

GLOSSARY

- AAIDD** American Association on Intellectual and Developmental Disabilities. The nation's oldest and most respected professional association run by and for professionals who support people with intellectual and developmental disabilities.
- ABA** Applied Behavior Analysis. A discipline devoted to the understanding and improvement of human behavior through skill acquisition and the reduction of problematic behavior in a measurable and accountable manner.
- ACA** Affordable Care Act. Federal statute also known as Obamacare.
- Accommodation** A change or adjustment to the work environment which permits a person with a disability to apply for a job, perform the essential functions of the job, and enjoy the benefits and privileges of employment.
- ADA** The Americans with Disabilities Act of 1990 - Federal legislation prohibiting discrimination on the basis of disability.
- Adaptive Skills** Skills needed by students that facilitate community integration and independence.

ADD/ADHD	Attention Deficit Disorder/Attention Deficit Hyperactivity Disorder.
Adult Services	Refers to the many agencies and programs that are provided to adults with specific needs.
Advocacy	Speaking on behalf of another person or group of persons.
Advocate	Someone who takes action to help someone else.
Age of Majority	The age that the state has determined a person is allowed to make decisions on their own (usually 18) unless determined incompetent to do so by a court of law.
Ancillary Staff	Staff who provide services that are specially designed to meet the unique needs of a student with a disability through age 25.
Annual Goals	A set of general statements that represent expected achievement over a year's time for a student with a disability enrolled in special education programs and services.
APE	Adapted Physical Education.
Appeal	To make a request for a change of a decision.
Apprenticeships	Periods of part-time work experience that may extend a year or more, usually associated with a specific occupation.

APSE	Association for Persons in Supported Employment. APSE is a national membership organization committed to expanding and improving integrated employment opportunities and outcomes for persons with disabilities.
Aptitudes	The particular strengths, knowledge, or skills that a person has, generally related to an occupation or career.
Assistive Technology	Any item, piece of equipment or product that is used to assist, maintain, or improve functional capabilities of a person.
Audiologist	A person who is qualified to assess a person's hearing and provide interventions to improve it.
Behavioral Supports	Strategies designed to reduce or eliminate inappropriate or stigmatizing behaviors that may limit an individual's participation in community life.
Board (or Board of Directors)	A group of people who make decisions for an organization, such as an agency, a community group, or a religious group. Some kinds of decisions a board makes are: decisions about finances (money), policy (what an organization stands for, its rules and positions), and employment decisions, such as salaries, benefits and hiring an executive director. Boards usually make decisions by voting.

BPAO	Benefit Planning Assistance and Outreach.
CARE	Comprehensive Assessment Reporting Evaluation. The tool used by case managers to document a client's functional ability, determine eligibility for long-term care services, evaluate what and how much assistance a client will receive, and develop a plan of care.
Career Exploration	A systematic process designed to assist a person with a developmental disability to identify career goals based on interest and aptitude, and to research jobs by observing job sites or sampling a variety of work tasks.
Career Fairs	Panels and/or exhibits designed to provide information on a range of careers.
Career Planning	Refers to the general planning process related to helping the individual develop and achieve meaningful adult roles. Transition planning is a specific form of career planning.
Career Portfolio Assessment	A standardized method of assessing the student's career portfolio activities by measuring mastery (e.g., novice, apprentice, expert) or level of independence.

- Career Portfolios** Organized samples (often a notebook) of student work and classroom activities that include writing samples, photographs, videos and other demonstrations of student performance.
- CARF** The Commission on Accreditation of Rehabilitation Facilities, CARF International is an independent, nonprofit accreditor of health and human services, providing accreditation services worldwide at the request of health and human service providers in the following areas: Aging Services, Behavioral Health, Child and Youth Services, Employment and Community Services, Medical Rehabilitation and Opioid Treatment Program.
- Case Manager** A person responsible for planning, coordinating and implementing a person's Person-Centered Service Plan. May also be called a Service Coordinator.
- CIE** Community Integrated Employment.
- Community** This is a hard word to define because it has many meanings. Community can mean the places where members of the general public live and get together. It can also refer to institutions and other kinds of places where only people with disabilities live together.

