

REVISED PREGNANCY OUTCOME FORM
The California School Age Families Education (Cal-SAFE) Program
INSTRUCTIONS (v4 Sept 09)

LATEST: Removed references to 2008-09, added new FAQs. PREVIOUS: Changes from v2 to v3: Added FAQs about fetal death. Changes from v1 to v2: "Revised" added to form title, caution added to make sure student ID and agency code are correct before pressing Submit button, clarification under Item #16 as to the child's ID when both mother and father are in the Cal-SAFE Program, additional instructions in Items #15, 16, and 18 concerning fetal death outcome, and addition of FAQ section.

Item #	Item Name	Definitions & Instructions
		<p>Complete this form after student's (or partner's) pregnancy has ended. For a LIVE BIRTH, you need to complete the entire forms. For a pregnancy that ended in FETAL DEATH, you need only complete items 1-15. Note: Items marked with * are REQUIRED.</p>
	Student Name	<p>For confidentiality purposes, no student names should be entered into the state-wide data system. Rather, you will need to (1) complete the form online, (2) review it for accuracy, (3) PRINT a hard copy for your files, (4) click the Submit button, and then (5) hand write the student's name on the hard copy.</p>
1	<p>1. *Is this a correction/change to a PREGNANCY OUTCOME FORM previously completed during this school year?</p>	<p>This is a REQUIRED field. Select NO if you have not previously entered this form for this student into the data system during the current academic year. You will need to complete the entire form for a live birth. For a pregnancy that ended in fetal death, you only need to complete items 1 - 15, 16 & 18. Select YES if you have previously submitted this form (during the current academic year) for this student and realized that you made a mistake and need to make a correction OR if you have new data to enter for this student. If you are making a correction, you will need to complete the ENTIRE form including the field(s) you wish to correct/change. The Data Manager will then delete the previously completed form and substitute this one into the system. Because making a change/correction is so time consuming, we highly suggest that you review for accuracy your answers on the computer screen and make changes then BEFORE you hit the Submit button.</p>
2	<p>2. *Student ID Number</p>	<p>This is a REQUIRED field. Enter the Student ID Number. You should use the student's ID number assigned by the district's Student Information Management System or you can assign an ID number for use within your agency. Please keep in mind that the ID number MUST be UNIQUE to the student within your agency and should remain the same throughout the time the student is enrolled in your Cal-SAFE Program. If the student withdraws from your Cal-SAFE Program and then reenrolls in your agency's Cal-SAFE Program at a later date, you should use the same, unique student ID number for the student. However, if you receive a student from another Cal-SAFE Program in the state, you do not need to use the student ID number assigned by that Cal-SAFE Program. The student ID number simply needs to be unique within your own agency. Also please double check that the student's ID number is entered correctly before submitting this form to the online GradStar Database.</p>

3	3. Date When Form Completed	Using the drop down menus, enter the date this form (Student Enrollment) was completed. Generally, it will be the date when the agency staff person enrolled the student. This means that if the agency staff member completed a paper form to enroll the student on Sept 5 but the information was not keyed into the online form until Sept 12, the date in this field would be Sept 5 and not Sept 12.
4	4. *Agency code	This is a REQUIRED field. Type in your 7 digit Agency Code assigned by the CDE in Sacramento. This code consists of your 2- digit county code plus your 5-digit district code. You can find the list of agency codes at www.gradstar.com in the file AgencyCodes09-10.pdf. Once you enter this code into the form, in the future the data system will prompt you with this number and you should not have to retype it each time.
PERINATAL INFORMATION		This section of the form deals specifically with information relating to the student's pregnancy and prenatal care.
5	5. *Date of Delivery/Other Outcome	This is a REQUIRED field. Enter the date of delivery or other pregnancy outcome in a mm/dd/yyyy format. The system also requires that you specify the "Time of Day" but you do not have to provide the actual time of day of the delivery/outcome. Simply select "00:00" or any of the other options for the Time of Day to satisfy the system's requirements to complete this question.
6	6. Weeks of Gestation at Delivery	Select one of the following options for the infant's gestational age (in weeks) at delivery. (Full term gestational age is 38 – 40 weeks.). Options: <ul style="list-style-type: none"> • more than 40 weeks • 38-40 week (full term) • 37 weeks • 36 weeks • 35 weeks • 34 weeks • less than 34 weeks • Unknown
7	7. Trimester Prenatal Care Began	Select one of the following options for the trimester of pregnancy in which the student began receiving prenatal care <ul style="list-style-type: none"> • First trimester of pregnancy (1-13 weeks) • Second trimester of pregnancy (14-26 weeks) • Third trimester (27 weeks and over) • No prenatal care
8	8. Approximate number of Prenatal Care Visits	Select one of the following options for the approximate number of prenatal care visits that occurred over the duration of the student's pregnancy. <ul style="list-style-type: none"> • More than 17 visits • 11 – 17 visits • 5 – 10 visits • 1 – 4 visits • No prenatal care
9	9. Prenatal Care Setting	Select one of the following options for the type of setting where the major portion of the student's medical prenatal care occurred. <ul style="list-style-type: none"> • Private medical doctor's office • Health care clinic • Other setting • No prenatal care • Unknown

