



Department of
Children's Services



RA to RA Adobe Sign Instructions

Department of Children's Services Office of Information Technology | April 2021





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Sending RA to RA Approval Form

Search all data

1052

Show 25 entries

1 to 1 of 1 records (filtered from 654 total entries)

Form ID	Form Name	eForms	Instructions	Word Doc Forms	Owner
1052	RA to RA Approval CS-1052	English: Click to Open Spanish: n/a	English: n/a Spanish: n/a	English: Click to Open Spanish: n/a	Program Evaluation

1 to 1 of 1 records (filtered from 654 total entries)

First Previous 1 Next Last

- Find the **Word** version of the CS-1052 form on the DCS Intranet. This will ensure that you have the latest form.
<https://www.teamtn.gov/dcs/forms-and-documents.html>
- Fill out the form via Word and save.
Note: Make sure you have done all the edits and changes to the form before going to the next step!
- Go to Adobe Sign: <https://tennessee.adobesign.com/>
If asked, log in with your normal AD credentials.



- Click **"Send"** at the top left navigation bar.

Recipients

Complete in Order ☒ Complete in Any Order ☐

Add Me | Add Recipient Group | ?

1	email1@tn.gov	Email	
2	email2@tn.gov	Email	
3	email3@tn.gov	Email	
4	email4@tn.gov	Email	
5	Enter recipient email		

[Show CC](#)

- Add the recipients in order that need to sign the form. Make sure that the button is set to **"Complete in Order"**.



Message

RA to RA - Spence, 04/07/2021
Please review and complete RA to RA - Spence, 04/07/2021.

Files

[Add Files](#)

1052-test.doc
Drag More Files Here

5. Click *Add Files* or *Drag and Drop* the completed (but not signed) RA to RA Approval CS-1052 form in the files area.
6. For the title of the message make sure it is in the format of: **RA to RA – [Youth Last Name], [Date]** (See example in image above).

☒ Preview & Add Signature Fields

Next

7. Click the blue **Next** button at the bottom of the page. Be sure the "Preview & Add Signature Fields" checkbox is checked.

Processing document...



The next page will say, **"Processing document..."** wait for this to load.



Field Templates ▾ | [Icons] | Relative to Page | Navigate to... ▾

Form fields were detected in this document. On each page, click this button to place them.

Tennessee Department of Children's Services
Regional Administrator (RA) to Regional Administrator (RA) Approval

The RA to RA Approval form is completed when placing youth in another region's foster home that is occupied. A form is not needed on an RA to RA courtesy. The form is completed by Placement Specialist Division (PSD) staff.

Receiving RA 1: Charles Baumgardner Receiving RA 2: Lori Gauger

Sending RA: Lisa Brookover

Planned Visit Date: 3/5/2021 Anticipated Placement Date: 5/5/2021

Placement Information:
Agency: Agency Region: South Central
Name of Foster Home: Foster Home County: Count

RECIPIENTS
email@tn.gov (Signer)

Signature Fields
Signature
Initials
Signature Block

[Reset Fields](#)
☐ Save as template
[Back](#) [Send](#)
[Save Progress](#)

1 / 5

The page will load in your form like this.

Note: You can ignore the blue pop up text in the top left.

