

eWiSACWIS Imaging

Scanning & Importing Documents

eWiSACWIS Imaging Issues & Requirements

State and County Topics

- Policy (Grice, Rudy)
 - Who, what, when, where, how?
 - Confidentiality concerns
- Workflow(s) (Grice, Rudy)
 - State, County, Courts, Maximus
- Hardware (Grice, Rudy)
 - Scanners, file system, computers
- Software (Miracola, Grice, Rudy)
 - eWiSACWIS and Other

Technical Functionality (Software)

- Imaging will support the storing and categorizing of digital images such as participant photos and digital copies of legal documents related to cases and case participants.
- Workers with an assignment to a case can add images related to that case and its participants.
- Images can be received as electronic files in the following formats: .bmp, .jpg, .jpeg, .rtf, .doc, .xls, and .pdf.

Supported File Formats

- DOC = File extension that is associated with digital documents created in Microsoft Word.
- PDF = Portable Document Format. An electronic document that can be read with the Adobe Acrobat computer program.
- RTF = Rich Text Format. An export file format supported by many word processors and desktop publishing programs.
- XLS = File extension that is associated with digital documents created in Microsoft Excel.
- BMP = Bitmap. A proprietary Microsoft Windows image format.
- JPG = Joint Photographic Experts Group. A compression technique used for saving images and photographs. This compression method reduced the file size of the images without reducing its quality.
- JPEG – Same as JPG.

Technical Functionality (cont.)

- Any of these files can be attached to an Imaging Case Work item and later viewed by launching the Imaging page and selecting the View hyperlink.
- eWiSACWIS will determine which external application (for the predefined file types identified above) will launch to view the attached image. For example, if the image is a Word document (.doc), then eWiSACWIS will open the image in Microsoft Word. If the image is a scanned picture in a JPEG format (.jpg), then eWiSACWIS will open a Microsoft Internet Explorer page for viewing the image.
- The system will generate an error message when the worker tries to save documents or images of other file formats besides those mentioned above
- There is a size limit of 10 MB for each of the scanned documents.
- An automated message (i.e. email) will be generated anytime an image is added to the case. The message text and the recipient list can be modified by the county based on the automated message change order design.

Image Categories and Types

- Education
 - Attendance
 - IEP
 - Other
- Income/Eligibility
 - Bank Statement
 - Employment Verification
 - Other
 - Pay Stub

Image Categories and Types

- Legal Document

Adoption Order

Adoption Petition

CHIPS Order

Delinquency Order

Dispositional Order

Extension Order

Guardianship Order

Guardianship Petition

JIPS Order

Notice of Change of Placement

Other Legal Document

Other Court Order

Permanency Plan Review/Hearing Order

Petition for Protection or Services

Revision Order

Req to Chng Plcmnt/Rev Disp Ord/ P Plan

Sanctions Order

Temporary Physical Custody Order

Temporary Physical Custody Request

Termination of Parental Rights

Termination of Parental Rights Petition

Voluntary Placement Agreement

Image Categories and Types

- Medical/Mental Health
 - Immunization
 - Other
 - Psychological Evaluation
- Participant Photo
 - Family
 - Individual
 - Injury
 - Other
- Participant Documents
 - Birth Certificate
 - Citizenship
 - SSN
 - Other

eWiSACWIS Demonstration

Technical Questions?

eWiSACWIS Imaging Issues & Requirements

State and County Topics

- Policy (Grice, Rudy)
 - Who, what, when, where, how?
 - Confidentiality concerns
- Workflow(s) (Grice, Rudy)
 - State, County, Courts, Maximus
- Hardware (Miracola, Grice, Rudy)
 - Scanners, file system, computers
- Software (Miracola, Grice, Rudy)
 - eWiSACWIS and Other