

**APPENDIX (A) DDSD MASTER LIST OF DEFINITIONS**

<b>DEFINITION NAME</b>	<b>DESCRIPTION OF DEFINITION</b>	<b>DATE UPDATED</b>
<b>ACTIVITIES OF DAILY LIVING (ADLs):</b>	Means the basic skills of everyday living such as toileting, bathing, dressing, grooming, and eating and the skills necessary to maintain the normal routines of the day, such as housekeeping, shopping, and preparing meals. The term also includes exercising personal, social, and communications skills.	Apr-14
<b>ADMINISTRATION OF MEDICATION:</b>	Delivery of medication by a licensed or certified healthcare professional.	Apr-14
<b>ADULTS:</b>	Individuals who are eighteen (18) years or older.	Apr-14
<b>AFFINITY:</b>	The connection existing in consequence of a marriage between each of the married persons and the kindred of each other or relationships of same-sex or opposite-sex partners, or godparents or godchildren or other similarly situated persons.	Apr-14
<b>AGENCY NURSE:</b>	The nurse hired or contracted by the provider to assist with the health care needs of individuals served.	Apr-14
<b>ALLOCATION FACTOR ADJUSTMENTS:</b>	A modification to the core or ongoing therapy hours depending on the individual's unique circumstances. Allocation factor adjustments may include a new allocation factor, a complexity factor, and a fading factor.	Apr-14
<b>ALTERNATE RESIDENTIAL SETTING:</b>	A residential setting other than the individual's current residence that is arranged and staffed by the provider agency providing crisis supports for the purpose of behavioral or medical stabilization, and mentoring and training to prepare the individual to return to their original residence or move into another permanent location.	Apr-14
<b>AMERICAN ASSOCIATION ON INTELLECTUAL AND DEVELOPMENTAL DISABILITIES (AAIDD):</b>	American Association on Intellectual and Developmental Disabilities (AAIDD) is an association of professionals with a history of promotion of progressive policies, sound research, effective practices, and universal human rights for people with intellectual and developmental disabilities. AAIDD is responsible for the development and publishing of the Supports Intensity Scale <sup>®</sup> (SIS) assessments.	Dec-15
<b>ANCILLARY RESPONDENT</b>	A respondent during an individual's Supports Intensity Scale (SIS) assessment whose participation is optional. Typically, medical, behavioral or therapy professionals may serve as ancillary respondents who can provide clinical information that adds perspective, particularly for individuals with complex support needs.	
<b>ANNUAL ASSESSMENTS:</b>	A report of progress the individual achieved toward Individual Service Plan (ISP) outcomes over the past year, the individual's current functional skills, preferences and interests as it relates to the services provided by the agency and recommendations for ISP development for the coming ISP year. Due from each provider at least 14 calendar days prior to the annual ISP meeting date.	Apr-14
<b>ANNUAL RESOURCE ALLOTMENT (ARA):</b>	A service category for individuals less than eighteen (18) years old with a corresponding funding limit that is based on the child's age and level of care.	Apr-14
<b>ANNUAL:</b>	The twelve (12) month period covered by an Individual Service Plan (ISP), except where otherwise stated.	Apr-14

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DEFINITION NAME	DESCRIPTION OF DEFINITION	DATE UPDATED
<b>ASPIRATION RISK MANAGEMENT (ARM):</b>	The process that Interdisciplinary Teams (IDT) use to identify and manage aspiration risk for adults, age twenty one (21) and older, served by the Developmental Disabilities Waiver (DDW).	Apr-14
<b>ASPIRATION:</b>	The act of food, saliva, liquids, phlegm or any other solid matter getting below the true vocal cords into the trachea. Aspiration is directly linked to Dysphagia, but may also occur as a result of Gastro Esophageal Reflux Disease (GERD) or other conditions.	Apr-14
<b>ASSESSMENT:</b>	The process of gathering clinical information within a defined scope of practice resulting in recommendations for intervention, if warranted. In some cases, assessment results may clarify that the individual does not need further intervention, even if screening results identified potential risk.	Apr-14
<b>ASSISTANCE WITH MEDICATION:</b>	Support provided to individuals served through the Developmental Disabilities Waiver (DDW) or the Developmental Disabilities (DD) Adult State General Funded Services to take their medication, delivered by non-licensed or non-certified paid staff.	Apr-14
<b>ASSISTIVE TECHNOLOGY PURCHASING AGENT:</b>	An organization approved to arrange, purchase, and pay for devices or materials that require prior authorization by Developmental Disabilities Supports Division (DDS).	Apr-14
<b>ASSISTIVE TECHNOLOGY:</b>	A device and/or materials used to fabricate a custom item intended to support the individual's communication, environmental access/control, or mobility to compensate for their disability in completing functional activities safely.	Apr-14
<b>AVERSIVE MEASURES:</b>	Any device or intervention, consequence or procedure intended to cause emotional or physical pain or unpleasant sensations for the purpose of mediating behavior. Examples include but are not limited to: electric shock, forced isolation, mechanical restraint, forced exercise, withholding food, water, or sleep, humiliation, water misting, forced ingestion of noxious substances, over-correction, and other cost response protocols.	Apr-14
<b>BASE BUDGET:</b>	Case Management, Living Supports, Customized In-Home Supports, Customized Community Supports, and Community Integrated Employment	Apr-14
<b>BBS:</b>	The Bureau of Behavioral Support within the NM DOH.	Apr-15
<b>BEHAVIOR CRISIS INTERVENTION PLAN (BCIP):</b>	A written document deemed necessary by the Interdisciplinary Team (IDT) when an individual's behavior has escalated to severity levels that pose a great risk of harm to the individual or others. The recommended interventions necessary to manage such episodes must exceed the strategies of the Positive Behavioral Supports Plan (PBSP). Any use of emergency physical restraint, shadowing an individual who is endangering him or herself by leaving supervision, calling emergency services or law enforcement for a behavioral crisis, must only be recommended within a Behavior Crisis Intervention Plan (BCIP) and are prohibited from appearing as a recommendation within a PBSP.	Apr-14

