



**Administration for
Children's Services**

CAPS ONLINE USER MANUAL:
PROVIDERS

CONTENTS

What is CAPS Online?.....	3
Create a NYC ID.....	4
Logging in to CAPS Online.....	9
Placement Roster.....	11
Drop a Child.....	12
Entering Attendance.....	13
Daily Time Entry.....	15
Weekly Time Entry.....	21
Monthly Attendance Submission.....	26
Monthly Attendance View.....	31
Entering Attendance Retroactively.....	33
Provider Information.....	38
Provider Profile.....	38
Hours of Operation.....	38
Closures.....	40
User Profile.....	43
Mobile Device.....	45

WHAT IS CAPS ONLINE?

CAPS Online was designed and developed to satisfy a directive from OCFS for NYC that the Administration for Children's Services (ACS) would have a program to collect time-in/time-out attendance data from childcare programs and providers that serve subsidized children. As of September 1, 2022, CAPS Online is the required method for entering time-in/time-out attendance for children with vouchers. Providers and programs must enter and submit attendance in CAPS Online in order to be paid for providing care to children with vouchers.

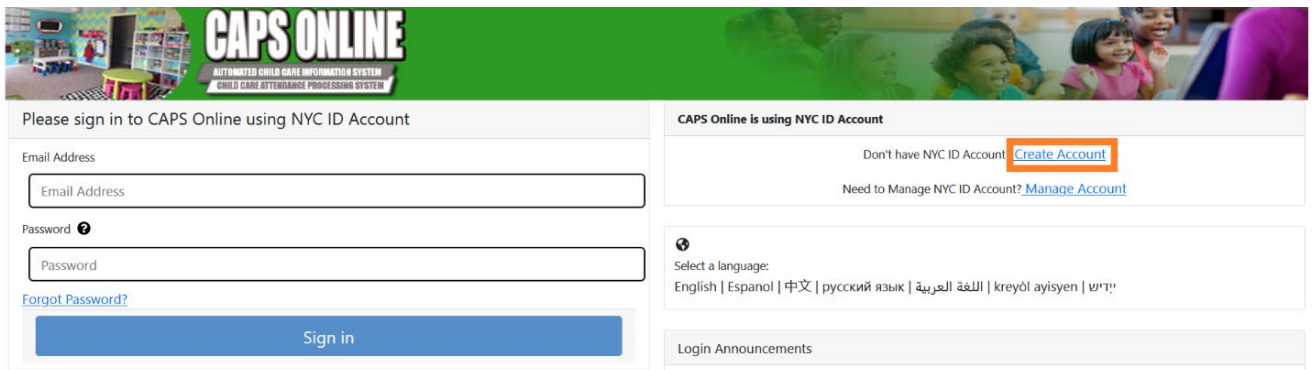
The CAPS Online attendance system helps to ensure a standardized method for tracking attendance for children with vouchers when care has been authorized. The system satisfies state requirements including that a provider eligible to care for subsidized children maintain daily attendance records including date of attendance, arrival and departure times, and notation of full day absences [18 NYCRR 415.12(a)(2)].

In addition to satisfying state requirements, CAPS Online helps to increase accuracy in recordkeeping and typically results in faster payments since monthly submissions are electronic. The system can be accessed using a computer, tablet, or mobile device.

CREATE A NYC ID

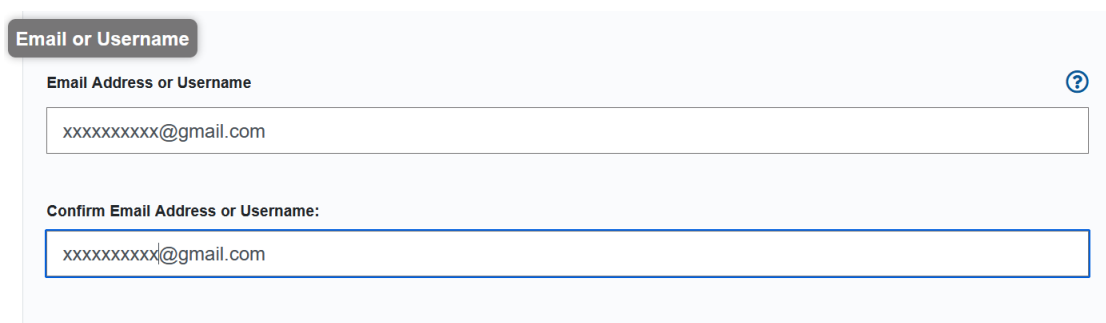
The first step to accessing the CAPS Online system is to create a NYC ID.

- a.) If you **do not have** a NYC ID, please see **Step 1** below and proceed with creating your account.
 - b.) If you **do have** a NYC ID, please skip to **Step 12** below.
1. Go to the URL: <https://a069-capsonline.nyc.gov>
 2. Click on **Create Account**.



3. Enter your email address.

You must create your NYC ID with your email address. Your email address must not contain the following domain names: nyc.gov, nypd.org, queensda.org, specnarc.org, brooklynda.org, dfa.state.ny.us, trs.nyc.ny.us, nycers.org, nycffb.info, ibo.nyc.ny.us, queenscountrypa.com, statenislandusa.com, or nychhc.org.



4. Enter a password. (If the password is acceptable, the message "Password Good" will display below.)

5. Enter the password again to verify.

Password

Password ?

.....

Password Good

Confirm Password

.....

6. Select the dropdown and security question of your choice.
7. Enter your answer in the field below.

Security

Select a security question and provide an answer to it. The answer is not case sensitive and must be between 3 and 255 characters. If you are on a public computer, we recommend you mask your answers by selecting *Hide* below.

Display Answers

Show Hide

Security Question

Who was your childhood hero? ▾

Answer

.....

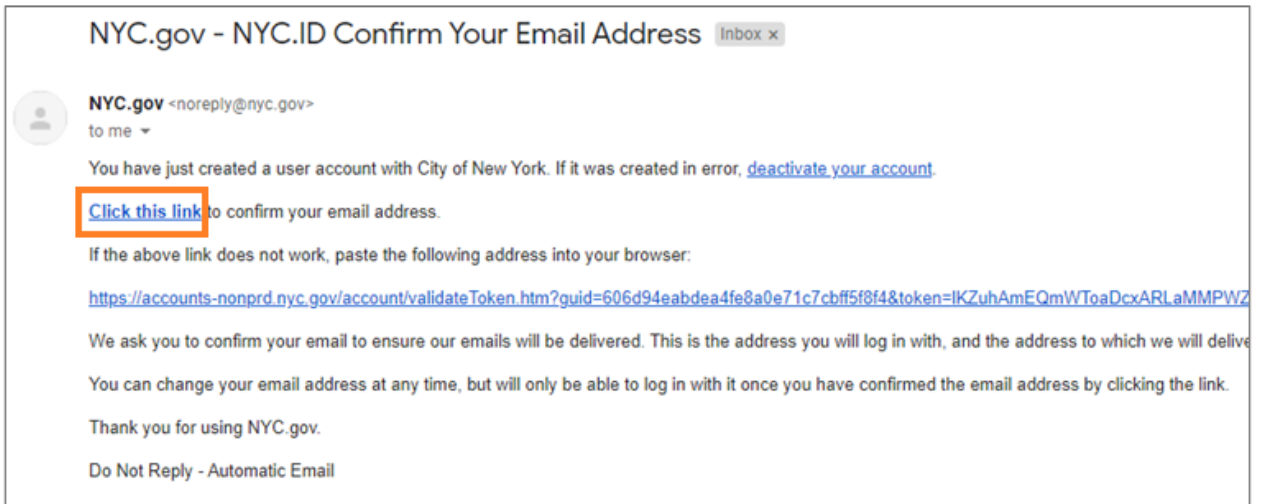
8. Accept the terms by selecting the checkbox.
9. Select the **Create Account** button.

Terms

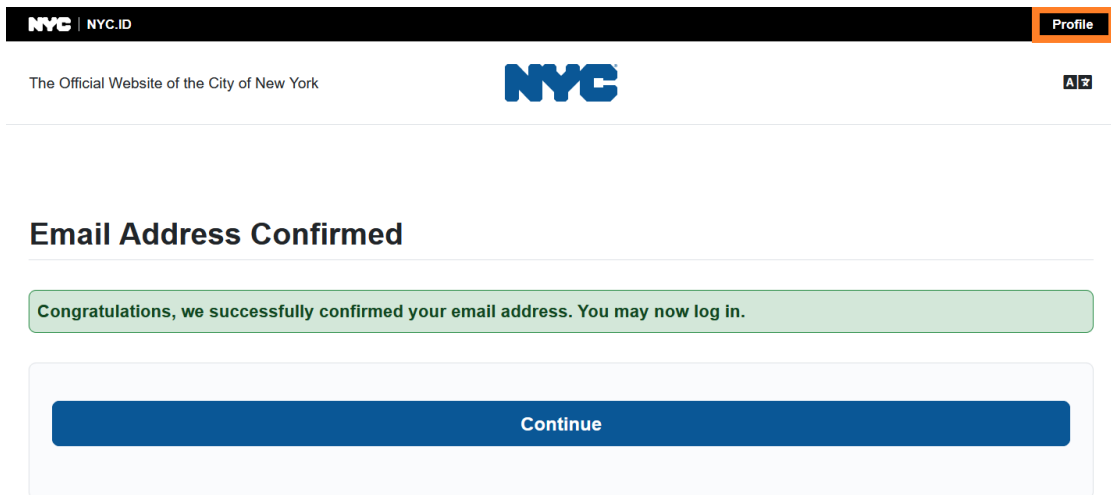
Check the box to indicate that you understand and agree to the [NYC.ID Terms of Use](#), the overall [Terms of Use for NYC.gov](#), and the [Privacy Policy](#) for NYC.gov.

Create Account

10. Once the information has been submitted, an email confirmation will be sent to the email address provided. Open the email and select the link in the email to confirm your email address.



11. A confirmation page will appear. Select the **Profile** button in the upper-right hand corner. (Note: you must complete this step before trying to log in. If you try to log into CAPS Online without updating your first and last name in the Profile section, the system will display an error message.)



12. Log into your NYC ID account with the email address and password you created. (If you already have an existing NYC ID, log in with your email address at the following URL: <https://www1.nyc.gov/account/user/profile.htm?spName=capsonline>)

The Official Website of the City of New York

NYC

Log in using your NYC account

Log in using one of these options

Email Address or Username *

xxxxxxx@gmail.com

Password *

or

NYC Employees Google Microsoft LinkedIn Yahoo

Login

[Forgot Password](#) [Create Account](#) [Report an Issue](#)

13. Once logged into your NYC ID account, select the **Name** tab and enter the appropriate information. Then click **Save Changes**. (Note: When entering your name, please avoid using any special characters or accented letters, as they will cause an error when finishing the account creation process.)

Email Address Password **Name** Security Question Deactivate

First Name

First Name

Jane

Middle Initial

Last Name

Smith

Save Changes

14. If, during Step 12, you logged in with a previously-created NYC ID username (not an email address), please complete the following step. **If you just created a new NYC ID (Steps 1-11), do not complete this step, and continue to Step 15.**

Select the **Email Address** tab. Enter your email address in the appropriate fields, with your NYC ID password. Click **Save Changes**.

The screenshot shows a user profile management interface with several tabs: **Email Address**, Password, Name, Security Question, and Deactivate. The **Email Address** tab is selected and highlighted with an orange border. Below the tabs, there is a form titled "Email Address" with a question mark icon. It contains three input fields: "New Email Address" (with "xxxxxxxx@gmail.com" entered), "Confirm New Email Address" (with "xxxxxxxx@gmail.com" entered), and "Current Password" (with seven dots). Below the password field, the text "Password Good" is displayed. At the bottom of the form, a blue "Save Changes" button is highlighted with an orange border.

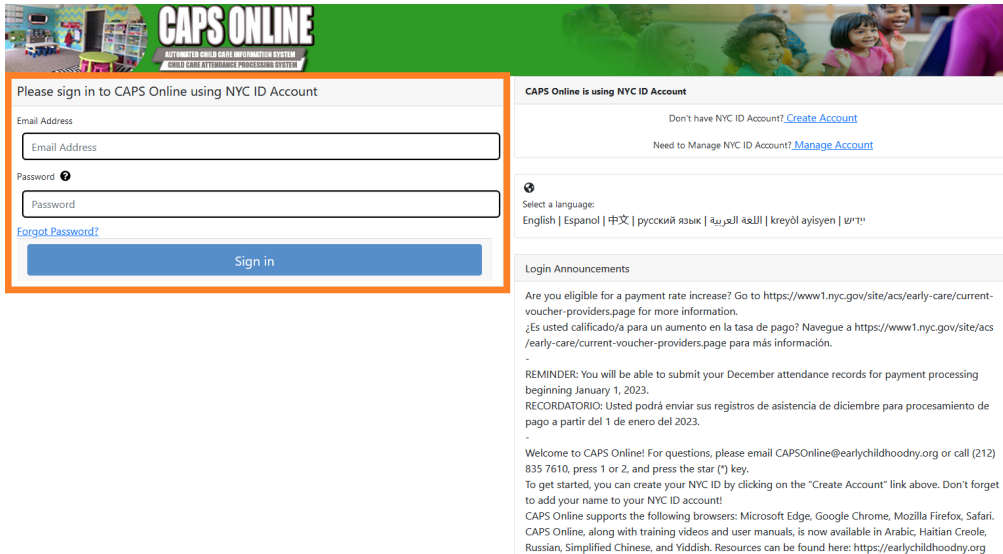
15. Once the information has been submitted, an **email confirmation** will be sent to the email address provided. Open the email and **select the link in the email to confirm your email address.**

The screenshot shows the same user profile management interface as above, but with the **Password** tab selected. A green callout box with a white background and a green border contains the following text: "Your new email address is pending confirmation. To confirm your new email address, click on the link in the email that was sent to the new email address. If you are prompted to login, enter your current email address or username and password. If you have not received the email, check your spam/junk folder."

