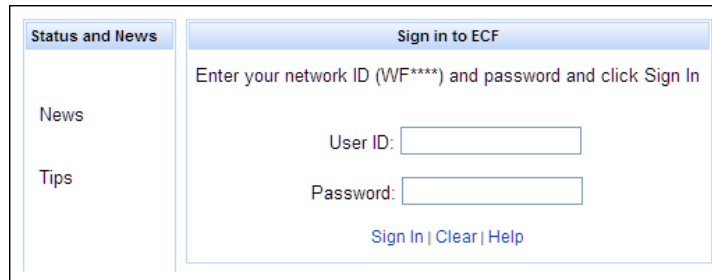


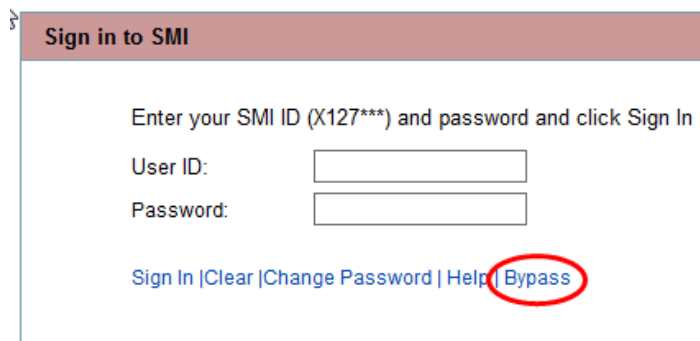
Signing In to ECF in SMI Down Mode

Bypassing SMI allows you to access ECF with limited functionality.

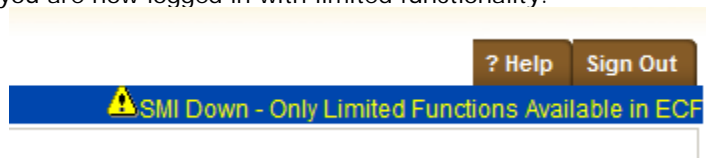
1. On the first log in screen, type your network/Citrix ID and password.
2. Click the **Sign In** link.



3. You will be prompted to Sign into SMI. If you have not received your DHS SMI User ID and/or Password you can select "Bypass" to log into ECF in SMI Down Mode.



4. You are now logged into ECF via SMI Down Mode. You will see in the upper right corner of ECF a yellow notice that you are now logged in with limited functionality.



ECF Functionality During SMI Down Mode: What Can I Access/Do?

When it is in SMI Down Mode, ECF has reduced functionality.

What You Can Do	What You Cannot Do
<p>WORK ITEMS</p> <ul style="list-style-type: none"> Process an alert report notification work item. Process a communication work item. Process a document addition failure work item. Process a missing document request. Process a new document work item. Process a new mail work item, but you cannot launch a re-index workflow or launch a re-scan workflow. 	<p>WORK ITEMS</p> <ul style="list-style-type: none"> Process a dead letter office work item. Process a re-index request work item.
<p>SEARCH</p> <ul style="list-style-type: none"> Search for a case. Search for a person by SMI ID. If you do not know the client's SMI ID, you can search for it on MAXIS. In MAXIS, use the MEMB screen (see below for specific details.) 	<p>SEARCH</p> <ul style="list-style-type: none"> Search for a person by name Search for a person by SSN, alien ID, date of birth, or age. Search for a person by MAXIS PMI, PRISM MCI, SSIS SWNDX, or MNSure ID.
<p>CASE FOLDER</p> <ul style="list-style-type: none"> Add, view, or edit case documents, but you cannot view person documents for case participants. Add a document from a form template, but you need to enter all form data. View document properties. Rename documents. 	<p>CASE FOLDER</p> <ul style="list-style-type: none"> View the Case Details tab and Case Participants tab. Modify document properties. Manage notifications. Copy case documents to another case.
<p>PERSON FOLDER</p> <ul style="list-style-type: none"> Add, view, or edit person documents. Add a document from a form template, but you need to enter all form data. View document properties. Rename documents. 	<p>PERSON FOLDER</p> <ul style="list-style-type: none"> View the Person Details tab and Cases tab. Modify document properties. Manage notifications.
<p>WORKFLOWS</p> <ul style="list-style-type: none"> Launch an alert report workflow. Launch a communication workflow, but you cannot select a worker from the Assigned Workers list. 	<p>WORKFLOWS</p> <ul style="list-style-type: none"> Launch a missing document search workflow. Launch a re-index workflow. Launch a re-scan workflow.

