

# AVSS LOCAL REGISTRAR'S MANUAL

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### ***LFN Assignment***

In this option the LFN can be assigned and printed on a birth certificate in the upper right hand corner. Also printed on the birth certificate at this time is a bar code in the lower right hand corner and the registration date (Field 17).

SYSTEM OPTION > [B] [Enter] I RTH CERTIFICATE

BIRTH CERTIFICATE OPTION > [LF] [Enter] N ASSIGNMENT

YEAR <2000> [Enter]

*Note: Anything in < > is the default, if that is correct just enter, otherwise enter the correct information.*

BEGINNING LFN <1200056000004> [Enter]

REGISTRATION DATE > [T] (01/24/2000)

*Note: If Field 17 (Registration Date) already has the date stamped in it on the birth certificate, just enter. That field will not be filled in when the LFN number is printed. If a date is not already stamped on the certificate, a date such as [T] for today can be entered here or [T-1] for yesterday or [T+1] for tomorrow.*

LOAD TEST CERTIFICATE AND HIT RETURN - > [Enter]

*Note: Load a blank birth certificate form (not a photocopy) for an accurate test.*  
PRINTING...

PLEASE SCAN THE TEST BAR CODE IN THE LOWER RIGHT CORNER TO CONFIRM

- >1200056000004

BAR CODE SCAN PASSED.

*Note: Check the alignment of the bar code, the date in Field 17, and the LFN number. If the alignment is off, call the AVSS project to have it corrected. If the bar code scan failed, try again.*

PROCEED TO NUMBER REAL BIRTH CERTIFICATES <N> [Y] [Enter]

ENTER COUNT > [2] [Enter]

FINAL VERIFICATION: GENERATE 1200056000004 TO 1200056000005

OK <Y> [Enter]

LOAD REAL BIRTH CERTIFICATES AND HIT RETURN - > [Enter]

DONE.

NEXT BEGINNING LFN WILL BE SET TO <1200056000006> [Enter]

THE NEXT LFN FOR YEAR 2000 WILL BE 1200056000006. CONFIRM <Y> [Enter]

LOG LFN ASSIGNMENT AND HIT RETURN - > [Enter]

*Note: file out the information listed on the AVSS Local File Number Assignment Log (see example on the next page.*

BIRTH CERTIFICATE OPTION >



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## Register A Birth

This is the option where the baby is registered at the Local Registration District (LRD) and given a Local File Number (LFN). If the option LFN Number Assignment was used to print the LFN on the birth certificate, at HOSP. Hospital > use the bar code scanner on the hospital created bar code. That will enter the hospital number, and baby's name. At the LFN. Assigned Local File Number > scan the bar code that was just printed in the lower right hand corner. It is easier and less work using a bar code scanner. If you do not use a bar code scanner, enter the way you see it here.

SYSTEM OPTION > [B] [Enter] BIRTH CERTIFICATE

BIRTH CERTIFICATE OPTION > [R] [Enter] REGISTER CHILD

BIRTH CERTIFICATES MAY BE LINKED TO THE FOLLOWING FORMS:  
HCA HOSPITAL BIRTH RECORD

AVSS WILL ATTEMPT TO RETRIEVE DATA FROM A LINKED FORM.

SEARCHING HOSPITAL BIRTH RECORD...

HOSP. HOSPITAL > [642] [Enter] = COMMUNITY MEM HOSP-SAN BUENAVENTURA (642)

*Note: If you are using the LFN Assignment and have put on a bar code, at this point you would scan the bar code that was just printed on the birth certificate in the lower right corner of the birth certificate. This will enter the hospital and the LFN into AVSS.*

PLEASE ENTER THE APPROPRIATE IDENTIFYING INFORMATION IF YOU WANT TO LINK, OR '^' AT INDEX TO SEARCH TO REGISTER A NEW FORM.

FILE# OR INDEX TO SEARCH >[12002] [Enter]

#	NAME	DATE	FILE#	NEXT	SKIPPED
---	------	------	-------	------	---------

1)	JONES, ROBERT EDWARD	.....	10/13/1999	12002	
----	----------------------	-------	------------	-------	--

IS THIS THE PERSON? <Y> [Enter]

*Note: Anything in < > is the default, if that is correct just enter, otherwise enter the correct information.*

RETRIEVING DATA .....  
RUNNING VALIDATION CHECKS...

GESTATIONAL AGE COMPUTED FROM LAST NORMAL MENSES: 37.5 WEEKS.

WARNING: HOSPITAL CERTIFICATE HAS NOT BEEN FLAGGED AS SENT.  
DO YOU WISH TO CONTINUE ? <Y> [Enter]

*Note: If a record is sent to the LRD without the hospital using the LIST TO BE SENT TO THE HEALTH DEPARTMENT OPTION, this warning will appear. This is a warning that the record might be a duplicate. If you are not sure, you might want to check to see if the baby already has a LFN. Use Display in the Birth Certificate Option and display by the baby's name and birth date to check.*

CHECKING FOR POSSIBLE DUPLICATES USING: JON, RO 10/13/1999

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(USE CTRL-C TO TERMINATE SEARCH)

LFN. ASSIGNED LOCAL FILE NUMBER > [29] [Enter]  
CONVERTED TO : 1199956000029

17. DATE ACCEPTED FOR REGISTRATION > [T] [Enter]  
1/25/2000 <-- ASSUMED DATE CONVERTED TO 01/25/2000

*Note: To enter today's date enter T, to enter yesterday's date put T-1, to enter tomorrow's date put T+1, etc. This is an easy way to enter the date.*

CT. CENSUS TRACT > [Enter]  
ATTEMPT TO CENSUS TRACT <Y> [Enter]  
NO MATCHING ADDRESS INSERTING IN THE REJECT FILE.

LFNV. ASSIGNED LOCAL FILE NUMBER > [29] [Enter]  
*Note: This is verifying the LFN so put in the same number.*

BIRTH CERTIFICATE				
1A.ROBERT	1B.EDWARD	1C.JONES		
2.MALE	3A.SINGLE	3B.-	4A.10/13/1999	4B.0102
5A.COMMUNITY MEM HOSP-SAN BUENAVENTURA 5B.147 N. BRENT ST.				
5C.VENTURA		5D.VENTURA		5E.HOSPITAL
6A.WAYNE	6B.JOHN	6C.JONES	7.WA	8.01/19/1960
9A.TESA	9B.LOUISE	9C.EDWARDS	10.CA	11.01/14/1965
12A.JONES		12B.FATHER	12C.10/13/1999	
13B.643		13C.10/13/1999		
13D.ANNE CHEZAR,MD,2629 LOMA VISTA,VENTURA,CA 14.				
15A.	15B.	16.GEORGE FLORES, MD		17.01/25/2000
18.BLACK	19.MEX-AMERICAN	20A.MUSICIAN	20B.MUSIC	20C.16
21.MEXICAN	22.MEX-AMERICAN	23A.GARDNER	23B.LANDSCAPE	23C.15
I18A. I18B. I18C. I19.2 I21.11 I21A. I21B. I21C. I22.2 DATEAB.				
24A.1212 MAIN ST			24B.VENTURA	
24C.VENTURA			24D.CA	24E.93002
25A.01/22/1999	25B.2ND	25C.11		
25D.08	26.2530	28A.03	27A.0	27B.0 27D.0 27E.0
28B.07	29.00	27C.-	27F.-	
30.20,11	31.29,28,27	SENT.	SENTHCA.	SENTLCA.
A.0642	B.056	D.1	E.1	F.YN CT. 32.443-02-1111 33.432-01-9922
LFN.1199956000029 FAGE.39 COM. MAGE.34 GAGE.264 GAWK.37.5 TYPE.M.D. AMNDAT.				
ENTERED: CAYTON,GAIL 10/13/1999 LAST UPDATED: CAYTON,GAIL 10/13/1999				
HIT RETURN TO CONTINUE >				
GESTATIONAL AGE COMPUTED FROM LAST NORMAL MENSES: 37.5 WEEKS.				

