

Glossary of Terms

A

Accreditation

Process of assessing a service provider for compliance with a set of written standards for services of quality 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 settings.

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

A national organization that establishes standards to be met in the provision of services for individuals with developmental disabilities. (Formerly known as The Accreditation Council on Services for People with Developmental Disabilities [ACDD].)

Acute Care Hospital

A health facility which provides 24-hour inpatient care, including medical, nursing, surgical, anesthesia, laboratory, radiology, pharmaceutical and dietary services.

Active Listening

The key elements of active listening are: (1) hear the words; (2) figure them out; and then, (3) respond.

Activity Center

A community-based program that serves adults with emphasis on the development and maintenance of functional skills required for self-advocacy, community integration and/or employment.

Adult Development Center (ADC)

A day program that serves individuals who need assistance to learn basic self-help, communication, and socialization skills for movement toward vocational independence.

Adverse Reactions

Harmful physical and behavioral changes that are due to the effect of a medication are considered adverse reactions. A change in behavior may be due to a medication change or a change in the person's environment. A sore throat may be one of the first symptoms of a cold or may be an adverse effect of a medication.

Advocacy

The process of representing the rights and interests of an individual group in order to achieve the rights to which that individual group is entitled; to obtain needed services, to bring about changes.

Aging, California Department of (CDA)

A state agency which serves as the focal point for federal, state and local agencies serving elderly residents of California, and works towards the goals outlined in the Older Americans Act in creating options for seniors.

Alternative Living Arrangement

A place of residence that is a substitute for the individual's own home or the home of the individual's family, and that affords living experiences appropriate to the functioning level of the individual.

Alternative Residential Model (ARM)

Department of Developmental Services' (DDS) residential services program authorized by Senate Bill 1513 (Chapter 85, Statutes of 1988).

Antecedent

The behavioral "triggers" and other events (including medical variables, activity, environment, people present, time of day) that is present BEFORE the behavior occurs.

Appeal

An administrative process to resolve disputes between clients and a service agency.

Area Boards On Developmental Disabilities (AB)

Thirteen area boards are responsible for regional monitoring to protect and advocate the legal, civil and service rights of people with developmental disabilities.

Assessment

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

Association for Retarded Citizens (Arc)

A prominent advocacy group for people with developmental disabilities, their parents and families, and providers in the field.

Association For Regional Center Agencies (ARCA)

Representatives from each of the 21 regional centers who are organized to advocate for the regional centers as a whole.

Autism

A disability characterized by communication disorder, perceptual impairment and some abnormal behaviors.

B

Behavior

All behavior is communication. By “listening” to what the behavior is saying, we can often discover the reason why the behavior is happening.

Behavior Intervention Services

A program designed and implemented for the purpose of developing desirable behaviors and/or eliminating undesirable ones.

Board and Care (B&C)

Refers to 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 who are developmentally or mentally disabled, ages 18 through 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 developmentally disabled, mentally disordered or physically handicapped, ages birth through 17 years old with care provided in the licensee's family residence.

Brain Injury, Traumatic

A non-progressive disorder of the central nervous system resulting from an external agent or injury, such as an automobile accident or oxygen deprivation.

Business Advisory Council

A group of individuals from the business community who provide consultation and resources to the employment agency in the areas of current and future employment trends, labor market needs, program quality and effectiveness and business connections.

C

California Code Of Regulations (CCR)

A document that contains all regulations issued by state departments (formerly the California Administrative Code).

Care Provider

Operator of a licensed community care facility.

Career Exploration And Development

A process in which individuals examine their interests, skills and experiences in order to identify their career preferences and match these qualities to job or occupational characteristics. This information is incorporated into a comprehensive plan of action to assist the consumer in achieving the career or job- objective.

Career Planning

Process for identifying short and/or long term employment goals based on the individuals strengths, resources, priorities, concerns, abilities, and capabilities.

Case Management

Entails continuous evaluation of the effectiveness and appropriateness of the program plan, periodically consulting with, and providing feedback to, the other members of the Interdisciplinary Team who may be working on one or more aspects of a client's total plan.

Case Manager (or Client Program Coordinator)

The regional center or agency employee who has case management responsibility for implementing, overseeing and monitoring the client's IPP and for maintaining the client's

Cerebral Palsy

A disability resulting from damage to the brain before or during birth, often characterized by awkward or involuntary movements, poor balance, irregular walk, poor motor coordination and speech disturbances.

Choice

How much choice do people have throughout their lives? Choice or lack of choice can affect the way that individuals respond to their environment.

Choice And Control

The individual, based on their strengths, resources, priorities, concerns, abilities, and capabilities controls through informed decision making their career development and employment experience.

Client

A person identified as having a developmental disability and served by a regional center.

Client Development-Evaluation Report (CDER)

An assessment instrument used to collect information about each individual's development.

Client Program Coordinator, (or Case Manager)

A Regional Center staff person trained to implement and manage the Individual Program Plan (IPP) and assist clients in obtaining services.

Client Rights

The power or privileges to which individuals with special developmental needs are entitled and guaranteed by law.

Client Rights Advocate (CRA)

A specific regional center staff member designated to assist individuals with special developmental needs to exercise all rights guaranteed by law.

Commission on the Accreditation Of Rehabilitation Facilities (CARF)

An independent, national, non-profit organization, which has developed agency or program-centered standards for assessing and surveying programs, that provides services to persons with disabilities.

Communication

The process of sending and receiving information to others. We communicate for many reasons, including: (1) giving and getting information; (2) expressing feelings; (3) helping with problem solving; (4) teaching; (5) socializing; (6) persuading; (7) decision-making; and (8) building relationships. Regardless of the reason we are communicating, it is important to be clear about the message, and be certain that we understand another person's message to us.

Communication and Behavior

People's behavior usually communicates three things: (1) what the person wants; (2) what the person doesn't want; and (3) when the person wants attention. All behavior has a communicative purpose.

Communication Systems

The basic types of communication systems are: (1) sign language, (2) communication boards, and (3) gestures.

