

Accessing an IBTH Search

Affirmative proof of United States citizenship or lawful presence in the United States must be provided to be eligible to receive public benefit.

This requirement affects participants who are referred to the:

- Adult Brain Injury (ABI) Program, regardless of age.
- Children and Youth with Special Health Care Needs (CYSHCN) Program, seventeen (17) years of age or older.

Service Coordinator's from either program will contact designated Central Office staff for assistance by email. The designated Central Office members are divided by Programs:

CYSHCN Program:

Debi Smith, CYSHCN SOSA

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Any designated Central Office staff member who receives a Lawful Presence verification request will access the Missouri Department of Social Service System, Missouri Department of Health Birth Name Inquiry (IBTH) screen to determine if a Missouri Birth Certificate registration exists.

Otherwise a Service Coordinator will need to require a referred party to produce another form of affirmative proof:

- Valid Missouri Driver or Non-Driver License;
- U.S. Birth Certificate - issued by a state or local government (hospital-issued birth certificates are not acceptable);
- U.S. Passport;
- Certificate of Citizenship, Naturalization, or Birth Abroad; or
- Any document issued by the federal government that confirms an alien's lawful presence in the United States.

To access the Missouri Department of Social Service System, Missouri Department of Health Birth Name Inquiry (IBTH) screen open the '3270' or 'Prod' icon on the desktop.

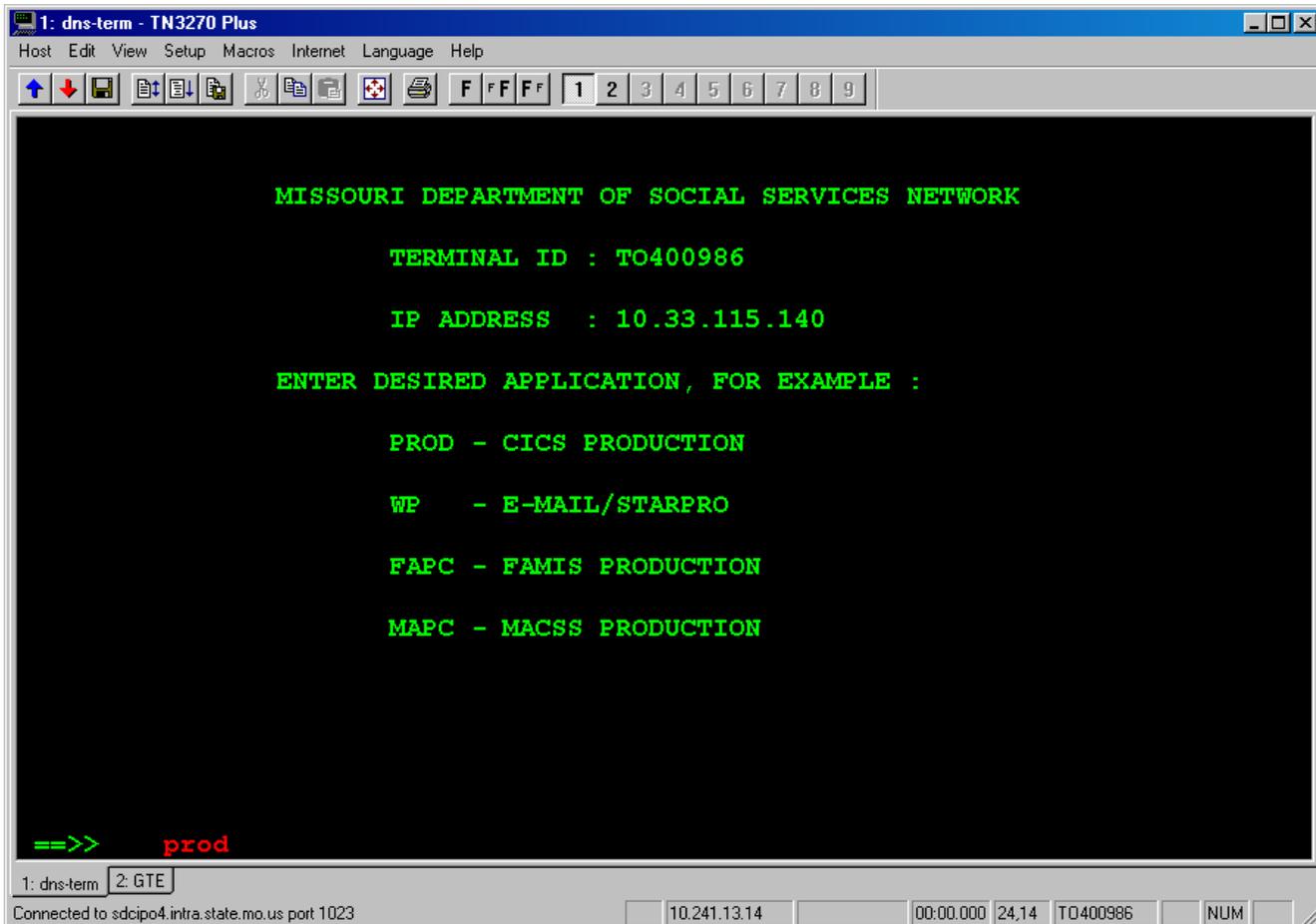


Accessing IBTH System

The Missouri Department of Social Services Network screen has two (2) tabs:

- One tab to access PROD screens. The tab is titled '1: dns-term'.
- The second tab to access IFOX screens. The tab is titled '2: GTE'.

- 1) To access IBTH, the PROD (1: dns-term) tab must be used.
- 2) Type the letters 'prod' on the prompt line (at the lower left of the screen).
- 3) Select the 'enter' button to proceed.

