

# Terms and Definitions

- Mental Health
- Mental Retardation
- Early Intervention
- Education Systems

Created by the Chester County Self-Determination Committee  
November 2009

# People First Language

*Language* is one of our most powerful tools. It reflects, reinforces and shapes our perceptions of people. Words that reflect positive attitudes and awareness help develop positive communications. Words about disability have been strongly affected by legal, medical and political terms. Consequently, our daily language is filled with technical terms that often do not convey our intended meanings. This document is intended to provide a set of explanations and definitions that will help people understand each other better so that we may better serve individuals in need.



## Instructions for Finding an Alphabetical Listing

On the next page is a table of contents that shows the various sections of this document. Position the cursor on the line with the alphabetical letter you are looking for. Click and you will go straight to the beginning of the terms that begin with the letter you selected.

As new acronyms, terms, and definitions are frequently introduced into the various systems, we recognize that this document will change frequently. Please look for the date on the bottom of the pages to see if any revisions have occurred.

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**AAA – Area Agency on Aging**

**AAIDD – American Association on Intellectual and Developmental Disabilities** – Association of Professionals, parents, consumers and others interested in developmental disabilities.

**AAMR – American Association on Mental Retardation**

**ABA – Applied Behavioral Analysis**

**Abatement** – A complete or partial cancellation by the County Administrator of a consumer's financial liability for treatment or services.

**ABS – Adaptive Behavior Scale** – An assessment of an individual's level of skills. There is a score at the end which indicates strengths and deficits.

**Access Card** – Department of Public Welfare issued card that is pre-programmed for eligible services.

**ACM – Administrative Case Manager** – Provided through the Base Service Units. Assesses the needs of mental health consumers, processes the initial service application, determines eligibility for financial assistance, and makes referrals to services.

**ACT – Assertive Community Treatment**

**Acute Care** – Time-limited treatment for a serious condition.

**ADA – Americans with Disabilities Act** – Federal law granting equal employment opportunities, building access, and other rights to persons with disabilities.

**ADC – Adult Day Care**

**ADD – Attention Deficit Disorder** – A mental health diagnosis characterized by excessive inattention and impulsivity.

**ADHD – Attention Deficit Hyperactivity Disorder** – A mental health diagnosis characterized by excessive inattention and impulsivity, coupled with excessive activity.

**ADL – Activities of Daily Living** – Daily life tasks that include dressing, nutrition, homemaking, personal hygiene, communication, travel, and safety in the home.

**ADS – Adult Day Services**

**ATD – Adult Development Training**

**Advance Directives** – A signed document indicating an individual's preferences for medical treatment.

**Advocate** – A person who assists an individual in expressing and achieving their wants and needs.

**AE – Administrative Entity**

**AEP – Alternative Educational Placement** – A least restrictive educational placement as determined by the Individual Education (IEP) team.

**Age of Beginner** – Eligible age for kindergarten.

**ALD** – Assistive Listening Device

**Ambulatory** – Capable of walking.

**American National Standards Institute** – A federal agency that has developed standards for making buildings accessible to individuals with disabilities.

**ANSI** – American National Standards Institute

**Applied Behavior Analysis** – A data-driven analysis of behavior and teaching strategies to establish a baseline of skills and specify an appropriate curriculum.

**APS** – Approved Private School – Alternate educational placement approved by the State Bureau of Special Education to address needs that cannot be met in a public school program.

**ASL** – American Sign Language – Standardized sign language for individuals who are deaf or hard of hearing.

**Assessment** – The ongoing process of determining an individual's strengths and needs. –

**AT** – Assistive Technology

**ATF** – Adult Training Facility – A program that provides services such as the provision of functional activities, assistance in meeting personal needs, and assistance in performing basic daily activities to individuals with mental retardation.

**Authorization** – A County document that verifies funding for the type and level of service.

**Autism** – A developmental disability significantly affecting verbal and nonverbal communications and social interaction, generally evident before age three. In some instances it is also known as Pervasive Developmental Disorder (PDD) or Autism Spectrum Disorder (ASD).

**AVTS** – Area Vocational Technical School

**AWC** – Agency with Choice

**AYP** – Adequate Yearly Progress

**B**

**BAS** – Bureau of Autism

**Base Funding** – State funding determined by the Governor's annual budget, which is utilized to pay for various services.

**BEC** – Basic Education Circular

**Behavioral Health Care** – Mental Health and Drug & Alcohol services including all levels and intensities of service from outpatient mental health/substance abuse therapy to inpatient hospital admission/inpatient detoxification for Drug & Alcohol service.

**BHA** – Bureau of Hearings and Appeals

**BHMCO – Behavioral Health Managed Care Organization**

**BHRS – Behavioral Health Rehabilitative Services**

**BICS – Basic Interpersonal Communication Skills**

**BIP – Behavior Intervention Plan**

**BIR – Behavioral Information Record** – A chart utilized in mental retardation programs to document behaviors.

**Boarding Home** – See Personal Care Boarding Home.

**BSC – Behavior Specialist Consultant**

**BSE – Bureau of Special Education** – Part of the Pennsylvania Department of Education that oversees all matters concerning special education.

**BSU – Base Service Unit** – An agency responsible for assessment and intake into the County Mental Health system.

**BVS – Bureau of Blindness and Visual Services** – A State agency that coordinates and manages publicly funded supports for people who are blind or visually impaired.

## **C**

**C&E – Consultation & Education Committee** – Committee mandated by Mental Health/Mental Retardation Act of 1966 that disseminates information on mental health and mental retardation to agencies or groups in the community in an effort to reduce stigma of persons with disabilities.

