

## Illinois Department of Human Services

# Alphabet Soup

The Intellectual and Developmental Disabilities/Social Services field (perhaps more than any other) really, loves acronyms. You will hear quite a few acronyms, specific terms and jargon in this field. We like to call this “alphabet soup.” Please use the following as a guide to navigate you through this new vocabulary.

**AAIDD** - American Association on Intellectual & Developmental Disabilities. This is an advocacy organization which serves people with intellectual & developmental disabilities and their families through state and national chapters. Formerly known as American Association on Mental Retardation. (AAMR)

**ABS** - Adaptive Behavior Scale. A skill assessment used with people who have developmental disabilities.

**Accreditation** - Official approval of an organization by an independent reviewer such as the Commission on Accreditation of Rehabilitation Facilities (CARF) or the Council on Quality and Leadership (CQL).

**ADA** -Americans with Disabilities Act. A law guaranteeing civil rights to people with disabilities.

**ADL** - Activities of Daily Living. This can include cooking, hygiene, cleaning, budgeting, etc.

**ARC** - An advocacy group for people with disabilities and their families. State, national and international chapters. (Formerly “The Association for Retarded Citizens”)

**Assistive Technology** - Any device that helps someone be more independent. Communication devices, wheelchairs, specialized dishes and utensils, modified light switches, etc.

**BA - Behavior Analysis.** A branch of psychology concerned with data based decision-making. Or **Behavior Analyst**- a person who practices behavior analysis and uses the techniques to help people with developmental disabilities.

**BALC** - Bureau of Accreditation, Licensure and Certification. BALC monitors compliance with national accreditation requirements for community agencies funded by the Office of Developmental Disabilities or Office of Mental Health.

**Bureau of Quality Management (BQM)** - A Division of the Illinois Department of Human Services which is responsible for quality assurance of agencies.

**CNA** – Certified Nursing Assistant

**CARF** - Commission on Accreditation of Rehabilitation Facilities. Provides accreditation standards and reviewers for organizations working in the human services field around the world.

**CILA** - Community Integrated Living Arrangements. A residential setting serving 8 or fewer individuals, designed to maximize incidental learning and independence.

**Clinical File/Chart/Record** - A chart or file where information is kept on each person served by the agency.

**CMS** - Center for Medicare and Medicaid Services. A federal funding and monitoring body providing oversight of ICFDD and the State of Illinois Department of Human Services. Formerly known as the Health Care and Finance Administration, CMS conducts occasional audits of social service agencies that receive federal funding. CMS also defines Medicare rules and regulations for DHS, DPH, HFS, CILA, and foster care.

**CP** - Cerebral Palsy. A type of developmental disability affecting muscle structures.

**CQL** - Council on Quality and Leadership, an organization that accredits service providers who offer outstanding quality.

**CPR** - Cardio-pulmonary Resuscitation. A medical technique used to restore breathing. An annual recertification is required for most employees.

**CST** - Community Support Team. This team is made up of concerned persons who support a person receiving services. The team includes the person and 18 Module can also include family or guardian, QDDP, direct support professionals, program director, nurse, etc.

**DCFS** - Illinois Department of Children & Family Services. This entity serves as a funding and monitoring agency for some programs serving children.

**DD** - Developmental Disabilities. A disability that presents at birth or childhood, which is life-long, and affects learning across several major life areas: capacity for independent living, economic self-sufficiency, mobility, learning, receptive and expressive language, self-care, and self-direction.

**DHS/IDHS** – (Illinois) Department of Human Services: DHS is one of Illinois' largest State agencies created in 1997 to provide Illinois residents with streamlined access to integrated services, especially those who are moving from welfare to work and economic independency, and others who face multiple challenges to self-sufficiency. It administers the Temporary Assistance to Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP) programs which provide cash and foodstamp benefits through Link cards. The Division of Developmental Disabilities (DDD) is the office of DHS that regulates services and funding provided to people with disabilities. DHS licenses or certifies other agencies to provide services and conducts survey visits to all programs at least once a year to ensure that those services are being provided. It also ensures proper credentialing and training of direct support staff and QIDPs. A facility or agency regulated by DHS may be funded by it or the Illinois Department of Healthcare and Family Services (HFS), often referred to as "Public Aid" or "DPA," HFS's former name.

