

MCIR/SIRS Childcare & School Tip Sheet for LHD

The following materials can be found on www.MCIR.org and should be reviewed.

School packet:

- MCIR/SIRS Information Sheet
- School Cover Letter
- School Resources
- Information for Parents – Teen Vaccines
- Influenza Information for Schools
- Vision Screening Information
- FERPA FAQ
- Consent Form for Disclosures
- Required Immunization Chart for Schools
- Required Immunization Handout for Parents
- Waiver Key Point Flyer
- Waiver FAQ for Parents
- Vaccine Terminology

Childcare packet:

- MCIR/SIRS Information Sheet
- Childcare Cover Letter
- Childcare Resources
- Influenza Information for Childcare Centers
- Required Immunization Chart for Childcare
- Required Immunization Handout for Parents
- Waiver Key Point Flyer
- Waiver FAQ for Parents
- Vaccine Terminology

Timeline for MCIR/SIRS Reporting

- January – December:** Build your roster, assure that appropriate reporting period and grade is marked for each student. Use current grade, or roundup for kindergarten in the Spring and Summer of 2018 – all students will be advanced automatically on August 1st.
- October:** Close the childcare closes the report period by going into IP Status and clicking on the “close period” button on October 2nd. (The button will not be highlighted, and you will not be able to close the period if you are not at 90% compliancy.) Continue to update immunization records until you reach at least 90% compliancy.
- November 1st:** School closes the report period by going into IP Status and clicking on the close period button. (The button will not be highlighted, and you will not be able to close the period if you have not obtained at least 90% compliancy). Complete vision report for all kindergarten students. Continue to update immunization records until you reach at least 90% compliancy.
- February 1st:** School closes the report period by going into IP Status and clicking on the “close period” button. (The button will not be highlighted, and you will not be able to close the period if you are not at 95% compliancy). Continue to update immunization records until you reach at least 95% compliancy. Contact your local health department or the help desk if you have any questions about reporting.

1 Reports

This section describes how to submit and retrieve report results.

- Go to **Reports**
- Click on **School/Childcare**
- Select **Master List** in Report dropdown box
- Choose **School**
- Change description name to **School List**
- Click **Submit**

Repeat process for Childcare List

- Select **Master List** in Report dropdown box
- Choose **Childcare**
- Change description name to **Childcare List**
- Click **Submit**

To Retrieve Results

- Go to **Reports**
- Click on **Retrieve Results**
- Click on **Report**
- **Print** both reports

✓ Reports

In order to comply with the Family Educational Rights and Privacy Act (FERPA), when a school generates the following reports: IP-100 Detail, Incompletes, Provisionals and Waivers they have an option called 'FERPA Excluded'. Check this box. All children who have 'FERPA No Consent' Checked on General Information Screen will not display on these reports. Their totals will be included in the aggregate numbers.

✓ Verify

- Compare school/childcare lists to known active (open) schools and childcares in your county. Verify that the contact and address information is correct.

✓ **Update
contact/address**

To make changes to contact/address information, follow these steps:

- Go to **My Schools** or **My Childcares**
- Click on **building** you wish to make changes to (any field not grayed out may be edited)
- If any grayed out field needs to be updated, please contact your Immunization Field Representative for assistance

To edit contact information

- Click on **Site Contact**
- Select **Contact Name**
- Update fields as needed
- Click **Submit**

2 New Childcare

The LHD cannot inactivate any school or childcare that has closed. If you need to inactivate a school or childcare, call your Immunization Field Representative.

✓ **Add New Childcare
Center**

A MCIR agreement must be submitted to MCIR Help Desk prior to the use of MCIR/SIRS. The MCIR agreement is available on MCIR.org, under the School/Childcare tab.

- Go to **My Childcares**
- Click on **Add New** at the top of the list
- Enter information
- Click **Submit**

✓ **Centers added prior to
August 1st**

If a new center has been added to MCIR/SIRS prior to August 1st, you must close out the program for the previous reporting year, then add a zero report for the previous year.

