ROVER
Unleashed Birth Webinar

April 2021

ROVER Field Training Team

AskRover@health.ok.gov

Learning Objectives

- Queue Maintenance
- Entry of Data
- Data: NCHS
- Birth Fax Help
- Signature Pages
- Faxes
- Ongoing Obstruction on Barcodes; Delayed Timely Registration
- Definition of Live Birth and Fetal Death
- When should I file a Stillbirth Certificate?
- Filing a Stillbirth Certificate
- Guidance on Filling out Stillbirth Certificate
- The Decision Tree
- APGAR
- Understanding the Importance of Tab 2 and Item 16
- Frequent AOP and DOP Questions
- Paternity Questions
- Reminders
- Message from New Birth
- Paternity Handbook from DHS
- Guide to Completing Facility Worksheets
- Friendly ROVER Reminders
- Questions
- Let's Stay in Touch! **New Phone Numbers**

Queue Maintenance

- ROVER News Messages are located on the top of the Home page when logged into ROVER. This is where important information is shared with users. Any trending issues, ROVER upgrades or changes to how the user will interact with the system will also be conveyed here for your convenience.
- It is important to work your queue daily and follow up with any records that have not moved forward with registration.
- This is very IMPORTANT in order to get Birth Certificates registered properly and in a timely manner.
- It is the responsibility of each facility to ensure their queue is up to date and issues are addressed in a timely manner.
- Any records on your queue when you login to ROVER should not be ignored and you should always ask questions regarding the cases that are still pending on your queue.

Entry of Data

- Things to remember…
  - Shortcuts diminish the quality of data.
  - Data entered into ROVER influences Medical Practice and Public Health Policy in countless ways.
  - The best information from the best source leads to the highest quality of data.
  - According to NCHS Oklahoma has marked unknown (entering 999999) above the tolerance rate and out of compliance with reporting standards.
  - Entering unknown can have negative impacts on our state.
  - If there are any doubts, **PLEASE Ask, Ask, Ask.**

Data:
What NCHS tells us about Oklahoma Reporting…

- The following continue to be identified as being marked unknown for our state at a rate above tolerance:

- Residence of Mother-Inside City Limits
  - Date of First Prenatal Visit-Day
  - Date of Last Live Birth-Year
  - Number of Live Births
  - Fetal Presentation- “Other”

Birth Fax Help

- To follow up with any records that have not registered contact Birth Fax Help at: birthfaxhelp@health.ok.gov
- Be sure to include the following information:
  - Child's Name
  - DOB
  - Bar Code#
  - Date Faxed
  - Explanation of Issue
- *Please note a fax machine confirmation page DOES NOT indicate a successful receipt of the document into the Fax Server*

Signature Pages

- When submitting signature pages remember you are faxing to a fax server. You are not faxing to a machine with a person on the other side.
- Each document is its own file so be sure each page has either the barcode or number written at the top to ensure it can be associated to the correct record.
- Please, ***DO NOT*** **punch holes or put patient stickers on the barcode.** Without a barcode, we will not know what record it should be attached to.
- Please **no cover pages or letters**.

Faxes

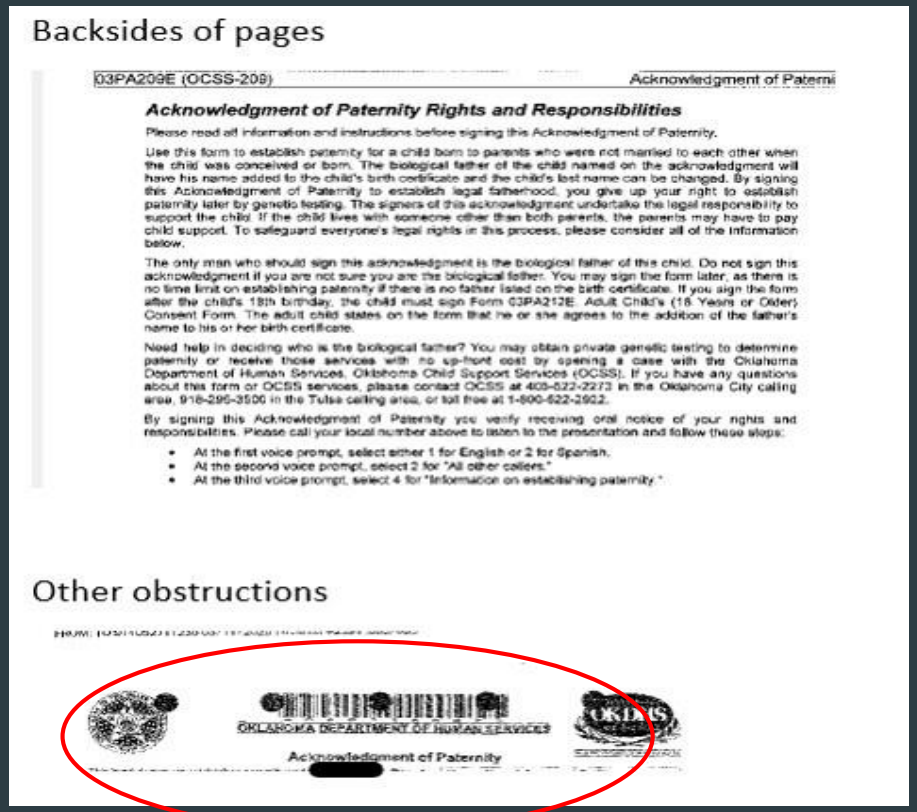
- ONLY the Signature Page and if applicable the AOP and DOP should be faxed. Also, remember the AOP and DOP must be submitted together, one is not valid without the other.
- Vital Records are legal documents and should be treated, as such. Submitting birth faxes like the following examples will delay timely registration for families trying to obtain records.

