

## Annual Self Assessment Tool (SAT)

The county vital statistics offices completed their annual Self Assessment Tool (SAT) in February. Their responses reflect their performance for 2014 activities. Developed by the state office, in coordination with the statewide Chief Deputy Registrar Advisory Committee (CDRAC), the SAT is a tool devised to help the local vital statistics office ensure that operating processes are in accordance with established guidelines, rules, and procedures. The local registrar and business manager note their review of the SAT, and a quality assurance field representative reviews the SAT and follows up with the county as needed.

The SAT is also used for ongoing process improvement and is referenced as a part of a statewide Quality

Improvement assessment process.

This year, the SAT site moved to a new location. Its new home is part of the Bureau of Vital Statistics SharePoint sites and is monitored and maintained by the Records Registration staff at the state office in Jacksonville. The move was prompted in part by some minor issues discovered during last year's SAT. Our web staff created the new page with the same look and feel as the old site.

We would like to congratulate our county folks for their timely responses in completing their SATs and the care and dedication they display in providing the very best service to the citizens in Florida. The state office could not function without their support and assistance.

## CDRAC Update

Members of the CDRAC (Chief Deputy Registrar Advisory Committee) team would like to offer a fond farewell to one of its members, Mark Lemke, Collier County. Once these wise words were offered, "Loss is nothing else but change, and change is nature's delight." While we are sad to lose Mark, we are sure he will delight in his new position as Health Center Administrator, Satellite Office in Immokalee, Collier County. Mark's wit and expertise will surely be missed and we wish him the best of luck in this new position.

Loss is really just a form of change and change can and often does present an opportunity for all involved. Therefore, we would like to welcome our newest member, Melodie Waits, CDR of Sarasota, County. As this team continues to work together to assist the Bureau of Vital Statistics to better serve the people of Florida, we are looking forward to benefiting from Melodie's contributions in the days to come. Again Melodie, welcome aboard!!!

## Noncontagious Disease Letter

There are times when a funeral director shipping a body out of the U.S. will ask the county health department for a letter or statement indicating the death was from a noncontagious disease or condition that is not a threat to public health. The state office, along with the CDRAC, devised a standard format for use in these situations. If necessary, the letter can be notarized.

In most cases, the chief health officer or county administrator of the county where death occurs signs this letter/statement. If the usual person who signs this type of letter is unavailable, whoever is acting in that capacity may sign or the CDR may contact a quality assurance field rep for guidance.

In some areas, if the death was a medical examiner's case, the medical examiner may construct the letter/statement.

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# Spotlight on Manatee County

**M**anatee County was created January 9, 1855 and was named after the Florida manatee. Today the population is more than 342,000 and growing rapidly. The Manatee County Vital Statistics team, Chief Deputy Registrar (CDR) Dianna Montemarano, Deputy Registrars Carmen Rojas, Shante Byrd, and Camille Foreman (more than 31 years of combined experience) keep up with their expanding customers that include 25 local and "out of county" funeral homes.. Last year the Manatee office issued 9,813 birth certifications and 58,842 death certifications.

CDR Dianna Montemarano boasts, "The girls do a fantastic job of customer service, and they work their



*Pictured from L to R: DR Camille Foreman, CDR Dianna Montemarano, DR Carmen Rojas, and DR Shante Byrd*

fingers off". Sounds like team effort to me. Keep up the superior customer service, Manatee County Vitals!

## CDR Training

**A** big thank you to CDR Yamilia Delgado and the Hernando County Vital Statistics team for hosting a December CDR/DR training at their Springhill office. There were participants from Citrus, Hernando, Pasco, and Sumter counties

The quarterly CDR-DR Training in Jacksonville occurred on January 21st, through the 23rd. We tried out a new process whereby attendees with less than 6 months experience came in a day early (21st) for a ½ a day to attend a "basics only" class for e-Vitals. We believe that the added hands-on training was successful, and enhanced the training experience for the newer attendees. CHD personnel trained this quarter were from Desoto, Seminole, Suwannee, and Union counties.

We have tentatively scheduled the next quarterly CDR-DR Training for April 2015, so if you have an interest in coming contact Ana Goold at [Ana.Goold@flhealth.gov](mailto:Ana.Goold@flhealth.gov). Please note that the training is developed for Vitals Statistics staff only, and access to e-Vitals is essential to the training.

## Change in Latitude



**M**ichele Watterson, Quality Assurance Field Representative, left Vital Statistics to return to her roots in teaching; our loss will be some 1st grader's gain!

Michele's resignation from QA resulted in the re-distribution of District 3 West, among the remaining field representatives and the Electronic Registration Lead, Mike Edwards. The new territories will remain in effect until the vacated position is filled. As always, all field reps are available if assistance is needed. Michele will be missed, but we wish her well in her new venture.

