

Birth Registry Access for SWSS FAJ Users

Effective 05/30/2008 children's services workers were provided the ability to access the Department of Community Health (DCH) Birth Registry site directly from the SWSS FAJ Child Information Module.

Children's Services staff are able only to request birth certificates for children on their individual caseload for which they are the primary worker of. The system will not allow anyone to access a birth record for a child that is not on their caseload.

Below are step-by-step instructions for accessing birth information from the DCH Birth Registry

- The DHS-60- Staff Profile Security Agreement is used to create your SWSS Profile and access to the Birth Registry can be requested on this document.
- The DHS-60 must be provided to the Local Office Security Coordinator.
- FAJ users are to select Birth Registry in Child Information in SWSS FAJ and on the Single Sign On screen select Register.
- Registration can also be done on the DCH website at <https://sso.mdch.state.mi.us/>
- Once the registration is complete, an e-mail with the username and password will be sent to the worker, typically within 24 hours, from the SSO-Administrator.
- The worker can then go back through SWSS and enter the Birth Registry using the temporary password they received from the SSO Administrator.
 - **If the user has registered for a SSO UserID and does not receive the email with their UserID and password, they can call the Client Service Center and have their password reset.
 - **If the user has entered an incorrect password three times, the account is automatically locked. The user should call the Client Service Center and the password can be reset.
- The worker then has to 'Subscribe' to the DCH Birth Registry for DHS workers.
- When subscribing the worker must be sure that when it asks for "Supervisor/Security Admin e-mail" that the Security Coordinator e-mail is entered, NOT the direct supervisor. The supervisor would be entered ONLY if the supervisor is the person in the office that has access to the staff profiles to update.
- Once the worker subscribes they must wait for the Security Coordinator to complete their tasks and receive a return e-mail from the SSO Administrator before they can actually request a birth record.
- The subscription process initiates the e-mail to the Security Coordinator to approve and add the user for the Birth Registry.
- The Security Coordinator has to go to the Single Sign On (<https://sso.mdch.state.mi.us/>) and access Application Approver to **approve** the worker to use the Birth Registry.
- Once the worker is approved the worker will receive an e-mail stating that their subscription request has been approved. **The worker still cannot use the Birth Registry if the Security Coordinator has not added the worker to the Birth Registry (see next bullets.)

- After the approval of the subscription, the Security Coordinator then has to go to ‘DCH Birth Registry for DHS Workers’ to add the user to the Birth Registry Application (via User Manager.)
- The Security Coordinator must select the proper ‘Privileges’ in the Birth Registry Profile to assure the worker can view, print or order the proper birth records.
- The worker can now sign into SWSS FAJ and search and/or request records.
 **If the user gets a User Profile Not Found Error when attempting to sign into SWSS FAJ, the user will need to contact the Local Office Security Coordinator.
 **If the Local Office Security Coordinator is not getting notified that a subscription request needs approval, the user submitting the subscription request should contact the Client Service Center.

After successful registration and profile updating:

- Log in as usual to SWSS FAJ
- Go to Main Menu
- Enter a log number or select a case from Case Listing
- Go to the Child Information tab
- Make a note of the case number (it will be needed when you are in DCH Birth Registry.)
- At the bottom left of the Child Information screen 1 of 4 click on the button that says “Birth Registry”. This will take you to the Single Sign On screen after you select ‘yes’ to the security certificate.
- Go to ‘find record’ and enter case number.
- Click on “Search SWSS” and the system will determine if the case is assigned to the worker.
- Highlight the child’s name. A summary of the birth information will appear.
- **An Affidavit of Parentage** can be requested in the Comments section on VR Request screen.