Community Advisory Committee (CAC)

For each local special education plan, CACs provide advice to policy and administrative entities regarding development and review of the local plan, recommends annual priorities, assists in parent education, encourages community involvement, supports and acts on behalf of individuals with exceptional needs.

Community Care Facility (CCF)

Facilities (majority with six beds or less), which provide residential services (room and board) along with varying degrees of supervision.

Community Care Licensing

The Community Care Licensing Division of the Department of Social Services licenses homes for children and adults with developmental disabilities.

Community Connections

The DSP has a responsibility of getting to know the community and helping the people that he or she supports in making connections. This is important for developing friendships and providing opportunities for leisure-time activities based on individual preferences.

Community Placement Plan (CPP)

A program for placing individuals out of state developmental centers and into smaller, more home-like community settings.

Competence

Having the ability to manage one's own affairs.

Competitive Work

Paid work performed on a full-time or part-time basis in an integrated setting for which an individual is compensated in compliance with the Fair Labor Standards Act.

Confidentiality

Confidentiality means to respect the privacy of the people that you support. You do not discuss information about individuals with your friends; you do not take individuals' files out of the facility; you do not give information to persons who might ask for it including family members without the signed consent of the individual, conservator, or legal representative. You do not discuss confidential information about an individual with another individual in the facility.

Consent

An intelligent, knowing and voluntary agreement by someone to a given activity or procedure such as the medical operation, a scientific experiment or a commercial contract.

Consequence

What happens AFTER a behavior that may be reinforcing (maintaining) it.

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 affairs.

Consumer

A person (primary consumer) or a relative of a person (secondary consumer) who uses services.

Continuum Of Services

A range of service offerings covering all developmental stages to enable each client to benefit from services appropriate to his/her unique needs.

Counseling

Services including advice and guidance to any individual with a developmental disability and his/her family, assistance in locating and utilizing suitable facilities, and/or services.

Contribution And Capacity

The individual is recognized for their unique talents and gifts and has the ongoing opportunity to increase their skills and abilities for continual growth in their career path.

D

Day Care Facility

A nonresidential facility for children and/or adults that provides personal care, protection, supervision and assistance to persons with special developmental needs.

Day Nursery

A nonresidential facility for children to aid them in developing pre-academic skills, group training and social skills. Such a facility is also known as a preschool or nursery school.

Day Training and Activity Center (DTAC)

Day programs which focus on pre-vocational and pre-independent living skills training in primarily segregated environments.

Deinstitutionalization

A practice or goal of reducing the number of people living in large, congregate, institutional settings by placing them in more appropriate, more home-like, small community settings.

Designated Instruction and Services

Supportive services or specialized instruction that is crucial to a student's participation in an appropriate program, (e.g., speech therapy or adaptive physical education).

Developmental

Successive changes during the process of natural growth.

Developmental Delay

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

Developmental Disability

According to a California law called the *Lanterman Developmental Disabilities Services Act*, a developmental disability: begins before someone reaches age 18; is something that goes on throughout life; is a substantial disability for the individual; and often means there is a need for some kind of assistance in daily living. Included are mental retardation, cerebral palsy, epilepsy and autism. Also included are people who need the same kinds of support as those who have mental retardation. It does not include people who have only physical, learning or mental health challenges.

Developmental Disability - Federal Definition

A developmental disability, as specified in federal Public Law 100-146 "means a severe, chronic disability of a person which:

- 1) Is attributable to a mental or physical impairment or combination of mental and physical impairments;
- 2) Is manifested before the person attains age twenty-two;
- 3) Is likely to continue indefinitely;
- 4) Results in substantial functional limitations in three or more of the following areas of major life activity:
 - a. Self care,
 - b. Receptive and expressive language, C. *learning*, d. mobility, e. self-direction, f. capability for independent living, and g. economic self-sufficiency; and
- 5) Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services that are of lifelong extended duration and are individually planned and coordinated." [42 USC 6001(5)]

Developmental Disability - State (California) Definition

Under the state definition, a developmental disability "means a disability which originates before an individual attains age 18, continues, or can be expected to continue, indefinitely, and constitutes a substantial handicap for such individual ... this term shall include mental retardation, cerebral palsy, epilepsy, and autism. This term shall also include handicapping conditions found to be closely related to mental retardation or to require treatment but shall not include other handicapping conditions that are solely physical in nature." [Welfare and Institutions Code Section 4512(a)]

Developmental Level

A measure of a client's developmental competence that is created by summing 23 CDER (Client Development Evaluation Report) evaluation items in the areas of independent living skills, cognitive ability, social and communication skills.

Developmental Services, Department of (DDS)

A state agency responsible for providing (directly or indirectly) the care, treatment, education, and developmental services needed by all people with developmental disabilities who meet eligibility requirements under the state definition of developmental disability.

Diagnosis and Evaluation

Services that are necessary to determine a person's disability in order to develop a plan for current and future services rendered. Diagnosis and evaluation would include medical examinations, social and psychological evaluations, and other evaluations necessary to complete a comprehensive diagnosis and treatment plan.

Dignity and Respect

The individual is treated in a manner appropriate to their age, gender, and culture in accordance with the rules and customs of their job site.

Disability

A physical or mental condition that limits, or will limit if not corrected, a person's functioning.

Direct Support Professional

The term *direct support professional* (DSP) describes persons who work with people with disabilities in the places where these individuals live and work. They also assist individuals and their families in making choices; in leading self-directed lives; and in contributing to their communities. Finally, they encourage attitudes and behaviors in the community that support the inclusion of individuals with developmental disabilities.

Diversity

Diversity is the important mixture of people who bring different backgrounds, styles, values, perspectives and beliefs as assets to the groups and teams with which they work.

Documenting Progress

The result of good teaching is that an individual makes progress toward learning new skills. One way to check for progress is by comparing how much of a skill the individual has learned from week to week or month to month.

Drug Interactions

Adverse reactions or side effects may be caused by interactions between two or more drugs and by interactions between drugs and food and/or drink.

Downs Syndrome

Condition associated with a chromosome abnormality, usually trisomy (addition of a third chromosome to a chromosome pair) of chromosome 21, resulting in moderate to severe retardation, and sometimes accompanied by physical anomalies.

