

# Mental Retardation System Terminology

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### Term

Americans with Disabilities Act (ADA)  
 Adult Day Service (ADS) Adult Development Training (ADT)

Adult Training Facility (ATF)

Base Service Units (BSU)

County Administrators Advisory Committee (CAAC)

Center for Medicare and Medicaid Services (CMS) (Formerly HCFA)

Community Home/Community Living Arrangement (CH/CLA) (Group Home)

Consumer

Core Indicators Survey

Department of Public Welfare (DPW)  
 Everyday Lives

Foster Home

Health Care Financing Administration (HCFA)

### Definition

Federal statute that guarantees rights and access to people with disabilities.  
 A program which helps individuals with severe and/or multiple disabilities to develop and improve personal and vocational skill. Instruction areas may include communication, socialization, cognitive education, motor development, daily living skills and community education and recreation. This may also be known as Adult Developmental Training.  
 A place where day supports are provided to adults who need help in developing skills, with meeting personal needs, and with basic daily activities.  
 A unit where intake into the MH/MR system is completed and Supports Coordinator Services are provided.

Committee created to provide OMR with guidance on behalf of the counties/joinders. Counties on the CAAC: Allegheny, Philadelphia, Bucks, Luzerne/Wyoming, Franklin/Fulton, Delaware, Beaver, Cameron/Elk/McKean, Bradford/Sullivan, York/Adams, and Lancaster.

The federal agency that administers the Federal Medicaid Programs including the Medicaid Waiver.

A home in the community in which care and support services are provided to one or more individuals. Services in the home include assistance in the activities of daily living that support a person's personal and intellectual development, physical and personal care, recreation and socialization in the community.  
 OMR client, or direct recipient of MR services.  
 Part of a national initiative among states to capture common quality management metrics so that information can be shared between the participating states.

The Office of Mental Retardation is a program office within DPW.

Having a life which is typical of the general population and includes: being part of the community; living among family and friends but having the option of living alone; feeling safe and secure; having choice in life decisions; having control over one's life; having dignity and status; and being recognized for abilities and gifts.

A living situation in which the resident lives with a relative or guardian.

Now called the Center for Medicare and Medicaid Services....see above

- [Services for Low-Income Pennsylvanians](#)
- [Services for Pennsylvanians with Disabilities](#)
  - [Alternatives to Nursing Homes](#)
  - [Attendant Care](#)
  - [Deaf and Hard of Hearing Information](#)
  - [Home and Community-Based Services](#)
  - [Medical Assistance](#)
  - [Mental Health Services](#)
  - [Mental Retardation Services](#)
    - [Health Care](#)
    - [Introduction to Mental Retardation](#)
    - [Service Programs](#)
    - [Services and Supports](#)
    - [Who Can I Contact](#)
  - [Non-emergency Medical Transportation Services](#)
  - [Personal Care Homes](#)
- [Services for Children in Pennsylvania](#)
- [Services for Families in Pennsylvania](#)
- [Health Care Information](#)
- [Information for DPW Business Partners](#)
- [General Information](#)

Health Care Quality Units (HCQU)	A group of healthcare and management professionals who help county mental retardation programs monitor and improve the overall health status of individuals receiving services in the county programs. There are 8 HCQUs in Pennsylvania.
Home & Community Services Information System (HCSIS)	HCSIS is a web enabled information system that serves as the information system for DPW program offices that support the Home and Community-Based Services Waivers (including OMR and OSP).
Health Insurance Portability and Accountability Act (HIPAA)	Passed in 1996, the act requires the development of standard transaction codes and security requirements to create a more simplified environment for processing medical claims. This act is being administered by CMS. Home and Community Based Waiver services are included in the HIPAA legislation.
Health Risk Profile (HRP)	instrument utilized by HCSIS and designed to screen the overall health of individuals that receive MR services.
Human Services Research Institute (HSRI) Intermediate Care Facilities for People with Mental Retardation (ICF/MR)	National organization that performs demographic studies of health services. Intermediate Care Facility for the Mentally Retarded is a facility which can be operated by the State or privately and is licensed by the Department of Health. Most ICFs/MR are large facilities serving 40-400 individuals, however, there are also some ICF/MR that are homes of 4-8 people in the community.
Independent Monitoring for Quality (IM4Q)	Part of the larger Monitoring for Quality (M4Q) initiative; the IM4Q application will allow data capture and reporting for two quality management measures in OMR: the Core Indicators Survey and the Independent Monitoring survey.
Independent Living	A living situation in which there is no supervision and resident lives independently.
Independent Monitoring Team	Team of individuals chosen to complete IM4Q monitoring survey. They are contracted by the county but are not county employees.
Individual Support Plan ( <a href="#">ISP</a> )	A plan for each individual developed with the person and the people they choose, which will include specific services and supports, their frequency and duration. The Individual Service Plan will be the foundation for the individual budget.
Monitoring for Quality (M4Q)	An integral part of HCSIS that will collect data and track outcome trends from each of the quality management initiatives: Waiver Monitoring, the Health Risk Profile and Incident Management process.
Medical Assistance or Medicaid (MA)	A federal program (Title XIX of the Social Security Act) that pays for medical services and behavioral health services for people who qualify. It also provides funding for ICF/MR and most home and community based services provided by county MH/MR programs.

