

Immunization Reporting with MCIR/SIRS



Overview and Helpful Hints
for Using
MCIR/SIRS

2021-2022 School Year

August is National Immunization Awareness Month

- National Immunization Awareness Month (NIAM) is an annual observance held in August to highlight the importance of vaccination for people of all ages.
 - <https://www.cdc.gov/vaccines/events/niam/>
- COVID-19 disrupted both in-person learning and routine well-child visits for many children
- As opportunities for in-person learning and play continue to grow, help us protect children by doing what you can to get kids caught up on recommended vaccines.
- **What are the steps that childcare providers, schools, and families can take to encourage catch-up vaccination and protect children's health?**

Alleghan County Immunizations

The importance of all childhood vaccines

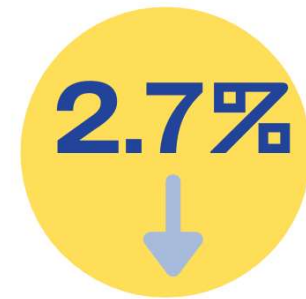


In Alleghan County, there was a 4.5 % decrease in coverage for 19 months-36 months vaccine series from the start of the pandemic in March of 2020 to May of 2021.

Series Assessed: 4 DTaP, 3 Polio, 1 MMR, 3 Hib, 3 HepB, 1 Varicella, 4 PCV

In Alleghan County, there was a 2.7 % decrease in coverage for 13 years-18 years vaccine series from the start of the pandemic in March of 2020 to May of 2021.

Series Assessed: 1 Tdap, 3 Polio, 2 MMR, 3 HepB, 2 Varicella, 1 MenACWY



When vaccination coverage is below the needed thresholds for herd immunity, there is a higher risk of outbreaks, especially in areas where unvaccinated persons are not socially distant. The threshold for herd immunity is different for each vaccine preventable disease.



CDC Recommended Childhood and Adolescent Immunization Schedule



<https://www.mcir.org/school-childcare/>

- Helpful Information on MCIR/SIRS
 - School/Childcare **Training Video Library**
 - School and Childcare Manual
 - Forms
 - Full Childcare Packet
 - Full School Packet
 - HelpDesk Phone Number (1-888-243-6652)
 - HelpDesk Email (mdhhs-mcirhelp@michigan.gov)
 - Do not send Protected Health Information (PHI) via email
- Link to MCIR/SIRS - Click on "MILogin"




MCIR School and Childcare Manual

- 39 pages total, including appendices
 - MCIR Basics
 - Getting Access to MCIR
 - Utilizing the Roster
 - Editing Data in Individual Records
 - Reports
 - Immunization Program (IP) Status
 - Reporting to the Health Department
 - Site Options
 - Miscellaneous
 - Appendices



MCIR School and Childcare Manual

- <https://www.mcir.org/wp-content/uploads/2014/08/SCC-Manual.pdf>



FIRST STEP

Getting Logged In
And
Completing User
Information and
Preferences

MILogin

- MILogin for Third Party (the “tree page”)
- Type in your User ID and Password
- Click “LOGIN” or hit “ENTER”
- **Update Profile**
 - Email address
 - Work phone number, Mobile number
- **Security Options**
- Change Password
- MILogin – application links
- Click on “Michigan Care Improvement Registry”
- Terms & Conditions - MCIR
 - Acknowledge/Agree

Why do the MILogin update?

- <https://www.mcir.org/wp-content/uploads/2017/05/MILogin-Update-Flyer.pdf>
- Accurate profile information will allow you to take care of the following on your own:
 - Password Resets
 - Forgotten ID's
- Click on SECURITY OPTIONS to update:
 - Preferred Password Recovery Method
 - Security Questions



MILogin

- ❑ MILogin is the State of Michigan Identity Management solution that allows users the ability to access many state services and systems online, using a single user ID and password.
- ❑ MCIR/SIRS is a secure web application
- ❑ MCIR/SIRS is designed for school and childcare staff to report students' immunizations accurately and efficiently to their local health department



**Everyone must have
their own User ID and
Password**



MCIR – Site Selection

- Please select the site you are representing.
- Check the circle in front of the site you wish to work in and then click “Submit”
- Note: You will only see this screen if you are enrolled with more than one school or childcare center. If you are enrolled for only one site, you will go directly into MCIR/SIRS.



