

# MCIR/SIRS School/Childcare Tip Sheet for LHD

The following materials can be found on [www.MCIR.org](http://www.MCIR.org) and should be reviewed.

## School packet:

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

## Childcare packet:

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

## 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

✓ **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 you Immunization Field Representative for assistance

To edit contact information

- Click on **Site Contact** (Physical Address)
- Select **Contact Name**
- Update fields as needed
- Click **Submit**

To edit mailing address

- Click on **Mailing Address**
- 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 1<sup>st</sup>, 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](http://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 1<sup>st</sup> 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** and **7** should be similar. For example, if there are 50 kindergarteners (**K**) there should be about 50 7<sup>th</sup> graders (**7**). The **Total with 7<sup>th</sup>** and **Total without 7<sup>th</sup>** are percentages not number of students.

✓ **Childcare Rosters**

Childcare centers will collect immunization data on all students enrolled in the center (except school-age children, who will be reported by their school). Using the MCIR/SIRS program, create a roster of all children enrolled at the center/program. Check to be certain that all children who need to be reported are included on your roster with the **correct reporting period**.

✓ **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 1<sup>st</sup>, 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 1<sup>st</sup>, 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

<p>✓ <b>Closing a School under 90%</b></p>	<p>If a school is less than 90%, the LHD will have to close the school.</p> <ul style="list-style-type: none"> <li>• Go to <b>My Schools</b></li> <li>• Click on <b>Modify Roster</b></li> <li>• Click the box in front of the school you are closing</li> <li>• Click <b>Close School</b> at the bottom of the page</li> </ul>
<p>✓ <b>Closed Report Year</b></p>	<p>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>
<p>✓ <b>Compliance Report</b></p>	<p>LHD should run, print, and keep on file a Compliance Report for each report period.</p> <ul style="list-style-type: none"> <li>• Go to <b>Reports</b></li> <li>• Click on <b>School/Childcare</b></li> <li>• Select <b>Compliance</b> from the dropdown</li> </ul>
<p>✓ <b>February Report</b></p>	<p>Before February 1<sup>st</sup>, repeat the above process for the February Report Period.</p> <ul style="list-style-type: none"> <li>• Check for schools with NDR (no data to report)</li> <li>• Verify with the school they indeed have no students to report in grade showing NDR</li> <li>• Add zero (0) if manually needed</li> <li>• The system updates overnight, the 0 will show the following day</li> <li>• 95% compliance for public districts is required in February</li> </ul>
<p>✓ <b>Closing a School under 95%</b></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. Close school if school district has met the 95% compliance level.</p> <ul style="list-style-type: none"> <li>• Go to <b>My Schools</b></li> <li>• Click on <b>Modify Roster</b></li> <li>• Click the box in front of the school you are closing</li> <li>• Click <b>Close School</b> at the bottom of the page</li> </ul> <p><b>Please Note:</b> 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 is affecting the district compliance level.</p>

✓ **Compliance Report**

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.

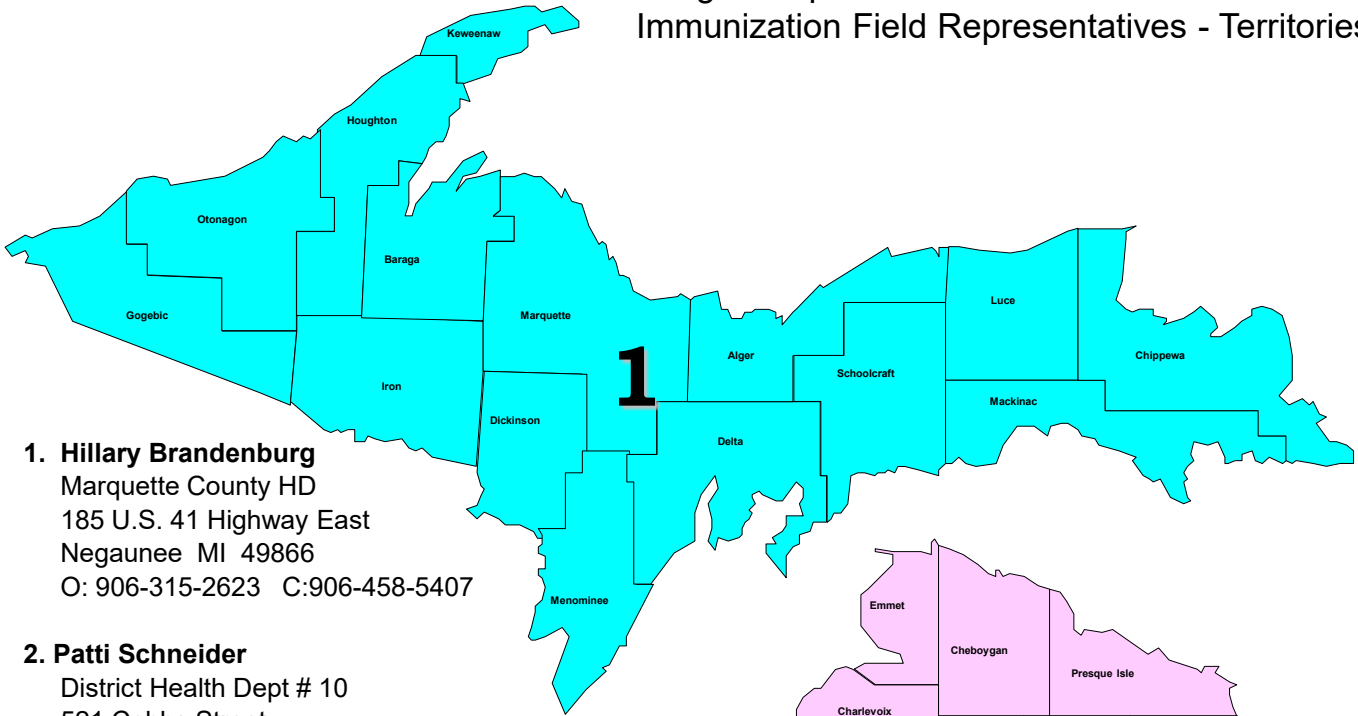
- Go to **Reports**
- Click on **School/Childcare**
- Select **Compliance** from the dropdown

✓ **Letters**

A letter is recommended by mail showing immunization rates to each school superintendent, school district, school building and childcare operator at the end of the reporting year. A copy of these letters should be kept on file for 3 years.

**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.**

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