

WISCONSIN DEPARTMENT OF HEALTH SERVICES
Division of Health Care Access and Accountability
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Madison WI 53703

To: Electronic Case File (ECF) Handbook Users

From: Shawn Smith, Bureau Director
Bureau of Enrollment Policy and Systems

Re: **Electronic Case File (ECF) Release 13-01**
Release Date: March 7th, 2013
Effective Date: March 7th, 2013

EFFECTIVE DATE

The following process additions or changes are effective 03/07/13 unless otherwise noted. **Yellow text denotes new text. Text with a strike through it denotes deleted text.**

Changes

2.14.2 How to Import Documents

3. Change the scan source to "software import."

Note: On rare occasions some users have reported receiving a "Host Processor" error. This error is the result of the software not configuring the image controls in a timely fashion prior to the operator initiating the importing of images into the batch. To avoid this error the operator should pause for 5 seconds prior to initiating the import process. If a "Host Processor" error is encountered, the operator should repeat the image import process until the error is no longer encountered.

3.1.1 Scanner Manuals

The table was updated.

If your model is no longer listed on this table, it has become an obsolete model. You may continue to use these scanners until they need to be replaced. Do not replace a scanner with a model that is not listed below.

3.6.3.4 Run Kofax Capture Cleanup Utility

Features:

- Searches for remaining Capture files and Registry Keys
- Displays paths to files needing deletion
- Deletes Capture files and Registry Keys upon request
- Logs success of deletion to user-specified location

Note: This utility is for use after all normal un-installation procedures have been followed.

Prior to running the Kofax Capture Cleanup Utility, stop all Capture Services, including any Capture modules running services such as Recognition Server, Release, etc.

If the machine running Capture is a Server Installation running the Standard database instance stop the appropriate Capture Release's Service described in the table below:

Capture Release	Standard Database Instance Service
Ascent Capture 7.x	MSSQL\$ASCENTCAPTURE

Kofax Capture 8.0	SQL SERVER (ASCENTCAPTURE)
Kofax Capture 9.0	SQL SERVER (ASCENTCAPTURE)
Kofax Capture 10.0	SQL SERVER (KOFAXCAP2008R2)

If these services are not stopped, the Kofax Capture Cleanup Utility will display which services need to be stopped in order to continue and will open the Services Control Panel.

3.6.3.5 Begin Kofax 9 Installation (Standalone Installation or Dual Workstation Client PC Installation)

If you are using a Fujitsu 6230Z scanner need to install VRS 5.0 or greater, see [section 4.4](#) and return here when done and continue at the next bullet. If you just completed installing VRS 5 in section 4.4, skip to step 5 in this section.

3.6.4 Install VRS Service Pack 1 (SP1) for VRS 4.5

1. If you are using a Fujitsu 6230Z scanner with VRS 5 or greater, skip this section (3.6.4) and continue at [3.6.5](#) below.

3.6.6.3.2 For The Server PC only of a Dual Workstation Setup

C:\Program Files\Kofax\CaptureSS\ServLib\Bin

- HFSValidationCtrl.ocx
- DHFSWRAP.dll
- ~~DFBatchClass.ini file~~
- HFS_Custom_panel_Validation.reg
- AcLicImp.dll
- Index.exe.config

C:\Program Files\Kofax\CaptureSS\ServLib\Bin

- ~~Index.exe.config~~

C:\Program Files\Kofax\Capture\Bin

- DFBatchClass.ini file

3.6.8 Scanner Drivers

3. If you are using Windows 7, go to the link in step 4 to get your scanner driver for all approved scanner models but continue reading this step. For those who are using previous versions of Windows, go to step 5 below now. Scanner drivers for Windows 7 are not included in the Kofax download from our web site.
 - ~~If you are using any type of the 6770 scanner, always select the ISIS driver for both the SCSI and USB connection.~~
 - ~~Select the TWAIN driver if using the USB connection on any scanner other than the 6770.~~
 - ~~Select the ISIS driver if using the SCSI connection on any scanner other than the 6770.~~

3.6.16 Current Versions of Software

1. Kofax: Version 9 - Open the Scan Module and go to Help>About Kofax Capture. The most recent version after Service Pack 3, ~~Fix Pack 5 is 9.0.3.5.0.1543~~ Fix Pack 8 is 9.0.3.8.0.1697.

HFSValidationCtrl.ocx	<p>Right click on the file and choose "properties" Then click the "version " tab.</p> <p>Standalone Scan Station: 1.3.0.114 1.3.0.115 CDPU Client PC: 1.3.0.123 1.3.0.126</p>
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3.6.17.1 Installation of Kofax

2. Are you logged in as an administrator will full administrative rights? Check

again. The software will not install correctly unless the user installing the software has full rights. The scanner must also have full rights, or at least full access to the folders which contain Kofax software: C:\program files\ascant C:\program files\Kofax or C:\program files\ascant\ss C:\program files\Kofax\CaptureSS (for dual workstations).

