



2020 Washington User Conference Agenda

First Day: 4/20/2020

9:00am - 9:15am 15 min	Introduction
9:15am - 10:15am 1 hour	Setting Security Features <i>(How to setup User Groups, Authorization, Program Access, and Program Privileges)</i>
10:15am - 10:30am 15 min	Break
10:30am - 11:30am 1 hour	CSBG Setup <i>(How to setup CSBG goal access, map goals, and map services)</i>
11:30am - 12:00pm 30 min	CAP60 Features & Tools <i>(A look at the add on tools and features currently available from CAP60)</i>
12:00pm - 1:00pm 1 hour	Lunch <i>(Lunch will be provided)</i>
1:00pm - 2:00pm 1 hour	Intake <i>(How to setup and fill out intake pages)</i>
2:00pm - 2:15pm 15 min	Break
2:15pm - 3:15pm 1 hour	WA LIHEAP <i>(How to intake clients and process services)</i>
3:15pm - 4:00pm 45 min	Questions and Answers

*subject to change



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Second Day: 4/21/2020

9:00am - 10:00am 1 hour	Case Management <i>(How to setup and use processes, upload documents, and enter services)</i>
10:00am - 10:15am 15 min	Break
10:15am - 11:15am 1 hour	Self Sufficiency Matrix <i>(How to setup and use the Self Sufficiency Matrix)</i>
11:15am - 12:00pm 45 min	The Future of CAP60 <i>(A look at new features and tools in development)</i>
12:00pm - 1:00pm 1 hour	Lunch <i>(Lunch will not be provided)</i>
1:00pm - 2:00pm 1 hour	Reports <i>(How to run the CSBG, Demographic, and Self Sufficiency Matrix reports)</i>
2:00pm - 2:15pm 15 min	Break
2:15 pm - 3:15 pm 1 hour	Questions and Answers
3:15pm - 4:00pm 45 min	Feedback <i>(Provide suggestions for improvements to CAP60 like new features, tools, and reports)</i>

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