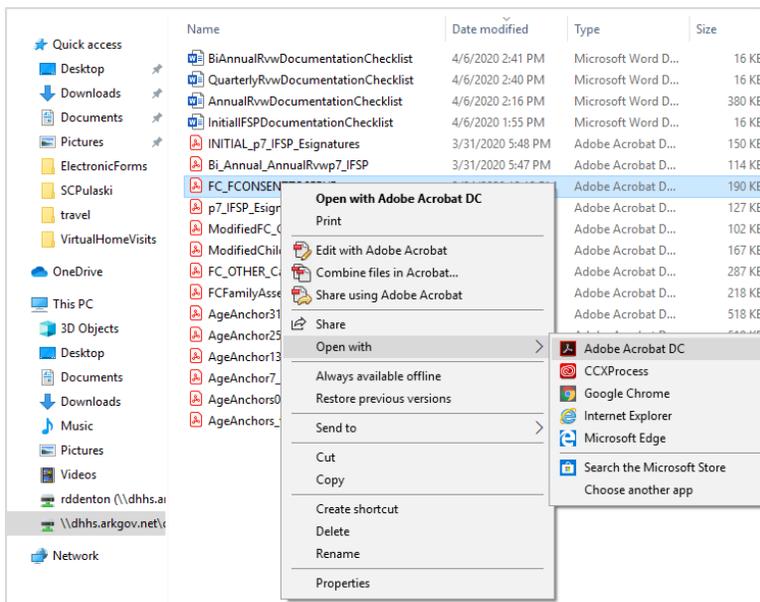


Adobe Help Document

GETTING STARTED:

1. To fill and send Adobe forms (.pdf files), make sure that you are opening the document (form) in Adobe Acrobat Reader DC. Opening in Microsoft Edge will not allow you to fill and sign. The free, basic version of Adobe has the “Fill & Sign” tool (sending documents via e-sign is a paid subscription, but you can use the basic version to fill the form and email to parents to e-sign). If you don’t have Adobe Acrobat Reader DC or you are using an older version of Adobe, the newer version can be downloaded and installed on a PC, laptop, or other device for free at: https://get.adobe.com/reader/?platform_type=Windows&platform_dist=Windows%207&platform_arch=x86-32&eventnam

If you have any problems installing Adobe, call their help number at **1 (800) 102-5567**.



How to open a .pdf with Adobe instead of Edge or another application:

Right click on the form to open. From the drop-down list, choose “Open with” and from the list (far right), choose “Adobe Reader.”

To go to “how to fill a document,” [click here](#).

To go to “how to e-sign a document,” [click here](#).

To go to “how to send a form to a parent,” [click here](#).

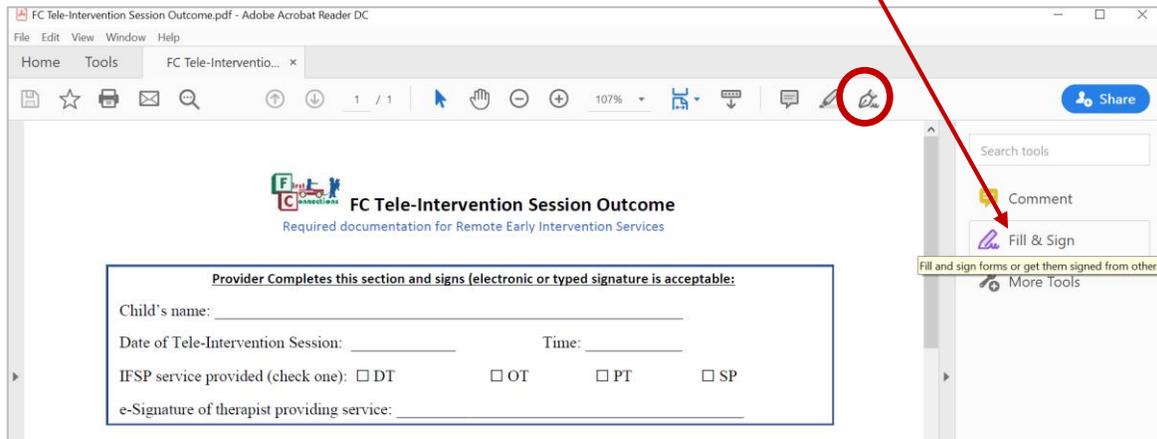
To go to “how to attach a filled form to an email to send,” [click here](#).

