



Louisiana Electronic Event Registration System

**Induced Termination of Pregnancy
(ITOP) Module**

User Guide



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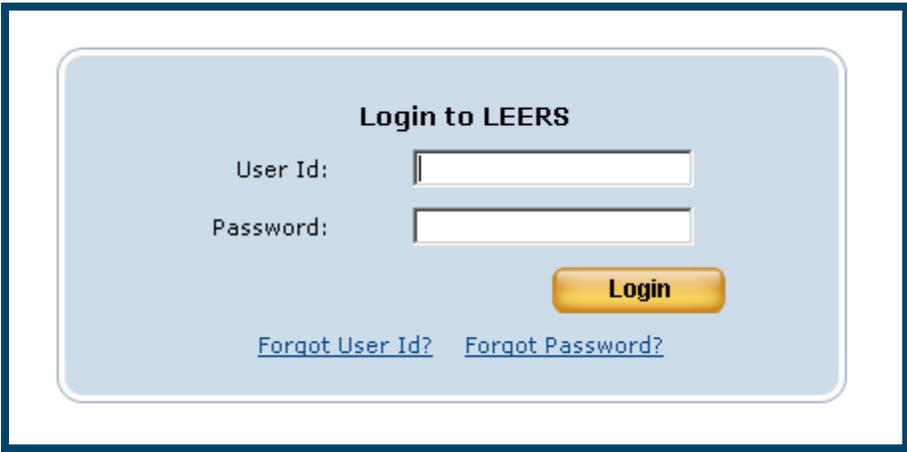
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Login Process

All **Users** are required to login to LEERS before they can start using the system.

The system verifies the **User ID** and **Password** of the User with the **User Profile** stored in the system.



The screenshot shows a login form titled "Login to LEERS". It contains two input fields: "User Id:" and "Password:". Below the "Password:" field is a yellow "Login" button. At the bottom of the form, there are two links: "[Forgot User Id?](#)" and "[Forgot Password?](#)".

If Password is invalid:

The System will prompt the User to try again. The User will have **five (5)** attempts before the system locks the **User ID**.

If System detects invalid attempt limit is reached:

The System will lock the **User ID** and display a message to contact the **System Administrator**, who can unlock your account and reset your password if necessary.

If you forget your User ID or Password:

If the User clicks on the ***Forgot User ID*** link, the System will prompt the user to enter the email on file for the User. If the User enters the correct email, the system sends the **User ID** to the email account of the User.

Please enter your E-mail address:

If the User clicks on the **Forgot Password** link, the System will prompt the User to enter the email on file for the User and then prompt the User for answers to the security questions preselected by the User. Upon successfully answering each of the Security questions correctly, the system redirects the User to the [My Account](#) page where the User can change the password.

Please enter your User Id:

Please answer the following Questions

What is your First Car?

What is the name of your childhood best friend?

What was your favorite teacher's name?

If the system detects user has logged in using a temporary password:

After being assigned a User ID for the first time, or after an administrator resets your password, you will be emailed a temporary password. After logging in with a temporary password, the System will redirect the User to the [My Account](#) page. The User will then be prompted to enter a new password.

LEERS Home

This page allows the User to select the Module to work with by clicking on the corresponding Module button in the **left column** of the page. The User will have access to only those Modules that the User is authorized to use.

This page is displayed after a successful User login:

The screenshot shows the LEERS Home page interface. At the top right, there are navigation links: "My Account", "Reports", and "Administrative" with a dropdown arrow. On the left side, there is a vertical column of seven blue buttons: "Birth", "Death", "Marriage", "Divorce", "Fetal Death", "ITOP", and "SAM". The main content area is divided into three sections. The top section is titled "MESSAGES" and contains a table with two columns: "Date" and "Message". The table has one row with the date "4/21/2010" and the message "Welcome to LEERS". To the right of the message is a red "X" icon. Below the messages section is a section titled "FAQ" with a downward arrow. The bottom section is titled "CONTACT INFORMATION" with a downward arrow.

The Messages section displays all the Messages for the LEERS users.

Click on the arrow in the FAQ section to refer to a list of Frequently Asked Questions in LEERS.

Click on the arrow in the Contact Information section to refer to a list of Contacts in LEERS.

The above sections can be expanded or collapsed by clicking on the arrow to the right of the respective sections.

If the User belongs to more than one facility, then the **Facility** drop-down list is visible in the **top left** portion of the screen. The User can select the facility to work with from this list and then proceed to the Module by clicking on the corresponding Module button. This list **will not** appear if the User is assigned to only one Facility.



If a module is unavailable to you as a user, the button will be grayed out on the bar to the right. In the above screenshot, the user has access to Birth, Death, ITOP and SAM modules, but does not have access to Marriage, Divorce, or Fetal Death modules.

This page also has menu buttons to view the following:

My Account

This option navigates to the **Account Information** page which displays the User contact information and also allows the User to change the Password and the Security questions. The User may also change their PIN on this page, if they have authorization to certify records.

Reports

This option navigates to the **Reports** page which displays a list of reports by Module for administration purposes. Only Users with relevant authorization can access this page.

ITOP Module: Introduction

The **ITOP Module** is used to create and modify Induced Termination of Pregnancy (ITOP) records in LEERS.

A Front Office Facility enters the details of the ITOP record in LEERS. This record is certified and then submitted to the Back Office.

The Registration Clerk at the Back Office reviews the record. If the review fails, the ITOP record is returned to the Facility for corrections.

If the review is successful, then, the ITOP record is registered and can be updated as required.

ITOP Module Home

This section describes the **ITOP Module Home page** in LEERS.

This screen appears when the User selects the **ITOP Module** option on the LEERS Home page.

The ITOP Home page displays status queues with record counts within each status and menu options for various functions within the ITOP module depending upon the Office type of the User who has logged in.

Front Office

Status Queue

If the User is a Front Office user, then the following Status queues are visible:

The screenshot displays the 'Status Queue' interface. On the left, a table lists status categories and their record counts. On the right, a 'Records Display Grid' shows individual records with columns for Husband's Last Name, Wife's Maiden Name, Date of Decree, and Parish of Decree. A yellow arrow points to 'Menu Buttons' (Add Record, Search, Reports) at the top right.

Status	Records
Incomplete	2
Ready to Certify	0
Returned from State	0
All Records	

Husband's Last Name	Wife's Maiden Name	Date of Decree	Parish of Decree
LANDRY	SMITHSON	03/19/2011	JEFFERSON
DEWITT	CHASE	03/16/2011	JEFFERSON

Total Count: 2

- **Incomplete**
These are ITOP records that are initiated but not completed.
- **Ready to Certify**
These are ITOP records that are validated and are pending certification.
- **Returned from State**
These are ITOP records that have been submitted to the State but have been returned by the State for verification of certain data.

