Michigan Care Improvement Registry (MCIR)
Adding a Zero Report for Local Health Departments

❖ The School or Childcare must be Closed Out before adding a Zero Report. Refer to the Local Health Department Close Out Tip Sheet.

➢ From the MCIR Main menu select My Schools or My Childcares.

➢ A green “R” will display to the left of the name of the school/childcare program, indicating that it has been Closed Out.

➢ Click “Edit” next to the facility you want to Zero Out.

➢ Select the Grade you wish to Zero Out from the dropdown menu.

➢ Click “Get Forms.”

Choose Schools or Childcares.

Click “Edit.”

Note: NDR=No Data Reported.
- Verify that all data is zeroes.
- Click “Submit.”

When you next view your School Roster there will be a zero (0) instead of “NDR” listed under the number of students reported in the grades you modified.

[Please note this process can take as long as overnight]