Community College	A post-secondary education program (generally two-year) that leads to an occupation or entrance into a university.
Compliance Complaint	A formal complaint filed against an educational agency regarding a possible violation of a student's rights under IDEA. This may be filed when the school does not provide what it has agreed to provide in the IEP.
Confidentiality	A guarantee that personally identifiable information about a student or family remains private and may only be shared among agencies with the written permission of the parent or other family member.
Coordinator	A person or agency responsible for assuring that planned services are provided in a timely manner and in a way that complements other services provided to a student.
Course of Study	Refers to the type of educational program that a student is enrolled in, including vocational education, college preparation and apprenticeships.
CRM	Case Resource Manager.
DD	Developmental Disability.
DDA	Developmental Disabilities Administration.

DDC	Developmental Disabilities Council. A Federal-State partnership working to plan for and with people with intellectual and developmental disabilities and their families.
Departmentalized	A secondary level instruction approach in which two or more teachers provide content instruction to common groups of special education students.
Developmental Disability	A disability that is acquired during the period the person is developing, generally before age 21 or at birth, and that significantly impacts several life activity areas such as self-care, self-direction, learning, mobility, speech and independent living.
DOL	Department of Labor.
DRW	Disability Rights Washington.
DSHS	Department of Social & Health Services.
Due Process	Procedure established to protect a student's right to entitled services.
DVR	Division of Vocational Rehabilitation.
Education of All Handicapped Children Act	Landmark 1975 legislation that required education for all students with disabilities and introduced the terms IEP, Least Restrictive Environment, Free Appropriate Public Education, and Multi-factored Evaluation to Education.

Educational Evaluation	An evaluation of a student's achievement levels in reading, math and/or written expression.
EIE	Earned Income Exclusion.
Eligibility	Requires that a student has met all the criteria within the law in order to take part in special education programs and services.
Employability Life Skills Assessment	This criterion-referenced checklist may be used yearly to assess a student's level of performance in twenty-four critical employability skills areas in the domains.
Employment Specialists	In supported employment, a person who provides job placement, training, and sometimes follow-along services to a worker with a disability. Sometimes called a "job coach."
Empowerment	Education and practices aimed at transferring power to or strengthening individuals and groups.
EN	Employment Network.
Enclave	A form of supported employment where a group of no more than eight persons with disabilities work in an integrated employment setting, often with professional supervision.
Entitlement	The legal right to certain services and benefits.

Entitlements	Programs that must be provided to all eligible persons upon demand. Special education and Social Security are entitlements, many adults services are not.
EPE	Extended Period of Eligibility.
ESL	English as a Second Language.
ETP	Exception to Policy.
ETR	Exception to Rule.
Facilitator	Someone who supports or assists a group to do what it wants to do. The facilitator does not express personal opinions, but listens and assists others by asking questions. Facilitators can help a group make plans and decide how and when they will accomplish their goals. Facilitators can help with other difficult tasks, such as when serious disagreement exists between members or when a group needs to think hard about something.
Family Educational Rights and Privacy Act	Federal legislation giving parents and students over age 18 the right to inspect and review educational records.
FAPE	Free and Appropriate Public Education.
FAQ	Frequent Asked Questions.
FBR	Federal Benefit Rate.

FO	SSA Field Office.
Follow-Along Services	In supported employment this term refers to services and supports provided to a worker with a disability after job training is complete.
Free Appropriate Public Education	Section 504 of the Rehabilitation Act of 1973 protects the rights of individuals with disabilities in programs and activities that receive federal funds. Section 504 requires a school district to provide an appropriate education to each qualified person with a disability and who is in the school district's jurisdiction, regardless of the nature or severity of the person's disability.
Functional Vocational Evaluation	Evaluation that focuses on identifying skills demonstrated by the student in actual vocational and life activities. Situational and work assessments are functional. IQ tests and tests of standardized reading levels are not.
GIE	General Income Exclusion.
Grants	Money given by a government or by a foundation or charity. A grant is usually given for the accomplishment of specific activities or goals.
Group Action Planning	A self-determination approach that helps students take charge of personal futures planning.

