

Birth Reporting Webinar Conference Call

April 25th and 27th
2017

Public Health Division
Center for Public Health Practice
Center for Health Statistics



Today's Presenters

Cynthia Roeser, Data Entry Supervisor

Krystalyn Salyer, OVERS Training Coordinator



Joining the meeting audio

Choose the 2nd option to Dial-In

The screenshot shows a 'Join Audio Conference' dialog box with the following content:

Join Audio Conference

This meeting's audio conference was successfully started.
How would you like to join the meeting's audio conference?

Dial-out [Receive a call from the meeting]

Dial-in to the Audio Conference via Phone

Dial telephone number:
Toll access number (Toll): 1 (630) 424-8428
Toll free access number (Toll Free): 1 (866) 377-3315

Enter the following details when prompted:
Participant pin code: 7909824
Moderator pin code: 1873059

Once joined to the audio, identify yourself:
Press 998494# on your phone.

[More dial-in information...](#)

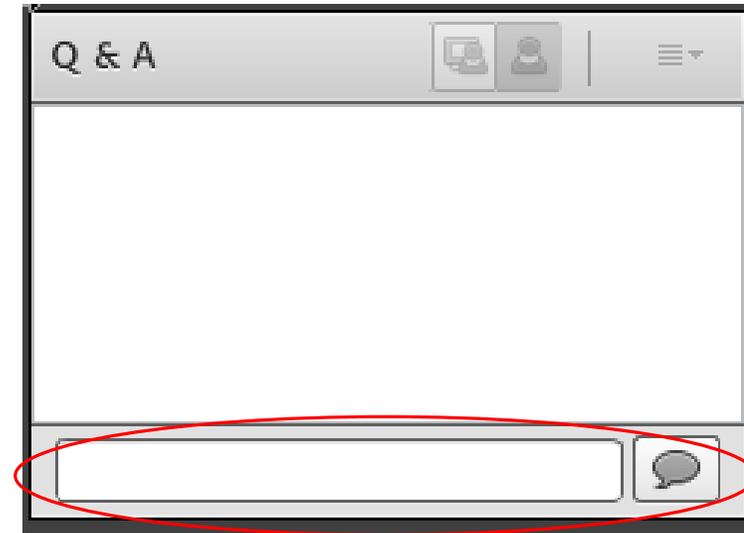
Using Microphone (Computer/Device)

Buttons: Done, Listen Only

Red annotations: A red circle highlights the 'Dial-in to the Audio Conference via Phone' radio button. Three red arrows point to the 'Dial telephone number' section, the 'Enter the following details when prompted' section, and the 'Once joined to the audio, identify yourself' section.

How we will communicate

- Phones will be muted when the speaker is presenting; no hold music
- We will unmute the phones and pause for a question and answer session in between sections
- Feel free to type any questions in the Q & A chat box; we will respond to questions to the whole group during open discussion



Today's Agenda

Error Report/Emails

1. Background
2. Responsibilities
3. Opening secure emails
4. Process and examples

Error Report/Emails

Background



Health statistics allow us to:

- Evaluate the impact of health policies & programs
- Identify health problems
- Monitor trends in health status & health care delivery
- Identify disparities in health care by race/ethnicity, socio-economic status, & region

National Center for Health Statistics (NCHS)

- Part of the Centers for Disease Control and Prevention.
- The nation's principal health statistics agency.
- Compiles statistical information from 50 states and 7 territories to guide actions and policies to improve the health of the American people and publishes national data.



<https://www.cdc.gov/nchs/products/nvsr.htm>

At the Oregon Center for Health Statistics

- Our goal is to promote the:
 - Completeness
 - Accuracy
 - Quality

of data by those who fill out the birth and fetal death records,
to improve maternal and infant health in the U.S.

How are **we** notified?

- NCHS checks for data that is outside of ranges or missing and sends a list of edits weekly to the State Registration Manager, JoAnn Jackson.

CDC Oregon 2017 Natality CUMULATIVE Report
OR17068A.NAT, received 3/10/2017, processed 3/10/2017

| YTD Counts | | Error Counts | |
|----------------------------------|--------|--------------------------|----|
| Statistical Records | 7,175 | Validation Cert Count | 52 |
| Voided Records | 0 | Validation Error Count | 53 |
| Missing Records | 0 | Verification Cert Count | 3 |
| Previous High Certificate Number | 007011 | Verification Error Count | 3 |
| Low Certificate Number | 000001 | | |
| High Certificate Number | 007175 | | |

YTD Counts

| | |
|----------------------------------|--------|
| Statistical Records | 7,175 |
| Voided Records | 0 |
| Missing Records | 0 |
| Previous High Certificate Number | 007011 |
| Low Certificate Number | 000001 |
| High Certificate Number | 007175 |

Error Counts

| | |
|--------------------------|----|
| Validation Cert Count | 52 |
| Validation Error Count | 53 |
| Verification Cert Count | 3 |
| Verification Error Count | 3 |

