

**A QUICK GUIDE
TO TERMS USED
IN THE CALIFORNIA
DEVELOPMENTAL
DISABILITIES
SERVICE SYSTEM**

***Alameda County Developmental Disabilities
Planning and Advisory Council***

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TERMS AND PHRASES

Accessibility - An architectural feature, which allows people who use wheelchairs to get in and around buildings. A building that is accessible is free of **architectural barriers**.

Accreditation - The process of assessing a **service provider** for compliance with a set of written quality standards for services that have been established by a recognized independent, non-profit organization whose goals are to enhance and ensure the quality of services in given service-delivery areas.

Accreditation Council on Services for People with Disabilities (The Accreditation Council):

A national organization that establishes standards to be met in the provision of services for individuals with **developmental disabilities**.

Adaptive Behavior – The ability of an individual to successfully function in his environment with responsibility and independence as expected by his age and cultural group.

Adult Development Center - A day program that serves people who need assistance to learn basic self-help, communication and socialization skills for movement toward vocational independence. In practice, these programs are often **segregated** but need not to be.

Advocacy - Helping to represent the interests of another as if they were one's own. People who do this are known as advocates.

Age Appropriate - Consideration of the chronological age of the person in the use of activities, instructional locations and techniques.

Ambulatory - A person who can move about independently without mechanical assistance is a person who is ambulatory.

Americans with Disabilities Act (ADA) - This statute, enacted in 1992, gives civil rights protections to individuals with disabilities that are like those provided to individuals on the basis of race, sex, national origin, and religion. It guarantees equal opportunity for

individuals with disabilities in employment, public accommodations, transportation, State and local government services and telecommunications.

A.N.D.I. - A Normalization and Development Instrument was designed by the **Department of Developmental Services** to screen and evaluate the effectiveness and basic quality of day and residential programs according to **normalization** standards.

Architectural Barrier - A feature of a setting that prevents people with disabilities from using it. When these barriers are removed, the setting is said to be “barrier free” and implies full **accessibility**.

Area Boards - Thirteen Area Boards help make sure people with **developmental disabilities** get the things they need. They help with: **advocacy**; public information about disabilities; planning new programs; monitoring existing programs; and making sure that people work together in providing services. The Area Boards are associated with the State Council on Developmental Disabilities.

Asperger’s Syndrome - This is diagnosed in school-aged children who have social and behavioral symptoms of **autism** without the language delay. Measured intelligence is in the average to above average range. Frequently these children show an almost obsessive interest that is unusual in intensity and focus.

Assessment - The process used to determine if a person is eligible for **regional center** services and to identify treatment needs.

Assistive Technology (AT) - Any item, piece of equipment, product, or system, whether acquired commercially, modified, or customized, that is used to increase, maintain, or improve the functional capabilities of persons with disabilities.

At-Risk: - Term used for children who have, or could have, developmental problems that may affect later ability to learn.

Autism: Autism is a complex developmental disability that typically appears during the first three years of life. The result of a neurological disorder that affects the functioning of the brain, autism impacts the normal development of the brain in the areas of social interaction and communication skills. Children and adults with autism typically have difficulties in verbal and non-verbal communication, social interactions, and leisure or play activities.

Autistic Spectrum Disorder – An umbrella definition that includes **Autism, Pervasive Developmental Disorder, Asperger’s Syndrome** and other similar disorders.

Aversive Treatment - A potentially harmful procedure used to help people reduce certain negative behaviors.

Behavior Intervention – Acceptable interventions include positive behavioral support strategies that do not cause pain or trauma, and that which respect the person’s individual needs and dignity.

Behavior Modification - A way to help people acquire behaviors by structuring the person’s environment to reinforce or reward positive behaviors.

Behavior Management Program - A time-limited day program that serves adults with a severe behavior disorder and or **dual diagnosis** (mental retardation and mental illness) who, because of their behavior problems are not eligible for, or acceptable in any other day program.

Board and Care - Residential facilities licensed by the State **Department of Social Services**, Community Care Licensing Division. These licensing categories include three types of facilities: 1) ADULT RESIDENTIAL FACILITY: serves adults with developmental or mentally disabled, ages 18-59 years; 2) GROUP HOME: serves individuals birth through 17 years old with a structured environment with services provided by staff employed by the licensee; 3) SMALL FAMILY HOME: serves persons with developmental disabilities, mental disorders or physical handicaps aged birth through 17 years old with care provided in the licensee’s family residence.

California Children's Services (CCS) – A statewide program that assists children under the age of 21 who have a serious medical condition and require specialty medical care.

California Master Plan - A plan to help provide services for students with disabilities in the California School System. It describes who is disabled and what types of services are available and how they will be offered.

Care Provider - Operator of a licensed **community care facility**. (CCF)

C.A.R.F. - A survey conducted by the Commission on the Accreditation of Rehabilitation Facilities, designed to evaluate the effectiveness of various types of employment programs and pre-employment programs and services.

Cerebral Palsy (CP) - Problems with muscle control and coordination as a result of trauma to parts of the brain at birth or during early life.

