

OPHA Vital Statistics Section

Meeting Minutes
November 9, 2016

Opening

The regular meeting of the OPHA Vital Statistics Section was called to order at 10:00 am by Linda Garcia on November 9, 2016.

Present

Jeannie Farnsworth, Linda Garcia, Sandra Hickey, Leica McGill, Debbie Minor, Linda – Pike County, Jane Shrider, Tina Watkins, Jacqueline Williams, Dan Burleson – Ohio Department of Health, Christine Shrider, Lois Hall; Tunu Kinebrew – Excused (Security Paper being delivered at the time of call).

Welcome and Updates

Linda Garcia welcomed all OPHA members and Dan Burleson from the Ohio Department of Health for attending the OPHA Webinar.

Chair-elect Position

Linda announced that Kevin Halligan – Toledo Health Department has resigned as the Co-chair for OPHA VS section. Linda communicated that she has not received any nominations at this time. Linda explained the duties and responsibilities of the position which includes shadowing the Chair during OPHA webinars, committees, Governing Council as well as the planning of the Annual OPHA Vital Statistics Conference, etc.

Discussion on the new ODH Support Site

The majority of the members had not accessed the new ODH Support Site. Linda encouraged all members to access the new support site and reach out to Dan Burleson at Ohio Department of Health for feedback. The website to access the support site is <http://www.odh.gov/vitalstatistics/stakeholder/support.aspx>

Feedback from Registrar Manual Index - Draft

Procedure Manual – Index was reviewed. Linda did not see an index for the “Letter of No Record”. Dan Burleson shared that it is listed under section (2.8). Linda asked about section (2.6) “Adding a note to a birth record”. Dan communicated that the “note” section is widespread and will be used as in the past. Linda suggests that under section (7.1) “Senate Bill 61” to add the statement Social Security Redaction. Linda believes that the section titles be very user friendly. Dan Burleson concurred. There was discussion regarding section (5.8) “Creating a death record w/o Funeral Home” Linda asked if the

training link would be provided under this section. Dan communicated that this manual is not intended to eliminate any current required training. Jackie asked Dan about the time frame as to which this manual will be available. Dan communicated that it would be available the end of January, 2017.

Sample - Registrar Job Description

On overview of the Registrar job description was discussed. Linda did not know if some of the items listed will no longer be relevant due to the evolution of the new electronic processes. She wanted to know if some of the job duties listed would be substituted with something else. Dan Burleson at ODH was not available as he had left the call. Some comments received regarding the job description was that it was very thorough, another comment was that it was too long. Linda communicated that the core competencies are relevant due to the accreditation. Linda will check with her accreditation coordinator to see what if anything needs added or can be condensed.

Discussions:

Debbie Ross asked if the IPHIS Enhancement Trainings were specifically targeting the hospitals. Dan stated “no”. Linda Garcia asked if the trainings were going to be available via video recorder. According to Dan the video recorder will be available for the Hearing Clerks and the Safe Sleep Clerks at the hospital only. He communicated that the video recorder would not be available to Registrars. Dan stated that the Enhancements will be discussed during the December 2016 ODH webinar.

Linda Garcia asked about the Security Paper Delivery Status. Dan communicated that the security paper is being delivered in Cincinnati today Wednesday, November 9, 2016.

Linda asked committee members to consider joining the planning committee for the Annual Vital Statistics Conference which she intends to start the planning process in March 2017.

Linda also asked committee members to consider serving in the Chair Elect position as nominations are being accepted.

Reminders:

Child Fatality Review – ORC 3705.071 – Required within 4 weeks of registration. Make sure to forward copies of death certificates as well as birth summaries, if applicable, to the appropriate county for the respected county’s review.

Minutes will be posted to OPHA VS Section website.

Future Webinar Notes: Webinars are from 10:00–11:00 am approximately.

December 14, 2016 - Linda will be on medical leave – *Meeting is cancelled for this month*

January 18, 2017

February 8, 2017

March 8, 2017

April 12, 2017

No May webinar – Annual OPHA Vital Statistics Conference in Columbus

June 14, 2017

July 12, 2017

August – Potential Annual VS Conference – No Webinar

September 13, 2017

October 11, 2017

November 8, 2017

December 13, 2017

Adjournment

Meeting was adjourned at 11:06 am by Linda Garcia. The next general meeting will be on January 18, 2017.

Minutes submitted by: Jacqueline Williams

Revised and Approved by: Linda Garcia