Schools and Childcare: How to Build a Roster

Roster

A Roster is a listing of students that have been associated with your School or Childcare site in the MCIR (Michigan Care Improvement Registry).

Options on How to Add a Persons to the Roster

Students are added to your Roster by either using the

- 1. <u>Build Roster</u> or
- 2. <u>Add/Find</u> function. Note: All students accessed or looked-up will be automatically added to that site's Roster.

MOCH Michigan	Care Improv	vement Regi	stry 🙆 Michigandou		
Person School/C		Childcare	Import/Export		
Add/Find	Build Roster		Submit File		
Roster	<u>Ip Status</u>		<u>Retrieve Results</u>		
	Custom CA-60 Lab	<u>iels</u>			
My Site			Administration		
Site Preferences		Add/Find User			
User Preferences		<u>Site Users</u>			
Edit My Site					
<u>View My Site List</u>					
<u>Go to New Site</u>					
Reports			Other		
Create Reports		Get News			
Retrieve Results		MCIR.org			
		Exit Application			

Figure 1: Home screen with Add/Find, Build Roster and Retrieve Results

Roster Requirements

Only children who are required to be reported should be on the Roster, unless special arrangements have been made with the local health department to include any additional children.

For Childcare sites:

✓ All students (exception: school-age children, who will be reported by their school)

For School sites:

- ✓ Kindergarteners
- ✓ New enterers (new to your school district)
- \checkmark 7th Graders

How to Build a Roster

- 1. From the Home Screen, on the Sch/CC box/tab, then the Build Roster link .
- 2. Enter the birth date, last name, and first name of a student to search.
- 3. Click the <u>Add to List</u> button.
- 4. Continue adding students in this way (steps 2 and 3 above) until all the students needed on your site's Roster have been added.

Please Note: Do not let the system idle for 60 minutes without submitting. All entries on the list will be lost. Click the <u>Submit</u> button before a long break to ensure that the students will be added to your Roster.

- 5. Choose the appropriate Report Period for these students ("Set Period" dropdown).
- 6. Click on the <u>Submit</u> button to start the search.
- 7. MCIR will add any students whose records already exist in MCIR to the Roster.
- 8. Next Go to the <u>Reports</u> link
- 9. Go to <u>Retrieve Results</u> link (see Figure 2)



Figure 2: Retrieve Results screen

- 10. Click on the word <u>Report</u> (see Figure 2)
- 11. This report will show a list of students who were Matched (added) and/or Non-Matched (not added). All matched students will be added directly to the roster. Students who are listed as Non-Matched will need to be searched for individually in the MCIR through the <u>Add/Find</u> link.

arget Date	07/24/2009	Description BAT_1	248361621955	
		Matched People Su	mmary	
MCIR ID#		Name		Birth Date
123456789	•	Doe. John		
		Non-Matched People	Summary	
Non-matched entri- different than those are needed.	es may be caused by found on the birth c	children being born out of state, inc ertificate). Please check the inform	orrect birthdates, incorrect names (e. ation on the child's birth certificate a	g. nicknames or nam nd resubmit if chang

Figure 3: Retrieve Results screen

How to Build a Roster with Add/Find

1. From the Home Screen, click on the Person link, then the Add/Find link.

Find Person						<u>Print Help</u>
						<u>Home</u> <u>Exit</u>
Person	Sch/CC	Imp/Exp	My Site	Admin	Reports	Other
Add/Find Roster						
_ ,						
Before adding a	Before adding a person, please make several attempts to locate the person in the system.					
PLEASE NOTE: At least one person name field and a required Fields to Search vyou to add a new record.						
This information identifies the person presenting for medical treatment						
MCIR ID		and a second second	Student ID			
Last Name*	Jones		First Name	e* 📜 Jar	nes	
Birthdate*	01/01/200		Gender		Male 🗌 Female	
District Code			Building C	Code		
This information will be set on a person per found and added to the roster						
Set Period*	November 201	9 - 9				
		Search	Clear	Cancel		

Figure 4 Add/Find Person

- 2. Enter the birth date, last name, and first name of a student for which you would like MCIR to search and fill in Set Period (current reporting period.)
- 3. Click the <u>Search</u> button.
- 4. If the person is found the record will come up and they will be added to your roster.
- 5. If the Person is not found, MCIR will present a message with the option to "Refine your search and try again." You can help avoid duplicating existing MCIR records by using the wildcard (*) in your name search. If you used the wildcard search and did not find the person, the * has to be taken out of the name field to add a person. (See Quick tip sheet "How to use the Wildcard Searches)

🗿 https://sso.state.mi.us - Warning - Microsoft Internet Explorer 🗔 🗖 🔀
Person not found. Click Add Person to add this person to the system.
Search Add Person
The Add Person option will po up if you searched twice in a row using the exact same critieria.
🙆 Done 🔒 🔮 Internet 🏢

This person then will be added to your Roster as you add them to your system.

If you have questions about building a Roster, call the MCIR Helpdesk at 1-888-243-6652.