Require Signatures for Desk Reviews

Last Modified on 05/02/2024 3:56 pm CDT

When completing desk reviews, you can require that a provider digitally sign to acknowledge they received a copy of the Review report. You can toggle this option on and off when finalizing the review. **The review will not be complete until the provider signs their review.**

- 1. From the menu to the left, click **Reviews**.
- 2. Click Review Providers. The Review Providers page opens.
- 3. Locate the provider to review.
 - Click the **Provider**, **Monitor** (if available), **Last Review**, and **Next Review Date** columns to sort information in ascending or descending order.

Note: If you have set **Preference U.003 (General Behavior - Use Provider Security)** to **Y**, Monitors can only see those providers assigned to the same group number as them, and the Monitor column is hidden on the table.

- Click the blank boxes at the top of each column to filter information in that column. For example, you can click the **Provider** box and begin typing a provider's name.
- Click to set additional filters. You can filter by **Pending**, **Active**, **Hold**, or **Withdrawn** status. If available, you can also specify whether to show reviews for all monitors.
- Complete the review questionnaire as you normally would. For details, see Complete the Review Questionnaire.
- 5. When you reach the Finalize page, click (III) next to If this is a desk review, do you want to require an electronic signature?

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The Provider Signature box and the Helper Signature box (if present) are removed.

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If this is a desk review, do	you want to require an	electronic signature? Yes 💷				
Monitor Signature *						
						KidKare
		Step 7 of 7				Complete #

6. Sign in the Monitor Signature box and click Complete.

Review Acknowledgement

Once you click **Complete**, the provider will receive an email and a message in KidKare prompting them to review and acknowledge their Review report.

A > Messages	
Start Date 09/09/2020	
Received Sent Messages Sponsor Call Log Archived Contacts	lessage
Back Please Review And Sign Your Review Report	09/2021
Message	
The report from your sponsor's virtual visit on 09/09/2021 is ready for you to review and sign.	
Click here to review and sign your report, or copy and paste links your web browser: https://app.kidkare.com/ned/rec.html? yo/cm/zaWa3W032W01HjM0MjQMGix0Cc00MWFhLTg20WtHGMTODTYNGJHs2QyJn8yb32pZGVySWQ9MTdHxDhkODML0GM4Z500NWFmLTk0NmQtNDJhNWM4MDU32jk0jnN1Ym1pc3Npb25jZD0zMDl2Njk2Ns2yzXg2XdEYXRJPTA5LzA5LzMMJEmc2hvd0hicGxklN dHVgTTGWXzZ5EmcmPKVNLigGOTMyMDEmc2hidGJBNQC=	pZ25h
If you have any questions, please contact your Sponsor at 9726715211, or KidKare support at support@kidkare.com.	
KidKare www.kidkare.com	

When the provider clicks the link, the **Review Acknowledgement** pop-up opens. If this link is accessed from email, the provider will be automatically logged into KidKare first.

Review Acknowledgement 🛛 🗙
The report from your sponsor's virtual visit on 09/09/2021 is ready for you to review and sign.
Click here to view your report in a new tab, or copy and paste it into your web browser:
https://hx2go.minutemenu.com/ProviderReviews?p=17d48d83-8c8e- 45af-946d-49a5c8057f94&s=30266965
Using your mouse, finger, or stylus, sign the review acknowledgement below.
Provider Signature *
Clear
Acknowledge & Sign Cancel

The provider can click the link to open their review in a new tab. Then, they can use a mouse, finger, or stylus to sign the **Provider Signature** box. If you indicated that a helper was present during the review, the **Helper Signature** box also displays so the helper can sign the acknowledgement. Once they acknowledge and sign for the review, they will receive a new message and email with a link to the updated, signed report. For more details and instructions for providers, see **Sign for Desk Reviews Electronically**.