Yoids & Missing Records Detail
None Found

Validations Summary

| | |
|----|---|
| 3 | Mother Married--Acknowledgement of Paternity Signed vs At Conception, at Birth or any Time in Between |
| 1 | Abandonment |
| 1 | Date of First Prenatal Care Visit vs Date of Birth (Infant) |
| 1 | Total Number of Prenatal Care Visits vs Date of First Prenatal Care Visit |
| 1 | Mother's Height--Feet |
| 6 | Mother's Prepregnancy Weight |
| 1 | Mother's Weight at Delivery |
| 5 | Date Last Normal Menstrual Period--Year |
| 1 | Obstetric Procedures--External Cephalic Version |
| 17 | Method of Delivery--Trial of Labor Attempted vs Route and Method of Delivery |
| 2 | Mother's State of Birth |
| 1 | Mother's County of Residence |
| 1 | Risk Factors - Number Previous Cesareans vs Total Birth Order |
| 12 | Mother's Place of Residence |

Verifications Summary

| | |
|---|---|
| 1 | Previous Live Births Now Living is unlikely |
| 1 | Mother's Weight Gain is unlikely |
| 1 | Mother's Computed Age is unlikely |

Validations Detail

| | | |
|--------|--|---------|
| 000299 | Obstetric Procedures--External Cephalic Version | |
| | Obstetric Procedures--Failed External Cephalic Version | Y |
| | Obstetric Procedures--Successful External Cephalic Version | Y |
| 000545 | Mother's Place of Residence | -BLANK- |
| 000558 | Method of Delivery--Trial of Labor Attempted vs Route and Method of Delivery | |
| | Method of Delivery--Trial of Labor Attempted | X |
| | Method of Delivery--Route and Method | 4 |
| 000576 | Method of Delivery--Trial of Labor Attempted vs Route and Method of Delivery | |
| | Method of Delivery--Trial of Labor Attempted | X |
| | Method of Delivery--Route and Method | 4 |
| 000597 | Method of Delivery--Trial of Labor Attempted vs Route and Method of Delivery | |
| | Method of Delivery--Trial of Labor Attempted | X |

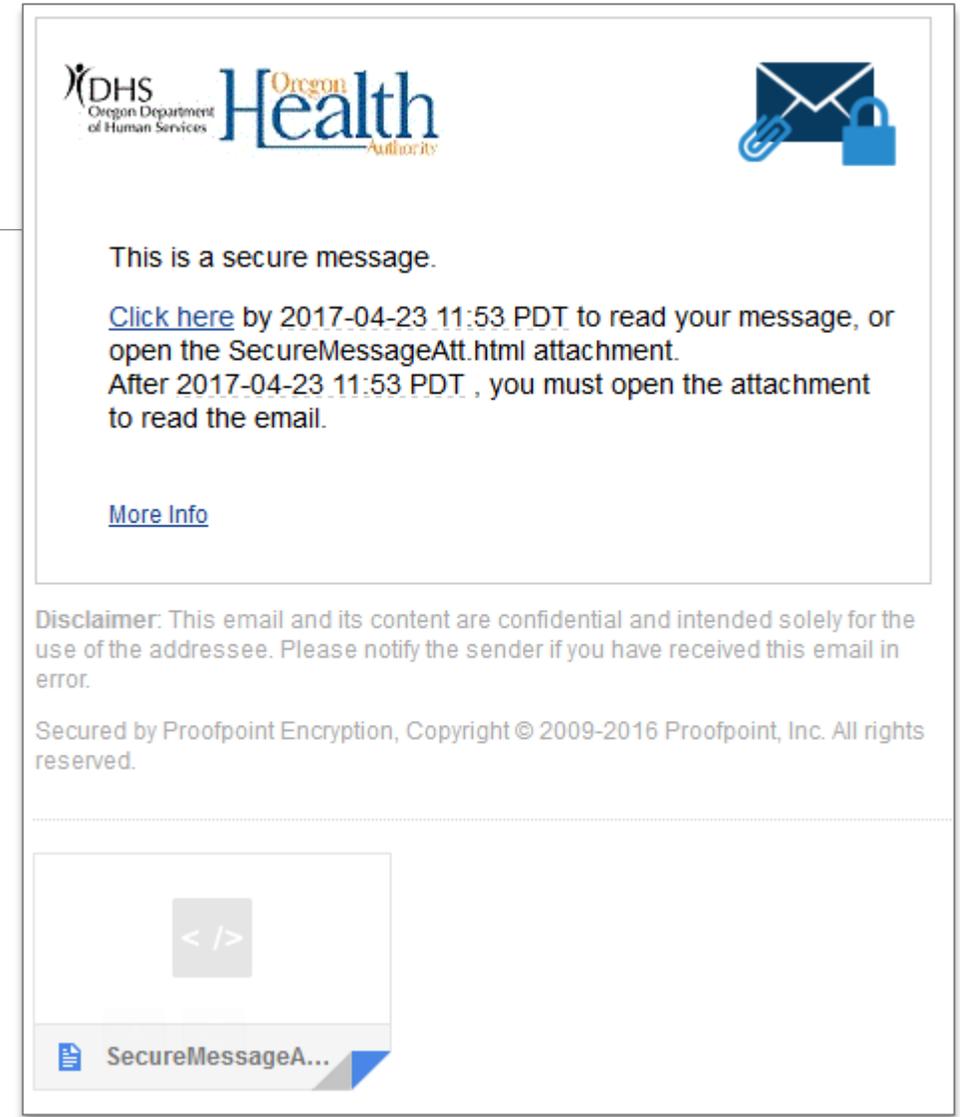
*" " Denotes Blank character
*Z" Denotes value that cannot be calculated

Generated By: NVSS, Reports
OR17068A.NAT Master File Report

Generated: 3/10/2017 11:26
Page 2 of 4

How are *you* notified?

