State of Rhode Island Department of Health Electronic Vital Records System (RIVERS)

Birth Facility User Guide

Version 1.1

6/29/2022

Revision History

Date	Description	Version of System	Author
6/17/2022	Initial Document	2.0	Tim Brewer

TABLE OF CONTENTS

1 About the RIVERS Birth Application

The Rhode Island Vital Events Registration System (RIVERS) Web-Enabled Electronic Birth Registration System improves timeliness and accuracy of birth registration in Rhode Island.

1.1 Intended Audience

This user guide serves as a comprehensive reference for Local users who participate in the RIVERS Birth module. Local users can register home birth records in addition to performing multiple back office functions.

2 Glossary

Voluntary Acknowledgment of Parentage: A form completed by both parents of the child to verify the father of the child.

APGAR Score: The acronym for "Appearance, Pulse, Grimace, Activity, and Respiration" score. This score (from 0 to 10) is determined by evaluating the condition of the newborn baby based on the five criteria above.

Attendant: An individual who attends the birth or supervises the attendees of a birth and has legal and professional responsibility for the care of the patient. An attendant can be a certifier as well, but an attendant and certifier can be two different people in some cases.

Birth Worksheet: A form provided to parent(s) who delivered a newborn outside of a facility (such as a home birth). The birth worksheet is completed by the parent(s) and then verified by a facility.

Breech Birth: The kind of birth that occurs when a baby exits the pelvis with the feet or buttocks first instead of the normal head-first presentation.

Cephalic Birth: The kind of birth that occurs when a baby exits the pelvis head-first.

Certifier: The individual who verifies that all of the information on a birth record is correct before releasing and registering the record. A certifier is often the attendant of the birth as well, but a certifier and attendant can be two different people in some cases.

Crosscheck: A function created in logic builder that occurs when certain values are selected or entered during data entry.

De-Certification: when a record is already certified but a birth clerk decides to de-certify the record through the appropriate menu option or by changing the certifier information.

Duplicate/Plural Check: A function that occurs when the application suspects a newly saved birth record has already been saved in the state or is part of a plural delivery where the other similar record shows only a single delivery.

Electronic Certification: The process required by the certifier before the birth record is released and registered.

Hard Edit: when the application fires a crosscheck because of values in two or more fields and requires the birth clerk to edit one or more values before the fields become resolved.

High Risk Record: A record that is flagged during registration because of certain risk factors associated with the birth, such as a high APGAR score, pre-existing health conditions or infections, complications during the birth, and more.

Hospital Verification of Birth Facts: A form completed by the birth clerk when a birth occurred outside of a medical institution, such as a home birth. The form verifies that the information on the Birth Worksheet is correct.

NICU: Neonatal Intensive Care Unit

Pick-List: A drop-down field in the application with pre-determined values that are pulled from a database.

Releasing a Record: The action required after certification to register the birth record in the state of Rhode island.

Soft Edit: When the application fires a crosscheck because of values in two or more fields (or because a field is left blank) but allows the birth clerk to keep those same values after verifying the values are correct.

SSA: Social Security Administration

SSN: Social Security Number

Type Ahead Combo Box: A system feature that enables the user to begin typing and a pick-list will filter according to what the user types.

Unresolved Fields List: A feature in the application that lists unresolved fields that need to be resolved before certification can occur.

Visual Cueing: A feature of the birth application that provides users with color-coded field cues to indicate the status of each data field.

WIC: Special Supplemental Nutrition Program for Women, Infants and Children. This is a federal assistance program under the USDA's Food and Nutrition Service that provides low-income pregnant women, breastfeeding women, infants, and children under the age of five with healthcare and nutrition services.

3   System Overview

The **RIVERS Birth** module is designed with intuitive interfaces for a seamless user experience. Mouse navigation, keyboard navigation, and Genesis' proprietary tools help streamline workflows.

3.1   Navigation, Data Entry and Tool Tips

The **RIVERS Birth** module is designed with an emphasis on enhancing data entry logistics by providing intuitive interfaces. Mouse navigation, keyboard navigation or a combination of the two are equally accessible methods that, along with several of Genesis' proprietary features, help streamline workflow.

3.1.1   Using the Mouse

Use the mouse to navigate the **RIVERS Birth** module. Click various items (hyperlinked text and/or icons) on the menu to perform functions. The mouse can also be used to navigate from one field to another during data entry.

3.1.2   Using the Keyboard

Use the following keys to navigate through the **Birth** module without using the mouse:

Tab Key: The **Tab** key is a Windows-standard-key that allows users to move from one field to another. When a field is selected, the field will be highlighted with a green background, blue background, and in some cases, a frame will form around the selected field to aid the user.

Shift + Tab: Reverses the tab order and moves focus back to the previous control.

Enter: Initiates the action selected. Pressing **Enter** is equivalent to double-clicking the mouse.

Left/Right/Up/Down Arrows: Used to navigate within a field or within a pick list. The **PgUp** and **PgDn** keys may also be used.

Down Arrow for Dropdown Box: Pressing the **Down Arrow** key in a selected drop-down box will reveal available selections in a list form. Use the **Up** or **Down** arrows to scroll through the list.

Type-ahead Logic: Type-ahead logic provides another way to save time by eliminating the number of keystrokes to pull up an item from a drop-down box. This feature enables the user to begin typing and the list will filter according to what the user types.

Space Bar: Used to toggle a check box item on or off.

3.1.3   Visual Cueing (Viz-e-Q©)

The Visual Cueing feature of the **RIVERS Birth** module uses color-coded field cues to indicate the status of each field. Users at the state level have the ability to change colors according to their own preferences using the **User Parameters Settings** option under **Tools/Utilities/User Parameters**.
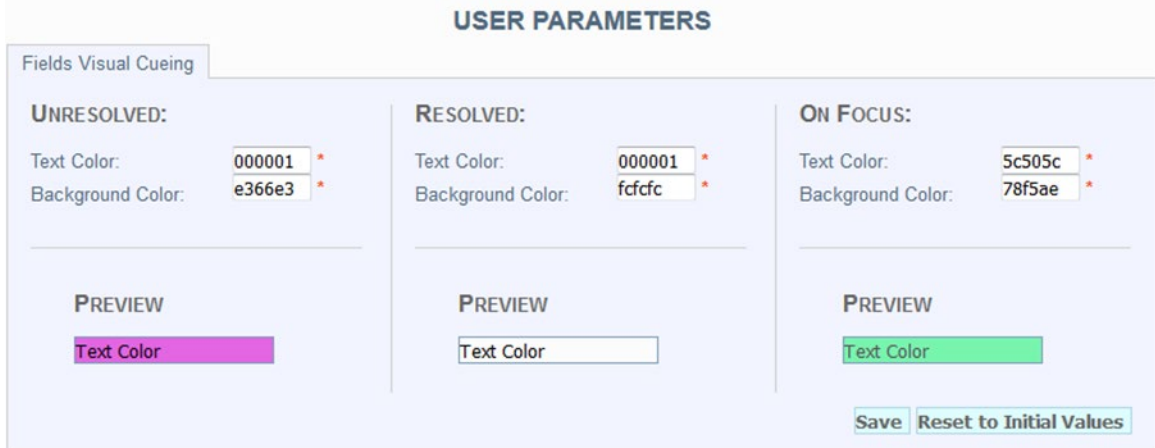
Figure 1: User Parameters Screen

3.1.4   Edit Checks (Fast-Fire©)

Soft Edit

According to the National Center for Health Statistics (NCHS), a soft edit is defined as: "An edit that identifies and queries entries which are outside of the expected range, but which accepts out-of-range entries."

Hard Edit

According to the NCHS, a hard edit is defined as: "An edit that identifies and queries entries which are outside of the expected range which must be corrected before the record can be filed."

An example of a hard edit in the Birth module involves the date of birth. If this date is greater than the system date, the following message will appear:
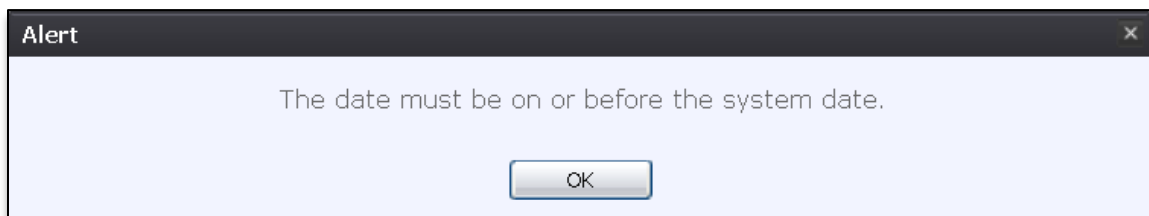
Figure 2: Hard Edit Message

3.1.5   Activity Bar

The **Activity** bar will appear at the bottom of every data entry screen in the **RIVERS Birth** module.
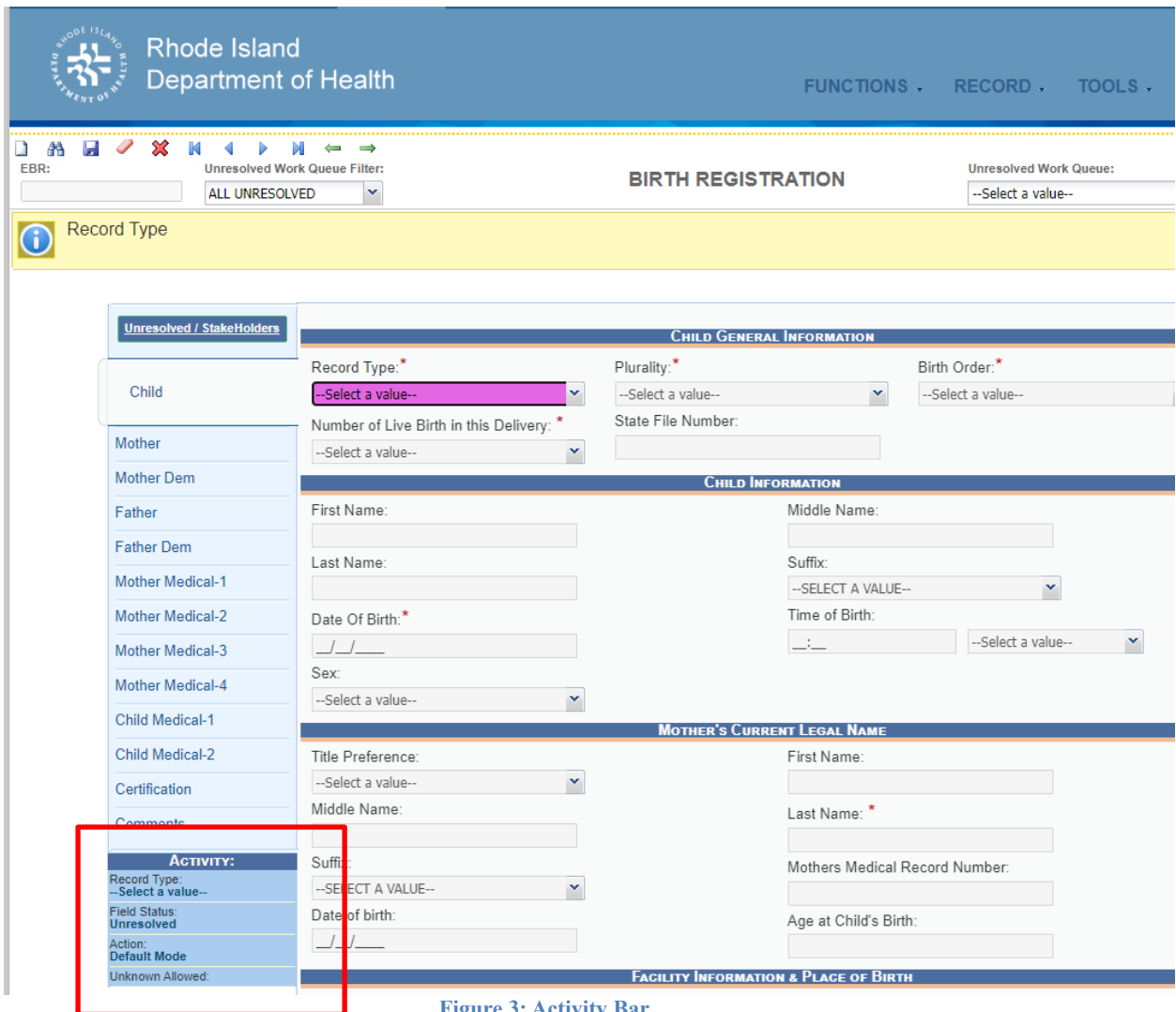
Figure 3: Activity Bar

Information appearing on the **Activity** bar includes:

- **Field Name**: Displays the name of the field currently in focus.
- **Field Status**: Displays the status of the field currently in focus (*Resolved* or *Unresolved*).
- **Current Action**: Displays the action that is currently being performed on the record.

