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
○	Brad	Peterson	1	6/9/2011	bairn, daddy
◉	Brenda	Peterson	30	6/8/2008	Bailey, Helen
○	Jane	Peterson	31	9/1/2011	Bailey, Helen

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
○	Brenda	Patersons	558	6/9/2008	Hailey, Helen
○	Billy	Jean	283	11/13/2017	
○	Glen	Willy	297	1/1/2015	

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

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.
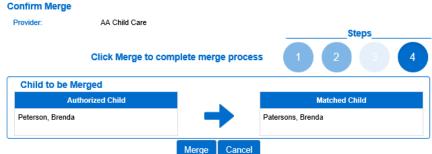
Potential Matches

Match	Child First Name	Child Last Name	Child ID	Date of Birth	Sponsors
○	Brenda	Patersons	558	6/9/2008	Hailey, Helen

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

Next   Cancel

E Verify the **Child** records to be merged are correct. Press **Next** to accept the selection.

Confirm Merge

Provider: AA Child Care

Steps

Click Merge to complete merge process   1 2 3 4

Child to be Merged

Authorized Child		Matched Child
Peterson, Brenda	→	Patersons, Brenda

Merge   Cancel

F Press **Merge**.

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

Records have been successfully merged, press OK to continue.

OK