ACKNOWLEDGEMENTS

This manual was updated in 2006 by Glen Nishida as originally written by Ellen Needham and Sharon Sasaki.

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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 > [MEX] [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

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

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

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

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

M CITY. 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] 0

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]

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

M WT1. MOTHER’S PREPREGNANCY WEIGHT IN POUNDS > [140] [Enter]

M WT2. MOTHER’S DELIVERY WEIGHT IN POUNDS > [160] [Enter]

M HT. 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.
15A.  13D.AAA AAA,MD,55 MAIN ST,GOLETA
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
26.3331
26A.35  27A.1  27B.0  27D.1  27E.0
26B.NOT MED INDICATED  27C.02/03/2002  27D.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] HOSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > [D] [Enter] DISPLAY 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] BIRTH CERTIFICATE

BIRTH CERTIFICATE OPTION > [D] [Enter] DISPLAY 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 # >
**HOSPITAL BIRTH RECORD**

<table>
<thead>
<tr>
<th>1A. JOHN</th>
<th>1B. PAUL</th>
<th>1C. JONES</th>
</tr>
</thead>
<tbody>
<tr>
<td>MALE</td>
<td>SINGLE</td>
<td>-</td>
</tr>
<tr>
<td>01/01/2007</td>
<td>2253</td>
<td></td>
</tr>
<tr>
<td>TEST HOSPITAL</td>
<td>555 NORTH TEST LANE</td>
<td></td>
</tr>
<tr>
<td>TEST CITY</td>
<td>TEST COUNTY</td>
<td></td>
</tr>
<tr>
<td>ROBERT</td>
<td>DAVID</td>
<td>JONES</td>
</tr>
<tr>
<td>AK</td>
<td>05/05/1939</td>
<td></td>
</tr>
<tr>
<td>MARIA</td>
<td>ELENA</td>
<td>SANCHEZ</td>
</tr>
<tr>
<td>MEXICO</td>
<td>06/06/1980</td>
<td></td>
</tr>
<tr>
<td>JONES</td>
<td>-</td>
<td>01/01/2007</td>
</tr>
<tr>
<td>-</td>
<td>C-38381</td>
<td></td>
</tr>
<tr>
<td>AAA AAA, MD, 55 MAIN ST, GOLETA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>15A. NO</th>
<th>18. IRISH/JAPANESE/CHUMASH</th>
<th>20C. 12 ND</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/2006</td>
<td>09/2006 PROGRAMMER</td>
<td>BANKING</td>
</tr>
<tr>
<td>MEXICAN</td>
<td>HISPANIC/SAMOAN</td>
<td>BACHELOR'S</td>
</tr>
<tr>
<td>09/2006</td>
<td>VICE-PRESIDENT</td>
<td>BANKING</td>
</tr>
<tr>
<td>03/02/2002</td>
<td>08/1998</td>
<td></td>
</tr>
<tr>
<td>03,0,20,58,68</td>
<td>07</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>30.08,11</th>
<th>31.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.0000 B. D. 1 E. F. YY CT.</td>
<td>32.123-45-6789</td>
</tr>
<tr>
<td>MWT1.140</td>
<td>MHT.57&quot;</td>
</tr>
<tr>
<td>M STREET</td>
<td>MCITY</td>
</tr>
<tr>
<td>APGAR1.08</td>
<td>APGAR5.09</td>
</tr>
<tr>
<td>RSN.</td>
<td></td>
</tr>
</tbody>
</table>
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 <04/12/2006> [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',

<table>
<thead>
<tr>
<th>NAME</th>
<th>EVENT-DATE</th>
<th>FILE#</th>
<th>NEXT SKIPPED DATE-SENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEHMAN, KAITLYN</td>
<td>4/01/2006</td>
<td>123</td>
<td>27C 13D</td>
</tr>
<tr>
<td>LEHMAN, KAZU</td>
<td>6/05/2006</td>
<td>456</td>
<td>23A 28AA,</td>
</tr>
<tr>
<td>MCCARROLL, ABBIE</td>
<td>3/02/2006</td>
<td>789</td>
<td>MAR 28AA,</td>
</tr>
<tr>
<td>NISHIDA, ANDY</td>
<td>4/02/2006</td>
<td>987</td>
<td>5E 28AA,</td>
</tr>
</tbody>
</table>

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

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)

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
"^FILE" HAS BEEN DISABLED, BUT IF YOU STILL WISH TO DELAY ANSWERING YOU MAY "^SKIP" 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 "^FILE" HAS BEEN ENABLED.

Note: AVSS will display this record. You can complete this record as usual.
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] HOSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > [INC] [Enter] COMPLETE 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 %VALID %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
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 CIGN CNTY D DECP F FAGE GAGE GAWK
I10 I11 I12B I12C I13C I18 I18A I18B I18C I19 I21 I21A I21B
I5A I5C I5D I7 I8 ICIGFN ICIGPN ICIGSN ICIGN TICY IMCOUNTY
MSTATE ISENT ITYPE MA GE 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**

<table>
<thead>
<tr>
<th>#</th>
<th>NAME</th>
<th>DATE</th>
<th>FILE#</th>
<th>NEXT</th>
<th>SKIPPED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>JONES, JOHN PAUL</td>
<td>01/01/2007</td>
<td>6960</td>
<td>12B,13D,TYPE,23A,23B</td>
<td></td>
</tr>
</tbody>
</table>