3.1.6   Field-level Help

Field-level Help provides specific help information related to the field selected, which is displayed in the **Field-level Help** frame between the data entry tabs and the data entry screen, as shown below. The content in the **Field-level Help** frame can be configured in **Screen Configuration** by a system administrator.
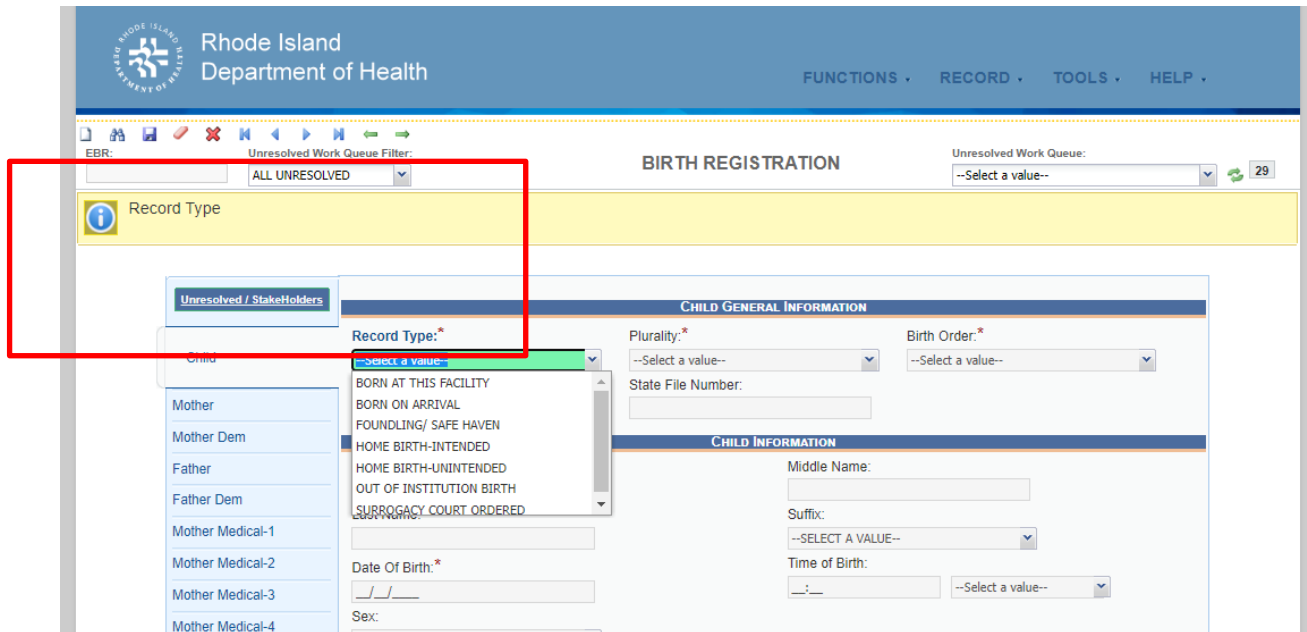
Figure 4: Field Level Help

3.1.7   System Level Help

System-level Help provides a searchable help index with various help topics pertaining to the functions and processes available within the **RIVERS** system. Go to **Help/Help** to access System-level Help.

3.1.8   About RIVERS Birth Application

About RIVERS Birth Application details system information regarding the current version of the **RIVERS Birth** module. To access this option, select the **Help/About** menu item.

3.2   Technical Support Resources

3.2.1   RIVERS Help Desk Technical Support

The **RIVERS Help Desk** is the main source of technical support for users of the **Birth** module.

In order to report an issue to the Help Desk, select **Report RIVERS Issue(s)** on the **RIVERS Front Page** screen as shown below:

Figure 5: RIVERS Splash Page

3.3 Login and System Access

The following technical requirements are needed to access the **RIVERS Birth** module:

- 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

If one or more requirements are missing, the **Fee** module will *not* be accessible and/or will *not* function properly.

3.3.1 Accessing the RIVERS Birth Module

1. Access the **RIVERS Birth** module on the web:

   a. Open the updated version of the web browser to establish a live internet connection.

   b. Type the application address in the URL box or select from Favorites:
   https://rivers.rihosting-by-genesis.com/RIUIV2/Welcome.htm

2. The application splash page will load, as pictured below:

Figure 6: RIVERS Splash Page

3. Click the **Log On to Rhode island Department of State Health Services** button.

4. The **Terms of Use Screen** will load, as pictured below:

WARNING: THIS IS A RHODE ISLAND DEPARTMENT OF HEALTH INFORMATION RESOURCES SYSTEM THAT CONTAINS STATE AND/OR U.S. GOVERNMENT INFORMATION. BY USING THIS SYSTEM YOU ACKNOWLEDGE AND AGREE THAT YOU HAVE NO RIGHT OF PRIVACY IN CONNECTION WITH YOUR USE OF THE SYSTEM OR YOUR ACCESS TO THE INFORMATION CONTAINED WITHIN IT. BY ACCESSING AND USING THIS SYSTEM YOU ARE CONSENTING TO THE MONITORING OF YOUR USE OF THE SYSTEM, AND TO SECURITY ASSESSMENT AND AUDITING ACTIVITIES THAT MAY BE USED FOR LAW ENFORCEMENT OR OTHER LEGALLY PERMISSIBLE PURPOSES. ANY UNAUTHORIZED USE OR ACCESS, OR ANY UNAUTHORIZED ATTEMPTS TO USE OR ACCESS, THIS SYSTEM MAY SUBJECT YOU TO DISCIPLINARY ACTION, SANCTIONS, CIVIL PENALTIES, OR CRIMINAL PROSECUTION TO THE EXTENT PERMITTED UNDER APPLICABLE LAW.

Are you in agreement with above stated terms & conditions?

Yes   No

Figure 7: Terms of Use Page

5. Click the **Yes** button to confirm agreement with the terms of use.

a. Click the **No** button to be returned to the RIVERS splash page.

6. The RIVERS login screen will display:

Figure 8: RIVERS Login Page

7. Enter in a user name and password and click the **Log In** button.

8. The Select Location window will be displayed.

Figure 9: Select Location Window

a. Select the appropriate facility from the available choices in the drop-down list.
b. If the user works at multiple physical locations, the drop-down list will contain all physical locations assigned to their user account.

c. Click **OK**. The main page of the **RIVERS** application will be displayed:
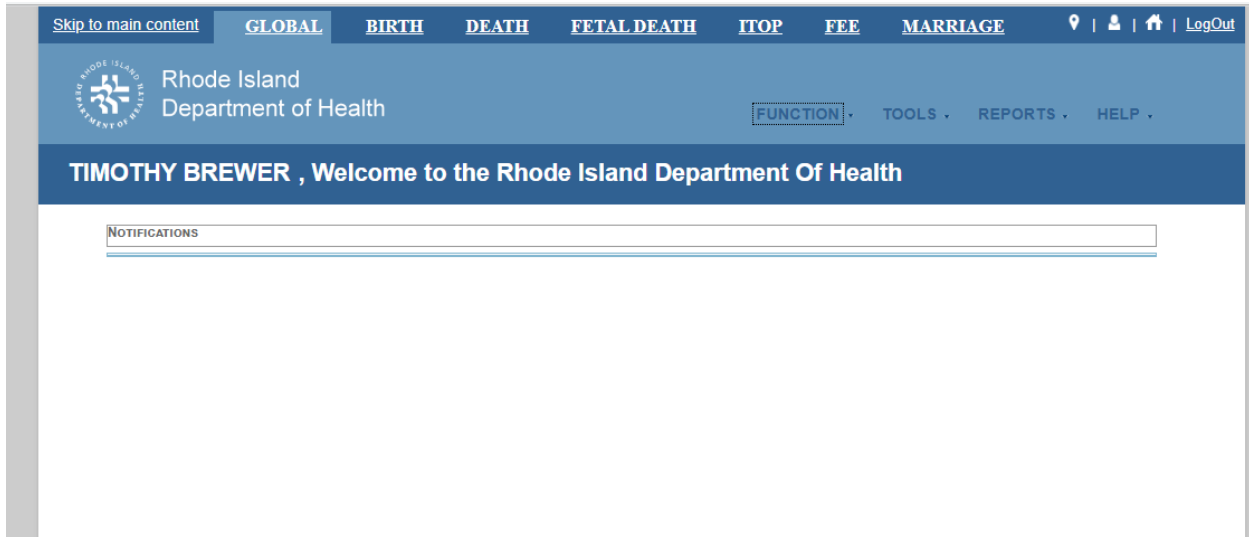
Figure 10: RIVERS Home Page

Note: The highlighted tab at the top of the screen determines what menus and sub-menus will appear.

9. Click the **Birth** tab to go to the **Birth Home** screen.

3.3.2   Session Time-Outs

If the system has not detected activity within 20 minutes, the session will time out. Two minutes prior to a session time-out, the system will issue the following warning message:
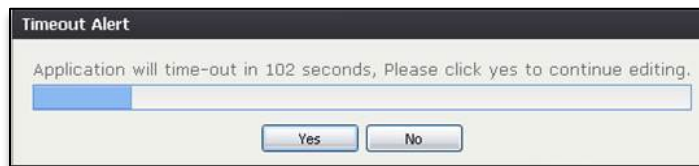
Figure 11: Timeout Warning Message

If the system appears to stop responding (i.e., no choices in some pick-lists, cannot save a record, cannot retrieve a record, etc.), the session has likely timed-out. The following message will appear when a timeout occurs:
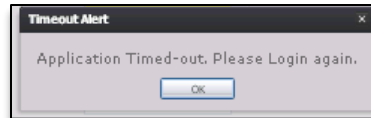
Figure 12: Timeout Message

To resume working after a session timeout, exit the system and log on again. Frequently saving work will help to prevent session timeouts. For security purposes, log out of the system if you will not be using it for an extended period of time and then log on again when needed.

3.3.3 About Passwords

Users are assigned a temporary password when they sign up to use the system. This temporary password must be changed upon the user's first login to the system.

Figure 13: Change Password Screen

The new password must initially meet all of the following requirements, although a system administrator may change password requirements at any time:

- Must have at least one numeric character

- Must contain at least one special character [@!#$%*]

- Must be a minimum of 6 characters long

- Should not duplicate the previous 2 passwords

If the new password does not meet these requirements, the message below will appear:
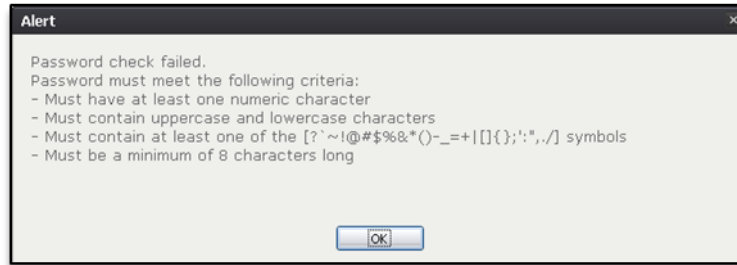
Figure 14: Password Check Failed Message

Passwords expire at intervals determined by system administrators. When a user attempts to log on with an expired password, they will be alerted by the system.

A user may also change a forgotten password at any time by clicking the **Forgot Password** button located on the **Login** screen as shown in step 2 of **Accessing the RIVERS Birth Module**.
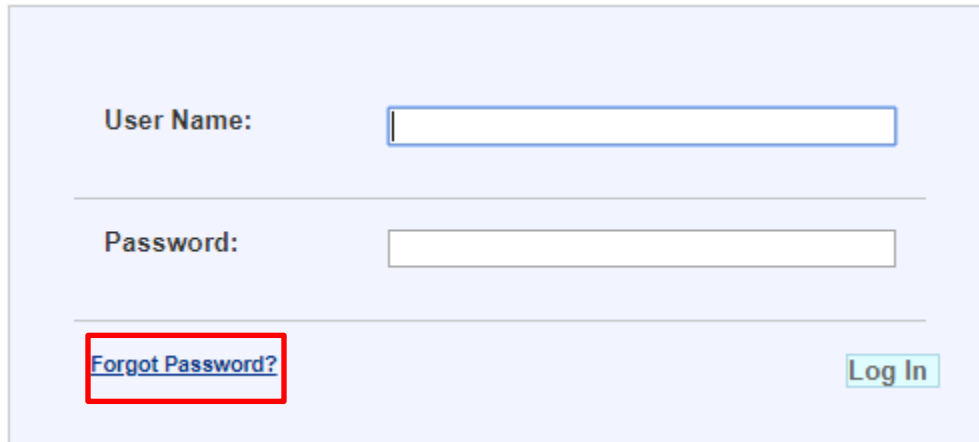
Figure 15: Forgot Password Link

Clicking on the link will take the user to a **Reset Password** screen where they can reset their password by entering their User Name and Email ID. Users will have the option to cancel the password reset process. Reset passwords will still be required to submit to appropriate password criteria for the system.

Figure 16: Reset Password Screen

3.4 Log Out of the System

Exit or log out of the **RIVERS Birth** module using one of the following methods:

1. From the **Main Menu**, select **Function/Exit Application**.

   OR

2. Click **Log Out**.

Figure 17: logging out

Note: Clicking the **[X]** in the upper right corner of the browser window will close the system, but it is recommended that you exit by pressing **Logout** or the **Exit System** menu option instead. This will ensure that the session closes in order to prevent possible problems when

logging on again.

4 Birth Registration Data Entry

This section provides detailed information about the **RIVERS Birth** module regarding functions related to **Birth Registration Data Entry** that allow local facilities to release records to the State Review work queue.

The Local user can Create and Save a New Record in **Birth Registration Data Entry** for intended or unintended home births.

To update an existing record after the parents complete the worksheet, use one of the Search methods.

4.1 Start and Save a New Record

The **Birth Registration** menu item function allows authorized users to create/initiate a birth record within the **RIVERS Birth** module.

1. Select the **Birth/Function/Birth Registration** menu item to initiate a **New** birth record.

2. The **Initial Load Birth Registration** screen will appear:

Figure 18: Birth Registration Screen-Initial Load

3. Select the record type from the drop-down list and press the **Tab** key to unlock record fields for data entry.

4. Enter all available information about the birth event in the following mandatory fields and then click **Save**.

Field Name	Information Needed
Record Type	Select a record type from the drop-

Field Name	Information Needed
	down list
Plurality	Select the number of children delivered
Newborn's Last Name	Enter Text
Newborn's Date of Birth	Enter Date
Time of Birth	Enter Time
Mother's First Name	Enter Text
Mother's Last Name	Enter Text
Mother's Date of Birth	Enter Date
Mother's Maiden Name	Enter Text

5. The application will display the message shown below:
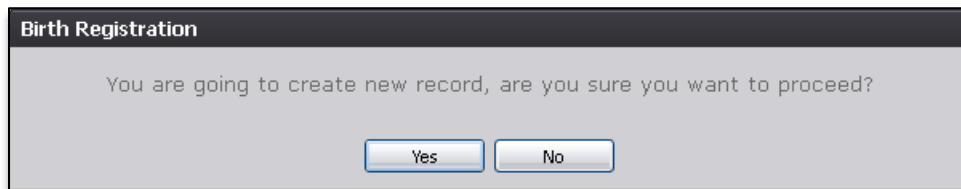
Figure 19: Record Creation Confirmation Message

a. If the user selects **No**, a new record will not be created and saved.

b. If the user selects **Yes**, the system will perform a search for potential duplicate records. A message about duplicate or plural records will only appear if the application suspects a duplicate or plural record.

6. If a match is **not** found, the following message will appear.
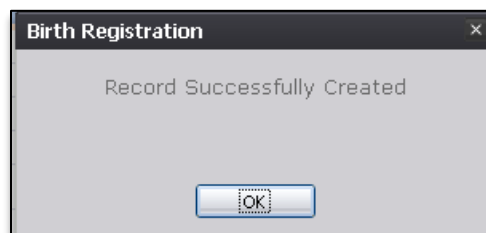
Figure 20: Record Successfully Created Message

7. If a match is found, the following message will appear:
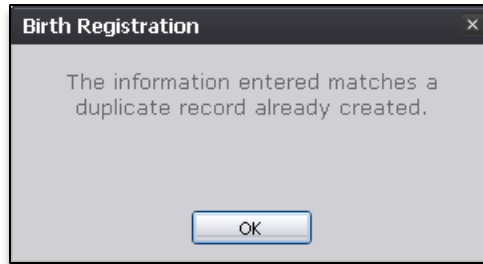
Figure 21: Duplicate Record Message

a. If multiple potential matches are found, the application will display potential duplicate records in the grid.
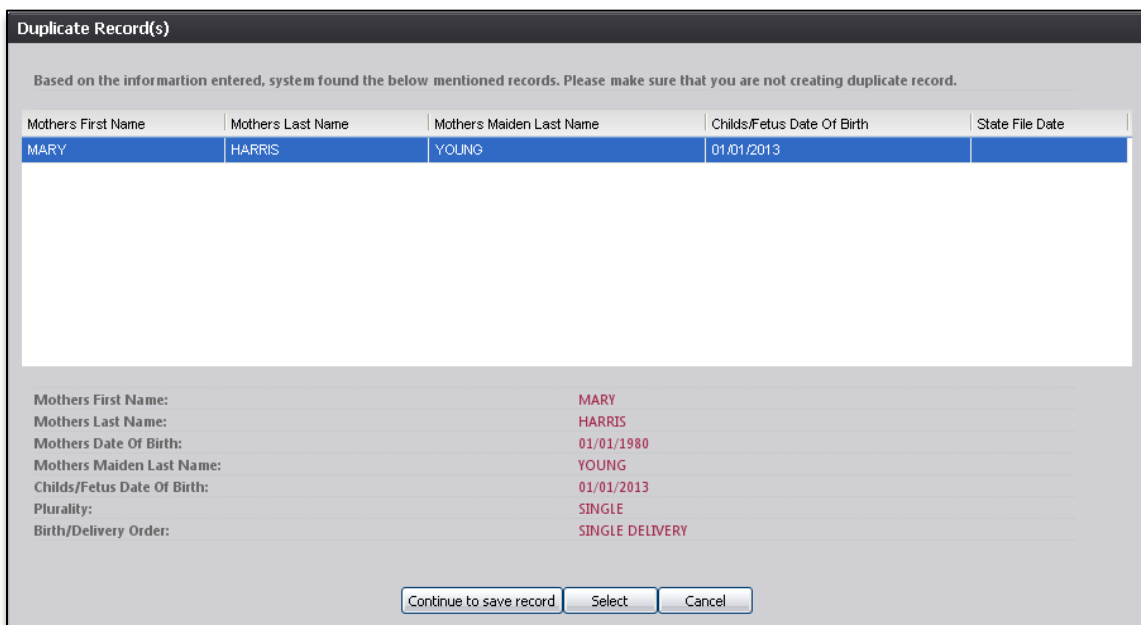
Figure 22: Duplicate Records Screen

b. When the grid is displayed, one of the following actions can be taken:

   i. Begin checking for actual duplicates by reviewing the information in the grid. To open the record, select it from the grid and then press **Select**. If a user attempts to select a record owned by another Local, a message alerting the user to this will appear.

   ii. Continue with the creation of the new record by selecting **Continue to Save Record**.

   iii. Select **Cancel** to return to the record and make changes to the fields before attempting to save again and re-initiate the duplicate check.

8. Proceed with **Birth Registration** data entry by completing the information requested on the **Birth Registration Data Entry** tabs. See Birth Registration Data Entry Topics and Technical Birth Registration Data Entry Tips for more details on how to complete the record.

4.2   Search for a Record

Searching for a record in the application can be accomplished by using one of the following options:

- Search screen
- Work Queue search

4.2.1   Search Screen

1. Click the **Search** icon or select the **Record/Search** menu item.

    The **Search Record** screen will appear.

Figure 23: Birth Search Screen

2. Enter all available information regarding the record you are trying to locate.

    ✓ **Tip**: Text fields such as names do not have to be completed. Enter the first several

letters instead of the entire text when spelling is in question, but include other items to reduce the number of matches.

- ✓ **Tip**: Along with a name, including the year of birth (which can be entered as a series of 00s followed by a year-i.e. 00/00/2012) and gender and other information you are sure of will reduce the number of matches that are returned and cause faster search results.

- ✓ **Tip**: Choosing Soundex still requires the user to enter at least the newborn's year of birth. If the user also decides to search by a name, the full name must be entered and the application will search for not only all exact matches but names that sound familiar as well.

3. Click **Search** to search the database. If no records match the search criteria, the system will display the following message:
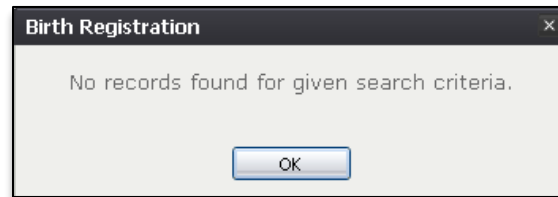
Figure 24: No Records Found Message

4. Records that match the search criteria populate the grid in the lower half of the screen, as shown below:

Figure 25: Birth Search Screen with Results

5. Click on the appropriate record to select it. Select multiple records by holding down the **Ctrl** key and clicking on records.

6. Click **Select Record(s)** to retrieve record(s) to the Work Queue.

7. Select a record from the work queue by clicking on it to retrieve it to the screen.

    The selected record will be retrieved by the system and its information will appear on the screen as an active record for additional review and/or processing.

4.2.2   Work Queue Search

The Work Queue in the **Birth Registration Data Entry** process will contain the following:

*   Birth records associated with your login location that still require some type of action or birth records that were released to the State but sent back to the Local after additional information was requested.

*   A list in the work queue sorted by the date of birth that will display the newborn's last name,

newborn's first name, and newborn's date of birth.

1. From the drop-down list, set the filter for the appropriate record type. Options include:
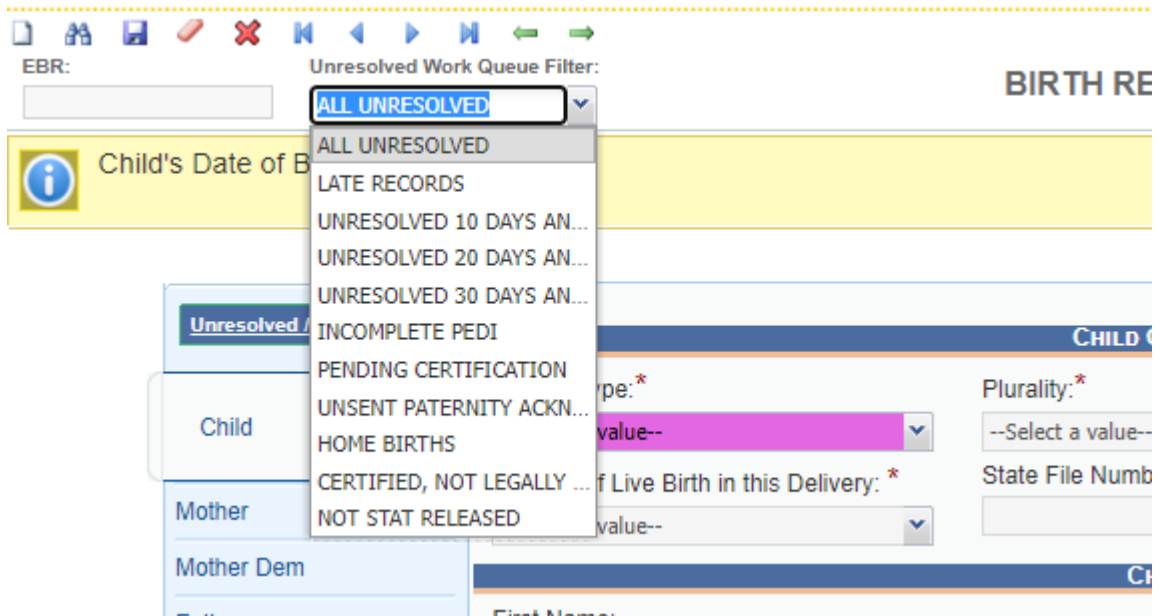
Figure 26: Unresolved Work Queue Filter

- **All Unresolved**: All records that have been started but the worksheets have not been received from the parents to update the record or the necessary forms have not been completed by the parents.

