



2020 Wyoming Region User Conference Agenda

First Day: 11/16/2020

9:00am - 9:15am 15 min	Introduction
General Track 9:15am - 10:15am 1 hour	Setting Security Features <i>(How to setup User Groups, Authorization, Program Access, and Program Privledges)</i>
Advanced Track 9:15am - 10:15am 1 hour	Editing Records <i>(How to setup delete clients, staff, and volunteers. How to transfer cases, and merge records)</i>
10:15am - 10:30am 15 min	Break
General Track 10:30am - 11:30am 1 hour	CSBG Setup <i>(How to setup CSBG goal access, map goals, and map services)</i>
Advanced Track 10:30am - 11:30am 1 hour	Funding Tracking <i>(How to setup funding sources, enter grant amounts and allocations, connect them to programs, track service costs and other expenditures, and report on them)</i>
11:30am - 12:00pm 30 min	Shifting to a Virtual CAA <i>(A look at how to make your agency a virtual CAA using CAP60)</i>
12:00pm - 1:00pm 1 hour	Lunch
General Track 1:00pm - 2:00pm 1 hour	Intake <i>(How to setup and fill out intake pages)</i>
Advanced Track 1:00pm - 2:00pm 1 hour	Quick Service & Group Activities <i>(How to use the Quick Service feature to add services to clients without going into full case management and how to complete actions with groups)</i>
2:00pm - 2:15pm 15 min	Break
2:15 pm - 3:15 pm 1 hour	Wyoming State Kiosk <i>(How to use the state kiosk)</i>
3:15 pm - 4:00pm 45 min	Questions and Answers

*subject to change



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Second Day: 9/17/2020

General Track 9:00am - 10:00am 1 hour	Case Management <i>(How to setup and use processes, upload documents, and enter services)</i>
Advanced Track 9:00am - 10:00am 1 hour	Process/Workflow <i>(How to setup a process, the features they offer, and how to track them)</i>
10:00am - 10:15am 15 min	Break
General Track 10:15am - 11:15am 1 hour	Self Sufficiency Matrix <i>(How to setup and use the Self Sufficiency Matrix)</i>
Advanced Track 10:15am - 11:15am 1 hour	Custom Documents <i>(How to create and use Custom Documents)</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
General Track 1:00pm - 2:00pm 1 hour	Reports <i>(How to run the CSBG, Demographic, and Self Sufficiency Matrix reports)</i>
Advanced Track 1:00pm - 2:00pm 1 hour	Advanced Reports <i>(How to run Case Management, Service, and Front Desk reports)</i>
2:00pm - 2:15pm 15 min	Break
2:15 pm - 3:15 pm 1 hour	How to Incorporate the CARE Act into CAP60 <i>(A look at how different agencies are using and adding funding from the CARE Act in CAP60)</i>
3:15pm - 4:00pm 45 min	Questions and Answers

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