



# Matters of Record

**News from the Center for Health Statistics exclusively for county vital records offices, registrars and their deputies**

November 2011

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### **Don't lose track of intaglio paper**

It is important not to lose track of any of the Intaglio paper stock that is shipped or stored in your office.

Recently, a box of paper was misplaced in a county mailroom and thought to be lost. There were two boxes shipped from the Center for Health Statistics (CHS) by Federal Express. The boxes were delivered and signed for by the county's mailroom staff. However, box number two was the only one delivered to the county vital records office. When the county notified CHS, we requested to have county staff search throughout the building to find the missing paper. Unfortunately, it was reported back to us as being lost.

When Intaglio paper is lost, CHS must report it immediately to the appropriate police agencies so they are able to start their investigation of the loss. Because blank paper could be used to create fraudulent records, CHS notifies the Federal Bureau of Investigations, United States Passport Agencies, and state vital records offices, Social Security, Homeland Security (Immigration and Customs Enforcement) and American Association of Motor Vehicle Administration of lost or stolen paper stock.

The lost paper was eventually found at the county, but it could not be used since it had been voided in OVERS. The paper had to be shredded. This resulted in a financial loss to the county for the paper.

CHS has developed a procedure to help reduce the risk of paper being lost or stolen. These are the steps you will now need to take when you order paper from the state:

1. Send an email to Dani Hall ([dancia.o.hall@state.or.us](mailto:dancia.o.hall@state.or.us))

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*Don't lose track of intaglio paper (Continued from page 1)*

requesting a CHS Intaglio paper order form. Dani will email the request to you.

2. Fill out the order form and either email or fax it back to Dani Hall.

Once the completed request is returned to CHS, the paper will be shipped to the address provided on the order form. CHS will notify the county by email when the paper is shipped. This will allow enough time for the county office to communicate with their mailroom staff to ensure timely delivery and storage.

## **New Vital Records' laws**

The 2011 Oregon Legislature passed two new laws relating to vital records. These laws go into effect on January 1, 2012.

### ***House Bill 3611- Death certificates and veteran's status***

House Bill 3611 directs the Center for Health Statistics (CHS) to collect whether the decedent served in combat and, if so, the location of combat for decedents who are US veterans. These questions appear only in the OVERS system, as specified in the law. The information does not appear on any printed form of the death record including certified copies.

We are encouraging all funeral homes to use the OVERS system when the decedent was a US veteran. We will be contacting the few hospitals and Medical Examiners in Oregon who routinely start fully paper death certificates. We need these individuals and facilities to stop creating paper records because this prevents funeral homes from

Other helpful suggestions to reduce the risk of lost or stolen Intaglio paper include:

- Limiting the number of staff who has access to the secured storage of paper.
- Creating a log sheet for checking out Intaglio paper that includes the paper numbers, the date checked out and the employee's initials.
- Removing Intaglio paper from printers and photocopy machines every evening and when the machines are being repaired.

If you have any questions please contact Dani Hall at [dancia.o.hall@state.or.us](mailto:dancia.o.hall@state.or.us) or 971-673-1193.

using the OVERS system to create an electronic record.

There will be a period of transition. CHS has created a new form to allow the funeral homes using paper only records to provide the information required. This form might be received at the county with the death and is identified as 'Supplemental Report on Veteran's Status' Form 45-26V. Do not amend the record or add any footnote based on this supplemental form. Instead, forward any forms along with the death certificate to CHS.



### ***House Bill 2380- Birth and fetal death certificates and intended place of delivery***

House Bill 2380 adds two questions for a mother who is transferred to a hospital for delivery. If the mother intended to have her baby at a freestanding birthing center or a private home when labor started, she is asked

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*New Vital Records laws (Continued from page 2)*

the intended birth attendant type. This is anticipated to be a different attendant type than the actual birth attendant. This information is collected only on births that occur in a medical facility.

## What is bright, colorful, laminated and has a legend?

Well, it is our new Death Certificate Sight Verification Tool, and by now each of you should have received a few copies for your county's use. Yes, it is color-coded blue, red, green and yellow, two-sided, laminated and it has a legend to explain the color-coding. Now if only it had an engine ... who knows where we could take it!

The tool is designed to help you with your review of death certificates received from funeral homes. It is only for your internal county use and for the purpose of reviewing death certificates to catch errors and omissions made by the funeral director or medical certifier. The tool is not to be shared with funeral homes or with anyone outside of your county staff because this tool was especially designed for county use.



We piloted the tool with three counties, Marion, Washington and Yamhill in September.

Two conference calls were conducted with the pilot counties to gather feedback and

## Reporting date of disposition on the death certificate

Unlike many other states, Oregon allows the death certificate to be filed before disposition has occurred. Therefore, in reporting the date of disposition on the death certificate, the funeral home has the following three options:

Since all medical facilities use OVERS to submit birth records, paper certificate of birth forms will not be updated. The information is statistical use only and does not appear on any printed form of the record including certified copies.

answer questions. There were many positive comments centered on the easy use of the tool, it's one-document back-to-back style, it's legend and especially it's color-coding. All three counties especially appreciated the bright color-coding which they said made their review of certificates easier and quicker.

