



County & Deputy Registrar *Vital Records Overview*

Public Health Division
Center for Public Health Practice
Center for Health Statistics
March 2014

Having trouble accessing the webinar?

- ▶ If you are having trouble accessing the webinar, call the phone number provided in your email invitation and follow along with the powerpoint presentation you were emailed.



Session tools

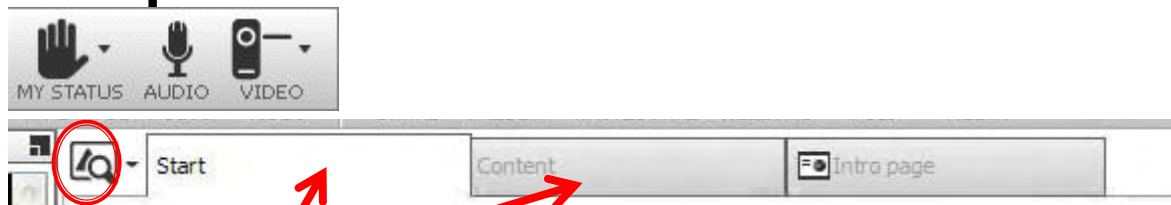
- ▶ **Raise your hand**

The My Status drop-down allows a number of feedback options.

- *Raise Hand*–select again to lower.



- ▶ **Hidden tool bar at top of screen – minimize the presentation window**



- ▶ **Window tabs**



Session tools

► Chat



Presenters:

- ▶ Jennifer A. Woodward
State Registrar
- ▶ Karen Hampton
OVERS Manager



Agenda

Overview of the Center for
Health Statistics



(20 minutes)

County duties & responsibilities

(20 minutes)

State law & HB 2093

(10 minutes)

Questions?

(10 minutes)

OVERVIEW

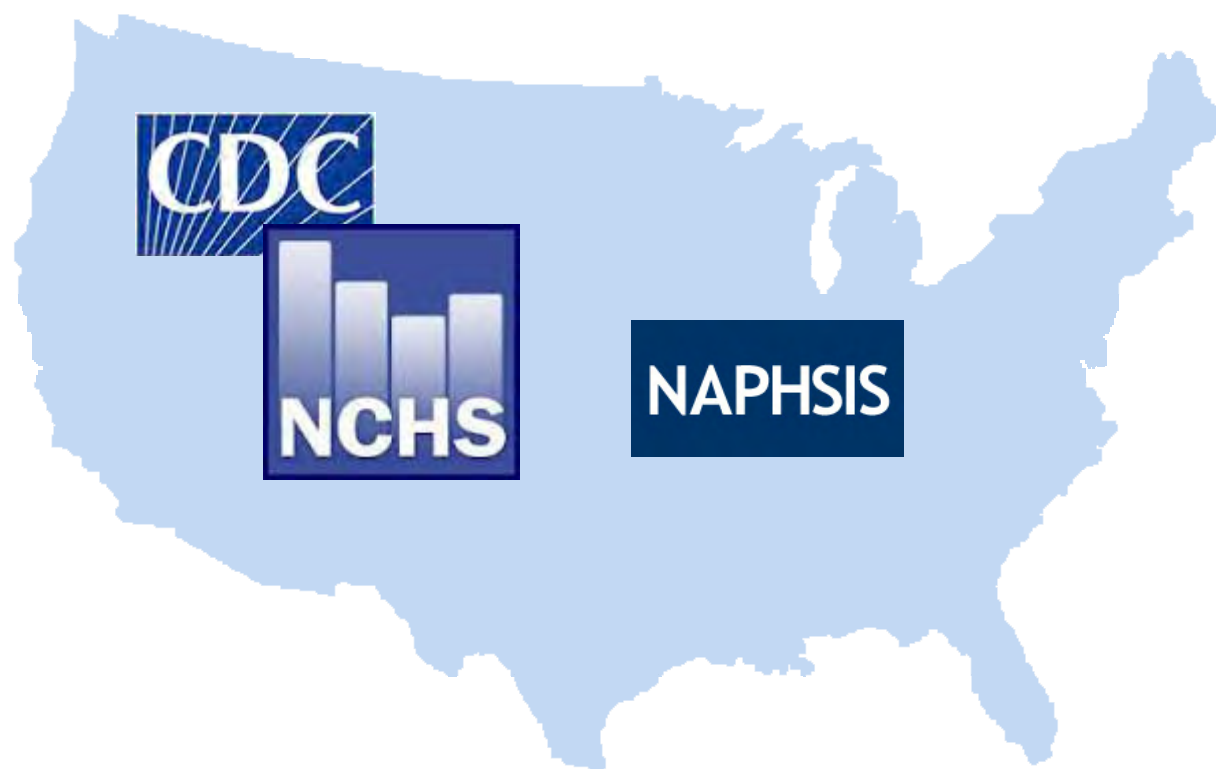
- ▶ Center for Health Statistics responsibilities under law

