

**TN**

Department of

**Children's Services**



## **RA to RA Adobe Sign Instructions**

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



## Contents

Sending RA to RA Approval Form .....	2
Managing your Agreements .....	7
Sending a Reminder .....	7
Add Alternative Signer .....	8
Download Finished Forms .....	9

## 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: <a href="#">Click to Open</a> Spanish: n/a	English: n/a Spanish: n/a	English: <a href="#">Click to Open</a> Spanish: n/a	Program Evaluation

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

First Previous 1 Next Last

1. 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>
2. 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!
3. Go to Adobe Sign: <https://tennessee.adobesign.com/>  
If asked, log in with your normal AD credentials.



- a. 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		X
2		email2@tn.gov		Email		X
3		email3@tn.gov		Email		X
4		email4@tn.gov		Email		X
5		Enter recipient email				

4. 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	<a href="#">X</a>
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).

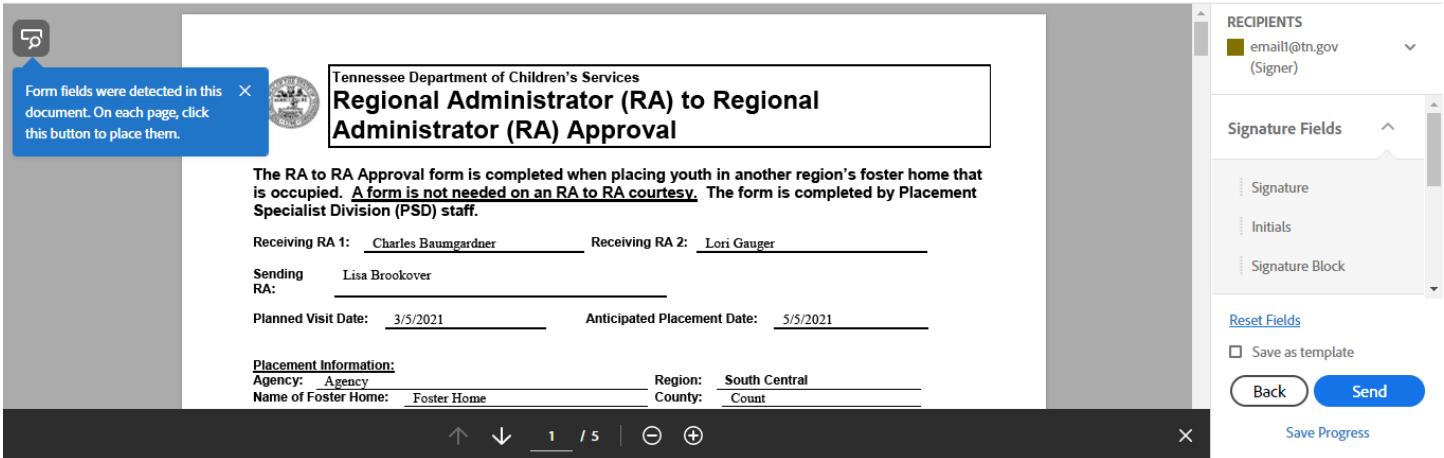
Preview & Add Signature Fields

**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   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

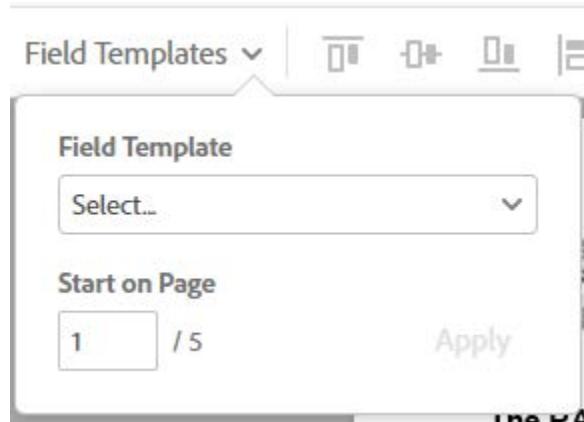
Reset Fields

Save as template

Back **Send** Save Progress

The page will load in your form like this.

