the following steps:



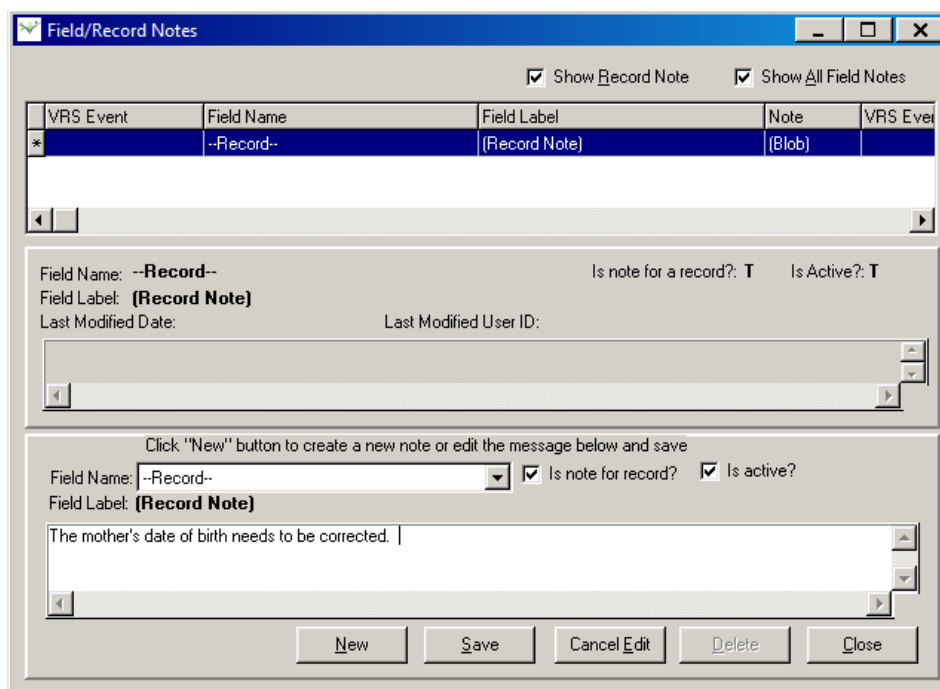
1. Search and bring up the record you want to have unlocked.
2. Select the “Request” menu option “Corrections” – “Unlock Birth Request”.

1/1/2017

3. When the record returns to the screen the “Unlock Request” field will be blank.
4. Enter a “Y” in this field.
5. Save the “Y” in this field.
6. Either right click on the field to add a note to the record to establish the reason for the unlock request or select “Show Notes” from the “Actions” menu.



7. The following dialog will appear to add a reason note to this record.
8. Click on the “New” button to add the appropriate note to this record for the unlock request. Add as much detail as possible to communicate the reason for the request.



9. Click the “Save” button when completed.

10. Click on the “Close” button to close this dialog.

11. Now save the record to reflect the request - the record will now show the status of “Unlock Requested”.

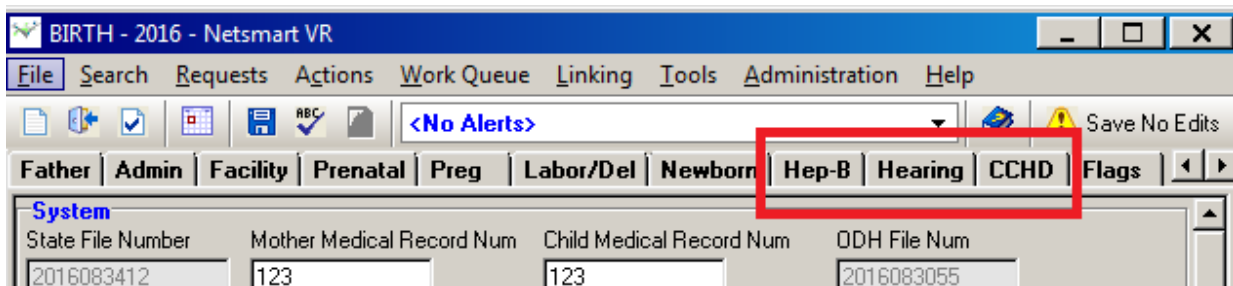
| | | | |
|-------------------------------------|----------------------------|------------------------|----------------------|
| Record Status | Birth Fields Complete | Unlock Request | Facility Can change? |
| UNLOCK REQUESTED | Y | Y | NOTHING |
| BC Print Allowed | Date completed by facility | Local Registrar Number | |
| <input checked="" type="checkbox"/> | 10/19/2005 | | |

