

2023-24 MCIR/SIRS Immunization Reporting for Schools

MDHHS Immunization Field Representative Staff

September 18, 2023

Topics

- Immunization Laws
- Site Administrator Duties
- Assessment and Reporting to the LHD
- School Compliancy and Closing
- FERPA
- Deadlines
- Reports for Schools



Source: Microsoft PowerPoint Stock Image

Acronyms

- **ACIP:** Advisory Committee on Immunization Practices
- **AG:** Attorney General
- **CC:** Childcare
- **FERPA:** Family Educational Rights and Privacy Act
- **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 \(mcir.org\)](https://www.mcir.org/vaccine-terminology-4-19-21-final)

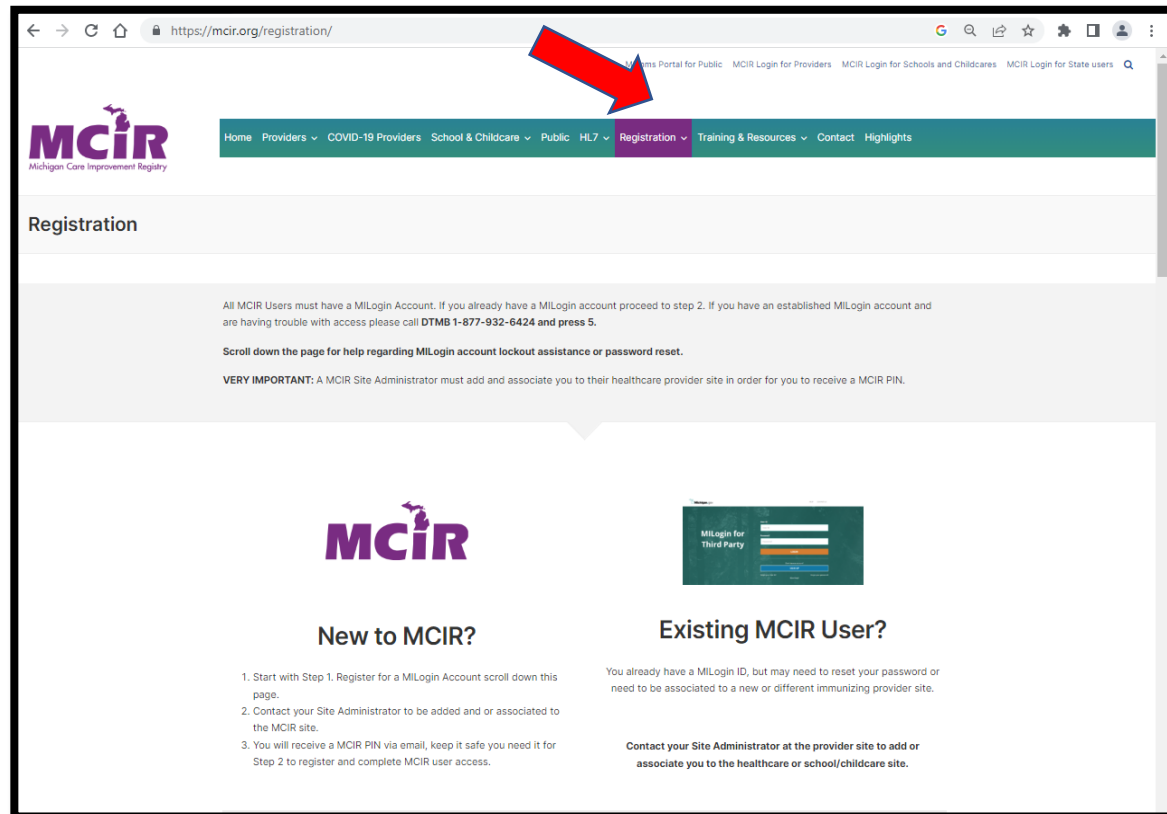
Immunization Laws

- Michigan Public Health Code (Public Act 368 of 1978, as amended)
- All children who attend school 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 students in school to have an up-to-date immunization history or a valid waiver on file at the school
- A student who fails to meet immunization requirements shall not be admitted into the school

Gaining Access to MCIR/SIRS (1 of 2)

- New school users require:
 - Attachment to a school site
 - The current School Site Administrator must add the new Site User to the school(s)
 - [Add or Remove Users to School and Childcare Sites](#)
 - If there is not a current School 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) 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 from the MCIR Helpdesk.

Gaining Access to MCIR/SIRS (2 of 2)



https://mcir.org/registration/


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.

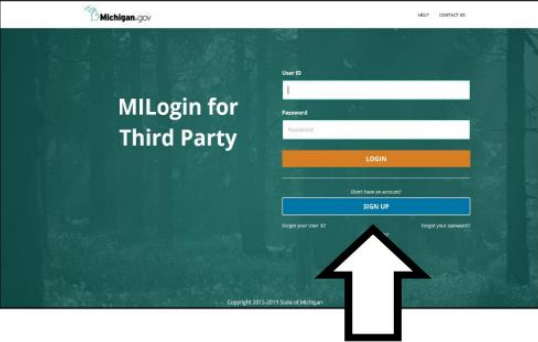
HOW TO REGISTER FOR A MILOGIN ACCOUNT

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/SIRS Access Profiles

- **School Administrator** – Has access to all SIRS school site system functions including adding/expiring users from the school site
- **School User** – Has access to the information and can enter student 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 School User does not
- Site Administrators are responsible for adding and removing School Users
 - [Adding/Removing Users to a Site](#)
- Review information for the school site at least annually
- Each school 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)

Details Site Number: 30012754558

Name* Facility Type* Site Disabled

County* Site Disabled

District Cnty Site Disabled

District Site Disabled

Bldg Code

of Ip Forms

MCIR Options

Import/Export

Transfer Employee Roster Authorized On

Contact Information | **MCIR Users** | **Site Contacts** | **Business Hours** | **Transfer Interfaces**

Country* Valid Keep as Entered

Street*

City* State* Postal Code*

Email/Phones | **Primary Contact** ?

Email

Voice* () - Ext

Fax () - Ext

First Name
Last Name
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)

Details **Site Number: 30012754558**

Name*	<input type="text" value="School Test Site"/>	Facility Type*	<input type="text" value="Private School"/>
County*	<input type="text" value="Ingham (33) County"/>		<input type="checkbox"/> Site Disabled
District Cnty	<input type="text" value="Ingham (33) County"/>		<input checked="" type="checkbox"/> IP Report Enabled
District	<input type="text" value="Lansing Public School District"/>	Dist Code*	<input type="text" value="33020"/>
Bldg Code	<input type="text" value="90580"/>	Grades	<input type="text" value="DK,K-5"/>
# of Ip Forms	<input type="text"/>	Mailing Addr:	123 Any Street Lansing, MI 48933

MCIR Option Import/Export

<input checked="" type="checkbox"/> Transfer	<input checked="" type="checkbox"/> Employee Roster	Authorized On	<input type="text" value="01/01/2022"/>
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Contact Information | **MCIR Users** | **Site Contacts** | **Business Hours** | **Transfer Interfaces**

User Name	User ID	Role Name
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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)

Transfer Employee Roster Authorized On 07/10/2011

User Name	User ID
Add New User	
Alhindi, Laila	alhindi123
Baker, Diana	bakerd201
Beagle, Courtney	beaglec05
Beeching, Julie	beechingj2
Borowiak, Alissa	borowiaka
Brummette, Brittni	brummett
Cade, Velma	cadev6017
Christensen, Beth	christense
Condon, Lisa	blackmerl
Conrad, Kylie	conradk19

Associate Users - School Test Site

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

[Site Users](#)

First Name
 User Id
 Use '*' for wildcard search

Associate Users - School Test Site

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

[Site Users](#)

First Name Last Name
 User Id
 Use '*' for wildcard search

Search Results

[Add New User](#) ing for desired sorting preference. User count: 4

<input type="radio"/> User Id	<input type="radio"/> 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

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

Updating Site (5 of 5)

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

Contact Information

Add Contact

Contact Information

Type*

Title First Name* MI Last Name* Jr/Sr...

