

Create New GER Resolution

Users with the **GER Resolution Edit** role can create new resolutions on a **GER**.

1. Click on the **New** link or the **Unaddressed GERs** link beside the **GER Resolution** option on the **Individual** tab.

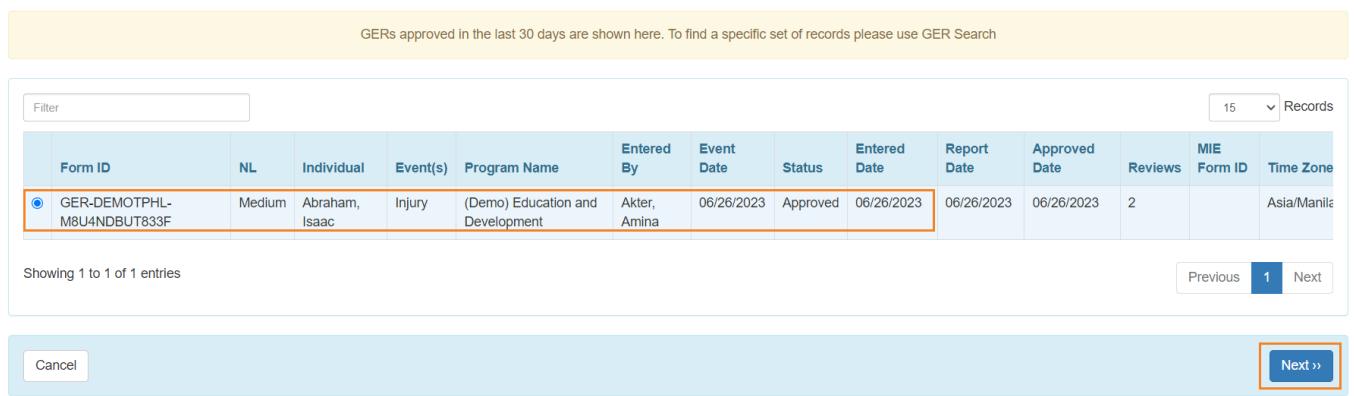
(**Note:** GERs approved in the last **30 days** will be shown. For GERs approved more than 30 days ago, you would need to search for the GER in the **General Event Reports (GER)** row and then use the **Create a new GER Resolution** link next to **GER Resolution** under the **Basic Information** Section.)



The screenshot shows the 'Individual' tab selected in the left sidebar. The main content area displays 'General Event Reports (GER)'. Under the 'GER Resolution' row, the 'New' and 'Unaddressed GERs' links are highlighted with orange boxes.

2. On the **GER Select** page, select the **GER** form and click on the **Next** button.

GER Select



The 'GER Select' page displays a table of GERs. The first row is highlighted with an orange border. Below the table, there are 'Previous', '1', and 'Next' buttons. At the bottom, there are 'Cancel' and 'Next >>' buttons.

Form ID	NL	Individual	Event(s)	Program Name	Entered By	Event Date	Status	Entered Date	Report Date	Approved Date	Reviews	MIE Form ID	Time Zone
GER-DEMOTPHL-M8U4NDBUT833F	Medium	Abraham, Isaac	Injury	(Demo) Education and Development	Akter, Amina	06/26/2023	Approved	06/26/2023	06/26/2023	06/26/2023	2		Asia/Manila

Showing 1 to 1 of 1 entries

Previous 1 Next

Cancel Next >>

3. **GER Resolution** form will be opened. Under the **GER Information** section all the information will be auto populated from the **GER** form.

GER Resolution [Open](#) ⓘ

GER Information

→ Individual	Isaac Abraham ⓘ
Date of Birth	02/01/2011
→ Event Date	06/26/2023
Approve Date	06/26/2023
→ GER Form ID	GER-DEMOTPHL-M8U4NDBUT833F
MIE Form ID	The corresponding GER is not linked to an MIE
Notification Level	Medium
Abuse/Neglect/Exploitation Suspected?	No

- Upon clicking on the **GER Form ID**, users will be able to see the Approved GER form on a pop up window.

GER Form ID GER-DEMOTPHL-M8U4NDBUT833F

GER

General Event Reports (GER) Approved ⓘ ?

Basic Information

Jump to

?

Individual	Isaac Abraham ⓘ
Program	(Demo) Education and Development
Site	(Demo) TG Center for Children With Special Needs
Event Date	06/26/2023
Report Date	06/26/2023
Reported By	Amina Akter, Academic Coordinator
Reporter's Relationship to Individual	Individual
GER Resolution	

4. Under the **General Information** section, the **Date Opened** field will be auto populated. Users can change the date by clicking on the Calendar icon.

- Users can select 'Yes' or 'No' for 'Was this a critical event?' And 'Is an investigation needed?' fields.
- Users can select **Abuse/Neglect/Exploitation Types** from the drop-down list if needed.

General Information

* Date Opened

06/26/2023

Date Closed

MM/DD/YYYY

Was this a critical event?

☐ Yes
 ☒ No

Is an investigation needed?

