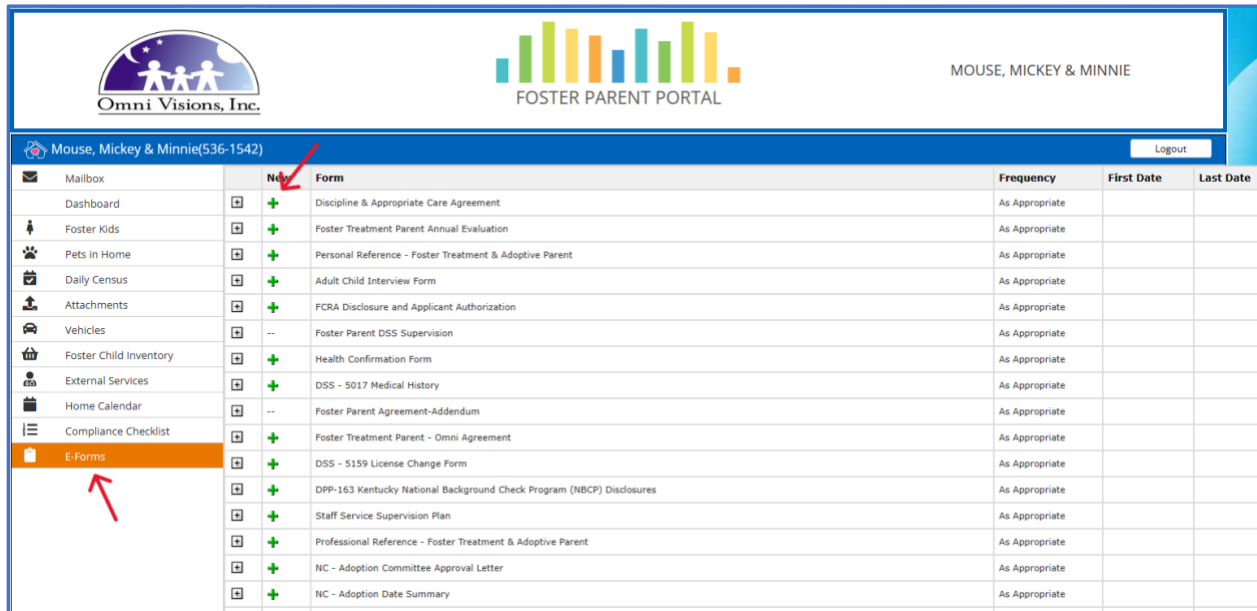


Completing and Signing an E-Form

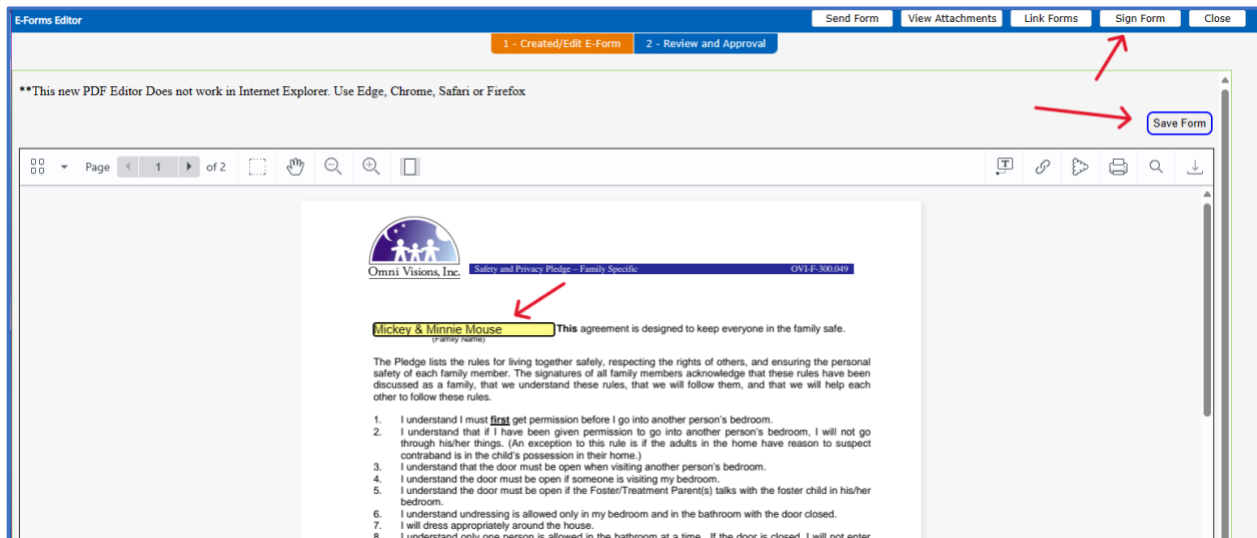
After logging in to Welligent, click the **E-Forms** tab on the menu to the left. Click the green plus sign next to the form needed. If there is no **green plus sign**, you do not have access to this form.



