

**ACING YOUR VSU
LOCAL REGISTRAR
SITE VISIT**

AGENDA

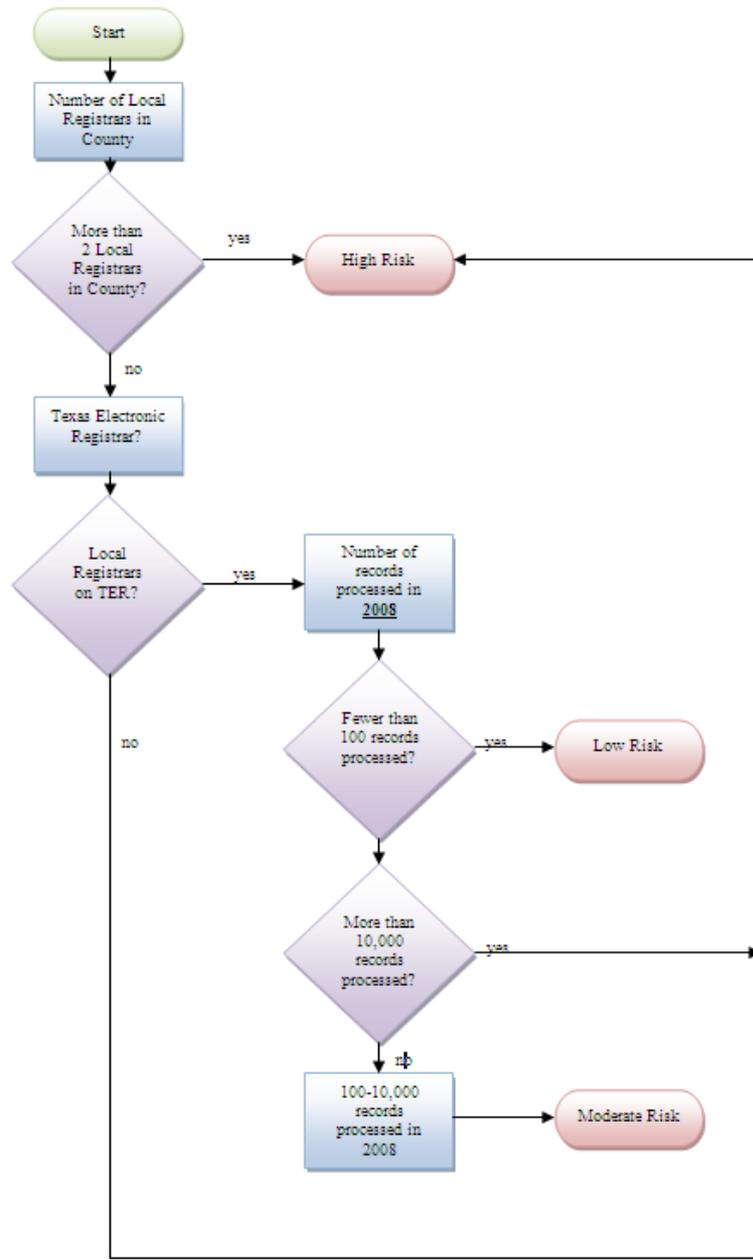
- ◉ What is a VSU Site Visit
- ◉ Adequate Preparation for a VSU Site Visit
- ◉ The Dreaded Site Visit
 - Resources and Functions
 - Application
 - Numbering and Indexing
 - Supplementals
 - Issuance
 - Remote Birth Access
 - Recording and Mailing
 - TER
 - Marriage
 - Other duties
- ◉ Post-Site Visit
- ◉ Avoiding Site Visits
- ◉ Questions

WHAT IS A VSU SITE VISIT

ONE-ON-ONE TRAINING

- ◉ Physical onsite survey of office and its policies and procedures
- ◉ Conducted by a Field Representative with the Local Registrar or Deputy Registrar
- ◉ Based on a risk assessment
- ◉ Conducted within a 5-year span (goal)





