



**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

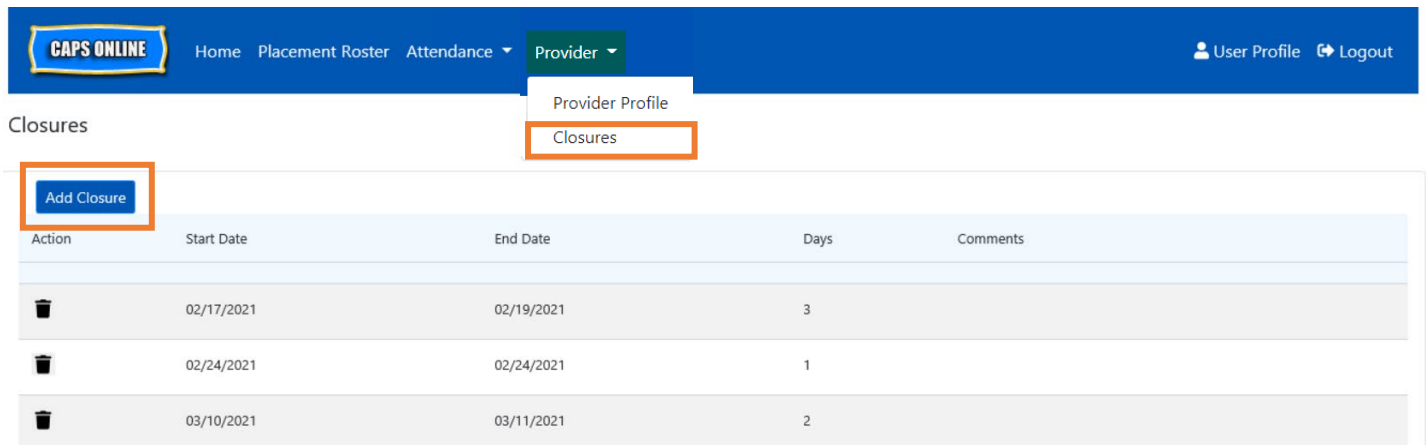
Location and Public Transportation

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**.

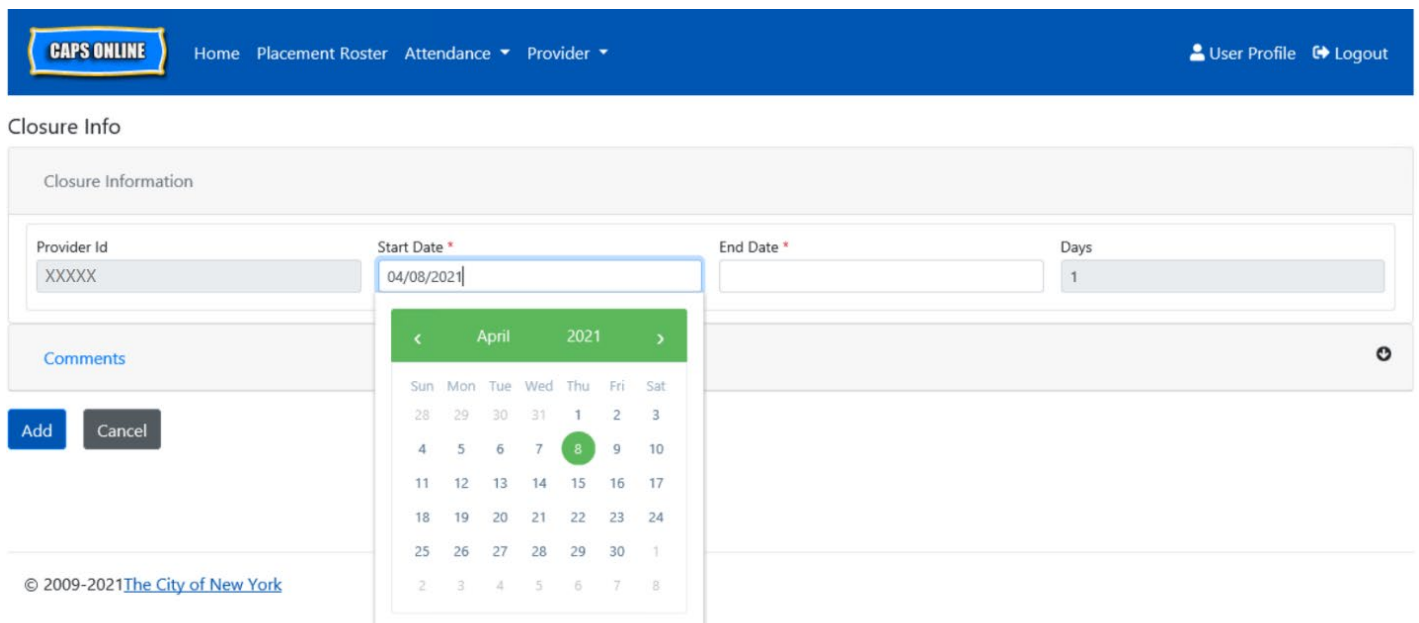
1. Select **Closures** from the Provider dropdown.
2. Select **Add Closure**. This will load the Closure Info page.



The screenshot shows the CAPS ONLINE header with navigation links: Home, Placement Roster, Attendance, and Provider. The Provider dropdown menu is open, showing 'Provider Profile' and 'Closures' (highlighted with an orange box). Below the header, the 'Closures' section has an 'Add Closure' button (highlighted with an orange box) and a table of existing closures.

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' page. The 'Closure Information' section has fields for 'Provider Id' (XXXXX), 'Start Date' (04/08/2021), 'End Date', and 'Days' (1). A calendar dropdown is open for the 'Start Date' field, showing the month of April 2021 with the 8th highlighted. Below the form are 'Add' and 'Cancel' buttons.

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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 CAPS ONLINE interface. At the top, there is a navigation bar with the CAPS ONLINE logo and links for Home, Placement Roster, Attendance, and Provider. On the right, there are links for User Profile and Logout. Below the navigation bar, the 'Closure Info' section is visible. It contains a 'Closure Information' form with fields for Provider Id (XXXXXX), Start Date (04/08/2021), End Date (empty), and Days (1). The End Date field is selected, and a calendar for April 2021 is displayed. The calendar shows the days of the week and the dates from 1 to 30. Below the calendar, there is a 'Comments' section with an 'Add' button and a 'Cancel' button. At the bottom left, there is a copyright notice: © 2009-2021 The City of New York.

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

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, and Provider. On the right, there are links for User Profile and Logout. Below the navigation bar, the 'Closure Info' section is visible. It contains a 'Closure Information' form with fields for Provider Id (XXXXXXX), Start Date (04/08/2021), End Date (04/08/2021), and Days (1). The 'Comments' section is highlighted with an orange box, and the 'Add' button is also highlighted with an orange box. Below the 'Comments' section, there is a 'Closure Description' field with the placeholder text 'Closure Description'. At the bottom left, there is a copyright notice: © 2009-2021 The City of New York.