MCIR
Michigan Care Improvement Registry

Outbreak Roster User Guide for Schools and Childcare Sites

Add a Student to the MCIR Outbreak Roster
-Manual Add

The Outbreak Roster link in the Person section is only made available when an active outbreak is present and the link is activated by the State of Michigan.

1. From the MCIR home screen select **Add/Find**, (Figure 1).

2. Type in student's last name, first name and birth date, (Figure 2).

3. From the Roster* dropdown select **Outbreak Roster**, (Figure 2).

4. Click Submit.

Figure 1
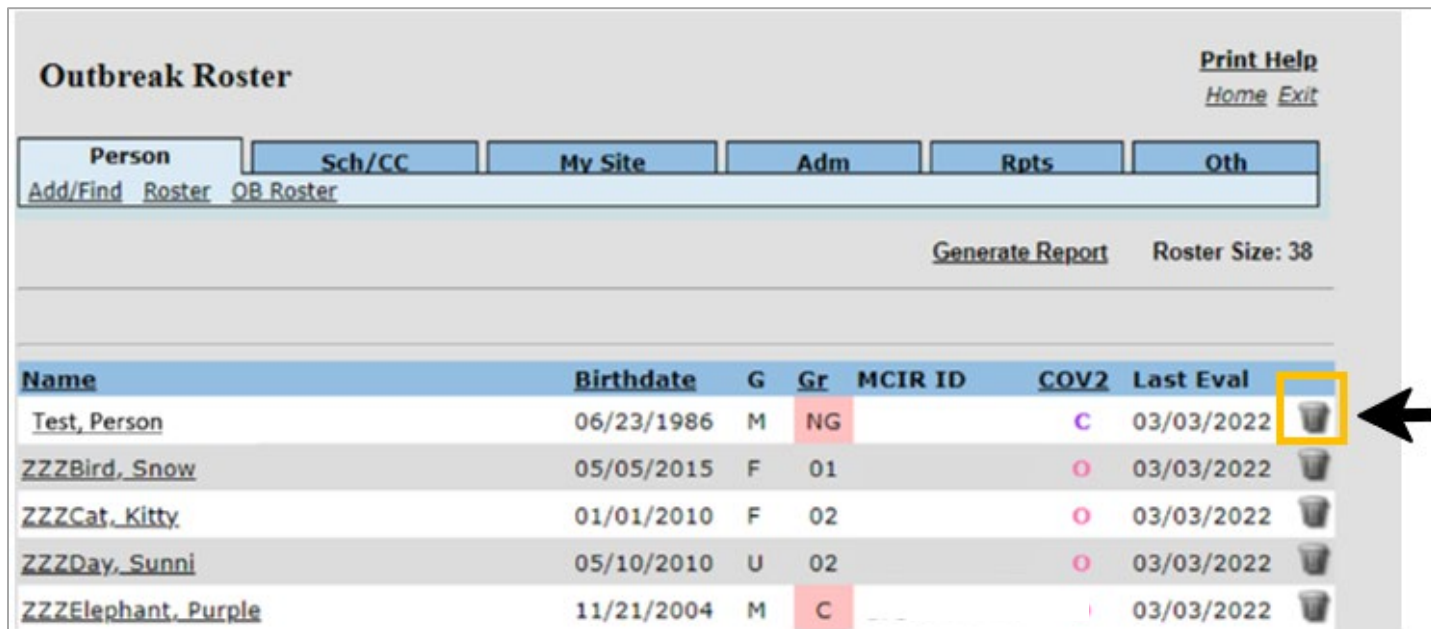

