

## **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 Parent/Guardian Digital Consent Form:**

[https://umssystem.na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLbqZhChcoWZ2ZcpFjUi0YH0jrcMo592YZbTPlONNIQqFBh6YHNo1FiOZmrwxcGrSUNCa0\\*](https://umssystem.na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLbqZhChcoWZ2ZcpFjUi0YH0jrcMo592YZbTPlONNIQqFBh6YHNo1FiOZmrwxcGrSUNCa0*)

#### **Spanish Parent/Guardian Digital Consent Form:**

[https://umssystem.na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLbqZhBOykZbv d-oE4h8Bs4Q5sZbcZv02iL5X22KF7wzhAMz0DrvMZGhiSd\\_a-lgN5NqbJI\\*](https://umssystem.na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLbqZhBOykZbv d-oE4h8Bs4Q5sZbcZv02iL5X22KF7wzhAMz0DrvMZGhiSd_a-lgN5NqbJI*)

#### **English Adult Participant Digital Consent Form:**

[https://umssystem.na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLbqZhDbVX2K91hrn5xpuagjh3Zb3aK8Y2dG9yd14C9ioxjwJhBMjsOASZ5vUT1H7GIZ04w\\*](https://umssystem.na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLbqZhDbVX2K91hrn5xpuagjh3Zb3aK8Y2dG9yd14C9ioxjwJhBMjsOASZ5vUT1H7GIZ04w*)

#### **Spanish Adult Participant Digital Consent Form:**

[https://umssystem.na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLbqZhDnO-1lEpsm\\_EiNWkmCr\\_e9Yg8PKXIN3\\_bus4wkgfb4Z5EpgTpbqX6BawCP2Q1mE2w\\*](https://umssystem.na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLbqZhDnO-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](mailto: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:**

Adult Participant Consent Form 2022-2023 between UMS - University of Missouri - Columbia (Main Campus) [REDACTED] is Signed and Filed!

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 **Adobe Acrobat Sign**

[REDACTED]

Adult Participant Consent Form 2022–2023 between UMS – University of Missouri – Columbia (Main Campus) [REDACTED] [REDACTED] is Signed and Filed!

To: [REDACTED]

Notifications have been automatically sent to all parties to the agreement.

You can view [the document](#) in your Adobe Acrobat Sign account.

The agreement is fully executed. The sender of this agreement has control over the retention period for this agreement which determines the amount of time it will be available for download from Adobe Acrobat Sign. Adobe recommends that you save a local copy of this fully–executed agreement for your records.

**Why use Adobe Acrobat Sign:**

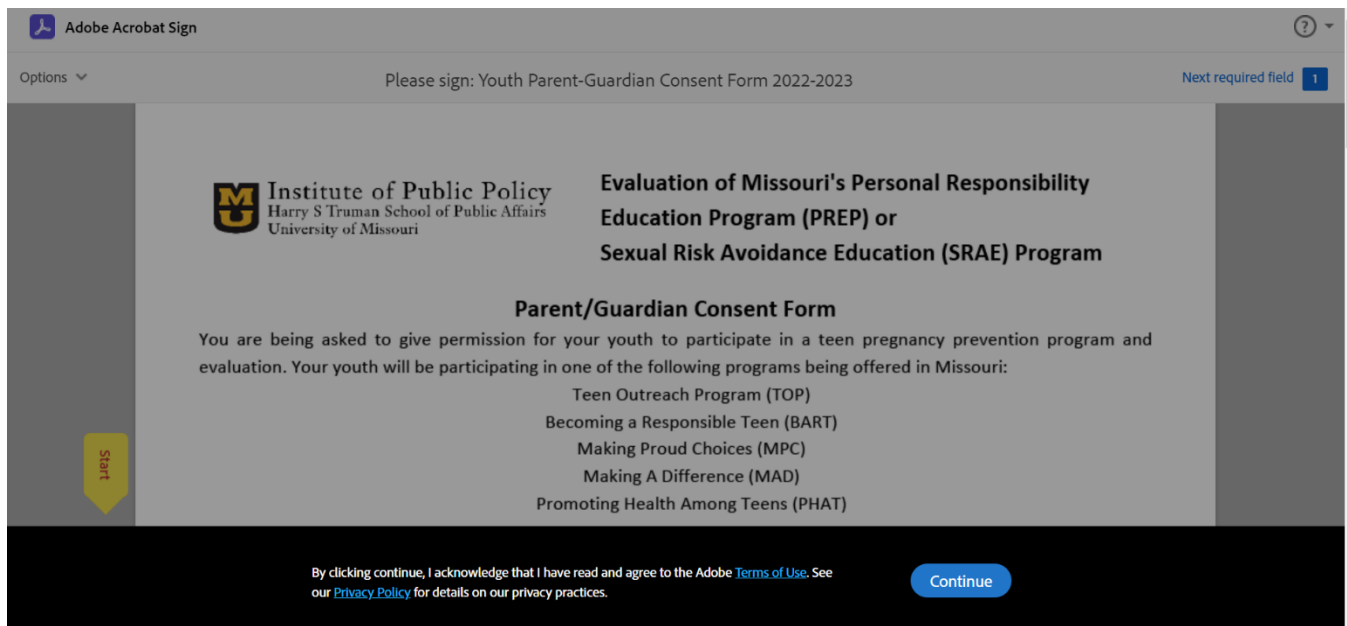
- Exchange, Sign, and File Any Document. In Seconds!
- Set–up Reminders. Instantly Share Copies with Others.
- See All of Your Documents, Anytime, Anywhere.

