



CENTER FOR LEARNING AND LEADERSHIP

*Oklahoma's Federally Designated University
Center for Excellence in Developmental Disabilities Education,
Research and Service*



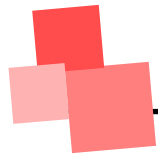
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The Alphabet Soup Book

January 2005 Edition



The Alphabet Soup Book

CENTER FOR LEARNING
AND LEADERSHIP/UCEDD

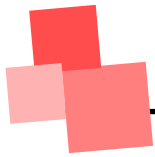


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The University of Oklahoma is an Equal Opportunity Institution.

Accommodations on the basis of disability are available by contacting: Vyonda Martin, Center for Learning and Leadership/UCEDD, OUHSC, P.O. Box 26901, ROB 342, Oklahoma City, OK 73190-0001; (405) 271-4500, ext. 41005.



The Alphabet Soup Book

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The Alphabet Soup Book

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Please tell us your ideas about ways to improve this booklet:

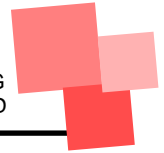
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*Please copy or cut out this page and
send your comments to the address on the back page.*

Attention: Customer Service Team

Thanks very much!

CENTER FOR LEARNING
AND LEADERSHIP/UCEDD



Our Vision

All people with disabilities and their families are valued participants in community life.



Our Mission

Partners making a positive difference in the lives of people with disabilities and their families through learning and leadership.

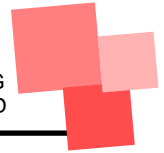
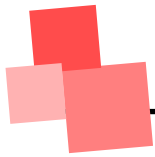
Interested in learning more?

To share your experiences or for more information about our training programs, contact the

**Center for Learning and Leadership/UCEDD
at (405)-271-4500**

or

800-627-6827



Dear Reader,

The Alphabet Soup Book

is produced by the Center for Learning and Leadership/UCEDD specifically for our academic and community colleagues (that's you).

The publications team says a big "Thank you!" to everyone who made additions to the Alphabet Soup stock for this ninth edition.

If you would like additional copies of *The Alphabet Soup Book*, please contact our office in Oklahoma City. We try to keep this booklet up-to-date so, when you come across a new term that's missing from this edition, please let us know. Also, please let us know if you plan to duplicate this book. A camera-ready copy or more up-to-date edition may be available. Just contact the Office of the Director, (405)-271-4500 to reach a member of our publications team.

Our program is a collaborative initiative of the University of Oklahoma Health Sciences Center, sponsored by the College of Medicine, with support from the U.S. Administration on Developmental Disabilities grant number 90DD0543. Federal dollars (\$2005 for 2,500 copies), that's your taxes re-invested in Oklahoma, helped make this publication possible.

CE#082997.v
Pub*AlphabetSoup*1993

last revised 0205

Williams, Wilson, Martin, Moss, Franci
14th printing (last printed 0103)

9th Edition

Introduction

Want to Order?

The Alphabet Soup Book

If you would like to order additional copies of this publication please call us at (405) 271-4500. Single copies can be provided at no charge (while supplies last). Don't forget, you can copy the booklet if you want.

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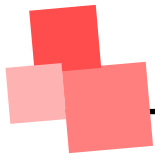
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CE#082997.v



Notes:



People in organizations and in communities who share common experiences tend to use shorthand to communicate. That shorthand sometimes becomes a language of its own.

When people from different communities, organizations or groups try to work together, the shorthand that usually helps make communication efficient starts to get in the way of making communication effective.

The Center for Learning and Leadership/UCEDD works with many people across the state, in communities and agencies. We see and hear shorthand communication. We had to ask questions about what the shorthand means. In fact, we sometimes embarrassed ourselves by guessing that we knew a term, and finding out later that we were using a different language.

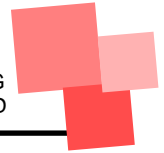
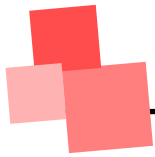
As someone who works with us, we want to be sure of just three things, when we:

- listen, we want to understand you.
- explain, we want to be clear.
- work together, asking questions is expected.