- State system uses NCHS report to compile edits per user.
- An auto-generated secure email is sent to individual users at the hospital or facility.
 - User only receives edits from their account, never others'
- Email shows the sender as Cynthia Roeser, however it is auto-generated and Cynthia herself does not physically send the email.
- Includes a spreadsheet with individual's errors.
- Email is sent every other week.



Error Report/Emails

Additional responsibilities



Who does what?

| | <u>Birth Information Specialists</u> | <u>Midwives</u> | <u>Managers</u> |
|---|--------------------------------------|-----------------|--|
| Address the error by either 1) Fixing the error 2) Making a comment | YES | YES | NO |
| Determine your facility's back-up procedures when someone is out – who will be notified in your absence or check your email? | YES | YES | YES, determine the back-up process for addressing this priority work |
| Submit an OVERS application to register births electronically. Including a valid email address and phone number (extensions are fine) | YES | YES | You can submit the form for your staff (located here: http://bit.ly/overssignup). Birth Information Specialists need a letter from a manager giving approval to use the system. |
| Notify OVERS staff immediately if you are no longer employed at a facility so we can end your account | YES | YES | Ensure our office is notified when someone leaves your facility so their account can be ended |

Questions?

Error Report/Emails

Opening the secure email

Returning users

- If you already have an account set up, click on the blue hyperlink that reads [Click here](#).

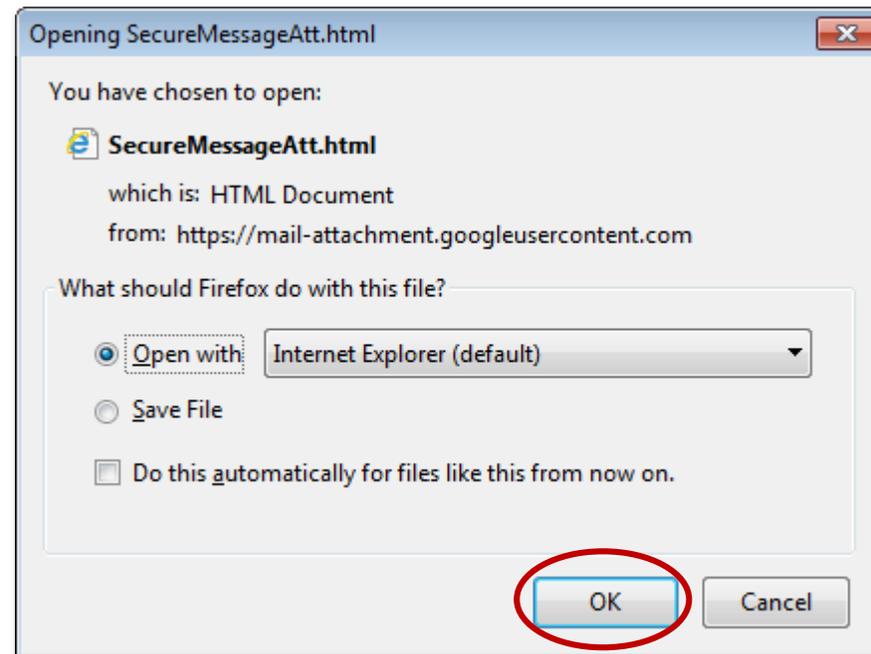
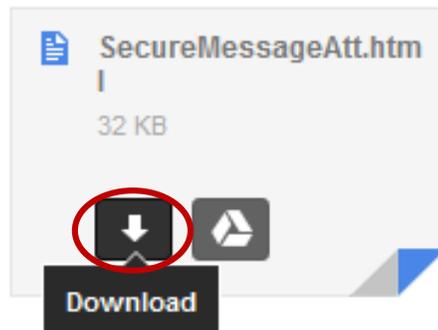
A new browser window will open.

Log in with the username and password you previously created and read the secure email.



Or Step 1 – account set up

- If this is your first time opening a secure email, from the email scroll down to where the secure message is displayed. Hover over the arrow button and click it. A pop-up box will appear. Select “OK”.



Step 2

- From the new web browser window, click the button that reads “Click to read message,” you will be directed to the “Proofpoint Encryption” site.

If this is your first time exchanging secure emails with DHS or OHA you will be prompted to set up an account.

Returning users will be asked to simply log in.



