SC VRSIIS Fetal Death Module Facility Quick Reference Guide for 'Facility Fetal Death' Record Types

Version 1.2
08/04/2021

South Carolina Department of Health and Environmental Control

Quick Steps for Registering a 'Facility Fetal Death' Record Type

1. Login to **SC VRSIIS** and select the appropriate facility location.
2. Once the homepage appears, select **Fetal Death** at the top of the screen.
3. Once the initial load screen appears, select **Function** and then **Fetal Death Registration**.
4. If there are any records in the Late Records queue, the system will display a message alerting the user to the number of late records.
5. Click the **New Record** icon, or select the **Record→New** menu option.
6. The **Record Type** field will be highlighted. Choose the '**Facility Fetal Death**' record type.
7. Answer all questions in the top portion of the box and click '**OK**'. If any responses indicate that the child was born alive, the system will not allow the record to continue and a message will pop up indicating that the user must initiate a birth and a death record.
8. Complete all mandatory fields marked with a red asterisk * and click the '**Save**' button.
9. The system will search for any duplicate/plural records. If no duplicate record is found, a message will appear stating, "You are going to create a new record, are you sure you want to proceed?" **Yes/No**
   a. If the application suspects duplicate/plural records, click the '**Select**' button on the Duplicate Record(s) Screen to review the suspected duplicate record.
   b. To continue saving the suspected duplicate/plural record, click the '**Continue to Save**' button.
   c. To cancel saving the suspected duplicate/plural record, click the '**Cancel**' button.
10. During the data entry process, certain fields will require double data entry. After entering a value in one of these fields and attempting to move to the next field, the system will display the Double Data Entry screen. Type the value in the box where it says **Re-enter Value**. Click the '**OK**' button when the value is re-entered.
11. To save the record, either click the **Save** icon, or click the '**Save**' button at the bottom of the page, or finally, select the **Record→Save** menu item.
12. After the record is initially saved, continue completing the record and make sure to save changes frequently.
13. Search for a specific Attendant and Certifier on the Certifier tab by clicking on the green lens button. Available Attendants/Certifiers that match the search will populate in the dropdown menu.
   a. If '**Other**' is selected, complete the mandatory information about the Attendant/Certifier.
14. Continue resolving all data entry fields by going back to previous pages and checking for pink highlighted fields. You can also select the '**Unresolved/Stakeholders**' button in the top corner of the form. Be sure to save record one last time.
15. After all data entry fields are resolved and the record is saved, click the **Record** menu option and then select **Certify** from the drop down tab.
16. The Certification Screen will appear.
   a. Click the '**Preview**' button to review a copy of a Report of Fetal Death in a separate window.
   b. Click the '**Certification**' button to continue certifying the record.
   c. A box will pop up asking if you are sure you want to certify, click '**Yes**' if there are no mistakes.
   d. When certified, a message will pop up saying, "Record Successfully Certified" – click '**OK**'.
18. Immediately after certification an automatic message will appear asking if the user wants to release the record.
19. Click '**Yes**'. A confirmation message will appear. The record will now be released and un-editable displaying in the Fetal Death Registration screen.

Facility Users –
Fetal Death Facility Processes

In order to use the State of South Carolina Vital Records and Statistics Integrated Information System (VRSIIS), please verify that you have access to all of following requirements:

- ✓ Live internet connection
- ✓ Widely used JavaScript enabled standard web browser (IE8+, Mozilla Firefox, etc.)
- ✓ Java runtime
- ✓ Adobe Acrobat Reader for forms and letters
- ✓ MS Excel for accessing/running reports

Omission of one or more requirements will prevent access and effective use of SC VRSIIS.

Accessing SC VRSIIS
1. Open the updated version of your standard web browser (IE8+, Mozilla Firefox, etc.).
2. In the address box, enter the following URL: https://scvrsiis.dhec.sc.gov/SCUI/welcome.htm.
3. Click the **Log on to SC VRSIIS** button.
4. Click '**Yes**' to confirm agreement with Terms of Use.
5. Enter your username and password in the appropriate fields on the login screen and click '**OK**'.
6. Select the appropriate location from the dropdown menu and click '**OK**'.

Record Ownership Rules
- ✓ Fetal Death facility users will only have access to fetal death records associated with the particular facility location they are logged in under.
- ✓ A birth clerk cannot release the facility's record until all data entry fields are resolved and the record is certified.

Basic Data Flow at Facility Location
A birth clerk needs to complete all of the steps listed below before the record is eligible for release to the State:

1. Facility Fetal Death Registration Data Entry and Resolved Fields
2. Certification
3. Release

Facility Fetal Death Registration Data Entry
A birth clerk can start a new record or continue working on an unresolved record in the SC VRSIIS application. An existing unresolved record is retrieved through the unresolved work queue by selecting **Function→Fetal Death Registration**, and either select an option from the **Unresolved Work Queue Filter** drop down or through the **Search** option. Selecting the '**Cancel**' button causes any unsaved information to clear from the record. Navigating away from the fetal death record page before the first save causes a non-registered record to be abandoned.