Citizen Advocacy - A program designed to foster a close voluntary friendship between a person whose rights may be in danger and another who is informed about the person's rights and is willing to **advocate** for them.

Client Developmental Evaluation Report (CDER) - A diagnostic and evaluation instrument used by **regional centers**. All regional center clients are evaluated with C.D.E.R.

Client Program Coordinator (CPC) (Also called Case Manager) - A person responsible for the overall planning, coordination and implementation of an **Individual Program Plan**. **Regional Centers** employ Client Program Coordinators.

Client Rights Advocate - A specific staff member designated to assist individuals with special **developmental** needs to exercise all rights guaranteed by law.

Community Advisory Committee (CAC) those persons appointed to advise the **SELPA** on various aspects of the Local Plan.

Communicatively Disabled (CD) – Includes persons who are deaf, hard of hearing, aphasic, severely language impaired, or have other speech and/or communication disorders.

Community-Based Day Programs (State Definition) - Programs which are located in the community rather than at a **State Developmental Center (DC)** and which provide service to regional center clients on an hourly or daily, but less than 24 hour basis. Only the following programs are community-based day programs: **Activity Center, Adult Development Centers, Behavior Management Programs, Independent living Programs, Infant Early Intervention Programs and Social Recreation Programs.**

Community Based Program (provider definition) - A program where the vast majority of classes and activities for participants occur in the participant's local natural environment and not in a **segregated** setting.

Community Care Facility (CCF) - Facilities (majority with six beds or less) that provide residential services (room and board) along with varying degrees of supervision.

Community Integration - Presence, participation and interaction in natural environments.

Community Colleges (C.C.S) - Two-year higher education schools that serve students both with and without disabilities and which currently provide prevocational, vocational and academic training for persons with disabilities.

Community Placement Plan (CPP) - A yearly plan developed by each **regional center** for placement of persons out of state **developmental centers**.

Community Supported Living Arrangement (CSLA) - A federal pilot project that had as its goal to help support adults with **developmental disabilities** live in their own homes, in the community, with the supports needed to make this possible. Now **entitled Supported Living Services**.

Conservatorship - A legal process by which an individual is appointed by the court to care for the personal welfare and/or financial welfare of an adult who is unable to adequately care for himself/herself or manage his/her behavior.

Consumer - A person (Primary Consumer) or relative of a person (Secondary Consumer) who uses developmental services.

County Council - Local boards empowered by county boards of supervisors and given the responsibilities to plan, advocate and monitor services to persons with **developmental disabilities** within a county. These councils are very active in some parts of California; in others, they are non-existent.

Day Nursery: - A nonresidential facility for children to aid them in developing pre-academic skills. Such a facility is also known as a preschool nursery or school.

Day Training and Activity Center (DTAC) - Focuses on people whose needs include both prevocational and **pre-independent living** skills. In practice, these programs are often **segregated**, but need not be.

Day Service Provider - A person or persons who provide training and education for persons with **developmental disabilities**. This may be in a **day training and activity center, community college, sheltered employment,** etc.

Deinstitutionalization - A practice or goal of reducing the number of people living in congregated and segregated institutional settings. When implemented appropriately, this practice is based on the concepts of **normalization** and **least restrictive environment**.

Department of Developmental Services (DDS) - Administers direct service to children and adults in state hospitals. DDS also provides programs to persons with **developmental disabilities** who live in the community through contracts with **regional centers**. In addition, the Department sets policy, determines rates, and advocates for people through its various departmental divisions.

Department of Education (DOE) - In addition to providing regular education services for students, who have no disabilities, provides special education and support services for some 340,000 school-aged students with disabilities through local school districts and special education consortia. Students with developmental disabilities are eligible for school services up to age 22. In addition, children between 0-3 are offered programs designed to help educate through **early intervention**.

Department of Health Services (DOH) - Provides a number of health services to all people. Also operates **California Children's Service**, a therapy and medical treatment program for children with physical disabilities and health problems through age 21.

Department of Rehabilitation (DOR/DR) – The Department of Rehabilitation (DR) is a state agency whose mandate is to assist residents of California with disabilities to become gainfully employed. They serve a broad spectrum of persons with disabilities. They are responsible for all initial supported employment services such as assessment, job placement and initial job coaching through stabilization. Funding is generally for time limited intensive services.

Department of Social Services (DOS) - Provides licenses and monitors community care facilities such as residential and day services. Also funds **In-Home-Support-Services (IHSS)** for people who live at home but may need help in self-care.

Developmental - Pertaining to successive changes during the process of natural growth.

Developmental Center - Synonymous with state hospital.

Developmental Delay - A delay in one or more of the four **developmental** areas: cognitive, physical, psychosocial or self-help skills.

Developmental Disability (DD) - California defines a person with a developmental disability as anyone who has acquired mental retardation, autism, epilepsy or cerebral palsy before age 18 and is likely to need special services throughout life. The Federal definition uses age 22 and looks at a person's range of abilities instead of diagnostic categories.