Obstructions on Barcodes

Please, NO PUNCH HOLES on barcodes.

Please, NO PATIENT STICKERS on barcodes.

Backsides of pages


03PA209E (OCSS-209) Acknowledgment of Paterni

Acknowledgment of Paternity Rights and Responsibilities

Please read all information and instructions before signing this Acknowledgment of Paternity.

Use this form to establish paternity for a child born to parents who were not married to each other when the child was conceived or born. The biological father of the child named on the acknowledgment will have his name added to the child's birth certificate and the child's last name can be changed. By signing this Acknowledgment of Paternity to establish legal fatherhood, you give up your right to establish paternity later by genetic testing. The signers of this acknowledgment undertake the legal responsibility to support the child. If the child lives with someone other than both parents, the parents may have to pay child support. To safeguard everyone's legal rights in this process, please consider all of the information below.

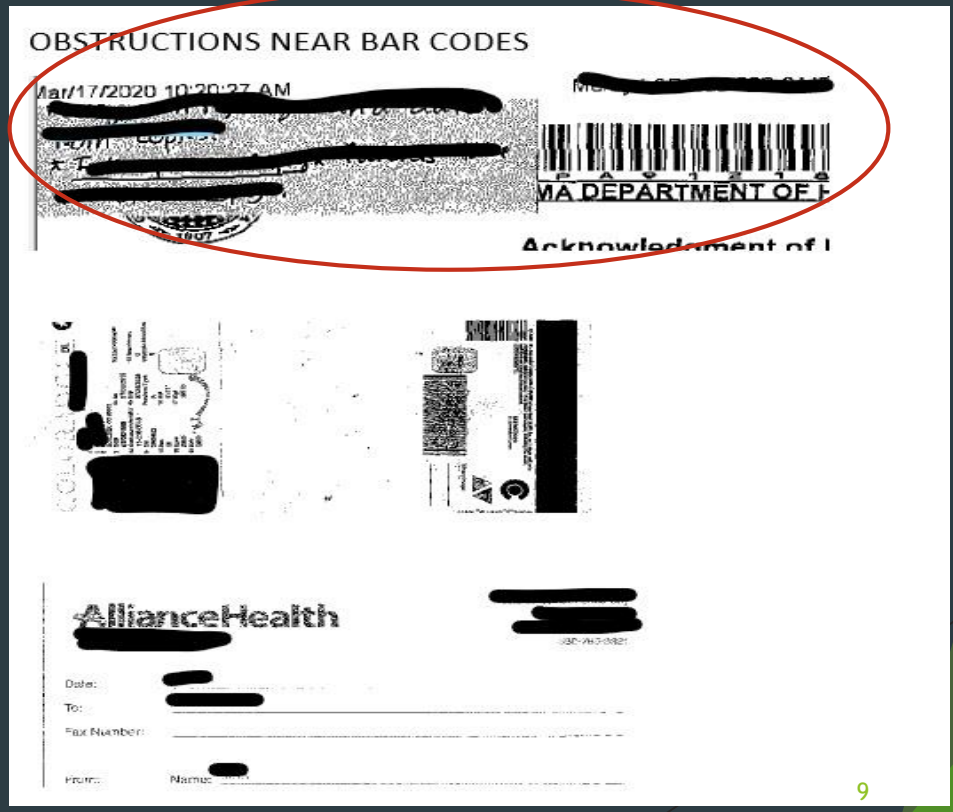
The only man who should sign this acknowledgment is the biological father of this child. Do not sign this acknowledgment if you are not sure you are the biological father. You may sign the form later, as there is no time limit on establishing paternity if there is no father listed on the birth certificate. If you sign the form after the child's 18th birthday, the child must sign Form 03PA212E, Adult Child's (18 Years or Older) Consent Form. The adult child states on the form that he or she agrees to the addition of the father's name to his or her birth certificate.

Need help in deciding who is the biological father? You may obtain private genetic testing to determine paternity or receive those services with no up-front cost by opening a case with the Oklahoma Department of Human Services, Oklahoma Child Support Services (OCSS). If you have any questions about this form or OCSS services, please contact OCSS at 405-522-2273 in the Oklahoma City calling area, 918-295-3500 in the Tulsa calling area, or toll free at 1-800-522-2932.

By signing this Acknowledgment of Paternity you verify receiving oral notice of your rights and responsibilities. Please call your local number above to listen to the presentation and follow these steps:

- At the first voice prompt, select either 1 for English or 2 for Spanish.
- At the second voice prompt, select 2 for "All other callers."
- At the third voice prompt, select 4 for "Information on establishing paternity."

Other obstructions



Delayed Timely Registration Due to Illegible Faxes

Be alert that the fax machine does not take in more than one sheet at a time, or we get split page like the one below.

