

Tips for making online report about a vulnerable adult

If the adult is in immediate danger or this is an emergency contact your local law enforcement.

Demographic information needed

Please make sure to complete required field at top of online report by selecting child or adult.

Each vulnerable adult victim will need their own separate report

1. Adult's information (alleged victim who was harmed)
 - First and last name, date of birth (DOB) or estimated age, and address
2. Caregiver (home health, relative, hired help, etc.)
 - Name, address and phone number
3. Guardian, conservator, DPOA
 - Name, address, and phone number
4. Alleged perpetrator or (person causing harm)
 - Name, address, phone number, relationship to adult and access to the adult
5. Service Providers (if involved, MCO, case managers, group home, etc)
 - Name, address, phone number and employer

Reporting an incident

When reporting an incident, try and answer the questions below to the best of your knowledge.

Who...

- Who is the victim of abuse, neglect, self-neglect, or exploitation?
- Who was the person that caused harm or injury to the adult (caregiver, relative, self, other)?
- Who else has knowledge of what occurred?
- Who can protect the adult?
- Who provides care for the adult?

What...

- What makes the adult vulnerable?
 - Diagnosed conditions, functioning level, ability to complete activities of daily living (bathing, cooking, cleaning, driving), cognitive deficits
- What did the victim say happened (provide details and exact statements)?
- What were the circumstances surrounding the incident?
- What have you observed regarding the concerns?
- What does the injury look like, if injury is present?
- What does the adult say about remaining in the home?

When...

- When did the incident happen (date)?
- When will the adult have contact with the alleged perpetrator?
- When was law enforcement contacted, if an emergency existed?
- When will the victim be released from the hospital (what hospital will they be located or released from)?

Where...

- Where does the adult have an injury?
- Where did the incident happen i.e. physical location?
- Where can the adult currently be located (in home, facility, group home, etc)?



To make a report online, visit
www.dcf.ks.gov.

To make a report by phone, call
1-800-922-5330.