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Division of Health Care Access and Accountability
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To: Electronic Case File (ECF) Handbook Users

From: Shawn Smith, Bureau Director
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Re: **Electronic Case File (ECF) Release 15-01**

Release Date: January 16, 2015

Effective Date: January 16, 2015

EFFECTIVE DATE

The following process additions or changes are effective **01/16/2015** unless otherwise noted. **Grey text denotes new text. Text with a strike through it denotes deleted text.**

Changes

1.1.2 Search Screen

This subsection has been rewritten with this release.

1.1.3 Detailed Search Using the Search ECF Documents Page

~~You can now only use the "Search ECF Documents Page" to conduct searches in the ECF eClient.~~

~~You must limit your search by using more than just one variable. The table below shows the available fields.~~

The search screen containing the list of attributes associated with each image in the database is shown below. NOT all of the values may be used as search keys. Some users are authorized to access the 'Advanced Functions' of the ECF eClient viewer. These individuals have the authority to modify any of the attributes; that is why they are included on the screen.

The table in this section was updated.

1.3 Electronic Case File (ECF) Advanced functions

To request advanced functions security access, click on the Contact Us link at the bottom of the page notify [DHS Cares Security](#).

1.5 ECF Document List

The following items have been updated with this release:

~~Case Summary~~ (removed from Case Information table)

~~Completed Case File~~ (removed from Case Information table)

FSET Employment Plan (added under W-2 / FSET table)

Transform Milwaukee Jobs (added under Miscellaneous / County Specific table)

Medical Exam W-2 (added under Restricted Documents table)

3.1 Fujitsu Scanner Documentation

Only the **Fujitsu** scanner models listed in 3.1.4 may be used with the Electronic Case File. Do not order a scanner without prior approval from DHS. ~~DHS pays for the annual license for each scanner. Click Contact Us to request a new scanner~~

~~license. Due to budgetary reasons, these are limited and agencies must justify the need for a new/additional license.~~

Visit [Fujitsu's website](#) to obtain manuals, warrant information, drivers etc. You can also find the latest available scanner models recently released for sale by Fujitsu. Scanner technology changes rapidly so it is important to evaluate the newest available models and in consultation with DHS make a decision on what to purchase. You also have a choice of using bundled Fujitsu PaperStream or Kofax VRS image processing software with your new scanner.

3.1.1 Scanner Manuals

Go to <http://www.buyfcpa.com/> and search for "consumable" ~~the provided Fujitsu link~~ to purchase a cleaning and consumable kit.

Only These Models of Scanners May Be Used For The ECF.

~~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.~~

The table of Scanner Models has been removed.

~~Fujitsu's Support and Download site is found at <http://www.fcpa.com/support/scanners/technical-data.html>.~~

3.1.2 Warranty Information

~~The scanners were purchased in bulk in July of 2005 or earlier. Some agencies did not receive the scanner until the warranty was expired or almost expired. However, all scanners were delivered in working condition. To extend warranties, contact your agencies IT department about adding the scanner(s) to an existing office hardware warranty your agency may have. Or go to the provided Fujitsu link <http://www.buyfcpa.com/> and look for the Scanner Service options. Currently, the direct link is http://www.buyfcpa.com/searchresults.asp?dept_id=8.~~

The repair or replacement of scanning equipment is strictly the responsibility of the agency. The scanner is a local agency asset/property. ~~With the exception of the very latest Ascent Capture installations, and given the time frame that has elapsed since most of the scanning equipment was installed, the agency should assume that no manufacturer's warranty remains in effect.~~ If an extended warranty is desired by the agency, the agency is responsible for the purchase of the extended warranty from Fujitsu or their local equipment maintenance provider.

If you must purchase a replacement scanner for the ECF project, please contact DHS support staff at DHFSDFCFECFsupport@wisconsin.gov or by clicking the Contact Us link in the ECF Handbook. DHS must approve the scanner model. ~~Only the scanners listed above may be used for the ECF. Additional scanners (more than agencies were originally allotted) are generally not allowed because of the cost of the annual license to DHS.~~

3.1.3 Ordering Consumables

All of the scanners have parts that must be replaced regularly. When they are replaced depends on your volume of scanning and your scanner type. However, regardless of those, you generally will need to replace consumables once a year at least. See 3.1.1 above and review the Operator's Guide for your scanner for more information on when the consumables have to be replaced. ~~Also see <http://www.fujitsu.com/us/services/computing/peripherals/scanners/support/consumables.html>.~~

Go to <http://www.buyfcpa.com/> ~~the provided Fujitsu link~~ and look for the Consumables Parts Kits link. ~~Currently the direct link is http://www.buyfcpa.com/searchresults.asp?dept_id=12.~~ It is strongly advised that you purchase your consumable kit before your scanner consumables break/wear

out.

3.1.4 Resetting the Document Counter on Scanners

Detailed instructions for resetting the document counter are given in the operations guide that came with the scanner. pdf for the 4220C scanner at <http://dhs.wisconsin.gov/ecf/op-guides/fi-4220c2-og.pdf>. This counter will cause alerts to be sent when the consumables should be replaced. You'll need to reset the counter when you replace the consumables so you don't get the messages until the next time the consumables need to be replaced.

~~These instructions should work for all scanner models. See section 4.1 in that document. It tells you how to go to the properties of your scanner and clear the counters.~~

3.3.1 Kofax 9 Minimum Required Software

10.1 was added after "Kofax 9" in all locations

The list of Minimum Required Software has been revised.

Note: Kofax 9.0 is not officially supported for Windows 8 or Windows 8.1. Some agencies are running Kofax 9.0 on Windows 8 at their assumed risk.

