Birth Facility Training Exercises

October 2020
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Introduction

Welcome to the DRIVE Training Manual
VitalChek’s DAVE™ application is a sophisticated, electronic vital record management system. The DAVE™ gui (graphical user interface – pronounced ‘gooey’) uses familiar web structures and techniques to open, close, and navigate through the application. In Indiana, the DAVE™ application is known as DRIVE. Within the infrastructure of the DRIVE application there are powerful ‘engines’ that are used to search, validate, and set status codes used to monitor the quality and completeness of vital records data.

This guide will lead the user through all of the DRIVE pages and provide step-by-step details on how to perform individual tasks. Each step is accompanied by screen prints highlighting and summarizing the important information discussed in the steps. You will find an extensive table of contents at the beginning of this manual and an appendix of important definitions and useful information at the end of this manual.
General System Navigation

Skills Learned: In these exercises, you will learn how to navigate through the DRIVE system using the various controls and icons provided. Mastery of these controls will speed you on your way to more efficient vital records processing.

Exercise 1: Dropdown Lists

Dropdown lists provide you with a pre-defined list of choices. This eliminates the need to manually type in data, prevents the entry of erroneous data, and prevents spelling errors.

1. One of the first dropdown lists you are likely to encounter is the Sex dropdown list on the main Start/Edit New Case page. To view all items in the list simply click on the down-arrow on the right side of the control.

2. Notice that clicking on the down arrow opens the list of selectable items. Some dropdown lists will have more selectable items than can be displayed within the control itself. In those cases, a scroll bar will appear on the left side of the list.

3. It is possible to select an item from the list without actually opening the list. If you already know the item you want to select, just tab to the dropdown list and type the first letter in the name of the item.

If more than one word in the list starts with the same letter, typing that letter again will scroll through the list for you.
4. Once the list is highlighted, it is possible to navigate up and down through the list using the directional arrow keys on your keyboard.

With the list highlighted and ‘Female’ selected, press the down-arrow button on your keyboard.

Pressing the down-arrow with ‘Female’ highlighted scrolls down the list to ‘Male’. Now press the up-arrow button.

Pressing the up-arrow with ‘Male’ highlighted scrolls back up the list to ‘Female’.

Additionally, once a dropdown list has been selected, using the Alt-Down-Arrow key combination on your keyboard will open the list. Using Alt-Up-Arrow will close the list.
**Exercise 2: Standard Date Format**

**Skills Learned:** In this exercise you will learn how to properly key dates into the DRIVE system. While processing birth registrations, you will frequently be inputting dates. DRIVE allows you much flexibility in using several different date formats: are illustrated below:

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In all cases you must use 2 digits each for Month and Day and 4 digits for Year. The only exception is the MonDDYYYY format that allows you to enter a 3-letter abbreviation for the Month. The MonDDYYYY format also supports Mon/DD/YYYY and Mon-DD-YYYY formats.
Exercise 3: Calendar Controls

Skills Learned: In this exercise you will learn how to use the DRIVE calendar control to input dates without keying them in manually.

As noted above, dates must be keyed into the DRIVE system using one of 4 specific formats. However, DRIVE also includes a custom date control that simplifies the process of entering dates.

Anywhere you see a date entry control, you will also see the Calendar Icon: 📅.

1. Click on the Calendar Icon next to a date entry box to launch the Calendar control.

2. By default, the current Month, Day, and Year are pre-selected. The current month is pre-selected in the Month dropdown list, the current year is pre-selected in the Year dropdown list and the current day is highlighted in red. As with other dropdown lists we have seen, clicking on the down-arrow next to the month control will reveal all the items in the list.
3. Once we have selected the correct Month and Year, clicking on the Day of the month will auto-populate the Date for us.

4. Re-click on the Calendar Icon next to re-launch the Calendar control. Now, click on the Today link on the calendar control to automatically enter the current date into the calendar control. Clicking Cancel will close the control without saving a date.

5. For another quick shortcut, place the focus inside a date field and press the f12 button on your computer keyboard. Pressing f12 will automatically populate the date field with the current system date.

Focus: Focus determines which on-screen element will receive the input from the keyboard.
Exercise 4: Lookup Controls and Auto Populate

Skills Learned: In this exercise you will learn how to use Lookup Controls. Lookup Controls are DRIVE specific controls that display a grid of selectable data.

1. Similar to dropdown lists, click the Lookup button to open the control.

2. Once the Lookup control has been expanded, enter search criteria and select the Search button. Select links to fill in the on-screen controls with that selection’s information.
Exercise 5: The Status Bar

Skills Learned: In this exercise you will learn about the use and functions of the Status Bar. The Status Bar helps you keep track of missing data that can prevent a birth record from being properly registered. It is also a valuable tool for tracking the status of a birth record.

The Status Bar can be viewed from any of the pages of information in the Birth Registration Menu.

About the Status Bar

The DRIVE application provides work flow and data quality management through the assignment of statuses. The birth registration process involves many steps that are often completed by several different parties. In order to track these steps, DRIVE assigns one or more statuses to the record when an action is performed or event occurs.

The initial status assigned to a new electronic birth record is /New Event/New Event/Uncertified/Not Registered. The goal of all parties in the registration process is to obtain a ‘perfect’ status. A perfect status would indicate the highest data quality and completion of all steps in the registration process (e.g., Legal Valid/ Medical Valid/Registered). Sometimes a birth record may contain values which are valid, however, those values cause soft edit rule failures. Therefore, it is also possible to have a registered record have a Legal Valid with exceptions/Medical Valid with exceptions/Registered status or any combination of valid and valid with exceptions.
Exercise 6: Validate Page and the Validation Frame

Skills Learned: In this exercise you will learn how to validate birth records and prepare them for registration.

1. Once you have entered registration data into the system you can validate that information by clicking on the Validate Page button. The Validate Page button is found at the bottom of each birth registration page.

2. When you click the Validate Page button, the Validation Results frame will display a listing of all the errors associated with that page to view and correct associated errors.
3. Initially, the Validation Results frame will only display those errors associated with the current registration page. All of the errors in the example above are related to the Mother page. Click on the List All Errors button.

4. The Validation Result frame will refresh and display all of the errors associated with the entire registration.

5. The List All Errors button has now become the List Page Errors buttons. Click this button to remove any errors not associated with the current registration page.

6. Click the Hide button to close the Validation Results frame. Re-validate the registration page to view the Validation Results frame again.

**Error Correction Using the Goto Field Button**

7. Click on the button in the Goto Field column of the Validation Results page. This will place the cursor or “focus” in the field that needs to be corrected. Use this option if you are on a single registration page with many errors to correct.

8. Locate and click the button in the Popup column.

9. This will launch a popup window containing the error or errors to be corrected. This functionality is useful when an error is generated by conflicting entries across multiple registration pages. Rather than searching across many pages trying to determine which field contains the error, Popup presents all of the conflicting fields in one window.

10. In the example below, error number BR0208 was generated by a conflict between three separate fields on three separate pages. Correcting one of the errors below may
correct the issue, though more than one correction may be needed in some cases.

11. Correct the error and click the **Save** button to submit your changes. The popup will close and your changes will appear on the registration page. Click the **Close** button to close the popup without making any changes.

**Overridable Errors**

12. Sometimes, registrations can still be processed even with certain errors present. In those cases, a checkbox will be provided in the **Override** column.

13. Place a checkmark (✓) in the **Override** box next to the error to be overridden and click the **Save Overrides** button. This allows you to process a birth record even if some errors are present.

**Important Note: Not all errors can be overridden!**

14. There are two types of errors in **DRIVE**: (1) Hard edit rule failures and (2) Soft edit rule failures. Hard edit failures are highlighted on-screen in red. Soft edit failures are highlighted in yellow.
Notice that the Request SSN for Child control is highlighted in red. Registration will not be permitted until this error is corrected.

Last name is highlighted in yellow. By using the Override feature described above, this entry can be accepted as shown and registration permitted.

Additionally, notice that certain pages on the Birth Registration Menu are marked with red x, yellow circle or green check.

These arrows serve as indicators as to which pages contain errors and which pages pass validation.

