

WISCONSIN DEPARTMENT OF HEALTH SERVICES
Division of Medicaid Services
1 W. Wilson St.
Madison WI 53703

To: Electronic Case File Handbook Users

From: Rebecca McAtee, Bureau Director
Bureau of Enrollment Policy and Systems

Re: **Electronic Case File Handbook Release 17-01**

Release Date: 02/13/2017

Effective Date: 02/13/2017

EFFECTIVE DATE The following policy additions or changes are **effective 02/13/2017** unless otherwise noted. **Grey highlighted text denotes new text. Text with a strike through it in the old policy section denotes deleted text.**

POLICY UPDATES

Note: All references to “eClient” in the Electronic Case File Handbook have been changed to “the ECF.”

1.1 Viewing the ECF **1.1 Viewing Using the ECF**

This chapter has been rewritten (with the exception of the table in Section 1.5). Only the section headings have been highlighted in order to promote readability.

5.1 Frequently Asked Questions **A4 ~~Where can I find Operations Memos or Administrators Memos that mention the ECF project?~~**

~~The following Operations Memos are available on the DHS website:~~

~~See:~~

~~OM-04-22~~

~~OM-04-25~~

~~OM-04-61~~

~~OM-04-64~~

~~OM-05-11~~

~~OM-07-58~~

~~OM-09-68~~

~~OM Operations Memo 10-02~~

~~OM Operations Memo 10-58~~

~~Operations Memo 16-XX~~

~~Admin Memo 05-01~~

~~Admin Memo 05-02~~

~~Admin Memo 08-02~~

A9 ~~How long do we have to scan all of our backfiles?~~

~~DHS is asking agencies to complete the backfile conversion within a year of starting your scanning. DHS Admin. Memo 07-02 requires that all agencies must have their backfile conversion completed by June 30, 2008.~~