

ADL - Activities of Daily Living refers to daily self-care personal activities that include bathing; dressing and undressing; eating or feeding; toileting; transferring in and out of a bed or chair or on and off the toilet; and mobility inside the home.

Adult Foster Care - Provision of 24-hour care within a private home environment to four or less adults who are unable to function independently or who may benefit from a home environment. Care is provided by the home owner who is a licensed QSP.

Alternative Response Assessment - Child protection response involving substance exposed newborns designed to provide referral services to and monitor support services for the substance exposed newborn and the person responsible for the child's welfare and to develop a plan of safe care for the substance exposed newborn.

ASFA - Adoption and Safe Families Act of 1997. Federal legislation to shorten the length of time in foster care and to ensure safety and permanency for children.

Autism Voucher - State-funded program that serves children age three through 17 diagnosed with an autism spectrum disorder who are a part of a household with an income below 200% of the Federal Poverty Level. The program can help pay for assistive technology, training, and other approved support services that enhance the quality of life of children with autism disorders and their families.

Background Screening - Review that includes a search of the following: N.D. Child Abuse and Neglect Index, indicating if an individual is named as a subject in a child abuse and/or neglect assessment that resulted in a "services required" decision; N.D. Office of Attorney General's Sex Offender Registry; and N.D. Office of Attorney General's Offenders Against Children Registry. Different programs require different degrees of background checks. *See also Comprehensive Criminal Background Check.*

Basic Care Assistance Program - Pays a portion of room and board costs for qualifying individuals living in a basic care facility. (Medicaid covers any medical and personal care needs an individual may have while living in the facility.)

Basic Care Facility - Licensed residential facility that provides room and board and services to individuals who need health, social, or personal care services but do not require extensive medical services.

BEST - Basic Employment and Skills Training. Program that provides motivation and job seeking skills to Supplemental Nutrition Assistance Program (SNAP) recipients who are required to register for work. The Department contracts with Job Service North Dakota to provide the service in Burleigh County and Cass County.

Brain injury - Damage to the brain or the coverings of the brain which produces an altered mental state and results in a decrease in cognitive, behavioral, emotional, or physical functioning. The term does not include an insult of a degenerative or congenital nature. (NDCC 50-06.4-01)

CA/N - Child Abuse and Neglect. See separate definitions for *Abused Child and Neglected Child*.

Care Coordinator (child welfare) - Case manager in a child and family case involving severe emotional disturbance.

Case Management - Service by which needs are assessed; services are arranged, coordinated, and monitored; and the person's preferences are advocated for within the context of a clinical treatment plan.

CCAP - Child Care Assistance Program. Program that provides help paying for child care costs to low-income families that are working or participating in education or training activities.

CCDF - Child Care and Development Fund. Primary federal funding that helps low-income families who are working or participating in education or training activities paying for child care through the child care assistance program. The funding also supports child care health and safety standards and quality improvement activities.

CCWIPS - Comprehensive Child Welfare, Information, and Payment System. Computerized case management and payment system for foster care and adoption services.

CFS - Children and Family Services Division of the Department. CFS has administrative responsibility for the policies and procedures relating to children and families and is responsible for program supervision and technical assistance for the delivery of public child welfare services.

Child and Family Team - Related to child welfare services, the Child and Family Team consists of the child, family and persons most pertinent in the life of the child and family, as determined by the family (in most instances). The team meets at least once every 90 days to identify family strengths, needs and resources to wrap services around the family that reduce and/or eliminate the risk of child abuse and neglect and ensure the safety, permanency, and well-being of children and families.

Child Care Provider - Person, group of persons, or agency responsible for the education and supervision of the child/children in their care in exchange for money, goods, or services.

