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TABLE OF CONTENTS

INTRODUCTION

PREFACE

This manual provides the system specifications used for vital statistics events of live birth, fetal death, death, marriage, and dissolution of marriage. It is applicable to data collected during the years prior to the certificate that is currently in use. For each event, this document applies as follows:

Event	**Applicability years:**
Births	Prior to 2004
Deaths	Prior to 2005
Fetal Deaths	Prior to 2006
Marriage	Prior to 2006
Dissolution of Marriage	Prior to 2006

The document is based upon the Florida Vital Statistics Code Manual 2000. It has been separated into sections for each event for convenience to the user. Of particular note are the appendices which provide detailed information.

RECORDS REGISTRATION

The five separate sections on live birth, fetal death, death, marriage and divorce provide detailed data entry instructions, field characteristics, editing procedures, and storage and code structures for each item on the certificates. These are the instructions applied in conjunction with the National Center for Health Statistics (NCHS) and also reflect the minimum level of detail required by NCHS. A suspense (query) file is created daily for those records not passing 100% of the edit/verification process. The medical information on the death certificate is coded and processed independent of the demographic data. After both the medical information and the demographic data are declared of an acceptable quality, the two files are merged for final editing and processing.

The format for the specifications within each section details each item on the certificate with the following components:

(1) Item Name on Certificate (Item Number):
      Identification of the item from the actual certificate.

(2) Database Entry/Storage:
      Field type and length for on-line entry/storage.

(3) Tape Storage:
      Field type and length for output tape storage.

(4) Output Tape Position Florida/NCHS:
      Positions for specified items on Florida and NCHS output files.
      This applies only to events of live birth, fetal death and death.

(5) Database Entry Specifications:
      Specific operator instructions for each item on the certificate.

(6) Database Tape/Storage Structure
      Detailed code structure for the items. For events of fetal death,   death, marriage, and dissolution of marriage, blanks could   potentially stored by utilizing the override capability in   conjunction with an invalid entry.

(7) Programming Edit Specifications:
      (live birth): Batch editing for each specific item. Records not   passing these edits result in the suspense/query file for review.

(fetal death, death, marriage, and dissolution of marriage):   Interactive editing for each specific item. Records not passing   these edits result in the query file for review. Edits annotated   "(Override capability)" may be accepted via an override command.

MONTHLY PROCESSING

Monthly cycles for each vital event are usually completed within 30 days following the event, which allows for receipt, entry, editing and corrections of the records. Subsequently, monthly data reports are usually distributed within one week after the cycle is completed. Thus under normal conditions, the January cycle data would be entered/updated by the end of February and reports distributed in early March.

ANNUAL STATISTICS

The annual statistical data files are closed out upon completion of the February processing cycle, which follows the end of the calendar data year. For example,, the year 2000 statistical files are closed out upon completion of the February 2001 processing cycle. All source data records for the data year 2000 which are received at the State Office of Vital Statistics by the end of the February 2001 cycle are included in the year 2000 annual statistical data file for tabulation purposes.

NATIONAL CENTER FOR HEALTH STATISTICS (NCHS)

Florida provides NCHS with the monthly live birth, fetal death, and death records on data tape for processing in accordance with their specifications. Record counts for marriages and dissolution of marriage are provided but not as individual data records. These NCHS prepared files are used for national publications and are used to evaluate data comparability and quality assurance.

Records with discrepancies/inconsistencies according to NCHS standards are printed and sent to the Florida Office of Vital Statistics for review and/or corrections as necessary.

Certificate formats and reporting practices are developed in accordance with the regulations controlling the registration of vital events. To meet the needs of the registration areas, certificate formats and contents may vary from the U.S. Standard Certificate.

DISSOLUTION OF MARRIAGE SPECIFICATIONS
for certificates of dissolution of marriage prior to 2006

ITEM NAME ON CERTIFICATE (ITEM NUMBER)	DATABASE ENTRY/STORAGE		TAPE STORAGE	OUTPUT TAPE POSITION FLORIDA	NCHS
STATE CERTIFICATE NUMBER	N-8	N-8	N-6		
(Top) Year of Event	(2)	(2)	---	---	---
State-filed Number	(6)	(6)	(6)	006-011	---

DATABASE ENTRY SPECIFICATIONS

Enter as shown; prenumbered by Registration Staff.

