



Database Application for Vital Events

# **Birth Facility Training Exercises**

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### Introduction

#### **Welcome to the DRIVE Training Manual**

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

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

### General System Navigation

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

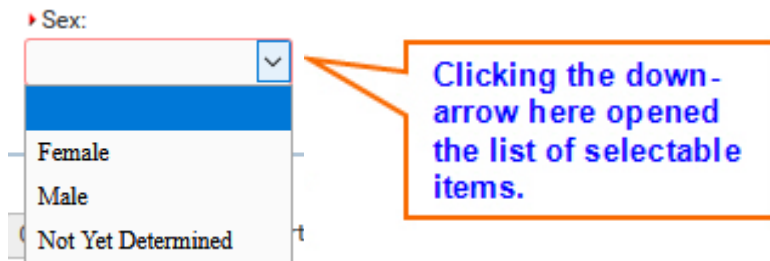
### Exercise 1: Dropdown Lists

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

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



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



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



**If more than one word in the list starts with the same letter, typing that letter again will scroll through the list for you.**

## DRIVE Training Exercises - Main

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4. Once the list is highlighted, it is possible to navigate up and down through the list using the directional arrow keys on your keyboard.

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

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

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

Additionally, once a dropdown list has been selected, using the Alt-Down-Arrow key combination on your keyboard will open the list. Using Alt-Up-Arrow will close the list.

## DRIVE Training Exercises - Main

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### Exercise 2: Standard Date Format

**Skills Learned:** In this exercise you will learn how to properly key dates into the **DRIVE** system. While processing birth registrations, you will frequently be inputting dates.

**DRIVE** allows you much flexibility in using several different date formats: are illustrated below:

Input Formats	Typed As:	System Converts to:
MM-DD-YYYY	<input type="text" value="02-05-2014"/>	<input type="text" value="Feb-05-2014"/>
MM/DD/YYYY	<input type="text" value="02/05/2014"/>	<input type="text" value="Feb-05-2014"/>
MMDDYYYY	<input type="text" value="02052014"/>	<input type="text" value="Feb-05-2014"/>
MonDDYYYY	<input type="text" value="Feb052014"/>	<input type="text" value="Feb-05-2014"/>
Mon/DD/YYYY	<input type="text" value="Feb/05/2014"/>	<input type="text" value="Feb-05-2014"/>
Mon-DD-YYYY	<input type="text" value="Feb-05-2014"/>	<input type="text" value="Feb-05-2014"/>


---

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

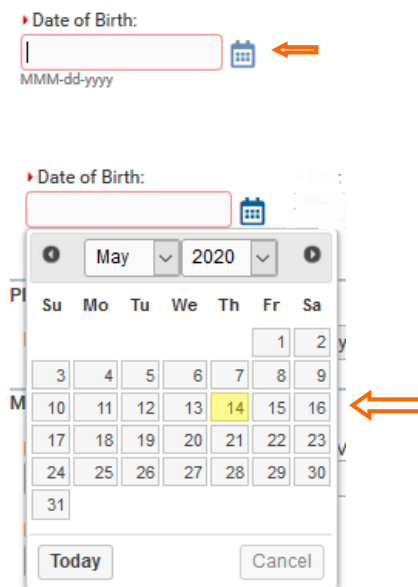
### Exercise 3: Calendar Controls

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

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

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

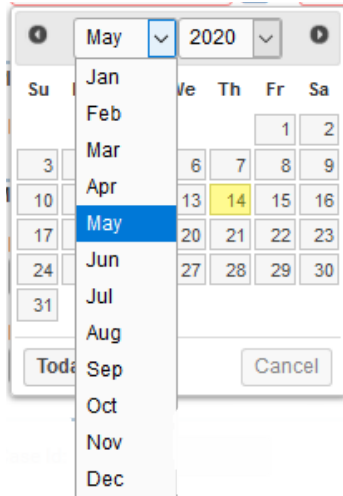
1. Click on the **Calendar Icon** next to a date entry box to launch the **Calendar control**.



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

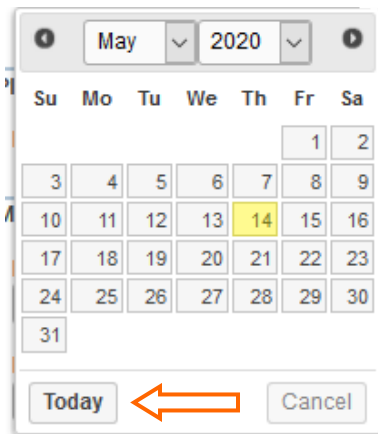


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In addition to manually dropping down the list, we can just type the first letter of the month we are interested in, or use the up and down arrows on the keyboard to scroll through the list until we find the month we want to select.

3. Once we have selected the correct Month and Year, clicking on the Day of the month will auto-populate the Date for us.
4. Re-click on the **Calendar Icon** next to re-launch the **Calendar control**. Now, click on the **Today** link on the calendar control to automatically enter the current date into the calendar control. Clicking **Cancel** will close the control without saving a date.



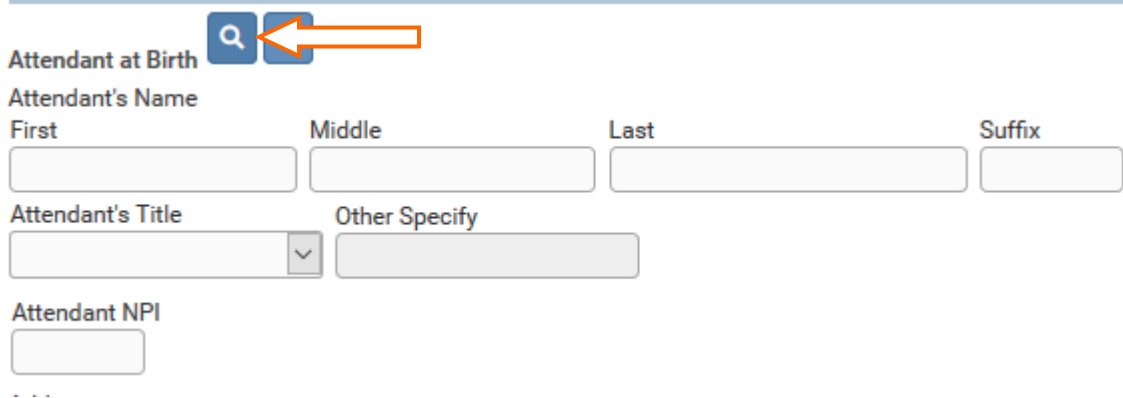
5. For another quick shortcut, place the focus inside a date field and press the **f12** button on your computer keyboard. Pressing **f12** will automatically populate the date field with the current system date.

**Focus: Focus determines which on-screen element will receive the input from the keyboard.**

### Exercise 4: Lookup Controls and Auto Populate

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

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



Attendant at Birth

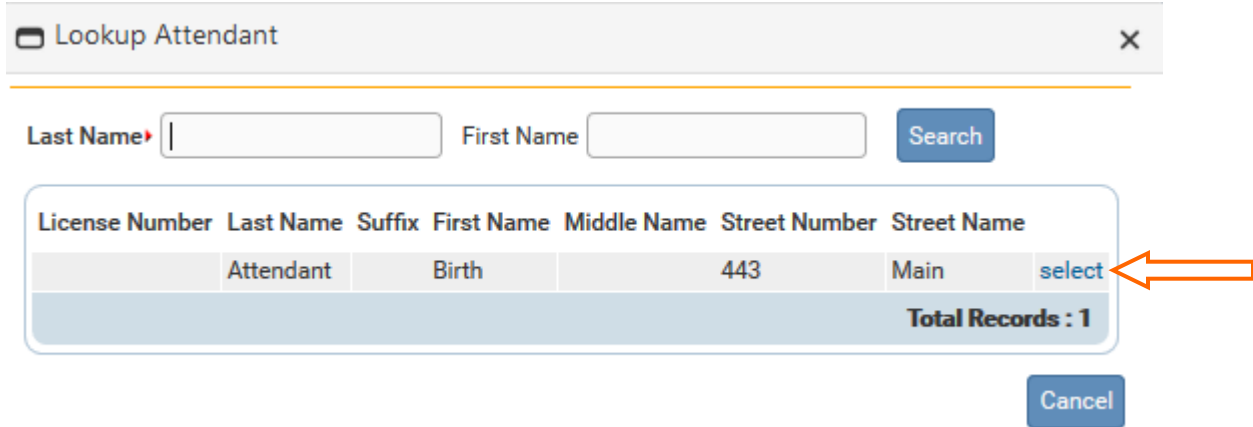
Attendant's Name

First Middle Last Suffix

Attendant's Title Other Specify

Attendant NPI

2. Once the **Lookup** control has been expanded, enter search criteria and select the **Search** button. **Select** links to fill in the on-screen controls with that selection's information.



Lookup Attendant

Last Name First Name Search

License Number	Last Name	Suffix	First Name	Middle Name	Street Number	Street Name	
	Attendant		Birth		443	Main	<a href="#">select</a>

Total Records : 1

Cancel

### Exercise 5: The Status Bar

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

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

---

2840 :Tester Dean Alan Johnson III MAY-14-2020

/Legal Invalid/Medical Invalid/Uncertified/Not Registered/Legal Pending/Medical Pending/Birth FIPS coding Required

---

### **About the Status Bar**

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

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

## Exercise 6: Validate Page and the Validation Frame

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

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

**Child**

---

Child's Name

First	Middle	Other Middle	Last	Suffix
Tester	Dean	Alan	Johnson	III

Date of Birth: MAY-14-2020  
Time of Birth: 06 : 30 AM  
Sex: Female  
Gender: Female  
Child SSN: ---

Request SSN for Child: Yes, parent wants a card issued  
Safe Haven/founding: No

Is Adoption/Legal proceeding expected? No

**Validate Page** → Next Clear Save Return

2. When you click the **Validate Page** button, the **Validation Results** frame will display a listing of all the errors associated with that page to view and correct associated errors.

**Mother/Parent**

---

Mother/Parent's Current Name

First	Middle	Last	Suffix
Mother		Tester	

Copy Current Legal Name

---

Mother/Parent's Name Before First Marriage

First	Middle	Last	Suffix
Mother			

Date of Birth: APR-12-1987  
Age: 33  
Social Security Number: 000-00-0000  
None Unknown

---

Mother/Parent Birthplace

Birthplace City or Town	Birthplace County	Birthplace State	Birthplace Country
Nashville	Davidso	Tennessee	United States

**Validate Page** → Next Clear Save Return

---


**Validation Results** List All Errors Save Overrides Hide

Error Message	Override	Goto Field	Popup
BR0243: Mother's before first marriage last name is invalid. Enter a valid last name for the Mother's before first marriage last name.	<input type="checkbox"/>	Fix	Fix

## DRIVE Training Exercises - Main


- Initially, the **Validation Results** frame will only display those errors associated with the current registration page. All of the errors in the example above are related to the **Mother** page. Click on the **List All Errors** button.
- The **Validation Result** frame will refresh and display all of the errors associated with the entire registration.
- The **List All Errors** button has now become the **List Page Errors** buttons. Click this button to remove any errors not associated with the current registration page.
- Click the **Hide** button to close the **Validation Results** frame. Re-validate the registration page to view the **Validation Results** frame again.

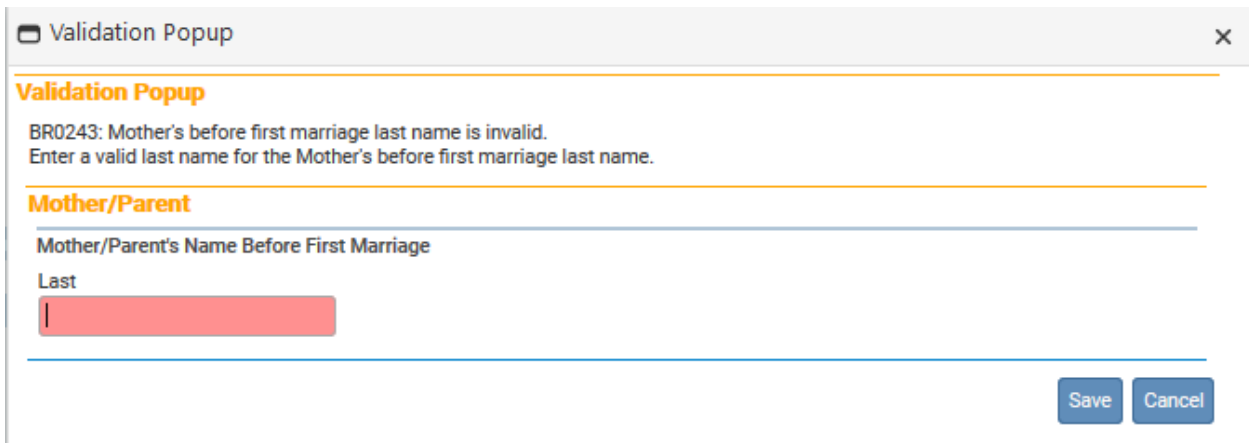
### Error Correction Using the Goto Field Button

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

**‘Focus’ determines which on-screen element is the target of action. If a text box ‘has the focus’ then anything typed on the keyboard appears in the text box. If a dropdown list ‘has the focus’ the down-arrow will open the list and the up-arrow will close the list.**

### Error Correction Using the Popup Button

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



Validation Popup

**Validation Popup**

BR0243: Mother's before first marriage last name is invalid.  
Enter a valid last name for the Mother's before first marriage last name.

**Mother/Parent**

Mother/Parent's Name Before First Marriage

Last

Save Cancel

- In the example below, error number **BR0208** was generated by a conflict between three separate fields on three separate pages. Correcting one of the errors below may

## DRIVE Training Exercises - Main

correct the issue, though more than one correction may be needed in some cases.

Validation Popup

**Validation Popup**

BR0208: If mother is married father's items must be completed.  
Verify that all Father's data is complete.

**Marital Status**

Marital Information

Was Mother Married at Conception, at Birth or within 300 days prior to Birth?

Yes, to biological father

Paternity Information

Has acknowledgement of paternity been signed in the hospital?

