

KinderTrack – Intake Application

The First time the family submits an application, the status will show as **Waitlist**. The worker will determine if the Family might be eligible and request the **Full Application**. If the Worker determines the family is not eligible, they will change the status to **Not Eligible**

- A** Press **Search** under **Intake**.
- B** Enter the appropriate search criteria in the available fields—press **Search** to display the results. **Note:** You may search by **Parent**, **Child**, or **Family**. Make sure you are in the correct Region when searching for families. To narrow down waitlist applications further, select **Waitlist** from the **Status** field.

Search Results: 9 items found Options

	Detail	Rank	Source	Status
☐	Detail	7	BridgeCare	Ready for import
☐	Detail	9	BridgeCare	Ready for import
☐	Detail	10	BridgeCare	Ready for import
☐	Detail	12	BridgeCare	Ready for import
☐	Detail		BridgeCare	Imported
☐	Detail		BridgeCare	Imported
☐	Detail		BridgeCare	Imported
☐	Detail		BridgeCare	Waiting
☐	Detail		BridgeCare	Waiting

- C** Click on **Detail** to review all the details of the desired application. The system will redirect you to the **Intake > Application** page.

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	Detail	Rank	Source	Status
☐	Detail	7	BridgeCare	Ready for import
☐	Detail	9	BridgeCare	Ready for import
☐	Detail	10	BridgeCare	Ready for import
☐	Detail	12	BridgeCare	Ready for import
☐	Detail		BridgeCare	Imported
☐	Detail		BridgeCare	Imported
☐	Detail		BridgeCare	Imported
☐	Detail		BridgeCare	Waiting
☐	Detail		BridgeCare	Waiting

- D** After reviewing the application, return to the **Search** page and select the Child, Parent, or Family check box with which you want to take action.

Request Full Application

Note: The status must be "Waitlist" to request a full application.

- A** Once you determine that the family is eligible, press the **Request Full App** button. The family will receive an email informing them they must submit their full application.

Search Reset Request Full App Create Case Update Status

- B** Once the family submits the full application, their information will be ready to be imported into KinderTrack.

Update Application to Not Eligible

- A** Press on the **Update Status** button.
- B** Select the **Not Eligible** radio button and press **Change Status**.

Select the new status from the list below:

☒ Not Eligible

Change Status Cancel