



**Administration for
Children's Services**

CAPS ONLINE USER MANUAL:
PROGRAMS

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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.

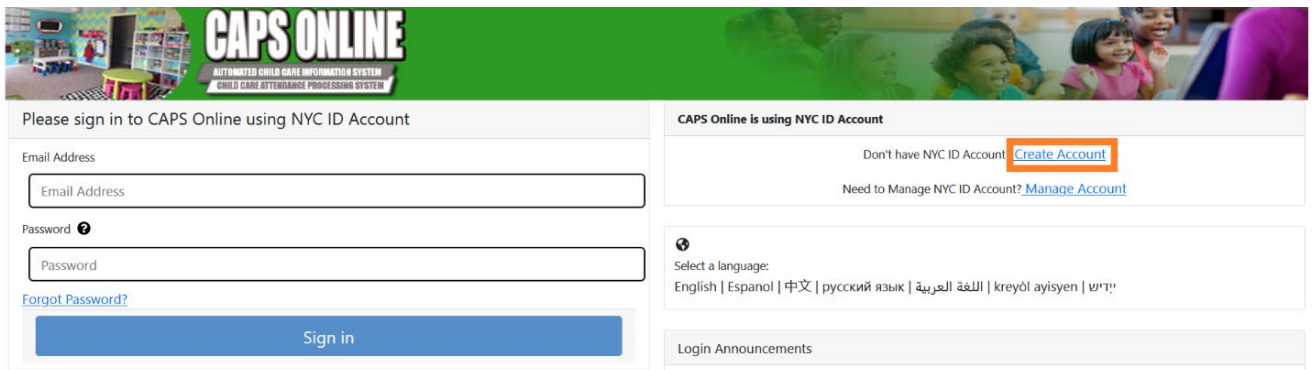
The CAPS Online attendance system helps to ensure a standardized method for tracking attendance for children with vouchers when care has been authorized. The system satisfies state requirements including that a provider eligible to care for subsidized children maintain daily attendance records including 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

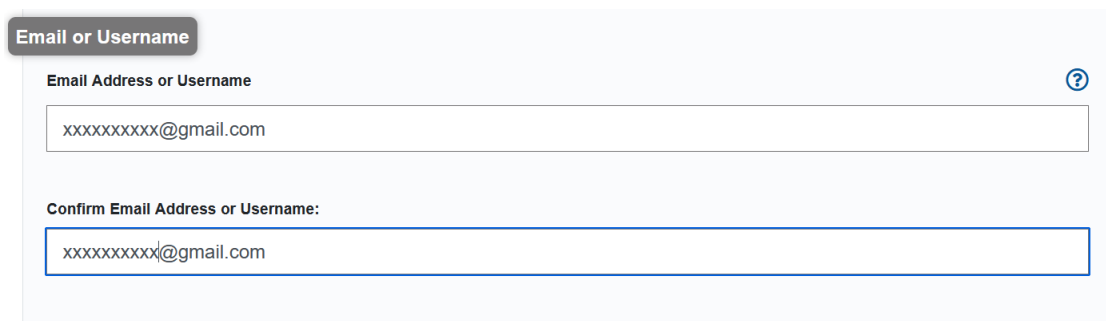
The first step to accessing the CAPS Online system is to create a NYC ID.

- 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

.....

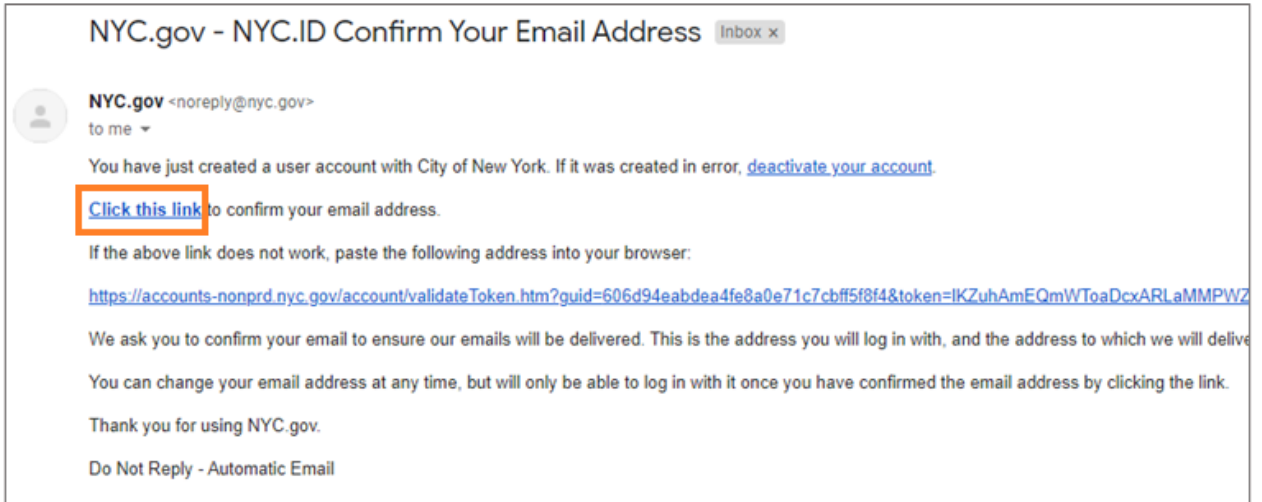
8. Accept the terms by selecting the checkbox.
9. Select the **Create Account** button.

Terms

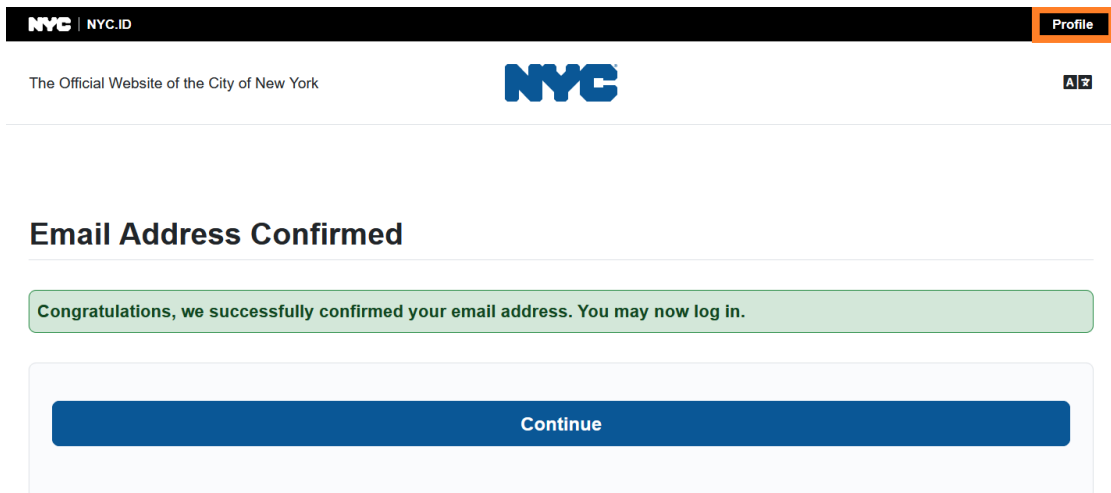
Check the box to indicate that you understand and agree to the [NYC.ID Terms of Use](#), the overall [Terms of Use for NYC.gov](#), and the [Privacy Policy](#) for NYC.gov.

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 *

.....

Login

NYC Employees Google Microsoft LinkedIn Yahoo

[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. At the top, there are tabs: 'Email Address' (highlighted with an orange border), 'Password', 'Name', 'Security Question', and 'Deactivate'. Below the tabs is a form titled 'Email Address'. It contains three input fields: 'New Email Address' (with a question mark icon), 'Confirm New Email Address', and 'Current Password' (with a password strength indicator showing 'Password Good'). A blue 'Save Changes' button is located at the bottom of the form, highlighted with an orange border.

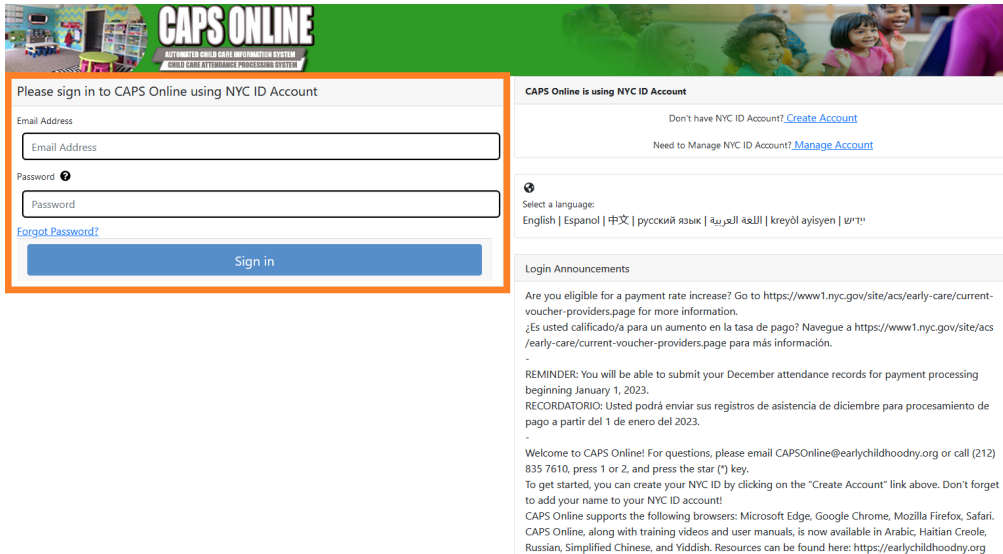
15. Once the information has been submitted, an **email confirmation** will be sent to the email address provided. Open the email and **select the link in the email to confirm your email address.**

The screenshot shows the same user profile management interface as above. The 'Email Address' tab is 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.



Please sign in to CAPS Online using NYC ID Account

Email Address

Password

Forgot Password?

Sign in

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.

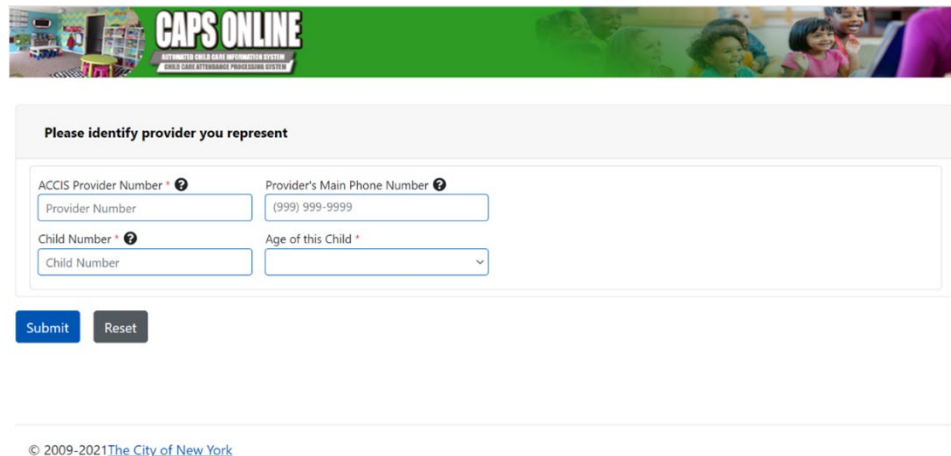
Welcome to CAPS Online! For questions, please email CAPSOnline@earlychildhoodny.org or call (212) 835 7610, press 1 or 2, and press the star (*) key.

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.



Please identify provider you represent

ACCIS Provider Number *

Provider's Main Phone Number *

Child Number *

Age of this Child *

Submit Reset

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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 or class/bus. Clicking each column header with up/down arrows will allow you to sort the data in ascending or descending order.