Figure 2

Delete a Student from the MCIR Outbreak Roster

1. From the MCIR Outbreak Roster screen your Outbreak Roster will display.

2. To delete a student from the MCIR Outbreak Roster click the trash can 🗑 to the right of the student's name, (Figure 3).
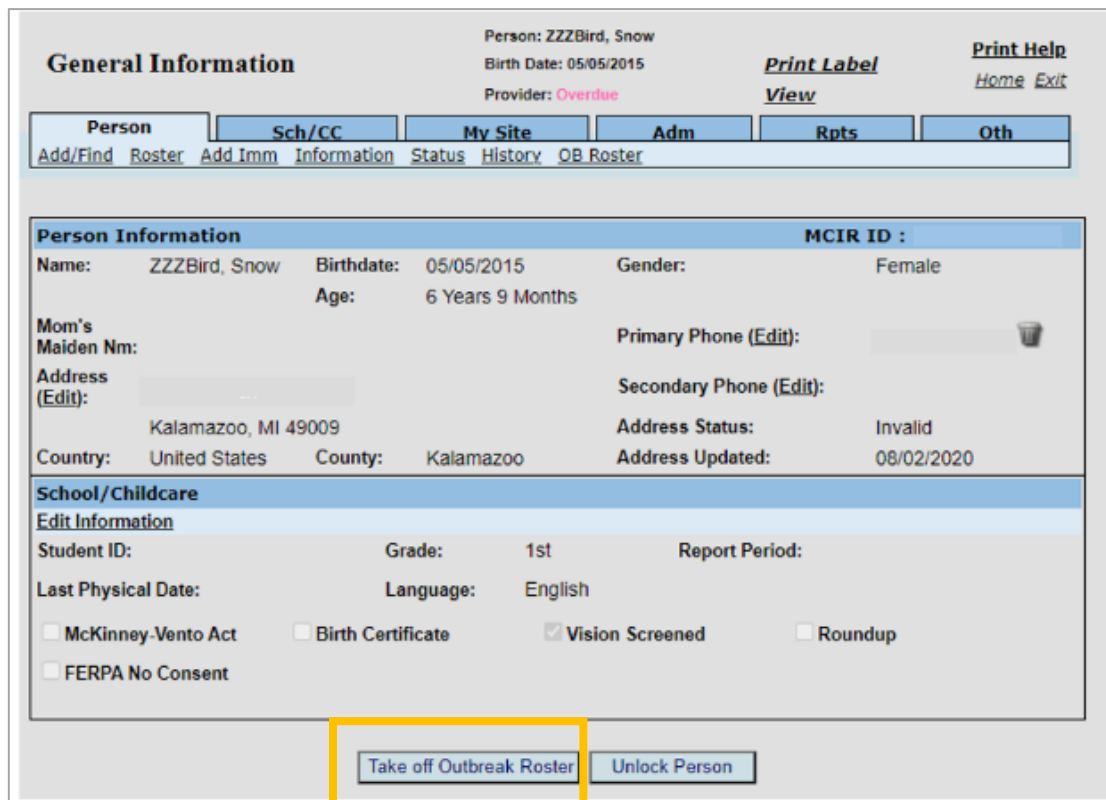
Figure 3

OR

From a student's General Information screen, click the **Take Off Outbreak Roster** button below the record to remove the student from the Outbreak Roster, (Figure 4).

Figure 4

Upload students with a CSV file to the MCIR Outbreak Roster using the Build Roster feature