After this information has been completed, you will be able to successfully log in and use the CAPS Online system.

LOGGING IN TO CAPS ONLINE


Every time you need to log into CAPS Online, go to the CAPS Online website: <https://a069-capsonline.nyc.gov/caps/login>, and log in on the left-hand side of the screen, using your email address and password that you used to create your NYC ID.



CAPS ONLINE
AUTOMATED CHILD CARE INFORMATION SYSTEM
CHILD CARE ATTENDANCE PROCESSING SYSTEM

Please sign in to CAPS Online using NYC ID Account

Email Address

Password 

[Forgot Password?](#)

CAPS Online is using NYC ID Account

Don't have NYC ID Account? [Create Account](#)

Need to Manage NYC ID Account? [Manage Account](#)

Select a language:
English | Espanol | 中文 | русский язык | اللغة العربية | kreyòl ayisyen | יידיש

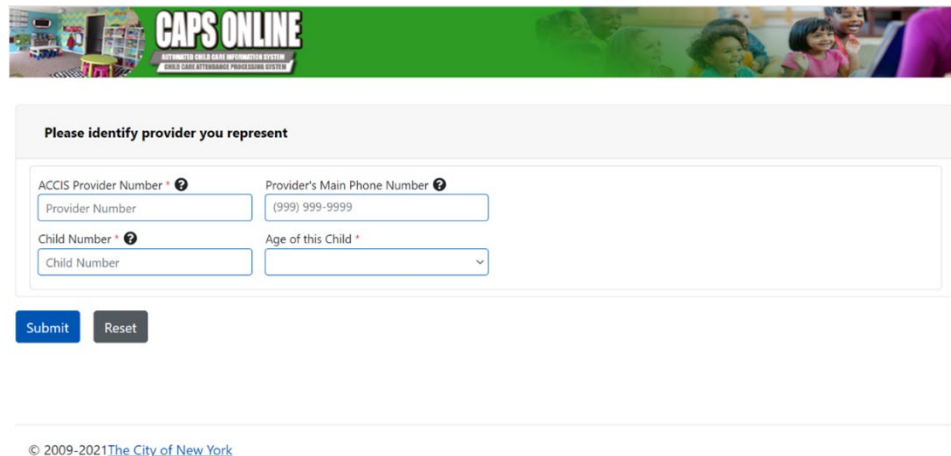
Login Announcements

Are you eligible for a payment rate increase? Go to <https://www1.nyc.gov/site/acs/early-care/current-voucher-providers.page> for more information.
¿Es usted calificado/a para un aumento en la tasa de pago? Navegue a <https://www1.nyc.gov/site/acs/early-care/current-voucher-providers.page> para más información.

REMINDER: You will be able to submit your December attendance records for payment processing beginning January 1, 2023.
RECORDATORIO: Usted podrá enviar sus registros de asistencia de diciembre para procesamiento de pago a partir del 1 de enero del 2023.


Welcome to CAPS Online! For questions, please email CAPSOnline@earlychildhoodny.org or call (212) 835 7610, press 1 or 2, and press the star (*) key.
To get started, you can create your NYC ID by clicking on the "Create Account" link above. Don't forget to add your name to your NYC ID account!
CAPS Online supports the following browsers: Microsoft Edge, Google Chrome, Mozilla Firefox, Safari.
CAPS Online, along with training videos and user manuals, is now available in Arabic, Haitian Creole, Russian, Simplified Chinese, and Yiddish. Resources can be found here: <https://earlychildhoodny.org>


Once you log in to CAPS Online for the first time, you will see a screen asking you to “Please identify provider you represent.” This is a one-time verification step that will allow the system to locate your provider information.




CAPS ONLINE
AUTOMATED CHILD CARE INFORMATION SYSTEM
CHILD CARE ATTENDANCE PROCESSING SYSTEM

Please identify provider you represent

ACCIS Provider Number * 

Provider's Main Phone Number 

Child Number * 

Age of this Child *

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You will need to enter the following information on this screen:

- **ACCIS Provider Number:** Your 6- or 7-digit ACCIS ID number assigned to you by ACS (*not* your license number).
- **Provider's Main Phone Number:** This field is optional and should be left blank.

- **Child Number:** The full 10-digit child number for any child currently enrolled in your care. This is the child's 8-digit ACS case number plus 2-digit suffix/child number, with leading zeroes left off. (Note: Do not enter any dashes or spaces.)
 - Example: An ACS case number would be 12345678 (8 digits), and the child suffix would be 01 (2 digits). On some documents, the full child number would look like this: 12345678/01. In this instance, you would only enter the numbers with no dashes, slashes, or spaces – **1234567801**.
 - If the 8-digit case number starts with a 0, such as 01234567, include the 0. In this case, your 10-digit child number would look like this: **0123456701**. (If the case number does not start with a 0, do not enter any zeroes at the beginning of the number.)

- **Age of this Child:** Select the exact, current age of the child whose case number you entered (verify birthdate if you are unsure).

Once you verify this information, all the children in your care will be added to your CAPS Online account, and you will be able to start entering attendance in CAPS Online. If you run into any errors or experience any issues when completing these steps, please reach out to CAPS Online Support and/or CFWB Enrollment at the contact information below.

CAPS Online Support: 212-835-7610, press 1 for English or 2 for Spanish, and then press *.
















CFWB Enrollment (if you don't have access to child's case number or other information): 212-835-7610, press 1 for English or 2 for Spanish, and select the appropriate prompt.

PLACEMENT ROSTER

The placement roster shows you all the children currently enrolled in your care. (Note: If there are children enrolled with you who do not appear on your Placement Roster, please contact CFWB Enrollment.)



If you care for more than 10 children, a filter option will appear on the left side of the screen, allowing you to filter by child age. Clicking each column header with up/down arrows will allow you to sort the data in ascending or descending order.

Action	Child Number	Child Name	C/V	Age	Case Name
  	XXXXXXXXXX	XXXXXXXXXX	V	1.04	XXXXXXXXXX
  	XXXXXXXXXX	XXXXXXXXXX	V	6.02	XXXXXXXXXX
  	XXXXXXXXXX	XXXXXXXXXX	V	4.06	XXXXXXXXXX
  	XXXXXXXXXX	XXXXXXXXXX	V	7.03	XXXXXXXXXX
  	XXXXXXXXXX	XXXXXXXXXX	V	11.02	XXXXXXXXXX

Hovering over each icon in the **Action** column will let you know what that icon does. For further information on each of the functions, please refer to the corresponding page number.



Drop a Child (pencil icon): Page 12



Daily Time Entry (red calendar icon): Page 15



Weekly Time Entry (green calendar icon): Page 21

DROP A CHILD



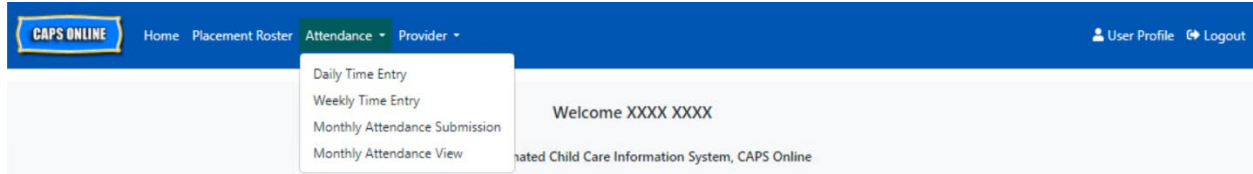
The first (pencil) icon on the Placement Roster page allows you to “drop” or unenroll a child from your care. Clicking on it will take you to the Placement Drop page for that child (see below). You must choose a **Drop Code** (this is the reason for the unenrollment) and a **Drop Date** (last day the child attended) and then click **Save**.

The screenshot shows the 'Placement Drop - Drop a Child' form in the CAPS ONLINE system. The navigation bar at the top includes 'CAPS ONLINE', 'Home', 'Placement Roster', 'Attendance', and 'Provider'. The user profile and 'Logout' options are on the right. The form is divided into two main sections: 'Child Information' and 'Drop'. The 'Child Information' section contains several input fields: 'Child Number' (XXXXXXXXXX), 'Child Name' (XXXXXXXXXX), 'Case Name' (XXXXXXXXXX), 'Age' (1.04), 'Level Of Care' (I), 'Enroll Start Date' (11/17/2021), and 'Enroll End Date'. The 'Drop' section contains two fields: 'Drop Code' (a dropdown menu with 'Select' as the current value) and 'Drop Date' (a date input field with an information icon). Both the 'Drop Code' and 'Drop Date' fields are highlighted with an orange border. At the bottom of the form are 'Save' and 'Reset' buttons.

If you cannot drop the child, a warning message will pop up after you click Save. To exit the warning, select Placement Roster from the navigation bar at the top and go back to the main listing.

ENTERING ATTENDANCE

The **Attendance** dropdown has choices for Daily Time Entry, Weekly Time Entry, Monthly Attendance Submission, and Monthly Attendance View. You will be able to enter and submit attendance in CAPS Online for the current service month, as well as the previous 6 service months.



Daily Time Entry allows you to enter attendance for all of the children in your care one day at a time on a single screen (up to 50 children per page). **Weekly Time Entry** allows you to enter attendance for only one child at a time, but for an entire week on the same screen. You can still use Weekly Time Entry even if you're entering attendance on a daily basis. You can decide which of the two pages is more convenient for you when entering attendance in the system. You may also choose to record your attendance data on paper and then enter the attendance information into CAPS Online later.

Time must be reflected in 15-minute increments. Round up or down to the closest time when recording your time. As can be seen in the screenshot below, enter an hour (9 for instance) in the Time In or Time Out box, and a drop-down menu of times will appear on the screen. Select the one closest to the child's arrival and/or departure time.

Examples:

- For 9:05am arrival – select 09:00 (9:00 AM)
- For 9:10am arrival – select 09:15 (9:15 AM)
- For 4:22pm departure – select 16:30 (4:30 PM)
- For 4:50pm departure – select 16:45 (4:45 PM)

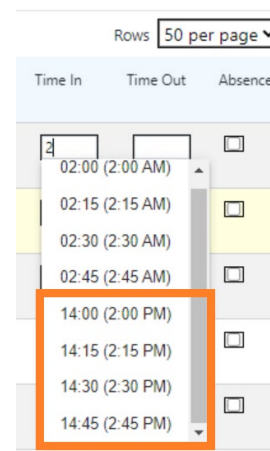
Time In	Time Out	Absence
9		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

09:00 (9:00 AM)
09:15 (9:15 AM)
09:30 (9:30 AM)
09:45 (9:45 AM)
21:00 (9:00 PM)
21:15 (9:15 PM)
21:30 (9:30 PM)
21:45 (9:45 PM)

CAPS Online also runs in military time, which means the PM hours will appear in 24-hour increments. For instance, 4:00pm will appear as 16:00. When entering PM hours, ensure that you have scrolled down to the PM hours, as the AM hours will appear first.


Examples:

- a. For 2:05pm arrival – select 14:00 (2:00 PM)
- b. For 2:10pm arrival – select 14:15 (2:15 PM)
- c. For 4:05pm departure – select 16:00 (4:00 PM)
- d. For 4:10pm departure – select 16:15 (4:15 PM)



UNDERSTANDING THE LEGEND

A legend appears at the top of the screen on the Daily Time Entry and Weekly Time Entry pages, explaining the symbols for each possible attendance status.

Legend  Absence  Closure  Not Entered  Attended  Not Enrolled  Submitted

- **Absent (Purple):** An absence has been entered for that day and child
- **Closure (Brown):** A closure has been entered for that day (*see Page 40 for instructions for entering closures*)
- **Not Entered (Red):** No attendance has been entered (neither time-in/time-out nor absence) for that day and child
- **Attended (Green):** A time-in/time-out has been entered for that day and child
- **Not Enrolled (Blue):** The child is not enrolled on that day (this includes weekends)
- **Submitted (Black):** Attendance for that day has been entered and that service month's attendance has been submitted for processing

DAILY TIME ENTRY

Clicking on **Daily Time Entry** in the Attendance dropdown menu takes you to the current day's table of all the children you care for. The Child Number, Child Name, and Contract/Voucher (C/V) columns can be sorted in ascending or descending order.

Select	Action	Child Number	Child Name	Age	Case Name	LC	C/V	Start Date	End Date	Time In	Time Out	Absence
<input type="checkbox"/>		XXXXXXXX	XXXXXXXX	11.11	XXXXXXXX	S	V	11/17/21				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXX	XXXXXXXX	2.00	XXXXXXXX	T	V	02/01/23				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXX	XXXXXXXX	7.11	XXXXXXXX	S	V	11/08/21				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXX	XXXXXXXX	6.11	XXXXXXXX	S	V	10/01/22				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXX	XXXXXXXX	5.02	XXXXXXXX	P	V	07/01/21				<input type="checkbox"/>

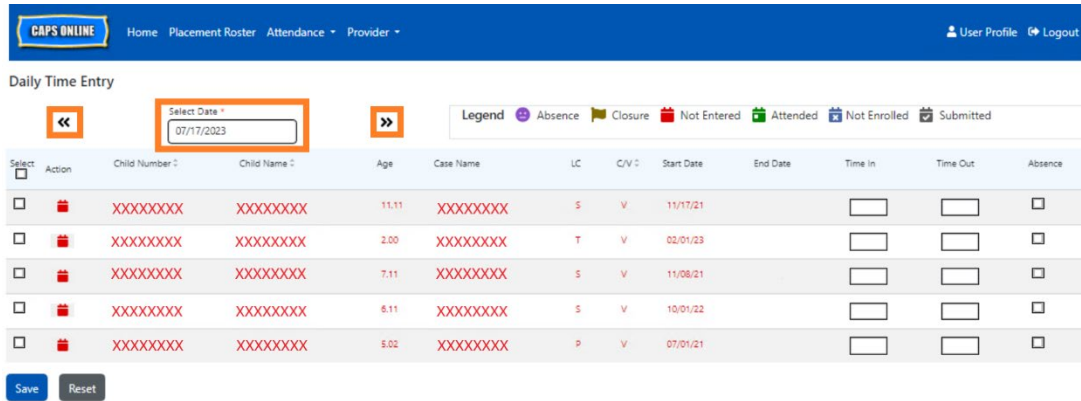
If you care for more than 10 children, you will be able to filter by Age and/or Level of Care, using the filters on the left-hand side of the screen.