**C/FST – Consumer/Family Satisfaction Team**

**CAAC – County Administrators Advisory Committee**

**CAD – Center for Addictive Diseases**

**CALP – Cognitive Academic Language Proficiency**

**CAO – County Assistance Office** – Local office for the PA Department of Public Welfare that determines financial eligibility for welfare funded services such as Medical Assistance, Food Stamps, etc.

**Caregiver Calendar** – Document used by families to record staff hours.

**CART – Children’s Administrative Review Team** – A team of administrators of each of the child-serving departments that meet monthly to help child-specific interagency teams access needed resources for a child as well as look at developing resources across child serving systems.

**CART – Computer Aided Realtime Translation**

**CASE – Center for Alternative Secondary Education CCIU** – An alternative middle and high school program operated by the Chester County Intermediate Unit for regular and special education students who experience problems learning and interacting in the regular education setting.

**CASSP – Child & Adolescent Service System Program** – Program overseeing services for children who are at risk. The Program’s principles include being child-centered, family-focused, community-based, multi-system, culturally competent, and least restrictive/least intrusive.

**CAT B – Center for Arts and Technology – Brandywine Campus** – Two public high schools specializing in providing career and technical education.

**CAT P** – Center for Arts and Technology – Pickering Campus – Two public high schools specializing in providing career and technical education.

**CAVP – Corrective Action Verification Plan**

**CBA – Curriculum-Based Assessment** – Process for determining instructional needs based on an individual student’s ongoing performance within the existing course content.

**CBI – Community Based Instruction** – Teaching that occurs outside of the classroom based on real-life experiences.

**CCBHO – Community Care Behavioral Health Organization** – Managed Care Organization that authorizes behavioral health services to residents on medical assistance in Chester County.

**CCDC – Child and Career Development Center** – CCIU ordered approved private school in Chester County providing educational programs for students with disabilities.

**CCIU – Chester County Intermediate Unit** – A regional education service agency which administers instructional, curriculum, enrichment and administrative programs and services to public school districts and to private and parochial schools in the county.

**CDC** – *Refer to CCDC.*

**CDS – College of Direct Support**

**CERC – Corrections Education Records Center**

**CFR – Code of Federal Regulations**

**CHIPP – Community Hospital Integration Projects Program** – Refers to both a process and specific programs that are associated with closing state hospital beds and creating community supports for people who have a serious mental illness in order to prevent the long-term hospitalization at State Mental Hospitals.

**CHR – Community Health Review**

**Chronic Care** – On-going treatment for a serious condition.

**CI – Community Integration** – MH/MR philosophy to include people with disabilities in all aspects of their lives.

**CIS – Client Information System**

**CLA – Community Living Arrangement** – Community-based Residential Programs ranging from minimal to 24-hour supervision for people who have mental retardation. Now known as “Community Homes for Individuals with Mental Retardation.”

**CLM – Competent Learner Model**

**CMS – Center for Medicare and Medicaid Services** – The Federal Agency in the Department of Health and Human Services (HHS) that is responsible for administration of the Medicaid Program.

**CMU – Case Management** – In the Mental Health system, refers to Administrative Case Manager, Resource Coordinator, or Intensive Case Manager. Now known as Supports Coordinator in the Mental Retardation system.

**Commitment** – Voluntary or Involuntary placement into a mental health or mental retardation facility.

**Commonwealth of Pennsylvania Access to Social Services** – The website that individuals can use to apply for Medical Assistance/Medicaid.

**Community Health Review** – A review that the Health Care Quality Unit completes at the request of the team when an individual is experiencing health problems that the team needs support with. A report is written and recommendations for follow up are given to the team.

**Community Services** – Activities that occur in local neighborhoods or towns. This can also be a resource where a local group of people are a resource or provide a specific type of assistance.

**COMPASS – Commonwealth of Pennsylvania Access to Social Services.**

**Confidentiality** – Principle of an individual's right to protect release of private health information. HIPAA legislation and Confidentiality Regulations govern release of an individual's private and sensitive information and protect it from improper use or release.

**Consent** – To be in agreement with a particular course of action.

**Consolidated Waiver** – See *“Waiver”*.

**Consumer** – Person who receives services; also referred to as individual or self-advocate.

**COP – Communities of Practice**

**Cost-effective** – Rate for services considered to yield the greatest benefit.

**County Complaint Policy and Procedure** – Procedure for individuals to file complaints against those who are providing Mental Health, Mental Retardation, or Early Intervention services for Chester County residents.

**CPS – Certified Peer Specialist**

**CPS – Child Protective Services**

**CQI – Continuous Quality Improvement** – Refers to an approach to quality management that builds upon traditional quality assurance methods by emphasizing the organization and systems.

**CRNP – Certified Registered Nurse Practitioner**

**CRR – Community Residential Rehabilitation** – Community-based Residential Programs ranging from moderate to 24-hour supervision for people who have a mental illness.

**CSP – Community Support Program** – The State, Regional, and County committees and the philosophy that is in use to govern the delivery of mental health services and supports.

**CTC – Career and Technical Education Center**

## **D**

**D&A – Drug & Alcohol**

**DAP – Developmentally Appropriate Practices** – Instruction that is both age and individually appropriate.

**DD – Developmental Disability** – A mental condition that affects an individual's ability to function independently.

**DD – Dual Diagnosis** – Co-occurring illnesses that may include mental illness, mental retardation, or substance abuse.

**DHH – Deaf and Hard of Hearing** – Term referring to those who have difficulty, or are unable to hear.

**DIBELS – Dynamic Indicators of Basic Early Literacy Skills**

**Direct Care Staff** – Employees assisting individuals with daily activities.

**Disability Law Project** – A legal service available to individuals with disabilities.

**DLRS – Disability Lawyer Referral Service** – Allows callers to find lawyers in their area that have experience in representing clients with physical and/or mental disabilities.

