



THE
ALPHABET
SOUP
BOOK

*A Tool for Understanding
Disability-Related Acronyms*

September 2018 Edition

ABOUT US

The Center for Learning and Leadership is Oklahoma's University Center for Excellence in Developmental Disabilities and is a member of a national network of over 60 UCEDDs funded by the U.S. Administration on Intellectual and Developmental Disabilities. UCEDDs aim to increase the independence, productivity and community integration and inclusion of individuals with developmental disabilities.

The Center for Learning and Leadership faculty and staff are committed to bringing the perspectives of people with disabilities and their family members into the planning, implementation and evaluation of interdisciplinary education programs, community services, research and dissemination activities.

Our faculty and staff:

- * involve self-advocates and family members as partners in learning and leadership opportunities
- * disseminate information about best practices through courses and community involvement
- * provide technical assistance to promote community inclusion of people with developmental disabilities and their families
- * and address research issues that impact the lives of people with disabilities and their families.

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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

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People in organizations and in communities who share common experiences sometimes begin to use words and abbreviations or “acronyms”¹ that become a language of their own.

When people from different communities, organizations or groups try to work together, the acronyms that are intended to help make communication efficient can start to get in the way of making communication effective.

The Center for Learning and Leadership, Oklahoma’s federally designated University Center for Excellence in Developmental Disabilities (UCEDD), works with many people across the state who are a part of many different communities and agencies. When we work with a colleague like you, there are three things we want for our partnership:

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

To help us along, we assembled lots of the acronyms and terms that you and other community colleagues have helped us understand. Please let this booklet be a guide we can share. We look forward to talking with you.

— Center for Learning and Leadership Faculty and Staff



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¹*What exactly is an “**acronym**”? It is a word formed from the initial letters or groups of letters in a common phrase or series of words. Like “ADA” for “Americans with Disabilities Act.”*



ACRONYMS

A a

AAA	Area Agency on Aging
AACAP	American Academy of Child and Adolescent Psychiatry
AAFP	American Academy of Family Physicians
AAIDD	American Association on Intellectual and Developmental Disabilities
AAP	American Academy of Pediatrics
AASA	American Association of School Administrators
ABA	Applied Behavioral Analysis
ABC	A Better Chance Clinic
ACF	U.S. Administration for Children and Families
ACOG	<ol style="list-style-type: none">1. Association of Central Oklahoma Governments2. American Congress of Obstetricians and Gynecologists
ACT	Autism Center of Tulsa
ADA	Americans with Disabilities Act
ADAAG	Americans with Disabilities Act



Accessibility
Guidelines

ADD	Attention Deficit Disorder
ADHD	Attention Deficit Hyperactivity Disorder
ADL	Activities of Daily Living
ADRC	Aging and Disability Resource Center
AIDD	U.S. Administration on Intellectual and Developmental Disabilities
AIM	Accessible Instructional Materials
ALFA	Assisted Living Federation of America
AMCHP	Association of Maternal and Child Health Programs
AOTA	American Occupational Therapy Association Inc.
APS	Adult Protective Services
APTA	American Physical Therapy Association
ASA	Autism Society of America
ASD	1. Aging Services Division (of the Oklahoma Department of Human Services) 2. Autism Spectrum Disorders
ASHA	American Speech-Language-Hearing Association



ASL	American Sign Language
ASOCO	Autism Society of America — Central Oklahoma
AT	Assistive Technology
AUCD	Association of University Centers on Disabilities

B b

BIA	Bureau of Indian Affairs
BIAA	Brain Injury Association of America
BIP	Behavior Intervention Plan

C c

CAC	Consumer Advisory Committee
CAP	Client Assistance Program
CCAN	1. Center on Child Abuse and Neglect 2. Coalition Against Child Abuse and Neglect
CCOSA	Cooperative Council for Oklahoma School Administration
CDC	Centers for Disease Control and Prevention
CDDC	Consortium of Developmental



	Disabilities Councils
CEC	Council for Exceptional Children
CHO	Children's Hospital of Oklahoma
CIE	Community Integrated Employment
CIL	Center for Independent Living
CLL	Center for Learning and Leadership (Oklahoma's University Center for Excellence in Developmental Disabilities)
CMHC	Community Mental Health Center
CMS	U.S. Centers for Medicare and Medicaid Services
CP	Cerebral Palsy
CPS	Child Protective Services
CSC	Child Study Center (at the University of Oklahoma Health Sciences Center)
CSHCN	Children with Special Health Care Needs
CSPD	Comprehensive System of Personnel Development (of the Individuals with Disabilities Education Act)
CYSHCN	Children and Youth with Special Health Care Needs



