



**Administration for
Children's Services**

**CAPS ONLINE QUICK REFERENCE GUIDE:
CLOSURES (LICENSED PROVIDERS)**

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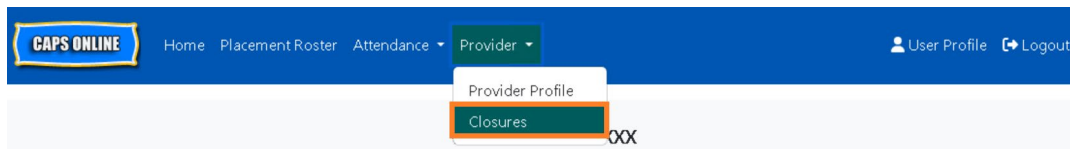
CLOSURES

Licensed and registered providers will now be able to enter closures in CAPS Online. These closures mark days that you are *unavailable to provide care* as “closed” in CAPS Online, making the day unavailable to enter time-in/time-out attendance. Please be aware that licensed/registered providers will receive payment from ACS for up to **twenty (20)** closures each NYS Fiscal Year, from April 1 – March 31 (Please see page 4 for more details).

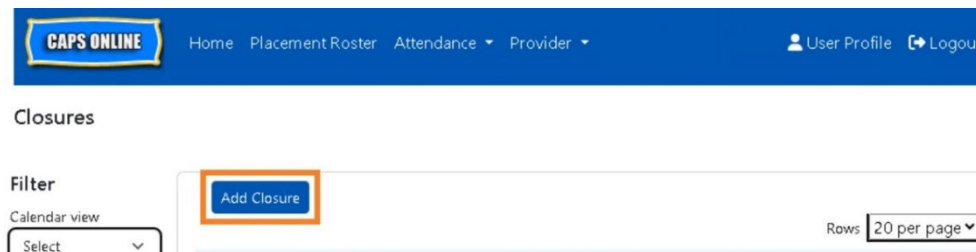
Note: *Network Providers* – your network will add closures for your NYCPS contract seats. You are responsible for adding closures for your *voucher* children only.

ENTERING CLOSURES

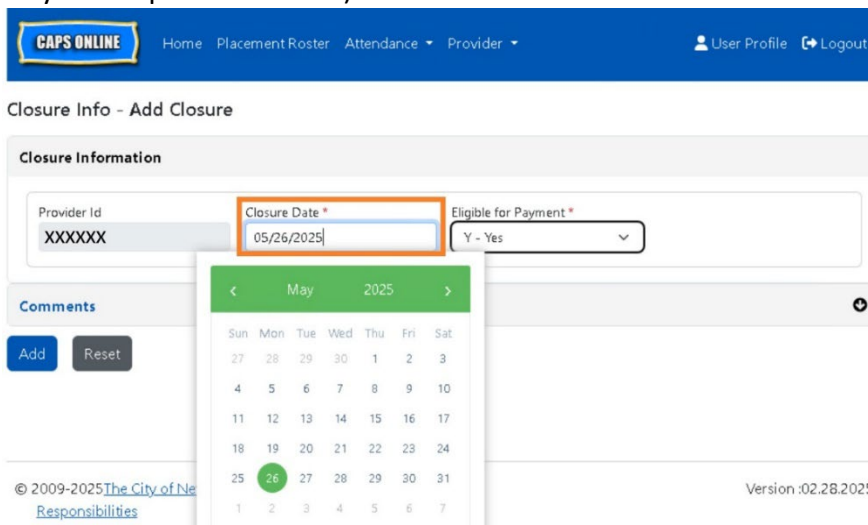
1. Select **Closures** from the **Provider** dropdown.



2. Select **Add Closure**.



3. Select the **Closure Date** field. A calendar will drop down. Select the date of your closure from the calendar. (**Note:** if you have a closure that lasts multiple days, you will need to enter each day as a separate closure.)



4. In the **Eligible for Payment** field, you must indicate whether this closure qualifies as a paid closure according to the rules defined by OCFS, **up to 20** eligible paid closures.

The screenshot shows the 'CAPS ONLINE' header with navigation links: Home, Placement Roster, Attendance, and Provider. User Profile and Logout links are on the right. Below the header is the 'Closure Info - Add Closure' section. It contains a 'Closure Information' form with three fields: 'Provider Id' (XXXXXX), 'Closure Date' (05/26/2025), and 'Eligible for Payment' (Y - Yes). The 'Eligible for Payment' dropdown is open, showing 'Y - Yes' and 'N - No' options. Below the form is a 'Comments' section with an 'Add' button highlighted in blue and a 'Reset' button.

Please see <https://on.nyc.gov/3FAGPKu> for more detailed information about paid vs. unpaid program closures.

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 'CAPS ONLINE' header with navigation links: Home, Placement Roster, Attendance, and Provider. User Profile and Logout links are on the right. Below the header is the 'Closure Info - Add Closure' section. It contains a 'Closure Information' form with three fields: 'Provider Id' (XXXXXX), 'Closure Date' (05/26/2025), and 'Eligible for Payment' (Y - Yes). Below the form is a 'Comments' section with a 'Closure Description' field highlighted in orange, containing the text 'Memorial Day'. Below the form is an 'Add' button highlighted in blue and a 'Reset' button.

7. Once you add the closure, you will receive a green confirmation message at the top of the screen confirming that the closure has been added, and you will see the new closure listed in the closure table.