(F)ILE, (E)DIT, (V)ALIDATE, (D)ISPLAY, OR (P)RINT > [F] [Enter]

FILING BIRTH CERTIFICATE .....

REGISTER ANOTHER <Y>

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## Register an Incomplete Birth Certificate

This is to help with registering a birth certificate that AVSS indicates in incomplete

BIRTH CERTIFICATE OPTION > [R] [Enter] EGISTER CHILD

BIRTH CERTIFICATES MAY BE LINKED TO THE FOLLOWING FORMS:  
HCA HOSPITAL BIRTH RECORD

AVSS WILL ATTEMPT TO RETRIEVE DATA FROM A LINKED FORM.  
SEARCHING HOSPITAL BIRTH RECORD...

HOSP. HOSPITAL > [642] [Enter] = COMMUNITY MEM HOSP-SAN BUENAVENTURA (642)

PLEASE ENTER THE APPROPRIATE IDENTIFYING INFORMATION IF YOU WANT TO LINK,  
OR '^' AT INDEX TO SEARCH TO REGISTER A NEW FORM.

FILE# OR INDEX TO SEARCH > [99321] [Enter]

# NAME DATE FILE# NEXT SKIPPED

-----  
1) GRIFFIN, NANCY ELAINE . . . . . 2/14/2000 99321 12A,12B,12C,13C,

IS THIS THE PERSON? <Y> [Enter]

WARNING: SOURCE FORM SELECTED HAS SKIPPED FIELDS, CONTINUE <Y> [Enter]

*Note: You have the option of skipping the fields yourself (press F9 or [^S] [Enter]) and registering the record anyway, completing the skipped fields and registering the record, or sending the birth certificate back to the hospital for them to complete.*

RETRIEVING DATA .....

RUNNING VALIDATION CHECKS...

GESTATIONAL AGE COMPUTED FROM LAST NORMAL MENSES: 41.2 WEEKS.

FIRST WE WILL REPROMPT ALL THE QUESTIONS PREVIOUSLY SKIPPED

^Q' AND ^FILE' HAVE BEEN DISABLED, BUT IF YOU STILL WISH

TO DELAY ANSWERING YOU MAY ^SKIP' AGAIN.

12A. PARENT OR OTHER INFORMANT - SIGNATURE (SURNAME ONLY) > [GRIFFIN] [Enter]

12B. INFORMANT'S RELATIONSHIP TO CHILD > [FA] [Enter] THER

12C. DATE INFORMANT SIGNED <02/15/2000> [T-1] [Enter]

2/14/2000 <-- ASSUMED DATE

CONVERTED TO 02/14/2000

13C. DATE ATTENDANT OR CERTIFIER SIGNED > [T-1] [Enter]

2/14/2000 <-- ASSUMED DATE

CONVERTED TO 02/14/2000

12A. PARENT OR OTHER INFORMANT - SIGNATURE (SURNAME ONLY) <GRIFFIN> [Enter]

12B. INFORMANT'S RELATIONSHIP TO CHILD <FATHER> [Enter]

12C. DATE INFORMANT SIGNED <02/14/2000> [Enter]

13C. DATE ATTENDANT OR CERTIFIER SIGNED <02/14/2000> [Enter]

ALL THE PREVIOUSLY SKIPPED PROMPTS HAVE BEEN REPROMPTED

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LFN. ASSIGNED LOCAL FILE NUMBER >

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## *Edit a Birth Certificate*

The only fields that can be edited at the LRD are 15A (Date of Death), Census Tract, and Comment (a field that is only available as an edit). To edit other fields, you must contact the state. A password is needed to edit. To get the password, check with your system manager.

SYSTEM OPTION > [B] [Enter] BIRTH CERTIFICATE

BIRTH CERTIFICATE OPTION > [E] [Enter] EDIT CERTIFICATE  
PASSWORD >

FILE# OR INDEX TO SEARCH > [29] [Enter]

#	NAME	DATE	FILE#	NEXT	SKIPPED
---	------	------	-------	------	---------

---

1)	WINSTON, GRACE ROSE	...	1/4/1996	1199656000029	
2)	JONES, ROBERT EDWARD	.....	10/13/1999	1199956000029	

PERSON # > [2] [Enter]  
RETRIEVING DATA .....

YOU ARE USING 'EDIT' INSTEAD OF 'AMEND' FOR A COUNTY BIRTH CERTIFICATE  
ARE YOU SURE? <N> [Y] [Enter]

FIELD(S) TO MODIFY > [LFN] [Enter]  
FIELD "LFN" IS AN INVALID FIELD TO MODIFY

FIELD(S) TO MODIFY > [15A] [Enter]

15A. DATE OF DEATH > [12/13/1999] [Enter]

FIELD(S) TO MODIFY > [Enter]

GESTATIONAL AGE COMPUTED FROM LAST NORMAL MENSES: 37.5 WEEKS.  
(F)ILE, (E)DIT, (V)ALIDATE, (D)ISPLAY, OR (P)RINT > [F] [Enter]

FILING BIRTH CERTIFICATE .....

EDIT ANOTHER <Y>[N] [Enter]
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## Amend A Birth Certificate

BIRTH CERTIFICATE OPTION > [AM] [Enter]

1 AMEND CERTIFICATE

2 AMENDMENT DISPLAY

SELECTION # > [1] [Enter] AMEND CERTIFICATE

FILE# OR INDEX TO SEARCH > [29] [Enter]

# NAME DATE FILE# NEXT SKIPPED

1) WINSTON, GRACE ROSE ... 1/4/1996 1199656000029

2) JONES, ROBERT EDWARD ..... 10/13/1999 1199956000029

PERSON # > [2] [Enter]

BIRTH CERTIFICATE  
1A.ROBERT 1B.EDWARD 1C.JONES  
2.MALE 3A.SINGLE 3B.- 4A.10/13/1999 4B.0102  
5A.COMMUNITY MEM HOSP-SAN BUENAVENTURA 5B.147 N. BRENT ST.  
5C.VENTURA 5D.VENTURA 5E.HOSPITAL  
6A.WAYNE 6B.JOHN 6C.JONES 7.WA 8.01/19/1960  
9A.TESA 9B.LOUISE 9C.EDWARDS 10.CA 11.01/14/1965  
12A.JONES 12B.FATHER 12C.10/13/1999  
13B.643 13C.10/13/1999  
13D.ANNE CHEZAR,MD,2629 LOMA VISTA,VENTURA,CA 14.  
15A. 15B. 16.GEORGE FLORES, MD 17.01/25/2000  
18.BLACK 19.MEX-AMERICAN 20A.MUSICIAN 20B.MUSIC 20C.16  
21.MEXICAN 22.MEX-AMERICAN 23A.GARDNER 23B.LANDSCAPE 23C.15  
I18A. I18B. I18C. I19.2 I21.11 I21A. I21B. I21C. I22.2 DATEAB.  
24A.1212 MAIN ST 24B.VENTURA  
24C.VENTURA 24D.CA 24E.93002  
25A.01/22/1999 25B.2ND 25C.11  
25D.08 26.2530 28A.03 27A.0 27B.0 27D.0 27E.0  
28B.07 29.00 27C.- 27F.-  
30.20,11 31.29,28,27 SENT. SENTHCA. SENTLCA.  
A.0642 B.056 D.1 E.1 F.YN CT. 32.443-02-1111 33.432-01-9922  
LFN.1199956000029 FAGE.39 COM. MAGE.34 GAGE.264 GAWK.37.5 TYPE.M.D. AMNDAT.  
ENTERED: CAYTON,GAIL 10/13/1999 LAST UPDATED: CAYTON,GAIL 1/26/2000

HIT RETURN TO CONTINUE > [Enter]

THIS PERSON HAS NO AMENDMENTS FILED.

