Childcares
- Report all children except those who are school age since they will be reported by their school.
- Requirement:
  o Achieve a minimum compliance rate of ≥90% by October 1.
- Run MCIR/SIRS reports.
- Deadlines:
  o By October 1: finalize IP-101 report.
  o By October 2: submit final reports to LHD.

Schools
- Report the following students:
  o All kindergarteners
  o All seventh graders
  o All students new to the district
- Requirement:
  o Achieve a minimum compliance rate of ≥90% by November 1.
  o Achieve a minimum compliance rate of ≥95% by February 1.
- Run MCIR/SIRS reports.
- Deadlines:
  o By November 1: finalize IP-100 report.
  o By February 1: finalize IP-100 report.

Immunization Program Reporting (IP-100/101) Checklist

- View MCIR/SIRS training videos.
- Create and modify IP roster.
- Generate Letters to Parents and send letters home.
- Run the Future Vaccine Needs report.
- Run Alpha List of Students report.
- Run IP-100/101 report.*
- Submit Aggregate Reporting Forms.*
- Click “Close Period” when ready.

Assistance with reporting* and waivers
Local Health Department (LHD) School and Childcare Contacts

MCIR Technical Support Help Desk
MDHHS-MCIRHelp@michigan.gov
1-888-243-6652