Disability: - A physical or mental condition, which limits, or will limit if not corrected, a person's functioning.

Down Syndrome: - A condition associated with a chromosome abnormality, usually trisomy (addition of a third chromosome to a pair) of chromosome 21, resulting in moderate to severe **mental retardation**, and sometimes accompanied by physical anomalies.

Dual Diagnosis: - In terms of **developmental disabilities**, an individual who is both developmentally disabled and mentally ill.

Dyslexia: - Learning disability characterized by difficulties with letters, numbers & symbols.

Early Intervention: - A trans-disciplinary program to provide services to **developmentally** at-risk and delayed infants (birth to three years of age), usually involving medical, educational, and psychosocial professionals. Infant intervention programs also provide emotional support, guidance and information to parents. The Education of the Handicapped Act Amendments of 1986, Part H of Public Law (P.L.) 99-457, provides for discretionary funds to assist states in establishing statewide, comprehensive systems of **early intervention** services for infants and toddlers with **developmental delays** who are at risk, and their families. The California **Department of Developmental Services** is designed as the lead agency for this program.

Education for All Handicapped Children Act of 1975 (Public Law 94-142 or I.D.E.A.)

The Individuals with Disabilities Education Act is a federal law which mandates the following for students with disabilities: A free and appropriate public education in the **least restrictive environment**; priorities for service; procedural safeguards; definitions of disabilities; and the **Individualized Education Plan (I.E.P.)**.

Emotional Disturbance (ED) – Persons who exhibit one or more characteristics of a severe emotional disturbance specified by law and whose condition has existed for a long period of time and to a marked degree.

Employment Development Department (EDD) - Provides job referral services, benefits, and some training for persons who are looking for work.

Epilepsy - A condition occurring in the brain which can cause a variety of nervous system episodes involving muscle contractions and other disturbances of bodily functions known as “seizures”.

Facilitation Services - Refers to services whereby an individual aids a member of a policy-making board to perform the essential functions of his/her position.

Facilitated Communication - A controversial method of physical assistance used to support a hand, wrist, arm or elbow, while an individual touches letters or a keyboard with their finger(s) in order to communicate. Physical support may be faded to a light touch on any part of the body or physical presence of the facilitator. This method was designed for persons with limited speech whose intelligence is hidden by a communication deficit. Unfortunately, there has not been reported any convincing scientific evidence to substantiate the claims for facilitated communication’s effectiveness or the underlying theory.

Fair Hearing - A procedure used by people who wish to question the decision of an agency regarding the type or amount of service they receive.

Free Appropriate Education (FAPE) - Each public school system is responsible for ensuring that each child with disabilities is served appropriately, at no expense to the parent.

Functional/Critical Skills - Those skills that enable an individual to communicate, interact with others and to perform tasks that have practical utility and meaning at home, in the community, or on the job.

Functional Assessment - The process of determining the relationship between events in a person's environment and the occurrence of challenging behaviors. This process involves:

- identifying and defining the challenging behavior,
- identifying the events and circumstances regularly associated with the occurrence and the nonoccurrence of the challenging behavior,
- determining the social function or the purpose of the challenging behavior

Generic Services - Services available to all persons residing within a given area (e.g., city, county, or state) without additional qualifications or requirements, such as public education, mental health services, and parks and recreation programs.

Goals - Broad or general statements which describe what needs to be learned by the consumer/student.

Guardianship - A judicial process whereby the legal decision-making power from one individual is transferred to another who has been appointed to serve, assist, and protect the person by helping the individual make decisions or by making the decisions for him/her. This applies to persons under the age of 18 years.

Habilitation – Now funded by Regional Centers, provides funding for ongoing job coaching for individual and group **Supported Employment** services. **Work Activity Centers** are also by **Habilitation** services. Funding is not time limited.

Health and Welfare Agency - The state agency which coordinates the work of the **Department of Developmental Services, Department of Rehabilitation, Employment Development Department, Department of Social Services, Department of Health Services** and the **Department of Mental Health**.

Inclusion - The use and participation by individuals with disabilities and their families of the **generic services** that are used by and are available to other individuals.

Incompetent - A person is incompetent if s/he is either too young or unable to manage his/her own affairs because of an impairment.

Independent Educational Assessment (IEA) - A parent has the right to obtain, at public expense, an independent educational assessment of the pupil from qualified specialists if the parent disagrees with an assessment obtained by the public education agency. The public agency may initiate a due process hearing to show that its assessment is appropriate.

Independent Living Skill Training or Independent Living Program - Provides training and support of people who want to live semi-independently or independently. Includes skill development in home care, cooking, money management, consumer shopping, etc.

IDEA 97 - Individuals with Disabilities Education Act Amendments of 1997 - This federal law revised many elements of special education.

Individualized Education Plan (IEP) - Required by **Public Law 94-142**, this plan is developed for individuals who are school-aged by a team of people such as parents, teachers and psychologists. The IEP describes the direction a student with special needs will be going in the future and how to get there.