- **Late Records**

- **Unresolved 10 Days or Later**

- **Unresolved 20 Days or Later**

- **Unresolved 30 Days or Later**

- **Incomplete Pedi**

- **Pending Certification**

- **Unsent Parentage Acknowledgement**

- **Home Births**

- **Certified, Not Legally Released**

- **Not Stat Released**

2. From the record list, select a record by clicking on it or with the focus on the list, start typing newborn's last name (if available).

3. The selected record will be retrieved by the system and its information will appear on the screen as an active record for additional review and/or processing.
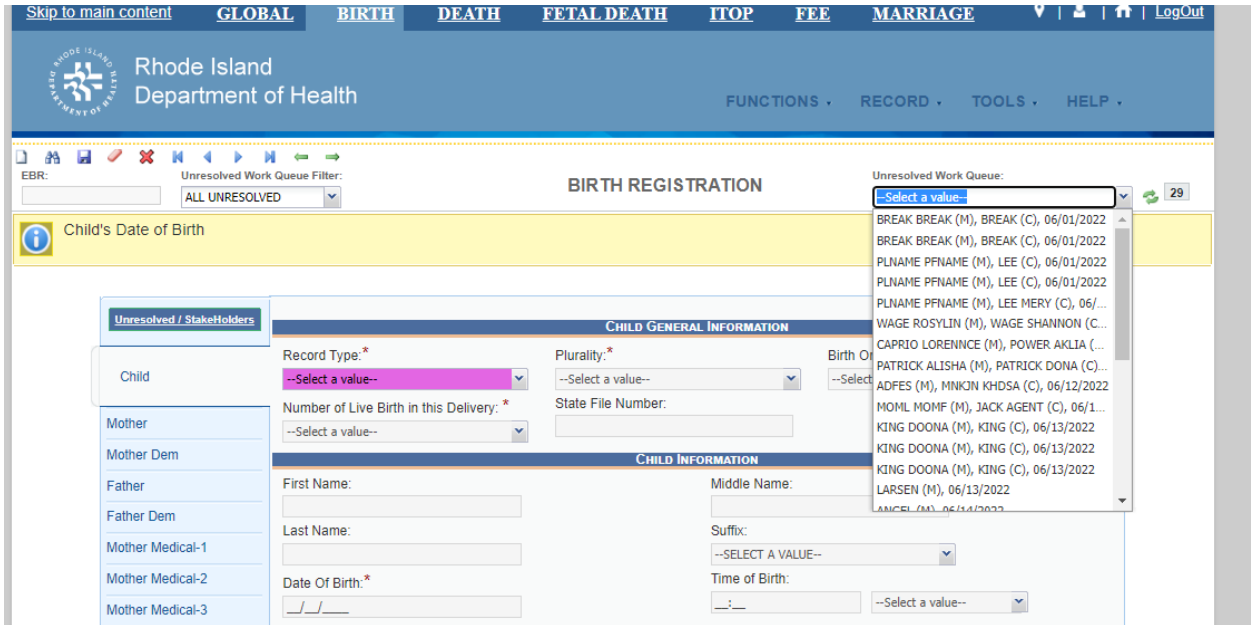
Figure 27: unresolved records list

4.3 Canceling Changes

A user may cancel changes made to a record since it was last saved in **Birth Registration Data Entry**.

1. Retrieve an existing record using the Work Queue Search or the Search Screen.

2. Enter information or modify information entered in any of the fields. If a user navigates away from the current record by completing an action such as initiating a record search or accessing a new record, the system will issue the following prompt:
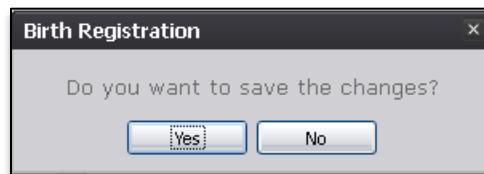
Figure 28: Save Changes Confirmation Message

3. To save the changes on the record, press **Yes**. To cancel the changes made to the record and restore the original values, click **No**.

4.4   Update a Record

To update a record:

- While a record with unsaved changes is on screen, select **Record/Save**. The following message will appear:
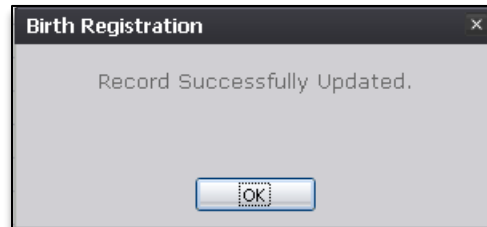
All previously unsaved changes made to the record will be saved.

4.5   Abandoning a Record

Any user can abandon a record up until the record is released and assigned a State File Number (SFN). If a record is released, a State user can void the record through **Legal View**.

To abandon a record:

1. Select the **Record/Abandon** menu item or the **Abandon** icon ✖. The following message will appear:
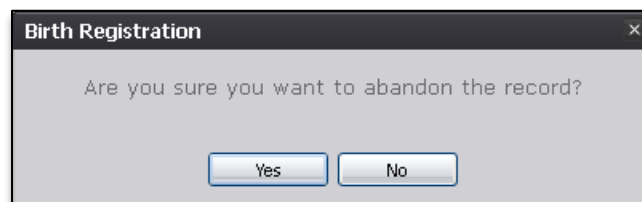
Figure 30: Record Abandon Record Confirmation Message

2. Select **No** to cancel the action and return to the record, or select **Yes** to provide a reason for abandoning the record in the comment box.
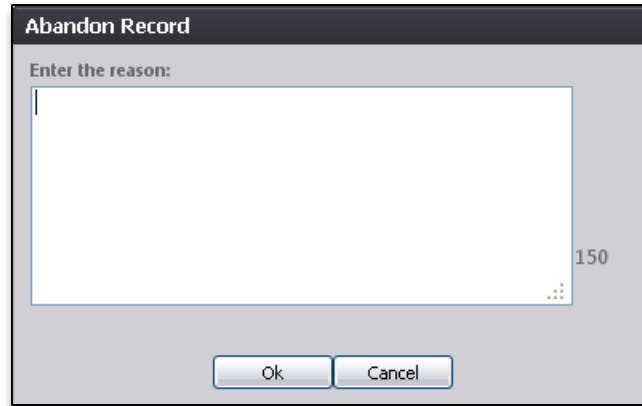
Figure 31: Abandon Record Comment Screen

3. Enter a comment and press **OK**, the record will no longer appear in the Unresolved Work queue and the following message will appear:
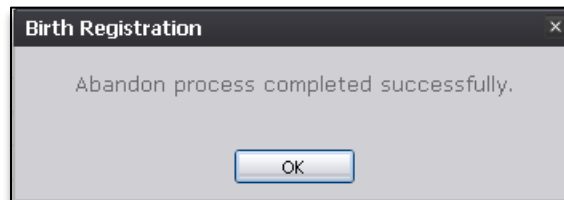
Figure 32: Record Abandoned Successfully Message

4.6 Returning to the Main Menu

Return to the **RIVERS Birth Main Menu** at any time by selecting the **Function/Home** menu item.

4.7 Unresolved Fields List

Depending on the type of record, many actions need to be performed before a record is ready to be released to the State for further processing. To check if all data items are complete, use the **Unresolved Fields** list to identify areas that require some sort of action before the record is resolved. The **Unresolved Fields** list displays individual data fields that need to be completed for a specific record before it can be resolved.

To view the **Unresolved Fields** list:

1. Retrieve a record.

2. On the **Birth Registration** screen, click **Unresolved / StakeHolders** in the top left corner to open the **Unresolved Fields** list.

Figure 33: Unresolved/Stakeholders Button

3. To go to a particular unresolved field, click the field's link. The system will navigate to that particular field directly so that it may be resolved and the **Unresolved Fields** list will close.
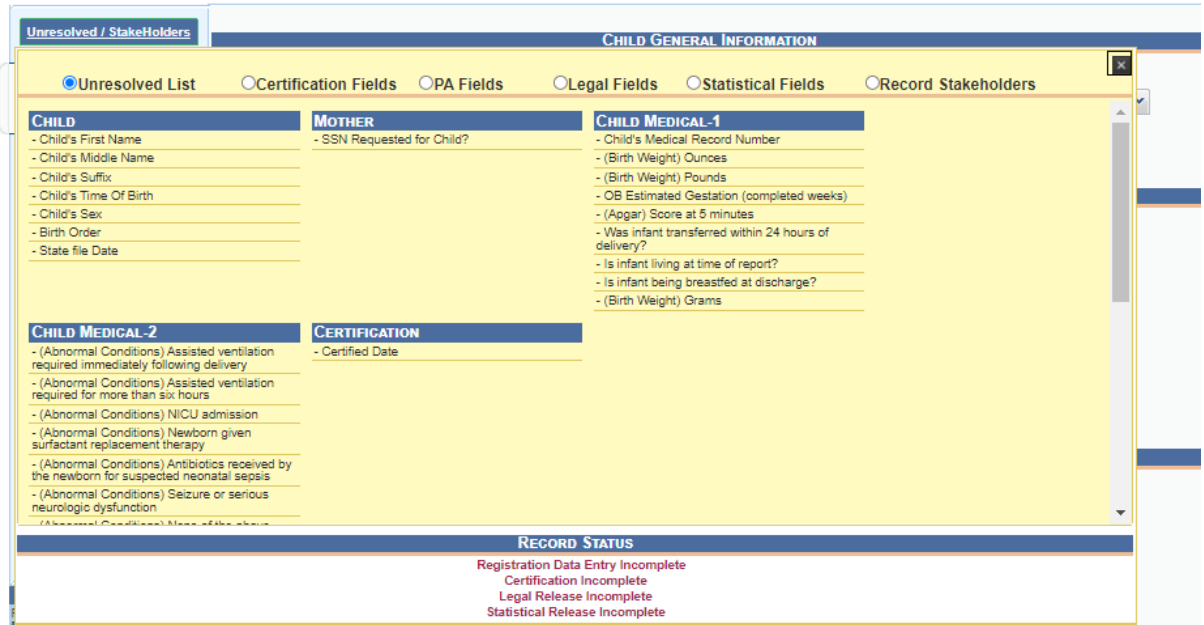
Figure 34: Unresolved Fields List

4. Click the **Unresolved / StakeHolders** button again to close the list and return to the **Data Entry** screen.

4.8 Birth Registration Data Entry Tips

The objective of this section is to address data entry completion topics so that records may be available for further processing. Most of the data items that need to be completed will only require the **Tab** key to advance to the field, typing the necessary information and then pressing the **Tab** key to advance again. This section attempts to address the remaining scenarios.

