

LHD PROTOCOL FOR MAINTAINING MCIR/SIRS CHILDCARE LISTING

The childcare listings in MCIR/SIRS need to be checked periodically for accuracy. There may be centers, which have closed and can be made inactive. There may also be new centers, which need to be added to the list.

CHECKING FOR NEW CHILDCARE SITES:

At least quarterly, the LHD should check the Department of Human Services website to view the listing of childcare centers and the license numbers under which each listed site is operating.

The website is: http://www.michigan.gov/lara/0,4601,7-154-63294_73293---,00.html

The LHD should also periodically check with schools and/or school districts to find out if there are any preschools or childcare centers operating through any of the schools (these sites would not have DHS license numbers).

ADDING NEW SITES TO MCIR/SIRS COUNTY FACILITY ROSTER:

If a new center is found on the DHS list, then the LHD should contact the center and determine if they are open. If so, the site should be added to the MCIR/SIRS listing.

If a new center is found through the schools (and is not on the DHS listings), then the LHD should add the center to the MCIR/SIRS listing. The license number field in MCIR/SIRS should be left blank and MCIR/SIRS will automatically generate a “license” number, which can be used for reporting purposes.

PACKETS AND FORMS:

Adding new sites to the MCIR/SIRS listing ensures that the site will receive an IP-101 Reporting Information Packet from MDHHS in August. Then the new site should also be given the opportunity to register with MCIR/SIRS, using the application form available at www.mcir.org.

If a childcare center will not be using MCIR/SIRS, the other option is that they will use the IP-100/101 immunization reporting forms. The LHD should add the number of forms that the site will need in the IP-101 field on the center’s information page in MCIR/SIRS. This will assure that IP-101 forms are sent to the center in the August packet.

DISCONTINUED OR INACTIVE SITES:

Care should be taken when making a site “inactive”. This should only be done if a site has closed its facility permanently, or if the site has a new license number (and the new site has been added to the listing, and MCIR/SIRS enrollment has been completed). Making the site “inactive” removes access to MCIR/SIRS for the site, and so if they do have children enroll at a later date, they will not be able to access MCIR/SIRS until the LHD has once again made the site “active”. Rather than making the site “inactive” (if there are no children to report for a center during a particular reporting period), the LHD can “close” the report period for the site and put zeros into the IP-101 data entry screen. In this way, the childcare site can still access MCIR/SIRS for new enrollments, and the site will not show as delinquent for the LHD.