Not Applicable

**Father/Parent**

Father/Parent's Name

First Last

Save Cancel

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

### Overridable Errors

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

Error Message	Override	Goto Field	Popup
BR0243: Mother's before first marriage last name is invalid. Enter a valid last name for the Mother's before first marriage last name.	<input type="checkbox"/>		

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

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

14. There are two types of errors in **DRIVE**: (1) Hard edit rule failures and (2) Soft edit rule failures. Hard edit failures are highlighted on-screen in red. Soft edit failures are highlighted in yellow.

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**Child**

Child's Name

First:  Middle:  Other Middle:  Last:  Suffix:

Date of Birth:  Time of Birth:  Sex:

Request SSN for Child:  Safe Haven/Foundling Baby?:

Is Adoption/Legal proceeding expected?:

Notice that the **Request SSN for Child** control is highlighted in red. Registration will not be permitted until this error is corrected.

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

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

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

**Birth Registration Menu**

Parent Information

**x Child**

- ✓ Mother/Parent
- ✓ Mother/Parent Address
- ✓ Mother/Parent Attributes
- ✓ Mother Health
- Marital Status
- Father/Parent
- Father/Parent Attributes
- ✓ Informant

For example, pages marked with green contain no errors.

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

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

**Anytime the *Validate Page* button is clicked the system will evaluate all pages and mark them accordingly with red, yellow, or green.**





### Exercise 7: Resolving Potential Duplicate Record:

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

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

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

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

BR0070: Invalid value for "SSN Requested for Child?" Enter a valid value for "SSN Requested for Child?"		<a href="#">fix</a> 	<a href="#">fix</a> 
BR0614: A potential duplicate birth record exists. Please verify Child's first and last names,Child's DOB,Mother's maiden surname,Mother's DOB,and multiple birth indicator. Verify the values for Child's first and last names,Child's DOB,Mother's maiden surname,Mother's DOB,and multiple birth indicator. <a href="#">Potential Duplicates</a>	<input type="checkbox"/>	<a href="#">fix</a> 	<a href="#">fix</a> 

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

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

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

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

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

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

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

10. Correct any other outstanding errors and proceed with registration.



### Exercise 8: Navigation Through the DRIVE Pages and Menus

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

#### Page to Page Navigation

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

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

1. Access a **DRIVE** birth registration and the **Child** page automatically displays.
2. Click the **Next** button on the **Child** page to save any newly entered data and proceed to the **Mother** page.

Completing the first Birth Registration Menu page, the Child page, and clicking the Next button will open the next page on the menu...

The screenshot displays the 'Birth Registration Menu' interface. On the left is a vertical menu with options like 'Parent Information', 'Child', 'Mother/Parent', and 'Facility Information'. The 'Child' page is active, showing fields for 'Child's Name' (First, Middle, Other Middle, Last, Suffix), 'Date of Birth' (set to MAY-19-2020), 'Sex' (Female), and 'Child SSN'. At the bottom right, a row of buttons includes 'Validate Page', 'Next' (circled in red), 'Clear', 'Save', and 'Return'.

3. Completing a page of data and selecting the **Next** button is the typical means of navigation within the **DRIVE** system.
4. However, the **DRIVE** application also allows for direct access to any displayed page by simply clicking on the page name in the **Birth Registration Menu**.
5. From the **Mother** page click the **Place of Birth** link in the **Birth Registration Menu**.

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Birth Registration Menu	2873 :Tester MAY-19-2020
Parent Information	/New Event/New Event/Uncertified/Not Registered
Child	Child
Mother/Parent	Child's Name
Mother/Parent Address	First Middle Other Middle Last Suffix
Mother/Parent Attributes	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Mother Health	Date of Birth Time of Birth Sex Child SSN
Marital Status	MAY-19-2020 <input type="text"/> <input type="text"/> <input type="text"/> Female <input type="text"/>
Informant	<input type="text"/> <input type="text"/> <input type="text"/>
Facility Information	<input type="text"/> <input type="text"/> <input type="text"/>
Place of Birth	<input type="text"/> <input type="text"/> <input type="text"/>
Prenatal	<input type="text"/> <input type="text"/> <input type="text"/>
Pregnancy Factors	<input type="text"/> <input type="text"/> <input type="text"/>
Labor	<input type="text"/> <input type="text"/> <input type="text"/>
Delivery	<input type="text"/> <input type="text"/> <input type="text"/>
Newborn	<input type="text"/> <input type="text"/> <input type="text"/>
Newborn Factors	<input type="text"/> <input type="text"/> <input type="text"/>
Attendant/Certifier	<input type="text"/> <input type="text"/> <input type="text"/>

Clicking any page's menu link...

Validate Page Next Clear Save Return

6. The page will refresh and jump to the **Place of Birth** page

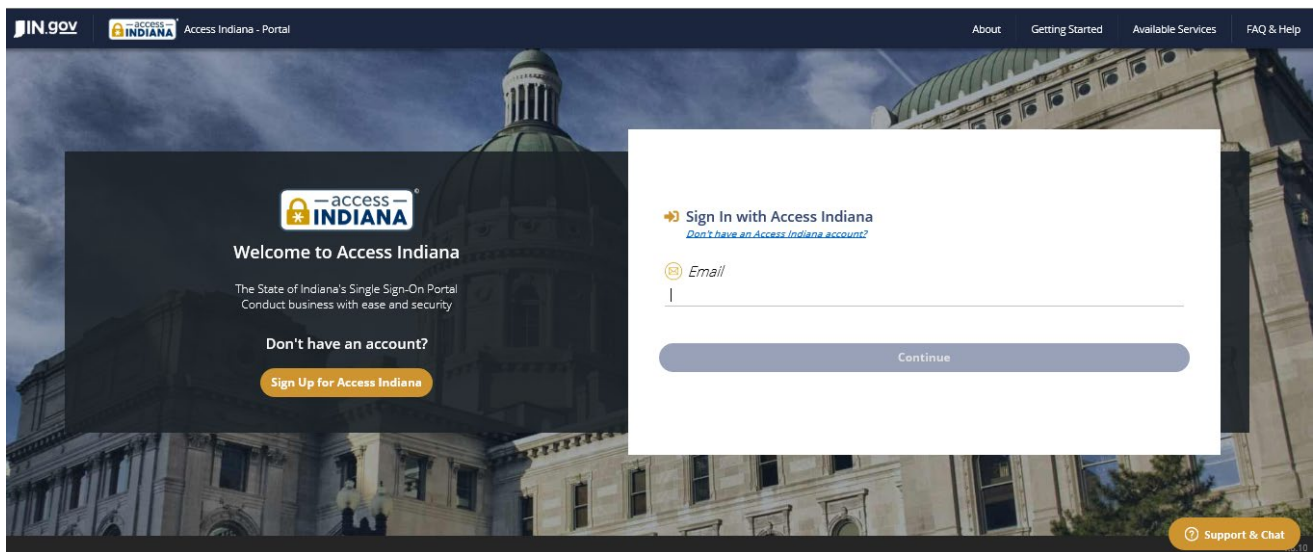
**Note: Always click the Save button before navigating directly from one page to another. A message will display to warn the user that continuing to another page without manually saving first will result in loss of data.**

## Logging Into the DRIVE Application

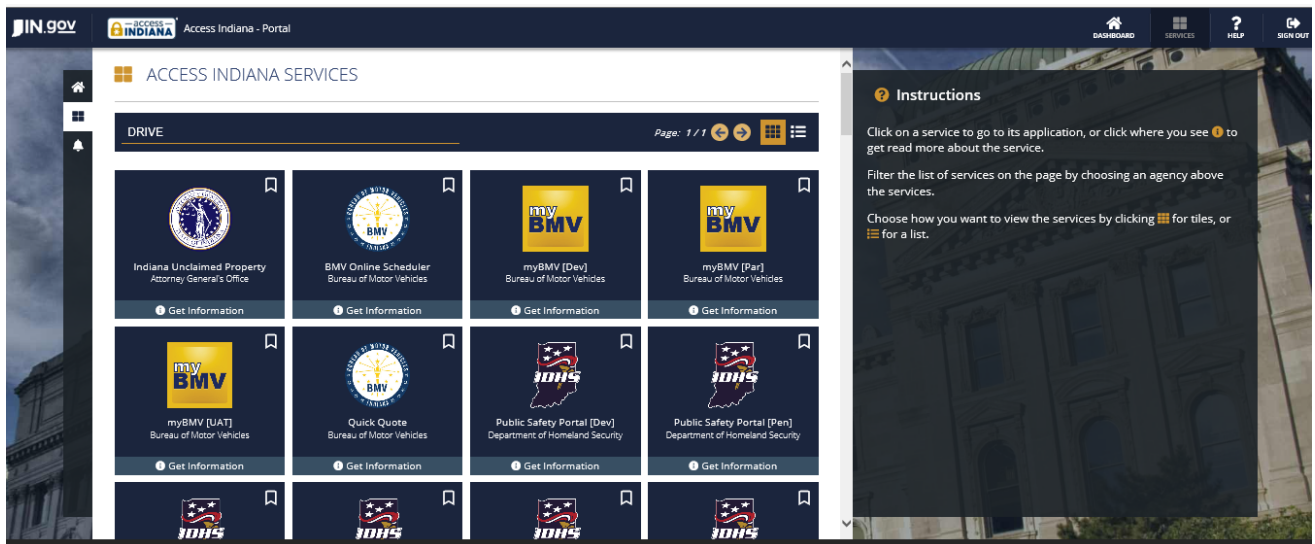
### Exercise 1: Logging Into DRIVE

**Skills Learned:** in this exercise, you will learn how to log into the **DRIVE** (Database Registration of Indiana's **V**ital **E**vents) Application:

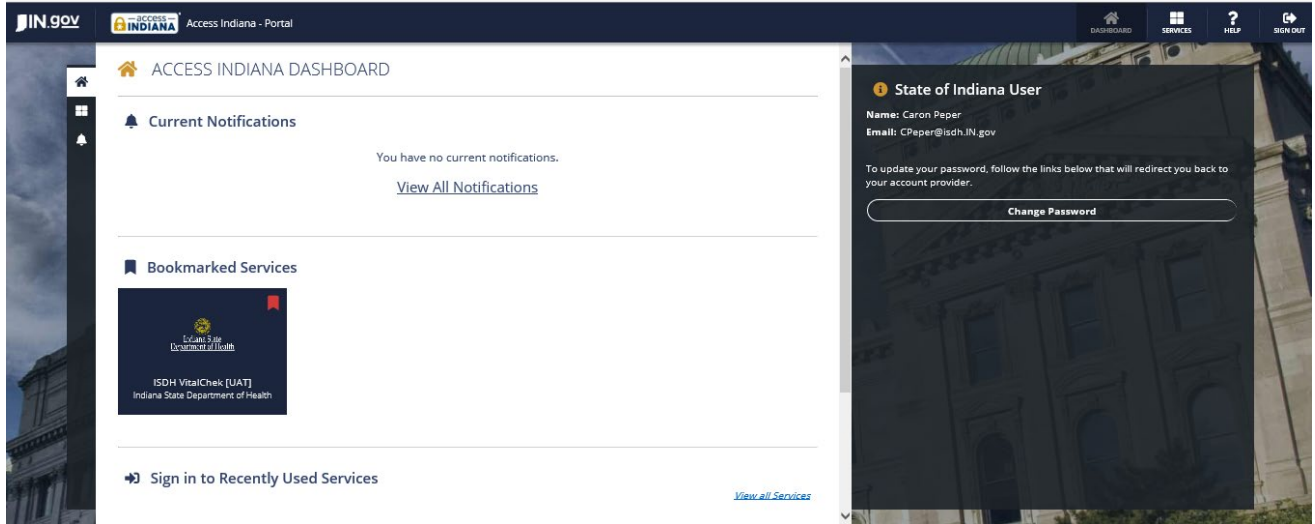
1. You will access **DRIVE** through Access Indiana: <https://www.in.gov/access/>. Select the Access Indiana icon on your desktop or select the Access Indiana Favorite (Bookmark) from within your web-browser.
2. Enter **Email** and select **Continue**.



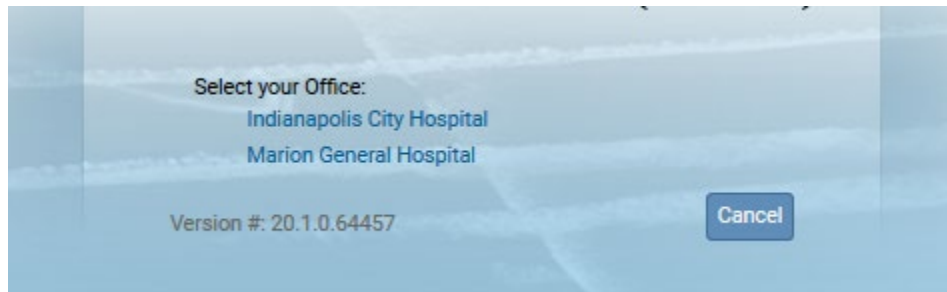
3. Click the **DRIVE** icon, and it will take you to the **DRIVE** landing page.



