



**Illinois Vital Records System (IVRS)
APORS Manual for HRIF Provider
Staff**

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General Information About APORS

This section reviews high-level information about the Adverse Pregnancy Outcomes Reporting System (APORS) program.

What Is APORS?

Newborn babies who have certain medical conditions and/or would benefit from case management services after discharge must be reported to the Illinois Department of Public Health (IDPH) APORS program. Reportable conditions are defined by Illinois regulations (77 Ill. Rev. Code Part 840 Section 840.210).

NOTE: Refer to **Addendum A: APORS Case Definition** at the end of this manual for a list of the conditions that must be reported to APORS. You can also access the APORS Case Definition document on the APORS SharePoint at <https://ilgov.sharepoint.com/sites/DPH-APORSLHD>.

Babies reported to APORS are eligible for case management services through High-Risk Infant Follow-Up (HRIF) Providers. These services are provided by community health agencies and funded through the Illinois Department of Human Services (IDHS). The goal of HRIF services is to reduce baby mortality and morbidity rates at both the state and local levels. (You can find more information about the HRIF program at <https://www.dhs.state.il.us/page.aspx?item=31902>.)

Hospitals may report cases to APORS either through the APORS database, an electronic reporting system that is part of the Illinois Vital Records System (IVRS), or via a paper form accessed from the APORS SharePoint at <https://ilgov.sharepoint.com/sites/DPH-APORSLHD>.

Whichever method is used, the information provided goes straight into the APORS database for IVRS. Therefore, it is important to complete all sections of the case record and be sure the information provided is correct. The case record will be available to the appropriate community health agency as soon as it has been reviewed by APORS staff.

APORS Database

The APORS database is a module of IVRS, IDPH's birth and death certificate reporting system. It resides on a secure server at IDPH. Each user has a unique username and password. APORS Reporters create and submit APORS case records via IVRS, which are routed to APORS staff to review as soon as a hospital submits them.

HRIF Provider Staff responsible for offering HRIF services can access a record as soon as APORS staff complete their review and approve the case record. This is usually within one working day of the hospital signing off on the report.

NOTE: If you do not currently use the APORS database in IVRS, and would like to do so, please contact APORS at dph.apors@illinois.gov.

Logging Into the APORS Database

If you have a role other than APORS (e.g., you are a birth certificate registrar), you must sign up for an APORS role in addition to your current role. You may contact APORS for more information. (See the Contacting APORS section of this manual for APORS contact information).

To log into IVRS, access the following link: <https://ivrsnx.dph.illinois.gov/VR/ILPROD/WebSvc/>.

1. Enter your username and password.

NOTE: If you forget your password or need to have it reset, please contact the Department of Innovation and Technology (DoIT) at dph.helpdesk@illinois.gov or 217-524-3648 or 312-814-3648.

NOTE: If you have more than one role or work location, you will be asked which you want to use. Select the appropriate user number. The fields shown on the screen will indicate which you should choose for the task you need to complete.

Locating Materials in the APORS SharePoint

The APORS SharePoint (<https://ilgov.sharepoint.com/sites/DPH-APORSLHD>) contains information that you may find helpful in reporting cases to APORS, including the following information:

- Announcements about the program
- Contact information for APORS, the HRIF Program, and the IDPH helpdesk
- A link to the APORS database
- Links to trainings held by APORS
- Reference documents, including this manual and its appendices

NOTE: If you do not have access to the SharePoint site, most materials may be obtained directly from APORS. You can also contact APORS if you would like to obtain access to the SharePoint site.

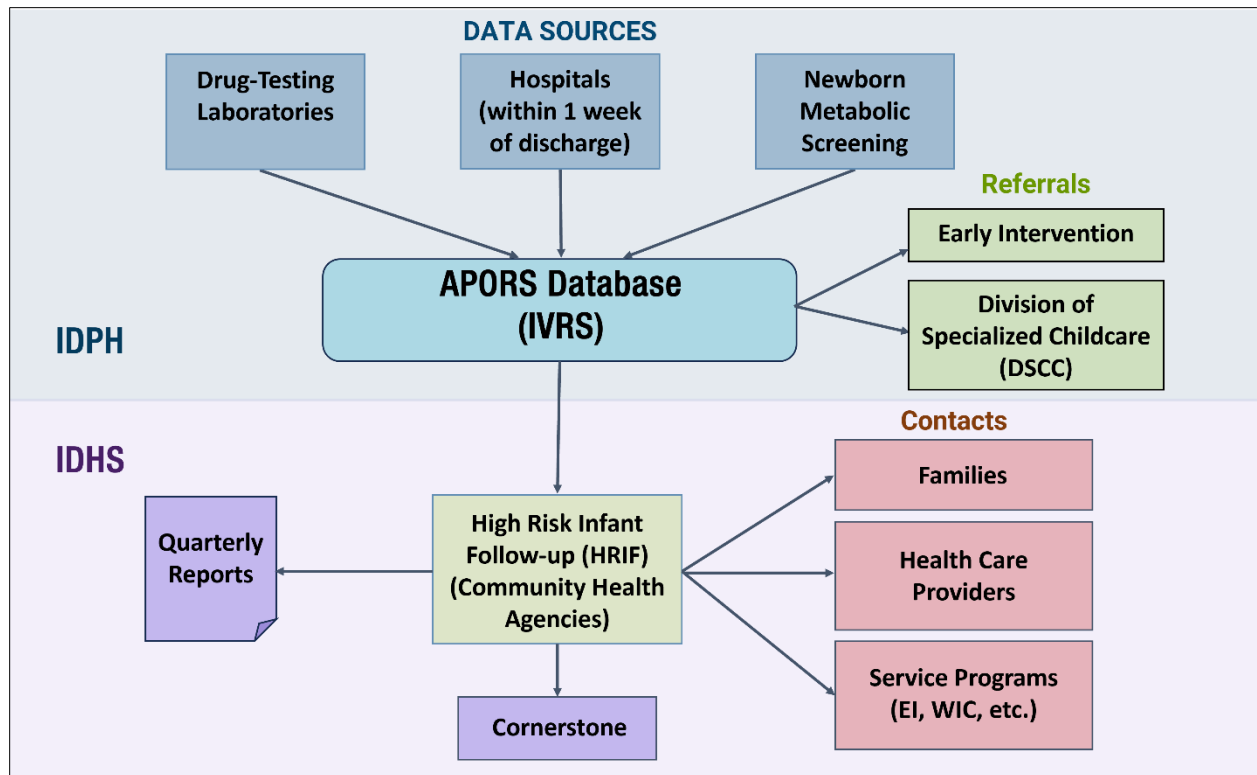
Knowing When to Contact APORS

Sometimes you may not be sure whether to contact IDPH or IDHS. Keep the following in mind:

- IDPH (APORS) is responsible for gathering information about cases and referring them to the appropriate community health agency.
- IDHS oversees the services provided to babies and their families and manages Cornerstone.

