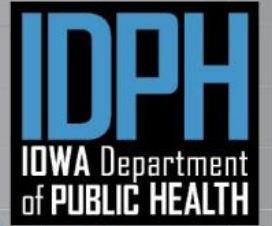


A blue ECG (heart rate) line graphic runs horizontally across the top of the slide, set against a light gray grid background. The line has several distinct peaks and troughs, resembling a standard heart rate monitor display.

Vital Update



Iowa County Recorders Association Conference Presentation

August 25, 2022

Presenters:

Sam Nichols, Field Representative

Jeri Southwick, Field Representative

Discussion Topics

- **Department of Health and Human Services**
- **Recap of the Vital Liaison Committee (VLC) Meeting**
- **Vital Record Services**
- **Communication**
- **Posting Forms on County Websites**
- **Entitlement vs Public Access**
- **Modifications to Vital Records**

Iowa Department of Health & Human Services (HHS)

On July 1, 2022, the Department of Public Health and Department of Human Services merge to come the Department of Health & Human Services. The expectation is to be fully transitioned to HHS by July 1, 2023. Information regarding the alignment can be found at <https://hhsalignment.iowa.gov/>

The Bureau of Health Statistics will be positioned under the Division of Public Health.

How does this effect vital stakeholders?

- The alignment does not effect the operation of maintaining and processing of vital records.
- Stakeholders will see changes in branding (email signatures, logos, letterhead)



Recap Vital Liaison Committee (VLC)

District Representatives

Lisa Kent – Wapello

Brandy Macumber – Madison

Rita Vargas – Scott

Jolynn Goodchild – Plymouth

Karen Benschoter – Kossuth

Kathy Jurries - Calhoun

Discussion Topics

Meeting schedule

Purpose of VLC

Communications

IVES

Marriage

Training

Ordering

State Processes

RFI – Electronic Vital Records System

The Bureau of Health Statistics issued a Request for Information (RFI) for a new electronic vital records system. State procurement laws require specific processes be followed in order for a state agency to openly discuss options with vendors.

The RFI will allow vendors to submit response to the bureau for review and allow the bureau to schedule demos of vital record systems with vendor prior to issuing a Request for Proposal (RFP).

VLC members will be invited to attend demos of vital record systems and provide input prior to an RFP being issued.

The RFP is currently scheduled to close, with the intention of awarding a vital records system contract to a vendor, in March 2023.

Vital Record Electronic Ordering Options

All processes for ordering vital records in Iowa must be provided by the Bureau of Health Statistics. County offices do not have authority to alter or create new ordering processes.

The bureau has engaged in discussions to join a state-wide initiative which is a State of Iowa one-stop-shop. The vendor was chosen by the Office of the Chief Information Officer and Department of Administrative Services. The system was built with the idea in mind that all state departments or programs could eventually join for customer service purposes. This project was initiated almost two years ago, and the bureau is now in a position to discuss online ordering options and join the project.

Gov-2-Go can be used as an option for online vital record ordering. Ordering options can be expanded so customers can order from county recorder offices or the bureau.

Work with Gov-2-Go will progress after the RFP has been issued. VLC members will be invited to participate as needed to discuss options available to county recorders.

Communication

IVES Support Page - The IVES Support Page is the primary resource for IVES users. This page has user guides for all IVES users (i.e. County Recorder, Birth Hospital Staff, Funeral Homes, etc.), including the instructions to set up 2FA and how to fix common IVES issues. We have added a couple of new items to this web page.

1. The Iowa Vital Events Functionality Update which lists issues that are under development and issues that have been resolved.
2. The Request For Information (RFI) issued for Iowa Electronic Vital Records System.
3. The IVES Functionality Report Form

County Recorder Vital Records Portal –The webpage contains current reporting forms available for download, as well as instructions for marriages, amendments, and how to request a certified record. The website is only available for county recorders and their staff and should never be shared.

The **Bureau of Health Statistics website** provides health statistics and vital record information to the general public. The health statistics section provides comprehensive data collected through vital records registration. Data is used to monitor progress on health objectives, identify emerging health issues and support policy development. The vital records section provides information on how to request a certified record on birth, death and marriage, along with fees, lobby hours and availability of records.

Posting Forms on County Website

641—95.3(144) Forms—property of department. All forms, certificates and reports pertaining to the registration of vital events are the property of the department and shall be surrendered to the state registrar upon demand. Official designated forms used for the express purpose of creating a vital record event shall not be accessible to the general public unless authorized by rule.

A link to the IDPH website may be posted on county websites.

Do not post a link to the VR Portal.

Do not post any vital records forms on a county website.

- **This includes the certified copy application form and the marriage application form.**
- 595.4 Age and qualification — verified application — waiting period — exception. 1. Previous to the issuance of any license to marry, the parties desiring the license shall sign and file a verified application with the county registrar which application either may be mailed to the parties at their request or may be signed by them at the office of the county registrar in the county in which the license is to be issued.

Entitlement Vs Public Access

Access to certified copies of vital records is governed under Iowa Code section 144. State registrar has the authority to allow county recorder offices to issue certified copies of vital records.

144.43 – states that vital records in the (physical) custody of the county recorder is available as a public record.

Iowa Code section 22 - “Lawful custodian” means the government body currently in physical possession of the public record.

Under Iowa Code section 22 – county recorders do not have the authority to issue a public record that is not in their physical possession. Provisions require that county records be available to the county if maintained in an electronic system.

i.e. treat electronic and paper records the same

What is a Verification

The Bureau of Health Statistics will verify vital records information contained in county vital records books:

- When a customer has properly ordered the vital record by application
- Entitlement to the record exists
- Identification has been proven
- Verification request is completed correctly

The verification request must contain information from the vital records book only. Do NOT attempt to verify information provided by the customer.

Do NOT attempt to verify a vital record that would not be filed in the county

Event must be your county and the vital record must be in your book.

Modification to Vital Records

If a vital record needs to be modified, direct the customer to the appropriate Bureau of Health Statistics staff.

The current Bureau staff contact list is located on the Vital Records portal.

Do not direct the customer to any other office (i.e. Clerk of Court)

The Bureau does have template court documents that can assist customers prior to them communicating with the Clerk of Court

Questions?

Thank You!