Individualized Program Plan (IPP) or Individualized Habilitation Plan (IHP) - Both of these written plans are similar to an Individualized Education Program (IEP). They outline special services, goals and objectives for a person who needs individualized help because of a **developmental disability**. The Regional Center and the Consumer develop the IPP. The Department of Rehabilitation and the Consumer develop the IHP. **Individualized Family Service Plan (IFSP)** is developed by Regional Center and the family of an infant (up to age 3).

Individualized Transition Plan (ITP) - The ITP must be developed for students beginning at age 14 (or younger, if appropriate), and updated annually. It includes a statement of the transition service needs of the student, related to the [IEP](#), which focuses on the student's course of study (such as participation in advanced placement courses or vocational programs). Beginning at age 16 (or younger, if appropriate), the ITP provides a statement of needed transition services for the student, including a statement of the interagency responsibilities or any needed linkages, as appropriate.

Infant Intervention (Also called Infant Stimulation or Infant Development Programs)

Refers to programs designed to provide early education for children (under age three) with **developmental disabilities** and training and support for their parents.

In-Home Supportive Services (IHSS) - Chore helpers who work with people who have disabilities who live at home. The Public Authority for In Home Support Services provides a registry of names of persons who have been approved to provide In Home Support Services

Intake and Assessment - A process used by agencies to determine whether or not people are eligible for their services and what services are needed.

Integrated Setting: - Environments in which people with and without disabilities can live and work. Examples of integrated settings include residential neighborhoods, **accessible** social venues such as movies, nightclubs, or restaurants, churches and public transportation.

Intellectual Disabilities (ID) The term “intellectual disability” (ID) is used in place of “mental retardation” (MR) in response to the growing commitments to avoid using the latter term because of the stigma associated with that label. In addition, some people may have the diagnosis of a developmental disability, due to other functional limitations, but be without any cognitive impairment.

Interdisciplinary Team (IDT) - A group of people (parents, teachers, psychologists, social workers, and others) who are involved with a consumer in helping him/her get the services he/she needs by developing the **IEP, IPP** or **IHP**. Some individuals are mandated to be part of the team; others are by invitation of the consumer.

Intermediate Care Facility/Developmental Disability (ICF/DD) - A type of health facility (50 or more residents) that provides **habilitation** and **developmental** services, supportive medical and personal care, and occasional skilled nursing care to persons with **developmental disabilities**, who require less than 24-hour per day nursing care.

Intermediate Care Facility/Developmental Disability-Habilitative (ICF/DD-H) - A licensed residential health facility which has as primary purpose the furnishing of 24-hour personal care, **developmental** training, **habilitative** and supportive health services in a facility with 15 beds or less to residents with **developmental disabilities**.

Intermediate Care Facility/Developmental Disability - Nursing (ICF/DD-N) - A type of health facility (six or less residents) which serves people with **developmental disabilities** who have medical conditions which require more intensive nursing and/or medical care and treatment than those residing in ICF/DD-H facilities.

Job Site Training - A component of **supported employment** services that involves direct and systematic instruction of job tasks and related vocational skills provided by a job trainer to a worker with a **disability** at a competitive job site.

Job Training Partnership Act (JTPA) (Public Law 97-300) - A government-funded program, which helps train people for work.

Lanterman Developmental Disabilities Act of 1976 - This California State law provides basic service rights to persons with **developmental disabilities**. It put in place the **Department of Developmental Services, Regional Centers, the State Council on Developmental Disabilities** and **Area Boards** to establish needed services and monitor their delivery.

Learning Disability (LD) A disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written, which may manifest itself in an imperfect ability to listen, think, speak, read, write, spell or to do mathematical calculations.

Least Restrictive Environment (LRE) - A mandate established by federal and state laws and the courts that states that all people, regardless of **disability**, have the right to be served in ways and in places that allow a person to be as independent as possible with the least amount of supervision necessary.

Level of Care (LOC) - A term, used in the staffing standards for the **developmental centers**, which refers to staff who provide direct care, training, or supervision to clients.

Limited Conservatorship - A form of general **conservatorship** that applies only to adults with **developmental disabilities** who are, or could be, clients of California **regional centers**. This protective legal arrangement is "limited" because the adult with a **developmental disability** retains the power to care for his/herself commensurate with his/her ability to do so.

Local Education Agency (LEA) Any local school district or Office of County Superintendent that has responsibility to provide special education services to eligible students.

Long Term Care (LTC) - A range of diagnostic, therapeutic, rehabilitative, supportive, and maintenance services to address the health, social, and personal needs of people who have restricted self-care capabilities. Services may be continuous or intermittent, but it is generally understood that they will be provided over a long period of time.

Low Incidence Disability – A severe, disabling condition with an expected incidence rate of less than one percent of the total enrollment. The conditions are hearing impairments, vision impairments, severe orthopedic impairments, or combination thereof.