DATABASE/TAPE STORAGE STRUCTURE

DATABASE:
YY000001-YY299999.....Florida record
(where YY are the last two digits of the year of event)

TAPE:
000001-299999.....Florida record

PROGRAMMING EDIT SPECIFICATIONS

YY000001-YY299999 (where YY are the last two digits of the year of event);
validated sequentially through Certificate Number Log for the appropriate
year of event.

DISSOLUTION OF MARRIAGE SPECIFICATIONS
for certificates of dissolution of marriage prior to 2006

ITEM NAME ON CERTIFICATE (ITEM NUMBER)	DATABASE ENTRY/STORAGE		TAPE STORAGE	OUTPUT TAPE FLORIDA	POSITION NCHS
REPORT OF TYPE OF ACTION (Top)	AN-1	N-1	N-1	175	---

DATABASE ENTRY SPECIFICATIONS

Enter D for report of dissolution.
     A for report of annulment.
     M for separate maintenance agreement.
     S for report set aside.

DATABASE/TAPE STORAGE STRUCTURE

1.....Dissolution
2.....Annulment
3.....Separate Maintenance Agreement
4.....Report Set Aside

PROGRAMMING EDIT SPECIFICATIONS

1-4.

DISSOLUTION OF MARRIAGE SPECIFICATIONS
for certificates of dissolution of marriage prior to 2006

ITEM NAME ON CERTIFICATE (ITEM NUMBER)	DATABASE ENTRY/STORAGE		TAPE STORAGE	OUTPUT TAPE FLORIDA	POSITION NCHS
COUNTY ISSUING REPORT (1)	AN-13	N-2	N-2	016-017	---

DATABASE ENTRY SPECIFICATIONS

Enter county name as shown or entry from COUNTY Validation File (Appendix I). Display will be MASTER name from COUNTY Validation File for the appropriate entry/code.

DATABASE/TAPE STORAGE STRUCTURE

11-77.....County (See Appendix I)

PROGRAMMING EDIT SPECIFICATIONS

11-77 (COUNTY Validation File); code 89 is not acceptable.

DISSOLUTION OF MARRIAGE SPECIFICATIONS
for certificates of dissolution of marriage prior to 2006

ITEM NAME ON CERTIFICATE (ITEM NUMBER)	DATABASE ENTRY/STORAGE		TAPE STORAGE	OUTPUT TAPE POSITION FLORIDA	NCHS
DATE OF FINAL JUDGMENT	AN-8	N-8	N-8		
(2) Month	(2)	(2)	(2)	020-021	---
Day	(2)	(2)	(2)	022-023	---
Year	(4)	(4)	(4)	024-027	---

DATABASE ENTRY SPECIFICATIONS

Enter the eight-digit numeric code for the date using two digits for the month, two digits for the day, and four digits for the year.

If MONTH or DAY is unknown, enter 99 for the missing component.
The YEAR must be entered; cannot be unknown.

DATABASE/TAPE STORAGE STRUCTURE

MONTH: 01-12.....Jan-Dec
         99.....Not classifiable

DAY: 01-31.....Day of month
         99.....Not classifiable

YEAR: Four-digit year

PROGRAMMING EDIT SPECIFICATIONS

MONTH: 01-12 or 99.
DAY: 01-31 or 99.
YEAR: Valid year (must be equal or prior to system year);
         year cannot be 9999 (unknown).

If MONTH = 04,06,09, or 11, then DAY must = 01-30 or 99.
If MONTH = 01,03,05,07,08,10, or 12, then DAY must = 01-31 or 99.
If MONTH = 02, then DAY must = 01-28 or 99 (DAY may = 29 if a leap YEAR).