Child Care Aware of North Dakota - Child Care Aware of North Dakota assists families searching for licensed child care and educates families about what to look for in providers. The agency also collects and maintains a database of providers, compiles supply and demand information, provides and coordinates provider training, provides technical assistance to help providers become licensed and to improve quality, supports child care programs in other ways, and works with communities to address child care issues. Established in 1992 by the North Dakota Legislature, Child Care Aware of North Dakota programs are supported by public funding, mainly from the Department, and private funding.

Child Fatality Review Panel - Multi-professional group that meets to review the deaths of all minors in the state and identifies trends or patterns in the deaths of minors.

Children's Advocacy Center (CAC) - Full or associate member of the National Children's Alliance that assists in the coordination of an investigation in response to allegations of child abuse. The CAC is a dedicated child-friendly location to conduct forensic interviews, forensic medical examinations, and other appropriate services. It promotes a comprehensive multidisciplinary team response to allegations of child abuse that may include forensic

interviews, forensic medical examinations, mental health and related support services, advocacy, and case review. There are CAC locations in Bismarck, Fargo and Minot.

CHIP - Children's Health Insurance Program. Comprehensive health coverage for children 18 years of age and younger. To qualify, a child's family must have a modified adjusted gross income that is greater than the Medicaid eligibility level but does not exceed 175 percent of the federal poverty level.

Chore Service - Services that enable a person to remain in the home, including heavy housework and periodic cleaning, professional extermination, and snow removal; the task must be the responsibility of the client and not the responsibility of the landlord. Emergency Response Systems (ERS), such as electronic devices enabling the person to secure help in an emergency by activating the "help" button, are also available under this service.

CMS - Centers for Medicare & Medicaid Services - Federal agency which oversees Medicare, Medicaid, and the Children's Health Insurance (CHIP).

Comprehensive Criminal Background Check (referred to in NDCC 12-60-24 as "*criminal history record information*") - Review that includes the use of fingerprints to obtain in-state and national criminal history records. It may also include searches of the following: N.D. Child Abuse and Neglect Index, indicating if an individual is named as a subject in a child abuse and/or neglect assessment that resulted in a "services required" decision; N.D. Office of Attorney General's Sex Offender Registry; N.D. Office of Attorney General's Offenders Against Children Registry; ND Public Access; MN Registry of Actions; Inter-state Child Abuse/Neglect Registry; Inter-state Criminal Record Repository; tribal court and child welfare records. Different programs require different degrees of background checks. *See also Background Screening.*

CPS - Child Protection Services. Services intended to protect the health and welfare of children by encouraging the reporting of children known to be or suspected of being abused or neglected and providing services for the protection and treatment of abused and neglected children to safeguard them from further harm.

CPS Assessment - Fact-finding process designed to provide information that facilitates making a determination whether services are required for the protection and treatment of a child. These assessments are completed by human service zone workers.

CPS Assessment Decision - Decision made as a result of a CPS assessment determining whether services are required for the protection and treatment of an abused or neglected child. Assessment decisions are: *No Services Required*, reflecting the belief that a child has not been abused or neglected or *Services Required*, reflecting the belief that a child has been abused or neglected and requires contact with the juvenile court.

Crossroads Program - Program that assists parents to complete their high school education and develop key tools to become self-supporting by providing case management services and financial assistance with the cost of transportation and child care, along with financial incentives for making progress and achieving education plan goals.

Debit Card - Card that may be used to withdraw account deposits electronically at an Automated Teller Machine (ATM) or a bank teller window, or to use at a point-of-sale (POS) machine to purchase goods or services or to obtain cash. Debit cards are used by the Department to pay cash assistance under TANF, the Child Care Assistance Program (family child care, approved relative, self-declared and tribal providers) and to distribute child support payments to custodial parents.

Diversion Assistance - Program that provides short-term emergency benefits and services during a “specific crisis or episode of need” for up to four months to families that would otherwise qualify for Temporary Assistance for Needy Families (TANF).

