

Policy Transmittal Vocational Rehabilitation



VR-PT 21-01

Howard Fulk, Policy and Training Manager

Authorized signature

Number: revised

Issue date: 03/05/2021

Topic: Other

Due date: 03/05/2021

Transmitting (check the box that best applies):

- New policy
 Policy change
 Policy clarification
 Executive letter
 Administrative Rule
 Manual update
 Other:

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children’s Intensive In Home Services |
| <input type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other (<i>please specify</i>): Vocational Rehabilitation |
| <input type="checkbox"/> ODDS Children’s Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	Oregon Vocational Rehabilitation Use of Electronic Signatures		
Policy/rule number(s):	VR-PT 21-01 revised	Release number:	2
Effective date:	03/05/2021	Expiration date:	NA
References:	ORS 84.004 ¹ Definitions for ORS 84.001 to 84.061(8) https://www.oregonlaws.org/ors/84.004		
Web address:	OWL; https://www.oregon.gov/dhs/EMPLOYMENT/VR/Pages/Policies-Rules.aspx		

POLICY:

Oregon Vocational Rehabilitation (VR) allows the use of electronic signatures on documents requiring a signature.

- Electronic signatures will be accepted for all VR forms, contracts, Authorizations for Payment (AFPs), Releases of Information (ROIs), and other documents, forms and correspondence as necessary.

- Electronic signatures are permitted for all documents that require the signature of an individual to apply, receive or acknowledge the delivery of vocational rehabilitation services and information
- VR may only accept electronic signatures when:
 - VR can verify the identity of the individual that signed the document.
- Electronically signed documents may be completed using:
 - Any commercial, secure program or application designed for electronic signature creation (e.g. DocuSign, Adobe Sign, AwareSign, etc.) or,
 - Signed by the individual using the mouse draw function, or,
 - Providing a documented signed using a pre-selected signature style, or,
 - Verbal confirmation. Assure this type of signature is documented in a case note.
- Electronically signed documents must be retained and maintained under the same provisions required for other documents of the same classification or type.
- Verbal confirmation in lieu of signature will only be accepted for a maximum of 30 days.
 - VR may accept a verbal authorization in lieu of a signature when in the best interest of the client.
 - VR must obtain confirmation from the client that they are providing verbal consent/approval for the desired action.
- If an electronic signature is not accepted by agencies, vendors or contractors, VR must obtain and provide an original hand signed document if requested.
- When electronically signed documents are accepted from a client, the electronic signature is then verified. The document must be retained.

Definitions:

“**Electronic signature**” means an electronic sound, symbol, or process, attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record. (Source: [ORS 84.004](#)¹ Definitions for [ORS 84.001 to 84.061\(8\)](#))

- A record or signature may not be denied legal effect or enforceability solely because it is in electronic form.
- A contract may not be denied legal effect or enforceability solely because an electronic record was used in its formation.
 - If a law requires a record to be in writing, an electronic record satisfies the law.
 - If a law requires a signature, an electronic signature satisfies the law.

(Source: [ORS 84.019 Legal recognition of electronic records, electronic signatures and electronic contracts](#))

REFERENCES

[ORS Chapter 84 Electronic Transactions](#)

[OAR 125-600 Guidelines for the Use of Electronic Signatures by State Agencies](#)

Local/branch action required: NA

Central office action required: NA

Field/stakeholder review: Yes No

If yes, reviewed by: VR Executive Team, Branch Managers, Field Staff, VR-SRC Policy Legislation & Budget Committee

Filing instructions: NA

If you have any questions about this policy, contact:

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