Childcare Protocol for the IP-101 Immunization Reporting Process 2024-2025

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Acronyms	
CDC	Centers for Disease Control and Prevention
CCHIRP	Child Care Hub Information Records Portal
CCLB	Child Care Licensing Bureau Licensing
DK	Developmental Kindergarten
ECDD	Early Childhood Developmental Delay
EMR	Electronic Medical Record
GSRP	Great Start Readiness Programs
IFR	Immunization Field Representative
IP	Immunization Program
LARA	Licensing and Regulatory Affairs
LHD	Local Health Department
MCIR	Michigan Care Improvement Registry
MCIR/SIRS	Michigan Care Improvement Registry/School Immunization Reporting System
MDHHS	Michigan Department of Health & Human Services
MiLeap	Michigan Department of Lifelong Education, Advancement, and Potential
NDR	No Data Reported
PPI	Pre-Primary Impaired
SE	Special Education

1. Introduction

Michigan state law mandates that by October 1, each licensed childcare center shall report to the LHD the immunization status of all children enrolled in the program each year. Childcare centers shall not permit a child to attend the program unless a minimum of one dose of a required immunizing agent against each of the diseases specified by MDHHS has been received; or a certified nonmedical waiver; or medical contraindication form has been received for the non-administered vaccine(s). A child who fails to meet immunization requirements must be excluded until the child is compliant.

Licensed programs include Childcare Centers, Preschool, Pre-K, Early Head Start, Head Start, PPI, ECDD programs, and GSRP with children less than 5 years of age. Latch Key or "Before and After" school programs should not report immunizations for school aged children as they are to be reported by a school.

Childcares centers must have access to up-to-date immunization records, including waivers, for all children. MDHHS or the LHD may conduct an audit of records in the event of an outbreak and/or noncompliance.

Acceptable immunization documentation for childcare centers include:
- An immunization record from a provider EMR
- An official MCIR immunization record
- A state Immunization Information System record

Please reach out to the LHD with any questions regarding an immunization record: Local Health Department Map.

Though hearing and vision is reported in the MCIR/SIRS system, it is not overseen by the Division of Immunization. For more information regarding reporting requirements, please visit this guidance document: Hearing and Vision Screening for Kindergarten Entrants.

McKinney-Vento as related to immunization reporting should be used when a child who is experiencing homelessness and is incomplete with required immunizations. Children marked as McKinney-Vento will not be calculated in the total compliance rate for the childcare center. Reportable children identified as McKinney-Vento should have both their immunization and homelessness status reevaluated for each reporting period. On the first Monday in August of each year, the McKinney-Vento status will be deleted unless the child is marked for the current childcare center reporting year. For additional information, visit: McKinney-Vento (michigan.gov).

Please note the terms childcare center, childcare(s), center, and licensed childcare programs are used interchangeably throughout this document.

2. Childcare Center/Program Immunization Reporting

MCIR/SIRS is the preferred system of reporting the immunization status of reportable children. MCIR/SIRS is a web-based computer application designed for use by designated childcare center immunization reporting staff. Information on reporting requirements and system access can be obtained from the www.mcir.org website, LHDs, MCIR Helpdesk, or the MDHHS Division of Immunization.

New childcare centers added to MCIR/SIRS before December 31 will report on the current reporting period. Any new childcares added to MCIR/SIRS after December 31 will be reported on the next reporting period.

Each fall, childcare centers should access the most current annual childcare packet by going to www.mcir.org under the School and Childcare tab then select Reporting to the Health Department. Childcare staff wishing to access MCIR/SIRS should contact their LHD. Childcares that are unable to use the MCIR/SIRS system must complete their immunization reporting using the Childcare Aggregate Reporting Form. Childcares should work in conjunction with the LHD to complete the reporting process.

Childcare centers are required to report all children once a year in October. Childcares are required to achieve at least a 90% compliance rate for the October report period. The October report period includes all children that are enrolled in the center from January 1 through September 30.

Childcare centers are highly encouraged to meet the compliance level before October. Centers that have not achieved at least a 90% compliance rate for the October report period must remain open and continue working with parents or guardians of noncompliant children. Any newly enrolled children from October through December will also then need to be reported until at least a 90% compliance rate is reached or no later than February 1.

Once the October report period is closed, any newly enrolled children will be added to next year's report period IP Roster.

If the childcare center has any questions regarding an immunization record, they should reach out to the Local Health Department for assistance.

3. Childcare Center/Program Types

All childcare centers licensed by MiLEAP CCLB (LARA) are required to report the immunization status of all enrolled children annually, except for those being reported by a school.

Licensed programs include childcare centers, Preschool, Pre-K, Early Head Start, Head Start, PPI, ECDD programs, and GSRP with children less than 5 years of age. Latch Key or "Before and After" school programs should not report immunizations for school aged children as they are to be reported by a school.

Childcare Centers

A facility, other than a private residence, receiving one or more children under 13 years of age for care for periods of less than 24 hours a day, where the parents or guardians are not immediately available to the child. Childcares centers are required to report all enrolled children that are not reported by a school.

Preschool

A childcare center which offers early learning programs for children younger than 5 years of age. These programs operate in facilities other than a private residence. Preschool programs are required to report all enrolled children that are not reported by a school.

Pre-K Programs

Pre-K is a term used interchangeably for both school-based and childcare programs. Pre-K programs typically serve children ages 4 to 5 years of age and operate in facilities other than a private residence or in schools.

A childcare Pre-K program does not receive school funding, the children are not counted on school pupil count days, and sessions are not taught by a licensed schoolteacher. These children need to be reported on a MCIR/SIRS childcare center IP Roster even if the program is located within a school.

School based Pre-K programs, also known as Developmental Kindergarten (DK) or Young 5's, receive school funding, the students are counted on school pupil count days, and are taught by a licensed schoolteacher. These students should not be reported on a MCIR/SIRS childcare center IP Roster, but rather need to be reported on a MCIR/SIRS school IP Roster.

Early Head Start

A program designed to help children birth to 3 years of age residing in low-income households. Parents are given the opportunity to learn the information and skills they'll need to ensure their child's healthy growth and development during the first 3 years of age. Services are provided primarily within the child's home. Early Head Start programs are not required to report the immunization status of the children enrolled.

Head Start

A federal program that was created to give children between 3 to 5 years of age a free early learning program that prepares them to be ready to succeed in school and later in life. These programs operate in facilities other than a private residence. Head Start programs are required to report all enrolled children that are not reported by a school.

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Childcare centers that provide any head start programming must report the Head Start children on a separate MCIR/SIRS site from the main childcare center MCIR/SIRS site.

Pre-Primary Impaired (PPI)

A special education preschool program offering learning experiences to children who are 3 to 5 years of age. These programs often operate within schools but are licensed as a childcare center. PPI programs are required to report all enrolled children that are not reported by a school.

Early Childhood Developmental Delayed (ECDD)

Some children at a young age might have a delay in their development, but not meet the specific requirements of any other of Michigan's eligibility labels. Children under 7 years of age whose development is significantly delayed in one or more areas may qualify as ECDD. These programs often operate within schools but are licensed as a childcare center for children 5 years of age and younger. ECDD programs are required to report all enrolled children that are not reported by a school.

Great Start Readiness Programs (GSRP)

A nationally recognized Pre-K program that prepares children for school and beyond. It is free for eligible families with children. These programs operate in facilities other than a private residence. GSRP programs are required to report all enrolled children that are not reported by a school.

Latch Key including Before and After School Programs

A program that provides a safe environment before and after school for students attending kindergarten through eighth grade. Latch Key including Before and After School programs are not required to report the immunization status of the students enrolled as they will be reported on by the school.

4. Timeline for Childcare Center Reporters

On October 1   **(Timeline for Childcare Center Reporters)**

The October report is due. Childcare centers will forward the following information to the LHD:
- Copies of medical contraindication forms, if applicable.
- Childcare Aggregate Report Form, even if there is no data to report.
  - Childcare Aggregate Report Form data may need to be added by the LHD for a childcare center to reach at least a 90% compliance rate. If data is added, the LHD will close the report once completed.
- IP Status Report, if required by the LHD.
- Childcares are also encouraged to print an Alpha List of Students Report (a list of children that are on the IP roster sorted alphabetically).
- If the compliance rate has not reached at least 90% by October 1, contact the LHD to request a possible extension.

- Childcares are expected to continue working with parents or guardians of noncompliant children until at least a 90% compliance rate has been reached.
- The October report period cannot be closed for childcares until at least a 90% compliance rate has been reached.

November 1 through January 31   **(Timeline for Childcare Center Reporters)**

- Any childcare center that has not reached at least a 90% compliance rate will continue to work with the LHD to meet this goal.

March 1 through May 31   **(Timeline for Childcare Center Reporters)**

- Childcare centers will receive an informational letter from the LHD regarding the center's compliance rate.

By April 30   **(Timeline for Childcare Center Reporters)**

- MDHHS furnishes a list of nonreporting centers to the MiLEAP CCLB for follow up.
- After the CCLB has conducted a review, MDHHS will furnish a list of any remaining nonreporting childcares to the MI Department of the Attorney General. These childcares may be contacted for possible investigation.

May 1 through September 30   **(Timeline for Childcare Center Reporters)**

- Update the childcare center address and user information in MCIR/SIRS.
- Begin working on the current report period.
- Add newly enrolled children and remove children that are no longer enrolled or who will be school aged in September.
- Waivered status from the previous report period is expected to be retained if no other required immunizations are due.
- McKinney-Vento status from the previous report period is deleted.
- Send letters to parents or guardians for children with an incomplete status.
- Contact the LHD for MCIR/SIRS training needs.

5. Timeline for LHDs

By September 30   **(Timeline for LHDs)**

- LHD will run the Invalid Grades Report and work with childcare centers to make needed corrections. This will be an ongoing duty until the report period is closed for all childcare centers.

The October report is due. LHDs to receive and review the following information from childcare centers:
- Copies of medical contraindication forms, if applicable.
- Childcare Aggregate Report Form, even if there is no data to report.
  - LHDs will enter the aggregate data into MCIR/SIRS and will notify childcare centers of the impact to their compliance rate.
- IP Status Report, if required by the LHD.
- LHD to encourage the childcare centers to print an Alpha List of Students Report (a list of children that are on the IP roster sorted alphabetically).
- LHDs continue to document contacts with childcare centers not ready to close the reporting period and centers below the minimum 90% compliance rate. A 100% compliance rate should always be the goal. This will be an ongoing duty until the report period is closed for all childcares.
- **Note:** Any childcare center which has been determined to have no children to report, should have zeros entered into MCIR/SIRS by the LHD. The "No Data Reported" lines are then removed from the IP Status Report and only truly delinquent childcare centers remain listed. Tip sheets have been added to www.mcir.org under Protocols for local health departments. The two tip sheets are called **Add a Zero Report** and **Closeout Process.**

- Notify IFR of any childcare centers that have not reported. A center that opens after October 1 but before January 1 must report on the current October report period.

- LHDs must close the reporting period for any remaining open childcare centers. IP Status Reports must be run no later than February 1 and kept on file for three years.

- LHDs are advised to create and distribute informational letters to all childcare centers.

- Check the [CCHIRP statewide facility search website](CCHIRP%20statewide%20facility%20search%20website) and add any newly identified childcare centers to the MCIR/SIRS facility roster. Update addresses and contact names for centers in MCIR/SIRS.

- Childcare IP Roster view displays the next October report period.

On August 1   **(Timeline for LHDs)**

- Childcare centers no longer in operation need to be disabled in MCIR/SIRS.

April 1 through September 30   **(Timeline for LHDs)**

- LHDs should provide MCIR/SIRS trainings for childcare center staff as needed. MCIR/SIRS training records should be kept on file for three years.

Ongoing   **(Timeline for LHDs)**

- Update MCIR/SIRS News Screens at least quarterly or as needed.
- Assist new childcare centers with enrollment in MCIR/SIRS.

6. Timeline for MDHHS

By January 31   **(Timeline for MDHHS)**

- Review and revise the Childcare Cover Letter and obtain signatures of the MDHHS and Licensing directors.
- Review and revise all forms for the upcoming reporting period.

April 1 through July 31   **(Timeline for MDHHS)**

- Review and post updated documents to www.mcir.org website.

On July 31   **(Timeline for MDHHS)**

- All data from the previous reporting year will become permanent and can no longer be edited as of July 31.

On the First Monday in August   **(Timeline for MDHHS)**

- Waivers will be archived in MCIR and MCIR/SIRS.

August 1 through February   **(Timeline for MDHHS)**

- Provide annual MCIR/SIRS update for LHDs and childcares as needed on immunization reporting requirements.
- Review MCIR/SIRS IP-101 county data for accuracy and completeness.
- Official IP Status Reports showing compliance rates and delinquent childcares for each county will be run and kept on file.
    - The IP Status Report for the February report period will be run on March 15.

- MDHHS furnishes a list of nonreporting centers to the MiLEAP CCLB for follow up.
- After the CCLB has conducted a review, MDHHS will furnish a list of any remaining nonreporting childcares to the MI Department of the Attorney General. The childcares may be contacted for possible investigation.

- Train LHD IAP on how to collect, report, and review required childcare data.
- Serve as a resource for MCIR/SIRS inquiries.
- Assist childcares with enrollment in MCIR/SIRS.
- Collaborate and share communications with MiLeap - Division of Childcare Licensing.

7. MCIR/SIRS Immunization Status

Complete: Child has received all childcare required vaccines.

Provisional: Child is in a dose waiting period. Specific time periods are used to determine provisional status, after which the child will be assessed as incomplete.

Incomplete: Child has not received all childcare required vaccines and the child has passed the dose waiting period without receiving the additional doses.

Waivered: Waivers are recorded by individual vaccine, as R=Religious, M=Medical or O=Other. A child who has a certified nonmedical waiver for any or all vaccines is considered waivered unless the child is incomplete for one of the non-waivered vaccines. In this case the child would be considered incomplete.

8. LHD Protocol for Maintaining MCIR/SIRS Childcare Facility Roster

Adding New Childcare Centers to MCIR/SIRS

LHDs will need to check the [CCHIRP statewide facility search website](#) and add any newly identified childcares to MCIR/SIRS facility roster. Update addresses and contact names for childcares in MCIR/SIRS. If a new center is identified, then the LHD should contact the center and determine if they are open. If so, the site should be added to the MCIR/SIRS facility roster.

If a new childcare center identified as being affiliated with a school, then the LHD should add the center to MCIR/SIRS. The license number field in MCIR/SIRS should be left blank to allow the system to automatically generate a license number, which can be used for identification and reporting purposes.

Managing Permanently Closed or Inactive Childcares Centers

If a childcare center indicates that it is no longer in operation and is considered permanently closed, the LHD will need to contact the MDHHS School and Childcare Assessment Coordinator to have the site disabled in MCIR/SIRS. These childcare centers need to have the IP Roster deleted prior to disabling.

If a childcare center does not have any children enrolled but is still in operation, the LHD can close the report period for the center and enter zeros into the IP-101 data entry screen. The center will not show as delinquent for the LHD but can still access MCIR/SIRS to enter new enrollments.

9. Additional Resources and Information

MCIR Forms
- www.mcir.org - Forms
  A comprehensive resource for all school forms for MCIR.

- Request to Change School or Childcare Site Administrator in MCIR
  Fax or scan completed documents to the MDHHS MCIR Help Desk:
  - fax number 517-763-0370
  - emailed as a PDF to mdhhs-mcirhelp@michigan.gov

- School and Childcare Site MCIR Usage Agreement
  Fax or scan completed documents to the MDHHS MCIR Help Desk:
  - fax number 517-763-0370
  - emailed as a PDF to mdhhs-mcirhelp@michigan.gov

- Petition to Modify MCIR Data
  For use in modifying date of birth, eradicate errors in a name, or correct immunization dates.

- Patient/Parent/Legal Guardian Request to Change Information
  For use in legal name changes (adoption).

Aggregate Data Reporting Resources
- Childcare Aggregate Report Form
- Childcare Aggregate Report Form Tip Sheet
- LHD Instructions for Adding Aggregate Data

Supplemental Guidance for School Reporting
- School and Childcare Manual
- School and Childcare LHD Contacts for MCIR Reporting

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10. Sample Childcare Center Follow-Up Log

Childcare Name:	
Contact Person:	
Phone #:	
Email address:	
Childcare Address/City/Zip Code:	

Notes:

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