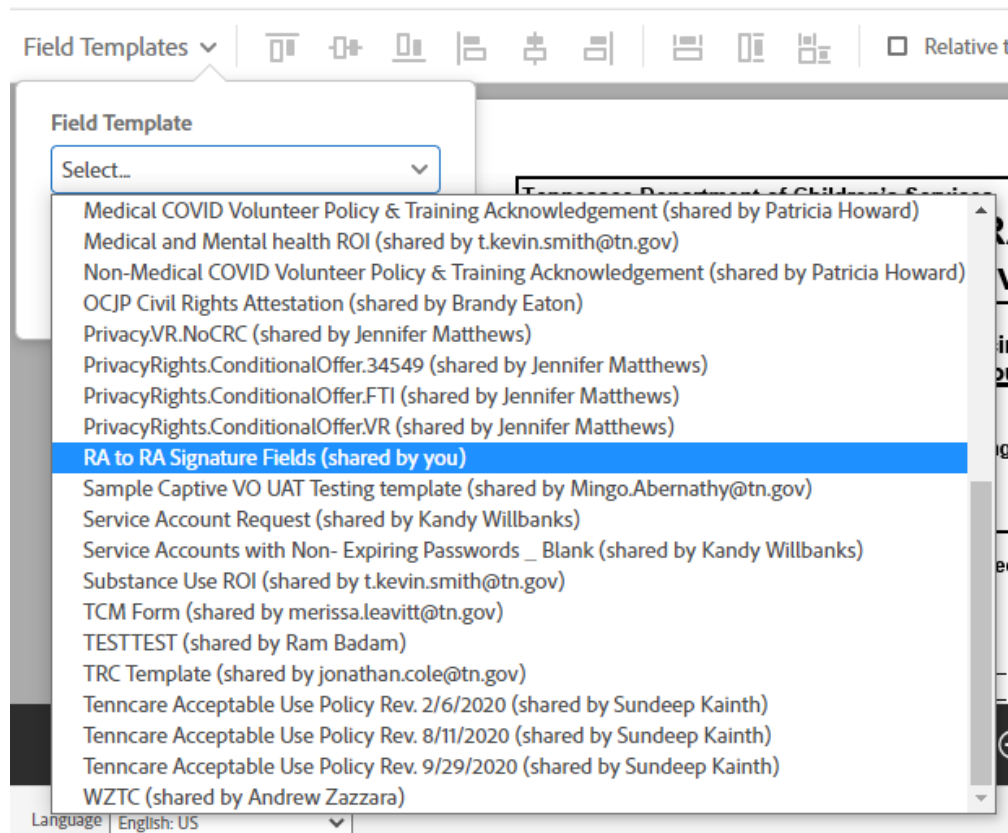
Field Templates ▾ | [Icons]

Field Template
Select... ▾

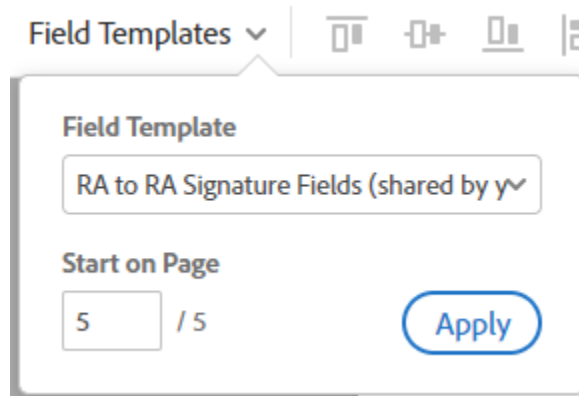
Start on Page
1 / 5

Apply

- To add signature fields, *click* on **"Field Templates"** dropdown at the top left.



9. Scroll through the list until you find **"RA to RA Signature Fields (shared by Paige Spence)"**



10. Make sure the **"Start on Page"** is set to the very last page. Then *click "Apply"*

11. The form will populate the signature template. Your form is now ready to be sent.
12. Click the blue **"Send"** button.

"1052-test" has been successfully sent for signature

A notification has also been sent to you at Paige.spence@tn.gov for your records. "1052-test" was sent for signature to Beth Elliott (Beth.Elliott@tn.gov), paigespencc.89@gmail.com, and paigeh_2007@hotmail.com. They will complete "1052-test" in order, one after the other. As soon as the agreement is complete, all eligible parties will be e-mailed PDF copies.

Reminders

Reminders sent until completion: Every week

You will be alerted:

- If the document you sent has **not been viewed by today at 8:18 PM.**
- If the document you sent has **not been signed by Apr 2 at 12:18 PM.**
- If the document you sent has **been viewed but not signed by Apr 8 at 12:18 PM.**
- **1 day(s)** before agreement expiration date.

[Change alert settings](#)

This page will show up when you are done

Managing your Agreements

To check on your form go to the **"Manage"** page.