Dual Diagnosis

In terms of developmental disabilities, an individual who is both developmentally disabled and mentally ill.

E

Early Intervention

A transdisciplinary 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 or who are at risk, and their families. The California Department of Developmental Services designated as the lead agency for this program.

Education, California Department of (CDR)

In addition to providing education services to individuals without disabilities, CDE is the state agency responsible for assuring the provision of appropriate special education and related services to school age (0-22) individuals with exceptional needs.

Emergency Services

All emergencies call for prompt medical attention, either by calling 911, and having paramedics involved, or by calling a Poison Control Center (1-800-8-POISON) and getting advice, or by taking the person to an Emergency Room (ER) or Urgent Care Center where a triage nurse will determine the speed of response. If the implications of the emergency are uncertain, it helps to be at the ER to wait and see. That way, if the person takes a turn for the worse, getting medical help can take less time.

Employment Development Department (EDD)

A state agency which provides services related to employment such as job exchange for job seekers and employers, unemployment compensation, tax collection and accounting functions for unemployment insurance and assisting welfare recipients and other disadvantaged people to become self-sufficient through job *training and* employment.

Environmental Emergencies

Some disasters are "internal," as when a fire occurs within the home. Others are "external," as when an earthquake, flood, tornado, toxic spill, or other event outside the home interferes with power, water, food supplies, or other essential services. Some "external" disasters trigger "internal" ones as well, as when a flood damages a home, or an earthquake triggers a fire. Regardless of the nature of the disaster, four matters are central to what needs to be done: (1) are there injuries that require first aid and medical attention? (2) Does the home have to be evacuated, or is it safe to occupy? (3) Are there sources of food and water? (4) Has the disaster interfered with public utilities, such as gas, electricity, and communications?

Epilepsy

A symptom of a disorder of the central nervous system characterized by abnormal electrical -chemical discharge in the brain.

Error Correction

Individuals will learn more quickly if they are able to practice new skills while making few or no errors instead of practicing the skill with many errors. If staff sees that the learner is about to make an error on one of the steps of a skill, staff should increase the help provided to avoid the error. If an error occurs on a given step, staff should have the learner try the step again with additional prompts and make sure that the error does not occur the second time the learner tries the step.

F

Fair Hearing

A process by which people may question or challenge the decision of an agency regarding the type or amount of service to be received.

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.

Family, Friends, Associations

These persons and relationships are all a part of an individual's natural support system.

First Aid

A response to either a serious medical emergency or a minor first aid situation. Serious medical emergencies call for immediate action. First aid techniques include: Abdominal Thrusts; Rescue Breathing; and/or Cardio-Pulmonary Resuscitation (CPR). Your confidence in dealing with both major and minor emergencies will be reassuring to an injured person.

Free Appropriate Public Education

Section 56000 of the California Education Code, Part 30, Title 5, states that all individuals with exceptional needs have a right to participate in free appropriate public education and that special educational instruction and services for these persons are needed in order to ensure them of the right to an appropriate educational opportunity to meet their unique needs.

Friendships

Friends don't care what's in the person's IPP objectives. They like the person "just because." Friends can offer people a way to practice what we teach in our programs. Friendships have an energy that can't be otherwise created.

Functional Skills

Skills that have a direct bearing on a person's ability to perform independently and productively in natural domestic, community and vocational environments.

G

Generic Agency

Refers to a human services agency that provides a particular type of service (such as education, recreation, or health services) to the general population without regard to the presence or absence of disabilities.

Generic Services

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

Genetic Counselor

A person who advises and counsels persons and families concerning the probability that they carry and will transmit to their offspring, certain genetically determined characteristics.

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 the making the decisions for him/her. Applies to persons under the age of 18 years.

H

Habilitation

The process which individuals are assisted in acquiring and maintaining skills which enable them to cope more effectively with their personal needs and the circumstances of their environments, and to strive to reach their full physical, mental and social potential.

Habilitation Services

One of the two primary programs within the Department of Rehabilitation, the Habilitation Services program serves individuals through work activity programs and sheltered workshops, with an emphasis on developing skills for every day living and self-care.

Hand-Washing

To prevent the spread of germs, frequent and vigorous hand washing is considered the most important single thing a person can do.

Health and Welfare Agency (HWA)

The umbrella state agency that administers eleven state departments including the Departments of Developmental Services, Mental Health, Social Services and Health Services.

Health Care Assessment, History and Plan

Health assessments identify health problems or needs. Plans are developed by health care professionals in response to identified problems. A current physical examination and a health history are two essential elements of a health assessment.

Health Services, Department of (DHS)

A state agency that provides a number of health services to Californians including California Children Services, Family Planning, Maternal and Child Health, among others.

Hydration

Water is fundamentally important to life. Water regulates many processes (body temperature; waste removal), and carries minerals. Most people should drink eight 8-ounce glasses of water a day, or more if one drinks caffeinated beverages. Caffeinated beverages (for example, coffee, tea, soda) are dehydrating.

I

Incidence

The rate or number of times a certain event occurs within a given period.

Inclusion

The use and participation by individuals with disabilities and their families of the same community resources, i.e. housing, education, recreation, etc., that are used by and are available to other individuals. The individual participates in regular work and job related social routines and activities along with their co-workers without disabilities.

Incompetent

A person who is either too young, or has an impairment which makes the person unable to manage his/her own affairs.

Independent Living Center (ILC)

Funded largely in part by the Department of Rehabilitation, approximately 25 private, non-profit Independent Living Centers provide services to help people achieve independent living.

Independent Living Program and Skill Training

A program that 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.

Individual/Community Support

Skill or resource interventions occurring off the job site that address the consumer's living, learning, and social spheres which impact upon the individual's ability to continue working (i.e. transportation, money management, time management, personal hygiene and health, communication, socialization, etc.). These interventions can be paid or unpaid and provided by a variety of qualified individuals, including job coaches, coworkers, consumers, family members, etc.

Individual Habilitation Plan (IHP)

A plan used for state developmental center residents. It summarizes *annually, the* goals and objectives to meet individual developmental needs as identified through an assessment.

