

MCIR All Hazards Event Entry for 2009 H1N1 Influenza

Updated 9/29/2009

- **To use this function, your provider site must first have an inventory activated in MCIR. Please refer to the *MCIR All Hazards Training Part 2: Inventory* webcast and/or handout at www.mcir.org/H1N1.html**

Background

The Michigan Care Improvement Registry (MCIR) All Hazards data entry function is utilized by providers in the State of Michigan at World Health Organization (WHO) Pandemic Alert Level Phase 4 and above. This function is used to track distribution of federal and state antiviral and vaccine stockpiles to Michigan citizens.

This tip sheet will cover:

1. Logging into MCIR
2. Finding and adding Persons to MCIR
3. Recording H1N1 vaccine administration and Antiviral distribution in MCIR
4. Viewing and printing a list of Persons receiving doses

- **If you have further questions, please contact your Regional MCIR Office. Contact information is available at www.mcir.org/contact_regions.html**

1. Logging into MCIR

www.mcir.org

- Click the [SSO Login Page](#) link

State of Michigan Single Sign On page

Enter your

- UserID
- Password
- Click the **Login** button

UserIDs and Passwords are assigned by MDCH, your Regional MCIR Office, or your Site Administrator. For further information on MCIR User Registration, visit <http://www.mcir.org/UserRegistrationTraining.html>

On the SoM SSO **Application Portal** page, click the Michigan Care Improvement Registry link.

- The MCIR **Home** screen will popup, along with the **MCIR News*** screen.
- Read the MCIR News screen and either Print or Close it.

**If the MCIR News screen does not popup, your internet browser has a popup blocker that must be disabled for *.state.mi.us – otherwise you will not be able to add new Persons to MCIR.*

2. Finding and Adding Persons to MCIR

MCIR Home screen

- Click the Add/Find link (found under the **Person** menu)

Note: the Add Hazard Event, Information, Immunization Status, and Immunization History links appear on the Home screen after a Person is found.



Find Person screen

On this screen, enter

- Legal **Last Name** or Legal **First Name** (surround with asterisks* to use the wildcard search)
- Birthdate**
- Click the **Search** button. You will be taken to the Person's **General Information** screen.

If the person is not found, revise your search criteria (try First Name instead of Last Name) and click Search again.
Note: Persons born in Michigan 1/1/1994 to present are already in MCIR. Other Persons may be added.

Add New Person screen

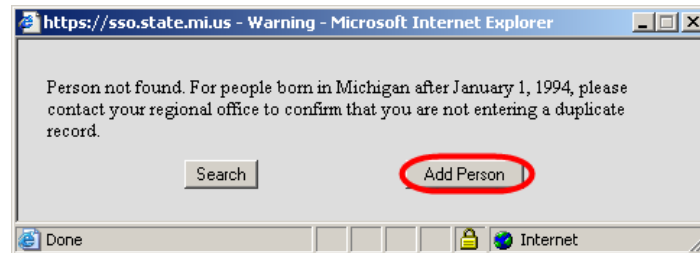
If, after repeated search attempts, the Person is not found, they may be added.

- On the Find Person screen, enter the Last Name, First Name (do not use the wildcard search) and Birthdate. Click Search. You will get the message “Person not found, please refine your search and try again”. Click OK.
- Re-enter the birthdate and click Search a second time. You will get a popup stating “Person not found. For people born in Michigan after January 1, 1994, please contact your regional office to confirm that you are not entering a duplicate record.”
- Click the **Add Person** button

The following fields are required for data entry on the Add New Person screen:

- Personal information: Legal Last name, Legal First name, Birthdate, Gender
- Responsible Party information: for adults, this is the Person’s own name, address, city, state, zipcode, and county of residence

Click the **Submit** button. You will be taken to the Person’s **General Information** screen.



