ITOP REPORT INSTRUCTIONS

Oregon Vital Events
Registration System (OVERS)
Induced Termination of Pregnancy

ITOP User Edition
Revised Feb 2023

Oregon Health Authority

Public Health Division
Center for Public Health Practice
Center for Health Statistics

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1   *Basic Navigation*

Introduction

The Oregon Vital Events Registration System (OVERS) is a web-based application for submitting Induced Termination of Pregnancy (ITOP) report information to the state vital records office. It is a secure, vital records management system that uses standard web navigation techniques and functionality. The application includes tools used to search and verify the quality and completeness of the data entered.

If you have questions about using OVERS, you may contact the OVERS Help Desk at 971-673-0279, Monday - Friday, 8 a.m. to 5 p.m.

All examples shown in this document contain fictional report information.

Getting Started

Logging In

On the OVERS **Login** page, enter your assigned username in the **Username** field and your password in the **Password** field and click **Login**. Both your Username and Password are case sensitive.

Accept the User Acknowledgement. This statement states that as a user, it is your responsibility to safeguard the information in the system by not sharing your username and password. It is CHS's responsibility to monitor and support the system and its users.

If your username is associated with more than one office location, then you must also select from the office list. Click on the **Office** name to continue. This step is not necessary for all users.

Home

After you successfully log in to OVERS, you will be presented with a user-specific **Home** page. Your **Home** page shows links to sections of the OVERS application that you access frequently, so your **Fast Links** may change over time. The fast links will not appear for new users. They are added over time depending on which links are the most accessed. The image below is an example of a **Home** page:
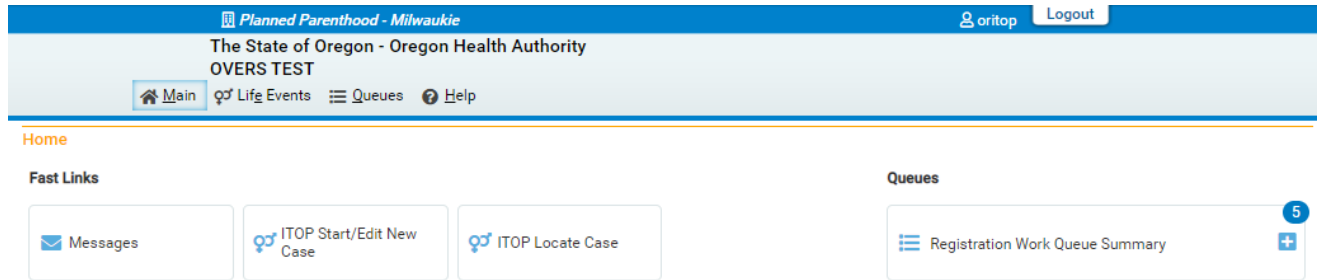
Notice the **Menu Bar** across the top of the page. From the menu bar, you will navigate throughout the OVERS application.

Change Office

If your username is associated with more than one office location, then you chose which office to access when you log in. To change offices without logging out, choose **Main** from the **Menu Bar** along the top of the page, then choose **Change Office**. A box will appear stating, "Click **OK** to change office." Click **OK**.
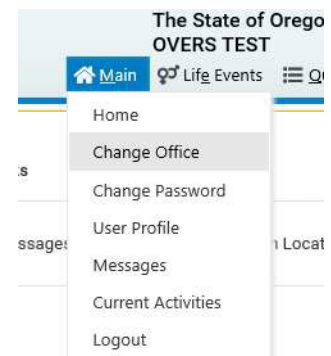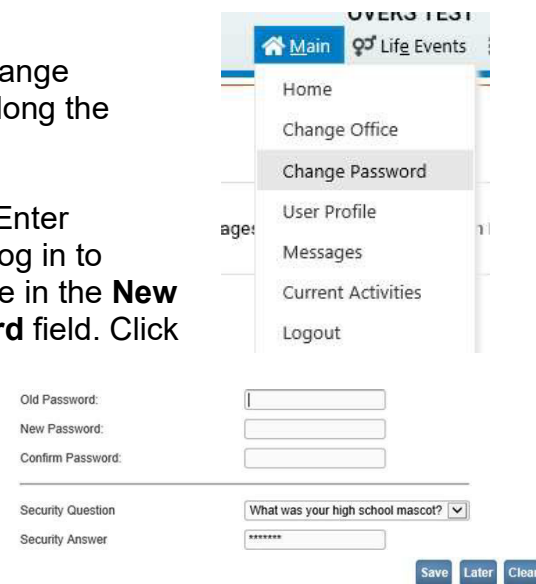

You will be taken to the Login page shown below. Enter your password in the **Password** field, then choose the **Office** name.

Change Password

You may change your password at any time. To change your password, choose **Main** from the **Menu Bar** along the top of the page, then choose **Change Password**.

You will be taken to the **Change Password** page. Enter your **Old Password**, or the password you used to log in to OVERS. Then enter your new password twice, once in the **New Password** field and again in the **Confirm Password** field. Click **Save**.

Passwords must be 8 to 26 characters long and must contain a number. Passwords are case sensitive. Special characters can be used but are not required.

If you don't know your password, then you can reset it yourself by clicking on **Forgot your password?** on the OVERS login page or by calling the OVERS Help Desk at 971-673-0279 to have a new temporary one issued. They are available Monday - Friday from 8 a.m. to 5 p.m.
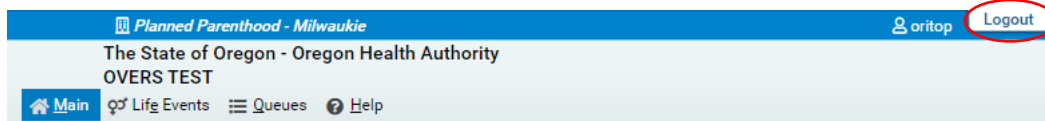
Current Activity

The **Current Activities** pane displays a listing of the **Queues** that contain records requiring attention. See Queues, elsewhere in this manual, for more information.

Logout

Whenever you are going to be away from your desk or workstation, whether you're going home for the day or just going to lunch, you should always log out of OVERS.

To log out of OVERS, click **Logout** in the upper right-hand corner. The **Logout** button is available on every page in OVERS.

After you click the **Logout** button you will be taken back to the **Login** page.
If you do not log out of OVERS, you will be automatically logged out after 15 minutes of inactivity and you may lose work you have not saved.

Navigation

General Navigation

Avoid using the 'Back' button in your browser. You may lose the data entered if this button is used. OVERS provides other tools for navigating from one page to another.

Menu Bar

The **Menu Bar** appears across the top of every page in OVERS and provides easy access to each section of OVERS. Each menu heading on the Menu Bar contains additional options to navigate through OVERS. For example, the **Queues** menu contains different queues that can be viewed. You will use these menu options to find ITOP's that need to be affirmed or records that need completing.

ITOP Registration Menu

After you start or locate an ITOP report, the **ITOP Registration Menu** will appear along the left-hand side of the screen. Each of these pages must be completed for the report to be completed and signed.

Page-to-Page Button Controls

Page-to-page button controls are located at the bottom of every ITOP report page. Each button serves a different purpose when completing an ITOP report.

The **Validate Page** button will initiate an error check on the entire report. It is not necessary to validate every page before advancing to the next page. To save time, we recommend completing the entire ITOP report before clicking the **Validate Page** button.

The **Next** button saves entries on the current page and moves to the next page in the ITOP report. We recommend moving through the pages in a sequential, top-to-bottom manner from one page to another. The **Next** button will best facilitate this.

The **Clear** button removes all entries on the page that have not yet been saved.

