

# Michigan Care Improvement Registry (MCIR) Editing Data in Individual Records

## Editing Data in Individual Records

- ❖ Not all fields are editable by School/Childcare Users (i.e. name, DOB, etc.) to edit this data you will need to submit a Petition to Modify Data:

➤ [https://www.mcir.org/wp-content/uploads/2014/10/School-Childcare\\_Modify\\_Person\\_Data.pdf](https://www.mcir.org/wp-content/uploads/2014/10/School-Childcare_Modify_Person_Data.pdf)

### Editing General Information

- From the Roster click on the individual's name you wish to edit.

**Roster** Print Help  
Home Exit

Person	Sch/CC	My Site	Adm	Rpts	Oth
<a href="#">Add/Find</a>	<a href="#">Roster</a>	<a href="#">Add Imm</a>	<a href="#">Information</a>	<a href="#">Status</a>	<a href="#">History</a>

Last Name:  Search Roster Size: 8 [Modify Roster](#)

Current Period: February 2015  
*Red grade background indicates a grade not valid for this site. Entire line denotes roundup person.*

Name	Birth Date	MCIR ID	G	Gr	Pd	JS	Last Eval	Student ID
Little, Michigander	02/02/2002	16852629338	F	02	Nov15	C	02/18/2015	n/a
Michigander, Ima	01/31/2001	66443688570	F	02	Feb15	C	02/18/2015	n/a
Michigander, Little	09/15/2008	26411529673	F	02	Feb15	I	02/18/2015	n/a
Michigander, Little	01/01/2008	10218507326	F	01	Nov15	I	02/18/2015	n/a
Michigander, Little	11/21/2003	30260005794	M	05	Nov15	C	02/18/2015	n/a
mouse, mickey	01/01/2010	16818798336	M	05	Feb15	I	02/18/2015	n/a
MOUSE, MICKEY	01/01/1983	36850321794	M	05	Feb15	Ø	n/a	n/a
Number_One	04/30/2003	20256686122	M	05	Nov15	C	02/18/2015	n/a

Click on the name to view the person's record.

- The Person's General Information screen pops up. Address, phone numbers and school/childcare information can be edited from this page.

**General Information** Person: Little, Michigander  
Birth Date: 02/02/2002  
School: Incomplete Print Label  
View  
Print Help  
Home Exit

Person	Sch/CC	My Site	Adm	Rpts	Oth
<a href="#">Add/Find</a>	<a href="#">Roster</a>	<a href="#">Add Imm</a>	<a href="#">Information</a>	<a href="#">Status</a>	<a href="#">History</a>

**Person Information** MCIR ID : 16852629338

Name: Little, Michigander Birthdate: 02/02/2002 Gender: Female  
 Age: 13 Years

Mom's Maiden Nm: Primary Phone (Edit):  
 Address (Edit): 123 Any Street Secondary Phone (Edit):  
 Anytown, MI 49839  
 Country: United States County: Ingham Address Updated: 02/17/2015

**School/Childcare**

**Edit Information**

Student ID: Grade: No Grade Report Period: November 2015  
 Last Physical Date: Language: English

McKinney-Vento Act  Birth Certificate  Vision Screened  Roundup

[Take off Roster](#) [Unlock Person](#)

Note links.

Edit Address.

Edit Phone.

Edit School or Childcare Information.

### Adding Immunizations/Waivers and Viewing Immunization Status/History

- On the Student's General Information page are five links

Note links.

**General Information** Person: Michigander, Little  
Birth Date: 11/21/2003  
School: Complete Print Label  
View  
Print Help  
Home Exit

Person	Sch/CC	My Site	Rpts	Oth
<a href="#">Add/Find</a>	<a href="#">Roster</a>	<a href="#">Add Imm</a>	<a href="#">Information</a>	<a href="#">Status</a>
			<a href="#">History</a>	

- Add/Find—Takes you to the search page to find a person in MCIR.
- Roster—Takes you back to your Roster.
- Add Imm—Takes you to a screen where you can input immunizations or waivers into the active record.

**Enter Documented Immunizations Administered by Date.**

**Enter immunities to a specific disease here.**

**Information added by a school/childcare and not verified by a healthcare professional shows up red.**

**Enter Waivers using dropdown menu.**

- Status—Shows if Vaccine series is complete and/or when Vaccines are due.

**Immunization Status** Person: Little, Michigander Birth Date: 02/02/2002 School: **incomplete**

Personal Information/Status	
Name	Little, Michigander
DOB	02/02/2002
Student ID	
Age	13 Years
Grade	7th

Assessment indicates that vaccinations are overdue and should be administered today if not medically contraindicated.

Administered Vaccine	Dose #	Overdue
Td	Complete	02/02/2019
Polio	3	02/02/2006
MMR	Complete	
Hepatitis B	Complete	
Varicella	1	02/02/2015
Meningococcal	1	02/02/2013

- History—Shows all Immunizations administered, Waivers and/or Immunities/Titers for specific diseases.

**Immunization History** Person: Michigander, Little Birth Date: 09/15/2008 School: **Provisional**

*Red indicates not approved for provider use.*

Vaccine Series	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 6	Dose 7
DTP/DTaP/DT/Td/Tdap	11/15/2008	01/15/2009	03/30/2009	05/25/2009	09/21/2009	06/08/2011	06/20/2013
Polio	11/15/2008	01/15/2009	03/30/2009	06/20/2013	08/20/2014	01/14/2015	
MMR	05/25/2009	01/15/2015					
Hib	11/15/2008	01/15/2009	03/30/2009	01/02/2010			
Hepatitis B	09/15/2008	01/15/2009	03/30/2009	06/20/2013	08/20/2014		
Pneumococcal Conjugate	11/15/2008	03/30/2009					
Rotavirus	11/15/2008	03/30/2009					
Hepatitis A	10/27/2010						
Seasonal Influenza	03/30/2009						

Waivers/Titers	Date	Reason	Entered by
Hepatitis B	02/18/2015	Religious	Your School Name
Varicella	12/02/2008	Immunity	MCIR VIM LHD Site

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