Add New Person [Print Help](#)
[Home](#) [Exit](#)

Person **Reports** **VIM** **Rem/Rec** **My Site** **Admin** **Other**
Add/Find Roster

Personal Information :

Legal Last* Person Legal First* New Middle Suffix
Alias Last Alias First Mother's Maiden Name
Birthdate* 05/23/1970 Gender* Male Female Multiple Birth

Birth Facility Information :

Name State County

Person's Ids

Patient ID Medicaid ID

Responsible Party Information (for Reminder and Recall Notices)

Last Name * Person First Name New Middle Name Suffix
Address 123 Main St
City Okemos State MI Zipcode 48864
Country USA County* Ingham Cour Phone (517) 333 - 4444

Options

Add to site roster Send immunization notices Language English

All fields marked with * are mandatory **Submit** Cancel

3. Recording H1N1 vaccine administration and Antiviral distribution in MCIR

General Information screen

- Click the [Add Event](#) link

General Information

Person: Lastname, Firstname [Print](#) [Print Help](#)
 Birth Date: 10/08/1988 [Home](#) [Exit](#)
 Provider: overdue [View](#)

Person Rem/Rcl **VIM** Imp/Exp My Site Reports Other

[Add/Find](#) [Roster](#) [Add Imm](#) **[Add Event](#)** [Information](#) [Status](#) [History](#)

Person Information : [Edit](#) MCIR ID : 16440447221

Name: Lastname, Firstname **Birthdate:** 10/08/1988 **Gender:** Male
Age: 20 Years 11 Months **County:** Ingham (33) County

Address: 155 Michigan Ave
 Okemos, MI 48864 **Resp. Party:** Lastname, Firstname
 As of 09/29/2009 **Phone:** (517) 333-4444

High Risk Conditions : [Edit](#)

Influenza Screening Notification

Immunizations						Other	
Series	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 6+	Status
No Immunization Given							
Other Administrations							
Series							Status
No Other Administrations Given							
Non-Administered Doses/Positive Immunity							
Series/Antigen	Date	Reason	Entered by				
No Non-Administered Doses/Positive Immunities Found							
Invalid Doses							
Series/Dose #	Vaccine	Date	Age	Reason			
No Invalid Doses Found							

All Hazard Event Entry screen

Enter

- **Date:** the date that the vaccine or antiviral was given to the Person
- **Administered Agent:** the type of vaccine or antiviral that was given
- **Funding Source**
 - **Federal:** from the CDC stockpile. This includes all 2009 H1N1 vaccine as well as many antiviral formulations. This will deduct from your site's All Hazards inventory.
 - **Private:** antivirals purchased by a hospital, provider, or pharmacy. This will deduct from your Private inventory.
- **Event:** 2009 H1N1 Flu
- **Target Group:** will default to "Not Recorded." If your site would like to record this, click the [Vaccine Target Groups](#) or [Antiviral Target Groups](#) links for definitions.
- **Lot:** choose from the dropdown. Lot numbers display based on the Funding Source.
- **Site (optional):** body site where the vaccine was administered.
- **Route (optional):** route of vaccine administration.

Click the **Submit** button. You will be taken to the **Immunization History** screen.

Person: Lastname, Firstname [Print](#) [Print Help](#)
 Birth Date: 10/08/1988 [Home](#) [Exit](#)
 Provider: Overdue [View](#)

Person Rem/Rcl VIM Imp/Exp My Site Reports Other

[Add/Find](#) [Roster](#) [Add Imm](#) [Add Event](#) [Information](#) [Status](#) [History](#)

Vaccine Target Groups Antiviral Target Groups

Event Information

Date* Administered Agent* Funding Source*
 Event* Target Group* Lot*
 Site Route

Event Information

Date* Administered Agent* Funding Source*
 Event* Target Group* Lot*
 Site Route

Event Information

Date* Administered Agent* Funding Source*
 Event* Target Group* Lot*
 Site Route

All fields marked with * are mandatory Submit Cancel

click here for definitions of the Vaccine or Antiviral Target Groups

Immunization History screen

- To edit a previously entered vaccine or antiviral, click on the underlined name.
- To delete, click the Delete link to the right of the desired vaccine or antiviral name.