The screenshot shows the 'CAPS ONLINE' header with navigation links: Home, Placement Roster, Attendance, and Provider. User Profile and Logout links are on the right. Below the header is a green confirmation message box with the text: 'The closure record was created successfully for # XXXXXX with the start date(5/26/2025)'. The message box has a close button (X) on the right.

MODIFYING CLOSURES

If you make a mistake when entering a closure or need to change closure information after you have entered it in CAPS Online, you can edit or delete the closure. (**Note:** you cannot edit or delete closures in service months that have already been *submitted*.)

Note: *Network providers* – you will *not* see any icons in the action column for your contract closures. These must be edited/deleted by your network program. You are responsible for modifying your *voucher* closures only.

1. If you need to edit an already entered closure, click on the brown pencil icon in the **Action** column to edit the closure.

CAPS ONLINE Home Placement Roster Attendance Provider User Profile Logout

Closures







Filter

Calendar view
Select

Closure Year
Select

Apply Filter Reset Filter

Add Closure

Action	Start Date	End Date	Days	Eligible for Payment	Comments
 	01/01/2025	01/01/2025	1	Y	NEW YEAR'S DAY
 	01/20/2025	01/20/2025	1	Y	MLK Birthday
 	02/17/2025	02/17/2025	1	Y	Presidents Day

Rows 20 per page

When you click on this icon, the Closure Info - Edit page will appear, and you can make any changes necessary to your saved closures. Make sure to click **save** so that your closure changes are saved, and you will receive a green confirmation message at the top of the screen that the edits were saved successfully.

(**Note:** any changes made to closures will cause all records to be labeled as “non-submittable” for one business day while the changes take effect in the system.)

CAPS ONLINE Home Placement Roster Attendance Provider User Profile Logout

Closure Info - Edit

Closure Information

Provider Id
XXXXXX

Closure Date *
01/01/2025

Eligible for Payment *
Y - Yes

Comments

Save Reset

2. If you need to remove a closure, click on the black trash can icon in the **Action** column next to the closure.

CAPS ONLINE Home Placement Roster Attendance Provider User Profile Logout

Closures

Filter
Calendar view
Select
Closure Year
Select
Apply Filter Reset Filter

Add Closure

Rows 20 per page

Action	Start Date	End Date	Days	Eligible for Payment	Comments
<input checked="" type="checkbox"/>	01/01/2025	01/01/2025	1	Y	NEW YEAR'S DAY
<input checked="" type="checkbox"/>	01/30/2025	01/30/2025	1	Y	MLK Birthday
<input checked="" type="checkbox"/>	02/17/2025	02/17/2025	1	Y	Presidents Day

Once you click on that icon, the Delete Closure page will appear, and you can click “delete” at the bottom of the screen, click **delete** on the pop-up that appears, and you will receive a green confirmation message that the closure was deleted successfully. This will remove the closure from your CAPS Online account, and you will be able to enter time-in and time-out attendance for that day.

CAPS ONLINE Home Placement Roster Attendance Provider User Profile Logout

Closure Info - Delete Closure

Closure Information

Provider Id XXXXXX Closure Date * 01/01/2025 Eligible for Payment * Y - Yes

Comments

Delete

Delete Entry

Are you sure you would like to delete this record?

Delete Cancel

CLOSURE FILTERS

On the Closures page, you can also filter your list of program closures to view only specific years of closures.

1. On the Closures screen, you will see the closures already listed in CAPS Online for your program. You will see two different filters on the left side of the screen – **Calendar View** and **Closure Year**.
 - **Calendar View** – this filter indicates which list of years you would like to view.
 - Gregorian Calendar Year – showing closures from January to December of the selected year.

- State Fiscal Year – showing closures between April of the selected year and March of the following year.
- NYC School Year – showing closures between July of the selected year and June of the following year.

Filter

Calendar view

Select

Select

Gregorian Calendar Year(Jan - Dec)

State Fiscal Year(April - Mar)

NYC School Year(July - June)

Add Closure

Rows 20 per page

Action	Start Date	End Date	Days	Eligible for Payment	Comments
<input checked="" type="checkbox"/>	01/01/2025	01/01/2025	1	Y	New Years Day
<input checked="" type="checkbox"/>	01/20/2025	01/20/2025	1	Y	MLK Birthday

- **Closure Year** – this filter indicates which year’s closures you would like to view.

Closures

Filter

Calendar view

Gregorian Calendar Year(Jan - Dec)

Closure Year

Select

Select

2025

2024

Add Closure

Rows 20 per page

Action	Start Date	End Date	Days	Eligible for Payment	Comments
<input checked="" type="checkbox"/>	01/01/2025	01/01/2025	1	Y	NEW YEAR'S DAY
<input checked="" type="checkbox"/>	01/20/2025	01/20/2025	1	Y	MLK Birthday
<input checked="" type="checkbox"/>	02/17/2025	02/17/2025	1	Y	Presidents Day

2. Once you select your chosen filters, click **Apply Filter** to view your selected list of closures.

Closures

Filter

Calendar view

Gregorian Calendar Year(Jan - Dec)

Closure Year

2025

Apply Filter

Reset Filter

Add Closure

Rows 20 per page

Action	Start Date	End Date	Days	Eligible for Payment	Comments
<input checked="" type="checkbox"/>	01/01/2025	01/01/2025	1	Y	NEW YEAR'S DAY
<input checked="" type="checkbox"/>	01/20/2025	01/20/2025	1	Y	MLK Birthday
<input checked="" type="checkbox"/>	02/17/2025	02/17/2025	1	Y	Presidents Day
<input checked="" type="checkbox"/>	05/26/2025	05/26/2025	1	Y	Memorial Day

4 total