



USER GUIDE

Table of Contents

1.0 Login Process	7
2.0 LEERS Home	11
2.1 My Account	14
2.2 Users	16
2.3 Facility	18
2.4 Reports	20
3.0 Birth Module	23
3.1 Birth Module Home	23
3.1.1 Add New Record	27
3.1.2 Reports	31
3.1.3 Search	32
3.1.4 Add Partial Birth	35
3.1.5 Out of State Records	36
3.1.6 Putative Father Registry	38
3.2 Birth Record Entry Screen	41
3.2.1 Validating a Birth Record	43
3.2.2 Live Birth	44

3.2.2.1	Child Tab	46
3.2.2.2	Mother Tab	50
3.2.2.2.1	Acknowledgement of Paternity	55
3.2.2.3	Father Tab	59
3.2.2.4	Newborn Tab	63
3.2.2.5	Medical / Health Info Tab	70
3.2.2.6	Mother's Medical Tab	77
3.2.2.7	Attendant Tab	81
3.2.2.8	Comments Tab	84
3.2.2.9	Attachments Tab	84
3.2.3	Delay Birth (6 months - 12 years)	85
3.2.3.1	Child Tab	86
3.2.3.2	Mother Tab	90
3.2.3.3	Father Tab	94
3.2.3.4	Attendant Tab	96
3.2.3.5	Comments Tab	99
3.2.3.6	Attachments Tab	99
3.2.4	True Delay (12 years and over)	100
3.2.4.1	Child Tab	101

3.2.4.2	Mother Tab	103
3.2.4.3	Father Tab	106
3.2.4.4	Comments	108
3.2.4.5	Attachments	108
3.2.5	Adoption	109
3.2.5.1	Child Tab	110
3.2.5.2	Mother Tab	113
3.2.5.3	Father Tab	116
3.2.5.4	Attendant Tab	118
3.2.5.5	Comments Tab	120
3.2.5.6	Attachments Tab	120
3.2.6	Partial Birth	121
3.2.6.1	Child Tab	122
3.2.6.2	Mother Tab	125
3.2.6.3	Father Tab	127
3.2.6.4	Comments Tab	129
3.2.6.5	Attachments Tab	129
3.2.7	Foundling	130
3.3	Lifecycle of a Birth Record	133

3.3.1	Abanoding a Birth Record	134
3.3.2	Certifying a Birth Record	136
3.3.3	Registering a Birth Record	139
3.3.4	Re-submitting a Birth Record	141
3.3.5	Viewing Birth Record History	143
3.3.6	Updating a Birth Record	145
3.3.7	Ammending a Birth Record	147
3.3.8	Setting / Resetting Indicators	149
3.3.9	Voiding a Birth Record	150
4.0	Sales and Management module	153
4.1	SAM Module Home	153
4.1.1	Search Case	157
4.1.2	Add New Case	159
4.1.3	Inventory	161
4.1.4	Exchange	166
4.1.5	Reports	167
4.2	Case Data Entry Screen	169
4.2.1	Case Tab	171
4.2.2	Documents and Services	174

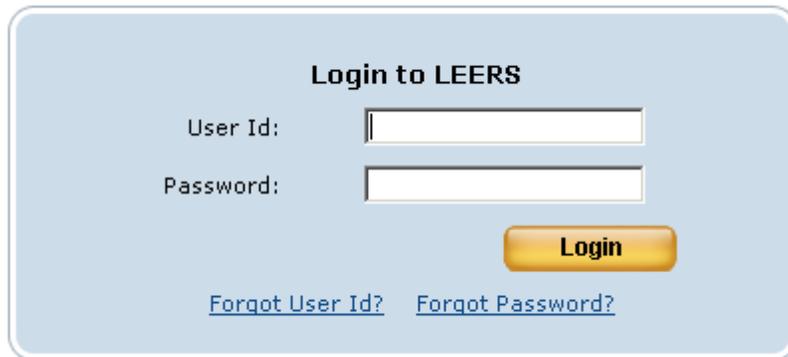
4.2.2.1 Document Types	177
4.2.3 Audit	189
4.2.4 Form Letters	191
4.2.5 Log	192
4.2.6 Attachments	193
4.3 Printing Certificates	194
4.3.1 Single Print	194
4.3.2 Batch Print	196
4.3.3 Assigning Audit Numbers	199
5.0 Common Screens / Functions	201
5.1 Address Information	201
5.2 Comments Tab	203
5.3 Attachments Tab	204
5.4 Printer Setup	206

Login Process

1. Login Process

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 light blue rounded rectangular box titled "Login to LEERS". Inside the box, there are two input fields: "User Id:" followed by a white text box, and "Password:" followed by a white text box. Below these fields is a yellow "Login" button. At the bottom of the box, there are two blue links: "Forgot User Id?" and "Forgot Password?".

Scenarios

The following scenarios are possible when the User tries to enter the Login information:

User ID and Password are valid

The System takes the User to the [LEERS Home](#) page.

User ID and Password are invalid

The System will display appropriate message and prompt the User to try again. The User will have **five (5)** number of attempts before the system locks the **User ID**, if, the **User ID** is correct and **Password** is being entered incorrectly.

System detects Invalid attempt limit is reached

The System will lock the **User ID** and display a message to contact the **System Administrator**.

System detects user has logged in using a temporary password

The System will redirect the User to the [My Account](#) page. The system will then prompt the **User** to change the Password.

Forgot Login/Password

If the User clicks on the **Forgot User ID** link, the System will prompt the user to enter the e-mail id on file for the User. If the User enters the correct e-mail id, the System sends the **User ID** to the e-mail 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 e-mail id on file for the User and then prompt the User for answers to the Security questions pre-selected by the User. If the User enters the e-mail id and answers all 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?

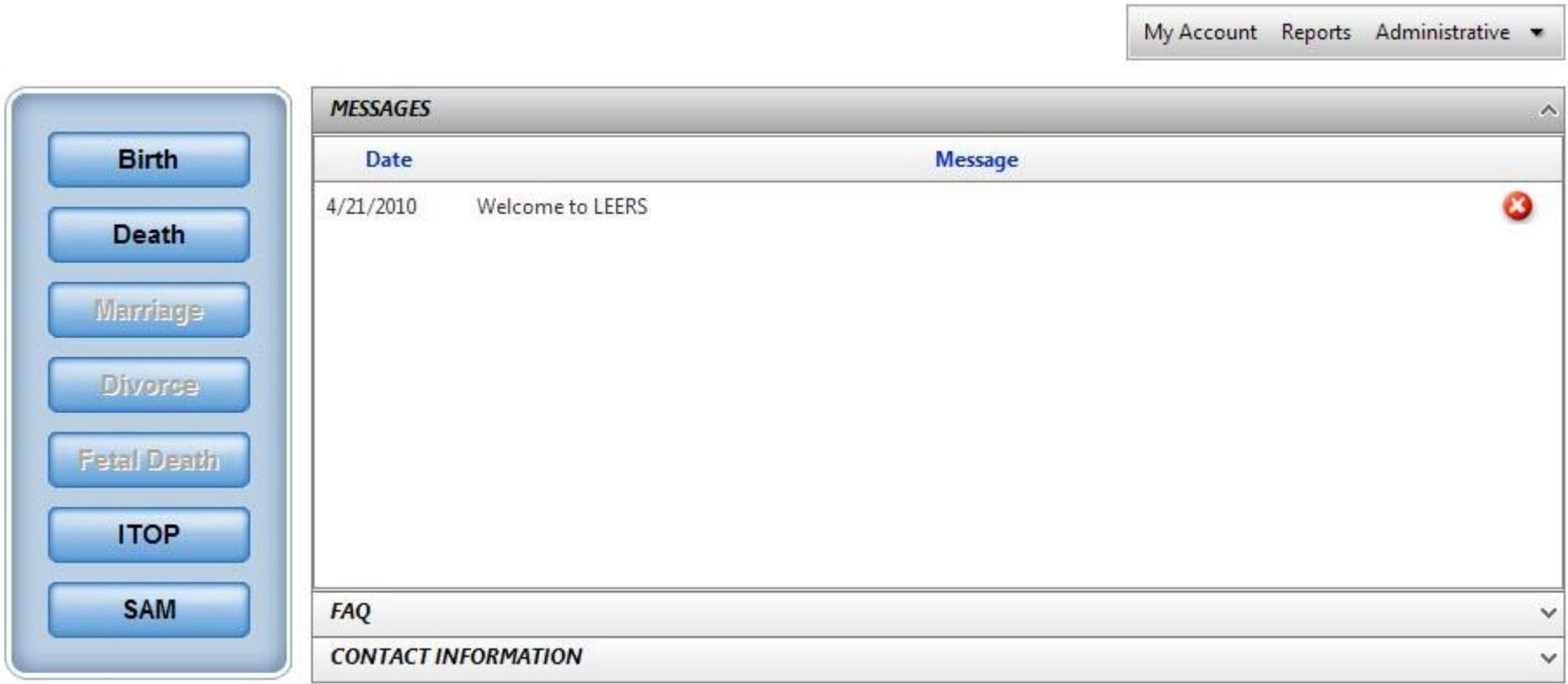
Submit

LEERS Home

2. LEERS Home

LEERS Home

LEERS Home page is displayed after a successful User login.



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.

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.

-Select a facility from list to proceed-

The following modules are available to the User:

[Birth](#)
Death
Marriage
Divorce
Fetal Death
Termination of Pregnancy
[Sales and Management](#)

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.

[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.

The **System Administrator** will have access to the following additional menu under **Administrative** :

Users

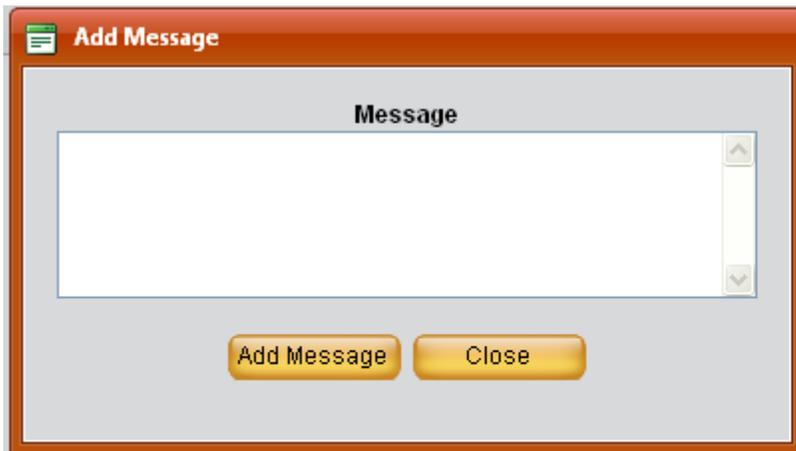
This option navigates to the **Users** page where the **System Administrator** can create and search for any LEERS User.

Facility

This option navigates to the **Facility** page where the **System Administrator** can create and search for any LEERS Facility.

Add Message

This option allows the the System Administrator to add messages to the Message center. These messages are displayed in the Message center everytime a User logs into LEERS.



Enter the text of the message in the pop-up box. Click on **Add Message** button on the pop-up box. The system will display the message in the Message Center whenever any User logs into LEERS.

To delete the message click on the  next to the message.

2.1 My Account

Account Information

The **Account Information** page allows a User to view Contact Information and change Password and Security Questions.

[Home](#)

Change Password

Enter Old Password:

Enter New Password:

Repeat New Password:

[Save Password](#)

Password Requirements

- Must be at least between 8 to 15 characters
- Must contain at least one one lower case letter, one upper case letter, one digit and one special character, space is not allowed
- Valid special characters are @\$%&+=,;,-_

Select Security Questions

1 --

2 --

3 --

[Save Questions](#)

User Information

User Id: dboregis	First Name: Garrett	Middle Name:	Last Name: Kyser
Phone: 504-883-4555	Alternate Phone: 504-883-3176	Fax: 504-883-3162	E-mail: kgarett@leers.com
Address: 12 CHASTANT AVE. METAIRIE, LOUISIANA 70006 UNITED STATES			

To change **Password**:

1. Click the checkbox next to **Change Password**.
2. Enter the Old password.
3. Enter the New Password.
4. Repeat the New Password.
5. Click on the **Save Password** button.

The User has to select **Three (3) Security Questions** on this screen. In the event that the User forgets the **Password**, the System will allow the User to change the password after the User provides correct answers to these selected Security Questions.

To select/change **Security Questions**:

1. Click the checkbox next to **Select Security Questions**.
2. Choose the Security Question from the drop-down list and enter the answer in the box to the right of the respective question.
3. Choose different choices for all the three questions.
4. Click on the **Save Questions** button.

A User who has a PIN can change the PIN from this screen.

To change **PIN**:

1. Click the checkbox next to **Change PIN**.
2. Enter the Old PIN.
3. Enter the New PIN.
4. Click on the **Save Pin** button.

2.2 Users

Users

The **Users** page allows the **System Administrator** to search or create new users.

Create Search Clear

User Id	First Name	Last Name	Email Address	Facilities
dboregis	Garett	Kyser	kgarett@leers.com	

Search Users

User ID	<input type="text" value="dboregis"/>	<input type="checkbox"/> InActive Users	<input type="checkbox"/> Locked Users	E-mail	<input type="text"/>
Last Name	<input type="text"/>	First Name	<input type="text"/>	Phone	<input type="text"/> <input type="text"/> <input type="text"/>
County or Parish	<input type="text" value=""/>	Zip	<input type="text"/>		
User's NPI	<input type="text"/>	State Licence #	<input type="text"/>	Effective Date Range	<input type="text" value="31"/> <input type="text" value="31"/>

Modules, Functions and Facilities

Note: Select a Office Type to be able to see User Types and Functions associated with each module.

Office Type	<input type="text" value=""/>	<input type="checkbox"/> Is Midwife?	<input type="checkbox"/> Is Administrator?
User Module Access	Facilities	<input type="text" value=""/>	<input type="button" value="Add"/>
<input type="checkbox"/> Birth			
<input type="checkbox"/> Death			
<input type="checkbox"/> Divorce			
<input type="checkbox"/> Fetal Death			
<input type="checkbox"/> Marriage			
<input type="checkbox"/> ...			

To Create a **New User**:

1. Click on the **Create** button.
2. Enter the New User details in the appropriate fields. All fields marked * are required fields.
3. Enter the Effective date from which the User will be active.
4. To select **Modules , Functions and Facilities**:
 - Select the User's **Office Type** from the drop-down list to indicate whether the User belongs to *Front Office* or *Back Office*. This option will load the modules-function list the User has access to.
 - If the User belongs to the *Front Office*, then, choose the Facility that the User belongs to. Select a Facility from a drop-down list and click on the **Add** button next to the list to add the User to the Facility. If the User belongs to multiple facilities, repeat this process until all the facilities are added for that User. If the User belongs to the *Back Office* then the **Facilities** list is disabled.
 - To assign **Modules** and **Functions**, check the **Module** that the User needs access to, and expand the **Module** list to view and assign individual functions within the module. Check the box next to each function that the needs to be assigned to the User.
5. Click on the **Save** button to save the User in the System. Any validations while saving will appear on top of the screen. Review the validations, make the required changes and click on the **Save** button again.

To **Reset Password**:

1. Enter the **User Id** in the **User Search** screen and click on the **Search** button.
2. Select the User from the results list displayed on top of the page.
3. Click on the **Reset Password** button on the User details page.
4. System will display a message '*Password has been reset and email has been sent to the User*'.

To **Modify User** details or add/delete Modules or Functions:

1. Enter the **User Id** in the **User Search** screen and click on the **Search** button.
2. Select the **User ID** link from the results list displayed on top of the page.
3. Make the required changes to the User details.
4. Click on the **Save** button to save the User in the System. Any validations while saving will appear on top of the screen. Review the validations, make the required changes and click on the **Save** button again.

Any **History** associated with the User such as NPI change or State ID change will appear on the bottom of the User details page along with the Effective Date of the change.

2.3 Facility

Facilities

The **Facilities** page allows the **System Administrator** to search or create new Facilities.

[Create](#) [Search](#) [Clear](#)

Facility Name	Facility Type	State ID	NPI	Effective Date
ABC Hospital	Hospital	67676		9/29/2009

Search Facilities			
Effective Date Range	<input type="text"/> 31	<input type="text"/> 31	<input type="checkbox"/> Inactive Facilities
Name of Facility	<input type="text" value="abc hospital"/>	Parish	<input type="text"/>
City	<input type="text"/>	Zip	<input type="text"/>
NPI	<input type="text"/>	State ID	<input type="text"/>
Type of Facility	<input type="text"/>		

To Create **New Facility**:

1. Click on the **Create** button.
2. Enter the New Facility details in the appropriate fields. All fields marked * are required fields.
3. Enter the Effective date from which the Facility will be active.
4. Click on the **Save** button to save the User in the System. Any validations while saving will appear on top of the screen. Review the validations, make the required changes and click on the **Save** button again.

To **Modify Facility** details:

1. Enter the **Facility Name** in the **Facility Search** screen and click on the **Search** button.
2. Select the **Facility Name** link from the results list displayed on top of the page.
3. Make the required changes to the Facility details.
4. Click on the **Save** button to save the Facility in the System. Any validations while saving will appear on top of the screen. Review the validations, make the required changes and click on the **Save** button again.

Any **History** associated with the Facility such as and NPI change or State ID change will appear on the bottom of the Facility details page along with the Effective Date of the change.

2.4 Reports

Reports

The **Reports** page allows a User to generate reports required for Administrative or Statistical purposes. Only Users with **Reports Module** functionality have access to the **Reports** page.

Generate

View/Print Module Reports			
Module:	Birth	Report:	--
Office Type:	Back Office		
Date Created	From:		To:

To generate a Report:

1. Select the **Module** for the Report from the drop-down list.
2. Select the required **Report** from the Report list. This list will only display the reports that the User has authority to generate.
3. Choose the **Office Type** as *Front* or *Back* if the report needs to be generated by Office type. If this is left blank, the Report will pull Front Office and Back Office Records in the Report.
4. Select the Date type from the drop down and then select the Date range for the Report.
5. Click on the **Generate** button to view the report.

Birth Module

3. Birth Module

Birth Module

The **Birth Module** is used to create, modify and print Birth Certificates in LEERS.

A Front Office Facility enters the details of the Birth in LEERS. This Birth is Certified and then submitted to the Back Office. The Registration Clerk at the Back Office reviews the Birth Certificate. If the review fails, the Birth record is returned to the Facility for corrections.

If the review is successful, then, the Birth record is registered and Birth Certificate can be printed as required.

3.1 Birth Module Home

Birth Module Home

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

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

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

Status queues

Facility

If the User belongs to a Facility then the following Status queues are visible:

Status	Records
Incomplete	1
Ready to Certify	0
Returned from State	0
All Records	

Child Name	Mother Name	DOB	Sex
▼ Current Birth Total Records: 1			
SMITH, JIM	JASO, LISA	01/01/2010	M
Total Count: 1			

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

Note:

If the User only has functionality to Certify Birth 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.

Back Office

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

Add New Birth Add Partial Birth Search Out Of State Birth Putative Forms Barcode

Status	Records
Incomplete	<u>7</u>
Pending Registration	<u>1</u>
Returned To Facility	<u>2</u>
Pending Abandon	<u>8</u>
Amendments	<u>0</u>
All Records	

Child Name	Mother Name	DOB	Sex
<div style="background-color: #f2f2f2; padding: 2px;"> ▼ Current Birth Total Records: 3 </div>			
EVANS, NIKE	MALTIN, MAGGIE	10/13/2009	M
DEVINNEY, GARY	,	03/14/2010	M
GRIFFIN, PETER	GEORGE,	01/02/2010	
<div style="background-color: #f2f2f2; padding: 2px;"> ▼ Delay Birth Total Records: 1 </div>			
HORNBY, JOHN	JOSHUA, JENNY	05/01/2008	M
<div style="background-color: #f2f2f2; padding: 2px;"> ▼ Foundling Total Records: 1 </div>			
JONES, JONAS	,	04/21/2010	M
<div style="background-color: #f2f2f2; padding: 2px;"> ▼ Local Adoption Total Records: 2 </div>			
LEMON, DON	LEMON, LISA	04/08/2010	F
,	,	01/01/2010	M
<div style="background-color: #f2f2f2; padding: 2px;"> ▼ True Delay Birth Total Records: 1 </div>			
JONES, JASON	ALONSO, JENNY	05/21/1982	M
Total Count: 8			

- **Incomplete**
These are Birth records that are initiated but not completed.
- **Pending Registration**
These are Birth 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 Birth records that have been sent back to the Facility to verify certain data.
- **Pending Abandon**
These are Incomplete Birth records that are pending abandon.
- **Amendments**
These are Registered Birth records that need to be amended.

Note:

A Back Office User can choose to expand and view or collapse and close Current Birth records, Delay Birth records, Adoption Birth records or Foundling records by clicking on the respective arrows next to the Certificate type in the **Records Display Grid**.

The number next to the Status indicates the count of Birth 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.

Records Display Grid

This grid displays records according to required status. The grid displays *Child Name*, *Mother Name*, *Date of Birth* and *Sex* for each record.

Click on the *Child Name* of a 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

Facility

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

[Add New Record](#)

[Search](#)

[Reports](#)

Back Office

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

[Add New Record](#)
[Add Partial Record](#)
[Search](#)
[Out of State Rec](#)
[Putative](#)

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

The Back Office User can click on the **Barcode** button to scan documents related to Birth records.

Note:

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

3.1.1 Add New Record

Add New Record

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

This screen appears when the **User** selects to **Add New Record** on the [Birth Module Home](#) page. The User has to enter the minimum case identification data required to initiate a new Birth Record. The system will search for potential duplicates in the system to determine if the record has already been initiated.

A **Facility User** has to enter the following fields to initiate a Birth Record:

Add New Record

Child's Last Name

Mother's maiden name (last name only)

Child's Date of Birth

Plurality of delivery

- Child's Last Name
- Mother's Maiden Name
- Date of Birth
- Plurality

A **Back Office User** can enter the following additional fields if required:

Add New Record

Child's Last Name	<input type="text"/>	Facility	<input type="text"/>
Mother's maiden name (last name only)	<input type="text"/>	Parish	<input type="text"/>
Child's Date of Birth	<input type="text"/>	City	<input type="text"/>
Plurality of delivery	<input type="text"/>	<input type="checkbox"/> Foundling	

- Facility
- Parish
- City
- Foundling

To initiate a new **Live Birth record**:

Child First Name	Child Date of Birth	Child Time of Birth
<input type="text" value="Jeremy"/>	<input type="text" value="4/1/2010"/>	<input type="text" value="08"/> <input type="text" value="25"/> <input type="text" value="AM"/>

1. Enter the fields mentioned above. *Facility, Parish* and *City* are only visible to Back Office users and are optional.
2. Click on the **Submit** button. The system will perform a search to see if a record with the case identification data entered exists. If yes, then, the system will display a list of potential duplicates. If no, then, the system will display fields to enter

Child's first name and Time of Birth. If the plurality is greater than one, then, the User will have to enter these details for each birth record.

3. Enter the required data and click on **Save Records** button.
4. The system will add the records and display the new records in the Records added grid. Click on the *Child Name* of a record to open the [Live Birth](#) details of the record.

If a list of potential duplicates are displayed in the **Matching Records** grid:

Matching Records							
Child Name	Mother Name	DOB	TOB	Sex	Plurality	PlurMatchNo	Match
SMITH, JEREMY	JONES,	04/01/2010	08:25 AM		1	null	<input type="checkbox"/>

Filter Records Save Records Link Records

Scenario 1 A Duplicate Record exists

Review the list and check the Match column of a potential duplicate record. Click on the **Filter Records** button. This will clear the grid of any other records and only show the duplicate record. Click on the *Child Name* of a record to open the Birth details of the record

Scenario 2 No Duplicate Record exists

Click on the Filter Records button. This will clear the grid of all records and display fields to enter Child's first name and Time of Birth. Proceed as mentioned above to initiate a new Live Birth Record.

Scenario 3 Record is part of Linked Plural Delivery

Review the list and check the Match column of all the linked records. Click on the Filter Records button. The system will display fields to enter Child's first name and Time of Birth. Enter the required data and click on **Save Records** button. The system will create the New Birth Record and link it to the records selected as match records.

To **link** Birth records that were created as single Birth records:

1. Enter the Child's last name, Mother's maiden name, DOB and actual plurality of birth.
2. Click on the **Submit** button. System will display all existing records that match above criteria.
3. Check the Match column of all records that need to be linked and click the **Filter Records** button. This will enable the **Link Records** button.
4. Click on the **Link Records** button. This will link the records selected as match records.

Note:

Whenever multiple birth records or linked records are created, the system automatically calculates the **Birth Order** depending upon the **Time of Birth** of each linked record.

A Facility User can create a Delayed record if the Date of Birth is within 6 months to 12 years of the current date. This option is not open to a Back Office User.

To initiate a **Delay Record**:

1. Enter the Child's Name, Mother's maiden name, DOB and Plurality. (DOB is within 6 months and 12 years of current date)
2. Click on the **Submit** button. System will display a message *'Date of Birth is greater than six months. Do you wish to create a Delayed Birth record?'*
3. Click on the Yes button. The system will create a Delay Birth record and open the Birth details page to enter information for the [Delay Birth Record](#).

A Back Office User will see an option to create a **Foundling** record. This option is not visible to a Facility User.

To initiate a **Foundling Record**:

1. Enter the Child's Name and DOB. Check the Foundling box.
2. Click on the Submit button. The system will display a message *'Do you want to create a Foundling Birth record?'*
3. Click on the Yes button. The system will create a Foundling Birth record and open the Birth details page to enter information for the [Foundling](#) Record.

3.1.2 Reports

Reports

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

This screen appears when the **User** selects **Reports** on the [Birth Home](#) page. This button is visible to a Facility User only.