Step 3

- Fill out the fields.
- All you need to set up a new account is your email address, first name and last name. You will also need to create a password that is at least 8 characters long and contains numbers and both uppercase and lowercase letters.
- Once you have entered all the fields, select “Continue.”

DHS
Oregon Department
of Human Services

Oregon Health Authority

Registration

Create your account to read secure email.

Email Address: krystalyn.salyer@providence.org

First Name: Krystalyn

Last Name: Salyer

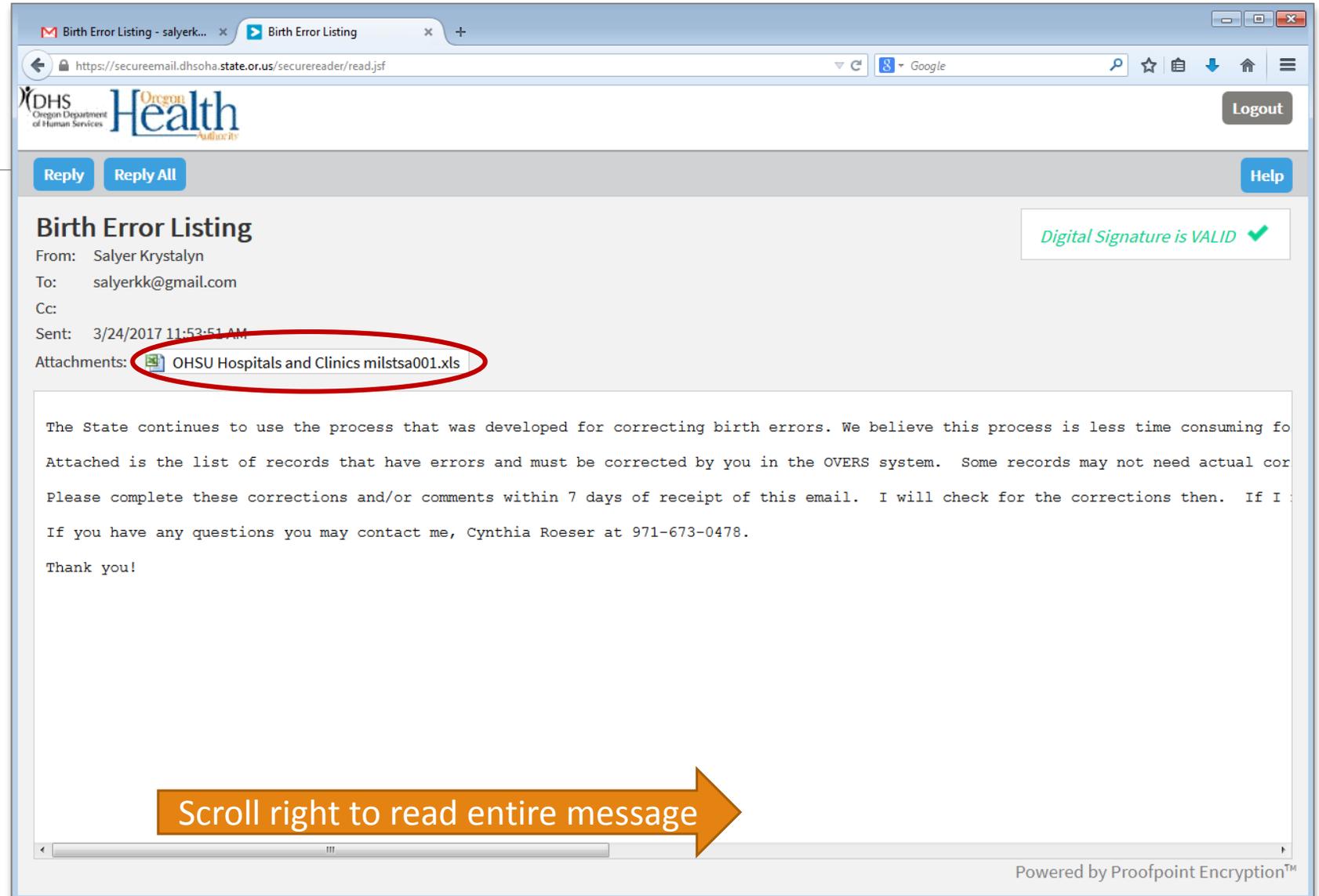
Password: ●●●●●●●●

Confirm Password: ●●●●●●●●

Continue

Step 4

- Once you've logged in or created your account successfully, your secure email will display.
- Any errors needing addressed are included in the attached Excel file.



The screenshot shows a web browser window displaying a secure email interface. The browser's address bar shows the URL <https://secureemail.dhsoha.state.or.us/securereader/read.jsf>. The page header includes the logo for the Oregon Department of Human Services (DHS) and Oregon Health Authority, along with a "Logout" button. Below the header, there are buttons for "Reply", "Reply All", and "Help". The email subject is "Birth Error Listing". The sender is "Salyer Krystalyn" with the email address "salyerkk@gmail.com". The email was sent on "3/24/2017 11:53:51 AM". The attachments section shows a file named "OHSU Hospitals and Clinics miltsa001.xls", which is circled in red. A green checkmark and the text "Digital Signature is VALID" are visible in the top right corner of the email content area. The main body of the email contains the following text: "The State continues to use the process that was developed for correcting birth errors. We believe this process is less time consuming for... Attached is the list of records that have errors and must be corrected by you in the OVERS system. Some records may not need actual cor... Please complete these corrections and/or comments within 7 days of receipt of this email. I will check for the corrections then. If I... If you have any questions you may contact me, Cynthia Roeser at 971-673-0478. Thank you!". At the bottom of the email content area, there is a large orange arrow pointing to the right with the text "Scroll right to read entire message". The footer of the page reads "Powered by Proofpoint Encryption™".

