

February 2017 – Webinar for Birth Information Specialists and their Managers:

Monthly Birth Report and new eLearning training – Q & A

1. **Question:** How do I find out who receives the Monthly Birth Report?

Answer: The Monthly Birth Report is sent by email around the 10th of each month to managers of hospitals and birthing centers. You can contact JoAnn Jackson, State Registration Manager, at 971-673-1160 or JoAnn.Jackson@state.or.us to find out who is receiving the report at your facility. The report includes information about a facility's performance in several areas including timeliness and completeness of records.

2. **Question:** Did that change?

Answer: We have always sent out one report per facility, and it is sent to the manager of the unit. We have re-sent reports in the past when individuals reported they did not receive it. However, our standard practice is to send out one report per facility. Managers are welcome to share the report with whomever they wish.

3. **Question:** I've been sent the same email numerous times regarding corrections needed on two separate cases. I made the corrections when I received the first email, but I keep receiving the same email requesting the same corrections. What am I missing? How do I know that you have received the corrections and it's complete? I've put comments in both.

Answer: The email is sent automatically by the system when a correction is needed. It's important to either make the correction or add a comment *after* you received the email, so the system recognizes that you took action. The correction must be accurate information, or the email will automatically be sent again.

4. **Question:** Just to clarify, paternity must be signed within 5 days of the birth or the discharge of mother?

Answer: The Acknowledgement of Paternity needs to be signed within 5 days of the date of birth, as long as the mother has not been discharged.

5. **Question:** When submitting AOP's, does the weekend count in the 5-day requirement?

Answer: Yes, weekends are included in the 5-day requirement.

6. **Question:** How do you meet the 5-day requirement when parents do not provide a name?

Answer: We recommend that you just put the last name down. No amendment fee is charged when a parent submits a supplemental report. This is for adding information that is missing from the original birth record within the first year of birth. Changes to existing information on the record cannot be included with a supplemental report.

7. **Question:** How do we get above 80% of AOP signed, if we have a population that has fathers in jail or not a part of the mother and baby's life? We do all we can to get those signed if at all possible.
Answer: We aim at 80% because of how important it is to Division of Child Support. It's entirely possible that you may not be able to reach 80% because of these situations. However, we do ask that you do what you can do. We appreciate the work you do in trying to meet that mark.
8. **Question:** Is there somewhere we can look up if a residence is within the city limits? Salem has pockets in the middle of the city that are not within the city limits.
Answer: You can go to the United States Postal Service Zip Code Look Up website, located here: <https://tools.usps.com/go/ZipLookupAction!input.action>. Enter the address, then click 'Find'. From the search results, click on 'Show Mailing Industry Details' and you will see the county displayed there.
9. **Question:** What do we do when a mom says she is married, but gives no information on the father because the birth father is not the husband?
Answer: The mother does not have to put the husband she is married to on the birth record. The mother has the choice to put the husband on or not. If the birth father is not the husband, the mother would need a court order in order to put the birth father on the birth certificate.
10. **Question:** Could you explain how a parent knows if they are in a Registered Domestic Partnership in Oregon? Is this only for same sex couples? And if they are in a legal Registered Domestic Partnership do we do an AOP (Acknowledgement of Paternity)?
Answer: Oregon Registered Domestic Partnership applies to same-sex only and is a legal process. Acknowledgement of Paternities (AOP's) are not for same-sex couples. Only biological parents can complete an AOP.
11. **Question:** On the Parent Worksheet for the Birth Record, there is a choice on page 2 letting parents choose between a "mother/father" format or a "parent/parent" format. The question does not appear to be limited on the worksheet to same sex couples. I have a family that is biological Mother and Father, requesting the parent/parent format, yet in OVERS this is not a choice for me to accomplish parent/parent when choosing that the parents are NOT married. In this case we are doing an AOP form, so I cannot choose (for marital status) YES – parent/parent.
Answer: The State office can issue a Parent/Parent copy when the parents are unmarried. We handle these on a case-by-case basis. In these situations, please direct the parents to contact Amanda Vega at the State office at 971-673-1169 or Amanda.L.Vega@state.or.us.
12. **Question:** Also, if a same sex couple is not married, are we able to add the second parent with an AOP form, though they are not the biological parent? If no, what do we explain to the parents?
Answer: No, AOP's are only for biological parents and not for same sex couples.

13. **Question:** Does the second parent have to go through legal adoption of the child?
Answer: If they want their name on the record it must be by a court order.
14. **Question:** If a mother comes in because labor has started, but she immediately has a C-section is that considered trial of labor?
Answer: No, that would not be considered trial of labor.
15. **Question:** Are you going to revise the parent worksheet to make it more parent friendly and improve accuracy?
Answer: We have received comments from hospitals and we are in our review process.
16. **Question:** Can we get more advance notice when worksheets are changed to allow time for facility-specific modifications, approvals, and ordering forms from printing department?
Answer: Right now we are working on them, and we will let you know when they are available for distribution, giving you enough notice. We are in the process of implementing a Birth Information Specialist Workgroup, where we've identified some individuals to help us review and provide feedback for materials coming out of our office. This gives us the opportunity to hear your input before distributing them out as a whole.
17. **Question:** Is it ok to scan the birth worksheet into our EHR?
Answer: No, the birth worksheet should always be separate from the patient's file.
18. **Question:** Can I receive further information on the eLearning course and how to go about completing it?
Answer: The eLearning training, "Applying Best Practices for Reporting Medical and Health Information on Birth Certificates" is available at the below link:
<https://www.cdc.gov/nchs/training/BirthCertificateElearning/>
If you have any questions or would like to receive a copy of the 'Guide to Completing the Facility Worksheets for the Certificate of Live Birth and Report of Fetal Death', please contact Krystalyn Salyer at 971-673-1197 or krystalyn.salyer@state.or.us.
19. **Question:** Do you know if the Continuing Education Credits (CEU's) offered for the eLearning training are valid for LDM's as well?
Answer: The Health Licensing Office has approved continuing education for the "Applying Best Practices for Reporting Medical and Health Information on Birth Certificates" eLearning course. You can contact Larry Peck at larry.peck@state.or.us or 503-373-2088 if you have questions about how to obtain the credit.
20. **Question:** How can I get a copy of the recording?
Answer: We will send out the recording probably end of this week/early next week, after both sessions have been completed and we've compiled questions and answers from both.

21. **Question:** Will a copy of this slide deck be sent to participants? The slides changed quickly and I didn't have time to jot down the web addresses and other info.

Answer: Yes, we emailed a copy of the slides through our listserv. You can also download a copy of the presentation at our webinar homepage: <https://chsdhsoha.adobeconnect.com/birth/>

22. **Question:** We aren't receiving the newsletters anymore. Do we need to update email addresses?

Answer: Yes, if your email has changed, please contact Krystalyn Salyer at 971-673-1197 or krystalyn.salyer@state.or.us and we will update your address in our listserv.