November 24, 2020

(SN 002)

JOINT WIOA BULLETIN NO. 002-20

TO: WIOA Partners and WDD Staff

SUBJECT: Remote Signature in HireNet Hawaii

PURPOSE

The purpose of this bulletin is to provide guidance regarding the Remote Signature Module in HireNet Hawaii

BACKGROUND

Geographic Solutions has expedited the release of the Remote Signature module for our Management Information System (HireNet Hawaii), due to the COVID-19 pandemic. The remote signature can be utilized for all Employment and Training Administration (ETA) programs, which include but are not limited to the Adult, Dislocated Worker and Youth Programs under Title I of the Workforce Innovation and Opportunity Act (WIOA), Wagner-Peyser Program (WP) under Title III of WIOA, Trade Adjustment Assistance (TAA) and the Jobs for Veterans State Grant (JVSG).

POLICY

The remote signature function in HireNet Hawaii may be utilized during enrollment and completion of the program application. This electronic signature using the remote signature module can be utilized in lieu of obtaining a hard-copy signature when a participant is unavailable for in-person signature. The signature on the program application will also serve as validation by the participant that the data elements captured in the application are true and accurate and may be utilized for required 'self-attestation' data variables for data validation.

PROCEDURES

The remote signature function will be displayed within the Eligibility Summary of the program (e.g. WIOA, WP, TAA, JVSG). The remote signature can also be completed within the Case Management > Program application. Refer to Attachment 1 for the detailed instructions on the process for completing the remote signature.

EFFECTIVE DATE

This policy and procedures are effective immediately.

INQUIRIES

Inquiries regarding this joint bulletin may be directed as follows:

a. WIOA Partners: Jayson Muraki at (808) 586-8674 or Jayson.K.Muraki@hawaii.gov, and

b. WDD Staff: Joni Heatherly at (808) 586-8815 of Joni.A.Heatherly@hawaii.gov.

Maricar R. Pilotin-Freitas
Administrator
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Executive Director
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Attachment 1: Remote Signature Module Instructions

Equal Opportunity Employer/Program
If you need an auxiliary aid/service or other accommodation due to a disability, please contact the WDC at (808) 586-8866
(for TTY/TTD Dial 711 then ask for (808) 586-8866) as soon as possible. Requests made as early as possible will allow adequate time to fulfill your request.
Upon request, this notice is available in alternative formats such as large print, Braille, or electronic copy.

