BASIC FETAL DEATH FOR LOCAL REGISTRARS

Keyboard Shortcuts

Shortcut	Description
Press T or [T]	Enters current date in any date field.
Press T and [↑] or [↓]	Enters the current date and you can populate a day before or after.
Tab or [tab]	Moves forward from one box/field to another box/field.
Shift Tab or [shift] + [tab]	Moves backward from one box/field to another box/field.
Enter or [enter]	Activates the next button on the page.
1st Letter of a Word	Enters selection from pick list of a dropdown list. Scroll through that letter.
Space Bar or [space]	Selects a radio button or check box.
Arrow Keys or [←] or [→]	Moves from one radio button to the next. Right to Left or Left to Right.
Down Arrow or [↓]	Opens a dropdown list.
Escape or [esc]	Closes a dropdown list.
Ctrl + S or [Ctrl] + [S]	Saves the current record.
State Abbreviations	Selects the associated State by typing the first letter.

Diacritical Marks

TxEVER will allow the use of Diacritical Marks. To insert a diacritical mark within a name, Press and Hold the "ALT" key and type the 3 or 4 digit code. Release the "ALT" key and the respective diacritical mark will appear. Example: **ALT+128 = Ç**

ALT Code	Name	ALT Code	Name
128	Ç Diacritical Mark	0200	È Diacritical Mark
142	Ä Diacritical Mark	0205	Í Diacritical Mark
144	É Diacritical Mark	0207	Ï Diacritical Mark
153	Ö Diacritical Mark	0204	Ì Diacritical Mark
154	Ü Diacritical Mark	0211	Ó Diacritical Mark
165	Ñ Diacritical Mark	0210	Ò Diacritical Mark
0193	Á Diacritical Mark	0213	Õ Diacritical Mark
0194	Â Diacritical Mark	0218	Ú Diacritical Mark
0192	À Diacritical Mark	0217	Ù Diacritical Mark
0195	Ã Diacritical Mark	0221	Ý Diacritical Mark
0235	Ë Diacritical Mark		

Login to TxEVER

Login to TxEVER via the web: https://txever.dshs.texas.gov/TxEverUI/Welcome.htm

LOCAL ACCEPTANCE QUEUE

WARNING: THIS IS A TEXAS HEALTH AND HUMAN SERVICES INFORMATION RESOURCES SYSTEM THAT CONTAINS STATE AND/OR U.S. GOVERNMENT INFORMATION. BY USING THIS SYSTEM YOU ACKNOWLEDGE AND AGREE THAT YOU HAVE NO RIGHT OF PRIVACY IN CONNECTION WITH YOUR USE OF THE SYSTEM OR YOUR ACCESS TO THE INFORMATION CONTAINED WITHIN IT. BY ACCESSING AND USING THIS SYSTEM YOU ARE CONSENTING TO THE MONITORING OF YOUR USE OF THE SYSTEM, AND TO SECURITY ASSESSMENT AND AUDITING ACTIVITIES THAT MAY BE USED FOR LAW ENFORCEMENT OR OTHER LEGALLY PERMISSIBLE PURPOSES. ANY UNAUTHORIZED USE OR ACCESS, OR ANY UNAUTHORIZED ATTEMPTS TO USE OR ACCESS, THIS SYSTEM MAY SUBJECT YOU TO DISCIPLINARY ACTION, SANCTIONS, CIVIL PENALTIES, OR CRIMINAL PROSECUTION TO THE EXTENT PERMITTED UNDER APPLICABLE LAW.

Are you in agreement with above stated terms & conditions?

Yes   No

Step 2: Click Yes to agree to the terms and conditions and gain access to TxEVER.

Login

Texas Health and Human Services | **Texas Department of State Health Services**

User Name:	komieatty1
Password:	••••••••

Forgot Password?

Log In

Step 3: Type your TxEVER user name and password.

Forgot your password?

Click here to reset password.

Step 4: Click "Log In".

TEXAS Health and Human Services | **Texas Department of State Health Services**

Find important news and updates in the TxEVER broadcast message area.

Message By: VFARINELLI On 3/13/2018 10:53:11 AM

This message should be seen by ALL users

Select Location:

BEAUTIFUL BEGINNINGS - (BIRTH)

OK

Step 5: Select your user location. Use dropdown if you have multiple locations/offices.

