

AVSS
University of California
Automated Vital Statistics System
Quick Reference Manual

AVSS PROJECT
UNIVERSITY OF CALIFORNIA
INSTITUTE FOR SOCIAL, BEHAVIORAL,
AND ECONOMIC RESEARCH
SANTA BARBARA, CA 93106

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Please address all questions regarding AVSS to:

AVSS Project
Institute for Social, Behavioral, and Economic Research
University of California
Santa Barbara, CA 93106-2150
805-893-3214

TRADEMARKS

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REGISTER BIRTH RECORD

The process in AVSS of entering and storing data needed to complete a certificate of live birth. Data entry is accomplished using a simple item-by-item prompting sequence. All information is entered in the same order that it will be later be displayed on a CERTIFICATE OF LIVE BIRTH. After entering the data, you will be allowed to print and then file the data as a permanent record in AVSS. If you do not know what to enter or how to spell the word press **F1** (or Type '?') for help or **F3** ('^L') for a list. You can also type the first one to three letters then enter to get a shorter list.

Note: If you are entering a birth that occurred outside of your hospital, be sure you signed onto AVSS using the HOME password.

SYSTEM OPTION > **[H]** **[Enter]** OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > **[R]** **[Enter]** EGISTER BIRTH RECORD

BPF. BABY'S PATIENT FILE NUMBER > **[696]** **[Enter]**

1A. FIRST (GIVEN) NAME OF CHILD > **[JOHN]** **[Enter]**

1B. MIDDLE NAME OF CHILD > **[PAUL]** **[Enter]**

1C. LAST (FAMILY) NAME OF CHILD (SURNAME) > **[JONES]** **[Enter]**

CHECKING FOR POSSIBLE DUPLICATES USING: JON, JO

(USE CTRL-C TO TERMINATE SEARCH)

2. SEX OF CHILD > **[M]** **[Enter]** ALE

3A. THIS BIRTH SINGLE, TWIN, ETC. <SINGLE> **[Enter]**

4A. DATE OF BIRTH > **[010107]** **[Enter]** CONVERTED TO 01/01/2007

CHECKING FOR POSSIBLE DUPLICATES USING: JON, JO 1/1/2007
(USE CTRL-C TO TERMINATE SEARCH)

4B. HOUR OF BIRTH (24 HOUR CLOCK) > **[10:53 P]** **[Enter]** CONVERTED TO: 2253

MAR. MOTHER MARRIED (AT ANY TIME DURING THE PREGNANCY) > **[NO]** **[Enter]**

Note: If you enter Y, you will go to field 6A-FIRST (GIVEN) NAME OF FATHER.

ACCORDING TO STATE LAW, IN ORDER FOR THE FATHER'S NAME TO BE PRINTED IN FIELDS 6A-6C, THE PARENTS MUST BE MARRIED TO EACH OTHER OR THE MOTHER AND THE FATHER MUST SIGN A VOLUNTARY DECLARATION OF PATERNITY AT THE HOSPITAL BEFORE THE BIRTH CERTIFICATE IS PREPARED.

DECP. DO YOU HAVE A DECLARATION OF PATERNITY SIGNED BY THE FATHER & MOTHER

> **[Y]****[Enter]**ES

*Note: If you enter N, you will go to field 7-FATHER'S STATE OF BIRTH.
Father's name will contain dashes and you will not be able to enter or edit that data.*

6A. FIRST (GIVEN) NAME OF FATHER > **[ROBERT]** **[Enter]**

6B. MIDDLE NAME OF FATHER > **[DAVID]** **[Enter]**

6C. LAST (FAMILY) NAME OF FATHER (SURNAME) > **[JONES]** **[Enter]**

7. FATHER'S STATE OF BIRTH > **[AK]** **[Enter]** = ALASKA(AK)

8. FATHER'S DATE OF BIRTH > **[050539]** **[Enter]**

05/05/1939 <-- ASSUMED DATE
 FATHER'S AGE AT CHILD'S BIRTH COMPUTED: 67
 CONVERTED TO 05/05/1939

FATHER'S AGE (COMPUTED FROM FIELD 8) IS OUTSIDE
 THE RANGE 15 THRU 64, INCLUSIVE.

VALIDATION: FAGE
 THE STATE REGISTRAR REQUIRES THAT THE FOLLOWING
 COMBINATION OF FIELD(S)/VALUE(S) BE VALIDATED:
 FIELD: 8 = '05/05/1939'
 FIELD: FAGE = '67'

YOU WILL LATER BE ASKED TO VALIDATE THIS VALUE,
 IF YOU ARE UNSURE OF ITS VALIDITY, BACKUP WITH AN '^' AND USE '^S' TO SKIP.

Note: The following line illustrates the CONCATENATE command.

9A. FIRST (GIVEN) NAME OF MOTHER > [MARIA;ELENA;SANCHEZ] [Enter]

9B. MIDDLE NAME OF MOTHER > ELENA

9C. BIRTH LAST (FAMILY) NAME OF MOTHER (MAIDEN SURNAME) > SANCHEZ

MLN. MOTHER'S CURRENT LAST NAME > [JONES] [Enter]

10. MOTHER'S STATE OF BIRTH > [MX] [Enter] = MEXICO (MEXICO)

11. MOTHER'S DATE OF BIRTH > [060680] [Enter]

06/06/1980 <-- ASSUMED DATE
 MOTHER'S AGE AT CHILD'S BIRTH COMPUTED: 26
 CONVERTED TO 06/06/1980

12A. PARENT OR OTHER INFORMANT - SIGNATURE (SURNAME ONLY)
 > [JONES] [Enter]

12B. INFORMANT'S RELATIONSHIP TO CHILD > [MO] [Enter]THER

12C. DATE INFORMANT SIGNED > [010107] [Enter]

CONVERTED TO 01/01/2007

13D. NAME, TITLE AND MAILING ADDRESS OF ATTENDANT
 > [BO] [Enter] WLES,NAN,CNM,1200 N STATE ST, LA (434)

TYPE. ATTENDANT CODE <C.N.M.> [Enter] C.N.M. (CERTIFIED NURSE MIDWIFE OR CNM) (3) (ITYPE=3)

13C. DATE ATTENDANT OR CERTIFIER SIGNED > [Type ^S or Press F3 Key] [Enter]

14. NAME AND TITLE OF CERTIFIER IF NOT ATTENDANT > [Enter]

15A. DATE OF DEATH > [Enter]

Note: Starting Jan. 1, 2000, up to three multiple races are allowed per person for the father's and mother's race (Fields 18 and 21). Withheld and unknown are allowed for Father's and Mother's race #1 only. If you do not know how to spell the race enter the first one to three letters and choose from a list. You must choose from the AVSS List. If it is absolutely necessary to enter a race not contained on the AVSS List, please contact your local registrar of births.

19. FATHER HISPANIC > [NO] [Enter]

18A. FATHER'S RACE #1 > [IRI] [Enter] SH

18B. FATHER'S RACE #2 > [JA] [Enter]

- 1 JACK WHITE
- 2 JACKSON WITE
- 3 JAMAICAN
- 4 JAPANESE
- 5 JAVA

SELECTION # > [4] [Enter] JAPANESE

18C. FATHER'S RACE #3 > [CHUM] [Enter] ASH

20. FATHER - DATE LAST WORKED (MONTH/YEAR) > [12/06] [Enter]

20A. FATHER'S USUAL OCCUPATION > [PROGRAMMER] [Enter]

20B. FATHER'S USUAL KIND OF BUSINESS OR INDUSTRY
> [BANKING] [Enter]

20C. HIGHEST DEGREE OR LEVEL OF SCHOOL COMPLETED BY THE FATHER
> [12] = 12TH GRADE,
BUT NO DIPLOMA

DO NOT ENTER 12 IF THE FATHER EARNED A HIGH SCHOOL DIPLOMA, GED OR HIGHER DEGREE. 12 SHOULD ONLY BE ENTERED IF THE FATHER COMPLETED THE 12TH GRADE BUT DID NOT EARN A DIPLOMA. ARE YOU SURE? <N> [Y] [Enter]

22. MOTHER HISPANIC > [MEXI] [Enter] CAN

21A. MOTHER'S RACE #1 > [HISP] [Enter]

- 1 HISPANIC
- 2 HISPANO

SELECTION # > [1] [Enter] HISPANIC

21B. MOTHER'S RACE #2 > [SAM] [Enter] OAN

21C. MOTHER'S RACE #3 > [Enter]

23. MOTHER - DATE LAST WORKED (MONTH/YEAR) > [11/06] [Enter]

23A. MOTHER'S USUAL OCCUPATION > [VICE-PRESIDENT] [Enter]

23B. MOTHER'S USUAL KIND OF BUSINESS OR INDUSTRY
> [BANKING] [Enter]

23C. HIGHEST DEGREE OR LEVEL OF SCHOOL COMPLETED BY THE MOTHER
> [BACH] ELOR'S DEGREE
(E.G. BA, AB, BS)

24A. MOTHER'S RESIDENCE (STREET, NUMBER OR LOCATION)
> [4321 MAPLE STREET] [Enter]

24E. MOTHER'S RESIDENCE ZIP CODE > [90011] [Enter] = LOS ANGELES

24D. MOTHER'S STATE OF RESIDENCE <CA> [Enter] = CALIFORNIA (CA)

24B. MOTHER'S COUNTY OF RESIDENCE <LOS ANGELES> [Enter]

24C. MOTHER'S RESIDENCE CITY OR TOWN <LOS ANGELES>
> [Enter]

DO NOT ANSWER 'YES' TO THE NEXT PROMPT UNLESS YOU HAVE RECEIVED INSTRUCTIONS ON USING THE ENUMERATION AT BIRTH CONSENT FORM.

SSA1. ISSUE SOCIAL SECURITY NUMBER? <NO> [Y] [Enter] ES

SSA2. SHARE SSA NUMBER WITH HEALTH DEPARTMENT? <NO> [Y] [Enter] ES

MSTREET. MAILING ADDRESS (STREET NUMBER & NAME OR P.O. BOX) > [PO BOX 1065] [Enter]

MZIP. MAILING ADDRESS ZIP CODE > [90011] [Enter] = LOS ANGELES

MSTATE. MAILING ADDRESS STATE > [CA] [Enter] = CALIFORNIA (CA)

MCOUNTY. MAILING ADDRESS COUNTY > [19] [Enter] = LOS ANGELES

MCITY. MAILING ADDRESS CITY OR TOWN > [LOS] [Enter]

1 LOS ANGELES

2 LOS FELIZ

3 LOS NIETOS

SELECTION # > [1] [Enter] LOS ANGELES

(Hit ENTER If mother's residence is the same as mailing address)

WIC. DID MOTHER GET WIC FOOD FOR HERSELF DURING THIS PREGNANCY > [N] [Enter]O

CIGPN. AVERAGE NUMBER OF CIGARETTES/PACKS PER DAY FOR THREE MONTHS PRIOR TO PREGNANCY > [0] [Enter]

CIGFN. AVERAGE NUMBER OF CIGARETTES/PACKS PER DAY FIRST THREE MONTHS OF PREGNANCY > [0] [Enter]

CIGSN. AVERAGE NUMBER OF CIGARETTES/PACKS PER DAY SECOND THREE MONTHS OF PREGNANCY > [0] [Enter]

CIGN. AVERAGE NUMBER OF CIGARETTES/PACKS PER DAY THIRD TRIMESTER > [0] [Enter]

MWT1. MOTHER'S PREPREGNANCY WEIGHT IN POUNDS > [140] [Enter]

MWT2. MOTHER'S DELIVERY WEIGHT IN POUNDS > [160] [Enter]

MHT. MOTHER'S HEIGHT IN FEET/INCHES > [5/7] [Enter] (CONVERTED TO 5'7")

APGAR1. APGAR SCORE AT 1 MINUTE > [8] [Enter] = 08

APGAR5. APGAR SCORE AT 5 MINUTES > [9] [Enter] = 09

APGAR10. APGAR SCORE AT 10 MINUTES > [UNK] [Enter] = UNKNOWN OR NOT TAKEN

25A. DATE LAST NORMAL MENSES BEGAN > [4 06] [Enter]

THE VALUE YOU ENTERED: '4 06' CAN BE INTERPRETED IN TWO WAYS:

1. 04/--/2006

2. 04/06/2006

PLEASE CHOOSE 1 OR 2 > [1] [Enter]

CONVERTED TO 04/--/2006

ESTIMATED GESTATIONAL AGE (COMPUTED): 37.2E WEEKS.

25AA. DATE FIRST PRENATAL CARE VISIT > [090306] [Enter]

09/03/2006 <-- ASSUMED DATE

25B. MONTH OF PREGNANCY PRENATAL CARE BEGAN > [3] [Enter]RD

25BA. DATE LAST PRENATAL CARE VISIT > [9] [Enter]

09/09/2006 <-- ASSUMED DATE

25C. NUMBER OF PRENATAL VISITS > [12] [Enter]

25D. PRINCIPAL SOURCE OF PAYMENT FOR PRENATAL CARE > [07] [Enter] = PRIVATE INSURANCE

Note: You may enter birthweight in pounds and ounces or grams.

26. BIRTHWEIGHT > [7 5.5] [Enter]

WEIGHT OF 7 POUNDS AND 5.5 OUNCES CONVERTED TO GRAMS: 3331

26A. OBSTETRIC ESTIMATION OF GESTATION AT DELIVERY - COMPLETED WEEKS > [35] [Enter]

26B. HEARING SCREENING > [N] [Enter] OT MED INDICATED

27A. NUMBER OF LIVE BIRTHS NOW LIVING (EXCLUDING THIS CHILD) <0> [1] [Enter]

27B. NUMBER OF LIVE BIRTHS NOW DEAD <0> [Enter]

27C. DATE OF LAST LIVE BIRTH > [020302] [Enter]

02/03/2002 <-- ASSUMED DATE

CONVERTED TO 02/03/2002

27D. NUMBER OF MISCARRIAGES BEFORE 20 WEEKS <0> [1] [Enter]

27E. NUMBER OF MISCARRIAGES AFTER 20 WEEKS <0> [Enter]

27F. MONTH AND YEAR OF LAST TERMINATION > [8 98] [Enter]

8/1998 <-- ASSUMED DATE

28AA. METHOD OF DELIVERY: FINAL DELIVERY ROUTE > [03] [Enter] = VAGINAL-SPONTANEOUS

28AC. METHOD OF DELIVERY: FETAL PRESENTATION AT BIRTH > [20] [Enter] = CEPHALIC FETAL PRESENTATION AT DELIVERY

28AD. METHOD OF DELIVERY: WAS VAGINAL DELIVERY WITH FORCEPS ATTEMPTED, BUT UNSUCCESSFUL? > [N] [Enter] 58 = NO

28AE. METHOD OF DELIVERY: WAS VAGINAL DELIVERY WITH VACUUM ATTEMPTED, BUT UNSUCCESSFUL? > [N] [Enter] 68 = NO

28B. PRINCIPAL SOURCE OF PAYMENT FOR DELIVERY > [07] [Enter] = PRIVATE INSURANCE

29. COMPLICATION OF PREGNANCY AND CONCURRENT ILLNESSES

> [51,52,53,54,55,56] [Enter]

51= CHLAMYDIA PRENATAL SCREENING DONE

52= GONORRHEA PRENATAL SCREENING DONE

53= GROUP B STREPTOCOCCAL INFECTION PRENATAL SCREENING DONE

54= HEPATITIS B PRENATAL SCREENING DONE

55= HUMAN IMMUNODEFICIENCY VIRUS PRENATAL SCREENING OFFERED

56= SYPHILIS PRENATAL SCREENING DONE

29. ANOTHER COMPLICATION OF PREGNANCY AND CONCURRENT ILLNESSES > [Enter]

30. COMPLICATIONS OF LABOR AND DELIVERY > [08,11] [Enter]

08= PROLONGED LABOR (>=20 HOURS)

11= INDUCTION OF LABOR

30. ANOTHER COMPLICATIONS OF LABOR AND DELIVERY > [Enter]

31. ABNORMAL CONDITIONS AND CLINICAL PROCEDURES RELATING TO THE NEWBORN

> [NONE] [Enter]

32. FATHER'S SOCIAL SECURITY NUMBER > [123456789] [Enter]

33. MOTHER'S SOCIAL SECURITY NUMBER > [987654321] [Enter]

NEWS. INCLUDE THIS BIRTH IN NEWSPAPER REPORT? <N> [Enter]

```

HOSPITAL BIRTH RECORD
1A.JOHN      1B.PAUL      1C.JONES
2.MALE 3A.SINGLE 3B.- 4A.01/01/2007 4B.2253
5A.TEST HOSPITAL 5B.555 NORTH TEST LANE
5C.TEST CITY 5D.TEST COUNTY
6A.ROBERT 6B.DAVID 6C.JONES 7.AK 8.05/05/1939
9A.MARIA 9B.ELENA 9C.SANCHEZ 10.MEXICO 11.06/06/1980
MLN.JONES 12A.JONES 12B.MOTHER 12C.01/01/2007
14. 13B.C-38381 13C.
13D.AAA AAA,MD,55 MAIN ST,GOLETA
15A.
19.NO 18.IRISH/JAPANESE/CHUMASH 20C.12 ND
20.9/2006 20A.PROGRAMMER 20B.BANKING
22.MEXICAN 21.HISPANIC/SAMOAN 23C.BACHELOR'S
23.9/2006 23A.VICE-PRESIDENT 23B.BANKING
24A.4321 MAPLE STREET 24B.LOS ANGELES
24C.LOS ANGELES 24D.CA 24E.90011
25A.04/--/2006 25AA.09/03/2006 25B.3RD 25BA.09/09/2006 25C.12 25D.07
26.3331
26A.35 GAWK.37.2E 27A.1 27B.0 27D.1 27E.0
26B.NOT MED INDICATED 27C.02/03/2002 27F.08/1998
28A.03,0,20,58,68 28B.07 29.51,52,53,54,55,56

HIT RETURN TO CONTINUE, Q OR ^Q TO QUIT > [Enter]
30.08,11 31.00
A.00 B. D.1 E. F.YY CT. 32.123-45-6789 33.987-65-4321
MWT1.140 MWT2.160 MHT.5'7" MAR.NO DECP.YES
MSTREET.PO BOX 1065 MCITY.LOS ANGELES MSTATE.CA MZIP.90011 MCOUNTY.LOS ANGELES
CIGPN.0 CIGFN.0 CIGSN.0 MAGE.26
APGAR1.08 APGAR5.09 APGAR10.UNKNOWN
BPF.696 SENTHCA. NEWS.NO COM.
RSN.

```

HIT RETURN TO CONTINUE >

ATTEMPTING TO CENSUS TRACT

FATHER'S AGE (COMPUTED FROM FIELD 8) IS OUTSIDE THE RANGE 15 THRU 64, INCLUSIVE.

VALIDATION: FAGE
THE STATE REGISTRAR REQUIRES THAT THE FOLLOWING COMBINATION OF FIELD(S)/VALUE(S) BE VALIDATED:
FIELD: 8 = '05/05/1939'
FIELD: FAGE = '67'

HAVE YOU REFERRED TO THE ORIGINAL SOURCES AND ARE YOU SURE? <N> [Y] [Enter]
(F)ILE, (E)DIT, (V)ALIDATE, (D)ISPLAY, OR (P)RINT > [F] [Enter]

FILING HOSPITAL BIRTH RECORD

REGISTER ANOTHER <Y> [N] [Enter]

HOSPITAL BIRTH RECORD OPTION >

DISPLAY RECORD

You may display all the data on a previously filed record. AVSS will ask you to identify the person whose information you wish to display by the process known as "person selector". This process allows you to select a record by the file number or name. You may also display a record at any time while registering, editing, or completing a certificate using the '^D' command or F4 function key.

