

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



Source: Microsoft PowerPoint Stock Image

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

- Michigan Public Health Code (Public Act 368 of 1978, as amended)
- 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)

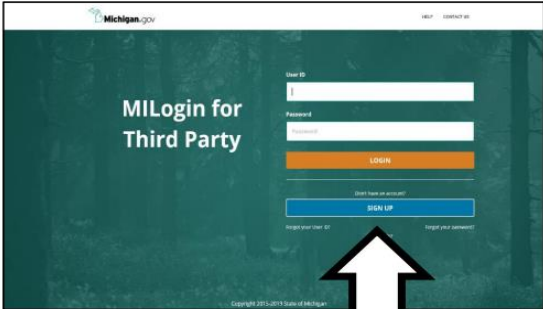
HOW TO REGISTER FOR A MILOGIN ACCOUNT

MILOGIN REGISTRATION FOR THIRD PARTY

START HERE

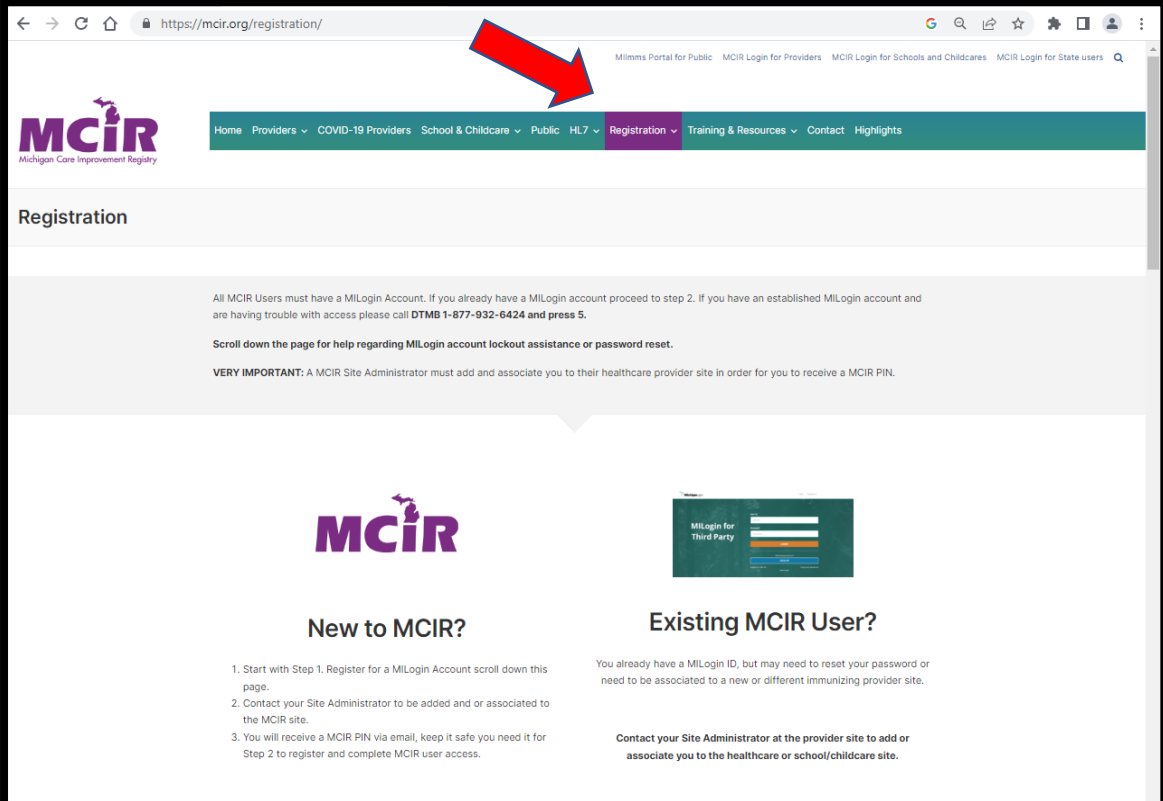

[Visit MILOGIN PAGE](#)

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



https://mcir.org/registration/

Michigan Core Improvement Registry


Home Providers COVID-19 Providers School & Childcare Public HL7 Registration Training & Resources Contact Highlights

Registration

All MCIR Users must have a MILogin Account. If you already have a MILogin account proceed to step 2. If you have an established MILogin account and are having trouble with access please call **DTMB 1-877-932-6424** and press 5.


Scroll down the page for help regarding MILogin account lockout assistance or password reset.

VERY IMPORTANT: A MCIR Site Administrator must add and associate you to their healthcare provider site in order for you to receive a MCIR PIN.



New to MCIR?

1. Start with Step 1. Register for a MILogin Account scroll down this page.
2. Contact your Site Administrator to be added and or associated to the MCIR site.
3. You will receive a MCIR PIN via email, keep it safe you need it for Step 2 to register and complete MCIR user access.



Existing MCIR User?

You already have a MILogin ID, but may need to reset your password or need to be associated to a new or different immunizing provider site.

Contact your Site Administrator at the provider site to add or associate you to the healthcare or school/childcare site.

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](#)

Updating Site (1 of 5)

Site Information [Print Help](#)
[Home](#) [Exit](#)

Person | **Sch/CC** | **My Site** | **Adm** | **Rpts** | **Oth**
[Site Pref](#) | [User Pref](#) | [Edit My Site](#) | [View My Site List](#) | [Go to New Site](#)

Established: 03/10/2016

Details **Site Number: 30012754485**

Name* Facility Type* Site Disabled
County* IP Report Enabled

Bldg Code # of Ip Forms

Mailing Addr: 123 E Kalamazoo St
Lansing, MI 48933

MCIR Options
Import/Export
 Transfer

Contact Information	MCIR Users	Site Contacts	Business Hours
Country* <input type="text" value="United States"/> <input type="checkbox"/> Valid <input type="checkbox"/> Keep as Entered			
Street* <input type="text" value="333 S Grand Ave"/>			
City* <input type="text" value="Lansing"/> State* <input type="text" value="MI"/> Postal Code* <input type="text" value="48933"/>			

Email/Phones **Primary Contact** ?

Email First Name
Voice* () - Ext Last Name
Fax () - Ext Type

My Site

[Site Preferences](#)

[User Preferences](#)

[Edit My Site](#) ←

[View My Site List](#)

[Go to New Site](#)

Site administrators must review their site information in **Edit My Site** at least annually. Communicate any changes to the LHD immediately.

Updating Site (2 of 5)

Site Information [Print Help](#)
[Home](#) [Exit](#)

Person **Sch/CC** **My Site** **Adm** **Rpts** **Oth**

[Site Pref](#) [User Pref](#) [Edit My Site](#) [View My Site List](#) [Go to New Site](#)

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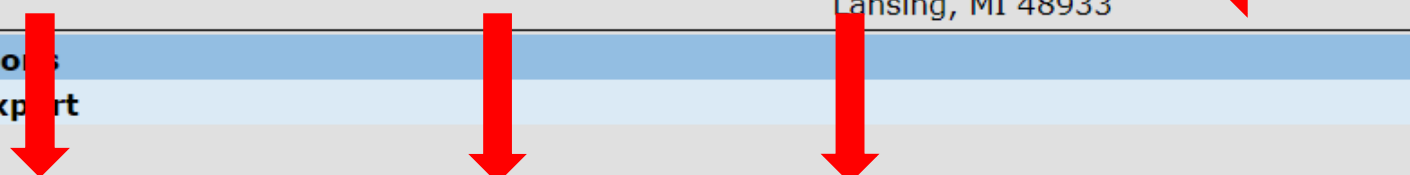
Bldg Code Mailing Addr: 123 E Kalamazoo St
of Ip Forms Lansing, MI 48933

MCIR Options

Import/Export

Transfer

Contact Information **MCIR Users** **Site Contacts** **Business Hours**



Updating Site (3 of 5)

Contact Information	MCIR Users	Site Contacts	Business Hours	Transfer Interfaces
Country*	United States		<input checked="" type="checkbox"/> Valid <input type="checkbox"/> Keep as Entered	
Street*	333 S Grand Ave			
City*	Lansing	State*	MI	Postal Code* 48933
Email/Phones		Primary Contact ?		
Email	<input type="text"/>			
Voice*	(517)	335	- 0500	Ext <input type="text"/>
Fax	(<input type="text"/>)	<input type="text"/>	- <input type="text"/>	Ext <input type="text"/>
First Name	Mary			
Last Name	Sunshine			
Type	Administrator/Manager			

- Ensure that all information is filled out correctly

Updating Site (4 of 5)

The screenshot shows the 'Associate Users' form. A red arrow points to the 'MCIR Users' tab in the top navigation bar. Another red arrow points to the 'Add New User' link in the left sidebar. A third red arrow points to the 'Person' tab in the form's main navigation bar. The form includes fields for 'First Name' and 'User Id', and a 'Site Users' section with tabs for 'Person', 'Sch/CC', 'Mv Site', 'Adm', 'Rpts', and 'Oth'. A search bar is visible with the text 'Use '*' for wildcard search'.

