

## MCIR Vision Screening Functionality

### Marking an Individual Record for Vision Screening

- From the General Information Screen in the student's record, under the School/Childcare section, click Edit Information.

**General Information** Person: Number, Six [Print](#)  
Birth Date: 11/10/2009 [Print Label](#)  
School: *Incomplete* [View](#) [Print Help](#)  
[Home](#) [Exit](#)

Person | **Sch/CC** | My Site | Admin | Reports | Other

[Add/Find](#) [Roster](#) [Add Imm](#) [Information](#) [Status](#) [History](#)

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**Person Information** MCIR ID : 20256686542

Name: Number, Six **Birthdate:** 11/10/2009 **Gender:** Male  
 Alias Name: Number, Jack **Age:** 3 Years 8 Months  
 Mom's Maiden Nm: **Phone (Edit):**  
 Address (Edit): 123 Street St.  
 Kalamazoo, MI 49006  
 Country: United States **County:** Kalamazoo **Address Updated:** 05/15/2012

**School/Childcare Edit Information**

Student ID: **Grade:** 2nd **Report Period:** February 2013  
 Last Physical Date: **Language:** English  
 McKinney-Vento Act  Birth Certificate  Vision Screened  Roundup

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

- Click the Vision Screened check box.

**Edit School/Childcare Info**

**Student Info**

Student ID:  **Grade:** 2nd **Report Period:**

Last Physical Date:  **Language:** English

McKinney-Vento Act  Birth Certificate  Vision Screened  Roundup

[Submit](#) [Cancel](#)

- Click Submit.

### Modifying Multiple Records

- From the home screen under the person tab, click Roster.
- From the modify roster screen, click Modify Roster (shown below).

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

Person | **Sch/CC** | My Site | Admin | Reports | Other

[Add/Find](#) [Roster](#) [Add Imm](#) [Information](#) [Status](#) [History](#)

Last Name:  [Search](#) **Roster Size:** 3 [Modify Roster](#)

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**Current Period:** November 2013  
*Red grade background indicates a grade not valid for this site. Entire line denotes roundup person.*

Name	Birth Date	MCIR ID	G	Gr	Pd	IS	Last Eval	Student ID
monster_scary	12/02/2011	16688556724	F	01	Feb13			n/a
Number_One	04/30/2003	20256686122	M	06	Nov13	C	08/03/2013	n/a
Number_Six	11/10/2009	20256686542	M	02	Nov13	I	08/09/2013	n/a

- The modify roster screen allows individual record selection from the roster listing. Check the box next to the records you wish to modify. When you have checked all of the records, click Modify Checked.

**Roster** Print Help  
Home Exit

Person | **Sch/CC** | My Site | Admin | Reports | Other

Add/Find Roster Add Imm Information Status History

Last Name:  Search Roster Size: 3 Check All Clear All

Current Period: November 2013

*Red grade background indicates a grade not valid for this site. Entire line denotes roundup person.*

Name	Birth Date	MCIR ID	G	Gr	Pd	IS	Last Eval	Student ID
<input type="checkbox"/> monster_scary	12/02/2011	16688556724	F	01	Feb13			n/a
<input checked="" type="checkbox"/> Number_One	04/30/2003	20256686122	M	06	Nov13	C	08/03/2013	n/a
<input checked="" type="checkbox"/> Number_Six	11/10/2009	20256686542	M	02	Nov13	I	08/09/2013	n/a

Modify Checked | Assess Checked | Delete Checked | Mark as Duplicate | Cancel

- Indicate the students that have had vision screening, by choosing Yes next to Vision Screened and click Submit.

Modify Roster - Site: Allendale Transportation Department - Mozilla Firefox

https://sso.state.mi.us/dch-apps/mcir/main?event=SITE\_ROSTER&action=13

\* Roundup kids should have Roundup set to "Yes" and their grade and report period left alone.

**Modify Roster**

Grade: -Do not modify- Roundup: -Do not modify- Report Period: -Do not modify-

Vision Screened: Yes

**Move Roster**

Site: -Do not modify-

Submit | Cancel

## Creating the Vision Screenings Report

- From the home screen, click the Reports tab.
- Click Create Reports.

**School/Childcare Building Reporting** Print Help  
Home Exit

Person | **Sch/CC** | My Site | Admin | **Reports** | Other

Create Reports | Retrieve Results

**Report Parameters**

Report:  Additional Info:

Grade: All

Roundup: Exclude

Report Period: November 2013

Description: SIRS\_1376057144897

Submit | Cancel

- From the report listings, choose the Vision Screenings Report.

**Report Parameters**

Report	Alpha List of Students
Grade	IP 100/101
Roundup	Letters to Parents
Report Period	Incompletes
Description	Provisionals
	Waivers
	Future Vaccine Need
	Birth Certificates
	Last Physical
	<b>Vision Screenings</b>
	CA-60 Labels

- Enter the Report Parameters and name the report.
- Click submit.

**School/Childcare Building Reporting** [Print Help](#)  
[Home](#) [Exit](#)

Person Sch/CC My Site Admin Reports Other

[Create Reports](#) [Retrieve Results](#)

**Report Parameters**

Report	Vision Screenings	<b>Additional Info</b> Runs: Immediately, Kept 5 days Generates a listing of people with their date of birth and if they have been vision screened.
Grade	All	
Roundup	Exclude	
Report Period	November 2013	
Description	Vision Screening	

- A pop up window displays the report details, click OK to proceed You will return to the home page.

This is the report criteria you selected.

\* Report: Vision Screenings  
\* Grade: All  
\* Roundup: Exclude  
\* Period: November 2013

Do you wish to proceed with these criteria?

If yes, then select OK;  
otherwise, press CANCEL to edit.

## Retrieving the Vision Screening Report

- From the home page, click Retrieve Results under Reports

Michigan Care Improvement Registry

Person	School/Childcare	My Site
<a href="#">Add/Find Roster</a>	<a href="#">Build Roster</a> <a href="#">Ip Status</a> <a href="#">Custom CA-60 Labels</a>	<a href="#">Site Preferences</a> <a href="#">User Preferences</a> <a href="#">Edit My Site</a> <a href="#">View My Site List</a> <a href="#">Go to New Site</a>
Administration	Reports	Other
<a href="#">Add/Find User</a> <a href="#">Site Users</a>	<a href="#">Create Reports</a> <a href="#">Retrieve Results</a>	<a href="#">Get News</a> <a href="#">MCIR.org</a> <a href="#">Exit Application</a>

- Click the Report link on the right.

Allendale Transportation Department's Scheduled Results

Print Help  
Home Exit

Person	Sch/CC	My Site	Admin	Reports	Other
<a href="#">Create Reports</a>	<a href="#">Retrieve Results</a>				

Refresh

Description	User	Target Dt	Status
Vision Screening		08/10/2013	Report Ready

- Clicking on the **Report** link will provide you with a PDF document which contains the children's names, dates of birth and whether they have or have not had vision screening entered into MCIR.

08/09/2013

Alphabetical List of Vision Screening  
November 2013 Reporting Period

Page 1

Allendale Transportation Department  
6561 LAKE MICHIGAN DR  
ALLENDALE, MI 49401-9574  
(616) 892-3485

Contact:

Name	Date of Birth	Vision Screened
GRADE: 02 Number, Jack	11/10/2009	No
GRADE: 06 Number, One	04/30/2003	Yes