

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.)

To Do	Ca	are	Issue Tracking
Individual	T-Log	New Search Archive	My Issues
Health	Case Note	New Search Archive Bulk PDF	SComm
Billing	General Event Reports (GER)	New Search	Sent Items Compose
Admin	GER Resolution	New Unaddressed GERs Open Resolutions	Drafts Custom User Group
Agency		Open Investigations Search	Message Audit

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



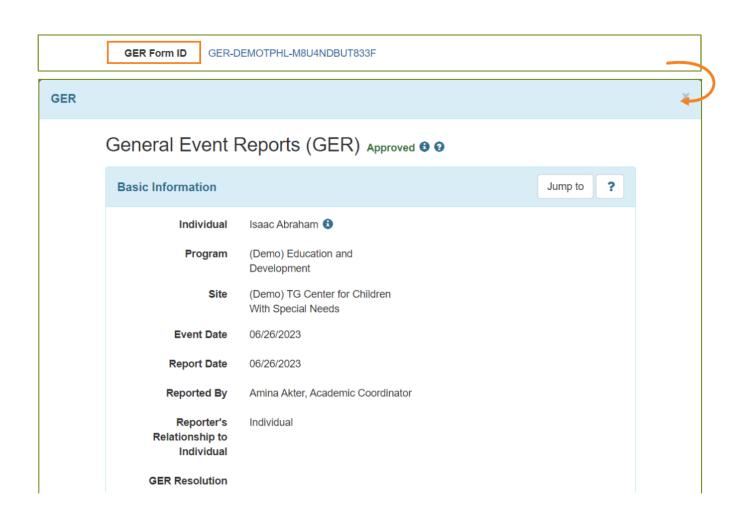
GER Select

	GERs approved in the last 30 days are shown here. To find a specific set of records please use GER Search													
Filte	भ भ												15	✓ Records
	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
۲	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/Manil
MBU4NDBU1833F Isaac Development Amina Showing 1 to 1 of 1 entries Previous 1 Next														
Ca	ncel													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	θ
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.

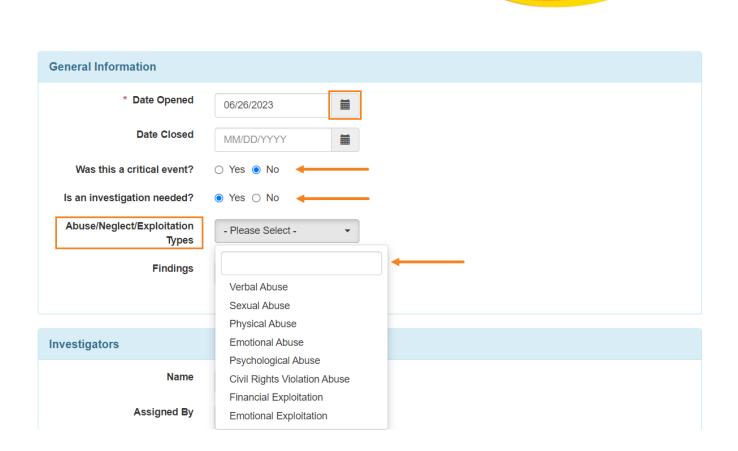


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4. Under the **General Information** section, the **Date Opened** field will be auto populated. Users can change the date by clicking on the Calendar icon.

- 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.



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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 Te 🕶
Assigned By	Akter, Amina / Academic C
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	۵

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.

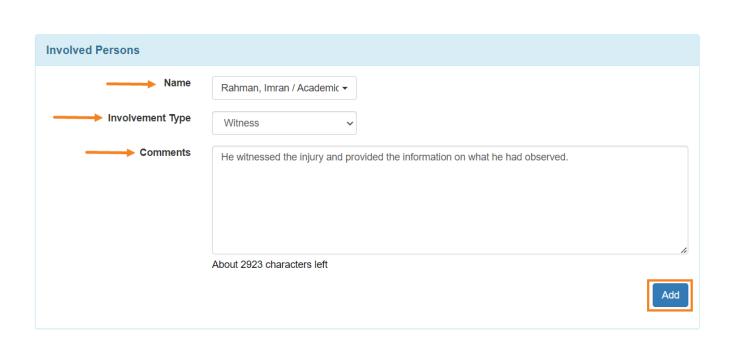
> A	ction Type	Follo	ow-up)			•								
	Comments	в	Ι	Ū	Ŧ	Ξ	∃	■	≣	12pt	~	₫	Ě	4	ð
		UL » L	_												

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• 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.



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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* ⊻ **₩ ₩ ₩ ₩** S ∂ 12pt ⊒ ,⊒ \sim 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 **₽ ₽ ₽ ≡** i≡ ¦≡ 三 S ∂ В Ι U 12pt \equiv There was no indication abuse, neglect and exploitation Ρ Staff Actions Ū := 1 = **€** ∂ В Ι F 7 7 8 12pt ē 2 \sim · 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

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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 C
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		 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										

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



• A success message will be displayed.



The form GERR-DEMOTPHL-M8U4NDBXS833X has been successfully saved