4.8.1 Double Data Entry

Certain fields (such as Newborn First Name) within the Birth Registration Data Entry screen will require that the user enter the value into the main data entry screen and then confirm the entered value by entering it again in a separate data entry interface. Fields that require double data entry will present users with the following screen when the user tabs off the field:
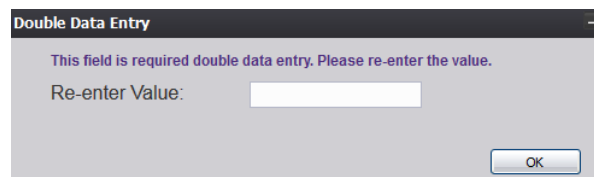
Figure 35: Double Data Entry Screen

Enter the value again and click the **OK** button to close the Double Data Entry screen. If the value entered in the Double Data Entry screen matches the value entered on the main data entry screen, the user will be moved to the next data field. If the values do not match, the following message will appear:
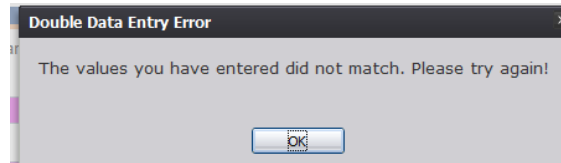
Figure 36: Double Data Entry Error Screen

Click **OK** to close the message and return to the data entry screen. The value entered into the field will be cleared and the double data entry process will be required again.

4.8.2   Pick List Navigation

Mother's Residence fields illustrate the concept of pick-list menus. Refer to examples below to quickly retrieve entries and expedite data entry.

Figure 37: Mother's Residence Fields

1. Set focus on the **State/Country** field by clicking on the field. Type the letters 'TEX' or any other beginning letters of a state.

    ✓ This is the convention for finding a state or other item in a pick-list. Typing 'RHODE ISLAND' will also find RHODE ISLAND and typing SOUTH C will find SOUTH CAROLINA but will require typing more letters before the desired match is found.

✓ Selecting a state will filter results in the **Local** and **City/Town** drop-down lists as well.

1. With focus still on the **State/Country** field, click the checkbox next to the data entry field to filter results to foreign countries only.

4.8.3   Screen Tab Navigation

When the last field on the **Newborn** tab is resolved the next field that needs a response is on the **Mother** tab.

Pressing **Tab** from the final field on the **Newborn** tab automatically advances the focus to the **Save** button. Press tab one more time to highlight the **Next** button at the bottom of the screen. Once highlighted, the user can press **Enter** to load the Mother tab.

4.8.4   Ethnicity and Race Fields Properties

The **Ethnicity** field allows one selection from the available options. Use the mouse or the **Spacebar** key to select an option.

To change the choice, the selected choice must first be unchecked by clicking on it again and then selecting a different choice.

Figure 38: Ethnicity and Race Fields

Race fields allow multiple choices. Click as many choices as needed.

4.9   Record Comments

Certain events that take place require that a comment be entered. These comments are stored and can be viewed in a grid on the **Comments** tab of the data entry screens:

The following information regarding each comment will be stored:

- Action that required the comment
- User logged in when the comment was entered
- Date and time the comment was entered
- Text of the comment

Comments may be entered or viewed by clicking on the **Comments** tab in **Birth Registration Data Entry**.

4.10   Technical Birth Registration Data Entry Tips

The objective of this section is to familiarize the Local user with technical birth registration data entry procedures after they have received a completed worksheet from the parents. For example, certain fields will become enabled or disabled throughout the record depending on specific values selected by the Local user. Homebirth records will follow a relaxed rule set at a Local location.

4.10.1 Newborn Tab

4.10.1.1 Plurality

Selecting a **Plurality** value of anything other than **Single** will cause the **Birth Order** field to become enabled.

For example, selecting **Triplets** in the **Plurality** field will cause the **Birth Order** field to show options for **First Born**, **Second Born**, **Third Born**, and **Conjoined**. The **Birth Order** field will only show values up to the selected plurality value.

Figure 39: Plurality and Birth Order Fields

4.10.1.2 Time of Birth

All births entered into the **RIVERS Birth** module must be entered in military time. This field must be resolved before the record can be saved for the first time.

4.10.2 Mother Stats-1 Tab

4.10.2.1 General

If the user indicates the mother was transferred for delivery, the **If yes, where from** field will become enabled. Select the facility the mother was transferred from the drop-down list or click the **Search** icon beside the field to search for a specific facility.

4.10.2.2 Cigarettes Information

If the user selects **Yes** in the **Did Mother Smoke Cigarettes before or during Pregnancy?** drop-down field in the **Cigarettes Information** section, the fields concerning whether or not the mother reported cigarette intake in number of packs or number of cigarettes will become enabled. Checking the box next to **Did Mother Report in Packs?** field will enable the user to record the number of packs smoked from three months prior to pregnancy up to the third trimester.

Figure 40: Cigarettes Information Section

Checking the box next to **Did Mother Report in Cigarettes?** field will enable the user to record the number of cigarettes smoked from three months prior to pregnancy up to the third trimester.

4.10.3 Mother Medical-2 Tab

4.10.3.1 Pregnancy History

If the local user enters the number 0 in the **Number of Previous Live Births Now Living (Do Not Include This child)** field, the only fields that will remain enabled are the **Number of Previous Live Births Now Dead** and **Number of Other Pregnancy Outcomes** fields. If you indicate this is *not* the mother's first live birth, the aforementioned will remain available, along with the following:

- Date of Last Live Birth

Figure 41: Pregnancy History Section

4.10.3.2 Prenatal Information

If you indicate the mother received the mother received prenatal care, the following fields will become enabled: Date of First Prenatal Care Visit, Date of Last Prenatal Care Visit, Total number of prenatal visits, Date last normal menses began.

4.10.3.3 Method of Delivery

The method of deliver must be indicated under the Mother Medical-3 tab. This includes fetal presentation at birth, and final route & method of delivery. If cesarean is selected under the pick list for final route & method of delivery, the field below which reads: "If cesarean, was a trial of labor attempted?" must be filled out to by choosing an option from the pick list.

Figure 42: Prenatal Information Section

Figure 43: Method of Delivery Section

4.10.4 Mother Medical-3 Tab

At least one box needs to be checked in the **Exposure/Infections Present/Treated During Pregnancy** and **Risk Factor** sub-tabs. Checking the **None of the above** or **Unknown** box in each section will resolve the section. If a check box enables an adjacent text box or sub-check box, the user will need to provide a value in the text box and/or mark the appropriate sub-check box before the section becomes resolved.

Figure 44: Exposure/Infections Present tabs

4.10.5 Mother Medical-4 Tab

At least one box needs to be checked in the **Obstetric Procedures, Onset of Labor, Characteristics of Labor & Delivery,** and **Maternal Morbidity** sub-tabs. Checking the **None of the above** or **Unknown** box in each section will resolve the section. If a check box enables a sub-check box, the user will need to mark the appropriate sub-check box before the section becomes resolved.

Figure 45: Characteristics of Delivery tabs

4.10.6 Child Medical-1 Tab

4.10.6.1 General Information

4.10.6.1.1 APGAR Score

If the newborn has an APGAR score of 5 or below at 5 minutes after delivery or the APGAR score was not taken, the **Apgar Score (at 10 min.)** field will become enabled to record the newborn's APGAR score at 10 minutes.

Figure 46: APGAR Score Fields

4.10.6.1.2 Transferred Infant

If you indicate the infant was transferred within 24 hours of delivery, the **If yes, where** field will become enabled. Click the **Search** icon beside the field to begin searching for a specific facility and the drop down list will populate.

Figure 47: Infant Transfer Fields

4.10.7 Child Medical-2 Tab

At least one box needs to be checked in the **Abnormal Conditions** and **Congenital Anomalies** sub-tabs. Checking the **None of the above** or **Unknown** box in each section will resolve the section. If a check box enables an adjacent text box or sub-check box, the user will need to provide a value in the text box and/or mark the appropriate sub-check box before the section becomes resolved.

Figure 48: Abnormal Conditions

4.10.8 Certification Tab

There is an option of 'Other' that can be selected from the Certifier drop-down menu so that information for a certifier not found in RIVERS Certifier/Attendant Library Maintenance can be named on a record.

4.11 Voluntary Acknowledgement of Parentage

The **Voluntary Acknowledgement of Parentage** form is available when Parentage is established on the birth record and all VAP fields are completed.

1. Retrieve an existing record using the Work Queue Search or the Search Screen to print a pre-populated Voluntary Acknowledgement of Parentage form.

2. Select the **Record/Print/Voluntary Acknowledgement of Parentage)** menu option.

Figure 49: menu options for printing the VAP

The application will open the PDF version of the form.

Figure 50: the printable VAP form

3. Click the **Print** icon in the PDF window to print the document.

4. When the document is printed, close the PDF browser window using the **X** in the upper right corner of the screen to return to the RIVERS system.

5. After the document is printed and signed, it can be uploaded through the **Mother's Signature** or **Father's Signature** menu options under **Record** as seen in the "Capturing Signatures" section below.

4.12 Capturing Signatures

4.12.1 Capture Voluntary Acknowledgment of Parentage Signatures

The application provides facility users the ability to capture Voluntary Acknowledgment of Parentage signatures using one of three available methods:

4.12.1.1 Capture VAP Signatures Using Mouse

1. Retrieve an existing record using the Work Queue Search or the Search Screen.

2. Select the **Record/Voluntary Acknowledgment of Parentage (VAP)** menu and select either the Mother Signature menu item or Father Signature item.

3. The VAP Signature screen will appear:

Figure 51: VAP Signature Screen-Mouse Pad Tab

4. Create a signature by holding down the left mouse button and moving the mouse on the screen in the signature box.

5. Click the Save Signature button.

6. The system will display the following message:

Figure 52: Signature Saved Successfully Message

4.12.1.2 Capture VAP Signatures Using USB Signature Pad

1. Retrieve an existing record using the Work Queue Search or the Search Screen.

2. Select the **Record/Voluntary Acknowledgment of Parentage (VAP)** menu and select either the Mother Signature menu item or Father Signature item.
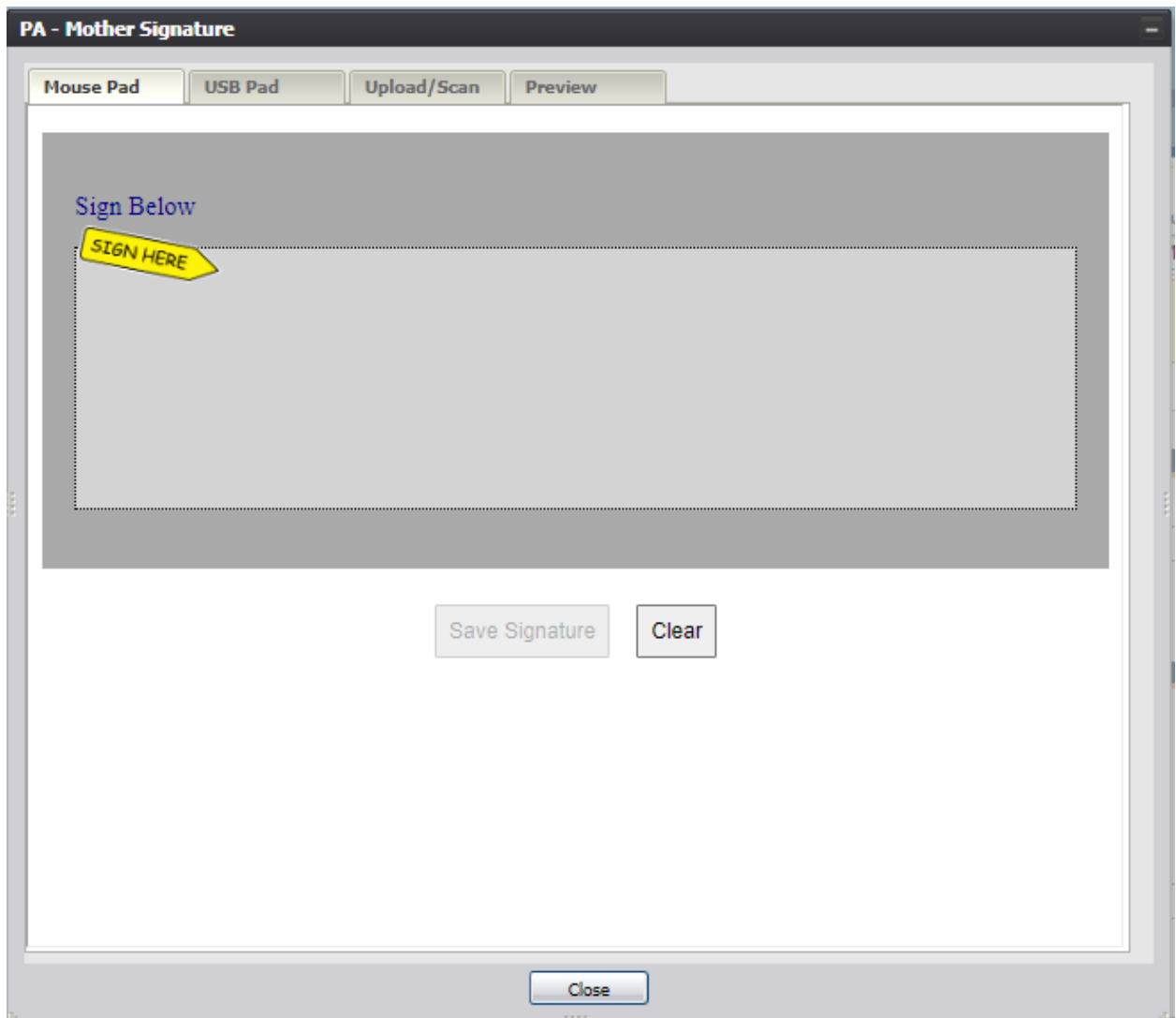
3. The VAP Signature screen will appear. Click the USB Pad tab on the VAP Signature screen:

Figure 53: VAP Signature Screen-USB Pad Tab

4. Create a signature by capturing a signature on a signature pad attached to the computer via

USB connection.