1. Select Build Roster from the MCIR home screen, (Figure 5).

2. Select **Outbreak Roster** from the Roster dropdown, if it did not default to Outbreak Roster, (Figure 6).

3. Click the **Load External Data** Link, (Figure 6).
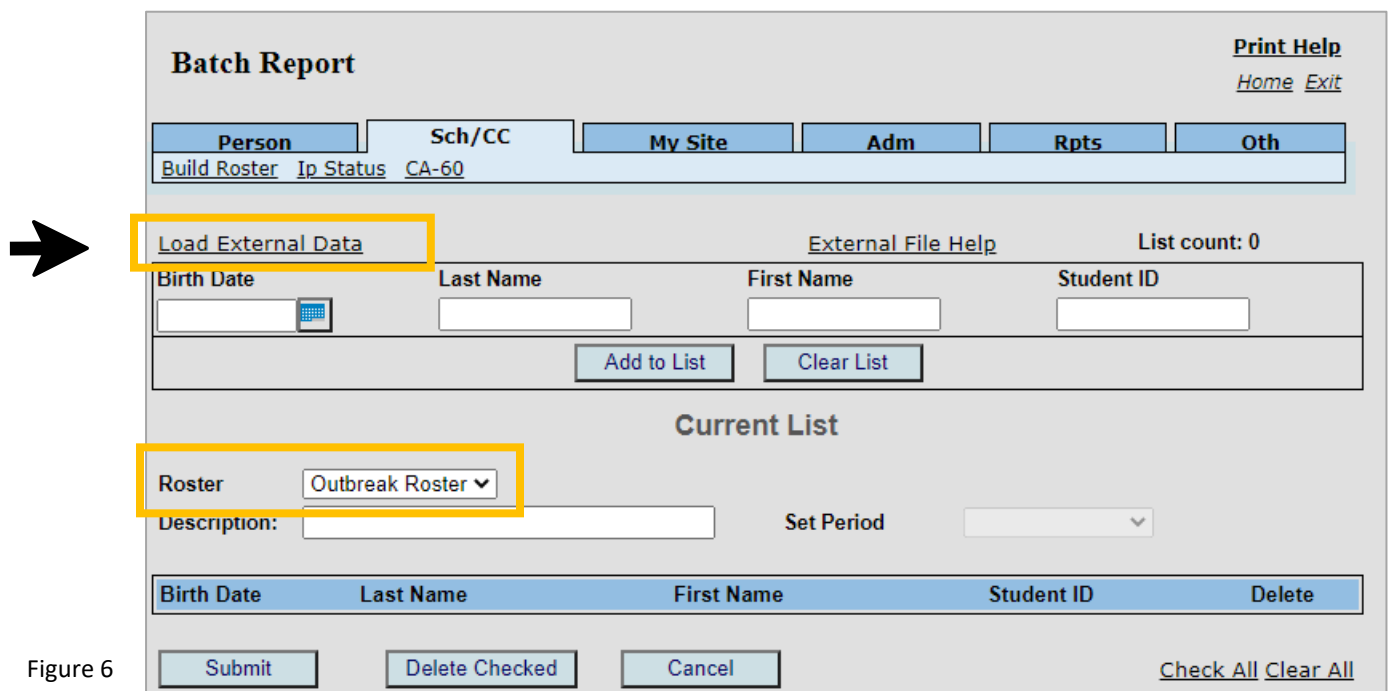

Figure 5

Figure 6

4. Click the **Choose File** button and choose the .csv file from your computer, (Figure 7).

5. After the file uploads, you should **see the name of the file immediately to the right** of the **Choose File** button, (Figure 8).