EA - Economic Assistance. Division of the Department that administers policy for the following programs: Child Care Assistance Program (CCAP), Low Income Home Energy Assistance (LIHEAP), Supplemental Nutrition Assistance Program (SNAP), and Temporary Assistance for Needy Families (TANF), including Diversion Assistance and Job Opportunities and Basic Skills (JOBS). EA policy is also responsible for Alternative to Abortion services, Quality Control/Quality Assurance unit, Policy and System Support unit.

Early Childhood Services (ECS) - Team of Department employees that develops and co-administers the Child Care and Development Fund and reviews and maintains state regulations and policies. ECS supervisors, review and approve licensing studies, issue approved licenses, assess licensing violations, issue appropriate corrective action and supervise licensing specialists. ECS licensing specialists assist potential child care providers through the child care licensing process, conduct child care licensing studies, assess program concerns and work with child care providers to create healthy and safe child care programming.

Early Intervention Services - Statewide program offered in the developmental disabilities system for infants and toddlers ranging from newborn to three years of age who have a developmental delay, disability, or a condition that could result in substantial limitations if intervention is not provided. Intervention services are designed to help address the physical and developmental needs of children and to augment the capacity of their families to meet their special needs.

EBT Card - Debit card used by Supplemental Nutrition Assistance Program (SNAP) participants to buy food products at grocers, farmers markets, and other USDA-approved vendors.

EFT - Electronic Funds Transfer. Process by which money is transmitted electronically from one bank to another.

Electronic Visit Verification (EVV) - System that documents care provided in home and community-based settings by electronically verifying the type of services performed, the individual receiving the service, date of the service, location of service delivery, individual providing the service delivery and the time the service begins and ends.

Environmental Modification - Physical adaptations to the home necessary to ensure the health, welfare, and safety of a person or that enable a person to function with greater independence in his/her home.

Equipment and Supplies - Support available through the Traditional IID/DD HCBS Waiver to help qualifying individuals meet excess disability-related expenses associated with keeping them in their home.

Expanded SPED Program - Expanded Service Payments to the Elderly and Disabled Program. Companion program to the Basic Care Assistance Program that pays for services provided in the home and community so that people can avoid having to move to a basic care facility. The Expanded SPED Program is funded with state general funds.

Family Support Services - Extended Home Health Care - Extension of the Home Health Care State Plan available through the Traditional IID/DD HCBS Waiver when an eligible participant living with a primary caregiver has maximized the amount of skilled nursing services available under the State Plan.

Extended Personal Care - Includes hands-on care of a medical nature that is specific to the needs of an eligible individual enabling the person to live at home. This service is provided by a Qualified Service Provider (QSP) and, to the extent permitted by state law, is care that would otherwise be provided by a nurse. A nurse licensed to practice in the state will provide training to a QSP approved by the Department to provide the required care and will review the person's needs at a minimum every six months to determine if additional training is required. Activities of daily living (ADL) and instrumental activities of daily living (IADL) are not a part of this service.

FACSES - Fully Automated Child Support Enforcement System. Federally certified computer system that supports the processing of child support cases in North Dakota and supports the State Disbursement Unit (SDU) in processing child support payments.

FMAP - Federal Medical Assistance Percentage. Federal matching rate for the Medicaid program. FMAP is evaluated annually on October 1 and is based on the three-year average of North Dakota's per capita personal income as compared to the three-year average of the national per capita personal income.

Food and Nutrition Services (FNS) - Federal agency of the United States Department of Agriculture that, among other duties, administers the Supplemental Nutrition Assistance Program (SNAP).

Food Stamps - *See Supplemental Nutrition Assistance Program or SNAP entry.*

FRAME - The Department's child welfare computer system used to capture case management activities and collect child welfare data.

FTR - Free Through Recovery. Community based behavioral health program designed to increase recovery support services to individuals involved with the criminal justice system who have behavioral health concerns; administered by the Behavioral Health Division of the Department in partnership with the ND Department of Corrections and Rehabilitation.