Remote Signature Module Instructions

The remote signature function will display when you reach the Eligibility Summary of the ETA program application (e.g. WP, WIOA, TAA). If you opt not to sign the application in the eligibility summary area you can retrieve the remote signature later as well.
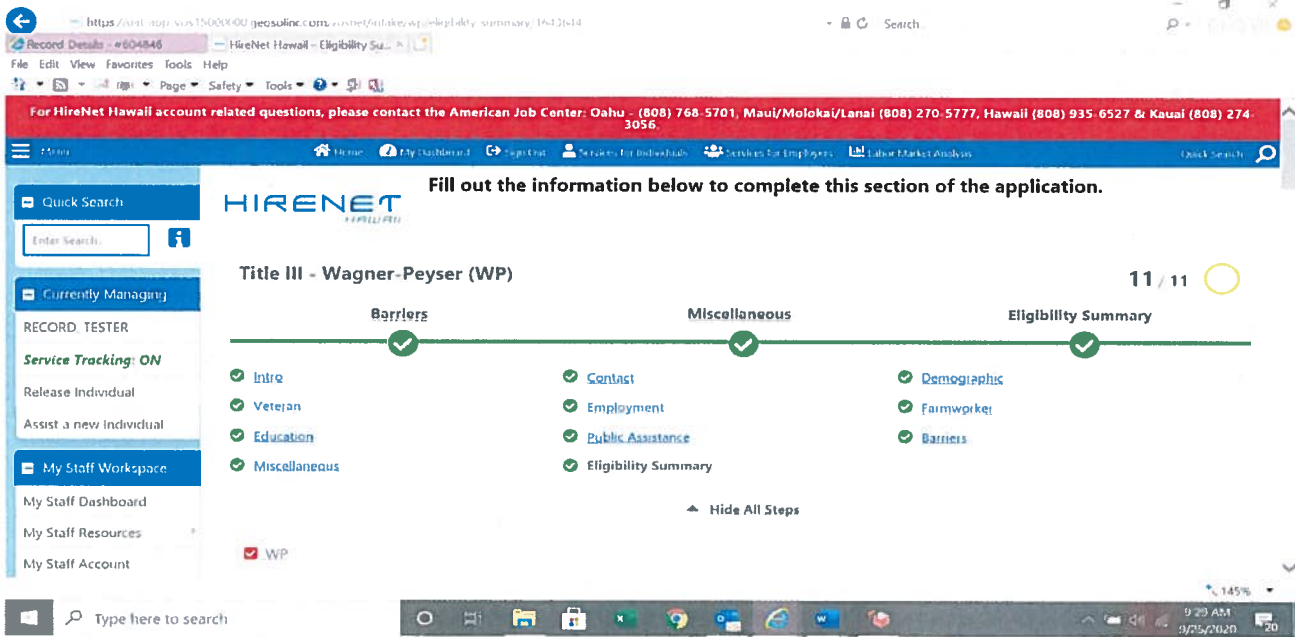
1) At the bottom of the eligibility summary page, the signature link is displayed
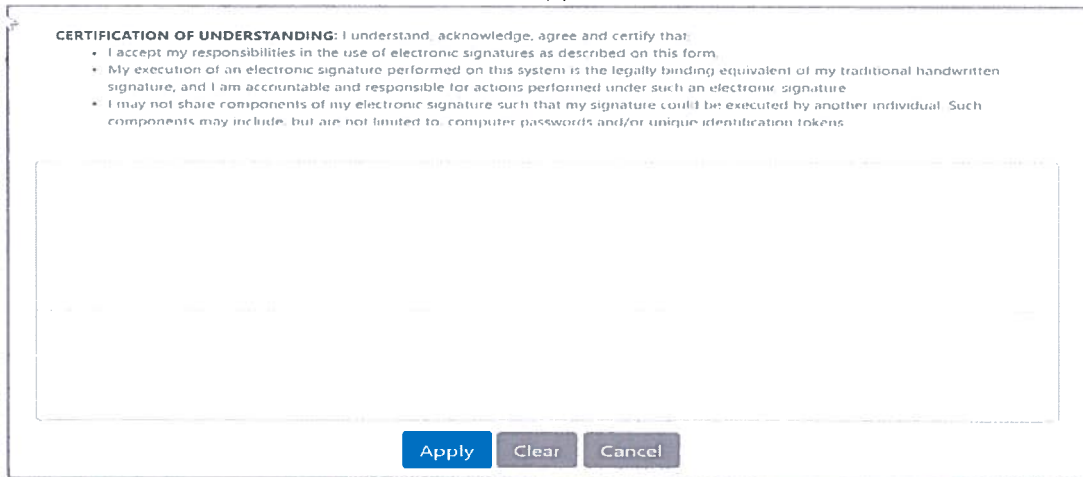
Signature

Applicant Signature: _____   ✍ Capture Signature

Staff Signature: _____   ✍ Capture Signature

2) Click on the Staff Signature/Capture Signature link.
   - Two (2) options will be displayed: Mouse and Message.
   - Staff will use the mouse for their signature and message to obtain the applicant signature.

Select Signature Input Method

Mouse   Message

Cancel

3) Staff will click on the MOUSE and this will appear

CERTIFICATION OF UNDERSTANDING: I understand, acknowledge, agree and certify that:
- I accept my responsibilities in the use of electronic signatures as described on this form.
- My execution of an electronic signature performed on this system is the legally binding equivalent of my traditional handwritten signature, and I am accountable and responsible for actions performed under such an electronic signature.
- I may not share components of my electronic signature such that my signature could be executed by another individual. Such components may include, but are not limited to, computer passwords and/or unique identification tokens.