**DOE – Department of Education** – Administers school laws and assists school districts in providing educational programming to Pennsylvanians.

**DOM CARE – Domiciliary Care** – A residential setting licensed by the Department of Aging.

**DPW – Department of Public Welfare** – A department of the State Government which administers human service programs, distributes federal and state funds to local agencies and develops programs to respond to the human service needs of the Commonwealth's residents.

**DRN – Disability Rights Network**

**DSM – Diagnostic and Statistical Manual of Mental Disorders** – A manual prepared and distributed by the American Psychiatric Association that describes known mental disorders.

**Due Process** – An established course for judicial proceedings designed to safeguard the legal rights of the individual.

**Dysphagia** – A swallowing disorder.



**EAC** – **Extended Acute Care**

**Early Intervention Technical Assistance** – *See PaTTAN.*

**ECT** – **Environmental Communication Teaching** – A set of teaching strategies utilized for individuals with communication disabilities that occurs within the context of everyday disabilities.

**ED** – **Emotional Disturbance** – An inability to learn and/or function in interpersonal relationships that manifests as inappropriate behaviors, feelings and symptoms that cannot be explained by intellectual, sensory, or health factors.

**EDL** – **Everyday Lives** – A philosophy that affords all individuals regardless of their disability the opportunity to enjoy a fulfilling life.

**EI** – **Early Intervention** – Early Intervention represents a collection of services and/or supports for eligible children from birth to age of beginners based on delays or risk of delays in development. Assessments from birth through two as funded by Department of Public Welfare will vary from those created for children three to age of beginners, as funded by the Department of Education.

**EIPA** – **Educational Interpreter Performance Assessment**

**EITA** – **Early Intervention Technical Assistance**

**ELC** – **Education Law Center** – Office that assists families and individuals with legal issues relating to education.

**ELL** – **English Language Learners**

**ELP** – **Essential Lifestyle Planning** – A planning process for individuals and their families to list their preferences.

**Embreeville Class Members** – Individuals who are named beneficiaries of the Embreeville Class Action lawsuit. The Commonwealth and the County are federally mandated to follow the stipulations of the court order.

**Emotional Support Class** – A potential type of educational placement. It is usually a smaller classroom with access to therapeutic support.

**Emotional Training Specialist** – Sometimes called a Job Coach. A person who works with consumers to teach and support job skills.

**EPSDT** – **Early Periodic Screening Diagnosis & Treatment** – A type of funding source that is used for specialized services for children through graduation who have severe emotional disorders or other medical conditions.

**ER** – **Evaluation Report** – The report that is compiled by the multidisciplinary evaluation team to determine eligibility for Special Education.

**ES** – **Emotional Support**

## **ESOL – English for Speakers of Other Languages**

**ESY – Extended School Year** – A program of special education and related services that are provided to certain children with a disability beyond the normal school year, in accordance with the student’s Individual Education Plan, at no cost to the family and meets the standards of the state education agency.

## **F**

**Fair Hearing** – A legal process for individuals enrolled in the Medicaid Waiver Programs who have been issued their Due Process rights and choose to go to a hearing.

**Family Living/Life Sharing** – Type of Community Living Arrangement for an individual with mental retardation who lives with an unrelated person. The level of supervision they receive is based on their individual needs. Now known as “Family Living Homes.”

**FAPE – Free and Appropriate Public Education** – A program of education and other services for an eligible child that is designed to meet the child’s special needs and which allows the child to make meaningful progress in the educational setting.

**FBA – Functional Behavioral Assessment**

**FC – Facilitated Communication**

**FD – Family Driven** – An annual needs-based plan developed by the team that identifies the amount of funding and services for the upcoming fiscal year.

**Feasible Alternatives** – All of the service options available to individuals registering or enrolling in the Medicaid Waiver Programs.

**FERPA – Family Educational Rights and Privacy Act**

**FFP – Federal Financial Participation**

**FFS – Fee-For-Service** – A method by which services may be purchased and reimbursed.

**FLP – Family Living Provider**

**FMS – Financial Management Service**

**FSS – Family Support Services** – Services provided to families and individuals with mental retardation who live on their own or in their family home.

**FVBR – Facility Based Vocational Rehabilitation**

**FY – Fiscal Year** – Twelve-month period for which an organization plans the use of its funds. The Fiscal Year for Chester County Mental Health/Mental Retardation is July 1<sup>st</sup> to June 30th.

## **G**

**Generic Community Services** – Services available to the general public (scout organizations, churches, YMCA’s, etc.)

**GSC – Government Services Center** – Site of the Human Services Departments of Chester County. The Chester County Mental Health/Mental Retardation Department is in this building.

**Group Home** – Typically a provider owned or operated home located in the community serving one or more individuals with mental retardation or mental illness (usually 4 or less individuals).

**Guardian** – Person responsible for an individual under the age of 18. (*for “Legal Guardian,” see “L”*)



**Habilitation** – Services provided to an individual in order for them to acquire a variety of skills that is included but not limited to self-help, socialization, and adaptive skills. Now known as “Home and Community Habilitation.”

**HCBS – Home and Community Based Services.**

**HCBW – Home and Community-Based Waiver** – See “Waiver”.

**HCQU – Health Care Quality Unit** – See “PCHC”.

**HCSIS – Home and Community Services Information System** – A secure web-based site developed by the Office of Mental Retardation to standardize the business practices for the mental retardation system. Individuals and families can access the system for information about providers and services. All confidential information regarding individuals can only be accessed by the County Department of Mental Retardation.

