



How to sign “Service Documents (UNSIGNED)” for a staff who did not sign a document they created.

“A supervisor will need to perform this action(s) if a staff member is no longer with the Agency.”

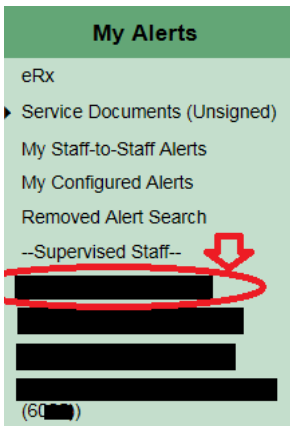
Step 1:

From the main screen **SELECT** the “**MY ALERTS**” tab located at the top of the toolbar.



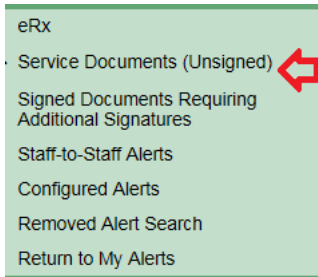
Step 2:

SELECT the staff member in which you would like to view and sign their “unsigned documents”.



Step 3:

SELECT “Service Documents (Unsigned) shown below



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Step 4:

SELECT the document Type you would like to sign off on ex. *Daily Log, Monthly Report etc*

The screenshot shows the 'Alerts for' sidebar on the left with a 'Select' button highlighted by a red arrow. To the right is a table titled 'Service Documents (Unsigned)'. A callout box with a red arrow pointing to the 'Select' button contains the text: 'STAFF NAME AND ID & WILL APPEAR HERE'.

Service Document	Count
DAILYLOG1 - DAILY LOG	15

Step 5:

A list of unsigned documents will appear. **SELECT** a document to review

The screenshot shows a table titled 'DAILY LOG (Unsigned)'. A red arrow points to the 'Select' column header. The table has five columns: 'Select', 'Client', 'Service Date', 'Activity', and 'Program'.

Select	Client	Service Date	Activity	Program
Select		12/02/2015	No Activity	No Program
Select		12/03/2015	No Activity	No Program
Select		12/23/2015	No Activity	No Program
Select		12/29/2015	No Activity	No Program
Select		12/30/2015	No Activity	No Program
Select		01/05/2016	No Activity	No Program
Select		01/08/2016	No Activity	No Program
Select		01/14/2016	No Activity	No Program
Select		01/14/2016	No Activity	No Program
Select		01/14/2016	No Activity	No Program
Select		02/24/2016	No Activity	No Program
Select		05/12/2016	No Activity	No Program
Select		05/12/2016	No Activity	No Program
Select		05/18/2016	No Activity	No Program
Select		07/05/2016	No Activity	No Program

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Step 5: After you have reviewed the document and would like to sign **CLICK** signatures as shown below

The screenshot displays the CareLogic interface. On the left, a sidebar contains a 'DAILY LOG' section with a search bar and a list of documents. The 'DAILY LOG Final' document is selected, and a red arrow points to the 'Signatures' link. Below the sidebar is a 'Document List' section with a dropdown menu. The main content area shows the details for the 'DAILY LOG Final' document, including session information, date, shift times, and a list of activities.

DAILY LOG

Client: [Redacted]
Staff: [Redacted]
Document Date: 7/5/2016
Client Program: (Not Set)
[Edit Session Information](#)

DAILY LOG Final

Date: 07/11/2016
Shift Start Time: 08:00 AM
Shift End Time: 09:00 AM
What is the person wearing today? Shoes, Hat, and blue coat
Max: 1000 characters.

Activity Level Upon Arrival (Check all that apply):

- At Work/School/ Day Program
- Awake in Bedroom
- Cleaning
- Hospital
- Incarcerated
- N/A
- On Vacation/ Home Visit
- Other
- Preparing for Work/School/Day Program
- Preparing/ Eating meals
- Sleeping in Bed
- Sleeping on Sofa
- Smoking Cigarettes
- Using Telephone
- Watching Television

Focus Area During Shift (Check all that apply):

- Adult Continued Education
- Apartment Cleaning/ Maintenance
- Financial Counseling
- Food Shopping
- IHP Goals & Objectives
- Medical Appt
- N/A
- Other
- Therapy
- Transportation
- Visitors

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Step 6:

TYPE in your “Electronic Signature” shown below and SELECT “Your Supervisor” as next staff to sign.

DAILY LOG

DAILY LOG Final

Signatures

Document List

Electronic Signatures

Electronic Signature:

Next Staff to Sign: Select Staff or Enter a Search

Signature History

Action	Date	Staff
No records found		

Step 7:

Click **Submit**

Client Search Show Menu