Apply   Clear   Cancel

Utilize mouse for signature and click APPLY

4) Application will look like this once signature is used and signature applied
Signature

Applicant Signature: _____   𝓃 Capture Signature

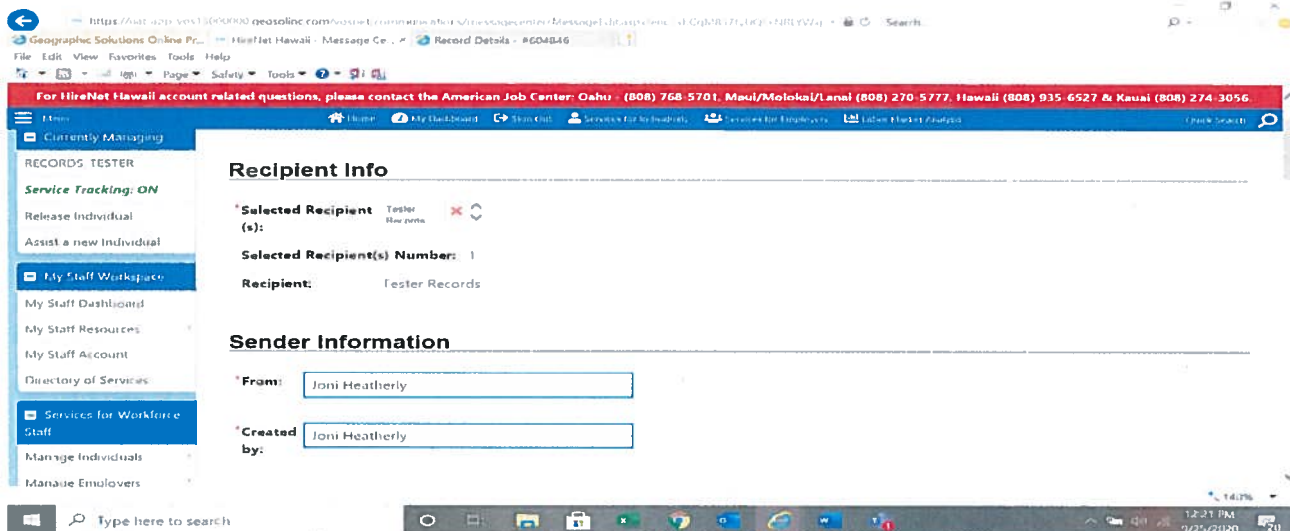Staff Signature: _____𝐵𝓓𝑜𝑑𝑒𝓎_____   𝓃 Capture Signature
                                                          bonnie dassing WIOA #160382453

5) For applicant signature, click on applicant signature and this will appear:

Select Signature Input Method
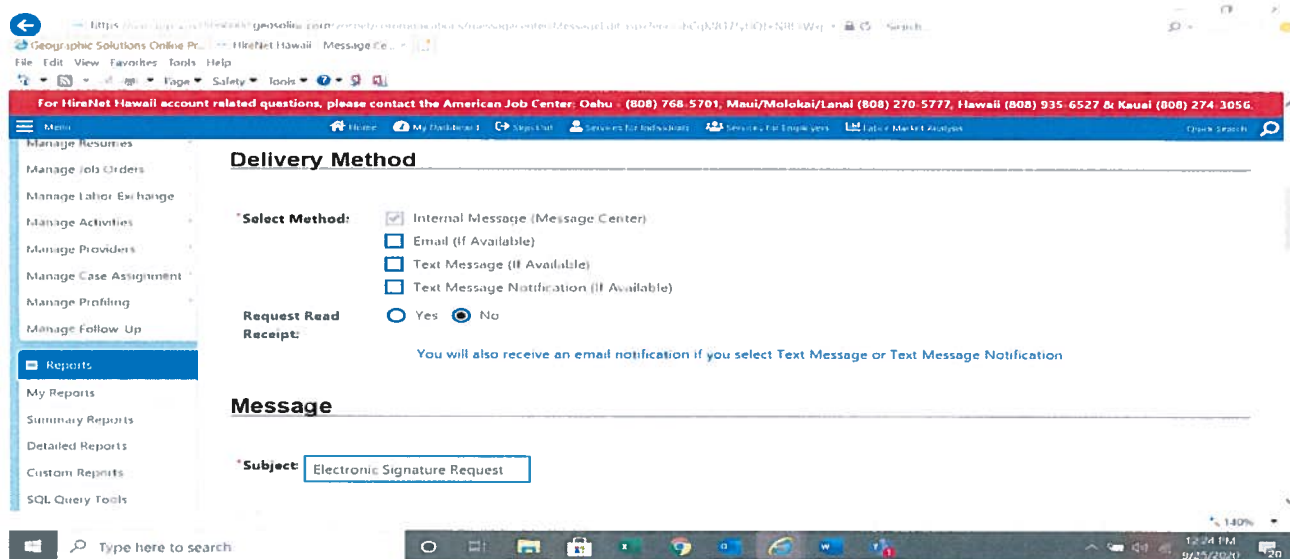
Mouse   Message