The screenshot shows a web form for generating reports. It includes a dropdown menu labeled 'Report' with 'Acknowledgement of Paternity' selected. Below it is a 'Date of Birth Range' section with 'From:' and 'To:' input fields. The 'To:' field contains the number '31'. A yellow 'View' button is positioned below the date range fields.

The following reports are available to a Facility User:

- Acknowledgement of Paternity
- Certificates Dropped to Paper and Submitted to State
- All Record Status

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.

3.1.3 Search

Search

This section describes the process of searching a Birth record in LEERS.

This screen appears when the **User** selects to **Search** on the [Birth Home](#) page.

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

Search for a Record			
<input type="checkbox"/> Use Soundex?			
Child's Date of Birth		/ /	MM/DD/YYYY
Child's Last Name	<input type="text"/>	Child's First Name	<input type="text"/>
Mother's maiden Name(Last Name)	<input type="text"/>	Mother's First Name	<input type="text"/>
Father's Last Name	<input type="text"/>	Father's First Name	<input type="text"/>
Mother's SSN	<input type="text"/>	Father's SSN	<input type="text"/>
Mother's Medical record number	<input type="text"/>	Newborn Medical record number	<input type="text"/>
User ID Created	<input type="text"/>		
<input type="button" value="Submit"/> <input type="button" value="Clear form"/>			

Back Office users have the following additional fields to search birth records:

Search for a Record	
NOTE: Child DOB Year is required for all multiple search criteria, except Mother/Father SSN, State File # and complete Child DOB	
<input type="checkbox"/> Use Soundex?	
State File Number	119 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Child's Date of Birth <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> MM/DD/YYYY
Child's Last Name	<input type="text"/>
Child's First Name	<input type="text"/>
Mother's maiden Name(Last Name)	<input type="text"/>
Mother's First Name	<input type="text"/>
Father's Last Name	<input type="text"/>
Father's First Name	<input type="text"/>
Mother's SSN	<input type="text"/>
Father's SSN	<input type="text"/>
Parish of birth	<input type="text"/>
Sex of the child	<input type="text"/>
User ID Created	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Clear form"/>	
Advanced Search	

The User has to enter Child's DOB Year to search for a record unless the User is searching using a complete **Date of Birth, State File Number or Mother/Father SSN**. Enter the required criteria in the respective Search fields and click on **Submit** button. The results of the Search are displayed in the Search grid.

SFN	Child Name	Mother Name	Father Name	DOB	Sex	Parish	
119201000000006	JOHNSON, SAMUEL	SMITH, LISA	,	01/02/2010	M	JEFFERSON	
Total Count: 1							

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

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 for a Record			
NOTE: Child DOB Year is required for all multiple search criteria, except Mother/Father SSN, State File # and complete Child DOB			
<input type="checkbox"/> Use Soundex?			
State File Number	119	Child's Date of Birth	MM/DD/YYYY
Child's Last Name		Child's First Name	
Mother's maiden Name(Last Name)		Mother's First Name	
Father's Last Name		Father's First Name	
Mother's SSN		Father's SSN	
Parish of birth		Sex of the child	
Facility Name			
Registration Status		Registration Date	
User ID Created		User ID Registered	
View Sealed Records	<input type="checkbox"/>		
<input type="button" value="Submit"/> <input type="button" value="Clear form"/>			
Normal Search			

Soundex is a tool by which names can be searched phonetically by indexing names by sound, as pronounced in English. This aids in searching for names with an unfamiliar spelling, so that they can be matched despite minor differences in spelling. For searching using the soundex functionality, check the *Use Soundex* box.

3.1.4 Add Partial Birth

Add Partial Birth Record

This section describes the process of entering a Partial Birth record in LEERS.

This screen appears when the **User** selects to **Add Partial Record** on the [Birth Home](#) page. The User has to enter the minimum case identification data required to initiate a Partial Birth Record. The system will search for potential duplicates in the system to determine if the record has already been initiated.

Create a Partial Record

State File Number	<input type="text" value="119"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Child's Last Name	<input type="text"/>	Child's First Name	<input type="text"/>		
Child's Date of Birth	<input type="text" value="31"/>	Parish	<input type="text" value="v"/>		
Mother's Maiden Name (last name only)	<input type="text"/>	Mother's First Name	<input type="text"/>		
Father's Last Name	<input type="text"/>	Father's First Name	<input type="text"/>		

The minimum data required for Adding Partial Birth is:

- State File Number
- Date of Birth

Enter the data in the respective fields and click on **Submit**.

If a record exists with the SFN entered, then the system displays message *'Record with this State File Number already exists. Please enter a different State File Number'*.

If the system does not find the entered SFN, then, a new record with the data entered, is created and the system displays [Partial Birth](#) screen to enter the record details.

3.1.5 Out of State Records

Out of State Records

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

This screen appears when the User clicks on **Out of State Rec** button on the [Birth Module Home](#) page. The User has to enter the minimum case identification data required to initiate a new Out of State Birth 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	<input type="text"/>	Child's Date of Birth	<input type="text" value="11/1/2009"/> 31
Child's Last Name	<input type="text"/>	Child's First Name	<input type="text"/>
Mother's Maiden Name (last name only)	<input type="text"/>	Mother's First Name	<input type="text"/>
Father's Last Name	<input type="text"/>	Father's First Name	<input type="text"/>

Search Create Clear

1 record(s) found.

State File #	Child Name	Sex	Date Of Birth	Mother Name	Father Name	Place of Birth	
200-2009-000-001	DAMON, MICHEAL	M	11/1/2009	SMITH, LISA	DAMON, JOHN	TN US	Update

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 Birth* and the *Child's Last Name* are the minimum criteria required to initiate a New Out of State Record.

Click on the **Update** link at the end of the record on the Search grid to Update an existing Out of State record. Refer to details of [Live Birth](#) 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 [Attendant](#) 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.

Add/Search Out of State Record

State File Number	<input type="text"/>	Child's Date of Birth	11/1/2009 31
Child's Last Name	<input type="text"/>	Child's First Name	<input type="text"/>
Mother's Maiden Name (last name only)	<input type="text"/>	Mother's First Name	<input type="text"/>
Father's Last Name	<input type="text"/>	Father's First Name	<input type="text"/>

Search
Create
Clear

1 record(s) found.

State File #	Child Name	Sex	Date Of Birth	Mother Name	Father Name	Place of Birth	
200-2009-000-001	DAMON, MICHEAL	M	11/1/2009	SMITH, LISA	DAMON, JOHN	LA US	Update

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.

3.1.6 Putative Father Registry

Putative Father Registry

This section describes the process of entering or searching for a record in Putative Father Registry in LEERS.

This screen appears when the User clicks on **Putative** button on the [Birth Module Home](#) page. The User has to enter the minimum case identification data required to initiate a new Putative Father Registry Record. The system will search for potential duplicates in the system to determine if the record has already been initiated.

Search Putative Father Registry			
Child's Date of Birth	<input type="text" value="__/__/__"/>	MM/DD/YYYY	<input type="checkbox"/> Use Soundex?
Child's First Name	<input type="text"/>	Child's Last Name	<input type="text"/>
Father's First Name	<input type="text"/>	Father's Last Name	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Create"/> <input type="button" value="Clear"/>			

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.

Enter the minimum criteria required to initiate a New Putative Registry Record. Click on the **Create** button to create a new record.

Click on the **View Report**  link at the end of the Search grid to view the Putative Father report.

Click on the **View Data**  link at the end of the record on the Search grid to Update an existing record. This will open the Putative Father record data entry form.

Child's Information

Child's First Name	Middle Name	Last Name	Suffix	Child's Date of Birth
<input type="text" value="DARRYL"/>	<input type="text"/>	<input type="text" value="SMITH"/>	<input type="text" value=""/>	<input type="text" value="01/01/2010"/> MM/DD/YYYY
Child's Place of Birth:				
State:	City: METAIRIE			
				Update Address

Father's Information

Father's First Name	Middle Name	Last Name	Suffix	
<input type="text" value="DON"/>	<input type="text"/>	<input type="text" value="SMITH"/>	<input type="text" value=""/>	
Father's Address:				
House #: 12	Street: BARRON	St. Designator: ST		
State:	County:	City: METAIRIE	Zipcode: 70006	
				Update Address

Mother's Information

Mother's First Name	Middle Name	Maiden Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value=""/>

Child's Information

Enter the Child's Last Name, First Name and Middle Name and select the Suffix from the drop-down list.

If the First Name of the child is not known type the value "**Unnamed**" in the field.

If present, the name must begin in position 1. The first character must be a letter from A to Z. The remaining characters must be a letter from 'A' through 'Z', the single quote mark('), dash(-) or space().

The First Name and the Last Name cannot be blank.

Date of Birth

Enter the Child's **Date of Birth**

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

The Child's Date of birth must be earlier than or the same as the current date

Place of Birth

Click on the **Update Address** button.

Select the **Country** of Birth 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.

Enter the **City** of Birth in the respective box.

If the Place of Birth is within *United States* or *Canada*, the **State/Territory/Province** and **City** fields are mandatory.

For any other Place of Birth only **Country** and **City** are mandatory.

If Mother's Place of Birth is not known, type the word '*UNKNOWN*' in **City** box.

Father's Name

Enter the Father's Last Name, First Name and Middle Name and select the Suffix from the drop-down list.

If present, the name must begin in position 1. The first character must be a letter from A to Z. The remaining characters must be a letter from 'A' through 'Z', the single quote mark('), dash(-) or space().

The First Name and the Last Name cannot be blank.

Residence Address

Click on the **Update Address** button

Enter the Father's Residence [Address](#).

Mother's Maiden Name

Enter the Mother's Maiden Last Name, First Name and Middle Name and select the Suffix from the drop-down list.

If present, the name must begin in position 1. The first character must be a letter from A to Z. The remaining characters must be a letter from 'A' through 'Z', the single quote mark('), dash(-) or space().

3.2 Birth Record Entry Screen

Birth Record Entry Screen

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

The Birth Record Entry screen will differ depending upon the type of Birth being recorded. The following types of Birth entry screens exist in LEERS:

- [Live Birth](#)
These are birth records that are within 6 months of current date.
- [Delay Birth \(6 months- 12 years\)](#)
These are birth records that are within 6 months to 12 years of current date.
- [True Delay \(12 yrs and over\)](#)
These are birth records that are 12 years or over the current date.
- [Adoption](#)
These are birth records going through local adoption or foreign adoption.
- [Partial Birth](#)
These are birth records that do not have all the statistical and health information of live birth records but have partial birth information required to certify birth.
- [Foundling](#)
These are for foundling birth records.

The following common buttons appear on all data entry screens:

Print

Click on the Print button to print an administrative report of the Birth record. A Front Office User will see options to print the following reports:

Admin Report, Mother's Worksheet, Birth Verification, SSA Form, Paternity Declaration

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

3.2.1 Validating a Birth Record

Validating a Birth Record

This section describes the process of validating a Birth 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 **by-pass** 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 [Birth 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 [Birth Record Entry Screen](#).

Example: If User runs page validations on [Child tab](#), then these validations will not be visible when the User navigates to or clicks on the [Mother tab](#).

- **Final Validations**

Click on the **Ready to Certify** button (for Front Office) or **Send to Register** (for Back Office) on the [Attendant tab](#) to validate the entire Birth 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 [Child tab](#), then only those validations that are relevant to the Child 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).

3.2.2 Live Birth

Live Birth Record Entry Screen

This section describes the process of entering a Live Birth record in **LEERS**.

The Live Birth Record Entry screen has the following sections:

Child

This section is used to enter the information related to the Child whose birth is being recorded.

Mother

This section is used to enter the information related to the Mother of the Child.

Father

This section is used to enter the information related to the Father of the Child.

Newborn

This section is used to enter the information related to the birth of the Child.

Medical/Health Info

This section is used to enter the Medical/Health information about the Child.

Mother's Medical

This section is used to enter the Mother's Medical information.

Attendant

This section is used to enter the information related to the Attendant and the Certifier for the Birth being recorded.

Comments

This section is used to enter comments related to the record.

Attachments

This section is used to attach any documents related to the record.

The various sections can be selected by clicking on the respective section header at the top.

Linked Deliveries

If a Birth record is part of a Plural Delivery, then, all the linked records will appear by Birth order in a drop down list on top of the screen. Selecting the Birth Order will load the respective record details according to the tab selected. For a linked delivery, the Mother, Father and Mother Medical details are copied across linked records.

Note:

If the Live Birth record is entered at a Facility, then, it will need to be certified. To do this, click on the **Send or Certify** button on the [Attendant](#) tab. This will validate the record and change status on the record to **Ready to Certify**.

If the Live Birth 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 [Attendant](#) tab. This will validate the record and change the status on the record to **Pending Registration**.

3.2.2.1 Child tab

Live Birth - Child Details

This section describes the **Child** tab in the Live Birth Data Entry Screen. The Case Identification information entered at the time of creating the Birth record like Child's Name, Date of Birth and Time of Birth will be automatically populated in their respective fields.

Child	Mother	Father	Newborn	Medical Info	Mothers Medical	Attendant	Comments	Attachments
Child's Information Child's Last Name: <input type="text" value="LOPEZ-GONZALES"/> First Name: <input type="text" value="YOLANDI"/> Middle Name: <input type="text" value="YVONNE"/> Suffix: <input type="text" value=""/>								
Sex: <input type="text" value="F"/> Time of Birth: <input type="text" value="06"/> : <input type="text" value="28"/> <input type="text" value="AM"/> Date of Birth: <input type="text" value="04/21/2010"/> MM/DD/YYYY								
Newborn Medical Record Number: <input type="text"/> Mother's Hospital ID Number: <input type="text"/>								
Place Where Birth Occured <input checked="" type="radio"/> Hospital <input type="radio"/> Born Enroute <input type="radio"/> Home Birth Planned <input type="radio"/> Home Birth UnPlanned <input type="radio"/> Clinic/Doctor's Office <input type="radio"/> Other								
Facilities: <input type="text" value="East Jefferson General Hospital"/>								
Address House #: 4200 Street: HOUMA St. Designator: BLVD Country: UNITED STATES State: LOUISIANA County: JEFFERSON City: METAIRIE Zipcode: 700062996								
Child's Social Security Number Do you want a Social Security Number for this child? <input checked="" type="radio"/> Yes <input type="radio"/> No				Enroll child in immunization reminder Do you want to enroll child in immunization reminder system? <input checked="" type="radio"/> Yes <input type="radio"/> No				
Informant's Information Informant's Full Name: <input type="text" value="PABLO GONZALES"/> Relation to infant: <input checked="" type="radio"/> Parent <input type="radio"/> Other								

Child's Name

Enter the Child's Last Name, First Name and Middle Name and select the Suffix from the drop-down list.

If the First Name of the child is not known type the value “**Unnamed**” in the field.

If present, the name must begin in position 1. The first character must be a letter from A to Z. The remaining characters must be a letter from 'A' through 'Z', the single quote mark('), dash(-) or space().

The First Name and the Last Name cannot be blank.

Sex

Select the Sex of the Child from the drop-down list. The list has values M (Male), F (Female) and N (Not Yet Determined).

A selection of 'N' will need to be verified during validation.

Time of Birth

Enter the **Time of Birth** using a 12-hour clock .

A 12-hour clock with the range of 12.00 a.m. to 11.59 a.m. and 12.00 p.m to 11.59 p.m is to be used to report the **Time of Birth**.

The hour list has values ranging from 00-12.

The minute list has values ranging from 00-59.

The **AM/PM** option should also be chosen from a list.

Date of Birth

Enter the Child's **Date of Birth**

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

The Child's Date of birth must be earlier than or the same as the current date

Newborn Medical Record Number

Enter the Facility Medical Record Number for the newborn child. This is not a mandatory field.

Mother's Medical Record Number

Enter the Facility Medical Record Number for the Mother of the newborn child. This is not a mandatory field.

Place where Birth Occured

Select an option from the list shown to indicate where the child was born. The options shown in this list will differ depending upon the type of Facility the User belongs to.

If the User belongs to a **Hospital** then answer the question *Did the birth occur in this facility?*

- Yes
- Born en route
- Home Birth Planned
- Home Birth Unplanned
- Clinic/Doctor's Office
- Other

If the User belongs to a **Birthing Center** then answer the question *Did the birth occur in this facility?*

- Yes
- Born en route
- Other

If the User is a **Mid-wife** then answer the question *Where did the birth occur?*

- Home Birth Planned
- Home Birth Unplanned
- Other

If the User belongs to a **Local Registrar's office** then answer the question *Where did the birth occur?*

- Home Birth Planned
- Home Birth Unplanned
- Clinic/Doctor's Office
- Other

If the User belongs to **Back Office** then answer the question *Where did the birth occur?*

- Hospital
- Freestanding Birthing center
- Home Birth Planned
- Home Birth Unplanned
- Clinic/Doctor's Office
- Other

If option chosen is *Birth occurred at Facility* or *en route to the Facility*, then, the User's **Facility Name** and **Address** is automatically populated in the respective fields.

If option chosen is *Clinic/Doctor's office* or if Back Office User chooses *Hospital* or *Freestanding Birthing Center*, then, the User has to select **Facility Name** from drop-down list. The **Address** will be populated automatically.

For any other option, enter the [Address](#) for **Place of Birth** by clicking on the **Update Address** button
If option chosen is *Other*, then, the specify the **Place of Birth**.

Child's Social Security Number

Select an option to indicate whether a Social Security Number has been requested for the Child.

A response of *Yes* is allowed, only if the **Child's First Name** is not blank or '*UNNAMED*'. Also, only a *Parent (Informant's relation to Child)* can request a Social Security Number.

Enroll Child in Immunization reminder

Select an option to indicate whether an Immunization Reminder has been requested for the Child.

Only a *Parent (Informant's relation to Child)* can request an Immunization reminder.

Informant's Information

Enter the Name of the Informant who supplied all the information for the Birth record and the relationship of the Informant with the Child.

The Informant's name and relationship with the Child cannot be blank. If the Informant is **not a Parent** the relationship of the informant with the Child has to be specified.

3.2.2.2 Mother tab

Live Birth - Mother Details

This section describes the **Mother** tab in the Live Birth Data Entry Screen.

The Case Identification information entered at the time of creating the Birth record like Mother's Maiden Last Name will be automatically populated in the respective field.

Child	Mother	Father	Newborn	Medical Info	Mothers Medical	Attendant	Comments	Attachments
Mother's Current Legal Name:								
Last Name		First Name		Middle Name		Suffix		
<input type="text" value="LOPEZ-GONZALES"/>		<input type="text" value="YVONNE"/>		<input type="text"/>		<input type="text" value=""/>		
Mother's Name PRIOR to First Marriage: <input type="checkbox"/> Same as Mother's Current Legal Name?								
Last Name		First Name		Middle Name		Suffix		
<input type="text" value="LOPEZ"/>		<input type="text" value="YVONNE"/>		<input type="text"/>		<input type="text" value=""/>		
Date of Birth				Mother's SSN				
<input type="text" value="07/22/1974"/> MM/DD/YYYY				<input type="text" value="212-45-2222"/>				
Place of Birth								
								Update Address
Mother's Residence Address								
House #: 4125 Pre-Dir: N Street: CAPITAL HILL St. Designator: DR								
Country: UNITED STATES State: LOUISIANA County: ACADIA City: ESTHERWOOD Zipcode: 70555								
								Update Address
Within City Limits?								
<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown								
Mailing Address <input checked="" type="checkbox"/> Same as Residence?								
House #: 4125 Pre-Dir: N Street: CAPITAL HILL St. Designator: DR								
Country: UNITED STATES State: LOUISIANA County: ACADIA City: ESTHERWOOD Zipcode: 70555								
Mother Married?								
Was mother EVER married?			Married at Conception or any time between?			Was AOP signed at the Facility?		
<input checked="" type="radio"/> Yes <input type="radio"/> No			<input checked="" type="radio"/> Yes <input type="radio"/> No			<input checked="" type="radio"/> Yes <input type="radio"/> No		
<input type="checkbox"/> Issue Discrepancy Letter?						3-Party AOP		

Mother's Current Legal Name

Enter the Mother's Current Legal Last Name, First Name and Middle Name and select the Suffix from the drop-down list.

If present, the name must begin in position 1. The first character must be a letter from A to Z. The remaining characters must be a letter from 'A' through 'Z', the single quote mark('), dash(-) or space().

The First Name and the Last Name cannot be blank.

Mother's Name PRIOR to First Marriage

Enter the Mother's Maiden Last Name, First Name and Middle Name and select the Suffix from the drop-down list.

If present, the name must begin in position 1. The first character must be a letter from A to Z. The remaining characters must be a letter from 'A' through 'Z', the single quote mark('), dash(-) or space().

The First Name and the Last Name cannot be blank.

Date of Birth

Enter the Mother's Date of Birth.

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

Mother's Date of Birth must be completed. If the Mother's age is less than 8 years or greater than 65 years, then, the Date of Birth will need to be verified during validation.

Place of Birth

Click on the **Update Address** button.

Select the **Country** of Birth 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.

Enter the **City** of Birth in the respective box.

If the Place of Birth is within *United States* or *Canada*, the **State/Territory/Province** and **City** fields are mandatory.

For any other Place of Birth only **Country** and **City** are mandatory.

If Mother's Place of Birth is not known, type the word '*UNKNOWN*' in **City** box.

Residence Address

Click on the **Update Address** button

Enter the Mother's Residence [Address](#).

Residence of the mother is the place the mother actually resides. Do not report temporary residences such as on a visit, business trip, or vacation. Place of residence during a tour of military duty or attendance at college should be entered as the place of residence.

For mothers who live in a group home, mental institution, penitentiary, or hospital for the chronically ill, report the location of the facility as the place of residence.

Mailing Address

Click on the **Update Address** button

Enter the Mother's Mailing [Address](#).

If the Mailing Address is the same as the **Residence Address**, then, check the box **Mailing Address same as Residence**.

The Residence Address will be automatically populated in the Mailing Address boxes.

Mother Married

Select an option to indicate whether the Mother was ever married.

If the option selected is *Yes*, then, select an option to indicate whether the Mother was married at the time of conception or anytime in between.

The questions following this item will only be visible to Hospital Facility Users.

If the option selected is *Yes*, then, select an option to indicate whether Mother wants to complete Acknowledgement of Paternity (AOP)

If the option selected is *Yes*, then, select an option to indicate whether AOP will be signed at the hospital.

If the option selected is *Yes*, then, click on link for 2-party or 3 party AOP to complete the [AOP details](#).

If the Mother was not Married ever or if the Mother was not married at the time of conception or anytime in between, and, if she does not wish to complete the AOP, then system will display message *'No Acknowledgement of Paternity! Father's information will be deleted. Do you wish to continue?'*

If the option selected is *Yes*, then, any information entered in Father's section is deleted and the section is disabled and not validated.

If there is a discrepancy in the above details and a letter needs to be issued, then, check the box next to **Issue Discrepancy Letter**. The link to Print Discrepancy letter will be visible. If this box is checked, then, any information entered for the Father will not be validated.

SSN

Enter the Mother's Social Security Number.

Enter the values 888-88-8888 if not applicable or 999-99-9999 if unknown.

Mother's SSN is a mandatory field. Values of 888-88-8888 or 999-99-9999 will have to be verified during validation.

<p>Mother's Education Check the box that best describes the highest degree or level of school completed at the time of delivery.</p> <p><input type="radio"/> 8TH GRADE OR LESS</p> <p><input type="radio"/> 9TH THROUGH 12TH, NO DIPLOMA</p> <p><input type="radio"/> HIGH SCHOOL GRADUATE, OR GED COMPLETED</p> <p><input type="radio"/> SOME COLLEGE CREDIT, BUT NO DEGREE</p> <p><input type="radio"/> ASSOCIATE DEGREE (E.G. AS, AA)</p> <p><input checked="" type="radio"/> BACHELOR'S DEGREE (E.G. BS, AB, BA)</p> <p><input type="radio"/> MASTER'S DEGREE (E.G. MS, MA, MENG, MED, MSW, MBA)</p> <p><input type="radio"/> DOCTORATE (E.G. PHD, EDD) OR PROFESSIONAL DEGREE (E.G. MD, DDS, DVM, LLB, JD)</p> <p><input type="radio"/> UNKNOWN</p>	<p>Mother of Hispanic Origin? Check the box that best describes whether the mother is Spanish/Hispanic/Latina. Check the 'No' box if mother is not of Hispanic origin.</p> <p><input type="checkbox"/> YES, MEXICAN, MEXICAN AMERICAN, CHICANA</p> <p><input type="checkbox"/> YES, PUERTO RICAN</p> <p><input type="checkbox"/> YES, CUBAN</p> <p><input type="checkbox"/> YES, OTHER</p> <p><input type="checkbox"/> SPANISH/HISPANIC/LATINA Specify <input type="text"/></p> <p><input checked="" type="checkbox"/> UNKNOWN IF SPANISH/HISPANIC/LATINO</p> <p><input type="checkbox"/> NO, NOT SPANISH/HISPANIC/LATINA</p>	<p>Mother's Race Check one or more races to indicate what the mother considers herself to be.</p> <p><input checked="" type="checkbox"/> WHITE</p> <p><input type="checkbox"/> BLACK OR AFRICAN AMERICAN</p> <p><input type="checkbox"/> AMERICAN INDIAN OR ALASKAN NATIVE Specify <input type="text"/></p> <p><input type="checkbox"/> ASIAN INDIAN</p> <p><input type="checkbox"/> CHINESE</p> <p><input type="checkbox"/> FILIPINO</p> <p><input type="checkbox"/> JAPANESE</p> <p><input type="checkbox"/> KOREAN</p> <p><input type="checkbox"/> VIETNAMESE</p> <p><input type="checkbox"/> OTHER ASIAN Specify <input type="text"/></p> <p><input type="checkbox"/> NATIVE HAWAIIAN</p> <p><input type="checkbox"/> GUAMANIAN OR CHARMORRO</p> <p><input type="checkbox"/> SAMOAN</p> <p><input type="checkbox"/> OTHER PACIFIC ISLANDER Specify <input type="text"/></p> <p><input type="checkbox"/> OTHER Specify <input type="text"/></p> <p><input type="checkbox"/> UNKNOWN</p>
---	--	---

Education

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

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

Hispanic origin

Based on the mother's response to the worksheet or the interview, select all the corresponding checkboxes on the certificate and fill in any literal (written) responses. If mother has chosen more than one response, check all that she selected; for example, if both *Mexican* and *Cuban* are checked, select both responses. If the mother indicates an ethnic origin not on the list, record it in the **Specify** space. Enter the mother's response in this space even if it is not a Hispanic origin.

