



# Outbreak Roster User Guide for Schools and Childcare Sites

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# 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

**Find Person**
[Print Help](#)  
[Home](#) [Exit](#)

Person
Sch/CC
My Site
Adm
Rpts
Oth

[Add/Find](#) [Roster](#) [OB Roster](#)

Before adding a person, please make several attempts to locate the person in the system.

PLEASE NOTE: At least one person name field and a birthdate are required to add a new record. You may use any other field for identification purposes, but using these fields will not allow you to add a new record.

**This information identifies the person presenting for medical treatment**

|               |   |               |   |
|---------------|---|---------------|---|
| MCIR ID       | <input type="text"/>                    | Student ID    | <input type="text"/>  |
| Last Name*    | <input type="text" value="Bert"/>       | First Name*   | <input type="text" value="Bacon"/>                            |
| Birth Date*   | <input type="text" value="01/31/2010"/> | Gender        | <input type="checkbox"/> Male <input type="checkbox"/> Female |
| District Code | <input type="text"/>                    | Building Code | <input type="text"/>  |


**This information will be set on a person when found and added to the roster**

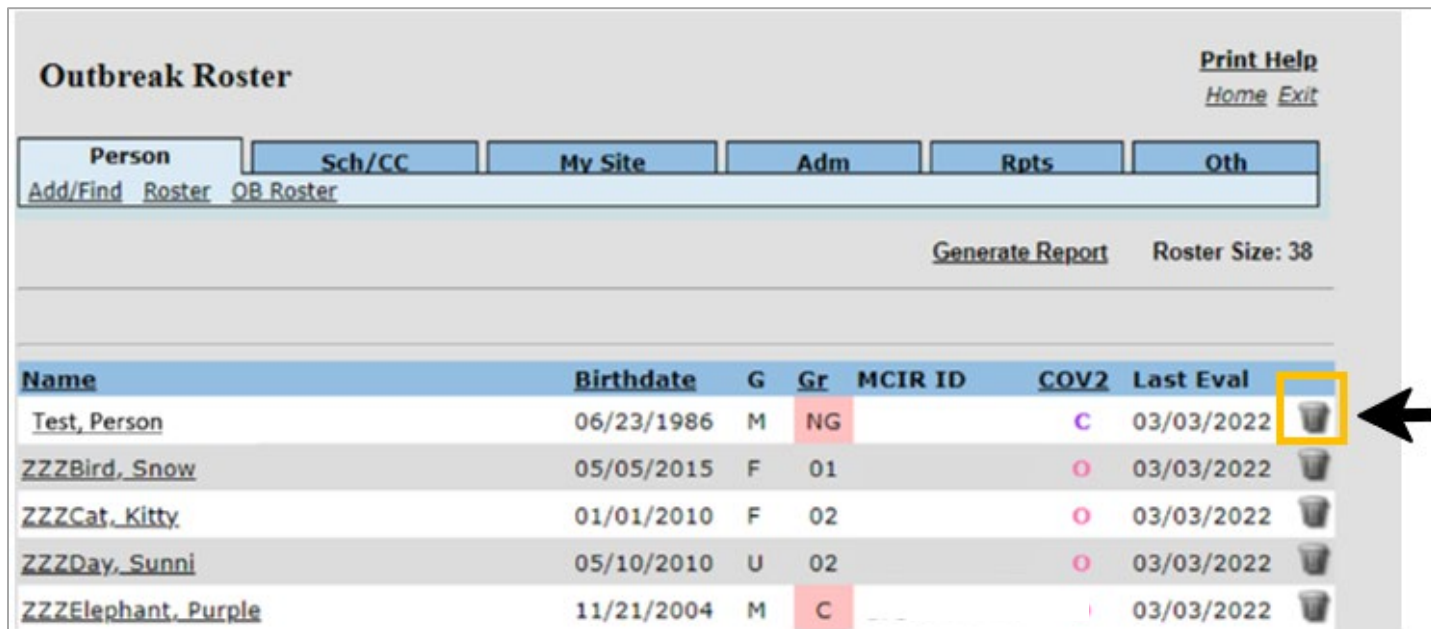
Roster\*  ←

Set Period\*

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).