5. Click the Save Signature button.
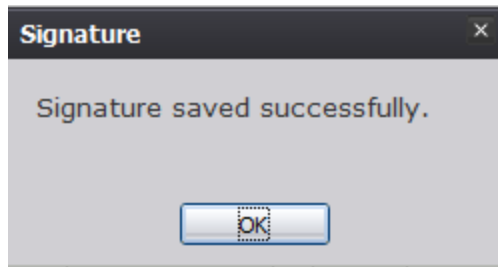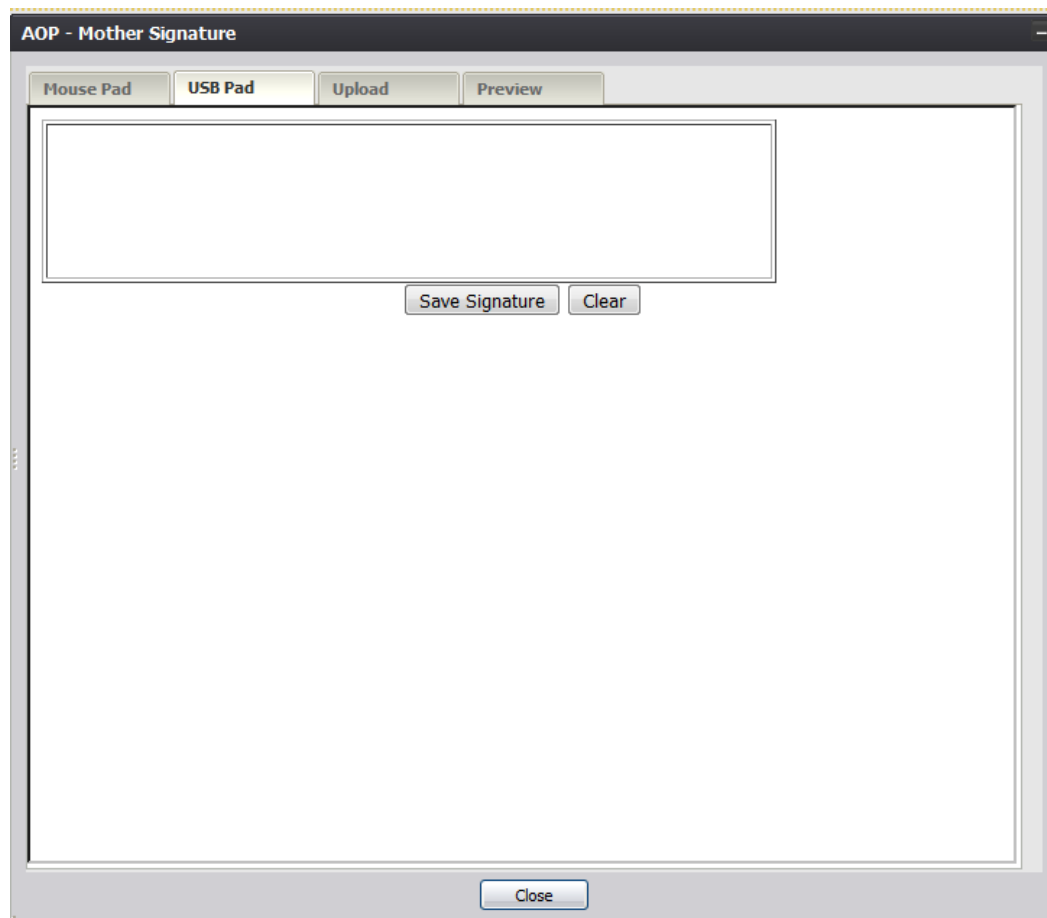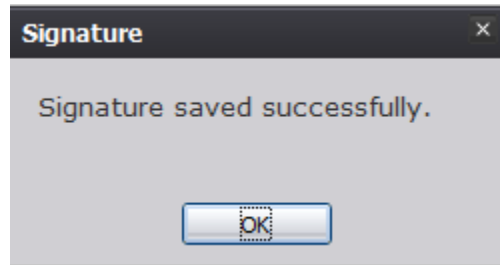
6. The system will display the following message:

Figure 54: Signature Saved Successfully Message

4.12.1.3 Capture VAP Signatures Using Form Upload

1. Retrieve an existing record using the Work Queue Search or the Search Screen.

2. Select the **Record/Voluntary Acknowledgment of Parentage (VAP)** menu and select either the Mother Signature menu item or Father Signature item.

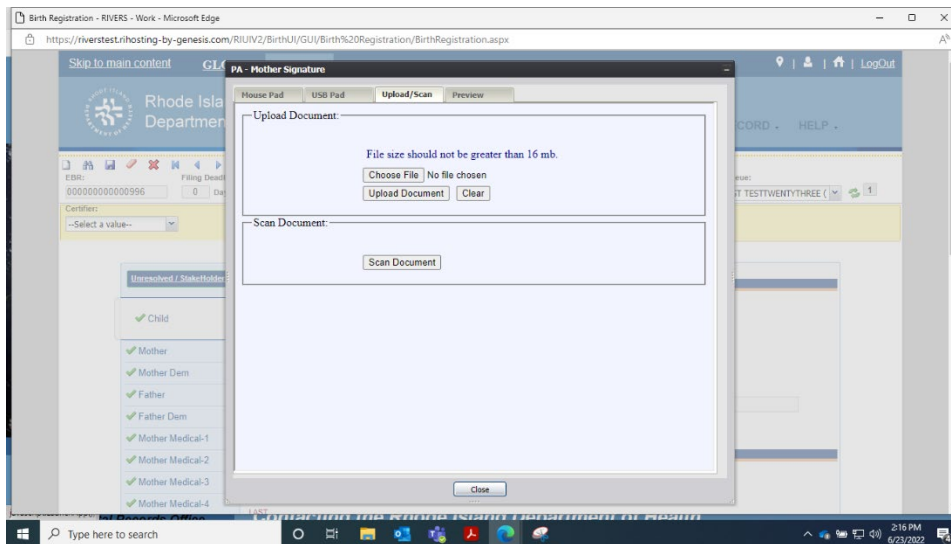3. The VAP Signature screen will appear. Click the Upload tab on the VAP Signature screen:

Figure 55: VAP Signature Screen-Upload Tab

4. Click the Choose File button to open the File Upload screen, locate the scanned VAP form and click the Open button.

5. Click the Upload Signature button.

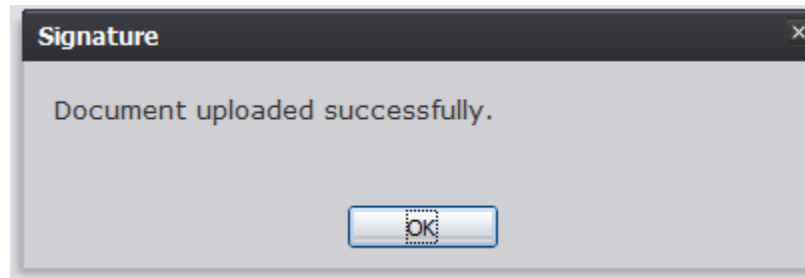6. The system will display the following message:

Figure 56: Document Uploaded Successfully Message

4.12.2 Capture Denial of Parentage Signatures

The application provides facility users the ability to capture Denial of Parentage signatures using one of three available methods:

4.12.2.1 Capture DOP Signatures Using Mouse

1. Retrieve an existing record using the Work Queue Search or the Search Screen.

2. Select the **Record/Denial of Parentage** menu and select either the Mother Signature menu item or Presumed Father Signature item.

