

Matters of Record



Birth certificate news

February 2018

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Update: New Birth Information Specialist training begins June 2018

The Center for Health Statistics (CHS) has delayed the rollout of our new training package for birth information specialists and midwives. Starting June 2018, all new staff who report births or fetal deaths electronically must complete this training before getting access to the OVERS system. Our goal is to have all existing birth information specialists and midwives complete the training by December 31, 2019. Managers – please keep an eye out for future information about this required training for your staff.



The training package includes three parts:

1. Oregon laws and policies for reporting births and fetal deaths;
2. a live demonstration of entering a report and an amendment into the OVERS system; and
3. the new eLearning training, “Applying Best Practices for Reporting Medical and Health Information on Birth Certificates,” created by the National Center for Health Statistics (NCHS).

The guidebooks previously provided to your facility complement the training.

Our office is also excited to announce that the Health Licensing Office of Oregon has approved the new eLearning training “Applying Best Practices for Reporting Medical and Health Information on Birth Certificates” as acceptable Continuing Education (CEU’s) for Licensed Direct Entry Midwives (LDM’s).

For questions about continuing education, contact Callie Zink at 503-373-2088 or callie.r.zink@state.or.us. For questions about the training package, contact Judy Shioishi at 971-673-1166 or judy.shioishi@state.or.us.

New resource: Fetal Death Reporting Quick Reference Guide

The Center for Health Statistics has a new resource to help properly report fetal deaths. The Fetal Death Reporting Quick Reference Guide contains detailed steps on how and when to report a fetal death, as compared to reporting a live birth with subsequent death. The guide includes flowcharts to help decide if a fetal death is reportable and if a disposition permit is needed. The guide also shows you where to download the disposition permits, which are always required when fetal remains are removed from the facility where the delivery occurred.

Accurate reporting of fetal deaths improves data quality and our new guide is meant to help birth facilities easily understand this process. We mailed a Fetal Death Reporting Quick Reference Guide to each facility in November. If you have any questions about the guide or about fetal death reporting, contact Cody Wang at 971-673-1151 or chenghan.wang@state.or.us.

Fetal Death Reporting Quick Reference Guide
A facility's guide to reporting requirements

Reporting a Fetal Death to the Center for Health Statistics:

1 First determine if fetal death or live birth with subsequent death
Whether a delivery is a fetal death or is a live birth, a medical determination must be made.

What is a fetal death?

- ❖ When a fetus dies unintentionally, prior to the complete expulsion or extraction from its mother.
- ❖ The death is indicated by the fact that the fetus does not breathe or show any other evidence of life. Evidence of life includes beating of the heart, pulsation of the umbilical cord or definite movement of the voluntary muscles.

If a baby is born alive and dies shortly after birth:

- ❖ **DO NOT** file a fetal death report.
- ❖ **DO NOT** give parents or funeral home a fetal disposition form (form is not legally valid for a live birth).
- ❖ **DO** complete a report of live birth (funeral home will complete the report of death).

2 Determine if fetal death report is required to be filed
A fetal death is required to be reported to the Center for Health Statistics when:

- ❖ The fetal weight is 350 grams or more.
- ❖ If weight is unknown, the gestation period is greater than 20 weeks.
- ❖ If the report is not required to be filed, the family can request that a fetal death report be completed for commemorative certificate purposes.

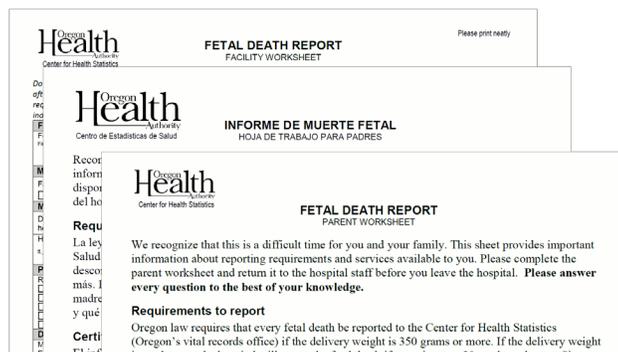
Flowchart: A flowchart starting with a decision diamond: "Fetus/infant delivered showing signs of life?". If "No", it leads to "Fetal weight more than 350". If "Yes", it leads to "Gestation greater than 20 weeks". From "Fetal weight more than 350", a "Yes" leads to "File Fetal Death Report" and an "Unknown" leads to "Gestation greater than 20 weeks". From "Gestation greater than 20 weeks", a "Yes" leads to "File Fetal Death Report". A separate path shows "Funeral director completes record of death" leading to "Complete a Report of Live Birth", which then leads to "Infant living at discharge?".

