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)

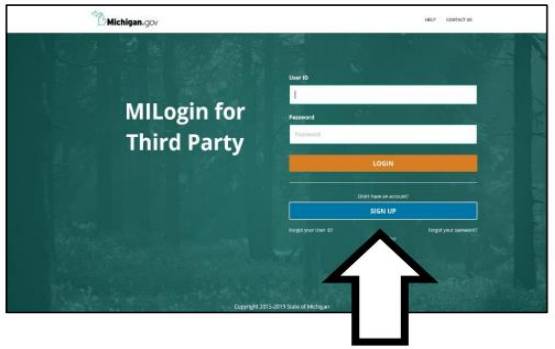
HOW TO REGISTER FOR A MILOGIN ACCOUNT

MILOGIN REGISTRATION FOR THIRD PARTY

START HERE

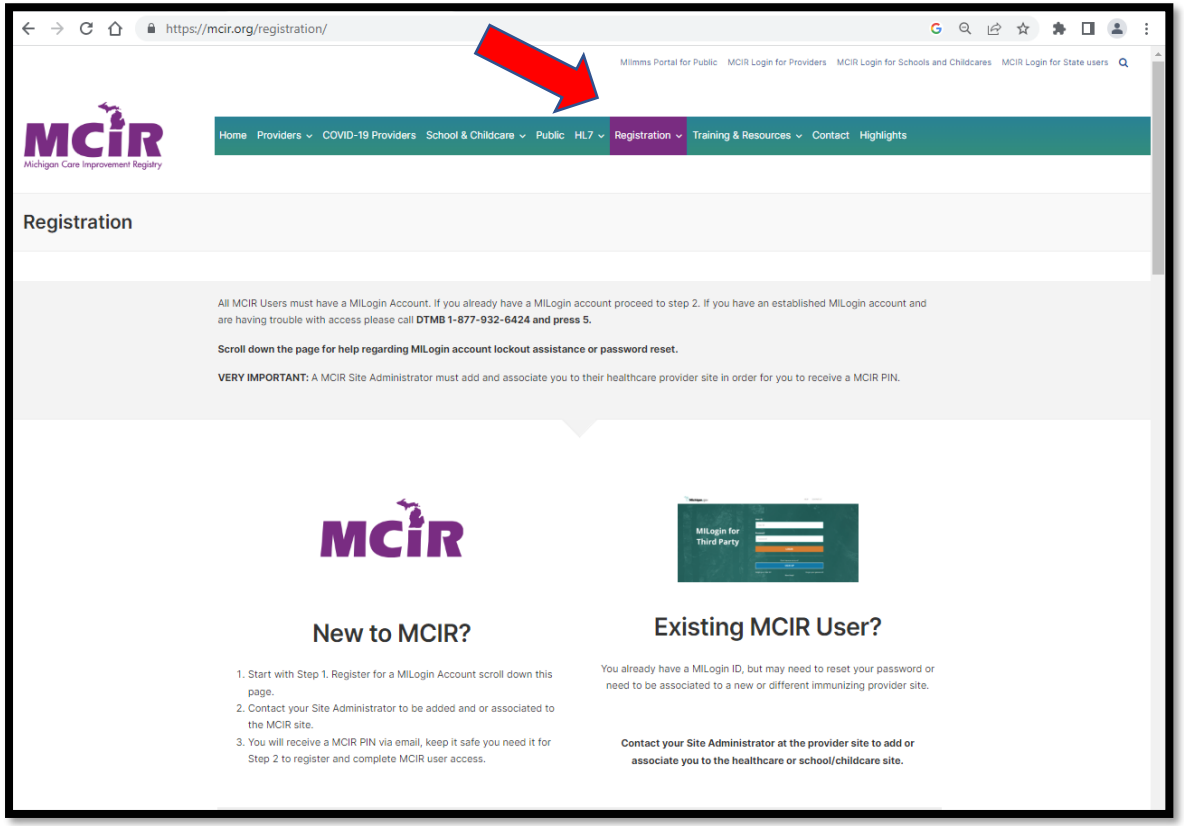
Visit MILOGIN PAGE

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



mcir.org/registration/

MCIR/SIRS Access Profiles

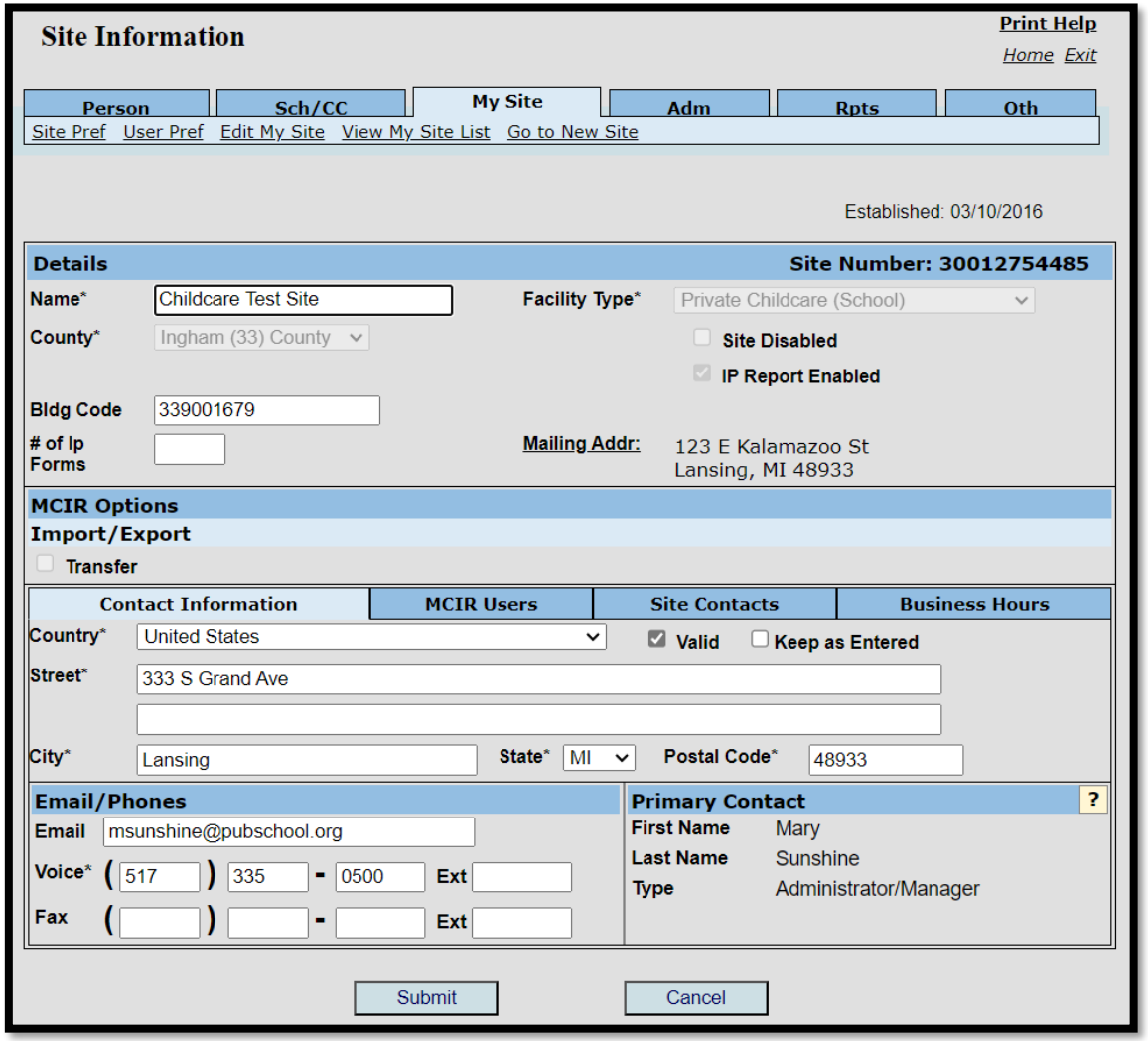
- **Childcare Administrator** – Has access to all SIRS childcare site system functions including adding/expiring users from the childcare site

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

Site Administrator Duties

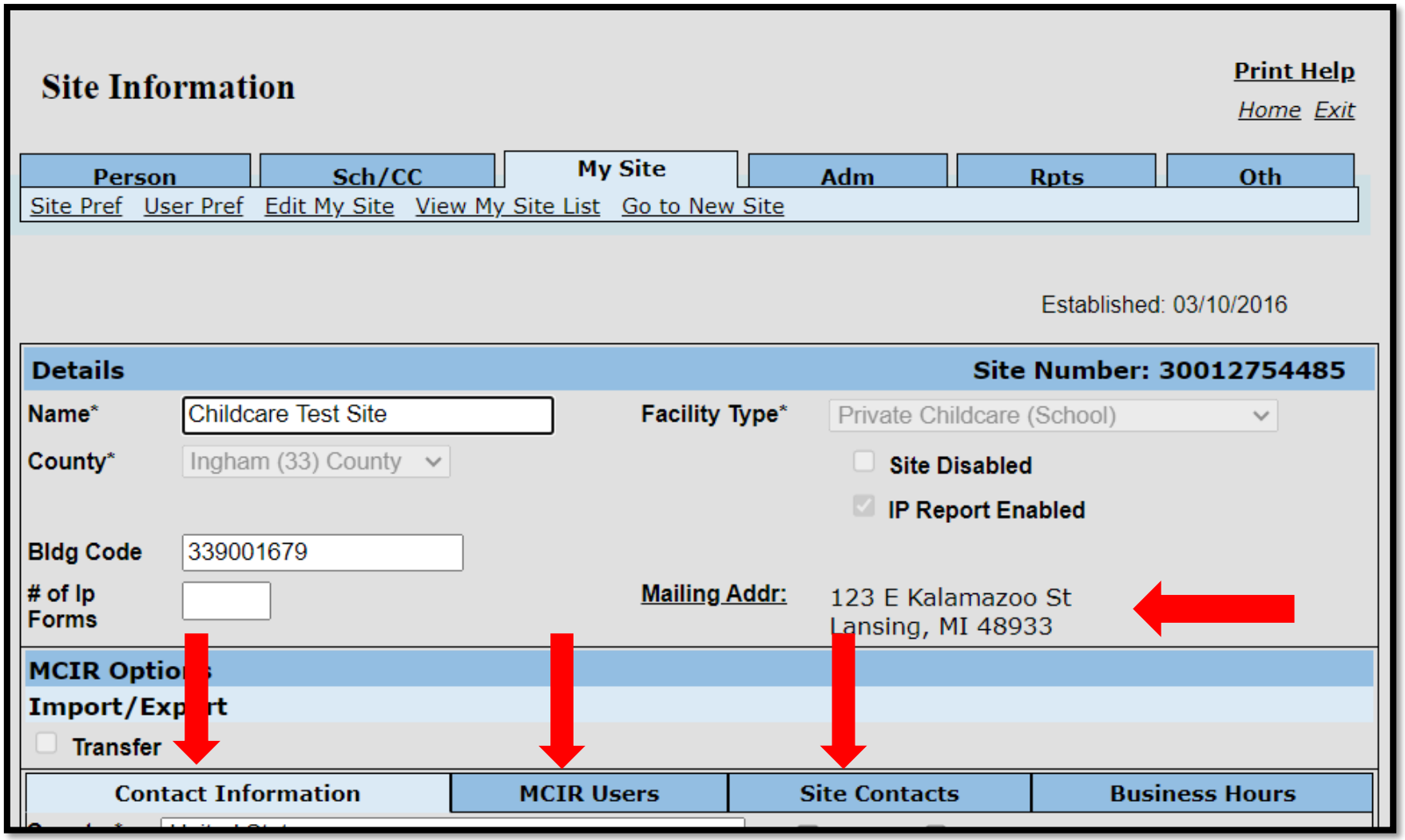
- MCIR/SIRS Site Administrators are users who have access to extra functions that a Childcare User does not
- Site Administrators are responsible for adding and removing Childcare Users
  - Adding/Removing Users to a Site
- Review information for the childcare site at least annually
- Each childcare 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

Updating Site (1 of 5)

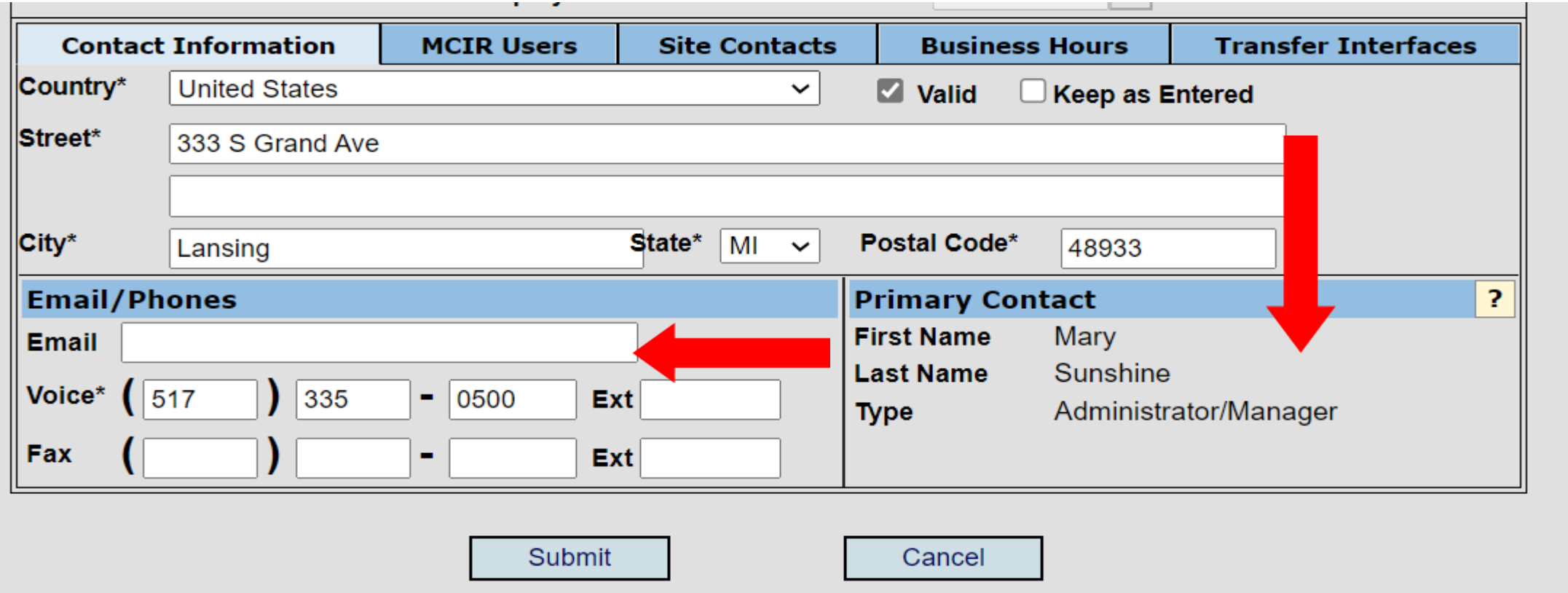


Site administrators must review their site information in **Edit My Site** at least annually. Communicate any changes to the LHD immediately.

Updating Site (2 of 5)

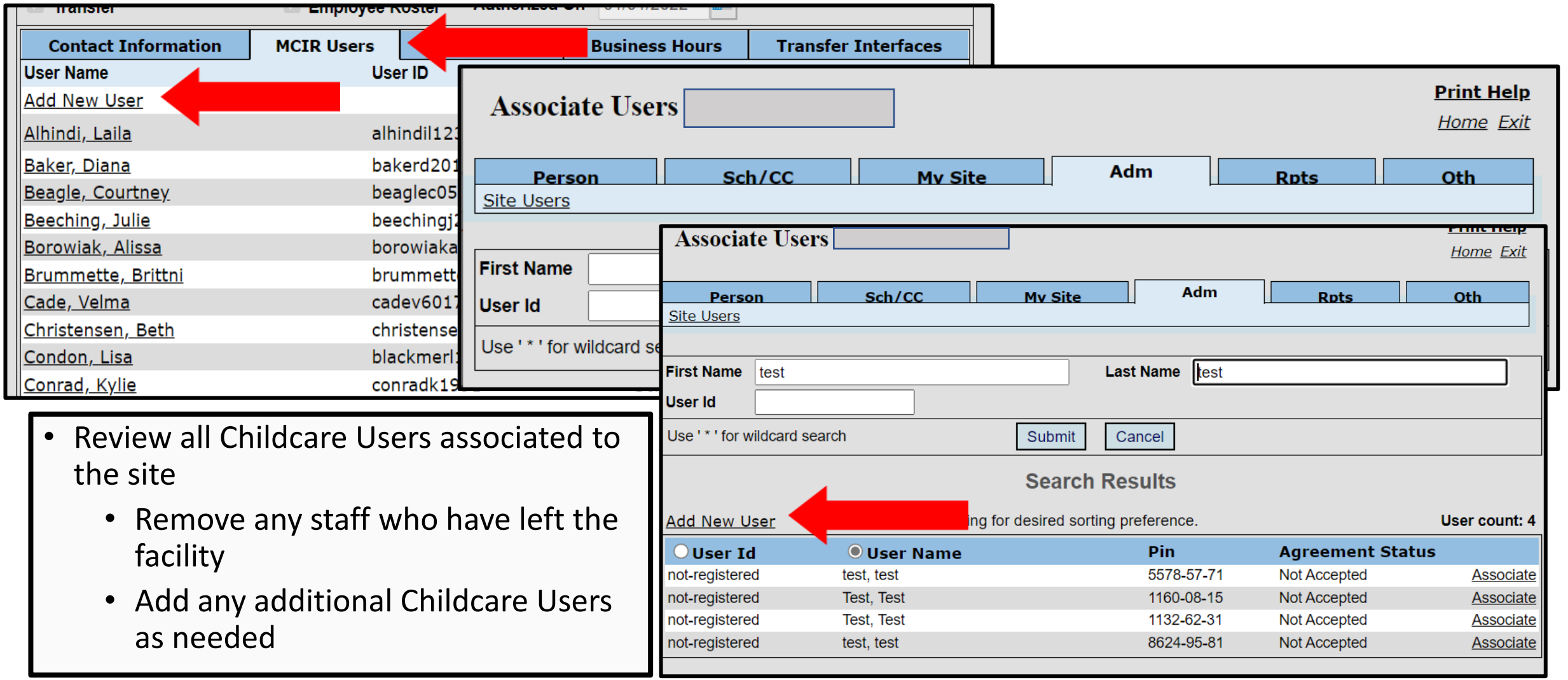


Updating Site (3 of 5)



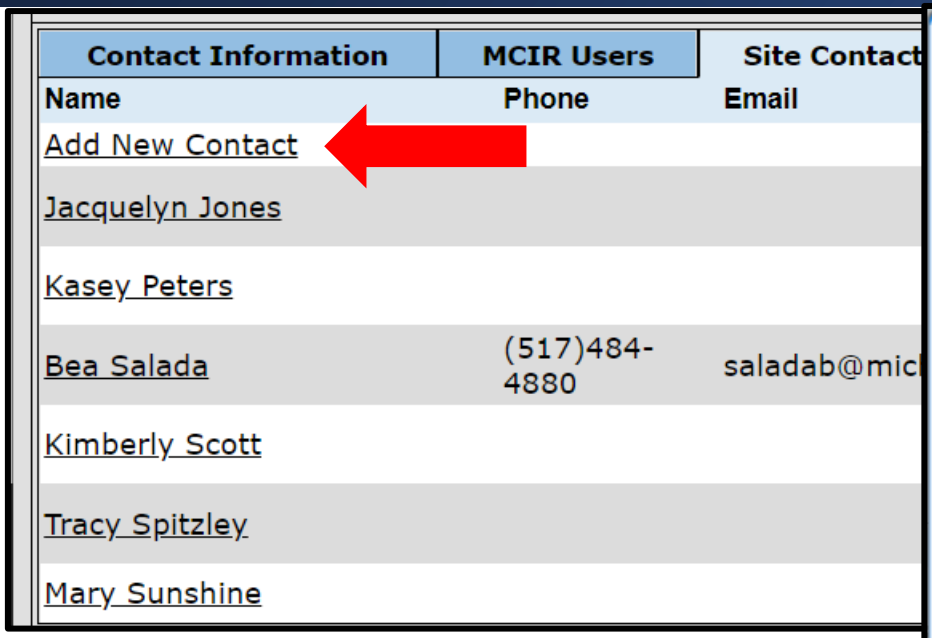
- Ensure that all information is filled out correctly

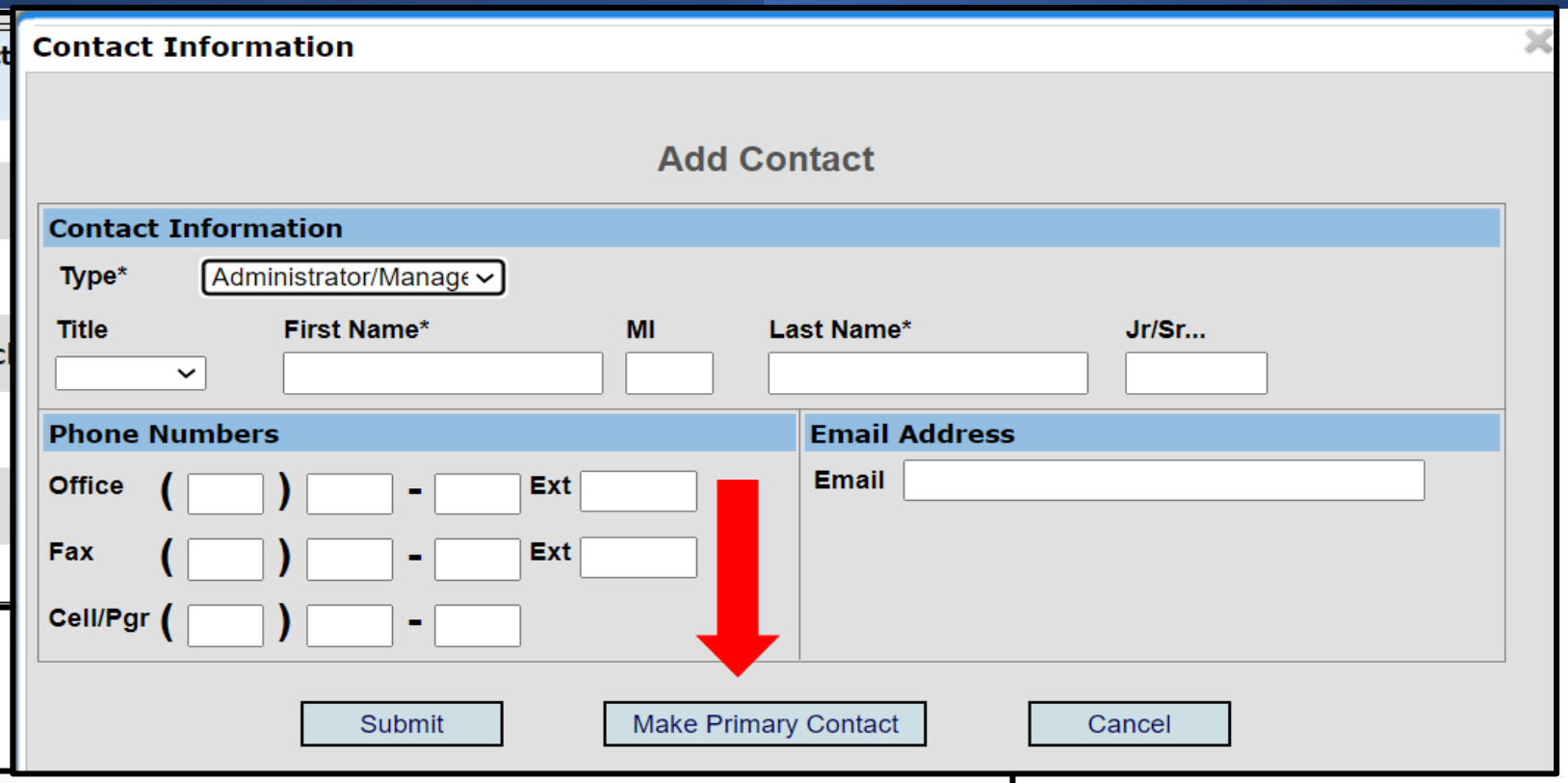
Updating Site (4 of 5)



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

Updating Site (5 of 5)





- 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

Childcare IP Roster (2 of 2)

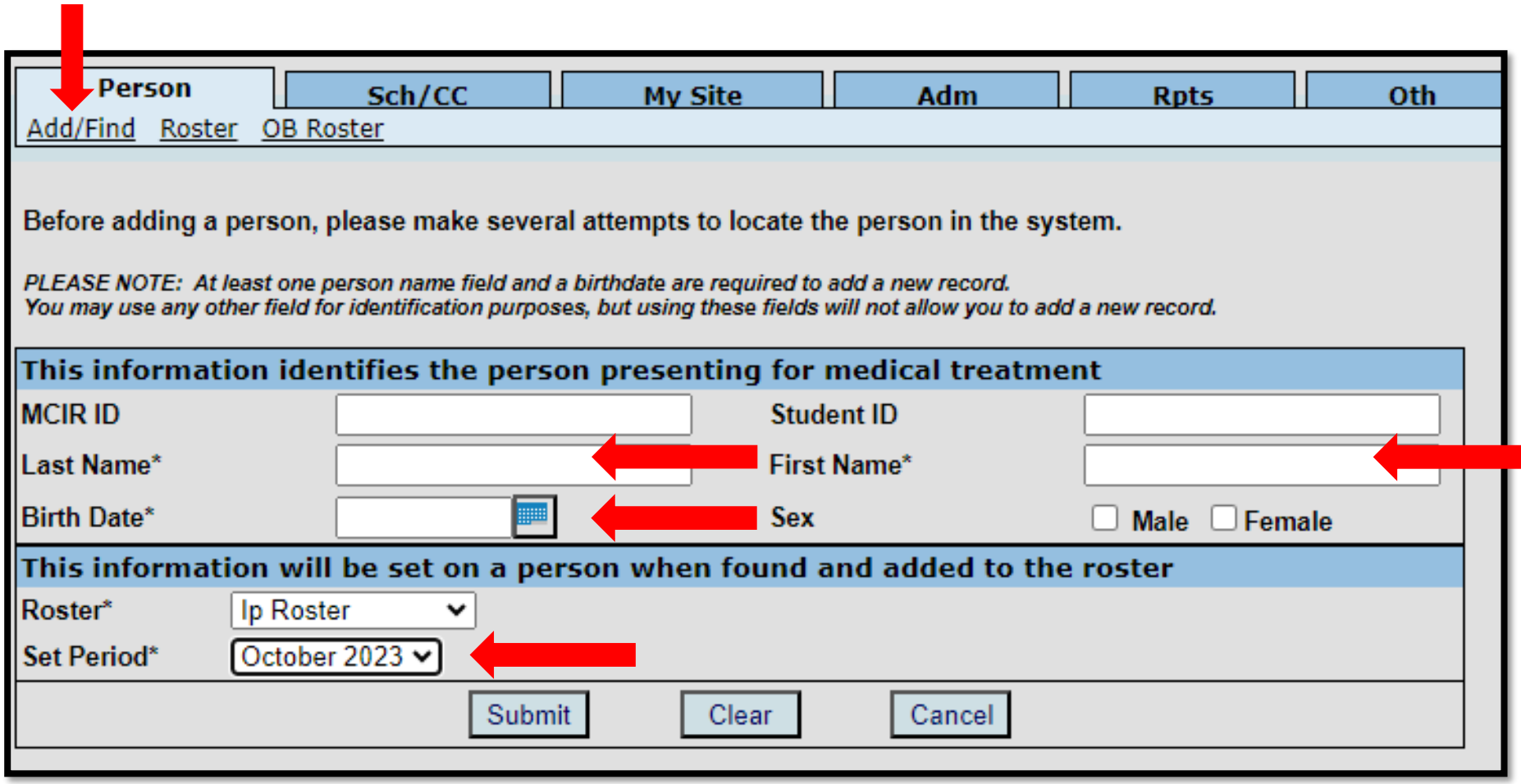
- Rosters should be reviewed on an ongoing basis
  - Children can be added or removed from a roster if they change childcare centers prior to closing the reporting period
  - Check that the children are associated with the correct reporting period and are assigned a “C” for their grade

- 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)

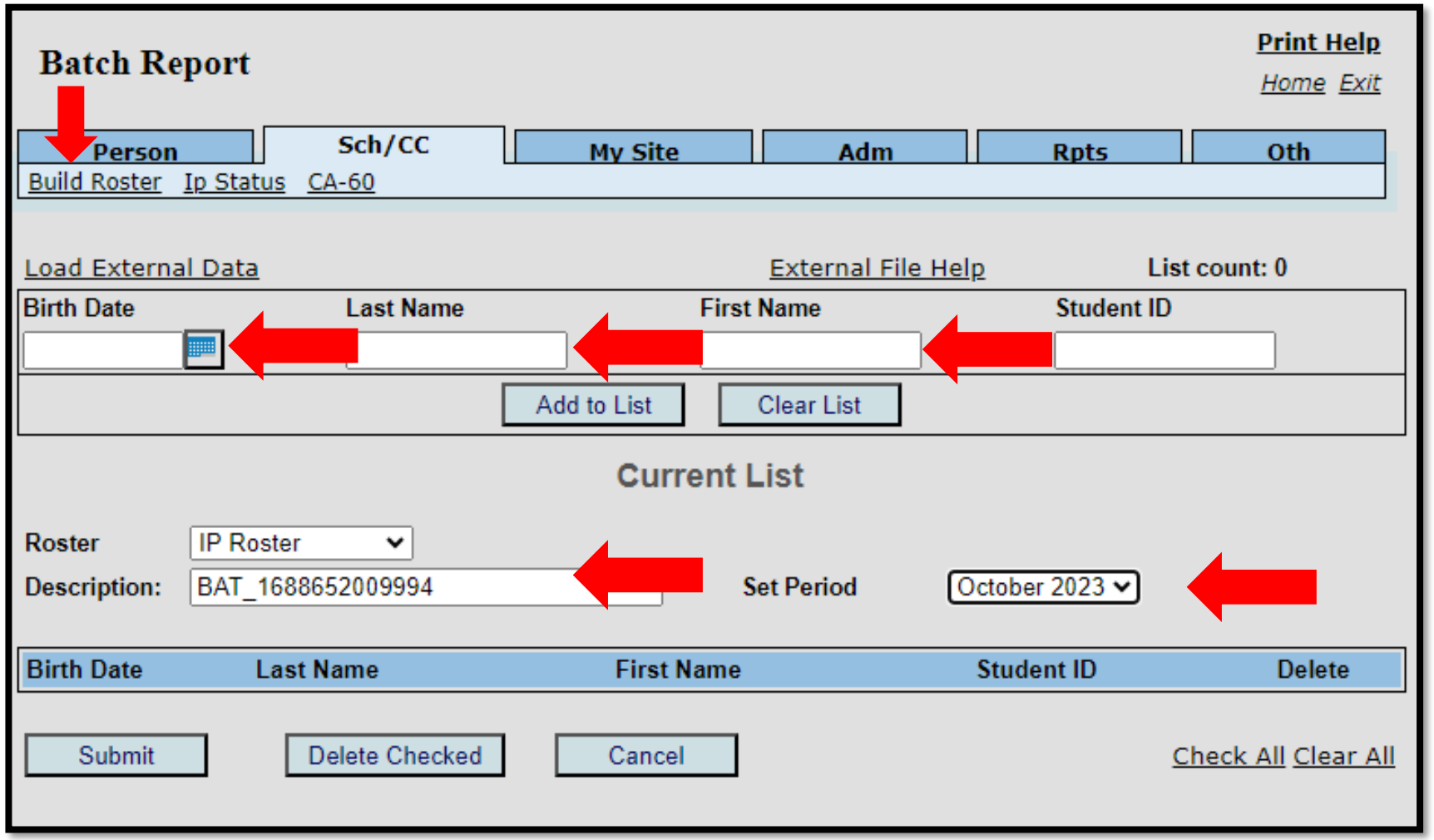
- **Option 1:** Build the roster by using the **Add/Find** feature under **Person**
- **Option 2**: Select **Build Roster** under the **School/Childcare** tab

Building a Roster (2 of 3)



Option 1: Add/Find

Building a Roster (3 of 3)



