

**Michigan Care Improvement Registry (MCIR)
School/Childcare New Site Access Application
Instruction Sheet**

→ **See Page 2 for the Form** ←

This form is NOT for adding additional users or changing Site Administrators. Current Site Administrators should follow directions at www.mcir.org to add additional users.

<http://www.mcir.org/SiteAdministratorTraining.html>

This form is to add a new facility or to re-enable a Site that is currently not active.

This includes sites that have been disabled, had reported via paper forms in the past or have never used MCIR before.

Procedures:

1) Please fill out the form **COMPLETELY**.

Forms not completely filled out will be faxed back to you which may result in a delay in processing your form.

2) If you are a MCIR user (*you have used MCIR previously or are currently using MCIR*) you will **NOT** be notified that this site has been added. You will notice next time you log on that you will have an additional site on to your Site Selection list.

3) If you are not a MCIR user, you will be emailed your PIN number when your site has been activated and you have been added to MCIR as a user. Your PIN number will be emailed to the email address as written on the form. **Please print clearly and fill in all required fields.**

Emails will come from MDHHS-MCIRHelp@michigan.gov. If you do not find your PIN number in your email please check spam/junk email folders for your information.

4) All forms should be faxed to 517-763-0370 or scanned and emailed to MDHHS-MCIRHelp@michigan.gov.

**For Assistance contact:
MCIR Helpdesk 1-888-243-6652
Monday through Friday
8:30 a.m. to 4:30 p.m.
MDHHS-MCIRHelp@michigan.gov**

Michigan Care Improvement Registry (MCIR) School/Childcare New Site Access Application

In accordance with Public Act 540 of the Public Acts of 1996, Amended 2006 as Act 91, and codified as MCL 333.9201 et seq. of the Michigan Public Health Code, the Department of Health and Human Services (MDHHS) has established the Michigan Care Improvement Registry (MCIR) to record information regarding immunizations administered by health care providers. Access to the MCIR is permitted for the sole purpose of providing information and documentation needed for immunization purposes. Users of the system must refrain from employing the MCIR and data on the MCIR for any use other than that required to provide immunization services. Access to the MCIR data base is permitted under the provisions of MCL 333.9201, 9204, 9206, 9207, and 9227. Access to MCIR data is under the terms and conditions prescribed by the MDCH. Improper use of the MCIR will result in revocation of the user's access privileges and potential liability under MICR, Vital Records, and Michigan Computer Crime Laws. The MDHHS reserves the right to revoke a user's access privileges at any time, without notice.

Please read the following statements. If you agree to abide by these statements, please complete the information requested below and fax this agreement to: 517-763-0370 or mail to: MDHHS-Division of Immunization, MCIR Support Services, 333 S Grand Ave, PO Box 30195, Lansing, MI 48909.

As a user of the Michigan Care Improvement Registry, I accept and agree to the following:

- I will handle information or documents obtained through the MCIR in a **confidential** manner.
- I will restrict my use of the MCIR to accessing information and generating documentation only as necessary to properly conduct the administration and management of my duties as they relate to immunizations.
- I understand that my transactions on the MCIR are logged and are subject to being audited.
- I will not furnish information or documentation obtained through the MCIR to individuals for personal use nor to any individuals not directly involved with the conduct of my duties as they relate to immunizations.
- I will not falsify any document or data obtained through the MCIR.
- I will not attempt to copy all or part of the database or the software used to access the MCIR database in any unauthorized fashion, nor attempt to falsify or otherwise alter data in the MCIR database or otherwise violate the Michigan Computer Crime Law (MCL 752.794 - 752.797) or the Vital Records Law (MCL 333.2894) summarized on the reverse side of this form.
- I will carefully safeguard my access privileges and password for the MCIR and I will not permit the use of my access privileges or password by any other person.
- I will report any threat to or violation of the MCIR security.
- MCIR data may not be used for research purposes without approval by the MDCH Institutional Review Board (www.michigan.gov/irb). Refer to Admin Rule R 325.9055

MCIR User Information: PLEASE PRINT or TYPE

I am registering as a member of (Check One Only): School Preschool/Childcare/Daycare Head Start Migrant