The number next to the Status indicates the count of ITOP records for the respective Status. Clicking on the Status or Record Count will display the respective records in the **Records Display Grid** on the right side of the page.

Click on **All Records** in the Status queue to display all records in the grid irrespective of Status.

Note:

If the User only has functionality to Certify ITOP Records, then, the User does not see any status queues. Only records that are assigned to the User to be certified will be visible on the page.

Records Display Grid

This grid displays records according to required status. The grid displays *Control No.*, *PIN*, *Date of Termination*, *Place of Termination* and *Date Created* for each record.

Click on the record to open the details of the record.

The Records Display Grid can be sorted by clicking on the header in each column. Subsequent clicks on a header will toggle the sort order between ascending and descending for that header.

Menu buttons

If the User belongs to a Facility then the following menu buttons are visible:

- Add New Record
- Search

Back Office (Vital Records Central Office)

Status Queue

If the User belongs to the Back Office then the following Status queues are visible:

Status Queue

Status	Records
Incomplete	3
Pending Registration	5
Return to Facility	4
Pending Abandon	4
All Records	

Scan Barcode and Press 'ENTER'

Menu Buttons → Add Record Search

Records Display Grid

Husband's Last Name	Wife's Maiden Name	Date of Decree	Parish of Decree
HALFORD	RUBECK	04/04/2011	JEFFERSON
SMITH	SPENCER	01/01/2011	JEFFERSON
MILLER	SAMSON	03/10/2011	JEFFERSON

Total Count: 3

- **Incomplete**
These are records that are initiated but not completed.
- **Pending Registration**
These are records that are validated, certified and are pending registration. These include records that are certified and submitted from Facilities and also records that were initiated at the Back Office.
- **Returned to Facility**
These are records that have been sent back to the Facility to verify certain data.
- **Pending Abandon**
These are Incomplete records that are pending abandon.

Records Display Grid

This grid displays records according to required status. The grid displays *Control No.*, *PIN*, *Date of Termination*, *Place of Termination* and *Date Created* for each record.

Click on the record to open the details of the record.

The Records Display Grid can be sorted by clicking on the header in each column. Subsequent clicks on a header will toggle the sort order between ascending and descending for that header.

Menu buttons

If the User belongs to a Back Office then the following menu buttons are visible:

- Add New Record
- Search
- Out of State ITOP

Click on the **Forms** button to view and download administrative forms relative to the ITOP module in LEERS.

The Back Office User can use the **Barcode** text box to scan documents related to ITOP records.

Note:

The menu options are only visible if the User has the appropriate functionality.

Add New Record

This section describes the process of entering a new ITOP record in LEERS.

This screen appears when the User selects to **Add New Record** on the ITOP Module Home page. The User has to enter the minimum case identification data required to initiate a new ITOP Record.

A User has to enter the following fields to initiate an ITOP Record:



The screenshot shows a web form titled "Add ITOP Record". It contains two input fields: "Patient Identification #" and "Date of Termination". The "Date of Termination" field includes a date picker icon and the format "MM/DD/YYYY". At the bottom of the form, there are two buttons: "Create" and "Clear Form".

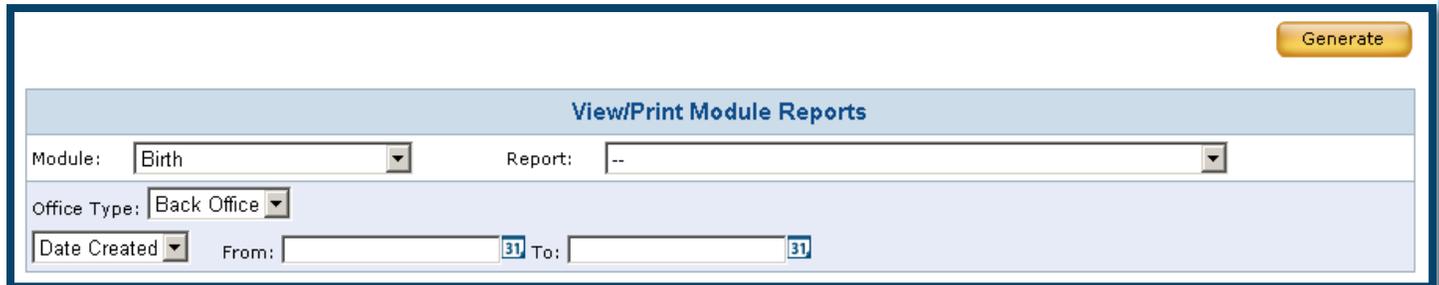
To initiate a new **ITOP** record, enter the Patient Identification Number if known, or enter the Date of Termination. Date of Termination is mandatory.

Click on the **Create** button to create a new ITOP record. The system will initiate a new record and navigate to the Data Entry Screen.

Reports

This section describes the process of generating Facility Reports in LEERS.

This screen appears when the **User** selects **Reports** on the Home page. This button is visible to a Facility User only.



Generate

View/Print Module Reports

Module: Birth Report: --

Office Type: Back Office

Date Created From: 31 To: 31

To generate a report:

1. Select the desired report from the drop-down list.
2. Enter the Date Range for the report.
3. Click on **View** button to View and Print the report.

Refer to the topic on **Printer Setup** to know more about printing reports.

Search

This section describes the process of searching ITOP records in LEERS.

This screen appears when the User selects to **Search** on the ITOP Home page.

Facility users have the following fields to search for ITOP records:

Search ITOP Record

Patient ID Number	<input type="text"/>	Date of Termination	<input type="text" value="//"/>	MM/DD/YYYY
Parish Of Termination	<input type="text"/>			
User ID Created	<input type="text"/>			

Back Office users may also click on the **Advanced Search** link to expand the Search options for Back Office. Click on **Normal Search** to go back to regular Search options.

Search ITOP Record

State File Number	<input type="text"/> <input type="text"/> <input type="text"/>	(YYYY W CCC)	Date of Termination	<input type="text"/> <input type="text"/> <input type="text"/>	MM/DD/YYYY
Patient ID Number	<input type="text"/>		Parish Of Termination	<input type="text"/>	
User ID Created	<input type="text"/>		Facility	<input type="text"/>	

[Advanced Search](#)

Enter the required criteria in the respective Search fields, and click on the **Submit** button.

State File No.	PIN	Date of Termination	Place Of Termination	Date Created	
201030105	A101	08/01/2010	JEFFERSON	08/05/2010	

The results of the Search are displayed in the Search grid.

Click on the Data View icon  to open the record in the data screen.

