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STATE OF FLORIDA
DEPARTMENT OF
CHILDREN AND FAMILIES
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Family Safety

VITAL STATISTICS SYSTEM USER'S GUIDE

This User's Guide has been developed to help staff as they sign on and utilize the Family Safety link to the Vital Statistics System.

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This pamphlet has been updated to reflect the requirements of a new Memorandum of Understanding between the Department of Children and Families and the Department of Health, signed December 7, 2005.

This pamphlet supersedes CFP 175-3 dated December 1, 2004.

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Family Safety

VITAL STATISTICS SYSTEM USER'S GUIDE

This User's Guide has been developed to help you as you sign on and utilize the Family Safety link to Vital Statistics.

A revised Memorandum of Understanding (MOU) between the Department of Children and Families (DCF) and the Department of Health (DOH) was signed on December 7, 2005, and sets the parameters for access to the Vital Statistics system by the Family Safety Program and its agents. Direct access to the Vital Statistics window may be granted only to individuals employed by DCF and employees of an entity contracted by DCF who perform the duties of a Child Abuse Protective Investigator or Protective Investigator Supervisor, Protective Investigator Specialist, Background Intelligence Analyst, Background Screener, and/or Revenue Maximization staff or specialist. In addition, this information may be accessed by up to two (2), professional staff persons within each of the following Central Office Program units: Quality Assurance, FS Data Reporting, and Interstate Compact on the Placement of Children (ICPC); and up to six (6) staff persons in the Florida Abuse Hotline Quality Assurance unit. This information may also be accessed by two staff in each direct service unit with job duties of In-home Supervision, Out of Home (shelter, foster, group or relative care) Supervision, or Adoption to clients of the Family Safety Program. No employee may access the information unless their position description includes at least one of the responsibilities listed above, or they are in one of the units listed above.

Authorized users may have on-line access to birth records to identify and verify data for children and parents when information regarding names, dates of birth, place of birth or addresses is received from the abuse hotline or other lawful sources. This information is for verification purposes only and may not be copied nor redistributed in any manner to any unauthorized entity. This information may only be accessed to determine paternity and to locate relatives for dependent children and children who are subjects of child protective investigations or under child protective supervision.

Birth records are confidential per Chapter 382, Florida Statutes. Possession of birth records by the Family Safety Program and its agents does not change the confidential status of any vital statistics records. The records are solely for use by the Family Safety Program in performing its official duties.

DCF, Sheriffs and Community Based Care agencies must ensure that any such birth records and the confidential information therein are not released in any way so as to breach the provision of Sections 382.008(6), 382.013(5), and 382.025, Florida Statutes. Breaching the confidentiality of the vital records data provided is a criminal offense and may be prosecuted as such as provided in Section 382.026(8), Florida Statutes. Such a breach may also result in the cancellation or recession of the Memorandum of Understanding and require the Department to discontinue on-line access to vital statistics data.

All recipients of Vital Statistics information are required to participate in Department Approved Security Awareness training, understand the Computer Related Crimes Act (Section 815, Florida Statutes), and sign the Department of Children and Families Security Agreement Form (CF 114). Recipients should also have received training regarding the Health Insurance Portability and Accountability Act (HIPAA) and have executed the Department of Children and Families Notice of Privacy Policy Form (CF 771) or its equivalent.

Direct users of the Vital Statistics system are required to read and sign the attached Vital Statistics Security Agreement (form CF-FSP 4018). The original form should be stored in the employee's Personnel record with a copy maintained by the local Security Officer.

Questions regarding this User's Guide or use of the system should be addressed first to your supervisor. If your supervisor is unable to address the question through contacting other local district/region resources, they may contact Joan Davis of the FS Data Reporting unit at (850) 922-6681, suncom 292-6681 or via e-mail at Joan_Davis@dcf.state.fl.us.

