

December 15, 2010

RE: Reporting Child and Adult Abuse or Neglect

To Whom It May Concern:

SRS is pleased to announce the Kansas Protection Report Center (KSPRC) has added a new option to report concerns of child and adult abuse or neglect. The most recent option added is an on-line report.

Mandated reporters may access the on-line report at: <http://www.srs.ks.gov/Pages/HotlineNumbers.aspx>

What to expect when making a report on-line:

- An introductory page provides some instruction, identifies the required fields, the browser requirements and how to send an attachment to KSPRC.
- It is critical to select either child or adult report at the very top of the screen prior to attempting to enter any other information.
- Reporters will be required to provide the following information: reporter's first and last name, phone number, e-mail address, reporter's relationship to alleged victim and best time to contact the reporter, where the incident occurred and a description of the abuse/neglect incident, alleged victim's first and last name, street address, city, current location of victim, alleged perpetrator's first and last name (can enter unknown as alleged perpetrator) and relationship to the alleged victim.
- Help text is available to explain some fields.
- Upon successful submission of the report, the report will not be visible to the reporter and a pop-up message will give the reporter the intake number as a reference.
- An e-mail confirmation will also be sent to the reporter which will include the intake number
- If additional information is needed, the reporter will receive a phone call from KSPRC.
- A tip sheet has been included on the back of this letter to assist in the on-line reporting process.

In addition to the on-line report, the current options remain available to make a report to the Kansas Protection Report Center.

By telephone: 1-800-922-5330

By fax: send to KSPRC (Kansas Protection Report Center) 1-866-317-4279

By e-mail: send to KSPRC@srs.ks.gov

By mail: Kansas Protection Report Center
Docking State Office Building
915 SW Harrison, 5th floor
Topeka, KS 66612

If you have questions or if you need additional information, please feel free to contact Denise Sherer at 620-227-8508 ext. 203 or the KSPRC 1-800-922-5330.

Sincerely,

Denise Sherer

TIP SHEET FOR MANDATED REPORTERS SUBMITTING REPORTS ON THE WEB INTAKE

- Start at the top of the page with this question: Are you reporting an incident that happened to an adult or a child? (required)
- Alleged perpetrator refers to the person suspected to have caused harm to a child or adult.
- Alleged victim refers to the child or adult suspected to be harmed.
- In a child report, please add parents or caregivers of the child in the "Other Possible Participant Information" section.
- It improves the readability of the final printed report if all the text entered by the reporter is in ALL CAPITAL LETTERS.
- The web intake information must be completed in 90 minutes or the information will be lost.
- Please do not use abbreviations.
- In the "Incident Information" section, the 8 questions with narrative boxes have a limit of 600 characters.
- The web intake will not allow attachments to be added. Please see the directions for sending attachments on the "welcome page" above the warning banner.

GUIDE FOR ANSWERING QUESTIONS

"What are the circumstances surrounding the suspected abuse/neglect/exploitation?"

- How did the injury occur (i.e., were any objects or instruments used?)
- Has this happened before? (If yes, please describe including when it occurred.)

"What information do you have on the victim's functioning on a day-to-day basis?" (For child reports only)

- Does this child have any disabilities, mental health, communication, behavioral, or any special needs?
- How does this child function according to his or her age?
- How is this child doing in school?

"What information do you have about the parent's discipline approaches?" (For child reports only)

- How are the children in the home disciplined?
- What is the purpose of the discipline? (Child guidance, teaching, or power and control)
- When is the discipline used?

"What information do you have about how the caregiver functions on a day-to-day basis?" (For child reports only)

- Is the caregiver experiencing significant stress or are they overwhelmed? (If yes, what is causing the stress and how are they coping?)
- Does this caregiver have any disabilities, mental health, alcohol or substance abuse or any special needs?