
County & Deputy Registrar Webinar

Q & A Session

November 2016



PUBLIC HEALTH DIVISION
Center for Public Health Practice
Center for Health Statistics

Today's Presenters

Jennifer Woodward, State Registrar

Carol Sanders, Certification and Amendments Manager

JoAnn Jackson, Registration Manager

Karen Rangan, Certification Supervisor

Krystalyn Salyer, OVERS Training Coordinator

Joining the audio conference

Choose the 2nd
option to Dial-In

The screenshot shows a 'Join Audio Conference' dialog box with the following content:

Join Audio Conference

This meeting's audio conference was successfully started.
How would you like to join the meeting's audio conference?

Dial-out [Receive a call from the meeting]

Dial-in to the Audio Conference via Phone

Dial telephone number:
Toll access number (Toll): 1 (630) 424-8428
Toll free access number (Toll Free): 1 (866) 377-3315

Enter the following details when prompted:
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Moderator pin code: 1873059

Once joined to the audio, identify yourself:
Press 998494# on your phone.

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Using Microphone (Computer/Device)

Buttons: Done, Listen Only

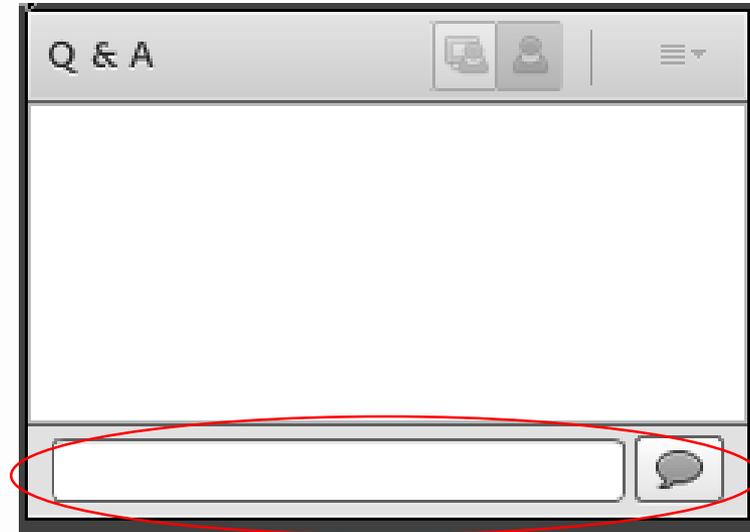
Red annotations include a circle around the 'Dial-in' radio button and three arrows pointing to the dial-in details section.

How we will communicate

Speak: when phones
unmuted

or

Q & A chat box: when
we take a break for a
discussion, you can use
this feature to ask
questions



Today's Agenda

Intro/Welcome: **Jennifer**

- ✓ Questions about Births to Surrogate Mothers: **Carol**
- ✓ *Family acting as a funeral director – process:* **JoAnn**
- ✓ *Voiding of certificate option of a service and replacements:* **Karen**
- ✓ *County's role re: adhering to policies with the 24 receipt of body card and disposition permit:* **JoAnn**
- ✓ *Home Births – county responsibilities and form:* **Carol**
- ✓ *Statistics and administrative use of vital records:* **Jennifer**
- ✓ *County home page site, FAQs, introduce new replacement procedure:* **Krystalyn**

1. Questions about Births to Surrogate Mothers

Carol Sanders

What happens at the hospital?

- Oregon law requires that the woman who gives birth be named on the birth certificate when it is registered.
- If the birth mother is not married, the biological father may sign an AOP at the hospital and the hospital can enter that name on the birth record.
- The live birth mother names the child. She may name the child with a name chosen by the intended legal parents if she chooses.
- Hospitals cannot list the intended legal parents on the birth record before it is registered, or name the child with a different name, even if they are presented with a court judgment ordering those changes.

The image shows a sample of an Oregon Health Birth Record Parent Worksheet form. The form is titled "Oregon Health Birth Record PARENT WORKSHEET (Page 1 of 2)". It contains several sections for data entry:

- CHILD:** Fields for "Legal name as you want it to appear on the birth certificate", "Date of Birth", and "Sex" (Male, Female, Undetermined).
- BIRTH MOTHER:** Fields for "Your Current Legal Name", "Maiden Name/Legal Name Prior to First Marriage", "Date of Birth", and "Social Security Number".
- MOTHER'S ADDRESS:** Fields for "Mother's Residence Address" and "Mother's Mailing Address (if different)".
- MOTHER'S ATTRIBUTES:** Fields for "Education" (3rd grade or less, 4th-12th grade, no diploma) and "Telephone Number" (Primary and Secondary).

Legal changes after registration



- After the birth record is registered, the state office creates a new birth record listing the new legal parents.
 - A court judgment must be submitted with an amendment fee.
- Parentage judgments can be filed prior to the birth of the child.
 - This clarifies who has legal custody of the child at the hospital.
- Attorneys may submit amendment requests with rush fees to the state office to obtain new birth records immediately after birth.
- If you get questions about who should be listed on the birth record, refer the questions to the state office.

Who can order the record?