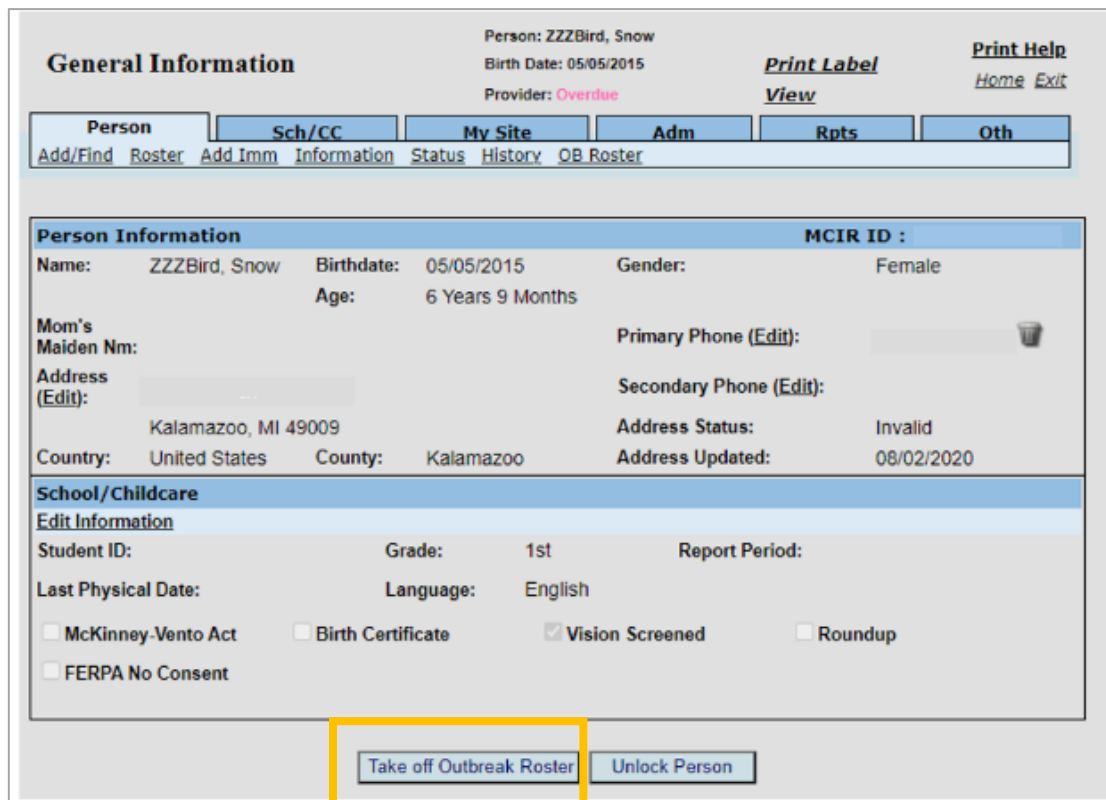
| Name                | Birthdate  | G | Gr | MCIR ID | COV2 | Last Eval  |   |
|---------------------|------------|---|----|---------|------|------------|---|
| Test, Person        | 06/23/1986 | M | NG |         | C    | 03/03/2022 |    |
| ZZZBird, Snow       | 05/05/2015 | F | 01 |         | O    | 03/03/2022 |    |
| ZZZCat, Kitty       | 01/01/2010 | F | 02 |         | O    | 03/03/2022 |   |
| ZZZDay, Sunni       | 05/10/2010 | U | 02 |         | O    | 03/03/2022 |  |
| ZZZElephant, Purple | 11/21/2004 | M | C  | ---     | I    | 03/03/2022 |  |

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).