**HIPAA – Health Insurance Portability & Accountability Act** – A Federal law to ensure medical privacy and confidentiality.

**HMO – Health Maintenance Organization** – Medical Insurance provider.

**Hospice** – End of life medical care ordered by a Physician.

**HRC – Human Rights Committee** – A committee of the Chester County Mental Health/Mental Retardation Board that addresses Consumer’s rights. It also reviews ongoing cases where restrictive procedures are being utilized or considered.

**HRP – Health Risk Profile** – A standardized assessment of individuals health needs or issues completed by a nurse on a sample of individuals chosen by the Office of Mental Retardation.



**IAES – Interim Alternative Educational Setting**

**ICC – Inter-agency Coordinating Council** – This is a general term for Interagency Coordinating Council, also known in the county as Local Interagency Coordinating Council. This council is comprised of the MAWA, MH/MR, providers, PATTAN, and parents. Activities and workshops are planned to encourage family attendance and meetings held monthly to share and distribute information of all participants.

**ICF/MR – Intermediary Care Facility/Mental Retardation** – A type of living arrangement for individuals with mental retardation with large capacity, often located outside of a neighborhood.

**ICF/MR Level of Care Determination** – Decision that an individual meets the Federal requirements for a specific level of care.

**ICM – Intensive Case Manager** – Provided through the Base Service Units. Works very closely with small caseloads of adults who have a serious mental illness or children and adolescents who have a serious emotional disturbance.

**IDEA – Individuals with Disabilities Education Act** – The federal law which governs special education services and the rights of students with special education needs.

**IEE – Independent Educational Evaluation**

**IEP – Individual Education Plan** – The plan written by the IEP team (including parents) that specifically describes the programs and services necessary for a free and appropriate education for a student with an identified disability/disabilities.

**IESF – Individual Emergency Support Form**

**IFSP – Individualized Family Service Plan** – A standardized plan developed for children in Early Intervention that addresses the child's individual needs (Birth to 3 years).

**IGDI – Individual Growth and Development Indicators**

**IM – Incident Management** – Collection, classification, and use of incident data to protect individuals served in the mental retardation system from harm.

**IM4Q – Independent Monitoring for Quality** – An external monitoring process developed by the Office of Mental Retardation. It is conducted annually on a sample of individuals with mental retardation to assess the quality of their lives.

**Inclusion** – The practice of including individuals in their community.

**Independent Living** – Individuals living in the community on their own.

**In-Home Supports** – Services rendered to an individual in their homes, based on identified and agreed upon needs.

**IOC – Involuntary Outpatient Commitment**

**IPP – Individual Program Plan** – The plan developed by a mental retardation residential service provider for each individual.

**IQ – Intelligence Quotient** – A score of a person's intelligence utilizing a standardized measuring system.

**IRWE – Impairment Related Work Expenses** – Deductions from earnings for the cost of certain impairment-related expenses that consumers need in order to work, as determined by the Social Security Administration. Examples of impairment-related expenses are things such as wheelchairs, certain transportation costs and specialized work-related equipment.

**ISP – Individualized Support Plan** – A written plan developed by the team that describes the strengths and needs of an individual and the services they utilize.

**ISPT – Inter-System Planning Team** – A meeting of all of those involved in a child's life in a personal (parents/other caretakers) or professional manner to determine what professional services and natural supports can be used to support the child's needs. This meeting should center on child and family strengths.

**IST – Instructional Support Team** – A team of professionals from the school district that develop an individual plan of support for children who are experiencing difficulty in the classroom.

**ITF – Infant, Toddler, and Family Waiver** – See *Waivers, Page 28*.

**IU – Intermediate Unit** – See “CCIU”.

**IWPP – Individual Written Program Plan** – The plan developed by a mental retardation vocational or other day services provider for each individual.

## **J**

**JCAHO – Joint Commission on Accreditation of Health Care Organizations** – An oversight body that sets and enforces standards for clinical health care, especially for hospitals.

**JPO – Juvenile Probation Office** – A County Department that provides services to minors that have committed offenses.

## **L**

**LD – Learning Disability** – A condition held to be associated with a neurological dysfunction that is characterized by difficulties in learning skills such as reading, writing or mathematics. See “Specific Learning Disability.”

**LEA – Local Educational Agency** – The School District the student attends.

**Legal Guardian** – Person responsible for an individual who is court appointed. The individual has been determined by the court to be incompetent.

**LEP – Limited English Proficiency**

**Liability Payment** – Amount of money required to be paid by an individual for Residential Services which is based on income and is outlined by regulations.

**LICC** – Local Interagency Coordinating Council

**Licensing** – Annual review of a providers' compliance to the specific license they hold.

**Life Skills** – Referred to as Habilitation. Now known as “Home and Community Habilitation.”

**LMS – Learning Management System** – A web-based part of the Home and Community Services Information System website that provides various training tools and offers the ability to register for other online trainings.

**LOC – Level of Care**

**LRE – Least Restrictive Environment** – Supports and services are provided to an individual with disabilities according to a continuum of services hierarchy. The law states that the services must be provided in as close to the regular school environment as possible as designated by the Individual Education Plan team.

**LS – Learning Support** – Services for students with a disability whose primary need is academic learning.

**LSS – Life Skills Support** – Educational services for students with a disability focused primarily on the need for independent living skills.

**LSS – Long-Term Services and Supports** – Ongoing treatment for a serious condition.

**LTCC – Local Transition Coordinating Council**

**LTF – Local Task Force** – A volunteer organization of mostly parents that reports to the local Intermediate Unit in an effort to improve education for school-aged persons with mental retardation and other disabilities.

**LTSR – Long Term Structured Residence**

## **M**

**MA – Medical Assistance** – Federally (and State) funded program administered by the State through the Department of Public Welfare to assist disabled or low-income individuals.

