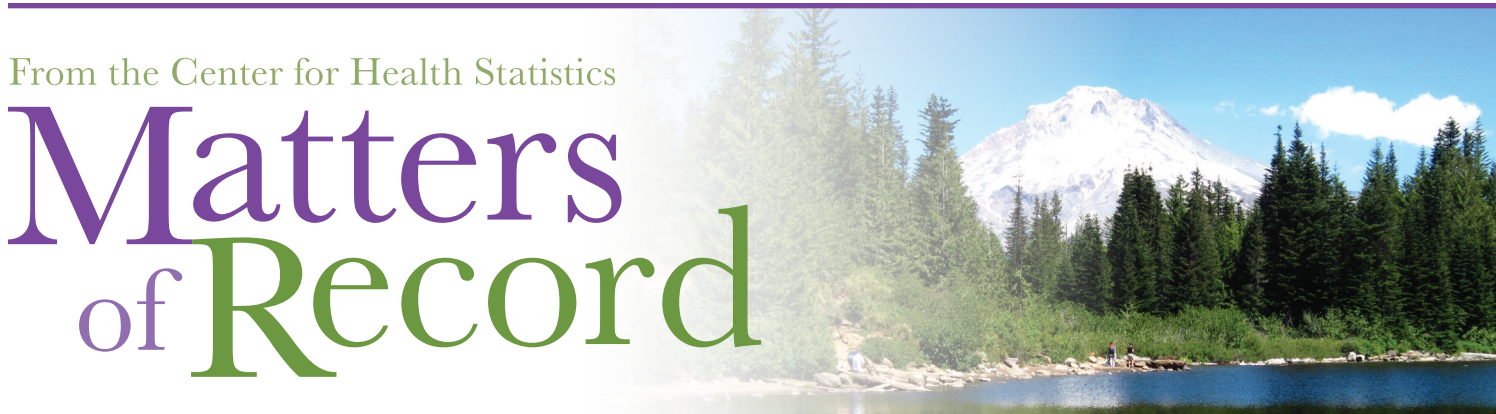


Matters of Record



County Vital Records news June 2017

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Serving our veterans and their families: An updated order form for funeral homes

At the Center for Health Statistics, we recognize the service and sacrifice of Oregon’s veterans and continue to support their families in accessing benefits and obtaining services by providing certified copies of birth and death records. In April, our office sent notification through our county listserv that we revised the funeral home order form for certified copies of death records. The form is used by funeral homes to assist families in ordering short and long form death certificates, as well as free veterans’ use copies.

The revisions we made to the form include: more user-friendly options to request free veteran’s copies, easier to locate addresses of Veterans’ Services Offices (VSO) in Oregon and nationwide, and a comprehensive list of all county vital records offices where certificates can be requested. These updates will hopefully provide better documentation for people ordering and ensure the appropriate veteran’s office receives the form.

We recognize that counties may have their own order forms. Counties should additionally accept this version of the form if received from funeral homes. We’ve provided the form in both a fillable PDF format, as well as an editable Word version, so counties can edit the form to include their own logos or contact information if they choose.

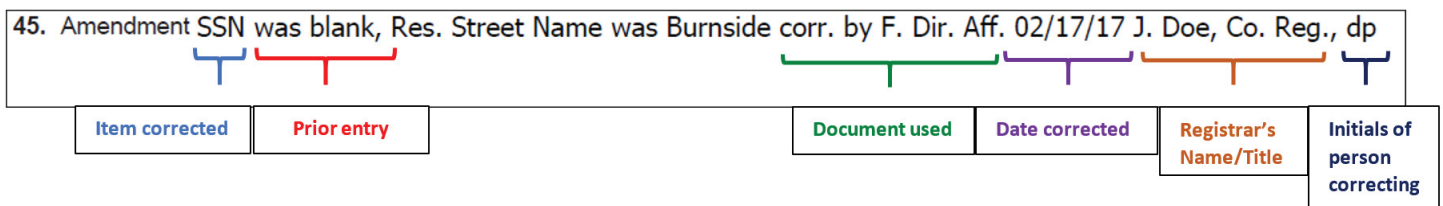
You can access the form by going to our website <http://public.health.oregon.gov/BirthDeathCertificates/RegisterVitalRecords/Pages/InstructionsDeath.aspx>

If you have any questions about the form, contact Jackie Muir at 971-673-1194 or jackie.l.muir@state.or.us.

