

State of Alaska FY2006 Governor's Operating Budget

Department of Health and Social Services Bureau of Vital Statistics Component Budget Summary

Component: Bureau of Vital Statistics

Contribution to Department's Mission

The Department's mission is to promote and protect the health and well-being of Alaskans. The Bureau of Vital Statistics contributes to this mission through the registration and safeguarding of vital events records for Alaska. The Bureau also publishes annual reports of vital events, produces newsletters, develops web-based reports of public health indicators, and conducts research to provide comprehensive population-based health data to support the evaluation of health outcomes and services. Public Health utilizes data from these reports to monitor and assess the health status of Alaskans.

Core Services

The Bureau registers all vital events for the State of Alaska. In addition, the Bureau maintains a statewide program to train magistrates to act as local registrars, hospitals to properly complete birth and death certificates, funeral directors to properly complete death certificates, and court clerks to properly process and complete divorce certificates. The Bureau maintains a complete record of entry that includes a checking, editing and correcting process to ensure that the information contained in each record accurately reflects the facts surrounding the vital event. The Bureau also provides a certification and issue process to provide the public with certified copies of records of vital events as needed for estate, passport, and innumerable other legal grounds.

The Bureau also produces an annual report of vital events in Alaska, including data on births, fetal and infant deaths, adoptions, marriages and divorces, induced terminations of pregnancy, and deaths. The purpose of this report is to provide reference material and indicators for health and vital events in Alaska. The Bureau also produces and distributes other statistical reports and information, primarily through a web-based system, to provide population-based health data to support the evaluation of health outcomes and services.

The Bureau has now implemented both Heirloom Birth and Marriage Certificate programs that collect funds, a portion of which is dedicated to the Alaska Children's Trust. Finally, the Bureau maintains the state's Medical Marijuana Registry.

FY2006 Resources Allocated to Achieve Results

FY2006 Component Budget: \$1,878,600	Personnel:	
	Full time	25
	Part time	0
	Total	25

Key Component Challenges

Implement new information system and begin the transfer of vital statistics data and train Bureau staff, court employees, hospital personnel, medical examiners and funeral directors in the use of the new system.

Retention of ordering information to aid in the discovery, prosecution and prevention of fraudulent claims for vital records.

Significant Changes in Results to be Delivered in FY2006

Implementation of the Bureau's new information system will allow the Bureau to make the following service improvements in FY2006.

- All monetary transactions will be tracked thoroughly, eliminating the use of paper logs by customer service representatives, electronically reconciling accounts daily, and cutting down on the time used by our Administrative Assistant in processing our daily deposits.
- Significantly reduce registration delays, data transfer, errors, duplications and inconsistencies in vital records.
- Control and restrict access to vital records data in that only registered users can access the system by fingerprint, allowing the Bureau to know exactly who has access to the system at all times.
- Statistical and 'housekeeping' reports intended to make the system easier to use and more secure will be a built-in option in the new system.
- Tracking of Bureau work will be made much easier with the use of queues. Records not registered timely and Bureau processing of paternities, adoptions and registration of documents will be monitored by authorized personnel (supervisors) in order to improve efficiency of processing vital events.

Corrections to records contained in the system and delayed birth certificates will be processed electronically, eliminating the need for typewriters and lift/fixes that undermine the integrity of the original document and reducing the amount of staff time spent processing corrections.

Major Component Accomplishments in 2004

In 2004, Bureau staff made a concerted effort to improve the level of customer service provided to Alaskans. Despite increased workloads, the processing time required for issuing certified copies of vital records has significantly improved. Mailed requests for vital records are now usually processed within two to three business days of receipt, compared to one to two weeks in previous years. Faxed requests are now typically processed within one business day.

In response to increased concerns about identity theft, the Bureau instituted new office procedures to help protect the privacy of Alaskans and prevent the fraudulent release of vital records. The feedback we have received from the public has been overwhelmingly positive, as they have been appreciative of the efforts we have made to protect their identity.

