

## Texas Vital Statistics Section 2023 Five Star Criteria for Local Registrars

*To qualify for Five Star, your facility must have met ALL minimum criteria. To qualify for Exemplary Five Star, your facility must have met ALL exemplary criteria.*

### **LR Engagement:**

Attendance at either the 2023 Summer Conference or the 2022 Annual Conference.  
Completion of Birth Registrar Certification (BRC).

Attendance at monthly LR webinars with field rep (at least 75% of webinars)

*Offices that attended both the Summer Conference and the Annual Conference and attended the majority of sessions & attended all LR webinars with field rep will be considered for the Exemplary Five Star.*

### **Local Registration:**

Registered 96% of birth records (if any) in the Local Acceptance Queue within one business day between 1/1/2023 and 9/30/2023.

Registered 96% of death records (if any) in the Local Acceptance Queue within one business day between 1/1/2023 and 9/30/2023.

*Offices that registered 100% of their birth and death records in the Local Acceptance Queue within one business day will be considered for Exemplary Five Star.*

### **Oversight:**

Submitted a completed local registrar self-assessment survey provided by the Vital Statistics Section electronically no later than **April 30, 2023** [HSC 191.022 (g)]. The survey will be available at [https://www.dshs.texas.gov/sites/default/files/vs/partners/docs/2023\\_Self-Assessment\\_Questionnaire.xlsx](https://www.dshs.texas.gov/sites/default/files/vs/partners/docs/2023_Self-Assessment_Questionnaire.xlsx).

*Offices that received a moderate- or low- risk score and have a completion percentage of 98% or higher will be considered for Exemplary Five Star.*

### **TxEVER Maintenance:**

User to local administrator ratio: 20%; For every five users at a facility, there should be one local administrator.