

MOTPP Instructions for Digital Consent Forms for Parent/Guardians and Adult Participants

The MOTPP Parent/Guardian and Adult Participant consent forms are now available in digital format through DocuSign. MOTPP consent forms can be signed with paper or online forms and are available in English and Spanish. Other languages available upon request.

These instructions are for digital consent forms. Paper consent form instructions can be found in the evaluation guide [here](#) or on the MOTPP website [here](#).

NOTE: Starting on February 15, 2022, Internet Explorer will no longer support DocuSign. Browsers that are supported by DocuSign include Chrome, Firefox, Safari, and Microsoft Edge. Coordinators and facilitators should use one of these browsers to access DocuSign.

Instructions

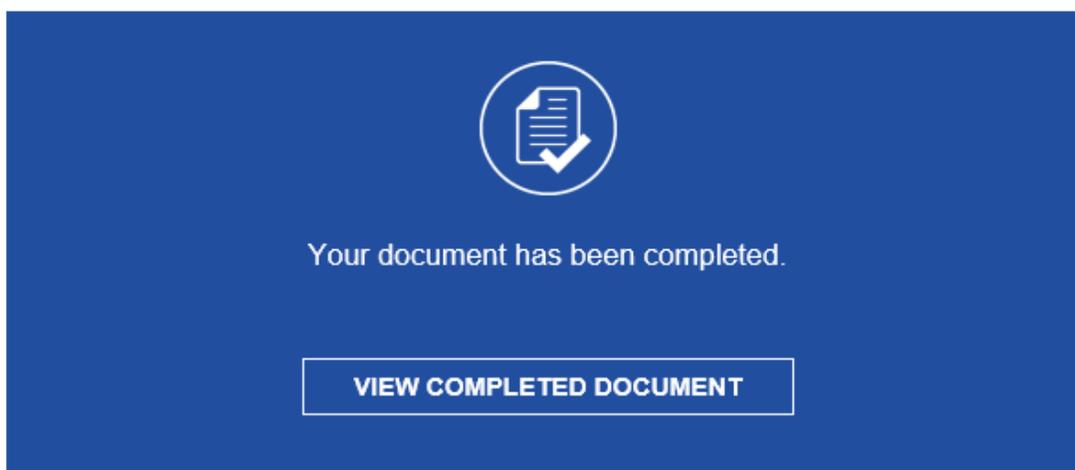
To distribute digital consent forms you will need to provide parents/guardians or adult participants (those 18 years and older) with:

1. The link to the appropriate online consent form and
2. The lead facilitator or coordinators name and email address.

The lead facilitator or coordinator included on the form will receive an automated email from DocuSign with a copy of the signed consent form. “Signers”, or the parent/guardian or adult participant signing the form, will be able to download their own copy of the digital consent form after signing is complete.

Here is an example of the automated email for coordinators or facilitators:

DocuSign



All signers completed MOTPP Youth Parent/Legal Guardian Consent Form

Links to Digital Consent Forms

Here are the links to share with “signers” for your participants. Please make sure to share the appropriate link with the “signer.” English and Spanish versions are available. Other languages available upon request.

English Parent/Guardian Digital Consent Form:

<https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=9a4f4bed-3998-4551-bd0f-3daec01a7387&env=na2&acct=217c0496-009d-42eb-a95b-812bbb56d4f1&v=2>

Spanish Parent/Guardian Digital Consent Form:

<https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=16b37b97-7be8-40ed-8569-8dc3387d6d32&env=na2&acct=217c0496-009d-42eb-a95b-812bbb56d4f1&v=2>

English Adult Participant Digital Consent Form:

<https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=bcfa46c9-26e8-4022-ac5f-fe056775f637&env=na2&acct=217c0496-009d-42eb-a95b-812bbb56d4f1&v=2>

Spanish Adult Participant Digital Consent Form:

<https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=7da41260-a8c0-4b69-9419-4c7b437e57e0&env=na2&acct=217c0496-009d-42eb-a95b-812bbb56d4f1&v=2>

Technical Assistance

If there are any issues with DocuSign or you would like to request a technical assistance call regarding establishing DocuSign consent forms for your participant, please email the MOTPP evaluation team at motppevaluation@missouri.edu.

The Digital Consent Form Experience for “Signers”

A “signer” is the parent/guardian or adult participant completing the consent form for the MOTPP participant.

Once the link is shared with the signer they will be directed to the DocuSign signers page. Here they will enter their name and email address as well as the email address for the coordinator or facilitator of their participant’s MOTPP program. Please note, the coordinator/facilitator name and email are not required, please instruct your signers to input this information if you would like to receive a copy of the consent form.