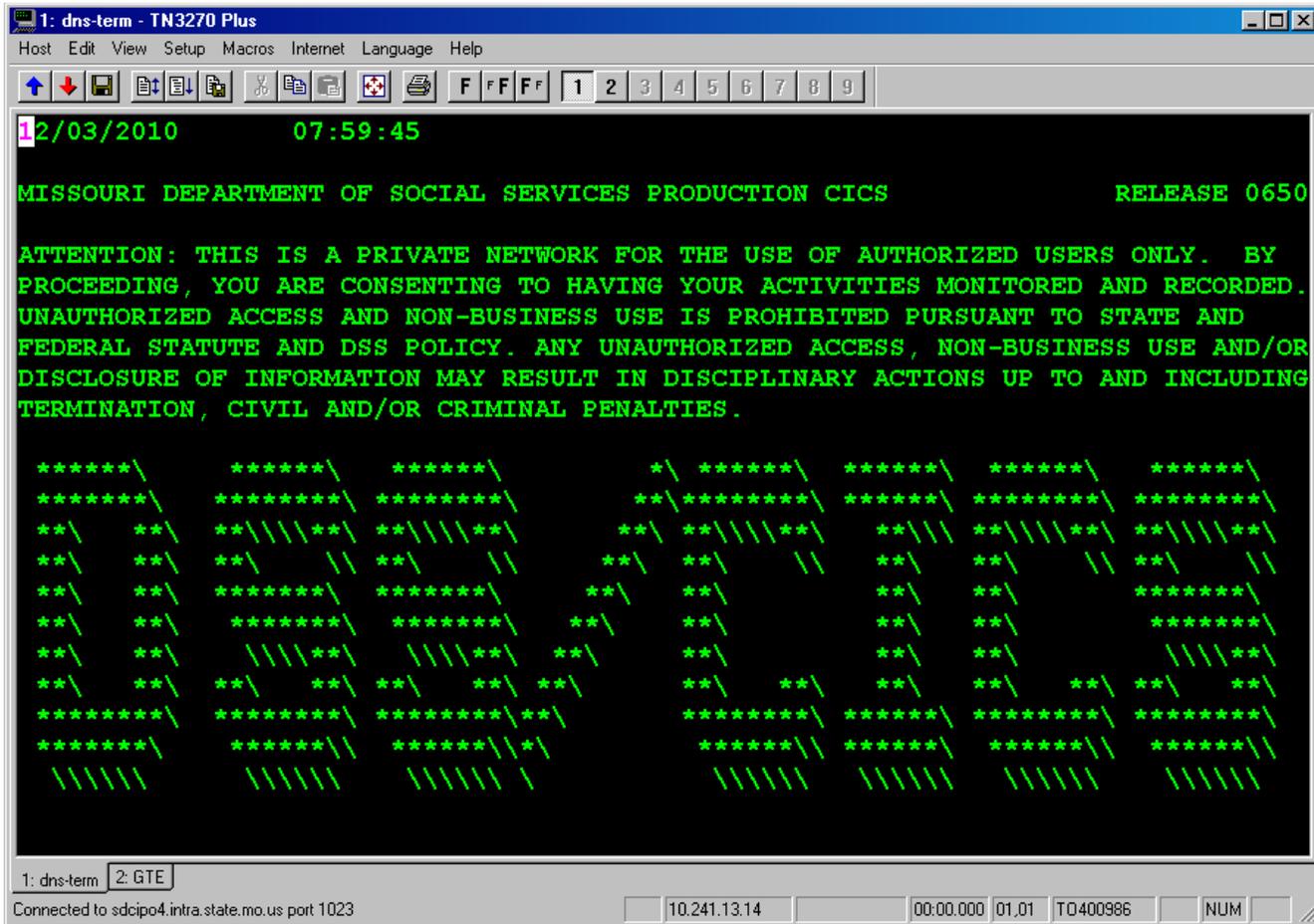


The Missouri Department of Social Services screen will post the copyright/HIPAA notice explaining the user's access rights and proper use of information.

Accessing IBTH System

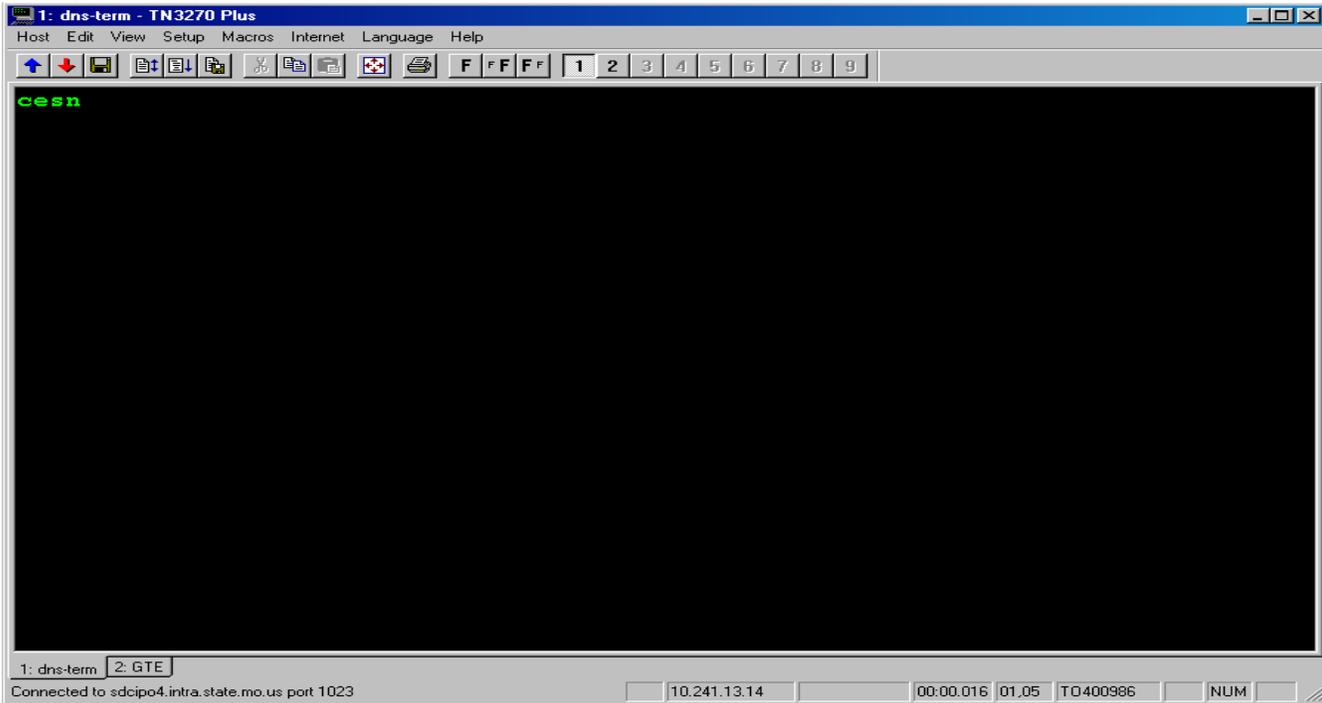
The information obtained in the system is for authorized users only and any unauthorized access/use is prohibited.

- 1) Users must clear the screen, before typing a command.
- 2) Select the 'pause/break' button (in the upper right corner of the keyboard).
- 3) This function will clear the screen.



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- 1) On the cleared screen, type 'cesn' on the command line.
- 2) Select the 'enter' key to proceed.



The CICS Sign-on screen will display.

A user must enter their Userid and Password in order to access any information.

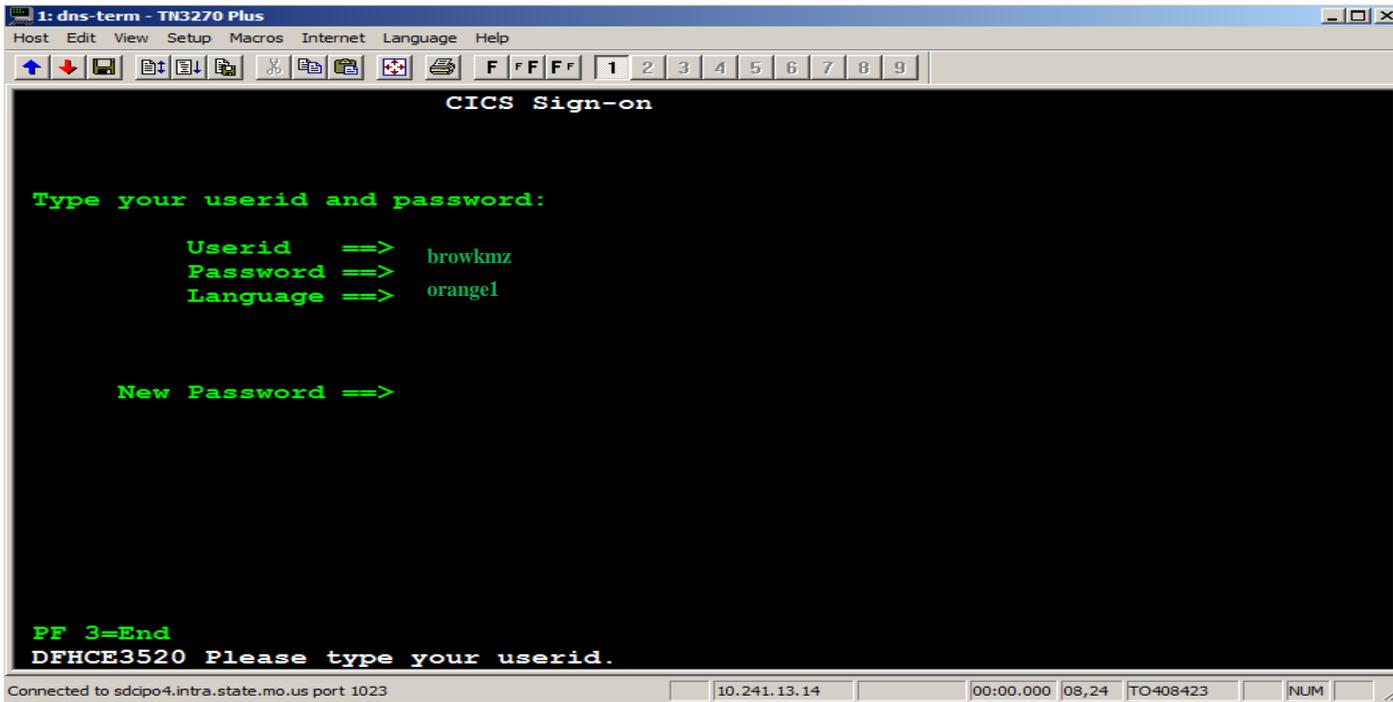
- The Userid will not change from what is originally assigned.
- It is made up of the first four (4) letters of a user's last name and three (3) random alpha characters assigned by the Missouri Department of Social Services system.
- Passwords will expire every thirty-one (31) days, with system notifications when it is time to change the password.
- Passwords must be at least seven (7) characters but no more than eight (8) characters in length.
- Passwords should be alpha characters, with at least one (1) numeric character.

