

MCIR Release Highlights



July 2018 **SPECIAL EDITION**

Featured in this Issue

1. MCIR SIRS changes due to FERPA Concerns **More changes August 1, 2018**
2. Reminder on Seasonal Influenza function

Guidance on MCIR system compliance with FERPA

In May, information was shared concerning MCIR SIRS system compliance with FERPA – The Family Educational Rights and Privacy Act. Based on guidance from the Michigan Attorney General’s (AG) office, *school entered information should not be viewed by MDHHS (non-Division of Immunization staff) and LHDs unless permission has been granted by the legal parent or guardian.*

NOTE: This guidance DOES NOT apply when there is a disease outbreak/suspected outbreak in the school! FERPA and the Public Health Code recognize that the LHD officials have the authority to data in order to appropriately provide the assistance and instruction. This would apply to the MCIR SIRS system.

To review, on June 8, 2018, Local Health Department MCIR users were disconnected from School sites in order for the MCIR system to be in compliance with FERPA since at that time no parent permission process was in place. LHD connection was retained for specific religious schools (ex: Amish schools) where LHD staff are the MCIR SIRS School Administrators for that school.

PLEASE SHARE this newsletter through redistribution within your organization!

Introduction of New ‘FERPA No Consent’ checkbox in MCIR SIRS

As of August 1, 2018, the MCIR SIRS module will have in place a new FERPA checkbox for recording when a parent does not give permission for the school to share SIRS-entered data for their child. This information will still be contained in aggregate (not person identifiable) form for school to LHD reporting.



Screenshot 1.

It is anticipated that the majority of parents will provide their permission so an UNCHECKED FERPA box indicates permission to share school entered SIRS data with LHDs.

Should school personnel receive from a parent a signed form that denies this permission to share, the school MCIR user will need to enter this denial of permission in MCIR SIRS:

1. Log into MCIR SIRS
2. Search for Student
3. On Student information page, click **Edit Information** hyperlink (screenshot 1)
4. Edit the School information for the Student by **checking the new “FERPA No Consent” checkbox** (screenshot 2)
5. Save the change by clicking **Submit** button (screenshot 2)

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- The **FERPA No Consent** checkbox with a checkmark should now be visible (screenshot 3)

Screenshot 2.

Screenshot 3.

Consent = an unchecked/blank FERPA checkbox
Denial = a checked FERPA checkbox, do not share with LHD



When can MCIR SIRS School Administrators add LHD staff to a school site?

When a MCIR SIRS site administrator adds a person directly to their school site, that person is able to see all the student SIRS data. Persons

should only be added to the site when there is a specific need.

Examples:

- MCIR Field or Regional Representatives who provide SIRS training and technical assistance.
- Local Health Department personnel who are assisting the school with a suspected or confirmed disease outbreak.
- Occasionally LHD personnel need to provide assistance to school staff to help resolve reporting issues or errors (Roster adjustment per reporting periods, grade assignments, duplicate student records, etc.)

MDHHS Division of Immunization recommends that School Administrators only grant school site access for a short time frame during the assistance period. Once there is no further need for assistance, the school site administrator should expire/end the access rights.

Should the school need to consult with the LHD on a school waiver, it is recommended that the waiver be copied and identifiable information be masked before faxing or scanning/emailing to the LHD representative.

Finally, some religious schools do not have computers or access to the web, thus do not have direct access to MCIR SIRS. In these situations, the LHDs should have written authorization on file from the school official that the School Administrator duty on the MCIR SIRS site is being delegated to the LHD.

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Who is our School Site Administrator?

There are two types of MCIR SIRS access profiles.

1. **School Administrator** – who have access to all SIRS school site system functions including adding/expiring users from the school site.
2. **School User** - who have access to the information but do not have all SIRS site functions.

MCIR Helpdesk staff can assist with confirming School Administrators on school sites.

MCIR Helpdesk : 1-888-243-6652

Email : mcirhelp@mphi.org

Should the School Administrator need to be changed, visit MCIR.org to retrieve the *Change Site Administrator form* for completion and submittal.

<https://www.mcir.org/school-childcare/forms-reports/>

This same web page also contains the *School/Childcare Manual* that contains information and instructions on site administration.

Information on the new Parent Consent Form

As of the distribution of this newsletter, the new consent form has not been finalized. It is expected that the schools will receive this form soon from the Michigan Department of Education for use at the beginning of this school year.



REMINDER on Seasonal Influenza MCIR System Functionality

Many MCIR users are aware that the MCIR system is “turned off” with regard to Flu assessment on July 1st of each year as we await the information needed to modify MCIR for the new Flu season. However, often MCIR users forget what this annual change looks like in MCIR.

While Flu is set to not impact overall assessment or to be the basis of a Recall, it will still appear in Recall if there is another vaccine that is due/overdue. The Flu forecast will then show as “Up to Date” with Earliest = 8/1, Recommended = 8/1, and Overdue = 9/1. This can be quite frustrating as the Seasonal Flu vaccine is not yet available on the market thus not coded in MCIR... in other words, cannot be administered to the patient.

This is an annual short-term situation each year as the vaccine is normally available and the MCIR coding is completed mid-August. Then Flu forecast, reports and recall information returns to a better state of accuracy.

Thanks for your patience during this annual short-term situation.