Race

Based on the mother'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*.

3.2.2.2.1 Acknowledgement of Paternity

Acknowledgement of Paternity

This section describes the **Acknowledgement of Paternity (AOP)** in Live Birth Data Entry. AOP is generated when the User clicks on the AOP link on the [Mother](#) tab.

Back Print Save Validate

Acknowledgment of Paternity Affidavit - Child Born of Marriage

Section I - Child's Information

(Child's name as it appears on birth Certificate)

Child's Last Name	First Name	Middle Name	Suffix	Date of Birth
<input type="text" value="SMITH"/>	<input type="text" value="GABRIEL"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1/1/2010"/>

Place of Birth
Facility Name:
Country: UNITED STATES **State:** LOUISIANA

(Child's Name as the parents want it to appear on the birth certificate)

Child's Last Name	First Name	Middle Name	Suffix
<input type="text" value="SMITH"/>	<input type="text" value="GABRIEL"/>	<input type="text"/>	<input type="text"/>

Section II - Mother's Information

Mother's Current Legal Name				
Last Name	First Name	Middle Name	Suffix	
<input type="text" value="SMITH"/>	<input type="text" value="LISA"/>	<input type="text"/>	<input type="text"/>	
Mother's Maiden Name				
Last Name	First Name	Middle Name	Suffix	
<input type="text" value="JONES"/>	<input type="text" value="LISA"/>	<input type="text"/>	<input type="text"/>	
Date of Birth	Social Security Number			
<input type="text"/>	<input type="text"/>			
Mother's Place of Birth				
<input type="text"/>				
Mother's Race				
<input type="text"/>				
Mother's Address				
<input type="text"/>				

Mother's Employment Information

Mother's Occupation	Name of Employer	Mother(s) Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Mother's Employer Address		
<input type="text"/>		

[Update Address](#)

Child's Information

This section is read-only and the information entered on [Child](#) tab in the [Live Birth Data Entry](#) Screen is copied over to the AOP.

Enter the Child's Name as the Parents want it to appear on the Birth certificate.

Mother's Information

This section is read-only and the information entered on [Mother](#) tab in the [Live Birth Data Entry](#) Screen is copied over to the AOP.

Mother's Employment Information

Enter the Mother's Occupation, Name of Employer, Phone Number and Address of Employer in the respective boxes.

The Mother's Occupation cannot be blank.

Husband's Information

This information is necessary only for a 3-party AOP. Enter the Husband's Name and [Address](#).

The Husband's information cannot be blank.

Mother's Insurance Information

Select an option to indicate whether the Mother has Health Insurance. If the option selected is 'Yes', enter the name of the Insurer and Policy number. Select an option to indicate whether the Mother has state Medicaid.

The Mother's Insurance information must be completed.

Father's Information

This section is read-only and the information entered on [Father](#) tab in the [Live Birth Data Entry](#) Screen is copied over to the AOP.

Father's Employment Information

Enter the Father's Occupation, Name of Employer, Phone Number and Address of Employer in the respective boxes.

The Father's Occupation cannot be blank.

Was Mother married at Conception or any time between? Yes No

If Yes, Give Husband's name and address below.

Husband's Information

Husband's Last Name

Husband's First Name

Husband's Middle Name

Suffix

Husband's address info here

[Update Address](#)

Mother's Insurance Information

Does Mother Have Health Insurance?

Yes No

If yes, Insurer's Name

Policy Number

State Medicaid:

Yes No

Section III - Father's Information

Last Name

First Name

Middle Name

Suffix

Date of Birth

Social Security Number

Father's Place of Birth

Father's Race

Father's Address

[Update Address](#)

Father's Employment Information

Father's Occupation

Name of Employer

Father(s) Phone Number

Father's Employer Address

[Update Address](#)

Is Father Under age 18? Yes No

Father's Insurance Information

Does Father Have Health Insurance?

Yes No

If yes, Insurer's Name

Policy Number

Guardian's Information

This information is necessary only if the Father is under age 18. Enter the Guardian's Name and [Address](#).

The Guardian's information cannot be blank.

Father's Insurance Information

Select an option to indicate whether the Father has Health Insurance. If the option selected is 'Yes', enter the name of the Insurer and Policy number.

The Father's Insurance information must be completed

3.2.2.3 Father tab

Live Birth - Father Details

This section describes the **Father** tab in the Live Birth Data Entry Screen.

If the Mother was not Married ever or if the Mother was not married at the time of conception or anytime in between, and, if she does not wish to complete the AOP, then, the system will delete any information entered in this section and disable this section. The User will not be able to enter any **Father** information.

If the **Issue Discrepancy Letter** box is checked, then, the Father information will not be validated.

Child	Mother	Father	Newborn	Medical Info	Mothers Medical	Attendant	Comments	Attachments
Father's Information:								
Last Name		First Name		Middle Name		Suffix		
<input type="text" value="GONZALES"/>		<input type="text" value="PABLO"/>		<input type="text" value="MIGUEL"/>		<input type="button" value="v"/>		
Date of Birth				Father's SSN				
<input type="text" value="09/22/1971"/> MM/DD/YYYY				<input type="text" value="421-55-1111"/>				
Place of Birth								
Country: UNITED STATES		State: LOUISIANA		City: NEW ORLEAN		Update Address		

Father's Name

Enter the Father's Last Name, First Name and Middle Name and select the Suffix from the drop-down list.

If present, the name must begin in position 1. The first character must be a letter from A to Z. The remaining characters must be a letter from 'A' through 'Z', the single quote mark('), dash(-) or space().

The First Name and the Last Name cannot be blank.

Date of Birth

Enter the Father's Date of Birth.

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

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

Place of Birth

Click on the **Update Address** button.

Select the **Country** of Birth 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.

Enter the **City** of Birth in the respective box.

If the Place of Birth is within *United States* or *Canada*, the **State/Territory/Province** and **City** fields are mandatory.

For any other Place of Birth only **Country** and **City** are mandatory.

If Father's Place of Birth is not known, type the word '*UNKNOWN*' in **City** box.

SSN

Enter the Father's Social Security Number.

Enter the values 888-88-8888 if not applicable or 999-99-9999 if unknown.

Father's SSN is a mandatory field. Values of 888-88-8888 or 999-99-9999 will have to be verified during validation.

<p>Father's Education Check the box that best describes the highest degree or level of school completed at the time of delivery.</p> <p><input type="radio"/> 8TH GRADE OR LESS</p> <p><input type="radio"/> 9TH THROUGH 12TH, NO DIPLOMA</p> <p><input type="radio"/> HIGH SCHOOL GRADUATE, OR GED COMPLETED</p> <p><input type="radio"/> SOME COLLEGE CREDIT, BUT NO DEGREE</p> <p><input type="radio"/> ASSOCIATE DEGREE (E.G. AS, AA)</p> <p><input checked="" type="radio"/> BACHELOR'S DEGREE (E.G. BS, AB, BA)</p> <p><input type="radio"/> MASTER'S DEGREE (E.G. MS, MA, MENG, MED, MSW, MBA)</p> <p><input type="radio"/> DOCTORATE (E.G. PHD, EDD) OR PROFESSIONAL DEGREE (E.G. MD, DDS, DVM, LLB, JD)</p> <p><input type="radio"/> UNKNOWN</p>	<p>Father of Hispanic Origin? Check the box that best describes whether the mother is Spanish/Hispanic/Latina. Check the 'No' box if mother is not of Hispanic origin.</p> <p><input type="checkbox"/> YES, MEXICAN, MEXICAN AMERICAN, CHICANA</p> <p><input type="checkbox"/> YES, PUERTO RICAN</p> <p><input type="checkbox"/> YES, CUBAN</p> <p><input type="checkbox"/> YES, OTHER SPANISH/HISPANIC/LATINA Specify <input type="text"/></p> <p><input checked="" type="checkbox"/> UNKNOWN IF SPANISH/HISPANIC/LATINO</p> <p><input type="checkbox"/> NO, NOT SPANISH/HISPANIC/LATINA</p>	<p>Father's Race Check one or more races to indicate what the mother considers herself to be.</p> <p><input checked="" type="checkbox"/> WHITE</p> <p><input type="checkbox"/> BLACK OR AFRICAN AMERICAN</p> <p><input type="checkbox"/> AMERICAN INDIAN OR ALASKAN NATIVE Specify <input type="text"/></p> <p><input type="checkbox"/> ASIAN INDIAN</p> <p><input type="checkbox"/> CHINESE</p> <p><input type="checkbox"/> FILIPINO</p> <p><input type="checkbox"/> JAPANESE</p> <p><input type="checkbox"/> KOREAN</p> <p><input type="checkbox"/> VIETNAMESE</p> <p><input type="checkbox"/> OTHER ASIAN Specify <input type="text"/></p> <p><input type="checkbox"/> NATIVE HAWAIIAN</p> <p><input type="checkbox"/> GUAMANIAN OR CHARMORRO</p> <p><input type="checkbox"/> SAMOAN</p> <p><input type="checkbox"/> OTHER PACIFIC ISLANDER Specify <input type="text"/></p> <p><input type="checkbox"/> OTHER Specify <input type="text"/></p> <p><input type="checkbox"/> UNKNOWN</p>
---	--	---

Education

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

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

Hispanic origin

Based on the response to the worksheet or the interview, select all the corresponding checkboxes on the certificate and fill in any literal (written) responses. If there is more than one response, check all that she selected; for example, if both *Mexican* and *Cuban* are checked, select both responses. If an ethnic origin not on the list is indicated, record it in the **Specify** space. Enter the response in this space even if it is not a Hispanic origin.

Race

Based on the 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*.

3.2.2.4 Newborn tab

Live Birth - Newborn Details

This section describes the **Newborn** tab in the Live Birth Data Entry Screen. The Case Identification information entered at the time of creating the Birth record like Plurality and Birth Order will be automatically populated in their respective fields.

Child Mother Father **Newborn** Medical Info Mothers Medical Attendant Comments Attachments

Birth Weight (Specify Grams/Ounces. Grams preferred) Grams lbs/oz 7 Pounds 8 Ounces

Obstetric Estimate of Gestation 36 (completed weeks) APGAR Score Score at 5 minutes: 7

Plurality: 1 Birth Order Number Is: 1

Was Infant transferred within 24 hours of delivery? Yes No Unknown

Is Infant living at time of report? Yes No Unknown

Is the Infant being breastfed at discharge? Yes No Unknown

Birthweight

Select whether the birthweight will be entered in Grams or in Pounds/Ounces. Enter the weight of the Child in the box provided in the denomination chosen.

If the birthweight of the Child is not known, select the grams option and enter 9999, or the pounds and ounces box and select 99, 99.

Birthweight must be completed. If the Birthweight is less than 227 grams or greater than 8165 grams, then, the Birthweight will need to be verified during validation. Also unknown values (9999 or 99/99) will come up for verification.

Obstetric Estimate of Gestation

Enter the Obstetric's estimate of the Child's gestation in completed weeks.

If the Obstetric estimate of the Child's gestation is not known enter 99. This item should not be completed based on the Child's Date of Birth or the Mother's Last Menstrual Date.

If the Obstetric's estimate of gestation is less than 26 weeks or greater than 42 weeks, then, the estimate will need to be verified during validation.

APGAR Score

Enter the Child's APGAR Score at 5 mins.

If the Child's APGAR score is not known or was not taken at 5 minutes, enter 99.

If the score entered is less than 6 or 99, a request for the APGAR score at 10 minutes will appear.

Enter the Child's APGAR score taken at 10 minutes.

If the Child's APGAR score is not known or was not taken at 10 minutes, enter 99.

APGAR score cannot be blank.

Infant transferred within 24 hours of Delivery

Select an option to indicate whether Child was transferred within 24 hours of delivery.

If the Yes option is selected, the Facility Name box appears.

Enter the name of the Facility to which the Child was transferred.

If the name of the facility is not known, enter "UNKNOWN".

If the Child was transferred more than once enter the name of the first facility to which the Child was transferred.

Transfer Status cannot be blank. If the transfer status is "Yes", the name of Facility field must be completed.

Infant living at time of report

Select an option to indicate whether the Child was living at the time of filing the report.

Select Yes option if the Child is living.

Check Yes option if the Child has already been discharged to home care.

Check No option if it is known that the Child has died.

If the Child was transferred but the status is known, please indicate the known status.

Living Status has to be completed.

Infant Breastfed at time of Discharge

Select an option to indicate whether the Child was breastfed at time of discharge from hospital.

This item has to be completed.

Abnormal conditions of Newborn

Check all boxes that apply. If none of the abnormal conditions of the newborn are indicated, check “None of the above.” The definitions for the Abnormal Conditions in the list are as follows:

Assisted ventilation required immediately after delivery: Infant given manual breaths with bag and mask or bag and endotracheal tube within the first several minutes from birth for any duration. Excludes oxygen only and laryngoscopy for aspiration of meconium.

Assisted ventilation required for more than 6 hours: Infant given mechanical ventilation (breathing assistance) by any method for more than 6 hours. Includes conventional, high frequency and/or continuous positive pressure (CPAP).

NICU admission: Admission into a facility or unit staffed and equipped to provide continuous mechanical ventilatory support for the newborn.

Newborn given surfactant replacement therapy: Endotracheal instillation of a surface active suspension for the treatment of surfactant deficiency either due to preterm birth or pulmonary injury resulting in decreased lung compliance (respiratory distress). Includes both artificial and extracted natural surfactant.

Antibiotics received by the newborn for suspected neonatal sepsis: Any antibacterial drug given systemically (intravenous or intramuscular.) (e.g. penicillin, ampicillin, gentamicin, cefotaxime, etc.)

Seizure or serious neurologic dysfunction: Seizure defined as any involuntary repetitive, convulsive movement or behavior. Serious neurologic dysfunction defined as severe alteration of alertness such as obtundation, stupor, or coma, i.e. hypoxicischemic encephalopathy. Excludes lethargy or hypotonia in the absence of other neurologic findings. Exclude symptoms associated with CNS congenital anomalies.

Significant birth injury: (skeletal fracture(s), peripheral nerve injury and/or soft tissue/solid organ hemorrhage which requires intervention) Defined as present immediately following delivery or manifesting following delivery. Includes any bony fracture or weakness or loss of sensation, but excludes fractured clavicles and transient facial nerve palsy. Soft tissue hemorrhage

requiring evaluation and/or treatment includes sub-galeal (progressive extravasation within the scalp) hemorrhage, giant cephalohematoma, extensive truncal, facial and /or extremity ecchymossi accompanied by evidence of anemia and/or hypovolemia and or hypotension. Solid organ hemorrhage includes subcapsular hematoma of the liver, fractures of the spleen, or adrenal hematoma. All require confirmation by diagnostic imaging or exploratory laparotomy. See below for listing of significant birth injuries:

Skeletal Fractures

Clavicle

Humerus

Skull (Also reported by skull bone, i.e. parietal, frontal, occipital)

Femur

Peripheral Nerve

Facial

Brachial Plexus Injury

(Also reported as Erb's Palsy, Klumpke's Palsy)

Phrenic

Recurrent Laryngeal

Soft Tissue or Solid Organ Hemorrhage

Cranial (exclude cephalohemtoma, hemorrhagic caput succedaneum)

Subgaleal

Cortical

Intraventricular

Subcapsular hematoma of liver

Adrenal hemorrhage/hematoma

This item needs to be completed.

Abnormal Conditions of the Newborn (Check all that apply)

- ASSISTED VENTILATION REQUIRED IMMEDIATELY FOLLOWING DELIVERY
- ASSISTED VENTILATION REQUIRED FOR MORE THAN SIX HOURS
- NICU ADMISSION
- NEWBORN GIVEN SURFACTANT REPLACEMENT THERAPY
- ANTIBIOTICS RECEIVED BY THE NEWBORN FOR SUSPECTED NEONATAL SEPSIS
- SEIZURE OR SERIOUS NEUROLOGIC DISFUNCTION
- SIGNIFICANT BIRTH INJURY (SKELETAL FRACTURES), PERIPHERAL NERVE INJURY, AND/OR SOFT TISSUE/SOLID ORGAN HEMORRHAGE WHICH REQUIRES INTERVENTION)
- NONE OF THE ABOVE

Congenital Anomalies of the Newborn (Check all that apply)

- ANENCEPHALY
- MENINGOMYELOCELE/SPINA BIFIDA
- CYANOTIC CONGENITAL HEART DISEASE
- CONGENITAL DIAPHRAGMATIC HERNIA
- OMPHALOCELE
- GASTROSCHISIS
- LIMB REDUCTION DEFECT (EXCLUDING CONGENITAL AMPUTATION AND DWARFING SYNDROMES)
- CLEFT LIP WITH OR WITHOUT CLEFT PALATE
- CLEFT PALATE ALONE

DOWN SYNDROME

- KARYOTYPE CONFIRMED
- KARYOTYPE PENDING

SUSPECTED CHROMOSOMAL DISORDER

- KARYOTYPE CONFIRMED
- KARYOTYPE PENDING

HYPOSPADIAS

NONE OF THE ABOVE

Congenital Anomalies of Newborn

Check all boxes that apply. If none of the abnormal conditions of the newborn are indicated, check “None of the above.”
The definitions for Congenital Anomalies are as follows:

Anencephaly: Partial or complete absence of the brain and skull. Also called anencephalus, acrania, or absent brain. Babies with craniorachischisis (anencephaly with contiguous spine defect) should also be included in this category.

Meningomyelocele / Spina Bifida: Spina bifida refers to herniation of the meninges and/or spinal cord tissue through a bony defect of spine closure. Meningomyelocele refers to herniation of meninges and spinal cord tissue. Babies with meningocele (herniation of meninges without spinal cord tissue) should also be included in the category. Both open and closed (covered with skin) lesions should be included. Spina bifida occulta (a midline bony spinal defect without protrusion of the spinal cord or meninges) should not be included in this category.

Cyanotic congenital heart disease: Congenital heart defects which cause cyanosis. Includes but is not limited to transposition of the great arteries (vessels), teratology of Fallot, pulmonary or pulmonic valvular atresia, tricuspid atresia, truncus arteriosus, total/partial anomalous pulmonary venous return with or without obstruction.

Congenital diaphragmatic hernia: Defect in the formation of the diaphragm allowing herniation of abdominal organs into the thoracic cavity.

Omphalocele: A defect in the anterior abdominal wall, accompanied by herniation of some abdominal organs through a widened umbilical ring into the umbilical stalk. The defect is covered by a membrane, (different from gastroschisis, see below), although this sac may rupture. Also called exomphalos. Umbilical hernia (completely covered by skin) should not be included in this category.

Gastroschisis: An abnormality of the anterior abdominal wall, lateral to the umbilicus, resulting in herniation of the abdominal contents directly into the amniotic cavity. Differentiated from omphalocele by the location of the defect and absence of a protective membrane.

Limb reduction defect: (excluding congenital amputation and dwarfing syndromes) Complete or partial absence of a portion of an extremity secondary to failure to develop.

Cleft Lip with or without Cleft Palate: Cleft lip with or without cleft palate refers to incomplete closure of the lip. Cleft lip may be unilateral, bilateral or median; all should be included in this category.

Cleft Palate alone: Cleft palate refers to incomplete fusion of the palatal shelves. This may be limited to the soft palate or may also extend into the hard palate. Cleft palate in the presence of cleft lip should be included in the “Cleft Lip with or without cleft Palate” category, rather than here.

Down Syndrome: Trisomy 21

Suspected chromosomal disorder: Includes any constellation of congenital malformations resulting from or compatible with known syndromes caused by detectable defects in chromosome structure.

Hypospadias: Incomplete closure of the male urethra resulting in the urethral meatus opening on the ventral surface of the penis. Includes first degree – on the glans ventral to the tip, second degree – in the coronal sulcus, and third degree – on the penile shaft.

This item needs to be completed.

3.2.2.5 Medical/Health Info tab

Live Birth - Medical/Health Info Details

This section describes the **Medical/Health Details** tab in the Live Birth Data Entry Screen.

Child	Mother	Father	Newborn	Medical Info	Mothers Medical	Attendant	Comments	Attachments	
<p>Risk Factors in this Pregnancy (Check all that Apply)</p> <p><u>DIABETES</u></p> <p><input type="checkbox"/> PRE-PREGNANCY (DIAGNOSIS PRIOR TO PREGNANCY)</p> <p><input type="checkbox"/> GESTATIONAL (DIAGNOSIS IN THIS PREGNANCY)</p> <p><u>HYPERTENSION</u></p> <p><input type="checkbox"/> PREPREGNANCY (CHRONIC)</p> <p><input type="checkbox"/> GESTATIONAL (PIH, PRECLAMPSIA)</p> <p><input type="checkbox"/> ECLAMPSIA</p> <p><input type="checkbox"/> PREVIOUS PRETERM BIRTH</p> <p><input type="checkbox"/> OTHER PREVIOUS POOR PREGANANCY OUTCOME (INCLUDES PERINATAL DEATH, SMALL-FOR-GESTATIONAL AGE/INTRAUTERINE GROWTH RESTRICTED BIRTH)</p> <p><input type="checkbox"/> PREGNANCY RESULTED FROM INFERTILITY TREATMENT</p> <p><input type="checkbox"/> FERTILITY-ENHANCING DRUGS, ARTIFICIAL INSEMINATION OR INTRAUTERINE INSEMINATION</p> <p><input type="checkbox"/> ASSISTED REPRODUCTIVE TECHONOLGY (E.G. INVITRO FERTILIZATION (IVF), GAMETE INTRAFALLOPIAN TRANSFER (GIFT))</p> <p><input type="checkbox"/> MOTHER HAD A PREVIOUS CESAREAN DELIVERY Specify <input type="text"/></p> <p><input checked="" type="checkbox"/> NONE OF THE ABOVE</p>				<p>Obstetric Procedures (Check all that apply)</p> <p><input type="checkbox"/> CERVICAL CERCLAGE</p> <p><input type="checkbox"/> TOCOLYSIS</p> <p><u>EXTERNAL CEPHALIC VERSION</u></p> <p><input type="checkbox"/> SUCCESSFUL</p> <p><input type="checkbox"/> FAILED</p> <p><input checked="" type="checkbox"/> NONE OF THE ABOVE</p>		<p>Method of delivery</p> <p><u>A. WAS DELIVERY WITH FORCEPS ATTEMPTED BUT UNSUCCESSFUL?</u></p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p> <p><u>B. WAS DELIVERY WITH VACCUUM EXTRACTION ATTEMPED BUT UNSUCCESSFUL ?</u></p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p> <p><u>C. FETAL PRESENTATION AT BIRTH ?</u></p> <p><input checked="" type="checkbox"/> CEPHALIC</p> <p><input type="checkbox"/> BREECH</p> <p><input type="checkbox"/> OTHER Specify <input type="text"/></p> <p><u>D. FINAL ROUTE AND METHOD OF DELIVERY ?</u></p> <p><input checked="" type="checkbox"/> VAGINAL/SPONTANEOUS</p> <p><input type="checkbox"/> VAGINAL/FORCEPS</p> <p><input type="checkbox"/> VAGINAL/VACCUM</p> <p><input type="checkbox"/> CESAREAN</p> <p><u>IF CESAREAN, WAS TRIAL OF LABOR ATTEMPTED?</u></p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>			
				<p>Onset of Labor (Check all that apply)</p> <p><input type="checkbox"/> PREMATURE RUPTURE OF THE MEMBRANES (PROLONGED, > THAN OR = TO 12HRS)</p> <p><input type="checkbox"/> PRECIPITOUS LABOR (< 3 HRS)</p> <p><input checked="" type="checkbox"/> PROLONGED LABOR (> THAN OR = TO 20 HRS)</p> <p><input type="checkbox"/> NONE OF THE ABOVE</p>					

Risk Factors in this Pregnancy

Check all boxes that apply. If none of the risk factors are indicated, check “None of the above.”

The definitions for Risk Factors are as follows:

Diabetes (prepregnancy): Glucose intolerance requiring treatment diagnosed prior to this pregnancy.

Diabetes (gestational): Glucose intolerance requiring treatment diagnosed during this pregnancy.

Hypertension (prepregnancy): (Chronic) Elevation of blood pressure above normal for age, gender, and physiological condition diagnosed prior to the onset of this pregnancy.

Hypertension (gestational): (PIH, Preeclampsia) Elevation of blood pressure above normal for age, gender, and physiological condition diagnosed during this pregnancy. May include proteinuria (protein in the urine) without seizures or coma and pathologic edema (generalized swelling, including swelling of the hands, legs and face).

Hypertension (eclampsia): Pregnancy induced hypertension with proteinuria with generalized seizures or coma. May include pathologic edema.

Previous preterm births: History of pregnancy(ies) terminating in a live birth of less than 37 completed weeks of gestation.

Other previous poor pregnancy outcome: (Includes perinatal death, small for gestational age/intrauterine growth restricted birth) History of pregnancies continuing into the 20th week of gestation (post menstrual age) and resulting in any of the listed outcomes. Perinatal death includes fetal and neonatal deaths.