Adding footnotes to a death certificate

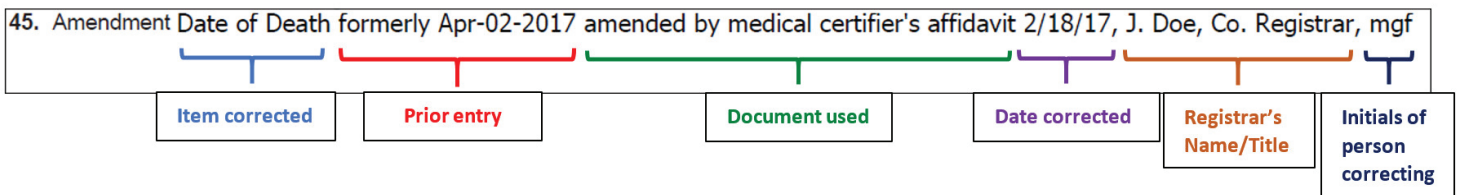
All corrections to a death certificate must be documented with a proper footnote. Footnotes are critical for tracking changes and are legally required. Sometimes you may be physically unable to change a certificate or type the footnotes; for example, if you don't have access to a typewriter or if the footnotes are too long to type in the provided space. In this case send the certificate and affidavit to the state. Wait for the record to be registered, then issue the corrected record electronically. Do not issue from an unchanged certificate that has pending amendments, and do not change a certificate without documenting those changes by typing a footnote.

A proper footnote includes: the item that was corrected, what the information was prior to correction, the document used to correct the record, the date the correction occurred, the name and title of the county registrar, and the lowercase initials of the person who completed the correction.

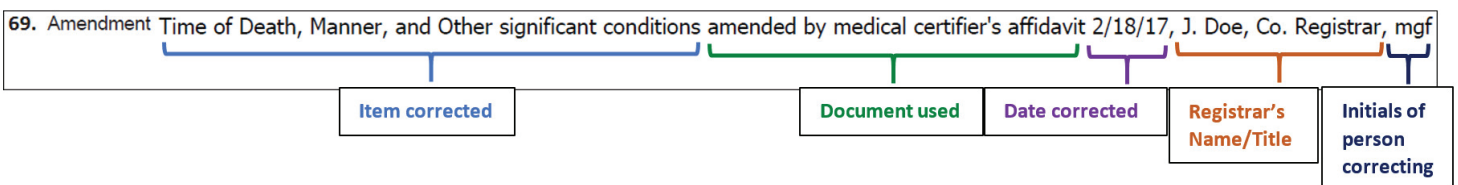


When typing a footnote use small font and begin in the upper left hand corner of the footnote box to ensure you have room for the footnotes of future amendments. Use abbreviations as necessary.

Changes to the **personal section**, including the date of death, should be footnoted in **box 45** so they appear on a short form. Remember that the date of death can only be corrected by the medical certifier.



Changes to the **medical portion** of the certificate should be documented in **box 69** so they appear only on a long form certificate. Unlike personal footnotes, medical footnotes do not require any reference to what the prior information was before the correction. This is due to the length of medical entries and the limited amount of space for footnotes.



If you have any questions about footnotes on death certificates, or would like a list of suggested abbreviations for footnotes, contact Derrick Patterson at 971-673-1163 or derrick.c.patterson@state.or.us.



Verification for births and home births without a licensed attendant

The **verification of live birth** is one requirement in [OAR 333-011-0220](#) for registering a live birth (within one year of the date of birth) that occurred outside a facility and without a licensed attendant present. Mothers are required to provide evidence that a live birth resulted from their pregnancy. One approved evidence option is “Presentation of the child at the state or county vital records office.” So, mothers may visit your offices and ask you to complete a [Vital Record Office Verification of Live Birth form](#). This is simple to do.

Upon the presentation of the infant, the clerk who “views” the child, completes the [Vital Record Office Verification of Live Birth form](#), copies the mother’s photo ID and then faxes these items to the state vital records office. These instructions are also included on the form. If you are interested in an electronic version of the form or have any questions, please email Amanda Vega at amanda.l.vega@state.or.us.

For the full text and a complete list of requirements see [OAR 333-011-0220](#) (Registering Live Births that Occur Outside of a Facility and Without a Licensed Attendant within One Year of the Date of Birth).

New certificate paper for vital records

After months of waiting, we finally have new security paper from a new vendor. We are back to intaglio paper with an intaglio border and seals in the lower right and left hand corners. The new paper has one obvious new security feature – a silver foil in the shape of a salmon that says “Oregon” when held up to the light in the upper right corner. Other security features include a latent “V” and an “R” in upper seals, and a Vital Records watermark.

