



**Administration for  
Children's Services**

QUICK REFERENCE GUIDE:  
PROGRAM PROFILE

## CONTENTS

Program Information .....	3
Program Profile .....	3
Entering a Closure .....	4

## PROGRAM INFORMATION

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

## PROGRAM PROFILE

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

All information about the program 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.

The screenshot shows the CAPS ONLINE interface. At the top, there is a navigation bar with the CAPS ONLINE logo and links for Home, Placement Roster, Attendance, Program, and Manage Users. The Program dropdown menu is open, showing 'Program Profile' (highlighted in green) and 'Closures'. Below the navigation bar, the 'Program Information' section is visible. It contains a 'Program Details' section with several input fields: Program Number (XXXXXXX), Contractor Number, Name (XXXXXXXXXXXX), Model Type, Program Type (G), Contract Type (PP), RA (08), Number (XX), Street (XXXXXXXXXX), Boro (XX), City (XXXXXXXXXX), State (XX), and Zip (XXXXX). Below the details section are several expandable sections: Director Details, Contact Details, Emergency Contact, Transportation, Religion and Language, Level of Care, and License. Each section has a small arrow icon on the right side to toggle its visibility.

## ENTERING A CLOSURE

If your program will be closed for specific days, you must enter this information as a **closure**.

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

The screenshot shows the CAPS ONLINE interface. The top navigation bar includes 'CAPS ONLINE', 'Home', 'Placement Roster', 'Attendance', 'Program', and 'Manage Users'. The 'Program' dropdown menu is open, showing 'Program Profile' and 'Closures'. The 'Closures' page is displayed, featuring a table with columns: Start Date, End Date, Days, O/C, Paid, and Comments. The 'Add Closure' button is highlighted with an orange box.

Start Date	End Date	Days	O/C	Paid	Comments
01/01/2021	01/01/2021	1	H	Y	
01/18/2021	01/18/2021	1	H	Y	
02/15/2021	02/15/2021	1	H	Y	
05/31/2021	05/31/2021	1	H	Y	
01/01/2020	01/01/2020	1	H	Y	

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

The screenshot shows the CAPS ONLINE interface. The top navigation bar includes 'CAPS ONLINE', 'Home', 'Placement Roster', 'Attendance', 'Program', and 'Manage Users'. The 'Closure Info' page is displayed, featuring a form with fields for 'Program Number', 'Start Date', 'End Date', and 'Days'. The 'Start Date' field is selected, and a calendar is displayed showing the date 04/09/2021.

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4. Select the **End Date** field. 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.)

CAPS ONLINE Home Placement Roster Attendance Program Manage Users User Profile Logout

Closure Info

Closure Information

Program Number: XXXXXXXXXX Start Date: 04/09/2021 End Date: [Calendar] Days: 1

Comments

Add Cancel

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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.

CAPS ONLINE Home Placement Roster Attendance Program Manage Users User Profile Logout

Closure Info

Closure Information

Program Number: XXXXXXXXXX Start Date: 04/09/2021 End Date: 04/09/2021 Days: 1

Comments

Closure Description

Add Cancel