



# VITAL NEWS



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## EVRRS SUCCESS STORY



HOORAY!!!! The state office has successfully completed implementation of the new Electronic Vital Records Registration System (EVRRS), which includes birth, amendments, and CAS. We have enjoyed the many benefits of the system since February 2004 and are extremely excited about sharing the advantages with the counties. The pilot is scheduled to begin June 2004 in Duval County. A rollout to remaining Florida counties is slated to follow.

The acronym, "CAS," stands for Correspondence Accounting System, and it represents an all-in-one system for processing vital record requests. CAS will first be utilized for birth requests and, in 2005, for death certificate requests. Expected to be a great benefit to every vital statistics office, the CAS program has the capability of streamlining almost every aspect of the application and issuance process and will do away with time consuming logs and procedures.

A positive reception is expected for this new program, which will move Florida vital records processing into the 21<sup>st</sup> century.

## CHIEF DEPUTY REGISTRAR ADVISORY COMMITTEE

The Chief Deputy Registrar Advisory Committee (CDRAC) continues to discuss various scenarios encountered with the new birth certificate. In the most recent conference call, we shared some of the problems and successes experienced during the first two months of implementation. Overall, the successes outweigh the problems, so we feel that is a good sign!

The CDRAC members will be heading to Jacksonville again sometime this summer to look at the updated QS system. Monthly conference calls with the state office have addressed issues related to a smooth transition of Phase 1 of EVRRS.

The state office has asked the committee to construct sample questions for an internet customer satisfaction survey for hospitals to complete. We anticipate completion of this assignment before the June CDRAC call.

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## REVISED DEATH CERTIFICATE

In April, vital statistics staff met with Department of Health representatives from Maternal and Child Health, Epidemiology, Environmental Health, HIV/AIDS, and Healthy Start for a review of the proposed Florida Death Certificate, scheduled for January 2005 implementation.

Florida will work cooperatively with its partners in death registration to keep them informed of the progress toward the final format of the revised Florida Death Certificate. Letters will be sent to the Florida Funeral Directors Association (FFDA), the Independent Funeral Directors of Florida (IFDF), the Florida Morticians Association, the Medical Examiners Commission, the Board of Funeral Directors, and the Florida Medical Association, advising them of the proposed changes to the Florida death certificate. They will be asked to send a representative to participate in a workgroup which will preview the final draft of the record.

Those funeral homes utilizing a software package to generate the death certificate should know we have been in touch with the vendors, advising them of the plan to revise the form. Funeral directors should check with their particular vendor to be sure they are on the approved list of software packages and verify the vendor has been contacted by the state office.



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**CLERK OF COURT—  
DISSOLUTION  
REPORT**

The State Office of Vital Statistics is asking for assistance from the Clerks of Circuit Court in improving the reporting of Dissolution of Marriage, DH 513. We have noticed some offices holding reports for clients' failure to pay the required \$7.00 filing fee. Sections 382.023 and 28.101 Florida Statutes require these reports to be filed with the state office and failure to do so puts that clerks' office in noncompliance.

All Dissolution of Marriage Reports that have been withheld due to no payment should be sent immediately to the State Office of Vital Statistics. Forms should be completed in their entirety to ensure the data quality.

You are welcome to mail reports more than once a month and remember to include the Dissolution of Marriage Transmittal Form, DH 730, with all shipments.

Vital statistics would like to thank the Clerks of Circuit Court for their continued cooperation and support. If you have any questions, contact Kenny Higginbotham at (904) 359-6900 x1017.

**CREMATION APPROVAL FOR OUT OF STATE EVENTS**

At the February meeting of the Florida Medical Examiners Commission, the motion was passed confirming the commission's long-standing opinion that Florida medical examiners must approve *all* cremations which take place within their district, *regardless* of where the death occurred.

Section 406.11 (1)(a), Florida Statutes, delineates 12 instances in which the medical examiner has jurisdiction. These are the situations which are most familiar — accident, suicide, homicide, poison, etc. Subparagraph, (1)(b) addresses incidents when a body is brought into the state without proper medical certification, which also falls under the medical examiner's jurisdiction. In subparagraph (1)(c), the medical examiner is given jurisdiction when a body is to be *cremated, dissected, or buried at sea*.

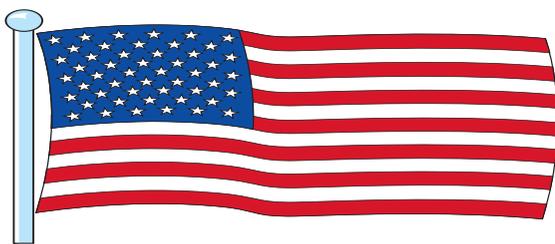
A letter was mailed to all district medical examiners, clarifying the responsibility of the medical examiner in approving such cremations. Funeral directors and direct disposers should inform staff involved in these processes in order that the funeral director remain in compliance with this directive.

This directive does not change existing procedures regarding cremation approval for deaths occurring in Florida. Any questions should be referred to the district medical examiner, chief deputy registrar, or the quality assurance unit at the state office.