To help us along, we assembled lots of the terms, abbreviations and acronyms that you and other community colleagues have helped us understand.

We will try not to use shorthand without an explanation, but if (and when) we slip, please let this booklet be a guide we can share. We look forward to talking with you,

Center for Learning and Leadership
Oklahoma's Federally Designated University Center for Excellence
in Developmental Disabilities Education, Research and Service (UCEDD)



Alphabet Soup Terms & Acronyms

AaAaAaAa

AACAP	American Academy of Child and Adolescent Psychiatry
AAFP	American Academy of Family Physicians
AAP	American Academy of Pediatrics
AAPSC	American Association of Psychiatric Services for Children
AAMR	American Association on Mental Retardation
AASA	American Association of School Administrators
ACCH	Association for the Care of Children's Health
ACOG	1. Association of Central Oklahoma Governments 2. American College of Obstetricians and Gynecologists
ACF	U.S. Administration for Children and Families
ADA	Americans with Disabilities Act
ADD	1. U.S. Administration on Developmental

We need you...



To help update the Alphabet Soup!

Have you heard a new abbreviation that should be included in:

The Alphabet Soup Book?

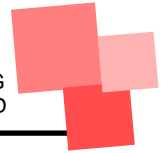
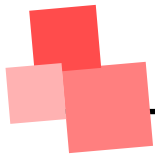
If so, please send it to us. All we need is the abbreviation and what it means. Your name and phone number will be helpful, but are optional. Here's a form you can write on. Then cut out or copy it and mail or fax it to us. Our address and phone numbers are on the back of this booklet.

ABBREVIATION	WHAT IT STANDS FOR
_____	_____

Thanks for your help!

YOUR NAME: _____

YOUR PHONE NUMBER: _____
(to be used only in case "we just don't get it")



Access means. . .

Cognitive Accommodation

- * Do you understand me? Can I understand you?
- * Can we write without “jargon” so words and meanings don’t get thrown away?
- * Will one of us be too embarrassed to ask a question?

Physical Accommodation

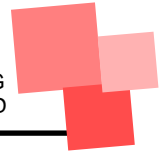
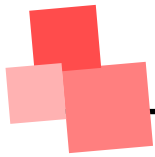
- * Can I get to, and get into the place we’re meeting?
- * Is the room big enough so I can bring my own comfortable chair?
- * Are there things I could trip over or bump into if my vision is gone?
- * Can I get around safely, quickly, and comfortably—without asking for “extra special help”?
- * Who will translate for me and for you if we use different languages to write and talk?

Respectful Accommodation

- * Have we all agreed to work together in a way that treats everyone with dignity, respect and good manners?
- * Do we have respectful ways to let each other know when something is helpful?
- * Do we have respectful ways to let each other know when something is hurtful?

Disabilities
2. Attention Deficit Disorder

ADHD	Attention Deficit/Hyperactivity Disorder
ADL	Activities of Daily Living
Advocacy Faculty	Individuals with disabilities who have teaching roles in higher education courses and/or practicum
Advocate	Person who works in support of another person or cause
AEYC	Association for the Education of Young Children
AIMS	Abnormal Involuntary Movement Screening
AHOOPD	Affordable Home Ownership Opportunities (Model demonstration project of Oklahoma Home of Your Own (OHOYA)
ALFA	Assisted Living Federation of America
Alliance	Tulsa Area Alliance on Disabilities
Alliance for Full Participation	Organizations joining together to realize the vision of people with developmental disabilities living meaningful, productive and personally satisfying lives in their community of choice
APS	Adult Protective Services



ARC Association for the Rights of Citizens with Disabilities

ASA Autism Society of America

ASHA American Speech/Language/Hearing Association

AUCD Association of University Centers on Disabilities

BbBbBbBb

BIA 1. Bureau of Indian Affairs
2. Brain Injury Association

BIAOK Brain Injury Association of Oklahoma

CcCcCcCc

CAC Consumer Advisory Council

CAP Client Assistance Program

CCAN Center on Child Abuse and Neglect

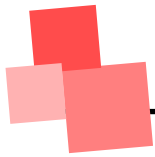
CCOSA Cooperative Council for Oklahoma School Administration

