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 17-02**
Release Date:	10/30/2017
Effective Date:	10/30/2017

EFFECTIVE DATE

The following policy additions or changes are **effective 10/30/2017** 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

1.4 Advanced Functions

To request that a person have access to these functions, the security officer for the county should complete ~~an Income Maintenance Quality Assurance (IMQA) Web Request (F-16083)~~ CARES Automated Systems Access Request (F-00476) and send it to DHS CARES Security.

1.5 Document List

The table has been updated.

3.1.2 Warranty Information

~~If you must purchase a replacement scanner for the ECF project, please contact DHS support staff at DHFSDHCFECFsupport@wisconsin.gov or by clicking the Contact Us link in the ECF Handbook.~~ Prior to purchasing a replacement scanner for the ECF, contact the Wisconsin Help Desk by email at helpdesk@wi.gov or by phone at 608-261-4400 (Madison) or 1-866-335-2180 (toll-free). DHS must approve the scanner model.

3.6.2 Software

1. Right click on the Kofax 9 zip file, choose Save target as, and save the file to a folder on the scanner PC or the desktop. This file is extremely large (1.9 GB) and is password protected. ~~Click Contact Us above to obtain~~ Contact the Wisconsin Help Desk by email at helpdesk@wi.gov or by phone at 608-261-4400 (Madison) or 1-866-335-2180 (toll-free) to request the password to unzip the file ~~from DHS support~~.

3.6.3 Install Kofax 9

These instructions are for installing, including reinstalling, Kofax 9. Prior to installation, you must first email the Wisconsin Help Desk at helpdesk@wi.gov to request the installation. ~~You must coordinate this with DHS staff. Click Contact Us above to send an email to DHS support before starting.~~ A DHS ECF support technician will be assigned to coordinate the installation.

If you purchased a new scanner PC that will replace another scanner PC, uninstall Kofax Capture completely from the old PC. ~~and notify DHS by clicking Contact Us above so that DHS can~~ Once Kofax Capture is uninstalled, notify the assigned DHS ECF support technician to remove the license for the old PC.

3.6.6.4 Register HFSValidationCtrl.ocx	**Windows 7** 3. In the dialog box, paste regsvr32 "C:\Program Files\Kofax\Capture\Bin\HFSValidationCtrl.ocx" and click OK. Make sure you include the last quotation mark. If you have any issues in executing the above command, contact ~~DHS support by clicking Contact Us above~~ the assigned DHS ECF support technician or email the Wisconsin Help Desk at helpdesk@wi.gov.
3.6.7 Connect to the Kofax Server	5. If you receive an error, it is probably a firewall issue where the Kofax server is not being allowed to send data to the scan PC. Make sure you allow incoming data to IP address 165.189.80.251 and port 443. Reboot. If you continue to receive an error, ~~click Contact Us to report the error to DHS support~~ contact the assigned DHS ECF support technician or email the Wisconsin Help Desk at helpdesk@wi.gov for assistance. 6. If you can connect to the server, you will get the screen below. Click Yes. If this is a reinstall, you already have your license and can continue to the next step. If this is a new installation, at this point DHS staff can see that you can connect to the server and must issue a license for this scan PC. **~~Click Contact Us to send an email to DHS support requesting a scan license.~~** Contact the assigned DHS ECF support technician or email the Wisconsin Help Desk at helpdesk@wi.gov to request a scan license.
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. Temporarily disable any anti-virus software that is running. Run the program, 'as an administrator,' dbutil.exe found at **~~C:\Program Files\Kofax\Capture\Bin~~ C:\Program Files (x86)\Kofax\Capture\Bin** or **~~C:\Program Files\Kofax\CaptureSS\ServLib\Bin~~ C:\Program Files (x86)\Kofax\CaptureSS\ServLib\Bin** in the case of server machine. If you just want to verify the scan station site name for your scanner, execute the dbutil.exe program and go to the Identification tab and note the "Site Name" field. *The screenshot has been updated.*
4.2.2 Access the OCX V11 Files	2. Copy and paste the first five 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)\~~k~~Kofax\~~c~~CaptureSS\ServLib\bin**. 5. For a standalone/client, go to Start > Run and in the text box, paste regedit "C:\Program~~-~~Files (x86)\Kofax\Capture\Bin\HFS_Custom_panel_Validation.reg". For a server dual station, go to Start > Run and in the text box, paste **regedit "C:\Program Files(x86)\Kofax\CaptureSS\ServLib\Bin\HFS_Custom_panel_Validation.reg"**. *(A space was added between "Program" and "Files.")*
4.2.3 Register HFSValidationCtrl.ocx	3. For a standalone/client, paste regsvr32 "C:\Program Files (x86)\Kofax\Capture\Bin\HFSValidationCtrl.ocx" in the text box and click OK. Make sure you include the last quotation mark. For a server dual station, paste Regsvr32 "C:\Program Files (x86)\Kofax\CaptureSS\ServLib\Bin\HFSValidationCtrl.ocx" in the text box and click OK. Make sure you include the last quotation mark.

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If you have any issues ~~in~~ executing ~~the above~~ this command, ~~please contact DHS support by clicking Contact Us in the toolbar above~~ contact the assigned DHS ECF support technician or email the Wisconsin Help Desk at helpdesk@wi.gov for assistance.

4.2.4 Register the .dll Files

3. For a standalone/client, paste **C:\WINDOWS\Microsoft.NET\Framework\v2.0.50727\regasm "C:\ Program Files (x86)\Kofax\Capture\Bin\DHFSWRAP.dll"** at the command line. Make sure you include the last quotation mark if you copy and paste this path. *(A space was added between "Program" and "Files.")*

For a server dual station, paste C**:\WINDOWS\Microsoft.NET\Framework\v2.0.50727\regasm "C:\Program Files (x86)\Kofax\CaptureSS\ServLib\Bin\DHFSWRAP.dll"** at the command line. Make sure you include the last quotation mark if you copy and paste this path. *(A space was added between "Program" and "Files.")*

4.2.5.2 For the Server PC of a Dual Workstation Setup

For the client PC of a dual workstation setup, follow the instructions in Section 4.2.5.1 For Standalone Installations (Non-dual Workstation Setup or a Client Station of a Dual Station.

C:\Program Files (x86\Kofax\CaptureSS\ServLib\Bin *(A space was added between "Program" and "Files" and between "Files" and "(.")*