

Acronyms

AAA	Area Agency on Aging
AAC	Augmentative and Alternative Communication
AAIDD	American Association on Intellectual and Developmental Disabilities
ABA	Applied Behavior Analysis
ADHD	Attention-Deficit/Hyperactivity Disorder
ADA	Americans with Disabilities Act (of 1990)
ADL	Areas of Daily Living (such as dressing and cooking)
AE	Administrative Entity (county office)
AEIC	Administrative Entity Information Center
AEOMP	Administrative Entity Oversight Monitoring Process
APS	Adult Protective Services
ASD	Autism Spectrum Disorder
ASL	American Sign Language
AT	Assistive Technology
AWC	Agency With Choice (self-directed service)
BAS	Bureau of Autism Services
BHA	Bureau of Hearings and Appeals
BHO	Behavioral Healthcare Organization
BHS	Behavioral Health Services
BIP	Behavioral Intervention Plan
BSE	Bureau of Special Education
CAO	County Assistance Office
CBA	Community Based Activity
CBH	Community Behavioral Health
CBO	Congressional Budget Office
CDS	College of Direct Support (provides online trainings)
CHC	Community Health Choices (Managed Care insurance company)
CHOP	Children's Hospital of Philadelphia
CIS	Community Integrated Services (provider)
CLS	Community Life Skills Program
CMS	Center for Medicare and Medicaid Services (federal government level)
CPS	Child Protective Services
CPS	Community Participation Supports
CQI	Continuous Quality Improvement
CR	Critical Revision (when changing services in ISP)
CST	Consumer Satisfaction Team
CW	Consolidated Waiver
C&Y	Children and Youth
CYS	Children and Youth Services
DAP	Disability Advocacy Program

D&A	Drug and Alcohol
DCP	Direct Care Professional
DD	Developmental Disabilities
DD	Dual Diagnosis (mental health and IDD)
DHS	Department of Human Services
DPA	Department of Public Assistance
DPH	Due Process Hearing
DRP	Disability Rights Pennsylvania
DSM	Diagnostic and Statistical Manual of Mental Disorders
DSP	Direct Support Professional
EAA	Environmental Accessibility Adaptations
EDL	Everyday Lives (ODP philosophy)
EI	Early Intervention
EPSDT	Early Periodic Screening Diagnosis and Treatment (under age 21)
ER	Evaluation Report
ESY	Extended School Year
FBA	Functional Behavioral Assessment
FDM	Family Driven Monies (one-time-use money for non-waiver individual)
FDSS	Family Driven Support Services (Philly-based one-time grant for non-waiver)
FERPA	Family Educational Rights and Privacy Act
FMS	Financial Management Service
FSS	Family Support Services (Chester's one-time grant for non-waiver individual)
FY	Fiscal Year (July 1 st -June 30 th)
HCBS	Home and Community Based Services
HCSIS	Home and Community Services Information System (website)
HIPAA	Health Insurance Portability and Accountability Act
HMO	Health Maintenance Organization
HUD	Housing and Urban Development
ICF/ID	Intermediate Care Facility for the Intellectually Disabled
IDEA	Individuals with Disabilities Education Act
IDS	Intellectual Disabilities Services
IEP	Individualized Educational Plan
IM	Incident Management
IM4Q	Independent Monitoring for Quality
IRWE	Impairment Related Work Expense
ISP	Individual Support Plan
IQ	Intelligence Quotient (standardized test for human intelligence)
IU	Intermediate Unit
LD	Learning Disability
LEA	Local Educational Agency
LMS	Learning Management System
LOC	Level of Care