6. Click Submit, (Figure 8).

Figure 7

Figure 8

7. This Batch Report screen displays the Outbreak Roster and includes uploaded data, (Figure 9).

8. Click Submit at the bottom of this screen.

Figure 9

Copy the Current Site's IP Roster to the MCIR Outbreak Roster

1. From the MCIR home screen, click **Roster** under the Person section, (Figure 10).

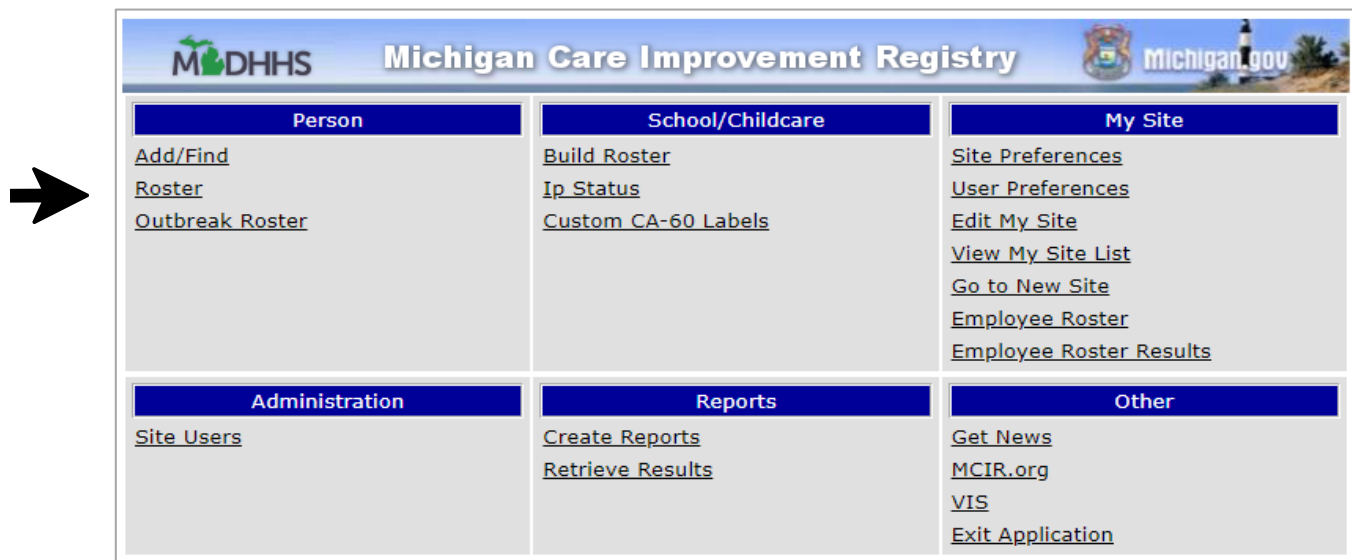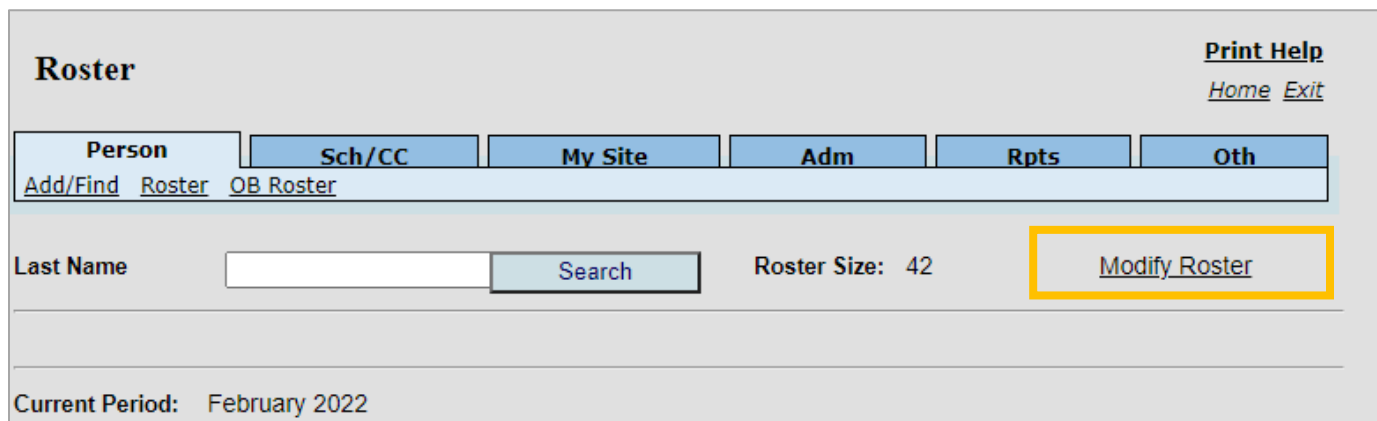2. Click the **Modify Roste**r link, (Figure 11).

Figure 10

Figure 11

3. Select students individually by clicking the box to the left of the student's name to be included on the Outbreak Roster, (Figure 12).

OR

4. Upload a csv file directly to the Outbreak Roster. Visit upload csv instructions, (Figure 8 – page 4).

Figure 12

5. Click on **Modify Checked** at the bottom of roster, (Figure 13).

Figure 13

6. Select **Outbreak Roster** from the **Add to Roster dropdown** to add the checked students from your IP Roster to the Outbreak Roster, (Figure 14).

7. Click Submit.

Figure 14

Use the COV2 Sort Function for COVID-19 Student Status

1. From the Outbreak Roster screen, hover your cursor/mouse over the COV2 Header, (Figure 15).

2. Other Sort functions on this screen are Name, Birthdate, Gr – Grade.

Figure 15

SARS – COVID 2 Table Key		
C	**Complete**	All recommended doses in this series have been received.
I	**Incomplete**	Currently needs immunizations.
O	**Overdue**	Past recommended date for the dose of vaccine.
U	**Up -To -Date**	Additional doses recommended in this vaccine series, but it may not be time for your next dose.
Ø	**No Evaluation**	Child may be too old or young for the site status.

