

Michigan Care Improvement Registry (MCIR)

Adding a Zero Report for Local Health Departments

❖ The School or Childcare must be Closed Out before adding a Zero Report. Refer to the Local Health Department Close Out Tip Sheet.

➤ From the MCIR Main menu select My Schools or My Childcares.

Choose Schools or Childcares.

Person	Reminder/Recall	School/Childcare
Add/Find Roster	Create Reminder Create Recall Retrieve/Confirm Results	IP-100 IP-101 My Schools My Childcares Edit News
Vaccine Mgmt	Import/Export	VFC Program
Manage Inventory View Inventory History Vaccines Administered	Submit File Retrieve Results	All Hazard Provider Roster
My Site	Administration	
Site Preferences User Preferences Edit My Site View My Site List Go to New Site	Add/Find User Site Users	
Reports	Other	
AFIX Batch Inventory Maintenance Profile Reminder/Recall Retrieve Results Roster School/Childcare Vaccine VAERS	Get News View Usage Agreement MCIR Training Course MCIR.org VIS IVEN MCIR Standalone Client Exit Application	

➤ A green “R” will display to the left of the name of the school/childcare program, indicating that it has been Closed Out.

➤ Click “Edit” next to the facility you want to Zero Out.

Green “R” indicates a Closed Out Facility.

84060 Education Achievement System	256	2329	116	96
R 90527 Brenda Scott Elementary Middle K-8*	NDR	36	NDR	97 Edit
R 00456 Burns Elementary-Middle School*	42	258	30	96 Edit
R 00617 Central Collegiate Academy*		117		90 Edit
R 00902 Denby High School*		197		96 Edit
R 90530 Henry Ford High School*		498		91 Edit
R 90528 Law Academy K-8*	94	177	20	99 Edit
R 01518 Mary McLeod Bethune Elementary-Middle School*	46	33	32	94 Edit
R 02644 Mumford High School*		215		100 Edit
R 02708 Nolan Elementary-Middle School*	54	224	15	100 Edit
R 03015 Pershing High School*		316		96 Edit
R 04554 Phoenix Elementary-Middle School*	20	91	19	91 Edit
R 03540 Southeastern High School*		168		100 Edit
82733 Eman Hamilton Academy	23	231	28	84
• 09994 Eman Hamilton Academy*	23	231	28	84 View
82744 Escuela Avancemos	51	198		95
R 01369 Escuela Avancemos*	51	198		95 Edit
82707 Experiencia Academy Preparatory	22	86	34	94
R 02112 Experiencia Academy Preparatory*	22	86	34	94 Edit

Note:
NDR=No Data Reported.

➤ Select the Grade you wish to Zero Out from the dropdown menu.

➤ Click “Get Forms.”

Select Grade; click “Get Forms.”

- Verify that all data is zeroes.
- Click "Submit."

IP-100 Data Entry Summary Print Help
Home Exit

Person Rem/Rcd Sch/CC VIM VFC My Site Adm Rpts Oth

IP-100 IP-101 My Schools My Childcares Edit News

District Code 84060 Building ID 90527 Entry Date 12/12/2014

Education Achievement System Brenda Scott Elementary Middle K-8

Immunization Profile Data Entry Summary Page: 1

Grade Kindergarten Get Forms Report Period: November 2014

Total Students 0 No Records 0

	Doses							Immunity	Waiver		
	1	2	3	4	5	6	7		Rel	Med	Oth
DTAP	0	0	0	0	0	0	0	0	0	0	0
POLIO	0	0	0	0	0			0	0	0	
MMR	0	0	0					0	0	0	0
HEP B	0	0	0	0				0	0	0	0
VAR	0	0						0	0	0	0
MENING	0	0						0	0	0	0

Waivers: Religious 0 Medical 0 Other 0

Complete 0 Provisional 0 Incomplete 0 Vision 0

Submit Clear Form Delete Form Cancel/Home

"Submit."

- When you next view your School Roster there will be a zero (0) instead of "NDR" listed under the number of students reported in the grades you modified.

84060	Education Achievement System	256	2329	116	96
R	90527 Brenda Scott Elementary Middle K-8*	0	35	0	97
R	00456 Burns Elementary-Middle School*	42	258	30	96
R	00617 Central Collegiate Academy*	117	90		90
R	00902 Denby High School*	197	96		96
R	90530 Henry Ford High School*	498	91		91
R	90528 Law Academy K-8*	94	177	20	99
R	01518 Mary McLeod Bethune Elementary-Middle School*	46	33	32	94
R	02644 Mumford High School*	215	100		100
R	02708 Nolan Elementary-Middle School*	54	224	15	100
R	03015 Pershing High School*	316	96		96
R	04554 Phoenix Elementary-Middle School*	20	91	19	91
R	03540 Southeastern High School*	168	100		100

"NDR" is replaced with zero (0).

[Please note this process can take as long as overnight]