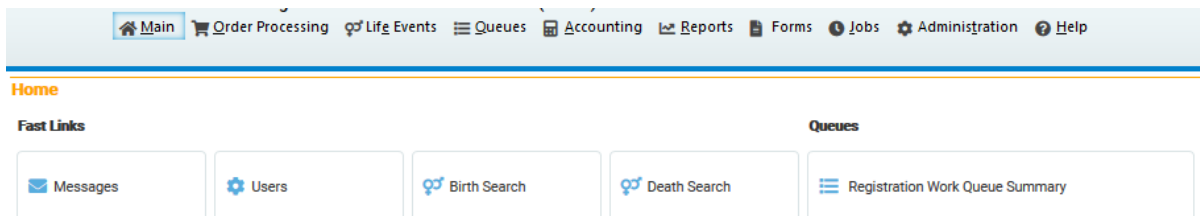
## DRIVE Training Exercises - Main



4. If your **User Name** is associated with more than one office or location, then you must also make a selection from the **Office:** dropdown list, shown below:



You should now be logged into the **DRIVE** application where the **Main Menu** and **Fast Links** sections are displayed:



## DRIVE Training Exercises - Main

### Exercise 2: The Messages Pane

**Skills Learned:** Basic Navigation within the **Messages** pane

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

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

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

Messages

Send Message Mark as Read Remove from List

From	Subject	Message	Date Sent	
<a href="#">Local Indianapolis Registrar</a>	Medical Info Approved/Legal Info Approved/PA Approved	Case 2715-Medical Info Approved/Legal Info Approved/PA Approved <a href="#">Smith, Janie</a>	5/15/2020 10:36:09 AM	<input type="checkbox"/>
<a href="#">Local Indianapolis Registrar</a>	Medical Info Approved/Legal Info Approved/PA Approved	Case 2849-Medical Info Approved/Legal Info Approved/PA Approved <a href="#">Henry, Deanna</a>	5/15/2020 9:59:14 AM	<input type="checkbox"/>
<a href="#">Local Indianapolis Registrar</a>	Medical Info Approved/Legal Info Approved/PA Approved	Case 2746-Medical Info Approved/Legal Info Approved/PA Approved <a href="#">Testinga, Marcus</a>	5/11/2020 9:45:33 AM	<input type="checkbox"/>
<a href="#">Local Indianapolis Registrar</a>	Medical Info Approved/Legal Info Approved/PA Approved	Case 2726-Medical Info Approved/Legal Info Approved/PA Approved <a href="#">Marcus, Mark</a>	5/8/2020 9:58:53 AM	<input type="checkbox"/>

Total Records : 4

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

Message

Message

From: Local Indianapolis Registrar  
Sender Office: Marion County Health Department  
Subject: Medical Info Approved/Legal Info Approved/PA Approved  
Date Sent: Friday, May 15, 2020  
Message Text: Case 2715-Medical Info Approved/Legal Info Approved/PA Approved [Smith, Janie](#)

Close

10:54:23 AM

6/20/2017 6:23:37 AM

6/20/2017 6:04:26 AM

6/20/2017 5:56:10 AM

6/2/2017 2:53:39 PM

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

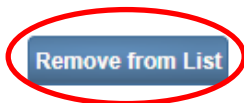
Notice that the **Remove from List** button is now active.

## DRIVE Training Exercises - Main

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Do not click on the **Remove from List** button unless you are sure you want to remove all of these messages from the list.

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



Date Sent	<input type="checkbox"/>
6/21/2017 11:09:28 AM	<input type="checkbox"/>
6/21/2017 10:54:23 AM	<input checked="" type="checkbox"/>
6/20/2017 6:23:37 AM	<input type="checkbox"/>
6/20/2017 6:04:26 AM	<input checked="" type="checkbox"/>
6/20/2017 5:56:10 AM	<input type="checkbox"/>
6/2/2017 2:53:39 PM	<input type="checkbox"/>

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

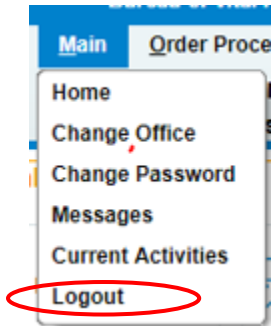
Now click the **Remove from List** button to remove a single message from the list.

Again, once removed, messages cannot be restored.

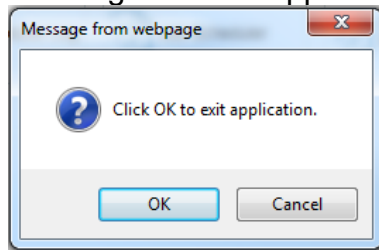
### Exercise 3: Logging out of the DRIVE Web-Based Application

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

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



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



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



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

3. Logging out of **DRIVE** will **NOT** log you out of Access Indiana.

## General Birth Registration Page Functionality

### Page Controls and Navigation

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

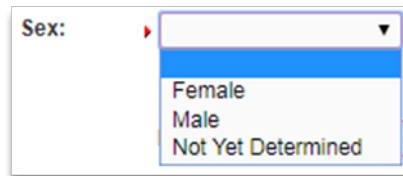
### Exercise 1: Dropdown Lists

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

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

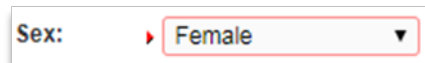


2. Notice that clicking on the down arrow will reveal the list of items that can be selected from that control. Some dropdown lists will have more selectable items than can be displayed on one page. In those cases, a scroll bar will appear on the left side of the list.



Clicking the down arrow here opens the list of selectable items.

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



We already knew 'Female' was in the list. By typing 'F', Female was automatically selected.

**If more than one word in the list starts with the same letter, typing that letter again will scroll through the list for you.**



## DRIVE Training Exercises - Main

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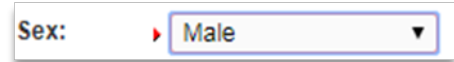
4. Once the list is highlighted, it is possible to navigate up and down through the list using the directional arrow keys on your keyboard. You can tell a list is highlighted by the blue shading that is placed around the outside of the field.

Not Highlighted:  Highlighted: 

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



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



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















## DRIVE Training Exercises - Main

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### Exercise 2: Standard Date Format

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

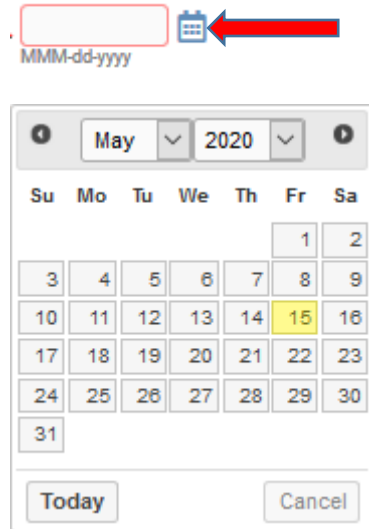
Input Formats	Typed As:	System Converts to:
MM-DD-YYYY	<input type="text" value="02-05-2014"/> 	<input type="text" value="Feb-05-2014"/> 
MM/DD/YYYY	<input type="text" value="02/05/2014"/> 	<input type="text" value="Feb-05-2014"/> 
MMDDYYYY	<input type="text" value="02052014"/> 	<input type="text" value="Feb-05-2014"/> 
MonDDYYYY	<input type="text" value="Feb052014"/> 	<input type="text" value="Feb-05-2014"/> 
Mon/DD/YYYY	<input type="text" value="Feb/05/2014"/> 	<input type="text" value="Feb-05-2014"/> 
Mon-DD-YYYY	<input type="text" value="Feb-05-2014"/> 	<input type="text" value="Feb-05-2014"/> 

---

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

### Exercise 3: Using Calendars

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



1. In addition to manual date entry, you can also click on the **Calendar icon** next to a date entry box to bring up a **Calendar control**.
2. By default, the current Month, Day and Year are pre-selected. The current month is pre-selected in the Month dropdown list, the current year is pre-selected in the Year dropdown list and the current day is highlighted in red. As with other drop-down lists we have seen, clicking on the down-arrow next to the month control (January, in this example) will reveal all the items in the list.
3. Once we have selected the correct Month and Year, clicking on the Day of the month will auto-populate the Date for us.

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

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

## Life Events: Birth

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

### Locating Cases Within DRIVE

#### Exercise 1: Locate Case


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

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

**Birth Locate Case**


---

**Child's Information**

Child's First Name:	Child's Middle Name:	Child's Other Middle Name:	Child's Last Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth:	Sex:	Child's Medical Record Number:	
<input type="text"/> 	<input type="text"/>	<input type="text"/>	
<small>MMM-dd-yyyy</small>			

---

**Place of Birth Information**

Place of Birth Location Type:  Place of Birth:  



---

**Mother's Information**

Mother's Current Legal Last Name:	Mother's Name Before First Marriage:
<input type="text"/>	<input type="text"/>
Mother's Medical Record Number:	
<input type="text"/>	

---

**Case Information**

Certifier's Name   

Case Id:

2. The **Locate Case** page offers many possible identifiers on which to base a search. While there is no minimum requirement on the number of identifiers to use, it is recommended that as much information is included as possible. This will help to narrow your search results.

## DRIVE Training Exercises – Life Events: Birth

3. In the example below, we are searching for a record based on the child's last name. Enter the **Child's Last Name** and click the **Search** button.

**Birth Locate Case**

Child's Information

Child's First Name:  Child's Middle Name:  Child's Other Middle Name:  Child's Last Name:

Date of Birth:  Sex:  Child's Medical Record Number:

MMM-dd-yyyy

Place of Birth Information

Place of Birth Location Type:  Place of Birth:

Mother's Information

Mother's Current Legal Last Name:  Mother's Name Before First Marriage:

Mother's Medical Record Number:

Case Information

Certifier's Name

Case Id:

4. Searching on **Last** name returned the following results:

**Birth Search Results**

Case Id	Child's Name	Date of Birth	Sex	Place of Birth	Preview
110	Smith, A	JUN-13-2019	Male		<a href="#">Preview</a>
1459	Smith, A	JUL-15-2019	Male		<a href="#">Preview</a>
1246	Smith, A	JUL-15-2019	Male		<a href="#">Preview</a>
47509	Smith, Aaliyah Brandi	MAY-15-2017	Female	Detroit	<a href="#">Preview</a>
34627	Smith, Aa'Myla Darina Mae	APR-01-2017	Female	Lansing	<a href="#">Preview</a>
23328	Smith, Aaria Ann	FEB-22-2017	Female	Sault Ste Marie	<a href="#">Preview</a>
7950	Smith, Aa'utum De'borah Lynn	JAN-01-2017	Female	Saginaw	<a href="#">Preview</a>
63561	Smith, Abbey Lynn	JUL-06-2017	Female	Grand Rapids	<a href="#">Preview</a>
1245	Smith, Abe	JUL-15-2019	Male		<a href="#">Preview</a>
74431	Smith, Abigail Leigh	AUG-08-2017	Female	Big Rapids	<a href="#">Preview</a>

First 1 2 3 4 5 6 7 8 9 10 ... Last

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

6. For this search, enter the child's **Last** name, select "City" from the **Place of Birth Location Type** dropdown list, make a selection from the **Place of Birth** control, and then click the **Search** button.

**Birth Locate Case**

Child's Information

Child's First Name:  Child's Middle Name:  Child's Other Middle Name:  Child's Last Name:

Date of Birth:  Sex:  Child's Medical Record Number:

MMM-dd-yyyy

Place of Birth Information

Place of Birth Location Type:  Place of Birth:

Mother's Information

Mother's Current Legal Last Name:  Mother's Name Before First Marriage:

Mother's Medical Record Number:

Case Information

Certifier's Name

Case Id:

## DRIVE Training Exercises – Life Events: Birth

7. Notice that this search returned far fewer records. The more information you include in your searches, the more likely you will be to return only the record you are looking for.

Birth Search Results

Case Id	Child's Name ^	Date of Birth	Sex	Place of Birth	Preview
72524	Smith,	AUG-02-2017	Female	Detroit	Preview
47509	Smith, Aaliyah Brandi	MAY-15-2017	Female	Detroit	Preview
59450	Smith, Ahsaad Christian	JUN-22-2017	Male	Detroit	Preview
74842	Smith, Akyah Yolanda	AUG-09-2017	Female	Detroit	Preview
14497	Smith VI, Albert Montrice-Henry	JAN-24-2017	Male	Detroit	Preview
47074	Smith Jr, Alexander Vincent Thomas	MAY-13-2017	Male	Detroit	Preview
116358	Smith, Alycia Isabella	DEC-24-2017	Female	Detroit	Preview
63967	Smith, Amari Jaden	JUL-07-2017	Male	Detroit	Preview
110335	Smith, Amaya Alycia	DEC-04-2017	Female	Detroit	Preview
21076	Smith, Amerion Aydrion Marqui	FEB-15-2017	Male	Detroit	Preview

First 1 2 3 4 5 6 7 8 9 10 ... Last Total Records : 143

[New Search](#)

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

Birth Search Results

Case Id	Child's Name ^	Date of Birth	Sex	Place of Birth	Preview
57993	Smith, Aubrey Lynn	JUN-18-2017	Female	Detroit	Select

Total Records : 1 [New Search](#)

Clicking the Preview link changes it to a Select link.

Use the Preview window to examine a record prior to opening it.

Preview

File Number: 2017051203	Date Filed:	Child's SSN:
Child's Name: Aubrey Lynn Smith	Date and Time of Birth: JUN-18-2017 03:10 AM	County of Birth: Wayne
Sex: Female	City or Town of Birth: Detroit	
Facility of Birth: St. John Hosp & Medical Center		
Mother's Current Name: Nichole Lynn Geddes	Mother's SSN: 382-13-0989	Mother's Birthplace: Michigan
Mother's Name Before First Marriage: Nichole Lynn Geddes		
Mother's Date of Birth: SEP-05-1991		
Father's Current Name: Anthony Tajuan Smith	Father's SSN: 381-11-1353	Father's Birthplace: Michigan
Father's Date of Birth: OCT-17-1990		
Date Entered: Oct-21-2019	Last Updated By: Internal Administrator	
Status: /NA/Registered		

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

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

**Remember, only those records "owned" by the current user's facility will be returned.**

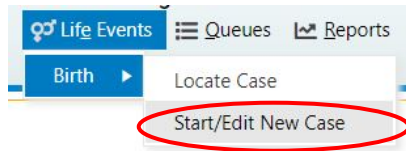
### Start/Edit New Case as Birth Facility

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

#### Exercise 1: Required Items

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

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



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

**Birth Start/Edit New Case**

Child's Information

Child's First Name:	Child's Middle Name:	Child's Other Middle Name:	▶ Child's Last Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
▶ Date of Birth:	▶ Sex:	Child's Medical Record Number:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Place of Birth Information

Place of Birth Location Type:  Place of Birth:

Mother's Information

Mother's Current Legal Last Name:	Mother's Name Before First Marriage:
<input type="text"/>	<input type="text"/>
Mother's Medical Record Number:	
<input type="text"/>	

Case Id:

**Note: Before you will be allowed to create a new Birth Record you must first search for an existing record. This is to prevent the creation of duplicate records.**

## DRIVE Training Exercises – Life Events: Birth

- Once you have completed the required items, click the **Search** button to proceed or the **Clear** button to clear all entries and start over.
- If no matching records are found, you will be allowed to begin creating a new record by clicking the **Start New Case** button. To begin a new search, click the **New Search** button.
- If a matching event was found, click on the underlined link in the **Child's Name** column to open the record.

