
County & Deputy Registrar *Vital Records Overview*

Public Health Division
Center for Public Health Practice
Center for Health Statistics
January/February 2017



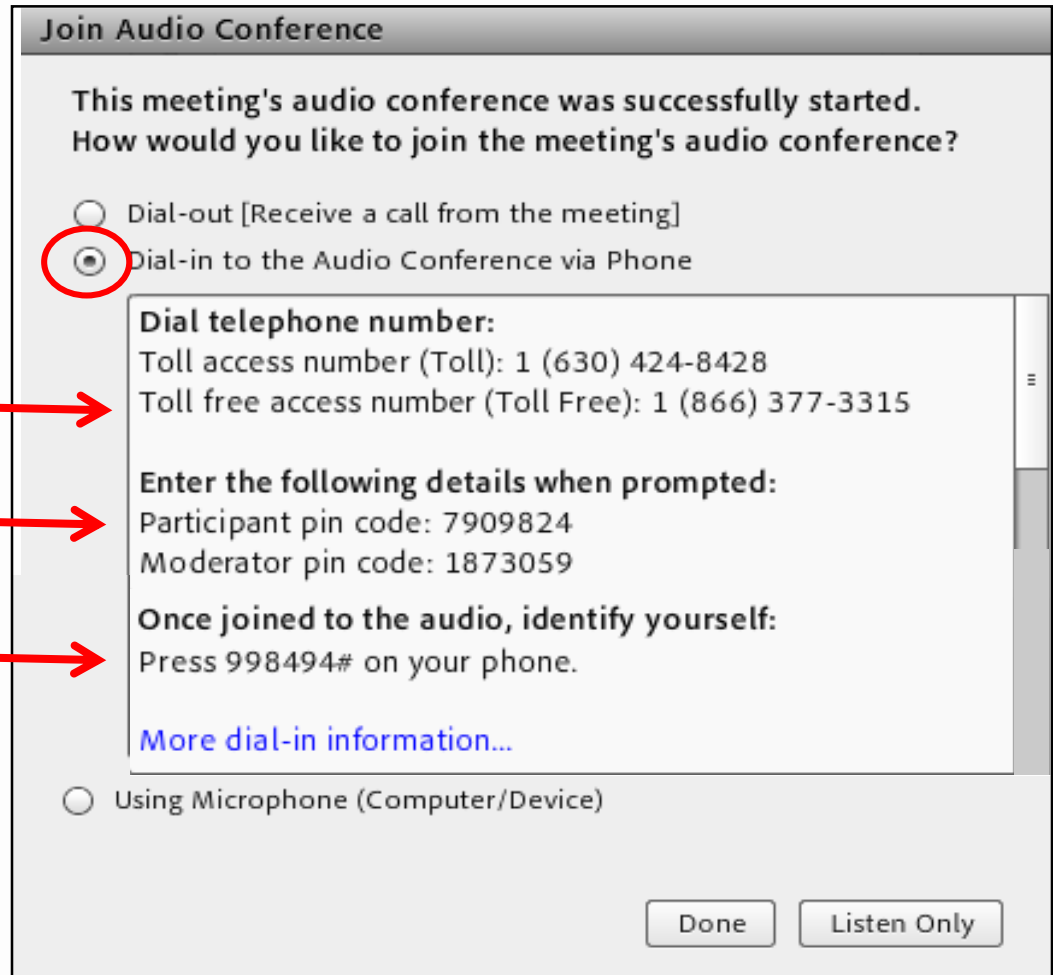
Presenters

Jennifer Woodward, State Registrar

Krystalyn Salyer, Training Coordinator

Joining the audio conference

Choose the
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This meeting's audio conference was successfully started.
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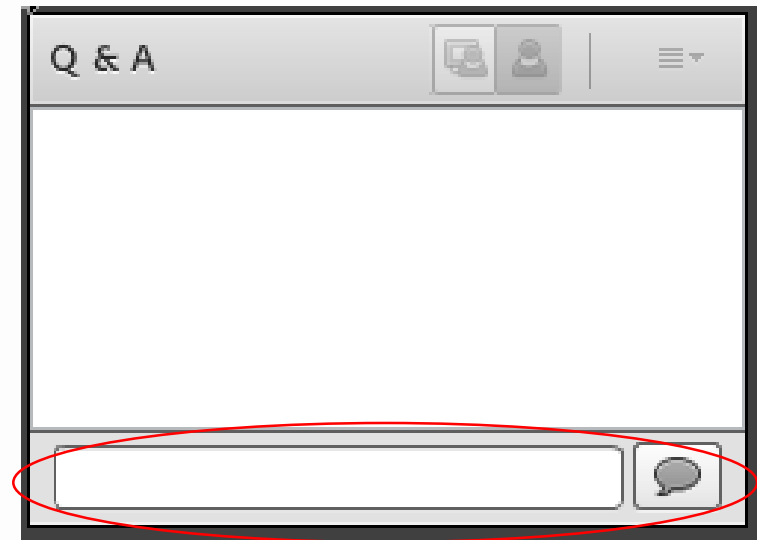
[More dial-in information...](#)

☐ Using Microphone (Computer/Device)

Done **Listen Only**

How we will communicate