AMENDMENT DATE > [T] [Enter]

FIELD(S) TO MODIFY > [1C] [Enter]

1C. LAST (FAMILY) NAME OF CHILD (SURNAME) <JONES>  
> [EDWARDS-JONES] [Enter]

FIELD(S) TO MODIFY > [Enter]

GESTATIONAL AGE COMPUTED FROM LAST NORMAL MENSES: 37.5 WEEKS.

(F)ILE, (A)MEND, (V)ALIDATE, OR (D)ISPLAY > [F] [Enter]

FILING BIRTH CERTIFICATE .....

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## ***Amendment Display***

This option shows what amendments have been done on a specific birth certificate, who entered them and when.

BIRTH CERTIFICATE OPTION > [A] [Enter]

- 1 ALPHA LIST OF CERTIFICATES
- 2 AMEND CERTIFICATE
- 3 AMENDMENT DISPLAY

SELECTION # > [3] [Enter] AMENDMENT DISPLAY

FILE# OR INDEX TO SEARCH > [29] [Enter]

#	NAME	DATE	FILE#	NEXT	SKIPPED
1)	WINSTON, GRACE ROSE	1/4/1996	1199656000029		
2)	EDWARDS-JONES, ROBERT EDWARD	10/13/1999	1199956000029		

PERSON # > [2] [Enter]

CAYTON,GAIL ON 1/26/2000 AT 09:42 AM AMENDED FIELD 1C  
FROM 'JONES' TO 'EDWARDS-JONES'.

DATE OF LAST AMENDMENT: 1/26/2000

BIRTH CERTIFICATE OPTION >

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## Seal A Birth Certificate

When a court order comes from the state to seal a birth certificate and nothing is to be changed on the birth certificate, this is the option to be used.

BIRTH CERTIFICATE OPTION > [S] [Enter]

- 1 SCRATCH CERTIFICATE
- 2 SEAL CERTIFICATE
- 3 SEAL AND REPLACE CERTIFICATE

SELECTION # > [2] [Enter] SEAL CERTIFICATE  
PASSWORD >

FILE# OR INDEX TO SEARCH > [30] [Enter]

#	NAME	DATE	FILE#	NEXT SKIPPED
1)	FRANCO, EDUARDO RAMON	1/6/1995	19556000030	
8)	DRAGON, ALEXANDER RAYMOND.	1/2/1996	1199656000030	
3)	WONG, GRACE ELAINE	1/26/2000	1200056000030	

PERSON # > [3] [Enter]

WARNING: THIS CERTIFICATE DOES NOT HAVE A CENSUS TRACT.  
OK TO PROCEED? <N> [Y] [Enter]  
RETRIEVING DATA .....

SEALING THIS CERTIFICATE, ARE YOU SURE <N> [Y] [Enter]  
FILING BIRTH CERTIFICATE .....

BIRTH CERTIFICATE OPTION >

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## ***Seal and Replace A Birth Certificate***

If a court order is received from the state to replace a field in the certificate with new information and the certificate is to be sealed, this is the option to be used.

BIRTH CERTIFICATE OPTION > [S] [Enter]

- 1 SCRATCH CERTIFICATE
- 2 SEAL CERTIFICATE
- 3 SEAL AND REPLACE CERTIFICATE

SELECTION # > [3] [Enter] SEAL AND REPLACE CERTIFICATE  
PASSWORD >

FILE# OR INDEX TO SEARCH > [41] [Enter]

# NAME DATE FILE# NEXT SKIPPED

- 
- 1) GRAY, JESSICA - . . . . . 1/11/1994 19420000041
  - 2) ELLIS, LEON PERRY . . . 1/4/1995 19520000041
  - 3) CARRERO, MICHELLE - . . . 1/24/1996 1199620000041
  - 4) MIRANDA, BLANCA GUADALUPE . . 1/6/1997 1199720000041
  - 5) TRUMAN, RAYMOND ALAN. . . 1/14/1998 1199820000041
  - 6) RICH, JEREMIAH EDWIN . . . 1/10/1999 1199920000041

PERSON # > [6] [Enter]

WARNING: THIS CERTIFICATE DOES NOT HAVE A CENSUS TRACT.

OK TO PROCEED? <N> [Y] [Enter]

RETRIEVING DATA .....

### CAUTION!

THIS SUB-OPTION WILL PERMANENTLY CHANGE THIS PERSON'S AVSS RECORD  
AND WILL NOT ALLOW FUTURE EDITS.

MANY OF THE CONVENIENCE FEATURES FOR NORMAL REGISTRATION WILL NOT BE AVAILABLE  
AND THERE WILL BE NO CBC VALIDATION CHECKING PERFORMED.

SEALING THIS CERTIFICATE, ARE YOU SURE <N> [Y] [Enter]

1A. FIRST (GIVEN) NAME OF CHILD > [JEREMIAH] [Enter]

1B. MIDDLE NAME OF CHILD > [EDWIN] [Enter]

1C. LAST (FAMILY) NAME OF CHILD (SURNAME) > [RICH] [Enter]

5A. PLACE OF BIRTH <MADERA COMMUNITY HOSPITAL> [Enter]

5B. STREET ADDRESS OR LOCATION <1250 E. ALMOND AVE.> [Enter]

5C. CITY OR TOWN OF BIRTH <MADERA> [Enter]

6A. FIRST (GIVEN) NAME OF FATHER > [EDWIN] [Enter]

6B. MIDDLE NAME OF FATHER > [LOUIS] [Enter]

6C. LAST (FAMILY) NAME OF FATHER (SURNAME) > [RICH] [Enter]

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7. FATHER'S STATE OF BIRTH > [CA] [Enter]

8. FATHER'S DATE OF BIRTH > [091567] [Enter]

9A. FIRST (GIVEN) NAME OF MOTHER > [LOUISE] [Enter]

9B. MIDDLE NAME OF MOTHER > [JEAN] [Enter]

9C. BIRTH LAST (FAMILY) NAME OF MOTHER (MAIDEN SURNAME) > [SIMPSON] [Enter]

10. MOTHER'S STATE OF BIRTH > [CA] [Enter]

11. MOTHER'S DATE OF BIRTH > [063069] [Enter]

12A. PARENT OR OTHER INFORMANT - SIGNATURE (SURNAME ONLY) > [RICH] [Enter]

12B. INFORMANT'S RELATIONSHIP TO CHILD > [FATHER] [Enter]

12C. DATE INFORMANT SIGNED > [T] [Enter]

13B. ATTENDANT LICENSE NUMBER <A38034> [Enter]

13D. NAME, TITLE AND MAILING ADDRESS OF ATTENDANT <SHIU-CHI TSAI,MD,900 E OLIVE #3D,MADERA> [Enter]

1A.JEREMIAH	1B.EDWIN	1C.RICH		
5A.MADERA COMMUNITY HOSPITAL	5B.1250 E. ALMOND AVE.	5C.MADERA		
6A.EDWIN	6B.LOUIS	6C.RICH	7.CA	8.9/15/1967
9A.LOUISE	9B.JEAN	9C.SIMPSON	10.CA	11.6/30/1969
12A.RICH	12B.FA	12C.1/26/2000		
13B.A38034	13D.SHIU-CHI TSAI,MD,900 E OLIVE #3D,MADERA			

FINAL VERIFICATION. ARE YOU SURE <N> [Y] [Enter]

FILING BIRTH CERTIFICATE .....