Figure 1 provides an overview of which governing agency oversees which components of the process.

Figure 1: Responsibilities of IDPH Versus IDHS



Contacting APORS

For information on any aspect of the IDPH APORS program or to notify APORS about staff changes, contact the following:

APORS
Illinois Department of Public Health
535 West Jefferson Street, 3rd floor
Springfield, Illinois 62761
217-785-1873
dph.apors@illinois.gov

Contacting the HRIF Program

For information about the case management aspects of the program, contact your regional Maternal and Child Health (MCH) program or the following:

High-Risk Infant Follow-Up Program
Illinois Department of Human Services
823 E Monroe
Springfield, Illinois 62701
312-415-7369
natalie.bullock@illinois.gov

General Information About IVRS

This section reviews high-level information about IVRS.

What Is IVRS?

IVRS is a web-based application that allows APORS Reporters to create and process APORS cases. After APORS staff approve the cases, HRIF Provider Staff can offer special services to correct and prevent developmental problems and other disabling conditions for identified high-risk babies. Once you have requested and received your IVRS login information, you will be able to access the APORS database in the IVRS module from any computer with internet access. IVRS runs in a standard web browser.

What Does IVRS Do?

The system allows APORS Reporters to electronically create cases for newborns with certain conditions who might benefit from case management services provided by HRIF Provider Staff after the baby is discharged. It also allows users to print APORS reports and other documents from within the system.

IVRS tracks whether assigned HRIF Provider Staff have opened an APORS case to begin working it. In addition, the system tracks the information updates the agency adds to the case record. It also tracks APORS case records throughout their process and electronically routes them to the appropriate authority, as required. The system also includes a fully functional search to locate birth and APORS case records.

Who Can Use IVRS?

The defined APORS roles in IVRS are APORS Reporters and HRIF Provider Staff.

Navigating in IVRS

The APORS database in IVRS includes seven tabs for APORS Reporters to enter information about the baby and their family and one linked tab to add or review conditions for the baby. The following is high-level information about each of the seven tabs:

- **Identifying Info:** Name and identifying information of the baby, mother, and father, as well as the mother's address and phone number
- **Race/Ethnicity:** Race and ethnicity of the baby, birthing parent, and co-parent
- **Delivery Information:** Birth information, medical record number (MRN) of the baby, and birth and transfer hospital information
- **Reporting Hospital:** Name and identifying information of the reporting hospital and any additional hospitals if the baby has been transferred, including dates, birth information, congenital anomalies, and conditions
- **Discharge Info:** Information vital to the HRIF Provider Staff or agency providing follow-up services for the baby after their facility stay, including contact information, treatments, medications, concerns, feeding type, and vaccination status

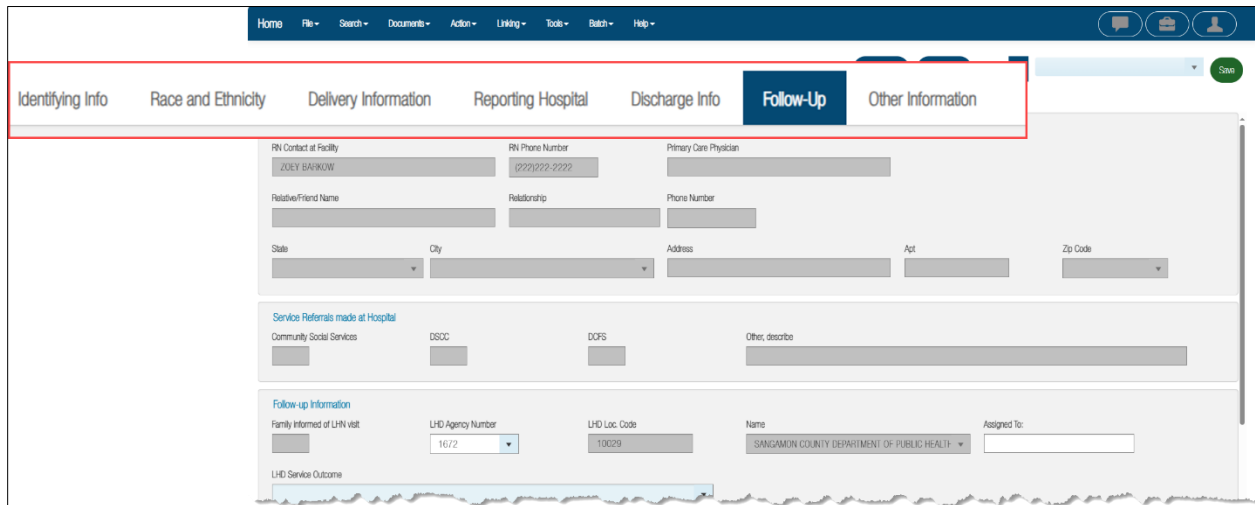
- **Follow-Up:** Name and contact information of the Registered Nurse (RN) and family contacts, service referrals, and identifying information for follow-up services

NOTE: The **Follow-Up** tab is the main tab you must update. It includes the fields you will update to move the case record to a different HRIF Provider, document your service contact outcome, or assign the case to a specific worker in your agency.

- **Other Information:** Status of the hospital review, note sections for the hospital and APORS staff (as necessary), and void details for a case record that was entered in error

As HRIF Provider Staff, you can review these tabs for useful information about the baby’s condition(s) (see Figure 2).

Figure 2: IVRS Tabs



Saving a Record

To save a record you have updated, choose one of the following methods:

- Select “Save” from the **File** drop-down menu in the **Top Navigation Bar**.
- Select the oval **Save** button.
- Use the **Ctrl** and **S** keys on your keyboard.

Searching for APORS Case Records or Conditions in IVRS

You can search for the following types of records:

- APORS Case
- APORS Condition

The opening *Search* screen will vary, depending on which type of record you select to search. To search for an existing APORS record, follow these steps:

1. Select the **Search** drop-down menu in the **Top Navigation Bar**.
2. Select the type of records to be searched.
The *Search (APORS Case)* screen displays with the **Search Criteria** tab open by default (see Figure 3).

Figure 3: Search Criteria Tab on the Search (APORS Case) Screen

The screenshot shows the 'Search (APORS Case)' interface. At the top, there is a navigation bar with 'Home', 'File', 'Search', 'Tools', 'Batch', and 'Help' menus. Below the navigation bar, the page title is 'Search (APORS Case)'. There are two tabs: 'Search Criteria' (selected) and 'Search Result'. The main area contains a grid of search criteria fields. On the right side of the grid, there are 'Clear' and 'Search' buttons. The fields are organized as follows:

APORS Case Number	Event Year	
Date of Birth	Child First Name	Child Last Name
Mother First Name	Mother's Last Name	Mother Maiden Name
Date of Birth		
Birth Facility ID	Birth MRN	Reporting Facility ID
Reporting MRN	APORS Review Completed	Discharge Type
Discharge Facility ID		
LHD Number	Assigned	LHD Report Printed Date
Service Outcome		
Record Voided	Created by	Modified by

NOTE: The system displays the *Search* screen for the type of record selected from the **Search** menu. For example, Figure 3 shows the *Search (APORS Case)* screen to search for an APORS case record.

