



**Administration for  
Children's Services**

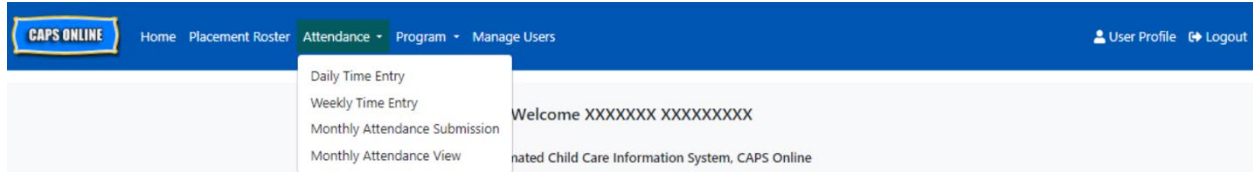
CAPS ONLINE QUICK REFERENCE GUIDE:  
ATTENDANCE  
(PROGRAMS)

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## 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)

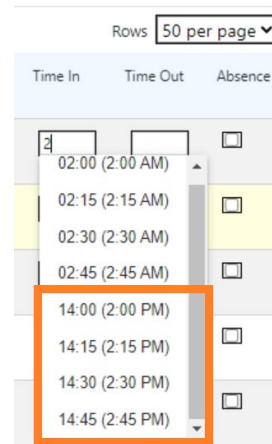
Time In	Time Out	Absence
9		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

A screenshot of a dropdown menu from the CAPS ONLINE interface. The menu is open, showing a list of time options in 15-minute increments. The options are: 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), and 21:45 (9:45 PM). The first four options are highlighted with an orange border.

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)



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## 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 *CAPS Online Full User Manual or Program Profile Quick Guide 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"/>

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

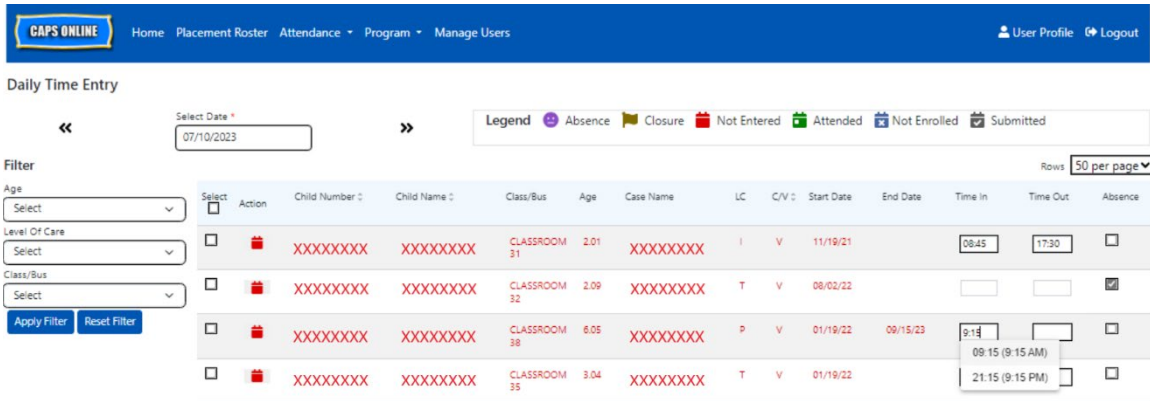
1. Select the **Attendance** dropdown and select **Daily Time Entry**.

