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Contact Information

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ITOP Quick Links

- 2023 Indiana Abortion Code: <https://iga.in.gov/laws/2023/ic/titles/16#16-34>
- Access Indiana Link for access to DRIVE: <https://www.in.gov/access/>
- Access Indiana/DRIVE Enrollment Steps file link: <https://www.in.gov/health/vital-records/files/Enrollment-steps.docx>
- Fillable Indiana Abortion Complication Form: <https://www.in.gov/health/files/56522-fill-in.pdf>



User Notes

1. Preferred web browsers: Mozilla's Firefox, Google Chrome, etc.
2. You must have an Access Indiana account to access DRIVE. See [quick links](#).
3. Once access to the application has been granted, add the Access Indiana login page to the list of bookmarks within the browser. Bookmarks are Internet shortcuts that allow quick and easy navigation to a specific website within the browser.
4. Another way to quickly access the DRIVE application is to create a desktop shortcut. This creates an icon on the desktop that quickly launches the browser and opens the Access Indiana login page, which gives you access to DRIVE.
 - a. In Google Chrome, navigate to the Access Indiana login page and click the three dots in the top right corner of the browser
 - i. Select **more tools** → **create shortcut**
 - b. In Firefox, click the padlock icon on the left of the address bar (where the URL is shown)
 - i. While still holding the mouse button down, drag the link to the desktop, then release the mouse button.
5. At times, the user may be unsure of the spelling of a provider or facility name, or only remember a partial number for a patient ID. In these cases, to locate an ITOP record a **wildcard search (% sign)** can be used.
 - a. I.e., to search for an Indiana University Health facility, type **"%indiana university%"** and all IU Health facilities will appear.
6. Using the search by registrant or data provider search tab, input a single digit number followed by a **"%"** sign. Enter the number "1" followed by a percent sign (%) which tells DRIVE to return all cases with patient ID numbers beginning with "1".



Drive ITOP User Guide

1. Open DRIVE through Access Indiana

- a. To register for an account, please see enrollment steps document in the ITOP quick links section.
- b. If already registered, login.

2. Click on the office that is relevant to the record from the selection of medical offices/facilities you are associated with. You cannot access a record from one facility when you are logged in to another.

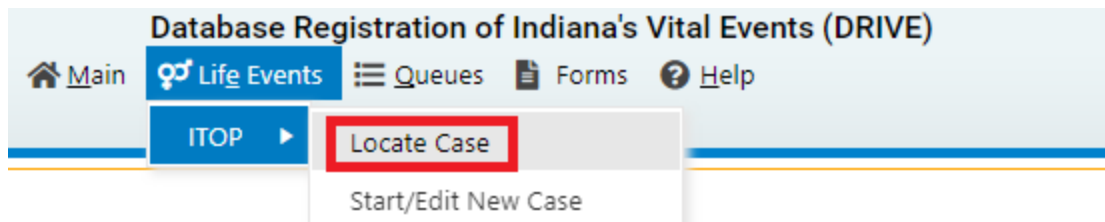


3. Select ITOP from life events at the top of the page.



4. Locate a case

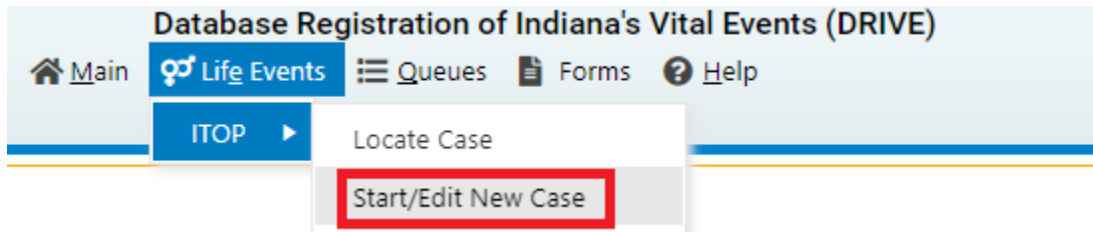
- a. From the **DRIVE main menu**, select **life events -> ITOP -> locate case**.



- b. Enter **case ID** or **patient ID** and click **search**.
 - i. If you are missing the **case ID** or **patient ID**, you can enter as much of the other information as possible to locate the case.
- c. If a record is located, select **preview**; if it is the correct record, click **patient ID** to open the correct record for review and editing.

5. Start/edit new case

- a. From the **main menu**, select **life events -> ITOP -> start/edit new case**.



