



### WCHD School Immunization Reporting Timeline

#### AUGUST:

- Superintendents and Principals 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/1337/School-Packet>

#### SEPTEMBER:

- Attend MCIR/SIRS training session via Microsoft Teams on Wednesday August 26, 2020 at 9:00 a.m. Invite will be arriving in your email.
- Determine who is or will be your MCIR site administrator and obtain login and password information.
- Obtain FERPA consent for all students and keep this in their file until they no longer attend your school.
- **Follow “Immunization Reporting Flow Chart” for entering information into a student’s MCIR/SIRS record.**
- 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).

#### OCTOBER:

- Your reporting is due **November 1<sup>st</sup> with 90% compliancy** (children who are either UTD on vaccines or have a waiver) so do this work now to report on time.
- Continue entering immunization data on students who have not yet reported.
- Mail “Incomplete” letter to all parents of students who are “(I)”
- Run a “Waiver Report” which will give you an alphabetical list of waivers. Compare the list to your waivers for accuracy, fix any problems before sending.
- **BEFORE or by NOVEMBER 1<sup>st</sup>:** FAX the Waiver Report and the waivers to 734-544-6706, attn: School Reporting

#### NOVEMBER:

- **On or before November 1<sup>st</sup>** 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.
- This report should include all Kindergarteners, 7<sup>th</sup> graders and new entrants from January 1, 2020 through September 30, 2020. All students should be Complete (C), Provisional (P) or Incomplete (I) or Waivered (W).
- FAX or mail Aggregate reporting forms to 734-544-6706, attn: School Reporting
- Continue to add students to your roster who have enrolled in your school. They will need to be on the roster for the February 2021 reporting period.

#### DECEMBER:

- Continue to update your roster. At this point, the roster should include all Kindergarteners, 7<sup>th</sup> graders and new entrants from January 1, 2020 through December 31, 2021.
- Continue to use the “Immunization Reporting Flow Chart” to report student’s immunization records.
- Any new entrants from October 1 – December 31, 2020 need to be included in the February 2021 Reporting period.
- **Send Incomplete Letters to parents if needed.**

**JANUARY:**

- Your reporting is due February 1<sup>st</sup> with a 95% compliancy rate.
- **BEFORE JANUARY 31**, run an Alphabetical List of Waivers report.
- Check any waivers received since October 1 against the report for accuracy, fix problems before sending.
- **BEFORE FEBRUARY 1<sup>st</sup>: FAX** Alphabetical List of Waivers and waivers received since the November reporting period to 734-544-6706, attn: School Reporting
- **BEFORE FEBRUARY 1<sup>st</sup>: FAX** aggregate reporting form to 734-544-6706, attn: School Reporting

**FEBRUARY:**

- **On or before February 1<sup>st</sup>** close your reporting period yourself (WCHD no longer will be doing this for you). **If you are below 95% contact Chris to discuss options.** \*\*Please note that your funding could be affected if you do not meet these requirements.
- This report should include all Kindergarteners, 7<sup>th</sup> graders and new entrants from October 1, 2020 through December 31, 2020. All students should be Complete (C), Provisional (P) or Incomplete (I) or Waivered (W)

**MARCH:**

- Begin to enter students for 2020 MCIR/SIRS Report (in-coming K, 7<sup>th</sup> and New to school since January 1, 2021)
- Mark Kindergarteners as "Round Up" and use the November 2021 reporting period date for these students.
- Keep your roster of current students until August 2<sup>nd</sup>

**SUMMER:**

- Final compliancy percentage letter will be sent from WCHD.

Reviewed 7/20 by C. Zilke, RN