ADEQUATE PREPARATION FOR A VSU SITE VISIT

PREPARATORY CHECKLIST

◉ Written Processes

- Training Manual
- Records Preservation Plan (including emergency plan)
- Transition Plan
- Schedule of Fees
- Ensuring State Fees are Paid
- Burial Transit Permit
- Reconciling Reports of Death
- Remote Birth Access System
- Local Registrar's Absence
- Tracking Dates Records are Received
- Tracking Funeral Home & Medical Certifier Activity

PREPARATORY CHECKLIST

○ Information

- Registrations Filed in Previous Year
- Institutions that File Records
- Certified Copies Issued
- Training
- Current Blank Forms
- Envelopes with DSHS - VSU Address
- Marriage License Software

PREPARATORY CHECKLIST

○ Processes

- Fully Manual Records
- DTP Records
- Fully Electronic Records
- Filing a Record in TER
- Local Record Numbering System
- Indexing System
- Filing Supplemental Records
- Redacting Adoption/Paternity Information
- Filing Medical Amendments
- Matching Logs with IDs
- Birth Death Matching
- Midwife Documentation

PREPARATORY CHECKLIST

⦿ Tour

- Customer Service Area
- Security Paper Storage and Log
- Records Storage and Security
- Blank Forms and Envelopes



THE DREADED SITE VISIT

SITE VISIT SURVEY

Resources and Functions

- Payment to Comptroller
- Records Preservation Plan
- Training Manual

The screenshot shows the Texas Civil Fees Quarterly Report form. At the top, it includes the Texas state logo and the text "Texas Comptroller of Public Accounts". The form is titled "Civil Fees - QUARTERLY REPORT" and includes a "QUARTER ENDING" field. Below the title is a table with columns for "DESCRIPTION", "QUARTERLY NUMBER OF QUARTERS", "QUARTERLY TOTAL AMOUNT PAID", "QUARTERLY DOLLARS IN SERVICE FEE", and "QUARTERLY AMOUNT PAID". The table lists various fees such as "1. Birth Certificate Fee", "2. Marriage License Fee", "3. Declaration of Informal Marriage", "4. Nondissolution Fee", "5. Joint Divorce", and "6. Joint Divorce - Filing Fee". Below the table, there are fields for "Identification #", "Location #", and "Transaction Complete". A "Trace #:" field is also present. The form includes a "Total Amount" of \$4,060.60, a "Settlement Date" of 02/01/2019, a "Tax Type" of 32640 - Civil Fees Quarterly, and a "Filing Period" of 20094 - (quarterly). At the bottom, there are buttons for "Edit", "Return to Menu", and "Log off", along with a "Help" link. A red note at the bottom right states: "Complete and sign this report and enter a telephone number if can be called if additional information is necessary."

The screenshot shows the TEXNET website interface. At the top left is the TEXNET logo with the tagline "Electronic Payment Network". The page title is "Texas Comptroller of Public Accounts". The main content area displays a "Transaction Complete" message. It includes the following information: "Identification #", "Location #", "Transaction Complete", "Please remember that you must file any required tax returns separately", "Trace #:", "Total Amount \$4,060.60", "Settlement Date 02/01/2019", "Tax Type 32640 - Civil Fees Quarterly", and "Filing Period 20094 - (quarterly)". Below this information are buttons for "Edit", "Return to Menu", and "Log off", along with a "Help" link. At the bottom, there is a red note: "IMPORTANT: DO NOT USE THE BACK BUTTON ON YOUR BROWSER WHILE USING TEXNET." The URL "https://txnet.comptroller.state.tx.us/txnet" is visible at the bottom left.