- Question and Answer Session between segments (phones will be unmuted)
- Type your questions in the Q & A chat box; we can either respond to questions individually or address to the whole group



A new beginning

Vital Records Wheel



Today's Agenda

- **Overview of the Center for Health Statistics and responsibilities under law**
- **County duties & responsibilities**
- **Resources**

We will pause in between each section for a brief question and answer session

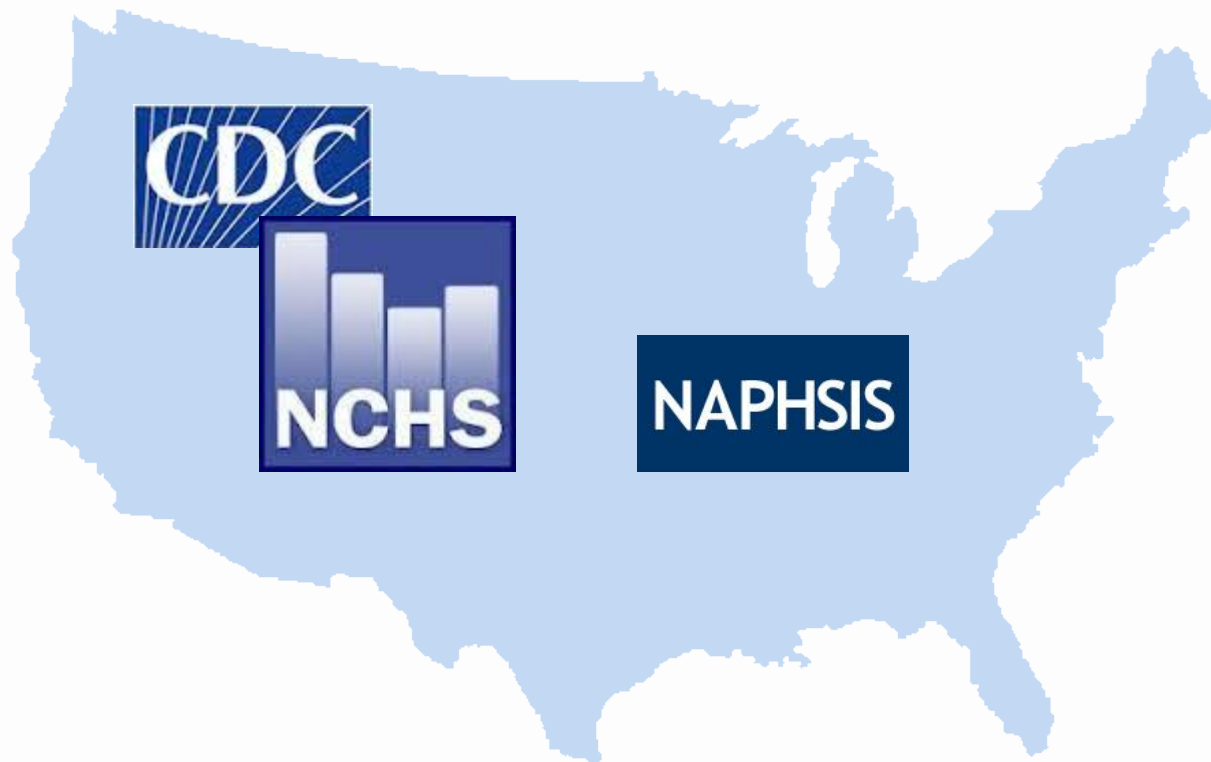
Overview of the Center for Health Statistics and Responsibilities Under Law

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?

