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
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)](http://mcir.org)
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)

**How to Register for a MILOGIN Account**

- **Start Here**
  - Visit MILOGIN Page

**Complete Required Fields**
- Name
- Email address
- Work phone number
- Answer the verification question

[McIR.org/registration/](https://mcir.org/registration/)
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
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)
• Ensure that all information is filled out correctly
Updating Site (4 of 5)

• Review all School Users associated to the site
  • Remove any staff who have left the school
  • Add any additional School Users as needed
• Ensure that the site contact information is correct
  • The person working in the system the most should be the Administrator/Manager
  • Fill out information and click on **Make Primary Contact**
• 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
• 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
• 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

• Note: Special circumstances will warrant not placing a child on a roster (i.e., FERPA, non-digital nonmedical waiver)
• 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
Building a Roster
(2 of 3)

Option 1: Add/Find

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

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

<table>
<thead>
<tr>
<th>MCIR ID</th>
<th>Student ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last Name*</th>
<th>First Name*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Birth Date*</th>
<th>Gender</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>District Code</th>
<th>Building Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Roster*</th>
<th>Set Period*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ip Roster</td>
<td>November 2022</td>
</tr>
</tbody>
</table>

Submit  Clear  Cancel
Option 2: **Build Roster**
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
Roster View with Invalid Grades

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

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

*All doses of vaccines must be valid (Follow CDC vaccination schedule): 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. If the child has not received these vaccines, documentation must be provided. Certain disease outbreaks, or new or emerging diseases may be excluded from school. Parents and guardians choosing to decline vaccines must provide a signed non-medical waiver from a local health department. Read more about waivers at www.michigan.gov/health. The Michigan Department of Health and Human Services does not discriminate against any individual or group on the basis of race, national origin, color, sex, disability, religion, age, weight, familial status, marital status, veteran status, 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. Refers to Pub 1519 Rev. 6-23.

Resource: [Vaccines Required for School Entry](https://www.cdc.gov/Vaccines)
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)
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.
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 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 school by the parent/guardian. The school will remove the student from the roster and report this student on the School Aggregate Report Form.
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 ≥90% has been reached
  - Schools are not able to close if the ≥90% has not been reached
    - School Aggregate Report Form data may need to be added by the LHD for a school to reach the ≥90% compliancy level. These schools will be closed by the LHD.
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.
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 ≥95% has been reached.
  - Schools are not able to close if the ≥95% has not been reached.
    - School Aggregate Report Form data may need to be added by the LHD for a school to reach the ≥95% compliance level. These schools will be closed by the LHD.

March – June

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

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

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.
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
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.

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.
Pause for Questions
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 Tip Sheets

Resource: School Aggregate Report Form Tip Sheet
Reports Available to the School

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

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

It is recommended that 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.
Alpha List of Students
(2 of 2)

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

From the MCIR/SIRS Home Screen:
- Select Create Reports
- From the Report drop down screen, select Future Vaccine Need

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.
Future Vaccine Need Report
(2 of 2)

- Retrieve Results
- Locate your report
- Save or print

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**

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.
Letters to Parents (2 of 3)

- Retrieve Results
- Locate your report/letters
- Save or print letters
• 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
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 building broken down by number of doses missing or a detail report with a full immunization history for every student.
- Retrieve Results
- Locate your report/letters
- Save or print letters
Waivers Report (1 of 3)

From the MCIR/SIRS Home Screen:
- Select **Create Reports**
- From the **Report** drop down screen, select **Waivers**

Generates a listing of all students 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
• 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
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
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
**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
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
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 compliance 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
News & Announcements

Congrats MDHHS & MCIR IIS Team!
Reporting Checklist

Resource: SCC-Reporting-Checklist-Flyer
## Resources (1 of 2)

<table>
<thead>
<tr>
<th>Description</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>MILogin Account and MCIR Registration</td>
<td><a href="https://mcir.org/registration/">https://mcir.org/registration/</a></td>
</tr>
<tr>
<td>State MCIR Helpdesk</td>
<td><a href="mailto:MDHHS-MCIRHelpdesk@michigan.gov">MDHHS-MCIRHelpdesk@michigan.gov</a> (email address)</td>
</tr>
<tr>
<td>School and Childcare Manual</td>
<td><a href="#">School and Childcare Manual</a></td>
</tr>
<tr>
<td>Vaccines Required for School</td>
<td><a href="#">Vaccines Required for School</a></td>
</tr>
<tr>
<td>Your LHD Contact</td>
<td><a href="#">School and Childcare LHD Contacts</a></td>
</tr>
<tr>
<td>How to Build a Roster</td>
<td><a href="#">How to Build a Roster</a></td>
</tr>
<tr>
<td>SCC-Reporting-Checklist-Flyer</td>
<td><a href="#">Reporting Checklist Flyer</a></td>
</tr>
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</table>
### Resources

(2 of 2)

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<tr>
<td>Patient/Parent/Legal Guardian Request to Change Information</td>
<td><a href="https://mcir.org/wp-content/uploads/2014/10/School-Childcare_Modify_Person_Data.pdf">Request a Name Change</a></td>
</tr>
<tr>
<td>Adding/Removing Users to a Site</td>
<td><a href="https://mcir.org/wp-content/uploads/2014/10/School-Childcare_Modify_Person_Data.pdf">Add Delete Site Users</a></td>
</tr>
</tbody>
</table>
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)
Thank You for Your Support!