Person: ZZZBird, Snow  
Birth Date: 05/05/2015  
Provider: Overdue

[Print Label](#) [Print Help](#)  
[View](#) [Home](#) [Exit](#)

| Person                   | Sch/CC                 | My Site                 | Adm                         | Rpts                   | Oth   |
|--------------------------|------------------------|-------------------------|-----------------------------|------------------------|---|
| <a href="#">Add/Find</a> | <a href="#">Roster</a> | <a href="#">Add Imm</a> | <a href="#">Information</a> | <a href="#">Status</a> | <a href="#">History</a> <a href="#">OB Roster</a> |

**Person Information** **MCIR ID :**

Name: ZZZBird, Snow Birthdate: 05/05/2015 Gender: Female  
Age: 6 Years 9 Months

Mom's Maiden Nm: Primary Phone (Edit): 

Address (Edit): Secondary Phone (Edit):  
Kalamazoo, MI 49009 Address Status: Invalid  
Country: United States County: Kalamazoo Address Updated: 08/02/2020

**School/Childcare**  
[Edit Information](#)

Student ID: Grade: 1st Report Period:  
Last Physical Date: Language: English

McKinney-Vento Act  Birth Certificate  Vision Screened  Roundup  
 FERPA No Consent

[Take off Outbreak Roster](#) [Unlock Person](#)

