Vital Signs

MONITORING DATA, CHECKING ACCURACY, AND
TAKING THE TEMPERATURE OF PATERNITY SUCCESS

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Today we'll discuss:

▶ The vital partnership between child support & vital records

▶ Voluntary paternity establishment and impact on birth records

▶ Identifying & fixing birth record problems

▶ Data practices & data sharing

▶ Fees, certificates, & options

▶ Making changes to records

▶ What's new & what's next

A partnership serving Minnesota families

▶ MDH Office of Vital Records maintains birth/death records

▶ Maintains the system that documents parentage

▶ Files and documents the parentage forms

▶ Updates birth records from parentage forms and court orders

▶ Wants accurate and complete birth records.

▶ DHS – CSD administers the child support program

▶ Parentage and birth records are essential to our services

▶ Provides and maintains the parentage forms

▶ Uses parentage information to maintain and enforce child support cases

▶ Needs accurate and complete birth records to provide services

MDH & DHS: a vital partnership

Laws require & solidify our child support/vital records relationship

▶ Code of Federal Regulations (45 CFR 302.31)

▶ MN Statute sections 257.34, 52-55, 73, 75

▶ MN Statute 144.2252, 144.226

▶ DHS-MDH & CSD-OVR inter-agency agreement

MN Statutes & Rules govern our work

www.revisor.mn.gov

Vital Record contract & connections

Vital Records—IV-D Comparison

- No federal law (unlike IV-D programs)
- No system certification
- Contracts encourage collection and reporting
- MDH Center for Health Statistics analyzes vital records data and publishes reports
- Data is important to public health/baseline for many programs
- MN Data Practices limits data sharing
- Data coded by CDC before considered final
- CDC-National Center for Health Statistics compiles data from 57 jurisdictions
- Standards and model law encourage uniformity among jurisdictions

MDH-DHS inter-agency agreement

- Reviewing parentage documents
- Filing parentage documents
- Issuing certified documents
- Sharing data
- Integrating & maintaining functions within the system
- Providing system access
- Collaborating to educate key audiences

Minnesota Registration & Certification System (MR&C)

- Registers births at hospital
- Registers deaths at funeral establishment
- Securely maintains vital records
- Allows for certificates issuance statewide
- Allows for corrections & amendments
- Creates a historical audit trail
- Is web-based, real-time
- Integrates images with data
- Automates reporting & data sharing

Birth Registration step by step

- ► Hospital registers the birth (within 5 days of birth)
  - ► Mother provides demographic information
  - ► Hospital gathers medical information
- ► Parents can apply for baby's SSN
  - ► YES – gives MDH permission to share with SSA

Birth Registration step by step II

- ► Parents state marital status
- ► ROP explained & offered to unmarried couples
- ► ROP printed from MR&C
  - ► Signed & notarized
  - ► Faxed to MDH
- ► Imaged and filed at MDH
- ► Linked to the birth record

Hospital ROP process

Handout available
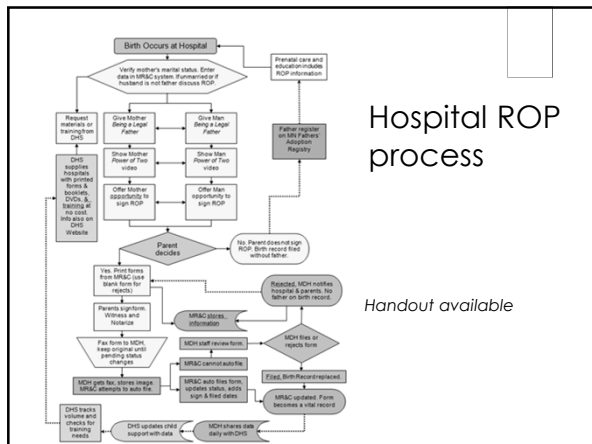
Marital status

- ▶ Proof or documentation is not required
- ▶ Married in another country before immigrating to US = Married
- ▶ Married in US <u>without</u> a license/certificate = unmarried
- ▶ Mother provides the information about the other parent

ROPs filed at the hospital

Hospital-generated ROPs result in the original birth record having a legal father.