Mainstreaming - In educational settings, mainstreaming describes a way of working with students who have special needs on the same premises with regular students. It takes the help of support people like resource teachers and gives everyone a better chance at a regular education. There are various degrees of mainstreaming including **integration** (kids with disabilities participate in some of the regular classes) and **full-inclusion** (kids with disabilities are included in all classes with proper support and adaptations in their own neighborhood school).

Mental Retardation - People who have been diagnosed with mental retardation simply learn at a rate that is slower than other people. When this diagnosis occurs before the age of 18 in the state of California, it is called a **developmental disability**.

Multiply Handicapped - Having more than one disability requiring special services.

Natural Environment - Places and social contexts commonly used by individuals without **developmental disabilities**.

Nonpublic Agency (NPA) usually an individual or group certified by the State, to provide a specific special education service but who is not an employee of the public school system.

Nonpublic School (NPS) A school which meets state standards to allow private placement of students for whom there is no appropriate public school placement available.

The Principle Of Normalization - A social concept originating in Scandinavia and developed by Wolf Wolfensberger in the United States. In practice, those services, which integrate people with special needs into everyday community life to enjoy all that we value for ourselves. Normalization is the foundation and philosophy built into the **Lanterman Developmental Disabilities Services Act**.

Occupational Therapy (OT) - An occupational therapist helps provide activities, which will improve the practical skills of people with disabilities.

Orthopedically Handicapped (OH) Persons with specific orthopedic or physical needs which adversely affect their independence or capabilities.

Other Health Impaired (OHI) a person with a chronic medical impairment, such as asthma that significantly impacts their daily life and may hamper their functioning in the community.

People First - A self-**advocacy** organization with chapters across the state designed to promote empowerment of people with developmental disabilities.

Pervasive Developmental Disorder (PDD) Children with this diagnosis typically have many features of **autism**, such as severe and pervasive difficulties in social and communication behaviors, but do not meet the full criteria for Autistic Disorder. They may not have symptoms in each of the three categories or their symptoms may be milder.

Physical Therapy (P.T.) - A physical therapist helps people who have disabilities through the use of massage, exercise and adaptive equipment. They provide this treatment under the direction of a medical doctor.

Physically Handicapped or Physically Disabled (PH or PD) - - Students with specific orthopedic needs which adversely affect their educational participation or performance.

Pica - A behavior; compulsive eating of non-food items

Placement - A service available to clients who would benefit from an out-of-home living arrangement and for those who are unable to live independently.

Positive Behavior Support Support that is specified in a behavior intervention plan that is developed by an IPP team to help a person with serious behavior problems change patterns

of undesirable behaviors that interfere with learning. These supports are respectful of a person's dignity, and are successful in promoting a person's capabilities and opportunities. The support includes a reliance on data obtained from a functional analysis assessment.

Prader-Willi Syndrome (PWS) - A genetic **developmental disability** in which infants are first characterized by poor muscle tone and feeding difficulties. As toddlers, the second phase of the syndrome is characterized by voracious appetites. **Mental retardation**, medical complications, and behavior problems are common.

Private Industry Council (P.I.C.) - Local boards responsible for developing jobs and job training opportunities for persons with disabilities. Funds are provided through the **JTPA (Job Training Partnership Act)**.

Program Analysis Of Service Systems (P.A.S.S.) - A way of evaluating the quality of services for people who are at risk of being devalued and are dependent upon organizational services. A team of people use the tool to ask a series of questions about a service program. The answers provide direction for making services more **normalized**.

Program Development Funds (P.D.F.) - A combination of parental fees and money from the **State Council on Developmental Disabilities** available each year for starting new, innovative or expanded services.

Programming/Instruction - An organized process that leads an individual to develop the skills necessary for residential, social and vocational **integration** into the community.

Protection and Advocacy, Inc. (PAI) - Federally funded under Public Law 95-602, PAI provides advocacy services for people with **developmental disabilities**. This service often includes the involvement of the legislature and the courts to ensure basic rights.

Purchase of Service Agreement (POS) - Refers to the agreement between an agency and a **vendor** that allows the vendor to provide a service for a person with a **developmental disability** for pay.

Quality Assurance (QA) - A set of requirements that cover the major areas of client care and existence, including: programming focus and hours, client rights, community integration,

health, the physical plant and safety, client records, staff training, and qualifications and administration.

Regional Centers (RCs) - A diagnostic, counseling and service coordination center for persons with **developmental disabilities** and their families that is established by a private, non-profit community agency/corporation acting as a contracting agency. Twenty-one centers provide people with residential, day, transportation, social, **independent living**, respite, medical, psychological, preschool and other services.

Reasonable Accommodation: - An adaptation or modification of the environment or materials which make it possible for a person with a disability to fully participate in an activity.

Rehabilitation Act of 1973 (Public Law 93-112) - A federal law that expands **rehabilitation** services to persons with severe disabilities. Section 504 of this law prohibits discrimination on the basis of handicap and mandates accessibility in all federally assisted programs and is considered, therefore, the federal "civil rights" act for people with disabilities.

Residential Service Provider - A person or persons who provide a place to live and varying degrees of supervision for persons with **developmental disabilities** in community living arrangements such as staffed apartments, family homes, group homes, board and care homes, etc.