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

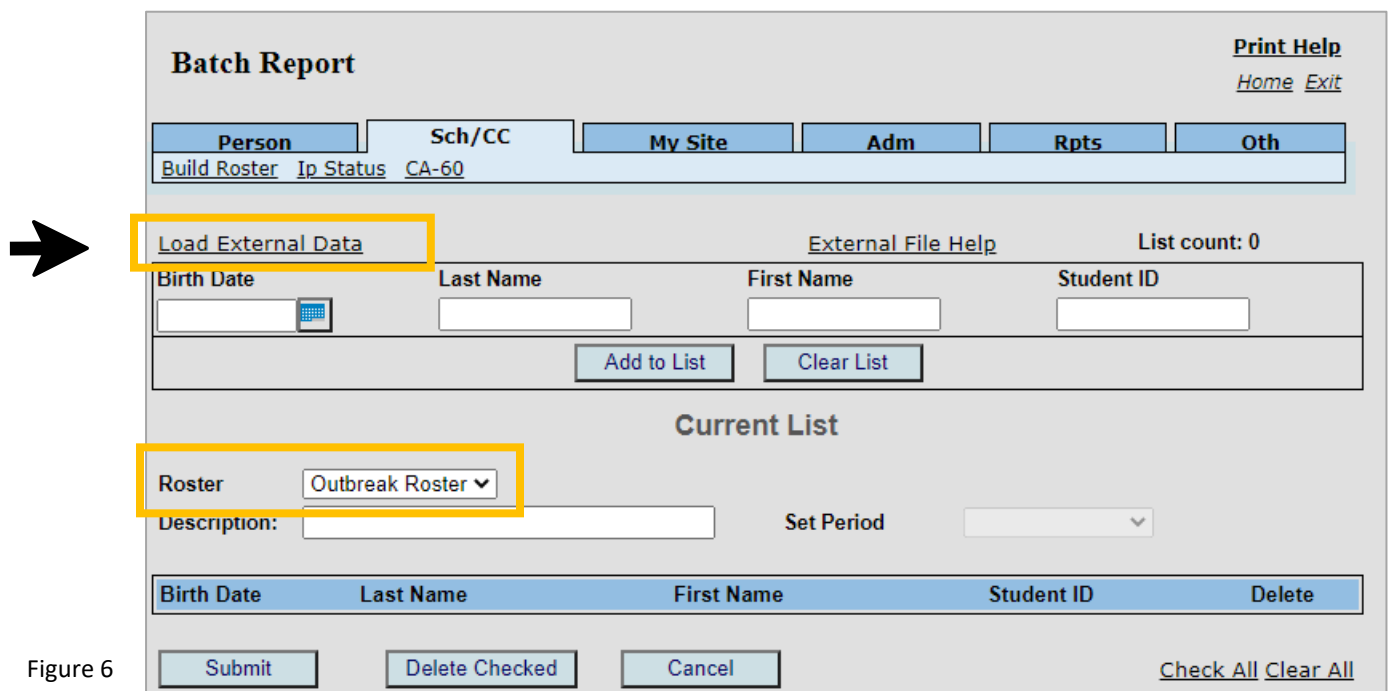


Figure 6

- Click the **Choose File** button and choose the .csv file from your computer, (Figure 7).
- After the file uploads, you should **see the name of the file immediately to the right** of the **Choose File** button, (Figure 8).
- Click Submit, (Figure 8).

Figure 7

Figure 8

- This Batch Report screen displays the Outbreak Roster and includes uploaded data, (Figure 9).
- 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 Roster** link, (Figure 11).