Select	Action	Child Number	Child Name	Age	Case Name	LC	C/V	Start Date	End Date	Time In	Time Out	Absence
<input type="checkbox"/>		XXXXXXXX	XXXXXXXX	2.01	XXXXXXXX	T	V	02/01/23				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXX	XXXXXXXX	3.00	XXXXXXXX	T	V	03/01/22				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXX	XXXXXXXX	3.00	XXXXXXXX	T	V	05/27/22				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXX	XXXXXXXX	2.02	XXXXXXXX	T	V	01/01/23	08/30/23			<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXX	XXXXXXXX	2.02	XXXXXXXX	T	V	01/01/23				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXX	XXXXXXXX	1.11	XXXXXXXX	T	V	04/01/23				<input type="checkbox"/>

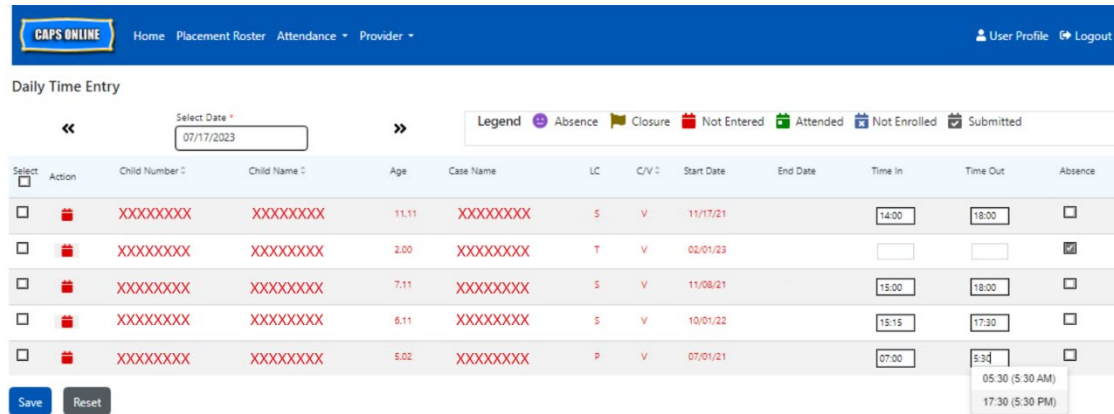
The following steps explain how to enter attendance using the Daily Time Entry option.

1. Select the **Attendance** dropdown and select **Daily Time Entry**.

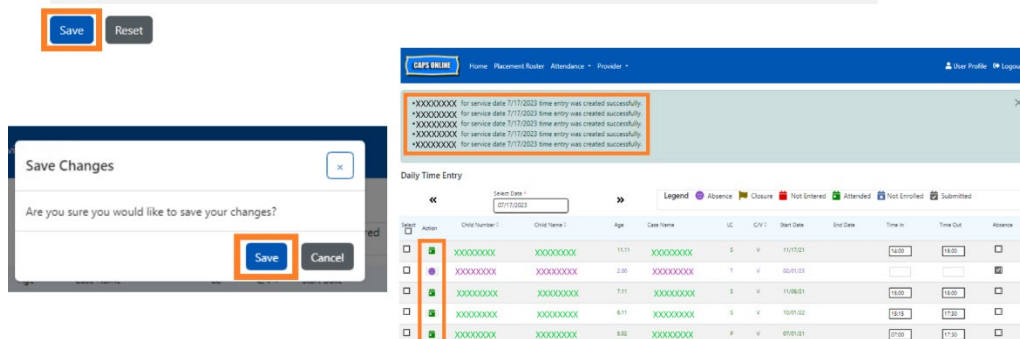
- The Daily Time Entry page will open for the current day. You may choose a different day by using the arrows to move to the previous or following day or clicking on the field under **Select Date** to choose a date from any of the previous six service months.



- Enter time in 15-minute increments in the **Time-in/time-out** columns. (Note: Time-in/time-out is recorded in military time.) If the child was absent, select the checkbox in the **Absence** column.




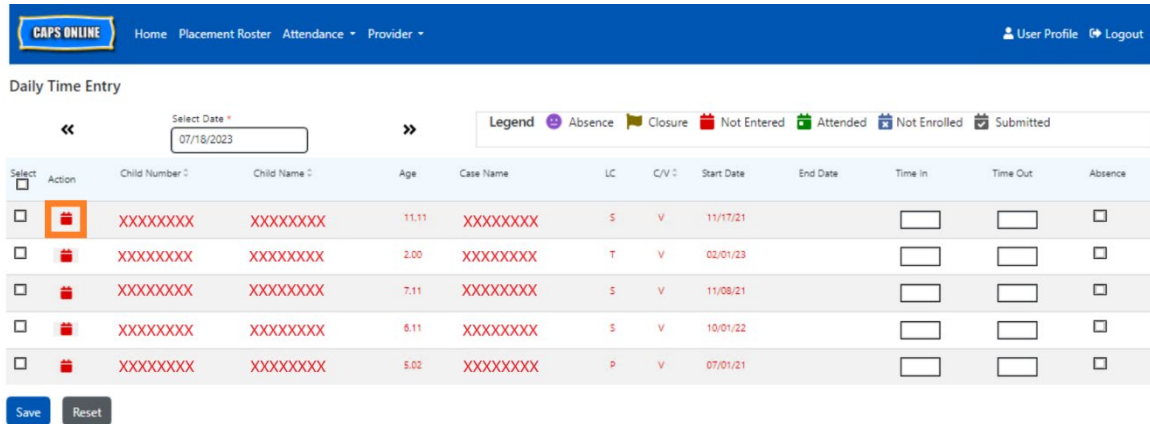
- Click **Save** at the bottom once you are finished. Click **Save** again in the pop-up that appears. Once you've successfully saved, a green confirmation message will appear at the top of the page, and the icons in the Action column will update from red calendar icons (not entered) to either green calendar (attended) or purple face (absence) icons, depending on what was entered.



ENTERING A SECOND TIME-IN/TIME-OUT IN DAILY TIME ENTRY

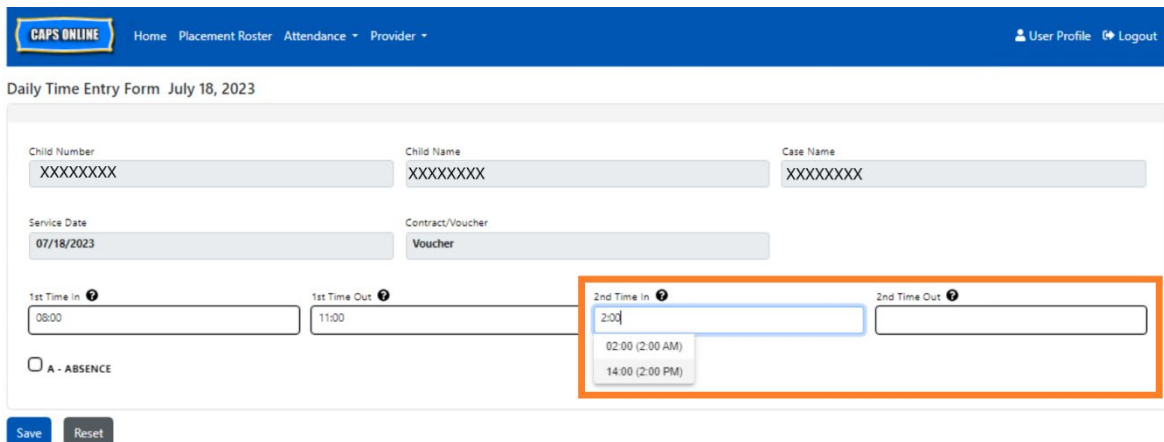
In cases where you need to enter a **second time-in/time-out**, (for example, if a child needs to leave care during the day because they have a doctor's appointment), follow the steps below to access the individual Daily Time Entry page for that child.

1. Select the red calendar icon  in the Action column to view the details for a specific child.



The screenshot shows the CAPS ONLINE interface. At the top, there are navigation links: Home, Placement Roster, Attendance, and Provider. A user profile and logout option are on the right. Below the navigation is the "Daily Time Entry" section. It includes a "Select Date" dropdown set to 07/18/2023 and a legend with icons for Absence, Closure, Not Entered, Attended, Not Enrolled, and Submitted. A table lists child records with columns for Select, Action, Child Number, Child Name, Age, Case Name, LC, C/V, Start Date, End Date, Time In, Time Out, and Absence. The first row is highlighted, and a red calendar icon in the Action column is circled in red. Below the table are "Save" and "Reset" buttons.

2. Enter the second time-in/time-out in the appropriate fields. Enter time in 15-minute increments.



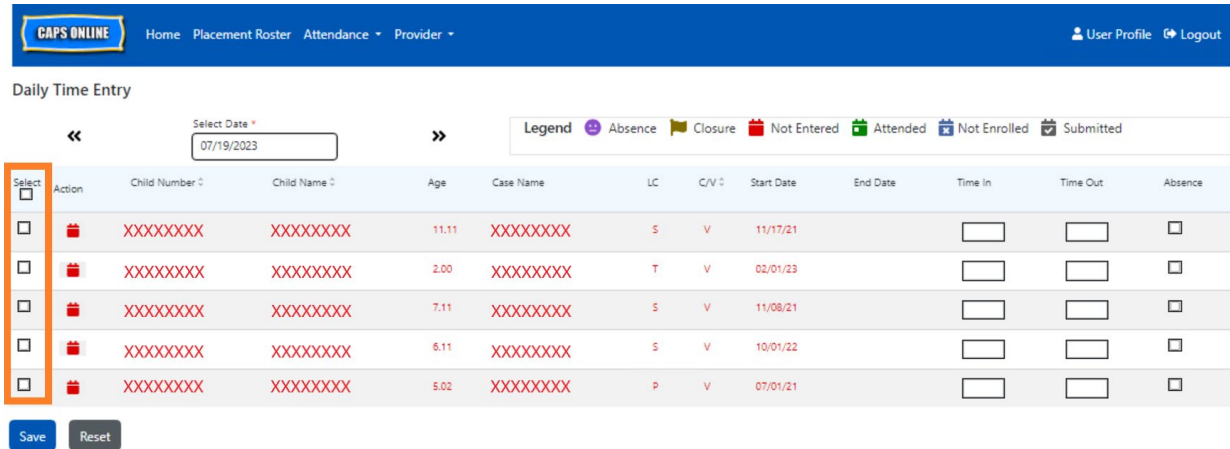
The screenshot shows the "Daily Time Entry Form" for July 18, 2023. It includes fields for Child Number, Child Name, Case Name, Service Date, and Contract/Voucher. Below these are fields for 1st Time In (08:00) and 1st Time Out (11:00). The 2nd Time In field is highlighted with a red box, and a dropdown menu is open showing options for 02:00 (2:00 AM) and 14:00 (2:00 PM). There is also an "A - ABSENCE" checkbox. "Save" and "Reset" buttons are at the bottom.

3. Select **Save** when you have finished entering time-in/time-out on this page.

COPY/PASTE TIME-IN/TIME-OUT IN DAILY TIME ENTRY

In both Daily and Weekly Time Entry, you can copy and paste time-in/time-out for children who arrived and left at the same time. You can copy and paste up to 50 records at a time, after typing in the time-in/time-out for one child.

On the Daily Time Entry screen, you will see a column that says “Select,” to the left of the “Action” column. The checkboxes in this column, when selected, can be used to copy and paste entered time-in/time-out.