If a user does not access the system on a regular basis, a user will be revoked.

- To gain access again, the user will need to contact DHSS ITSD and request their Userid be reset.

Accessing IBTH System

Example Login:



The screenshot shows a terminal window titled "1: dns-term - TN3270 Plus". The window contains the following text:

```
CICS Sign-on

Type your userid and password:

  Userid  ==>  browkmz
  Password ==>
  Language ==>  orange1

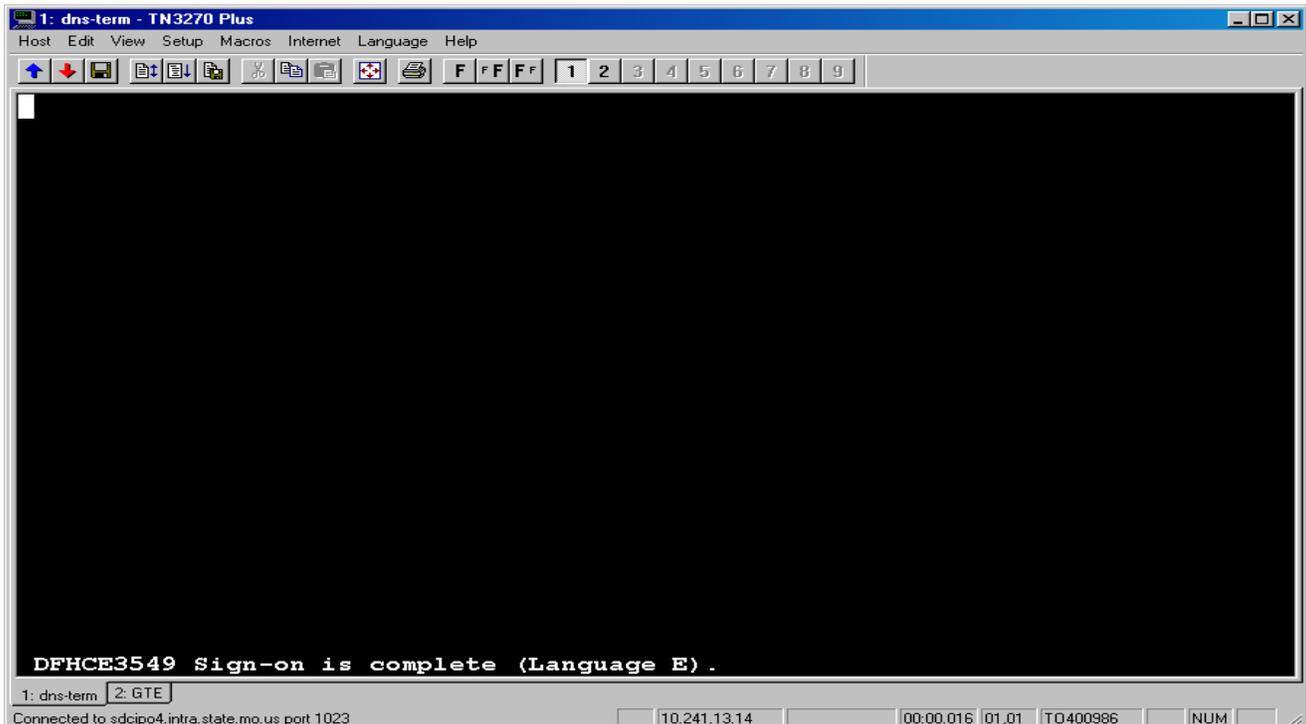
New Password ==>

PF 3=End
DFHCE3520 Please type your userid.
```

At the bottom of the terminal, it shows connection details: "Connected to sdcipo4.intra.state.mo.us port 1023" and various status indicators like "10.241.13.14", "00:00.000", "08,24", "TO408423", and "NUM".

A user has successfully accessed the system if the 'Sign-on is complete' command is displayed on the bottom of screen.

- The system will notify a user if they are not successful, by posting an error message.
- The user should again enter the call letters 'cesn' on the command line and attempt access again.



The screenshot shows a terminal window titled "1: dns-term - TN3270 Plus". The window contains the following text:

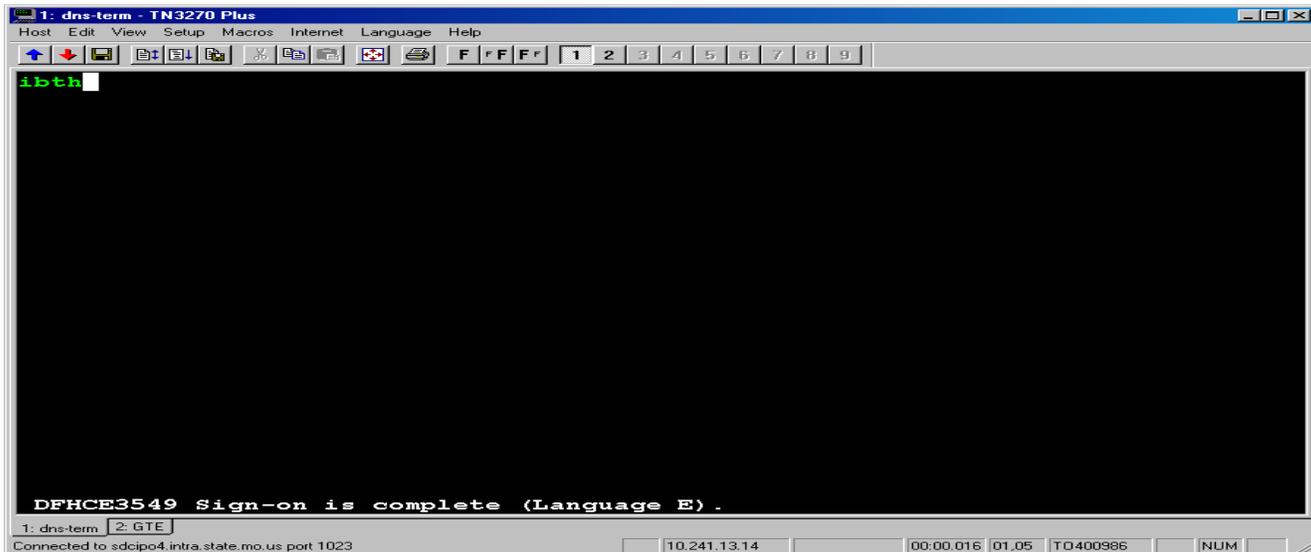
```
DFHCE3549 Sign-on is complete (Language E).
```

At the bottom of the terminal, it shows connection details: "1: dns-term 2: GTE" and "Connected to sdcipo4.intra.state.mo.us port 1023" and various status indicators like "10.241.13.14", "00:00.016", "01,01", "TO400986", and "NUM".

Accessing IBTH System

To access the Department of Health Birth Name Inquiry screen:

- 1) Type the call letters 'ibth' on the command line and select the 'enter' key to proceed.

