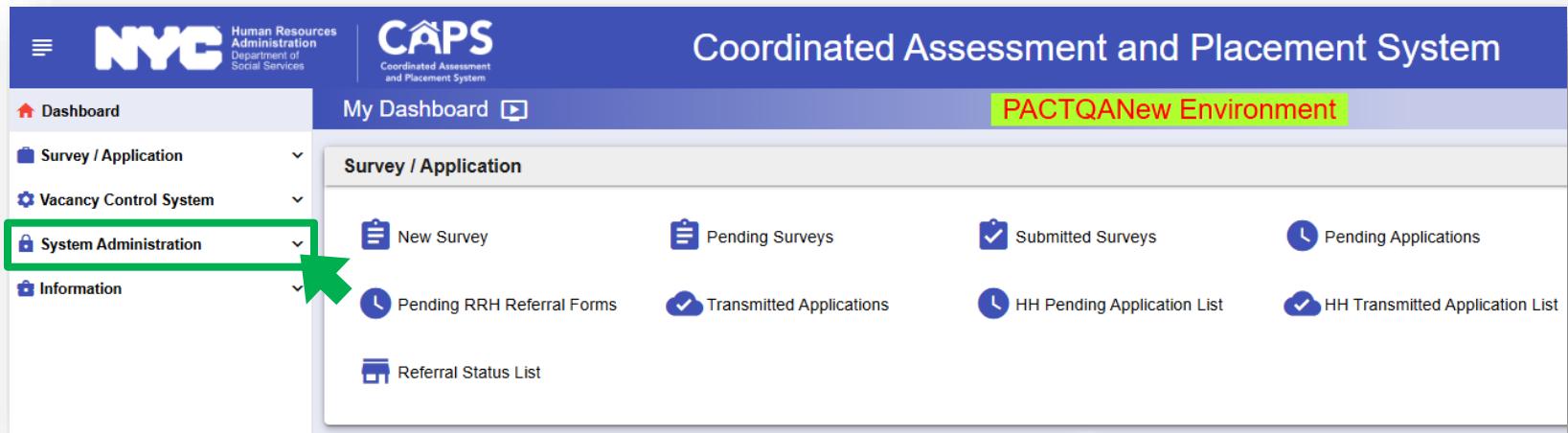
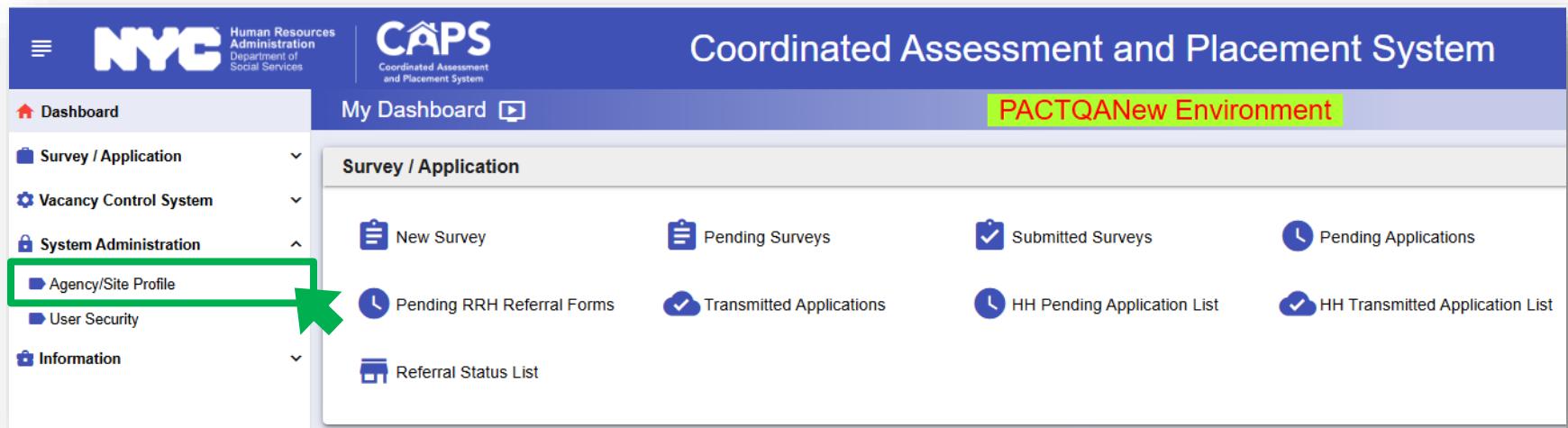