**IS THIS THE PERSON? <Y> [Enter]**

**RETRIEVING DATA .........**

**HOSPITAL BIRTH RECORD**

1. **BPF**  BABY'S PATIENT FILE NUMBER <6960>
2. **1A**  FIRST (GIVEN) NAME OF CHILD <JOHN>
3. **1B**  MIDDLE NAME OF CHILD <PAUL>
4. **1C**  LAST (FAMILY) NAME OF CHILD (SURNAME) <JONES>
5. **2**  SEX OF CHILD <MALE>
6. **3A**  THIS BIRTH SINGLE, TWIN, ETC. <SINGLE>
7. **4A**  DATE OF BIRTH <01/01/2007>
8. **4B**  HOUR OF BIRTH (24 HOUR CLOCK) <2253>
9. **MAR**  MOTHER MARRIED (AT ANY TIME DURING THE PREGNANCY) <NO>
10. **DECP**  DO YOU HAVE A DECLARATION OF PATERNITY SIGNED BY THE FATHER & MOTHER <YES>
11. **6A**  FIRST (GIVEN) NAME OF FATHER <ROBERT>
12. **6B**  MIDDLE NAME OF FATHER <DAVID>
13. **6C**  LAST (FAMILY) NAME OF FATHER (SURNAME) <JONES>
14. **7**  FATHER'S STATE OF BIRTH <AK> ALASKA
15. **8**  FATHER'S DATE OF BIRTH <05/05/1939>
16. **9A**  FIRST (GIVEN) NAME OF MOTHER <MARIA>
17. **9B**  MIDDLE NAME OF MOTHER <ALENA>
18. **9C**  BIRTH LAST (FAMILY) NAME OF MOTHER (MAIDEN SURNAME) <SANCHEZ>
19. **MLN**  MOTHER'S CURRENT LAST NAME <JONES>
20. **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.

<table>
<thead>
<tr>
<th>HOSPITAL BIRTH RECORD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A.JOHN</td>
</tr>
<tr>
<td>1B.PAUL</td>
</tr>
<tr>
<td>1C.JONES</td>
</tr>
<tr>
<td>2.MALE 3A.SINGLE 3B.-</td>
</tr>
<tr>
<td>4A.01/01/2007</td>
</tr>
<tr>
<td>4B.2253</td>
</tr>
<tr>
<td>5A.TEST HOSPITAL</td>
</tr>
<tr>
<td>5B.555 NORTH TEST LANE</td>
</tr>
<tr>
<td>5C.TEST CITY</td>
</tr>
<tr>
<td>5D.TEST COUNTY</td>
</tr>
<tr>
<td>6A.ROBERT 6B.DAVID 6C.</td>
</tr>
<tr>
<td>7.AK 8.05/05/1939</td>
</tr>
<tr>
<td>9A.MARIA 9B.ALENA 9C.</td>
</tr>
<tr>
<td>10.MEXICO 11.06/06/1980</td>
</tr>
<tr>
<td>MLN.JONES 12A.JONES 12B.</td>
</tr>
<tr>
<td>12C.01/01/2007</td>
</tr>
<tr>
<td>13.13B.C-38381</td>
</tr>
<tr>
<td>13C.01/01/2007</td>
</tr>
<tr>
<td>13D.AAA AAA,MD,55 MAIN</td>
</tr>
<tr>
<td>15A.</td>
</tr>
<tr>
<td>19.NO</td>
</tr>
</tbody>
</table>

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 > [IND] [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] HOSPITAL 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
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] HOSPITAL 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> [Enter] (04/01/2006)
ENDING DATE <TODAY> [Enter] (04/30/2006)

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/27/2006</td>
<td>1</td>
</tr>
</tbody>
</table>

TOTAL 1

USER COUNT BY DATE OF REGISTRATION

<table>
<thead>
<tr>
<th>User</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCCARROLL, JESSICA, SYSTEM</td>
<td>1</td>
</tr>
</tbody>
</table>

TOTAL 1

RECORD COUNT BY LAST FILE DATE

<table>
<thead>
<tr>
<th>Date</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/26/2006</td>
<td>3</td>
</tr>
<tr>
<td>04/27/2006</td>
<td>1</td>
</tr>
</tbody>
</table>

TOTAL 4

USER COUNT BY LAST FILE DATE

<table>
<thead>
<tr>
<th>User</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCCARROLL, JESSICA, SYSTEM</td>
<td>3</td>
</tr>
<tr>
<td>NISHIDA, GLEN, AVSS PROJECT</td>
<td>1</td>
</tr>
</tbody>
</table>

TOTAL 4
PRINT RECORD

To print a baby's record.

SYSTEM OPTION > [H] [Enter] HOSPITAL 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] HOSPITAL BIRTH RECORD
HOSPITAL BIRTH RECORD OPTION > [M] [Enter] MODIFY 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
DISPOSITION 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]
P A T I L L O , E L I Z A B E T H , M E D R E C C L K
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]

PA1 = PATILLO, ELIZABETH R, MR CLK
PA1 =

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
PA1 = PATILLO, ELIZABETH, MR CLK
PA1 = IED [Enter]

EXAMPLE #2, Replacing Characters:
PA1 = PATILLO, ELIZABETH, MEDR CLK
PA1 = RS [Enter]

EXAMPLE #3, Deleting Characters:
PA1 = PATILLO, ELISABETH, MEDR CLK
PA1 = DDDD [Enter]
PA1 = PATILLO, BETH, MEDR CLK
PA1 = [Enter]
LIST CERTIFIERS/ATTENDANTS

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)

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)

CACE. 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]
CACE. 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]

OUTPUT DEVICE <T> [Enter]