For example, pages marked with green contain no errors.

Pages marked with red contain hard edit rule failures that must be corrected before registration can be completed.

Pages marked with yellow contain soft edit rule failures that may be overridden or that have already been overridden.

Anytime the Validate Page button is clicked the system will evaluate all pages and mark them accordingly with red, yellow, or green.
Exercise 7: Resolving Potential Duplicate Record:

Skills Learned: How to resolve and prevent the creation of duplicate registrations within DRIVE.

1. When the Validation button is activated from any of the Birth Registration Menu pages, the DRIVE system runs a search for potential duplicate records. This is done to prevent the creation of duplicate registrations.

2. If DRIVE does find any potential duplicates, an error message will appear in the Validation Results frame containing the following message and link:

“BR0614: A potential duplicate birth record exists. Please verify Child’s first and last names, Child’s DOB, Mother’s maiden surname, Mother’s DOB, and multiple birth indicator. Potential Duplicates”. Click the Potential Duplicates link to open the Duplicate Resolution page.

3. The Duplicate Resolution page displays a list of all the records in the DRIVE database that have been identified as potential duplicates. Not all of the potential duplicates records may be accessible.

4. Locate and select the Compare link next to one of the potential duplicates.

5. Selecting the Compare link will display the Potential Duplicate Case window beneath the Current Case window. These summaries can be used to help determine whether or not a duplicate record exists.

6. If the Potential Duplicate Case window does not provide enough information, then click on the Select link to open the actual record.

7. When you have finished reviewing the potential duplicate, click the Return link at the bottom of the page to return to the Duplicate Resolution window.

8. If you are certain that the registration you are working on is not a duplicate, then click on the Return to Rule Failures button to return to the current case.

9. If the determination has been made that this is not a duplicate entry, place a checkmark in the checkbox located in the Override column and click the Save Overrides button.

10. Correct any other outstanding errors and proceed with registration.
Exercise 8: Navigation Through the DRIVE Pages and Menus

Skills Learned: Page-to-page and menu-to-menu navigation within DRIVE.

Page to Page Navigation

DRIVE allows for direct access to any registration or registration related page through the use of the Main Menu and its sub-menus.

During initial registration data entry, the user will more than likely proceed in a linear, top-to-bottom manner through the various DRIVE pages. This is facilitated through the use of the Next button located at the bottom of each page.

1. Access a DRIVE birth registration and the Child page automatically displays.

2. Click the Next button on the Child page to save any newly entered data and proceed to the Mother page.

3. Completing a page of data and selecting the Next button is the typical means of navigation within the DRIVE system.

4. However, the DRIVE application also allows for direct access to any displayed page by simply clicking on the page name in the Birth Registration Menu.

5. From the Mother page click the Place of Birth link in the Birth Registration Menu.
6. The page will refresh and jump to the **Place of Birth** page

**Note:** Always click the **Save** button before navigating directly from one page to another. A message will display to warn the user that continuing to another page without manually saving first will result in loss of data.
Logging Into the DRIVE Application

Exercise 1: Logging Into DRIVE
Skills Learned: in this exercise, you will learn how to log into the DRIVE (Database Registration of Indiana’s Vital Events) Application:

1. You will access DRIVE through Access Indiana: https://www.in.gov/access/. Select the Access Indiana icon on your desktop or select the Access Indiana Favorite (Bookmark) from within your web-browser.

2. Enter Email and select Continue.

3. Click the DRIVE icon, and it will take you to the DRIVE landing page.
4. If your User Name is associated with more than one office or location, then you must also make a selection from the Office: dropdown list, shown below:

You should now be logged into the DRIVE application where the Main Menu and Fast Links sections are displayed:
**Exercise 2: The Messages Pane**  
**Skills Learned:** Basic Navigation within the Messages pane

One fast link that appears when you first login to the DRIVE application is the Messages Link. Some Messages are messages sent from User to User, while others are system generated and appear with no interaction from the user.

The Messages pane is a grid control that displays all of the messages that have been sent to the current office (the office selected at login). To read a message, click on the underlined link in the From column. The Message Text column displays all or a portion of the text of the message that was sent. Date Sent displays the date and time the message was sent. Notice that the Remove from List button is grayed out.

1. Click on any of the underlined links in the From column of the Messages pane to read that particular message.

![Messages Table]

2. The Message window is a popup that appears on top of the main DRIVE page. After the Message has been read, click the Close button.

![Message Window]

3. Place a checkmark in the checkbox next to the Date Sent column header.

Notice that the Remove from List button is now active.
Do not click on the Remove from List button unless you are sure you want to remove all of these messages from the list.

**Note: Deleted messages cannot be restored. Do not delete messages unless you are sure that you will not need them.**

4. Remove the checkmark from the checkbox next to the Date Sent column header and place a checkmark in any of the boxes next to a single message.

Now click the Remove from List button to remove a single message from the list.

Again, once removed, messages cannot be restored.
Exercise 3: Logging out of the DRIVE Web-Based Application

Skills Learned: Logging out of the DRIVE application. Logging out of DRIVE will NOT log you out of Access Indiana.

1. From the Main Menu select Main -> Logout.

2. You will be prompted to “Click OK to exit application”. Click the OK button to exit. If you do not want to logout of the application, click the Cancel button, instead.

You can also directly select the Logout Button, always displayed and located in the far upper right of the screen.

If you select this option for logout, you will not be receive the “Click OK to exit application” prompt. You will simply be logged out.

3. Logging out of DRIVE will NOT log you out of Access Indiana.
General Birth Registration Page Functionality

Page Controls and Navigation

Skills Learned: In these exercises you will learn how to navigate through DRIVE using the various controls and icons provided. Mastery of these controls will speed you on your way to more efficient birth record processing. The following exercises are designed to help you gain that mastery.

Exercise 1: Dropdown Lists

Dropdown lists provide you with a pre-defined list of choices. This eliminates the need to manually type in data, prevents inappropriate items from being entered, prevents spelling errors.

1. One of the first dropdown lists you are likely to encounter is the Sex dropdown list on the main Start/Edit New Case page. To view all items in the list simply click on the down-arrow on the right side of the control.

![Sex dropdown list](image)

2. Notice that clicking on the down arrow will reveal the list of items that can be selected from that control. Some dropdown lists will have more selectable items than can be displayed on one page. In those cases, a scroll bar will appear on the left side of the list.

![Scroll bar on dropdown list](image)

3. It’s possible to select an item from the list without actually dropping the list down. If you already know the item you want to select, just tab to the dropdown and type the first letter in the name of the item.

![Selected item](image)

If more than one word in the list starts with the same letter, typing that letter again will scroll through the list for you.
4. Once the list is highlighted, it is possible to navigate up and down through the list using the directional arrow keys on your keyboard. You can tell a list is highlighted by the blue shading that is placed around the outside of the field.

Not Highlighted:  Highlighted:

With the list highlighted and ‘Female’ selected, press the down-arrow button on your keyboard.

Pressing the down-arrow with ‘Female’ highlighted scrolls down the list to ‘Male’. Now press the up-arrow button.

Pressing the up-arrow with ‘Male’ highlighted scrolls back up the list to ‘Female’.
### Exercise 2: Standard Date Format

**Skills Learned:** In this exercise you will learn how to properly key dates into the DRIVE system. While processing birth registrations, you will frequently be inputting dates. DRIVE allows you much flexibility in using several different date formats:

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In all cases you must use 2 digits each for Month and Day and 4 digits for Year. The only exception is the MonDDYYYY format that allows you to enter a 3-letter abbreviation for the Month. The MonDDYYYY format also supports Mon/DD/YYYY and Mon-DD-YYYY formats.
Exercise 3: Using Calendars

Skills Learned: In this exercise you will learn how to use the Calendar control to input dates without typing them in manually.

1. In addition to manual date entry, you can also click on the Calendar icon next to a date entry box to bring up a Calendar control.

2. By default, the current Month, Day and Year are pre-selected. The current month is pre-selected in the Month dropdown list, the current year is pre-selected in the Year dropdown list and the current day is highlighted in red. As with other drop-down lists we have seen, clicking on the down-arrow next to the month control (January, in this example) will reveal all the items in the list.