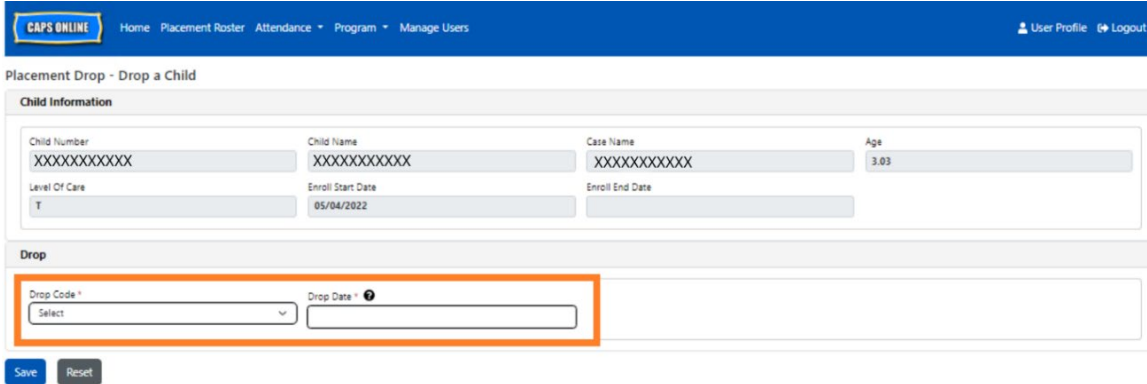
| Action | Child Number | Child Name | C/V | Age | Case Name | Class/Bus |
|--------|--------------|------------|-----|------|------------|--------------|
| | XXXXXXXXXX | XXXXXXXXXX | V | 3.03 | XXXXXXXXXX | |
| | XXXXXXXXXX | XXXXXXXXXX | V | 5.10 | XXXXXXXXXX | |
| | XXXXXXXXXX | XXXXXXXXXX | V | 8.02 | XXXXXXXXXX | CLASSROOM 31 |
| | XXXXXXXXXX | XXXXXXXXXX | V | 7.05 | XXXXXXXXXX | |
| | XXXXXXXXXX | XXXXXXXXXX | V | 8.02 | XXXXXXXXXX | CLASSROOM 30 |
| | XXXXXXXXXX | XXXXXXXXXX | V | 8.02 | XXXXXXXXXX | CLASSROOM 31 |

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
-  **Class/Bus (person with whiteboard icon):** Page 12
-  **Daily Time Entry (red calendar icon):** Page 16
-  **Weekly Time Entry (green calendar icon):** Page 23

DROP A CHILD

 The first icon (pencil) 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**.



Child Information

| | | | |
|---------------|-------------------|-----------------|------|
| Child Number | Child Name | Case Name | Age |
| XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | 3.03 |
| Level Of Care | Enroll Start Date | Enroll End Date | |
| T | 05/04/2022 | | |

Drop


Drop Code *
Select

Drop Date *

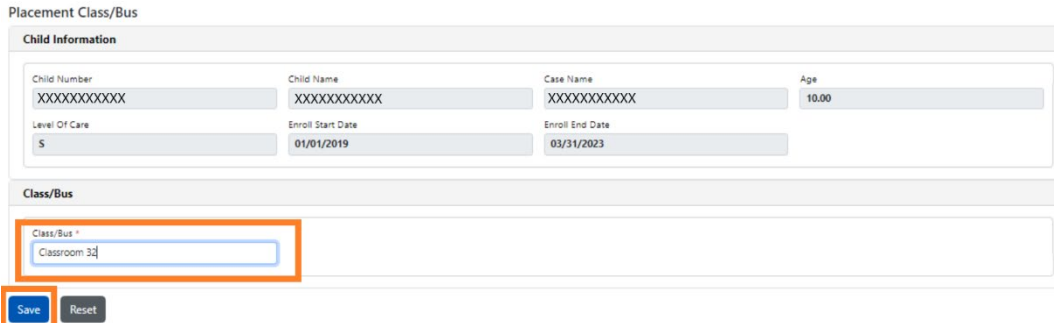
Save Reset

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.

CLASS/BUS

 The second icon (person with whiteboard) on the Placement Roster page brings up a Placement Class/Bus screen, which allows you to enter text in the class/bus filter option. Once this field is filled in, it will allow you to filter attendance records by class/bus groups, which can make entering attendance easier and more streamlined.

1. When the Placement Class/Bus screen appears, click on the empty **Class/Bus** field and enter the classroom or bus name, then click **Save**. (Note: You’ll have to do this individually for each child’s record, but once it’s saved, it will be there forever until you change it.)



Placement Class/Bus

Child Information

| | | | |
|---------------|-------------------|-----------------|-------|
| Child Number | Child Name | Case Name | Age |
| XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | 10.00 |
| Level Of Care | Enroll Start Date | Enroll End Date | |
| S | 01/01/2019 | 03/31/2023 | |

Class/Bus

Class/Bus *

Classroom 33

Save Reset

2. Once you click **Save**, you will see a green confirmation message at the top of the screen, verifying that the class/bus information has been filled in. (Note: After adding a class/bus group, the Placement Roster page will automatically filter by that class/bus. Click **Reset Filter** on the left to return to the full Placement Roster page.)

• Case #/Child XXXXXXXX : Class/Bus Assigned was successfully processed. ✕

Placement Roster

Filter

Age

Class/Bus

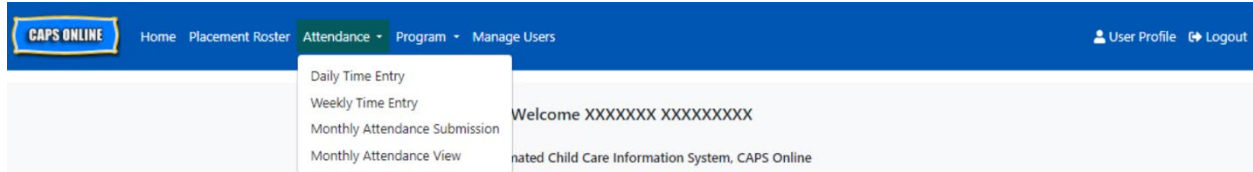
Rows

| Action | Child Number | Child Name | C/V | Age | Case Name | Class/Bus |
|--------|--------------|--------------|-----|-------|--------------|--------------|
| | XXXXXXXXXXXX | XXXXXXXXXXXX | V | 10.00 | XXXXXXXXXXXX | CLASSROOM 32 |

1 total

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:

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

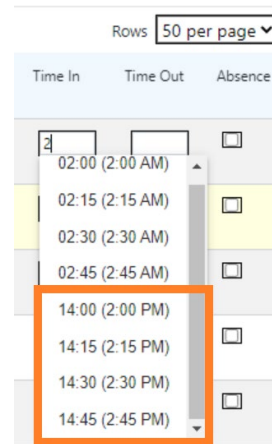
| Time In | Time Out | Absence |
|---------|----------|--------------------------|
| 9 | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |

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 41 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 | Class/Bus | Age | Case Name | LC | C/V | Start Date | End Date | Time In | Time Out | Absence |
|--------------------------|--------|--------------|------------|--------------|------|-----------|----|-----|------------|----------|---------|----------|--------------------------|
| <input type="checkbox"/> | | XXXXXXXX | XXXXXXXX | CLASSROOM 31 | 2.01 | XXXXXXXX | I | V | 11/19/21 | | | | <input type="checkbox"/> |
| <input type="checkbox"/> | | XXXXXXXX | XXXXXXXX | CLASSROOM 32 | 2.09 | XXXXXXXX | T | V | 08/02/22 | | | | <input type="checkbox"/> |
| <input type="checkbox"/> | | XXXXXXXX | XXXXXXXX | CLASSROOM 38 | 6.05 | XXXXXXXX | P | V | 01/19/22 | 09/15/23 | | | <input type="checkbox"/> |
| <input type="checkbox"/> | | XXXXXXXX | XXXXXXXX | CLASSROOM 35 | 3.04 | XXXXXXXX | T | V | 01/19/22 | | | | <input type="checkbox"/> |
| <input type="checkbox"/> | | XXXXXXXX | XXXXXXXX | CLASSROOM 35 | 4.00 | XXXXXXXX | P | V | 11/02/22 | | | | <input type="checkbox"/> |
| <input type="checkbox"/> | | XXXXXXXX | XXXXXXXX | CLASSROOM 38 | 7.01 | XXXXXXXX | P | V | 03/01/22 | 03/31/23 | | | <input type="checkbox"/> |

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

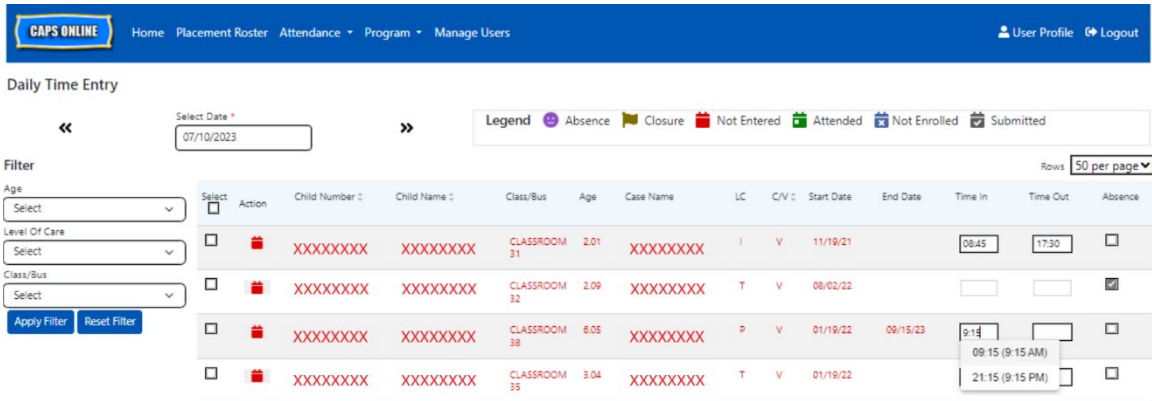
1. Select the **Attendance** dropdown and select **Daily Time Entry**.

Welcome XXXXXXXX XXXXXXXXXX
ated Child Care Information System, CAPS Online

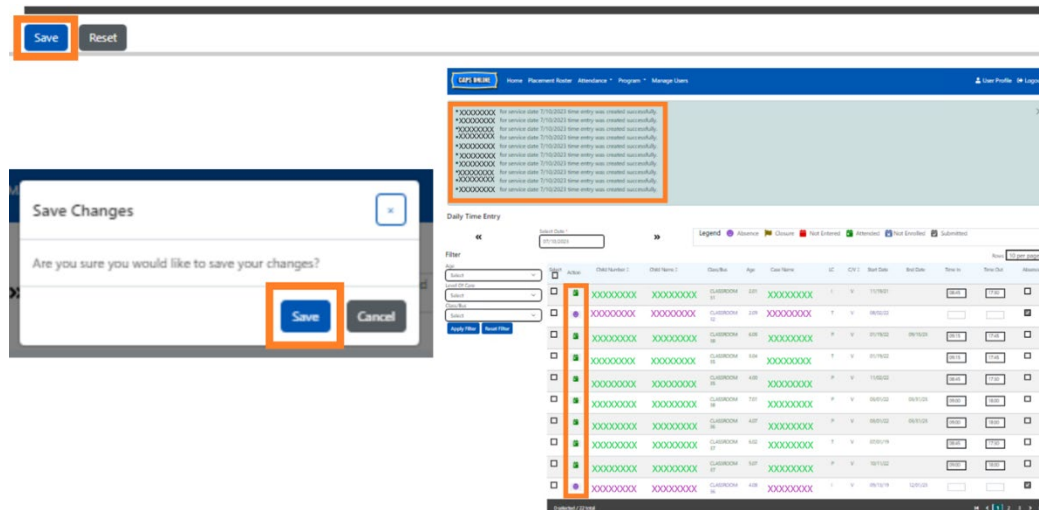
2. The Daily Time Entry page will open for the current day. You may choose a different day by using the arrows to move to the previous or following day or clicking on the field under **Select Date** to choose a date from any of the previous six service months.

| Select | Action | Child Number | Child Name | Class/Bus | Age | Case Name | LC | C/V | Start Date | End Date | Time In | Time Out | Absence |
|--------------------------|--------|--------------|------------|--------------|------|-----------|----|-----|------------|----------|---------|----------|--------------------------|
| <input type="checkbox"/> | | XXXXXXXX | XXXXXXXX | CLASSROOM 31 | 2.01 | XXXXXXXX | I | V | 11/19/21 | | | | <input type="checkbox"/> |
| <input type="checkbox"/> | | XXXXXXXX | XXXXXXXX | CLASSROOM 32 | 2.09 | XXXXXXXX | T | V | 08/02/22 | | | | <input type="checkbox"/> |
| <input type="checkbox"/> | | XXXXXXXX | XXXXXXXX | CLASSROOM 38 | 6.05 | XXXXXXXX | P | V | 01/19/22 | 09/15/23 | | | <input type="checkbox"/> |
| <input type="checkbox"/> | | XXXXXXXX | XXXXXXXX | CLASSROOM 35 | 3.04 | XXXXXXXX | T | V | 01/19/22 | | | | <input type="checkbox"/> |
| <input type="checkbox"/> | | XXXXXXXX | XXXXXXXX | CLASSROOM 35 | 4.00 | XXXXXXXX | P | V | 11/02/22 | | | | <input type="checkbox"/> |
| <input type="checkbox"/> | | XXXXXXXX | XXXXXXXX | CLASSROOM 38 | 7.01 | XXXXXXXX | P | V | 03/01/22 | 03/31/23 | | | <input type="checkbox"/> |

- Enter time in 15-minute increments in the **Time-In** and **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.




