

KinderConnect – Merge Attendance

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.

A On the main KinderConnect menu, press **Merge** under Provider to view all **New Authorizations**.

B Click **Select** next to the child you would like to merge to generate a list of all **Potential Matches**.

Authorized Child

Select	Child First Name	Child Last Name	Child ID	Date of Birth	Sponsors
<input checked="" type="radio"/>	Brad	Peterson	1	6/9/2011	Jackson, Robert
<input type="radio"/>	Marty	Peterson	12	1/1/2011	Bailey, Helen

C Click under **Match** next to the name of the child that you would like to merge to select. If no matching children are found, the system displays a list of 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 checked="" type="radio"/>	Billy	Jean	283	11/13/2017	
<input type="radio"/>	Lisa	DeWitt	350	3/3/2012	DeWitt, Wally

*** No matching children found. The Potential Matches has been expanded to show All Children.**

Next Cancel

D Press **Next** to confirm your selection.

E Press **Merge**.

Child to be Merged

<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #0070c0; color: white;">Authorized Child</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Peterson, Brad</td> </tr> </tbody> </table>	Authorized Child	Peterson, Brad	➔	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #0070c0; color: white;">Matched Child</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Jean, Billy</td> </tr> </tbody> </table>	Matched Child	Jean, Billy
Authorized Child						
Peterson, Brad						
Matched Child						
Jean, Billy						

F KinderConnect issues a message informing you that the merge was successfully completed.

Records have been successfully merged, press OK to continue.