### Birth Search Results

Case Id	Child's Name	Date of Birth	Sex	Place of Birth	Preview
119912	<a href="#">Test, Test</a>	DEC-02-2019	Male	Detroit	<a href="#">Preview</a>

Total Records : 1

[+ Start New Case](#)

[New Search](#)

- For this exercise, select **Start New Case**. The **Main Menu** will collapse and the **Birth Registration Menu** will open, displaying the **Child** page:

**Birth Registration Menu** 2883 :Smith MAY-19-2020  
/New Event/New Event/Uncertified/Not Registered

**Parent Information**

**Child**

Mother/Parent  
Mother/Parent Address  
Mother/Parent Attributes  
Mother Health  
Marital Status  
Informant

**Facility Information**

Place of Birth  
Prenatal  
Pregnancy Factors  
Labor  
Delivery  
Newborn  
Newborn Factors  
Attendee/Certifier

Child's Name  
First Middle Other Middle Last Suffix  
Smith

Date of Birth Time of Birth Sex Child SSN  
MAY-19-2020 Female

Request SSN for Child Safe Haven/founding  
No

Is Adoption/Legal proceeding expected?  
No

[Validate Page](#) [Next](#) [Clear](#) [Save](#) [Return](#)



### Exercise 2: The Child Page

**Skills Learned:** How to complete the **Child** page.

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

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

2883 :Smith MAY-19-2020  
/New Event/New Event/Uncertified/Not Registered

**Child**

Child's Name

First	Middle	Other Middle	Last	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	Smith	<input type="text"/>

Date of Birth: MAY-19-2020 (with calendar icon) Time of Birth: : Sex: Female Child SSN: - - - -

Request SSN for Child: Safe Haven/founding: No

Is Adoption/Legal proceeding expected? No

Buttons: Validate Page, Next, Clear, Save, Return

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

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

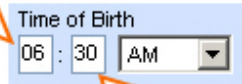
**Note: If the date of birth of the infant is not known because the infant is a founding, enter the date the infant was found as the date of birth.**

3. **Time of Birth** consists of 3 controls: 2 number entry boxes and one **AM/PM** dropdown list. In the first number entry box enter the 2-digit birth hour. For example, if birth occurred at 6:30 am, enter **'06'** in the first number box.

## DRIVE Training Exercises – Life Events: Birth

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Enter the two-digit hour in the first box.



The screenshot shows a form field titled "Time of Birth". It consists of two input boxes for the hour and minute, separated by a colon, and a dropdown menu for AM/PM. The current values are "06", "30", and "AM".

Enter the two-digit minute in the second box.

In the second number entry box enter the 2 digit minute at which birth occurred. If the birth occurred at 6:30 am, enter '30' in the 2<sup>nd</sup> number box. To complete the **Time of Birth** entry, make a valid selection from the **AM/PM** dropdown list.

4. **Sex** – make a selection from the dropdown list.
5. If the **Child's SSN** is known, enter it here. In most cases, however, the Child's SSN will likely be left blank.
6. **Request SSN for Child** – make a selection from the dropdown list.
7. If the child is a foundling, select **Yes** from **Safe Haven/Foundling** dropdown list. Otherwise, select **No**.

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

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

### Exercise 3: the Mother Page

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


1. In the **Mother’s Current Legal Name** tab, enter the mother’s current **First**, **Middle**, and **Last** name. If the mother uses a **Suffix**, include it here.
2. In the **Mother’s Last Name Before First Marriage (Maiden)**, enter the mother’s birth name, including any suffixes. An override-able error will occur if mother’s current **Last** name and **Last** name before first marriage are the same.

**Mother**

---

Mother’s Current Name


First	Middle	Last	Suffix
<input type="text"/>	<input type="text"/>	<input type="text" value="Test"/>	<input type="text"/>


 Copy Current Legal Name

---

Mother’s Name Before First Marriage


First	Middle	Last	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Date of Birth  Age  Social Security Number   None  Unknown

MMM-dd-yyyy 

---

Mother Birthplace

Birthplace State	Birthplace Country
 <input type="text"/>	<input type="text" value="United States"/>

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

4. Enter the mother’s **Social Security Number**.

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

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

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

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

## DRIVE Training Exercises – Life Events: Birth

### Exercise 4: the Mother/Parent Address Page

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

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

#### Mother/Parent Address

Residence Address

Street Number	Pre Directional	Street Name, Rural Route, etc.	Street Designator	Post Directional	Apt #, Suite #, etc.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Zip Code	City or Town	County	State	Country	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	United States	

Inside City Limits

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Mailing Address

Same As Residence Address

Street Number	Pre Directional	Street Name, Rural Route, etc.	Street Designator	Post Directional	Apt #, Suite #, etc.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Zip Code	City or Town	County	State	Country	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	United States	

Mother Mailing Address Inside City Limits

---

Mother's Telephone Numbers

Day  Ext  Evening

2. Make a selection from the **Inside City Limits** dropdown list.
3. If the mother’s mailing address is the same as her residence address, then click the **Same As Residence Address** box in the middle of the page. This will automatically copy the residence address information to the **Mailing Address**. Once selected, the mailing address will be disabled.

## DRIVE Training Exercises – Life Events: Birth

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4. If the two addresses are different, then manually complete the **Mailing Address** tab.
5. Enter the **Mother's Telephone Number**.
6. Click the **Validate Page** button to check this page for errors, **Next** to proceed to the **Mother Attributes** page, **Clear** to clear all entries, **Save** to save changes without leaving this page, or **Return** to return to the **Main Menu** or **Search Results** page.

### Exercise 5: the Mother Attributes Page

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

1. Enter **Usual Occupation** and **Kind of Industry** of the mother.
2. **Education**: make a selection from the dropdown list.
3. The **Hispanic Origin** tab is used to indicate whether or not the mother is of Hispanic descent. Click one or more applicable box or boxes, as needed. Multiple selections are permitted.
4. Selecting the '**Yes, Other Hispanic Origin (specify)**' checkbox will cause a new text entry control to appear on-screen. Use this control to specify the other Hispanic descent information.

#### Mother/Parent Attributes

##### Education

Usual Occupation  
(do not use retired)

Kind of Business / Industry

Education

##### Hispanic Origin (Check all that apply)

No, not Spanish/Hispanic /Latino

Yes, Puerto Rican

Yes, Other Spanish/Hispanic /Latino

Yes, Mexican, Mexican American, Chicano

Yes, Cuban

Unknown

##### Which one or more of the following is your race? (Check all that apply)

White

Japanese

Guamanian or Chamorro

Black or African American

Korean

Samoan

American Indian or Alaska Native

Vietnamese

Other Pacific Islander

Asian Indian

Other Asian

Other (Specify)

Chinese

Native Hawaiian

Unknown

Filipino

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

## DRIVE Training Exercises – Life Events: Birth

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6. If the mother is of American Indian descent or an Alaskan Native, select the checkbox as shown below. Selecting **American Indian or Alaska Native (specify tribe)** will cause the page to refresh and display two dropdown lists.
7. Select the mother's specific tribe(s) using one or both of the dropdown lists.
8. Note that selecting the **Other Asian (specify), Other Pacific Islander (specify), or Other (Specify)** checkboxes will cause a two new text entry controls to appear on-screen. At least one of these other entry controls must be completed before registration will be permitted.
9. Click the **Validate Page** button to check this page for errors, **Next** to proceed to the **Mother Health** page, **Clear** to clear all entries, **Save** to save changes without leaving this page, or **Return** to return to the **Main Menu** or **Search Results** page.

## DRIVE Training Exercises – Life Events: Birth

### Exercise 6: the Mother Health Page

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

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

**Mother Health**

Did Mother get WIC food for herself during this pregnancy?

Height(feet/inches)   Mother Pre-pregnancy Weight (pounds)  Mother Weight at Delivery (pounds)

---

Cigarette smoking per day before and/or during pregnancy

Tobacco use during this pregnancy

Three months before pregnancy

First three months of pregnancy

Second three months of pregnancy

Last Trimester of Pregnancy

On the days that you smoked cigarettes during any point of your pregnancy, how soon after you woke up did you usually have your first cigarette?

At any time during your pregnancy, did you stop smoking cigarettes for one day or longer because you were trying to quit smoking?

During any point during your pregnancy did you use:  
E-cigarettes or Vapes (BLU, NJOY, JUUL, SUORIN DROP, PUFF BAR)

Hookah, Shisha, or Water Pipe

Cigarillos (BLACK & MILD, SWISHER SWEETS, PHILLIES BLUNTS) or Little Cigars (CHEYENNE, SENECA)

Chewing Tobacco (GRIZZLY, SKOAL), Snus (CAMEL SNUS), or Nicotine Pouches (ZYN, VELO)

During your pregnancy, did you stop using any other tobacco products, besides cigarettes, for one day or longer because you were trying to quit tobacco?

2. **Height (feet/inches)** – consists of two numeric entry controls. Enter the mother's height in feet the first box and the remaining inches in the second.
3. **Mother Pre-pregnancy Weight (pounds)** – enter the mother's weight (in pounds) prior to the current pregnancy in this control.
4. **Mother Weight at Delivery (pounds)** – enter the mother's weight (in pounds) at delivery, but prior to the actual birth, in this control.
5. **Tobacco use during this pregnancy** – make a selection from this dropdown list. Selecting 'No' will disable the remaining tobacco related controls. If the mother is a non-smoker and 'No' was selected above, the system will auto-fill the numeric entry controls with zero (0). For non-smoking mothers, it is not necessary to make a selection from the Cigarettes/Pack dropdown list as these controls will be disabled.



## DRIVE Training Exercises – Life Events: Birth

6. **Cigarette Smoking per day before and during pregnancy** – this tab control is used to capture the mother’s use of tobacco (smoking) during the 3 months prior to the current pregnancy and each of the 3-month trimesters of pregnancy.

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

Three months before pregnancy	<input type="text" value="10"/>	<input type="text" value="Cigarettes"/>
First three months of pregnancy	<input type="text" value="5"/>	<input type="text" value="Cigarettes"/>
Second three months of pregnancy	<input type="text" value="3"/>	<input type="text" value="Cigarettes"/>
Last Trimester of Pregnancy	<input type="text" value="3"/>	<input type="text" value="Cigarettes"/>

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

Three months before pregnancy	<input type="text" value="2"/>	<input type="text" value="Packs"/>
First three months of pregnancy	<input type="text" value="1"/>	<input type="text" value="Packs"/>
Second three months of pregnancy	<input type="text" value="1"/>	<input type="text" value="Packs"/>
Last Trimester of Pregnancy	<input type="text" value="1"/>	<input type="text" value="Packs"/>

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

On the days that you smoked cigarettes during any point of your pregnancy, how soon after you woke up did you usually have your first cigarette? <input type="text"/>	At any time during your pregnancy, did you stop smoking cigarettes for one day or longer because you were trying to quit smoking? <input type="text"/>
During any point during your pregnancy did you use: E-cigarettes or Vapes (BLU, NJOY, JUUL, SUORIN DROP, PUFF BAR) <input type="text"/>	Hookah, Shisha, or Water Pipe <input type="text"/>
Cigarillos (BLACK & MILD, SWISHER SWEETS, PHILLIES BLUNTS) or Little Cigars (CHEYENNE, SENECA) <input type="text"/>	Chewing Tobacco (GRIZZLY, SKOAL), Snus (CAMEL SNUS), or Nicotine Pouches (ZYN, VELO) <input type="text"/>
During your pregnancy, did you stop using any other tobacco products, besides cigarettes, for one day or longer because you were trying to quit tobacco? <input type="text"/>	

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

### Exercise 7: the Marital Status Page

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

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

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

**Marital Status**

---

Marital Information

Current Marital Status

Was Mother Married at Conception, at Birth or within 300 days prior to Birth?

---

Paternity Information

Will acknowledgement of paternity need to be completed?

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

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

4. **Print PA** button will display **is a Paternity Acknowledgement signed at the hospital**. Selecting the button will produce the Paternity Acknowledgement form. **FAST TIP!** - PA should not be printed until the father pages are completed so that the information can be autofilled on the PA form.

**Marital Status**

---

Marital Information

Current Marital Status

Was Mother Married at Conception, at Birth or within 300 days prior to Birth?

---

Paternity Information

Will acknowledgement of paternity need to be completed?

## DRIVE Training Exercises – Life Events: Birth

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

### Exercise 8: the Father/Parent Page

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

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



---

**Father/Parent**

---

Father/Parent's Name

First	Middle	Last	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of Birth    Age  Social Security Number   None  Unknown

MM-yy-yy

---

Residence Address



Same As Mother's Address

Street Number	Pre Directional	Street Name, Rural Route, etc.	Street Designator	Post Directional	Apt #, Suite #, etc.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Zip Code	City or Town	County	State	Country	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

---

Father/Parent Birthplace

Birthplace City or Town	Birthplace County	Birthplace State	Birthplace Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="United States"/>

2. **Date of Birth** - enter the father's date of birth manually or use the Calendar icon (  ) to launch the Calendar Control.
3. After entering the **Date of Birth**, click the auto-populate (  ) button to complete the **Age** control.
4. Enter the father's **Social Security Number**.