The **Save** button saves changes without leaving the current page.

The **Return** button will take you out of the ITOP report without saving entries on the current page.

Helpful Tools

Tools for Searching

The OVERS application provides search tools for accessing ITOP reports. Search tools are available under the **Life Events** menu along the top of the screen.

Search – The Search button searches an index and returns *exact* matches to a specified keyword.

Soundex – The Soundex button is a way of searching information based on how the word sounds rather than how it is spelled. It allows for variations in spelling so that a misspelled name entered as the search phrase will retrieve all items that sound like or are close to the spelling of the entered phrase.

Wildcard – Using the wildcard symbol (%) at the end of a partially entered phrase will return all matches to the partial entry. For instance, if the phrase "Sm%" is entered, all items that begin with "Sm" will be returned as results.

Required Fields Indicator

The Required Fields Indicator is a red arrow that appears next to all mandatory fields. They are most commonly found on the **Start/Edit New Case** page. Fields will also be encircled in red.

Date Fields

The OVERS application allows you to enter a date using letters and/or numbers in various formats. When using numbers, you must enter months as two digits, days as two digits and years as four digits. Here are some examples of entering dates.

If you type:		OVERS will display:
MM-DD-YYYY	05-14-2021	
MM/DD/YYYY	05/14/2021	MAY-14-2021
MMDDYYYY	05142021	
monDDYYYY	may 14 2021	

Note: Placing the cursor in the date field and pressing the F12 key on the keyboard will automatically enter the current system date into the field.

The OVERS application also allows you to enter dates using the calendar control feature. Anywhere you see the calendar icon, you can choose the date from the calendar rather than typing the date manually.
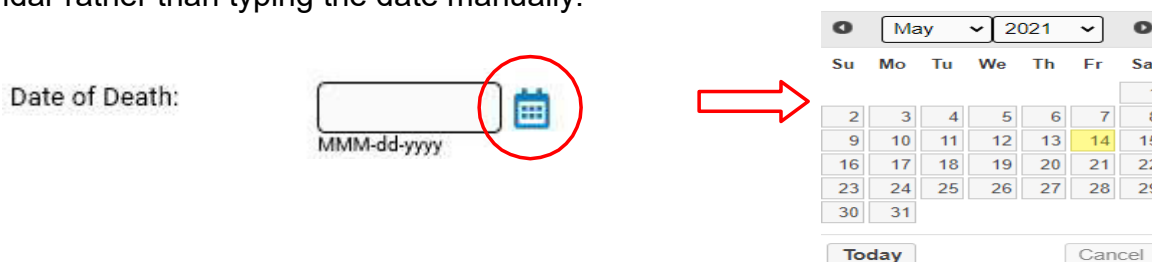
By default, the current month, day and year are displayed. As with other drop-down lists, clicking the down arrow next to the month or year will show you all the available options in the list. Once you select the correct month and year from the drop-down lists, click on the day of the month. This will populate the date chosen.

In any unknown number field, enter "999" instead of leaving the field blank. In unknown date field enter 99-99-9999.
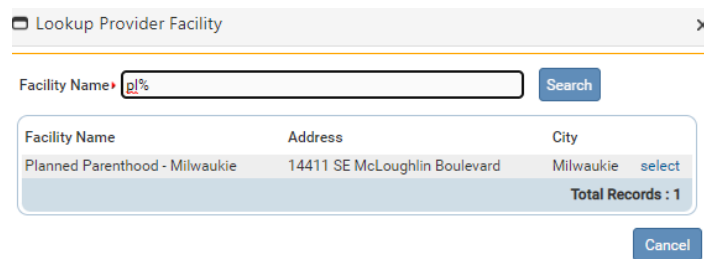
Using Lookup Tools

Lookup Tools are searchable lists displayed in a popup window. To display the **Lookup Tool**, click the magnifying glass button on the right side of the field.

When the Lookup box appears, type in the facility you'd like to locate. When you find the facility name, click the **Select** link to the right. The Lookup box will close and the person's or facility's information will be selected and added to the field in OVERS.

Facility Name | Planned Parenthood - Milwaukie | 🔍

Keyboard Shortcuts

A keyboard shortcut is a key or combination of keys that provides an alternative to standard ways of performing an action. The OVERS application includes the keyboard shortcuts shown below.

| *Shortcut Key(s)*	*Works in Field*	*Performs this Function*
F12	Date fields	Enters the current date into any date field
Tab	Any field, button or check box	Moves forward one box, button or check box to another
Shift + Tab	Any field, button or check box	Moves backward from one box, button or check box to another
Enter	Any button control	Activates the next button on the page
1st letter of word	Drop-down lists	Populates the field with the selection in the list beginning with the letter entered For lists with more than one selection beginning with the letter entered, repeat the first letter until the correct choice appears in the field.
Space bar	Radio button or check box	Selects a radio button or check box
Arrow key	Radio button	Moves from one radio button to the next
Alt + Down arrow	Drop-down list	Opens a drop-down list
Alt + Up arrow	Drop-down list	Closes a drop-down list
%	Any search box	Wildcard symbol that stands for one or more characters in a search string

Communication

Messages

The Messages page displays all of the messages that have been sent to you at your facility. To access the messages feature, click on the **Messages** fast link on the **Home** page. Alternatively, you can go to the **Main** menu along the top of the screen, then click **Messages**. You will be taken to the **Messages** page. On this page, you can view the messages you've received or send a new message to another OVERS user.
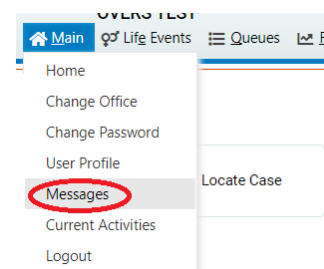
Viewing and Deleting Messages
To view a message, click on the name in the **From** column. This will open the corresponding message. When you are finished reading the message, click the **Close** button to close the message window and return to the **Messages** page.
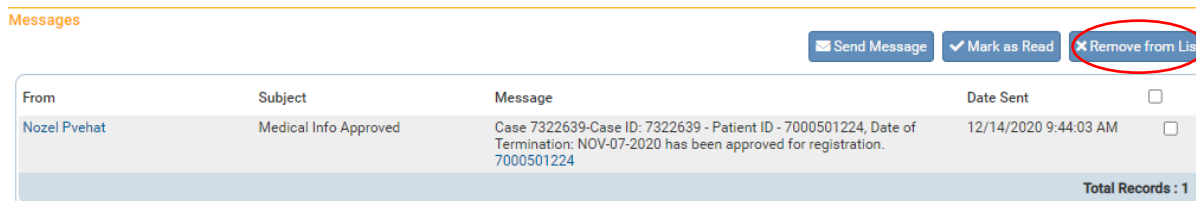
To delete a message, select the message by clicking on the corresponding check box to the right of the message information. Then click the **Remove from List** button as shown in the message listed above.

Note: Placing a checkmark in the box to the right of **Date Sent** in the upper right-hand corner of the page will select all messages in the list.

Sending Messages

In the upper right-hand corner, click on the **Send Message** button. You will be taken to the **Send Message** page.

You may send a message to a Person or an Organization. Enter the First and/or Last Name of the person to be added to the message as a recipient and a drop-down will appear with a list of recipients that match what you entered. Select the correct one and the page will refresh and add the recipient to the **Selected Recipients** list. You can then search for another individual if you choose.

Note: Use caution when sending a message to an Organization, as the message will be sent to every user within that organization.