Note: only vaccines and/or antivirals that were entered into MCIR by your provider site will be underlined and editable or delete-able.

Immunization History

Person: Lastname, Firstname [Print](#) [Print Help](#)
 Birth Date: 10/08/1988 [Home](#) [Exit](#)
 Provider: **Overdue** [View](#)

Person Rem/Rec VIM Imp/Exp My Site Reports Other

Add/Find Roster Add Imm Add Event Information Status History

MCIR ID : 16440447221

History Format

Vaccine Series Date Administered Vaccine/Date Summary

Vaccine	#	Age	Date	Manufacturer	Lot #
2009 H1N1 Influenza					
<u>H1N1-09 (Nasal)</u>	1	20 Years 11 Months	09/29/2009	MedImmune	77665 Delete

Non-Administrations/Titers Date Reason Entered by

Antivirals/Antibiotics Date Disease

No antivirals/antibiotics given

[Take off Roster](#) [Unlock Person](#)

All Hazard Event Edit screen

The following fields may be edited:

- Date Administered
- Administered Agent
- Target Group
- Funding Source
- Lot
- Site on Body
- Route

Click the **Submit** button when finished with editing.

All Hazard Event Edit

Person: Lastname, Firstname [Print](#) [Print Help](#)
 Birth Date: 10/08/1988 [Home](#) [Exit](#)
 Provider: **Overdue** [View](#)

Person Rem/Rcd VIM Imp/Exp My Site Reports Other

Add/Find Roster Add Imm Add Event Information Status History

Vaccine Target Groups **Antiviral Target Groups**

Administration Details

Provider Your provider site name

Date Administered* 09/29/2009

Administered Agent* H1N1-09 (Nasal) - MedImmune Event* 2009 H1N1 Flu

Manufacturer MedImmune Target Group* Not Recorded

Funding Source* Federal Lot* 77665

Site on Body Both Nares Route Intranasal

All fields marked with * are mandatory [Submit](#) [Cancel](#)

4. Viewing and printing a list of Persons receiving doses

Doses Administered screen

- Under the Vaccine Management/VIM menu, click Vaccines Administered
- Choose the **Type of vaccine/antiviral**
- Enter the **Start and End Dates**
- Choose the Target Group and Funding Source (if desired)
- Click **Get Records**. Doses will appear in age ranges
 - Click on the underlined number of doses. A patient listing will pop up in the Total Doses Administered screen.
 - Right-click and choose Print.

Doses Administered [Print Help](#)
[Home](#) [Exit](#)

Person Rem/Rec VIM Imp/Exp My Site Reports Other

Manage Inv Inv Hist **Vacs Admin**

Vaccine* H1N1-09 (Nasal) [Add Non-Reported Administrations](#)

Start Date 09/01/2009 End Date 09/29/2009

Target Group All

VFC Eligibility All Get Records

Total Doses Administered

<1	1	2	3-5	6	7-10	11-12	13-18	19-24	25-44	45-64	65+	Total
0	0	0	0	0	0	0	0	<u>1</u>	0	0	0	1

Non-Reported Administrations

Date	Reason	Birthdate	Trgt Grp	VFC Elg	Qty
No non-reported administrations found					

click on underlined number to view patients receiving doses

Total Doses Administered

Vaccine: H1N1-09 (Nasal) Age Group: 19-24

From: 09/01/2009 To: 09/29/2009

Target Group: All

VFC Eligibility: All

right-click with your mouse to print this screen

*Bold rows indicate non-reported administrations

Date	Name	Birthdate	Trgt Grp	VFC Elg	Lot #	Qty
09/29/2009	<u>Lastname,</u> <u>Firstname</u>	10/08/1988	Not Recorded	Federal	77665	

Close