- Tip Sheets on **The Close Out Process** and **Add a Zero Report** can be found at www.MCIR.org
- Click on **Providers**
- Select **Local Health Department**
- Click on **Protocols**
- Documents are found under the **school/childcare** section

✓ **New or Closed Centers**

Regularly check for new or closed childcare centers in your county at:

<http://w1.lara.state.mi.us/ChildCareSearch>

New schools must be added by your Immunization Field Representative.

3 Rosters

On August 1st the state promotes all school children in MCIR up one grade level. Schools need to realize that this may affect the students on their rosters. For example: kindergarteners who were not marked Roundup but were added to the roster with a grade of kindergarten will be advanced to first grade. If this occurs, instruct the school to change the grade back to kindergarten.

✓ **Facility Rosters**

Starting in August and continuing into the fall, review the compliance numbers to the left of the school name on the **Facility Rosters**.

The numbers under **K**, **O**, and **7** should be similar. For example, if there are 50 kindergarteners (**K**) there should be about 50 7th graders (**7**) and about 50 other (**O**) entering students. The **Total with 7th** and **Total without 7th** are percentages not number of students.

✓ **NDR**

If you have a school with **NDR** (no data to report) in either K, 7, or O – check with the school to verify they indeed have no students to report in that grade showing NDR. To report zero enterers you must wait until they close the report period

After the report period is **closed**:

- Click on **Add/Edit IP Link**
- Select the **NDR Grade**
- Click on **Get Forms**
- When zeros appear for that grade, click **Submit**
- **NDR** status will change to **0 students** in that grade
- The system updates overnight, the 0 will show the following day

4 School Status

Well before November 1st, run a **School Status** or an **Invalid Grade Report** to check for invalid or no grades and delinquent schools. If any found, notify the school to correct this on their roster. The school will be able to identify the invalid students on their roster as the students grade will be in red.

✓ November 1

On November 1st, all schools should be closed. Look on **My Schools**, if above 90% and there is a **blue dot** in front of the school name, the school is **not closed**. If there is a **green R** in front of the school name, the school is **closed**.

✓ Waiver Report

All schools need to run and submit a **waiver report** to the LHD before schools close out their report. It would be best to have the schools close themselves so that they become familiar with the process. The schools you will need to close are those below 90% compliance.

✓ Closing a School over 90%

For schools to close themselves, their numbers need to be correct and over 90% before the close button will be available.

- Go to **IP Status**
- Click on **Close** button
- Following closure, a green **R** will appear before the school name on **My School** page

✓ Closing a School under 90%

If a school is less than 90%, the LHD will have to close the school.

- Go to **My Schools**
- Click on **Modify Roster**
- Click the box in front of the school you are closing
- Click **Close School** at the bottom of the page