Cancel
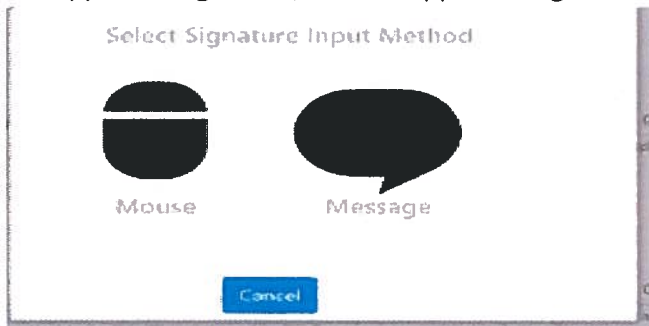
Click on **MESSAGE** for applicant

6) The messaging screen will appear with notification of remote signature for program application

7) Chose method of delivery to applicant to receive request of remote signature. A message can also be added. CLICK SEND.
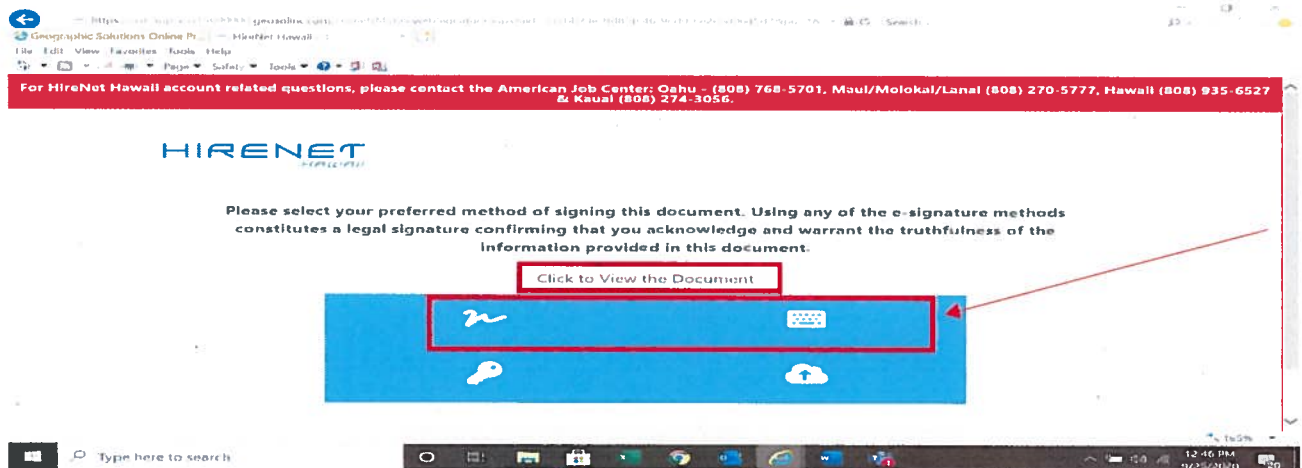