GA - General Assistance. County program designed to cover emergency needs of low-income individuals or families. The covered needs may include rent, fuel and utilities, medical, and burial expenses.

Guardianship Establishment Fund - Program that provides financial assistance in petitioning for guardianship for adults with income at or below 100 percent of the federal poverty or who are Medicaid-eligible who have been deemed incapacitated. Adults who are eligible for developmental disabilities case management are not able to access this program.

HCBS - Home and Community-Based Services. Array of services that are essential and appropriate to sustain people in their homes and communities and to delay or prevent institutional care.

Homemaker Service - Service that allows an individual to maintain or develop the independence needed to remain in the home. Tasks include housekeeping, laundry, and shopping.

Human Service Zones - Local offices in the counties (*formerly known as county social service offices*) that have professionals on site who can help people who need these services and supports: Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), heating assistance, Medicaid, including children's health services; basic care assistance; child care assistance; in-home and community-based services and supports for

elderly and disabled individuals; personal care assistance; child welfare (foster care, child protection services, child care licensing and related services); and referrals to other local resources and programs.

IADL - Instrumental Activities of Daily Living. Complex life activities routinely performed by an individual such as meal preparation, shopping, managing money, doing housework or laundry, taking medicine, using the telephone, and mobility outside the home.

ICPC - Interstate Compact on the Placement of Children. Agreement among all 50 states, the District of Columbia and the Virgin Islands authorizing them to work together to ensure that children who are placed across state lines for foster care or adoption receive adequate protection and support services.

ICWA - Indian Child Welfare Act of 1978. Federal law that guides states in placement of a Native American child that is in their custody. It requires that states seek placement for the child with that child's family, tribe, or other Native American homes before looking elsewhere. ICWA cases are mostly limited to child deprivation cases.

Institutional Child Abuse or Neglect - Situations of known or suspected child abuse or neglect where the institution responsible for the child's welfare is a Qualified Residential Treatment Provider, a treatment or care center for children with intellectual disabilities, a public or private residential educational facility, a maternity home, or any residential facility owned or managed by the state or a political subdivision of the state.

Intensive In-Home Family Therapy Services - Services provided to families who have at least one child at risk of out-of-home placement. The program's purpose is to preserve the family, prevent out of home placement, and assist with family re-unification of children who have been placed in foster care.

JOBS - Job Opportunities and Basic Skills. Program that provides vocational training and employment for eligible individuals through TANF for the purpose of entering or reentering the job market. The Department contracts with Job Service North Dakota, Community Options, and Turtle Mountain Tribal Employment and Training to provide JOBS program services.

Kinship Care - Temporary Assistance for Needy Families (TANF) program that provides an alternative to out of home foster care by placing children in the home of relatives. TANF Kinship Care benefits help relatives address the financial expenses that arise when caring for a child.

Licensed Child Care Providers - Facilities required to maintain at least minimum standards related to physical size of the facility, safety features, cleanliness, staff qualifications, and staff-to-child ratios. See the definitions of the licensed child care provider categories: licensed family child care, licensed group child care, licensed child center, licensed preschools, licensed school-age programs, and multiple license facility. (Unlicensed child care provider categories include: self-declared providers, formerly called "self-certified," approved relative providers, and registered in-home providers).

Licensed Child Care Center - Provider of care for 19 or more children in a facility, depending on usable space and staff-to-child ratio. Children are often grouped by age.

Licensed Family Child Care - Provider of care for seven or fewer (plus two additional school age children) children in a private residence.

Licensed Group Child Care - Provider of care for up to 30 children in a home or other type of facility, depending on usable space and staff-to-child ratio.

Licensed Preschools - Provider of part-time educational and socialization experiences for children age two years to kindergarten for no more than three hours per day.

Licensed School-Age Programs - Provider of care for 19 or more school-age children when school is not in session.