FOR RECORDS THAT HAVE NOT BEEN REGISTERED BY THE COUNTY:

SYSTEM OPTION > [H] [Enter] OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > [D] [Enter] ISPLAY RECORD

FILE# OR INDEX TO SEARCH > [Enter]

Note: Enter a "?" or use the F1 function key to display a list of the ways available to search for this person, such as by the date filed, or by the father's name. To select a search method, enter the first few characters of the displayed search methods.

IC. CHILD'S LAST NAME > [JONES] [Enter]

IA. CHILD'S FIRST NAME > [JO] [Enter]

IB. CHILD'S MIDDLE NAME > [Enter]

4A. DATE OF BIRTH > [Enter]

BEGINNING SEARCH...

(USE CTRL-C TO TERMINATE SEARCH)

# INDEX VALUES	DATE	FILE#	NEXT SKIPPED

1) JONES, JOHN PAUL	01/01/2007	696	

IS THIS THE PERSON? <Y> [Enter]

RETRIEVING DATA

OUTPUT DEVICE <T> [Enter]

Note: Enter a 'P' as the output device if you would like your listing to print on your printer.

FOR RECORDS THAT HAVE BEEN REGISTERED BY THE COUNTY:

SYSTEM OPTION > [B] [Enter] IRTH CERTIFICATE

BIRTH CERTIFICATE OPTION > [D] [Enter] ISPLAY CERTIFICATE

FILE# OR INDEX TO SEARCH > [DR] [Enter]

(DR) HOSPITAL NUMBER DIRECTORY

15A. HOSPITAL CODE > [000][Enter] *Enter your three digit hospital code*

If you don't know your code, use the last three digits in Box A of a certificate.

4A. DATE OF BIRTH > [010107] [Enter]

# INDEX VALUES	DATE	FILE#	NEXT SKIPPED

1) 000, 1/1/2007		1200700000001	
WILSON, CINDY ANN			
2) 000, 1/1/2007		1200700000002	
SMITH, JOHN JOE			

PERSON # >

PERSON # >

HOSPITAL BIRTH RECORD

1A.JOHN 1B.PAUL 1C.JONES
2.MALE 3A.SINGLE 3B.- 4A.01/01/2007 4B.2253
5A.TEST HOSPITAL 5B.555 NORTH TEST LANE
5C.TEST CITY 5D.TEST COUNTY
6A.ROBERT 6B.DAVID 6C.JONES 7.AK 8.05/05/1939
9A.MARIA 9B.ELENA 9C.SANCHEZ 10.MEXICO 11.06/06/1980
MLN.JONES 12A.JONES 12B.MOTHER 12C.01/01/2007
14. 13B.C-38381 13C.01/01/2007
13D.AAA AAA,MD,55 MAIN ST,GOLETA
15A.
19.NO 18.IRISH/JAPANESE/CHUMASH 20C.12 ND
20.9/2006 20A.PROGRAMMER 20B.BANKING
22.MEXICAN 21.HISPANIC/SAMOAN 23C.BACHELOR'S
23.9/2006 23A.VICE-PRESIDENT 23B.BANKING
24A.4321 MAPLE STREET 24B.LOS ANGELES
24C.LOS ANGELES 24D.CA 24E.90011
25A.04/--/2006 25AA.09/03/2006 25B.3RD 25BA.09/09/2006 25C.12 25D.07
26.3331
26A.35 GAWK.37.2E 27A.1 27B.0 27D.1 27E.0
26B.NOT MED INDICATED 27C.02/03/2002 27F.08/1998
28A.03,0,20,58,68 28B.07 29.51,52,53,54,55,56

HIT RETURN TO CONTINUE, Q OR ^Q TO QUIT > [Enter]
30.08,11 31.00
A.0000 B. D.1 E. F.YY CT. 32.123-45-6789 33.987-65-4321
MWT1.140 MWT2.160 MHT.5'7" MAR.NO DECP.YES
MSTREET. MCITY. MSTATE. MZIP. MCOUNTY.
CIGPN.0 CIGFN.0 CIGSN.0 MAGE.26
APGAR1.08 APGAR5.09 APGAR10.10
BPF.696 SENTHCA. NEWS.NO COM.
RSN.

HOSPITAL BIRTH RECORD OPTION >

EDIT RECORD

To change, edit, or correct information originally entered on a Certificate of Live Birth. AVSS will allow you to edit only those fields you need to change, one by one. After changing the data, you will be allowed to print and then re-file the data as a permanent record. If the fields do not have any data yet, because the record was filed before completion or the fields were skipped, use the option COMPLETE INCOMPLETE RECORD. If the paper certificate has already been sent to the health department, call them and have it sent back before editing the record. When editing a record a comment field can be entered. At the FIELD TO MODIFY > [COMM] [Enter]

CHANGING BABY'S FILE NUMBER

SYSTEM OPTION > [H] [Enter] OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > [E] [Enter] DIT RECORD

Note: Type the current file number of the baby.

FILE# OR INDEX TO SEARCH > [696] [Enter]

#	NAME	DATE	FILE#	NEXT	SKIPPED
1)	JONES, JOHN PAUL	01/01/2007	696		

IS THIS THE PERSON? <Y> [Enter]

Note: If you receive the warning ACCESS TO THIS CERTIFICATE IS RESTRICTED, please call your local county health department or the AVSS Help Desk at 916-449-5174 to release the record back to you.

FIELD(S) TO MODIFY > [BPF] [Enter]

Note: Type the correct file number for the baby.

BPF. BABY'S PATIENT FILE NUMBER <696> [6960] [Enter]
FIELD(S) TO MODIFY > [Enter]

F(ILE), E(DIT), V(ALIDATE), D(ISPLAY), OR P(RINT) > [F] [Enter]

FILING HOSPITAL BIRTH RECORD
EDIT ANOTHER <Y> [N] [Enter]

HOSPITAL BIRTH RECORD OPTION >

MODIFY FIELD(S)

HOSPITAL BIRTH RECORD OPTION > [E] [Enter] DIT RECORD

FILE# OR INDEX TO SEARCH > [6960] [Enter]

#	NAME	DATE	FILE#	NEXT	SKIPPED
1)	JONES, JOHN PAUL	01/01/2007	6960		

IS THIS THE PERSON? <Y> [Enter]

Note: If you receive the warning ACCESS TO THIS CERTIFICATE IS RESTRICTED, please call your local county Health Department or the AVSS Help Desk at 916-449-5174 to release the record back to you.

Note: The following line illustrates the CONCATENATE command.
FIELD(S) TO MODIFY > [20A;25A] [Enter]

20A. FATHER'S USUAL OCCUPATION > <PROGRAMMER> [SYSTEM MANAGER] [Enter]

25A. DATE LAST NORMAL MENSES BEGAN <04/--/2006> [041206] [Enter]
04/12/2006 <-- ASSUMED DATE
CONVERTED TO 04/12/2006

GESTATIONAL AGE COMPUTED FROM LAST NORMAL MENSES: 37.5 WEEKS
FIELD(S) TO MODIFY > [9B] [Enter]

9B. MIDDLE NAME OF MOTHER > <ELENA> [ALENA] [Enter]
FIELD(S) TO MODIFY > [Enter]

ATTEMPTING TO CENSUS TRACT

FATHER'S AGE (COMPUTED FROM FIELD 8) IS OUTSIDE
THE RANGE 15 THRU 64, INCLUSIVE
VALIDATION: FAGE
THE STATE REGISTRAR REQUIRES THAT THE FOLLOWING
COMBINATION OF FIELD(S)/VALUE(S) BE VALIDATED:
FIELD: 8 = '05/05/1939'
FIELD: FAGE = '67'

F(ILE), E(DIT), V(ALIDATE), D(ISPLAY), OR P(RINT) > [F] [Enter]

FILING HOSPITAL BIRTH RECORD
EDIT ANOTHER <Y> [N] [Enter]

HOSPITAL BIRTH RECORD OPTION >

ALPHA LIST OF RECORDS

To see those records registered into AVSS in alphabetical order by last name of child. AVSS allows you to list names within a specified alphabetic range. You will also choose a specific date range from beginning date of birth to ending date of birth.

SYSTEM OPTION > [H] [Enter] OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > [A] [Enter] LPHA LIST OF RECORDS

FROM <%> [ENTER] THRU <z> [Enter]

FROM EVENT DATE <1/1/06> [Enter] THRU EVENT DATE <TODAY> [ENTER]

RUN THIS REPORT IN THE BACKGROUND <N> [Enter]

SAVE THE OUTPUT FROM THIS REPORT <N> [Enter]

OUTPUT DEVICE <T> [Enter]

Note: Enter a 'P' as the output device if you would like your listing to print on your printer.

SITE: TEST HOSPITAL
HOSPITAL BIRTH RECORD ALPHA LIST FROM '%' THRU 'z',
FOR EVENT DATES 1/1/2006 THRU 9/29/2006

NAME	EVENT-DATE	FILE#	NEXT SKIPPED DATE-SENT
LEHMAN, KAITLYN -	4/01/2006	123	27C 13D
LEHMAN, KAZU -	6/05/2006	456	23A 28AA,
MCCARROLL, ABBIE -	3/02/2006	789	MAR 28AA,
NISHIDA, ANDY -	4/02/2006	987	5E 28AA,
NISHIDA, MEEAH -	4/02/2006	654	6A 28AA 4/26/2006
TAYLOR, BOOBOO -	6/11/2006	321	13D,13B 4/27/2006
TAYLOR, POOKIE -	9/17/2006	135	18B 28AA,13D,13B,TYPE
MANN, MOE JOE	2/1/2006	246	14, 4/26/2006

HOSPITAL BIRTH RECORD OPTION >

COMPLETE INCOMPLETE RECORD

This option is used for completing a birth certificate which has been filed before all of the required fields have been entered. This certificate could have been 'filed' as an INCOMPLETE FORM SAVED FOR LATER COMPLETION (using the key F6) at any time during data entry or it may contain fields which were 'skipped' (using the key F9) because the information was not available at the time of data entry. Data entry using this option will begin prompting you at the point which you 'filed' the record or will prompt you only for the fields which were 'skipped'. There is no need for you to remember where you 'filed' this record or which fields you previously 'skipped'.

INCOMPLETE RECORD

SYSTEM OPTION > [H] [Enter] OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > [C] [Enter] OMPLETE INCOMPLETE RECORD

FILE# OR INDEX TO SEARCH > [789] [Enter]

#	NAME	DATE	FILE#	NEXT	SKIPPED
1)	MCCARROLL, ABBY	3/2/06	789	MLN	

IS THIS THE PERSON? <Y> [Enter]

RETRIEVING DATA

Note: AVSS will immediately begin at the field where you filed this record as an INCOMPLETE FORM SAVED FOR LATER COMPLETION. You can complete this record as usual.

SKIPPED FIELD(S)

SYSTEM OPTION > [H] [Enter] OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > [C] [Enter] OMPLETE INCOMPLETE RECORD

FILE# OR INDEX TO SEARCH > [4237] [Enter]

#	NAME	DATE	FILE#	NEXT	SKIPPED
1)	MANN, MOE JOE	2/1/06	246	1B,	

IS THIS THE PERSON? <Y> [Enter]

RETRIEVING DATA

FIRST WE WILL REPROMPT ALL THE QUESTIONS PREVIOUSLY SKIPPED
 "AFILE" HAS BEEN DISABLED, BUT IF YOU STILL WISH
 TO DELAY ANSWERING YOU MAY "ASkip" AGAIN.

Note: AVSS will immediately begin at the first skipped field.

1B.MIDDLE NAME OF CHILD > [IVAN] [Enter]

ALL THE PREVIOUSLY SKIPPED PROMPTS HAVE BEEN REPROMPTED
 "AFILE" HAS BEEN ENABLED.

Note: AVSS will display this record. You can complete this record as usual.

HOSPITAL BIRTH RECORD OPTION >

INCOMPLETE RECORD REPORT

This report will list all the records which were 'filed' during data entry as an INCOMPLETE FORM SAVED FOR LATER COMPLETION (using the key F6).

SYSTEM OPTION > [H] [Enter] OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > [INC] [Enter] OMPLETE RECORD REPORT

BEGINNING DATE <1/1/06> [Enter] (01/01/2006)

ENDING DATE <T> [Enter] (09/29/2006)

RUN THIS REPORT IN THE BACKGROUND <N> [Enter]

SAVE THE OUTPUT FROM THIS REPORT <N> [Enter]

OUTPUT DEVICE <T> [Enter]

Note: Enter a 'P' as the output device if you would like your listing to print on your printer.

INCOMPLETE CERTIFICATES FOR FORM: HOSPITAL BIRTH RECORD SITE CODE: 123

INDEX	FILE#	SKIPPED
4237		13C,
5720		12C
6960		12C,12C
6961		MLN

SUMMARY REPORT OF INCOMPLETE CERTIFICATES
 SITE CODE: 123 FORM: HOSPITAL BIRTH RECORD
 DATE RANGE: 01/01/2006 TO 09/29/2006
 TOTAL NUMBER OF CERTIFICATES: 10
 NUMBER OF INCOMPLETE CERTIFICATES: 4

HOSPITAL BIRTH RECORD OPTION >

FILING VARIABLE LIST

This list will show all the records entered in AVSS for a date range specified by you. It will be sorted by the 'filing variable' or the baby's patient file number (BPF). This is the number assigned by you to identify this baby's record (e.g. the Medical Record Number). Record numbers which contain only numbers will be in a numerical order. Record numbers which contain non-numeric characters (letters and dashes) may be sorted differently and in a more alphabetical way.

SYSTEM OPTION > [H] [Enter] OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > [F] [Enter] ILING VARIABLE LIST

FROM FILE# <BEGIN> [Enter] TO FILE# <END> [Enter]

RUN THIS LISTING IN THE BACKGROUND <N> [Enter]

SAVE THE OUTPUT FROM THIS PROGRAM <N> [Enter]

OUTPUT DEVICE <T> [Enter]

Note: Enter a 'P' as the output device if you would like your listing to print on your printer.

SITE: 123
HOSPITAL BIRTH RECORD INDEX LIST FROM '0' THRU '<END>'

NAME	EVENT-DATE	FILE#	NEXT	SKIPPED	AMENDED
BEHR, TEDI A	1/2/2007	444			
JONES, HENRY ALAN	4/17/2001	654	19		
PINCH, INA BEA	5/25/1993	999		SSA1	
RUTH, BABE	12/1/1988	1111			
GRANT, CARY G	1/28/1994	1212		25C,25D,	
TEST, TEST TEST	12/20/1999	1234	20C		
TEST, TEST TEST	12/9/1994	4321		27C,27F,	
CAINE, TEST MARK	10/17/1995	5555		27A,27B,27C,	
JONES, JOHN PAUL	1/1/2007	6960			

HIT RETURN TO CONTINUE, 'Q' OR '^Q' TO QUIT > [Enter]

JONES, DEAN RONALD	10/20/1999	7687	20A		
POKIPSKY, YANCY LYNN	5/29/1989	12345		27C,27F,	
MANN, MOE JOE	1/1/2007	13579			
KIKO, ANDY CASEY	3/4/2007	15937			
NARY, MARY TERRY	10/15/1996	23499			

HOSPITAL BIRTH RECORD OPTION >

VARIABLE DISPLAY

This display provides a list of field numbers and an expanded description of each field name. The field names are listed according to the sorting order of the data field number. It is possible to select only one data field or a group of data fields. This display is useful in analyzing record data in depth and also allows you to view the values of "internal variables" which are created during data entry for certain fields to be used in reports, computer tapes, or for mathematical computations.

SYSTEM OPTION > [H] [Enter] OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > [VAR] [Enter] IABLE DISPLAY

FILE# OR INDEX TO SEARCH > [6960] [Enter]

#	NAME	DATE	FILE#	NEXT	SKIPPED
1)	JONES, JOHN PAUL	01/01/2007	6960		12B,13D,TYPE,23A,23B

IS THIS THE PERSON? <Y> [Enter]

EXAMPLE #1: To see all variables available on this form.

VARIABLE(S) > [*] [Enter]

- 2. SEX OF CHILD <MALE>
 - 7. FATHER'S STATE OF BIRTH <AK>ALASKA
 - 8. FATHER'S DATE OF BIRTH <05/05/25>
 - 10. MOTHER'S STATE OF BIRTH <MEXICO>
 - 10,RECHECK<>
 - 11. MOTHER'S DATE OF BIRTH <06/06/66>
 - 14. NAME AND TITLE OF CERTIFIER IF NOT ATTENDANT <>
 - 18. FATHER'S RACE <ENGLISH/IRISH>
 - 19. FATHER HISPANIC <NO>
 - 21. MOTHER'S RACE <WHITE>
 - 22. MOTHER HISPANIC <GUATEMALAN>
 - 22,RECHECK <>
 - 26. BIRTHWEIGHT <3331>
 - 29. COMPLICATION OF PREGNANCY AND CONCURRENT ILLNESSES <00> NONE
 - 30. COMPLICATIONS OF LABOR AND DELIVERY <00> NONE
 - 31. ABNORMAL CONDITIONS AND CLINICAL PROCEDURES RELATING TO THE NEWBORN <00> NONE
- HIT RETURN TO CONTINUE, 'Q' OR '^Q' TO QUIT > [Q] [Enter]

HOSPITAL BIRTH RECORD OPTION >

EXAMPLE #2:To see a list of the variables available.
 VARIABLE(S) > [^L] [Enter]or [Press the F3 Key]

THE FOLLOWING VARIABLES ARE AVAILABLE:

2 7 8 10 11 14 18 19 20 21 22 23 26 29 30 31 32 33 %FILE
 %UPDT %USAGE %VALD %VER 12A 12B 12C 13B 13C 13D 15A 18A 18B
 18C 19L 1A 1B 1C 20A 20B 20C 21A 21B 21C 22L 23A 23B 23C
 24A 24B 24C 24D 24E 25A 25AA 25B 25BA 25C 25D 26A 26B 27A
 27B 27C 27D 27E 27F 28A 28AA 28AB 28AC 28AD 28AE 28B 3A 3B
 4A 4B 5A 5B 5C 5D 6A 6B 6C 9A 9B 9C A APGAR1 APGAR10 APGAR5
 B BPF CIGFN CIGPN CIGSN CIGTN CNTY D DECP F FAGE GAGE GAWK
 I10 I11 I12B I12C I13C I18 I18A I18B I18C I19 I21 I21A I21B
 I21C I22 I24B I24C I24D I25A I25AA I25BA I27C I27F I3A I4A
 I5A I5C I5D I7 I8 ICIGFN ICIGPN ICIGSN ICIGTN IMCITY IMCOUNTY
 IMSTATE ISENT ITYPE MAGE MAR MCITY MCOUNTY MHT MLN MSTATE MSTRT
 MWT1 MWT2 MZIP NCHSRES NEWS SENT SSA1 SSA2 TYPE WIC

EXAMPLE #3:To see the usage of a record
 VARIABLE(S) > [%USAGE] [Enter]

%USAGE. (NOT ON FORM) <6@60352,60436,60139;6@60352,64822,64115;6@60352,66878,668
 40;2@60457,34591,34562;>
 %USAGE,0 <2>
 %USAGE,1 <6@60352,66856,23C^GED^SOME COLLEGE>
 %USAGE,2 <2@60457,34591, **SENT**>

VARIABLE(S) > [Enter]

HOSPITAL BIRTH RECORD OPTION >

INDEX LIST DISPLAY

Provides a display of birth record information in a "list" format. The information is displayed in the same order that it was entered into the birth record. All of the codes or abbreviations used for fields such as in 28A-METHOD OF DELIVERY or 30-COMPLICATIONS AND PROCEDURES OF LABOR AND DELIVERY are translated so that these values may be viewed in their expanded form rather than as a code.