Pregnancy resulted from infertility treatment - Any assisted reproduction technique used to initiate the pregnancy. Includes fertility-enhancing drugs (e.g., Clomid, Pergonal), artificial insemination, or intrauterine insemination and assisted reproduction technology (ART) procedures (e.g., IVF, GIFT and ZIFT).

- **Fertility-enhancing drugs** – Any fertility-enhancing drugs (e.g., Clomid, Pergonal), artificial insemination, or intrauterine insemination used to initiate the pregnancy.

- **Assisted reproductive technology** - Any assisted reproduction technology (ART)/ technical procedures (e.g., IVF, GIFT, ZIFT) used to initiate the pregnancy.

Previous cesarean delivery: Previous operative delivery in which the fetus is extracted through an incision in the maternal abdominal and uterine walls.

This item needs to be completed.

Infections present and/or treated during this Pregnancy

Check all boxes that apply. If mother had none of the listed infections, check “None of the above.”

The definitions for Infections are as follows:

Infections present at the time of pregnancy diagnosis or confirmed diagnosis during the pregnancy with or without documentation of treatment. Documentation of treatment is adequate if a definitive diagnosis is not present in the available record.

Gonorrhea – a positive test for *Neisseria gonorrhoeae*

Syphilis (also called lues) B. a positive test for *Treponema pallidum*.

Chlamydia - a positive test for *Chlamydia trachomatis*.

Hepatitis B (HBV, serum hepatitis) - a positive test for the hepatitis B virus.

Hepatitis C - (non A, non B hepatitis (HCV). A positive test for the hepatitis C virus.

This item needs to be completed.

Obstetric Procedures

Check all boxes that apply. If mother had none of the listed procedures or treatments, check “None of the above.”

The definitions for Obstetric Procedures are as follows:

Cervical cerclage: Circumferential banding or suture of the cervix to prevent or treat passive dilation. Includes MacDonald’s suture, Shirodkar procedure, abdominal cerclage via laparotomy.

Tocolysis: Administration of any agent with the intent to inhibit pre-term uterine contractions to extend the length of the pregnancy.

External cephalic version: Attempted conversion of a fetus from a non-vertex presentation to a vertex presentation by external manipulation.

Success: Fetus was converted to vertex presentation.

Failure: Fetus was not converted to vertex presentation.

This item needs to be completed.

Onset of Labor

Check all boxes that apply. If none are indicated, check "None of the above."

The definitions for the items listed are as follows:

Premature Rupture of the Membranes (prolonged=12 hours)

Spontaneous tearing of the amniotic sac, (natural breaking of the "bag of waters"), 12 hours or more before labor begins.

Precipitous labor (<3hours)

Labor that progresses rapidly and lasts for less than 3 hours.

Prolonged labor (= 20 hours)

Labor that progresses slowly and lasts for 20 hours or more.

This item needs to be completed.

Infections Present and/or Treated During this Pregnancy (Check all that apply)	Characteristics of Labor and Delivery (Check all that apply)	Maternal Morbidity (Check all that apply)
<input type="checkbox"/> GONORRHEA <input type="checkbox"/> SYPHILIS <input type="checkbox"/> CHLAMYDIA <input type="checkbox"/> HEPATITIS B <input type="checkbox"/> HEPATITIS C <input type="checkbox"/> CMV <input type="checkbox"/> HERPES SIMPLEX VIRUS <input type="checkbox"/> RUBELLA <input type="checkbox"/> TOXOPLASMOSIS <input checked="" type="checkbox"/> NONE OF THE ABOVE	<input type="checkbox"/> INDUCTION OF LABOR <input type="checkbox"/> AUGMENTATION OF LABOR <input type="checkbox"/> NON-VERTEX PRESENTATION <input type="checkbox"/> STEROIDS (GLUCOCORTICOID) FOR FETAL LUNG MATURATION RECEIVED BY MOTHER PRIOR TO DELIVERY <input type="checkbox"/> ANITIBIOTICS RECEIVED BY MOTHER DURING LABOR <input type="checkbox"/> CLINICAL CHORIOAMNIONITIS DIAGNOSED DURING LABOR OR MATERNAL TEMPERATURE > 38 DEGREE C (104 F) <input type="checkbox"/> MODERATE/HEAVY MECONIUM STAINING OF THE AMNIOTIC FLUID <input type="checkbox"/> FETAL INTOLERANCE OF LABOR SUCH THAT ONE OR MORE OF THE FOLLOWING ACTIONS WAS TAKEN: IN-UTERO RESUSCITATIVE MEASURES, FURTHER FETAL ASSESSMENT, OR OPERATIVE DELIVERY <input checked="" type="checkbox"/> EPIDURAL OR SPINAL ANESTHESIA DURING LABOR <input type="checkbox"/> NONE OF THE ABOVE	<input type="checkbox"/> MATERNAL TRANSFUSION <input type="checkbox"/> THIRD OR FOURTH DEGREE PERINEAL LACERATION <input type="checkbox"/> RUPTURED UTERUS <input type="checkbox"/> UNPLANNED HYSTERECTOMY <input type="checkbox"/> ADMISSION TO INTENSIVE CARE UNIT <input type="checkbox"/> UNPLANNED OPERATING ROOM PROCEDURE FOLLOWING DELIVERY <input checked="" type="checkbox"/> NONE OF THE ABOVE

Characteristics of Labor and Delivery

Check all boxes that apply. If none of the Characteristics of Labor and Delivery apply to this delivery, check “None of the above.”

The definitions for the characteristics are as follows:

Induction of labor : Initiation of uterine contractions by medical and/or surgical means for the purpose of delivery before the spontaneous onset of labor.

Augmentation of labor: Stimulation of uterine contractions by drug or manipulative technique with the intent to reduce the time to delivery.

Non-vertex presentation: Includes any non-vertex fetal presentation, e.g., breech, shoulder, brow, face presentations, and transverse lie in the active phase of labor or at delivery other than vertex.

Steroids (glucosteroids) for fetal lung maturation received by the mother prior to delivery: Includes betamethasone, dexamethasone, or hydrocortisone specifically given to accelerate fetal lung maturation in anticipation of preterm delivery. Excludes steroid medication given to the mother as an anti-inflammatory treatment.

Antibiotics received by the mother during labor: Includes antibacterial medications given systemically (intravenous or intramuscular) to the mother in the interval between the onset of labor and the actual delivery (Ampicillin, Penicillin, Clindamycin, Erythromycin, Gentamicin, Cefataxime, Ceftriaxone, etc.)

Clinical chorioamnionitis diagnosed during labor or maternal temperature ≥ 38 C (100.4 F): A clinical diagnosis of chorioamnionitis during labor made by the delivery attendant. Usually includes more than one of the following: fever, uterine tenderness and/or irritability, leukocytosis, and fetal tachycardia. Any recorded maternal temperature at or above the febrile threshold as stated.

Moderate/heavy meconium staining of the amniotic fluid: Staining of the amniotic fluid caused by passage of fetal bowel contents during labor and/or delivery which is more than enough to cause a greenish color change of an otherwise thin fluid.
Fetal intolerance of labor such that one or more of the following actions was taken: in-utero resuscitation measures, further fetal assessment, or operative delivery: *In utero resuscitative measure-s* such as any of the following: maternal position change, oxygen administration to the mother, intravenous fluid administered to the mother, amnioinfusion, support of

maternal blood pressure, and administration of uterine relaxing agents. *Further fetal assessment* includes any of the following: scalp pH, scalp stimulation, acoustic stimulation. *Operative delivery*-operative intervention to shorten time to delivery of the fetus such as forceps, vacuum, or cesarean delivery.

Epidural or spinal anesthesia during labor: Administration to the mother of a regional anesthetic for control of the pain of labor, i.e., delivery of the agent into a limited space with the distribution of the analgesic effect limited to the lower body.

This item needs to be completed.

Method of Delivery

Complete each section by checking the appropriate boxes.

The definitions for Method of Delivery are as follows:

Attempted forceps or vacuum: Obstetric forceps, ventouse or vacuum cup was applied to the fetal head in an unsuccessful attempt to effect delivery of the head through the vagina.

Cephalic presentation: Presenting part of the fetus listed as vertex, occiput anterior (OA), occiput posterior (OP)

Breech presentation: Presenting part of the fetus listed as breech, complete breech, frank breech, footling breech.

Other presentation: Any other presentation or presenting part not listed above.

Spontaneous delivery: Delivery of the entire fetus through the vagina by the natural forces of labor with or without manual assistance from the delivery attendant.

Forceps delivery: Delivery of the fetal head through the vagina by application of obstetrical forceps to the fetal head.

Vacuum delivery: Delivery of the fetal head through the vagina by application of a vacuum cup or ventouse to the fetal head.

Cesarean delivery: Extraction of the fetus, placenta and membranes through an incision in the maternal abdominal and uterine walls.

This item needs to be completed.

Maternal Morbidity

Check all boxes that apply. If none are indicated, check “None of the above.”

The definitions for the items listed are as follows:

Maternal transfusion: Includes infusion of whole blood or packed red blood cells within the period specified.

Third or fourth degree perineal laceration: 3rd degree laceration extends completely through the perineal skin, vaginal mucosa, perineal body and anal sphincter. 4th degree laceration is all of the above with extension through the rectal mucosa.

Ruptured Uterus: Tearing of the uterine wall.

Unplanned hysterectomy: Surgical removal of the uterus that was not planned prior to admission for delivery. Includes an anticipated or possible but not definitively planned procedure.

Admission to intensive care unit: Any admission, planned or unplanned, of the mother to a facility/unit designated as providing intensive care.

Unplanned operating room procedure following delivery: Any transfer of the mother back to a surgical area for an operative procedure that was not planned prior to the admission for delivery. Excludes postpartum tubal ligations.

This item needs to be completed.

3.2.2.6 Mother's Medical tab

Live Birth - Mother's Medical Details

This section describes the **Mother's Medical Details** tab in the Live Birth Data Entry Screen.

Child	Mother	Father	Newborn	Medical Info	Mothers Medical	Attendant	Comments	Attachments
<p>Did Mother receive prenatal care? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Date of First Prenatal Care Visit <input type="text" value="07/25/2009"/> MM/DD/YYYY</p> <p>Date of Last Prenatal Care Visit <input type="text" value="03/29/2010"/> MM/DD/YYYY</p> <p>Total Number of Prenatal Visits for this Pregnancy <input type="text" value="6"/></p>								
<p>Mother's Height <input type="text" value="5"/> <input type="text" value="7"/> (feet/inches)</p>			<p>Mother's Prepregnancy Weight <input type="text" value="150"/> (pounds)</p>			<p>Mother's Weight at Delivery <input type="text" value="190"/> (pounds)</p>		
<p>Weight gained during Pregnancy: 40</p> <p>Did Mother get WIC food for herself during this pregnancy? <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown</p>								
<p>Number of Previous Live Births (Do NOT include this child)</p> <p>Now Living <input type="text" value="0"/></p> <p>Now Dead <input type="text" value="0"/></p> <p>Date of Last Live Birth <input type="text" value=""/><input type="text" value=""/> MM/YYYY</p>				<p>Number of Other Pregnancy Outcomes (spontaneous or induced losses or ectopic Pregnancies)</p> <p>Other Outcomes <input type="text" value="0"/> (Number)</p> <p>Date of Last Pregnancy Outcome <input type="text" value=""/><input type="text" value=""/> MM/YYYY</p>				
<p>Cigarette Smoking Before and During Pregnancy For each time period, enter the number of cigarettes or the number of packs of cigarettes smoked per day. If none, enter '0'.</p> <p><input checked="" type="checkbox"/> Never smoked during pregnancy.</p>					<p>Principal Source of Payment for this Delivery</p> <p><input checked="" type="radio"/> Private Insurance</p> <p><input type="radio"/> Medicaid</p> <p><input type="radio"/> Self Pay</p> <p><input type="radio"/> CHAMPUS/TRICARE</p> <p><input type="radio"/> Other</p>			
<p>Alcohol use during pregnancy? <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown</p>								
<p>Date Last Normal Menses Began</p>					<p><input type="text" value="07/01/2009"/> MM/DD/YYYY</p>			
<p>Mother transferred for maternal medical or fetal indications for delivery?</p>						<p><input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown</p>		

Prenatal Care

Select option to indicate whether Mother received prenatal care.

If the option selected is Yes, then, the fields for entering Prenatal Care Dates and number of visits will appear.

Information for this and the following items should come from the mother's prenatal care record and from other medical reports in the mother's chart, as well as the Child's medical record. If the mother's prenatal care record is not in her hospital chart, please contact her prenatal care provider to obtain the record, or a copy of the prenatal care information. Preferred and acceptable sources for each item are listed in worksheets. Please do not provide information from sources other than the medical records.

The **First** and **Last Prenatal Care Dates** are three-section entries with the *month*, *day*, and *year* entered in different sections of the field, separated by “/”. If any part of the date is not known, enter 99 for day or month and 9999 for year. Enter the total number of **Prenatal Care Visits** listed in the Mother's records. Enter 99 if the total number of **Prenatal Care Visits** is not known.

The Prenatal Care dates must be completed. Prenatal Care visits greater than 49 will need to be verified during validations.

Mother's Height

Enter Height in feet and inches (for example, 5 feet, 6 inches). If no inches (for example, 5 feet only) enter the number of feet and “0” for inches.

If the Mother's height is unknown, type 9 the feet field and 99 in the inches field.

If the Mother's Height is not between 3 and 7 feet, the Height will need to be verified during validations.

Mother's Pre-pregnancy Weight

Enter Mother's Pre-pregnancy Weight. If the Mother's weight is unknown, enter 999.

The Mother's prepregnancy weight should be recorded in whole pounds only, truncate, do not include fractions (for example, 120 ½ pounds should be entered as 120 pounds)

If the Mother's Pre-pregnancy Weight is not between 75 and 300 pounds, the Pre-pregnancy weight will need to be verified during validations.

Mother's Weight at Delivery

Enter Mother's Weight at Delivery. If the Mother's weight is unknown, enter 999.

The Mother's Weight at Delivery should be recorded in whole pounds only, truncate, do not include fractions (for example, 140 ½ pounds should be entered as 140 pounds)

If the Mother's Weight at Delivery is not between 75 and 350 pounds, the Pre-pregnancy weight will need to be verified during validations.

Did Mother get WIC food for herself during this Pregnancy?

Select an option to indicate whether the Mother got WIC food for herself during this pregnancy.

An option must be selected.

Number of previous Live Births, Now Living/Now Dead

Date of Last Live Birth

Number of Previous Pregnancy Outcomes

Date of Last Pregnancy Outcome

Please check the Mother's prenatal care record and/or hospital record to obtain the number of previous live births and other pregnancy outcomes.

When completing this item, do not include this birth. Do include any previous live born infants. If this was a multiple delivery, include all live born infants who preceded the live born infant in this delivery. If first born, do not include this infant. If second born, include the first born. Also include all live born infants in previous deliveries.

If there are any previous live born infants enter the Month and Year of the last live birth. If the Date is unknown, enter 99 for Month and 9999 for Year.

If there are any other pregnancy outcomes, enter the Month and Year of the last other pregnancy outcome. If the Date is unknown, enter 99 for Month and 9999 for Year.

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

Cigarette Smoking Before and During Pregnancy

Check whether the mother reported in Cigarettes or Packs. If both Cigarettes and Packs are given, enter in Packs. Enter the average number of Cigarettes or Packs of Cigarettes smoked per day for each time period. If none enter "0." If no part of the item is completed, check "Unknown number of cigarettes smoked by Mother during Pregnancy" If a range is given enter the highest number.

If Mother never smoked, check the 'Never Smoked during Pregnancy' box.

This item must be completed.

Alcohol use during Pregnancy

Select an option to indicate whether the Mother consumed alcohol during pregnancy. If the option chosen is 'Yes', enter the average number of drinks consumed per week.

This item must be completed.

Principal Source of Payment

Select the Principal source of payment for the pregnancy. If the Source is not listed, select 'Other' and specify the Source in the box provided.

This item must be completed.

Date Last Normal Menses Began

Enter the Date that the Mother 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.

Mother transferred for maternal medical or fetal indications for delivery

Select an option to indicate whether the mother transferred to this facility for maternal medical or fetal indications prior to delivery. Transfers include hospital to hospital, birthing facility to hospital etc. If the option selected is 'Yes', enter the name of the facility the mother transferred from. If the name of the facility is not known, enter "unknown."

The transfer status cannot be blank.

3.2.2.7 Attendant tab

Live Birth - Attendant Details

This section describes the **Attendant Details** tab in the Live Birth Data Entry Screen.

The screenshot shows the 'Attendant' tab selected in a navigation bar. Below the tabs, there are several input fields and a button. The 'Title' field has radio buttons for 'MD', 'DO', 'CNM/CM', 'OTHER MIDWIFE', and 'OTHER (SPECIFY)', with 'DO' selected. The 'Attendant's Name' field is a dropdown menu showing 'Smart, Jake'. The 'Certifier same as Attendant' field has a checked checkbox. A yellow 'Send to Certify' button is at the bottom.

The Attendant at birth is defined as the individual at the delivery who is responsible for the delivery. For example, if an intern or nurse-midwife delivers an infant under the supervision of an obstetrician who is present in the delivery room, the obstetrician is to be reported as the attendant. However, a person who is not physically present at the delivery should not be reported as the attendant. For example, if the obstetrician is not physically present, the intern or nurse-midwife **MUST** be reported as the attendant.

Title

Select an option to indicate the Attendant's title. If the Attendant's title is not listed in the options, select 'Other' and specify the title in the box provided.

Unless the birth of the Child is 'Unattended', a title must be selected from the list.

Attendant's Name

Select the Attendant's Name from the dropdown list. The list contains all the attendants belonging to the Facility of Birth. If the Attendant is not listed select the value 'Not in Table'.

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

If there was no Attendant present during the delivery, select the option 'Unattended'.

Unless the birth of the Child is 'Unattended', an Attendant's Name must be selected from the list. If the Attendant is 'Not in Table', the Attendant's details must be entered.

Attendant Details							
Last Name	<input type="text"/>	First Name	<input type="text"/>	Middle Name	<input type="text"/>	Suffix	<input type="button" value="v"/>
Attendant NPI	<input type="text"/>						

Address	
<input type="text"/>	
Update Address	

Certifier same as Attendant

Check this option if the Attendant at Birth will be certifying the record. If the box is unchecked, the Certifier details will need to be entered.

Certifier's Name

Select the Certifier's Name from the dropdown list. The list contains all the Certifiers belonging to the Facility of Birth. If the Certifier is not listed select the value 'Not in Table'.

This will make the Certifier Details screen appear. Enter the Certifier details in the respective boxes.

If there was no Attendant present during the delivery, select the option 'Unattended'.

If the Certifier is not the same as the Attendant, the Certifier's Name must be selected from the list. If the Certifier is 'Not in Table', the Certifier's details must be entered.

Certifier Details									
Title:	<input type="radio"/> MD	<input type="radio"/> DO	<input type="radio"/> CNM/CM	<input type="radio"/> HOSPITAL ADMIN	<input type="radio"/> OTHER MIDWIFE	<input type="radio"/> OTHER (SPECIFY)	<input type="text"/>		
Last Name	<input type="text"/>		First Name	<input type="text"/>		Middle Name	<input type="text"/>	Suffix	<input type="button" value="v"/>

Date Certified

This item is only visible to Back Office Users.

Enter the Date that the Birth 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 “/”.

Unless the birth of the Child is 'Unattended', the Date Certified must be entered.

Note:

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

If the Live Birth 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 Attendant tab. This will validate the record and change the status on the record to **Pending Registration**.

3.2.2.8 Comments tab

Live Birth -Comments tab

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

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

3.2.2.9 Attachments tab

Live Birth -Attachments tab

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

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

3.2.3 Delay Birth (6 months - 12 years)

Delay Birth (6 months - 12 years) Record Entry Screen

This section describes the process of entering a Delay Birth (6 months - 12 years) record in LEERS. A Delay Birth (6 months - 12 years) may be entered by the Facility of Birth or it may be entered in the Back Office. The Delay Birth (6 months - 12 years) Record Entry screen has the following sections:

Child

This section is used to enter the information related to the Child whose birth is being recorded.

Mother

This section is used to enter the information related to the Mother of the Child.

Father

This section is used to enter the information related to the Father of the Child.

Attendant

This section is used to enter the information related to the Attendant and the Certifier for the Birth being recorded.

Comments

This section is used to enter comments related to the record.

Attachments

This section is used to attach any documents related to the record.

The various sections can be selected by clicking on the respective section header at the top.

Note:

If the Delay Birth record is entered at a Facility, then, it will need to be certified. To do this, click on the **Send or Certify** button on the [Attendant](#) tab. This will validate the record and change status on the record to **Ready to Certify**.

If the Delay Birth 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 [Attendant](#) tab. This will validate the record and change status on the record to **Pending Registration**.

3.2.3.1 Child tab

Delay Birth (6 months - 12 years) - Child Details

This section describes the **Child** tab in the Delayed Birth (6 months - 12 years) Data Entry Screen. The Case Identification information entered at the time of creating the Birth record like Child's Name, Date of Birth and Plurality will be automatically populated in their respective fields.

Child	Mother	Father	Attendant	Comments	Attachments
Child's Information					
Child's Last Name HORNBY	First Name JOHN	Middle Name 	Suffix ▼		
Sex M ▼	Time of Birth 05 ▼ : 28 ▼ PM ▼	Date of Birth 05/01/2008 MM/DD/YYYY			
Plurality SINGLE ▼	Birth Order Number 1 ▼				
Birth Weight (Specify Grams/Ounces. Grams preferred)		<input type="radio"/> Grams <input checked="" type="radio"/> lbs/oz		8 ▼ Pounds	0 ▼ Ounces
Place Where Birth Occured					
<input checked="" type="radio"/> Hospital <input type="radio"/> Freestanding Birthing Center <input type="radio"/> Home Birth Planned <input type="radio"/> Home Birth UnPlanned <input type="radio"/> Clinic/Doctor's Office <input type="radio"/> Other					
Facilities ABC Hospital ▼					
Address					
House #: 6745 Street: DIVISION St. Designator: ST Country: UNITED STATES State: LOUISIANA County: JEFFERSON City: METAIRIE Zipcode: 70002					

Child's Name

Enter the Child's Last Name, First Name and Middle Name and select the Suffix from the drop-down list.

If present, the name must begin in position 1. The first character must be a letter from A to Z. The remaining characters must be a letter from 'A' through 'Z', the single quote mark('), dash(-) or space().

The First Name and the Last Name cannot be blank.

Sex

Select the Sex of the Child from the drop-down list. The list has values M (Male) and F (Female).

Sex of the child must be selected.

Time of Birth

Enter the **Time of Birth** using a 12-hour clock .

A 12-hour clock with the range of 12.00 a.m. to 11.59 a.m. and 12.00 p.m to 11.59 p.m is to be used to report the **Time of Birth**.

The hour list has values ranging from 00-12.

The minute list has values ranging from 00-59.

The **AM/PM** option should also be chosen from a list.

Date of Birth

Enter the Childs **Date of Birth**

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

Plurality

Select the Birth Plurality from the drop-down list.

Plurality of the child must be selected.

Birth Order

Select the Birth Order from the drop-down list. The values in the Birth Order list are dependant on the Plurality of Birth chosen for the Child.

Birth Order of the child must be selected.

Birthweight

Select whether the birthweight will be entered in Grams or in Pounds/Ounces.
Enter the weight of the Child in the box provided in the denomination chosen.

If the birthweight of the Child is not known, select the grams option and enter 9999, or the pounds and ounces box and select 99, 99.

Birthweight must be completed. If the Birthweight is less than 227 grams or greater than 8165 grams, then, the Birthweight will need to be verified during validation. Also unknown values (9999 or 99/99) will come up for verification.

Place where Birth Occured

Select an option from the list shown to indicate where the child was born. The options shown in this list will differ depending upon the type of Facility the User belongs to.

If the User belongs to a **Hospital** then answer the question *Did the birth occur in this facility?*

- Yes
- Born en route
- Home Birth Planned
- Home Birth Unplanned
- Clinic/Doctor's Office
- Other

If the User belongs to a **Birthing Center** then answer the question *Did the birth occur in this facility?*

- Yes
- Born en route
- Other

If the User is a **Mid-wife** then answer the question *Where did the birth occur?*

- Home Birth Planned
- Home Birth Unplanned
- Other

If the User belongs to a **Local Registrar's office** then answer the question *Where did the birth occur?*

- Home Birth Planned
- Home Birth Unplanned
- Clinic/Doctor's Office
- Other

If the User belongs to **Back Office** then answer the question *Where did the birth occur?*

- Hospital
- Freestanding Birthing center
- Home Birth Planned
- Home Birth Unplanned
- Clinic/Doctor's Office
- Other

If option chosen is *Birth occurred at Facility* or *en route to the Facility*, then, the User's **Facility Name** and **Address** is automatically populated in the respective fields.

If option chosen is *Clinic/Doctor's office* or if Back Office User chooses *Hospital* or *Freestanding Birthing Center*, then, the User has to select **Facility Name** from drop-down list. The **Address** will be populated automatically.

For any other option, enter the [Address](#) for **Place of Birth** by clicking on **Update Address** button

If option chosen is *Other*, then, the specify the **Place of Birth**.

3.2.3.2 Mother tab

Delay Birth (6 months - 12 years) - Mother Details

This section describes the **Mother** tab in the Delayed Birth (6 months - 12 years) Data Entry Screen. The Case Identification information entered at the time of creating the Birth record like Mother's Maiden Last Name will be automatically populated in the respective field.