APPENDIX (A) DDS MASTER LIST OF DEFINITIONS

DEFINITION NAME	DESCRIPTION OF DEFINITION	DATE UPDATED
<b>BEHAVIOR SUPPORT CONSULTANT:</b>	A licensed practitioner or qualifying intern with at least a Master’s degree in a mental health allied field. A Behavior Support Consultant conducts a Positive Behavioral Supports Assessment for an individual. From that assessment, the Behavior Support Consultant develops, trains, and monitors a Positive Behavioral Supports Plan (PBSP) and provides consultation to the individual’s IDT members. All Behavior Support Consultants must be authorized by the DDS to provide Behavioral Support Consultation services as an independent contractor or as a subcontractor or employee of an approved provider agency.	Apr-14
<b>BEHAVIORAL SUPPORT CONSULTATION (BSC):</b>	The Behavior Support Consultant’s services which are provided in concert with team members, consistent with the Individual Service Plan (ISP) vision and desired outcomes. The prevention and intervention support activities are provided within the natural context of an individual’s life (such as home, customized community services site, community locations, or vocational site).	Apr-14
<b>BEHAVIORAL SUPPORT CONSULTATION PRACTICE GUIDELINES:</b>	The Behavior Support Consultation (BSC) Practice Guidelines describes the practice and reporting requirements of the Bureau of Behavioral Supports (BBS) for provision of Behavioral Support Consultation (BSC), describe assessment and plan requirements and clinical criteria for ongoing services by New Mexico Developmental Disabilities Waiver (NM DDW) Group categories, and outline the role of the Behavior Support Consultant in the Interdisciplinary Team (IDT.) These guidelines are based in evolving research and practice in the area of Positive Behavior Support (PBS.)	Apr-14
<b>BILLABLE UNIT:</b>	An increment of time or other measure used to determine duration or amount of a billable service. Billable units may be established in 15 minute, daily or monthly time increments, or per mile, or at a set dollar amount.	Apr-14
<b>CARDIOPULMONARY RESUSCITATION (CPR) :</b>	Cardiopulmonary Resuscitation.	Apr-14
<b>CAREER DEVELOPMENT PLAN:</b>	The completed vocational assessment profile plus the strategic plan for employment for a specific individual, which may be included in the ISP action plan for the Work/Learn life area.	Apr-14
<b>CASE MANAGER:</b>	The individual responsible for service coordination for individuals with intellectual and/or developmental disabilities (I/DD) on the Medicaid Developmental Disabilities Waiver (DDW). The Case Manager is external to and independent from all other direct services provided to the individual.	Dec-15
<b>CATEGORICAL GROUP H</b>	Applies to Jackson Class Members and individuals who are 55 years or older and receiving Supported Living at the time of their annual Individual Service Plan (ISP) occurring between March 1, 2013 and February 28, 2014. Categorical Group H allows these individuals to receive authorized services beyond the service package option that corresponds with their New Mexico Developmental Disabilities Waiver (NM DDW) Group assignment.	Feb-15

