

Matters of Record



Birth certificate news

Spring 2019 Volume 3

Inside

Using Registration Work Queues to improve timely registration 1

What to do when a birth occurs in an ambulance 2

What are Safe Harbor/Haven babies? How a Birth Information Specialist enters the information into OVERS..... 3

Register births for Oregon registered Domestic Partnerships 4

Birth occurred at your facility - Record must be created 4

Use special characters in OVERS..... 5

Canadian provinces 5

Reminder to use the right fax number 6

Frequent contacts 6

Wanted – newsletter topics.. 6

Archived Articles



Using Registration Work Queues to improve timely registration

Timely registration of birth records is essential for you and your facility. When a birth record is not certified, or when edits are not overridden properly, the registration of the record is delayed. This delay means parents can't get certified copies of their child's birth certificate for health insurance, child care and other important benefits.

Uncertified birth records that require further work are automatically placed one of the Registration Work Queues depending on what information is missing. Birth Information Specialists and Midwives have access to the Registration Work Queues in the OVERS system. It is recommended that these queues be reviewed on a regular basis to ensure the records are completed and registered.

Accessing and reviewing Registration Work Queues

1. Login to **OVERS**.
2. From the menu bar, select **Queues**.
3. Click on **Registration Work Queues**.
4. From the Queue dropdown list, select one of the following queues:
 - **Birth Certification Required – Birth:** records in this queue need to be certified.
 - **Legal Pending – Birth:** records in the queue are missing parent information on the record.
 - **Medical Pending – Birth:** records in the queue are missing facility information on the record.
5. Click on the Search button.

6. To select the record, click on either the **Case ID or Registrant link**.
7. The Birth Information screen will open with the child's information.
8. Click on the **Validate Page** button to see what information is missing or invalid.
9. Complete the missing or invalid data and if needed, click on the Certify link.
10. Click on the **Save** button to save the changes.
11. Repeat steps 1 – 10 until all the records in the queue are resolved.

Completing records in a timely manner provides many benefits, such as shorter wait times for the family to obtain a birth certificate, faster birth record completion rate for your facility, and fewer phone inquiries from us about your birth records.

What do I do when a birth occurs in an ambulance?

Picture this scenario... a mother in labor is in an ambulance and the baby boy decides that he just can't wait any longer to see the world. He is delivered before they arrive at the hospital. As a Birth Information Specialist, it might be confusing to decide what to list as the official place of birth for this child. Below are instructions on how to go about registering this kind of birth in OVERS.

Place of Birth

Type of Place of Birth: Other (specify) (dropdown menu)
 Other Specify: En Route (text field)

Facility Name: (text field) Facility NPI: (text field)

Address

Street Number: (text field) Pre Directional: (dropdown menu) Street Name or PO Box, Rural Route, etc.: (text field) Street Designator: (dropdown menu) Post Directional: (dropdown menu) Apt #, Suite #, etc.: (text field)

City or Town: (text field) County: (text field) State: (text field) Country: (text field) Zip Code: (text field)

Buttons: Validate Page, Next, Clear, Save, Return

- (1) In the Place of Birth section, please select “Other (specify)” as the Type of Place of Birth.
- (2) In the Other Specify field, please type “En Route”.
- (3) In the Address fields, please put the address of the hospital or birth center that they arrive at (regardless of where the ambulance was at the time the baby was delivered.)
- (4) In the Comments section, you can be more specific about the details of the birth.

It is important to be precise and uniform in the way that these ambulance births are registered, so that we can maintain accurate data. If you have questions, contact Cody Pergram by phone 971-673-1151 or e-mail cody.c.pergram@state.or.us.

What are Safe Harbor/Haven babies?

In Oregon, a Safe Harbor (Haven) baby is an infant that has been relinquished to an authorized facility by a parent within 30 days of birth. To date, all 50 states, the District of Columbia and Puerto Rico have enacted Safe Haven (Harbor) legislation, though the individual statutes vary from state to state. Below is the link to Oregon's statute 418.017 governing the responsibilities for a Safe Haven (Harbor) infant.

https://www.oregonlegislature.gov/bills_laws/ors/ors418.html

Responsibilities of the Safe Harbor (Haven) Provider: An agent, employee, physician or other medical professional working at an authorized facility shall receive an infant brought to the authorized facility. When an infant has been left, the authorized facility shall notify the Department of Human Services no later than 24 hours after receiving the infant. Authorized facilities are hospitals, freestanding birthing centers, physicians' offices, sheriff's offices, police stations or fire stations (ORS 418.017).

