

Public Comment - Electronic Signatures

3/25/2016

COMMENT SHEET

Comment #:	Page #:	Line #:	Comment:	Response:
<i>Christine Cowart</i>				
1	1	6	Add a comma after "paper signatures"	No, thank you for your feedback current grammar is correct.
2	1	23	Consider changing "All persons may sign electronically" to "Any person may electronically sign"	No, this would imply outside persons.
3	Guid. 1		Consider rewording first sentence of second paragraph to read, "An ePad, which can only be used with a PC or laptop, will be used to capture signatures electronically."	No, current language more concise.
4	Guid. 3		The Example of Capturing Signatures for Detailed Release screen shot of	Will replace.
5	Guid. 5		In the last bullet in the Troubleshooting the ePad USB Hardware section, there should be no apostrophe in ePads	Have corrected.
<i>Amber Thomas</i>				
1	General		The only feedback I have is that speaking for the field the fact that EPads only connect to PC/Laptops makes them next to useless for us. We do not have a central location for intakes/releases and speaking as the administrative supervisor I do not want a constant flow of offenders through the administrative area as it will constantly interrupt their work which leads to a high mistake rate. All forms are signed within PO offices, to make this useful at all every PO would have to have a PC/Laptop.	Every site will have to deal with this on an individual bases through their budgetting.
<i>Lucas Herring</i>				
1	Directive		We currently collect signatures through adobe forms, which are digitally signed using a unique key, for processing RSA Token requests.	This policy is broad enough to incorproate all electronic signatures but the guidance is unique to OMS.

2	Directive	<p>There may be actions regarding employment, grievances, or discipline of the staff person, or the review of such signatures by an employee for the offender's case, which digital signatures could be required or mentioned.</p>	<p>This policy is broad enough to incorporate all electronic signatures but the guidance is unique to OMS.</p>
3	General	<p>ePad is a brand name and is included in the Guidance Document. It is understood that this document may be revised easier than the directive, but other brands of electronic signature devices could potentially be used</p>	<p>Have made more generic.</p>
4	General	<p>This one Guidance Document is only for the OMS and not to electronically capturing any other signatures (i.e. in the Electronic Health Record system called CorrecTek). I am not sure if the intent would be to add other sections to the Guidance Document, or other Guidance Documents, but this may want to be noted on how to treat usage with other digital signature pads and other systems.</p>	<p>This policy is broad enough to incorporate all electronic signatures but the guidance is unique to OMS.</p>
<i>Don Shaw</i>			
1	Guidance	<p>It appears that the most of the documents being looked at for this purpose are facility needed. It would be most beneficial to the field if the following documents were added to the list for e-signature:</p> <p style="text-align: center;"> Potential Collateral Consequences of a Conviction ADA form Grievance Process signature sheet Monthly Supervision fee form Out of State Travel Permits ICOTS Transfer Requests Citations for Court hearings </p> <p>Having this ability to use an electronic signature on these documents will enhance efforts to get these documents into the computer as well as streamline timelines for intakes in the community.</p>	<p>As we create more forms the plan is to expand the usage of electronic signatures.</p>
<i>(Feel free to use additional space as needed)</i>			