



LAW ENFORCEMENT INFORMATION NETWORK LEIN/SSA Death Record Match

This correspondence is being distributed to authorized Law Enforcement Information Network (LEIN) user agencies regarding the creation of a new quarterly report called the LEIN/SSA Death Record Match report.

The LEIN/SSA Death Record Match report is provided as a courtesy to LEIN user agencies, and provides a comparison of person records entered into LEIN by a specific agency with the Social Security Administration (SSA) Death Master file. There is no requirement to use this report, nor is there a requirement to certify an agency has reviewed the report. The intent of the report is to assist agencies with the removal of person records for individuals who may be deceased.

On the first day of each quarter (January, April, July, October), LEIN Field Services will post the report on the LEIN web site by entering ORI, similar to the process for the monthly validations. Once opened, the report will provide a match between any deaths reported to the SSA in the preceding quarter and any person records in LEIN. The report will list the SSA death record first, followed by the record in LEIN that matches either by exact name and date of birth, or by social security number. Multiple records in LEIN will create multiple matches on the death report. An example appears below:

****Warrant****

<i>NAME</i>	<i>R/S</i>	<i>DOB</i>	<i>OCA</i>	<i>SOC</i>	<i>SYSID</i>	<i>DOE</i>	<i>DOD</i>	<i>DKT</i>
DOUGH, HERMAN D		07/07/1970		111221111			05/12/2015	
DOUGH, HERMAN D	B M	07/07/1970	2555504	111221111	41142424	01/01/2003		2004255555DS

Instructions on how to proceed upon notification of a match are included in the cover sheet of the report. Agencies are not to take the information from the report as instruction to cancel LEIN records. The LEIN/SSA Death Record match report is a tool to assist in record quality assurance. Agencies must follow proper procedures to ensure an individual is in fact deceased prior to cancelling a LEIN record.

As with monthly LEIN validations, this report is encrypted and password protected. The password to open the report will change with each quarterly report and will be sent out via LEIN administrative message once the reports are posted to the web site. Agencies who do not receive LEIN administrative messages should make arrangements with their terminal agency to receive the password. A reminder email outlining the process will be sent via the LEIN GovDelivery listserv.

The report will be located on the LEIN web site www.michigan.gov/lein by clicking on the "Reports" button. Agencies without any matches in a quarter will not see their ORI in the report list.

Questions on this functionality should be directed to Mr. Jerry Scott, LEIN Technical Analyst, at (517) 241-0199 or scottj12@michigan.gov.

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