<table>
<thead>
<tr>
<th>Name</th>
<th>License Number</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>BARBOSA, JUAN, MD, 810 EAST CHASTAIN, SAN FERNANDO</td>
<td>A-32474</td>
<td>810 EAST CHASTAIN, SAN FERNANDO</td>
</tr>
<tr>
<td>BOWLES, NANCY C, CNM, 2311 N STATE ST, LOS ANGELES</td>
<td>434</td>
<td>2311 N STATE ST, LOS ANGELES</td>
</tr>
<tr>
<td>CALLAHAN, THADDEUS, MD, 222 S PALISADE DR, VAN NUYS</td>
<td>G-62123</td>
<td>222 S PALISADE DR, VAN NUYS</td>
</tr>
<tr>
<td>HARVEY, PAUL, MD, 123 MAIN ST, MONTCLAIR</td>
<td>A12345</td>
<td>123 MAIN ST, MONTCLAIR</td>
</tr>
<tr>
<td>JURATSCH, CLYDE, MD, 65 SHERMAN WAY, RESEDA</td>
<td>G-07772</td>
<td>65 SHERMAN WAY, RESEDA</td>
</tr>
<tr>
<td>JUSTIN, JOHN, MD, 810 EAST CHASTAIN, SAN FERNANDO</td>
<td>A42424</td>
<td>810 EAST CHASTAIN, SAN FERNANDO</td>
</tr>
<tr>
<td>MARSHALL, PEGGY, MD, 14200 SANTA MONICA, SANTA MONICA</td>
<td>A-34210</td>
<td>14200 SANTA MONICA, SANTA MONICA</td>
</tr>
<tr>
<td>McGHEE, MICHAEL, MD, 1300 CYPRESS, VAN NUYS</td>
<td>C-09318</td>
<td>1300 CYPRESS, VAN NUYS</td>
</tr>
<tr>
<td>Okerblum, Morris, MD, 210 COLLEGE DRIVE, NORTHRIDGE</td>
<td>A92821</td>
<td>210 COLLEGE DRIVE, NORTHRIDGE</td>
</tr>
<tr>
<td>Spencer, Trudy, MD, 65 SHERMAN WAY, RESEDA</td>
<td>A-82739</td>
<td>65 SHERMAN WAY, RESEDA</td>
</tr>
<tr>
<td>Spuds, IDA, 14200 SANTA MONICA, SANTA MONICA</td>
<td>C-21828</td>
<td>14200 SANTA MONICA, SANTA MONICA</td>
</tr>
<tr>
<td>Wyatt, Mitchell, MD, 1300 CYPRESS, VAN NUYS</td>
<td>G-18283</td>
<td>1300 CYPRESS, VAN NUYS</td>
</tr>
</tbody>
</table>
EDIT AN ATTENDANT

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

HOSPITAL BIRTH RECORD OPTION > [AT] [Enter] ATTENDANT 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> [Enter] (FIR) (6) FIREMAN (C.P.T. CERTIFIED) (6)
ADDRESS<123 MAIN ST> [Enter]
CITY <MONTCLAIR>
LICENSE NUMBER <A12345> [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] DELETE

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> [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] HOSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > [VE] [Enter] VERIFICATION 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] BIRTH CERTIFICATE

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

FILE# OR INDEX TO SEARCH  > [DR] [Enter]
(DR) HOSPITAL NUMBER DIRECTORY

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
DUPPLICATE 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.

<table>
<thead>
<tr>
<th>LAST, FIRST MIDDLE</th>
<th>DATE</th>
<th>FILE #</th>
<th>ORDER/MULT</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHICKEN, MARK LOUIS</td>
<td>3/20/06</td>
<td>8383</td>
<td>?/1</td>
</tr>
<tr>
<td>CHICKEN, MARK LOUIS</td>
<td>3/20/06</td>
<td>8384</td>
<td>?/1</td>
</tr>
</tbody>
</table>

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
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

REMOVING RECORDS FROM LIST

Note: If after the records have been displayed, there is a record you wish to remove, continue as follows. All unsent 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 UNSENT 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] HOSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > [HO] [Enter] HOSPITAL 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 HOSPITAL BIRTH RECORD

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

DISPLAY MOTHER’S MAIDEN NAME <Y> [Enter]
ENTER BEGINNING VALUE FOR DATE OF BIRTH < 1/1/93 > [3/1/96] [Enter]
ENTER ENDING VALUE FOR DATE OF BIRTH < T > [3/7/06] [Enter]

<table>
<thead>
<tr>
<th>BIRTHDATE</th>
<th>PARENT'S NAME</th>
<th>SEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/1/93</td>
<td>DONATO VASQUEZ &amp; LORRI CASTLE</td>
<td>GIRL</td>
</tr>
<tr>
<td>3/2/93</td>
<td>MICHAEL VINING &amp; MARSHA (WILLIAMS) VINING</td>
<td>GIRL</td>
</tr>
<tr>
<td>3/4/93</td>
<td>ROBERT JONES &amp; MARIA (SANCHEZ) JONES</td>
<td>BOY</td>
</tr>
<tr>
<td>3/7/93</td>
<td>COREY ALEXANDER &amp; BEATRICE AARON</td>
<td>GIRL</td>
</tr>
</tbody>
</table>

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)ight > [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] MAILBOX OPTION

MAILBOX OPTION > [P] [Enter] PRINT 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

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

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

<table>
<thead>
<tr>
<th>MAIL TO:</th>
<th>SANDIEGO,CARMEN</th>
<th><em><strong>UNREAD</strong></em></th>
</tr>
</thead>
<tbody>
<tr>
<td>MESSAGE 2 SENT</td>
<td>4/1/06 1:30PM</td>
<td></td>
</tr>
<tr>
<td>COMMENT:</td>
<td>RSVP TO DEPT MEETING</td>
<td></td>
</tr>
<tr>
<td>MAIL TO:</td>
<td>JONES,SANDRA</td>
<td></td>
</tr>
<tr>
<td>MESSAGE 1 SENT</td>
<td>3/29/06 10:45AM READ: 3/29/06 12:15PM</td>
<td></td>
</tr>
<tr>
<td>COMMENT:</td>
<td>BIRTHDAY LUNCH</td>
<td></td>
</tr>
</tbody>
</table>

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 > [BABIES] [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] REPORT GENERATOR
REPORT GENERATOR OPTION > [Q] [Enter] QUERY 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 XXXXXXX
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] QUERY 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 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
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.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**:

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

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] QUERY 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 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
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 #HGBAWX=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
REPORT CODE: #HANOMT
DATE RANGE: 1/1/05 TO 12/31/05 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
AVSS Quick Reference Manual

Report Generator, Generate Report-Running A Report In The Background

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] REPORT GENERATOR

REPORT GENERATOR OPTION > [G] [Enter] GENERATE 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 #HBIW1X=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] REPORT GENERATOR
REPORT GENERATOR OPTION > [O] [Enter] OUTPUT 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] REPORT GENERATOR