To begin, start InfoConnect or other emulation software that your office uses to access the Department of Children and Families Unisys mainframe. The following LOGON screen should be returned. Enter your existing usercode and password for CIS and/or FAHIS or the new usercode and password that has been assigned to you.

Transmit and the HOMEMENU Screen will be returned.

LOGON - COMS Marc Logon (TALA)	13:35:32
Welcome to COMS on the Unisys NX6824	
Please enter your usercode	
...and your password	

Notes:

1. If your password needs to be changed the screen will prompt you through the process.
2. If you have forgotten your password or get a LOGON Error call the Information Systems Help Desk at Suncom (850)277-9400 or (850)487-9400.

HOMEMENU -		TALA COMS	13:26:45
Action:	H0me PRev GO PArent COmnd		(Press SPCFY for
<u>Help)</u>			
Windows			
ABC	Allocation, Budget, and Contract Control System		
CIS	Client Information System		
VSFSP	Vital Statistics for FSP		
SAFE	Safe & Secure (Restricted access - Security officers only)		
ICCFX	ICC File Express		
Exits			
MCSCAN	Exit to CANDE		
COMS19	Exit to the test environment		
Session			
PASS	Change your password		
BYE	Log-off		
Choice:	VSFSP		

Type in **VSFSP** beside Choice: and transmit.

VS0090.67,SMITH,MARTHA,1990

Search by Child's Name (**VS0090.**)

A blank screen will be presented. In the upper left corner type the transaction you wish to perform. Enter the transaction code and child's information

(VS0090.67,LASTNAME,FIRSTNAME,CCYY) then transmit.

DEFINITIONS:

VS0090.	=	Vital Statistics (VS) transaction code (0090) followed by a dot (.) for retrieving PERSONS BY NAME (child) screen.
67	=	Numeric code, used to identify Family Safety, followed by a comma (no space).
LASTNAME	=	Child's last name followed by a comma (no space).
FIRSTNAME	=	Child's first name followed by a comma (no space).
CCYY	=	Child's birth century and year (optional). (e.g. 1990)
TRANSMIT	=	Enter information.

VS0090. PERSONS BY NAME (child) Screen.

VS0090.67,SMITH,MARTHA,1990							
PERSONS BY NAME				11/19/02 13:30		PAGE	
01							
SCR	LAST NAME	FIRST NAME	MIDI	DOB	CERT	MOTHER	
CNTY							
...	SMITH	MARTHA	KRIS	11161990	167327	MESSINA,MELEN	39
...	SMITH	MARTHA	ELIZ	10161990	149107	INGALLS,MICKIE	39
...	SMITH	MARTHA	LIND	04031990	046852	RUSS,JOANNA	46
...	SMITH	MARTHA	SHEA	05231992	072590	DAY,JOSEFINA	16
...	SMITH	MARTHA	LEIG	02221994	027608	BORMAN,KATHRINA	60
...	SMITH	MARY	SAMA	11052000	172304	STEIN,HEATHERA	41
...	SMITH	MARYLEE		07221934	012877	ROADS,PEARLY	26
...	SMITH	MARZIE	DAWN	12301997	189255	DERLICH,HEATHA	39
...	SMITH	MARZY	DENE	02101968	008437	BRUNSWICK,AVERY	16
...	SMITH	MARZY	ANGE	08131984	088786	PEARLE,SUSLI	23
...	SMITH	MARZYE	JAI	11191962	102312	STRULL,BENITAN	69
...	SMITH	MARZYE	LAVE	08081987	100734	MUDSON,BORIS	23
...	SMITH	MASKEY	NATA	08311980	077633	SMITH,BRENDA	26
...	SMITH	MATBAY		09041940	035386	MONROE,PANSY	64
...	SMITH	MATBAY	RODG	11041960	102011	THOMASON,SHIRLE	64
...	SMITH	MATBAYE	DELY	06031989	080714	STYLES,HANNA	39
...	SMITH	MAVIS	BLAI	05141961	041720	MATTS,ELLISITA	56
PAGE B-BACKWARD,F-FORWARD						F	

The PERSONS BY NAME screen (search by child's name and century/year of birth) will be displayed. At the top center you will see the screen name followed by the current date and time of the transaction along with the page number.

