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IMMUNIZATION REPORTING FOR SCHOOLS AND CHILDCARE CENTERS WITH MCIR/SIRS

Overview and Helpful Hints
for Using
MCIR/SIRS

2020-2021 School Year

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

- Website to Check for 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)*
- Link to MCIR/SIRS - Click on “MILogin”



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Caution!

- Do not send files containing Protected Health Information (PHI) to the HelpDesk.



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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*



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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*



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Why do the MILogin update?

- 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*

Questions/Problems call MCIR HelpDesk

1-888-243-6652



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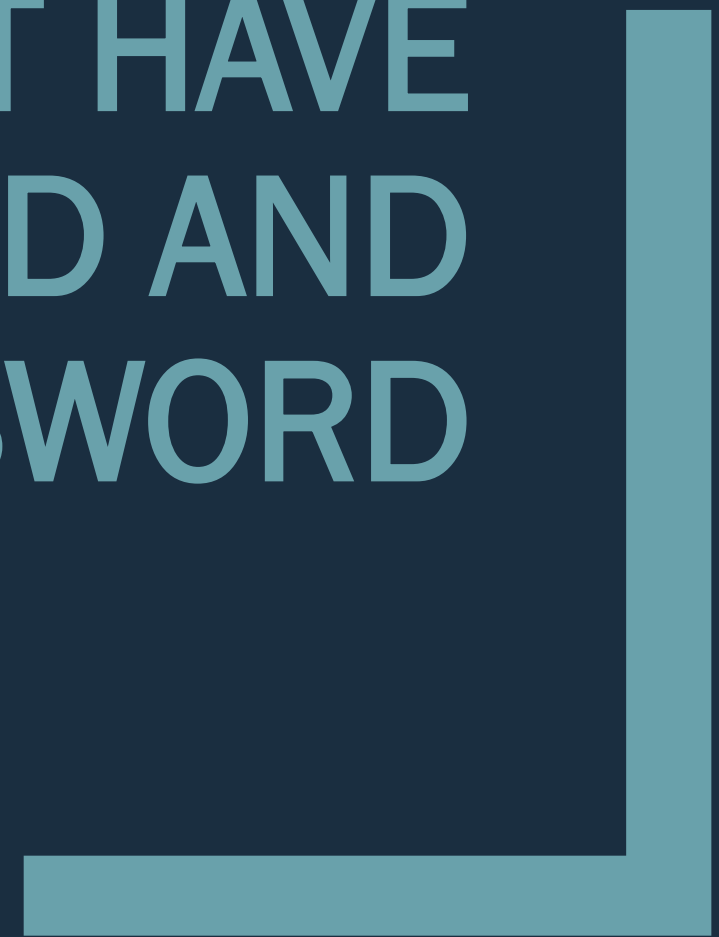
MILogin

- 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



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**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.



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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



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MCIR/SIRS Home Screen

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



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“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



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“My Site” Menu

- School/Childcare **Site Administrators** will also have
 - *Edit My Site,*
 - *Site Preferences,*
 - *User Preferences*
- [School/Childcare Site Administrator Training](#)



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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*



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SECOND STEP

CREATING YOUR ROSTER



Roster

- A Roster is a list of students that have been associated with your School or Childcare Site in MCIR/SIRS.
- Only children who are required to be reported to the Health Department should be on the Roster.
- Only children in the current reporting period should be on the Roster.



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Roster

- Rosters can be created in three ways:
 - *Build a Roster using the “Build Roster” feature*
 - *Build a Roster using the “Add/Find” feature*
 - *Build a Roster using the "Load External Data" function*



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Using the “Build Roster” feature

- From your Site’s Home Screen, under the “School/Childcare” menu, click the “Build Roster” link
- Enter the Birth Date, Last Name, and First Name to search for
- Click the “Add to List” button
- Continue adding students in this way until all the students needed on your Site’s Roster have been added
- Choose the appropriate Report Period for these students
- Click “Submit” to start the search
- Note: Do not let the system idle for 60 minutes without submitting. All entries on the list will be lost. Click “Submit” before a long break to ensure that the students will be added to your Roster



