DC | HEALTH

| District of Columbia Department of Health<br><br>**Generating, Editing, and Archiving Statistical Vital Record Data Files** | | **PROCEDURE 1170.000**<br>Implementing Office: Center for Policy Planning and Evaluation<br>Training Required: Yes<br>Originally Issued: JAN 08 2019<br>Revised/Reviewed: |
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| **Approved by:**<br>LaQuandra S. Nesbitt MD, MPH;<br>Agency Director | **Review by Legal Counsel:**<br>Phillip Husband, Esq.;<br>General Counsel | **Effective Date:** JAN 08 2019<br>**Valid Through Date:** JAN 08 2022 |

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| **I. Authority** | Reorganization Plan No. 4 of 1996; Mayor's Order 1997-42. |
| **II. Reason for the Policy** | The DC Vital Records Division (DCVRD) within the Center for Policy Planning and Evaluation (CPPE) is responsible for maintaining detailed and accurate records of births, deaths, and fetal deaths in the District of Columbia. The Data Management and Analysis Division (DMAD), also within CPPE, is responsible for regular and ad hoc statistical analysis, and reporting of vital statistics based on the vital records data. The two Divisions' activities must coordinate how edits are incorporated into final and closed files, as records are corrected and/or amended, to ensure the statistical data in VRD aligns with the statistical data used by DMAD to conduct analyses, and generate reports. |
| **III. Applicability** | This document shall apply to all DC Health employees, vendor staff, contract employees, interns, and employees of other DC government agencies temporarily assigned to DC Health who are assigned to DCVRD, DMAD, or whose assignment affords access to information in vital records. These individuals are referred to collectively herein as "employees." |
| **IV. Policy Statement** | DCVRD is responsible for ensuring the quality of vital records data. DMAD serves as the statistical support for helping DCVRD achieve high quality vital records data, and reporting of vital statistics. The State Vital Records Registrar ("the Registrar") is the program manager responsible for the proper execution of all tasks assigned to DCVRD. The Supervisory Statistician is the program |

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| | manager responsible for the proper execution of all tasks assigned to DMAD.<br><br>Two types of edits can be made to vital records based on the evidence available to make the change: legal amendments and statistical edits. DCVRD is authorized to make both types of edits, indefinitely, throughout the life of the vital record. Two databases capture amendments and edits made to vital records. One captures only the legal amendments ("the legal database"). The other captures select legal amendments and all statistical amendments ("the statistical database"). The statistical database is to be used for all statistical purposes, e.g., reporting of vital statistics, or data submission to the National Center for Health Statistics (NCHS), Centers for Disease Control and Prevention (CDC).<br><br>Any DCVRD or DMAD employee who discovers an error requiring a correction shall report that error to the Vital Statistics Specialist and Compliance Specialist in DCVRD.<br><br>At the end of a calendar year, and at the conclusion of all quality assurance activities directed by the Registrar, DCVRD will create two final statistical files for each vital event documented within that calendar year: The National Center for Health Statistics (NCHS) Final Birth, Death, and Fetal Death Files, as well as the DC Final Birth, Death, and Fetal Death Files (see definitions below).<br><br>Once the six final files are closed, they may only be reopened, and NCHS notified, if the Registrar and Supervisory Statistician agree that specific edits are significant enough to warrant a new version. When a new version is directed, it will include only those amendments and edits that have been designated as significant. The Registrar and Supervisory Statistician will collaborate to develop a guidance document clearly defining a significant amendment. This guidance document will be distributed to all DCVRD and DMAD employees who process amendments. The guidance may be revised at the discretion of the two program managers.<br><br>DMAD will run periodic monitoring reports as an additional measure to ensure all significant changes are identified. These monitoring reports will be made available to DCVRD. |