Given are the child's last, first, and up to four digits of the middle name. Also given are the child's DOB, CERT, MOTHER, and CNTY.

DEFINITIONS:

DOB = Child's date of birth (DOB)
 CERT = Child's Birth Certificate number
 MOTHER = Mother's maiden name (last, first)
 CNTY = Code for the county where the child was born.

At the bottom of the screen you may choose whether you prefer paging forward (F) or backward (B) to see more data. To page, hit Enter.

You may also enter **044** under SCR in the space to the left of the record you need and press Enter to go directly to the Birth Certification Display screen.

VS0091.67,RUSS,JOANNA,1990

Search by Mother's Maiden Name (**VS0091.**)

In the upper left corner type the **mother's** information (**VS0091.67,LASTNAME, FIRSTNAME,CCYY**) then transmit.

DEFINITIONS:

VS0091.	=	Vital Statistics (VS) transaction code (0091) followed by a dot (.) for retrieving PERSONS BY NAME (mother) screen.
67	=	Numeric code, used to identify Family Safety, followed by a comma (no space).
LASTNAME	=	Mother's last name (maiden) followed by a comma (no space).
FIRSTNAME	=	Mother's first name followed by a comma (no space).
CCYY	=	Child's birth century and year (optional). (e.g. 1990)
TRANSMIT	=	Enter information.

VS0091. PERSONS BY NAME (mother) Screen.

VS0091.67,RUSS,JOANNA,1990							
PERSONS BY NAME				11/19/02 13:31		PAGE	
01							
SCR	LAST NAME	FIRST NAME	MIDI	DOB	CERT	CHILD	
CNTY							
...	RUSS	JOANNA	MARI	04031990	046852	SMITH,MARTHA	46
...	RUSS	JOANNA	MARI	05181991	070285	SMITH,BRANDON	46
...	RUSS	JUDITH	DEBO	02191990	026801	ROHDE,JACOBY	46
...	RUSS	JUDITH	DEBO	12141992	180768	ROHDE,JOHN	46
...	RUSS	JUDITH	VICT	04071951	016508	LEON,ABBY	23
...	RUSS	JUDITH	VICT	04051957	024986	LEON,MICKIE	23
...	RUSS	KATHRINA	LYNN	05171995	066759	KINZITH,SKYLER	69
...	RUSS	KATHRINA	JOYC	05211987	067240	RUSS,PAULIE	63
...	RUSS	KATHRINA	JOYC	03181991	037898	KITCHEN,MOLLY	63
...	RUSS	KATHRINA	JOYC	04211992	054011	KITCHEN,SANNY	63
...	RUSS	KAY	SUE	09301999	141194	MITCHELL,KORTNEY	42
...	RUSS	LOLETA	A	08101929	016105	BLACK,ABIGALE	35
...	RUSS	LOLETA	ALME	12211932	026899	BLACK,MANDRAKE	35
...	RUSS	LORETTA	BETH	08251985	097684	BRYER,PATRICK	26
...	RUSS	LORETTA	BETH	07261987	088574	BRYER,CHINA	26
...	RUSS	LORETTA	BETH	06291991	091134	BRYER,CHRISTINE	26
...	RUSS	LORETTA	BETH	05031993	062647	PARIS,STACEY	26
PAGE B-BACKWARD,F-FORWARD						F	

The PERSONS BY NAME screen (search on mother's maiden name) will be displayed. At the top center you will see the screen name followed by the current date and time of the transaction along with the page number.

Given are the mother's last (maiden), first, and up to four digits of the middle name. Also given are the child's DOB, CERT, CHILD, and CNTY.

