



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 records
- Data practices & data sharing
- Fees, certificates, & options
- Making changes to records
- 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)

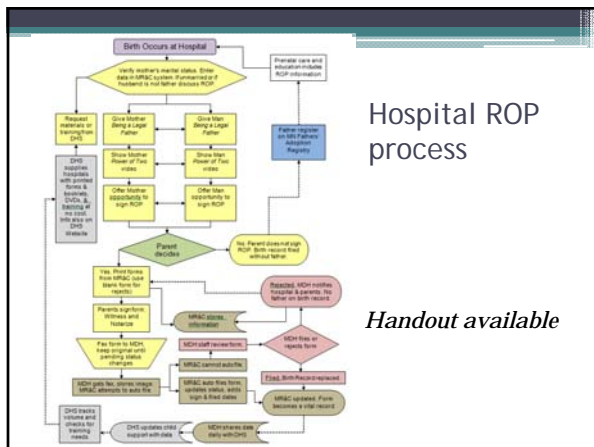
- MN's electronic vital records system
 - Registers births at hospital
 - Registers deaths at funeral establishment
 - Securely maintains vital records
 - Allows for certificates issuance statewide
 - Allows for corrections & amendments
 - Creates a historical audit trail
 - Is web-based, real-time
 - 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
- 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





Marital status

Mother reports her marital status; proof or documentation is not required

- If married in another country before immigrating to US = Married
- If married in US without a license/certificate = unmarried
- Mother provides the information about the other parent



Same-sex Parents

- Same-sex married couples receive same parentage benefits and responsibilities as heterosexual married couples
- Birth mother must be registered as parent unless a court order instructs otherwise
- Same-sex unmarried couples cannot sign an ROP
- SNPS applies to all married couples (with ROP)



Same-sex Parents

- Birth records have contained same-sex parents long before the 2013 marriage legislation
 - Adoptions
 - Surrogacies
- In MR&C parent fields are labeled Mother & Father (viewable only to system users)
- Certified birth certificates list both the Mother & Father as "Parent"

ROPs filed at the hospital

ROP & SNPS (HNPS) forms are integrated in MR&C System:

- System auto-fills data on forms
- Data on forms exactly matches birth record
- Faxed to & imaged by MDH
- DHS Bar-coded for form recognition
- Sequenced to for automated filing
- Allow 10-days to file
- Erases father's information if ROP not filed within 10-days



ROPs filed at the hospital

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

Integrating the ROP & SNPS (HNPS) 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
- Require father's data to be entered by MDH
- REPLACE original birth record

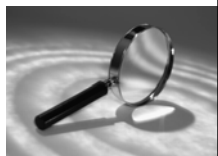


ROP review at MDH

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 (VRV2000)
- MDH launched its current web-based system in 2011 (MR&C)
- Data elements differed over time
- Technology changed over time
- MDH has entered paper records into the electronic system back to 1935

ROP File Date Affects Data on Records

MN's vital records system has evolved over time.

Birth records are affected by how/when ROP files:

- ROP filed at the hospital
- ROP filed >10 days after birth
- ROP filed between 2001 – 2011
- ROP filed before 2001

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
- All data not viewable in MR&C
 - Birth record history
 - ROP sign dates

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 varies
 - Birth record history
 - ROP sign dates

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

Customer Service and Assistance

- MDH works with the child support program to assist in case management:
 - Online ordering for certified ROPs
 - ROPS for out-of-state births forwarded
 - 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

Coming soon! ROP Phone verification

- CSD Policy change
- Applies only to child support workers
- Available after checking PRISM & MR&C

Call MDH Office of Vital Records for:

- Confirmation of ROP or SNPS
- ROP/SNPS sign and file dates
- Verification of revocations

AVAILABLE ONLY BY PHONE
NO E-MAIL INQUIRIES PLEASE



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
- Reporting of suspected fraud

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**

Ordering certified ROP copies

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



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

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 logon required
 - Available only to child support workers for child support purposes
- Access maintained & monitored by DHS
 - Contact DHS security for access/password help
 - (651) 431-4400

Birth Records and MR&C

System allows user to:

- Search for current and replaced 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 Back to search

CONFIDENTIAL/RESTRICTED ACCESS

| | | | |
|-----------------------|-------------------------------|------------------------|------------------------------|
| Child's name: | ZIPPY ASTRO JETSON SR. | State File Number: | 2011-MN-00583 |
| Date of Event: | 01/10/2011 | Date Recd: | 04/05/2011 |
| Sex: | MALE | Time of Birth: | 2:00 AM |
| Facility Name: | METHODIST HOSPITAL | Birth weight: | 7 pounds 2 ounces |
| Birth street address: | 600 EXCELSIOR BLVD PO BOX 600 | ROP Status: | 2/8/2011 |
| City of birth: | SANT LOUIS PARK | Associated Documents: | |
| County of birth: | HENNEPIN | | |
| Birth order: | | | |
| Mother full name: | JUDY EILEEN JETSON | Mother place of birth: | BIG SKY, MONTANA, UNITED ST |
| Mother maiden name: | JUDY EILEEN JETSON | | |
| Mother date of birth: | 05/18/1969 | | |
| Father full name: | FREDERIC GEORGE FLINTSTONE | Father place of birth: | FLINT, MICHIGAN, UNITED STAT |
| Father date of birth: | 5/5/1972 | | |