Generate a COVID-19 Roster Report

1. From the Outbreak Roster screen, select Generate Report. To generate an Outbreak Roster report, you must navigate to the Outbreak Roster screen first, (Figure 16).
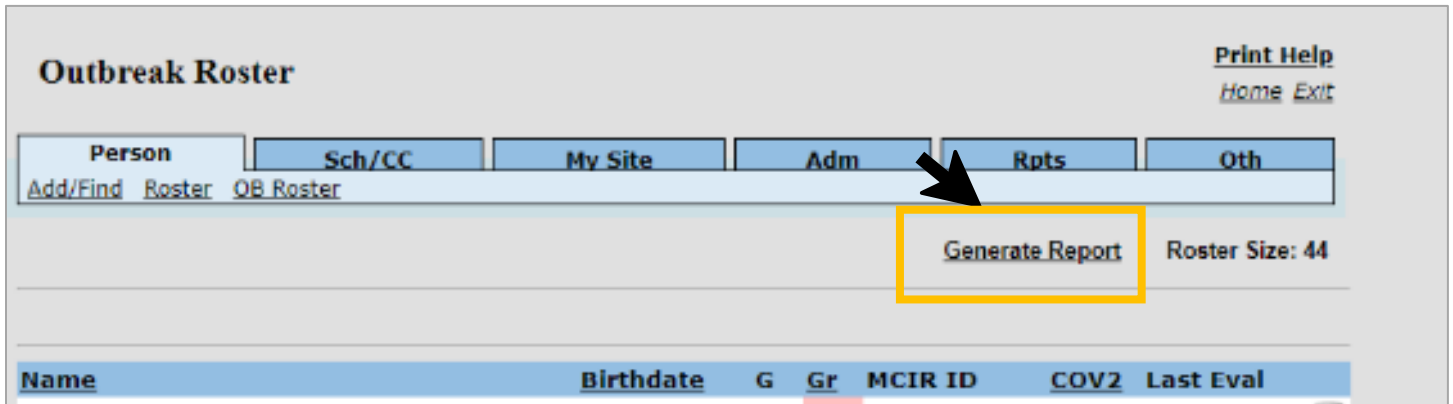

Figure 16

2. Next, a **Generate Report** pop up box displays, (Figure 17).

3. Select the Grade, Imms Status and Rename the Report Description for easy retrieval.
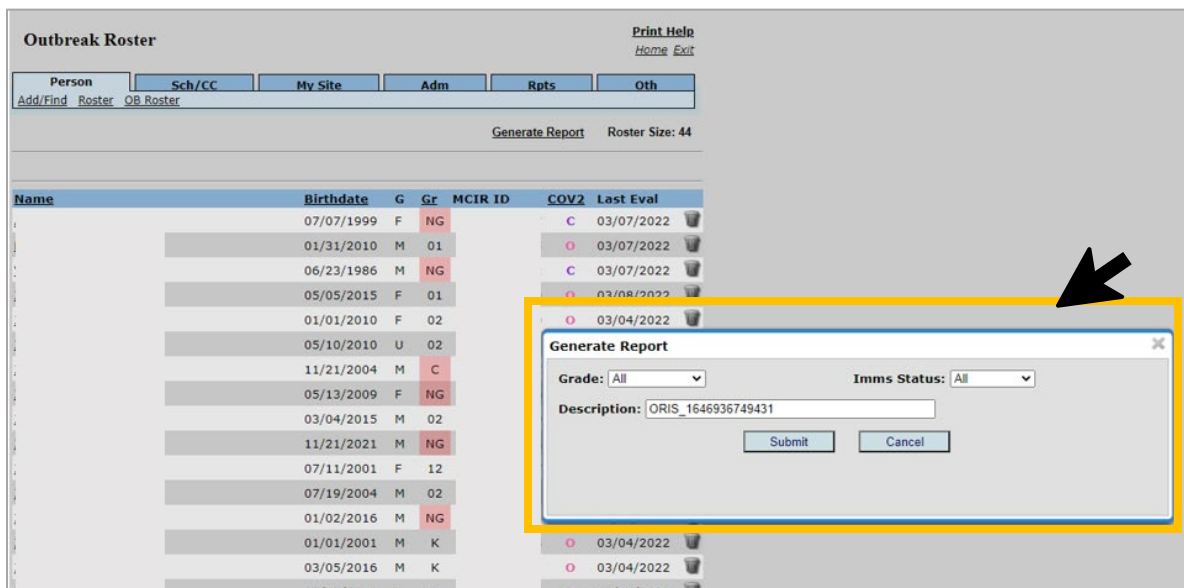
4. Click Submit.

