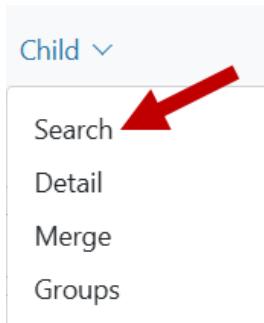


KinderConnect – Verify Children for Providers with Multiple Locations

When a CCMS Provider has multiple locations, each location is assigned a unique **CCSP Vendor ID**. To ensure children are entered correctly into your CCMS, you must first confirm which children belong to the specific Vendor ID. It is also recommended to check the child authorization to ensure it is not expired.

A Click on **Search** under **Child**.



B Press **Clear** and select the desired provider from the **Provider** drop-down. Press **Search** to run a blank search.

Child Search

ABC Creative Academy (155179721)

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
CIN:	<input type="text"/>
Phone Number:	<input type="text"/>
Schedule Date:	<input type="text"/> mm/dd/yyyy
Region:	<input type="text"/> Virginia
Provider:	<input type="text"/> ABC Creative Academy (155179721) 2
Use Phonetic Matching:	<input type="checkbox"/>

Search **Clear** 1 3

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

Search Results 3 Results Found

Name ↑	ID ↓	CIN ↓	Date of Birth ↓	Phone ↓	Providers ↓
Doe, John	44556	123457	5/8/2020		ABC Creative Academy (155179721)
Joe, Sally	55667	123458	2/17/2020		ABC Creative Academy (155179721)
Smith, Matt	66778	123459	6/24/2018		ABC Creative Academy (155179721)

D Repeat the process for each additional center on their list.