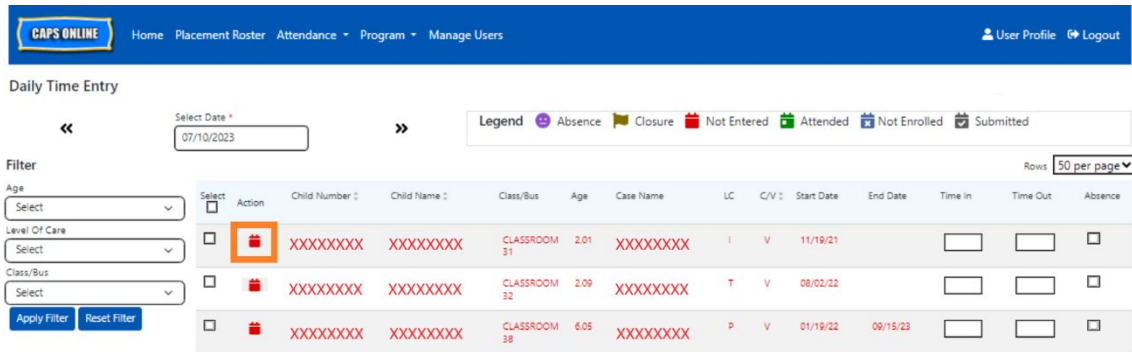
- Click **Save** at the bottom once you are finished. Click **Save** again in the pop-up that appears. Once you've successfully saved, a green confirmation message will appear at the top of the page, and the icons in the Action column will update from red calendar icons (not entered) to either green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



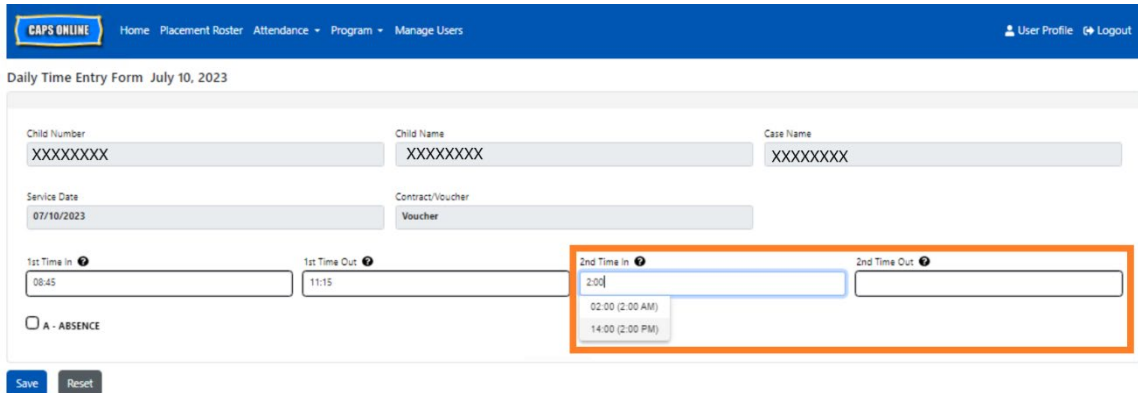
ENTERING A SECOND TIME-IN/TIME-OUT IN DAILY TIME ENTRY

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.



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



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

COPY/PASTE TIME-IN AND 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 entering 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.

CAPS ONLINE Home Placement Roster Attendance - Program - Manage Users User Profile Logout

Daily Time Entry

Select Date: 07/11/2023 Legend: Absence Closure Not Entered Attended Not Enrolled Submitted

Filter: Age, Level Of Care, Class/Bus

| Select | Action | Child Number | Child Name | Class/Bus | Age | Case Name | LC | C/V | Start Date | End Date | Time In | Time Out | Absence |
|--------------------------|--------|--------------|------------|--------------|------|-----------|----|-----|------------|----------|---------|----------|--------------------------|
| <input type="checkbox"/> | | XXXXXXXX | XXXXXXXX | CLASSROOM 31 | 2.01 | XXXXXXXX | I | V | 11/19/21 | | | | <input type="checkbox"/> |
| <input type="checkbox"/> | | XXXXXXXX | XXXXXXXX | CLASSROOM 32 | 2.09 | XXXXXXXX | T | V | 08/02/22 | | | | <input type="checkbox"/> |
| <input type="checkbox"/> | | XXXXXXXX | XXXXXXXX | CLASSROOM 38 | 6.05 | XXXXXXXX | P | V | 01/19/22 | 09/15/23 | | | <input type="checkbox"/> |
| <input type="checkbox"/> | | XXXXXXXX | XXXXXXXX | CLASSROOM 35 | 3.04 | XXXXXXXX | T | V | 01/19/22 | | | | <input type="checkbox"/> |
| <input type="checkbox"/> | | XXXXXXXX | XXXXXXXX | CLASSROOM 35 | 4.00 | XXXXXXXX | P | V | 11/02/22 | | | | <input type="checkbox"/> |
| <input type="checkbox"/> | | XXXXXXXX | XXXXXXXX | CLASSROOM 38 | 7.01 | XXXXXXXX | P | V | 03/01/22 | 03/31/23 | | | <input type="checkbox"/> |
| <input type="checkbox"/> | | XXXXXXXX | XXXXXXXX | CLASSROOM 36 | 4.07 | XXXXXXXX | P | V | 03/01/22 | 03/31/23 | | | <input type="checkbox"/> |
| <input type="checkbox"/> | | XXXXXXXX | XXXXXXXX | CLASSROOM 37 | 6.02 | XXXXXXXX | T | V | 07/01/19 | | | | <input type="checkbox"/> |
| <input type="checkbox"/> | | XXXXXXXX | XXXXXXXX | CLASSROOM 37 | 5.07 | XXXXXXXX | P | V | 10/11/22 | | | | <input type="checkbox"/> |
| <input type="checkbox"/> | | XXXXXXXX | XXXXXXXX | CLASSROOM 38 | 4.08 | XXXXXXXX | I | V | 09/13/19 | 12/01/23 | | | <input type="checkbox"/> |

0 selected / 22 total

To bulk copy/paste: “Bulk Copy/Paste (All Visible Records)” on Page 19

To copy/paste one row at a time: “Individual Copy/Paste (Selected Records Only)” on Page 21

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. To perform this function for a specific Age, Level of Care, or Class/Bus group, select one of the filter dropdowns on the left side of the page, select a filter value, and click on **Apply Filter**. (Note: To use the Class/Bus filter, you must first enter and save Class/Bus values on the Placement Roster page. Please see Page 12 for more information.)

CAPS ONLINE Home Placement Roster Attendance - Program - Manage Users User Profile Logout

Daily Time Entry

Select Date: 07/11/2023 Legend: Absence Closure Not Entered Attended Not Enrolled Submitted

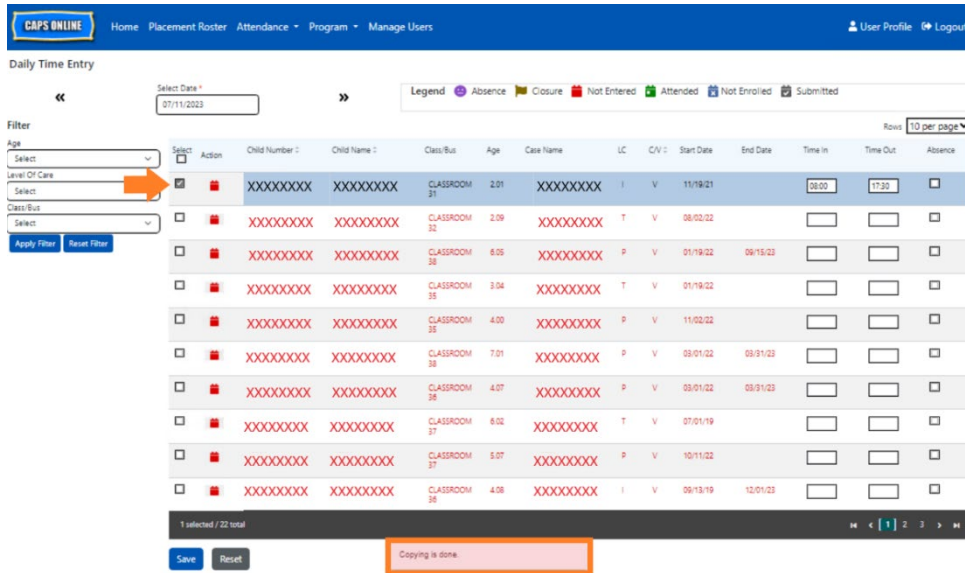
Filter: Age, Level Of Care, Class/Bus

| Select | Action | Child Number | Child Name | Class/Bus | Age | Case Name | LC | C/V | Start Date | End Date | Time In | Time Out | Absence |
|--------------------------|--------|--------------|------------|--------------|------|-----------|----|-----|------------|----------|---------|----------|--------------------------|
| <input type="checkbox"/> | | XXXXXXXX | XXXXXXXX | CLASSROOM 32 | 2.09 | XXXXXXXX | T | V | 08/02/22 | | | | <input type="checkbox"/> |
| <input type="checkbox"/> | | XXXXXXXX | XXXXXXXX | CLASSROOM 32 | 2.08 | XXXXXXXX | T | V | 12/16/22 | | | | <input type="checkbox"/> |
| <input type="checkbox"/> | | XXXXXXXX | XXXXXXXX | CLASSROOM 32 | 2.10 | XXXXXXXX | I | V | 05/10/21 | | | | <input type="checkbox"/> |
| <input type="checkbox"/> | | XXXXXXXX | XXXXXXXX | CLASSROOM 32 | 2.11 | XXXXXXXX | T | V | 08/29/22 | | | | <input type="checkbox"/> |
| <input type="checkbox"/> | | XXXXXXXX | XXXXXXXX | CLASSROOM 32 | 2.09 | XXXXXXXX | T | V | 10/31/22 | | | | <input type="checkbox"/> |
| <input type="checkbox"/> | | XXXXXXXX | XXXXXXXX | CLASSROOM 32 | 2.09 | XXXXXXXX | T | V | 10/31/22 | | | | <input type="checkbox"/> |

0 selected / 6 total

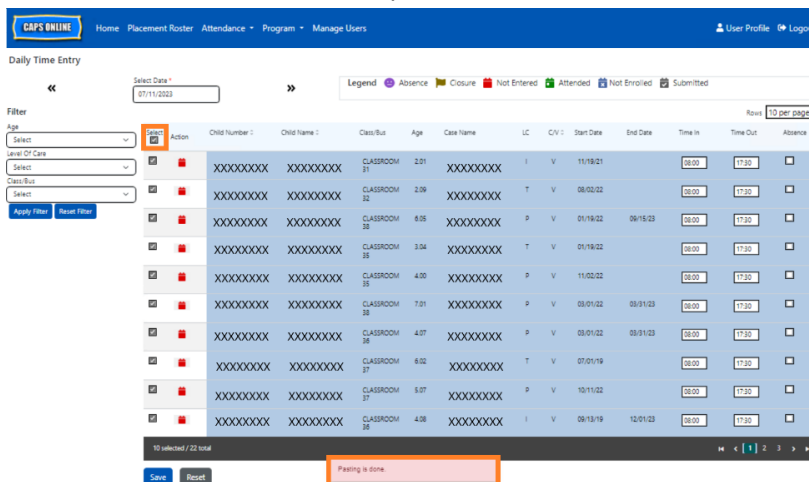
Save Reset

1. To copy and paste the same time for **all** the records on the page (up to 50 records), enter the time-in/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.”