Click on the Report icon  to view the Administrative report of the ITOP record.

Out of State Records

This section describes the process of entering an **Out of State ITOP Record** in LEERS.

This screen appears when the User clicks on **Out of State Record** button on the **ITOP Module Home** page. The User has to enter the minimum case identification data required to initiate a new Out of State ITOP Record. The system will search for potential duplicates in the system to determine if the record has already been initiated.

Add/Search Out of State Record

State File Number: Date of Termination: 

State File No.	PIN	Date of Termination	Place Of Termination	Date Created	
201090002		05/01/2010		08/05/2010	 

If any duplicates are found, the records are displayed in the Search grid. The User can choose to update the existing record or create a New Record.

Click on the **Create** button to create a new record. The *Date of Termination* is the minimum criteria required to initiate a New Out of State Record.

Click on the  to open the record in the data screen. Click on the  to view the Administrative report of the ITOP record.

Refer to details of [ITOP Data Entry](#) for entering data for an Out Of State Record.

On completion of data entry for an Out of State record, click on the **Complete** button on the [Physician](#) tab. This will indicate that the data entry is completed and on subsequent searches the record will appear in blue color in the Search grid.

Note:

The system will not validate the record on saving or on completing record. However, the user can click on **Validate** button at any time to check any validations on the screen.

ITOP Record Entry Screen

This section describes the process of entering a new ITOP record in LEERS.

The following common buttons appear on all data entry screens:

Print

Click on the Print button to print an administrative report of the ITOP record. Click the topic on [Printer setup](#) to know more about printing reports.

Save

Click on the Save button to save the details on the current tab.

Validate

Click on the Validate button to validate the details on the current tab. Any validation errors appear on top of the tab. All soft-edits (edits that need the User to verify the data) will appear with a Verify checkbox next to the error. Click on the checkbox to accept the data as entered or correct the data in the respective fields and run the validations again. All the soft-edits that are verified will have a **by-pass** flag set so that the data can be reviewed during the Registration process

Abandon

Click on the Abandon button to abandon an **Incomplete** record. This action will send the record to the Back Office and mark the record as **Pending Abandon**. A Back Office User with appropriate privileges can then review the record and [Abandon](#) it or Return it back to the Facility.

Note:

The ITOP record will save automatically when the User moves from tab to tab only if the status on the ITOP record is Incomplete.

Validating an ITOP Record

This section describes the process of validating an ITOP Record in LEERS.

Any validation errors appear on top of the current Data Entry tab. All soft-edits (edits that need the User to verify the data) will appear with a Verify checkbox next to the error. Click on the checkbox to accept the data as entered or correct the data in the respective fields and run the validations again. All the soft-edits that are verified will have a **bypass flag** set so that the data can be reviewed during the Registration process. All hard-edits (edits that need User to modify the data) will have to be corrected for the validation error to disappear.

Validations can be done at two different stages for a record:

- **Page Validations**

Click on the **Validate** button on top of **ITOP Record Entry Screen** to validate the details on the current tab. This **only** validates the current Data Entry tab. The validations are lost if the User navigates to another tab of the **ITOP Record Entry Screen**.

Example: If User runs page validations on **Patient tab**, then these validations will not be visible when the User navigates to or clicks on the **Medical tab**.

- **Final Validations**

Click on the **Ready to Certify** button (for Front Office) or **Send to Register** (for Back Office) on the **Physician tab** to validate the entire ITOP record and show the final validations. When the User runs final validations, and navigates to a Data tab, only validations relevant to that data tab will be seen.

Example: If User runs final validations and then navigates to the **Patient tab**, then only those validations that are relevant to the Patient tab will be seen.

Note: Final validations will let the User know the data changes that need to be made to move the record to the next stage. As soon as the Final validations are completed, the record will automatically be moved to '**Ready to Certify**' status (Front Office) or '**Pending Registration**' status (Back Office).

Patient Tab

This section describes the **Patient** tab in the ITOP Data Entry Screen.

Patient	Medical	Physician	Comments	Attachments
Facility				
Place of Termination: <input type="radio"/> Hospital <input checked="" type="radio"/> Doctor/Clinic <input type="radio"/> Other				
Facility Name <input type="text" value="Dr.Area's Clinic"/>				
Street: 2901 DIVISION St. Designator: ST Country: UNITED STATES State: LOUISIANA County: JEFFERSON City: Zipcode: 70003				
Patient Information				
Patient Identification # <input type="text" value="21"/>	Age <input type="text" value="25"/>	Married? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	Rh Type <input checked="" type="radio"/> (+) <input type="radio"/> (-) <input type="radio"/> Unknown	
State of Residence <input type="text" value="LOUISIANA"/>	Parish of Residence <input type="text" value="ALLEN"/>	Date of Pregnancy Termination <input type="text" value="06/01/2010"/> MM/DD/YYYY	Consent Form Number <input type="text" value="A109"/>	
Medical Condition at Time of Abortion <input type="text" value="NA"/>	Type of Contraceptive at Time of Pregnancy <input type="text" value="NA"/>			
Education		Race		
Specify only highest level completed.		Check one or more races to indicate what the patient considers herself to be.		
<input type="radio"/> 8TH GRADE OR LESS		<input checked="" type="checkbox"/> WHITE		
<input checked="" type="radio"/> 9TH THROUGH 12TH, NO DIPLOMA		<input type="checkbox"/> BLACK OR AFRICAN AMERICAN		
<input type="radio"/> HIGH SCHOOL GRADUATE, OR GED COMPLETED		<input type="checkbox"/> AMERICAN INDIAN OR ALASKAN NATIVE Specify <input type="text"/>		
<input type="radio"/> SOME COLLEGE CREDIT, BUT NO DEGREE		<input type="checkbox"/> ASIAN INDIAN		
<input type="radio"/> ASSOCIATE DEGREE (E.G. AS, AA)		<input type="checkbox"/> CHINESE		
<input type="radio"/> BACHELOR'S DEGREE (E.G. BS, AB, BA)		<input type="checkbox"/> FILIPINO		
<input type="radio"/> MASTER'S DEGREE (E.G. MS, MA, MENG, MED, MSW, MBA)		<input type="checkbox"/> JAPANESE		
<input type="radio"/> DOCTORATE (E.G. PHD, EDD) OR PROFESSIONAL DEGREE (E.G. MD, DDS, DVM, LLB, JD)		<input type="checkbox"/> KOREAN		
<input type="radio"/> UNKNOWN		<input type="checkbox"/> VIETNAMESE		
		<input type="checkbox"/> OTHER ASIAN Specify <input type="text"/>		
		<input type="checkbox"/> NATIVE HAWAIIAN		
		<input type="checkbox"/> GUAMANIAN OR CHARMORRO		
		<input type="checkbox"/> SAMOAN		
		<input type="checkbox"/> OTHER PACIFIC ISLANDER Specify <input type="text"/>		
		<input type="checkbox"/> OTHER Specify <input type="text"/>		
		<input type="checkbox"/> UNKNOWN		
Information on Father of Fetus				
Father's Age <input type="text" value="99"/>		Is Father Married ? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown		
Residence <input type="text"/>				
Update Address				

Facility Details

For a Facility User, this field will reflect the facility name of the User and cannot be changed.

