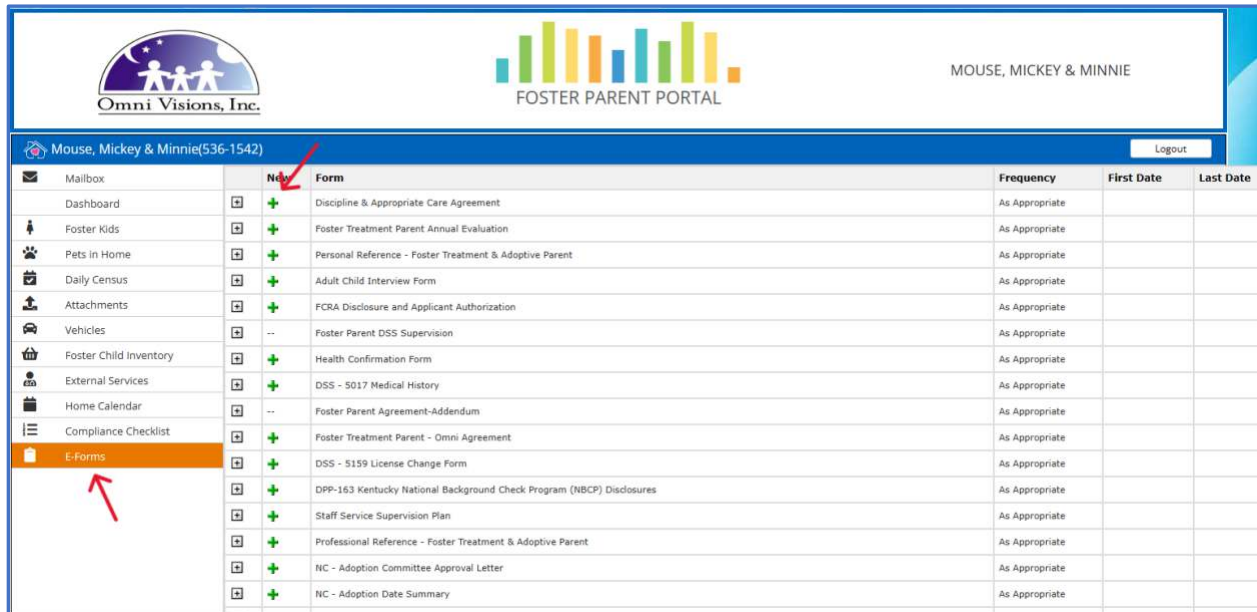


Completing and Signing an E-Form

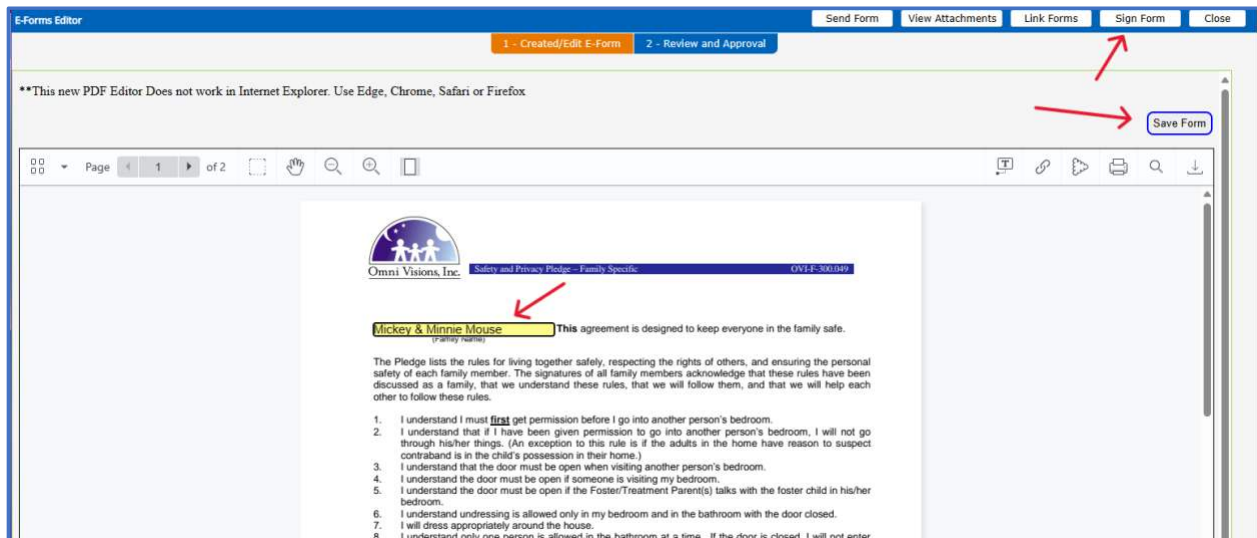
After logging in to Welligent, click the **E-Forms** tab on the menu to the left. Click the green plus sign next to the form needed. If there is no **green plus sign**, you do not have access to this form.



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 the "E-Forms" tab highlighted. A red arrow points to the "E-Forms" tab. To the right of the menu is a table of available forms. A red arrow points to the green plus sign next to the "Discipline & Appropriate Care Agreement" form.

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 - S159 License Change Form	As Appropriate		
DPP-163 Kentucky National Background Check Program (NBCE) 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 message: "**This new PDF Editor Does not work in Internet Explorer. Use Edge, Chrome, Safari or Firefox". A red arrow points to the "Save Form" button. Below the message, there is a form titled "Safety and Privacy Pledge - Family Specific" with the form number "OV14-F-300.049". The form is for "Mickey & Minnie Mouse" (Family Name). The form contains a list of rules for living together safely, respecting the rights of others, and ensuring the personal safety of each family member. A red arrow points to the "Mickey & Minnie Mouse" text field.

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 tabs for '1 - Created/Edit E-Form' and '2 - Review and Approval'. Below the tabs, a red warning message states: '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 the following data:

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	

The 'Add Electronic Signatures' section contains a form with the following fields:

- Signature Type:** Radio buttons for 'E-Signature' (selected) and 'Mouse Signature'.
- Logged in As:** Radio buttons for 'Signee?' (selected) and 'Other Welligent User?'.
- Signature Title:** A dropdown menu.
- User Account:** A text field containing 'mickeymouse'.
- Password:** A text field with a red asterisk and a red arrow pointing to it.
- Notes:** A text area.

At the bottom right of the 'Add Electronic Signatures' section, there are two buttons: 'Verify/Sign' and 'E-Sign'. A red arrow points to the 'E-Sign' button.

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 'E-Forms Editor' interface, specifically the 'Add Electronic Signatures' section. The form fields are the same as in the previous screenshot. A red arrow points to the 'Password' field, and another red arrow points to the 'E-Sign' button.

Below the form, there is a table titled 'Signatures Collected' with the following data:

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

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**

Signatures Collected

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

Notes: autosigned

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