



**Administration for
Children's Services**

QUICK REFERENCE GUIDE:
PROVIDER INFORMATION

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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.

CAPS ONLINE Home Placement Roster Attendance **Provider** User Profile Logout

Provider Information

Provider Profile
Closures

Provider Info

Provider Id: XXXXXXXX Last Name: XXXXXXXX First Name: XXXXXXXX

Street Number: XXXXXXXX Street: XXXXXXXX Apt: XX City: XXXXXXXX State: XX Zip: XXXXX

Telephone Number: (XXX)XXX-XXXX Contact Email: Contact Email

License Details

Language Details

Location and Public Transportation

Days, Session and Hours Detail

ENTERING A CLOSURE

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.

The screenshot shows the top navigation bar of the CAPS ONLINE system. The 'Provider' dropdown menu is open, with 'Closures' selected and highlighted with an orange box. Below the navigation bar, the 'Closures' section is visible, featuring an 'Add Closure' button also highlighted with an orange box. A table below the button lists existing closures with columns for Action, Start Date, End Date, Days, and Comments.

Action	Start Date	End Date	Days	Comments
	02/17/2021	02/19/2021	3	
	02/24/2021	02/24/2021	1	
	03/10/2021	03/11/2021	2	

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

The screenshot shows the 'Closure Info - Add Closure' page. The 'Closure Information' section contains fields for 'Provider Id', 'Start Date', 'End Date', and 'Days'. The 'Start Date' field is active, and a calendar dropdown is displayed, showing the month of January 2022. The date 01/24/2022 is selected in the calendar. Below the form, there are 'Add' and 'Reset' buttons. The footer of the page includes copyright information for The City of New York and a link to the Sitemap.

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.)

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Closure Info - Add Closure

Closure Information

Provider Id: XXXXXXXX Start Date: 01/24/2022 End Date: [Calendar] Days: 1

Comments

Add Reset

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5. Click on the **Comments** section to add a description for the closure.
6. Select **Add** at the bottom to save the closure.

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Closure Info - Add Closure

Closure Information

Provider Id: XXXXXXXX Start Date: 01/24/2022 End Date: 01/24/2022 Days: 1

Comments

Closure Description: [Text Area]

Add Reset