NYC
Administration for Children's Services

CAPS ONLINE QUICK REFERENCE GUIDE:

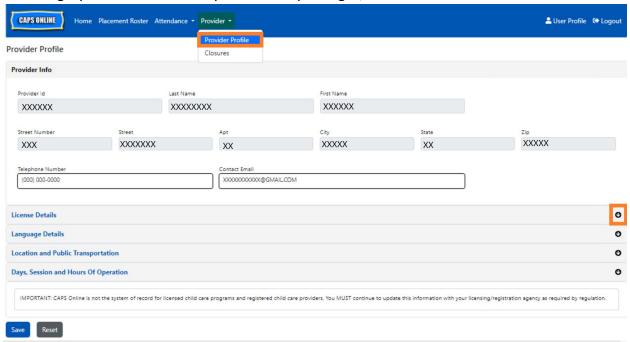PROVIDER INFORMATION

(PROVIDERS)

CONTENTS

PROVIDER INFORMATION

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

PROVIDER PROFILE

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

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

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

HOURS OF OPERATION

Hours of Operation will now be updated by users in CAPS Online instead of by ACS/CFWB. *Please note that all hours of operation must match your licensed hours of operation with your*
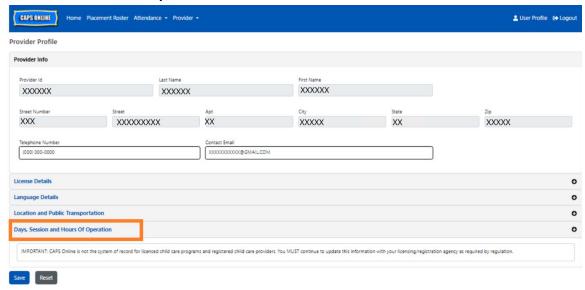
licensing (NYC DOHMH or NYS OCFS), registration (NYS OCFS), or enrollment (NYS OCFS/WHEDco) agency.
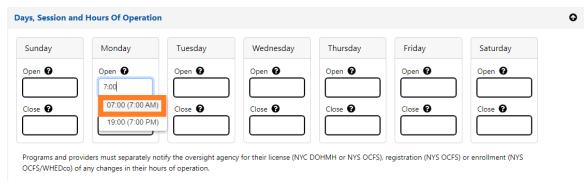
1. Click on the **Provider** button in the navigation bar, then click on **Provider Profile**.

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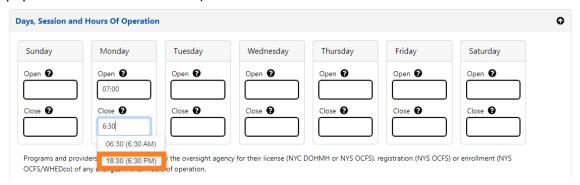

3. Enter your hours of operation for each day. In the example below, the **Open** time is 7:00 am. Type 7:00, and then select **07:00 (7:00 AM)** from the dropdown menu.
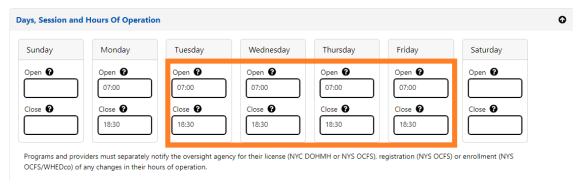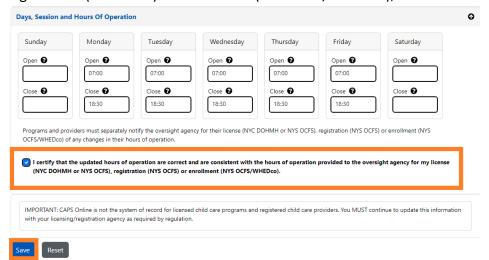
4. Below that, enter the time you close in the **Close** box. In this example, the close time is 6:30 pm. Type 6:30, and then select **18:30 (6:30 PM)** from the dropdown menu. *(Please note: CAPS Online runs in military time, so be sure to select the PM hours, which populate under the AM times.)*

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

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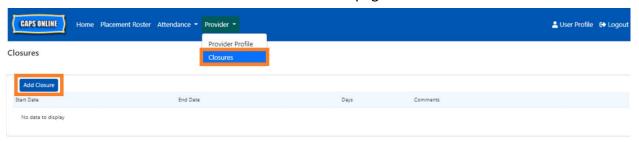
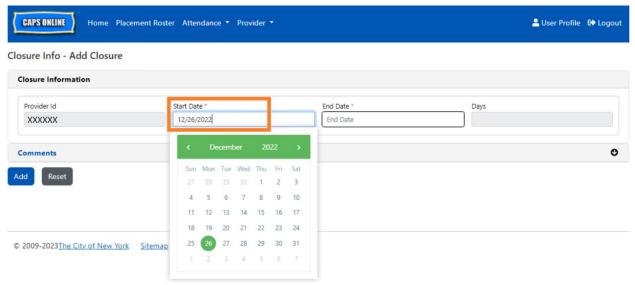7. After pressing Save, you will receive a green confirmation message at the top of the screen.

CLOSURES

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

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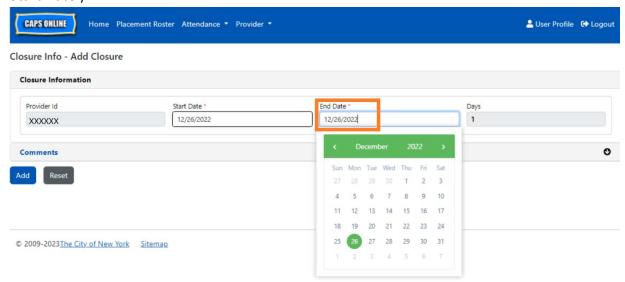2. Select **Add Closure**. This will load the Closure Info page.

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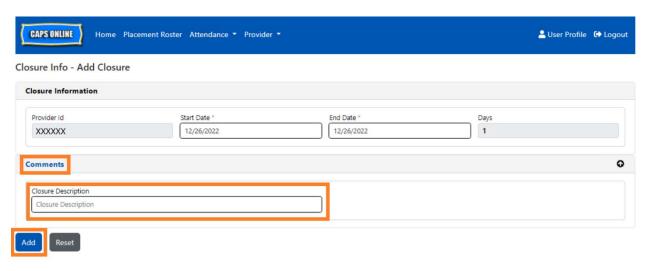
4. Select the **End Date** field and a calendar will drop down. Click on the last date of your closure. (Note: If the closure is only one day, your End Date will be the same as your Start Date.)

5. Click on **Comments** and then the **Closure Description** field to add a description for the closure.
6. Select **Add** at the bottom to save the closure.