Option 2: Build Roster

Roster Tools

Building a Roster in MCIR for Childcares

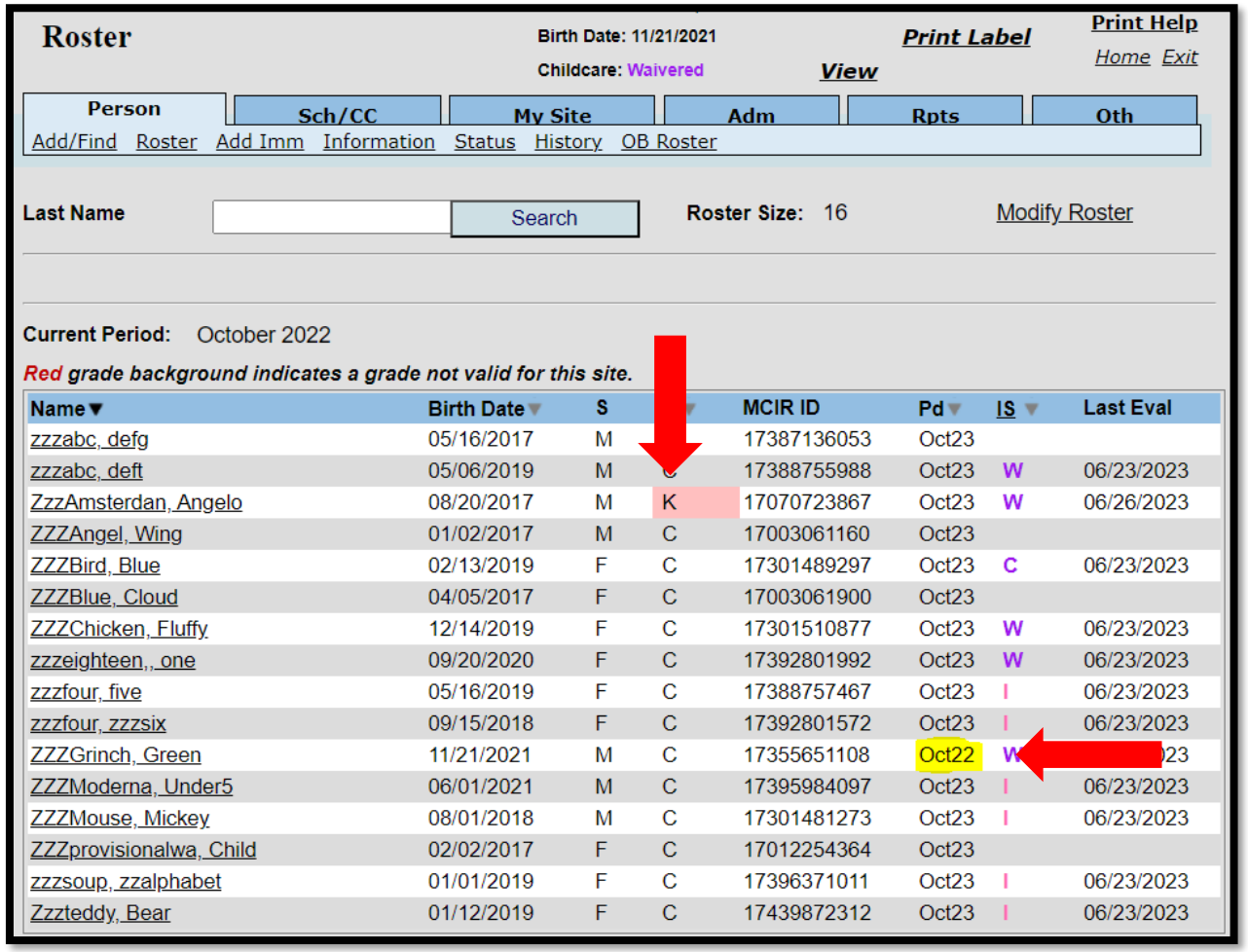
Roster, Manuals, & Video Library – mcir.org

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



Name	Birth Date	S		MCIR ID	Pd	IS	Last Eval
zzzabc, defg	05/16/2017	M		17387136053	Oct23		
zzzabc, deft	05/06/2019	M	C	17388755988	Oct23	W	06/23/2023
ZzzAmsterdan, Angelo	08/20/2017	M	K	17070723867	Oct23	W	06/26/2023
ZZZAngel, Wing	01/02/2017	M	C	17003061160	Oct23		
ZZZBird, Blue	02/13/2019	F	C	17301489297	Oct23	C	06/23/2023
ZZZBlue, Cloud	04/05/2017	F	C	17003061900	Oct23		
ZZZChicken, Fluffy	12/14/2019	F	C	17301510877	Oct23	W	06/23/2023
zzzeighteen,, one	09/20/2020	F	C	17392801992	Oct23	W	06/23/2023
zzzfour, five	05/16/2019	F	C	17388757467	Oct23	I	06/23/2023
zzzfour, zzzsix	09/15/2018	F	C	17392801572	Oct23	I	06/23/2023
ZZZGrinch, Green	11/21/2021	M	C	17355651108	Oct22	W	023
ZZZModerna, Under5	06/01/2021	M	C	17395984097	Oct23	I	06/23/2023
ZZZMouse, Mickey	08/01/2018	M	C	17301481273	Oct23	I	06/23/2023
ZZZprovisionalwa, Child	02/02/2017	F	C	17012254364	Oct23		
zzzsoup, zzalphabet	01/01/2019	F	C	17396371011	Oct23	I	06/23/2023
Zzzteddy, Bear	01/12/2019	F	C	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

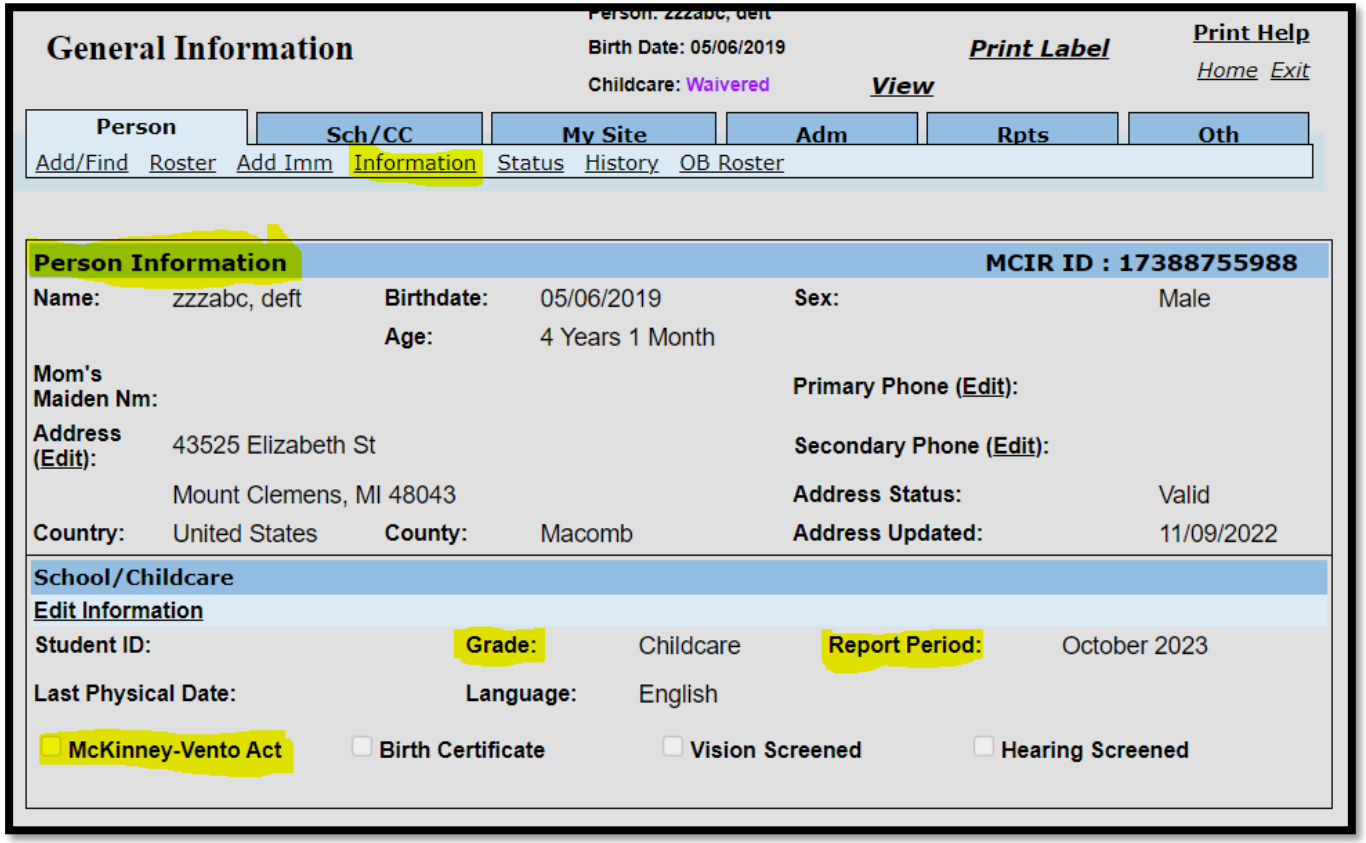
- Incomplete: The child is not up to date with childcare required vaccines and/or does not have a valid waiver
  - Child needs to either receive required vaccines or obtain a certified waiver
    - If the incomplete child receives vaccines, the assessment will change when the provider adds the immunizations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

  - Incomplete children should be excluded from the childcare center until they are complete, provisional or waivered. Excluded children must remain on the roster.