The Bureau also made significant improvements to the quantity and timeliness of public health data that is published on the Bureau's web site. Detailed information on injury deaths, leading causes of death, chronic disease deaths, infant mortality, teen birth rates, birth outcomes, and health profiles is readily available on the Bureau's web site.

Statutory and Regulatory Authority

AS 18.05.010 - 070	Administration of Public Health and Related Laws
AS 18.50.010 - 990	Vital Statistics Act
AS 25.05.071 - 391	Alaska Marriage Code
AS 25.20.050(b)	Parent and Child
AS 25.20.055	Parent and Child
AS 25.23.160 - 170	Adoption
AS 44.29.020	Department of Health & Social Services
AS 09.55.060	Special Actions and Proceedings
AS 17.37.030	Medical Use of Marijuana
7 AAC 05.110 - 990	Vital Records
7 AAC 05.976	Heirloom Marriage Certificates

Contact Information

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**Bureau of Vital Statistics
Component Financial Summary**

All dollars shown in thousands

	FY2004 Actuals	FY2005 Management Plan	FY2006 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	1,477.1	1,254.9	1,308.8
72000 Travel	19.3	23.3	23.3
73000 Services	474.3	478.8	448.8
74000 Commodities	73.1	76.4	76.4
75000 Capital Outlay	16.7	21.3	21.3
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	2,060.5	1,854.7	1,878.6
Funding Sources:			
1002 Federal Receipts	223.5	244.6	244.6
1004 General Fund Receipts	356.7	30.0	41.2
1007 Inter-Agency Receipts	201.7	174.0	174.0
1156 Receipt Supported Services	1,278.6	1,406.1	1,418.8
Funding Totals	2,060.5	1,854.7	1,878.6

Estimated Revenue Collections

Description	Master Revenue Account	FY2004 Actuals	FY2005 Managem nt Plan	FY2006 Governor
Unrestricted Revenues				
None.		0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0
Restricted Revenues				
Federal Receipts	51010	223.5	244.6	244.6
Interagency Receipts	51015	201.7	174.0	174.0
Receipt Supported Services	51073	1,278.6	1,406.1	1,418.8
Restricted Total		1,703.8	1,824.7	1,837.4
Total Estimated Revenues		1,703.8	1,824.7	1,837.4

**Summary of Component Budget Changes
From FY2005 Management Plan to FY2006 Governor**

All dollars shown in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2005 Management Plan	30.0	244.6	1,580.1	1,854.7
Adjustments which will continue current level of service:				
-FY 05 Bargaining Unit Contract Terms: GGU	0.0	0.0	12.7	12.7
-Reduction Informed Consent for Abortion CH 178 SLA 04	-30.0	0.0	0.0	-30.0
-FY06 Cost Increases for Bargaining Units and Non-Covered Employees	41.2	0.0	0.0	41.2
FY2006 Governor	41.2	244.6	1,592.8	1,878.6

**Bureau of Vital Statistics
Personal Services Information**

Authorized Positions		Personal Services Costs		
	<u>FY2005</u> <u>Management</u> <u>Plan</u>	<u>FY2006</u> <u>Governor</u>		
Full-time	25	25	Annual Salaries	865,031
Part-time	0	0	COLA	11,428
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	528,379
			<i>Less 3.78% Vacancy Factor</i>	<i>(53,138)</i>
			Lump Sum Premium Pay	0
Totals	25	25	Total Personal Services	1,351,700

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Administrative Clerk II	0	0	6	0	6
Administrative Clerk III	3	2	5	0	10
Administrative Supervisor	1	0	2	0	3
Chf Health Res & Vital Stat	0	0	1	0	1
Project Asst	0	0	1	0	1
Research Analyst II	0	0	1	0	1
Research Analyst III	0	0	1	0	1
Research Analyst IV	0	0	1	0	1
Statistical Technician I	0	0	1	0	1
Totals	4	2	19	0	25