

# **Schools and Childcare: How to Build a Roster**

## **Roster**

A Roster is a listing of students that have been associated with your School or Childcare site in the MCIR (Michigan Care Improvement Registry).

### **Options on How to Add a Persons to the Roster**

Students are added to your Roster by either using the

- 1. Build Roster or
- 2. Add/Find function.

Note: All students accessed or looked-up will be automatically added to that site's Roster.

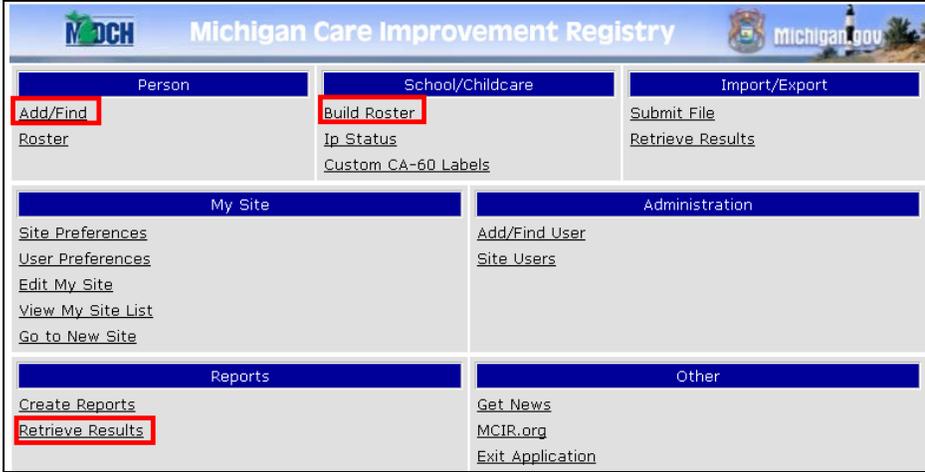


Figure 1: Home screen with Add/Find, Build Roster and Retrieve Results

## **Roster Requirements**

Only children who are required to be reported should be on the Roster, unless special arrangements have been made with the local health department to include any additional children.

For Childcare sites:

- ✓ All students (exception: school-age children, who will be reported by their school)

For School sites:

- ✓ Kindergarteners
- ✓ New enterers (new to your school district)
- ✓ 7<sup>th</sup> Graders

## **How to Build a Roster**

- 1. From the Home Screen, on the Sch/CC box/tab, then the Build Roster link .
- 2. Enter the birth date, last name, and first name of a student to search.
- 3. Click the Add to List button.
- 4. Continue adding students in this way (steps 2 and 3 above) until all the students needed on your site's Roster have been added.

Please Note: Do not let the system idle for 60 minutes without submitting. All entries on the list will be lost. Click the Submit button before a long break to ensure that the students will be added to your Roster.

- Choose the appropriate Report Period for these students (“Set Period” dropdown).
- Click on the Submit button to start the search.
- MCIR will add any students whose records already exist in MCIR to the Roster.
- Next Go to the Reports link
- Go to Retrieve Results link (see Figure 2)



Figure 2: Retrieve Results screen

- Click on the word Report (see Figure 2)
- This report will show a list of students who were Matched (added) and/or Non-Matched (not added). All matched students will be added directly to the roster. Students who are listed as Non-Matched will need to be searched for individually in the MCIR through the Add/Find link.

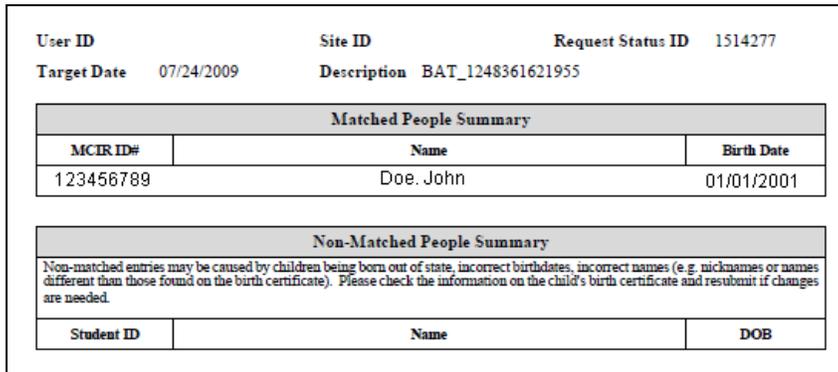


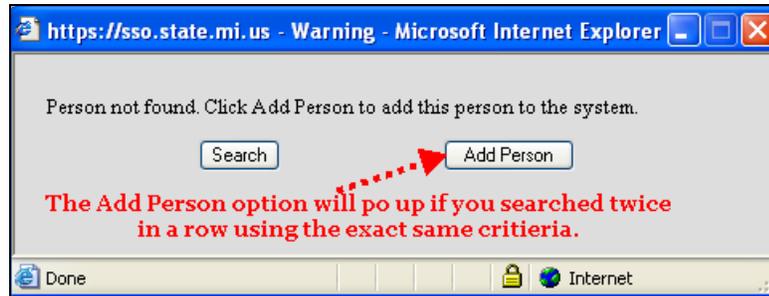
Figure 3: Retrieve Results screen

## How to Build a Roster with Add/Find

- From the Home Screen, click on the Person link, then the Add/Find link.

Figure 4 Add/Find Person

2. Enter the birth date, last name, and first name of a student for which you would like MCIR to search and fill in Set Period (current reporting period.)
3. Click the Search button.
4. If the person is found the record will come up and they will be added to your roster.
5. If the Person is not found, MCIR will present a message with the option to “Refine your search and try again.” You can help avoid duplicating existing MCIR records by using the wildcard (\*) in your name search. If you used the wildcard search and did not find the person, the \* has to be taken out of the name field to add a person. (See Quick tip sheet “How to use the Wildcard Searches)



This person then will be added to your Roster as you add them to your system.

If you have questions about building a Roster, call the MCIR Helpdesk at 1-888-243-6652.