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



The screenshot shows the Adobe Acrobat Sign interface for a consent form. The header includes the Adobe Acrobat Sign logo and a title bar with the text "Please sign: Youth Parent-Guardian Consent Form 2022-2023" and a "Next required field 1" indicator. The main content area features the logo of the Institute of Public Policy, Harry S Truman School of Public Affairs, University of Missouri. The title of the form is "Evaluation of Missouri's Personal Responsibility Education Program (PREP) or Sexual Risk Avoidance Education (SRAE) Program". Below this, the form is titled "Parent/Guardian Consent Form" and contains the following text: "You are being asked to give permission for your youth to participate in a teen pregnancy prevention program and evaluation. Your youth will be participating in one of the following programs being offered in Missouri: Teen Outreach Program (TOP), Becoming a Responsible Teen (BART), Making Proud Choices (MPC), Making A Difference (MAD), Promoting Health Among Teens (PHAT)". A yellow "Start" button is visible on the left side. At the bottom, there is a disclaimer: "By clicking continue, I acknowledge that I have read and agree to the Adobe Terms of Use. See our Privacy Policy for details on our privacy practices." and a blue "Continue" button.

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](#)

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(Parental/Legal Guardian Signature) Date

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(Agency/Authorized Signature) Date

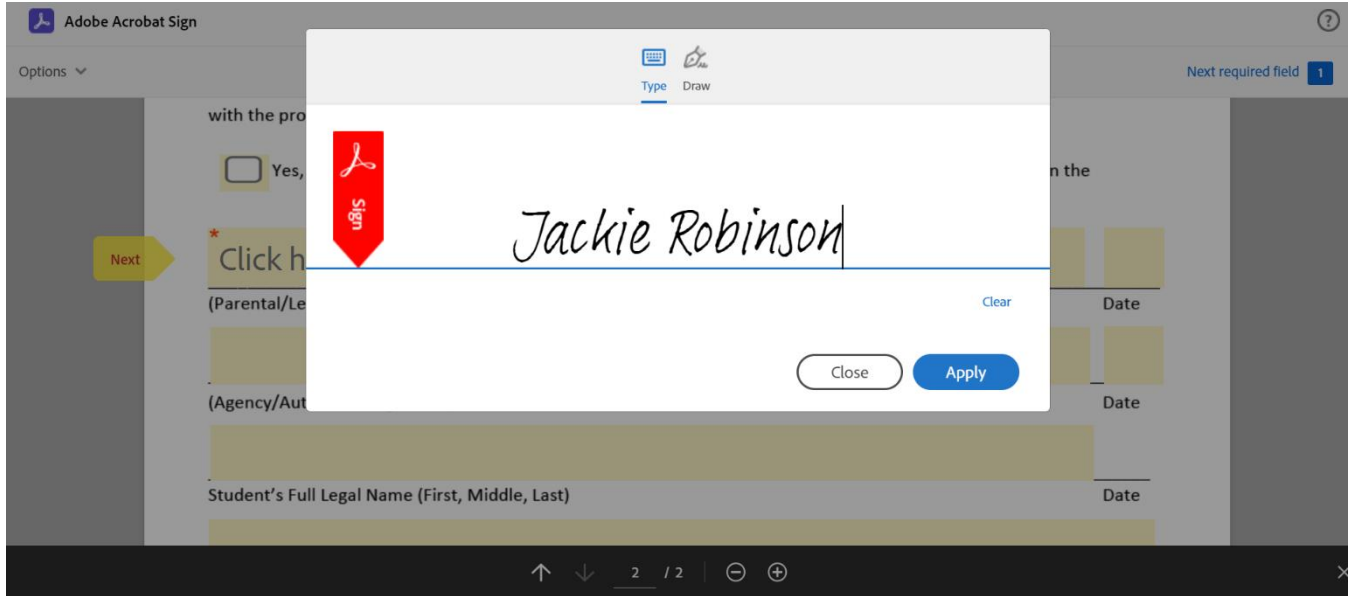
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Student's Full Legal Name (First, Middle, Last) Date

