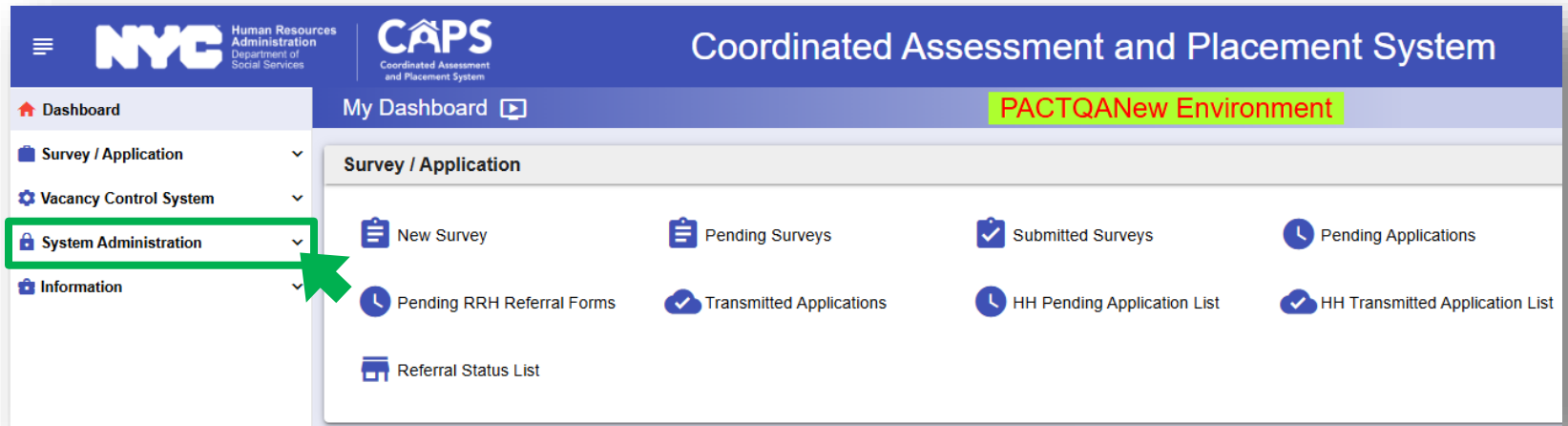


## Setting Up a New RA Site

1. Click **System Administration**



2. Click **Agency/Site Profile**

NYC Human Resources Administration Department of Social Services

CAPS Coordinated Assessment and Placement System

Coordinated Assessment and Placement System

My Dashboard

PACTQANew Environment

Dashboard

Survey / Application

Vacancy Control System

System Administration

Agency/Site Profile

User Security

Information

Survey / Application

New Survey

Pending Surveys

Submitted Surveys

Pending Applications

Pending RRH Referral Forms

Transmitted Applications

HH Pending Application List

HH Transmitted Application List

Referral Status List

3. Click **Request New Site**

NYC Human Resources Administration Department of Social Services

CAPS Coordinated Assessment and Placement System

Coordinated Assessment and Placement System

Agency Site Maintenance

PACTQANew Environment

Dashboard

Survey / Application

Vacancy Control System

System Administration

Agency/Site Profile

User Security

Request New Site

Action	Agency No - Name	Site No - Name	Address	Site Status	Hous
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
⋮					

4. Enter:

- a. **Site Name**
- b. **Site Address**
- c. **City**
- d. **State**
- e. **Zip**
- f. **Borough**

The screenshot shows the 'Request a New Site' page in the CAPS system. The header includes the NYC logo, 'Human Resources Administration Department of Social Services', the CAPS logo, and the system name 'Coordinated Assessment and Placement System'. A navigation sidebar on the left lists 'Dashboard', 'Survey / Application', 'Vacancy Control System', and 'System Administration' (with sub-items 'Agency/Site Profile' and 'User Security'). The main content area has a title bar 'Request a New Site' and a status bar 'PACTQANew Environment'. The form contains an 'Agency Name' dropdown, followed by input fields for 'Site Name', 'Site Address', 'City', 'State', and 'Zip', each with a red label above it. Below these are dropdowns for 'Borough' and 'Select the site type', also with red labels. 'Add New Site' and 'Clear' buttons are on the right, and a 'Proceed' button is at the bottom.

