



Civil Registration and Vital Statistics (CRVS) Management Course: Vital Events and Cause of Death



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Introduction:

Civil registration and vital statistics CRVS management, covering vital events and cause of death, is a 5-day course for civil registration offices, vital statistics units and health records teams, ending with a CRVS Improvement Plan for a case civil registration authority. Births and deaths go unrecorded, late registrations pile up and cause-of-death fields arrive vague, so legal identity is weakened and mortality figures cannot guide health policy. Nominees already supervise registration desks, certify deaths or compile vital tables, and work through case files, registers and certificates. CoreConcept Training Center delivers this CRVS management course.

Course Objectives:

- Map the registration chain for live births, deaths, foetal deaths, marriages and divorces from notification to certificate issue and statistical transfer
- Apply the continuous, permanent, compulsory and universal characteristics of civil registration when reviewing registration law, procedures and office coverage
- Process late and delayed registration requests with documented evidence rules, verification steps and fraud indicators
- Organise health facility notification of births and deaths and the medical certification of cause of death on the international certificate form
- Assess registration completeness and cause-of-death quality, including ill-defined codes, and compile vital statistics tables to UN recommendations
- Produce a CRVS Improvement Plan with priority interventions, digitisation steps, inter-agency roles and monitoring measures

Target Audience:

- Civil registration managers responsible for registration offices, registrars and the issue of birth, death and marriage certificates
 - Vital statistics managers responsible for receiving registration records and compiling fertility, mortality and nuptiality tables
 - Health information managers responsible for facility birth and death notifications and cause-of-death records
 - Medical records and coding supervisors responsible for certificate review and underlying cause selection
 - Digital services managers responsible for registration systems, record archives and data exchange with identity databases
 - Inter-agency coordination leads responsible for CRVS committees linking civil affairs, health and statistics bodies
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Course Outline:

Day 1: Civil Registration Purpose, Vital Events and System Baseline

- UN Definition of Civil Registration and Its Four Characteristics
- Vital Event Types From Live Birth to Divorce and Adoption
- Legal Identity Value of Birth and Death Certificates
- CRVS Stakeholder Map Across Civil Affairs, Health and Statistics
- CRVS Baseline Review of Coverage, Backlogs and Office Network

Day 2: UN Vital Statistics Standards and Registration Legal Frameworks

- UN Principles and Recommendations for a Vital Statistics System Topics
- UN Handbook on CRVS Management, Operation and Maintenance Functions
- UN Legislative Framework Guidelines for CRVS and Identity Management
- Registration Deadlines, Informant Duties and Free Registration Rules
- Release and Archiving Policies for Individual Vital Records

Day 3: Registration Workflows, Health Facility Notification and Death Certification

- Birth Notification From Delivery Wards to Registrar Desks
- Death Notification From Hospitals, Communities and Burial Services
- WHO International Medical Certificate of Cause of Death Parts
- ICD Mortality Coding Rules for Underlying Cause Selection
- WHO Verbal Autopsy Interviews for Deaths Without Certification

Day 4: Late Registration, Record Integrity and Completeness Problems

- Late and Delayed Registration Evidence Rules and Verification
- Duplicate, Fraudulent and Amended Record Detection Controls
- Paper Register Digitisation, Back-Capture and Personal Identification Numbers
- Registration Completeness Estimates Using Demographic Comparison Techniques
- Ill-Defined Cause Codes and Certificate Quality Audit Sampling

Day 5: Case Study on a CRVS Improvement Plan

- Case Authority Registration Backlog and Completeness Data Review
 - Case Hospital Death Certificate Sample Quality Rating
 - Case Vital Statistics Tables Compiled From Registration Extracts
 - Case Inter-Agency Data Exchange and Digitisation Sequence Design
 - CRVS Improvement Plan Completion and Panel Defence
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Skills You Will Gain:

- Vital Event Registration Control
- Late Registration Adjudication
- Cause-of-Death Certification Review
- Underlying Cause Coding
- Verbal Autopsy Coordination
- Registration Completeness Estimation
- Vital Record Digitisation
- Vital Statistics Compilation

Why Attend This Course:

- Deliver a CRVS Improvement Plan for a case civil registration authority to the head of civil affairs and the inter-agency CRVS committee
- Decide which late registration claims, amended records and uncertified deaths can be accepted, referred or rejected on documented evidence
- Avoid unregistered births, unrecorded deaths and vague cause-of-death entries that weaken legal identity and distort mortality figures
- Brief registrars, certifying doctors and coders with notification flowcharts, certificate checklists and completeness worksheets

Conclusion:

Back at work, the participant presents the CRVS Improvement Plan to the head of civil affairs, the health records directorate and the statistics unit sitting on the CRVS committee. Leadership uses it to agree notification routes from health facilities, late registration rules, digitisation priorities and the cause-of-death quality checks before the next reporting cycle. After the first quarter under the plan, the authority should compare registration completeness, backlog size, certificate quality ratings and table release times against the baseline and revise weak interventions.

Frequently Asked Questions FAQ:

What should participants know before civil registration and vital statistics CRVS management training?

Participants should already supervise registration desks, certify or code deaths, manage health records or compile vital tables. No statistics degree is needed. Bringing anonymised register extracts, notification forms or death certificate samples helps them apply the case study work to their own authority.

How does civil registration and vital statistics CRVS management differ from a population census course?

CRVS management records each birth, death and marriage continuously as it happens, giving legal documents and ongoing vital statistics. A census course counts the whole population once at a fixed moment through field enumeration, so its methods, staffing and outputs differ.

Why does civil registration and vital statistics CRVS management include medical certification of cause of death?

Registration records that a death happened, but only a medical certificate on the international form, coded with ICD rules, tells health planners why. Without good certification, deaths fall into ill-defined codes and mortality statistics cannot guide prevention.

What do participants take back from civil registration and vital statistics CRVS management training?

Participants take back a CRVS Improvement Plan for a case civil registration authority, with a registration chain map, late registration rules, certificate quality checks, completeness estimates and digitisation steps they can adapt to their own authority.