3. Once we have selected the correct Month and Year, clicking on the Day of the month will auto-populate the Date for us.

In addition to manually dropping down the list, we can just type the first letter of the month we are interested in or use the up and down arrows on the keyboard to scroll through the list until we find the month we want to select.

Keyboard Shortcut: Once a date control has been selected or tabbed into, pressing the f12 key will automatically place the current system date into the control.
Life Events: Birth

In this section you will learn how to locate existing birth cases and how to complete the various Birth registration pages.

Locating Cases Within DRIVE

Exercise 1: Locate Case

Skills Learned: In this exercise you will learn how to locate cases that are owned by your specific facility.

1. From the DRIVE Main Menu, select Life Events -> Birth -> Locate Case:

2. The Locate Case page offers many possible identifiers on which to base a search. While there is no minimum requirement on the number of identifiers to use, it is recommended that as much information is included as possible. This will help to narrow your search results.
3. In the example below, we are searching for a record based on the child’s last name. Enter the Child’s Last Name and click the Search button.

4. Searching on Last name returned the following results:

5. Click the New Search button in the lower, right-hand corner of the Results window.

6. For this search, enter the child’s Last name, select “City” from the Place of Birth Location Type dropdown list, make a selection from the Place of Birth control, and then click the Search button.
7. Notice that this search returned far fewer records. The more information you include in your searches, the more likely you will be to return only the record you are looking for.

8. The Results window is used to display the matching records that have been retrieved as the result of a record search. Locate and click the Preview link in the far right column of the Results window. Clicking this link will open a preview window that provides a brief summary of the record. Notice also that the Preview link changes to a Select link.

9. If after examining the preview window you are confident that you have located the desired record, click the link in the Child’s Name column or the Select link to open the record for review and/or editing.

Another feature of the Locate Case page is the Soundex button. Using Soundex you can locate records even when you are unsure of the spelling of the child’s name.

Remember, only those records “owned” by the current user’s facility will be returned.
Start/Edit New Case as Birth Facility

The first step in entering a new record is to perform a search. This is necessary to prevent or minimize the creation of duplicate records. Outlined below are the steps involved in starting a new birth registration record.

**Exercise 1: Required Items**

**Skills Learned:** How to start a new birth registration.

1. From the **Main Menu**, select **Life Events -> Birth -> Start/Edit New Case**.

2. This will bring up the **Start/Edit New Case** page. Notice that **Child’s Last Name, Date of Birth**, and **Sex** are all marked with red arrows (●). Fields outlined in red and with a red arrow next to them are **required entries** and must be completed before you will be allowed to start a new case.

---

**Note:** Before you will be allowed to create a new Birth Record you must first search for an existing record. This is to prevent the creation of duplicate records.
3. Once you have completed the required items, click the **Search** button to proceed or the **Clear** button to clear all entries and start over.

4. If no matching records are found, you will be allowed to begin creating a new record by clicking the **Start New Case** button. To begin a new search, click the **New Search** button.

5. If a matching event was found, click on the underlined link in the **Child’s Name** column to open the record.

6. For this exercise, select **Start New Case**. The **Main Menu** will collapse and the **Birth Registration Menu** will open, displaying the **Child** page:
Exercise 2: The Child Page
Skills Learned: How to complete the Child page.

The Birth Registration Menu is composed of several sub_menus. The first sub-menu is the Parent Information menu. The pages in this menu are used to gather information Child, the Mother, and the Father. The first page in the Parent Information sub-menu is the Child page.

1. The first step in completing this page is to complete the Child’s Name tab. Enter at least the child’s First and Last names.

Note: If the mother is not married, the child’s last name MUST be mother’s last name. A Paternity Affidavit, done in a later step or at a later time, will permit the last name to be changed, if parents desire.

2. Date of Birth is marked with a red outline, indicating that this is a required item. This should auto-populate due to the original search entry. If it does not, or you need to edit it, enter the date manually or use the Calendar icon (📅) to launch the Calendar Control.

Note: If the date of birth of the infant is not known because the infant is a foundling, enter the date the infant was found as the date of birth.

3. Time of Birth consists of 3 controls: 2 number entry boxes and one AM/PM dropdown list. In the first number entry box enter the 2-digit birth hour. For example, if birth occurred at 6:30 am, enter ‘06’ in the first number box.
In the second number entry box enter the 2 digit minute at which birth occurred. If the birth occurred at 6:30 am, enter ‘30’ in the 2\textsuperscript{nd} number box. To complete the Time of Birth entry, make a valid selection from the AM/PM dropdown list.

4. **Sex** – make a selection from the dropdown list.

5. If the **Child’s SSN** is known, enter it here. In most cases, however, the Child’s SSN will likely be left blank.

6. **Request SSN for Child** – make a selection from the dropdown list.

7. If the child is a foundling, select **Yes** from Safe Haven/Foundling dropdown list. Otherwise, select **No**.

Lastly, make a selection from the **Is infant to be Adoption?** dropdown list.

Click the Validate Page button to check this page for errors, Next to proceed to the Mother page, Clear to clear all entries, Save to save changes without leaving this page, or Return to return to the Main Menu or Search Results page.
Exercise 3: the Mother Page

Skills Learned: How to complete the Mother page. The Mother page is used to capture data relevant to the newborn’s mother.

1. In the Mother’s Current Legal Name tab, enter the mother’s current First, Middle, and Last name. If the mother uses a Suffix, include it here.

2. In the Mother’s Last Name Before First Marriage (Maiden), enter the mother’s birth name, including any suffixes. An override-able error will occur if mother’s current Last name and Last name before first marriage are the same.

3. Date of Birth - enter the mother’s date of birth manually or use the Calendar icon (📅) to launch the Calendar Control. After entering the Date of Birth, click the auto-populate (🔄) button to complete the Age control.

4. Enter the mother’s Social Security Number.

   None – selecting the radio button for “None” will system-fill the Social Security Number with zeros, indicating the Mother does not have a social security number

   Unknown – selecting the radio button for “Unknown” will system-fill the Social Security Number with nines, indicating Mother does not have a SSN.

5. The Mother’s Birth Place control is used to capture the mother’s Birthplace State and Birthplace Country.

6. Click the Validate Page button to check for errors, Next to proceed to the Mother Address page, Clear to clear all entries, Save to save changes without leaving this page, or Return to return to the Main Menu or Search Results page.
Exercise 4: the Mother/Parent Address Page

Skills Learned: How to complete the Mother Address page. The Mother Address page is used to capture the mother’s residence and mailing addresses. DRIVE uses a shortcut button that can greatly simplify this process.

1. First, manually complete the Physical Residence Address. While most of this page is self-explanatory, please make note of the Pre-Directional and Post-Directional dropdown lists.
   
a. If the street address has a Pre-Directional indicator, i.e. East 42nd St. then indicate that by selecting “E” from the Pre-Directional dropdown list. Do NOT type the Pre-Directional indicator in the Street Name text box.
   
b. If the street address has a Post-Directional indicator, i.e. East 42nd St. SW, then indicate that by selecting “SW” from the Post-Directional dropdown list. Do NOT type the Post-Directional indicator in the Street Name text box.

2. Make a selection from the Inside City Limits dropdown list.

3. If the mother’s mailing address is the same as her residence address, then click the Same As Residence Address box in the middle of the page. This will automatically copy the residence address information to the Mailing Address. Once selected, the mailing address will be disabled.
4. If the two addresses are different, then manually complete the **Mailing Address** tab.

5. Enter the **Mother’s Telephone Number**.

6. Click the **Validate Page** button to check this page for errors, **Next** to proceed to the **Mother Attributes** page, **Clear** to clear all entries, **Save** to save changes without leaving this page, or **Return** to return to the **Main Menu** or **Search Results** page.
**Exercise 5: the Mother Attributes Page**

**Skills Learned:** How to complete the **Mother Attributes** page. The **Mother Attributes** page is used to gather demographic information related to the newborn’s mother. This information is used in reporting at the State and Federal level and can be instrumental in obtaining funding for various programs.