NYC Human Resources Administration Department of Social Services

CAPS Coordinated Assessment and Placement System

Coordinated Assessment and Placement System

Request a New Site

PACTQANew Environment

Agency Name :

Site Name Site Address City State Zip

Borough Select Select the site type Select

Add New Site

Clear

Proceed

5. Select **SH-RA** for **Site Type**

The screenshot shows a form titled 'Add New Site' with the following fields and controls:

- Site Name:** Text input field.
- Site Address:** Text input field.
- City:** Text input field.
- State:** Text input field.
- Zip:** Text input field.
- Borough:** Dropdown menu with 'Select' as the current value.
- Select the site type:** Dropdown menu with 'SH-RA', 'SH-HP', and 'RRH-PR' as options. 'SH-RA' is highlighted with a green box and a green arrow points to it.
- Buttons:** 'Add New Site' and 'Clear' buttons are located at the top right.

6. Click **Add New Site**

The screenshot shows the same form as in step 5, but with the following changes:

- Site Name:** 'TEST'
- Site Address:** 'TEST'
- City:** 'TEST'
- State:** 'NY'
- Zip:** '10025'
- Borough:** 'Manhattan'
- Select the site type:** 'SH-RA'
- Buttons:** The 'Add New Site' button is highlighted with a green box and a green arrow points to it. A 'Proceed' button is now visible at the bottom center.

7. Click **Proceed**

Site Name	Site Address	City	State	Zip	Add New Site Clear
TEST	TEST	TEST	NY	10025	
Borough	Manhattan	Select the site type	SH-RA		
Proceed					

8. Select **Site Type** from drop down menu

The image shows a web form titled "Site Information" with a "Site Details" section. The form contains several input fields: "Site Name" (containing "TEST"), "Street Address" (containing "TEST"), "State" (containing "NY"), "Site Type" (with an open dropdown menu), "City", and "Zip Code". The dropdown menu for "Site Type" is open, showing a list of options: "ACT TEAM", "ADMINISTRATION FOR CHILDRENS SERVICES", "ADULT PROTECTIVE SERVICES", "CASE MANAGEMENT SERVICES", "CLUB HOUSE", "COC - RAPID RE-HOUSING", and "COC - TRANSITIONAL HOUSING". A green arrow points to the bottom of the dropdown menu.

**Site Information**

**Site Details**

Site Name: TEST

Street Address: TEST

State: NY

Site Type: ACT TEAM  
ADMINISTRATION FOR CHILDRENS SERVICES  
ADULT PROTECTIVE SERVICES  
CASE MANAGEMENT SERVICES  
CLUB HOUSE  
COC - RAPID RE-HOUSING  
COC - TRANSITIONAL HOUSING

City:

Zip Code:

**Site Contacts**

9. *IF DHS:* Enter **Shelter Code**

Site Information

Site Details

Site Name	TEST	Site Type	DHS SINGLE MUNICIPALITY	Shelter code	
Street Address	TEST	City	TEST		
State	NY	Zip Code	10025		

10. Enter site contacts:

- a. **First Name**
- b. **Last Name**
- c. **Email**
- d. **Office Phone**

**Site Contacts**

First Name

Last Name

Title

Email

Office Phone

Extn

Cell Phone

Fax

Sys Admin

☐

Save

	First Name	Last Name	Title	Email	Office Phone	Extn	Cell Phone	Fax	Sys Admin
No Site contact are available									

Page Size: 10 0 to 0 of 0 Page 0 of 0



When done entering information for a site contact, click **Save**:

**Site Contacts**

First Name

TEST

Last Name

TEST

Title

Email

test@test.com

Office Phone

123-456

Extn

Cell Phone

Fax

Sys Admin

☐

Save

	First Name	Last Name	Title	Email	Office Phone	Extn	Cell Phone	Fax	Sys Admin
No Site contact are available									

Page Size: 10 0 to 0 of 0 < < Page 0 of 0 > >

One site contact must be a **System Administrator**. To make a site contact a System Administrator, check the box:

**Site Contacts**

First Name

Last Name

Title

Email

Office Phone

Extn

Cell Phone

Fax

Sys Admin

Save

TEST

TEST

test@test.com

123-456

☒

First Name	Last Name	Title	Email	Office Phone	Extn	Cell Phone	Fax	Sys Admin
No Site contact are available								

Page Size: 10 0 to 0 of 0 Page 0 of 0

11. Once all site contacts are entered and saved, click **Submit**

**Site Contacts**

First Name

Last Name

Title

Email

Office Phone

Extn

Cell Phone

Fax

Sys Admin

Save

TEST

TEST

test@test.com

123-456

☒

First Name	Last Name	Title	Email	Office Phone	Extn	Cell Phone	Fax	Sys Admin
No Site contact are available								

ColumnsFilters

Page Size: 10 0 to 0 of 0 < > Page 0 of 0 > >|

Submit

