



**Administration for
Children's Services**

CAPS ONLINE QUICK REFERENCE GUIDE:
PROGRAM INFORMATION
(PROGRAMS)

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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 for the Program Profile page. The navigation bar includes 'CAPS ONLINE' and menu items: Home, Placement Roster, Attendance, Program (selected), and Manage Users. The Program dropdown is expanded, showing 'Program Profile' and 'Closures'. The main content area is titled 'Program Profile' and contains several sections: 'Program Details' with fields for Program Number, Contractor Number, Name, Model Type, Program Type, Contract Type, and RA; 'Director Details', 'Contact Details', 'Emergency Contact', 'Transportation, Religion and Language', 'Level of Care', 'License', 'Location And Public Transportation', and 'Days, Session and Hours Of Operation'. Each section has a small arrow on the right to expand or collapse it. At the bottom, there are 'Save' and 'Reset' buttons.

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

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.

- 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.)*

Days, Session and Hours Of Operation

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Open ? <input type="text"/>	Open ? <input type="text" value="07:00"/>	Open ? <input type="text"/>	Open ? <input type="text"/>	Open ? <input type="text"/>	Open ? <input type="text"/>	Open ? <input type="text"/>
Close ? <input type="text"/>	Close ? <input type="text" value="6:30"/> 06:30 (6:30 AM) 18:30 (6:30 PM)	Close ? <input type="text"/>	Close ? <input type="text"/>	Close ? <input type="text"/>	Close ? <input type="text"/>	Close ? <input type="text"/>

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

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

Days, Session and Hours Of Operation

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

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

- When you 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 ? <input type="text"/>	Open ? <input type="text" value="07:00"/>	Open ? <input type="text" value="07:00"/>	Open ? <input type="text" value="07:00"/>	Open ? <input type="text" value="07:00"/>	Open ? <input type="text" value="07:00"/>	Open ? <input type="text"/>
Close ? <input type="text"/>	Close ? <input type="text" value="18:30"/>	Close ? <input type="text" value="18:30"/>	Close ? <input type="text" value="18:30"/>	Close ? <input type="text" value="18:30"/>	Close ? <input type="text" value="18:30"/>	Close ? <input type="text"/>

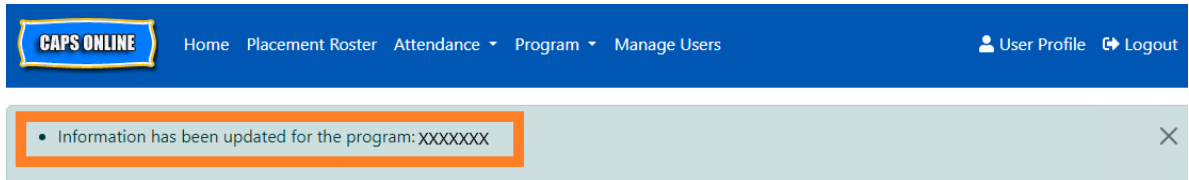
Programs and providers must separately notify the oversight agency for their license (NYC DOHMH or NYS OCFS), registration (NYS OCFS) or enrollment (NYS OCFS/WHEDco) of any changes in their hours of operation.

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

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

Save **Reset**

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



CLOSURES

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

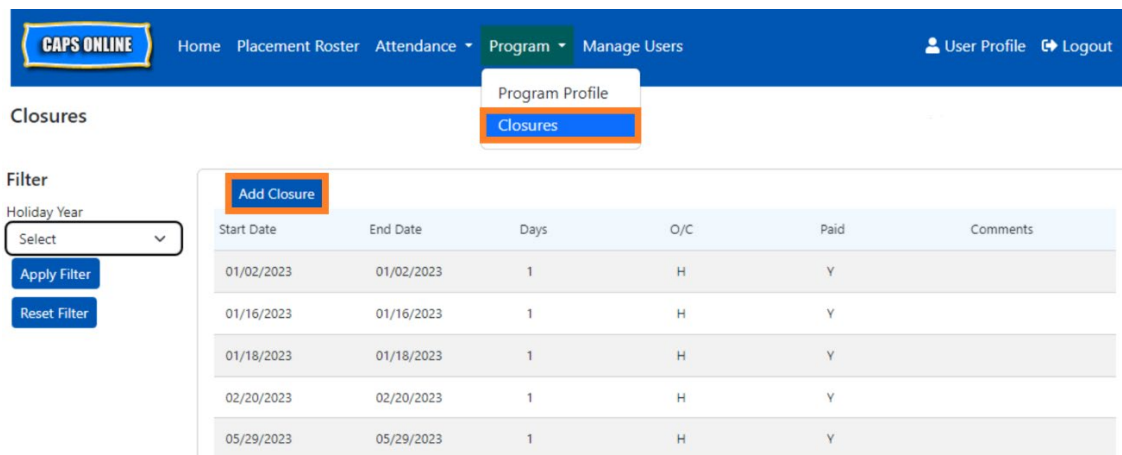
HOLIDAY SUBSTITUTIONS

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.

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



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

The screenshot shows the 'CAPS ONLINE' header with navigation links: Home, Placement Roster, Attendance, Program, and Manage Users. On the right, there are links for User Profile and Logout. Below the header, the page title is 'Closure Info - Add Closure'. The main form area is titled 'Closure Information' and contains four input fields: 'Program Number' (with 'XXXXXXX' as a placeholder), 'Start Date *' (with '12/26/2022' entered), 'End Date *' (empty), and 'Days' (empty). Below these fields is a 'Comments' section with 'Add' and 'Reset' buttons. A calendar dropdown is open over the 'Start Date' field, showing the month of December 2022. The date 26 is highlighted in green. At the bottom left, there is a copyright notice: '© 2009-2022 The City of New York' and a 'Sitemap' link.

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.)

This screenshot is similar to the previous one, but the 'End Date *' field is now highlighted with an orange box, and its calendar dropdown is open, also showing December 26, 2022, selected. The 'Start Date' field now contains '12/26/2022'. The 'Days' field now contains the number '1'. The rest of the form and the calendar dropdown for 'Start Date' remain the same as in the previous screenshot.

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 'Add Closure' form with the 'Start Date' and 'End Date' fields filled with '12/26/2022' and the 'Days' field filled with '1'. The 'Comments' section is highlighted with an orange box, and the 'Closure Description' field is also highlighted with an orange box. The 'Add' and 'Reset' buttons are visible at the bottom left. The rest of the form and the calendar dropdowns are the same as in the previous screenshots.