Guardian	A person or agency that assumes limited or unlimited authority to make decisions for a minor or an adults who has been determined to be incompetent in a court of law. Includes medical guardianships, guardianship of the person, and guardian of the estate.
HUD	Housing and Urban Development. A program that provides subsidized housing for low-income persons.
HWD	Health care for Workers with Disabilities.
I/DD	Intellectual / Developmental Disability.
ICF/IID	Intermediate Care Facilities for Individuals with Intellectual Disabilities.
IDEA	Individuals with Disabilities Education Act.
IE	Individual Employment.
IEP	Individual Education Plan- The written plan documenting eligibility, programs and services for special education students.

IEPT	Individualized Educational Planning Team - Determines if a student meets the criteria under the law to be considered eligible for special education programs and services, and also determines what those programs and services will be.
Impairment Related Work Expense	An expense that must be related to an individual's impairment and be needed in order to work. It must be an expense that any similar worker without a disability would not have.
Inclusion	The process of including students with disabilities in the environments, activities, and curriculum of typical students and persons. Inclusion may mean different things to different people. Sometimes used interchangeably with the term "integration."
Independent Living (IL)	A philosophy and way of looking at disability and society. A worldwide movement of people with disabilities who work for self-determination, self-respect and equal opportunities.
Independent Living Centers (ILC)	Centers created to offer peer support and role modeling. Usually are run and controlled by persons with disabilities. Centers might help with housing referral and adaptation, personal assistance referral, or legal aid.

Individual Education Program	A statement of the programs and services that will be provided to a student with a disability that is eligible under the IDEA.
Individualized Service Plans	See Person-Centered Service Plans.
Individuals with Disabilities Education Act	An updated version of the Education for All Handicapped Children's Act (EHA) which required the statement of needed transition services as part of the IEP in 1990.
Informational Interviews	Interviews with employers to find out about their organization, jobs, and the types of people they employ.
Integration	In the disability context, the process of including persons with disabilities in the environments, activities, and social networks of typical persons. Sometimes used interchangeably with the term "inclusion".
IPE	Individualized Plan for Employment (used by State VR Agencies).
IPP	Individual Program Plan.
IRWE	Impairment-Related Work Expense.
ISE	Individual Supported Employment.
ITA	Individualized Technical Assistance.
ITP	Individual Transition Plan.

IWP	Individual Work Plan.
Job Analysis	The process of analyzing a job in terms of essential elements, skills needed, and characteristics to aid in job matching and training.
Job Carving	A technique used in individual supported employment programs where a job is divided into components that can be done by a person with a severe disability.
Job Coach	See Employment Specialist.
Job Placement	The process of helping an individual find a job.
Job Sharing	The practice of having two or more people share a job to provide accommodations in work scheduling or job duties.
Language Specialist	See speech pathologist.
LD	Learning Disability.
Least Restrictive Environment	A student who has a disability should have the opportunity to be educated with peers without disabilities, to the greatest extent possible. They should have access to the general education curriculum, extracurricular activities, or any other program that peers without disabilities would be able to access.

Mediation	Formal intervention between parents and agencies to achieve reconciliation, settlement or compromise.
Medicaid	A health care program serving eligible low-income persons with disabilities whose income and assets are below specific levels. Generally available to persons receiving SSI or SSI work incentives.
Medicare	The insurance program serving persons 65 and older and individuals with disabilities regardless of income, if they are eligible for SSDI.
Mental Health Services	Services provided to persons with behavioral or mood disorders.
Mentoring	A mentor is someone who works in the same career or specific job desired by the career seeker.
Natural Supports	Refers to the use of persons, practices, and things that naturally occur in an individual's environment to help meet the needed support of an individual.
NCLB	No Child Left Behind Act - Signed into law on January 8, 2002, reauthorizing the Elementary and Secondary Education Act of 1965, which established the federal framework for how we provide public education throughout the country.