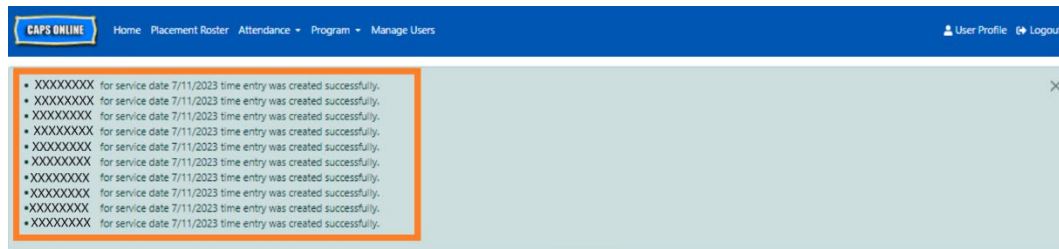


2. To paste the copied time-in/time-out for all of the records on the screen, click on the master checkbox at the top of the column, immediately under the word “Select.” All the rows on the page will now have the same time-in/time-out and appear highlighted, and you’ll receive a small red confirmation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

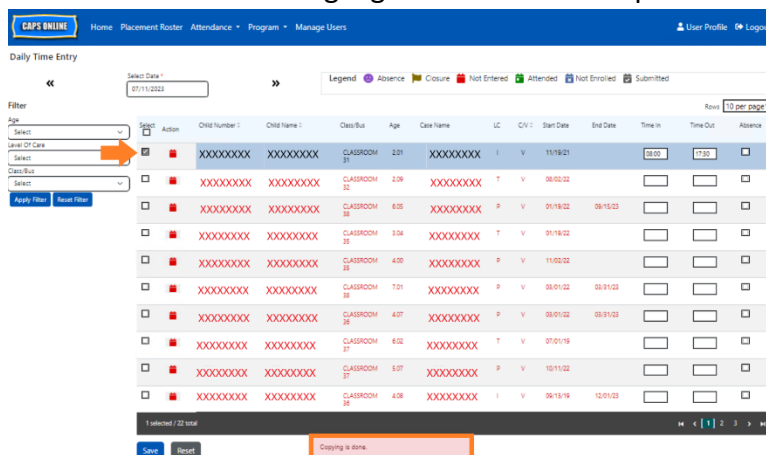
Note: If you would like to change the default number of records visible on a page, please refer to User Profile on Page 46.

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.

- 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.



- 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 'Daily Time Entry' page in CAPS ONLINE. The interface includes a navigation bar, a filter sidebar on the left, and a main table of student records. The table columns are: Select, Action, Child Number, Child Name, Class/Bus, Age, Case Name, LC, CV, Start Date, End Date, Time In, Time Out, and Absence. Several rows are highlighted in orange, indicating they have been selected. At the bottom of the screen, a message box displays 'Pasting is done.' and there are 'Save' and 'Reset' buttons.

- 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.

This screenshot is similar to the previous one, showing the 'Daily Time Entry' page. The 'Save' button at the bottom left of the table area is highlighted with an orange box, indicating the next step in the process.

The screenshot shows a 'Save Changes' dialog box. It contains the text 'Are you sure you would like to save your changes?' and two buttons: 'Save' (highlighted with an orange box) and 'Cancel'.

- 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).

Daily Time Entry

Select Date: 07/11/2023

Legend: Absence, Closure, Not Entered, Attended, Not Enrolled, Submitted

| Action | Child Number | Child Name | Class/Bus | Age | Case Name | LC | C/V | Start Date | End Date | Time In | Time Out | Absence |
|--------------------------|--------------|------------|--------------|------|------------|----|-----|------------|----------|---------|----------|--------------------------|
| <input type="checkbox"/> | XXXXXXXXXX | XXXXXXXXXX | CLASSROOM 31 | 2.01 | XXXXXXXXXX | I | V | 11/19/21 | | 08:00 | 17:30 | <input type="checkbox"/> |
| <input type="checkbox"/> | XXXXXXXXXX | XXXXXXXXXX | CLASSROOM 32 | 2.09 | XXXXXXXXXX | T | V | 08/02/22 | | | | <input type="checkbox"/> |
| <input type="checkbox"/> | XXXXXXXXXX | XXXXXXXXXX | CLASSROOM 38 | 6.05 | XXXXXXXXXX | P | V | 01/19/22 | 09/15/23 | 08:00 | 17:30 | <input type="checkbox"/> |
| <input type="checkbox"/> | XXXXXXXXXX | XXXXXXXXXX | CLASSROOM 35 | 3.04 | XXXXXXXXXX | T | V | 01/19/22 | | 08:00 | 17:30 | <input type="checkbox"/> |
| <input type="checkbox"/> | XXXXXXXXXX | XXXXXXXXXX | CLASSROOM 35 | 4.00 | XXXXXXXXXX | P | V | 11/02/22 | | | | <input type="checkbox"/> |
| <input type="checkbox"/> | XXXXXXXXXX | XXXXXXXXXX | CLASSROOM 38 | 7.01 | XXXXXXXXXX | P | V | 03/01/22 | 03/01/23 | | | <input type="checkbox"/> |
| <input type="checkbox"/> | XXXXXXXXXX | XXXXXXXXXX | CLASSROOM 36 | 4.07 | XXXXXXXXXX | P | V | 03/01/22 | 03/01/23 | | | <input type="checkbox"/> |
| <input type="checkbox"/> | XXXXXXXXXX | XXXXXXXXXX | CLASSROOM 37 | 6.02 | XXXXXXXXXX | T | V | 07/01/19 | | 08:00 | 17:30 | <input type="checkbox"/> |
| <input type="checkbox"/> | XXXXXXXXXX | XXXXXXXXXX | CLASSROOM 37 | 5.07 | XXXXXXXXXX | P | V | 10/11/22 | | | | <input type="checkbox"/> |
| <input type="checkbox"/> | XXXXXXXXXX | XXXXXXXXXX | CLASSROOM 36 | 4.08 | XXXXXXXXXX | I | V | 09/13/19 | 12/01/23 | | | <input type="checkbox"/> |

- 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**.

Attendance

- Daily Time Entry
- Weekly Time Entry**
- Monthly Attendance Submission
- Monthly Attendance View

Welcome XXXXXXXX XXXXXXXXXX

Integrated Child Care Information System, CAPS Online

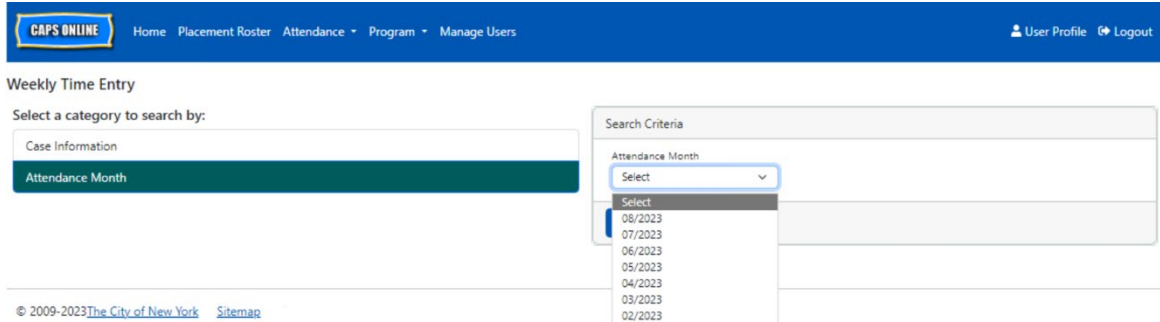
- When you select Weekly Time Entry, there are options to search by Case Information or Attendance Month. Select **Attendance Month**.

Weekly Time Entry


Select a category to search by:

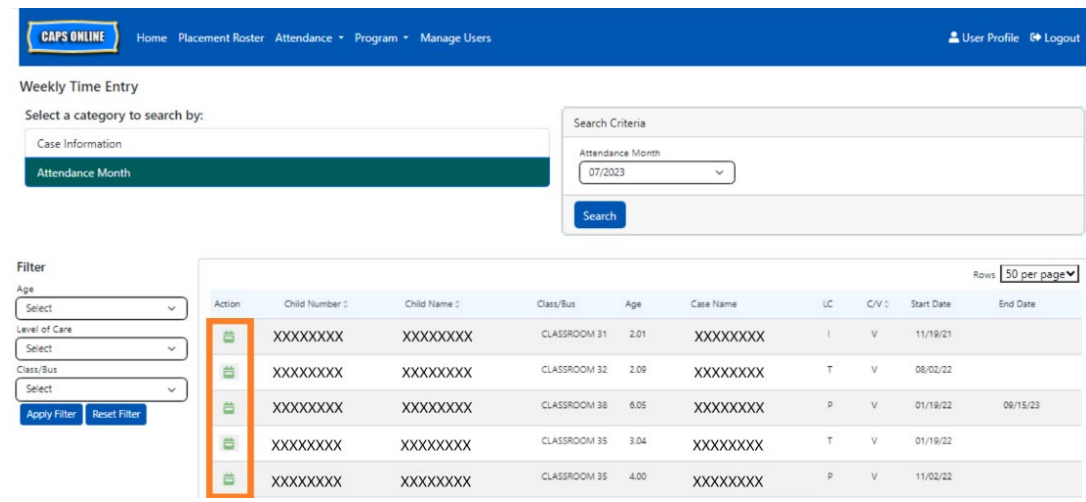
- Case Information
- Attendance Month**

- 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, Level of Care, and/or Class/Bus, using the filters on the left-hand side of the screen. (Note: To use the Class/Bus filter, you must first enter and save Class/Bus values on the Placement Roster page. Please see Page 12 for more information.)

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.)

- 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).

- 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 AND 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.

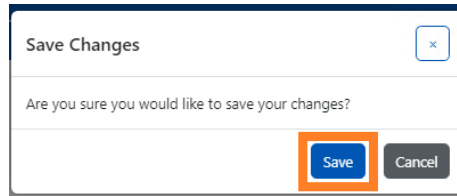
1. Enter time-in/time-out for one day of the week, then click on the “Select” box underneath the time-in/time-out boxes. You’ll receive a red message at the bottom of the screen that says “Copying is done.”

