



## Transferring Child Records

BRIDGES allows child records to be transferred within the same District as well as between different Districts. This feature can only be accessed by District Administrator users.

### Steps to transferring a child record within the same District.

- **Step 1:** Logon BRIDGES as a **District Administrator**. This logon is for persons who manage and assist with the management System Point of Entry (SPOE) functions. In the BabyNet all SPOE supervisors and administrative staff have District Administrator user access in BRIDGES.  
The username format for this logon is **F.Last-District**  
The temporary password issued for this logon is **BabyNet1234**
- **Step 2:** Click on the **Search/Add Child** button located on the Home Page/Dashboard. This button will allow you to search for a specific child by name, ID, or etc. When searching for child records within your District, select **“My Workload”** button at the top of the screen and select your specific District at the bottom of the screen. Then input child name, ID, or etc and press search button.
- **Step 3:** Click on the word **Detail** on the left hand side of the screen. This button will allow you to access the child’s entire record. Once inside the child’s record, click on Demographic tab on the top of the screen.
- **Step 4:** Click on the arrow on the **Primary/Ongoing Coordinator** box. Search and select the Service Coordinator for transfer of the child’s record. Be sure to check to see if Planned Services are connected to the prior Service Coordinator. If Planned Services are connected be sure all service logs have been inputted for child prior to transferring record to another Service Coordinator.
- **Step 5:** Click on **Planned Services** button located at top of screen. Add the new Service Coordinator to the child’s planned services page.

### Steps to transferring a child record between different Districts.

- **Step 1:** Logon BRIDGES as a **District Administrator**. This logon is for persons who manage and assist with the management System Point of Entry (SPOE) functions. In the BabyNet all SPOE supervisors and administrative staff have District Administrator user access in BRIDGES.  
The username format for this logon is **F.Last-District**  
The temporary password issued for this logon is **BabyNet1234**
- **Step 2:** Click on the **Search/Add Child** button located on the Home Page/Dashboard. This button will allow you to search for a specific child by name, ID, or etc. When searching for child records within your District, select **“My Workload”** button at the top of the screen and select your specific District at the bottom of the screen. Then input child name, ID, or etc and press search button.
- **Step 3:** Click on the word **Detail** on the left hand side of the screen. This button will allow you to access the child’s entire record. Once inside the child’s record, click on Demographic tab on the top of the screen.
- **Step 4:** Click on the arrow on the **Transfer** tab on the top of the screen. Select the specific District that child’s record is to be transferred to, then click the yellow **Transfer Now** button.

## BabyNet District Map