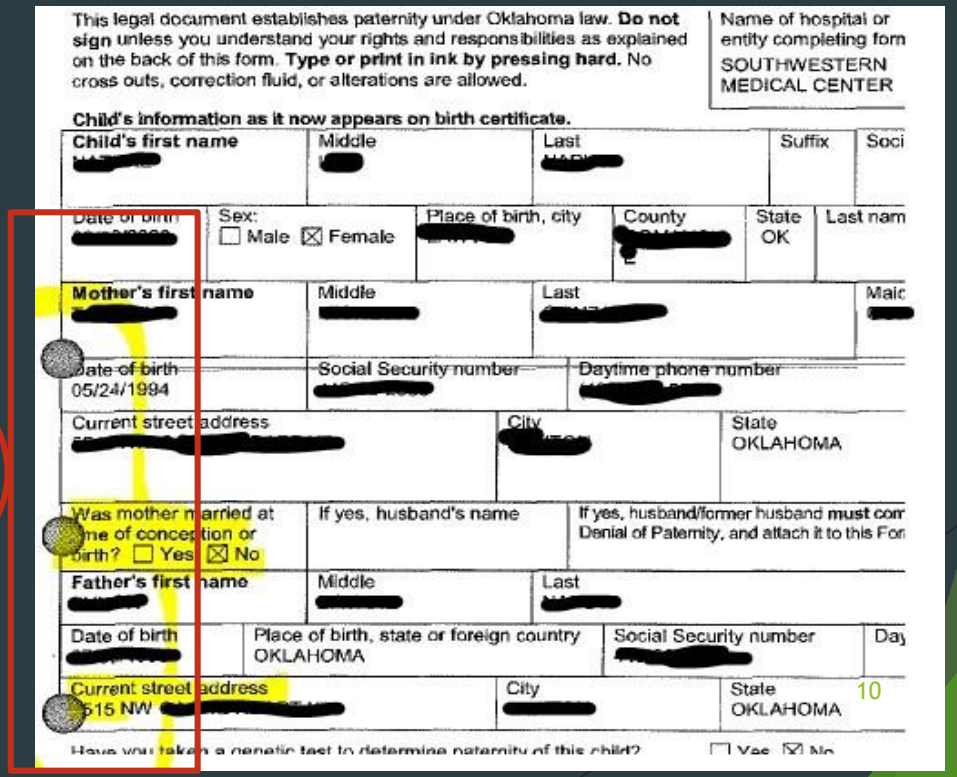
CERTIFICATE OF LIVE BIRTH

STATE OF OKLAHOMA-DEPARTMENT OF HEALTH

WORKSHEETS

MOTHER'S WORKSHEET FOR CHILD'S BIRTH CERTIFICATE

The following AOP has punch holes. One of the holes partially covers the address, there is another number where the hole is. We CAN NOT accept Signature pages and AOP's with these types of obstructions.


This legal document establishes paternity under Oklahoma law. **Do not sign** unless you understand your rights and responsibilities as explained on the back of this form. **Type or print in ink by pressing hard.** No cross outs, correction fluid, or alterations are allowed.

Name of hospital or entity completing form: SOUTHWESTERN MEDICAL CENTER

Child's information as it now appears on birth certificate.

Child's first name | Middle | Last | Suffix | Soci

Date of birth | Sex: ☐ Male ☒ Female | Place of birth, city | County | State OK | Last nam

Mother's first name | Middle | Last | Maic

Date of birth 05/24/1994 | Social Security number | Daytime phone number

Current street address | City | State OKLAHOMA

Was mother married at time of conception or birth? ☐ Yes ☒ No | If yes, husband's name | If yes, husband/former husband must com Denial of Paternity, and attach it to this For

Father's first name | Middle | Last

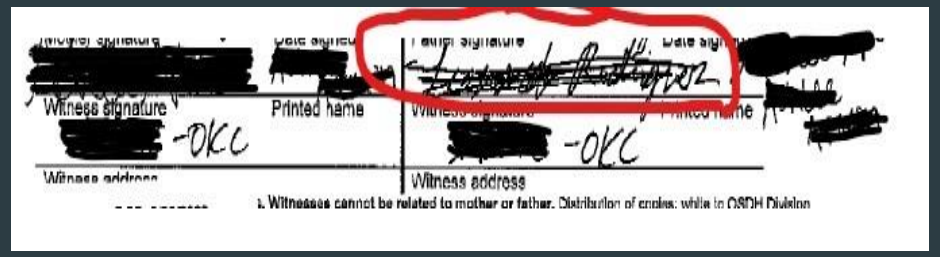
Date of birth | Place of birth, state or foreign country OKLAHOMA | Social Security number | Day

Current street address 515 NW | City | State OKLAHOMA

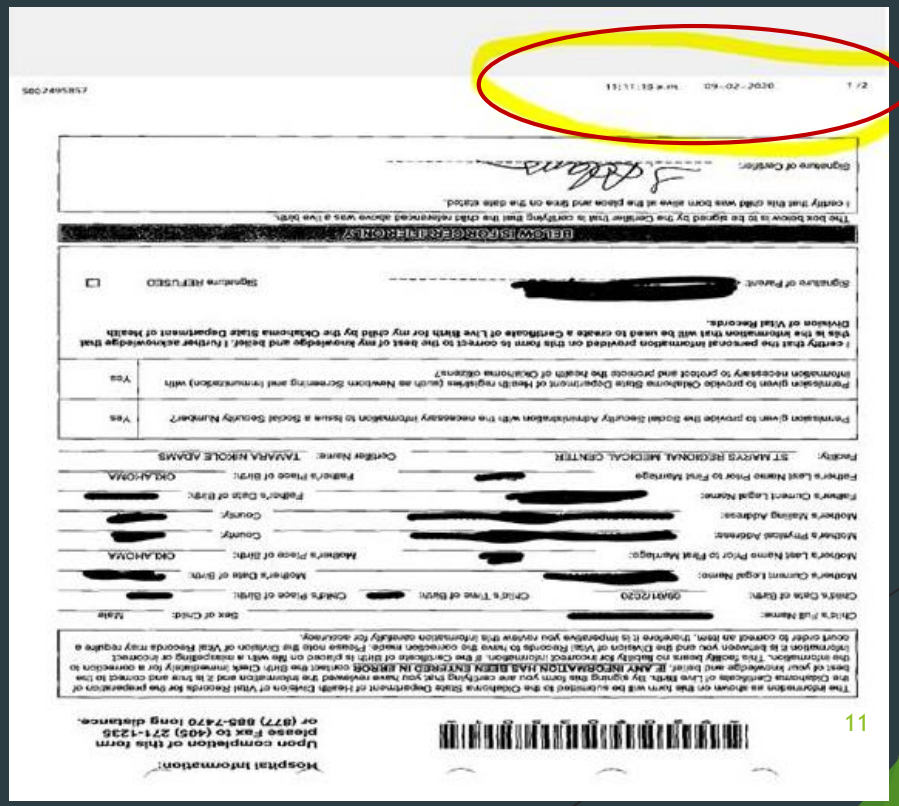
Have you taken a genetic test to determine paternity of this child? ☐ Yes ☒ No

Delayed Timely Registration Due to Illegible Faxes Cont…

Please be mindful that we cannot accept AOP's with "cross outs, correction fluid or alterations".