Respite - Temporary care of people who have **developmental disabilities** and are living at home. The period of rest provided to family members is a critical aspect of the home environment. This term also covers out-of-home respite.

Segregation - The congregation of people with special needs in daytime programs and/or living situations where there is little or no interaction with people who do not have disabilities and are not paid to be there. This is the opposite of **integration**.

Self Advocacy - The awareness, motivation, and ability of an individual to represent and communicate his or her own interests, to exercise personal choice, to exert control over his or her environment and to avoid exploitation and abuse.

Self-Care - Providing for or meeting one's physical and personal needs such as dressing, grooming and hygiene, without being dependent on others.

Seriously Emotionally Disturbed (SED) - An individual who has severe problems relating to others; who is unable to learn for reasons other than intellectual functioning, who is severely aggressive or extremely withdrawn.

Service Coordination – Locating and coordinating support, information and service choices for a consumer and the family to feel secure, knowledgeable, responsible and empowered. Also known as **Case Management**.

Service Provider - An individual, group or agency approved by the State **Department of Developmental Services** to supply a service for a fee to a **regional center** client.

Sheltered Employment - A program offering long-term employment to people who are exempt from federal wage and hour laws because of disability. By Department of Labor standards, “sheltered workers” must receive pay based on productivity relative to typical workers doing the same job. These programs are usually **segregated**, but need not be.

Short-Term Objective - Included on the student's IEP/IPP as a means of measuring progress toward a goal. It includes a series of intermediate steps or training activities that will take the student/consumer from his or her current level of functioning to the accomplishment of annual goals.

Site-Based Program - A program where the majority of classes and activities occur in a site (building) as opposed to occurring in the community.

Skilled Nursing Facility (SNF) - A health facility or a distinct part of a hospital which provides nursing care and supportive care to patients whose primary need is for skilled nursing care on an extended basis. It provides 24-hour inpatient care and as a minimum, includes medical, nursing, dietary and pharmaceutical services, and an activity program. (The acronym is sometimes pronounced “sniff.”)

Social/Recreation Program - Programs that train people to participate in social and recreational activities on their own.

Social Security Administration (SSA) - The federal agency that administers both the **Supplemental Security Income (SSI)** Program and the **Social Security Disability Insurance** Program.

Social Security Disability Insurance (SSDI) - Benefits paid to insured workers under the Social Security program who have become disabled.

Special Education - People and practices helping to provide individualized learning experiences for students with special needs.

Special Education Local Planning Area (SELPA) - The local unit responsible for administering the comprehensive **special education** plan in that area.

Special Services - Residential facilities where extra funds have been provided to offer extra services for the people who live there. These services include behavior modification, vocational training and **independent living**.

Speech and Language Therapy - A planned program for people who have problems with speech or language to help them communicate with others by voice or symbol systems.

Staffing Ratio - The numerical relation of the number of direct care staff on duty to the number of clients in attendance.

State Council on Developmental Disabilities - Under the Developmental Disabilities Assistance and Bill of Rights Act (Public Law 95-602) and the **Lanterman Developmental Disabilities Services Act of 1976**, the State Council has a responsibility to plan and coordinate resources to protect the legal, civil and service rights of persons with **developmental disabilities**. The Council is made up of consumers, parents and state agency administrators.

Substantial Gainful Activity - “Substantial” work activity means the performance of significant physical and/or mental duties, which are productive. “Gainful” activity is work for pay or profit or intended for profit.

Supplemental Security Income (SSI) - Money that comes from the federal government to people who, because of their disabilities, don’t earn enough to support themselves.

Support Services - Those services designed to meet the total needs of the individual that are not traditionally met in a residential or day program (e.g., physical, speech, **occupational therapy**).

Supported Employment - Services and supports that are provided to individuals with disabilities to assist them to locate, perform and retain a job. These services are paid for by **Department of Rehabilitation** - The jobs are located in the community. Two variations of supported employment are Individual Placement - where the individual is hired for a single position. Services/support are intensive at the onset with fading after individual improves; Enclaves:- a situation where there are three or more individuals hired to do a certain amount of work, with on-going supervision of a job-trainer or supervisor also provided through **Department of Rehabilitation**. Enclaves may be set up as contracted work between a service provider and the employer of they may be direct-hire, where the employer pays the enclave-worker directly.

Supported Living - Services and supports provided by an agency to enable an individual with **developmental disabilities** to live in their own home in the community. Most often, these supports are more intensive than that of **independent living** services.

Surrogate Parent - A person who is appointed by the District or SELPA to act as a child's parent in all matters related to special education. A surrogate is appointed when a child is a dependent or ward of the court, and the court has limited the rights of the parent/guardian to make educational decisions, or when a parent cannot be identified or located

Therapy - Improving, developing or restoring functions impaired or lost through illness, injury or deprivation. Therapy may address a variety of functions (e.g., physical, speech, and **occupational therapy**) and may take a variety of forms (e.g., art, dance, music therapy).