Individual Program Plan (IPP)

A written plan designed by client, parents, program coordinator, and other interested persons, defining specific objectives and action plans to develop a client's potential.

Individual Routines

We hardly think about the daily routines that get us through the day. We have individual routines for the week, the month, and the year and those rites of passage and life cycle events that are positive parts of our lives. We need to consider the role that individual routines play in the lives of the people we support and insure that positive routines are respected.

Individual Transition Plan (ITP)

A written plan developed by parents and professionals addressing education, recreation, transportation, employment and housing needs to successfully transition students with disabilities from school to adult community life.

Individualized Education Program (IEP)

A program established for individuals who are eligible for special education services prepared by an individualized education program team that determines services to be provided under the mandates of the IEP.

Individualized Education Program Team

A team of special education and regular education teachers, the school administrator and parents who meet to plan educational services suited to the needs of the student.

Individual Placement

The individual placement model refers to individually placing a person with severe disabilities into integrated competitive employment with one-to-one job coach support. Support is continued, as needed, for as long as the worker is employed.

Individuals With Disabilities Education Act (Idea) (Public Law 94-142 As Amended By Public Law 101-476)

Federal law which mandates the following: free public education for all citizens with disabilities regardless of degree of impairment; services based on individual need as determined by multidisciplinary assessment and an Individualized Education Program (IEP); placement of persons with disabilities in regular classrooms as much as possible; provision of special, "related" services for persons needing more than educational services; and parental involvement in decision making.

Infection Control

One should be careful not to transmit infection (germs which can cause illness or disease) to others and equally important, one should be careful not to be infected by others. Hand washing and the use of disposable gloves are two ways to prevent infection.

Informed Choice

The individual has all the information they need to make effective personal decisions in the selection of their career and employment goals, services and supports, and providers.

In-Home Supportive Services (IHSS)

Services that provide assistance to people with disabilities who would not be able to remain in their homes without such supports.

Intake And Assessment

Refers to a process by which agencies determine whether or not people are eligible for their services and what services are needed.

Integrated Settings

Environments in which people with and without disabilities can live and work. Examples of integrated settings include residential neighborhoods, social activities such as movies, nightclubs or restaurants, and public transportation.

Integrated Work Setting

Are job sites where, either:

- most employees are not disabled; and
- an individual with a severe disability interacts on a regular basis, in the performance of job duties, with employees who are not disabled, and
- if an individual with a severe handicap is part of a distinct work group of only individuals with disabilities the work group consists of no more than eight individuals, or
- if there are no other employees or the only other employees are individuals who are part of an eight person or less work group, an individual with a severe disability interacts on a regular basis, in the performance of job duties, with individuals who are not disabled, including members of the general public.

Intelligence Quotient (IQ)

The score and a standardized series of questions and/or tasks designed to measure abilities - how a person thinks, reasons, problem solves, learns new information, remembers.

Interdisciplinary Team (IDT)

A team responsible for preparing each individual's Individual Program Plan or Individual Habilitation Plan and consists of the individual with the developmental disability and/or a family member or advocate, relevant staff/providers, and other persons who are significantly involved with the individual.

Intermediate Care Facility/Developmentally Disabled (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.

Intermediate Care Facility, Developmental Disabilities - Habilitative (ICF/DD-H)

A type of health facility (15 or fewer residents) that serves people with developmental disabilities who have medical conditions which require less than 24-hour per day nursing care.

Intermediate Care Facility, Developmental Disabilities - Nursing (ICF/DD-N)

A type of health facility (six or less residents) which serves people with developmental disabilities who have medical conditions which requires more intensive nursing and/or medical care and treatment than those residing in ICF/DD-H facilities.

Intimacy

Studies show that teaching people about sex makes it less likely that they will be sexually abused. To help protect people from abuse, it's important to talk about: accurate terms for body parts; that giving and getting sexual pleasure belongs in the context of a loving relationship; basic information about pregnancy, and safe sex behavior; and, sexually transmitted diseases and how to protect against their spread.

J**Job Development And Placement**

Process for matching an individual's chosen employment and career goals to a competitive employment opportunity in the community.

Job Site Training

A component of supported employment services which involves direct and systematic instruction of job tasks and related vocational skills provided by a job trainer to a worker who is disabled at a competitive job site.

Job Specific Support

Skill or resource interventions occurring on or off the job site which are directly related to enabling individuals to perform job tasks and meet job responsibilities. These interventions can be paid or unpaid and provided by a variety of qualified individuals, including job coaches, coworkers, consumers, family members, etc.

L

Lanterman Act

This Act provides a statement of the service rights and responsibilities of individuals with developmental disabilities; an entitlement to services and supports; and, it creates the regional center system of providing services throughout the state. The law also established the Department of Developmental Services, the State Council on Developmental Disabilities, and the Area Boards on Developmental Disabilities.

Laws and Regulations

The legal authority by the state and federal governments to monitor services and supports for people with developmental disabilities.

Learning Disability

Conditions, *which affect the way people with normal intelligence select, retain and express information.*

Learning Goals

These are individual goals, which require learning skills for completion. For example, if someone wants to go fishing and has never fished before, it would require a series of learning goals.

Least Restrictive Environment (LRE)

A mandate established by federal and state laws and judicial courts that state 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.

Leisure

Leisure is time free from work the word leisure comes from Latin and it means, "to be permitted."

Level Of Care

A term, used in the staffing standards for the developmental centers, which refers to staff that provide direct care, training or supervision to clients.

Lifting

At some time during their lives, four out of five people experience back problems (muscle spasms, slipped discs, etc.). Minimizing back problems calls for two things: (1) proper use of your body when lifting, pushing, or reaching for things, and (2) exercises to strengthen your back. Regarding the former, it is a good idea to: push, not pull (a garbage container; a dolly; a cart); move, not reach (to get the things you need);

squat, not bend (when you have to reach down to get something); and turn, not twist (when you want to go in a different direction).

Life Skills

Refers to skills that are and will be relevant to the particular environments in which the individual participates. The skills are functional in that the individual will use them in everyday activities in vocational, domestic, recreational, or community environments.