Welcome XXXXXXXX XXXXXXXXXXXX  
nated Child Care Information System, CAPS Online

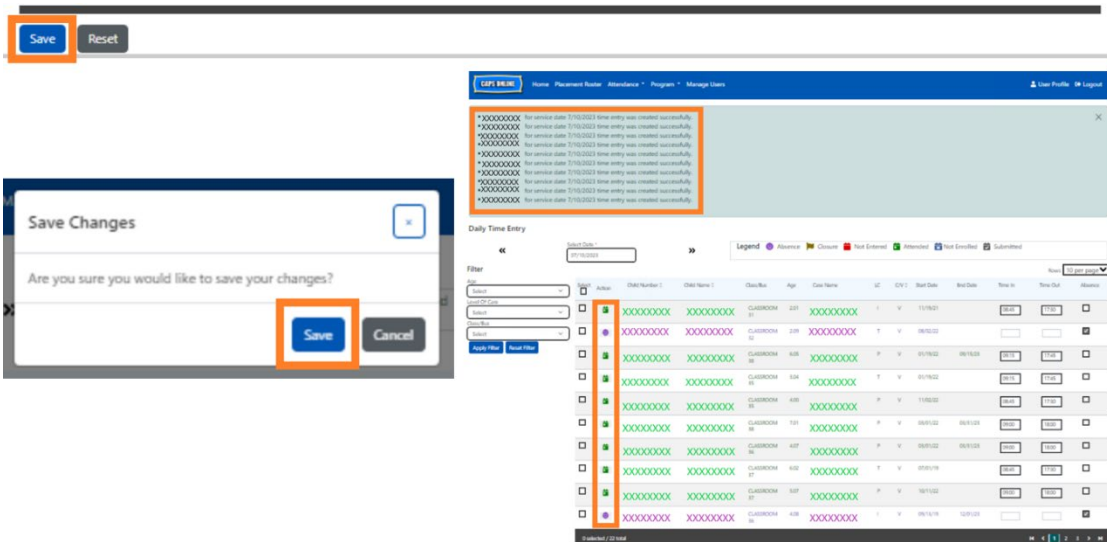
2. The Daily Time Entry page will open for the current day. You may choose a different day by using the arrows to move to the previous or following day or clicking on the field under **Select Date** to choose a date from any of the previous six service months.

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"/>

- 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.




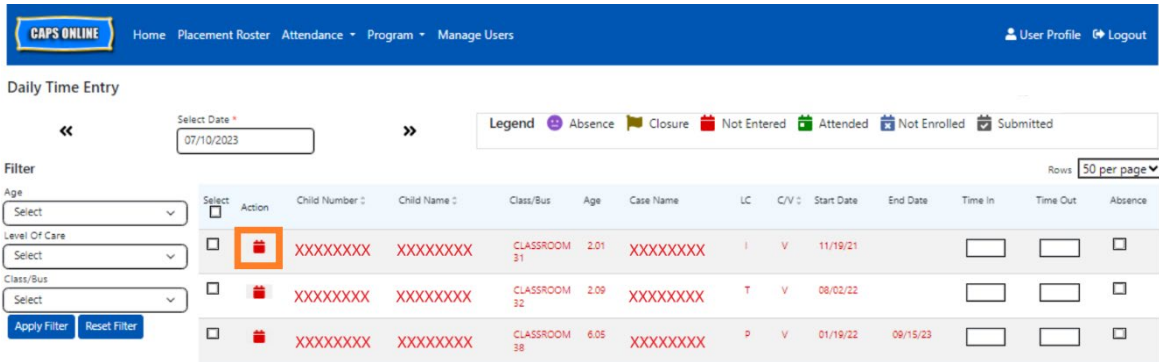
- Click **Save** at the bottom once you are finished. Click **Save** again in the pop-up that appears. Once you've successfully saved, a green confirmation message will appear at the top of the page, and the icons in the Action column will update from red calendar icons (not entered) to either green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



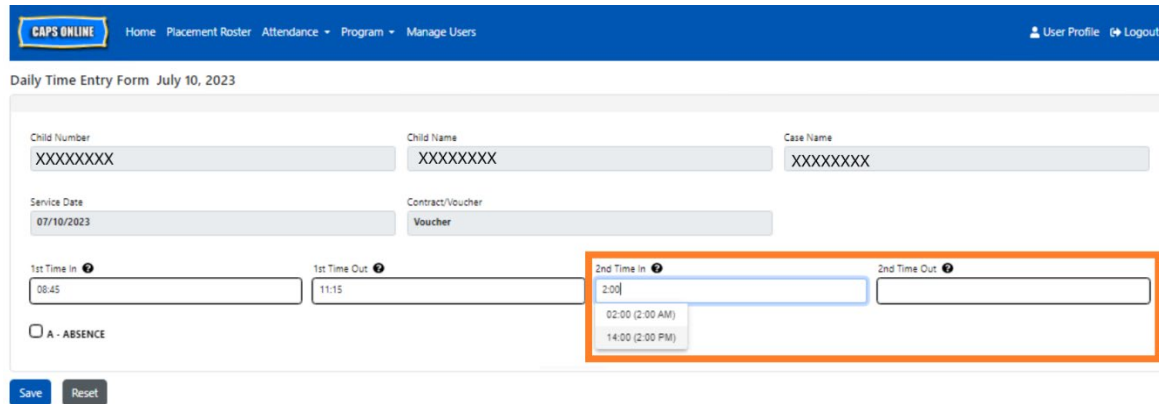
## ENTERING A SECOND TIME-IN/TIME-OUT IN DAILY TIME ENTRY

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.