Make a selection from the **Send By** drop-down list.
   a. Email and Notification – Sends the message via external e-mail and internal messaging. The message will appear in the OVERS messages list.
   b. Email – Sends the message via external e-mail only. The message will not appear in the OVERS messages list.
   c. Notify – Sends the message via internal messaging only. The message will appear in the OVERS messages list. No external email will be sent.

Enter a **Subject** and type the message to the recipient. Then click **Send**. A box will appear to notify you that the message has been sent. Click **OK**.

Queues

As records work their way through OVERS, they will pass from one work queue to another. Queues are the categories or status levels associated with vital records processing. Queues are shared with everyone at the same facility.

Registration Work Queues

1. ITOP Affirmation Required – This queue lists records that are complete but have not been certified in OVERS.
2. Medical Pending – This queue lists records that are missing information in the medical/statistical portion of the record.

Note: Records appearing in one work queue can also appear in another work queue.

Access queues by clicking **Main** and then **Current Activities** on the **Home** page or by choosing **Queues** in the menu bar along the top of the page, then clicking **Registration Work Queue Summary**. Both actions will take you to the same list of queues. If there is nothing in a queue, the queue name will not be shown on the screen.

Current Activities

Queue Name	Type ▲	Count	Age of Oldest in Days
ITOP Affirmation Required	ITOP	2	127
Medical Pending	ITOP	3	823
			Total Queues : 2

Select one of the queues by clicking on the corresponding **Queue Name**. The queue will open, showing a list of all reports in the queue. An example is shown below. When you find the report you need to complete, click on either the **Case ID** or the **Registrant** to open the case.

Filtering Records

If too many reports are shown, you can reduce the number shown by filtering the reports. To filter results, make a selection from the **Filter** drop-down list. A second drop-down list will appear for you to enter an acceptable **Value** to be shown. In this case, **Age** refers to the length of time between today's date and the date of the ITOP report. For example, if you chose **Age**, you may choose only to view reports less than 45 days old.

Queues can help you identify reports that need to be completed and are an easy way to find reports.

Record Status

The OVERS application manages data quality and workflow of the ITOP registration process through the assignment of statuses. To track the steps undertaken by the various parties involved in completing a vital record, the OVERS system assigns one or more statuses to a record when an action is performed.

The Status Line provides a dynamic, real-time view of the status of an ITOP record. It can be viewed at the top of any of the pages of the record and it is also visible in the preview of the record on the Search Results' page.

The end product of the registration process is a legally registered record. A record can only reach registered status after it has been successfully completed, checked for accuracy and affirmed by a certifier. Once a record is registered at the state you will be able to see the **State File Number** that is assigned to it above the status line on every page of the record.

The terms in the table below are the most common to appear on a record.

Status Line Terms

Term	What it Means
New Event	Appears on a newly created record
Affirmed	The record has been Certified
Unaffirmed	ITOP record has not yet been Certified
Not Recorded	Has not yet been recorded at the State
Registered	Has been registered at the State and assigned a State File Number (SFN)
ITOP Affirmation Required	The record has not yet been affirmed
Medical Valid	The statistical data has been entered, checked for completeness, and found to be correct.
Medical Valid with exceptions	The record has one or more fields that were overridden
Medical Invalid	The statistical data has one or more errors or omissions that require a correction.
Registration Approval Required	The State's Registration approval is required

Error Checking and Correction

Once you have entered registration data into the system you can check for errors or validate that the information you have entered is correct and complete by clicking on the **Validate Page** button.

Anytime the *Validate Page* button is clicked the system will evaluate all pages and mark them accordingly with red, yellow, or green symbols.

Error Types

There are two types of errors or edits in **OVERS**: (1) Hard and (2) Soft. Hard errors are highlighted on-screen in red. Soft errors are highlighted in yellow. For example, pages marked with a **green** checkmark contain no errors. Pages marked with a **red** X contain hard edit rule failures that must be corrected before registration can be completed. Pages marked with a **yellow circle** contain soft edit rule failures that may be overridden or have already been overridden.

These symbols serve as indicators as to which pages contain errors and which pages pass validation.

Red=Hard Edit: Pages containing non-overridable errors are marked by a red X. These errors must be corrected. After the error is corrected and you re-validate the page, the X will turn into a green checkmark.

Yellow=Soft Edit: Pages containing overridable errors are marked by a yellow circle. Correct the information or override the error. After it is corrected or overridden the circle will remain yellow.

Green=No Edit: Pages containing no errors are marked by green checkmarks. No further action is necessary.

ITOP Registration Menu
✔ Patient
✘ Patient Attributes
● Provider
✔ Complications
✔ Diagnostic
Other Links
Comments
Validate Registration

Correcting Errors

In this example, notice that the **Education** field is highlighted in red. Registration of the record will not be permitted until this error is corrected. Select the correct response from the drop-down menu to correct this error.

Patient Attributes

Education [_____ ⌄]

Hispanic Origin (Check all that apply)
☑ No, not Hispanic   ☐ Yes, Puerto Rican   ☐ Yes, Other Hispanic Origin (specify)
☐ Yes, Mexican   ☐ Yes, Cuban   ☐ Unknown if Hispanic

In the example below, the **Date of Last Normal Menses Began and Estimated Gestational Age** is highlighted in yellow. By using the **Override** feature, these entries can be accepted as shown and registration permitted. To override an error, select the Override checkbox and click **Save Overrides**. Registrations can still be processed with a soft error (yellow) message present. This allows you to process an ITOP record even if some errors are present.

Note: After overriding an error always leave a comment on the record with an explanation as to why the error was overridden. See page 15 about how to leave a comment.

Initially, the **Validation Results** frame will only display those errors associated with the current registration page. However, if you click on the **List All Errors** button the **Validation Results** frame will refresh and display all the errors associated with the entire registration.

Notice also that the **List All Errors** button has now become the **List Page Errors** button. Clicking this button again will hide any errors not associated with the current registration page.

Goto Field - Use this option if you are on a single registration page with many errors to correct. To correct an error, click on the [Fix] button in the **Goto Field** column of the **Validation Results** page. This will place the cursor or "focus" in the field that needs to be corrected. If a text box 'has the focus' then anything typed on the keyboard appears

in the text box. If a drop-down list 'has the focus' the down-arrow will open the list and the up-arrow will close the list.

Popup - Another method of correcting errors is to click the [Fix] button in the **Popup** column to launch a popup window containing the error or errors to be corrected.

The **Popup** functionality is useful when an error is generated by conflicting entries across multiple registration pages. Rather than searching across many pages trying to determine which field contains the error, **Popup** presents all the conflicting fields in one window.

Notice that error number **IT0114** was generated by a conflict between two separate fields on two separate pages. Correcting one of the errors below may correct the issue, though more than one correction may be needed in some cases.
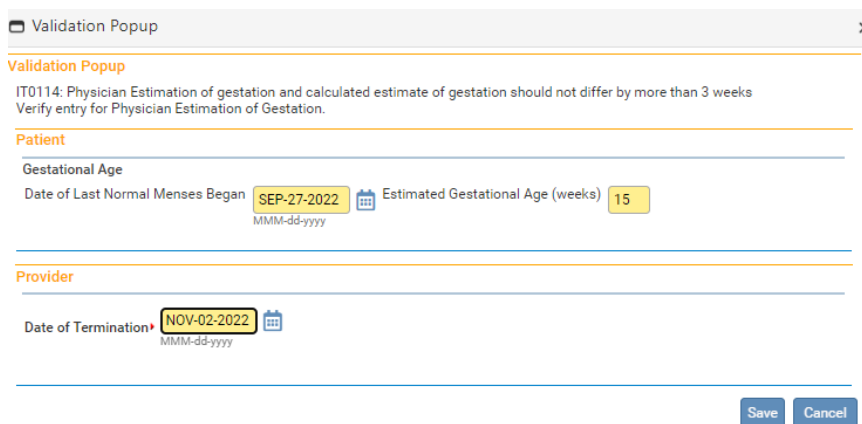

Correct the errors and click **Save** to submit your changes. The popup will close and your changes will appear on the registration page. Click **Cancel** to close the popup without making any changes.