DISSOLUTION OF MARRIAGE SPECIFICATIONS
for certificates of dissolution of marriage prior to 2006

ITEM NAME ON CERTIFICATE (ITEM NUMBER)	DATABASE ENTRY/STORAGE	TAPE STORAGE	OUTPUT TAPE POSITION FLORIDA	NCHS
DOCKET-VOLUME-PAGE NUMBER (3)	AN-20 AN-20	AN-20	178-197	---

DATABASE ENTRY SPECIFICATIONS

Enter DOCKET, VOLUME, and PAGE numbers, as shown. Leave a BLANK between the DOCKET and VOLUME, and between the VOLUME and PAGE entries.

DATABASE/TAPE STORAGE STRUCTURE

As entered.

PROGRAMMING EDIT SPECIFICATIONS

Alphanumeric or BLANK.

DISSOLUTION OF MARRIAGE SPECIFICATIONS
for certificates of dissolution of marriage prior to 2006

ITEM NAME ON CERTIFICATE (ITEM NUMBER)	DATABASE ENTRY/STORAGE		TAPE STORAGE	OUTPUT TAPE POSITION FLORIDA	NCHS
DATE FILED AND RECORDED	AN-8	N-8	N-8		
(4) Month	(2)	(2)	(2)	048-049	---
Day	(2)	(2)	(2)	050-051	---
Year	(4)	(4)	(4)	052-055	---

DATABASE ENTRY SPECIFICATIONS

Enter the eight-digit numeric code for the date using two digits for the month, two digits for the day, and four digits for the year.

If MONTH or DAY is unknown, enter 99 for the missing component.
The YEAR must be entered; cannot be unknown.

DATABASE/TAPE STORAGE STRUCTURE

MONTH: 01-12.....Jan-Dec
         99.....Not classifiable

DAY: 01-31.....Day of month
         99.....Not classifiable

YEAR: Four-digit year

PROGRAMMING EDIT SPECIFICATIONS

MONTH: 01-12 or 99.
DAY: 01-31 or 99.
YEAR: Valid year (must be equal or prior to system year);
         Year cannot be 9999.

If MONTH = 04,06,09, or 11, then DAY must = 01-30 or 99.
If MONTH = 01,03,05,07,08,10, or 12, then DAY must = 01-31 or 99.
If MONTH = 02, then DAY must = 01-28 or 99 (DAY may = 29 if leap YEAR).

DATE OF FINAL JUDGMENT must be equal or prior to DATE FILED AND RECORDED.

DISSOLUTION OF MARRIAGE SPECIFICATIONS
for certificates of dissolution of marriage prior to 2006

ITEM NAME ON CERTIFICATE (ITEM NUMBER)	DATABASE ENTRY/STORAGE	TAPE STORAGE	OUTPUT TAPE POSITION FLORIDA	NCHS
HUSBAND'S NAME				
(5) First	AN-15	AN-15	AN-15	056-070	---
Middle	AN-15	AN-15	AN-15	071-085	---
Last	AN-15	AN-15	AN-15	086-100	---
Suffix	AN-3	AN-3	AN-3	101-103	---

DATABASE ENTRY SPECIFICATIONS

Enter name components as shown.
LAST NAME component must be entered; if not given, enter UNKNOWN.

DATABASE/TAPE STORAGE STRUCTURE

As entered.

PROGRAMMING EDIT SPECIFICATIONS

First character of each name component must be among A to Z, or BLANK.
LAST NAME component cannot be BLANK.

First character of any name component is BLANK and remainder of component is non-BLANK.
(Override capability)

FIRST NAME component is BLANK and MIDDLE NAME component is non-BLANK.
(Override capability)

DISSOLUTION OF MARRIAGE SPECIFICATIONS
for certificates of dissolution of marriage prior to 2006

ITEM NAME ON CERTIFICATE (ITEM NUMBER)	DATABASE ENTRY/STORAGE		TAPE STORAGE	OUTPUT TAPE POSITION FLORIDA	NCHS
HUSBAND'S RESIDENCE STATE (6a)	AN-15	N-2	N-2	104-105	---

DATABASE ENTRY SPECIFICATIONS

Enter state/country name as shown or entry from STATE Validation File (Appendix IV). Display will be MASTER name from STATE Validation File for the appropriate entry/code.