Integrating the ROP & SNPS in MR&C:

- ▶ Eliminates data entry errors
- ▶ Reduces number of rejections
- ▶ Automatically file within minutes
- ▶ Engages fathers from birth
- ▶ Results in higher quality data

ROPs filed after a birth record exists

- ▶ Faxed to and imaged by MDH
- ▶ Require MDH staff review
- ▶ MDH staff enter father's data
- ▶ <u>REPLACE</u> original birth record

ROP review at MDH

MDH staff review parentage documents and file or reject them. Staff check for:

► Completeness
► Alignment with birth record
► Notarized, dated signatures
► Cross-outs or corrections

► ≈ 2-4 day turnaround time

From Paper to Electronic Records

► Minnesota a leader among jurisdictions
► MDH implemented electronic birth registration in 2001
► MDH launched its current web-based system (MR&C) in 2011
► Data elements & technology changed over time
► MDH has entered paper records into the electronic system back to 1935

ROP File Date Affects Data on Records

Birth records are affected by how/when ROP files:

► ROP filed at the hospital
► ROP filed later – after the birth record
► ROP filed between 2001 – 2011
► ROP filed before 2001

MN's vital records system has evolved over time.

ROPs Pre-2001

▶ Submitted to MDH by U.S. mail
▶ Documents filed by staff
▶ Documents associated with "paper" birth records
▶ Images linked in MR&C
▶ ROP sign dates viewable in MR&C

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ROPs 2001 - 2011

▶ Submitted to MDH by U.S. mail and by fax
▶ Documents imaged
▶ Documents associated with electronic birth records
▶ Images linked to birth records
▶ Data viewable in the MR&C System
　▶ Birth record history
　▶ ROP sign dates

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ROPs 2011 - Current

▶ Faxed to MDH
▶ Imaged automatically from fax
▶ Associated with electronic birth records
▶ Linked to birth record in MR&C
▶ Data is viewable
　▶ Birth Record audit history
　▶ ROP sign dates captured

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Customer Service and Assistance

- MDH works with the child support program to assist in case management:
  - ROPS for out-of-state births forwarded to birth state
  - Direct access to the MR&C system
  - Data files sent to DHS for matching with PRISM
  - Paternity documents integrated with MR&C
  - Paternity document processing, filing, storage
  - Parent/CSO/hospital follow up on rejections
  - Support available via phone and e-mail
  - Online ordering for certified ROPs ???

ROP-Paternity Phone Assistance

- Verification of adjudications
- Follow up on problems
- Confirmation for receipt of faxed documents—NOTE THE DATE AND TIME FAXED to assist in tracking

MDH limits phone verifications to child support workers only.

MDH Customer Assistance for Child support workers.

▫ Please call **Jim** first: **651-201-4981**

▫ If he is unavailable, call **Maria**: **651-2015074**

Data sharing

► Daily file from MR&C to DHS
  ► Select data sent electronically
  ► Stored in the DHS data warehouse
  ► Includes all new birth records
  ► Includes updates/corrections/amendments to birth records
  ► PRISM looks for matches for children on IV-D cases

Data for child support use only

Child Support MR&C access

► Provides direct and real-time information
► Provides a view to all electronic birth records
  ► View-only access supplements PRISM interface
  ► User agreement and unique logon required
  ► Available only to child support workers for child support purposes
► Access maintained & monitored by DHS
  ► Set secret questions to maintain your access
  ► Contact DHS security (651) 431-4400 for access/password help

Birth Records and MR&C

System allows user to:
► Search for records
► View summary data
► See limited history of changes to records
► Find info relevant for child support functions
  ► Locating parents
  ► Establishing paternity
  ► Verifying parentage
  ► Preparing court documents

Birth Record Summary— look for…

Birth Record Summary

DECEASED – Death State File Number:		Security Indicator:	
Child's name:	ZIPPY ASTRO JETSON SR.	State File Number:	
Birth order:		Date filed:	
Date of Event:	01/19/2011	Time of birth:	0100 AM
Sex:	MALE	Birth	7 pounds 2 ounces
Facility Name:	METHODIST HOSPITAL		N
Birth street address:	6500 EXCELSIOR BLVD PO BOX 650	ROP file date:	02/06/2011
City of birth:	SAINT LOUIS PARK		01/31/2011
County of birth:	HENNEPIN	Father sign date:	01/31/2011
Mother/Parent One full name:		SNPS file date:	XX/XX/XXXX
Mother/Parent One maiden name:	JETSON	SNPS husband sign date:	XX/XX/XXX
Mother/Parent One date of birth:	06/18/1969	ROP Rescind/Revoke date:	XX/XX/XXXX
Mother/Parent One place of birth:	BIG SKY, MONTANA, UNITED STATES	Mother/Parent One married:	YES/NO
Father/Parent Two	FREDERIC GEORGE FLINTSTONE	Paternity Adjudication #:	XXXXXXXX
Father	05/03/1972	County filed:	XXXXXXXX
place of birth:	FLINT, MICHIGAN, UNITED STATES	File date:	XX/XXXX
		State filed:	XXXXXXXXXX

www.health.state.mn.us/divs/chs/osr/decdindex/dthsearch.cfm

Marital Status Change Needed

► Use MDH *Request to amend marital status* form

► Changing status cannot be used to eliminate fathers

► Changes may affect what prints on the birth certificate (certification items)