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

**Unknown** – selecting the radio button for “Unknown” will system-fill the Social Security Number with nines, indicating that the Father does not have a social security number

## DRIVE Training Exercises – Life Events: Birth

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5. Manually complete the Father's **Residence Address**. Please make note of the **Pre-Directional** and **Post-Directional** dropdown lists.
  - a. If the street address has a **Pre-Directional** indicator, i.e. *East 42<sup>nd</sup> St.*, then indicate that by selecting "E" from the **Pre-Directional** dropdown list. **Do NOT type the Pre-Directional indicator in the Street Name text box.**
  - b. If the street address has a **Post-Directional** indicator, i.e. *East 42<sup>nd</sup> St. SW*, then indicate that by selecting "SW" from the **Post-Directional** dropdown list. **Do NOT type the Post-Directional indicator in the Street Name text box.**
6. If the Father's address is the same as the Mother Address, select the checkbox for **Same as Mother's Address**
7. The **Father's Birth Place** control is used to capture the father's **Birthplace City, State** and **Birthplace Country**.

### Exercise 9: the Father Attributes Page

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

1. Enter **Usual Occupation** and **Kind of Industry** of the father.
2. **Education**: make a selection from the dropdown list.
3. The **Hispanic Origin** tab is used to indicate whether or not the father is of Hispanic descent. Click one or more applicable box or boxes, as needed. Multiple selections are permitted.
4. Selecting the '**Yes, Other Hispanic Origin (specify)**' checkbox will cause a new text entry control to appear on-screen. Use this control to specify the other Hispanic descent information.

#### Father/Parent Attributes

---

Education

Usual Occupation  
(do not use retired)

Kind of Business / Industry

Education

---

Hispanic Origin (Check all that apply)

<input type="checkbox"/> No, not Spanish/Hispanic /Latino	<input type="checkbox"/> Yes, Puerto Rican	<input type="checkbox"/> Unknown
<input type="checkbox"/> Yes, Mexican, Mexican American, Chicano	<input type="checkbox"/> Yes, Cuban	<input type="checkbox"/> Yes, Other Spanish/Hispanic /Latino

---

Which one or more of the following is your race? (Check all that apply)

<input type="checkbox"/> White	<input type="checkbox"/> Filipino	<input type="checkbox"/> Native Hawaiian
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Japanese	<input type="checkbox"/> Guamanian or Chamorro
<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Korean	<input type="checkbox"/> Samoan
<input type="checkbox"/> Asian Indian	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Other Pacific Islander
<input type="checkbox"/> Chinese	<input type="checkbox"/> Other Asian	<input type="checkbox"/> Other (Specify)

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

## DRIVE Training Exercises – Life Events: Birth

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7. Select the father's specific tribe(s) using one or both of the dropdown lists.
8. Note that selecting the **Other Asian (specify)**, **Other Pacific Islander (specify)**, or **Other (Specify)** checkboxes will cause a two new text entry controls to appear on-screen. At least one of these other entry controls must be completed before registration will be permitted.
9. Click the **Validate Page** button to check this page for errors, **Next** to proceed to the **Informant** page, **Clear** to clear all entries, **Save** to save changes without leaving this page, or **Return** to return to the **Main Menu** or **Search Results** page.

### Exercise 10: the Informant Page

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

#### **Informant**

Relationship of Informant to Baby Other Specify

---

Informant Name

First  Middle  Last  Suffix

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

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

2. Selecting **Other, Specify** from the relationship dropdown list will enable the **Other Specify** text entry control; an entry must be made in the space provided.
3. **Informant Name** – complete this control by providing at least the informant **First** and **Last** name.
4. Click the **Validate Page** button to check this page for errors, **Next** to proceed to the **Place of Birth** page, **Clear** to clear all entries, **Save** to save changes without leaving this page, or **Return** to return to the **Main Menu** or **Search Results** page.



## Facility Information Menu Pages

### Exercise 11: the Place of Birth Page

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

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

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

**Place of Birth**

Type of Place of Birth: Hospital (dropdown) | Other Specify: [text box]

Facility Name: Henry Ford Hospital | Facility NPI: [text box]

---

**Address**

Street Number	Pre Directional	Street Name or Rural Route, etc.	Street Designator	Post Directional	Apt #, Suite #, etc.
2799	W	Grand	Bldv		
Zip Code	City or Town	County	State	Country	
48202	Detroit	Wayne	Michigan	United States	

[Validate Page] [Next] [Clear] [Save] [Return]

*These controls are auto-filled with the data provider's facility information. Note that these controls are disabled.*

2. If the actual place of birth does not have a corresponding selection in the dropdown list, select **Other (specify)**. This will enable the **Other Specify** text-box control allowing manual entry of the type of place of birth and the **Address**.
3. Note, however, that **Facility name** and **Facility NPI** are both disabled when **Other (specify)** is selected. These controls are typically auto-filled based on the facility associated with the user.
4. Click the **Validate Page** button to check this page for errors, the **Next** button to proceed to the **Prenatal** page, the **Clear** button to clear all entries, the **Save** button to save changes without leaving this page, or the **Return** button to return to the **Main Menu**.


### Exercise 12: the Prenatal Page

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

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



**Prenatal**

Mother Medical Record #  Principal Source of payment for this delivery  Other Specify

Date of Last Menses    
MMM-dd-yyyy

**Prenatal Care**

No Prenatal Care

Date of First Visit   Date of Last Visit   Total Number of Prenatal Visits   
MMM-dd-yyyy MMM-dd-yyyy

Source of Prenatal Care  Other Specify

**Total Number of Previous Live Births**

Number Now Living  Number Now Dead

Date of Last Live Birth

**Total Number of other Pregnancy Outcomes (Spontaneous or Induced Terminations)**

Number of Other Pregnancy Outcomes  Date of Last Other Pregnancy Outcome

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

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

### The Prenatal Care Tab

4. If the mother did not receive any prenatal care, select the **No Prenatal Care** checkbox.
5. If the mother did receive prenatal care, complete this tab by entering the **Date of First Visit**, **Date of Last Visit** and the **Total Number of Prenatal Visits**.

## DRIVE Training Exercises – Life Events: Birth

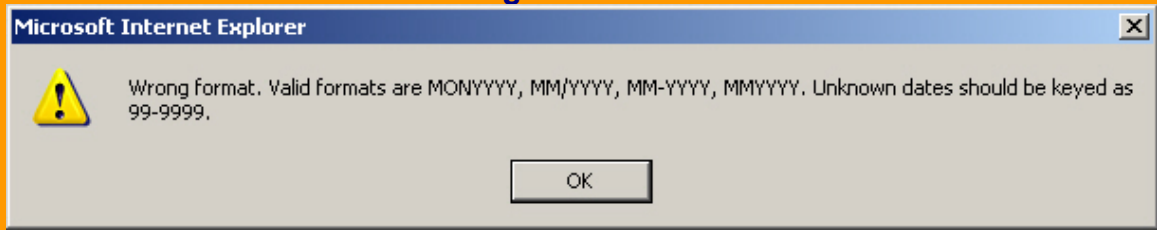
---

6. Select the **Source Prenatal Care** from the list.

### The Previous Live Births Tab

7. On the **Previous Live Births** tab, make a selection from the **Number Now Living** dropdown list. If this is the mother's first child, select **None** from the list.
8. A selection must also be made from the **Number Now Deceased** dropdown list. Again, if this is the mother's first child, select **None**.
9. If the **Number Now Living** and/or **Number Now Deceased** is unknown, select **Unknown** from the dropdown list. Doing so will auto-populate the **Date of Last Live Birth** with **99/9999** and disable the control.
10. Complete the **Previous Live Births** tab by entering the **Date of Last Live Birth**. If **None** has been selected in the previous two controls, this control will be disabled.

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



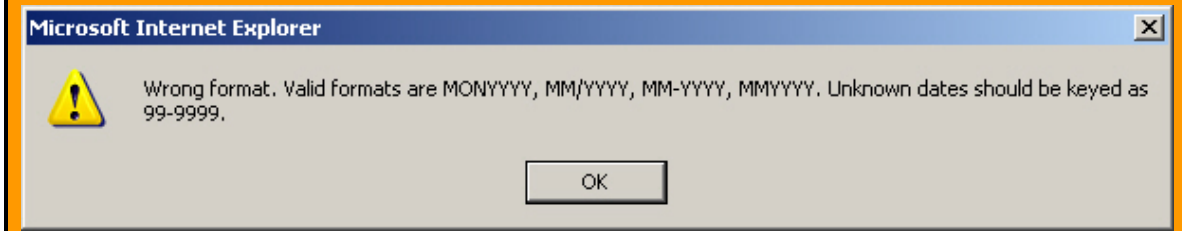
### Other Pregnancy Outcomes Tab

11. This tab is used to collect information regarding previous pregnancies that did not result in a live birth.
12. First make a selection from the **Number of Other Pregnancy Outcomes** dropdown list. If this is the mother's first pregnancy, select **None**.
13. If the **Number of Other Pregnancy Outcomes** is unknown, select **Unknown** from the dropdown list. Doing so will auto-populate the **Date of Other Pregnancy Outcome** with **99/9999** and disable the control.
14. In the **Date of Last Other Pregnancy Outcome** box, enter the month and date that the last pregnancy terminated. If **None** was selected above, this field will be disabled.

## DRIVE Training Exercises – Life Events: Birth

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



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

## Exercise 13: the Pregnancy Factors Page

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

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

### Pregnancy Factors

Risk Factors for this Pregnancy (Check all that apply)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> None   | <input type="checkbox"/> Eclampsia  | <input type="checkbox"/> Mother Had A Previous Cesarean Delivery  |
| <input type="checkbox"/> Diabetes - Prepregnancy                        | <input type="checkbox"/> Previous Preterm Births  | <input type="checkbox"/> Antiretroviral(s) administered during pregnancy or at delivery for treatment of HIV/AIDS |
| <input type="checkbox"/> Diabetes - Gestational                         | <input type="checkbox"/> Other Previous Poor Pregnancy Outcome  | <input type="checkbox"/> Group B Strep  |
| <input type="checkbox"/> Hypertension - Pre-pregnancy (Chronic)         | <input type="checkbox"/> Pregnancy Resulted From Infertility Treatment - Fertility Enhancing Drugs        | <input type="checkbox"/> Unknown  |
| <input type="checkbox"/> Hypertension - Gestational (PIH, preeclampsia) | <input type="checkbox"/> Pregnancy Resulted From Infertility Treatment - Assisted Reproductive Technology |   |

Make a selection from each of the Infections Tested, when they were tested or why they were not tested.

### Infections Tested

Was a Standard License Diagnostic test for HIV performed for the Mother?

If Yes, Date

If Yes, when was test performed?

If No, Reason

Was a Serological test for Syphilis performed for the Mother?

If Yes, Date

If Yes, when was test performed?

If no, Reason

Mother Tested for Group B Strep?

### Infections Present and / or Treated During this Pregnancy (Check all that apply)

- None    Herpes Simplex Virus (HSV)    Syphilis    Chlamydia    Hepatitis B    Hepatitis C    Unknown  
 Gonorrhea

### Obstetric Procedures

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Amniocentesis               | <input type="checkbox"/> Induction of Labor                     | <input type="checkbox"/> External Cephalic Version - Failed |
| <input type="checkbox"/> None                        | <input type="checkbox"/> Tocolysis                              | <input type="checkbox"/> Ultrasound                         |
| <input type="checkbox"/> Cervical cerclage           | <input type="checkbox"/> External Cephalic Version - Successful | <input type="checkbox"/> Unknown                            |
| <input type="checkbox"/> Electronic Fetal Monitoring | <input type="checkbox"/> Stimulation of Labor                   | <input type="checkbox"/> Other (specify)                    |

[Validate Page](#) [Next](#) [Clear](#) [Save](#) [Return](#)

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

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

## DRIVE Training Exercises – Life Events: Birth

### Exercise 14: the Labor Page

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

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

#### Labor

Onset of Labor (Check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> None   | <input type="checkbox"/> Prolonged labor (>=20 hours) |
| <input type="checkbox"/> Premature Rupture of the Membranes (Prolonged, >=12 hours) | <input type="checkbox"/> Unknown                      |
| <input type="checkbox"/> Precipitous labor (<3 hours)                               |   |

Characteristics of Labor and Delivery (Check all that apply)

- None
- Induction of labor
- Augmentation of labor
- Non-vertex presentation
- Steroids (glucocorticoids) for fetal lung maturation received by the mother prior to delivery
- Antibiotics received by the mother during labor
- Clinical chorioamnionitis diagnosed during labor or maternal temperature >=38C (100.4 degrees F)
- Moderate/heavy meconium staining of the amniotic fluid
- Fetal intolerance of labor
- Epidural or spinal anesthesia during labor
- Abruptio placenta

Validate Page

Next

Clear

Save

Return

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

**Exercise 15: the Delivery Page**

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

**Method of Delivery**

1. The **Method of Delivery** tab is used to describe how the child was born. First, make a selection from the **Was Delivery with Forceps Attempted but Unsuccessful?** dropdown list.
2. Next, make a selection from the **Was Delivery with Vacuum Extraction Attempted but Unsuccessful?** dropdown list.
3. Continue this process by making valid selections from the **Fetal Presentation at Birth** and **Final Route and Method of Delivery** dropdown lists.
4. **If Cesarean, was a Trial of Labor Attempted?** will only be active and selectable if **Cesarean** was selected from the **Final Route and Method of Delivery** control above.

---

**Delivery**

---

Method of Delivery

Was Delivery with Forceps Attempted but Unsuccessful?

Was Delivery with Vacuum Extraction Attempted but Unsuccessful?

Fetal Presentation at Birth

Final Route and Method of Delivery

If Cesarean, was a Trial of Labor Attempted?

---

Maternal Morbidity (Check all that apply)

<input type="checkbox"/> None	<input type="checkbox"/> Ruptured uterus	<input type="checkbox"/> Unplanned operating room procedure following delivery
<input type="checkbox"/> Maternal transfusion	<input type="checkbox"/> Unplanned hysterectomy	<input type="checkbox"/> Unknown at this time
<input type="checkbox"/> Third or fourth degree perineal laceration	<input type="checkbox"/> Admission to intensive care unit	

Mother Transferred for maternal medical or fetal indication prior to delivery

Infant Transferred within 24 hours of delivery

---

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

6. Next, make a selection from the **Mother Transferred for maternal medical or fetal indication prior to delivery** dropdown list. Notice that selecting **Yes** will cause the page to refresh and a new set of controls will appear:

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Mother Transferred for maternal medical or fetal indication prior to delivery

Transfer Facility

7. Selecting the Search icon (  ) will launch the **Place Name** lookup tool, shown below. Key in the name of the transfer facility and click the **Search** button.
8. If the search was successful, select **Transfer Facility** by clicking **Select**:
9. The page will refresh and display **Transfer Facility** on the **Delivery** page:
10. If this facility was selected in error, select the Eraser icon (  ) to remove the facility name from the page.

