

Common Acronyms and Terms

ABA	<i>Applied Behavior Analysis</i> – is a therapy based on the science of learning and behavior. Behavior analysis helps us to understand how behavior works, how behavior is affected by the environment and how learning takes place
ACCES-VR	<i>Adult Career & Continuing Education Services-Vocational Rehabilitation</i> – assists persons with disabilities to achieve and maintain employment to support independent living
ADL	<i>Activities of Daily Living</i> – routine tasks that people do every day such as getting dressed, showering, eating, and toileting
BIP	<i>Behavioral Intervention Plan</i> – a plan developed after a Functional Behavior Assessment (FBA). It outlines the strategy, explains the behavior and possible causes to support the person to live a happy and more meaningful life
BIS	<i>Behavior Intervention Specialist</i> - a worker that develops a support plan that outlines strategies, identifies the causes and explains the behavior of a person in need of behavioral supports
CAB	<i>Consumer Advisory Board</i> – a support provided to persons who were in the Willowbrook institution. Each Willowbrook Member has a CAB worker who advocates for them
CAS	<i>Coordinated Assessment System</i> – a person-centered assessment used by OPWDD that helps to identify a person’s strengths, needs and the natural or community supports available. The assessment involves input from the individual, family, and circle of support
CARS	<i>Childhood Autism Rating Scale</i> – is a behavior rating scale intended to help diagnose autism. It can distinguish the difference if your child has autism or other developmental disabilities
CC	<i>Care Coordination</i> – oversight of services including developmental disability services and medical and behavioral/mental health services
CCO	<i>Care Coordination Organization</i> – is a Health Home that is tailored to meet the needs of persons with intellectual and/developmental disabilities by developing an integrated, comprehensive care plan (known as a “Life Plan”) that includes health and behavioral health services, community and social supports, and other services
CCO/HH Care Manager Checklist	<i>Care Coordination Organization/Health Home Care Manager Checklist</i> – this checklist must be completed by the Care Manager to initiate and bill for CCO/HH services and done in partnership with the individual and their family member. This checklist assists with identifying and understanding a person’s current service needs and educates them on the six Core CCO/HH services. The checklist must be completed within 30 days of enrollment
CH or COM HAB	<i>Community Habilitation</i> – is a Medicaid-funded program operated under OPWDD to provide one-to-one training to people with intellectual/developmental disabilities to develop or enhance the skills needed to live more independently in their home or in the community



CHOICES	An electronic system that providers use to communicate information to/from the Office for People with Developmental Disabilities (OPWDD)
CIN	<i>Client Identification Number</i> – for eligibility verification and benefit-tracking purposes, individuals who apply for benefits under Medicaid or other programs are assigned a CIN that uniquely identifies them
CM	<i>Care Manager</i> – (formerly known as <i>Medicaid Service Coordinator-MS</i>) - a Care Coordination Organization professional who helps people navigate and coordinate intellectual and developmental disability services
COS	<i>Circle of Support</i> – (also known as an Interdisciplinary Team or IDT) – a group of people chosen by the person who supports them in decision making related to their services. This includes the Care Manager, family, natural supports and services providers
CRO	<i>Certified Residential Opportunities</i> protocol – is used by OPWDD to determine which level of housing is most appropriate for an individual with intellectual/developmental disabilities. It is a data recording and tracking system that collects demographic information, type of residence and support needed, and referral and screening activity
CSE	<i>Committee on Special Education</i> – is a multidisciplinary team, appointed by the Board of Education responsible for making recommendations that will meet the educational needs of students with disabilities
CSIDD	<i>Crisis Services for Individuals with Intellectual and/or Developmental Disabilities</i> – (also known as NYSTART) is an OPWDD service option offering crisis prevention and response services for persons with intellectual/developmental disabilities and complex behavioral needs, as well as to their families and those who provide supports. Individuals must be OPWDD eligible age 6 and over. The goal is to build relationships and supports across service systems to help people remain in their homes and communities
CTS	<i>Community Transition Services</i> – funds intended to assist a waiver participant to transition from a nursing home to living in the community. It is intended as a one-time service but can be accessed again if needed and with OPWDD approval. Funds are not available to assist with transitions from a person’s home to the community/residential program. Funds may include the cost of moving furniture and belongings, security deposits, essential furnishings, set up utility services, one-time cleaning or pest control
DD	<i>Development Disability</i> – is a group of conditions due to an impairment in physical learning, language or behavior areas. These conditions begin during the developmental period (before 22 years of age) and may impact day to day functioning and usually lasts throughout a person’s lifetime
DD Council Meetings	<i>Developmental Disability Council Meetings</i> – are meetings attended by OPWDD, a group of professionals, parents and advocates concerned about the programs and services available to persons with intellectual/developmental disabilities. The meetings provide a forum for discussion about the issues that impact individuals. There is 1 Council in each county of NYC that is open to individuals, parents, and providers to attend