LIHEAP - Low Income Home Energy Assistance Program. Program that helps qualifying households pay a portion of their home heating costs, covers furnace repair and weatherization services, and provides cooling assistance in the summertime.

MA - Medical Assistance. Program commonly referred to as “Medicaid” that provides medical assistance to certain specified groups of needy low-income individuals as defined by federal law.

MAGI - Modified Addjusted Gross Income. Methodology used to calculate eligibility for Medicaid (including Medicaid Expansion) and the Children’s Health Insurance Program (CHIP). MAGI methodology was part of the Affordable Care Act, intended to provide a consistent eligibility methodology across health care coverage, including Medicaid, CHIP, and the federal marketplace.

MAT - Medication-Assisted Treatment. Use of medications, in combination with counseling and behavioral therapies, to provide a “whole-patient” approach to the treatment of substance use disorders.

Medicaid - See MA above.

Medicaid Expansion - Program authorized by the Affordable Care Act and approved by the North Dakota Legislature in 2013, that provides health coverage to individuals between the ages of 19 and 64, with incomes below 138% below the FPL, regardless of disability, assets, and other factors that are usually taken into account in Medicaid eligibility decisions.

Medicaid Waiver for Individuals with an Autism Spectrum Disorder (ASD) - Medicaid waiver that serves children between the ages of birth through age 13 years with an Autism diagnosis and scores within determined criteria for the level of care. The focus of this waiver is providing service management, respite care, and assistive technology.

Multiple License Facility - Entity that has more than one type of child care license such as a Center and Preschool licenses.

NDWORKS – Employment and training program that provides SNAP recipients with opportunities to overcome barriers and gain skills, training or experience to improve their employment prospects. Participants receive support through job placement and retention services in order to reduce their reliance on SNAP benefits. The department contracts with Community Options, Inc. to provide the program services.

Obligee - Person to whom a child support obligation is owed. It may also be an entity to which a child support obligation is owed.

Obligor - Person who is obliged to pay child support.

Older Individuals who are Blind - Program for individuals age 55 or older whose significant visual impairment makes finding competitive employment difficult. Through services and

activities, the program seeks to improve independent living options for older individuals who are blind and increase their independence and self-sufficiency.

Patient Protection and Affordable Care Act (PPACA) - Commonly referred to as the federal health care reform law or Affordable Care Act (ACA).

Personal Care Service - Service that provides assistance with bathing, dressing, toileting, transferring, mobility in the home, eating, and personal hygiene as well as passive range of motion exercises and simple bandage changes. When specified within the plan of care, this service may also include cueing or prompting, housekeeping tasks such as bed making, dusting and vacuuming that are incidental to the care furnished or that are essential to the health and welfare of the person rather than his or her family.

Personal Health Information (PHI) - Category of information that refers to an individual's medical records and history that are protected under the Health Insurance Portability and Accountability Act (HIPAA).

PRIDE - Parental Responsibility Initiative for the Development of Employment. Collaborative effort involving the Department, Job Service of North Dakota, and district courts to address nonpayment of child support resulting from the unemployment or underemployment of the obligor. PRIDE provides case management, job skills improvement, and job placement to help obligors obtain or improve their employment in order to pay child support.

Program Integrity (PI) - Part of the Department that assures the state's effectiveness in combating Medicaid fraud, waste and abuse.

Qualified Service Provider (QSP) - Agency or independent contractor that agrees to meet standards for services and operations established by the Department to provide home and community-based long-term care services to older people and individuals with physical or intellectual disabilities.

Registered Providers - Child care providers who are eligible to participate in the Child Care Assistance Program (CCAP) and who are generally registered by tribal entities. These child care providers may be licensed by tribal entities and subject to their licensing criteria but are not licensed by the state.

Report of Suspected Child Abuse or Neglect - Information received by child protection services concerning the suspected maltreatment of a child.