The fewer fields you complete, the more records IVRS will return. You must be careful, however, not to enter too many fields. The more fields you enter, the more likely you are to miss the record you want because of possible differences between the information you enter and the record. Searching is, therefore, a balance. The following combinations have proven successful:

- Baby’s date of birth and mother’s first name
- Hospital of birth and mother’s first name
- Mother’s date of birth and maiden name

Search Criteria Tab

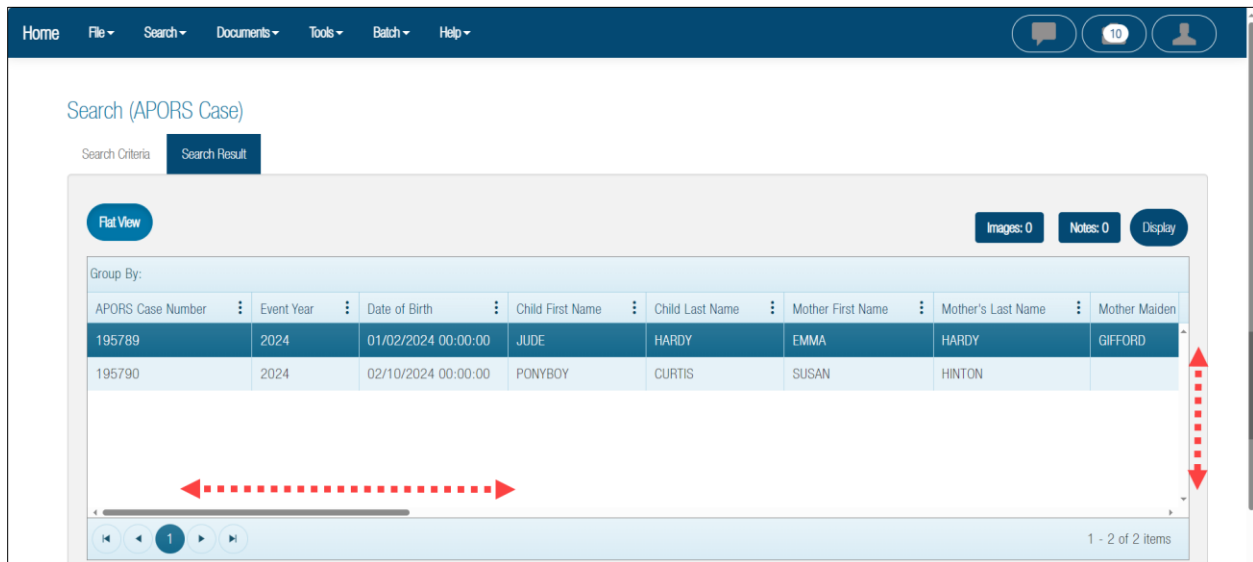
The **Search Criteria** tab is the place where you will enter information to search for APORS cases or conditions (see Figure 3). You can use any combination of the fields (e.g., the baby’s date of birth and the mother’s last name) to search. To search for an APORS case record, follow these steps:

1. Enter the search criteria.
2. Select the **Search** button.

Search Results Tab

The **Search Results** tab displays all records that meet the search criteria entered (see Figure 4).

Figure 4: Search Result Tab on the Search (APORS Case) Screen



Note: You can use the vertical scroll bar to scroll up and down the list of names, and you can use the horizontal scroll bar to scroll back and forth across the field information in the record (e.g., APORS Case Number, Event Year, Date of Birth, Name fields, etc.).

The number of records found will display at the end of the table of search results (e.g., “1 - 25 of 25 items”).

NOTE: You can customize the results table to sort by any of the fields you prefer. To select the field you want to sort by, select the column name to sort by ascending order. Select the column name again to sort by descending order. (You may only sort by one field at a time.)

If no records are found, the **Search Result** tab opens with this message: “No items to display.”

NOTE: If the search does not produce the desired record, try entering less information in the search criteria to expand the search. For example, instead of searching by first name, middle name, and last name, enter the last name only to retrieve all records with that last name.

To change your search criteria, follow these steps:

1. Select the **Search Criteria** tab.
2. Select the **Clear** button.
3. Enter the new search criteria.
4. Select the **Search** button.

Using Wildcards in a Search

Wildcards are characters that expand your searching capabilities. These may be used to search many of the fields in IVRS. One of the most common wildcards is the percent sign (%). For example:

- Enter “S%” in the **Last Name** field to find all last names that begin with “S.”
- Entering “Mc%” in the **Last Name** field and “J%” in the **First Name** field to find all records with a last name beginning with the characters “Mc” and first names that begin with “J.”

NOTE: Using partial search terms is helpful if you are not sure of the spelling of a name or of the exact date of birth. However, you may need to include extra search terms to avoid generating an unmanageably long list of records . An easy way to do this is to put limits on the **Date of Birth** field as described in **Table 1**.

Using Parameters in a Search

Parameter searches will find records that meet comparison criteria. The characters in Table 1 may be used. "NULL" and "<> NULL" can be entered directly in a field.

Table 1: Search Parameters

Parameter	Parameter Definition
>	Greater than Using ">Jan" will find records with alphabetical values greater than and including the letter "n" in Jan (e.g., Jan'ae, Jane, Jannette)
<	Less than Using "<Jat" will find records with alphabetical values less than the letter "s" in Jat (e.g., Jason, Jasper)
=	Equal to (can be combined with the greater than and less than) Using ">=04/19/2024" will find records from April 19, 2024, to the current date
NULL	Empty Use "NULL" when looking for nothing entered in the field, such as records that have not been registered or when there is no entry for the state number
<> NULL	Not empty (use when looking for something entered in the field) Using "<>Null" will find records with something in the selected field.
(X+Z)	Between X and Z, including X and Z Using "(Jan+Jat)" in a name field will find records with alphabetical values between Jan and Jat (e.g., Jan, Jan'ae, Jane, Jannette, Jason, and Jasper, but not Jatan) Using "(01/01/2024+01/31/2024)" in a Date of Birth field will find records with values between January 1, 2024, and January 31, 2024
IN(A+B+C)	Either A or B or C Using "In (Jodi+Julie+Jane)" will find any records with the values Jodi, Julie, or Jane

What Is an IVRS Work Queue?

The IVRS *Work Queues* section contains items waiting for action. When you log into IVRS, you will find the *Work Queues* section on the *Home* screen with two queues assigned to your role. Each queue includes a circled number next to it. These numbers indicate how many items are waiting in that queue. If the number is zero, nothing is in that queue. If the number is four, the queue has four items waiting to be worked in it.

