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GLOSSARY OF TERMS

American Association on Intellectual and Developmental Disabilities (AAIDD) - an association that promotes progressive policies, sound research, effective practices, and universal human rights for people with intellectual and developmental disabilities. AAIDD was formerly called the American Association on Mental Retardation.

Abuse – is the infliction of physical or mental injury to an individual or causing an individual's deterioration to such an extent that his/her health, moral or emotional well-being is endangered. Examples include, but are not limited to: sexual abuse, exploitation or extortion of funds or other things of value.

Active Treatment – an aggressive and consistent program of specialized and generic training, treatment, health and related services directed toward the acquisition of behaviors necessary for the individual to function with as much self determination and independence as possible and the prevention and deceleration of regression or loss of current optimal functional status.

Acuity Factor – an adjustment factor which will modify the direct care portion of the Inventory for Client and Agency Planning (ICAP) rate based on the ICAP level for each resident.

Adaptive Behavior – the effectiveness or degree with which the individual meets the standards of personal independence and social responsibility expected for his age and cultural group. Since these exceptions vary for different age groups, deficits in adaptive behavior will vary at different ages.

Agency – see Medicaid Agency

Ambulatory – the ability to walk.

ANSI – American National Standards Institute

Applicant – an individual whose written application for Medicaid has been submitted to the Agency but whose eligibility has not yet been determined.

ART—Accredited Record Technician

Attending Physician – a physician, currently licensed by the Louisiana State Board of Medical Examiners, designated by the individual, family, agency, or responsible party as responsible for the direction of overall medical care of the individual.

Autism – a condition characterized by disturbance in the rate of appearance and sequencing of developmental milestones: abnormal responses to sensations, delayed or absent speech and

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language skills while specific thinking capabilities may be present and abnormal ways of relating to people and things.

Bureau of Health Services Financing (BHSF) – The program within DHH, approved under Title XIX of the Social Security Act, responsible for the administration of the state’s Medical Assistance Program (Medicaid).

Capacity for Independent Living –the ability to maintain a full and varied life in one's own home and community.

Cerebral Palsy –a permanently disabling condition resulting from damage to the developing brain which may occur before, during or after birth and results in loss or impairment of control over voluntary muscles.

Certification – a determination made by the Department of Health and Hospitals (DHH) that an ICF/DD meets the necessary requirements to participate in Louisiana as a provider of Title XIX (Medicaid) Services.

Change in Ownership (CHOW) – any change in the legal entity responsible for the operation of an ICF/DD.

Chief Executive Officer/Facility Administrator (CEO/FA) –the individual responsible for the day-to-day administration/management of an ICF/DD.

Client –an applicant for or recipient of Title XIX (Medicaid) ICF/DD services. An individual receiving ICF/DD services may also be referred to as a participant.

Centers for Medicare and Medicaid Services (CMS) –the federal agency responsible for administering the Medicaid Program and overseeing and monitoring the state’s Medicaid Program.

Code of Federal Regulations (CFR) – the regulations published by the federal government. **Section 42** includes regulations for ICFs/DD.

Comprehensive Functional Assessment – identifies the individual’s need for services and provides specific information about the individual’s ability to function in different environments, specific skills or lack of skills, and how function can be improved, either through training, environmental adaptations, or provision of adaptive, assistive, supportive, orthotic, or prosthetic equipment.

Developmental Disabilities (DD) – as defined by the Louisiana Developmental Disability Law (Louisiana Revised Statutes 28:451.1-28:455.2) found in Appendix B.

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Developmental Period – a period from birth to before a person reaches age 22.

DHH – Department of Health Hospitals

DHHS – Department of Health and Human Services

Dual Diagnosis – when individuals are diagnosed with both a developmental disability and mental illness.

Enrollment – the process of executing a contract with a licensed and certified ICF/DD provider for participation in the Medical Assistance Program. Enrollment includes the execution of the **provider agreement** and assignment of the **provider number** used for payment.

Epilepsy – a disorder of the central nervous system, which is characterized by repeated seizures which are produced by uncontrolled electrical discharges in the brain.

Facility – an intermediate care facility for the developmentally disabled.

Fiscal Intermediary – the private fiscal agent with which DHH contracts to operate the Medicaid Management Information System (MMIS) to process the Title XIX (Medicaid) claims for services provided under the Medical Assistance Program and issue appropriate payment(s).

