



**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 service month**. 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 and press #.
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. At the top is a blue navigation bar with the CAPS ONLINE logo and links for Home, Placement Roster, Attendance (with a dropdown arrow), and Provider (with a dropdown arrow). On the right side of the navigation bar are links for User Profile and Logout. Below the navigation bar is a white header area with the text "Welcome XXXXXXXXX" and "The Automated Child Care Information System, CAPS Online". The main content area is divided into two sections. On the left is a white box titled "Cases allowed for retro time Entry" which contains a table with two rows of data. On the right is a teal box titled "Announcements" with text about November Attendance.

Child Number	Child Name	Case Name	Tito Start Date
123456789	XXXXXXXXXXXX	XXXXXXXXXX	09/01/20
987654321	XXXXXXXXXXXX	XXXXXXXXXX	09/01/20

Announcements

November Attendance is available. Please enter attendance for the month of November. WES Enrollment Inquiry Form Please use the revised Enrollment Inquiry form, posted below in the "Bulletin/News" section. This form should be used if you need assistance with enrolling a child in WES. Completed forms should be mailed to ACS. (This replaces the "WES Correction Form")

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

The screenshot shows the CAPS Online homepage with the Attendance dropdown menu open. The menu options are Daily Time Entry, Weekly Time Entry (which is highlighted), and Monthly Attendance Submission. The background shows the same navigation bar and header as the previous screenshot.

- 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

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



Weekly Child Time Entry

Case Information

Child Number: XXXXXXXX Child Name: XXXXXXXX Case Name: XXXXXXXX Enroll Start Date: 01/25/2021 Enroll End Date: Service Month: 12/21

Select Dates: \* 11/14/2021

Legend: Absence Closure Not Entered Attended Not Enrolled Submitted

Time	Sun 11/14/2021	Mon 11/15/2021	Tue 11/16/2021	Wed 11/17/2021	Thu 11/18/2021	Fri 11/19/2021	Sat 11/20/2021
1st Time In		08:00	09:00		15:00		
1st Time Out		18:00	11:00		19:15		
2nd Time In			14:00				
2nd Time Out			17:00				
	<input type="checkbox"/> ABSENCE	<input checked="" type="checkbox"/> ABSENCE	<input checked="" type="checkbox"/> ABSENCE	<input checked="" type="checkbox"/> ABSENCE	<input checked="" type="checkbox"/> ABSENCE	<input checked="" type="checkbox"/> ABSENCE	<input type="checkbox"/> ABSENCE

Save Reset

- After editing and saving the time-in/time-out attendance for the child record, you must then select **Monthly Attendance Submission** 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 Attendance Submission

Current Service Month : November  
 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				01/2021	03/2021	Incomplete
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	01/01/2021		23		5				01/2021	03/2021	Incomplete
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	01/01/2021		23		5				01/2021	03/2021	Incomplete
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	01/01/2021		23		5				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