- Births
- Deaths
- Marriages
- Divorces
- Fetal Deaths
- ITOP
- ORDP
- Dissolution of DP



County responsibilities according to law

- Outlined in ORS 432.035 (2)
- Administrative Rules OAR 333-011-0305
- *333-011-0205 County Vital Records Services



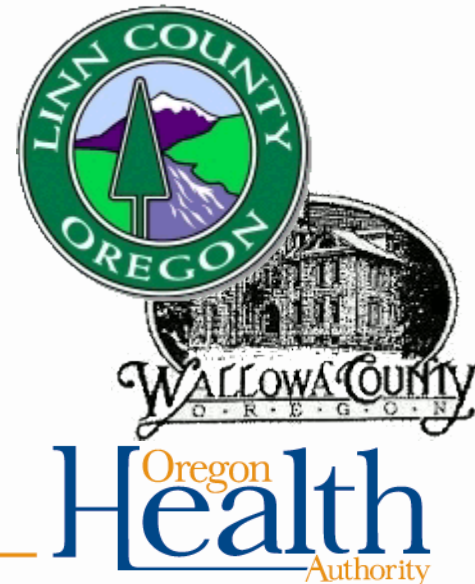
ORS 432.035

(2) The county and deputy county registrars shall:

- (a) Comply with all instructions of the state registrar;
- (b) Check upon the compliance of others with the provisions of this chapter and with rules adopted under this chapter; and
- (c) Make an immediate report to the state registrar of any violation of this chapter or of a rule adopted under this chapter coming to their notice by observation, upon complaint of a person or otherwise.

County Registrar and Deputy 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)



What you need to send to us:

	Letter to State Registrar on County letterhead	Vital Records Commission form	OVERS enrollment form
Appointing new County Registrar	From official in County appointing County Registrar. Include name of new Registrar and effective date.	Yes	Yes
Appointing new Deputy Registrar	From County Registrar. Include name of Deputy and effective date.	Yes	Yes
Removing County Registrar	From County official/supervisor of County Registrar. Include name, effective date and name of new County Registrar.	No	No
Removing Deputy Registrar	From County Registrar. Include name Deputy and effective date.	No	No

What we send to you:

The State will send the new County Registrar or Deputy Registrar:

1. Commission certificate

and

2. A copy of the approved vital records commission form



Important to remember - County Registrar appointments

- Commission renewed annually at beginning of calendar year
- 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
- Notify the State office immediately of departing County Registrars

