



**Administration for
Children's Services**

QUICK REFERENCE GUIDE:
PROGRAM PROFILE

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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. A dropdown menu is open under the Program link, showing 'Program Profile' (highlighted with an orange box) and 'Closures'. Below the navigation bar, the 'Program Information' section is displayed. It includes a 'Program Details' section with a form containing fields for Program Number, Contractor Number, Name, Model Type, Program Type, Contract Type, RA, Number, Street, Boro, City, State, and Zip. Below this 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, with the Director Details icon highlighted by an orange box.

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 navigation bar with 'Home', 'Placement Roster', 'Attendance', 'Program', and 'Manage Users' options. The 'Program' dropdown is open, showing 'Program Profile' and 'Closures'. The 'Closures' page is displayed, featuring a filter section on the left with a 'Holiday Year' dropdown and 'Apply Filter' and 'Reset Filter' buttons. The main area contains a table with columns: Start Date, End Date, Days, O/C, Paid, and Comments. An 'Add Closure' button is highlighted with an orange box above the table.

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.

Closure Info - Add Closure

The screenshot shows the 'Closure Information' form with fields for 'Program Number', 'Start Date *', 'End Date *', and 'Days'. The 'Start Date' field is selected, and a calendar dropdown is visible, showing the date 01/21/2022. The 'Days' field is set to 1. There are 'Add' and 'Reset' buttons below the form. The footer contains copyright information for The City of New York and a Sitemap link.

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.)*

Closure Info - Add Closure

The screenshot shows a web form titled "Closure Information". It contains four input fields: "Program Number" (with a masked value), "Start Date" (containing "01/21/2022"), "End Date" (with a calendar dropdown open), and "Days" (containing "1"). The calendar dropdown is for January 2022 and shows dates from 1 to 31. Below the form is a "Comments" section with an "Add" button and a "Reset" button. At the bottom left, there is a copyright notice: "© 2009-2022 The City of New York Sitemap".

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

Closure Info - Add Closure

This screenshot shows the same "Closure Information" form, but with the "Comments" section highlighted by an orange box. The "End Date" field is now empty. The "Comments" section contains a text input field labeled "Closure Description" with the placeholder text "Closure Description". The "Add" button at the bottom left is also highlighted with an orange box.