



## *CAPS Updates for Housing Providers*

January 2026

# Upload Site Flyer to be sent with Referrals

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Department of Social Services  
Coordinated Assessment and Placement System

My Dashboard

Dashboard

- Survey / Application
- Vacancy Control System
- Reports
- System Administration
  - Agency/Site Profile
  - User Security
  - HP Site Documents**
- Information

Survey / Application

- New Survey
- Pending RRH Referral Fo

Vacancy Control System

- Roster

# Site Flyer instructions

- Select the site for which you want to upload the document
- Agency and sites associated with the user's profile will populate
- If you do not see a site that you need access to, have your agency's System Administrator add you to that site then try again

and Placement System

## Supportive Housing Site Documents

QA Environment

Agency: 7422 - COMMUNITY ACCESS Site:

006 - DEKALB - NY/NY II

008 - WARREN ST.

# Site Flyer instructions

- When saving the PDF, we recommend the following naming convention: Agency Name\_Site Name\_Date
- Only PDF documents can be attached
- Click the green “+” button

## Site Documents

### Attach Documents

**\*\* System will accept only PDF documents, please make sure the documents uploaded are in PDF format**

Document Type : Supportive Housing Site Document

File to Attach : Dekalb Site Flyer QA Test.pdf

Browse File




Document Description : Flyer for Dekalb





Actions	Document Status	Document Name	Description	Agency/ Site	A
No Rows To Show					
Page Size: 5 0 to 0 of 0 < > Page 0 of 0 < >					

# Site Flyer instructions

- Once a document is uploaded, as the HP you can view or remove it using one of the two buttons in the “Actions” Column.
- The grid will show the document status as *Pending Review* as well as when the document was uploaded and by whom

Actions	Document Status	Document Name	Description	Agency/ Site	Attached Date-Time	Attached By
 	Pending Review	Dekalb Site Flyer QA Test	Flyer for Dekalb	7422-COMMUNITY ACCESS/006-DEKALB - NY/NY II	01/08/2026 - 04:20 PM	 ION

- Once HRA has approved the document, the status will show as *Approved* and you will see who approved it and any comments.
- Once approved, it will automatically be sent with all subsequent referrals in CAPS

Actions	Document Status	Document Name	Description	Agency/ Site	Attached Date-Time	Attached By	Verified Date-Time	Verified By	Verified Comments
 	Approved	Dekalb Site Flyer QA Test	Flyer for Dekalb	7422-COMMUNIT...	01/08/2026 - 04:20 PM	CARL JOHNSON	01/08/2026 - 04:31 PM	ALY ZIKMUND	AZ 1_8_26

# Site Flyer instructions

- You can click the “PDF Site Documents” icon in the Referral Request screen to view the document.
- A pop-up will appear and click the link to open the document

Referral Request

QA Environment

## Provider Details:

Agency No-Name: 7422 - COMMUNITY ACCESS

Agency Address: 2 WASHINGTON STREET, 9TH FLOOR, NEW YORK, NY 10012

Site Location: Co

Site No-Name: 006 - DEKALB - NY/NY II

Site Address: 910 DEKALB AVENUE, BROOKLYN, NY 11201

Site Features: All t  
Allc

H&H Site: No

 Site Documents

Document Name	Description	Agency/ Site	Attached Date-Time
<a href="#">Dekalb Site Flyer QA Test</a>	Flyer for Dekalb	7422-COMMUNITY ACCESS/006-DEKALB - NY/NY II	01/08/2026 - 04:20 PM

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# Who do I contact in OSAHS

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**Rent Ups:** Alyson Zikmund: [zikmunda@hra.nyc.gov](mailto:zikmunda@hra.nyc.gov)

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**Re-Rental Vacancy Control / Scheduling/Rescheduling:** Melody Reid [reidme@hra.nyc.gov](mailto:reidme@hra.nyc.gov)

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**Re-Rental Referrals:** Kimberly Butler [butlerki@hra.nyc.gov](mailto:butlerki@hra.nyc.gov)

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**Re-Rental Follow-Up:** Lisa James Jackson [jamesl@dss.nyc.gov](mailto:jamesl@dss.nyc.gov)

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**Coordinated Entry / Site Profile:** TAD Liaison

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**PACT:** Jacqueline McNeil [mcneilj@hra.nyc.gov](mailto:mcneilj@hra.nyc.gov)

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**Technical Support or Issues with CAPS Access:** HRA CAS Support [hracassupport@hra.nyc.gov](mailto:hracassupport@hra.nyc.gov)