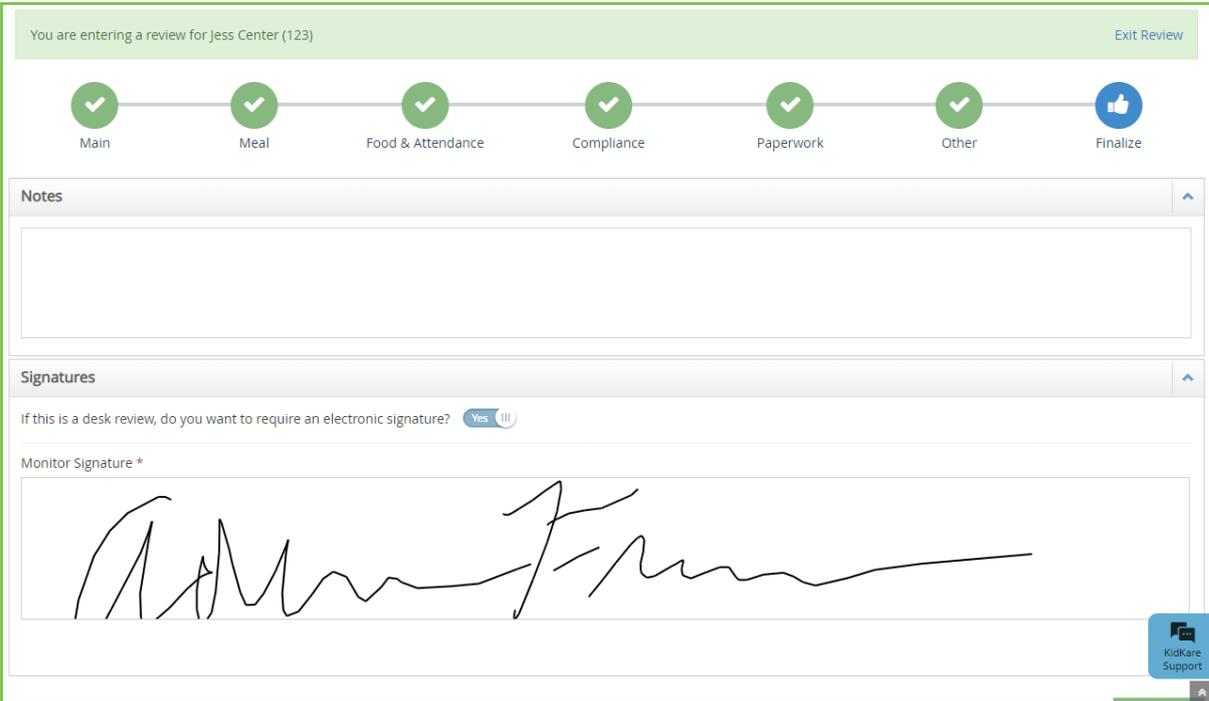


Require Signatures for Desk Reviews

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CDT

When completing desk reviews, you can require that a center representative digitally sign to acknowledge they received a copy of the Review report. You can toggle this option on and off when finalizing the review. **The review will not be complete until the center representative signs their review.**

1. From the menu to the left, click **Tools**.
2. Click **Review Centers**. The Review Centers page opens.
3. Locate the center to review.
 - Click the **Center, Monitor** (if available), **Last Review**, and **Next Review Date** columns to sort information in ascending or descending order.
 - Click the blank boxes at the top of each column to filter information in that column. For example, you can click the **Center** box and begin typing a provider's name.
 - Click **Filters** in the top-right corner to set additional filters. You can filter by **Pending, Active**, or **Inactive** status. If available, you can also specify whether to show reviews for all monitors.
4. Complete the review questionnaire as you normally would. For details, see [Complete the Review Questionnaire](#).
5. When you reach the **Finalize** page, click  next to **If this is a desk review, do you want to require an electronic signature?** The **Center Signature** box is removed.



6. Sign in the **Monitor Signature** box and click **Complete**.

Review Acknowledgement

Once you click **Complete**, the center will receive an email and a message in KidKare prompting them to review and acknowledge their Review report.

When the center clicks the link, the **Review Acknowledgement** pop-up opens. If this link is accessed from email,

the center will be automatically logged into KidKare first.

The center can click the link to open their review in a new tab. Then, they can use a mouse, finger, or stylus to sign the **Center Signature** box. Once they acknowledge and sign for the review, they will receive a new message and email with a link to the updated, signed report. For more details and instructions for providers, see [Sign for Desk Reviews Online](#).