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<b>CATEGORICAL GROUP H ASSIGNMENT:</b>	Means the Medicaid Third Party Assessor (TPA) is authorized to approve a Group H assignment based on evidence that the individual is a Jackson class member or is 55 or older at the time of their annual ISP occurring between March 1, 2013 and February 28, 2014 and who have been receiving Developmental Disabilities Waiver (DDW) Supported Living prior to March 1, 2013.	Apr-14
<b>CERTIFIED MEDICATION AIDE (CMA):</b>	A person certified by either or both the New Mexico Board of Nursing under the Nursing Practice Act, Chapter 61, Article 3, 10.2 and/or New Mexico Administrative Code (NMAC) Title 16, Chapter 12, Part 5 Certified Medication Aide Rules, or both, to administer medication under the supervision/direction of a registered nurse in a Board of Nursing approved program. Certified Medication Aides (CMA's) are not allowed to administer medication through any type of injection, through a nasogastric (NG) tube, or a non-premixed nebulizer treatment.	Apr-14
<b>CHALLENGING BEHAVIOR:</b>	Any behavior that interferes with an individual's pursuit of goals, aspirations or ambitions; opportunity to participate in generic or specialized activities; and opportunity to enjoy a broad range of personal relationships. The challenging behavior may include but is not limited to: aggression, self-injurious behavior, elopement, property destruction, inappropriate or offending sexual expression, symptoms of mental health disorders, and/or manifestations of genetic conditions.	Apr-14
<b>CHEMICAL RESTRAINT:</b>	The administration of medication at a dose and/or frequency to intentionally and exclusively preclude behavior without identifying an underlying anxiety, fear or severe emotional distress or other symptoms of psychiatric/emotional disturbance to be eased, managed, and/or treated. The administration may be regularly scheduled or on an "as needed" (PRN) basis.	Apr-14
<b>CHILD:</b>	Except in the context of Early Periodic Screening Diagnosis and Treatment (EPSDT) services eligibility, "child" means an individual under the age of eighteen (18). For purposes of EPSDT service eligibility, "child" means an individual under the age of twenty-one (21).	Apr-14
<b>CHRONIC MEDICAL CONDITIONS:</b>	Frequent or persistent medical diagnoses that require long-term health care management.	Apr-14

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<b>DEFINITION NAME</b>	<b>DESCRIPTION OF DEFINITION</b>	<b>DATE UPDATED</b>
<b>CLINICAL NECESSITY CRITERIA:</b>	<p>The developmental, physical or behavioral health conditions establishing and justifying a service. All individuals receiving services from the Medicaid DDW program must have a developmental disability and meet admission criteria for an intermediate care facility for individuals with intellectual disabilities (ICF/ID) which shall include:</p> <p>1. A developmental disability consistent with the Centers for Medicare and Medicaid Services (CMS) approved state eligibility criteria, and which may occur in combination with:</p> <p>a) Pathological or disabling disease processes as recognized in the medical professional community, and/or</p> <p>b) Emotional, psychological, and psychiatric processes with associated behavioral factors that substantially interfere with daily living as identified by appropriate behavioral health professionals</p> <p>(1) The above developmental, physical or behavioral health conditions are potentially amenable to treatment, accomodation, rehabilitation, or amelioration through proposed services as supported through research and/or clinical practice; (2) Proposed treatment, accomodation, rehabilitation, or amelioration services are derived from objective assessments by authorized professionals.</p>	Apr-14
<b>COLLABORATIVE-CONSULTATIVE THERAPY MODEL:</b>	<p>A therapy design that depends on implementation (by non-therapists) of strategies developed by a therapist following professional assessment, trial and training of those strategies. Appropriate monitoring of implementation of the strategies is essential to this model. This model of therapy is based on a partnership between the therapist and other Interdisciplinary Team (IDT) members with the goal being on-going, everyday integration of therapy strategies into an individual's life in order to move the individual toward fulfilling life visions, enhancing function and assuring health and safety.</p>	Apr-14
<b>COMMUNITY INCLUSION SERVICES:</b>	<p>Support services that provide individuals with access to and participation in activities and functions of community life.</p>	Apr-14
<b>COMMUNITY INTEGRATION:</b>	<p>Access to and participation in all aspects of typical community activities and functions of community life that are used by the general population and that are meaningful to the individual. Community integration includes: accessing community resources, and/or spending time in the community without the presence of paid staff, spending time in the community with non-disabled and unpaid individuals, and/or building and maintaining relationships with family members, friends, neighbors, peers and acquaintances.</p>	Apr-14
<b>COMMUNITY:</b>	<p>A group of people with a common characteristic or interest living together within a larger society.</p>	Apr-14

APPENDIX (A) DDS MASTER LIST OF DEFINITIONS

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<b>COMMUNITY-BASED SITUATIONAL ASSESSMENT</b>	Community-Based Situational Assessments are conducted in "real world" employment settings and situations. This type of assessment places an individual with a disability in a work condition and environment that resembles an actual job. Situational assessments are typically conducted in a different work settings for a short periods of time in order for the assessor to help the individual realize his/her work interests and aptitudes in order to create a good job match.	Feb-15
<b>COMPLEXITY FACTOR:</b>	Core or ongoing therapy/Behavioral Support Consultation (BSC) hours are multiplied by a factor of 1.25 for therapy/BSC budgets that apply to an individual with complex therapy/BSC needs in the areas of Assistive Technology (AT), medical, behavioral or safety needs, or a significant change in circumstances.	Apr-14
<b>COMPREHENSIVE ASPIRATION RISK MANAGEMENT (CARMP):</b>	Comprehensive Aspiration Risk Management (CARMP) Means an interdisciplinary health care plan and approaches regarding how best to support an individual at risk for aspiration as safely as possible. The CARMP provides direction regarding daily routines that includes but is not limited to eating, bathing/hygiene, rest/leisure, and community outings. The CARMP includes clear instructions regarding reporting individual specific signs and symptoms of aspiration related issues or illness, use of adaptive equipment, proper positioning, assisted eating/feeding techniques, nutritional needs, oral hygiene, medication delivery and relevant behavioral supports. Several different disciplines may be responsible for developing and training and monitoring each element of the CARMP. The CARMP replaces any prior aspiration plans and these plans must be removed from the individual's chart/file and replaced with the current CARMP.	Apr-14
<b>CONSANGUINITY:</b>	The kinship, blood relationship, or the connection or relation of persons descended from the same stock or common ancestor.	Apr-14
<b>CONSULTATION:</b>	Various forms of technical assistance or information (e.g., positive behavioral supports, coaching, training, or advisement) to the individual, family members, provider agencies, and other Interdisciplinary Team (IDT) members, or to natural supports and community members.	Apr-14
<b>CONTINUOUS IMPROVEMENT</b>	Means using analyzed data and other information to evaluate whether remedies implemented have improved and to identify opportunities to achieve performance above the basic standard of performance.	