Here is an example of the Parent/Guardian Signer page:

PowerForm Signer Information

Please enter the name and email for the parent/guardian signing the consent form for a participant in the Missouri Teen Pregnancy Prevention Program. You may download a copy of the signed form after submission.

Please enter your name and email to begin the signing process.

Parent/Guardian

Your Name: *

Your Email: *

Please provide information for any other signers needed for this document.

Please enter your program coordinator’s information, so they can be notified of your consent.

Name:

Email:

BEGIN SIGNING

Here is an example of the Adult Participant Signer page:

PowerForm Signer Information

Please enter the name and email for the adult participant signing the consent form for the Missouri Teen Pregnancy Prevention Program. You may download a copy of the signed form after submission.

Please enter your name and email to begin the signing process.

Adult Participant

Your Name: *

Your Email: *

Please provide information for any other signers needed for this document.

Program Coordinator

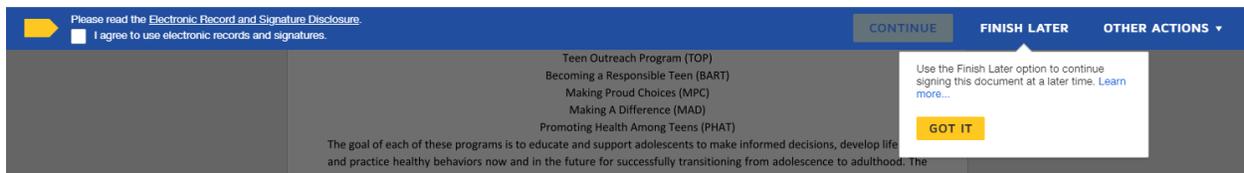
Name:

Email:

BEGIN SIGNING

Once they enter this information the consent form will open for review and signing.

If this is their first time utilizing DocuSign they will be prompted to review and accept the electronic signatures terms, seen in the screenshot below:

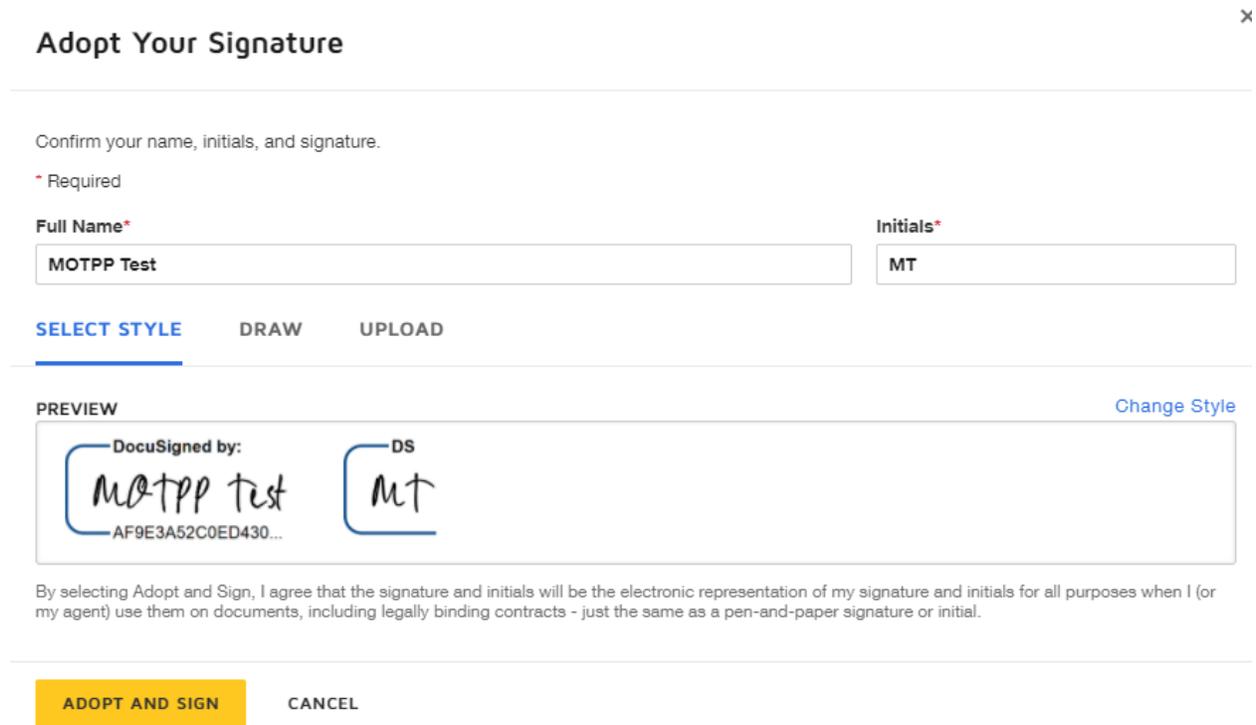


Once they accept, they will be able to review the consent form in full and sign.