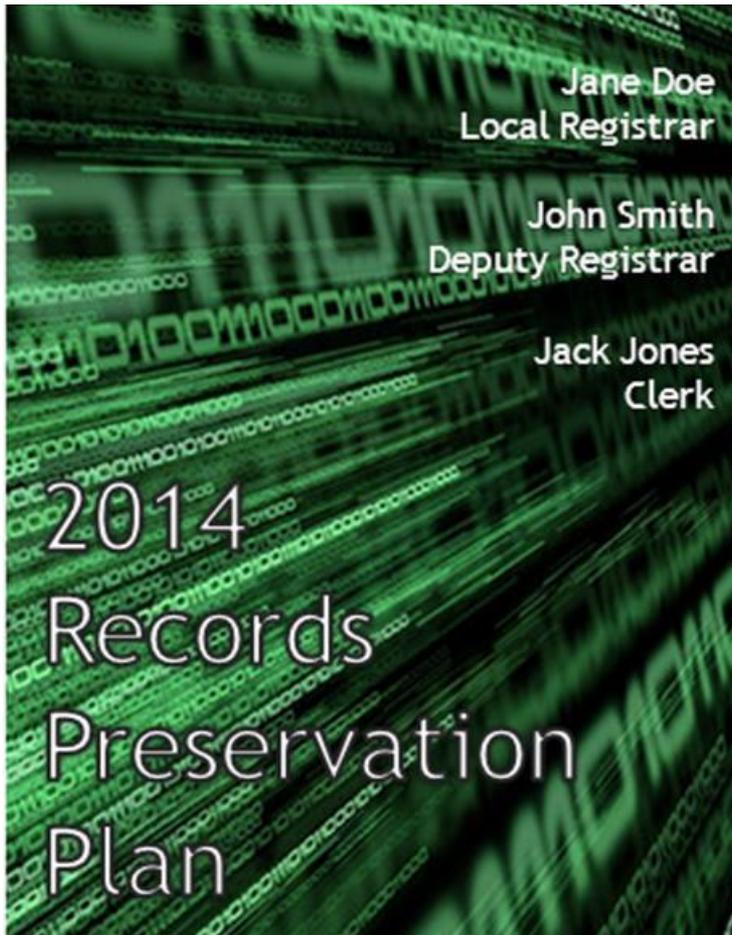


TABLE OF CONTENTS	
INTRODUCTION	1
GENERAL OVERVIEW	2
SELECTION	3
METHODS OF PROTECTION	4
Dispersal	4
Duplication	5
On-Site Storage	5
Off-Site Storage	6
PROGRAM ADMINISTRATION AND PRODECURES	8
DISASTER PLANNING	9
RECOVERY PROCEDURES MANUAL	10
DISASTER TEAM LISTING	11
RECORDS RETENTION SCHEDULES	11
DISASTER RECOVERY KIT	12
EQUIPMENT	12
COMPUTER PROGRAMS AND APPLICATION DOCUMENTATION	13
PROMOTING THE PROGRAM	13
CONCLUSION	14
EXHIBIT A GLOSSARY	15
EXHIBIT B STD 70 RECORDS INVENTORY WORKSHEET	17
EXHIBIT C STD 73 RECORDS RETENTION SCHEDULE	18
EXHIBIT D GUIDELINES TO RECOVERY BY RECORDS MEDIA	19
Paper	19
Photographic	19
DIAZO or Vesicular (duplicate) film	20
Magnetic	20

- Retention Schedule for each type of document stored in your office
- Security procedures for vital records [HSC 191.026]

- Properly disposing of voided security paper
- Procedure for proper storage of vital records and security paper