1. Login to SC VRSIIS and select the **Fetal Death→Function→Fetal Death Registration** menu item.
2. Select the '**New**' button or **Record→New** menu item.
3. Answer all questions in the top portion of the box and click '**OK**'. If any responses indicate that the child was born alive, the system will not allow the record to continue and a message will pop up indicating that the user must initiate a birth and a death record.

4. The **Record Type** field will become highlighted.
5. Enter the following mandatory fields before continuing:
   - Record Type (a **Facility Fetal Death** record type follows a strict rule set since it is assumed the mother will be readily available)
   - Child's Date of Delivery
   - Child's Time of Delivery
   - Child's Sex
   - Plurality
   - Mother's Current Legal First Name
   - Mother's Current Legal Last Name
   - Mother's Date of Birth
   - Mother's Maiden Last Name

6. The application will automatically search for potential duplicate/plural records.
   - If a potential match is found, the application will indicate that potential duplicate/plural records exist. The Duplicate Record(s) Screen will appear, and one of three actions can be taken.
   - Clicking the '**Select**' button will allow the birth clerk to open the potential record and review it more unless the record is owned by another facility, in which case the application will issue a message stating the record is owned by another facility.
   - Clicking the '**Continue to Save Record**' button will allow the creation of a new record, but the record will be flagged as a potential duplicate/plural record.
   - Clicking the '**Cancel**' button will allow the birth clerk to return to the unsaved record and make any changes before attempting to save the record again.
7. Continue data entering the record and click the '**Save**' button or select the **Record→Save** menu item to save the record.
8. During the data entry process, certain fields will require double data entry. After entering a value in one of these fields and attempting to move to the next field, the system will display the Double Data Entry screen. Type the value in the box where it says Re-enter Value. Click the '**OK**' button when the value is re-entered.

Technical Data Entry Tips

Child Tab

1. Select a **Plurality** value greater than **Single** to enable the **Delivery Order** field. The **Delivery Order** field will only show values up to the selected plurality value.
2. Enter the BRTP Number in the **BRTP Number** field. If there is no BRTP Number obtained, click the **Failed to Obtain BRTP Details** checkbox to disable the field.

Mother Medical-1 Tab

1. Select '**Yes**' in the Cigarettes Information section to enable the cigarette fields. Selecting '**No**' will resolve and disable all fields in this section.

Mother Medical-2 Tab

1. Indicate this is the mother's first pregnancy to disable and resolve all other fields under the Pregnancy History section. If the mother had other live births, the **Number of Previous Live Births Now, Number of Previous Live Births Now Dead**, **Number of Fetal Deaths less than 20 Weeks**, **and Number of Previous Fetal Deaths 20 Weeks or Greater** fields will become enabled. If the mother had other pregnancy outcomes, the **Date of Last Live Birth**, and **Date of Last Other Pregnancy Outcome** fields will become enabled.
2. Specify that the mother did not receive prenatal care to disable and resolve the **Date of First Prenatal Care Visit**.
3. Select **Cesarean** to enable the **If Cesarean, was a trial of labor attempted?** field.

Mother Medical-3 Tab

1. Check at least one box in **Exposure/Infections Present/Treated During Pregnancy** to resolve the section.
2. Select at least one checkbox to resolve the **Risk Factor** section.
3. Check at least one box in **Maternal Morbidity** to resolve the section.

Child Medical-1 Tab

1. Entering an **Initiating Cause/Condition** that indicates '**Other**' or **Specify** will enable the **If Other (Specify)** field. Clicking **Cause of Death Pending** will disable the entire tab.
2. Check at least one box in **Other Significant Causes or Conditions** to resolve the section.

Child Medical-2 Tab

1. Entering the **Grams** in the **Child's Weight Information** will auto populate the **Pounds** and **Ounces**. Entering **Pounds** and **Ounces** will auto populate the **Grams**.
2. Select '**Yes**' in **Was an Autopsy Performed?** or **Was a Histological Placental Examination Performed?** to enable **Were Autopsy or HPE Results used in Determining the Cause of Fetal Death?** field.
3. Select '**Other**' in **Method of Disposition** field to enable **If Other (Specify)** field.

Print Forms

1. Search for a record or retrieve the record from the unresolved work queue.
2. Select the desired form from the **Record→Print** menu item.
3. The desired form will open in a PDF window.

Electronic Certification

Electronic Certification is used to electronically 'sign' a fetal death record after all fields have been resolved and checked for accuracy.

1. Search for a record or retrieve the record from the unresolved work queue. Set the work queue filter to **Pending Certification** to retrieve records that are ready for certification.
2. Click the **Unresolved/Stakeholders** button and make sure all fields are resolved.
3. Select the **Record** menu item and **Certify** from the drop down. The Electronic Certification Screen will appear and display information about the child, delivery, and certifier. Make sure this information is correct.
4. Click '**Cancel**' to exit the Certification Screen. Click **Preview** to load the Report of Fetal Death in a new window. Click **Certification** to perform certification.
5. A message will appear to verify the certification.
6. If certification was completed successfully, the following message will appear: "Record Successfully Certified."

Release a Record

Once all data entry fields are resolved and certification is completed, a record is ready to be released.

1. Immediately after certification a message will appear saying the record is ready to be released. **Yes/No**.
2. Click '**Yes**'.
3. A confirmation message will appear. Click '**OK**'.