After the signer reviews the form they will select “yes” or “no” for both the program participation consent and the survey and data collection consent. They will be prompted to answer both before they can complete the signing.

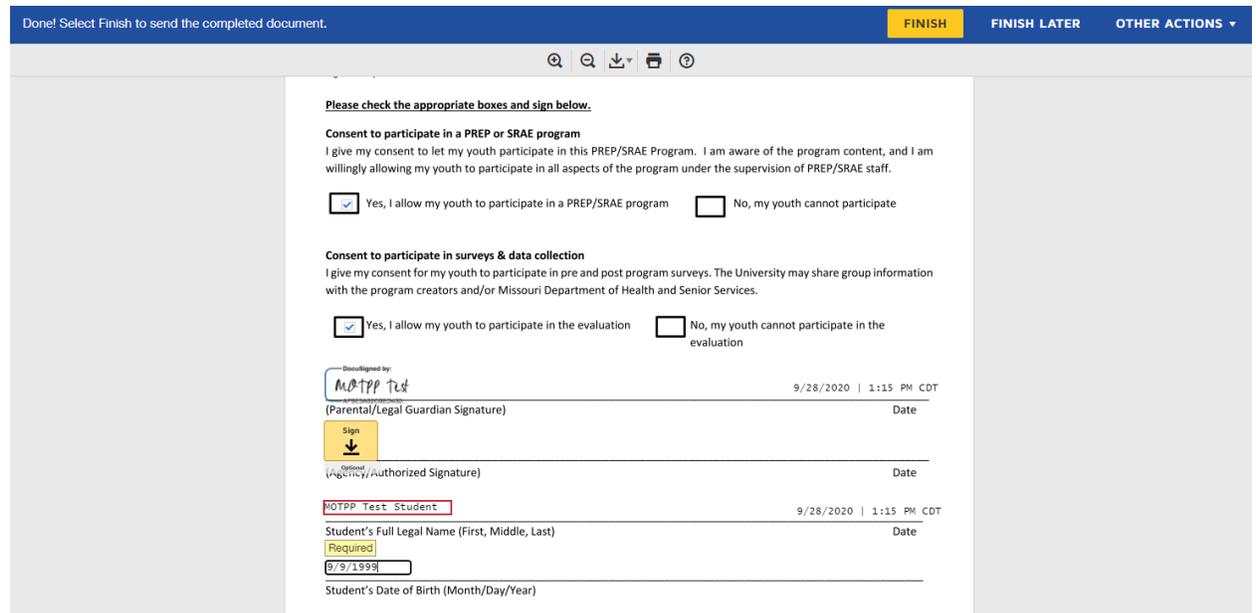
The name they used on the DocuSign landing page will be automatically utilized inside the form. If this is their first time using DocuSign they will be prompted to adopt their digital signature.

Here is a screenshot of adopting a signature on DocuSign:



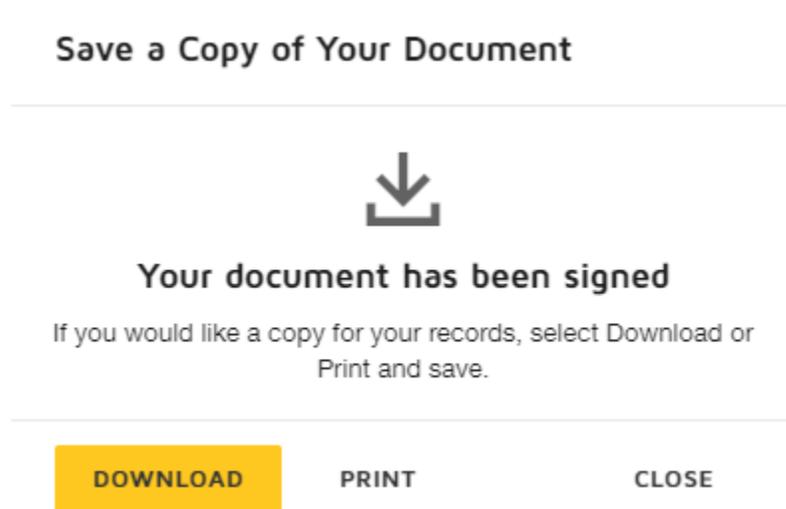
Once the digital signature is adopted the signer will select the “Sign” button in the appropriate line and complete their participants full name and date of birth.

Here is a screenshot of a signature in progress:



Once all information is filled in, the signer will select “finish”. After signing is complete, the signer will have the option to download, save, or print their signed consent form.

Here is a screenshot of the download, save, or print prompt:



Signing is complete when the “Save a Copy of Your Document” popup is displayed.