# MCIR Web Guide

Updated September 2012

[www.mcir.org](http://www.mcir.org)

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I. MCIR USER ID, PASSWORD AND SINGLE SIGN ON

To enter the MCIR system, you must have a user ID, password and a MCIR PIN number. With the new HIPAA security guidelines, it is important that you do not share your Single Sign-On user ID and password. With your user ID and password, anyone can make modifications in the MCIR under your name. HIPAA security standards are mandated for all health care providers, health plans, and health care clearinghouses that utilize computers to store or transmit patient information electronically.

Your MCIR PIN number is provided by your Site Administrator when they add you to the site as a new user. See this link for detailed instructions: http://mcir.org/forms/Registration4StepProcess.pdf

II. SEARCHING FOR A PERSON IN MCIR

To find a person use the Add/Find Person tab/link.
There are two ways to access the **Find Person** screen:
1. From the home Page under the **Person** column, Select **Add/Find**
2. From the Find Person Screen, select **Add/Find**

Enter your criteria. Click on the **Search** button to search for the person in the MCIR.

*Gender and Multiple Birth Status of a person are not good search criteria. These pieces of information are too vague to result in a specific person match*

To find a person in the MCIR, identifying information must be entered in the text boxes. At a minimum, you must enter two items. We strongly recommend the following information:

- Last name
- MCIR ID number
- Date of Birth (mm/dd/yyyy)

During the first attempt to find a person, it is recommended that you enter the **minimum** amount of information to avoid receiving multiple results.

When entering the person’s first or last name, use their full name as stated on their birth certificate to be accurate with spelling. Using person IDs are recommended since they help uniquely identify a person. The MCIR system searches faster using numeric person ID fields such as birth date and MCIR ID.

- **A specific match to a person’s information must be made or the person’s MCIR record will not be displayed.**

### III. PERSON FOUND/NOT FOUND

1. Person found:
   
The **General Information** screen will appear once the system finds a match to the data you entered.
   
   1. If the correct person has been found, click OK to view the person’s MCIR information.
2. If the incorrect person is not found, click **Unlock Person & Search Again**

3. If more than one person is found choose one of the persons listed or click Search Again or Add this person.

Your next step depends on if the wrong person (Unlock Person) or no person was found (Search again) in your search. You must always search twice before you get the Add Person option. As prompted by the message on the screen, you should always review the person’s

2. Person not found:
   - If the person is not found in the MCIR database, one of the following messages will appear:
     - Person not found
     - More than one person found
     - Person not participating in MCIR (“opted out”)

**Person participating in MCIR and has Opt-Out**
The person has been "opted-out" of the MCIR and is not included in MCIR reporting. The person may be opted-out because the parent or guardian has signed the Opted-out form
for the person/child to not be reported through the MCIR system. If you need to opt a person out of the MCIR, please notify your Regional MCIR Coordinator’s office. *A parent or individual may later choose to rescind their decision to have opted their record out of the MCIR.

- Person has been reported as deceased.

To mark a person as deceased (if you are their current Provider) please go to the General Information screen, click on the Edit link. In the Medical Home section you will see on the right a Patient Provider Status section. The option in the drop down box is Inactive-Deceased. (Next page) *It is necessary to report this information to prevent a MCIR Reminder/Recall notice from being sent to the responsible party of a deceased person.

Please notify your Regional MCIR office to record a person as deceased in the MCIR database.
PERSON NOT FOUND, DO YOU WISH TO ADD A PERSON?

If you cannot find a MCIR record for a person born in Michigan on or after January 1, 1994:

1. Confirm that you are searching for the person by their legal name (the name as it appears on the birth certificate)

2. Confirm that the person was born in a Michigan hospital

3. Wait 2-3 weeks after the person’s date of birth. If you still cannot find the person in the MCIR, DO NOT ADD the person. Contact your MCIR regional office for assistance.

IV. ADDING A PERSON

After a detailed search has yielded no MCIR record for the person you are attempting to find, a new person may be added to the MCIR without contacting the regional office only if:

- The person was born outside of Michigan, or
- The person was born prior to January 1, 1994

*In all other circumstance, please contact your regional MCIR office before adding a person to the database.

**In the case of a legal name change or adoption, notify your MCIR regional office to review the original record prior to adding a new one.

- The Add New Person screen will appear.
- Fill in required information clicking Submit to add the person.