BIRTH CERTIFICATE OPTION >

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## Certified Abstract Print

BIRTH CERTIFICATE OPTION > [CE] [Enter] RTIFIED ABSTRACT PRINT  
PASSWORD >

FILE# OR INDEX TO SEARCH > [56] [Enter]

#	NAME	DATE	FILE#	NEXT	SKIPPED
1)	MCALISTER, KELLY PATRICIA. . .	1/9/1994	19420000056		
2)	SANCHEZ, EDUARDO JOSE .	1/11/1995	19520000056		
3)	RAMIREZ, JESUS BERNARDO	1/4/1996	1199620000056		
4)	CHAVEZ, JORGE - . . .	1/9/1997	1199720000056		
5)	LUONG, GRACE BRENDA . . . .	1/1/1998	1199820000056		
6)	ZATATE-GOMEZ, YASMINE MARIA . . .	1/11/1999	1199920000056		

PERSON # > [6] [Enter]

BIRTH CERTIFICATE					
1A.YASMINE	1B.MARIA	1C.ZATATE-GOMEZ			
2.FEMALE	3A.SINGLE	3B.-	4A.01/11/1999	4B.0603	
5A.MADERA COMMUNITY HOSPITAL			5B.1250 E. ALMOND AVE.		
5C.MADERA	5D.MADERA		5E.HOSPITAL		
6A.RAMON	6B.ZATATE	6C.MORALES	7.MEXICO	8.08/10/1976	
9A.ROSA	9B.GOMEZ	9C.SANCHEZ	10.MEXICO	11.07/01/1975	
	12AGOMEZ	12B.MOTHER	12C.01/12/1999		
	13B.G22222		13C.01/12/1999		
13D.VIVIAN THOMPSON,MD,508 E OLIVE,MADERA			14.		
15A.	15B.	16.RICHARD B ARNOLD,MD		17.01/15/1999	

ENTERED: CORTEZ,DORA 1/12/1999 LAST UPDATED: GOODWIN,ELLEN RO 1/20/1999  
HIT RETURN TO CONTINUE > [Enter]

DO YOU WISH TO PRINT CERTIFIED ABSTRACT FOR THIS PERSON? <N> [Y] [Enter]  
HOW MANY COPIES <1> [Enter]

PRINT ANOTHER CERTIFIED ABSTRACT? <N> [Enter]

BIRTH CERTIFICATE OPTION >

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### Variable Display

Sometimes the history of what has happened with the certificate needs to be checked. This is the option that would be used.

BIRTH CERTIFICATE OPTION > [VAR] [Enter] IABLE DISPLAY

FILE# OR INDEX TO SEARCH > [56] [Enter]

#	NAME	DATE	FILE#	NEXT SKIPPED
1)	MCALISTER, KELLY PATRICIA. . .	1/9/1994	19420000056	
2)	SANCHEZ, EDUARDO JOSE .	1/11/1995	19520000056	
3)	RAMIREZ, JESUS BERNARDO	1/4/1996	1199620000056	
4)	CHAVEZ, JORGE - . . .	1/9/1997	1199720000056	
5)	LUONG, GRACE BRENDA . . . .	1/1/1998	1199820000056	
6)	ZATATE-GOMEZ, YASMINE MARIA . . .	1/11/1999	1199920000056	

PERSON # > [6] [Enter]

VARIABLE(S) > [%USAGE] [Enter]

```
%USAGE. (NOT ON FORM) <38@57720,42560,42207;38@57720,48521,48441;18@57728,62426,62412;>
%USAGE,0 <5>
%USAGE,1 <38@57720,42549,**PRINT**>
%USAGE,2 <38@57720,48457,1C^SATATE-GOMEZ^ZATATE-GOMEZ>
%USAGE,3 <38@57720,48467,6B^SATATE^ZATATE>
%USAGE,4 <38@57720,48473,**PRINT**>
%USAGE,5 <18@57728,62412,**LINK**,321,HCA,200027>
```

*Note: %USAGE is the history of the birth certificate. '38' is the ID number of the person who did whatever the line says happens, such as in %USAGE,1, ID 38 printed the record. (If you want to know who ID 38 is, go to SYSTEM MAINTENANCE and ID FILE FUNCTION and LIST USERS. The first number on the left in the list is the ID number.) The numbers 57720,42549 is the date and time the certificate was printed. The date and time are in "MUMPS" the programming language AVSS was written in. They need to be converted to get the date and time you recognize. Call the AVSS Project for help. In %USAGE,2,3,4, ID 38 edited the record and corrected the last names in 1c and 6c and then printed the certificate again. %USAGE,5, documents when the LRD registers the record and gives it a LFN. In that line "321,HCA,200027", '321' is the hospital code, 'HCA' means Hospital California, '200027' is the hospital record number.*

VARIABLE(S) > [TYPE] [Enter]  
TYPE. ATTENDANT CODE <M.D.>

VARIABLE(S) > [F] [Enter]  
F. SSA <YN>

VARIABLE(S) > [Enter]

BIRTH CERTIFICATE OPTION >

# AVSS LOCAL REGISTRAR'S MANUAL

## ***Missing File Number Report***

This report can be run for any range of file numbers and any date period to check for file numbers which have been skipped or scratched.

BIRTH CERTIFICATE OPTION > [M] [Enter]

- 1 MODIFY USER LISTS
- 2 MISSING FILE NUMBER REPORT
- 3 MISSING FILE NUMBER EDITOR

SELECTION # > [2] [Enter] MISSING FILE NUMBER REPORT

ALL SITES <N> [Enter]

BEGINNING FILE# <0> [Enter]

ENTER YEAR <2000> [1995] [Enter]

ENDING FILE# <999999999999> [Enter]

RUN THIS REPORT IN THE BACKGROUND <N> [Enter]

SAVE THE OUTPUT FROM THIS REPORT <N> [Enter]

OUTPUT DEVICE <T> [Enter]

-----  
MISSING FILE NUMBER REPORT FOR VENTURA  
RANGE: 19556000000 TO 19556999999

19556000000            19556000552            19556000655

19556000783            19556000995            19556001497

19556001603

LAST USED CERTIFICATE NUMBER IN RANGE 19556000000-19556999999  
IS 19556010974

BIRTH CERTIFICATE OPTION >



# AVSS LOCAL REGISTRAR'S MANUAL

## **Missing File Number Editor**

If the reason, for a missing file number is known, then the Missing File Number Report can be edited by using the Missing File Number Editor. By adding a number, you are removing it from the Missing File Number Report. If the reason a file number has been removed from the Missing File Number Report has changed, Edit the file number and change the reason. You can also List the file numbers that have been added or edited. By Deleting you are putting it back on the Missing File Number Report.