SIRS News Screen

- Read information about SIRS
- Watch for updates
- News screen is created and updated by your local health department
- Print or Close the News Screen when ready



MCIR/SIRS Home Screen

- Menus on MCIR/SIRS Home Screen:
 - Person
 - School/Childcare
 - Reports
 - My Site
 - Administration (For Site Administrators Only)
 - Other



“My Site” Menu

- The following will appear only if you are registered with more than one site:
 - View My Site List
 - Go to New Site
 - Use this to move between sites without exiting MCIR/SIRS

“My Site” Menu

- School/Childcare **Site Administrators** will also have
 - Edit My Site,
 - Site Preferences,
 - User Preferences
- School/Childcare Site Administrator Training
 - <https://www.mcir.org/resource/school-site-administrator-training/>



School/Childcare Site Administrator

- Always add new users with their own email address to avoid password reset and registration issues.
 - New user will receive a PIN# via email
- School/Childcare Site Administrators are responsible for
 - Adding Site Users
 - Removing Site Users
 - Editing their Site information in MCIR/SIRS



SECOND STEP

Creating Your Roster and
Viewing Your Roster

Roster

- Training Videos
 - “Roster: Overview of the Basics”
 - “Building a Roster: Using the Build Roster Feature”
 - “Using the Kindergarten Roundup Feature” (only works January 1 – July 31)
 - Go to <https://www.mcir.org/school-childcare/training-video-library/>



Immunization Status Key

- ❑ Incomplete (I)—Currently needs Immunizations
- ❑ Provisional (P)—Currently needing vaccinations but cannot receive due to vaccine required spacing
- ❑ Waivered (W)—Waiver on file for Immunizations
- ❑ Complete (C)—Up-to-Date on Required Immunizations
- ❑ No Evaluation (\emptyset)—Child may be too old or young for the Site status



THIRD STEP

Working
With
Your
Roster

Modifying the Roster

□ Training Video

- “Roster: How to Modify, Assess, Delete, and Mark Records as Duplicates”

- Go to

<https://www.mcir.org/school-childcare/training-video-library/>



Keeping Your Roster Up-to-date

- Children can be added or deleted from your roster, as they move in or out of your school or childcare center
- Check to be certain that **all children who need to be reported are included on your roster with the correct reporting period**



STEP FOUR

Follow-up on
Children / Students
who are Incompletes



Editing “General Information”

- From the Roster, click on the individual’s name you wish to edit
- The individual’s General Information screen pops up
 - address,
 - primary and secondary phone numbers,
 - school/childcare information (see next 2 slides)can be edited from this page



Editing “General Information” (2)

- School/Childcare Information
 - Student ID
 - Grade
 - Report Period
 - Last Physical Date
 - Language (English or Spanish)




Editing “General Information” (3)

- School/Childcare Information checkboxes
 - McKinney-Vento Act
 - Birth Certificate
 - Vision Screened
 - Roundup
 - FERPA No Consent



FERPA No Consent Checkbox

- Consent to share data (Consent form on file) → an unchecked/blank FERPA checkbox
- No Consent to share data (No Consent Form) → a checked FERPA checkbox, data not visible to Allegan County Health Department



FERPA is a federal law

- Family Educational Rights and Privacy Act (FERPA)
- FERPA is a federal law that protects the privacy of students' education records.



FERPA is a federal law (2)

- FERPA applies to educational agencies and institutions that receive funds under any program administered by the U.S. Department of Education.
 - all public schools and school districts
- Private and religious schools at the elementary and secondary level generally do not receive funds from the Department of Education and are, therefore, not subject to FERPA.

What is FERPA Consent?