Refer to Appendix VI for additional instructions and other entries.

DATABASE/TAPE STORAGE STRUCTURE

01-51.....State (see Appendix IV)
   52.....Puerto Rico
   53.....Virgin Islands
   54.....Guam
   55.....Canada
   56.....Cuba
   57.....Mexico
   59.....Remainder of World
   99.....Not classifiable

PROGRAMMING EDIT SPECIFICATIONS

01-57, 59, or 99 (STATE Validation File).

DISSOLUTION OF MARRIAGE SPECIFICATIONS
for certificates of dissolution of marriage prior to 2006

ITEM NAME ON CERTIFICATE (ITEM NUMBER)	DATABASE ENTRY/STORAGE		TAPE STORAGE	OUTPUT TAPE POSITION FLORIDA	NCHS
WIFE'S NAME					
(7a) First	AN-15	AN-15	AN-15	110-124	---
Middle	AN-15	AN-15	AN-15	125-139	---
Last	AN-15	AN-15	AN-15	140-154	---
(7b) Maiden Surname	AN-15	AN-15	---	---	---

DATABASE ENTRY SPECIFICATIONS

Enter name components as shown.
LAST NAME component must be entered; if not given, enter UNKNOWN.

DATABASE/TAPE STORAGE STRUCTURE

As entered.

When passing WIFE'S NAME to the FLORIDA tape, use the following criteria:

(1) If WIFE'S MAIDEN SURNAME component is non-BLANK and WIFE'S LAST NAME component is same as HUSBAND'S LAST NAME component, then move WIFE'S MAIDEN SURNAME component to WIFE'S LAST NAME component.

(2) If WIFE'S MAIDEN SURNAME component is non-BLANK and WIFE'S LAST NAME component is different from HUSBAND'S LAST NAME component, then move WIFE'S LAST NAME component to WIFE'S MIDDLE NAME component and move WIFE'S MAIDEN SURNAME component to WIFE'S LAST NAME component.

PROGRAMMING EDIT SPECIFICATIONS

First character of each name component must be among A to Z, or BLANK.
LAST NAME component cannot be BLANK.

First character of any name component is BLANK and remainder of component is non-BLANK.
(Override capability)

FIRST NAME component is BLANK and MIDDLE NAME component is non-BLANK.
(Override capability)

DISSOLUTION OF MARRIAGE SPECIFICATIONS
for certificates of dissolution of marriage prior to 2006

ITEM NAME ON CERTIFICATE (ITEM NUMBER)	DATABASE ENTRY/STORAGE		TAPE STORAGE	OUTPUT TAPE POSITION FLORIDA	NCHS
WIFE'S RESIDENCE STATE (8a)	AN-15	N-2	N-2	155-156	---

DATABASE ENTRY SPECIFICATIONS

Enter state/country name as shown or entry from STATE Validation File (Appendix IV). Display will be MASTER name from STATE Validation File for the appropriate entry/code.

Refer to Appendix VI for additional instructions and other entries.

DATABASE/TAPE STORAGE STRUCTURE

01-51.....State (see Appendix IV)
   52.....Puerto Rico
   53.....Virgin Islands
   54.....Guam
   55.....Canada
   56.....Cuba
   57.....Mexico
   59.....Remainder of World
   99.....Not classifiable

PROGRAMMING EDIT SPECIFICATIONS

01-57, 59, or 99 (STATE Validation File).

DISSOLUTION OF MARRIAGE SPECIFICATIONS
for certificates of dissolution of marriage prior to 2006

ITEM NAME ON CERTIFICATE (ITEM NUMBER)	DATABASE ENTRY/STORAGE		TAPE STORAGE	OUTPUT TAPE POSITION FLORIDA	NCHS
STATE OF THIS MARRIAGE (9b)	AN-15	N-2	N-2	161-162	---

DATABASE ENTRY SPECIFICATIONS

Enter state name as shown or entry from STATE Validation File (Appendix IV). Display will be MASTER name from STATE Validation File for the appropriate entry/code.