*In the Add New Person screen, text boxes marked with the asterisk (*) must be filled in before a person can be added. The remaining fields are not required, however, you should enter as much information as possible.
V. ADDING IMMUNIZATIONS

To update a person’s immunization record, you must first find the person. (See the How to Search for a Person section of this booklet.) After finding a person click on the Add Immunizations (Add Imm link) option on the menu bar. The Add Immunization screen will appear.
ADD IMMUNIZATION SCREEN

On the left you must first Choose the Type:

1) ADMIN: (Administrating the actual vaccine and wish to keep track of the inventory. The required information: Date, Vaccine, Eligibility, Manufacturer, Lot Number) (Additional information to add are Vol., Site, Route, & Sig.)

MCIR Eligibility Field
Vaccine eligibility is recorded after the vaccine name on the Add Immunization screen. Select the appropriate vaccine eligibility from the drop-down menu:

- Medicaid-VFC
- Uninsured
- Underinsured – Insurance does not cover any reimbursement for the cost of vaccine.
- Native or Alaskan American
- Medicaid-Non-VFC
- Private Insurance/Fully Insured - (not VFC Eligible) Insurance pays for all or part of the cost of the vaccine. As with underinsured, office co-pays or administration fees may still be charged.
- MI-CHILD
- MI VRP
- Medicare A
- Medicare B
- Medicare D
- Other Public Purchase
- 317 Special
Mandatory elements of the Vaccine for Children (VFC) Program include screening the person’s eligibility status on each visit and keeping a record of each VFC dose administered (tally sheet). The resulting data serves a tri-fold purpose:

- Children are not denied immunizations because of the inability to pay, while those who have complete insurance coverage receive vaccines from a purchased supply
- The data allows the state to forecast vaccine needs to keep adequate supplies in stock
- Vaccine funds are provided through separate state and federal programs. The purchase of vaccines must be attributed to the appropriate funding source to ensure the continuation of this valuable program.

2) NO INVENTORY: Administered vaccines that you do not wish to keep track through your inventory/VIM.

3) TITER/IMMUNITY: Documenting Vaccines that the person has either immunity or had a titer test for the selected Antigen.

4) NON ADMIN: Vaccines Not administered for one of 5 reasons: Medical, Religious, Parent Refusal, Patient Refusal and Other. Non-Administered Vaccines At the bottom of the General Information and Immunization History screens, the Non-Administered Vaccine area lists the vaccines that were not given. The area also shows the date the information was recorded and the reason why the vaccine was not administered. To add a non-administered vaccine to a person’s MCIR record follow the steps outlined in the Adding Immunizations section of this booklet. Choose Type: Non Admin, Date: Series & Reason.

5) HISTORICAL: Other provider data. Vaccines administered by other providers, documenting them for assessment.

Click the Submit button to submit your entries.

If you do not wish to be the Point of Contact/Medical Home for the patient you must uncheck the box which identifies your office as the Point of Contact for MCIR. If you are Point of Contact which generates reminder/recall notices for the person. If you wish to uncheck this box MCIR will associate the person to the last provider identified as the "point of contact" for reminder/recall. To uncheck the box, go to the person’s Immunization History screen. Click on the vaccine name on the left that your office just entered on the person. There is a box that is automatically checked for reminder/recall notices. Uncheck the box.
VI. EDITING A MCIR RECORD

Review the list below to see what information you can and cannot edit on the **General Information** screen:

**Edit**
- Alias Last (name), Alias First (name), Mother’s Maiden Name, Residence Information, Birth Facility Information, Patient ID, Responsible Party Information, all MCIR Options

**Cannot Edit**
- Legal Last (name), Legal First (name), Middle (name), Suffix (name), Date of Birth, Multiple Birth Status, MCIR ID, WIC ID, Medicaid ID, Health Plan Name

### Editing Immunization Data

To edit a record, click on the hyperlink under the vaccination you want to edit. (If this is not an option you did not enter the vaccines, contact your MCIR Regional Coordinator for assistance) The **Edit Immunization History** screen will appear. On this screen you are able to modify the following text boxes: date administered, manufacturer, lot number, site on body, vaccine eligibility, dose, initials, route, non-administration, and provider/other provider. Once the modifications have been made, click the **Submit** button to save the changes. To delete a vaccine you must be on the **Immunization History** screen. Click on the **Delete** check box on the same row as the vaccine you which to delete. A pop-up box will open stating, "Are you sure you want to delete the shot?" Click the **Yes** button and the record will be deleted.

*You will only be allowed to edit/delete those vaccinations that your office entered into the MCIR. These vaccines will have hyperlinks under them. On the **Add Immunization** screen, you can add or
change information, prior to clicking the Submit button. Once submitted, the immunization record becomes part of the immunization history and can only be edited or deleted on the Immunization History screen. Care should be taken when entering the vaccine information to ensure you are documenting the appropriate information relating to the vaccines administered. Any shot deleted from the MCIR CANNOT be recovered!