- Review all Childcare Users associated to the site
 - Remove any staff who have left the facility
 - Add any additional Childcare Users as needed

The screenshot shows the 'Search Results' section of the 'Associate Users' form. A red arrow points to the 'Add New User' link. The search results table displays the following data:

User Id	User Name	Pin	Agreement Status	
not-registered	test, test	5578-57-71	Not Accepted	Associate
not-registered	Test, Test	1160-08-15	Not Accepted	Associate
not-registered	Test, Test	1132-62-31	Not Accepted	Associate
not-registered	test, test	8624-95-81	Not Accepted	Associate

Updating Site (5 of 5)

Contact Information	MCIR Users	Site Contact
Name	Phone	Email
Add New Contact		
Jacquelyn Jones		
Kasey Peters		
Bea Salada	(517)484-4880	saladab@mic
Kimberly Scott		
Tracy Spitzley		
Mary Sunshine		

Contact Information

Add Contact

Contact Information

Type*
Title
First Name*
MI
Last Name*
Jr/Sr...
Phone Numbers
Office () - Ext
Fax () - Ext
Cell/Pgr () -
Email Address
Email

- 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 compliancy rate
 - 90% by October 1
- Failure to comply with reporting requirements is reportable to the State AG

Childcare IP Roster (1 of 2)

- 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](https://mcir.org)

Childcare IP Roster (2 of 2)

- 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

MDHHS Michigan Care Improvement Registry Michigan.gov

Person	School/Childcare	My Site
Add/Find	Build Roster	Site Preferences
Roster	Ip Status	User Preferences
Outbreak Roster	Custom CA-60 Labels	Edit My Site
		View My Site List
		Go to New Site

Administration	Reports	Other
Site Users	Create Reports	Get News
	Retrieve Results	MCIR.org
		VIS
		Exit Application

Building a Roster (2 of 3)

Person | Sch/CC | My Site | Adm | Rpts | Oth

[Add/Find](#) | [Roster](#) | [OB Roster](#)

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.

This information identifies the person presenting for medical treatment

MCIR ID Student ID

Last Name* First Name*

Birth Date* Sex Male Female

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

Roster* ▼

Set Period* ▼

Option 1: [Add/Find](#)

Building a Roster (3 of 3)

Batch Report [Print Help](#)
[Home](#) [Exit](#)

Person Sch/CC My Site Adm Rpts Oth
Build Roster Ip Status CA-60

Load External Data External File Help List count: 0

Birth Date Last Name First Name Student ID

Current List

Roster IP Roster
Description: BAT_1688652009994 Set Period October 2023

Birth Date	Last Name	First Name	Student ID	Delete
------------	-----------	------------	------------	--------

[Check All](#) [Clear All](#)

Option 2: **Build Roster**

Roster Tools

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](#)

Roster View

- 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

Roster Birth Date: 11/21/2021 [Print Label](#) [Print Help](#)
 Childcare: **Waivered** [View](#) [Home](#) [Exit](#)

Person Sch/CC My Site Adm Rpts Oth
[Add/Find](#) [Roster](#) [Add Imm](#) [Information](#) [Status](#) [History](#) [OB Roster](#)

Last Name Roster Size: 16 [Modify Roster](#)

Current Period: October 2022

Red grade background indicates a grade not valid for this site.

Name ▼	Birth Date ▼	S	MCIR ID	Pd ▼	IS ▼	Last Eval
zzzabc, defg	05/16/2017	M	17387136053	Oct23		
zzzabc, deft	05/06/2019	M	17388755988	Oct23	W	06/23/2023
ZzzAmsterdam, Angelo	08/20/2017	M	17070723867	Oct23	W	06/26/2023
ZZZAngel, Wing	01/02/2017	M	17003061160	Oct23		
ZZZBird, Blue	02/13/2019	F	17301489297	Oct23	C	06/23/2023
ZZZBlue, Cloud	04/05/2017	F	17003061900	Oct23		
ZZZChicken, Fluffy	12/14/2019	F	17301510877	Oct23	W	06/23/2023
zzzeighteen,, one	09/20/2020	F	17392801992	Oct23	W	06/23/2023
zzzfour, five	05/16/2019	F	17388757467	Oct23	I	06/23/2023
zzzfour, zzzsix	09/15/2018	F	17392801572	Oct23	I	06/23/2023
ZZZGrinch, Green	11/21/2021	M	17355651108	Oct22	W	06/23/2023
ZZZModerna, Under5	06/01/2021	M	17395984097	Oct23	I	06/23/2023
ZZZMouse, Mickey	08/01/2018	M	17301481273	Oct23	I	06/23/2023
ZZZprovisionalwa, Child	02/02/2017	F	17012254364	Oct23		
zzzsoup, zzalphabet	01/01/2019	F	17396371011	Oct23	I	06/23/2023
Zzzteddy, Bear	01/12/2019	F	17439872312	Oct23	I	06/23/2023

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 waived. Excluded children must remain on the roster.

Pause for Questions

General Information

- Ensure information regarding the child is accurate and up to date, including:
 - Person Information
 - Grade
 - Report Period
 - McKinney-Vento Act, if applicable

Person: zzzabc, def
 Birth Date: 05/06/2019
 Childcare: Waivered

General Information [Print Label](#) [Print Help](#)
[View](#) [Home](#) [Exit](#)

Person	Sch/CC	My Site	Adm	Rpts	Oth
Add/Find	Roster	Add Imm	Information	Status	History OB Roster

Person Information MCIR ID : 17388755988

Name: zzzabc, def Birthdate: 05/06/2019 Sex: Male
 Age: 4 Years 1 Month

Mom's Maiden Nm: Primary Phone (Edit):
 Address (Edit): 43525 Elizabeth St Secondary Phone (Edit):
 Mount Clemens, MI 48043 Address Status: Valid
 Country: United States County: Macomb Address Updated: 11/09/2022

School/Childcare

Edit Information

Student ID: Grade: Childcare Report Period: October 2023
 Last Physical Date: Language: English

McKinney-Vento Act Birth Certificate Vision Screened Hearing Screened

Immunization Status

- 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

Immunization Status Birth Date: 05/16/2019 [Print Label](#) [Print Help](#)
 Childcare: **Incomplete** [View](#) [Home](#) [Exit](#)

Person Sch/CC **My Site** Adm Rpts Oth
[Add/Find](#) [Roster](#) [Add Imm](#) [Information](#) [Status](#) [History](#) [OB Roster](#)

MCIR ID: 17388757467

Personal Information/Status

Name	zzzfour, five	DOB	05/16/2019
Student ID		Age	4 Year 1 Month
Grade	Childcare		

Assessment indicates that vaccinations are overdue and should be administered today if not medically contraindicated.