LPN	Licensed Practical Nurse
LRE	Least Restrictive Environment
LTCC	Local Transition Coordinating Council
MA	Medical Assistance (Medicaid)
MAWD	Medical Assistance for Workers
MCO	Managed Care Organization
MCT	Mobile Crisis Team (mental health support)
M4Q	Monitoring for Quality
MH	Mental Health
OCYF	Office of Children, Youth, and Families
ODD	Oppositional Defiant Disorder (diagnosis- angry, defiant, vindictive behavior lasting more than 6 months)
ODP	Office of Developmental Programs (state-level office)
OHI	Other Health Impairment (umbrella term for chronic conditions limiting education)
OLTL	Office of Long Term Living (provides alternative waivers)
OMAP	Office of Medical Assistance Programs (administers Medicaid)
OMHSAS	Office of Mental Health and Substance Abuse Services
OT	Occupational Therapy (daily work and living skills)
OVR	Office of Vocational Rehabilitation (prepare, obtain, and/or maintain job)
PAC	Planning and Advisory Committee (through ODP)
PA Plus	Additional questions that accompany the SIS assessment
PAR	PA Advocacy & Resources for Autism and ID (builds private sector capacity)
PaTTAN	PA Training & Technical Assistance Network (provides technical and professional assistance to students)
PCA	Personal Care Attendant (assist with health care needs and ADLs)
PCHC	Philadelphia Coordinated Health Care (indirect health support for people with ID)
PCP	Primary Care Physician
PDE	PA Department of Education
PDS	Participant Directed Services
PFDS	Person/Family Directed Support (capped waiver funding)
PFL	Private Licensed Facility
PPL	Public Partnerships LLC (self-guided, vendor-fiscal service)
PPRT	Positive Practices Resource Team (addresses behavioral needs)
PROMISe	Provider Reimbursement & Operations Management Information System (billing Medicaid for services)
PSSA	PA System of School Assessment (annual public school testing)
PT	Physical Therapy (promotes mobility and function through physical intervention)
PUNS	Prioritization of Urgency of Need for Services (requesting a waiver)
QA	Quality Assurance

QI	Quality Improvement
QIDP	Qualified Intellectual Disability Professional (in ICF/ID facilities)
QIP	Quality Improvement Plan
QM	Quality Management
RN	Registered Nurse
RTF	Residential Treatment Facility
SB	Senate Bill
SC	Supports Coordinator
SCS	Supports Coordination Supervisor
SEEP/SEESP	Social Emotional Environmental Support Plan
SEP	Supported Employment Program (assessments, skills training, job coaching, etc)
SIS	Supports Intensity Scale (assessment for people with IDD)
SLA	Supported Living Arrangement
SNAP	Supplemental Nutrition Assistance Program (formerly known as- food stamps)
SNF	Skilled Nursing Facility
SSA	Social Security Administration
SS	Social Security
SSD	Service and Supports Directory (services for people with base or waiver funds)
SSDI	Social Security Disability Income (less than \$8,000 in assets, funded through payroll taxes)
SSI	Social Security Income (less than \$2,000 in assets, needs-based, funded through general taxes)
ST	Speech Therapy (deals with speech, language, and swallowing disorders)
TBI	Traumatic Brain Injury (sudden trauma, usually by outside force)
TDD	Telecommunication Device for the Deaf
TEP	Transitional Employment Program (wage-paying jobs, help overcome job barriers)
TSM	Target Services Management (billable services)
VAA	Vehicle Accessibility Adaptation (vehicle modifications)
VF/EA	Vendor Fiscal/ Employer Agent (PPL)
WAC	Work Activity Center (provides rehabilitative/work activities, usually in prevocational programs)
WCM	Waiver Capacity Management (total number of people who can be served by waiver; waivers supplied based upon need)
WIC	Women, Infants, & Children (SNAP for pregnant women, new mothers, and young children)
WNL	Within Norman Limits (medical testing results)

Numbers

F70	Mild intellectual disabilities
F71	Moderate intellectual disabilities
F72	Severe intellectual disabilities

F73	Profound intellectual disabilities
F78	Other intellectual disabilities
F79	Unspecified intellectual disabilities
201 Petition	Voluntary Mental Health Commitment; 0-72 hour commitment; age 14 and over
302 Petition	Involuntary Emergency Medical Evaluation; no more than 120 hours/5 days; county officer, police, or physician can make decision;
303 Petition	Court-Ordered Involuntary Mental Health Commitment; no more than 20 days; court hearing must be held within 120 hours
304B Petition	Court-Ordered Involuntary Mental Health Commitment; no more than 90 days; court hearing must be held within 120 hours
2380 Regulations	For Adult Training Facilities
2390 Regulations	For Vocational Services
6400 Regulations	For Residential Facilities
6500 Regulations	For Family Homes/Life Sharing
6600 Regulations	For ICF/ID Services

Medication Dosage Abbreviations

QD	Once daily
BID	Twice daily
TID	Three times daily
QID	Four times daily
HS	Nightly
PRN	As-Needed
GT	Drop
GTT	Drops

Glossary of Terms

Alert: Alerts are electronic messages in HCSIS that inform of various due dates, approvals, and other important information. These can be accessed by clicking “alerts” on the left-hand side of HCSIS’s home screen. Alerts are deleted after 14 days, so it’s important to check these regularly.

