# Michigan Care Improvement Registry (MCIR)
Reports

❖ **Reports are created using the information entered on your Roster. It is important to ensure that all information is accurate on your Roster to generate an accurate Report.**

Creating Reports

➢ From your Site's Home Screen, under the "Reports" menu, click the "Create Reports" link.

"Create Reports"

➢ Select your Report Parameters from the drop-down menus. Then click "Submit."

Select Report options.

Click "Submit" to create Report.
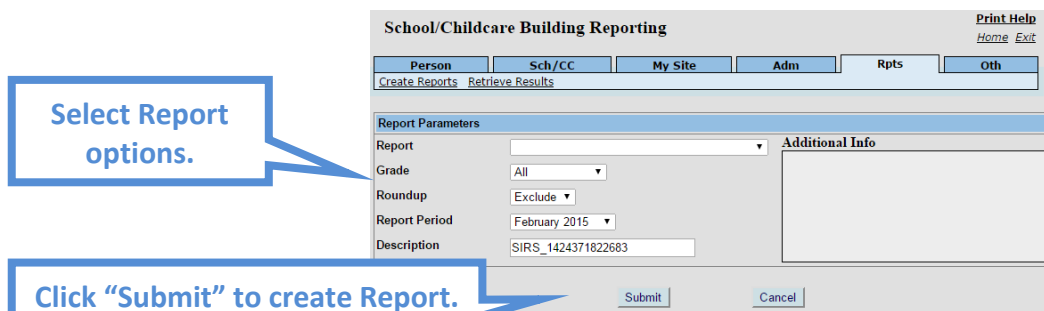
- o Report—Types of reports available to be created.
- o Grade—Select a specific grade, or "All."
- o Roundup—Include, Exclude or Only show Kindergarten Roundup students.
- o Report Period—Only students marked with the selected report period will appear on the chosen report.
- o Description—The file name the report will be saved as. Users can change this to whatever they choose, which will help identify each report for retrieval.

➢ A popup window will ask you to verify the report criteria selected.

Click "OK" to create the Report or "Cancel" to go back.
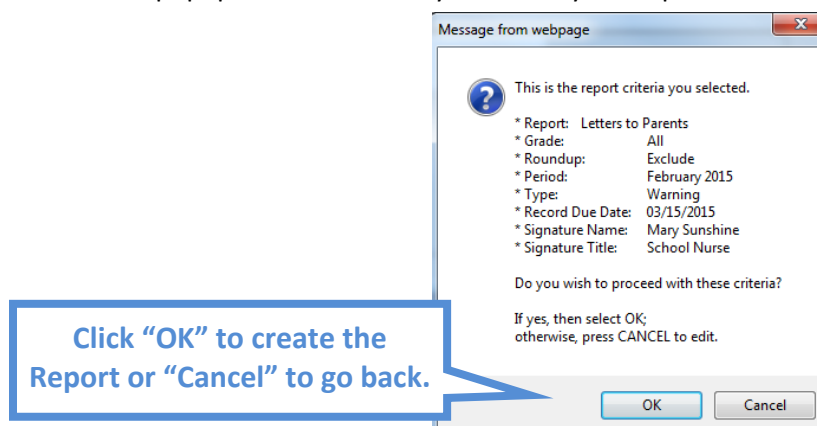
Report Types

- Alpha List of Students:
  - Creates a list of students that are on your Roster sorted by grade, then alphabetically.
- IP 100/101:
  - Generates the Immunization Program (IP) Summary totals for the building broken down by number of doses. Can also be created as a detailed report with full Immunization History for each student.
- Letters to Parents:
  - Generates a mailable letter addressed to parents of all children whose Immunization Status is Incomplete.
  - Three options are available:
    - Warning—States that the law requires students to be immunized to attend School. Lists needed immunizations and shows full vaccine history.
    - Exclusion—Names an actual date that the student will be excluded from attending school. Lists needed immunizations and shows full vaccine history. Custom—Same as Warning Letter, but allows the User to enter a customized paragraph into the generated document
- Incompletes:
  - Generates a listing of all students who are Incomplete. You may select either a summary or detail option. Detail includes the immunizations needed.
- Provisionals:
  - Generates a listing of all students who are Provisional (will become due for an immunization by the next reporting period.)
- Waivers:
  - Generates a listing of all students who have a series or overall Waiver status. This is generally the report that your Local Health Department wishes you to turn in for your Waivers Report.

> **Note: Run the Waiver Report for your Local Health Department BEFORE closing out the Period.**

- Future Vaccine Need:
  - Generates letters and a listing of students that match the Report Period and who will be overdue for a vaccination by the end of the current calendar year. It will also give you a list of children with invalid addresses.
- Birth Certificates:
  - Generates a listing of students with their birthdate and indicates if they have a birth certificate on file.
- Last Physical:
  - Generates a listing of students with their birthdate and date of last physical.
- Vision Screenings:
  - Generates a listing of students with their birthdate and if they have been vision screened. This is only valid for DK and K students.
- Hearing Screenings:
  - Generates a listing of students with their birthdate and if they have been hearing screened. This report is only available for Childcare sites.
- CA-60 Labels:
  - Generates a listing of people and their immunization history for printing on a CA-60 label. Use 2" x 4" labels, 10 on a sheet, for example Avery 5163.

Viewing Reports

➢ From your Site's Home Screen, under the "Reports" menu, click the "Retrieve Results" link.

"Retrieve Results"

➢ A list of available reports comes up. You will need Adobe Reader installed to view.

Naming Reports helps in retrieval.

Click "Refresh" after submitting the report to update the status.

Click "Report" to view.

If you have further questions, call the MCIR Helpdesk at 1-888-243-6652.