How Do I Find a Client's SMI Number?

At least one person at each agency should have access to MAXIS*. If you don't have access, ask a coworker who does and ask them to search for the client's SMI:

1. Go to Function: STAT Command: MEMB on the case you need SMI numbers for.

```

2016-03-17 12:48:40          MAXIS          FMASFAM3
*****
* * * * * Select Function Menu (SELF) * * * * *
*
* APPL - Application          CASE - Case Status Display
* STAT - Statement of Need   SPEC - Special Functions
* DAIL - Workers Daily Reports PERS - MAXIS Person Search
* ELIG - Eligibility Results/Approval PMIN - Person Master Index Number
* FIAT - System Override     ARCH - Archiving Functions
* REPT - Report Selection    POLI - Policy Manual
* REIN - Reinstatement       QUAL - Quality Control Review
* MONY - Payment Inquiry/Maintenance LOOK - SSA Access
* CCOL - Claims and Collections MCON - MSA Cases To Convert
* INFC - Interfaces         LOGO - Logoff
* ASET - Asset Assessment
*****
Function: stat
Case Number: #####
Benefit Period (MM YY): 03 16
Command: memb
User: X127CH4 Terminal: E241 Environment: PRODUCTION Library: PWFM14
Copyright (c) 1994 Minnesota Department of Human Services. All Rights Reserved.

```

2. On this screen you will find the SMI number (for Memb01) as highlighted below. If you need to find the SMI numbers for other individuals on the case, change the Memb # to the respective case participant.

```

03/17/16 12:48:22          MAXIS          FMBDAAM9
CAF Questions 1, 3a, 3b Household Member (MEMB) 1 OF 1
Ref Last First M * Ref Nbr: 01 PMI Nbr: ##### Arrival Date:
01 WHITE BETTY * SMI NBR: 123456789 Actual Date:
* Last: WHITE First: BETTY M:
* SSN: ##### Ver: V
* Birthdate: 01 04 1947 Ver: DL Age: 69
* Gender: F ID Ver: DL
* Rel To Applicant: 01 Applicant
* Spoken Language: 99 English
* Written Language: 99 English (HRF)
* Needs Interpreter (Y/N): N
* Alias (Y/N): N Alien ID Nbr:
* Ethnicity Hisp/Lat (Y/N): N
* Race: White
* Tribal Indc: ADA Notice Type:
* Date Of Death:
Mode: D Function: STAT Case Nbr: ##### Month: 03 16 Command:
Sv: PW: SW: Updated: 01 04 12 User: X127CH4
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP PMI EXIT CNOTE PNOTE PREV NEXT EDIT OOPS TRBL INFO


```

* If nobody at your agency has MAXIS access, please contact Terri Ellingsworth and Angela Conley.

Case and Person Search in SMI Down Mode

If ECF is in SMI Down Mode, you can only search by SMI ID and Case Number.

1. To search for a person click the **Person ID Search** button.



Hennepin

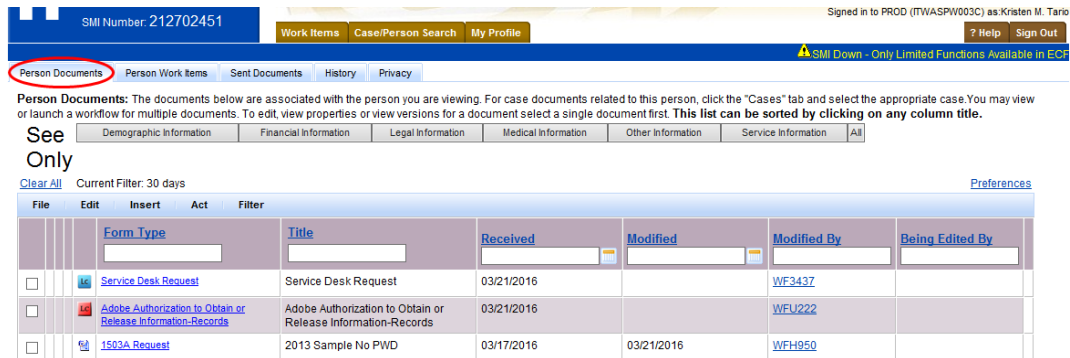
Work Items Case/Person Search My Profile