- b. Enter **patient ID** and **date of termination** and click **search**. Note, you can only search for records associated with the facility you are currently logged in under.

ITOP Start/Edit New Case

Patient's ID Number:

Date of Termination: MM/DD/YYYY

Patient's Age:

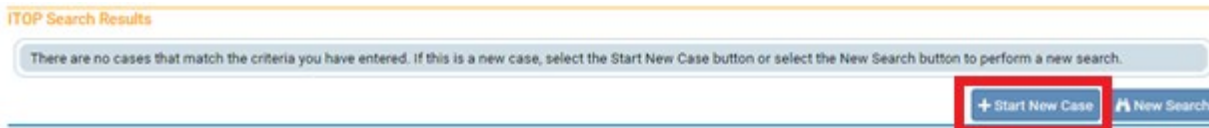
Location Type:

Place of Termination:

Residence State:

Residence City:

- i. If records with the associated **patient ID** and **date of termination** are located, verify the information in this record to ensure duplicate records are not created.
- ii. If no matching records are found, create a new record by selecting **start new case**.



6. ITOP registration

- a. All relevant fields are required to be filled in to complete registration, according to IC 16-34-2-5.
 - i. Use all the information that you have available to register the record as completely as possible.
 - ii. Type "unknown" or 9's into any fields you do not have information for.
- b. Enter data on **patient** page.
 - i. If the patient is less than 16 years of age, make sure to enter the **date reported to DCS**.
 1. This is the date that the termination is reported to DCS. This is separate from any reports made to DCS for suspected abuse.
 - ii. Enter **date last normal menses began**. If **unknown** enter->**99-99-9999**.
 - iii. Enter physician estimate of gestational (in weeks) and post fertilization age will auto populate (gestational age minus 2).
 1. To be valid, **gestational age** must be 2 weeks greater than the **post fertilization age**.
 - iv. Father's age: if the age is known please enter a value into the **father's age** field.
 - v. Father's approximate age: if the age is unknown please enter a value into the **father's approximate age** field.
 - vi. Click **save** and then **validate**.



Validation Results	List All Errors	Save Overrides	Hide
Error Message		Override	Goto Field Popup
IT0002: Patient Age cannot be left blank. Enter a valid Patient Age value for Patient.	<input type="checkbox"/>		
IT0003: Resident City or Location cannot be left blank. Enter a valid city or location.			
IT0018: Live Births Now Living cannot be left blank. Enter a valid value for Live Births Now Living.			

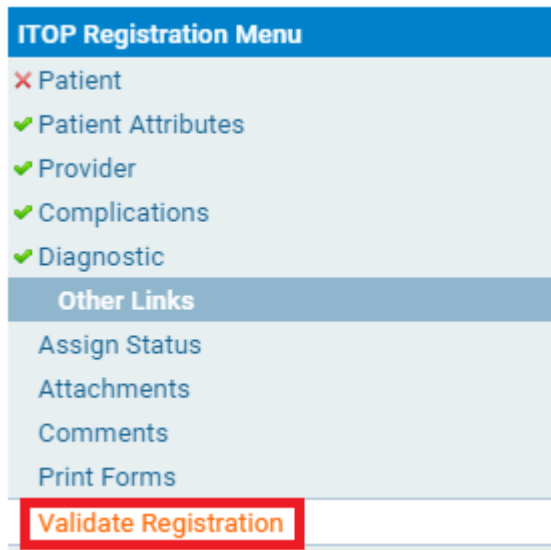


1. If a field turns red and/or an error message appears at the bottom, please verify that you put the correct information and did not leave fields blank.
 2. Once all invalid entries are corrected or filled in on the **patient** page, click **validate** again. The green checkmark will appear in front of the **patient** page in the **ITOP registration menu** on the left indicating that the information entered is complete and valid.
- vii. Click **next**.
- c. Enter data into the **patient attributes** page.
 - i. Click **save** then **validate** the page.
 - ii. Click **next**.
 - d. Enter data into the **provider** page.
 - i. Name of the second doctor present is required if **post fertilization age** is at least 20 weeks or above (IC 16-34-2-3).
 - ii. Please answer all the questions relating to **procedures**.
 1. If you select the **(nonsurgical) other (specify)** or **(surgical) other (specify)** box, you must specify the procedure type in the text box that appears.
 - iii. Click **save** then **validate**.
 - iv. Click **next**.
 - e. Enter data into the **complications** Page.
 - i. **Waiver of consent** and **waiver of notification** is required for minors less than 18 years of age (IC 16-34-2-4).
 - ii. Click **save** then **validate**.
 - iii. Click **next**.
 - f. Enter data into the **diagnostic** page.
 - i. Click **save** then **validate**.
 - ii. Click **next**.
 - g. Ensure all fields on all pages have been filled in completely and accurately to the best of your ability.



