

ACRONYMS AND ABBREVIATIONS	
Abbreviation	Definition
AAG	Assistant Attorney General
ABI	Acquired Brain Injury
ADO	Adoption
APA	Assistant Program Administrator
CAC	Child Advocacy Center
CAFAS	Child and Adolescent Functional Assessment Scale
CA/N	Child Abuse and Neglect
C1 Hearing	Hearing held after a PPO (Preliminary Protection Order)
C2 Hearing	Jeopardy Hearing
CASA	Court Appointed Special Advocate
CBHS	Children’s Behavioral Health Services
CBT	Cognitive Behavioral Therapy
CDS	Child Development Services
CODE	Court Ordered Diagnostic Evaluation
CPS	Child Protective Services
CW	Caseworker
DAB	Drug Affected Baby
DECH	Division of Environmental and Community Health
Department	The Maine Department of Health and Human Resources
FTM	Family Team Meeting
GAL	Guardian ad litem
ICF/IDD	Intermediate Care Facility for Individuals with Intellectual Disability
ICWA	Indian Child Welfare Act
ID	Intellectual Disabilities
IEP	Individual Education Plan
JCCO	Juvenile Community Corrections Officer
JR	Judicial Review
LOC	Level of Care
LTC	Long Term Care
LTSS	Long Term Service and Supports
MACWIS	Maine Automated Child Welfare Information System
MaineCare	Maine’s Medicaid Program
MPAI	Mayo Portland Adaptability Inventory
OADS	The Department’s Office of Aging and Disability Services
OCFS	The Department’s Office of Child and Family Services
OIT	Office of Information Technology
ORC	Other Related Conditions
OT	Occupational Therapy
PA	Program Administrator
PASRR	Preadmission Screening and Resident Review
PCP	Primary Care Physician
PD	Police Department
PECFAS	Preschool and Early Childhood Functional Assessment Scale
PFA	Protection from Abuse Order
PG	Permanency Guardianship
PHI	Protected Health Information
PO	Probation Officer
PPO	Preliminary Protection Order
PT	Physical Therapy
RFP	Request for Proposals
SO	Sheriff’s office
State	State of Maine
TPR	Termination of Parental Rights
V9	Youth (18-21 years of age) that remain in foster care on a voluntary agreement

GLOSSARY OF TERMS	
Term	Definition
Activities of Daily Living (ADL)	Basic activities of self-care performed by individuals on a daily or frequent basis necessary for independent living and may include activities such as: bed mobility, transfer, locomotion, eating, toilet use, bathing, and dressing.
Assessing Services Agency (ASA)	The entity that contracts with the Department to conduct standardized assessments that determine eligibility and communicate service options to individuals seeking State-funded and MaineCare program Long Term Care (LTC) services.
Caregiver Questionnaire	A phone interview conducted with the Resource Parent/Family.
Child and Adolescent Functional Assessment Scale (CAFAS) and Preschool and Early Childhood Functional Assessment Scale (PECFAS)	Tools used for assessing a child’s day-to-day functioning and for tracking changes in functioning over time. The CAFAS and PECFAS are widely used to inform decisions about type and intensity of treatment, level of care, placement, and need for referral. Refer to: http://www2.fasoutcomes.com/Content.aspx?ContentID=12
Foster Care	A temporary living arrangement in which a Resource Parent/family provides care for children who are in the custody of the Department.
Geropsychiatric Unit (GPU)	A specialized medical facility capable of providing acute inpatient psychiatric services to medically complex or unstable patients.
Health Insurance Portability and Accountability Act of 1996 (HIPAA)	As defined in Public Law 104–191.
Instrumental Activities of Daily Living (IADL)	Activities necessary for maintaining a person’s immediate environment, such as preparing and serving meals, washing dishes, dusting, making beds, picking up living spaces, sweeping, vacuuming and washing floors, cleaning appliances, changing linens, removing refuse, shopping for groceries and prepared foods, storing of purchased groceries, and laundry, either within the residence or at an outside facility.
Intake	Services that involve acceptance of referrals for OADS and OCFS assessments. <ul style="list-style-type: none"> a. OADS referrals shall be received from the Department and the public, including consumers and their families, hospitals, nursing and residential care facilities, home care providers, and physicians via telephone, fax, or Department-approved secure web portal and responding to requests for information regarding PASRR and LTC services and supports. b. OCFS LOC Child referrals shall be received from the Department via email.
Interpreter Services Agreement	Refers to the State of Maine agreements for in-person, telephonic, and American Sign Language interpreter services found at: http://www.maine.gov/purchases/contracts/index.shtml
LOC Child Assessment	As defined in 10-148 C.M.R., ch. 14, § 1(c).
LOC Manager	An individual within the Department’s OCFS who is responsible for managing the LOC Child assessments.

Maine Automated Child Welfare Information System (MACWIS)	The computer system for recording Maine's child welfare information.
Medical Eligibility Determination (MED) Form	The form used for Medical Eligibility Determinations and service authorization for an authorized Plan of Care based upon the assessment outcome scores developed by the ASA and given to the provider.
Plan of Care	A document authorized by the Department that specifies all services to be delivered to an individual based upon the individual's assessment outcome scores, applicable timeframes, and professional clinical judgment of the assessor. The Plan of Care reflects the needs identified by the assessment, taking into account the individual's living arrangement, informal caregiving supports provided by family and friends, and services provided by other public and private funding sources.
Quality Assurance	A system for evaluating performance, for the delivery of services or the quality of products provided to consumers, customers, or patients.
Quality Improvement	Consists of systematic and continuous actions that lead to measurable improvement of services to consumers, customers, or patients.
Quality Review	A service review to determine the quality of service provided. Quality Reviews include but is not limited to information, data, and procedures to determine the extent to which the information, data and procedures are accurate and reliable.
Resource Parent/Families	As defined in 22 M.R.S.A. § 4002(9-D).
Service Coordination Agency	An organization that has the statewide capacity to provide care coordination and skills training to individuals receiving services and has met MaineCare provider enrollment requirements.
Special Review	A non-scheduled review that may be conducted in response to a claim that a child's needs have substantially changed or that pertinent information was not available at the time of the previous review. These reviews may be requested by the caseworker, Resource Parent/Family, or the child placing agency staff.