Medicaid Waiver	A federal program that allows states to use Medicaid funds to provide home and community based services as an alternative to ICF/MR and Nursing Home care. Selected federal program and funding rules are waived by the federal government in turn for specific state assurances to protect individual health and safety and to assure quality and financial accountability.
Mental Retardation (MR)	Having below average intellectual functions along with limitations in two or more of the following areas: communication, self-care, home living, social skills, functional academics, leisure, and work.
MR diagnosis:	
1. Mild Mental Retardation	A term used to describe the degree of retardation present when intelligence test scores are 50-55 to approximately 70; many mild retarded (educable) individuals who function at this level can usually master basic academic skill, whereas adults at this level may maintain themselves independently or semi-independently in the community.
2. Moderate Mental Retardation	A term used to describe the degree of retardation when intelligence test scores range from 35 or 40 to 50 or 55; many trainable individuals function at this level; such persons usually can learn self-help, communication, social, and simple occupational skills but only limited academic or vocational skills.
3. Severe Mental Retardation	A term used to describe the degree of retardation when intelligence test scores range from 20 or 25 to 35 to 40; such persons require continuing and close supervision but may perform self-help and simple work tasks under supervision; sometimes called dependent retardation.
4. Profound Mental Retardation	A term used to describe the degree of retardation present when intelligence test scores are below 20 or 25; such persons require continuing and close supervision, but some may be able to perform simple self-help tasks; profoundly retarded persons often have other handicaps and require total life-support system for maintenance.
5. Unspecified Mental Retardation	A term used when retardation is present, but there is great uncertainty about level.
MR Supports:	
1. Natural Supports	Unpaid assistance to an individual. These supports can be provided by family and friends to move, go to the grocery store, carpool to work, or budget and pay bills.
2. Community Supports	Services or organizations available within the individual's community. Examples: YMCA, membership organizations, transportation services, job training services, advocacy groups, religious organizations, senior services, or adult education services.
Multi-Year Plan (MYP)	A strategy designed and utilized by the Office of Mental Retardation, with input from the PAC, to move its organization and the services it delivers towards a higher and a more efficient quality, self-determination, individual choice, better access to services and more community support.

Office of Mental Retardation (OMR)	A state program office within DPW, which sets policy, allocates funds and administers services for persons with mental retardation.
Planning Advisory Committee (PAC)	An advisory body to the Office of Mental Retardation. Members include consumers, families, advocates, providers, and county staff. The Planning Advisory Committee authored the Everyday Lives, Multi-Year Plan, and Waiting List Plan documents.
Person Centered Planning (PCP)	A process which helps individuals identify how they want to live their lives and what supports they need to achieve their desired outcomes. Individuals choose people who are important in their lives to be part of the process.
Provider Council (PC)	A council made up of representatives of provider associations that provides OMR with feedback and recommendations, represents members, and facilitates communications with provider agencies.
Prioritization of Urgency of Need (PUNS)	Current process for categorizing a person's need for services.
PUNS Categories:	
1. Emergency Need	Means a person needs services immediately. An example of this is when there is a death in the family and there is no other family member available to provide support.
2. Critical Need	Means a person needs service within one year. Some examples are when a person has an aging or ill caregiver who soon will be unable to continue providing support; there has been a death in the family or some other family crisis reducing the capacity of the caregiver to provide care; or a person has a single caregiver who would be unable to work if services are not provided.
3. Planning for Need	When a person's need for service is more than a year away. Examples of this are when a person is eligible for services, is not currently in need of services, but will need service if something happens; or the person or the family has expressed a desire to move; the person is living in a large setting and needs community services; or the person or caregiver wants increased supports.
Regional Program Manager (RPM)	The Director of each of the Office of Mental Retardation's four regional offices.
Regional Coordinators (RC)	RC's are located in each regional office and are responsible for communications with counties, coordination of meeting logistics, facilitation, and acting as subject matter experts.
Regions:	
Western Region	Encompassing 46 counties and joinders: Allegheny, Armstrong-Indiana, Beaver, Butler, Cameron- Elk-McKean, Clarion, Clearfield-Jefferson, Crawford, Erie, Fayette, Forest-Warren, Greene, Lawrence, Mercer, Potter, Venango, Washington, and Westmoreland.
Northeast Region	Berks, Bradford-Sullivan, Carbon-Monroe-Pike, Lackawanna-Susquehanna-Wayne, Lehigh, Luzerne-Wyoming, Northampton, Schuylkill, and Tioga.
Southeast Region	Bucks, Chester, Delaware, Montgomery, and Philadelphia.

Central Region	Bedford-Somerset, Blair, Cambria, Centre, Columbia- Montour-Snyder-Union, Cumberland-Perry, Dauphin, Franklin-Fulton, Juniata, Lancaster, Lebanon, Lycoming-Clinton, Northumberland, and York-Adams.
Self-Determination	A movement which gives persons receiving services more control and responsibility in choosing how they want to live their lives.
Services & Supports Directory	This directory stores information about providers within the MR system and is accessible via the Internet by individuals, families and advocates to research information about the providers and the services that they offer. The directory is intended to expand individuals' ability to make informed choices.
Supplemental Security Income (SSI)	Monthly federal cash benefits to people who have a substantial disability and who don't own much or don't have a lot of income. Individuals that receive SSI get Medicaid and may also be eligible to get food stamps.
Social Security Disability Income (SSDI)	Federal cash benefits and Medicare coverage to people unable to work for a year or more because of disability.
State Operated Facility (MR)	A facility which is run under the direct auspices of the Office of Mental Retardation. They are: Ebensburg/Altoona, Hamburg, Polk, Selinsgrove, and White Haven.
Supports Coordinator	Person who helps plan, locate, coordinate and monitor supports and services for an individual and who informs individuals of and helps individuals exercise his/her rights.
Vendor	An entity that provides general goods or services. Distinguishing characteristics: <ol style="list-style-type: none"> <li>1. Providing the goods/services within normal business operations.</li> <li>2. Providing similar goods/services to many different purchasers.</li> <li>3. Operating in a competitive environment.</li> <li>4. Program compliance requirements do not pertain to the goods or services provided.</li> </ol>

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