Pause for Questions

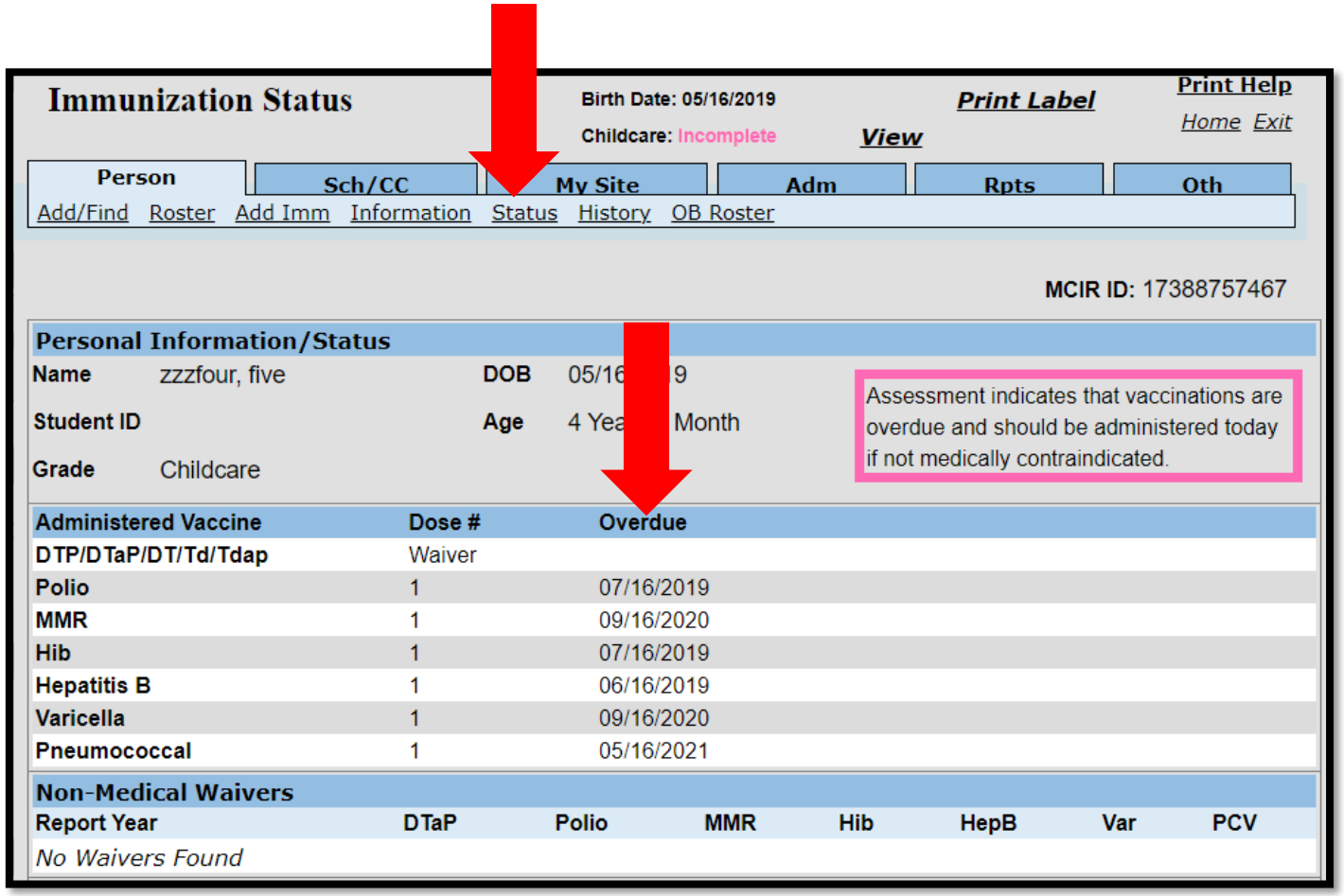
General Information

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



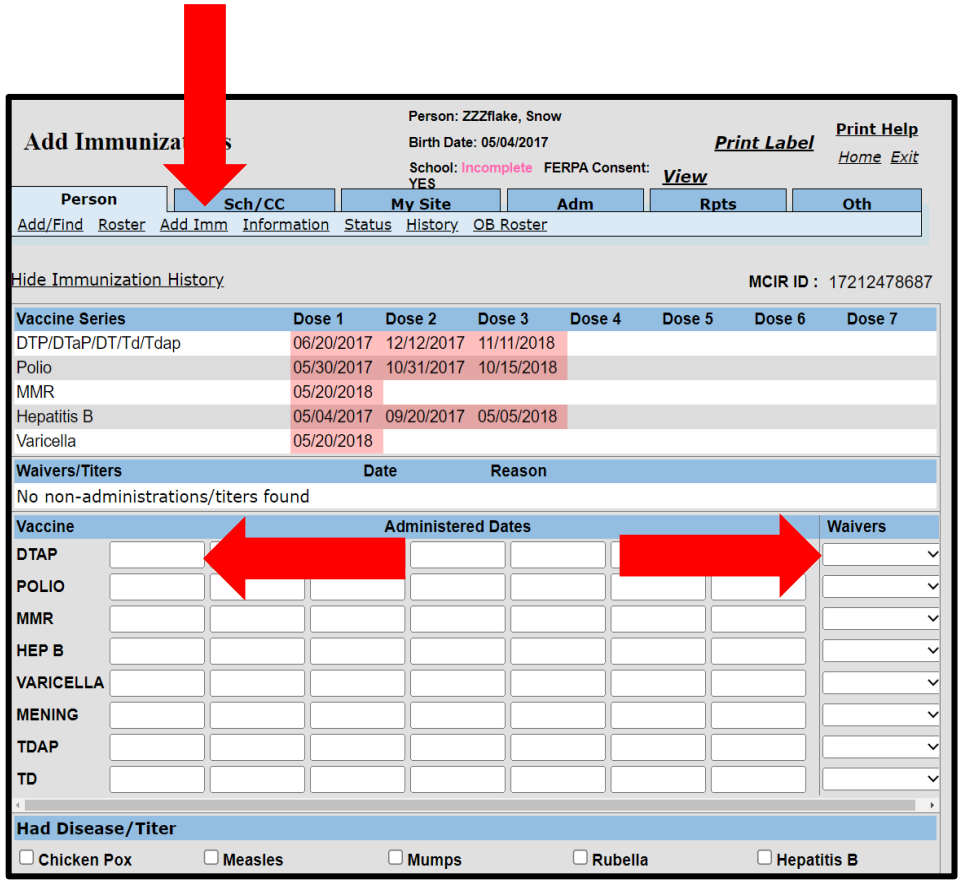
Immunization Status

- 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



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



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

January 1 – October 1

October Reporting Period

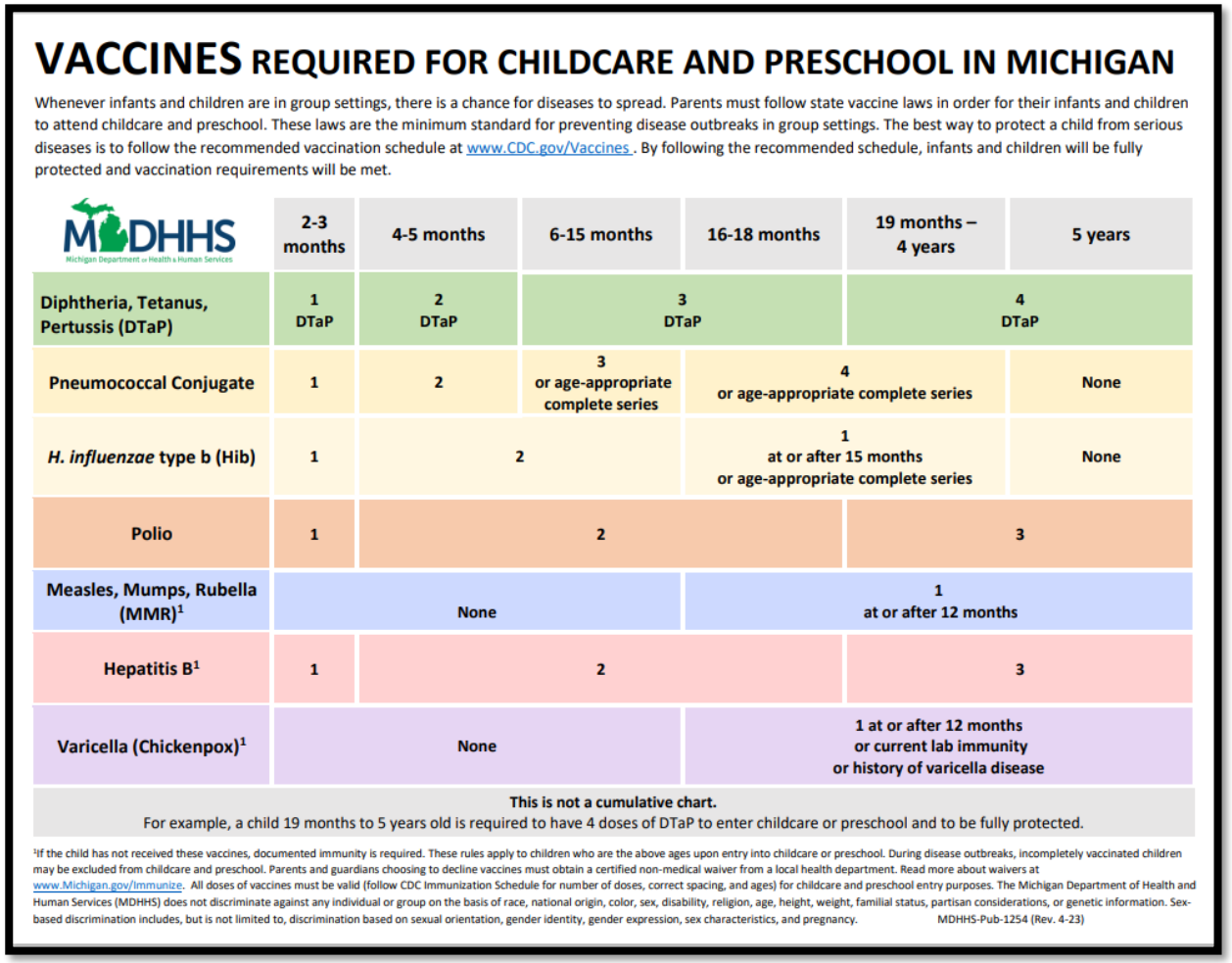
January 1 – October 1 + October 2 – December 31

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

MDHHS 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
H. influenzae 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.

[1]If 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)

Resource: Vaccines Required for Childcare Entry

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)

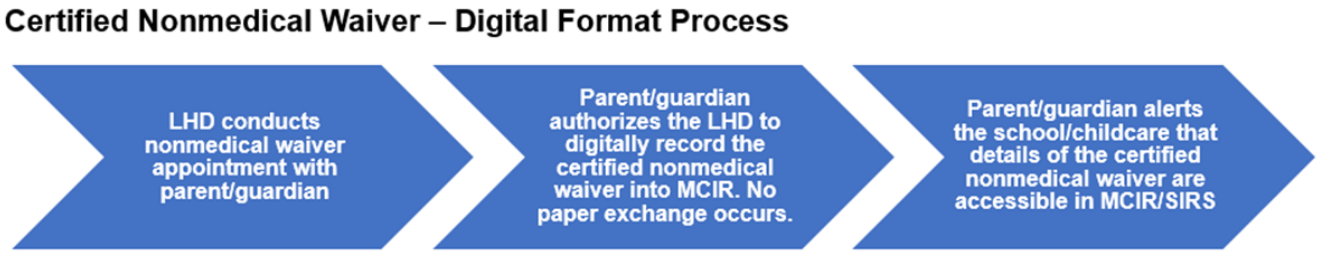
- **Nonmedical**
  - A parent or guardian holds a religious or philosophical ("other") belief against receiving the vaccine(s); in this case a Nonmedical Waiver form is required to be completed by the LHD

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.

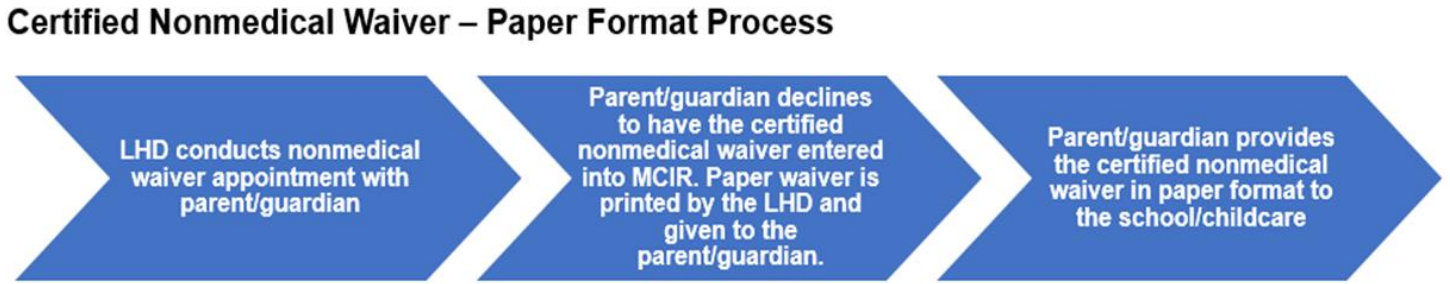
- Each time the child enrolls in a new childcare facility an updated waiver may not be needed provided they have not aged into any new required vaccine(s)



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.



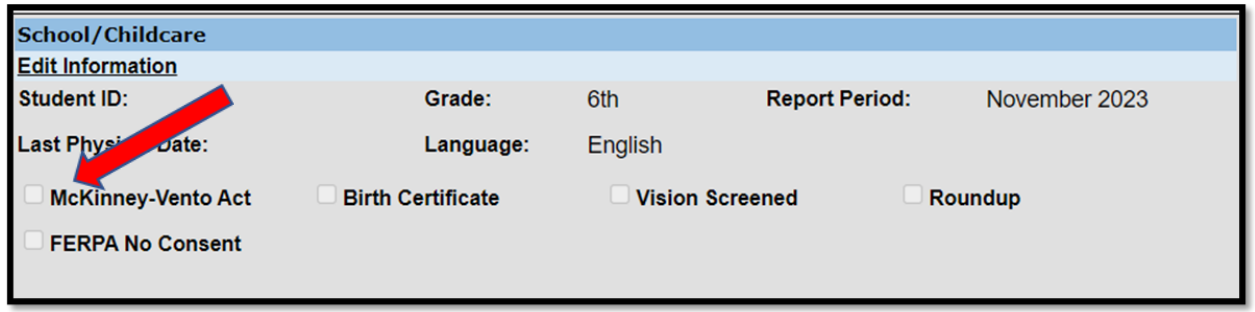
Waiver Documentation Process

- **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's status will automatically update to waivered 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



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 ≥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.

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.

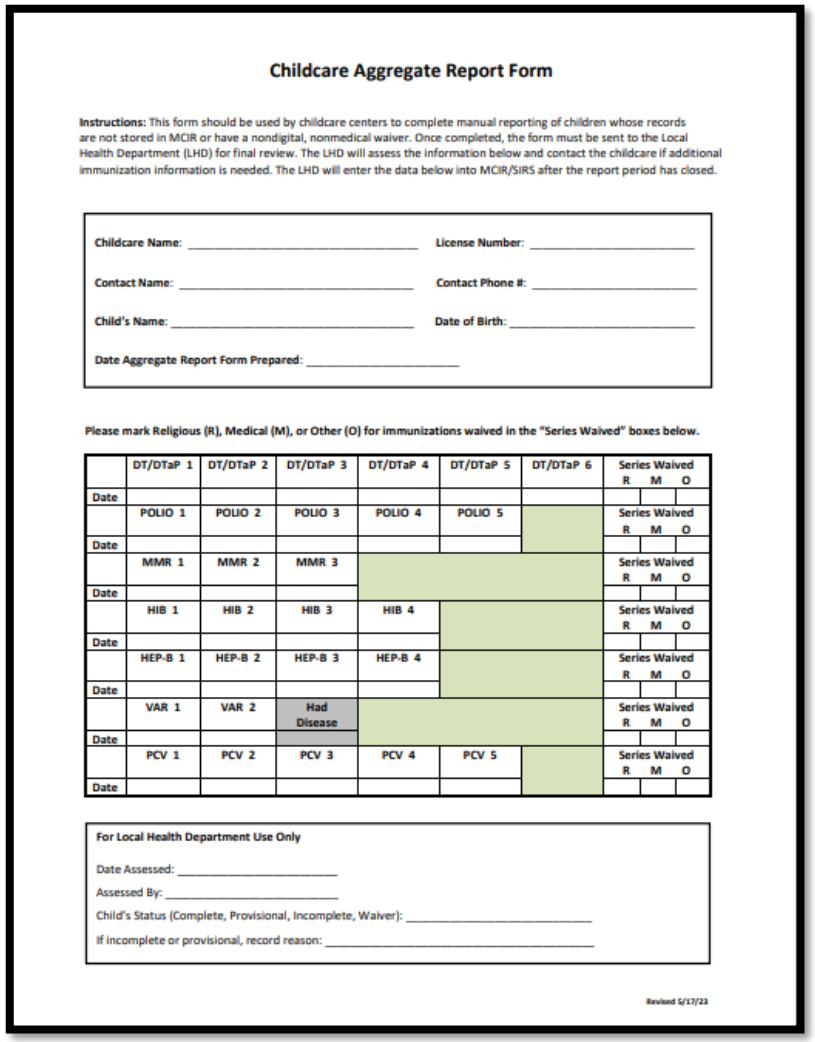
Reporting Responsibilities (3 of 3)

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: _____

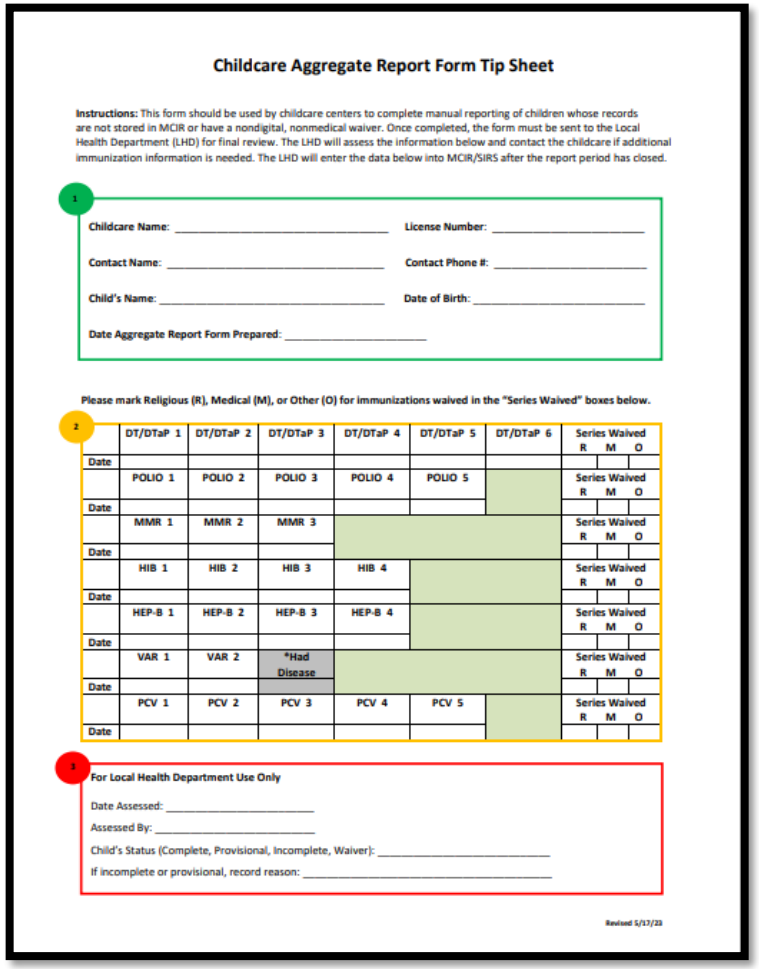
Assessed By: _____

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
Date							

3

For Local Health Department Use Only

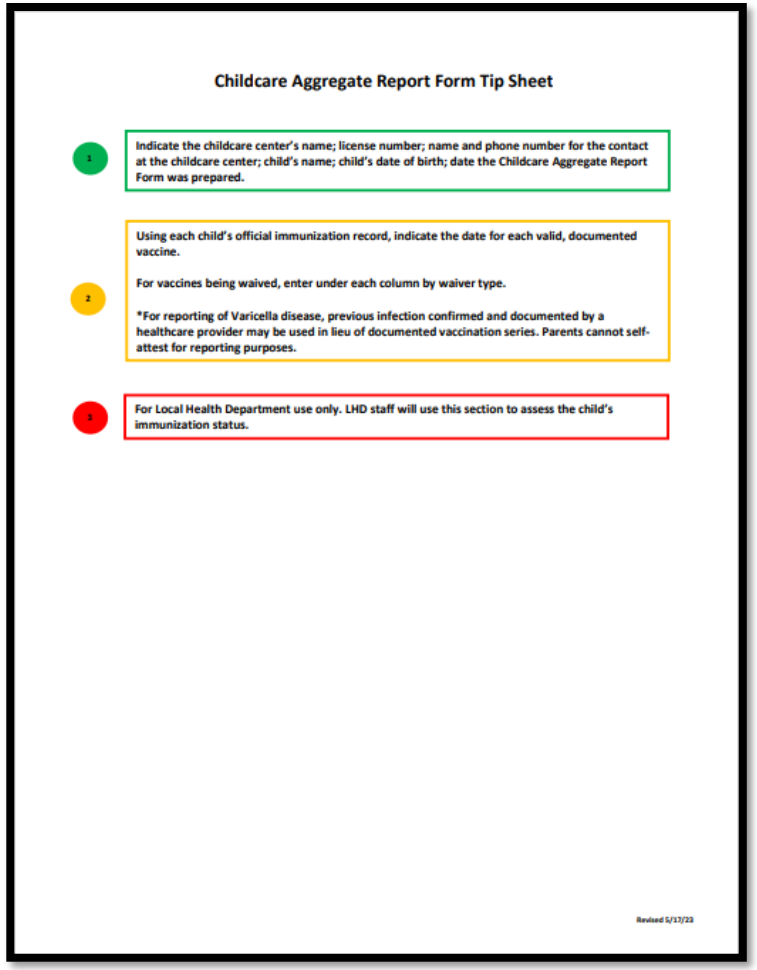
Date Assessed: _____

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.