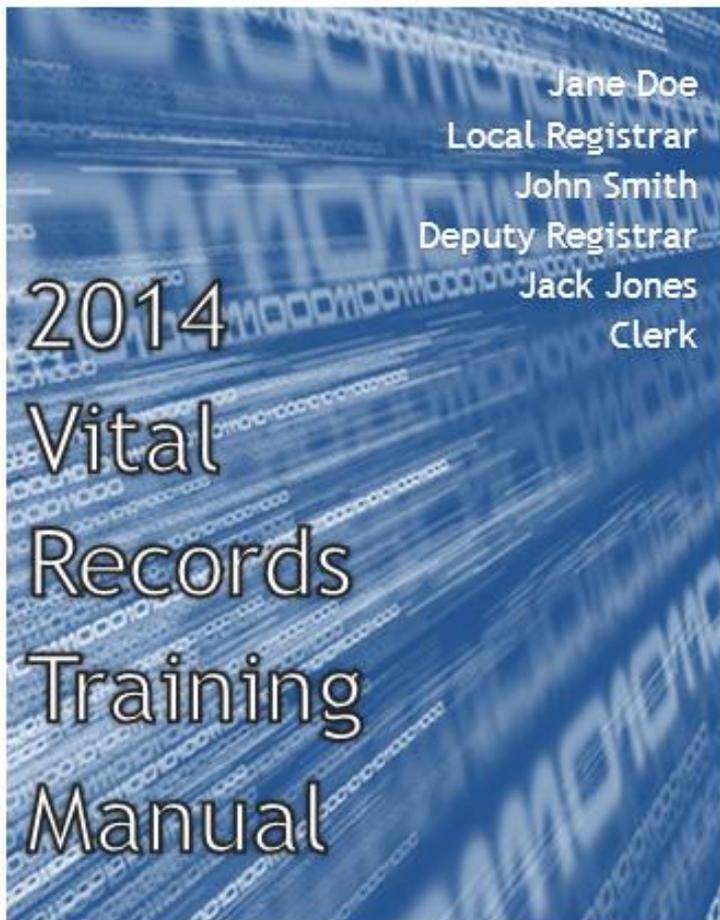


TABLE OF CONTENTS	
CHAPTER 1 - OVERVIEW	
PURPOSE OF THIS HANDBOOK.....	1
LOCAL REGISTRAR.....	2
DEPUTY REGISTRAR.....	3
CONFIDENTIALITY.....	4
REPORTS OF INFORMATION.....	5
PRESERVATION OF RECORDS.....	6
DESTRUCTION OF PAPER RECORDS.....	7
CHAPTER 2 - REGISTRATION	
REVIEW OF CERTIFICATE BY LOCAL REGISTRAR.....	8
DATE FILED BY LOCAL REGISTRAR.....	9
NUMBERING.....	10
INDEXING.....	11
RECORDING VITAL EVENTS.....	16
MAILING RECORDS TO THE STATE AND COUNTY CLERK.....	17
DELAYED REGISTRATION.....	18
PATERNITY REGISTRY.....	20
CENTRAL ADOPTION REGISTRY.....	21
SUPPLEMENTAL RECORDS SENT TO LOCAL REGISTRARS.....	22
VITAL RECORDS REGISTRATION OF LIVE BIRTHS.....	23
VITAL RECORDS REGISTRATION OF DEATHS.....	24

- Records acceptance
- Filing amendments and supplemental records
- BTP issuance (after hours)