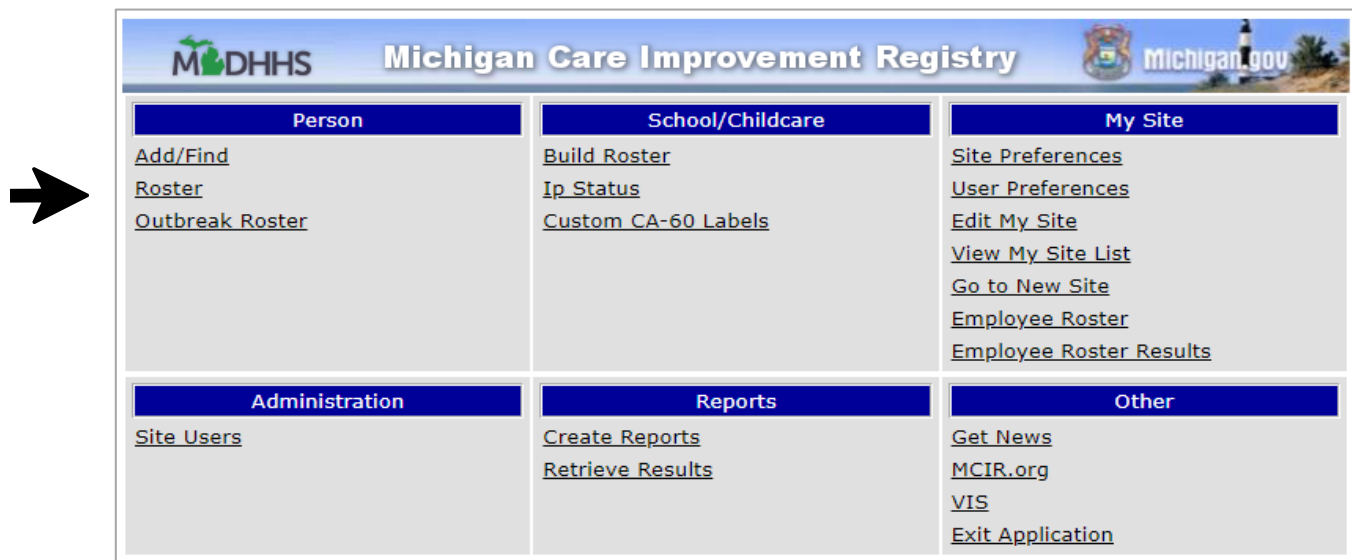


Figure 10

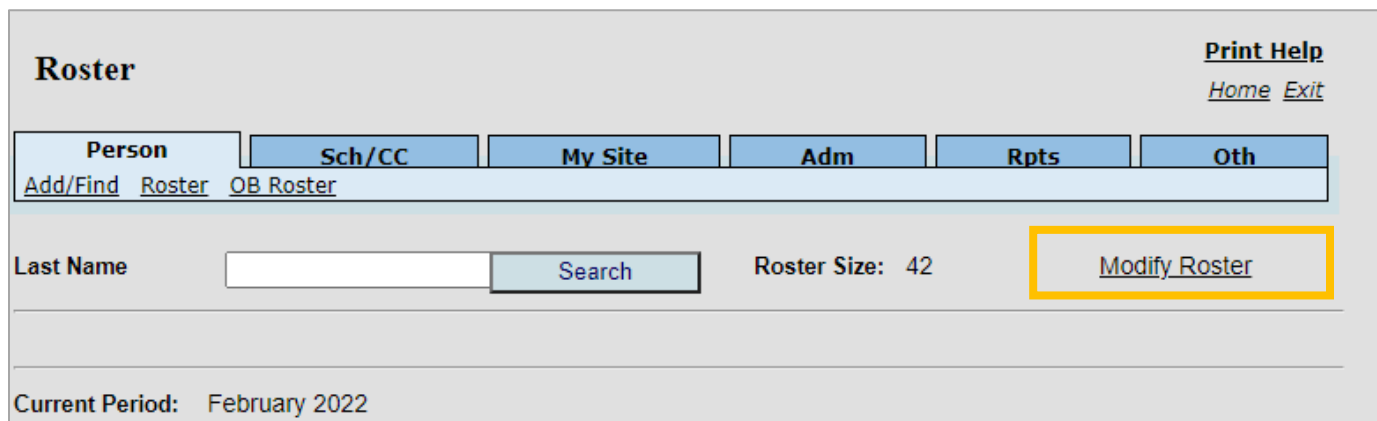


Figure 11

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).

**Roster** [Print Help](#)  
[Home](#) [Exit](#)

Person Sch/CC My Site Adm Rpts Oth  
 Add/Find Roster QB Roster

Last Name  Search Roster Size: 39 [Check All](#) [Clear All](#)

Current Period: February 2022  
*Red grade background indicates a grade not valid for this site. Entire line denotes roundup person.*

|                                     | Name ▼                    | Birth Date ▼ | G | Gr ▼ | MCIR ID | Pd ▼  | IS ▼ | Last Eval  |
|-------------------------------------|---------------------------|--------------|---|------|---------|-------|------|------------|
| <input type="checkbox"/>            | <u>ZZZaaduck, Donald</u>  | 01/01/2001   | M | K    | -----   | Nov22 | W    | 03/04/2022 |
| <input checked="" type="checkbox"/> | <u>ZZZanytime, Anyday</u> | 03/05/2016   | M | K    | -----   | Nov22 | W    | 03/04/2022 |
| <input checked="" type="checkbox"/> | <u>ZZZBird, Snow</u>      | 05/05/2015   | F | 01   | -----   | Nov22 | W    | 03/07/2022 |
| <input type="checkbox"/>            | <u>zzzbones, sequence</u> | 05/03/2016   | F | 02   | -----   | Nov22 | W    | 03/04/2022 |
| <input checked="" type="checkbox"/> | <u>ZZZCat, Kitty</u>      | 01/01/2010   | F | 02   | -----   | Nov22 | W    | 03/04/2022 |
| <input type="checkbox"/>            | <u>ZZZDay, Sunni</u>      | 05/10/2010   | U | 02   | -----   | Nov22 | W    | 03/04/2022 |

Figure 12

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

|                          |                            |            |   |    |       |       |   |            |
|--------------------------|----------------------------|------------|---|----|-------|-------|---|------------|
| <input type="checkbox"/> | <u>ZZZtoo many, people</u> | 05/16/2016 | M | K  | ----- | Nov22 | I | 03/04/2022 |
| <input type="checkbox"/> | <u>ZZZtraining, Day</u>    | 05/17/2016 | M | 01 | ----- | Nov22 | I | 03/04/2022 |

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.

