

Texas Department of State Health Services  
Vital Statistics Unit

## 2016 Five-Star Criteria for Local Registrars

*To qualify for the exemplary award, your facility must meet ALL exemplary designation criteria.*

*To qualify as a recognized winner, your facility must meet ALL minimum qualification criteria.*

### Qualifications Criteria

#### **Timeliness:**

Average no more than 12 days for all death registrations, including manual, drop-to-paper, and fully electronic records from the date of the event to filing in the state office from January 1, 2016 to September 30, 2016.

*Local registration offices averaging 10 days or less will be considered for an Exemplary Five-Star designation.*

#### **Remote Birth Access System:**

Local registrars using the Remote Birth Access System must have a search-to-print ratio of 60% or greater from January 1, 2016 to September 30, 2016.

*Local registration offices that have a print ratio of 75% or higher will be considered for an Exemplary Five-Star designation.*

*Example: Conducted 250 searches for birth certificates on the remote system and out of those searches, printed 217 birth records.  $217/250 = 86.8\%$  print ratio. If you would like to check your monthly % you may do so at:*

*<http://www.dshs.state.tx.us/vs/field/Search-to-Print-Ratios/>*

#### **Training & Participation:**

Attended the 2015 Annual Vital Statistics Conference or attend one of the 2016 Regional Vital Statistics Conferences scheduled in June.

*Local registrars or their staff who attend both the 2015 Annual Conference and one of the 2016 Regional Conferences will be considered for an Exemplary Five-Star designation.*

Must participate in at least 1 TxEVER Stakeholder conference call in 2016. Please visit our web page at <http://www.dshs.state.tx.us/vs/field/TxEVER-Project-Conference-Calls/> for a series of upcoming events.

#### **Birth Registration:**

Register 98% of birth records (if any) in the Record Acceptance Queue within **one business day** from January 1, 2016 to September 30, 2016.

*Local Registrars who register 100% of their birth records in the Record Acceptance Queue within one business day will be considered for an Exemplary Five-Star designation.*

