KY-CHILD and KOG Registration

Effective November 19, 2020, all Kentucky licensed midwives will have the ability to register and access KY-CHILD to electronically submit birth certificates for Kentucky homebirths. In order to gain access to the KY-CHILD application all Kentucky licensed midwives must first sign up for a Kentucky Online Gateway (KOG) account at https://kog.chfs.ky.gov/. Kentucky licensed midwives will also need to complete a KY-CHILD Access Authorization Request Form KY-CHILD-0002 and email it to chfskychild@ky.gov to be granted access to KY-CHILD.
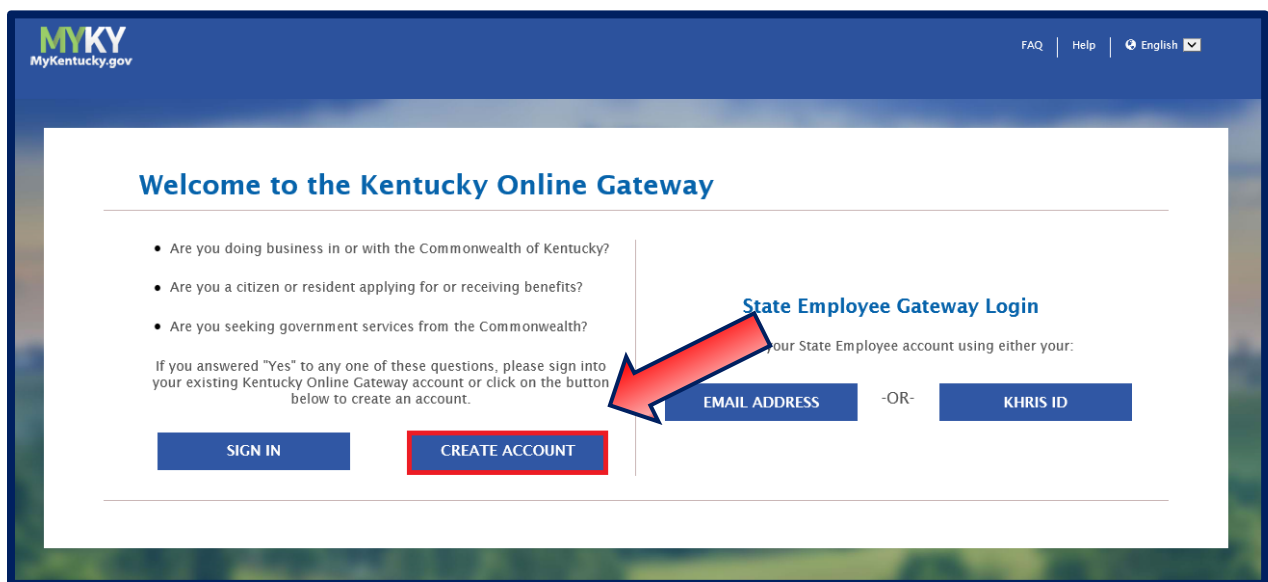

Fig. 1 – Shows where to sign up for a KOG account at https://kog.chfs.ky.gov.