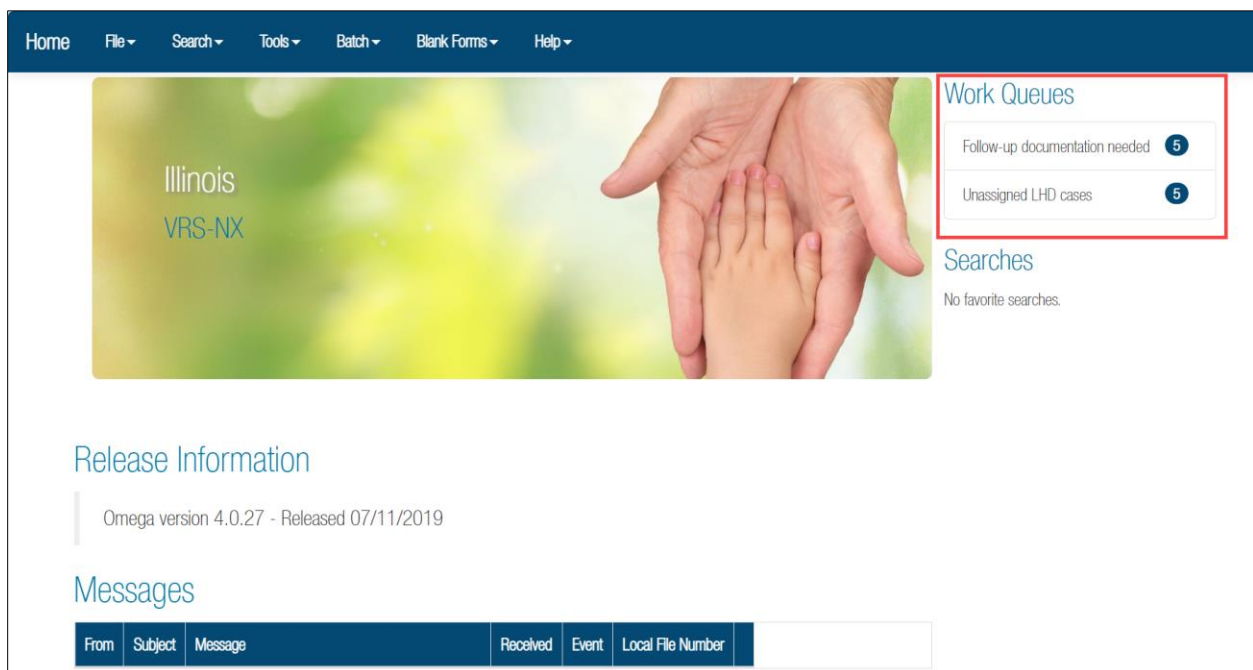
Processing HRIF Provider Staff Work Queue Items

When you select a work queue from the **Work Queue** menu, the system displays a **Search Result** tab with that queue's items in a table view. To review an APORS case record, select it from the list, and then either select the **Display** button or double-click it to open the record.

The *Work Queues* section includes two work queues for HRIF Provider Staff (see Figure 5):

- Follow-up documentation needed
- Unassigned LHD cases

Figure 5: Work Queues Section for HRIF Provider Staff on the IVRS Home Screen



When you complete an item in one of these work queues, the system removes it from the queue and, if applicable, automatically routes it for appropriate next steps. For example, when you complete a case record in the "Follow-up documentation needed" work queue, the system removes it from the work queue.

“Follow-up documentation needed” Work Queue

The main work queue task you will use is “Follow-up documentation needed.” The cases in this work queue have been referred to your agency and need to have the contact outcome documented.

Once you have printed the *APORS Referrals* report for a family, you will begin trying to contact the family. You will document the outcome of the initial contact with the family or whether you were unable to establish contact. You will select the family’s case record in the work queue, update the record, and save it. Since getting a definite response from families may not happen right away, you will need to check this work queue regularly to make sure you have not missed updating any of the records where you have established definite contact with the family.

“Unassigned LHD cases” Work Queue

Another work queue task you may use is “Unassigned LHD cases.” This work queue includes community health agency cases that have not been assigned to specific HRIF Provider Staff member to work. For larger HRIF Providers, you may want to use this work queue to assign each case to a specific staff member within your agency. Otherwise, this work queue can be ignored.

Documenting Follow-Up Contact from a Work Queue

Documenting follow-up contact from a work queue in IVRS means you have already contacted a referred baby’s family and are documenting what happened during that follow-up contact, or you are documenting that you were unable to establish contact with the family.

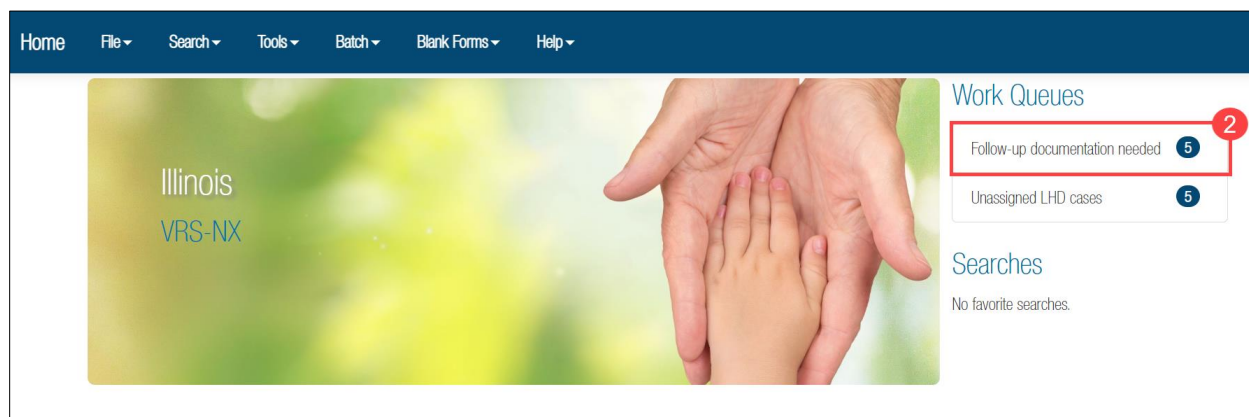
Begin by accessing referred APORS case records from the *Work Queues* section of the *Home* screen.

Accessing an APORS Case Record From the “Follow-up documentation needed” Work Queue

To access a “Follow-up documentation needed” work queue item in IVRS, follow these steps:

1. Log into the Local Health Department role in IVRS. The IVRS *Home* screen displays.
2. Select the “Follow-up documentation needed” work queue (see Figure 6).

Figure 6: “Follow-up documentation needed” Work Queue on the IVRS Home Screen



The “Follow-up documentation needed” **Search Result** tab opens to the list of all the records waiting to be completed in that work queue, with the first one automatically highlighted.

