

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

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

Re: **Electronic Case File (ECF) Release 13-02**
Release Date: November 14, 2013
Effective Date: November 14, 2013

EFFECTIVE DATE

The following process additions or changes are effective 11/14/13 unless otherwise noted. **Yellow highlighted text denotes new text. Text with a strike through it denotes deleted text.**

Changes

1.5 ECF Document List

This list has been updated. The changes are too numerous to list.

3.5 Checklist for the Scanner Install

- The scan station PC firewall (if used) must have port 80 and port 443 open and be able to send and receive information to <https://kofax.cares.wi.gov/acis>. The IP address is ~~165.189.80.254~~ **165.189.157.87**. The Port is still 443.

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

Most PC's **installations are configured** using the "standalone" option. However, there are several PC's **installations** statewide that use an option called "Dual Workstation" where a second PC can be used to validate documents scanned at another PC that is attached to the scanner. In that situation, the PC with the scanner acts as a server PC with a different **installation software configuration** and the validation PC (Client PC) uses an installation option from files on the server PC.

- If you 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.
- ~~If this is a dual workstation Server installation, skip to 3.6.3.6.~~
- ~~If this is a normal installation or the Client (validation) PC, continue here.~~
- **If this is a Client (validation) PC install; continue at 4.1.2.**

7. Accept the license agreement.

- **If this is a dual workstation Server installation, skip to 4.1.**

9. Accept the default path to install the software. ~~unless you are performing a dual workstation installation. In that case, skip to 3.6.3.6 Dual Workstation Installation.~~

3.6.8 Scanner Drivers

1. 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

HFSValidationCtrl.ocx	Right click on the file and choose "properties" Then click the "version " tab. Standalone Scan Station: 4.3.0.114 1.3.0.115 CDPU Client PC: 4.3.0.123 13.0.126
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3.7 Known problems

The table has been updated. The changes are too numerous to list.

3.9.2 Changing The Scan Station Name Using dbutil.exe

For statistical purposes, it is imperative that the scan station name in Kofax is correct. In general, the scan station name is the name of the local agency, in upper case letters. ~~If more than one scan station exists, a number is added to the agency name.~~ The scan station name should include the values of the County agency or Third Party name, the office location if you have more than a single location. Add a number if you have more than one station per office location.

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. ~~Temporarily disable any anti-virus software that is running.~~ Finally, ~~open the file on the scan station PC called~~ Run the program, 'as an administrator,' dbutil.exe found at ~~C:\Program Files\Kofax\Capture\Bin~~ or ~~C:\Program Files\Kofax\CaptureSS\ServLib\Bin~~ in the case of server machine.

If you just want to verify the scan station site name for your scanner, ~~open~~ execute the dbutil.exe file ~~program~~ and go to the Identification tab and note the "Site Name" field.

~~Reboot the system to restart the Kofax Services, anti-virus software, and the RSA.~~

4.1.1 Server PC (The Scan PC) Instructions

12. Upgrades to the base Kofax 9 software must be completed now. See 4.3 Kofax SP3 and FP5 Upgrades and ~~return to 3.6.4 Install VRS Service Pack 1 (SP1) to complete the installation~~ then return here.

~~After completing these steps, return to 3.6.4 Install VRS SP1 and continue with the instructions unless you are using VRS 5, you don't need the VRS SP1 upgrade, and you must continue at 3.6.5 Test Outbound Firewall Settings~~

4.1.2 Client PC (The Validation PC) Instructions

After completing these steps, return to 3.6.4 Install VRS SP1 and continue with the instructions unless you are using a Fujitsu 6230Z scanner. In that case, you are using VRS 5 and don't need to get the VRS SP1 upgrade, and then you must continue at 3.6.5 Test Outbound Firewall Settings.

4.4.2 Uninstall and Reinstall Kofax

This section has been rewritten. The text changes are too numerous to list.