

KinderTrack – Assign Case Worker to Family in Bulk

Use the **Administration > Reassign Case Worker** page to reassign a **Family** case from one case worker to another. You may transfer a single case or multiple cases at one time.

- A** Press **Reassign Case Worker** under **Administration**.
- B** Press the drop-down arrow to select the **Transfer Type: Family – Worker**.
- C** Press **Select>>** next to **Family Worker** to find the desired case worker.
- D** Press **Select >>** to choose a specific **Status**.
- E** Press **Select>>** next to **New Family Worker** to find the desired case worker.

- F** Once you select the case worker, select the check boxes of the cases you wish to assign to the selected case worker.

New Family Worker: Ibarra, Marleen [Select >>](#)

4 items found [Options](#)

	ID	Case #	Name	Status
☒	329817	TXF000329817	Jo	Application
☒	329821	TXF000329821	QCT Test	Open
☒	329871	TXF000329871	Sanders	Open
☒	330278	TXF000330278	TRN19	Application

1

- G** Press **Reassign**. [Reassign](#) A message will be displayed asking you to confirm this request. Press **OK**.

trn.childcare.twc.texas.gov says

Are you sure you want to reassign the selected records?

OK

Cancel

[Refresh](#) [Reassign](#)

Transfer Type: [Family - Worker](#)

Family Worker: Alattas, Abobaker [Select >>](#)

Status: Application... [Select >>](#)

New Family Worker: [Select >>](#)

4 items found [Options](#)

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1