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<b>CONTINUOUS QUALITY IMPROVEMENT PLAN:</b>	Means a strategy that addresses how an agency will collect, analyze, act on data and evaluate results related to the following: (1) Individual access to needed services and supports; (2) Effectiveness and timeliness of implementation of Individualized Service Plans; (3) Trends in achievement of individual outcomes in the Individual Service Plans; (4) Trends in medication and medical incidents leading to adverse health events; (5) Trends in the adequacy of planning and coordination of healthcare supports at both supervisory and direct support levels; (6) Quality and completeness documentation; and (7) Trends in individual and guardian satisfaction.	Apr-14
<b>CORE BEHAVIOR SUPPORT CONSULTATION (BSC) HOURS:</b>	A budget allocation of a basic number of hours (e.g. thirty (30) to assess and implement behavior support consultation for an individual meeting prior authorization in a specific New Mexico Developmental Disabilities Waiver (NM DDW) Group.	Apr-14
<b>CORE THERAPY HOURS:</b>	A budget allocation of thirty (30) therapy hours to implement the basic components of the Collaborative-Consultative Therapy Model.	Apr-14
<b>CO-TREATMENT FOR THERAPY:</b>	Treatment by more than one therapy discipline during the same therapy session when multiple areas of expertise are required to meet therapy intervention plan objectives.	Apr-14
<b>CRISIS PREVENTION/INTERVENTION PLAN (CPIP):</b>	Based on the July 1, 2003 policy, Crisis Prevention/Intervention Plan (CPIP)s were intended to provide guidance to direct support personnel regarding what to do in a behavioral or medical crisis/emergency situation. The CPIP is now replaced by two different plans: 1) a Behavioral Crisis Intervention Plan (BCIP) for crisis situations arising from behavior, and 2) a Medical Emergency Response Plan (MERP) for medically-related crisis situations.	Apr-14
<b>CRISIS RESPONSE STAFF:</b>	Direct support personnel (DSP) designated by a provider agency contracted with Developmental Disabilities Supports Division (DDSD) to provide Crisis Supports. DSP have successfully completed the additional trainings required of this service. They assist in supporting and stabilizing the individual in crisis, while also training and mentoring other DSP and/or family members who normally support the individual. The goal of this support is to remediate the crisis and minimize or prevent recurrence.	Apr-14
<b>CUSTOMIZED IN-HOME SUPPORTS:</b>	Customized In-Home Supports provide individuals the opportunity to design and manage the supports needed to live in their own home or their family home. It is not a residential habilitation service and is intended for individuals that do not require the level of support provided under Living Supports services.	Apr-14
<b>DAYS</b>	Means calendar days.	May-15

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DEFINITION NAME	DESCRIPTION OF DEFINITION	DATE UPDATED
<b>DECISION CONSULTATION FORM:</b>	A form to guide and document team discussion in a manner that supports informed decision making and communicates the final decision to all team members.	Apr-14
<b>DECOMPRESSION/RESOLUTION PROTOCOLS:</b>	Procedures designed to restore emotional and attitudinal stability following an event that evokes distress and threatens to undermine supportive relationships.	Apr-14
<b>DE-ESCALATION:</b>	Verbal and non-verbal interactions intended to lessen the setting factors contributing to an individual's distress and/or assist them in reducing distress and regaining emotional balance.	Apr-14
<b>DEPARTMENT:</b>	The New Mexico Department of Health.	Apr-14
<b>DESTRUCTIVE BEHAVIOR:</b>	Behavior that results in physical injury and/or great emotional harm. The individual, peers, staff, family, and community members may each, or all, be jeopardized by the activity. A typical result is that support is increasingly reactive and designed to control the person demonstrating the behavior. The individual is usually given fewer relationship options, activities, and choices of environment due to real or perceived risk. Examples range from reparable tissue damage to potentially lethal acts. The extreme episodes may be intermittent or chronic. Some episodes of substantial property damage, e.g. arson, are also included.	Apr-14
<b>DEVELOPMENTAL DISABILITIES MEDICAID WAIVER (DDW) PROGRAM:</b>	A Home and Community Based services waiver for individuals with intellectual and/or developmental disabilities (I/DD) under the Title XIX Home and Community Based Services Act of 1981. This act made an exception to or "waived" traditional Medicaid requirements by making Medicaid funds available for home and community based services as an alternative to institutional care.	Dec-15
<b>DEVELOPMENTAL DISABILITIES SUPPORTS DIVISION (DDSD):</b>	The Developmental Disabilities Supports Division within the New Mexico Department Of Health (DOH).	Apr-14
<b>DIRECT SKILLED NURSING:</b>	The provision of face to face, hands on nursing care for individuals with complex clinical conditions, that must be provided by a registered nurse (RN) or a licensed practical nurse (LPN) under the supervision of an RN. Examples of skilled nursing includes; routine assessment and monitoring of the individuals status or response to planned interventions, communication with the physicians or specialists regarding orders, adjustment of the care plan to meet health and safety needs; providing complex treatments, wound or site care; administration of multiple or complex medications (e.g. intravenous and intramuscular injections) and routine assessment for rapidly changing health status. Direct skilled nursing also includes the maximum assistance with personal care and supervision of those services delivered by non-licensed staff that is critical to maintain the health and safety of individuals with complex diagnoses and clinical needs.	Apr-14



