2023-24 MCIR/SIRS
Immunization Reporting for Childcares

MDHHS Immunization Field Representative Staff
August 21, 2023
Topics

- Immunization Laws
- Site Administrator Duties
- Assessment and Reporting to the LHD
- Childcare Compliancy and Closing
- Deadlines
- Reports for Childcares
Acronyms

- **ACIP**: Advisory Committee on Immunization Practices
- **AG**: Attorney General
- **CC**: Childcare
- **IP**: Immunization Program
- **LARA**: Licensing and Regulatory Affairs
- **LHD**: Local Health Department
- **MCIR**: MI Care Improvement Registry
- **MDE**: MI Department of Education
- **NDR**: No Data To Report
- **Sch**: School
- **SIRS**: School Immunization Reporting System

[Vaccine Terminology 4-19-21 FINAL (mcir.org)]
Immunization Laws

- All children who attend childcare centers in Michigan are required by State law to be fully immunized
- Reporting of immunization data to the local health department (LHD) is required under the Public Health Code and requires all children in childcare centers to have an up-to-date immunization history or a valid waiver on file at the facility
- A child who fails to meet immunization requirements shall not be admitted into the childcare center
Gaining Access to MCIR/SIRS
(1 of 2)

• New childcare users require:

  • Attachment to a childcare site
    • The current Childcare Site Administrator must add the new Site User to the childcare
      • Add or Remove Users to School and Childcare Sites
    • If there is not a current Childcare Site Administrator, complete the following form
      • School/Childcare Change Site Administrator Form

  • MI Login access
    • The new Site User will then register for a MI login account

  • MCIR access
    • A new user will then need to request MCIR access through the MI Login account. A Personal
      Identification Number (PIN) number will be needed to complete this registration. The current Site
      Administrator can locate the PIN. If the new user completed the School/Childcare Change Site
      Administrator Form, the PIN# will be emailed to the user by the MCIR Helpdesk.
Gaining Access to MCIR/SIRS (2 of 2)

HOW TO REGISTER FOR A MILOGIN ACCOUNT

MILOGIN REGISTRATION FOR THIRD PARTY

START HERE

Visit MILOGIN PAGE

Click the SIGN UP blue button at the bottom of MILOGIN page.

COMPLETE REQUIRED FIELDS

- Name
- Email address
- Work phone number
- Answer the verification question

mcir.org/registration/
MCIR/SIRS Access Profiles

• **Childcare Administrator** – Has access to all SIRS childcare site system functions including adding/expiring users from the childcare site

• **Childcare User** – Has access to the information and can enter child data but does not have all SIRS site management functions
Site Administrator Duties

• MCIR/SIRS Site Administrators are users who have access to extra functions that a Childcare User does not

• Site Administrators are responsible for adding and removing Childcare Users
  • Adding/Removing Users to a Site

• Review information for the childcare site at least annually

• Each childcare center can have up to two Site Administrators

• To change or add a Site Administrator, complete the Request to Change Site Administrator Form
  • Request to Change School or Childcare Site Administrator Form
Site administrators must review their site information in **Edit My Site** at least annually. Communicate any changes to the LHD immediately.
• Ensure that all information is filled out correctly
• Review all Childcare Users associated to the site
  • Remove any staff who have left the facility
  • Add any additional Childcare Users as needed
• Ensure that the site contact information is correct
  • The person working in the system the most should be the Administrator/Manager
  • Fill out information and click on Make Primary Contact
Assessment and Reporting

- Childcare Centers report the immunization status of all children in their facility and meet the required compliance rate
  - 90% by October 1
- Failure to comply with reporting requirements is reportable to the State AG
A roster is a listing of children that have been associated with a childcare site in MCIR/SIRS for a reporting year.

Only children who are required to be reported should be on the roster:
- All children enrolled to attend the facility
- Does not include school-age children or children attending school

Resource: [Roster, Manuals, & Video Library – mcir.org](http://mcir.org)
• Rosters should be reviewed on an ongoing basis
  • Children can be added or removed from a roster if they change childcare centers prior to closing the reporting period
  • Check that the children are associated with the correct reporting period and are assigned a “C” for their grade

• If the “incomplete” status children receives vaccine(s), the assessment will change when the provider adds the immunizations to MCIR
Building a Roster (1 of 3)

- **Option 1**: Build the roster by using the *Add/Find* feature under *Person*
- **Option 2**: Select *Build Roster* under the *School/Childcare* tab
### Building a Roster (2 of 3)

**Option 1: Add/Find**

Before adding a person, please make several attempts to locate the person in the system.

