Using MIIC to Complete the Child Care Immunization Report

Follow these steps to use the Minnesota Immunization Information Connection (MIIC) to complete the annual Minnesota Department of Health (MDH) Child Care Immunization Report for your DHS Rule 3 child care center. **Steps 1-4 must be completed by Nov. 15, 2019, to use the MIIC process.** You must complete all five steps to finalize your report.

1. **Make sure your center is set up in MIIC.**
   
   Your center must be set up in MIIC in order to look up immunization records. To get set up, go to [Participating in MIIC](https://www.health.state.mn.us/people/immunize/miic/participate/index.html), complete a Data Use Agreement, and submit your agreement to the MIIC Help Desk at [health.miichelp@state.mn.us](mailto:health.miichelp@state.mn.us). Then, ask the MIIC Help Desk to set up a user account for you. If you’re not sure whether your center is already set up in MIIC, contact the MIIC Help Desk for assistance.

2. **Create a list of center enrollees in MIIC.**
   
   You will need a list of children currently enrolled in your center in order to complete the Child Care Immunization Report. Create your list in MIIC by following the steps in the trainings at [MIIC and Child Care Resources](https://www.health.state.mn.us/people/immunize/miic/train/childcareres.html) or in the guidance document at [MIIC User Guidance and Training Resources: Using Lists in MIIC](https://www.health.state.mn.us/people/immunize/miic/train/uselists.html).
   
   Note: When naming your list, use this naming convention: ReportYear_ChildCareName. For example, “2019-2020_ChildCareA.” This will make it easier for MDH to identify your list.

3.a. **Check your enrollees’ immunization records in MIIC.**
   
   You can use the Client Follow-Up feature in MIIC to make sure MIIC is not missing immunizations that appear on the immunization records you received from parents/guardians. This is an important step to make sure that your final report reflects your center’s accurate immunization rates. See a report of your enrollees’ MIIC records by following the steps in the “Creating a Report of Enrollees’ MIIC Immunization Records” training at [MIIC and Child Care Resources](https://www.health.state.mn.us/people/immunize/miic/train/childcareres.html) or using the guidance document at [MIIC User Guidance and Training Resources: Using Client Follow-Up](https://www.health.state.mn.us/people/immunize/miic/train/followup.html).

3.b. **Optional. Update your enrollees’ MIIC immunization records.**
   
   You may find that a child’s MIIC immunization record does not match the record you received from their parent/guardian. This may be because the child was immunized in another state, because the child’s clinic doesn’t consistently use MIIC, or for several other reasons.
To update a MIIC immunization record, please send a copy of the immunization record from the child’s parent/guardian to MDH. Fax the copy with your organization cover sheet to 651-201-5501, ATTN: MIIC Operations, or send the copy via U.S. Mail to: Immunization Program/MIIC Operations, 625 Robert St. N., PO Box 64975, St. Paul, MN 55164-0975. MDH will contact you when the updates to MIIC are complete.

Note: If you choose not to send missing information to MDH for data entry into MIIC, MDH recommends that you note what’s missing so you can include an accurate number of doses when you confirm your final immunization numbers for the report. Otherwise, your immunization rates will appear lower than they actually are.

☐ 4. Request your Child Care Immunization Report from MDH.

After you have checked to see that your enrollees’ MIIC records are complete, please send an email to health.miichelp@state.mn.us to request your Child Care Immunization Report. Request your report no later than Nov. 15 to ensure MIIC can process it and you can confirm it before the Dec. 1 deadline. Requests received after Nov. 15 will not be accepted.

Please include the following information in your email:

▪ **Subject line:** Report Request: [Child Care Facility Name]
▪ **Email body:**
  ▪ Name of child care facility
  ▪ Organization Code you use to log in to MIIC
  ▪ Name of MIIC list
  ▪ DHS child care license number

☐ 5. Confirm your Child Care Immunization Report.

MDH will email you a copy of your center’s Child Care Immunization Report to confirm its final numbers. **You must respond to this email and confirm your center’s numbers to complete the reporting process.** MDH will send you an email confirmation once you have confirmed your final numbers.

**Find more information at:**

▪ **MIIC and Child Care Resources:**
  https://www.health.state.mn.us/people/immunize/miic/train/childcareres.html
▪ **MIIC and Child Care Centers:**
  https://www.health.state.mn.us/people/immunize/miic/participate/childcare.html

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07/25/2019

*To obtain this information in a different format, call: 651-201-5207.*