



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

May 2013

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Quiz Time!

How well do you know your vital records stuff? Take our quiz and find out.



1. What is the maximum time you may hold a death certificate before sending it to the state?
 - a. 3 days
 - b. 5 days
 - c. 7 days
 - d. 10 days

2. How long may counties issue birth certificates past the date of birth?
 - a. 2 weeks
 - b. 3 months
 - c. 6 months
 - d. 1 year

3. How does a new registrar or deputy registrar enroll with our office? Number these steps in order from 1-4.
 - a. Complete and mail the County Employee Commission Form to Jennifer Woodward for her approval.
 - b. Create new hire notification on county letterhead containing employee's name, role (registrar, lead deputy, or deputy), start and end dates, and complete contact information, then send by mail, email, or fax to Jennifer Woodward.
 - c. Arrange with the state office for vital records training if necessary.

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- d. Complete and fax OVERS Enrollment Form to the Help Desk team.
- 4. Under specific circumstances, and when properly marked, which type of death certificate may be issued without charge?
 - a. Short form certified copy
 - b. Long form certified copy
 - c. Short form uncertified fax copy
 - d. Veteran's certified copy
- 5. Name the accounting procedure that must be run in OVERS on a regular basis.
 - a. Actuarial tables
 - b. Compliance registration
 - c. Cashier close
- 6. If a certificate is amended and the originals returned to the county within six months of the original date of event, how many copies may be replaced/exchanged free of charge to the customer?
 - a. One
 - b. Two
 - c. Three
 - d. Four
- 7. How much is charged to the customer to replace more certificates than the free allowance?
 - a. \$20 flat fee for all replacements regardless of amount
 - b. \$20 for the first copy, \$15 for each additional
 - c. \$15 for each copy
 - d. \$20 for each copy
- 8. How frequently must a registrar or deputy registrar be commissioned?
 - a. Only once, upon hiring

- b. Once a year
- c. Once every two years
- d. Once every five years
- 9. Who may apply to order an infant's birth certificate? Choose one or more from the following list.
 - a. Parent listed on birth certificate
 - b. Parent not listed on birth certificate
 - c. Biological parent after a legal adoption
 - d. Grandparent (parent of parent named on record)
 - e. Legal guardian
 - f. Sibling
 - g. Family friend
- 10. When you need to contact someone at the State, who do you call? Match the Center for Health Statistics phone number to the purpose of your call.

a. 971-673-1180	i. Order tracking and question
b. 971-673-1190	ii. VitalChek orders hotline
c. 971-673-0279	iii. OVERS Help Desk
d. 1-888-896-4988	iv. General information and transfers to specific employees

Answers at the end of this newsletter ❖



Intaglio paper numbers: locate, search and void

The State Vital Records office receives a number of questions about the entry, updating and voiding of intaglio security paper numbers. Here is some information that may be of help to you.

If you enter a security paper number when completing an order, and receive the red error message that it is a duplicate number already used, you can find the order with that number assigned to it by searching by the security paper number itself. Open the Order Processing Search screen and enter the security number under Search by Order/ Security Paper Number. (See #1 on diagram). You can then determine which order is in error.



If you enter the wrong security paper number for a certificate, save and complete the order, it is possible to fix the error in two ways.

- (1) You can void the entire order and start a new order. Voiding the order will void all the security paper numbers at the same time. Once a number is voided, it is not possible to restore it for use.
- (2) You may request the state office to update numbers on completed orders. We will need the order number and the security paper number that should be associated to the service. Any sheets of paper that are damaged, misprinted or otherwise reported unusable, should be destroyed as soon as they have been voided. Please send an email with your request to

karen.r.wagner@state.or.us. To do this successfully we must delete the number first before entering it elsewhere. So list the changes in sequence so that a number is replaced before it is entered on another record.

On July 1, 2013 county registrars will be given edit rights to update intaglio security paper numbers in completed county orders. Please watch for instructions and training documents before this date.

If you are not certain whether a specific piece of certificate paper has been voided, you can open Issuance History from the Order Summary screen. (See #2 and #3 on diagram). Issuance history will show you both the issue and void dates for records in the order.

If you accidentally void a number for a document that has been released, add a comment to the order stating that it was voided in error.

To request the state office to void security paper numbers, please create a list of numbers and email them weekly or monthly (depending on volume) to Karen Wagner at the email listed above.

