



**Administration for
Children's Services**

QUICK REFERENCE GUIDE:
PLACEMENT ROSTER
(PROVIDERS)

PLACEMENT ROSTER

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



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

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

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



Drop a Child (pencil icon): Page 3



Daily Time Entry (red calendar icon): Please refer to the Attendance quick guide or the full CAPS Online Manual for more information.



Weekly Time Entry (green calendar icon): Please refer to the Attendance quick guide or the full CAPS Online Manual for more information.

DROP A CHILD



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

Home Placement Roster Attendance Provider User Profile Logout

Placement Drop - Drop a Child

Child Information

| | | | |
|----------------------------|---------------------------------|-------------------------|-------------|
| Child Number XXXXXXXXXX | Child Name XXXXXXXXXX | Case Name XXXXXXXXXX | Age 1.04 |
| Level Of Care I | Enroll Start Date 11/17/2021 | Enroll End Date | |

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.