Birth Record Summary Back to search

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| Father date of birth: | 5/5/1972 | | |

Select a Follow-on Action:

"View birth record"

Marital Status Change Needed

- **Changing married to unmarried**
 - Allows for ROP filing
 - ROP for same 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
 - Requires:
 - 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 Adjudications Tips

- When preparing court documents check MR&C for correct names, DOB, and parentage
- Assure that child name on court documents matches the name in MR&C
- Specify all data items that should be changed on the birth record—make sure that the findings are clear
- File the certified court order with MDH to assure that the legal father is reflected on the child's birth record
- Pay the fee

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

Secure the Data and the Paper

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

Secure the Data and the Paper


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

- Created in 1998, maintained by MDH
- Allows putative father/possible putative father to register to state his interest in a child
 - Register any time after conception
 - Register within 30 days of birth to preserve adoption notification
- Required registry search for all MN adoptions
- Provides a safety net for fathers and adoptive families
- Used to notify possible fathers of pending adoptions
- Can be used as a IV-D location tool
- Free search for child support purposes


MN Statute 259.52, 88



Who can get certificates & why

Tangible interest regulates certificate issuance

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



Tangible interest

Minnesota law determines who has tangible interest to get vital record certificates.

Representatives of DHS may have birth data 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 Records Fee Distribution

| Birth Certificate | | \$26 | Fee | BC Additional Copy | | \$19 | Fee |
|------------------------------------------------|--|-------------|-------------|-----------------------------------------------------|--|-------------|-------------|
| certified copy | | \$26 | | certified copy | | \$19 | |
| OVR surcharge | | | \$9 | OVR surcharge | | | \$2 |
| DHS Children's Trust Fund | | | \$4 | DHS Children's Trust Fund | | | \$4 |
| general fund be surcharge | | | \$3 | general fund be surcharge | | | \$3 |
| | | | \$10 | | | | \$10 |
| | | | \$26 | | | | \$19 |
| Non-Certified copy of Birth Certificate | | \$13 | Fee | Certified Statement of No Birth Record Found | | \$16 | Fee |
| certified copy | | \$13 | | certified copy | | \$16 | |
| OVR surcharge | | | \$9 | OVR surcharge | | | \$9 |
| DHS Children's Trust Fund | | | \$4 | DHS Children's Trust Fund | | | \$4 |
| general fund be surcharge | | | \$0 | general fund be surcharge | | | \$3 |
| | | | \$0 | | | | \$0 |
| | | | \$13 | | | | \$16 |
| Death Certificate | | \$13 | Fee | Death Additional Copy | | \$6 | Fee |
| certified copy | | \$13 | | certified copy | | \$6 | |
| OVR surcharge | | | \$9 | OVR surcharge | | | \$2 |
| DHS Children's Trust Fund | | | \$4 | DHS Children's Trust Fund | | | \$4 |
| general fund dc surcharge | | | \$0 | general fund dc surcharge | | | \$0 |
| | | | \$0 | | | | \$0 |
| | | | \$13 | | | | \$6 |

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 corrections like certificate issuance does

| NON-CERTIFIED RECORD OF BIRTH FOR ADMINISTRATIVE USE ONLY | | | |
|--------------------------------------------------------------|------------|----------------|------------|
| DATE OF BIRTH | 01/01/1901 | DATE FILED | 04/16/2011 |
| TIME OF BIRTH | | PUBLIC RECORD | Y |
| DATE OF BIRTH | 01/01/1901 | DATE OF BIRTH | 01/01/1901 |
| PLACE OF BIRTH | MINNAPOLIS | PLACE OF BIRTH | MINNAPOLIS |
| DATE OF BIRTH | 01/01/1901 | DATE OF BIRTH | 01/01/1901 |
| PLACE OF BIRTH | MINNAPOLIS | PLACE OF BIRTH | MINNAPOLIS |
| DATE OF BIRTH | 01/01/1901 | DATE OF BIRTH | 01/01/1901 |
| PLACE OF BIRTH | MINNAPOLIS | PLACE OF BIRTH | MINNAPOLIS |
| DATE OF BIRTH | 01/01/1901 | DATE OF BIRTH | 01/01/1901 |
| PLACE OF BIRTH | MINNAPOLIS | PLACE OF BIRTH | MINNAPOLIS |

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 >10 days
- *laws changed 8/1/13*



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.
- Upcoming enhancements for the Child Support Division and the Office of Vital Records.

