MCIR/SIRS School & Childcare Tip Sheet for LHDs

The following materials are found on the www.mcir.org website Reporting to the Health Department

School Packet	Childcare Packet
- School Cover Letter - School and Childcare Immunization Information and Resources - MCIR Information Sheet - Vaccines for Adolescents Parent Flyer - Influenza Information for Schools - FAQ for FERPA - Consent Form for Disclosure - Consent Form for Disclosure – **SPANISH** - Required Immunizations for Schools - Required Immunizations for Schools – **SPANISH** - Vision Screening Information - Waiver Flyer & FAQ for Parents - Waiver Flyer & FAQ for Parents – **SPANISH** - Waiver Flyer & FAQ for Childcare and Schools - Waiver Flyer & FAQ for Childcare and Schools – **SPANISH** - Vaccine Terminology - School Aggregate Reporting Form	- Childcare Cover Letter - MCIR Information Sheet - Influenza Information for Childcare - Required Immunizations for Childcare - Required Immunization for Childcare – **SPANISH** - Waiver Flyer & FAQ for Parents - Waiver Flyer & FAQ for Parents – **SPANISH** - Waiver Flyer & FAQ for Childcare and Schools - Waiver Flyer & FAQ for Childcare and Schools – **SPANISH** - Vaccine Terminology - Childcare Aggregate Reporting Form

SCHOOL SITE MAINTENANCE FOR ACCURATE REPORTING

Creating Reports and Retrieving Results	**Available Reports** • Compliancy • Series • Master list • Mailing labels • Status • Vision • Waivers • Invalid grades **Create Report from the Homepage** 1. Go to Reports 2. Click on School/Childcare 3. Select desired report 4. Change description name for easy retrieval 5. Choose School 6. Select County 7. Select Report Period 8. Click Submit **Retrieve Results from the Homepage** 1. Click on Retrieve Results 2. Click on <u>Report</u> 3. View, Save, or Print Reports
Verify	To verify the list of known active (open) schools in your county, please visit: EEM | EEM Home (state.mi.us) Verify that the contact and address information is correct in MCIR. If there is a new school, please see section below labeled "New School" regarding next steps.
Update Contact/Address	**Edit School Contact/Address Information** 1. Go to My Schools 2. Click on building you wish to make changes 3. **Note:** If any grayed-out field needs to be updated, please contact your MDHHS Immunization Field Representative for assistance. **Edit Contact Information** 1. Click on Site Contact (physical address) 2. Click Contact Name

	3. Update fields as needed 4. Click Submit **Edit Mailing Address** 1. Click on Mailing Address under the section labeled Details 2. Update fields as needed 3. Click Submit

NEW OR CLOSED SCHOOLS

Adding a New School	The LHD cannot add a new school to MCIR/SIRS. Please contact your MDHHS Immunization Field Representative for assistance. **If a new school needs to be added to MCIR/SIRS:** 1. A [School or Childcare New Site Access Application for the MCIR](#) must be submitted by the school to the MCIR Helpdesk prior to the use of MCIR/SIRS. 2. Completed agreements must be sent to: MDHHS-MCIRHelp@michigan.gov
Inactivating a Closed School	The LHD cannot inactivate any school that has closed. Please contact your MDHHS Immunization Field Representative for assistance.

ROSTERS

Grade Promotion	On the first Monday in August the State of Michigan promotes all children on a school roster up one grade level. **Note**: For any kindergarten students added to a school roster <u>prior</u> to the first Monday in August: • Incoming kindergarteners on a school roster should be marked with a C or NG as their grade and also marked as "roundup" to allow the child's grade to be promoted to K. • Incoming kindergartens who have K listed as their grade will be promoted to first grade regardless of roundup being selected.
School Roster	**This includes students enrolled in:** • Public Schools • Charter Schools (Public School Academies) • Non-public or privately owned • Special Education, Alternative, Adult Education • Virtual Schools • Foreign Exchange Programs