Click **Validate Page** after all corrections are made so the system can perform the error checking process on the record.

> **Once an error has been edited and validated again,**
> **the arrow indicator will turn green. If a soft edit is <u>overridden</u> (as opposed to edited) the yellow circle will <u>remain</u> yellow after being validated.**

Comments

During the process of entering and registering an ITOP record it is sometimes necessary to store comments or remarks about the case. These comments can serve as reminders or as instructions to others who will work on the case. Comments should be added every time a soft edit (error) is overridden. Users can also add comments to records in OVERS to clarify any unique circumstances. Adding comments means you may avoid receiving calls from the state office, resulting in a more efficient registration of ITOP records.

Some of the most common scenarios are listed below with suggested comments in italics.

- Date of last normal menses (when the yellow edit appears)
  Last normal menses is correct
- Previous live births or other pregnancy outcomes number (when the yellow edit appears)
  Other pregnancy outcome is correct
- Any other unique situation
  e.g. mother refused to complete patient worksheet, doctors estimated gestation is correct, etc.

Adding a Comment

From the **ITOP Registration Menu** select **Other Links > Comments**.
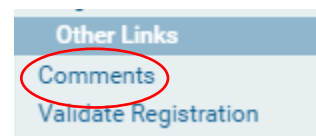
The **Comments** window will pop up. To add a new comment, click on **New Comment** located at the bottom of the **Comments** window.
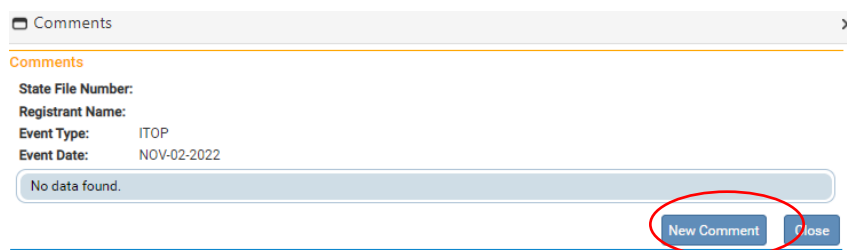
The **Enter New Comment** tab will open allowing you to enter new comments.
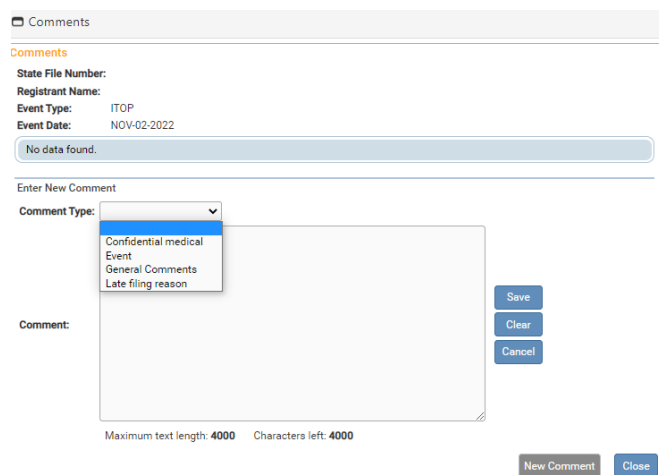
The first step in adding a new comment is to select a **Comment Type**. Every comment must have a type assigned to it.

When you have finished entering a comment, select **Save**. Or, choose **Clear** to clear your entry or **Cancel** to close the comment window without saving changes.

Selecting **Save** will write the comment to the **OVERS** database and return you to the main **Comments** window, shown below. Notice that a portion of the comment can be read in the **Comment** window. Lengthy comments will have to be opened in order to be read in their entirety. Clicking on the **Edit** link will open the **Update Existing Comment** window for you to view and, if necessary, edit the comment.

Once a comment has been added to a record, a checkmark will appear next to the **Comments** link in the **Other Links** sub-menu.

The ability to Edit or Delete comments is determined by the individual user's security configuration. You may not be able to Edit or Delete existing comments.

2	*Completing an ITOP Record*

This chapter aims to explain the data entry process for creating, certifying, and retrieving ITOP reports from OVERS.

"Induced Termination of Pregnancy" is defined as "the purposeful interruption of an intrauterine pregnancy with the intention other than to produce a live-born infant, and that does not result in a live birth." This definition excludes management of prolonged retention of products of conception following fetal death.

In accordance with ORS 435.496, each induced termination of pregnancy which occurs in this state, regardless of the length of gestation, shall be reported to the Center for Health Statistics within 30 days by the person in charge of the institution in which the induced termination of pregnancy was performed. If the induced termination of pregnancy was performed outside an institution, the attending physician or the naturopathic physician shall prepare and file the report. This report is designed to collect information for statistical and research purposes only and is not maintained as a permanent file at the Center for Health Statistics. The data gathered from this report are presented in aggregate statistics only. By law, no identifying information is collected about the abortion patient and all provider information is kept strictly confidential. It is the responsibility of each abortion provider to obtain an answer for each of the questions asked on this report.

The information required to enter an ITOP record in OVERS is gathered from the Report of Induced Termination of Pregnancy form (45-113). This form has two parts. The patient fills out the top part of the form except for questions 1, 2 and 7. The facility fills out the remainder of the form.

For additional instruction or troubleshooting help contact the Help Desk during normal business hours (*Monday – Friday, 8 a.m. to 5 p.m.*) at 971-673-0279.

Start/Edit a New Case

To start a new ITOP record, select **ITOP** from the **Life Events** submenu. The menu path is **Life Events > ITOP > Start/Edit New Case**. This will bring up the **Start/Edit New Case** page.

Although **Start/Edit New Case** can also be used to find existing, partially complete records it is not recommended as a search tool. The **Locate Case** search tool is an easier method for searching for an existing record.

Required Entries

The first step in entering a new record is to perform a search. This helps to minimize the creation of duplicate records. Notice that **Patients ID Number:** and **Date of Termination** are marked with red arrows ▶. Fields with a red arrow next to them are *required entries* and must be completed before you will be allowed to start a new case.

The Patient's ID number is used in conjunction with the name and location of facility for querying of missing information without identifying the patient. We strongly suggest that each facility/physician indicate this information for their ease in identifying the correct chart. The Center for Health Statistics may call you for information about a case and you may need to refer to a patient chart to supply the requested information.

Once you have entered the required items, click the **Search** button to proceed or the **Clear** button to clear all entries and start over.

If no potential duplicate records are found, you can begin a new record by clicking **Start New Case** or you can begin a new search, by clicking **New Search**.

Birth Search Results

There are no cases that match the criteria you have entered.
If this is a new case, select the Start New Case button or select the New Search button to perform a new search.

＋Start New Case   🔍New Search

If a matching event was found, click **Preview** to verify if it is a potential duplicate. If the record is a match, click on the link in the **Case Id** column to open and complete the record.