These are the three types of birth information available:

DHS Abstract (sometimes called an administrative use copy)

- Contains key facts from the birth certificate most often needed for DHS case processing
- Immediately available for viewing or printing

DHS Certified Copy of the birth record (sometimes called an authorized copy)

- Immediately available for viewing or printing
- Contains the same information as a certified copy printed by DCH/VR staff
- Contains certain features to indicate that it should be considered a legitimate copy even though it is printed on regular paper and does not have a raised seal
- User must be authorized by Local Office Security Coordinator to view print

VR certified copy of the birth record

- Requested online by designated DHS staff. Sent through the mail by DCH/VR staff
- Printed on special security paper and has a raised seal
- User must be authorized by Local Office Security Coordinator to request

Programs (Wkrs)	Search/Print Abstract	Print DHS Certified	Order DCH Certified Copy
Adoption (SV)	X	X	X
Foster Care (SV)	X	X	X
Children's Protective Services (SV)	X	X	
Juvenile Justice (SV)			X
Child Support (CS Specialist)	X		
Quality Control (Central Office)	X		
Family Independence Specialist (FIS)	X		
Eligibility (ES)	X		
Community Services (Central Office)	X		
Food Assistance (FIS/ES)	X		
Day Care (FIS)	X		

Screen shots of process below.

Birth Registry for DHS Workers

Worker gets to this screen after selecting Birth Registry from Child Information in SWSS FAJ. As a first time user select **Register**:



The screenshot shows the login page for the State of Michigan Single Sign On system. At the top, there is a banner with the text "State of Michigan Single Sign On" and a small map of Michigan. Below the banner, there are two input fields: "User ID" and "Password". A "Login" button is positioned below the password field. Below the login fields, there is a note: "* If you do not have a User ID, please click" followed by a "Register" button and a blue hyperlink that says "I forgot my Password".

Complete Required fields



The screenshot shows the registration page for the State of Michigan Single Sign On system, titled "REGISTRATION- Step 1". At the top, there is a banner with the text "State of Michigan Single Sign On" and a small map of Michigan. Below the banner, there is a note: "* Indicates required field". There are four input fields: "First Name *", "Middle Initial", "Last Name *", and "Email Address *". Below the input fields, there is a note: "NOTE: Users who have been assigned a State of Michigan email address must use this address to register." At the bottom, there are two buttons: "Continue" and "Clear". At the very bottom, there is a copyright notice: "Copyright © 2008 State Of Michigan. All rights reserved".



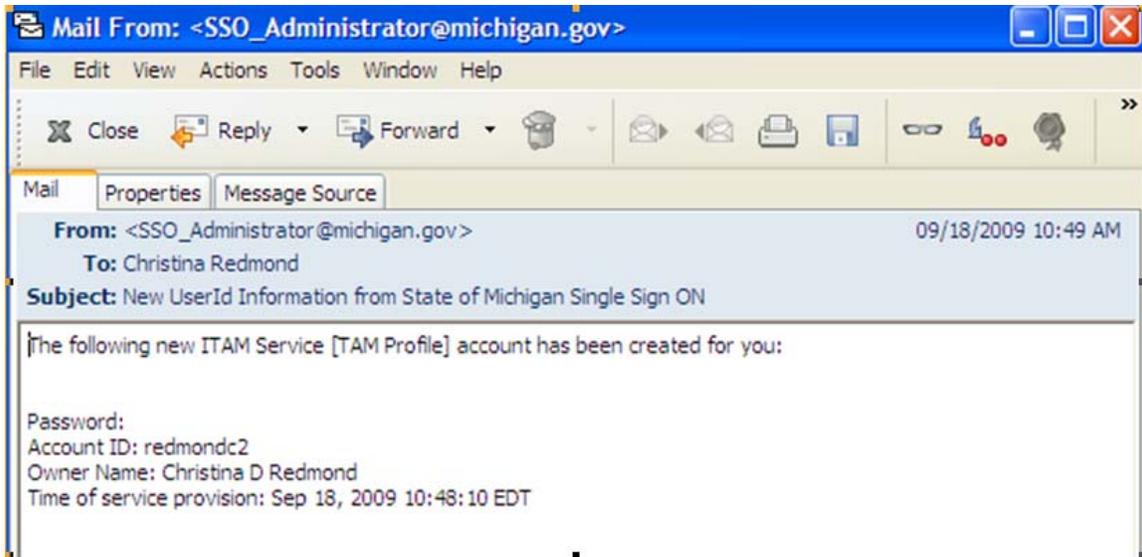
After selecting submit on the registration screen get the following message



The e-mail from SSO appears as below and is often received very shortly after the registration process.

Common Errors:

- **If the user has registered for a SSO UserID and does not receive the email with their UserID and password, they can call the Client Service Center and have their password reset.**
- **Once a password is received, if the user has entered an incorrect password three times, the account is automatically locked. The user should call the Client Service Center and the password can be reset.**



Worker goes back to Birth Registry via SWSS using the information from the SSO e-mail.

State of Michigan Single Sign On

Input current password :

Input new password :

Confirm new password :

Password rules are:

1. Minimum password length is 5
2. Passwords are case sensitive
3. Maximum number of repeated characters is 2
4. Password cannot be same as userid or user name
5. New password cannot be same as current password

Change Challenge/Response Answers

Change your answers and click OK. You must provide an answer to each challenge.

What is the name of the city in which you were born?

Answer:

Confirm Answer:

What is your mothers maiden name?

Answer:

Confirm Answer:

What are the last four (4) digits of your social security number?

Answer:

Confirm Answer:

What is your fathers middle name?

Account Maintenance

- [Change My Personal Information](#)
- [Change My Password](#)
- [Change My Challenge/Response Answers](#)



Change Challenge/Response Answers

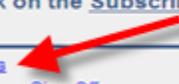
Your challenge/response answers have been updated.

State of Michigan Single Sign On 

Application Portal

WELCOME [Christina D Redmond](#),

You are NOT currently subscribed for any applications. If you wish to subscribe for application access please click on the [Subscribe to Applications](#) link below.

[Subscribe to Applications](#) 
[Account Maintenance](#)
[Sign Off](#)

State of Michigan Single Sign On 

SUBSCRIPTION

Please Select from the list

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State of Michigan Single Sign On 

Subscription For: DCH Birth Registry for DHS Workers

* Indicates required field

Work Phone*
 Your E-mail*

(Include area code eg: 517-123-3456)
 Supervisor/Security Admin E-mail*

This MUST be the Local Office Security Coordinator e-mail here NOT your direct supervisor.

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State of Michigan Single Sign On

User Enrollment Confirmation For: DCH Birth Registry for DHS Workers

Please review the following information. Click [Confirm](#) or [Back](#).

User Info

User ID : redmondc2
Email Address : redmondc2@michigan.gov
Full Name : Christina D Redmond
Phone Number : 517-887-9409

Supervisor/Security Admin Details

E-mail : crumd2@michigan.gov
Name : D suzette Crum
Phone : 517-887-9710

[Confirm](#) [Back](#)