REPORT GENERATOR OPTION > [O] [Enter] OUTPUT 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:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Count</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>PRE-ECLAMPSIA</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>02</td>
<td>ECLAMPSIA</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>03</td>
<td>SEIZURES DURING LABOR</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>04</td>
<td>FETOPELVIC DISPROPORTION</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>05</td>
<td>SHOULDER DYSTOCIA</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>06</td>
<td>BREECH/ABNORMAL PRESN</td>
<td>7</td>
<td>11.67%</td>
</tr>
<tr>
<td>07</td>
<td>PRECIPITOUS LABOR (&lt;3HRS)</td>
<td>1</td>
<td>1.67%</td>
</tr>
<tr>
<td>08</td>
<td>PROLONGED LABOR (&lt;20HRS)</td>
<td>1</td>
<td>1.67%</td>
</tr>
<tr>
<td>09</td>
<td>OTHER DYSFUNCTIONAL LABOR</td>
<td>2</td>
<td>3.33%</td>
</tr>
<tr>
<td>10</td>
<td>PREM RUPT MEMBRNES (&gt;12HRS)</td>
<td>2</td>
<td>3.33%</td>
</tr>
<tr>
<td>11</td>
<td>INDUCTION OF LABOR</td>
<td>10</td>
<td>16.67%</td>
</tr>
<tr>
<td>12</td>
<td>STIMULATION OF LABOR</td>
<td>21</td>
<td>35.00%</td>
</tr>
<tr>
<td>13</td>
<td>ABRUPTIO PLACENTA</td>
<td>1</td>
<td>1.67%</td>
</tr>
<tr>
<td>14</td>
<td>PLACENTA PREVIA</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>15</td>
<td>OTHER EXCESSIVE BLEEDING</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>16</td>
<td>GENITAL HERPES</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>17</td>
<td>AMNIONITIS/SEPSIS</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>18</td>
<td>FEBRILE (&gt;100F OR &gt;38C)</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>19</td>
<td>MECONIUM (MODERATE/HEAVY)</td>
<td>1</td>
<td>1.67%</td>
</tr>
<tr>
<td>20</td>
<td>CORD PROLAPSE</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>21</td>
<td>FETAL DISTRESS</td>
<td>5</td>
<td>8.33%</td>
</tr>
<tr>
<td>22</td>
<td>ANESTHETIC COMPLICATIONS/PROCEDURES</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>23</td>
<td>UNSUCCESSFUL VBAC</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>24</td>
<td>MATERNAL BLOOD TRANSFUSION</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>25</td>
<td>MATERNAL TRNSPRT BEF DLVRY</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>26</td>
<td>AMNIOCENTESIS</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>27</td>
<td>ELECTRONIC FETAL MONITORING</td>
<td>59</td>
<td>98.33%</td>
</tr>
<tr>
<td>28</td>
<td>TOCOLYSIS</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>29</td>
<td>ULTRASOUND</td>
<td>5</td>
<td>8.33%</td>
</tr>
<tr>
<td>30</td>
<td>MATERNAL DEATH</td>
<td>1</td>
<td>1.67%</td>
</tr>
<tr>
<td>31</td>
<td>OTHER</td>
<td>3</td>
<td>5.00%</td>
</tr>
</tbody>
</table>

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] IST 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.

<table>
<thead>
<tr>
<th>FINCH, ROBIN, BIRTH CLERK (ID=13)</th>
<th>ID</th>
<th>DATE</th>
<th>SIZE</th>
<th>NAME</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>13</td>
<td>4/1/06</td>
<td>100</td>
<td>MAGE05</td>
<td>2005 MOTHERS UNDER 15 (4/1/06 01:22 PM)</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>6/14/06</td>
<td>100</td>
<td>HANOMT05</td>
<td>2005 CONGENITAL ANOMALIES REPORT (6/14/06 1:55 AM)</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>7/2/06</td>
<td>100</td>
<td>LDCMP506</td>
<td>MAY 2006 L&amp;D COMPLICATIONS (7/2/06 02:35 PM)</td>
</tr>
</tbody>
</table>
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] REPORT GENERATOR

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

FINCH, ROBIN, BIRTH CLERK (ID=13)

<table>
<thead>
<tr>
<th>ID</th>
<th>DATE</th>
<th>SIZE</th>
<th>NAME</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>4/1/05</td>
<td>100</td>
<td>HANOMT05 2005 CONGENITAL ANOMALIES REPORT</td>
<td>(4/1/06 01:22 PM)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>DELETE &lt;N&gt; [Enter]</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>6/14/06</td>
<td>237</td>
<td>LDCMP506 MAY 2006 L&amp;D COMPLICATIONS</td>
<td>(6/14/06 11:55 AM)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>DELETE &lt;N&gt; [Y] [Enter]</td>
<td>DELETED.</td>
</tr>
</tbody>
</table>

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] SYSTEM 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 TON 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] SYSTEM 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] SYSTEM 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]

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

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

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

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

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

### MAILBOX

<table>
<thead>
<tr>
<th>MENU OPTION</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEND MAIL</td>
<td>100 200 300 400 500 600 700 800 900</td>
</tr>
<tr>
<td>PRINT MAIL</td>
<td>✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓</td>
</tr>
<tr>
<td>DELETE MAIL</td>
<td>✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓</td>
</tr>
<tr>
<td>REPORT STATUS OF SENT MAIL</td>
<td>✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓</td>
</tr>
</tbody>
</table>
### 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

<table>
<thead>
<tr>
<th>MENU OPTION:</th>
<th>100</th>
<th>200</th>
<th>300</th>
<th>400</th>
<th>500</th>
<th>600</th>
<th>700</th>
<th>800</th>
<th>900</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHANGE YOUR PASSWORD</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

