

TxEVER – Birth Registrar Training Toolkit

11/19/18

The TxEVER - Medical Certifier Training Toolkit is an education tool to use for Medical Certifier to provide training and support to their staff on TxEVER.

List of Tools	
Flow Chart: Life of a Birth Record	Click Here
User Guide: Birth Registration	Click Here
Training Guide: TxEVER Birth Local Training Guide	Click Here
Video: TxEVER Newborn and Mother Tabs	Click Here
Flow Chart: Life of an AOP	Click Here
AOP Registration User Guide	Click Here
User Guide: TxEVER Super Users Birth and AOP	Click Here
User Guide: TxEVER Birth Facility User Guide	Click Here
Quick Reference Guide: Shortcuts for Birth Registrars	Click Here

A. Download all tools from the DSHS-VSS Landing Page at:

<http://dshs.texas.gov/vs/field/The-TxEVER-Project/>

1. Download "Life of a Birth Record" Flow Chart
2. Download "Birth Registration" User Guide
3. Download "Birth Local Training Guide"
4. Download "TxEVER Newborn and Mother Tabs" Video
5. Download "Life of an AOP"
6. Download "AOP Registration User Guide"
7. Download "TxEVER Super Users Birth and AOP" user guide
8. Download "TxEVER Birth Facility User Guide" user guide
9. Download "Shortcuts for Birth Registrars" Quick Reference Guide

B. Training Plan

1. Review "Life of a Birth Record" Flow Chart. This is a flow chart of the birth registration process.
2. Review the "Birth Registration" user guide. This guide includes step-by-step instructions on how to register a birth.
 - a. Complete exercise 1 on page 10 of the "TxEVER Birth Local Training Guide".
 - b. Complete exercise 2 on page 14 of the "TxEVER Birth Local Training Guide".
3. Review the "TxEVER Newborn and Mother Tabs" Video. The video provides a visual description of the of the data entry process for birth registrations.
 - a. Complete Exercise 9 on page 26 of the "TxEVER Birth Local Training Guide".
 - b. Complete Exercise 10 on page 29 of "TxEVER Birth Local Training Guide".
4. Review "Life of an AOP" Flow Chart. This is a flow chart of the Acknowledgement of Paternity registration process.
5. Review the "AOP Registration" user guide. This guide includes step-by-step instructions on how to complete a Pre/Post and During Birth AOP.
6. Review the "TxEVER Super Users Birth and AOP" presentation. This presentation provides super users with information on the use of the TxEVER system and processes for birth records with AOPs.
7. Review the "TxEVER Birth Facility User Guide." This user guide provides additional details on Birth & AOP registration in the TxEVER system.
8. Review "Shortcuts for Birth Registrars." The shortcuts provide quick at-a-glance guides for registration of birth.