Sending a Reminder

The screenshot shows the 'Manage' page with the following details:

- Navigation:** Home, Send, **Manage**, Reports, Groups
- Your agreements:** Filters, Search for agreements and users...
- STATUS:** In Progress (147), Waiting for You (0), Completed, Canceled, Expired, Draft, Templates, Web Forms, Mega Sign
- In Progress Table:**

RECIPIENTS	TITLE	STATUS	GROUP	MODIFIED
<input type="checkbox"/> Beth Elliott 1 of 2 completed	AWS Tra... TGA - BE	Out for Approval	DCS - IT	9/25/2020
<input type="checkbox"/> Beth Elliott 1 of 2 completed	AWS Tra... TGA - BE	Out for Approval	DCS - IT	9/24/2020
<input type="checkbox"/> Beth Elliott 1 of 2 completed	AWS Tra... TGA - BE	Out for Approval	DCS - IT	9/23/2020
<input type="checkbox"/> Beth Elliott 1 of 2 completed	AWS Tra... TGA - BE	Out for Approval	DCS - IT	9/22/2020
<input type="checkbox"/> Beth Elliott 1 of 2 completed	AWS Tra... TGA - BE	Out for Approval	DCS - IT	9/22/2020
<input type="checkbox"/> Beth Elliott 1 of 2 completed	AWS Tra... TGA - BE	Out for Approval	DCS - IT	9/22/2020
<input type="checkbox"/> Beth Elliott	AWS Tra... TGA - BE	Out for Approval	DCS - IT	9/21/2020
- Right Panel:** AWS Tracking - ITGA - BE, Created Sep 24, 2020 4:30 PM, Expiration Date: [edit], Status: Out for Approval, Actions: Open Agreement, **Remind**, Cancel, Download PDF, Download Audit Report, See 5 more, Recipients (1 Completed)

1. Click on **"Manage"** at the top of the page.
2. Make sure you are on the **"In Progress"** section
3. Click on the **"in progress"** form and click **"Remind"** button.

Note: You can also just hover your cursor over the agreement and click the blue **"Remind"** button.

The screenshot shows a single agreement row with the following details:

- ☐ Beth Elliott
1 of 2 completed
- AWS Tracking - ITGA - BE
- Out for Approval
- DCS - IT
- Open
- Remind

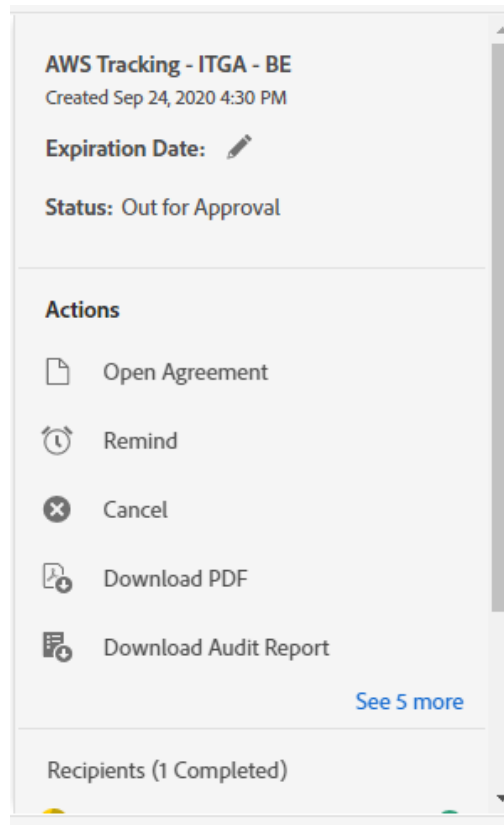
The 'Add a reminder' dialog box contains the following fields and options:

- Add a reminder**
- Reminder Frequency:**
 - ☒ Daily until completed
 - ☐ yyyy-mm-dd
 - ☐ Right now
- Who do you want to remind?**
 - ☐ Myself
 - ☒ Beth Elliott (beth.elliott@tn.gov)
- Buttons:** Cancel, Create