#### Report Generator Option Classification

<table>
<thead>
<tr>
<th>MENU OPTION:</th>
<th>100</th>
<th>200</th>
<th>300</th>
<th>400</th>
<th>500</th>
<th>600</th>
<th>700</th>
<th>800</th>
<th>900</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUERY DATABASE</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>GENERATE REPORT</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>OUTPUT SAVED REPORT</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>LIST SAVED REPORTS</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>DELETE SAVED REPORT</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
# Glossary of Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>backing out</td>
<td>A way to exit from AVSS.</td>
</tr>
<tr>
<td>backup</td>
<td>The process creating duplicate files or copies in case the original is lost or damaged.</td>
</tr>
<tr>
<td>bug</td>
<td>An error in a program.</td>
</tr>
<tr>
<td>concatenate</td>
<td>To string or link together values. In AVSS these values should be separated by semi-colons.</td>
</tr>
<tr>
<td>control key</td>
<td>The key usually marked CTRL.</td>
</tr>
<tr>
<td>CRT terminal</td>
<td>Cathode Ray Tube terminal or the video display.</td>
</tr>
<tr>
<td>cursor</td>
<td>The cursor (usually an underline or block) which shows you where you are on the screen.</td>
</tr>
<tr>
<td>data/data field(s)</td>
<td>The information entered into your computer. Refers to either a single piece of information or a collection of information.</td>
</tr>
<tr>
<td>database</td>
<td>A collection of many files related to a particular topic (e.g. birth records).</td>
</tr>
<tr>
<td>default</td>
<td>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’).</td>
</tr>
<tr>
<td>device</td>
<td>Refers to a piece of hardware such as a terminal, printer, or modem.</td>
</tr>
<tr>
<td>disk</td>
<td>A device for storing data which are commonly classified as hard disks and floppy disks (also known as diskettes).</td>
</tr>
<tr>
<td>disk crash</td>
<td>The failure of your computer's hard drive. This failure usually occurs suddenly and can result in the loss of your data.</td>
</tr>
<tr>
<td>disk drive</td>
<td>A device that can be used to &quot;read&quot; and &quot;write&quot; on a hard disk or diskette.</td>
</tr>
<tr>
<td>diskette</td>
<td>Sometimes called &quot;floppy disk&quot; in contrast to &quot;hard disk&quot;. A diskette is a piece of flexible plastic. Common sizes include 5 1/4 inch and 3 1/2 inch diameter.</td>
</tr>
<tr>
<td>edit</td>
<td>To change the data which has been entered into your computer.</td>
</tr>
<tr>
<td>error</td>
<td>A problem occurring during the use of AVSS which may prevent you from proceeding. You should note the error, then contact your AVSS programmer.</td>
</tr>
<tr>
<td>field</td>
<td>A reserved area in a record used for storage of specific information.</td>
</tr>
<tr>
<td>file</td>
<td>A collection of records containing similar information.</td>
</tr>
<tr>
<td>file number</td>
<td>The number used to identify and file this record into AVSS.</td>
</tr>
<tr>
<td>floppy disk</td>
<td>An informal name for a diskette.</td>
</tr>
<tr>
<td>hard disk</td>
<td>A disk which is rigid and cannot be removed, in contrast to a &quot;floppy disk&quot;.</td>
</tr>
<tr>
<td>hardware</td>
<td>The physical components of a computer system (e.g. &quot;the computer&quot;, plus peripheral devices such as disk drives, CRT terminals, printers, tape drives, and modems).</td>
</tr>
<tr>
<td>help</td>
<td>Information giving instructions on how to proceed or the kind of data required for a field.</td>
</tr>
<tr>
<td>incomplete record</td>
<td>A record which has not been completed.</td>
</tr>
<tr>
<td>input</td>
<td>The process of entering data into the computer or the collection of data which has been entered.</td>
</tr>
<tr>
<td>input device</td>
<td>A device which can be used to &quot;read&quot; data into a computer. Typical examples include CRT terminals or disk drives, including hard and floppy disks.</td>
</tr>
<tr>
<td>Terms</td>
<td>Meaning</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>job</td>
<td>Any system activity. Each time you log-on to AVSS, you are running a job.</td>
</tr>
<tr>
<td>logoff</td>
<td>The process of exiting or leaving the AVSS computer system.</td>
</tr>
<tr>
<td>logon</td>
<td>The process of gaining access to AVSS.</td>
</tr>
<tr>
<td>menu</td>
<td>The list which displays for you the different options available for use on the AVSS system.</td>
</tr>
<tr>
<td>modem</td>
<td>The device which is used by your computer to transmit data between computers.</td>
</tr>
<tr>
<td>null</td>
<td>A blank data value.</td>
</tr>
<tr>
<td>optional</td>
<td>Data which is not required by AVSS to complete a record.</td>
</tr>
<tr>
<td>output</td>
<td>The results of a job (e.g. printing a certificate, printing a report).</td>
</tr>
<tr>
<td>output device</td>
<td>A device which output is displayed or stored such as a printer or CRT terminal</td>
</tr>
<tr>
<td>password</td>
<td>A string of 3 to 48 characters, either alphabetic or numeric, that allows you to log onto AVSS.</td>
</tr>
<tr>
<td>peripheral device</td>
<td>Any hardware device other than the computer itself.</td>
</tr>
<tr>
<td>program</td>
<td>A list of instructions for computer operations, written in a programming language.</td>
</tr>
<tr>
<td>prompt</td>
<td>A message that is displayed AVSS which request some action from the user.</td>
</tr>
<tr>
<td>question mark</td>
<td>Used to display the 'HELP' information on AVSS. Use ‘?’ or [F1] at any prompt for extra information about the data you should enter.</td>
</tr>
<tr>
<td>record</td>
<td>A group of related data fields usually referring to all the information on one baby's file.</td>
</tr>
<tr>
<td>required</td>
<td>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.</td>
</tr>
<tr>
<td>routine</td>
<td>See program.</td>
</tr>
<tr>
<td>sign-on</td>
<td>To start a session with AVSS. See logon.</td>
</tr>
<tr>
<td>sign-off</td>
<td>To stop a session with AVSS. See logoff.</td>
</tr>
<tr>
<td>software</td>
<td>The programs that control computer operations.</td>
</tr>
<tr>
<td>system</td>
<td>A combination of hardware and software designed to perform specific functions.</td>
</tr>
<tr>
<td>terminal</td>
<td>The screen and keyboard you use to enter data into AVSS. See CRT Terminal.</td>
</tr>
<tr>
<td>time-out</td>
<td>AVSS will log you off after a certain amount of time if you haven't entered any data.</td>
</tr>
<tr>
<td>up-arrow</td>
<td>The circumflex or ‘^’ key on your keyboard. (Hold the shift key down, press the '6' key)</td>
</tr>
<tr>
<td>validation</td>
<td>The process of checking the data you've just entered for accuracy and consistency.</td>
</tr>
<tr>
<td>variable</td>
<td>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.</td>
</tr>
<tr>
<td>Error Message</td>
<td>See (For More Information)</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>ACCESS TO THIS CERTIFICATE IS RESTRICTED</td>
<td>HOSPITAL BIRTH RECORD, PROCESS REGISTRAR REFUSED RECORDS</td>
</tr>
<tr>
<td>HORIZONTAL ADJUSTMENT OUT OF RANGE</td>
<td>HOSPITAL BIRTH RECORD, HP LASERJET FORM ALIGNMENT</td>
</tr>
<tr>
<td>LASERJET PRINTER NOT SPECIFIED</td>
<td>HOSPITAL BIRTH RECORD, HP LASERJET FORM ALIGNMENT</td>
</tr>
<tr>
<td>VERTICAL ADJUSTMENT OUT OF RANGE.</td>
<td>HOSPITAL BIRTH RECORD, HP LASERJET FORM ALIGNMENT</td>
</tr>
<tr>
<td>WARNING: SOURCE FORM HAS SKIPPED FIELDS, CONTINUE &lt;Y&gt;</td>
<td>HOSPITAL BIRTH RECORD, COMPLETE INCOMPLETE RECORD</td>
</tr>
<tr>
<td>WARNING: SOURCE FORM SELECTED HAS BEEN ^FILED, CONTINUE &lt;Y&gt;</td>
<td>HOSPITAL BIRTH RECORD, COMPLETE INCOMPLETE RECORD</td>
</tr>
<tr>
<td>YOUR PASSWORD HAS EXPIRED. CHANGE YOUR PASSWORD!</td>
<td>YOUR PASSWORD, CHANGE YOUR PASSWORD</td>
</tr>
<tr>
<td>YOUR PASSWORD WILL EXPIRE IN x DAYS</td>
<td>YOUR PASSWORD, CHANGE YOUR PASSWORD</td>
</tr>
</tbody>
</table>
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.

