

Child Care Attendance Processing System (CAPS Online)

What changes are coming?

Starting in Summer 2021, to comply with New York State Office of Children and Family Services (OCFS) mandates, child care programs with extended day/year seats will be required to enter daily time-in/time-out (TITO) attendance according to the time each child arrives at and departs from your program in the new CAPS Online system, accessible through WES. Programs will also be required to submit monthly attendance in CAPS Online for claiming purposes after completing their daily TITO entries for a given month. CAPS Online will replace all the attendance functions currently available through WES. Finally, programs will use CAPS Online to update their program profile information and enter closure days for the year. Programs will not be required to use CAPS Online for children enrolled in Head Start seats or universal Pre-K/3-K seats.

What are the benefits?

It is critical that programs have a system for recording and reporting the presence or absence of every child on a daily basis. Tracking daily attendance through the CAPS Online system will ensure the ability to keep better and easier track of attendance for children in your care.

Will I be able to use WES after the launch of CAPS Online?

After the full launch of CAPS Online, programs will no longer be able to enter monthly attendance in WES for any service month past July 2021, nor will they be able to use WES to update their profile information. After the launch of CAPS Online, programs will be able to use WES for all functions other than Attendance and Program Profile.

Will I be able to enter monthly attendance in WES after the launch of CAPS Online?

No, after the launch of CAPS Online, programs will not be able to enter monthly attendance in WES for any service month on or after July 2021. Instead, programs will be required to enter daily time-in/time-out and submit monthly attendance in CAPS Online for those months. Programs will still be able to use the Attendance module of WES until August 1, September 1, and October 1 to enter or edit monthly attendance for the service months of April, May and June 2021, respectively.

Will I still be required to use the new ELAA application for recording daily attendance and learning models?

No, once programs start using CAPS Online to record daily attendance (either as part of our pilot program or at the full launch), they will no longer be required to report daily attendance and learning models in ELAA.

My program has children enrolled in Head Start seats. Where will I record attendance for those children?

Programs will receive additional guidance this Spring about recording attendance for children enrolled in Head Start seats.

My program has children enrolled in 3-K/pre-K school day/year seats. Where will I record daily attendance for those children?

Programs will keep using PreKIDS (Vendor Portal) to record daily attendance for children enrolled in 3-K/pre-K school day/year seats.

My program has children enrolled through ACS vouchers. Where will I record attendance for those children?

Programs will use CAPS Online to enter daily time-in and time-out for children enrolled through ACS vouchers. Programs should refer to guidance from ACS on how to use CAPS Online to record daily time-in/time-out and submit monthly attendance for children enrolled through ACS vouchers.

Can CAPS Online be used as a substitute for taking attendance on daily signup sheets?

No, programs will still be required to keep a daily attendance record, including at the minimum each child's name and arrival and departure time, in a form provided or approved by the New York City Department of Health and Mental Hygiene.

Who in my organization will be allowed to log in to CAPS Online?

Any current user of WES will be able to use CAPS Online using their current login credentials for WES. Existing users at the vendor level (i.e. Super Users) will be able to create WES and CAPS Online access for new users at any of their programs using the same process that currently exists in WES. To request assistance with login credentials for an existing WES or CAPS Online account, programs or vendors should contact the HRA Data Security Help Desk by phone at (718) 510-0550 or by email at MISSECURITYADMIN@dss.nyc.gov.

When should programs expect to receive more information about the CAPS Online system?

Programs should expect to receive additional information about the CAPS Online system in upcoming editions of the Bulletin. Program should also refer to the Attendance section of the [InfoHub](#) for up-to-date information about CAPS Online. In the meantime, please reach out to CAPSHelp@schools.nyc.gov if you have any questions.