On July 1, 2013 county registrars will be given edit rights to update intaglio security paper numbers.

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Intaglio paper (Continued from page 3)

For questions regarding these procedures, please contact

Karen Wagner at 971-673-1193 or Carol Sanders at 971-673-1178. ❖

Search for an order

Search By Order

Order Number:

Security Paper Number: **1**

Tracking Number:

Search

First

Comments:

Matched Events

Registrant	Match	Total Number of Issuances	Date of Last Issuance
Anabella Apple	Yes	3	APR-09-2013 03:11 PM

Issuance History

Service Name	Security Paper Number	Tracking Number	Date
State Birth CC Long	3 <input type="text" value="T0000000012"/>		APR 2013 PM

2

OVERS tips – Helpful features in OVERS -- the first in a series: Using the Issuance History

Orders keyed and completed in OVERS include a history for the order. The history includes issue date, security paper numbers assigned to the certified copies, and void dates if security paper has been voided. County offices that enter all of their vital record orders into OVERS can easily look up this information from the order itself. Click on the ‘Issuance History’ button located at the bottom of the ‘Order Summary’ page for the order.

To see all issuances for a vital record, even issuances associated with another order, go to the summary page of the order and click on ‘Yes’ just below the matched events section of the page. This can only be done if your order is linked to a matched event.

Clicking on the ‘Yes’ link will direct you to the vital record. Once in the vital record, click on ‘Event and Issuance History’ from the left menu and look for items listed as ‘Orders’ and ‘Issuances.’ Additional information about the order or the issuances can be viewed by clicking on the blue highlighted ‘Details’ link. Under order details you will find the order number, and whether the order is complete. Under issuance details you will find the security paper number, the issue date and the void date, if there is one. This order information is only available if the order has been matched to the record. You can quickly link back to the order by clicking on the ‘Return’ button at the bottom of the page until you return to the order summary page. ❖

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Order Processing Menu

- Applicant
- Match Events
- Services
- Payments
- Summary**
- Validate Order
- Attachments

20130400061 :Bouneff & Chally, Attorneys at Law
/Order Valid/Completed

Order Summary

Source: Mail
Received Date: APR-09-2013

Applicant Information

Name: Bouneff & Chally, Attorneys at Law
4254115 201 E 33rd Avenue
/Legal Valid/nd, Oregon 97212

Child

Child's Name
First: Anabella

Date of Birth: NOV-11-2013 Birth
Private Investigator - License

Request SSN: Yes, parent Number: /Legal Valid/Medical Valid/NA

Is Adoption/L: No

Registrant	Match	Total Number of Issuances	Date of Last Issuance
Anabella	1	3	APR-09-2013 03:14 PM
Crimson Apple			

Birth Registration Menu

- Parent Information
- Child**
- Mother
- Mother Address
- Mother Attributes
- Mother Health
- Marital Status
- Father
- Father Attributes
- Informant
- Metabolic Screening
- Immunization
- Other Links
- Amendments
- Assign Status
- Attachments
- Print Forms
- Comments
- Correspondence
- Event and Issuance History**

Need information out of OVERS?

The Center for Health Statistics (CHS) recently received new functionality for OVERS that makes it easier and less expensive to create reports. To use this effectively, we need to know what kinds of reports or information are needed by our county partners. CHS will



then identify which reports are already available and prioritize those that are not available for development. These reports will have the potential of slowing system performance, so some reports might need to be generated by the state and emailed to the counties. The accounting reports currently available in OVERS will still be accessible to the county offices.

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CHS already produces several reports for use by the public and by local health departments. All information posted online is de-identified and reported by groups to maintain confidentiality. It is possible to receive similar information with identifying information if necessary for public health service delivery. The reports that are already available online can be found at

<http://public.health.oregon.gov/BirthDeathCertificates/VitalStatistics/Pages/index.aspx>. Please review these reports before submitting your requests. If you identify information that would be useful to receive in a report, please send your ideas for reports by email to karen.r.hampton@state.or.us. Call Karen at 971-673-1191 if you have questions about what is or might be available. ❖

Vital Records Modernization House Bill 2093

The Center for Health Statistics (CHS) submitted a request for legislation last year. We were approved to move forward with a bill to update vital records law to the new (2011) model law. With that approval, House Bill 2093 began. The Council of Local Health Officials (CLHO), along with several other agencies and organizations, has reviewed the bill and made suggestions on the model law.