Search Type Search Information

Case Search
 Person Name Search
 Person ID Search

Search By Person ID
Identifier Type: SMI
ID:
Search Clear

2. From the **Identifier Type** list, select **SMI**
3. In the **ID** field, type the complete person ID. To clear the field, click the **Clear** button.
4. Click the **Search** button.
5. This brings you to the Person Documents list. Please note you will only see person based documents in this list. No case documents will be visible in the Person Documents list while working in SMI Down Mode.



SMI Number: 212702451 Signed in to PROD (ITWASPW003C) as Kristen M. Tario

Work Items Case/Person Search My Profile ? Help Sign Out

Person Documents Person Work Items Sent Documents History Privacy

Person Documents: The documents below are associated with the person you are viewing. For case documents related to this person, click the "Cases" tab and select the appropriate case. You may view or launch a workflow for multiple documents. To edit, view properties or view versions for a document select a single document first. **This list can be sorted by clicking on any column title.**

See Only

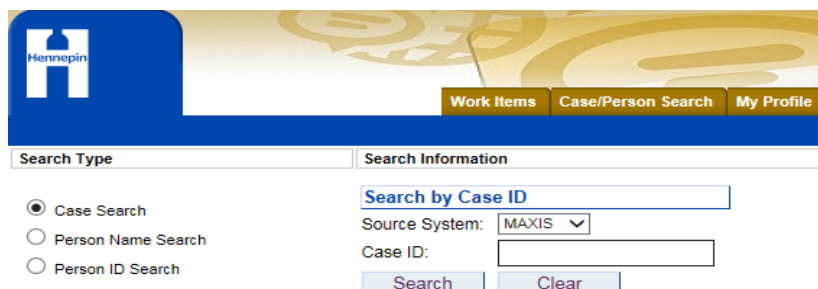
Demographic Information Financial Information Legal Information Medical Information Other Information Service Information All

Clear All Current Filter: 30 days Preferences

Form Type	Title	Received	Modified	Modified By	Being Edited By
<input type="checkbox"/> Service Desk Request	Service Desk Request	03/21/2016		WF3437	
<input type="checkbox"/> Adobe Authorization to Obtain or Release Information-Records	Adobe Authorization to Obtain or Release Information-Records	03/21/2016		WFU222	
<input type="checkbox"/> 1503A Request	2013 Sample No PWD	03/17/2016	03/21/2016	WFH950	

If you need to see case documents you will need to access the case directly by doing another Case/Person Search.

1. Click the **Case Search** button.



Hennepin

Work Items Case/Person Search My Profile

Search Type Search Information

Case Search
 Person Name Search
 Person ID Search

Search by Case ID
Source System: MAXIS
Case ID:
Search Clear

2. From the **Source System** list, select **MAXIS**.
3. In the **Case ID** field, type the complete case ID.
4. Click the **Search** button.
5. This brings you to the Case Documents list. Please note you will only see case based documents in this list. No person documents will be visible in the Case Documents list while working in SMI Down Mode.

Hennepin Case Folder: 12345
Source System: MAXIS

Work Items Case/Person Search My Profile

Case Documents Case Work Items Sent Documents History Privacy

Case Documents: The documents below are associated with the case or a person on the case. The name column edit, view properties or view versions for a document select a single document first. **This list can be sorted by c**

See Only Demographic Information Financial Information Legal Information Medical Information

[Clear All](#) Current Filter: 30 days

File	Edit	Insert	Act	Filter
Form Type		Title	Name	Received
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

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