General responsibilities according to law

432.010 Center for Health Statistics; standards. (1) There is established in the Oregon Health Authority the Center for Health Statistics, which shall maintain, operate and advance the system of vital statistics throughout this state in cooperation with appropriate units of county government. The Center for Health Statistics shall be responsible for the proper administration of the system of vital statistics and for the preservation and security of its official records.



National standards set by:



What do we do?



What do we do?



Collect

- ▶ Adhere to national standards for:
 - Record content
 - Reporting timelines
 - Security of reporting system
- ▶ Record information provided by hospitals & funeral homes

What do we do?



Register

Amend

- ▶ Adhere to national standards for registration:
 - Quality of information
 - Timeliness of registration
- ▶ Change/Amend registered records

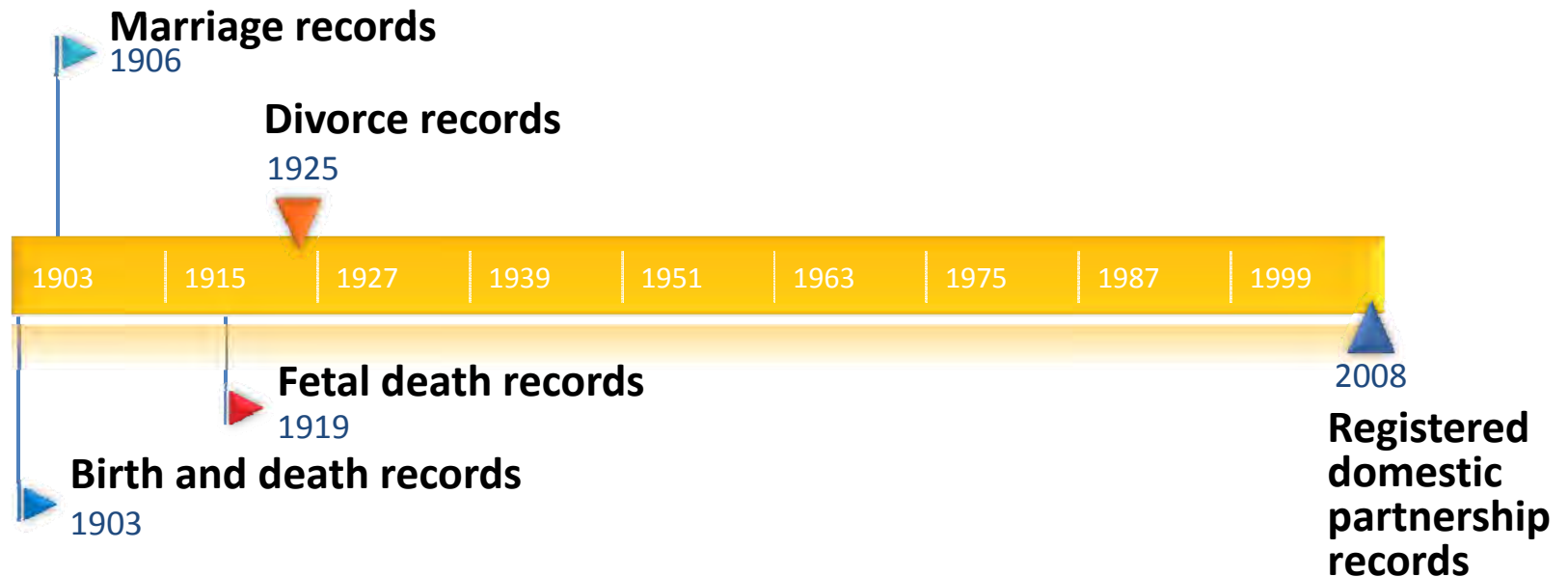
What do we do?