The screenshot shows the Foster Parent Portal interface. At the top, there is a header with the Omni Visions, Inc. logo, a bar chart, and the text "FOSTER PARENT PORTAL" and "MOUSE, MICKEY & MINNIE". Below the header, there is a navigation menu on the left with "E-Forms" highlighted. A red arrow points to the "E-Forms" tab. The main content area displays a table of forms with columns for "Form", "Frequency", "First Date", and "Last Date". A red arrow points to a green plus sign in the "Form" column of the first row.

Form	Frequency	First Date	Last Date
Discipline & Appropriate Care Agreement	As Appropriate		
Foster Treatment Parent Annual Evaluation	As Appropriate		
Personal Reference - Foster Treatment & Adoptive Parent	As Appropriate		
Adult Child Interview Form	As Appropriate		
FCRA Disclosure and Applicant Authorization	As Appropriate		
Foster Parent DSS Supervision	As Appropriate		
Health Confirmation Form	As Appropriate		
DSS - 5017 Medical History	As Appropriate		
Foster Parent Agreement-Addendum	As Appropriate		
Foster Treatment Parent - Omni Agreement	As Appropriate		
DSS - 5159 License Change Form	As Appropriate		
DPP-163 Kentucky National Background Check Program (NBCP) Disclosures	As Appropriate		
Staff Service Supervision Plan	As Appropriate		
Professional Reference - Foster Treatment & Adoptive Parent	As Appropriate		
NC - Adoption Committee Approval Letter	As Appropriate		
NC - Adoption Date Summary	As Appropriate		

Depending on your internet connection, it can take a few moments for the form to load. Scroll through the form and fill it out, then click **Save Form**. Once the form is completed, click **Sign Form** at the top.



The screenshot shows the E-Forms Editor interface. At the top, there is a navigation bar with buttons for "Send Form", "View Attachments", "Link Forms", "Sign Form", and "Close". Below the navigation bar, there is a status bar with "1 - Created/Edit E-Form" and "2 - Review and Approval". The main content area displays a form titled "Safety and Privacy Pledge - Family Specific" with the Omni Visions, Inc. logo. A red arrow points to the "Save Form" button. Another red arrow points to the "Sign Form" button. The form content includes a section for "Mickey & Minnie Mouse" and a list of rules for living together safely.

Mickey & Minnie Mouse This agreement is designed to keep everyone in the family safe.

The Pledge lists the rules for living together safely, respecting the rights of others, and ensuring the personal safety of each family member. The signatures of all family members acknowledge that these rules have been discussed as a family, that we understand these rules, that we will follow them, and that we will help each other to follow these rules.

1. I understand I must first get permission before I go into another person's bedroom.
2. I understand that if I have been given permission to go into another person's bedroom, I will not go through his/her things. (An exception to this rule is if the adults in the home have reason to suspect contraband is in the child's possession in their home.)
3. I understand that the door must be open when visiting another person's bedroom.
4. I understand the door must be open if someone is visiting my bedroom.
5. I understand the door must be open if the Foster/Treatment Parent(s) talks with the foster child in his/her bedroom.
6. I understand undressing is allowed only in my bedroom and in the bathroom with the door closed.
7. I will dress appropriately around the house.
8. I understand only one person is allowed in the bathroom at a time. If the door is closed, I will not enter

Enter your password into the box labeled **Password** and click **E-Sign**.