The screenshot shows the CAPS ONLINE interface for Weekly Child Time Entry. The top navigation bar includes 'CAPS ONLINE', 'Home', 'Placement Roster', 'Attendance', 'Program', 'Manage Users', 'User Profile', and 'Logout'. The page title is 'Weekly Child Time Entry'. Below this is a 'Case Information' section with fields for Child Number, Child Name, Case Name, Enroll Start Date, Enroll End Date, and Service Month. A 'Select Dates' dropdown is set to 07/16/2023. A legend at the bottom of the case info section includes Absence, Closure, Not Entered, Attended, Not Enrolled, and Submitted. The main table displays time entry data for the week of Sun 7/16/2023 to Sat 7/22/2023. The '1st Time In' and '1st Time Out' fields for Monday 7/17/2023 are populated with 09:00 and 17:00 respectively. The 'Select' checkbox for Monday is checked and highlighted with an orange box. A red message box at the bottom center of the table area says 'Copying is done.'.

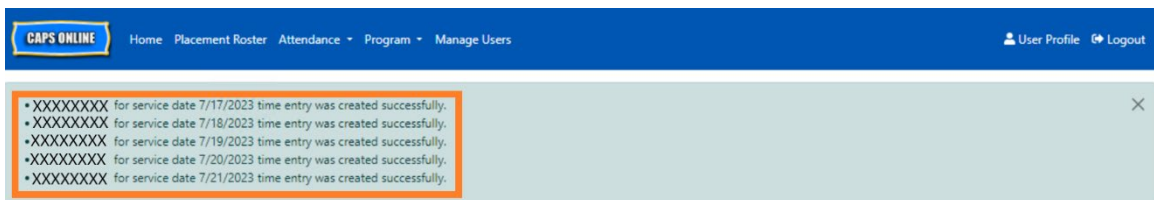
2. Once the time is copied, click on each of the “Select” boxes for the other days that you want to paste the attendance for. When you click on each check box, the time-in/time-out values will immediately be pasted, and a red message will appear at the bottom of the screen that says “Pasting is done.”

This screenshot shows the same CAPS ONLINE interface as the previous one, but now the time-in and time-out values (09:00 and 17:00) have been pasted into the corresponding fields for Tuesday 7/18/2023, Wednesday 7/19/2023, Thursday 7/20/2023, and Friday 7/21/2023. The 'Select' checkboxes for these days are also checked and highlighted with orange boxes. A red message box at the bottom center of the table area says 'Pasting is done.'.

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

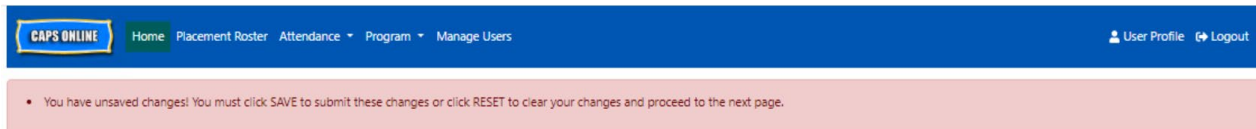


- A green confirmation message will appear at the top of the page for each day that attendance was entered and saved successfully. You can now move on to the next week or go back to Weekly Time Entry and start with another child's attendance.



NOTE: RESET, EDIT, OR DELETE ENTRIES

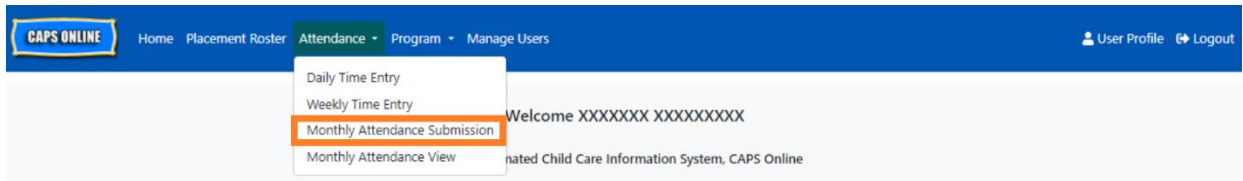
In CAPS Online, an error message (see below) will appear if you try to leave the Daily Time Entry or Weekly Time Entry screens while there are unsaved entries on that page. Before leaving the page, you must either save your entries by selecting Save, or cancel your entries by selecting Reset. After selecting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



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 32).

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, service month, and class/bus. 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.

| Action | Child Name | Child Number | Class/Bus | L/C | Start Date | End Date | Max OPO | Num OPO | C/V | Max Days | Att Days | Max Wks | Wks Att | Wkly Fee | FT Days | Service Month | Status |
|--------|------------|--------------|--------------|-----|------------|----------|---------|---------|-----|----------|----------|---------|---------|----------|---------|---------------|------------|
| | XXXXXXXX | XXXXXXXX | CLASSROOM 31 | I | 11/19/2021 | | 0 | 0 | V | 23 | 4 | 0 | 0 | 0 | 0 | 08/2023 | Incomplete |
| | XXXXXXXX | XXXXXXXX | CLASSROOM 32 | T | 08/02/2022 | | 0 | 0 | V | 23 | 21 | 4 | 0 | 0 | 0 | 08/2023 | Completed |
| | XXXXXXXX | XXXXXXXX | CLASSROOM 38 | P | 01/19/2022 | | 0 | 0 | V | 23 | 4 | 0 | 0 | 0 | 0 | 08/2023 | Incomplete |
| | XXXXXXXX | XXXXXXXX | CLASSROOM 35 | T | 01/19/2022 | | 0 | 0 | V | 23 | 4 | 0 | 0 | 0 | 0 | 08/2023 | Incomplete |

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.

Child Monthly Summary

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

August 2023

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 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 | 29 | 30 | 31 | | |

No. of Absences : 2
 No. of Closures : 1
 No. of Days Attended : 13
 No. of Days Not Entered : 7
Total Days Entered : 16

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 program 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.)

| Filter | | | | | | | | | | | | | | | Rows | | |
|-------------------------------------|--------------|--------------|--------------|-----|------------|----------|---------|---------|-----|----------|----------|---------|---------|----------|-------------|---------------|------------|
| Status | | | | | | | | | | | | | | | 10 per page | | |
| Select | | | | | | | | | | | | | | | | | |
| Service Month | | | | | | | | | | | | | | | | | |
| Select | | | | | | | | | | | | | | | | | |
| Class/Bus | | | | | | | | | | | | | | | | | |
| Select | | | | | | | | | | | | | | | | | |
| Apply Filter | Reset Filter | | | | | | | | | | | | | | | | |
| Action | Child Name | Child Number | Class/Bus | L/C | Start Date | End Date | Max OPD | Num OPD | C/V | Max Days | Att Days | Max Wks | Wks Att | Wkly Fee | FT Days | Service Month | Status |
| <input checked="" type="checkbox"/> | XXXXXXXXXX | XXXXXXXXXX | CLASSROOM 31 | I | 11/19/2021 | | 0 | 0 | V | 23 | 4 | | 0 | | | 08/2023 | Incomplete |
| <input checked="" type="checkbox"/> | XXXXXXXXXX | XXXXXXXXXX | CLASSROOM 32 | T | 08/02/2022 | | 0 | 0 | V | 23 | 21 | 4 | 0 | 0 | 0 | 08/2023 | Completed |
| <input checked="" type="checkbox"/> | XXXXXXXXXX | XXXXXXXXXX | CLASSROOM 38 | P | 01/19/2022 | | 0 | 0 | V | 23 | 4 | | 0 | | | 08/2023 | Incomplete |
| <input checked="" type="checkbox"/> | XXXXXXXXXX | XXXXXXXXXX | CLASSROOM 35 | T | 01/19/2022 | | 0 | 0 | V | 23 | 4 | | 0 | | | 08/2023 | Incomplete |
| <input checked="" type="checkbox"/> | XXXXXXXXXX | XXXXXXXXXX | CLASSROOM 35 | P | 11/02/2022 | | 0 | 0 | V | 23 | 22 | 4 | 0 | 0 | 0 | 08/2023 | 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.

CAPS ONLINE
Home Placement Roster Attendance Program Manage Users
User Profile Logout

Monthly Attendance Submission

Current Service Month : August

Incomplete Records : 20 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 on 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 being 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.

Monthly Attendance Submission

Current Service Month : August

Incomplete Records : 20 **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

Filter

Status: Select

Service Month: Select

Class/Bus: Select

Apply Filter Reset Filter

| Action | Child Name | Child Number | Class/Bus | L/C | Start Date | End Date | Max CPD | Num CPD | C/V | Max Days | Att Days | Max Wks | Wks Att | Wkly Fee | FT Days | Service Month | Status |
|-------------------------------------|------------|--------------|--------------|-----|------------|------------|---------|---------|-----|----------|----------|---------|---------|----------|---------|---------------|------------|
| <input checked="" type="checkbox"/> | XXXXXXXXXX | XXXXXXXXXX | CLASSROOM 31 | I | 11/19/2021 | | 0 | 0 | V | 23 | 4 | 0 | 0 | 0 | 0 | 08/2023 | Incomplete |
| <input checked="" type="checkbox"/> | XXXXXXXXXX | XXXXXXXXXX | CLASSROOM 32 | T | 08/02/2022 | | 0 | 0 | V | 23 | 21 | 4 | 0 | 0 | 0 | 08/2023 | Completed |
| <input checked="" type="checkbox"/> | XXXXXXXXXX | XXXXXXXXXX | CLASSROOM 38 | P | 01/19/2022 | | 0 | 0 | V | 23 | 4 | 0 | 0 | 0 | 0 | 08/2023 | Incomplete |
| <input checked="" type="checkbox"/> | XXXXXXXXXX | XXXXXXXXXX | CLASSROOM 35 | T | 01/19/2022 | | 0 | 0 | V | 23 | 4 | 0 | 0 | 0 | 0 | 08/2023 | Incomplete |
| <input checked="" type="checkbox"/> | XXXXXXXXXX | XXXXXXXXXX | CLASSROOM 35 | P | 11/02/2022 | | 0 | 0 | V | 23 | 22 | 4 | 0 | 0 | 0 | 08/2023 | Completed |
| <input checked="" type="checkbox"/> | XXXXXXXXXX | XXXXXXXXXX | CLASSROOM 38 | P | 03/01/2022 | | 0 | 0 | V | 23 | 4 | 0 | 0 | 0 | 0 | 08/2023 | Incomplete |
| <input checked="" type="checkbox"/> | XXXXXXXXXX | XXXXXXXXXX | CLASSROOM 36 | P | 03/01/2022 | | 0 | 0 | V | 23 | 4 | 0 | 1 | 0 | 0 | 08/2023 | Incomplete |
| <input checked="" type="checkbox"/> | XXXXXXXXXX | XXXXXXXXXX | CLASSROOM 37 | T | 07/01/2019 | | 0 | 0 | V | 23 | 4 | 0 | 0 | 0 | 0 | 08/2023 | Incomplete |
| <input checked="" type="checkbox"/> | XXXXXXXXXX | XXXXXXXXXX | CLASSROOM 37 | P | 10/11/2022 | | 0 | 0 | V | 23 | 4 | 0 | 0 | 0 | 0 | 08/2023 | Incomplete |
| <input checked="" type="checkbox"/> | XXXXXXXXXX | XXXXXXXXXX | CLASSROOM 36 | I | 09/13/2019 | 12/01/2023 | 0 | 0 | V | 23 | 4 | 0 | 0 | 0 | 0 | 08/2023 | Incomplete |

23 total

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

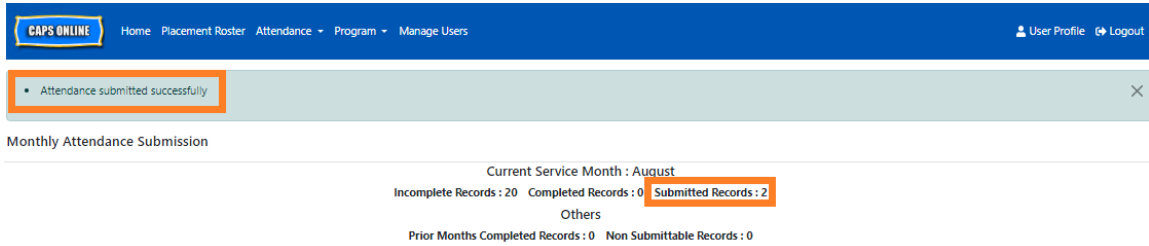
2. A pop-up message will ask “Are you sure you would like to submit these completed attendance records?” Select **Submit** again.

