

OakTree Professional Development User Guide:

How to Add Forms (Attestation/Work/Supervision)

- 1) Login to OakTree site
- 2) Go to My Credentials, and select the [Forms] button.

NOTE: If you log in as a Super Admin, you can create forms for other users by selecting Credentials and selecting the user from the drop down list in the heading, then selecting [Forms]

The screenshot shows the OakTree Professional Development user interface. At the top, there is a navigation bar with icons for Home, Credentials, Clinical, Appointments, Calendar, Reports, Profile, and Settings. Below the navigation bar, the user's name is Dave Arkansas, and the agency is ARDHS Test Agency. The 'My Credentials' section is active, and the 'Forms' button is highlighted with a red arrow. Below the buttons, there is a table with columns for Start Date, Expire Date, Credential Type, Hour Type, Category, Hours Completed, and Total Hours Remaining.

Start Date	Expire Date	Credential Type	Hour Type	Category	Hours Completed	Total Hours Remaining
11/28/2023	5/28/2025	Advanced Peer Recovery Specialist			16	22
			Advocacy		8 ✓	0 ✓

- 3) From the Assign Forms Grid. Select [Add], then select the form you wish to complete. Then select the [Add the Form for the Selected User] button.

The screenshot shows the 'Assign Forms' modal window. The 'Add' button is circled in red. Below the button, there is a table with columns for Form Name, Created By, Date Added, Status, Name, and Actions. A 'Close' button is located at the bottom right of the modal.

The screenshot shows the 'Please select a form to add' modal window. The 'Add' button is circled in red. Below the button, there is a dropdown menu for 'Select The User' (Dave Arkansas) and a dropdown menu for 'Select The Form To Add'. The dropdown menu is open, showing a list of forms. A red arrow points to the 'Add' button.

- 4) Complete each form in the list and electronically sign using your Mouse Pointer.
 - If you are a supervisee, sign off in the designated "Supervisee" signature area using your MOUSE pointer or if you have a signature saved on file, use that function.
 - If you are a supervisor or super admin, sign off as the supervisor.

Home InTake Dashboard Credentials Video Chat Calendar Program Notes Reports Profile Settings



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Advanced Peer Recovery Specialist - 25 Peer Supervision Hours (25 Domain Specific)

I attest, as an **Advanced Peer Specialist**, that I have completed **25 peer supervision hours**, under a certified **Peer Recovery Peer Supervisor**, while working in the role of an advanced peer specialist and all **25 of those hours have consisted of topics that fall under the four domains of Advocacy, Ethical Responsibility, Mentoring/Education and Recovery/Wellness**. By affixing my signature to this document, I verify that I completed the hours after I completed the **Arkansas Advanced Training**. I attest that the hours are valid, and this document is true and accurate. I have completed all supervision hours that are listed on this document.

I attest as a **Peer Recovery Peer Supervisor**, that the above candidate, under my supervision, has completed **25 peer supervision hours** in the role of an advanced peer specialist and **25 of those hours have consisted of topics that fall under four domains of Advocacy, Ethical Responsibility, Mentoring/Education, and Recovery/Wellness**. I verify that this document is true and accurate and approve the candidate's completion of the listed peer supervision hours.

Signature of Supervisee: Paul Le (Optional)

Printed Name:

Date Signed: Not Signed

Use Signature on File
Clear Signature
Save Signature

Signature of Supervisor: Sandra Jones (Optional)

Printed Name:

Date Signed: Not Signed

Use Signature on File
Clear Signature
Save Signature

NOTE: Your agency will have the ability to determine how many signature lines you would like. There is a maximum of 5 signatures lines.

5) After signing off:

a. Select the [Save and Close] button to close and return to the forms list.



Signature of Supervisor: (Optional)

Printed Name:

Date Signed: **Not Signed**

A red arrow points to the "Save and Close" button.

b. Select the [Save Progress] button to save the signature, and stay on the form to "Complete" the filing



Signature of Supervisor: Sandra Jones (Optional)

Printed Name:

Date Signed: **Not Signed**

A red arrow points to the "Save Progress" button.

c. If you stay on the form (or return to the form after save and closing) ou will now see a [File as Completed] button. This will allow you to fully lock and file the system (which creates a snapshot image of the file) which will allow you to attach it to a credential hour.



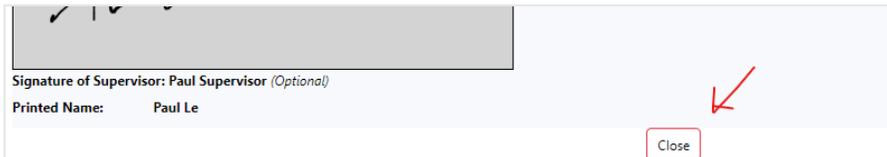
Signature of Supervisor: Paul Supervisor (Optional)

Printed Name: Paul Le

Date Signed: 11/29/2023

A red arrow points to the "File Completed Form" button.

6) After selecting the [File Completed Form] button, the form will be fully locked being edited or having additional signatures.



Signature of Supervisor: Paul Supervisor (Optional)

Printed Name: Paul Le

A red arrow points to the "Close" button.

7) From the Assign Forms screen. You'll notice the Status has changed to "Completed" because the record was filed. This record can now be attached to applying hours in Credentials.



Assign Forms

Form Name	Created By	Date Added	Status	Name	Actions
Peer Recovery Peer Supervisor - 250 Hours Providing Supervision	Paul Le	11/29/2023	Completed	Ekeler, Mike	<input type="button" value="Close"/>

A red arrow points to the "Completed" status in the table.