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

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

### 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.

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

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

<table>
<thead>
<tr>
<th>Item 29D. (Fetal Death)</th>
<th>METHOD OF DELIVERY</th>
<th>(Enter only 1 code/number under each section, separated by commas: A,B,C,D,E,F)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 28A. (Birth)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item 32A (Fetal Death)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Final delivery route</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01</td>
<td>Cesarean—primary</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Cesarean—primary, with trial of labor attempted</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Cesarean—primary, with vacuum attempted</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Cesarean—primary, with vacuum &amp; trial of labor attempted</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Cesarean—repeat</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Cesarean—repeat, with trial of labor attempted</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Cesarean—repeat, with vacuum</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>Cesarean—repeat, with vacuum &amp; trial of labor attempted</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Vaginal—spontaneous</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>Vaginal—spontaneous, after previous Cesarean</td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>Vaginal—forceps</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Vaginal—forceps, after previous Cesarean</td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>Vaginal—vacuum</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Vaginal—vacuum, after previous Cesarean</td>
<td></td>
</tr>
<tr>
<td>88</td>
<td>Not Delivered (Fetal Death Only)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. If mother had a previous Cesarean—How many?</th>
<th>(Enter 0 – 9, or U if Unknown)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 28B. (Birth)</td>
<td>EXPECTED PRINCIPAL SOURCE OF PAYMENT FOR DELIVERY</td>
</tr>
<tr>
<td>Item 32B (Fetal Death)</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Medi-Cal</td>
</tr>
<tr>
<td>05</td>
<td>Other Government Programs (Federal, State, Local)</td>
</tr>
<tr>
<td>07</td>
<td>Private Insurance</td>
</tr>
<tr>
<td>09</td>
<td>Self Pay</td>
</tr>
<tr>
<td>14</td>
<td>Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Fetal presentation at birth</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Cephalic fetal presentation at delivery</td>
</tr>
<tr>
<td>30</td>
<td>Breech fetal presentation at delivery</td>
</tr>
<tr>
<td>40</td>
<td>Other fetal presentation at delivery</td>
</tr>
<tr>
<td>90</td>
<td>Unknown</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D. Was vaginal delivery with forceps attempted, but unsuccessful?</th>
<th>50 Yes 58 No 59 Unknown</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>E. Was vaginal delivery with vacuum attempted, but unsuccessful?</th>
<th>60 Yes 68 No 69 Unknown</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>F. Hysterotomy/Hysterectomy (Fetal Death Only)</th>
<th>70 Yes 78 No</th>
</tr>
</thead>
</table>

| COMPLICATIONS AND PROCEDURES OF PREGNANCY AND CONCURRENT ILLNESSES | (Enter up to 16 codes, separated by commas, for the most important complications/procedures.) |
### DIABETES
- 09 Prepregnancy (Diagnosis prior to this pregnancy)
- 31 Gestational (Diagnosis in this pregnancy)

### HYPTERTENSION
- 03 Prepregnancy (Chronic)
- 01 Gestational (PIH, Preeclampsia)
- 02 Eclampsia

### 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.)

### 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

### 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))

### 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)

### 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

### NONE OR OTHER COMPLICATIONS/PROCEDURES NOT LISTED
- 30 Other Pregnancy Complications/Procedures not Listed

---

See reverse side for codes to Birth Items 30 and 31 and Fetal Death Items 34 and 35.

Do not enter any identification by patient name or number on this worksheet. Discard after use.