	• Career/Technical Programs 1. The LHD will review the total compliance percentages for all schools in their jurisdiction beginning in August and throughout the reporting period. 2. The LHD shall review the number of students for accuracy of reporting by the school. The numbers under **K and 7** should be similar within a school district.
No Data to Report (NDR) for School Reporting	If there is a school with NDR in either K, 7, or O check with the school to verify they indeed have no students to report in that grade showing NDR. If it is verified that the school has zero entrants for a particular grade the LHD can make the correction after the school has closed the report period. **Process for editing school grades with zero entrants:** 1. Wait until after the report period is closed 2. Click on My Schools from the MCIR homepage 3. Find school to be edited 4. Click on Edit under IP 5. Select the grade showing NDR 6. Click on Get Forms 7. When zeros appear for that grade, click Submit 8. NDR status will change to 0 students in that grade within 24 hours
Aggregate Reporting for Schools	If the school has aggregate data to report, they must use the: School Aggregate Reporting Form **After the report period is closed:** 1. Click on My Schools from the MCIR homepage 2. Find school to be edited 3. Click on Edit under IP 4. Select the grade where the aggregate data needs to be entered 5. Click on Get Forms 6. Add aggregate data to the form 7. Click Submit 8. **Note:** Aggregate numbers will be added to the school's compliancy total within 24 hours

School Status

November Reporting Period	At the end of September and continuing through November reporting, LHDs must run the following reports:
	
	1. **School Status** to review progress of school reporting and delinquent schools.
	
	2. **Invalid Grade Report** to check for invalid or no grades.
	    a. This report should be run multiple times throughout the reporting period to monitor for accurate grades within the schools.
	
	    b. If any invalid grades are found, notify the school to correct this on their roster. The school will be able to identify the invalid grades on their roster as the student's grade will be highlighted in red.
	
	    c. Grades could become invalid due to the school changing grade assignments. Contact your MDHHS Immunization Field Representative so they can assist with updating the grades available through the school.
	
	On November 1, schools or their associated districts that have met the 90% immunization program compliancy rate can close their reporting period.
	
	The LHDs can assess the status of the schools by reviewing the icons next to the school's name:
	1. Blue Dot indicates the school is not closed.
	2. Green R indicates the school is closed. The LHD must double check that the compliancy rate has been met and number of students is accurately represented for that school.
	3. Red Dot indicates school has not met the compliancy rate for the reporting period. The school and LHD should work together to reach compliancy.
	
	If the LHD has to close the school with less than a 90% compliancy rate:
	
	1. Assure the school has run their waiver report
	2. Go to My Schools

	3. Click on Modify Roster 4. Click the box in front of the school that needs to be closed 5. Click Close School at the bottom of the page 6. Then Submit Retain documentation regarding any communication with schools including issues such as NDRs, low compliancy levels, missing grades, and outreach efforts **Tips Sheets:** • Closeout Process • Add a Zero Report
Status Report for Schools	Run the **Status Report (IP-100)** for November and keep on file for 3 years along with any communication logs between the LHD and schools 1. Go to Reports 2. Click on School 3. Select Status from the dropdown 4. Click Submit 5. Retrieve Results from the report queue
February Report Period	**Before February 1:** 1. Run Status Report 2. Run Invalid Grade Report 3. Check for schools with No Data to Report (NDR) from My Schools on the MCIR page 4. Verify with the school they indeed have no students to report in grades showing NDR 5. Add zero (0) manually, if needed 6. **Note:** The system updates overnight, the 0 will show the following day Assure schools have reached the 95% compliancy rate for public districts Retain documentation regarding any communication with schools including issues such as NDRs, low compliancy levels, missing grades, and outreach efforts
Closing a School under 95%	If a school is unable to close themselves because they are below the 95% compliancy rate in the February reporting period, the LHD must check with the school to assure they have reached their