For tips to organize saved forms/files, [click here](#).

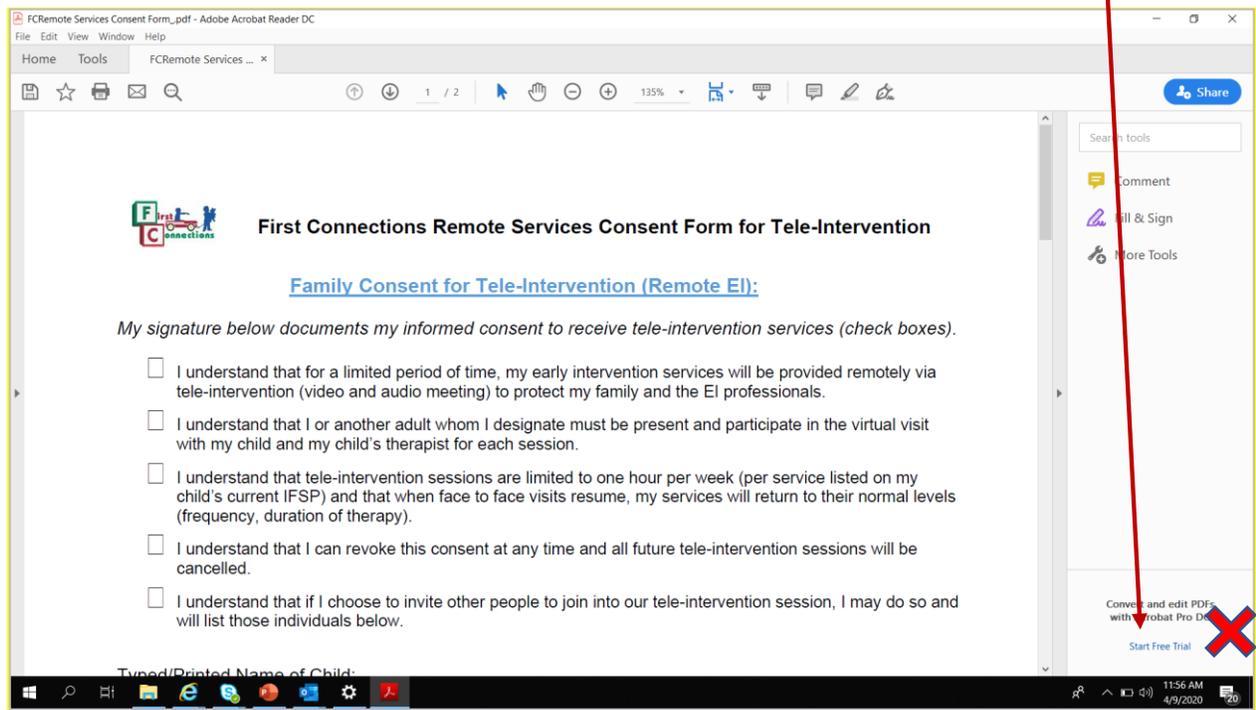
FILLING A FORM:

- To fill an e-fill / e-sign form, make sure that the document is opened with Adobe Acrobat Reader DC. See page 1 “Getting Started” if your form is opening in Microsoft Edge or an older version of Adobe Reader that does not have “Fill & Sign” feature. The newer feature is a free download.

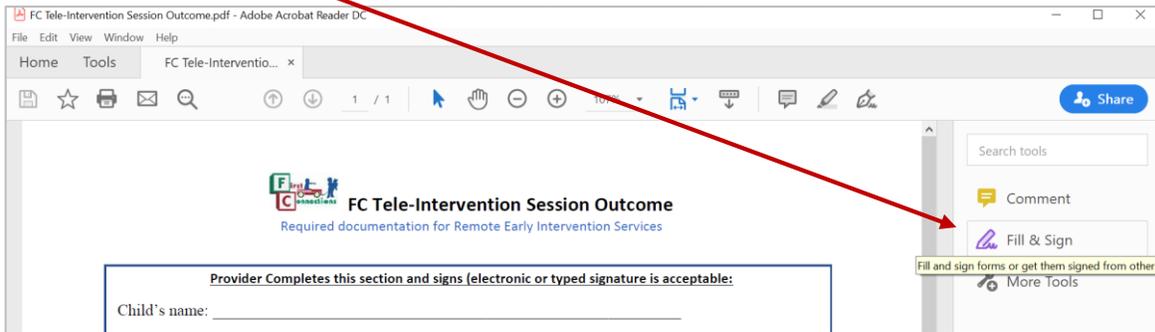
You’ll know the form is opened in the right application if you see the “Fill & Sign” function on the right side of the reading pane and at the top:



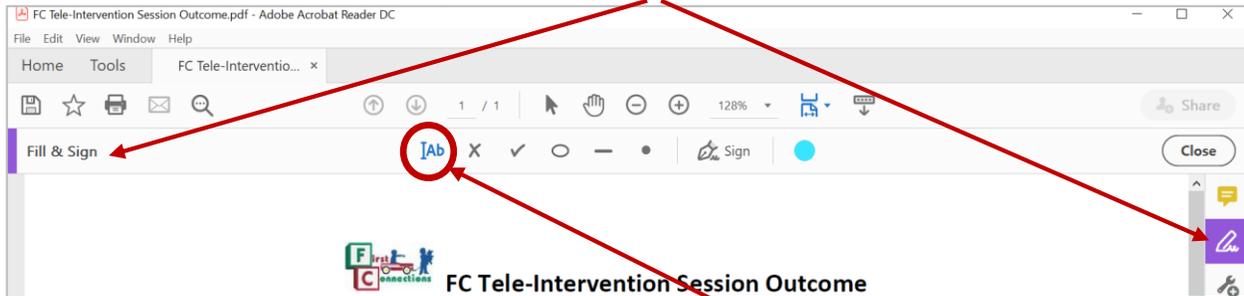
- To type into the form to fill it, **DO NOT** click on the convert and edit PDFs with Acrobat Pro DC button at the bottom to “start a free trial.” This is Adobe’s attempt to get users to “start a free trial” and hopefully buy the Pro editing version, which you will not need to fill and sign forms.



4. Instead, select “Fill & Sign” to type in the information that the service coordinator or provider completes on the form before sending to the parent to e-sign:

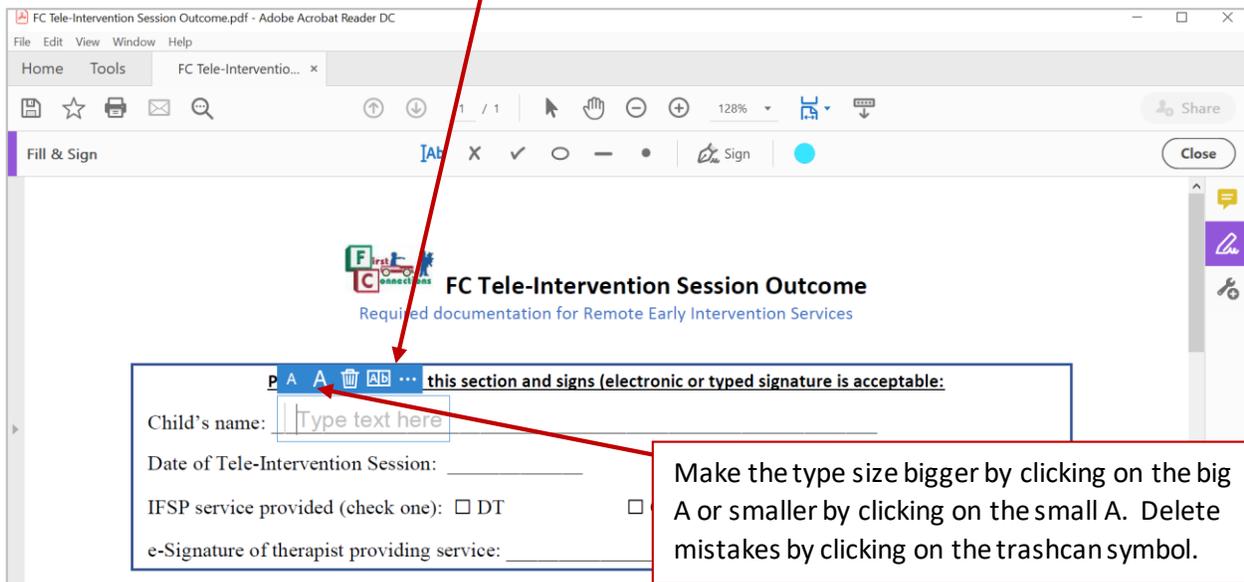


When the Fill & Sign option is clicked, the screen will change to look like this:



Click the Ab symbol to type on to the form

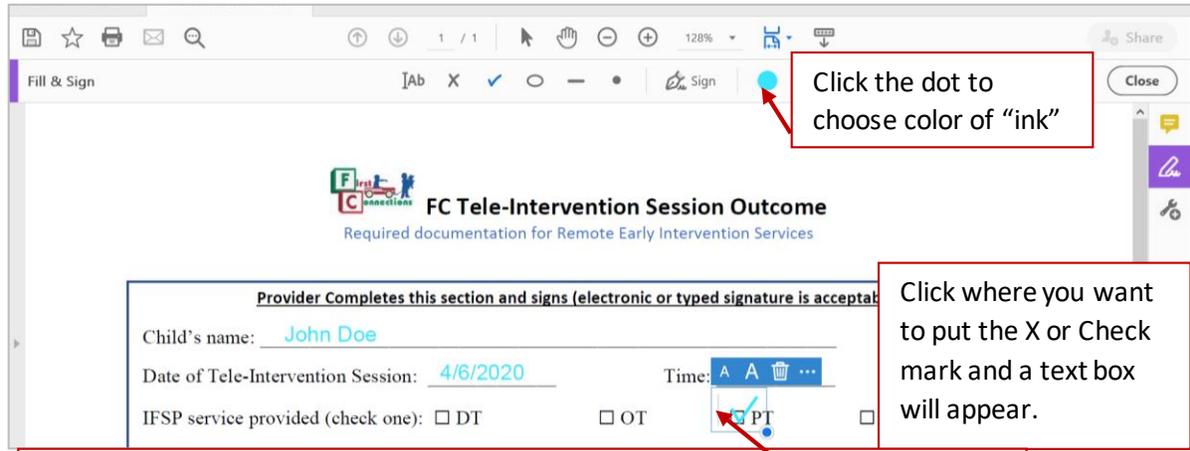
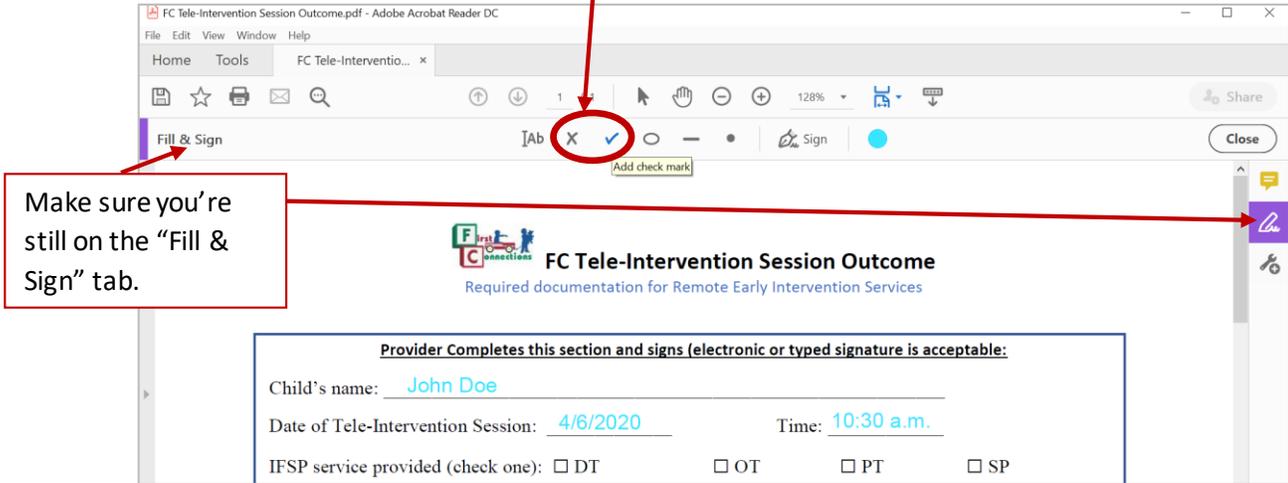
When the Ab symbol is clicked, a textbox will appear wherever you click on the form (best to click on a blank or a box, but if you mess up, you can move the textbox).



Make the type size bigger by clicking on the big A or smaller by clicking on the small A. Delete mistakes by clicking on the trashcan symbol.

5. Marking boxes on a form:

On the Fill & Sign tab, click either the X or the check mark.