D d

DD	Developmental Disability
DD Act	Developmental Disabilities Assistance and Bill of Rights Act of 2000
DDSD	Developmental Disabilities Services Division (of the Oklahoma Department of Human Services)
DRS	Oklahoma Department of Rehabilitation Services
DSACO	Down Syndrome Association of Central Oklahoma
DSAT	Down Syndrome Association of Tulsa
DSM	Diagnostic and Statistical Manual of Mental Disorders

E e

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



F f

FAE	Fetal Alcohol Effect(s)
FAPE	Free Appropriate Public Education for Students with Disabilities
FAS	Fetal Alcohol Syndrome
FBA	Functional Behavioral Assessment
FERPA	Family Education Rights and Privacy Act
FFY	Federal Fiscal Year (from October 1 to September 30)
FICA	Federal Insurance Contributions Act (a payroll deduction)
FMS	Financial Management Services (fiscal agent)
FSAP	Family Support Assistance Payment Program

G g

GEC	Geriatric Education Center
GERO	Geriatric Education Resource Organization



H h

HB	House of Representatives Bill (state)
HB 1618	Oklahoma Early Intervention Act
HCBW	Home and Community-Based Waiver
HHS	U.S. Department of Health and Human Services
HIPAA	Health Insurance Portability and Accountability Act
HMO	Health Maintenance Organization
HOYO	Home of Your Own
HR	House of Representatives Bill (federal)
HRSA	Health Resources and Services Administration
HTS	Habilitation Training Specialist

I i

ICC	Interagency Coordinating Council
ICF/IID	Intermediate Care Facility for Individuals with Intellectual Disabilities (new name for ICF/MR)
ICF/MR	Intermediate Care Facility for Persons with Mental Retardation



ID	Intellectual Disability
I/DD	Intellectual and Developmental Disabilities
IDDRC	Intellectual and Developmental Disabilities Research Center
IDEA	Individuals with Disabilities Education Act
IEP	Individualized Education Program
IFSP	Individualized Family Service Plan
IHE	Institution of Higher Education
IHS	U.S. Indian Health Service
IHSW	In-Home Supports Waiver
IL	Independent Living
IP	Individual Plan
IPE	Individualized Plan for Employment
IQ	Intelligence Quotient
IRWE	Impairment-Related Work Expense
ITB	Invitation to Bid
ITP	Interdisciplinary Training Program in Child Abuse and Neglect



J j

JOIN Joint Oklahoma Information Network

L I

LDAO Learning Disabilities Association of
Oklahoma

LEA Local Education Agency (school district)

LEND Interdisciplinary **L**eadership
Education for Health
Professionals Caring for Children with
Neurodevelopmental and Related
Disabilities Program

LPN Licensed Practical Nurse

LRE Least Restrictive Environment

M m

MCHB U.S. Maternal and Child Health Bureau

MFP Money Follows the Person



N n

NAEYC	National Association for the Education of Young Children
NAGE	National Association for Geriatric Education
NAMI	National Alliance on Mental Illness
NASBE	National Association of State Boards of Education
NASDDDS	National Association of State Directors of Developmental Disabilities Services
NASDSE	National Association of State Directors of Special Education, Inc.
NASHP	National Academy for State Health Policy
NASW	National Association of Social Workers
NCBDDD	National Center on Birth Defects and Developmental Disabilities
NCD	National Council on Disability
NCLB	No Child Left Behind Act
NDRN	National Disability Rights Network
NDSC	National Down Syndrome Congress
NDSS	National Down Syndrome Society



NECTAC	National Early Childhood Technical Assistance Center
NIA	National Institute on Aging
NICHCY	National Dissemination Center for Children with Disabilities
NICHHD	National Institute of Child Health and Human Development
NICU	Neonatal Intensive Care Unit
NIDCAP	Newborn Individualized Developmental Care and Assessment Program
NIDCD	National Institute on Deafness and Other Communication Disorders
NIDRR	National Institute on Disability and Rehabilitation Research
NIH	National Institutes on Health
NIMAC	National Instructional Materials Access Center
NINDS	National Institute of Neurological Disorders and Stroke
NORCE	Northern Oklahoma Resource Center in Enid (closed in 2014)