Child	Mother	Father	Attendant	Comments	Attachments
Mother's Name PRIOR to First Marriage:					
Last Name		First Name		Middle Name	
JOSHUA		JENNY			
Date of Birth				Suffix	
05/09/1970 MM/DD/YYYY				▼	
Place of Birth					
Country: UNITED STATES		State: LOUISIANA		City: NEW ORLEAN	
Update Address					
Mother's Stay in this Community (No. of days or years)		2 Years ▼		Mother's Stay in Hospital Before Delivery	
				99	
Occupation of Mother		WAITRESS		Industry or Business	
				CASINO	
Other Children					
Total Number of Previous Births (exclude this child)		2		Number Now Living (excluding this child)	
				2	
No. Previous Born Alive, Now Dead (exclude this child)		0		Number Born Dead	
				0	
Mother's Residence Address					
House #: 423		Apt/Ste: A2		Pre-Dir: N	
Street: COMMANDER		St. Designator: PARK			
Country: UNITED STATES		State: LOUISIANA		County: BEAUREGARD	
City: DERIDDER		Zipcode: 70188		Update Address	
Within City Limits?					
<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown					
Mailing Address <input checked="" type="checkbox"/> Same as Residence?					
House #: 423		Apt/Ste: A2		Pre-Dir: N	
Street: COMMANDER		St. Designator: PARK			
Country: UNITED STATES		State: LOUISIANA		County: BEAUREGARD	
City: DERIDDER		Zipcode: 70188			

Mother's Name PRIOR to First Marriage

Enter the Mother's Maiden Last Name, First Name and Middle Name and select the Suffix from the drop-down list.

If present, the name must begin in position 1. The first character must be a letter from A to Z. The remaining characters must be a letter from 'A' through 'Z', the single quote mark('), dash(-) or space().

If the Mother's Name Prior to First Marriage is entered, the Mother details will be validated or else none of the Mother details will be validated.

Date of Birth

Enter the Mother's Date of Birth.

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

Mother's Date of Birth must be completed. If the Mother's age is less than 8 years or greater than 65 years, then, the Date of Birth will need to be verified during validation.

Place of Birth

Click on the **Update Address** button.

Select the **Country** of Birth 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.

Enter the **City** of Birth in the respective box.

If the Place of Birth is within *United States* or *Canada*, the **State/Territory/Province** and **City** fields are mandatory.

For any other Place of Birth only **Country** and **City** are mandatory.

If Mother's Place of Birth is not known, type the word '*UNKNOWN*' in **City** box.

Mother's Stay in this Community

Enter the number of Days or Years that the Mother lived in the Community of residence and then select whether the number indicates Days or Years from the drop-down list.

Enter 99 if the duration of stay is unknown.

This item must be completed.

Mother's Stay in Hospital before Delivery

Enter the number of Days that the Mother was in the Hospital prior to the Delivery.
Enter 99 if the duration of stay is unknown.

This item must be completed.

Occupation of Mother

Enter the Mother's Occupation.

This item must be completed.

Industry or Business

Enter the Mother's Industry or Business.

Total number of Previous Births (exclude this child)

Enter the Total number of Previous Births before this Child.
Enter 99 if the number of Previous Births is not known.

This item must be completed.

Number now Living (exclude this child)

Enter the Number of Other Children still living before this Child.
Enter 99 if the number of Other Children Now Living is not known.

This item must be completed.

Number Previous Born Alive , Now Dead (exclude this child)

Enter the Number of Other Children who were born alive but are now dead.
Enter 99 if the number of Other Children born alive but now dead is not known.

This item must be completed.

Number born Dead

Enter the Number of Other Children who were born dead.

Enter 99 if the number of Other Children born dead is not known.

This item must be completed.

Residence Address

Click on the **Update Address** button.

Enter the Mother's Residence [Address](#).

Residence of the mother is the place the mother actually resides. Do not report temporary residences such as on a visit, business trip, or vacation. Place of residence during a tour of military duty or attendance at college should be entered as the place of residence.

For mothers who live in a group home, mental institution, penitentiary, or hospital for the chronically ill, report the location of the facility as the place of residence.

Mailing Address

Click on the **Update Address** button.

Enter the Mother's Mailing [Address](#).

If the Mailing Address is the same as the **Residence Address**, then, check the box **Mailing Address same as Residence**.

The Residence Address will be automatically populated in the Mailing Address boxes.

3.2.3.3 Father tab

Delay Birth (6 months - 12 years) - Father Details

This section describes the **Father** tab in the Delayed Birth (6 months - 12 years) Data Entry Screen.

The screenshot shows a web form with five tabs: Child, Mother, Father (selected), Attendant, Comments, and Attachments. The 'Father's Information' section contains the following fields:

- Last Name:
- First Name:
- Middle Name:
- Suffix:
- Date of Birth: MM/DD/YYYY
- Place of Birth:
- Occupation of Father:
- Industry or Business:

An [Update Address](#) link is located to the right of the Industry or Business field.

Father's Name

Enter the Father's Last Name, First Name and Middle Name and select the Suffix from the drop-down list.

If present, the name must begin in position 1. The first character must be a letter from A to Z. The remaining characters must be a letter from 'A' through 'Z', the single quote mark('), dash(-) or space().

If the Father's First Name or Last Name is entered, the Father details will be validated or else none of the Father details will be validated.

Date of Birth

Enter the Father's Date of Birth.

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

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

Place of Birth

Click on the **Update Address** button.

Select the **Country** of Birth 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.

Enter the **City** of Birth in the respective box.

If the Place of Birth is within *United States* or *Canada*, the **State/Territory/Province** and **City** fields are mandatory.

For any other Place of Birth only **Country** and **City** are mandatory.

If Father's Place of Birth is not known, type the word '*UNKNOWN*' in **City** box.

Occupation of Father

Enter the Father Occupation.

Industry or Business

Enter the Father's Industry or Business.

3.2.3.4 Attendant tab

Delay Birth (6 months - 12 years) - Attendant Details

This section describes the **Attendant Details** tab in the Delayed Birth (6 months - 12 years) Data Entry Screen.

The Attendant at birth is defined as the individual at the delivery who is responsible for the delivery. For example, if an intern or nurse-midwife delivers an infant under the supervision of an obstetrician who is present in the delivery room, the obstetrician is to be reported as the attendant. However, a person who is not physically present at the delivery should not be reported as the attendant. For example, if the obstetrician is not physically present, the intern or nurse-midwife **MUST** be reported as the attendant.

The screenshot shows the 'Attendant' tab selected in a navigation bar with other tabs: 'Child', 'Mother', 'Father', 'Comments', and 'Attachments'. The form contains the following fields:

- Title:** Radio buttons for MD, DO (selected), CNM/CM, OTHER MIDWIFE, and OTHER (SPECIFY) with an adjacent text input box.
- Attendant's Name:** A dropdown menu showing 'Cooper, Andy'.
- Certifier same as Attendant:** A checked checkbox.
- Date Certified:** A date input field with a placeholder 'MM/DD/YYYY'.
- Send to Register:** A yellow button at the bottom right.

Title

Select an option to indicate the Attendant's title. If the Attendant's title is not listed in the options, select '*Other*' and specify the title in the box provided.

Unless the birth of the Child is 'Unattended', a title must be selected from the list.

Attendant's Name

Select the Attendant's Name from the dropdown list. The list contains all the attendants belonging to the Facility of Birth. If the Attendant is not listed select the value '*Not in Table*'.

This will make the Attendant Details screen appear. Enter the Attendants details in the respective boxes. If there was no Attendant present during the delivery, select the option 'Unattended'.

Unless the birth of the Child is 'Unattended', an Attendant's Name must be selected from the list. If the Attendant is 'Not in Table', the Attendant's details must be entered.

Attendant Details							
Last Name	<input type="text"/>	First Name	<input type="text"/>	Middle Name	<input type="text"/>	Suffix	<input type="text" value="v"/>
Attendant NPI	<input type="text"/>						

Address					
House #	Apt #	Pre-Directional	Street Name	Street Designator	Post-Directional
<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text" value="v"/>
<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country	State/Territory/Province	Parish/County	City	Zip	

Certifier same as Attendant

Check this option if the Attendant at Birth will be certifying the record. If the box is unchecked, the Certifier details will need to be entered.

Certifier's Name

Select the Certifier's Name from the dropdown list. The list contains all the Certifiers belonging to the Facility of Birth. If the Certifier is not listed select the value 'Not in Table'.

This will make the Certifier Details screen appear. Enter the Certifier details in the respective boxes.

If there was no Attendant present during the delivery, select the option 'Unattended'.

If the Certifier is not the same as the Attendant, the Certifier's Name must be selected from the list. If the Certifier is 'Not in Table', the Certifier's details must be entered.

Certifier Details

Title: MD DO CNM/CM HOSPITAL ADMIN OTHER MIDWIFE OTHER (SPECIFY)

Last Name First Name Middle Name Suffix

Note:

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

If the Delay Birth 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 Attendant tab. This will validate the record and change status on the record to **Pending Registration**.

3.2.3.5 Comments tab

Delay Birth (6 months - 12 years) -Comments tab

This section is used to add and view all the **Comments** specific to the Delayed Birth (6 months - 12 years) record.

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

3.2.3.6 Attachments tab

Delay Birth (6 months - 12 years) - Attachments tab

This section is used to add and view all the **Attachments** specific to the Delayed Birth (6 months - 12 years) record.

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

3.2.4 True Delay (12 years and over)

True Delay Birth (12 years and over) Record Entry Screen

This section describes the process of entering a True Delay Birth (12 years and over) record in LEERS.

A True Delay Birth (12 years and over) can only be entered in the Back Office.

The True Delay Birth (12 years and over) Record Entry screen has the following sections:

Child

This section is used to enter the information related to the Child whose birth is being recorded.

Mother

This section is used to enter the information related to the Mother of the Child.

Father

This section is used to enter the information related to the Father of the Child.

Comments

This section is used to enter comments related to the record.

Attachments

This section is used to attach any documents related to the record.

The various sections can be selected by clicking on the respective section header at the top.

Note:

The True Delay record will need to be sent for Registration on completion of data entry. To do this, click on the **Send or Register** button on the Child tab. This will validate the record and change status on the record to **Pending Registration**.

3.2.4.1 Child tab

True Delay Birth (12 years and over) - Child Details

This section describes the **Child** tab in the True Delay Birth (12 years and over) Data Entry Screen. The Case Identification information entered at the time of creating the Birth record like Child's Name and Date of Birth will be automatically populated in their respective fields.

The screenshot shows a web form with five tabs: Child, Mother, Father, Comments, and Attachments. The 'Child' tab is active. The form is divided into two main sections: 'Child's Information' and 'Address'.

Child's Information:

- Child's Last Name: JONES
- First Name: JASON
- Middle Name: (empty)
- Suffix: (drop-down menu)
- Sex: M (drop-down menu)
- Time of Birth: 03 : 29 AM (three drop-down menus)
- Date of Birth: 05/21/1982 (format MM/DD/YYYY)

Address:

- Country: UNITED STATES
- State: LOUISIANA
- [Update Address](#)

At the bottom center, there is a yellow button labeled "Send to Register".

Child's Name

Enter the Child's Last Name, First Name and Middle Name and select the Suffix from the drop-down list. If present, the name must begin in position 1. The first character must be a letter from A to Z. The remaining characters must be a letter from 'A' through 'Z', the single quote mark('), dash(-) or space().

The First Name and the Last Name cannot be blank.

Sex

Select the Sex of the Child from the drop-down list. The list has values M (Male) and F (Female).

Sex of the child must be selected.

Time of Birth

Enter the **Time of Birth** using a 12-hour clock .

A 12-hour clock with the range of 12.00 a.m. to 11.59 a.m. and 12.00 p.m to 11.59 p.m is to be used to report the **Time of Birth**.

The hour list has values ranging from 00-12.

The minute list has values ranging from 00-59.

The **AM/PM** option should also be chosen from a list.

Date of Birth

Enter the Childs **Date of Birth**

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

Place of Birth

Click on the **Update Address** button.

Select the Parish of Birth from the drop down list. The City of Birth list will be populated based on the Parish chosen. Select the City of Birth from the available list.

The Parish and City of Birth must be selected.

Note:

The True Delay record will need to be sent for Registration on completion of data entry. To do this, click on the **Send of Register** button on the Child tab. This will validate the record and change status on the record to **Pending Registration**.

3.2.4.2 Mother tab

True Delay Birth (12 years and over) - Mother Details

This section describes the **Mother** tab in the True Delay Birth (12 years and over) Data Entry Screen. The Case Identification information entered at the time of creating the Birth record like Mother's Maiden Last Name will be automatically populated in the respective field.

Child	Mother	Father	Comments	Attachments
Mother's Name PRIOR to First Marriage:				
Last Name		First Name	Middle Name	Suffix
<input type="text" value="ALONSO"/>		<input type="text" value="JENNY"/>	<input type="text"/>	<input type="button" value="v"/>
Date of Birth				
<input type="text" value="02/11/1962"/>		MM/DD/YYYY		
Place of Birth				
Country: UNITED STATES		State: LOUISIANA	City: NEW ORLEAN	Update Address
Registrant's Current Address				
House #: 8745		Street: EUCLID	St. Designator: AVE	Update Address
Country: UNITED STATES		State: LOUISIANA	County: ACADIA	City: DUSON
Zipcode: 71111				
Within City Limits?				
<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown				
Mailing Address <input checked="" type="checkbox"/> Same as Residence?				
House #: 8745		Street: EUCLID	St. Designator: AVE	
Country: UNITED STATES		State: LOUISIANA	County: ACADIA	City: DUSON
Zipcode: 71111				

Mother's Name PRIOR to First Marriage

Enter the Mother's Maiden Last Name, First Name and Middle Name and select the Suffix from the drop-down list.

If present, the name must begin in position 1. The first character must be a letter from A to Z. The remaining characters must be a letter from 'A' through 'Z', the single quote mark('), dash(-) or space().

If the **Mother's Name Prior to First Marriage** is entered, the Mother details will be validated or else none of the Mother details will be validated.

Date of Birth

Enter the Mother's Date of Birth.

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

Mother's Date of Birth must be completed. If the Mother's age is less than 8 years or greater than 65 years, then, the Date of Birth will need to be verified during validation.

Place of Birth

Click on the **Update Address** button.

Select the **Country** of Birth 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.

Enter the **City** of Birth in the respective box.

If the Place of Birth is within *United States* or *Canada*, the **State/Territory/Province** and **City** fields are mandatory.

For any other Place of Birth only **Country** and **City** are mandatory.

If Mother's Place of Birth is not known, type the word '*UNKNOWN*' in **City** box.

Registrant's Address

Click on the **Update Address** button.

Enter the Registrant's Current Residence [Address](#).

Residence of the Registrant is the place the registrant actually resides. Do not report temporary residences such as on a visit,

business trip, or vacation. Place of residence during a tour of military duty or attendance at college should be entered as the place of residence.

Mailing Address

Click on the **Update Address** button.

Enter the Registrant's Mailing Address.

If the Mailing Address is the same as the **Residence Address**, then, check the box **Mailing Address same as Residence**.

The Residence Address will be automatically populated in the Mailing Address boxes

3.2.4.3 Father tab

True Delay Birth (12 years and over) - Father Details

This section describes the **Father** tab in the True Delay Birth (12 years and over) Data Entry Screen.

The screenshot shows a web form with five tabs: Child, Mother, Father, Comments, and Attachments. The 'Father' tab is selected. Below the tabs is a section titled 'Father's Information:'. It contains the following fields:

- Last Name: BERNARDO
- First Name: PAUL
- Middle Name: (empty)
- Suffix: (dropdown menu)
- Date of Birth: 09/12/1960 (MM/DD/YYYY)
- Place of Birth: (empty)

An 'Update Address' button is located at the bottom right of the form.

Father's Name

Enter the Father's Last Name, First Name and Middle Name and select the Suffix from the drop-down list.

If present, the name must begin in position 1. The first character must be a letter from A to Z. The remaining characters must be a letter from 'A' through 'Z', the single quote mark('), dash(-) or space().

If the Father's First Name or Last Name is entered, the Father details will be validated or else none of the Father details will be validated.

Date of Birth

Enter the Father's Date of Birth.

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

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

Place of Birth

Click on the **Update Address** button.

Select the **Country** of Birth 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.

Enter the **City** of Birth in the respective box.

If the Place of Birth is within *United States* or *Canada*, the **State/Territory/Province** and **City** fields are mandatory.

For any other Place of Birth only **Country** and **City** are mandatory.

If Father's Place of Birth is not known, type the word '*UNKNOWN*' in **City** box.

3.2.4.4 Comments tab

True Delay Birth (12 years and over) -Comments tab

This section is used to add and view all the **Comments** specific to the True Delay Birth (12 years and over) record.

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

3.2.4.5 Attachments tab

True Delay Birth (12 years and over) - Attachments tab

This section is used to add and view all the **Attachments** specific to the True Delay Birth (12 years and over) record.

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

3.2.5 Adoption

Adoption Birth Record Entry Screen

This section describes the process of entering an Adoption record in LEERS.

Adoptions can be either Local or Foreign. Both these types of Adoptions can only be entered at the Back Office.

The Adoption Record Entry screen has the following sections:

Child

This section is used to enter the information related to the Child whose birth is being recorded.

Mother

This section is used to enter the information related to the Mother of the Child.

Father

This section is used to enter the information related to the Father of the Child.

Comments

This section is used to enter comments related to the record.

Attachments

This section is used to attach any documents related to the record.

The various sections can be selected by clicking on the respective section header at the top.

Note:

The Adoption record will need to be sent for Registration on completion of data entry. To do this, click on the **Send or Register** button on the [Attendant](#) tab. This will validate the record and change status on the record to **Pending Registration**.

3.2.5.1 Child tab

Adoption- Child Details

This section describes the **Child** tab in the Adoption Data Entry Screen.

The Case Identification information entered at the time of creating the Birth record like Child's Name and Date of Birth will be automatically populated in their respective fields.

Child	Mother	Father	Attendant	Comments	Attachments
SFN: 119201000000005					
Child's Information					
Child's Last Name LEMON	First Name DON	Middle Name 	Suffix ▼		
Sex F ▼	Time of Birth 08 ▼ : 09 ▼ AM ▼	Date of Birth 04/08/2010 MM/DD/YYYY			
Plurality SINGLE ▼	Birth Order Number 1 ▼				
Birth Weight (Specify Grams/Ounces. Grams preferred)		<input type="radio"/> Grams <input checked="" type="radio"/> lbs/oz		7 ▼ Pounds 5 ▼ Ounces	
Place Where Birth Occured					
Facility ABC HOSPITAL					
Address					
House #: 4200 Street: HOUMA St. Designator: BLVD					
Country: UNITED STATES State: LOUISIANA County: JEFFERSON City: METAIRIE Zipcode: 700062996 Update Address					

Child's Name

Enter the Child's Last Name, First Name and Middle Name and select the Suffix from the drop-down list.

If present, the name must begin in position 1. The first character must be a letter from A to Z. The remaining characters must be a letter from 'A' through 'Z', the single quote mark('), dash(-) or space().

The First Name and the Last Name cannot be blank.

Sex

Select the Sex of the Child from the drop-down list. The list has values M (Male) and F (Female).

For **Local Adoptions**, this field is carried over from the original Birth record and is read-only.

Sex of the child must be selected.

Time of Birth

Enter the **Time of Birth** using a 12-hour clock .

A 12-hour clock with the range of 12.00 a.m. to 11.59 a.m. and 12.00 p.m to 11.59 p.m is to be used to report the **Time of Birth**.

The hour list has values ranging from 00-12.

The minute list has values ranging from 00-59.

The **AM/PM** option should also be chosen from a list.

For **Local Adoptions**, this field is carried over from the original Birth record and is read-only.

Date of Birth

Enter the Childs **Date of Birth**

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

For **Local Adoptions**, this field is carried over from the original Birth record and is read-only.

Plurality

Select the Birth Plurality from the drop-down list.

For **Local Adoptions**, this field is carried over from the original Birth record and is read-only.

Plurality of the child must be selected.

Birth Order

Select the Birth Order from the drop-down list. The values in the Birth Order list are dependant on the Plurality of Birth chosen for the Child.

For **Local Adoptions**, this field is carried over from the original Birth record and is read-only.

Birth Order of the child must be selected.

Birthweight

Select whether the birthweight will be entered in Grams or in Pounds/Ounces.

Enter the weight of the Child in the box provided in the denomination chosen.

If the birthweight of the Child is not known, select the grams option and enter 9999, or the pounds and ounces box and select 99, 99.

For **Local Adoptions**, this field is carried over from the original Birth record and is read-only.

Birthweight must be completed. If the Birthweight is less than 227 grams or greater than 8165 grams, then, the Birthweight will need to be verified during validation. Also unknown values (9999 or 99/99) will come up for verification.

Place of Birth

Enter the Facility Name in the respective box.

Click on the **Update Address** button.

Enter the [Address](#) for **Place of Birth**

For **Local Adoptions**, this field is carried over from the original Birth record but it can be modified.

3.2.5.2 Mother tab

Adoption - Mother Details

This section describes the **Mother** tab in the Adoption Data Entry Screen. The Case Identification information entered at the time of creating the Birth record like Mother's Maiden Last Name will be automatically populated in the respective field.

Child	Mother	Father	Attendant	Comments	Attachments
Mother's Current Legal Name:					
Last Name	First Name	Middle Name	Suffix		
LEMON	LISA		▼		
Mother's Name PRIOR to First Marriage: <input checked="" type="checkbox"/> Same as Mother's Current Legal Name?					
Last Name	First Name	Middle Name	Suffix		
LEMON	LISA		▼		
Date of Birth					
01/01/1980	MM/DD/YYYY				
Place of Birth					
City: UNKNOWN				Update Address	
Mother's Residence Address					
House #: 12 Street: E					
Country: UNITED STATES State: LOUISIANA County: JEFFERSON City: METAIRIE Zipcode: 70006					
Update Address					
Within City Limits?					
<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown					
Mailing Address <input checked="" type="checkbox"/> Same as Residence?					
House #: 12 Street: E					
Country: UNITED STATES State: LOUISIANA County: JEFFERSON City: METAIRIE Zipcode: 70006					

Mother's Current Legal Name

Enter the Mother's Current Legal Last Name, First Name and Middle Name and select the Suffix from the drop-down list.

If present, the name must begin in position 1. The first character must be a letter from A to Z. The remaining characters must be a letter from 'A' through 'Z', the single quote mark('), dash(-) or space().

The First Name and the Last Name cannot be blank.

Mother's Name PRIOR to First Marriage

Enter the Mother's Maiden Last Name, First Name and Middle Name and select the Suffix from the drop-down list.

If present, the name must begin in position 1. The first character must be a letter from A to Z. The remaining characters must be a letter from 'A' through 'Z', the single quote mark('), dash(-) or space().

If the Mother's Name Prior to First Marriage is entered, the Mother details will be validated or else none of the Mother details will be validated.

Date of Birth

Enter the Mother's Date of Birth.

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

Mother's Date of Birth must be completed. If the Mother's age is less than 8 years or greater than 65 years, then, the Date of Birth will need to be verified during validation.

Place of Birth

Click on the **Update Address** button.

Select the **Country** of Birth 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.

Enter the **City** of Birth in the respective box.

If the Place of Birth is within *United States* or *Canada*, the **State/Territory/Province** and **City** fields are mandatory.
For any other Place of Birth only **Country** and **City** are mandatory.
If Mother's Place of Birth is not known, type the word '*UNKNOWN*' in **City** box.

Residence Address

Click on the **Update Address** button.

Enter the Mother's Residence [Address](#).

Residence of the mother is the place the mother actually resides. Do not report temporary residences such as on a visit, business trip, or vacation. Place of residence during a tour of military duty or attendance at college should be entered as the place of residence.

For mothers who live in a group home, mental institution, penitentiary, or hospital for the chronically ill, report the location of the facility as the place of residence.

Mailing Address

Click on the **Update Address** button.

Enter the Mother's Mailing [Address](#).

If the Mailing Address is the same as the **Residence Address**, then, check the box **Mailing Address same as Residence**. The Residence Address will be automatically populated in the Mailing Address boxes.

3.2.5.3 Father tab

Adoption - Father Details

This section describes the **Father** tab in the Adoption Data Entry Screen.

The screenshot shows a web form with a tabbed interface. The 'Father' tab is selected. The form is titled 'Father's Information:'. It contains the following fields and values:

- Last Name: LEMON
- First Name: DAN
- Middle Name: (empty)
- Suffix: (dropdown menu)
- Date of Birth: 01/01/1987 (format: MM/DD/YYYY)
- Place of Birth: Country: UNITED STATES, State: LOUISIANA, City: METAIRIE

An 'Update Address' link is located at the bottom right of the form.

Father's Name

Enter the Father's Last Name, First Name and Middle Name and select the Suffix from the drop-down list.

If present, the name must begin in position 1. The first character must be a letter from A to Z. The remaining characters must be a letter from 'A' through 'Z', the single quote mark('), dash(-) or space().

If the Father's First Name or Last Name is entered, the Father details will be validated or else none of the Father details will be validated.

Date of Birth

Enter the Father's Date of Birth.

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

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

Place of Birth

Click on the **Update Address** button.

Select the **Country** of Birth 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.

Enter the **City** of Birth in the respective box.

If the Place of Birth is within *United States* or *Canada*, the **State/Territory/Province** and **City** fields are mandatory.

For any other Place of Birth only **Country** and **City** are mandatory.

If Father's Place of Birth is not known, type the word '*UNKNOWN*' in **City** box.

3.2.5.4 Attendant tab

Adoption- Attendant Details

This section describes the Attendant Details tab in the Adoption Data Entry Screen.

The attendant at birth is defined as the individual at the delivery who is responsible for the delivery. For example, if an intern or nurse-midwife delivers an infant under the supervision of an obstetrician who is present in the delivery room, the obstetrician is to be reported as the attendant. However, a person who is not physically present at the delivery should not be reported as the attendant. For example, if the obstetrician is not physically present, the intern or nurse-midwife **MUST** be reported as the attendant.

For **Local Adoptions**, the Attendant details are carried over from the original Birth record and are read-only.