**PLEASE NOTE:** At least one person name field and a birthdate are required to add a new record. You may use any other field for identification purposes, but using these fields will not allow you to add a new record.

<table>
<thead>
<tr>
<th>Person</th>
<th>Sch/CC</th>
<th>My Site</th>
<th>Adm</th>
<th>Rpts</th>
<th>Oth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add/Find</td>
<td>Roster</td>
<td>OB Roster</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**This information identifies the person presenting for medical treatment**

- **MCIR ID**
- **Last Name***
- **Birth Date***
- **Student ID**
- **First Name***
- **Sex**
  - □ Male
  - □ Female

**This information will be set on a person when found and added to the roster**

- **Roster***
- **Set Period***

[Image of form with options highlighted]
Option 2: Build Roster
Building a Roster in MCIR for Childcares
  Roster, Manuals, & Video Library – mcir.org

Build a Roster Cheat Sheet
  How to Build a Roster - mcir.org
Children highlighted in red indicates a grade not valid for this site. Anything other than “C” for a childcare center will be an invalid grade.

Verify the reporting period is correct

Immunization Status (IS)
- C = Complete
- I = Incomplete
- NG = No Grade
- Ø = Not Assessed
- P = Provisional
- W = Waivered
Compliant Status

• Complete: The child is up-to-date with childcare required vaccines
• Provisional: The child has received at least one dose of childcare required vaccine and the next dose is not yet due
  • Child will move to incomplete status at the time the next vaccine dose is due
• Waivered: The child has a “certified”:
  • Nonmedical waiver that has been obtained from an LHD, or
  • Medical waiver that was signed by an MD/DO
Non-Compliant Status

- Incomplete: The child is not up to date with childcare required vaccines and/or does not have a valid waiver
  - Child needs to either receive required vaccines or obtain a certified waiver
    - If the incomplete child receives vaccines, the assessment will change when the provider adds the immunizations to MCIR

- Incomplete children should be excluded from the childcare center until they are complete, provisional or waivered. Excluded children must remain on the roster.
Pause for Questions
• Ensure information regarding the child is accurate and up to date, including:
  • Person Information
  • Grade
  • Report Period
  • McKinney-Vento Act, if applicable
The Immunization Status tab indicates if any childcare required immunizations are overdue.

Note: Immunizations required for childcare entry are not inclusive of all ACIP recommended immunizations that are assessed on the provider side of MCIR.
Adding and Editing Immunizations and Medical Waivers in MCIR/SIRS

• Childcare can add immunization data (from an official immunization record) or valid medical waiver information to MCIR/SIRS.

• Vaccine information highlighted in red indicates that it was added by a childcare and has not been validated by a provider.
  • Immunizations entered by childcares should be verified by the LHD.
  • If the provider has not added immunization dates in a timely manner, the childcare can add dates to MCIR/SIRS.
1st Day Exclusions

• Children must be compliant on or before the first day of attendance. If not, first day exclusion should be enforced.

• If children are enrolled less than 30 days prior to childcare entry, they have 30 days from enrollment to become compliant

• Children who are excluded are required to remain on the IP roster. Children who are disenrolled should be removed from the IP roster.
Childcare Immunization Reporting-October

- Upon registration/enrollment, the child should immediately be entered onto the MCIR/SIRS roster and assigned to the October report period of the current year.

- The October report period should list all children enrolled in the facility except for school-age children or those reported by a school.

- Childcare reporting is “ongoing” since children enroll throughout the year.

- Children enrolled after October 1 and before December 31:
  - Add to the roster for the current report period if it is still open.
  - Add to the roster for the next report period if the current report is closed.
Childcare Immunization Roster Reporting Timeline

**January 1 – October 1**

**October Reporting Period**

**January 1 – October 1** + **October 2 – December 31**

**October Reporting Period (If report period is still open)**

**October 2 – December 31**

**Incorrect Reporting Period**
# Vaccines Required for Childcare Entry

## Vaccines Required for Childcare and Preschool in Michigan

Whenever infants and children are in group settings, there is a chance for diseases to spread. Parents must follow state vaccine laws in order for their infants and children to attend childcare and preschool. These laws are the minimum standard for preventing disease outbreaks in group settings. The best way to protect a child from serious diseases is to follow the recommended vaccination schedule at [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines). By following the recommended schedule, infants and children will be fully protected and vaccination requirements will be met.