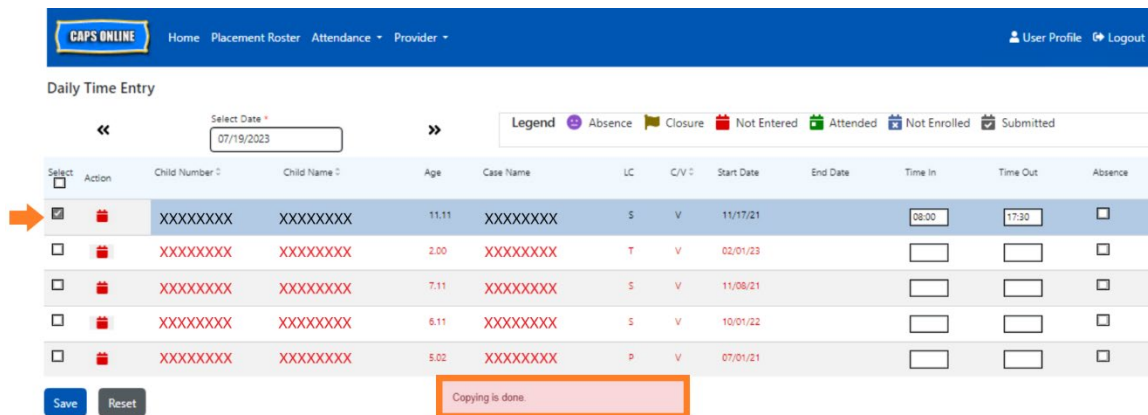
To bulk copy/paste: “Bulk Copy/Paste (All Visible Records)” on Page 18

To copy/paste one row at a time: “Individual Copy/Paste (Selected Records Only)” on Page 19

BULK COPY/PASTE (ALL VISIBLE RECORDS)

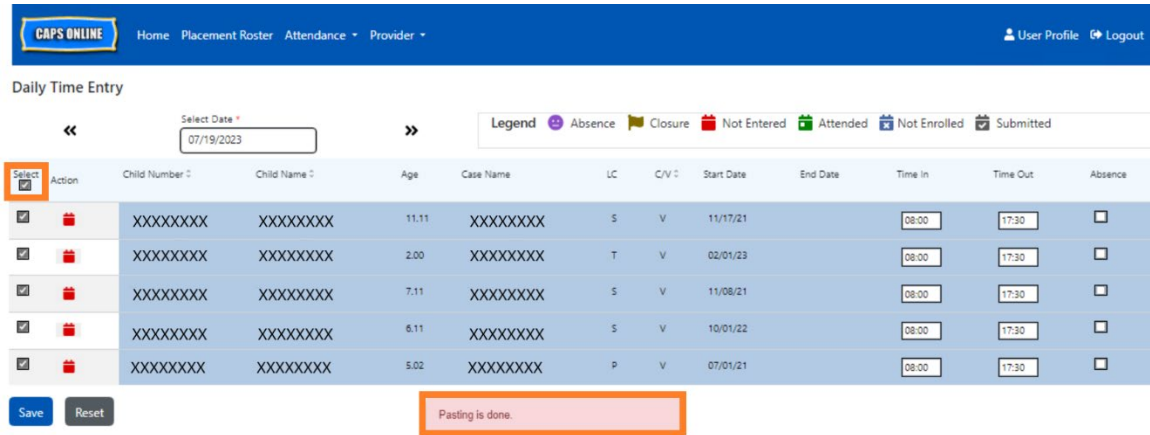
The below steps will allow you to quickly save the same time-in/time-out value for all records on the screen.

1. To copy and paste the same time for **all** the records on the page (up to 50 records), enter the time-in and/or time-out for the first child on the screen. Then click on the checkbox in the “Select” column for that row. This will copy the time-in/time-out from that record – the row will be highlighted, and you’ll see a small red confirmation at the bottom of the screen that says “Copying is done.”



- To paste the copied time-in/time-out for all of the records on the screen, click on the master checkbox at the top of the column, immediately under the word “Select.” All the rows on the page will now have the same time-in/time-out and appear highlighted, and you’ll receive a small red confirmation message at the bottom of the screen that says “Pasting is done”.

Note: When you click the master “Select” checkbox, it will overwrite any entered attendance. Only use the checkbox at the top (pictured below) if all visible records should have the same time-in/time-out.



- Click **Save** when you are finished and click **Save** again on the pop-up that appears. You will see a green confirmation message at the top of the screen confirming which records have been successfully saved with time-in/time-out.



- If you have multiple pages of child records, use the arrow keys at the bottom to move to the next page and repeat the process (bulk copy/paste only impacts the records visible on the page).

Note: If you would like to change the default number of records visible on a page, please refer to User Profile on Page 43.

INDIVIDUAL COPY/PASTE (SELECTED RECORDS ONLY)

The below steps will allow you to quickly copy and paste a time-in/time-out value, one record at a time.

1. Enter time-in/time-out attendance for the first child whose attendance you would like to copy/paste, then select the corresponding checkbox in the “Select” column for that row. This will copy the time-in/time-out from that record – the row will be highlighted, and you’ll see a small red confirmation at the bottom of the screen that says “Copying is done.”

Note: The copied record does not have to be the first row on the screen. Whichever record is selected and highlighted first will be copied.

The screenshot shows the CAPS ONLINE interface for 'Daily Time Entry' on 07/19/2023. A table lists attendance records for five children. The first row is selected, and a red confirmation message 'Copying is done' is shown at the bottom.

Select	Action	Child Number	Child Name	Age	Case Name	LC	C/V	Start Date	End Date	Time In	Time Out	Absence
<input checked="" type="checkbox"/>		XXXXXXXX	XXXXXXXX	11.11	XXXXXXXX	S	V	11/17/21		08:00	17:30	<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXX	XXXXXXXX	2.00	XXXXXXXX	T	V	02/01/23				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXX	XXXXXXXX	7.11	XXXXXXXX	S	V	11/08/21				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXX	XXXXXXXX	6.11	XXXXXXXX	S	V	10/01/22				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXX	XXXXXXXX	5.02	XXXXXXXX	P	V	07/01/21				<input type="checkbox"/>

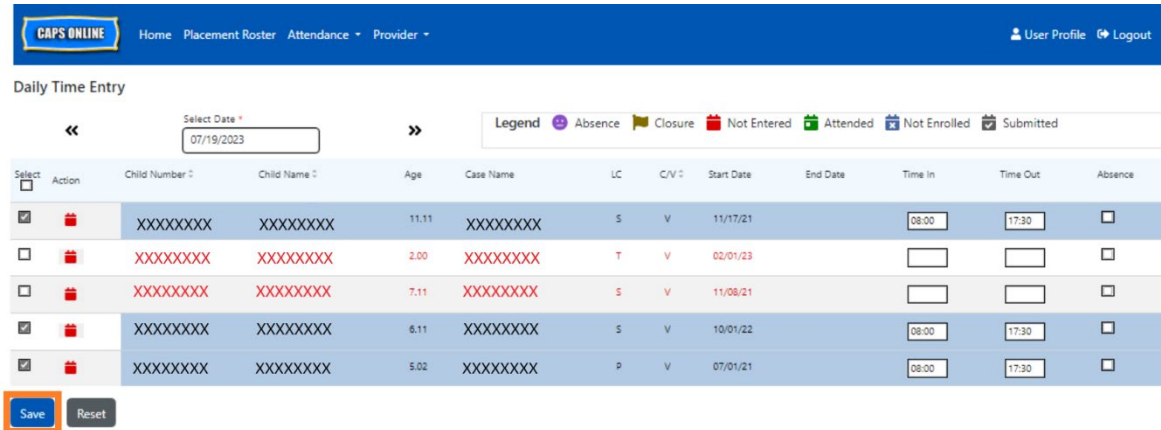
2. Once one row of time-in/time-out has been copied, use the boxes in the “Select” column to select the other records with the same time-in/time-out. When you select each record, the time-in/time-out will immediately be pasted. Each pasted row will be highlighted, and you’ll receive a small red confirmation message at the bottom of the screen that says “Pasting is done” each time.

Note: As soon as you click on a checkbox, the copied time-in/time-out will be pasted into the time-in/time-out boxes for that record, overwriting any entered attendance. This action cannot be undone. If you mistakenly overwrite attendance for a child record, click on the checkbox for that record to deselect it (it will no longer be highlighted), then re-enter the correct time-in/time-out for that child in the corresponding boxes.

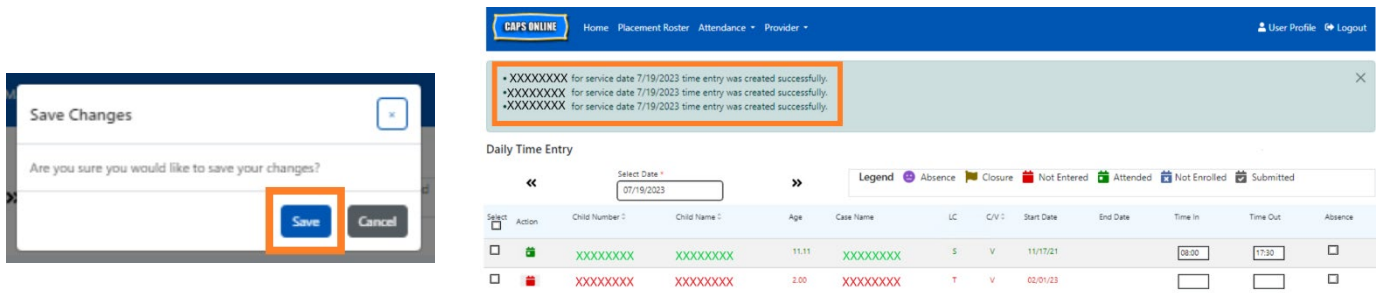
The screenshot shows the CAPS ONLINE interface for 'Daily Time Entry' on 07/19/2023. Three rows in the table are selected, and a red confirmation message 'Pasting is done' is shown at the bottom.

Select	Action	Child Number	Child Name	Age	Case Name	LC	C/V	Start Date	End Date	Time In	Time Out	Absence
<input checked="" type="checkbox"/>		XXXXXXXX	XXXXXXXX	11.11	XXXXXXXX	S	V	11/17/21		08:00	17:30	<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXX	XXXXXXXX	2.00	XXXXXXXX	T	V	02/01/23				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXX	XXXXXXXX	7.11	XXXXXXXX	S	V	11/08/21	03/31/23			<input type="checkbox"/>
<input checked="" type="checkbox"/>		XXXXXXXX	XXXXXXXX	6.11	XXXXXXXX	S	V	10/01/22		08:00	17:30	<input type="checkbox"/>
<input checked="" type="checkbox"/>		XXXXXXXX	XXXXXXXX	5.02	XXXXXXXX	P	V	07/01/21		08:00	17:30	<input type="checkbox"/>

- Once you have pasted the records you would like to paste on this page, click **Save** at the bottom of the screen. A pop-up will then appear, asking if you're sure you want to save your changes. Click **Save** again.



- Once you click **Save**, confirmation messages will appear at the top of the screen for the child records with newly saved time-in/time-out. In the table below, the icons and text for those records will switch from red (not entered) to green (attended).

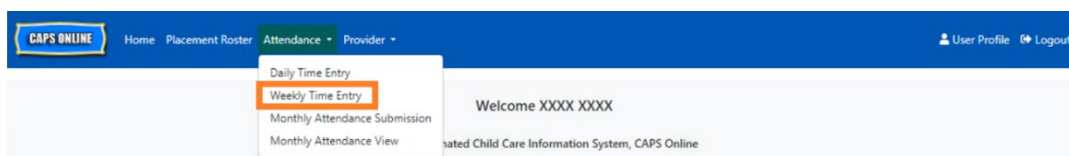


- After saving your attendance, repeat Steps 1-4 to copy and paste a different set of time-in/time-out values.

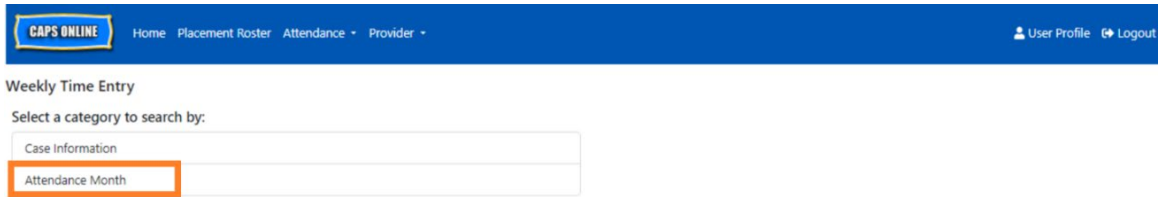
WEEKLY TIME ENTRY

Weekly Time Entry allows you to enter attendance for one child for the entire week, with the option of entering more than one time-in/time-out per day for the same child.

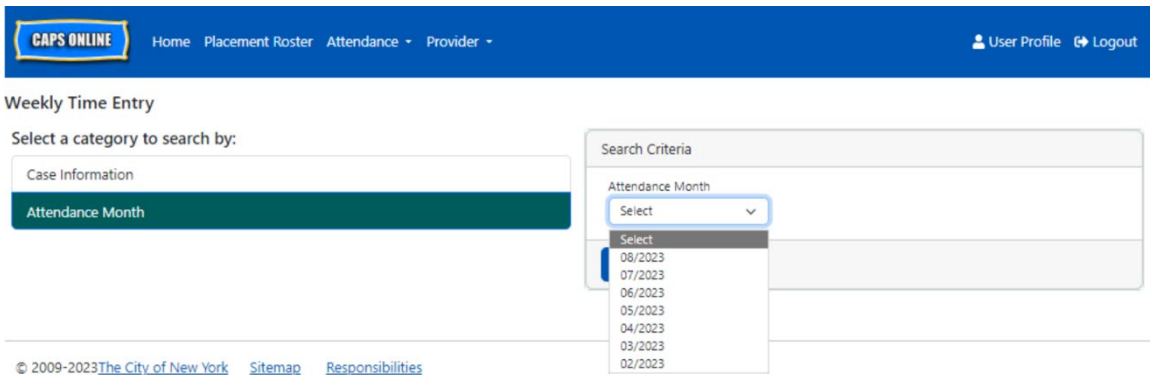
- Select the **Attendance** dropdown and select **Weekly Time Entry**.




- When you select Weekly Time Entry, there are options to search by Case Information or Attendance Month. Select **Attendance Month**.

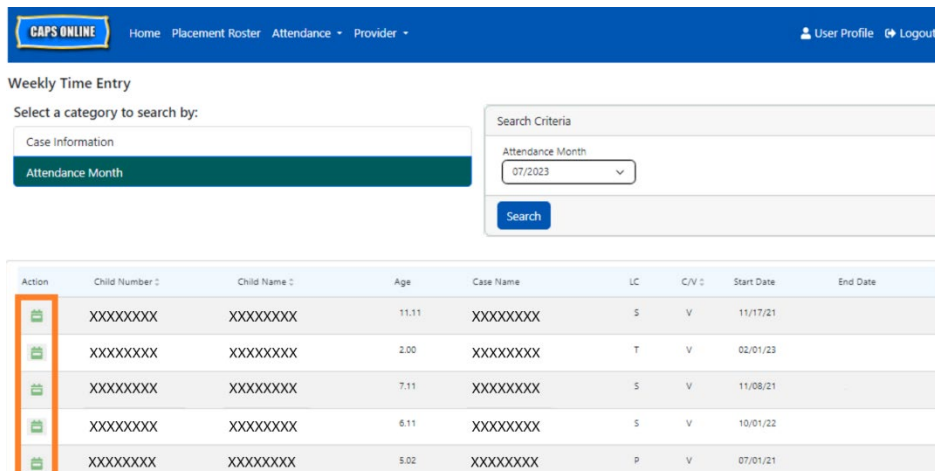


- In the dropdown menu that appears to the right, choose the month for which you would like to enter time-in/time-out, then click **Search** to view the child records for that month. Attendance entry is available for the current service month, as well as the six prior service months.