- Issuance
- Tracking and voiding security paper
- Reporting fraud

SITE VISIT SURVEY

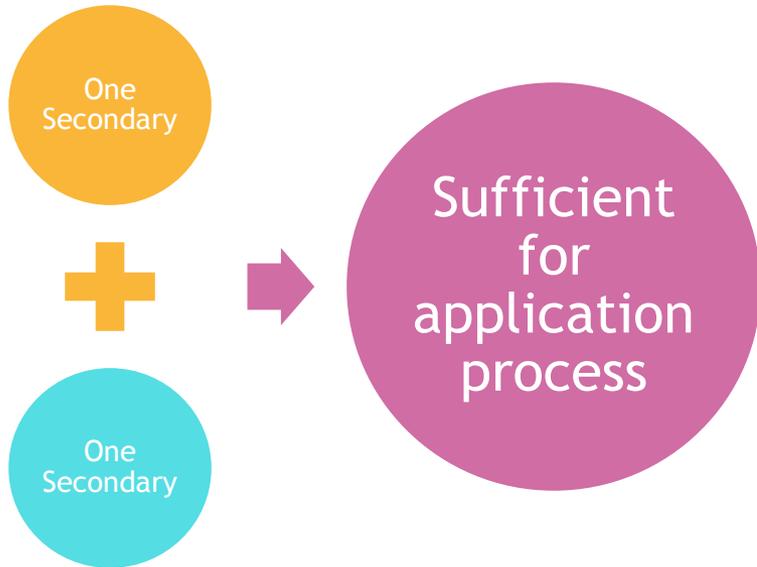
○ Application

- Application required
 - Relationship
 - Purpose
 - Warning statement
- ID
- Security Paper Log

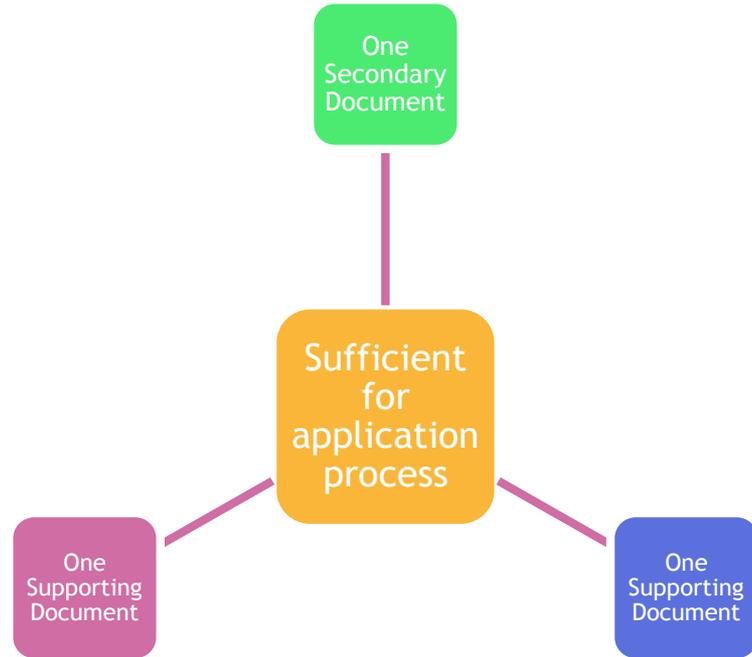


2014 Sample County Security Paper Log	
Name of Registrant	Document Security #
John Smith	0001
↓	0002
	0003
Jane Doe	0004
Jack Allen	0005
David Jones VOID	0006 VOID
Sarah Good	0007
	0008
	0009

Applicant lacks primary ID



Applicant lacks 2 different secondary IDs



SITE VISIT SURVEY

○ Numbering

- Separate systems
 - Births
 - Deaths
 - Fetal deaths
 - Marriages
- Reset consecutive number system each year

Example: Registrar's file number - 01-0001

Or the Local Registrar can enter the local file number without the dash.

Example: Registrar's file number - 010001

SITE VISIT SURVEY

○ Indexing

- General
 - For internal use
- Summary
 - Should have ability to provide to public upon request



SITE VISIT SURVEY

○ Indexing

■ Birth

- Event year
- Surname (alpha order)
- Given names or initials
- Date of the event
- County of occurrence
- **State or local file #**
- **Name of the father**
- **Maiden name of the mother**
- Sex of the registrant

■ Death

- Event year
- Surname (alpha order)
- Given names or initials
- Date of the event
- County of occurrence
- **SS #**
- Sex of the registrant
- **Marital status**
- **Name of spouse**
- **State or local file #**