8) A message will be sent to participant's in-box within HireNet Hawaii and a link will either be sent by text or email (dependent upon the mode of delivery)
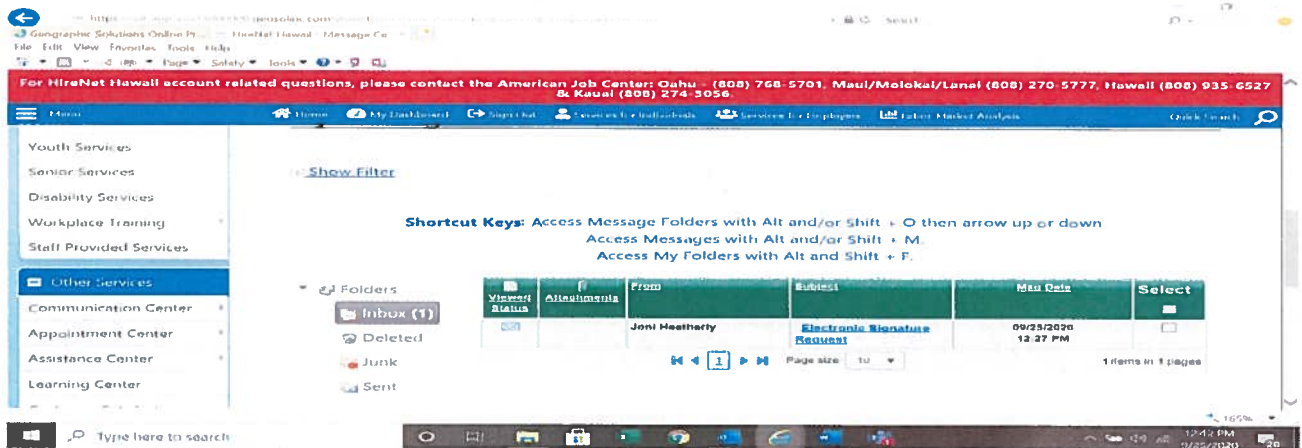
9) Applicant to click on VIEW DOCUMENT
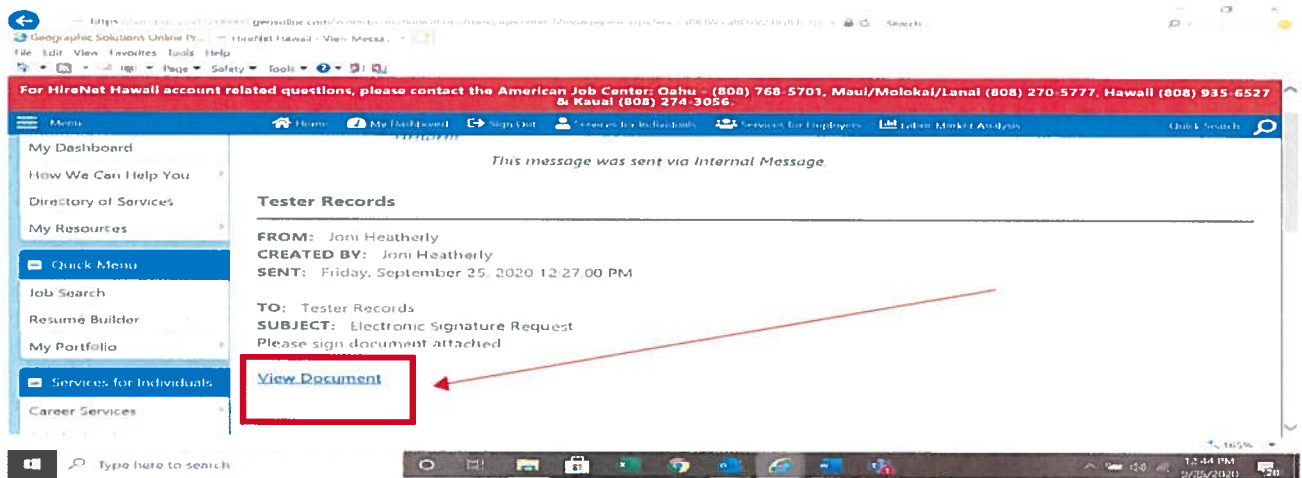
10) Participant will select the signing method of delivery – mouse or keyboard (those are recommended)