Store

- ▶ Maintain records in perpetuity
- ▶ Adhere to state & national standards for storage security

6 million vital records in Oregon



What do we do?



- ▶ A portion of our work is supported by sale of vital records
- ▶ Sale of records is restricted to eligible persons – family members
- ▶ Adhere to national standards for:
 - Confidentiality
 - Fraud prevention

What do we do?



Analyze

- ▶ Analyze data
- ▶ Prepare & publish reports
- ▶ Primary source of info. to assess health of Oregon's and the Nation's population
- ▶ Adhere to national standards for confidentiality

What do we do?



SECURITY

- ▶ Vital Records are restricted in Oregon
- ▶ Data are confidential

CONFIDENTIALITY

Check in

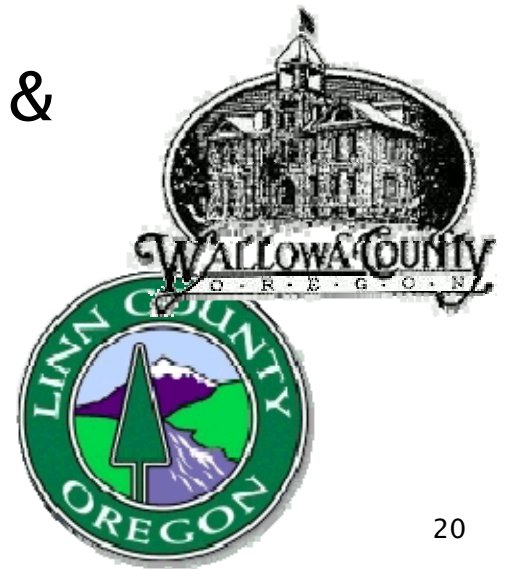
- ▶ Phones will be unmuted briefly.
- ▶ Let us know if you are having technical difficulties.

County Registrar Duties & Responsibilities

- ▶ Position qualifications
- ▶ Steps to become a county registrar
- ▶ Primary responsibilities

County Registrar Qualifications

- ▶ County govt. employee or employee of the designated Local Public Health Authority.
- ▶ Working knowledge of vital records system.
- ▶ Oversees & manages vital records section.
- ▶ Legally responsible for implementing & enforcing all laws, policies, & procedures related to vital records & statistics. (ORS and OAR).



County Registrar – How is one appointed?



1. Appointed by county govt. official or administrator of LPHA.
2. Appointee completes & signs registrar commission form & OVERS enrollment form.
3. Appointing official sends request letter & both forms to the State Registrar.

Letter is:

- On letterhead
- Includes name of appointee
- Includes date of appointment
- Includes contact information of appointee

County Registrar – How is one appointed?



4. Certificate and copy of approved form sent to new County Registrar.
5. Start date of commission indicated on letter.
6. Commission renewed annually at beginning of calendar year.



Important to remember County Registrar appointments

- ▶ No gaps between appointments.
 - Records issued during a gap period are legally invalid.
- ▶ No overlaps in appointment
- ▶ You can't appoint yourself as a County Registrar



Deputy Registrar appointments

- ▶ Can be appointed by County Registrar
- ▶ Can have gaps between appointments
- ▶ Counties can have more than one deputy registrar



Staff changes?

- ▶ Let us know
 - New hires
 - Departing staff



County responsibilities according to law

- ▶ Outlined in ORS 432.035 (2)
- ▶ Administrative Rules OAR
333-011-0305



ORS 432.035



- ▶ Comply with all instructions of the state registrar;
- ▶ Check upon the compliance of others with the provisions of this chapter and with rules adopted under this chapter;
- ▶ Make an immediate report to the state registrar of any violation of this chapter or of a rule adopted under this chapter.

County VR responsibilities



County VR responsibility



Collect

- ▶ Collection of vital records information for legal record and statistics determined at state and national level.
- ▶ Forms submitted to county are forwarded to State.