SYSTEM OPTION > [H] [Enter] OSPITAL BIRTH RECORD
 HOSPITAL BIRTH RECORD OPTION > [INDE] [Enter] X LIST DISPLAY
 FILE# OR INDEX TO SEARCH > [6960] [Enter]

#	NAME	DATE	FILE#	NEXT	SKIPPED
1)	JONES, JOHN PAUL	01/01/2007	6960		12B,13D,TYPE,23A,23B

IS THIS THE PERSON? <Y> [Enter]
 RETRIEVING DATA

HOSPITAL BIRTH RECORD

BPF BABY'S PATIENT FILE NUMBER <6960>
 1A FIRST (GIVEN) NAME OF CHILD <JOHN>
 1B MIDDLE NAME OF CHILD <PAUL>
 1C LAST (FAMILY) NAME OF CHILD (SURNAME) <JONES>
 2 SEX OF CHILD <MALE>
 3A THIS BIRTH SINGLE, TWIN, ETC. <SINGLE>
 4A DATE OF BIRTH <01/01/2007>
 4B HOUR OF BIRTH (24 HOUR CLOCK) <2253>
 MAR MOTHER MARRIED (AT ANY TIME DURING THE PREGNANCY) <NO>
 DECP DO YOU HAVE A DECLARATION OF PATERNITY SIGNED BY THE FATHER & MOTHER <YES>
 S>
 6A FIRST (GIVEN) NAME OF FATHER <ROBERT>
 6B MIDDLE NAME OF FATHER <DAVID>
 6C LAST (FAMILY) NAME OF FATHER (SURNAME) <JONES>
 7 FATHER'S STATE OF BIRTH <AK> ALASKA
 8 FATHER'S DATE OF BIRTH <05/05/1939>
 9A FIRST (GIVEN) NAME OF MOTHER <MARIA>
 9B MIDDLE NAME OF MOTHER <ALENA>
 9C BIRTH LAST (FAMILY) NAME OF MOTHER (MAIDEN SURNAME) <SANCHEZ>
 MLN MOTHER'S CURRENT LAST NAME <JONES>
 10 MOTHER'S STATE OF BIRTH <MEXICO>

HIT RETURN TO CONTINUE, Q OR ^Q TO QUIT >[Enter]

HOSPITAL BIRTH RECORD OPTION >

NON-CONFIDENTIAL DISPLAY

The display of birth record information that is part of the public record of this birth. On a Certificate of Live Birth, the information displayed on the top part of the document (above the print CONFIDENTIAL INFORMATION FOR PUBLIC HEALTH USE ONLY) is considered non-confidential.

SYSTEM OPTION > [H] [Enter] OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > [NO] [Enter] N-CONFIDENTIAL DISPLAY

FILE# OR INDEX TO SEARCH > [6960] [Enter]

```

# NAME          DATE      FILE#      NEXT  SKIPPED
-----
1)JONES, JOHN PAUL  03/04/1993 6960      12B,13D,TYPE,23A,23B
IS THIS THE PERSON? <Y> [Enter]
RETRIEVING DATA .....
OUTPUT DEVICE <T> [Enter]

```

Note: Enter a 'P' as the output device if you would like your listing to print on your printer.

```

HOSPITAL BIRTH RECORD
1A.JOHN          1B.PAUL          1C.JONES
2.MALE  3A.SINGLE  3B.-      4A.01/01/2007  4B.2253
5A.TEST HOSPITAL      5B.555 NORTH TEST LANE
5C.TEST CITY          5D.TEST COUNTY
6A.ROBERT  6B.DAVID  6C.JONES  7.AK      8.05/05/1939
9A.MARIA   9B.ALENA  9C.SANCHEZ  10.MEXICO  11.06/06/1980
MLN.JONES  12A.JONES  12B.MOTHER  12C.01/01/2007
14.          13B.C-38381  13C.01/01/2007
13D.AAA AAA,MD,55 MAIN ST,GOLETA
15A.
19.NO

```

HOSPITAL BIRTH RECORD OPTION >

VALIDATION DISPLAY

The list of validation and warning messages which would have appeared just before filing a birth record. A "validation" will require you to confirm the accuracy of the information that was entered. A "warning" will alert you to data that may be considered unlikely but a confirmation is not required.

SYSTEM OPTION > [H] [Enter] OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > [VAL] [Enter] IDATION DISPLAY

FILE# OR INDEX TO SEARCH > [6960] [Enter]

NAME DATE FILE# NEXT SKIPPED

1) JONES, JOHN PAUL 1/1/2007 6960

IS THIS THE PERSON? <Y>
RETRIEVING DATA

OUTPUT DEVICE <T> [Enter]

Note: Enter a 'P' as the output device if you would like your listing to print on your printer.

VALIDATION MESSAGES:

ATTEMPTING TO CENSUS TRACT

FATHER'S AGE (COMPUTED FROM FIELD 8) IS OUTSIDE
THE RANGE 15 THRU 64, INCLUSIVE.

VALIDATION: FAGE
THE STATE REGISTRAR REQUIRES THAT THE FOLLOWING
COMBINATION OF FIELD(S)/VALUE(S) BE VALIDATED:
FIELD: 8 = '05/05/1939'
FIELD: FAGE = '67'

HOSPITAL BIRTH RECORD OPTION >

INDIVIDUAL INQUIRY

A display of the "audit trail" for a particular birth record. This audit trail includes the name and date of the person who entered the original birth record and the names and dates of any other users who updated any data and refiled this record.

SYSTEM OPTION > [H] [Enter] HOSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > [INDI] [Enter] INDIVIDUAL DISPLAY

FILE# OR INDEX TO SEARCH > [6960] [Enter]

#	NAME	DATE	FILE#	NEXT	SKIPPED
---	------	------	-------	------	---------

1)	JONES, JOHN PAUL	1/1/2007	6960	
----	------------------	-------	----------	------	--

IS THIS THE PERSON? <Y> [Enter]

ENTERED: NISHIDA,GLEN ON 1/01/2007 UPDATED: NISHIDA,GLEN ON 1/01/2007

HOSPITAL BIRTH RECORD OPTION >

USER REPORT

The information provided on this report is to help keep statistics on the activities of all users and the types of activities for each birth record. Activities include entering, updating, and printing certificates and the time it takes to do each. A report can be printed in a summary format or all activities of each record can be displayed. The statistics for this report were gathered on the basis of the date of birth.

SYSTEM OPTION > [H] [Enter] OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > [US] [Enter]

1 USER REPORT

2 USER REPORT BY ACTIVITY INDEX

3 USER SUMMARY

SELECTION # > [1] [Enter]

SEARCH DATA BY FILE NUMBER RANGE (F) OR DATE RANGE (D) <D> [Enter]

BEGINNING DATE <1/1/2006> (1/1/2006)

ENDING DATE <TODAY> (10/3/2006)

SUMMARY STATISTICS ONLY? <Y> [Enter]

RUN THIS REPORT IN THE BACKGROUND <N> [Enter]

SAVE THE OUTPUT FROM THIS REPORT <N> [Enter]

OUTPUT DEVICE <T> [Enter]*

Note: Enter a 'P' as the output device if you would like your listing to print on your printer.

LEHMAN,EMILY

ENTERED 1 (AVG. ELAPSED TIME OF 16.40 N=1)

LINKED 0

UPDATED 1 (AVG. ELAPSED TIME OF 8.43 N=1)

PRINTED 0

MCCARROLL,JESSICA

ENTERED 7 (AVG. ELAPSED TIME OF 8.48 N=7)

LINKED 0

UPDATED 12 (AVG. ELAPSED TIME OF 1.40 N=11)

PRINTED 0

NISHIDA,GLEN

ENTERED 0

LINKED 0

UPDATED 6 (AVG. ELAPSED TIME OF 1.58 N=6)

PRINTED 1 (AVG. ELAPSED TIME OF 0.12 N=1)

TOTALS:

HIT RETURN TO CONTINUE, 'Q' OR '^Q' TO QUIT >

ENTERED 8 (AVG. ELAPSED TIME OF 9.47 N=8)

LINKED 0

UPDATED 19 (AVG. ELAPSED TIME OF 1.85 N=18)

PRINTED 1 (AVG. ELAPSED TIME OF 0.12 N=1)

THE TOTAL NUMBER OF ENTRIES WITH NO USAGE STATISTICS IS 0

THE TOTAL NUMBER OF ENTRIES WITH USAGE RECORDED IS 8

USER REPORT BY ACTIVITY INDEX

The information provided on this report is to help keep statistics on the activities of all users and the types of activities for each birth record. Activities include entering, updating, and printing certificates and the time it takes to do each. A report can be printed in a summary format or all activities of each record can be displayed. The statistics for this report were gathered based on the above mentioned activities occurring within the user-specified date range.

SYSTEM OPTION > [H] [Enter] OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > [US] [Enter]

1 USER REPORT

2 USER REPORT BY ACTIVITY INDEX

3 USER SUMMARY

SELECTION # > [2] [Enter] USER REPORT BY ACTIVITY INDEX

BEGINNING DATE <1/1/2006> [040106] [Enter] (4/1/2006)

ENDING DATE <TODAY> [043006] [Enter] (4/30/2006)

SUMMARY REPORT ONLY <Y> [N] [Enter]

FULL AUDIT TRAIL? <Y> [Enter]

SAVE THE OUTPUT FROM THIS REPORT <N> [Enter]

OUTPUT DEVICE <T> [Enter]

Note: Enter a 'P' as the output device if you would like your listing to print on your printer.

SEARCHING DATABASE

USER REPORT FROM ACTIVITY INDEXING TODAY: 10/3/2006

DATE RANGE: FROM 4/1/2006 TO 4/30/2006

FORM: HOSPITAL BIRTH RECORD

4/3/2006 0 NEW CERTIFICATES WERE ENTERED

MCCARROLL,JESSICA UPDATED FILE # 999999 FROM 04:03 PM TO 04:04 PM TIME=0.77 MINUTES

AT 04:04 PM FIELD 14 CHANGED FROM '*UNDEF*' TO ''

MCCARROLL,JESSICA UPDATED FILE # 376 FROM 04:04 PM TO 04:04 PM TIME=0.40 MINUTES

4/13/2006 0 NEW CERTIFICATES WERE ENTERED

LEHMAN,EMILY UPDATED FILE # 999999 FROM 01:17 PM TO 01:17 PM TIME=0.52 MINUTES

4/20/2006 0 NEW CERTIFICATES WERE ENTERED

MCCARROLL,JESSICA UPDATED FILE # 481 FROM 01:49 PM TO 01:50 PM TIME=1.02 MINUTES

AT 01:50 PM *PUT ON LIST TO BE SENT*

MCCARROLL,JESSICA UPDATED FILE # 481 FROM 01:51 PM TO 01:51 PM TIME=0.85 MINUTES

AT 01:51 PM *PROCESS REGISTRAR REFUSED*4/26/2006 0 NEW CERTIFICATES WERE ENTERED

MCCARROLL,JESSICA UPDATED FILE # 492 FROM 03:57 PM TO 03:58 PM TIME=0.38 MINUTES

MCCARROLL,JESSICA UPDATED FILE # 481 FROM 04:04 PM TO 04:05 PM TIME=0.28 MINUTES

AT 04:05 PM *PUT ON LIST TO BE SENT*

NISHIDA,GLEN UPDATED FILE # 376 FROM 04:04 PM TO 04:05 PM TIME=0.47 MINUTES

AT 04:05 PM FIELD COM CHANGED FROM '*UNDEF*' TO 'SENT BACK 4/26/06'

USER SUMMARY

This summary report contains a count of records by the date they were originally filed into AVSS (Record Count By Date of Registration) and also a count of the records that were most recently updated (Record Count By Last File Date) based on a user specified date range.

SYSTEM OPTION > [H] [Enter] OSPITAL BIRTH RECORD
HOSPITAL BIRTH RECORD OPTION > [US] [Enter]

- 1 USER REPORT
 - 2 USER REPORT BY ACTIVITY INDEX
 - 3 USER SUMMARY
- SELECTION # > [3] [Enter]

BEGINNING DATE <1/1/2006> [040106] [Enter] (4/1/2006)
ENDING DATE <TODAY> [043006] [Enter] (4/30/2006)

RUN THIS REPORT IN THE BACKGROUND <N> [Enter]

SAVE THE OUTPUT FROM THIS REPORT <N> [Enter]

OUTPUT DEVICE <T> [Enter]

Note: Enter a 'P' as the output device if you would like your listing to print on your printer.

RECORD COUNT BY DATE OF REGISTRATION

04/27/2006	1

TOTAL	1

USER COUNT BY DATE OF REGISTRATION

MCCARROLL,JESSICA,SYSTEM	1

TOTAL	1

RECORD COUNT BY LAST FILE DATE

04/26/2006	3
04/27/2006	1

TOTAL	4

USER COUNT BY LAST FILE DATE

MCCARROLL,JESSICA,SYSTEM	3
NISHIDA,GLEN,AVSS PROJECT	1

TOTAL	4

PRINT RECORD

To print a baby's record.

SYSTEM OPTION > [H] [Enter] OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > [PRI] [Enter] NT RECORD

FILE# OR INDEX TO SEARCH > [6960] [Enter]

#	NAME	DATE	FILE#	NEXT	SKIPPED
1)	JONES, JOHN PAUL	1/1/2007	6960	

IS THIS THE PERSON? <Y> [Enter]

OUTPUT DEVICE <P> [Enter]

HOSPITAL BIRTH RECORD OPTION >

SCRATCH RECORD

To remove a baby's record, whether it's a duplicate or mistake, please contact your local Health Department or the AVSS Help Desk at 916-449-5174.

MODIFY USER LISTS

Please see HOSPITAL BIRTH RECORD OPTION, ATTENDANT LIST for additions, changes, and deletions to an attendant. This suboption may be used to add, change, delete or list user-defined attendants, or certifiers, etc. Keeping this list current reduces the amount of time you may spend typing in this repetitive data.

ADDING A NEW CERTIFIER/ATTENDANT NAME

SYSTEM OPTION > [H] [Enter] OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > [M] [Enter] ODIFY USER LISTS

CALIST. LIST TO EDIT > [^L] [Enter] or [Press the F3 key]

- ATTENDANT LIST (MD)
- CERTIFIER LIST (ADMIN)
- REPORTER LIST
- PEDIATRICIAN LIST
- PRENATAL CARE PROVIDER LIST
- DELIVERY NURSE LIST
- FUNERAL DIRECTOR LIST
- EMBALMER LIST
- DISPOSTION LIST
- CERTIFIER LIST (DEATHS)
- CORONER LIST

CALIST. LIST TO EDIT > [CE] [Enter]

1. CERTIFIER LIST (ADMIN)
2. CERTIFIER LIST (DEATHS)

SELECTIONS # > [1] [Enter]CERTIFIER LIST (ADMIN)

CACE. ATTENDANT'S LAST NAME > [PATILLO] [Enter]

CAFN. FIRST NAME > [ELIZABETH] [Enter]

CAMI. MIDDLE INITIAL > [R] [Enter]

CATI. CERTIFIER TITLE > [MED REC CLK] [Enter]

PATILLO, ELIZABETH R, MED REC CLK

1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1

Note: If you receive the following message:
*** WARNING *** THIS ENTRY IS TOO LONG (MAX=26).
PLEASE EDIT THE ITEMS AND REMOVE 5 CHARACTERS.

Note: AVSS will re-prompt you for the certifier's data, allowing you to make the necessary changes.

EDITING A CERTIFIER'S/ATTENDANT'S INFORMATION

Please see HOSPITAL BIRTH RECORD OPTION, ATTENDANT LIST for changes to an attendant. If you need to make minor changes in a certifier's information, such as replacing, inserting or deleting a few characters, follow the instructions below. However, if there are major changes, it is usually easier to completely delete the old information (see HOSPITAL BIRTH RECORD OPTION, MODIFY USER LISTS, DELETING A CERTIFIER/ATTENDANT) and then completely re-enter the new information (see HOSPITAL BIRTH RECORD OPTION, MODIFY USER LISTS, ADDING A NEW CERTIFIER/ATTENDANT NAME).

SYSTEM OPTION > [H] [Enter] OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > [M] [Enter] ODIFY USER LISTS

CALIST. LIST TO EDIT > [CE] [Enter]

1. CERTIFIER LIST (ADMIN)

2. CERTIFIER LIST (DEATHS)

SELECTIONS # > [1] [Enter] CERTIFIER LIST (ADMIN)

CACE. CERTIFIER'S LAST NAME > [PA] [Enter]

Note: You may type the first two or three letters of the certifier's last name.

IS THIS THE PERSON <Y> [Enter]

PA 1 = PATILLO, ELIZABETH R, MR CLK

PA 1 =

Note: First use the space bar to move the cursor so it is directly underneath the character(s) you want to replace or delete, or just in front of where you want to insert new characters. Type one of the following codes::

I (Insert)

R (Replace)

D (Delete)

Refer to the following examples:

EXAMPLE #1, Inserting Characters

PA 1 = PATILLO, ELIZABETH, MR CLK

PA 1 = IED [Enter]

PA 1 = PATILLO, ELIZABETH, MEDR CLK

PA 1 = [Enter]

EXAMPLE #2, Replacing Characters:

PA 1 = PATILLO, ELIZABETH, MEDR CLK

PA 1 = RS [Enter]

PA 1 = PATILLO, ELISABETH T, MEDR CLK

PA 1 = [Enter]

EXAMPLE #3, Deleting Characters:

PA 1 = PATILLO, ELISABETH, MEDR CLK

PA 1 = DDDD [Enter]

PA 1 = PATILLO, BETH, MEDR CLK

PA 1 = [Enter]

LIST CERTIFIERS/ATTENDANTS

SYSTEM OPTION > [H] [Enter] OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > [M] [Enter] ODIFY USER LISTS

CALIST. LIST TO EDIT > [CE] [Enter]

- 1. CERTIFIER LIST (ADMIN)
- 2. CERTIFIER LIST (DEATHS)

SELECTIONS # > [1] [Enter] CERTIFIER LIST (ADMIN)

CACE. CERTIFIER'S LAST NAME > [^L] [Enter] or [Press the F3 Key]

OUTPUT DEVICE <T>

Note: Enter a 'P' as the output device if you would like your listing to print on your printer.