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## 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 Select  
Level Of Care Select  
Class/Bus Select  
Apply Filter Reset Filter

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"/>		XXXXXXXXXX	XXXXXXXXXX	CLASSROOM 31	2.01	XXXXXXXXXX	I	V	11/19/21				<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			<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX	XXXXXXXXXX	CLASSROOM 35	3.04	XXXXXXXXXX	T	V	01/19/22				<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				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX	XXXXXXXXXX	CLASSROOM 36	4.07	XXXXXXXXXX	P	V	03/01/22				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX	XXXXXXXXXX	CLASSROOM 37	6.02	XXXXXXXXXX	T	V	07/01/19				<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"/>

0 selected / 22 total

To bulk copy/paste: “Bulk Copy/Paste (All Visible Records)” on Page 8

To copy/paste one row at a time: “Individual Copy/Paste (Selected Records Only)” on Page 10

## 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 the CAPS Online Full User Manual or Placement Roster Quick Guide 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 Select  
Level Of Care Select  
Class/Bus CLASSROOM 32  
Apply Filter Reset Filter

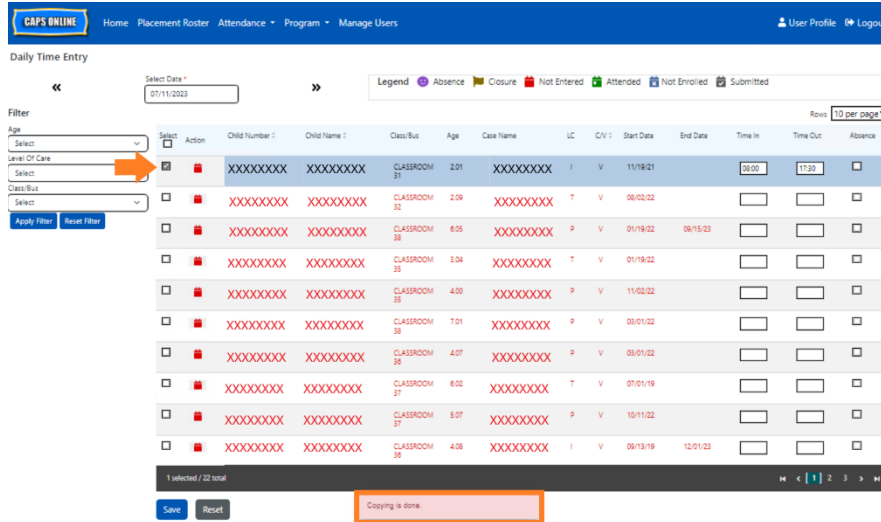
Select	Action	Child Number	Child Name	Class/Bus	Age	Case Name	LC	C/V	Start Date	End Date	Time In	Time Out	Absence
<input type="checkbox"/>		XXXXXXXXXX	XXXXXXXXXX	CLASSROOM 32	2.09	XXXXXXXXXX	T	V	08/02/22				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX	XXXXXXXXXX	CLASSROOM 32	2.08	XXXXXXXXXX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

0 selected / 6 total

Save Reset

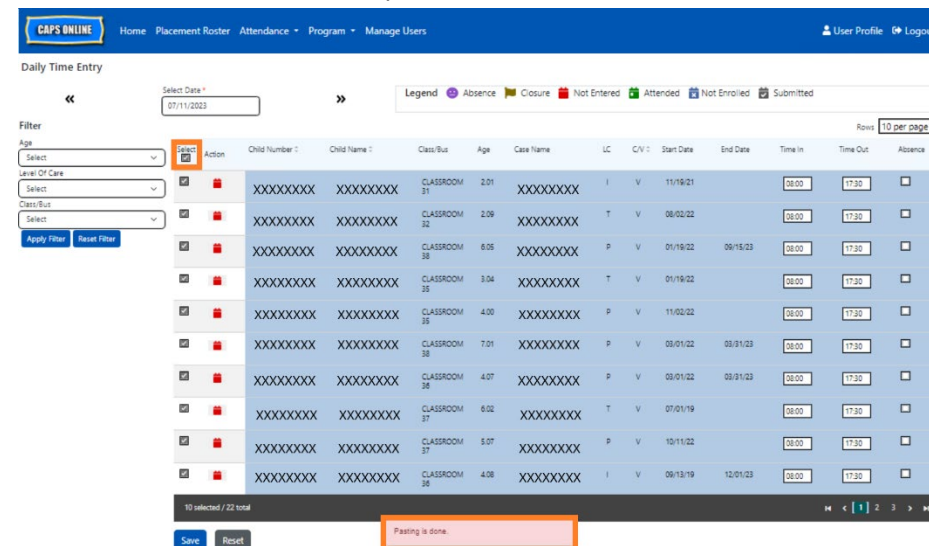


1. To copy and paste the same time for **all** the records on the page (up to 50 records), enter the time-in/time-out for the first child on the screen. Then click on the checkbox in the “Select” column for that row. This will copy the time-in/time-out from that record – the row will be highlighted,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

