

# Informed Consent - Documentation

For the SOR-2 Grant, documenting verbal consent is **not** allowable by SAMHSA. In this document we detail acceptable formats to document consent approved by SAMHSA, DHS, and UWPHI.

## Process



A conversation between you and the client before they sign the consent form. Clients have a right to know that the GPRA is a data collection tool and what it is for. **The consent process protects the client.**

## Document



The formal document gives permission for data collection, sharing, and use as specified on the consent form. **The consent document protects the institutions.**

The DHS-approved consent form is on the SOR-2 project website.



### Physical signature

- Signed in-person
- Signed and returned through standard mail



### E-consent

- Secure e-signature: Client types consent and returns form electronically through a secure system with an "official" electronic signature (like DocuSign).
- Fillable PDF: Client uses a fillable PDF, types their name on the consent form using forward slashes around their name (ie: /CLIENT NAME/) and returns the form via email not using any software like DocuSign. Keep a record of the email for verification. The email does not need to be uploaded to REDCap.
- E-mail: The client must use the script (below) in the text of their email. Forward slashes around their name indicate an e-signature. The consent form must be completed by staff at your organization. The consent form and email with e-signature statement must both be uploaded to REDCap.

Forward slashes indicate e-consent /client name/

I, **CLIENT NAME**, read the attached consent form and agree to participate in the GPRA interview and data collection process.

Signed,

**/CLIENT NAME/**

- NOT ACCEPTABLE: Staff typing the clients name on the signature line.

# Documenting e-consent

## SOR-2 Project Website:

<https://uwphi.pophealth.wisc.edu/evaluation-research/current-evaluation-projects-2/sor2-resources/>

- Informed Consent (Word Document & Fillable PDF)
- Sample Completed Informed Consent

Secure e-signature

Using e-signature software you already have. Upload this to REDCap.

Fillable PDF

Client signs fillable PDF using forward slashes around their name and returns it to you via email. Upload the consent form to REDCap. Keep the email for your records.

In REDCap, you must remember to click the blue save button

E-mail

**Use this option if the client cannot open & edit the consent form.** Staff completes consent form. Client uses script below for e-consent. Upload the consent form to REDCap. Upload the e-mail to REDCap.

ARIA A WALSH-FELZ  
Mon 12/21/2020 4:30 PM  
To: ARIA A WALSH-FELZ

f82009w-DHS-authorization-...  
26 KB

I, CLIENT NAME, read the attached consent form and agree to participate in the GPRA interview and data collection process.

Signed,

/CLIENT NAME/

Forward slashes indicate e-consent

Please reach out to  
**Ryan Stachoviak**  
 at [Ryan.Stachoviak@dhs.wisconsin.gov](mailto:Ryan.Stachoviak@dhs.wisconsin.gov) with  
 questions about the informed consent form.