More information about passwords

- Passwords will expire after 90 days
- You can change your password by clicking on the link next to the expiration message
- If your password expires, you will be prompted to change it the next time you open a secure email
- If you forget your password, use the “Forgot Password” link to receive an email with the instructions for how to change your password
- If you need help, you can call the OVERS help desk at 971-673-0279.

Error Report/Emails

Process and Examples



What is needed?

1. Fix the error

- The edit should not show up on the next report, meaning you should not receive further notification about that error.

or

2. Make a (new) comment on the record

- Even though you probably already previously made a comment on the record, what alerts Cynthia that the edit has been addressed is the additional action you are taking by making a 2nd comment. Cynthia gets notified when a 2nd comment is made, at which point a bypass can then be put on that record. This makes it so you will not receive another message about that error.

Let's go through some examples.

Individual errors

- After opening the secure email, you will see a spreadsheet attached with your individual errors.
- Review the errors and take note of the case numbers.

The screenshot shows an Excel spreadsheet titled "Good Samaritan Regional Medical Center salyerkk001 [Compatibility Mode] - Excel". The spreadsheet has the following columns: A (DOB), B (caseid), C (Child First Name), D (Child Last Name), E (Error Text), and F (Item Value). The data is as follows:

| | A | B | C | D | E | F |
|----|-------|---------|------------------|-----------------|---|------------|
| 1 | DOB | caseid | Child First Name | Child Last Name | Error Text | Item Value |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | ##### | 9999999 | Suzie | Smith | Method of Delivery–Trial of Labor Attempted vs Route and Method of Delivery | |
| 5 | ##### | 9999999 | Suzie | Smith | Method of Delivery–Trial of Labor Attempted | × |
| 6 | ##### | 9999999 | Suzie | Smith | Method of Delivery–Route and Method | 4 |
| 7 | | | | | | |
| 8 | ##### | 8888888 | Timothy | Thompson | Mother's Weight Gain is unlikely | |
| 9 | ##### | 8888888 | Timothy | Thompson | Mother's Weight Gain | -60 |
| 10 | ##### | 8888888 | Timothy | Thompson | Mother's Weight at Delivery | 158 |
| 11 | ##### | 8888888 | Timothy | Thompson | Mother's Prepregnancy Weight | 218 |
| 12 | | | | | | |
| 13 | | | | | | |

Example 1: Correcting an error

- Example 1

- Correcting an error for the “Date of First Prenatal Care Visit”.
- The mother did not have any prenatal care, so the “No Prenatal Care” box should have been checked.
- **NOTE: The day the mother gives birth does not count as a prenatal care visit.**

Navigating to the record in OVERS

Navigate to the record(s) in OVERS using Life Events → Birth → Locate Case.



Navigating to the record in OVERS

Enter in the Case Id or other searchable fields.

Birth Locate Case

Child's Information

Child's First Name: Child's Middle Name: Child's Other Middle Name: Child's Last Name:

Date of Birth:  Sex:  Child's Medical Record Number:

Place of Birth Information

Place of Birth Location Type:  Place of Birth: 

Mother's Information

Mother's Current Legal Last Name: Mother's Name Before First Marriage:

Mother's Medical Record Number:

Certifier's Name  

Case Id:

Navigating to the record in OVERS

Select the case.

If you do not find the case you are searching for and have confirmed the information is correct, call our office.

Birth Search Results

| Case Id | Child's Name | Date of Birth | Sex | Place of Birth | |
|---------|----------------|---------------|--------|----------------|-------------------------|
| 6631538 | One, Test Case | MAR-24-2017 | Female | Multnomah | Preview |

Total records : 1

[New Search](#)

Navigating to the record in OVERS

Birth Registration Menu 6631538 2017000032 :Test Case One MAR-24-2017
/Legal Valid/Medical Valid/Certified/Registered/Vault Copy Not Printed

Parent Information

Child
Mother
Mother Address
Mother Attributes
Mother Health
Marital Status
Informant

Facility Information

Place of Birth

Prenatal

Pregnancy Factors
Labor
Delivery
Newborn
Newborn Factors
Attendant/Certifier

Registrar Information

Amendment List

Other Registries

Hearing Screening
Immunization

Other Links

Amendments
Print Forms
Comments
Validate Registration

Prenatal

Mother Medical Record # 12345
Mother Medicaid #
Principal Source of payment for this delivery Self-pay
Other Specify

Date of Last Menses
JUL-02-2016

Prenatal Care

No Prenatal Care

Date of First Visit 999-99-9999
Total Number of Prenatal Visits 0

Previous Live Births

Number Now Living None
Number Now Dead None
Date of Last Live Birth

Other Pregnancy Outcomes (Spontaneous or Induced Terminations or Ectopic Pregnancies)

Number of Other Pregnancy Outcomes None
Date of Last Other Pregnancy Outcome

Mother tested for HIV?
No

Validate Page Next Clear Save Return

Navigate to the screen in OVERS with the edit.

