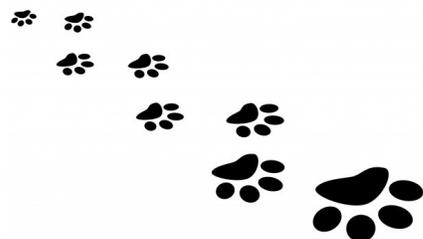


ROVER—Tech Times

Quarterly Newsletter of Helpful Handler Hints
ISSUE B04 December 2018

This Issue:

We will review all of the highlights we covered during this year.



New e-Learning tool for Birth Information Specialist

A new e-Learning tool on completing the medical and health information for the certificate of live birth is now available. This training is designed for birth information specialists, and others who are responsible for gathering birth record information, including doctors, nurses, and office staff, or anyone with an interest in the subject.

This training is available for free on the web and is estimated to take approximately 90 minutes to complete. Developed by the National Center for Health Statistics (NCHS) and local partners, this e-Learning package is designed to help us all better understand and improve the quality of birth data. The information is aimed at a national audience and provides a great overview for reporting this information.

Since the training provides awareness of the importance of quality data, it should be helpful for existing staff as well as new employees. This e-Learning session is well laid out, educational, and continuing education units (CMEs, CNEs, CEUs, CPHs) are available.

To access the training follow this link: www.cdc.gov/nchs/training/BirthCertificateElearning

If you are interested in taking the free training, feel free to do so or to share the link with others. Please let us know what you think if you do take it. Feedback can be sent to the ROVER help desk at AskROVER@health.ok.gov or by calling 405-271-5380.

E-LEARNING FOR BIRTH INFORMATION SPECIALIST

FILING A STILLBIRTH CERTIFICATE

BE CAUTIOUS WHEN ENTERING DATA



Step-by-step instructions for completing the course

In order to complete the course, it is necessary to pass a posttest (passing score is 80%). The course can be completed in either [TCEO \(for continuing education credits\)](#) or [CDC TRAIN \(for a completion certificate\)](#). Below are detailed step-by-step instructions for completing the course in either TCEO or CDC TRAIN.

Instructions for obtaining CE and certificate from TCEO

- Go to *CDC TCE Online*. Select **Participant Login** to login. If you are new to TCEO, select **New Participant** to create a user ID and password.
- Once logged on to *CDC TCEO*, the **Participant Services** page will display. Select the **Search and Register** link. Select a search method to locate the course and click on **View**.
- Click on the course name, and the course information page will display. Scroll down to **Register Here**. Select the type of CE that you would like to receive and then select **Submit**.
- The next page requests demographic information. New participants are required to answer the demographic questions. Returning participants please verify this information and select **Submit**.
- A message will display thanking you for registering for the course. If you have already completed the course you may select the option to take the evaluation.

- If you have not completed the course, you will be directed back to **Participant Services**. Under **Evaluations and Tests** you may access the course detail page, the course link, or the evaluation and/or posttest after completing the course.
- Complete the evaluation and **Submit**. A posttest will follow the evaluation. A grade of 80% is required to pass the course.
- A record of your course completion and your CE certificate will be posted in the **Transcript and Certificate** section, located on the **Participant Services** page.

Instructions for obtaining certificate of completion from [CDC TRAIN](#)

Guide to Completing the Facility Worksheets for the Certificate of Live Birth and Report of Fetal Death

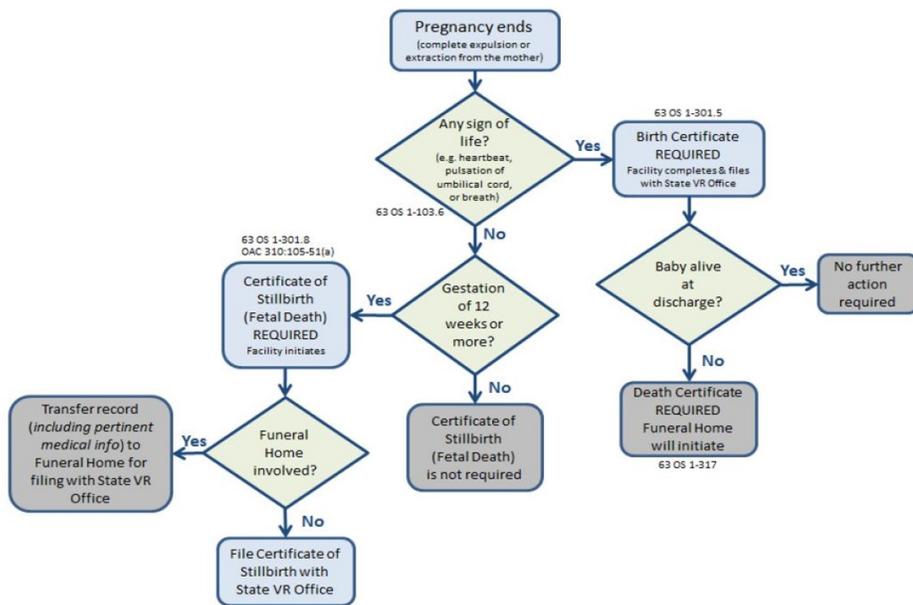
The eLearning course make several references to the [Guide to Completing the Facility Worksheets for the Certificate of Live Birth and Report of Fetal Death \[PDF - 578 KB\]](#).