For a Back Office User, select an option from the list shown to indicate the Place of Termination.

Hospital

Clinic/Doctor's Office

Other

If option chosen is *Hospital* or *Clinic/Doctor's office*, then, the User has to select **Facility Name** from dropdown list. The **Address** will be populated automatically. If option chosen is *Other*, then, specify the **Place of Termination** and enter the [Address](#) for Place of Termination by clicking on the **Update Address** button.

Patient Identification Number

Enter Patient Identification Number for the facility where ITOP occurred. Enter 'NA' if there is no identification number or 'Unknown' if the identification number is not known.

This item is mandatory.

Patient Age

Enter Age of the Patient at the time of the ITOP.

Patient's age is mandatory. If the Patient's age is less than 13 years or greater than 50 years, then the Patient's age will need to be verified during validation.

Marital Status

Select an option to indicate the marital status of the patient.

An option must be selected.

Rh Type

Select an option to indicate the Rh type of the Patient.

An option must be selected.

State and Parish of Residence

Select the Patient's residence state from the dropdown list. Based on the state selected, the system will populate the Parish dropdown. Select the Patient's Parish of residence from this list.

State and Parish of Residence must be selected.

Date of Termination

Enter the Date of Termination.

The **Date of Termination** is a three-section entry with the *month*, *day*, and *year* entered in different sections of the field, separated by “/”.

The Date of Termination must be earlier than or the same as the current date.

Consent Form Number

Enter the Consent Form Number if available. Enter 'Unknown' if the consent form number is not known.

This item is mandatory.

Medical Condition at Time of Abortion

Enter the Medical Condition of the Patient at the time of the ITOP. Enter 'Unknown' if this is not known.

This item is mandatory.

Type of Contraceptive at the Time of Pregnancy

Enter the type of contraceptive used by the Patient at the time of the ITOP. Enter 'Unknown' if this is not known.

This item is mandatory.

Education

Select the option that best describes the highest degree or level of school completed at the time of ITOP.

If age/education match indicates a discrepancy, the education information will need to be verified during validation.

Race

Based on the patient's response, select all the corresponding boxes and fill in any literal responses exactly as written on the worksheet regardless of whether or not any checkboxes are marked. If more than one race has been chosen, check all selected; for example, if both *Black* and *Chinese* are marked, select both responses. If there is no response, check *Unknown*.

Father's Age

Enter Age of the Father at the time of the ITOP. Enter '99' if the Father's age is unknown.

Father's age is mandatory. If the Father's age is less than 8 years or greater than 75 years, then, the Father's age will need to be verified during validation.

Marital Status

Select an option to indicate the marital status of the Father.

An option must be selected.

Father's Residence Address

Click on the **Update Address** button
Enter the Father's Residence **Address**.

This item is not mandatory can only be completed if known.

Medical Tab

This section describes the **Medical** tab in the ITOP Data Entry Screen.

Patient	Medical	Physician	Comments	Attachments
Previous Pregnancies				
Live Births ('0' for None) Now Living: <input type="text" value="0"/> Now Dead: <input type="text" value="0"/> Date of Last Live Birth: <input type="text" value="__/__/__"/>		Other Terminations ('0' for None) Spontaneous: <input type="text" value="0"/> Induced: <input type="text" value="0"/> Date of Last Previous Termination: <input type="text" value="__/__/__"/>		
Termination Procedure, Complications, Reason for Termination, & Post Abortion Procedure				
Procedure that Terminated Pregnancy <input type="radio"/> Suction Curettage <input type="radio"/> Sharp Curettage <input type="radio"/> Intra-Uterine Saline Instillation <input type="radio"/> Intra-Uterine Prostaglandin Instillation <input type="radio"/> Hysterotomy <input type="radio"/> Hysterectomy <input checked="" type="radio"/> Dilution and Evacuation <input type="radio"/> Other <input type="text"/>		Additional Procedures Used For Termination (If Any) <input type="checkbox"/> Suction Curettage <input type="checkbox"/> Sharp Curettage <input type="checkbox"/> Intra-Uterine Saline Instillation <input type="checkbox"/> Intra-Uterine Prostaglandin Instillation <input type="checkbox"/> Hysterotomy <input type="checkbox"/> Hysterectomy <input type="checkbox"/> Dilution and Evacuation <input type="checkbox"/> Other <input type="text"/>		
Complication of Pregnancy Termination <input type="checkbox"/> Hemorrhage <input type="checkbox"/> Infection <input checked="" type="checkbox"/> Uterine Perforation <input type="checkbox"/> Cervical Laceration <input type="checkbox"/> Retained Products <input type="checkbox"/> Other <input type="checkbox"/> None <input type="text"/>	Reason for Pregnancy Termination <input type="radio"/> Mental Health of Mother <input checked="" type="radio"/> Physical Health of Mother <input type="radio"/> Risk of Fetal Deformity <input type="radio"/> Rape of Incest <input type="radio"/> Unknown <input type="radio"/> Other Specify <input type="text"/>	Procedure Done After Abortion <input type="radio"/> Tubal Ligation <input type="radio"/> Hysterectomy <input checked="" type="radio"/> None <input type="radio"/> Other Specify <input type="text"/>		
Fetal Information				
Date Last Normal Menses Began <input type="text" value="02/01/2010"/>	Physician's Estimate of Gestation 12 Weeks 0 Days	Fetal Length <input type="text"/> cm	Fetal Weight <input type="text"/> Grams	
Other Significant Conditions of Fetus <input type="text"/>	Type of Post Abortion Procedure <input type="text"/>	Result of Pathological Examination <input type="text"/>		

Previous Pregnancies

- **Number of previous Live Births, Now Living/Now Dead**
- **Date of Last Live Birth**

If there are any previous live born infants, enter the Date of the Last Live Birth. If the Date is unknown, enter 99/99/9999.

When completing this item, only enter previous live born infants. Do not include current or any previous ITOP.

- **Number of Previous Pregnancy Terminations**
- **Date of Last Pregnancy Termination**

If there are any previous pregnancy terminations, enter the Date of the Last Pregnancy termination. If the Date is unknown, enter 99/99/9999. Do not include current ITOP.

