

Acceptable Wet and Digital Signatures on WVBTT Documents

Over the past year, WVBTT has had to change the way that we work with our families and how information is provided to them. With virtual meetings and the need for use of digital signatures, it has become important for us to take a look at our expectations to securely and confidentially gather information and signatures from our families and team members.

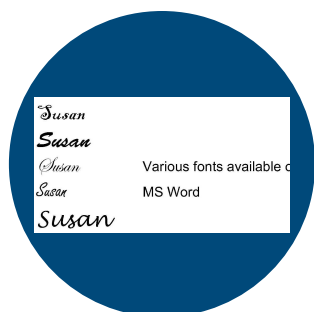
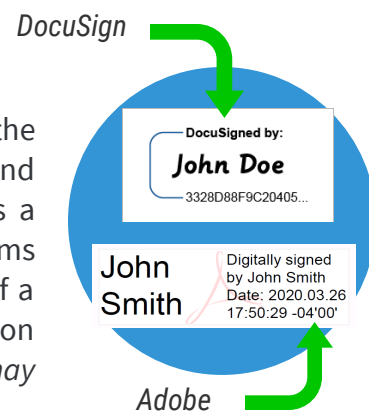


"Wet" Signature

"Wet" signature is a fancy way to say that the signature of a person is *hand-written*. For WVBTT, the enrollment forms, activity notes, correspondence logs, and forms completed during a face-to-face visit should have a "wet" signature. Signatures should be gathered during the face-to-face visit. A *hand-written signature* will always be the best method against fraud.

Digital Signature

A **digital signature** is an electronic fingerprint which encrypts and identifies the individual who is using this format. For example, DocuSign provides families and team members with an encrypted, certificate based digital ID which represents a high-level of security for parties involved. When you use this type of signature, items are secure and cannot be altered at a later time unless by the author. The use of a *signing pad* also falls under this category. A *digital signature* is legal and binding on documents. *Check with your provider agency or visit the internet for options that may be available to you.*



Fancy Fonts

Please do not use fancy or embellished fonts. Many of our word processing programs, as well as the internet, offer various types of script fonts not associated with a digital signature program. **These will not be accepted.**