The screenshot shows the 'E-Forms Editor' interface. At the top, there are buttons for 'Save/Lock', 'Send Form', 'View Attachments', 'Link Forms', 'Refresh Screen', 'Sign Form', and 'Close'. Below these are tabs for '1 - Created/Edit E-Form' and '2 - Review and Approval'. A red warning message reads: 'BEFORE SIGNING THIS FORM, remember to perform a final save.' The main content area is divided into two sections: 'Supervisor Review and Approval Process' and 'Add Electronic Signatures'. The 'Supervisor Review and Approval Process' section contains a table with 'Document Details' and 'Supervisor Comments'. The 'Add Electronic Signatures' section contains a form with fields for 'Signature Type', 'Logged in As', 'Signature Title', 'User Account', 'Password', and 'Notes'. A red arrow points to the 'Password' field. At the bottom right of the form, there are buttons for 'Verify/Sign' and 'E-Sign', with a red arrow pointing to the 'E-Sign' button.

Document Details		Supervisor Comments
Document Owner	Mickey Mouse	
Document Status	Draft	
Date Created/Effective Date	18-APR-2024	
Date Last Updated	18-Apr-2024 01:07pm	
Date Signed		
Supervisor/Reviewer Assigned	Co-Signature Not Required	
Date Submitted to Supervisor	N/A	
Supervisor Approval Status	N/A	
Supervisor Approval Date	N/A	

Signature Type		Signature
<input checked="" type="radio"/> E-Signature <input type="radio"/> Mouse Signature		
Logged in As	<input checked="" type="radio"/> Signee? <input type="radio"/> Other Welligent User?	
Signature Title	<input type="text"/>	
User Account	<input type="text" value="mickeymouse"/>	
Password	<input type="password"/>	
Notes	<input type="text"/>	

You'll see listed under **Signatures Collected**, the date and time and your name as a saved signature. If you need to add another signature from another user, you can choose the 'Other Welligent User?' radio button, type in the other user's username and password, then click E-Sign. You'll then see both signatures listed under **Signatures Collected**.

The screenshot shows the 'Add Electronic Signatures' section of the E-Forms Editor. The form fields are the same as in the previous screenshot, but with red arrows pointing to the 'Signature Title' and 'Password' fields. Below the form is a table titled 'Signatures Collected' with columns for 'Title', 'Date', 'Signed By', and 'Delete?'. The table contains one entry: 'Mickey Mouse (E)' signed on 'April 17, 2024 05:15PM'. A red arrow points to the 'E-Sign' button at the bottom right of the form.

Signature Type		Signature
<input checked="" type="radio"/> E-Signature <input type="radio"/> Mouse Signature		
Logged in As	<input checked="" type="radio"/> Signee? <input type="radio"/> Other Welligent User?	
Signature Title	<input type="text"/>	
User Account	<input type="text" value="mickeymouse"/>	
Password	<input type="password"/>	
Notes	<input type="text"/>	

Signatures Collected			
Title	Date	Signed By	Delete?
Mickey Mouse (E)	April 17, 2024 05:15PM	Mickey Mouse (E)	<input type="checkbox"/>

Notes: autosigned

If you need to add the signature of someone who doesn't have a username and password, you can choose the 'Mouse Signature' radio button, choose a signature title or remove the signature title, enter the name of the person, and use your finger or stylus to physically sign the box on the right under 'Signature'. Click 'Save Signature' and you should see the new signature details appear under 'Signatures Collected'.

Add Digital Signatures

Signature Type

E-Signature Mouse Signature

Signature Title Client

Full Name of Signee DONALD DUCK

Notes

You agree that for the purposes of authorizing and authenticating electronic health records, your electronic signature has the full force and effect of a signature affixed by hand to a paper document.

Signature

Save Signature Clear

Title	Date	Signed By	Delete?
Notes: auto signed	April 17, 2024 05:15PM	Mickey Mouse (E)	

Once signed, you can click close, and after you refresh the page, you'll see your completed form listed under the title.

Mouse, Mickey & Minnie(536-1542) Logout

Form Date	Form Name	As Appropriate
18-APR-2024	Safety and Privacy Pledge (Couple)	As Appropriate
	DSS - 5157 Foster Home Relicense Application	As Appropriate
	Fire and Environmental Checklist	As Appropriate
	Safety and Privacy Pledge (Couple)(1)	As Appropriate
	DPP-162 Kentucky National Background Check Program Applicant Waiver Agreement Statement	As Appropriate
	Foster Parent Application (Single)	As Appropriate
	DPP - 157 Child Abuse and Neglect Check	As Appropriate
	Foster Home Addendum-TN	As Appropriate
	DSS - 5160 Termination Application	As Appropriate
	Parenting Preferences Checklist	As Appropriate
	Child Interview Form	As Appropriate