1. Enter **Usual Occupation** and **Kind of Industry** of the mother.

2. **Education:** make a selection from the dropdown list.

3. The **Hispanic Origin** tab is used to indicate whether or not the mother is of Hispanic descent. Click one or more applicable box or boxes, as needed. Multiple selections are permitted.

4. Selecting the ‘Yes, Other Hispanic Origin (specify)’ checkbox will cause a new text entry control to appear on-screen. Use this control to specify the other Hispanic descent information.

5. The **Which one or more of the following is your race?** controls also allow for multiple selections. Select all checkboxes that the mother considers applicable.
6. If the mother is of American Indian descent or an Alaskan Native, select the checkbox as shown below. Selecting **American Indian or Alaska Native (specify tribe)** will cause the page to refresh and display two dropdown lists.

7. Select the mother’s specific tribe(s) using one or both of the dropdown lists.

8. Note that selecting the **Other Asian (specify), Other Pacific Islander (specify), or Other (Specify)** checkboxes will cause a two new text entry controls to appear on-screen. At least one of these other entry controls must be completed before registration will be permitted.

9. Click the **Validate Page** button to check this page for errors, **Next** to proceed to the **Mother Health** page, **Clear** to clear all entries, **Save** to save changes without leaving this page, or **Return** to return to the **Main Menu** or **Search Results** page.
Exercise 6: the Mother Health Page

Skills Learned: How to complete the Mother Health page. The Mother Health page is used to gather statistical data relative to the mother’s health and personal habits.

1. Did Mother get WIC food for herself during this pregnancy? – make a selection from the dropdown list.

2. Height (feet/inches) – consists of two numeric entry controls. Enter the mother’s height in feet the first box and the remaining inches in the second.

3. Mother Pre-pregnancy Weight (pounds) – enter the mother’s weight (in pounds) prior to the current pregnancy in this control.

4. Mother Weight at Delivery (pounds) – enter the mother’s weight (in pounds) at delivery, but prior to the actual birth, in this control.

5. Tobacco use during this pregnancy – make a selection from this dropdown list. Selecting ‘No’ will disable the remaining tobacco related controls. If the mother is a non-smoker and ‘No’ was selected above, the system will auto-fill the numeric entry controls with zero (0). For non-smoking mothers, it is not necessary to make a selection from the Cigarettes/Pack dropdown list as these controls will be disabled.
6. **Cigarette Smoking per day before and during pregnancy** – this tab control is used to capture the mother’s use of tobacco (smoking) during the 3 months prior to the current pregnancy and each of the 3-month trimesters of pregnancy.

   a. If the mother smoked between 1 and 20 cigarettes per day during any of the specified periods, enter the approximate number of cigarettes smoked and select **Cigarettes** from the applicable dropdown lists.

   b. A “pack” of cigarettes is generally considered to be 20 cigarettes. If the mother smoked more than 20 cigarettes per day, enter the approximate number of packs smoked per day for each time period and select **Packs** from the dropdown list.

7. Answer a series of questions relating to smoking if the mother used tobacco during this pregnancy.

8. Click the **Validate Page** button to check this page for errors, **Next** to proceed to the **Marital Status** page, **Clear** to clear all entries, **Save** to save changes without leaving this page, or **Return** to return to the **Main Menu** or **Search Results** page.
Exercise 7: the Marital Status Page

Skills Learned: How to complete the Marital Status page. The Marital Status page is used to gather Marital Information and Paternity Information.

Note: the Parent Information menu as viewed below will change, depending on the selections made on this page.

1. **Marital Status**: First, make a selection from Mother’s Current Marital Status dropdown list.

2. Second, make a selection from the Was Mother married at Conception, at Birth or within 300 days prior to Birth? dropdown list.

3. **Paternity Information**: Will acknowledgement of paternity need to be completed? – make a selection from the dropdown list. **Note**: Even if No was selected for Mother married at birth... above, selecting Yes here and clicking Save will cause the page to refresh and add two additional pages to the Parent Information menu: Father and Father Attributes.

4. **Print PA** button will display is a Paternity Acknowledgement signed at the hospital. Selecting the button will produce the Paternity Acknowledgement form. **FAST TIP!** - PA should not be printed until the father pages are completed so that the information can be autofilled on the PA form.
5. Click the **Validate Page** button to check this page for errors, **Next** to proceed to the next **Birth Information** page, **Clear** to clear all entries, **Save** to save changes without leaving this page, or **Return** to return to the **Main Menu** or **Search Results** page.
Exercise 8: the Father/Parent Page

Skills Learned: How to complete the Father page. The Father page is used to capture demographic and statistical data on the newborn’s father. This page will appear based on entries made on the Marital Status page. See the previous section of this manual for more details.

1. In the Father’s Current Legal Name tab, enter the father’s First, Middle, and Last name. If the father uses a Suffix, include it here, as well.

2. Date of Birth - enter the father’s date of birth manually or use the Calendar icon (📅) to launch the Calendar Control.

3. After entering the Date of Birth, click the auto-populate (🔹) button to complete the Age control.

4. Enter the father’s Social Security Number.

None – selecting the radio button for “None” will system-fill the Social Security Number with zeros, indicating that the Father does not have a social security number

Unknown – selecting the radio button for “Unknown” will system-fill the Social Security Number with nines, indicating that the Father does not have a social security number
5. Manually complete the Father’s **Residence Address**. Please make note of the **Pre-Directional** and **Post-Directional** dropdown lists.
   a. If the street address has a **Pre-Directional** indicator, i.e. East 42\(^{nd}\) St., then indicate that by selecting “E” from the **Pre-Directional** dropdown list. Do **NOT** type the **Pre-Directional** indicator in the **Street Name** text box.
   b. If the street address has a **Post-Directional** indicator, i.e. East 42\(^{nd}\) St. SW, then indicate that by selecting “SW” from the **Post-Directional** dropdown list. Do **NOT** type the **Post-Directional** indicator in the **Street Name** text box.

6. If the Father’s address is the same as the Mother Address, select the checkbox for **Same as Mother’s Address**

7. The **Father’s Birth Place** control is used to capture the father’s **Birthplace City, State** and **Birthplace Country**.
**Exercise 9: the Father Attributes Page**

**Skills Learned:** How to complete the **Father Attributes** page. The **Father Attributes** page is used to gather demographic information related to the newborn’s father. This information is used in reporting at the State and Federal level and can be instrumental in obtaining funding for various programs.

1. Enter **Usual Occupation** and **Kind of Industry** of the father.

2. **Education:** make a selection from the dropdown list.

3. The **Hispanic Origin** tab is used to indicate whether or not the father is of Hispanic descent. Click one or more applicable box or boxes, as needed. Multiple selections are permitted.

4. Selecting the ‘**Yes, Other Hispanic Origin (specify)**’ checkbox will cause a new text entry control to appear on-screen. Use this control to specify the other Hispanic descent information.

5. The **Which one or more of the following is your race?** controls also allow for multiple selections. Select all checkboxes that the father considers applicable.

6. If the father is of American Indian descent or an Alaskan Native, select the checkbox as shown below. Selecting **American Indian or Alaska Native (specify tribe)** will cause the page to refresh and display two dropdown lists.
7. Select the father’s specific tribe(s) using one or both of the dropdown lists.

8. Note that selecting the Other Asian (specify), Other Pacific Islander (specify), or Other (Specify) checkboxes will cause two new text entry controls to appear on-screen. At least one of these other entry controls must be completed before registration will be permitted.

9. Click the Validate Page button to check this page for errors, Next to proceed to the Informant page, Clear to clear all entries, Save to save changes without leaving this page, or Return to return to the Main Menu or Search Results page.
Exercise 10: the Informant Page

Skills Learned: How to complete the Informant page. Informant refers to the person providing information to the hospital or birth center. This could be a parent, a member of the immediate family, or other authorized representative.

1. Relationship of Informant to Baby – make a selection from the dropdown list.

   **Note:** If Mother is selected from ‘Relationship of Informant to Baby’ dropdown list, then the page will refresh and auto-fill the informant name tab with the mother’s information.

2. Selecting Other, Specify from the relationship dropdown list will enable the Other Specify text entry control; an entry must be made in the space provided.