Limited Conservatorship

A form of general conservatorship that applies only to adults with developmental disabilities and 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 oneself commensurate with their ability to do so.

Local Planning Agency (LPA)

Under contract with the Department of Developmental Services (DDS), local private or nonprofit organizations carry out Public Law 99-457 (early intervention services).

Long Term Care (LTC)

A range of diagnostic, therapeutic, rehabilitative, and 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.

Long Term/On Going Support

Providing services as needed both on and off the job site to ensure ongoing employment success and career growth.

M

Mainstreaming

In educational settings, mainstreaming describes a way of working with students who have special needs along with regular students. It is also called integration.

Mandated Reporter

DSPs are considered mandated reporters with a legal duty to report suspicion or knowledge of child, dependent adult, or elder abuse. Failure to report can result in a mandated reporter being held liable for both criminal and civil consequences. Conversely, the mandated reporter has complete immunity from legal actions even if the report turns out to be false.

Marketing Materials

Items such as business cards, brochures, videotapes, flyers, picture albums, etc., which describe to a specific audience, those features of the employment agency which are relevant to that audience. The marketing materials should use language that is common to the audience targeted.

Medical Emergency

A medical emergency is an unexpected event calling for first aid, followed by prompt medical attention. Some emergencies call for an immediate response to protect life. Other times the immediate response can be simply cleaning and applying sterile covering to a cut or abrasion.

Medication

Medications are powerful substances that many of us have come to depend on as an important part of our lives. Medications are substances taken into the body (or applied to) for the purpose of prevention, treatment, relief of symptoms, or cure.

Medication Recording

The use of a Medication Log as a way to prevent medication errors is strongly recommended. The Medication Log should, at a minimum, contain information about an individual's medications (strength, form and dose) and list times for administration.

Medication Self-Administration

In a Community Care Facility, the DSP can only assist with self-administration of medication. Only a licensed health professional can administer medications. A physician must document an individual's ability to safely self-administer medications without assistance from the DSP.

Medically Fragile

Individuals who require daily medical supervision and are typically post surgical or have a condition that requires daily medical monitoring and treatment (e.g., need oxygen tenting, requires hourly bandage/dressing changes, etc.)

Mental Retardation (MR)

Abnormal slowness in development and thinking. Some indications are significantly below normal intellectual abilities and slow physical, academic and social development. Mental retardation is not the same as mental disorder or mental illness.

Mission Statement

Brief explanation of the basic purpose of an organization based on their well defined values.

Modeling

Modeling is another way to assist an individual in completing a skill. Modeling involves showing the learner how to do part or all of a skill.

Movement, Exercise, and Physical Fitness

Regular physical activity helps to maintain physical (and emotional) fitness. Moving about aids digestion and elimination strengthens muscles and joints (helping maintain bone density). If stretching is a part of regular physical activity, flexibility is enhanced. And, if a person exercises vigorously every other day, for thirty minutes or more, the cardiovascular system will become more efficient.

N

Natural Supports

Are nondisability specific, regular occurring interventions that enhance the acquisition and maintenance of successful long-term employment. Natural Supports are provided and/or occur both on and off the job site and can refer to things people do for the consumer or services used by the consumer (i.e. job specific and individual /community supports can both fall in the category of natural supports when these are provided by family, friends, coworkers, and generic providers as opposed to paid staff.) Some examples of natural supports are carpooling with coworkers, family assistance with time management, friends helping with social interactions at the work place, job supervisors giving task cues, etc.

Natural Teaching

It is important to teach the skill at any time during the day or in any place when and where the need for the skill arises. For example, a natural time during the day for Lucinda to practice using the telephone could be when the group decides to order a pizza for supper. Lucinda could make the telephone call to place the order.

Neurological Impairment

Condition affecting the central nervous system.

Normalization

Social concepts, which in practice are those services that 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.

Nutrition

Good nutrition helps keep us healthy. Poor nutrition can shorten our lives, and make our lives less fulfilling. Poor nutrition can contribute to: coronary heart disease, hypertension, cancer, obesity, osteoporosis, and dental disease.

O

Organization of Area Boards (OAB)

The membership of OAB consists of the respective chairpersons of the thirteen Area Boards on Developmental Disabilities. OAB's responsibilities include resolving common problems, improving coordination, exchanging information, and providing advice and recommendations to state agencies, the legislature and State Council on Developmental Disabilities.

Organizational Management

The structure of an agency and the policies and procedures used to meet the needs of persons served.

P

Parental Fees

Parental contributions collected as payment toward a share of the costs incurred when a minor child (under the age of 18) is placed out of his/her home.

People First

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

Personal Health Advocacy

There are two ways of working with doctors and other health care professionals. One is to be an active partner, providing information, asking questions, discussing options, and contributing ideas as to what actions will be taken. The other, more traditional approach is to be *passive and accepting*, treating the doctor and others with great deference and asking them to do all the thinking and all the work. With rare exceptions, physicians prefer the former to the latter.

Personal Hygiene

Hair should be shampooed regularly. Guard against *sunburn*, by wearing a broad-brimmed hat and loose clothing, and staying out of direct sunlight. *Skin breakdown* is a serious and ever present concern for people who use wheelchairs and/or do not move about and change positions. Proper dental hygiene, combined with regular professional exams and cleaning, pays great dividends. Fingernails and toenails should be kept trimmed and clean.

Personal And Incidental Money (P&I)

Money that is provided each resident to purchase items not covered under "basic services". "Basic services" include such items as clean linen, free personal laundry service, transportation to meet basic client needs, recreation/community activity and toilet articles.

Pharmacy/Pharmacist

Pharmacists at your local pharmacy are licensed to fill the prescriptions written by physicians. They often have more working knowledge about drugs, side effects, and interactions than prescribers. Asking both the physician and the pharmacist is a good idea, because that strategy makes use of "checks and balances" within the system of health care.

Physically-Medically Fragile

Terms often used interchangeably but generally refer to individuals who are usually susceptible to disease ("medically fragile") or injury ("physically fragile").