APPENDIX (A) DDS MASTER LIST OF DEFINITIONS

DEFINITION NAME	DESCRIPTION OF DEFINITION	DATE UPDATED
<b>DIRECT SUPPORT PERSONNEL (DSP):</b>	Families and/or staff employed or sub-contracted by a residential or community inclusion provider agency whose primary job responsibilities include direct hands-on support of individuals receiving services from the agency. These individuals are primary implementers of the Individual Support Plan (ISP) and carry out individualized strategies developed and trained to promote health, safety, and the achievement of ISP visions and desired outcomes. Direct Support Personal (DSP) are full participating members of the Interdisciplinary Team (IDT).	Apr-14
<b>DIRECT TREATMENT THERAPY MODEL:</b>	Implementation of therapeutic activities, which have been evaluated using professional judgment and determined to be appropriate exclusively for a skilled, licensed therapist to administer.	Apr-14
<b>DISCOVERY</b>	The process of collecting data, analyzing results, assessing performance and identifying areas of strength and opportunities for improvement.	
<b>DISRUPTIVE BEHAVIOR:</b>	Behavior that interrupts habilitation, creates a potential vulnerability for the individual, is potentially harmful to self or others, and calls significant negative attention to the individual. Disruptive behavior suspends desired support for the individual and their peers. Examples include verbal aggression, including threats and patently obscene and offensive language; risky decisions about health and safety; self-neglect, including extremely poor personal hygiene; problematic choices of friends and/or sexual partners; financial disregard; illicit drug and alcohol abuse; minor property damage; and chronic refusal of services required to satisfy Medicaid Developmental Disabilities Waiver (DDW) regulations.	Apr-14
<b>DISTRACTING BEHAVIOR:</b>	Behavior that others find annoying, “pesky,” negative, and undesirable that does not imminently cause significant harm, but may occur at a frequency and intensity that maintaining family and peer relationships and retaining staff are compromised. Distracting behavior may also exclude participation and presence in community settings. Active examples include perseverate questioning and comments; offensive language or gestures; constant touching and unusual self-regulating behavior. Passive examples include refusing to participate in activities; refusing to enter/exit vehicles or settings; and physical and personal withdrawal.	Apr-14
<b>DIVISION</b>	Means the New Mexico Department of Health, Developmental Disabilities Supports Division.	May-15
<b>DIVISION OF HEALTH IMPROVEMENT (DHI):</b>	Means the Division of Health Improvement within the New Mexico Department of Health (DOH).	Apr-14