Administered Vaccine	Dose #	Overdue
DTP/DTaP/DT/Td/Tdap	Waiver	
Polio	1	07/16/2019
MMR	1	09/16/2020
Hib	1	07/16/2019
Hepatitis B	1	06/16/2019
Varicella	1	09/16/2020
Pneumococcal	1	05/16/2021

Non-Medical Waivers

Report Year	DTaP	Polio	MMR	Hib	HepB	Var	PCV
No Waivers Found							

Adding and Editing Immunizations and Medical Waivers in MCIR/SIRS

- Childcares 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

Person: ZZZflake, Snow
Birth Date: 05/04/2017
School: Incomplete FERPA Consent: YES
[Print Label](#) [Print Help](#) [Home](#) [Exit](#)

Person **Sch/CC** My Site Adm Rpts Oth

Add/Find Roster Add Imm Information Status History QB Roster

Hide Immunization History MCIR ID : 17212478687

Vaccine Series	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 6	Dose 7
DTP/DTaP/DT/Tdap	06/20/2017	12/12/2017	11/11/2018				
Polio	05/30/2017	10/31/2017	10/15/2018				
MMR	05/20/2018						
Hepatitis B	05/04/2017	09/20/2017	05/05/2018				
Varicella	05/20/2018						

Waivers/Titers Date Reason

No non-administrations/titers found

Vaccine	Administered Dates							Waivers
DTAP								▼
POLIO								▼
MMR								▼
HEP B								▼
VARICELLA								▼
MENING								▼
TDAP								▼
TD								▼

Had Disease/Titer

Chicken Pox Measles Mumps Rubella Hepatitis B

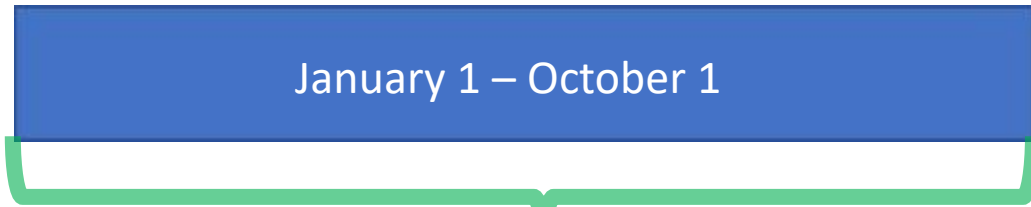
1st Day Exclusions

- 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
 - Ex: Child enrolls August 15. Child must be compliant by Sept 14.
- Children who are excluded are required to remain on the IP roster. Children who are disenrolled should be removed from the IP roster.

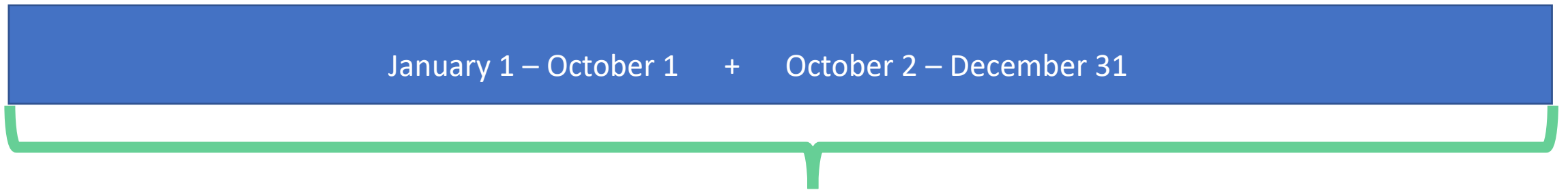
Childcare Immunization Reporting-October

- 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

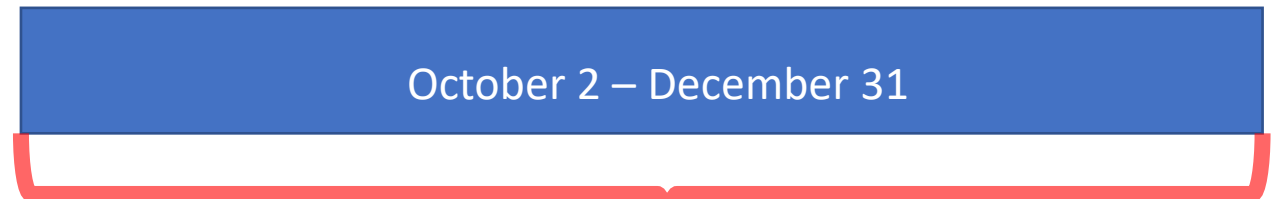
Childcare Immunization Roster Reporting Timeline



October Reporting Period



October Reporting Period (If report period is still open)




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. By following the recommended schedule, infants and children will be fully protected and vaccination requirements will be met.

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

This is not 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.

¹If the child has not received these vaccines, documented immunity is required. These rules apply to children who are the above ages upon entry into childcare or preschool. During disease outbreaks, incompletely vaccinated children may be excluded from childcare and preschool. Parents and guardians choosing to decline vaccines must obtain a certified non-medical waiver from a local health department. Read more about waivers at www.Michigan.gov/immunize. All doses of vaccines must be valid (follow CDC Immunization Schedule for number of doses, correct spacing, and ages) for childcare and preschool entry purposes. The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group on the basis of race, national origin, color, sex, disability, religion, age, height, weight, familial status, partisan considerations, or genetic information. Sex-based discrimination includes, but is not limited to, discrimination based on sexual orientation, gender identity, gender expression, sex characteristics, and pregnancy. MDHHS-Pub-1254 (Rev. 4-23)

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)

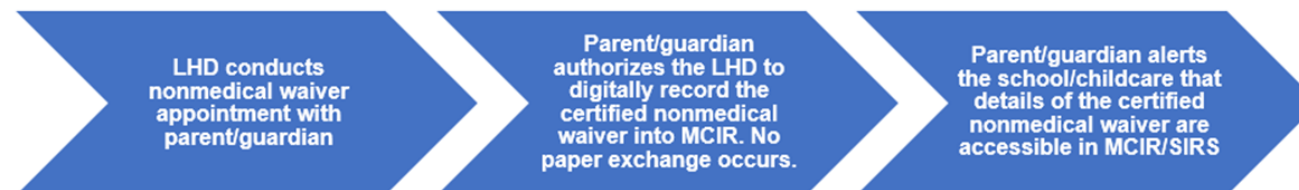
- **Nonmedical**

- 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)

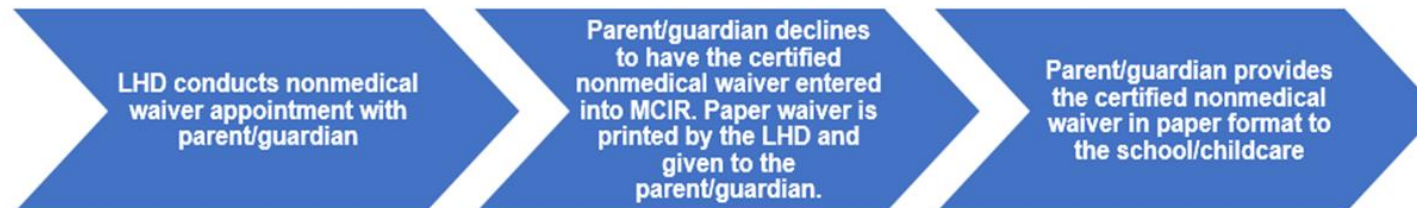
Certified Nonmedical Waiver – Digital Format Process



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.