Phone Numbers **Email Address**

Office () - Ext Email

Fax () - Ext

Cell/Pgr () -

- 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 (1 of 2)

- School districts must meet required compliancy rates for each report period
 - 90% compliancy requirement by November 1
 - 95% compliancy requirement by February 1
- 5% funding may be withheld from all public schools within the district by MDE if not met
- Failure to comply with reporting requirements is reportable to the State AG

Assessment and Reporting (2 of 2)

- Schools will report the immunization status of:
 - All kindergarten students
 - All 7th grade students
 - All students through 18 years of age who enroll as new to the district

Note: Includes Developmental Kindergarten, Special Education, Alternative Education, Virtual Education, Remote Learning

School IP Roster

(1 of 2)

- A roster is a listing of students that have been associated with a school site in MCIR/SIRS for a reporting year
- Only students who are required to be reported should be on the roster
 - Kindergarteners, 7th graders, and new to the district since Jan 1
- Resource: [Roster, Manuals, & Video Library – mcir.org](https://mcir.org)
- Note: Special circumstances will warrant not placing a child on a roster (i.e., FERPA, non-digital nonmedical waiver)

School IP Roster

(2 of 2)

- Rosters should be reviewed on an ongoing basis
 - Students can be added or removed from a roster if they change school districts prior to closing the reporting period
 - Check that the students are associated with the correct reporting period and in the correct grade
 - Ensure grades displayed on the roster match what is indicated in MCIR/SIRS
- If the “incomplete” status student 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	<input type="text"/>	Student ID	<input type="text"/>
Last Name*	<input type="text"/>	First Name*	<input type="text"/>
Birth Date*	<input type="text"/>	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
District Code	<input type="text"/>	Building Code	<input type="text"/>

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

Roster*	<input type="text" value="Ip Roster"/>
Set Period*	<input type="text" value="November 2022"/>

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: Name | Period: November 2022

Birth Date	Last Name	First Name	Student ID	Delete
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[Check All](#) [Clear All](#)

Option 2: Build Roster

Roster Tools

Building a Roster in MCIR for Schools

[Roster, Manuals, & Video Library – mcir.org](#)

Build a Roster Cheat Sheet

[How to Build a Roster - mcir.org](#)

Roster View

- Students with grades highlighted in red indicates a grade not valid for this site. For example, this test school is listed as DK-7
- Make sure student is associated to a valid grade
- Verify the reporting period is appropriate
- Immunization Status (IS)
 - C = Complete
 - I = Incomplete
 - NG = No Grade
 - Ø = Not Assessed
 - P = Provisional
 - W = Waivered

Person: ZZZprovisionalwa, Child
 Birth Date: 02/02/2017
 School: *Incomplete*

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

Roster [View](#)

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

Last Name: Roster Size: 39 [Modify Roster](#)

Current Period: February 2023

Red grade background indicates a grade not valid for this site. Entire line denotes roundup person.

Name ▼	Birth Date ▼	S	Gr ▼	MCIR ID	Pd ▼	IS ▼	Last Eval
zbbones_sequence	05/03/2016	F	03	17322460821	Feb23	W	06/16/2023
ZZZDay_Sunni	05/10/2010	U	07	16980494312	Nov23	W	06/26/2023
zbbDemonstration_Waiver	02/18/2009	M	06	17422660283	Nov23	I	06/24/2023
ZZZduck_donald	01/02/2018	F	04	17174663253	Feb23	W	06/16/2023
ZZZElephant_Purple	11/21/2009	M	07	17357313427	Nov23	W	06/16/2023
ZZZflake_Snow	05/04/2017	F	01	17212478687	Feb23	C	06/16/2023
ZZZFRISCO_Jade	05/13/2009	F	01	17345364376	Feb23	C	06/16/2023
ZZZGreen_Grass	03/04/2015	M	03	17003061370	Feb23	C	06/16/2023
zbbJunk_Jennifer	02/20/2013	F	04	17019828914	Feb23	W	06/16/2023
ZZZlansing_Town	09/28/2014	F	11	17413160150	Feb23	I	06/24/2023
zbblazy_couch	05/23/2014	F	03	17413160150	Nov23	W	06/21/2023
zbbletters_custom	05/14/2008	F	09	17408238982	Feb23	W	06/16/2023
zbbLining_Silver	10/21/2010	M	06	17417314437	Nov23	W	06/16/2023
zbblittle_Dolly	12/27/2003	M	03	17181035277	Feb23	W	06/16/2023
zbbmcv_eleven	09/05/2010	F	06	17396304263	Nov23	W	06/16/2023
zbbmcv_ten	08/25/2012	M	06	17396305495	Nov23	I	06/20/2023
zbbmcv_twelve	09/05/2009	F	07	17396304409	Feb23	I	06/24/2023
ZZZmichigan_Grand	01/02/2015	F	03	17006339754	Feb23	W	06/16/2023
ZZZMichigander_Infant	01/02/2016	M	01	16877568643	Feb23	W	06/16/2023
ZZZmountain_top	12/03/2015	F	04	17202745310	Feb23	W	06/16/2023
ZZZnewyork_City	02/05/2015	F	03	17006511471	Nov23	W	06/16/2023
ZZZohio_Akron	01/03/2016	M	04	17305807168	Feb23	I	06/24/2023
ZZZoneday_soon	05/17/2016	M	02	17380754380	Feb23	I	06/24/2023
ZZZprovisionalwa_Child	02/02/2017	F	C	17012254364	Nov23	I	06/26/2023
zbbzrupin_teddy	12/12/2009	M	07	17417086013	Feb23	I	06/24/2023

Roster View with Invalid Grades

Person: ZZZanytime, Anyday
 Birth Date: 03/05/2016
 School: **Waivered**

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

[View](#)

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

Last Name: Roster Size: 48 [Modify Roster](#)

Current Period: February 2023

Red grade background indicates a grade not valid for this site. Entire line denotes roundup person.

Name	Birth Date	S	Gr	MCIR ID	Pd	IS	Last Eval
ZZZanytime, Anyday	03/05/2016	M	NG	17236638651	Feb23	W	03/28/2023
zzzBeach, zzzSandy	09/05/2006	F	10	17413128611	Feb23		
ZZZBlue, Cloud	04/05/2017	F	K	17003061900	Feb23		
zzzbones, sequence	05/03/2016	F	03	17322460821	Feb23		
zzzbunny, funny	11/08/2016	F	K	17412735681	Feb23		
ZZZDay, Sunni	05/10/2010	U	03	16980494312	Feb23		
ZZZduck, donald	01/02/2018	F	04	17174663253	Feb23		
ZZZElephant, Purple	11/21/2009	M	07	17357313427	Nov23		
ZZZflake, Snow	05/04/2017	F	01	17212478687	Feb23		
ZZZFRISCO, Jade	05/13/2009	F	01	17345364376	Feb23		
ZZZGreen, Grass	03/04/2015	M	03	17003061370	Feb23		
zzzJunk, Jennifer	02/20/2013	F	04	17049828914	Feb23		
ZZZlansing, Town	09/28/2014	F	11	17006896021	Feb23		
zzzlazy, couch	05/23/2014	F	03	17413160150	Feb23		
zzzletters, custom	05/14/2008	F	09	17408238982	Feb23		
zzzLining, Silver	10/21/2010	M	SE	17417314437	Feb23		

- Invalid Grades will be highlighted in red
- Invalid Grades are any grades not listed on the Site Information Details Screen

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: 30012754558**

Name*	School Test Site	Facility Type*	Private School
County*	Ingham (33) County	<input type="checkbox"/> Site Disabled	
District Cnty	Ingham (33) County	<input checked="" type="checkbox"/> IP Report Enabled	
District	Lansing Public School District	Dist Code*	33020
Bldg Code	90580	Grades	DK,K-7
# of Ip Forms	<input type="text"/>	Mailing Addr:	123 Any Street Lansing, MI 48933

Compliant Status

- Complete: The student is up-to-date with school required vaccines
- Provisional: The student has received at least one dose of school required vaccines and the next dose is not yet due
 - Student will move to incomplete status at the time the next vaccine dose is due
- Waivered: The student 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 student is not up to date with school required vaccines and/or does not have a valid waiver
 - Student needs to either receive required vaccines or obtain a certified waiver
 - If the incomplete status student receives vaccines, the assessment will change when the provider adds the immunizations to MCIR
- Incomplete students should be excluded from school until they are complete, provisional or waived. Excluded students must remain on the roster.