- You will see a table with all of the children in your care for that service month. If you care for more than 10 children, you will be able to filter by Age and/or Level of Care, using the filters on the left-hand side of the screen.

To enter a child's time-in/time-out for the week, select the green calendar icon  in the **Action** column beside the child.



After selecting a child, the **Weekly Time Entry** screen will display for that one child. From here, you may record time-in/time-out and absences. If you cannot complete it all at one time, you may save your work at any time and return to complete it later.

- Enter the time-in/time-out for each day in the first two boxes of each column. Time must be entered using 15-minute increments in the system. (Note: time-in/time-out is recorded in military time.)

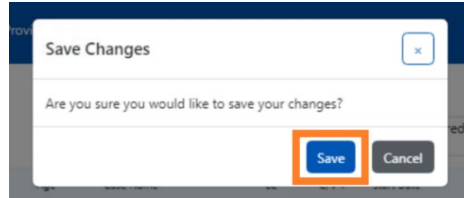
The screenshot shows the 'Weekly Child Time Entry' interface. At the top, there's a navigation bar with 'CAPS ONLINE' and links for Home, Placement Roster, Attendance, and Provider. Below that, the 'Case Information' section includes fields for Child Number, Child Name, Case Name, Enroll Start Date, Enroll End Date, and Service Month. A 'Select Dates' dropdown is set to 07/09/2023. A legend below the case info shows icons for Absence (purple circle), Closure (green square), Not Entered (red square), Attended (green square), Not Enrolled (blue square), and Submitted (grey square).

The main area is a table with columns for each day from Sun 7/9/2023 to Sat 7/15/2023. Each day has four rows for time entry: 1st Time In, 1st Time Out, 2nd Time In, and 2nd Time Out. Below each row are checkboxes for 'ABSENCE' and 'Select'. The '1st Time In' and '1st Time Out' fields are populated with values like 09:00 and 17:00. The '2nd Time In' and '2nd Time Out' fields are empty. A 'Save' button and a 'Reset' button are at the bottom left.

- If you need to enter a second time-in/time-out (for example, if a child needs to leave care during the day for a doctor's appointment and then returns later), you may do so in the third and fourth boxes in each column (2nd Time In and 2nd Time Out).

This screenshot is identical to the previous one, but with a red rectangular box highlighting the '2nd Time In' and '2nd Time Out' input fields in the first column (Sun 7/9/2023). This highlights the area where a second time-in and time-out can be entered for a child's appointment.

- After entering all times or recording absences, scroll to the bottom of the page and select **Save**.
- Select Save in the confirmation popup that appears.



COPY/PASTE TIME-IN/TIME-OUT IN WEEKLY TIME ENTRY

On the Weekly Time Entry page, you can copy and paste a full week of time-in/time-out attendance for one specific child, after typing in the time-in/time-out for one day.

- Enter time-in/time-out for one day of the week, then click on the “Select” box underneath the time-in/time-out boxes. You’ll receive a red message at the bottom of the screen that says “Copying is done.”

Case Information

Child Number: XXXXXXXX Child Name: XXXXXXXX Case Name: XXXXXXXX Enroll Start Date: 11/17/2021 Enroll End Date: Service Month: 07/23

Select Dates: 07/16/2023

Legend: Absence Closure Not Entered Attended Not Enrolled Submitted

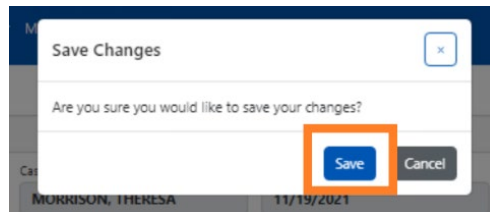
Time	Sun 7/16/2023	Mon 7/17/2023	Tue 7/18/2023	Wed 7/19/2023	Thu 7/20/2023	Fri 7/21/2023	Sat 7/22/2023
1st Time In		09:00					
1st Time Out		17:00					
2nd Time In							
2nd Time Out							
	<input type="checkbox"/> ABSENCE	<input checked="" type="checkbox"/> ABSENCE	<input type="checkbox"/> ABSENCE	<input type="checkbox"/> ABSENCE	<input type="checkbox"/> ABSENCE	<input type="checkbox"/> ABSENCE	<input type="checkbox"/> ABSENCE
	<input type="checkbox"/> Select	<input checked="" type="checkbox"/> Select	<input type="checkbox"/> Select	<input type="checkbox"/> Select	<input type="checkbox"/> Select	<input type="checkbox"/> Select	<input type="checkbox"/> Select

Save Reset

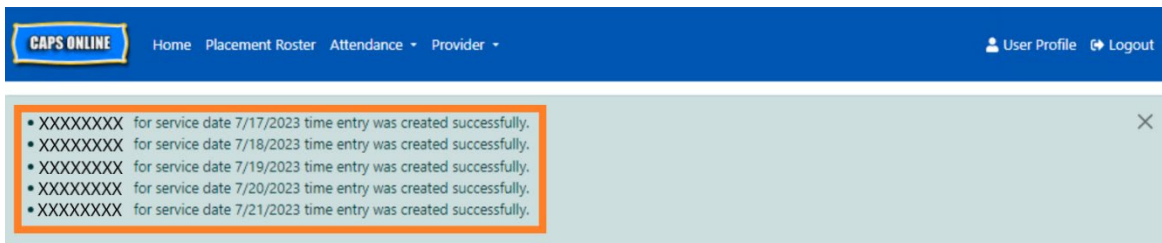
Copying is done.

- Once the time is copied, click on each of the “Select” boxes for the other days that you want to paste the attendance for. When you click on each check box, the time-in/time-out values will immediately be pasted, and a red message will appear at the bottom of the screen that says “Pasting is done.”

- When you're done copying and pasting the attendance, click **Save** at the bottom of the screen, and **Save** again on the pop-up that appears and asks "Are you sure you would like to save your changes?"



- You will then receive a green confirmation message at the top of the page, confirming that all attendance was saved successfully. You can now move on to the next week or go back to Weekly Time Entry and start with another child's attendance.



NOTE: RESET, EDIT, OR DELETE ENTRIES

In CAPS Online, an error message (see below) will appear if you try to leave the Daily Time Entry or Weekly Time Entry screens while there are unsaved entries on that page. Before leaving the page, you must either save your entries by selecting Save, or cancel your entries by selecting

Reset. After selecting Reset, any unsaved entries and or edits you made to your roster will be cleared.

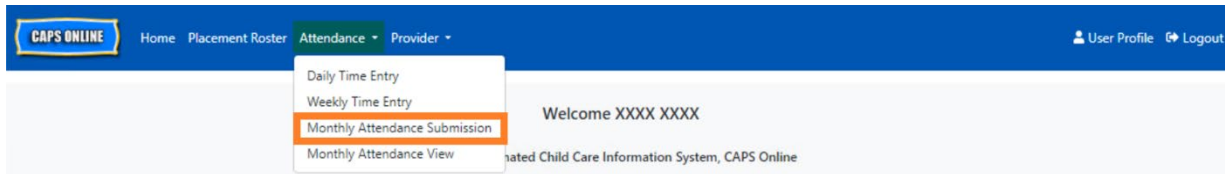


You have unsaved changes! You must click SAVE to submit these changes or click RESET to clear your changes and proceed to the next page.

Note that entries that have been submitted in Monthly Attendance Submission but not yet processed for payment cannot be edited (see “Note: Editing Already Submitted Attendance” on Page 30).

MONTHLY ATTENDANCE SUBMISSION

After entering a full month’s attendance using Daily or Weekly Time Entry, the attendance must then be submitted for payment processing on the **Monthly Attendance Submission** page.



If you care for more than 10 children, you can use the filters on the left side of the screen to filter by status and/or service month. You can also select the **Rows** dropdown on the right side of the screen to display up to 50 child records per page. Click on any column header that has up/down arrows to sort the data in ascending or descending order. The pencil icon in the Action column allows you to see the status of that child’s attendance (attended, absent, not entered, closures, etc.) for each day of the service month.

Monthly Attendance Submission

Current Service Month : August

Incomplete Records : 3 Completed Records : 2 Submitted Records : 0

Others


Prior Months Completed Records : 1 Non Submittable Records : 0

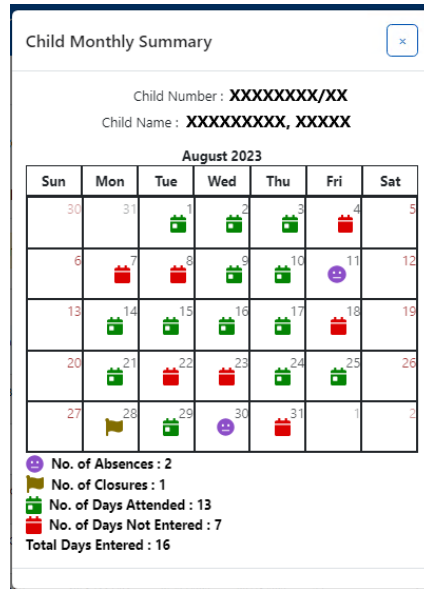
If any of your records display in "non-submittable" status please try to submit again on the next business day

Action	Child Name	Child Number	Start Date	End Date	Max Days	Att Days	Max Wks	Wks Att	Wkly Fee	FT Days	Service Month	Status
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	11/17/2021		23		4		0		08/2023	Incomplete
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	02/01/2023		23	21	4	0	0	0	08/2023	Completed
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	11/08/2021		23		4		1		08/2023	Incomplete
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	10/01/2022		23	22	4	0	0	0	08/2023	Completed
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	07/01/2021		23		4		0		08/2023	Incomplete
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	11/17/2021	01/31/2023	22	19	5	0	0	0	01/2023	Completed

I certify that the attendance information reported on this Electronic Attendance Form (EAF) is correct. I understand that the EAF for this period must be completed and submitted for continued payment. I also certify that as an eligible provider, I comply with the NYS Codes, Rules and Regulations, Title 18 NYCRR 415.12. (<https://ocfs.ny.gov/programs/childcare/regulations/415-Child-Care-Services.pdf>)

Submit

To view an overview of the monthly attendance for a specific child, select the pencil  icon in the Action column. The Child Monthly Summary pop-up (pictured below) will display the entire month's activity for that one child.



In the example above, time-in/time-out attendance has been entered for this child for thirteen days (August 1-3, 9-10, 14-17, 21, 24-25, 29). The child was absent for 2 days (August 11 and 30), the provider was closed for 1 day (August 28), and attendance still needs to be entered for the remaining days of the month, as shown by the red icons.

TYPES OF RECORDS IN MONTHLY ATTENDANCE SUBMISSION

The **Status** column on the Monthly Attendance Submission page will tell you the status of each child record for the current service month. (You may need to scroll to the right to view this column.)

Action	Child Name :	Child Number :	Start Date :	End Date :	Max Days	Att Days	Max Wks	Wks Att	Wkly Fee	FT Days	Service Month :	Status :
	XXXXXXXX	XXXXXXXX	11/17/2021		23		4		0		08/2023	Incomplete
	XXXXXXXX	XXXXXXXX	02/01/2023		23	21	4	0	0	0	08/2023	Completed
	XXXXXXXX	XXXXXXXX	11/08/2021		23		4		1		08/2023	Incomplete
	XXXXXXXX	XXXXXXXX	10/01/2022		23	22	4	0	0	0	08/2023	Completed
	XXXXXXXX	XXXXXXXX	07/01/2021		23		4		0		08/2023	Incomplete
	XXXXXXXX	XXXXXXXX	11/17/2021	01/31/2023	22	19	5	0	0	0	01/2023	Completed

A summary of the status of your attendance records is also shown at the top of the Monthly Attendance Submission page. The **Current Service Month** is the most recent service month that can be submitted for payment processing on the Monthly Attendance Submission page.

Current Service Month : August
Incomplete Records : 3 Completed Records : 2 Submitted Records : 0
Others
Prior Months Completed Records : 1 Non Submittable Records : 0

Below is a list of descriptions for the statuses of each type of child record displayed in the Monthly Attendance Submission screen.

- **Incomplete:** A child record is “incomplete” if there is at least one day during the *Current Service Month* for which an entry is missing (i.e. a time-in/time out, an absence, or a closure). You must complete the attendance for those days in Daily Time Entry or Weekly Time Entry for that child. A child record marked “Incomplete” cannot be submitted in Monthly Attendance Submission.
- **Completed:** A child record is “completed” if there is an entry entered for every day of the *Current Service Month* for that child (i.e. a time-in/time-out, an absence or a closure), but the record has not been submitted for processing yet. The record is ready to be submitted in Monthly Attendance Submission.
- **Submitted:** A child record is “submitted” if the record has already been submitted for the Current Service Month in Monthly Attendance Submission. Entries for that child can no longer be edited in Daily Time Entry or Weekly Time Entry until the payment is processed. Payment processing usually takes approximately 7 business days.

