

# FOR YOUR INFORMATION

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Issue 17-05

Date: 02/23/17

## GROUP HOME NOTICE OF REPLACEMENT REPORT MANDATORY ATTACHMENTS

The purpose of this FYI is to remind staff of the required documentation that is to be attached to the [DCFS 6011](#), Notice of Replacement Report when the replacement is into a group home setting including from one group home into another group home.

This FYI supercedes and cancels FYI 14-21 and FYI 15-10.

In all cases listed below attach **BOTH** the Group Home Profile and the Group Home Biannual Self Report to the completed DCFS 6011 and submit all to the court within (3) three days of replacement.

**CONTRACTED GROUP HOMES** have both a Group Home Profile and a Group Home Biannual Self Report available in the LAKids, DCFS Systems section (right hand column) [under COGNOS Reports](#).

- 1) Click on "Group Home Profile" and select "Group Home Profile Report".
- 2) Select the name of the group home from the drop down list. This opens the Group Home Profile.
- 3) Print the Group Home Profile.
- 4) Click on "Close Window".
- 5) Click on the "Group Home Biannual Self Report".
- 6) Using the drop down menus, select the "Biannual Period", "Group Home Organization" and "Group Home Site".
- 7) Click on "Open Report" and print the Group Home Biannual Self Report.

**NON-CONTRACTED GROUP HOMES** will not have a Group Home Biannual Self Report in COGNOS and these will have to be completed manually. Click [here](#) to open and print the Group Home Biannual Self Report form and provide it to the group home agency for manual completion. Provide the agency with your FAX number and ask that the completed form be FAXed within 24 hours of placement in order to meet the required court reporting time frame.

**NEW, NON-CONTRACTED GROUP HOMES** will not have a Group Home Profile or a Group Home Biannual Self Report in COGNOS. In these cases the procedure above for manual completion of the Group Home Biannual Self Report is to be followed and the information below is to be obtained from the group home agency and provided to the court:

- Number of other children/youth in the group home and their age range.
- Name of the CEO/Executive Director of the group home.
- Number of children/youth who have returned home from the group home or moved to less restrictive placements in the past twelve months.
- Number of children/youth who have been moved to other group homes in the past twelve months.
- Number of children/youth who have come from other group homes in the past twelve months.



If you have any questions regarding this release please e-mail your question to:

[Policy@dcfs.lacounty.gov](mailto:Policy@dcfs.lacounty.gov)