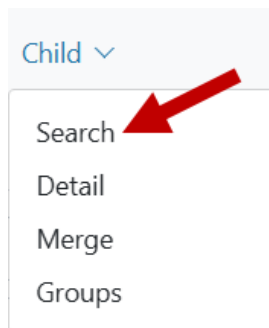


KinderConnect – Verify Children for Providers with Multiple Locations

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" value="mm/dd/yyyy"/> |
| Region: | <input type="text" value="Virginia"/> |
| Provider: | <input type="text" value="ABC Creative Academy (155179721)"/> |
| Use Phonetic Matching: | <input type="checkbox"/> |

Red arrows and numbers indicate steps: 1 points to 'Clear', 2 points to the 'Provider' dropdown, and 3 points to the 'Search' button.

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.