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 Adobe Acrobat Sign. 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.

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 Adobe Sign with a copy of the signed consent form asking them to review and accept the forms. Once forms are accepted by the lead facilitator or coordinator, they will be able to download their own copy of the signed document. "Signers", or the parent/guardian or adult participant signing the form, will also be able to download their own copy of the digital consent form after signing is complete.

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 <u>Parent/Guardian</u> Digital Consent Form:
https://umsystem.na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhChcoWZ2ZcpFjUi0YH0jrcMo592YZbTPloNNlQqFBh6YHNo1FiOZmrwxcpGrSUnCa0*

Spanish <u>Parent/Guardian</u> Digital Consent Form:
https://umsystem.na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhBOykZbvd-oE4h8Bs4Q5sZbcZv02iL5X22KF7wzhAMz0DrvMZGhiSd_a-IgN5NqbJI*

English <u>Adult</u> Participant Digital Consent Form:
https://umsystem.na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhDbVX2K91hrn5xpuagjh3Zb3aK8Y2dG9yd14C9ioxjwJhBMjsOASZ5vUT1H7GIZ04w*

Spanish <u>Adult</u> Participant Digital Consent Form:
https://umsystem.na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhDnO-1lEpsm_EiNWKmCr_e9Yg8PKXIN3_bus4wkgfb4Z5EpgTpbqX6BawCP2Q1mE2w*

Technical Assistance

If there are any issues with Adobe Sign or you would like to request a technical assistance call regarding establishing Adobe Sign 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 Adobe Acrobat Sign signer's page. Here they will enter the participants' names and provide their consent and signature and that of the coordinator or facilitator of their participant's MOTPP program. Please note, the coordinator/facilitator's 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:

Detailed instructions on using digital consents forms can be found **here** on the MOTPP Website.

The image below is an example of the automated email for coordinators or facilitators:

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

All fields where information is needed are pictured below. 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 used by the signer on the Adobe Acrobat Sign landing page will be automatically utilized inside the form. If this is their first-time using Adobe Acrobat Sign, they will be prompted to adopt their digital signature.

Please check the appropriate boxes and sign below.

Consent to participate in a PREP or SRAE program

I give my consent to let my youth participate in this PREP/SRAE Program. I am aware of the program content, and I am willingly allowing my youth to participate in all aspects of the program under the supervision of PREP/SRAE staff.

☐ Yes, I allow my youth to participate in a PREP/SRAE program ☐ No, my youth cannot participate

Consent to participate in surveys & data collection

I give my consent for my youth to participate in pre and post program surveys. The University may share group information with the program creators and/or Missouri Department of Health and Senior Services.

☐ Yes, I allow my youth to participate in the evaluation ☐ No, my youth cannot participate in the evaluation