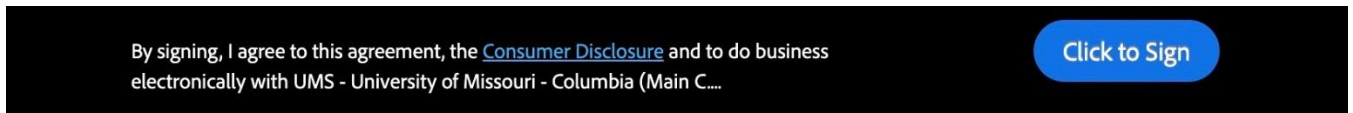
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Student's Date of Birth (Month/Day/Year)

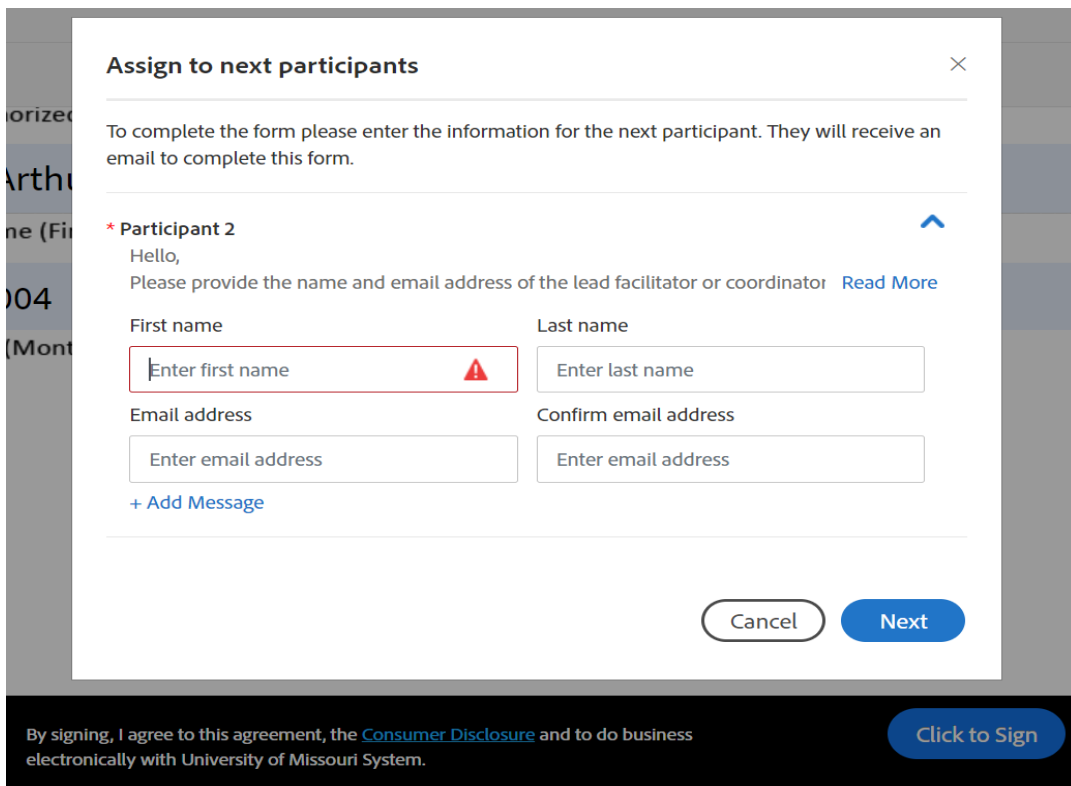
When the signer selects the signature field, there will be two options to sign: type and draw; they can select the option that works best for them. The option selected in the picture below is type. Individuals are welcome to draw their signature if they'd prefer.