JO0 = JONES,SANDRA,BIRTH CLERK
PA0 = PATILLO,BETH,MEDR CLK
SM0 = SMITH,JANE T,MR DIRECTOR
TW0 = TWOMNE,OLGA,MR DIRECTOR

CACE. CERTIFIER'S LAST NAME > [Enter]

CALIST. LIST TO EDIT > [Enter]

HOSPITAL BIRTH RECORD OPTION >

DELETING A CERTIFIER/ATTENDANT

SYSTEM OPTION > [H] [Enter] HOSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > [M] [Enter] MODIFY USER LISTS

CALIST. LIST TO EDIT > [CE] [Enter]

1. CERTIFIER LIST (ADMIN)
2. CERTIFIER LIST (DEATHS)

SELECTIONS # > [1] [Enter] CERTIFIER LIST (ADMIN)

CAGE. CERTIFIER'S LAST NAME > [TW] [Enter] OMNE,OLGA,MR DIRECTOR

IS THIS THE PERSON <Y> [Enter]

TW0 =TWOMNE,OLGA,MR DIRECTOR

TW0 =[K] [Enter] OK TO DELETE? [Y] [Enter]

CAGE. CERTIFIER'S LAST NAME > [Enter]

CALIST. LIST TO EDIT > [Enter]

HOSPITAL BIRTH RECORD OPTION >

ATTENDANT LIST

To add, change, delete or list the Attendants (field 13D) that are specific to your facility. Maintaining a current list of your attendants reduces the amount of time you may spend typing in this repetitive data.

ADDING A NEW ATTENDANT

SYSTEM OPTION > [H] [Enter] OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > [AT] [Enter] TTENDANT LIST

ATTENDANT LIST FUNCTION > [^L] [Enter]

ENTER 'A' TO ADD A NEW ATTENDANT,
 'L' TO LIST THE ATTENDANTS,
 'E' TO EDIT AN ATTENDANT,
 'D' TO DELETE AN ENTRY.

ATTENDANT LIST FUNCTION > [A] [Enter]

LAST NAME > [HARVEY] [Enter]
 FIRST NAME > [PAUL] [Enter]
 TITLE > [MD] [Enter] (1) M.D. (MEDICAL DOCTOR OR MD) (1)
 ADDRESS > [123 MAIN ST] [Enter]
 CITY > [MONTCLAIR] [Enter]
 LICENSE NUMBER > [A12345] [Enter]
 ADDED: HARVEY,PAUL,MD,123 MAIN ST,MONTCLAIR;;A12345;1

Note: If you receive the following message, AVSS will re-prompt you for the Attendant's data, allowing you to make the necessary changes:

NAME/ADDRESS INFORMATION TOO LONG BY X CHARACTERS.
 ABBREVIATE AS NECESSARY.

LIST ATTENDANTS

ATTENDANT LIST FUNCTION > [L] [Enter] IST

OUTPUT DEVICE <T> [Enter]

BARBOSA,JUAN,MD,810 EAST CHASTAIN,SAN FERNANDO	A-32474
BOWLES,NANCY C,CNM,2311 N STATE ST,LOS ANGELES	434
CALLAHAN,THADDEUS,MD,222 S PALISADE DR,VAN NUYS	G-62123
HARVEY,PAUL,MD,123 MAIN ST,MONTCLAIR	A12345
JURATSCH,CLYDE,MD,65 SHERMAN WAY,RESEDA	G-07772
JUSTIN,JOHN,MD,810 EAST CHASTAIN,SAN FERNANDO	A42424
MARSHALL,PEGGY,MD,14200 SANTA MONICA,SANTA MONICA	A-34210
MCGHEE,MICHAEL,MD,1300 CYPRESS,VAN NUYS	C-09318
OKERBLUM,MORRIS,MD,210 COLLEGE DRIVE,NORTHRIDGE	A92821
SPENCER,TRUDY,MD,65 SHERMAN WAY,RESEDA	A-82739
SPUDS,IDA,14200 SANTA MONICA,SANTA MONICA	C-21828
WYATT,MITCHELL,MD,1300 CYPRESS,VAN NUYS	G-18283

EDIT AN ATTENDANT

SYSTEM OPTION > [H] [Enter] OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > [AT] [Enter] TTENDANT LIST

ATTENDANT LIST FUNCTION > [E] [Enter] DIT
 ATTENDANT'S LAST,FIRST NAME > [HAR] [Enter]

SEARCHING ATTENDANT LIST...

1 HARVEY,PAUL,MD,123 MAIN ST,MONTCLAIR A12345

IS THIS THE ATTENDANT <Y> [Enter]

Note: Make changes to any fields, as necessary:

LAST NAME <HARVEY> [Enter]
 FIRST NAME <PAUL> [Enter]
 TITLE <MD> [FIR] [Enter] (6) FIREMAN (C.P.T. CERTIFIED) (6)
 ADDRESS<123 MAIN ST> [Enter]
 CITY <MONTCLAIR>
 LICENSE NUMBER <A12345> [FM843] [Enter]

REMOVED: HARVEY,PAUL,MD,123 MAIN ST,MONTCLAIR;;A12345;1
 ADDED: HARVEY,PAUL,FIREMAN,123 MAIN ST,MONTCLAIR;;FM843;6

ATTENDANT LIST FUNCTION >

DELETING AN ATTENDANT

ATTENDANT LIST FUNCTION > [D] [Enter] ELETE

ATTENDANT'S LAST,FIRST NAME > [HAR] [Enter]

1 HARVEY,PAUL,MD,123 MAIN ST,MONTCLAIR A12345

IS THIS THE ATTENDANT <Y> [Enter]

DELETE HARVEY,PAUL,FIREMAN

ARE YOU SURE <N> [Y] [Enter]

DELETED.

ATTENDANT LIST FUNCTION >

PROCESS REGISTRAR REFUSED RECORDS

To allow access to a record that has been previously restricted. A record that has been selected for the LIST TO BE SENT TO HEALTH DEPARTMENT is flagged as 'SENT' and access to this record becomes restricted. The message ACCESS TO THIS CERTIFICATE IS RESTRICTED is displayed when you try to edit or print a record that has been selected for the LIST TO BE SENT TO HEALTH DEPARTMENT. Make sure you have the paper birth certificate back from the health department and ask them to release the record or call the AVSS Help Desk at 916-449-5174..

VERIFICATION LETTER

A complimentary letter provided to parents by the hospital. This is not a legal document. The letter contains non-confidential birth information. The standard AVSS Verification Letter may be printed on plain white paper, or a customized Verification Letter can be printed using hospital letterhead or any other stationery of your choice.

FOR RECORDS THAT HAVE NOT BEEN REGISTERED BY THE COUNTY:

SYSTEM OPTION > [H] [Enter] OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > [VE] [Enter] RIFICATION LETTER

FILE# OR INDEX TO SEARCH > [5542] [Enter]

NAME DATE FILE# NEXT SKIPPED

1)BACON, EMILY JOY 02/28/2006 5542

IS THIS THE PERSON? <Y> [Enter]

OUTPUT DEVICE <P> [Enter]

HOSPITAL BIRTH RECORD OPTION >

FOR RECORDS THAT HAVE BEEN REGISTERED BY THE COUNTY:

SYSTEM OPTION > [B] [Enter] IRTH CERTIFICATE

BIRTH CERTIFICATE OPTION > [H] [Enter] OSPITAL VERIFICATION LETTER

FILE# OR INDEX TO SEARCH > [DR] [Enter]

(DR) HOSPITAL NUMBER DIRECTORY

15A. HOSPITAL CODE > [000][Enter] *Enter your three digit hospital code*

If you don't know your code, look in Box A of a certificate.

4A. DATE OF BIRTH > [010107] [Enter]

OUTPUT DEVICE <P> [Enter]

BIRTH CERTIFICATE OPTION >

Note: Sample of letter with your hospital letterhead.



**AVSS TEST HOSPITAL
123 Main St.
Santa Monica, California**

OUR MEDICAL RECORDS INDICATE THAT THE FOLLOWING CHILD:

EMILY JOY BACON

WAS BORN IN THIS FACILITY

ON FEBRUARY 28, 2006 AT 0837 HOURS

MOTHER'S MAIDEN NAME: GINA MARIE CALLAHAN
MOTHER'S BIRTH PLACE: CALIFORNIA DOB: 12/23/80

FATHER'S NAME: WILLIAM ARTHUR BACON
FATHER'S BIRTH PLACE: MICHIGAN DOB: 1/9/79

SEX OF CHILD: FEMALE

BIRTH ATTENDANT: NANCY C BOWLES, CNM

HOSPITAL REPRESENTATIVE

DUPLICATE RECORD REPORT BASED ON NAME

This report will list babies who might possibly have been entered more than once. The report looks at the babies' name and the date of birth to make this determination.

SYSTEM OPTION > [H] [Enter] HOSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > [DUP] [Enter] DUPLICATE RECORD REPORT BASED ON NAME

FROM <%> [ENTER] THRU <z> [Enter]

FROM EVENT DATE <1/1/06> [Enter] THRU EVENT DATE <TODAY> [ENTER]

RUN THIS REPORT IN THE BACKGROUND <N> [Enter]

SAVE THE OUTPUT FROM THIS REPORT <N> [Enter]

OUTPUT DEVICE <T> [Enter]

Note: Enter a 'P' as the output device if you would like your listing to print on your printer.

LAST, FIRST MIDDLE	DATE	FILE #	ORDER/MULT
CHICKEN, MARK LOUIS	3/20/06	8383	?/1
CHICKEN, MARK LOUIS	3/20/06	8384	?/1

HOSPITAL BIRTH RECORD OPTION >

LIST TO BE SENT TO HEALTH DEPARTMENT

The completed Hospital Birth Records are sent to the Local Registration District. A listing of the completed records can be created to send with the certificates. This listing is created from the records that have not yet been batched and are still flagged as "UNSENT". This list provides you with an audit trail of the records you have sent to your Local Registration District and the date that they were completed and sent. A record that has been selected for this list is flagged as 'SENT' and access to this record becomes restricted. The message ACCESS TO THIS CERTIFICATE IS RESTRICTED is displayed when you try to edit or print a record that has been previously put on a list. (See PROCESS REGISTRAR REFUSED RECORDS)

Note: After the record has been registered by the local Health Department, it's removed permanently from the list and you will not be able to reprint a list from the past.

SELECTING RECORDS FOR LIST

SYSTEM OPTION > [H] [Enter] OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > [L] [Enter] IST TO BE SENT TO HEALTH DEPARTMENT

THIS OPTION CAN CREATE A NEW LIST TO BE SENT TO THE HEALTH DEPARTMENT OR RE-PRINT A REPORT FROM THE PAST.

CREATE NEW LIST <Y> [Enter]

ENTER S)ELECT, D)ISPLAY, P)RINT, OR Q)UIT > [Enter]

S: SELECT RECORDS TO BE INCLUDED/EXCLUDED IN THE LIST

D: DISPLAY RECORDS CURRENTLY IN THE LIST

P: PRINT THE LIST

NOTE: RECORDS WILL BE MARKED AS 'SENT' ONLY AFTER BEING PRINTED.

Q: QUIT THIS FUNCTION AND RETURN TO THE SUB-OPTION MENU.

ENTER S)ELECT, D)ISPLAY, P)RINT, OR Q)UIT > [S] [Enter]

#	SEX	LAST, FIRST MIDDLE	EVENT-DATE	FILE#	SKIPPED
1	F	VASQUEZ,MARRINA JASMINE	3/1/06	5720	
INCLUDE (Y/N/Q) <N> [Y] [Enter] RECORD INCLUDED					
2	F	VINING,SHANTELL TRANICE	3/2/06	6500	
INCLUDE (Y/N/Q) <N> [Y] [Enter] RECORD INCLUDED					
3	M	JONES,JOHN PAUL	3/4/06	6960	12B,13D,TYPE,23A,23B
INCLUDE (Y/N/Q) <N> [Y] [Enter] RECORD INCLUDED					
4	F	ALEXANDER,JANE MARIE	3/7/06	6961	
INCLUDE (Y/N/Q) <N> [Enter]					
NO MORE UNSENT RECORDS.					

DISPLAYING RECORDS ON LIST

Note: Display the records you have selected before printing the final list. After selecting the records as explained above, continue with the display option as follows:.

ENTER S)ELECT, D)ISPLAY, P)RINT, OR Q)UIT > [D] [Enter]

ALPHABETIC LIST FOR AVSS TEST HOSPITAL					DATE: 3/8/06
#	SEX	LAST, FIRST MIDDLE	EVENT-DATE	FILE#	SKIPPED
1	F	VASQUEZ,MARRINA JASMINE	3/1/06	5720	
2	F	VINING,SHANTELL TRANICE	3/2/06	6500	
3	M	JONES,JOHN PAUL	3/4/06	6960	12B,13D,TYPE,23A,23B

REMOVING RECORDS FROM LIST

Note: If after the records have been displayed, there is a record you wish to remove, continue as follows. All unselected records will be listed again and you will choose the records that should be included in the list.

ENTER S)ELECT, D)ISPLAY, P)RINT, OR Q)UIT > [S] [Enter]

#	SEX	LAST, FIRST MIDDLE	EVENT-DATE	FILE#	SKIPPED
1	F	VASQUEZ,MARRINA JASMINE	3/1/06	5720	
INCLUDE (Y/N/Q) <N> [Y] [Enter] RECORD INCLUDED					
2	F	VINING,SHANTELL TRANICE	3/2/06	6500	
INCLUDE (Y/N/Q) <N> [Y] [Enter] RECORD INCLUDED					
3	M	JONES,JOHN PAUL	3/4/06	6960	12B,13D,TYPE,23A,23B
INCLUDE (Y/N/Q) <N> [Enter]					
4	F	ALEXANDER,JANE MARIE	3/7/06	6961	
INCLUDE (Y/N/Q) <N> [Enter]					
NO MORE UNSELECTED RECORDS.					

Note: Display the selected records again, then continue with printing the final list. Once this list has been printed, records will be marked as 'sent' and cannot be removed from the list.

PRINTING RECORDS ON LIST

ENTER S)ELECT, D)ISPLAY, P)RINT, OR Q)UIT > [P] [Enter]
 OUTPUT DEVICE <P> [Enter]

ALPHABETIC LIST FOR AVSS TEST HOSPITAL					DATE: 3/8/06
#	SEX	LAST, FIRST MIDDLE	EVENT-DATE	FILE#	SKIPPED
1	F	VASQUEZ,MARRINA JASMINE	3/1/06	5720	
2	F	VINING,SHANTELL TRANICE	3/2/06	6500	

ENTER S)ELECT, D)ISPLAY, P)RINT, OR Q)UIT > [Q] [Enter]

HOSPITAL BIRTH RECORD OPTION >

GENERATE HOSPITAL CBC FILE

This option will allow you to create an ASCII file of your hospital records. You may ask your local Health Department or the AVSS Help Desk to create the file for you, since the file will be saved on the AVSS Server and downloaded via AVSS FX application.

HOSPITAL UNSENT LIST OF INCOMPLETES

A report listing records which are not complete and ready to be added to the LIST TO BE SENT TO THE HEALTH DEPT.

SYSTEM OPTION > [H] [Enter] OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > [HO] [Enter] SPITAL UNSENT LIST OF INCOMPLETES

ENTER BEGINNING VALUE FOR DATE OF BIRTH <1/1/06> [Enter](1/1/06)

ENTER ENDING VALUE FOR DATE OF BIRTH <T> [Enter](4/1/06)

RUN THIS REPORT IN THE BACKGROUND <N> [Enter]

SAVE THE OUTPUT FROM THIS REPORT <N> [Enter]

OUTPUT DEVICE <T> [Enter]

Note: Enter a 'P' as the output device if you would like your listing to print on your printer.

INCOMPLETE RECORDS NOT SENT TO HEALTH DEPARTMENT

RAN ON: 4/1/06 BY: JONES,SANDRA,BIRTH CLERK FOR DATES OF BIRTH: 1/1/06 THRU 4/1/06

BIRTH DATE CHILD'S LAST MOTHER'S BIRTH MOTHER'S LAST ATTENDANT

```

-----
2/20/06      PENALOZA      CAMBRIA      PENALOZA      CALLAHAN,THADDEUS
SKIPPED (^S) ITEMS:      1B,
3/1/06      VASQUEZ      HERNANDEZ      HERNANDEZ      MARSHALL,PEGGY
FILED (^F) AT: 6A,
3/4/06      JONES      SANCHEZ      JONES      SPENCER,TRUDY
SKIPPED (^S) ITEMS:      12B,13D,TYPE,23A,23B,
3/7/06      ALEXANDER      AARON      ALEXANDER      JURATSCH,CLYDE
FILED (^F) AT: MLN

```

HOSPITAL BIRTH RECORD OPTION >

NEWSPAPER ANNOUNCEMENT REPORT

A report containing non-confidential information. This information is usually provided as a courtesy to newspapers by the hospital for birth announcements.

SYSTEM OPTION > [H] [Enter] OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > [NE] [Enter] WSPAPER ANNOUNCEMENT REPORT

DISPLAY MOTHER'S MAIDEN NAME <Y> [Enter]

ENTER BEGINNING VALUE FOR DATE OF BIRTH < 1/1/93 > [3/1/06] [Enter]

ENTER ENDING VALUE FOR DATE OF BIRTH < T > [3/7/06] [Enter]

BIRTHDATE	PARENT'S NAME	SEX
3/1/93	DONATO VASQUEZ & LORRI CASTLE	GIRL
3/2/93	MICHAEL VINING & MARSHA (WILLIAMS) VINING	GIRL
3/4/93	ROBERT JONES & MARIA (SANCHEZ) JONES	BOY
3/7/93	COREY ALEXANDER & BEATRICE AARON	GIRL

HOSPITAL BIRTH RECORD OPTION >

HP LASERJET FORM ALIGNMENT

This option allows the user to make adjustments to the print positions on the birth certificate. If the print on the certificate needs to be moved left or right, up or down, or both, the user can do this. Adjustments made UP or DOWN can be done in increments .1 .2 .3 ... UP TO 1 then 2 3 4. Adjustments made LEFT or RIGHT can be in increments of whole spaces only (1 or 2). These adjustments are not for specific fields but for the entire birth certificate.

SYSTEM OPTION > [H] [Enter] OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > [HP] [Enter] LASER JET FORM ALIGNMENT

ENTER DEVICE <1> [Enter]

Note: If you see the message LASER JET PRINTER NOT SPECIFIED, your printer setup is not defined for a laser printer. See your System Manager or call the AVSS Help Desk.

ADJUST PRINT (U)P OR (D)OWN > [U] [Enter]
HOW MANY LINES (.1 .2 .3 ... UP TO 1 2 3 4) > [.7] [Enter]
ADJUST PRINT (L)EFT OR (R)RIGHT > [R] [Enter]
HOW MANY SPACES (1 2) [1] [Enter]
ADJUSTMENT SUCCESSFUL.

Note: If you see the message VERTICAL ADJUSTMENT OUT OF RANGE. or HORIZONTAL ADJUSTMENT OUT OF RANGE., you have requested an adjustment which is not possible. See your System Manager or call the AVSS Help Desk.

MAILBOX

This option provides a way of communicating messages between AVSS users of the same computer system. If another user has sent you mail, AVSS will notify you when you sign-on. Your system manager can leave a message to all users on your system. This message will appear on every user's screen as soon as they sign-on. Messages may be printed to your screen or sent to a printer. The messages in your mailbox will remain on your system until you delete them. You will also be able to check a message that you have sent to another user to see if that user has read the message yet.

SEND MAIL

SYSTEM OPTION > [M] [Enter] MAILBOX OPTION

MAILBOX OPTION > [S] [Enter] END MAIL

ADDRESSEE

NAME (LAST,FIRST) > [JONES] [Enter]

ID# A/D LAST,FIRST,TITLE ACKNOWLEDGE CLASSIFICATION SITE

 8 A JONES,SANDRA,BIRTH CLERK SANDRA HOSPITAL DATA ENTRY CNTY-19|HOSP-123

IS THIS THE PERSON <Y> [Enter]

ENTER MESSAGE:

EXAMPLE:

1 = DEPARTMENT MEETING AT 4:00PM TODAY. [Enter]

2 = PLEASE BRING YOUR NOTES ON THE TURNAROUND TIME PROJECT. [Enter]

3 = THANKS! [Enter]

MAIL FOR JONES,SANDRA,BIRTH CLERK

1> DEPARTMENT MEETING AT 4:00PM TODAY.