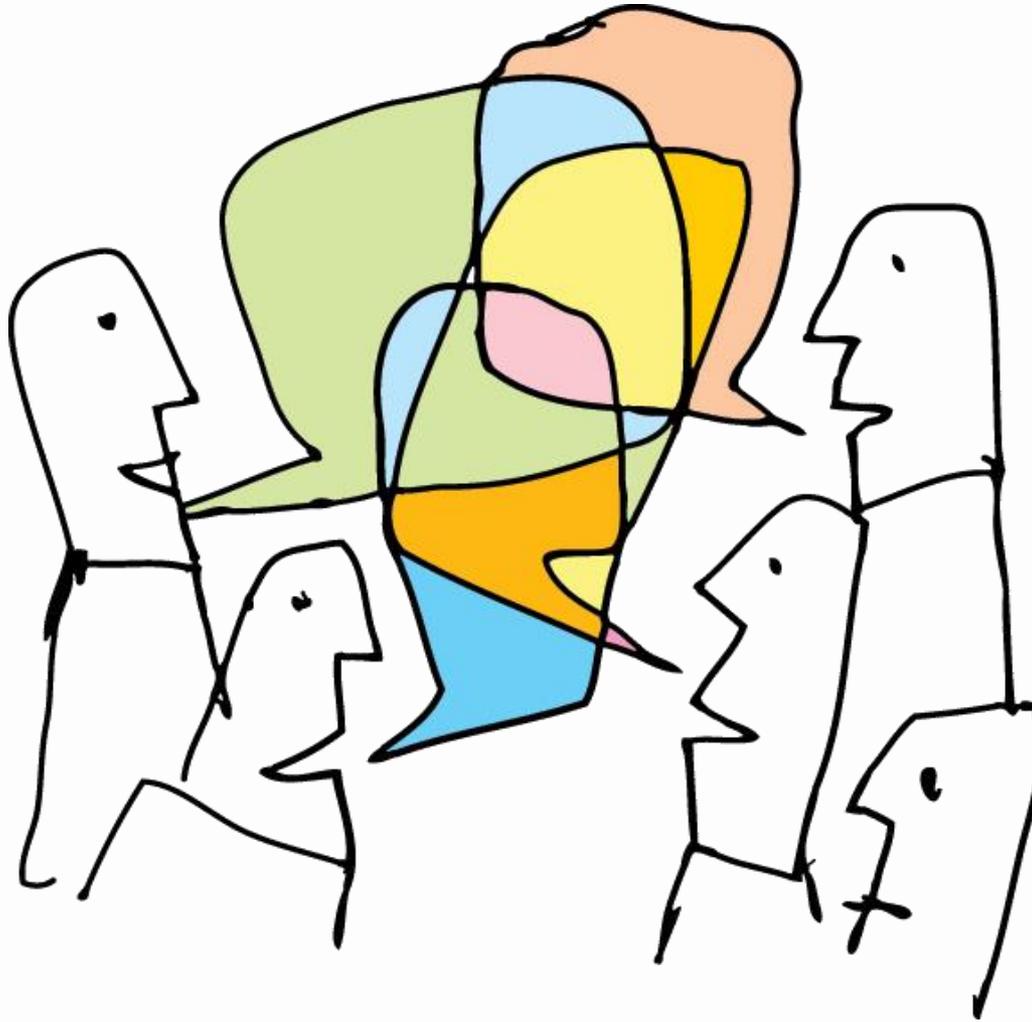
- Once the original birth record is filed, the live birth mother is eligible to order the birth record.
- The birth mother can't order after her name is removed, or after the state office puts a hold on the record saying an amendment is pending
- As usual, the birth record can be given to a person presenting legal custody documents, even when they are not named as a parent.

What to watch for when records are ordered

- As usual review whether the applicant is listed as a parent.
- If the applicant is a legal guardian, request a copy of the legal custody document.
- Pay attention to flags on the record—they may indicate an amendment is pending.
- If the record is flagged with a hold, don't issue the record without checking with the state office.
- For changes in parentage by court judgment, check with Debbie Draghia at 971-673-1152



Q & A

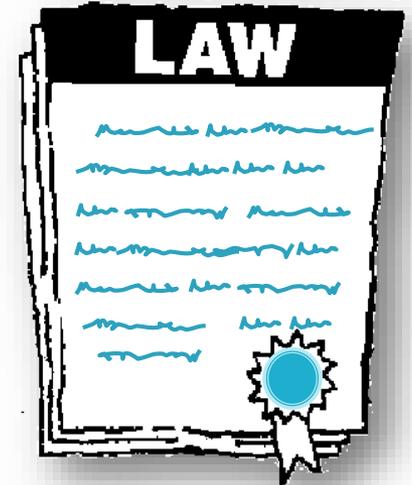


2. What if the family is acting as the funeral practitioner?

JoAnn Jackson

Background

- More people each year are choosing to take care of their own or family member's final arrangements, rather than a funeral service practitioner handling this for them. In fact, recently Willamette Week, a Portland newspaper, wrote an article about the growing interest in family's doing their own arrangements.
- In these cases, the family member is acting as a funeral service practitioner and must follow the laws related to completion of a death certificate.
- CHS has a packet of information for people acting as the funeral service practitioner, referred to as the Home Burial Packet.