There were just a few suggested revisions which we incorporated. One question was asked by all three counties, "Can the Center for Health Statistics (CHS) provide this tool or something like it to funeral homes?" They thought funeral practitioners would find it useful. We listened and may consider a tool for funeral homes.

We hope this tool will be helpful to you and will make your overall review of death certificates simpler. We want to give a big thanks to our pilot counties for their time, suggestions and review.

If you did not get your tool or if you have any questions please contact our Registration Manager, JoAnn Jackson at [JoAnn.Jackson@state.or.us](mailto:JoAnn.Jackson@state.or.us) or 971-673-1160. Thank you.

1. The disposition is known and occurs before the death certificate is filed with the county. In this scenario, the date of disposition will be listed as a date that occurs after the date of death but prior to the death certificate being filed.

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Example: Date of death is 9/8/2011, date of disposition is 9/9/2011 and the certificate is filed at the county on 9/11/2011. This scenario pertains to most death certificates.

2. The disposition is known and will occur after the death certificate is filed with the county. In this scenario, the date of disposition will be listed as a date that occurs after the date of death and after the death certificate is filed, (a “future date.”) In this scenario, the State recommends that the “future date” of disposition not exceed more than 30

days. Example: Date of death is 9/8/2011, certificate is filed at the county on 9/11/2011 and the date of disposition is 9/13/2011.

3. The disposition is yet to be determined and will occur after the death certificate is filed with the county. In this scenario, the date of disposition will most likely be listed as “To Be Determined (TBD) or blank.” Example: Date of death is 9/8/2011, certificate is filed at the county on 9/11/2011 and date of disposition is listed as TBD.

If you have any further questions please call Sheila Vu at 971-673-1183.

*Reminder:*

## Promptly notify the state registrar of staff turnover

Are new staff joining your office? Are staff leaving your office? Are staff changing positions and responsibilities? If so, your county registrar needs to notify the state registrar in writing when employees in the county registrar or deputy registrar positions change. Only two people may appoint a county registrar; the county public health director or the county registrar’s supervisor. The county registrar is the only person who can appoint a deputy registrar.

When you hire a new county registrar or deputy registrar, please do the following:

- Promptly notify the state registrar, Jennifer A. Woodward, of the change by fax, email, or in writing. Notification should be on official county letterhead, or on scanned letterhead attached to an email.
- Include the new employee’s name, position title, start date, email, telephone number and fax number.

- Enroll the new employee into the Oregon Vital Events Registration System (OVERS) by submitting an enrollment form. An enrollment form can be obtained from the Center for Health Statistics website <http://www.oregon.gov/DHS/ph/overs/status.shtm> l#Accessing\_OVERS ).
- Arrange training with the State for the incoming employee, if new to vital records.
- For new county registrars, determine if new security/intaglio paper is required and if so, order it.

Center for Health Statistics is improving procedures for County/Deputy certification and re-certification. You should see more about this soon!

**Remember:** *Records issued during a period of time when no registrar is appointed are legally invalid.*

Have a question or idea for a future newsletter article? Contact Judy Shioishi at 971-673-1166 or [Judy.Shioishi@state.or.us](mailto: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:

Juana Anguiano Rivera, Dani Hall, Karen Rangan, Cynthia Roeser, Carol Sanders, Karen Hampton, JoAnn Jackson, Lynda Jackson, Kerry Lionadh, Jennifer Woodward, Joyce Grant-Worley, and Ember Talent.

Have a question? Try asking one of the helpful CHS staff listed below.

**Frequent Contacts****CHS Managers**

<b>Field Liaison</b> Judy Shioishi 971-673-1166	<b>Delayed Filings</b> Becki Buskirk 971-673-1147	<b>State Registrar</b> Jennifer Woodward 971-673-1185	<b>OVERS Manager</b> Karen Hampton 971-673-1191
<b>Paternities</b> Debbie Gott 971-673-1155	<b>Filiations</b> Tony Bojanowski 971-673-1143	<b>Amendments/Certification</b> Supervisor: Carol Sanders 971-673-1178	<b>Data Processing Supervisor</b> Cynthia Roeser 971-673-0478
<b>Birth Corrections</b> <1 year, Amanda Vega 971-673-1169 1+year, Johanna Collins 971-673-1137	<b>Adoptions</b> Debbie Draghia 971-673-1152 <b>OVERS Helpdesk</b> 971-673-0279	<b>Statistics Manager</b> Joyce Grant-Worley 971-673-1156	<b>Certification Supervisor</b> Karen Rangan 971-673-1182
<b>Death Corrections</b> Patty Thompson 971-673-1163	<b>Security paper orders and inventory</b> Dancia Hall 971-673-1193	<b>Registration Manager</b> JoAnn Jackson 971-673-1160	

**The Center for Health Statistics' office is located at:**

800 N.E. Oregon St.,  
Suite 225  
Portland, OR 97232-2162

**Mailing Address:** P.O. Box 14050  
Portland, OR 97293-0050

**Telephone:** 971-673-1180

**Website:** <http://public.health.oregon.gov/PHD/ODPE/CHS>

**OVERS website:** <http://public.health.oregon.gov/BirthDeathCertificates/RegisterVitalRecords/overs/Pages/index.aspx>