County VR responsibility



Register

- ▶ Register non-electronic reports of death (hybrid or fully paper)
- ▶ Do not register fully paper birth certificates. Forward to Center for Health Statistics.
- ▶ Provide advice and instructions to funeral homes and MEs as needed to complete death reports.

County VR responsibility



Amend

- ▶ Make legal changes to original fully paper and hybrid death report.

County VR responsibility



Store

- ▶ 24 notice of body cards (temporarily)
- ▶ Disposition and transit permits
- ▶ Store original death reports (no more than 3 business days)
- ▶ Order forms (2–3 years)
- ▶ Should not retain any original death or birth reports

County VR responsibility



Sell

- ▶ Issue certified copies of birth & death records up to six months following the event.
- ▶ Follow same regulations as State for release of certified copies.
- ▶ Track all orders in OVERS.
- ▶ Track inventory of intaglio paper in OVERS.
- ▶ Charge same fees.

County VR responsibility



Analyze

- ▶ Some county's provide basic information on number of births, death, fetal deaths to local public health officials.
- ▶ CHS has a lot of good information by county on the web site including preliminary data tables.

Oregon Vital Statistics County Data Book

The Oregon Vital Statistics County Data book is published annually by the Center for Health Statistics, Center for Public Health Practice, of the Oregon Health Authority. It is a compilation of vital statistics data by



TABLE 1. Population, Births and Deaths by County of Residence, Oregon Residents, 2012

County of Residence ¹	Estimated Population July 1, 2011	Total Births	Birth Rate ²	Total Deaths	Death Rate ²
Total	3,683,735	45,059	11.8	32,475	8.4
Baker	16,210	174	10.7	201	*12.4
Benton	86,785	761	*8.8	573	*6.6
Clackamas	381,680	3,978	*10.4	3,026	*7.9
Clatsop	37,190	439	11.8	368	*9.9
Columbia	49,680	449	*9.0	360	*7.2
Coos	62,890	641	*10.2	824	*13.1
Crook	20,650	167	*8.1	211	*10.2
Curry	22,295	185	*8.3	344	*15.4
Deschutes	160,140	1,646	*10.3	1,327	8.3
Douglas	108,195	1,098	*10.1	1,319	*12.2
Gilliam	1,900	23	12.1	23	12.1
Grant	7,450	60	*8.1	78	10.5
Harney	7,315	75	10.3	68	9.3
Hood River	22,875	295	12.9	173	7.6
Jackson	204,630	2,266	*11.1	2,230	*10.9
Jefferson	21,940	269	12.3	192	8.8
Josephine	82,775	821	*9.9	1,114	*13.5
Klamath	66,740	767	11.5	732	*11.0
Lake	7,920	67	*8.5	74	9.3
Lane	354,200	3,480	*9.8	3,268	*9.2
Lincoln	46,295	460	*9.9	521	*11.3
Linn	118,035	1,427	12.1	1,087	*9.2
Malheur	31,395	391	12.5	270	8.6
Marion	320,495	4,343	*13.6	2,583	8.1
Morrow	11,300	159	*14.1	71	*6.3
Multnomah	748,445	9,363	*12.5	5,380	*7.2
Polk	76,625	862	11.2	657	8.6
Sherman	1,765	18	10.2	19	10.8
Tillamook	25,305	262	10.4	263	*11.2
Umatilla	77,120	1,106	*14.3	575	*7.5

Statistics on our
website

County VR responsibility



SECURITY



- ▶ Maintain physical security of the intaglio paper.
- ▶ Securely store paper death records.
- ▶ Do not share access to OVERS.
- ▶ Protect confidentiality of death reports.
- ▶ Protect confidentiality of VR orders.