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 Consequence

When teaching individuals with disabilities, providing positive consequences for an individual's effort can help the individual learn more quickly. Positive consequences used in teaching can take many forms. Praising the learner for doing something right is one way to motivate many individuals as they learn new skills. Opportunities to get a preferred item or participate in preferred activities are other ways that may motivate an individual to learn a new skill.

Prader-Willi Syndrome

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.

Praise

Praising the learner for doing something right is one way to motivate many individuals as they learn new skills.

Prevalence

The number of persons having a given diagnosis at a certain period of time.

Prevention

Services which include public information, health and *nutrition education*, genetic screening and counseling, early intervention and *infant stimulation*.

Program Development Fund (PDF)

Consisting of collected parental fees and federal funds allocated to the State Council on Developmental Disabilities (SCDD), PDF is used to create new and *innovative programs* for which needs have been identified.

Protection-and Advocacy, Inc. (P&A)

Federally funded and established in federal law, PAI is a private, non-profit organization that provides advocacy services for people with developmental disabilities, specifically to ensure basic rights.

Prompts

The help given an individual to learn a new skill is called a prompt. There are many different types of prompts (for example, verbal, gestural) staff can use to help an individual learn and complete a new skill.

Positive Reinforcer

Reinforcement is one of the most important teaching tools. A reinforcer is a special kind of positive consequence because it has an effect on learning. The only way to know if a consequence is working as a positive reinforcer is if the individual shows progress on the skill over time.

Provisional Placement

A status that allows residents of a developmental center their return from a residential placement within six months should serious problems arise in the community program.

Purchase of Services (POS)

The method by which the regional centers buy essential services from an individual agency to accomplish the objectives in a client's Individual Program Plan.

Purchase of Service Agreement

Refers to an agreement between an agency and a vendor that allows the vendor to provide service(s) for an individual with a developmental disability for a fee.

Q

Quality Assurance (QA)

In reference to the Alternative Residential Model (ARM), QA is 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.

R

Reasonable Accommodation

1. Modification or adjustment to a job application process that enables a qualified applicant with a disability to be considered for the position the qualified applicant desires; or
2. Modification or adjustments to the work environment, or to the manner or circumstances under which the position held or desired is customarily performed, that enables qualified individuals with disabilities to perform the essential functions of that position; or
3. Modifications or adjustments that enable a covered entity's employee with a disability to enjoy equal benefits and privileges of employment that are enjoyed by its other similarly situated employees without disabilities.

Regional Center

In California, many services for people with (or 'at risk') of a developmental disability are coordinated through a network of twenty-one, non-profit Regional Centers established by the Lanterman Act. If a person is eligible, Regional Centers provide planning and related services, including service coordination.

Rehabilitation

The process by which an individual strives to return to a former level of functioning lost as a result of injury or illness.

Rehabilitation Act of 1973 (Public Law 93-112)

Federal law that expands rehabilitation services to people with severe disabilities, prohibits discrimination on the basis of handicap, and mandates accessibility in all federally assisted programs.

Rehabilitation, Department of (DOR/DR)

DOR, a state agency, purchases services, through the Vocational Rehabilitation and Habilitation Services programs, which address work-related aspects of a person's development.

Relationships

Studies show that the reason that friendships grow into important relationships is because people live close to each other and are able to see each other on a regular basis. We may have to assist people in starting relationships, and be available to encourage their continuation.

Replacement Behavior

A behavior or skills that allows a person to get their needs met in a more socially appropriate way, and, that will "work" just as well as the challenging behavior.

Residential Service Provider

An individual or organization who provides a place to live with varying degrees of supervision for people with developmental disabilities, in exchange for a set monthly fee or rate.

Respite Care

Short term or temporary relief provided for people with developmental disabilities who are living at home, respite is temporary care that enables family members to have a period of rest. It may be provided in or out of the home.

S

Safety

Home accidents in the United States claim about 20,000 lives per year, more than work-related accidents, but less than motor vehicle accidents. DSPs can increase safety around the house and reduce the likelihood of injury or death by doing the following: eliminating hazards (for example, slippery floors) around the house; doing things in a safe manner (for example, lifting, helping with transfers); education and training to reduce risk and to respond appropriately when injuries happen; sharing information about hazards; and preparation and development of contingency plans, and practice.

Segregation

The grouping of people with special needs in day programs, residential living arrangements, and other activities where there is little or no interaction with people who do not have disabilities and are not paid to be there. (Opposite of integration)

Service Provider

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

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.

Severely Handicapped (SH)

Individuals whose disability results in substantial limitations in several areas of functioning.

Skilled Nursing Facility (SNF)

A health facility or a distinct part of a hospital that 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, and an activity program.

Side Effects

Know what medications are being used by people in the home where you work and learn all you can about medications. Know what possible side effects are, and be sure to ask the physician what kind of reactions should be brought immediately to his/her attention. Write these down, and be sure everyone knows what to do, and does what they are supposed to do.

Signs and Symptoms

Observation is about noticing *change* in a person's attitude, behavior, or communication (ABCs). When we observe changes, these are called *signs*. The sign may be a *symptom* of a disease, illness, or injury. It may also mean that someone is getting better.

Social Skills

The skills that it takes to develop and maintain friendships like listening to another person, communicating well, doing thoughtful deeds.

Social/Recreation Program

Programs of this nature train people with developmental disabilities to participate in integrated social and recreational activities on their own.

Social Security Administration (SSA)

The federal agency that administers both the Supplemental Security Insurance (SSI) Program and the Social Security Disability Insurance (SSDI) Program.

Social Security Disability Insurance (SSDI)

Benefits paid to insured workers under the Social Security program who have become disabled.

Social Services, Department of (DSS)

The state agency that administers programs to provide assistance to low income and/or disadvantaged individuals and families. These include Food Stamp, Foster Care, Aid for the Adoption of Children, and Supplemental Security Income programs among others.

Special Education

People and practices helping to provide individualized *learning experiences* for students with special needs.

Special Education Local Plan Area (SELPA)

The local unit responsible for administering the comprehensive special education plan in that area.

Special Incident Report

Special Incident Reports are the documents prepared by service providers detailing special incidents and provided to the regional center.