The screenshot shows a web form titled "Modify Roster". At the top, there is a note: "\* Roundup kids should have Roundup set to 'Yes' and their grade and report period left alone." Below this, the form is divided into two sections: "Modify Roster" and "Move Roster".

In the "Modify Roster" section, there are several dropdown menus: "Grade" (set to "- Do Not Modify -"), "Roundup" (set to "- Do Not Modify -"), "Report Period" (set to "- Do Not Modify -"), and "Vision Screened" (set to "- Do Not Modify -"). To the right of these is an "Add to Roster" dropdown menu, which is highlighted with a yellow box. Its dropdown list is open, showing three options: "- Do Not Modify -", "- Do Not Modify -", and "Outbreak Roster". A mouse cursor is pointing at the "Outbreak Roster" option.

In the "Move Roster" section, there is a "Site" dropdown menu set to "- Do Not Modify -".

At the bottom of the form, there are two buttons: "Submit" and "Cancel".

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.

The screenshot shows the 'Outbreak Roster' interface. At the top right, there are links for 'Print Help', 'Home', and 'Exit'. Below the title, there are navigation tabs: 'Person', 'Sch/CC', 'My Site', 'Adm', 'Rpts', and 'Oth'. Under the 'Person' tab, there are links for 'Add/Find', 'Roster', and 'OB Roster'. On the right side, there is a 'Generate Report' button and 'Roster Size: 6'. The main table has columns: 'Name', 'Birthdate', 'G', 'Gr', 'MCIR ID', and '▲ COV2 Last Eval'. A dropdown menu is open over the 'COV2 Last Eval' column, showing options: 'SARS-CoV-2 Table Key', 'C Complete', 'I Incomplete', 'O Overdue', 'U Up-To-Date', and 'No Evaluation'. The table contains six rows of student data with their names, birthdates, grades, and COV2 status.

| Name                  | Birthdate  | G | Gr | MCIR ID | ▲ COV2 Last Eval |
|-----------------------|------------|---|----|---------|------------------|
| ZZZGrinch, Green      | 11/21/2021 | M | C  |         | C Complete       |
| ZZZElephant, Purple   | 11/21/2004 | M | C  |         | C Complete       |
| ZZZnobody, At no time | 05/05/2016 | M | K  |         | I Incomplete     |
| Zzztest, zzztest      | 11/28/2013 | F | NG |         | O Overdue        |
| ZZZBlue, Cloud        | 04/05/2017 | F | C  |         | U Up-To-Date     |
| ZZZflake, Snow        | 05/04/2017 | F | 02 |         | ∅ No Evaluation  |

Figure 15

| SARS – COVID 2 Table Key |                      |   |
|--------------------------|----------------------|---|
| <b>C</b>                 | <b>Complete</b>      | All recommended doses in this series have been received.  |
| <b>I</b>                 | <b>Incomplete</b>    | Currently needs immunizations.  |
| <b>O</b>                 | <b>Overdue</b>       | Past recommended date for the dose of vaccine.  |
| <b>U</b>                 | <b>Up -To -Date</b>  | Additional doses recommended in this vaccine series, but it may not be time for your next dose. |
| <b>∅</b>                 | <b>No Evaluation</b> | 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).

