



Education and Workforce Development Cabinet

Office of Vocational Rehabilitation

Policy and Procedures

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Introduction

Kentucky is a mandatory reporting state for suspected or confirmed incidents of the following:

1. Child dependency, abuse, or neglect ([KRS 620.030](#)); and
2. Adult abuse, neglect, or exploitation ([KRS 209.030](#)).

This reporting requirement applies to anyone who knows or has reasonable cause to believe that a child is dependent, neglected, or abused; or that any adult is abused, neglected, or exploited.

“Dependent child” is defined by [KRS 600.020](#)(20).

“Abused or neglected child” is defined by KRS 600.020(1).

“Adult,” commonly referred to as a vulnerable adult, is defined by KRS 209.020(4).

Adult abuse is defined by [KRS 209.020](#)(8).

Adult neglect is defined by KRS 209.020(16).

Adult exploitation is defined by KRS 209.020(9).

Kentucky law also requires mandatory reporting by our agency, upon request of a victim, of any act of domestic violence and abuse or dating violence and abuse ([KRS 209A.100](#)).

Policy and Procedure

Kentucky Office of Vocational Rehabilitation (OVR) staff are required to be familiar with, and adhere to, all mandatory reporting statutes (KRS 620.030; 209.030; and 209A.100).

Child Dependency/Abuse/Neglect and Adult Abuse/Neglect/Exploitation:

Staff are mandated to report knowledge or reasonable belief of the following:

1. Any dependency, neglect, or abuse of a child (defined as person under the age of 18); and
2. Any abuse, neglect, or exploitation of an adult (defined as a person eighteen (18) years of age or older who, because of mental or physical dysfunctioning, is unable to manage his or her own resources, carry out the activity of daily living, or protect himself or herself from neglect, exploitation, or a hazardous or abusive situation without assistance from others, and who may be in need of protective services).

When OVR staff knows or suspects child dependency/abuse/neglect or vulnerable adult abuse/neglect/exploitation has occurred, the following steps shall be taken:

1. That staff member shall **personally** and **immediately** report the information to one of the following contacts:
 - a. Statewide Child Abuse Reporting Hotline, 1-877-KYSAFE1 or 1-877-597-2331; or 1-800-752-6200;
 - b. Between the hours of 8:30 a.m. and 4:30 p.m. Monday through Friday, make an online report at <https://prd.webapps.chfs.ky.gov/reportabuse/home.aspx>; or
 - c. Local police or the Kentucky State Police (if dependency, neglect, or abuse of a child).
2. If the report involves an OVR consumer, the staff member shall notify his/her direct supervisor of the situation, in writing, immediately after reporting to an appropriate authority above.
3. The direct supervisor shall follow chain-of-command reporting requirements per the Division Director.
4. The Division Director shall ensure the reporting process includes that the report is forwarded to the OVR Executive Director or his/her designee by the close of business, same day.

Domestic/Dating Violence and Abuse:

OVR staff, upon request of a victim of any act of domestic violence and abuse or dating violence and abuse, shall personally report the alleged abuse to a law enforcement officer after discussing the report with the victim. Per KRS 209A.020(5), OVR is an agency that employs professionals; therefore, all OVR staff are bound by this reporting requirement.

OVR staff, upon request of a victim of any act of domestic violence and abuse or dating violence and abuse to report the situation to law enforcement, shall:

1. Discuss the report with the victim to determine the specific allegations;
2. Report the allegations to law enforcement; and
3. Immediately notify his/her direct supervisor of the situation, in writing.

Upon receipt of notification, the staff's direct supervisor shall follow chain-of-command reporting requirements per the Division Director. The Division Director shall ensure the reporting process includes that the report is forwarded to the OVR Executive Director or his/her designee by the close of business, same day.