Submit

Are you sure you would like to submit these completed attendance records?

Submit Cancel

- 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 |

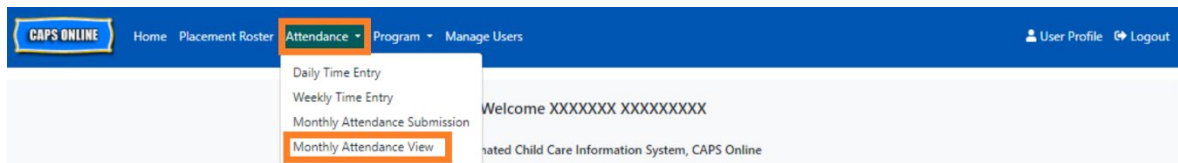
MONTHLY ATTENDANCE VIEW

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's 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 27).

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 37.

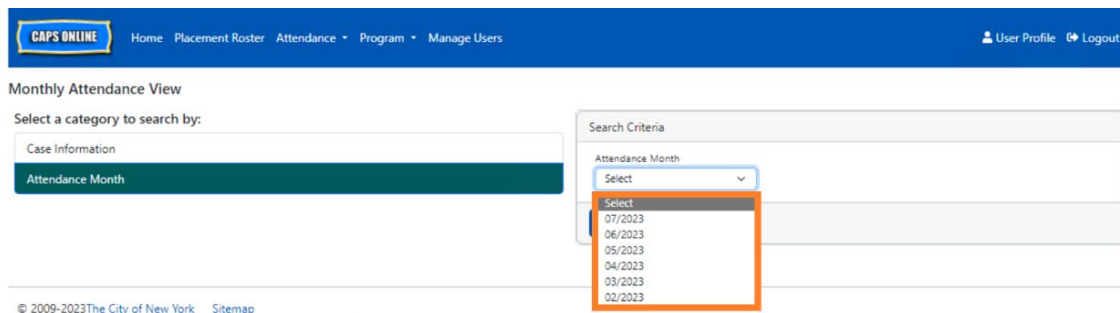
1. Click on **Attendance** in the navigation bar. Then click on **Monthly Attendance View**.



2. 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**.




3. 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.

- If you would like to view records with a specific status (Incomplete, Complete, Submitted, or Non-Submittable) or for only one Class/Bus group, use one of the filters on the left. Click on the filter you'd like to use, select one of the options from the dropdown menu that appears, then click on the **Apply Filter** button.

- 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.

- 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”.



Invoice Detail:
 Check Date: XXXXXXXX Check Number: XXXXXXXX Check Status: ISSUED

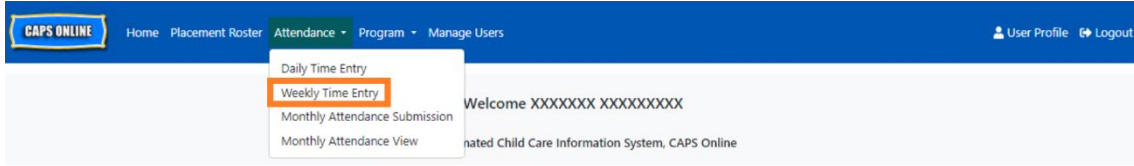
Cases allowed for Retro Time Entry

| Child Number : | Child Name : | Case Name | Tito Start Date | Tito End Date | Effective Date | RC |
|----------------|--------------|-----------|-----------------|---------------|----------------|----|
| XXXXXXXX | XXXXXXXX | XXXXXXXX | 09/01/22 | 06/30/23 | 07/07/23 | RE |

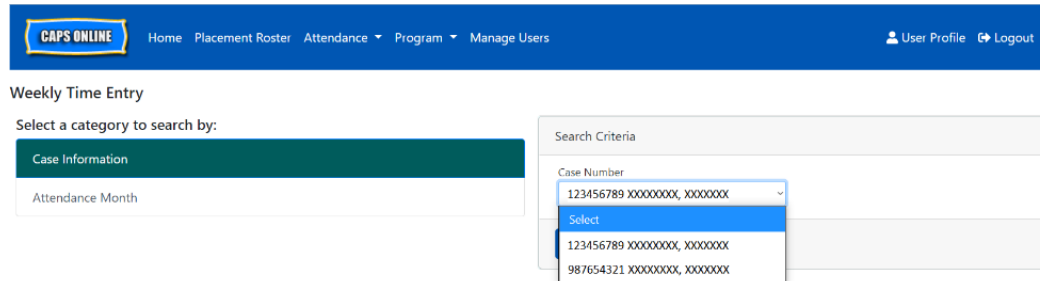
Announcements

TEST WEBSITE [The Automated Child Care Information System, CAPS Online] TEST WEBSITE

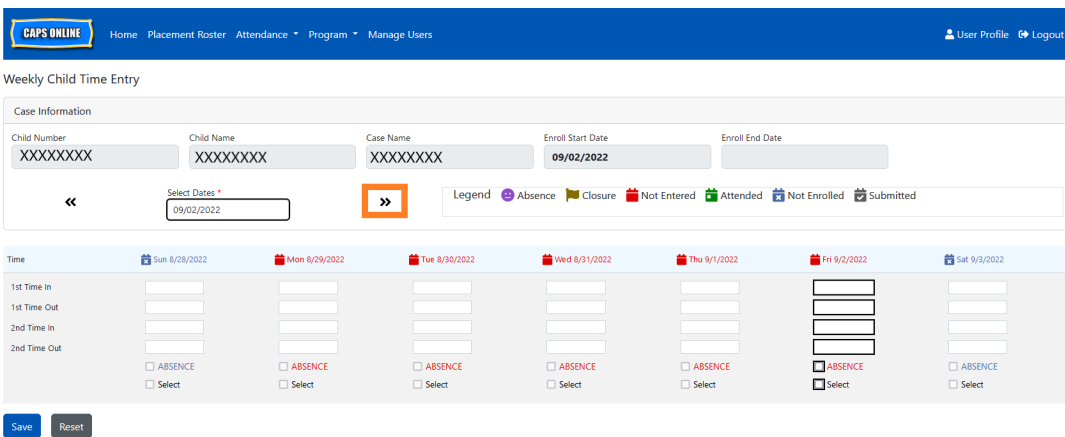
- To access the records for editing, select **Weekly Time Entry** from the Attendance dropdown.



- 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(s), you must then select **Monthly Attendance Submission** from the Attendance drop down and submit the record(s) for processing.

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

Current Service Month : August
 Incomplete Records : 20 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

Filter
 Status: Select
 Service Month: Select
 Class/Bus: Select
 Apply Filter Reset Filter

| Action | Child Name | Child Number | Class/Bus | L/C | Start Date | End Date | Max OPD | Num OPD | C/V | Max Days | Att Days | Max Wks | Wks Att | Wkly Fee | FT Days | Service Month | Status |
|-------------------------------------|------------|--------------|--------------|-----|------------|----------|---------|---------|-----|----------|----------|---------|---------|----------|---------|---------------|------------|
| <input checked="" type="checkbox"/> | XXXXXXXX | XXXXXXXX | CLASSROOM 32 | T | 12/16/2022 | | 3 | 3 | V | 19 | 17 | 5 | 0 | 0 | 0 | 01/2023 | Completed |
| <input checked="" type="checkbox"/> | XXXXXXXX | XXXXXXXX | CLASSROOM 31 | I | 11/19/2021 | | 0 | 0 | V | 23 | 4 | 4 | 0 | 0 | 0 | 08/2023 | Incomplete |
| <input checked="" type="checkbox"/> | XXXXXXXX | XXXXXXXX | CLASSROOM 32 | T | 08/02/2022 | | 0 | 0 | V | 23 | 21 | 4 | 0 | 0 | 0 | 08/2023 | Completed |
| <input checked="" type="checkbox"/> | XXXXXXXX | XXXXXXXX | CLASSROOM 38 | P | 01/19/2022 | | 0 | 0 | V | 23 | 4 | 4 | 0 | 0 | 0 | 08/2023 | Incomplete |
| <input checked="" type="checkbox"/> | XXXXXXXX | XXXXXXXX | CLASSROOM 35 | T | 01/19/2022 | | 0 | 0 | V | 23 | 4 | 4 | 0 | 0 | 0 | 08/2023 | Incomplete |
| <input checked="" type="checkbox"/> | XXXXXXXX | XXXXXXXX | CLASSROOM 35 | P | 11/02/2022 | | 0 | 0 | V | 23 | 22 | 4 | 0 | 0 | 0 | 08/2023 | Completed |
| <input checked="" type="checkbox"/> | XXXXXXXX | XXXXXXXX | CLASSROOM 38 | P | 03/01/2022 | | 0 | 0 | V | 23 | 4 | 4 | 0 | 0 | 0 | 08/2023 | Incomplete |
| <input checked="" type="checkbox"/> | XXXXXXXX | XXXXXXXX | CLASSROOM 36 | P | 03/01/2022 | | 0 | 0 | V | 23 | 4 | 4 | 1 | 0 | 0 | 08/2023 | Incomplete |
| <input checked="" type="checkbox"/> | XXXXXXXX | XXXXXXXX | CLASSROOM 37 | T | 07/01/2019 | | 0 | 0 | V | 23 | 4 | 4 | 0 | 0 | 0 | 08/2023 | Incomplete |
| <input checked="" type="checkbox"/> | XXXXXXXX | XXXXXXXX | CLASSROOM 37 | P | 10/11/2022 | | 0 | 0 | V | 23 | 4 | 4 | 0 | 0 | 0 | 08/2023 | Incomplete |

23 total

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://dcfs.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.

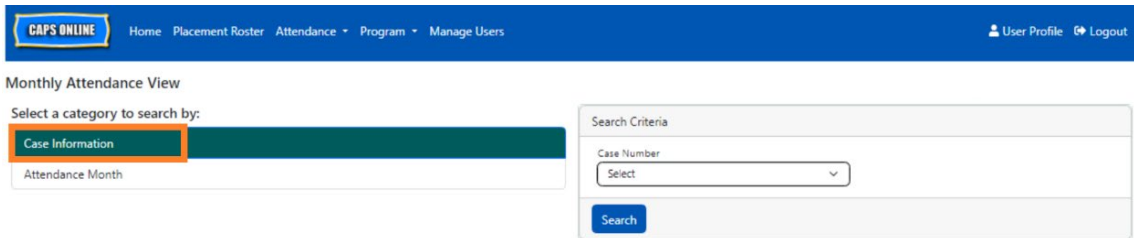
Please note: The Monthly Attendance View page is for reviewing records only and **cannot be used to submit attendance**. To submit attendance records for payment, please use the Monthly Attendance Submission page (refer to Monthly Attendance Submission on page 27 for detailed instructions).