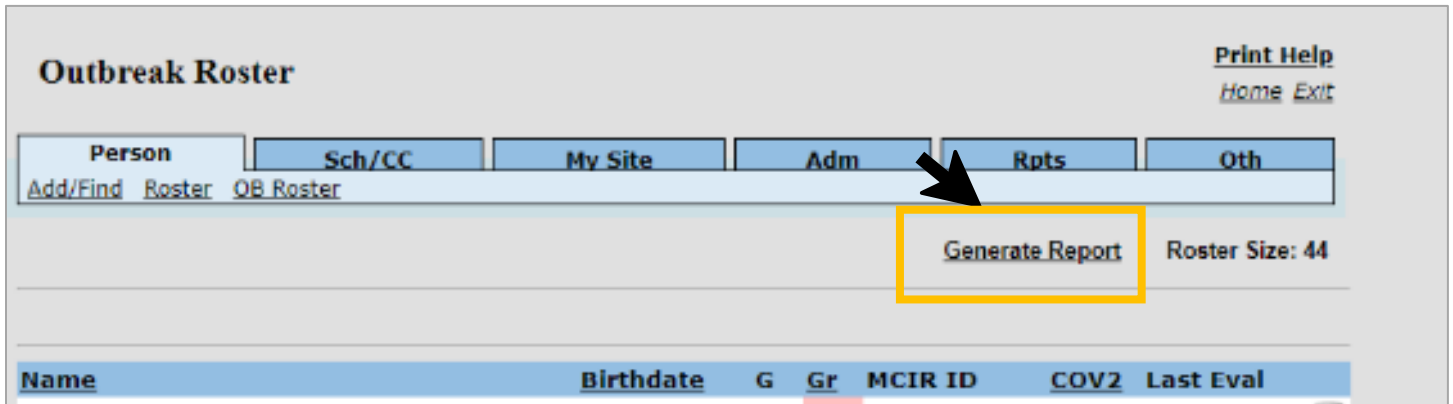


Figure 16

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.