In this example, you received an edit for Prenatal Care. If there was no prenatal care, you should simply select the checkbox and not enter anything in the fields.

Fixing the error

To fix the error, click on “Amendments” below the Other Links sub-menu.

Birth Registration Menu

- Parent Information
 - Child
 - Mother
 - Mother Address
 - Mother Attributes
 - Mother Health
 - Marital Status
 - Informant
- Facility Information
 - Place of Birth
- Prenatal**
- Pregnancy Factors
- Labor
- Delivery
- Newborn
- Newborn Factors
- Attendant/Certifier

Registrar Information

- Amendment List

Other Registries

- Hearing Screening
- Immunization

Other Links (circled in red)

- Amendments
- Print Forms
- Comments
- Validate Registration

6631538 2017000032 :Test Case One MAR-24-2017
/Legal Valid/Medical Valid/Certified/Registered/Vault Copy Not Printed

Prenatal

Mother Medical Record # Mother Medicaid # Principal Source of payment for this delivery Other Specify

Date of Last Menses

Prenatal Care

No Prenatal Care

Date of First Visit Total Number of Prenatal Visits

Previous Live Births

Number Now Living Number Now Dead Date of Last Live Birth

Other Pregnancy Outcomes (Spontaneous or Induced Terminations or Ectopic Pregnancies)

Number of Other Pregnancy Outcomes Date of Last Other Pregnancy Outcome

Mother tested for HIV?

Buttons: Validate Page Next Clear Save Return

Fixing the error

Select the type of amendment you need to make.

Then select "Save".

Amendments Menu

- Amendment
- Attachments
- Amendment Affirmation

Birth Registration Menu

- Parent Information
 - Child
 - Mother
 - Mother Address
 - Mother Attributes
 - Mother Health
 - Marital Status
 - Informant
- Facility Information
 - Place of Birth
 - Prenatal
 - Pregnancy Factors
 - Labor
 - Delivery
 - Newborn
 - Newborn Factors
 - Attendant/Certifier
- Registrar Information
 - Amendment List
- Other Registries
 - Hearing Screening
 - Immunization
- Other Links
 - Amendments
 - Print Forms
 - Comments
 - Validate Registration

6631538 2017000032 : Test Case One MAR-24-2017
/Legal Valid/Medical Valid/Certified/Registered/Vault Copy Not Printed

Amendment Page

Type: **Correction Affidavit 1 Year And Under Statistical Correction** Amendment Date: MAR-24-2017

Year: Amendment Number: 429491

Order Number: Description:

Amendment Status: Keyed (Requires Affirmation)

Page to Amend:

Fixing the error

Select the page you need to amend.

Amendments Menu

- Amendment
- Attachments
- Amendment Affirmation

Birth Registration Menu

- Parent Information
 - Child
 - Mother
 - Mother Address
 - Mother Attributes
 - Mother Health
 - Marital Status
 - Informant
- Facility Information
 - Place of Birth
 - Prenatal
 - Pregnancy Factors
 - Labor
 - Delivery
 - Newborn
 - Newborn Factors
 - Attendant/Certifier
- Registrar Information
 - Amendment List
- Other Registries
 - Hearing Screening
 - Immunization
- Other Links
 - Amendments
 - Print Forms
 - Comments
 - Validate Registration

6631538 2017000032 : Test Case One MAR-24-2017
/Legal Valid/Medical Valid/Certified/Registered/Vault Copy Not Printed

Amendment Page

Type: Amendment Date:

Year: 2017 Amendment Number: 429491

Order Number: Description:

Amendment Status: Keved (Requires Affirmation)

Page to Amend:

Fixing the error

The page will appear. Make the necessary changes.

In this case, clear the fields for Date of First Visit and Total Number of Prenatal Visits. Then select the check box for “No Prenatal Care.”

Click “Save.”