- Parent/guardian gives permission to the school to share immunization data with the local Health Department
- **Consent** to share immunization data (consent form on file at the school). This means the FERPA No Consent box will NOT be checked
- **No Consent** to share immunization data (no consent form on file at the school)

What is FERPA Consent? (2)

- Additional information can be found on mcir.org under “Schools & Childcare”; “Reporting to the Health Department”; scroll down to School Packet and click on “FAQ for FERPA”
- Form: “Immunization Reporting Form for Students with No FERPA Consent on File”
- Consent form **template**
 - English
 - Spanish



Viewing Immunization Status/History

- On the individual's General Information page are five links
 1. Add/Find
 2. Roster
 3. Add Imm
 4. Status
 5. History



Adding Immunizations

- If the “incomplete status” child receives immunizations, the assessment will change **when the provider adds the immunizations to MCIR**
- If the provider has not added immunization dates, you can add dates yourself to MCIR/SIRS



Adding Immunizations and Waivers

□ Training Video

- “How to Add and Edit Immunizations and Waivers”

- go to

- <https://www.mcir.org/school-childcare/training-video-library/>



Viewing Immunization Status

- Immunization Status displays vaccine series as a row
 - Status complete
 - Status incomplete
 - the next dose due
 - the date it is due or overdue



Immunization History

- Pink immunization data is unverified immunization data
- If the parent has agreed to share immunization data with the health department (FERPA Consent) fax a copy of the immunization record to the health department
- Immunization records will be verified in the MCIR



STEP FIVE

Running Reports



Reports

- Reports are created using the information entered on the Roster. It is important to ensure that all information is accurate on the Roster for accurate report generation



Reports Menu

- 11 Reports currently available in MCIR/SIRS
 - Alphabetical List of Students
 - IP100/101 Report
 - Letter to Parents (warning, exclusion, custom)
 - List of Incompletes
 - List of Provisionals
 - List of Waivers
 - Future Vaccine Need
 - List of Children with Birth Certificates
 - Report showing date of last physical
 - Vision Screening Report (Kindergarten only)
 - Hearing Screening Report (Childcare only)
 - CA-60 Labels with Immunization Record



Using Reports

□ Training Video

- “Creating and Retrieving Reports”

- Go to

- <https://www.mcir.org/school-childcare/training-video-library/>



STEP SIX

Immunization Program (IP) Status

What is “IP Status?”

- IP Status shows a School or Childcare’s percentage of compliance with required immunizations as defined by MDHHS
- **Important Note: IP Status is updated overnight in MCIR**
 - For example: students added to the roster on October 1 will not be included on the IP status until October 2
- Finish work on the roster the day before you are ready to close




Viewing IP Status

- ❑ From your Site's Home Screen, under the "School/Childcare" Menu click "IP Status"
- ❑ Provides a quick look at your compiled data
- ❑ Will change automatically as providers add shots, or as children who are provisional become incomplete
- ❑ The "Close Period" button is activated only after your Site has reached the required percentage for the Period



Required Compliance Percentages

- Childcares need an IP Status of 90% to submit their report October 1st
- Schools need an IP Status of 90% to submit their first report November 1st
- Schools need an IP Status of 95% to submit their second report on February 1st



Submitting Your Report

1. Check your roster to verify that:
 - All required students are listed
 - All grades (Gr) are correct
 - Report periods (Pd) on all records are correct
2. Run the Waiver Report before the reporting period is closed.
3. On the IP Status Screen, if everything looks correct, click on the "Close Period" button.

Submitting Your Report (2)

- Clicking the “Close Period” button automatically creates an end of period report (under Reports → Retrieve Results). Print a hard copy for yourself and send the to the IP-100 or IP-101 Summary to Sharon Weems at the Health Department.
- Please also send your waivers and the Waiver Report to Sharon Weems at the Health Department



Roster to remain in MCIR/SIRS

- ❑ Schools: Keep your “November report students” on your roster as they will need to be reported again in February.
- ❑ Childcares and Schools: Do not delete children/students from your roster until after August 1, 2022. You may delete children who have left your facility or who do not need to be included in your report.