If the Number of Previous Live Births-Now Living, Number of Previous Live Births- Now Dead, Number of Previous Pregnancy Terminations- Spontaneous, or Number of Previous Pregnancy Terminations- Induced is greater than 12 then the values will need to be verified during validations.

Procedure that Terminated Pregnancy

Additional Procedures that terminated Pregnancy(if any)

Select an option to indicate the procedure that terminated the pregnancy. If 'Other' is selected, specify the procedure that terminated the pregnancy.

If no additional procedures were used, the additional procedures list can be blank. If more than one additional procedures were used, check all that apply.

Do not choose the option that was selected in the previous item for Procedure that Terminated the Pregnancy.

Procedure that terminated the pregnancy must be selected.

Complication of Pregnancy Termination

Check any complications that may have occurred at the time of pregnancy termination. If 'Other' is selected, specify the complication. Select 'None' if there was no complication.

An option must be selected.

Reason for Pregnancy Termination

Select an option to indicate the reason for pregnancy termination. If 'Other' is selected, specify the reason. Check 'Unknown' if the reason is not known.

An option must be selected.

Date Last Normal Menses Began

Enter the Date that the mother's last normal menses began. The Last Normal Menses Date is a three-section entry with the *month*, *day*, and *year* entered in different sections of the field, separated by "/". If the date is not known, enter 99 for Day and Month and 9999 for Year.

This item is mandatory.

Physician's Estimate of Gestation

Enter the physician's estimate of the gestation in completed weeks and days.

If the physician's estimate of the gestation is not known, enter 99. **This item should not be completed based on the Date of Termination or the Mother's Last Menstrual Date.**

If the physician's estimate of gestation is less than 8 weeks or greater than 20 weeks, then the estimate will need to be verified during validation.

Fetal Length

Enter the fetal length in centimeters. If the fetal length is not known, enter '99'

This item is mandatory.

Fetal Weight

Enter the fetal weight in grams. If the fetal weight is not known enter '999'

This item is mandatory.

Procedure Done After Abortion

Select an option to indicate the procedure done after pregnancy termination. If 'Other' is selected , specify the procedure. Select 'None' if there was no procedure.

An option must be selected.

Other Significant Conditions of the Fetus

Enter the other significant conditions of the fetus. Enter 'Unknown' if this is not known.

This item is mandatory.

Result of Pathological Examination

Enter the result of pathological examination. Enter 'Unknown' if this is not known.

This item is mandatory.

Physician Tab

This section describes the **Physician** tab in the ITOP Data Entry Screen.

The screenshot shows the 'Physician' tab selected in a data entry interface. The form contains the following fields and values:

- Type of Family Planning Recommended to Patient:** Empty text box.
- Type of Additional Counseling Given to Patient:** Empty text box.
- Physician's Name:** Dropdown menu showing 'Not In Table'.
- Physician Details:**
 - Last Name: SMITH
 - First Name: JACOB
 - Middle Name: Empty
 - Suffix: Dropdown menu
 - Physician License: N788
- Address:**
 - House #: 12
 - Street: CHASTANT
 - St. Designator: ST
 - Country: UNITED STATES
 - State: LOUISIANA
 - County: JEFFERSON
 - City: RIVER RIDGE
 - Zipcode: 70005

A 'Send to Certify' button is located at the bottom center of the form.

Type of Family Planning Recommended to Patient

Enter the type of family planning recommended to the Patient. Enter 'Unknown' if this is not known.

This item is mandatory.

Type of Additional Counseling Given to Patient

Enter the type of additional counseling given to the patient. Enter 'Unknown' if this is not known.

This item is mandatory.

Physician's Name

Select the physician's name from the dropdown list. The list contains all the physician's belonging to the Facility of Termination. If the physician is not listed select the value '*Not in Table*'.

This will make the Physician Details screen appear. Enter the physician's details in the respective boxes. If the Physician does not have an NPI number enter '99' or 'NA'.

The Physician's Name must be selected from the list. If the Attendant is '*Not in Table*', the Physician's details must be entered.

Date Certified

This item is only visible to Back Office Users.

Enter the Date that the ITOP Record was certified. The Date Certified is a three-section entry with the *month*, *day*, and *year* entered in different sections of the field, separated by “/”.

The Date Certified must be entered.

Note:

If the ITOP record is entered at a Facility, then, it will need to be certified. To do this, click on the **Send to Certify** button on the Physician tab. This will validate the record and change status on the record to **Ready to Certify**.

If the ITOP record is entered at the Back Office, then, it will need to be registered. To do this, click on the **Send to Register** button on the Physician tab. This will validate the record and change the status on the record to **Pending Registration**.

Comments Tab

This section is used to add and view all the **Comments** specific to the ITOP record.

Refer to the [Comments tab](#) for details on entering **Comments**.

Attachments Tab

This section is used to add and view all the **Attachments** specific to the ITOP record.

Refer to the [Attachments tab](#) for details on entering **Attachments**.

Life Cycle of the ITOP Record

This section describes the lifecycle of an ITOP record in LEERS.

An ITOP procedure recorded by a Facility has to be **Certified** either electronically or manually and then submitted to the Back Office for **Registration**. If the Back Office Registration Clerk needs further information or clarification about specific items on the ITOP record, then the record is **Returned Back to Facility**. The Facility clerk then either modifies the record or enters comments related to the items requested and re-submits the record to the Back Office for registration.

An Incomplete ITOP Record that is not **Certified** or **Registered**, can also be requested to be Abandoned. Only a Back Office User with appropriate privileges can however approve the **Abandon** request on a Birth record.

Once the Birth record is **Registered**, a Back Office user can browse through Record details and **History**. The record can be **Updated** if required by a User with appropriate privileges.

An ITOP record can be **Voided**. Once Voided, the ITOP Record cannot be viewed through the **Search** option.

Abandoning an ITOP Record

This section describes the process of **Abandoning** a new ITOP record in LEERS.

An ITOP record entered at a Facility or at the Back Office can be abandoned before it is Certified or Registered.

The process of Abandoning a record is a two-step process.

The record is first marked to be Abandoned by the User. To request for Abandoning an ITOP record click on the **Abandon** button on the **ITOP Record Entry Screen**. This changes the status on the record to **Pending Abandon** .

A Back Office User with appropriate privileges can review these records **Pending Abandon**.