The remaining statuses (under **Others**) may apply to child attendance records from the current service month or from months **prior to the Current Service Month**:

- **Prior Months Completed:** Records for prior service months will appear with this status if the record falls in one of the two following scenarios:
 - The child record had not been submitted for one of the months prior to the *Current Service Month* and is ready to be submitted for that month, or;
 - The child record for one of the months prior to the *Current Service Month* has already been submitted and processed for payment; however, at least one day’s attendance has been edited in Daily Time Entry or Weekly Time Entry since that record was submitted. The updated record can now be resubmitted for payment processing.
- **Non Submittable:** There are several actions that will result in an attendance record to be temporarily moved into “non-submittable” status including:
 - Enrollment modifications – dropped, modified, or new enrollment;
 - Anything that updates parents’ fee – income modifications, family size modifications, fund stream modifications;

- Closure modifications

If any of your records display in “non-submittable” status, please try to submit again on the next business day for processing. (Note: On the Monthly Attendance Submission page, there is a reminder in a yellow box about non-submittable records; this is just a reminder, not an error.)

SUBMITTING MONTHLY ATTENDANCE

Before submitting your attendance, refer to the “Status” column to ensure all attendance records for the month are listed as “Completed”. If you have any problems with your records *not* showing as completed, please visit the CAPS Online Help Center for guidance: [Why is my attendance showing as “incomplete” in Monthly Attendance Submission?](#) [Link: <https://bit.ly/3ZlyuQ0>]

All records marked **Completed** will be submitted simultaneously to be processed for payment.

1. At the bottom of the page, read the certification message below the roster and if you agree, **select the checkbox**, and click the **Submit** button to submit your records for processing.

Note: Clicking the “Submit” button will submit *all* Completed and Prior Months Completed records, regardless of any active filters.

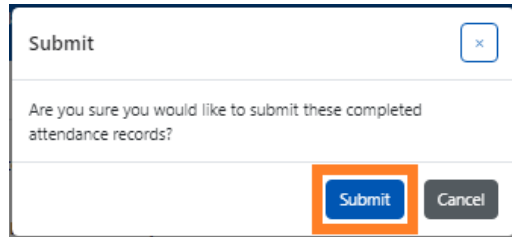
CAPS ONLINE Home Placement Roster Attendance Provider User Profile Logout
 Monthly Attendance Submission
 Current Service Month : August
 Incomplete Records : 3 Completed Records : 2 Submitted Records : 0
 Others
 Prior Months Completed Records : 1 Non Submittable Records : 0

If any of your records display in "non-submittable" status please try to submit again on the next business day

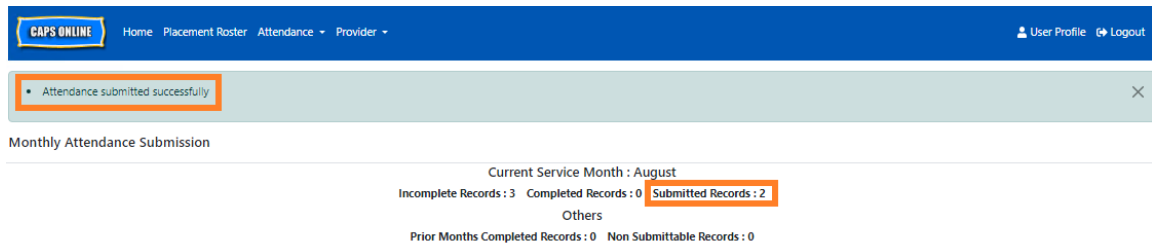
Action	Child Name	Child Number	Start Date	End Date	Max Days	Att Days	Max Wks	Wks Att	Wkly Fee	FT Days	Service Month	Status
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	11/17/2021		23		4		0		08/2023	Incomplete
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	02/01/2023		23	21	4	0	0	0	08/2023	Completed
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	11/08/2021		23		4		1		08/2023	Incomplete
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	10/01/2022		23	22	4	0	0	0	08/2023	Completed
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	07/01/2021		23		4		0		08/2023	Incomplete
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	11/17/2021	01/31/2023	22	19	5	0	0	0	01/2023	Completed

certify that the attendance information reported on this Electronic Attendance Form (EAF) is correct. I understand that the EAF for this period must be completed and submitted for continued payment. I also certify that as an eligible provider, I comply with the NYS Codes, Rules and Regulations, Title 18 NYCRR 415.12. <https://ocfs.ny.gov/programs/childcare/regulations/415-Child-Care-Services.pdf>
 Submit

- A pop-up message will ask “Are you sure you would like to submit these completed attendance records?” Select **Submit** again.



- A confirmation message will appear at the top of the page letting you know your attendance records were submitted successfully. The status of the records will also change to “Submitted,” and the information at the top of the page will change to reflect the records that were just submitted.



NOTE: EDITING ALREADY SUBMITTED ATTENDANCE

Once records are marked “Submitted” for a given month, they must be processed for payment by ACS before they can be edited. Payment processing usually takes approximately 7 business days. After payment has been processed, you can adjust previously submitted records by editing them in Daily Time Entry or Weekly Time Entry and re-submitting them in Monthly Attendance Submission for payment processing.

Previously submitted records that have been processed and are available for editing will look like the attendance below, with bolded boxes around the time-in/time-out boxes.

Time	Sun 7/10/2022	Mon 7/11/2022	Tue 7/12/2022	Wed 7/13/2022	Thu 7/14/2022	Fri 7/15/2022	Sat 7/16/2022
1st Time In	<input type="text"/>	09:00	09:30	09:00	10:15	09:00	<input type="text"/>
1st Time Out	<input type="text"/>	13:15	16:00	16:00	16:30	16:00	<input type="text"/>
2nd Time In	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2nd Time Out	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/> ABSENCE <input type="checkbox"/> Select	<input type="checkbox"/> ABSENCE <input type="checkbox"/> Select	<input type="checkbox"/> ABSENCE <input type="checkbox"/> Select	<input type="checkbox"/> ABSENCE <input type="checkbox"/> Select	<input type="checkbox"/> ABSENCE <input type="checkbox"/> Select	<input type="checkbox"/> ABSENCE <input type="checkbox"/> Select	<input type="checkbox"/> ABSENCE <input type="checkbox"/> Select

If, however, the attendance records look like the attendance below, with grey boxes and bolded times, this means that the attendance has been submitted, but is not yet processed. If it has been *more than 7 days* since submission and the attendance boxes still appear in grey, please contact CAPS Online Support (call 212-835-7610, press 1 for English or 2 for Spanish, and then press * or email capsonline@earlychildhoodny.org).

Time	Sun 10/30/2022	Mon 10/31/2022	Tue 11/1/2022	Wed 11/2/2022	Thu 11/3/2022	Fri 11/4/2022	Sat 11/5/2022
1st Time In	<input type="text"/>	08:00	08:00	08:00	08:00	08:00	<input type="text"/>
1st Time Out	<input type="text"/>	18:00	18:00	18:00	18:00	18:00	<input type="text"/>
2nd Time In	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2nd Time Out	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/> ABSENCE <input type="checkbox"/> Select	<input type="checkbox"/> ABSENCE <input type="checkbox"/> Select	<input type="checkbox"/> ABSENCE <input type="checkbox"/> Select	<input type="checkbox"/> ABSENCE <input type="checkbox"/> Select	<input type="checkbox"/> ABSENCE <input type="checkbox"/> Select	<input type="checkbox"/> ABSENCE <input type="checkbox"/> Select	<input type="checkbox"/> ABSENCE <input type="checkbox"/> Select

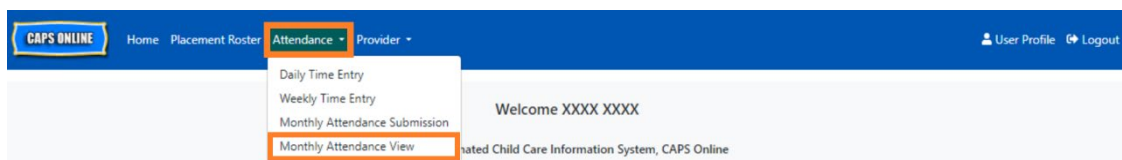
MONTHLY ATTENDANCE VIEW

The Monthly Attendance View page allows users to review attendance records from all service months available in CAPS Online, regardless of status (i.e., incomplete, completed, submitted, and non-submittable). This is a helpful tool for reviewing records that don't appear on the Monthly Attendance Submission page, which only shows records from the system current service month and/or *completed* records from prior service months.

Please note: The Monthly Attendance View page is for reviewing records only and **cannot be used to submit attendance**. To submit attendance records for payment, please use the Monthly Attendance Submission page (refer to Monthly Attendance Submission on page 26).

The steps below explain how to access and review records from the past six service months (not including the service month currently in progress). If you have open retroactive records that you would like to review, please refer to Reviewing Retroactive Attendance Records in Monthly Attendance View on page 36.

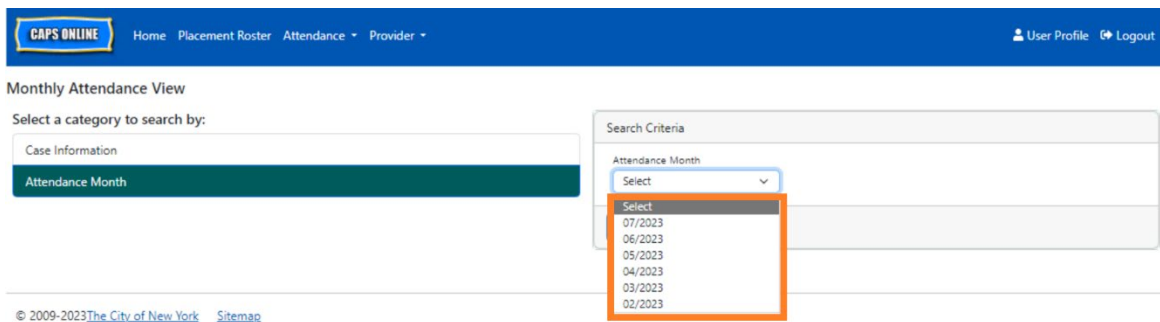
1. Click on **Attendance** in the navigation bar. Then click on **Monthly Attendance View**.



- The Monthly Attendance View page will appear on the screen, and 2 categories will be available to search by – Case Information and Attendance Month. Select **Attendance Month**.



- Click on the Attendance Month drop-down menu which appears on the right. Select one of the previous 6 service months for which you can view your monthly records.




- The Monthly Attendance View page will now display the month you selected, with a summary of the statuses of that month's attendance records at the top.



- To see which records are Incomplete, Complete, Submitted, or Non-Submittable, refer to the far-right **status** column (you may need to scroll over to see this column).

Action	Child Name	Child Number	Start Date	End Date	Max Days	Att Days	Max Wks	Wks Att	Wkly Fee	FT Days	Service Month	Status
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	11/17/2021		23		5	0			05/2023	Incomplete
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	02/01/2023		23	20	5	0	0	0	05/2023	Submitted
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	11/08/2021		23		5	1			05/2023	Incomplete
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	10/01/2022		23	21	5	0	0	0	05/2023	Submitted
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	07/01/2021		23	21	5	0	0	0	05/2023	Submitted

- To view a summary of the attendance for a specific child, click on the pencil icon  in the **Action** column next to the attendance record.

Select a category to search by:






Case Information

Attendance Month

Search Criteria

Attendance Month
05/2023

Search
























Action	Child Name	Child Number	Start Date	End Date	Max Days	Att Days	Max Wks	Wks Att	Wkly Fee	FT Days	Service Month	Status
	XXXXXXXX	XXXXXXXX	11/17/2021		23		5		0		05/2023	Incomplete
	XXXXXXXX	XXXXXXXX	02/01/2023		23	20	5	0	0	0	05/2023	Submitted
	XXXXXXXX	XXXXXXXX	11/08/2021		23		5		1		05/2023	Incomplete
	XXXXXXXX	XXXXXXXX	10/01/2022		23	21	5	0	0	0	05/2023	Submitted
	XXXXXXXX	XXXXXXXX	07/01/2021		23	21	5	0	0	0	05/2023	Submitted





- A **Child Monthly Summary** will appear on the screen, showing you the attendance status of each day of the month for this child. If you have any **red** calendar days (as marked below), you will need to enter attendance for those days to complete the record and submit it for payment processing on the Monthly Attendance Submission page. *(Note: You must go to the Monthly Attendance Submission page to submit any records for payment processing. Attendance **cannot** be submitted from the Monthly Attendance View page.)*

Child Monthly Summary ✕

Child Number : XXXXXXXX/XX Child Name : XXXXXXXX, XXXXX

May 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1 	2 	3 	4 	5 	6
7	8 	9 	10 	11 	12 	13
14	15 	16 	17 	18 	19 	20
21	22 	23 	24 	25 	26 	27
28	29 	30 	31 	1	2	3

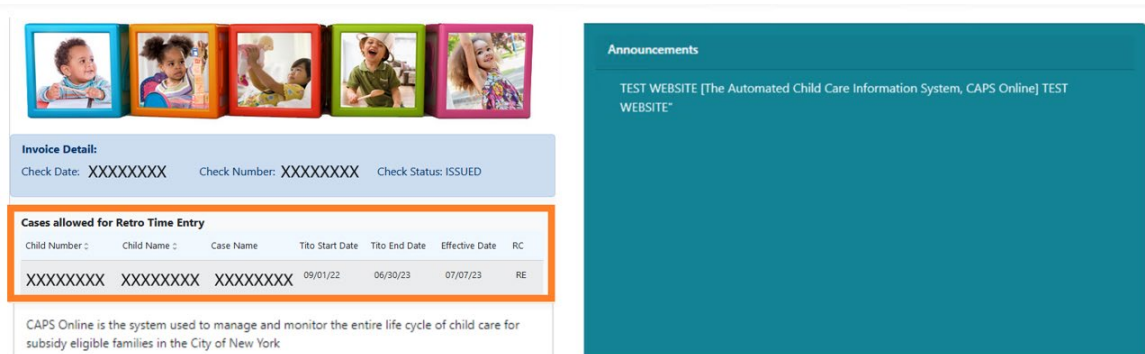
 No. of Absences : 3
 No. of Closures : 1
 No. of Days Attended : 15
 No. of Days Not Entered : 4
Total Days Entered : 19

ENTERING ATTENDANCE RETROACTIVELY

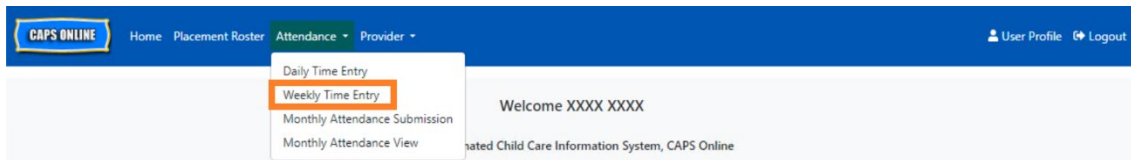
Note that CAPS Online **only allows attendance entry as far back as 6 service months prior to the current service month**. However, only under special circumstances, namely a Fair Hearing or ACS action (enrollment change, etc.), will requests to enter time-in/time-out retroactively be

considered for dates prior to those 6 service months.