O o

OAC	Oklahoma Administrative Code
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OACAA	Oklahoma Association of Community Action Agencies
OAN	Oklahoma Autism Network
OATC	Oklahoma Assistive Technology Center
OCCY	Oklahoma Commission on Children and Youth
OCP	Oklahoma Community-Based Providers
ODC	Office of Disability Concerns
ODDC	Oklahoma Developmental Disabilities Council
ODLC	Oklahoma Disability Law Center, Inc.
ODMSAS	Oklahoma Department of Mental Health and Substance Abuse Services
ODSS	Oklahoma Directors of Special Services
OESC	Oklahoma Employment Security Commission
OFF	Oklahoma Federation of Families
OFN	Oklahoma Family Network
OHCA	Oklahoma Health Care Authority (Oklahoma's Medicaid agency)
OHCDSS	Organized Health Care Delivery System
OHI	Other Health Impairment
OITP	Oklahoma Infant Transition Program



OK-AIM	Oklahoma Advocates Involved in Monitoring
OK-AIMH	Oklahoma Association for Infant Mental Health
OKAPSE	Oklahoma Association for Persons in Supported Employment
OKDHS	Oklahoma Department of Human Services
OKLEND	Oklahoma's Interdisciplinary Leadership Education for Health Professionals Caring for Children with Neurodevelopmental and Related Disabilities Program (Center for Learning and Leadership collaboration with the Department of Pediatrics, OU College of Medicine)
OKOTA	Oklahoma Occupational Therapy Association
OKSAN	Oklahoma Self-Advocacy Network
OLL	Opportunities for Living Life (a program of the Oklahoma Health Care Authority)
OPC	Oklahoma Parents Center
OPeN	Oklahoma Parent e-mail Network
OPF	Oklahoma People First
ORC	Oklahoma Rehabilitation Council
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 (of the U.S. Department of Education)
OSERS	Office of Special Education and Rehabilitation Services (of the U.S. Department of Education)
OSHA	Oklahoma Speech-Language-Hearing Association
OSRHE	Oklahoma State Regents for Higher Education
OT	Occupational Therapy/Therapist
OTC	Oklahoma Transition Council
OTI	Oklahoma Transition Institute (of the Oklahoma Transition Council)
OU	University of Oklahoma
OUHSC	University of Oklahoma Health Sciences Center



P p

P&A	Protection and Advocacy
PASARR	Preadmission Screening and Resident Review
PBIS	Positive Behavioral Interventions and Supports
PCA	Personal Care Assistant/Attendant
PCP	Primary Care Provider
PCIT	Parent-Child Interaction Therapy
PCPID	President's Committee for People with Intellectual Disabilities
PCT	Person-Centered Thinking
PDR	Physician's Desk Reference
P/G/A	Parent/Guardian/Advocate
PIP	Partners in Policymaking
PL	Public Law (federal)
PL 94-142	Education for All Handicapped Children Act
PNS	Project of National Significance
POC	Plan of Care
PT	Physical Therapy/Therapist



PWD Person with a Disability (or People with Disabilities)

PWN Prior Written Notice

Q q

QA Quality Assurance

QMRP Qualified Mental Retardation Professional

R r

RFP Request for Proposals

RS Rehabilitation Services

RSA Rehabilitation Services Administration

RtI Response to Intervention

RVS Rehabilitation and Visual Services

S s

SABE Self Advocates Becoming Empowered

SAMHSA Substance Abuse and Mental Health Services Administration



SB	Senate Bill (state)
SBS	Shaken Baby Syndrome
SDBP	Section of Developmental and Behavioral Pediatrics
SD-GS	Self-Directed Goods and Services
SD-HTS	Self-Directed Habilitation Training Specialist
SDS	Self-Directed Services
SEA	State Education Agency
SED	Severe Emotional Disturbance
SEP	Supported Employment Program
SES	Special Education Services
SFY	State Fiscal Year (from July 1 to June 30)
SILC	Statewide Independent Living Council of Oklahoma
SLP	Speech-Language Pathology/Pathologist
SNAP	Supplemental Nutrition Assistance Program
Sooner SUCCESS	State Unified Children’s Comprehensive Exemplary Services for Special Needs
SORC	Southern Oklahoma Resource Center (in Pauls Valley, closed in 2015)



