

# Child Care Reporting Moving to the Annual Immunization Status Report (AISR) Application

## FREQUENTLY ASKED QUESTIONS

### **Will health services managers and health specialists have access to the application to complete these reports?**

Yes. Those who need access will need to register as a new user in the AISR application once it is available.

### **When will the new system be available?**

We are planning for the early fall 2023. We will send updates via email and will post information on our website.

### **Will we have to change our password frequently?**

Not for the AISR application. If you use MIIC, your password needs to be updated every 3 months.

### **Do we need a specific computer application or program to complete the report?**

AISR is an online application that you will be able to access from the MDH website. You will only need an internet connection and a web browser (Google Chrome or Microsoft Edge work best) to access the application.

### **Do we need to submit a report for each our centers? They have the same name, but different license numbers.**

Yes. By law each DHS Rule 3 licensed center needs to submit a report. They cannot be combined. For more information on the rule review [MN Revisor: Sec. 121A.15 MN Statutes](http://www.revisor.mn.gov/statutes/cite/121A.15) ([www.revisor.mn.gov/statutes/cite/121A.15](http://www.revisor.mn.gov/statutes/cite/121A.15)).

### **Will paper worksheets still be available to print to compile our reports?**

Yes. They have been updated and can be accessed at [Child Care Providers Immunization Reporting](http://www.health.state.mn.us/people/immunize/ed/childcare.html) ([www.health.state.mn.us/people/immunize/ed/childcare.html](http://www.health.state.mn.us/people/immunize/ed/childcare.html)).

### **If I already filled a report out for this school year, do I need to resubmit or can I wait until next fall?**

Wait to complete a new report this fall. The 2023-24 reporting year has not started yet. You will need to complete and submit a report that will be due on December 1, 2023.

### **How long will it take to complete the new form?**

Time will vary by center size, but it should take the same amount of time it did before. Possibly less.

### **Will training for this update be recorded for those unable to attend meetings?**

Yes! The webinar will be recorded and posted on our website so you can view it when you are able to.

## **Will we still need to use MIIC to complete the annual report?**

If you have used MIIC in the past to gather your information you can continue to do so, BUT you will need to take the MIIC totals and enter them into the AISR application as the final step– that will be new for you this year.

## **Is MDH requiring child cares to enter immunizations electronically into MIIC, if so, will this also be required of doctors' offices?**

No. Child cares are not required to enter vaccinations into MIIC. DHS Rule 3 licensed providers cannot edit any information in MIIC. MIIC is free and voluntary to participate in for all providers, including doctor's offices.

If you receive paper immunization records from a family and they are not in MIIC you can update a MIIC Immunization record by sending 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.

## **Can we enter data for kids throughout the year? Will we continually add immunizations as students enroll, and will there be a "final draft"?**

There is no need to do that. The AISR application will get updated each year and be ready each fall for you to enter your report data. It is not the same as MIIC, which is the immunization information system to document immunization histories for children. You will be able to see a version of your report before you submit it to MDH and print a copy for your records.

## **Will it be easy to enter or document immunizations from other states?**

AISR is not for documenting immunizations for individuals. The application will be used to submit your annual report to MDH. Individual immunizations can be documented in MIIC, the statewide immunization information system.

## **Is it possible for my co-director to also be signed up to use MIIC?**

You can choose who from your organization you want to have MIIC access. Contact the MIIC Help Desk at: [health.miichelp@state.mn.us](mailto:health.miichelp@state.mn.us) and they will assist you.

Minnesota Department of Health  
Vaccine Preventable Disease Section  
651-201-5414  
[health.childcare@state.mn.us](mailto:health.childcare@state.mn.us)  
[www.health.state.mn.us](http://www.health.state.mn.us)

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*To obtain this information in a different format, call: 651-201-5414.*