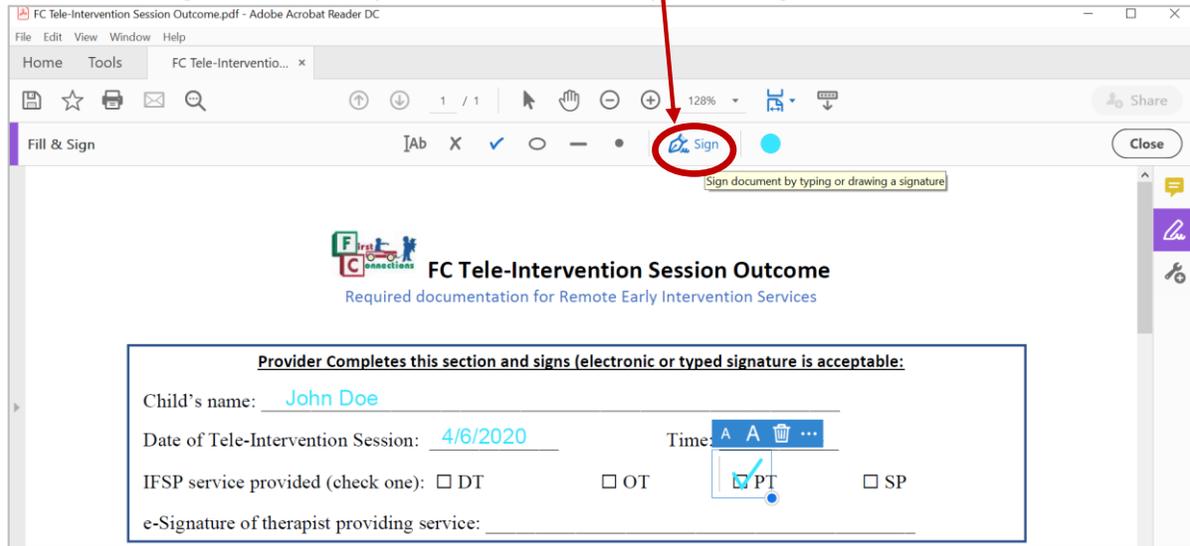


Click where you want to put the X or Check mark and a text box will appear.

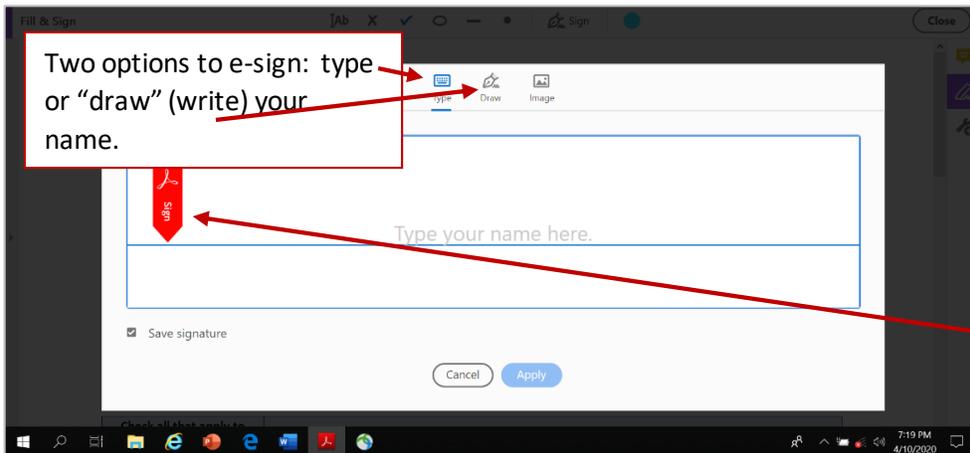
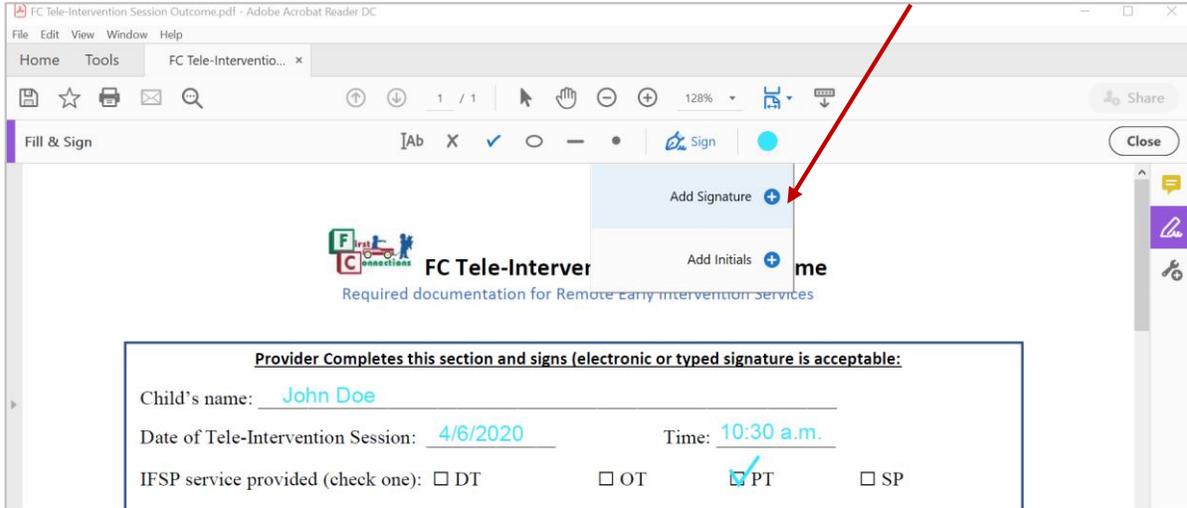
Check mark not in the right place? No worries! Click the little ridged line on the left edge of the text box and hold down and drag with your mouse to move.