* Next ⟶

Click here to sign

(Parental/Legal Guardian Signature)   Date

(Agency/Authorized Signature)   Date
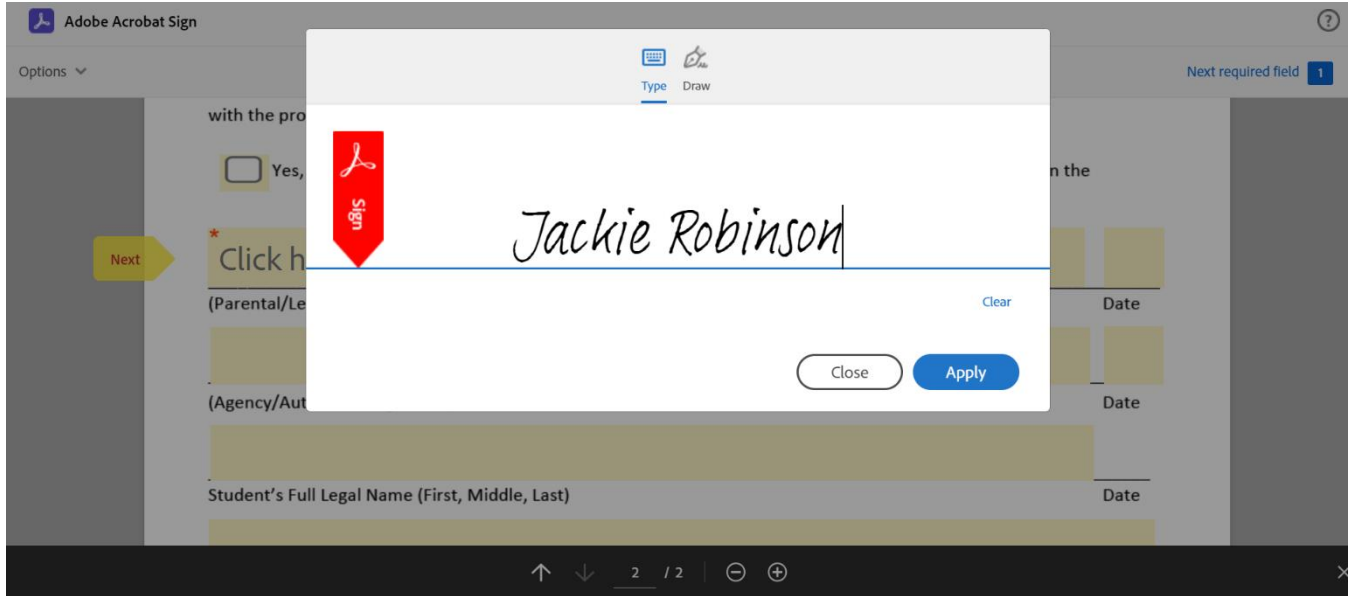
Student's Full Legal Name (First, Middle, Last)   Date
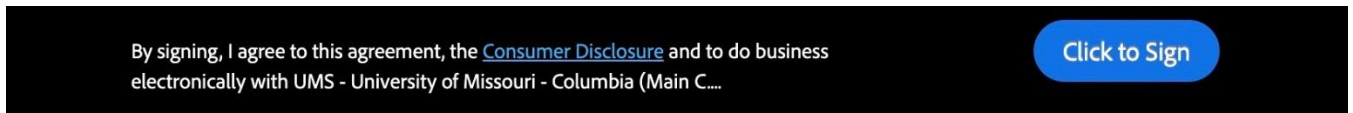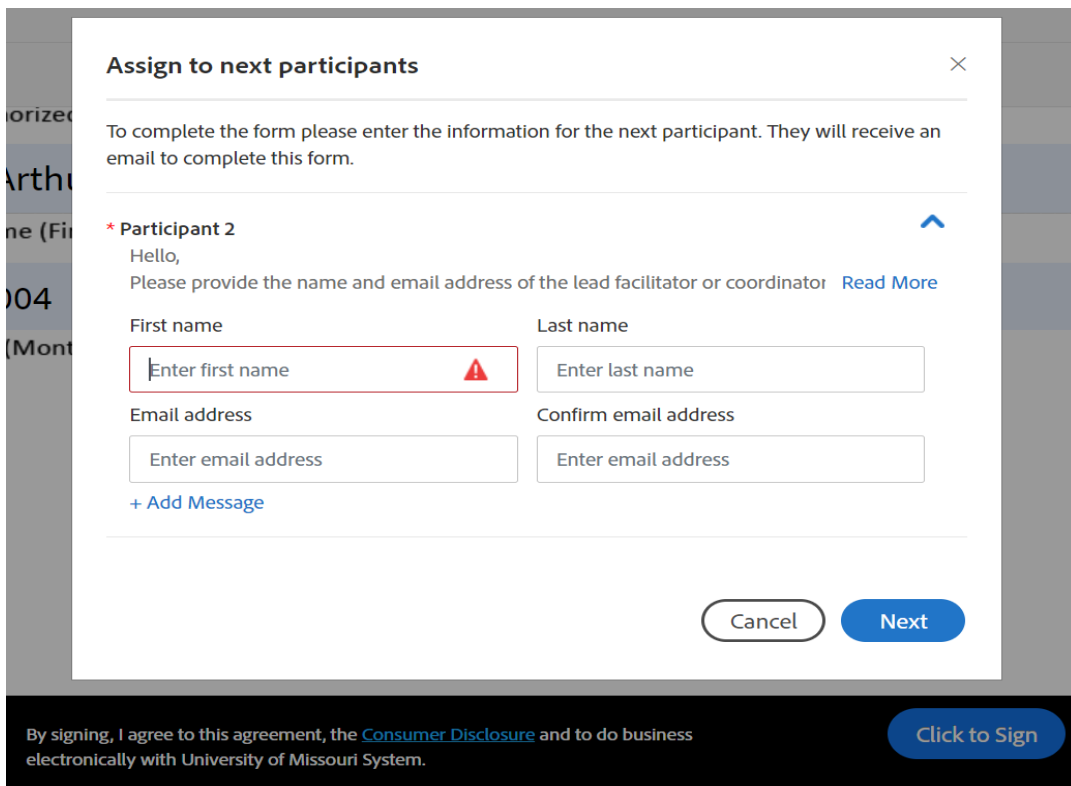
Student's Date of Birth (Month/Day/Year)

When the signer selects the signature field, there will be two options to sign: type and draw; they can select the option that works best for them. The option selected in the picture below is type. Individuals are welcome to draw their signature if they'd prefer.