Pause for Questions

General Information

- Ensure information regarding the student is accurate and up to date, including:
 - Person Information
 - Grade
 - Report Period
 - McKinney-Vento Act, if applicable
 - Roundup, if applicable
 - FERPA No Consent, if applicable

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

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

Person Information MCIR ID : 17212478687

Name: ZZZflake, Snow Birthdate: 05/04/2017 Gender: Female
Age: 5 Years 2 Months

Mom's Maiden Nm: Primary Phone (Edit):
Address (Edit): 43525 Elizabeth St, Mount Clemens, MI 48043 Secondary Phone (Edit):
Country: United States County: Macomb Address Status: Valid
Address Updated: 01/14/2021

School/Childcare

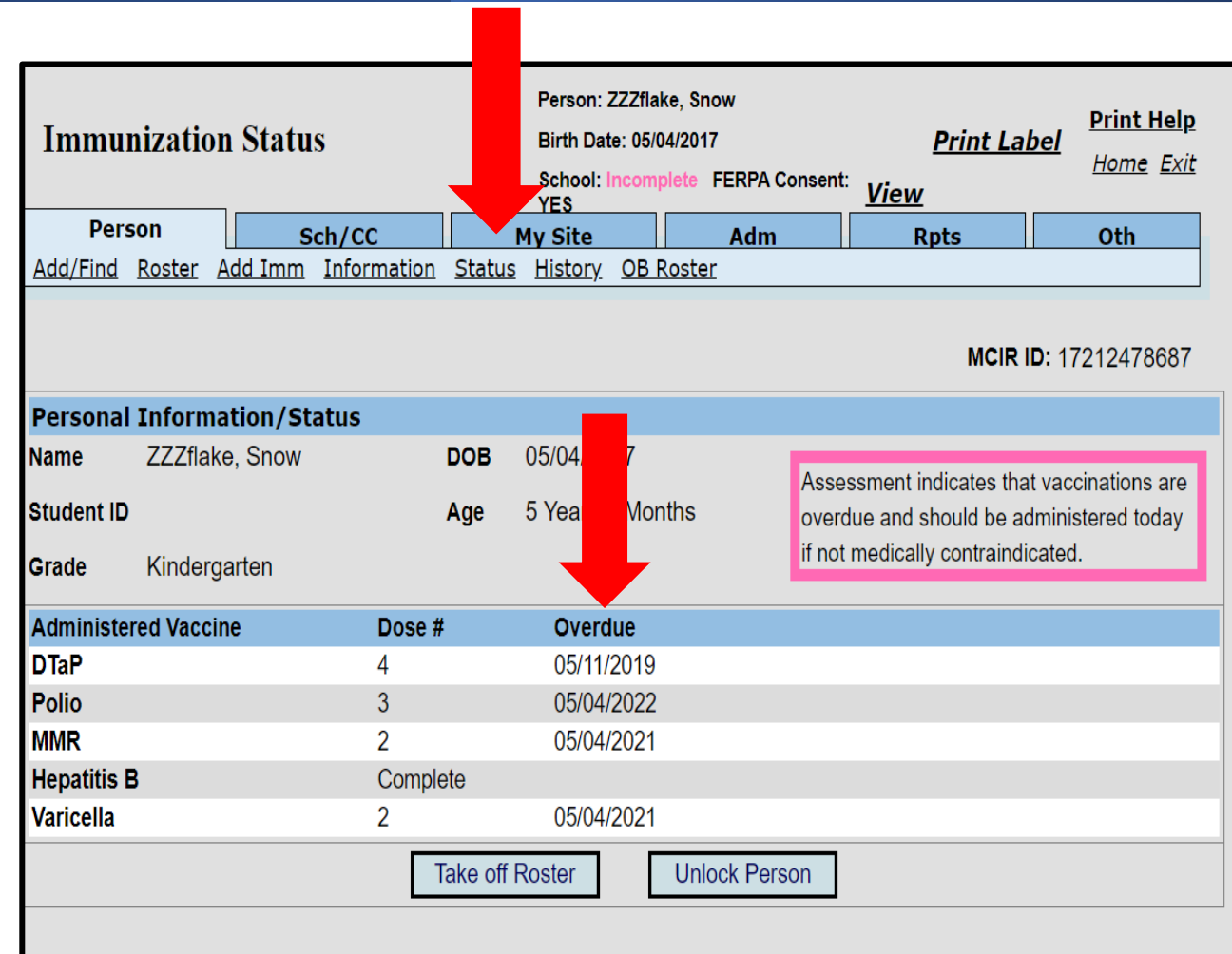
Edit Information

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

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

Immunization Status

- The Immunization **Status** tab indicates if any school required immunizations are overdue
- Note: Immunizations required for school entry are not inclusive of all ACIP recommended immunizations that are assessed on the provider side of MCIR



Immunization Status

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

[View](#)

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

[Add/Find](#) [Roster](#) [Add Imm](#) [Information](#) [Status](#) [History](#) [OB Roster](#)

MCIR ID: 17212478687

Personal Information/Status

Name	ZZZflake, Snow	DOB	05/04/2017
Student ID		Age	5 Year 0 Months
Grade	Kindergarten		

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

Administered Vaccine	Dose #	Overdue
DTaP	4	05/11/2019
Polio	3	05/04/2022
MMR	2	05/04/2021
Hepatitis B	Complete	
Varicella	2	05/04/2021

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

Adding and Editing Immunizations and Medical Waivers in MCIR/SIRS

- If FERPA consent has been provided, schools 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 school and has not been validated by a provider
 - Immunizations entered by schools should be verified by the LHD
 - If the provider has not added immunization dates in a timely manner, the school can add dates to MCIR/SIRS (with FERPA consent)

Person: ZZZflake, Snow
Birth Date: 05/04/2017
School: Incomplete FERPA Consent: YES
Print Label 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

- Students must be compliant on or before the first day of school. If not, first day exclusion should be enforced. This applies to both in-person and virtual learning.
- Students who are excluded or suspended from school are required to remain on the IP roster. Students who are expelled or disenrolled should be removed from the IP roster.

School Immunization Reporting-November

- Upon registration/enrollment, the student should immediately be entered onto the MCIR/SIRS roster and assigned to the November report period
- The November report period should list all K, 7th graders, and all students new to the district since January 1
- The November report period includes all the reportable students enrolled from January 1-September 30
- Students enrolled after September 30
 - Add to the roster for the November report period if it is still open
 - Add to the roster for the February report period if the November report is closed
- Students assigned to the November report period must remain on the roster and automatically transition to the February report period once that report is closed

School Immunization Reporting-February

- The February report period should list all K, 7th graders, and all students new to the district from January 1
- The February report period includes all the reportable students enrolled from January 1-December 31
- If students are enrolled after December 31, add them to the roster for the November report period for the following school year
- Students assigned to the February report period must remain on the roster until the first Monday in August

School Immunization Reporting Timeline

January 1 - September 30

November Reporting Period

January 1 – September 30 + October 1 - December 31

February Reporting Period

October 1 – December 31


Incorrect Reporting Period

Vaccines Required for School Entry



Vaccines Required for School Entry in Michigan

Whenever children are in group settings, there is a chance for disease to spread. Parents must follow state vaccine laws in order for their children to attend school. These laws are the minimum standard for preventing disease outbreaks in group settings. The best way to protect children from serious diseases is to follow the recommended vaccination schedule at www.CDC.gov/Vaccines. When following the recommended schedule children are fully protected and any school vaccination requirements are met.

	All kindergartners and 4–6-year-old transfer students	All 7th graders and 7–18-year-old transfer students
Diphtheria, Tetanus, Pertussis (DTP, DTaP, Tdap)	4 doses DTP or DTaP 1 dose must be at or after 4 years of age	4 doses diphtheria and tetanus or 3 doses if 1 st dose given on or after 1 year of age 1 dose Tdap at 11 years of age or older upon entry into 7 th grade or higher
Polio	4 doses ¹ or 3 doses if dose 3 was given on or after 4 years of age	
Measles, Mumps, Rubella (MMR) ²	2 doses at or after 12 months of age	
Hepatitis B ²	3 doses	
Meningococcal Conjugate (MenACWY)	None	1 dose at 11 years of age or older upon entry into 7 th grade or higher
Varicella (Chickenpox) ²	2 doses at or after 12 months of age or current lab immunity or history of varicella disease	

¹All doses of vaccines must be valid (follow [CDC Immunization Schedule](http://www.CDC.gov/immunization) for number of doses, correct spacing, and ages) for school entry purposes. These rules apply to children who are the above ages upon entry into school. ²If the child has not received these vaccines, documented immunity is required. During disease outbreaks, incompletely vaccinated children may be excluded from school. 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. 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-1378 (Rev. 4-23)



Resource: [Vaccines Required for School Entry](#)

Waivers – Medical vs Nonmedical

- **Medical**

- The student has a medical contraindication to a vaccine; in this case a Medical Contraindication Form is required to be completed and signed by the student'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 student 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 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 schools through MCIR/SIRS to reduce the need for paper exchange between the school, parent/guardian, and the local health department (LHD)
- The digital waiver follows the student 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 student enrolls in a new school, or school district, an updated waiver may not be needed provided they have not aged into any new required vaccine(s)

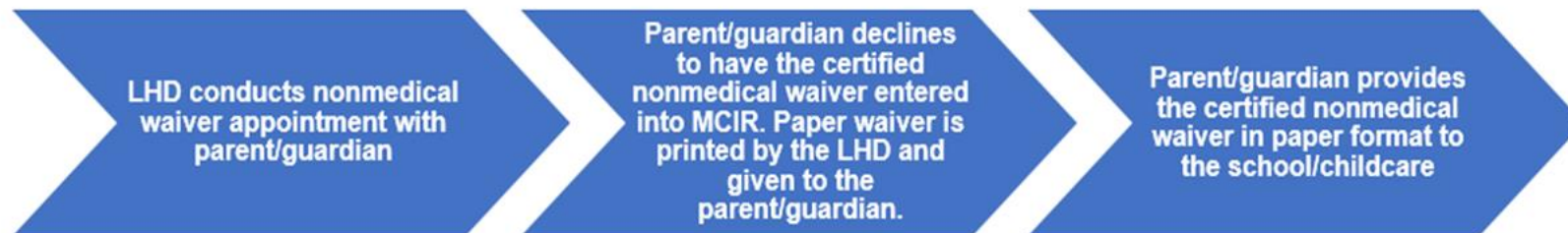
Certified Nonmedical Waiver – Digital Format Process



Nondigital Nonmedical Waivers

- The traditional certified nonmedical waiver process (i.e., nondigital/paper) is still available in limited circumstances. If a student does not have a MCIR record or if the parent/guardian refuses to allow the certified nonmedical waiver information to be 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 school. The information from the paper waiver will be utilized to complete the School Aggregate Reporting Form.