Setting Up a New RA Site

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

PACTQA New Environment

Dashboard

Survey / Application

Vacancy Control System

System Administration

Agency/Site Profile (highlighted with a green box and a green arrow)

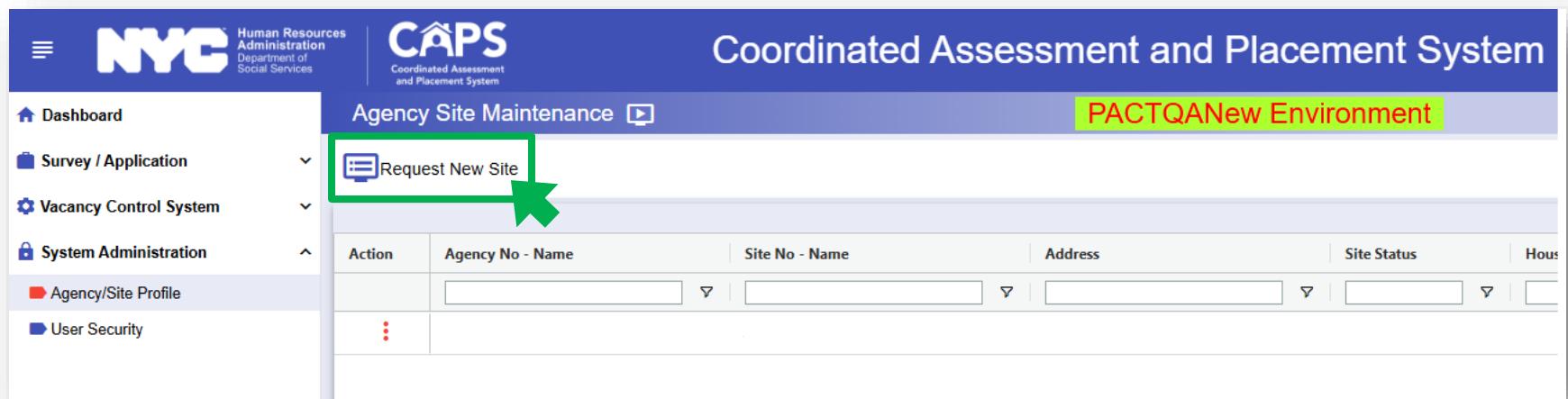
User Security

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

PACTQA New Environment

Dashboard

Survey / Application

Vacancy Control System

System Administration

Agency/Site Profile (highlighted with a green box and a green arrow)