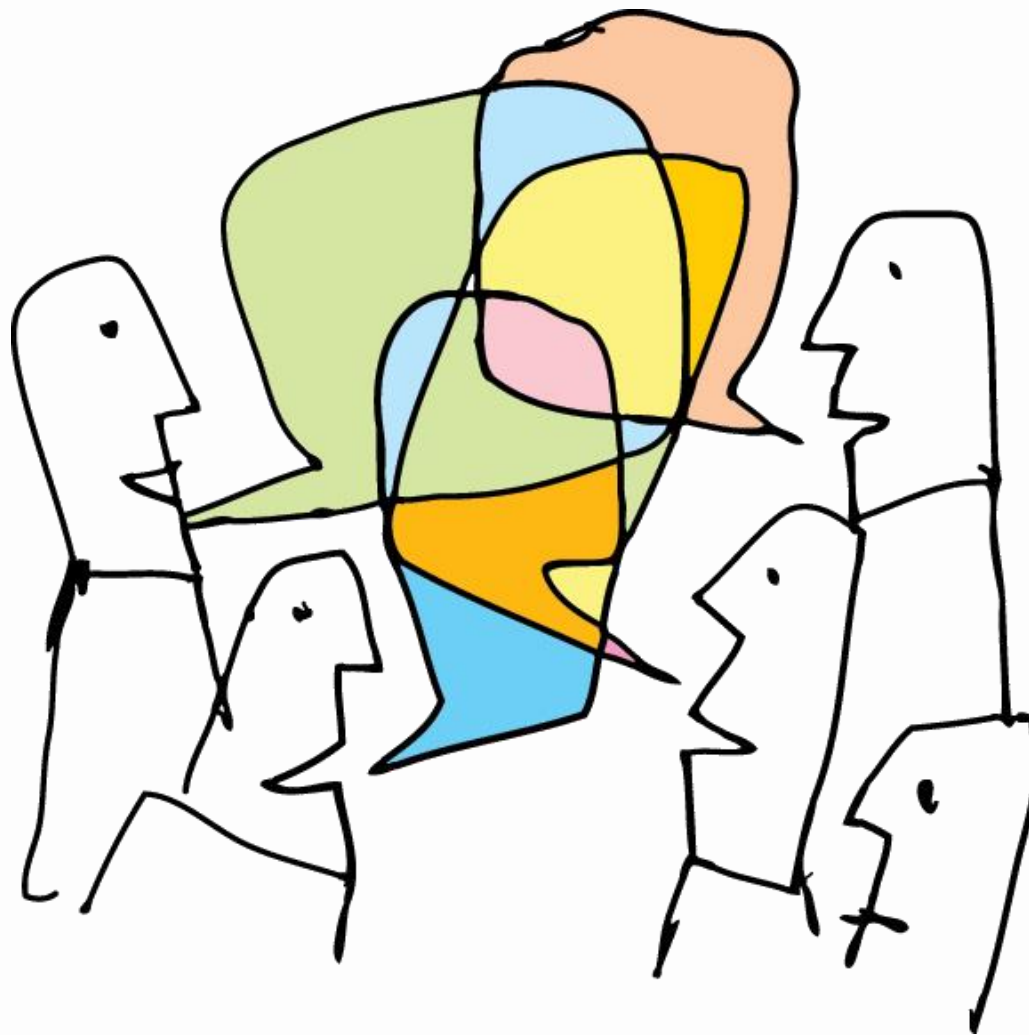


Important to remember - Deputy Registrar appointments



- Can be appointed by County Registrar
- Can have gaps between appointments
- Counties can have more than one deputy registrar
- Notify State office of any departing deputy registrars

Q & A



County VR Responsibilities



County VR Responsibilities



- Collection of vital records information for legal record and statistics determined at state and national level



Collect

County VR Responsibilities



- Forms collected by county
 - Paper and Hybrid Death Certificates, 24-hour receipt of body card, disposition permit
 - Paper birth records
 - Affidavits
 - Acknowledgement of Paternity



(Enter) DEPARTMENT (ALL CAPS)
(Enter) Division or Office (Mixed Case)

County VR Responsibilities

A sample of an Oregon Death Certificate form, titled "FOR COUNTY USE ONLY SIGHT VERIFICATION TOOL - Death certificate". The form includes fields for personal information, medical history, and cause of death. A large orange circle with the word "Register" is overlaid on the bottom right of the form.

Register

- Immediately register non-electronic reports of death (hybrid or fully paper) if legally sufficient
- 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



Sight Verification Tool

FOR COUNTY USE ONLY
SIGHT VERIFICATION TOOL - Death certificate

OREGON HEALTH AUTHORITY
CENTER FOR HEALTH STATISTICS
CERTIFICATE OF DEATH

Check for ID Tag 245874 Must be your county Death must have occurred in the last 6 months

1. Legal Name: First John Middle Michael Last Doe 2. Death Date: June 22, 2011

3. Sex: Male 4. Age: 56 years 5. Social Security Number: 516-13-1321 6. County of Death: Multnomah

7. Birthdate: March 12, 1955 8. Birthplace: Portland, Oregon 9. Decedent's Education: High school grad. or GED

10. Will: Decedent's Signature: No 11. Decedent's Race: White 12. Was Decedent Ever in U.S. Armed Forces? Yes

13. Residence: Number and Street: 123 N Oak Street 14. City/Town: Portland 15. State: Oregon 16. ZIP Code: 97111

17. Marital Status at Time of Death: Never married 18. Spouse's Name Prior to First Marriage: Martha Miller

19. Usual Occupation: Mason 20. Kind of Business/Industry: Construction

21. Father's Name: James Doe 22. Mother's Name Prior to First Marriage: Martha Miller

23. Decedent's Name: John Doe 24. Relationship to Decedent: Sister 25. Mailing Address: 4477 N Pine Street, Portland, OR 94554

26. Decedent's Residence: 123 N Oak Street 27. City/Town or Location of Death: Portland 28. State: Oregon 29. ZIP Code: 97111

30. Name and Complete Address of Funeral Facility: Memorial Funeral Home, 505 NE 1st Street, Newberg, Oregon 97135

31. Date of Disposition: TBD 32. Funeral Director's Signature: [Signature] 33. License Number: CO-3002

34. Registrar's Signature: [Signature] 35. Local File Number: 45-20P (01406)

36. Was case referred to Medical Examiner? No 37. Autopsy? No 38. Were autopsy findings available to complete the cause of death? No 39. Time of Death: 5:30 pm

40. Enter the chain of events - diseases, injuries, or complications - that directly caused the death. DO NOT ENTER TERMINAL EVENTS such as cardiac arrest, respiratory arrest or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE.