CONFIDENTIALITY



CERTIFICATION OF VITAL RECORD

OREGON HEALTH AUTHORITY
CENTER FOR HEALTH STATISTICS
DELAYED CERTIFICATE OF DEATH

136-2012-999999

1. Legal Name: First **Justin**, Middle **A.**, Last **Sample**, Suffix **Jr.**, 2. Death Date: **February 28, 2012**

3. Sex: **Male**, 4. Age: **86 years**, 5. Social Security Number: **543-78-9752**, 6. County of Death: **Marion**

7. Birth Date: **January 19, 1926**, 8. Birthplace: **Catchascatchcan, Alaska**, 9. Decedent's Education: **9th - 12th grade**

10. Was Decedent of Hispanic Origin? **No**, 11. Decedent's Race: **White**, 12. Was Decedent Ever in U.S. Armed Forces? **Yes**

13. Residence Number and Street: **123 Any Street NW**, 14. State or Foreign Country: **Oregon**, 15. City/Town: **Salem**, 16. Zip Code + 4: **97304**, 17. Inside City Limits? **Yes**

18. Marital Status at Time of Death: **Married**, 19. Decedent's Name Prior to First Marriage: **Wifely Example**, 20. Kind of Business Industry: **Bakery**

21. Decedent's Occupation: **Driver**, 22. Father's Name: **Justin A. Sample Sr.**, 23. Mother's Name Prior to First Marriage: **Mother Exemplar**

24. Informant's Name: **Wifely Sample**, 25. Relationship to Decedent: **Spouse**, 26. Informant's Address: **123 Any Street NW, Salem, OR 97304**

27. Informant's Telephone Number: **Not Available**, 28. Informant's Signature: **Wifely Sample**, 29. Informant's Title: **Nursing Facility**

30. Location of Death: **123 Any Street NE**, 31. City/Town or Location of Death: **Salem**, 32. State: **Oregon**, 33. Zip Code + 4: **97301**

34. Method of Disposition: **Cremation**, 35. Place of Disposition: **Oakleaf Crematory**, 36. Location: **Salem, Oregon**

37. Name and Complete Address of Funeral Facility: **Virgil T Golden Funeral Service**, 38. Funeral Director's Signature: **Virgil T Golden**, 39. Date Received: **March 08, 2012**, 40. Local File Number: **120491**

41. Cause of Death: **Pulmonary Edema**, 42. Approximate Interval (Days & Nights): **hours**, 43. Cause of Death: **Congestive Heart Failure**, 44. Cause of Death: **Combined Systolic & Diastolic Heart Failure**, 45. Cause of Death: **Unknown**

46. Was Case referred to Medical Examiner? **No**, 47. Autopsy? **No**, 48. Were Autopsy Findings available to complete the cause of death? **No**, 49. Time of Death: **1330**

50. Name and Address of Certifier: **John Smith**, **800 NE Oregon Street 225, Portland, Oregon 97232**

51. Name and Title of Attending Physician (Other than Certifier): **Not Available**, 52. Medical Certifier - To the best of my knowledge, death occurred at the time, date, and place, due to the cause(s) and manner stated. **/s/ John Smith**, 53. Title of Certifier: **M.D.**, 54. Date Signed: **March 05, 2012**, 55. License Number: **MD99999**

56. Amendment: **None**

45-2VD (0106)

I CERTIFY THAT THIS IS A TRUE, FULL AND CORRECT COPY OF THE ORIGINAL CERTIFICATE ON FILE OR THE VITAL RECORD FACTS ON FILE IN THE VITAL RECORDS UNIT OF THE OREGON CENTER FOR HEALTH STATISTICS.

DATE ISSUED: **October 21, 2013**

JENNIFER A. WOODWARD, Ph.D.
STATE REGISTRAR

THIS COPY IS NOT VALID WITHOUT NOTGLO STATE SEAL AND BORDER.

ANY ALTERATION OR ERASURE VOIDS THIS CERTIFICATE.

Standard death certificate
on security paper

CERTIFICATION OF VITAL RECORD

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CENTER FOR HEALTH STATISTICS
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Faxed or copied certificates
"void copy" watermark

Check in

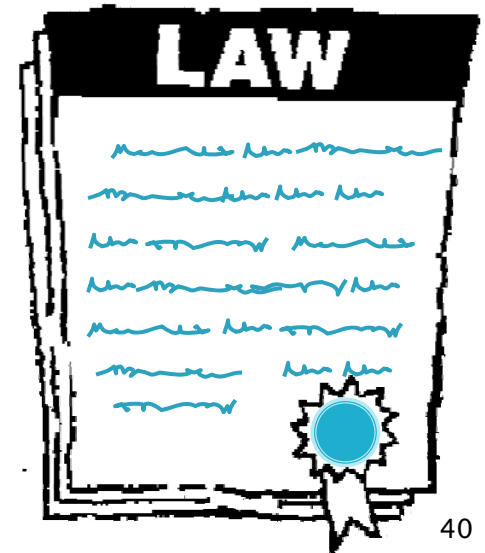
- ▶ Phones will be unmuted briefly.
- ▶ Let us know if you are having technical difficulties.

