

## July 2018 Birth Information Specialist Webinar Questions and Answers

Topic: Birth Information Specialist Training Package

Link to recording: <https://chsdhsoha.adobeconnect.com/pgfbxndpp8kb/> (41 minutes)

**1. How long do you keep the worksheets?**

The worksheets need to be kept for two years.

**2. When entering information into OVERS for a couple who is not married, a paternity form can be printed. Is this the correct version of the form?**

Yes it is correct, when we update the form in early 2019, we will notify users.

**3. Can you give an example of when you would utilize the "Other Middle" field?**

A child with two middle names can be entered, such as the name "Robert William Paul Walker. *We recommend that you enter both middle names into the "first middle" field so that you ensure both middle names will be printed on the social security card.* Do not enter a second last name in this field, it is only for middle names.

**4. Can the APO 45-31 only be used while parents are still in the facility?**

Correct, if a parent has been released from the facility they will need to use the notarized affidavit.