Home burial packets

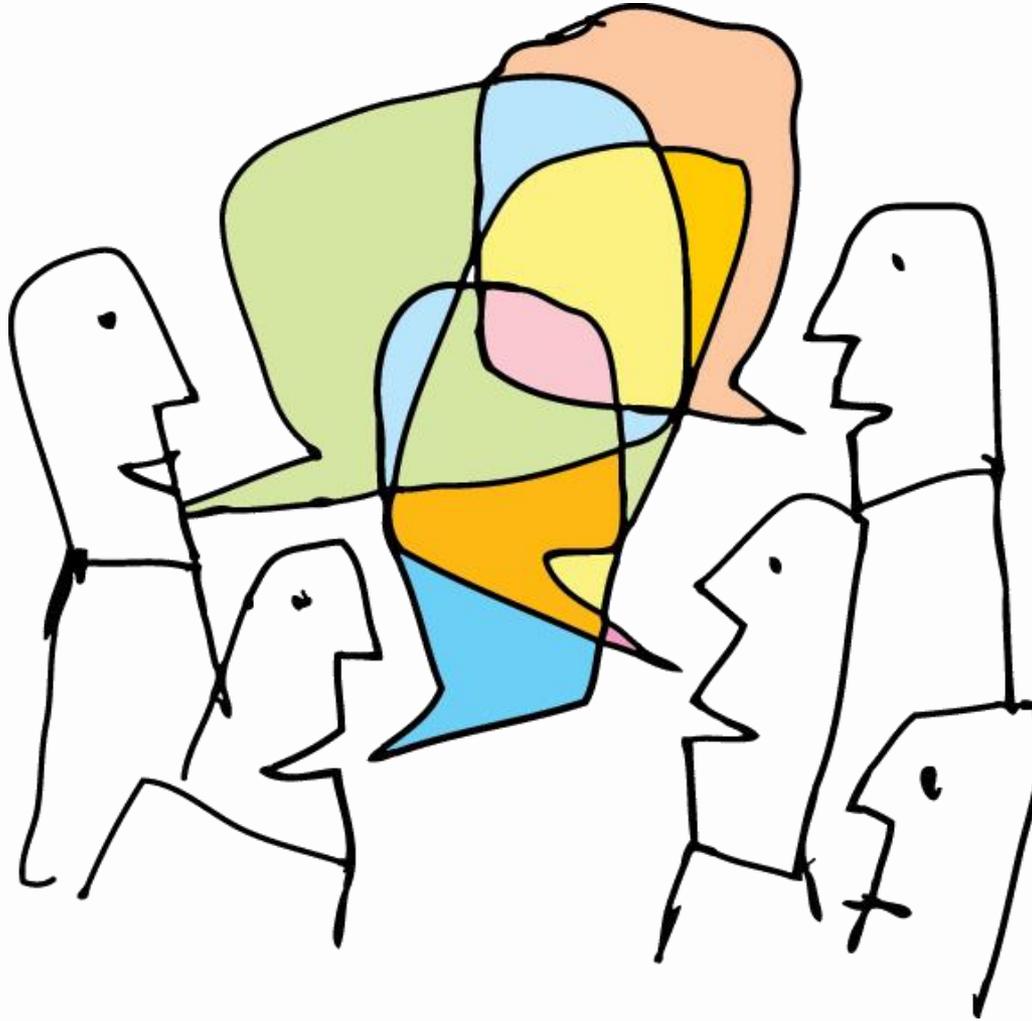
- Can be requested by the family member accepting the responsibility of acting as a funeral service practitioner, when the death is considered imminent. When the death event is not considered imminent, but expected, the family member may request information on how to complete the death certificate.
- Includes: a death certificate; instructions on how to complete the certificate; a burial tag; a 24-hour card and a business card of the State Registration Manager to contact if necessary.
- Family member completes the personal information on the certificate within **5 days of the death event** and provides to the medical certifier to **complete within 48 hours**. The family member retrieves the certificate from the certifier and submits to the county-of-death.

Where can you direct families to get one?

Home Burial Packets are obtained by contacting
Office Specialist, Lynda Jackson at
Lynda.L.Jackson@state.or.us or at 971-673-1164.



Q & A



3. Voiding of certificate option of a service and replacements

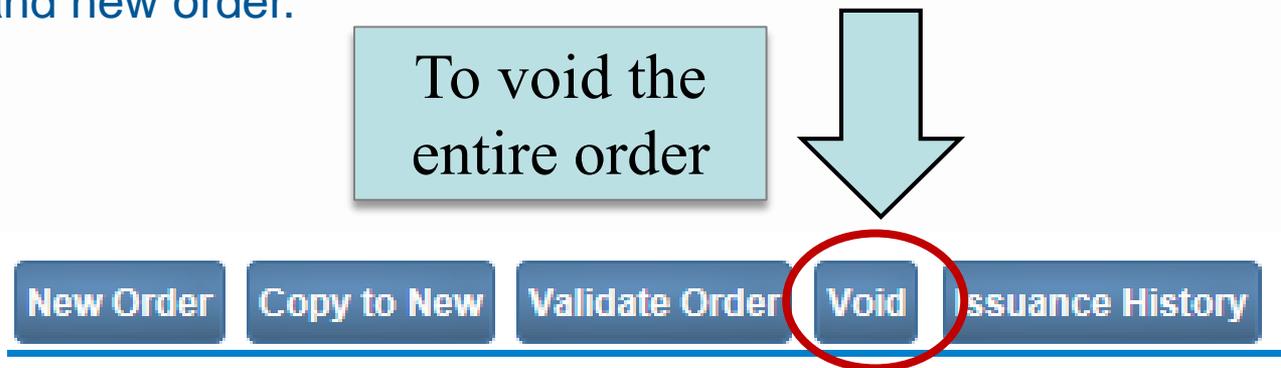
Karen Rangan

When would you VOID an order?

Situation 1:

You make a mistake on an order was entered and completed and you need to reenter the order information. An example would be an order where you entered in multiple services in error.

- Use this **VOID** button, which is at the bottom of the Summary page. This button will void the entire order and all security paper numbers previously entered. You would then click the 'New Order' link to start a brand new order.



