

EDUCATION & TRAINING TOOLKIT

Individual Learning Needs Assessment/Skills Checklist

NAME: _____ DIVISION: *VITAL RECORDS*

SIGNATURE OF APPROVING AUTHORITY: _____ DATE: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

VITAL RECORDS SKILL SET (C.2)

Date	Category	Criteria for evaluation	Skill met / evaluation date	Skill unmet / evaluation date	Resources to address learning needs	Date for skill to be met
	Birth and death records	1. Demonstrates familiarity with the Indiana Vital Records Association (IVRA) and IVRA documents				
		2. Demonstrates ability to enter a birth or death record with consistent accuracy according to state guidelines				
		3. Demonstrates familiarity with rules for providing genealogy information				
		4. Demonstrates ability to enter Paternity Affidavit or similar documents				
		5. Demonstrates ability to make specified changes to birth records according to state guidelines				
		6. Demonstrates ability to release confidential information according to state guidelines (no violations of confidentiality are noted)				

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	Communication	1. Consistently, clearly, and concisely communicates with client in courteous manner				
		2. Maintains workable relationship with other county offices, hospitals, funeral homes, and other agencies as appropriate				
		3. Demonstrates ability to obtain proper identification from clients				
	Statistical information	Maintains records properly to allow for statistical analysis of trends				
	Financial	1. Demonstrates ability to handle cash, check, debit, and credit card transactions as appropriate				
		2. Demonstrates ability to consistently balance money at the end of each day				

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	Continuity of Operations Plan (COOP)	1. Identifies key components of the COOP				
		2. Identifies Vital Records services which the local health department would need to maintain during an emergency event				
		3. Maintains a Continuity of Operations Plan for Vital Records in accordance with identified services in #2				
		4. Identifies the role of Vital Records staff in the COOP				