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Using the “Build Roster” feature (2)

- Any students whose record already exists in MCIR will be added to the Roster
- Go to “Retrieve Results” under the Reports menu
- Click “Report”
- This report will show a list of students who were Matched and/or Non-Matched
- Students who are listed as Non-Matched will need to be searched for individually through the “Add/Find” feature to find the records or create a new record if needed



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Using the “Add/Find” feature

- From the Home Screen, click “Add/Find” under the Person section
- Enter the Birth Date, Last Name, and First Name of the student you are searching for and set the Report Period
- Click “Search”
- If the person is found the record will come up and they will automatically be added to your roster
- You can help avoid duplicating existing MCIR records by using the wildcard (*) in your name search
 - *Handout: “Using an Asterisk for Wildcard Searches”*
- Adding a child who is already in MCIR creates duplicate records



If the child/student is not found...

- A pop-up will ask to refine search
- If the second search does not find a record, the “Add Person” option will appear
- Click “Add Person”
- Add new child/student



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Using the "Load External Data" function

- Users with external systems can export a comma delimited text file from their information system
- From your Site's Homepage, click "Build Roster"
- Click "Load External Data"
- Click "Choose File," attach the comma delimited text file you created then click "Submit"
 - *If you receive an Illegal File Format Error, your data is not formatted correctly (YYYYMMDD,LastName,FirstName,StudentID)*
- MCIR creates a list of students to search for.
- Set the report period then click "Submit" to search.



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Kindergarten Roundup

- Kindergarten Roundup children can be entered into rosters to see if they meet requirements for school attendance
- Add Kindergarten Roundup children to Roster
- Go to “Modify Roster”, Select children enrolled at kindergarten roundups. Set “Roundup” to “Yes”
- Roundup children will automatically be moved to Grade K prior to the start of school



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THIRD STEP

Viewing Your Roster



Viewing Your Roster

- From your home screen click on “Roster”
- You can rearrange the order
- Sort the Roster by
 - *Name,*
 - *Birth Date,*
 - *Grade,*
 - *Report Period or*
 - *Immunization Status*

by clicking on the triangular icon next to the corresponding text.



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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 (∅)—Child may be too old or young for the Site status



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FOURTH STEP

Working With Your Roster



Modifying the Roster

- Using the Modify Roster link in MCIR is an easy way to modify multiple records simultaneously
 - *From your homepage in MCIR click “Roster” under the Person menu*
 - *Click “Modify Roster”*
 - *Checkboxes will appear next to each name*
 - *Select the records to modify either by individually checking in the boxes next to the names or click “Check All” to select all records on the page*



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Modifying the Roster (2)

- At the bottom of the screen click “Modify Checked”
- A popup window will appear
- Select the data to modify using the dropdown menus then click “Submit”
 - *Grade, Roundup, Report Period, Vision Screened*
- A popup will ask if you are sure.
- Click “OK” to submit data or “Cancel” to go back



Modifying the Roster (3)

- If you wish to move selected students from one roster to another (Move Roster), you must have access to both Sites
- Children/students can be moved easily from one school to another, or from a childcare into a school if the site user is associated with both sites.



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Assess, Delete, Mark as Duplicate

- As well as the “Modify” function there are other options available when you click on the “Modify Roster” link at the top of the Roster page
 - *Assess Checked*
 - *Delete Checked*
 - *Mark as Duplicate*



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Assess Checked

- Updates the selected record(s) to show current immunization status
- Records that have not been viewed or assessed recently can still show “Complete” even if they are not



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Delete Checked

- Deletes the selected record(s) from your roster.
- It does NOT delete the record from MCIR



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Mark as Duplicate

- If you find more than one record in MCIR for a student select both records then click “Mark as Duplicate.”
- The records will be flagged for technical staff to determine whether they are truly duplicates or not.



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Viewing Immunization Status/History

- On the Child's / Student's General Information page are five links
 - *Add/Find*
 - *Roster*
 - *Add Imm*
 - *Status*
 - *History*



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Editing “General Information”

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



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Editing “General Information” (2)

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



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Editing “General Information” (3)

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



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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



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Immunization Records

- See handout: “What makes an Official Immunization Record?”