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

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

Infant Transferred within 24 hours of delivery

Transfer Facility

12. Selecting the Search icon (  ) will launch the **Place Name** lookup tool, shown below. Key in the name of the transfer facility and click the **Search** button:
13. If the search was successful, select the **Transfer Facility** by clicking on the **select** link:
14. Again, the page will refresh and display the **Transfer Facility** on the **Delivery** page.
15. If this facility was selected in error, select the Eraser icon (  ) to remove the facility name from the page.

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

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



### Exercise 16: the Newborn Page

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

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

---

#### Newborn

Medical Record Number	<input type="text"/>	Newborn Screening Requisition Number	<input type="text"/>
Infant Birth Weight	Pounds / Ounces <input type="text"/> <input type="text"/>	Grams <input type="text"/>	APGAR Score 5 Minutes <input type="text"/>
			10 Minutes <input type="text"/>
Obstetric Estimate of Gestation(weeks)	<input type="text"/>		
Plurality	<input type="text"/>		
Birth Order	<input type="text"/>		
If not single birth, number of infants in this delivery born alive	<input type="text"/>		
Type Prophylaxis used in eyes	<input type="text"/>	Other Specify	<input type="text"/>
Is infant living at time of report?	<input type="text"/>		
Is infant being breastfed at discharge?	<input type="text"/>		

2. Enter the **Newborn Screening Requisition Number**
3. **Infant Birth Weight** should be entered in either **Pounds / Ounces** or **Grams**. Both weight measurements cannot be used simultaneously. If **Pounds / Ounces** is used, enter the weight in pounds in the first entry box and the remainder ounces in the second entry box.
4. **APGAR Score** – Enter the child’s APGAR score as it was recorded at 5 and 10 minute intervals. Notice that, in the example below, the child’s **5 Minutes** APGAR score was 6. A **5 Minutes** APGAR score of 6 or higher precludes the necessity to enter a **10 Minutes** score, therefore, the **10 Minutes** field is disabled.
5. Enter the term of the mother’s pregnancy in weeks in the **Obstetric Estimate of Gestation (weeks)** field.
6. Make a valid selection from the **Plurality** dropdown list. If only one child was delivered, select **Single**. If more than one child was delivered – even if one or more children were stillborn or died shortly after birth – select the appropriate plurality from the list - twin, triplet, etc.

## DRIVE User Guide – Life Events: Birth

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7. **Birth Order** will be disabled if **Single** was selected from the **Plurality** list. Otherwise, if more than one child was delivered – even if one or more children were stillborn or died shortly after birth – select the current child’s birth order from this dropdown list.
8. If **Single** was selected from the **Plurality** dropdown list, then the **If not single birth, number of infants in this delivery born alive** control will be disabled. Otherwise, if a different plurality was selected, enter the number of live children that were delivered in this control.
9. Select the **Prophylaxis used in eyes** from the dropdown list
10. Select ‘**Yes**’ from the **Is infant living at time of report?** dropdown list.
11. Select ‘**Yes**’ from the **Is infant being breastfed at discharge?** dropdown list.
12. Click the **Validate Page** button to check this page for errors, the **Next** button to proceed to the **Newborn Factors** page, the **Clear** button to clear all entries, the **Save** button to save changes without leaving this page, or the **Return** button to return to the **Main Menu**.

### Exercise 17: the Newborn Factors Page

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

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

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

**Congenital Anomalies** is used to capture information related to malformations of the newborn diagnosed prenatally or after delivery.

#### Newborn Factors

##### Abnormal Conditions of the Newborn (Check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> None   | <input type="checkbox"/> Antibiotics received by the newborn for suspected neonatal sepsis |
| <input type="checkbox"/> Assisted ventilation required immediately after delivery | <input type="checkbox"/> Seizure or serious neurologic dysfunction                         |
| <input type="checkbox"/> Assisted ventilation required for more than 6 hours      | <input type="checkbox"/> Significant birth injury  |
| <input type="checkbox"/> NICU admission   | <input type="checkbox"/> Neonatal Abstinence Syndrome (NAS)                                |
| <input type="checkbox"/> Newborn given surfactant replacement therapy             |  |

##### Congenital Anomalies (Check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> None of the anomalies listed   | <input type="checkbox"/> Hypospadias                                  |
| <input type="checkbox"/> Anencephaly  | <input type="checkbox"/> Microcephaly                                 |
| <input type="checkbox"/> Meningomyelocele/spina bifida  | <input type="checkbox"/> Encephalocele                                |
| <input type="checkbox"/> Cyanotic congenital heart disease  | <input type="checkbox"/> Holoprosencephaly                            |
| <input type="checkbox"/> Congenital diaphragmatic hernia  | <input type="checkbox"/> Anophthalmia/Microphthalmia                  |
| <input type="checkbox"/> Omphalocele  | <input type="checkbox"/> Anotia/Microtia                              |
| <input type="checkbox"/> Gastroschisis  | <input type="checkbox"/> Choanal Atresia                              |
| <input type="checkbox"/> Limb reduction defect (excluding congenital amputation and dwarfing syndromes) | <input type="checkbox"/> Trisomy 13 and 18                            |
| <input type="checkbox"/> Cleft lip with or without cleft palate   | <input type="checkbox"/> Bladder Exstrophy                            |
| <input type="checkbox"/> Cleft palate alone   | <input type="checkbox"/> Cloacal Exstrophy                            |
| <input type="checkbox"/> Down Syndrome Karyotype Confirmed  | <input type="checkbox"/> Congenital Posterior Urethral Valves         |
| <input type="checkbox"/> Down Syndrome Karyotype Pending  | <input type="checkbox"/> Renal Agenesis/Hypoplasia                    |
| <input type="checkbox"/> Down Syndrome karyotype unknown  | <input type="checkbox"/> Esophageal Atresia/Tracheoesophageal Fistula |
| <input type="checkbox"/> Suspected other chromosomal disorder karyotype confirmed                       | <input type="checkbox"/> Intestinal Atresia/Stenosis                  |
| <input type="checkbox"/> Suspected other chromosomal disorder karyotype pending                         | <input type="checkbox"/> Unknown                                      |
| <input type="checkbox"/> Suspected other chromosomal disorder karyotype unknown                         |   |

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2. Each tab allows for multiple entries. Select **None**, if none of the conditions were experienced by the child during delivery.
3. Click the **Validate Page** button to check this page for errors, the **Next** button to proceed to the **Attendant/Certifier** page, the **Clear** button to clear all entries, the **Save** button to save changes without leaving this page, or the **Return** button to return to the **Main Menu**.

**Exercise 18: the Attendant/Certifier Page**



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

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

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

**Attendant/Certifier**

---

**Attendant at Birth**  

Attendant's Name  
First Middle Last Suffix



Attendant's Title Other Specify

Attendant NPI

Address  
Street Number Pre Directional Street Name or PO Box, Rural Route, etc. Street Designator Post Directional Apt #, Suite #,etc

Zip Code City or Town State Country


---



**Certifier**  





Same As Attendant

Certifier's Name  
First Middle Last Suffix

Certifier's Title Other Specify

Certifier NPI Date Certified  
    
MMM-dd-yyyy

- 2. The **Attendant at Birth** tab includes two clickable icons that can help complete this page quickly and efficiently: the Search icon () and the Eraser icon ().

3. Selecting the Search icon () will launch the **Name** lookup tool, shown below. Key in at least the **Last Name** of the attendant/certifier and click the **Search** button.
4. If the search was successful, select the desired attendant by clicking on the **select** link.
5. Again, the page will refresh and auto-fill the **Attendant at Birth** tab with information specific to the selected attendant.
6. If this attendant was selected in error, select the Eraser icon () to remove the facility name from the page. If the attendant is not included in the search results, then enter the information manually.
7. The **Certifier** tab also includes the Search icon () and the Eraser icon (), meaning that the same set of steps detailed above can be used to auto-fill this control as well.
8. However, if the certifier and the attendant are the same person, then locate and click the **Same As Attendant** checkbox shown below. This will auto-fill the **Certifier** tab using the attendant information from the previous control.
9. **Certifier NPI** will auto-fill based on data stored in the **DRIVE** database.
10. **Date Certified** will be auto-filled once the birth record has been certified.
11. Birth registration data entry is now complete. Click the **Validate Page** button to check this page for errors. If no errors are found, then the page will refresh and a new menu item will appear: **Certify**. Click the **Certify** link to proceed.

**Exercise 19: the Certify Page**

**Skills Learned:** How to **Affirm** a birth registration.

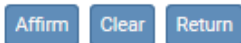
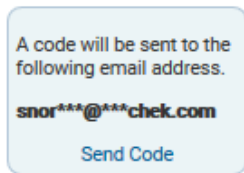
**NOTE: Certification is automatic when starting a new birth registration at the State office. The steps outlined below are only required when starting a new birth registration at a medical / birth facility. They are included here for informational purposes only.**

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

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



2. To **Certify** a birth record, the first authentication of the certifier must take place. Select the **Send Code** link and a code will be sent to the email address shown. This email address is the email address associated with the user's **DRIVE** profile.

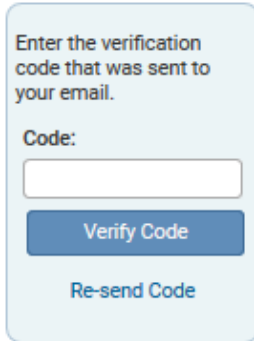


## DRIVE User Guide – Life Events: Birth

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3. Enter the code received in the text box displayed and select the **Verify Code** button. If the code needs to be sent again, select the **Re-send Code** link.

---



Enter the verification code that was sent to your email.

Code:

Verify Code

Re-send Code

Affirm Clear Return

---

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

### Affirmations

Affirm the following:

I certify that this child was born alive at the place and time, and on the date as provided.



Affirm Clear Return

---

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

### Affirmations

Authentication successful.

Clear Return

---

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



**Other Links**

**Exercise 1: Amendment**

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

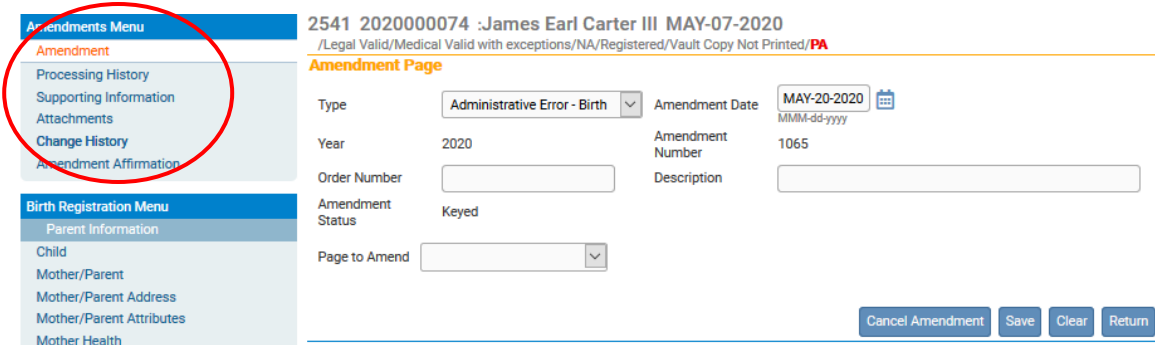
From time to time, it may be necessary to make changes to a registered death record. These changes are called amendments.

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



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

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



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

- 4. Add a description of the amendment in the **Description** text entry control and click **Save**.

## DRIVE User Guide – Life Events: Birth

### Amendment Page

Type	Administrative Error - Birth	Amendment Date	MAY-20-2020
Year	2020	Amendment Number	1065
Order Number		Description	Error in Child's middle name
Amendment Status	Keyed		

5. The page will refresh and display the new **Page to Amend** control.

### Amendment Page

Type	Administrative Error - Birth	Amendment Date	MAY-20-2020
Year	2020	Amendment Number	1065
Order Number		Description	Error in Child's middle name
Amendment Status	Keyed		
Page to Amend			

Cancel Amendment Save Clear Return

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

7. The application will refresh and display the selected page

### Amendment Page

Type	Administrative Error - Birth	Amendment Date	MAY-20-2020
Year	2020	Amendment Number	1065
Order Number		Description	Error in Child's middle name
Amendment Status	Keyed		
Page to Amend	Birth - Child		

### Child

Child's Name				
First	Middle	Other Middle	Last	Suffix
James	Earl		Carter	III
Date of Birth	Time of Birth	Gender	Child SSN	
MAY-07-2020	01 : 00 AM	Male	987-45-6321	
Request SSN for Child	Safe Haven/founding			
Yes, parent wants a card issued	No			
Is Adoption/Legal proceeding expected?				
No				

Cancel Amendment Validate Page Validate Amendment Save Clear Return

## DRIVE User Guide – Life Events: Birth

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

Item In Error	Item as it Appears	Item as it Should be	Edit	Delete
Child - Middle Name	Earl	Evan	Edit	Delete
Child - Other Middle Name		Earl	Edit	Delete

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

The screenshot shows the 'Amendments Menu' on the left with 'Amendment Affirmation' circled in red. The main content area displays the record for '2541 2020000074 :James Earl Carter III MAY-07-2020'. Below the record, there is a message: 'The Amendment has not been affirmed. Please select Amendment Affirmation to Affirm the amendment.' A form contains the following fields: 'Type' (Administrative Error - Birth), 'Amendment Date' (MAY-20-2020), 'Year' (2020), and 'Amendment Number' (1065).

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

The screenshot shows the 'Affirmations' section. It starts with the text 'Affirm the following:'. Below this is a checkbox that is checked, followed by the text: 'The original facts for the amended items were incorrectly stated at the time of death. I affirm that the amendment(s) requested is/are supported by documentation and will change the original record to reflect the true facts'. At the bottom right, there are three buttons: 'Affirm', 'Clear', and 'Return'.