Certified Nonmedical Waiver – Paper Format Process



Waiver Documentation Process

- **Medical**

- For students with FERPA consent, enter the medical waiver into MCIR/SIRS and send a copy to the LHD
- For students without FERPA consent, remove the student from the roster and report on the School Aggregate Report Form

- **Nonmedical**

- Details of the digital nonmedical waiver entered by the LHD will be visible in MCIR/SIRS. The student'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 school by the parent/guardian. The school will remove the student from the roster and report this student on the School Aggregate Report Form.

Reporting Responsibilities (1 of 4)

August through October

- Continue to build the roster for the November report period
- Work with Incomplete students until compliancy is reached
- Verify that students on the roster have valid grades and if not make needed corrections. This will be an ongoing duty until the report closes.

November 1

- The November report is due. Prior to closing, the school needs to run a **Waivers Report**
- Forward the following reports to the LHD:
 - **Waivers Report** and copies of waivers, if applicable
 - **School Aggregate Report Form**, even if no data to report
 - **IP Status Report** if required by the LHD
- Schools are encouraged to print an **Alpha Report**
- If compliance rate is not 90% or higher by November 1, contact the LHD to request a possible extension
 - Schools are expected to continue working with noncompliant students until the $\geq 90\%$ has been reached
 - Schools are not able to close if the $\geq 90\%$ has not been reached
 - School Aggregate Report Form data may need to be added by the LHD for a school to reach the $\geq 90\%$ compliancy level. These schools will be closed by the LHD.

Reporting Responsibilities

(2 of 4)

November-December

- Students assigned to the November report period will automatically switch to the February report period once the school is closed
 - Students should not be deleted from the roster unless they have been expelled or disenrolled from the school/school district

January

- Add to the February report period any new student(s) to the district from October 1 through December 31
- Work with Incomplete students to become compliant
- Verify that students on the roster have valid grades and if not make needed corrections. This will be an ongoing duty until the report is closed.

Reporting Responsibilities (3 of 4)

February 1

- The February report is due. Prior to closing, the school needs to run a **Waivers Report**
- Forward the following reports to the LHD:
 - **Waivers Report** and copies of waivers, if applicable
 - **School Aggregate Report Form**, even if no data to report
 - **IP Status Report** if required by the LHD
- Schools are encouraged to print an **Alpha Report**
- If compliance rate is not 95% or higher by February, contact the LHD to request a possible extension
 - Schools are expected to continue working with noncompliant students until the $\geq 95\%$ has been reached
 - Schools are not able to close if the $\geq 95\%$ has not been reached
 - School Aggregate Report Form data may need to be added by the LHD for a school to reach the $\geq 95\%$ compliancy level. These schools will be closed by the LHD.

March – June

- Schools that have not reached 95% or higher compliancy rate are required to continue to work with Incomplete students until compliancy is reached
- Schools will receive an informational letter from the LHD regarding the school's compliance rate

Reporting Responsibilities

(4 of 4)

May - June

- Update the site address and school user information in MCIR/SIRS
- Begin adding students to the November report period
- Run and send Future Vaccine Need Letters to Incomplete students

First Monday in August

- Delete students from the roster that were assigned to the February report period
- MCIR/SIRS promotes all students one grade. Waivered status from previous report year will be archived. However, the McKinney-Vento status from the previous report period is deleted.

April-September

- Contact the LHD for MCIR/SIRS training needs

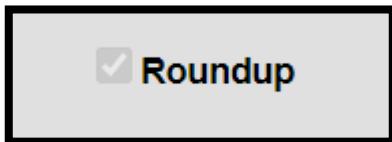
School Guidance

- As of January 1, schools may begin adding the following students to the roster assigning them to the November report period
 - All incoming kindergartners marked as Roundup for the November report period
 - **Leave grade as “C” or “NG” (Jan-Jul)**
 - All 6th graders in preparation for 7th grade reporting
 - **Leave grade as 6th grade (Jan-Jul)**
 - New to the district with current grade assignment

Kindergarten Roundup – Correct Use

Examples where the Roundup feature is correctly used:

- Student enrolled during Spring Kindergarten Roundup (prior to August)
- Grade should be either “C” or “NG” with **Roundup** indicated
- Student will be promoted to “K” on the first Monday in August



Person Information		MCIR ID : 17381328566			
Name:	adams, zzzadams	Birthdate:	05/17/2016	Gender:	Male
		Age:	6 Years 2 Months		
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:	07/22/2022
School/Childcare					
Edit Information					
Student ID:		Grade:	Childcare	Report Period:	November 2022
Last Physical Date:		Language:	English		
<input checked="" type="checkbox"/> McKinney-Vento Act	<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Vision Screened	<input checked="" type="checkbox"/> Roundup		
<input checked="" type="checkbox"/> FERPA No Consent					

Person Information		MCIR ID : 17381328566			
Name:	adams, zzzadams	Birthdate:	05/17/2016	Gender:	Male
		Age:	6 Years 2 Months		
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:	07/22/2022
School/Childcare					
Edit Information					
Student ID:		Grade:	No Grade	Report Period:	November 2022
Last Physical Date:		Language:	English		
<input checked="" type="checkbox"/> McKinney-Vento Act	<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Vision Screened	<input checked="" type="checkbox"/> Roundup		
<input checked="" type="checkbox"/> FERPA No Consent					

Kindergarten Roundup – Incorrect Use

Example where the Roundup feature is incorrectly used:

- Student enrolled during Spring Kindergarten Roundup (prior to August)
- Grade listed as “K” with **Roundup** indicated
- Student will be promoted to 1st grade on the first Monday in August

Person Information		MCIR ID : 17381328566			
Name:	adams, zzzadams	Birthdate:	05/17/2016	Gender:	Male
		Age:	6 Years 2 Months		
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:	07/22/2022
School/Childcare					
Edit Information					
Student ID:		Grade:	Kindergarten	Report Period:	November 2022
Last Physical Date:		Language:	English		
<input checked="" type="checkbox"/> McKinney-Vento Act	<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Vision Screened	<input checked="" type="checkbox"/> Roundup		
<input checked="" type="checkbox"/> FERPA No Consent					

Kindergarten Roundup

Roster Person: adams, zzzadams Birth Date: 05/17/2016 School: **Waivered** [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

Last Name Roster Size: 41 [Modify Roster](#)

Current Period: November 2022

Red grade background indicates a grade not valid for this site. Entire line denotes roundup person.

Name ▼	Birth Date ▼	G	Gr ▼	MCIR ID	Pd ▼	IS ▼	Last Eval
adams, zzzadams	05/17/2016	M	C	17381328566	Nov22	W	07/27/2022

Students should appear on the roster with their information highlighted in red across the entire line if **Roundup** is marked

Family Educational Rights and Privacy Act (FERPA) (1 of 3)

Schools may not enter immunization data or waiver data on a student's MCIR/SIRS record unless they have consent from the parent/legal guardian

Resource: [ConsentforDisclosureDoc-2020.docx \(live.com\)](#)

(Enter School District, PSA, or Nonpublic School Name)

Consent for Disclosure of Personally Identifiable Information and Immunization Information to Local and State Health Departments

Immunizations are an important part of keeping our children healthy. Schools and State and Local health departments must monitor immunization levels to ensure that all communities are protected from potentially life-threatening diseases and, if necessary, respond promptly to an emerging public health threat. It is important that disease threats be minimized through the monitoring of students being immunized.