**Mainstreaming** – See *“Inclusion”*

**MAR – Medication Administration Report**

**MAWA – Mutually Agreed Upon Written Agreement** – The agreement between the Department of Education and the agency that provides early intervention services.

**MAWD – Medical Assistance for Workers with Disabilities** – A program that allows Pennsylvanians with disabilities to take a fulfilling job, earn more money and still keep their full medical coverage. Consumers can keep Medicaid while they work, even if their earnings increase above the limits for other Medicaid programs.

**MCI – Master Client Index** – Created by the Department of Public Welfare to provide a unique consumer identification number across various program offices.

**MCO – Managed Care Organization** – Organization that proactively manages the health care of the people registered with the organization.

**MD – Multiple Disabilities**

**MDT – Multi-Disciplinary Team** – Refer to “Team”

**Med Log – Medication Log Book** – A form utilized by staff to document the administration of prescribed medication.

**Mediation** – Formal proceeding for parties in a disagreement utilizing an impartial person in an attempt to reconcile their differences.

**Medicaid** – Federal health program for eligible individuals and families with limited resource and individuals with disabilities.

**Medical Assistance Management Information System** – See “PROMISe”

**Medical Assistance Recovery Act** – A Federal Act that requires the reimbursement of Medical Assistance expenditures to the Department of Public Welfare from the individual’s estate.

**Medicare** – Federally administered health insurance program for the disabled and the elderly.

**Mental Illness** – A disease or condition that adversely affects mood, rational thinking, and/or functioning.

**MH – Mental Health** – Often referred to as services provided to individuals with mental illness.

**MH/MR Act of 1966** – The Pennsylvania Law that created County-administered Mental Health and Mental Retardation Program which mandated the creation and provision of community Mental Health/Mental Retardation services.

**MH/MR Board** – The advisory board appointed by the County Commissioners. Specific duties and responsibilities are defined in the Mental Health/Mental Retardation Act of 1966.

**MHRE – Mental Health Resource Exchange**

**Micro Board** – Small group of committed family and friends join together with a person with a disability(s) to create a non-profit organization.

**MISA – Mental Illness and Substance Abuse** – The co-occurring disorders of mental illness and substance abuse.

**Monitoring** – Oversight of appropriate delivery of an individuals services and supports.

**MOU – Memorandum of Understanding**

**MPI – Master Provider Index**

**MR – Mental Retardation** – A diagnosis of significantly sub-average intellectual functioning that occurs prior to age 22 based on an IQ standard score of approximately 70 or below and limitations in adaptive functioning.

**MT – Mobile Therapist**

## **N**

**NADD – National Association on Dual Diagnosis** – A national organization that addresses issues that affect individuals with co-occurring conditions.

**NAMI – National Alliance for the Mentally Ill** – A national advocacy organization for individuals with mental illness.

**NCLB – No Child Left Behind** – A Federal law which governs an array of remedial and compensatory education programs.

**NIMH – National Institute of Mental Health** – The Federal agency that conducts and supports research on mental illness.

**NOREP – Notice of Recommended Educational Placement** – The form issued to the parents explaining their rights and informing them of the placement recommended in the Individual Education Plan.

**NOS – not otherwise specified** – a broad-based diagnostic category used when assignment to a more specific category is not possible based on information provided.



**O&M – Orientation and Mobility**

**OA – Operating Agreement**

**OBRA – Omnibus Budget Reconciliation Act (OBRA)** – Federal legislation intended to improve the quality of life for residents of long-term care nursing facilities.

**OCDEL – Office of Child Development and Early Learning**

**OCR – Office for Civil Rights**

**OCYF – Office of Children, Youth and Families**

**ODP – Office of Developmental Programs** – The State Office of the Department of Public Welfare that oversees the provision of mental retardation services administered by County Programs and State facilities for the mentally retarded.

**ODR – Office for Dispute Resolution**

**OLTL – Office of Long Term Living** (formerly Office of Social Programs)

**OMAP – Office of Medical Assistance Programs** – State office of the Department of Public Welfare, located in Harrisburg, that administers the Medical Assistance Program.

**OMHSAS – Office of Mental Health and Substance Abuse Services (OMHSAS)** - State office of the Department of Public Welfare located in Harrisburg that oversees the provision of mental health and substance abuse services administered by the County Programs and State Hospitals in Pennsylvania.

**OSEP – Office of Special Education Programs** – The Federal office that oversees and regulates Special Education in the United States.

**OT – Occupational Therapy**

**Outcomes** – Agreed upon goals identified in an individual's plan that supports their needs and desires.

**Outpatient** – Services rendered to a patient in a hospital or clinic without being hospitalized.

**OVR – Office of Vocational Rehabilitation** – An office under the Pennsylvania Department of Labor and Industry that administers the provision of rehabilitation services that are geared to promote the employability of certain disabled persons.

**P**

**PA – Physicians Assistant**

**PAPSR – Pennsylvania Psychiatric Rehabilitation Services**

**PAR – Pennsylvania Association of Resources for People with Mental Retardation**

– A statewide association whose members provide the full range of supports and services to individuals with mental retardation in more than 3,200 locations in Pennsylvania in addition to numerous non-residential and in-home supports.

**ParaTransit** – A privately operated transportation system partially funded by public dollars. The system serves senior citizens, Medical Assistance card holders, and the general public.

**PARF – Pennsylvania Association of Rehabilitation Facilities** – A private organization representing rehabilitation facilities/sites serving individuals with disabilities.

**PASA – Pennsylvania Alternate System of Assessment** – The PASA measures the attainment of knowledge and skills of children with significant cognitive disabilities through performance tasks.