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>2-3 months</th>
<th>4-5 months</th>
<th>6-15 months</th>
<th>16-18 months</th>
<th>19 months – 4 years</th>
<th>5 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diphtheria, Tetanus, Pertussis (DTaP)</td>
<td>1 DTaP</td>
<td>2 DTaP</td>
<td>3 DTaP</td>
<td>4 DTaP</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Pneumococcal Conjugate</td>
<td>1</td>
<td>2</td>
<td>2 or age-appropriate complete series</td>
<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H. influenzae type b (Hib)</td>
<td>1</td>
<td>2</td>
<td></td>
<td>3</td>
<td>at or after 15 months or age-appropriate complete series</td>
<td>None</td>
</tr>
<tr>
<td>Polio</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measles, Mumps, Rubella (MMR)</td>
<td>None</td>
<td></td>
<td></td>
<td>at or after 12 months</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>1</td>
<td>2</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Varicella (Chickenpox)</td>
<td>None</td>
<td></td>
<td></td>
<td>1 at or after 12 months or current lab immunity or history of varicella disease</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*This is a cumulative chart.*

For example, a child 19 months to 5 years old is required to have 4 doses of DTaP to enter childcare or preschool and to be fully protected.

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**Resource:** [Vaccines Required for Childcare Entry](http://www.cdc.gov/vaccines)
Waivers – Medical vs Nonmedical

• Medical
  • The child has a medical contraindication to a vaccine; in this case a Medical Contraindication Form is required to be completed and signed by the child’s primary care physician (MD or DO)
    • The form shall state the medical contraindication(s), the vaccine(s) involved, and the time period during which the child is precluded from receiving the vaccine(s)

• Nonmedical
  • A parent or guardian holds a religious or philosophical ("other") belief against receiving the vaccine(s); in this case a Nonmedical Waiver form is required to be completed by the LHD
Digital Nonmedical Waivers

- As of January 2023, details of the certified nonmedical waiver can be digitally accessed by childcares through MCIR/SIRS to reduce the need for paper exchange between the childcare, parent/guardian, and the local health department (LHD).

- The digital waiver follows the child rather than being linked to a facility. During the nonmedical waiver appointment with the LHD the facility’s name is not documented on the digital waiver recorded in MCIR.

- Each time the child enrolls in a new childcare facility an updated waiver may not be needed provided they have not aged into any new required vaccine(s).
Nondigital Nonmedical Waivers

- The traditional certified nonmedical waiver process (i.e., nondigital/paper) is still available in limited circumstances. If a child does not have a MCIR record or if the parent/guardian refuses to allow the certified nonmedical waiver information to be digitally entered into MCIR during the waiver appointment, a paper waiver must be obtained from the LHD.

- It is the responsibility of the parent/guardian to provide the paper copy of the certified nonmedical waiver directly to the childcare. The information from the paper waiver will be utilized to complete the Childcare Aggregate Reporting Form.
Waiver Documentation Process

• Medical
  • Enter the medical waiver into MCIR/SIRS and send a copy to the LHD

• Nonmedical
  • Details of the digital nonmedical waiver entered by the LHD will be visible in MCIR/SIRS. The child's status will automatically update to waived once the LHD transfers the waiver into MCIR/SIRS. No further action needed.
  • Nondigital nonmedical waivers: If the parent/guardian declines a digital waiver in MCIR they will receive a paper nonmedical waiver form from the LHD, and it will be presented to the childcare center by the parent/guardian. The childcare center will remove the child from the roster and report this child on the Childcare Aggregate Report Form.
• McKinney-Vento as related to immunization reporting should be used when a child is experiencing homelessness and is incomplete with required immunizations.

• Children marked as McKinney-Vento will not be calculated in the compliance level for the childcare.

• Reportable children marked as McKinney-Vento should have both their immunization and homelessness status reevaluated each reporting period.

• On the first Monday in August of each year, McKinney-Vento status will be deleted unless the child is marked for the current reporting period.
October 1

- The October report is due. Prior to closing, the childcare center needs to run a Waivers Report.
- Forward the following reports to the LHD:
  - **Waivers Report** and copies of waivers, if applicable
  - **Childcare Aggregate Report Form**, if applicable
  - **IP Status Report** if required by the LHD
- Childcare Centers are encouraged to print an Alpha Report.
- If compliance rate is not 90% or higher by October 1, contact the LHD to request a possible extension:
  - Childcare Centers are expected to continue working with noncompliant children until the ≥90% has been reached
  - Childcare Centers are not able to close if the ≥90% has not been reached
  - Childcare Aggregate Report Form data may need to be added by the LHD for a childcare to reach the ≥90% compliancy level. These childcares will be closed by the LHD.
November-January
• Any facilities that have not reached the required 90% compliancy will continue to work with the LHDs to get incomplete children compliant