Sharing immunization and personally identifiable information including the student's name, Date of Birth, gender, and address with local and state health departments will help to keep your child safe from vaccine preventable diseases. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, requires written parental consent before personally identifiable information and immunization information from your child's education records is disclosed to the health department. If your child is 18 or over, he or she is an "eligible student" and must provide consent for disclosures of information from his or her education records.

You may withdraw your consent to share this information in writing at any time.

I authorize _____ *(Enter School District, PSA, or Nonpublic School Name)* _____ to release my child's immunization record and personally identifiable information to the Michigan Department of Health and Human Services and Local Health Department. I understand this information will be used to improve the quality and timeliness of immunization services and to help schools comply with Michigan Law. This includes any immunization information and limited personally identifiable information from the school.

Student's Name: _____ Date of Birth: __/__/__

Signature of Parent/Guardian
or Eligible Student: _____ Date: __/__/__

Printed Parent/Guardian Name: _____

Family Educational Rights and Privacy Act (FERPA)

(2 of 3)

Based on guidance from the State AG, school entered information should not be viewed by MDHHS (non-Division of Immunization staff) and LHDs unless permission has been granted by the legal parent or guardian

When FERPA consent **has** been provided to the school:

- Add additional immunization data into MCIR/SIRS (vaccines or waivers). This is known as “Pink Data” and is not visible on the provider’s side of MCIR.
 - The above entered data should be forwarded to the LHD so it can be verified and made visible on the provider’s side of MCIR
 - “Pink Data” is located under the **History Tab** in MCIR/SIRS

Family Educational Rights and Privacy Act (FERPA)

(3 of 3)

When FERPA consent **has not** been provided to the school and additional data needs to be reported:

- No additional immunization data should be entered into MCIR/SIRS (vaccines or waivers)
 - Student(s) must be removed from the school IP Roster in MCIR/SIRS
 - Immunization data and waivers must be reported on the [School Aggregate Report Form](#)
- Since there is no exchange of new immunization data, the following students should remain on the IP Roster and are not reported on the School Aggregate Report Form:
 - Students that have a “Complete” MCIR/SIRS status
 - Students that have a “Provisional” MCIR/SIRS status
 - Students that have an “Incomplete” MCIR/SIRS status with no additional immunization information data to be entered
 - Students that have a “Waived” MCIR/SIRS status that received a digital nonmedical waiver from the LHD

FERPA No Consent Box

- The MCIR/SIRS module has a FERPA checkbox for recording when a parent does not give permission for the school to share MCIR/SIRS-entered data for their child
- Utilizing the FERPA checkbox will no longer affect information displayed on the Waivers Report. Moving forward this function can be utilized by the schools as a tool to track consent.
- This information will still be contained in aggregate form, not person identifiable, for the school to send to the LHD for reporting
- Most parents will provide their permission. An unchecked FERPA box indicates permission to share school entered MCIR/SIRS data with LHDs.



The screenshot shows a form titled "School/Childcare" with a sub-section "Edit Information". The form contains the following fields and options:

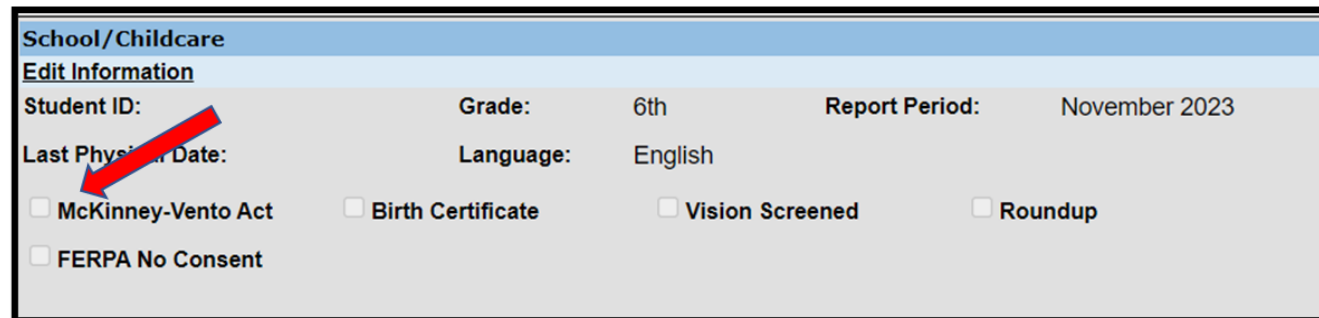
Student ID:	Grade:	7th	Report Period:	November 2018
Last Physical Date:	Language:	English		
<input type="checkbox"/> McKinney-Vento Act	<input type="checkbox"/> Birth Certificate	<input checked="" type="checkbox"/> Vision Screened		
<input type="checkbox"/> FERPA No Consent				

A red arrow points to the "FERPA No Consent" checkbox, which is currently unchecked.

- **Consent** = FERPA checkbox is left unchecked/blank
- **Denied** = FERPA checkbox is checked. Info not to be shared with LHD.

McKinney Vento

- McKinney-Vento as related to immunization reporting should be used when a student is experiencing homelessness and is incomplete with required immunizations.
- Students marked as McKinney-Vento will not be calculated in the compliancy level for the school building or district.
- Reportable students marked as McKinney-Vento should have both their immunization and homelessness status reevaluated for each reporting period.
- On the first Monday in August of each year, McKinney-Vento status will be deleted unless the student is marked for the current school reporting period



School/Childcare
Edit Information

Student ID:	Grade:	6th	Report Period:	November 2023
Last Physician 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				

Pause for Questions

School Aggregate Report Form

- The **School Aggregate Report Form** should be used in the following circumstances for reportable students:
 - Students without a MCIR/SIRS record and no FERPA consent
 - Students with an “Incomplete” MCIR/SIRS status, with additional immunization data (vaccine(s) or waiver) and no FERPA consent
 - Students with a nondigital, nonmedical waiver, with or without FERPA consent (i.e., paper)
 - Schools that are unable to report through MCIR/SIRS, such as Amish schools or religious schools
- Students reported on the **School Aggregate Report Form** must be removed from the MCIR/SIRS IP Roster, so not to be reported twice

School Aggregate Report Form
Instructions: This form should only be used for students not being reported in MCIR/SIRS. Once complete, forward this form to your Local Health Department.

School Name: _____ Building Code: _____
 Contact Name: _____ Contact Phone #: _____
 Date Aggregate Report Form Prepared: _____ Report Period: November February No Data to Report

	Total Number of:	Total Number of:
	• Students with No FERPA Consent and additional data available	• Students with No FERPA Consent and No Immunization Record on File
K		
7		
0		

	DT/DTaP/ Tdap/Td 1	DT/DTaP/ Tdap/Td 2	DT/DTaP/ Tdap/Td 3	DT/DTaP/ Tdap/Td 4	DT/DTaP/ Tdap/Td 5	DT/DTaP/ Tdap/Td 6	Disease Titer	Series Waived R M O		
K							N/A			
7							N/A			
0							N/A			
	POLIO 1	POLIO 2	POLIO 3	POLIO 4	POLIO 5		Disease Titer	Series Waived R M O		
K							N/A			
7							N/A			
0							N/A			
	MMR 1	MMR 2					Disease Titer	Series Waived R M O		
K										
7										
0										
	HEP-B 1	HEP-B 2	HEP-B 3	HEP-B 4			Disease Titer	Series Waived R M O		
K										
7										
0										
	VAR 1	VAR 2					Disease Titer	Series Waived R M O		
K										
7										
0										
	Meningococcal MenACWY (MCV4) 1	Meningococcal MenACWY (MCV4) 2					Disease Titer	Series Waived R M O		
K										
7							N/A			
0							N/A			

Summary of Student Data Reported Above						
	# of Students Complete Imms	# of Students Provisional	# of Students Incomplete	# of Students with Religious (R) Waivers	# of Students with Medical (M) Waivers	# of Students with Other (O) Waivers
K						
7						
0						

Revised 6/2008

School Aggregate Report Form Tip Sheets

School Aggregate Report Form Tip Sheet
Instructions: This form should only be used for students not being reported in MCIR/SIRS. Once complete, forward this form to your Local Health Department.