SITE VISIT SURVEY

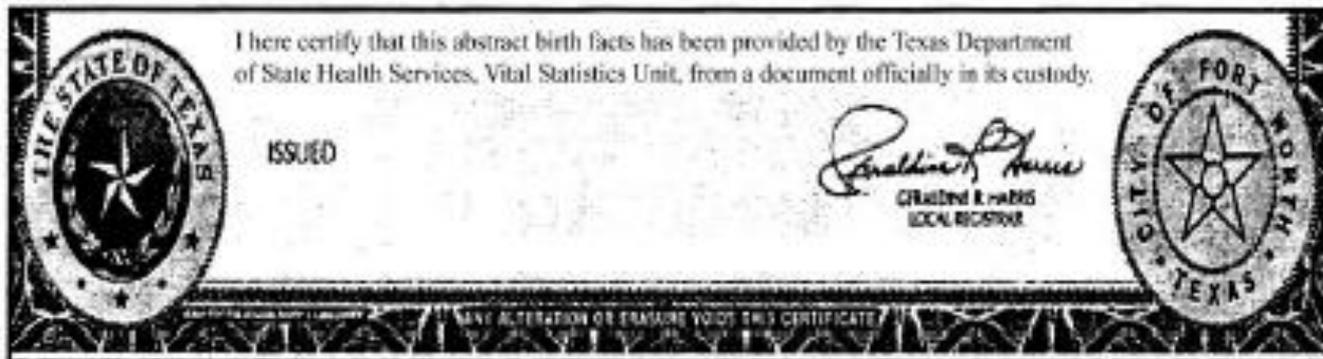
○ Supplementals

- Written procedures for
 - Adoption and paternity
 - Amendments and medical amendments

SITE VISIT SURVEY

○ Issuance

- Security paper
 - Compliance (TAC 181.28)
 - Supply
 - LR signature
 - Security



SITE VISIT SURVEY

○ Remote Birth Access

- Fees
- Voids

Typical Costs -	
Fixed costs (approx.):	
— PC/printer/modem	\$1000
— Internet provider (\$30.00 x 36 months)	<u>\$ 1080</u>
	\$2080
Individual Certificate costs:	
Security paper (approximate cost)	\$.25
State Charge 	<u>\$ 1.83</u>
Sample amortization of fixed costs	\$.42
Total cost per certificate	\$ 2.50
Certified copy price	<u>\$ 22.00*</u>
<i>Net Proceeds per certificate</i>	<i>\$19.50</i>

Resetting the Lifetime Count

SITE VISIT SURVEY

○ Recording

- Written procedures for
 - Tracking date records are received
 - Signing records in absence of LR



SITE VISIT SURVEY

○ Mailing

- Batch control sheet
- Address
- Return address

BATCH CONTROL LOG AND NUMBER FORM TRANSMITTAL SHEET	
COUNTY:	NUMBER:
CITY OR PRECINCT:	REGISTRAR NUMBER:
TYPE OF RECORD: (Check ONE)	DATE SENT : _____
BIRTH _____	FETAL DEATH _____
DEATH _____	
Prepare a SEPARATE Batch Control Log for EACH type record you are submitting.	
BEGINNING FILE NO: _____	ENDING FILE NO: _____
TOTAL RECORDS ENCLOSED: _____	PRINCIPLE MONTH IN WHICH EVENT OCCURRED: _____
COMMENTS: _____ _____ _____	
 TEXAS DEPARTMENT OF STATE HEALTH SERVICES VS-101 (10/2004)	Signature of Local Registrar

BATCH CONTROL LOG AND NUMBER FORM TRANSMITTAL SHEET	
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SITE VISIT SURVEY

○ TER Usage

- Using TER
- Reviewing the record before filing
- Checking your queues daily
 - Process and release
- Separate user IDs and passwords
- Current security table

TEXAS *Electronic*
REGISTRAR

SITE VISIT SURVEY

○ Marriage

- Software
- **two**gether in Texas
- Margins



SITE VISIT SURVEY

◉ Other Duties

- Notifying local voter registrar and SOS
- Burial Transit Permits
- Oath of confidentiality
- Transition Plan
- Schedule of fees

