

## 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. IFR will obtain the following:
  - outbreak type
  - name and site id of school/childcare center involved in outbreak
  - school/childcare site contact name and email address
- MCIR/SIRS contains a test site specifically for outbreak use only. The sites are called 'School Outbreak Site' and 'Childcare Outbreak Site'.
- Alert Jacquelyn Jones and the IFR - the Test Site should not be used until further notice. Inform Jacquelyn and the IFR what school or childcare site is affected ([jonesj11@michigan.gov](mailto:jonesj11@michigan.gov)). Notification email needs to be sent out to all field reps stating not to use the outbreak site.
- The roster must be cleared for that school/childcare outbreak site before proceeding.
- The IFR needs to associate a contact to school/childcare outbreak site prior to upload. i.e., School Outbreak Site: 30012822146 Childcare Outbreak Site: 30012822219. Additional sites can be added.
- School/childcare contact to complete:
  - 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 and 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\\_External\\_Datafile1.pdf](https://www.mcir.org/wp-content/uploads/2014/09/How_to_Build_a_Roster_w_External_Datafile1.pdf)
- Upon completion of the successful upload of the text file, the IFR, LHD or Jacquelyn Jones 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 IFR and [Jonesj11@michigan.gov](mailto:Jonesj11@michigan.gov)
- If the school/childcare is unable to upload the file to the School/Child Outbreak Site:
  - The school/childcare user needs to build a roster of students in MCIR/SIRS by typing date of birth, last name, and first name.
  - Select a set report period.
  - Click Submit.
- **The IFR**, LHD or Jacquelyn Jones must generate the following reports:
  - IP-100/101 Detail Report (Local Health Department will need to create own letter to parents)
  - List of Incompletes
  - Future Vaccine Needs
  - Waiver Report
- **The IFR** also determines if it is necessary to notify MDHHS staff about preserving the site for the duration of the outbreak.