Step 6: Click "OK."

Accept Record

Reject Record

Re-Assign Record

Skip to previous/next record and Rewind to first/Forward to last record

LOCAL ACCEPTANCE QUEUE

Unresolved Work Queue:

--Select a value--

0

PLEASE SELECT RECORD TO PROCEED.

Step 10: Select record from queue.

Number of Records in Queue

LOCAL ACCEPTANCE QUEUE

Unresolved Work Queue:

WILLIAMS, BABY (C), 2019/07/01 | 12

Local File Number:		State File Number:	0000472019
Local File Date:			

MOTHER LEGAL NAME

Mother's First Name:	ROXANNE
Mother's Middle Name:	RED LIGHT DISTRICT
Mother's Last Name:	WILLIAMS
Mother's Suffix:	

FATHER LEGAL NAME

Father's First Name:	BRUCE
Father's Middle Name:	HULK
Father's Last Name:	BANNER
Father's Suffix:	

CHILD'S NAME

Child's First Name:	BABY
Child's Middle Name:	
Child's Last Name:	WILLIAMS
Child's Suffix:	

CHILD'S INFORMATION

Child's Date Of Delivery:	07/01/2019
Child's Plurality:	SINGLE
Child's Delivery Order:	SINGLE
Place Of Delivery:	BAYLOR SCOTT AND WHITE MEDICAL CENTER - IRVING

Step 12: Click, "Yes"

Local Acceptance ✕

Do you wish to accept this record?

[Yes] [No]

Step 13: Click, "Ok"

Local Acceptance ✕

Record accepted successfully.
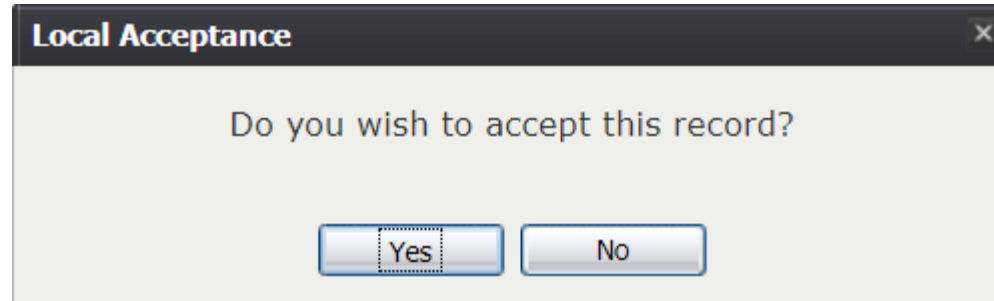
[OK]
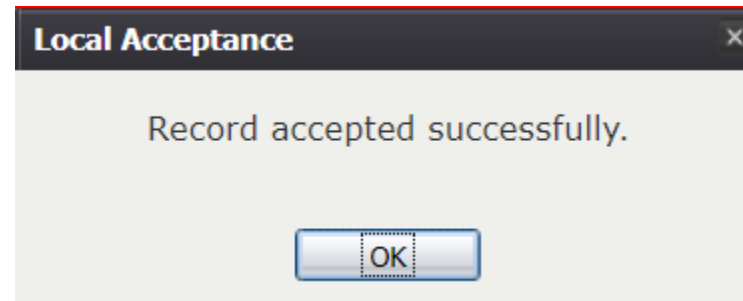
After the record is accepted, the record is removed from the queue.

LOCAL BATCH PRINT

Step 14: Select Fetal Death Tab

FETAL DEATH   <u>FEE</u>

Step 15: Click, "Local Batch Print"

FUNCTION ▾   **TOOLS**   **HELP** ▾

Fetal Death Local Registration

Local Batch Print

Local Acceptance

Switch Location

Exit Application

TH | **FETAL DEATH** | FEE

ate

RECORD ▾

LOCAL PRINT QUEUE

Document Filter ALL FETAL DEATH DOCUMENTS

◉ All Previously Not Printed.

◯ All Previously Printed.

◉ LFN Range   ◯ SFN Range

* Year

* From

* To

Submit

Step 16: Select, ALL FETAL DEATH DOCUMENTS in dropdown menu. Click on "All previously not printed"

Step 17: Click on Submit button.

