

Create General Event Reports (GER)

Therap's system allows service providers to document reportable incidents of persons with disabilities. Users with **GER Submit** role can create, save and submit GER and users with **GER Approve** role can approve GER.

1. Click on the New link beside General Event Reports (GER) from Individual tab



2. Select the specific **Program**

Select Program For GER



3. Select the specific **Individual**



Individual List for GER



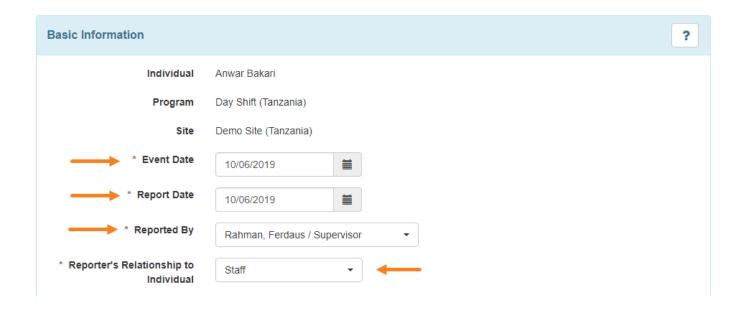
4. GER has four steps which are Basic Information, Event Information, Actions Taken & Preview



Basic Information:

1. In the **Basic Information section**, enter the **Event Date** and **Report Date** fields. Select **Reported By** and **Reporter's Relationship to Individual** from the drop down menu





2. In the **Event Basics** section, select **Event Type and Notification Level**. **You can also** fill up **Location**, **Address** and **Describe what happened before the event** fields but these are not mandatory

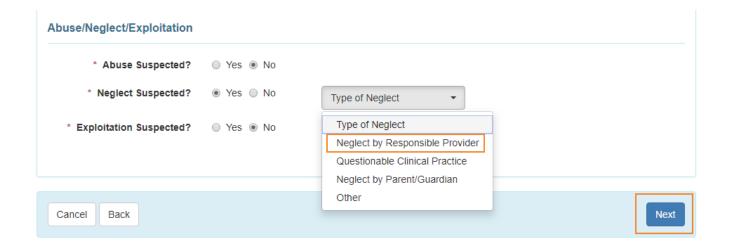


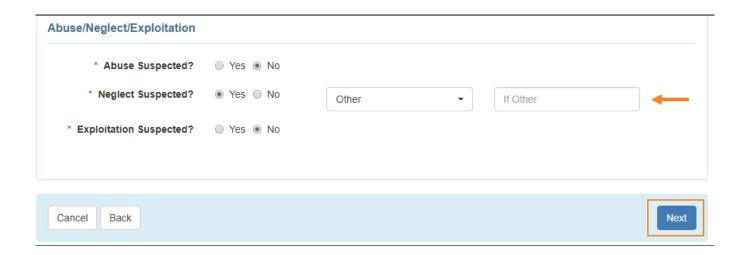
Injury			
Medication Error			
 Restraint Related to Behavior 			
Restraint Other			
Death			
Other			
Medium ▼			
School •			
Demo Address	Street 2		
Mwanza ZIP	State •	Tanzania ▼	
Phone			
Fax			
Bakari fell on the ground while running.			
	 Medication Error Restraint Related to Behavior Restraint Other Death Other Medium School ▼ Demo Address Mwanza ZIP Phone Fax 	Medication Error Restraint Related to Behavior Restraint Other Death Other Medium School Demo Address Street 2 Mwanza ZIP State Phone Fax Bakari fell on the ground while running.	 Medication Error Restraint Related to Behavior Restraint Other Death Other Medium ▼ School ▼ Demo Address Street 2 Mwanza ZIP State ▼ Tanzania ▼ Phone Fax Bakari fell on the ground while running.

3.

- In **Abuse/Neglect/Exploitation** section if any **Abuse**, **Neglect** or **Exploitation** is observed during the incident, click on **Yes** beside **Abuse**, **Neglect** or **Exploitation** and also select the type from the dropdown menu otherwise select **No**
- If you select **Other** from the drop down menu, you have mention the type in **If Other** field.
- After that click on the **Next** button.