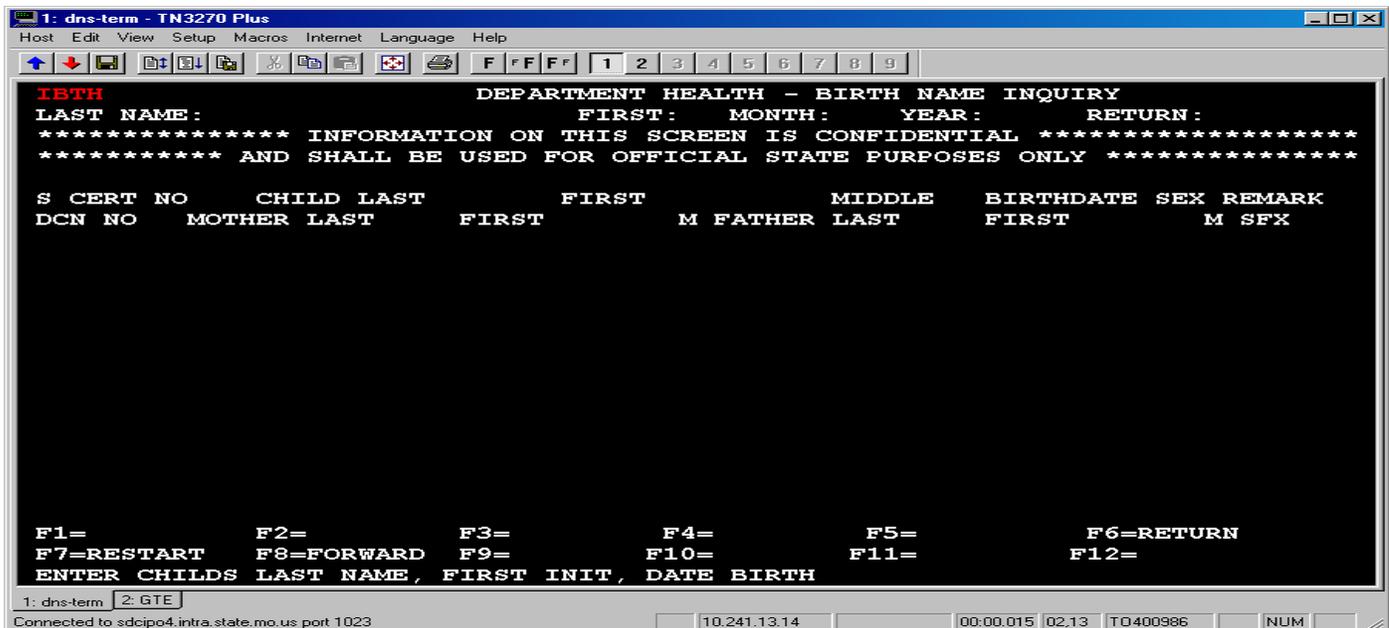


The Department of Health, Birth Name Inquiry screen will display. There are four (4) fields of entry that must be completed in order to conduct a search and all four (4) fields must be entered. Select the 'enter' key to conduct a search.

1. Last Name field
2. First (Initial) field
3. Month (of birth) field; in a two (2) digit format
4. Year (of birth) field; in a four (4) digit format

Note:

- The use of hyphens or punctuation of any sort will result in an error; use only alpha characters.
- If a hyphenated last name is searched both names should be typed together without space or punctuation.



Accessing IBTH System

Search Example:

1. Brown (entered in the 'Last Name' field)
2. C (entered in the 'First' field)
3. 01 (entered in the 'Month' field)
4. 1961 (entered in the 'Year' field)

```
1: dns-term - TN3270 Plus
Host Edit View Setup Macros Internet Language Help
IBTH DEPARTMENT HEALTH - BIRTH NAME INQUIRY
LAST NAME:  Brown          FIRST: 1 MONTH: 01 YEAR: 1961 RETURN:
***** INFORMATION ON THIS SCREEN IS CONFIDENTIAL *****
***** AND SHALL BE USED FOR OFFICIAL STATE PURPOSES ONLY *****

S CERT NO      CHILD LAST      FIRST      MIDDLE      BIRTHDATE SEX REMARK
DCN NO  MOTHER LAST  FIRST      M FATHER LAST  FIRST      M SFX

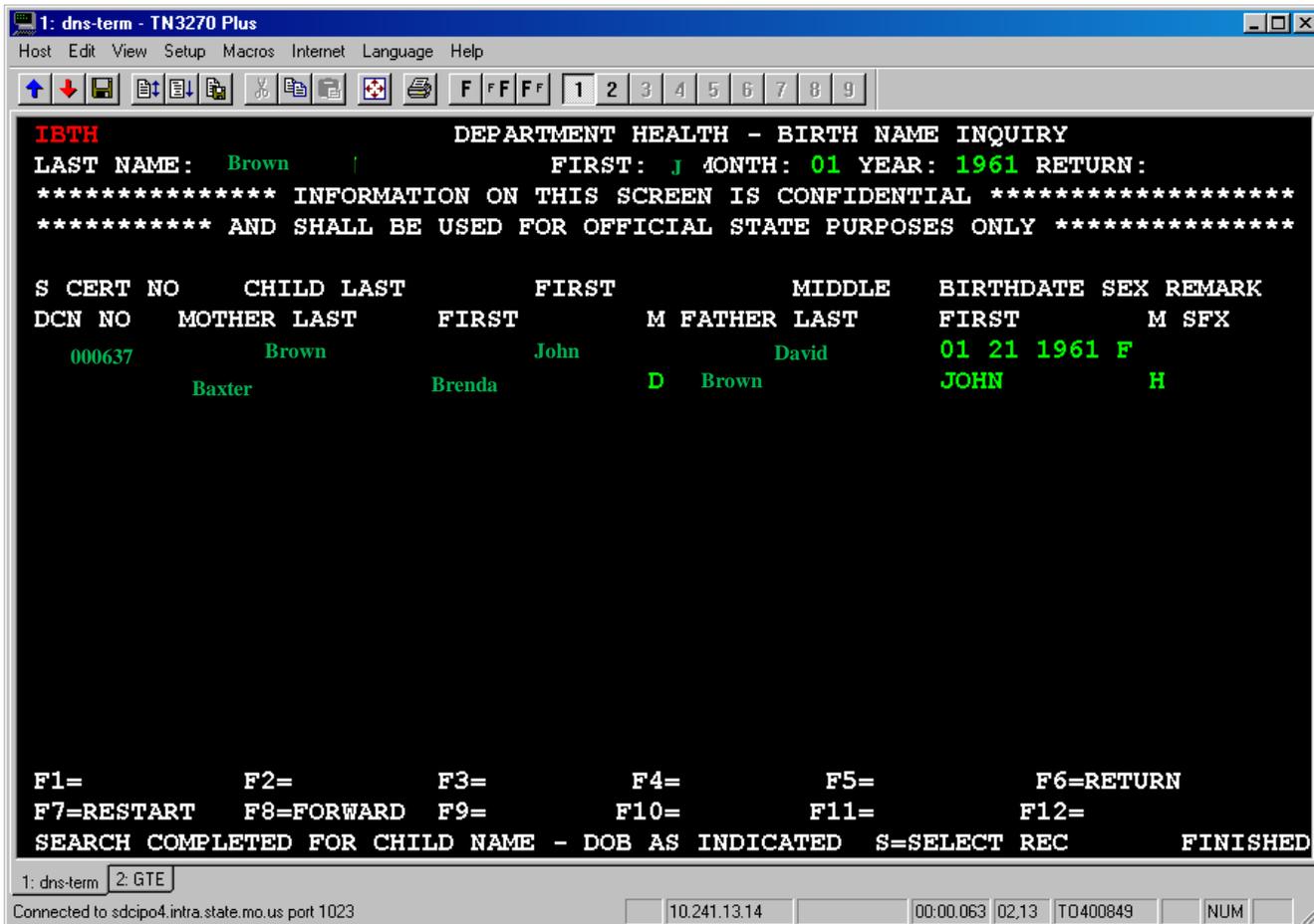
F1=           F2=           F3=           F4=           F5=           F6=RETURN
F7=RESTART   F8=FORWARD   F9=           F10=          F11=          F12=
ENTER CHILDS LAST NAME, FIRST INIT, DATE BIRTH

1: dns-term 2: GTE
Connected to sdcipo4.intra.state.mo.us port 1023 10.241.13.14 00:00.015 08.02 T0400986 NUM
```

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The results of the example search display on the last two (2) lines of the search screen.

