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 2nd option to Dial-In
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

PUBLIC HEALTH DIVISION
Center for Health Statistics
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
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:

- CDC
- NCHS
- NAPHSIS
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:

<table>
<thead>
<tr>
<th>Event</th>
<th>Description</th>
<th>Vital Records Commission form</th>
<th>OVERS enrollment form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointing new County Registrar</td>
<td>From official in County appointing County Registrar. Include name of new Registrar and effective date.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Appointing new Deputy Registrar</td>
<td>From County Registrar. Include name of Deputy and effective date.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Removing County Registrar</td>
<td>From County official/supervisor of County Registrar. Include name, effective date and name of new County Registrar.</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Removing Deputy Registrar</td>
<td>From County Registrar. Include name Deputy and effective date.</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
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
County VR Responsibilities

PUBLIC HEALTH DIVISION
Center for Health Statistics
County VR Responsibilities

• Collection of vital records information for legal record and statistics determined at state and national level
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
County VR Responsibilities

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

<table>
<thead>
<tr>
<th>County of residence</th>
<th>Estimated population July 1, 2014</th>
<th>Total births</th>
<th>Birth rate $^2</th>
<th>Total deaths</th>
<th>Death rate $^2</th>
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<td>501</td>
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<td>18.9</td>
<td>600</td>
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<td>Crook</td>
<td>20,795</td>
<td>221</td>
<td>10.7</td>
<td>246</td>
<td>11.3</td>
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<tr>
<td>Curry</td>
<td>20,859</td>
<td>221</td>
<td>10.7</td>
<td>246</td>
<td>11.3</td>
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<tr>
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<tr>
<td>Crook</td>
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<td>221</td>
<td>10.7</td>
<td>246</td>
<td>11.3</td>
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<td>Douglas</td>
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<td>Gilliam</td>
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<td>78</td>
<td>10.7</td>
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<td>1,545</td>
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<tr>
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<td>119,763</td>
<td>1,434</td>
<td>12.0</td>
<td>1,545</td>
<td>12.1</td>
</tr>
<tr>
<td>Morrow</td>
<td>119,763</td>
<td>1,434</td>
<td>12.0</td>
<td>1,545</td>
<td>12.1</td>
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<td>Sherman</td>
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<td>24.0</td>
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<td>10.3</td>
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<td>288</td>
<td>13.5</td>
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<td>Washington</td>
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<td>0.9</td>
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<td>Yamhill</td>
<td>162,528</td>
<td>11,128</td>
<td>11.7</td>
<td>3,166</td>
<td>8.4</td>
</tr>
</tbody>
</table>
County VR Responsibilities

- 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

PUBLIC HEALTH DIVISION
Center for Health Statistics
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

PUBLIC HEALTH DIVISION
Center for Health Statistics
Future webinars – Our plan for 2017
Q & A
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Thank you!