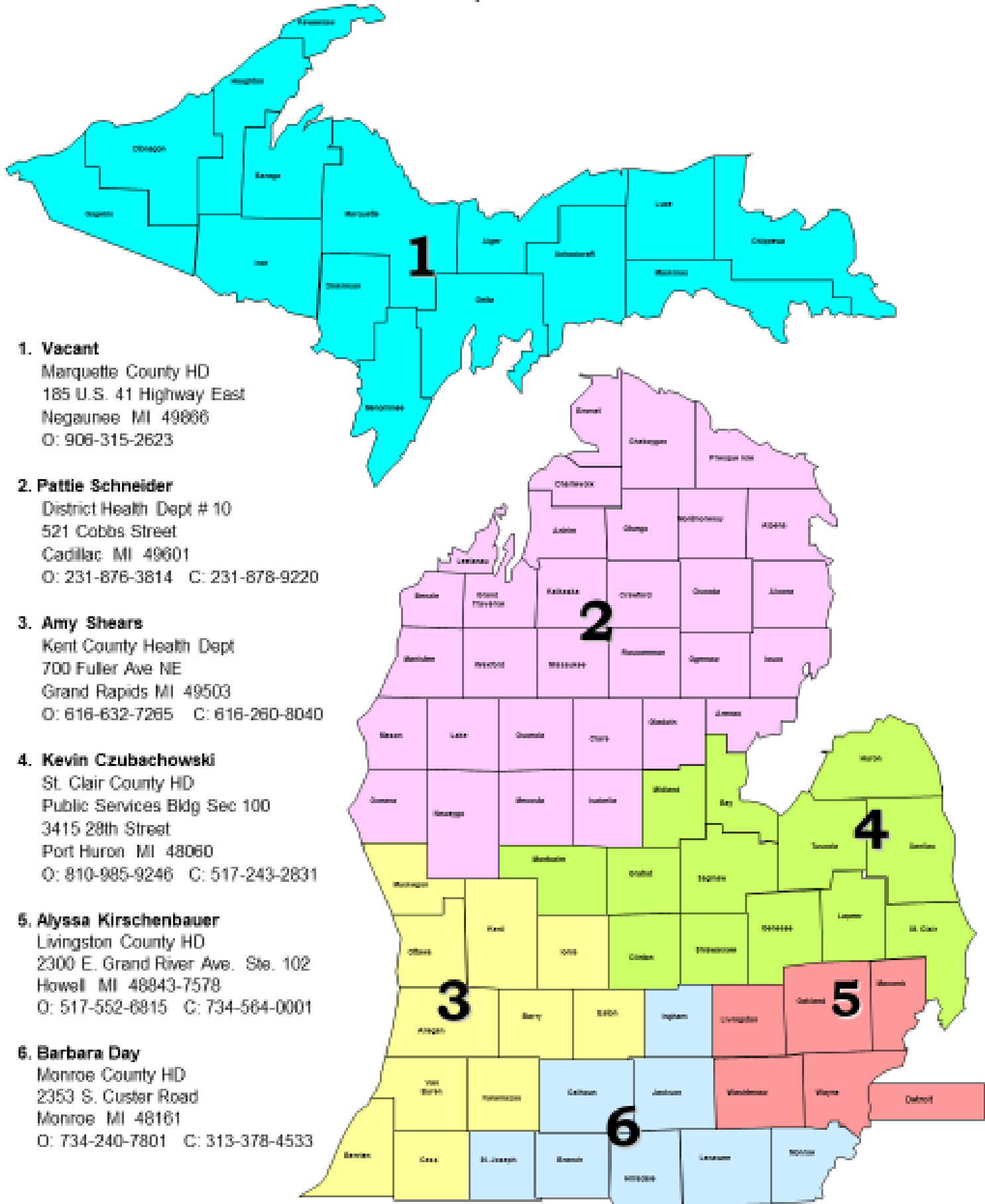
✓ Closed Report Year

When a school closes the report year, the school's roster will remain the same. The system will advance all students from the November Report period to February Reporting Period. The IP status data is frozen. Closing out a report period will allow the grades to change on the roster.

<p>✓ Compliance Report</p>	<p>LHD should run, print, and keep on file a Compliance Report for each report period.</p> <ul style="list-style-type: none"> • Go to Reports • Click on School/Childcare • Select Compliance from the dropdown
<p>✓ February Report</p>	<p>Before February 1st, repeat the above process for the February Report Period.</p> <ul style="list-style-type: none"> • Check for schools with NDR (no data to report) • Verify with the school they indeed have no students to report in grade showing NDR • Add zero (0) if manually needed • The system updates overnight, the 0 will show the following day • 95% compliance for public districts is required in February
<p>✓ Closing a School under 95%</p>	<p>If a school is unable to close themselves because they are below 95% in the February period, you must check with the school to assure they are done.</p> <ul style="list-style-type: none"> • Go to My Schools • Click on Modify Roster • Click the box in front of the school you are closing • Click Close School at the bottom of the page <p>Please Note: Submitting compliance less than 90% in November or 95% in February for the district will cause that district to lose funding from MDE. Make sure to notify any district superintendent of a school below compliance level that this will happen before process begins.</p>
<p>✓ Compliance Report</p>	<p>Run the Compliance Report for February and keep on file for 3 years along with any communication logs between you and your schools and childcares.</p> <ul style="list-style-type: none"> • Go to Reports • Click on School/Childcare • Select Compliance from the dropdown
<p>✓ Notification</p>	<p>Notification (i.e. letters or email) should be sent showing immunization rates to each school superintendent and childcare operator at the end of the school year. A copy of the notification should be kept on file for 3 years.</p>

Thank you for all your hard work in this area and if you have any questions do not hesitate to call your Immunization Field Representatives (please see next page for contact information) or call 1-888-243-6652.

Michigan Department of Health & Human Services
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