PHYSICAL ADDRESS: **=Required Information

**Facility:					
**Address:					
Street	City	State	Zip	County	

MAILING ADDRESS (IF DIFFERENT FROM PHYSICAL ADDRESS)

Facility:					
Address:					
Street	City	State	Zip	County	

**Phone: ()	Fax: ()
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** (For Schools) Dept of Education School Code (Building Number): (must be four digits plus leading zero)

** (For Childcare/Headstart) Day Care Center (DC) License Number: (must be nine digits) **DC**

I have read the above security agreement and the prohibited acts provided on the reverse side of this form. I understand this information and I agree to comply with the above provisions. Further, I understand any violation of these provisions may result in termination of access privileges and/or recommendation for prosecution.

** (REQUIRED) E-mail Address:	MCIR ID? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide:
** (REQUIRED) E-mail Address:	MCIR ID? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide:
** Print Name of MCIR Site Administrator:	School District: (for schools only)
** Print Name of MCIR Site Administrator:	School District: (for schools only)
** MCIR Site Administrator Signature:	Date Signed:
** MCIR Site Administrator Signature:	Date Signed:

This document is subject to revision or withdrawal at any time at the discretion of the Michigan Department of Health and Human Services. 7/2018

Prohibited Acts (see Provider Application for same changes)

Michigan Care Improvement Registry Law

MCL 333.920, 333.9206, 333.9207, 333.9227

- Sec. 9206(2) Before administering an immunizing agent to a child, a health care provider shall notify the parent, guardian or person in loco parentis of the child, on a form provided by the department, of the right to object to the reporting requirement of subsection(3).
- Sec 9206(3) Unless the parent, guardian or person in loco parentis of the child who received the immunizing agent objects by written notice received by the health care provider prior to reporting, a health care provider shall report to the department each immunization administered by the health care provider, pursuant to rules promulgated under section 9227. If the parent, guardian or person in loco parentis of the child who was immunized objects to the reporting requirement of this subsection by written notice received by the health care provider prior to notification, the health care provider shall not report the immunization.
- Sec 9207(2) The information contained in the registry is subject to the **confidentiality** and disclosure requirements of sections 2637 and 2888 and to the rules promulgated under section 9227. The department may access the information contained in the registry when necessary to fulfill its duties under this code.

Vital Records Law

- MCL 333.2894 (1) A person shall not:
- (d) Wilfully and knowingly obtain, possess, use, sell, furnish, or attempt to obtain, possess, use, sell, or furnish to another person, for any purpose of deception, a counterfeited, altered, amended, or mutilated vital record or certified copy thereof.
 - (e) Wilfully and knowingly furnish or process a vital record or a certified copy of a vital record with the knowledge or intention that it be used for the purposes of deception.
- (2) A person shall not make, counterfeit, alter, amend, or mutilate a vital record or report required to be filed under this part with the intent to deceive.
- MCL 333.2898 A person who violates section 2894...is guilty of a misdemeanor punishable by imprisonment for not more than 1 year, or a fine of not more than \$1,000.00, or both.

Michigan Computer Crime Law

MCL 752.794 - 752.797

- Sec.752.794 A person shall not, for the purpose of devising or executing a scheme or artifice with intent to defraud or for the purpose of obtaining money, property, or service by means of a false or fraudulent pretense, representation, or promise with intent to, gain access to or cause access to be made to a computer, computer system, or computer network
- Sec 752.795 A person shall not intentionally and without authorization, gain access to, alter, damage, or destroy a computer, computer system, or computer network, or gain access to, alter, damage, or destroy a computer software program or data contained in a computer, computer system, or computer network
- Sec 752.796 A person shall not utilize a computer, computer system, or computer network to commit a violation of section 174 of Act 328 of the Public Acts of 1931.....being section 750.362 of the Michigan Compiled Laws. [Larceny by conversion]
- Sec 752.797 A person who violates this act, if the violation involves \$100.00 or less, is guilty of a misdemeanor. If the violation involves more than \$100.00, the person is guilty of a felony, punishable by imprisonment for not more than 10 years, or a fine of not more than \$5,000.00, or both.