ITOP Search Results

Case Id	SFN	Patient Id ▲	Provider Id	Facility Name	Date of Termination	Preview
7324080	2022000008	12345		Planned Parenthood - Milwaukie	AUG-19-2022	Preview
						Total Records : 1

＋Start New Case   🔍New Search

For our purposes, we are selecting **Start New Case**. The **ITOP Registration Menu** will open, displaying the **Patient** page:

ITOP Registration Menu
- Patient
- Patient Attributes
- Provider
- Complications
- Diagnostic
- Other Links
- Comments
- Validate Registration

7324138 :12345 AUG-19-2022
/New Event/Unaffirmed/Not Recorded

Patient

Patient ID   Age
12345

Residence Address
City   County   State   Country   Zip Code
🏠   Oregon   United States

Inside City Limits

Gestational Age
Date of Last Normal Menses Began 📅 Estimated Gestational Age (weeks)
MMM-dd-yyyy

Previous Live Births
Live births now living   Live births now dead

Previous Terminations
Number of Previous Spontaneous Abortions   Number of Previous Induced Abortions

Marital Status

✔Validate Page ➡Next ⬆Clear 💾Save ↩Return

Locate an Existing Record

There are two ways to locate records in the OVERS application using the top menu bar:
Locate Case and **Start/Edit New Case**.

Locate Case is used to locate records that have already been started and are "owned" by the user or facility currently using the application. A facility becomes the owner of a record if a user at that facility started the case or assumed ownership from another facility.

There are several ways to locate an existing case. The easiest is to use the Case Id or Patient's ID number. Age and location information can also be entered.

Although **Start/Edit New Case** can also be used to find existing, partially complete records, it is not recommended as a search tool.
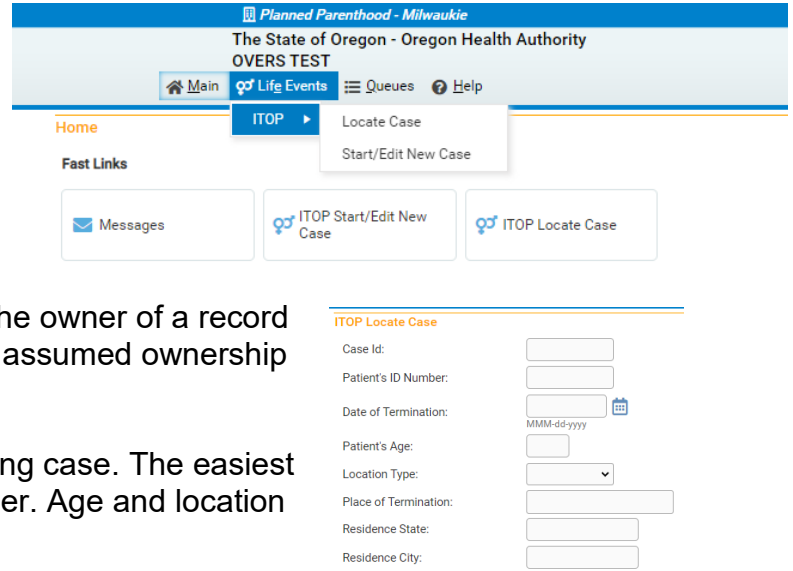
NOTE: The Locate Case option is the more flexible search tool if not all required criteria are known.

ITOP Registration Menu

The **ITOP Registration Menu** provides links to a series of pages that are used for gathering all the information needed to enter an ITOP record.

Patient Page

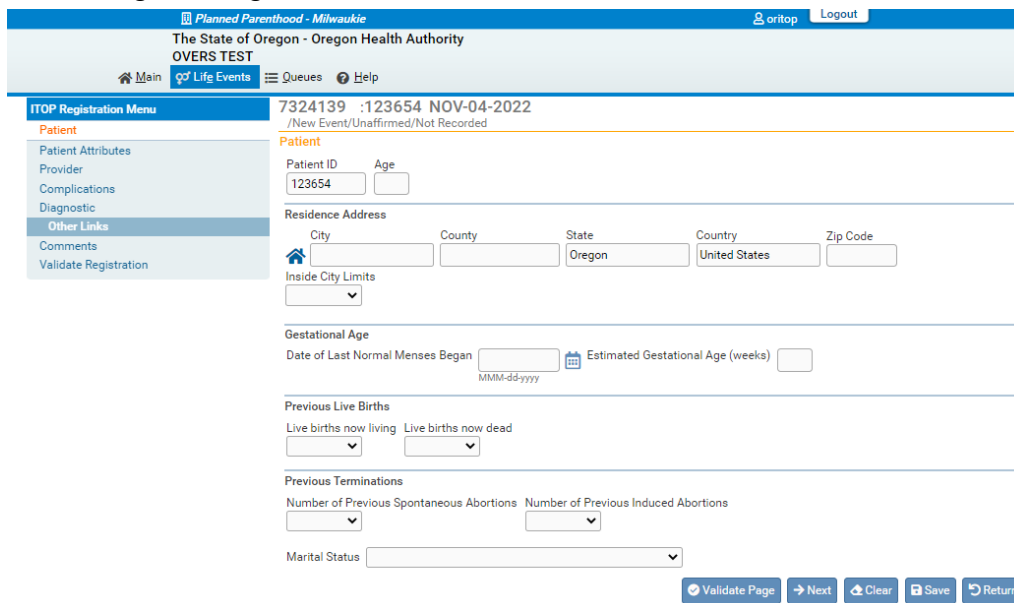The **Patient ID** will be retained from the information entered in the Search or Start/Edit New Case.

Enter the patient's **Age** in years at her last birthday.

Patient

Patient ID	Age
123655	25

This information permits analysis of health risks related to length of pregnancy and type of procedure among different age groups. It is also used to study the impact of induced terminations on the fertility rates of different age groups.

Residence Address

Residence Address

City	County	State	Country	Zip Code
		Oregon	United States	

Inside City Limits

Enter the patient's residence **City**, **County**, **State** and **Zip Code** where the patient actually lives.

Never enter a temporary residence such as one used during a visit or vacation. Place of residence during a tour of military duty or during attendance at college is NOT considered temporary and should be entered as the place of residence of the patient on the report. The city where the patient lives may differ from the city, town or location in her mailing address.

If the patient is not a resident of the United States, enter the name of the country and the name of the unit of government that is the nearest equivalent of a state.

Inside City Limits? Select "Yes," "No" or select "Unknown." Do not leave this item blank. Select "Yes" if the city or town entered is incorporated and the patient's residence is inside its boundaries. Otherwise, enter "No."

Gestational Age

Gestational Age

Date of Last Normal Menses Began   Estimated Gestational Age (weeks)

MMM-dd-yyyy

Enter the **Date of Last Normal Menses Began** as provided by the patient. If the exact day is unknown, but the month and year are known, obtain an estimate of the day from the patient. If an estimate of the day cannot be obtained, enter the month and year only. Enter "99-99-9999" if the date cannot be determined. Do not leave this item blank.

This item is used in conjunction with the date of termination to determine the length of gestation. Gestational age is important in evaluating the effectiveness and safety of the various termination procedures.

Enter the Estimated Gestational Age. This is a clinical estimation of gestational age.

Previous Live Births and Previous Terminations

Live births now living are the number of children born alive to this patient and who are still living at the time of this termination. Select the number from the drop-down menu. Do not include children by adoption. Select "None" if there are no previous live births, or if all previous children are no longer living.

Live births now dead are the children that were born alive to this patient but are no longer living at the time of this termination. Select the number from the drop-down menu. Do not include children by adoption. Select "None" if there are no previous live births, or if all previous children are still living.

Number of Previous Spontaneous Abortions. Select the number from the drop-down menu. Miscarriages, stillbirths and fetal deaths are previous pregnancies that ended spontaneously and did not result in a live born infant. This should NOT include induced terminations.

Number of Previous Induced Abortions. Select the number from the drop-down menu. Induced abortions refers to if it was brought about intentionally by medication or instrumentation. These are also called artificial or therapeutic abortions.