We consistently receive Signature pages and AOP'S that are upside down as shown below. The fax date and time stamp on top are in the correct position showing the page was sent upside down.



Definition of Live Birth and Fetal Death

- “The term live birth means the complete expulsion or extraction from its mother of a product of human conception, irrespective of the duration of pregnancy, which, after such expulsion or extraction breathes or shows any other evidence of life such as a beating of the heart, pulsation of the umbilical cord, or definite movement of voluntary muscles whether or not the umbilical cord has been cut or the placenta is attached” (Section 63-1-301 (F), Statutes Annotated) (CDC, 2021).
- “The term fetal death prior to the complete expulsion or extraction from its mother of a product of human conception after a period of gestation as prescribed by the State Board of Health. The death is indicated by the fact that, after such expulsion or extraction, the fetus does not breathe or show any other evidence of life such as beating of the heart, pulsation of the umbilical cord, or definite movement of voluntary muscles” (Section 63-1-301 (F), Statutes Annotated) (CDC, 2021).

When should I file A Stillbirth Certificate?

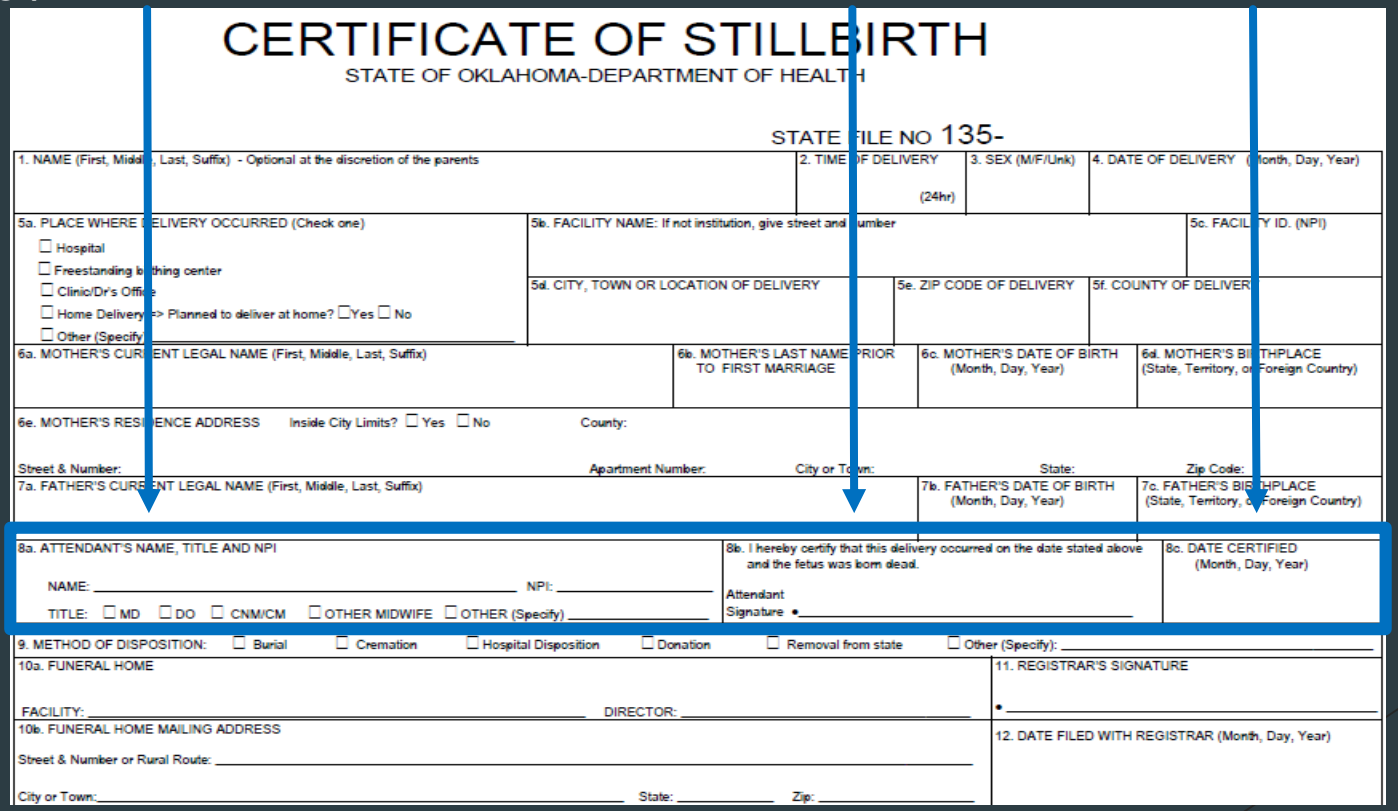
- *A **fetal death occurs when there is no sign of life** at the time the fetus is delivered. In this case, if the fetus is at least **12 weeks gestation**, then a fetal death/stillbirth certificate MUST be filed.*
- If there is any sign of life (even one heartbeat, one breath, or other sign of life), then a Live Birth Certificate MUST be filed. The gestational age or length of life does not matter.
- If the infant dies prior to discharge (regardless of whether it occurs seconds, hours, days or weeks after the live birth), then a Death Certificate MUST also be filed.
- Should questions ever arise on how to properly complete or file a stillbirth certificate, please contact the Vital Records Death Registration Unit at OKCDeathRegistration@health.ok.gov.