Title 17 - A portion of the California Code of Regulations that contains the **Department of Developmental Services'** regulations as well as other regulations. These regulations, starting with Section 50201, cover parental fees, conflict of interest, rules for conducting research, clients rights, fiscal audits and appeals, **fair hearings, vendorization** procedures, **regional center** administrative practices and procedures, standards and rate-setting procedures for community-based programs and in-home **respite** services, residential facility care and **supported living** services.

Title 22 - A portion of the California Code of Regulations that contains the state licensing regulations for community care facilities and health facilities, as well as other regulations.

Traumatic Brain Injury (TBI) – an acquired injury to the brain caused by an external physical event resulting in total or partial functional disability or psychosocial impairment that adversely affects a person’s abilities.

Transition – This term refers to the passage from one program, setting or environment to another, i.e., graduation from a high school program into a work environment or other significant changes.

Vendor/Provider - A person, program or facility, which has been **vendorized** (authorized) by a **regional center** to provide a particular services to **regional center** clients.

Vendorization - The process used to verify that an applicant meets all of the requirements and standards pursuant to the regulations prior to the provision of services to clients.

Visually Handicapped or Visually Impaired (VH or VI) - A visual impairment which, even with correction, adversely affects a student's educational performance. The term includes both partial sightedness and blindness.

Vocational Rehabilitation (VR) - Helps people prepare for and find employment. Also sometimes synonymously used as **Department of Rehabilitation**.

Vocational Services - Services, including education and training that enable each individual to develop a capacity to work and progress as far as possible from vocational functions to affordable employment in the community. Such services include vocational evaluation, counseling, activity services, work adjustment, occupational skill, training and job placement.

Work Activity Program (WAP) - The **Department of Rehabilitation (Habilitation Section)** funds and monitors those programs for people who have acquired basic vocational and **independent living** skills and need a work-oriented setting to prepare for a vocation. In practice, these programs are usually **segregated** but need not be. (Habilitation Services is scheduled to transfer to DDS effective July 1, 2004).

Zero Exclusion - An entry criteria philosophy that states that no one should be denied services in the particular program, regardless of the level and degree of **disability**, or the number of secondary disabilities.

ALPHABET SOUP

A GLOSSARY OF ACRONYMS

AAMR	American Association on Mental Retardation
AB	Area Board
AB	Assembly Bill
ACA	Assembly Constitutional Amendment
ACDD	Accreditation Council on Services to Persons with Developmental Disabilities
ACR	Assembly Concurrent Resolution
ADA	Americans with Disabilities Act
ADA	Average Daily Attendance
ADC	Adult Development Center
ADD	Administration on Developmental Disabilities
ADD	Attention Deficit Disorder
AFDC	Aid to Families With Dependent Children
AJR	Assembly Joint Resolution
ANDI	A Normalization and Development Instrument
AOR	Assembly Office of Research
ARC	Association for Retarded Citizens (Arc also)
ARCA	Association of Regional Centers
ARC - C	Association for Retarded Citizens - California
Arc	The Arc (San Francisco and The Arc - National) Formerly titled ARC
ASD	Autistic Spectrum Disorder
B&C	Board and Care
BCP	Budget Channel Proposal
CAC	California Adult Council
CAC	Community Advisory Committee
CAHF	California Association of Health Facilities
CAL-SAC	California Society for Autistic Children
CAL-TRANS	California Department of Transportation
CANHC	California Association for Neurologically Handicapped Children
CAPH	California Association of Physically Handicapped

CAPSES	California Association of Private Special Education Schools
CARCH	California Association of Residential Facilities
CARF	Commission on the Accreditation of Rehabilitation Facilities
CARH	Community Assistance for the Retarded and Handicapped
CARR	California Association of Residential Resources
CASH-PCR	California Association of State Hospital Parent Councils for the Retarded
CASP	California Association of Service Providers
CC	Community College
CCA	Community Action Agency
CCF	Community Care Facility
CCS	California Children's Services (formerly Crippled Children's Services)
CDER	Client Development Evaluation Report
CEC	Council on Exceptional Children
CES	California Epilepsy Society
CF	Cystic Fibrosis
CFC	Combined Federal Campaign
CFR	Code of Federal Regulations
CHAD	Combined Health Agencies Drive
CHDP	Child Health and Disability Prevention
CHP	Comprehensive Health Planning
CIL	Center for Independent Living
COLA	Cost of Living Adjustment
CP	Cerebral Palsy
CPC	Client Program Coordinator
CPEC	California Postsecondary Education Commission
CPP	Community Placement Plan
CPS	Community Program Specialist
CRA	California Rehabilitation Association
CRA	Clients Rights Advocate
CSLA	Community Supported Living Arrangement
DCH	Developmental Centers for the Handicapped
DD	Developmental Disabilities