**DRS** - Department of Rehabilitation Services. A funding and monitoring agency for some programs and services, particularly Supportive Employment.

**DPA/IDPA** - Illinois Department of Public Aid. This entity is a funding and monitoring agency for many Medicaid programs and services.

**DPH/IDPH** - Illinois Department of Public Health. IDPH regulates and licenses ICFsDD and other health care facilities. It conducts a surprise survey visit at least once a year, and they also investigate allegations of abuse, neglect and exploitation in ICFs. Facilities must be licensed to provide services under IDPH. IDPH also maintains a registry of DSPs, their criminal background status, training programs and IDHS Office of the Inspector General (OIG) substantiated findings of abuse/neglect.

**DSM V** - Diagnostic and Statistical Manual 5th revision. A reference used by mental health professionals to list criteria for the diagnosis of mental illness.

**DSP** -Direct Support Professional. The DHS title for people who work providing daily assistance for people with intellectual and developmental disabilities.

**DT** - Developmental Training. A State of Illinois funding category for certain Adult Services programs.

**EFE** (Sometimes called 'E for E') - Equip for Equality. A "watch dog" organization that monitors human rights issues for persons with developmental disabilities in Illinois.

**GAC and OSG** – Guardianship and Advocacy Commission and Office of State Guardian: The Illinois GAC protects the rights and promotes the welfare of persons with disabilities. Services provided include legal representation, investigating complaints of rights violations and providing state guardianship for Illinois' population with disabilities through OSG.

**Goal** - An outcome that a person would be likely to attain in 3-5 years. This is different than an objective which is more short term and lasts about a year.

**HRC** – Human Rights Committee

**IARF** - Illinois Association of Rehabilitation Facilities. Association of MI and DD providers who meet to share information. State and national chapters.

**ICAP** - Inventory for Client and Agency Planning. This is a tool that evaluates the skill levels of persons with developmental disabilities.

**ICF/DD**- health facilities licensed by IDPH to provide 24-hour-per-day service to people with developmental disabilities.

**ICF<16** -Intermediate Care Facility for 16 or fewer persons.

**ID** - Intellectual Disabilities. A condition that is associated with a below average IQ score and deficits in intellectual functioning, formerly known as "Mental Retardation."

**IEP, ISP, ITP** - Individual Educational, Service, or Treatment Plan. Almost everyone who participates in an educational, residential, employment, or day program has either an IEP, ITP, or ISP, which are integrated plans that serve as a “blueprint” for services. A person’s plan outlines what staff will do with or for the person, how often it will occur, and describes how progress will be determined.

**ISBE** - Illinois State Board of Education. Regulatory agency for funding and monitoring of Illinois elementary and secondary schools.

**ISC** – Independent Service Coordination. The role of the ISC agency is to ensure compliance with applicable Federal and State laws, arrange for and conduct assessments, make necessary determinations regarding for services, educate individuals and families, and make referrals and provide linkage to appropriate and needed services.

The duties of the ISC fall into two main areas of support: Screening and Case Management. First of all, the ISC agency is responsible for screening and assessing individuals who are located in the geographic area assigned to them by IDHS. The ISC agents assist people with disabilities and their families in receiving funding and deciding on services. Once funding is received, clients have an ISC agent, who is an independent case manager for all services received by that client.

These services were formerly referred to as **Pre Admission Screening (PAS)** and **Individual Support, Service and Advocacy (ISSA)**.

**Job Coach** - An employee who supports a person with a disability to learn job skills at a job site in the community.

**Link Cards** - A debit-type card for cash and SNAP (foodstamp) benefits issued by the State of Illinois to enable eligible people purchase qualifying goods, services, food, and pay living expenses the Link card can only be used by the person (payee) to whom it is issued and requires the entry of a personal identification number (PIN) .

**LPN** - Licensed Professional or Practical Nurse.

**MAR** - Medication Administration Record. Form used to record medication taken each day.

**Medicaid** – Okay, this is not an acronym, but it is still very important to know. Medicaid is a form of government-provided and funded health insurance. Medicaid is more comprehensive than just funding visits to the doctor however; care can include acute health care, respite services, rehabilitation therapies, assistive technology devices and other community based services and supports.