Occupational Therapist	A person qualified to develop and implement programs to develop fine motor skills and implement accommodations related to work and daily living.
Occupational Work Experience	Refers to programs that allow a person to try one or more jobs for periods of a year or less in order to explore interests and develop job skills.
OHI	Other health impairment.
OSPI	Office of the Superintendent of Public Instruction.
OT	Occupational Therapy.
PAS	Personal assistance services.
PASRR	Pre-Admission Screening & Resident Review.
PASS	Plan for Achieving Self-Support. (See also Plan for Achieving Self-Support)
PCPF	Person-Centered Plan Facilitation. An approach to forming life plans that is centered on the individual. It is used as a life planning process to enable individuals with disabilities to envision a meaningful life. Planning includes identifying goals for education, employment, housing, relationships and recreation. WAC 388-845-4495.

Peer Support	Non-paid support from friends.
People First	A movement started by persons with disabilities in the late 1970's to take greater control of programs affecting them. Originated the concept of person-first language.
People First Language	A form of communication used in reference to individuals with disabilities to identify the humanity and natural condition of having a disability. It is the use of terminology that puts the person before the disability.
Personal Future Planning	A type of person-centered planning that involves dreaming, describing, and doing with the family and their support system.
Person-Centered Service Plan	Annual meeting with DDA Case Resource Manager to look at the whole life of a person with developmental disabilities which include interests, abilities, relationships, needs and existing supports.
Physical Therapist	A person qualified to develop and implement programs to develop fine and gross motor skill and rehabilitation services to persons with physical disabilities.

Plan for Achieving Self-Support	A savings account that can be excluded from income and assets of persons with disabilities to allow them to save up for something that would make them self-sufficient (e.g., college fund).
Postsecondary Education	Programs that occur after high school (secondary education).
Proficiency Tests	Tests that are designed to determine if students are measuring up to educational standards set by the state and/or district.
Psychiatrist	A medical doctor who can assess an individual's emotional, intellectual, and coping skills and typically provides medical interventions or medications to improve them.
Psychological Evaluation	An evaluation of a student's intellectual capacity and learning style.
RCL	Roads to Community Living.
Reasonable Accommodation	An adaptation or modification of the environment or materials which makes it possible for a person with a disability to fully participate in an activity.
Referral	The process of notifying an agency to request services. A referral is often followed by an eligibility determination.

Rehabilitation Technologist	A person qualified to apply technology to meet the needs of persons with disabilities.
Related Services	Services that are not necessarily educational in nature, but that are provided as part of an educational program. Speech, language, hearing, social work, and psychology services are examples of related services.
Respectful Language	In 2004, Washington State passed this law recognizing preferred language in referencing individuals with disabilities. Language that uses terminology recognizing the humanity and natural condition of having a disability by putting a person before their disability. For instance use, individuals with disabilities, not the disabled or handicapped.
Respite	A brief break (in-home or out-or-home) for caregivers of individuals with developmental disabilities.
RHC	Residential Habilitation Center.
Rights	Powers that belong to you by the laws of your country or state.
Section 504	A section of the Rehabilitation Act of 1973. Federal civil rights statute designed to eliminate discrimination on the basis of disability in any program or activity receiving federal financial assistance.

Section 8 Housing	Refers to housing subsidized by HUD.
SEIE	Student Earned Income Exclusion.
Self-Advocacy	The ability and opportunity to speak on behalf on one's self.
Self-Determination	Special training provided to persons with disabilities to enable them to choose and act on the basis of their choices.
SGA	Substantial Gainful Activity.
Sign Language	American Sign Language, Signing Exact English, and other non-verbal forms of communication.
SLP	Speech and Language Pathologist.
Social History	An evaluation of a student's developmental history which is conducted by a school social worker.
Social Security Administration	The agency that oversees the provision of Social Security Disability and Supplemental Security income and related work incentives.
Social Security Disability Insurance	In this context, a monthly check provided to children or parents who have retired or become disabled and have paid into Social Security. Only paid to individuals whose income falls below SGA after accounting for work incentives.