To finish the process, click the “Click to Sign” button at the bottom of the page.

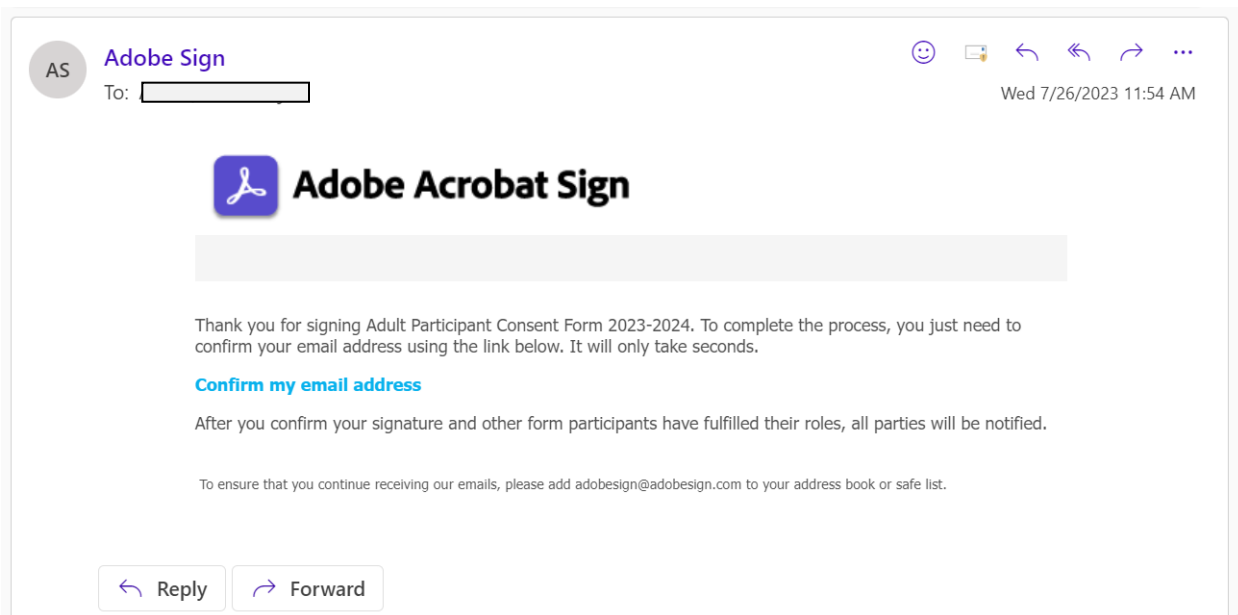


Once this is clicked the signer will receive a Pop-up notification to enter the name and email address of the lead facilitator or coordinator.



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” button.

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.



The screenshot shows an email interface. At the top left, there is a circular profile icon with the initials 'AS' and the name 'Adobe Sign'. Below this, the recipient field is labeled 'To:' followed by a redacted email address. On the top right, there are several icons: a smiley face, a document icon, a left arrow, a double left arrow, a right arrow, and a three-dot menu. The date and time 'Wed 7/26/2023 11:54 AM' are displayed in the top right corner.

The main body of the email features the Adobe Acrobat Sign logo, which consists of a blue square with a white stylized 'A' icon followed by the text 'Adobe Acrobat Sign' in a bold, black font. Below the logo is a large, light gray rectangular placeholder for an image or document.

The text of the email reads: 'Thank you for signing Adult Participant Consent Form 2023-2024. To complete the process, you just need to confirm your email address using the link below. It will only take seconds.' This is followed by a blue hyperlink that says 'Confirm my email address'. Below the link, it states: 'After you confirm your signature and other form participants have fulfilled their roles, all parties will be notified.'

At the bottom of the email body, there is a small line of text: 'To ensure that you continue receiving our emails, please add adobesign@adobesign.com to your address book or safe list.'

At the bottom of the email interface, there are two buttons: 'Reply' with a left-pointing arrow icon and 'Forward' with a right-pointing arrow icon.