12. After Vital Statistics reviews the request, they can approve or deny the unlock request.

- a. If approved by VS the birth record can found in the facility’s “BIRTH Pending at Facility” queue.
 - i. The “Record Status” field will be “Pending” or “Complete” depending on the request.
 - ii. The “Birth Fields Complete” will be set to “N” for status “Pending”.
 - iii. The “Facility Can Change?” field will be set to either “NOTHING” in order to re-print a certificate without changes, or “BC_DATA” for Birth Certificate Data or “NON_BC_DATA” for medical information and no re-print.
- b. If denied the record will remain in the status it was previous to the unlock request and changes will not be allowed. An electronic note should indicate the reason for the denial.

Non-Vital Statistics Tab Updates

Birth records in IPHIS contain information about the child, the parents, and many of the factors that comprise the health environment of the child at the time of birth. There are four tabs visible in IPHIS that were not created by the Bureau of Vital Statistics, but are used by other programs at the Ohio Department of Health to gather statistical information about Ohio births. These tabs are *Hep-B*, *Hearing*, *CCHD*, and *Crib*. Each of these tabs has a corresponding user role in IPHIS: Hearing Clerk, CCHD Clerk, etc. Any birth facility staff member who is already an IPHIS user can have one or all of these specialized roles added to their login options by completing an IPHIS User Support Document and returning it to the Vital Statistics Helpdesk.



The information on these four tabs can also be entered by a Birth Clerk or Birth Facility Supervisor while the record is in PENDING status. It can be updated via unlock request if the record is in COMPLETE status. And finally, if the record is in REGISTERED status, only the designated clerk role for each tab will be able to update the information. For example, a Crib Clerk may access the *Crib* tab and input information from the Safe Sleep worksheet completed at the facility, etc.

Court Ordered Correction and Affidavit Availability

When changes need to be made to a birth record in REGISTERED status, there are two pathways for those changes to occur. A **birth affidavit** can be completed at any Vital Statistics office statewide. It may require notarized signatures from one or both parents depending on the information that needs to be changed. Birth affidavits are for the correction of minor errors such as one-letter misspellings of a child's name, the addition of a previously blank suffix, or the date of birth for a parent.

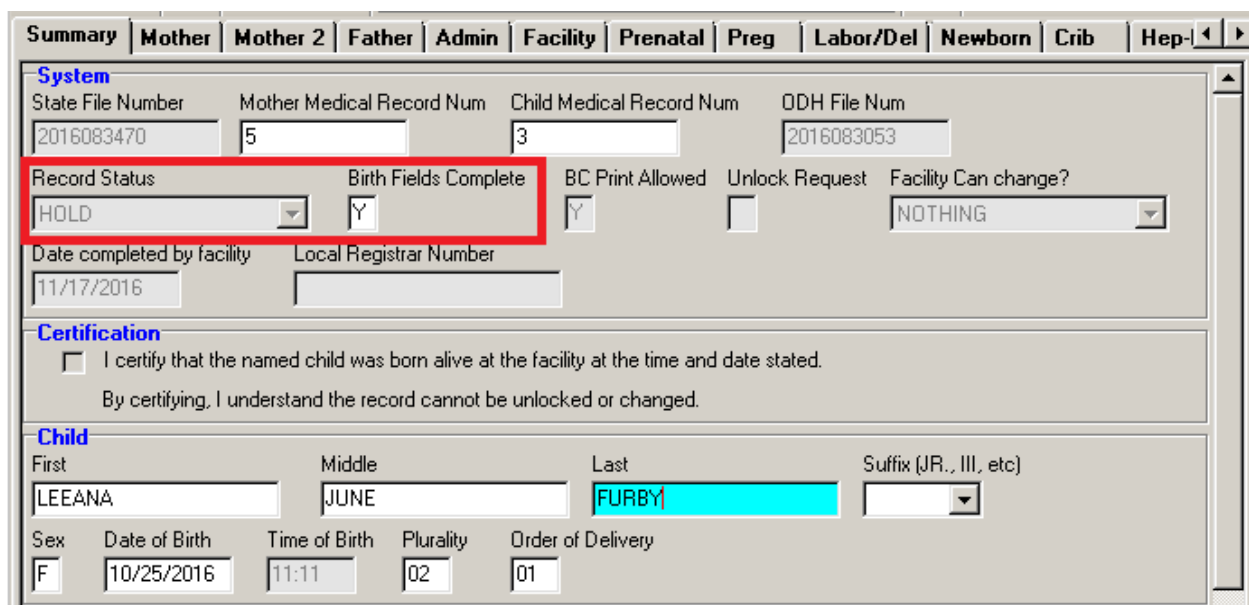
Certain items cannot be corrected by an affidavit. Changes to the year of birth, the gender of a child, or replacing the entire name of a child must be done with a **court ordered correction** from a probate court. A certified copy of a court ordered correction must be submitted by either the parents or the court itself to the Bureau of Vital Statistics for review and update by our Special Registration Unit.

