



Agenda Date: 11/14/2006  
Agenda Placement: 6B

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Shelli Brobst for Randy Snowden - Director  
Health & Human Services  
**REPORT BY:** Shelli Brobst, Contracts Analyst, 253-4720  
**SUBJECT:** Agreement with the Department of Health Services, Center for Health Statistics, Office of Vital Records

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### **RECOMMENDATION**

Director of Health and Human Services requests approval of and authorization for the Chair to sign a revenue agreement with the Department of Health Services, Center for Health Statistics, Office of Vital Records for a maximum of \$940 for the term November 1, 2006 through June 30, 2007 for the County to directly enter into the State's Automated Vital Statistics System (AVSS) the death certificate data for deaths in which the cause and/or manner of death are pending.

### **EXECUTIVE SUMMARY**

Approval of this agreement will allow the Napa County Office of Vital Records to enter data concerning death certificates for which the cause and/or manner of death is pending into the Automated Vital Statistics System (AVSS) and thereby meet regulations governing timeliness of data submission. The State will reimburse the County \$1.00 for each death certificate entered into the system for which the cause and/or manner of death are listed as pending, up to a maximum of \$940.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Reimbursement from the Department of Health Services, Center for Health Statistics, Office of Vital Records reimbursement. The State will reimburse the County \$1.00 for each death certificate entered into the system for which the cause and/or manner of death are listed as pending, up to a maximum of \$940.

Is it Mandatory or Discretionary? Discretionary

Discretionary Justification: This item is discretionary in that Napa County is not required to enter into the State's Automated Vital Statistics System (AVSS) the information from a death certificate when the cause and/or manner of death is pending. However, the State is offering to reimburse Napa County \$1 per AVSS entry in which the cause and/or manner of death are listed as pending. In addition, this system will make the Vital Statistics Office more efficient and help meet current regulatory deadlines.

Is the general fund affected? No

Future fiscal impact: Napa County will continue to earn revenue in future fiscal years.

Consequences if not approved: If this agreement is not approved, Napa County will not be able to utilize the AVSS system for reporting the cause of death as "pending" and may not meet the current deadlines for processing death certificates.

Additional Information:

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

Current law and procedure require a local registration district (Napa County) to forward to the State Registrar a death certificate for each death that occurs within its jurisdiction. The Code specifies that the submission to the State is to be completed by the end of the week following the week of registration. In a number of situations, the cause of death or manner of death is not known at the time the original death certificate is registered. When this occurs, the cause or manner of death is listed as "pending." Once the cause or manner of death is determined, the Napa County Office of Vital Records forwards to the State Registrar the "Physician/Coroner's Amendment" (form VS-24A). The State Office of Vital Records (SOVR) applies the amendment to the original certificate and returns a file copy to Napa County. A large volume of amendment requests has, however, caused a backlog at the SOVR. Significant time is also lost in transit.

Currently, local registration districts, like Napa County, are entering death certificate data into the Automated Vital Statistics System (AVSS) only when the cause of death or manner of death is known. To address unacceptable delays when the cause and/or manner of death is pending, the SOVR developed a program which will now allow the Napa County Office of Vital Records to enter a minimum amount of death certificate data into AVSS. This new program will improve SOVR's customer service by eliminating the large number of incomplete death certificates and also enable Napa County and other local registration districts to meet timeliness regulations. Approval of the agreement will enable the Napa office to retain the death certificate locally for up to 60 days following the date of registration. Once the amendment is received, the Napa office will then forward the amended certificate to the SOVR.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita