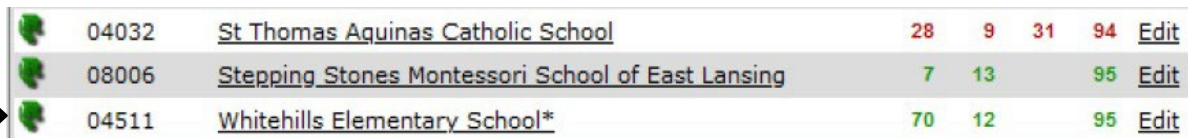


Adding Aggregate Form and Opt-Out Data for Local Health Departments in MCIR

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:

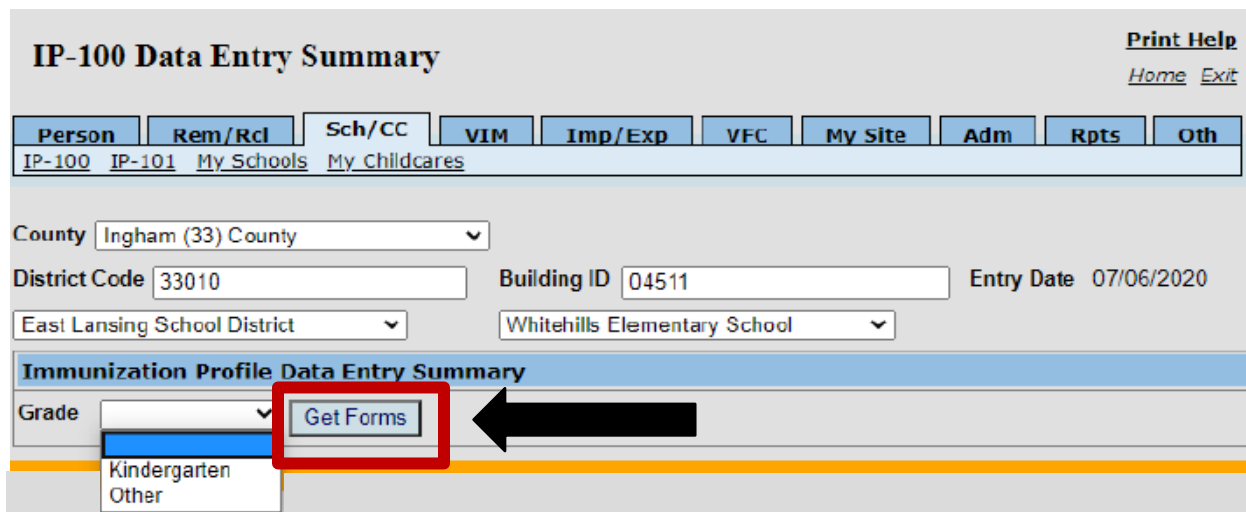
1. Click-on EDIT, (Figure 1).



	04032	St Thomas Aquinas Catholic School	28	9	31	94	Edit
	08006	Stepping Stones Montessori School of East Lansing	7	13		95	Edit
	04511	Whitehills Elementary School*	70	12		95	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



IP-100 Data Entry Summary [Print Help](#)
[Home](#) [Exit](#)

Person **Rem/Rcl** **Sch/CC** **VIM** **Imp/Exp** **VFC** **My Site** **Adm** **Rpts** **Oth**

[IP-100](#) [IP-101](#) [My_Schools](#) [My_Childcares](#)

County District Code Building ID Entry Date 07/06/2020

Immunization Profile Data Entry Summary

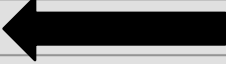
Grade 

Figure 2

5. The IP-100 Data Entry Summary will open to Page 2, (Figure 3).

IP-100 Data Entry Summary Print Help
Home Exit

County:
 District Code:
 Building ID:
 Entry Date:

Immunization Profile Data Entry Summary Page: 2

Grade:
 Report Period:
 Edit Page:

Total Students:
 No Records:

	Doses							Immunity	Waiver		
	1	2	3	4	5	6	7		Rel	Med	Oth
DTAP	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
POLIO	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
MMR	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="0"/>					<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	
HEP B	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="0"/>				<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
VAR	<input type="text" value="1"/>	<input type="text" value="1"/>						<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>
MENING	<input type="text" value="0"/>	<input type="text" value="0"/>						<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Waivers:

Religious	<input type="text" value="1"/>	Medical	<input type="text" value="1"/>	Other	<input type="text" value="0"/>
Provisional	<input type="text" value="0"/>	Incomplete	<input type="text" value="0"/>	Vision	<input type="text" value="0"/>

Complete:

Figure 3

Figure 4

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 [School 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), Figure 5.

Childcare Aggregate Report Form

Instructions: This form should be used by childcare centers to complete manual reporting of children whose records are not stored in MCIR or have a nondigital, nonmedical waiver. Once completed, the form must be sent to the Local Health Department (LHD) for final review. The LHD will assess the information below and contact the childcare if additional immunization information is needed. The LHD will enter the data below into MCIR/SIRS after the report period has closed.

Childcare Name: _____ License Number: _____

Contact Name: _____ Contact Phone #: _____

Child's Name: _____ Date of Birth: _____

Date Aggregate Report Form Prepared: _____

Please mark Religious (R), Medical (M), or Other (O) for immunizations waived in the “Series Waived” boxes below.

	DT/DTaP 1	DT/DTaP 2	DT/DTaP 3	DT/DTaP 4	DT/DTaP 5	DT/DTaP 6	Series Waived			
							R	M	O	
Date	POLIO 1	POLIO 2	POLIO 3	POLIO 4	POLIO 5		Series Waived			
Date							R	M	O	
Date	MMR 1	MMR 2	MMR 3				Series Waived			
Date							R	M	O	
Date	HIB 1	HIB 2	HIB 3	HIB 4				Series Waived		
Date								R	M	O
Date	HEP-B 1	HEP-B 2	HEP-B 3	HEP-B 4				Series Waived		
Date								R	M	O
Date	VAR 1	VAR 2	Had Disease				Series Waived			
Date							R	M	O	
Date	PCV 1	PCV 2	PCV 3	PCV 4	PCV 5		Series Waived			
Date							R	M	O	

For Local Health Department Use Only

Date Assessed: _____

Assessed By: _____

Child's Status (Complete, Provisional, Incomplete, Waiver): _____

If incomplete or provisional, record reason: _____

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Figure 5

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

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

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