Residential Habilitation (Aging Services Division) - Service that provides formalized training and supports to eligible individuals who require some level of ongoing daily support. This service is designed to assist with and develop self-help, socialization, and adaptive skills that improve the person's ability to reside independently and participate in an integrated community. Services can be provided in the person's home or in an Agency Foster Home for Adults.

SED - Serious Emotional Disorder (or Disturbance). Diagnosable mental, behavioral, or emotional disorder in children and youth experienced in the past year that resulted in functional impairment that substantially interfered with or limited the child's or youth's role or functioning in family, school, or community activities.

Self-Declared Child Care Providers - Providers of care for five or fewer children of which no more than three may be under the age of 24 months. These providers are not licensed. They are eligible to participate in the Child Care Assistance Program and the USDA Child and Adult

Care Food Program after meeting some basic training requirements and after a pre-approval inspection.

SMI - Serious Mental Illness. Diagnosable mental, behavioral, or emotional disorder that an adult has experienced in the past year that causes him or her serious functional impairment that substantially interferes with or limits at least one major life activity.

SNAP - Supplemental Nutrition Assistance Program. Federally funded USDA program intended to raise levels of nutrition among low-income households by supplementing their food purchasing power with monthly benefits distributed through an electronic benefit card. Formerly called the Food Stamp program.

SPACES - Self-Service Portal and Combined Eligibility System. The Department's integrated eligibility system used by human service zones to determine eligibility for the CCAP, Medicaid, SNAP and TANF Programs. SPACES also streamlines the application process for economic assistance benefits and offers a self-service portal allowing individuals 24/7 access to check their benefit status, review their case history, report changes and complete reviews, view correspondence and upload documents securely.

Special Needs Adoption - Classification of adoption for children who have a physical, emotional, and/or psychological disability (or are at-risk for such a disability), are older than age seven, part of a sibling group, or are children whose race/ethnicity may be a barrier to placement.

SPED - Service Payments for Elderly and Disabled. Payments authorized by state law to provide a number of home and community-based services to functionally impaired older persons and people with physical disabilities who require assistance to continue to live in a home-like setting.

State Child Protection Team - Multidisciplinary team of staff members from public and private agencies (determined by law) that makes the determination whether child abuse or neglect is indicated in cases of suspected institutional child abuse or neglect.

Substance Exposed Newborn - Infant younger than 28 days of age at the time of the initial report of child abuse or neglect who is identified as being affected by substance abuse or withdrawal symptoms or as having a fetal alcohol spectrum disorder.

SUD Voucher - Voucher program administered by the Behavioral Health Division of the Department that supports eligible individuals in their personal recovery by reducing financial barriers in accessing substance use disorder treatment and recovery services.

TANF - Temporary Assistance for Needy Families. Federal block grant program established under Title IV-A of the Social Security Act that provides cash assistance to low-income families with children who are deprived of the support of at least one parent while promoting self-sufficiency through work readiness training and job placement services.

TECS - Technical Eligibility Computer System. Computer system currently used by human service zones to manage some Medicaid cases.

TPL - Third Party Liability. Potential resources that may be available to offset claims for Medicaid program services. TPL includes health insurance, accident insurance, court settlements, and awards stemming from accidents of various kinds.

Treatment or Therapeutic Foster Care - Out-of-home care by foster parents with specialized training to care for a wide variety of children and adolescents, usually those with significant emotional, behavioral, or social issues or medical needs.

VR - Vocational Rehabilitation. Training and employment services provided to individuals with disabilities so that they can become and/or remain employed. Services are designed to assist business owners and employers in developing short and long-term strategies regarding disability-related issues including staffing; education; tapping into financial incentives associated with hiring an individual who has a permanent injury, illness, or impairment; or ensuring accessibility to goods or services.

Vulnerable Adult Protective Services (VAPS) - Program to address the safety of vulnerable adults who are at-risk of harm due to the presence or threat of abuse, neglect or exploitation.