The new model law continues the single system of vital records through the state office working with county offices. The bill



changes several areas of law including:

- The county registrar must be a government employee or possibly of a local public health authority and needs to be close enough to employees acting in vital records to know the day-to-day activities. The expectation that the county registrar is the county health official is dropped. The national work group in recognition of the role of vital records in national security (after 9/11) added this to the model law.

- Public abstracts for births and deaths end. The 24-hour notice of receipt of body is continued. This promotes confidentiality of records.
- There is a stronger requirement for signed applications. This is our current practice, including funeral home orders, but is stronger in law under the new bill. This is essential in tracking the appropriate release of records.
- A free certified copy for use in determining veterans' benefits continues with proof of application for benefits.
- Medical certification of records for deaths that occur in a hospital and are not certified by a Medical Examiner must go through OVERS. This could increase the proportion of fully electronic records and decrease time spent mailing, keying, and reviewing death records. As with all fully electronic records, the record would be available for issuance at the county immediately after registration.

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Modernization House Bill 2093 (Continued from page 6)

We will not know if the law will change or exactly how it will change until HB 2093 is passed and has Governor Kitzhaber's signature. We will have thorough communication on changes with each group (county staff, birth clerks, funeral homes,

and medical certifiers), and we will include our county partners in all communications.

Please contact Karen Hampton by email at karen.r.hampton@state.or.us or telephone at 971-673-1191 if you have any questions. ❖

Local File Number: It's all about you!

The State Vital Records office has received questions from a few counties about the necessity of assigning local file numbers (LFN) to records. The quick answer is, the State does not use them in any way and does not need them. Assigning a LFN is

completely up to you and would be used for your county's purpose only. All records registered at the state receive a state file number (SFN) making LFNs unnecessary. It is up to you if you choose to keep them or discontinue them. ❖

Death certificate timeline compliance

A certificate of death shall be filed with the county registrar of the county in which the death took place within five days - ORS 432.307 (1). The funeral home files the certificate with the county. Then the county forwards original death certificates to the State Registrar within three business days of the date of registration - OAR 333-011-0101 (7).

A *copy* of the completed death record may be maintained for a period of up to fourteen calendar days from the date the record is forwarded to the state. Within that time period, the county may issue from that copy

until the record is registered in the state vital records system – OAR 333-0101(7).

Finally, the county may only issue death certificates (and birth certificates) for six months following the date of the event – ORS.432.085.

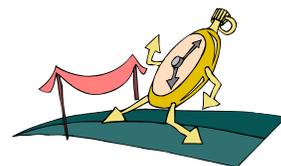
If you have any questions, please contact Judy

Shioishi, Field Liaison at 971-673-1166 or by email

at judy.shioishi@state.or.us. You may also

contact JoAnn Jackson, Registration Manager at 971-673-1160 or by email at

joann.jackson@state.or.us. ❖



ANSWERS TO QUIZ

1) a 2) c 3) b, a, d, c 4) d 5) c 6) c 7) a 8) b 9) a, d, e, f 10) a-iv, b-i, c-iii, d-ii



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.

Thank you to the contributors of this newsletter: Johanna Collins, Joyce Grant-Worley, Karen Hampton, Carolyn Hogg, JoAnn Jackson, Lynda Jackson, Kerry Lionadh, Cynthia Roeser, Carol Sanders, Judy Shioishi, Karen Wagner, Jennifer Woodward.

We're just a phone call away

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

Frequent Contacts

Field Liaison Judy Shioishi 971-673-1166	Delayed Filings Becki Buskirk 971-673-1147
Paternities Debbie Gott 971-673-1155	Filiations Tony Bojanowski 971-673-1143
Birth Corrections <1 year, Amanda Vega 971-673-1169	Adoptions Debbie Draghia 971-673-1152
1+year, Johanna Collins 971-673-1137	Security Paper/Voids Karen Wagner 971-673-1193
Death Corrections Patty Thompson 971-673-1163	OVERS Helpdesk 971-673-0279

CHS Managers

State Registrar Jennifer Woodward 971-673-1185	OVERS Manager Karen Hampton 971-673-1191
Amendments/Certification Supervisor: Carol Sanders 971-673-1178	Data Processing Supervisor Cynthia Roeser 971-673-0478
Statistics Manager Joyce Grant-Worley 971-673-1156	Certification Supervisor Karen Ragan 971-673-1182
Registration Manager 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>

