

# Build #14573: CBMS Client Meeting Updates

This project will increase participant access to services by allowing counties to provide Workforce Development and Employment First clients with virtual meeting information, which will reduce barriers and churn.

**Please note:** Users (i.e. case managers or eligibility technicians) will need to follow their respective county policies to determine what specific virtual meeting information (URLs, phone numbers, etc.) can be added to a client's case in CBMS.

Virtual meeting information can be added by the user to the **Plan, Work Program Appointment, and Conciliation pages in CBMS.**

Work Program Appointment example:

Appointment Type  
☐ In Person ☐ Virtual

Virtual Meeting Details

0 / 300

The **Individualized Plan Roadmap, Workforce Development Appointment letter, and Non Compliance speed letter** will include the virtual meeting information if it is added by the user in CBMS.

Workforce Development Appointment letter example:

Welcome to the Colorado Works Program!

As someone who has applied for or is receiving Colorado Works, we want to meet with you to start working on your goals and next steps. This program is designed to help you and your family thrive and we have a lot to offer you on your journey.

The time we've set for your first meeting is: [v\_Appt\_Dt], [v\_Appt\_Tm], [v\_Appt\_Loc].

If this date and time don't work for you, let us know right now! You can call [v\_Loc\_Phone\_Num] or send an email to [v\_Loc\_Email\_Addr] to reschedule.

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