Certified Nonmedical Waiver – Paper Format Process



Waiver Documentation Process

- **Medical**

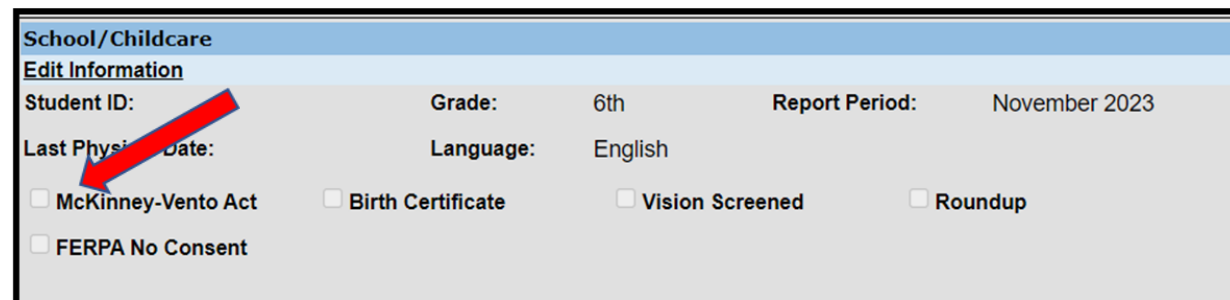
- Enter the medical waiver into MCIR/SIRS and send a copy to the LHD

- **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

- 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 compliancy 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



School/Childcare
[Edit Information](#)

Student ID:	Grade:	6th	Report Period:	November 2023
Last Physical Date:	Language:	English		
<input type="checkbox"/> McKinney-Vento Act	<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Vision Screened	<input type="checkbox"/> Roundup	
<input type="checkbox"/> FERPA No Consent				

A red arrow points to the 'McKinney-Vento Act' checkbox.

Reporting Responsibilities (1 of 3)

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 $\geq 90\%$ has been reached
 - Childcare Centers are not able to close if the $\geq 90\%$ has not been reached
 - Childcare Aggregate Report Form data may need to be added by the LHD for a childcare to reach the $\geq 90\%$ compliancy level. These childcares will be closed by the LHD.

Reporting Responsibilities (2 of 3)

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.

Reporting Responsibilities (3 of 3)

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

Childcare Aggregate Report Form

- 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

Instructions: This form should be used by childcare centers to complete manual reporting of children whose records are not stored in MCIR or have a nondigital, nonmedical waiver. Once completed, the form must be sent to the Local Health Department (LHD) for final review. The LHD will assess the information below and contact the childcare if additional immunization information is needed. The LHD will enter the data below into MCIR/SIRS after the report period has closed.

Childcare Name: _____ License Number: _____

Contact Name: _____ Contact Phone #: _____

Child's Name: _____ Date of Birth: _____

Date Aggregate Report Form Prepared: _____

Please mark Religious (R), Medical (M), or Other (O) for immunizations waived in the "Series Waived" boxes below.

	DT/DTaP 1	DT/DTaP 2	DT/DTaP 3	DT/DTaP 4	DT/DTaP 5	DT/DTaP 6	Series Waived R M O
Date							
	POLIO 1	POLIO 2	POLIO 3	POLIO 4	POLIO 5		Series Waived R M O
Date							
	MMR 1	MMR 2	MMR 3				Series Waived R M O
Date							
	HIB 1	HIB 2	HIB 3	HIB 4			Series Waived R M O
Date							
	HEP-B 1	HEP-B 2	HEP-B 3	HEP-B 4			Series Waived R M O
Date							
	VAR 1	VAR 2	Had Disease				Series Waived R M O
Date							
	PCV 1	PCV 2	PCV 3	PCV 4	PCV 5		Series Waived R M O
Date							

For Local Health Department Use Only

Date Assessed: _____

Assessed By: _____

Child's Status (Complete, Provisional, Incomplete, Waiver): _____

If incomplete or provisional, record reason: _____

Revised 5/17/23

Childcare Aggregate Report Form Tip Sheets

Childcare Aggregate Report Form Tip Sheet

Instructions: This form should be used by childcare centers to complete manual reporting of children whose records are not stored in MCIR or have a nondigital, nonmedical waiver. Once completed, the form must be sent to the Local Health Department (LHD) for final review. The LHD will assess the information below and contact the childcare if additional immunization information is needed. The LHD will enter the data below into MCIR/SIRS after the report period has closed.

1

Childcare Name: _____ License Number: _____

Contact Name: _____ Contact Phone #: _____

Child's Name: _____ Date of Birth: _____

Date Aggregate Report Form Prepared: _____

Please mark Religious (R), Medical (M), or Other (O) for immunizations waived in the "Series Waived" boxes below.

2

	DT/DTaP 1	DT/DTaP 2	DT/DTaP 3	DT/DTaP 4	DT/DTaP 5	DT/DTaP 6	Series Waived	
							R M O	
Date	POLIO 1	POLIO 2	POLIO 3	POLIO 4	POLIO 5		Series Waived	
							R M O	
Date	MMR 1	MMR 2	MMR 3				Series Waived	
							R M O	
Date	HIB 1	HIB 2	HIB 3	HIB 4				Series Waived
								R M O
Date	HEP-B 1	HEP-B 2	HEP-B 3	HEP-B 4				Series Waived
								R M O
Date	VAR 1	VAR 2	*Had Disease				Series Waived	
							R M O	
Date	PCV 1	PCV 2	PCV 3	PCV 4	PCV 5		Series Waived	
							R M O	

3

For Local Health Department Use Only

Date Assessed: _____

Assessed By: _____

Child's Status (Complete, Provisional, Incomplete, Waiver): _____

If incomplete or provisional, record reason: _____

Revised 5/17/23

Childcare Aggregate Report Form Tip Sheet

1

Indicate the childcare center's name; license number; name and phone number for the contact at the childcare center; child's name; child's date of birth; date the Childcare Aggregate Report Form was prepared.

2

Using each child's official immunization record, indicate the date for each valid, documented vaccine.

For vaccines being waived, enter under each column by waiver type.

*For reporting of Varicella disease, previous infection confirmed and documented by a healthcare provider may be used in lieu of documented vaccination series. Parents cannot self-attest for reporting purposes.

3

For Local Health Department use only. LHD staff will use this section to assess the child's immunization status.

Revised 5/17/23

Pause for Questions

Alpha List of Students (2 of 2)

- Retrieve Results
- Locate your report
- Save or Print

Michigan Care Improvement Registry

Person	School/Childcare	My Site
Add/Find	Build Roster	Site Preferences
Roster	To Status	User Preferences
Outbreak Roster	Custom CA-60 Labels	Edit My Site
		View My Site List
		Go to New Site
Administration	Reports	Other
Site Users	Create Reports	Get News
	Retrieve Results	MCIR.org
		VIS
		Exit Application

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School Test Site's Scheduled Results

Print Help
Home Exit

Person	Sch/CC	My Site	Adm	Rpts	Oth
Create Reports Retrieve Results					
Refresh					
Description	User	Target Dt	Status		
SIRS_1686322277686	grosticj1785	06/09/2023	No Data Returned		Delete
SIRS_1686322315569	grosticj1785	06/09/2023	Report has been retrieved	Report	Delete
Roster	robertsc0216	06/16/2023	Report has been retrieved	Report	Delete
Future needs	robertsc0216	06/16/2023	Report has been retrieved	Report	Delete
IP 100/101	robertsc0216	06/16/2023	Report has been retrieved	Report	Delete
incomplete	robertsc0216	06/16/2023	Report has been retrieved	Report	Delete
Provisional	robertsc0216	06/16/2023	No Data Returned		Delete
waivers	robertsc0216	06/16/2023	Report has been retrieved	Report	Delete
warning	robertsc0216	06/16/2023	Report has been retrieved	Report	Delete
exclusion	robertsc0216	06/16/2023	Report has been retrieved	Report	Delete
SIRS_1687263888755	vermilyaj2009	06/20/2023	Report has been retrieved	Report	Delete
SIRS_1687352713108	louiselley1	06/21/2023	Report has been retrieved	Report	Delete
Alpha List of Students	louiselley1	06/21/2023	Report Ready	Report	



07/11/2023

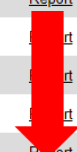
Michigan Department of Health and Human Services
Alphabetical List of Students
Reporting Periods
339001679 Childcare Test Site

333 S Grand Ave
Lansing, MI 48933
(517) 335-0500

Contact: Yvonne Louisele

Page: 1

Name	Date of Birth	Phone #	Report Period
GRADE: K			
ZzzAmsterdam, Angelo	08/20/2017		October 2023
GRADE: C			
zzzabc, defg	05/16/2017		October 2023
zzzabc, defh	05/06/2019		October 2023
ZZZAngel, Wing	01/02/2017		October 2023
ZZZBird, Blue	02/13/2019	(555)444-3333	October 2023
ZZZBlue, Cloud	04/05/2017		October 2023
ZZZChicken, Fluffy	12/14/2019		October 2023
zzzeighteen, one	09/20/2020		October 2023
zzzfour, five	05/16/2019		October 2023
zzzfour, zzzsix	09/15/2018		October 2023
ZZZGrinch, Green	11/21/2021		October 2022
ZZZModerna, Under5	06/01/2021		October 2023
ZZZMouse, Mickey	08/01/2018	(555)555-5553	October 2023
ZZZprovisionalwa, Child	02/02/2017		October 2023
zzzoup, zzzalphabet	01/01/2019		October 2023



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.