41. Final disease or condition resulting in death: Cerebrovascular Accident

42. Other significant conditions contributing to death: None

43. Manner of Death: Natural ☐ Natural ☐ Homicide ☐ Suicide ☐ Undetermined ☐ Pending at time of death ☐ Not reported, but apparent within 45 days before death ☐ Not reported, but apparent within 45 days before death

44. Did decedent use or contribute to death? ☐ Yes ☐ Probably ☐ No

45. Date of Injury (specify month/year): None 46. Time of Injury: None 47. Place of Injury (e.g., Decedent's home, construction site, workplace, vehicle, etc.): None

48. Location of Injury (specify street name and city, state, zip code): None

49. Describe how injury occurred: None

50. Injury and Incident or Event: None

51. Transportation Injury: ☐ Driver/Operator ☐ Passenger ☐ Pedestrian ☐ Other (Specify): None

52. Name and Address of Coroner: None

53. Health care provider(s) attending: None

54. Title of Coroner: None

55. License Number: None

56. Date Signed: June 23, 2011

57. Medical License: None

58. Signature: None

With limited exceptions, if manner of death (#52) is other than natural, the certifier must be a M.E. and sign here. (See back for further information.)

45-20P (01406)
Last revised: Oct. 2011

County VR Responsibilities



- Amendments occur *after* report is registered (now a record)
- Make legal changes to original fully paper and hybrid death reports
 - Excludes full name changes that change identity of decedent
 - Forward marital status and name of spouse changes to State, unless correction affidavit is submitted with original death record before registration
 - Mail signed affidavit and amended death record to the State

A form titled "AFFIDAVIT TO CORRECT A DEATH RECORD" from the Oregon Health Authority, Center for Health Statistics. The form includes fields for "NAME OF DECEASED", "DATE OF DEATH", "PLACE OF DEATH", and "Print/Type information clearly. If correcting name(s) please include full name of decedent." It also has a table for "Reason #", "Item #", "Original record now shows:", and "Corrected item should show:". A large orange circle with the word "Amend" is overlaid on the bottom right of the form. A blue stamp reading "COUNTY OFFICE" is also visible on the form.

County VR Responsibilities



- Make amendments only to the original death record while it is in the county office
 - Do not hold a registered record at the county beyond three days even if an amendment is expected
- Call us if you have any questions

A form from the Oregon Health Authority, Center for Health Statistics, titled "AFFIDAVIT TO CORRECT A DEATH RECORD". The form includes fields for "NAME OF DECEASED", "DATE OF DEATH", "PLACE OF DEATH", "Printed name of declarant", "Signature of declarant", "Printed name of declarant", "Signature of declarant", "Fees/Cer", and "Remarks". A large orange circle with the word "Amend" is overlaid on the form. A blue stamp reading "COUNTY OFFICE" is also visible on the form.

County VR Responsibilities



- 24- hour receipt of body cards (temporarily)
- Disposition and transit permits (temporarily)
- Store original death reports
(no more than 3 business days)
- Order forms
- Should not retain any original death or birth reports
- White copy death records



County VR Responsibilities



- Issue certified copies of birth & death records up to six months following the event
- Follow same regulations as State for release of certified copies
 - Sales are limited to the person born and immediate family, or the immediate family of the decedent for death records
 - Cannot share the records with other agencies/contractors unless specified in law
 - Can provide 2 certified copies of veteran's death record to VSOs



County VR Responsibilities



- Key all order information in OVERS
- Complete the order
- Track inventory of security paper in OVERS
- Charge same fees as State
- The fee is for the search

