Attaching the Birth Parent Worksheet to a Birth Report

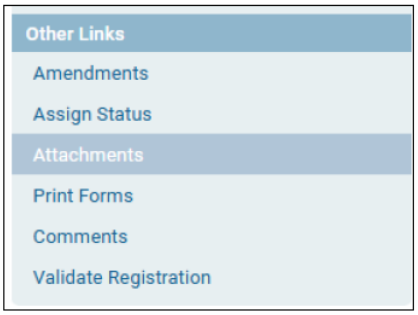
Attaching the Birth Parent Worksheet is optional but can be very helpful when it comes to processing amendments and ensuring data quality standards are met.

Attaching the Birth Parent Worksheet can be accomplished by following these steps:

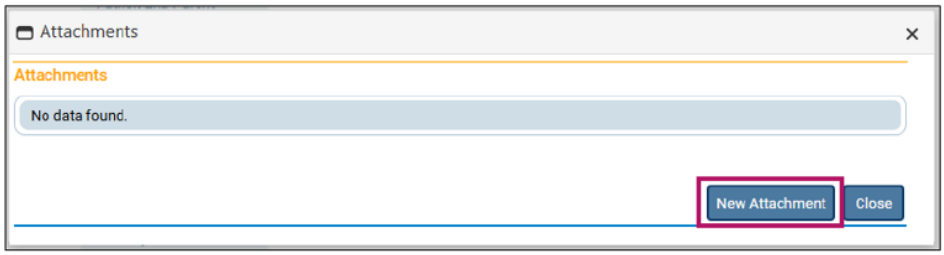
1. Scan the worksheet and save it to a folder on your computer. The most common file type for saving the worksheet is a PDF, but you can also save them as a JPG, JPEG, TIF, or TIFF. There is no specific naming convention required, but some of the participants in the pilot project recommended including the date of birth and the name of the child.

2. Locate the birth record in OVERS.

3. Click on Attachments under the Other Links menu.

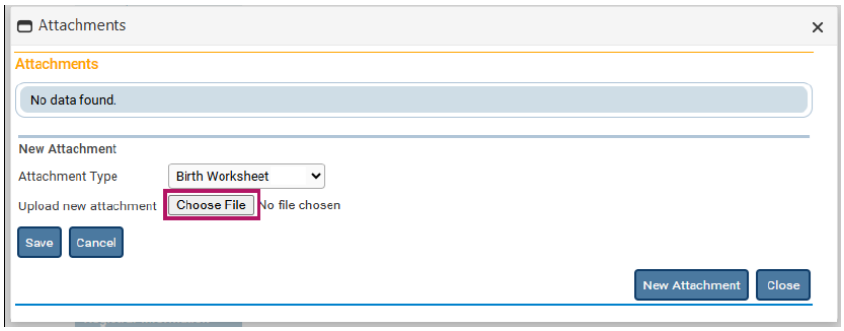


4. Click the New Attachment Button

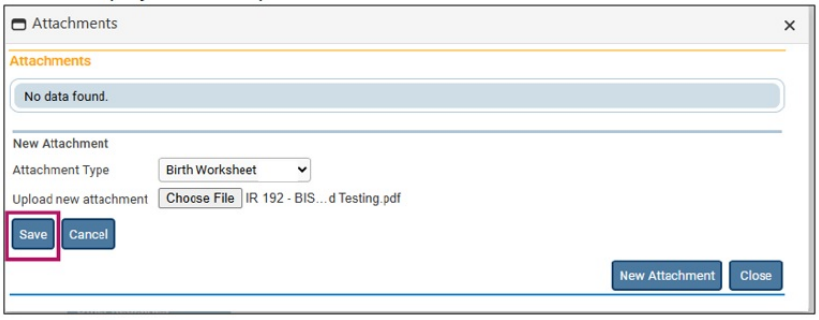


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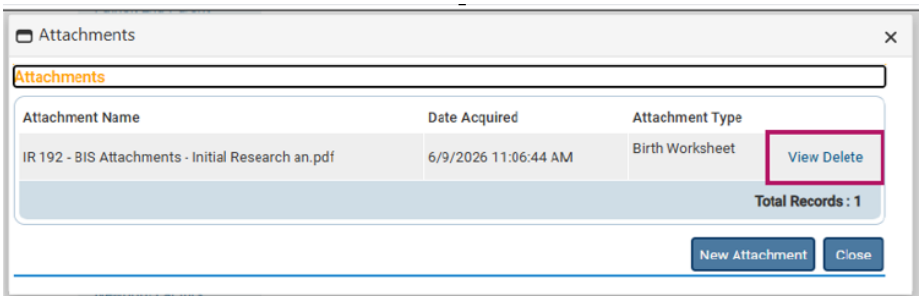
5. Select the Attachment Type “Birth Worksheet” and click “Choose File” next to Upload new attachment. Locate the file you are attaching on your computer.



6. The Attachments window will dipsplay with the selected file title. Click Save.



7. You can view or delete the attachment by clicking the View or Delete links.



Those that attach the worksheet will no longer be required to keep the paper worksheet for two years because OVERS will maintain the attachment for 75 years.

This process is for attaching the **worksheet only** at this time. Acknowledgments of Parentage cannot be attached and must be mailed to CHS.