Michigan Care Improvement Registry (MCIR)
Schools and Childcare: Modify Roster

Using the **Modify Roster** link in MCIR is an easy way to modify persons on the roster as a group or to reassess persons on the roster quickly.

**Modifying multiple records:**

- Go to your Roster. (From your homepage in MCIR click “Roster” under the Person menu.)
- Click “Modify Roster.”

- Checkboxes will appear next to each name.

- Select the records to modify either by individually checking in the boxes next to the names or click “Check All” to select all records on the page.

**Note:** If your roster is multiple pages long you will have to modify it on each page individually.

- At the bottom of the screen click “Modify Checked.”

- A popup window will appear.

- Select the data to modify using the dropdown menus then click “Submit.”
  
  - If you wish to move selected students from one roster to another (Move Roster) you must have access to both Sites.

- A popup will ask if you are sure. Click “OK” to submit data or “Cancel” to go back.
**Assess, Delete and Mark as Duplicate Functions**

- As well as the “Modify” function there are other options available when you click on the “Modify Roster” link at the top of the Roster page.

  - **Assess Checked**
    - Updates the selected record(s) to show current immunization status.
    - It is recommended that you assess all records to be reported approximately one month before the report is due. Records that have not been viewed or assessed recently can still show “Complete” even if they are not.

  - **Delete Checked**
    - Deletes the selected record(s) from your roster

  - **Mark as Duplicate**
    - If you find more than one record in MCIR for a student you would select both (or all) records then click “Mark as Duplicate.” The records will be flagged for technical staff to determine whether they are truly duplicates or not.

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