

Appendix B: Standard Reports

The following 62 critical reports must be provided in the cost of the System, either as part of the standard package or as custom-developed reports.

Business Area	Report Name	Description	Frequency
Customer Service - Accounting	Child Abuse Trust Fund Report	Summary of the number of first copies of birth certificates issued, in order to get numbers to pay the Child Abuse Trust Fund revenue for SVRO and LVRO.	Quarterly
Customer Service -Accounting	Fraud Detection	Summary of VR requests that triggered fraud detection business rules.	As needed
Customer Service -Accounting	Pending Transactions	Management report for reviewing VR requests not yet completed or closed. Shows status by Office & request type, location, date, and payment.	Daily
Customer Service -Accounting	Workload Tracking	Shows workload tracking by location and staff.	As needed
Customer Service -Accounting	Cash/Check Transactions	Summary of total cash and checks deposit balancing including variances.	Daily
Customer Service -Accounting	Credit Transactions	Summary of credit transactions including variances.	Daily
Customer Service -Accounting	Monthly Refunds	Summary of all monthly activity such as amount, who did transaction, transaction number, customer request number, and reason	Monthly
Customer Service -Accounting	Partial payments	Summary of detail information on partial payments.	Daily
Customer Service -Accounting	Account reconciliation	Account reconciliation of customer request status and summary for all transactions.	Daily
Customer Service -Accounting	DWD Queries Report	Summary of the number of times that DWD Child Support and Income statewide maintenance agencies accessed the birth record data. This count will result in an invoice.	Monthly
Customer Service -Accounting	Revenue Collected and Services Provided Report	Summary of the number of first copies issued for birth, death, marriage, and divorce certificates; type of customer (mail vs. counter); number of additional copies issued; and the number of all other services provided (expedites, verifications, adoptions, paternity actions, etc). Used to know workload and estimated revenues per quarter.	As needed
Customer Service - Accounting	Security Paper Inventory Report	Account for all inventory of security paper including, but not limited to, recording inventory (including volume and security paper control number) of paper delivered from printing vendor (to SVRO and LVROs); logging emergency use paper sent to locals from SVRO; and day-to-day inventory and recording of individual sheets of security paper issued to customers.	Daily

Business Area	Report Name	Description	Frequency
Customer Service -Accounting	Third-Party Vendor Request	Summary of customer request number, date of service, amount received, who did transaction.	As needed
Birth	CIR (Critical Indicator Report)	Report sent to specific hospital contacts to review for accuracy, timeliness, and other critical information.	Quarterly
Birth	Notification of Birth Registration	Form that is sent to parents when a Birth Certificate has been registered. Must be "tied" to birth event.	Daily
Birth	Birth Indexes	Ability to create public and confidential indexes in a printable format. Ability to create for specific VR Office.	As needed
Birth	School District (census reporting)	Listing of births in each school district used to establish census count.	As needed
Birth	Hospital Reconciliation Report	Provided to facilities to ensure completeness of birth record filing.	Monthly
Birth	Edit/Error Report	Sent to the facilities when information is missing, incomplete, or inconsistent in a record.	As needed.
Birth	Births to WI residents occurring in another state	Summary of births (received via paper and electronically) to WI residents that occurred in another state. For statistical purposes.	As needed
Birth	Out-of-state resident births	Summary of births that occurred in WI of out-of-state residents as reported to their respective states. For statistical purposes.	As needed
Birth	Out-of-state resident transfer log	Summary file for any electronic files sent to relevant states showing file name and record count.	As needed
Birth	Missing/duplicate certificate numbers report	Any missing certificate numbers, duplicate numbers, dead (voided) number, or duplicate certificates with different numbers.	As needed
Birth	VPAs filed by hospitals Report	Report to DWD Child Support that lists all VPAs successfully completed and submitted by hospitals within 60 days to SVRO.	Quarterly
Birth	VR Paternity Action Report	Provides DWD Child Support with a count of paternitys established in a quarter.	Quarterly
Birth	Pre-1994 Index	Contains all Pre-1994 records' history for any record changed in that quarter. (Needed until all conversion is completed.)	As changes are made
Birth	Timeliness Report	Summary of timeliness of a hospital's submission of birth records.	As needed
Birth	Outstanding Records Report	Summary of partially completed past due birth records by hospital.	As needed
Birth	Birth Statistics Report	Report of individual birth statistics as needed for medical coding.	As needed
Birth	Pre-Data Year End Number of Live Births Report	Provides a point in time total number of live births prior to data year-end total by county for Local Health Departments for purposes of projections.	Yearly
Birth	Multiple Births Report	Provides an internal quality assurance check on multiple births.	As needed