Filing a Stillbirth Certificate

- The entity who assumes custody of the fetus is responsible for filing the Death Certificate within ***three (3) days***.
- Depending on the situation, this may be the hospital, Funeral Home, or the family. Whoever assumes the role of Funeral Director is required by law to file the Stillbirth Certificate with the Oklahoma Vital Records Division.
- In the case where a hospital would release the body to the family, the Oklahoma Vital Records Division (VR) recommends that the hospital offers to file the certificate for the family.
- This is not required by law; however the hospital already has the required information, access to the certifier for signature, and a process in place for filing the record; so it can be done quickly and without significant disruption of business. If the hospital chooses not to file the certificate, then Oklahoma Vital Records asks that the hospital inform the family of their legal responsibility. If no notification is provided to the family, it is unlikely a record will ever be filed.
- ***Oklahoma VR is unlikely to be aware of the event or have the information necessary to contact the family. However, this will lead to incomplete counts of events and the family will regrettably be in violation of state law. If the family does not file the record, then the family will be required to contact the hospital to obtain the medical information. Delaying the filing wiling of these records will prove to be more time consuming than filing shortly after the occurs.***

Guidance on Filling out Certificate of Stillbirth

- The Attending/Delivering physician's information in items 8 a, 8b and 8c should be filled out prior to Funeral Home picking up the body. This completed form should then be provided to the funeral director or person acting as such to complete their remaining part of the Stillbirth Certificate.



CERTIFICATE OF STILLBIRTH

STATE OF OKLAHOMA-DEPARTMENT OF HEALTH

STATE FILE NO 135-

1. NAME (First, Middle, Last, Suffix) - Optional at the discretion of the parents
2. TIME OF DELIVERY (24hr)
3. SEX (M/F/Unk)
4. DATE OF DELIVERY (Month, Day, Year)

5a. PLACE WHERE DELIVERY OCCURRED (Check one)
☐ Hospital
☐ Freestanding birthing center
☐ Clinic/Dr's Office
☐ Home Delivery => Planned to deliver at home? ☐Yes ☐ No
☐ Other (Specify)

5b. FACILITY NAME: If not institution, give street and number
5c. FACILITY ID. (NPI)
5d. CITY, TOWN OR LOCATION OF DELIVERY
5e. ZIP CODE OF DELIVERY
5f. COUNTY OF DELIVERY

6a. MOTHER'S CURRENT LEGAL NAME (First, Middle, Last, Suffix)
6b. MOTHER'S LAST NAME PRIOR TO FIRST MARRIAGE
6c. MOTHER'S DATE OF BIRTH (Month, Day, Year)
6d. MOTHER'S BIRTHPLACE (State, Territory, or Foreign Country)

6e. MOTHER'S RESIDENCE ADDRESS Inside City Limits? ☐ Yes ☐ No County:
Street & Number: Apartment Number: City or Town: State: Zip Code:

7a. FATHER'S CURRENT LEGAL NAME (First, Middle, Last, Suffix)
7b. FATHER'S DATE OF BIRTH (Month, Day, Year)
7c. FATHER'S BIRTHPLACE (State, Territory, or Foreign Country)

8a. ATTENDANT'S NAME, TITLE AND NPI
NAME: NPI:
TITLE: ☐ MD ☐ DO ☐ CNM/CM ☐ OTHER MIDWIFE ☐ OTHER (Specify)

8b. I hereby certify that this delivery occurred on the date stated above and the fetus was born dead.
Attendant Signature •

8c. DATE CERTIFIED (Month, Day, Year)

9. METHOD OF DISPOSITION: ☐ Burial ☐ Cremation ☐ Hospital Disposition ☐ Donation ☐ Removal from state ☐ Other (Specify):

10a. FUNERAL HOME
FACILITY: DIRECTOR:

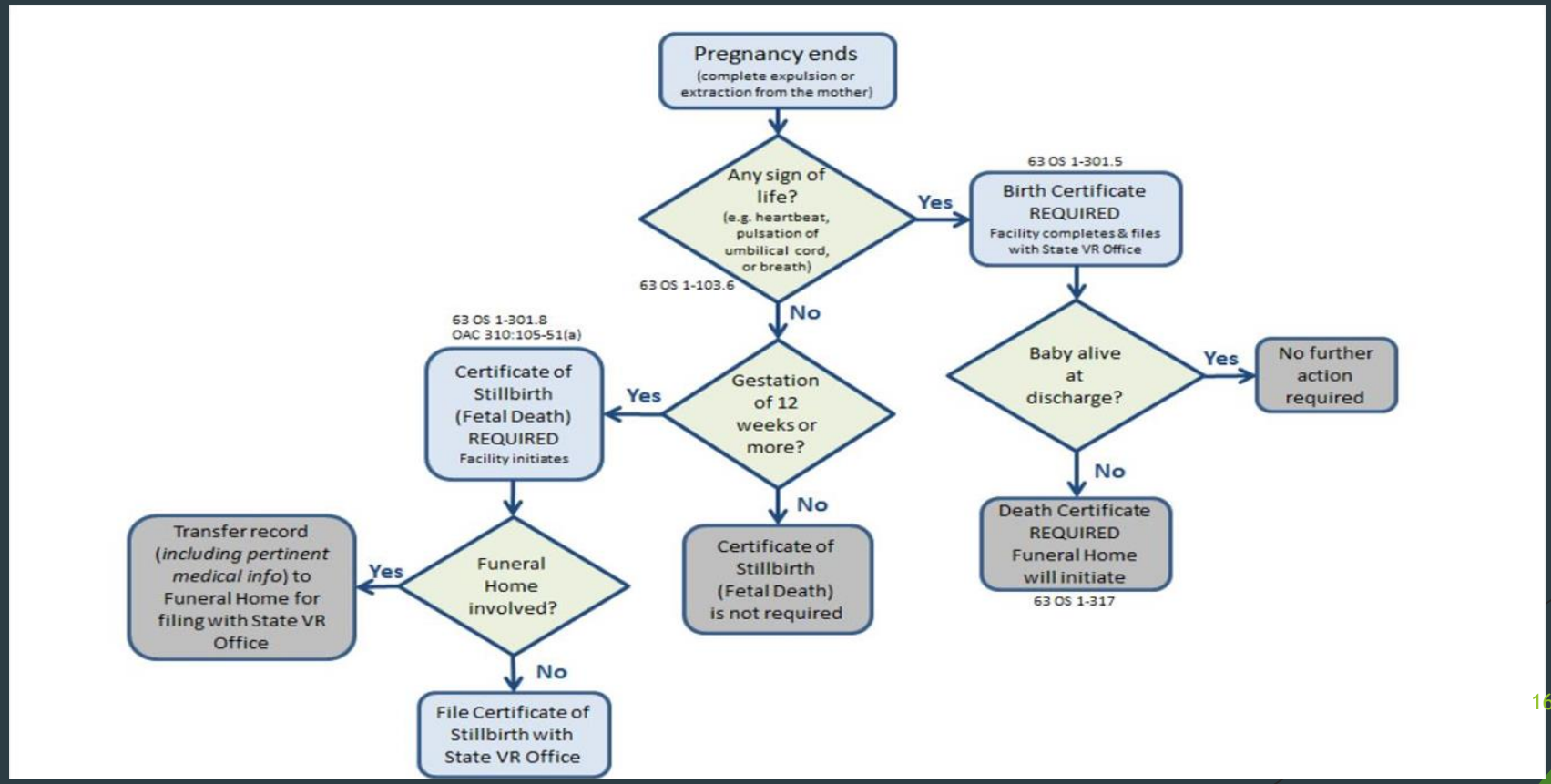
11. REGISTRAR'S SIGNATURE
•

10b. FUNERAL HOME MAILING ADDRESS
Street & Number or Rural Route:
City or Town: State: Zip:

12. DATE FILED WITH REGISTRAR (Month, Day, Year)

The Decision Tree

- Should questions arise on how to properly complete or file a vital record; or which record should be filed, please, contact the Oklahoma State Department of Health, Office of Vital Records at, AskVR@health.ok.gov.

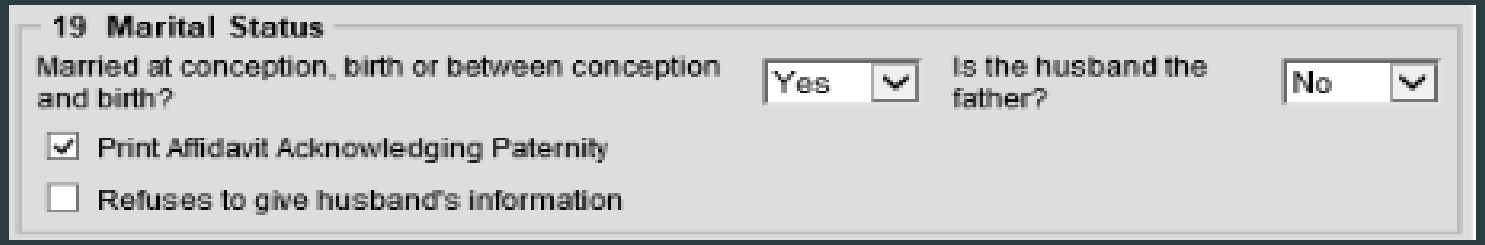


Reporting APGAR

- While most hospitals generally conduct a 1 minute and 5 minutes APGAR, ROVER requires the 5 minute and if necessary the 10 minute APGAR
- The National Center for Health Statistics (NCHS) has identified facilities in Oklahoma that are reporting the 1 minute and the 5 minute APGAR in ROVER. Reporting incorrect information to NCHS skews data that is reported for our State.
- If you are worried that your facility might be reporting inaccurate date, please contact AskROVER@health.ok.gov and Field Representative can review statistics with your facility to identify any reporting issues.