User Security

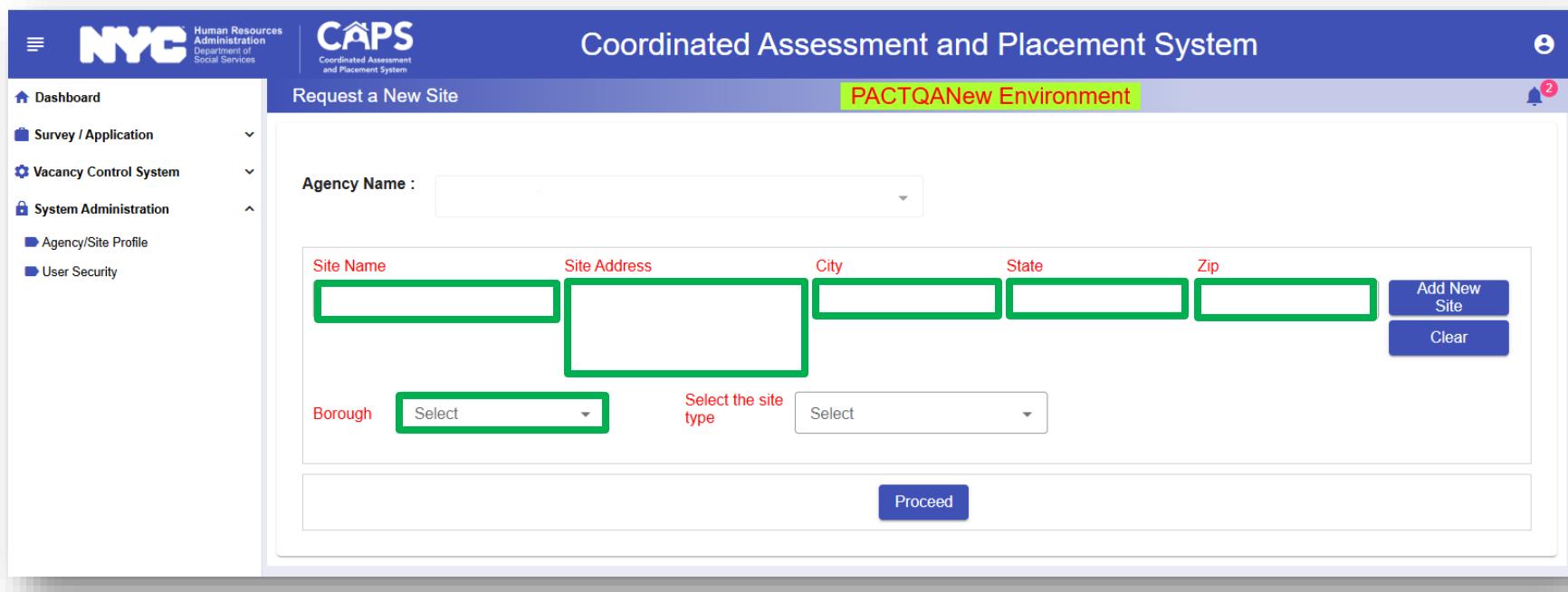
Agency Site Maintenance

Request New Site (highlighted with a green box and a green arrow)

| Action | Agency No - Name | Site No - Name | Address | Site Status | Hours |
|--------|------------------|----------------|---------|-------------|-------|
| | | | | | |
| ⋮ | | | | | |