CDDC Consortium of Developmental Disabilities Councils — one of two national groups

- * When greeting a person with severe loss of vision, always identify yourself and others who may be with you.
- * Give whole, unhurried attention when you're talking to a person who has difficulty speaking. Keep your manner encouraging rather than speaking for the person. Never pretend to understand if you are having difficulty doing so.
- * Offer assistance to a person with a disability if you feel like it, but wait until your offer is accepted BEFORE you help.
- * When planning events, consider the needs of persons with disabilities ahead of time. If an insurmountable barrier exists, let them know about it prior to the event.
- * Common courtesy includes respecting personal privacy. If you don't generally ask people about their complexion, income, or sex life, then don't ask people with disabilities about theirs.

Congratulations. You have just taken the **first step** toward changing some of the misconceptions about people with disabilities.

Text adapted from the National Easter Seals Society, DisAbility Etiquette & Common Courtesies: Stepping Stones to Stronger Communities, UCEDD (1997).



Disability Etiquette & Common Courtesies

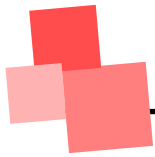
Stepping Stones to Stronger Communities

The **first step** is awareness:

- * People with disabilities appreciate the same courtesies you would extend to anyone.
- * When speaking to someone who has a disability, speak directly to that person rather than through a companion who may be along.
- * If you don't make a habit of leaning on people you are with, then don't lean on someone's wheelchair.
- * When you offer to assist someone with a vision impairment, allow the person to take your arm. This will help you guide, rather than propel the person.
- * Relax. Don't be embarrassed if you happen to use accepted expressions, such as "See you later" or "Got to be running along" that seem to relate to the person's disability.
- * To get the attention of a person who has a hearing disability, tap the person on the shoulder or wave your hand.
- * When talking with a person in a wheelchair for more than a few minutes, place yourself at the wheelchair user's eye level to spare both of you a stiff neck.

representing DD Councils (the Oklahoma DD Council is a member)

CEC	Council for Exceptional Children
CHO	Children's Hospital of Oklahoma
CIE	Community Integrated Employment
CLS	Community Leadership Solutions
CMC	Children's Medical Center
CMHC	Community Mental Health Center
CMS	Centers for Medicare and Medicaid Services (U.S.)
Consortium	An association that works together to solve a problem or to study an issue
CP	Cerebral Palsy
CPS	Child Protective Services
CSC	Child Study Center (at OUHSC)
CSHCN	Children with Special Health Care Needs
CSPD	Comprehensive System of Personnel Development. The Individuals with Disabilities Education Act (IDEA) requires that states provide a system of inservice and preservice education to address the need to recruit and maintain qualified general education, special education and



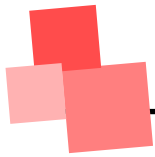
related services personnel to meet the needs of children with disabilities

DdDdDdDd

- DCP Disabled Children’s Program
- Discipline A single field of study, such as special education, physical therapy, social work, speech-language pathology, etc.
- DD Developmental Disabilities
- DDSD Developmental Disabilities Services Division—Oklahoma (OKDHS)
- DEC Division of Early Childhood (of CEC)
- DHS Department of Human Services
- DMHSAS Department of Mental Health & Substance Abuse Services
- DRS Department of Rehabilitation Services
- DSACO Down Syndrome Association of Central Oklahoma
- DSAT Down Syndrome Association of Tulsa

EeEeEeEe

Education Obtaining knowledge or skill through



peratures cool down

Das Ende
German for The End!