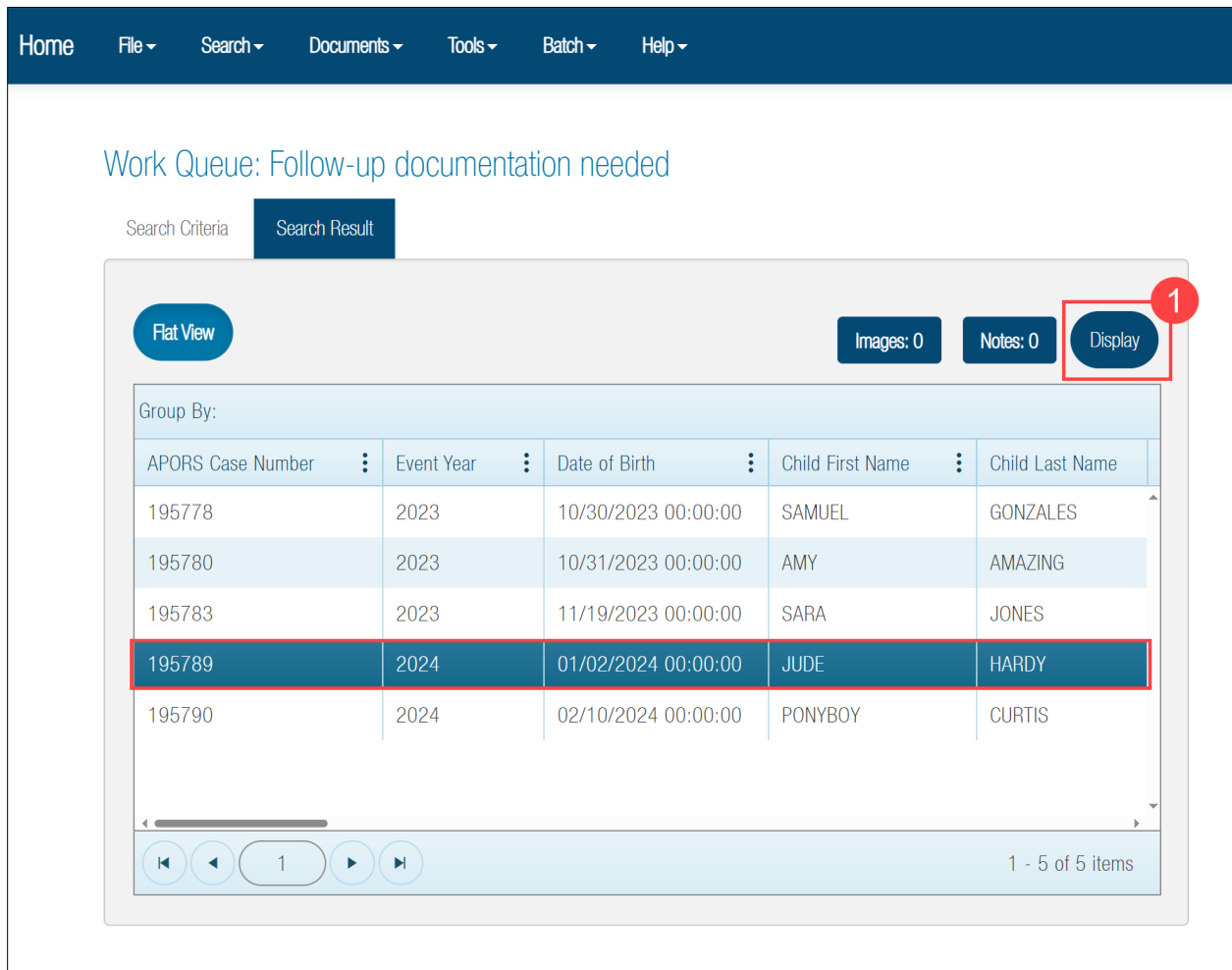
1. Double-click the record or select the **Display** button to open the first record in the list (see Figure 7).

NOTE: If you do not want to open the first record in the list, you may also select and double-click any other record in the list or select the **Display** button to open that record.

The case record you selected displays.

IMPORTANT: Double-check to make sure you have opened the correct record.

Figure 7: Search Result Tab in the “Follow-up documentation needed” Work Queue



Viewing the Record

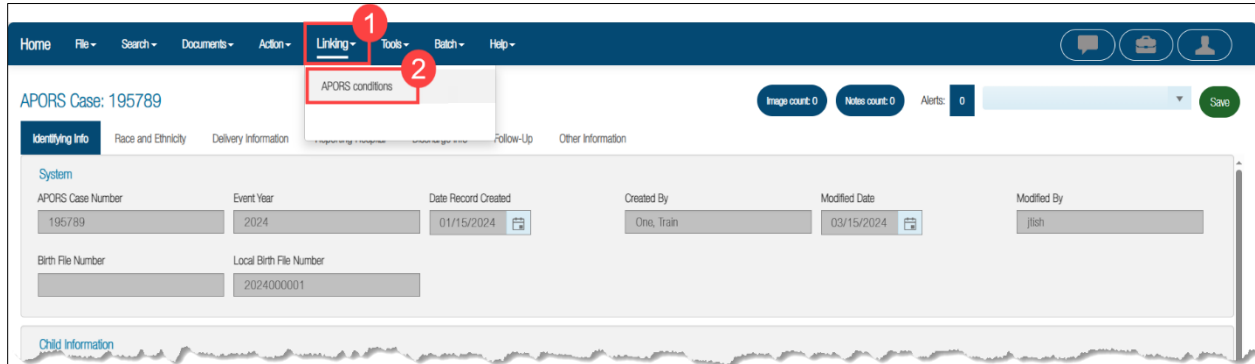
When you open the record, IVRS opens to the **LHD Agency Number** field on the **Follow-Up** tab. The first thing you should do is review the information in the baby’s record to make sure you have opened the correct record and review the documentation for the baby.

Viewing a Baby's APORS Case Record for Conditions

NOTE: To view conditions in a baby's APORS case record, you must have the baby's APORS case record open in IVRS.

1. Select the **Linking** drop-down menu in the **Top Navigation Bar**.
2. Select "APORS conditions" from the drop-down menu (see Figure 8).