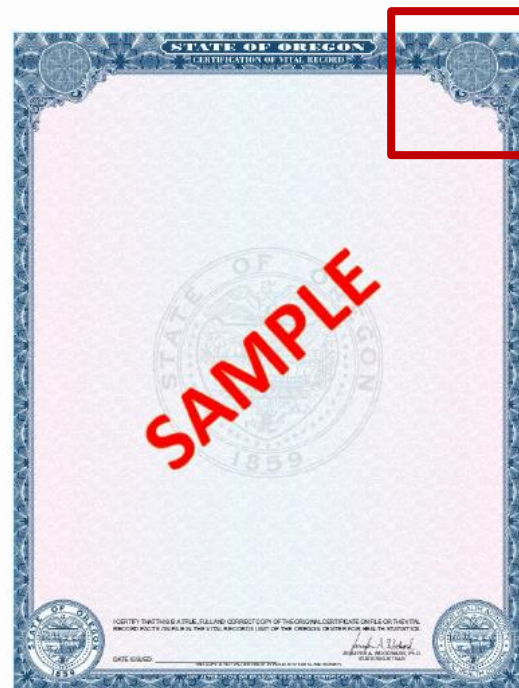


Fee Increase Coming in 2018

- OAR 333-011-0340
- Effective January 1, 2018, additional certified copies of the same record ordered at the same time shall be \$25 for each certified copy.

Intaglio Paper Coming Soon

- We have a new contract for certificate paper
 - Thank you for getting your orders in!
- New security feature – silver foil salmon at the top right of the page (not shown in this example)
- Orders to be delivered in March and April



County VR Responsibilities



- Information from birth, death, and fetal death records are used for county health assessments
- Primary source of information to assess health of Oregon's and the nation's population
 - Vital records data are used to analyze health trends, plan programs and develop policies.
- Website
 - Annual Reports, Data Maps, County Data Book
- Oregon Public Health Assessment Tool (OPHAT)



Public Health

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Annual Reports

Volume 1
Volume 2
County Data Book
Historical Reports

Public Health > Birth and Death Certificates > Vital Statistics > Annual Reports > Volume 1

Volume 1

Vital Statistics Annual Report - Natality

Volume 1 presents data on births, induced terminations of pregnancy, and pregnancy attempts.

See [Volume 2](#) for data on deaths (all ages), perinatal deaths and adolescent attempts.

2015 2014 2013 2012 2011 2010 2009 2007 2006 2005 2004 2003

Order a **BIRTH** Certificate

TABLE 1. Population, births, and deaths by county of residence, Oregon residents, 2014

County of residence ¹	Estimated population July 1, 2014	Total births	Birth rate ²	Total deaths	Death rate ²
Total	3,962,710	45,557	11.5	34,160	8.6
Baker	16,325	166	10.2	207	*12.7
Benton	88,740	737	*8.3	601	*6.8
Clackamas	391,525	4,092	*10.5	3,197	*8.2
Clatsop	37,495	409	10.9	392	*10.5
Columbia	50,075	493	*9.8	451	9.0
Coos	62,900	624	*9.9	860	*13.7
Crook	20,780	221	10.6	245	*11.8
Curry	22,355	145	*6.5	383	*17.1
Deschutes	166,400	1,787	*10.7	1,341	*8.1
Douglas	109,385	1,104	*10.1	1,398	*12.8
Gilliam	1,975	18	9.1	19	9.6
Grant	7,425	62	*8.4	71	9.6
Hamey	23,730	88	12.1	78	10.7
Hood River	208,375	304	12.8	193	8.1
Jackson	22,205	2,298	*11.0	2,288	*11.0
Jefferson	83,105	281	12.7	226	*10.2
Josephine	66,910	866	*10.4	1,162	*14.0
Klamath	7,990	792	11.8	761	*11.4
Lake	358,805	82	10.3	93	*11.6
Lane	46,890	3,682	*10.3	3,435	*9.6
Lincoln	119,705	428	*9.1	545	*11.6
Linn	31,470	1,434	12.0	1,293	*10.8
Malheur	326,150	393	12.5	296	9.4
Marion	11,525	4,397	*13.5	2,654	*8.1
Morrow	765,775	166	*14.4	65	*5.6
Multnomah	77,735	9,463	*12.4	5,494	*7.2
Polk	1,785	854	11.0	678	8.7
Sherman	25,480	19	10.6	21	11.8
Tillamook	78,340	257	*10.1	277	*10.9
Umatilla	26,485	1,032	*13.2	627	8.0
Union	7,070	290	10.9	269	*10.2
Walla	26,105	57	*8.1	88	*12.4
Wasco	560,465	307	11.8	327	*12.5
Washington	1,440	7,054	*12.6	3,196	*5.7
Wheeler	102,525	10	6.9	18	12.5
Yamhill		1,145	11.2	911	8.9

Statistics on our website

County VR Responsibilities



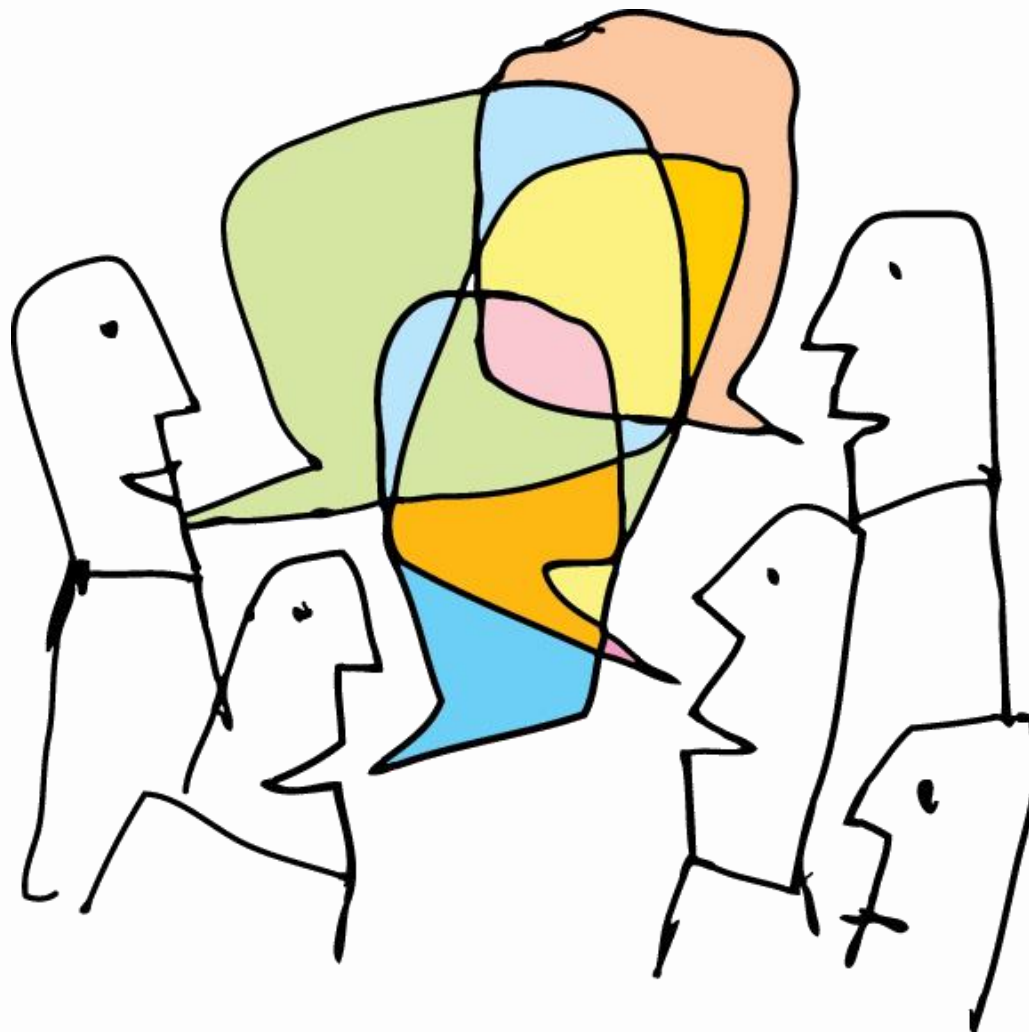
SECURITY

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

CONFIDENTIALITY



Q & A

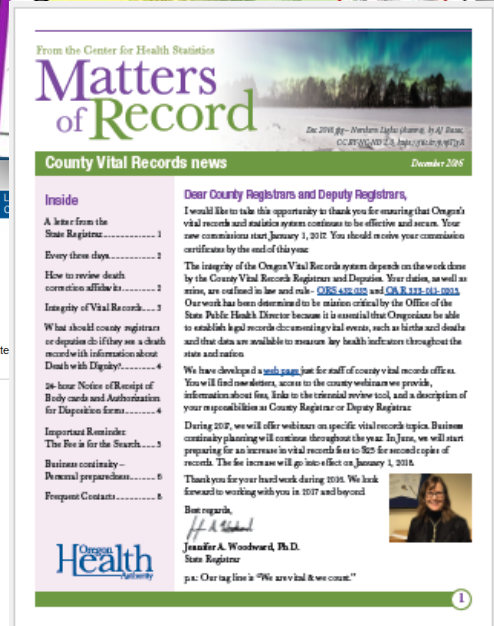


Resources

- Emailed notices and alerts
- Webinars
- County Vital Records Home Page