3.3.2 Kofax 9 Minimum Required Software

10.1 added after "Kofax 9"

3.4 ECF Data

Section renamed to "3.4 ECF Download Files"

See the [DHS ECF Data Download](#) page for up to date statistics on the Electronic Case File project a list of download links to ECF software component files.

3.6.2.1 Setup For Kofax 9 Zip File (1.9GB)

Included in this download are:

~~4. **OCXV11-32 bit** - The DHS custom component files (version 11) that connect the scanner to the ECF server.~~

5. Choose "Install Remote Site."
You may or may not receive a message referencing the need for a license hardware dongle or a prompt to enter some license codes for the Kofax 9.0 software. Ignore any of these notifications; click 'OK' or the 'X' to close the dialogue box. You will get your Kofax 9.0 software license from the central license server in Madison when you convert to a remote site.

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

11. Enter your Site Name and Station ID. See 3.9 Scan Station Site Names for the default name(s) for your agency. This screen is very important, as the values entered here identify the remote site on the central server for licensing purposes. If your agency has only one scanner, the default name is your agency name. Use ALL CAPS when entering the site name and Station ID. If you are unsure, click Contact Us and send an email to confirm what the site name and site ID should be. If your agency has more than one scanner, you should add an office identifier (office function or location) after the agency name. The Site Name and Station ID should be the same value. Click Next once the Site Name and the site ID are entered. On the next screen you will enter the Station ID (no screen shot of this screen is provided).

Note: **DO NOT ENTER THE COMPUTER NAME.** You will be required to change these values to a State authorized value if you make this mistake. It may require you to completely re-install the software if the license utility does not work for you.

~~19. Upgrades to the base Kofax 9 software must be completed as a last step. See 4.3 Kofax SP3 and FP8 Upgrades and then return here.~~

~~19. Basic system test- from the Kofax 9 program group open Batch Manager. If Batch Manager opens successfully continue with the software installation process. If an error condition was encountered then use the 'Contact Us' line to for advise on next steps.~~

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 not using VRS 4.5, skip this section (3.6.4) and continue at 3.6.5 below.~~

3.6.6.6 Edit The DFBatchClass.ini File

The link for the list of Office Number Codes has been updated.

3.6.8 Scanner Drivers

~~If you are using a Fujitsu scanner that includes the PaperStream software or a newer version of VRS such as VRS 5.1 Elite then the scanner drivers should already be installed. The 'Default Scan Source' should already be configured for VRS 5.1 using the VRS Administration Console. You should then skip to step '3.6.13 Create Scanner Profiles'.~~

~~1. If this is a reinstall, you should already have the scanner and SCSI card set up, and the correct scanner driver should be installed. Skip to section 3.6.12 Activate Virtual ReScan (VRS).~~

~~7. Reboot your PC for the driver to take effect.~~

- ~~• If you are using a SCSI interface instead of USB, you must install the Adrenaline driver also. You can wait to reboot after you install the Adrenaline driver. See 3.6.9 Adrenaline Driver.~~
- ~~• If you are using a USB interface instead of using a SCSI card (most newer PC's can use the USB interface), skip to 3.6.11 Attach The Scanner.~~

3.6.9 Adrenaline Driver

Section deleted

3.6.10 Install the Kofax Adrenaline SCSI Card

Section deleted

3.6.11 Attach the Scanner

~~4. The system should then recognize the scanner as an additional device besides the Adrenaline adaptor card. Follow the Found New Hardware Wizard as depicted below. Make sure to check the check box labeled Don't prompt me again to install this hardware as shown below. If this doesn't come up, it means the PC isn't recognizing the scanner. Make sure the above steps have been followed. Click Contact Us to request help.~~

~~5. After the scanner hardware wizard, check the Device Manager (Start>Settings>Control Panel>System>Hardware>Device Manager.~~

~~6. You may see the listed under Other Devices with a yellow question mark, as shown below. This is ok and should be no cause for concern. What really drives the scanner is the Kofax Adrenaline card we installed earlier, and the VRS drivers it uses.~~

~~7. You most probably will see the scanner listed under Imaging Devices. Reboot the PC again to make sure the PC recognizes the new drivers.~~

Replaced image ("Device Manager")

~~Next you need to apply custom components that work along with Kofax Capture to interface with the CARES system and allow the uploading of the documents to the online Electronic Case File.~~

3.9.1 List of Approved Agency Scanner Station Names

The List of Approved Agency Scanner Station Names has been updated.

4.1.2 Client PC (The Validation PC) Instructions

- Select Start> Run from the Windows task bar and browse to the shared folder where you installed the Ascent Capture server files, i.e. ~~C:\Documents and Settings\AllUsers\Application Data\Kofax\CaptureSV\WrkInst\setup.exe~~ **C:\ProgramData\Kofax\CaptureSV\WrkInst\setup.exe**. The path may be different depending on your operating system. If you don't find it easily, search for the "wrkInst" folder.
- The destination folder for the server software on the Server PC is "C:\Program Files\Kofax\CaptureSS". The Kofax capture server files are now installed to ~~"C:\Documents and Settings\AllUsers\Application Data\Kofax\CaptureSV"~~ **"C:\ProgramData\Kofax\CaptureSV"** directory.

4.2.4 Register The .dll Files

Return to [3.6.6.6 step 6](#) to complete the installation instructions. From this point forward, instructions are the same regardless of which version of Windows you are using.

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

C:\Windows\SysWOW64

- 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:\Windows\SysWOW64

- msvbvm60.dll (to be used only if necessary)
- msstdfmt.dll (to be used only if necessary)

4.5 Install PaperStream Software

This section is new with this release.

4.6 Configure PaperStream Scan Source

This section is new with this release.

4.7 Configure PaperStream Scanner Properties

This section is new with this release.