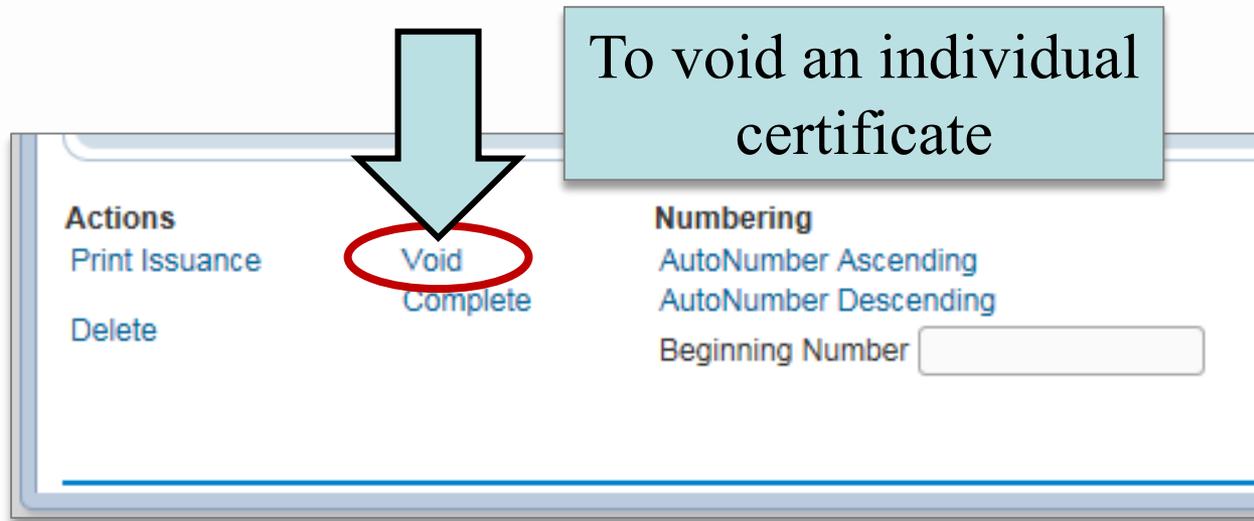
Note: When you're voiding an entire order you do not need to contact Kelly Stacey. Make sure you shred each certificate.

When would you VOID an order?

Situation 2:

You entered an incorrect security paper number, or a certificate did not print properly (for example, the paper jammed)

- In the Issuance window, select the check box for the individual certificate and use this **VOID** link. This link will void the individual security paper number.



Avoiding the VOID

- Try to avoid using the VOID buttons
 - Check your work for accuracy
- Avoid reversing services on the Services screen
 - The services show as removed, but the fees do NOT
- Never use VOID if you are issuing replacements

When to issue replacement copies

- If a birth or death certificate was **issued and an amendment was done**, replacement copies may be issued.
- Replacement copies can only be issued as long as the original certificates have been received and shredded by the county.
- When you issue replacement copies, you should **never use the VOID option.**



Issuing replacements

Instead of voiding, you will either click '**New Order**' or '**Copy to New**':

- **New Order** option: Will create a brand new order. Use this option if the *State* was the issuing office
- **Copy to New** option: Will create a new order but will carry over information from the previous order. Use this option if *your county* was the issuing office

Matched Events				Services	
Registrant	Match	Total Number of Issuances	Date of Last Issuance	Service Name	Quantity
Test Test	Yes	2	DEC-03-2015 09:30 AM	Birth CC Long	1

Buttons: **New Order** **Copy to New** **Validate Order** **Void** **Issuance History**

Replacing Birth and Death Certificates Reference Guide

We have a newly revised replacement procedure available for download from this webinar room and our County Website Home Page.

Oregon Vital Events Registration System (OVERS) Replacing Birth and Death Certificates

Background

Occasionally, a birth or death certificate may be issued containing an error or an amendment was done. After the error has been corrected or amendment has taken place, replacement copies of the certificate may be issued, as long as the original copy has been received and shredded by the county. This document shows the steps for replacing the certificates in OVERS. Note that if the amendment on the record is to a field that does not appear on the certified copy of the certificates, replacements do not need to be issued.

Step 1: Check the Prior Order

Step 1A: Log in to OVERS. Choose Order Processing, then Search.

You can search for an order in four categories: Search by order, Search by applicant, Search by event requested, and Search by matched event. In the Search by Order category, you can search by the security paper number.



Note: If your county issued from paper before the record was registered there will be no match between the order and the certificate, so you will need to search for the order by the applicant name or certificate paper tracking number.

Step 1B: Find the original order in the search Results. Click on the Order Number.

Order Number	Date Received	Applicant Name	Event Type	SRN	Registrant Name
20130510011	MAY-03-2013	Jennifer Corrigan	Death	2013030042	Loren Marie Burns
20130510010	MAY-03-2013	Jennifer Corrigan	Birth		Loren Burns

Total records: 2

Step 1C: You will be taken to the Order Summary page. First, check to ensure that the paper numbers being returned to you match the paper numbers issued in the order. To do this, click on Issuance History at the bottom of the page.

You will be taken to the Issuance History page. The second column contains the security paper numbers issued on the order. Compare these numbers against the certificates being returned.

If the numbers do not match, search for an order that matches. *If no order matches the security paper being returned for replacements, but the certificates being returned are valid and the record has been amended, you can start a new order. Skip to Step 3B to create a New Order.*

Replacement procedure

Follow the normal process for issuing replacement copies (you can refer to the revised procedure '*Replacing Birth and Death Certificates Reference Guide*')