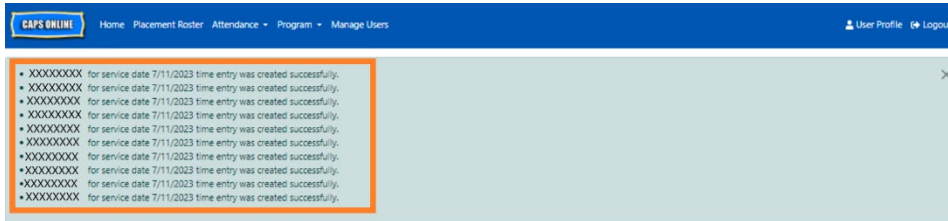


2. To paste the copied time-in/time-out for all of the records on the screen, click on the master checkbox at the top of the column, immediately under the word “Select.” All the rows on the page will now have the same time-in/time-out and appear highlighted, and you’ll receive a small red confirmation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



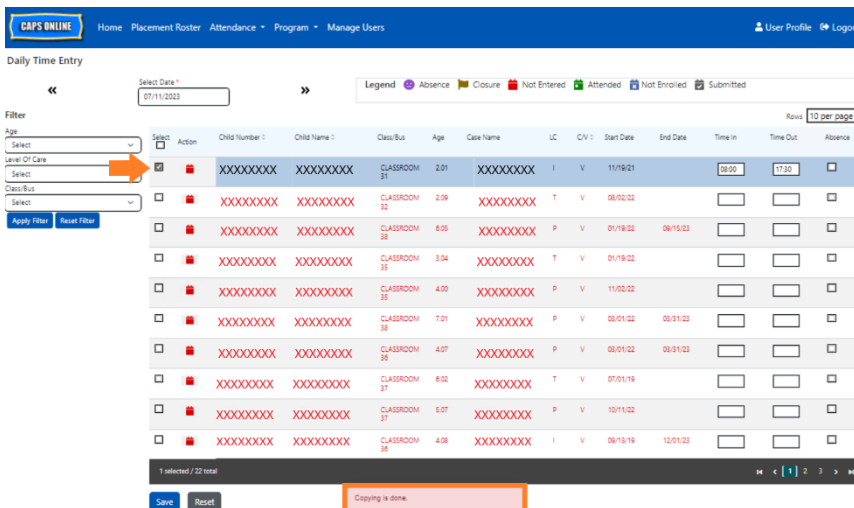
- If you have multiple pages of child records, use the arrow keys at the bottom to move to the next page and repeat the process (bulk copy/paste only impacts the records visible on the page). **Note:** If you would like to change the default number of records visible on a page, please refer to User Profile in the CAPS Online Full User Manual or User Profile Quick Guide for more information.

## 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.

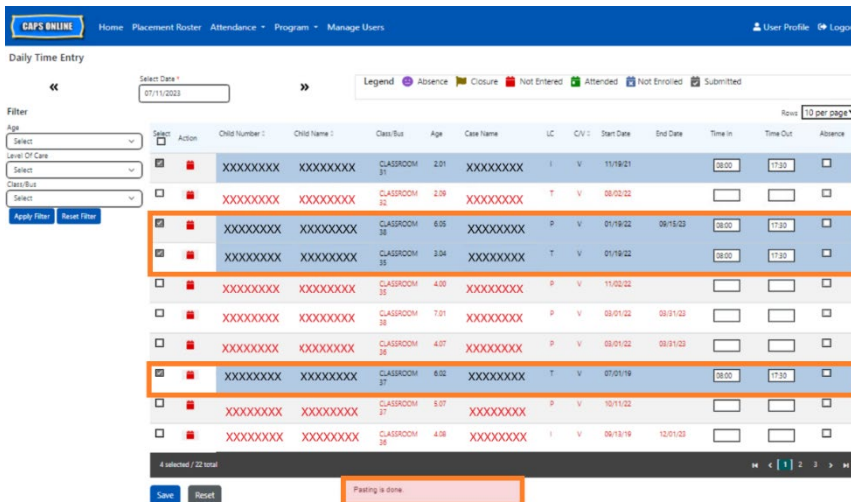
- Enter time-in/time-out attendance for the first child whose attendance you would like to copy/paste, then select the corresponding checkbox in the “Select” column for that row. This will copy the time-in/time-out from that record – the row will be highlighted, and you’ll see a small red confirmation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