7. **Affirm and Certify**

- a. Click **validate registration** under **other links** in the **ITOP registration menu** on the left to validate the entire record.



- b. The **validation results** page will now display.
 - i. If error messages appear, either fix the issue or check the **override** box if applicable. Click **save overrides**.
 1. If a case has blank/errored soft edits, the field will turn yellow.
 2. Fields that are red are hard edits. Hard edits cannot be overridden and must be corrected before the record can be certified/registered.
- c. Once the record meets all validation requirements, green checkmarks will be next to all five pages and the **certify** page will appear in the left menu.
- d. Verify all entered information to be correct on all pages.



- e. Select the **certify** page. Only the physician who performed the procedure can certify/register the record.
 - i. Check the box under “affirm the following” and click **affirm**.

- f. The record is now registered and has been assigned a **state file number (SFN)**.

8. Assign status

- a. If a record is created in error, contact the ITOP coordinator to discuss how to proceed with the record.
 - i. A record will be **abandoned by** a state user if it does not have a SFN (not registered/certified record).
 - ii. A record will be **voided** by a state user if it does have a SFN (registered/certified record).

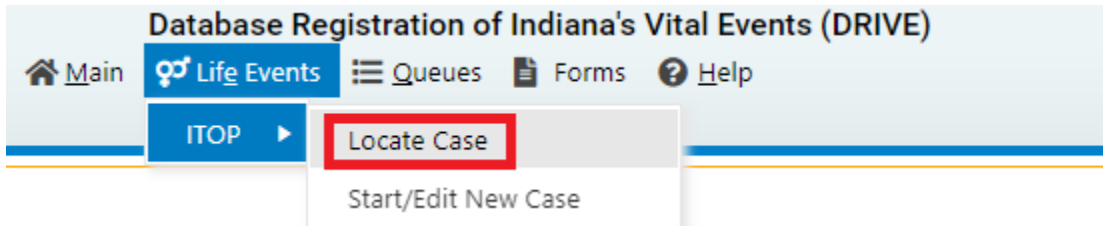
9. Attachments

Attachments like documentary evidence, fax attestations or waiver can be uploaded by choosing a file and uploading it.



10. Creating amendments

- a. When you log on to DRIVE, on the main page you will:
 - i. Go to the **life events** tab
 - ii. Go to **ITOP**
 - iii. Click on **locate case**



- iv. The **ITOP locate case** page will appear. You can use the case ID number or the patient ID number in the corresponding field and then click search.

The screenshot shows the 'ITOP Start/Edit New Case' search form. The 'Patient's ID Number' and 'Date of Termination' fields are highlighted with red boxes. The 'Date of Termination' field includes a calendar icon and the format 'MM-00-YYYY'. At the bottom right, there are 'Search' and 'Clear' buttons, with the 'Search' button highlighted in red.

- v. This will bring you to the search results page. Click on the case ID number that appears and ensure this is the correct record.
- b. Once the record is pulled up, the **ITOP registration menu** will be on the left side of the screen.



- i. Select **amendments** under **other links**.

ITOP Registration Menu

- ✔ Patient
- ✔ Patient Attributes
- ✔ Provider
- ✔ Complications
- ✔ Diagnostic

Registrar Information

Amendment List

Other Links

- Amendments
- Assign Status
- Attachments
- Comments
- Print Forms
- Validate Registration

- c. Select **medical - ITOP** from the **type** drop-down menu.
 - i. Enter a description of the amendment.
 - ii. Click **save**.

Amendment Page

Type

Year

Order Number

Amendment Status

Amendment Date

Amendment Number

Description

Example

Save Clear Return



d. Select **page to amend** and select **save**.

Amendment Page

Type	Medical - ITOP	Amendment Date	JAN-31-2024 MMM-dd-yyyy
Year	2024	Amendment Number	1425837
Order Number		Description	Example
Amendment Status	Keyed (Requires Affirmation)		
Page to Amend	ITOP - Patient ITOP - Provider ITOP - Patient Attributes ITOP - Diagnostic ITOP - Complication		

Cancel Amendment Save Clear Return

e. Make the changes where necessary and click on **validate amendment** at the bottom of the page.