2> PLEASE BRING YOUR NOTES ON THE TURNAROUND TIME PROJECT.

3> THANKS!

OK? <Y> [Enter]

DESCRIPTION = [DEPT MEETING] [Enter]

SEND SAME MESSAGE TO ANOTHER USER <N> [Y] [Enter]

NEXT ADDRESSEE

NAME (LAST,FIRST) > [FIN,ROB] [Enter]

ID# A/D LAST,FIRST,TITLE ACKNOWLEDGE CLASSIFICATION SITE

 8 A FINCH,ROBIN,BIRTH CLERK ROBIN HOSPITAL DATA ENTRY CNTY-19|HOSP-123

IS THIS THE PERSON <Y> [Enter]

MAIL FOR FINCH,ROBIN,BIRTH CLERK

1> DEPARTMENT MEETING AT 4:00PM TODAY.

2> PLEASE BRING YOUR NOTES ON THE TURNAROUND TIME PROJECT.

3> THANKS!

OK? <Y> [Enter]

DESCRIPTION = [DEPT MEETING] [Enter]

SEND SAME MESSAGE TO ANOTHER USER <N> [Enter]

SEND A DIFFERENT MESSAGE

ADDRESSEE

NAME (LAST,FIRST) > [Enter]

MAILBOX OPTION >

PRINT MAIL

MESSAGES, MANAGER'S

Note: When you sign-on, MANAGER'S MESSAGES appear immediately.

```
GOOD MORNING ROBIN
TODAY IS THURSDAY 4/1/06 AT 9:22 AM

*** MANAGER'S MESSAGES:
WILSON,DENNIS,SITE SYSTEM MANAGER    3/30/06  10:18  AM
DESCRIPTION: BACKUP SCHEDULE
THE NEW BACKUP SCHEDULE FOR AVSS IS FRIDAYS AT 5:00PM.
PLEASE COMPLETE YOUR AVSS WORK BY THEN.  THANK YOU.
```

```
SYSTEM OPTION > [M] [Enter] AILBOX OPTION
MAILBOX OPTION > [P] [Enter] RINT MAIL
PRINT MANAGER'S MESSAGES <N> [Y] [Enter]
PRINT MESSAGES > [^L]
1 WILSON,DENNIS,SITE SYSTEM MANAGER  3/30/06  10:18 AM
DESCRIPTION: BACKUP SCHEDULE
PRINT MESSAGES > [1]
OUTPUT DEVICE <T> [Enter]
```

Note: Enter a 'P' as the output device if you would like your mail to print on your printer.

```
1 WILSON,DENNIS,SITE SYSTEM MANAGER  3/30/06  10:18 AM
DESCRIPTION: BACKUP SCHEDULE
THE NEW BACKUP SCHEDULE FOR AVSS IS FRIDAYS AT 5:00PM.
PLEASE COMPLETE YOUR AVSS WORK BY THEN.  THANK YOU.
```

MESSAGES, USER'S

Note: When you log-on to AVSS, you will be notified if you have NEW or OLD mail.

```
GOOD MORNING ROBIN, YOU HAVE NEW MAIL
TODAY IS THURSDAY 4/1/06 AT 9:22 AM
```

SYSTEM OPTION > [M] [Enter] AILBOX OPTION

MAILBOX OPTION > [P] [Enter] RINT MAIL

PRINT MESSAGES > [^L] [Enter]

1 SANDIEGO,CARMEN,HOSPITAL SYSTEM MANAGER 4/1/06 10:22AM

DESCRIPTION: DEPT MEETING

2 JONES,SANDRA,BIRTH CLERK 4/1/06 10:30AM

DESCRIPTION: HAPPY BIRTHDAY

PRINT MESSAGES > [1] [Enter]

OUTPUT DEVICE <T> [Enter]

Note: Enter a 'P' as the output device if you would like your mail to print on your printer.

1 SANDIEGO,CARMEN,HOSPITAL SYSTEM MANAGER 4/1/06 10:22AM ***UNREAD***

DESCRIPTION: DEPT MEETING

DEPARTMENT MEETING AT 4:00PM TODAY.

PLEASE BRING YOUR NOTES ON THE TURNAROUND TIME PROJECT.

THANKS!

PRINT MESSAGES >

DELETE MAIL

MESSAGES, MANAGER'S

GOOD MORNING ROBIN
TODAY IS THURSDAY 4/1/93 AT 9:22 AM

*** MANAGER'S MESSAGES:
1 WILSON,DENNIS,SITE SYSTEM MANAGER 3/30/06 10:18 AM
DESCRIPTION: BACKUP SCHEDULE
THE NEW BACKUP SCHEDULE FOR AVSS IS FRIDAYS AT 5:00PM.
PLEASE COMPLETE YOUR AVSS WORK BY THEN. THANK YOU.

SYSTEM OPTION > [M] [Enter] AILBOX OPTION

MAILBOX OPTION > [D] [Enter] ELETE MAIL

DELETE MANAGER'S MESSAGES MESSAGES <N> [Y] [Enter]

DELETE MESSAGES >[^L] [Enter]

1 WILSON,DENNIS,SITE SYSTEM MANAGER 3/30/93 10:18 AM
DESCRIPTION: BACKUP SCHEDULE

DELETE MESSAGES >[1] [Enter]

1 WILSON,DENNIS,SITE SYSTEM MANAGER 3/30/93 10:18 AM
DESCRIPTION: BACKUP SCHEDULE
OK TO DELETE <N> [Y] [Enter]
1 DELETED

DELETE MESSAGES > [Enter]

MAILBOX OPTION >

MESSAGES, USER'S

SYSTEM OPTION > [M] [Enter] AILBOX OPTION

MAILBOX OPTION > [D] [Enter] ELETE MAIL

DELETE MESSAGES > [^L] [Enter]

1 SANDIEGO,CARMEN,HOSPITAL SYSTEM MANAGER 4/1/06 10:22AM

DESCRIPTION: DEPT MEETING

2 JONES,SANDRA,BIRTH CLERK 4/1/06 10:30AM

DESCRIPTION: HAPPY BIRTHDAY

DELETE MESSAGES > [2] [Enter]

2 JONES,SANDRA,BIRTH CLERK 4/1/06 10:30AM

DESCRIPTION: HAPPY BIRTHDAY

OK TO DELETE <N> [Y] [Enter]

2 DELETED

DELETE MESSAGES > [1] [Enter]

1 SANDIEGO,CARMEN,HOSPITAL SYSTEM MANAGER 4/1/06 10:22AM

DESCRIPTION: DEPT MEETING

OK TO DELETE <N> [Y] [Enter]

1 DELETED

ALL MESSAGES DELETED

MAILBOX OPTION >

REPORT STATUS OF SENT MAIL

SYSTEM OPTION > [M] [Enter] AILBOX OPTION

MAILBOX OPTION > [R] [Enter] EPORT STATUS OF SENT MAIL

MAIL TO: SANDIEGO,CARMEN
MESSAGE 2 SENT: 4/1/06 1:30PM ***UNREAD***
COMMENT: RSVP TO DEPT MEETING
MAIL TO: JONES,SANDRA
MESSAGE 1 SENT: 3/29/06 10:45AM READ: 3/29/06 12:15PM
COMMENT: BIRTHDAY LUNCH

MAILBOX OPTION >

CHANGE YOUR PASSWORD

In order to insure the security of your AVSS system, you will be alerted when you are required to change your password. Changing your password regularly prevents others from learning and using your password to gain access to AVSS.

If you forget your password you may call your local Health Department or the AVSS Help Desk at 916-449-5174 to reset your password.

SYSTEM OPTION > [Y] [Enter] OUR PASSWORD OPTION

ENTER CURRENT PASSWORD > [BAB1IES] [Enter]

Note: Enter the password that you are currently using. In other words, enter the same password that you used to get into AVSS.

ENTER DESIRED PASSWORD > [NURSERY11] [Enter]

Note: Enter your new password. This must be different from your current password.

AGAIN > [NURSERY11] [Enter]

Note: At the AGAIN prompt, you must enter the exact password that you put in at the ENTER DESIRED PASSWORD prompt. If it is not exactly the same, AVSS will not allow you to change your password.

PASSWORD HAS BEEN CHANGED!

CONTACT PHONE NUMBER <> [213-555-1212] [Enter]

Note: Enter the phone number where you can normally be reached at work.

YOUR PASSWORD OPTION >

REPORT GENERATOR

The various Report Generator options allow hospital personnel to make use of the valuable demographic and medical data contained in the birth certificate. Ad hoc queries and standard reports including formatted form letters, listings, cross-tabulations, and summary reports are available.

QUERY DATABASE

Querying a database may be used to search the database using one or more fields from the birth certificate. The resulting report will display the records that matched the criteria you requested. Included below are several examples of various "queries" which you can try.

EXAMPLE #1 - SEX OF CHILD:

SYSTEM OPTION > [R] [Enter] EPORT GENERATOR

REPORT GENERATOR OPTION > [Q] [Enter] UERY DATABASE
INITIALIZING...

FORM. SELECTION > [HCA] [Enter]= HOSPITAL BIRTH RECORD

FORM. SELECTION > [LCA] [Enter]= BIRTH CERTIFICATE

FORM. SELECTION > [Enter]

XIND. SITE CODES > [123] [Enter]

..

XIND. SITE CODES > [19] [Enter]

..

XIND. SITE CODES > [Enter]

THE FOLLOWING SITES / FORMS WILL BE REPORTED ON:

19 LCA
123 HCA

Note: Enter the three digit code for your hospital. It is located on the bottom, left-hand side in box A of a completed birth certificate.

XIND. SITE CODES > [Enter]

THE FOLLOWING SITES / FORMS WILL BE REPORTED ON:

19 LCA
123 HCA

Note: Enter the birth certificate field number that you want to ask about or if you're unsure, you can get a complete list of fields to choose from typing ^L or using the F3 key.

LEVEL 1: FIELD TO BE REPORTED ON > [2] [Enter] (SEX OF CHILD)

LEVEL 1: PLEASE ENTER SPECIFIC VALUE (S) > [Enter]

INDEX TO SEARCH <DATE OF BIRTH> [Enter]

ENTER BEGINNING VALUE FOR DATE OF BIRTH <1/1/06> [2/1/06] [Enter] (2/1/06)

ENTER ENDING VALUE FOR DATE OF BIRTH <T> [Enter] (4/1/06)

DO YOU WANT TO FILE VARIABLE VALUES ON ALL RECORDS FOUND DURING THE QUERY <N> [Enter]

Note: Enter a "Y" here if you wish to see the record number for each match in your query.

SAVE THESE COMMANDS FOR THE REPORT GENERATOR <N> [Enter]

RUN THIS REPORT IN THE BACKGROUND <N> [Enter]

*Note: You can run this query in the background, if you wish.
(See REPORT GENERATOR, GENERATE REPORT RUNNING A REPORT IN THE BACKGROUND.)*

SAVE THE OUTPUT FROM THIS REPORT <N> [Enter]

OUTPUT DEVICE <T> [Enter]

Note: Enter a P as the output device if you would like your listing to print on your Printer.

SEARCHING DATABASE XXXXXXXX
9 CERTIFICATES ARE REGISTERED
THE NUMBER OF CERTIFICATES REPORTED ON IS 9 (100.00%)
DO YOU WISH TO GROUP,SEE DISTINCT VALUES,CONTINUE OR QUIT (G/V/C/Q) [V] [Enter]

OUTPUT DEVICE <T> [Enter]

Note: Enter a P as the output device if you would like your listing to print on your Printer.

SEX OF CHILD:
FEMALE ... 5... 55.56%
MALE ... 4 ... 44.44%

DO YOU WISH TO GROUP, SEE DISTINCT VALUES, CONTINUE OR QUIT (G/V/C/Q) [Q] [Enter]

REPORT GENERATOR OPTION >

Note: If you want the file numbers of all mothers who were 15 years old or younger and had a baby during the year of 2005:

EXAMPLE #2 - MOTHER'S AGE:
REPORT GENERATOR OPTION > [Q] [Enter] UERY DATABASE
INITIALIZING.....

FORM. SELECTION > [HCA] [Enter]= HOSPITAL BIRTH RECORD

FORM. SELECTION > [LCA] [Enter]= BIRTH CERTIFICATE

FORM. SELECTION > [Enter]

XIND. SITE CODES > [123] [Enter]

..

XIND. SITE CODES > [19] [Enter]

..

XIND. SITE CODES > [Enter]

THE FOLLOWING SITES / FORMS WILL BE REPORTED ON:

19 LCA
123 HCA

Note: Enter the three digit code for your hospital. It is located on the bottom, left-hand side in box A of a completed birth certificate.

XIND. SITE CODES > [Enter]

THE FOLLOWING SITES / FORMS WILL BE REPORTED ON:

- 19 LCA
- 123 HCA

LEVEL 1: FIELD TO BE REPORTED ON > [MAGE] [Enter]
 LEVEL 1: PLEASE ENTER SPECIFIC VALUE (S) > [1--15] [Enter]

LEVEL 2: FIELD TO BE REPORTED ON > [Enter]
 INDEX TO SEARCH <DATE OF BIRTH> [Enter]

ENTER BEGINNING VALUE FOR DATE OF BIRTH <1/1/06> [1/1/05] [Enter] (1/1/05)
 ENTER ENDING VALUE FOR DATE OF BIRTH <T> [12/31/05] [Enter] (12/31/05)

DO YOU WANT FILE VARIABLE VALUES ON ALL RECORDS FOUND DURING THE QUERY <N> [Y] [Enter]
Note: Enter a "Y" here if you wish to see the record number for each match in your query.

SAVE THESE COMMANDS FOR THE REPORT GENERATOR <N> [Enter]

RUN THIS REPORT IN THE BACKGROUND <N> [Enter]

SAVE THE OUTPUT FROM THIS REPORT <N> [Y] [Enter]

SOC. SAVE OUTPUT CODE >[MAGE05] [Enter]

ENTER A DESCRIPTION FOR THIS REPORT > [2005 MOTHERS UNDER 15] [Enter]
Note: Saving the output from this report allows you to print the listing now and/or print this listing later (see REPORT GENERATOR, OUTPUT SAVED REPORT).

OUTPUT DEVICE <T> [Enter]
Note: Enter a 'P' as the output device if you would like your listing to print on your Printer.

SEARCHING DATABASE XX
 117 CERTIFICATES ARE REGISTERED
 113 CERTIFICATES OF THOSE HAD OTHER THAN THE SPECIFIED VALUE(S) LEAVING 4
 THE NUMBER OF CERTIFICATES REPORTED ON IS 4 (3.42%)

DO YOU WISH TO GROUP, SEE DISTINCT VALUES, CONTINUE, OR QUIT (G/V/C/Q) [V] [Enter]
 OUTPUT DEVICE <T> [Enter]
Note: Enter a 'P' as the output device if you would like your listing to print on your Printer.

MOTHER'S AGE AT CHILD'S BIRTH: 1--15...4 SUCCESSES, 113 FAILURES (3.42%)
 15:3515 :123... 1 ...25% FILE# 3515 (123:HCA)
 14:3690 :123... 1 ...25% FILE# 3690 (123:HCA)
 15:8684 :123... 1 ...25% FILE# 8684 (123:HCA)
 14:1200619000125:19 1 25% FILE# 1200619000125 (19:LCA)

*Note: The report shows that during 2005, there were 116 birth certificates entered into the computer. Of those 116 certificates, 113 did not match but 3 did match your query. When you asked to see the distinct values AVSS gave you the 3 matched values that are displayed above in the following format:
 Mother's age:File#:Site code.How many.Percentage of total FILE# File# (Site code:Form)*

DO YOU WISH TO GROUP, SEE DISTINCT VALUES, CONTINUE, OR QUIT (G/V/C/Q) [Q] [Enter]

REPORT GENERATOR OPTION >

Note: After running the AVSS standard report #HANOMT for the year 1992 (see REPORT GENERATOR, GENERATE REPORT- RUNNING REPORT IN THE FOREGROUND), the report output includes the following:
EXAMPLE #3 - SEARCH FOR COMPLICATION:

```

CONGENITAL ANOMALIES FOR FORM: HCA
BY HOSPITAL AT: TEST HOSPITAL      REPORT CODE: #HANOMT
DATE RANGE: 1/1/05 TO 12/31/05    TODAY: 4/1/06
45=PREAXIAL POLYDACTYLY (PART OF 755.0)  0  0.00%
46=OTHER POLYDACTYLY (REMAINDER OF 755.0)  0  0.00%
47=SYNDACTYLY OF FINGERS/TOES (755.1)    0  0.00%
48=MISSING FINGERS/TOES (755.2/3)        0  0.00%
49=OTHER MISSING EXTREMITY (755.2-755.4)  1  0.86%
50=CRANIOSYNOSTOSIS (PART OF 756.0)     0  0.00%
etc...
TOTAL NUMBER OF BIRTHS  116

```

Note: You then wanted to query the database to get the file number for the one birth certificate that listed complication 49 in field 31. Continue as follows:

```

REPORT GENERATOR OPTION > [Q] [Enter] UERY DATABASE
INITIALIZING.....

```

```

FORM. SELECTION > [HCA] [Enter] = HOSPITAL BIRTH RECORD
FORM. SELECTION > [Enter]

```

```

XIND. SITE CODES > [123] [Enter]
XIND. SITE CODES > [Enter]

```

```

THE FOLLOWING SITES / FORMS WILL BE REPORTED ON:
123  HCA

```

```

LEVEL 1: FIELD TO BE REPORTED ON > [31] [Enter] ABNORMAL CONDITIONS AND CLINICAL PROCEDURES...
LEVEL 1: PLEASE ENTER SPECIFIC VALUES(S) > [*49] [Enter]

```

Note: Be sure to type the asterisk (*) in front of the specific value. In this example, AVSS will look for any birth certificate that includes the code 49 in field 31.

```

LEVEL 2: FIELD TO BE REPORTED ON > [Enter]

```

```

INDEX TO SEARCH <DATE OF BIRTH> [Enter]

```

```

ENTER BEGINNING VALUE FOR DATE OF BIRTH <1/1/06> [1/1/05] [Enter] (1/1/05)
ENTER ENDING VALUE FOR DATE OF BIRTH <T> [12/31/05] [Enter] (12/31/05)

```

```

DO YOU WANT FILE VARIABLE VALUES ON ALL RECORDS FOUND DURING THE QUERY <N> [Y] [Enter]

```

```

SAVE THESE COMMANDS FOR THE REPORT GENERATOR <N> [Enter]

```

```

RUN THIS REPORT IN THE BACKGROUND <N> [Enter]

```

```

SAVE THE OUTPUT FROM THIS REPORT <N> [Enter]

```

```

OUTPUT DEVICE <T> [Enter]

```

Note: Enter a 'P' as the output device if you would like your listing to print on your printer.