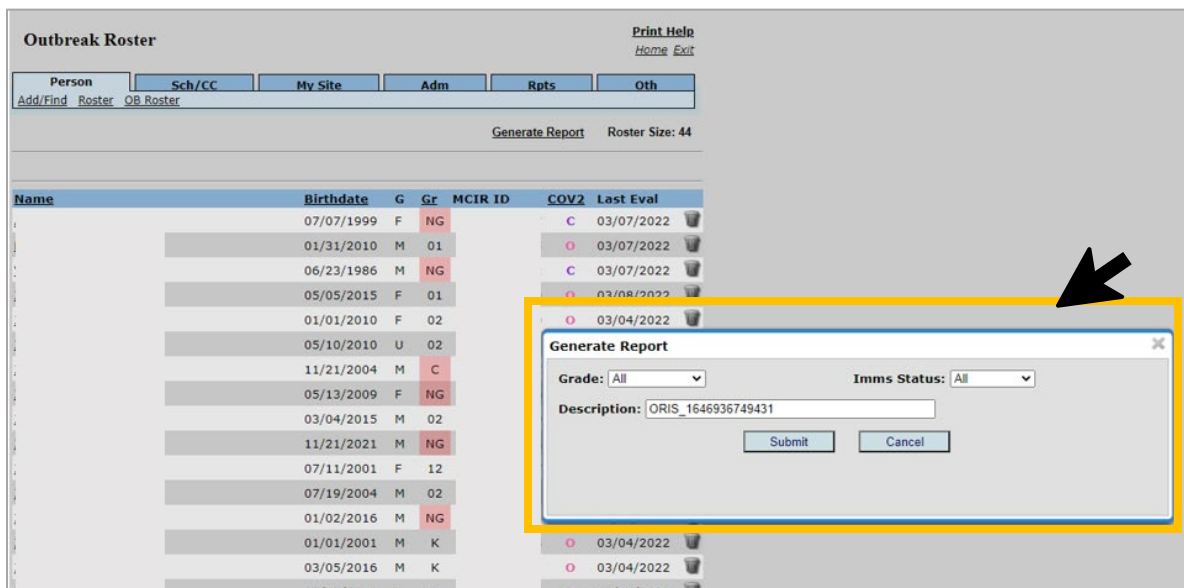


Figure 17

# Retrieve a COVID-19 Roster Report

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

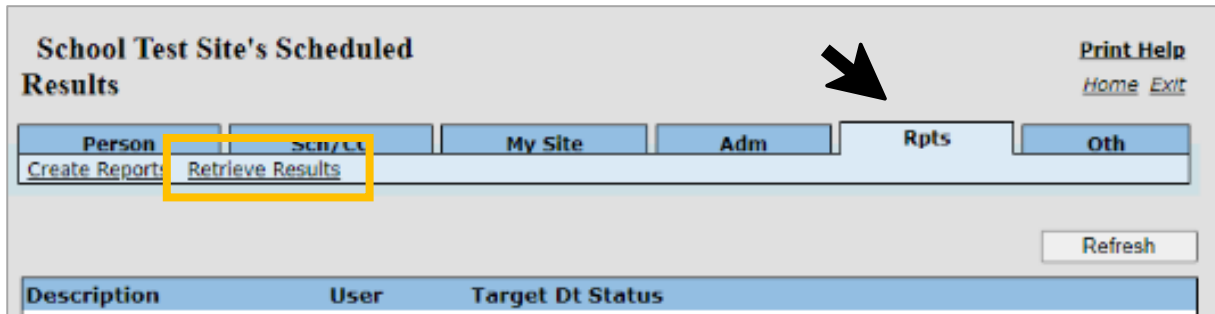


Figure 18

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

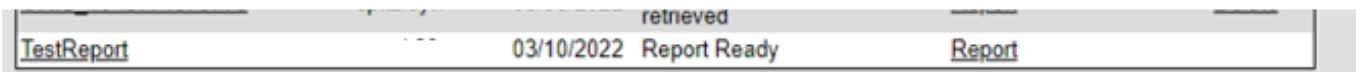


Figure 19

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

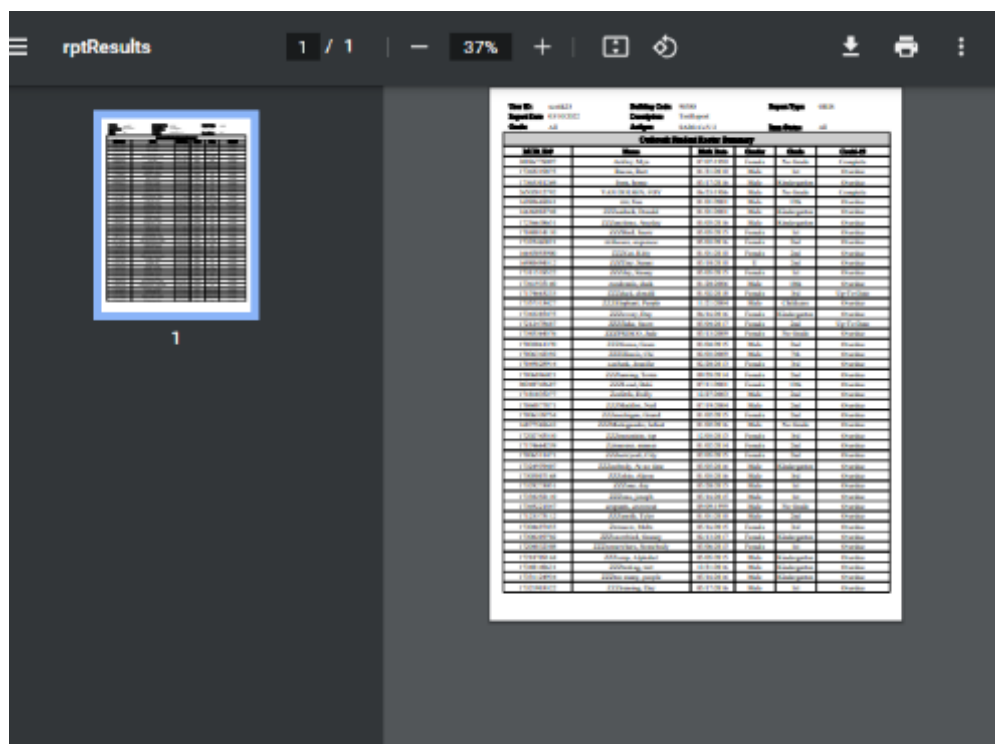


Figure 20