3. The DOP Signature screen will appear:

Figure 57: DOP Signature Screen-Mouse Pad Tab

4. Create a signature by holding down the left mouse button and moving the mouse on the screen in the signature box.

5. Click the Save Signature button.

6. The system will display the following message:

Figure 58: Signature Saved Successfully Message

4.12.2.2 Capture DOP Signatures Using USB Signature Pad

1. Retrieve an existing record using the Work Queue Search or the Search Screen.

2. Select the **Record/Denial of Parentage** menu and select either the Mother Signature menu item or Presumed Father Signature item.
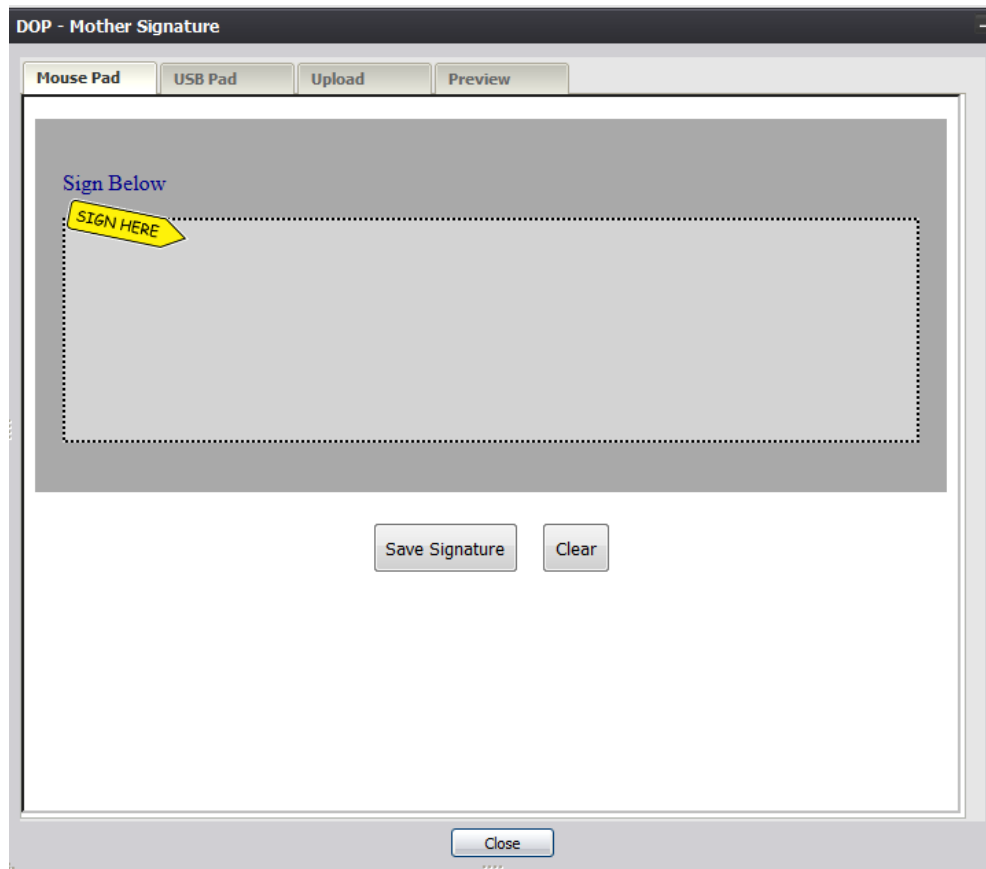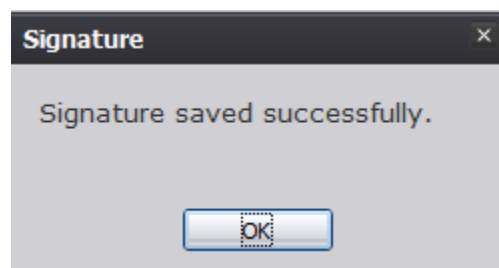
3. The DOP Signature screen will appear. Click the USB Pad tab on the DOP Signature screen:
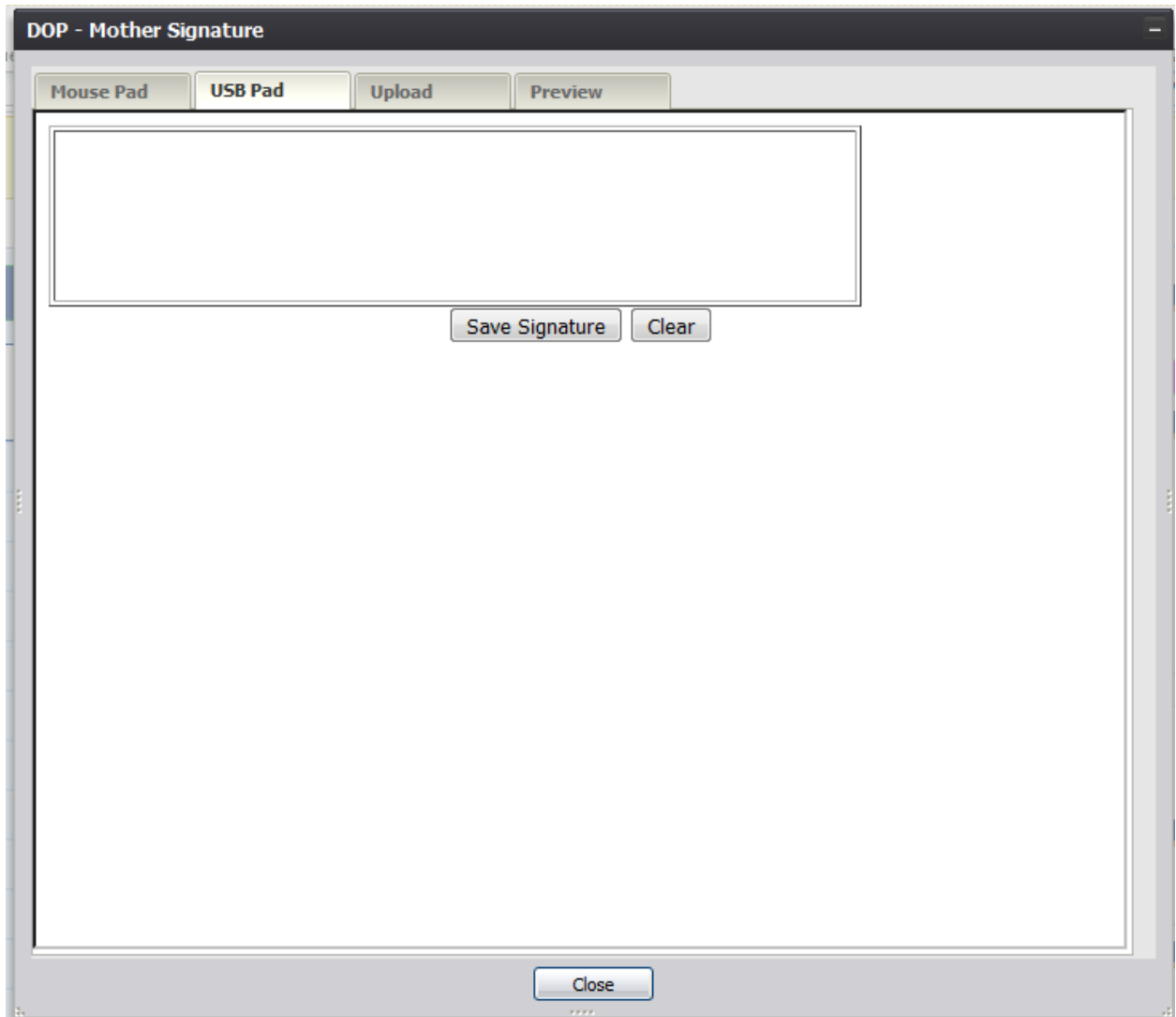

Figure 59: DOP Signature Screen-USB Pad Tab

4. Create a signature by capturing a signature on a signature pad attached to the computer via USB connection.

5. Click the Save Signature button.

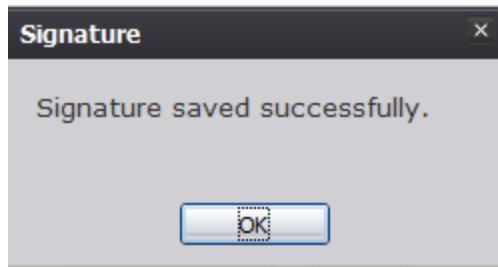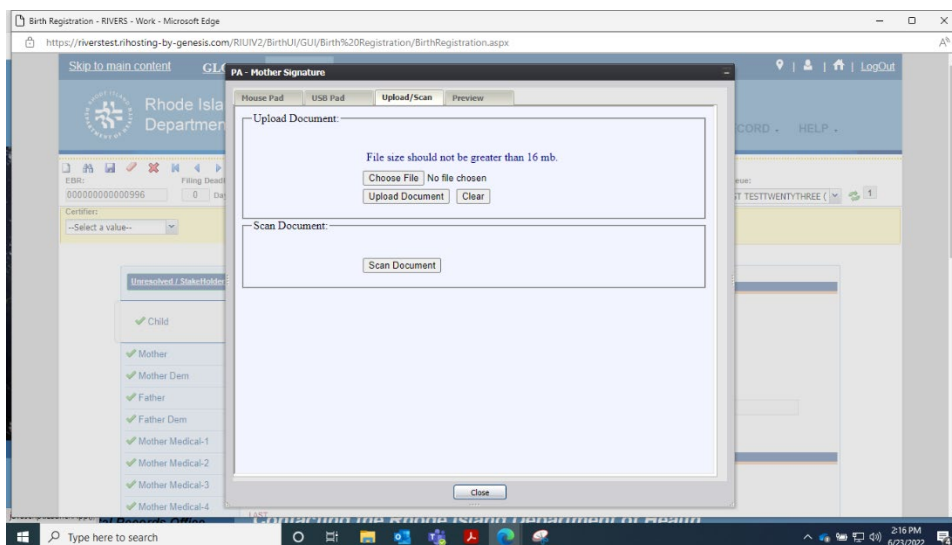6. The system will display the following message:

Figure 60: Signature Saved Successfully Message

4.12.2.3 Capture DOP Signatures Using Form Upload

1. Retrieve an existing record using the Work Queue Search or the Search Screen.

2. Select the **Record/Denial of Parentage** menu and select either the Mother Signature menu item or Presumed Father Signature item.

3. The DOP Signature screen will appear. Click the Upload tab on the DOP Signature screen:

4.

Figure 61: DOP Signature Screen-Upload Tab

5. Select the checkboxes corresponding to the signatures captured on the scan of the paper copy VAP form to be uploaded into RIVERS.

6. Click the Choose File button to open the File Upload screen, locate the scanned VAP form and click the Open button.

7. Click the Upload Signature button.

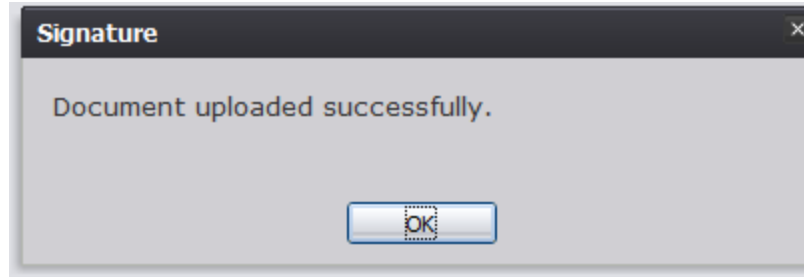8. The system will display the following message:

Figure 62: Document Uploaded Successfully Message

4.13 View Signature History

The application provides facility users the ability to view the history of signatures captured on a record.

1. Retrieve an existing record using the Work Queue Search or the Search Screen.

2. Select the **Record/Signature History** menu item.

3. The Signature History View screen will appear:

Figure 63: Signature History View Screen

4.13.1 Birth Worksheet

Users have the ability to print either an existing or blank birth worksheet, which allows the mother or parents to collect the birth data about a home-birth birth. The Blank Birth Worksheet is provided to the parents of the newborn, but the Local user can also print off a Birth Worksheet that is auto-populated with information from the electronic record.

1. Retrieve an existing record using the Work Queue Search or the Search Screen.

2. Go to **Record/Print/Birth Worksheet** or **Record/Print/Blank Birth Worksheet.**

The application will open the PDF version of the form.

3. Click the **Print** icon in the PDF window to print the document.

4. When the document is printed, close the PDF browser window using the **X** in the upper right corner of the screen to return to the RIVERS system.

4.13.2 Verification of Birth Facts

This form is required when the Local completes all birth fact fields. The Local must print the form and the parents must check and verify the form to make sure the information is correct.

1. Retrieve a record with completed birth fact fields using the Work Queue Search or the Search Screen.

2. Select the **Record/Print/Verification of Birth** Facts menu option.

The application will open the PDF version of the form that allows printing.

3. Click the **Print** icon in the PDF window to print the document.

4. When the document is printed, close the PDF browser window using the **X** in the upper right corner of the screen to return to the RIVERS system.

4.14 Labor and Delivery

To access Labor and Delivery, start from the Birth home screen and click **Function/Labor and Delivery**
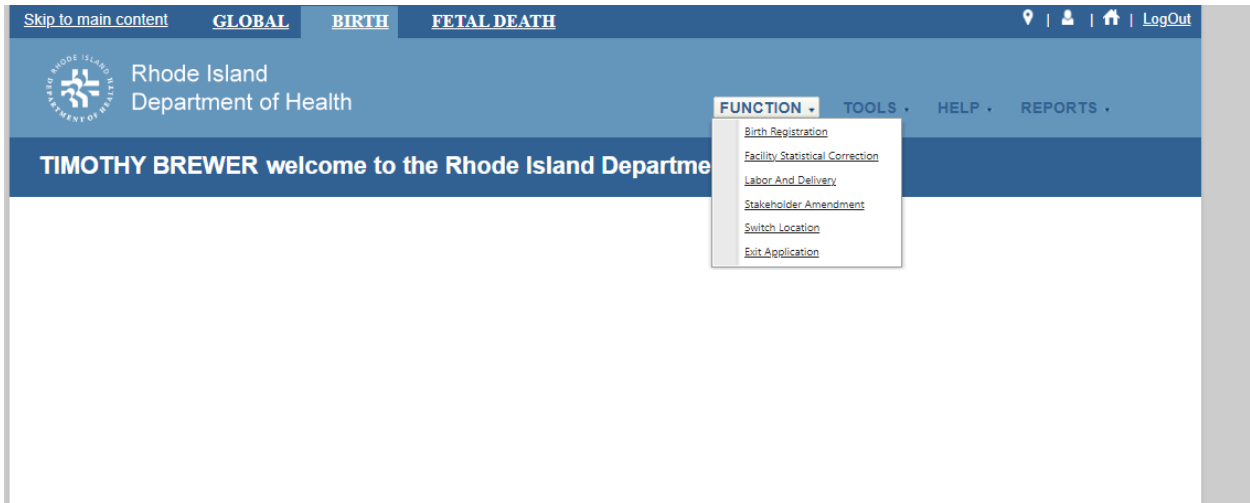
Figure 64: Birth Home Screen