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

The screenshot shows the 'Affirmations' section after the 'Affirm' button was clicked. The message 'Authentication successful.' is displayed in the center. At the bottom right, there are two buttons: 'Clear' and 'Return'. The 'Amendments Menu' on the left now shows 'Amendment Affirmation' as the selected option.

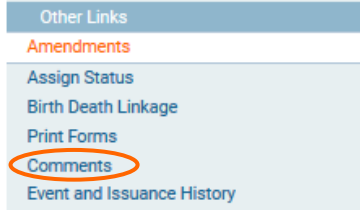
12. From the Amendments Menu, select the Amendment link. Note that the Amendment Status is now set to “Pending.”

Amendment Status Pending

**Exercise 2: Comments**

**Skills Learned:** How to **add comments** to a registration. While entering and registering a birth record it is sometimes necessary to comment on the case. These can serve as reminders or instructions to others who will work on it.

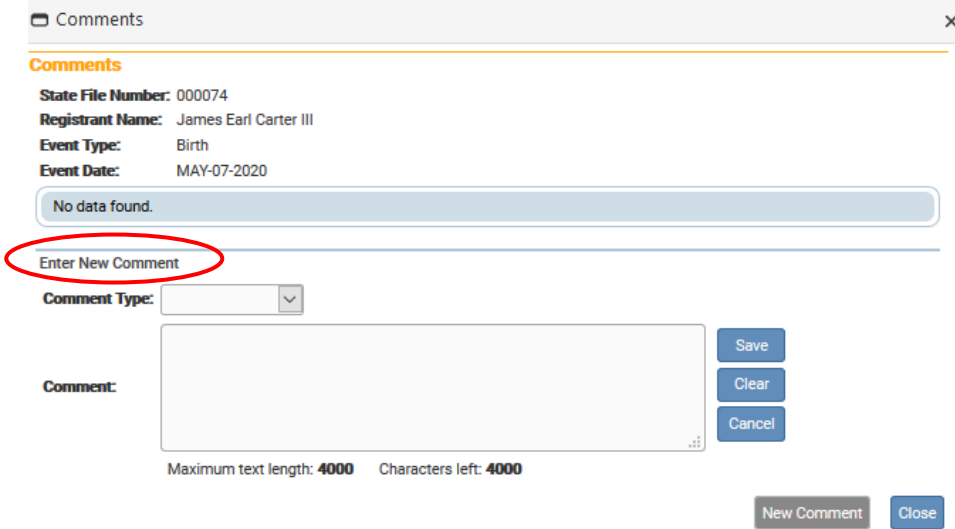
- 1. From the **Birth Registration Menu** select **Other Links -> Comments**.



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



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



- 4. Select a **Comment Type**. Every comment must have a type assigned.



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5. **Note:** comments are limited to 4000 characters. **DRIVE** keeps track of how many characters you've used and displays that information for you.

Comment Type: Event

Comment: This is a comment

Save  
Clear  
Cancel

Maximum text length: 4000 Characters left: 3983

Maximum number of characters that can be included in a comment.

Number of remaining characters that can be added to the current comment.

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

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

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

Comments

State File Number: 000074  
Registrant Name: James Earl Carter III  
Event Type: Birth  
Event Date: MAY-07-2020

Comment Type	Date Entered	Entered By	Office	Comment	
Event	05/20/2020 09:55	registrar	Indiana State Department of Health, Vital Records	This is a comment	Edit Delete

Total Records : 1

New Comment Close

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

Other Links

- ✓ Comments
- Validate Registration

The checkmark indicates that a comment has been added to this registration.

**NOTE: The ability to Edit or Delete comments is determined by the individual user's security configuration. You may or may not be able to Edit or Delete existing comments.**

### Exercise 3: Link Plural Deliveries

**Skills Learned:** How to **link multiple births** allowing the sharing of common information.

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

**Newborn**

Medical Record Number  Newborn Screening Requisition Number

Infant Birth Weight  Pounds / Ounces  Grams  APGAR Score 5 Minutes  10 Minutes

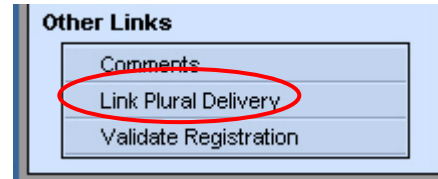
Obstetric Estimate of Gestation(weeks)

Plurality

Birth Order

If not single birth, number of infants in this delivery born alive

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



### Linking a New Record

1. Notice that there are two sections to the **Link Plural Delivery** page: the **Linked Case List** grid control and the **Current Case** summary window. In the example below, only the current record shows in the **Linked Case List** control.
2. The **Current Case** page also displays only information associated with the current registration. Click the **Link New Case** button at the bottom of the page...

**Link Plural Delivery**

Linkage Id	Case Id	SFN	Name	Sex	Date of Birth	Time of Birth	Birth Order	
	2883		Smith, Emma Marie	Female	MAY-19-2020	07:30 PM	First	Compare Unlink

Total Records : 1

**Current Case**

Linkage Id:  
Case Id: 2883

Child Name: Emma Marie Smith  
City or Town of Birth: Indianapolis  
Facility of Birth: Community Hospital East(Indianapolis)

Date/Time of Birth: MAY-19-2020 07:30 PM  
County of Birth: Marion

Sex: Female

Mother's Current Legal Name: Lacey Mae Smith

Mother's Name Before First Marriage: Lacey Mae Smith  
Mother's Date of Birth: APR-20-1987  
Mother's Birthplace: Mexico

Father's Current Legal Name:  
Father's Date of Birth:  
Father's Birthplace:

Status: /Legal Valid/Medical Valid/Uncertified/Not Registered/Plural Delivery Linkage Required/Birth Certification Required

## DRIVE User Guide – Life Events: Birth

...to refresh the page and display the [Link Plural Delivery](#) search page.

### Link Plural Delivery


Linkage Id

Event Type ▶

---

Child's Name

First  Middle  Other Middle  Last  Suffix

▶ Date of Birth   Time of Birth  :   Sex ▶

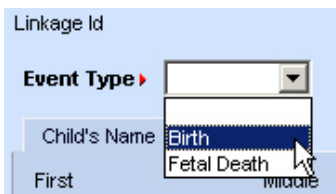
MMM-dd-yyyy

---

Mother's Name Before First Marriage

Last

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



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

### Link Plural Delivery


Linkage Id

Event Type ▶

---

Child's Name

First  Middle  Other Middle  Last  Suffix

▶ Date of Birth   Time of Birth  :   Sex ▶

MMM-dd-yyyy

---

Mother's Name Before First Marriage

Last

5. If no matching records are found, click the **Start New Case** button:

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## Link Plural Delivery Search Results

Linkage Id

There are no cases that match the criteria you have entered. If this is a new case, select the Start New Case button or select the New Search button to perform a new search.

### Current Case

Linkage Id:

Case Id: 2883

Child Name: Emma Marie Smith

City or Town of Birth: Indianapolis

Facility of Birth: Community Hospital East(Indianapolis)

Date/Time of Birth: MAY-19-2020 07:30 PM Sex: Female

County of Birth: Marion

Mother's Current Legal Name: Lacey Mae Smith

Mother's Name Before First Marriage: Lacey Mae Smith

Mother's Date of Birth: APR-20-1987

Mother's Birthplace: Mexico

Father's Current Legal Name:

Father's Date of Birth:

Father's Birthplace:

Status: /Legal Valid/Medical Valid/Uncertified/Not Registered/Plural Delivery Linkage Required/Birth Certification Required

New Search

Start New Case

6. A new case will be created and automatically linked to the **Current Case**.

## Link Plural Delivery

Linkage Id	Case Id	SFN	Name	Sex	Date of Birth	Time of Birth	Birth Order		
3	2883		Smith, Emma Marie	Female	MAY-19-2020	07:30 PM	First	Compare	Unlink
3	2895		Smith,	Male	MAY-19-2020			Compare	Unlink
<b>Total Records : 2</b>									

### Current Case

Linkage Id: 3

Case Id: 2883

Child Name: Emma Marie Smith

City or Town of Birth: Indianapolis

Facility of Birth: Community Hospital East(Indianapolis)

Date/Time of Birth: MAY-19-2020 07:30 PM Sex: Female

County of Birth: Marion

Mother's Current Legal Name: Lacey Mae Smith

Mother's Name Before First Marriage: Lacey Mae Smith

Mother's Date of Birth: APR-20-1987

Mother's Birthplace: Mexico

Father's Current Legal Name:

Father's Date of Birth:

Father's Birthplace:

Status: /Legal Valid/Medical Valid/Uncertified/Not Registered/Plural Delivery Linkage Required/Birth Certification Required

Link New Case

7. Note that the **Linked Case List** at the top of the page displays an **Unlink** option. This indicates that the two records shown in the control have been linked. Selecting **Unlink** will break the link between the two records.

## Link Plural Delivery

Linkage Id	Case Id	SFN	Name	Sex	Date of Birth	Time of Birth	Birth Order		
3	2883		Smith, Emma Marie	Female	MAY-19-2020	07:30 PM	First	Compare	Unlink
3	2895		Smith,	Male	MAY-19-2020			Compare	Unlink
<b>Total Records : 2</b>									



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8. Click the **Compare Link** in the **Linked Case List** to open a new window on the **Link Plural Delivery** page previewing the information related to the new registration. This provides an opportunity to compare the two records as they currently exist in the system.

### Link Plural Delivery

Linkage Id	Case Id	SFN	Name	Sex	Date of Birth	Time of Birth	Birth Order		
3	2895		Smith,	Male	MAY-19-2020			Select	Unlink
3	2883		Smith, Emma Marie	Female	MAY-19-2020	07:30 PM	First	Compare	Unlink
<b>Total Records : 2</b>									

#### Current Case

Linkage Id: 3  
 Case Id: 2883  
 Child Name: Emma Marie Smith  
 City or Town of Birth: Indianapolis  
 Facility of Birth: Community Hospital East(Indianapolis)  
 Date/Time of Birth: MAY-19-2020 07:30 PM  
 Sex: Female  
 County of Birth: Marion  
 Mother's Current Legal Name: Lacey Mae Smith  
 Mother's Name Before First Marriage: Lacey Mae Smith  
 Mother's Date of Birth: APR-20-1987  
 Mother's Birthplace: Mexico  
 Father's Current Legal Name:  
 Father's Date of Birth:  
 Father's Birthplace:  
 Status: /Legal Valid/Medical Valid/Uncertified/Not Registered/Plural Delivery Linkage Required/Birth Certification Required

#### Compare

Linkage Id: 3  
 Case Id: 2895  
 Child Name: **Smith**  
 City or Town of Birth: Indianapolis  
 Facility of Birth: Community Hospital East(Indianapolis)  
 Date/Time of Birth: **MAY-19-2020**  
 Sex: **Male**  
 County of Birth: Marion  
 Mother's Current Legal Name: Lacey Mae Smith  
 Mother's Name Before First Marriage: Lacey Mae Smith  
 Mother's Date of Birth: APR-20-1987  
 Mother's Birthplace: Mexico  
 Father's Current Legal Name:  
 Father's Date of Birth:  
 Father's Birthplace:  
 Status: /New Event/New Event/Uncertified/Not Registered

[Link New Case](#)

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

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

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

### Link Plural Delivery

Linkage Id	Case Id	SFN	Name	Sex	Date of Birth	Time of Birth	Birth Order		
3	2883		Smith, Emma Marie	Female	MAY-19-2020	07:30 PM	First	Compare	Unlink
3	2895		<b>Smith,</b>	Male	MAY-19-2020			Compare	Unlink
<b>Total Records : 2</b>									

### Linking to an Existing Record

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

1. First, select **Main Menu -> Life Events -> Birth -> Locate Case** to locate one of the previously entered multiple births.
2. Open the record by clicking on the **Child's Name** link:
3. With the record open, locate and select **Other Links -> Link Plural Delivery**
4. The **Link Plural Delivery** page will display. The page contains a **Linked Case List** across the top, the **Current Case** summary window in the middle and a **Link New Case** button in the bottom right-hand corner.
5. Click the **Link New Case** button to proceed.
6. Selecting **Link New Case** above will launch the **Link Plural Delivery** search page shown below.

**Link Plural Delivery**

Linkage Id

Event Type ▶ Birth ▼

---

Child's Name

First Middle Other Middle ▶ Last Suffix

▶ Date of Birth   Time of Birth  :   Sex ▶ Male ▼

MMM-dd-yyyy

---

Mother's Name Before First Marriage

Last

7. From the new **Link Plural Delivery** page, enter the same information that would ordinarily be entered when starting a new birth record. As usual, the first step is to conduct a search for any matching records already in the system. However, with plural delivery searches, a selection must first be made from the **Event Type** dropdown list.

The screenshot shows the 'Event Type' dropdown menu open. The menu is positioned over the 'Event Type' field of the form. The dropdown list contains two options: 'Birth' and 'Fetal Death'. The 'Birth' option is currently selected and highlighted in blue. A mouse cursor is visible over the 'Fetal Death' option. The background of the form is dimmed.

## DRIVE User Guide – Life Events: Birth

- The **Fetal Death** option would only be selected in the event of a multiple birth in which at least one child was stillborn. Otherwise, select **Birth**.
- After making a selection from the **Event Type** dropdown list, enter the baby's **Last** name, **Date of Birth**, and **Gender**.
- Click the **Search** button to display the **Link Plural Delivery Search Results** page shown here:

### Link Plural Delivery Search Results

Linkage Id 3

Case Id	SFN	Child Name	Sex	Date of Birth	Time of Birth	Birth Order	
2895		Smith,	Male	MAY-19-2020			Compare Link

Total Records : 1

### Current Case

Linkage Id:

Case Id: 2883

Child Name: Emma Marie Smith

City or Town of Birth: Indianapolis

Facility of Birth: Community Hospital East(Indianapolis)

Date/Time of Birth: MAY-19-2020 07:30 PM

Sex: Female

County of Birth: Marion

Mother's Current Legal Name: Lacey Mae Smith

Mother's Name Before First Marriage: Lacey Mae Smith

Mother's Date of Birth: APR-20-1987

Mother's Birthplace: Mexico

Father's Current Legal Name:

Father's Date of Birth:

Father's Birthplace:

Status: /Legal Valid/Medical Valid/Uncertified/Not Registered/Plural Delivery Linkage Required/Birth Certification Required

New Search

Start New Case

- Any potentially matching records will be displayed in the **Linked Case List** along with the current case. Select the **Link** option next to the newly returned case to link the two records.
- The page will refresh and disable the links associated with the current record. Also, the **Link** indicators are changed to **Unlink**, allowing the user to undo the linking process.

