

## Utilizing MCIR/SIRS System During a Vaccine Reportable Disease Outbreak in a School/Childcare

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### Generating a Report:

- The Local Health Department (LHD) notifies the Immunization Field Representative (IFR) of the outbreak. Obtain details:
  - outbreak type
  - name of school/childcare center involved in outbreak
  - school site contact name and email address
- A test site is a site set up in MCIR/SIRS to use for outbreaks only. The sites are called School Outbreak Site and Childcare Outbreak Site.
- Alert Jacquelyn Jones and the MPHI Helpdesk that the outbreak site should not be used until further notice. Inform Jacquelyn and the helpdesk what school or childcare site is affected. ([jonesj11@michigan.gov](mailto:jonesj11@michigan.gov), [mcirhelp@mphi.org](mailto:mcirhelp@mphi.org)) Notification is necessary because an email needs to be sent out to the other field reps not use the outbreak site.
- **The IFR** needs to associate contact to school/childcare outbreak site prior to upload. i.e., School Outbreak Site: 30012822146 Childcare Outbreak Site: 30012822219.
- The roster must be cleared for that school/childcare outbreak site.
- Ensure that the school/childcare contact completes:
  - Generating a text file (.csv) for submission to MCIR
    - File must contain Date of Birth, Last Name, First Name and student ID in the following format: **yyyy/mm/dd, lastname, firstname, studentid**.
    - Use the current reporting period the file must contain a listing of all students in the school/childcare center
  - Upload the file to the school/childcare outbreak site following the steps outlined in the following tip sheet: [https://www.mcir.org/wp-content/uploads/2014/09/How\\_to\\_Build\\_a\\_Roster\\_w\\_Exernal\\_Datafile1.pdf](https://www.mcir.org/wp-content/uploads/2014/09/How_to_Build_a_Roster_w_Exernal_Datafile1.pdf)
- Upon completion of the successful upload of the text file, the IFR needs to:
  - Verify correct Pd (report period) and correct date for Last Evaluation Column on the roster
  - All children will need to be reassessed
  - Send an email notification of the upload to MCIR Help Desk and to [Jonesj11@michigan.gov](mailto:Jonesj11@michigan.gov)
- If the school/childcare is unable to upload the file to the School/Child Outbreak Site:
  - **Contact the MCIR Helpdesk.** They will need to set up an OTRS user id and password and notify the school/childcare user via email with instructions detailing the steps for logging into the system and uploading the file.
  - Once the file is loaded into OTRS, the MCIR Helpdesk needs to be alerted. The MCIR Helpdesk will load the file on the school or childcare outbreak site and let the IFR and Jacquelyn Jones know when it is ready to use.
- **The IFR** or the LHD must generate the following reports:
  - IP-100/101 Detail Report
  - (Local Health Department will need to create own letter to parents)
  - List of Incompletes
- **The IFR** also determines if it is necessary to notify MDHHS staff about preserving the site for the duration of the outbreak.