Clicking "Labor and Delivery will open the Labor and Delivery home screen.
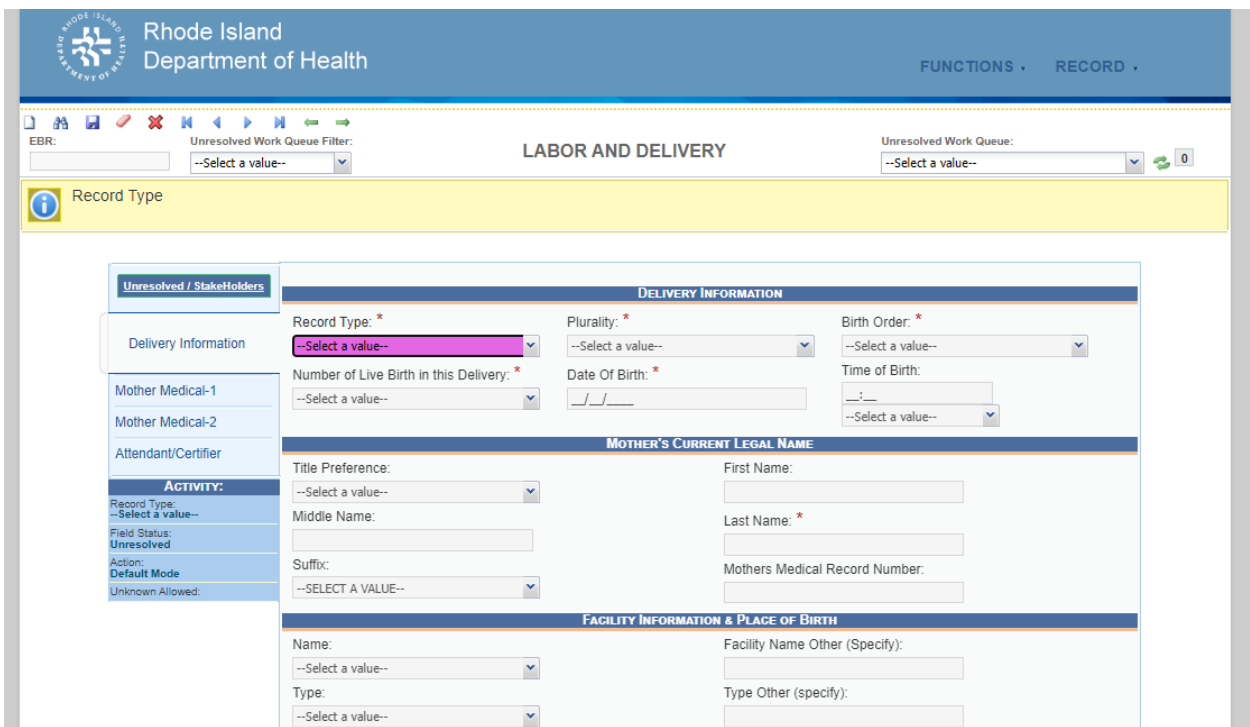

Figure 65: Labor and Delivery screen

To resolve all of the fields on the left, fill in the necessary information under the tabs for Delivery Information, Mother Medical-1, Mother Medical-2, and Attendant Certifier.

You may then save the Labor and Delivery record.

If enough of the required fields are not resolved, you will get a message telling you which fields to resolve in order to save the Labor and Delivery record:
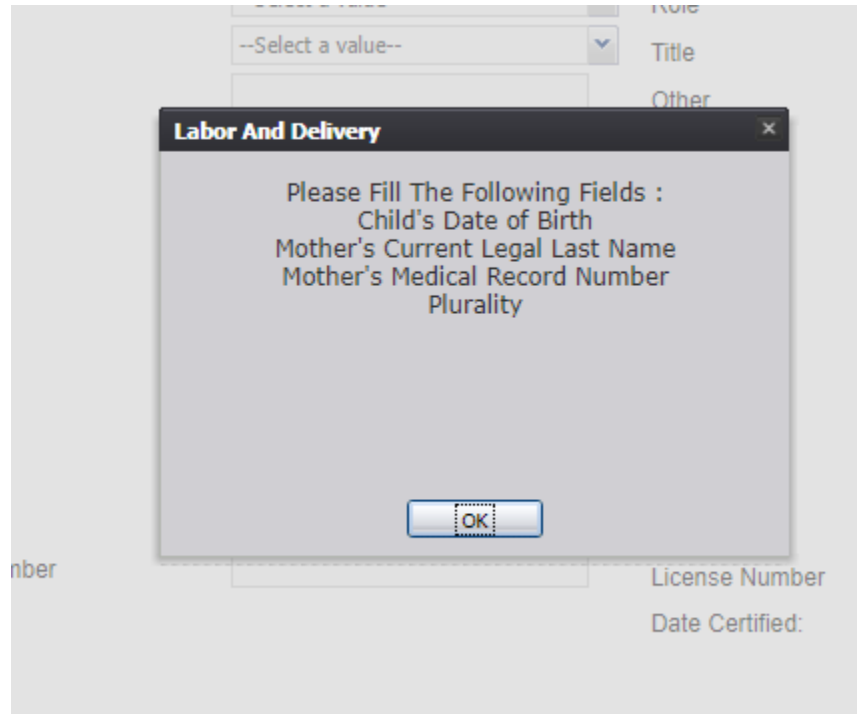
Figure 66: Fields to resolved to save a Labor and Delivery record

When all fields are resolved in Labor & Delivery, the record will be ready for electronic certification.

4.15 Legal Release

Once a record has been certified and all of the necessary fields have been resolved, a pop up window will open informing you that the record is ready to be released and asking if you would like to legally release this record.

Figure 67: Legal Release pop up

If "yes" is selected, a pop up window will open telling the user that the record has been legally release successfully.
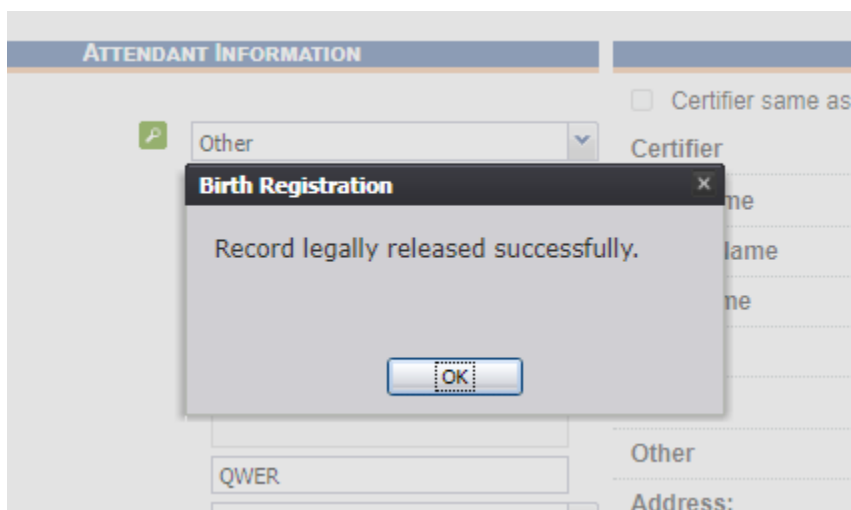

Figure 68: record successfully legally release

4.16 Abandon a Record

Any user can choose to abandon a record up until the record is submitted.

1. To abandon the record, select **Record/ Abandon** or the Abandon icon .

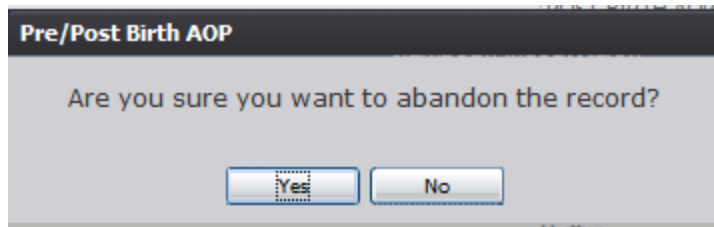2. The following message will appear:

Figure 69: Record Abandon Confirmation Message

3. Select **No** to cancel the action and return to the record or select **Yes** to continue abandoning the record. Provide a reason for abandoning the record in the Comment box shown below and press **OK**.
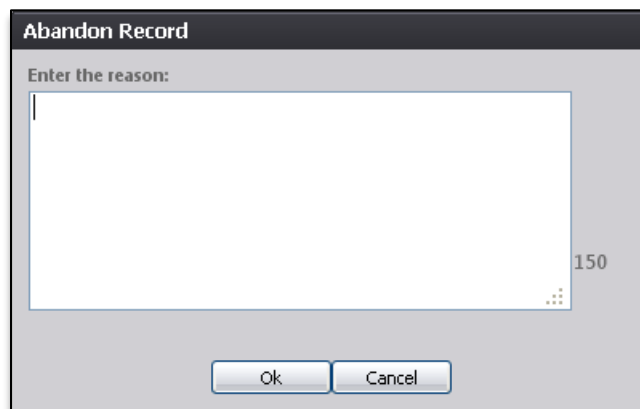

Figure 70: Abandon Record Comment Screen
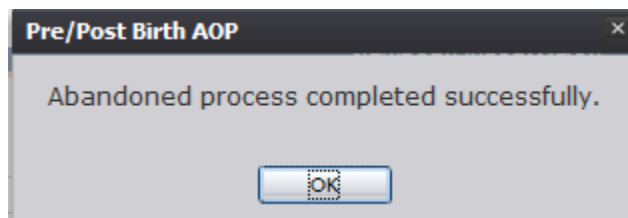
4. The following message will appear:

Figure 71: Record Abandoned Successfully Message

4.17 Using the Unresolved Fields List

To check if all data items were completed, use the **Unresolved Fields** list to identify areas that require some sort of action before the record is resolved. The unresolved list displays individual data fields that need to be completed for a specific record before it can be resolved.

1. Retrieve a record.

2. Click **Unresolved** to open the list.

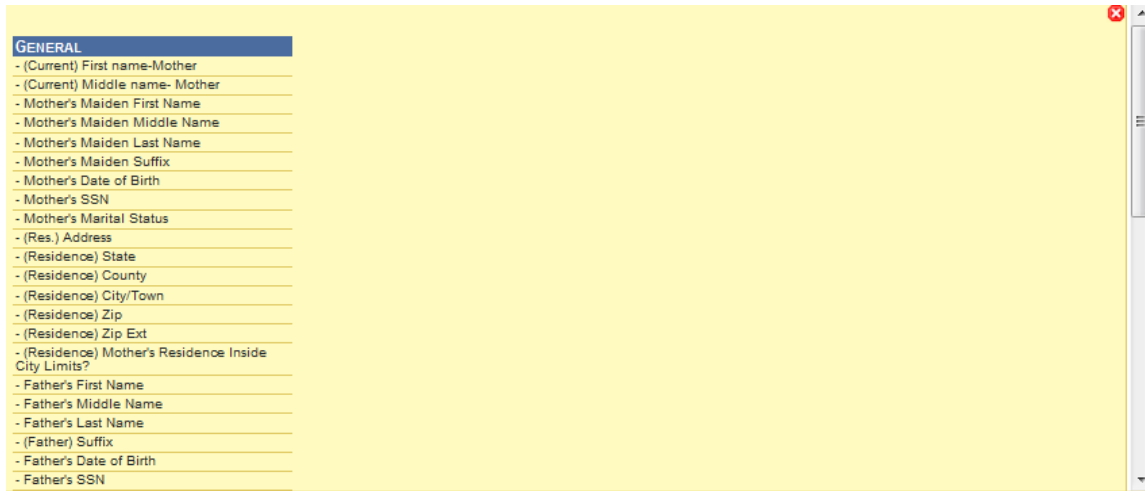3. The **Unresolved Fields** list will open.

Figure 72: Unresolved Fields List

4. To be directed to a particular unresolved field, click the field's link. The system will navigate to that particular field directly so that it may be resolved; the **Unresolved Fields** list will close.

5. Click **Unresolved List** again to close the list and return to the data entry screen.