Questions, comments, suggestions?
Call the Center at (405) 271-4500

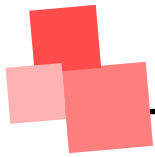


systematic instruction or teaching

- EI Early Intervention
- ENC Exceptional Needs Coordinator
(Oklahoma Health Care Authority)
- EPSDT Early and Periodic Screening, Diagnosis
and Treatment
- ERIC Education Resource Information Center
- ESY Extended School Year (for special
education services)

fffff

- Faculty Development Inservice education for higher education
professionals
- FAE Fetal Alcohol Effect(s)
- Family Faculty Family members of individuals with
disabilities who have teaching roles in
higher education courses or practicum
- FAPE Free and Appropriate Public Education
- FAS Fetal Alcohol Syndrome
- FERPA Family Education Rights and Privacy Act
- FFY Federal Fiscal Year. FFY begins on
October 1 and ends on September 30 of



the following calendar year

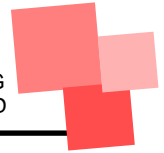
- FICC Federal Interagency Coordinating Council
- FSHCN Family Supportive Health-Care Network

GgGgGgGg

- GEC Geriatric Education Center
- GERO Geriatric Education Resource Organization

HhHhHhHh

- HB# House Bill Number (State)
- HB#1618 Oklahoma Early Intervention Act (1989)
- HCFA Health Care Financing Administration; federal agency that administers the Medicare and Medicaid programs. New term is Centers for Medicare and Medicaid Services (CMS)
- HCO Health Care Organization
- HHS U.S. Department of Health and Human Services
- HMO Health Maintenance Organization; a type of health insurance plan in which a fee (per person) is paid to the provider by the insurer for the health care of each



- UCEDD University Center for Excellence in Developmental Disabilities; *Oklahoma's Federally Designated University Center for Excellence in Developmental Disabilities Education, Research and Service*
- UCP of Oklahoma United Cerebral Palsy of Oklahoma, Inc.

VvVvVvVv

WwWwWwWw

- WIC Women, Infants and Children (nutrition program)

XxXxXxXx

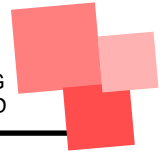
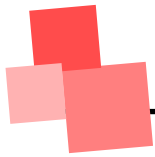
- X-tra More!

yYyYyY

- “Y” *A frequently asked question (gotcha!)... Y-not?*

ZzZzZzZz

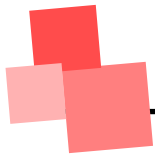
- zzzzz *Zzzest for life! What we discover as tem-*



	with Developmental Disabilities
TASH	An international association of people with disabilities, their family members, other advocates, and professionals fighting for a society in which inclusion of all people in all aspects of society is the norm
TDD	Telecommunication Device for the Deaf
TWWIIA	Ticket to Work and Work Incentives Improvement Act of 1999
Title 70	O.S. Supp. 1989, Paragraph 13-121 et. seq. Oklahoma State Statutes, School Law Citation for Early Intervention
Title V	Refers to Title 5 of the Social Security Act, which addresses federal Maternal and Child Health programs
Title XVIII	Title 18 of the Social Security Act refers to Medicare, the federal health care program for persons over age 65 and otherwise eligible persons with disabilities
Title XIX	Refers to Title 19 of the Social Security Act which addresses the Medicaid program, a health care entitlement program for low income persons



	enrolled individual. Usually involves minimal deductibles and co-payments and emphasizes preventive care
HOYO	Home of Your Own. (Term applies to the national project)
HRSA	Health Resources and Services Administration; federal agency that administers maternal and child health programs
HTS	Habilitation Training Specialist
<u>I i I i I i I i</u>	
ICC	1. Interagency Coordinating Council (for Early Intervention) 2. Interstate Commerce Commission
ICF	Intermediate Care Facility
ICF/MR	Intermediate Care Facility for people with Mental Retardation
IDEA	Individuals with Disabilities Education Act
IEP	Individualized Education Program
IFSP	Individualized Family Service Plan
IHE	Institution of Higher Education
IP	Individualized Plan
IHS	U.S. Indian Health Service