BIRTH CERTIFICATE OPTION > [M] [Enter]

- 1 MODIFY USER LISTS
- 2 MISSING FILE NUMBER REPORT
- 3 MISSING FILE NUMBER EDITOR

SELECTION # > [3] [Enter] MISSING FILE NUMBER EDITOR

A)DD, E)DIT, L)IST, D)ELETE > [A] [Enter]

ENTER CERTIFICATE NUMBER TO ADD > [98] [Enter]

ENTER YEAR <2000> [Enter]

ENTER REASON FOR MISSING CERTIFICATE > [TEST] [Enter]

BIRTH CERTIFICATE OPTION > [M] [Enter]

- 1 MODIFY USER LISTS
- 2 MISSING FILE NUMBER REPORT
- 3 MISSING FILE NUMBER EDITOR

SELECTION # > [3] [Enter] MISSING FILE NUMBER EDITOR

CNTY. COUNTY <56> [Enter] = VENTURA

A)DD, E)DIT, L)IST, D)ELETE > [L] [Enter]

ENTER BEGINNING CERTIFICATE NUMBER > [0] [Enter]

OUTPUT DEVICE <T> [Enter]

MISSING CERTIFICATE NUMBER LIST 1/26/2000

CERTIFICATE# REASON

-----  
1200056000098 TEST

A)DD, E)DIT, L)IST, D)ELETE > [E] [Enter]

ENTER CERTIFICATE NUMBER TO EDIT > [1200056000098] [Enter]

INDX=1200056000098

LFN =TEST

LFN =[RSCRATCHED] [Enter]

LFN =SCRATCHED

## AVSS LOCAL REGISTRAR'S MANUAL

LFN =

A)DD, E)DIT, L)IST, D)ELETE >[L] [Enter]

ENTER BEGINNING CERTIFICATE NUMBER > [0] [Enter]

OUTPUT DEVICE <T> [Enter]

MISSING CERTIFICATE NUMBER LIST

1/26/2000

CERTIFICATE#      REASON

-----  
1200056000098      SCRATCHED

ENTER CERTIFICATE NUMBER TO DELETE > 1200020000002

ENTER YEAR <2000>

A)DD, E)DIT, L)IST, D)ELETE >

## AVSS LOCAL REGISTRAR'S MANUAL

### ***Scratch Certificate***

This is not allowed anymore. If a record needs to be scratched, you must contact the state. If the record is a duplicate, run Find and Remove Duplicate Subforms (on page 22 of this manual).

# AVSS LOCAL REGISTRAR'S MANUAL

## *List Duplicate Certificate Report*

This option checks for hospital records that are duplicates of birth certificates already registered by the LRD.

BIRTH CERTIFICATE OPTION >[L] [Enter]

- 1 LIST DUPLICATE CERTIFICATE REPORT
- 2 LFN ASSIGNMENT

SELECTION # > [1] [Enter] LIST DUPLICATE CERTIFICATE REPORT

THIS REPORT SEARCHES THROUGH SPECIFIED HOSPITALS LOOKING FOR POSSIBLE REGISTRAR DUPLICATES. COMPARISONS ARE MADE USING THE FIRST NAME, THE LAST NAME AND DATE OF BIRTH

ENTER HOSPITAL <ALL> [Enter]

RUN THIS REPORT IN THE BACKGROUND <N> [Enter]

SAVE THE OUTPUT FROM THIS REPORT <N> [Enter]

OUTPUT DEVICE <T> [Enter]

HOSPITAL:645 FILE#:575890 DOB:1/29/1996 NAME:GOMEZ, BLANCA MARIA

#	LAST, FIRST MIDDLE	BIRTHDATE	DONE	LOCAL	FILE#	AMENDED
1	GOMEZ, BLANCA MARIA	1/29/1996	YES	1199656000280		NO

HOSPITAL:645 FILE#:576409 DOB:2/8/1996 NAME:HERNANDEZ, ISABELA MARIA

#	LAST, FIRST MIDDLE	BIRTHDATE	DONE	LOCAL	FILE#	AMENDED
1	HERNANDEZ, ISABELA MARIA	2/8/1996	YES	1199656001091		NO

BIRTH CERTIFICATE OPTION >

# AVSS LOCAL REGISTRAR'S MANUAL

## ***Duplicate Record Report Based on Name***

This option checks for duplicate birth certificates that have both been registered by the LRD.

BIRTH CERTIFICATE OPTION > [DU] [Enter]

- 1 DUPLICATE RECORD REPORT BASED ON NAME
- 2 DUPLICATE RECORD REPORT BASED ON HOSPITAL/DOB/TOB

SELECTION # > [1] [Enter] DUPLICATE RECORD REPORT BASED ON NAME

FROM <%> [Enter] THRU <z> [Enter]

*Note: The '%' means a baby without a last name.*

FROM EVENT-DATE <1/1/2000> [1/1/1996] [Enter] THRU EVENT-DATE <TODAY> [06/30/1996] [Enter]

RUN THIS REPORT IN THE BACKGROUND <N> [Enter]

SAVE THE OUTPUT FROM THIS REPORT <N> [Enter]

OUTPUT DEVICE <T> [Enter]

SITE: VENTURA

BIRTH CERTIFICATE DUPLICATE RECORD REPORT FROM '%' THRU 'z',  
FOR EVENT DATES 1/1/1996 THRU 6/30/1996

LAST, FIRST MIDDLE	DATE	FILE#	ORDER/MULT
RAMIREZ, RENEE -	1/3/1996	1199656000054	1/2
RAMIREZ, RENE -	1/3/1996	1199656000055	2/2
WANG, QUINTIN WALTER	3/25/1996	1199656002560	1/2
WANG, GEORGE EDWARD	3/25/1996	1199656002561	2/2
BLACK, LOUISE ELAINE	4/2/1996	1199656002754	?/1
BLACK, LOUIS EDWARD	4/2/1996	1199656002755	?/1

BIRTH CERTIFICATE OPTION >

# AVSS LOCAL REGISTRAR'S MANUAL

## Duplicate Record Report Based on Hospital/DOB/TOB

This option checks for duplicate birth certificates that have both been registered by the LRD. AVSS uses the hospital of birth, time of birth, and date of birth as the basis of the check.