To **Abandon** a record:

Parish Of Termination: Date of Termination: 08/01/2010 Record Status: **Pending Abandon** **Abandon** **Return**

Report Comments

1 of 1 Select a format Export

Induced Termination of Pregnancy

Facility Suspended: No State File No:

Facility Name	Date of Termination	Parish
	8/1/2010	

Patient Consent Form Number:

PIN	Age	Rh Type	Type of Contraceptive
State	Parish		
Date of Last Live Birth	Date of Previous Termination	Previous Live births	Other Terminations
		Now Living	Now Dead Spontaneous Induced

Father

Age	State	Parish	Married

Facility

Select the record to be Abandoned from the **Pending Abandon** queue on the [ITOP Home page](#).

Review the record details.

Click on the **Abandon** button if the request is to be approved. The system will mark the ITOP record as **Abandoned** and the the ITOP record will not show up anytime in LEERS.

Click on the **Return** button if the request is not approved. The system will mark the ITOP record as **Incomplete** and return the record back to the Facility that recorded the ITOP.

Certifying an ITOP Record

This section describes the process of certifying a new ITOP record in LEERS.

An ITOP record entered at a facility has to be certified before it can be submitted to the Back Office for registration.

The process of certification can happen in either of the following ways:

- Electronically by entering the Certifier's PIN number
- Manually by Drop to Paper process.

A Birth Record has to have the status **Ready to Certify** before the Certifier can certify the record.

To move an ITOP Record from Incomplete to Ready to Certify status:

1. Click on the **Physician** tab.
2. Click on the Send to Certify button. The system will perform final validations on the entire ITOP record to verify all the values and any errors will be displayed on top of the record in the error box.
3. Correct all the listed errors in the corresponding sections.
4. Click on the **Physician** tab again and then click on the Send to Certify button.
5. If the Validations are successful, the system will change the status on the record to Ready to Certify.

Note:

An ITOP record entered at the Back Office will not be certified. These records will be Pending Registration if all the validations are successful.

An ITOP Record with Ready to Certify status is assigned to the certifier chosen on the [Physician](#) tab.

The certifier on record has to log into LEERS and navigate to the record to certify it.

To certify an ITOP Record electronically:

The status of this record is Ready to Certify Enter PIN To Approve

Report | Comments | Attachments

1 of 1 | 100% | Find | Next | Select a format | Export

Induced Termination of Pregnancy

Facility Suspended: No State File No:

Facility Name DR.AREA'S CLINIC	Date of Termination 5/1/2010	Parish JEFFERSON
--	--	----------------------------

Patient Consent Form Number: C789

PIN A9123	Age 25	Rh Type P	Type of Contraceptive NA		
Date of Last Live Birth	Date of Previous Termination	Previous Live births		Other Terminations	
		Now Living	Now Dead	Spontaneous	Induced
		0	0	0	0

Father

Age 25	State	Parish	Married Y
------------------	--------------	---------------	---------------------

Fetal

Date of Last Menses	Estimate of Gestation	Fetal Length	Fetal Weight
----------------------------	------------------------------	---------------------	---------------------

1. Click on the ITOP record in the Record Display grid on the [ITOP Home](#) page to open the details of the record.
2. Enter the **PIN** number in the box.
3. Click on the **Certify** button. After verifying the PIN number, the system will certify the ITOP record and submit the record to the Back Office for registration.

To Certify a ITOP Record manually:

The status of this record is Ready to Certify Drop to Paper Return

Report Comments Attachments

1 of 1 Select a format Export

Induced Termination of Pregnancy

Facility Suspended: No State File No:

Facility Name DR.AREA'S CLINIC	Date of Termination 5/1/2010	Parish JEFFERSON
-----------------------------------	---------------------------------	---------------------

Patient Consent Form Number: A12

PIN 41	Age 22	Rh Type P	Type of Contraceptive NA
State LA	Parish ACADIA		
Date of Last Live Birth	Date of Previous Termination	Previous Live births	
		Now Living	Now Dead
		0	0
		Other Terminations	
		Spontaneous	Induced
		0	0

Father

Age 99	State	Parish	Married Y
-----------	-------	--------	--------------

1. Click on the ITOP record in the Record Display grid on the [ITOP Home page](#) to open the details of the record.
2. Click on the **Drop to Paper** button.
3. The system will display a message 'Please print the report and take appropriate action before mailing the copy to State. To continue, click on OK.' Click the **OK** button to continue.
4. Sign the paper that gets printed, to manually certify the record and send the papers to the Back Office to be scanned and attached to the record. The system will submit the record to the Back Office for registration.
5. The version of the Certified copy and the version of the record Submitted to the State have to match for registration.

If the Certifier does not agree with some of the items on the record or needs further clarification, the ITOP record can be **Returned back to Facility** for corrections or clarifications.

To Return an ITOP record to Facility:

1. Click on the ITOP record in the Record Display grid on the [ITOP Home page](#) to open the details of the record.
2. Enter any **Comments** that are required for the Facility user to understand the reason why the ITOP record is being returned back to the Facility.
3. Click on the **Return** button.
4. The system will mark the record as **Incomplete** and return it back to the Incomplete queue on the ITOP Home page of the Facility.

Note:

A Facility User can also return a record from the Ready to Certify queue to the Incomplete queue if some modifications need to be made to the record prior to certification. Follow the steps mentioned above to return a ITOP record back to facility.

Registering an ITOP Record

This section describes the process of **Registering** an ITOP record in LEERS.

An ITOP record entered at a Facility or at the Back Office has to be submitted for registration.

An ITOP record is auto-registered on certification when Submitted to State except in the following cases:

- The ITOP record has exceptions or out-of-range values set on some items.
- The ITOP record is Dropped to Paper.

If an ITOP record is not auto-registered, it has the status **Pending Registration** and these records will be reviewed by a Back Office User with Registration privileges.

Parish Of Termination: JEFFERSON Date of Termination: 06/01/2010 Register Return
Record Status: Pending Registration

Report Comments Attachments

1 of 1 Select a format Export

Induced Termination of Pregnancy

Facility Suspended: No State File No:

Facility Name	Date of Termination	Parish
DR. AREA'S CLINIC	6/1/2010	JEFFERSON

Patient Consent Form Number: A109

PIN	Age	Rh Type	Type of Contraceptive		
21	25	P	NA		
State	Parish				
LA	ALLEN				
Date of Last Live Birth	Date of Previous Termination	Previous Live births		Other Terminations	
		Now Living	Now Dead	Spontaneous	Induced
		0	0	0	0

Father

Age	State	Parish	Married
99			Y

To Register an ITOP record:

1. Select the record to be Registered from the **Pending Registration** queue on the ITOP Home page.
2. If this record was Dropped to Paper, the system will display message to scan the paper copy of the corresponding document.
3. Scan the appropriate documents. The version of the scanned document should match the version of the record submitted to state.
4. Review the record details.
5. Click on the **Register** button to register the record. The system will assign a State File Number to the record.
6. If the review process fails , enter appropriate **comments** for the record and click on the **Return** button if more data or clarification is required on items in the record. The system will return the record to the facility that recorded the ITOP.