- If a field turns red and/or an error message appears at the bottom, please verify that you put the correct information and correct any invalid entries.
- Click **save**.

Waiver of consent is required for minors less than 18 years of age

Was a waiver of consent obtained pursuant to IC 16-34-2-4?

Was a waiver of notification obtained pursuant to IC 16-34-2-4?

Error Message

IT0311: Was a waiver of consent obtained pursuant to IC 16-34-2-4? may not be blank. Please make a selection from the dropdown list.

Cancel Amendment Validate Page **Validate Amendment** Save Clear Return



- f. It will state at the top that the amendment has not been affirmed. Verify the information that has been changed to be correct. Once affirmed, the amended data will be entered into the official record.

- g. Select **amendment affirmation** under the **amendment menu** on the left side of the page.
- i. Check the box and affirm amendment.
 - ii. Click on **affirm**.

The amendment CANNOT be approved if provider does not affirm.

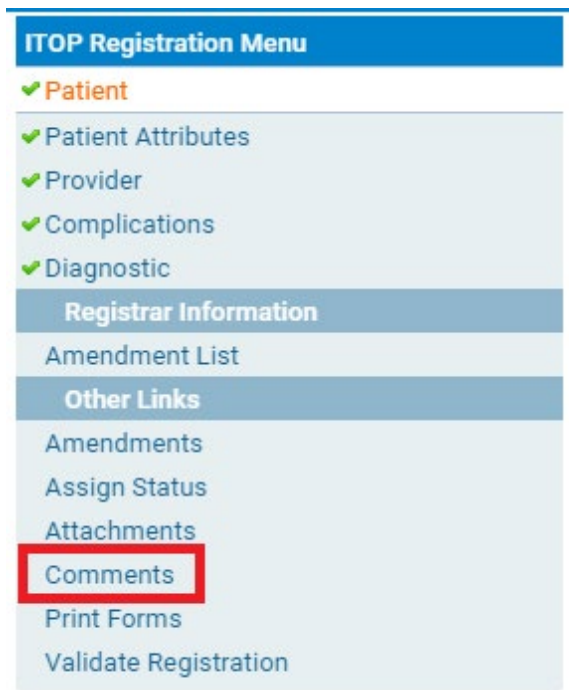
The amendment has now been created and is approved by the state.



11. Comments

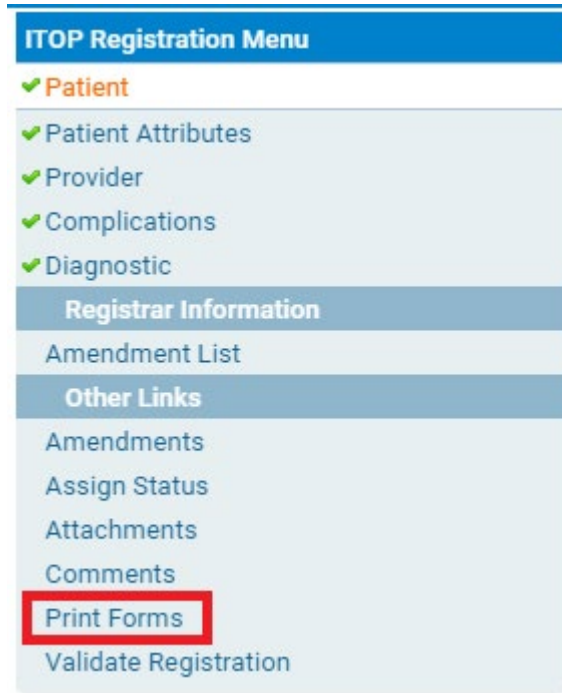
Comments can be left on records to annotate or explain things on the record.

- i. Note that vital records does NOT receive notification when a comment is left on a record, so it is not a function meant to communicate with the state.
- ii. Click on **comments** in the left menu.
- iii. The comments window will appear.
- iv. Click **new comment** enter the comment.
- v. Click **save**. You can edit comments at any time.



12. **Print forms**

- a. Individual forms can be printed from the patient record by clicking on the print forms on the left side of the ITOP registration menu.