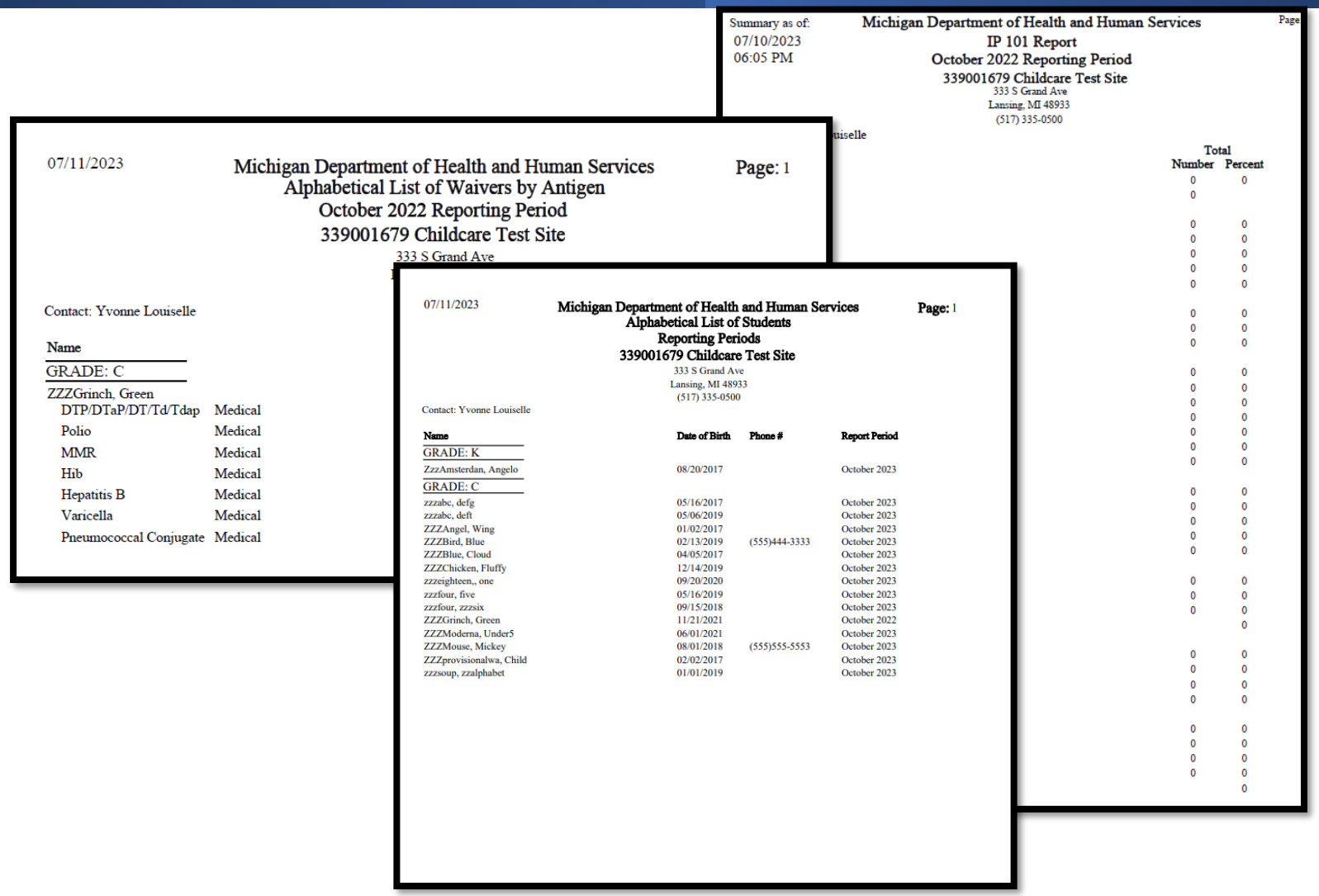
Revised 5/17/23

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



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

Page

uiselle

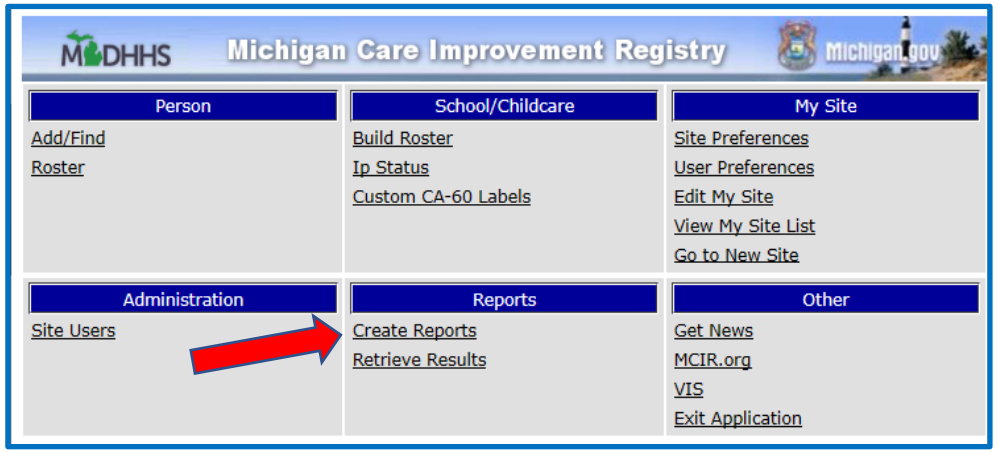
Total Number	Percent
0	0
0	
0	0
0	0
0	0

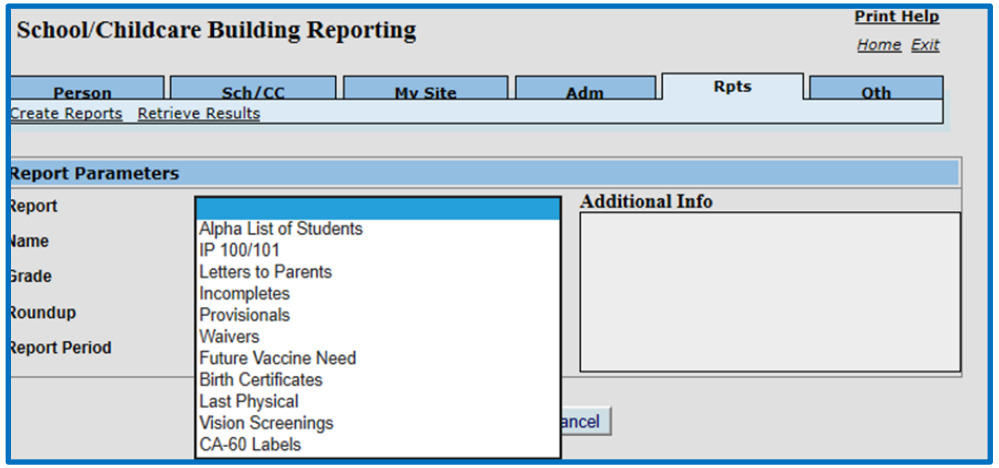
Alpha List of Students (1 of 2)

From the MCIR/SIRS Home Screen:

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

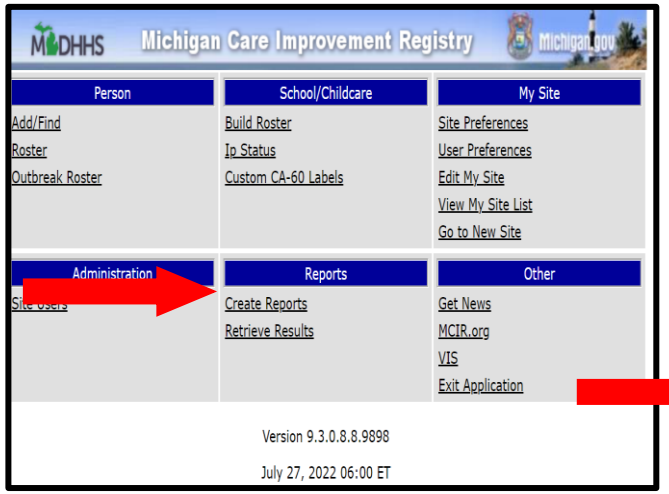
It is recommended that childcares create and save an Alpha List for each report period. This report generates a list of children by selected report period that are on the roster, sorted alphabetically. The Alpha List will serve as a back-up in the event of data loss.

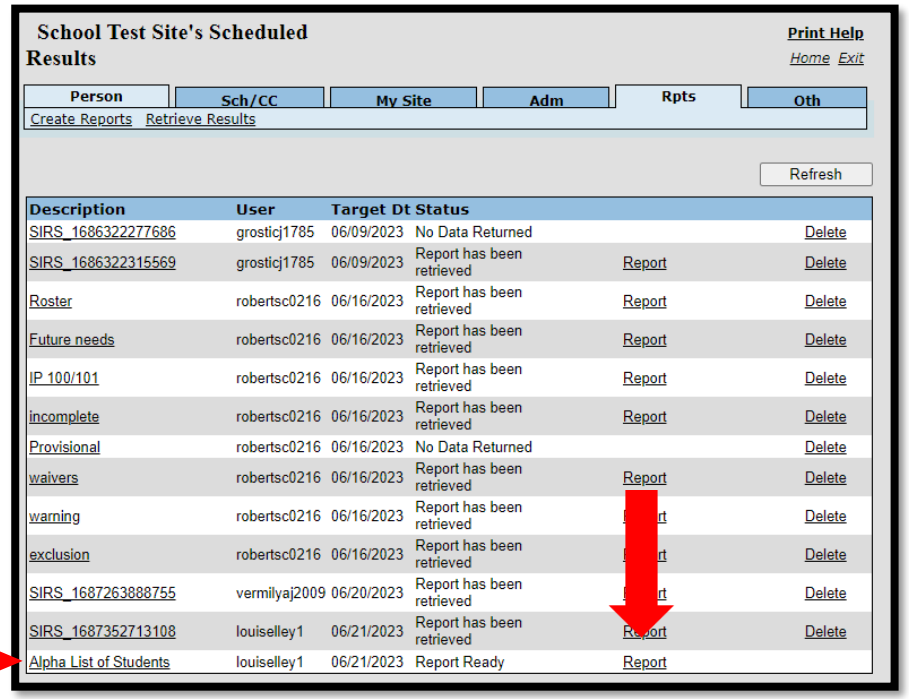


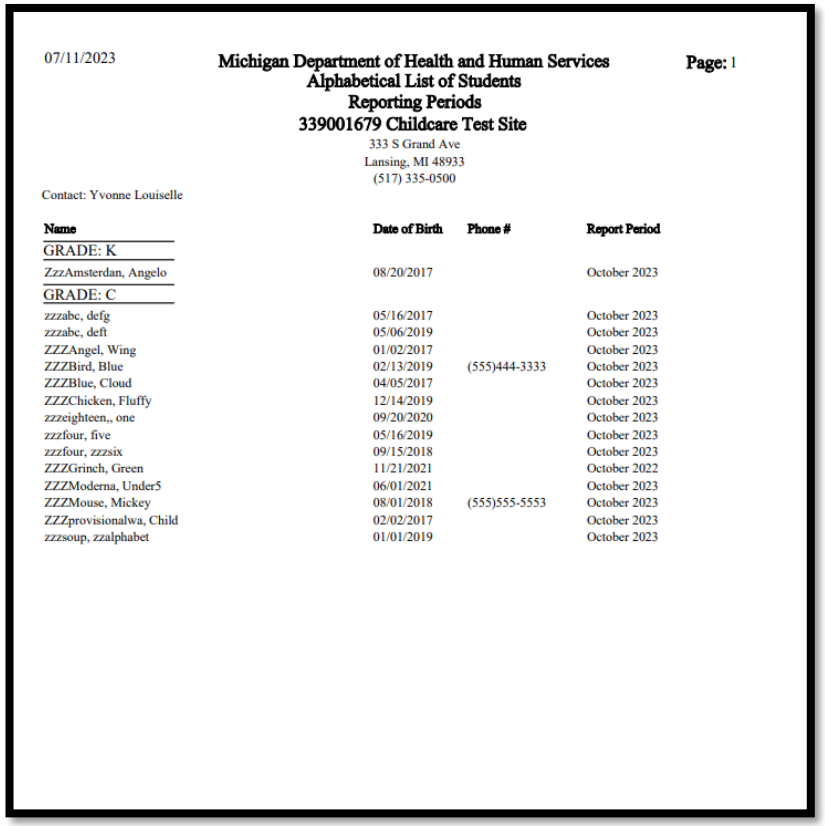


Alpha List of Students (2 of 2)

- Retrieve Results
- Locate your report
- Save or Print







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

Page: 1

Contact: Yvonne Louiselle

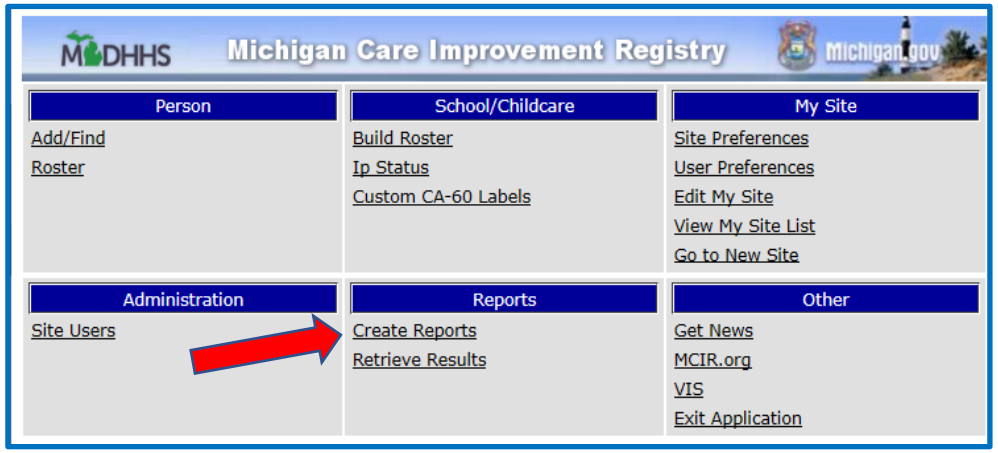
Name	Date of Birth	Phone #	Report Period
GRADE: K			
ZzzAmsterdan, Angelo	08/20/2017		October 2023
GRADE: C			
zzzabc, defg	05/16/2017		October 2023
zzzabc, deft	05/06/2019		October 2023
ZZZAngel, Wing	01/02/2017		October 2023
ZZZBird, Blue	02/13/2019	(555)444-3333	October 2023
ZZZBlue, Cloud	04/05/2017		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
zzzsoup, zzalphabet	01/01/2019		October 2023

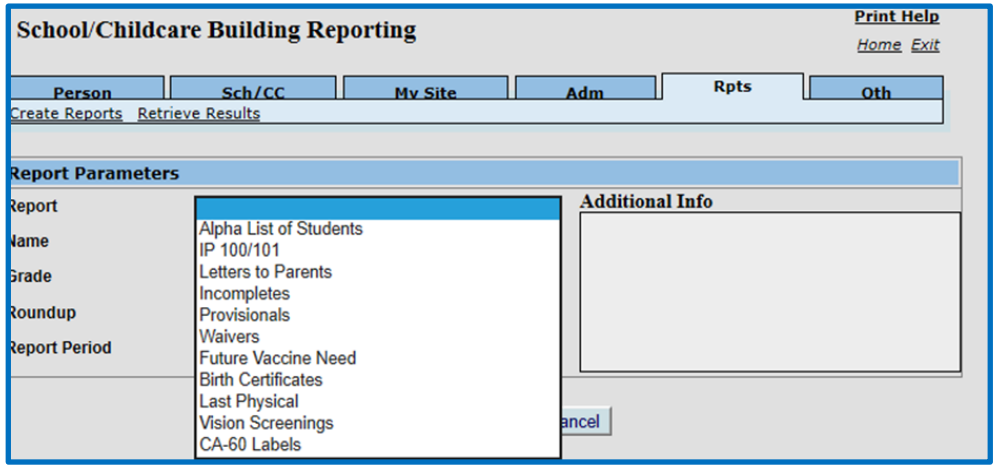
Future Vaccine Need Report (1 of 2)

From the MCIR/SIRS Home Screen:

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

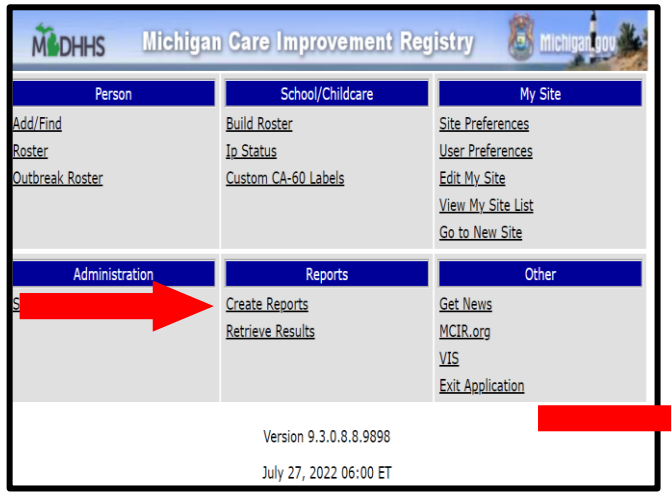
Childcares are encouraged to run this report in the spring for all enrolled children. This report generates letters and a listing of children that match the selected report period who will be overdue for a vaccine by the end of the current calendar year. It will also give you a list of children with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