The price of the new paper has increased to 24.5 cents per sheet.

Counties need to use up their stock of old paper before using the new paper. The DMV and Passport offices have been notified of the change.

If you have questions about the new paper, or need to place an order, please contact Kelly Stacey at 971-673-1193 or kelly.a.stacey@state.or.us.



New fees effective January 1, 2018

REMINDER: On January 1, 2018 the next phase of the 2016 fee increase will take effect. The fees for the first copy of a vital record will be the same as any additional copies of the record. The short form vital record fee will continue to be \$25; however, any additional copies will now also be \$25. Click [here](#) for a fee schedule table.

Make a plan. Counties should start preparing for the upcoming change. We have created a fee change checklist for counties to reference (click [here](#)).

There are many places fees appear such as on websites and forms. In addition, many counties are required to obtain approval by their county government entity prior to making the changes. This process can sometimes take longer than anticipated. Starting the process now will help ensure a timely and smooth transition.

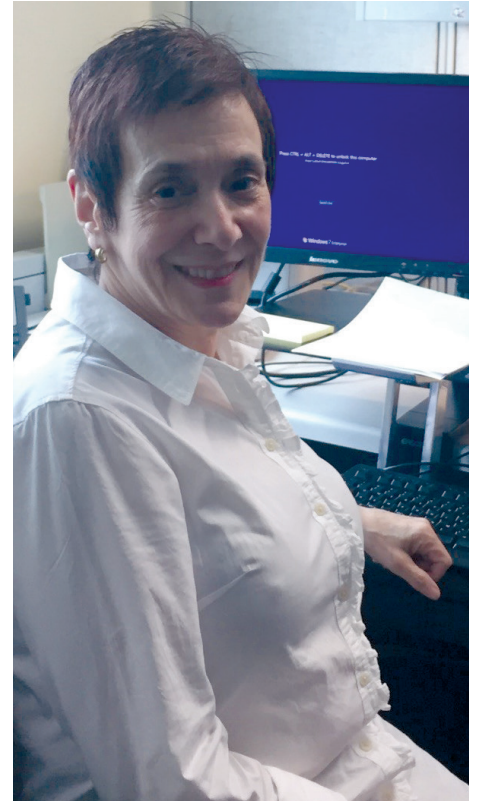
The Center for Health Statistics website, forms and OVERS will all reflect the new fees starting January 1, 2018.

If you have any questions, please contact Jennifer Woodward at jennifer.a.woodward@state.or.us.

Counties should start preparing for the upcoming fee change.

Cynthia Roeser is retiring

The Center for Health Statistics is announcing the retirement of Cynthia Roeser, Vital Records' Data Entry Supervisor. You may know her as the primary contact for midwives, birth information specialists and their managers. Although we are sad to see her go, we are very grateful for all she has done for vital records and wish her the best of luck!



1. How many years have you worked for the state of Oregon? How did you get started?

By the time I retire, I will have worked for the state of Oregon for 10-1/2 years. I went to have my haircut one Saturday and as I was waiting for my hairdresser to finish with the gentleman in the chair, my hair dresser mentioned to me that this customer worked for the state. The customer and I started talking and he mentioned there was an opening for a supervisor for the certification unit for the Center for Health Statistics (CHS).

2. Do you have a funny story or anecdote about your time with Vital Records to share?

JoAnn Jackson, the State Registration Manager, and I were driving down a rural highway coming back from a triennial review and an owl almost hit the car!

3. What has been the most memorable change you've seen in CHS over the years?

The two biggest changes I've seen are when we started using the OVERS system, along with this past year when we got scanners and started scanning our marriage and divorce records into OVERS.

4. What part of your job have you liked the most?

I really enjoy the customer service. It feels good to help a family member get a death record or a birth record, or just helping anyone who has an urgent need for a record. I will track down the record for them and make sure it gets processed so they can get copies for things such as insurance purposes or needing a birth record for their baby to travel overseas.

5. What does retirement look like for you? Any hobbies you're wanting to pick up? Any big travel or family plans?

Busy! I love to exercise and I plan to do more of that, plus taking up paddling again. I also am going to plant a vegetable and flower garden. We have some little trips planned for the rest of this year, and in the next two years we have trips to Europe planned!