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Adding Immunizations

- To add shots, click on child's name in the Roster list.
- Click on "Add Immunizations" link
- Enter documented immunizations administered by date
- Click on Submit
- Shots dates will show in child's record with pink shading to indicate that dates were added by a school or childcare, not a healthcare provider



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Adding Immunizations (2)

- 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



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Adding Waivers

- If a parent signs a waiver, or the physician signs a medical contraindication form, these can be added to MCIR/SIRS on the “Add Immunizations” screen.
- NOTE:
 - *Waivers and medical contraindications **must be added for each antigen** which is applicable. For instance, if a parent signs a waiver for all immunizations, you must add the waiver for each antigen.*
 - *If a child is waived for one shot, and incomplete for another, the status will be incomplete (Example – parent signs waiver for HepB, but child is not up-to-date for MMR, the status will be Incomplete.)*



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Adding Waivers (2)

- Specify Waiver Type
 - *Medical*
 - *Religious*
 - *Other*



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Adding Disease/Titer

- Enter immunities to a specific disease (checkboxes)
 - *Chickenpox*
 - *Measles*
 - *Mumps*
 - *Rubella*
 - *Hepatitis B*



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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*



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Viewing Immunization History

- Vaccine series as a row
- Pink data - school/childcare entries



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Edit/Delete Immunizations

- Schools and Childcares can only delete or modify those immunizations, waivers, and titers entered by their School or Childcare.
- To edit/delete, go to the “History” page and click on the pink data you wish to edit/delete.
- A popup box will appear. You can either correct the date and click OK, delete it altogether, or click “Cancel” to go back and leave the data as entered.



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



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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



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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*



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Using Reports

- Select report you wish to run
- Fill in, or click on, additional criteria as requested
 - *Grade, Roundup, Report Period*
- Click Submit
- A popup window will ask you to verify the report criteria selected.
- Click “OK” to create the report or “Cancel” to go back



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Using Reports (2)

- Click on “Retrieve Reports” link in the Reports Menu
- A list of available reports will display. You will need Adobe Reader installed to view.
- Click “Refresh” as needed
- You can view, print, or save the reports as computer files
- Note: Some reports take overnight to run, but most are returned quickly.



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Other Helpful Reports

- Run the “List of Incompletes Report” for a list of children with an incomplete status.
- Run the “Future Vaccine Need Report” to generate letters and a listing
- Run the “Vision Screening Report” to report on vision screening for kindergarten students



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Other Helpful Reports (2)

- Run the List of Provisionals Report, to see which children are in the “provisional status” (waiting until next dose can be given)
 - *The Provisional Report or “Immunization Status” link will tell you the date on which the child’s status will change from Provisional to Incomplete.*
 - *Be sure to view the Provisional Report between the Nov. and Feb. reports*



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Letters to Parents

- Report called “Letters to Parents” generates a letter addressed to the parent for all children whose Immunization Status is Incomplete
 - *Will automatically come up in Spanish if the Student’s Language is set to Spanish*
- Three options are available:
 - *Warning*
 - *Exclusion*
 - *Custom*



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Warning Letter

- States that the law requires students to be immunized to attend school.
- Lists needed immunizations and shows full vaccine history.
- Record Due Date (e.g. two weeks from today's date)



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Exclusion Letter

- Names an actual date that the student will be excluded from attending school.
- Lists needed immunizations and shows full vaccine history
- Record Due Date



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Custom Letter

- Same as Warning Letter, but allows the User to enter a customized paragraph into the generated document.



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Future Vaccine Need

- Remember that there are also letters generated by the “Future Vaccine Need” report
- All students that match the Report Period and who will be overdue for a vaccination by the end of the current calendar year.
- It will also give you a list of children with invalid addresses.



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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



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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



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Required Compliance Percentages

- Childcares need an IP Status of 90% to submit their report October 2nd
- 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 3rd



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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.



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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



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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, 2021. You may delete children who have left your facility or who do not need to be included in your report.



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