DDP-2	<i>Developmental Disabilities Profile 2</i> – is a required assessment tool used to provide a description of a person’s abilities and challenges as they relate to their service needs. It is comprised of several sections of needs: medical, behavioral and level of care. The information determines a numerical score which identifies the level of need and supports a person will be eligible to receive from OPWDD
DDRO	<i>Developmental Disabilities Regional Office</i> – an OPWDD designation that divides geographic areas into 5 regions in New York State. Members and families interact with the DDRO that oversees the county they reside in
DDSO	<i>Developmental Disabilities Service Office</i> – OPWDD satellite offices that provides supports and services to people with intellectual/developmental disabilities
DH or DAY HAB	<i>Day Habilitation</i> – is a Medicaid-funded program operated under OPWDD that is usually located at a certified site in the community. Programming includes assisting people to acquire, retain or improve their self-help, socialization and adaptive skills, including communication and travel skills
DME	<i>Durable Medical Equipment</i> – equipment used in the home to aid in better quality of living, such as canes, oxygen equipment and wheelchairs
DOE	<i>Department of Education</i> – a New York state agency that sets education policy that counties across the state must adhere to
DOH	<i>Department of Health</i> – a New York state agency that regulates, coordinates, and oversees all aspects of health. It provides essential services and programs for children, youth, families, seniors, veterans, and people with disabilities
DOH-5200	<i>Department of Health 5200 (Under 18) Health Home Consent Enrollment</i> – is a consent form used to enroll children and adolescents who are less than 18 years of age into a Health Home and must be signed by the child’s legal guardian
DOH-5201	<i>Department of Health 5201 (Under 18) Health Home Consent Information Sharing</i> – is a consent form used to allow the exchange of information between the parties listed. Section 1 is completed by the child’s legal guardian. Page 1 must list the Primary Care Provider (PCP), Care Management Agency (if applicable), and Managed Care Organization. Section 2 is completed separately by the child with the Care Manager
DOH-5055	<i>Department of Health 5055 (Adult) Patient Information Sharing Consent</i> – is a consent form used to enroll adults into the Health Home. Confirms enrollment and agreement to allow access to health information to be shared among partners/providers and is approved by the member
DOH-5058	<i>Department of Health 5058 Withdrawal of Consent</i> – is a form that must be signed by the member if they choose to dis-enroll from the Health Home. A signed form withdraws further access to/sharing of health information
EI	<i>Early Intervention</i> – services and supports that are available to babies and young children with developmental delays and disabilities and their families. May include speech therapy, physical therapy, and other services
EMOD	<i>Environmental Modification</i> – physical adaptations to the home which are necessary to ensure the health, welfare and safety of a person receiving Medicaid waiver supports
FBA	<i>Functional Behavior Assessment</i> – an assessment that identifies a specific behavior(s) and what triggers it



