

## Plan eSignature Editors (Nebraska)

Last Modified on 12/12/2024 10:10 am CST

Medicaid | IEP Signatures Page

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The Nebraska Individual Education Plan and Individual Family Service Plan can be sent to parents/guardians to sign on the Campus Parent Portal electronically (eSign). This document provides step-by-step instructions on the eSignature process.

See the core Special Ed eSignature Process article for information on the overall process and setup for eSignature documents.

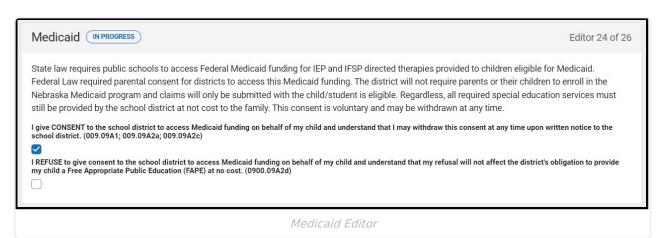
Complete the plan creation process and fill out the plan in Campus. Two editors on the IEP, Medicaid and IEP Signature Page, require parent/guardian eSignatures, which are indicated with an eSign label on the Editor Home. For the IFSP, the Consent to Continue Services and IFSP Signatures editors are the eSignature editors. To send the plan to the student's parent/guardian, these editors must be placed in the **Complete Pending eSignature** or **Not Needed** status. All other editors must be in a **Complete** status.

See the below articles for the most updated print formats:

- Individual Education Plan
- Individual Family Service Plan
- Private School Plan (same as IEP)

All examples below reference the Individual Education Plan.

## Medicaid

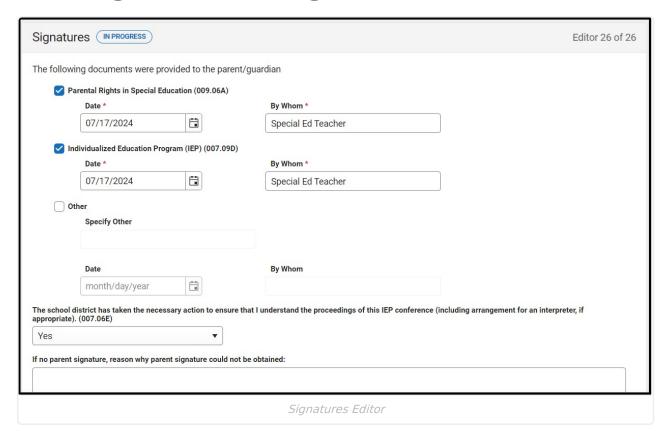




- Navigate to the **Medicaid** editor. This editor can be placed in a Not Needed or Complete Pending eSignature status.
- 2. Mark the appropriate checkbox, either the consent or refuse checkbox.
- 3. Click Save & Stay.
- 4. Click the down arrow next to the Complete button in the action bar, then click Complete Pending eSignature OR Not Needed. The editor is now in the correct status to send to the parent/guardian for eSignature.



## **IEP Signatures Page**



- 1. Navigate to the IEP Signatures Page editor.
- 2. Fill out the editor, then click **Save & Stay**.
- Click the down arrow next to the Complete button in the action bar, then click Complete
   Pending eSignature. The editor is now in the correct status to send to the parent/guardian
   for eSignature.





4. Work through all other editors and make sure they are all in a **Complete** status. Once all editors are in the correct status, the plan is ready to send to the parent/guardian for eSignature.