Figure 17

Retrieve a COVID-19 Roster Report

5. Select the Rpts = Reports Tab from the top navigation, (Figure 18).

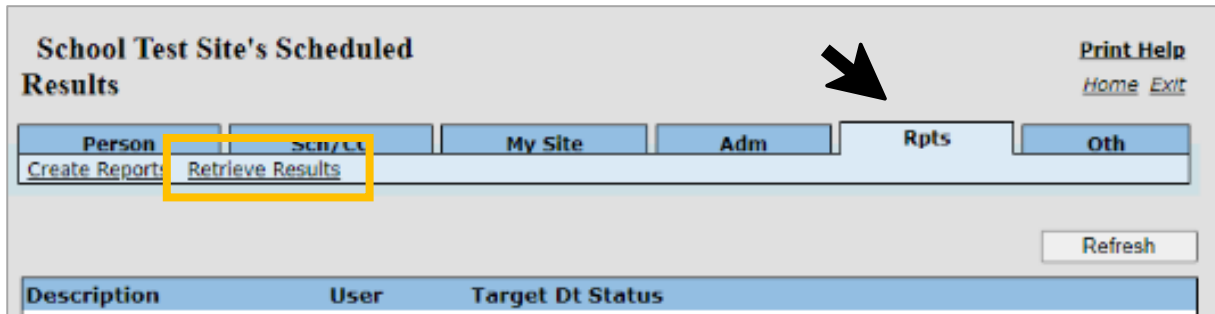6. Click Retrieve Results, (Figure 18).

Figure 18

7. Scroll down to the bottom of the report list to retrieve the most recent report, (Figure 19).
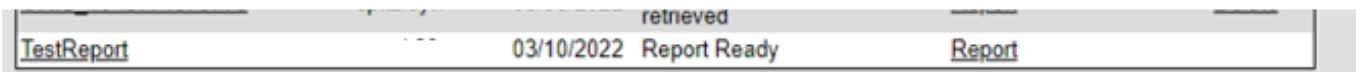

Figure 19

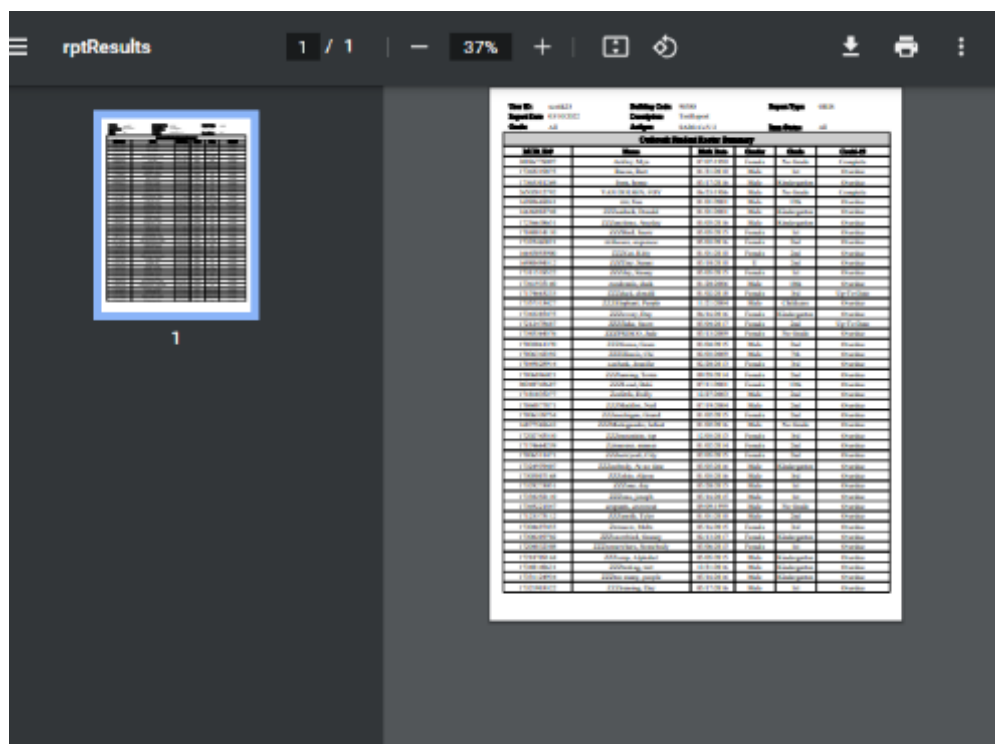8. Click on the report, and it should display as a pdf pop up on the screen, (Figure 20).

Figure 20