



TEXAS DEPARTMENT OF STATE HEALTH SERVICES

DAVID L. LAKEY, M.D.
COMMISSIONER

P.O. Box 149347
Austin, Texas 78714-9347
1-888-963-7111
TTY: 1-800-735-2989
www.dshs.state.tx.us

Elizabeth McGill
Tom Green County Clerk
124 W. Beauregard
San Angelo, Texas 76903

On August 24, 2010, Vital Statistics Unit Area Representative, Catherine Roche, conducted a visit for the purpose of ensuring that your office reports vital statistics records in a timely and accurate manner and for assessing your compliance with all relevant vital statistics statutes, including those in the Texas Health and Safety Code, the Texas Family Code, the Texas Code of Criminal Procedure, and the Texas Administrative Code.

Our findings of the site visit and the recommendations therein are based on information gathered from the preparatory checklist and during the visit itself, including all security and training processes, fee schedules and remote issuance processes.

We have the following recommendations for the areas of vital registration listed below. (The item numbers correspond to the items on the visitation survey left at your office following the visit.)

FINDINGS AND RECOMMENDATIONS

CERTIFICATE COPIES AND TRAINING

Items 1-6:

Your office staff attended a Vital Statistics Annual Conference in 2009 and a Vital Statistics Regional Conference in 2010. The Acknowledgement of Paternity Certification has been re-certified on an annual basis. Your office staff continues to attend the conferences on an annual basis. This ensures that your office is current with laws, rules, policies and procedures regarding vital statistics in the state of Texas.

Recommendations:

Items 1-6:

We recommend that you or your staff review the TER online training available on the VSU website www.texasvsu.org . *ON File in Manual.*

Timeframe for Implementation: 6-12 months

RESOURCES AND FUNCTIONS

Items 7-12:

Your office is in compliance for items 7 through 12.

Recommendations: N/A

Timeframe for Implementation: N/A



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APPLICATION (25 TAC 181.25e)

Items 13-19:

Your office is in compliance for items 13 through 19.

Recommendations: N/A

Timeframe for Implementation: N/A

NUMBERING (25 TAC 181.13a) (25 TAC 181.14a) (HSC 191.026b)

Items 20 - 21:

Your office is in compliance for items 20 through 21.

Recommendations: N/A

Timeframe for implementation: N/A

INDEXING (25 TAC 181.23bc) (HSC 191.026d)

Items 22 - 24:

Your office is in compliance with items 22 through 24.

Recommendations: N/A

Timeframe for implementation: N/A

SUPPLEMENTALS (AMENDMENTS, ADOPTIONS, PATERNITY)

-(HSC192.008, 192.011) (25 TAC 181.23)

Items 25-30

Item 26, 29 and 30

A verbal process is in place in which supplemental adoption and paternity records are replaced and the original record destroyed, amendments are attached to the original record.

Recommendations:

Recommend a written procedure for filing supplemental records be included in the employee training manual for vital records. (Include copies of amendment forms)

Attached - Forms & Procedure in manual

Timeframe for Implementation: 3 to 6 months

ISSUANCE (HSC 191.051) (25 TAC 181.28)

Items 31-40

Your office is in compliance for items 31 through 40.



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Recommendations: N/A

Timeframe for Implementation: N/A

REMOTE BIRTH ACCESS

Items 41-42

Your office is in compliance with items 41 through 42.

Recommendations: N/A

Timeframe for Implementation: N/A

RECORDING (HSC 191.026)

Items 43- 47

Your office is in compliance for items 43 through 47.

Recommendations: N/A

Timeframe for Implementation: N/A

MAILING (HSC 191.029)

Items 48 - 52

Your office is in compliance with items 48 through 52.

Recommendations: N/A

Timeframe for Implementation: N/A

TER USAGE / SOFTWARE ASSESSMENT

Items 53-61

Your office is in compliance with items 53 through 61.

Recommendation: N/A

Timeframe for Implementation: N/A

MARRIAGE (TFC 2.001)

Items 62-65

Your office is in compliance with items 62 through 65.



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Recommendation: N/A

Timeframe for Implementation: N/A

OTHER DUTIES AND RESPONSIBILITIES

Items 66 - 76

Your office is in compliance with items 66 through 74 and 76.

Item 75:

Your office has a verbal transition plan in place in case there is new staff or a new administration.

Attached.

Recommendations:

Item 75:

Recommend a written new administration transition plan be included in the employee training manual.

Timeframe for Implementation: 30-90 days

CONCLUSIONS

Your office is currently meeting many of the statutorily required duties defined by a local registrar. Please review the recommendations in this letter and make corrections to bring your Local Registrar office into compliance with the state statutes. A statement from your office explaining the corrections made in order to bring your office into compliance should be sent to your area representative, Catherine Roche, within 30 days of receiving this letter. Feel free to contact Catherine with any questions or concerns you may have regarding this visit.

Catherine R. Roche

August 30, 2010

Signature of VSU Field Representative

Date

Catherine Roche
Area Representative
Vital Statistics Unit - Field Services Program
Department of State Health Service
888-963-7111 ext 2580
Catherine.roche@dshs.state.tx.us

Cc: Albert Rivera, Program Manager, DSHS-VSU Field Services Program

Procedure for Supplemental to Birth

(Amendments – Adoptions, etc.)

The TER queue will show a list of the old record and the new replacement record. Upon receipt of supplemental information to Births, received in the TER queue, information is verified.

In the case of an adoption, the old record is removed from our books. The new record is indexed, scanned and replaces the old record in the book. The old record is then cross-cut shredded as a means of destruction.

Amendments are printed from the TER queue and attached to the existing birth record. Indexing changes are made if required, and document rescanned.

Procedure for Staff Changes:

The Registrar or designee will Notify TDHS of the name of the employee that is leaving, so that the employee can be taken off the list of TER users.

The Registrar or designee will Notify TDHS of the name of the new employee and request a temporary password to have them added to the TER list of users from our office.

Procedure for Administration Changes:

The Registrar or designee will Notify TDHS of the change of Administration and the date to be effective. The Registrar or designee will Notify TDHS of the name of the new administrator/Local Registrar, the effective date and request a temporary password to have them added to the TER list of users. Upon the consent of the new administrator and if the supply warrants the action, request permission from TDHS to utilize the remaining supply of security paper for birth & death and/or Marriage License forms with the previous Local Registrar's name or method for destruction. If the documents are destroyed, notify TDHS of the numbers that were destroyed and the date and means of destruction.