Do not retain in medical records or submit with the "Certificate of Live Birth."
<table>
<thead>
<tr>
<th>Item 30 (Birth)</th>
<th>Item 34 (Fetal Death)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ONSET OF LABOR</strong></td>
<td><strong>COMPLICATIONS AND PROCEDURES OF LABOR AND DELIVERY</strong></td>
</tr>
<tr>
<td>10 Premature rupture of membranes (³ 12 hours)</td>
<td><strong>(Enter up to 9 codes, separated by commas, for the most important complications/procedures.)</strong></td>
</tr>
<tr>
<td>07 Precipitous labor (&lt; 3 hours)</td>
<td></td>
</tr>
<tr>
<td>08 Prolonged labor (³ 20 hours)</td>
<td></td>
</tr>
<tr>
<td><strong>CHARACTERISTICS OF LABOR AND DELIVERY</strong></td>
<td><strong>COMPLICATIONS OF PLACENTA, CORD, AND MEMBRANES</strong></td>
</tr>
<tr>
<td>11 Induction of labor</td>
<td>Rupture of membranes prior to onset of labor</td>
</tr>
<tr>
<td>12 Augmentation of labor</td>
<td>38 Abruptio placenta</td>
</tr>
<tr>
<td>32 Non-vertex presentation</td>
<td>39 Placental insufficiency</td>
</tr>
<tr>
<td>33 Steroids (glucocorticoids) for fetal lung maturation received by the mother prior to delivery</td>
<td>20 Prolapsed cord</td>
</tr>
<tr>
<td>34 Antibiotics received by the mother during labor</td>
<td>17 Chorioamnionitis</td>
</tr>
<tr>
<td>35 Clinical chorioamnionitis diagnosed during labor or maternal temperature ³ 38°C (100.4°F) Moderate/heavy meconium staining of the amniotic fluid</td>
<td><strong>MATERNAL MORBIDITY</strong></td>
</tr>
<tr>
<td>19</td>
<td>24 Maternal blood transfusion</td>
</tr>
<tr>
<td>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</td>
<td>40 Third or fourth degree perineal laceration</td>
</tr>
<tr>
<td>37 Epidural or spinal anesthesia during labor</td>
<td>41 Ruptured uterus</td>
</tr>
<tr>
<td>25 Mother transferred for delivery from another facility for maternal medical or fetal indications</td>
<td>42 Unplanned hysterectomy</td>
</tr>
<tr>
<td><strong>ABNORMAL CONDITIONS AND CLINICAL PROCEDURES RELATING TO THE NEWBORN</strong></td>
<td>43 Admission to ICU</td>
</tr>
<tr>
<td><strong>ABNORMAL CONDITIONS AND CLINICAL PROCEDURES RELATING TO THE FETUS</strong></td>
<td>44 Unplanned operating room procedure following delivery</td>
</tr>
<tr>
<td><strong>NONE OR OTHER COMPLICATIONS/PROCEDURES NOT LISTED</strong></td>
<td></td>
</tr>
<tr>
<td>00 None</td>
<td>00 None</td>
</tr>
<tr>
<td>31 Complications/Procedures not Listed</td>
<td>31 Complications/Procedures not Listed</td>
</tr>
<tr>
<td>CONGENITAL ANOMALIES (NEWBORN OR FETUS)</td>
<td>ABNORMAL CONDITIONS (NEWBORN OR FETUS)</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>01 Anencephaly</td>
<td>66 Significant birth injury (skeletal fracture(s), peripheral nerve injury, and/or soft tissue/solid organ hemorrhage which requires intervention)</td>
</tr>
<tr>
<td>02 Meningomyelocele/Spina bifida</td>
<td></td>
</tr>
<tr>
<td>076 Cyanotic congenital heart disease</td>
<td></td>
</tr>
<tr>
<td>077 Congenital diaphragmatic hernia</td>
<td></td>
</tr>
<tr>
<td>078 Omphalocele</td>
<td></td>
</tr>
<tr>
<td>079 Gastrochisis</td>
<td></td>
</tr>
<tr>
<td>080 Limb reduction defect (excluding congenital amputation and dwarfin syndromes)</td>
<td></td>
</tr>
<tr>
<td>028 Cleft palate alone</td>
<td></td>
</tr>
<tr>
<td>029 Cleft lip alone</td>
<td></td>
</tr>
<tr>
<td>030 Cleft palate with cleft lip</td>
<td></td>
</tr>
<tr>
<td>057 Down’s Syndrome—Karyotype confirmed</td>
<td></td>
</tr>
<tr>
<td>081 Down’s Syndrome—Karyotype pending</td>
<td></td>
</tr>
<tr>
<td>082 Suspected chromosomal disorder—Karyotype confirmed</td>
<td></td>
</tr>
<tr>
<td>083 Suspected chromosomal disorder—Karyotype pending</td>
<td></td>
</tr>
<tr>
<td>035 Hypospadias</td>
<td></td>
</tr>
<tr>
<td>088 Aortic stenosis</td>
<td></td>
</tr>
<tr>
<td>089 Pulmonary stenosis</td>
<td></td>
</tr>
<tr>
<td>090 Atresia</td>
<td></td>
</tr>
<tr>
<td>062 Additional and unspecified congenital anomalies not listed above</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDITIONAL ABNORMAL CONDITIONS/PROCEDURES (NEWBORN ONLY)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>071 Assisted ventilation required immediately following delivery</td>
<td></td>
</tr>
<tr>
<td>085 Assisted ventilation required for more than 6 hours</td>
<td></td>
</tr>
<tr>
<td>073 NICU admission</td>
<td></td>
</tr>
<tr>
<td>086 Newborn given surfactant replacement therapy</td>
<td></td>
</tr>
<tr>
<td>087 Antibiotics received by the newborn for suspected neonatal sepsis</td>
<td></td>
</tr>
<tr>
<td>070 Seizure or serious neurological dysfunction</td>
<td></td>
</tr>
<tr>
<td>074 Newborn transferred to another facility within 24 hours of delivery</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NONE OR OTHER ABNORMAL CONDITIONS/PROCEDURES NOT LISTED</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>000 None (Newborn or Fetus)</td>
<td></td>
</tr>
<tr>
<td>075 Other Conditions/Procedures not Listed (Newborn Only)</td>
<td></td>
</tr>
<tr>
<td>067 Other Conditions/Procedures not Listed (Fetal Death Only)</td>
<td></td>
</tr>
</tbody>
</table>
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)