SPED	Special Education
SPIL	State Plan for Independent Living
SPMI	Severe and Persistent Mental Illness
SSA	Social Security Administration
SSDI	Social Security Disability Insurance
SSI	Supplemental Security Income
SSI-DCP	Supplemental Security Income — Disabled Children’s Program

T t

TA	Technical Assistance
TANF	Temporary Assistance for Needy Families
TARC	Tulsa Advocates for the Rights of Citizens with Developmental Disabilities
TASH	An international association of people with disabilities, their family members, other advocates and professionals fighting for the inclusion of all people in society (acronym no longer in use)
TBI	Traumatic Brain Injury
TDD	Telecommunication Device for the Deaf
TEFRA	Tax Equity and Fiscal Responsibility Act
TWWIIA	Ticket to Work and Work Incentives Improvement Act



U u

UCEDD University Center for Excellence in
Developmental Disabilities

UDL Universal Design for Learning

USDE U.S. Department of Education

V v

VR Vocational Rehabilitation

W w

WIC Women, Infants and Children (nutrition
program)

USEFUL TERMS

Allied Health An area of medicine that provides a
variety of direct support, diagnostic and
therapeutic services (e.g., physical
therapy)

The Arc A national organization that promotes
and protects the human rights of people
with intellectual and developmental
disabilities



Discipline	A single field of study, such as special education, physical therapy, social work, etc.
Dual Diagnosis	A term used to describe a person with a mental illness and an intellectual disability
Family Faculty	Family members of individuals with disabilities who have teaching roles in higher education courses or practicum
In-service	Education provided to professionals or paraprofessionals who are already working in their profession
Olmstead	1999 U.S. Supreme Court ruling (Olmstead vs. L.C.) stating that unjustified institutionalization of a person with disabilities is discrimination under the Americans with Disabilities Act
Part C	Infant and Toddler Program of the Individuals with Disabilities Education Act (known as SoonerStart in Oklahoma)
Practicum	Field-based experiences that allow practical application of theory taught in coursework
Pre-service	Education that occurs before a student graduates from a course of study
Redlands Partners	Collaboration between the federally designated Oklahoma organizations authorized by the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (CLL, ODDC and ODLG)



Pre-service	Education that occurs before a student graduates from a course of study
Redlands Partners	Collaboration between the federally designated Oklahoma organizations authorized by the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (CLL, ODDC and ODLA)
Section 508	Part of the Rehabilitation Act that requires federal agencies to make electronic and information technology accessible to people with disabilities
SoonerCare	Oklahoma’s Medicaid program
SoonerStart	Oklahoma’s early intervention program for infants and toddlers with developmental delays or disabilities and their families
State Plan	Refers to the goods and services covered under Oklahoma’s Medicaid program
Title V	Refers to Title Five of the Social Security Act, which addresses federal Maternal and Child Health programs
Title XVIII	Refers to Title 18 of the Social Security Act, which addresses the Medicare program
Title XIX	Refers to Title 19 of the Social Security Act, which addresses the Medicaid program
Waiver	Refers to a way to get approval for services to be covered under Medicaid that would not typically be covered



WE NEED YOUR HELP!



Have you heard a new acronym that should be included in this booklet?

If so, please let us know. You can call us at (405) 271-4500 or e-mail us at Learn2Lead-UCEDD@ouhsc.edu. You also can fill out this form and fax it to us at (405) 271-1459. All we need is the acronym and what it stands for. Your name, phone number and e-mail address will be helpful, but are optional.

ACRONYM:

WHAT IT STANDS FOR:

YOUR NAME:

(Optional)

YOUR PHONE NUMBER:

(Optional)

YOUR E-MAIL ADDRESS:

(Optional)



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 where 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 I have vision loss?
- * 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?

Text adapted from the Self Advocates Becoming Empowered, 1997 American Association on Intellectual and Developmental Disabilities Conference. Access means . . . UCEDD (1997).



DISABILITY ETIQUETTE AND 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.
- * 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 are 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 people with disabilities ahead of time. If an insurmountable barrier exists, inform them 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).

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www.ou.edu/eoo

Accommodations on the basis of disability are available by contacting: Josh Fearing, Center for Learning and Leadership, OUHSC, P.O. Box 26901, ROB 342, Oklahoma City, OK 73126-0901; jfearing@ouhsc.edu; (405) 271-4500, ext. 41038



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