- The first line contains the birth information results from the party search:
 - The Birth Certificate number issued for the searched party.
 - The full date of birth (month, day and year) of the searched party.
 - The full name (last, first, and middle name) of the searched party.
 - The sex of the searched party.
- The second line contains the parental information results from the party search:
 - The Mother's maiden name (last, first, and middle initial) of the searched party.
 - The Father's name (last, first, and middle initial) of the searched party.



```
1: dns-term - TN3270 Plus
Host Edit View Setup Macros Internet Language Help
IBTH DEPARTMENT HEALTH - BIRTH NAME INQUIRY
LAST NAME: Brown FIRST: J MONTH: 01 YEAR: 1961 RETURN:
***** INFORMATION ON THIS SCREEN IS CONFIDENTIAL *****
***** AND SHALL BE USED FOR OFFICIAL STATE PURPOSES ONLY *****

S CERT NO CHILD LAST FIRST MIDDLE BIRTHDATE SEX REMARK
DCN NO MOTHER LAST FIRST M FATHER LAST FIRST M SFX
000637 Brown John David 01 21 1961 F
Baxter Brenda D Brown JOHN H

F1= F2= F3= F4= F5= F6=RETURN
F7=RESTART F8=FORWARD F9= F10= F11= F12=
SEARCH COMPLETED FOR CHILD NAME - DOB AS INDICATED S=SELECT REC FINISHED
1: dns-term 2: GTE
Connected to sdcipo4.intra.state.mo.us port 1023 10.241.13.14 00:00.063 02.13 T0400849 NUM
```

When a Missouri birth certificate is located in the IBTH system, a copy of the IBTH screen is to be saved in a Word document and filed in the 'I drive' folder titled 'IBTH Records'.

IBTH search results can be a single search return or a multiple search return, based on the search criteria used. Both results (single or multiple) are to be saved.

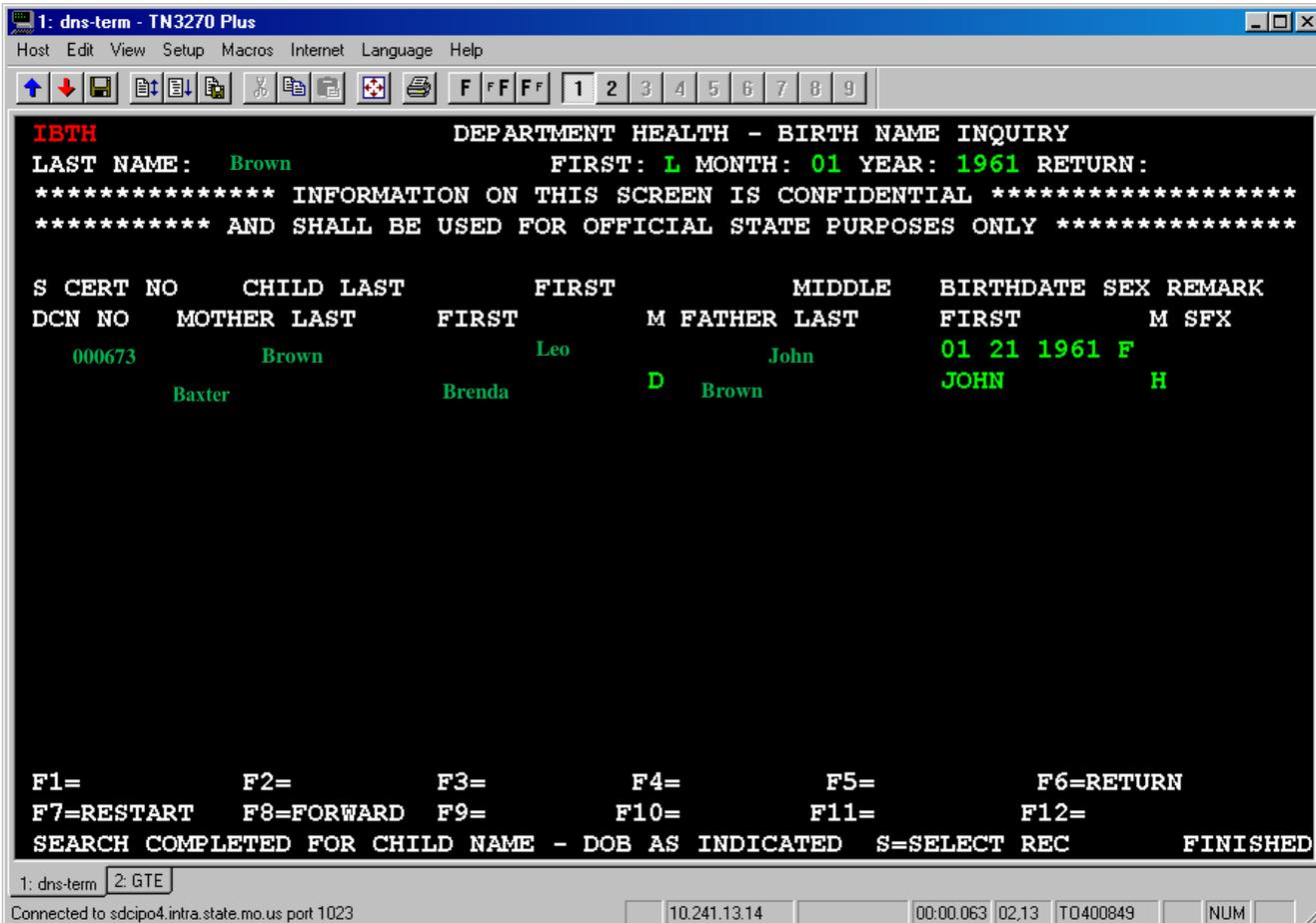
If the search result is a single return, a screen shot of the IBTH screen is to be obtained and pasted into the Word document.

- To obtain a 'screen print', select:

Accessing IBTH System

- **Both** the 'shift' key
- **AND** the 'Print Scrn/Sys Rq' button (located in the upper right corner of the keyboard).

If the 'Shift' key is not used, the 'Print Scrn' button will automatically send a screen shot to the user's default printer.



```
1: dns-term - TN3270 Plus
Host Edit View Setup Macros Internet Language Help
IBTH DEPARTMENT HEALTH - BIRTH NAME INQUIRY
LAST NAME: Brown FIRST: L MONTH: 01 YEAR: 1961 RETURN:
***** INFORMATION ON THIS SCREEN IS CONFIDENTIAL *****
***** AND SHALL BE USED FOR OFFICIAL STATE PURPOSES ONLY *****

S CERT NO CHILD LAST FIRST MIDDLE BIRTHDATE SEX REMARK
DCN NO MOTHER LAST FIRST M FATHER LAST FIRST M SFX
000673 Brown Leo John 01 21 1961 F
Baxter Brenda D Brown JOHN H

F1= F2= F3= F4= F5= F6=RETURN
F7=RESTART F8=FORWARD F9= F10= F11= F12=
SEARCH COMPLETED FOR CHILD NAME - DOB AS INDICATED S=SELECT REC FINISHED
1: dns-term 2: GTE
Connected to sdcipo4.intra.state.mo.us port 1023 10.241.13.14 00:00.063 02.13 T0400849 NUM
```