The Birth Information Specialist should start the birth record in OVERS. When entering information for a Safe Harbor/Haven Baby in OVERS select YES for the Safe Harbor/Foundling Baby drop-down. Enter the information that has been provided from DHS or what is available on the birth worksheet. It is not necessary to know parentage information. Only enter information that is known to be correct. The Safe Harbor Baby records will normally contain many Unknowns.

Request SSN for Child	Safe Harbor/Foundling Baby?
<input type="text"/>	<input type="text" value="Yes"/>
Is Adoption/Legal proceeding expected?	
<input type="text" value="No"/>	

The party who assumes the custody has five calendar days to provide the state registrar with a report of live birth (ORS 432.108). Any party assuming custody can name the baby. If the baby has a name by the time the birth worksheets are completed, then that name will be entered into OVERS. If the baby does not have a name by the time the birth worksheets are completed, the name fields should be left blank in OVERS.

For more information about Report of Live Birth for Child of Unknown Parentage, visit our website at https://www.oregonlegislature.gov/bills_laws/ors/ors432.html

For any additional questions, contact Registration Manager Karen Rangan at 971- 673-1160 or karen.l.rangan@state.or.us

Register Births for Oregon Registered Domestic Partnerships

In the state of Oregon, only same-sex couples are legally recognized as an Oregon Registered Domestic Partnership (ORDP). Civil unions or domestic partnerships from other states or countries are not legally recognized in Oregon. If the parents check ORDP on the birth worksheet, please confirm they are a same-sex couple in an ORDP. Choosing the wrong marital status delays the processing of paternity and may result in additional fees for the parents.

The Oregon Registered Domestic Partnership option is found under the “Marital Status” page in OVERS as shown below:

The screenshot shows a web interface for the OVERS system. On the left is a navigation menu with the following items: Parent Information, Child, Mother, Mother Address, Mother Attributes, Mother Health, Marital Status (highlighted in orange), Informant, Facility Information, Place of Birth, and Prenatal. The main content area shows the path "/New Event/New Event/Uncertified/Not Registered" and the heading "Marital Status". Below this is the "Marital Information" section with the question "Was Mother Married at Conception, at Birth or within 300 days prior to Birth?". A dropdown menu is open, showing the following options: Yes, No, Unknown, Oregon Registered Domestic Partnership (circled in red), and Yes - Parent/Parent. The text "in the hospital?" is partially visible to the right of the dropdown.

If you have any questions regarding when to select ORDP on a birth record, please contact Cody Pergram at 971-673-1151 or cody.c.pergram@state.or.us.

Birth occurred at your facility – Record must be created

Recently, a customer placed an order requesting a birth certificate from the state. This was for a birth that occurred in 1980. After an in-depth search, we discovered that the customer’s birth record did not exist in our system. One of our staff contacted the customer to verify the information on the order. The customer then faxed our office a copy of a memento birth certificate with footprints that was received from the hospital at the time of birth.

After receiving the footprints memento birth certificate, our office provided the hospital with a copy of the evidence document (memento birth certificate with footprints).

Based on the evidence provided, staff at the hospital ordered the medical file. Then the Oregon Vital Records staff faxed a “Certificate of Live Birth” record form to the hospital to have the top portion completed from the medical file. Finally, this information was returned to Oregon Vital Records to help create the customer’s birth record.

Through great communication and teamwork, the customer received a birth certificate. This example reminds us all that regardless of age, the hospital where a child was born is the responsible for initiating and creating a birth record ([ORS 432.088 \(3\)\(4\)](#)).

Use special characters in OVERS

The OVERS system will allow you to enter and search for names that contain common international letters. Special characters can be typed by holding down the **Alt** key while also typing the 4-digit number code corresponding with the character. This must be done on the numeric keypad for the codes to work. For instance, if you want to type the name Nuñez, you would first type the letters **N** and **u**. To type the ñ, you would hold down the **Alt** key while typing the numbers **0241**. Once you've typed the special character, you can complete the name by typing as usual.

