

# Michigan Care Improvement Registry (MCIR) Schools and Childcare: Building a Roster

❖ A Roster is a listing of students that have been associated with your School or Childcare Site in MCIR. Only children who are required to be reported should be on the Roster.

## ❖ Roster Requirements

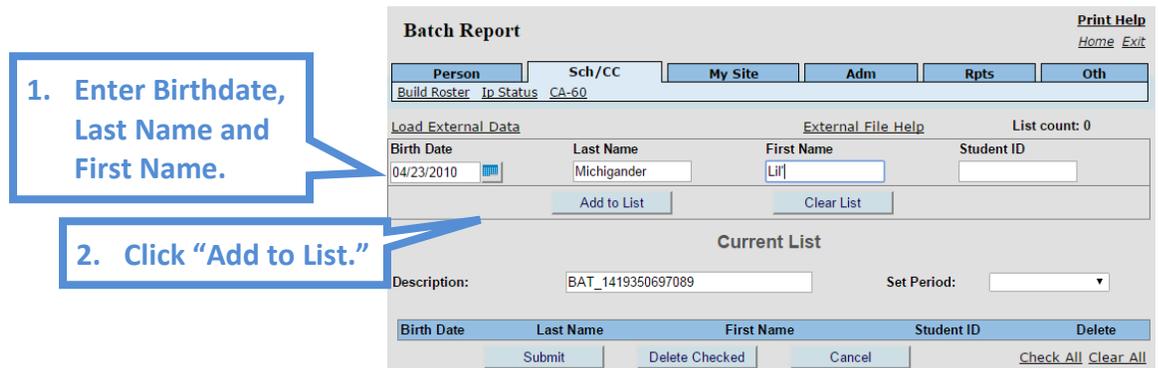
- Childcare Sites: All students (except school-age children, who will be reported by their school).
- School Sites: Kindergarteners, Students who are new to your School District and 7<sup>th</sup> Graders.

### Building a Roster using the “Build Roster” feature:

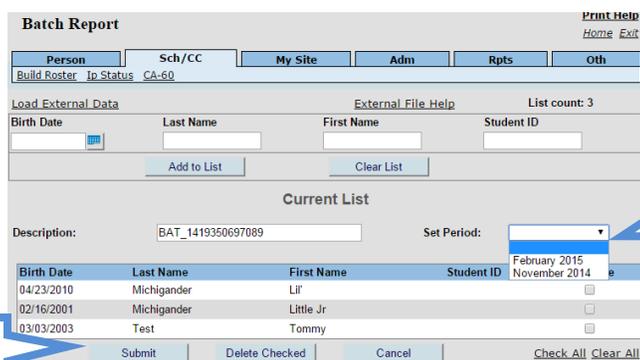
- From your Site’s Home Screen, under the “School/Childcare” menu, click the “Build Roster” link.



- Enter the birth date, last name and first name to search for.
- Click the “Add to List” button.



- Continue adding students in this way until all the students needed on your Site’s Roster have been added.
- Choose the appropriate Report Period for these students (“Set Period” dropdown).
- Click “Submit” to start the search.



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

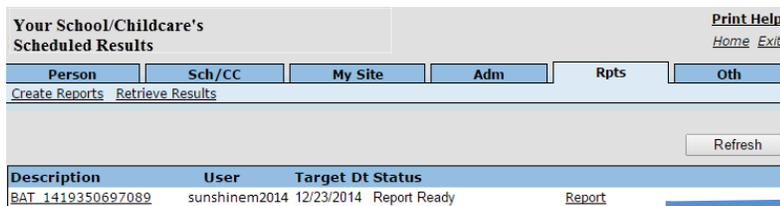
Click “Submit” to begin searching.

- Upon submitting your search you will be returned to your Home Screen. Any students whose records already exist in MCIR will be added to the Roster.
- Go to “Retrieve Results” under the Reports menu.



**Retrieve Results.**

- Click “Report.”



**Click “Report.”**

- This report will show a list of students who were Matched and/or Non-Matched. All Matched students will automatically be added to the roster. Students who are listed as Non-Matched will need to be searched for individually through the “Add/Find” feature.

<b>User ID</b>	sunshinem2014	<b>Site ID</b>	123456789532	<b>Request Status ID</b>	11266904
<b>Target Date</b>	20141223	<b>Description</b>	BAT_1419355437843		
Matched People Summary					
MCIR ID#	Name	Birth Date			
16671984671	Michigander, Lil'	04/23/2010			
66272870748	Test, Tommy	03/03/2003			
Non-Matched People Summary					
Non-matched entries may be caused by children being born out of state, incorrect birthdates, incorrect names (e.g. nicknames or names different than those found on the birth certificate). Please check the information on the child's birth certificate and resubmit if changes are needed.					
Student ID	Name	DOB			
	Michigander, Little Jr	02/16/2001			
<b>Status Msg:</b>	Record not found				

### Building a Roster using the “Add/Find” feature:

- From the Home Screen, click “Add/Find” under the Person section.



**“Add/Find.”**

- Enter the birth date, last name, and first name of the student you are searching for and set the Report Period.
- Click “Search.”

**Find Person** [Print Help](#)  
[Home](#) [Exit](#)

Person | **Sch/CC** | My Site | Adm | Rpts | Oth

[Add/Find](#) [Roster](#)

Before adding a person, please make several attempts to locate the person in the system.  
*PLEASE NOTE:* At least one person name field and a birthdate are required to add a new record. You may use any other field for identification purposes, but using these fields will not allow you to add a new record.

This information identifies the person presenting for medical treatment

MCIR ID  Student ID   
 Last Name\*  First Name\*   
 Birthdate\*  Gender  Male  Female  
 District Code  Building Code

This information will be set on a person when found and added to the roster

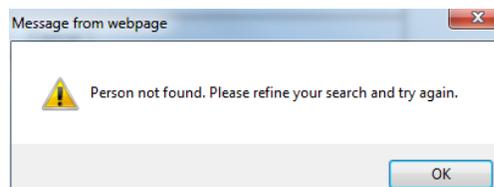
Set Period\*

1. Enter Birthdate, Last Name and First Name.

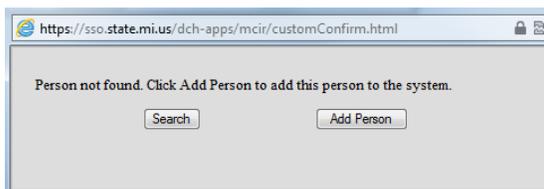
2. Set Report Period.

3. “Search.”

- If the person is found the record will come up and they will automatically be added to your roster.
- If the Person is not found an error message will pop-up.



- 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.”)
- Running the **exact** same search twice (without the wildcard [\*] symbol) will allow you to add a new record in MCIR. After the second unsuccessful search a popup will appear.



**Note:** If you do not get the popup allowing you to add a new person to MCIR after two identical searches, you need to set your browser to allow popups from MCIR.

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

*If you need assistance with any of the above, please contact the MCIR Helpdesk at 1-888-243-6652.*