Person	School/Childcare	My Site
Add/Find Roster	Build Roster Ip Status Custom CA-60 Labels	Site Preferences User Preferences Edit My Site View My Site List Go to New Site
Administration	Reports	Other
Site Users	Create Reports Retrieve Results	Get News MCIR.org VIS Exit Application

School/Childcare Building Reporting [Print Help](#) [Home](#) [Exit](#)

[Create Reports](#) [Retrieve Results](#)

Report Parameters

Report	Additional Info
Name	<div style="border: 1px solid black; height: 100px;"></div>
Grade	
Roundup	
Report Period	
Alpha List of Students	
IP 100/101	
Letters to Parents	
Incompletes	
Provisionals	
Waivers	
Future Vaccine Need	
Birth Certificates	
Last Physical	
Vision Screenings	
CA-60 Labels	

[Cancel](#)

Future Vaccine Need Report (2 of 2)

- Retrieve Results
- Locate your report
- Save or Print

Michigan Care Improvement Registry

Person	School/Childcare	My Site
Add/Find	Build Roster	Site Preferences
Roster	Jo Status	User Preferences
Outbreak Roster	Custom CA-60 Labels	Edit My Site
		View My Site List
		Go to New Site
Administration	Reports	Other
	Create Reports	Get News
	Retrieve Results	M CIR.org
		VIS
		Exit Application

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School Test Site's Scheduled Results

[Print Help](#)
[Home](#) [Exit](#)

Person	Sch/CC	My Site	Adm	Rpts	Oth
Create Reports	Retrieve Results				
Refresh					
Description	User	Target Dt	Status		
SIRS_1686322277686	grosticj1785	06/09/2023	No Data Returned		Delete
SIRS_1686322315569	grosticj1785	06/09/2023	Report has been retrieved	Report	Delete
Roster	robertsc0216	06/16/2023	Report has been retrieved	Report	Delete
Future needs	robertsc0216	06/16/2023	Report has been retrieved	Report	Delete
IP 100/101	robertsc0216	06/16/2023	Report has been retrieved	Report	Delete
incomplete	robertsc0216	06/16/2023	Report has been retrieved	Report	Delete
Provisional	robertsc0216	06/16/2023	No Data Returned		Delete
waivers	robertsc0216	06/16/2023	Report has been retrieved	Report	Delete
warning	robertsc0216	06/16/2023	Report has been retrieved	Report	Delete
exclusion	robertsc0216	06/16/2023	Report has been retrieved	Report	Delete
SIRS_1687263888755	vermilyaj2009	06/20/2023	Report has been retrieved	Report	Delete
SIRS_1687352713108	louiselley1	06/21/2023	Report has been retrieved	Report	Delete
Alpha List of Students	louiselley1	06/21/2023	Report has been retrieved	Report	Delete
Future Vaccine Need	louiselley1	06/21/2023	Report Ready	Report	

July 11, 2023

ID 17388757467
Date of Birth 05/16/2019
Building 339001679
Grade C

To the parent or guardian of
FIVE ZZZFOUR
43525 ELIZABETH ST
MOUNT CLEMENS, MI 48043

To the parent or guardian of five zzzfour:

Michigan Public Health Code requires all students be immunized against vaccine preventable diseases to attend Childcare Test Site.

According to our records your child needs the following immunizations:

- Polio as of NOW
- MMR as of NOW
- Hib as of NOW
- Hepatitis B as of NOW
- Varicella as of NOW
- Pneumococcal as of NOW

Contact your doctor, your healthcare provider, or your county health department to make an appointment to receive these vaccines when they are due. Ask your healthcare provider or health department to see if you are eligible for no or low-cost vaccines for your child.

List of Immunizations on File							
Vaccine Series	Date#1	Date#2	Date#3	Date#4	Date#5	Date#6	Date#7
No Immunizations Given							

*This immunization has not been verified by a healthcare provider. This immunization information was generated from a school or childcare report. Please review your own records to ensure accurate information regarding your child's immunizations. Encourage your healthcare provider to enter all immunizations from their medical record into the Michigan Care Improvement Registry (MCIR).

Sincerely,

Susan Que
Director
Childcare Test Site

Letters to Parents (1 of 3)

From the MCIR/SIRS Home Screen:

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

Person	School/Childcare	My Site
Add/Find Roster	Build Roster Ip Status Custom CA-60 Labels	Site Preferences User Preferences Edit My Site View My Site List Go to New Site
Administration	Reports	Other
Site Users	Create Reports Retrieve Results	Get News MCIR.org VIS Exit Application

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.

School/Childcare Building Reporting [Print Help](#)
[Home](#) [Exit](#)

Person	Sch/CC	My Site	Adm	Rpts	Oth
Create Reports	Retrieve Results				

Report Parameters

Report Name	Alpha List of Students IP 100/101	Additional Info
Grade	Letters to Parents Incompletes	
Roundup	Provisionals Waivers	
Report Period	Future Vaccine Need Birth Certificates Last Physical Vision Screenings CA-60 Labels	

Letters to Parents (2 of 3)

- Retrieve Results
- Locate your report/letters
- Save or Print letters



UNOFFICIAL School/Childcare Immunization History

July 11, 2023

	ID	17388757467
	Date of Birth	05/16/2019
	Building	339001679
	Grade	C

FIVE ZZZFOUR
43525 ELIZABETH ST
MOUNT CLEMENS, MI 48043

To the parent or guardian of five zzzfour:
Michigan law requires that all students must be immunized against vaccine preventable diseases to attend Childcare Test Site.
According to our records your child needs the following immunizations: Polio, MMR, Hib, Hepatitis B, Varicella, Pneumococcal.
A health care provider and/or county health department can administer these vaccines to complete the series.
A current immunization record is required no later than 07/25/2023

History of Vaccinations Given By Series							
Vaccine Series	Date#1	Date#2	Date#3	Date#4	Date#5	Date#6	Date#7
No Immunizations Given							

* These vaccination dates indicated by asterisks have not been verified by a health care provider.

There may be additional vaccines recommended for your child, which are not currently required for school or childcare attendance. If your child needs these vaccinations, contact your doctor, your healthcare provider, or your county health department. If you have an objection to any of the immunizations that are required under the current Michigan Public Health Code, please contact your local health department about the procedure for completing a waiver. Contact your healthcare provider or health department to see if you are eligible for no or low-cost vaccines for your child.

Sincerely,

Susan Que
Director
Childcare Test Site

Message to healthcare provider: This immunization information was generated from a school or childcare report and is unofficial. Please review MCIR and your own records to ensure accurate information regarding this child's immunization status. Please enter from your medical record all vaccine dates that do not currently appear in MCIR.