CHANGE MEDICAL STATUS OF PERSON
If a person receives medical care outside of Michigan, you can record this information to prevent reminder/recall notices from being generated for the person. To indicate a person’s change in medical status, go to the General Information screen. Click either the EDIT link. In the MCIR Options at the bottom section of the Edit Person screen, go to the MCIR Options section at the bottom and click on the Person does not receive medical care in Michigan check box. Then click the Submit button to save the changes.

“Person Does Not Receive Medical Care In Michigan”
Petition for Modification to a MCIR Record

A MCIR user or a person’s responsible party may petition the Michigan Department of Community Health (MDCH) to have a MCIR record changed. The completed Petition for Modification form should be submitted to your regional MCIR office. *Contact your regional MCIR office for Petition for Modification forms and instructions.

Printing a Person’s MCIR Record

At the top right of the General Information screen is a Print & View hyperlinks. Clicking either one of these hyperlinks allows you to see the person’s immunization status and history in a printable format. To print out a copy of the record under the View Option: First you will be asked to choose the format you wish to view the Official State of Michigan Records: Click on the File drop-down menu to choose either: A 1 page record without an address, a 1 page record with the address or an Official two page record. In the View mode when you click submit you are given the option to view the record before clicking the print option. Under the Print Option, if you click print you will only receive a printed copy of the type of Official Immunization Record you have chosen under your preferences under My Site/User Preferences. All three of the formats are considered to be Official State of Michigan Records, which may replace the Green Card immunization record.

Patient Roster

The Patient Roster can be used to save time in retrieving your patient’s immunization record. It is highly recommended that you include your patients in your Patient Roster. The Patient Roster is a quick way to access a current patient, especially if the patient was previously hard to locate in the MCIR.

To add a person to your Patient Roster

On the General Information screen click the box at the bottom of the page Add Person to Roster To delete person from your Patient Roster, On the General Information screen click the box at the bottom of the page Take off Roster is located at the bottom of the page

“Add To Roster”/”Take off Roster” Button

- Add to Roster
- Unlock Person
- Reassess Person
- Take off Roster
- Unlock Person
- Reassess Person
VII. MCIR Reports

The MCIR System generates reports by combining and organizing individual immunization information according to your requested report parameters. These MCIR Reports help organize and track immunization data at the provider, regional, and state level.

*Since a report is created from individual immunization information, it is important that the person’s information is accurate and current in the MCIR.*

To access MCIR Reports, click on the Reports link on the menu bar, or choose the appropriate report category from the Reports column of the MCIR Web Home Page. Once the report is open, you will have the ability to view the report on the computer or print a paper copy of the report.

1. BATCH REPORT:
   a) Official State of Michigan Immunization Record (2 pages)
   b) 1-Page Official State of Michigan Immunization Record with Address or
   c) 1-Page Official State of Michigan Immunization Record without Address

These reports give the provider a printout of a person’s immunization record that can be used for school/daycare/camp. The report shows the status of the person based on the date printed. The report displays the person’s current immunization status and indicates needed vaccines, it also provides a place to write in shots given today. The Official State of MI Immunization Record report,(at least two pages) provides more detailed information on vaccines by the date of administration, and displays a non-administered vaccine section.

2. INVENTORY:
   a) Total Number of Doses by User ID. Generates total number of doses administered by age group for the previous month.
   b) Physical Inventory report: Displays a list of active lots in the selected inventory. Used to record refrigerator counts.
   c) Ending inventory report: Displays ending inventory data of current lots active within the vaccine inventory.
   d) No inventory vaccine report: Displays no inventory vaccine data by in between given dates
   e) Inventory Transaction History by Lot #: Displays date, transaction log, action, reason, quantity, LWB and comment.
   f) Vaccine Lot Recall Information: Gives a report of persons who received a particular lot
3. PROFILE REPORTS:
   a) Current Immunization Profile by Patient Roster
      This report is the same as the Current Immunization Profile by Provider ID. The only
      difference is that this report is based on clients in the user’s patient Roster, rather than
      those clients attached to the user’s MCIR ID.
   b) Current Immunization Profile by Provider ID
      This report is designed to give the user statistics for their immunization practice based
      on their MCIR User ID number. Parameters for this report can be changed at the
      discretion of the user. Parameters include: age range and a minimum number of doses
      for a particular vaccine. Once the report is generated, it will provide the user with the
      number and percentage of the clients that meet the selected criteria, the number of
      clients not meeting the selected criteria, and the total number of clients evaluated.