Birth Worksheets

Licensed Kentucky Midwives who are electronically filing birth certificates in KY-CHILD are required to upload a signed copy of the Form VS-2WA Live Birth Worksheet. This includes copies of Form VS-2WB Multiple Live Birth Attachment Worksheet for each additional infant born in a multiple pregnancy. Electronic fill-in copies of the Live Birth Worksheet and Multiple Live Birth Attachment Worksheet can be found in KY-CHILD in the menu on the left-hand side or on the Office of Vital Statistics (OVS) website. These can be electronically filled-in and sign or completed by hand and scanned.
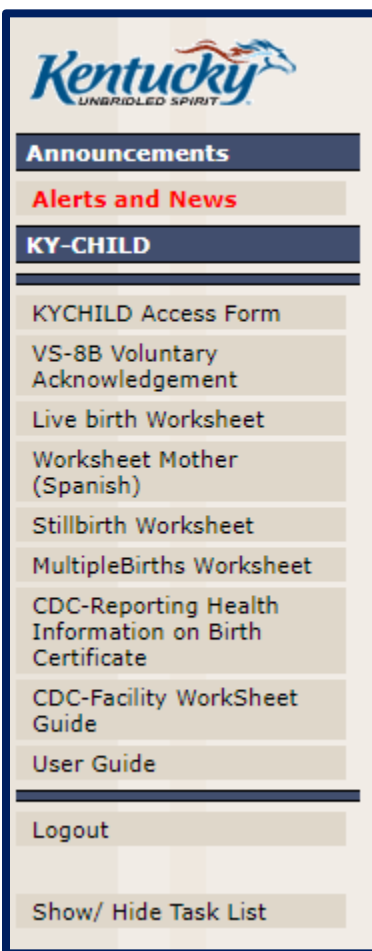

Fig. 2 – Shows the KY-CHILD menu with links to birth worksheets, forms, and guides.

KY-CHILD users will be prompted to upload documents before submitting birth record to OVS on the Birthing Summary screen.

Fig. 3 – Shows the Birthing Summary Screen in KY-CHILD.

To upload the Live Birth Worksheet, please click on the "Choose File" button and select the document you want to upload. Acceptable file formats for upload are .pdf, .jpg, .jpeg, and .png. Other file formats will fail to upload. Once the file is chosen, please click the "Upload File" button. There is a file size limit of 4MB for a document uploaded in KY-CHILD.

Fig. 4 – Shows the Documents Upload portion of the Birthing Summary.

Please Note: OVS will reject all birth record submissions missing the Live Birth Worksheets. In this case, the record will be returned to the KY-CHILD user **highlighted in red** and will receive a message in KY-CHILD with the rejection reason, "Failure to submit birth worksheet".

Fig. 5 – Show a rejected KY-CHILD birth record.

If it is not possible for the worksheet to be submitted electronically, it should be mailed to OVS at the address below.

Attn: Homebirths
Office of Vital Statistics
275 East Main Street, 1 E-A
Frankfort, KY 40621

No homebirth will be filed until the birth worksheet is received and approved by OVS.

Declaration of Paternity

A Declaration of Paternity Form VS-8, if completed by the parents at the time of filing the birth certificate, may also be uploaded, and submitted with the birth certificate and worksheet. A copy of the Declaration of Paternity Form can be found at the link below.

https://chfs.ky.gov/agencies/dph/dehp/vsb/Forms/VS8.pdf

To upload a Declaration of Paternity, complete Question #15 located in the Mother's Information section in KY-CHILD. Next click on the "Browse…" button and select the document you want to upload. Acceptable file formats for upload are .pdf, .jpg, .jpeg, and .png. Other file formats will fail to upload. Once the file is chosen, please click the "Upload File" button. There is a file size limit of 4MB for a document uploaded in KY-CHILD.

Fig. 6 – Shows the Paternity Upload portion in KY-CHILD.

Newborn Screening

Per 902 KAR 4:030, licensed Kentucky midwives are responsible for submitting Newborn Screening Data between 24 to 48 hours after the birth of the child in KY-CHILD.

If the Kentucky licensed midwife is not submitting lab events to Kentucky state labs, there is no need to complete the lab events portion in KY-CHILD. However, Kentucky licensed midwives should still submit Hearing and Critical Congenital Heart Defects (CCHD) events if applicable.

For more information about Newborn Screening please visit: https://chfs.ky.gov/agencies/dph/dmch/cfhib/Pages/newbornscreening.aspx

Contact Information

For more information regarding Kentucky homebirths please visit: https://chfs.ky.gov/agencies/dph/dehp/vsb/Pages/homebirths.aspx

If you have any questions regarding the new system updates and policy changes, please visit: https://chfs.ky.gov/agencies/dph/dehp/vsb/Pages/kychild.aspx or call OVS Vital Events Supervisor at (502)-564-4212 ext. 3222.