6. SC or Provider Signature:

On the Fill & Sign tab, click the picture of the fountain pen to e-sign the form:



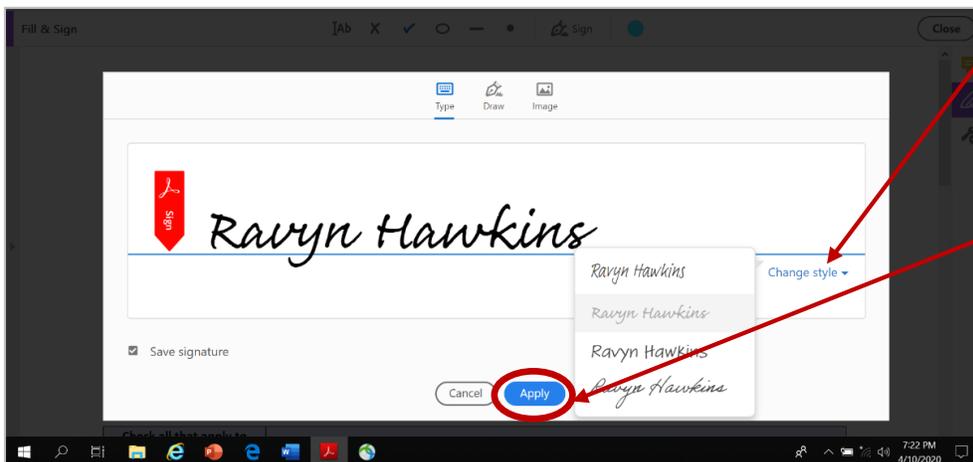
When you click the fountain pen, you'll see a box to add a signature. [click Add Signature]



Two options to e-sign: type or "draw" (write) your name.

A large box to type your name will appear (the screen will look like this picture).

To type your name to e-sign the form, click on the line and type your name.



Choose your "style" of e-signature.

Click "Apply" to e-sign the form. The screen will change back to the document – see next page/next example.

Click in the spot of the document where you want to place your signature. There will be a box around your typed or drawn signature, like this:

FC Tele-Intervention Session Outcome
Required documentation for Remote Early Intervention Services

Provider Completes this section and signs (electronic or typed signature is acceptable):

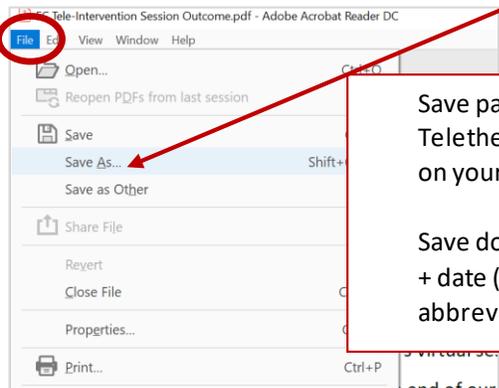
Child's name: John Doe

Date of Tele-Intervention Session: 4/6/2020 Time: 10:30 a.m.