Applicant can also CLICK to VIEW the Document to see the Federal program application for reference

11) Completed application will look like this. Applicant will also receive a confirmation Signature

Applicant Signature: _____ 𝓃 Capture Signature

Herbert, Yolanda WIOA #163215514

Staff Signature: _____ 𝓃 Capture Signature

Allyson Guzman WIOA #163215514

For HireNet Hawaii account related questions, please contact the American Job Center: Oahu – (808) 768-5701, Maui/Molokai/Lanai (808) 270-5777, Hawaii (808) 935-6527 & Kauai (808) 274-3056.

HIRENET

Thank you! Your signature has been submitted.

Return to Dashboard

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Type here to search

10/29/20

Accessing the remote signature function via the program application:

1. In the participant's record go to Case Management Profile > Programs
2. Click on the completed ETA program application (e.g. WP, TAA, etc) link
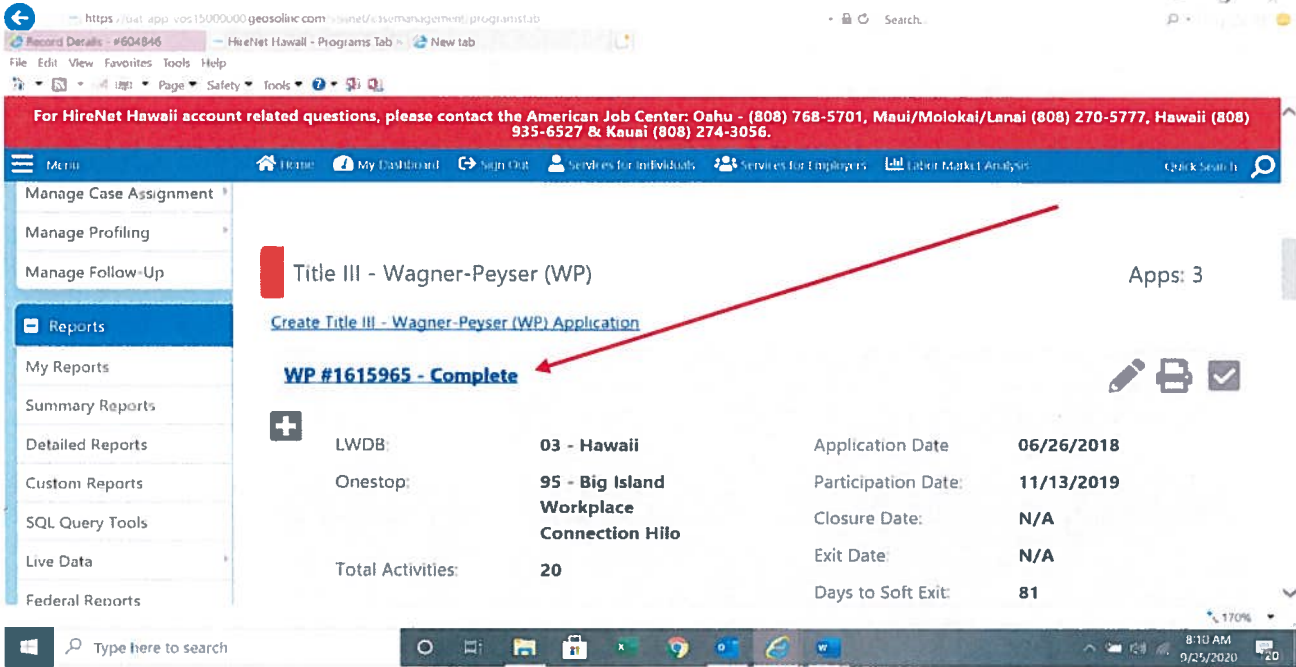
3. Scroll to the bottom of the program page where the signature link is displayed and continue with aforementioned directions

Signature
_____

Applicant Signature: _____   𝓃 Capture Signature

Staff Signature: _____   𝓃 Capture Signature