3. Informant Name – complete this control by providing at least the informant First and Last name.

4. Click the Validate Page button to check this page for errors, Next to proceed to the Place of Birth page, Clear to clear all entries, Save to save changes without leaving this page, or Return to return to the Main Menu or Search Results page.
Facility Information Menu Pages

Exercise 11: the Place of Birth Page

Skills Learned: How to complete the Place of Birth page. The Place of Birth page is used to indicate where the baby was born.

1. First, make a selection from the Type of Place of Birth dropdown list. If the type selected matches the office type assigned to the current user, then the user’s default location will be auto-filled in the Facility Name and Address tabs and the on-screen controls will be disabled.

Note: External data providers associated with a hospital and logged in to process cases from that hospital will not have access to the Type of Place of Birth dropdown list. For those providers, the Type of Place of Birth, Facility Name and Address will be pre-filled and disabled.

2. If the actual place of birth does not have a corresponding selection in the dropdown list, select Other (specify). This will enable the Other Specify text-box control allowing manual entry of the type of place of birth and the Address.

3. Note, however, that Facility name and Facility NPI are both disabled when Other (specify) is selected. These controls are typically auto-filled based on the facility associated with the user.

4. Click the Validate Page button to check this page for errors, the Next button to proceed to the Prenatal page, the Clear button to clear all entries, the Save button to save changes without leaving this page, or the Return button to return to the Main Menu.
**Exercise 12: the Prenatal Page**

**Skills Learned:** How to complete the Prenatal page. The Prenatal page is used to capture information relative to the type and frequency of prenatal care administered to the mother.

1. If applicable and available, key in the Mother Medical Record # in the appropriate on-screen controls.

2. Make a selection from the Principal Source of payment for this delivery dropdown list. If the applicable payment type is not available in the list, select Other (specify). This will enable the Other Specify text entry control for manual entry:

3. Enter the mother's Date of Last Menses using a valid DRIVE date format or by clicking on the Calendar Control.

**The Prenatal Care Tab**

4. If the mother did not receive any prenatal care, select the No Prenatal Care checkbox.

5. If the mother did receive prenatal care, complete this tab by entering the Date of First Visit, Date of Last Visit and the Total Number of Prenatal Visits.
6. Select the **Source Prenatal Care** from the list.

**The Previous Live Births Tab**

7. On the **Previous Live Births** tab, make a selection from the **Number Now Living** dropdown list. If this is the mother’s first child, select **None** from the list.

8. A selection must also be made from the **Number Now Deceased** dropdown list. Again, if this is the mother’s first child, select **None**.

9. If the **Number Now Living** and/or **Number Now Deceased** is unknown, select **Unknown** from the dropdown list. Doing so will auto-populate the **Date of Last Live Birth** with **99/9999** and disable the control.

10. Complete the **Previous Live Births** tab by entering the **Date of Last Live Birth**. If **None** has been selected in the previous two controls, this control will be disabled.

**Note:** the “Date of Last Live Birth” control uses a slightly different date format than other date controls in the DRIVE™ system. Dates entered in this control must use a “MONYYYY”, “MM/YYYY”, “MM-YYYY”, or “MMYYYY” format. Otherwise, the following error message will be generated.

11. This tab is used to collect information regarding previous pregnancies that did not result in a live birth.

12. First make a selection from the **Number of Other Pregnancy Outcomes** dropdown list. If this is the mother’s first pregnancy, select **None**.

13. If the **Number of Other Pregnancy Outcomes** is unknown, select **Unknown** from the dropdown list. Doing so will auto-populate the **Date of Other Pregnancy Outcome** with **99/9999** and disable the control.

14. In the **Date of Last Other Pregnancy Outcome** box, enter the month and date that the last pregnancy terminated. If **None** was selected above, this field will be disabled.
Note: like the “Date of Last Live Birth” control shown above, the “Date of Last Other Pregnancy Outcome” uses a slightly different date format than other date controls in the DRIVE™ system. Dates entered in this control must use a “MONYYYY”, “MM/YYYY”, “MM-YYYY”, or “MMYYYY” format. Otherwise, the following error message will be generated.

Microsoft Internet Explorer

Wrong format. Valid formats are MONYYYY, MM/YYYY, MM-YYYY, MMMYYYY. Unknown dates should be keyed as 99-9999.

OK

15. Click the Validate Page button to check this page for errors, the Next button to proceed to the Pregnancy Factors page, the Clear button to clear all entries, the Save button to save changes without leaving this page, or the Return button to return to the Main Menu.
Exercise 13: the Pregnancy Factors Page

Skills Learned: How to complete the Pregnancy Factors page. The Pregnancy Factors page attempts to gather information related to conditions suffered or experienced by the mother which could result in complications during labor or have health implications for the mother and/or child.

1. This page is comprised of four tabs: Risk Factors for this Pregnancy, Infections Treated, Infections Present and / or Treated During this Pregnancy, and Obstetric Procedures.

2. Each tab allows for multiple entries, meaning that the user can select one or more conditions for each tab control on the page, however, at least one selection must be made for each set of conditions.

3. Click the Validate Page button to check this page for errors, the Next button to proceed to the Labor page, the Clear button to clear all entries, the Save button to save changes without leaving this page, or the Return button to return to the Main Menu.
Exercise 14: the Labor Page

Skills Learned: How to complete the Labor page. The Labor page is used to gather information related to conditions suffered or experienced during labor which may have health implications for the mother and/or child.

1. This page is comprised of two tab controls: Onset of Labor and Characteristics of Labor and Delivery. Both of the tabs allow for multiple entries, however, at least one selection must be made for each set of conditions.

<table>
<thead>
<tr>
<th>Onset of Labor (Check all that apply)</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
</tr>
<tr>
<td>Premature Rupture of the Membranes</td>
</tr>
<tr>
<td>(Prolonged, &gt;=12 hours)</td>
</tr>
<tr>
<td>Prolonged labor (&gt;=20 hours)</td>
</tr>
<tr>
<td>Precipitous labor (&lt;3 hours)</td>
</tr>
<tr>
<td>Unknown</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Characteristics of Labor and Delivery (Check all that apply)</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
</tr>
<tr>
<td>Induction of labor</td>
</tr>
<tr>
<td>Augmentation of labor</td>
</tr>
<tr>
<td>Non-vertex presentation</td>
</tr>
<tr>
<td>Steroids (glucocorticoids) for fetal lung maturation received by the mother prior to delivery</td>
</tr>
<tr>
<td>Antibiotics received by the mother during labor</td>
</tr>
<tr>
<td>Clinical chorioamnionitis diagnosed during labor or maternal temperature &gt;=38C (100.4 degrees F)</td>
</tr>
<tr>
<td>Moderate/heavy meconium staining of the amniotic fluid</td>
</tr>
<tr>
<td>Fetal intolerance of labor</td>
</tr>
<tr>
<td>Epidural or spinal anesthesia during labor</td>
</tr>
<tr>
<td>Abruptio placenta</td>
</tr>
</tbody>
</table>

2. Click the Validate Page button to check this page for errors, the Next button to proceed to the Delivery page, the Clear button to clear all entries, the Save button to save changes without leaving this page, or the Return button to return to the Main Menu.
Exercise 15: the Delivery Page

Skills Learned: How to complete the Delivery page. This page is used to record conditions and procedures present in and used during the birth. Complete each section by checking the appropriate boxes and do not leave any blank.

Method of Delivery
1. The Method of Delivery tab is used to describe how the child was born. First, make a selection from the Was Delivery with Forceps Attempted but Unsuccessful? dropdown list.

2. Next, make a selection from the Was Delivery with Vacuum Extraction Attempted but Unsuccessful? dropdown list.

3. Continue this process by making valid selections from the Fetal Presentation at Birth and Final Route and Method of Delivery dropdown lists.

4. If Cesarean, was a Trial of Labor Attempted? will only be active and selectable if Cesarean was selected from the Final Route and Method of Delivery control above.

5. The Maternal Morbidity tab is used to capture any serious complications experienced by the mother associated with labor and delivery. Multiple entries are allowed. Select None if none of the conditions were experienced by the mother during delivery.