Business Area	Report Name	Description	Frequency
Birth	Live Births by County of Occurrence	A county listing of the number of live births that occurred in a specific county.	Monthly
Fetal Death	Certificate of Birth Resulting in Stillbirth (COBRIS)	A special certificate for a stillbirth as requested by parent(s); not a legal document.	As requested
Fetal Death	Fetal deaths compared to birth records	Ensure that there is no birth cert filed if there is a fetal death report (similar to birth/death match).	Weekly
Fetal Death	Fetal deaths compared to death records	Ensure that there is no death cert filed if there is a fetal death report (similar to birth/death match).	Weekly
Fetal Death	Notification	Sent to funeral directors, hospitals, and C/MEs to clarify that a fetal death has occurred.	As needed
Fetal Death	Timeliness Report	Summary of timeliness of a facility's submission of fetal death reports.	As needed
Fetal Death	Outstanding Records Report	Summary of partially completed past due fetal death reports by hospital and C/ME.	As needed
Fetal Death	Missing and duplicate report numbers report	Any missing report numbers, duplicate numbers, dead (voided) numbers, or duplicate reports with different numbers.	As needed.
Fetal Death	Edit/Error Report	Sent to facilities when information is missing, incomplete, or inconsistent in a record.	As needed
Fetal Death	Fetal Death Record Reconciliation Report	Provided to facilities to ensure completeness of fetal death record filing.	Monthly
Death	Edit/Error Report	Sent to appropriate party when information is missing, incomplete, or inconsistent in a record.	As needed.
Death	Missing and duplicate certificate numbers report	Any missing certificate numbers, duplicate numbers, dead (voided) numbers, or duplicate certificates with different numbers.	As needed.
Death	Death Indexes	Ability to create public indexes in a printable format. Ability to create for specific VR Office.	As needed
Death	Timeliness Report	Summary of timeliness of a funeral home/CME Office submission of death records.	As needed
Death	Outstanding Records Report	Summary of partially completed past due death records by funeral director/CME.	As needed
Death	Death Reconciliation report	Provided to funeral directors to ensure completeness of death record filing.	As needed
Death	Deaths of WI residents occurring in another state	Summary of death (received via paper and electronically) to WI residents that occurred in another state. For statistical purposes.	As needed.
Death	Out-of-state resident deaths	Summary of deaths that occurred in WI of out-of-state residents as reported to their respective states. For statistical purposes.	As needed.

Business Area	Report Name	Description	Frequency
Death	Out-of-state resident transfer log	Summary file for any electronic files sent to relevant states showing file name and record count.	As needed.
Death	Pending Cause of Death Status	Summary of all death records in pending cause of death status pertaining to a specific CME.	As needed
Marriage	Edit/Error Report	Sent to locals when information is missing, incomplete, or inconsistent in a record.	As needed.
Marriage	Missing and duplicate certificate numbers report	Any missing certificate numbers, duplicate numbers, dead (voided) numbers, or duplicate certificates with different numbers.	As needed.
Marriage	Timeliness Report	Summary of timeliness of submission of marriage certificates.	As needed.
Marriage	Marriage license completion	For county clerks to compare applications to any completed marriage licenses.	As needed.
Marriage	Marriage Indexes	Ability to create public indexes as needed in a printable format. Ability to create for specific VR Office.	As needed.
Marriage	Marriage docket	Per statute, a public docket of marriage license on paper must be available to the public for review during regular office hours	As needed.
Marriage	Outstanding Marriage Licenses	Ability to create a list by county of outstanding marriage licenses as needed by County Clerks.	As needed.

Business Area	Report Name	Description	Frequency
Divorce	Edit/Error Report	Sent to Clerk of Court when information is missing, incomplete, or inconsistent in a record.	As needed.
Divorce	Timeliness Report	Summary of the timeliness of submission of divorce event from a court.	As needed.
Divorce	Divorce Indexes	Ability to create public indexes as needed in printable format. Ability to create for specific VR Office.	As needed.
ITOP	Edit/Error Report	Sent to appropriate parties when information is missing, incomplete, or inconsistent in a record.	As needed.