

Report with confidence: using the Advanced Incident Report (AIR) system made simple



See something? Report it.

If you become aware of an incident that causes or poses an imminent risk of harm, it's your responsibility to report it.

The Kansas Department for Aging and Disability Services (KDADS) requires anyone who becomes aware of an adverse incident to report it promptly.

When should you report?

You must report the incident within 24 hours if it involves any of the following:

- Abuse, neglect, or exploitation
- Fiduciary abuse
- Seclusion
- Emergency medical care
- Law enforcement involvement
- Medication misuse
- Natural disaster
- Serious injury
- Suicide attempt
- Death
- Physical or chemical restraint
- Elopement

If you're unsure whether something qualifies, it's better to report it.

Where do you report?

Use the Adverse Incident Reporting (AIR) system, an online application for reporting critical incidents involving KanCare waiver participants.

Office of the Governor KanCare

I Want To...

About Us Services & Programs Licensing & Certification State Hospitals Partners & Providers Media Center

Aging and Disability Resource Center

The Kansas ADRC connects older adults and people with disabilities to information, referrals, and options counseling, empowering individuals to make informed choices about long-term services—meeting them where they live, work, and socialize.

Learn More

- 988 Suicide & Crisis Lifeline
- ACH Directory & Inspection Reports
- Adverse Incident Reporting (AIR)
- Aging and Disability Resource Center
- Direct Support Workforce Training
- Eldercare Locator
- Findings of Abuse, Neglect, or Exploitation (ANE)
- HCBS Stakeholder Updates
- HCBS Waiver Programs

Step 1: Go to the KDADS website

Visit: <https://www.kdads.ks.gov> and select the AIR tile on the homepage.

Kansas Department for Aging & Disability Services --- Adverse Incident Reporting

Adverse Incident Reporting - Public Entry Form

Step 2: Complete the form

Once you're on the Adverse Incident Reporting — Public Entry Form, enter the required incident details and select **Create**.

Step 3: Print before submitting

Before you finish:

1. Select **Print** to save a copy for your records.
2. Then select **Submit to KDADS** to complete your report.

Learn more about Healthy Blue programs
<https://healthybluekansas.com/provider>

