



**Administration for
Children's Services**

QUICK REFERENCE GUIDE:

ENTERING RETROACTIVE ATTENDANCE

ENTERING RETROACTIVE ATTENDANCE

Note that CAPS Online **only allows time-in/time-out entries or edits for a period of 3 calendar months prior to the current day**. Requests to enter time-in/time-out retroactively for dates that fall prior to 3 calendar months will be granted on an ad-hoc basis depending on the circumstances.

1. To request an allowance for entering time-in/time-out data for dates that fall prior to 3 calendar months to the current day, please contact the ACS Help Desk at +1 (212) 835-7610.
2. Once the ACS Help Desk has processed your request to open past attendance records for editing, you will see those records listed on the CAPS Online homepage under “Cases Allowed for Retro Time Entry”.

The screenshot shows the CAPS Online homepage. The navigation bar includes 'CAPS ONLINE', 'Home', 'Placement Roster', 'Attendance', and 'Provider'. The main content area features a welcome message, a row of five child photos, and a table titled 'Cases allowed for retro time Entry'. The table has four columns: Child Number, Child Name, Case Name, and Tito Start Date. Two rows of data are visible, both with placeholder text 'XXXXXXXXXX'. To the right, there is an 'Announcements' section with text about November attendance. At the bottom, a footer states: 'CAPS Online is the system used to manage and monitor the entire life cycle of child care for subsidy eligible families in the City of New York'.

| Child Number | Child Name | Case Name | Tito Start Date |
|--------------|----------------|------------|-----------------|
| 123456789 | XXXXXXXXXXXXXX | XXXXXXXXXX | 09/01/20 |
| 987654321 | XXXXXXXXXXXXXX | XXXXXXXXXX | 09/01/20 |

3. To access the records for editing, select **Weekly Time Entry** from the Attendance dropdown.

This screenshot shows the same CAPS Online homepage as above, but with the 'Attendance' dropdown menu open. The menu options are 'Daily Time Entry', 'Weekly Time Entry', and 'Monthly Preview'. The 'Weekly Time Entry' option is highlighted, indicating it has been selected. The rest of the page content remains the same.

4. Select **Case Information**, then click on the dropdown menu under **Case Number** on the right-hand side of the screen. The children that appear in this dropdown are the only ones for whom retroactive time entry is available. Select the child for whom you would like to edit attendance and click **Search**. Clicking **search** will take you directly to the Weekly Time Entry page for the date(s) that have been opened for editing.



Weekly Time Entry

Select a category to search by:

Case Information
Attendance Month

Search Criteria

Case Number
123456789 XXXXXXXX, XXXXXXXX
Select
123456789 XXXXXXXX, XXXXXXXX
987654321 XXXXXXXX, XXXXXXXX

5. Enter time-in/time-out for the child record you selected and click **Save** at the bottom of your screen.



Weekly Time Entry

Case Information

Child Number: XXXXXXXX Child Name: XXXXXXXX Case Name: XXXXXXXX Enroll Start Date: 01/01/2021 Enroll End Date: Service Month: 04/21

Select Dates *: 04/09/2021

Legend: Absence, Closure, Not Entered, Attended, Not Enrolled, Submitted

| Time | Sun 4/4/2021 | Mon 4/5/2021 | Tue 4/6/2021 | Wed 4/7/2021 | Thu 4/8/2021 | Fri 4/9/2021 | Sat 4/10/2021 |
|--------------|----------------------------------|----------------------------------|----------------------------------|---|----------------------------------|----------------------------------|----------------------------------|
| 1st Time In | | 09:00 | 09:00 | | 15:00 | | |
| 1st Time Out | | 18:00 | 11:00 | | 19:15 | | |
| 2nd Time In | | | 14:00 | | | | |
| 2nd Time Out | <input type="checkbox"/> ABSENCE | <input type="checkbox"/> ABSENCE | <input type="checkbox"/> ABSENCE | <input checked="" type="checkbox"/> ABSENCE | <input type="checkbox"/> ABSENCE | <input type="checkbox"/> ABSENCE | <input type="checkbox"/> ABSENCE |

Save Cancel

- After editing and saving the time-in/time-out attendance for the child record, you must then select **Monthly Preview** from the Attendance drop down and submit the record for processing.

Note: Once you submits time-in/time-out attendance for a full service month, you must wait for the invoice to be processed before you can make edits and resubmit it for payment. Invoice processing usually takes 3-5 business days.

CAPS ONLINE

[Home](#)
[Placement Roster](#)
[Attendance](#)
[Provider](#)

[User Profile](#)
[Logout](#)

Monthly Preview

Current Service Month : March

Incomplete Records : 7 Completed Records : 1 Submitted Records : 0

Others

Prior Months Completed Records : 1 Non Submittable Records : 0

Legend

- Absence
- Closure
- Not Entered
- Attended

| Action | Child Name | Child Number | Start Date | End Date | Max Days | Att Days | Max Wks | Wks Att | Wdy Fee | FT Days | 6 Mos Begin | Service Month | Status |
|-------------------------------------|------------|--------------|------------|----------|----------|----------|---------|---------|---------|---------|-------------|---------------|------------|
| <input checked="" type="checkbox"/> | XXXXXXXX | XXXXXXXX | 10/01/2019 | | 23 | 3 | 5 | 0 | 0 | 0 | 10/2020 | 03/2021 | Completed |
| <input checked="" type="checkbox"/> | XXXXXXXX | XXXXXXXX | 01/01/2020 | | 23 | | 5 | | 0 | | 01/2021 | 03/2021 | Incomplete |
| <input checked="" type="checkbox"/> | XXXXXXXX | XXXXXXXX | 01/01/2021 | | 23 | | 5 | | 0 | | 01/2021 | 03/2021 | Incomplete |
| <input checked="" type="checkbox"/> | XXXXXXXX | XXXXXXXX | 01/01/2021 | | 23 | | 5 | | 0 | | 01/2021 | 03/2021 | Incomplete |
| <input checked="" type="checkbox"/> | XXXXXXXX | XXXXXXXX | 01/01/2021 | | 23 | | 5 | | 0 | | 01/2021 | 03/2021 | Incomplete |

I certify that the attendance information reported on this Electronic Attendance Form (EAF) is correct.
 I understand that the EAF for this period must be completed and submitted for continued payment.
 I also certify that as an eligible provider, I comply with the NYS Codes, Rules and Regulations, Title 18 NYCRR 415.12.
<https://ocfs.ny.gov/programs/childcare/regulations/415-Child-Care-Services.pdf>

Submit