► Changes to certification items are amendments & $40 fee applies

Changing Marital Status

Changing married to unmarried

► Allows for ROP filing

► ROP for <u>same</u> father—no change to certification item—not an amendment—no fee

Changing unmarried to married

► Adds a father—change to certification item—is an amendment—requires $40 fee AND:

  ► Notarized statement from both parties

  ► Proof of marriage

  ► Father's birth certificate to add his date & place of birth (optional)

Paternity Adjudications

- ▶ Court order language varies
- ▶ Inconsistent filing with MDH to replace birth records
    - ▶ Courts do not notify MDH
    - ▶ Child support office may or may not notify MDH
    - ▶ Parents may or may not notify MDH
    - ▶ No routine data sharing
- ▶ MDH requires:
    - ▶ Court order (certified copy)
    - ▶ $40 fee
- ▶ MDH replaces birth record *consistent with finding in the order*

Paternity Adjudication Tips

When preparing court documents

- ▶ Use MR&C for correct names, DOB, and parentage
- ▶ Assure child name matches MR&C
- ▶ Court order must clearly state information to change
- ▶ File certified court documents with MDH to assure that the legal father is on the birth record
- ▶ Pay the fee

Interagency pilot project

Testing a new *Certificate of Adjudication* Form similar to the *Certificate of Adoption* Form for use by MN Courts

Child Support & Vital Records Interagency Pilot Project

DHS/MDH + selected pilot counties are collaborating to ensure birth records are accurate and complete.

▶ Facilitate delivery of "Certificate of Adjudication" to MDH from child support office and county court
▶ Eliminates the need for certified court order

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Secure the Data and the Paper

▶ Birth Certificates are used to prove identity
▶ Birth Certificates can give access to:
  ▶ Public benefits
  ▶ Driving privileges
  ▶ Citizenship
  ▶ Passports/travel
  ▶ Competitive sports (little league/hockey/etc. age verifications)
  ▶ Other legal and financial opportunities

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Security Paper & Certificates

▶ Certificate and Security Paper must be secured to prevent fraud
▶ Assure documents are originals
  ▶ Security paper special features – security fibers, watermarks, etc.
  ▶ Secure storage, transport and handling
▶ Tangible interest required to buy a certificate
▶ Data Practices authorizes who can have the data

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Secure Data

MDH makes securing data a priority

▶ Birth/death record matching

▶ User Agreements for System Access

▶ Audit trails to track who looks up records, views records, and what specific data they view

▶ Encrypted and secure e-mails

▶ No verification of data over the phone (child support workers are an exception)

MN Fathers' Adoption Registry

▶ Required registry search for all MN adoptions

▶ Putative father/possible putative father can register and state his interest in a child

  ▶ Register any time after conception

  ▶ Register within 30 days of birth to preserve adoption notification

▶ Provides a safety net for fathers

▶ Can be used as a IV-D location tool

▶ Free search for child support purposes

MN Statute 259.52, 88

MFAR – for adoptive families

▶ Required registry search for all MN adoptions

▶ Used to notify possible fathers of pending adoptions

▶ Provides a safety net for adoptive families

How to use MFAR search:

- ▶ Search request form on website:
  www.health.state.mn.us/divs/chs/registry/searchrequest.pdf
- ▶ Official responsible for establishing child support
- ▶ Complete form
- ▶ Submit to
  **MDH Office of Vital Records/MFAR
  PO Box 64499
  St Paul, MN 55164-0499**
- ▶ Fee waived for child support

Who can get certificates & why

Tangible interest regulates certificate issuance
- ▶ Public records
- ▶ Confidential records – unmarried records only
  - ▶ If mother doesn't request public record – at birth – unmarried record will be confidential
  - ▶ Limited access
  - ▶ Father must be on record to get certificate

Tangible interest

Minnesota law determines tangible interest for vital record certificates.