Child **Mother** **Father** **Attendant** **Comments** **Attachments**

Title: MD DO CNM/CM OTHER MIDWIFE OTHER (SPECIFY)

Attendant Details

Last Name First Name Middle Name Suffix

Attendant NPI

Date Certified / /
(MM/DD/YYYY)

[Child](#) [Mother](#) [Father](#) [Attendant](#) [Comments](#) [Attachments](#)

Title

Select an option to indicate the Attendant's title. If the Attendant's title is not listed in the options, select '*Other*' and specify the title in the box provided.

Attendant's Name

Enter the Attendants details in the respective boxes.

Date Certified

Enter the Date that the Birth 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 *"/*".

Note:

The Adoption record will need to be sent for Registration on completion of data entry. To do this, click on the **Send or Register** button on the Attendant tab. This will validate the record and change status on the record to **Pending Registration**.

3.2.5.5 Comments tab

Adoption -Comments tab

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

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

3.2.5.6 Attachments tab

Adoption - Attachments tab

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

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

3.2.6 Partial Birth

Partial Birth Record Entry Screen

This section describes the process of entering an Adoption record in LEERS.

Partial Birth can only be entered at the Back Office.

The Partial Birth Record Entry screen has the following sections:

Child

This section is used to enter the information related to the Child whose birth is being recorded.

Mother

This section is used to enter the information related to the Mother of the Child.

Father

This section is used to enter the information related to the Father of the Child.

Comments

This section is used to enter comments related to the record.

Attachments

This section is used to attach any documents related to the record.

The various sections can be selected by clicking on the respective section header at the top.

Note:

A Partial Birth Record will be suspended if it does not have all the data to print a Birth certificate. To remove the suspended flag, choose 'M' from the **Record Suspended** drop-down list and click on the **Process Complete** button on the [Child tab](#). The system will validate the Partial record to check if all the required data is present and correct and if the validations are successful, the system will remove the suspended flag.

3.2.6.1 Child tab

Partial Birth- Child Details

This section describes the **Child** tab in the Partial Birth Data Entry Screen.

Child Mother Father Comments Attachments

SFN: 119 1983 000 00001 0 CHG:

Child's Information

Child's Last Name MAHN	First Name MEGAN	Middle Name	Suffix ▼
Sex F ▼	Time of Birth 11 ▼ : 28 ▼ AM ▼	Date of Birth 01/01/1983 MM/DD/YYYY	
Plurality SINGLE ▼	Birth Order Number 1 ▼		

Birth Weight (Specify Grams/Ounces. Grams preferred) Grams lbs/oz 8 ▼ Pounds 0 ▼ Ounces

Place Where Birth Occured

Facility ABC HOSPITAL

Address

Country: UNITED STATES State: LOUISIANA [Update Address](#)

Date Accepted: 01/01/1983 MM/DD/YYYY Date Filed: 05/01/1984 MM/DD/YYYY

Process Complete

Child's Name

Enter the Child's Last Name, First Name and Middle Name and select the Suffix from the drop-down list.

If present, the name must begin in position 1. The first character must be a letter from A to Z. The remaining characters must be a letter from 'A' through 'Z', the single quote mark('), dash(-) or space().

The First Name and the Last Name cannot be blank.

Sex

Select the Sex of the Child from the drop-down list. The list has values M (Male) and F (Female).

Sex of the child must be selected.

Time of Birth

Enter the **Time of Birth** using a 12-hour clock .

A 12-hour clock with the range of 12.00 a.m. to 11.59 a.m. and 12.00 p.m to 11.59 p.m is to be used to report the **Time of Birth**.

The hour list has values ranging from 00-12.

The minute list has values ranging from 00-59.

The **AM/PM** option should also be chosen from a list.

Date of Birth

Enter the Childs **Date of Birth**

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

Plurality

Select the Birth Plurality from the drop-down list.

Plurality of the child must be selected.

Birth Order

Select the Birth Order from the drop-down list. The values in the Birth Order list are dependant on the Plurality of Birth chosen for the Child.

Birth Order of the child must be selected.

Birthweight

Select whether the birthweight will be entered in Grams or in Pounds/Ounces.
Enter the weight of the Child in the box provided in the denomination chosen.

If the birthweight of the Child is not known, select the grams option and enter 9999, or the pounds and ounces box and select 99, 99.

Birthweight must be completed. If the Birthweight is less than 227 grams or greater than 8165 grams, then, the Birthweight will need to be verified during validation. Also unknown values (9999 or 99/99) will come up for verification.

Place of Birth

Enter the Facility Name in the respective box.

Click on the **Update Address** button.

Select the Parish of Birth from the drop down list. The City of Birth list will be populated based on the Parish chosen. Select the City of Birth from the available list.

The Parish and City of Birth must be selected.

Date Accepted

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

Date Filed

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

3.2.6.2 Mother tab

Partial Birth - Mother Details

This section describes the **Mother** tab in the Partial Birth Data Entry Screen.

Child **Mother** Father Comments Attachments

Mother's Name PRIOR to First Marriage:

Last Name: MAHN First Name: MARNIE Middle Name: Suffix:

Age: 25

Place of Birth: Country: UNITED STATES State: LOUISIANA City: NEW ORLEAN [Update Address](#)

Mother's Residence Address

House #: 423 Apt/Ste: 05 Pre-Dir: N Street: CONTINENTAL St. Designator: DR [Update Address](#)
Country: UNITED STATES State: LOUISIANA County: ST. BERNARD City: CHALMETTE Zipcode: 70121

Within City Limits?
 Yes No Unknown

Mailing Address Same as Residence?

House #: 423 Apt/Ste: 05 Pre-Dir: N Street: CONTINENTAL St. Designator: DR
Country: UNITED STATES State: LOUISIANA County: ST. BERNARD City: CHALMETTE Zipcode: 70121

Mother's Name PRIOR to First Marriage

Enter the Mother's Maiden Last Name, First Name and Middle Name and select the Suffix from the drop-down list.

If present, the name must begin in position 1. The first character must be a letter from A to Z. The remaining characters must be a letter from 'A' through 'Z', the single quote mark('), dash(-) or space().

If the **Mother's Name Prior to First Marriage** is entered, the Mother details will be validated or else none of the Mother details will be validated.

Age

Enter the Mother's Age at the time of Child's Birth.

Mother's Age must be completed. If the Mother's age is less than 8 years or greater than 65 years, then, the Date of Birth will need to be verified during validation.

Place of Birth

Click on the **Update Address** button.

Select the **Country** of Birth 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.

Enter the **City** of Birth in the respective box.

If the Place of Birth is within *United States* or *Canada*, the **State/Territory/Province** and **City** fields are mandatory.

For any other Place of Birth only **Country** and **City** are mandatory.

If Mother's Place of Birth is not known, type the word '*UNKNOWN*' in **City** box.

Mother's Residence

Click on the **Update Address** button.

Enter the Mother's Current Residence [Address](#).

Residence of the Mother is the place the Mother actually resides. Do not report temporary residences such as on a visit, business trip, or vacation. Place of residence during a tour of military duty or attendance at college should be entered as the place of residence.

Mailing Address

Click on the **Update Address** button.

Enter the Mother's Mailing [Address](#).

If the Mailing Address is the same as the **Residence Address**, then, check the box **Mailing Address same as Residence**.

The Residence Address will be automatically populated in the Mailing Address boxes

3.2.6.3 Father tab

Partial Birth- Father Details

This section describes the **Father** tab in the Partial Birth Data Entry Screen.

The screenshot shows a web interface with five tabs: Child, Mother, Father, Comments, and Attachments. The 'Father' tab is selected. Below the tabs is a form titled 'Father's Information:'. The form contains the following fields:

- Last Name:
- First Name:
- Middle Name:
- Suffix:
- Age:
- Place of Birth:

An [Update Address](#) link is located at the bottom right of the form.

Father's Name

Enter the Father's Last Name, First Name and Middle Name and select the Suffix from the drop-down list.

If present, the name must begin in position 1. The first character must be a letter from A to Z. The remaining characters must be a letter from 'A' through 'Z', the single quote mark('), dash(-) or space().

If the Father's First Name or Last Name is entered, the Father details will be validated or else none of the Father details will be validated.

Age

Enter the Father's Age at the time of Child's Birth.

Father's Age must be completed. If the Father's age is less than 8 years or greater than 75 years, then, the Date of Birth will need to be verified during validation.

Place of Birth

Click on the **Update Address** button.

Select the **Country** of Birth 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.

Enter the **City** of Birth in the respective box.

If the Place of Birth is within *United States* or *Canada*, the **State/Territory/Province** and **City** fields are mandatory.

For any other Place of Birth only **Country** and **City** are mandatory.

If Father's Place of Birth is not known, type the word '*UNKNOWN*' in **City** box.

3.2.6.4 Comments tab

Partial Birth -Comments tab

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

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

3.2.6.5 Attachments tab

Partial Birth- Attachments tab

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

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

3.2.7 Foundling Foundling Birth Record Entry Screen

This section describes the process of entering a **Foundling** record in LEERS.

A **Foundling** record can only be entered at the Back Office.

The Case Identification information entered at the time of creating the Birth record like Child's Name and Date of Birth will be automatically populated in their respective fields.

Child				Comments				Attachments			
Child's Information											
Child's Last Name			First Name			Middle Name			Suffix		
JONES			JONAS						▼		
Sex		Time of Birth		Date of Birth							
M ▼		01 ▼ : 28 ▼ AM ▼		04/21/2010 MM/DD/YYYY							
Assumption of Custody											
Date of Finding or Assumption of Custody 04/21/2010 MM/DD/YYYY											
Address											
Country: UNITED STATES State: LOUISIANA Update Address											
Placement Information											
Information concerning person or institution with whom the child has been placed, if any.											
Last Name			First Name			Middle Name			Suffix		
									▼		
Name of Institution			ST. JUDE ORPHANAGE								
Zipcode: 0			Update Address								

Child's Name

Enter the Child's Last Name, First Name and Middle Name and select the Suffix from the drop-down list.

If present, the name must begin in position 1. The first character must be a letter from A to Z. The remaining characters must be a letter from 'A' through 'Z', the single quote mark('), dash(-) or space().

The First Name and the Last Name cannot be blank.

Sex

Select the Sex of the Child from the drop-down list. The list has values M (Male) and F (Female).

Sex of the child must be selected.

Time of Birth

Enter the **Time of Birth** using a 12-hour clock.

A 12-hour clock with the range of 12.00 a.m. to 11.59 a.m. and 12.00 p.m. to 11.59 p.m. is to be used to report the **Time of Birth**.

The hour list has values ranging from 00-12.

The minute list has values ranging from 00-59.

The **AM/PM** option should also be chosen from a list.

Date of Birth

Enter the Child's **Date of Birth**

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

Date of Finding

Enter the Date of Finding or Assumption of Custody.

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

Address of Finding

Click on the **Update Address** button.

Enter the Address of Finding or place where the custody of foundling was assumed.

Name of Person who has the custody of the Child

Enter the Person's Last Name, First Name and Middle Name and select the Suffix from the drop-down list.

If present, the name must begin in position 1. The first character must be a letter from A to Z. The remaining characters must be a letter from 'A' through 'Z', the single quote mark('), dash(-) or space().

The Last Name cannot be blank.

Name of Institution and Placement Address

Enter the Name and Address for Place where the Child will reside

Race

Check the boxes that indicate the Race of the Child. If the Child belongs to more than one race check both corresponding boxes.

Race Information
Check one or more to indicate what race the child is considered to be.

WHITE

BLACK OR AFRICAN AMERICAN

AMERICAN INDIAN OR ALASKAN NATIVE Specify

ASIAN INDIAN

CHINESE

FILIPINO

JAPANESE

KOREAN

VIETNAMESE

OTHER ASIAN Specify

NATIVE HAWAIIAN

GUAMANIAN OR CHARMORRO

SAMOAN

OTHER PACIFIC ISLANDER Specify

OTHER Specify

UNKNOWN

3.3 Lifecycle of a Birth Record

Life Cycle of the Birth Record

This section describes the lifecycle of a Birth record in LEERS.

A Live Birth or a Delay Birth(6 months - 12 years) recorded by a Facility, Midwife or a Health Unit 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 Birth 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 Live Birth 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.

All other types of Birth certificates (Delay, Adoption, Partial and Foundling) are recorded only at the Back Office and need to be approved and **Registered** by a User with appropriate privileges at the Back Office.

Once the Birth record is **Registered**, a Back Office user can browse through Record details and [History](#). The record can be [Updated](#) or [Amended](#) if required. **Indicators** can be [Set/Reset](#) on the Birth record by a User with appropriate privileges.

A Birth record can be sealed and [Voided](#). Once Voided, the Birth Record can only be viewed by User with appropriate privileges.

3.3.1 Abandoning a Birth Record

Abandoning a Birth Record

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

A Birth record entered at a Facility, by a Midwife, at a Health Unit 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 a Birth record click on the **Abandon** button on the [Birth 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:

Abandon

Return to Facility

The status of this record is Pending Abandon

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

Certificate of Live Birth

State File Number:

Child

Child Name KENNETH HOLLIER	Time of Birth 7:45 AM	Gender	Date of Birth 3/15/2009
Facility Name	City	Parish 0	

Mother

Mother's Current Legal Name	Date of Birth
------------------------------------	----------------------

Add/View Comments

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

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

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

3.3.2 Certifying a Birth Record

Certifying a Birth Record

This section describes the process of **Certifying** a new Birth record in **LEERS**.

A Birth record entered at a Facility, by a Midwife or at a Health Unit 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 **Certifiers 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 a Birth Record from **Incomplete** to **Ready to Certify** status:

1. Click on the [Attendant](#) tab.
2. Click on the **Send to Certify** button. The system will perform final validations on the entire Birth 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 [Attendant](#) 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:

A Birth record entered at the Back Office will not be Certified. These records will be **Pending Registration** if all the validations are successful.

A Birth Record with **Ready to Certify** status is assigned to the **Certifier** chosen on the [Attendant](#) tab. The Certifier on record has to log into LEERS and navigate to the record to certify it.

Enter PIN To Certify

Certify

Return To Facility

Drop to Paper

1 of 1

100%

Find | Next

Select a format

Export

Certificate of Live Birth

State File Number:

Child

Child Name CATHERINE MITCHEL	Time of Birth 5:28 AM	Gender F	Date of Birth 10/3/2009
Facility Name ABC HOSPITAL	City METAIRIE	Parish JEFFERSON	

Mother

Mother's Current Legal Name	Date of Birth
------------------------------------	----------------------

Enter Comments Below:

Save

To Certify a Birth Record electronically:

1. Click on the Child's Name of the record in the Record Display grid on the [Birth 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 Birth record and submit the record to the Back Office for Registration.

To Certify a Birth Record manually:

1. Click on the Child's Name of the record in the Record Display grid on the [Birth Home page](#) to open the details of the record.
2. Click on the **Drop to Paper** button.
3. The system will display a message 'This action will print the record for Certification and Submit the record to the State. Do you wish to continue?'. Click the **Yes** 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 Birth record can be **Returned back to Facility** for corrections or clarifications.

To Return a Birth record to Facility:

1. Click on the Child's Name of the record in the Record Display grid on the [Birth 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 Birth record is being returned back to the Facility.
3. Click on the **Return to Facility** button.
4. The system will mark the record as **Incomplete** and return it back to the Incomplete queue on the Birth 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 Birth record back to Facility.

3.3.3 Registering a Birth Record

Registering a Birth Record

This section describes the process of **Registering** a Birth record in LEERS.

A Birth record entered at a Facility, by a Midwife, at a Health Unit or at the Back Office has to be submitted for Registration.

A Live Birth record is auto-registered on Certification when Submitted to the State except in the following cases:

- The Birth record is part of a plural delivery.
- The Birth record has Acknowledgement of Paternity.
- The Birth record has exceptions or out-of-range values set on some items.
- The Birth record is Dropped to Paper.
- The Birth record has a discrepancy letter issued.

If a Live Birth 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.

To Register a Birth record:

1. Select the record to be Registered from the **Pending Registration** queue on the [Birth Home page](#).
2. If this record had an [Acknowledgement of Paternity](#) or if it 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 to Facility** 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 Birth.

Register

Return

The status of this record is Pending Registration

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

Certificate of Live Birth

State File Number:

Child

Child Name JANE SMITH	Time of Birth 1:00 AM	Gender F	Date of Birth 10/1/2009
Facility Name	City CHATHAM	Parish JACKSON	

Mother

Mother's Current Legal Name	Date of Birth
------------------------------------	----------------------

Add/View Comments Add/View Attachments

3.3.4 Re-submitting a Birth Record

Re-submitting a Birth Record

This section describes the process of **Re-Submitting** a Birth record Returned from State in LEERS.

A Birth record entered at a Facility, by a Midwife, at a Health Unit or at the Back Office can be **Returned from State** if the Registration review process fails.

A Birth 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 [Birth Home page](#). The same record is also seen in the **Returned to Facility** queue on the Back Office [Birth Home page](#).

Note:

If the Birth 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 [Birth Home page](#).

To Re-submit a record Returned from State:

Click on the Child's Name of the record in the Record Display grid on the [Birth 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 re-submit the record to the State.
3. If any modifications are required to the record, click on the **Return to Facility** 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 **Yes** button. The system will change the status on the record to **Incomplete** and this will allow the record to open up in the [Birth 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 re-submit the record to the State.

Note:

The Birth record version changes on every Submit to the State. If the Birth 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.

The status of this record is Returned From State

Submit

Return To Facility

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

Certificate of Live Birth

State File Number:

Child

Child Name BILL GERGEN	Time of Birth 3:28 AM	Gender M	Date of Birth 10/1/2009
Facility Name	City EAST HODGE	Parish JACKSON	

Mother

Mother's Current Legal Name	Date of Birth
------------------------------------	----------------------

Enter Comments Below:

Save

Comments	User	Date
 ISSUE DISCREPANCY LETTER CHECKED AND DO NOT ISSUE INDICATOR SET	Rhimes, Amanda L.	10/26/2009 8:33:20 AM

3.3.5 Viewing Birth Record History

Viewing Birth Record History

This section describes the process of **Viewing the Birth Record Details and History** after Registering a Birth record in LEERS.

After a Birth 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 *SFN* or the *Child's Name* to open the record in the data screen.

The Birth 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.

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 Birth record.

To view the Cases attached to the Birth record, choose the respective Case date from the Case history dropdown list in the Case tab and click on the View button. The corresponding Case report is visible on the Case tab.

Void Record

Update Record

View History

The status of this record is Registered

Mark as Deceased Death State File #: Date of Death: 31

Indicators

Missing Child Kidnapped Celebrity Law Enforcement Fraudulent Record Homeland Security
 Deceased Copy request over limit Do Not Issue

Birth Report | **Case Report**

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

Certificate of Live Birth

State File Number: 119200900000018

Child

Child Name BILL GERGEN	Time of Birth 3:28 AM	Gender M	Date of Birth 10/1/2009
Facility Name	City EAST HODGE	Parish JACKSON	

Mother

Mother's Current Legal Name	Date of Birth
------------------------------------	----------------------

Add/View Comments

3.3.6 Updating a Birth Record

Updating a Birth Record

This section describes the process of **Updating** the Birth Record Details after Registering a Birth record in LEERS.

A Back Office User with the appropriate privileges can use the Update record functionality to make minor changes or correct any typos in the Birth record after it is registered.

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 *SFN* or the *Child's Name* to open the record in the data screen.

The Birth record details are visible in a report format that is view-only. The menu option for **Update Record** will be visible on top right-hand side of the page, depending upon the User privileges.

Click on the **Update Record** button to open the Birth record in the [Birth Record Entry Screen](#). Make the required changes and click on the Save button to save the changes.

Void Record

Update Record

View History

The status of this record is Registered

Mark as Deceased Death State File #: Date of Death: 31

Indicators

Missing Child Kidnapped Celebrity Law Enforcement Fraudulent Record Homeland Security

Deceased Copy request over limit Do Not Issue

Birth Report | **Case Report**

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

Certificate of Live Birth

State File Number: 119200900000018

Child

Child Name BILL GERGEN	Time of Birth 3:28 AM	Gender M	Date of Birth 10/1/2009
Facility Name	City EAST HODGE	Parish JACKSON	

Mother

Mother's Current Legal Name	Date of Birth
------------------------------------	----------------------

Add/View Comments

3.3.7 Amending a Birth Record

Amending a Birth Record

This section describes the process of **Amending** the Birth Record Details after Registering a Birth record in LEERS.

A Back Office User with the appropriate privileges can use the Amend record functionality to make changes to the Birth record after it is registered. An Amendment process is initiated through the SAM module. The actual Amendment process however, happens in the [Birth Record Entry](#) screen.

The Birth records that need to be Amended will show up in the Amendments queue on the [Birth Module Home](#) page. Click on the Amendments link to display the records that need to be amended in the Display grid.

To make amendments on a Birth record:

1. Click on the Amendments link on the [Birth Home page](#) and then click the **Incomplete** button below the Display grid to display all the Birth records that need to be amended.
2. Click on the Child's Name of the record in the Display grid on the [Birth Home page](#) to open the details of the record.
3. Click on the Section that has the fields to be amended and make the required amendments.
4. Click the **Save** button to save the amendments.
5. Click on the **AMD** tab to view the amendments made to the record. Click on the **Send for Approval** button to send these amendments for review.

Approve Amendment

Return

There is a Case Pending for this Control Number. Please select an Option to handle this case from here.

Send To Issuance

The status of this record is Pending Amendment Approval

Amendments		
Item	Previous Value	Amendment
CHILD'S MIDDLE NAME	KENNEDY	KENNEDY SADE'
MOTHER MARRIED	N	Y
MOTHER MARRIED AT CONCEPTION OR ANYTIME BETWEEN		Y

To approve amendments on a Birth record:

1. Click on the Amendments link on the [Birth Home page](#) and then click the **Pending Approval** button to display all the Birth records that are pending approval for amendments.
2. Click on the Child's Name of the record in the Display grid on the [Birth Home page](#) to open the details of the record.
3. Review the Amendments that are displayed above the report. The report shows the current version of the Birth record prior to Amendments.
4. Click on the **Approve Amendments** button to approve the amendments. The system will record all the amendments to the Birth record and mark the record as Amended. These changes will show up in the Record History for the record.
5. Click on the **Return** button if the review process fails and the amendments are not approved. This will return the record to **Incomplete** Amendment status for further clarifications or changes.

3.3.8 Setting/Resetting Indicators

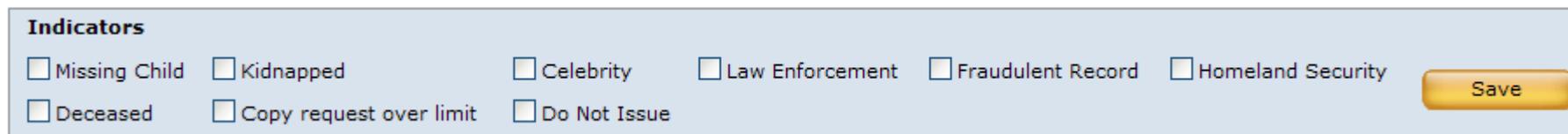
Setting/Resetting Indicators on a Birth Record

This section describes the process of **Setting/Resetting Indicators** after Registering the Birth record in LEERS.

A Back Office User with the appropriate privileges can Set or Reset Indicators on the Birth record after it is registered.

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 *SFN* or the *Child's Name* to open the record in the data screen.

The Birth record details are visible in a report format that is view-only. The Indicators list is visible above the report if the User has the Set /Reset privileges.



Indicators

Missing Child Kidnapped Celebrity Law Enforcement Fraudulent Record Homeland Security

Deceased Copy request over limit Do Not Issue

Save

Check or Uncheck the appropriate Indicators and click on the **Save** button to save the changes.

Note:

Each Indicator in the list has View and/or Print Record access that is preset in LEERS. If an indicator has View-only access, then any Birth record that has the indicator set will not be able to Print the Birth certificate. If an indicator has the View access restricted, then any Birth record that has the Indicator set, will not display the report details.

3.3.9 Voiding a Birth Record

Voiding a Birth Record

This section describes the process of **Voiding** the Birth Record Details after Registering a Birth record in LEERS.

A Back Office User with the appropriate privileges can use the Void record functionality to void and seal the Birth record after it is registered.

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 *SFN* or the *Child's Name* to open the record in the data screen.

The Birth record details are visible in a report format that is view-only. The menu option for **Void Record** will be visible on top right-hand side of the page, depending upon the User privileges.

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 and seal it.

Voided records can be viewed only by Back Office Users with the appropriate privileges. To view Voided records, search for the record on the [Search](#) page by clicking on the Advanced Search option and checking the **View Sealed Records** option. The results of the Search are displayed in the Search grid. Click on the report icon at the end of row to open the record in Report format.

Void Record

Update Record

View History

The status of this record is Registered

Mark as Deceased Death State File #: Date of Death: 31

Indicators

Missing Child Kidnapped Celebrity Law Enforcement Fraudulent Record Homeland Security

Deceased Copy request over limit Do Not Issue

Birth Report **Case Report**

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

Certificate of Live Birth

State File Number: 119200900000018

Child

Child Name BILL GERGEN	Time of Birth 3:28 AM	Gender M	Date of Birth 10/1/2009
Facility Name	City EAST HODGE	Parish JACKSON	

Mother

Mother's Current Legal Name	Date of Birth
------------------------------------	----------------------

Add/View Comments

Sales and Management Module

4. Sales and Management (SAM) Module

Sales and Management Module

The **Sales and Management (SAM) Module** is used to create cases related to various certificates and manage inventory in LEERS.

A Health Unit can print certificates or send requests for certificates that do not exist in the system. The Back Office will process these requests and also the requests received directly at the Back Office for creating Delay Birth Certificates, Adoption Certificates or making Amendments to existing Birth, Death, Marriage and Fetal Death Certificates. This module also keeps track of the inventory used for printing certificates and reconciles the payments received from the various certificate requests.