If a birth facility or birth parent is unclear as to whether a particular item on a birth record can be updated, and the necessary pathway to make the correction, they should contact the Vital Statistics Helpdesk at 614-466-2531, option 2, for clarification.

HOLD STATUS BIRTH RECORDS

Explanation of HOLD Status

When a Birth Clerk or Birth Facility Supervisor is creating a birth record in IPHIS for a married mother or one who was married within the last 300 days prior to birth and who refuses to provide information about their spouse, the birth facility staff should select response '3. Yes, but mother refuses...' on the "Marital Status" section of the *Mother 2* tab. **The Birth Clerk or Birth Facility Supervisor should complete entry of all the birth variables and return to the *Summary* tab to mark Y in the "Birth Fields Complete" field, and finally save the birth record.** The birth record status will update to HOLD and a State File Number will be assigned (although the record will not yet be sent to the Social Security Administration).



The screenshot shows the IPHIS birth record system interface. The 'Summary' tab is selected. The 'System' section contains fields for State File Number (2016083470), Mother Medical Record Num (5), Child Medical Record Num (3), and ODH File Num (2016083053). The 'Record Status' is set to 'HOLD' and 'Birth Fields Complete' is marked 'Y'. The 'Date completed by facility' is 11/17/2016. The 'Certification' section has a checkbox for 'I certify that the named child was born alive at the facility at the time and date stated.' The 'Child' section contains fields for First (LEEANA), Middle (JUNE), Last (FURBY), and Suffix (JR., III, etc). The 'Sex' is F, 'Date of Birth' is 10/25/2016, 'Time of Birth' is 11:11, 'Plurality' is 02, and 'Order of Delivery' is 01.

Removing HOLD Status From a Record

Records that are in HOLD status require action and legal documentation from the parents to move forward. Hospitals who are working with birth parents to remove a record from HOLD status should submit their documentation (showing that the husband or ex-husband is not the father) to the Registration Unit at the Bureau of Vital Statistics. ODH/VS will respond with guidance on whether the documentation is acceptable and if it is, ODH/VS will update the "Marital Status" field to the appropriate value. In the event that other changes need to be made to the birth record (such as updating the names or medical information) the Registration Unit will have to make the changes. Birth records that are updated in this way will move to COMPLETE status on removal of the HOLD and will appear in work queues to be certified.