4. REMINDER/RECALL (RUN EITHER BY PROVIDER ID OR BY YOUR ROSTER
   AND BY START AND END DATE)
   a) People Not Responded to 3 Recalls
      Displays a listing of patients, who have not responded to 3 recall notices within a year
      of the most recent notices.
   b) Number of People Receiving Recalls
      Displays a count of patients, who have received recall notices, grouped by the number
      of notices they have received.
   c) Number of Vaccinations Resulting from Recalls
      Displays a count of vaccinations, which were administered to people within 2 months of
      receiving a recall notice, broken down by vaccine type.
   d) Number of People Receiving Reminders
      Displays a count of patients, who have received a reminder notice, grouped by the type
      of notice they received.

5. RETRIEVE RESULTS
   This is the location where all the reports can be viewed and retrieved.

6. ROSTER:
   a) Patient Roster Listing: Displays a listing of patients from the patient roster
   b) Patient Status by Patient Roster: Displays a list of patients and their immunization
      status from the patient roster
   c) Receiving Care out of Michigan Listing: Displays a listing of patients marked as receiving
      care out of Michigan by patient roster or provider ID.
7. VACCINE:

a.) Doses Admin Report: Generates a chart for each vaccine, the number of doses administered by age group for a given vaccine purchase type and timeframe. This report is designed for participants in the Michigan Vaccine for Children (VFC) program. The Vaccine Eligibility field must be used when adding all immunizations into the MCIR in order for this report to generate accurately. In order to run this report, the user must select a starting and ending month/year and vaccine purchase type (funding type) for the report. The Doses Admin- Single User report provides the user with a detailed list of each vaccine series type, along with the number of doses of each vaccine type administered within the chosen time frame and administered to clients in the selected vaccine purchase type category and age range.

Vaccine Purchase Types:
• MI-VFC
• Other Public Funds – other public purchase types
• Private Funds – private insurance
• Unknown
• 317 Special Funds
• All Hazard Event
• All

b) Provider Profile Data: Generates a projection for the number of vaccines that will be administered in the clinic for the following year. This report may be ran by a one month, three month, six month or twelve month increment. Vaccine Eligibility must have been used in the MCIR for the total period of time the user is choosing to generate the report.

8. IMMUNIZATION PROFILE LISTING BY PROVIDER ID –

This report goes hand-in-hand with the Current Immunization Profile by Provider ID and provides the user with a list of clients in their practice who do not meet the minimum doses for specific vaccines. Parameters for this report can be set and changed at the discretion of the user. Parameters include: age range and a minimum number of doses for a particular vaccine. Once this report is generated, it will provide the user with the MCIR IDs for each client not meeting the report criteria. In addition, the report lists the clients’ names, birth dates, and responsible party phone numbers (if listed on the individual clients’ MCIR records). This report can be used to contact persons who are overdue for immunizations and/or to flag records for clients needing immunizations.

9. IMMUNIZATION PROFILE LISTING BY PATIENT ROSTER –

This report is the same as the Immunization Profile Listing by Provider ID. The only difference is that this report is based on clients in the user’s Patient Roster, rather than those clients attached to the user’s MCIR ID.
10. DOSES ADMIN –
The Doses Administered report is used for your VFC reporting. It is used for the Provider to provide documentation of the doses of vaccines given to children. They must provide this documentation in order that they may get more VFC vaccine delivered. be able to

11. VACCINES ADMINISTERED REPORT –
This report if used to see the total Doses Administered by Vaccine type. This will also show you the names of the persons receiving the vaccine.

VIII. VACCINE INVENTORY MODULE (VIM)
The Vaccine Inventory Module (VIM) is a vaccine tracking system for providers inventory. The VIM automatically deducts the appropriate dose amounts from the provider’s inventory as the immunizations are added to a person’s MCIR record.

VIM TIPS

1. When entering vaccines given, always use the pull-down menu to access the correct lot number used. The **lot number and manufacturer must be accurate** for inventory to run smoothly. If you don’t see the lot number you want to choose, this means something is wrong with the vaccine type, the lot number, or the manufacturer chosen. Using the pull-down menu to access the correct lot number is the best way to avoid error.

2. **You need to add vaccines received to the VIM in a timely manner.** If vaccines with a new lot number are typed in during routine data entry, before they are entered into VIM, VIM will not take the vaccine out of inventory.

3. If you typed in a lot number into your inventory and saved it, and then realized that you made an error, you will not be able to edit the lot number. You must “inactivate” the lot number and enter the correct number into inventory as a new vaccine lot. If this error is not discovered immediately and the incorrect lot number has been selected during data entry, you have two choices for correction:

   • **Add** the correct lot number to inventory and then edit each of the records for those children documented as having received the vaccine. Once this is complete, inactivate the invalid lot number.