March-May
• Childcare Centers will receive an informational letter from the LHD regarding the facility’s compliance rate

April
• MDHHS furnishes a list of non-reporting programs/centers to Childcare Center Licensing for follow up. After Childcare Center Licensing follow up, furnish a list of non-responding programs/centers to the State Attorney General’s Office. Non-reporting childcare centers are followed-up by the Attorney General’s Office which may result in a misdemeanor charge/fine.
May - September

• Update the site address and childcare user information in MCIR/SIRS

• Begin working on the current report period
  • Add new enrollees and remove children that are no longer enrolled or who will be school aged in September
  • Waivered status from previous report year is expected to be retained if no other required immunizations are due
  • McKinney-Vento status from the previous report period is deleted

• Send letters to parents/guardians for incomplete children

• Contact the LHD for MCIR/SIRS training needs
The Childcare Aggregate Report Form should be used in the following circumstances for reportable children:

- Children without a MCIR/SIRS record
- Children with a nondigital, nonmedical waiver (i.e., paper)

Children reported on the Childcare Aggregate Report Form must be removed from the MCIR/SIRS IP Roster, so they are not reported twice.
Childcare Aggregate Report Form Tip Sheets

Resource: [Childcare Aggregate Report Form Tip Sheet](#)
Pause for Questions
Reports Available to the Childcare Center

- Alpha List
- Future Vaccine Need
- IP 100/101
- Letters to Parents
- Waivers Report
From the MCIR/SIRS Home Screen:

- Select **Create Reports**
- From the **Report** drop down screen, select **Alpha List of Students**

It is recommended that childcares create and save an Alpha List for each report period. This report generates a list of children by selected report period that are on the roster, sorted alphabetically. The Alpha List will serve as a back-up in the event of data loss.
Alpha List of Students (2 of 2)

- Retrieve Results
- Locate your report
- Save or Print
Future Vaccine Need Report
(1 of 2)

From the MCIR/SIRS Home Screen:

• Select **Create Reports**
• From the **Report** drop down screen, select **Future Vaccine Need**

Childcares are encouraged to run this report in the spring for all enrolled children. This report generates letters and a listing of children that match the selected report period who will be overdue for a vaccine by the end of the current calendar year. It will also give you a list of children with invalid addresses.
Future Vaccine Need Report (2 of 2)

- Retrieve Results
- Locate your report
- Save or Print

[Images and diagrams related to the vaccine need report are shown here]
From the MCIR/SIRS Home Screen:

- Select **Create Reports**
- From the **Report** drop-down screen, select **Letters to Parents**

Generates a mailable letter addressed to parents of all children from the selected report period on the roster whose immunization status is Incomplete. There are three letter options available: warning, exclusion, and custom.
Letters to Parents (2 of 3)

- Retrieve Results
- Locate your report/letters
- Save or Print letters
Letters to Parents (3 of 3)

• If a letter does not generate for a child, a common reason found is an invalid address
  • Click on the child’s name
  • Click on Edit under address
  • Confirm address is correct
    • If incorrect, update address and click Submit
    • If correct, click on Keep as Entered and Submit
From the MCIR/SIRS Home Screen:
• Select Create Reports
• From the Report drop down screen, select IP 100/101

Generates either a summary report which shows totals for the facility broken down by number of doses missing or a detail report with a full immunization history for every child.
• Retrieve Results
• Locate your report/letters
• Save or Print letters
Waivers Report (1 of 3)

From the MCIR/SIRS Home Screen:

• Select **Create Reports**
• From the **Report** drop down screen, select **Waivers**

Generates a listing of all children who have waived a vaccine or vaccine series that was entered into MCIR/SIRS.
Waivers Report (2 of 3)

- Retrieve Results
- Locate your report/letters
- Save or Print letters
• Childcares are required to send a Waivers Report with copies of waivers to the LHD

• Paper nonmedical waivers will not populate on the Waivers Report

• The Waivers Report will only contain medical waivers entered by the childcares and digital nonmedical waivers transferred by the LHD

• The Waivers Report must be generated before closing the period
Prior to closing your report
- Verify the number of children for the facility is accurate by comparing the roster to the **IP Status** screen
- To view the **IP Status** screen:
  - Click on the **Sch/CC** tab
  - Select **Ip Status**
- Verify that the number of waivers is accurate by comparing the roster to the **IP Status** screen
- Verify the children listed as **McKinney-Vento** have a status of incomplete
- Run a **Waivers Report**
• Click on the Close Period button on the IP Status screen