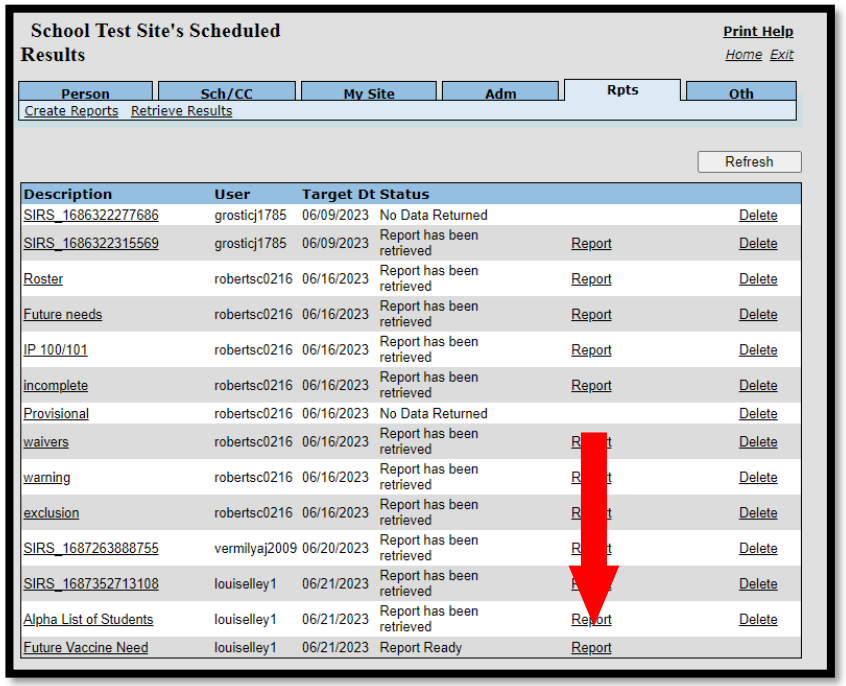


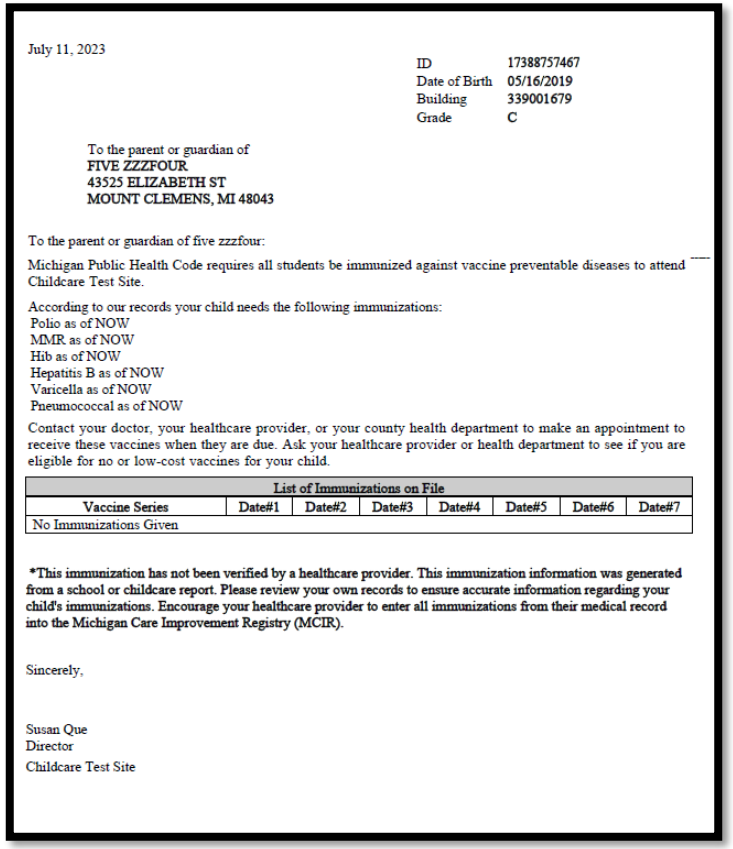


Future Vaccine Need Report (2 of 2)

- Retrieve Results
- Locate your report
- Save or Print







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).**

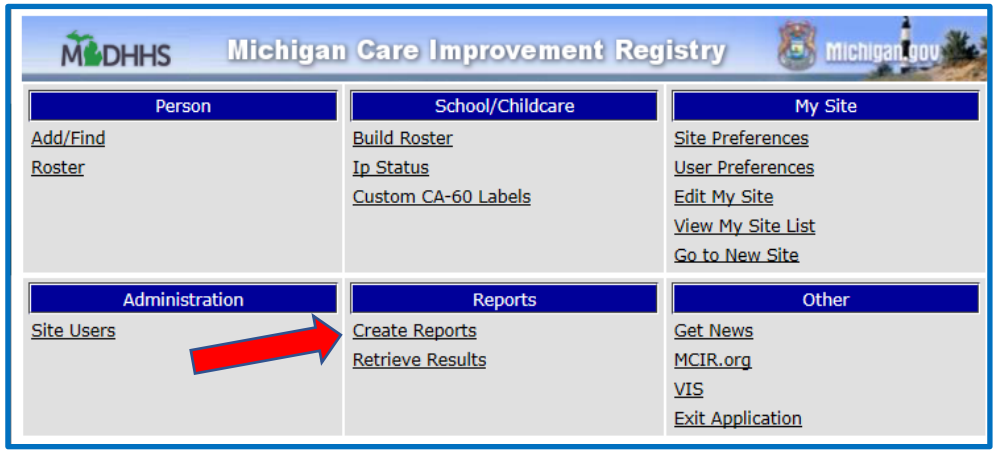
Sincerely,

Susan Que
Director
Childcare Test Site

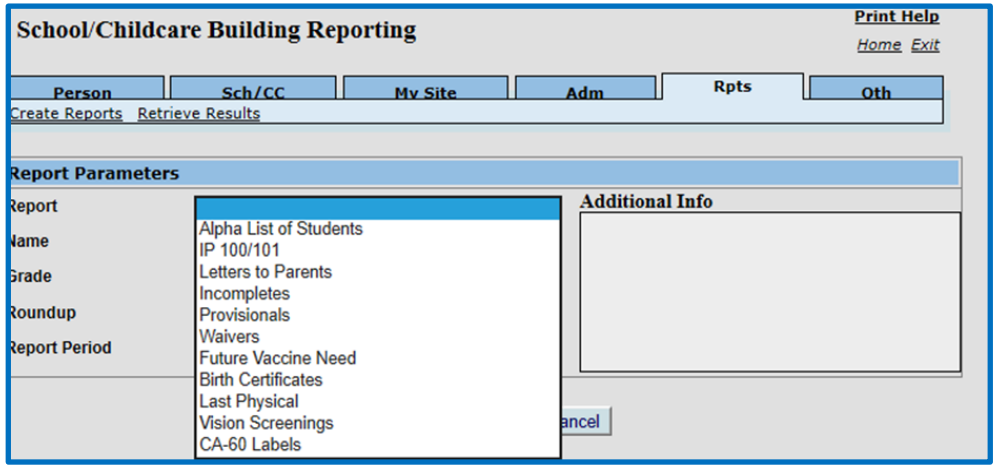
Letters to Parents (1 of 3)

From the MCIR/SIRS Home Screen:

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

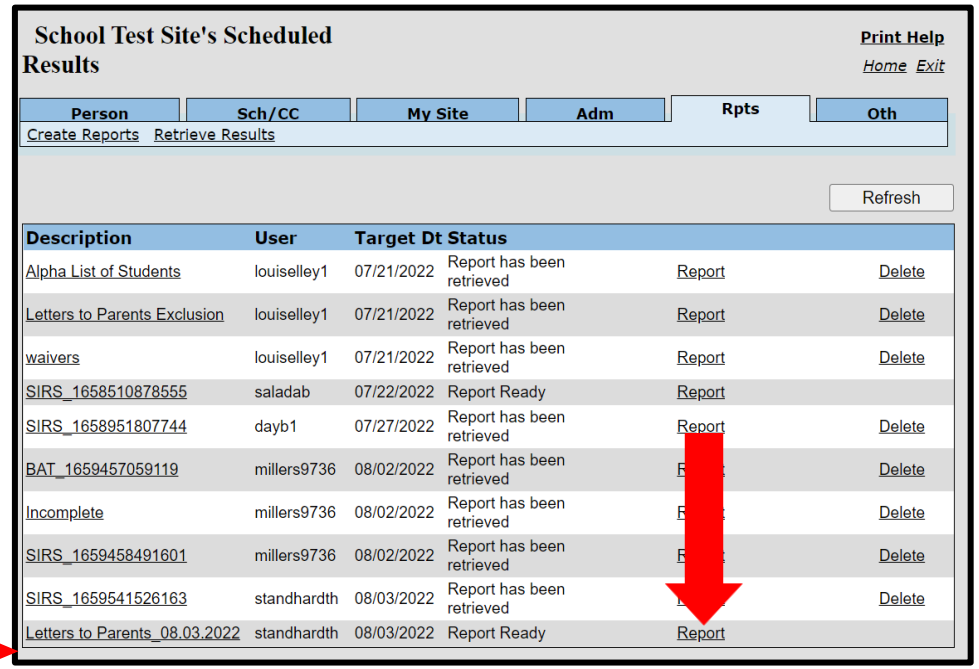


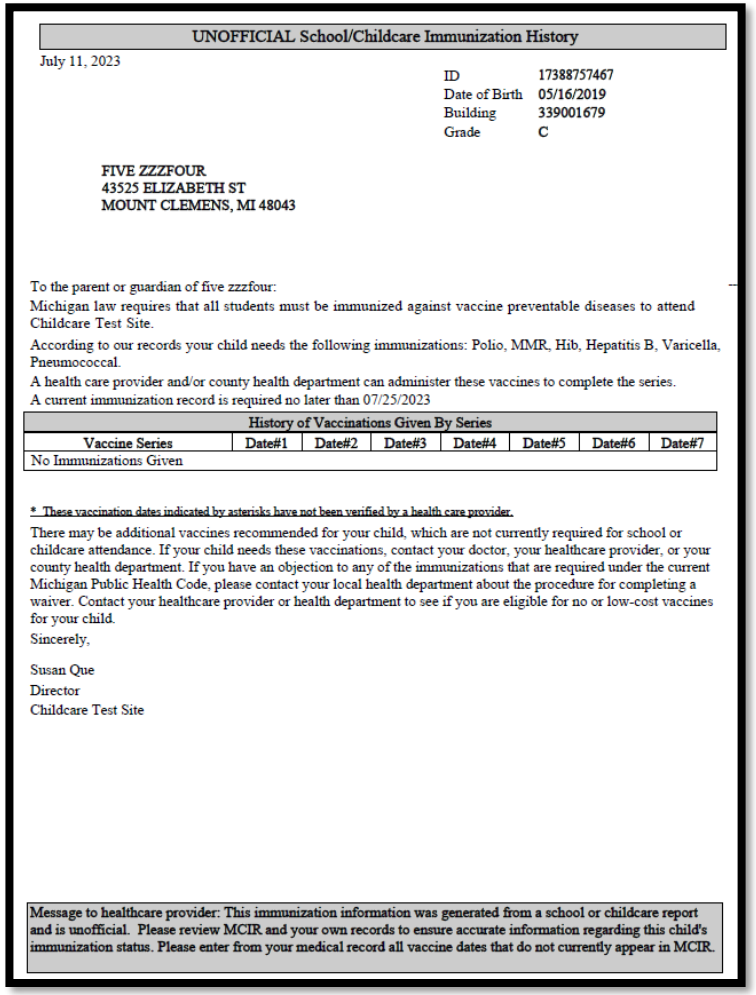
Generates a mailable letter addressed to parents of all children from the selected report period on the roster whose immunization status is Incomplete. There are three letter options available: warning, exclusion and custom.



Letters to Parents (2 of 3)

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





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.

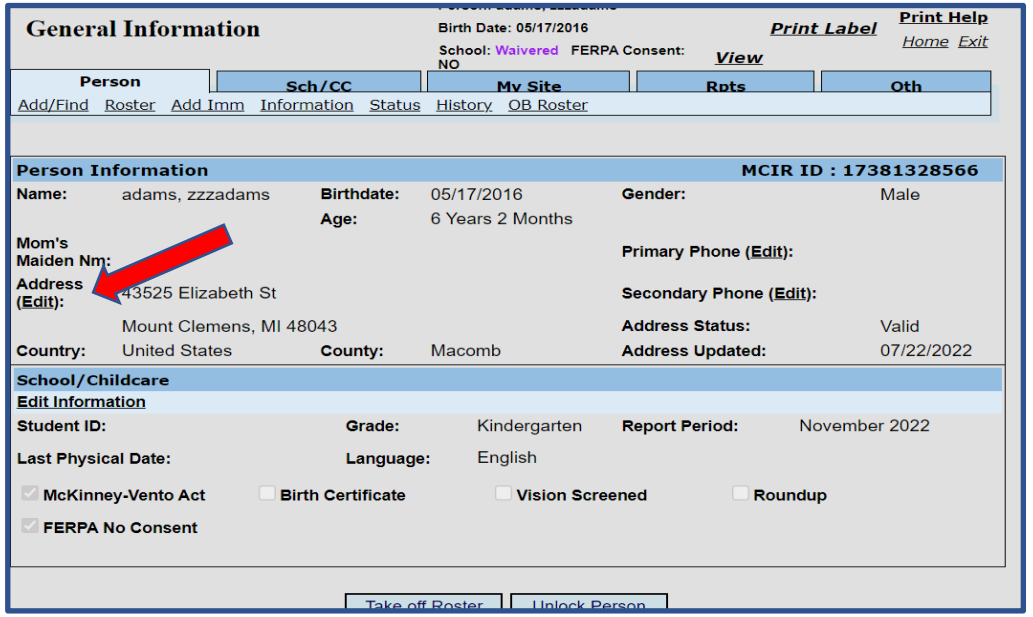
There may be additional vaccines recommended for your child, which are not currently required for school or childcare attendance. If your child needs these vaccinations, contact your doctor, your healthcare provider, or your county health department. If you have an objection to any of the immunizations 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,

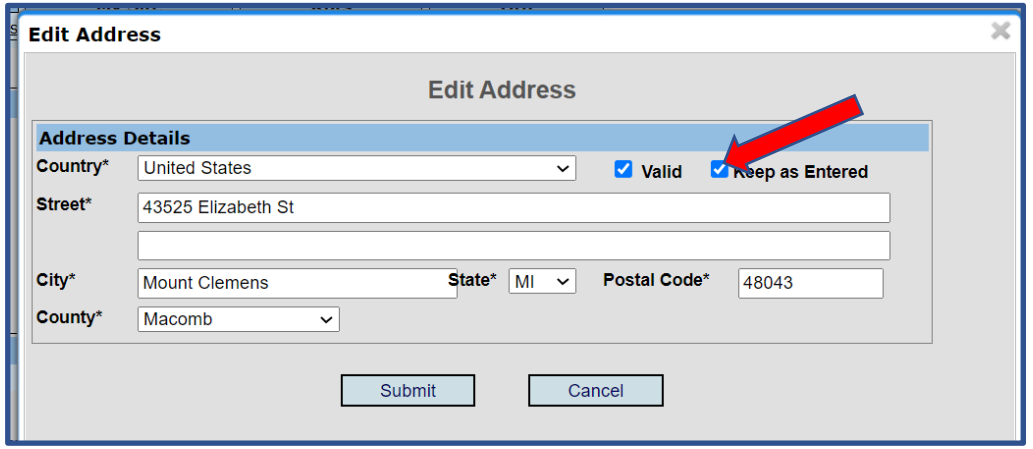
Susan Que
Director
Childcare Test Site

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.