4.1 SAM Module Home

SAM Module Home

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

This screen appears when the User selects the **SAM** Module option on the [LEERS Home](#) page.

A User who has only Search functionality in SAM will not be able to see this page and will be directed to the [Search Case](#) page on successful login.

The SAM Home page displays status queues with record counts within each status.

Status queues

Health Unit

If the User belongs to a Health Unit then the following Status queues are visible:

Status	Records
Incomplete	1
Ready To Print	2
Submitted to State	2

Case #	Requestor Name	Created By	Date Created
> 103	SMITH, DANIEL	Jordan, Michael	5/3/2010 10:54:59 AM

+ All Cases My Cases Record Count: 1

- **Incomplete**
These are Cases that are initiated but not completed.
- **Ready to Print**
These are Cases that are attached to specific documents and are ready to print certificates.
- **Submitted to State**
These are Cases that did not find the required documents or could not print certificates because of partial data and have been submitted to the State for further data entry.

Back Office

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

- **Incomplete**
These are Cases that are initiated but not completed.
- **Issuance**
These are Cases that are attached to specific documents and are ready to print certificates.
- **Indicators**
These are Cases that have specific documents having indicators set on them and need further review.
- **Referred to Amendments**
These are Cases having specific documents that have been referred to Amendments for further review.
- **Adoptions**
These are Cases having specific documents that have Adoption Birth record requests.
- **Delay Registration**
These are Cases having specific documents that have Delay Birth record requests.
- **Update Partial Record FO**
These are Cases having specific documents that have only partial data and have been sent from Health Units to update partial data.
- **Update Partial Record BO**
These are Cases initiated at the Back Office having specific documents that have only partial data and need to be updated.
- **No Record Found FO**
These are Cases sent from Health Units that have no data for the requested document.
- **No Record Found BO**
These are Cases initiated at the Back Office that have no data for the requested document.

The number next to the Status indicates the count of Case 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 Cases* option to display all Cases for that specific status. Click on *My Cases* option to display cases for that specific status created by the User who has logged in. Click on the **+** icon to expand all the displayed cases. Click on the **-** icon to collapse all the displayed cases.

Records Display Grid

This grid displays records according to required status. The grid displays *Case Number*, *Requestor Name*, *Created By* and *Date Created* for each record.

Click on the *Case Number* of a record to open the details of the record.

Menu buttons

The following menu buttons are visible on the SAM Home page:

[Search Case](#)

[Add New Case](#)

[Exchange](#)

[Inventory](#)

[Reports](#)

Complimentary Birth Certificates

Click on the *Print Complimentary Birth Certificates* link to view all Complimentary Birth Certificates that are ready to be printed.

Refer to the section on [Batch Printing](#) for further information on printing Birth Certificates.

Note:

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

4.1.1 Search Case

Search Case

This section describes the process of searching a Case in LEERS. This screen appears when the **User** selects to **Search Case** on the [SAM Home](#) page.

The User can search for a Case by any of the following parameters:

Select by Case

Click on the **Find Case** tab to search for a Case by any of Case related parameters.

Find Case Find Document Find Audit

Case:
Case Number: Created/Modified By: -- -- Case Status: -- --

Date Created/Modified: -

Requestor:
First Name: Last Name: Middle Int.

Department: -- -- Phone:

Agency/Business:

E-mail:

Address:
Address 1:

Address 2:

City: State: Country: Zip:

Select by Document

Click on the **Find Document** tab to search for a Case by any of Document related parameters.

The screenshot shows a search interface with three tabs: 'Find Case', 'Find Document', and 'Find Audit'. The 'Find Document' tab is active. Below the tabs is a search form with the following fields:

- Document Type: BIRTH CERTIFICATE (dropdown)
- SFN #: 119 (text input)
- Created/Modified By: -- (dropdown)
- Rqstr Relation: -- (dropdown)
- Event Date: (calendar icon)
- Parish: (dropdown)
- Certificate Last Name: (text input)
- Certificate First Name: (text input)
- Mother's Maiden Name: (text input)
- Mother's First Name: (text input)
- Father's Last Name: (text input)
- Father's First Name: (text input)

Select by Audit Number

Click on the **Find Audit** tab to search for a Case by any Audit numbers printed for the Case.

The screenshot shows a search interface with three tabs: 'Find Case', 'Find Document', and 'Find Audit'. The 'Find Audit' tab is active. Below the tabs is a search form with the following field:

- Audit Number: (text input)

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

The results of the Search are displayed in the Search grid. The grid displays *Case Number*, *Requestor Name*, *Created By* and *Date Created* for each record.

Click on the *Case Number* of a record to open the details of the record. Click on the report icon at the end of row to open the record in Report format.

The Search 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.

4.1.2 Add New Case

Add New Case

This section describes the process of Adding a New Case in LEERS. This screen appears when the **User** selects to **Add New Case** on the [SAM Home](#) page.

The User has to enter the Case identification data required to initiate a new Case Record. The system will search for potential duplicates in the system to determine if the record has already been initiated.

To initiate a new **Case record**:

1. Enter the Case data in fields displayed above.
2. Click on the **Search** button. The system will perform a search to see if a record with the Case identification data entered exists. If yes, then, the system will display a list of potential duplicates. If no, then, the system will enable the **Create New Case** button.
3. Click the **Create New Case** button.
4. The system will add the record and display the new record in the [Case Data Entry](#) screen.

If a list of potential duplicates are displayed in the **Matching Records grid**:

Scenario 1 A Duplicate Record exists

Click on the *Case Number* of the record to open the Case details of the record. The system will open the Case in the Case Data Entry Screen if the Case is *Open*. The system will open the Case in the report format if the Case is *Completed*.

Scenario 2 No Duplicate Record exists

Click the **Create New Case** button. The system will add the record and display the new record in the [Case Data Entry](#) screen.

Case:
Case Number: Created/Modified By: Case Status:
Date Range: -

Requestor:
First Name: Last Name: Middle Int.:
Department: Agency: Phone:
E-mail:

Address:
Address 1:
Address 2:
City: State: Country: Zip:

1 row(s) found for the Search Criteria Specified.

<u>CaseNo</u>	<u>Requestor Name</u>	<u>Created By</u>	<u>Date Created</u>	
⊕ 60	DARWIN, JAMES	Kyser, Garrett	11/5/2009	

4.1.3 Inventory

Inventory

This section describes the process of Inventory Management in LEERS.
This screen appears when the **User** selects **Inventory** on the [SAM Home](#) page.

A User who does not have Inventory Control functionality can only request for Inventory or void unused Inventory that belongs to the User's office.

A Back Office User with appropriate privileges, can Add Inventory Stock, Request Inventory for a Health Unit or the Back Office and can also Issue Inventory.

Front Office Inventory

A Front office user will see the following screen after clicking the Inventory button on the [SAM Home](#) page.

Banknote Inventory

Inventory: <input type="text"/>	Office Type: <input type="text" value="Front"/>	Unit: <input type="text" value="Jefferson PHU, Metairie"/>	<input type="button" value="Request"/>
Void Unused Issued Audit Number(s): <input type="text"/>	<input type="text"/>		<input type="button" value="Void"/>

Back Office

A Back office user who does not have Inventory Control functionality will see the following screen after clicking the Inventory button on the [SAM Home](#) page.

Banknote Inventory

Inventory: <input type="text"/>	Office Type: <input type="text" value="Back"/>	Unit: <input type="text"/>	<input type="button" value="Request"/>
Void Unused Issued Audit Number(s): <input type="text"/> <input type="text"/>			<input type="button" value="Void"/>

A Back office user who has Inventory Control functionality will see the following screen after clicking the Inventory button on the [SAM Home](#) page.

Banknote Inventory

Total Available Inventory: 1999

	Stock Range	Available Inventory	Added By	Date Added
	1 - 2500	1999	George, Devin	8/18/2009 10:05:11 AM

What would you like to do? Add Inventory Issue Inventory Request Inventory/Void Unused Issued Inventory

This screen shows Total Available Inventory in the Back Office. Click on the report icon to view the Inventory report which will show the details of available stock and the inventory distributed from that stock.

To **Add Inventory** to the Available Stock:

What would you like to do? Add Inventory Issue Inventory Request Inventory/Void Unused Issued Inventory

Inventory: **Add Stock**

Inventory Requests: 0

1. Select the **Add Inventory** option.
2. Enter the range of Audit numbers in the Inventory boxes.
3. Click on the **Add Stock** button.
4. The system will add the new Inventory to the available stock and display the newly added inventory in the grid above.

To **Issue Inventory**:

What would you like to do? Add Inventory Issue Inventory Request Inventory/Void Unused Issued Inventory

Inventory: Office Type: Unit: **Issue**

Inventory Requests: 0

Inventory Issued: 1

	<u>Parish Unit</u>	<u>Audit# Range</u>	<u>Inventory Used</u>	<u>Inventory Available</u>	<u>Issued By</u>	<u>Date Issued</u>
	Jefferson PHU, Metairie	201 - 300	1	99	George, Devin	2009.08.18

1. Select the **Issue Inventory** option. The system will display any open requests that need to be fulfilled. The Inventory grid can be sorted by Unit or Date Issued by clicking on the respective header.
2. Select the Office type and then the Unit to which the Inventory needs to be Issued. The system will display all Issued Inventory for the Unit within the past year or any previous issued Inventory that is still available.
3. Enter the range of Audit numbers to be Issued in the Inventory boxes.
4. Click on the **Issue** button.
5. The system will issue the new Inventory to the selected Health Unit or Back Office Unit and display the newly issued inventory in the grid below.

To Request Inventory:

What would you like to do? Add Inventory Issue Inventory Request Inventory/Void Unused Issued Inventory

Inventory: Office Type: Unit:

Void Unused Issued Audit Number(s):

Inventory Requests: 0

Inventory Issued: 1

	<u>Parish Unit</u>	<u>Audit# Range</u>	<u>Inventory Used</u>	<u>Inventory Available</u>	<u>Issued By</u>	<u>Date Issued</u>
	Jefferson PHU, Metairie	201 - 300	1	99	George, Devin	2009.08.18

1. Select the **Request Inventory/Void Issued Inventory** option. The system will display any open requests that need to be fulfilled. The Inventory grid can be sorted by Unit or Date Issued by clicking on the respective header.
2. Select the Office type and then the Unit to which the Inventory needs to be requested. The system will display all Issued Inventory for the Unit within the past year or any previous issued Inventory that is still available.
3. Enter the quantity of Audit numbers to be requested in the Inventory box.
4. Click on the **Request** button.
5. The system will add the Inventory request to the selected Health Unit or Back Office Unit and display the new request in the grid below.

To Void Unused Issued Inventory:

What would you like to do? Add Inventory Issue Inventory Request Inventory/Void Unused Issued Inventory

Inventory: Office Type: Unit:
 Void Unused Issued Audit Number(s):

Inventory Requests: 0

Inventory Issued: 1

	<u>Parish Unit</u>	<u>Audit# Range</u>	<u>Inventory Used</u>	<u>Inventory Available</u>	<u>Issued By</u>	<u>Date Issued</u>
	Jefferson PHU, Metairie	201 - 300	1	99	George, Devin	2009.08.18

1. Select the Request Inventory/Void Issued Inventory option.
2. Select the Office type and then the Unit to which the Inventory needs to be requested. The system will display all Issued Inventory for the Unit within the past year or any previous issued Inventory that is still available.
3. Enter the range of Audit numbers to be voided in the *Void Unused Audit Numbers* boxes.
4. Click on the **Void** button.
5. The system will void the unused issued Inventory.

4.1.4 Exchange

Exchange

This section describes the process of Exchanging a Certificate in LEERS.
This screen appears when the **User** selects to **Exchange** on the [SAM Home](#) page.

The Exchange functionality allows the User to void a printed Audit number and reprint it on a using a new Audit number.

To Exchange an audit number:

Banknote Exchange

Audit #: 

Control #	Service Type	SFN	Certificate Name	Audit #	Voided	
104	Birth Certificate	119200900000022	MITCHEL, CARMINE	510	NO	

+

1. Enter the Audit number in the box and click on the Search  icon.
2. The system searches for the Audit number and if it exists, the system displays the details of the document that was printed on the Audit number.
3. Click on the Print  icon to Void the Audit number and reprint it on a new Audit number. Refer to the [Assigning Audit numbers](#) section.

4.1.5 Reports

Reports

The **Reports** page allows a User to generate reports related to the SAM module for Administrative or Statistical purposes.

This screen appears when the **User** selects **Reports** on the [SAM Home](#) page.



The screenshot shows a form with the following fields and buttons:

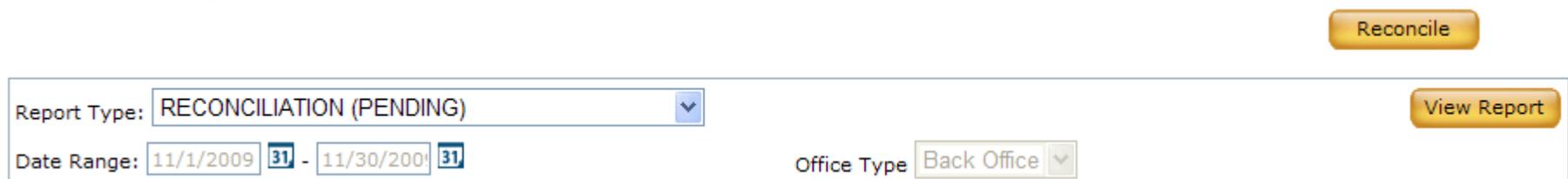
- Report Type: -- (dropdown menu)
- Date Range: [] 31 - [] 31 (date pickers)
- Office Type: -- (dropdown menu)
- View Report (button)

To generate a Report:

1. Select the required **Report** from the *Report Type* list. This list will only display the reports that the User has authority to generate.
2. Choose the *Office Type* as *Front* or *Back* if the report needs to be generated by Office type. If this is left blank, the Report will pull Front Office and Back Office Records in the Report.
3. Select the *Date Range* for the Report.
4. Click on the **View Report** button to view the report

A user with appropriate privileges can also Reconcile payments or print Invoices from this screen.

To **Reconcile** Payments:



The screenshot shows a form with the following fields and buttons:

- Report Type: RECONCILIATION (PENDING) (dropdown menu)
- Date Range: 11/1/2009 31 - 11/30/2009 31 (date pickers)
- Office Type: Back Office (dropdown menu)
- Reconcile (button)
- View Report (button)

1. Select Report Type **Reconciliation (Pending)** from the drop-down list.
2. Enter the *Date Range* for the Payments to be reconciled.
3. Select the *Office Type* and the Unit for which Payments need to be reconciled.

4. Click the **View report** button to display the Payments in the given date range for the selected Office/Unit type.
5. Click on the **Reconcile** button to reconcile all the payments displayed in the report.

To Print Invoices:



Reconcile

Report Type: INVOICE (PENDING) ▼

Date Range: 11/1/2009 31 - 11/30/2009 31

Department TIPS ▼

View Report

1. Select Report Type **Invoice (Pending)** from the drop-down list.
2. Enter the *Date Range* for the Payments to be invoiced.
3. Select the *Dept* for which Payments need to be invoiced.
4. Click the **View Report** button to display the Payments in the given date range for the selected Department.
5. Click on the **Reconcile** button to generate an Invoice that will include all the payments displayed in the report and reconcile them.

4.2 Case Data Entry Screen

Case Record Entry Screen

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

A Case can have the following status types during its lifecycle:

Incomplete

These are cases which have pending documents that require some action to be taken on them.

Complete

These are cases with all documents completed and are closed.

Reopened

These are cases that were complete but are reopened for some reason.

Voided

These are cases that are voided. Cases that have received payments cannot be voided.

Closed Out

These are cases that were closed out pending customer feedback and can be reopened at a later date. Cases which have Documents attached to a SFN and are in the process of some data entry or approval cannot be closed out.

The Case Data Entry Screen has the following menu buttons in the header:

The screenshot shows the header of the Case Data Entry Screen. On the left, it displays 'Case #: 69', 'Requestor: ERICSON, JOHNSON', and 'Documents List: JOHNSON, ERICSON' with a dropdown arrow. In the center, it shows 'Date Created: 1/6/2010 9:26:37 AM' and 'Pending Documents: 3'. On the right, there are three yellow buttons labeled 'Save', 'Print', and 'History'. Below the buttons, it displays 'Case Status: Incomplete' and 'Complete Documents: 2'.

Save

Click on the Save button to save the details of the Case only.

Print

Click on the Print button to print an administrative report of the Case.

History

Click on the History button to print a report detailing all the modifications on the Case details including Payments, Documents and Services, Audit numbers, Form Letters and Log report of the Case.

Close

Click on the Close button to close a case with all complete documents.

Void

Click on the Void button to void a case having no Payments.

Close Out

Click on the Close Out button to close out a case having no Documents that have a pending data entry or approval process.

To **Reopen a Case** that has been Completed or Closed Out :

- 1) Open the [Search Case](#) screen. Enter the Search parameters for the Case and click on the Search button.
- 2) Click on the Case Number to open the Case report. A User with Reopen Case functionality will see the **Reopen Case** button.
- 3) Click on the **Reopen Case** Button to reopen the Case.

4.2.1 Case tab

Case

This section describes the **Case** tab in the Case Data Entry Screen. The Case Identification information entered at the time of creating the Case like Requestor's Name and Contact details will be automatically populated in their respective fields.

Case Documents and Services Audit Form Letters Log Attachments

Requestor:
First Name: Last Name: Middle Int.
Department/Other: Agency: Phone:
E-mail:

Address:
Address 1:
Address 2:
City: State: Country: Zip:

Payment(s)

Type	Check/Other Number	Amount (\$)	Facility	Save
<input checked="" type="radio"/> CASH	<input type="text"/>	<input type="text" value="30"/>	BACK OFFICE	<input type="button" value="Save"/>

Cost:
Fee(s): \$30.00
Receipt(s): \$30.00
Owed: \$0.00

Requestor's Name

Enter the Requestor's Last Name, First Name and Middle Initial.

The name must begin in position 1. The first character must be a letter from A to Z. The remaining characters must be a letter from 'A' through 'Z', the single quote mark('), dash(-) or space().

The First Name and the Last Name cannot be blank.

Requestor's Address

Enter the Requestor's Address Details in the respective fields.

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

Department

Select the Requestor's Department from the drop-down list. If the Requestor does not belong to a department, select the value 'Other'.

Agency

Enter the Requestor's Agency Name if known.

Requestor's Contact details

Enter the Requestor's E-mail and Phone number in the respective fields.

Payment Details

This section is used to enter the details of the payments received for the Services requested in the Case.

A Service has to be marked **Paid** in the [Document and Services details](#) before a payment can be applied to it. When the Paid box is checked for a Service, the system calculates the total cost and displays it in the **Costs** section in the lower right hand-portion of the screen. To recalculate Costs at any time, click the **Calculate Costs** button.

To enter payment details:

Payment(s) Add Payment

Type	Check/Other Number	Amount (\$)	Facility	Save
 INVOICE		30	BACK OFFICE	

[Print Invoice](#) [Print & Reconcile Invoice](#)

1. Click on the Add Payment button to add a row to the Payment grid.
2. Select the Payment type from the drop-down list and enter the check/other number associated with the payment type selected.
3. The amount box will default to the amount owed on the case.
4. Click on the **Save** button to Save payments.

Note:

If the Payment type selected is 'Invoice', then all the subsequent payment types should also be 'Invoice'.

Click on the **Print Invoice** link to Print a copy of the Invoice without Reconciling it. For Printing the actual Invoice, click the **Print and Reconcile Invoice** link. Once the Invoice is Reconciled, the Invoice number appears at the end of the row as a link. Click the **Invoice number** link to reprint a copy of the Invoice.

Payment(s) Add Payment

Type	Check/Other Number	Amount (\$)	Facility	Save
 INVOICE		30	BACK OFFICE	 19

[Print Invoice](#) [Print & Reconcile Invoice](#)

Note:

Only unreconciled payments will appear while Printing Invoices using **Print Invoice** or **Print & Reconcile Invoice** option. Any unreconciled payments can be deleted or adjusted by a User having Adjust or Delete Payment functionality. Click on the

delete  icon at the start of the row to delete the respective payment. Click on the **Print Receipt** button to print a receipt of all payments made to the Case.

4.2.2 Documents and Services

Documents and Services

This section describes the process of entering Documents and Services in the [Case Data Entry](#) screen.

To **Add a Document**:

Case Documents and Services Audit Form Letters Log Attachments

Add Document

1

Document Type: BIRTH CERTIFICATE

Parish: JEFFERSON

SFN #: [119200900000022](#)

Rqstr Relation: Self

Event Date: 1/12/1980

Certificate Last Name: DARWIN

Mother's Maiden Name: SMITH

Father's Last Name:

Certificate First Name: JOHN

Mother's First Name: LISA

Father's First Name:

Send To Issuance Refer To Amendments

Add Service

Service	Qty	Unit Fee (\$)	Tot Fee (\$)	Paid	Print/Complete	Audit#
<input type="checkbox"/> BIRTH CERTIFICATE	2	15	30	<input checked="" type="checkbox"/>	<input type="checkbox"/> PRINT	

1. Click on the **Add Document** button.
2. Select a Document type from the drop-down list. Refer to the topic on [Document Types](#) for different documents that can be selected.
3. Select the Requestor relationship to the Certificate holder. The list values are dependant on the Document type chosen.
4. Enter the Certificate First and Last Name, Mother's Maiden First and Last Name and Event Date. All the other fields displayed are optional.
5. Click on the Search  icon to search for the SFN related to the Document requested.
6. Click on **Add Service** button to add services requested for the Document type chosen.
7. Select the Service type from the drop-down list. The Unit Fee for the service selected will be displayed.
8. Select the quantity requested from the list. The total fee for the Service requested will be displayed.
9. Check the **Paid** box to indicate payment is received for the Service. The system will calculate the total fees and display the amount owed in the Payment grid in the [Case](#) tab.
10. Click on the **Add Service** button again to add more Services to the Document.

Note:

User will not be able to proceed with the Service requested for a Document unless it is paid for and the amount owed is zero.

Search for an SFN related to the Document:

Click on the Search  icon to search for the SFN related to the Document requested.

The Search results are displayed in the **Document Search Results** tab. The Search 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. Click on the **SFN link** of the required record to attach it to the Document of interest.

[Advanced Search](#)

No Record Found

SFN # 	Certificate Name 	Mother Name 	Father Name 	Event Date 	Sex	Parish	Report 
119-1980-000-00001	COOPER, DANIEL	SMITH, LINDA	,	12/11/1980			

Click on the **Advanced Search** link to Search the SFN by more parameters.

[Advanced Search](#)

Search for a Record			
<input type="checkbox"/> Use Soundex?			
State File Number	<input type="text" value="119"/>	<input type="text"/>	<input type="text"/>
Child Date of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/> (MM/DD/YYYY)		
Child's Last Name	<input type="text"/>	Child's First Name	<input type="text"/>
Mother's maiden Name(Last Name)	<input type="text"/>	Mother's maiden Name (First Name)	<input type="text"/>
Father's Last Name	<input type="text"/>	Father's First Name	<input type="text"/>
Mother's SSN	<input type="text"/>	Father's SSN	<input type="text"/>
Parish of birth	<input type="text" value="v"/>	Sex of the child	<input type="text" value="v"/>
Facility Name	<input type="text" value="v"/>		
<input type="button" value="Search"/> <input type="button" value="Clear form"/>			

[No Record Found](#)

Click on the **No Record Found** link to indicate that the required SFN was not found in the system.

The lifecycle of a document will depend on the type of Document chosen. Refer to [Document Types](#) for more information.

Refer to the topic on [Single Print](#) for printing Certificates from the Document and Services tab.

4.2.2.1 Document Types

Document Types

This section describes the various Document types and the lifecycle of each document type.

Birth Certificate

These are documents that require a Birth Certificate.

After entering the Document details, click on the Search  icon to search for the SFN related to the Birth Certificate requested and attach the SFN to the Document from the Documents Search tab.

The **Send to Issuance** and **Refer to Amendments** options will be visible on the Document.

Enter the Service Details for the services requested. Check the Paid box and enter Payments for the services requested.

The Birth Certificate can be printed from this tab by checking the **Print** box. Refer to the section on [Single Print](#).

Select the **Send to Issuance** option to send this Document to the Issuance department for [Batch Print](#). This will move the Document to **Issuance** queue.

Select the **Refer To Amendments** option to refer this Document to Amendments before printing the Birth Certificate. This will move the Document to **Referred to Amendments** queue.

The Audit numbers which are used to print the certificates are displayed in the **Audit #** column.

The Document is closed when all the certificates requested are printed successfully.

Case Documents and Services Audit Form Letters Log Attachments

Add Document

1

Document Type: BIRTH CERTIFICATE

Rqstr Relation: Self

Certificate Last Name: DARWIN

Certificate First Name: JOHN

Parish: JEFFERSON

Event Date: 1/12/1980

Mother's Maiden Name: SMITH

Mother's First Name: LISA

SFN #: [119200900000022](#)

Father's Last Name:

Father's First Name:

Send To Issuance Refer To Amendments

Add Service

Service	Qty	Unit Fee (\$)	Tot Fee (\$)	Paid	Print/Complete	Audit#
BIRTH CERTIFICATE	2	15	30	<input checked="" type="checkbox"/>	<input type="checkbox"/> PRINT	

If the SFN attached to the Document is suspended for lack of complete data required to print Birth certificates, the Birth record will need to be updated before printing the Certificate. The **Update Partial Record** option will be visible on the Document.