BIRTH CERTIFICATE OPTION > [DU] [Enter]

1 DUPLICATE RECORD REPORT BASED ON NAME

2 DUPLICATE RECORD REPORT BASED ON HOSPITAL/DOB/TOB

SELECTION # > [2] [Enter] DUPLICATE RECORD REPORT BASED ON HOSPITAL/DOB/TOB

FROM HOSPITAL CODE <0> [Enter] THRU HOSPITAL CODE <999> [Enter]

*Note: One hospital, several hospitals or all the hospitals as in this case can be requested. If you do not know the hospital codes, press F3 or ^L for a list of the codes.*

FROM EVENT-DATE <1/1/2000> [01/01/1996] [Enter] THRU EVENT-DATE <TODAY> [12/31/1996] [Enter]

RUN THIS REPORT IN THE BACKGROUND <N> [Enter]

SAVE THE OUTPUT FROM THIS REPORT <N> [Enter]

OUTPUT DEVICE <T> [Enter]

SITE: VENTURA

BIRTH CERTIFICATE DUPLICATE RECORD REPORT FROM '0' THRU '999',  
FOR EVENT DATES 1/1/1996 THRU 12/31/1996

LAST, FIRST MIDDLE	FILE#	WEIGHT	ZIP	ORDER/MULT
MOTHER'S NAME	MOM-DOB	FATHER'S NAME	DAD-DOB	

-----  
HOSPITAL CODE: 642 BIRTHDATE: 1/12/1996 BIRTHTIME: 1705

CASE, BRUCE DAMON	1199656000153	3742	93023	?/1
FITZGERALD, EDWINA	09/26/77	CASE, BRIAN		07/27/75
EDWARDS, JAMES MICHAEL	1199656000291	4167	93003	?/1
WAYNE, VIVIAN	04/05/69	EDWARDS, NATHAN		06/18/56

HOSPITAL CODE: 642 BIRTHDATE: 8/6/1996 BIRTHTIME: 0100

NAME, FIRST MIDDLE	1199656083838	4200	93003	?/1
MAIDEN, FIRST	01/01/62	NAME, FIRST		01/01/61
NAME, FIRST MIDDLE	1199656083839	4200	93003	?/1
MAIDEN, FIRST	01/01/69	NAME, FIRST		01/01/77

HOSPITAL CODE: 645 BIRTHDATE: 3/26/1996 BIRTHTIME: 0059

ACOSTA, MARIA YASMINE	1199656002318	3218	93030	?/1
CHAVEZ, BLANCA	05/31/79	ACOSTA, JOSE		07/17/75
NELSON, WILLIAM DAVID	1199656002412	3289	93065	?/1
BARNES, GRACE	10/06/64	NELSON, WALTER		04/10/64

## AVSS LOCAL REGISTRAR'S MANUAL

### ***Find and Remove Duplicate Subforms***

This option finds hospital records that are duplicates of birth certificates that have already been registered by the LRD and deletes them.

BIRTH CERTIFICATE OPTION > [F] [Enter]

- 1 FILING VARIABLE LIST
- 2 FIND AND REMOVE DUPLICATE SUBFORMS

SELECTION # > [2] [Enter] FIND AND REMOVE DUPLICATE SUBFORMS

THIS REPORT SEARCHES THROUGH ALL SUB-FORMS OF BIRTH CERTIFICATE SITES LOOKING FOR EXACT MATCHES BASED ON THE NAME INDEX AND ITEMS: I4A,4B. WHEN A DUPLICATE IS FOUND IT IS (OPTIONALLY) BACKED UP AND DELETED.

DO YOU WISH TO BACKUP DUPLICATE RECORDS? <Y> [Enter]  
ENTER OUTPUT FILE NAME <BU013100.956> [YEAR1996.DAT] [Enter]

DO YOU WISH TO DELETE DUPLICATE RECORDS? <Y> [Enter]  
SOC. SAVE OUTPUT CODE <DUPDEL01> [Enter]  
WHEN FINISHED, YOUR OUTPUT CAN BE VIEWED BY USING 'OUTPUT SAVED REPORT'  
UNDER THE REPORT GENERATOR OPTION.  
Exit

SYSTEM OPTION > [R] [Enter] EPORT GENERATOR OPTION  
REPORT GENERATOR OPTION > [O] [Enter] UTPUT SAVED REPORT

ID. ID CODE# <47> [Enter] CAYTON,GAIL

OUT. OUTPUT REPORT CODE > [DUPDEL01] [Enter] = DUPLICATE RECORD BACKUP/DELETE LOG  
FOR BIRTH CERTIFICATE [1/31/2000 09:56 AM]

DUPDEL01 =DUPLICATE RECORD BACKUP/DELETE LOG FOR BIRTH CERTIFICATE [1/31/2000 09:56  
AM]  
DUPDEL01 =

OUTPUT DEVICE <T> [Enter]

DUPLICATE RECORD BACKUP/DELETE LOG FOR BIRTH CERTIFICATE [1/31/2000 09:56 AM]  
USER: CAYTON,GAIL  
BACKUP FILE NAME: YEAR1996.DAT

DUPLICATE REPORT FINISHED. 1/31/2000 09:57 AM  
\*\*\* 1/31/2000 09:57 AM \*\*\*, FORM=HCA  
END ARCHIVE (SPACE=94, TOTAL=0, VOL=1)

*Note: This last line shows that no records were deleted (TOTAL=0).*

## AVSS LOCAL REGISTRAR'S MANUAL

### **Generate County CBC File**

First is an example of generating the county CBC file in the background. By running it this way you free up the terminal to be used while the CBC file generation is running.

BIRTH CERTIFICATE OPTION > [G] [Enter]

- 1 GENERATE OLD CBC FILE (1400)
- 2 GENERATE COUNTY CBC FILE
- 3 GENERATE CBC (1400) RESEARCH FILE
- 4 GENERATE Y2K COUNTY CBC FILE
- 5 GENERATE NEW CBC FILE (1400)
- 6 GENERATE NEW RECORDER CBC FILE TO TERMINAL (1400)
- 7 GENERATE RECORDER FILE
- 8 GENERATE NEW RECORDER FILE (1400)
- 9 GENERATE COUNTY CBC FILE TO TERMINAL

SELECTION # > [2] [Enter]

INITIALIZING.....

XINDS. SITE CODES > [56] [Enter]

XINDS. SITE CODES > [Enter]

THE FOLLOWING SITES / FORMS WILL BE OUTPUT :

56 LCA,

INDEX TO SEARCH > [^L] [Enter]

# NUMBER FILED BY  
%FI REGISTRATION FILE DATE  
%UP LAST UPDATE  
DR HOSPITAL NUMBER DIRECTORY  
DT DATE OF BIRTH  
FN FATHER'S NAME  
ID INFANT DEATH INDEX  
MN MOTHER'S BIRTH NAME  
NM CHILD'S NAME

INDEX TO SEARCH > [DT] [Enter] (DT) DATE OF BIRTH

INCLUSIONS:

ENTER BEGINNING VALUE FOR DATE OF BIRTH <1/1/2000> [Enter] (1/1/2000)

ENTER ENDING VALUE FOR DATE OF BIRTH <T> [Enter] (1/31/2000)

INCLUSIONS:

ENTER BEGINNING VALUE FOR DATE OF BIRTH > [Enter]

EXCLUSIONS:

ENTER BEGINNING VALUE FOR DATE OF BIRTH > [Enter]

OUTPUT FILE VARIABLES WRITTEN <N> [Enter]

RUN IN THE BACKGROUND <Y> [Enter]

SOC. SAVE OUTPUT CODE <TAPE01>



## AVSS LOCAL REGISTRAR'S MANUAL

WHEN FINISHED, YOUR OUTPUT CAN BE VIEWED BY USING 'OUTPUT SAVED REPORT'  
UNDER THE REPORT GENERATOR OPTION.

INSERT PC-DOS FILE AND HIT RETURN >  
ENTER OUTPUT FILE NAME > [JAN2000.CBC] [Enter]

TAPE GENERATION RUNNING IN THE BACKGROUND.

EXIT

Here is an example of generating the CBC tape in the foreground.