IFSP service provided (check one): DT OT PT SP

e-Signature of therapist providing service: Rayyn Hawkins

7. SAVE THE FILE WITH A NEW NAME: Choose “save as” to save the form (document) under a new name. Do not choose “save” and save the document with the same name the original document had.



Save parent consent for teletherapy services forms as:
TeletherapyConsent_JDoe (except use the first initial and last name of the child on your caseload whose parent you are sending the form to).

Save documentation of provider teletherapy sessions as: Remote + SVC+ JDoe + date (except use the first initial and last name of the child and the abbreviation for your service/discipline. Example: RemotePTJDoe4_6_2020)

SENDING A FORM FOR A PARENT/GUARDIAN TO SIGN:

8. To send the form to the parent/guardian, **DO NOT** use the blue SHARE tab on the top right corner.

FCRemote Services Consent Form.pdf - Adobe Acrobat Reader DC

Home Tools FCRemote Services ... x

1 / 2 135%

Share

Search tools

Comment

Fill & Sign

More Tools

First Connections Remote Services Consent Form for Tele-Intervention

Family Consent for Tele-Intervention (Remote EI):

My signature below documents my informed consent to receive tele-intervention services (check boxes).

I understand that for a limited period of time, my early intervention services will be provided remotely via tele-intervention (video and audio meeting) to protect my family and the EI professionals.

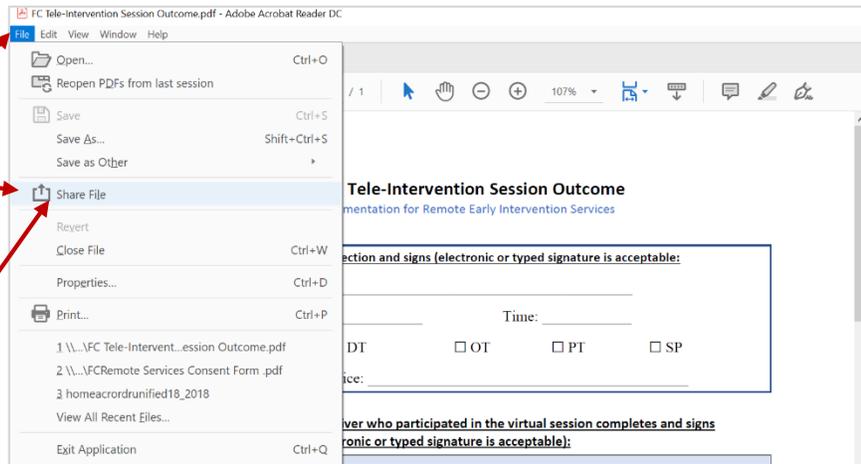
I understand that I or another adult whom I designate must be present and participate in the virtual visit.

Send to the parent/guardian **as an email attachment**.

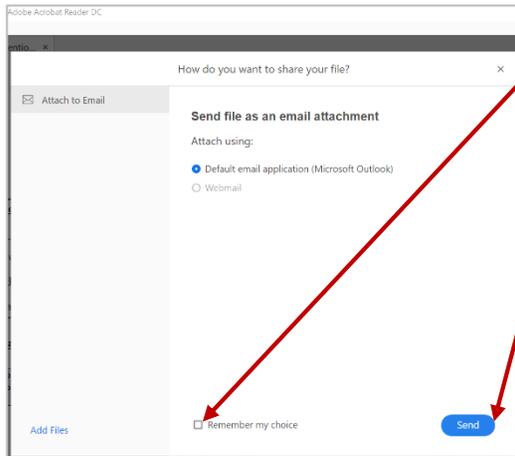
There are two ways to send as an e-mail attachment:

A. “Share File”

At the top left corner of the tool bar, click “file” then go down to “Share File” and click to send by email. (Do NOT click the blue “Share” box on the right side of the Adobe reader pane).