Key Notes

1. Reports of induced termination of pregnancy are not legal records and are not maintained permanently in the files of the Indiana Department of Health Division of Vital Records.
2. The data collected from these records is very important from both a demographic and a public health viewpoint. In addition to the quarterly Terminated Pregnancy Reports produced by the Division of Vital Records, this data is used by the CDC for their Abortion Surveillance Report.
 - a. Indiana Quarterly and Annual TP Reports can be found at <https://www.in.gov/health/vital-records/vital-statistics/terminated-pregnancy-reports/>.
 - b. You can find more information along with current and previous CDC Abortion Surveillance reports here: https://www.cdc.gov/reproductivehealth/data_stats/index.htm.
3. If the patient is less than 16 years of age, the physician performing the termination shall transmit this report to the Indiana Department of Health **and** the Department of Child Services within three days after the termination is performed via email at dcshotlinereports@dcs.in.gov (16-34-2-5(b)). Submitting this report to DCS is a separate requirement from immediately reporting suspected child abuse under Indiana law.
4. Reports for all other patients shall be submitted to the Indiana Department of Health no later than 30 days after each termination is performed. (16-34-2-5(b))
5. The name of the second doctor present is required if the post-fertilization age of the fetus is 20 weeks or above. (16-34-2-3)
6. No physician shall perform an abortion on an unemancipated pregnant minor less than 18 years of age without first having obtained parental consent unless a judicial waiver is granted pursuant to IC 16-34-2-4.
7. "Date of consent and receipt of required information" is the date when the pregnant woman provided consent and received all required information concerning this termination.
8. "Location of consent and receipt of required information" is the location, including facility name and city or town, where the pregnant woman provided consent and received all required information concerning this termination.
9. For nonsurgical procedures, please answer "yes" or "no" for the following questions: "Were the manufacturer's instructions provided to the patient?" and "Did the patient sign the patient agreement?". For surgical procedures, please answer "not applicable" for these two questions.

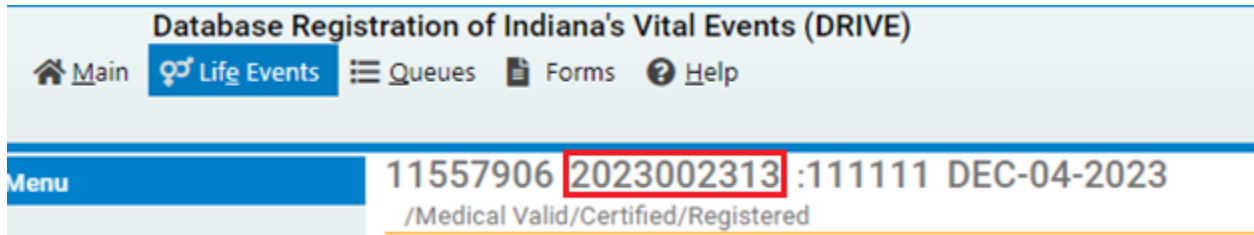


10. The abortion complication report form is separate from the terminated pregnancy report that must be filed for each abortion. For abortion complications, please fill out the Abortion Complication Report linked below. The completed forms must be emailed to TPComplications@health.in.gov within 30 days of the beginning of treatment of the abortion complication. The required form can be found at website at:
<https://www.in.gov/health/files/56522-fill-in.pdf>.
11. Contact the ITOP coordinator if a record needs to be abandoned or voided, and for any questions or concerns regarding reporting a terminated pregnancy.
12. When a state file number is assigned, the record has been certified/registered.



Q. What is the best way for to confirm that a TPR has been certified/registered?

- A. When the record is certified, it is automatically assigned a state file number. The state file number is outlined in red in the image below.



Q. Why am I unable to edit the record I created?

- A. First, verify that you selected the correct facility when you logged in. When a record is certified and registered, you will be unable to edit any page as you would have been able to when originally entering the record. After certification and registration, any changes you need to make can be done via an amendment.

Q. I created an amendment on an existing record and finished up by clicking “validate amendment” and there were no errors. Is the amendment added to the record?

- A. The amendment has been submitted, but the record is NOT changed until the provider affirms the amendment and then IDOH approves the amendment.

Q. I am not the provider that performed the procedure, but a facility user/other provider that works in the facility. Am I able to certify the record/affirm the amendment I just made?

- A. No. The physician who performed the procedure must verify the information in the record and should affirm the record/amendment.

Q. A DCS report was filed when the patient first presented for care after a suspected case of abuse. Is this the DCS report date that is being referenced on the patient page?

- A. No. A copy of the terminated pregnancy report must be submitted to DCS when the termination is performed regardless of whether a previous report of suspected child abuse was filed with DCS. Please enter the date that the termination was submitted to DCS.