SEARCHING DATABASE XX
116 CERTIFICATES ARE REGISTERED
115 CERTIFICATES OF THOSE HAD OTHER THAN THE SPECIFIED VALUE(S) LEAVING 1
THE NUMBER OF CERTIFICATES REPORTED ON IS 1 (0.86%)

DO YOU WISH TO GROUP, SEE DISTINCT VALUES, CONTINUE, OR QUIT (G/V/C/Q) [V] [Enter]

OUTPUT DEVICE <T> [Enter]

Note: Enter a 'P' as the output device if you would like your listing to print on your printer.

ABNORMAL CONDITIONS AND CLINICAL PROCEDURES RELATING TO THE NEWBORN: *49...1 SUCCESSES
115 FAILURES (0.86%)
49,71:3301:123... 1 ...100.00% FILE# 3301 (123:HCA)

Note: The query found and displayed the occurrence of the codes 49 and 71, which was also in field 31 for this baby.

DO YOU WISH TO GROUP, SEE DISTINCT VALUES, CONTINUE, OR QUIT (G/V/C/Q) [Q] [Enter]

REPORT GENERATOR OPTION >

GENERATE REPORT - RUNNING A REPORT IN THE FOREGROUND

A report run in the "Foreground" (rather than the "Background") means that the report will tie up your terminal while it is running. You won't be able to use your terminal until the report finishes. Since most reports take only a few minutes to run, this is usually the easiest way to run reports.

SYSTEM OPTION > [R] [Enter] EPORT GENERATOR
 REPORT GENERATOR OPTION > [G] [Enter] ENERATE REPORT
 REP. REPORT > [#H] [Enter]

- 1 #HAGE1X=TEENAGE CROSS TABS BY HOSPITAL
- 2 #HAGE2X=MATERNAL AGE CROSS TABS BY HOSPITAL
- 3 #HANOMT=CONGENITAL ANOMALIES BY HOSPITAL
- 4 #HBW1X=BIRTH WEIGHT CROSS TABS BY HOSPITAL
- 5 #HDLVY1X=METHOD OF DELIVERY CROSS TABS BY HOSPITAL
- 6 #HED1X=MATERNAL EDUCATION CROSS TABS BY HOSPITAL
- 7 #HETH1X=ETHNICITY CROSS TABS BY HOSPITAL
- 8 #HGABWX=GESTATIONAL AGE BY BIRTHWEIGHT BY HOSPITAL
- 9 #HHISPT=HISPANIC SPECIFICATIONS BY HOSPITAL
- 10 #HLATR1T=LATE REGISTRATION
- 11 #HLDCT=LABOR AND DELIVERY COMPLICATIONS/PROCEDURES BY HOSPITAL
- . . . etc...

HIT RETURN TO CONTINUE, Q OR ^Q TO QUIT, OR SELECTION #
 > [3] [Enter] #HANOMT = CONGENITAL ANOMALIES BY HOSPITAL

ENTER BEGINNING VALUE FOR DATE OF BIRTH <1/1/06> [1/1/05] [Enter] (1/1/05)
 ENTER ENDING VALUE FOR DATE OF BIRTH <T> [12/31/05] [Enter] (12/31/05)

RUN THIS REPORT IN THE BACKGROUND <N> [Enter]

SAVE THE OUTPUT FROM THIS REPORT <N> [Y] [Enter]

SOC. SAVE OUTPUT CODE >[HANOMT05] [Enter]

Note: The output code name must be 8 or less, alphanumeric characters.

ENTER A DESCRIPTION FOR THIS REPORT > [2005 CONGENITAL ANOMALIES REPORT] [Enter]

Note: Saving the output from this report allows you to print the listing now and/or print this listing later (see REPORT GENERATOR, OUTPUT SAVED REPORT).

OUTPUT DEVICE <T> [Enter]

Note: Enter a 'P' as the output device if you would like your listing to print on your printer.

PREPARING REPORT.....
 EXECUTING REPORT....

REPORT GENERATOR OPTION >

CONGENITAL ANOMALIES FOR FORM: HCA
 BY HOSPITAL AT: TEST HOSPITAL
 DATE RANGE: 1/1/05 TO 12/31/05

REPORT CODE: #HANOMT
 TODAY: 4/1/06

01=ANENCEPHALUS (740.0,740.1,740.2)	0	0.00%
02=SPINA BIFIDA (741.0,741.9)	0	0.00%
03=ENCEPHALOCELE (742.0)	0	0.00%
04=MICROCEPHALUS (742.1)	0	0.00%
05=HYDROCEPHALUS (741.0,742.3)	0	0.00%
06=OTHER CENTRAL NERVOUS SYSTEM ANOMALIES (740-742)	0	0.00%
etc...		

TOTAL NUMBER OF BIRTHS 116

START: 4/1/06 01:22 PM END: 4/1/06 01:27 PM

GENERATE REPORT - RUNNING A REPORT IN THE BACKGROUND

A report run in the "Background" (rather than the "Foreground") means that the report will not tie up your terminal while it is running. You will be able to use your terminal for other AVSS functions. This method is advisable when you feel the report you are about to run may take longer than a few minutes. The length of time will depend on the speed of your computer, the number of births at your hospital, and the time period you are covering.

SYSTEM OPTION > [R] [Enter] EPORT GENERATOR

REPORT GENERATOR OPTION > [G] [Enter] ENERATE REPORT

REP. REPORT > [#H] [Enter]

```
1 #HAGE1X=TEENAGE CROSS TABS BY HOSPITAL
2 #HAGE2X=MATERNAL AGE CROSS TABS BY HOSPITAL
3 #HANOMT=CONGENITAL ANOMALIES BY HOSPITAL
4 #HBW1X=BIRTH WEIGHT CROSS TABS BY HOSPITAL
5 #HDLVY1X=METHOD OF DELIVERY CROSS TABS BY HOSPITAL
6 #HED1X=MATERNAL EDUCATION CROSS TABS BY HOSPITAL
7 #HETH1X=ETHNICITY CROSS TABS BY HOSPITAL
8 #HGABWX=GESTATIONAL AGE BY BIRTHWEIGHT BY HOSPITAL
9 #HHISPT=HISPANIC SPECIFICATIONS BY HOSPITAL
10 #HLATR1T=LATE REGISTRATION
11 #HLDCT=LABOR AND DELIVERY COMPLICATIONS/PROCEDURES BY HOSPITAL
etc...
```

HIT RETURN TO CONTINUE, Q OR ^Q TO QUIT, OR SELECTION #

> [11] [Enter] #HLDCT = LABOR AND DELIVERY COMPLICATIONS/PROCEDURES BY HOSPITAL

ENTER BEGINNING VALUE FOR DATE OF BIRTH <1/1/06> [5/1/06] [Enter](5/1/06)

ENTER ENDING VALUE FOR DATE OF BIRTH <T> [5/31/06] [Enter](5/31/06)

RUN THIS REPORT IN THE BACKGROUND <N> [Y] [Enter]

SOC. SAVE OUTPUT CODE >[LDCMP506] [Enter]

Note: The output code name must be 8 or less, alphanumeric characters.

ENTER A DESCRIPTION FOR THIS REPORT > [MAY 2006 L&D COMPLICATIONS] [Enter]

Note: Saving the output from this report allows you to print the listing later (see REPORT GENERATOR, OUTPUT SAVED REPORT).

DELAY UNTIL <NOW> [Enter]

THIS REPORT BEING RUN IN THE BACKGROUND.

EXIT

OUTPUT SAVED REPORT

Reports that have been run in the background may be retrieved by using this option. The report may be sent to the terminal, printer, or to a file on the AVSS Server. The reports may be printed many times until they are deleted.

EXAMPLE #1 - OUTPUT THE DATA FROM THE QUERY SAVED AS 'MAGE05':
 SYSTEM OPTION > [R] [Enter] EPORT GENERATOR

REPORT GENERATOR OPTION > [O] [Enter] UTPUT SAVED REPORT

ID. ID CODE # <13> [Enter] FINCH,ROBIN,BIRTH CLERK
 OUT. OUTPUT REPORT CODE > [^L] [Enter]

Note: Type the first few characters of the code name of the report, or you can get a complete listing of all reports typing ^L or using the F3 key.

HANOMT05=2005 CONGENITAL ANOMALIES REPORT (4/1/06 01:22 PM)
 LDCMP592=MAY 2006 L&D COMPLICATIONS (6/14/06 11:55 AM)
 MAGE05=2005 MOTHERS UNDER 15-CONGENITAL ANOMALIES(2/21/06 05:11 PM)
 OUT. OUTPUT REPORT CODE > [MAGE05] [Enter] 2005 MOTHERS UNDER 15-CONGENITAL ANOMALIES
 MAGE05 = 2005 MOTHERS UNDER 15-CONGENITAL ANOMALIES (2/21/06 05:11 PM)
 MAGE05 = [Enter]

Note: The above report description may be changed using AVSS Edit Commands. (See BACK COVER)

OUTPUT DEVICE <T> [P] [Enter]

Note: Enter a 'T' as the output device if you would like your listing on your terminal.

Example:

```

116 CERTIFICATES ARE REGISTERED
113 CERTIFICATES OF THOSE HAD OTHER THAN THE SPECIFIED VALUE(S) LEAVING 3
THE NUMBER OF CERTIFICATES REPORTED ON IS 3 (2.59%)

MOTHER'S AGE AT CHILD'S BIRTH: 1 -- 15 ... 3 SUCCESSES 113 FAILURES (2.59%)

15:3515:123... 1 ... 33,33% FILE# 3515 (123:HCA)
14:3690:123... 1 ... 33.33% FILE# 3690 (123:HCA)
15:8684:123... 1 ... 33.33% FILE# 8684 (123:HCA)
    
```

REPORT GENERATOR OPTION >

EXAMPLE #2 - OUTPUT THE DATA FROM THE STANDARD REPORT #HLDCT SAVED AS 'LDCMP506':
SYSTEM OPTION > [R] [Enter] EPORT GENERATOR

REPORT GENERATOR OPTION > [O] [Enter] UTPUT SAVED REPORT

ID. ID CODE # <13> [Enter] FINCH,ROBIN,BIRTH CLERK

OUT. OUTPUT REPORT CODE > [^L] [Enter]

Note: Type the first few characters of the code name of the report, or you can get a complete listing of all reports typing ^L or using the F3 key.

HANOMT05=2005 CONGENITAL ANOMALIES REPORT (4/1/06 01:22 PM)
LDCMP506=MAY 2006 L&D COMPLICATIONS (6/14/06 11:55 AM)
MAGE05=2005 MOTHERS UNDER 15-CONGENITAL ANOMALIES(2/21/06 05:11 PM)

OUT. OUTPUT REPORT CODE > [LDCMP506] [Enter] MAY 2006 L&D COMPLICATIONS
LDCMP506 =MAY 2006 L&D COMPLICATIONS

LDCMP506 = [Enter]

Note: The above report description may be changed using AVSS Edit Commands. (See BACK COVER)

OUTPUT DEVICE <T> [P] [Enter]

Note: Enter a 'T' as the output device if you would like your listing on your terminal.

Example on following page

LABOR AND DELIVERY COMPLICATIONS/PROCEDURES FOR FORM: HCA
 BY HOSPITAL AT: TEST HOSPITAL REPORT CODE: #HLDCT
 DATE RANGE: 5/1/06 TO 5/31/06 TODAY: 6/30/06

LABOR AND DELIVERY COMPLICATION/PROCEDURE CODES:

01=PRE-ECLAMPSIA	0	0.00%
02=ECLAMPSIA	0	0.00%
03=SEIZURES DURING LABOR	0	0.00%
04=FETOPELVIC DISPROPORTION	0	0.00%
05=SHOULDER DYSTOCIA	0	0.00%
06=BREECH/ABNORMAL PRESN	7	11.67%
07=PRECIPITOUS LABOR (<3HRS)	1	1.67%
08=PROLONGED LABOR (<20HRS)	1	1.67%
09=OTHER DYSFUNCTIONAL LABOR	2	3.33%
10=PREM RUPT MEMBRNES (>12HRS)	2	3.33%
11=INDUCTION OF LABOR	10	16.67%
12=STIMULATION OF LABOR	21	35.00%
13=ABRUPTIO PLACENTA	1	1.67%
14=PLACENTA PREVIA	0	0.00%
15=OTHER EXCESSIVE BLEEDING	0	0.00%
16=GENITAL HERPES	0	0.00%
17=AMNIONITIS/SEPSIS	0	0.00%
18=FEBRILE (>100F OR >38C)	0	0.00%
19=MECONIUM (MODERATE/HEAVY)	1	1.67%
20=CORD PROLAPSE	0	0.00%
21=FETAL DISTRESS	5	8.33%
22=ANESTHETIC COMPLICATIONS/PROCEDURES	0	0.00%
23=UNSUCCESSFUL VBAC	0	0.00%
24=MATERNAL BLOOD TRANSFUSION	0	0.00%
25=MATERNAL TRNSPRT BEF DLVRY	0	0.00%
26=AMNIOCENTESIS	0	0.00%
27=ELECTRONIC FETAL MONITORING	59	98.33%
28=TOCOLYSIS	0	0.00%
29=ULTRASOUND	5	8.33%
30=MATERNAL DEATH	1	1.67%
31=OTHER	3	5.00%
SINGLE COMPLICATION/PROCEDURE BIRTHS	19	31.67%
MULTIPLE COMPLICATION/PROCEDURE BIRTHS	40	66.67%
BIRTHS WITH COMPLICATIONS/PROCEDURES	59	98.33%
NO COMPLICATIONS/PROCEDURES	1	1.67%
UNKNOWN	0	0.00%

 TOTAL NUMBER OF BIRTHS 60

START: 6/14/06 11:55 AM END: 6/14/06 11:55 AM

REPORT GENERATOR OPTION >

LIST SAVED REPORTS

The reports that you have run in the background will remain in AVSS so that you can print them later at any time.

SYSTEM OPTION > [R] [Enter] EPORT GENERATOR

REPORT GENERATOR OPTION > [L] [Enter] LIST SAVED REPORTS

DISPLAY/PRINT REPORT OUTPUT LISTINGS

OUTPUT DEVICE <T> [T] [Enter]

Note: Enter a 'P' as the output device if you would like your listing on your printer.

```

FINCH,ROBIN,BIRTH CLERK (ID=13)
ID  DATE    SIZE  NAME  DESCRIPTION
-----
13  4/1/06   100  MAGE05  2005 MOTHERS UNDER 15 (4/1/06 01:22 PM)
13  6/14/06  100  HANOMT05  2005 CONGENITAL ANOMALIES REPORT (6/14/06 1:55 AM)
13  7/2/06   100  LDCMP506  MAY 2006 L&D COMPLICATIONS (7/2/06 02:35 PM)
    
```

DELETE SAVED REPORT

The reports that you have run in the background and have reviewed and printed will need to be deleted periodically so that valuable disk space is not wasted.

SYSTEM OPTION > [R] [Enter] EPORT GENERATOR

REPORT GENERATOR OPTION > [D] [Enter] ELETE SAVED REPORTS

FINCH,ROBIN,BIRTH CLERK (ID=13)

ID DATE SIZE NAME DESCRIPTION

13 4/1/05 100 HANOMT05 2005 CONGENITAL ANOMALIES REPORT (4/1/06 01:22 PM)

DELETE <N> [Enter]

13 6/14/06 237 LDCMP506 MAY 2006 L&D COMPLICATIONS (6/14/06 11:55 AM)

DELETE <N> [Y] [Enter] DELETED.

REPORT GENERATOR OPTION >

ID FILE

Please contact your local Health Department or the AVSS Help Desk to perform these functions for you. Each user ID must first be admitted to AVSS. Any individual may then be deactivated, reactivated, or edited as needed. Listings of all users, active and inactive or a list of when each user last logged onto AVSS may be printed for you upon your request.

ADD A USER

SYSTEM OPTION > [S] [Enter] SYSTEM MAINTENANCE OPTION

SYSTEM MAINTENANCE OPTION > [ID] [Enter] FILE

ID FILE FUNCTION > [^L] [Enter]

ENTER 'A' TO ADMIT A PERSON,
'E' TO EDIT A PERSON,
'D' TO DEACTIVATE A PERSON
'R' TO REACTIVATE A PERSON
'L' TO LIST ID FILE ENTRIES,
'U' FOR USER LIST BY LAST LOGIN.

ID FILE FUNCTION > [A] [Enter]

NAME (LAST,FIRST MIDDLE,TITLE) > [FINCH,ROBIN,BIRTH CLERK] [Enter]

PERSON NOT FOUND

NAME (LAST,FIRST MIDDLE,TITLE) > [FINCH,ROBIN,BIRTH CLERK] [Enter]

Note: AVSS is confirming for you that there is no other user being admitted by that name. If there had been a user with the same or similar name, that user would have been displayed and you would choose to continue or not.

CLASSIFICATION > [^L] [Enter]

1: SYSTEM MANAGER
100 : SITE SYSTEM MANAGER
200 : COUNTY SYSTEM MANAGER
300 : HOSPITAL SYSTEM MANAGER
400 : REMOTE HOSPITAL MANAGER
500 : COUNTY DATA ENTRY
600 : HOSPITAL DATA ENTRY
700 : REMOTE HOSPITAL DATA ENTRY
800 : ANALYST
900 : RESERVED FOR FUTURE USE

CLASSIFICATION > [600] [Enter]

Note: See the CLASSIFICATION/SECURITY OPTION TABLES for a breakdown of the access provided each classification.

LOG-IN PASSWORD > [BABY] [Enter]

ACKNOWLEDGEMENT NAME > [ROBIN] [Enter]

Note: The acknowledgement name is the name that AVSS greets you with when you first sign-on.

CONTACT PHONE NUMBER > [213-555-2222] [Enter]

Note: Enter the phone number where you can normally be reached at work.

ALL COUNTYS <N> [Enter]

CNTY. COUNTY > [19] [Enter] = LOS ANGELES

ALL HOSPITALS <N> [Enter]

HOSP. HOSPITAL > [123] [Enter] AVSS TEST HOSPITAL (123)

DISPLAY HELP > [Enter]

DISPLAY LISTS > [Enter]

Note: Displaying HELP and LISTS can be beneficial as a training aid. If you choose YES to these options, all help text and lists within AVSS will be displayed at appropriate prompts without using F1 for HELP or F3 for LISTS.

LAST,FIRST MIDDLE,TITLE > FINCH,ROBIN,BIRTH CLERK

CLASSIFICATION > 600

PASSWORD > BABY

ACKNOWLEDGEMENT NAME > ROBIN

PHONE > 213-555-2222

INDEX > CNTY-19|HOSP-123

DISPLAY HELP >

DISPLAY LISTS >

OK? (Y/N) > [Y] [Enter]

SETTING UP ID FILE ENTRY ...

ID FILE FUNCTION >

EDIT A USER

SYSTEM OPTION > [S] [Enter] YSTEM MAINTENANCE OPTION

SYSTEM MAINTENANCE OPTION > [ID] [Enter] FILE

ID FILE FUNCTION > [E] [Enter] DIT

NAME (LAST,FIRST) > [BEREN] [Enter]

ID# A/D LAST,FIRST,TITLE ACKNOWLEDGE CLASSIFICATION SITE

 7 A BERENGER,THOMAS TOM COUNTY DATA ENTRY CNTY-19|HOSP*

IS THIS THE PERSON? <?> [Enter]

NAME (LAST,FIRST MIDDLE,TITLE) <BERENGER,THOMAS,COUNTY CLERK> [Enter]

CLASSIFICATION > <500> [Enter]

PASSWORD > <3769281114> [Enter]

ACKNOWLEDGEMENT NAME > <TOM> [Enter]

PHONE > <213-555-2321> [213-555-1200 X1736] [Enter]

ALL COUNTYS <N> [Enter]

CNTY. COUNTY > [19] [Enter] = LOS ANGELES

ALL HOSPITALS <N> [Y] [Enter]

DISPLAY HELP > [Enter]

DISPLAY LISTS > [Enter]

LAST,FIRST MIDDLE,TITLE > BERENGER,THOMAS,COUNTY CLERK

CLASSIFICATION > 500

PASSWORD > 3769281114

ACKNOWLEDGEMENT NAME > TOM

PHONE > 213-555-1200 X1736

INDEX > CNTY-19|HOSP*

DISPLAY HELP >

DISPLAY LISTS >

OK? (Y/N) > [Y] [Enter]

SETTING UP ID FILE ENTRY ...

