
Texas Abuse Online Reporting Tool: Initiating a Report



After you set up your account, the **List of Reports** page displays. Because this is your first report, no reports are listed on the **List of Reports**.



If you've created previous reports, the list shows the date each report was submitted, the primary alleged victim, the report decision, a confirmation number, and a report ID. As a registered user, you have the option to save a draft to complete within the next 48 hours, so you might see information in the date draft created column. If you have a draft that is not yet submitted, the **Action** column allows you continue or delete the report draft. If you created a draft but never submitted it, the online reporting system automatically submits the draft after 48 hours and indicates submission in the automatically submitted column.



Let's initiate a new report. Select the **Create a New Report** button. **The Reporter Information** page displays. A message at the top of the page warns you that your session expires after 15 minutes of inactivity, so save your work often. You are required to acknowledge that the situation you're in is not an emergency before you can continue by selecting a checkbox. If someone is in immediate danger, call 911.

Home Help

This session will time out after 15 minutes of inactivity. It is recommended that you save your work often.

Reporter Information

***Required Field**

By checking this box I acknowledge that I believe that the instance of abuse, neglect, or exploitation I am reporting is NOT an emergency.

You must acknowledge that the situation you have to report is NOT an emergency before you can continue. An emergency includes a situation where a victim was seriously injured, has died, or is in immediate danger of serious harm or death from abuse or neglect.

Updates to your information on this page will only be applied to this report. To make permanent updates to your registered account information, select "My Account" at the top of this page.

[Continue](#)

Next, enter as much information about yourself as possible.

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*** First Name:**
Middle Name:
*** Last Name:**
Suffix:

Gender:

*** Primary Phone:**
Extension:
Phone Type:

Secondary Phone:
Extension:
Phone Type:

*** Street Address 1:**

Street Address 2:

*** City:**
*** State:**
Zip Code:

Address Type:

What is your relationship to the primary alleged victim:

Place of employment:

Days and times you can be reached:

E-mail Address:

Would you like to receive email notifications about this report (including Confirmation Number, Intake Decision, and Report ID)?
 Yes No

How did you find out about this situation?

[Continue](#)

The asterisks indicate the required fields. The first and last name, primary phone, street address 1, city and state fields are required. When you've entered as much information as possible, select **Continue**.

The **Welcome to the Texas Abuse, Neglect, and Exploitation Reporting System** page displays.

Home

Welcome to the Texas Abuse, Neglect, and Exploitation Reporting System

***Required Field**
This reporting site is divided into three sections:

People Involved
In the "People Involved", you will be asked to describe everyone involved in the incident; alleged victims, alleged perpetrators, others living in the house/facility and anyone one else who can provide information about the incident. As you continue through the questionnaire, you can add multiple people in each category.

What Happened?
In the "What Happened?" section, you will be asked to tell us about the specific allegations regarding your concern. You will choose which allegations apply and be asked to provide details about the events that occurred.

Safety Concerns
In the "Safety Concerns" section, you may be asked to tell us about domestic violence, drug and alcohol abuse, as well as the living conditions and other safety concerns.
Once you have completed each section, you will see a summary page that will allow you to review and edit that section.

*** Are you reporting about a child or an adult?**

Child (under the age of 18) Adult (age 18 or older)