Amendments Menu

- Amendment
- Attachments
- Amendment Affirmation

Birth Registration Menu

- Parent Information
 - Child
 - Mother
 - Mother Address
 - Mother Attributes
 - Mother Health
 - Marital Status
 - Informant
- Facility Information
 - Place of Birth
 - Prenatal
 - Pregnancy Factors
 - Labor
 - Delivery
 - Newborn
 - Newborn Factors
 - Attendant/Certifier
- Registrar Information
 - Amendment List
- Other Registries
 - Hearing Screening
 - Immunization
- Other Links
 - Amendments
 - Print Forms
 - Comments
 - Validate Registration

6631538 2017000032 :Test Case One MAR-24-2017
/Legal Valid/Medical Valid/Certified/Registered/Vault Copy Not Printed

Amendment Page

Type: Statistical Correction (dropdown) Amendment Date: MAR-24-2017 (calendar icon)
Year: 2017 Amendment Number: 429491
Order Number: (empty) Description: (empty)
Amendment Status: Keyed (Requires Affirmation)
Page to Amend: Birth - Prenatal (dropdown)

Prenatal

Mother Medical Record #: 12345 Mother Medicaid #: (empty) Principal Source of payment for this delivery: Self-pay (dropdown) Other Specify: (empty)
Date of Last Menses: JUL-02-2016 (calendar icon)

Prenatal Care

No Prenatal Care (circled in red)
Date of First Visit: 888-88-8888 (calendar icon) Total Number of Prenatal Visits: 0

Previous Live Births

Number Now Living: None (dropdown) Number Now Dead: None (dropdown) Date of Last Live Birth: (empty)

Other Pregnancy Outcomes (Spontaneous or Induced Terminations or Ectopic Pregnancies)

Number of Other Pregnancy Outcomes: None (dropdown) Date of Last Other Pregnancy Outcome: (empty)

Buttons: Cancel Amendment, Validate Page, Validate Amendment, Save (circled in red), Clear, Return

Fixing the error

If you need to make any additional changes, select the Page to Amend from the dropdown again.

If you are done making your changes, click on the “Amendment Affirmation” page.

Amendments Menu

- Amendment
- Attachments
- Amendment Affirmation

Birth Registration Menu

- Parent Information
 - Child
 - Mother
 - Mother Address
 - Mother Attributes
 - Mother Health
 - Marital Status
 - Informant
- Facility Information
 - Place of Birth
 - Prenatal
 - Pregnancy Factors
 - Labor
 - Delivery
 - Newborn
 - Newborn Factors
 - Attendant/Certifier
- Registrar Information
 - Amendment List
- Other Registries
 - Hearing Screening
 - Immunization
- Other Links
 - Amendments
 - Print Forms
 - Comments
 - Validate Registration

6631538 2017000032 :Test Case One MAR-24-2017
/Legal Valid/Medical Valid/Certified/Registered/Vault Copy Not Printed

Amendment Page

Type: Statistical Correction (dropdown) Amendment Date: MAR-24-2017 (calendar icon)
Year: 2017 Amendment Number: 429491
Order Number: (text input) Description: (text input)
Amendment Status: Keyed (Requires Affirmation)
Page to Amend: (dropdown)

| Item In Error | Item as it Appears | Item as it Should be | Edit | Delete |
|--|--------------------|----------------------|------|--------|
| Prenatal - Date of First Prenatal Care Visit | 999-99-9999 | 88-88-8888 | Edit | Delete |
| Prenatal - No Prenatal Care | false | true | Edit | Delete |

Cancel Amendment Save Clear Return

Fixing the error

Check the Affirmation box. Click on the “Affirm” button, then swipe/place your finger to sign the record.

Amendments Menu

- Amendment
- Attachments
- Amendment Affirmation**

6631538 2017000032 :Test Case One MAR-24-2017
/Legal Valid/Medical Valid/Certified/Registered/Vault Copy Not Printed

Affirmations

Affirm the following:

I certify that this change truthfully reports personal information to the best of my knowledge and is submitted for inclusion on the vital record.



Affirm Use Signature Pad Clear Return

Fixing the error

Click
“Return”,
and you’ll be
taken back to
the
Amendment
List screen.

The
amendment
will show as
“Pending.”

The screenshot displays a web application interface for birth registration. On the left is a vertical navigation menu with categories: Parent Information, Facility Information, Registrar Information, Other Registries, and Other Links. The 'Amendment List' option is highlighted. The main content area shows a header for '6631538 2017000032 :Test Case One MAR-24-2017' and a table of amendments. One amendment with ID 429491 is in a 'Pending' status, which is circled in red. At the bottom right of the table area are two buttons: 'New Amendment' and 'Return'.

| Amendment Id | Processing History | Amendment Type | Date Received | Date Completed / Rejected | Amendment Status | Order # |
|--------------|--------------------|------------------------|---------------|---------------------------|------------------|---------|
| 429491 | History | Statistical Correction | MAR-24-2017 | | Pending | |

What happens next?

- After you have made the necessary correction and fixed the error, the edit should not show up on the next report, meaning you should not receive further notification about that edit.
- However, it is crucial that you make the correction ASAP after receiving the edit from our office. If you do not make the correction promptly, you may receive another auto-generated email from us, since there is a one-week gap of when we process the activity.

Questions?

Example 2: Making a comment

■ Example 2:

- For our next example, we'll discuss what to do if you receive an error for a field that you have determined to be correct information.
- In this example, the data entered in the "Date of Last Menses" field triggered an edit because it was outside the expected range.
- Upon initially completing the record, you received a yellow/soft edit, and overrode this error. You also made a comment on the record, indicating the data was correct per the mother.