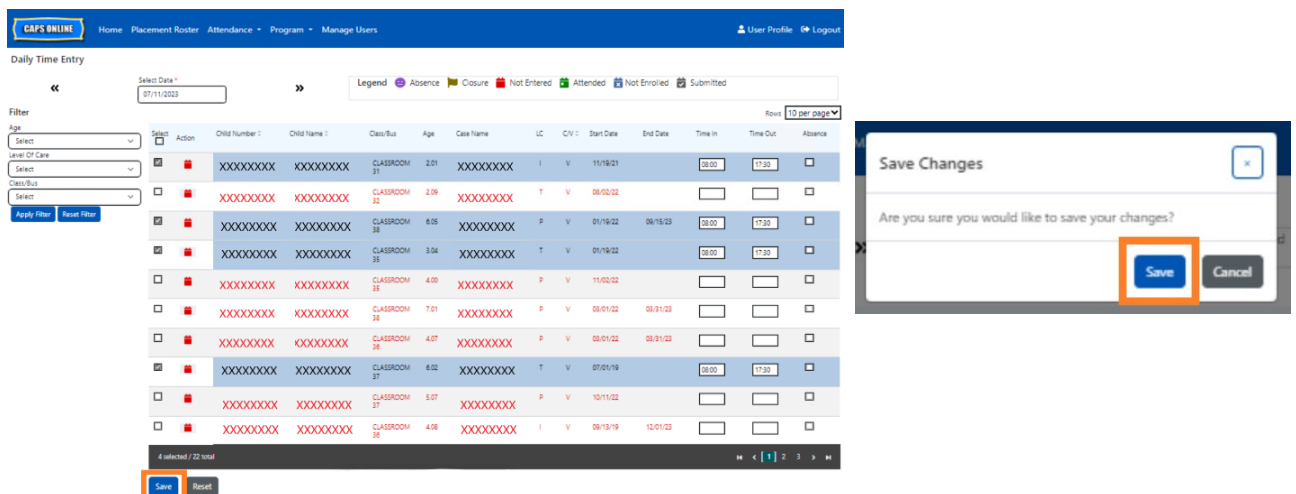


- Once one row of time-in/time-out has been copied, use the boxes in the “Select” column to select the other records with the same time-in/time-out. When you select each record, the time-in/time-out will immediately be pasted. Each pasted row will be highlighted, and you’ll receive a small red confirmation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



- 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).

Confirmation messages at the top of the screen:

- XXXXXXXXXX for service date 7/11/2023 time entry was created successfully;
- XXXXXXXXXX for service date 7/11/2023 time entry was created successfully;
- XXXXXXXXXX for service date 7/11/2023 time entry was created successfully;
- XXXXXXXXXX for service date 7/11/2023 time entry was created successfully;

Daily Time Entry

Select Date: 07/11/2023

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

Filter	Select	Action	Child Number	Child Name	Class/Bus	Age	Case Name	LC	C/V	Start Date	End Date	Time In	Time Out	Absence
Age: Select	<input type="checkbox"/>		XXXXXXXXXX	XXXXXXXXXX	CLASSROOM 31	2.01	XXXXXXXXXX	I	V	11/19/21		08:00	17:30	<input type="checkbox"/>
Level Of Care: Select	<input type="checkbox"/>		XXXXXXXXXX	XXXXXXXXXX	CLASSROOM 32	2.09	XXXXXXXXXX	T	V	08/02/22				<input type="checkbox"/>
Class/Bus: Select	<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"/>
Apply Filter Reset Filter	<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	03/31/23			<input type="checkbox"/>
	<input type="checkbox"/>		XXXXXXXXXX	XXXXXXXXXX	CLASSROOM 36	4.07	XXXXXXXXXX	P	V	03/01/22	03/31/23			<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 dropdown menu options:

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

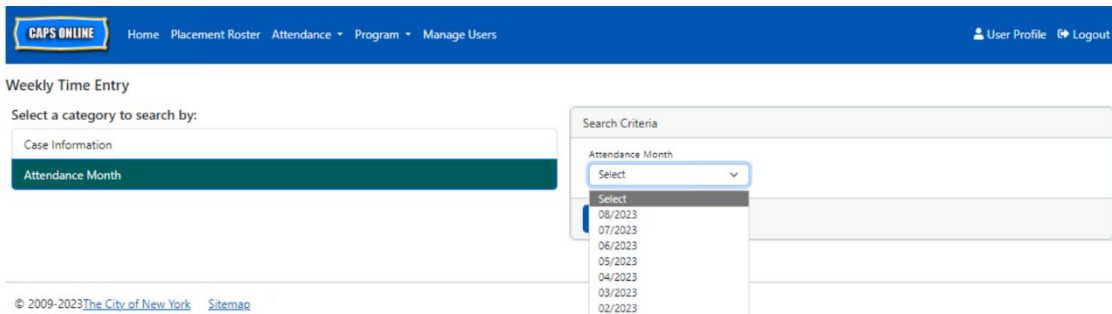
- When you select Weekly Time Entry, there are options to search by Case Information or Attendance Month. Select **Attendance Month**.

Weekly Time Entry search options:


Select a category to search by:

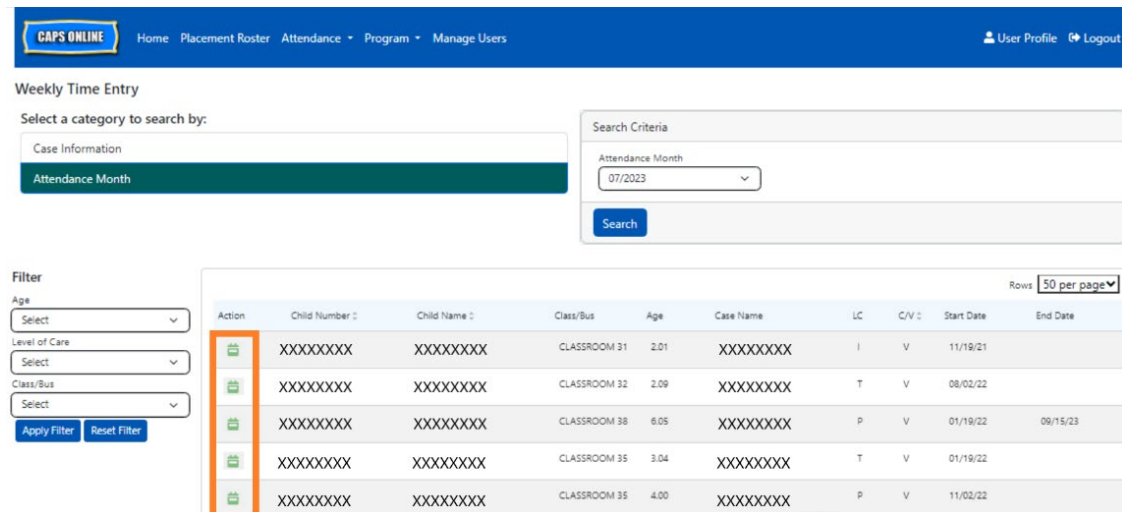
- Case Information
- Attendance Month**

- 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 the CAPS Online Full User Manual or Placement Roster Quick Guide 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 (2<sup>nd</sup> Time In and 2<sup>nd</sup> 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.

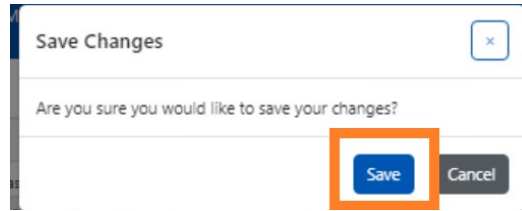
1. Enter time-in/time-out for one day of the week, then click on the “Select” box underneath the time-in/time-out boxes. You’ll receive a red message at the bottom of the screen that says “Copying is done.”

The screenshot shows the 'Weekly Child Time Entry' interface. At the top, there is a navigation bar with 'CAPS ONLINE' and links for Home, Placement Roster, Attendance, Program, and Manage Users. 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 indicates various status icons: Absence (purple), Closure (green), Not Entered (red), Attended (green), Not Enrolled (blue), and Submitted (grey). The main table displays time entry data for the week of 07/16/2023 to 07/22/2023. The '1st Time In' and '1st Time Out' fields for Monday (7/17/2023) are populated with 09:00 and 17:00 respectively. Below these fields, there are checkboxes for 'ABSENCE' and 'Select'. The 'Select' checkbox for Monday is checked and highlighted with an orange box. At the bottom of the screen, a red message box displays 'Copying is done.'.