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



Field Templates  

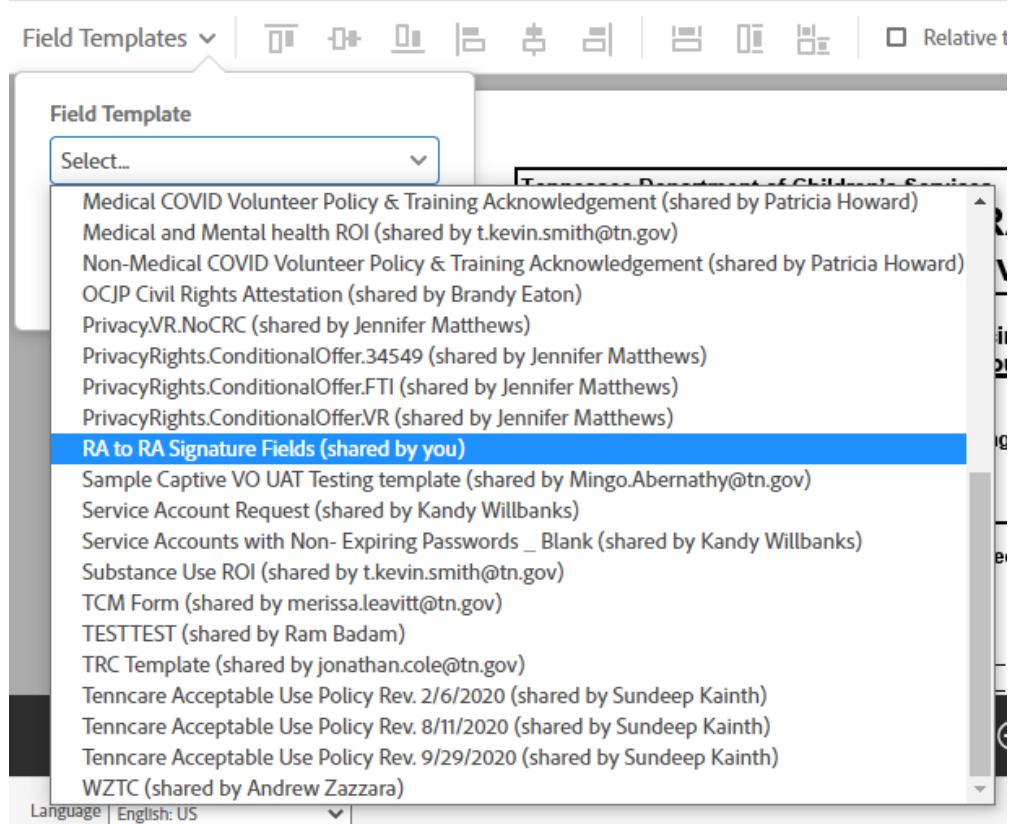
Field Template

Select... 

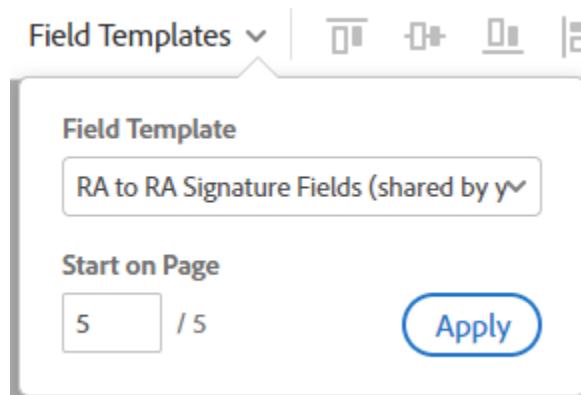
Start on Page

1 / 5 **Apply**

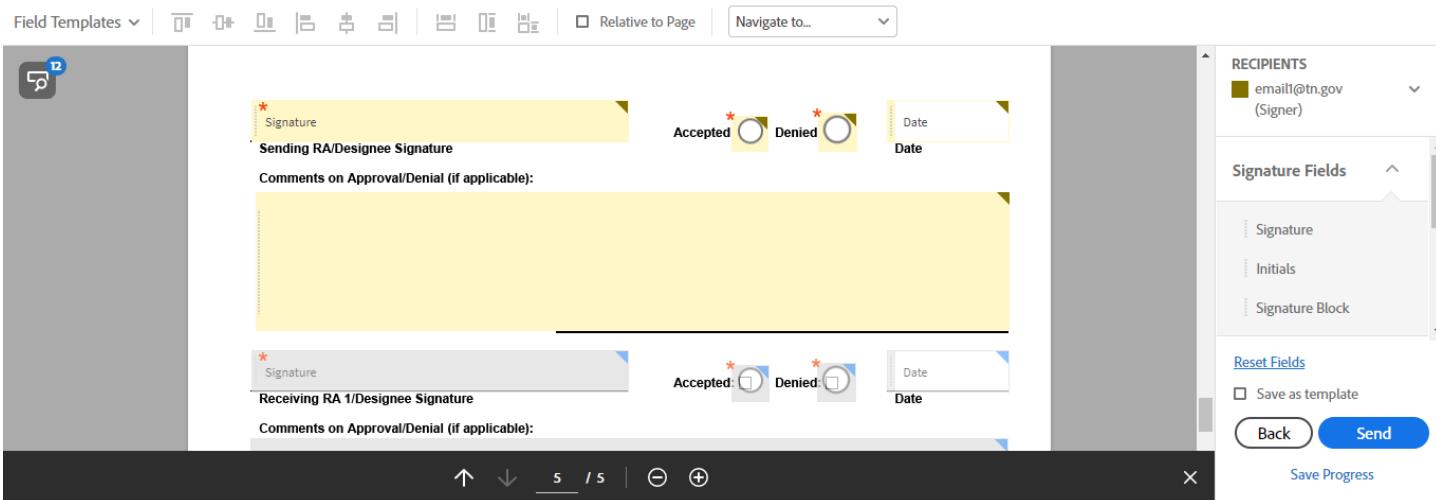
8. To add signature fields, click on "Field Templates" dropdown at the top left.



