

# Michigan Care Improvement Registry (MCIR) Roster Basics

## ❖ Roster Requirements

- School Sites: Kindergarteners, Students who are new to your School District and 7<sup>th</sup> Graders.
- Childcare Sites: All students (except school-age children, who will be reported by their school).

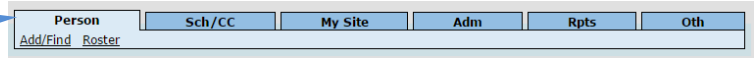
## ❖ Roster Basics

- Viewing your Roster:
  - From your home screen click on “Roster.”



- From any other Screen:
  - Click on the “Person” tab, and then click “Roster.”

The “Tabs” at the top of every screen allow you to navigate through MCIR quickly.



- Sort the Roster by Name, Birth Date, Grade, Report Period or Immunization Status by clicking in the radio button next to the corresponding text.

Roster sorted by name.

Name	Birth Date	MCIR ID	G	Gr	Pd	IS	Last Eval	Student ID
Little_Michigander	02/02/2002	16852629338	F	05	Nov15	I	02/19/2015	n/a
Michigander_Ima	01/31/2001	66443688570	F	02	Feb15	C	02/18/2015	n/a
Michigander_Little	09/15/2008	26411529673	F	02	Feb15	P	02/18/2015	n/a
Michigander_Little	01/01/2008	10218507326	F	01	Nov15	I	02/18/2015	n/a
Michigander_Little	11/21/2003	30260005794	M	05	Nov15	C	02/18/2015	n/a
mouse_mickey	01/01/2010	16818798336	M	05	Feb15	I	02/18/2015	n/a
MOUSE_MICKEY	01/01/1983	36850321794	M	05	Feb15	∅	02/18/2015	n/a
Number_One	04/30/2003	20256686122	M	05	Nov15	C	02/18/2015	n/a

The same Roster sorted by Immunization Status.

Name	Birth Date	MCIR ID	G	Gr	Pd	IS	Last Eval	Student ID
Michigander_Little	01/01/2008	10218507326	F	01	Nov15	I	02/18/2015	n/a
Little_Michigander	02/02/2002	16852629338	F	05	Nov15	I	02/19/2015	n/a
mouse_mickey	01/01/2010	16818798336	M	05	Feb15	I	02/18/2015	n/a
Michigander_Little	09/15/2008	26411529673	F	02	Feb15	P	02/18/2015	n/a
Michigander_Ima	01/31/2001	66443688570	F	02	Feb15	C	02/18/2015	n/a
Michigander_Little	11/21/2003	30260005794	M	05	Nov15	C	02/18/2015	n/a
Number_One	04/30/2003	20256686122	M	05	Nov15	C	02/18/2015	n/a
MOUSE_MICKEY	01/01/1983	36850321794	M	05	Feb15	∅	02/18/2015	n/a

### ➤ Immunization Status Key

- Incomplete (I)—Currently needs Immunizations.
- Provisional (P)—Currently Complete but will be Incomplete soon.
- Waivered (W)—Waiver on file for Immunizations.
- Complete (C)—Up-to-Date on Required Immunizations.
- No Evaluation (∅)—Child is too old or young for the Site.

Table Key	
I	Incomplete
P	Provisional
W	Waivered
C	Complete
∅	Person set to the current period has no evaluation

## ❖ When can I add a new student record into MCIR?

- After multiple wildcard searches.
- If student was born outside of Michigan, or before 1994.
- To add a student, you will need to search twice in a row using the exact same criteria each time. Then the option to add a student will appear.

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