Order Processing Menu

Applicant

Match Events

Services

Payments

Summary

Validate Order

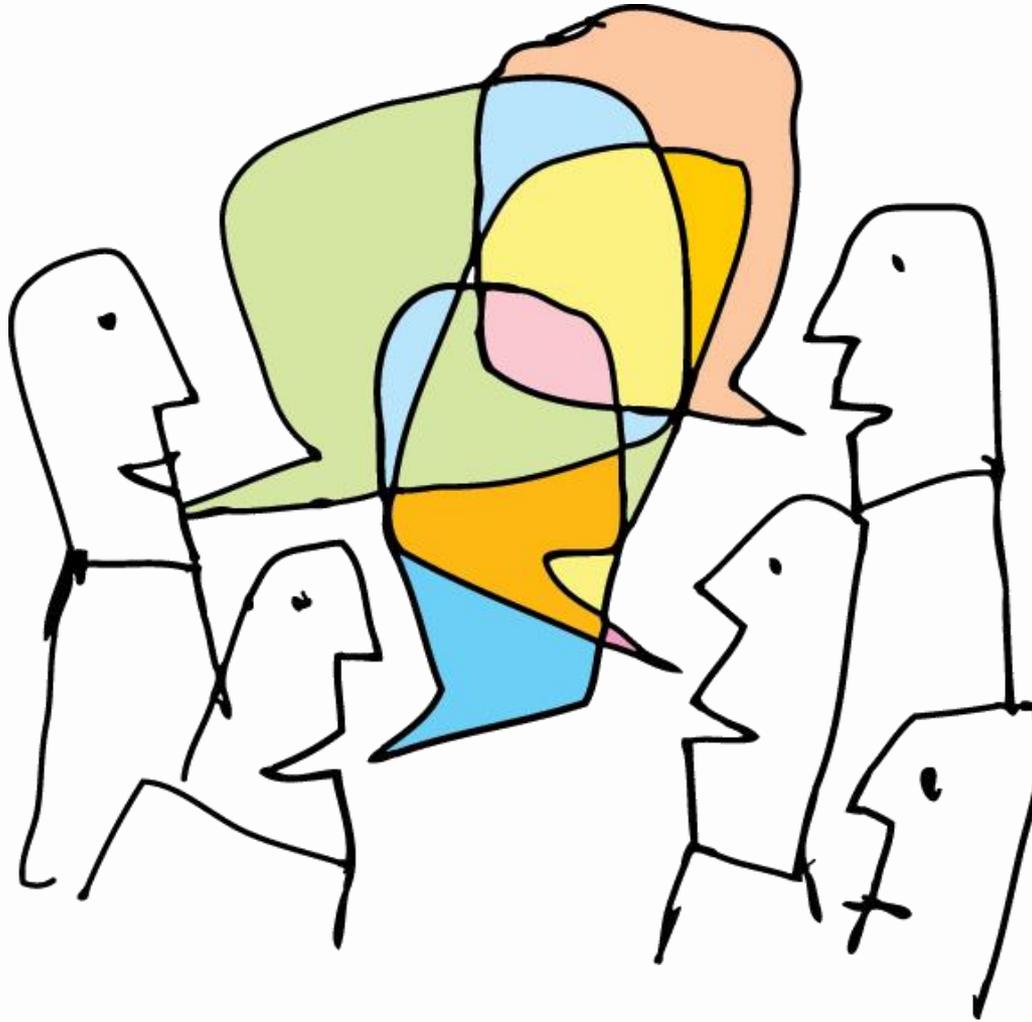
Assign Status

Attachments

- ☑ Click through the order processing menu and complete the *Applicant*, *Matched Events*, *Services* and *Payments* screens
- ☑ Add a comment to the new order and the original order, indicating the reason for the replacement, the certificate(s) needing to be voided, and the new security paper number(s)
- ☑ Contact Kelly Stacey by phone at 971-673-1193 or Kelly.A.Stacey@state.or.us to provide the security paper number(s) that need to be voided and Kelly will void them

Don't forget to shred the originals

Q & A



4. County's role in adherence to policies with the 24-hour receipt of body card and disposition permit

JoAnn Jackson

What does the funeral practitioner do?

- The funeral home practitioner should submit the *24-hour receipt of body card* to the county-of-death **within 24 hours of the death**. This alerts county staff that a death report is expected.
- The funeral home practitioner provides the disposition permit to the sexton, or person in charge of the place where interment of human remains is made.



What does the sexton do?

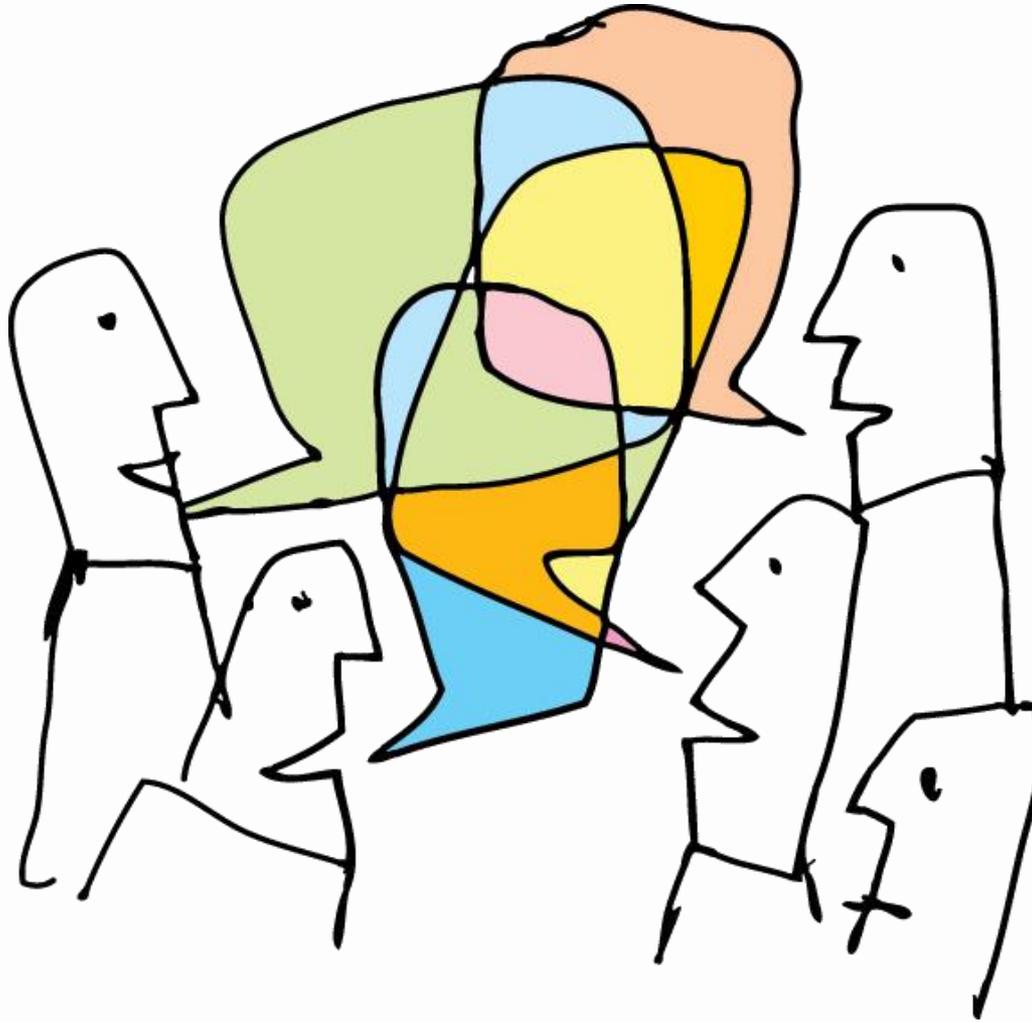
- It is the responsibility of the sexton or the person in charge of the interment to return the completed permit to the vital records office of the county-of-death.
 - Sometimes it is the funeral practitioner who returns the disposition permit to the county, and sometimes the permit is not returned to the county from either source.