Medicaid is available only to certain low-income individuals and families who fit into an eligibility group that is recognized by federal and state law. In Illinois, some clients and their families are also asked to pay a small part of the cost (co-payment) for some medical services. This is called a “spend down.” Medicaid is a state administered program and each state sets its own guidelines regarding eligibility and services. In Illinois, Medicaid is administered by HFS

(formerly “Public Aid”). For all clients who are eligible for Medicaid, it is important to always have a current copy of their Medicaid cards in our files.

**Medicare** – Medicare is a Federal government program that pays for, among other things, long-term care for the elderly and for the disabled who have received SSDI (see below) for two years.

**Medicaid Waiver**- This program allows federal dollars to be used by states to run programs that were not originally covered under Medicaid

**MHP** - Mental Health Professional. A direct support staff with a minimum of 5 years of experience in the Mental Health field or a 4 year degree in Human Services.

**MI** - Mental Illness.

**MR** - Mental Retardation. A type of developmental disability. This term has largely been replaced with Intellectual Disability, a term preferred by advocates and required to be used by Illinois state agencies.

**Objective** - A short term learning goal meant to be achieved in a one year period.

**OIG** – Office of Inspector General: OIG assists agencies and facilitates in prevention efforts by investigation all reports of abuse, neglect and mistreatment in a timely manner, to foster humane, competent, respectful and caring treatment of persons with mental and developmental disabilities. OIG can be considered the “investigative arm” that looks into allegations of abuse, neglect and exploitation in CILA, DT, ES, and In-home CILA. The Illinois Department of Public Health (IDPH) investigates allegations of abuse, neglect and mistreatment in ICF environments, but the agency overall utilizes OIG’s Rule 50 reporting guidelines and standards.

**On-the-job (OJT) training** - Refers to training which occurs on the job site.

**OSG, OPG** - Office of State Guardian or Office of Public Guardian. Entities which serve as public guardian for some people we support.

**PAS Agency and ISSA Agent**- See **ISC** (Independent Service Coordination)

**Personal Outcomes** - Goals, dreams, and plans that people have for themselves.

**PICA** - A diagnosis that describes people who have an obsession with putting things in their mouths which others, without this disability, would not. Cigarette butts are an example.

**POS** - Physician’s Orders Sheet. A list of current medications and treatments for a person receiving residential services.

**PSW**- Personal Support Worker

**QDDP/QIDP** - Qualified Developmental Disability Professional/ Qualified Intellectual Disabilities Professional. These persons have responsibility for services and support for persons with developmental disabilities. Also known as a case manager.

**Respite** - A program which offers support to families of persons with disabilities.

**ROCS** - The Department of Human Services Community Reporting System (DHSCRS) otherwise known as ROCS software is a PC-based system designed to be used for collecting and submitting required data to the Department of Human Services (DHS) by those community providers who have contracted with the Department to provide services for individuals.

**Rule** - state or federal regulations and guidelines for programs. Rule 119 (DT) or Rule 155 (CILA) are examples.

**SEP** - Supported Employment Program. A program in which individuals are assisted in obtaining pre-vocational skills, employment, and support on the job.

**SIB** - Self-injurious Behavior. Behavior that causes a person to injure him or herself that could require a behavior plan.

**SODC** –State Operated Developmental Center

**SSA** – Social Security Administration: The Federal government agency that provides oversight and regulation for all social security benefits (retirement, disability, SSI, Medicare, survivor benefits).

**SSDI** – Social Security Disability Insurance: Eligibility for these funds is based on ability to work. Beneficiaries of SSDI can be a disabled worker, the spouse of a disabled worker, the children of a disabled worker, or an adult disabled child of a worker. The amount received each month depends on the work history of the client and/or parent.

**SSI** – Supplemental Security Income: Eligibility for these funds is based on age (65 or older), disability, income and assets. Recipients are usually ineligible if their assets/income is over \$1125.00 a month. If the client is legally blind, allowable assets are doubled to \$2250.00. Eligibility for SSI often means the recipient is eligible for food stamps and Medicaid as well.

**SST** - The Support Services Teams (SSTs) provide an interdisciplinary technical assistance and training response to persons with a developmental disability in a medical or behavioral situation that challenges their ability to live and thrive in the community.

**TD** -Tardive Dyskinesia. An irreversible condition which occurs as a result of long-term use of some psychotropic medications. Can cause tics or other movement disorders.