<table>
<thead>
<tr>
<th>RACE/ETHNICITY (FATHER/PARENT)</th>
<th>RACE/ETHNICITY (MOTHER/PARENT)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HISPANIC, LATINO, SPANISH</strong> (check 1 box). Enter specific origin on the certificate. Is the FATHER/PARENT Hispanic/Latino/Spanish?</td>
<td><strong>HISPANIC, LATINA, SPANISH</strong> (check 1 box). Enter specific origin on the certificate. Is the MOTHER/PARENT Hispanic/Latina/Spanish?</td>
</tr>
<tr>
<td>No, not Hispanic/Latino/Spanish</td>
<td>No, not Hispanic/Latina/Spanish</td>
</tr>
<tr>
<td><strong>Yes, Mexican, Mexican American, Chicano</strong></td>
<td><strong>Yes, Mexican, Mexican American, Chicana</strong></td>
</tr>
<tr>
<td>Yes, Central American</td>
<td>Yes, Central American</td>
</tr>
<tr>
<td>Yes, South American</td>
<td>Yes, South American</td>
</tr>
<tr>
<td>Yes, Cuban</td>
<td>Yes, Cuban</td>
</tr>
<tr>
<td>Yes, Puerto Rican</td>
<td>Yes, Puerto Rican</td>
</tr>
<tr>
<td>Yes, Other Hispanic/Latino/Spanish (Specify):</td>
<td>Yes, Other Hispanic/Latina/Spanish (Specify):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RACE (check 1, 2 or 3 boxes). Enter up to 3 races on the certificate. The FATHER/PARENT is:</th>
<th>RACE (check 1, 2 or 3 boxes). Enter up to 3 races on the certificate. The MOTHER/PARENT is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>White</td>
</tr>
<tr>
<td>Black or African American</td>
<td>Black or African American</td>
</tr>
<tr>
<td>American Indian or Alaska Native (includes North, South, or Central American Indian, Aleut or Alaska Native)</td>
<td>American Indian or Alaska Native (includes North, South, or Central American Indian, Aleut or Alaska Native)</td>
</tr>
<tr>
<td>Specifying Tribe(s):</td>
<td>Specifying Tribe(s):</td>
</tr>
<tr>
<td>Native Hawaiian Guamanian Samoan Other Pacific Islander (Specify):</td>
<td>Native Hawaiian Guamanian Samoan Other Pacific Islander (Specify):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other (Specify):</th>
<th>Other (Specify):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other (Specify):</td>
<td>Other (Specify):</td>
</tr>
<tr>
<td>Other (Specify):</td>
<td>Other (Specify):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EDUCATION (FATHER/PARENT)</th>
<th>EDUCATION (MOTHER/PARENT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>----------------------------</td>
<td>----------------------------</td>
</tr>
</tbody>
</table>

---

---
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:
<table>
<thead>
<tr>
<th>INDEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALPHA LIST OF RECORDS</td>
</tr>
<tr>
<td>ATTENDANT LIST</td>
</tr>
<tr>
<td>ATTENDANT, ADDING A NEW ATTENDANT</td>
</tr>
<tr>
<td>ATTENDANT, DELETING AN ATTENDANT</td>
</tr>
<tr>
<td>ATTENDANT, EDIT AN ATTENDANT</td>
</tr>
<tr>
<td>ATTENDANT, LIST ATTENDANTS</td>
</tr>
<tr>
<td>BIRTH REGISTRATION COMMANDS</td>
</tr>
<tr>
<td>CLASSIFICATION/SECURITY OPTION TABLES</td>
</tr>
<tr>
<td>COMPLETE INCOMPLETE RECORD</td>
</tr>
<tr>
<td>COMPLETE INCOMPLETE RECORD, INCOMPLETE RECORD</td>
</tr>
<tr>
<td>COMPLETE INCOMPLETE RECORD, SKIPPED FIELD(S)</td>
</tr>
<tr>
<td>CROSS-REFERENCES, VALIDATIONS, AND WARNINGS</td>
</tr>
<tr>
<td>DISPLAY RECORD</td>
</tr>
<tr>
<td>DUPLICATE RECORD REPORT BASED ON NAME</td>
</tr>
<tr>
<td>EDIT RECORD</td>
</tr>
<tr>
<td>ERRORS/WARNINGS</td>
</tr>
<tr>
<td>FILING VARIABLE LIST</td>
</tr>
<tr>
<td>GENERAL COMMANDS</td>
</tr>
<tr>
<td>GENERATE HOSPITAL CBC FILE</td>
</tr>
<tr>
<td>GLOSSARY OF TERMS</td>
</tr>
<tr>
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<td>MAILBOX, PRINT MAIL</td>
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<td>MAILBOX, REPORT STATUS OF SENT MAIL</td>
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<td>MAILBOX, SEND MAIL</td>
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**GENERAL COMMANDS**

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

**BIRTH REGISTRATION COMMANDS**

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

**EDIT COMMANDS**

<table>
<thead>
<tr>
<th>Key</th>
<th>Action Performed by AVSS</th>
</tr>
</thead>
<tbody>
<tr>
<td>[B]</td>
<td>BLANK out a character. Replace it with a space. Whole sections of letters may be converted into blanks by entering several consecutive B's.</td>
</tr>
<tr>
<td>[D]</td>
<td>DELETE 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.</td>
</tr>
<tr>
<td>[I]</td>
<td>INSERT text. Type the text to be inserted after the I.</td>
</tr>
<tr>
<td>[R]</td>
<td>REPLACE character for character. Type the replacement characters after the R.</td>
</tr>
<tr>
<td>[Q]</td>
<td>QUIT. Cancel all modifications, restore the line to its original form, and start over. <em>(Must be the first character in the edit line.)</em></td>
</tr>
</tbody>
</table>