	highest level of compliancy.
	As long as the district has met the 95% compliancy rate, the LHD is allowed to close the reporting period for all schools in that district, regardless of the compliancy rate for any individual school in that district.
	1. Go to My Schools 2. Click on Modify Roster 3. Click the box in front of the school you are closing 4. Click Close School at the bottom of the page 5. Click Submit
	Note: Submitting a compliancy rate of less than the required percentages can place the school district in danger of losing funding from MDE. • LHDs should notify any district superintendent of a public or charter school not meeting the compliancy percentage. • Delinquent schools are also reportable to the Attorney General's (AG) office for further action • **Note**: Private schools are not subject to a reduction in funds from the MDE, but will be subject to AG review
	Tips Sheets: • Closeout Process • Add a Zero Report
Status Report for Schools	Run the **Status Report (IP-100)** for February and keep on file for 3 years along with any communication logs between the LHD and schools 1. Go to Reports 2. Click on School 3. Select Status from the dropdown 4. Click Submit 5. Retrieve Results from the report queue
Letters to Schools	It is recommended that a letter showing compliancy and completion rates be sent to each school superintendent, school district, and school building at the end of the reporting year. **A copy of these letters must be kept on file for 3 years.**
Special Circumstances	**Extensions**: LHDs can grant extensions to schools who have not met their November 1 or February 1 compliancy level. Extensions should

	be granted on a limited basis. All extensions should be communicated to the MDHHS Immunization Field Representative in your area. All schools must be closed no later than February 1 unless they have not met the required compliancy.
	Amish-based Schools: Amish-based schools are not exempt from reporting immunization data to the LHD. The LHDs must work with the Amish-based community schools to report immunization status for each student. These schools are not subject to FERPA reporting rules, therefore LHDs can enter this data into MCIR/SIRS.
	Non-compliant Schools: Refer to IP-100 protocols for non-compliant schools.

CHILDCARE CENTER SITE MAINTENANCE FOR ACCURATE REPORTING

Creating Reports and Retrieving Results	**Available Reports** • Compliancy • Series • Master list • Mailing labels • Status • Vision • Waivers • Invalid grades **Create Report from the Homepage** 1. Go to Reports 2. Click on School/Childcare 3. Select desired report 4. Change description name for easy retrieval 5. Choose Childcare 6. Select County 7. Select Report Period 8. Click Submit **Retrieve Results from the Homepage** 1. Click on Retrieve Results 2. Click on <u>Report</u> 3. View, Save, or Print Reports
Verify	1. To verify the list of known active (open) childcare centers in your county, please visit: [Statewide Search for Licensed Child Care Centers and Homes](#) 2. Verify that the contact and address information is correct in MCIR/SIRS. If there is a new childcare center, please see section below labeled "Adding a New Childcare Center" regarding next steps.
Update Contact/Address	**Edit Childcare Center Contact/Address Information** 1. Go to My Childcares 2. Click on building you wish to make changes 3. **Note:** If any grayed-out field needs to be updated, please contact your MDHHS Immunization Field Representative for assistance

	Edit Contact Information
	1. Click on Site Contact (physical address)
	2. Click Contact Name
	3. Update fields as needed
	4. Click Submit
	Edit Mailing Address
	1. Click on Mailing Address under the section labeled Details
	2. Update fields as needed
	3. Click Submit

NEW OR CLOSED CHILDCARE CENTERS

Adding a New Childcare Center	New childcare centers are required to be added by the LHD into MCIR/SIRS.
	To add a new childcare center:
	1. Go to My Childcares
	2. Click on Add New at the top of the list
	3. Enter information
	4. Click Submit
	5. A [School or Childcare New Site Access Application for the MCIR](#) must be submitted by the childcare center to the MCIR Helpdesk prior to the use of MCIR/SIRS
	6. Please send completed agreements to: MDHHS-MCIRHelp@michigan.gov
Inactivating a Closed Childcare Center	The LHD cannot inactivate any childcare center that has closed. Please contact your MDHHS Immunization Field Representative for assistance.
Childcare Centers Added Prior to the First Monday in August	A new report period starts after the first Monday in August. If a new center was added to MCIR/SIRS prior to this date, the LHD must close out the program for the previous reporting year and add a zero report for that previous year.
	Example: If a childcare center opens anytime between January 1, 2022, through July 31, 2022, the LHD will have to close out the October 2021 reporting period for that childcare center and add a zero report for that facility.
	Tips Sheets:
	• [Closeout Process](#)
	• [Add a Zero Report](#)