NOTIFYING LOCAL VOTER REGISTRAR AND SOS

Abstract Should Include

- Name of Decedent
- Date of Death
- Address of Decedent on Death Record
- Age and Gender
- County of Death
- Date of Birth
- SSA Number



State Election Form
Prescribed by Secretary of State

ABSTRACT OF DEATH CERTIFICATE
(Section 16.001(a) of the Texas Election Code)*

I, the undersigned, being the Registrar of Deaths for _____
do hereby certify that the following person was of legal voting age and a resident of the State at the time of his/her death.

Name of Decedent: _____
Address: _____
(Office of Residence)
Age: _____ Sex: _____ Date of Death: _____ Place of Death: _____
Supplemental Information:
D.O.B.: _____ SSAN: _____

(Signature of Registrar of Deaths)
04/13/2011
(Date Signed)

Abstracts Sent To

- County Voter Registrar where decedent lived
- Secretary of State's Office

Secretary of State's Address and Contact Information

- Ann McGeehan
Director of Elections
amcgeehan@sos.state.tx.us
- Secretary of State, Elections Division, PO Box 12060 Austin, TX 78711-2060

SEAL

* Within the 10th day of each month, each local registrar of deaths in this State shall furnish to the Secretary of State an abstract of the death certificate of each decedent 18 years of age or older at the time of his/her death.

TRANSITION PLAN

Transition Plan Should Include

Who new administration should contact at VSU.

How to order new security paper.

How to sign up for TER.

Updating Remote Birth Access user security information.

Notifying Secretary of State re: new County Clerk.

POST-SITE VISIT

FINDINGS STATEMENT

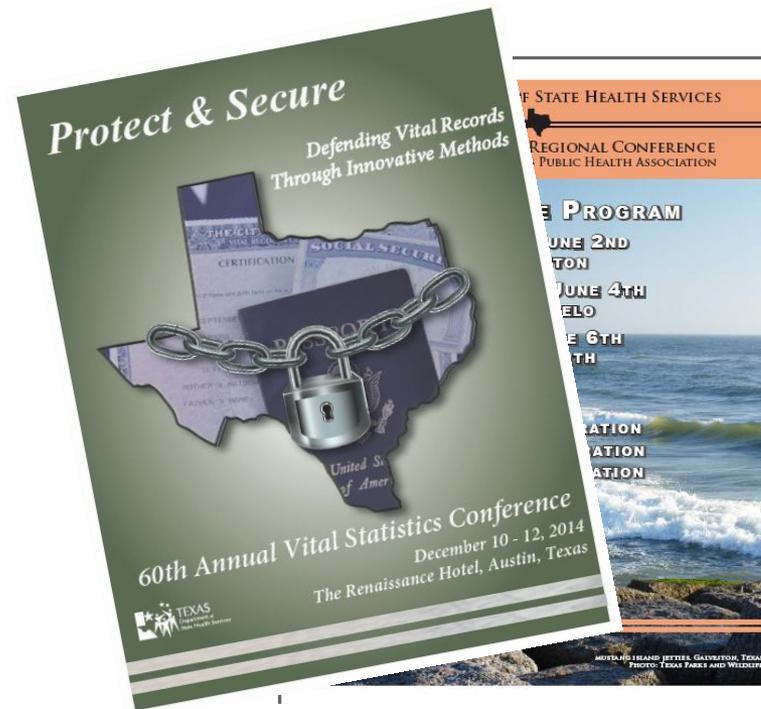
- Written report addressing
 - Compliance
 - Recommendations
 - Timeframes for response/implementation
 - Other issues

AVOIDING SITE VISITS

PROACTIVE

- TER
- Explore consolidation if applicable
- Training

TEXAS *Electronic*
REGISTRAR



QUESTIONS