## Florida's Top 20 First Names for 2014

### MALE

1. Noah
2. Liam
3. Jacob
4. Michael
5. Mason
6. Ethan
7. Alexander
8. Jayden
9. Elijah
10. Daniel
11. Lucas
12. David
13. Aiden
14. Logan
15. Anthony
16. Matthew
17. Gabriel
18. William
19. Joshua
20. Sebastian

### FEMALE

1. Isabella
2. Sophia
3. Emma
4. Olivia
5. Mia
6. Ava
7. Emily
8. Sofia
9. Victoria
10. Abigail
11. Madiso
12. Elizabeth
13. Amelia
14. Gabriella
15. Chloe
16. Ella
17. Harper
18. Avery
19. Arianna
20. Lily

## Welcome Aboard

The following appointments have been made to the position of registrar in the county health department:

- Chief Deputy Registrar:
- Valdineia Castellon..... Broward County
  - Amarilis Salazar..... Palm Beach County
  - Patricia Baxter ..... Jackson County
  - Connie Pace..... Union County

# Vitals Word Search Puzzle

I	G	O	F	K	B	R	Q	Z	D	X	V	A	Y	D	Y	S	I	I	V
P	G	A	G	V	M	X	E	Q	X	E	A	C	W	Q	T	R	L	E	I
A	M	T	P	L	Z	J	H	C	C	D	A	G	N	R	Z	F	N	P	T
X	A	T	H	J	V	L	P	N	O	G	Z	Q	A	J	Y	X	O	A	A
S	Z	E	Y	D	V	G	A	N	O	N	G	H	D	P	O	G	P	T	L
N	N	S	S	W	G	U	C	R	M	O	C	I	P	L	Q	N	C	E	S
E	Q	T	I	P	S	V	R	Z	E	M	O	I	F	F	L	Z	E	R	F
P	A	A	C	S	R	U	Q	Y	Z	V	W	S	L	H	O	O	R	N	N
D	J	T	I	Z	S	E	D	O	S	T	M	F	Q	I	D	C	T	I	A
W	Z	I	A	A	P	O	S	T	I	L	L	E	I	X	A	I	I	T	H
U	S	O	N	D	T	A	N	U	V	L	B	W	L	P	J	T	F	Y	E
E	I	N	J	H	C	E	V	G	M	O	N	O	P	F	J	J	I	R	F
O	C	D	H	M	M	K	O	H	Q	P	Z	K	R	E	D	G	C	O	U
N	N	I	L	D	Q	L	R	L	I	K	T	F	L	C	R	A	A	D	N
F	W	V	N	J	S	T	A	T	I	S	T	I	C	S	D	M	T	S	E
D	Z	E	H	I	T	B	K	S	G	R	Q	F	V	X	O	V	I	B	R
D	M	G	N	O	T	A	R	Y	S	P	T	U	J	E	K	Y	O	T	A
A	M	W	J	T	A	U	F	W	G	N	M	S	K	S	I	E	N	C	L
C	Q	J	M	L	P	E	I	N	M	A	Y	E	E	V	B	S	A	F	W
U	J	Q	J	D	I	S	C	R	E	P	A	N	C	Y	A	C	E	Q	S

- |               |                |
|---------------|----------------|
| AMENDMENT     | PHYSICIAN      |
| APOSTILLE     | PRESUMPTIVE    |
| ATTESTATION   | RECONCILIATION |
| CERTIFICATION | SAT            |
| CHARTS        | STATISTICS     |
| DISCREPANCY   | SURROGACY      |
| FUNERAL       | VITALS         |
| ISSUANCE      | VOID           |
| LOG           |                |
| NOTARY        |                |
| PATERNITY     |                |
| PERMIT        |                |

For Answer Key, email  
Lorraine.Kratz@flhealth.gov

## Facility Name Changes

As we are well aware, things change over time, including the names of facilities (i.e. hospitals, hospice centers, nursing homes, etc.). These facilities are reminded that when they have a name change to notify in writing, the local county vital statistics office and the local funeral directors.

When a name change occurs, everyone counts on each facility to make all parties concerned aware of this change. The funeral directors can also help themselves by inquiring as to the current name of the facility when removing a body. If there is a name change, they should notify the local chief deputy registrar, who will follow-up with the facility for an official notification.



## Bits N' Pieces

- CDRs must reconcile their Safety Paper Usage Report every day; any discrepancies must be fixed before beginning another day's DocSequence. Questions on the report and what to do should be directed to the QA field rep.
- The state office recently updated the Chief Deputy Registrar Operations Manual (COM). The December 2014 Revision can be found on the department Intranet website. This manual is for the CDRs' use in the day-to-day operations of the county vital offices.
- Also updated is the Vital Records Registration Handbook, used primarily by the preparers of Florida's vital records. The handbook can be found at : <http://www.floridahealth.gov/certificates/certificates/publications-page.html>

The County Health Department phone list (with fees) is posted to the Internet at:  
[www.floridahealth.gov/certificates/certificates/publications-page.html](http://www.floridahealth.gov/certificates/certificates/publications-page.html)  
The list is updated quarterly & can be downloaded at any time. Be sure to verify with the county should there be additional fees.

# CHANGE OF ADDRESS FORM

PLEASE PRINT OR TYPE ALL INFORMATION

Date: \_\_\_\_\_

Address as shown on current newsletter \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

New Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE MAIL NAME CHANGE OR CHANGE OF ADDRESS TO:**  
BUREAU OF VITAL STATISTICS, QUALITY ASSURANCE UNIT  
P.O. BOX 210  
JACKSONVILLE, FLORIDA 32231-0042

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Department of Health  
Bureau of Vital Statistics  
Quality Assurance Unit (HPVSRR)  
P.O. Box 210  
Jacksonville, FL 32231-0042

