

File uploads Functions:

A function that can allow a user to upload a document directly into the Doc Review process. This is very similar interface as Scan. Just allowing selections from File system to upload. These documents will be loaded into the Database with a base Document type. All other "Tagging" will be performed in the Review function.

Fax Load Service

This Process will take faxes received into GFI Faxmaker and place them into the Document Repository Database with a Document Type of Fax and an ID. These Images should go through the Review Application for reclassification to proper Document type and descriptive Data Items that can be retrieved from the image by the user.

Database schema

What we will what to store in our database for the Document. Additional Fields will be required for Auditing and logging purposes.

Field Name	Description
DMID	Unique Key bigint.
Recipient ID	Entered by User, hopefully bigint
SSN	Entered by User, Validated to 9 digits?
First Name	Entered By User
Middle Initial	Entered By User
Last Name	Entered By User
Date of Birth	Entered By User
DocType	Picked from value list supplied by DES. (See Reference section for list)

Date of Scan	System Date At Time of Scan
Review User	User ID of Person Performing the Review and Data Enter
Mime-Type	Mime Type of Document
Scanned By	Scanning User name
CaseactivityID	User Entered / OCR (Document Control)
Notes	Text field for any other info they might want to attach to this record
Processed	Indicator that the document has been Associated with a Sohema Recipient/Case/incident

The DMID is the only required field in the Database id should be the Identity field for the record.

API

There should be four stored procedures to allow Sohema access to our Document Repository

- List all un-associated (non-tagged) Documents
- List all Documents for a Recipient ID and or doc type?
- View doc by Ref ID
- Mark associated doc by Ref ID/ as attached/processed
- Delete Document by DMID

What Sohema needs returned from the stored procedure calls:

Field Name	Description		
DMID	Unique Key; bigint.	List	
Recipient ID	Entered by User	List	
SSN	Entered by User	List	
Doc-Type	Picked or identified from batch scan; code set value matching Sohema value.	List	
Date of Scan	Scan Date/Time	List	
Mime-Type	Mime Type of Document	List	
Scanned By	Scanning User name	List	
CaseactivityID	User Entered / OCR (Document Control) Can be NULL		

List of Items from meeting with Jason Marceau.

Kevin will code proc with parameters

All documents by Recipient ID

Call second call to make as accepted and

List of documents by type.

All documents are PDF's

Doc type

Purge Image

A purge function will be made available so that a

Assumptions

- All images will be stored as PDF
- All scans will be 8 ½ X 11 inches that go through automated scan and intake process
- Email will handled by saving documents to file system and uploading via File Upload function

Outstanding Questions

- How will Purges be performed? In Batch or individually.
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Security:

The Applications and Database will be secured with using Windows authentication. Single Sign on will be used to authenticate Web and Database Access. External Application will be given execute privileges to a set of store procedures via a supplied Windows ID.

Web Applications will be locked down via SSL/TLS and only allow access via Secured port 443.

Encryption between the Database Backend and the Web server will be enabled so information is always secure.

All Servers will have files system encryption enabled.

The Social Security Fields in the Database will also be encrypted.

Risks

Reference

Ohio Document Types:

— JFS 03605	CDJFS Referral to DDU
— JFS 07004	Social Summary Report
— JFS 07302	Basic Medical Form
— JFS 07308	Mental Functioning Capacity Assessment
— JFS 03397	Medical Release
— JFS 03606	Medication Dependencies
— JFS 07220	Medicaid Eligibility Review Verification Request Checklist
— SSA-1696	Appointment of Representative
— SSA-3288	Consent for Release of Information
— RFI	Request for Information Letter
— RFIR	Request for Information Response
— ARI	Additional Relevant Information
— CER	Consultative Exam Report
— CELTR	Consultative Exam Appointment Letter
— CETESTR	Consultative Exam Test Report
— OEHP	OEHP Form (queue for supervisor)
— OSU	OSU Form (queue for supervisor)
— Cores	Correspondence
— Other	Other Type (queue for supervisor)