School Test Site's Scheduled Results

[Print Help](#)
[Home](#) [Exit](#)

Person	Sch/CC	My Site	Adm	Rpts	Oth
Create Reports Retrieve Results					
Refresh					

Description	User	Target Dt	Status	Report	Delete
Alpha List of Students	louiselley1	07/21/2022	Report has been retrieved	Report	Delete
Letters to Parents Exclusion	louiselley1	07/21/2022	Report has been retrieved	Report	Delete
waivers	louiselley1	07/21/2022	Report has been retrieved	Report	Delete
SIRS_1658510878555	saladab	07/22/2022	Report Ready	Report	
SIRS_1658951807744	dayb1	07/27/2022	Report has been retrieved	Report	Delete
BAT_1659457059119	millers9736	08/02/2022	Report has been retrieved	Report	Delete
Incomplete	millers9736	08/02/2022	Report has been retrieved	Report	Delete
SIRS_1659458491601	millers9736	08/02/2022	Report has been retrieved	Report	Delete
SIRS_1659541526163	standhardth	08/03/2022	Report has been retrieved	Report	Delete
Letters to Parents_08.03.2022	standhardth	08/03/2022	Report Ready	Report	



Michigan Care Improvement Registry

Person	School/Childcare	My Site
Add/Find	Build Roster	Site Preferences
Roster	Ip Status	User Preferences
Outbreak Roster	Custom CA-60 Labels	Edit My Site
		View My Site List
		Go to New Site
Administration	Reports	Other
Site	Create Reports	Get News
	Retrieve Results	MCIR.org
		VIS
		Exit Application

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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**

General Information Birth Date: 05/17/2016 [Print Label](#) [Print Help](#)
School: Waivered FERPA Consent: [View](#) [Home](#) [Exit](#)

Person	Sch/CC	Mv Site	Rpts	Oth				
Add/Find	Roster	Add Imm	Information	Status	History	OB Roster		

Person Information MCIR ID : 17381328566

Name: adams, zzzadams Birthdate: 05/17/2016 Gender: Male
Age: 6 Years 2 Months

Mom's Maiden Nm: Address (Edit): 43525 Elizabeth St Primary Phone (Edit):
Mount Clemens, MI 48043 Secondary Phone (Edit):
Country: United States County: Macomb Address Status: Valid
Address Updated: 07/22/2022

School/Childcare

Edit Information

Student ID: Grade: Kindergarten Report Period: November 2022
Last Physical Date: Language: English

McKinney-Vento Act Birth Certificate Vision Screened Roundup
 FERPA No Consent

[Take off Roster](#) [Unlock Person](#)

Edit Address

Address Details

Country* United States Valid Keep as Entered

Street* 43525 Elizabeth St

City* Mount Clemens State* MI Postal Code* 48043

County* Macomb

[Submit](#) [Cancel](#)

IP 100/101 Report (1 of 2)

From the MCIR/SIRS Home Screen:

- Select **Create Reports**
- From the **Report** drop down screen, select **IP 100/101**

Person	School/Childcare	My Site
Add/Find Roster	Build Roster Ip Status Custom CA-60 Labels	Site Preferences User Preferences Edit My Site View My Site List Go to New Site
Administration	Reports	Other
Site Users	Create Reports Retrieve Results	Get News MCIR.org VIS Exit Application

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.

School/Childcare Building Reporting [Print Help](#)
[Home](#) [Exit](#)

Person **Sch/CC** **My Site** **Adm** **Rpts** **Oth**

[Create Reports](#) [Retrieve Results](#)

Report Parameters

Report Name: Alpha List of Students
IP 100/101
Grade: Letters to Parents
Roundup: Incompletes
Report Period: Provisionals
Waivers
Future Vaccine Need
Birth Certificates
Last Physical
Vision Screenings
CA-60 Labels

[Cancel](#)

Additional Info

IP 100/101 Report (2 of 2)

- Retrieve Results
- Locate your report/letters
- Save or Print letters

Michigan Care Improvement Registry

Person	School/Childcare	My Site
Add/Find	Build Roster	Site Preferences
Roster	To Status	User Preferences
Outbreak Roster	Custom CA-60 Labels	Edit My Site
		View My Site List
		Go to New Site
Administration	Reports	Other
Site	Create Reports	Get News
	Retrieve Results	MCLR.org
		VIS
		Exit Application

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School Test Site's Scheduled Results

[Print Help](#)
[Home](#) [Exit](#)

Person	Sch/CC	My Site	Adm	Rpts	Oth
Create Reports	Retrieve Results				
Refresh					
Description	User	Target Dt	Status		
SIRS_1686322277686	grosticj1785	06/09/2023	No Data Returned	Delete	
SIRS_1686322315569	grosticj1785	06/09/2023	Report has been retrieved	Report	Delete
Roster	robertsc0216	06/16/2023	Report has been retrieved	Report	Delete
Future needs	robertsc0216	06/16/2023	Report has been retrieved	Report	Delete
IP_100/101	robertsc0216	06/16/2023	Report has been retrieved	Report	Delete
incomplete	robertsc0216	06/16/2023	Report has been retrieved	Report	Delete
Provisional	robertsc0216	06/16/2023	No Data Returned	Delete	
waivers	robertsc0216	06/16/2023	Report has been retrieved	Report	Delete
warning	robertsc0216	06/16/2023	Report has been retrieved	Report	Delete
exclusion	robertsc0216	06/16/2023	Report has been retrieved	Report	Delete
SIRS_1687263888755	vermilyaj2009	06/20/2023	Report has been retrieved	Report	Delete
SIRS_1687352713108	louiselley1	06/21/2023	Report has been retrieved	Report	Delete
Alpha List of Students	louiselley1	06/21/2023	Report has been retrieved	Report	Delete
Future Vaccine Need	louiselley1	06/21/2023	Report has been retrieved	Report	Delete
Letters to Parents	louiselley1	06/21/2023	Report has been retrieved	Report	Delete
IP_100/101	louiselley1	06/21/2023	Report Ready	Report	

Summary as of: 06/27/2023 06:04 PM

Michigan Department of Health and Human Services
IP 101 Report
October 2022 Reporting Period
339001679 Childcare Test Site
333 S Grand Ave
Lansing, MI 48933
(517) 335-0500

Contact: Sarah Engstrom

Page: 1

	Total Number	Percent
COMPLIANT ENTRANTS	0	0
NO RECORDS COMPLETES	0	0
PROVISIONALS INCOMPLETES	0	0
TOTAL WAIVERS	0	0
RELIGIOUS WAIVERS	0	0
MEDICAL WAIVERS	0	0
OTHER WAIVERS	0	0
DTAP 1	0	0
DTAP 2	0	0
DTAP 3	0	0
DTAP 4	0	0
DTAP 5	0	0
DTAP 6	0	0
DTAP 7	0	0
POLIO 1	0	0
POLIO 2	0	0
POLIO 3	0	0
POLIO 4	0	0
POLIO 5	0	0
MMR 1	0	0
MMR 2	0	0
MMR 3	0	0
IMMUNITY	0	0
HIB 1	0	0
HIB 2	0	0
HIB 3	0	0
HIB 4	0	0
HEPB 1	0	0
HEPB 2	0	0
HEPB 3	0	0
HEPB 4	0	0
IMMUNITY	0	0

Waivers Report (1 of 3)

From the MCIR/SIRS Home Screen:

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

Person	School/Childcare	My Site
Add/Find Roster	Build Roster Ip Status Custom CA-60 Labels	Site Preferences User Preferences Edit My Site View My Site List Go to New Site
Administration	Reports	Other
Site Users	Create Reports Retrieve Results	Get News MCIR.org VIS Exit Application

Generates a listing of all children who have waived a vaccine or vaccine series that was entered into MCIR/SIRS.