Marital Status. Specify by checking the box for the patient's current marital status. Only one box should be checked. Do not leave this item blank.

Click the **Next** button to save and proceed to the **Patient Attributes** page.

Patient Attributes Page

Education
Select a single category indicating the highest grade completed by the patient.

Hispanic Origin
Specify by checking the appropriate box. More than one type of Hispanic origin may be selected.

For the purposes of this item, "Hispanic" refers to people whose origins are from Spain, Mexico, Puerto Rico, Cuba or the Spanish-speaking countries of Central or South America. Origin can be viewed as the ancestry, nationality, lineage, or country in which the patient or her ancestors were born before their arrival in the United States. Select "other Hispanic origin" if none of the selections listed reflects the patient's response and specify the origin in the space provided.

Which one or more of the following is your race?
Specify by checking the appropriate box or boxes for the reported race(s) of the patient. The entry for this item reflects the response of the patient.

Click the **Next** button to save and proceed to the **Provider** page.

Provider Page

Date of Termination
If not already populated, enter the Date of Termination and select from the drop-down the Facility Type.

Location
If not already populated, enter the Facility Name, street address, city, county, state and zip code of the facility where the termination occurred.

Note: Telemedicine ITOP's by Planned Parenthood Great Northwest, Hawai'i, Alaska, Indiana, and Kentucky (PPGNHAIK) will need to update the location to the city, county and state of the dispensing pharmacy as the place of occurrence.

Follow this process only if PPGNHAIK is assisting in a Telehealth ITOP in Oregon
- From the **Provider** page of the record, click on the Eraser icon next to the **Facility Name** field (the second button to the right of the text box).

- Enter Facility Name as "PPGNHAIK" as per usual process
- Enter the City, County, State and Country of the pharmacy where the medication was obtained by the patient.

Primary Procedure that Terminated Pregnancy
Specify by selecting one of the procedures from the drop-down menu. If the procedure is not listed, select "Other" and enter the procedure that terminated this pregnancy in the space provided.

Other Procedure(s) Used to Terminate Pregnancy (Check All That Apply)

Specify by selecting the other procedure(s) used for this termination. If no additional procedures were used, select "None." If the other procedure is not listed, check "Other" and enter the additional other procedure used for this termination in the space provided.

Was Follow-Up Visit Recommended
Select "Yes" or "No." Do not leave this item blank.

Was Written Post-Operative/After-Care Information Given to Patient?
Select "Yes" or "No." Do not leave this item blank.

Click the **Next** button to save and proceed to the **Complications** page.

Complications Page

Select from the drop-down if there were **Complications with this termination?** If "Yes", then select all the complications that *occurred at the time* of the procedure. If the complication is not listed, check "Other" and enter the complication that occurred at the time of the procedure in the space provided.

Follow-up At This Facility?
Select whether, at the time of completion of this report, a follow-up visit had occurred at this facility?

Complication at Follow-up?
If **Follow-up At this Facility?** is "Yes," specify all the complications at the time of follow-up at this facility. If there are no complications at follow-up, check "None." If the complication is not listed, check "Other" and type or print the complication at follow-up in the space provided.

Follow-up At Other Facility
At time of completion of this report, had follow-up visit occurred *outside this facility?*
Specify by selecting "Yes," "No" or "Unknown."

If **Follow-up At Other Facility** is "Yes," specify the type of location of follow up by selecting from the **Follow-Up Visit Facility Type** drop-down. If **Follow-up At Other Facility** is "No" or "Unknown," leave this item blank.

A clinic is typically defined as a health center that may serve a wide variety of scheduled or walk-in individuals with various medical situations. A physician's office is typically defined as an individual doctor's location with a specialty service, and usually with scheduled patient appointments.

Select from the drop-down if there were **Complications Follow-up Visit at Other Facility.**

If **Complications Follow-up Visit at Other Facility** is "Yes," specify all the complications at the time of follow- up visit at a different facility. If there were no complications at follow up visit at a different facility, check "None." If complications at follow-up visit at a different facility are unknown, check "Unknown." If the complication is not listed, check "Other" and enter the complication at follow-up visit at a different facility in the space provided.

Diagnostic Page

Contraceptive Failure

Diagnostic

Contraceptive Failure

Was birth control being used at the time patient became pregnant? (If Yes, specify methods below, check all that apply) [▾]

- ☐ Birth Control Pill
- ☐ Intra-Uterine Device (IUD/IUC)
- ☐ Patch
- ☐ Hormonal Implant
- ☐ Condom, Prophylactics
- ☐ Rhythm
- ☐ NuvaRing
- ☐ Non-surgical Sterilization
- ☐ Emergency Contracepion
- ☐ Contraceptive Injection
- ☐ Other

[⊘ Validate Page] [⬆ Clear] [🖫 Save] [↩ Return]

Was birth control being used at the time patient became pregnant?
Select "Yes," "No" or "Unknown." If "Yes," specify the method(s) by checking the box(es) that apply. Select "Other" if the method used is not listed and specify the method in the space provided.

The **Diagnostic** page is the last page in the record. After all information has been entered on the record, click **Validate Page** and OVERS will go through the error checking process on the record.

If the record is complete and any errors have been corrected, then the Certify link will appear in the ITOP Registration Menu. If you do encounter errors review page 12 of this manual. Contact the OVERS Help Desk if you are unable to resolve the error.

ITOP Registration Menu
- ✔ Patient
- ✔ Patient Attributes
- ✔ Provider
- ✔ Complications
- ✔ Diagnostic
- Certify

Other Links
- Comments
- Validate Registration
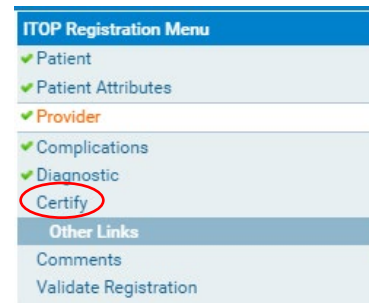
Certify Page

Read the affirmation statement and click to place a checkmark in the box. Then click **Affirm**.

You will receive the message that the authentication was successful. The status line will also show as registered.

The record is now complete.

<table>
<tr><td>**3**</td><td></td></tr>
</table>

Amendments

This chapter aims to explain the process for amending a registered ITOP record.

For additional instruction or troubleshooting help contact the **Help Desk** during normal business hours (*Monday – Friday, 8 a.m. to 5 p.m.*) at **971 673-0279**. For questions about amendments, contact the amendments department at CHS.Amendments@oha.oregon.gov.

Amendments

From time to time, it may be necessary to make corrections to an ITOP record after it has been registered at the State and assigned a State File Number. Amendment requests require a State review process before they can be approved.
Requesting an amendment via the OVERS application significantly shortens the processing time necessary to change a record after registration.

To access **Amendments**, select **Other Links > Amendments** from the **ITOP Registration Menu**.

Other Links
Amendments
Comments
Validate Registration
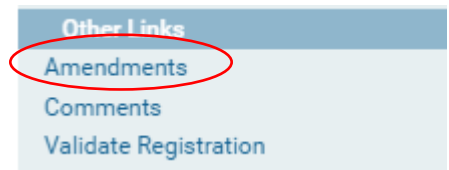
The first step in processing an amendment is to select an amendment type from the
Type drop-down list.

For ITOP records, there is only one type of amendment: '**Statistical Correction - ITOP**'.

Amendment Page

Type	Statistical Correction - ITOP ▾	Amendment Date
Year		Amendment Number
Order Number		Description
Amendment Status		

Save   Clear   Return

Next, click **Save**. The page will refresh and the **Amendment Date** will automatically fill in with the current system date and an **Amendment Number** will be assigned. In addition, a new **Page to Amend** drop-down list will appear.