Filling out Tab 2

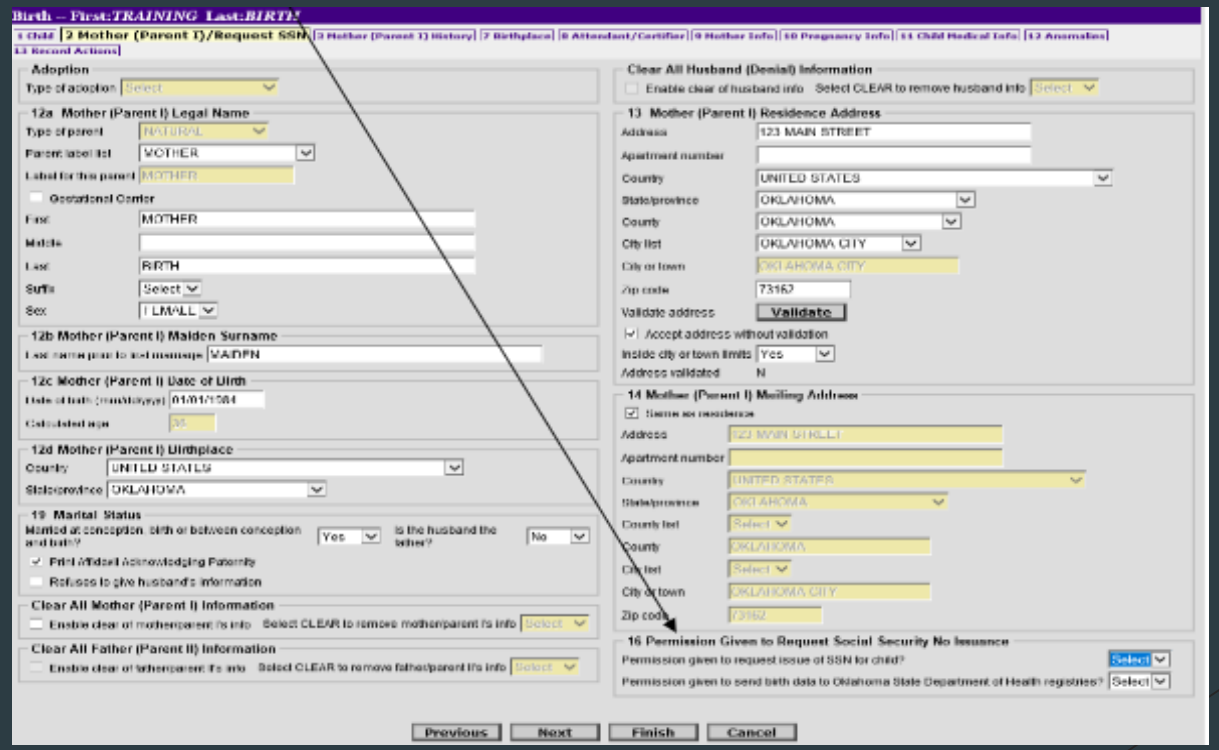
- The Marital Status section drives several choices further down the record.



- If the mother is married, and the husband is the father, then enter Yes and Yes.
- If the husband is available to sign the Denial of Paternity AND the biological father is available to sign the Acknowledgement of Paternity, then check the box indicating Print Affidavit Acknowledging Paternity. This will allow ROVER to print an Acknowledgment and Denial of Paternity Form.
- If the mother is married but refuses the husband's information, please be aware that the record will be marked as INCOMPLETE and the certified State Birth Certificate would NOT be issued until legal paternity has been established.
- If the mother was not married, then enter No.

Tab 2 (Continued)..

- If on any of the options, besides not married, the mother is refusing to give the husbands information, then you want to check the box Refuses to give husband's information. This box should be checked whether the husband is or is not the father.
- Please NOTE: ITEM 16: MUST be entered as NO and NO in this case. Please explain to the mother that the record will be marked as INCOMPLETE and she will not be able to receive a copy of the birth certificate or receive a Social Security Card until the information is provided and the additional fee of $25 is paid to the State, per State Law.



Item 16 (Continued)…

- If the mother only gives SOME of the husband's information, enter this information in the Comments Among Users Box at the end of the record.
- If she gives all the information except for his Social Security Number, you may enter this in the record and enter all nines in the Social Security Number box. However, the record will still be marked as Incomplete, since this information is required by Federal Law. Item 16 Must still be marked as NO and NO.
- Also, if the child is not named (Baby Girl or Baby Boy), or deceased, Item 16 must be set to NO and NO. This prevents someone from establishing an identity for someone who is deceased or for a child not named.
- Every birth will also include a signature page that you must fax into us. The signature page needs to reflect Box 16's choices, as well as needing to have all required signatures. You should not hold onto the signature page and wait for the mother to come back and complete it. Please, ensure you obtain the signatures right away and fax it in. Missing or incomplete signature pages will result in Item 16 being a NO and NO.

Frequent AOP and DOP Questions

- Can the DOP be submitted separate from the AOP?
  - The DOP and AOP should be submitted together. The DOP is NOT acceptable without a valid AOP. The form needs to be signed by both parents and acceptable witness in order to be processed and valid.
- Can two males sign the AOP?
  - No, the biological mother must be the “mother” on the AOP.
- Can two females sign the AOP?
  - Yes.
- Can I submit the AOP if the parents have not signed it?
  - While you can submit the document without signatures, it is not valid so please, do not add the father on the Birth record.

“Oklahoma Child Support Services: Paternity Frequently Asked Questions.” Human Services Department- OKDHS, 2021, Oklahoma.gov/okdhs/services/ocss/patfaq.html.

Paternity Questions

- What does it mean to establish paternity?
  - Setting up or establishing paternity is the legal process used to show who is the legal father of a child.
- If paternity wasn't established when the baby was born, how can I get paternity established now?
  - In many cases, the parents still set up paternity using the AOP form. Either parent can also open a case with child support to establish paternity. Parents can also file action in district court privately. The parents will have the chance to admit paternity or do DNA testing. To request an application for services, or to get more information, call the Child Support Customer Service toll-free at 1-800-522-2922.
  - Should paternity be established if the mother is going to marry someone else and that man plans to adopt the child?
  - Yes. It is important to establish paternity as soon as possible for both parents and the child. Additionally, benefits such as Social Security, Veterans, and insurance coverage are only available to the child if paternity has been established.

"Oklahoma Child Support Services: Paternity Frequently Asked Questions." Human Services Department- OKDHS, 2021, Oklahoma.gov/okdhs/services/ocss/patfaq.html.