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 skills.

Specific Learning Disability

A discrepancy between I.Q. and achievement that is not caused by environmental factors and is believed to be caused by neurological disorders.

Speech and Language Disorders

There are two kinds of communication disorders. A speech disorder is caused by speech muscles that don't work, cleft palate, or from having no teeth. Incorrect articulation is a common speech disorder. Language disorders are sometimes caused by damage to some area of the brain. With a language disorder a person may be limited in their ability to understand language. This is called receptive language. A person's ability to talk might be limited, which is called their expressive language.

Speech And Language Therapy

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

Standard Precautions

Standard Precautions are an approach to infection control. These precautions apply to all blood, all body fluids, secretions, and excretions (except sweat), whether or not they contain visible blood. They also apply to mucous membranes and where there is a cut or abrasion. *Standard Precautions* protect both the individual being assisted and the DSP.

State Council On Developmental Disabilities (SCDD)

Established under both federal and state law, the State Council on Developmental Disabilities has the responsibility to plan and coordinate resources to protect the legal, civil and service rights of Californians with developmental disabilities.

State Developmental Center (SDC)

Seven state developmental centers in California provide comprehensive developmental services to people with developmental disabilities in large, publicly owned and operated facilities.

State Supplemental Program (SSP)

A supplement to the base SSI (Supplemental Security Insurance) rate provided by the State of California.

Substantial Gainful Activity

"Substantial" work activity means the performance of significant physical and/or mental duties that are productive. "Gainful" activity is work for pay or profit or intended for profit.

Substantial Handicap

A significant impairment of intellectual and/or social *functioning in* such areas as communication skills, learning, self-care, mobility, self-direction, capacity for independent living and economic self-sufficiency.

Supplemental Security Insurance (SSI)

Federally funded program providing *financial assistance* to persons who are aged, blind, or disabled.

Supported Employment

Supported employment is paid work within an integrated employment setting. All supported employees are paid commensurate wages in accordance with the Fair Labor Standards Act. The benefit package provided to all eligible -employees should be available to the supported employee. The process used to achieve supported employment helps people with disabilities, for whom competitive work would otherwise be unlikely due to the severity of their disability, to actively choose, secure and retain competitive full or part time jobs. Ongoing Supports, which includes both job specific and individual/ community support, is the distinguishing characteristics of supported employment.

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).

T

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).

Task Analysis

Listing the sequence of actions or steps involved in completing a skill is called a task analysis.

Teachable Steps

The purpose of a task analysis is to provide a series of teachable steps.

Teamwork

Teamwork is about sharing, cooperating, and helping one another. An effective team is a group of people working together with a common purpose, who value each other's contributions and are working toward a common goal. Working through teams usually gets better results than a lot of individual efforts that may be working against each other.

Title 17

Portion of the California Code of Regulations that contain the Department of Developmental Services regulations as well as other regulations. The Department of Developmental Services, starting with Section 50201, cover parental fees, conflict of interest code, rules for conducting research, client 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, and residential facility care and services.

Title 22

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

Training And Support

Providing time limited intensive services both on and off the job site to maximize employment stability.

Transition

An education process and/or plan designed to help students move from school to employment and a quality adult life.

U

United Cerebral Palsy Association (UCPA)

A prominent advocacy organization providing assistance to people with cerebral palsy, as well as other disabilities, and their families.

University Affiliated Program (UAP)

University programs who receive funding from the federal administration on Developmental Disabilities to -develop educational and/or training curricula and programs for professionals who work with people who have developmental disabilities.

V

Values

Values are feelings and beliefs about how life and relationships should be. Our values guide us in our daily interactions with others. Services for people with developmental disabilities in California are based on an important set of values. These values can be found in the Lanterman Developmental Disabilities Services Act. Services for people with developmental disabilities are based on the values of choice, relationships, regular lifestyles, health and well-being, rights and responsibilities, and satisfaction.

Vendor

Any person or organization approved by an agency to provide services to people with developmental disabilities in exchange for payment from that agency.

Verbal and Nonverbal Communication

Verbal communication occurs when you use words while non-verbal communication can include (1) sign language, (2) communication boards, and (3) gestures.

Vocational Rehabilitation (VR)

A program that focuses on services to individuals who have a relatively high potential for competitive employment.

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.

W

Work Activity Program (WAP)

Refers to work activity programs and sheltered workshops which serve people with developmental disabilities. These programs teach work-related skills in a sheltered environment are funded and monitored by the Department of Rehabilitation.

Work Culture

Features of an employment setting that are influenced by the values and personalities of the members of that setting. These features include the communication norms, explicit and implicit rules, social customs, availability of support, and types of co-worker's interactions. Work cultures develop over time as a result of shared experiences of co-workers. Those that match the needs and values of a new worker may increase the workers' success and satisfaction in that job.

Workshop

A sheltered work environment in which rehabilitation staff structures the working conditions in order to enable clients who are vocationally handicapped to work toward competitive levels of job performance (in terms of productivity, quality and work habits).

Acronyms

AAMR	American Association on Mental Retardation
AB	Area Board on Developmental Disabilities
AB	Assembly Bill
ACA	Assembly <i>Concurrent Amendment</i>
ACR	Assembly Concurrent Resolution
ADA	Americans with Disabilities Act
ADC	Adult Development Center
ADD	Administration on Developmental Disabilities
ADD	Attention Deficit Disorder
ADHD	Attention Deficit Hyperactivity Disorder
AFDC	Aid to Families with Dependent Children
AFSCME	American Federation of State, County and Municipal Employees
AJR	Assembly Joint Resolution
AMDI	A Normalization and Development Instrument
APA	American Psychiatry Association
APE	Adaptive Physical Education
APS	Adult Protection Services
APT	Assessment Planning Team
ARC	Association for Retarded Citizens
ARCA	Association of Regional Center Agencies
ARM	Alternative Residential Model
B&C	Board and Care
BCP	Budget Change Proposal
BD	Behavior Disorder
CAA	Community Action Agency
CAC	Community Advisory committee
CAHF	California Association of Health Facilities
CAL-AAC	California Association for Autistic Children
CARF	California Association of Rehabilitation Facilities
CAL TASH	California Chapter of The Association for People with Severe Handicaps
CALTRANS	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 Care Homes
CARF	Commission on the Accreditation of Rehabilitation Facilities