6. Next, make a selection from the Mother Transferred for maternal medical or fetal indication prior to delivery dropdown list. Notice that selecting Yes will cause the page to refresh and a new set of controls will appear:
7. Selecting the Search icon (🔍) will launch the **Place Name** lookup tool, shown below. Key in the name of the transfer facility and click the **Search** button.

8. If the search was successful, select **Transfer Facility** by clicking **Select**:

9. The page will refresh and display **Transfer Facility** on the **Delivery** page:

10. If this facility was selected in error, select the Eraser icon (ลบ) to remove the facility name from the page.

**Note:** **Transfer Facility** can be keyed in manually if the facility in question cannot be found in the DRIVE™ database.

11. Lastly, complete the page by making a selection from the **Infant Transferred within 24 hours of delivery** dropdown list. Notice that selecting **Yes** will cause the page to refresh and a new set of controls will appear:

12. Selecting the Search icon (🔍) will launch the **Place Name** lookup tool, shown below. Key in the name of the transfer facility and click the **Search** button:

13. If the search was successful, select the **Transfer Facility** by clicking on the **select** link:

14. Again, the page will refresh and display the **Transfer Facility** on the **Delivery** page.

15. If this facility was selected in error, select the Eraser icon (ลบ) to remove the facility name from the page.

**Note:** **Transfer Facility** can be keyed in manually if the facility in question cannot be found in the DRIVE database.

16. With the **Delivery** page now complete, click the **Validate Page** button to check this page for errors, the **Next** button to proceed to the **Newborn** page, the **Clear** button to clear all entries, the **Save** button to save changes without leaving this page, or the **Return** button to return to the **Main Menu**.
Exercise 16: the Newborn Page

Skills Learned: How to complete the Newborn page. The Newborn page is used to capture data relevant to the child at the time of birth.

1. If a medical record number has been assigned, key it into the Medical Record Number field.

2. Enter the Newborn Screening Requisition Number

3. Infant Birth Weight should be entered in either Pounds / Ounces or Grams. Both weight measurements cannot be used simultaneously. If Pounds / Ounces is used, enter the weight in pounds in the first entry box and the remainder ounces in the second entry box.

4. APGAR Score – Enter the child’s APGAR score as it was recorded at 5 and 10 minute intervals. Notice that, in the example below, the child’s 5 Minutes APGAR score was 6. A 5 Minutes APGAR score of 6 or higher precludes the necessity to enter a 10 Minutes score, therefore, the 10 Minutes field is disabled.

5. Enter the term of the mother’s pregnancy in weeks in the Obstetric Estimate of Gestation (weeks) field.

6. Make a valid selection from the Plurality dropdown list. If only one child was delivered, select Single. If more than one child was delivered – even if one or more children were stillborn or died shortly after birth – select the appropriate plurality from the list - twin, triplet, etc.
7. **Birth Order** will be disabled if **Single** was selected from the **Plurality** list. Otherwise, if more than one child was delivered – even if one or more children were stillborn or died shortly after birth – select the current child’s birth order from this dropdown list.

8. If **Single** was selected from the **Plurality** dropdown list, then the **If not single birth, number of infants in this delivery born alive** control will be disabled. Otherwise, if a different plurality was selected, enter the number of live children that were delivered in this control.

9. Select the **Prophylaxis used in eyes** from the dropdown list.

10. Select ‘**Yes**’ from the **Is infant living at time of report?** dropdown list.

11. Select ‘**Yes**’ from the **Is infant being breastfed at discharge?** dropdown list.

12. Click the **Validate Page** button to check this page for errors, the **Next** button to proceed to the **Newborn Factors** page, the **Clear** button to clear all entries, the **Save** button to save changes without leaving this page, or the **Return** button to return to the **Main Menu**.
Exercise 17: the Newborn Factors Page

Skills Learned: How to complete the Newborn Factors page. The Newborn Factors page is used to gather information related to abnormal conditions or congenital anomalies suffered or experienced by the child at birth.

1. This page is comprised of two tabs: Abnormal Conditions of the Newborn, and Congenital Anomalies.

Abnormal Conditions of the Newborn is used to gather information related to disorders or significant morbidity experienced by the newborn.

Congenital Anomalies is used to capture information related to malformations of the newborn diagnosed prenatally or after delivery.
2. Each tab allows for multiple entries. Select **None**, if none of the conditions were experienced by the child during delivery.

3. Click the **Validate Page** button to check this page for errors, the **Next** button to proceed to the **Attendant/Certifier** page, the **Clear** button to clear all entries, the **Save** button to save changes without leaving this page, or the **Return** button to return to the **Main Menu**.
Exercise 18: the Attendant/Certifier Page

Skills Learned: How to complete the Attendant/Certifier page. The Attendant/Certifier page is used to capture information relevant to the person or persons attending and/or certifying the birth.

The Attendant at Birth is defined as the individual physically present at the delivery who is responsible for the delivery.

1. Notice that the page is broken up into two main tabs: Attendant at Birth and Certifier.

2. The Attendant at Birth tab includes two clickable icons that can help complete this page quickly and efficiently: the Search icon (🔍) and the Eraser icon (Trash).
3. Selecting the Search icon (🔍) will launch the Name lookup tool, shown below. Key in at least the Last Name of the attendant/certifier and click the Search button.

4. If the search was successful, select the desired attendant by clicking on the select link.

5. Again, the page will refresh and auto-fill the Attendant at Birth tab with information specific to the selected attendant.

6. If this attendant was selected in error, select the Eraser icon (_erase_icon_) to remove the facility name from the page. If the attendant is not included in the search results, then enter the information manually.

7. The Certifier tab also includes the Search icon (🔍) and the Eraser icon (_erase_icon_), meaning that the same set of steps detailed above can be used to auto-fill this control as well.

8. However, if the certifier and the attendant are the same person, then locate and click the Same As Attendant checkbox shown below. This will auto-fill the Certifier tab using the attendant information from the previous control.

9. Certifier NPI will auto-fill based on data stored in the DRIVE database.

10. Date Certified will be auto-filled once the birth record has been certified.

11. Birth registration data entry is now complete. Click the Validate Page button to check this page for errors. If no errors are found, then the page will refresh and a new menu item will appear: Certify. Click the Certify link to proceed.
**Exercise 19: the Certify Page**
Skills Learned: How to Affirm a birth registration.

**NOTE:** Certification is automatic when starting a new birth registration at the State office. The steps outlined below are only required when starting a new birth registration at a medical / birth facility. They are included here for informational purposes only.

An affirmation is used to record the fact that the birth certifier is accepting legal responsibility for the accuracy of the information provided. In many jurisdictions these are legally binding statements made under the penalty of perjury.

1. Once all Birth registration pages have been completed, validated, and all errors corrected, the Birth Registration Menu will refresh and display the Certify link.

2. To Certify a birth record, the first authentication of the certifier must take place. Select the Send Code link and a code will be sent to the email address shown. This email address is the email address associated with the user’s DRIVE profile.
3. Enter the code received in the text box displayed and select the **Verify Code** button. If the code needs to be sent again, select the **Re-send Code** link.

![Verify Code and Re-send Code](image)

4. Place a checkmark in the **Affirm the following:** checkbox and click the **Affirm** button.

![Affirm](image)

5. The record will be officially signed/affirmed and an **Authentication Successful** message displayed:

![Authentication Successful](image)

6. If there is not a pending Paternity Acknowledgement, the case will register. If there is a pending Paternity Acknowledgement, the case will be reviewed by the LHD. Click the **Return** button to return to the **Child** page of the **Birth Registration Menu**.
Other Links

Exercise 1: Amendment

Skills Learned: In this exercise you will learn how to submit an amendment request.

From time to time, it may be necessary to make changes to a registered death record. These changes are called amendments.

1. To access the Amendments link, select Other Links -> Amendments.

Note: Access to the Amendments link is restricted based on user security privileges. You may not be able to access this page.