1 School Name: _____ Building Code: _____
 Contact Name: _____ Contact Phone #: _____
 Date Aggregate Report Form Prepared: _____ Report Period: November February No Data to Report

2 Total Number of:
 • Students with No FERPA Consent and additional data available
 • Students with a nondigital (paper), nonmedical waiver (with or without FERPA Consent)

K	
7	
O	

3 Total Number of:
 • Students with No FERPA Consent and No Immunization Record on File

K	
7	
O	

	DT/DTaP/ Tdap/Td 1	DT/DTaP/ Tdap/Td 2	DT/DTaP/ Tdap/Td 3	DT/DTaP/ Tdap/Td 4	DT/DTaP/ Tdap/Td 5	DT/DTaP/ Tdap/Td 6	Disease Titer	Series Waived R M O
K							N/A	
7							N/A	
O							N/A	
POLIO 1	POLIO 2	POLIO 3	POLIO 4	POLIO 5			Disease Titer	Series Waived R M O
K							N/A	
7							N/A	
O							N/A	
MMR 1	MMR 2						Disease Titer	Series Waived R M O
K								
7								
O								
HEP-B 1	HEP-B 2	HEP-B 3	HEP-B 4				Disease Titer	Series Waived R M O
K								
7								
O								
VAR 1	VAR 2						Disease Titer	Series Waived R M O
K								
7								
O								
Meningococcal MenACWY (MCV4) 1	Meningococcal MenACWY (MCV4) 2						Disease Titer	Series Waived R M O
K								
7								
O								

Summary of Student Data Reported Above					
# of Students Complete Imms	# of Students Provisional	# of Students Incomplete	# of Students with Religious (R) Waivers	# of Students with Medical (M) Waivers	# of Students with Other (O) Waivers
K					
7					
O					

Revised 6/1/2024

School Aggregate Report Form Tip Sheet

1 Indicate the school's name; building code; name and phone number for the contact at the school; date the School Aggregate Report Form was prepared; and report period (if applicable).

2 Enter the number of kindergarteners, 7th graders, and other (new to the district) students removed from the MCIR roster and/or students that do not have a MCIR record but have a vaccine record reported on this form.

3 Enter the number of kindergarteners, 7th graders, and other (new to the district) students without FERPA Consent, not found in MCIR/SIRS, and do not have immunization data (vaccine record or waiver) available.

4 Using each student's immunization record, enter the total number of students with either a valid, documented vaccine, or disease titer (if applicable).
 For vaccines being waived, enter the total number under each column by waiver type.

5 Enter the total number of Complete immunization records for students in kindergarten, 7th grade, and other (new to the district).

6 Enter the total number of Provisional records for students in kindergarten, 7th grade, and other (new to the district).

7 Enter the total number of Incomplete records for students in kindergarten, 7th grade, and other (new to the district).

8 Enter the total number of Religious (R) waivers for students in kindergarten, 7th grade, and other (new to the district).

9 Enter the total number of Medical (M) waivers for students in kindergarten, 7th grade, and other (new to the district).

10 Enter the total number of Other (O) waivers for students in kindergarten, 7th grade, and other (new to the district).

Additional Information
 If the student is Complete in MCIR/SIRS without FERPA Consent, leave the student on the roster. Do not report the student on this School Aggregate Report Form.
 A student who is incomplete on the roster without FERPA Consent may remain on the MCIR/SIRS roster. When new immunization data or waiver information is presented, remove the student from the roster and report them on the School Aggregate Report Form.

Revised 6/1/2024

Reports Available to the School

- Alpha List
- Future Vaccine Need
- IP 100/101
- Letters to Parents
- Waivers Report

Summary as of: 07/27/2022 06:11 AM
Allegan (03) County

Michigan Department of Health and Human Services
School Status Report
February 2022 Reporting Period

Page: 1

	Grade	Stud #	Comp %	Prov #	Waiv- %	Waiv-R #	Waiv-O %	Waiver #	Compliance %
Allegan (03)									
PUBLIC TOTALS:	K	1330	1267	95	5	0	4	0	
	O	1483	1398	94	2	0	4	0	
	7	1475	1386	94	0	0	3	0	
	T	4288	4051	94	7	0	11	0	
PRIVATE TOTALS:	K	161	147	91	0	0	1	1	

Summary as of: 07/27/2022 06:11 AM
Allegan (03) County

Michigan Department of Health and Human Services
School Waivers Report by Antigen
February 2022 Reporting Period

Page: 1

	Religious	Medical	Other
DISTRICT: 03000 Allegan ISD			
06730 Hillside Learning and Behavior Center	0	0	0
PUBLIC TOTALS:	0	0	0
DISTRICT: 03030 Allegan Public Schools			
03535 Allegan Alternative High School	0	0	2
00062 Allegan High School	0	0	3
04047 Allegan Online K-8	0	0	0
00881 Dawson Elementary School	2	2	0
00059 L E White Middle School	4	0	0
02748 North Ward Elementary School	0	0	4
05954 Pine Trails Elementary School	0	0	5
04469 West Ward Elementary School	6	0	0
PUBLIC TOTALS:	12	2	14
DISTRICT: 03050 Fennville Public Schools			

07/11/2023

Michigan Department of Health and Human Services
Alphabetical List of Students
February 2023 Reporting Period
3302090580 School Test Site

Page: 1

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

Contact: Yvonne Louiselle

Name	Date of Birth	Phone #	Report Period	FERPA No Consent
GRADE: 01				
ZZZBake, Snow	05/04/2017		February 2023	Unchecked
ZZZFRISCO, Jade	05/13/2009		February 2023	Unchecked
ZZZMachgander, Infant	01/02/2016		February 2023	Unchecked
ZZZSlawey, Zach	01/03/1987		February 2023	Unchecked
ZZZsnowbird, Grammy	02/13/2017		February 2023	Unchecked
ZZZtesting, test	12/31/2016		February 2023	Unchecked
GRADE: 02				
ZZZoneday, soon	05/17/2016		February 2023	Unchecked
ZZZsomewhere, Somebody	05/06/2015		February 2023	Checked
zzzStick, zzzPeppermint	02/18/2014		February 2023	Unchecked
GRADE: 03				
zzzbones, sequence	05/03/2016		February 2023	Checked
ZZZGreen, Grass	03/04/2015		February 2023	Unchecked
Zzzlittle, Dolly	12/27/2003		February 2023	Checked
ZZZmichigan, Grand	01/02/2015		February 2023	Unchecked
GRADE: 04				
ZZZdack, donald	01/02/2018		February 2023	Unchecked
zzzJunk, Jennifer	02/20/2013		February 2023	Unchecked
ZZZmountain, top	12/03/2015		February 2023	Checked
ZZZohio, Akron	01/03/2016		February 2023	Checked
GRADE: 07				
zzzmcrc, twelve	09/05/2009		February 2023	Unchecked
zzzwcupin, teddy	12/12/2009		February 2023	Unchecked
zzzineezzy, lazy	11/15/2016		February 2023	Unchecked
ZZZTest, pcv seven and thirteen	02/01/2010		February 2023	Unchecked
GRADE: 09				
zzzletters, custom	05/14/2008		February 2023	Unchecked
GRADE: 11				
ZZZlansing, Town	09/28/2014		February 2023	Unchecked

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

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](#)

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

Report Parameters

Report Name	Alpha List of Students	Additional Info <input type="button" value="Cancel"/>
Grade	IP 100/101	
Roundup	Letters to Parents	
Report Period	Incompletes	
	Provisionals	
	Waivers	
	Future Vaccine Need	
	Birth Certificates	
	Last Physical	
	Vision Screenings	
	CA-60 Labels	

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
	Create Reports	Get News
	Retrieve Results	MCIR.org
		VIS
		Exit Application

Version 9.3.0.8.8.9898
July 27, 2022 06:00 ET

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	louiselle1	06/21/2023	Report has been retrieved	Report	Delete
Alpha List of Students	louiselle1	06/21/2023	Report Ready	Report	Delete

06/21/2023 Michigan Department of Health and Human Services Page: 1
 Alphabetical List of Students
 February 2023 Reporting Period
 3302090580 School Test Site
 333 S Grand Ave
 Lansing, MI 48933
 (517) 335-0500

Contact: Yvonne Louise

Name	Date of Birth	Phone #	Report Period	FERPA No Consent
GRADE: 01				
ZZZflake, Snow	05/04/2017		February 2023	Unchecked
ZZZFRISCO, Jade	05/13/2009		February 2023	Unchecked
ZZZMichigander, Infant	01/02/2016		February 2023	Unchecked
ZZZSleepy, Zach	01/03/1987		February 2023	Unchecked
ZZZsnowbird, Granny	02/13/2017		February 2023	Unchecked
ZZZtesting, test	12/31/2016		February 2023	Unchecked
GRADE: 02				
ZZZoneday, soon	05/17/2016		February 2023	Unchecked
ZZZsomewhere, Somebody	05/06/2015		February 2023	Checked
zzzStick, zzzPeppermint	02/18/2014		February 2023	Unchecked
GRADE: 03				
ZZZGreen, Grass	03/04/2015		February 2023	Unchecked
Zzzlittle, Dolly	12/27/2003		February 2023	Checked
ZZZmichigan, Grand	01/02/2015		February 2023	Unchecked
GRADE: 04				
ZZZduck, donald	01/02/2018		February 2023	Unchecked
zzzJunk, Jennifer	02/20/2013		February 2023	Unchecked

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**

Schools are encouraged to run this report in the spring for incoming K, 7th and new school entrants. This report generates letters and a listing of students 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 students 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](#)

Person	Sch/CC	My Site	Adm	Rpts	Oth
Create Reports Retrieve Results					
Report Parameters					
Report Name	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				Additional Info

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

Version 9.3.0.8.8.9898
July 27, 2022 06:00 ET

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	



June 21, 2023

ID 17204832308
Date of Birth 05/06/2015
Building 90580
Grade 02

To the parent or guardian of
SOMEBODY ZZZSOMEWHERE
43525 ELIZABETH ST
MOUNT CLEMENS, MI 48043

To the parent or guardian of Somebody ZZZsomewhere:
Michigan Public Health Code requires all students be immunized against vaccine preventable diseases to attend School Test Site.