Reminder

- The ONLY time hand written signature pages are to be utilized is if ROVER is down for extended periods of time.
- Lack of coverage on the part of the hospital is not a substantial reason for submitting hand written signature pages.
- The New Birth Department will no longer accept hand written signature pages from facilities when no significant system issues have been substantiated.
- Please, ensure your facility is following the prescribed procedures.

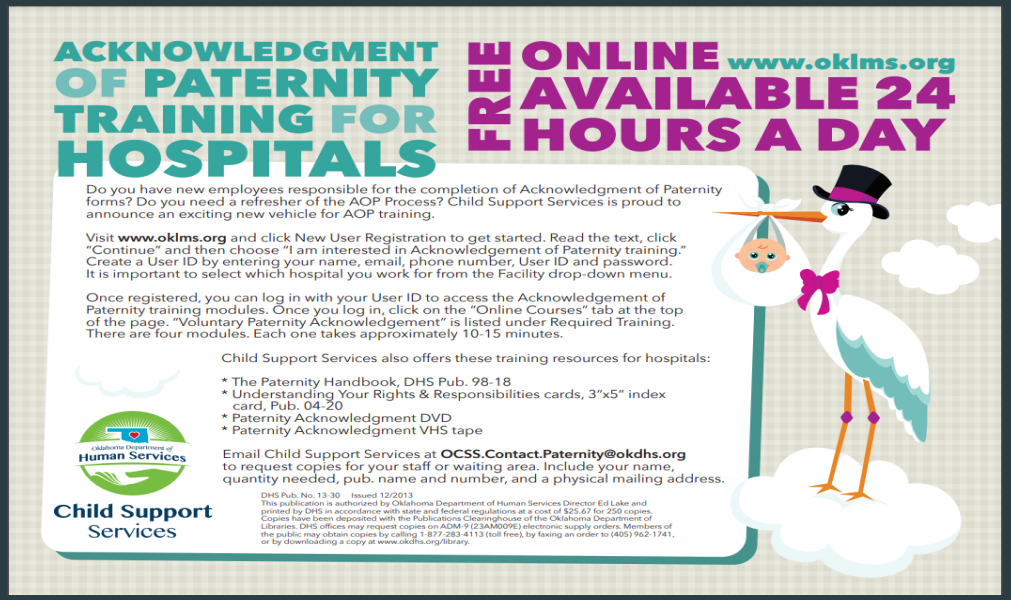
Message from New Birth

- There is a growing number of **Correction Letters** being sent to our New Birth Unit for processing.
- "A parent named on the birth certificate must review the completed Signature Page. The parent should **NOT** sign the form if any errors are contained on the form. Hospital Staff should correct the record and return with a new Signature Page for review and signature. Once all items are correct, the form should be signed and submitted to Vital Records".
- As we have addressed many times, data matters and mistakes cost. Any correction made to a record after submission will automatically generate a **$25 fee**.
- "Delays filing and/or issuance of the official birth record are caused by mistakes that could be easily alleviated if the form is reviewed and mistakes corrected as needed before the record is submitted for permanent filing. Proper review will alleviate unhappy parents and save unnecessary delays and valuable time for hospital staff and Vital Records to make corrections in the future".
- Please educate your patients/mother's when possible about the $25 associated fee.

DHS Paternity Handbook

- https://oklahoma.gov/content/dam/ok/en/okdhs/documents/okdhs-publication-library/98-18.pdf
- AOP Training for Hospitals on the DHS website. Here it is!

("Oklahoma Child Support Services: Paternity Frequently Asked Questions." Human Services Department - OKDHS, 2021, oklahoma.gov/okdhs/services/ocss/patfaq.html.



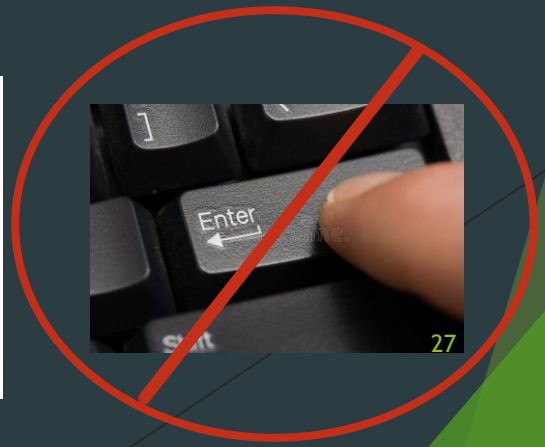
Guide to Completing the Facility Worksheets for the Certificate of Live Birth and Report of Fetal Death

- Developed by the National Center for Health Statistics (NCHS) and local partners, this e-Learning package is designed to help us all better understand and improve the quality of birth data. The data coming from this Birth information is crucial to gathering data for Public Health purposes.
- Since the training provides awareness of the importance of quality data, it should be helpful for existing staff as well as new employees. This e-Learning session is well laid-out, educational, and continuing education units (CMEs, CNEs, CEUs, CPHs) are available.
- https://www.cdc.gov/nchs/training/BirthCertificateElearning/

Friendly ROVER Reminders

CAUTION CAUTION CAUTION

- Please, remember that ROVER is a TAB based system, so please TAB through each line when filling out the New Birth information so that the system **records all data entered**.
- ****IMPORTANT**** Please, **DO NOT** use the **ENTER KEY** on your keyboard to click "NEXT" or "FINISH" when filling out the New Birth information in ROVER. Please, use your **mouse** when moving on to the next page.
- The ROVER Help Desk is for tech support, only. Please, *DO NOT* refer patients with questions to the ROVER Help line.



Questions?

Let’s Stay In Touch!

New Birth

birthfaxhelp@health.ok.gov

405.426.8890

ROVER

AskRover@health.ok.gov

405.426.8686

Death Registration

OKCDeathRegistration@health.ok.gov

405.426.8870