☒ Yes
 ☐ No

Abuse/Neglect/Exploitation Types

- Please Select -

Findings

Verbal Abuse

Sexual Abuse

Physical Abuse

Emotional Abuse

Psychological Abuse

Civil Rights Violation Abuse

Financial Exploitation

Emotional Exploitation

Investigators

Name

Assigned By

5. Under the **Investigators** section, users can select the **Name** of the investigator, select the **Assigned By** name, and enter the **Assigned Date** and add comments if needed. Click on the **Add** button to save any changes. Users can add additional investigators in this section by repeating this process if necessary.

Investigators

→ **Name** Afreen, Sonia / Assistant Teacher


→ **Assigned By** Akter, Amina / Academic Coordinator

→ **Assigned Date** 06/26/2023

→ **Comments** Investigating details related to recent injury

About 2954 characters left

Add

Investigator	Assigned By	Assigned Date	Comments	Action
Sonia Afreen, Assistant Teacher	Amina Akter, Academic Coordinator	06/26/2023	Investigating details related to recent injury	

6. Under the **Investigators' Narratives** section, select the **Action Type**, add necessary comments and click on the **Add** button. The added comment will be shown below in this section.

Investigators' Narratives

→

Action Type

Follow-up

Comments

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12pt

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- Scheduled questioning session with our staff members
- Followed up with the nurse who treated Isaac

UL > LI

Add

Follow-up by Amina Akter, Academic Coordinator on 06/26/2023 05:49 PM



- Scheduled questioning session with our staff members
- Followed up with the nurse who treated Isaac

7. Under the **Involved Persons** section, users may select the **Name**, **Involvement Type** and click on the **Add** button to add comments in the **Comments** field.

Involved Persons

→ Name

Rahman, Imran / Academic ▾

→ Involvement Type

Witness ▾

→ Comments

He witnessed the injury and provided the information on what he had observed.

About 2923 characters left

Add

8. Under the **Resolution Summary** section, users can add detailed information about the incident in the **Narratives, Notes, Staff Actions** field.

Resolution Summary

Narrative

B I U [Align Left] [Align Center] [Align Right] [Justify] [List Bulleted] [List Numbered] 12pt [Decrease Indent] [Increase Indent] [Undo] [Redo]

It seems that this was an accident that happened when the person was playing in the field after speaking to several witnesses who were there at the time of the injury. According to all reports, staffs appeared to have taken the appropriate steps to help Isaac after his injuries.

P

Notes

B I U [Align Left] [Align Center] [Align Right] [Justify] [List Bulleted] [List Numbered] 12pt [Decrease Indent] [Increase Indent] [Undo] [Redo]

There was no indication abuse, neglect and exploitation

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Staff Actions

B I U [Align Left] [Align Center] [Align Right] [Justify] [List Bulleted] [List Numbered] 12pt [Decrease Indent] [Increase Indent] [Undo] [Redo]

- Staffs were present and observed the situation when it occurred and intervened immediately.
- Staffs were trained in First Aid and provided the appropriate care at the time of injury.

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9. Under the **Recommendations** section, users can enter recommendations and click on the **Add** button.

Recommendations

Recommended By

Rahman, Imran / Academic ▾

Date Recommended

06/26/2023

Person Responsible

Akter, Amina / Academic Co ▾

Date Completed

MM/DD/YYYY

Recommendations

- Continue to ensure that staffs has the proper First Aid Training
- Continue to focus on increasing and maintaining field safety to ensure a suitable playing environment
- Continue to supervise and monitor individuals closely and remind and redirect them regarding safety precautions as needed

About 2704 characters left

Add

- Users can click on the check icon or remove icon to change the status to **Complete** or **Delete** the recommendations.

Recommended By	Status	Person Responsible	Date Completed	Recommendations	Action
Imran Rahman, Academic Coordinator- IE on 06/26/2023	Incomplete	Amina Akter, Academic Coordinator		<ul style="list-style-type: none"> - Continue to ensure that staffs has the proper First Aid Training - Continue to focus on increasing and maintaining field safety to ensure a suitable playing environment - Continue to supervise and monitor individuals closely and remind and redirect them regarding safety precautions as needed 	

10. Users can add or scan files of the incident under the **Supporting Documents** section by clicking on the **Add File** or **Scan File** option and add comments in the **Comments** field by clicking on the **Add** button.

Supporting Documents

The total size of all attachments cannot exceed 10 MB

File Name	Description	Size	Date	Attached By	Action
Isaac Injury.png		628.42 KB	06/26/2023	Amina Akter, Academic Coordinator	Download Remove

Total uploaded **628.42 KB** and remaining **9.39 MB**

Add File
Scan File

Comments

Comments

The resolution will be closed after the final review.

About 2947 characters left

Add

11. After filling up all the necessary fields, click on the **Save** button to save the form.

Cancel
Back

Save
Close

- A success message will be displayed.

The form GERR-DEMOTPHL-M8U4NDBXS833X has been successfully saved