Page to Amend   ▾

ITOP - Patient
ITOP - Provider
ITOP - Patient Attributes
ITOP - Diagnostic
ITOP - Complication

From the **Page to Amend** drop-down list, select the page to be amended. This will cause the page to refresh, displaying the page to be amended.

In the following example, the Patient page was selected from the Page to Amend drop-down. The entire Patient page then appears at the bottom of the page.

Make changes to the page as necessary and then click the **Save** button to save the changes.

You can also click the **Validate** button if you want to check for possible errors in your amendments.

After you save the amendment, the page will refresh and the list of all amendments made to the record will appear in the Item in Error section. You will also see a message in red at the top of the page letting you know that the amendment has not been affirmed.

Continue adding items as needed by selecting the **Page to Amend** button, replacing the appropriate items, then clicking the **Save** button with each item added. The **Amendment Page** allows the user to add multiple amendments to a record.

If the information on this page has not been saved, then clicking the **Clear** button will clear all entries related to the current amendment being added. If the page had been previously saved, then clicking the **Clear** button would reset all controls to the values in place prior to the last save.

Click the **Save** button to save the amendment or the **Return** button to close this page and return to the **ITOP Registration Menu**.

When all amendments have been entered and are displayed in the **Item In Error** section, select **Amendment Affirmation** from the **Amendments** menu to Affirm the amendment.

Place a checkmark next to the **Affirm the following** checkbox and click **Affirm**.

Amendment requests must be Affirmed before they can be approved by the State office.

Searching for an Incomplete Amendment

Once an amendment has been requested, it appears on the **Amendment List**. The **Amendment List** contains a listing of all amendments that have been requested for an ITOP record and the status of each request.

Select **Registrar > Amendment List** from the **ITOP Registration Menu**.

The **Amendments List** page displays the history for the ITOP record amendments. Notice that each item in the list has an identification number, processing history, date for completion and amendment approval status.

From the **Amendment List** page select the **Amendment Id** link to access a specific amendment record.

Amendment List

| Amendment Id	Processing History	Amendment Type	Date Received	Date Completed / Rejected	Amendment Status	Order #
581948	History	Statistical Correction - ITOP	DEC-02-2022		Pending	
581949	History	Statistical Correction - ITOP	DEC-02-2022		Pending	
581950	History	Statistical Correction - ITOP	DEC-02-2022		Keyed (Requires Affirmation)	
581951	History	Statistical Correction - ITOP	DEC-02-2022		Keyed (Requires Affirmation)	

New Amendment   Return

An Amendment status of **Pending** means that the Center for Health Statistics is in the process of reviewing the amendment. A **Keyed (Requires Affirmation)** status means the amendment has been entered but has not been affirmed. The Amendment Page will provide more detail regarding the specific change requested.

Appendices

Appendix 1: Glossary of Icons and Controls

There are several different types of **icons** and **controls** used in **OVERS**. Many of these are industry-standard or universal controls that you may already be familiar with from using other programs and/or websites. Other controls are **OVERS** specific that you will not find anywhere else.

⊕- **Auto-populate Button** – This is a control that can be clicked on using your mouse's left click button. This control is used in conjunction with a drop-down list to auto-fill information relevant to the entity selected within the drop-down list.
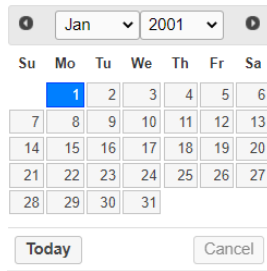
Calendar Control: This is an on-screen control containing several other controls. There are two drop-down lists, one for selecting the month and the other for selecting the year. The default calendar displayed will be for the current month and year with the current day displayed in blue. Clicking on any day of any date will cause that date to be displayed in the corresponding **Date Entry** text box using a MMM-DD-YYYY format. For example, Feb-05-2023.

📅 - **Calendar Icon**: This is an on-screen control that can be clicked on using your mouse's left click button. This icon is used in conjunction with Date Entry text boxes. Clicking on this icon will bring up the Calendar control that can be used to select a specific date.

- **Click Buttons**: These are universal controls that can be clicked on using your mouse's left click button. They are used to accept data inputs, save information to database and usually trigger the processing of underlying system code.

Drop-down Lists: These are universal controls that can be selected from using your mouse's left click button. Clicking on the down-arrow button will cause a list of selectable options to drop-down. Clicking on any item in the list will select it and cause it to be displayed in the text box portion of the control.
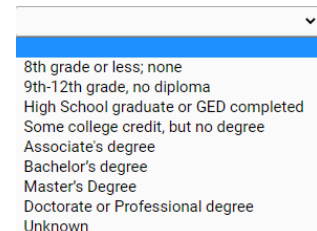
🔲 - **Eraser Icons** are used in conjunction with **Place Name** lookup tools. If a facility was added to a record in error, selecting the Eraser icon will remove the facility name from the page.

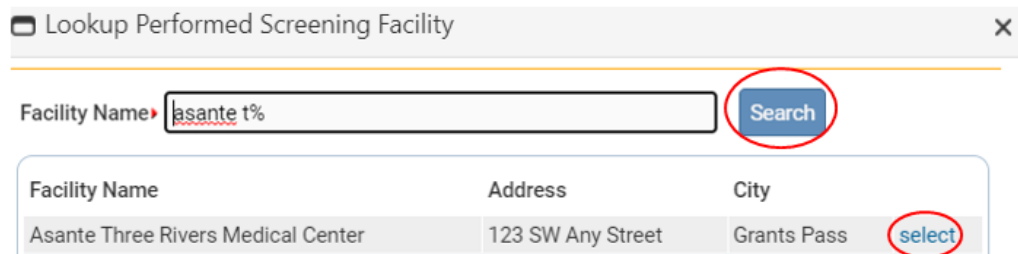🔍 Fix - **Fix Icons**: This is an on-screen icon that appears only in the **OVERS Validation Frame**. Clicking on this icon will send the cursor to an item containing invalid information so that it may be corrected.

🔍 - **Search Icons** will launch the **Place Name** lookup tool, shown below. **Place Name** lookups are used to **Search** for facilities such as Hospitals, Birthing Centers, Funeral Homes, etc.

- ✔ - **Validation Green Checkmark**: This is a display-only icon. Clicking on it has no effect. This icon is used in the **ITOP Registration Menu** and indicates that an **OVERS** information page contains valid information.

- ✖ - **Validation Red X**: This is a display-only icon. Clicking on it has no effect. This icon is used in the **ITOP Registration Menu** and indicates that an **OVERS** information page contains invalid information that must be corrected before certification will be allowed.

- 🟡 - **Validation Yellow Circle**: This is a display-only icon. Clicking on it has no effect. This icon is used in the **ITOP Registration Menu** and indicates that an **OVERS** information page contains information that may be invalid and must be corrected or overridden before certification will be allowed.

Appendix 2: Usage and Common Conventions

This appendix consists of useful tips and tricks to help you become a more efficient user of the **OVERS** application. These hints will actually help you with almost any Windows based application.

1. Focus – **Focus** determines which control on the page will receive the action. For example, if an empty text box has the focus then a flashing cursor will appear in the far left-hand side of the box and the box will have a darker outline. Anything you type will appear in the text box.

If a pre-filled textbox has the focus, then the text in that box will be highlighted. If you type here with the text highlighted, the current text will be deleted.

If a **Checkbox** or **Radio Button** receives the focus, then a solid line will surround the control's label.

2. Passing the Focus There are two ways to pass the focus to a control: clicking on the control with your mouse or pressing the **Tab** key until the desired control is highlighted.

