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Manager

Authorized Signature

Number: SS-IM-12-043
Issue Date: 08/15/2012

Topic: Other

Subject: Scanning documents remotely

Applies to (check all that apply):

- | | | | |
|-------------------------------------|-------------------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | All DHS employees | <input type="checkbox"/> | County Mental Health Directors |
| <input type="checkbox"/> | Area Agencies on Aging | <input type="checkbox"/> | Health Services |
| <input checked="" type="checkbox"/> | Office of Self Sufficiency Programs | <input type="checkbox"/> | Seniors and People with Disabilities |
| <input type="checkbox"/> | County DD Program Managers | <input type="checkbox"/> | Other (please specify): |

Message:

Offices, with remote scanners, are now approved to scan the following documents, to be sent to IRMS and imaged into the EDMS system:

- [DHS 6608](#) Packet;
- [DHS 852](#) – *Interim Change Report*;
- [DHS 7476](#) – *Employment Related Daycare (ERDC) Re-application and Food Stamp Application*;
- Miscellaneous supporting documents for the above applications and online applications.

If the application has been processed prior to scanning, it is essential that the documents are marked with a "C" (complete) in the following locations prior to scanning:

- [DHS 6608](#) Packet: Bottom left corner of the first page of the [MSC 415F](#) application, in the "agency use only" box;
- [DHS 7476](#): Bottom left corner of page 1 of the DHS 7476 application;
- [DHS 852](#): Bottom left corner of page 3 of the DHS 852 application.

Imaging and Records Management Services (IRMS) will enter the status of "P" (process) into the EDMS system, for any document received that does not have a "C" marking. Documents needing to be processed can now be located by querying the "Scan Status" field in EDMS. Those marked with a "P" need to be processed.

Please refer to the following linked documents for detailed instructions on how to Query, prepare documents for scanning, and scan and send documents to IRMS to be imaged:

["Remote Scan Final 080112.pdf"](#)

["Remote Scan Prep 080212.pdf"](#)

["Using EDMS to retrieve SNAP folders.pdf"](#)

If you have any questions about this information, contact:

Email: EDMS.HELP@dhsoha.state.or.us
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