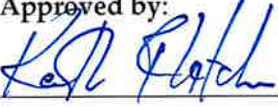
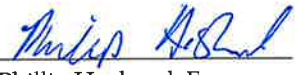


District of Columbia Department of Health <h2>Vital Records Data Collection</h2>		PROCEDURE 1131.000 Implementing Office: Center for Policy Planning and Evaluation/Vital Records Division Training Required: Yes Originally Issued: JUN 15 2022 Revised/Reviewed:
Approved by:  LaQuandra S. Nesbitt MD, MPH; Agency Director	Review by Legal Counsel:  Phillip Husband, Esq.; General Counsel	Effective Date: JUN 15 2022 Valid Through Date: JUN 15 2025

I. Authority	Reorganization Plan No. 4 of 1996; Mayor’s Order 1997-42; The Vital Records Modernization Act of 2018, D.C. Law 22-189, D.C. Official Code §7-231.
II. Reason for the Policy	The District of Columbia Vital Records Division (DCVRD or “the Division”) within the Center for Policy, Planning and Evaluation (CPPE) has jurisdiction over the District of Columbia’s birth, death, fetal death, induced termination of pregnancy and domestic partnership records. Birth, death, domestic partnership and fetal death records. A protocol is necessary to ensure that these records are collected in a manner consistent with national standards.
III. Applicability	This document shall apply to all District of Columbia Department of Health (DC Health) employees, vendor staff, contract employees, interns, employees of other DC government agencies temporarily assigned to DCVRD or whose assignment affords access to information in vital records. These individuals are referred to collectively herein as “employees” or “DCVRD employees.”
IV. Policy Statement	Administration and custodianship of District of Columbia Vital Statistics system is part of the portfolio of DCVRD. The State Vital Records Registrar (“the Registrar”) is the manager accountable for the safeguards outlined herein.

	<p>The Registrar shall direct and supervise the vital statistics system and the Vital Records Division and serve as custodian of its records.</p> <p>The Registrar has the authority to establish a vital statistics system for the reporting, maintenance, modification and issuance of birth, death, fetal death and induced termination of pregnancy that follow the National Center for Health Statistics' (NCHS) requirements, guidelines and validations.</p> <p>The Registrar must ensure the data elements currently required by NCHS are captured in the vital statistics system. The Registrar may approve capturing additional data elements, in addition to those required by NCHS. Access to the vital statistic system may only be granted to individuals that have signed a confidentiality agreement as specified in SOP 1129.000 Vital Records Confidentiality, and if applicable a data use agreement or memorandum of agreement/understanding.</p> <p>Creation and distribution of data collection forms is a responsibility of the Registrar. Yearly review of the data collection forms must be conducted to ensure no updates or changes are required. Routine audits must be performed to ensure data providers are using the authorized data collection forms.</p> <p>Audits will be conducted to ensure all required data providers have reported all vital events as described in SOP 1126.000 Vital Event Audits, Site Visits, and Enforcement Actions.</p> <p>Any DCVRD employee in violation of any part of this SOP may be subject to commensurate disciplinary action.</p>
<p>IV. Definitions & Acronyms</p>	<p>CPPE- Center for Policy, Planning and Evaluation</p> <p>DCVRD- District of Columbia Vital Records Division</p> <p>NCHS- National Center for Health Statistic</p>
<p>VI. Procedures</p>	<p>None</p>
<p>VII. Contacts</p>	<p>State Vital Records Registrar</p>

VIII. Related Documents, Forms and Tools	SOP 1126.000 Vital Event Audits, Site Visits, and Enforcement Actions SOP 1129.000 Vital Records Confidentiality Mother's Worksheet Facility Worksheet
---	---