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

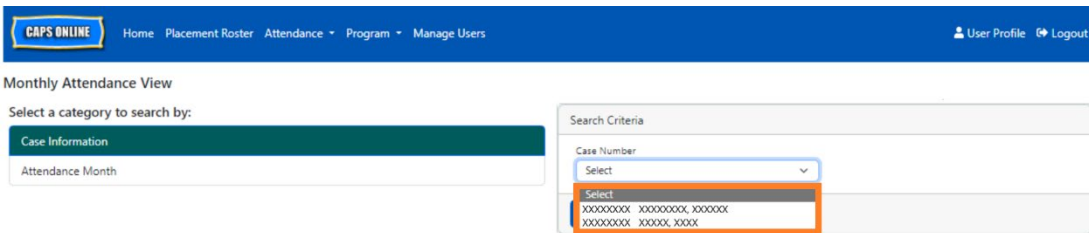
Home Placement Roster Attendance Program Manage Users
 User Profile Logout


Welcome XXXXXXXX XXXXXXXXX
 ated Child Care Information System, CAPS Online

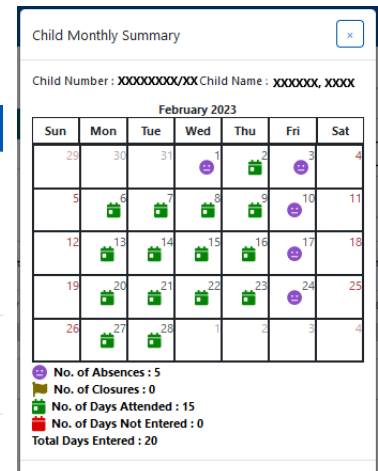
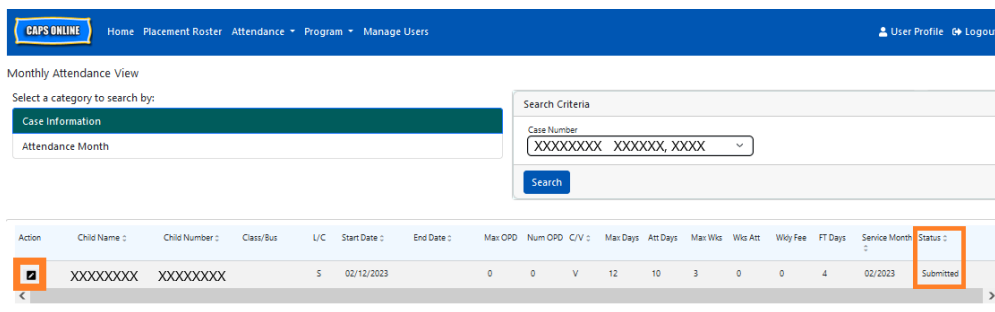
- The Monthly Attendance View page will appear on the screen, and two categories will be available to search by – Case Information and Attendance Month. Select **Case Information**.



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



- 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.)



PROGRAM INFORMATION

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

PROGRAM PROFILE

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

All information about the program 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. The top navigation bar includes 'CAPS ONLINE', 'Home', 'Placement Roster', 'Attendance', 'Program', and 'Manage Users'. The 'Program' dropdown is open, showing 'Program Profile' and 'Closures'. The 'Program Profile' page displays a form with the following sections:

- Program Details:** Fields for Program Number, Contractor Number, Name, Model Type, Program Type, Contract Type, and RA.
- Director Details:** Fields for Number, Street, Boro, City, State, and Zip.
- Contact Details:** (Collapsed)
- Emergency Contact:** (Collapsed)
- Transportation, Religion and Language:** (Collapsed)
- Level of Care:** (Collapsed)
- License:** (Collapsed)
- Location And Public Transportation:** (Collapsed)
- Days, Session and Hours Of Operation:** (Collapsed)

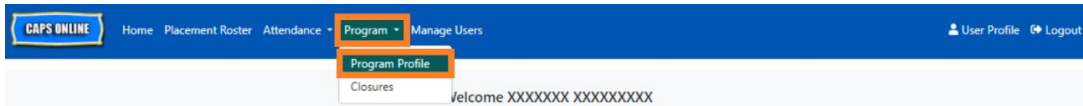
At the bottom of the form, there is an important notice: 'IMPORTANT: CAPS Online is not the system of record for licensed child care programs and registered child care providers. You MUST continue to update this information with your licensing/registration agency as required by regulation.' Below the notice 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.

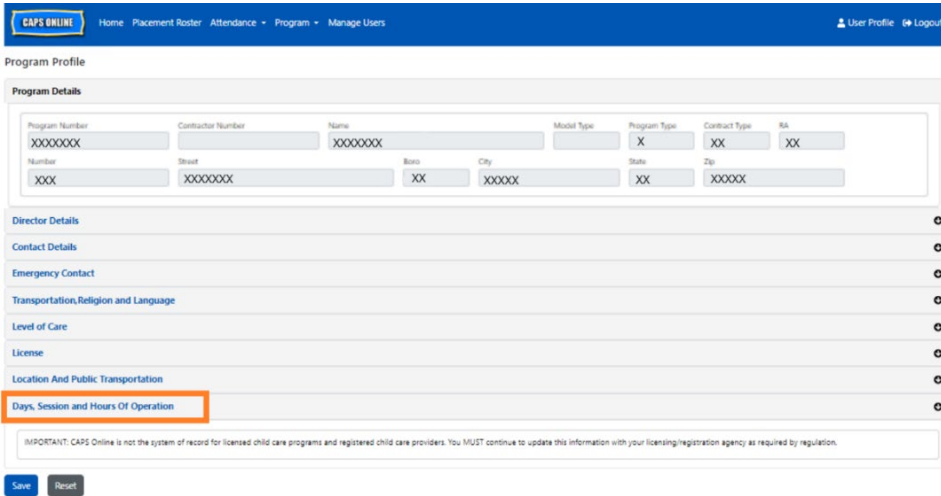
HOURS OF OPERATION

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.*

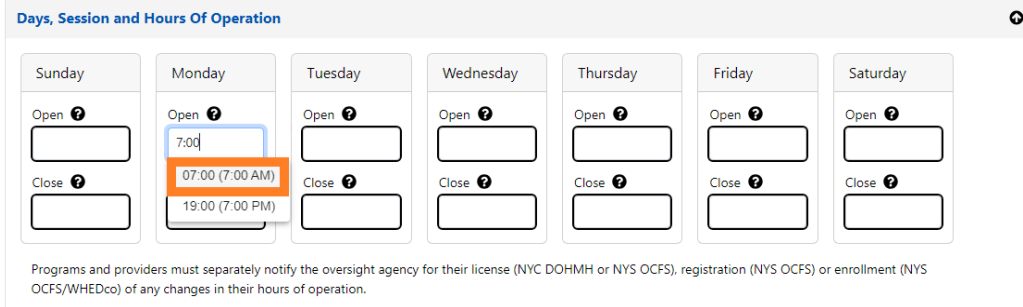
1. Click on the **Program** button in the navigation bar, then click on **Program Profile**.



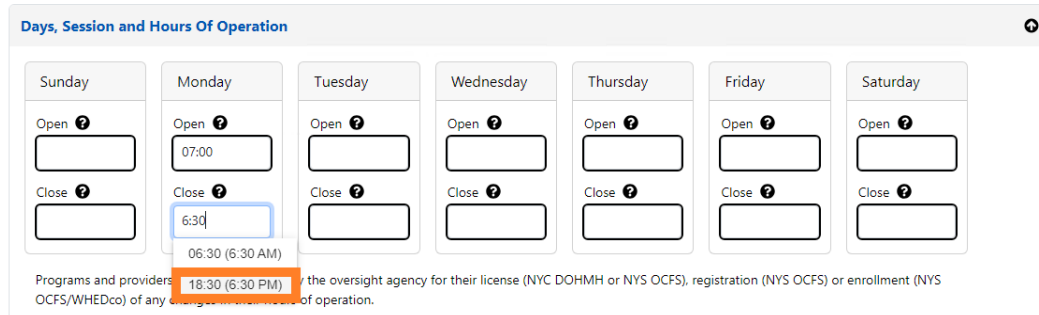
2. This will bring up the Program Profile page. Click on the last section of the page, **Days, Session and Hours of Operation**.



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 ? [] | Open ? 07:00 | Open ? 07:00 | Open ? 07:00 | Open ? 07:00 | Open ? 07:00 | Open ? [] |
| Close ? [] | Close ? 18:30 | Close ? 18:30 | Close ? 18:30 | Close ? 18:30 | Close ? 18:30 | Close ? [] |

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 are 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 ? [] | Open ? 07:00 | Open ? 07:00 | Open ? 07:00 | Open ? 07:00 | Open ? 07:00 | Open ? [] |
| Close ? [] | Close ? 18:30 | Close ? 18:30 | Close ? 18:30 | Close ? 18:30 | Close ? 18:30 | Close ? [] |

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 Program Manage Users User Profile Logout

Information has been updated for the program: XXXXXXXX.

CLOSURES

If your program will be closed for specific days, you must have this information listed in CAPS Online as a **closure**.

HOLIDAY SUBSTITUTIONS

All programs have a prepopulated list of paid closures in CAPS Online. If your program is open on any of those closure days, please email a list of your program closures for the year (school, not calendar year – July 1-June 30) on letterhead with your program information to VoucherCCProgramClosures@acs.nyc.gov. ACS will substitute the prepopulated closure with one of your program's closure days.

ENTERING ADDITIONAL CLOSURES

The following steps allow you to add additional closures manually. These can be for a variety of reasons, including renovations, cleaning days, staff development days, etc.

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

The screenshot shows the CAPS ONLINE navigation bar with 'Program' dropdown open, 'Closures' selected. Below, the 'Closures' page has a filter section and a table of existing closures.

| Start Date | End Date | Days | O/C | Paid | Comments |
|------------|------------|------|-----|------|----------|
| 01/02/2023 | 01/02/2023 | 1 | H | Y | |
| 01/16/2023 | 01/16/2023 | 1 | H | Y | |
| 01/18/2023 | 01/18/2023 | 1 | H | Y | |

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

The screenshot shows the 'Closure Info - Add Closure' page. The 'Start Date' field is highlighted, and a calendar dropdown is open, showing the date 12/26/2022.

4. Select the **End Date** field. 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.)

The screenshot shows the 'CAPS ONLINE' interface with a navigation bar containing 'Home', 'Placement Roster', 'Attendance', 'Program', and 'Manage Users'. The main heading is 'Closure Info - Add Closure'. Under 'Closure Information', there are four input fields: 'Program Number' (containing 'XXXXXXX'), 'Start Date' (containing '12/26/2022'), 'End Date' (containing '12/26/2022' and highlighted with an orange box), and 'Days' (containing '1'). A calendar dropdown is open for the 'End Date' field, showing the month of December 2022. The date '26' is highlighted in green. Below the form are 'Add' and 'Reset' buttons. At the bottom, there is a copyright notice: '© 2009-2022 The City of New York' and a 'Sitemap' link.

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.

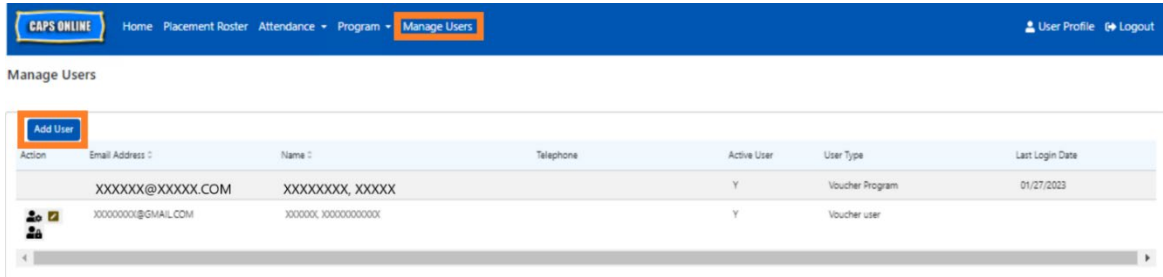
This screenshot shows the same 'CAPS ONLINE' interface. The 'End Date' field now also contains '12/26/2022'. The 'Comments' section is highlighted with an orange box and contains a 'Closure Description' field with the placeholder text 'Closure Description'. The 'Add' button at the bottom left is also highlighted with an orange box. The 'Reset' button remains unhighlighted. The rest of the interface, including the navigation bar and copyright notice, is identical to the previous screenshot.

MANAGE USERS

The **Manage Users** option in the menu allows you to grant CAPS Online access to additional people associated with your program and manage their privileges within the system.

ADD A USER

1. To grant a new user access to the system, select the **Add User** button at the top of the page.



2. The User Info page will appear. Here, you can add the new user's information. First Name, Last Name, and Contact Email are required fields. The user must create a NYC ID using the same email address added below in the user info page to access the system.