General Intellectual Functioning – results obtained by assessment with one or more of the individually administered general intelligence tests developed for that purpose.

HSS – Health Standards Section is the section within BHSF that is responsible for licensing, certifying and enrolling ICFs/DD.

ICAP Relationship – the relationship between the service level and service score for ICAP support levels is as follows:

ICAP Service Level	ICAP Service Score	ICAP Support Levels
		Pervasive Plus
1	1-19	Pervasive
2	20-29	Extensive
3	30-39	Extensive
4	40-49	Limited
5	50-59	Limited
6	60-69	Limited
7	70-79	Intermittent
8	80-89	Intermittent
9	90+	Intermittent

ICAP Service Level – ranges from 1 to 9 and indicates the service need intensity; the lower the score, the greater the need.

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ICAP Service Score – indicates the level of service intensity required by an individual, considering both adaptive and maladaptive behavior.

Index Factor – based on the *Skilled Nursing Home without Capital Market Basket Index* published by Data Resources Incorporated or a comparable index if this index ceases to be published.

Individual Habilitation Plan (IHP) – the written ongoing program of services developed for each individual by an interdisciplinary team in order for that individual to achieve or maintain his/her potential. The plan contains specific, measurable goals, objectives and provides for data collection. It is also referred to as the Individual Plan of Care (IPC), Individual Program Plan, Individual Service Plan (ISP) or the Support Plan.

Interdisciplinary Team (IDT) – a group of individuals representing the different disciplines in the formulation of an individual's Individual Habilitation Plan. That team meets at least annually to develop and review the plans, more frequently if necessary.

Intermediate Care Facility for Persons with Developmental Disabilities (ICF/DD) – a facility with four or more beds providing 24-hour care and health and habilitation services for people with developmental disabilities or other related conditions.

Intelligence Quotient (IQ) – general measure of intellectual functioning obtained by assessment with one or more of the standardized, individually administered intelligence tests. Intellectual functioning refers to general mental capacity, such as learning, reasoning, and problem solving.

Inventory for Client and Agency Planning (ICAP) – a standardized instrument for assessing adaptive and maladaptive behavior and includes an overall service score. This ICAP service score combines adaptive and maladaptive behavior scores to indicate the overall level of care, supervision or training required.

Learning – general cognitive competence of the ability to acquire new behaviors, perceptions, and information and to apply previous experiences in new situations.

Legal Status – a designation indicative of an individual's competency to manage his/her affairs.

Level of Care (LOC) – the service needs of the individual based upon his/her comprehensive functional status.

Licensed – a determination by the Louisiana Department of Health and Hospitals, Bureau of Health Services Financing Health Standards Section, that an ICF/DD meets the state requirements to participate in Louisiana as a provider of ICF/DD services.

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Licensed Certified Social Worker (LCSW) – a person holding a Master of Social Work (MSW) degree and is licensed by the Louisiana State Board of Certified Social Work Examiners.

Living Unit – a place where an individual lives including sleeping, training, dining and activity areas.

LPN – Licensed Practical Nurse.

LSC – Life Safety Code.

LTC – Long-Term Care.

Major Life Activities – any one of the following activities or abilities:

- Self-care
- Understanding and Use of Language
- Learning
- Mobility
- Self-direction
- Capacity for Independent Living

Measurable Outcome – a standard or goal by which performance is measured and evaluated.

Mechanical Support – a device used to achieve proper body position or balance.

Medicaid – medical assistance provided under the State Plan approved under Title XIX of the Social Security Act.

Medicaid Agency – is the single state agency responsible for the administration of the Medical Assistance Program (Title XIX). In Louisiana, the Department of Health and Hospitals is the single state agency.

Medicaid Management Information System (MMIS) – the computerized claims processing and information retrieval system that includes all ICF/DD providers eligible for participation in the Medical Assistance Program. This system is an organized method for payment for claims for all Title XIX Services.

Medical Assistance Program (MAP) – is another name for the Medicaid Program.

Medicare – the federally administered Health Insurance program for the aged, blind and disabled under the Title XVIII of the Social Security Act.

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Medicare Part A – the Hospital Insurance program authorized under Part A of Title XVIII of the Social Security Act.

Medicare Part B – the Supplementary Medical Insurance program authorized under Part B of Title XVIII of the Social Security Act.

Mental Retardation (MR) or Intellectual Disability – significantly sub-average general intellectual functioning existing concurrently with deficits in adaptive behavior, and manifested during the developmental period.

