

# Michigan Care Improvement Registry (MCIR) Reports

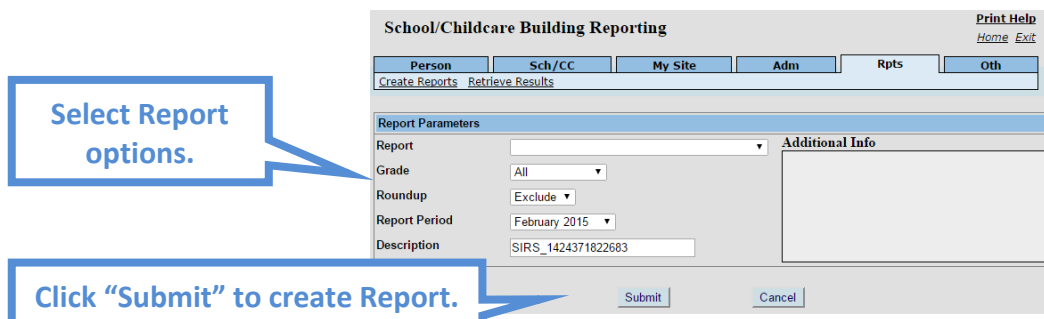
- ❖ Reports are created using the information entered on your Roster. It is important to ensure that all information is accurate on your Roster to generate an accurate Report.

## Creating Reports

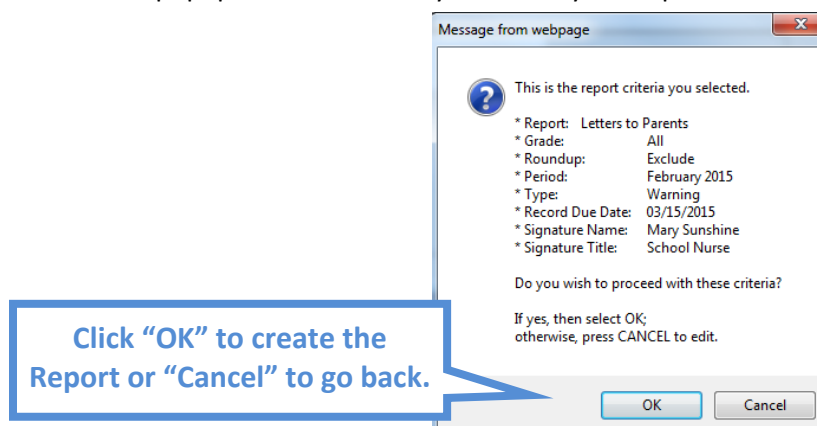
- From your Site's Home Screen, under the "Reports" menu, click the "Create Reports" link.



- Select your Report Parameters from the drop-down menus. Then click "Submit."



- Report—Types of reports available to be created.
  - Grade—Select a specific grade, or "All."
  - Roundup—Include, Exclude or Only show Kindergarten Roundup students.
  - Report Period—Only students marked with the selected report period will appear on the chosen report.
  - Description—The file name the report will be saved as. Users can change this to whatever they choose, which will help identify each report for retrieval.
- A popup window will ask you to verify the report criteria selected.



## Report Types

- Alpha List of Students:
  - Creates a list of students that are on your Roster sorted by grade, then alphabetically.
- IP 100/101:
  - Generates the Immunization Program (IP) Summary totals for the building broken down by number of doses. Can also be created as a detailed report with full Immunization History for each student.
- Letters to Parents:
  - Generates a mailable letter addressed to parents of all children whose Immunization Status is Incomplete.
  - Three options are available:
    - Warning—States that the law requires students to be immunized to attend School. Lists needed immunizations and shows full vaccine history.
    - Exclusion—Names an actual date that the student will be excluded from attending school. Lists needed immunizations and shows full vaccine history.
    - Custom—Same as Warning Letter, but allows the User to enter a customized paragraph into the generated document
- Incompletes:
  - Generates a listing of all students who are Incomplete. You may select either a summary or detail option. Detail includes the immunizations needed.
- Provisionals:
  - Generates a listing of all students who are Provisional (will become due for an immunization by the next reporting period.)
- Waivers:
  - Generates a listing of all students who have a series or overall Waiver status. This is generally the report that your Local Health Department wishes you to turn in for your Waivers Report.

**Note: Run the Waiver Report for your Local Health Department BEFORE closing out the Period.**

- Future Vaccine Need:
  - Generates letters and a listing of students that match the Report Period and who will be overdue for a vaccination by the end of the current calendar year. It will also give you a list of children with invalid addresses.
- Birth Certificates:
  - Generates a listing of students with their birthdate and indicates if they have a birth certificate on file.
- Last Physical:
  - Generates a listing of students with their birthdate and date of last physical.
- Vision Screenings:
  - Generates a listing of students with their birthdate and if they have been vision screened. This is only valid for DK and K students.
- Hearing Screenings:
  - Generates a listing of students with their birthdate and if they have been hearing screened. This report is only available for Childcare sites.
- CA-60 Labels:
  - Generates a listing of people and their immunization history for printing on a CA-60 label. Use 2" x 4" labels, 10 on a sheet, for example Avery 5163.

## Viewing Reports

- From your Site's Home Screen, under the "Reports" menu, click the "Retrieve Results" link.

Person	School/Childcare	My Site
Add/Find Roster	Build Roster Ip Status Custom CA-60 Labels	Site Preferences User Preferences Edit My Site View My Site List Go to New Site
Administration	Reports	Other
Add/Find User Site Users	Create Reports <b>Retrieve Results</b>	Get News MCIR.org Exit Application

- A list of available reports comes up. You will need Adobe Reader installed to view.

**Your School Name's Scheduled Results** [Print Help](#)  
[Home](#) [Exit](#)

Person	Sch/CC	My Site	Adm	Rpts	Oth
<a href="#">Create Reports</a> <a href="#">Retrieve Results</a>					
<input type="button" value="Refresh"/>					
Description	User	Target Dt	Status		
<u>November 2014 end of period IP100 report</u>	sunshinem2014	02/18/2015	Report has been retrieved	<a href="#">Report</a>	<a href="#">Delete</a>
<u>ip</u>	sunshinem2014	02/20/2015	Report has been retrieved	<a href="#">Report</a>	<a href="#">Delete</a>
<u>warning</u>	sunshinem2014	02/20/2015	Report has been retrieved	<a href="#">Report</a>	<a href="#">Delete</a>
<u>future need</u>	sunshinem2014	02/23/2015	Report Ready	<a href="#">Report</a>	

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