ID FILE FUNCTION >

DEACTIVATE A USER

SYSTEM OPTION > [S] [Enter] YSTEM MAINTENANCE OPTION

SYSTEM MAINTENANCE OPTION > [ID] [Enter] FILE

ID FILE FUNCTION > [D] [Enter] EACTIVATE

NAME (LAST,FIRST) > [LAM] [Enter]

ID# A/D LAST,FIRST,TITLE ACKNOWLEDGE CLASSIFICATION SITE

3 A LAMOREAUX,BELINDA LINDA HOSPITAL DATA ENTRY CNTY-19|HOSP-123

IS THIS THE PERSON? <Y> [Enter]

LAMOREAUX,BELINDA OK TO DEACTIVATE <N> [Y] [Enter] DEACTIVATED.

ID FILE FUNCTION >

REACTIVATE A USER

SYSTEM OPTION > [S] [Enter] YSTEM MAINTENANCE OPTION

SYSTEM MAINTENANCE OPTION > [ID] [Enter] FILE

ID FILE FUNCTION > [R] [Enter] EACTIVATE

NAME (LAST,FIRST) > [WAL] [Enter]

ID# A/D LAST,FIRST,TITLE ACKNOWLEDGE CLASSIFICATION SITE

5 A WALTERS,PEGGY,CLERK PEGGY HOSPITAL DATA ENTRY CNTY-19|HOSP-123

IS THIS THE PERSON? <Y> [Enter]

WALTERS,PEGGY,CLERK OK TO REACTIVATE <N> [Y] [Enter] REACTIVATED.

ID FILE FUNCTION >

LIST USERS

SYSTEM OPTION > [S] [Enter] YSTEM MAINTENANCE OPTION

SYSTEM MAINTENANCE OPTION > [ID] [Enter] FILE

ID FILE FUNCTION > [L] [Enter] IST

LIST ACTIVE USERS ONLY <Y> [N] [Enter]

ID#	A/D	LAST,FIRST,TITLE	ACKNOWLEDGE	CLASSIFICATION	SITE
7	A	BERENGER,THOMAS,CLERK	TOM	COUNTY DATA ENTRY	CNTY-19 HOSP-*
6	D	DORFMAN,RENEE,MANAGER	RENEE	SITE SYSTEM MANAGER	CNTY-* HOSP=*
8	A	FINCH,ROBIN,BIRTH CLERK	ROBIN	HOSPITAL DATA ENTRY	CNTY-19 HOSP-123
2	A	JONES,SANDRA,BIRTH CLERK	SANDY	HOSPITAL DATA ENTRY	CNTY-19 HOSP-123
3	D	LAMOREAUX,BELINDA	LINDA	HOSPITAL DATA ENTRY	CNTY-19 HOSP-123
1	A	SANDIEGO,CARMEN	CARMEN	SITE SYSTEM MANAGER	CNTY-* HOSP-*
4	A	WILSON,DENNIS,SYS MGR	DENNIS	SITE SYSTEM MANAGER	CNTY-* HOSP-*
5	A	WALTERS,PEGGY,CLERK	PEGGY	HOSPITAL DATA ENTRY	CNTY-19 HOSP-123

ID FILE FUNCTION >

LIST USERS' LAST LOGIN

SYSTEM OPTION > [S] [Enter] YSTEM MAINTENANCE OPTION

SYSTEM MAINTENANCE OPTION > [ID] [Enter] FILE

ID FILE FUNCTION > [U] [Enter] SER LAST LOGIN LIST

DATE	TIME	NAME
04/11/06	12:23 PM	FINCH,ROBIN,BIRTH CLERK
04/11/06	08:01 AM	WILSON,DENNIS,SYS MGR
04/10/06	05:22 PM	BERENGER,THOMAS,CLERK
04/10/06	03:52 PM	JONES,SANDRA,BIRTH CLERK
04/10/06	01:36 PM	SANDIEGO,CARMEN
04/08/06	03:02 PM	WALTERS,PEGGY,CLERK
02/14/06	08:52 AM	LAMOREAUX,BELINDA
12/10/06	09:10 AM	DORFMAN,RENEE,MANAGER

ID FILE FUNCTION >

CLASSIFICATION/SECURITY OPTION TABLES

Classification types:

- 100 SITE SYSTEM MANAGER
- 200 COUNTY SYSTEM MANAGER
- 300 HOSPITAL SYSTEM MANAGER
- 400 REMOTE HOSPITAL MANAGER
- 500 COUNTY DATA ENTRY
- 600 HOSPITAL DATA ENTRY
- 700 REMOTE HOSPITAL DATA ENTRY
- 800 ANALYST
- 900 RESERVED FOR FUTURE USE

HOSPITAL BIRTH RECORD OPTION Classification

MENU OPTION:	100	200	300	400	500	600	700	800	900
REGISTER BIRTH RECORD	✓	✓	✓	✓	✓	✓	✓		
DISPLAY RECORD	✓	✓	✓	✓	✓	✓	✓		
EDIT RECORD	✓	✓	✓	✓	✓	✓	✓		
ALPHA LIST OF RECORD	✓	✓	✓	✓	✓	✓	✓		
COMPLETE INCOMPLETE RECORD	✓	✓	✓	✓	✓	✓	✓		
INCOMPLETE RECORD REPORT	✓	✓	✓	✓	✓	✓	✓		
FILING VARIABLE LIST	✓	✓	✓	✓	✓	✓	✓		
VARIABLE DISPLAY	✓	✓	✓	✓	✓	✓	✓		
INDEX LIST DISPLAY	✓	✓	✓	✓	✓	✓	✓		
NON-CONFIDENTIAL DISPLAY	✓	✓	✓	✓	✓	✓	✓	✓	
VALIDATION DISPLAY	✓	✓	✓	✓	✓	✓	✓		
INDIVIDUAL INQUIRY	✓	✓	✓	✓	✓	✓	✓		
USER REPORT	✓	✓	✓	✓					
USER REPORT BY ACTIVITY INDEX	✓	✓	✓	✓					
USER SUMMARY	✓	✓	✓	✓					
PRINT RECORD	✓	✓	✓	✓		✓	✓		
SCRATCH RECORD	✓	✓	✓	✓					
MODIFY USER LISTS	✓	✓	✓	✓	✓	✓	✓		
OLD LIST TO BE SENT TO HEALTH DEPT	✓	✓	✓	✓		✓	✓		
PROCESS REGISTRAR REFUSED RECORDS	✓	✓	✓	✓	✓	✓	✓		
VERIFICATION LETTER	✓	✓	✓	✓		✓	✓		
DUPLICATE RECORD REPORT BASED ON NAME	✓	✓	✓	✓					
LIST TO BE SENT TO HEALTH DEPT	✓	✓	✓	✓		✓	✓		
GENERATE HOSPITAL CBC FILE	✓	✓	✓	✓					
HOSPITAL UNSENT LIST OF INCOMPLETES	✓	✓	✓	✓	✓	✓	✓		
NEWSPAPER ANNOUNCEMENT REPORT	✓	✓	✓	✓		✓	✓		
HP LASERJET FORM ALIGNMENT	✓	✓	✓	✓		✓	✓		

MAILBOX

Classification

MENU OPTION:	100	200	300	400	500	600	700	800	900
SEND MAIL	✓	✓	✓	✓	✓	✓	✓	✓	✓
PRINT MAIL	✓	✓	✓	✓	✓	✓	✓	✓	✓
DELETE MAIL	✓	✓	✓	✓	✓	✓	✓	✓	✓
REPORT STATUS OF SENT MAIL	✓	✓	✓	✓	✓	✓	✓	✓	✓

CLASSIFICATION/SECURITY OPTION TABLES (continued)

Classification types:

- 100 SITE SYSTEM MANAGER
- 200 COUNTY SYSTEM MANAGER
- 300 HOSPITAL SYSTEM MANAGER
- 400 REMOTE HOSPITAL MANAGER
- 500 COUNTY DATA ENTRY
- 600 HOSPITAL DATA ENTRY
- 700 REMOTE HOSPITAL DATA ENTRY
- 800 ANALYST
- 900 RESERVED FOR FUTURE USE

YOUR PASSWORD

Classification

MENU OPTION:	100	200	300	400	500	600	700	800	900
CHANGE YOUR PASSWORD	✓	✓	✓	✓	✓	✓	✓	✓	

REPORT GENERATOR OPTION

Classification

MENU OPTION:	100	200	300	400	500	600	700	800	900
QUERY DATABASE	✓	✓	✓	✓	✓	✓	✓	✓	
GENERATE REPORT	✓	✓	✓	✓	✓	✓	✓	✓	
OUTPUT SAVED REPORT	✓	✓	✓	✓	✓	✓	✓	✓	
LIST SAVED REPORTS	✓	✓	✓	✓	✓	✓	✓	✓	
DELETE SAVED REPORT	✓	✓	✓	✓				✓	

GLOSSARY OF TERMS

Terms	Meaning
backing out	A way to exit from AVSS .
backup	The process creating duplicate files or copies in case the original is lost or damaged.
bug	An error in a program.
concatenate	To string or link together values. In AVSS these values should be separated by semi-colons.
control key	The key usually marked CTRL.
CRT terminal	Cathode Ray Tube terminal or the video display.
cursor	The cursor (usually an underline or block) which shows you where you are on the screen.
data/data field(s)	The information entered into your computer. Refers to either a single piece of information or a collection of information.
database	A collection of many files related to a particular topic (e.g. birth records).
default	A field which appears to be pre-entered and does not require you to enter any data. (e.g. field 3A of Birth Certificate always contains the value 'SINGLE').
device	Refers to a piece of hardware such as a terminal, printer, or modem.
disk	A device for storing data which are commonly classified as hard disks and floppy disks (also known as diskettes).
disk crash	The failure of your computer's hard drive. This failure usually occurs suddenly and can result in the loss of your data.
disk drive	A device that can be used to "read" and "write" on a hard disk or diskette.
diskette	Sometimes called "floppy disk" in contrast to "hard disk". A diskette is a piece of flexible plastic. Common sizes include 5 1/4 inch and 3 1/2 inch diameter.
edit	To change the data which has been entered into your computer.
error	A problem occurring during the use of AVSS which may prevent you from proceeding. You should note the error, then contact your AVSS programmer.
field	A reserved area in a record used for storage of specific information.
file	A collection of records containing similar information.
file number	The number used to identify and file this record into AVSS.
floppy disk	An informal name for a diskette.
hard disk	A disk which is rigid and cannot be removed, in contrast to a "floppy disk".
hardware	The physical components of a computer system (e.g. "the computer", plus peripheral devices such as disk drives, CRT terminals, printers, tape drives, and modems.
help	Information giving instructions on how to proceed or the kind of data required for a field.
incomplete record	A record which has not been completed.
input	The process of entering data into the computer or the collection of data which has been entered.
input device	A device which can be used to "read" data into a computer. Typical examples include CRT terminals or disk drives, including hard and floppy disks.

GLOSSARY OF TERMS (continued)

Terms	Meaning
job	Any system activity. Each time you log-on to AVSS , you are running a job.
logoff	The process of exiting or leaving the AVSS computer system.
logon	The process of gaining access to AVSS .
menu	The list which displays for you the different options available for use on the AVSS system.
modem	The device which is used by your computer to transmit data between computers.
null	A blank data value.
optional	Data which is not required by AVSS to complete a record.
output	The results of a job (e.g. printing a certificate, printing a report).
output device	A device which output is displayed or stored such as a printer or CRT terminal
password	A string of 3 to 48 characters, either alphabetic or numeric, that allows you to log onto AVSS.
peripheral device	Any hardware device other than the computer itself.
program	A list of instructions for computer operations, written in a programming language.
prompt	A message that is displayed AVSS which request some action from the user.
question mark	Used to display the 'HELP' information on AVSS. Use '?' or [F1] at any prompt for extra information about the data you should enter.
record	A group of related data fields usually referring to all the information on one baby's file.
required	Information that MUST be entered for a field. Use [F9] (SKIP) if you don't have the information available to you and you want to continue entered data.
routine	See <i>program</i> .
sign-on	To start a session with AVSS. See <i>logon</i> .
sign-off	To stop a session with AVSS. See <i>logoff</i> .
software	The programs that control computer operations.
system	A combination of hardware and software designed to perform specific functions.
terminal	The screen and keyboard you use to enter data into AVSS. See <i>CRT Terminal</i> .
time-out	AVSS will log you off after a certain amount of time if you haven't entered any data.
up-arrow	The circumflex or '^ ' key on your keyboard. (Hold the shift key down, press the '6' key)
validation	The process of checking the data you've just entered for accuracy and consistency.
variable	The letter or group of letters which represents a changing value (e.g. "1A" is the variable name for the first name of the baby, "BPF" is the variable name for the Baby's Patient File number). These variable names or field names exactly match the numbers on a Certificate of Live Birth.

ERRORS/WARNINGS

ACCESS TO THIS CERTIFICATE IS RESTRICTED	See <i>HOSPITAL BIRTH RECORD, PROCESS REGISTRAR REFUSED RECORDS</i>
HORIZONTAL ADJUSTMENT OUT OF RANGE	See <i>HOSPITAL BIRTH RECORD, HP LASERJET FORM ALIGNMENT</i>
LASERJET PRINTER NOT SPECIFIED	See <i>HOSPITAL BIRTH RECORD, HP LASERJET FORM ALIGNMENT</i>
VERTICAL ADJUSTMENT OUT OF RANGE.	See <i>HOSPITAL BIRTH RECORD, HP LASERJET FORM ALIGNMENT</i>
WARNING: SOURCE FORM HAS SKIPPED FIELDS, CONTINUE <Y>	See <i>HOSPITAL BIRTH RECORD, COMPLETE INCOMPLETE RECORD</i>
WARNING: SOURCE FORM SELECTED HAS BEEN ^FILED, CONTINUE <Y>	See <i>HOSPITAL BIRTH RECORD, COMPLETE INCOMPLETE RECORD</i>
YOUR PASSWORD HAS EXPIRED. CHANGE YOUR PASSWORD!	See <i>YOUR PASSWORD, CHANGE YOUR PASSWORD</i>
YOUR PASSWORD WILL EXPIRE IN x DAYS	See <i>YOUR PASSWORD, CHANGE YOUR PASSWORD</i>

AVSS CROSS-REFERENCES, VALIDATIONS, AND WARNINGS FROM CBC SPECS

VALIDATIONS

AVSS requires the user to confirm data values that do not satisfy validations. Records cannot be printed or filed unless inconsistencies are validated or the ^SKIP command is used for the questionable data, which will result in an incomplete record.

<u>FIELD(S)</u>	<u>DESCRIPTION</u>
(IC)<2characters	Child's last name has less than 2 characters.
(2) not= 1 or 2	Sex is undetermined.
(3A)>3	Plurality is greater than 3.
(3B)=1&((4A)-(27C))<9mos	Last live birth less than 9 months prior to date of birth.
(4A)-(25A)>lyr	LMP precedes date of birth by more than 1 year.
(4A)-(27C)>35yrs	Last live birth precedes date of birth by more than 35 years.
(27C)-(27F)>35yrs	Last live birth differs from date of last termination more than 35 yrs.
(4A)-(27F)>35yrs	Last termination precedes date of birth by more than 35 years.
15yrs>FAGE(8)>64yrs	Father's age <15 years or >64 years.
(6C)<2characters	Father's last name has less than 2 characters.
15yrs>MAGE(11)>49yrs	Mother's age <15 or years >49 years.
(9C)<2characters	Mother's last name has less than 2 characters.
(11)<15yrs&(27A)+(27B)>0	Age of mother incompatible with number of previous terminations.
(11)=15,16yrs&(27A)+(27B)>1	
(11)=17yrs&(27A)+(27B)>2	
(11)=18,19yrs&(27A)+(27B)>3	
(11)<15yrs&(27D)+(27E)>0	Age of mother incompatible with number of previous terminations.
(11)=15,16yrs&(27D)+(27E)>1	
(11)=17yrs&(27D)+(27E)>2	
(11)=18,19yrs&(27D)+(27E)>3	
(25C)>49	Prenatal visits greater than 49.
(4A)-(25A)<140&(26)>2000	Gestation <140 days and birthweight >2000 grams.
(26)<1000&(15A)=null	Birthweight <1000 grams and there is no date of death.
(26)>6500	Birthweight >6500 grams.
(3B)>(3A)	Birth order greater than birth type.
(17)-(4A)>lyr	Date of registration more than 1 year after date of birth.
(17)-(4A)>0	Date of registration is before date of birth.
(15A)-(4A)<0	Date of death is before date of birth.
(26)=unk & A not=000	Birthweight unknown for in-hospital birth.
(27A)>9	Live births now living >9.
(27B)>9	Live births now dead >9.
(27A)+(27B)+(27C)+(27D)>19	Total previous pregnancies >19.
(27D)>9	Other terminations before 20 weeks >9.
(27E)>9	Other terminations after 20 weeks >9.

CROSS-REFERENCES

AVSS will not allow data values that do not satisfy cross-references. If the cross-reference cannot be resolved satisfactorily, the only recourse is to use the ^SKIP command for the offending data.

<u>FIELD(S)</u>	<u>DESCRIPTION</u>
(3B)>(3A)	Birth order greater than birth type.
(17)-(4A)>1yr	Date of registration more than 1 year after date of birth.
(17)-(4A)>0	Date of registration is before date of birth.
(15A)-(4A)<0	Date of death is before date of birth.
(26)=unk & A not=000	Birthweight unknown for in-hospital birth.
(27A)+(27B)>0&(27C)=null	No date of last live birth when (27A)+(27B)>0.
(27D)+(27E)>0&(27F)=null	No date of last termination when (27D)+(27E)>0.
(4A)-(27C)<0	Date of birth precedes date of last live birth.
(4A)-(27F)<0	Date of birth precedes date of last termination.
(3A,3B>1)&(27ABDE)=0	Not the first child of a multiple birth and no previous pregnancies.
(28A)&(27ABDE) disagree	Repeat delivery but no previous pregnancies.
(12A)-(4A)<0	Date informant signed precedes date of birth.
(13C)-(4A)<0	Date certifier signed precedes date of birth.
(4A)-(25A)<0	Date of last normal menses precedes date of birth.
(27C)>MAGE	Years of education completed greater than mother's age.
(24C)>FAGE	Years of education completed greater than father's age.
(12C)-(17)<0	Date of registration precedes date informant signed.
(13C)-(17)<0	Date of registration precedes date certifier signed.

WARNINGS

AVSS displays a caution message when data values do not satisfy the warnings, but will continue to allow the record to be filed and printed.