ROSTERS

Childcare Center Roster	**This includes children not yet six years of age and enrolled in:** • Preschool • Licensed childcare centers • Early Head Start • Head Start • Nursery • Pre-Primary Impaired (PPI) • Early Childhood Developmental Delayed (ECDD) • Great Start Readiness Program (GSRP) • **Note:** Does not include Latch Key or "Before and After" school programs Childcare centers will collect immunization data on all children enrolled in the center (except school-age children who will be reported by their school). • Reporting period for childcare centers encompasses children entering January 1 through December 31 • Any new child entering a childcare center before December 31 must still be added to the childcare center's roster (even if the report period has closed) • Any new childcare center that opens between October 1 and December 31 must still report all children in the facility for the current report period • The LHD shall review the number of children for accuracy of reporting by the childcare center
Inactivated Childcare Centers	After verifying that the childcare center has closed and no children are listed on the roster, the LHD then must contact the MDHHS Immunization Field Representative to inactivate the center.
Aggregate Reporting for Childcare Centers	If the childcare center has a child who is opt-ed out of MCIR, they must use the: Childcare Aggregate Reporting Form **After the report period is closed:** 1. Click on My Childcares from the MCIR homepage 2. Find childcare center to be edited 3. Click on Edit under IP 4. Click on Get Forms 5. Add aggregate data to the form 6. Click Submit 7. **Note:** Aggregate numbers will be added to the childcare

	center's compliancy total within 24 hours

CHILDCARE CENTER STATUS	

October Reporting	At the beginning of September and continuing through October reporting, LHDs must run the following reports:
	
	1. **Childcare Status** to review progress of the childcare centers
	2. **Invalid Grade Report** to check for no grades (NG)
	    a. This report should be run multiple times throughout the reporting period to monitor for accurate grades within the childcare center
	    b. If NGs are found, notify the childcare center to correct this on their roster
	    c. School age children should not be reported by the childcare center
	
	On October 1, childcare centers that have met the 90% immunization program compliancy rate can close their reporting period
	
	The LHDs can assess the status of the childcare center by reviewing the icons next to the center's name:
	• Blue Dot indicates the center is not closed
	• Green R indicates the center is closed. The LHD must double check that the compliancy rate has been met.
	• Red Dot indicates center has not met the compliancy rate for the reporting period. The center and LHD should work together to reach compliancy.
	
	Retain documentation regarding any communication with childcare centers including issues such as NDRs, low compliancy levels, missing grade "C", and outreach efforts

Status Report for Childcare Centers	Run the **Status Report (IP-101)** for October and keep on file for 3 years along with any communication logs between the LHD and childcare centers 1. Go to Reports 2. Click on Childcare 3. Select Status from the dropdown

	4. Click Submit 5. Retrieve Results from the report queue

Closing a Childcare Center Under 90%	At the beginning of September and continuing through October reporting, LHDs must run the following reports:
	
	1. **Childcare Status** to review progress of the childcare centers
	2. **Invalid Grade Report** to check for no grades (NG)
	    a. This report should be run multiple times throughout the reporting period to monitor for accurate grades within the childcare center
	    b. If NGs are found, notify the childcare center to correct this on their roster

Letters to Childcare Centers	It is recommended that a letter showing compliancy and completion rates be sent to each childcare center at the end of the reporting year. **A copy of these letters should be kept on file for 3 years.**
Special Circumstances	**Extensions:** LHDs can grant extensions to childcare centers who have not met their October 1 compliancy level. Extensions should be granted on a limited basis. All extensions should be communicated to the MDHHS Immunization Field Representative in your area. All childcare centers must be closed no later than February 1. **Non-compliant Childcare Centers:** Refer to IP-101 protocols for non-compliant childcare centers