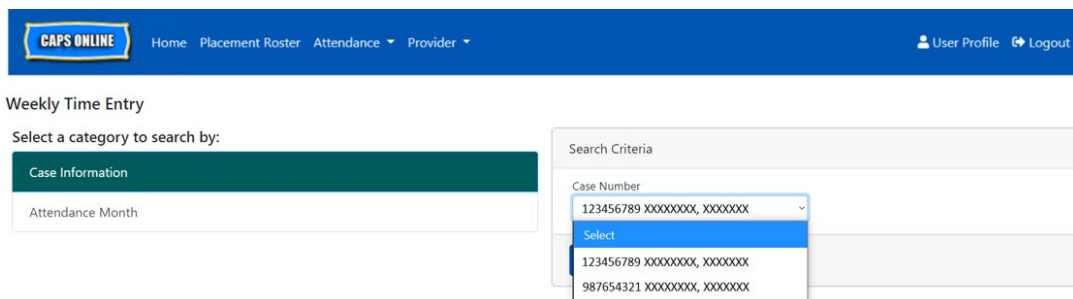
1. To request the ability to enter time-in/time-out attendance for dates that fall prior to the 6 past service months due to a Fair Hearing or ACS action, please contact the ACS Help Desk at +1 (212) 835-7610 and press # when prompted.
2. Once ACS VPU verifies the Fair Hearing Documentation and/or ACS action, your past attendance will be opened for editing, and you will see those records listed on the CAPS Online homepage under “Cases Allowed for Retro Time Entry”.



3. To access the records for editing, select **Weekly Time Entry** from the Attendance dropdown.



4. Select **Case Information**, then click on the dropdown menu under **Case Number** on the right-hand side of the screen. The children that appear in this dropdown are the only ones for whom retroactive time entry is available. Select the child for whom you would like to edit attendance and click **Search**. Clicking **Search** will take you directly to the Weekly Time Entry page for the date(s) that have been opened for editing.



- Enter time-in/time-out for the child record you selected and click **Save** at the bottom of your screen. After saving attendance for the week, click on the double arrows to move to the following week. Repeat this process for all weeks/months that have been opened for retro time entry.

- After editing and saving the time-in/time-out attendance for the child record, you must then select **Monthly Attendance Submission** from the Attendance drop down and submit the record for processing.

Note: Once you submit time-in/time-out attendance for a full service month, you must wait for the invoice to be processed before you can make edits and resubmit it for payment. Payment processing takes approximately 7 business days.

Current Service Month : August

Incomplete Records : 3 Completed Records : 2 Submitted Records : 0

Others

Prior Months Completed Records : 1 Non Submittable Records : 0

If any of your records display in "non-submittable" status please try to submit again on the next business day

Action	Child Name	Child Number	Start Date	End Date	Max Days	Att Days	Max Wks	Wks Att	Wkly Fee	FT Days	Service Month	Status
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	11/17/2021		23		4		0		08/2023	Incomplete
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	02/01/2023		23	21	4	0	0	0	08/2023	Completed
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	11/08/2021		23		4		1		08/2023	Incomplete
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	10/01/2022		23	22	4	0	0	0	08/2023	Completed
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	07/01/2021		23		4		0		08/2023	Incomplete
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	11/17/2021	01/31/2023	22	19	5	0	0	0	01/2023	Completed

I certify that the attendance information reported on this Electronic Attendance Form (EAF) is correct. I understand that the EAF for this period must be completed and submitted for continued payment. I also certify that as an eligible provider, I comply with the NYS Codes, Rules and Regulations, Title 18 NYCRR 415.12. <https://ocfs.ny.gov/programs/childcare/regulations/415-Child-Care-Services.pdf>

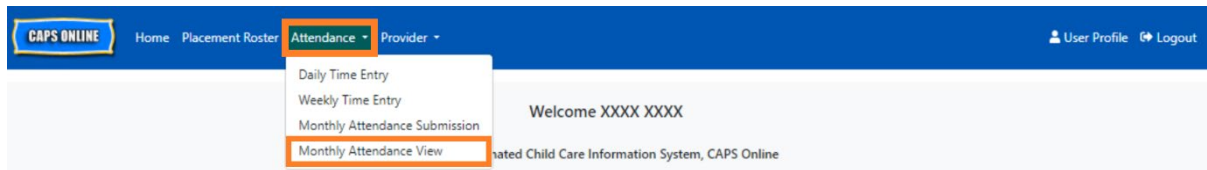
Submit

REVIEWING RETROACTIVE ATTENDANCE RECORDS IN MONTHLY ATTENDANCE VIEW

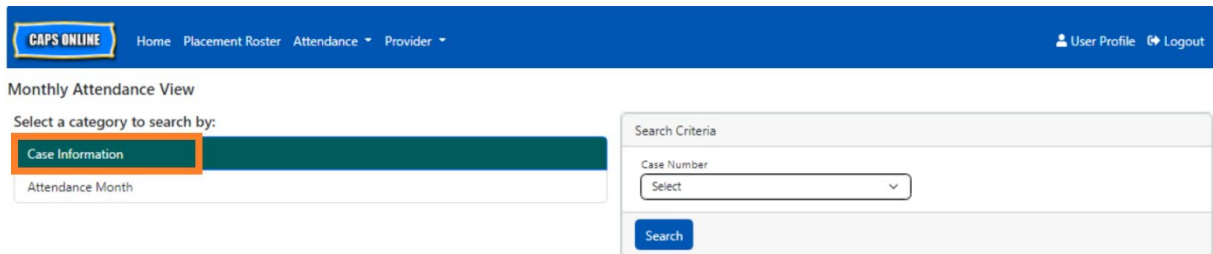
The Monthly Attendance View page can be used to check the status of any open retroactive case records.

Please note: The Monthly Attendance View page is for reviewing records only and **cannot be used to submit attendance**. To submit attendance records for payment, please use the Monthly Attendance Submission page (refer to Monthly Attendance Submission on page 26 for detailed instructions).

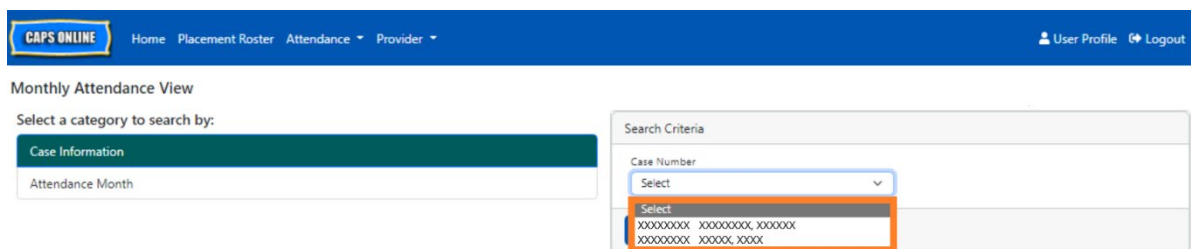
1. Click on **Attendance**, then select **Monthly Attendance View**.




2. The Monthly Attendance View page will appear on the screen, and two categories will be available to search by – Case Information and Attendance Month. Select **Case Information**.



3. Select the child's case number from the drop-down menu on the right and click **search**.



4. The child's record will appear on the screen. Refer to the Status column on the right to determine whether the record has been completed. If you click on the pencil icon  in the **Action** column, you will be able to view the retroactive record's Child Monthly Summary, which displays the attendance status of each day of the month for this child, including any incomplete days. (Note: You must go to the Monthly Attendance

Submission page to submit any completed records for payment processing. Attendance cannot be submitted from the Monthly Attendance View page.)

CAPS ONLINE Home Placement Roster Attendance Provider User Profile Logout

Monthly Attendance View

Select a category to search by:

Case Information
Attendance Month

Search Criteria

Case Number
XXXXXXXX XXXXXX, XXXX

Search

Action	Child Name	Child Number	L/C	Start Date	End Date	Max OPD	Num OPD	C/V	Max Days	Att Days	Max Wks	Wks Att	Wdy Fee	FT Days	Service Month	Status
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	S	02/12/2023		0	0	V	12	10	3	0	0	4	02/2023	Submitted

Child Monthly Summary

Child Number : XXXXXXXX/XX Child Name : XXXXXX, XXXX

February 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
			☹	🏠	☹	
5	6	7	8	9	10	11
	🏠	🏠	🏠	🏠	☹	
12	13	14	15	16	17	18
	🏠	🏠	🏠	🏠	☹	
19	20	21	22	23	24	25
	🏠	🏠	🏠	🏠	☹	
26	27	28	1	2	3	4
	🏠	🏠				

☹ No. of Absences : 5
🏠 No. of Closures : 0
🏠 No. of Days Attended : 15
🏠 No. of Days Not Entered : 0
Total Days Entered : 20

PROVIDER INFORMATION

The **Provider dropdown** has two options: **Provider Profile** and **Closures**. The **Provider Profile** option allows you to view and edit information about your provider profile. The **Closures** option allows you to enter business closures for specific days that you know you will not be providing care.

PROVIDER PROFILE

1. Select the **Provider** dropdown.
2. Select **Provider Profile**.

All information about the provider is displayed on this page. Selecting the small arrows on the right will expand or collapse that part of the window. The fields in white are editable while fields in grey are not editable. If you make any changes, scroll to the bottom and select **Save**.

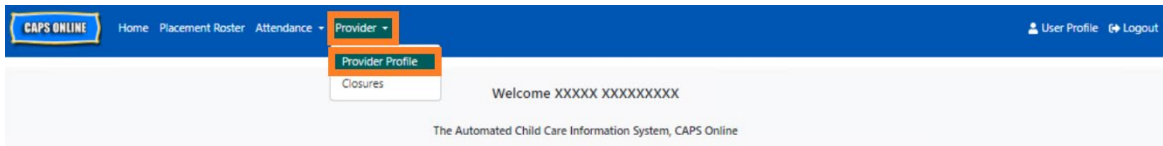
The screenshot shows the CAPS ONLINE interface. At the top, there is a navigation bar with 'CAPS ONLINE' and a 'Provider' dropdown menu. The 'Provider' dropdown is expanded, showing 'Provider Profile' (highlighted) and 'Closures'. Below the navigation bar, the page title is 'Provider Profile'. The main content area is divided into several sections, each with a collapse arrow on the right: 'Provider Info' (white background), 'License Details' (grey background), 'Language Details' (grey background), 'Location and Public Transportation' (grey background), and 'Days, Session and Hours Of Operation' (grey background). The 'Provider Info' section contains the following fields: Provider ID (XXXXXX), Last Name (XXXXXXXX), First Name (XXXXXX), Street Number (XXX), Street (XXXXXXXX), Apt (XX), City (XXXXXX), State (XX), Zip (XXXXXX), Telephone Number ((000) 000-0000), and Contact Email (XXXXXXXXXXXX@GMAIL.COM). At the bottom of the page, there is a warning message: 'IMPORTANT: CAPS Online is not the system of record for licensed child care programs and registered child care providers. You MUST continue to update this information with your licensing/registration agency as required by regulation.' Below the warning message are 'Save' and 'Reset' buttons.

IMPORTANT: CAPS Online is not the system of record for licensed child care programs and registered child care providers. You **MUST** continue to update this information with your licensing/registration agency as required by regulation.

HOURS OF OPERATION

Hours of Operation will now be updated by users in CAPS Online instead of by ACS/CFWB. *Please note that all hours of operation must match your licensed hours of operation with your licensing (NYC DOHMH or NYS OCFS), registration (NYS OCFS), or enrollment (NYS OCFS/WHEDco) agency.*

1. Click on the **Provider** button in the navigation bar, then click on **Provider Profile**.



2. This will bring up the Provider Profile page. Click on the last section of the page, **Days, Session and Hours of Operation**.

3. Enter your hours of operation for each day. In the example below, the **Open** time is 7:00 am. Type 7:00, and then select **07:00 (7:00 AM)** from the dropdown menu.

4. Below that, enter the time you close in the **Close** box. In this example, the close time is 6:30 pm. Type 6:30, and then select **18:30 (6:30 PM)** from the dropdown menu. (*Please note: CAPS Online runs in military time, so be sure to select the PM hours, which populate under the AM times.*)

- Repeat steps 3 and 4 to fill in the rest of the week for your operating hours.

Days, Session and Hours Of Operation

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Open ? <input type="text"/>	Open ? 07:00	Open ? 07:00	Open ? 07:00	Open ? 07:00	Open ? 07:00	Open ? <input type="text"/>
Close ? <input type="text"/>	Close ? 18:30	Close ? 18:30	Close ? 18:30	Close ? 18:30	Close ? 18:30	Close ? <input type="text"/>

Programs and providers must separately notify the oversight agency for their license (NYC DOHMH or NYS OCFS), registration (NYS OCFS) or enrollment (NYS OCFS/WHEDco) of any changes in their hours of operation.