10	10. Source of Prenatal Care Payment	Select one of the following options for the source of payment that contributed most to the student's prenatal care. <ul style="list-style-type: none"> • MediCal/Cal-Optima • Private insurance • Third-party payer • Self-pay/case • Other • No prenatal care • Unknown
11	11. Days <i>Mother</i> Hospitalized at Delivery	Select one of the following option for the number of days the student (mother) remained in hospital at delivery. <ul style="list-style-type: none"> • 0 days • 1 day • 2 days • 3 days • 4 days • 5 days • More than 5 days • Unknown
12	12. Were there any complications during the PREGNANCY?	Select Yes or No. If complications did occur during the student's pregnancy, please specify in the box.
13	13. Were there any complications during the CHILDBIRTH?	Select Yes or No. If complications did occur during CHILDBIRTH, please specify in the box.
	CHILD (BIRTH) INFORMATION:	This section of the form deals specifically with the birth information of the student's newborn.
14	14. *Is this a repeat pregnancy?	This is a REQUIRED field. Select Yes or No. Do not include children of multiple births from one pregnancy, i.e. twins.
15	15. *Pregnancy Outcome	This is a REQUIRED field. Select one of the following options for the student's pregnancy outcome. <ul style="list-style-type: none"> • Live Birth • Fetal Death Select Fetal Death for miscarriage, stillbirth, fetal death, or spontaneous or therapeutic abortion. NOTE: Complete the remainder of the form for "Live Birth" pregnancy outcomes. If the student's pregnancy ended in fetal death, complete ONLY items #16 and #18 below. For Item #16, Child's ID number type in Fetal Death. For Item #18 Child's birth weight. select Unknown.
	Child's Name (If known)	For confidentiality purpose, no children's names should be entered into the state-wide data system. Rather, you will need to (1) complete the form online, (2) review it for accuracy, (3) PRINT a hard copy for your files, (4) click the Submit button, and then (5) hand write the newborn's name on the hard copy. If the child has not yet been named, leave blank.
16	*16. Child's ID number	This is a REQUIRED field. Please type into the box the child's ID number. Create the child's ID number by using the student's ID number and then adding 01 if this is the student's 1st child, 02 for 2nd child, etc. If baby's mother and father are both in a Cal-SAFE Program, you should create the baby's ID number using either the mother's ID OR the father's ID. You should complete ONLY ONE Pregnancy Outcome for the baby. If the student's pregnancy ended in fetal death, type Fetal Death into the box below.
17	17. Child's Gender	Select Female or Male.

18	18. *Child's Birth Weight [If the student's pregnancy ended in fetal death, select Unknown.]	<p>This is a REQUIRED field. Select one of the following options for the child's birth weight:</p> <ul style="list-style-type: none"> • Normal weight (more than 2500 grams or 5 lbs 8 oz.) • Low birth weight -- under 2,500 grams (less than 5 lbs. 8 oz.) • Unknown <p>If the student's pregnancy ended in fetal death, select Unknown. The definition of for a low birth weight baby is set by the Center for Disease Control. <i>Vital Statistic section.</i></p>
19	19. Days Child Hospitalized at Delivery	<p>Select one for the following options for the number of days the infant remained in hospital at delivery.</p> <ul style="list-style-type: none"> • 0 days • 1 day • 2 days • 3 days • 4 days • 5 days • More than 5 days • Unknown
20	20. Child Serious Medical Condition	<p>This question is intended to determine if the child has an acute/chronic medical condition that significantly impacts the life of the child and/or the student. Examples of serious or chronic medical conditions include heart disease, diabetes and other metabolic diseases, lung disease/asthma, cancer, kidney disease, sickle cell anemia, muscular dystrophy, rheumatoid arthritis, congenital disorders such as cleft palate, and genetic disorders such as Turner's Syndrome. This question should be answered from the "best judgment" point-of-view of the interviewer after engaging the student in a general conversation regarding the child's health.</p> <p>Select from one of the following options:</p> <ul style="list-style-type: none"> • None • Suspected • Diagnosed (Please specify in item #23 at bottom) • Unknown
21	21. Child Developmental Condition	<p>This question is intended to determine if the child has a developmental condition that significantly impacts the life of the child and/or the student. A developmental disability is defined as a severe, chronic disability which is attributable to a mental and/or physical impairment, is likely to continue indefinitely, and results in substantial functional limitations in three or more of the following areas: self-care, language, learning, mobility, independent living, and economic self-sufficiency.</p> <p>Examples include mental retardation, cerebral palsy, spina bifida, blindness and deafness, and other genetic syndromes associated with mental retardation, such as Down's syndrome. This question should be answered from the "best judgment" point-of-view of the interviewer after engaging the student in a general conversation regarding the child's health.</p> <p>Select from one of the following options:</p> <ul style="list-style-type: none"> • None • Suspected • Diagnosed (Please specify in item #23 at bottom) • Unknown

