

Michigan Care Improvement Registry (MCIR) Closing a Childcare Report Period

- ❖ All Childcares in Michigan are required by law to report immunization data by October 2nd on a yearly basis.
- ❖ All students, except school-age children who will be reported by their schools, must be included in the report data.

To submit your report:

- Check your roster:
 - All attending children listed? (except school-age)
 - All Grades (Gr) correct?
 - Correct report period (Pd) on all records?
- When all work on the roster is completed, from the homepage, click on “IP Status” under the School/Childcare menu.

Note: IP status takes overnight to update. Finish work on the roster by October 1 and submit report on October 2.

| Ip Status | | | | | | | | | | | | Print Help | |
|--------------------------------------|----------------------------------|-------|------------------------------|--------|-----------------------------------|--------|--------------------------------|-----------|------|-----|-----|---|-----|
| | | | | | | | | | | | | Home Exit | |
| Person | Sch/CC | | My Site | | | | Adm | | Rpts | | Oth | | |
| Site Preferences | User Preferences | | Edit My Site | | View My Site List | | Go to New Site | | | | | | |
| Summary as of: 12/29/2014 06:55 PM | | | | | | | | | | | | | |
| 123456789 Your Childcare's Name Here | | | | | | | | | | | | October 2014 | |
| Grade | Stud | Comp | Prov | Waiv-M | Waiv-R | Waiv-O | Waivers | Compliant | | | | | |
| | | # % | # % | # % | # % | # % | # % | # % | # % | # % | # % | # % | # % |
| Childcare | 28 | 27 96 | 1 4 | 0 0 | 0 0 | 0 0 | 0 0 | 0 0 | 0 0 | 0 0 | 28 | 100 | |
| McKinney-Vento Act Count: | 0 | | | | | | | | | | | | |
| Close Period | | | | | | | | | | | | | |

- If your Local Health Department wants a Waiver Report, run this before closing the Period.
- If everything looks correct on the IP Status Screen, click on the “Close Period” button to submit your information to the Health Department.

Note: The Close Period Button will only appear for childcare centers that are above 90% complete.

- Pressing the “Close Period” button automatically creates an end of period report (under Reports/Retrieve Results). It is recommended that you print a hard copy for yourself and many Local Health Departments want the hard copy submitted to them as well. Contact your Local Health Department for their specific reporting requirements.
- Do not delete children from your roster until you are absolutely sure your report is acceptable to your local Health Department. You may delete children who have left your site or who do not need to be included in your report. It is advisable to keep children on your Roster who will continue to attend your childcare center in the next Report Period.

If you need further assistance please contact your Local Health Department or the MCIR Helpdesk at 888-243-6652.

Find your Local Health Department here: <http://www.malph.org/directory>.