How to Electronically Complete and Sign Field Services Epi Response Team Activity Log

1. The 214 Team Activity Log should be completed and submitted for EACH day.
2. From the link provided here or from the MSDH website under Employee Documents, Field Services click to open the initial page.
   https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=e204c836-4f91-4ce8-80aa-db7f2c9aa592&env=na3-eu1&acct=ca3d40be-4f16-4a6a-892e-a0fe14f1a6ef

The Power Form Signer page will open.

3. Team Leader must provide name and email address. This MUST be entered TWICE (once for name on the form and to receive in DocuSign).
4. Enter your Appropriate Regional Administrator’s name and email address.
5. Click “Begin Signing” box in the bottom right corner. The document will open with a popup box

   There are no recipients to address.
   Select ‘Complete and Send’ to complete your portion of this envelope.

   COMPLETE AND SEND

6. Click on the yellow “Complete and Send” box.
7. Another popup box will appear

8. Click **Done** (the 214 cannot be filled out here)
9. The next screen will read

10. Click on “Close”. **This will close the DocuSign initiation step and send you an email.**
11. Go to your email and open the DocuSign email (DocuSign Administration via DocuSign).
12. Click on the yellow “**Review Document**” box. This will take you to DocuSign to start the process to complete and sign the document.

13. Click on yellow “**Continue**”. This will take you to the form to complete.
14. Click yellow “**Start**” box.
15. The “Incident Name” & “Name” will already be filled in
16. Enter Dates of the **Operational Period**. Date From: & Date To:
17. Using drop down boxes to indicate time (military time) of Operational Period.

18. “**Resources Assigned**” section will be used to record the activities of multiple employees assigned to a specific area with like duties. Type in Employee “Name”, “ICS Position”, and “Home Agency (and Unit)”. A Sign-In Sheet MUST be attached with Date, Location, Employee Name, In/Out Time and Agency Name.
19. “**Activity Log**” should include the date and list of times with activities performed. A list with check boxes is provided for notable activities. The number of completed activities for this list will be required if a box is checked. Other Activities may be listed below in the blanks.
15. Do not complete “Time In”, “Lunch Out”, “Lunch In” and “Time Out” or Travel time.
16. Do not complete “Explanation” section boxes.
17. Signature Section has the sign box where you click to insert your signature. The Team Leader and date/time are already inserted.

18. Click on the Yellow Sign box and select your signature.

19. Click the yellow Sign box to complete.
20. Review to ensure that all information is correct.
21. Click the yellow “Finish” box to complete.

22. This will automatically send on to the designated Regional Administrator for signature, then send copies to:
   Team Leader
   Director Public Health Nursing
   Director Field Services
   OEPR Form 214 email box
23. A box will pop up to ask if you would like to save a copy of your Document.