22	22. Plan to Utilize Cal-SAFE Child Care	<p>Select one of the following options:</p> <ul style="list-style-type: none"> • Yes (Please complete Cal-SAFE Child Care Enrollment Form. You can find this form at http://gradstar.com/secure/form.html) • Maybe (Please complete Cal-SAFE Child Care Enrollment Form. You can find this form at http://gradstar.com/secure/form.html) • No • Unknown
23	23. Please specify serious medical condition and/or developmental condition from questions 20 and 21.	<p>If you marked "Diagnosed" for a serious medical condition and/or a developmental condition, please describe the condition in the box provided.</p>
		<p>Now that you have completed all the fields, do NOT hit the Submit button until you do the following:</p> <p>A. Review all fields for accuracy. In particular please double check that the Student's ID number and your agency's code are entered correctly. If you need to change information, please do so now.</p> <p>B. PRINT a copy of the completed form for your files. (If you already have a hand-completed paper version there is no need to print a hard-copy of the completed online form. However, you should write a note on the paper copy giving the date when you entered the information into the online GradStar Database.)</p> <p>C. Handwrite the student's name and child's name (if applicable) on the printed copy for your files.</p> <p>D. Then hit the Submit button to enter the information into the state-wide Cal-SAFE Data Base.</p> <p>After you hit the Submit button, the system will notify you of any REQUIRED items that you have not yet answered. Simply return to those items, provide the data, and then hit the Submit button again. The online system will then let you know it has received your completed form. To return to the GradStar Forms site, simply click on the CLICK HERE message.</p> <p>Three times a year (at the end of the 1st quarter, at the end of the 1st semester, and in June) your agency will receive an Excel file that includes all the data that you have submitted during the current academic year using this Pregnancy Outcome Form.</p>
	Frequently Asked Questions	Answers
	What do I do if a student has a miscarriage?	If a student has a miscarriage (or another outcome that leads to fetal death), you need complete Items 1 - 15. You also need to complete Items 16 and 18. For Item #16, Child's ID number, type in Fetal Death. For Item #18 Child's birth weight, select Unknown.
	The student's pregnancy ended in fetal death. How do I answer question 6: Weeks of Gestation at Delivery?	For Question 6. Weeks of Gestation at Delivery, if the baby died shortly before, during, or after childbirth, please give the estimated gestation age. If the student had a miscarriage or abortion, then you can mark "unknown" or less than 34 weeks. Also this is a non-mandatory item and you can elect to leave it blank.

Frequently Asked Questions	Answers
The student's pregnancy ended in fetal death. How do I answer question 11: Days Mother Hospitalized at Delivery?	For Question 11. Days Mother Hospitalized at Delivery, it depends on the situation: If the mother was hospitalized at anytime during the event -- fetal death shortly before, during, or after childbirth, put the number of days she was in the hospital. However, if she did not enter the hospital at all -- due to miscarriage or abortion -- then select "0 days." Also this is a non-mandatory item and you can elect to leave it blank.
The student's pregnancy ended in fetal death. How do I answer question 13. Were there any complications during the CHILDBIRTH?	Like the other questions, Question 13. Were there any complications during the CHILDBIRTH? is a non-mandatory item and you can elect to leave it blank. But if you want to answer, it depends on the situation. If the fetal death occurred shortly before, during, or after delivery, then give an explanation. If fetal death occurred due to miscarriage or abortion, it's up to you as to how much explanation you want to give.
Do we still need to have a Pregnancy Outcome form completed along with a Student Exit Form when a student has a miscarriage?	Yes, you need to complete both a Pregnancy Outcome form and a Student Exit form on a student leaves the program because of a miscarriage. Please note in the directions in the Instructional Manual for the Pregnancy Outcome form on how to answer certain questions when there is no live birth, such as the case with a miscarriage.
I just enrolled a RETURNING student for the new school year who birth her child over the summer. What forms do I complete?	You should complete a Pregnancy Outcome Form and also a Child Information Form.
I have a student who graduated at mid-term (at the end of the Fall semester) and had her baby after she left. What forms do I need to complete for her?	Because this student has left your program -- indeed she graduated at mid-term -- you only need to complete an Exit Outcome Update form on her, noting the birth of her healthy baby. You could also complete a Pregnancy Outcome form as well if you have the information on her pregnancy. However, this form is optional for a student who has left your program.
Both the mother and father of a newborn are in our Cal-SAFE Program. Do I fill out a Pregnancy Outcome Form for both the mother and the father?	No, you complete only ONE Pregnancy Outcome Form. Most agencies complete the Pregnancy Outcome Form for the mother but it's OK to instead complete one for the father. We just ask that you don't submit two separate Pregnancy Outcome forms for the newborn.