Event Injury:

- Please select the time of injury in the **Time of Injury** field otherwise check on the box beside **Unknown**.
- Select if the incident was **Observed** or **Discovered from This Event Was** field. If you select **Observed** then **Discover Date/ Time** will be locked.
- Select the **Specific Location**, **Type**, **Cause** and **Severity** of the injury from the dropdown menu of these fields. You can also mention the **Color** and **Size** of the injury.
- Select the injured body parts by clicking on Body Diagram button in Body Part(s) section.



- \bullet Enter the ${\bf Summary}$ of the incident.
- \bullet If all mandatory fields are filled up, click on the \boldsymbol{Next} button.



Next

Event Injury			?
* Time of Injury	12:00 pm 🕒		
	Unknown		
* This event was	Observed Discovered		
Discovered Date/Time	10/06/2019	12:08 pm 🕓	
Specific Location	Hallway ▼		
* Туре	Bleeding ▼		
* Cause	Fall ▼		
* Severity	Minor (First aid) ▼		
Color	- Please Select - ▼		
Size	Length (cm)	Width (cm)	Depth (mm)
* Body Part(s)	ForeArm Right ▼	Elbow Right ▼	- Please Select - ▼
	Body Diagram	lody Diagram	×
Treatment by	- Please Select - ▼	Front Back Systemic	Selected Body Parts Forearm Right X
Time of Treatment	hh:mm a 🕒	Internal	Elibow Right X
Treatment date, if different than event date	MM/DD/YYYY		
Injury Photo	Add Image		
* Summary	Bakari fell down while running	0000	
			Clear All Submit
	About 3970 characters left		6
Witness(es)	- Please Select -	•	

Cancel Previous



The event information will be added in the **GER** form. Click on the **Edit** or **Remove** button to edit or remove the event otherwise click on the **Next** button

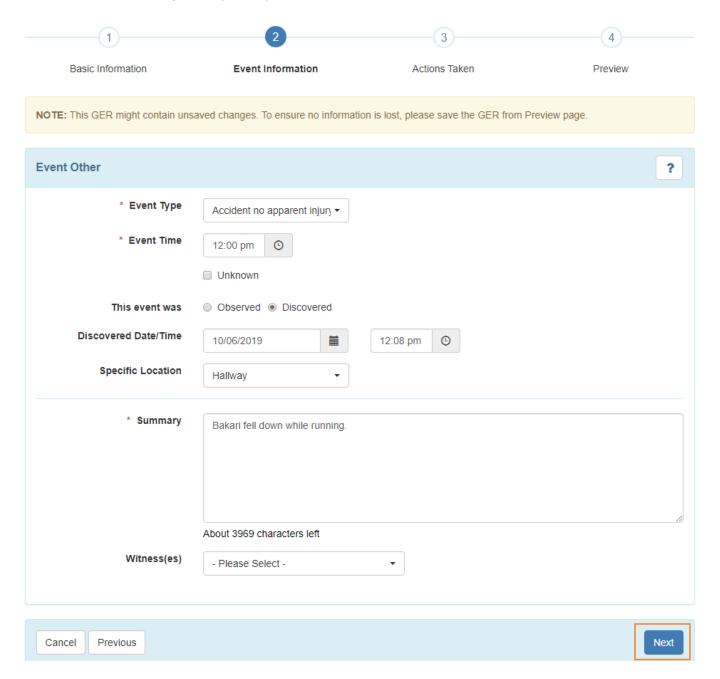


Event Other:

- Select the **Event Type** from the dropdown menu.
- Enter the **Event Time** if it is known otherwise check the box beside **Unknown**.
- Select if the incident was **Observed** or **Discovered from This Event Was** field. If you select **Observed** then **Discover Date/ Time** will be locked.
- Select the **Specific Location** from the dropdown menu and enter the **Summary** of the event.
- If all the mandatory fields are filled up, click on the **Next** button.