Hard copies are also available, free of charge. Please order as many as needed by contacting births@cdc.gov.



As Dr. Bill Callaghan from the Division of Reproductive Health at the CDC has stated, *“The focus of healthcare for women and infants over the next century depends on the quality of the data collected by those who fill out birth certificates.”*

We are relying on you and your colleagues!



Filing a Stillbirth Certificate

The entity who assumes custody of the fetus is responsible for filing the fetal death certificate within three (3) days.

Depending on the situation, this may be the hospital, funeral home, or the family. Whoever assumes the role of funeral director is required by law to file the death certificate with the Oklahoma Vital Records Division.

In the case where a hospital would release the body to the family, the Oklahoma Vital Records Division (VR) recommends that the hospital offers to file the certificate for the family. This is not required by law; however the hospital already has the required information, access to the certifier for signature, and a process in place for filing the record; so it can be done quickly and without significant disruption of business. If the hospital chooses not to file the certificate, then Oklahoma Vital Records asks that the hospital inform the family of their legal responsibility. If no notification is provided to the family, it is unlikely a record will ever be filed. Oklahoma VR is unlikely to be aware of the event or have the information necessary to contact the family. This will lead to incomplete counts of events and the family will regrettably be in violation of state law. If the family does file the record, then the family will be required to contact the hospital to obtain the medical information and signatures necessary for filing the certificate. Delaying the filing of these records will prove to be more time consuming than filing shortly

When To File A Stillbirth Certificate

A **fetal death occurs when there is no sign of life** at the time the fetus is delivered. In this case, if the fetus is at least 12 weeks gestation, then a fetal death/stillbirth certificate **MUST** be filed.

If there is any sign of life (even one heartbeat, one breath, or other sign of life), then a Live Birth Certificate **MUST** be filed. The gestational age or length of life does not matter.

If the infant dies prior to discharge (regardless of whether it occurs seconds, hours, days or weeks after the live birth), then a Death Certificate **MUST** also be filed.

Most of the time it is easy to determine which vital record should be filed; however, in the event of a stillbirth or infant death, questions may arise. Above is a flowchart that has been developed to assist in determining which record is required by law and who is responsible for the filing.

Should questions ever arise on how to properly complete or file a vital record; or which record should be filed please contact the Oklahoma State Department of Health, Office of Vital Records, (AskVR@health.ok.gov or 405-271-4040).

Please send us your e-mail address.

In the future we will update the password reset process and users will be able to reset their own passwords. In order for this process to be successful please, ensure you have updated ROVER with your current email address.

Please send your email address to AskROVER@health.ok.gov. At that time





APGAR

While most hospitals generally conduct a 1 minute and 5 minute APGAR, ROVER requires the 5 minute and if necessary the 10 minute APGAR.

The National Center for Health Statistics has identified facilities in Oklahoma that are reporting the 1 minute and the 5 minute APGAR in ROVER. This practice skews the data that is reported for our State.

If you are worried your facility is reporting inaccurate data, please contact AskROVER@health.ok.gov and a Field Representative can review statistics with your facility to identify any reporting issues.

Be Cautious When Entering Data

As you know, completing a birth record is more than just entering information on an electronic form. The best information from the best source leads to the highest quality data that can be used for vital statistics. The data entered into ROVER influences medical practice and public health policy in countless ways. If shortcuts are taken, data quality diminishes. With that in mind, the following items have been identified by the National Center for Health Statistics as being marked as unknown above tolerance. Entering unknown can have negative impacts on our state.

- Residence of Mother—Inside City Limits
 - Date of First Prenatal Visit—Day
 - Date of Last Live Birth—Year
 - Number of Live Births

News Messages

News Messages are located on the right side of the home page when logged into ROVER. This is where important information is shared with users. Any trending issues, ROVER upgrades or changes to the system will be noted here for your convenience.

ROVER Functionality

In an effort to ensure system performance, the State's Centralized IT Unit performs a daily system reboot. Expect the system to be down between 12:30am and 1:00am daily.

Faxed ROVER signature page help is available.

Email birth-faxhelp@health.ok.gov with the following information.

1. Child's name
2. Date of birth
3. Bar code #
4. Date faxed
5. Issue/question

ROVER Inquiries
AskROVER@health.ok.gov

405.271.5380 phone
405.271.7683 fax

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Upcoming Events

ROVER Unleashed

The Field Services staff of the Oklahoma State Department of Health hosts quarterly online training sessions for ROVER

users.

The sessions for birth users are open to birth clerks, nurses and/or data entry specialists.

The goal of the sessions is to offer training, address areas causing confusion, or just to answer various questions you might have with the ROVER system.

Information for accessing the ROVER Unleashed sessions will be posted in the News Message box on the main page of ROVER.

OKLAHOMA STATE DEPARTMENT OF HEALTH

Vital Records Division

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