



WCHD Preschool/Childcare MCIR Immunization Reporting Timeline

AUGUST:

- Directors will receive information from MDHHS (Michigan Dept. of Health and Human Services)
- Site can find immunization reporting information on the WCHD website <https://www.washtenaw.org/1336/Childcare-Center-Packet>
- Determine who is or will be your MCIR site administrator and obtain login and password information by going to www.mcir.org

SEPTEMBER:

- Delete the students/children from your roster who are no longer enrolled in your program
- **Update Reporting Period to Oct 2022** for the remaining children (still enrolled)
- Add new attendees to the roster. Your roster should include all persons in your program from January 1, 2022 through September 30, 2022
- Enter immunizations and waivers on enrollees you have this information for
- For children who are not up-to-date on their immunizations and who do not have a waiver, send the “Incomplete” letters to parents
- If you receive a Medical Contraindication Form it needs to be faxed to WCHD for review before it can be entered. (734-544-6706 attn: School Reporting)
- Collect immunization info and waivers and enter them into MCIR/SIRS. Reporting needs to be done by October 2nd so if you are not at 90% at the end of September you need to reach out to parents who have not complied prior to that date.

OCTOBER:

- Your reporting is due **October 2nd with 90% compliancy** (children who are either UTD on vaccines or have a waiver).
- Run a “Waiver Report” which will give you an alphabetical list of waivers. Compare the list to your waivers for accuracy, fix problems before sending
- FAX the Waiver Report and the waivers to 734-544-6706, attn: School Reporting
- On October 2nd, close your reporting period yourself (WCHD no longer will be doing this for you). If you are below 90% contact Chris to discuss options. **Please note that your funding could be affected if you do not meet these requirements

NOVEMBER 2022 through AUGUST 2022:

- Continue to add students to your roster who have enrolled in your center/school. They will need to be on the roster for the 2023 reporting period.

MARCH-JUNE 2023:

- WCHD will mail your final compliancy percentage to you