<http://public.health.oregon.gov/BirthDeathCertificates/Records/Pages/countytraining.aspx>

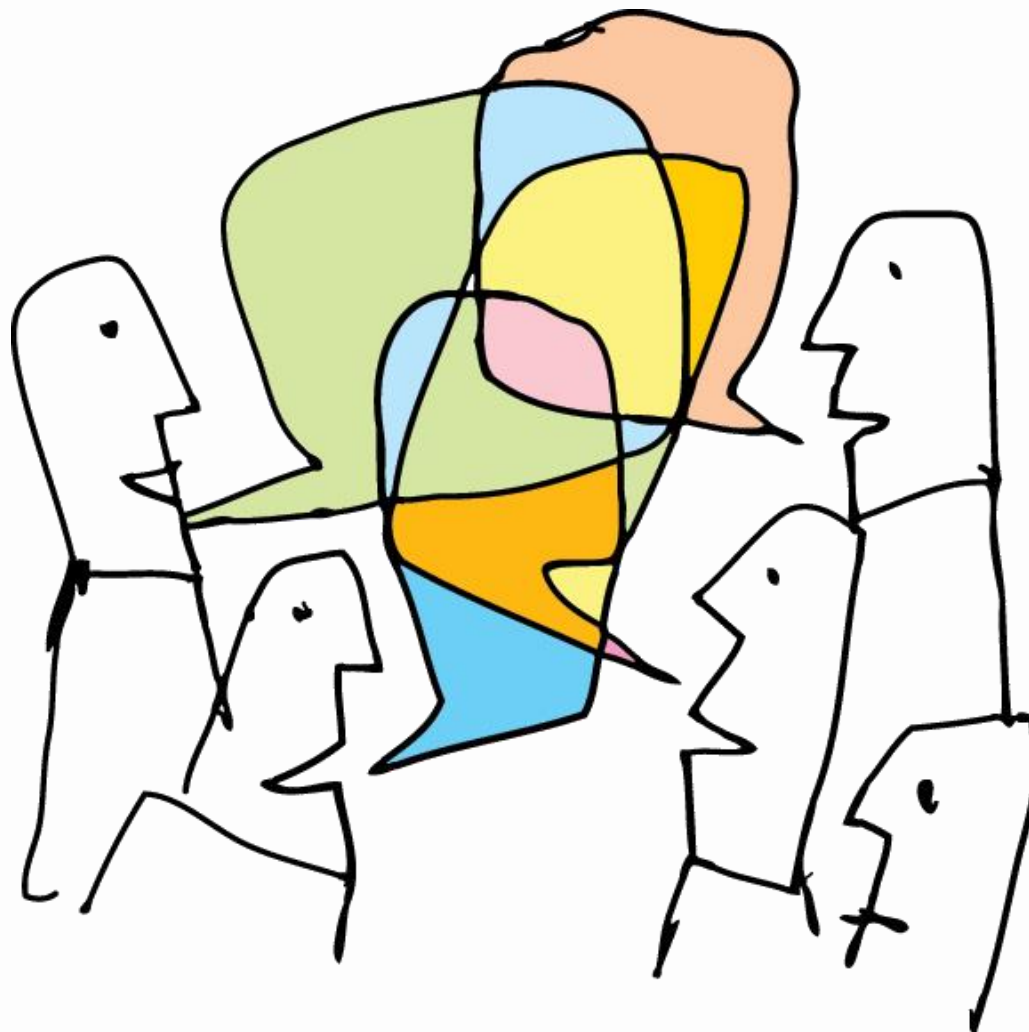
- Handouts for customers
- Newsletters
- Sight Verification Tool
- Reports
- CHS Telephone Reference Guide



Future webinars – Our plan for 2017



Q & A



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Thank you!