When you click “Share File” from the drop down list, you’ll see a box that asks you to choose your default mail application:



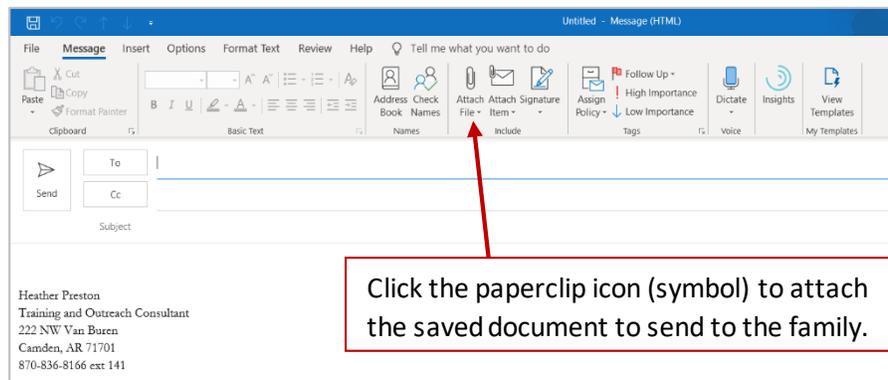
If you check the box to “Remember my choice,” the next time, it will automatically attach to a new, blank email.

Click the blue oval “Send” to attach/send via email. When the blue “Send” button is clicked, a blank e-mail will open up with the form attached, and the sender can type in the email address of the parent/guardian and the message, like a regular email.

Or, a form can be attached to an email to send this way:

B. Attach Saved File:

Save the form in a place where you can find it (see, [tips for organizing](#)), create a new, blank email. Attach the saved document by clicking on the paperclip symbol.



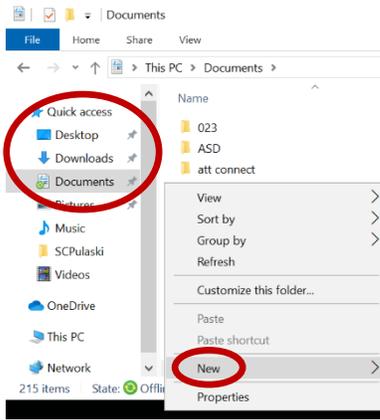
Click the paperclip icon (symbol) to attach the saved document to send to the family.

NOTE: Don’t forget that all forms sent to a parent must be privacy-protected (encrypted)

To go back to main document, [click here](#).

TIP to stay organized: it is helpful to create a folder where all of these forms are saved either on your desktop or in documents where you can find them again easily. To make a new folder:

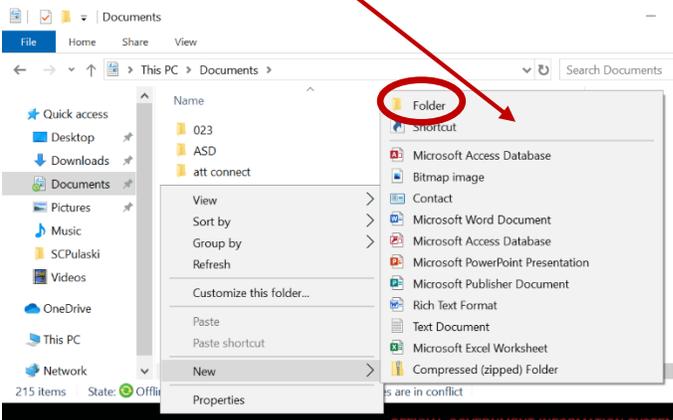
A.  Click on the little folder icon to search for the spot you're looking for.



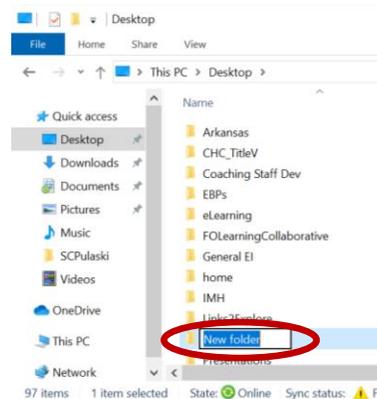
B. Select either "Documents" (selected here on the far left in the grey bar) or "Desktop." Then next to the list of folders inside "Documents" (or on the Desktop, if you selected Desktop), right click in an unused space (not on a file name or a folder icon). I clicked between the row of folder icons and the grey slide bar. A list of options will pop up. Select "New."

From the list of options, select "New." Another list of options will pop up.

C. From the next list of options, select "Folder."



D. A space to type the name of the "new folder" will appear.



Some people organize by making one main folder and add subfolders inside. Others have just one folder for service coordination paperwork – whatever works for you.

To go back to main document, [click here](#).