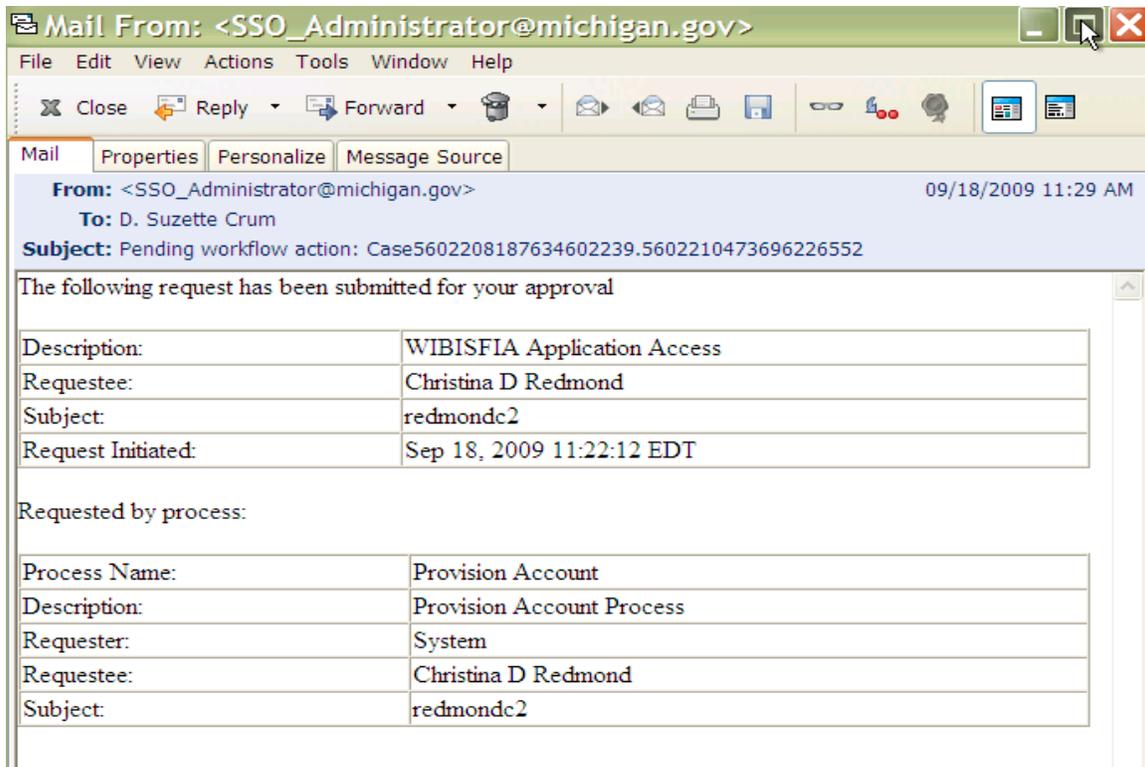
State of Michigan Single Sign On

Your subscription request has been submitted successfully. You will be notified upon approval.

[Close](#)

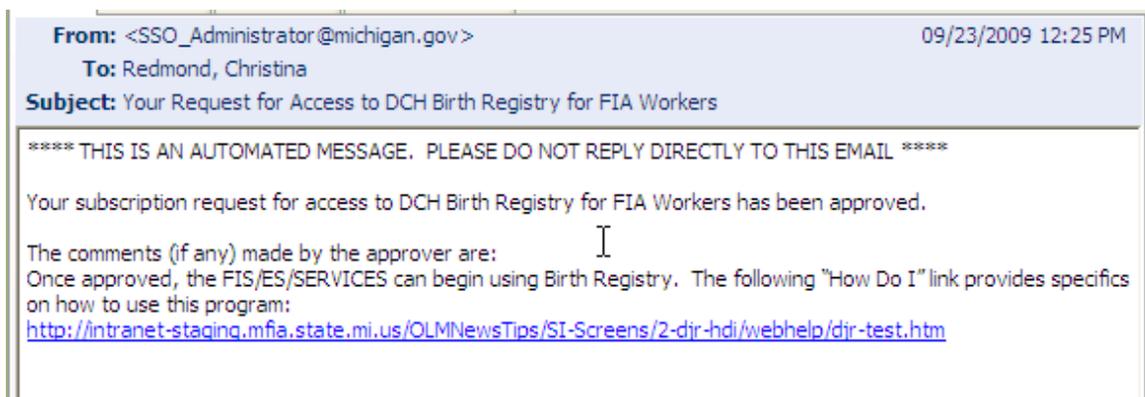
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As a result of this subscription an e-mail is sent to the LOSC to approve **and add the user** to the birth registry. The Local Office Security Coordinator must approve the worker AND add the worker's profile to the Birth Registry before the worker can request a record/certificate. **A sample of the e-mail the LOSC receives is below:**



Again, the above e-mail is what the LOSC receives after the worker subscribes. The worker CANNOT request birth certificates or enter the Birth Registry application until the LOSC approves the worker and adds them to the Birth Registry.

After the **approval** the worker will receive the e-mail below. The LOSC must be sure to also add the user; the approval only (through Application Approver) will not allow the worker to request a record/certificate.



Once the LOSC approves the worker and adds the worker's profile to the Birth Registry Application, the worker can sign in and select DCH Birth Registry for DHS Workers



Application Portal

WELCOME **Christina D Redmond**,

You are currently subscribed to the following applications:

- [DCH Birth Registry for DHS Workers](#)

[Subscribe to Applications](#) [Add new Roles to Existing Subscription](#)
[Account Maintenance](#) [Sign Off](#)

Done

Trusted sites



DCH Birth Registry - Department of Human Services (DHS) Access

The information within the Birth Registry is confidential and protected by law. Access to the system is granted only to authorized users who have an approved need for the information and who have signed a security agreement and have agreed to all the following. In order to access this system, it is important that you again confirm you are willing to abide by all of the following.