According to our records your child needs the following immunizations:
Polio as of NOW
MMR as of NOW
Hepatitis B as of NOW
Varicella 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
DTP/DTap/DT/TTd/Tdap	05/06/2020						

*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 (M CIR).

Sincerely,

Mary Sunshine
School Nurse
School Test Site

Resource: [Future Vaccine Need Tip Sheet](#)

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 students 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

August 3, 2022

ID	17391974178
Date of Birth	08/07/2017
Building	90580
Grade	01

ADAM ZZADAMS
43525 ELIZABETH ST
MOUNT CLEMENS, MI 48043

To the parent or guardian of adam zzadams:
Michigan law requires that all students must be immunized against vaccine preventable diseases to attend School Test Site.
According to our records your child needs the following immunizations: DTaP.
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 08/17/2022

Vaccine Series	History of Vaccinations Given By Series						
	Date#1	Date#2	Date#3	Date#4	Date#5	Date#6	Date#7
DTP:DTaP:DT/Td/Tdap	01/07/2018*	07/07/2018*	12/07/2018*				
Polio	01/07/2018*	07/07/2018*	12/07/2018*				
MMR	08/08/2018*						
Hepatitis B	08/07/2017*	11/07/2017*	05/07/2018*				
Varicella	08/08/2018*						

* 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,

Mary Sunshine
School Nurse
School Test Site

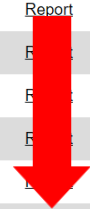
Message to healthcare provider: This immunization information was generated from a school or childcare report and is unofficial. Please review MCIR and your own records to ensure accurate information regarding this child's immunization status. Please enter from your medical record all vaccine dates that 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		
Alpha List of Students	louiselle1	07/21/2022	Report has been retrieved	Report	Delete
Letters to Parents Exclusion	louiselle1	07/21/2022	Report has been retrieved	Report	Delete
waivers	louiselle1	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

Version 9.3.0.8.8.9898
July 27, 2022 06:00 ET

Letters to Parents (3 of 3)

- If a letter does not generate for a student, a common reason found is an invalid address
 - Click on the student'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](#)
NO

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: 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: 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 building broken down by number of doses missing or a detail report with a full immunization history for every student.

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
Letters to Parents
Incompletes
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	M CIR.org
		VIS
		Exit Application

Version 9.3.0.8.8.9898
July 27, 2022 06:00 ET

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	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 Ready	Report

Summary as of: 08/02/2022 06:05 PM

Michigan Department of Health and Human Services
IP 100 Report
November 2022 Reporting Period
33020 90580 School Test Site
333 S Grand Ave
Lansing, MI 48933
(517) 335-0500

Contact: Holly Standhardt

	Kindergarten	Other	Seventh	Total
	Number	Percent	Number	Percent
COMPLIANT ENTRANTS	14	43	13	27
NO RECORDS	3	21	2	5
COMPLETES	2	14	0	2
PROVISIONALS	1	7	0	1
INCOMPLETES	8	57	7	15
TOTAL WAIVERS	3	21	5	8
RELIGIOUS WAIVERS	2	14	2	4
MEDICAL WAIVERS	1	7	3	4
OTHER WAIVERS	0	0	0	0
DTAP 1	8	57	3	11
DTAP 2	8	57	2	10
DTAP 3	7	50	1	8
DTAP 4	4	29	1	5
DTAP 5	2	14	0	2
DTAP 6	2	14	0	2
DTAP 7	0	0	0	0
POLIO 1	5	36	3	8
POLIO 2	5	36	1	6
POLIO 3	3	21	0	3
POLIO 4	2	14	0	2
POLIO 5	0	0	0	0
MMR 1	3	21	2	5
MMR 2	1	7	1	2
MMR 3	0	0	0	0
IMMUNITY	1	7	0	1
HEPB 1	4	29	4	8
HEPB 2	4	29	2	6
HEPB 3	4	29	2	6
HEPB 4	0	0	0	0
IMMUNITY	1	7	0	1
VARICELLA 1	4	29	2	6
VARICELLA 2	2	14	1	3
IMMUNITY	2	14	4	6
MCV4 1	1	7	1	2
MCV4 2	0	0	0	0

Waivers Report (1 of 3)

From the MCIR/SIRS Home Screen:

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

MDHHS Michigan Care Improvement Registry Michigan.gov

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 students 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	Additional Info
Name	<input type="text"/>
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	

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	MICR.org
		VIS
		Exit Application

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July 27, 2022 06:00 ET

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_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 has been retrieved	Report	Delete
Waivers	louiselley1	06/21/2023	Report Ready	Report	

08/03/2022

Michigan Department of Health and Human Services
Alphabetical List of Waivers by Antigen
November 2022 Reporting Period
3302090580 School Test Site

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

Contact: Holly Standhardt

Page: 1

Name	Date of Birth	Phone #	Status
GRADE: 01			
zzadams, adam	08/07/2017	(586)466-6840	Incomplete
Polio			Medical
MMR			Medical
Hepatitis B			Religious
Varicella			Religious
zzzabc, defg	05/16/2017		Provisional
Polio			Religious
MMR			Religious
Hepatitis B			Religious
Varicella			Religious
ZZZanytime, Anyday	03/05/2016		Waivered
DTP/DTaP/DT/Td/Tdap			Medical
Polio			Religious
MMR			Religious
Hepatitis B			Religious
Varicella			Religious
ZZZBird, Snow	05/05/2015	(269)555-1215	Waivered
Hepatitis B			Other
zzzperson, zzznotareal	09/01/2017		Waivered
DTP/DTaP/DT/Td/Tdap			Religious
Polio			Religious
MMR			Religious
Hepatitis B			Religious
Varicella			Religious
ZZZtesting, test	12/31/2016		Waivered
DTP/DTaP/DT/Td/Tdap			Religious
Polio			Religious
MMR			Religious
Hepatitis B			Religious
Varicella			Religious
GRADE: 02			
ZZZsomewhere, Somebody	05/06/2015		Incomplete
DTP/DTaP/DT/Td/Tdap			Other
ZZZtraining, Day	05/17/2016		Incomplete
Polio			Other
MMR			Other
GRADE: 03			

Waivers Report (3 of 3)

- Schools are required to send a **Waivers Report** with copies of medical 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 schools 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 students for each grade 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 students 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: 08/02/2022 06:05 PM

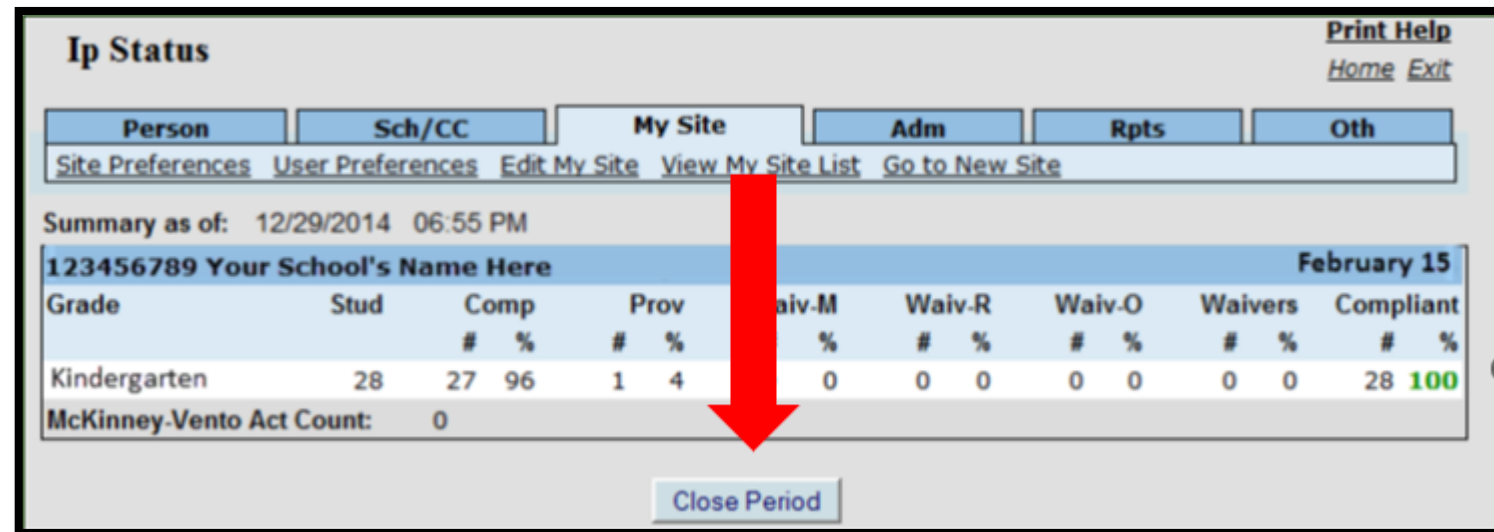
90580 School Test Site											November 2022				
Grade	Stud	Comp		Prov		Waiv-M		Waiv-R		Waiv-O		Waivers		Compliant	
		#	%	#	%	#	%	#	%	#	%	#	%	#	%
Kindergarten	14	2	14	1	7	1	7	2	14	0	0	3	21	6	43
Other	13	0	0	0	0	3	23	2	15	0	0	5	38	5	38
Total	27	2	7	1	4	4	15	4	15	0	0	8	30	11	41