HB 2093 & State law



House Bill 2093

- ▶ Strengthens authority of State Registrar
- ▶ No public abstract but notice of receipt of body still required
- ▶ Requires order application for every issuance, even from funeral home on record
- ▶ Short form certified copies



Short form death certificate

OREGON HEALTH AUTHORITY CENTER FOR HEALTH STATISTICS DELAYED CERTIFICATE OF DEATH				136-2012-999999 <small>(State of Oregon)</small>	
1. Last Name Justin		3. Sex A		5. Date of Birth February 26, 2012	
2. First Name Justin		4. Age 86 years		6. Social Security Number 543-78-1232	
7. Date of Death January 19, 1926		8. Place of Birth Catchcan, Alaska		9. Country of Birth Hawaii	
10. Sex of Deceased at Death Male		11. Decedent's Ethnicity White		12. Decedent's Education 9th - 12th grade	
13. Residence - Number and Street 111 Ave Street NW		14. City/Town Salem		15. Is Decedent a Veteran? Yes	
16. Residence - County Polk		17. State or Foreign Country Oregon		18. Zip Code + 4 97301	
19. Marital Status at Time of Death Married		20. Spouse's Name (Last, First, Middle) Willy Example		21. Is Spouse City Listed? Yes	
22. Occupation Driver		23. Type of Business Industry Bakery		24. Spouse's Name (Last, First, Middle) Mother Example	
25. Father's Name Justin A. Sample Sr.		26. Telephone Number PHOS AVAILABLE		27. Residence 10 Decedent 111 Ave Street NW, Salem, OR 97301	
28. Residence Name Nursing Facility		29. Place of Death Tierra Rose Care Center		30. Is Decedent a Veteran? Yes	
31. Location of Death 111 Ave Street NE		32. Place of Burial Oakland Crematory		33. Is Burial City Listed? Salem, Oregon	
34. Method of Disposition Cremation		35. Date of Burial March 06, 2012		36. Burial License Number CD-3584	
37. Funeral Home Name Virgil T Golden Funeral Service		38. Address of Funeral Home 605 Commercial Street SE, Salem, Oregon 97301		39. Decedent's Signature Justin A. Sample	
40. Signature TSD		41. Date Signed March 06, 2012		42. Licensure Number 326451	
43. Signature Justin A. Sample		44. Date Signed March 06, 2012		45. Licensure Number 326451	



Other recent changes

- ▶ Veterans' use only certified copies sent to Veterans' Services Offices directly
- ▶ New state recognition of marriages between persons of same sex occurring in other states