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**

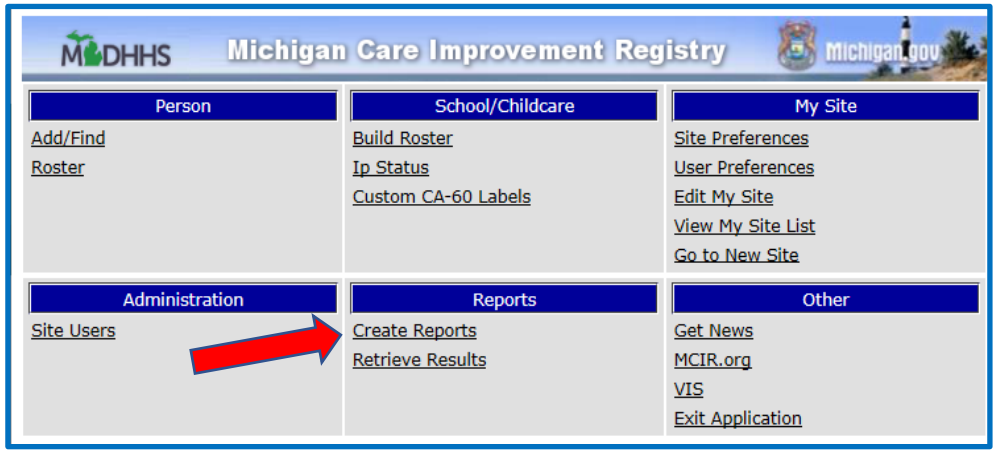




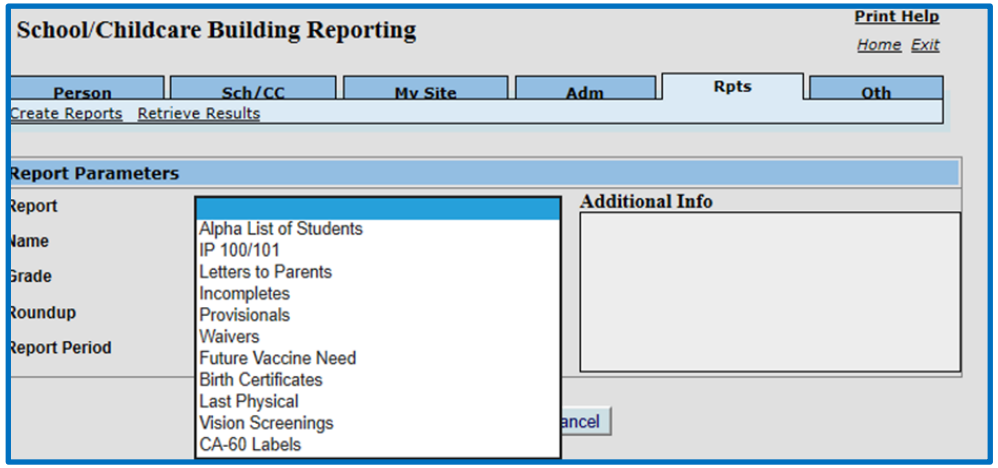
IP 100/101 Report (1 of 2)

From the MCIR/SIRS Home Screen:

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

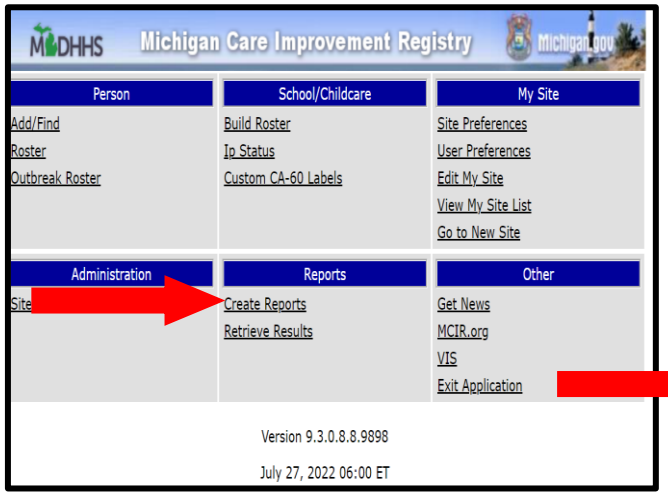


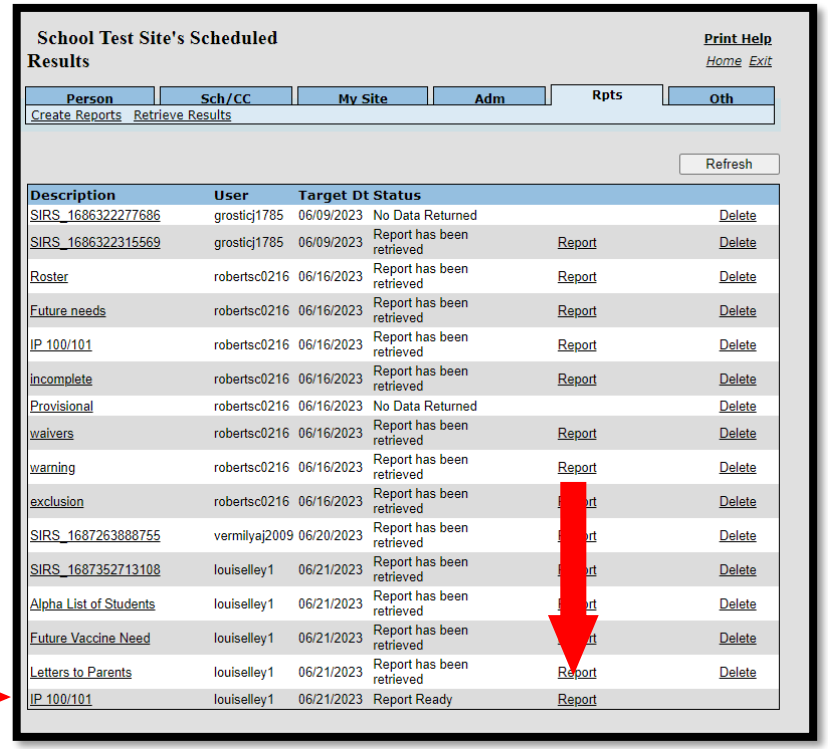
Generates either a summary report which shows totals for the facility broken down by number of doses missing or a detail report with a full immunization history for every child.

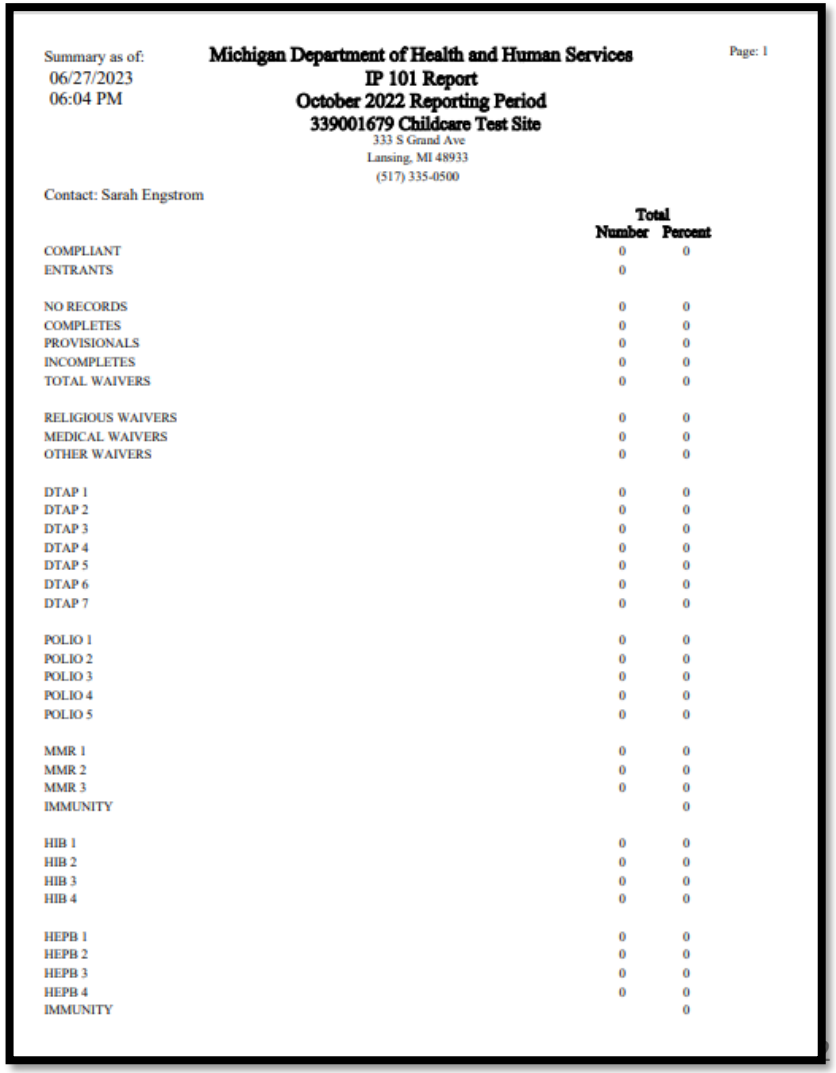


IP 100/101 Report (2 of 2)

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







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

Page: 1

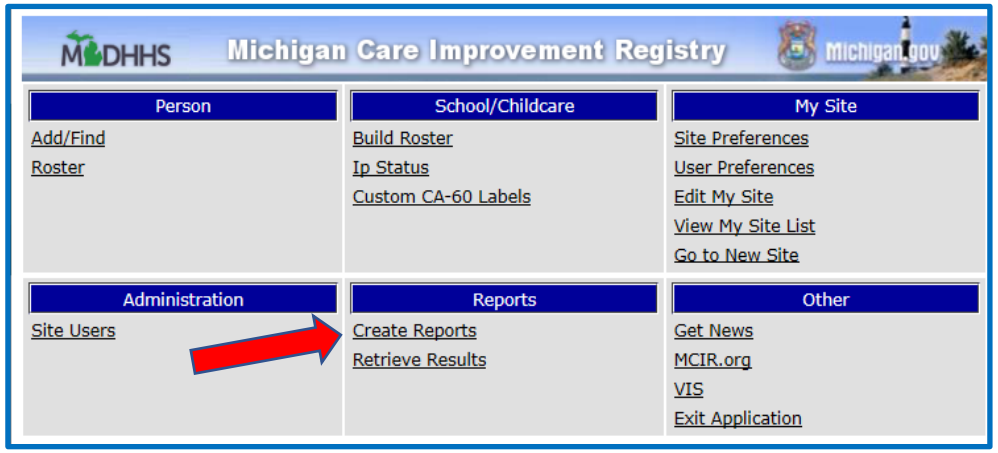
Contact: Sarah Engstrom

	Total Number	Percent
COMPLIANT	0	0
ENTRANTS	0	
NO RECORDS	0	0
COMPLETES	0	0
PROVISIONALS	0	0
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
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

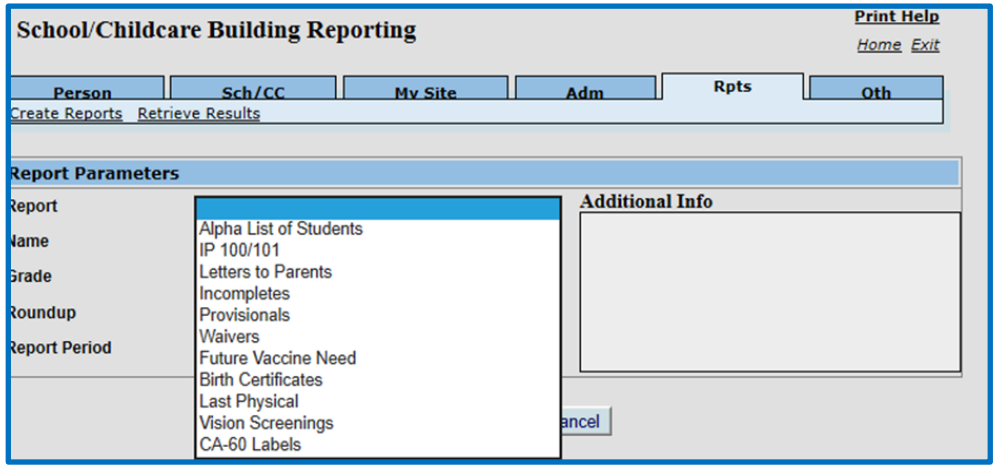
Waivers Report (1 of 3)

From the MCIR/SIRS Home Screen:

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

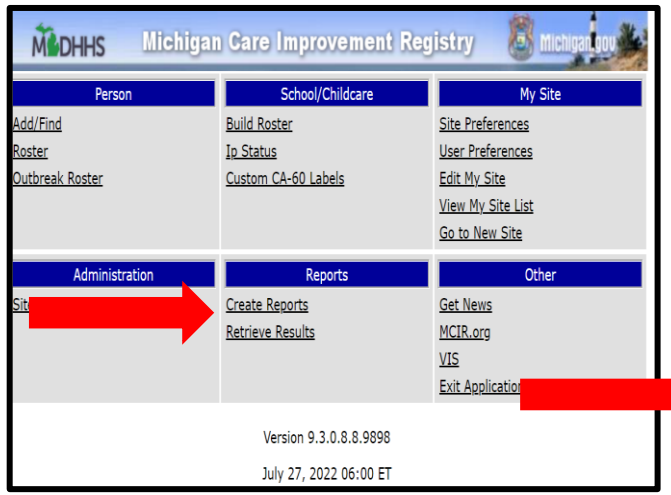


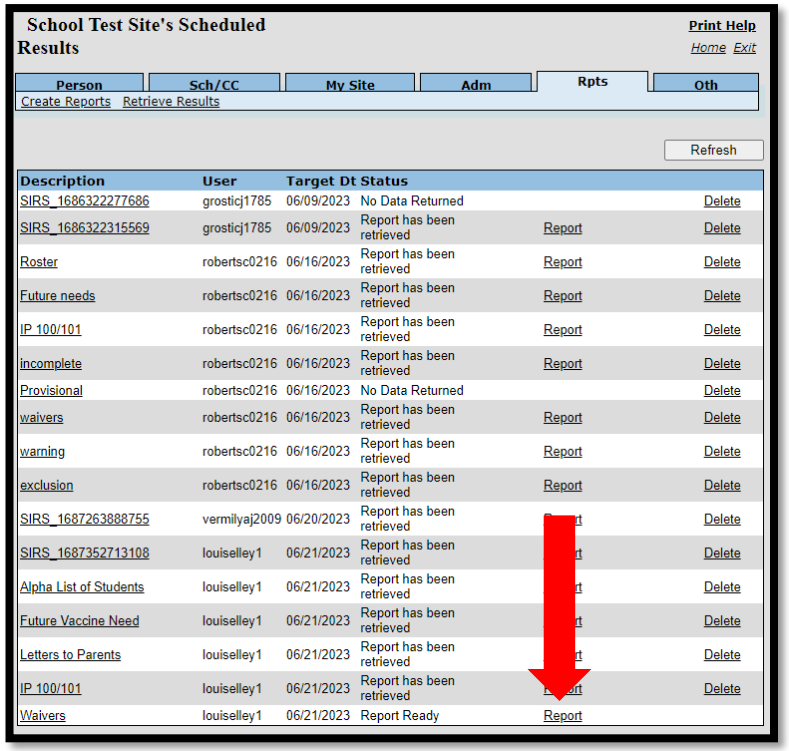
Generates a listing of all children who have waived a vaccine or vaccine series that was entered into MCIR/SIRS.