McKinney-Vento Act Count: 7

WARNING: You have November 2022 people on your roster, who do not have a valid grade set for this site and may not be included in your IP numbers. Please go to your roster to correct this problem.

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:
 - If the school has reached the minimum required compliancy and,
 - 30 days prior to the report due date
 - November 1: available on October 1
 - February 1: available after January 6



The screenshot shows the 'Ip Status' report interface. At the top right, there are links for 'Print Help', 'Home', and 'Exit'. Below these are navigation tabs: 'Person', 'Sch/CC', 'My Site', 'Adm', 'Rpts', and 'Oth'. Under the 'My Site' tab, there are links for 'Site Preferences', 'User Preferences', 'Edit My Site', 'View My Site List', and 'Go to New Site'. The main content area shows a summary for '123456789 Your School's Name Here' as of '12/29/2014 06:55 PM' for the month of 'February 15'. A table displays data for 'Kindergarten' with columns for 'Stud', 'Comp', 'Prov', 'Waiv-M', 'Waiv-R', 'Waiv-O', 'Waivers', and 'Compliant'. The 'Compliant' value is 28, which is 100%. Below the table, the 'McKinney-Vento Act Count' is shown as 0. At the bottom center, there is a 'Close Period' button, which is highlighted by a large red arrow pointing downwards.

Grade	Stud	Comp # %	Prov # %	Waiv-M %	Waiv-R # %	Waiv-O # %	Waivers # %	Compliant # %
Kindergarten	28	27 96	1 4	0	0 0	0 0	0 0	28 100

Common Errors with Reporting (1 of 2)

Situation

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

Possible Answer

- Check that the reporting period is current
 - Jan 1 - Sep 30 = Nov XX
 - Oct 1 - Dec 31 = Feb XX
- Students may have an invalid grade entered
- The school may have changed grades in the building
 - Contact LHD to change grades
- School entered the information the day the IP Status was viewed, and the status has not updated

Common Errors with Reporting (2 of 2)

Situation

Student is showing up as “Incomplete”

Possible Answer

- Reporter should check the “Status” for the student 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 school may need to click on the child or student’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.

School 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 student has more than one MCIR record in the system
- To change immunization dates that can not be modified by a school

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/fo_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
------	----------

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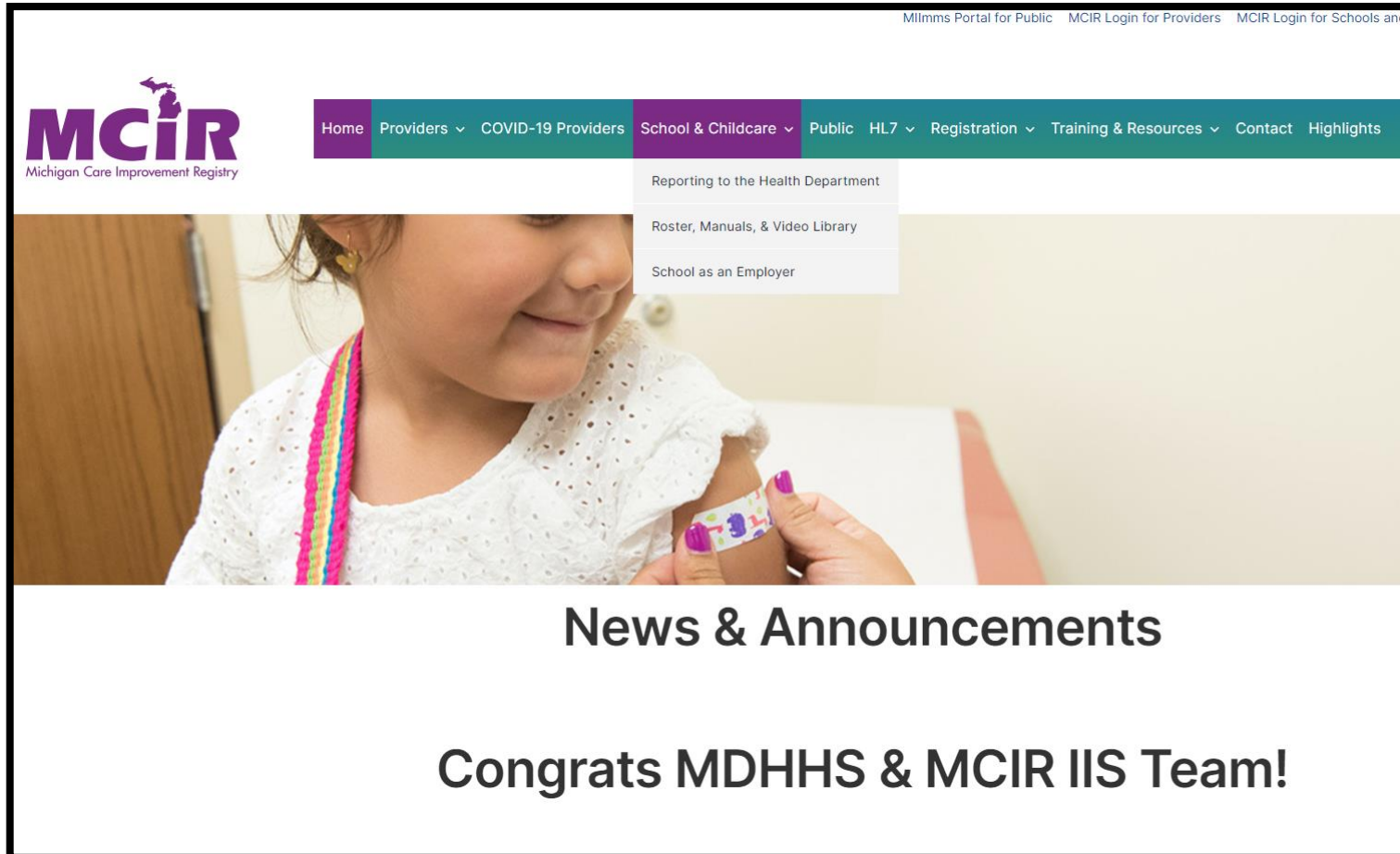
School Administration Responsibilities

- Enforce the exclusion policy for students 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 all facilities report by the required due dates
- All facilities reach at least the minimum compliancy rate
- Immediately contact LHDs with a suspected communicable disease outbreak

Reminders


- Schools have the option of adding students to the roster at any time
- Only one roster exists for schools. The difference is in the reporting period.
- School reporting is based on the calendar year, not the school year
- On the first Monday in August all students on the school roster will be promoted one grade
- Schools 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 "MIIms Portal for Public", "MCIR Login for Providers", and "MCIR Login for Schools and". The main navigation bar includes "Home", "Providers", "COVID-19 Providers", "School & Childcare", "Public", "HL7", "Registration", "Training & Resources", "Contact", and "Highlights". The "School & Childcare" menu is expanded, showing "Reporting to the Health Department", "Roster, Manuals, & Video Library", and "School as an Employer". Below the navigation is a banner image of a young girl in a white lace top with a colorful beaded necklace, having a colorful bandage applied to her arm. Below 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
Michigan Care Improvement Registry

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

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
MI Login 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
School Aggregate Report form	School Aggregate Report Form
School Aggregate Report Form Tip Sheets	School 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