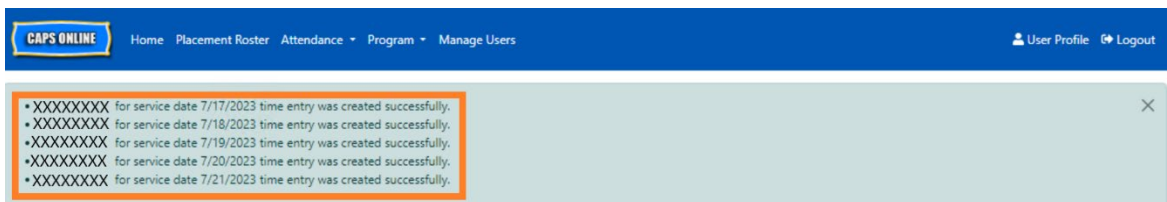
2. Once the time is copied, click on each of the “Select” boxes for the other days that you want to paste the attendance for. When you click on each check box, the time-in/time-out values will immediately be pasted, and a red message will appear at the bottom of the screen that says “Pasting is done.”

This screenshot shows the same 'Weekly Child Time Entry' interface as the previous one, but with the 'Pasting is done.' message. In this view, the 'Select' checkboxes for Monday, Tuesday (7/18/2023), Wednesday (7/19/2023), Thursday (7/20/2023), and Friday (7/21/2023) are all checked and highlighted with orange boxes. The time-in and time-out values (09:00 and 17:00) have been pasted into the corresponding fields for these days. The red message box at the bottom now displays '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?"

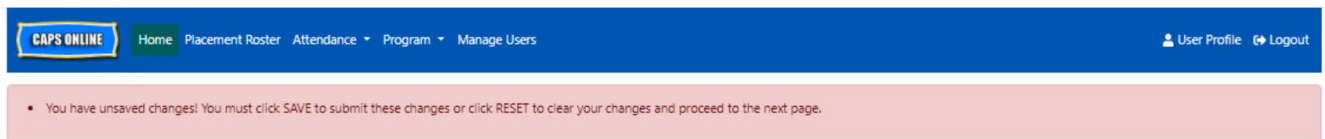


- A green confirmation message will appear at the top of the page for each day that attendance was entered and saved successfully. You can now move on to the next week or go back to Weekly Time Entry and start with another child's attendance.



## NOTE: RESET, EDIT, OR DELETE ENTRIES

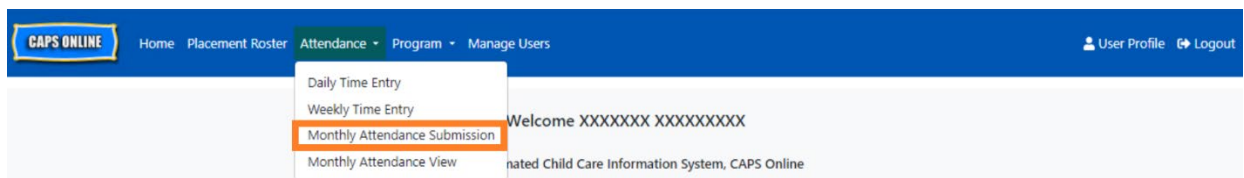
In CAPS Online, an error message (see below) will appear if you try to leave the Daily Time Entry or Weekly Time Entry screens while there are unsaved entries on that page. Before leaving the page, you must either save your entries by selecting Save, or cancel your entries by selecting Reset. After selecting 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 21).

## 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.

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 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**

Status

Service Month

Class/Bus

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 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

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.)

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## 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.