Social Worker	A person employed by a school or agency to help individuals, families, or groups in coping with their environments and obtaining needed services.
Speech and Language Evaluation	An evaluation of a student's receptive and expressive language abilities.
Speech Pathologist	A person who is qualified to assess a person's speech and provide interventions to improve it. Sometimes referred to as a language specialist.
SSA	Social Security Administration or Social Security Act.
SSDI	Social Security Disability Insurance.
SSI	Supplemental Security Income.
SSP	Supplemental Payment Program. A state-paid cash assistance program for certain clients of the Developmental Disabilities Administration.
STW	School to Work. A Pierce County program designed to assist eligible transition students in obtaining paid employment prior to exiting school.

Supplemental Security Income	An income support payment administered by the Social Security Administration that is provided to children with disabilities and adults who are disabled and whose income and assets fall below a prescribed level after accounting for Social Security work incentives.
Support	Anything that is needed to make it possible or easier for you or your group to accomplish a task, or to be involved in something, or to achieve goals you or your group has set.
Supported Employment	A form of employment where training is done at the job site and ongoing supports are provided to maintain employment.
Supports	Refers to accommodations, persons in the environment, or practices that help an individual in conducting live activities, including employment.
Technical Schools	Refers to educational programs that lead to certification in a highly specialized vocation such as electrical engineering.
Ticket to Work (TWWIIA)	Ticket to Work and Work Incentives Improvement Act of 1999.
Timeline	The time within which entitled and mandated services must be provided; also prohibits being put on a waiting list for any service to which you have a right.

Transition	The process of moving from adolescence to adult roles where the child reconciles their needs, interests, and preferences with adult norms and roles.
Transition Meeting	Meeting in which the transition plan is discussed. This meeting should occur no later than age 14 to discuss the student's course of study, and no later than age 16 to discuss services and supports needed to achieve the student's desired post-school outcomes.
Transition Plan	A section of the Individualized Education Program (IEP) that outlines transition goals and services for the student. The transition plan is based on a high school student's individual needs, strengths, skills, and interests.
Transition Planning	The process of helping students and their families plan services to help them reach career goals and adult living objectives related to their needs, interests, and preferences. The IDEA requires transition planning activities documented in the IEP for students age 16 and older.
Transition Planning Inventory	An inventory approach that focuses on student skill and support needs in the areas of: (a) employment, (b) further education, (c) daily living, (d) leisure activities, (e) community participation, (f) health, (g) self-determination, (h) communication, and (i) interpersonal relationships.

Trial Work Period	The amount of time that an individual receiving SSDI can exceed SGA without losing benefits.
TWP	Trial Work Period.
Vendor	A person or organization approved and paid to provide services to people with disabilities.
Vocational Education	Training and education in specific occupational skills to prepare an individual for transition from school to a job.
Vocational Rehabilitation Services	A federal and state program that provides a range of services to persons with disabilities, typically to achieve a particular career goal.
Waiting List	A list of persons who have been determined eligible for services that are in short supply and cannot be provided until openings arise or services are expanded.
Waiver Program	Services offered to clients of the Developmental Disabilities Administration which provide additional support when Medicaid state plan services and other supports are not sufficient.
WIA	Workforce Investment Act.
Work Experience	Work experience gives career seekers an opportunity to perform actual work in a career area they are interested in.

Work Incentives	A number of Social Security Work Incentives that allow a person to exclude part of their income to maintain eligibility for SSI or SSDI. Includes PASS, IRWE's, Student Earned Income Exclusion, and extended eligibility for Medicaid.
Work Study	Jobs Developed by the high school where the student receives credit toward graduation.
WOTC	Work Opportunities Tax Act Credit.