Resubmitting an ITOP Record

This section describes the process of **Resubmitting** an ITOP record Returned from State in LEERS.

An ITOP record entered at a facility or at the Back Office can be **Returned from State** if the registration review process fails.

An ITOP record can be returned for corrections or clarifications on some items in the record.

A record returned from the state appears in the **Returned from State** queue on the Facility ITOP Home page.

The same record is also seen in the **Returned to Facility** queue on the Back Office ITOP Home page.

Note:

If the ITOP record was created at the Back Office and was returned failing the registration review process, then the record status changes to **Incomplete** and the record will be seen in the **Incomplete** queue on the Back Office ITOP Home page.

To Resubmit a record Returned from State:

The status of this record is Returned from State Submit Return

Report Comments Attachments

1 of 1 Select a format Export

Induced Termination of Pregnancy

Facility Suspended: No State File No:

Facility Name DR AREA'S CLINIC	Date of Termination 5/1/2010	Parish JEFFERSON
-----------------------------------	---------------------------------	---------------------

Patient Consent Form Number: A12

PIN 41	Age 22	Rh Type P	Type of Contraceptive NA	
State LA		Parish ACADIA		
Date of Last Live Birth	Date of Previous Termination	Previous Live births		Other Terminations
		Now Living	Now Dead	Spontaneous
		0	0	0
				Induced
				0

Father

Age 99	State	Parish	Married Y
-----------	-------	--------	--------------

Click on the record in the Record Display grid on the ITOP Home page to open the details of the record.

1. Browse through any comments that were entered for the record during the registration review process explaining the reasons that the record was returned.
2. If any clarifications were asked, save the comments in the **Comments** section and then click on the **Submit** button to resubmit the record to the state.

3. If any modifications are required to the record, click on the **Return** button. The system will display a message 'This will remove any Certification on the record and mark the record as Incomplete. Do you wish to continue?' Click on the **OK** button. The system will change the status on the record to **Incomplete** and this will allow the record to open up in the ITOP Record Entry Screen for any data modifications. After the necessary changes have been made to the record, the record will have to be certified again and this will resubmit the record to the state.

Note:

The ITOP record version changes on every Submit to the State. If the ITOP record is certified manually by the **Drop to Paper** process, the version of the Certified document mailed to the state has to match the version of the record that is Submitted to State.

Viewing ITOP Record History

This section describes the process of **Viewing the ITOP Record History** after Registering an ITOP record in LEERS.

After an ITOP record is registered at the Back Office, a Back Office User can view the details of the registered record by searching for the record in the Search page.

The results of the Search are displayed in the Search grid. Click on the  icon to open the record in the data screen.

The ITOP record details are visible in a report format that is view-only. All the menu options available for the record are visible on this page depending upon the User privileges.

Parish Of Termination: JEFFERSON Date of Termination: 06/01/2010 [Void Record](#) [Update Record](#) [View History](#)
Record Status: **Registered**

Report Comments

1 of 1 Select a format Export

Induced Termination of Pregnancy

Facility Suspended: No State File No: 201030108

Facility Name	Date of Termination	Parish
DR.AREA'S CLINIC	6/1/2010	JEFFERSON

Patient Consent Form Number: A109

PIN	Age	Rh Type	Type of Contraceptive		
21	25	P	NA		
State	Parish				
LA	ALLEN				
Date of Last Live Birth	Date of Previous Termination	Previous Live births		Other Terminations	
		Now Living	Now Dead	Spontaneous	Induced
		0	0	0	0

Father

Age	State	Parish	Married
99			Y

If the User has View Record History privilege, then, **View History** button is visible. Click on the button to view the History report for the ITOP record.

Updating an ITOP Record

This section describes the process of **Updating an ITOP Record** after registering an ITOP record in LEERS.

After an ITOP record is registered at the Back Office, a Back Office User can view the details of the registered record by searching for the record in the Search page.

The results of the Search are displayed in the Search grid. Click on the  icon to open the record in the data screen.

The ITOP record details are visible in a report format that is view-only. All the menu options available for the record are visible on this page depending upon the User privileges.

Parish Of Termination: JEFFERSON
Date of Termination: 06/01/2010

Void Record
Update Record
View History

Report
Comments

1 of 1
Select a format
Export

Induced Termination of Pregnancy

Facility

Suspended: No

State File No: 201030108

Facility Name DR.AREA'S CLINIC	Date of Termination 6/1/2010	Parish JEFFERSON
-----------------------------------	---------------------------------	---------------------

Patient

Consent Form Number: A109

PIN 21	Age 25	Rh Type P	Type of Contraceptive NA
State LA		Parish ALLEN	
Date of Last Live Birth	Date of Previous Termination	Previous Live births	
		Now Living	Now Dead
		0	0
		Other Terminations	
		Spontaneous	Induced
		0	0

Father

Age 99	State	Parish	Married Y
-----------	-------	--------	--------------

Click on the **Update Record** button to open the ITOP record in the ITOP Record Entry Screen. Make the required changes and click on the Save button to save the changes.

Voiding an ITOP Record

This section describes the process of **Voiding an ITOP Record** after registering an ITOP record in LEERS.

After an ITOP record is registered at the Back Office, a Back Office User can view the details of the registered record by searching for the record in the Search page.

The results of the Search are displayed in the Search grid. Click on the  icon to open the record in the data screen.

The ITOP record details are visible in a report format that is view-only. All the menu options available for the record are visible on this page depending upon the User privileges.

Parish Of Termination: JEFFERSON Date of Termination: 06/01/2010 [Void Record](#) [Update Record](#) [View History](#)
 Record Status: **Registered**

Report Comments

1 of 1 Select a format Export 

Induced Termination of Pregnancy

Facility Suspended: No State File No: 201030108

Facility Name DR.AREA'S CLINIC	Date of Termination 6/1/2010	Parish JEFFERSON	
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Patient Consent Form Number: A109

PIN 21	Age 25	Rh Type P	Type of Contraceptive NA	
State LA		Parish ALLEN		
Date of Last Live Birth	Date of Previous Termination	Previous Live births		Other Terminations
		Now Living	Now Dead	Spontaneous Induced
		0	0	0 0