BIRTH CERTIFICATE OPTION > [G] [Enter]

- 1 GENERATE OLD CBC FILE (1400)
- 2 GENERATE COUNTY CBC FILE
- 3 GENERATE CBC (1400) RESEARCH FILE
- 4 GENERATE Y2K COUNTY CBC FILE
- 5 GENERATE NEW CBC FILE (1400)
- 6 GENERATE NEW RECORDER CBC FILE TO TERMINAL (1400)
- 7 GENERATE RECORDER FILE
- 8 GENERATE NEW RECORDER FILE (1400)
- 9 GENERATE COUNTY CBC FILE TO TERMINAL

SELECTION # > [2] [Enter]

INITIALIZING.....

XINDS. SITE CODES > [56] [Enter]  
XINDS. SITE CODES > [Enter]

THE FOLLOWING SITES / FORMS WILL BE OUTPUT :

56 LCA,

INDEX TO SEARCH > [^L] [Enter]

# NUMBER FILED BY  
%FI REGISTRATION FILE DATE  
%UP LAST UPDATE  
DR HOSPITAL NUMBER DIRECTORY  
DT DATE OF BIRTH  
FN FATHER'S NAME  
ID INFANT DEATH INDEX  
MN MOTHER'S BIRTH NAME  
NM CHILD'S NAME

INDEX TO SEARCH > [DT] [Enter] (DT) DATE OF BIRTH

INCLUSIONS:

ENTER BEGINNING VALUE FOR DATE OF BIRTH <1/1/2000> [010196] (1/1/1996)  
ENTER ENDING VALUE FOR DATE OF BIRTH <T> [013196] (1/31/1996)

INCLUSIONS:

ENTER BEGINNING VALUE FOR DATE OF BIRTH > [Enter]

EXCLUSIONS:

## AVSS LOCAL REGISTRAR'S MANUAL

ENTER BEGINNING VALUE FOR DATE OF BIRTH > [Enter]

OUTPUT FILE VARIABLES WRITTEN <N> [Enter]

RUN IN THE BACKGROUND <Y> [N] [Enter]

INSERT PC-DOS FILE AND HIT RETURN > [Enter]

ENTER OUTPUT FILE NAME > [JAN96.CBC] [Enter]

REWINDING...

WRITING DATA... 1199656000270

WRITING DATA... 1199656000271

WRITING DATA... 1199656000272

WRITING DATA... 1199656000273

WRITING DATA... 1199656001341

WRITING DATA... 1199656001351

WRITING DATA... 1199656001376

WRITING DATA... 1199656001384

WRITING DATA... 1199656001418

WRITING DATA... 1199656001472

WRITING DATA... 1199656001570

WRITING DATA... 1199656001814

WRITING DATA... 1199656001855

WRITING DATA... 1199656001878

WRITING DATA... 1199656001896

WRITING DATA... 1199656002313

WRITING DATA... 1199656002915

\*\*\* 1/31/2000 12:32 PM \*\*\*, XIND=56, FORM=LCA, #RECORDS: 917

\*\*\* 1/31/2000 12:32 PM \*\*\*

TAPE OUTPUT DONE: SPACE=568540, #RECORDS=917, VOL=1

ELAPSED TIME: 33 SECONDS

AVERAGE SECONDS PER RECORD=0.04

TAPE DEVICE: 51, TAPE PARAMETERS:

TAPE CLOSED.

BIRTH CERTIFICATE OPTION >

## AVSS LOCAL REGISTRAR'S MANUAL

### **Generate CBC File to Terminal**

Here is an example of generating the CBC file to the Terminal. It does not offer to print out the results or to automatically pause after a screen has been displayed. To pause the data on the screen press CTRL and S at the same time. To restart after a pause press CTRL and Q at the same time.

BIRTH CERTIFICATE OPTION > [G] [Enter]

- 1 GENERATE OLD CBC FILE (1400)
- 2 GENERATE COUNTY CBC FILE
- 3 GENERATE CBC (1400) RESEARCH FILE
- 4 GENERATE Y2K COUNTY CBC FILE
- 5 GENERATE NEW CBC FILE (1400)
- 6 GENERATE NEW RECORDER CBC FILE TO TERMINAL (1400)
- 7 GENERATE RECORDER FILE
- 8 GENERATE NEW RECORDER FILE (1400)
- 9 GENERATE COUNTY CBC FILE TO TERMINAL

SELECTION # > [6] [Enter] GENERATE NEW RECORDER CBC FILE TO TERMINAL (1400)

XINDS. SITE CODES > [56] [Enter]

.

XINDS. SITE CODES > [Enter]

THE FOLLOWING SITES / FORMS WILL BE OUTPUT :

56 LCA,

INDEX TO SEARCH > [DT] [Enter] (DT) DATE OF BIRTH

INCLUSIONS:

ENTER BEGINNING VALUE FOR DATE OF BIRTH <1/1/2000> [Enter] (1/1/2000)

ENTER ENDING VALUE FOR DATE OF BIRTH <T> [Enter] (1/31/2000)

INCLUSIONS:

ENTER BEGINNING VALUE FOR DATE OF BIRTH > [Enter]

EXCLUSIONS:

ENTER BEGINNING VALUE FOR DATE OF BIRTH > [Enter]

OUTPUT FILE VARIABLES WRITTEN <N> [Enter]

SOC. SAVE OUTPUT CODE <TRMTAP01> [Enter]

\*\*\* 1/31/2000 12:35 PM \*\*\*, XIND=56, FORM=LCA

USER: CAYTON,GAIL

WHEN FINISHED, YOUR OUTPUT LOG MAY BE VIEWED BY USING 'OUTPUT SAVED REPORT' UNDER THE REPORT GENERATOR OPTION.

BEGIN DOWNLOAD AND HIT RETURN TO BEGIN, 'Q' OR '^Q' TO QUIT >

## AVSS LOCAL REGISTRAR'S MANUAL

```
120000566420000003
0      1200056000030MARY          ELAINE      BERNARD
      FEMALE2SINGLE  112000-01-260100COMMUNITY MEM HOSP-SAN
BUENAVENTURA  147 N. BRENT ST.          VENTURA
      VENTURA      056HOSPITAL  RALPH
      EDWARD      BERNARD          CA
      1051970-01-1930RACHEL          LYNN      JONES
CA      1051970-01-1530
BERNARD          MOTHER      12000-01-26
      A-41000  2000-01-26OSCAR RINEHOLM,MD,845 N 10TH ST,SANTA PAULA,CA
-----      0GEORG E CHAVEZ, MD          2000-01-26

      06429056105-11YN000000

121
```

This is an example of the report that is created when Generate CBC File is created. The actual records are not here just when the file was created, what dates were in the file and how many records were found for those dates.

```
BIRTH CERTIFICATE OPTION > [Enter]
SYSTEM OPTION > [R] [Enter] EPORT GENERATOR OPTION
REPORT GENERATOR OPTION > [O] [Enter] UTPUT SAVED REPORT
```

```
ID. ID CODE# <47> [Enter] CAYTON,GAIL
OUT. OUTPUT REPORT CODE > [^L] [Enter]
```