Figure 8: Linking: APORS conditions Screen



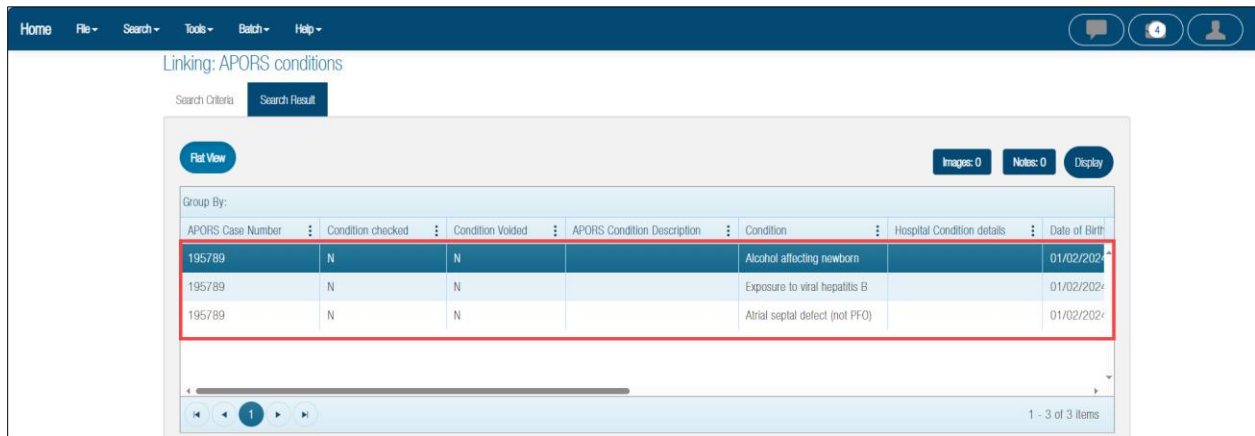
The *Linking: APORS conditions* screen opens with the conditions that have been linked to this baby.

Search Result Tab for the Linking: APORS conditions Screen

The **Search Result** tab lists all the conditions already linked to this APORS case record.

1. Review the conditions included in the **Search Result** tab (see Figure 9).

Figure 9: Search Result Tab on the Linking: APORS conditions Screen



2. Close the **Search Result** tab.

Completing the “Follow-up documentation needed” Work Queue Item in IVRS

To complete a “Follow-up documentation needed” work queue item in IVRS, follow the steps in this section.

Completing the Follow-Up Tab

The **Follow-Up** tab allows you to update fields related to your role as HRIF Provider Staff (see Figure 10).

Figure 10: Follow-Up Tab

It includes the following sections:

- *Contact Information*
- *Service Referrals made at Hospital*
- *Follow-up Information*

NOTE: The only section you need to update is the *Follow-up Information* section.

Follow-up Information Section

Add the following information in the *Follow-up Information* section fields (see Figure 10):

1. **LHD Service Outcome:** Select the appropriate service outcome from the drop-down list.

NOTE: See Addendum B: LHD Service Outcome Options of this manual for the list of options with descriptions of each.

2. **LHD Comment:** Enter comments or notes, as necessary.
3. Select the **Save** button.

NOTE: Once you save the record, IVRS removes the case from the “Follow-up information needed” work queue.

IMPORTANT: If the family refuses services at first but subsequently accepts them, change the **LHD Service Outcome** field to “Accepted Services.”

IMPORTANT: Once the family has accepted services, do not update the **LHD Service Outcome** field once they leave the program. The goal is to capture the optimal outcome achieved rather than the current situation.

Finding Your Assigned Cases in Larger Agencies

If you work for a larger HRIF Provider and have an assigned employee number, follow the steps in this section to locate the cases specifically assigned to you in the “Follow-up documentation needed” work queue.

After you have accessed the “Follow-up documentation needed” work queue, follow these steps:

1. Select the **Search** drop-down menu in the **Top Navigation Bar**.
2. Select the “APORS Case” option. The *Search (APORS Case)* screen displays with the **Search Criteria** tab open by default.
3. **Assigned:** Enter your assigned employee number (see Figure 11).

Figure 11: Assigned Field on the Search (APORS Case) Screen

The screenshot shows the 'Search (APORS Case)' interface. At the top, there is a navigation bar with 'Home', 'File', 'Search', 'Tools', 'Batch', and 'Help'. Below this, the page title is 'Search (APORS Case)'. The main area is divided into two tabs: 'Search Criteria' (selected) and 'Search Result'. The 'Search Criteria' tab contains a grid of input fields for various search parameters. A red box highlights the 'Assigned' field, which is currently empty. A red circle with the number '3' is placed next to the 'Assigned' field, indicating the step in the process. Other fields include APORS Case Number, Date of Birth, Mother's First Name, Date of Birth, Birth Facility ID, Reporting MRN, Discharge Facility ID, LHD Number, Service Outcome, Event Year, Child First Name, Mother's Last Name, Child Last Name, Mother's Maiden Name, Birth MRN, APORS Review Completed, Reporting Facility ID, Discharge Type, LHD Report Printed Date, Record Validated, Created by, and Modified by.

The *Search (APORS Case)* screen displays with all the case records assigned to you.

4. Select the record you want to update.

Assigning the “Unassigned LHD cases” Work Queue in IVRS

The case records listed in the “Unassigned LHD cases” work queue are community health agency cases that have not been assigned to specific HRIF Provider Staff to work. Larger HRIF Providers can use this work queue to assign each case to a specific staff member within the agency. Otherwise, this work queue can be ignored.

To assign specific APORS cases to specific staff, follow these steps:

1. Log into IVRS.
2. Select the “Unassigned LHD cases” work queue from the *Work Queues* section.
3. Select the record of the baby in the **Search Results** tab that you want to assign to the staff member.
4. Select the **Display** button or double-click the baby’s row to open the record.

NOTE: The baby’s APORS record opens to the **Follow-Up** tab.

Follow-up Information Section

Add the following information in the *Follow-up Information* section fields:

1. **Assigned To:** Enter the employee number for the staff member you want to assign to the baby’s APORS case.

NOTE: The **Assigned To** field only accepts numbers. Follow local protocol to assign staff members with numbers to use in this field.

2. Select the **Save** button.

NOTE: Once you save the record, IVRS removes the case record from the “Unassigned LHD cases” work queue.

Printing APORS Referrals and Other Reports

An important part of your role as HRIF Provider Staff will be to print different types of reports. You can print the following reports when available.

- *Print APORS Referrals*: This report provides a list of cases referred to your agency. You will probably print this report the most often. Larger HRIF Provider agencies should be printing these reports daily, and smaller agencies should do so every two or three days.
- *List of Cases – LHD*: This report is used by IDHS for monitoring the work being done by HRIF Providers and allows them to print their own copy (for a date range) to prepare for an audit.
- *APORS Case Report*: This report allows HRIF Provider Staff to print an extra copy of the APORS report (in case the original printout was lost or ruined in some way).
- *LHD cases that accepted services*: This report provides managers with case load reports within a requested date range.
- *Summary of Case Service Outcomes*: This report provides managers with a count of how many referrals ended in each outcome within a requested date range.
- *Summary of case service outcomes, by assignment*: This report provides managers with a count of how many referrals ended in each outcome within a requested date range for each assigned staff member.

