

General Event Reports (GER)

Form ID:
Status: Approved
Last Updated By:

DRAFT GUIDE FOR COMPLETION (Sample content and language) 7/7/11

Profile Information

Self-explanatory - fill in requested information.

Event Information

Self-explanatory - fill in requested information.

Event Information

Information requested will vary depending upon type of event selected

- Injury
- Medication Error
- Restraint Related to Behavior
- Restraint Other
- Death
- Other

Regardless of the type of event, ***be sure to include detailed information*** regarding the incident in this section.

General Information

If the event involves a reportable abuse, neglect or exploitation situation; indicate "Yes" in the appropriate area.

Abuse Suspected? (Use for abuse and exploitation)

Type of Abuse (use terms like "financial exploitation," "physical abuse," etc.)

Neglect Suspected? (Use for any allegation of neglect)

Type of Neglect (use terms like "medication error," "failure to follow program," etc.)

Internal Report? (Mark "Yes" for medium and low GER's; and "No" for high GER's. High GER's are viewed by P&A and the DD Division.)

Notification

Filling out this section is important as it provides a record that contacts were made with necessary parties regarding the incident. Following are examples of people who should be included, by name and title, in this section:

- Internal agency personnel (supervisor, agency director, etc.)
- Nurse
- Protection & Advocacy (name of person contacted should be included)
- Child Protection Services (if appropriate)
- Guardian
- DD Program Manager

Actions Taken or Planned

Corrective Actions Taken (identify **immediate Risk Management** steps taken)

Plan of Future Corrective Actions (identify **long term Risk Management** steps)

Review/Followup Comments

If you check that you have reviewed the report, **you should always provide comment** (this indicates that you have indeed reviewed the information and offered insight/suggestions).

When the incident involves a reportable abuse, neglect or exploitation situation, **a comment must be made** by a designated person (Quality Assurance personnel, etc.) identifying RDG used, possible abuse/neglect/exploitation definition, and rationale for Level System determination (for those agency having “Deemed Status”).

Example: “This incident was determined to be reportable using the RDG’s, D.1, and statutory definition of neglect 14d. Provider is on the Level System and determined Corrective Action Response as the consumer was placed at risk of harm and this was a first time occurrence.”

If you conduct follow up or have additional information after the GER has been approved, **make sure to go back in to the GER and add that** in this section.