Frequently Asked Questions	Answers
<p>After we complete a form and move onto a new form for the same student, we're having to log in each time. Is there a way around this?</p>	<p>Here are three ways to avoid logging in each time: (1) When you first encounter the user ID/name & password dialog box, you can tell your browser to "Remember this password in my keychain" usually by clicking a box. From then on, the browser will automatically fill in both the user ID/name and password when you see the dialog box and all you would have to do is click "Log In". Note: Some of the exact wording of these phrases and selections vary depending on the browser you are using, such as FireFox, Explorer, Safari etc. (2) After completing and entering the online form and you see the on-screen message: "You have completed the STUDENT ENROLLMENT FORM of the Cal-SAFE Program. Please CLICK HERE to return to the GradStar Forms page." Don't click on "CLICK HERE" but instead go into the History menu of your browser and select the URL for the online GradStar forms. It should say "Eval Forms Online." This will take you directly back to the URLs on the secure GradStar forms and you can select another form without filling in the access codes. Again, you might find the phrases/wording slightly different depending on the browser you are using. (3) Finally, you can bookmark the www.gradstar.com/secure webpage and return to the list of URLs for the forms without having to reenter the access codes.</p>
<p>I mistakenly entered a student using the online 2008-09 form instead of the 2009-10 form. What should I do?</p>	<p>Notify Brenda of the mistake. Please send her the student's ID number and your agency number and she will rectify the situation, switching the student to the 2009-10 data set.</p>
<p>When I print out a copy of a completed online GradStar form, it takes SOOO much paper. How can I print it out without killing so many trees?</p>	<p>You can reduce the number of pieces of paper you use by telling your printer to print several pages to one piece of paper. Right before you hit the Submit button, go into the main menu of your Internet browser and select "Print." Your printer will then show its Print dialogue box that asks you to specify such things as the number of copies, layout, paper handling, color/b&w, and print quality. At this stage, you can specify that the printer reduce the size of the GradStar form so that you can get 2 or more pages on one piece of paper. Some printers even allow you to specify that the printer print the GradStar form on both sides of the piece of paper. For example, I use an Epson Office Jet 4300 series printer and under the Layout section of the printer dialogue box I can select "4" under the Pages Per Sheet option. The printer would then automatically reduce the pages of the completed GradStar Student Enrollment, printing 4 pages on each piece of paper. Generally, thus for each of the GradStar forms I could print out the completed online form on one piece of paper for documentation.</p>
<p>When I enter my agency code should I enter it using the hyphen or not? For example, my agency code is XX-XXXXX. Should I enter it as XX-XXXXX or without the hyphen as XXXXXXX?</p>	<p>It's up to you -- without or without the hyphen works just fine. All we ask that everyone in your district use the same method -- everyone entering the agency code with the hyphen or everyone entering the agency code without the hyphen. Being consistency makes it simpler for the Branagh folks to easily extract your agency's data from the statewide database.</p>
<p>How do I know what my agency code is?</p>	<p>At the www.gradstar.com website under the Evaluation Forms and Material section, you can download the file: AgencyCodes09-10.pdf. This file contains the agency code that your agency should be using.</p>