Options ∨

Type   Draw

Jackie Robinson

Clear

Close   Apply

with the pro

Yes,

*
Click h

(Parental/Le

(Agency/Aut

Student's Full Legal Name (First, Middle, Last)

Date

Date

Date

Next required field 1

↑ ↓   2 / 2   ⊖ ⊕

To finish the process, click the "**Click to Sign**" button at the bottom of the page.

By signing, I agree to this agreement, the Consumer Disclosure and to do business
electronically with UMS - University of Missouri - Columbia (Main C....

Click to Sign
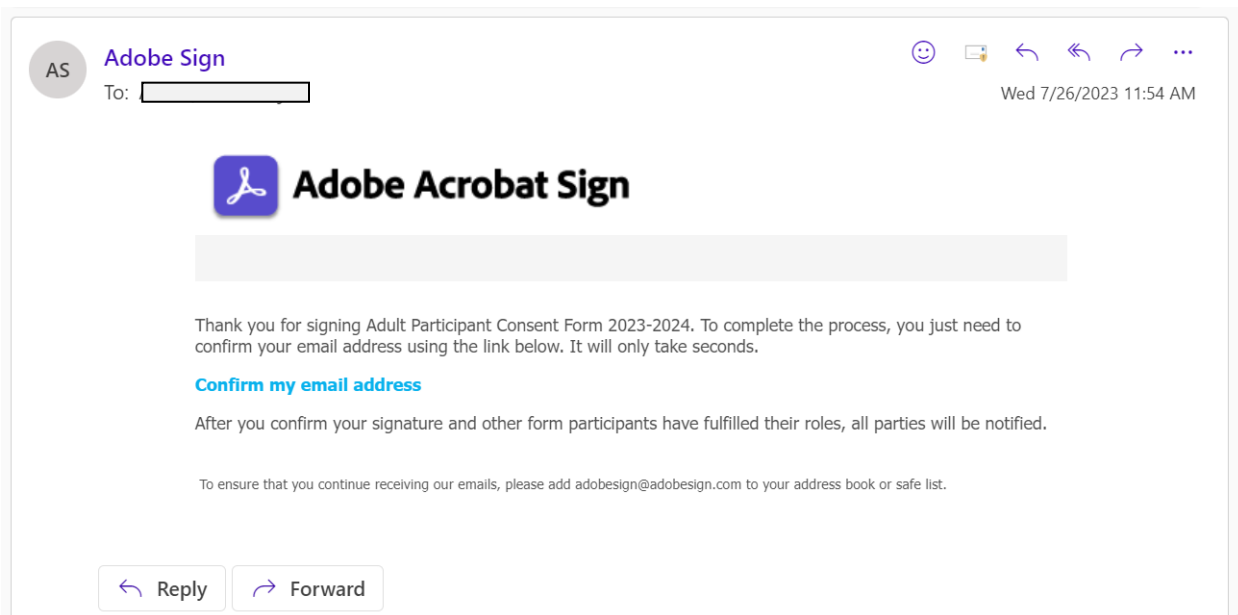
Once this is clicked the signer will receive a Pop-up notification to enter the name and email address of the lead facilitator or coordinator.

Assign to next participants   ✕

To complete the form please enter the information for the next participant. They will receive an email to complete this form.

* Participant 2   ⌃
Hello,
Please provide the name and email address of the lead facilitator or coordinator Read More

First name   Last name

[Enter first name   ⚠]   [Enter last name   ]

Email address   Confirm email address

[Enter email address   ]   [Enter email address   ]

+ Add Message

Cancel   Next

By signing, I agree to this agreement, the Consumer Disclosure and to do business
electronically with University of Missouri System.

Click to Sign

The next step will require the signer to enter their personal email and then when this is provided the signer can go ahead and click the "Click to Sign" bottom.

To finish the process, the signer would have to confirm their email address provided earlier. After confirmation is completed, the signer will have access to download a copy of the signed document.