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| | New versions of all statistical files will be designated according to a naming convention agreed-upon by the Registrar and the Supervisory Statistician. DCVRD will make new versions electronically available to DMAD.<br><br>DMAD shall keep an ongoing record of all edits made to a statistical file that will include, at a minimum:<br>1. Date of the change;<br>2. The record number;<br>3. The field that was changed;<br>4. The original field value and new field value;<br>5. The version of the file.<br><br>Any employee in violation of any part of this SOP may be subject to commensurate disciplinary action. |
| **V. Definitions & Acronyms** | **CPPE-** Center for Policy Planning and Evaluation<br><br>**DC Final Statistical Birth File-** A closed repository of all birth records for births occurring in the District of Columbia and births occurring outside of the District of Columbia to DC residents within a calendar year. The DC Final Birth File contains all information reported to the National Center for Health Statistics (NCHS) for births that occurred in DC, just as the NCHS Final Birth File. However, the DC Final Birth File also contains additional data collected solely for District-based analysis and reporting, including births that occurred outside of the District of Columbia to DC residents and fields that are collected in by DCVRD but are not reported to NCHS.<br><br>**DC Final Statistical Death File-** A closed repository of all death records for all deaths occurring in the District of Columbia and deaths occurring outside of the District of Columbia to DC-residents within a calendar year. The DC Final Death File contains all information reported to the National Center for Health Statistics (NCHS), just as the NCHS Final Death File. However, the DC Final Death File also contains all information collected solely for District-based analysis and reporting, including deaths that occurred outside of the District of Columbia to DC-residents and fields that are collected by DCVRD but are not reported to NCHS. |

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| | **DC Final Statistical Fetal Death File-** A closed repository of all fetal death records for fetal deaths occurring in the District of Columbia and fetal deaths occurring outside of the District of Columbia to DC residents within a calendar year. The DC Final Fetal Death File contains all information reported to the National Center for Health Statistics (NCHS), just as the NCHS Final Fetal Death File. However, the DC Final Fetal Death File also contains all information collected solely for District-based analysis and reporting, including fetal deaths that occurred outside of the District of Columbia to DC-residents and fields that are collected by DCVRD but are not reported to NCHS.<br><br>**DCVRD-** District of Columbia Vital Records Division<br><br>**DMAD-** Data Management and Analysis Division<br><br>**NCHS-** National Center for Health Statistics<br><br>**NCHS Final Statistical Birth File-** A closed repository of all birth records for births occurring in the District of Columbia within a past calendar year. The NCHS Final Birth File contains all information reported to the National Center for Health Statistics.<br><br>**NCHS Final Statistical Death File-** A closed repository of all death records for deaths occurring in the District of Columbia within a past calendar year. The NCHS Final Death File contains all information reported to the National Center for Health Statistics.<br><br>**NCHS Final Statistical Fetal Death File-** A closed repository of all fetal death records for fetal deaths occurring in the District of Columbia within a past calendar year. The NCHS Final Fetal Death File contains all information reported to the National Center for Health Statistics. |
| **VI. Procedures** | **Procedure A: Updating a Vital Record (Past Year)**<br><br>1. If any DCVRD or DMAD employee identifies a field that requires a correction, including through a periodic monitoring report at DMAD, that employee will inform the Compliance Specialist and the Vital Statistics Specialist in DCVRD. |

2. The Compliance Specialist or Vital Statistics Specialist will correct the legal version and/or the statistical version of record, where applicable.

3. If the amendment is significant per the most recent version of the guidance document, the employee will notify the Registrar.

**Procedure B: Versioning a New Final Statistical File**

1. Upon notification of a significant amendment, the Registrar and Supervisory Statistician will review an edit and determine whether it requires the generation of a revised final statistical file.

2. The Registrar's designee will create a new file with only the approved edit(s).

3. The Registrar's designee will compare the old and new file to ensure they are identical with the exception of the edited field.

4. The Registrar's designee will close the new file(s) under a name consistent with the official naming convention.

5. The Registrar's designee will share the file with DMAD.

6. For new birth files, the Supervisory Statistician's designee will add NCHS Bridged Race and Ethnicity codes, and intrastate births with standardized values, to the file, and update derived or calculated fields.

7. For new death files, the Supervisory Statistician's designee will add cause of death codes, and race codes, to the file, and update derived or calculated fields.

8. For new fetal death files, the Supervisory Statistician's designee will add cause of death codes, and race codes, to the file, and update derived or calculated fields.

9. The Supervisory Statistician's designee will create a new entry in the ongoing record of edits.

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| **VII. Contacts** | State Vital Records Registrar<br><br>Supervisory Statistician |
| **VIII. Related Documents, Forms and Tools** | None |