- When you're done entering open and close times for each day of the week that your program is open, click on the check box next to the paragraph that reads "I certify that the updated hours of operation are correct and are consistent with the hours of operation provided to the oversight agency for my license (NYC DOHMH or NYS OCFS), registration (NYS OCFS) or enrollment (NYS OCFS/WHEDco)," and click **Save**.

Days, Session and Hours Of Operation

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Open ? <input type="text"/>	Open ? 07:00	Open ? 07:00	Open ? 07:00	Open ? 07:00	Open ? 07:00	Open ? <input type="text"/>
Close ? <input type="text"/>	Close ? 18:30	Close ? 18:30	Close ? 18:30	Close ? 18:30	Close ? 18:30	Close ? <input type="text"/>

Programs and providers must separately notify the oversight agency for their license (NYC DOHMH or NYS OCFS), registration (NYS OCFS) or enrollment (NYS OCFS/WHEDco) of any changes in their hours of operation.

I certify that the updated hours of operation are correct and are consistent with the hours of operation provided to the oversight agency for my license (NYC DOHMH or NYS OCFS), registration (NYS OCFS) or enrollment (NYS OCFS/WHEDco).

IMPORTANT: CAPS Online is not the system of record for licensed child care programs and registered child care providers. You MUST continue to update this information with your licensing/registration agency as required by regulation.

Save **Reset**

- After pressing Save, you will receive a green confirmation message at the top of the screen.

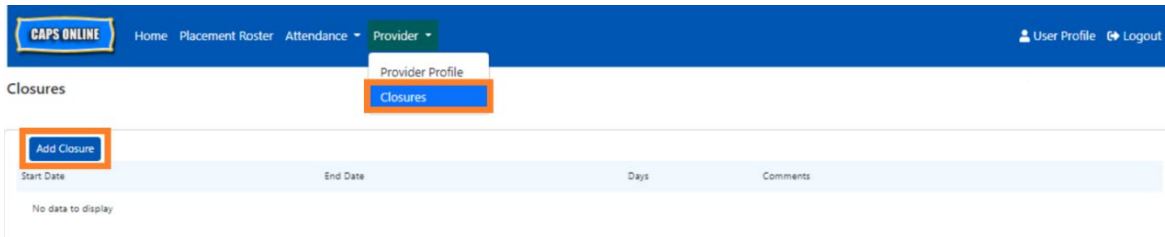
CAPS ONLINE Home Placement Roster Attendance Provider User Profile Logout

Information has been updated for the Provider:XXXXXX

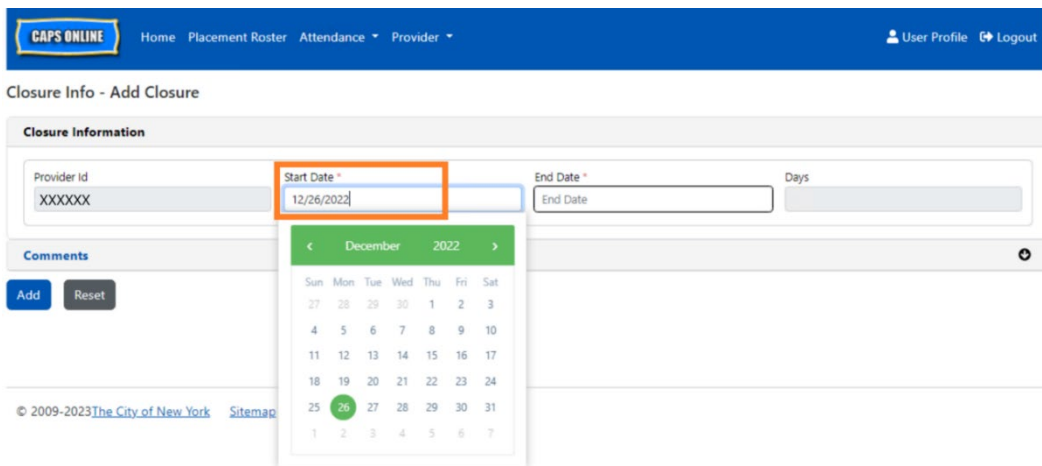
CLOSURES

If you will not be providing care for children on specific days (for example, if you will be out of town on a certain day), you must enter this information as a **closure**.

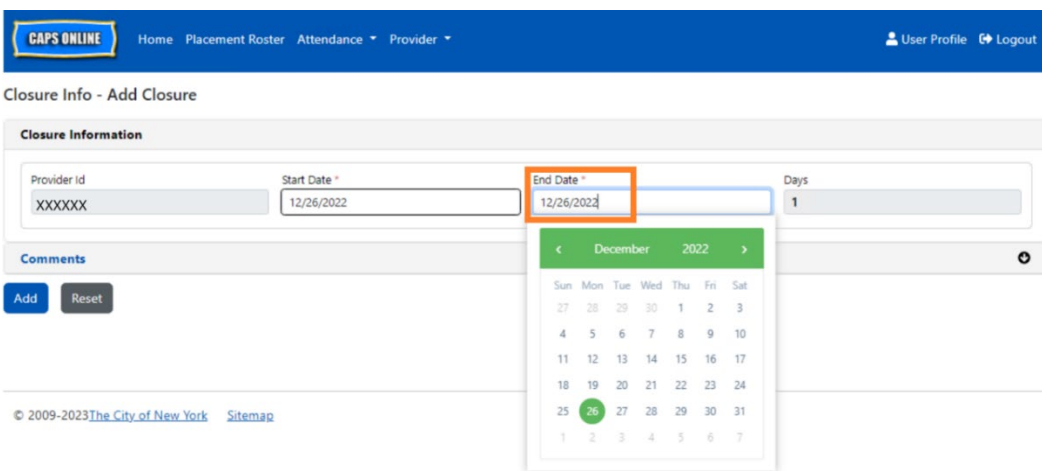
1. Select **Closures** from the **Provider** dropdown.
2. Select **Add Closure**. This will load the Closure Info page.



3. Select the **Start Date** field. A calendar will drop down. Click on the first date of your closure.



4. Select the **End Date** field and a calendar will drop down. Click on the last date of your closure. (Note: If the closure is only one day, your End Date will be the same as your Start Date.)



5. Click on **Comments** and then the **Closure Description** field to add a description for the closure.

6. Select **Add** at the bottom to save the closure.

CAPS ONLINE Home Placement Roster Attendance Provider User Profile Logout

Closure Info - Add Closure

Closure Information

Provider Id: XXXXXX Start Date: 12/26/2022 End Date: 12/26/2022 Days: 1

Comments

Closure Description: Closure Description

Add Reset

USER PROFILE

Select the **User Profile** button in the top-right corner to update your personal contact information.

Last Name, First Name, Language, and Page Limit are required fields. You may add a telephone number if you choose. The only thing you cannot change is your email address.

Once updated, select **Save**.

The screenshot shows the CAPS ONLINE user interface. At the top, there is a navigation bar with 'CAPS ONLINE' on the left and 'Home', 'Placement Roster', 'Attendance', and 'Provider' in the center. On the right side of the navigation bar, there is a 'User Profile' button with a person icon and a 'Logout' button with a power icon. Below the navigation bar, the page title is 'User Profile'. The main content area is titled 'MY USER PROFILE' and contains a form with the following fields: 'Email Address' (XXXXXXXXXX@XXXX.COM), 'Last Name *' (XXXXXXXXXX), 'First Name *' (XXXXXXXXXX), 'Telephone Number' ((999) 999-9999), 'Language *' (EN - ENGLISH), and 'Page Limit *' (10). At the bottom of the form, there are 'Save' and 'Reset' buttons.

IMPORTANT: CAPS Online is not the system of record for licensed child care programs and registered child care providers. You **MUST** continue to update this information with your licensing/registration agency as required by regulation.

LANGUAGES

CAPS Online is available in seven different languages – English, Spanish, Arabic, Haitian Creole, Russian, Yiddish, and Simplified Chinese. You can change the language of your CAPS Online profile by clicking on **User Profile**, then selecting your preferred language from the drop-down menu, and clicking **Save**. User guides and videos are also available in these seven languages on the CAPS Online Support website (<https://earlychildhoodny.org/capsonline>).

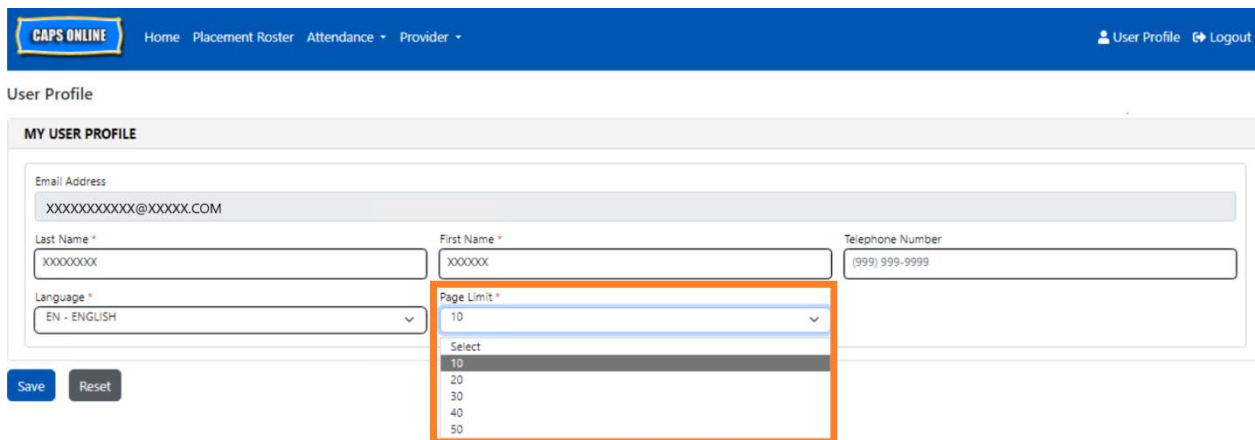
This screenshot is similar to the previous one, but the 'Language *' dropdown menu is open, showing a list of language options: EN - ENGLISH, ES - SPANISH, AR - ARABIC, HT - HAITIAN CREOLE, RU - RUSSIAN, YI - YIDDISH, and ZH - CHINESE SIMPLIFIED. The 'EN - ENGLISH' option is currently selected. The 'Save' button is highlighted with a blue background.

PAGE LIMIT

The page limit option in User Profile will permanently increase the number of visible records on the screen when you're in Placement Roster, Daily Time Entry, Weekly Time Entry, Monthly Attendance Submission, and Monthly Attendance View.

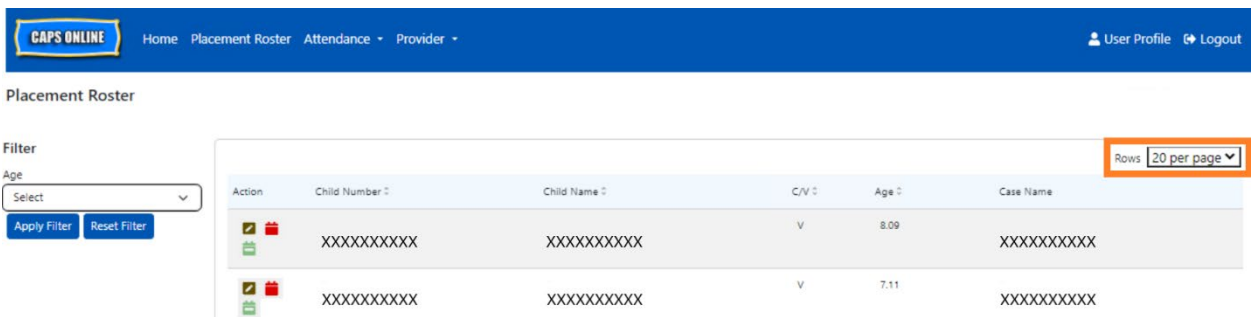
If you have more than 10 children enrolled, you'll be able to increase the number of visible records in increments of 10 – 10, 20, 30, 40, or 50. This can be changed at any time by clicking on **User Profile**, then adjusting the **Page Limit** by selecting a number from the drop-down menu, and clicking **Save**.

(Note: You will not see the page limit change on attendance pages unless you have more than 10 children enrolled in your care.)







The screenshot shows the 'MY USER PROFILE' section of the CAPS ONLINE interface. The 'Page Limit' dropdown menu is open, displaying the following options: 10, 20, 30, 40, and 50. The current selection is 10. The page also shows fields for Email Address, Last Name, First Name, Telephone Number, and Language.

As you can see below, if the "Page Limit" is set to 20 in User Profile, all screens will now display up to 20 records on one page. This will occur on Placement Roster, Daily Time Entry, Weekly Time Entry, Monthly Attendance Submission, and Monthly Attendance View.



The screenshot shows the 'Placement Roster' section of the CAPS ONLINE interface. The 'Rows per page' dropdown menu is set to 20. The table displays two rows of data, each with an 'Action' column containing a trash icon and a red flag icon. The columns are labeled: Action, Child Number, Child Name, C/V, Age, and Case Name.

Action	Child Number	Child Name	C/V	Age	Case Name
 	XXXXXXXXXX	XXXXXXXXXX	V	8.09	XXXXXXXXXX
 	XXXXXXXXXX	XXXXXXXXXX	V	7.11	XXXXXXXXXX

MOBILE DEVICE

CAPS Online is mobile-friendly and accessible by using computer, laptop, tablet, or smartphone. There are some small differences in how the system will look if you access it on a smartphone.

Simply log in as you would normally from a browser window. Instead of viewing the entire navigation bar, as you would on a computer or tablet, you will see a clickable “hamburger menu” with three horizontal lines in the top-right corner of the screen (highlighted below). When you click on the menu icon, it will expand to display a list of all the options from the navigation bar.

If you are viewing CAPS Online from a smartphone it is recommended to view your screen vertically.

