



**Administration for  
Children's Services**

CAPS ONLINE QUICK REFERENCE GUIDE:  
PROVIDER INFORMATION  
(PROVIDERS)

## CONTENTS

Provider Information.....	3
Provider Profile .....	3
Hours of Operation .....	3
Closures.....	6

## 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**.

The screenshot shows the CAPS ONLINE interface. At the top, there is a navigation bar with 'CAPS ONLINE' and a 'Provider' dropdown menu. The 'Provider' dropdown is expanded, showing 'Provider Profile' (highlighted in orange) and 'Closures'. Below the navigation bar, the page title is 'Provider Profile'. The main content area is titled 'Provider Info' and contains several input fields: Provider Id (XXXXXX), Last Name (XXXXXXXX), First Name (XXXXXX), Street Number (XXX), Street (XXXXXXXX), Apt (XX), City (XXXXX), State (XX), Zip (XXXXX), Telephone Number ((000) 000-0000), and Contact Email (XXXXXXXXXXXX@GMAIL.COM). Below the 'Provider Info' section are four expandable sections: 'License Details', 'Language Details', 'Location and Public Transportation', and 'Days, Session and Hours Of Operation'. Each section has a small arrow icon on the right side. At the bottom of the page, there is a warning message: '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 warning message are 'Save' and 'Reset' buttons.

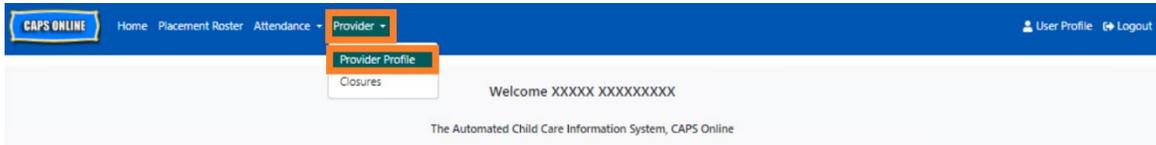
**IMPORTANT:** CAPS Online is not the system of record for licensed child care programs and registered child care providers. You **MUST** continue to update this information with your licensing/registration agency as required by regulation.

## HOURS OF OPERATION

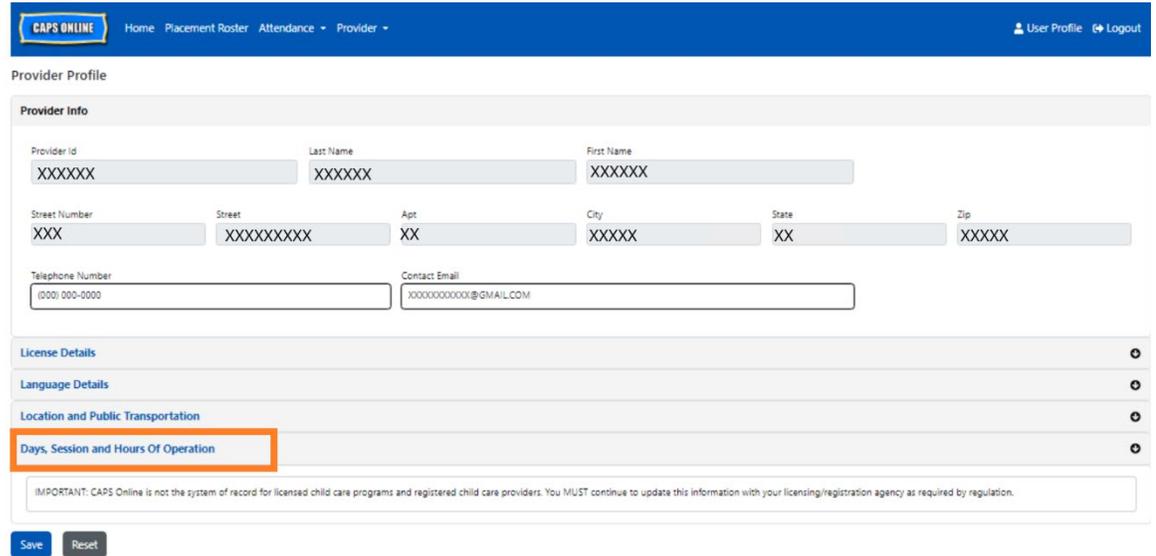
Hours of Operation will now be updated by users in CAPS Online instead of by ACS/CFWB. *Please note that all hours of operation must match your licensed hours of operation with your*

licensing (NYC DOHMH or NYS OCFS), registration (NYS OCFS), or enrollment (NYS OCFS/WHEDco) agency.

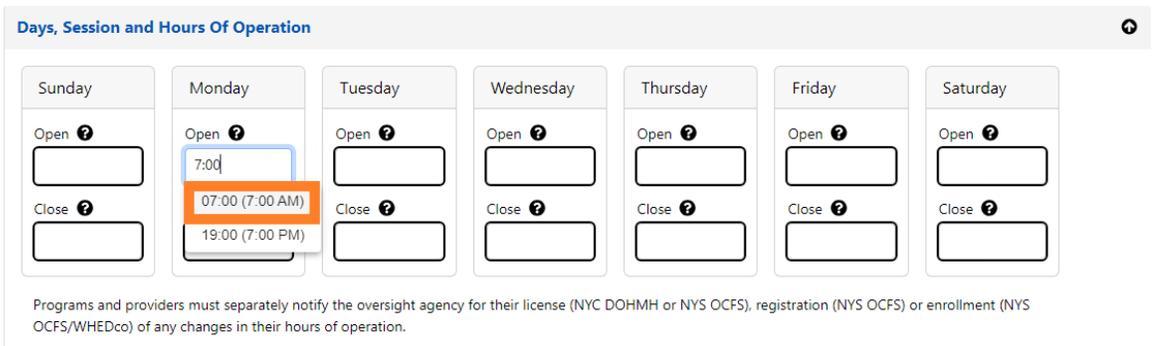
1. Click on the **Provider** button in the navigation bar, then click on **Provider Profile**.