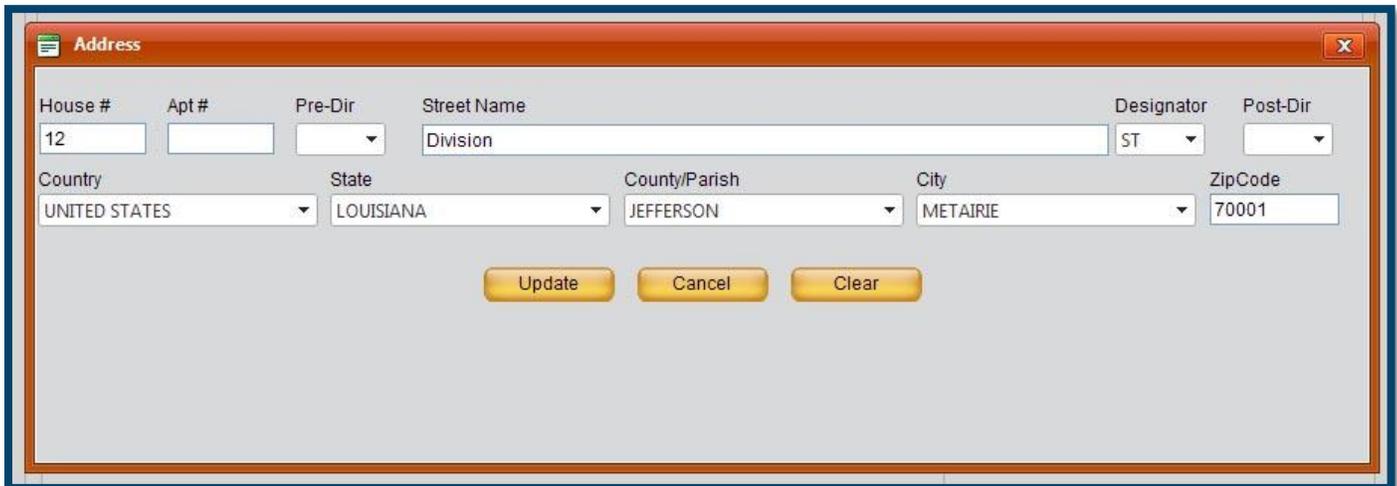
Father

Age 99	State	Parish	Married Y
-----------	-------	--------	--------------

Click on the **Void Record** button. The system will display a message 'Are you sure you want to Void this record?' On confirmation, the system will void the record. This record will not be visible through the Search option after the voiding process.

Address Information

The **Address Information** is collected in a standard format in LEERS.



The screenshot shows a software window titled "Address" with a close button in the top right corner. The form contains the following fields and values:

House #	Apt #	Pre-Dir	Street Name	Designator	Post-Dir
12			Division	ST	

Country	State	County/Parish	City	ZipCode
UNITED STATES	LOUISIANA	JEFFERSON	METAIRIE	70001

At the bottom of the form are three buttons: "Update", "Cancel", and "Clear".

Enter the **House #** assigned to the Address. Do not record a R.R. Number or P.O. box.

Enter the **Apartment #** if applicable. If there is no apartment or room number associated with this Address, leave the item blank.

If the Street name has a direction as a prefix, select the prefix in the list labeled **Pre-directional**.

Example: South Main Street. Select the pre-direction as S.

If there is no pre-direction, leave this space blank.

Enter the **Street name** of the Address.

If only available address is a P.O. Box, enter it here.

For Street Name, only the characters 'A' through 'Z','0' through '9', the diagonal (/), Space () and the dash (-) may be entered.

Select the **Street Designator** from the provided list.

If the Street name has a direction after the name, select the suffix in the list labeled **Post-directional**.

Example: Walker Street NW. Select NW in the post-directional space.

If there is no post-direction, leave this space blank.

Select the **Country** from the drop-down list. If the selected Country is *United States* or *Canada*, then, the **State/Territory/Province** list is populated with values related to the chosen Country. For any other Country, enter the **State/Territory/Province** in the box if applicable.

Select the **State/Territory/Province** from the drop-down list. If the selection is a State or Territory belonging to *United States*, the **Parish/County** list is populated with appropriate values related to the chosen State or Territory. For any other State, Territory or Province, enter the **Parish/County** in the box if applicable.

Select the **Parish/County** from the drop-down list. For a value selected from the **Parish/County** list, the **City** list is populated with appropriate values related to the chosen **Parish/County**. For any other **Parish/County**, enter the **City** in the respective box.

Enter the **Zip Code** in the respective box. If the **Country** selected is *United States*, the **Zip code** has to be 5 numeric characters.

If the Address is within *United States*, the State/Territory, Parish/County, City and Zip code fields are mandatory.

If the Address is within *Canada*, the **Province** and **City** fields are mandatory. For any other Address outside *United States* and *Canada*, only the **City** field is mandatory.

Comments Tab

This section describes the process of entering **Comments** in LEERS.

Enter Comments Below:

Save

Comments	User	Entered On
No records to display.		

For entering a New Comment:

1. Enter the text of the Comment in the box 'Enter the Comments Below'.
2. Click on the **Save** button.

All the **Comments** entered for the record are visible in the Comments grid in descending order on the bottom portion of the screen.

Attachments Tab

This section describes the process of uploading **Attachments** in LEERS.

Delete	Attachments	Type	Issued By	Date Issued	Entry Date	Uploaded By	Date Created	Updated By	Comments	Update
	TEST.DOCX	SCHOOL RECORD	AJH	04/02/2010	04/01/2010	Jordan, Michael .	5/3/2010 9:27:26 AM	Jordan, Michael .	PLS REVIEW	

For uploading a new Attachment:

1. Select the Type of Document that needs to be uploaded. Enter the details of the document in the boxes provided.
2. Click on Browse to browse to the attachment file that needs to be uploaded.
3. Enter any Comments that need to be appended to the attachment.
4. Click on the **Upload** button.

All the **Attachments uploaded** for the record are visible in the Attachments grid. Click on the Attachment Name to open the Attachment at any time.

To delete an existing Attachment, click on the **Delete** symbol  next to the Attachment name.

Printer Setup

The Report Viewer provides an ActiveX print control that downloads automatically the first time the Print command on the Report Viewer toolbar is clicked, and is installed on the client computer. If the user does not install the control, or if support for the print control is disabled on the report server, the Print command cannot be used. After the control is installed, users can use the print control to print reports configured to run in the Report Viewer .

Depending on browser settings, each user might need to configure the browser to enable an ActiveX control download. To configure Internet Explorer to allow ActiveX control downloads, follow these steps:

1. In Microsoft Internet Explorer, from the Tools menu, choose Internet Options, and then click the Security tab.
2. Select the Trusted sites Web content zone, and then click Sites.
3. Type the LEERS website URL.
4. Click Add, and then click OK.
5. Click the Custom Level button. Scroll to the ActiveX controls and plug-ins node.
6. Click Enable for Download signed ActiveX controls, and then click OK.