DEFINITIONS:

DOB = Child's date of birth (DOB)
 CERT = Child's Birth Certificate number
 CHILD = Child's name (last, first)
 CNTY = Code for the county where the child was born.

At the bottom of the screen you may choose whether you prefer paging forward (F) or backward (B) to see more data. To page, hit Enter.

You may also enter **044** under SCR in the space to the left of the record you need and press Enter to go directly to the Birth Certification Display screen.

VS0044.046852,1990,67

Birth Certification Display Screen (VS0044.)

In the upper left corner type the Birth Certificate information (**VS0044.999999,CCYY,67**) then transmit.

DEFINITIONS:

VS0044. = Vital Statistics (VS) transaction code (0044) followed by a dot (.)
for retrieving Birth Certificate Display screen.
999999 = Child's birth certificate number.
CCYY = Child's birth century and year(required). (e.g. 1990)
67 = Numeric code, used to identify Family Safety, followed by a comma (no space).
TRANSMIT = Enter information.

VS0044. BIRTH CERTIFICATION DISPLAY Screen.

VS0044.046852,1990,67		BIRTH CERTIFICATION DISPLAY		11/19/02 13:33	
DLU 04/12/1990					
CHILD FIRST NAME	MIDDLE NAME	LAST NAME		SUFFIX	
MARTHA	LINDSEY	SMITH			
DOB 04031990	SEX 2	BIRTH COUNTY	LEE	SSN	888888888
MOTHER FIRST NAME	MIDDLE NAME	MAIDEN NAME			
JOANNA	MARIE	RUSS			
BIRTH STATE	SSN	BIRTH DATE	MARRIED	RACE	
NEW YORK	671934936	06301967	Y	WHITE	
FATHER FIRST NAME	MIDDLE NAME	LAST NAME		SUFFIX	
DANIEL	LEE	SMITH		JR	
BIRTH STATE	SSN	BIRTH DATE		RACE	
FLORIDA	987552369	10121965		WHITE	
FLAGS DIR	FEE/CERT	PRO/SPEC	REPL/IMM	FDLE	
DEATH STATE		YEAR	CERTIFICATE	DECEASED	
SUB-UNIT	PATERNITY TYPE		DATE PATERNITY ESTAB		
PRINT	DATE LAST PRINTED		DATE FILED	04061990	

The BIRTH CERTIFICATION DISPLAY screen will be returned. At the top center you will see the screen name followed by the current date and time of the transaction. To the left on the same line is the date of last update (DLU).

Field definitions and population for the VS0044. screen are listed in the chart below.

FIELD	DEFINITIONS	CHILD	MOTHER	FATHER
DLU	Date of Last Update for Screen Data			
FIRST NAME	First Name	Y	Y	Y
MIDDLE NAME	Middle Name	Y	Y	Y
LAST NAME	Last Name	Y	Y	Y
SUFFIX	Suffix	Y		Y
DOB	Date of Birth	Y		
SEX	Sex	Y		
BIRTH COUNTY	Name of Birth County	Y		
BIRTH STATE	Name of Parent's Birth State		Y	Y
SSN	Social Security Number	Y	Y	Y
BIRTH DATE	Parent's Date of Birth		Y	Y
MARRIED	Was Mother married at time of birth?		Y	
RACE	Race	Y	Y	Y

Fields that may or may not be populated at the bottom of the VS0044. screen are:

FIELD	DEFINITION
FLAGS:	FLAGS are used for various administrative purposes (all flags suppress printing of a record). If there are concerns on a particular record, contact the State Office of Vital Statistics, Director.
- DIR	Director's Flag for administrative purposes.
- FEE/CERT	Fee/Certification Flag for outstanding fees.
- PRO/SPEC	Prospective Adoption Flag.
- REPL/IMM	Putative Father Affidavit on file will contain an "M" in the field <u>or</u> may be pending verification of a record and contain an "X" in the field.
- FDLE	Florida Department of Law Enforcement administrative flag.
- DECEASED	Deceased flag; identifies the person listed on the record has been determined to be deceased.
DEATH STATE YEAR CERTIFICATE	If the birth record reflects a deceased person and the specifics (death state/year/certificate number) are known, then these items are completed.
SUB-UNIT	Identifies the Vital Statistics sub-unit that has made the most recent change/update to the record.
PATERNITY TYPE	Identifies that there has been some form of a paternity action on the birth record.
DATE PATERNITY ESTAB	Identifies the MMDDCCYY the paternity was established.
PRINT	This field contains a "Y" or "N" to indicate if the record is available to be printed for certification purposes.
DATE LAST PRINTED	Identifies the MMDDCCYY the record was last printed for certification.
DATE FILED	Identifies the MMDDCCYY the record was filed by the local County Registrar.

When your inquiries are finished, clear the screen (If using InfoConnect clear the screen by pulling down the Edit Menu and clicking on Clear Display.), then type in "?CLOSE" in the upper left corner and transmit to close. (Note: If using an emulation package other than InfoConnect, refer to your documentation.)

?CLOSE

This will return the following screen.

Type in BYE in the Choice: field and transmit.

```
You are being transferred/returned to MARC.
      HOMEMENU -                TALA COMS                13:35:30
Action:
      H0me PRev GO PArEnt COmnd                (Press SPCFY for
Help)

      Windows
ABC    Allocation, Budget, and Contract Control System
CIS    Client Information System
VSFSP  Vital Statistics for FSP
SAFE   Safe & Secure (Restricted access - Security officers only)
ICCFX  ICC File Express

      Exits
MCSCAN Exit to CANDE
COMS19 Exit to the test environment

      Session
PASS   Change your password
BYE    Log-off

Choice:  BYE
```

This will return the LOGON Screen shown below. At this point you may “X” out and return to your desktop.

```
LOGON - COMS Marc Logon (TALA)                13:35:32
```

Welcome to COMS on the Unisys NX6824

Please enter your usercode

...and your password



Family Safety Vital Statistics Security Agreement Form

The Department of Children and Families has authorized you:

Employee's Name/Organization

to have access to sensitive data through direct access to the Vital Statistics System.

- By my signature, I acknowledge that I have received, read and understand the Family Safety Vital Statistics User's Guide. I will abide by the data security and confidentiality guidelines included therein.
- By my signature, I acknowledge that I am employed by the Department of Children and Families, a local Sheriff's office, or a Community Based Care agency and perform the duties of a Child Abuse Protective Investigator or Protective Investigator Supervisor, Protective Investigator Specialist, Background Intelligence Analyst, Background Screener, Revenue Maximization staff or specialist, In-home Supervision direct service staff, Out of Home Supervision direct service staff, or Adoption direct service staff for clients of the Family Safety Program, OR I am employed by the Department of Children and Families Family Safety Central Program Office in either the Quality Assurance, FS Data Reporting, or Interstate Compact on the Placement of Children (ICPC) units, or by Florida Abuse Hotline Quality Assurance.
- By my signature, I acknowledge that my direct access to the system will be used only for performing the official duties of the Family Safety Program.
- By my signature, I acknowledge that I have attended or am scheduled to attend Department Approved Security Awareness training, I understand the Computer Related Crimes Act (Section 815, Florida Statutes), and I have signed the Department of Children and Families Security Agreement Form (CF 114). I have received training regarding the Health Insurance Portability and Accountability Act (HIPAA) and have executed the Department of Children and Families Notice of Privacy Policy Form (CF 771) or its equivalent.

I understand that a security violation may result in criminal prosecution according to the provisions of Federal and State Statutes and may also result in disciplinary action against me according to the provisions in the Employee Handbook.

Print Employee Name

Signature of Employee

Date

Print Supervisor Name

Signature of Supervisor

Date