Issues with the disposition permit

- Oregon law ORS 432.156, requires that a disposition permit for human remains be completed.
- The issue that counties express, is they are not getting the disposition permit, although it was provided to the person in charge of interment.
- County staff who routinely are not receiving the disposition permit, should contact the sexton or the person in charge of the interment to inform them the permit was not received and request they send it to the county. This contact may occur after the death certificate has been received.
- Not receiving the disposition permit does not prevent county staff from registering the record if legally able to do so.

Q & A



5. Home birth process

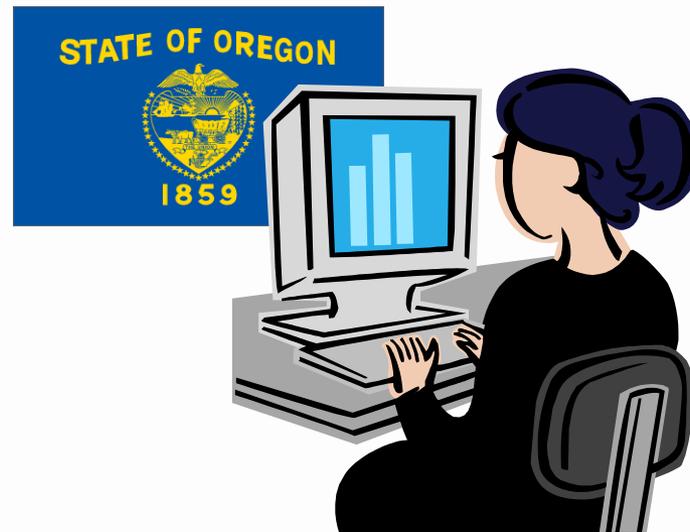
Carol Sanders

Who may request a home birth packet?

- Home birth packets are sent to mothers when they have a baby at home without a medical attendant.
- If a registered or licensed medical attendant is present at the birth, they are responsible for filing the birth record.
- Home birth registration packets are only sent to parents if the child is under the age of one.
- After age one different laws apply, and parents receive instructions for filing delayed registrations of birth with different requirements.

Who registers the record?

- All applications for home birth registration and documents are submitted to the State office—not the county office.
- Counties should never accept or register a birth record.



How can county staff help?

- Birth mothers may request a county office to file a form as part of their home birth application.
- The form to use is: Vital Record Office Verification of Live Birth.
- The mother appears in person at the county office with the baby, shows her driver's license to prove her identity.
- The county official fills out the form and faxes it to 971-673-1201 at the State Vital Records office.



Where to get the form

- The form is available on the CHS County Vital Records Home page <http://public.health.oregon.gov/BirthDeathCertificates/RegisterVitalRecords/Pages/county.aspx>
- You may also email Amanda Vega and request that that one be emailed to you.
 - Amanda's contact information:
 - Telephone: 971-673-1169
 - Email: Amanda.L.Vega@state.or.us

Example Form

Vital Record Office Verification of Live Birth
For child under age 1, born at home without a medical attendant