FI	<i>Fiscal Intermediary</i> – is an HCBS waiver service that funds the financial management of an individual’s Self-Directed Services budget. The FI oversees the billing and payment of services, provides general administrative support and human resource related activities.
Front Door	<i>Front Door</i> – first point of contact for individuals, parents and advocates interested in OPWDD eligibility and services
FSS	<i>Family Support Services</i> – state and local programs to help families maintain and enhance the quality of life of a person with an intellectual/developmental disability and their family. Services may include respite, training, camp, and other services
HCBS	<i>Home and Community Based Services</i> – provides opportunities for Medicaid recipients under the auspices of OPWDD to receive services in their own home or community rather than institutions or other isolated settings
HCBS Basic Consent	<i>Consent for Participation in Basic Home and Community Based (HCBS) Plan Support</i> – is a consent form used for individuals who wish to enroll in Basic HCBS Plan Support or choose to decline to enroll in Health Home Care Management
HCBS Waiver	<i>Home and Community Based Services Waiver</i> – is an OPWDD Medicaid-funded program for persons with intellectual/developmental disabilities that provides supports and services that are uniquely tailored and individualized to meet each person’s needs. Services may include Self-Directed services, day habilitation services, residential habilitation, community habilitation, respite, service coordination, and adaptive technologies
HIPAA	<i>Health Insurance Portability and Accountability Act</i> – is federal legislation which requires providers of health care (including mental health care) to ensure the privacy of patient records and health information.
IAM	<i>I-AM Assessment (It’s All About Me Assessment)</i> – part of a person-centered planning process used to gather comprehensive background information and recommend specific services and supports to help the person achieve their goals. This information helps with the development of the Life Plan. The I-AM assessment is not required for people enrolled in Basic Home and Community Based Services (HCBS) Plan Support
ICF	<i>Intermediate Care Facility</i> -is an OPWDD Medicaid-funded group home that provides care for adults over the age of 21 who are diagnosed with intellectual/developmental disabilities and who have complex health needs. Homes may be larger than IRAs. They have round-the-clock supervision and have access to increased nursing supports than traditional IRAs due to the nature of the medical conditions and needs of the persons being served
ID	<i>Intellectual Disability</i> – a neurological-developmental disorder resulting in limitations with reasoning, learning, problem solving and adaptive behavior
IDGS	<i>Individual Directed Goods and Services</i> – services only available for HCBS Waiver eligible participants who self-direct their services with a self-direction budget. When a person chooses to receive IDGS, they must choose a Fiscal Intermediary to bill and administer the services. Qualifying expenses may include community classes, clinician services not otherwise funded through Medicaid, community membership dues, some household appliances, and staff management supports. Items not funded include but not limited to cell phones, telephones, leased vehicles

IDT	<i>Interdisciplinary Team</i> – often used interchangeably with Circle of Support
IEP	<i>Individualized Educational Plan</i> – it a written plan developed by the parents/advocates of the child and school personnel that maps out the program of special education instruction, supports and services children need to make progress and thrive in school
IPOP	<i>Individualized Plan of Protective Oversight</i> – a plan to enhance a person’s safety. It provides guidelines for supporting them and the safety requirements that must be in place. An IPOP is part of the Staff Action Plan
IRA	<i>Individualized Residential Alternative</i> – is an OPWDD Medicaid-funded group home that provides support for adults over the age of 21 who are diagnosed with intellectual/developmental disabilities. Homes may have up to 10 residents with round-the-clock staff supervision. Services include adaptive skill development training and education, activities of daily living assistance, community inclusion and behavioral skill building
ISS	<i>Individual Supports and Services</i> – is a residential program which provides financial and need-based assistance to assist individuals who are capable of living independently. An ISS home is usually home to one to two eligible individuals
LCED	<i>Level of Care Eligibility Determination Form</i> – a form used to establish and maintain eligibility that is required annually for HCBS waiver services that must be completed by a qualified professional and signed off by a physician or nurse practitioner
LP	<i>Life Plan</i> – (replaced the Individualized Service Plan ISP) – a comprehensive person-centered plan that is created through a person-centered planning process directed by the individual with assistance as needed by representative(s) identified by the individual and in collaboration with the care coordination team. The Life Plan is an understandable and personal plan for implementing decisions and includes all service and staff action components. The individual and his or her family and/or representative(s) are at the center of all planning. The Life Plan must be finalized and agreed to by the individual/representative and applicable waiver providers
Medicaid	Medicaid – is a state and federal health insurance program that helps pay for medical costs for eligible low-income adults, children, pregnant women, elderly adults and people with disabilities
Medisked	<i>Medisked</i> – is an electronic health information technology software used by all seven Care Coordination Organizations across New York State used to document and track client information
MHLS	<i>Mental Hygiene Legal Services</i> – is a New York state agency responsible for representing, advocating, and litigating on behalf of individuals with disabilities
NOD	<i>Notice of Decision</i> – An OPWDD letter that notifies a person that their enrollment into services is processed
NYSTART	<i>New York - Systemic, Therapeutic, Assessment, Resources and Treatment</i> – as of 10/1/20 – known as CSIDD
OMH	<i>Office of Mental Health</i> – a New York state agency that has the authority and responsibility to set standards for the quality of facilities and programs that provides services for persons recovering from mental illness and children with serious emotional disturbances