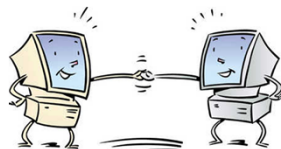
Data items sent from MDH to DHS

Interface Data:


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

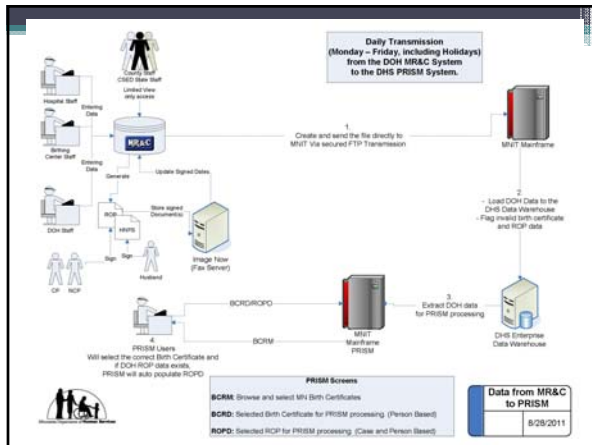
MR&C Read-Only Data

- Viewing of records




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:

- CSD policy change and process for adding ROP records that did not interface with PRISM
- MDH phone verifications
- Gender Neutral language changes to the Husband's Non-paternity Statement.



New! Phone verification

- Upcoming CSD policy will permit phone (verbal) verification of ROP file/sign dates
- Policy will include directions on how and when to contact MDH.
- New CAAD note for documenting contact with MN Vital Records.
- Eliminating the need to order, pay for, & provide the CSD Help Desk with certified copies of MN ROP forms filed in MN.

Minnesota
Voluntary Recognition of Parentage
Spouse's Non-parentage Statement

Purpose:
 Signing and filing the Spouse's Non-parentage Statement (SNPS) ends the legal relationship between a presumed parent and child when a Recognition of Parentage (ROP) form is also signed and filed with the Minnesota Department of Health, Office of Vital Records.

Instructions:
 Signing the SNPS is voluntary. This is a legal document. By signing the SNPS, in conjunction with a valid ROP, your name will be removed from the child's birth record and the biological father's name will be added to the child's birth record.
 Read all of the form carefully or have someone read it to you. If you do not understand any part of the SNPS, ask for help. Get answers to your questions before you sign this form.
 If you are a presumed parent and you want to end your legal relationship with a child who was born during your marriage or within 280 days after your divorce to the child's mother:


- Fill in all the information requested on the SNPS
- Use names and information that match the child's birth record
- Ask for a new form if you make a mistake. Do not cross out words or make corrections
- Sign the SNPS in front of a notary public.
- File the SNPS with the Minnesota Department of Health within one year after the child's birth.

Fax this completed form to 651-215-5834.
 If you are unable to fax this form, mail it to:
 Minnesota Department of Health
 Office of Vital Records
 P.O. Box 64499
 St. Paul, MN 55164-0499

• The Husband's Non-paternity Statement (HNPS) is now "Spouse's Non-parentage Statement" (SNPS).

• In response to the same sex marriage legislation.

• Only the birth mother's husband or wife can sign it.




Forward Vision—MDH Next Steps

- Solid Relationship between Agencies
- Dedicated and industrious staff
- Commitment to provide service to Minnesotans
- Desire to help families
- Many opportunities to overcome challenges
 - Improved customer service
 - Streamlined processes
 - Value-added policies
 - System enhancements

What's Next?

From MDH:

- Increased security
- Annual user agreement
- Improvements to the MR&C Birth Record Summary
- Fewer barriers to filing paternity adjudications
- Faster processing & fulfillment of customer requests
- Improved communication
- System changes and enhancements
- Automated password resets
- Targeted training
- Improved reporting & performance management tools



Out-of-state Vital Records


Consider using EVVE—Electronic Verification of Vital Events System

- The National Association for Public Health Statistics & Information Systems maintains an online electronic system that allows immediate confirmation of data on a birth certificate anywhere in the U.S. irrespective of the place or date of issuance.
- Authorized Federal and State agency users via a single interface can generate an electronic query to any participating vital records jurisdiction throughout the country to verify data on a birth certificate or to request an electronic certification (in lieu of the paper birth certificate).
- An electronic response from the participating vital records jurisdiction either verifies or denies the match with official state or jurisdiction records.
- EVVE flags positive responses where the person matched is now deceased.
- Queries can be generated and matched against 250 million birth records nationwide.
- EVVE also supports the electronic verification and/or electronic certification of death

Contact MDH for more information on using EVVE

Get the results you need

- Understand legal & process limitations for records, data, certificates
- Be clear about specific needs
- “ROP” date = sign or file date
- Follow CSD user documentation
- Use your tools before contacting CSD and MDH



Thank you

| | |
|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <p>Lindsay Daraitis, DHS lindsay.daraitis@state.mn.us 651-431-4435</p> | <p>Krista Bauer, MDH krista.bauer@state.mn.us 651-201-5937</p> |
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