State of Delaware

Electronic Vital Records System

(DelVERS)

Birth Module Facility Quick Reference Guide

Born En-Route Record Type

Version 1.0

07/22/2019

Quick Steps for Registering a Born En-Route Record Type

1. Login to DelVERS and select the appropriate facility location.
2. Select the **Birth** module at the top of the screen.
3. From the Birth home page, select **Function/Birth Registration**.
4. If there are any records in the Late Records queue, the system will display a message alerting the user to the number of late records.
5. The Record Type field will be highlighted. Choose the **Born En-Route** record type.
6. Complete all mandatory to save fields marked with a red asterisk * and either select the **Save** icon in the toolbar, the **Save** button at the bottom of the page, or the **Record/Save** menu item.
7. The application will automatically search for potential duplicate/plural records.
   a. If the application suspects duplicate/plural records, click the **Select** button on the Duplicate Record(s) screen to review the potential duplicate record.
   b. To continue saving the potential duplicate/plural record, click the **Continue to Save** button.
   c. To cancel saving the potential duplicate/plural record and return to the data entry screen, click the **Cancel** button.
8. During the data entry process, certain fields will require double data entry. After entering a value in one of these fields and attempting to move to the next field, the system will display the Double Data Entry screen. Type the value in the box where it says **Re-enter Value**. Click the **OK** button when the value is re-entered.
9. After initially saving the record, continue completing the record and make sure to save changes frequently.
10. Search for a specific Attendant and Certifier on the Certifier tab by clicking on the green lens button if the names do not already appear in the dropdown field, or select **Add New** in the dropdown field to perform Add on the Fly (AOF).
    a. If Add New is selected, complete the mandatory information about the Attendant/Certifier and click **OK**. The new information will auto-populate the record.
11. Ensure that all data entry fields are resolved by checking that fields are no longer colored, or select the **Unresolved/Stakeholders** button in the top corner of the form.
12. Save the record, and click the **Record/Certify** menu option. The certification screen will appear.
    a. Click the **Preview** button to review the Birth Worksheet in a separate window.
    b. Click the **Certification** button to continue certifying the record.
    c. The checkbox beside the certification statement must be checked before entering a PIN. Enter the PIN and click **OK**.
    d. A message will pop up asking if the user wishes to certify the record. Click **Yes** if there are no mistakes.
    e. When certified, a confirmation message will appear.
13. After certifying the record, select the **Record/Legal Release** menu item.
14. A message will appear asking if the user wants to release the record. Click **Yes**. A confirmation message will appear.
15. Once Legal Release is completed, the system will prompt the user for Statistical Release. Click **Yes** to continue with statistical release. Statistical release can also be initiated by choosing the **Record/Statistical Release** menu item.
    a. If the record is marked as a high risk record (depending on certain fields on the record), a message will appear asking if the child is still alive. Click **Yes** if the child is still alive and another message will appear asking if the record should be released. Click **Yes** to release the record.
       i. If **No** is selected, a message will appear indicating that a death record also needs to be created.
16. A confirmation message will appear indicating that the statistical release completed successfully.

Birth Facility Processes

In order to use DelVERS please verify that you have access to all of following requirements:

- ✓ Live internet connection
- ✓ Widely used JavaScript enabled standard web browser (IE8+, Mozilla Firefox, etc)
- ✓ Java runtime
- ✓ Adobe acrobat reader for forms and letters
- ✓ MS Excel for accessing/running reports

Omission of one or more requirements will prevent access and effective use of DelVERS.

Accessing DelVERS

1. Open the updated version of your standard web browser (IE8+, Mozilla Firefox, Google Chrome, etc.)
2. Enter the URL.
3. Click the **Log In to DelVERS** button.
4. Click **Yes** to confirm agreement with the Terms of Use.
5. Enter the username and password in the appropriate fields on the login screen and click **OK**.
6. Select the appropriate location from the dropdown menu and click **OK**.

Record Ownership Rules

- ✓ Birth facility users will only have access to birth records associated with the particular facility they are logged in under.
- ✓ A birth clerk cannot release the facility's record until all data entry fields are resolved and the record is certified.

Basic Data Flow at Facility Location

The facility user needs to complete all of the following steps before the record is considered a registered record:

1. Facility Birth Registration Data Entry and Resolved Fields
2. Certification
3. Legal Release
4. Statistical Release

Facility Birth Registration Data Entry

A facility user can start a new record or continue working on an unresolved record in the DelVERS application. An existing unresolved record is retrieved through the unresolved work queue by selecting **Function/Birth Registration**, and either selecting an option from the **Unresolved Work Queue Filter** dropdown or through the **Search** option. Selecting the **Cancel** button causes any unsaved information to clear from the record. Navigating away from the birth record page before the first save causes a non-registered record to be abandoned.

1. Login to DelVERS and select the **Birth/Function/Birth Registration** menu item.
2. Select the **New** button or **Record/New** menu item. The Record Type field will be highlighted.
3. Enter the following mandatory fields before saving the record for the first time:

- Record Type (a 'Born En-Route' record type follows a strict rule set since it is assumed the mother will be readily available)
- Plurality
- Birth Order
- Newborn Date of Birth
- Facility Name
- Mother Current Legal Last Name
- Mother Date of Birth

4. Select the **Save** icon in the toolbar, the **Save** button at the bottom of the page, or the **Record/Save** menu item.
5. The application will automatically search for potential duplicate/plural records.
6. If a potential match is found, the application will indicate that potential duplicate/plural records exist. The duplicate records screen will appear.

- Click **Select** to open the potential record and review it further, unless the record is owned by another facility. The system will indicate if the record is owned by another facility.
- Click **Continue to Save Record** to create a new record, but the record will be flagged as a potential duplicate/plural record.
- Click **Cancel** to return to the unsaved record and make any changes before attempting to save the record again.

7. Once the record is initially saved, continue data entering the record, saving frequently.

Print Forms

1. Bring a record up in the Birth Registration screen through the Search option or the Unresolved Work Queue.
2. Select the desired form from the **Record/Print** menu item.
3. The desired form will open in a PDF window.

Electronic Certification

Electronic certification is used to electronically sign a birth record after all fields have been resolved and checked for accuracy.

1. Search for a record or retrieve the record from the unresolved work queue. Set the work queue filter to 'Ready for Certification' to retrieve records that are ready for certification.
2. Click the **Unresolved/Stakeholders** button to verify all fields are resolved.
3. Select the **Record/Certify** menu item. The electronic certification screen will appear and display information about the newborn, the birth, and the certifier. Verify the information for accuracy.
4. Click **Preview** to load the Birth Worksheet in a new window. Click **Certification** to perform the certification.
5. The following message will appear: "I verify that a live birth occurred at the location, date and time indicated on this birth record."
6. Check the box next to the statement, enter a valid PIN, and click **OK**.
7. A confirmation message will appear indicating the record was certified successfully.

Release a Record

Once all data entry fields are resolved and certification is completed, a record is ready to be released. There are two release points at the facility location: legal release and statistical release.

1. Click the **Record/Legal Release** menu item.
2. A message will appear asking if the user wants to release the record. Click **Yes**. A confirmation message will appear. Click **OK**.
3. A message will appear asking if the user wants to continue with statistical release. Click **Yes** to continue statistical release. Statistical release can be completed later by selecting the **Record/Statistical Release** menu item.
4. If the record is marked as a high risk record (depending on certain fields on the record), a message will appear asking if the child is still alive. Click **Yes** if the child is still alive and another message will appear asking if the record should be released.
5. Click **Yes** to release the record.
6. A confirmation message will appear if the record is released successfully.