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), paigespence.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.

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**

Home Send **Manage** Reports Groups Page ▾

Your agreements ▾

STATUS

**In Progress (147)**

Waiting for You (0)

Completed

Canceled

Expired

Draft

Templates

Web Forms

Mega Sign

**In Progress**

RECIPIENTS	TITLE	STATUS	GROUP	MODIFIED
Beth Elliott 1 of 2 completed	AWS Tra... TGA - BE	Out for Approval	DCS - IT	9/25/2020
Beth Elliott 1 of 2 completed	AWS Tra... TGA - BE	Out for Approval	DCS - IT	9/24/2020
Beth Elliott 1 of 2 completed	AWS Tra... TGA - BE	Out for Approval	DCS - IT	9/23/2020
Beth Elliott 1 of 2 completed	AWS Tra... TGA - BE	Out for Approval	DCS - IT	9/22/2020
Beth Elliott 1 of 2 completed	AWS Tra... TGA - BE	Out for Approval	DCS - IT	9/22/2020
Beth Elliott 1 of 2 completed	AWS Tra... TGA - BE	Out for Approval	DCS - IT	9/21/2020

**AWS Tracking - ITGA - BE**  
Created Sep 24, 2020 4:30 PM  
Expiration Date:   
Status: Out for Approval

**Actions**

Open Agreement  
 **Remind** (highlighted)  
 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.

<input type="checkbox"/> Beth Elliott 1 of 2 completed	AWS Tracking - ITGA - BE	Out for Approval	DCS - IT	<input type="button"/> Open	<b>Remind</b> <span style="border: 2px solid red; padding: 2px;">(highlighted)</span>
---	--------------------------	------------------	----------	-----------------------------	---

Add a reminder

Reminder Frequency

Daily until completed

yyyy-mm-dd

Right now

Who do you want to remind?

Myself

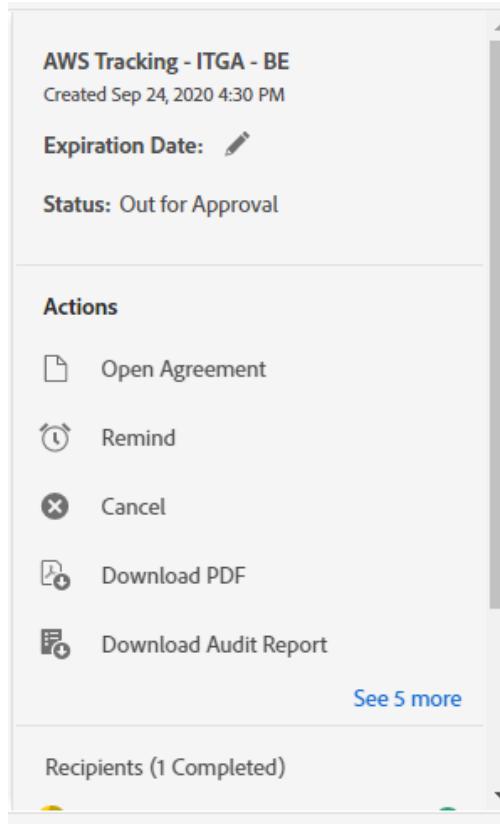
Beth Elliott (beth.elliott@tn.gov)

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.

