Adding Aggregate Form and Opt-Out Data for Local Health Departments in MCIR

Adding Aggregate Data:

The School must be closed prior to entering Aggregate Data from the School Aggregate Reporting Form. Using the completed School Aggregate Reporting Form:

1. Click on EDIT, (Figure 1).

2. The IP-100 Data Entry Summary will open, (Figure 2)

3. Choose the Grade desired (you can only enter data from one “grade” at a time)

4. Click Get Forms

5. The IP-100 Data Entry Summary will open to Page 2, (Figure 3).
6. Enter All Data from Aggregate Reporting Form for that grade

7. Tab through page to enter all the appropriate data

8. Review totals to assure correct immunization status: Complete, Provisional, Incomplete, Religious, Medical, or Other (Waivers). (Figure 4) Bottom totals match Total Students.

9. Click Submit

10. You will need to open additional pages if entering for more than one grade (K, 7th, or Other) and repeat the process

**Things to Remember:**

- MCIR generates data from roster entry on page 1 - no change should be made to data on page 1
- Aggregate data is what LHD enters from the School Aggregate Reporting form that the school sends, beginning on page 2
- When you add the number of children to the form – the default status is “Incomplete” for these children. You must assess and mark appropriately (bottom totals)
- Compliancy percentages are updated overnight. Generate Status Report the day following data entry.
- The data you enter for November reporting will also need to be re-entered on the February report along with any additional data from October, November, and December
- The LHD must notify the school of their new Compliance percentage. A School that has dropped under reporting requirements, Nov= 90% or Feb = 95%, will need to work to bring the compliancy up to required levels.
Children Opting Out in MCIR:

In the rare circumstance there are students that have completely opted out of MCIR

1. **Schools:** Add the Opt-Out data to the Aggregate Reporting form for data entry (“Immunization Reporting Form for Students with No FERPA Consent on File”)
   a. You can only open 1 page per “Grade” when entering data through the “Edit” feature
   b. Assure that you have all data needed on the Aggregate Reporting Form (FERPA No Consent and Opt-Out children) before adding the aggregate data

2. **Childcare:** Use [Childcare Aggregate Reporting Form](#) and record immunization data for Opt-Out child(ren)

After the report period is closed:

1. Click Edit
2. Click Get Forms
3. Page 2 will open to enter Opt-Out student data
4. Add data for the Opt-Out Student(s)
5. Click on Submit

Compliancy percentages are updated overnight. Generate Status Report the day following data entry. The LHD must notify the School/Childcare of the updated Compliancy Percentage.

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