

EAMS is Ready. Are you?

Currently, there are ONLY two methods to get forms and documents into EAMS:

- ✓ E-forms
- ✓ Paper OCR forms

When EAMS goes live on August 25, 2008 all users will file on paper, but soon after e-forms will become available to certain users. Once that happens there will be an OCR form (paper) filing group and an e-form (electronic) filing group. Which group will you be in?

You have a decision to make about your immediate and future filing practice, and DWC can help.

There are a variety of resources available to you, including:

Web site: www.dwc.ca.gov/eams

- ➔ Demos / presentations
- ➔ Answers to frequently asked questions (FAQs)
- ➔ How-to's
- ➔ Computer based training (CBT)
- ➔ EAMS Insider newsletter

Email: eams@dir.ca.gov

- ➔ General questions not answered on Web site
- ➔ To request a targeted consultation about your filing practice put "targeted consultation" in subject line

DWC Newsline (your MAIN source of DWC news):

- ➔ Subscribe at DWCNewsline@dir.ca.gov

EAMS training sessions for external users:

- ➔ Sign up for the DWC Newsline to receive information on upcoming sessions



Electronic Adjudication
Management System



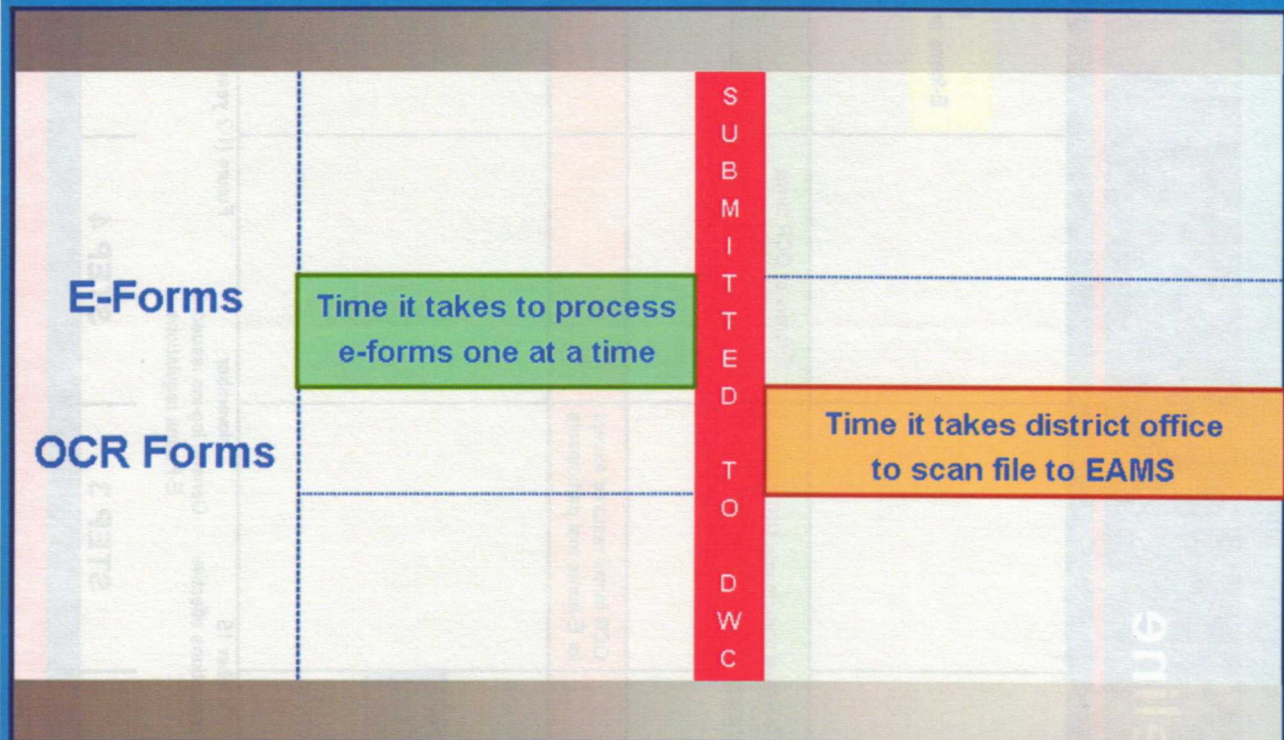
EAMS Filing Major Considerations

Both OCR and e-form filing have advantages and disadvantages. Both also have potential impacts on your business process (depending on how you work now) and how district offices will function (depending on the amount of paper received).

	E-forms	OCR forms
External user business process	Enter data individually	Auto-populate ready
DWC district offices	Submitted directly to EAMS	Scanning required
Printing for service	Print each e-form one page at a time and serve by mail or agreement	Print entire form at once through auto-populate process
File setup	System automatically structures file	User must structure file for submission with cover sheets and document separators

EAMS Filing Method Major Considerations

Processing time diagram



Both methods will initially involve processing time, either on your side or the district office side.

E-forms:

- ➔ Don't auto-populate so it will take more time to fill each one out in the single-user-to-form electronic interface
- ➔ Once you click submit, it goes right into EAMS for processing

OCR forms:

- ➔ Are "auto-populate ready," meaning DWC designed them so developers could make them work with case management systems that auto-populate forms
- ➔ Those forms must then be scanned into EAMS by district office staff

EAMS Filing Method Timeline

	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5	
	Present	August 25 Go-Live	E-forms trial log-ins issued	October 15 OCR regulations effective	November General log-ins issued & E-Forms regulations	Future (1-2 years)				
Electronic Batch Filing									Batch filing E-forms or OCR forms required	
E-Forms				E-forms for E-form trial participants ONLY				E-forms or OCR forms required for ALL users		
OCR Forms				OCR forms preferred but not required	OCR forms required except for E-forms trial participants					
Current Forms	Current forms required		Current forms accepted DWC staff must put them into EAMS							