**NEW QA REP**

Kevin Wright joins vital statistics as the newest member of the QA team. Kevin comes to us with an extensive training background and experience in legal matters. He will be dedicating his time initially to learning the CAS component of the new system to become our resident expert and be ready to train county staff when the time comes.

We look forward to working with Kevin and hope he has found a home with the VS family. Mike has warned him to stay away from stairwells for the first few months!!



**REVISED BIRTH CERTIFICATE UPDATE**

March 1st has come and gone, bringing with it the rollout of the revised birth certificate. Isolated incidents of minor technical difficulties (software and hardware) did surface, but were handled with relative ease. As the state office notices trends in data reporting that result in incorrect records, we are notifying the CDRs in order that they can provide additional training in those areas. This has resulted in steady increase in the submission of acceptable records. Soon the established standards for timely submission of quality data will be met again.

We at the state office wish to thank everyone involved in the rollout for their hard work and patience. Your efforts have given us an opportunity to excel.



**WELCOME ABOARD**

The following appointment has been made to the position of Registrar:

<i>Local Registrar:</i>	
Joseph R. Goggin	Charlotte County
Nancy Mills	Clay County
Patrick H. Johnson	Flagler County
Marsha Rau, B.S.N.	Hardee County
William H. Long	Jackson County
Susanna May, M.D.	Monroe County
Kevin Sherin, M.D.	Orange County
Dawn C. Allicock, M.D.	St. Johns County

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**ERROR ON AMENDED RECORD**

When clients obtain a copy of a record from the county office and mention there is an error, the CDR should ask the customer if the record has been amended in any manner, and if the answer is, "Yes," advise the client to contact the state office to verify the record (the CDR should not call in this particular instance). Most of the time, if there is an error on a record that has been amended, it is due to questionable information provided by the client. In these cases we will have to obtain additional documentation to correct, which is not something that can be done while the client is in the county office. Preferably, we would like them to write to us, explaining the problem.

The contact numbers for amendment questions are:

- Adoption: (904) 359-6900, ext. 9001
- Paternity: (904) 359-6900, ext. 9004
- Correction or Legal Name Change: (904) 359-6900, ext. 9005

**SECURITY PAPER RECEIPT**

To ensure accountability for all security paper, it is imperative the person receiving the paper verifies the paper *immediately* upon receipt. Any discrepancies must be reported according to the detailed instructions in the CDR Operations Manual (COM), Chapter 4, Security Paper, "Discrepancy/Incident Reporting."

A brief outline of the mandated procedures follows:

1. Count all boxes to ensure shipment is complete at initial receipt — verify all audit control numbers. The driver of the delivery truck should not leave until this process is complete.
2. Open all boxes in shipment to verify condition of packets and audit control numbers;
3. Place all paper in secure storage immediately after verification of shipment;
4. Enter shipment audit control numbers onto Shipment Receipt Log;
5. **Return properly completed DH 1234 via fax to the state office immediately upon receipt and verification; the original must be mailed within 24 hours of receipt.**

Should the CDR notice any irregularity in the shipment or paper itself, upon subsequent use, you must notify the proper authority immediately. Detailed procedures on security paper are found in Chapter 4 of the COM. If you have questions about the procedure, contact Dave Sanford at (904) 359-6900 ext. 1060, Sun-Com 826-6900 ext. 1060 or contact your quality assurance field representative.



**TOP 20 FIRST NAMES FOR 2003**

MALE		FEMALE	
1. Michael	11. David	1. Emily	11. Samantha
2. Joshua	12. Ethan	2. Isabella	12. Kayla
3. Matthew	13. Jonathan	3. Madison	13. Olivia
4. Anthony	14. Tyler	4. Emma	14. Victoria
5. Jacob	15. Andrew	5. Hannah	15. Abigail
6. Christopher	16. William	6. Ashley	16. Elizabeth
7. Daniel	17. Christian	7. Alexis	17. Sophia
8. Nicholas	18. Dylan	8. Brianna	18. Lauren
9. Joseph	19. John	9. Sarah	19. Taylor

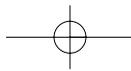


**BITS 'N PIECES**

- Just a reminder to CDRs when sending mail to the state office to use the **unit name**, e.g. Current Registration, QA, Amendments, Purchasing, etc. to ensure mail arrives promptly at its proper destination.
- When either the parents' education on a birth record or the decedent's education on a death record is home schooled, the preparer of record should ask for an estimated grade level and that number should be entered onto the record.

The *statistical tables, along with past issues of the Vital News*, can be found on the department's website at the following address:

[http://www.doh.state.fl.us/Planning\\_eval/Vital\\_Statistics/VitalNews/vn-index.html](http://www.doh.state.fl.us/Planning_eval/Vital_Statistics/VitalNews/vn-index.html)



**CHANGE OF ADDRESS FORM**

PLEASE PRINT OR TYPE ALL INFORMATION

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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



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

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