3.9 Scan Station Site Names

The List of Approved Agency Scanner Station Names has been updated. The following table only contains a summary of the changes that have been made.

Agency	Site Name and Station ID	Site ID
CENTRAL DATA PROCESSING UNIT	CDPU SERVER2	74
CENTRAL DATA PROCESSING UNIT	CDPU SCANCLIENT1	74
CENTRAL DATA PROCESSING UNIT	CDPU SCANCLIENT51	74
CENTRAL DATA PROCESSING UNIT	CDPU SCANCLIENT58	74
CENTRAL DATA PROCESSING UNIT	CDPU SCANNER 1	74
CENTRAL DATA PROCESSING UNIT	SCANNER 2	74
CLARK COUNTY	CLARK COUNTY W2	10
DANE COUNTY	DANE SUN PRAIRE	13
DOUGLAS COUNTY	DOUGLAS COUNTY SUPERIOR W2	16
EAU CLAIRE COUNTY ELDERLY	EAU CLAIRE ELDERLY COUNTY 2	18
FOND DU LAC COUNTY	FOND DO LAC BUSINESS COUNTY	20
FOND DU LAC COUNTY	FOND DU LAC DUAL PORTLAND	20
DHS FRAUD UNIT	FRAUD 1WW	74
DHS FRAUD UNIT	FRAUD GREEN BAY	74
FORWARD SERVICES CORP	FSC ANTIGO	64
FORWARD SERVICES CORP	FSC BARABOO	64
FORWARD SERVICES CORP	FSC BEAVER DAM	64
FORWARD SERVICES CORP	FSC FOND DU LAC	64
FORWARD SERVICES CORP	FSC JANESVILLE	64
FORWARD SERVICES CORP	FSC KEWAUNEE	64
FORWARD SERVICES CORP	FSC LANCASTER	64
FORWARD SERVICES CORP	FSC MENASHA	64
FORWARD SERVICES CORP	FSC OSHKOSH	64
FORWARD SERVICES CORP	FSC PORTAGE	64
FORWARD SERVICES CORP	FSC SHEBOYGAN	64
FORWARD SERVICES CORP	FSC WI RAPIDS	64
JUNEAU COUNTY	JUNEAU CTY MAUSTON W2	29
KENOSHA COUNTY	KENOSHA COUNTY 2	30
LA CROSSE COUNTY	LA CROSSE COUNTY 2	32
MARATHON COUNTY Second Scanner	MARATHON COUNTY 2	37
MENOMINEE INDIAN TRIBE	MENOMINEE INDIAN TRIBE	
MILES UMOS COGGS	UMOSA MILWCNTYCOGGS7	40
OZAUKEE COUNTY	OZAUKEE COUNTY CO EBD	45
OZAUKEE COUNTY	OZAUKEE W2 CO FAMILY	45
PIERCE COUNTY	PIERCE CTY RIVER FALLS W2	47
RESCARE	RESCARE KENOSHA	30
ROCK COUNTY	ROCK COUNTY 3	53

ROSS INNOVATIVE EMPLOYMENT SOLUTIONS	ROSE N 76 TH STREET STATION 1	40
ROSS INNOVATIVE EMPLOYMENT SOLUTIONS	ROSE N 76 TH STREET STATION 2	40
ROSS INNOVATIVE EMPLOYMENT SOLUTIONS	ROSE N 76 TH STREET STATION 3	40
ROSS INNOVATIVE EMPLOYMENT SOLUTIONS	ROSE N 76 TH STREET STATION 4	40
SHAWANO COUNTY	SHAWANO COUNTY 1	58
SHAWANO COUNTY	SHAWANO CTY SHAWANO W2	58
SHEBOYGAN COUNTY	SHEBOYGAN COUNTY JOB CENTER	59
SOCIAL DEVELOPMENT COMMISSION	SDC 70 TH SW EAA W2	40
SOCIAL DEVELOPMENT COMMISSION	SDC 70 TH SW EAA	40
SOCIAL DEVELOPMENT COMMISSION	SDC N 76 TH W2 EAA	40
SOCIAL DEVELOPMENT COMMISSION	SDC N MLK DR EAA W2	40
SOCIAL DEVELOPMENT COMMISSION	SDC SOUTH CHASE EAA W2	40
SOCIAL DEVELOPMENT COMMISSION	SDC RICHARDS ST EAA W2	40
TREMPEALEAU COUNTY	TREMPEALEAU CTY INDEPENDENCE W2	61
UMOS2 U MOS	UMOS	40
UMOS	UMOSA	40
VERNON COUNTY	VERNON COUNTY W2	62
WALWORTH COUNTY	WALWORTH W2	64
WOOD COUNTY	WOODW2 WOODWR	71
WORKFORCE CONNECTIONS	BARRON COUNTY W2 WORKFORCE CONNECTIONS HOMEBASED	03
WORKFORCE CONNECTIONS	COLUMBIA CTY PORTAGE W2 WORKFORCE CONNECTIONS LA CROSSE	11
WORKFORCE CONNECTIONS	DOUGLAS CTY SUPERIOR W2	16
WORKFORCE CONNECTIONS	JACKSON CTY BLACK RIVER FALLS W2	27
WORKFORCE CONNECTIONS	JUNEAU MAUSTON W2	29
WORKFORCE CONNECTIONS	MONROE CTY TOMAH W2	41
WORKFORCE CONNECTIONS	PIERCE CTY RIVER FALLS W2	47
WORKFORCE CONNECTIONS	TREMPEALEAU CTY INDEPENDENCE W2	61
WORKFORCE CONNECTIONS	VERNON COUNTY W2	17
WORKFORCE CONNECTIONS	WASHBURN CTY HAYWARD W2	65
WORKFORCE RESOURCE	WORKFORCE RESOURCE ASHLAND	16
WORKFORCE RESOURCE	WORKFORCE RESOURCE BARRON COUNTY	03
WORKFORCE RESOURCE	WORKFORCE	16