**PASS – Plan for Achieving Self Support** – A program administered by the Social Security Office to assist individuals in achieving employment goals.

**PaTTAN – Pennsylvania Training and Assistance Network** – Serves as the training and technical assistance branch of the Pennsylvania Department of Education, Bureau of Special Education. PaTTAN consultants work collaboratively with intermediate units to provide services in the areas of professional development, technical assistance and information dissemination to support school districts within Pennsylvania.

**PAWL – Pennsylvania Waiting List Campaign** – A group of family members active in advocacy efforts that address the “waiting list” of individuals in need of mental retardation services.

**PCBH – Personal Care Boarding Home** – A licensed home operated for profit where food, shelter, personal assistance and supervision are provided.

**PCHC – Philadelphia Coordinated Health Care** – The local Health Care Quality Unit (HCQU) that provides training, consultation, and support for health-related issues.

**PCP – Person-Centered Planning** – A planning process that outlines services and supports that will assist an individual in achieving his or her goals that are based on the individual’s gifts, talents, skills, and challenges.

**PCP – Personal Care Physician**

**PD – Public Defender** – A lawyer appointed by the Court to represent an individual accused of committing a crime for those who do not choose their own legal representation. When appointed by the Court, the Public Defender must also represent persons subject to commitment under the Mental Health/Mental Retardation Act of 1966.

**PDD – Pervasive Developmental Disorder**

**PDD-NOS – Pervasive Developmental Disorder – Not Otherwise Specified**

**PDE – Pennsylvania Department of Education** – A state office that governs and regulates the provisions of all education in Pennsylvania.

**Pennhurst Class Members** – Individuals who are named in the Pennhurst Class Action lawsuit. The Commonwealth and the County are mandated to follow the stipulations of the court order.

**Pennsylvania Health Law Project** – A nationally recognized expert and consultant on access to health care for low-income consumers, the elderly, and persons with disabilities.

**PFDSW – Person Family Directed Support Waiver**

**PHMCO – Physical Health Managed Care Organization**

**PHRC – Pennsylvania Human Relations Commission** – An office established to hear complaints of discrimination in violation of Commonwealth statutes, rules, and regulations.

**PLF – Private Licensed Facility** – (Interim Care) A residential facility for individuals with mental retardation that is solely State funded.

**PO – Probation Officer** – A person hired by the Probation Office to monitor individuals who have committed a crime.

**POA – Power of Attorney** – A legal document that permits an individual to assign responsibility for their financial and medical decision making.

**POMS – Performance Outcome Measure**

**PP&A – Pennsylvania Protection & Advocacy** – A Federally mandated organization to safeguard the rights of persons with mental or physical disabilities.

**PPCRN – Pennsylvania Parent Caregiver Resource Network and the Power Network**

**PPRT – Positive Practices Resource Team**

**PROMISe – Provider Reimbursement and Operations Management System in Electronic Format** – A web-based system that processes Medical Assistance claims.

**PSSA – Pennsylvania System of School Assessment (PSSA)** – A standard based criterion-referenced assessment used to measure a student's attainment of the academic standards while also determining the degree to which school programs enable students to attain proficiency of the standards.

**PT – Physical Therapy**

**PUNS – Prioritization of Urgency of Need for Services** – An element of the planning process that identifies an individual's need for new or different services. This information is captured on the PUNS form and the urgency of need is identified. The PUNS data is utilized at the County and State levels to identify the need for funding.

**PVAAS – Pennsylvania Value Added Assessment System**

**PWD – Persons with Disabilities**

## **Q**

**QA – Quality Assurance** – All actions taken to ensure that standards and procedures are adhered to and that delivered products or services meet performance and/or technical requirements.

**QMP – Quality Management Plan** – A written plan that outlines a method of measuring and improving the quality of service delivery.

**QMRP – Qualified Mental Retardation Professional**

## **R**

**RAST – Regional Assessment and Support Team**

**RC – Resource Coordinator** – Provided through the Base Service Units. Provides moderately intense service oversight and monitoring for adults who have a serious mental illness, and for children and adolescents who have a serious emotional disturbance.

**Recertification** – An annual determination of an individual's eligibility for Intermediary Care Facility/Mental Retardation level of care.

**Representative Payee** – A person approved by the Social Security Office who voluntarily manages a person's finances.

**Residential Services** – Supports and services based on need, provided to an individual in a residential setting so that they can continue living in that environment.

**Respite Care** – A service that provides temporary relief to the person(s) normally responsible for the care and supervision of individuals with mental retardation.

**Risk Management** – A function within an organization that oversees and evaluates potential dangers to consumers.

**RTF – Residential Treatment Facility** – A mental health residential facility for school-aged children.

**Rtl – Response to Intervention**

## **S**

**SAP – Service Area Plan**

**SAP – Student Assistance Program** – A collaboration between a school and mental health or drug and alcohol programs that screens students for mental health or substance abuse so they can refer to treatment if needed.

**SAS – Standards Aligned Systems**

**SBBH – School Based Behavioral Health**

**SC – Supports Coordinator** – Formerly known as Case Managers. An individual that coordinates and monitors services for individuals with mental retardation.

**SCU – Supports Coordination Unit** – Formerly known as Case Management Unit. The office that supervises the functions of Supports Coordination.

**SD – Self-Determination** – A person’s right to decide the course of his/her own life and to make decisions affecting it, along with the responsibilities.

**SDI – Specially Designed Instruction** – Adapting, as appropriate, the content, methodology, or delivery of instruction to meet the unique needs of the student that result from the student’s disability and to ensure success in the general curriculum so that he or she can meet the educational standards.