• The Close Period button will only be available:
  • On or after October 2 and,
  • If the childcare has reached the minimum required compliancy
<table>
<thead>
<tr>
<th>Situation</th>
<th>Possible Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 children are on the IP Roster but only 20 appear on the IP Status</td>
<td>• Check that the reporting period is current</td>
</tr>
<tr>
<td></td>
<td>• Children may have an invalid grade entered</td>
</tr>
<tr>
<td></td>
<td>• Childcare entered the information the day the IP Status was viewed, and the status has not updated</td>
</tr>
</tbody>
</table>
Common Errors with Reporting (2 of 2)

**Situation**
Child is showing up as “Incomplete”

**Possible Answer**
- Reporter should check the “Status” for the child to determine if any additional doses are needed
- Reporter should verify that all administered doses have been documented
- Depending on when the data was entered on the MCIR side it may not be visible on the MCIR/SIRS side

**Situation**
Correct number of doses appear to be documented

**Possible Answer**
- Appropriate dose spacing may not have been met
- The “Live-Live” rule was violated
- The childcare may need to click on the child’s name to force a reassessment. Though the MCIR record will appear to be updated immediately, the IP Status will not update until the following day.
Childcare Petition to Modify MCIR Data

This form is used for the following situations:

• To modify date of birth or eradicate errors in a name
• Duplicate records if the child has more than one MCIR record in the system
• To change immunization dates that can not be modified by a childcare

Resource: School/Childcare Petition to Modify MCIR Data
Only the patient/parent/legal guardian may request a legal name change ( adoption)

Resource: Patient/Parent/Legal Guardian Request to Change Information
Childcare Administration Responsibilities

• Enforce the exclusion policy for children who do not meet immunization requirements
• Only accept MDHHS certified nonmedical waivers issued by a MI LHD or certified medical contraindication forms issued by an MD/DO
  • Address any concerns regarding the validity of a waiver directly with the LHD
• Communicate with LHDs to complete immunization records
• Ensure that the facility reports by the required due date
• Ensure the facility reaches at least the minimum compliancy rate
• Immediately contact LHDs with a suspected communicable disease outbreak
Reminders

• Childcares have the option of adding children to the roster at any time

• Only one roster exists for childcare. The difference is in the reporting period.

• Childcare reporting is based on the calendar year

• Childcares must run their Waivers Report prior to closing the report period
mcir.org – Improving Healthcare in Michigan
<table>
<thead>
<tr>
<th>Description</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>MILogin Account and MCIR Registration</td>
<td><a href="https://mcir.org/registration/">https://mcir.org/registration/</a></td>
</tr>
<tr>
<td>State MCIR Helpdesk</td>
<td><a href="mailto:MDHHS-MCIRHelpdesk@michigan.gov">MDHHS-MCIRHelpdesk@michigan.gov</a>  (email address)</td>
</tr>
<tr>
<td>Vaccines Required for School</td>
<td>Vaccines Required for School</td>
</tr>
<tr>
<td>Your LHD Contact</td>
<td>School and Childcare LHD Contacts</td>
</tr>
<tr>
<td>How to Build a Roster</td>
<td>How to Build a Roster</td>
</tr>
<tr>
<td>SCC-Reporting-Checklist-Flyer</td>
<td>Reporting Checklist Flyer</td>
</tr>
<tr>
<td>Description</td>
<td>URL</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>-------------------------------------------------------</td>
</tr>
<tr>
<td>Childcare Aggregate Report form</td>
<td><a href="#">Childcare Aggregate Report Form</a></td>
</tr>
<tr>
<td>Childcare Aggregate Report Form Tip Sheets</td>
<td><a href="#">Childcare Aggregate Report Form Tip Sheet</a></td>
</tr>
<tr>
<td>Patient/Parent/Legal Guardian Request to Change Information</td>
<td><a href="#">Request a Name Change</a></td>
</tr>
<tr>
<td>Adding/Removing Users to a Site</td>
<td><a href="#">Add Delete Site Users</a></td>
</tr>
<tr>
<td>Consent for Disclosure</td>
<td><a href="#">Consent for Disclosure</a></td>
</tr>
<tr>
<td>Future Vaccine Need Report</td>
<td><a href="#">Future Vaccine Need Tip Sheet</a></td>
</tr>
</tbody>
</table>
Questions will only be answered via:

1. Raised hands, or
2. Emails submitted to LHD

(Please include LHD name, contact name, email address, and specific question)
Thank You for Your Support!

Source: Microsoft PowerPoint Stock Image