Caseload: The list of people assigned to a particular SC.

Caseload Facesheet: This screen lists the name, date of birth, primary funding source and ISP end date for every individual in a caseload in one read-only page in HCSIS. It also provides easy links to more detailed information about each individual on the caseload. By clicking on the headers, the sheet can be reorganized.

Certified Investigator: This role conducts investigations, completes incident investigation records, enters the Investigation Summary into HCSIS, and recompiles necessary reports as recommended.

“Closing the Loop” An IM4Q term, meaning the consideration follow-up done by the SC has been approved by the county Administrative Entity (AE). Once the loop is closed, the SCO Response is adequate and no further follow-up is needed.

COMPASS: Website where people/families can apply for various assistance programs such as Medicaid, SNAP (formerly known as food stamps), TANF (short-term financial assistance), and other related assistance.

Demographics: A screen in HCSIS that contains people’s specific information, including but not limited to: name, address, birthdate, contacts, and insurance.

Eligibility Documentation: Evaluations, applications, and other documentation, that determines whether someone receives a waiver. If someone is approved for waiver, the county AE will inform the SCO.

Projected Plan Budget: The total dollar amount someone has available through the waiver, which cannot be exceeded. This is especially important for PFDS waiver people.

Funding Stream: This identifies the person’s money source, which includes waiver and base funds.

Health Care Quality Unit (HCQU): HCQUs serve as the entity responsible to county’s IDD programs for the overall health status of people receiving services in the IDD system.

Home and Community Services Information System (HCSIS): This website is the main informational hub for all the people the SCO supports. Information related to the ISP, demographics, SIS, incidents, IM4Q, monitoring, service notes, and other related categories are included here.

IM4Q Considerations: These are suggestions made by the IM4Q team, staff, family, or the person themselves to improve quality of life or solve an issue in the person's life. It's the responsibility of the SC to follow up with the person and team in a timely manner to address the consideration.

IM4Q Pre-Survey: If the outside IM4Q agency chooses someone in that year's sample to be interviewed, the SC must complete a pre-survey, which includes background information. This information is then passed along to the IM4Q agency's interviewer, so they know about the person before meeting them.

Incident Management (IM): IM involves the reporting, investigation, and analysis of trends taking corrective action in response to incidents. Additionally, IM assures that when an incident occurs, the response will be adequate to protect the health and safety of the individual.

Individual Monitoring: Regularly scheduled and ongoing visits with individual to ensure health, safety, and that services and supports are being provided as indicated in the ISP.

Individual Support Plan (ISP or plan): An individual's summary of their planned services and supports. It provides documentation regarding the individual, such as their preferences, outcomes, health and safety information, medical information, and so on.

Intake: When someone is approved for SC services and chooses an SCO for the first time, they are considered a new intake. The SC meets with the person and creates the ISP from scratch.

Outcomes: Goals that represent what is currently important in the person's life and/or changes the person wants to make in their life. Outcomes are linked to things important to the person's life and may be connected to services and supports.

Promise: This website can look up someone's Medical Assistance (Medicaid/Medicare) status to determine whether they're active or they've lapsed. This also shows what services they're eligible for within Medical Assistance.

PUNS: This stands for "Prioritization of Urgency of Needs for Services", which establishes a need for waiver services. There are 3 categories for PUNS: planning (needing services within 5 years), critical (needing services within 2 years), emergency (needing services within 6 months). Once entered, the PUNS must be reviewed and updated annually, but can be updated any time.

Service Authorization: The approval of funds for a particular service to be added to someone's ISP. Services must be authorized before the individual can begin to receive the service and before the provider can be paid for the service.

Service Note: This documents all interactions, communications, and actions taken with an individual, their family, staff, and other team members. This can include meetings, locating services and information, communications, monitoring, and any other tasks related to a person.

Services and Supports Directory (SSD): The tool used for locating waiver services. Services can be added to an ISP using the SSD. There is also an external SSD that people/families can use to find services and providers.

Targeted Supports Management (TSM): The billing method SCOs use for people receiving Medical Assistance.

Waiver: Medical Assistance funds that pay for a variety of services. This includes transportation, in-home services, residence, and employment services.