County Training

Triennial Reviews

Center for Health Statistics



Today's Agenda

- What is a Triennial Review?
- Compliance of Others
- Birth Amendments
- Acknowledgements of Paternity
- 24-Hour Notice Queue
- Security
- Intaglio Paper
- Order Forms
- Eligibility







Triennial Review

- County review every 3 years.
- CHS will contact you when it's time to schedule.
 Currently reviews are done virtually.
- Triennial Review Tool
 - Laws
 - Chapter 432 Vital Statistics
 - Chapter 333, Division 11
- Criteria for Compliance
 - County Requirements
 - Issuance and Registration of vital records requirements
 - Security, access, and confidentiality requirements







Compliance of Others

ORS 432.035 County registrars.

- (a) Comply with all instructions of the state registrar;
- (b) Check upon the compliance of others with the provisions of this chapter and with rules adopted under this chapter; and
- (c) Make an immediate report to the state registrar of any violation of this chapter or of a rule adopted under this chapter coming to their notice by observation, upon complaint of a person or otherwise.





Birth Amendments

- Do not ask parents to call the Hospital
- Do not give out a white copy

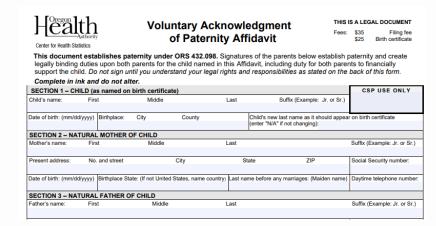
CENTER FOR HEALTH STATISTICS
P.O. Box 14050

- Do not inform parents about information or errors on the record
- Print the Certificate and give to parents
- Advise parents to contact the CHS
 Amendments Team to make a correction
 CHS.Amendments@dhsoha.state.or.us



Acknowledgements of Paternity (AOP)

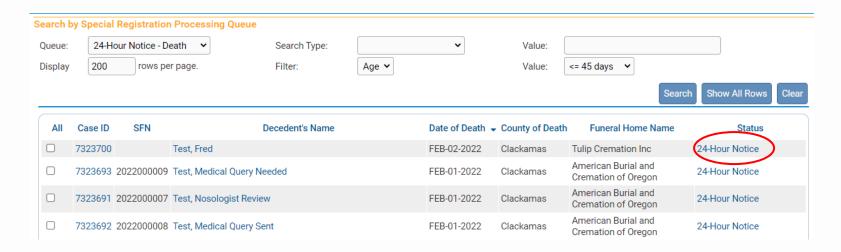
- If parents are signing a Voluntary
 Acknowledgement of Paternity
 (Form 45-21) in the county office,
 staff shall confirm that each parent
 has heard the rights and
 responsibilities statement for the
 parents before they sign.
- The rights and responsibility statement is on page 3 of the form.
- The form and a video of the rights and responsibilities statement can be found on our website <u>here</u>.





24-Hour Notice Queue

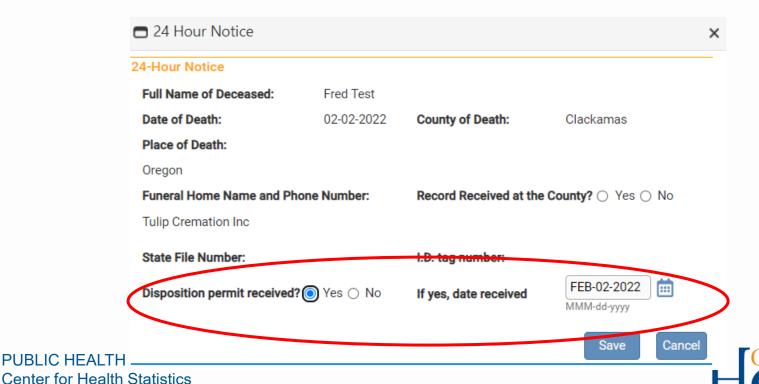
- Death records entered by a funeral home in OVERS will generate a 24-Hour Notice.
- The 24-Hour Notices can be found in the Special Registration Processing queue.





24-Hour Notice Queue

- Counties should receive a Disposition Permit for each death.
- The county marks that the Disposition Permit has been received and the date received.



Security/Access/Confidentiality



 Protect the confidentiality and security of vital records to prevent the fraudulent use those records.

- Protect personally identifiable information.
- Only allow authorized individuals access to vital record information.
- Unlawful use of vital records or reports is a Class C felony.

Intaglio Paper (security paper)

- Secure in a locked location
- Enter all orders into OVERS









Order Forms

All information that is on the order form must be entered in OVERS. This includes:

- Name
- Applicant Address/Shipping Address
- Phone number/Alternate phone number
- Email Address
- Names and dates on the record



OVERS should mirror what is on the order form





Eligibility

- Immediate Family Member
 - ➤ Parent, spouse, child or grandchild (over 18), grandparent, sibling, step-parent
- Legal Guardian

Government agency



Eligibility continued

- Legal representative of an immediate family member
- An agency or person who demonstrates a personal or property right reason-Death Certificate
- Non-eligible person with a notarized permission note from an eligible person
- Eligibility information on CHS website



Q & A





Contacts

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CHS.Amendments@dhsoha.state.or.us

OVERS Help Desk Technical Support

971-673-0279

8:00 am – 5:00 pm Monday – Friday





Thank you!