2. Notice, when the Amendments link is selected, the Amendments Menu is added above the Birth Registration Menu.

3. The first step in processing an amendment is to make a selection from the amendment Type dropdown list on the Amendment Page. Note: Facilities will only be able to submit amendments to Paternity Affidavits using this process. Corrections by Notification will continue to require contacting your Local Health Department or the Indiana Department of Health.

4. Add a description of the amendment in the Description text entry control and click Save.
5. The page will refresh and display the new Page to Amend control.

6. Make a selection from the Page to Amend dropdown list.

7. The application will refresh and display the selected page.
8. Make any necessary changes and select the Save button. The **Item In Error / Item As It Should Appear** grid control will be displayed showing both the original value and the new value of the field(s) being amended. Note that if there was no original value then the “Item In Error” column will be blank.

9. From the Amendments Menu, select **Amendment Affirmation**.

10. Place a checkmark next to the Affirmation statement and select the **Affirm** button.

11. The page will refresh and display an **Authentication successful** message.

12. From the Amendments Menu, select the Amendment link. Note that the Amendment Status is now set to “Pending.”
Exercise 2: Comments
Skills Learned: How to add comments to a registration. While entering and registering a birth record it is sometimes necessary to comment on the case. These can serve as reminders or instructions to others who will work on it.

1. From the Birth Registration Menu select Other Links -> Comments.

2. The Comments window will pop on-screen. To add a new comment, click on the New Comment button located at the bottom of the Comments window.

3. The Enter New Comment tab opens, and you can enter new comments.

4. Select a Comment Type. Every comment must have a type assigned.
5. **Note:** comments are limited to 4000 characters. DRIVE keeps track of how many characters you’ve used and displays that information for you.

6. When you have finished entering a comment, select the **Save** button. Or, choose **Clear** to clear your entry or **Cancel** to close the comment window without saving changes.

7. Selecting **Save** will write the comment to the DRIVE database and return you to the **Comment** window. A portion of the comment can be read in the window. Lengthy comments must be opened in order to be read in their entirety.

8. Click the **Edit** link to open the **Update Existing Comment** tab to allow you to view and/or edit the comment.

9. Once a comment has been added to a record, a checkmark will appear next to the **Comments** link in the **Other Links** sub-menu.

**NOTE:** The ability to Edit or Delete comments is determined by the individual user’s security configuration. You may or may not be able to Edit or Delete existing comments.
Exercise 3: Link Plural Deliveries
Skills Learned: How to link multiple births allowing the sharing of common information.

1. The first step in linking plural deliveries is to complete the entry of at least one related birth record. On the **Newborn** page of the first related birth registration select a **Plurality** greater than single. Here, **Twin** was selected.

![Newborn registration page](image1)

2. Selecting plurality greater than single and selecting **Save** or **Validate Page** will cause the **Birth Registration Menu** to refresh and a new link will appear in the **Other Links** sub-menu: **Link Plural Delivery**.

![Other Links](image2)

Linking a New Record
1. Notice that there are two sections to the **Link Plural Delivery** page: the **Linked Case List** grid control and the **Current Case** summary window. In the example below, only the current record shows in the **Linked Case List** control.

![Linked Case List](image3)

2. The **Current Case** page also displays only information associated with the current registration. Click the **Link New Case** button at the bottom of the page…

![Current Case](image4)
…to refresh the page and display the **Link Plural Delivery** search page.

3. Select **Birth** from the **Event Type** dropdown list.

4. Enter the baby’s **Last** name, **Date of Birth**, and **Gender**. Click the **Search** button to proceed.

5. If no matching records are found, click the **Start New Case** button:
6. A new case will be created and automatically linked to the **Current Case**.

7. Note that the **Linked Case List** at the top of the page displays an **Unlink** option. This indicates that the two records shown in the control have been linked. Selecting **Unlink** will break the link between the two records.
8. Click the **Compare Link** in the **Linked Case List** to open a new window on the **Link Plural Delivery** page previewing the information related to the new registration. This provides an opportunity to compare the two records as they currently exist in the system.

9. These records are now linked. If more than two children were born in the same delivery, additional cases can be linked by clicking the **Link New Case** button again and repeating the steps above.

10. Even though much of the registration data was copied from the original record to the linked record, the new registration is still incomplete.

11. Click on the registrant link in the **Name** column to open the new record and complete the registration.
Linking to an Existing Record

DRIVE also provides the ability to link two or more cases of multiple births that may have been keyed separately from one another.

1. First, select **Main Menu -> Life Events -> Birth -> Locate Case** to locate one of the previously entered multiple births.

2. Open the record by clicking on the **Child's Name** link:

3. With the record open, locate and select **Other Links -> Link Plural Delivery**

4. The **Link Plural Delivery** page will display. The page contains a **Linked Case List** across the top, the **Current Case** summary window in the middle and a **Link New Case** button in the bottom right-hand corner.

5. Click the **Link New Case** button to proceed.

6. Selecting **Link New Case** above will launch the **Link Plural Delivery** search page shown below.

7. From the new **Link Plural Delivery** page, enter the same information that would ordinarily be entered when starting a new birth record. As usual, the first step is to conduct a search for any matching records already in the system. However, with plural delivery searches, a selection must first be made from the **Event Type** dropdown list.
8. The **Fetal Death** option would only be selected in the event of a multiple birth in which at least one child was stillborn. Otherwise, select **Birth**.

9. After making a selection from the **Event Type** dropdown list, enter the baby’s **Last** name, **Date of Birth**, and **Gender**.

10. Click the **Search** button to display the **Link Plural Delivery Search Results** page shown here:

![Link Plural Delivery Search Results](image)

11. Any potentially matching records will be displayed in the **Linked Case List** along with the current case. Select the **Link** option next to the newly returned case to link the two records.

12. The page will refresh and disable the links associated with the current record. Also, the **Link** indicators are changed to **Unlink**, allowing the user to undo the linking process.

13. Select the **Compare** link, highlighted above, to display a summary of both linked records:

![Compare](image)

14. If more than two children were born in the same delivery, additional cases can be linked by clicking the **Link New Case** button again and repeating the steps above.
Exercise 4: Validate Registration

The Validate Registration page serves as a final review of the birth registration and shows the user any outstanding issues such as missing or invalid data.

From the Birth Registration Menu, select Other Links > Validate Registration. DRIVE will review every page of information submitted. When the validation is complete, the page will refresh and display all errors that were found. (see below)

As shown, DRIVE found numerous errors with this particular registration.

More than just listing edit failures, the Validation Results page enables you to find and correct listed errors. There are two ways to locate and correct errors: Goto Field and Popup. Inside of each of these cells is a Fix icon (fix).

Error Correction Using the Goto Field Button

To correct an error, click on the button in the Goto Field column of the Validation Results page. Selecting Goto will open the page containing the error and place the cursor or “focus” in the field that needs to be corrected. Use this option if you are on a single registration page with many errors to correct.
‘Focus’ determines which on-screen element is the target of action. If a text box ‘has the focus’ then anything typed on the keyboard appears in the text box. If a dropdown list ‘has the focus’ the down-arrow will open the list and the up-arrow will close the list.

Error Correction Using the Popup Button
Another method of correcting errors is to click the fix button in the Popup column…

…to launch a popup window containing the error or errors to be corrected. This functionality is useful when an error is generated by conflicting entries across multiple registration pages. Rather than searching across many pages trying to determine which field contains the error, Popup presents all of the conflicting fields in one window.

Notice that error number BR0377 was generated by a conflict between three separate fields on three separate pages. Correcting one of the errors below may correct the issue, though more than one correction may be needed in some cases.
Correct the error and click the **Save** button to submit your changes. The popup will close and your changes will appear on the registration page. Click the **Cancel** button to close the popup without making any changes.

**Overridable Errors**

Sometimes, registrations can still be processed even with certain errors present. In those cases, a checkbox will be provided in the **Override** column.

Place a checkmark (☑) in the **Override** box next to the error to be overridden and click the **Save Overrides** button. This allows you to process a birth record even if some errors are present.

> **Important Note: Not all errors can be overridden!**
Appendices
There are several different types of icons and controls used in DRIVE. Many of these are industry-standard or universal controls that you may already be familiar with from using other programs and/or websites. Others, are DRIVE specific controls that you will not find anywhere else.