ILC	Independent Living Center
IRP	Individual Rehabilitation Plan
IRWE	Impairment Related Work Expense (A plan to pay for job coaching services and retain Medicaid benefits)
ITB	Invitation-To-Bid (Oklahoma state process to request project or contract proposals)
ITP	Interdisciplinary Training Program on Child Abuse and Neglect
Inservice	Education provided to professionals or paraprofessionals who are already working in their profession



JOIN	Joint Oklahoma Information Network an online program to access program and service information from Oklahoma agencies
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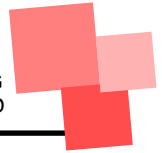
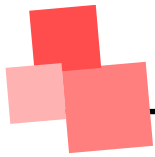


LEA	Local Education Agency
LRE	Least Restrictive Environment

	the Oklahoma Family Network (OFN)
SPED	Special Education
SPMI	Serious and Persistent Mental Illness
SSA	Social Security Administration
SSDI	Social Security Disability Insurance
SSI	Supplemental Security Income; a federally funded assistance entitlement program for persons who have low income, are "aged, blind or disabled." SSI is administered by the Social Security Administration
SSI-DCP	Supplemental Security Income - Disabled Children's Program (Oklahoma)
STARS	Statewide Training and Regional Support. Oklahoma's inservice training program for both individuals and teams who work for SoonerStart or the Developmental Disabilities Services Division



TA	Technical Assistance
TANF	Temporary Assistance for Needy Families
TARC	Tulsa Advocates for the Rights of Citizens



RVS Rehabilitation and Visual Services

SsSsSsSsSs

SABE Self-Advocates Becoming Empowered

SB# Senate Bill Number (state)

SDE State Department of Education

SDH State Department of Health

SEA State Education Agency

SED Severe (Serious) Emotional Disturbance

SEP Supported Employment Program

SFY State Fiscal Year

SILC Oklahoma Statewide Independent Living Council

SLP Speech-Language Pathology/Pathologist

SoonerStart Oklahoma's early intervention program for infants and toddlers with developmental delays or disabilities and their families

Sooner SUCCESS **State Unified Children's Comprehensive Exemplary Services for Special Needs**

SPAN Special Parents Access Network, part of

MmMmMmMm

MCHB U.S. Maternal and Child Health Bureau

MRDDRC Mental Retardation and Developmental Disabilities Research Center

NnNnNnNn

NAPAS National Association of Protection and Advocacy Systems

NASBE National Association of State Boards of Education

NASDDD National Association of State Directors of Developmental Disabilities

NASDSE National Association of State Directors of Special Education

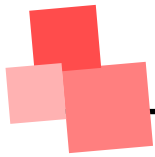
NASW National Association of Social Workers

NAMI National Alliance for the Mentally Ill

NAMI/CAN Oklahoma Alliance for the Mentally Ill/Child and Adolescent Network

NAMI Oklahoma Oklahoma Alliance for the Mentally Ill

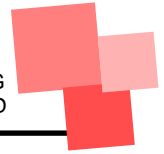
NCCIP National Center for Clinical Infant Programs



NDSC	National Down Syndrome Congress
NDSS	National Down Syndrome Society
NEC*TAS	National Early Childhood Technical Assistance System
NIA	National Institute on Aging
NICHCY	National information Center for Children and Youth with Disabilities
NICHHD	National Institute on Child Health and Human Development
NICU	Neonatal Intensive Care Unit
NIDCD	National Institute on Deafness and Other Communication Disorders
NIDCAP	Newborn Individualized Developmental Care and Assessment Program
NPN	Neonatal Parents Network (part of OFN)

OoOoOoOo

OAIMH	Oklahoma Association for Infant Mental Health
OASIS	Oklahoma Areawide Services Information System



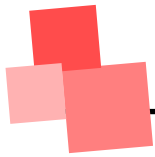
PT	Physical Therapy/Therapist
PL 94-142	Education for All Handicapped Children Act
PL106-402	Developmental Disabilities Assistance and Bill of Rights Act of 2000
PWD	Person with a disability (or persons with disabilities)