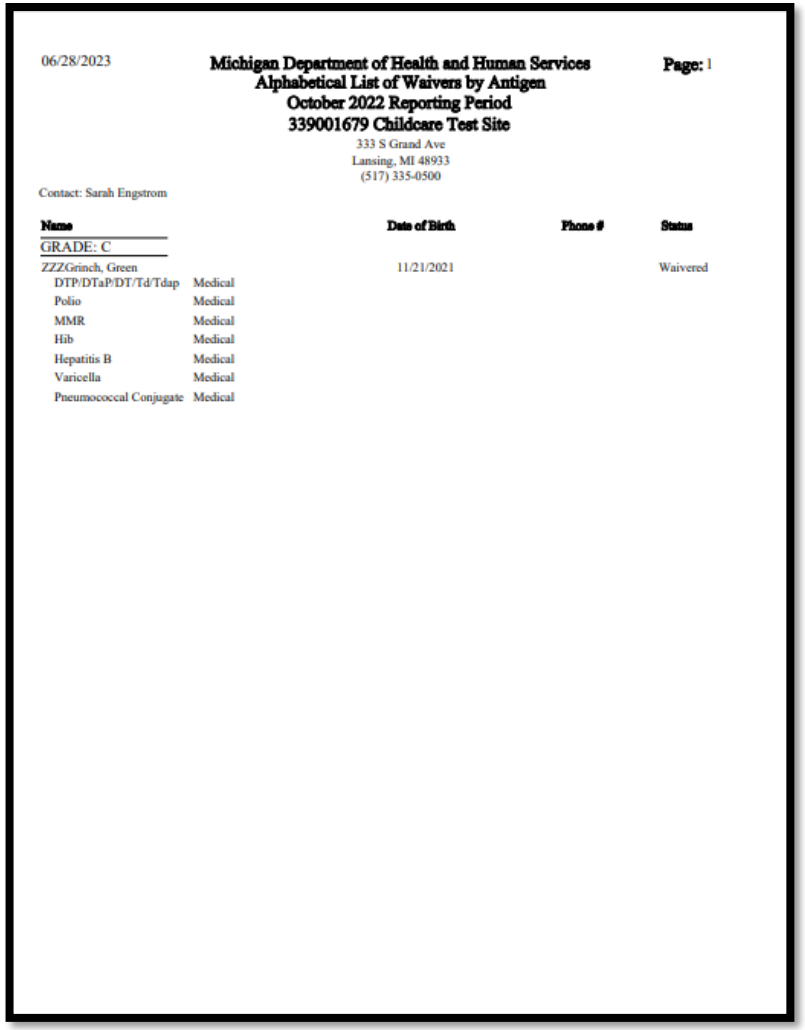


Waivers Report (2 of 3)

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







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

Page: 1

Contact: Sarah Engstrom

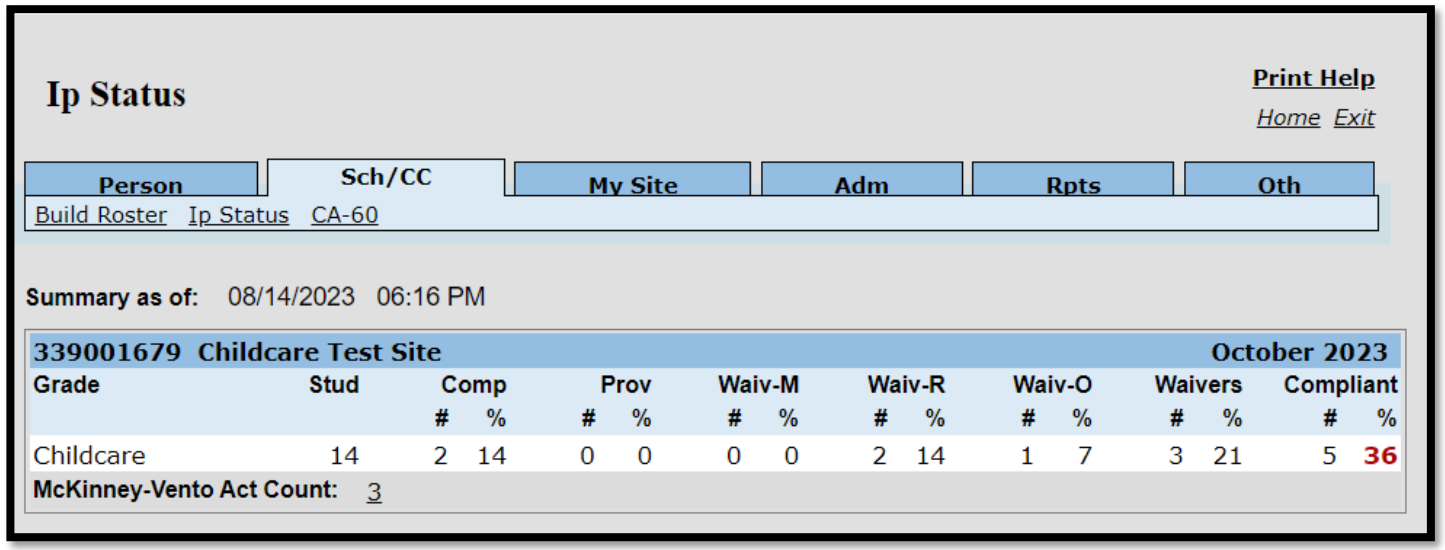
Name		Date of Birth	Phone #	Status
GRADE: C				
ZZZGrinch, Green		11/21/2021		Waivered
DTP/DTaP/DT/Td/Tdap	Medical			
Polio	Medical			
MMR	Medical			
Hib	Medical			
Hepatitis B	Medical			
Varicella	Medical			
Pneumococcal Conjugate	Medical			

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

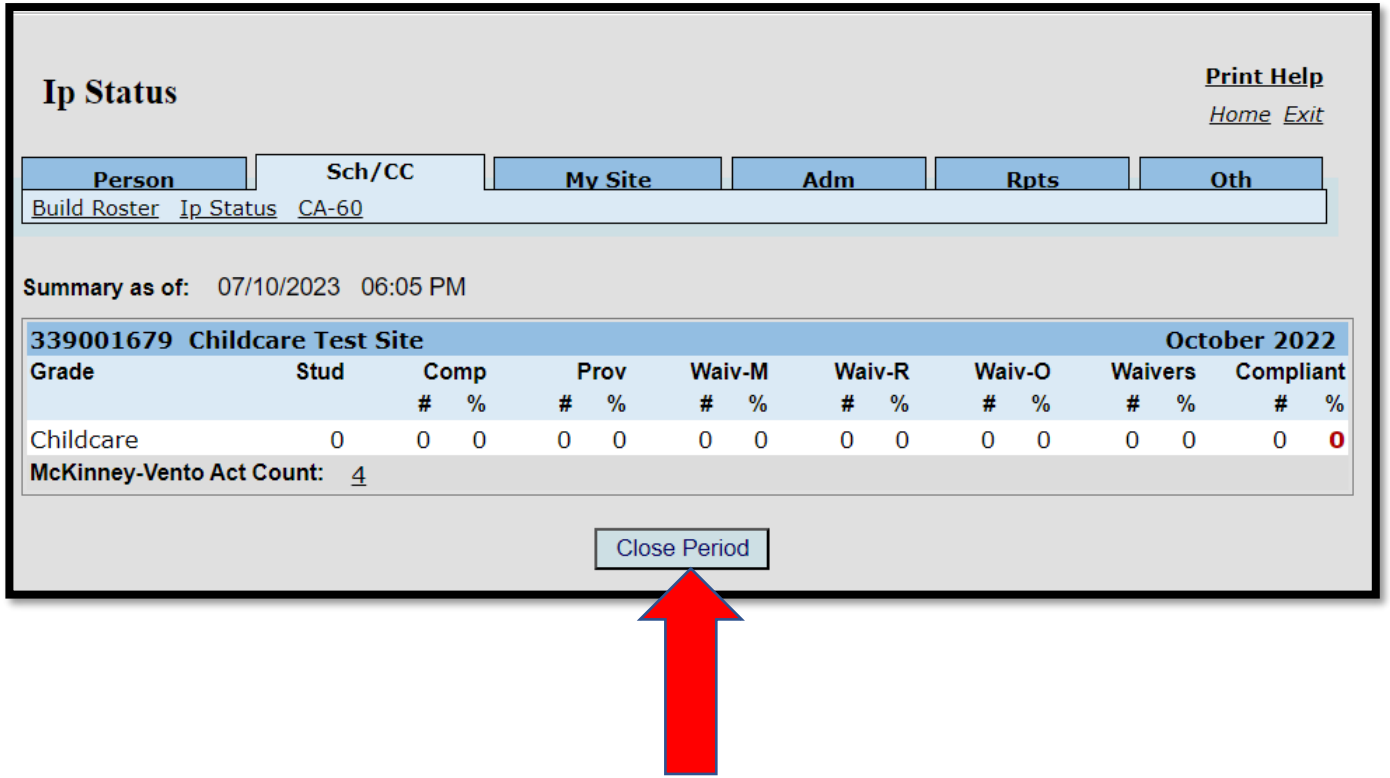
Closing the reporting period (1 of 2)

- 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**



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



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)

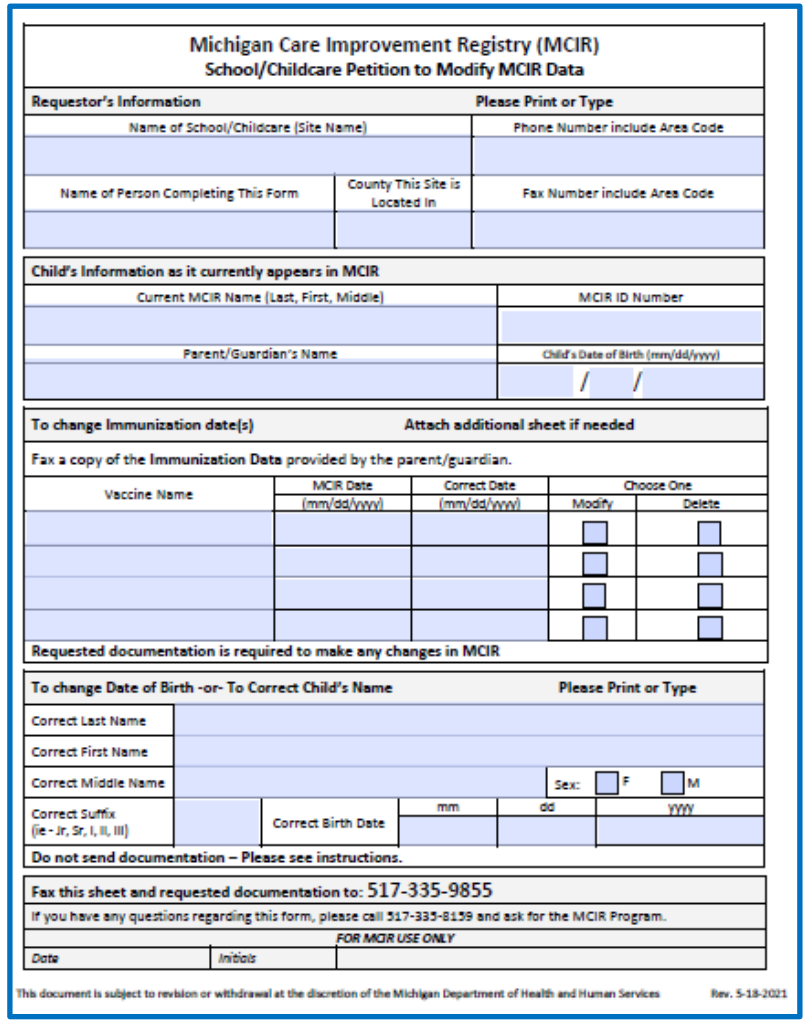
Situation	Possible Answer
Child is showing up as “Incomplete”	• Reporter should check the “Status” for the child to determine if any additional doses are needed • Reporter should verify that all administered doses have been documented • Depending on when the data was entered on the MCIR side it may not be visible on the MCIR/SIRS side
Situation	**Possible Answer**
Correct number of doses appear to be documented	• 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	Choose One: Delete
			☐	☐
			☐	☐
			☐	☐
			☐	☐

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: ☐ F ☐ 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*	

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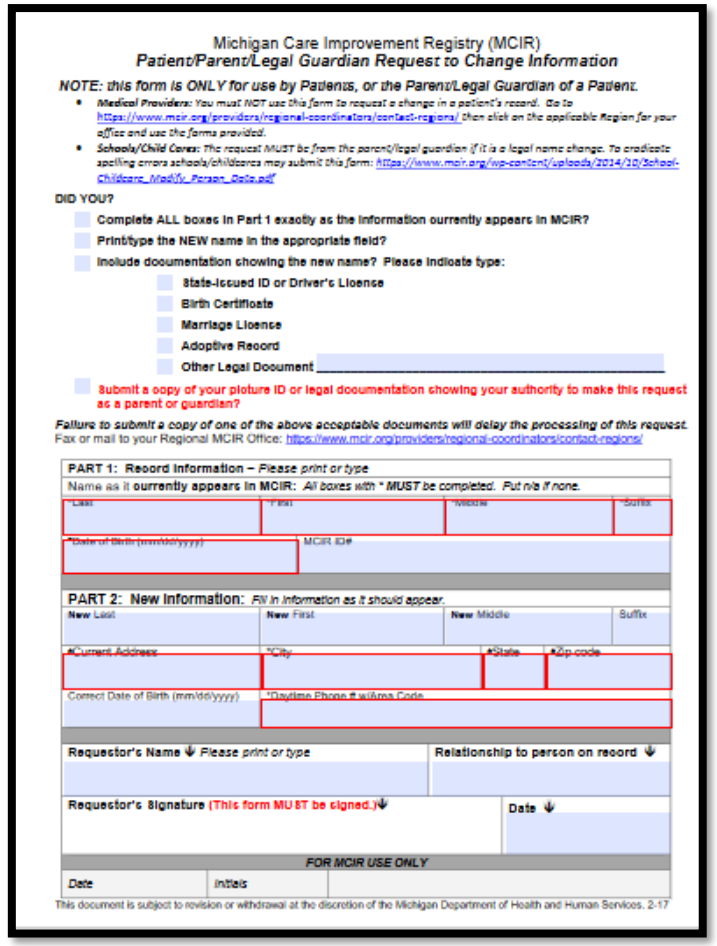
Patient/Parent/Legal Guardian Request to Change Information

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 Cares:*** *The request MUST be from the parent/legal guardian if it is a legal name change. To eradicate spelling errors schools/childcares may submit this form: https://www.mcir.org/wp-content/uploads/2024/10/School-Childcare_Modify_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 # w/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

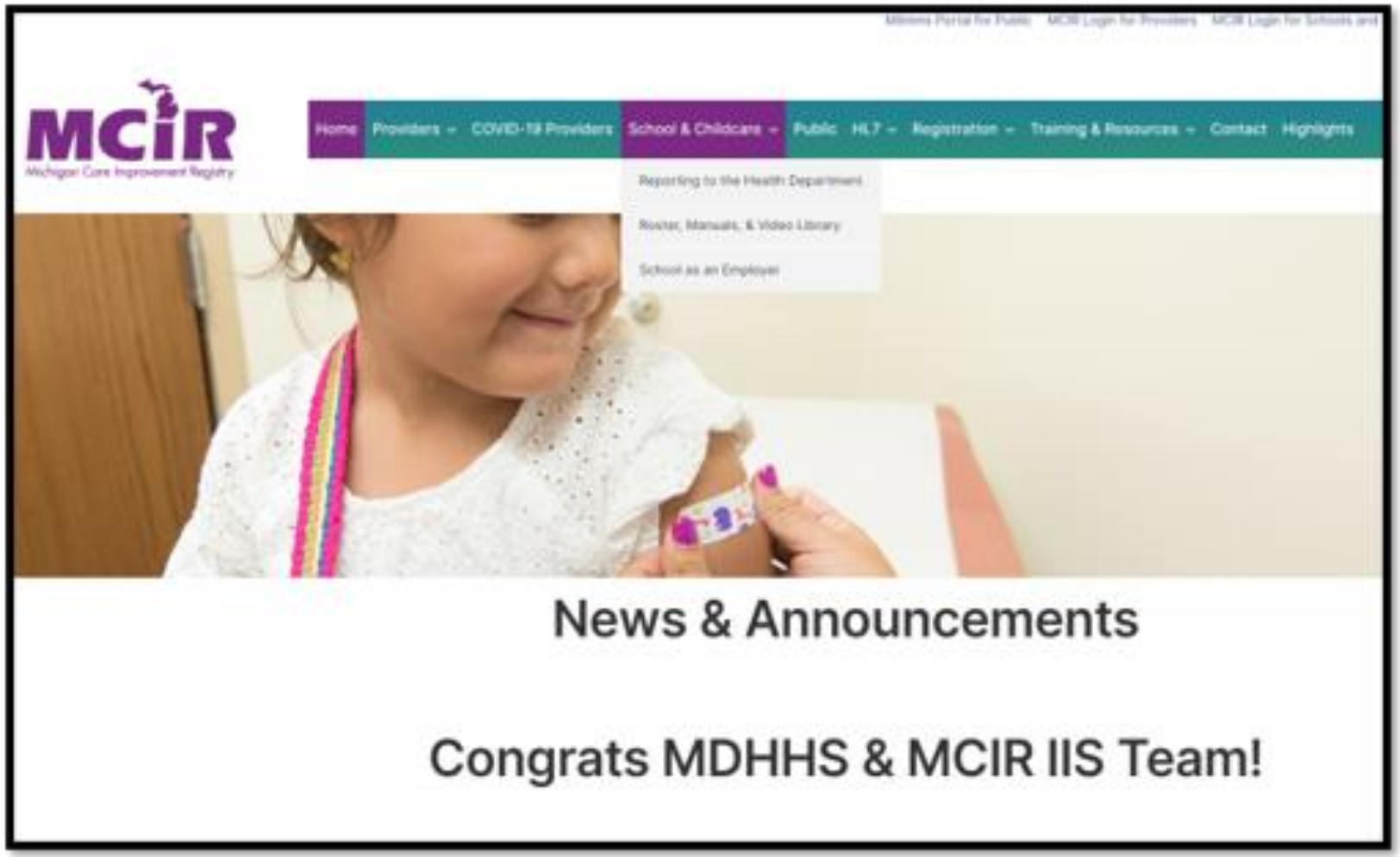
Childcare Administration Responsibilities

- 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



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Reporting Checklist

Resource: SCC-Reporting-Checklist-Flyer

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)

Source: Microsoft PowerPoint Stock Image

Thank You for Your Support!

Source: Microsoft PowerPoint Stock Image