   • **Inactivate** the incorrect lot number immediately and enter the correct one into the inventory. *Note: In order to run an accurate end-of-the-month "Ending Inventory Report" you will have to re-activate the inactivated lot number long enough to generate the report.*

4. **Provider Vaccine for Children (VFC) logs cannot be done from VIM at this time.** The State of Michigan currently requests that all Michigan health departments collect their providers’ logs and tally the totals together, recording totals on one form with the specific county name written on the top of the report.
IX. MY SITE

1. SITE PREFERENCES
   This option allows you to customize those MCIR options you use frequently:
   - Automatically add a person to your Patient Roster

   ![Site Preferences Table]

2. USER PREFERENCES
   This option allows you to customize those MCIR options you use frequently:
   - Automatically add the CPT-4 Codes to vaccines entered
   - Default your Immunization History screen view format
   - Specify the view and print format for MCIR records
   - Specify default demographics to be used when adding a person to MCIR (city, zip code, county or phone area code)

   ![User Preferences Table]
3. EDIT MY SITE
This option allows the Site Administrator to update information and add users to the site.

- Name of the Practice
- Contact Information  The items editable are :
  - Street Address
  - Mailing Address
  - Email
  - Phone number
- MCIR Users
  - Add New User
- Site Contact
  - Add New Contact and Add E-Ordering Contact
- VFC Enrollment (Cannot edit)
- Emergency Response Plan
  - Enter Contacts for an Emergency Response Plan
X. GENERAL TIPS AND TROUBLESHOOTING

REMINDEERS FOR ADDING IMMUNIZATION TO THE MCIR

Combination Vaccines are uniquely assessed in the MCIR:

- **Pedvax HIB** is a three-dose series vaccine. If you administered Pedvax HIB, select Hib-Pedvax HIB. Do not select Hib (unspecified), ActHib/OmnHib, or Hibtiter when entering the immunization encounter into the MCIR. Hib (unspecified) and Hib-hibtiter are both assessed as four-dose series vaccines. Selecting Hib-Pedvax HIB will prevent a person from being assessed as needing a fourth dose.

- **DTaP-Hib (Trihibit)** combination vaccine is only licensed for the fourth dose of the DTP and HIB series. The dose will be considered invalid if recorded for any dose other than the fourth. Do not record DTaP–Hib unless the combination vaccine was actually given.

- **Hib-Hep B (Comvax)** is a three-dose series. If you administered Comvax, select Hib-Hep B when adding the encounter. A person will be assessed as needing another Hib if the vaccine is recorded separately under Hib and Hep B.

*Do not document vaccines as combination vaccines in the MCIR unless combination vaccines were actually administered. This does not save time! It will only cause invalid assessments on a person’s MCIR record!*

Are you sure what kind of DTP, Hib or Polio some children have received? If not, please consider the following tips when entering this data into the MCIR:

- Select DTaP over DTP if the administration date is after 1-1-2000 (DTP is no longer manufactured)

- Select Hib (unspecified) if the specific type of Hib is not documented on the immunization record

- Select Polio (unspecified) if the specific type of Polio is not documented on the immunization record

*Please contact your regional MCIR office for any technical issues or concerns.*

For Assistance Please contact your MCIR Regional Coordinator (see next page for phone information)
Contact your MCIR Regional Coordinator for assistance.

**REGION 1**  City of Detroit; Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw, and Wayne Counties

- 1-888-217-3900

**REGION 2**  Allegan, Berrien, Branch, Calhoun, Cass, Hillsdale, Ionia, Jackson, Kalamazoo, Kent, Lenawee, Muskegon, Ottawa, St. Joseph, and Van Buren Counties

- 1-888-217-3901

**REGION 3**  Barry, Clinton, Eaton, Gratiot, Ingham, and Montcalm Counties

- 1-888-217-3902

**REGION 4**  Bay, Genesee, Huron, Lapeer, Midland, Saginaw, Sanilac, Shiawassee, and Tuscola Counties

- 1-888-217-3903

**REGION 5**  Alcona, Alpena, Antrim, Arenac, Benzie, Charlevoix, Cheboygan, Clare, Crawford, Emmet, Gladwin, Grand Traverse, Iosco, Isabella, Kalkaska, Lake, Leelanau, Manistee, Mason, Mecosta, Missaukee, Montmorency, Newaygo, Oceana, Ogemaw, Oscoda, Osceola, Otsego, Presque Isle, Roscommon, and Wexford Counties

- 1-888-217-3904

**REGION 6**  Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon, and Schoolcraft Counties

- 1-888-217-3905