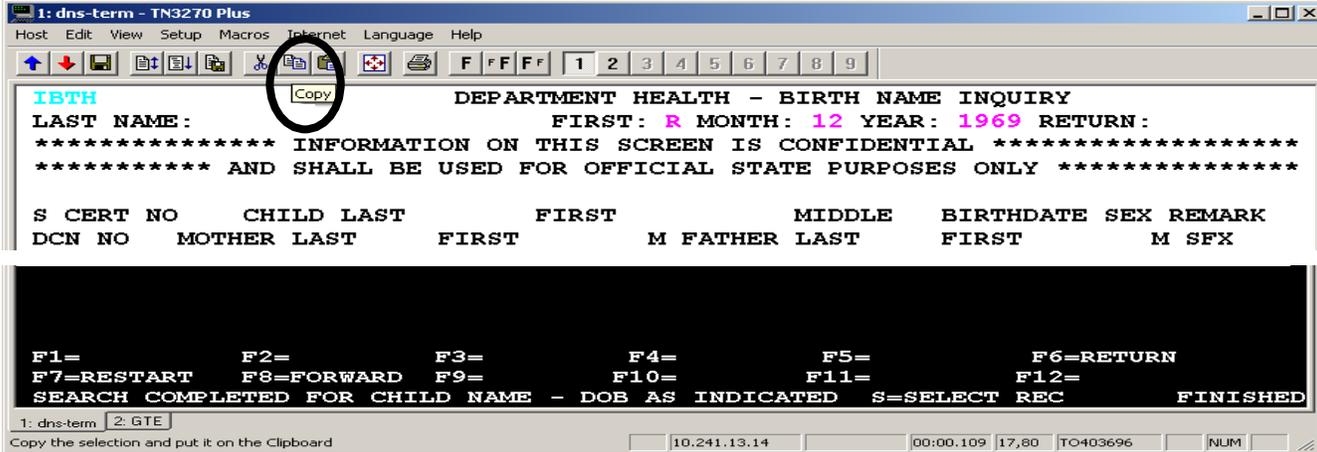
If the search result has multiple names returned from the IBTH search, the information on the IBTH screen is to be 'copied' and 'pasted' into a Word document.

The IBTH screen result will be edited to display only the information about a specific party that matches the search request.

Accessing IBTH System

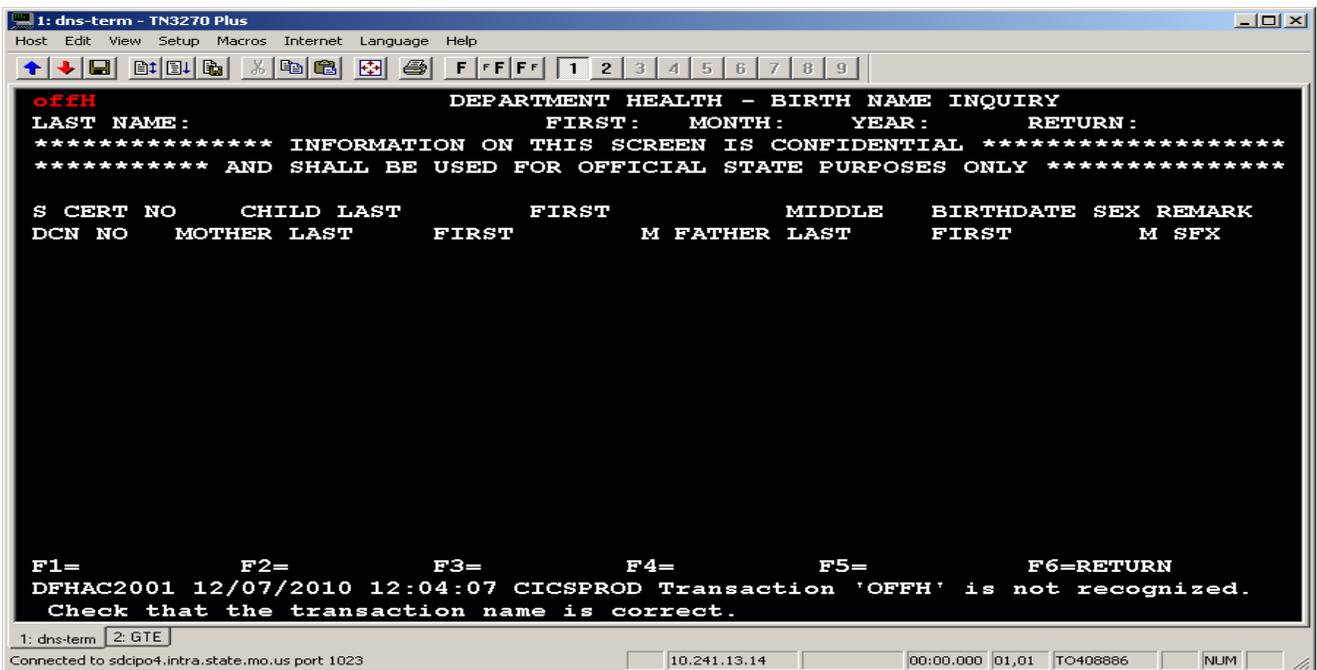
To 'copy' the IBTH screen so it can be edited:

- 1) Use the mouse to highlight the search results (be sure to capture all the necessary lines for the party that most closely matches the search request).
- 2) Use the 'copy' button provided, to copy the highlighted portion of the IBTH screen.



To exit the IBTH system:

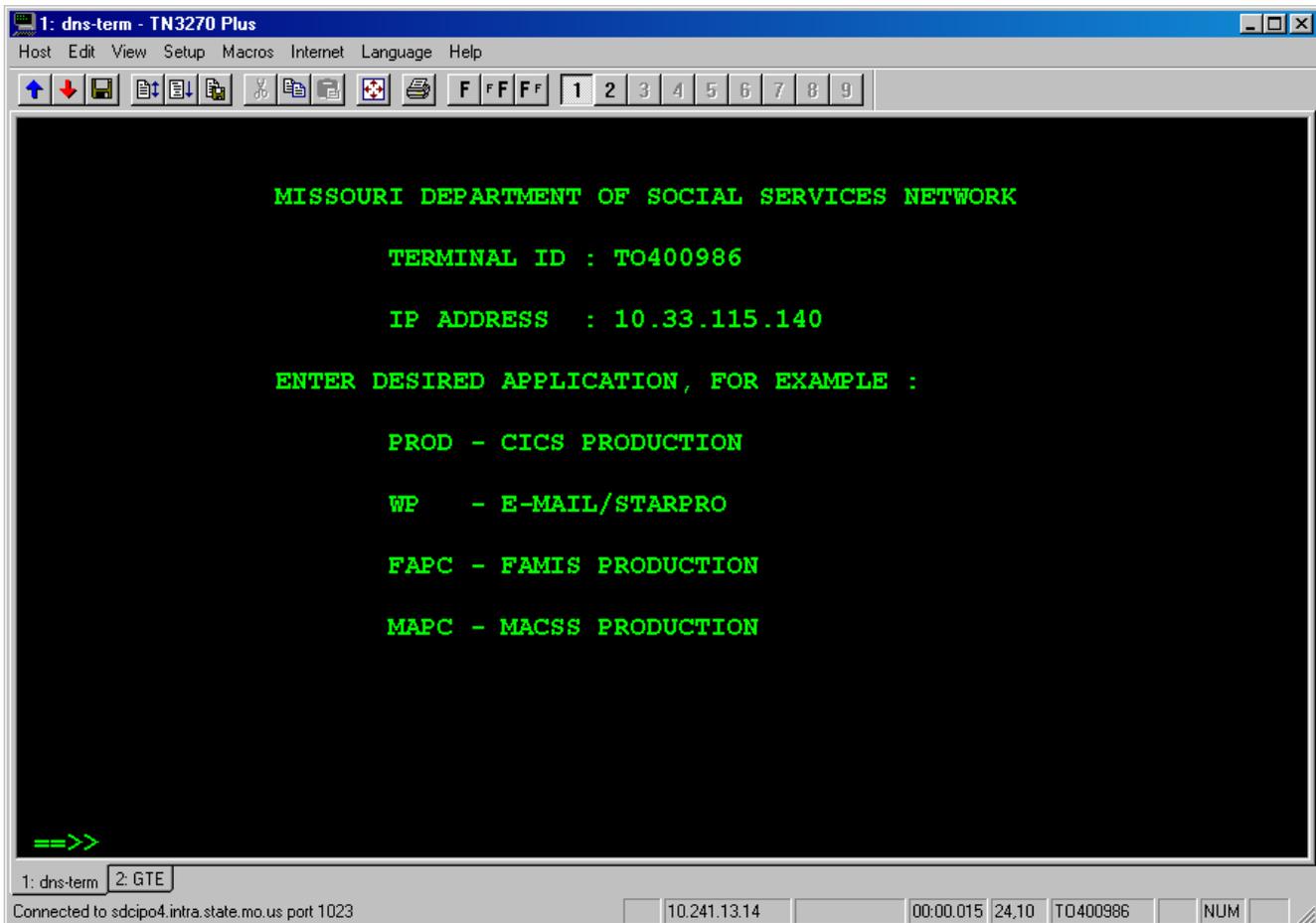
- 1) Type 'off' on the command line, i.e., where 'IBTH' is typed, insert the letters 'off' (remove the 'H' that remains, otherwise an error message will display).
 - A user can use the 'Home' button to move the cursor to the command line.
 - Or the user can place the cursor on the command line by using their mouse to 'click' the cursor onto the command line.
- 2) Select the 'enter' key to proceed.



Accessing IBTH System

A user is successfully logged off the system when the system displays the 'login' screen for the Missouri Department of Social Services Network screen.

The user can close the screen by selecting the 'x' in the upper right corner of the screen.



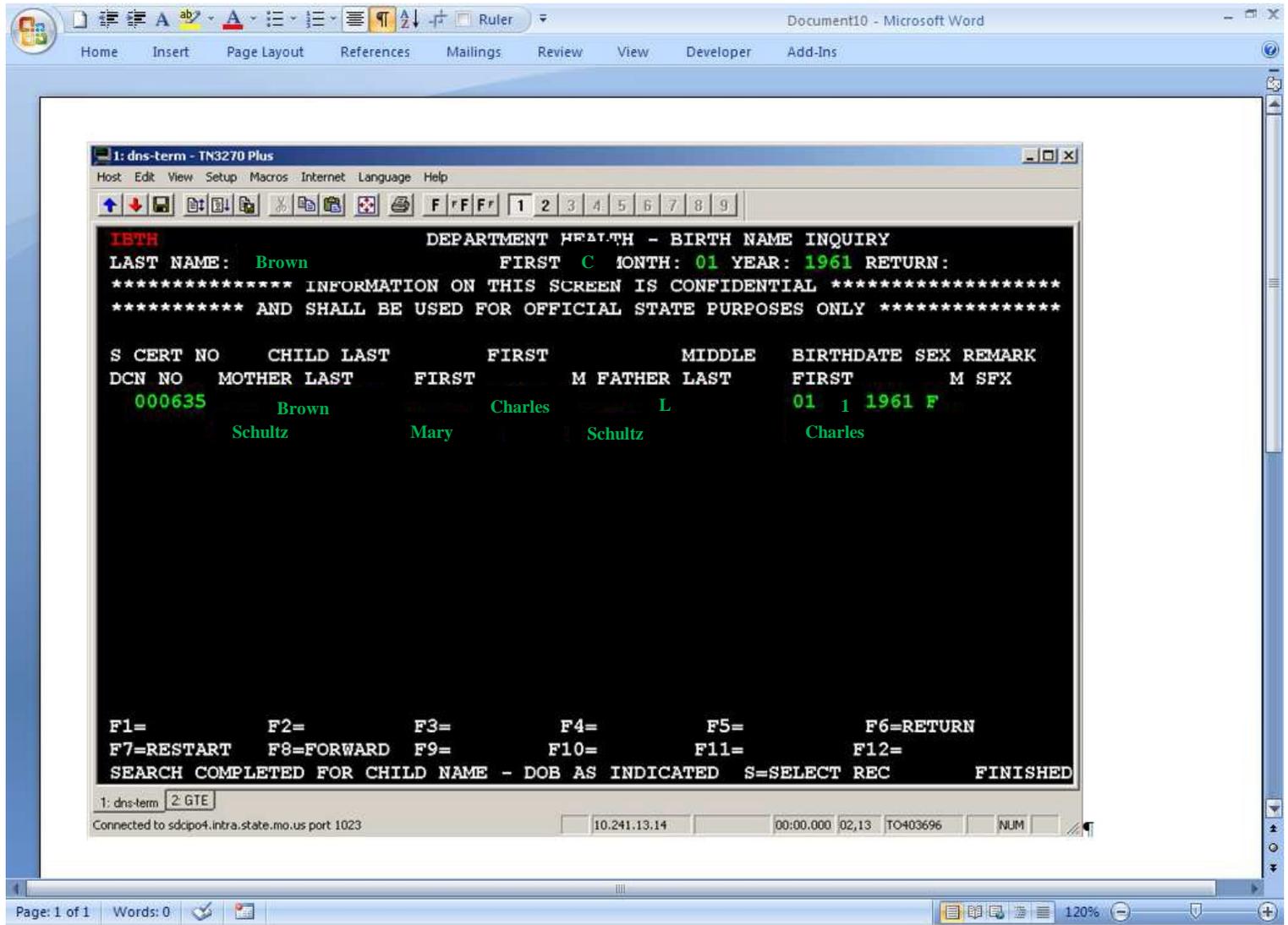
When a Missouri birth certificate is located in the IBTH system, a copy of the search result is to be saved.

- A Word document will be used to capture the results of the IBTH search.
- The Word document is to be filed on the 'I drive' in a folder titled 'IBTH Records'.

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When the IBTH search is a single party:

- Select **both** the 'shift' key **AND** the 'Print Scrn/Sys Rq' button (located in the upper right corner of the keyboard) to capture a screen shot of the IBTH screen information.
- 'Paste' the screen shot into a Word document.

