Michigan Care Improvement Registry (MCIR) Schools and Childcare: Building a Roster

A Roster is a listing of students that have been associated with your School or Childcare Site in MCIR. Only children who are required to be reported should be on the Roster.

Roster Requirements

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

Building a Roster using the "Build Roster" feature:

From your Site's Home Screen, under the "School/Childcare" menu, click the "Build Roster" link.



- > Enter the birth date, last name and first name to search for.
- Click the "Add to List" button.

	Batch Report				<u>Print Help</u> <u>Home</u> <u>Exit</u>
1. Enter Birthdate,	Person Build Roster Ip Status	Sch/CC CA-60	My Site	Adm Rpts	Oth
Last Name and	Load External Data		Exte	ernal File Help	List count: 0
	Birth Date	Last Name	First Name	e Stude	ent ID
First Name.	04/23/2010	Michigander	Liľ		
		Add to List	Clea	ar List	
2. Click "Add to List."			Current List		
	Description:	BAT_14193506970)89	Set Period:	T
	Birth Date	Last Name	First Name	Student ID	Delete
	S	Ibmit Dele	te Checked	Cancel	Check All Clear All

- Continue adding students in this way until all the students needed on your Site's Roster have been added.
- Choose the appropriate Report Period for these students ("Set Period" dropdown).
- Click "Submit" to start the search.



- Upon submitting your search you will be returned to your Home Screen. Any students whose records already exist in MCIR will be added to the Roster.
- Go to "Retrieve Results" under the Reports menu.

MOCH Michiga	an Care Improvement Re	egistry 😸 Michiganoou
Person	School/Childcare	My Site
Add/Find	Build Roster	Site Preferences
Roster	Ip Status	User Preferences
Add Immunizations	Custom CA-60 Labels	Edit My Site
Information		View My Site List
Immunization Status		Go to New Site
Immunization History		
Administration	Reports	Other
Add/Find User	Create Reports	Get News
Site Users	Retrieve Results	MCIR.org
		Exit Application
Retrieve Re	esults.	

Click "Report."

Your School/Childca Scheduled Results	are's				Print Help Home Exit	
Person Create Reports Retrieve	Sch/CC Results	My Site	Adm	Rpts	Oth	
					Refresh	
Description	User	Target Dt Status				
BAT 1419350697089	sunshinem2014	12/23/2014 Report Ready		Report		Click "Report."

This report will show a list of students who were Matched and/or Non-Matched. All Matched students will automatically be added to the roster. Students who are listed as Non-Matched will need to be searched for individually through the "Add/Find" feature.

User ID	sunshinem2014	Site ID	123456789532	Request Status ID	11266904
Target Date	20141223	Description	BAT_141935543	37843	
		Matched Pe	ople Summary		
MCIR ID#		Name Birth Date			
16671984671	1	Michigander, Lil' 04/23/2010			
66272870748	8	Test, Tommy 03/03/2003			03/03/2003
		Non-Matched	People Summar	y	
Non-matched end different than the are needed.	tries may be caused by ch ose found on the birth cert	ildren being born out of ificate). Please check t	state, incorrect birth he information on th	ndates, incorrect names (e., e child's birth certificate a	g. nicknames or nam nd resubmit if chang
Student ID		Name DOB			DOB
		Michigan	der, Little Jr		02/16/2001

Building a Roster using the "Add/Find" feature:

From the Home Screen, click "Add/Find" under the Person section.

	MDCH Michigan	Care Improvement Reg	istry 🐻 Michigan gov
	Person	School/Childcare	My Site
	Add/Find	Build Roster	Site Preferences
((A d d / Eind //	Roster	Ip Status	User Preferences
"Add/Find."		Custom CA-60 Labels	Edit My Site
			View My Site List
			Go to New Site
	Administration	Reports	Other
	Add/Find User	Create Reports	Get News
	Site Users	Retrieve Results	MCIR.org
			Exit Application

- Enter the birth date, last name, and first name of the student you are searching for and set the Report Period.
- Click "Search."

	Find Person					<u>Print Help</u> <u>Home</u> <u>Exit</u>
	Person	Sch/CC	My Site	Adm	Rpts	Oth
	Add/Find Roster					
	Before adding a pers	on, please make sever	al attempts to locate th	e person in the sy	stem.	
	PLEASE NOTE: At least You may use any other f	one person name field and ield for identification purpo	a birthdate are required to oses, but using these field	o add a new record. Is will not allow you to	add a new record.	
1. Enter Birthdate,	This information ide	ntifies the person pres	enting for medical trea	atment		
Last Name and	MCIR ID		Stud	lent ID		
First Name.	Last Name*	Duck	First	Name*	Donald	
	Birthdate*	05/10/2010	Gene	der	🗆 Male 🗆 Female	
	District Code		Build	ding Code		
	This information wil	l be set on a person wi	nen found and added t	to the roster		
2. Set Report	Set Period*	February 2015 V				
Period.		Search	Clear	Cancel		
	3. "Searc	h."				

- > If the person is found the record will come up and they will automatically be added to your roster.
- If the Person is not found an error message will pop-up.

Message fr	om webpage
<u>^</u>	Person not found. Please refine your search and try again.
	ОК

- You can help avoid duplicating existing MCIR records by using the wildcard (*) in your name search. If you used the wildcard search and did not find the person, the * has to be taken out of the name field to add a person. (See Quick tip sheet "How to use the Wildcard Searches.")
- Running the exact same search twice (without the wildcard [*] symbol) will allow you to add a new record in MCIR. After the second unsuccessful search a popup will appear.

Attps://sso.state.mi.us/dch-apps/mo	r/customConfirm.html 🔒 🗟
Person not found. Click Add Person	o add this person to the system.
Search	Add Person

Note: If you do not get the popup allowing you to add a new person to MCIR after two identical searches, you need to set your browser to allow popups from MCIR.

> This person will then be added to your Roster as you add them to MCIR. .

If you need assistance with any of the above, please contact the MCIR Helpdesk at 1-888-243-6652.