**APPENDIX (A) DDS MASTER LIST OF DEFINITIONS**

<b>DEFINITION NAME</b>	<b>DESCRIPTION OF DEFINITION</b>	<b>DATE UPDATED</b>
<b>DURABLE MEDICAL EQUIPMENT (DME)</b>	Any equipment that provides therapeutic benefits to a patient in need because of certain medical conditions and/or illnesses. Durable Medical Equipment (DME) consists of items which are primarily and customarily used to serve a medical purpose; are not useful to a person in the absence of illness or injury; are ordered or prescribed by a physician; are reusable; can stand repeated use, and are appropriate for use in the home. DME includes, but is not limited to wheelchairs, hospital beds, traction equipment, canes, crutches, walkers, kidney machines, ventilators, oxygen, monitors, pressure mattresses, lifts, nebulizers, bili blankets and bili lights.	
<b>EARLY PERIODIC SCREENING DIAGNOSIS AND TREATMENT (EPSDT):</b>	The Medicaid Early Periodic Screening Diagnosis and Treatment (EPSDT) program that mandates certain services to Medicaid eligible children under the age of twenty one (21).	Apr-14
<b>e-CHAT - ELECTRONIC COMPREHENSIVE HEALTH ASSESSMENT TOOL:</b>	This tool must be completed for each adult receiving Living Supports through the Developmental Disabilities Waiver (DDW) and must be updated at least annually, upon hospital discharge, and upon significant change of condition. This tool may also be used for adults on the DDW who are not receiving Living Supports, but who wish to obtain this assessment in order to assist their team to plan appropriate health supports. This tool produces a medical acuity score of low, moderate, or high and indicates required areas for Healthcare Plans and medical emergency response plans.	Apr-14
<b>ELIGIBLE:</b>	Individuals who have met the financial and medical criteria to receive services through the Developmental disabilities Waiver (DDW).	Dec-15
<b>EMERGENCY PHYSICAL RESTRAINT:</b>	The use of personal, manual physical force to limit, prohibit, or preclude imminently dangerous behavior by restricting movement through specified and allowed sustained physical contact or holding procedures.	Apr-14
<b>ENVIRONMENTAL MODIFICATION PROVIDER AGENCY:</b>	The licensed contracting entity that constructs the environmental modification.	Apr-14
<b>ENVIRONMENTAL MODIFICATIONS</b>	Environment Modifications are physical adaptations, which provide direct medical or remedial benefits to the individual's physical environment. All environmental modifications must address the individual's disability and enable the individual to function with greater health, safety or independence.	2/15
<b>EXTENUATING CIRCUMSTANCES:</b>	Means when an individual experiences a situation that puts their safety or well being at risk. For example: a sudden loss of primary caregiver due to illness, injury or death of the caregiver, eviction from their current residence, sudden change of medical, behavioral or psychiatric condition, or a change in job duties that require new adaptive equipment or other supports to prevent loss of employment.	Apr-14

APPENDIX (A) DDS MASTER LIST OF DEFINITIONS

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<b>EXTREMELY COMPLEX:</b>	Means unique or co-existing conditions or diagnoses which result in a situation where one or more particular aspects of an individual's needs for Developmental Disabilities (DD) Waiver services significantly exceeds what can be accommodated within the individual's current New Mexico Developmental Disabilities Waiver (NM DDW) group assignment and other available resources.	Apr-14
<b>FACE-TO-FACE:</b>	Providing direct services in the physical presence of an individual with developmental disabilities, or in specific instances, the family of a child with developmental disabilities.	Apr-14
<b>FADING FACTOR:</b>	Core therapy/Behavior Support Consultation (BSC) hours are multiplied by a factor of 0.6 for ongoing therapy/BSC that does not meet the criteria for core therapy or BSC hours.	Apr-14
<b>FADING:</b>	The orderly process by which the therapist, or the Behavior Support Consultant (BSC), transfers the delivery or implementation of specific therapy strategies to non-therapists or non-Behavior Support Consultants, such as Direct Support Personal (DSP) and natural supports. When planned fading results in the discontinuation of a therapy/BSC service, the responsibility for support of current therapy strategies rests with another Interdisciplinary Team (IDT) provider agency.	Apr-14
<b>FAIR HEARING:</b>	A process that provides for an impartial review of Human Services Department (HSD) actions that affect public assistance program applicants, recipients, and providers.	Apr-14
<b>FAMILY LIVING SERVICES:</b>	Family Living is intended for individuals who are assessed to need residential habilitation to ensure health and safety while providing the opportunity to live in a typical family setting. Family Living is direct support and assistance to individuals residing in the home of a natural or host family member.	Apr-15
<b>FUNCTIONAL ACTIVITY FOR THERAPY:</b>	Goal-directed activity that is related to an individual's daily life routines in the areas of self-care, home and community living, education, work, leisure, and social participation.	Apr-14
<b>GENERIC SUPPORTS:</b>	Supports that are not specific to, or specifically designed for people with developmental disabilities.	Apr-14
<b>GROUP H REQUEST PACKET:</b>	Means the completed "INDIVIDUAL SUPPORT NEEDS REVIEW FORM" with all attachments indicated on that form as relevant to the nature/type of Group H Request being submitted.	Apr-14
<b>GUARDIAN:</b>	A judicially appointed person having authority to make decisions for an individual.	Dec-15
<b>HEALTH CARE COORDINATOR:</b>	The designated individual on the Interdisciplinary Team (IDT) who monitors and arranges for health care services for an individual in accordance with these standards.	Apr-14
<b>HEALTH CARE PLAN:</b>	A document developed by a licensed nurse that identifies the individual's health care needs, measurable health related goals, and specific activities to be implemented by licensed nurses, direct support personnel, caregivers or other members of the Interdisciplinary Team (IDT) to address identified health care needs and goals.	Apr-14