To print *APORS Referrals* and other reports, follow these steps:

1. Select “Reports” from the **Batch** drop-down menu in the **Top Navigation Bar** (see Figure 12).

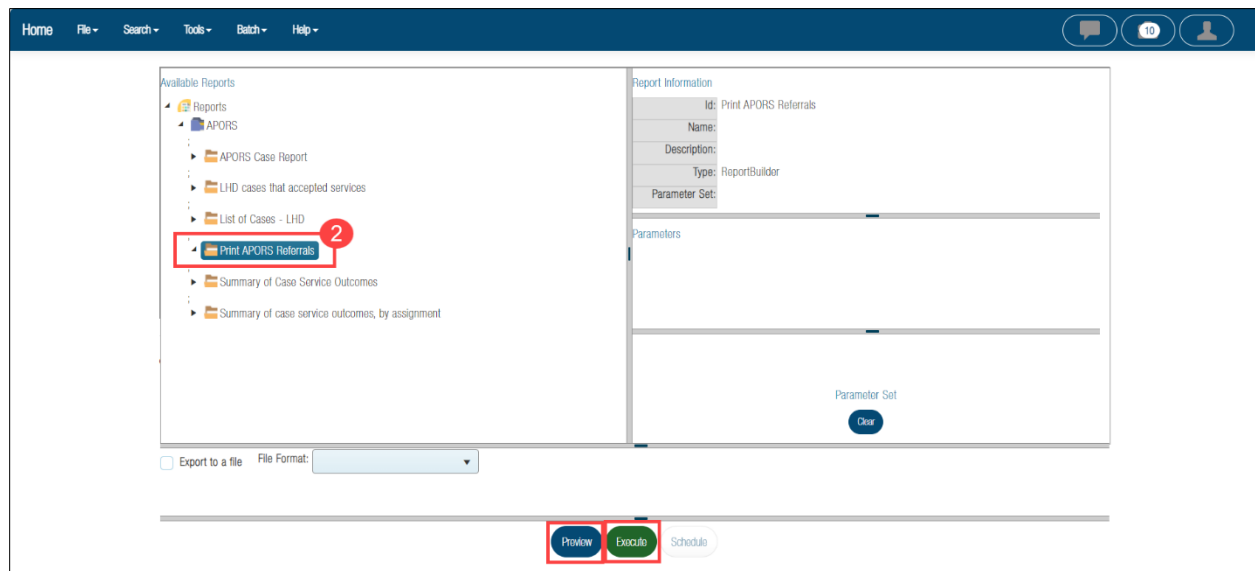
Figure 12: Print APORS Referrals Report



The *Available Reports* screen displays (see Figure 13).

2. Select the report you want to print (see Figure 13).

Figure 13: Selecting the Print APORS Referrals Report to Print

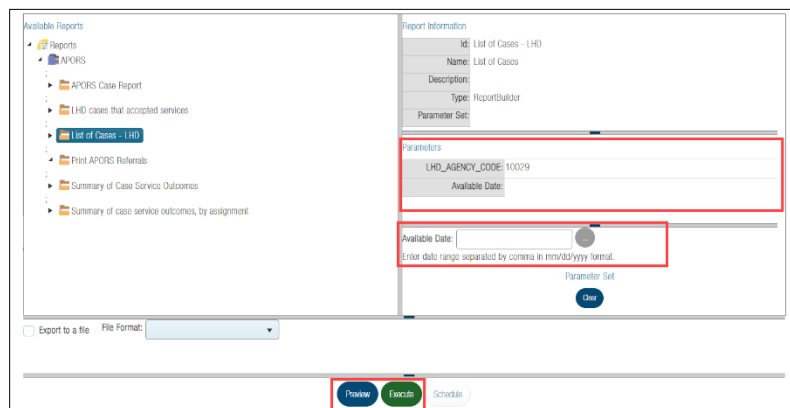


NOTE: You can select the **Preview** button if you want to make sure the report is not empty. You must close the preview, and then select the **Execute** button to print reports. When the **Execute** button is used, IVRS automatically completes the **HRIF Report date** field on the **Other Information** tab. This is the field used by IDHS and IDPH to assure that you are reviewing case reports in a timely manner.

If you're running other reports (like the "List of Cases" report), you may need to add parameters similar to the one in Figure 14.

To do so, place your cursor in the appropriate field in the *Parameters* section to open up an editable field in the *Parameter Set* section (e.g., a date range or case number, depending upon the type of report selected). Then, enter the appropriate information, and select the **Execute** button to print.

Figure 14: Completing Parameters for Other Reports



NOTE: You can print a blank report for reference by leaving the parameter fields blank.

Each type of report requires different parameters (see Table 2).

Table 2: Required Print Parameters for Different Types of Reports

Report	Required Print Parameters
APORS Case Report	Case number
LHD cases that accepted services	Date range, separated by a comma (e.g., 01/01/2024,03/31/2024)
List of Cases – LHD	Date range, separated by a comma (e.g., 01/01/2024,03/31/2024)
Print APORS Referrals	None
Summary of Case Service Outcomes	Date range, separated by a comma (e.g., 01/01/2024,03/31/2024)
Summary of case service outcomes, by assignment	Date range, separated by a comma (e.g., 01/01/2024,03/31/2024)

NOTE: Make sure you are printing to the correct printer.

Transferring APORS Cases That Do Not Belong to Your Agency

Both hospital and APORS staff can unintentionally assign records to the wrong HRIF Provider. This problem occurs more often around jurisdictional boundaries.

There are numerous reasons that a baby who is not served by your jurisdiction may appear in your work queue or database, such as the following:

- The family has moved since the referral was made.
- The baby is in the custody of the Illinois Department of Children and Family Services (DCFS) and was placed with a foster family outside your jurisdiction.
- The family has moved since they accepted services with your agency, and the baby is still young enough to be eligible for services.
- There was an error made by hospital or APORS staff.

Once a case record has been assigned to your agency, it will continue to appear in your “Follow-up documentation needed” work queue until someone updates the LHD agency number with the correct one. HRIF Provider Staff who identify such a record can easily transfer the case to the appropriate HRIF Provider.

To remove the baby from the queue by correcting the LHD agency number, follow the steps in this section. Access the baby’s record from the “Follow-up documentation needed” work queue, or search for the baby’s record via the search functionality in IVRS.

Completing the Follow-Up Tab

The **Follow-Up** tab allows you to select the correct HRIF Provider for the baby.

Follow-up Information Section

Add the following information in the *Follow-up Information* section fields:

1. **LHD Agency Number:** Enter the four-digit number for the correct agency or select it from the drop-down list.

NOTE: See Appendix F on the APORS SharePoint (<https://ilgov.sharepoint.com/sites/DPH-APORSLHD>) for a list of HRIF Provider (community health agency) codes. Follow these breadcrumbs to find appendices on APORS SharePoint: Manuals > Manual Appendices.

