

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

To Do	Care		Issue Tracking
Individual	T-Log	New Search Archive	My Issues
Health	General Event Reports (GER)	New Search	SComm
Admin	Witness Report (GER)	Search	Inbox
Agency Reports	Event Summaries	View	Sent Items
	ISP Data	New Search Report Search Report Archive	Compose
			Drafts
			Custom User Group
			Message Audit
			Delete Message

2. Select the specific **Program**

Select Program For GER

All

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z

Filter

15

▼

Records

Program Name	Site Name	Program Type	Cost Center Number	Program ID
Day Shift	DEMO SITE (BD)	School		01
Day Shift (Lesotho)	Demo Site (Lesotho)	School		555
Day Shift (Tanzania)	Demo Site (Tanzania)	Day School		777

3. Select the specific **Individual**

Individual List for GER

Program: Day Shift (Tanzania) (Demo Site (Tanzania))

15 ▾ Records

Last Name ▲	First Name ▲	Individual ID ▲
Bakari	Anwar	

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

General Event Reports (GER) [New](#) [+](#) [?](#)



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

Basic Information



Individual Anwar Bakari

Program Day Shift (Tanzania)

Site Demo Site (Tanzania)

→ * Event Date 10/06/2019

→ * Report Date 10/06/2019

→ * Reported By Rahman, Ferdaus / Supervisor ▼

* Reporter's Relationship to Individual Staff ▼



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

Event Basics

→ * **Event Type**

☒ Injury
☐ Medication Error
☐ Restraint Related to Behavior
☐ Restraint Other
☐ Death
☐ Other

→ * **Notification Level**

Medium ▼

→ **Location**

School ▼

→ **Address**

Demo Address

Street 2

Mwanza ZIP State ▼ Tanzania ▼

Phone

Phone

Fax

Fax

Describe what happened before the event

Bakari fell on the ground while running.

About 2960 characters left

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.

Abuse/Neglect/Exploitation

* Abuse Suspected? ☐ Yes ☒ No

* Neglect Suspected? ☒ Yes ☐ No

* Exploitation Suspected? ☐ Yes ☒ No

Type of Neglect

Type of Neglect

Neglect by Responsible Provider

Questionable Clinical Practice

Neglect by Parent/Guardian

Other

Cancel

Back

Next

Abuse/Neglect/Exploitation

* Abuse Suspected? ☐ Yes ☒ No

* Neglect Suspected? ☒ Yes ☐ No

* Exploitation Suspected? ☐ Yes ☒ No

Other

If Other

Cancel

Back

Next

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.

- Enter the **Summary** of the incident.
- If all mandatory fields are filled up, click on the **Next** button.

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



* Type

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

Treatment by

- Please Select -



Time of Treatment

hh:mm a



Treatment date, if different
than event date

MM/DD/YYYY



Injury Photo

Add Image

* Summary

Bakari fell down while running

About 3970 characters left

Witness(es)

- Please Select -

Body Diagram

Front Back

Systemic Internal

Selected Body Parts

Forearm Right ☒

Elbow Right ☒

Clear All Submit

Cancel

Previous

Next

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 Information?

Event List

Injury

Bakari fell down while running

Edit

Remove

Add Another Event

Cancel

Previous

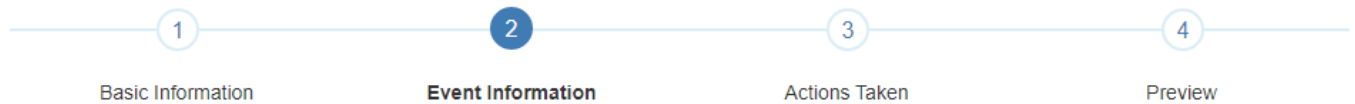
Preview

Next

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.

General Event Reports (GER) New ⓘ ?



NOTE: This GER might contain unsaved changes. To ensure no information is lost, please save the GER from Preview page.

Event Other
?

* Event Type

Accident no apparent injury ▾

* Event Time

12:00 pm ⌚

☐ Unknown

This event was

☐ Observed ☒ Discovered

Discovered Date/Time

10/06/2019 📅

12:08 pm ⌚

Specific Location

Hallway ▾

* Summary

Bakari fell down while running.

About 3969 characters left

Witness(es)

- Please Select - ▾

Cancel Previous

Next

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 Information ?

Event List

Other Bakari fell down while running.	<div>EditRemove</div>
--	-----------------------

Add Another Event

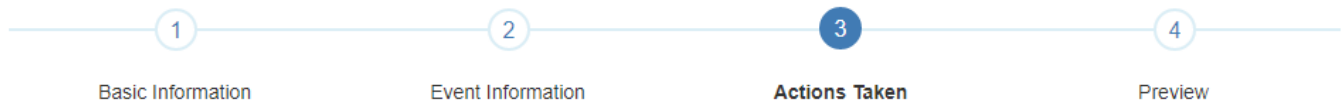
CancelPrevious

PreviewNext

Actions Taken:

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

General Event Reports (GER) New ⓘ ⓘ



NOTE: This GER might contain unsaved changes. To ensure no information is lost, please save the GER from Preview page.

Actions Taken
?

→

Corrective Actions Taken

Bakari was provided first aid treatment immediately.

About 2948 characters left

→

Plan of Future Corrective Actions

To be more careful and be with Bakari always so that this kind of incidents do not happen again.

About 2904 characters left

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.

Notification(s)

Required Notification(s)

Not configured. Please follow policy.

Additional Notification(s)

→ * Person/Entity	Adult/Child protective servi ▼	▼ Notified? <input checked="" type="checkbox"/>
→ Name of Person Notified	Linda Noel	
→ * Notification Date/Time	10/06/2019	01:30 pm
Notified By	Rahman, Ferdaus / Superv ▼	
→ * Method of Notification	Email ▼	

Add More Notifications

External Attachment(s)

The total size of all attachments cannot exceed 10 MB

Add File Scan File

Cancel Previous

Preview

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**.

Review/Followup Comments

Jump to ?

I have reviewed this report

☒

←

→

Review Comments

I have reviewed this report and took necessary steps regarding this.

About 2932 characters left

Attach Photo

Add Image

Cancel

Save

Submit

Approve