DDS	Department of Developmental Services
DHH	Deaf and Hard of Hearing (HOH)
DHS	Department of Human Services
DME	Durable Medical Equipment
DOE	Department of Education
DOF	Department of Finance
DOH	Department of Health Services
DOR/DR	Department of Rehabilitation
DREDF	Disability Rights Education Defense Fund
DSS	Department of Social Services
DTAC	Day Training and Activity Center
EDD	Employment Development Department
EI	Early Intervention
EPSDT	Early Periodic Screening Treatment and Diagnosis
FRC	Family Resource Center
FY	Fiscal Year
GA	General Assistance
GA	Governmental Affairs
GAC	Governmental Affairs Committee
GSA	General Services Administration
HHS	Health and Human Services
HR	House Resolution
HSP	Habilitation Services Program
HSP&S	Handicapped Student Program and Services
HUD	Housing and Urban Development
HWA	Health and Welfare Agency
ICF/DD-H/N	Intermediate Care Facility/Developmentally Disabled - Habilitative/Nursing
ICF/MR	Intermediate Care Facility - Mentally Retarded
IDEA	Individuals with Disabilities Education Act
IDT	Interdisciplinary Team
IEP	Individualized Education Program
IHP	Individualized Habilitation Plan

IHSS	In-Home Support Services
ILC	Independent Living Center
ILP	Independent Living Program
ILSP	Independent Living Services Program
IPP	Individualized Program Plan
IQ	Intelligence Quotient
ITP	Individualized Transition Plan
JTPA	Job Training Partnership Act
LAC	Legislative Advisory Committee
LAO	Legislative Analysts Office
LEA	Local Education Agency
LD	Learning Disability
LMU	Local Member Unit
LOC	Level of Care
LPS	Lanterman-Petris-Short
LRE	Least Restrictive Environment
LTC	Long Term Care
LTCF	Long Term Care Facility
MCH	Maternal and Child Health
MD	Muscular Dystrophy or Medical Doctor
MH	Multiply Handicapped or Mentally Handicapped
MHAB	Mental Health Advisory Board
MI	Mental Illness
MIS	Management Information System
MR	Mental Retardation
MS	Multiple Sclerosis
NADD	National Association for the Dually Diagnosed
NADDC	National Association of Developmental Disabilities Councils
NASMRPD	National Association of State Mental Retardation Program Directors
NEARC	National Conference of Executives of Associations for Retarded Citizens
NHA	National Health Agency
NISH	National Industries for the Severely Handicapped
NIH	National Institutes of Health

NIMBY	“Not in my back yard”
NISH	National Industries for the Severely Handicapped
NPA	Non Public Agency
NPS	Non Public School
OAB	Organization of Area Boards
OAH	Office of Administrative Hearings
OAL	Office of Administrative Law
OEO	Office of Economic Opportunity
OH	Office of the Handicapped
OHDS	Office of Human Development Services
OJT	On the Job Training
OSE	Office of Special Education
OSERS	Office of Special Education and Rehabilitation Services
OSHA	Occupational Safety and Health Administration
OT	Occupational Therapy
OT/PT	Occupational Therapy/Physical Therapy
PAI/P&A	Protection and Advocacy, Inc.
PAC	Political Action Committee
PASS	Program Analysis of Service Systems
PCMR	President’s Committee on Mental Retardation
PDD	Pervasive Developmental Disorder
PDF	Program Development Fund
PIC	Private Industry Council
PKU	Phenylketonuria
PL	Public Law
POS	Purchase of Service Agreement
PT	Physical Therapy
PWS	Prader-Willi Syndrome
O & M	Orientation and Mobility
OSE	Office of Special Education
OT	Occupational Therapy
PAC	Political Action Committee
PAI	Protection and Advocacy, Inc.

QA	Quality Assurance
RAC	Rehabilitation Advisory Committee
RC	Regional Center
RCOM	Regional Center Operations Manual
RFP	Request for Proposals
ROP	Regional Occupational Program
RSA	Rehabilitation Services Administration
RRDP	Regional Resource Development Plan
SB	Senate Bill
SCA	Senate Constitutional Amendment
SCDD	State Council on Developmental Disabilities
SCR	Senate Concurrent Resolution
SDC	State Developmental Center
SE	Sheltered Employment or Supported Employment
SED	Seriously Emotionally Disturbed
SELPA	Special Education Local Planning Agency
SJR	Senate Joint Resolution
SOCCO	Society of Care-Home Operators
SNF	Skilled Nursing Facility
SOAR	Sufficiency of Allocation Report (Regional Centers)
SOR	Senate Office of Research
SSA	Social Security Administration or Social Services Agency
SSDI	Social Security Disability Insurance
SSI	Supplemental Security Income
SSP	State Supplementary Program
SWITP	School to Work Interagency Transition Partnership
TANF	Temporary Assistance to Needy Families
TASH	The Association for Persons with Severe Disabilities
TDD	Telecommunications Device for the Deaf
TTY	Teletype – keyboard device to access telephone services for deaf people
UCPA	United Cerebral Palsy Association
USC	United States Code
VOC ED	Vocational Education

VR	Vocational Rehabilitation
WAC	Work Activity Center
WAP	Work Activity Program
WIIP	Work Incentives Improvement Plan