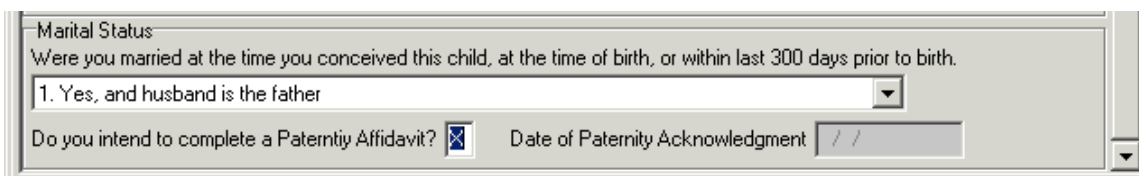
ACKNOWLEDGMENTS OF PATERNITY

Paternity Acknowledgments at Facility

An Acknowledgment of Paternity, or Paternity Affidavit, can be generated from IPHIS with information pre-populated on the form. In order for this option to become available to Birth Clerks and Birth Facility Supervisors, the correct selection must be made on the *Mother 2* tab.

1) Yes, and husband is the father.

- a. There is no need to perform the Paternity affidavit in this instance.



Marital Status
Were you married at the time you conceived this child, at the time of birth, or within last 300 days prior to birth.

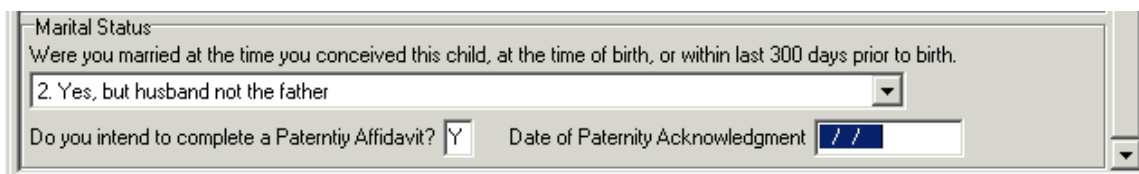
1. Yes, and husband is the father

Do you intend to complete a Paternity Affidavit? ☒ Date of Paternity Acknowledgment / /

Note: The “Do you intend to complete a Paternity Affidavit?” flag sets to “X” and the birth record can be completed normally.

2) Yes, but husband not the father.

- a. If a different father will be entered into the birth record then a Paternity Affidavit needs to be completed.
- b. This option should only be used when the Registration Unit has approved the divorce documentation.



Marital Status
Were you married at the time you conceived this child, at the time of birth, or within last 300 days prior to birth.

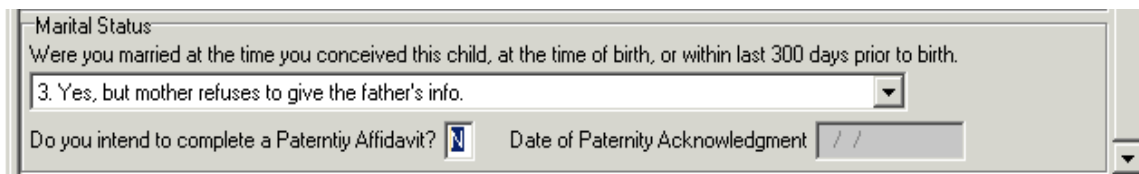
2. Yes, but husband not the father

Do you intend to complete a Paternity Affidavit? ☐ Date of Paternity Acknowledgment / /

Note: The “Do you intend to complete a Paternity Affidavit?” flag sets to “N”. It will have to be changed to “Y” to be able to enter the father’s information for printing the father’s data on the Paternity Affidavit and Birth Certificate.

3) Yes, but mother refuses to give the father’s info.

- a. This option will not allow you to complete a Paternity Affidavit.



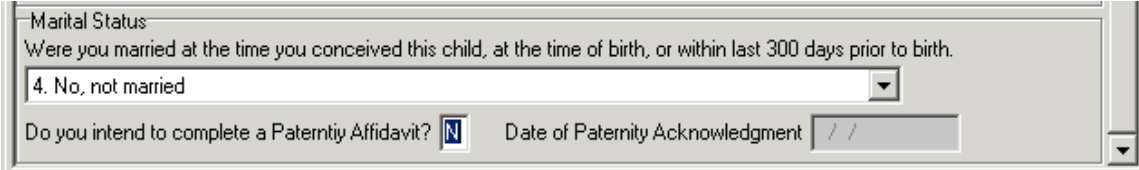
Marital Status
Were you married at the time you conceived this child, at the time of birth, or within last 300 days prior to birth.

