

KinderTrack – Intake Referral

A Press **Referral** under **Intake**.

B Enter the appropriate search criteria in the available fields—press **Search** to display the results.

Search Reset

Referral Key:

Referral Source: [Select >>](#)

Referral Date: From: 8/16/2025 To: 9/15/2025

Parent ID:

Parent First Name:

Parent Last Name:

Family Address:

Family City:

Family State:

Family Zip Code:

Family County:

Search Results: No items found [Options](#)

C Select the check box of the **Referral** you want to import to and select **Import**.

Search Reset Import Export

Referral Key:

Referral Source: [Select >>](#)

Referral Date: From: 9/1/2025 To: 9/10/2025

Parent ID:

Parent First Name:

Parent Last Name:

Family Address:

Family City:

Family State:

Family Zip Code:

Family County:

Search Results: 1 item found [Options](#)

	Referral Key	Referral Rank	Referral Date	Referral Source	Referral Status	Referral Status Date	Parent ID
<input checked="" type="checkbox"/>	950808602	1	09/02/2025	TANF/STEP	New Referral	09/02/2025	322078598

D An **Operator Search** page automatically displays. Enter the appropriate search criteria in the available fields. Press **Search**.

Note: The person selected will be the case worker assigned to the Referral once it has been imported into KinderTrack. The caseworker will then be able to process the Referral.

E Select the Operator radio button and press **Import**.

Last Name:

First Name:

Operator Roles: Systemwide: OCFS System Admin... [Select >>](#)

Select operator from the list below:

[Clear-all](#)

Search Results:

S	Name	Roles
<input checked="" type="radio"/>	Lopez, Carina	Programmer OCFS System Admin Payment Tech Provider Specialist

Import Cancel

F A message displays saying the Import request was submitted successfully.

Note: Once the Referral has been imported, you can see it under the Alerts section of the **Family > Summary** page.