<u>FIELD(S)</u>	<u>DESCRIPTION</u>
(IC)not=(6C)	Child's and father's last names differ.
(3A,3B>1)&(27C,27F)not=(4A)	Not the first child of a multiple birth and birth date is not equal to date of last live birth or termination (+/- 1 day).
((26)<2500)&GAGE>36wks	Birthweight<2500 grams and gestational age>36 weeks.
(24E)&(24D) disagree	Zip code and state of mother's residence do not agree.
(24E)&(24B) disagree	Zip code and county of mother's residence do not agree.
(24E)&(24C) disagree	Zip code and city of mother's residence do not agree.
(12A)-(4A)>5days	Date informant signed is more than five days after date of birth.
(27C)-(11)<15yrs	Mother was less than 15 years old at date of last live birth.
(27F)-(11)<15yrs	Mother was less than 15 years old at date of last termination.
GAGE<20wks	Gestational age less than 20 weeks.
GAGE>48wks	Gestational age greater than 48 weeks.
19wks<GAGE<37wks	Pre-term birth.
42wks<GAGE<49wks	Post-term birth.
MAGE-(27C)<5yrs	Maternal age less than 5 years greater than years of education.
FAGE-(24C)<5yrs	Paternal age less than 5 years greater than years of education.

FIGURE A-3: VS-10A MEDICAL DATA SUPPLEMENTAL WORKSHEET
(FRONT)

State of California - Health and Welfare Agency

Department of Health Services

CERTIFICATE OF LIVE BIRTH - MEDICAL DATA SUPPLEMENTAL WORK SHEET

(For Hospital Use Only)

Use the codes on this Worksheet to report the appropriate entry in items numbered 25D and 28A through 31 on the "Certificate of Live Birth" and for items 29D and 32B through 35 on the "Certificate of Fetal Death."

Item 25D. (Birth)	PRINCIPAL SOURCE OF PAYMENT FOR PRENATAL CARE
Item 29D. (Fetal Death)	(Enter only 1 code)
02 Medi-Cal, without CPSP Support Services	09 Self Pay
13 Medi-Cal, with CPSP Support Services	14 Other
05 Other Government Programs (Federal, State, Local)	99 Unknown
07 Private Insurance Company	00 No Prenatal Care

Item 28A. (Birth)	METHOD OF DELIVERY
Item 32A (Fetal Death)	(Enter only 1 code/number under each section, separated by commas: A,B,C,D,E,F)
A. Final delivery route	B. If mother had a previous Cesarean—How many?
01 Cesarean—primary	_____ (Enter 0 – 9, or U if Unknown)
11 Cesarean—primary, with trial of labor attempted	C. Fetal presentation at birth
21 Cesarean—primary, with vacuum	20 Cephalic fetal presentation at delivery
31 Cesarean—primary, with vacuum & trial of labor attempted	30 Breech fetal presentation at delivery
02 Cesarean—repeat	40 Other fetal presentation at delivery
12 Cesarean—repeat, with trial of labor attempted	90 Unknown
22 Cesarean—repeat, with vacuum	D. Was vaginal delivery with forceps attempted, but unsuccessful?
32 Cesarean—repeat, with vacuum & trial of labor attempted	50 Yes 58 No 59 Unknown
03 Vaginal—spontaneous	E. Was vaginal delivery with vacuum attempted, but unsuccessful?
04 Vaginal—spontaneous, after previous Cesarean	60 Yes 68 No 69 Unknown
05 Vaginal—forceps	F. Hysterotomy/Hysterectomy (Fetal Death Only)
15 Vaginal—forceps, after previous Cesarean	70 Yes 78 No
06 Vaginal—vacuum	
16 Vaginal—vacuum, after previous Cesarean	
88 Not Delivered (Fetal Death Only)	

Item 28B. (Birth)	EXPECTED PRINCIPAL SOURCE OF PAYMENT FOR DELIVERY
Item 32B (Fetal Death)	(Enter only 1 code)
02 Medi-Cal	15 Indian Health Service
05 Other Government Programs (Federal, State, Local)	16 CHAMPUS/TRICARE
07 Private Insurance	99 Unknown
09 Self Pay	00 Medically Unattended Birth
14 Other	

Item 29. (Birth)	COMPLICATIONS AND PROCEDURES OF PREGNANCY AND CONCURRENT ILLNESSES
Item 33. (Fetal Death)	(Enter up to 16 codes, separated by commas, for the most important complications/procedures.)

<p>DIABETES 09 Prepregnancy (Diagnosis prior to this pregnancy) 31 Gestational (Diagnosis in this pregnancy)</p> <p>HYPERTENSION 03 Prepregnancy (Chronic) 01 Gestational (PIH, Preeclampsia) 02 Eclampsia</p> <p>OTHER COMPLICATIONS/PREGNANCIES 32 Large fibroids 33 Asthma 34 Multiple pregnancy (more than 1 fetus this pregnancy) 35 Intrauterine growth restricted birth this pregnancy 23 Previous preterm birth (<37 weeks gestation) 36 Other previous poor pregnancy outcomes (Includes perinatal death, small-for-gestational age/intrauterine growth restricted birth, large for gestational age, etc.)</p> <p>OBSTETRIC PROCEDURES 24 Cervical cerclage 28 Tocolysis 37 External cephalic version—Successful 38 External cephalic version—Failed 39 Consultation with specialist for high risk obstetric services</p> <p>PREGNANCY RESULTED FROM INFERTILITY TREATMENT 40 Fertility-enhancing drugs, artificial insemination or intrauterine insemination 41 Assisted reproductive technology (e.g., in vitro fertilization (IVF), gamete intrafallopian transfer (GIFT))</p>	<p>INFECTIONS PRESENT AND/OR TREATED DURING THIS PREGNANCY 42 Chlamydia 43 Gonorrhea 44 Group B streptococcus 18 Hepatitis B (acute infection or carrier) 45 Hepatitis C 16 Herpes simplex virus (HSV) 46 Syphilis 47 Cytomegalovirus (Fetal Death Only) 48 Listeria (Fetal Death Only) 49 Parvovirus (Fetal Death Only) 50 Toxoplasmosis (Fetal Death Only)</p> <p>PRENATAL SCREENING DONE FOR INFECTIOUS DISEASES 51 Chlamydia 52 Gonorrhea 53 Group B streptococcal infection 54 Hepatitis B 55 Human immunodeficiency virus (offered) 56 Syphilis</p> <p>NONE OR OTHER COMPLICATIONS/PROCEDURES NOT LISTED 30 Other Pregnancy Complications/Procedures not Listed</p>
<p>See reverse side for codes to Birth Items 30 and 31 and Fetal Death Items 34 and 35.</p>	

**Do not enter any identification by patient name or number on this work sheet. Discard after use.
Do not retain in medical records or submit with the "Certificate of Live Birth."**

**VS-10A MEDICAL DATA SUPPLEMENTAL WORKSHEET
(REVERSE)**

CERTIFICATE OF LIVE BIRTH, MEDICAL DATA SUPPLEMENTAL WORK SHEET (Continued)

<p><i>Item 30 (Birth)</i> <i>Item 34 (Fetal Death)</i></p>	<p>COMPLICATIONS AND PROCEDURES OF LABOR AND DELIVERY (Enter up to 9 codes, separated by commas, for the most important complications/procedures.)</p>
<p>ONSET OF LABOR</p> <p>10 Premature rupture of membranes (³ 12 hours)</p> <p>07 Precipitous labor (< 3 hours)</p> <p>08 Prolonged labor (³ 20 hours)</p> <p>CHARACTERISTICS OF LABOR AND DELIVERY</p> <p>11 Induction of labor</p> <p>12 Augmentation of labor</p> <p>32 Non-vertex presentation</p> <p>33 Steroids (glucocorticoids) for fetal lung maturation received by the mother prior to delivery</p> <p>34 Antibiotics received by the mother during labor</p> <p>35 Clinical chorioamnionitis diagnosed during labor or maternal temperature ³ 38°C (100.4°F)</p> <p>19 Moderate/heavy meconium staining of the amniotic fluid</p> <p>36 Fetal intolerance of labor such that one or more of the following actions was taken: in-utero resuscitative measures, further fetal assessment, or operative delivery</p> <p>37 Epidural or spinal anesthesia during labor</p> <p>25 Mother transferred for delivery from another facility for maternal medical or fetal indications</p>	<p>COMPLICATIONS OF PLACENTA, CORD, AND MEMBRANES</p> <p>38 Rupture of membranes prior to onset of labor</p> <p>13 Abruptio placenta</p> <p>39 Placental insufficiency</p> <p>20 Prolapsed cord</p> <p>17 Chorioamnionitis</p> <p>MATERNAL MORBIDITY</p> <p>24 Maternal blood transfusion</p> <p>40 Third or fourth degree perineal laceration</p> <p>41 Ruptured uterus</p> <p>42 Unplanned hysterectomy</p> <p>43 Admission to ICU</p> <p>44 Unplanned operating room procedure following delivery</p> <p>NONE OR OTHER COMPLICATIONS/PROCEDURES NOT LISTED</p> <p>00 None</p> <p>31 Other Labor/Delivery Complications/Procedures not Listed</p>
<p><i>Item 31 (Birth)</i> <i>Item 35 (Fetal Death)</i></p>	<p>ABNORMAL CONDITIONS AND CLINICAL PROCEDURES RELATING TO THE NEWBORN ABNORMAL CONDITIONS AND CLINICAL PROCEDURES RELATING TO THE FETUS (Enter up to 10 codes, separated by commas, for the most important conditions/procedures.)</p>

CONGENITAL ANOMALIES (NEWBORN OR FETUS)

01	Anencephaly
02	Meningocele/Spina bifida
76	Cyanotic congenital heart disease
77	Congenital diaphragmatic hernia
78	Omphalocele
79	Gastroschisis
80	Limb reduction defect (excluding congenital amputation and dwarfing syndromes)
28	Cleft palate alone
29	Cleft lip alone
30	Cleft palate with cleft lip
57	Down's Syndrome—Karyotype confirmed
81	Down's Syndrome—Karyotype pending
82	Suspected chromosomal disorder—Karyotype confirmed
82	Suspected chromosomal disorder—Karyotype pending
83	Karyotype pending
35	Hypospadias
88	Aortic stenosis
89	Pulmonary stenosis
90	Atresia
62	Additional and unspecified congenital anomalies not listed above

ABNORMAL CONDITIONS (NEWBORN OR FETUS)

66	Significant birth injury (skeletal fracture(s), peripheral nerve injury, and/or soft tissue/solid organ hemorrhage which requires intervention)
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ADDITIONAL ABNORMAL CONDITIONS/PROCEDURES**(NEWBORN ONLY)**

	Assisted ventilation required immediately following delivery
71	Assisted ventilation required for more than 6 hours
85	NICU admission
73	Newborn given surfactant replacement therapy
86	Antibiotics received by the newborn for suspected neonatal sepsis
87	Seizure or serious neurological dysfunction
70	Newborn transferred to another facility within 24 hours of delivery
74	

NONE OR OTHER ABNORMAL CONDITIONS/PROCEDURES NOT LISTED

00	None (Newborn or Fetus)
	Other Conditions/Procedures not Listed (Newborn Only)
75	Other Conditions/Procedures not Listed (Fetal Death Only)
67	

VS-10B RACE IDENTIFICATION WORKSHEET

**State of California - Health and Welfare Agency
Department of Health Services**

RACE IDENTIFICATION WORK SHEET

NOTICE TO INFORMANTS: Completion of this work sheet in conjunction with either the "Certificate of Live Birth" or the "Certificate of Fetal Death" is not required by state law. However, the information requested is essential for determining the health problems of the population groups noted below and your cooperation is appreciated. Completion of this work sheet in conjunction with the "Certificate of Death" is mandatory.

RACE/ETHNICITY AND EDUCATION WORKSHEET (For Reference Only)																																													
<p><u>RACE/ETHNICITY (FATHER/PARENT)</u></p> <p>HISPANIC, LATINO, SPANISH (check 1 box). Enter specific origin on the certificate. Is the FATHER/PARENT Hispanic/Latino/Spanish?</p> <p>No, not Hispanic/Latino/Spanish</p> <p>Yes, Mexican, Mexican American, Chicano Yes, Central American Yes, South American Yes, Cuban Yes, Puerto Rican Yes, Other Hispanic/Latino/Spanish (Specify): _____</p>	<p><u>RACE/ETHNICITY (MOTHER/PARENT)</u></p> <p>HISPANIC, LATINA, SPANISH (check 1 box). Enter specific origin on the certificate. Is the MOTHER/PARENT Hispanic/Latina/Spanish?</p> <p>No, not Hispanic/Latina/Spanish</p> <p>Yes, Mexican, Mexican American, Chicana Yes, Central American Yes, South American Yes, Cuban Yes, Puerto Rican Yes, Other Hispanic/Latina/Spanish (Specify): _____</p>																																												
<p>RACE (check 1, 2 or 3 boxes). Enter up to 3 races on the certificate. The FATHER/PARENT is:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">White</td> <td style="width: 50%;">Asian Indian</td> </tr> <tr> <td>Black or African American</td> <td>Cambodian</td> </tr> <tr> <td>American Indian or Alaska Native (includes North, South, or Central)</td> <td>Chinese</td> </tr> <tr> <td>American Indian, Aleut or Alaska Native)</td> <td>Filipino</td> </tr> <tr> <td>Specify</td> <td>Hmong</td> </tr> <tr> <td>Tribe(s): _____</td> <td>Japanese</td> </tr> <tr> <td></td> <td>Korean</td> </tr> <tr> <td></td> <td>Laotian</td> </tr> <tr> <td></td> <td>Thai</td> </tr> <tr> <td></td> <td>Vietnamese</td> </tr> <tr> <td></td> <td>Other Asian (Specify): _____</td> </tr> </table> <p>Native Hawaiian Guamanian Samoan Other Pacific Islander (Specify): _____</p> <p>Other (Specify): _____ Other (Specify): _____ Other (Specify): _____</p>	White	Asian Indian	Black or African American	Cambodian	American Indian or Alaska Native (includes North, South, or Central)	Chinese	American Indian, Aleut or Alaska Native)	Filipino	Specify	Hmong	Tribe(s): _____	Japanese		Korean		Laotian		Thai		Vietnamese		Other Asian (Specify): _____	<p>RACE (check 1, 2 or 3 boxes). Enter up to 3 races on the certificate. The MOTHER/PARENT is:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">White</td> <td style="width: 50%;">Asian Indian</td> </tr> <tr> <td>Black or African American</td> <td>Cambodian</td> </tr> <tr> <td>American Indian or Alaska Native (includes North, South, or Central)</td> <td>Chinese</td> </tr> <tr> <td>American Indian, Aleut or Alaska Native)</td> <td>Filipino</td> </tr> <tr> <td>Specify</td> <td>Hmong</td> </tr> <tr> <td>Tribe(s): _____</td> <td>Japanese</td> </tr> <tr> <td></td> <td>Korean</td> </tr> <tr> <td></td> <td>Laotian</td> </tr> <tr> <td></td> <td>Thai</td> </tr> <tr> <td></td> <td>Vietnamese</td> </tr> <tr> <td></td> <td>Other Asian (Specify): _____</td> </tr> </table> <p>Native Hawaiian Guamanian Samoan Other Pacific Islander (Specify): _____</p> <p>Other (Specify): _____ Other (Specify): _____ Other (Specify): _____</p>	White	Asian Indian	Black or African American	Cambodian	American Indian or Alaska Native (includes North, South, or Central)	Chinese	American Indian, Aleut or Alaska Native)	Filipino	Specify	Hmong	Tribe(s): _____	Japanese		Korean		Laotian		Thai		Vietnamese		Other Asian (Specify): _____
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<p><u>EDUCATION (FATHER/PARENT)</u></p>	<p><u>EDUCATION (MOTHER/PARENT)</u></p>																																												

Check 1 box that best describes the highest degree or level of school completed by the **FATHER/PARENT** at the time of the delivery. Enter education degree or level on the certificate.

0-11th grade. Enter highest year completed: _____

12th grade; no diploma. Enter **12 ND**

High school graduate or GED completed. Enter **HS GRADUATE** or **GED**

Some college credit, but no degree. Enter **SOME COLLEGE**

Associate degree (e.g., AA, AS). Enter **ASSOCIATE**

Bachelor's degree (e.g., BA, AB, BS). Enter **BACHELOR'S**

Master's degree (e.g., MA, MS, MEd, MSW, MBA). Enter

MASTER'S

Doctorate (e.g., PhD, EdD) or Professional degree (e.g., MD, DO, DDS,

DVM, LLB, JD, RN, NP, PA).

Enter **DOCTORATE** or **PROFESSIONAL**:

Check 1 box that best describes the highest degree or level of school completed by the **MOTHER/PARENT** at the time of the delivery. Enter education degree or level on the certificate.

0-11th grade. Enter highest year completed: _____

12th grade; no diploma. Enter **12 ND**

High school graduate or GED completed. Enter **HS GRADUATE** or **GED**

Some college credit, but no degree. Enter **SOME COLLEGE**

Associate degree (e.g., AA, AS). Enter **ASSOCIATE**

Bachelor's degree (e.g., BA, AB, BS). Enter **BACHELOR'S**

Master's degree (e.g., MA, MS, MEd, MSW, MBA). Enter

MASTER'S

Doctorate (e.g., PhD, EdD) or Professional degree (e.g., MD, DO, DDS,

DVM, LLB, JD, RN, NP, PA).

Enter **DOCTORATE** or **PROFESSIONAL**:

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AVSS QUICK REFERENCE USER'S GUIDE

GENERAL COMMANDS

Key	Action Performed by AVSS
[Enter]	<i>ENTER</i> : Send your keyboard input into AVSS.
[Backspace]	<i>DELETE</i> : Backspace over your previous input to correct mistakes.
[-]	<i>BLANK</i> out the current data value for this data field.
[--]	<i>DASH</i> (-) for this data field.
[;]	<i>CONCATENATE</i> (<i>link together</i>) the input for several data fields.

BIRTH REGISTRATION COMMANDS

Key	Action Performed by AVSS
[?] or [F1]	<i>HELP</i> : Show instructions on what AVSS wants.
[^] or [F2]	<i>BACKUP</i> : Return to the previous AVSS prompt.
[^L] or [F3]	<i>LIST</i> : Display a list of possible responses for this data item.
[^D] or [F4]	<i>DISPLAY</i> the current data values for all data fields on this form.
[^E] or [F5]	<i>EDIT</i> the current data value for this prompt (<i>See EDIT COMMANDS</i>).
[^F] or [F6]	<i>FILE</i> this form as incomplete at this data field.
[^H] or [F7]	<i>MORE HELP</i> by showing the meaning of all AVSS commands.
[^Q] or [F8]	<i>QUIT</i> and go back to the first prompt.
[^S] or [F9]	<i>SKIP</i> over a data field; results in an incomplete form.
[^V] or [F10]	<i>VALIDATE</i> the currently-entered data values for accuracy.

EDIT COMMANDS

Key	Action Performed by AVSS
[B]	<i>BLANK</i> out a character. Replace it with a space. Whole sections of letters may be converted into blanks by entering several consecutive B's.
[D]	<i>DELETE</i> a character. Consecutive deletions are allowed by entering several D's in a row. The delete command can be immediately followed by the insert command.
[I]	<i>INSERT</i> text. Type the text to be inserted after the I.
[R]	<i>REPLACE</i> character for character. Type the replacement characters after the R.
[Q]	<i>QUIT</i> . Cancel all modifications, restore the line to its original form, and start over. (<i>Must be the first character in the edit line.</i>)
