

## KinderConnect – Merge Child Records

If a **Child** starts receiving services while eligibility is being determined, it is necessary to create a Non-Subsidized (Private Pay) Schedule in order to track **Attendance**. Once authorized, the child has two schedules, one for subsidized and another for non-subsidized care. You can merge the child records from the **Provider** or **Child** pages.

- A** On the main KinderConnect menu, press **Merge** under Provider or Child to view all new **Authorized Child** names.

Authorized Child

| Select                           | Child First Name | Child Last Name | Child ID | Date of Birth | Sponsors                                               |
|----------------------------------|------------------|-----------------|----------|---------------|--------------------------------------------------------|
| <input type="radio"/>            | Ben              | Peterson        | 1        | 6/9/2011      | Appleton, Zane<br>Peterson, Fred (PC)<br>Peterson, Jan |
| <input checked="" type="radio"/> | Mary             | Peterson        | 10       | 4/4/2008      | Peterson, Fred (PC)<br>Peterson, Jan                   |

- B** Click on the radio button next to the **Child Name** you would like to merge to generate a list of all **Potential Matches**. If no matching children are found, the list displays all potential children indicating the reason for this result in red bold letters.

Potential Matches

| Match                 | Child First Name | Child Last Name | Child ID | Date of Birth | Sponsors         |
|-----------------------|------------------|-----------------|----------|---------------|------------------|
| <input type="radio"/> | Billy            | Jean            | 283      | 11/13/2017    |                  |
| <input type="radio"/> | athena           | esco            | 299      | 9/11/2017     | Appleton, Ashley |

- C** Click on the radio button next to the to the **Child Name** to select the child record to be merged into the first child record selected.

Potential Matches

| Match                 | Child First Name | Child Last Name | Child ID | Date of Birth | Sponsors         |
|-----------------------|------------------|-----------------|----------|---------------|------------------|
| <input type="radio"/> | athena           | esco            | 299      | 9/11/2017     | Appleton, Ashley |

- D** Press **Next** to confirm the **Potential Match**.

Next Cancel

- E** Verify the **Child** records to be merged are correct.

Confirm Merge

Provider: AA Child Care (test) (San Diego) ▾

Authorized Child

Peterson, Mary

→

Matched Child

esco, athena

Confirm Merge Cancel

- F** Press **Confirm Merge**.

- G** KinderConnect issues a message informing you that the merge was successfully completed.

Records have been successfully merged, press OK to continue.

OK