APPENDIX (A) DDS MASTER LIST OF DEFINITIONS

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<b>HIGH MEDICAL NECESSITY:</b>	An acute or chronic health status, including brain disorders that result in a dependency on medical care for which daily skilled (nursing) intervention is medically necessary.	Apr-14
<b>HUMAN RIGHTS COMMITTEE (HRC):</b>	Human Rights Committees (HRC) are required for residential service provider agencies to review and monitor the implementation of plans to ensure compliance with Human Rights requirements.	Apr-14
<b>HUMAN SERVICES RESEARCH INSTITUTE (HSRI)</b>	A leading research institute providing research at state and federal levels in the field of intellectual and/or developmental disabilities (I/DD) since 1976.	Dec-15
<b>IDEA:</b>	Individuals with Disabilities Education Act which relates to federal requirements for special education services through public schools.	Apr-14
<b>IMMEDIATE FAMILY MEMBER:</b>	Includes father (includes natural or adoptive or foster father, father-in-law, stepparent), mother (includes natural or adoptive or foster mother, mother-in-law, stepparent), brother (includes half-brother, step-brother), sister (includes half-sister, step-sister), son or daughter, step-son or step-daughter, adoptive or foster son or daughter, natural grandfather, natural grandmother, and spouse relationship to the individual.	Apr-14
<b>IMMINENT, SERIOUS PHYSICAL HARM:</b>	Harm certain to result in physical insult great enough to render an individual incapable of continuing usual activities regardless of whether medical intervention is needed.	Apr-14
<b>INAPPROPRIATE SEXUAL BEHAVIOR:</b>	See SEXUALLY INAPPROPRIATE BEHAVIOR.	Apr-14
<b>INDIVIDUAL</b>	Means a person with intellectual/developmental disabilities who is receiving supports and services for individuals with intellectual/developmental disabilities developmental disabilities by a service provider certified by, or funded in whole or in part with state funds administered by the department through contracts or agreements.	May-15
<b>INDIVIDUAL CASE FILE MATRIX:</b>	Means the table/chart which outlines which entity is responsible for maintaining each type of individual client document.	Apr-14
<b>INDIVIDUAL CASE FILE:</b>	Means a hard copy or electronic file of documents pertaining to eligibility, service delivery, service history and other pertinent information about the individual. The record shall document activities and services provided to individuals with developmental disabilities receiving community-based services. The specific documents required to be maintained by each type of agency (case management, living supports, community integrated employment, customized community supports) is listed in the Individual Case File Matrix.	Apr-14
<b>INDIVIDUAL SERVICE PLAN (ISP):</b>	A treatment plan for an eligible recipient that includes the eligible recipients needs, functional level, intermediate and long range goals, statement for achieving goals and specifies responsibilities for the care needs. The plan determines the services allocated to the eligible recipient within program allowances.	Apr-14

**APPENDIX (A) DDS MASTER LIST OF DEFINITIONS**

<b>DEFINITION NAME</b>	<b>DESCRIPTION OF DEFINITION</b>	<b>DATE UPDATED</b>
<b>INSTRUMENTAL ACTIVITIES OF DAILY LIVING (IADLs):</b>	Skills beyond basic self-care related to how individuals function within their homes, workplaces, and social environments. Instrumental Activities of Daily Living (ADL)s may include typical domestic tasks, such as driving, cleaning, cooking, and shopping, as well as other less physically demanding tasks such as operating electronic appliances and handling budgets.	Apr-14
<b>INTAKE AND ELIGIBILITY (IEB):</b>	Intake and Eligibility Bureau at Developmental Disabilities Supports Division (DDSD).	Apr-14
<b>INTEGRATED WORK SETTING:</b>	Work settings where non-disabled individuals are co-workers; or in which an individual with disabilities has consistent and regular opportunities for interacting with non-disabled individuals.	Apr-14
<b>INTENSIVE MEDICAL LIVING SERVICES</b>	Intense Medical Living Supports provide community living supports for individuals in a Supported Living environment who require daily direct skilled nursing, in conjunction with community living supports that promote health and assist the individuals to acquire, retain or improve skills necessary to live in the community and prevent institutionalization, consistent with each individual's Individual Service Plan (ISP).	Apr-15
<b>INTENSIVE NURSING CARE, CLINICAL OVERSIGHT AND HEALTH MANAGEMENT:</b>	Nursing clinical and health management supports indicated in the “Severe” or “Significant” category on the Intensive Medical Living Services eligibility parameters tool issued by Developmental Disabilities Supports Division (DDSD).	Apr-14
<b>INTERDISCIPLINARY TEAM (IDT) MEMBERS:</b>	The interdisciplinary team (IDT) is responsible for the development of the individual service plan (ISP) and for identifying the agencies and individuals responsible for providing the services and supports identified in the ISP. The IDT shall consist of the following core members: individual, case manager, guardian, helper, key community service provider staff, direct service staff, service coordinator, ancillary service providers, designated healthcare coordinator, and others.	Feb-15
<b>INTERDISCIPLINARY TEAM (IDT):</b>	A group of individuals including the person receiving services, their families and/or guardians, and a group of professionals, paraprofessionals and other support persons, who are responsible for the development and/or implementation of the Individual Service Plan (ISP).	Dec-15
<b>INTERIM HEALTHCARE PLANS:</b>	An initial plan developed soon after discharge or change of condition to provide immediate and temporary guidance that remains in place until a more formal health care plan may be developed.	Apr-14
<b>INTERMITTENT SKILLED NURSING:</b>	Direct skilled nursing provided on an occasional basis or scheduled on a less than daily basis.	Apr-14
<b>INTERN:</b>	An individual holder of an advanced degree or candidate for an advanced degree, participating in a practicum program approved by and under supervision of a university program.	Apr-14