OPWDD	<i>Office for People with Developmental Disabilities</i> – a New York state agency responsible for coordinating services for persons with developmental disabilities, including intellectual disabilities, Cerebral Palsy, Down syndrome, Autism Spectrum Disorder, Prader-Willi syndrome, Traumatic Brain Injury and other neurological impairments
OT	<i>Occupational therapy</i> – is a therapy whose objective is to promote, maintain and/or restore functional independence in daily living skills
PCP	<i>Person Centered Planning</i> – an ongoing process directed by the person to help plan for their future. Providers focus on a person’s vision of what they want their future to look like. This is demonstrated through shared decision making with the person’s desires, strengths, interests, and skills at the forefront of the planning process and striving for outcomes that promote a healthy and meaningful life
PHI	<i>Protected Health Information</i> – is health information in any form, including physical records, electronic records, or spoken information. Any personal health information, i.e., medical/psychiatric/psychological evaluations, date of birth, social security number, health histories, lab test results, medical bills, etc. is considered PHI
POMS	<i>Personal Outcome Measures</i> – an assessment tool where people share what really matters to them, including their hopes, dreams, and aspirations. Organizations use information learned to better focus their services and improve the quality of people’s lives
PRE VOC	<i>Prevocational Services</i> – are pre-employment and/or job readiness activities specified in a person’s Life Plan. These services are habilitative and prepare a person for paid employment or unpaid meaningful activities. Services are delivered as either site based or in the community. Services are geared towards persons who have no community or work experiences. Services may include experiences with jobs that pay minimum wage in an integrated setting, opportunities to volunteer, discovery, job readiness skill development, flexible staff support
RHIO	<i>Regional Health Information Organization</i> – a group of organizations within a specific area that share health-related information electronically according to accepted healthcare information technology (HIT) standards
ROA	<i>Receipt of Acknowledgment</i> – This form verifies that the Care Manager has provided the member with the following documents (Individual’s Rights Notice, Member Rights and Responsibilities, Complaints and Grievances, Notice of Right to Object to Services, HIPAA Privacy Notice, Person Centered Planning Notice, and 24 hour emergency line)
RSA	<i>Request for Service Access</i> – a form used by Care Managers to document the OPWDD services selected, the amount (units) and the agency (ies) that agree to provide service (s), if known. The form must be signed by the individual/family, Care Manager, and Care Manager supervisor prior to submission
SAP	<i>Staff Action Plan</i> – A plan developed by the provider to describe actions the staff will do to assist the person achieve goals and valued outcomes they have identified in their Life Plan

SARF	<i>Service Amendment Request Form</i> – a form used by Care Manager to add additional waiver services for a member, increase the service amount, or indicate a change in provider of a waiver service for those members who have already received initial authorization for HCBS waiver services
SD	<i>Self-Direction</i> – An OPWDD service delivery model that provides flexibility to choose a variety of supports and services, providing personal choice and control over the delivery of those services
SEMP	<i>Supported Employment</i> - is a person-centered employment planning and support service through OPWDD that provides assistance for an individual to obtain, maintain, or advance in self-employment or in competitive, integrated employment in the general workforce, for which the individual is compensated at or above the minimum wage. The goal of SEMP services is sustained, paid, integrated employment in a job that meets the individual's personal and career goals
SNAP	<i>Supplemental Nutrition Assistance Program</i> – formerly known as food stamps – financial assistance for purchasing food administered by the local county department of social services
SSDI	<i>Social Security Disability Income</i> – a federal entitlement program that provides cash payments to persons that have paid into the social security system for at least ten years, regardless of current income and assets. Younger beneficiaries and disabled adult children of retired or deceased workers may qualify but must meet certain requirements
SSI	<i>Supplemental Security Income</i> – a federal program that provides financial assistance for those with low income and who are elderly, blind, or disabled who would otherwise have a difficult time paying for food and shelter
TABS ID	<i>Tracking and Billing Services Identification</i> – a unique identification number assigned to a member receiving OPWDD services