Frequently Asked Questions	Answers
<p>As a program housed in the County Office of Education, I have students who attend schools in several school districts. At the end of the Fall semester, several students will transfer to another school in different district served by our program. The change in school will result in a new student ID number. What should I do about the student's ID number in GradStar?</p>	<p>We suggest that you not change the student's ID number within the GradStar system. Rather, you would make a note in your local database that the student is now attending another school/district within your program and now has a new ID number. The reason for NOT changing the student's ID within the GradStar system is this: For state-wide reporting purposes, we need to be able to provide an unduplicated count of students (and children) served by a particular agency for any length of time during the academic year. This means we need a consistent GradStar ID # that a student keeps during the academic year no matter where she attends within an agency's Cal-SAFE Program.</p>
<p>As a program housed in the County Office of Education, I have students who attend schools in several school districts. Some of these districts serve students in K-8 only. This year I have a student who was at a junior high in a K-8 districts. She is now enrolled in a 9-12 district and has a new ID number. What should I do about her ID number</p>	<p>We suggest that you make no change of the student's ID number within GradStar. This way her information over the years will be grouped together. However, you would make a note in her paper file and your local database that she is now in a different school, different district and has a new ID number. One way to avoid this with future students is to use the permanent student ID number that the State of California is assigning each student within the state's student data base.</p>
<p>I'm not sure which students I've entered into the GradStar Database and which I have not yet entered. How can I keep track of what I've done?</p>	<p>First, we suggest that you put a ✓ mark and the date entered at the top of each paper form you enter into the system. Second, we suggest that you keep an Excel spreadsheet that includes the student's name, ID number and which forms you've entered into the GradStar Database for the student. On the www.gradstar.com website under the Additional Helpful Resources subsection, you can download an Excel template (GradStarDataEntryLogV1LeT08Sept18.xls) that you can use to keep track of the students and children you enter into the GradStar Database. Later, when you receive the GradStar data files for your agency, you can use this Excel spreadsheet to double check that you've entered everyone into the system. Also, this same Excel spreadsheet can help you match the students names to their ID numbers and information in the GradStar files.</p>
<p>In our agency we simply assign a very simple ID number to a student -- such as 01, 02. My colleague at another Cal-SAFE Program says that they do their student ID numbers the very same way. Won't that get the information on our students mixed up their students?</p>	<p>When we extract the data for your agency, we use the student ID number AND your agency number. This way it does not matter if you duplicate another student's ID number used in another agency. However, you should not ever assign the same ID number to another student, even if that student attends your program during a future school year. This means that across the life of your program (from 2008 on), you should have only one student with the ID number 01.</p>
<p>Often I get interrupted as I'm entering a form into the online GradStar Database. Can I leave a form and come back and complete later?</p>	<p>If you simply keep the form open on your computer's desk, you can come back and complete it. GradStar will not time you out. BUT if you close and leave the browser window showing the www.zoomerang.com site where the GradStar forms are located, then you will not be able to finish the form and submit. However, in most browsers you can open up new windows while keeping other Internet site windows open. This way you can keep the incomplete GradStar form open (and actually hidden from view if you wish) while you take care of interruptions. Then later, you can complete and submit the form.</p>

Frequently Asked Questions	Answers
If I don't skip a field on a form, does GradStar automatically fill in with a default answer?	GradStar has no default answers on the forms. If you skip a MANDATORY field marked with an *, you must answer the question before you can submit the form. If you skip a non-mandatory field, GradStar will simply leave that field blank.
What if the school does NOT issue an ID number?	We suggest that you create an ID number for students -- perhaps even something as simple as using the student's birthdate plus a 1 for female and 2 for male. So if Brenda LeTendre were a student attending your program had her birthdate is March 15, 1992, then her ID number would be 31519921. You just want to make sure that you don't give that same ID number to another student AND that you keep a list somewhere (perhaps in an Excel file) that includes Brenda LeTendre ID 31519921 so you know to which ID goes with which student.
I forgot to print a copy of the completed online GradStar form before hitting Submit. What should I do to document that I entered the student's form into GradStar?	<p>If you were inputting the information from a hand completed paper copy of the form then, you really don't have to print the online form because you already have a paper copy of the information -- albeit hand completed. You should, however, write on the paper form the date when you entered the information into the online GradStarsystem.</p> <p>If you were interviewing the student as you filled out the form online and forgot to print it out before hitting the Submit key, then you can complete by hand a paper version of the form and put it in the student's folder. This will provide documentation in the student's folder.</p>
When should I enter a correction into the GradStar system?	Please enter a correction to a GradStar form only if the correction rectifies the information in a MANDATORY field marked with an *. Otherwise, simply log the change of information on the student's paper form and any other local student/child database that you might have. For example, you do not need to enter a corrected Student Enrollment form each time a student changes where she attends school in your district. You would note this change on the student's paper Student Enrollment form and in your local database.