TRMTAP01=FSTAPET OUTPUT, ROU=FSCBC94R, RUN ON 1/31/2000 12:35 PM

OUT. OUTPUT REPORT CODE > TRMTAP01 = FSTAPET OUTPUT, ROU=FSCBC94R, RUN ON 1/31/2000 12:35 PM

TRMTAP01 =FSTAPET OUTPUT, ROU=FSCBC94R, RUN ON 1/31/2000 12:35 PM  
TRMTAP01 =

```
OUTPUT DEVICE <T> [T] [Enter]
```

```
FSTAPET OUTPUT, ROU=FSCBC94R, RUN ON 1/31/2000 12:35 PM
TAPE GENERATION TO TERMINAL OUTPUT LOG FOR 1/31/2000
USER: CAYTON,GAIL
SITE/FORMS: 56(LCA) , VOL=1
SEARCH METHOD: DATE OF BIRTH
```

```
INCLUSIONS:
BEGINNING RANGE FOR DATE OF BIRTH > 1/1/2000
ENDING RANGE DATE OF BIRTH > 1/31/2000
```

EXCLUSIONS:

```
*** 1/31/2000 12:36 PM ***
TAPE OUTPUT DONE: SPACE=1401, #RECORDS=1, VOL=1
ELAPSED TIME: 00 SECONDS
AVERAGE SECONDS PER RECORD=0.00
```

## AVSS LOCAL REGISTRAR'S MANUAL

### *Generate CBC File Suboptions Table*

<b>Generate CBC File Suboption</b>	<b>Type of File Generated</b>
1 GENERATE OLD CBC FILE (1400)	CBC 1400 byte record, pre-Y2K
2 GENERATE COUNTY CBC FILE	County CBC 618 byte record, pre-Y2K
3 GENERATE CBC (1400) RESEARCH FILE	CBC 1400 byte record without personal identifiers, pre-Y2K
4 GENERATE Y2K COUNTY CBC FILE	County CBC 672 byte record, post-Y2K
5 GENERATE NEW CBC FILE (1400)	CBC 1400 byte record, post-Y2K
6 GENERATE NEW RECORDER CBC FILE TO TERMINAL (1400)	CBC 1400 byte record with personal identifiers but without other data, pre-Y2K, to terminal not to file
7 GENERATE RECORDER FILE	CBC 618 byte record with personal identifiers but without other data, pre-Y2K
8 GENERATE NEW RECORDER FILE (1400)	CBC 1400 byte record with personal identifiers but without other data, pre-Y2K
9 GENERATE COUNTY CBC FILE TO TERMINAL	County CBC 618 byte record, pre-Y2K, to terminal not to file

## AVSS LOCAL REGISTRAR'S MANUAL

### *Late Registration and Submission Reports*

The reports Late Registration Report (#FLATR1T) and Late Submission Report (#FLATR2T) can be used to check the efficiency and speed of the process of getting the birth certificate to the state. The Late Registration Report (#FLATR1T) shows how many certificates and how long it took for them to go from the hospital on the day of birth through the LRD registration of the birth certificate. The Late Submission Report (#FLATR2T) shows how many certificates and how long it took for them to go from the hospital on the day of birth to the LRD.

```
SYSTEM OPTION > [R] [Enter] EPORT GENERATOR OPTION
REPORT GENERATOR OPTION > [G] [Enter] ENERATE REPORT
REP. REPORT > [#FLA] [Enter]
1 #FLATR1T=LATE REGISTRATION REPORT BY FACILITY NUMBER
2 #FLATR2T=LATE SUBMISSION REPORT BY FACILITY NUMBER
```

SELECTION # > 1 #FLATR1T = LATE REGISTRATION REPORT BY FACILITY NUMBER

```
ENTER BEGINNING VALUE FOR DATE OF BIRTH < 1/1/2000 > 010199 (1/1/1999)
ENTER ENDING VALUE FOR DATE OF BIRTH < T > 013199 (1/31/1999)
```

```
RUN THIS REPORT IN THE BACKGROUND <N> [Enter]
SAVE THE OUTPUT FROM THIS REPORT <N> [Enter]
OUTPUT DEVICE <T> [Enter]
PREPARING REPORT.....
EXECUTING REPORT...
```

DELAY TIME (DAYS) BETWEEN DATE OF BIRTH AND DATE OF REGISTRATION  
DATE RANGE: 1/1/1999 TO 1/31/1999                      TODAY: 2/17/2000

HOSP	DELAY				TOTAL
	1-10	11-20	21-30	31+	
801	1	4	2	7	14
(RP)	7.1%	28.6%	14.3%	50.0%	100.0%
001	27	3			30
(RP)	90.0%	10.0%			100.0%
008	61	20	1		82
(RP)	74.4%	24.4%	1.2%		100.0%
013	51	35	1	3	90
(RP)	6.7%	38.9%	1.1%	3.3%	100.0%
014	99	145	14	4	262
(RP)	37.8%	55.3%	5.3%	1.5%	100.0%
016	198	55	11	7	271
(RP)	73.1%	20.3%	4.1%	2.6%	100.0%
022	99	20	2		121
(RP)	81.8%	16.5%	1.7%		100.0%
024	19	53	19	1	92
(RP)	20.7%	57.6%	20.7%	1.1%	100.0%
026	163	33			196
(RP)	83.2%	16.8%			100.0%
TOTAL	718	368	50	22	1158
(RP)	62.0%	31.8%	4.3%	1.9%	100.0%

## AVSS LOCAL REGISTRAR'S MANUAL

START: 2/17/2000 2:19PM END: 2/17/2000 2:19PM

REPORT GENERATOR OPTION > GENERATE REPORT

REP. REPORT > [#FLA] [Enter]

- 1 #FLATR1T=LATE REGISTRATION REPORT BY FACILITY NUMBER
- 2 #FLATR2T=LATE SUBMISSION REPORT BY FACILITY NUMBER

SELECTION # > [2] [Enter] #FLATR2T = LATE SUBMISSION REPORT BY FACILITY NUMBER

ENTER BEGINNING VALUE FOR DATE OF BIRTH < 1/1/2000 > [010199] [Enter] (1/1/1999)

ENTER ENDING VALUE FOR DATE OF BIRTH < T > [013199] [Enter] (1/31/1999)

RUN THIS REPORT IN THE BACKGROUND <N> [Enter]

SAVE THE OUTPUT FROM THIS REPORT <N> [Enter]

OUTPUT DEVICE <T> [Enter]

PREPARING REPORT.....

EXECUTING REPORT...

DELAY TIME (DAYS) BETWEEN DATE OF BIRTH AND DATE SENT BY HOSPITAL  
DATE RANGE: 1/1/1999 TO 1/31/1999 TODAY: 2/17/2000

DELAY						
HOSP	1-10	11-20	21-30	31+	UNK	TOTAL
801					14	14
(RP)					100.0%	100.0%
001	29	1				30
(RP)	96.7%	3.3%				100.0%
008	78	3	1			82
(RP)	95.1%	3.7%	1.2%			100.0%
013	50	36	1	3		90
(RP)	55.6%	40.0%	1.1%	3.3%		100.0%
014	206	42	11	3		22
(RP)	78.6%	16.0%	4.2%	1.1%		100.0%
016	197	55	13	5	1	271
(RP)	72.7%	20.3%	4.8%	1.8%	0.4%	100.0%
022	113	7	1			121
(RP)	93.4%	5.8%	0.8%			100.0%
024	28	46	17	1		92
(RP)	30.4%	50.0%	18.5%	1.1%		100.0%
026	183	10			3	196
(RP)	93.4%	5.1%			1.5%	100.0%
-----						
TOTAL	884	200	44	12	18	1158
(RP)	76.3%	17.3%	3.8%	1.0%	1.6%	100.0%

Start: 2/17/2000 02:12 PM END: 2/17/2000 2:12PM