

**WISCONSIN DEPARTMENT OF HEALTH SERVICES**  
**Division of Health Care Access and Accountability**  
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To: Electronic Case File (ECF) Handbook Users

From: Rich Albertoni, Director  
Bureau of Enrollment Management

Re: **Electronic Case File (ECF) Release 10-01**  
Release Date: January 11, 2010  
Effective Date: January 25, 2010

**EFFECTIVE DATE**

The following process additions or changes are effective 01/25/10 unless otherwise noted. **Bold text in the new process section denotes new text. Text with a strike through it in the old process section denotes deleted text.**

**Changes**

**1 Viewing the ECF > 1.1 ECF Image Viewer Process > 1.1.3 Detailed Search Using the Search ECF Documents Page**

The screenshot of the "Search ECF Documents" page in the ECF was updated to show the new "Process Status" field. For agencies that are not yet a Scan First agency, this field will be blank for cases within your agency.

**New Text:**

**Process Status: This value is available only for agencies using the "Scan First" processing. Possible values are "Received, Waiting, or Moved to Case File." These values are changed by a worker in the CWW when a document of unknown Case, RFA, or ACCESS number is scanned.**

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

The description of the WPA Document Code was updated.

**New Text:**

**W-2/FSET Participation Agreement - DWSW-10755 Wisconsin Works (W2) Participation Agreement, F-00136 FoodShare Employment and Training (FSET) Participation Agreement**

**2 Ascent Capture/Scanning > 2.1 ECF Workflow**

2.1 File Cleanup and Batch preparation Introduction was made obsolete with this release.

This new section was added as part of the ECF Workflow Project. See [Ops Memo 10-02](#) for more information. This section gives detailed instructions for Scan First agencies on how to use the new batch classes and separator sheets and how to scan and validate documents to RFAs, ACCESS Tracking Numbers, known CARES cases, or unknown cases. Currently, only Milwaukee MILES and the ESC are Scan First agencies.

**2 Ascent Capture/Scanning > 2.2 Reserved**

2.2 file Clean-Up for Back File Conversions was made obsolete with this release and is marked as "reserved."

**2 Ascent Capture/Scanning > 2.12 Processing Rejected Items > 2.12.2 Causes of Rejected Items**

**Old Text:**

~~You used the wrong type of separator sheet. See 2.4 to make sure you printed the right type of separator sheet. The sheet should say "ECF Multi Page Form" on it.~~

**New Text:**

You used the wrong type of separator sheet. **If you are NOT a Scan First agency, see 2.4 to make sure you printed the right type of separator sheet. If you are a Scan First Agency, see 2.1.3.**

**3 Technical Documentation >  
3.6 Scanner Remote  
Installation Procedures>  
3.6.11 Current Versions of  
Software**

The new versions of the custom components were listed in this section.

A new table listing all software and their versions for Scan First agencies was added to this section.

**3 Technical Documentation >  
3.7 Known Problems> #9**

**New Text:**

**Ascent Capture will not work with Windows 7 - Windows 7 is incompatible with the current version of Ascent Capture.**

**3 Technical Documentation >  
3.11 Scan First Technical  
Requirements**

This new section was added to give instructions to IT staff for downloading and installing new software needed to be a Scan First Agency as part of the ECF Workflow Project.

**5 FAQs > 5.1 FAQs  
(Frequently Asked  
Questions) > 5.1.3 Document  
Codes or Indexing/  
Validation> C6**

This issue was fixed with Release 09-02 of the ECF Handbook.

**Old Text:**

~~What is the work-around for the 9 digit pin number index problem, where the leading zero of a 10 digit PIN is dropped off? When indexing the PIN field using a 9 digit PIN number the system gives an error message that the PIN is not valid. Most PINS are 10 digits.~~

~~The work-around is to select another case participant with a 10 digit PIN, then return to the SSN field and select the correct individual via the SSN list and hit left tab.~~

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~~If all participants in the case have 9 digit PINs, then suspend the batch, re-open the batch and index by going to the the SSN field first and selecting the correct individual from the SSN list. Hit left tab and the correct information should display.~~