School/Childcare Building Reporting [Print Help](#)
[Home](#) [Exit](#)

Person **Sch/CC** **My Site** **Adm** **Rpts** **Oth**

[Create Reports](#) [Retrieve Results](#)

Report Parameters

Report Name: Alpha List of Students
Grade: Letters to Parents
Roundup: Provisionals
Report Period: Waivers

Additional Info

[Cancel](#)

Waivers Report (2 of 3)

- Retrieve Results
- Locate your report/letters
- Save or Print letters

Michigan Care Improvement Registry

Person	School/Childcare	My Site
Add/Find	Build Roster	Site Preferences
Roster	To Status	User Preferences
Outbreak Roster	Custom CA-60 Labels	Edit My Site
		View My Site List
		Go to New Site
Administration	Reports	Other
Site	Create Reports	Get News
	Retrieve Results	M CIR.org
		VIS
		Exit Application

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School Test Site's Scheduled Results

Print Help
Home Exit

Person	Sch/CC	My Site	Adm	Rpts	Oth
Create Reports	Retrieve Results				
<input type="button" value="Refresh"/>					
Description	User	Target Dt	Status		
SIRS_168632227686	grosticj1785	06/09/2023	No Data Returned		Delete
SIRS_1686322315569	grosticj1785	06/09/2023	Report has been retrieved	Report	Delete
Roster	robertsc0216	06/16/2023	Report has been retrieved	Report	Delete
Future needs	robertsc0216	06/16/2023	Report has been retrieved	Report	Delete
IP_100/101	robertsc0216	06/16/2023	Report has been retrieved	Report	Delete
Incomplete	robertsc0216	06/16/2023	Report has been retrieved	Report	Delete
Provisional	robertsc0216	06/16/2023	No Data Returned		Delete
waivers	robertsc0216	06/16/2023	Report has been retrieved	Report	Delete
warning	robertsc0216	06/16/2023	Report has been retrieved	Report	Delete
exclusion	robertsc0216	06/16/2023	Report has been retrieved	Report	Delete
SIRS_1687263888755	vermilyaj2009	06/20/2023	Report has been retrieved	Report	Delete
SIRS_1687352713108	louiselle1	06/21/2023	Report has been retrieved	Report	Delete
Alpha List of Students	louiselle1	06/21/2023	Report has been retrieved	Report	Delete
Future Vaccine Need	louiselle1	06/21/2023	Report has been retrieved	Report	Delete
Letters to Parents	louiselle1	06/21/2023	Report has been retrieved	Report	Delete
IP_100/101	louiselle1	06/21/2023	Report has been retrieved	Report	Delete
Waivers	louiselle1	06/21/2023	Report Ready	Report	

06/28/2023

Michigan Department of Health and Human Services
Alphabetical List of Waivers by Antigen
October 2022 Reporting Period
339001679 Childcare Test Site

333 S Grand Ave
Lansing, MI 48933
(517) 335-0500

Contact: Sarah Engstrom

Page: 1

Name	Date of Birth	Phone #	Status
GRADE: C			
ZZZGrinch, Green	11/21/2021		Waivered
DTP/DTaP/DT/Td/Tdap			Medical
Polio			Medical
MMR			Medical
Hib			Medical
Hepatitis B			Medical
Varicella			Medical
Pneumococcal Conjugate			Medical

Waivers Report (3 of 3)

- 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

Closing the reporting period (1 of 2)

- 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**

Ip Status [Print Help](#)
[Home](#) [Exit](#)

Person	Sch/CC	My Site	Adm	Rpts	Oth
Build Roster	Ip Status	CA-60			

Summary as of: 08/14/2023 06:16 PM

339001679 Childcare Test Site											October 2023				
Grade	Stud	Comp		Prov		Waiv-M		Waiv-R		Waiv-O		Waivers		Compliant	
		#	%	#	%	#	%	#	%	#	%	#	%	#	%
Childcare	14	2	14	0	0	0	0	2	14	1	7	3	21	5	36
McKinney-Vento Act Count: 3															

Closing the reporting period (2 of 2)

- 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

Ip Status [Print Help](#)
[Home](#) [Exit](#)

Person | **Sch/CC** | **My Site** | **Adm** | **Rpts** | **Oth**

[Build Roster](#) | [Ip Status](#) | CA-60

Summary as of: 07/10/2023 06:05 PM

339001679 Childcare Test Site										October 2022					
Grade	Stud	Comp		Prov		Waiv-M		Waiv-R		Waiv-O		Wavers		Compliant	
		#	%	#	%	#	%	#	%	#	%	#	%	#	%
Childcare	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
McKinney-Vento Act Count: 4															

[Close Period](#)



Common Errors with Reporting (1 of 2)

Situation

30 children are on the IP Roster but only 20 appear on the IP Status

Possible Answer

- Check that the reporting period is current
- Children may have an invalid grade entered
- Childcare entered the information the day the IP Status was viewed, and the status has not updated

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](#)

Michigan Care Improvement Registry (MCIR) School/Childcare Petition to Modify MCIR Data				
Requestor's Information		Please Print or Type		
Name of School/Childcare (Site Name)		Phone Number include Area Code		
Name of Person Completing This Form		County This Site is Located In	Fax Number include Area Code	
Child's Information as it currently appears in MCIR				
Current MCIR Name (Last, First, Middle)			MCIR ID Number	
Parent/Guardian's Name			Child's Date of Birth (mm/dd/yyyy)	
			/ /	
To change Immunization date(s) Attach additional sheet if needed				
Fax a copy of the Immunization Data provided by the parent/guardian.				
Vaccine Name	MCIR Date (mm/dd/yyyy)	Correct Date (mm/dd/yyyy)	Choose One	
			Modify	Delete
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
Requested documentation is required to make any changes in MCIR				
To change Date of Birth -or- To Correct Child's Name			Please Print or Type	
Correct Last Name				
Correct First Name				
Correct Middle Name			Sex: <input type="checkbox"/> F <input type="checkbox"/> M	
Correct Suffix (ie - Jr, Sr, I, II, III)	Correct Birth Date	mm	dd	YYYY
Do not send documentation – Please see instructions.				
Fax this sheet and requested documentation to: 517-335-9855				
If you have any questions regarding this form, please call 517-335-8159 and ask for the MCIR Program.				
FOR MCIR USE ONLY				
Date	Initials			

This document is subject to revision or withdrawal at the discretion of the Michigan Department of Health and Human Services Rev. 5-18-2021

Patient/Parent/Legal Guardian Request to Change Information

Only the patient/parent/legal guardian may request a legal name change (adoption)

Resource: [Patient/Parent/Legal Guardian Request to Change Information](#)

Michigan Care Improvement Registry (MCIR)
Patient/Parent/Legal Guardian Request to Change Information

NOTE: this form is ONLY for use by Patients, or the Parent/Legal Guardian of a Patient.

- Medical Providers: You must NOT use this form to request a change in a patient's record. Go to <https://www.mcir.org/providers/regional-coordinators/contact-regions>, then click on the applicable Region for your office and use the forms provided.
- Schools/Child Care: This request MUST be from the parent/legal guardian if it is a legal name change. To eradicate spelling errors schools/childcare may submit this form: https://www.mcir.org/wp-content/uploads/2014/10/School-Childcare_Med/Person_Data.pdf

DID YOU?

- Complete ALL boxes in Part 1 exactly as the information currently appears in MCIR?
- Print/type the NEW name in the appropriate field?
- Include documentation showing the new name? Please indicate type:
 - State-Issued ID or Driver's License
 - Birth Certificate
 - Marriage License
 - Adoptive Record
 - Other Legal Document _____
- Submit a copy of your picture ID or legal documentation showing your authority to make this request as a parent or guardian?

Failure to submit a copy of one of the above acceptable documents will delay the processing of this request. Fax or mail to your Regional MCIR Office: <https://www.mcir.org/providers/regional-coordinators/contact-regions>

PART 1: Record Information – Please print or type
Name as it currently appears in MCIR: All boxes with *MUST be completed. Put n/a if none.

Last	First	Middle	Suffix
*Date of Birth (mm/dd/yyyy)		MCIR ID#	

PART 2: New Information: Fill in information as it should appear.