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.



- 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"/>				
Close ? <input type="text"/>	Close ? <input type="text" value="6:30"/>	Close ? <input type="text"/>				

06:30 (6:30 AM)  
18:30 (6:30 PM)

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"/>				
Close ? <input type="text"/>	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'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**.

**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"/>				
Close ? <input type="text"/>	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**

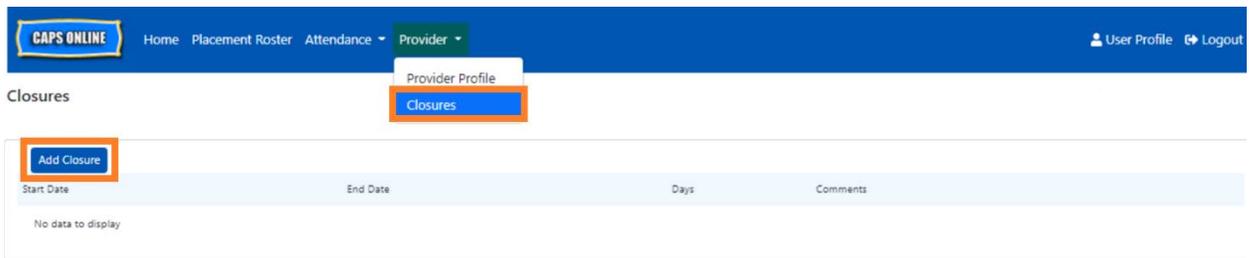
7. After pressing Save, you will receive a green confirmation message at the top of the screen.



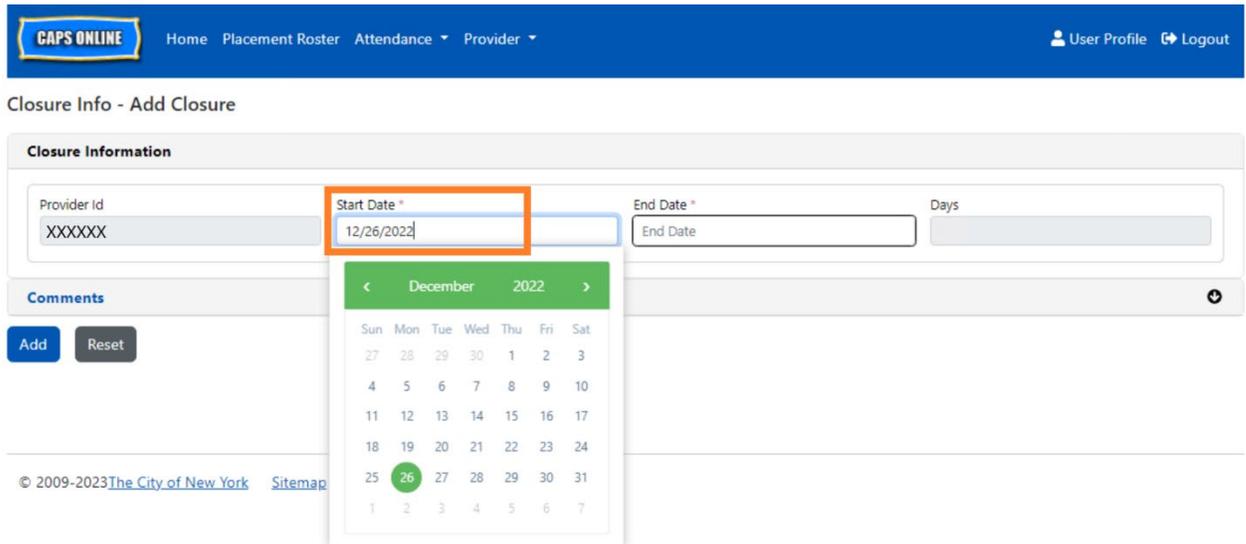
## CLOSURES

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.)

The screenshot shows the 'Closure Info - Add Closure' form in the CAPS ONLINE system. The 'Closure Information' section contains four input fields: 'Provider Id' (XXXXXX), 'Start Date \*' (12/26/2022), 'End Date \*' (12/26/2022), and 'Days' (1). The 'End Date \*' field is highlighted with an orange border, and a calendar dropdown is open, showing the date 12/26/2022 selected. Below the form is a 'Comments' section with 'Add' and 'Reset' buttons. At the bottom, there is a copyright notice: '© 2009-2023 The City of New York Sitemap'.

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.

The screenshot shows the 'Closure Info - Add Closure' form in the CAPS ONLINE system. The 'Closure Information' section contains four input fields: 'Provider Id' (XXXXXX), 'Start Date \*' (12/26/2022), 'End Date \*' (12/26/2022), and 'Days' (1). Below the form is a 'Comments' section with a 'Closure Description' field containing the text 'Closure Description'. The 'Comments' section and the 'Add' button are highlighted with orange boxes. At the bottom, there is a copyright notice: '© 2009-2023 The City of New York Sitemap'.