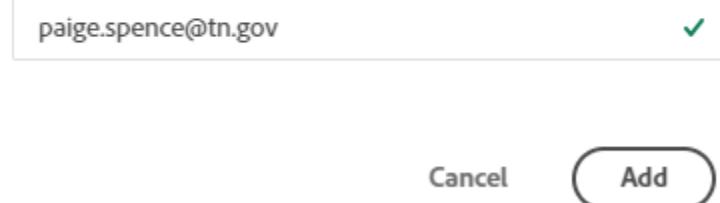
The screenshot shows a list of recipients. Beth Elliott is listed with the email beth.elliott@tn.gov. Below her are 'Replace Recipient' and 'Add Alternate Recipient' buttons. The 'Role: Approver' and 'Authentication: Email' are also shown. To the right, a 'Recipients (1 Completed)' section shows Sandy May (verified on Sep 25, 2020) and Beth Elliott (Approver viewed on Nov 20, 2020). A 'Activity' button is at the bottom.

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.

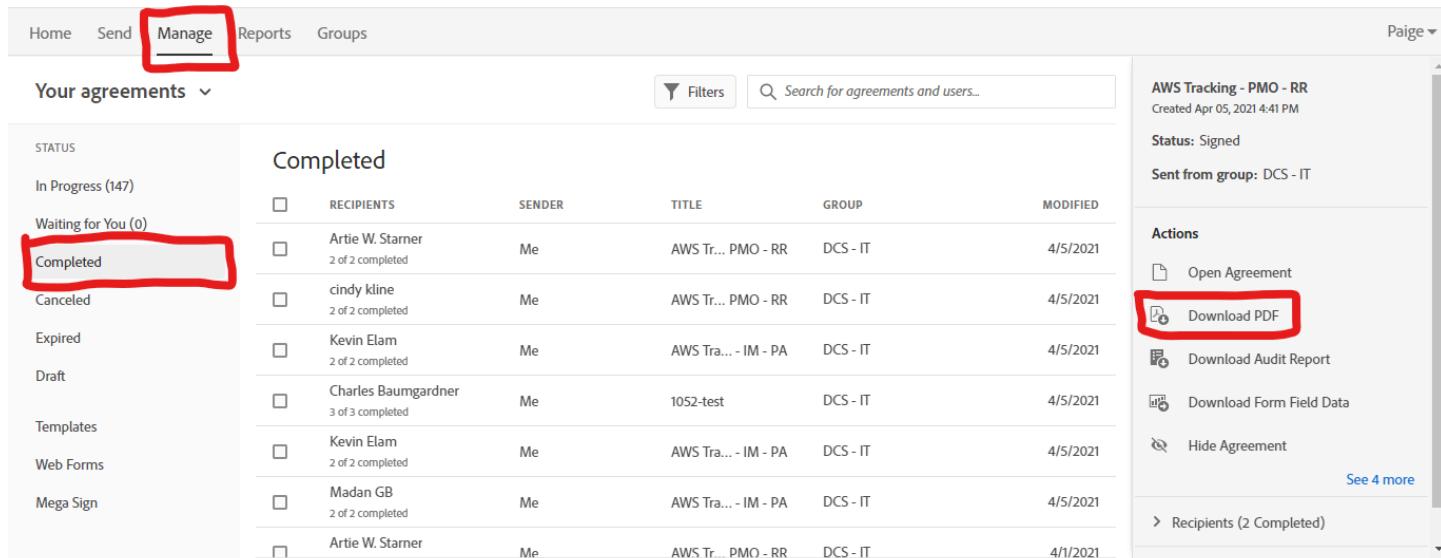
## Add Alternate Recipient

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



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

## Download Finished Forms



**STATUS**

- In Progress (147)
- Waiting for You (0)
- Completed**
- Canceled
- Expired
- Draft
- Templates
- Web Forms
- Mega Sign

**Completed**

RECipients	SENDER	TITLE	GROUP	MODIFIED
Artie W. Starner 2 of 2 completed	Me	AWS Tr... PMO - RR	DCS - IT	4/5/2021
cindy kline 2 of 2 completed	Me	AWS Tr... PMO - RR	DCS - IT	4/5/2021
Kevin Elam 2 of 2 completed	Me	AWS Tra... - IM - PA	DCS - IT	4/5/2021
Charles Baumgardner 3 of 3 completed	Me	1052-test	DCS - IT	4/5/2021
Kevin Elam 2 of 2 completed	Me	AWS Tra... - IM - PA	DCS - IT	4/5/2021
Madan GB 2 of 2 completed	Me	AWS Tra... - IM - PA	DCS - IT	4/5/2021
Artie W. Starner	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.