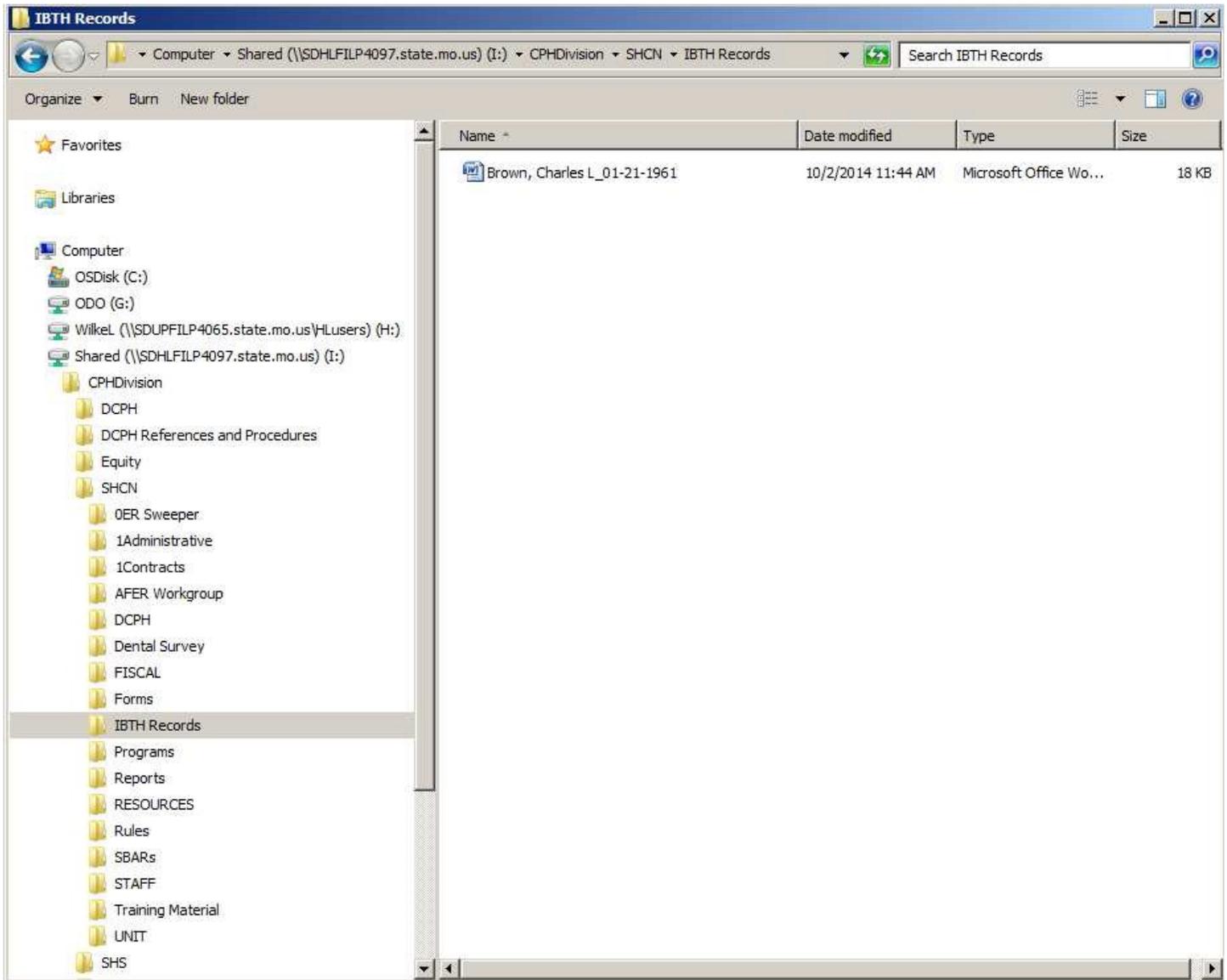


Save the Word document in the 'I drive' folder titled 'IBTH Records'.

- Title the Word document using the information from the search, i.e., last name, first name, and middle name; month, day and year of birth.

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Example: Brown, Charles L_01-21-1961

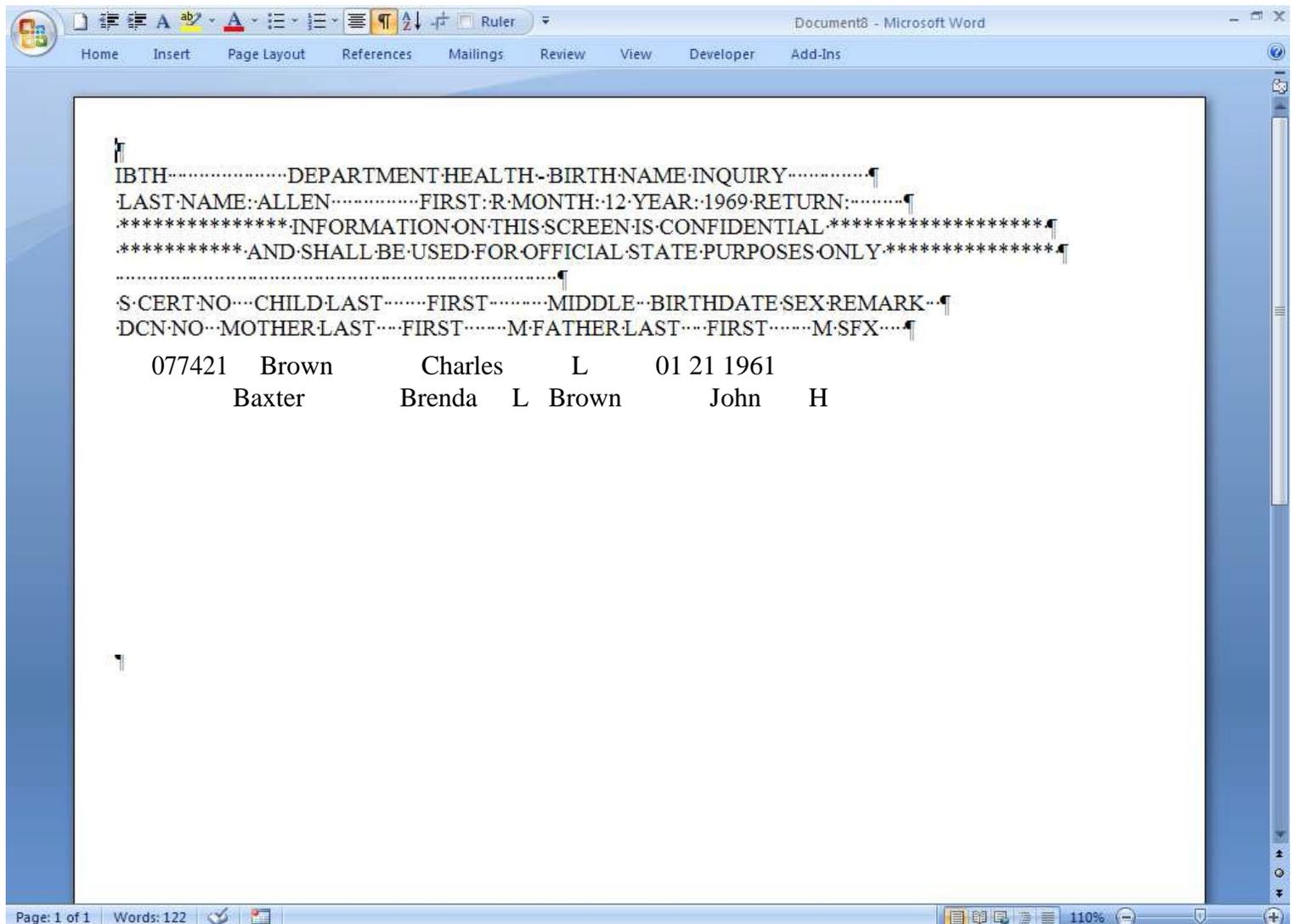


Accessing IBTH System

When the IBTH search returns multiple parties:

- Highlight the IBTH screen information.
- 'Paste' the highlighted information into a Word document.
- Edit the entry in the Word document, by deleting any search return information that does not match the search criteria provided in the request.

Only the edited Word document is to be saved on the 'I drive' folder titled 'IBTH Records'.



Accessing IBTH System

1. The designated Central Office staff member will return the IBTH search results in an email to the Service Coordinator who made the request.
2. If the IBTH search located a Missouri Birth Record, the email will include a uniform statement that is to be used in SHS Information System to document the results of the IBTH search.
3. Documentation in the SHS Information System is only required if a party becomes a registered SHS participant.
4. The uniform statement to be used for documentation purposes when an IBTH search confirms Lawful Presence:
A Department of Health Birth Name Inquiry screen search confirmed a registered Missouri birth certificate CERTIFICATE NUMBER for PARTY NAME.
5. If additional documentation is required, the email will include a statement that indicates:
 - A birth certificate number was located for a person matching the search criteria provided, but
 - Additional verification is needed to link the name the party is currently using to the IBTH search results.The uniform statement to be used for documentation purposes when additional verification is needed to confirm Lawful Presence is:
A Department of Health Birth name Inquiry screen search confirmed a registered Missouri Birth Certificate, number CERTIFICATE NUMBER, for PARTY NAME AS IT APPEARED IN IBTH. Additional documentation is required to verify current name to IBTH search information.
6. The uniform statement to be used for documentation purposes when an IBTH search cannot confirm Lawful Presence:
A Department of Health Birth Name Inquiry screen search was unable to locate a registered Missouri birth certificate for PARTY NAME.