	RESOURCE DOUGLAS	
WORKFORCE RESOURCE	WORKFORCE RESOURCE DUNN	17
WORKFORCE RESOURCE	WORKFORCE RESOURCE EAU CLAIRE	18
WORKFORCE RESOURCE	WORKFORCE RESOURCE PEIRCE	47

3.9.2 Changing The Scan Station Name Using dbutil.exe

See [3.6.3.5](#), step 11 for instructions on how to enter the scan station site name during an install. Scan station site names can be manually edited, but should be done **ONLY WITH DHS APPROVAL**. To manually change a scan station site name, close the RSA by right clicking on the icon and selecting "close" from the pull down menu. Then shut down the Kofax Services. Finally, open the file on the scan station PC called dbutil.exe found at **C:\Program Files\Kofax\Capture\Bin** or **C:\Program Files\Kofax\CaptureSS\ServLib\Bin** in the case of server machine.

4.2.2 Access The OCX V11 Files

2. Copy and paste the first 5 files (a-e) to C:\Program Files (x86)\Kofax\Capture\Bin of the scan station PC, unless you are installing a dual workstation PC. In that case, save the files to **C:\Program Files(x86)\kofax\captureSS\ServLib\bin**
3. Create a folder called C:\Program Files\Kofax\Capture\Bin Copy the DFBatchClass.ini file into that folder.
4. If this is a reinstall of these files, choose to replace all files.
5. **For Standalone/Client** – Go to Start>Run and In the text box, paste this:
regedit
"C:\ProgramFiles(x86)\Kofax\Capture\Bin\HFS_Custom_panel_Validation.reg"

For a Server Dual Station – Go to Start>Run and in the text box, paste this:
regedit
"C:\ProgramFiles(x86)\Kofax\CaptureSS\ServLib\Bin\HFS_Custom_panel_Validation.reg"

4.2.3 Register HFSValidationCtrl.ocx

3. **For Standalone/Client** – In the text box, paste this: **regsvr32 "C:\Program Files (x86)\Kofax\Capture\Bin\HFSValidationCtrl.ocx"**
Click OK. Make sure you include the last quotation mark.

For Server Dual Station – In the text box, paste this:
regsvr32
"C:\ProgramFiles(x86)\Kofax\CaptureSS\ServLib\Bin\HFSValidationCtrl.ocx"
Click OK. Make sure you include the last quotation mark.

4.2.4 Register The .dll Files

4. **For Standalone/Client** – Paste this at the command line:
C:\WINDOWS\Microsoft.NET\Framework\v2.0.50727\regasm
"C:\Program Files (x86)\Kofax\Capture\Bin\DHFSWRAP.dll"
Make sure you include the last quotation mark if you copy and paste this path.

For Server Dual Station – Paste this at the command line:
C:\WINDOWS\Microsoft.NET\Framework\v2.0.50727\regasm

"C:\ProgramFiles(x86)\Kofax\CaptureSS\ServLib\Bin\DHFSWRAP.dll"

Make sure you include the last quotation mark if you copy and paste this path.

4.2.5.1 For Standalone Installations (non Dual Workstation Setup) or a Client station of a Dual Station

C:\Program Files (x86)\Kofax\Capture\Bin

- HFSValidationCtrl.ocx
- DHFSWRAP.dll
- HFS_Custom_panel_Validation.reg
- Index.exe.config
- AcLicImp.dll
- msvbvm60.dll (to be used only if necessary)
- msstdfmt.dll (to be used only if necessary)

4.2.5.2 For The Server PC of a Dual Workstation Setup

C:\ProgramFiles(x86)\Kofax\CaptureSS\ServLib\Bin

- HFSValidationCtrl.ocx
- DHFSWRAP.dll
- HFS_Custom_panel_Validation.reg
- AcLicImp.dll
- Index.exe.config
- msvbvm60.dll (to be used only if necessary)
- msstdfmt.dll (to be used only if necessary)

C:\Program Files (x86)\Kofax\CaptureSS\ServLib\Bin

- Index.exe.config