

How to Close a Childcare Report Period

For Childcare Reports, which are due October 2nd of each year, please include all children attending your childcare center (except older children who are reported by their school) that are currently enrolled in your Childcare as of October 1st.

To “submit” your report, please do the following:

1. Check your roster to be sure that all children who should be reported are listed and that all shot records have been updated. Each child who is being reported must have the correct grade (GR) and correct report period (Pd) beside the name on the roster.
2. When all work on the roster is completed, click on School/Childcare, and then click on IP Status.
 - **Please note: Check the IP Status information to assure that the correct number of students is listed, that the percents listed are correct, and that all of the information looks appropriate to you. IP Status Screen information does not update every day, so be sure that it is correct before moving forward.**

Ip Status													Print Help							
<table border="1" style="width: 100%;"> <tr> <td>Person</td> <td>Sch/CC</td> <td>My Site</td> <td>Admin</td> <td>Reports</td> <td>Other</td> </tr> </table>													Person	Sch/CC	My Site	Admin	Reports	Other	Home	Exit
Person	Sch/CC	My Site	Admin	Reports	Other															
Build Roster: Ip Status CA-60																				
Summary as of: 05/14/2009 07:33 PM																				
Your Childcare Name here													October 2009							
Grade	Stud	Comp	Prov	Waiv-M	Waiv-R	Waiv-O	Waivers	Compliant												
	#	%	#	%	#	%	#	%	#	%	#	%								
Childcare	6	6 100	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	6 100									
McKinney-Vento Act Count: 0																				
Close Period																				

3. If everything looks correct on the IP Status Screen, click on the “Close Period” button to “submit” your information to the health department. (You will only see the Close Period button if your level is above 90% for the October report.) Print

The Close Period Button will only appear for childcare centers that are above 90%.

or save the IP101

4. October IP 100 Summary report that is automatically generated for the site can be found under the Reports tab, under Retrieve Results.

NOTE: Do not delete children from your roster until you are absolutely sure your report is acceptable to your local health department. You may delete children who have left your site or who do not need to be included in your report. It is advisable to keep children on your Roster who will continue to attend your childcare center in the next Report Period.

If you need further assistance, please contact your Local Health Department,
or the MCIR Helpdesk at 888-243-6652