2. Select the **Save** button (see Figure 15).

Figure 15: Completing the Follow-Up Tab When Transferring a Baby

APORS Case: 195778

Image count: 0 | Notes count: 0 | Alerts: 0

Identifying Info | Race and Ethnicity | Delivery Information | Reporting Hospital | Discharge Info | **Follow-Up** | Other Information

Contact Information

RN Contact at Facility: JANET STONE | RN Phone Number: (111)111-1111 | Primary Care Physician: [Redacted]

Relative/Friend Name: MEREDITH HADLEY | Relationship: FRIEND | Phone Number: (222)222-2222

Service Referrals made at Hospital

Community Social Services: N | DSCC: Y | DCFS: N | Other, describe: [Redacted]

Follow-up Information

Family informed of LHN visit: Y

LHD Agency Number: 1672 (highlighted with red box and circle 1)

LHD Loc. Code: 10029 | Name: SANGAMON COUNTY DEPARTMENT OF PUBL | Assigned To: [Redacted]

Save (highlighted with red box and circle 2)

When you complete this task, IVRS routes the case to the correct HRIF Provider and removes it from the “Follow-up documentation needed” work queue.

Checking on APORS Cases That Should Be Assigned to Your Agency

If you serve a family through another program whose baby should be an APORS case but does not have a referral, follow these steps:

1. Search for the baby's APORS case record in IVRS to make sure the baby is not in the system and is assigned to your jurisdiction.

NOTE: You can refer to the **Searching for APORS Case Records or Conditions in IVRS** section of this manual for a refresher on search strategies.

2. Contact APORS to determine whether the case has been assigned to another agency or whether it was not reported by the hospital.

NOTE: Provide enough information to identify the baby, including the baby's name, the condition you identified as an APORS case definition for the baby, and the baby's date of birth, if available. You can find APORS' contact information in the **Contacting APORS** section of this manual.

Addendum A: APORS Case Definition

Illinois Department of Public Health APORS Case Definition			
Gestational age less than 31 completed weeks (based on physician's assessment)			
Multiple birth, triplets, or higher order			
Death (fetal death or death before discharge from the newborn stay)			
Prenatal drug exposure			
Diagnosis of a positive toxicology for any drug (except drugs administered during labor and delivery) Signs of drug toxicity or withdrawal (in the baby) Children of mothers who admit to illicit drug use during pregnancy			
Birth defect or congenital anomaly (except as listed below)			
<i>Congenital pigment anomalies (stork bites, Mongolian spots, etc.)</i> <i>Dacrostenosis</i> <i>Incomplete or redundant penile foreskin</i> <i>Isolated choroid plexus cyst</i> <i>Isolated simian crease</i> <i>Patent ductus arteriosus (PDA)</i> <i>Patent foramen ovale (PFO)</i>	<i>Peripheral pulmonic stenosis (PPS)</i> <i>Persistent fetal circulation</i> <i>Polydactyly</i> <i>Preauricular sinus</i> <i>Prenatal diagnosis of hydronephrosis, caliectasis, or pelviectasis</i> <i>Sacral dimple with visualized base or post-natal imaging ruling out problem</i>	<i>Skin tag</i> <i>Syndactyly</i> <i>Tongue tie</i> <i>Two-vessel cord</i> <i>Umbilical hernia</i> <i>Undescended testes</i> <i>Vascular hamartomas (small or insignificant birth marks, port wine stains, strawberry nevi, etc.)</i>	
Serious congenital infections (excludes: Neonatal candidiasis [thrush], conjunctivitis, dacrocystitis, infective mastitis, and omphalitis)			
Chlamydia Confirmed septicemia (sepsis) Cytomegalovirus Gonococcal conjunctivitis neonatorum Group B streptococcus	Hepatitis B or C (disease or prenatal exposure) Herpes Listeriosis Meningitis Necrotizing enterocolitis leading to surgery	Rubella Syphilis Tetanus neonatorum HIV	
Endocrine, metabolic, or immune disorders			
Adrenogenital syndrome	Combined immunity deficiency	Cystic Fibrosis	Inborn errors of metabolism
Blood disorder			
Coagulation defects	Constitutional aplastic anemia	Hereditary hemolytic anemia	Leukemia
Other conditions			
Bronchopulmonary dysplasia Cerebral lipidoses Chorioretinitis Conditions leading to ECMO Conditions leading to > 72 hours on a ventilator	Endocardial fibroelastosis Erb's palsy Fetal alcohol syndrome HIE leading to cooling treatment Intrauterine growth restriction leading to SGA	IVH grade III or IV Neurofibromatosis Occlusion of cerebral arteries Retinopathy of prematurity Strabismus Seizures	

Addendum B: LHD Service Outcome Options

Drop-Down Options	Description
Accepted Services	HRIF Provider Staff established initial contact, and the family accepted services.
Could not locate	HRIF Provider Staff could not find this family.
Could not contact	HRIF Provider Staff has correct contact information, but the family is not responding to the contact attempts. NOTE: HRIF Provider Staff should attempt initial contact three times before selecting this option: two (2) phone calls and one (1) mailed letter.
No response after initial contact	The family agreed to receive services but could not be contacted afterwards. NOTE: HRIF Provider Staff should attempt follow-up contact three times before selecting this option: two (2) phone calls and one (1) mailed letter.
Moved out of state	The family moved out of state.
Refused -- no problem with child	The baby is an APORS case, but the family refused follow-up services because they indicated the baby has no problems.
Refused -- services already in place	The family refused because they are using service from another entity.
Refused -- no reason given	The family refused services without providing a reason.
Infant deceased	The baby has died.
Child still in hospital/long term care	Services not needed at current time because the baby is still in the hospital or in a long-term facility.
Baby with Incarcerated Mom	HRIF Provider Staff cannot offer services because the baby lives with the mother who is serving time in prison.
FCM only	The baby needs a less intense care management service, which Family Case Management can provide. The baby does not currently need more intense services.
Insufficient Resources	The baby has a less serious condition, and the HRIF service provider does not have the resources to provide case management services to this family.

<p>Child not eligible for services (contact APORS)</p>	<p>The baby does not meet APORS criteria.</p> <p>IMPORTANT: HRIF Provider Staff should not receive information about babies who are not eligible. If you believe you have been referred a baby who does not need services, contact APORS for clarification.</p>
<p>Other</p>	<p>This option should rarely be used. For example, you could use this option when a family requests future contact (like in three months).</p> <p>IMPORTANT: If the baby has moved to a different jurisdiction, you must transfer the case by changing the LHD Agency Number field.</p>
<p>LHD did not document</p>	<p>APORS Staff Only: This option is only for APORS Staff to use when cleaning up older cases.</p> <p>NOTE: HRIF Provider Staff should not select this option.</p>
<p>Services Not Available</p>	<p>APORS Staff Only: This option is only for APORS Staff to use when a county does not have an HRIF Provider in their jurisdiction.</p> <p>NOTE: HRIF Provider Staff should not select this option.</p>