



NATIONAL DEATH INDEX USER FEES

The NDI is a self supporting service of the National Center for Health Statistics. NDI revenues are used primarily to cover the NDI's operating costs, especially the annual costs of purchasing files of death records from all of the state vital statistics offices.

CHARGE PER STUDY SUBJECT*

Vital status of each subject is UNKNOWN	\$0.21 per subject -- per year of death searched
Subjects are all KNOWN to be deceased **	\$5.00 per decedent -- fixed fee

The above charges are for NDI *Plus* services which also provide cause of death codes for the better matches. If your study only requires a *routine* NDI search (i.e., does not need cause of death codes), use **\$0.15 per subject (per year of death searched)** for all of your subjects, including any subjects that are known to be deceased.

* Charges are based on the number of *subjects*, not on the number of records submitted. Consequently, there is no charge for duplicate or alias records. To improve the matching effectiveness of your NDI search, you are encouraged to submit more than one record for those subjects having more than one first name, last name, father's surname, Social Security Number, or date of birth -- or for those subjects that appear to have nicknames.

** Whenever records of KNOWN decedents are submitted for a NDI *Plus* search, the deaths must have been identified *via sources other than the NDI* and must be submitted on a *separate file*. An exception to these NDI *Plus* charges for known decedents occurs whenever a NDI *Plus* user has already obtained copies of death certificates and simply wants to use NDI *Plus* to obtain the causes of death in coded form. The charges are only \$2.50 whenever copies of certificates have already been obtained for each known decedent. (If certificates have only been obtained for some known decedents but not for others, the two groups of known decedents' records must be submitted on two *separate* files.)

SERVICE CHARGES ***

Initial submission of user records \$350.00

Each subsequent submission \$100.00

*** The *service charge* applies each time records are submitted. The \$350 service charge is only for the *initial* submission of *one or more files* by a newly approved applicant. The \$100 service charge is for each *subsequent* submission of one or more file.

See Worksheet for Calculating NDI Charges.



Instructions for calculating NDI charges *(see worksheets on next 2 pages)*

1. If you are submitting more than one file, you may record your calculations for each file on one worksheet or use a *separate* worksheet for each file. Do not include duplicate or alias records in your fee calculations. Just add a footnote to the “Comments” section (in the lower left corner of the worksheet) stating the number of duplicate or alias records associated with each file. A *sample* worksheet appears on the next page, followed by a blank worksheet for your own hand written calculations. Instructions for submitting your records appear on the last page.

2. Subjects with UNKNOWN vital status:

NDI Plus (provides cause of death codes) \$0.21 per subject per year searched
NDI Routine (no cause of death codes). \$0.15 per subject per year searched

- a) When all subjects need to be searched against the *same range of years*, you only need one row to calculate the charges.
- b) When different subgroups of study subjects need to be searched against *different ranges of years* (which assumes that different subgroups of subjects were last known to be alive in different years):

Use the first row of the worksheet for that subgroup which needs to be searched for the *greatest* number of years, then work toward the present by using the subsequent rows (for records which need to be searched for fewer and fewer years; e.g., 1979-2002, 1980-2002, 1981-2002, etc.).

When creating your file of study subjects, you are encouraged (in most instances) to submit all your subjects’ records on one file and to use the Optional User Data field (positions 92-97) to record the date or year last known alive. Even though the NDI will actually search your entire file of records against the greatest range of appropriate years, you will only be charged for the years which needed to be searched for each subgroup -- based on your worksheet calculations.

3. Subjects who are KNOWN decedents:

NDI Plus (provides cause of death codes):

\$5.00 per decedent -- when researcher has *no* death certificates
\$2.50 per decedent -- when researcher has obtained death certificates

NDI Routine (no cause of death codes) \$0.15 per decedent

Use the last row of the worksheet to calculate charges for **KNOWN** decedents.

For NDI Plus searches, known decedents should be submitted on a separate file. The charge for each subject will be a flat \$5.00, regardless of the number of years all the records need to be searched against.

For routine NDI searches, records of known decedents can be included in a file of persons with unknown vital status. The charge for each known decedent will be a flat \$0.15, regardless of the number of years all the records need to be searched against.

When creating your file of study subjects, you are encouraged to use the Optional User Data field (positions 92-97) to record the date or year of death for each known decedent.

WORKSHEET FOR CALCULATING NATIONAL DEATH INDEX CHARGES

Refer first to instructions and user fees. This worksheet is useful when submitting **different** subgroups of records **on one file** but only paying for the relevant years each subgroup needs to be searched.

Years Searched	Number of Years	x	Number of Subjects	x	NDI Fee (see above)	=	NDI Charges (for each subgroup)
1992-2002	11	x	100	x	.21	=	231.00
1993-2002	10	x	57	x	.21	=	119.00
1994-2002	9	x	80	x	.21	=	151.20
1995-2002	8	x	110	x	.21	=	184.80
1996-2002	7	x	65	x	.21	=	95.55
1997-2002	6	x	41	x	.21	=	51.66
1998-2002	5	x	72	x	.21	=	75.60
1999-2002	4	x	38	x	.21	=	31.92
2000-2002	3	x	27	x	.21	=	17.01
2001-2002	2	x	22	x	.21	=	36.96
2002	1	x	10	x	.21	=	2.10
		x		x		=	
		x		x	Subtotal	=	997.50
		x		x		=	
		x		x		=	
		x		x		=	
		x		x		=	
		x		x		=	
		x		x		=	
		x		x		=	
		x		x		=	
		x		x		=	
		x		x		=	
		x		x		=	
		x		x		=	
		x		x		=	
		x		x		=	
		x		x		=	
KNOWN DECEDENTS	1 year	x	200	x	5.00	=	1,000.00

Comments: Duplicate Records
 Unknown = 45
 Known = 73

Total record charges	1,997.50
Service charge	350.00
Total NDI charges	2,347.50

SUBMITTING YOUR RECORDS AND PAYING FOR NDI SERVICES

Preparing your study subjects' records

- Your records must be put in an ASCII text file format.
- Each record must be 100 positions in length.
- Before sending your file to NCHS, please confirm that each data item (e.g., first name, last name, Social Security Number, date of birth, etc.) begins in its proper position.

Payment for NDI services

You are responsible for accurately calculating your NDI charges. Call the NDI staff on 301-458-4444 if you would like us to confirm your calculations. The following payment options are available:

- **Check or purchase order:** Make your check or purchase order payable to --
U.S. Department of Health and Human Services.
- **Interagency agreement:** If you are charging your NDI services to an interagency agreement, specify the name of the agency and the project officer on the back of the *NDI Transmittal Form* that accompanies your data submission. (If your organization is not part of the agency that established the agreement, attach a copy of the agency's letter or e-mail authorizing you to charge your NDI services to the agency's agreement.)
- **Letter of credit:** If you received a credit for future NDI services as a result of making an *advanced payment* or making an *overpayment* for a previous NDI search, use the back of the *NDI Transmittal Form* to indicate that you are applying that credit to cover all or some of your current NDI services. Attach the NDI letter you received which confirms the amount of your credit.

Submitting your records

- Express mail your records to:

NATIONAL DEATH INDEX
Attention: Michelle Goodier
National Center for Health Statistics
3311 Toledo Road, Room 7318
Hyattsville, Maryland 20782
Phone: 301-458-4444

- Your submission should include:
 1. Diskette or CD-ROM (containing your subjects' records)
 2. *NDI Transmittal Form*
 3. *Worksheet for Calculating NDI Charges*
 4. Check or purchase order (or payment instructions as specified above)