- ▶ Representatives of DHS may have birth certificates for the following reasons:
  - ▶ Child support enforcement
  - ▶ Purposes of administering medical assistance, general assistance medical care, and the MinnesotaCare program
  - ▶ Other public health purposes as determined by the Commissioner of Health (MDH)

Vital Record Documents & Fees

- Birth certificates — $26
  - Additional copies — $19
- Certified ROPs — $ 9
- Non-certified birth transcripts — $13
- Birth verifications — $ 9

Fees are in statute and required by MN Rule 4601.0400

Vital Record Documents
Non-certified birth transcripts

Consider other documents that will meet your needs
- Full names
- Dates of birth
- Places of birth

- Saves money—half the cost of a birth certificate ($13)
- Does NOT prevent parent corrections

Changing records – terminology

- **Correct*** before 1 year or issuance
  - Hospital or county issuance office
- **Amend*** after certificate issuance/1 year from birth
  - Only at MDH
  - $40 fee & documentation required
- **Replace** by court order
  - $40 fee & documentation required
- **Replace** with ROP filed after birth record

laws changed 8/1/13

MDH/DHS Partnership - Data Sharing

- ▶ What data do we get from MR&C?
- ▶ How does information get from MR&C to PRISM?
- ▶ How does PRISM use the data from MR&C?
- ▶ What to do when the interface doesn't work.
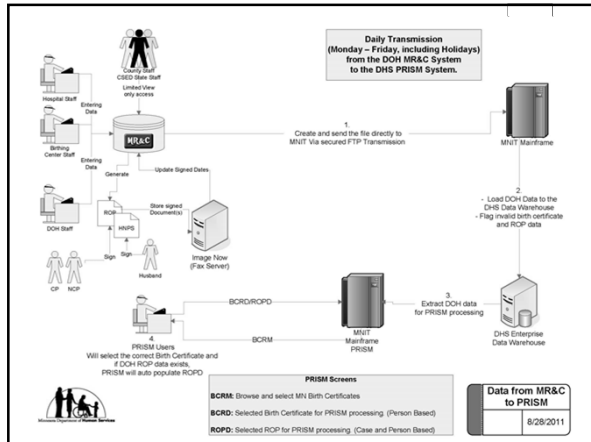

Data items sent from MDH to DHS

Interface Data:

- ▶ Participant information
- ▶ Birth records
- ▶ Recognition of Parentage
- ▶ Spouse's Non-Parentage Statement
- ▶ Modifications due to later filed ROP, SNPS, or court adjudications

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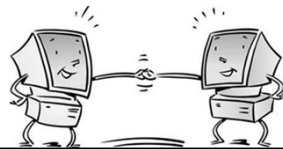
How does information get from MR&C to PRISM?

Vital Record Data and PRISM

- ▶ PRISM searches for matches
  - ▶ Child's first and last name and DOB
  - ▶ First four of child's first/last name and DOB and mother's SSN
  - ▶ 180 day search
- ▶ BCRM / BCRD
- ▶ More detail on BCRD
- ▶ ROPD automatically updates
- ▶ Subsequent modifications update automatically
  - ▶ Alerting the CSO with worklists

What to do when the interface doesn't work?

- ▶ Is the child born before 01/01/2001?
  - ▶ If yes, than you won't receive data from the interface.
  - ▶ If you have an ROP follow the new process to have the state add it to PRISM.
- ▶ Check MR&C
  - ▶ No record found, was the child born in Minnesota?
  - ▶ Record found, check for accuracy.
- ▶ Contact the CSD Help Desk
  - ▶ Submit the "State Office Question – Child Support" use form for questions about birth records that haven't interfaced.
  - ▶ To request an ROP be added manually added to PRISM submit the "ROPD Manual Update Request" use form.

New Developments From DHS:

- ▶ Legislative changes to the ROP
- ▶ Updating the Power of Two video
- ▶ CSD policy change and process for out-of-state ROPs, new code **OPA**

What's new?

Phone verification

Eliminating the need to order, pay for, & provide the CSD Help Desk with certified copies of MN ROP forms filed in MN.

- ▶ CSD policy permits phone (verbal) verification of ROP file/sign dates
- ▶ Policy includes directions on how and when to contact MDH.
- ▶ New CAAD – **T1107** – note for documenting CONTACT WITH MN VITAL RECORDS.
  - ▶ Modify with sign & file dates

What's Next? From MDH:

- ▶ Automated password resets
- ▶ Increased security, system changes & enhancements
- ▶ Fewer barriers to filing paternity adjudications
- ▶ Faster processing & fulfillment of customer requests
- ▶ Improved communication
- ▶ Targeted training
- ▶ Improved reporting & performance management tools
- ▶ Changes to certified ROP ordering from county

Ordering certified ROP copies

- Online MDH website
- <1 week process time
- No pre-payment required**
- Invoice sent with ROP** to county contact

** subject to change soon

www.health.state.mn.us/divs/chs/osr/childsupport/index.html

Get the results you need

- Understand legal & process limitations for records, data, certificates
- Be clear about specific needs
- Follow CSD user documentation
- Use your tools before contacting CSD and MDH

Thank you

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