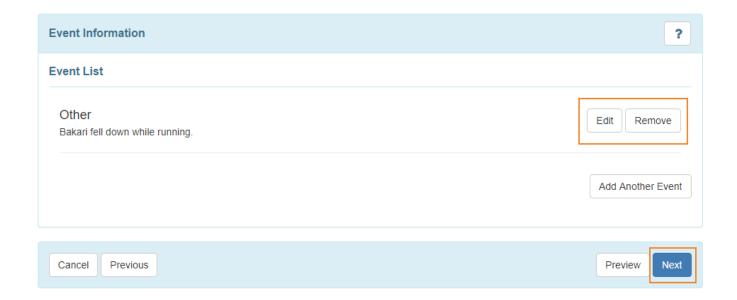


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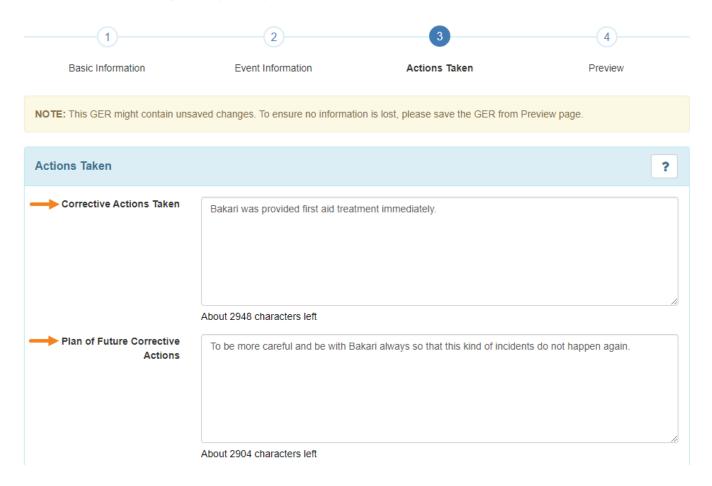


Actions Taken:

1. You can enter appropriate information in **Corrective Actions Taken** and **Plan of Future Corrective Actions** fields under **Actions Taken** section



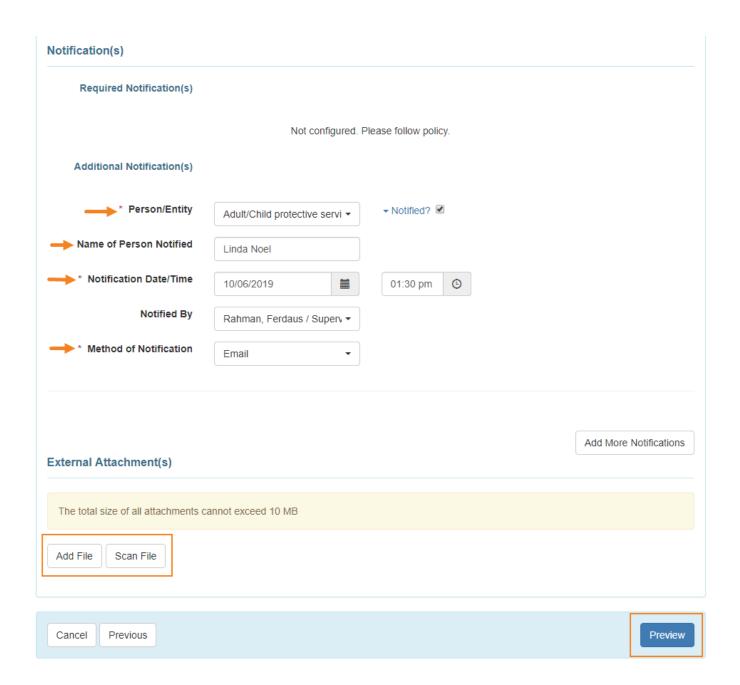
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2.

- Check the box next to **Notified?** field under the **Notification(s)** section, . The form will extend to let you enter information on who was notified regarding the event.
- You can attach or scan any file by clicking on Add File or Scan File under External Attachment(s) section.
- After that click on the **Preview** button at the bottom right corner.





Preview:

- In Preview section, users with the GER Review role can add Review/Followup Comments.
- Photos can be added by clicking on the **Add Image** button beside the **Attach Photo**.



• After entering the information, click on the **Save** button to save the **GER**. Click on the **Submit** button to submit the **GER** for approval. Click on the Approve button to approve the **GER**.

