

## KinderConnect – Verify Children for Providers with Multiple Locations

When an API Provider has multiple locations under the same license, each location is assigned a unique **Provider ID**. To ensure children are entered correctly into your CCMS, you must first confirm which children belong to the specific Provider ID.

**A** Click **Search** under **Provider**.

Provider ▾

- Search
- Detail
- Payments
- Cases
- Groups
- Merge
- Documents
- Remittance

**B** Enter your license number in the **License #** field and the region in the **Region** field. Press **Search**.

### Provider Search

Provider Name:

Region:

Foreign Key:

Provider #:

License #:

Phone Number:

Device Count:

Status:

**C** The **Search Results** show all locations associated with the License Number and Region you entered. Click on the hyperlinked **Provider Name** next to the desired Provider ID.

Search Results 2 Results Found

| Name ↓↑                                         | ID ↓↑ | Foreign Key ↓↑ | Provider # ↓↑ | Type ↓↑         | License # ↓↑ | Region ↓↑               |
|-------------------------------------------------|-------|----------------|---------------|-----------------|--------------|-------------------------|
| <a href="#">ABC 123 ELMO CENTER (12345-123)</a> | 11111 | 12345-123      | 12345         | Licensed Center | 12345        | Lower Rio Grande Valley |
| <a href="#">ABC 123 ELMO CENTER (12345-123)</a> | 22222 | 12345-123      | 12345         | Licensed Center | 12345        | Lower Rio Grande Valley |

**D** Return to the menu at the top. Click on **Search** under **Child**.

Child ▾

- Search
- Detail
- Merge
- Groups

**E** Press **Clear**, re-enter the **Region**, and press **Search** to run a blank search.

### Child Search

First Name:

Last Name:

CIN:

Phone Number:

Schedule Date:

Region:

Provider:

Use Phonetic Matching: ☐



The system will list all children associated with the Provider and the selected Provider ID and Region. From here, copy the Child IDs from the list and enter them into your CCMS system to record attendance accurately.

Search Results 3 Results Found

| Name ↑      | ID ↓↑ | CIN ↓↑ | Date of Birth ↓↑ | Phone ↓↑ | Providers ↓↑                    |
|-------------|-------|--------|------------------|----------|---------------------------------|
| Doe, John   | 44556 | 123457 | 5/8/2020         |          | ABC 123 ELMO CENTER (12345-123) |
| Joe, Sally  | 55667 | 123458 | 2/17/2020        |          | ABC 123 ELMO CENTER (12345-123) |
| Smith, Matt | 66778 | 123459 | 6/24/2018        |          | ABC 123 ELMO CENTER (12345-123) |