CARR	California Association of Residential Facilities
CASH-PCR	California Association State Hospital Parents Council for the Retarded
CASP	California Association of service Providers
CBO	Community-Based Organization
CC	Community Colleges
CCC	County Coordinating Council
CCF	Community Care Facility
CCR	California Code of Regulations
CCS	California Children's Services
CDA	California Department of Aging
CDE	California Department of Education
CDER	Client Development Evaluation Report
CF	Cystic Fibrosis
CFR	Code of Federal Regulations
CH	Communication Handicaps
CMA	California Medical Association
CMH	Community Mental Health
CNA	California Nurses Association
COLA	Cost of Living Adjustment
CP	Cerebral Palsy
CPC	Client Program Coordinator
CPEC	California Postsecondary Education Commission
CPS	Child Protective Services
CPS	Client Program Specialist
CRA	Client's Rights Advocate
CRCAC	Community Residential Care Association of California
CSLA	Community Supported Living Arrangements
CSDD	Committee on Sexuality Advocating for People with
DD	Developmental Disabilities
DD/MD	Developmental Disability/Mental Disability (Dual Diagnosis)
DDS	Department of Developmental Services
DHH	Deaf/Hard of Hearing
DHHS	Department of Health and Human Services (federal)
DHS	Department of Health Services
DIS	Designated Instruction & Services
DMH	Department of Mental Health
DOF	Department of Finance
DOR/DR	Department of Rehabilitation
DREDF	Disability Rights Education & Defense Fund
DSS	Department of Social services
DTAC	Day Training Activity Center

EAS	Education Assessment Service
ED	Emotionally Disturbed
EDD	Employment Development Department
EIP	Early Intervention Program
EMR	Educable Mentally Retarded
Facilities	
FAPE	Free & Appropriate Public Education
Greater Avenues for Independence	
GAIN	Greater Avenues for Independence
GSA	General Services Administration
Health and Human Services	
HHS	Health and Human Services
HR	House Resolution
HSP	Habilitation Services Program
HUD	Housing and Urban Development
HWA	Health and Welfare Agency
Interagency Coordinating Council	
ICC	Interagency Coordinating Council
ICF	Intermediate Care Facility
ICF/DD-H	Intermediate Care Facility/Developmental Disabilities - Habilitative
ICF/DD-N	Intermediate Care Facility/Developmental Disabilities – Nursing
IDEA	Individuals with Disabilities Education Act
IDT	Interdisciplinary Team
IEP	Individualized Education Program
IHP	Individual Habilitation Program
IHSS	In-Home Support Services
ILC	Independent Living Center
IPP	Individual Program Plan
IR	Information and Referral
ITP	Individual Transition Plan
Joint Commission on the Accreditation of Hospitals	
JCAH	Joint Commission on the Accreditation of Hospitals
JTPA	Job Training Partnership Act
Legislative Analyst's Office	
LAO	Legislative Analyst's Office

LCI	Licensed Children's Institute
LD	Learning Disabled
LDACA	Learning Disabilities Association of California
LEA	Local Education Agency
LH	Learning Handicaps
LOC	Level of Care
LPA	Local Planning Area
LPS	Lanterman-Petris-Short Act
LRE	Least Restrictive Environment
LTC	Long-Term Care
LTCF	Long-Term Care Facilities
MCH	Maternal and Child Health
MD	Mentally Disabled or Mental Disorder
MH	Multi-Handicapped
MRAB	Mental Health Advisory Board
MI	Mental Illness
MIS	Management Information System
MR	Mental Retardation
MS	Multiple Sclerosis
MSR	Monitoring and Systems Review
NADD	National Association for the Dually Diagnosed
NADDC	National Association of Developmental Disabilities Councils
NIH	National Institute of Health
OAB	Organization of Area Boards
OAH	Office of Administrative Hearings
OAL	Office of Administrative Law
OCR	Office of Civil Rights
OH	Orthopedic Handicaps
OHI	Other Health Impairment
OHDS	Office of Human Development Services
OJT	On the Job Training
OSE	Office of Special Education
OSERS	Office of Special Education and Rehabilitation Services
OT	Occupational Therapy
PAI/P&A	Protection and Advocacy, Inc.

PAC	Political Action Committee
PASS	Plan for Achieving Self Support
PDF	Program Development Fund
P&E	Planning and Evaluation
PKU	Phenylketonuria
PL	Public Law
POS	Purchase of Service Agreement
PT	Physical Therapy or Physical Therapist
PWS	Prader-Willi Syndrome
QA	Quality Assurance
RC	Regional Center
RCOM	Regional Center Operations Manual
RCS	Regional Center Services
RFP	Request for Proposals
RSP	Resource Specialist Program
SB	Senate Bill
SCDD	State Council on Developmental Disabilities
SCR	Senate Concurrent Resolution
SDC	Special Day Class
SDC	State Developmental Center
SE	Supported Employment
SEAC	Special Education Advisory Committee
SED	Seriously Emotionally Disturbed/Disability
SELPA	Special Education Local Plan Area
SEP	Supported Employment Program
SH	Severe Handicaps
SJR	Senate Joint Resolution
SNP	Skilled Nursing Facility
SOCCO	Society of Community Care Home Operations
SSA	Social Security Administration
SSDI	Social Security Disability Insurance
SSI	Supplemental Security Income
SSP	State Supplementary Program
SWP	Supported Work Project
TASH	The Association for Persons with Severe Handicaps

UAF	University Affiliated Facilities
UAP	University Affiliated Program/Developmental Disabilities
UCPA	United Cerebral Palsy Association
USC	United States Code
<hr/>	
VH	Visual Handicaps
VR	Vocational Rehabilitation
VR/WAP	Vocational Rehabilitation/Work Activity Program
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WAC	Work Activity Center
WAP	Work Activity Program
WIC	Welfare and Institutions Code