### Link Plural Delivery

Linkage Id	Case Id	SFN	Name	Sex	Date of Birth	Time of Birth	Birth Order	
3	2883		Smith, Emma Marie	Female	MAY-19-2020	07:30 PM	First	Compare Unlink
3	2895		Smith,	Male	MAY-19-2020			Compare Unlink

Total Records : 2

- Select the **Compare** link, highlighted above, to display a summary of both linked records:
- If more than two children were born in the same delivery, additional cases can be linked by clicking the **Link New Case** button again and repeating the steps above.


## Exercise 4: Validate Registration

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


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

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

Error Message	Override	Goto Field	Popup
BR0004: Attendant Title is invalid. Enter a valid Title for the Attendant.	<input type="checkbox"/>		
BR0007: Attendant's first name is invalid. Enter a valid first name for the Attendant.	<input type="checkbox"/>		
BR0016: Attendant's last name is invalid. Enter a valid last name for the Attendant.	<input type="checkbox"/>		
BR0070: Invalid value for SSN Requested for Child? Enter a valid value for SSN Requested for Child?	<input type="checkbox"/>		
BR0073: Time of Birth is invalid. Enter a valid value for Time of Birth.	<input type="checkbox"/>		

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

### Error Correction Using the Goto Field Button

To correct an error, click on the  button in the **Goto Field** column of the **Validation Results** page. Selecting **Goto** will open the page containing the error and place the cursor or “focus” in the field that needs to be corrected. Use this option if you are on a single registration page with many errors to correct.

**Child**





Child's Name

First: Emma Middle: Marie Other Middle: Last: Smith Suffix:

Date of Birth: MAY-19-2020 Time of Birth: Sex: Female Child SSN: Request SSN for Child: Safe Haven/founding: No Is Adoption/Legal proceeding expected? No


Validate Page Next Clear Save Return


Validation Results List All Errors Save Overrides Hide

Error Message	Override	Goto Field	Popup
BR0070: Invalid value for SSN Requested for Child? Enter a valid value for SSN Requested for Child?			
BR0073: Time of Birth is invalid. Enter a valid value for Time of Birth.			

**'Focus' determines which on-screen element is the target of action. If a text box 'has the focus' then anything typed on the keyboard appears in the text box. If a dropdown list 'has the focus' the down-arrow will open the list and the up-arrow will close the list.**

## Error Correction Using the Popup Button

Another method of correcting errors is to click the  button in the **Popup** column...

Error Message	Override	Goto Field	Popup
BR0070: Invalid value for SSN Requested for Child? Enter a valid value for SSN Requested for Child?	<input type="checkbox"/>	 Fix	 Fix
BR0073: Time of Birth is invalid. Enter a valid value for Time of Birth.	<input type="checkbox"/>	 Fix	 Fix

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

Notice that error number **BR0377** was generated by a conflict between three separate fields on three separate pages. Correcting one of the errors below may correct the issue, though more than one correction may be needed in some cases.

Validation Popup

---

**Validation Popup**

**BR0377** The difference between the Calculated Gestation and Estimated Gestation cannot be more than 4 weeks. Please verify obstetric estimate and last menses on prenatal page.  
Enter a valid value for Obstetric Estimate of Gestation.

---

**Child**

Date of Birth  Time of Birth

MMM-dd-yyyy

---

**Prenatal**

Date of Last Menses

MMM-dd-yyyy

---

**Newborn**

Obstetric Estimate of Gestation(weeks)

## DRIVE User Guide

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

### Overridable Errors

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

Validation Results	List All Errors	Save Overrides	Hide
Error Message	Override	Goto Field	Popup
BR0371: Birth weight (Grams) is outside normal range. Verify entry for birth weight.	<input type="checkbox"/>	Fix	Fix
BR0377: The difference between the Calculated Gestation and Estimated Gestation cannot be more than 4 weeks. Please verify obstetric estimate and last menses on prenatal page. Enter a valid value for Obstetric Estimate of Gestation.	<input type="checkbox"/>	Fix	Fix
BR9318: Enter the Newborn Screening Card Number. Enter a Newborn Screening Card Number. Entry may include alpha-numeric characters including a hyphen or dash. If Unknown, enter Unknown.	<input type="checkbox"/>	Fix	Fix


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

Validation Results	List All Errors	Save Overrides	Hide
Error Message	Override	Goto Field	Popup
BR0371: Birth weight (Grams) is outside normal range. Verify entry for birth weight.	<input type="checkbox"/>	Fix	Fix
BR0377: The difference between the Calculated Gestation and Estimated Gestation cannot be more than 4 weeks. Please verify obstetric estimate and last menses on prenatal page. Enter a valid value for Obstetric Estimate of Gestation.	<input type="checkbox"/>	Fix	Fix
BR9318: Enter the Newborn Screening Card Number. Enter a Newborn Screening Card Number. Entry may include alpha-numeric characters including a hyphen or dash. If Unknown, enter Unknown.	<input type="checkbox"/>	Fix	Fix

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


### Appendices

There are several different types of **icons** and **controls** used in **DRIVE**. Many of these are industry-standard or universal controls that you may already be familiar with from using other programs and/or websites. Others, are **DRIVE** specific controls that you will not find anywhere else.

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



The screenshot shows a form with three fields: "Date of Birth" containing "Nov-11-1975", "Age" containing "38", and "Mother's Birthplace" which is empty. A hand cursor is clicking on a small icon between the Date of Birth and Age fields, which is the auto-populate button.

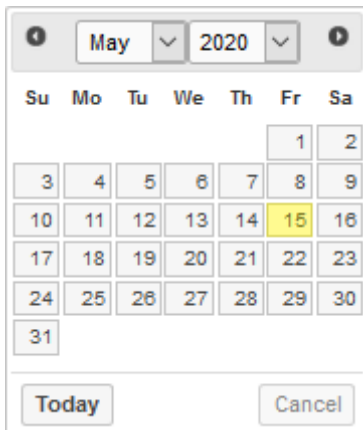
 **Calendar Icon**: Launches the interactive Calendar and is placed next to date entry fields.

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

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

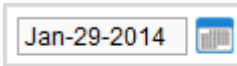


2. Select a *Month* and *Year* from the dropdown menus.



The screenshot shows the interactive calendar interface. At the top, there are dropdown menus for the month (set to "May") and the year (set to "2020"). Below these are the days of the week (Su, Mo, Tu, We, Th, Fr, Sa). The calendar grid shows the days of the month, with the 15th highlighted in yellow. At the bottom, there are "Today" and "Cancel" buttons.

3. Select the specific day. Once the day is chosen, the calendar will close and enter the date into the date field.



**Note: Selecting the calendar's *Today* link enters the current date in the date field. Pressing the F12 button on your keyboard does this as well.**



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

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



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



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

Marital Status

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



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



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



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




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



**Radio Buttons:** Allows the user to choose only one of a predefined set of options



## DRIVE Training Exercises - Appendices

 **Required Controls:** All controls accompanied by small red arrows are mandatory and must be completed or attempts to save the page will cause a pop up error message to appear. The data must be completed before the user can continue.

**Show Tooltips**

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

Date of Birth

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

First 1 2 3 4 5 6 7 8 9 10 ... Last

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

Death Search Results

Case Id	SFN	Decedent's Name ↓	Date of Death	Sex	Place of Death	Date of Birth	
194		Alley, J	OCT-11-2016	Male	Burnside	DEC-01-1990	Preview
514	2016000021	Andy, Pete	OCT-28-2016	Female		APR-04-1987	Preview
176	2016000009	Anthony 33rd, Susan B.	OCT-09-2016	Female	Burnside	APR-17-1956	Preview
480		arerules, Joey	OCT-27-2016	Male		APR-14-1990	Preview
526	2016000022	Attacque, Blaccque Jacques	OCT-31-2016	Male	Burnside	JAN-21-1940	Preview
227		Bake, Clam	OCT-12-2016	Male	Burnside	JAN-21-1940	Preview
332		Beaches, Sandy	OCT-18-2016	Female	Burnside	JAN-01-2000	Preview
155		Ben, Benjamin Isa	OCT-07-2016	Male	Burnside	JAN-21-1940	
151		Binka, Inka metadeug	OCT-07-2016	Male		JAN-21-1940	Preview
427		Black, Franklin	OCT-25-2016	Female		SEP-25-1950	Preview

First 1 2 3 4 5 6 7 8 9 10 ... Last Total Records : 212

[New Search](#)

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

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

First 1 2 3 4 5 6 7 8 9 10 ... Last

First ... 11 12 13 14 15 16 17 18 19 20 Last

If the number of records returned is greater than the system preference for the maximum records allowed, **DRIVE** will display a warning message encouraging the user to refine search criteria. The message below was displayed on the

The number of records found matching the criteria entered is greater than the value specified for "Maximum records to display:". Please refine your search criteria or increase the system preference value for "Max Rows to Return".

Please note: Increasing this number will negatively impact system performance. Therefore, it is recommended that the user key additional search criteria in order to limit the number of matching events instead of viewing all matching events. Total Records : 10,677

## DRIVE Training Exercises - Appendices

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search results page when a user attempted to search for all death records within a 2 year time span.

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

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


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

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

### Appendix 2 - Usage and Common Conventions

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

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



Decedent's Occupation      Decedent's Industry

| ←

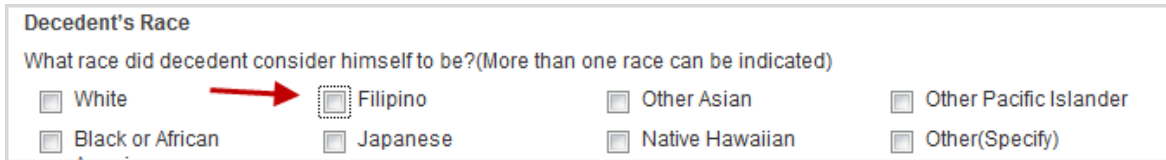
If a Dropdown menu has focus it will be highlighted in blue. Once the dropdown is opened, a user can choose from a list of values.



Single Race Self Designation? [Blue Highlighted Dropdown]

A Checkbox or Radio Button will be surrounded by a dotted line when it receives focus. The box can then be selected by the user by pressing the keyboard space bar.

## DRIVE Training Exercises - Appendices



Decedent's Race

What race did decedent consider himself to be?(More than one race can be indicated)

<input type="checkbox"/> White	<input checked="" type="checkbox"/> Filipino	<input type="checkbox"/> Other Asian	<input type="checkbox"/> Other Pacific Islander
<input type="checkbox"/> Black or African	<input type="checkbox"/> Japanese	<input type="checkbox"/> Native Hawaiian	<input type="checkbox"/> Other(Specify)

**Passing the Focus:** Moving between these controls is a matter of passing the focus. This is accomplished by using the following keyboard shortcuts:

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

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

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

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

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

If a **Dropdown List** receives the **Focus** then you have several options:

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

If a Click Button receives the focus you have two options:

- Use the **Spacebar** to “press” the button, or

## DRIVE Training Exercises - Appendices

- Use the **Enter** key to “press” the button

**Did You Know?**  
**Using Alt-Left Arrow is the same as using your web browser’s ‘Back’ button.**  
**Using Alt Right Arrow will trigger your browser’s ‘Forward’ button.**

#### 4. Standard Date Formats:

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

Input Formats	Typed As:	System Converts to:
MM-DD-YYYY	<input type="text" value="02-05-2014"/>	<input type="text" value="Feb-05-2014"/>
MM/DD/YYYY	<input type="text" value="02/05/2014"/>	<input type="text" value="Feb-05-2014"/>
MMDDYYYY	<input type="text" value="02052014"/>	<input type="text" value="Feb-05-2014"/>
MonDDYYYY	<input type="text" value="Feb052014"/>	<input type="text" value="Feb-05-2014"/>
Mon/DD/YYYY	<input type="text" value="Feb/05/2014"/>	<input type="text" value="Feb-05-2014"/>
Mon-DD-YYYY	<input type="text" value="Feb-05-2014"/>	<input type="text" value="Feb-05-2014"/>

**Did You Know?**  
**1. Selecting F12 will automatically key today’s date into the selected date field**  
**2. Entry of dates in any other date format will result in an error.**

## DRIVE Training Exercises - Appendices

5. **Zip Code Auto-Populate Address** - Zip code based auto-population controls are built into the **DRIVE** application to assist users in entering address data accurately and efficiently.

The screenshot shows the 'Address' form with the following fields and labels:

Street Number	Pre Directional	Street Name, Rural Route, etc.	Street Designator	Post Directional	Apt #, Suite #, etc.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Zip Code	City or Town	County	State	Country	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="United States"/>	

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

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

The screenshot shows the address form with the following auto-populated values:

Zip Code	City or Town	County	State	Country
<input type="text" value="85019"/>	<input type="text" value="Phoenix"/>	<input type="text" value="Maricopa"/>	<input type="text" value="Arizona"/>	<input type="text" value="United States"/>

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

The screenshot shows the address form with the following auto-populated values and a dropdown menu for City or Town:

Zip Code	City or Town	County	State	Country
<input type="text" value="85321"/>	<input type="text" value="Ajo"/> <input type="text" value="Charco"/> <input type="text" value="Childs"/> <input type="text" value="Kaka"/> <input type="text" value="Why"/>	<input type="text" value="Maricopa"/> <input type="text" value="Pima"/>	<input type="text" value="Arizona"/>	<input type="text" value="United States"/>

### Did You Know?

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