New Last	New First	New Middle	Suffix
*Current Address	*City	*State	*Zip code
Correct Date of Birth (mm/dd/yyyy)	*Daytime Phone # *Area Code		

Requestor's Name ↓ Please print or type Relationship to person on record ↓

Requestor's Signature (This form MUST be signed.) ↓ Date ↓

FOR MCIR USE ONLY

Date	Initials
------	----------

This document is subject to revision or withdrawal at the discretion of the Michigan Department of Health and Human Services. 2-17

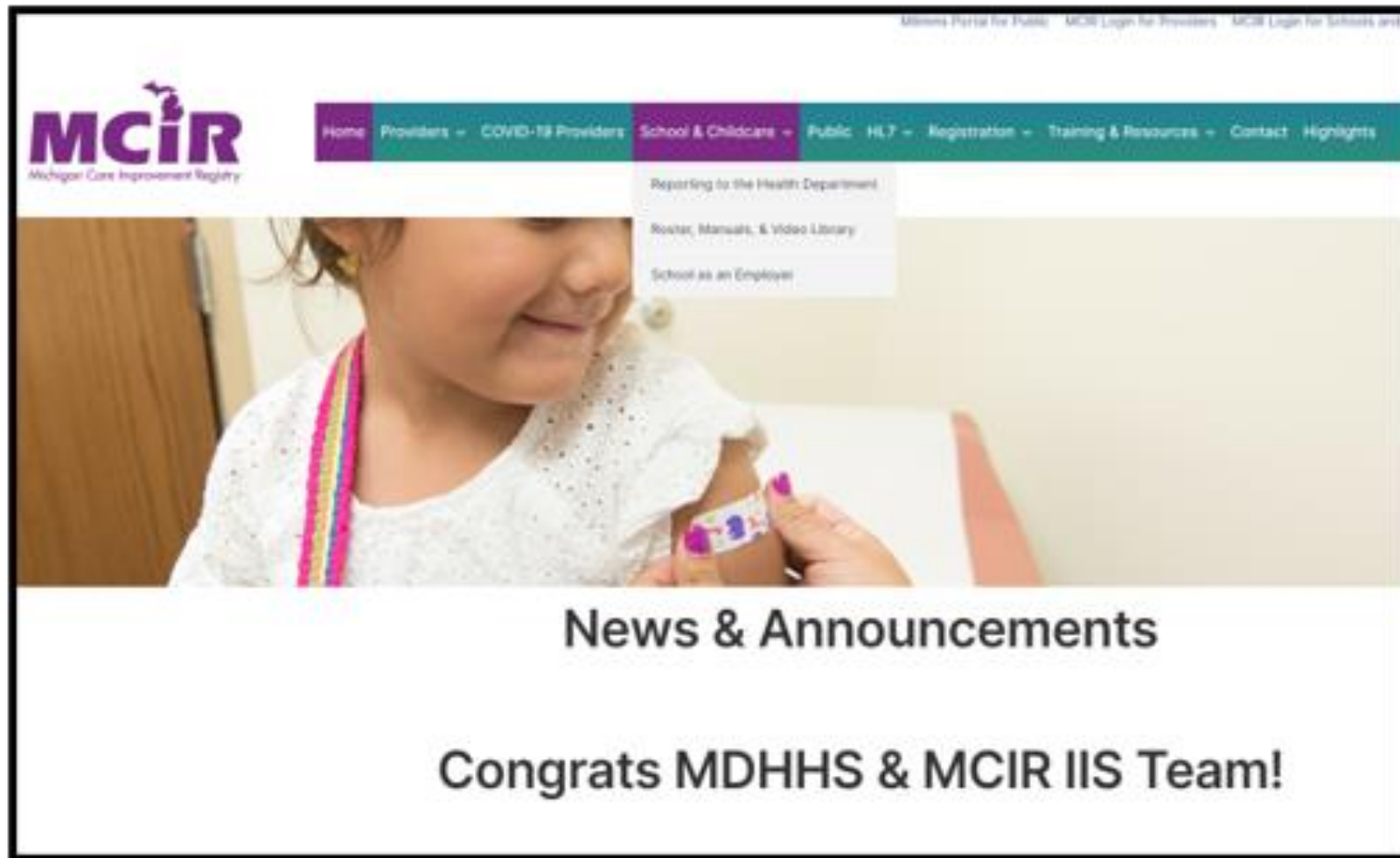
Childcare Administration Responsibilities

- 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



The screenshot shows the MCIR website interface. At the top right, there are links for "Michigan Portal for Public", "MCIR Login for Providers", and "MCIR Login for Patients and". The main navigation bar includes "Home", "Providers", "COVID-19 Providers", "School & Childcare", "Public", "HL7", "Registration", "Training & Resources", "Contact", and "Highlights". A dropdown menu is open under "School & Childcare", listing "Reporting to the Health Department", "Roster, Manuals, & Video Library", and "School as an Employer". Below the navigation is a large image of a young girl in a white dress with a colorful beaded necklace, having a bandage applied to her arm. Underneath the image, the text reads "News & Announcements" and "Congrats MDHHS & MCIR IIS Team!".

Reporting Checklist



Adding and Editing Immunizations a...
MCIR
How to Add and Edit
Immunizations and Waivers

**MAKE MCIR.ORG
YOUR ONE STOP SHOP FOR
REPORTING RESOURCES**

Childcares

- REPORT Deadline: OCTOBER 1ST
 - Build and update roster by OCTOBER 1ST
 - Submit report on OCTOBER 2ND
- Report all students except school age, who will be reported by their school
- IP 100/101 rate must be 90%
- Run the following reports:
 - IP 100/101
 - Waiver
 - Hearing

Schools

- Report deadlines
 - NOVEMBER 1ST - IP 100/101 rate = 90%
 - FEBRUARY 1ST - IP 100/101 rate = 95%
- Report all kindergarteners
- Report all seventh graders
- Report all students new to the district (regardless of age or grade)
- Run the following reports:
 - IP 100/101
 - Waiver
 - Vision

MCIR Help Desk
1-888-243-6652
MDHHS-MCIRHelp@michigan.gov

MCIR
Michigan Care Improvement Registry

Immunization Program Reporting (IP 100/101) Checklist

- ✓ View training videos
- ✓ Create roster
- ✓ Modify roster
- ✓ Run the Letters to Parents report
- ✓ Run the future needs report
- ✓ Send letters home
- ✓ Run applicable reports
- ✓ Print reports before closing period
- ✓ Click close period

FAX REPORTS TO THE COUNTY HEALTH DEPARTMENT, FIND YOUR CONTACT HERE:
[Local Health Dept. Contacts](#)

MCIR.ORG TRAINING VIDEOS

- Roster Basics
- Building a Roster
- Adding and Editing Immunization
- Modify, Delete and Mark Records as Duplicates
- Creating and Viewing Reports
- Marking Students as Kindergarten
- Roundup

Resources (1 of 2)

Description	URL
MILogin Account and MCIR Registration	https://mcir.org/registration/
Adding/Removing Users to a Site	https://mcir.org/wp-content/uploads/2020/02/Add_Delete-Site-Users-SCHOOL2020.pdf
Request to Change Site Administrator Form	https://mcir.org/wp-content/uploads/2020/07/RequestChangeSchoolChildcareSiteAdminForm-7202020.pdf
State MCIR Helpdesk	MDHHS-MCIRHelpdesk@michigan.gov (email address)
School and Childcare Manual	School and Childcare Manual
Vaccines Required for School	Vaccines Required for School
Your LHD Contact	School and Childcare LHD Contacts
How to Build a Roster	How to Build a Roster
SCC-Reporting-Checklist-Flyer	Reporting Checklist Flyer

Resources

(2 of 2)

Description	URL
Childcare Aggregate Report form	Childcare Aggregate Report Form
Childcare Aggregate Report Form Tip Sheets	Childcare Aggregate Report Form Tip Sheet
School/Childcare Petition to Modify MCIR Data	https://mcir.org/wp-content/uploads/2014/10/School-Childcare_Modify_Person_Data.pdf
Patient/Parent/Legal Guardian Request to Change Information	Request a Name Change
Adding/Removing Users to a Site	Add Delete Site Users
Consent for Disclosure	Consent for Disclosure
Future Vaccine Need Report	Future Vaccine Need Tip Sheet

Question and Answer Session

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)



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Thank You for Your Support!



Source: Microsoft PowerPoint Stock Image