

Tips for Making Online Report of Abuse or Neglect

Kansas Department for Children and Families (DCF)



If the child is in immediate danger or in an emergency situation, contact local law enforcement.

DEMOGRAPHIC INFORMATION NEEDS

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

The Kansas Department for Children and Families (DCF) needs the following demographic information when processing a report of abuse or neglect:

1. Child(ren)s information (alleged victim or child(ren) who was harmed)
 - First and last name, date of birth (DOB) or estimated age, address and school or daycare attended
2. Caregiver (parent or other)
 - Name, address and phone number
3. Alleged perpetrator or person causing harm
 - Name, address, phone number, relationship to child and access to the child
4. Siblings
 - Names, DOB or age
5. Emergency contacts (listed on school, daycare or doctor forms)
 - Names and contact information

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?
- Who was the person that caused harm or injury to the child(ren)?
- Who else has knowledge of what occurred?
- Who can protect the child(ren)?
- Who all lives in the home with the child(ren)?

WHAT

- 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 child say about returning home?
- What is the child's functioning level?
- What has your interaction been with caregiver?
- What did the caregiver say happened?

WHEN

- When did, the incident happen (date)?
- When will the child have contact with the alleged perpetrator?
- When was law enforcement contacted, if an emergency existed?

WHERE

- Where does the child have an injury?
- Where did the incident happened i.e. physical location
- Where can the child currently be located (what time school gets out, after school plans, etc)?



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

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