The most common way of placing the focus on a control is by clicking on the control with your mouse.

Learning to use **Tab** and **Shift +Tab** to pass the focus back and forth among the controls may be a faster way to move to fields in the record. Using **Tab** will advance the focus forwards. **Shift +Tab**, which is triggered by holding down the **Shift** key while pressing the **Tab** key, will pass the focus back to the previous control.

Every page is structured a little differently. Exactly where **Tab** and **Shift +Tab** sends the Focus will vary, but it should always advance you logically from one control to the next.

If a **Text Entry Box** has the **Focus**, then just start typing to fill in the box. **Note**: If the text entry box already contains text, then when it receives the focus that text will be highlighted. Anything typed while the text is highlighted will replace the old text.

If a **Checkbox** or **Radio Button** has the **Focus**, then pressing the spacebar will check or uncheck the control.

If a **Drop-down List** receives the **Focus,** then you have several options:

- Use the mouse to click on the down-arrow to reveal the list of selectable options. However, try to avoid using the mouse.

- If you know the first letter of the option you want to select then just type that letter. The focus will then shift down to the first option in the list beginning with that letter. If there are multiple selections beginning with that letter, then keep typing it until your desired option appears. Then, **Tab** off of the list to save that selection.

- Use the **Up** and **Down Arrows** on your keyboard to scroll through the list of options. When the correct option is highlighted, use the **Tab** key to save that selection and move to the next control.

- Hold down the **Alt** key and press the **Down-Arrow** button on your keyboard to reveal the list. Then, using either your mouse or the **Up** and **Down Arrows**, make your selection and **Tab** off to the next control or hit the **Enter** button.

If a Click Button receives the focus you have two
                            options:

- Use the **Spacebar** to "press" the button, or
- Use the **Enter** key to "press" the button.

3. Using Special Characters in OVERS - The OVERS system will allow you to enter and search for names that contain common international letters.

Special characters can be typed by holding down the **Alt** key while also typing the 4- digit number code corresponding with the character. For instance, if you want to type the name Nuñez, you would first type the letters **N** and **u**. To type the ñ you would hold down the **Alt** key while typing the numbers 0241. Once you've typed the special character, you can complete the name by typing as usual. The numbers must be typed from a number keypad.

The table below contains a complete list of the special characters recognized by OVERS with their corresponding keyboard codes.

	Code		Code		Code		Code
Á	Alt+0193	Ê	Alt+0202	Ñ	Alt+0209	Ú	Alt+0218
á	Alt+0225	ê	Alt+0234	ñ	Alt+0241	ú	Alt+0250
Â	Alt+0194	Ë	Alt+0203	Ó	Alt+0211	Û	Alt+0219
â	Alt+0226	ë	Alt+0235	ó	Alt+0243	û	Alt+0251
Ä	Alt+0196	Í	Alt+0205	Ô	Alt+0212	Ü	Alt+0220
ä	Alt+0228	í	Alt+0237	ô	Alt+0244	ü	Alt+0252
Ã	Alt+0195	Î	Alt+0206	Ö	Alt+0214	Ý	Alt+0221
ã	Alt+0227	î	Alt+0238	ö	Alt+0246	ý	Alt+0253
É	Alt+0201	Ï	Alt+0207	Õ	Alt+0213	Ÿ	Alt+0159
é	Alt+0233	ï	Alt+0239	õ	Alt+0245	ÿ	Alt+0255

Appendix 3: Oregon Revised Statutes (ORS) for Induced Termination of Pregnancy (ITOP)

The Oregon Revised Statutes are cited only for your reference and are not quoted in their entirety nor verbatim. Please see the website below for the most current laws. They can be found at https://www.oregonlegislature.gov/bills_laws/ors/ors432.html.

432.005 Definitions
(18)(a) "Induced termination of pregnancy" means the purposeful interruption of an intrauterine pregnancy with the intention other than to produce a live-born infant and that does not result in a live birth.
(b) "Induced termination of pregnancy" does not include management of prolonged retention of products of conception following fetal death.

432.075 Duty to report information to state registrar; immunity.
(1) A person having knowledge of the facts shall furnish all information the person may possess regarding a live birth, death, fetal death, induced termination of pregnancy, marriage, declaration of domestic partnership or dissolution of marriage or domestic partnership upon demand of the State Registrar of the Center for Health Statistics.
(2) A person required to report information under this chapter or the rules adopted under this chapter shall provide the information to the state registrar within five calendar days of receiving the information.
(3) Within five calendar days of receipt of autopsy results or other information that would provide pending or missing information or correct errors in a reported cause of death, the medical certifier or medical examiner required to report the death under ORS 432.133 shall submit an affidavit on the cause of death to amend the record.
(4) A person or institution that in good faith provides information required by this chapter or by rules adopted under this chapter shall not be subject to an action for civil damages.
(5) The state registrar may require alternative documentation from the provider of information relating to the occurrence of a vital event for the purpose of quality assurance.
[1983 c.709 §23; 1997 c.783 §6; 2013 c.366 §8]

432.083 Requirements for institutions, health care practitioners and persons who transport dead bodies.
(1) A person in charge of an institution shall keep a record of personal data concerning each person admitted or confined to the institution. The record shall include information as required for the reports of live birth, death, fetal death or induced termination of pregnancy required by this chapter. The record shall be made at the time of admission from information provided by the person being admitted or confined, but when it cannot be so obtained, the information shall be obtained from relatives or other persons acquainted with the facts. The name and address of the person providing the information shall be a part of the record.
(2) A licensed health care practitioner shall keep a record of personal data concerning each person under the practitioner's care for a condition that results in a reportable vital event if a record for that event is not maintained by an institution as described in

subsection (1) of this section. The record shall include information as required for the reports of live birth, death, fetal death or induced termination of pregnancy required by this chapter. The record shall include information provided by the person under the practitioner's care. If the person being treated cannot provide the information, then the practitioner shall obtain the information from relatives or other persons acquainted with the facts. The name and address of the person providing the information shall be a part of the record.

432.143 Mandatory submission and registration of reports of fetal death; persons required to report; rules.
(1)(a) A report of each fetal death of 350 grams or more or, if the weight is unknown, of 20 completed weeks gestation or more, calculated from the date the last normal menstrual period began to the date of the delivery, that occurs in this state shall be submitted within five calendar days after the delivery to the Center for Health Statistics or as otherwise directed by the State Registrar of the Center for Health Statistics. The state registrar shall register the report of fetal death if it has been completed and submitted in accordance with this section and any rules adopted by the state registrar under this section.
(b) All induced terminations of pregnancy shall be reported in the manner prescribed in ORS 435.496 and shall not be reported as fetal deaths.

435.496 Report to Center for Health Statistics
 (1) Each induced termination of pregnancy which occurs in this state, regardless of the length of gestation, shall be reported to the Center for Health Statistics within 30 days by the person in charge of the institution in which the induced termination of pregnancy was performed. If the induced termination of pregnancy was performed outside an institution, the attending physician or naturopathic physician shall prepare and file the report.
(2) If the person who is required to file the report under subsection (1) of this section has knowledge that the person who underwent the induced termination of pregnancy also underwent a follow-up visit or had follow-up contact with a health care provider, the person shall include the fact of the follow-up visit or contact, and whether any complications were noted, in the report. If the person filing the report is not personally aware of the follow-up visit or contact but was informed of the visit or contact, the person shall include the source of that information in the report.
(3) Reports submitted under this section shall not disclose the names or identities of the parents. [1983 c.709 §14a (enacted in lieu of 435.495); 1997 c.783 §46; 2017 c.356 §68]