



**1 Viewing the ECF > 1.4 ECF Case File Structure**

The new document code **CCSU** – “Case Summary” was added to the Case Information folder. This document is a CARES Generated document that is automatically stored in the ECF.

**1 Viewing the ECF > 1.5 ECF Document List**

Document Code **NOD** – “Notice of Decision” was inadvertently listed twice in this list of document codes. It was removed from the Case Information Folder. It is now correctly found only in the Correspondence folder.

**1 Viewing the ECF > 1.5 ECF Document List**

The new document code **CCSU** – “Case Summary” was added to the Case Information folder. This document is a CARES Generated document that is automatically stored in the ECF.

**1 Viewing the ECF > 1.5 ECF Document List**

The Document Description for SEI – Self-Employment forms was updated.

**New Text:**

Includes SEIRF's, other self employment info, tax forms for the most current tax year, and Self-Employment Income Report (DWSP-2131 **or F-00107**), room and board documents/ forms, Self Employment Income Worksheet - Corporation (F-16034), Self Employment Income Worksheet – Partnership (F-16036), Self Employment Income Worksheet – Sole Proprietor Farm and Other Business (F-16037), Self Employment Income Worksheet – Subchapter S Corporation (F-16035)

**3 Technical Documentation > 3.1 Fujitsu Scanner Documentation**

Some Fujitsu scanners are being made obsolete. Continue to use the scanners you have. When it becomes necessary to replace your scanner, notify DHS staff by clicking Contact Us in the ECF handbook and only purchase scanners listed in section 3.1.

The Fujitsu 4220C2 and 5220C2 are being replaced by the 6230. The Fujitsu 5750C is being replaced by the 6770.

**3 Technical Documentation > 3.3 Scanning Station PC Minimum Requirements**

PCI Cards are no longer required with new scanners and PCs.

**Old Text:**

~~**Available PCI card slot:** These stations will require the use of large Adrenaline SCSI controller cards, which DHS staff will install. The scan stations should be able to handle full sized hardware adapters/cards. These PCI cards have 50 pins. Most desktop PC's accept this standard sized PCI card. However, low profile cases will not be able to accept these cards. See 3.2 Adrenaline Card Documentation for more information on the cards.~~

**3 Technical Documentation > 3.6 Scanner Remote Installation Procedures> 3.6.2 Install Ascent Capture 7**

**New Text:**

These instructions are for a new install or reinstall of Ascent Capture 7. **If you are installing Ascent Capture on a new PC, please uninstall Ascent Capture completely from the old PC and notify DHS by clicking on the "Contact Us" link so DHS can remove the license for the old PC.**

**3 Technical Documentation > 3.6 Scanner Remote Installation Procedures> 3.6.2 Install Ascent Capture 7> 3.6.2.5 Ascent Capture Service Pack 3 (SP3)**

**New Text:**

**Next you need to apply the patch for service pack #3 and the custom components that work along with Ascent Capture to interface with the CARES system and allow the uploading of the documents to the online Electronic Case File.**

**3 Technical Documentation > 3.6 Scanner Remote Installation Procedures> 3.6.3 Custom Components and 3.6.4 Configure ACI Remote**

The old 3.6.3 “Configure ACI Server Remote Site” was moved to 3.6.4 and the old 3.6.4 "Custom Component Files Needed During the Install or Reinstall” was moved to 3.6.3.

Site

3 Technical Documentation > 3.6 Scanner Remote Installation Procedures> > 3.6.10.3> Test The Scanner This section was moved from 3.6.8.

3 Technical Documentation > 3.6 Scanner Remote Installation Procedures> 3.6.10.4> Other Scanner Software This section was moved from 3.6.8.1.

3 Technical Documentation > 3.6 Scanner Remote Installation Procedures> 3.6.12 Troubleshooting Problems> 3.6.12.2 Validation Errors **New Text:**

1. Are you able to scan documents correctly but get an error when you try to validate?
  - **Suspend the batch and close Validation. Reopen Validation and reopen the batch and try again.**
  - If the problem persists, see items 3.6.2.1 and 3.6.2.2. This could be a firewall or access issue.
  - Reboot your PC and try again.
  - If that's not the cause of the problem, go to 3.6.4 and reinstall the custom components and register the necessary files.
  - If the problem persists, click on Contact Us and describe the error and if possible, send a screenshot of the error. With the error showing on your screen, click "Print Screen" on your keyboard (to the right of F12). Paste this into a Word or WordPad document, save it, and email it to the Contact Us address.

3 Technical Documentation > 3.7 Known Problems **New Text:**

**Note: This issue is only for scan stations at the ESC, MILES, and EM CAPO.**

**8. There is a problem with some applications that were ACCESS Tracking Numbers, then RFAs, and then merged with an open CARES Case. In this situation, the documents can't be searched by using the CARES Case Number. Until this issue is resolved, you must search under ACCESS Tracking Number).**

3 Technical Documentation > 3.9 Scan Station Site Names> 3.9.1 List of Approved Agency Scanner Station Names This section was updated with new scan station Site Names and Site IDs. The changes are too numerous to list. These specific site names are to be used in the "county" field when searching the ECF with the "ECF Documents" Field. See section 1.1.3 for more details.