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April 14, 2023

To: I/DD community members, Tribal partners and ODDS staff
From: Anna S. Lansky, Interim Director, Office of Developmental Disabilities Services (ODDS)
Subject: DocuSign will be available soon for electronic signatures

With the COVID-19 public health emergency (PHE) ending on May 11, some temporary actions will no longer be allowed. One of these temporary actions was flexibility on signed documents that allowed for a verbal agreement or typed signature instead of a physical signature. When the PHE ends, actual signatures will once again be required on ODDS forms.

ODDS has used American Rescue Plan Act funding from the HIPAA approved technology funding to purchase DocuSign services. DocuSign is a tool that will make electronic signatures and allow people to sign virtually an option for ODDS forms. The case management entity representatives who complete ODDS forms will have the choice between a physical signature or using DocuSign for an electronic signature. This is an important step in making forms as accessible as possible and providing flexibility for members of the ODDS community.

There will be two DocuSign training sessions to choose from for case management entity representatives prior to the PHE ending. These will be held on April 26 from 9-10:30 a.m. and May 3 from 2:30-4 p.m.

April 26: [Join ZoomGov meeting](#)

Meeting ID: 160 591 0547

Passcode: 433811

+16692545252,,1605910547#,,,,*433811# US (San Jose)

+16468287666,,1605910547#,,,,*433811# US (New York)

May 3: [Join ZoomGov meeting](#)

Meeting ID: 161 341 6580

Passcode: 160421

+16692545252,,1613416580#,,,,*160421# US (San Jose)

+16468287666,,1613416580#,,,,*160421# US (New York)

There will also be an informational session about the DocuSign launch held May 5 from 11 a.m. to 12:30 p.m. This session is intended for people with intellectual and developmental disabilities, their families, provider agencies, and anyone else interested in learning about how ODDS will use DocuSign for signed documents.

May 5: [Join ZoomGov meeting](#)

Meeting ID: 161 287 5137

Passcode: 370832

+16692545252,,1612875137#,,,,*370832# US (San Jose)

+16468287666,,1612875137#,,,,*370832# US (New York)

ODDS is working with DocuSign to make electronic signatures available on all its forms, but they will be released in stages as they are completed. The first forms that will have a DocuSign signature option when the PHE ends are the Individual Support Plan and change form, Provider Enrollment Agreement, Release of Information, Notification of Rights and Freedom of Choice form.

The DocuSign signature function will be made available on other documents. The training sessions will include information about how to find out what forms have DocuSign as they become available.

Please note that DocuSign is only being used for the signature page of each document and not to complete the full form. Also, a DocuSign signature option will be made available in all languages that currently exist for each form.

If you have questions about DocuSign, please email ODDS.DocuSign@odhsoha.oregon.gov.

Sincerely,

Anna S. Lansky

Anna S. Lansky
Interim Director
Office of Developmental Disabilities Services

Previous ODDS Director's Messages are available at <http://www.oregon.gov/DHS/SENIORS-DISABILITIES/DD/Pages/messages.aspx>

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