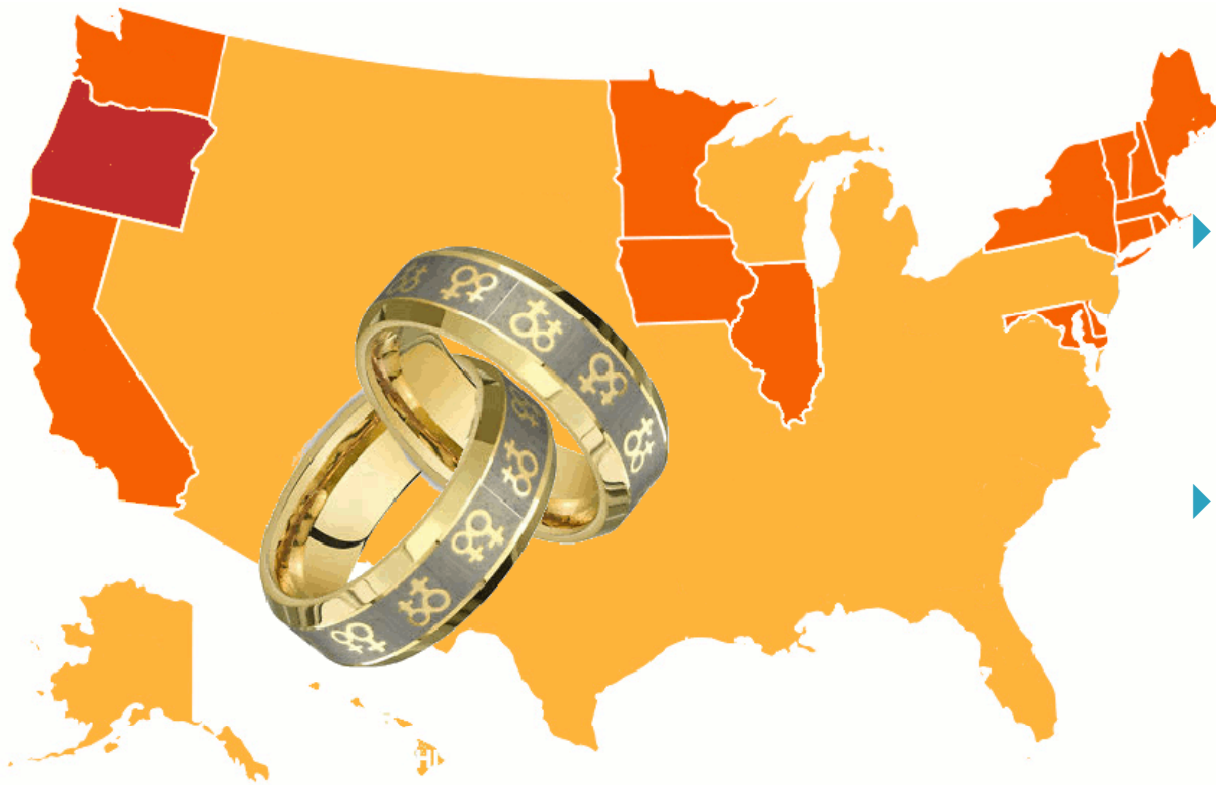


Veterans' use only directly to Veterans' Services office

- ▶ Why change?
- ▶ How was it changed?
- ▶ What does the county vital records office need to do?



Recognizing same sex marriages



- ▶ Spouses on death records
- ▶ Parents on birth records

Resources

- ▶ Newsletters
- ▶ Emailed notices and alerts
- ▶ Quarterly reports on timeliness
- ▶ Sight verification tool
- ▶ Information on the web
- ▶ Call list by subject area



May 2013

INSIDE

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Insight paper numbers, locate, search and void 3
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Archives articles table of contents

Quiz Time!

How well do you know your vital records stuff? Take our quiz and find out.

1. What is the maximum time you may hold a death certificate before sending it to the state?
 - a. 3 days
 - b. 5 days
 - c. 7 days
 - d. 10 days
2. How long may counties issue birth certificates past the date of birth?

Oregon Health Authority

SIGHT VERIFICATION TOOL - Death certificate
FOR COUNTY-USE ONLY
OREGON HEALTH AUTHORITY
CENTER FOR HEALTH STATISTICS
CERTIFICATE OF DEATH

The form contains various fields for personal information, medical history, and cause of death. Red boxes highlight specific areas like 'Check for ID card', 'Check for ID card', and 'Check for ID card'. A yellow box at the bottom states: 'With limited exceptions, if manner of death (M10) is other than natural, the certificate must be a M.E. and signed here. (See back for further information.)'

Oregon Health Authority
Public Health

Topics A-Z

Public Health > Birth and

Annual Reports
County Data Book
Volume 1
Volume 2

COVER OREGON
Our health insurance marketplace

Volume 2
Annual Report: Volume 2
Volume 2 presents data on deaths (all ages) and perinatal deaths.
See volume 1 for data on births, induced terminations of pregnancy, and teen pregnancy.

2012 2011 2010 2009 2008 2007

2011 2010 2009 2008 2007

Vol. 2 Vol. 2 Vol. 2 Vol. 2 Vol. 2

Future webinars

- ## ► Our plans for 2014



Questions?