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

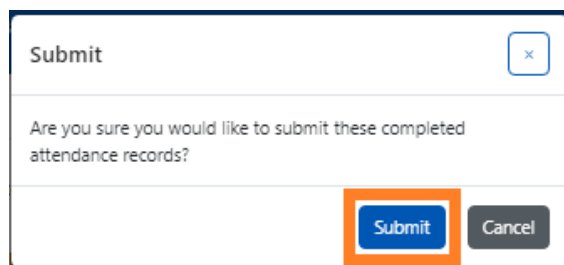
Filter  
Status: Select  
Service Month: Select  
Class/Bus: Select  
Apply Filter Reset Filter

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 31	I	11/19/2021		0	0	V	23	4		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		0		0	08/2023	Incomplete
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	CLASSROOM 35	T	01/19/2022		0	0	V	23	4		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		0		0	08/2023	Incomplete
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	CLASSROOM 36	P	03/01/2022		0	0	V	23	4		1		0	08/2023	Incomplete
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	CLASSROOM 37	T	07/01/2019		0	0	V	23	4		0		0	08/2023	Incomplete
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	CLASSROOM 37	P	10/11/2022		0	0	V	23	4		0		0	08/2023	Incomplete
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	CLASSROOM 36	I	09/13/2019	12/01/2023	0	0	V	23	4		0		0	08/2023	Incomplete

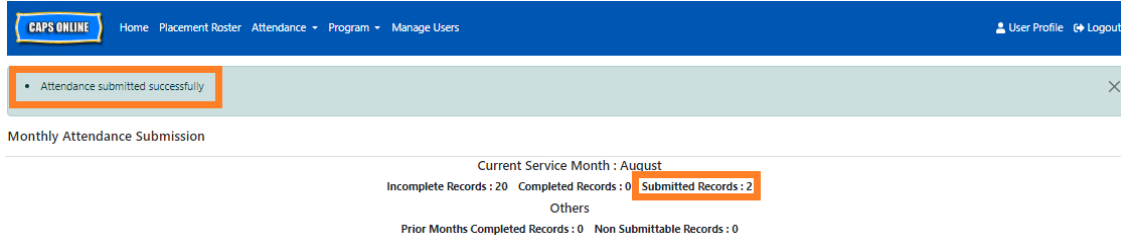
23 total

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.



- 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"/>	<b>09:00</b>	<b>09:30</b>	<b>09:00</b>	<b>10:15</b>	<b>09:00</b>	<input type="text"/>
1st Time Out	<input type="text"/>	<b>13:15</b>	<b>16:00</b>	<b>16:00</b>	<b>16:30</b>	<b>16:00</b>	<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](mailto: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"/>	<b>08:00</b>	<b>08:00</b>	<b>08:00</b>	<b>08:00</b>	<b>08:00</b>	<input type="text"/>
1st Time Out	<input type="text"/>	<b>18:00</b>	<b>18:00</b>	<b>18:00</b>	<b>18:00</b>	<b>18:00</b>	<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

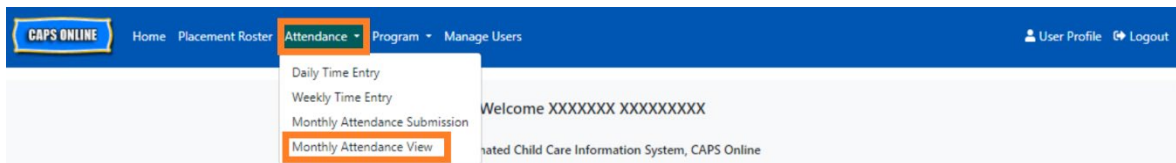
## MONTHLY ATTENDANCE VIEW

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 16).

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 the CAPS Online Full User Manual for more information.*

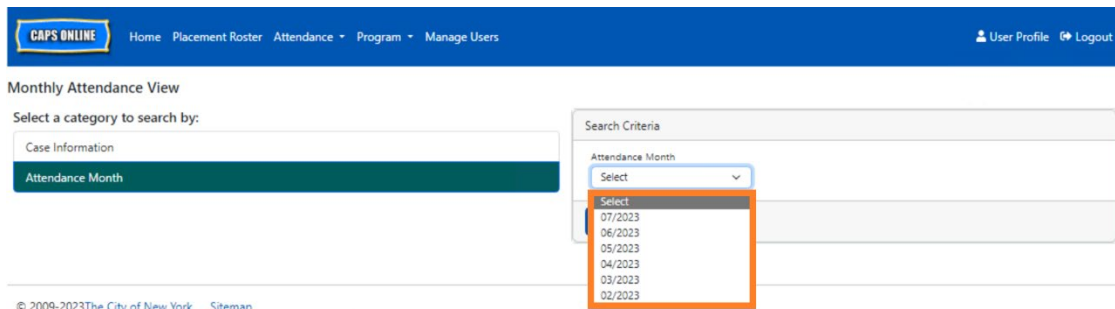
1. Click on **Attendance** in the navigation bar. Then click on **Monthly Attendance View**.



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.

7. 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**