Select All Page(s)	Select All Records On Current Page

Select	View Details	Void?	Do Not Issue?	Document Type	State File Number	State File Date	Local File Number	Local File Date	State Print	Local Print	Facility Name
☐	View Details	NO	NO	NEWLY REGISTERED RECOR	0000132019	06/05/2019	01000001	07/08/2019	Printed	Unprinted	Other

Step 18: Click on box to select record.

Step 19: Click on Print button.

Page 1 of 1

Displaying Records 1 - 1 of 1

[Print] [Clear]

Tip: Click on "View Details" to see more information about record. Below is a screenshot of what you will see.

Document Type	ALL FETAL DEATH DOCUMENTS	Event Date:	07/01/2019
Local File Number:	55000002	Local File Date:	07/08/2019
Correction Number:		Amendment Date:	
Registrant Name:	BABY WILLIAMS	Previous Name:	

Basic Fetal Death Registration for Medical Certifiers and Funeral Homes

- Medical certifiers **can** create and release fetal death records start to finish without involvement of a funeral home.

- Funeral homes **cannot** complete fetal death records independent of Medical certifiers.
  - ➢ Funeral homes can start fetal death records, but they are limited in what they can do.

Basic Fetal Death Registration if Medical Certifier Starts Fetal Death Record without involvement of Funeral Home

1. Medical Certifier starts record and performs data entry

2. Medical certifier certifies record

3. Medical certifier releases record

Basic Fetal Death Registration if Medical Certifier starts record with involvement of Funeral Home

1. Medical Certifier starts record and performs data entry

2. Medical Certifier demographically designates Funeral Home

   - Note: Medical certifier cannot click "demographic designation" if they have already medically certified

3. Medical certifier certifies record

4. Funeral home accepts and verifies record

5. Medical certifier releases record

Basic Fetal Death Registration if Funeral Home Starts Record

1. Funeral home starts record

2. Funeral home fills-out demographic tab

3. Funeral home designates a medical certifier

4. Medical certifier performs data entry and certifies record

5. Funeral home verifies record (FH cannot verify until MC certifies record)

6. Funeral home releases record (Medical certifier can also release record as long as the funeral home has completed verification).

Who can order fetal death records?

- The family of the deceased fetus can order the certificate from three entities:

  - The state (form on DSHS website that family can mail-in)

  - Texas.gov (fetal death records are considered death records)

  - The local registrar in the county where the death occurred

Statutes and Codes

Live birth -- The complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of pregnancy, which, after such separation, breathes or shows any other evidence of life such as beating of the heart, pulsation of the umbilical cord, or definite movement of voluntary muscles, whether or not the umbilical cord has been cut or the placenta is attached; each product of such a birth is considered live born.

Statutes and Codes

Fetal death (stillbirth) -- Death prior to the complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of pregnancy; the death is indicated by the fact that after such separation, the fetus does not breathe or show any other evidence of life such as beating of the heart, pulsation of the umbilical cord, or definite movement of voluntary muscles.

APGAR Score: The acronym for "Appearance, Pulse, Grimace, Activity, and Respiration" score. This score (from 0 to 10) is determined by evaluating the condition of the newborn baby based on the five criteria above.

Statutes and Codes

<u>Fetal Death Verification</u> -- A noncertified statement only of the registrant's name, date of delivery, and place of delivery as it appears on the fetal death index filed with the Vital Statistics Unit.

Statutes and Codes

Rule §181.7 - Fetal Death (Stillbirth)

(a) A certificate of fetal death shall be filed for any fetus weighing 350 grams or more, or if the weight is unknown, a fetus aged 20 weeks or more as calculated from the start date of the last normal menstrual period to the date of delivery.

(b) A certificate of fetal death shall be considered properly filed:

　(1) when all of the items thereon have been satisfactorily and definitely answered; and

　(2) when the certificate has been presented for filing to the local registrar of the registration district in which the fetal death (stillbirth) occurred or the fetus was found. A certificate of fetal death (stillbirth) shall be filed with the local registrar within five days after the date of fetal death (stillbirth).

Statutes and Codes

Let's break that down...

- Need to file a fetal death certificate if:
  - Fetus weighs more 350 grams
  - Fetus aged 20 weeks
  - Weight of fetus unknown

- Up to the parents if fetal death certificate is filed if gestational age and weight fall below marks