Navigating to the record in OVERS

Legacy Emanuel Medical Center Welcome back: birthclerk [Logout](#)

[Main](#) [Life Events](#) [Queues](#) [Reports](#) [Forms](#) [Help](#)

The State of Oregon - Oregon Health Authority
OVERS SQL 2014 TEST

Birth Registration Menu 6631542 :Jane Doe MAR-27-2017
/Legal Valid/Medical Valid with exceptions/Certified/Not Registered/Registration Approval Required

Parent Information

- Child
- ✓ Mother
- ✓ Mother Address
- ✓ Mother Attributes
- ✓ Mother Health
- ✓ Marital Status
- ✓ Informant

Facility Information

- ✓ Place of Birth
- ✓ Prenatal
- ✓ Pregnancy Factors
- ✓ Labor
- ✓ Delivery
- ✓ Newborn
- ✓ Newborn Factors
- ✓ Attendant/Certifier
- ✓ Certify

Other Registries

- Hearing Screening
- Immunization

Other Links

- Print Forms
- Comments
- Validate Registration

Prenatal

Mother Medical Record # 12345
Mother Medicaid #
Principal Source of payment for this delivery Self-pay
Other Specify
Date of Last Menses APR-01-2014
Prenatal Care
No Prenatal Care
Date of First Visit AUG-01-2016
Total Number of Prenatal Visits 10
Previous Live Births
Number Now Living None
Number Now Dead None
Date of Last Live Birth
Other Pregnancy Outcomes (Spontaneous or Induced Terminations or Ectopic Pregnancies)
Number of Other Pregnancy Outcomes None
Date of Last Other Pregnancy Outcome
Mother tested for HIV? No

[Validate Page](#) [Next](#) [Clear](#) [Save](#) [Return](#)

Validation Results [List All Errors](#) [Save Overrides](#) [Hide](#)

Error Message [Override](#) [Goto Field](#) [Popup](#)

| | | | |
|---|-------------------------------------|---------------------|---------------------|
| BR0503: Date of Last Normal Menses is invalid. The difference between the Child's Date of Birth and the Date of Last Normal Menses cannot be >=365 days or <= 0 days. Enter a valid date for Date of Last Menses. | <input checked="" type="checkbox"/> | fix | fix |
| BR0547: Date of Last Normal Menses is invalid. Enter a valid date of Last Menses. | <input checked="" type="checkbox"/> | fix | fix |

Navigate to the screen in OVERS with the error.

In this example, you received an edit that the Date of Last Normal Menses is invalid.

The information you entered was provided to you by the mother.

Click on Comments.

Navigating to the record in OVERS

The comment might read something similar to:

Comments

Comments

State File Number: 000032
Registrant Name: Test Case One
Event Type: Birth
Event Date: MAR-24-2017

| Comment Type | Date Entered | Entered By | Comment | |
|------------------|--------------|------------|---|---|
| General Comments | 04/14/2017 | birthclerk | Menses Date is correct per mother. - ks | Edit Delete |

Total records : 1

[New Comment](#) [Close](#)

Navigating to the record in OVERS

Even though the record shows a comment was originally made explaining the error, additional action needs to be taken on this record in order for that error to be removed from the error report.

Remember, you can either:

1. Correct the error
- or
2. Make an additional comment on the record

For this example, we'll be making an additional comment on the record. Our comment should reference that the information that resulted in an error is what the mother reported to you.

Making an additional comment

Click “New Comment”, then add a new comment, referencing the original comment.

Click “Save”.

The screenshot shows a web application window titled "Comments". At the top, it displays metadata for a record: State File Number: 000032, Registrant Name: Test Case One, Event Type: Birth, and Event Date: MAR-24-2017. Below this is a table of comments with columns for Comment Type, Date Entered, Entered By, and Comment. A single record is shown with a "General Comments" type, dated 04/14/2017, entered by "birthclerk", and containing the text "Menses Date is correct per mother. - ks". To the right of the table is an "Edit Delete" link and a "Total records : 1" indicator. Below the table is a section titled "Enter New Comment". It features a dropdown menu for "Comment Type" set to "General Comments". A text area contains the text "See previous comment dated 04/14/2017 re: Menses Date - ks". To the right of the text area are three buttons: "Save", "Clear", and "Cancel". The "Save" button is circled in red. At the bottom of the form are "New Comment" and "Close" buttons. A character count at the bottom indicates "Maximum text length: 4000" and "Characters left: 3942".

| Comment Type | Date Entered | Entered By | Comment | |
|------------------|--------------|------------|---|-------------|
| General Comments | 04/14/2017 | birthclerk | Menses Date is correct per mother. - ks | Edit Delete |

Total records : 1

Enter New Comment

Comment Type: General Comments

Comment: See previous comment dated 04/14/2017 re: Menses Date - ks

Maximum text length: 4000 Characters left: 3942

Save
Clear
Cancel

New Comment Close

Why would I get another email?

a) If the error hasn't been fixed

or

b) If a new comment hasn't been made on the record

then Cynthia will send you a 2nd email asking you to address the error.

You will also continue to receive the auto-generated email prompting you to fix the error.

IMPORTANT: Correct the error as soon as possible

Final questions?

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Thank you!