New fetal death worksheets now available

New fetal death worksheets were posted on January 1, 2018. The worksheets provide clearer information for parents as well as birth information specialists. You will notice that a lot of information have been removed. Items were removed because a national committee determined that the quality of the information was poor. We hope the new worksheets will help reduce errors when entering information into OVERS. The process of registering fetal death records will now be faster.

Please make sure to discard the old fetal death worksheets and use the new ones. The new fetal death worksheets can be downloaded here: <http://www.oregon.gov/oha/PH/BirthDeathCertificates/RegisterVitalRecords/Pages/InstructionsFetalDeath.aspx#instrux>.

If you have any questions, please contact Cody Wang at 971-673-1151 or chenghan.wang@state.or.us.



Encourage parents to order birth certificates within one year

Try to encourage parents to order their child's birth certificate within the first year of birth. Not only is it important to confirm that the birth information was correctly registered, it is also easier to correct errors within the first year. Typographical errors can be fixed by the birthing facility without any fees. Parents may also request a one-time name change within the first year with a notarized birth correction affidavit.



After the first year, the amendment process gets more complicated and expensive. In addition to the usual forms, parents must pay the \$35 amendment fee and misspellings require dated, original evidence documents. In some cases, a court order is required.

Questions about amending vital records? Contact the Amendments team at CHS.Amendments@state.or.us. For questions about ordering birth records, contact Oregon Vital Records at 971-673-1190.

Thank you, BIS Workgroup!

The Birth Information Specialist (BIS) Workgroup was created last year to improve communication between birth information specialists and our office to make our documentation more clear and useful. This is part of our continuing effort to improve the accuracy and timeliness of reporting births and fetal deaths. We would like to extend a special thanks to the current BIS Workgroup for a job well done!

The workgroup is currently seeking new members. Currently, the group meets once a month for about two hours, with periodic check-ins between meetings. Responsibilities include reviewing resources from our office and offering feedback via email or conference calls. Most members commit to serving for one year. Any birth information specialist is welcome to join and we are especially interested to get midwives and managers to round out the group.

For more information about the BIS Workgroup or if you would like to join, contact Judy Shioishi at 971-673-1166 or judy.shioishi@state.or.us.

Announcing new webinar dates for 2018

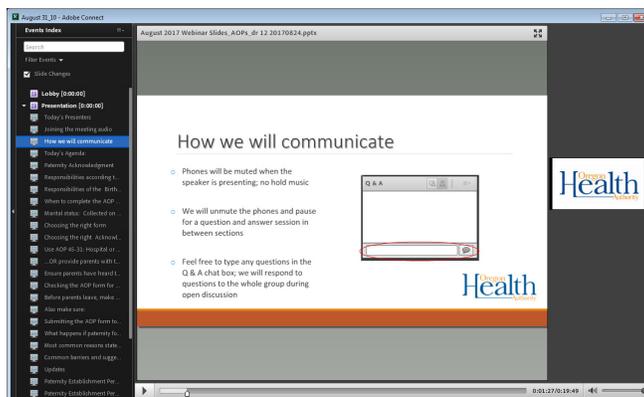
The Center for Health Statistics highly values communication with our partners. In addition to these newsletters, we provide information through listserv emails and webinars. Webinars are unique because it is meant to be a two-way conversation. All participants can ask questions, share concerns or provide suggestions during a webinar. Hearing from each other sparks further discussion during the webinar.

We plan to continue webinars in 2018. A schedule is forthcoming. Based on your feedback, we will keep the webinars short – generally around 30 minutes, including questions and discussion. We will change the schedule from Tuesdays and Thursdays to Tuesdays and Wednesdays in order to better meet scheduling at facilities. While information is targeted to birth information specialists and midwives, anyone is welcome to attend – including managers and nurses.