Child's Full Name: _____

Child's Date of Birth: _____

Mother's Full Maiden Name: _____

Mother's Full Legal Name: _____

County Vital Records Office Name: _____

Phone number of Vital Records witness: _____

Printed name and title of Vital Records witness: _____

Signature of Witness: _____

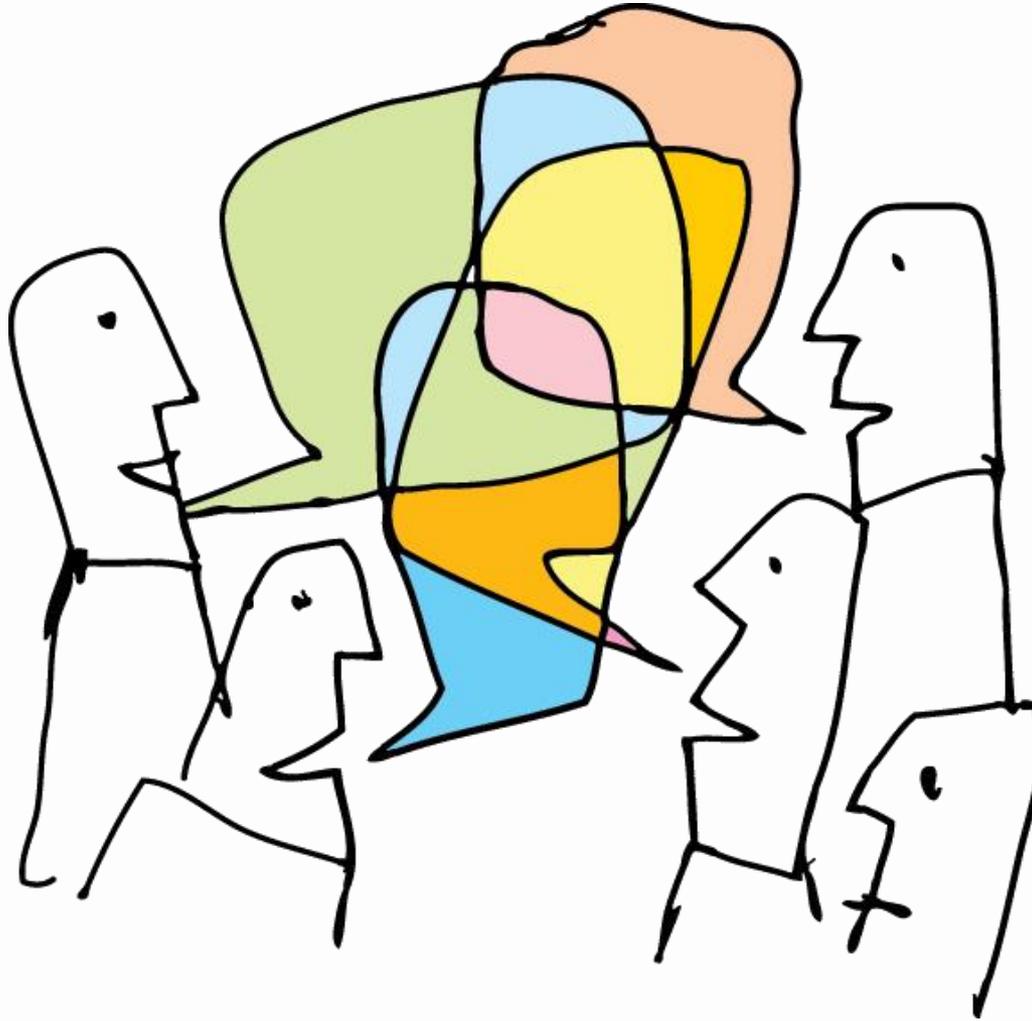
Date child was brought in: _____

**County: Once completed fax to 971-673-1201 with a copy of
mother's ID & retain original in your file for 1 year**

Per Oregon Administrative Rule 333.011.0220

3/8/14

Q & A



6. Statistics and administrative use of vital records

Jennifer Woodward

Vital records information for public health purposes

How can we get the data?

- CHS webpage

<http://public.health.oregon.gov/BirthDeathCertificates/VitalStatistics/Pages/index.aspx>

- Oregon Public Health Assessment Tool (OPHAT)