3. Yes, but mother refuses to give the father's info.

Do you intend to complete a Paternity Affidavit? ☐ Date of Paternity Acknowledgment / /

4) No, not married.

- a. If a father will be entered into the birth record then a Paternity Affidavit needs to be completed.



Marital Status
Were you married at the time you conceived this child, at the time of birth, or within last 300 days prior to birth.
4. No, not married
Do you intend to complete a Paternity Affidavit? N Date of Paternity Acknowledgment / /

Note: The “Do you intend to complete a Paternity Affidavit?” flag sets to “N”. It will have to be changed to “Y” to be able to enter the father’s information for printing the father’s data on the Paternity Affidavit and Birth Certificate.

1. To complete the Paternity Affidavit process from IPHIS:
 - a. If both parents are present they should sign and notarize the affidavit.
 - b. If only one parent is available, indicate they have 10 days to complete and return to the birth facility or local registrar with the affidavit signed and notarized.
2. With the paternity affidavit completed in IPHIS birth facility staff can now finish the birth record and print an original certificate for signature (if 2016 and prior) or complete and certify electronically (if 2017 and after).
 - a. Enter the date the Paternity Affidavit was completed on the “Mother 2” tab.
 - b. Save the record.
 - c. Place the affidavit form into the printer. **Note: the paternity affidavit form is blank on one side for printing and contains the “Notice of Rights and Responsibilities and Due Process Safeguards” pre-printed on the opposite side.**
 - d. Select from the application menu “Requests” and then “Print: Paternity Affidavit”.
3. Complete the birth record as normal, including the father’s information on the *Father* tab.

Paternity Acknowledgments at Local Vital Statistics Offices

If the parents of a child born in a birth facility choose not to complete the acknowledgment at the time of the birth, they have the option to complete a brown paper Acknowledgment of Paternity form at their local Vital Statistics office. In these cases, a Birth Clerk or Birth Facility Supervisor should **not** enter the father’s information on the *Father* tab. Only include the father’s information when the form is complete.

REPORTING FROM IPHIS

Birth Data Reports

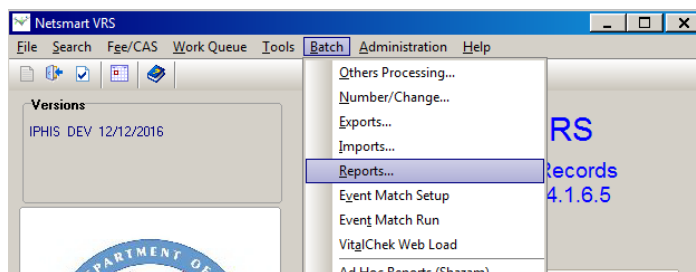
Birth facilities have access to a number of reports through a specific Birth Facility IT Admin role not available to all users. Please use the IPHIS User Support Document to request that this role be added.

Report Names, Descriptions, and Parameters:

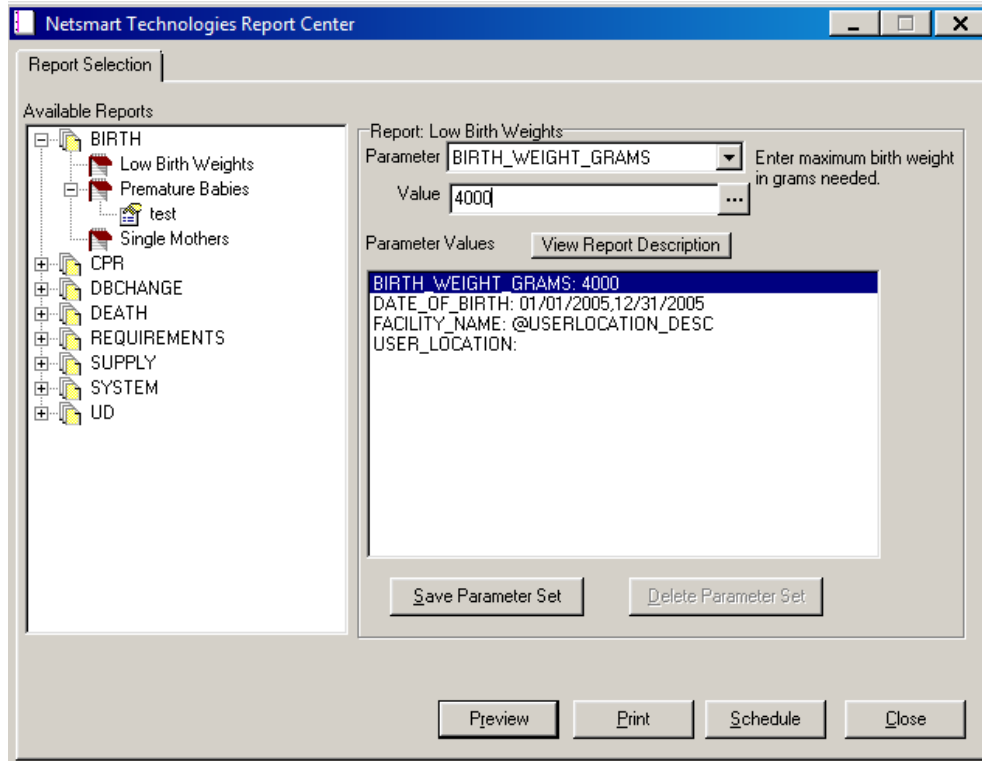
- **Low Birth Weights:** This report provides information about birth weights below the provided parameter in grams.
 - BIRTH_WEIGHT_GRAMS = The weight in grams and below.
 - DATE_OF_BIRTH = The date range.
 - FACILITY_NAME = Will default to the current facility, no need to change.
- **Premature Babies:** This report will provide information about birth gestation weeks based on the parameter provided.
 - DATE_OF_BIRTH = The date range.
 - FACILITY_NAME = Will default to the current facility, no need to change.
 - GESTATION_WEEKS = The maximum number of weeks of gestational age; will display all birth records in the facility less than or equal to this gestational age.
- **Single Mothers:** This report will provide information on unmarried mothers for the facility.
 - DATE_OF_BIRTH = The date range.
 - FACILITY_NAME = Will default to the current facility, no need to change.
- **Records Created by User Name:** The report will provide the number of records created and who created them at the facility.
 - FACILITY_NAME = Will default to the current facility, no need to change.
 - DATE_OF_BIRTH = The date range.
- **Records Modified by User Name:** This report will provide the number of records modified and who modified them at the facility.
 - FACILITY_NAME = Will default to the current facility, no need to change.
 - DATE_OF_BIRTH = The date range.

How to Access Reports:

1. Login in to IPHIS. To access a report select “Batch” and then “Reports...”



2. Another dialog will appear listing the reports and the parameters. Select the report to run, then highlight by clicking the parameter that needs to be modified. In this screenshot, the birth weight is being updated to 4000 grams or less.



3. Click the "Preview" button to see the report or click the "Print" button to send it directly to the printer.
 - a. Note: If Preview is selected the report will display on the screen and can be either printed directly from the view or closed to allow for further changes to the parameters.
4. Selecting "Close" will close the report dialog window.

APPENDIX A: USER ROLES, UPDATES, AND PASSWORDS

Birth Facility Staff who need to be added to IPHIS and staff who need their access to IPHIS removed or modified should have their IPHIS Facility Administrator complete the IPHIS User Support Document available on the Vital Statistics Stakeholder Support Site (also available through the Vital Statistics Helpdesk). This form should be completed, scanned and returned to the VS Helpdesk via email. The Facility Administrator is responsible for keeping the Bureau of Vital Statistics informed of changes in staff that affect IPHIS access. **A Facility Administrator can be created or removed** by the completion of the Facility Administrator Support Document located on the same page of the Stakeholder Support Site and its return to the Helpdesk.

IPHIS users who need their Citrix passwords reset or updated have two pathways to do so. Citrix users can manually set up their own password reset function by signing up for self-service through the IPHIS-EDRS login portal (screenshot below). They can also call the VS Helpdesk at 614-466-2531, option 2 then option 3, and ask for a password to be reset verbally. Some confirmation of identity may be required. Password resets should not be requested via email.