The table below contains a complete list of the special characters recognized by OVERS with their corresponding keyboard codes to be used on the numeric keypad. Please don't use other codes for other characters not on this list. OVERS will not support them.

Code		Code		Code		Code	
Á	Alt+0193	Ê	Alt+0202	Ñ	Alt+0209	Ú	Alt+0218
á	Alt+0225	ê	Alt+0234	ñ	Alt+0241	ú	Alt+0250
Â	Alt+0194	Ë	Alt+0203	Ó	Alt+0211	Û	Alt+0219
â	Alt+0226	ë	Alt+0235	ó	Alt+0243	û	Alt+0251
Ä	Alt+0196	Í	Alt+0205	Ô	Alt+0212	Ü	Alt+0220
ä	Alt+0228	í	Alt+0237	ô	Alt+0244	ü	Alt+0252
Ã	Alt+0195	Î	Alt+0206	Ö	Alt+0214	Ý	Alt+0221
ã	Alt+0227	î	Alt+0238	ö	Alt+0246	ý	Alt+0253
É	Alt+0201	Ï	Alt+0207	Õ	Alt+0213	ÿ	Alt+0159
é	Alt+0233	ï	Alt+0239	õ	Alt+0245	ÿ	Alt+0255

Canadian provinces

Tired of receiving an error in OVERS when entering Canada as “Birthplace Country” and leaving “Birthplace State” blank?

When one or both parents were born in Canada, it is important to enter the Canadian province into the “Birthplace State” field and enter “Canada” in the “Birthplace Country” field. Leaving the “Birthplace State” field blank creates an error needing to be corrected. Below is a list of Canadian provinces:

- Alberta
- British Columbia
- Manitoba
- New Brunswick
- Newfoundland
- Northwest Territories
- Nova Scotia
- Nunavut
- Ontario
- Prince Edward Island
- Quebec
- Saskatchewan
- Yukon Territory

If you have any questions, please contact Cody Pergram at 971-673-1151 or cody.c.pergram@state.or.us.

Reminder to use the right fax number

Reminder: use the right fax number for the “Authorization to Establish Social Security Number at Birth” form (page four of the parent worksheet). This form can be located on our website at <https://www.oregon.gov/oha/PH/BIRTHDEATHCERTIFICATES/REGISTERVITALRECORDS/Pages/InstructionsBirth.aspx> and it is available in English or Spanish.

After the mother completes the “Authorization to Establish Social Security Number at Birth” form (even if the assignment of a Social Security number is not wanted for the newborn), fax the completed form to the fax number 971-673-3122.

If you have any questions regarding how to complete the form, please contact Cody Pergram at 971-673-1151 or cody.c.pergram@state.or.us

Wanted – newsletter topics

Have a question or idea for a future newsletter article? Contact Judy Shioishi, at 971-673-1166 or judy.shioishi@state.or.us. Judy collects ideas for articles and then shares them with the writing team.

Frequent contacts

Paternities

Kristen Farrell
971-673-1176

Delayed Filings

Johanna Collins
971-673-1147

Birth Corections

<1 year, Amanda Vega
971-673-1169
1 year +, Vanessa Grayson
971-673-1137

Filiations

Laura Hunsinger
971-673-1143

Adoptions

Debbie Draghia
971-673-1152

Death Corrections

Lindsay Blum
971-673-1163

OVERS Help Desk

971-673-0279

CHS managers

State Registrar

Jennifer Woodward
971-673-1185

Certification Manager

David Tyner
971-673-1182

Vital Statistics and Systems Manager

Marsha Trump
971-673-1191

Amendments Manager

Ryan Sanders
971-673-1178

Registration Manager

Karen Rangan
971-673-1160

PUBLIC HEALTH DIVISION

Center for Public Health Practice/Center for Health Statistics

Oregon
Health
Authority

You can get this document in other languages, large print, braille or a format you prefer. Contact the Center for Health Statistics at 971-673-1173 or 711 for TTY.