Refer to Appendix VI for additional instructions and other entries.

DATABASE/TAPE STORAGE STRUCTURE

```
01-51.....State (see Appendix IV)
   52.....Puerto Rico
   53.....Virgin Islands
   54.....Guam
   55.....Canada
   56.....Cuba
   57.....Mexico
   59.....Remainder of World
   99.....Not classifiable
```

PROGRAMMING EDIT SPECIFICATIONS

01-57, 59, or 99 (STATE Validation File).

DISSOLUTION OF MARRIAGE SPECIFICATIONS
for certificates of dissolution of marriage prior to 2006

ITEM NAME ON CERTIFICATE (ITEM NUMBER)	DATABASE ENTRY/STORAGE		TAPE STORAGE	OUTPUT TAPE POSITION FLORIDA	NCHS
DATE OF THIS MARRIAGE	AN-8	N-8	AN-8		
(9c) Month	(2)	(2)	(2)	163-164	---
Day	(2)	(2)	(2)	165-166	---
Year	(4)	(4)	(4)	167-170	---

DATABASE ENTRY SPECIFICATIONS

Enter the eight-digit numeric code for the date using two digits for the month, two digits for the day, and four digits for the year.

If MONTH or DAY is unknown, enter 99 for the missing component.
If YEAR is unknown, enter 9999 for the YEAR component.

DATABASE/TAPE STORAGE STRUCTURE

MONTH: 01-12.....Jan-Dec
                99.....Not classifiable

DAY: 01-31.....Day of month
                99.....Not classifiable

YEAR: Four-digit year
             9999.....Not classifiable

PROGRAMMING EDIT SPECIFICATIONS

MONTH: 01-12 or 99.
DAY: 01-31 or 99.
YEAR: Valid year (must be equal or prior to system year) or 9999.

If MONTH = 04,06,09, or 11, then DAY must = 01-30 or 99.
If MONTH = 01,03,05,07,08,10, or 12, then DAY must = 01-31 or 99.
If MONTH = 02, then DAY must = 01-28 or 99 (DAY may = 29 if a leap YEAR).

DATE OF THIS MARRIAGE must be equal or prior to DATE OF FINAL JUDGMENT.

DISSOLUTION OF MARRIAGE SPECIFICATIONS
for certificates of dissolution of marriage prior to 2006

ITEM NAME ON CERTIFICATE (ITEM NUMBER)	DATABASE ENTRY/STORAGE		TAPE STORAGE	OUTPUT TAPE POSITION FLORIDA	NCHS
NUMBER OF LIVING CHILDREN UNDER 18 YEARS OF AGE (10b)	N-1	N-1	N-1	173	---

DATABASE ENTRY SPECIFICATIONS

Enter the appropriate one-digit numeric code based on entry provided.
Enter 0 for none.
9 for unknown or not classifiable.

DATABASE/TAPE STORAGE STRUCTURE

```
  0.....None
1-7.....As shown
  8.....Eight or more
  9.....Not classifiable
```

PROGRAMMING EDIT SPECIFICATIONS

0-9.

DISSOLUTION OF MARRIAGE SPECIFICATIONS
for certificates of dissolution of marriage prior to 2006

ITEM NAME ON CERTIFICATE (ITEM NUMBER)	DATABASE ENTRY/STORAGE		TAPE STORAGE	OUTPUT TAPE POSITION FLORIDA	NCHS
ADMINISTRATIVE DATA					
System Flag Indicators (Not on Certificate)	AN-10	AN-10	AN-10	206-215	---

DATABASE ENTRY SPECIFICATIONS

Enter the appropriate one-character code(s), as applicable.

DATABASE/TAPE STORAGE STRUCTURE

As entered.

BLANK.....Not applicable

PROGRAMMING EDIT SPECIFICATIONS

An alpha character or a combination of alpha characters, provided there is
no duplication of characters or spaces between characters.