Live webinars are recorded for later viewing by those unable to attend. You can find past webinars on our birth registration web page. For each webinar, you can download a copy of the PowerPoint slides, a summary of questions and answers from both sessions, and the audio recording timed with the slides.

Please tell us what you need to know to make birth and fetal death records stronger and more efficient. You can request general information on a topic or propose a “case example” to discuss. Past topic suggestions include issues around surrogate mothers or what to do when a mother is unsure who the father of the child is. Send your suggestions to Judy Shioishi at Judy.Shioishi@state.or.us and we will do our best to meet your requests.

As always, thank you for being essential partners in the collection and registration of birth and fetal death records in Oregon.



REMINDER: Reduced fee for additional copies of records has ended

Effective January 1, 2018, all birth certificates will be \$25.00 per copy.

Please remember to:

- Dispose of any customer order forms or other materials that have a separate charge for additional copies, and
- Make your customers aware of the change.

Updated order forms are available at our website: www.healthoregon.org/chs. If you wish to order in bulk, please contact Mason Mohamed at 971-673-1173 or mason.a.mohamed@state.or.us.

Please check our fees web site www.healthoregon.org/feechanges for additional information.

If you have any questions at this time, contact Jennifer Woodward at 971-673-1185 or Jennifer.A.Woodward@state.or.us.

Parting thoughts from Krystalyn Salyer, OVERS Trainer

When I started with the Center for Health Statistics in December 2015, I came in thinking OVERS was a system used mostly for verifying birth and death events to determine eligibility for medical assistance programs. I quickly learned that it was so much more!

Over the last two years, I thoroughly enjoyed my time at the Oregon Vital Records office working with and learning from my fellow colleagues and you, our vital records partners. As the OVERS Training Coordinator and Communications Lead, I have enjoyed being a part of many projects. A couple of projects that stand out are the webinars we implemented last February with birth information specialists, midwives and managers; and leading the Birth Information Specialist Workgroup. Your work is vital to the accuracy of birth record data and I have appreciated your commitment and feedback as we work together to improve the health of all Oregonians.



I am now a Coordinated Care Organization Account Representative with the Health Systems Division in Salem. I live in Salem and am excited to be working closer to my home and family.

While the office is recruiting for my replacement, you can contact the following people for any questions regarding:

OVERS Training: OVERS Help Desk at 971-673-0279

Birth reporting webinars, Birth Information Specialist Workgroup and eLearning training package questions: Judy Shioishi at 971-673-1166 or Judy.Shioishi@state.or.us.

Fetal death worksheets: Cody Wang at 971-673-1151 or Chenghan.Wang@state.or.us.

New Data Processing Unit Team Lead

We are happy to announce that Cody Wang was promoted into the Data Processing Unit Team Lead position



on January 16, 2018. Cody has been working in the Center for Health Statistics' Registration Unit since January 2016 and you likely have communicated with him because he works closely with Birth Information Specialists and midwives registering birth and fetal deaths. He will be overseeing all vital records registration in his new role. He reports to State Registration Manager, JoAnn Jackson.

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.

Contributors: Thank you to the contributors of this newsletter: Jennifer Woodward, JoAnn Jackson, Ryan Sanders, Karen Hampton, Karen Rangan, Judy Shioishi, Melissa Alarcon Evans, Neal Peterson, Amanda Vega, Derrick Patterson, Jill Janisse, Kelly Stacey, Krystalyn Salyer, Rosa Ramirez Oropeza and Cody Wang.

Frequent contacts

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Birth Corrections

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971-673-1169
1 year +, Vanessa Grayson
971-673-1137

Death Corrections

Derrick Patterson
971-673-1163

Delayed Filings

Johanna Collins
971-673-1147

Filiations

Laura Hunsinger
971-673-1143

Adoptions

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CHS managers

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971-673-1185

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971-673-1178

Registration Manager

JoAnn Jackson
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971-673-1182

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Portland, OR 97293-0050

General information: 971-673-1190

Order vital records: 888-896-4988

Website:

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

OVERS website:

<http://healthoregon.org/overs>

PUBLIC HEALTH DIVISION

Center for Public Health Practice/Center for Health Statistics

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Contact the Center for Health Statistics at 971-673-1173 or 711 for TTY.