NOTE: It must be emphasized that a finding of low I.Q. is never by itself sufficient to make the diagnosis of mental retardation/intellectual disability or in evaluating its severity. A low I.Q. shall serve only to help in making a clinical judgment regarding the individual's adaptive behavioral capacity. This judgment shall also include present functioning: including academic and vocational achievement, motor skills, social and emotional maturity, community environment typical of the individual's peers and culture, linguistic diversity and cultural differences in the way people communicate, move and behave.

Mobility – the motor development and ability to use fine and gross motor skills; the ability to move the extremities at will.

Mobile Non-ambulatory – the inability to walk without assistance, but the ability to move from place to place with the use of a device such as a walker, crutches, wheelchair or wheeled platform.

Neglect – the failure to provide proper or necessary medical care, nutrition or other care necessary for an individual's well-being.

New Facility – an ICF/DD newly opened or now currently participating in the Medical Assistance Program.

Non-ambulatory – the inability to walk without assistance.

Nursing Facility or "Facility" – a health care facility such as a private home, institution, building, residence, or other place which provides maintenance, personal care, or nursing services for persons who are unable to properly care for themselves because of illness, physical infirmity or age. These facilities serve two or more persons who are not related by blood or marriage to the operator and may be operated for profit or nonprofit.

Office of Aging and Adult Services (OAAS) – the office within DHH that is responsible for programs serving aging adults and people with adult-onset disabilities.

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Office for Citizens with Developmental Disabilities (OCDD) – the office within DHH that is responsible for programs serving people with developmental disabilities.

Operational – admission of at least one individual, completion of functional assessments(s) and development of individual program plan(s) for the individual(s); and implementation of the program plan(s) in order that the facility actually demonstrates the ability, knowledge, and competence to provide active treatment.

Provider – any individual or entity furnishing Medicaid Services under a provider agreement with the Medicaid Agency.

Qualified Mental Retardation Professional (QMRP) – a person who has specialized training and at least one year or more of experience in treating and/or working directly with and in direct contact with individuals with Mentally Retardation. To qualify as a QMRP a person must meet the requirements of **42 CFR 483.430**.

Rate Year – a one-year period corresponding to the state fiscal year from July 1 through June 30.

Rebasing – the recalculation of the per diem rate components using the latest available audited or desk reviewed cost reports.

Recipient – an individual who has been determined eligible for Medicaid; may also be referred to as a client or participant.

Registered Nurse (RN) – a nurse currently registered and licensed by the Louisiana State Board of Nursing.

Representative Payee – a person designated by the Social Security Administration to receive and disburse benefits in the best interest of and according to the needs of the beneficiary.

Responsible Party – a person authorized by the individual or agency to act as an official delegate or agent in dealing with the Department of Health and Hospitals and/or the ICF/DD on behalf of the recipient.

Self-care – daily activities which enable a person to meet basic life needs for food, hygiene, appearance and health.

Self-Direction – the management and control over one's social and personal life and the ability to make decisions that affect and protect one's own interests. A substantial functional limitation in self-direction would require a person to need assistance in making independent decisions concerning social and individual activities and/or in handling personal finances and/or in protecting his own self-interest.

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Significant Assistance – the help needed at least one-half of the time for one activity or a need for some help in more than one-half of all activities normally required for self-care.

Significantly Sub-average – for purposes of certification for Long Term Care, an I.Q. score of below 70 on the Wechsler, Stanford-Binet, Cattell, or comparable test will be considered to establish significantly sub-average intellectual functioning.

SNF – a Skilled Nursing Facility.

Sponsor – an adult relative, friend, or guardian of the individual who has a legitimate interest or responsibility in the individual's welfare. Preferably, this person is designated on the admission forms as "responsible party."

Substantial Functional Limitation – a condition that limits a person from performing normal life activities or makes it unsafe for a person to live alone to such an extent that assistance, supervision, or presence of a second person is required more than half of the time.

Title XIX – See Medicaid.

Training and Habilitation Services – services intended to aid the intellectual, sensor motor and emotional development of an individual as part of overall plans to help the individual function at the greatest physical, intellectual, social and vocational level he/she can presently or potentially achieve.

Understanding and Use of Language – the communication involved in both verbal and nonverbal behavior enabling the individual to both understand others and to express ideas and information to others.