Michigan Care Improvement Registry (MCIR)
Closing a Childcare Report Period

❖ All Childcares in Michigan are required by law to report immunization data by October 2nd on a yearly basis.

❖ All students, except school-age children who will be reported by their schools, must be included in the report data.

To submit your report:

- Check your roster:
  - All attending children listed? (except school-age)
  - All Grades (Gr) correct?
  - Correct report period (Pd) on all records?
- When all work on the roster is completed, from the homepage, click on “IP Status” under the School/Childcare menu.

Note: IP status takes overnight to update. Finish work on the roster by October 1 and submit report on October 2.

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

- If your Local Health Department wants a Waiver Report, run this before closing the Period.
- If everything looks correct on the IP Status Screen, click on the “Close Period” button to submit your information to the Health Department.

Note: If you need further assistance please contact your Local Health Department or the MCIR Helpdesk at 888-243-6652.
Find your Local Health Department here: http://www.malphealth.org/directory.