6

Document Type

Parish

SFN #
[119198000000001](#)

Update Partial Record

Add Service

Rqstr Relation:

Event Date

Certificate Last Name

Mother's Maiden Name

Father's Last Name

Certificate First Name

Mother's First Name

Father's First Name

Service	Qty	Unit Fee (\$)	Tot Fee (\$)	Paid	Print/Complete	Audit#
<input type="text" value="BIRTH CERTIFICATE"/>	<input type="text" value="1"/>	15	15	<input checked="" type="checkbox"/>	<input type="checkbox"/> PRINT	

Select the **Update Partial Record** option. This will move the Document to the **Update Partial Record** queue and will display the **Update Partial Record** button as shown below.

6

Document Type

Parish

SFN #
[119198000000001](#)

Update Partial Record

Add Service

Rqstr Relation:

Event Date

Certificate Last Name

Mother's Maiden Name

Father's Last Name

Certificate First Name

Mother's First Name

Father's First Name

Service	Qty	Unit Fee (\$)	Tot Fee (\$)	Paid	Print/Complete	Audit#
<input type="text" value="BIRTH CERTIFICATE"/>	<input type="text" value="1"/>	15	15	<input checked="" type="checkbox"/>	<input type="checkbox"/> PRINT	

Click on the **Update Partial Record** button to [Update the Partial record](#) in the Birth module. Once the record is completed and the suspended flag is removed, the Birth Certificate can be printed as shown above.

If no SFN is found for the Document details that are entered, click on the **No Record Found** link on the Search tab. The **No Record Found** option will be visible on the Document.

2

✖

🔍 📄

Document Type

BIRTH CERTIFICATE ▾

Parish

▾

SFN #

No Record Found

Add Service

Rqstr Relation:

Self ▾

Event Date

11/15/1983 31

Certificate Last Name

SPEARS

Mother's Maiden Name

SMITH

Father's Last Name

▾

Certificate First Name

LINDA

Mother's First Name

LISA

Father's First Name

▾

Service	Qty	Unit Fee (\$)	Tot Fee (\$)	Paid	Print/Complete	Audit#
✖ BIRTH CERTIFICATE ▾	1 ▾	15	15	<input checked="" type="checkbox"/>	<input type="checkbox"/> PRINT	

Select the **No Record Found** option. This will move the Document to the **No Record Found** queue and will display the **Add Partial record** and **Send to Delay** button as shown below.

2

Document Type: BIRTH CERTIFICATE

Rqstr Relation: Self

Certificate Last Name: SPEARS

Certificate First Name: LINDA

Parish: [Empty]

Event Date: 11/15/1983

Mother's Maiden Name: SMITH

Mother's First Name: LISA

SFN #: [Empty]

Father's Last Name: [Empty]

Father's First Name: [Empty]

Buttons: Add Partial Record, Send to Delay, Add Service

Service	Qty	Unit Fee (\$)	Tot Fee (\$)	Paid	Print/Complete	Audit#
BIRTH CERTIFICATE	1	15	15	<input checked="" type="checkbox"/>	<input type="checkbox"/> PRINT	

Click on the **Add Partial Record** button to [Add the Partial record](#) in the Birth module. Once the record is completed and the suspended flag is removed, the Birth Certificate can be printed as shown above.

Adoption

These are documents that require a Local or Foreign Adoption Birth to be registered.

After entering the Document details, click on the Search  icon to search for the SFN related to the Local Adoption record requested and attach the SFN to the Document from the Documents Search tab. For Foreign Adoption record, search the SFN and after verifying that it is not found in the system click on the **No Record Found** link on the Search tab.

The **Send to Adoptions** option will be visible on the Document.

Enter the Service details for the Services requested. Check the Paid box and enter Payments for the services requested.

1

Document Type
ADOPTION

Parish

SFN #

Send to Adoptions

Add Service

Rqstr Relation:
Mother

Event Date
11/15/2008

Certificate Last Name
Cooper

Mother's Maiden Name
Cooper

Father's Last Name

Certificate First Name
David

Mother's First Name
Linda

Father's First Name

	Service	Qty	Unit Fee (\$)	Tot Fee (\$)	Paid	Print/Complete	Audit#
	FOREIGN ADOPTION	1	18	18	<input checked="" type="checkbox"/>	<input type="checkbox"/> COMPLETE	
	BC @ ADOPTION	1	9	9	<input checked="" type="checkbox"/>	<input type="checkbox"/> PRINT	

Select the **Send to Adoptions** option. This will move the Document to the **Adoptions** queue and will display the **Create Adoption** button as shown below.

5

Document Type
ADOPTION

Parish

SFN #

Rqstr Relation:
Mother

Event Date
11/15/2008 31

Certificate Last Name
COOPER

Mother's Maiden Name
COOPER

Father's Last Name

Certificate First Name
DAVID

Mother's First Name
LINDA

Father's First Name

Create Adoption

Add Service

Service	Qty	Unit Fee (\$)	Tot Fee (\$)	Paid	Print/Complete	Audit#
FOREIGN ADOPTION	1	18	18	<input checked="" type="checkbox"/>	<input type="checkbox"/> COMPLETE	
BC @ ADOPTION	1	9	9	<input checked="" type="checkbox"/>	<input type="checkbox"/> PRINT	

Click on the **Create Adoption** button to initiate the [Adoption](#) record in the Birth module. The Document is completed and closed once the Adoption record is registered if no Certificates are requested. If a Birth Certificate is requested on registration, refer to the section on Birth Certificates for printing Certificates.

Amendments (Birth)

These are documents that require amendments to the Birth record.

After entering the Document details, click on the Search icon to search for the SFN of the Birth record that needs Amendments and attach the SFN to the Document from the Documents Search tab.

The **Send To Issuance** and **Send To Amendments** options will be visible on the Document.

Enter the Service details for the Services requested. Check the Paid box and enter Payments for the services requested.

4

✕ 🔍 📁

Document Type

Parish

SFN #
[119200900000022](#)

Send To Issuance Send To Amendments

Add Service

Rqstr Relation:

Event Date

Certificate Last Name

Mother's Maiden Name

Father's Last Name

Certificate First Name

Mother's First Name

Father's First Name

	Service	Qty	Unit Fee (\$)	Tot Fee (\$)	Paid	Print/Complete	Audit#
✕	ACKNOWLEDGEMENT OF PATERNITY	1	18	18	<input checked="" type="checkbox"/>	<input type="checkbox"/> COMPLETE	
✕	BC @ ALTERATION	1	9	9	<input checked="" type="checkbox"/>	<input type="checkbox"/> PRINT	

Select the **Send To Issuance** option to send this Document to the Issuance department for [Batch Print](#) without making any Amendments.

Select the **Send To Amendments** option to send this Document to Amendments. This will move the Document to the **Amendments** queue and will display the **Amend Record** button as shown below.

4

Document Type

Parish

SFN #
[119200900000022](#)

Rqstr Relation:

Event Date

Certificate Last Name

Mother's Maiden Name

Father's Last Name

Certificate First Name

Mother's First Name

Father's First Name

Amend Record

Add Service

Service	Qty	Unit Fee (\$)	Tot Fee (\$)	Paid	Print/Complete	Audit#
ACKNOWLEDGEMENT OF PATERNITY	1	18	18	<input checked="" type="checkbox"/>	<input type="checkbox"/> COMPLETE	
BC @ ALTERATION	1	9	9	<input checked="" type="checkbox"/>	<input type="checkbox"/> PRINT	

Click on the **Amend Record** button to initiate the [Amendment](#) Process for the record in the Birth module.

The Document is completed and closed once the Amendment is approved if no Certificates are requested. If a Birth Certificate is requested on Amendment, refer to the section on Birth Certificates for printing Certificates.

Delay Registration

These are documents that require a Delayed Birth Registration. Delay Registration cannot be initiated by a User.

Enter a Document of type Birth Certificate and after entering the Document details, click on the Search icon to search for the SFN related to the Birth Certificate requested. Verify that the Birth record is not found in the system and click on the **No Record Found** link on the Search tab.

The **No Record Found** option will be visible on the Document.

Enter the Service details for the Services requested. Check the Paid box and enter Payments for the services requested.

2

Document Type

Rqstr Relation:

Certificate Last Name

Certificate First Name

Parish

Event Date

Mother's Maiden Name

Mother's First Name

SFN #

No Record Found

Add Service

Service	Qty	Unit Fee (\$)	Tot Fee (\$)	Paid	Print/Complete	Audit#
BIRTH CERTIFICATE	1	15	15	<input checked="" type="checkbox"/>	<input type="checkbox"/> PRINT	

Select the **No Record Found** option. This will move the Document to the **No Record Found** queue and will display the **Add Partial record** and **Send to Delay** button as shown below.

2

✕

🔍

💾

Document Type

Parish

SFN #

Rqstr Relation:

Event Date
 31

Certificate Last Name

Mother's Maiden Name

Father's Last Name

Certificate First Name

Mother's First Name

Father's First Name

Add Partial Record Send to Delay

Add Service

	Service	Qty	Unit Fee (\$)	Tot Fee (\$)	Paid	Print/Complete	Audit#
✕	<input type="text" value="BIRTH CERTIFICATE"/>	<input type="text" value="1"/>	15	15	<input checked="" type="checkbox"/>	<input type="checkbox"/> PRINT	

Click on the **Send to Delay** button to initiate a Delay registration Document and move the Document to **Delay Registration** queue. This action will also close the Birth Certificate document that was created. The **Create Delay** button will be displayed for the Document. If the Event Date is within 6 months to 12 years of the current date, then a Service request for [6 months to 12 years](#) is created. If the Event Date is over 12 years of the current date, then a Service request for [12 years to Adult](#) is created.

2

Document Type: BIRTH CERTIFICATE

Rqstr Relation: Self

Certificate Last Name: SPEARS

Certificate First Name: LINDA

Parish: [dropdown]

Event Date: 11/15/1983

Mother's Maiden Name: SMITH

Mother's First Name: LISA

SFN #: [input]

Father's Last Name: [input]

Father's First Name: [input]

Document Closed

Add Service

Service	Qty	Unit Fee (\$)	Tot Fee (\$)	Paid	Print/Complete	Audit#
BIRTH CERTIFICATE	1	15	15	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Complete	

3

Document Type: DELAYREGISTRATION

Rqstr Relation: Other

Certificate Last Name: SPEARS

Certificate First Name: LINDA

Parish: [dropdown]

Event Date: 11/15/1983

Mother's Maiden Name: SMITH

Mother's First Name: LISA

SFN #: [input]

Father's Last Name: [input]

Father's First Name: [input]

Create Delay Record

Add Service

Service	Qty	Unit Fee (\$)	Tot Fee (\$)	Paid	Print/Complete	Audit#
12 YEARS TO ADULT	1	18	18	<input type="checkbox"/>	<input type="checkbox"/> COMPLETE	

Click on the **Create Delay** button to initiate the Delay Registration for the record in the Birth module. The Document is completed and closed once the Delay birth is registered if no Certificates are requested. If a Birth Certificate is requested on Delay Registration, refer to the section on Birth Certificates for printing Certificates.

4.2.3 Audit

Audit

This section describes the **Audit** tab in the Case Data Entry Screen.

The **Audit** tab displays the **Successfully Printed Audit Numbers** for the Case alongwith the SFN associated with it.

Service Type	SFN	Certificate Name	Audit #	<input type="checkbox"/> Void
Birth Certificate	119200900000022	DARWIN, JOHN	510	<input type="checkbox"/> Void
Birth Certificate	119200900000022	DARWIN, JOHN	511	<input type="checkbox"/> Void

To Void any of the Audit numbers displayed, check the **Void** box next to the Audit number and click on the **Void Checked Items** button.

The Voided Audit numbers will appear in the **Voided Audit numbers** grid.

Successfully Printed Audit Numbers:

Void Checked Items

Service Type	SFN	Certificate Name	Audit #	
Birth Certificate	119200900000022	DARWIN, JOHN	510	<input type="checkbox"/> Void

Voided Audit Numbers:

Reprint Checked Items

Service Type	SFN	Certificate Name	Audit #	
Birth Certificate	119200900000022	DARWIN, JOHN	511	<input type="checkbox"/> Reprint

To reprint any Voided Audit Number, check the **Reprint** box next to the Audit number and click on the **Reprint Checked Items** button. The new Audit numbers will appear in the **Successfully Printed Audit Numbers** grid.

4.2.4 Form Letters

Form Letters

This section describes the **Form Letters** tab in the Case Data Entry Screen.

To print a Form letter:



The screenshot shows the 'Form Letters' tab selected in the navigation bar. Below the tabs, there are three dropdown menus: 'Document' (selected: DARWIN, JOHN), 'Letter Type' (selected: ADMINISTRATIVE), and 'Form Letters' (empty). A yellow 'Print Form Letter' button is located to the right of the 'Form Letters' dropdown.

1. Select the Document for which the letter needs to be printed.
2. Select the Letter Type from the drop down list and then select the Form letter from the displayed drop down list.
3. Click on the Print Form Letter button. The system will display a message to either Open or Save the file.
4. To make modifications to the existing template, open the letter in Microsoft Word or any compatible text editor and then make changes to the letter.

Note:

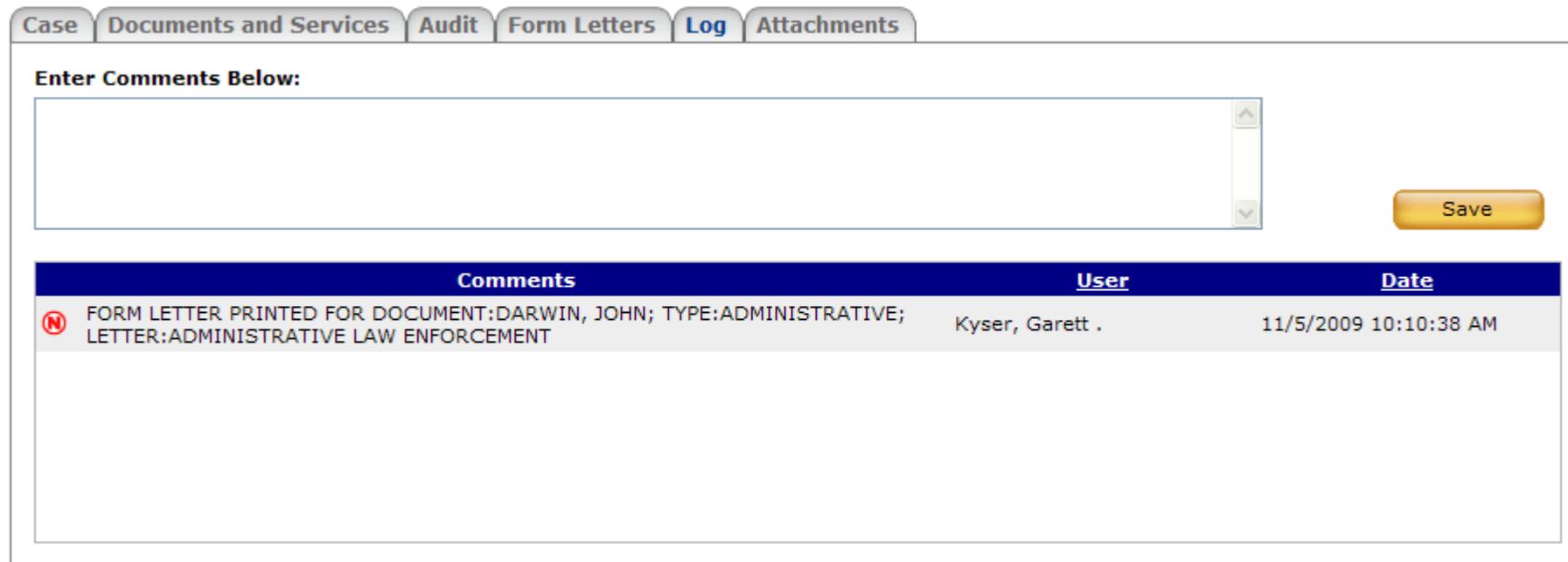
Whenever the User prints a Form Letter, the system writes a comment in the Case [Log](#) to indicate that the User printed the letter.

4.2.5 Log

Log

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

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



Case Documents and Services Audit Form Letters **Log** Attachments

Enter Comments Below:

Save

	Comments	User	Date
(N)	FORM LETTER PRINTED FOR DOCUMENT:DARWIN, JOHN; TYPE:ADMINISTRATIVE; LETTER:ADMINISTRATIVE LAW ENFORCEMENT	Kyser, Garrett .	11/5/2009 10:10:38 AM

4.2.6 Attachments

Attachments

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

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

4.3 Printing Certificates

Printing Certificates

This section describes the process of **Printing Certificates** in LEERS.

Certificates can be printed in the following ways:

- Batches using [Batch Print](#) functionality
- Individually using the [Single Print](#) functionality from the [Documents and Services](#) tab on the [Case Data Entry Screen](#).

Only Users with appropriate functionality can use Batch Print or Single Print.

Note:

A Certificate that has been sent to Issuance for Batch Print can also be printed using Single Print from Document and Services tab on the Case Data entry screen.

4.3.1 Single Print

Single Print

This section describes the process of individually printing Certificates from the Documents and Services tab on the Case Data Entry Screen.

Case Documents and Services Audit Form Letters Log Attachments

Add Document

1

Document Type: BIRTH CERTIFICATE

Rqstr Relation: Self

Certificate Last Name: DARWIN

Certificate First Name: JOHN

Parish: JEFFERSON

Event Date: 1/12/1980

Mother's Maiden Name: SMITH

Mother's First Name: LISA

SFN #: 119200900000022

Father's Last Name:

Father's First Name:

Send To Issuance Refer To Amendments

Add Service

Service	Qty	Unit Fee (\$)	Tot Fee (\$)	Paid	Print/Complete	Audit#
BIRTH CERTIFICATE	2	15	30	<input checked="" type="checkbox"/>	<input type="checkbox"/> PRINT	

To Single Print Certificates:

1. Check the **Paid** box and enter the payments for the Service requested in the **Payments** section on the [Case](#) tab.
2. Check the **Print** box to print the quantity of certificates specified in the Service.
3. [Assign Audit numbers](#) for the printed certificates.
4. The Audit numbers will be displayed in the last column of the Service grid.

4.3.2 Batch Print

Batch Print

This section describes the process of **Batch Printing** Certificates in LEERS.

The Batch Print button is visible only to Users having Batch Print functionality. To access this button click on the **Issuance** queue in the [SAM Module Home](#) page.

The **Batch Print** button will be visible in the header section of the Records Display Grid.



Click on the **Batch Print** button to display the section for Batch Printing.

Select the **Certificate Type** from the drop-down list. Click on the **Go** button. This will display the Certificates of the selected type ready for Batch Print.

Check the Certificates that need to be printed.

Click on the **Print/Assign Certificates** button to Print the Certificates and [Assign Audit Numbers](#).

Click on the **Assign Certificates** button to bypass printing the Certificates and [Assign Audit Numbers](#) directly. This functionality is used when the Certificates are allready printed but the Audit numbers were not assigned due to some reason.

After Assigning the Printed Audit Numbers, if any of the Audit Numbers were damaged and need to be voided, enter the damaged Audit numbers in the box provided at the bottom of the screen. Click on **Void** button to actually void the Audit numbers entered in the box. The corresponding documents associated with the Voided Audit Numbers will appear again on the list to be printed.

Select Certificate/Card Type:

FULL CERTIFICATE(S)

<input type="checkbox"/> Check All	Case #	Document	Date	Qty	Audit Number(s)
<input type="checkbox"/>	51	DOE, JANE - 119200900000006	2/13/1965	1	
<input type="checkbox"/>	53	SNOW, ZACHARY - 119200900000011	12/30/1972	1	

Please enter any Audit Numbers that did not Print Successfully in the space below:

Note: Please type Damaged Audit Numbers in the space above. Suppose audit numbers (5,6,7,11,17,18,19,20) are damaged, Enter 5-7,11,17-20 in the box above. Any unused Inventory that needs to be voided should be voided from the Inventory Request Page.

Complimentary Birth Certificates are also printed using the Batch Print functionality. A Complimentary Certificate is printed everytime a record is registered.

To view a list of Complimentary Certificates ready to be printed, click on the **Print Complimentary Birth Certificates** link below the Records Display Grid on the [SAM Module Home](#) Page.

COMPLIMENTARY CERTIFICATE(S)

Print/Assign Certificates
Assign Certificates

<input type="checkbox"/> Check All	SFN	Certificate Name	Date of Birth	Audit #
<input type="checkbox"/>	119200900000008	NEWMAN, LUKE CHRISTOPHER	8/17/2009	
<input type="checkbox"/>	119200900000014	SUER, JAMES	8/18/2009	
<input type="checkbox"/>	119200900000011	BANGHAM, ROBBIE SHAWN	8/9/2009	
<input type="checkbox"/>	119200900000012	JOHNSON, EYAN	8/6/2009	
<input type="checkbox"/>	119200900000020	KENNEDY, ELISE	9/6/2009	
<input type="checkbox"/>	119200900000015	KENNEDY, JESSE JAMES	9/6/2009	
<input type="checkbox"/>	119200900000021	SPEARS, JIM MICHAEL	10/1/2009	
<input type="checkbox"/>	119200900000016	CARRIERE, DIANE	10/6/2009	
<input type="checkbox"/>	119200900000022	MITCHEL, CARMINE	10/3/2009	
<input type="checkbox"/>	119200900000024	ALLEN, KITTY	10/3/2009	

Please enter any Audit Numbers that did not Print Successfully in the space below:

Note: Please type Damaged Audit Numbers in the space above. Suppose audit numbers (5,6,7,11,17,18,19,20) are damaged, Enter 5-7,11,17-20 in the box above. Any unused Inventory that needs to be voided should be voided from the Inventory Request Page.

Void **Clear**

4.3.3 Assigning Audit Numbers

Assigning Audit Numbers

This section describes the process of Assigning Audit numbers to Printed Certificates in LEERS.

Audit numbers are assigned by the User after using the Print (Batch or Single) utility to print Certificates.

After printing the required certificates, the system displays the Audit Numbers box to Assign Audit Numbers to the printed certificates.

If all selected Certificates/Cards have been sent to the Printer, Please enter the Range of Audit Numbers printed. Enter 0 if NONE.

Range of Audit Numbers Printed:

Note: Audit Numbers belonging to different batches should be separated by a ','. Suppose two batches of inventory (1-10 and 11-20) were used for printing, Enter 1-10, 11-20 in the box above. (Where 1-10 are audit numbers printed from one batch of inventory and 11-20 are audit numbers printed from another batch.)

OK

Enter the range of Audit Numbers that were printed in the current print action.

The following scenarios exist while assigning Audit numbers:

- **Print action failed and nothing printed on the Banknote Paper**
Enter **0** in the box.
- **Print action was successful**
Enter the range of Audit numbers that were printed
Example: If Audit numbers printed were 1,2,3,4 then enter 1-4 in the box or enter 1,2,3,4 in the box

- **Print action was successful but some Banknote Papers were damaged**

Enter the range of Audit numbers that were printed just like the successful Audit numbers. These Audit Numbers will appear in the Certificate grid.

Enter the range of Damaged Audit Numbers in the box provided on the [Batch Print](#) page. Click on the **Void** button to void the entered Audit Numbers.

The Documents associated with damaged audit numbers will appear again in the Batch Print page for printing.

Select Certificate/Card Type:

FULL CERTIFICATE(S)

<input type="checkbox"/> Check All	Case #	Document	Date	Qty	Audit Number(s)
<input type="checkbox"/>	51	DOE, JANE - 119200900000006	2/13/1965	1	
<input type="checkbox"/>	53	SNOW, ZACHARY - 119200900000011	12/30/1972	1	

Please enter any Audit Numbers that did not Print Successfully in the space below:

Note: Please type Damaged Audit Numbers in the space above. Suppose audit numbers (5,6,7,11,17,18,19,20) are damaged, Enter 5-7,11,17-20 in the box above. Any unused Inventory that needs to be voided should be voided from the Inventory Request Page.

The damaged Audit numbers can also be individually voided from the [Audit](#) tab of the [Case data entry screen](#).

- **Print action was successful and the Banknote papers were used from different batches**

Enter the Audit Numbers from different batches separated by a comma.

Example: If audit numbers 9-12 were printed with audit numbers 9 and 10 belonging to batch consisting of numbers 1-10 and 11 and 12 belonging to batch consisting of numbers 11-20 enter 9-10,11-12 or 9,10,11,12 in the Audit box.

Common Screens / Functions

5. Common Screens / Functions

5.1 Address Information

Address Information

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

The screenshot shows a window titled "Address" with the following fields and values:

House #	Apt #	Pre-Dir	Street Name	Designator	Post-Dir	Country	State	County/Parish	City	ZipCode
12			Division	ST		UNITED STATES	LOUISIANA	JEFFERSON	METAIRIE	70001

Buttons: Update, Cancel, 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.

Do not enter a R.R. number.

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.

5.2 Comments tab

Comments tab

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

Enter Comments Below:



The screenshot displays the LEERS interface for entering comments. At the top, there is a text input field labeled "Enter Comments Below:" with a vertical scrollbar on its right side. To the right of this field is a yellow "Save" button. Below the input field is a table with three columns: "Comments", "User", and "Entered On". The table is currently empty, displaying the text "No records to display." on the left side. The table has a vertical scrollbar on its right side.

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.

5.3 Attachments tab

Attachments tab

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

Type of Document By Whom Issued & Signed Date Issued or Reviewed Date of Original Entry

Upload Files:

Add Comments:

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.

For modifying the details of an existing Attachment:

1. Click on the Update symbol  on the row of the Attachment that needs to be Updated.
2. Modify the details of the Attachment as required.
3. Click on the Update button.

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

A record can be added to the Attachments grid without actually uploading a file. A file can be added to this record at a later date by following the steps above to modify the details of the Attachment.

5.4 Printer setup

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 websiteURL.
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.

LEERS Help & Support

Center for Records & Statistics

P. O. Box 60630
New Orleans, LA 70160

Phone: (504) 593-5100
Fax: (504) 568-8716
Email: leers@la.gov