QqQqQqQq

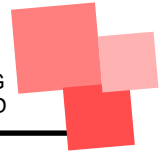
QMRP	Qualified Mental Retardation Professional
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RrRrRrRr

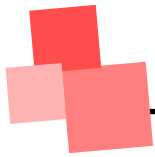
RAC	Rehabilitation Advisory Council
Redlands Partners	Collaboration between the federally designated Oklahoma organizations authorized by the Developmental Disabilities Assistance and Bill of Rights Act of 2000
REGENTS	Board of Regents
RFP	Request for Proposals
RSA	Rehabilitation Services Administration
RS	Rehabilitation Services



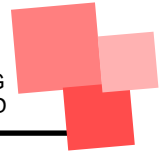
Part C	Infant and Toddler Program of IDEA (formerly Part H)
PASARR	Preadmission Screening and Resident Review (required for admission and ongoing residence in a Nursing Home by OBRA-87)
PCA	Personal Care Attendant
Personnel Preparation	Education and training that develop skills and knowledge needed to perform one's job
PCMHW	Primary Care Mental Health Worker
PCP	Primary Care Provider
PCPID	President's Committee for People with Intellectual Disabilities
PDR	Physician's Desk Reference
P/G/A	Parent/Guardian/Advocate
PNS	Project of National Significance
Practicum	Field-based experiences that allow practical application of theory taught in coursework
Preservice	Education that occurs before a student graduates from a course of study in a baccalaureate, graduate, or professional program



OATC	Oklahoma Assistive Technology Center
OBRA-87	Omnibus Budget Reconciliation Act of 1987 (contained what is known as the Nursing Home Act); amendments to OBRA-87 found in OBRA-89 and OBRA-90. Requires a PASARR for nursing home admission and screening for mental illness and mental retardation
OCCAC	Oklahoma City Chapter for Autistic Citizens
OCCY	Oklahoma Commission on Children and Youth
ODDC	Oklahoma Developmental Disabilities Council (see Redlands Partners)
ODLC	Oklahoma Disability Law Center, Inc.
ODSS	Oklahoma Directors of Special Services
OESC	Oklahoma Employment Security Commission
OFN	Oklahoma Family Network
OHC	Office of Handicapped Concerns
OHCA	Oklahoma Health Care Authority (financial manager for Oklahoma's Medicaid Program)
OHOYO	Oklahoma Home of Your Own (For information contact Oklahoma Association of Community Action



	Agencies, OACAA)
OJT	On-the-job training
Oklahoma LEND	Leadership Education for Health Professionals Caring for Children with Neurodevelopmental and Related Disabilities Program (Center for Learning and Leadership collaboration with Department of Pediatrics, OU College of Medicine)
OK-AIM	Oklahoma Advocates Involved in Monitoring
OKAPSE	Oklahoma Association for Persons in Supported Employment
OKDHS	Oklahoma State Department of Human Services
OKSAAC	Oklahoma Society of Augmentative & Alternative Communication
Olmstead vs. LC	1999 U.S. Supreme Court decision (Olmstead vs. L.C.) ruling that unjustified institutionalization of a person with disabilities is discrimination under the ADA (Americans with Disabilities Act)
OPA	Office of Public Affairs
OPC	Oklahoma Parents Center
OPeN	Oklahoma Parent e-mail Network
ORRN	Oklahoma Respite Resource Network



OSB	Oklahoma School for the Blind
OSD	Oklahoma School for the Deaf
OSDE	Oklahoma State Department of Education
OSDH	Oklahoma State Department of Health
OSEP	Office of Special Education Programs, U.S. Department of Education
OSERS	Office of Special Education and Rehabilitation Services, U.S. Department of Education
OSHA	Oklahoma Speech-Language-Hearing Association
OSRHE	Oklahoma State Regents for Higher Education
OT	Occupational Therapy/Therapist
OTA	Occupational Therapy Association
OUHSC	University of Oklahoma Health Sciences Center

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P.L.	Public Law (federal)
P&A	Protection and Advocacy