As a user of the Birth Registry system, I accept and agree to the following:

I will handle information or documents obtained through the system in a confidential manner as required by state and federal law including secure storage of the material and will utilize appropriate methods to destroy the information when no longer needed.

I will restrict my use of the system to accessing information, inserting information, editing information or generating printed copies of the information only as necessary to properly conduct the administration and management of my official duties.

I understand that my transactions on the system are logged and are subject to being audited.

By clicking on the ACCEPT button you are indicating that you understand this information and agree to comply with the above provisions. Further, you are

[Exit Application](#)

Find

- [Check Request Status](#)
- [Find Record](#)

Version 2.4

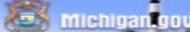
Last Updated: 06/05/2009 6:00 PM

N

DCH Birth Registry-DHS - Microsoft Internet Explorer



Birth Registry



Home -> DHS Find Record [Help](#) [Exit Application](#)

Find Record

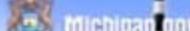
Work Load Number

Case Number

Details from screen shot below have been removed for display purposes.



Birth Registry



Home -> Birth Record Details [Help](#) [Exit Application](#)

Birth Record Details

Person Details

First Name	Gender	Female	Birth Date
Middle Name	Suffix		
Last Name	SSN		
Birth Place	Date of Death		

Mother's Details

<u>Maiden Name</u>	<u>Name at the Time of this Birth</u>	
First	First	
Middle	Middle	
Last	Last	
Birth Place	SSN	Birth Date

Father's Details

First Name	Suffix	Birth Date
Middle Name	Birth Place	Michigan
Last Name	SSN	

Details have been removed from the record below for display purposes.

MDCH Birth Registry Michigan.gov

Home -> VR Request Help Exit Application

VR Request

Request Mail VR Certified Delivery Regular Urgent

Complete all data fields for which you have information.

Person's Name <i>(First/Middle/Last)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Person's SSN	<input type="text"/>		
DOB <i>(MM/DD/YYYY)</i>	<input type="text"/>	Gender	<input type="text" value="Female"/>
Birth County	<input type="text"/>		
Birth City	<input type="text"/>		
Mother's Maiden Name <i>(First/Middle/Last)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mother's Name at the time of this Birth <i>(First/Middle/Last)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mother's SSN	<input type="text"/>		
Father's Name <i>(First/Middle/Last)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Father's SSN	<input type="text"/>		

Indicate additional information for finding the record (e.g., other names or spelling variations used for the person or mother, birth hospital if recent birth, mother's birth date). If person was adopted previously, indicate name at birth.

Search/Record Details

Comments

[Embedded Details](#)

Recipient Number 00

Requester's Details **Worker's Name:** Redmond Christina D **Mailing Address:** 5303 S. Cedar St. Lansing MI 48911 **Telephone Number:** (517)887-9409 **eMail:** redmondc2@michigan.gov

Reminder that an Affidavit of Parentage can be requested in the Comments section.

Details in the record below have been removed for display purposes.

Request Details For DHS			
Request Number	17350	Request Type	Mail VR Certified
Requested On	9/29/2009	Current Status	Pending
Requested By	Worker's Name: Redmond Christina D Mailing Address: 5303 S. Cedar St. City: Lansing MI - 48911 Phone: (517)887-9409 eMail ID: redmondc2@michigan.gov		
Record Requested	Person's Name: DOB: Gender: Birth City: Birth County: Mother's Maiden Name: Mother's Name At The Time Of This Birth: Father's Name:		
Recipient Number	00	Delivery Type	Regular
DHS Comments			
		Close	Print

Common Errors:

- If the user gets a 'User Profile Not Found' Error when attempting to sign into SWSS FAJ, the user will need to contact the Local Office Security Coordinator.
- If the Local Office Security Coordinator is not getting notified that a subscription request needs approval, the user submitting the subscription request should contact the Client Service Center, after assuring they are putting in the correct e-mail for the Local Office Security Coordinator.