**SEA – State Educational Agency** – Refers to the Pennsylvania Department of Education.

**SEAP – Special Education Advisory Panel**

**SEMS – Special Education Mediation Services** – Services provided by the Office of Dispute Resolution as an alternative to Due Process. Formal proceeding for parties in disagreement utilizing an impartial person in an attempt to reconcile their differences.

**Service Preference** – A process where an individual indicates their choice of a variety of services that are Waiver or Intermediary Care Facility/Mental Retardation level of care. When enrolled in the Waiver, the process is ongoing to include receiving service options, consent for changes in service, and right to fair hearing and appeal.

**SES – Supplemental Education Services**

**SFO – Speaking for Ourselves** – An advocacy group of people who have mental retardation.

**SICC – State Interagency Coordinating Council**

**SIS – Support Intensity Scale**

**SLA – Supported Living Arrangement** – A residential service designed for persons capable of living independently with limited staff support.

**SLD – Specific Learning Disability** – A severe discrepancy between achievement and intellectual ability in one or more of the following areas: oral expression, listening comprehension, written expression, basic reading skill, reading comprehension, mathematics calculation, and mathematics reasoning.

**SMH – State Mental Hospital** – A State-operated hospital for individuals with mental illness.

**SMI – Serious Mental Illness** – A diagnosable mental, behavioral, or emotional disorder of sufficient duration within the past year that has resulted in functional impairment which substantially interferes with or limits one or more major life activities.

**SOC – System of Care**

**SS – Social Security**

**SSA – Social Security Administration** – A federal agency that administers benefits to the aged and those with disabilities.

**SSD – Services and Supports Directory** – A web-based listing of providers and their services in the Home and Community Services Information System.

**SSDI – Social Security Disability Income** – A federal program that pays benefits to adults who cannot work because of a medical condition; the monthly benefit amount is determined by the person’s Social Security earnings record. This program also pays benefits to adults who have a disability that began before their 22nd birthday. The monthly benefit amount determined is based on the parent’s Social Security earnings record, and/or the disabled adult’s Social Security earnings record when applicable. For a disabled adult to become entitled to this “child” benefit, one of his or her parents: must be receiving Social Security retirement or disability benefits; or must have died and have worked long enough under Social Security.

**SSI – Supplemental Security Income** – A federal program under the Social Security Administration directing income to people who are aged, who are blind, or have other disabilities.

**Stakeholders** – People with a vested interest.

**START – Social Transition Activities for Relationship Transformation**

**State Center** – A large, congregate residential program licensed as an Intermediate Care Facility for Mental Retardation. Pennsylvania operates five such facilities.

**Substance Abuse** – Intentional, excessive, and inappropriate use of drugs, alcohol, or toxic materials.

**Supported Employment** – Service for individuals who need support from staff in order to maintain a competitive job in the community.

**SWPBS – Schoolwide Positive Behavior Supports**



**TBI – Traumatic Brain Injury**

**TDD – Telecommunication Device for the Deaf**

**Ticket to Work** – Social Security initiative to assist individuals in obtaining gainful employment.

**Transition Coordinating Council** – A local interagency group that meets on a regular basis to provide support services to students with disabilities. It serves to provide a bridge between school programs and adult life.

**Transition from School** – Federal and state law requires transition planning in the Individual Education Program to begin at age 14 unless determined to begin planning earlier.

**Transitional Age** – The age at which an individual moves from one service and may become eligible for another.

**TSM – Targeted Service Management** – Billing of Medical Assistance funds for Supports Coordination management for persons with mental retardation.

**TSS – Therapeutic Staff Support** – A service provided by a degreed person through the Health Organization for children under the age of 21 who have a DSM-IV diagnosis (see Diagnosis and Statistical Manual of Mental Disorders).

**TSSA – Therapeutic Staff Support Aide** – Same as above, with fewer educational requirements.

## **U**

**UDL – Universal Design for Learning**

**UR – Utilization Review** – Health Insurance-driven determination of need which can be appealed if in disagreement.

## **V**

**Vendor** – A provider of goods or services.

**VI – Visual Impairment**

**VR – Vocational Rehabilitation** – Employment support services that are geared toward a variety of activities that assist consumers in the development of skills to achieve a higher level of employment. Now known as “Pre-Vocational Service.”

## **W**

**Waiver** – A Federally funded program that allows Medicaid funds to pay for services for people in the community rather than institutional settings. *See also Page 29.*

**Workshop** – Sheltered Employment programs for people with disabilities.

**WRAP – Wellness Recovery Action Plan**

**Wrap-around** – See “Early Periodic Screening Diagnosis and Treatment.” (EPSDT)

## **NUMERICAL INDEX**

### **MENTAL HEALTH/MENTAL RETARDATION ACT OF 1966**

**201** – Section of the Mental Health Procedures Act related to voluntary admissions of individuals age 14 or older to psychiatric inpatient facilities.

**302** – Refers to the section of the Mental Health Procedures Act related to the involuntary commitment of an individual to an inpatient psychiatric facility. May not exceed 120 hours (5 days), and applies to individuals aged 14 or older.

**303** – Refers to a hearing for additional involuntary psychiatric treatment, for a period of up to 20 days. May be for inpatient treatment, outpatient treatment, or a combination of the two. Applies to individuals aged 14 or older.

**304** - Refers to a hearing for additional involuntary psychiatric treatment, beyond the 20 days, for a period of up to an additional 90 days. May be for inpatient treatment, outpatient treatment, or a combination of the two. Applies to individuals aged 14 or older.

**305** - Refers to a hearing for additional involuntary psychiatric treatment, for a period of up to an additional 180 days. May be for inpatient treatment, outpatient treatment, or a combination of the two. Applies to individuals aged 14 or older.