4. Enter:

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



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 the site type

Add New Site

Clear

Proceed

5. Select SH-RA for Site Type

Site Name Site Address City State Zip

Borough Select Select the site type SH-RA SH-HP RRH-PR

Add New Site Clear

6. Click Add New Site

Site Name Site Address City State Zip

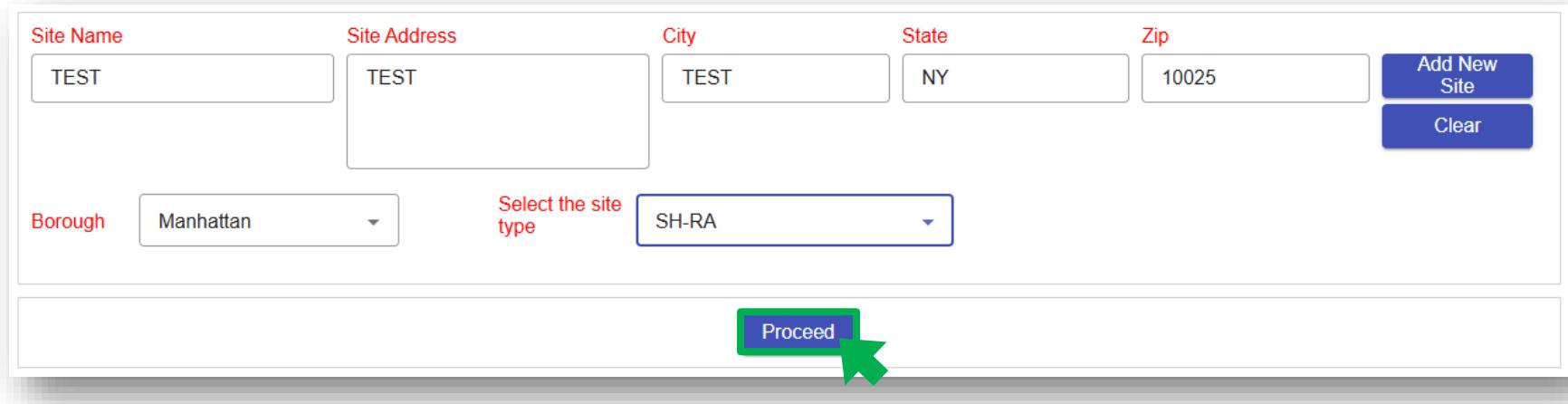
TEST TEST TEST NY 10025

Borough Manhattan Select the site type SH-RA

Proceed

Add New Site Clear

7. Click **Proceed**



Site Name TEST

Site Address TEST

City TEST

State NY

Zip 10025

Add New Site

Clear

Borough Manhattan

Select the site type SH-RA

Proceed

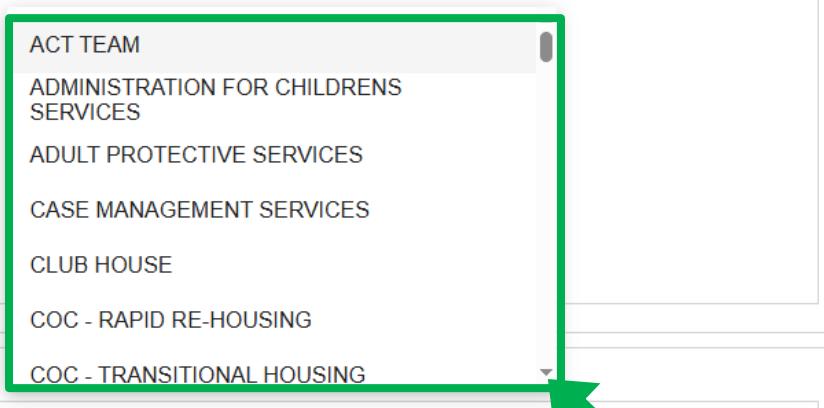
8. Select **Site Type** from drop down menu

Site Information

Site Details

| | | | |
|----------------|------|-----------|--|
| Site Name | TEST | Site Type | <ul style="list-style-type: none">ACT TEAMADMINISTRATION FOR CHILDRENS SERVICESADULT PROTECTIVE SERVICESCASE MANAGEMENT SERVICESCLUB HOUSECOC - RAPID RE-HOUSINGCOC - TRANSITIONAL HOUSING |
| Street Address | TEST | City | |
| State | NY | Zip Code | |

Site Contacts



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

Site Information

Site Details

| | | | | |
|----------------|------|-----------|-----------------------|--------------|
| Site Name | TEST | Site Type | DHS SINGLE MUNICIP... | 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 |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--------------------------|-------------|
| | <input type="text"/> | <input type="checkbox"/> | 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 | Last Name | Title | Email | Office Phone | Extn | Cell Phone | Fax | Sys Admin | Save |
|------------|-----------|-------|---------------|--------------|------|------------|-----|--------------------------|---|
| TEST | TEST | | test@test.com | 123-456 | | | | <input type="checkbox"/> |  |

Site Contacts

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

Page Size: 10

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 | | | | <input checked="" type="checkbox"/> |  |

No Site contact are available

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

Columns | Filters

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- | | | | <input checked="" type="checkbox"/> | 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 > >|

Submit 