User Info

User Information

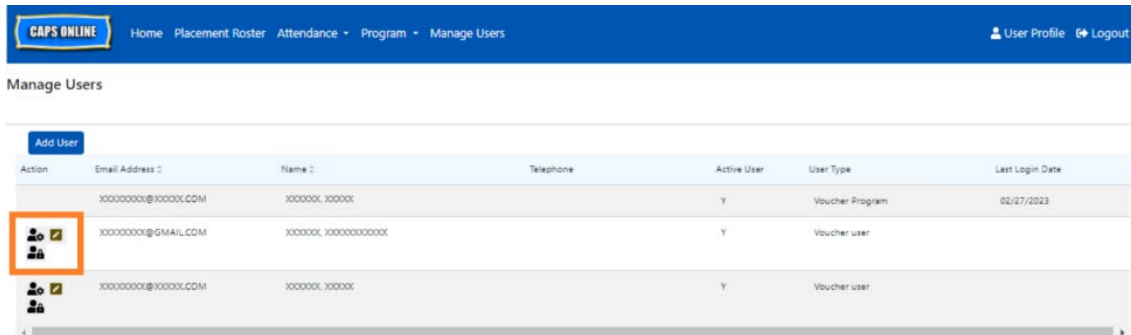
Program Number: XXXXXXXX
Last Name: XXXXXXXX
First Name: XXXXX
Telephone Number: (999) 999-9999
Contact Email: XXXXXXXXX@GMAIL.COM
Confirm Contact Email: XXXXXXXXX@GMAIL.COM

Add Reset


3. Click **Add** to complete.

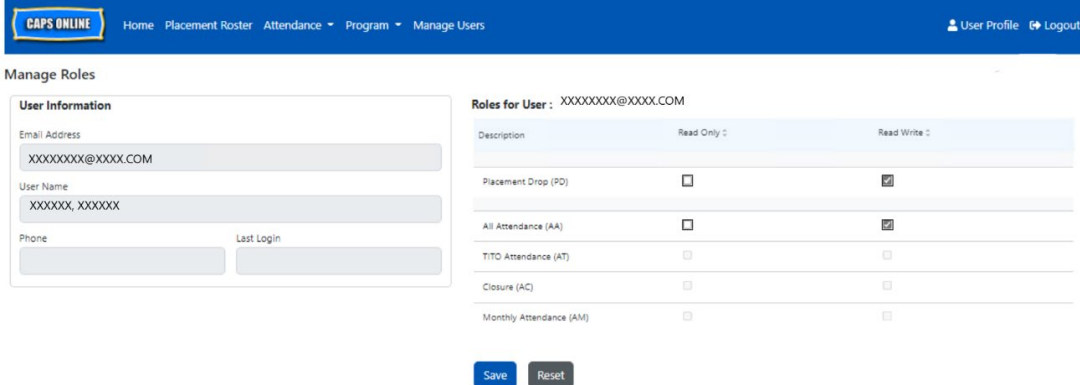
EDIT EXISTING USERS

If a user is already listed, you can manage their role and permissions/access using the icons in the **Action** column on the left. This can be updated at any time.




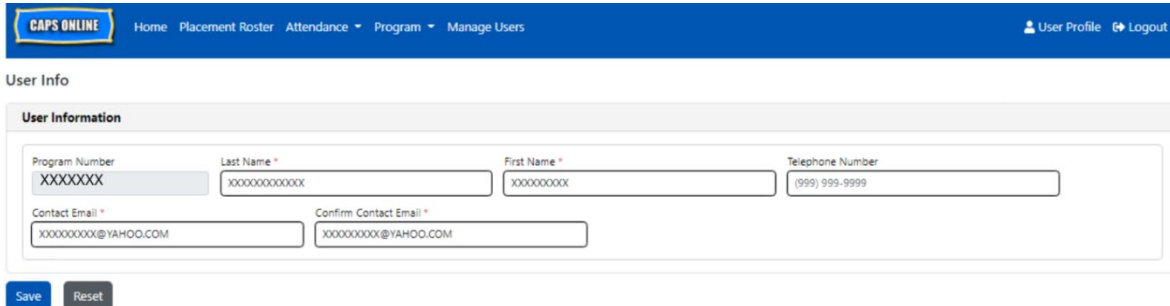
There are three icons with the following functions:


 **Manage Roles:** If a user is already listed, you can manage their role and permissions/access from the Manage Roles (person with gear) icon. For example, if you only want a user to be able to view closures but not add or edit closures, you would check the box in the “Read Only” column next to Closure. Alternatively, if you would like the user to be able to add or edit closures, you would check the box in the “Read Write” column next to Closure. Click **Save** after making any changes on this page.

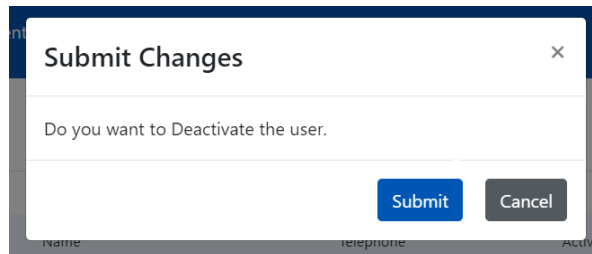


| Description | Read Only | Read Write |
|-------------------------|-------------------------------------|-------------------------------------|
| Placement Drop (PD) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| All Attendance (AA) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| TITO Attendance (AT) | <input type="checkbox"/> | <input type="checkbox"/> |
| Closure (AC) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Monthly Attendance (AM) | <input type="checkbox"/> | <input type="checkbox"/> |

 **Edit a User:** Selecting the Edit a User (pencil) icon, will allow you to change their name, phone number, or email address. Program number is not an editable field. Click **Save** after making any changes on this page.



 **Enable/Disable a User:** Select the Enable/Disable User (person with a lock symbol) icon to enable or disable the user’s access to the system. Click **Submit** to confirm.



Submit Changes

Do you want to Deactivate the user.

Submit Cancel

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 'User Profile' page in the CAPS ONLINE system. The navigation bar at the top includes 'CAPS ONLINE', 'Home', 'Placement Roster', 'Attendance', 'Program', 'Manage Users', 'User Profile', and 'Logout'. The 'User Profile' button is highlighted with an orange box. 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 (XXXXXXXX@XXXX.COM), Last Name (XXXXXXXXXXXX), First Name (XXXXXXXXXXXX), Telephone Number ((999) 999-9999), Language (EN - ENGLISH), and Page Limit (10). There are 'Save' and 'Reset' buttons at the bottom left.

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>).

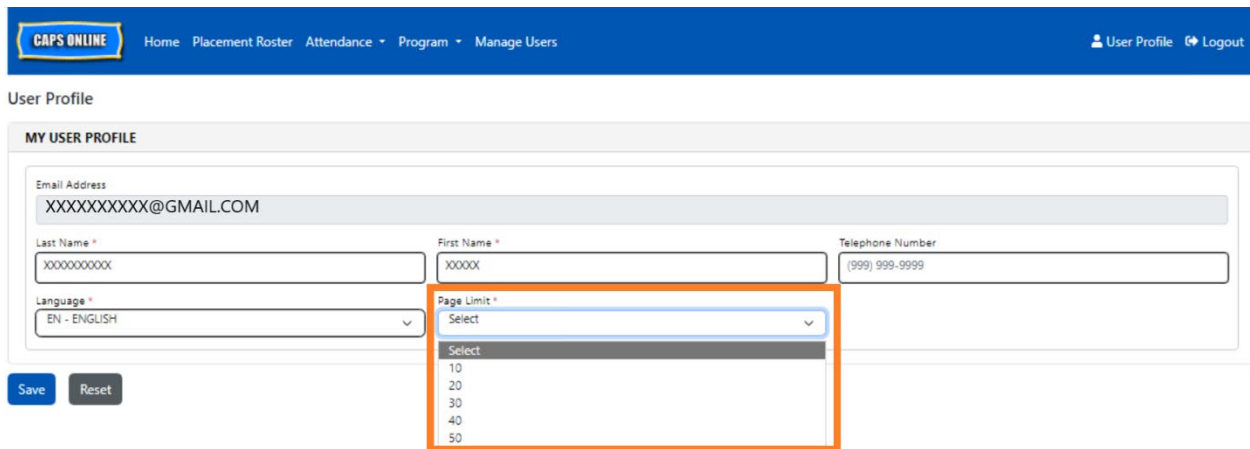
The screenshot shows the 'User Profile' page in the CAPS ONLINE system. The navigation bar at the top includes 'CAPS ONLINE', 'Home', 'Placement Roster', 'Attendance', 'Program', 'Manage Users', 'User Profile', and 'Logout'. The 'User Profile' button is highlighted with an orange box. Below the navigation 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 (XXXXXXXX@XXXX.COM), Last Name (XXXXXXXXXXXX), First Name (XXXXXXXXXXXX), Telephone Number ((999) 999-9999), Language (EN - ENGLISH), and Page Limit (50). The 'Language' dropdown menu is open, showing a list of seven languages: EN - ENGLISH, ES - SPANISH, AR - ARABIC, HT - HAITIAN CREOLE, RU - RUSSIAN, YI - YIDDISH, and ZH - CHINESE SIMPLIFIED. The 'Save' button is highlighted with an orange box.

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.

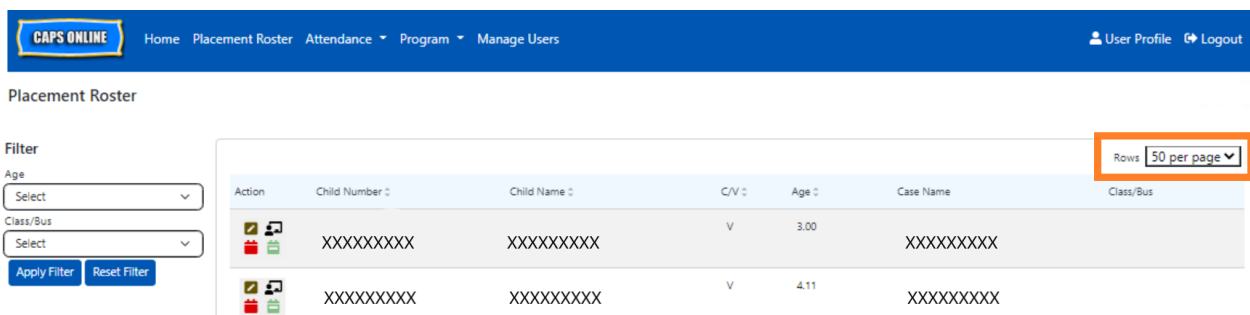
If you have more than 10 children enrolled, you'll be able to increase the number of visible records in increments of 10 – 10, 20, 30, 40, or 50. This can be changed at any time by clicking on **User Profile**, then adjusting the **Page Limit** by selecting a number from the drop-down menu, and clicking **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: Select, 10, 20, 30, 40, and 50. The dropdown menu is highlighted with an orange box. The form fields include Email Address (XXXXXXXXXX@GMAIL.COM), Last Name (XXXXXXXXXX), First Name (XXXXX), Telephone Number ((999) 999-9999), and Language (EN - ENGLISH). There are 'Save' and 'Reset' buttons at the bottom left of the form.

As you can see below, if the "Page Limit" is set to 50 in User Profile, all screens will now display up to 50 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 50, highlighted with an orange box. The table displays the following data:

| Action | Child Number | Child Name | C/V | Age | Case Name | Class/Bus |
|--------|--------------|------------|-----|------|------------|-----------|
| | XXXXXXXXXX | XXXXXXXXXX | V | 3.00 | XXXXXXXXXX | |
| | XXXXXXXXXX | XXXXXXXXXX | V | 4.11 | XXXXXXXXXX | |

MOBILE DEVICE

CAPS Online is mobile-friendly and accessible by using a 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.

