

How to Use the MCIR School Roster

❖ Who should be on my school's Roster?

- Kindergarteners
- New enterers (new to your school district)
- 6th Graders
- ✓ Note: any student that is looked up in the MCIR (Michigan Care Improvement Registry) will automatically be added to the building's Roster.

❖ I used the "Build Roster" and/or "Import/Export" function. How do I find the Non-Matched Students?

- Use Add/Find to search. Birth Date and Report Period are required, along with **either** First or Last name. Note that the fewer criteria used for searching, the better the results.
- To avoid duplicating existing MCIR records, use the wildcard (*) search. For example: if the name is listed as Amaro-Alvarez, Juan-Castro try a wildcard search of
 - ✓ *Amaro* or *Alvarez* in the Last Name, **or**
 - ✓ *Juan* or *Castro* in the First name
- Note: you will not be able to add new student records to MCIR using a wildcard search.

❖ When can I add a new student record to MCIR?

- After multiple wildcard searches
- If student was born outside of Michigan, or before 1994
 - ✓ **It is strongly suggested that you contact the Local Health Department or the MCIR Helpdesk before adding a student who was born in Michigan from 1994 to present into MCIR.**
- To add a student, you will need to search twice in a row using the exact same criteria each time. Then the option to add a student will appear.

❖ I've finished creating my building's Roster. What do I do next?

- Make sure that all students on the Roster are marked with the correct:
 - ✓ Grade
 - Note: a grade with red background indicates a grade that is not valid for your school. Contact the MCIR Helpdesk if the grades listed on the school information screen (My Site→Edit My Site) are not correct.**
 - ✓ Report Period
- Add any additional immunization information (waivers, titers, immunization dates) to Incomplete student records.
 - ✓ Sort the Roster by Immunization Status ('IS') by clicking on the white circle to the left of 'IS'. Any students who are counting as Incomplete (pink 'I') for immunizations will now be listed at the top.
 - ✓ Click on the underlined name of an Incomplete student. You will be taken to the student's General Information screen. Click on the History link to view the student's immunizations.
 - ✓ To add any additional immunization dates, waivers, or titers click on the Add Imm link.

Additional training resources are available online at the www.MCIR.org Resource Library

If you have further questions, call the MCIR Helpdesk at 1-888-243-6652.