

# Using MIIC to Complete the Childcare Immunization Report

DHS Rule 3 childcare centers are required by the Minnesota Department of Health (MDH) to complete the annual childcare immunization report, which is due on December 1 every year. The childcare organization is now completing this report within the Annual Immunization Status Report (AISR) application.

You can still use Minnesota Immunization Information Connection (MIIC) to assist in completion of the report. Follow these steps to use MIIC. **You must complete all SIX 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 \(www.health.state.mn.us/people/immunize/miic/participate/index.html\)](http://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). If you're unsure whether your center is already set up in MIIC, contact the MIIC Help Desk for assistance.

## 2. Make sure you have access to the AISR application.

You will need to register as a new user at [AISR: Welcome \(https://aisr.web.health.state.mn.us/\)](https://aisr.web.health.state.mn.us/) and then use the **request school access** button to request access to your childcare center. For more detailed information on logging in and submitting your report in the AISR application, read through the Childcare Annual Immunization Status Report (AISR) Online Reporting Tool User Guide ([www.health.state.mn.us/people/immunize/ed/ccaisrguide.pdf](http://www.health.state.mn.us/people/immunize/ed/ccaisrguide.pdf)).

## 3. 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 Childcare Immunization Report using MIIC. To learn how to create a list in MIIC, visit [How to Use Lists in MIIC \(www.health.state.mn.us/people/immunize/miic/train/uselists.html\)](http://www.health.state.mn.us/people/immunize/miic/train/uselists.html).

### 4.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. Access 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 Childcare Resources \(www.health.state.mn.us/people/immunize/miic/train/childcareres.html\)](http://www.health.state.mn.us/people/immunize/miic/train/childcareres.html) or using [Client Follow-Up MIIC User Guidance and Training Resources \(www.health.state.mn.us/people/immunize/miic/train/followup.html\)](http://www.health.state.mn.us/people/immunize/miic/train/followup.html).

### 4.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 **877-771-6182**, 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 MIIC updates 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 are.

## 5. Request your childcare immunization report from MDH.

After you have checked to see that your enrollees' MIIC records are complete, please email to [health.miichelp@state.mn.us](mailto:health.miichelp@state.mn.us) to request your Childcare Immunization Report.

Please include the following information in your email:

- **Subject line:** Report Request [Childcare Facility Name]
- **Email body:**
  - Name of childcare facility.
  - Organization Code you use to log in to MIIC.
  - Name of MIIC list.
  - DHS childcare license number.

## 6. Enter your childcare immunization report numbers into the AISR application.

MDH will email you a copy of your center's Childcare Immunization Report based on the list you created in MIIC and the client's current records in MIIC. **You must then enter those numbers into the AISR application directly. MIIC will not submit the report for you.**

**For instructions on logging in and submitting your report in the AISR application, please read through the user guide:** [Childcare Annual Immunization Status Report \(AISR\) Online Reporting Tool User Guide \(www.health.state.mn.us/people/immunize/ed/ccaisrguide.pdf\)](http://www.health.state.mn.us/people/immunize/ed/ccaisrguide.pdf).

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04/09/2025

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