



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

ELIZABETH HERTEL
DIRECTOR

DATE: February 2, 2022

TO: Local and Intermediate School District Superintendents
Public School Academy Directors
Local Education Agency Principals
Nonpublic School Administrators

FROM: Ryan de la Rambelje
Immunization Assessment & Local Support Section Manager
Michigan Department of Health and Human Services

SUBJECT: School as Employer - Looking Up Employee MCIR Records

Employee/Staff Look Up: K-12 schools have inquired if the MCIR SIRS system can be used for verification of school employee vaccination status. This communication is intended to provide additional detail and resources to supplement the communication sent on August 26, 2021.

The MCIR SIRS system can be used to verify for employee vaccination status only when all of the following have occurred:

1. The school has completed and filed an Employer Site MCIR Usage Agreement with the MDHHS stating that the school will be using MCIR SIRS for Employee vaccination status checks. Each school facility must be identified with a separate form even if employee records will be reviewed at a district level.
2. The school has obtained written consent from the employee that the school has permission to view the employee's full vaccination record in MCIR. Prior to obtaining written consent, the school must inform its employees how to access and view their own MCIR records to ensure employees are aware of what information they are permitting the school to view.
3. The school has a retention method and policy in place for the indefinite retention of its employees' written consent. The school must retain a copy of all written consent materials and make those materials available to MDHHS upon request.

Please find attached to this communication:

1. The Site Usage Agreement – Employer Addendum
2. An infographic outlining the steps an employer must take to utilize MCIR to view employee vaccination records.
3. An infographic with information on how employees can access and view their MCIR full vaccination record, which should be shared with an employee when the employer requests written consent to view the employee's full vaccination record in MCIR.
4. A user guide for MCIR site administrators to use the soon-to-be-implemented Employee Roster functionality to lookup employees' full vaccination records in MCIR.

MDHHS will soon release in MCIR the ability for schools to maintain an Employee Roster. Once the steps above have been met, the MCIR SIRS School Site Administrator may use the site to do

individual employee vaccination status lookups. MDHHS Division of Immunization recommends utilizing the new Employee Roster functionality to look up employee vaccination records in MCIR to verify vaccination status.

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

Thank you.

RD:jj

Enclosures