After 39 years with the state of Oregon, Carol Sanders retired

What does 39 years with the state of Oregon and 28 years with Vital Records look like? You won't run across many people who can answer that question, but at the Center for Health Statistics we have someone who can. Carol Sanders, the Certification and Amendments Manager at the state Vital Records office is retiring. Although we are saddened to see her go, the contributions she's made over the years and her influence in the world of vital records will carry on. We wish her all the best in her much-deserved retirement!



1. What was your first job at the state, and what other positions have you held during your 39-year career?

I moved to Oregon from Connecticut in 1977 and took what I expected would be a temporary job as an office specialist 2 in what was then called Environmental Health. A year later, I was lucky to be in the right place to get a promotion to an executive support specialist position for the Administrator of Environmental Health. In 1987, I began working as the executive support specialist for the Public Health Division director and worked there until 1989, when I became the certification unit manager in the Center for Health Statistics.

2. What is your favorite accomplishment during your career?

That's a hard question – I think one of the most rewarding is the number of staff that I helped hire, train, and saw move on to higher and more responsible positions or who stayed and became mainstays of the teams I have worked with. The second thing that comes to mind is working on the development and implementation of the web-based software used in vital records that replaced the Mainframe system. It took a long time, but it has been worth it and the software continues to be improved and utilized in new and different ways.

3. Looking back over the years, how has Vital Records evolved for you? Can you recall what the price of a vital record was when you first started, how many staff you've managed over the years, and an estimate of how many records you have amended?

I believe when I started in Vital Records in 1989 the basic record fee had just changed from \$11 to \$13. I don't have an old organizational chart, but my memory is that we had 10 full-time and one half-time staff in the certification unit. We reorganized some of the units in the office in 2000, and I was assigned to be the manager of the amendments unit and the staff working on records preservation. We also added some positions as workloads grew. The current total is 25 staff working in these areas. It is difficult to estimate the total number of staff I have managed over all these years. My best guess is 50-75 permanent staff and between 150-200 staff if you include the temporary staff. The amendment team currently amends 35,000-39,000 records per year. If I estimate that the average for all 16 years is 30,000 per year, then the amendment team has completed at least 390,000 amendments in this time period.

(Continued on next page)

4. What do you envision Vital Records will look like in another 39 years?

Well I hope there is a good replacement for microfilm – something that can retain an image of a record for a couple hundred years without fading or reducing the image quality! I was working in Public Health when the first computers were ordered for agency staff. I expect Vital Records staff will be able to view images of records on computer screens and reduce, enlarge and edit using touch screens like we now use on smart phones. I also expect all old records will eventually be imaged and available electronically, perhaps in a new computer format, rather than from paper or microfilm.

5. What will your average day look like now?

Well I hope to learn to sleep in later than 5:45 a.m. and to get in many more walks and trips to the gym, the library, Powell's, and eventually do more travel. I may dabble in art or take a photography or language class if I find myself getting bored.

6. Shakespeare wrote 37 plays. How many of those have you seen performed live and which was your favorite?

I have seen all of them, some of them probably more than 10 times. My favorite comedy is "A Midsummer Night's Dream" because of the complexity of the plot – characters in a fairy world interacting with characters from the court and the village rustics, who have some of the funniest scenes in Shakespeare. From the tragedies, I still like seeing another production of "Hamlet." There are so many ways to play Hamlet that he can seem like a different character depending on the director's interpretation of the play.

7. Do you have any words of wisdom for us?

I would like to steal a list from a mystery writer, Louise Penny, who had a character say that it was possible to have a good life by using the following phrases as often as necessary: "I'm sorry"; "I was wrong"; "Please forgive me"; and "I need help." There may be one more, but it escapes me at the moment, so maybe it should be "What have I missed?"

Wanted: newsletter topics

Have a question or idea for a future newsletter article? Contact Judy Shioishi, at 971-673-1166 or judy.shioishi@state.or.us. Judy collects ideas for articles and then shares them with the writing team.

Thank you to the contributors of this newsletter:

Jennifer Woodward, JoAnn Jackson, Carol Sanders, Karen Hampton, Cynthia Roeser, Karen Rangan, Judy Shioishi, Derrick Paterson, Amanda Vega, Kelly Stacey, Mike Aranda Jr, Jackie Muir, Mellissa Franklin, Johanna Collins, Patricia Stinson, Debbie Draghia, Carolyn Hogg, Krystalyn Salyer, Krista Markwardt, and Cody Wang.

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Order vital records: 1-888-896-4988

Website:

<http://public.health.oregon.gov/BirthDeathCertificates>

OVERS website:

<http://healthoregon.org/overs>

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Center for Public Health Practice/Center for Health Statistics

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