**306** – Refers to a hearing that converts an existing involuntary commitment to a more restrictive setting (outpatient to inpatient), or a paperwork process that converts an existing involuntary commitment to a less restrictive setting (inpatient to outpatient). Applies to individuals aged 14 or older.

**405** – The involuntary commitment by the County MH/MR Administrator of a person with Mental Retardation to a State Mental Retardation Center for a period of up to one year.

**406** – Refers to a hearing that involuntarily commits a person with Mental Retardation to a State MR Center for a period of up to a year.

## **DEPARTMENT OF PUBLIC WELFARE REGULATIONS**

**2380** – Licensing rules and regulations for Adult Training facilities

**2390** – Licensing rules and regulations for Vocational Rehabilitation facilities

**4300** – Licensing rules and regulations that specify the County’s fiscal responsibilities in managing the County MH/MR Program.

**6350** – Licensing rules and regulations that govern County funding or reimbursement for Family Driven/Family Support services for individuals with mental retardation.

**6400** – Licensing rules and regulations for a variety of residential programs that support individuals with mental retardation, which excludes Intermediary Care Facility/Mental Retardation and Family Living programs.

**6500** – Licensing rules and regulations for Family Living residential programs that support individuals with mental retardation.

## **HOME AND COMMUNITY-BASED WAIVER FORMS**

**DP 457** – Home and Community-Based or ICF/MR Application and Service Delivery preference Form

**DP 458** – Fair Hearing request form.

**DP 250** – Initial form utilized to determine eligibility for Intermediary Care Facility/Mental Retardation programs.

**DP 251** – Form utilized for continued eligibility for Intermediary Care Facility/Mental Retardation services and Waiver.

**MA51** – Medical Evaluation Plan of Care

**PA-4** – Authorization for Release of Information

**PA-600L** – MA (Medicaid) Financial Eligibility Application

**PA-600RL** – medical Assistance Financial Review form.

**PAASR-ID** – Pre-Admission Assessment Screening & Review - ID

## **EARLY INTERVENTION SERVICES WAIVER FORMS**

**PW 123 – CERTIFICATION OF LEVEL OF CARE**, is presented to Early Intervention families when the service coordinator has determined that the child has potentially qualified for Infant Toddler Waiver Services with one delay of 50% or 2 delays of 33% in development. (The degree of delay is higher than the one 25% delay in development for Early Intervention Services) The waiver process must start after the initial Individual Family Service Plan Meeting, though mention of all funding sources can begin at the intake appointment. The child can already be enrolled with Medical Assistance to meet this requirement for Waiver Services or the family can apply simultaneously with the waiver application, which goes to the County Assistance Office. The actual 123 form states that the family chooses the waiver program, where the child with the one 50% delay or two 33% delays can receive services in the home and community, rather than being considered for Intermediary Care Facility/Mental Retardation supports, which would be more restrictive in nature and could be outside the community setting.

**PW 123A** – The form used to keep the waiver enrolled child active in the program on an annual basis. The recertification must occur before the 365<sup>th</sup> day of the initial enrollment.

**PW 456 – CERTIFICATION OF CHOICE**, is presented to families after a Qualified Professional has reviewed the 123 form and the accompanying documents to support the application, typically the current evaluation(s) and Individual Family Service Plan, written to describe outcomes for the child's progress and services to support the outcomes. The 456 form states that the family chooses to receive waiver services and also has received Medicaid Fair Hearing and appeal rights, available with signatures on this document.

**PW 456A** – The document that explains the family's appeal rights and instructions for filling an appeal.

**Form 162** – Generated from the County Assistance Office with the initial eligibility date of the Infant Toddler Waiver Services for the child. This form is sent to the family and to MHMR and kept in waiver files. Service Coordination Unit and Providers of Waiver Services also receive copies for their records.

## **WAIVERS**

**Aging (PDA)** – For individuals age 60 or older that require nursing facility services and are Medicaid eligible. Managed by the Office of Aging.

**AIDS** – For individuals with Acquired Immune Deficiency Syndrome or symptomatic HIV disease requiring Nursing Care who choose to reside in the community.

**Autism Waiver** – Federal Waiver program to provide home and community based services for adults with autism and autism spectrum disorders.

**Consolidated** – State and Federally funded program that provides supports to individuals with Mental Retardation over age 3 who meet certain eligibility criteria. Administered by the County Mental Health/Mental Retardation Program.

**Elwyn** – For Delaware County residents, age 40 or older, who are deaf, or deaf and blind, that provides Assisted Living services in the Valleyview facility on the Elwyn Campus.

**Freedom of Choice 1915B** – A federal option that allows a state to partially limit the choice of providers for Medicaid enrollees; for example, under the waiver, a state can limit the choice of enrollees to disenroll from an HMO on more than a yearly basis.

**Infant Toddler** – Managed by the MR/Department for Children up to age of three for Early Intervention services.

**Michael Dallas** – Providing supports to children (under 21) who are dependent upon technology to sustain their lives.

**OBRA** – Funding for community-based individuals with a physical disability that results in at least 3 functional deficits.

**OSP/AC** – Office of Special Programs/Attendant Care – For those who are mentally alert and with a physical disability and are eligible for nursing facility care. They live in the community and are independent with attendant care services.

**OSP/Independence** – For individuals 18 or older with severe, chronic physical disability that requires nursing care. They can live in their own homes or other Community Living Arrangements if they receive assistance.

**PFDSW – Person & Family Directed Support Waiver** – A Waiver of Federal Regulations to permit the payment for services and supports to those with mental retardation who live at home, on their own, in boarding homes, or Domiciliary Care facilities. This Waiver has a budget cap per person.