<https://ophat.public.health.oregon.gov/>

- Data Use Agreement

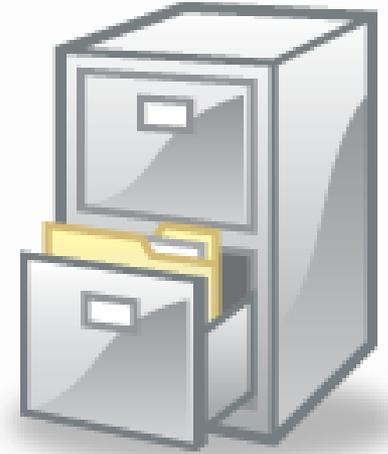
Contact Dani Hall at 971-673-1354 or

Dancia.O.Hall@state.or.us

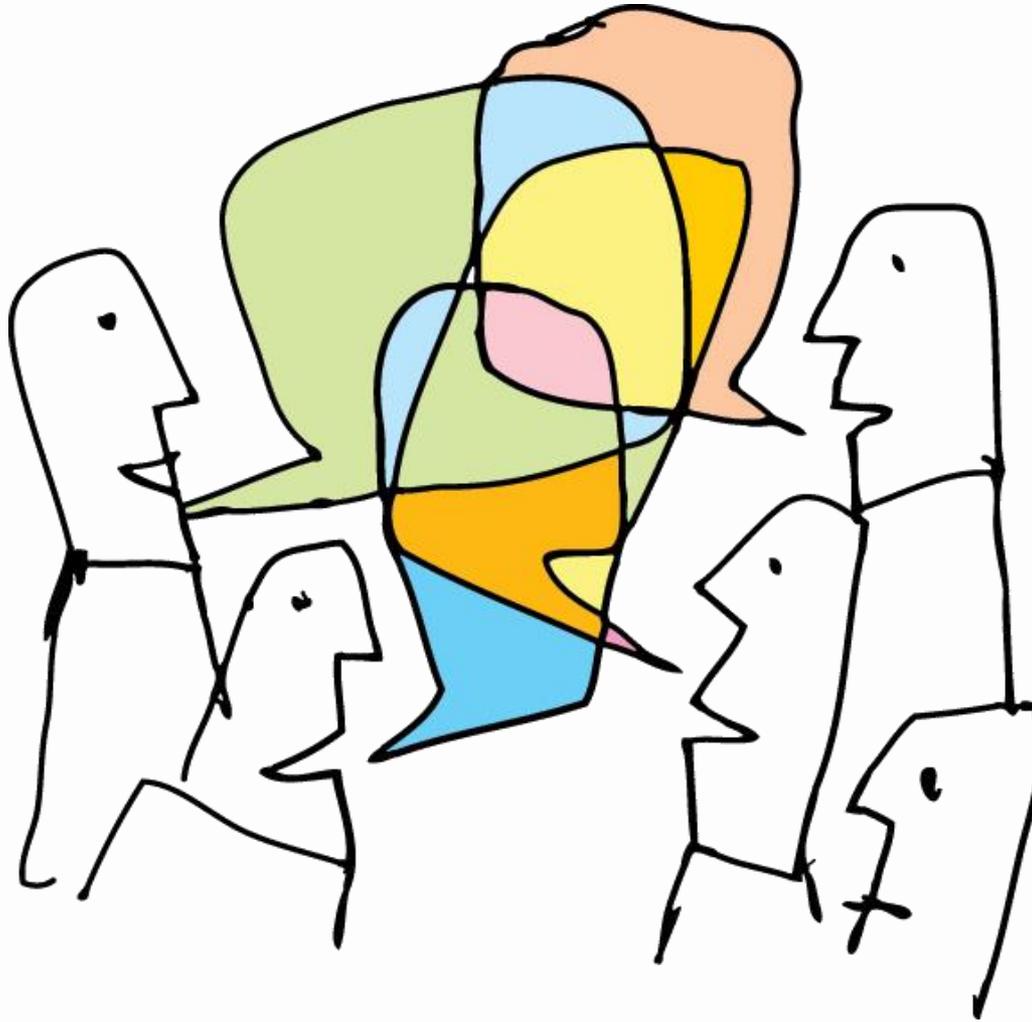


Administrative uses

- There are few approved uses of 'white copies'
 - Local Government Mental Health Services review for decedents receiving services
- Do not provide white copies of birth or death records to other agencies, *even if county programs*, without specific permission from the State Registrar.
- County clerks should receive lists of decedents' voters' registration, not white copies.
- County or regional review teams for child fatality should obtain records from the state office.
- County probation officers should request verification on a form or purchase a certified copy to confirm death.



Q & A

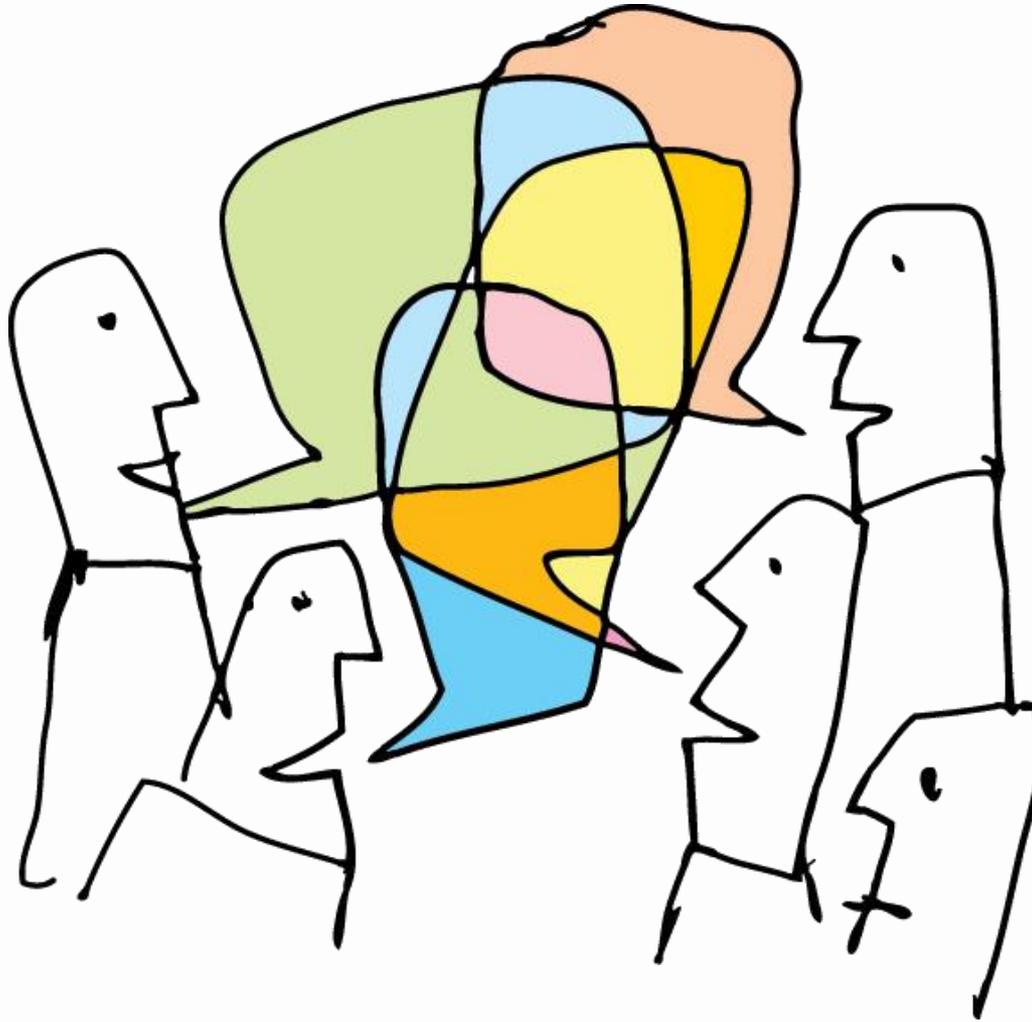


7. County home page site, FAQs, new replacement procedure

Krystalyn Salyer

<http://public.health.oregon.gov/BirthDeathCertificates/RegisterVitalRecords/Pages/county.aspx>

Q & A



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THANK YOU!