

# Create New GER Resolution

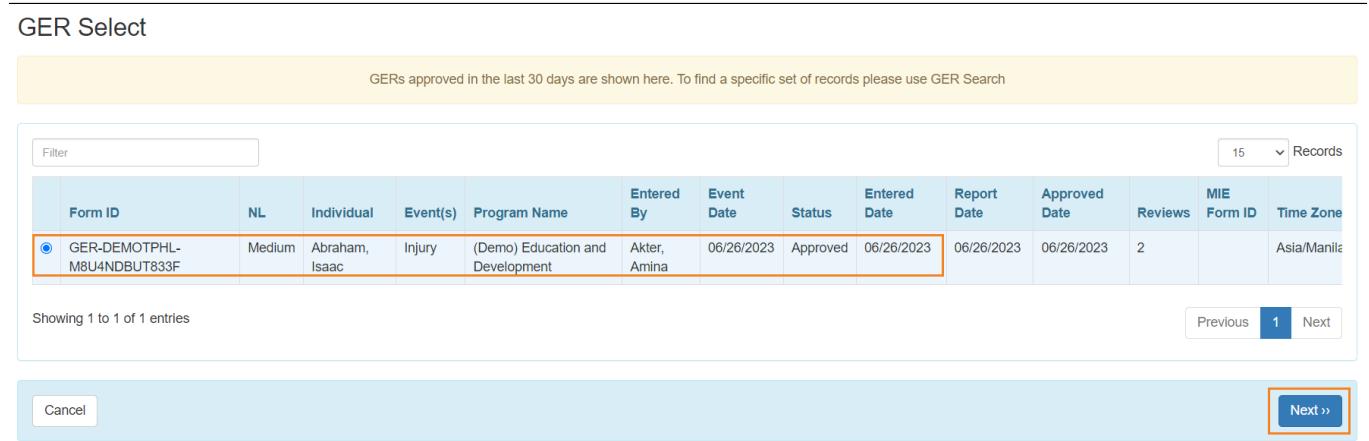
Users with the **GER Resolution Edit** role can create new resolutions on a **GER**.

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.)



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



Form ID	NL	Individual	Event(s)	Program Name	Entered By	Event Date	Status	Entered Date	Report Date	Approved Date	MIE 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

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

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### 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

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- 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

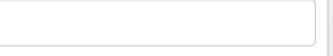
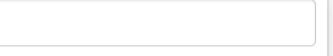
General Event Reports (GER) Approved

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?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Is an investigation needed?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Abuse/Neglect/Exploitation Types	<input type="button" value="- Please Select -"/> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">  <ul style="list-style-type: none"> <li>Verbal Abuse</li> <li>Sexual Abuse</li> <li>Physical Abuse</li> <li>Emotional Abuse</li> <li>Psychological Abuse</li> <li>Civil Rights Violation Abuse</li> <li>Financial Exploitation</li> <li>Emotional Exploitation</li> </ul> </div>	
Findings	<div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">  </div>	

**Investigators**

Name	<input type="button" value=""/>
Assigned By	<input type="button" value=""/>

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 <input type="button" value="Calendar"/>
→ Comments	<p>Investigating details related to recent injury</p> <p>About 2954 characters left</p>

**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

**B** **I** **U** **≡** **≡** **≡** **≡** **≡** **≡** 12pt **▼** **≡** **≡** **↶** **↷**

- 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

**trash** **▼**

- 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**

<p>→ <b>Name</b></p> <p>Rahman, Imran / Academic ▾</p>	<p>→ <b>Involvement Type</b></p> <p>Witness ▾</p>	<p>→ <b>Comments</b></p> <p>He witnessed the injury and provided the information on what he had observed.</p> <p>About 2923 characters left</p>
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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  12pt  

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.

### Notes

**B** *I* U  12pt  

There was no indication abuse, neglect and exploitation

### Staff Actions

**B** *I* U  12pt  

- 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.

UL » LI

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

**Recommendations**

<p>— Recommended By</p> <p>— Date Recommended</p> <p>— Person Responsible</p> <p>Date Completed</p> <p>— Recommendations</p>	<input style="width: 200px; border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;" type="text" value="Rahman, Imran / Academic"/> <input style="width: 100px; border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;" type="text" value="06/26/2023"/> <input style="width: 200px; border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;" type="text" value="Akter, Amina / Academic C"/> <input style="width: 100px; border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;" type="text" value="MM/DD/YYYY"/> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px; margin-bottom: 10px;"> <ul style="list-style-type: none"> <li>- Continue to ensure that staffs has the proper First Aid Training</li> <li>- Continue to focus on increasing and maintaining field safety to ensure a suitable playing environment</li> <li>- Continue to supervise and monitor individuals closely and remind and redirect them regarding safety precautions as needed</li> </ul> </div> <p>About 2704 characters left</p>
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- 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"> <li>- Continue to ensure that staffs has the proper First Aid Training</li> <li>- Continue to focus on increasing and maintaining field safety to ensure a suitable playing environment</li> <li>- Continue to supervise and monitor individuals closely and remind and redirect them regarding safety precautions as needed</li> </ul>	 

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