- **Auto-populate Button**: Automatically populates information in one field based on data entered in another. For example, based on data entered in the Date of Birth field, selecting the Auto-populate button calculates the age and populates the Age field.

- **Calendar Icon**: Launches the interactive Calendar and is placed next to date entry fields.

The Interactive Calendar is an alternative to manually entering the date.

1. Launch the calendar by selecting the Calendar Icon next to the date entry field:

2. Select a Month and Year from the dropdown menus.

3. Select the specific day. Once the day is chosen, the calendar will close and enter the date into the date field.
Note: Selecting the calendar’s Today link enters the current date in the date field. Pressing the F12 button on your keyboard does this as well.

**Checkboxes:** Checkboxes allow users to make one or more selections from a variety available options. To select or de-select a checkbox, simply click inside the box ✓.

**Note:** If a Checkbox or Radio Button has focus:  
- Use the Spacebar to “press” and select the button, or  
- Use the Enter key to “press” and select the button.

**Buttons** initiate various functions within the application. They are used to navigate the application, accept data input, write information to the database, and trigger the processing of underlying system code.

**Fix Icon:** Appears in the DRIVE Validation frame only. Selecting this icon will place the focus or cursor in the item containing invalid information.

**Label Control:** Identifies a nearby text box or other control. Indicates what type of information is expected in that control.

**More Icon:** A DRIVE specific element that returns more information than what is currently displayed.

**LOV Icon:** A search tool used in the DRIVE application.

**LOV Eraser Icon:** Removes values selected using the LOV search tool.

**Place Search Icon:** Launches a popup that facilitates the entry of city, state, county and/or country.

**Radio Buttons:** Allows the user to choose only one of a predefined set of options.
**Required Controls**: All controls accompanied by small red arrows are mandatory and must be completed or attempts to save the page will cause a pop up error message to appear. The data must be completed before the user can continue.

**Show Tooltips Checkbox**: The Show Tooltips checkbox under the Help menu controls whether 'hint' text is displayed when hovering over an icon or control.

**Text Box Control**: Allows user to enter information that will be used by the program. Can be formatted to accept only text, a combination of text and numbers, numbers only, or dates.

**Table Paging**: When a table of data contains more rows than can be displayed on a single page, DRIVE provides a set of controls located at the bottom of the search results page that displays the page currently selected, the total number of pages of search results, and links to the other search result pages.

The number of the selected page appears as bold text. The **First** and **Last** links allow users to easily jump to the beginning or ending of the search results.

In addition to providing links to quickly access the **First** page, pages 1 – 10, and the **Last** page of the search results, the total amount of pages available for selection can be easily revealed by selecting the ellipsis link ( ... ).

If the number of records returned is greater than the system preference for the maximum records allowed, DRIVE will display a warning message encouraging the user to refine search criteria. The message below was displayed on the...
search results page when a user attempted to search for all death records within a 2 year time span.

Not all pages will require table paging. In some cases it will be more useful to show a very large result set and use scroll bars to see the records that extend below the browser window.

- **Validation Checkmark-Green**: this is a display only icon. Clicking on it has no effect. This icon is used in the [Death Registration Menu](#) and indicates that a [DRIVE](#) information page contains valid information.

- **Validation X Symbol-Red**: this is a display only icon. Clicking on it has no effect. This icon is used in the [Death Registration Menu](#) and indicates that a [DRIVE](#) information page contains invalid information that must be corrected before certification will be allowed.

- **Validation Caution Symbol-Yellow**: this is a display only icon. Clicking on it has no effect. This icon is used in the [Death Registration Menu](#) and indicates that a [DRIVE](#) information page contains information that may be invalid and must be corrected or overridden before certification will be allowed.

### Appendix 2 - Usage and Common Conventions

This appendix consists of useful tips and tricks to help you become a more efficient user of the [DRIVE](#) application. These hints will actually help you with almost any Windows based application.

1. **Focus** – **Focus** determines which control on the page will receive the action. For example, if an empty text box has the focus then a flashing cursor will appear in the far left hand side of the box. Anything you type will appear in the text box.

   ![Decedent's Occupation and Industry](image)

   If a Dropdown menu has focus it will be highlighted in blue. Once the dropdown is opened, a user can choose from a list of values.

   ![Single Race Self Designation](image)

   A Checkbox or Radio Button will be surrounded by a dotted line when it receives focus. The box can then be selected by the user by pressing the keyboard space bar.
Passing the Focus: Moving between these controls is a matter of passing the focus. This is accomplished by using the following keyboard shortcuts:

- The Tab key advances the focus forward
- Alt+Tab (holding down the Alt key while pressing Tab) passes the focus back to the previous control.

Every page is structured a little differently. Exactly where Tab and Alt+Tab send the focus will vary, but it should always advance logically from one control to the next.

3. Keyboard Shortcuts – Now that you understand what Focus is and how to pass it from one control to the next, let’s see how you can use it to become a more efficient DRIVE user.

If a Text Entry Box has the Focus, then just start typing to fill in the box. Note: If the text entry box already contains text, then when it receives the focus that text will be highlighted. Anything typed while the text is highlighted will replace the old text.

If a Checkbox or Radio Button has the Focus, then pressing the spacebar will check or uncheck the control.

If a Dropdown List receives the Focus then you have several options:
- Use the mouse to click on the down-arrow to reveal the list of selectable options. However, try to avoid using the mouse.
- If you know the first letter of the option you want to select then just type that letter. The focus will then shift down to the first option in the list beginning with that letter. If there are multiple selections beginning with that letter then keep typing it until your desired option shows up. Then, Tab off of the list to save that selection.
- Use the Up and Down Arrows on your keyboard to scroll through the list of options. When the correct option is highlighted, use the Tab key to save that selection and move to the next control.
- Hold down the Alt key and press the Down-Arrow button on your keyboard to reveal the list. Then, using either your mouse or the Up and Down Arrows, make your selection and Tab off to the next control or hit the Enter button.

If a Click Button receives the focus you have two options:
- Use the Spacebar to “press” the button, or
- Use the Enter key to “press” the button

**Did You Know?**

Using Alt-Left Arrow is the same as using your web browser’s ‘Back’ button.

Using Alt Right Arrow will trigger your browser’s ‘Forward’ button.

### 4. Standard Date Formats:

**DRIVE** uses a standard date format but is flexible enough to recognize and convert other formats users may enter. Formats accepted for conversion are illustrated below:

<table>
<thead>
<tr>
<th>Input Formats</th>
<th>Typed As:</th>
<th>System Converts to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MM-DD-YYYY</td>
<td>02-05-2014</td>
<td>Feb-05-2014</td>
</tr>
<tr>
<td>MM/DD/YYYY</td>
<td>02/05/2014</td>
<td>Feb-05-2014</td>
</tr>
<tr>
<td>MM/DD/YYYY</td>
<td>02052014</td>
<td>Feb-05-2014</td>
</tr>
<tr>
<td>MonDDYYYY</td>
<td>Feb052014</td>
<td>Feb-05-2014</td>
</tr>
<tr>
<td>Mon/DD/YYYY</td>
<td>Feb/05/2014</td>
<td>Feb-05-2014</td>
</tr>
<tr>
<td>Mon-DD-YYYY</td>
<td>Feb-05-2014</td>
<td>Feb-05-2014</td>
</tr>
</tbody>
</table>

**Did You Know?**

1. Selecting F12 will automatically key today’s date into the selected date field
2. Entry of dates in any other date format will result in an error.
5. **Zip Code Auto-Populate Address** - Zip code based auto-population controls are built into the DRIVE application to assist users in entering address data accurately and efficiently.

The **Zip Code** field appears as the first entry amongst the address location fields of: **City or Town**, **County**, **State** and **Country**.

Upon entry of the **Zip Code**, the **City or Town**, **County**, **State** and **Country** fields will auto-populate.

If the **Zip Code** entered has multiple **City or Town** or **County** associated options, the system will display a list of valid values to choose from.

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**Did You Know?**
The **Zip Code** auto complete feature is optional and can be turned off in DRIVE through System Preferences.