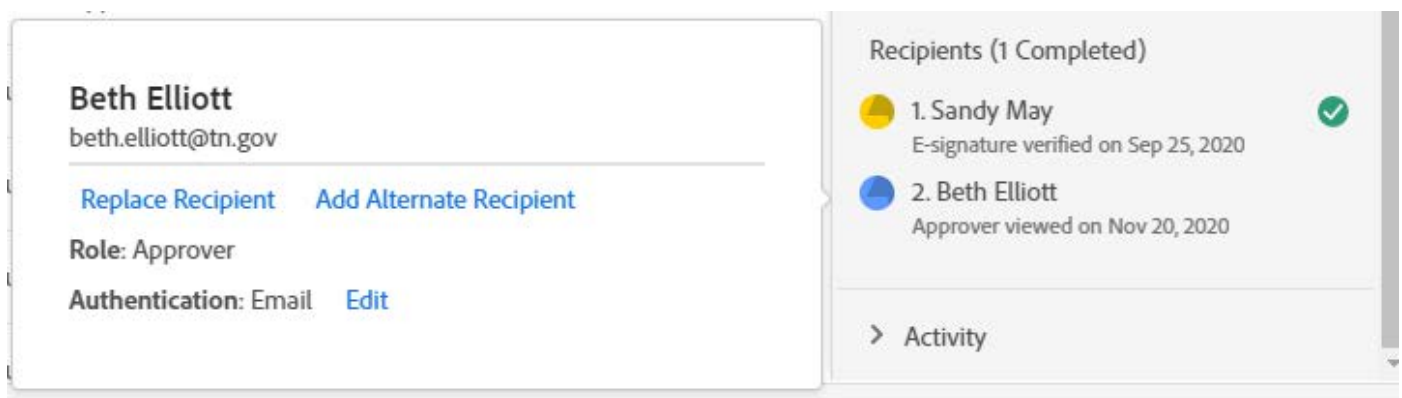
- a. Choose the frequency of the reminder.
 - b. Check the box for who you want to remind.
 - c. At the bottom you may scroll down and add an optional message.
4. Click **"Create"**

Add Alternative Signer

Sometimes a signer will be unable to sign the form. You can add an alternative signer when this occurs without starting the process over.



1. Click on the agreement that you need to add the alternative signer.
 - a. A window will appear on the right that looks like the image above.
2. Scroll down until you see the signer's name that you need to add an alternative for.



3. Hover your cursor over the name.
4. Click on **"Add Alternative Recipient"**

Note: Do not replace the recipient. Once the recipient is replaced you won't be able to add them back.

Add Alternate Recipient

The original recipient will still be allowed to access the agreement and participate, but only one recipient can take action and complete their part.

paige.spence@tn.gov



Cancel

Add

5. Enter the email of the alternate recipient.
6. Click **"Add"**

Download Finished Forms

Home Send **Manage** Reports Groups Paige ▾

Your agreements ▾ Filters

STATUS

In Progress (147)

Completed (0)

Canceled

Expired

Draft

Templates

Web Forms

Mega Sign

RECIPIENTS	SENDER	TITLE	GROUP	MODIFIED
<input type="checkbox"/> Artie W. Starnier 2 of 2 completed	Me	AWS Tr... PMO - RR	DCS - IT	4/5/2021
<input type="checkbox"/> cindy kline 2 of 2 completed	Me	AWS Tr... PMO - RR	DCS - IT	4/5/2021
<input type="checkbox"/> Kevin Elam 2 of 2 completed	Me	AWS Tra... - IM - PA	DCS - IT	4/5/2021
<input type="checkbox"/> Charles Baumgardner 3 of 3 completed	Me	1052-test	DCS - IT	4/5/2021
<input type="checkbox"/> Kevin Elam 2 of 2 completed	Me	AWS Tra... - IM - PA	DCS - IT	4/5/2021
<input type="checkbox"/> Madan GB 2 of 2 completed	Me	AWS Tra... - IM - PA	DCS - IT	4/5/2021
<input type="checkbox"/> Artie W. Starnier	Me	AWS Tr... PMO - RR	DCS - IT	4/1/2021

AWS Tracking - PMO - RR
Created Apr 05, 2021 4:41 PM

Status: Signed

Sent from group: DCS - IT

Actions

☐ Open Agreement

☐ Download PDF

☐ Download Audit Report

☐ Download Form Field Data

☐ Hide Agreement

[See 4 more](#)

> Recipients (2 Completed)

1. Go to your **Manage** page
2. Click on **"Completed"** on the left side.
3. Click on the completed form.
4. Click on **"Download PDF"** on the right side.