**APPENDIX (A) DDS MASTER LIST OF DEFINITIONS**

<b>DEFINITION NAME</b>	<b>DESCRIPTION OF DEFINITION</b>	<b>DATE UPDATED</b>
<b>INTERVIEWER RELIABILITY AND QUALIFICATION REVIEW (IRQR)</b>	An annual American Association on Intellectual and Developmental Disabilities (AAIDD) review required for all SIS assessors. These reviews are conducted by an AAIDD trainer or other Supports Intensity Scale® (SIS) trainer approved by AAIDD. The Interviewer Reliability and Qualification Review (IRQR) is a reflection of SIS assessors' abilities to conduct an interview at a specific point in time.	Feb-15
<b>ISOLATION:</b>	See Seclusion and Isolation.	Apr-14
<b>JOB SEEKING SKILLS TRAINING (JSST)</b>	Job Seeking Skills Training is designed to assist an individual to successfully recognize and respond to potential job opportunities. Examples of this service include, but are not limited to: how to develop a resume and cover letter; locating job opportunities; following up with employers after competing an application or interview; how to answer difficult interview questions; typical business etiquette; and how to adapt to written and unwritten rules in the workplace. The outcome of the service should be that the individual has the skills and resources to assist in their job search and maintain employment once a job is secured.	Feb-15
<b>LEGAL GUARDIAN</b>	Means the parent of an individual with an intellectual/developmental disabilities if the individual is a minor or a legal guardian appointed or recognized pursuant to the Uniform Probate Code, Section 45-5-101, et seq. NMSA 1978 (1993 Repl.).	May-15
<b>LEVEL OF CARE (LOC):</b>	Level of Care criteria for Intermediate Care Facility (ICF-MR), to determine eligibility for the DDW.	Apr-14
<b>LICENSED DIETITIAN:</b>	A licensed, professional who has met the educational and clinical requirements set forth by the American Dietary Association (ADA) and licensure requirements set forth by the State of New Mexico.	Apr-14
<b>LICENSED PRACTICAL NURSE (LPN):</b>	Licensed Practical Nurse.	Apr-14
<b>LIFE THREATENING MEDICAL CONDITIONS:</b>	Conditions that have associated potential to cause cardiopulmonary arrest or respiratory arrest leading to cardiac arrest.	Apr-14
<b>LIVING SUPPORTS:</b>	Living Supports is a residential habilitation service that is individually tailored to assist individuals eighteen (18) years or older who are assessed to need daily support and/or supervision with the acquisition, retention, or improvement of skills related to living in the community to prevent institutionalization. Living Supports are intended to increase and promote independence and to support individuals to live as independently as possible in the community in a setting of their own choice.	Apr-15
<b>MAKING ACTION PLANS (MAPS)</b>	Making Action Plans (MAPs) are tools designed to assist individuals, organizations, and families figure out how to move into the future effectively, inclusively and creatively. MAPs are tools held in the hand if a creative facilitator who can truly listen to individual's desires. The tool focuses on the positives, the gifts, and the strengths of the individual.	Feb-15



APPENDIX (A) DDS MASTER LIST OF DEFINITIONS

DEFINITION NAME	DESCRIPTION OF DEFINITION	DATE UPDATED
<b>MANAGED CARE ORGANIZATIONS (MCO):</b>	Managed Care Organizations (MCO) means agencies contracted to provide health services through Centennial Care.	
<b>MEANINGFUL DAY:</b>	Individualized access for individuals with developmental disabilities to support their participation in activities and functions of community life that are desired and chosen by the general population. The term “day” does not exclusively denote activities that happen between 9:00 a.m. to 5:00 p.m. on weekdays.	Apr-14
<b>MECHANICAL RESTRAINT:</b>	The use of a physical device to restrict an individual’s capacity for desired or intended movement including movement or normal function of a portion of an individual’s body for the exclusive purpose of precluding challenging behavior without a secondary benefit for the individual. Use of this type of restraint is prohibited in the Developmental Disabilities Waiver (DDW) program.	Apr-14
<b>MEDICAL ADVERSE EVENTS:</b>	Omission of medical care or implementation of medical treatment outside of physician orders or treatment plan, which lead to an exacerbation of clinical condition or injury.	Apr-14
<b>MEDICAL ASSISTANCE DIVISION (MAD):</b>	The Medical Assistance Division (MAD) within the New Mexico Human Services Department.	Apr-14
<b>MEDICAL EMERGENCY RESPONSE PLAN (MERP):</b>	A document developed by the agency nurse or other health professional identified by the Interdisciplinary Team (IDT) that provides guidance to staff when an individual has a chronic condition or illness that has the potential to exacerbate into a life threatening situation. Each Medical Emergency Response Plan (MERP) addresses a single condition/illness.	Apr-14
<b>MEDICAL EMERGENCY:</b>	A health condition that is life threatening to the individual and requires rapid emergency intervention and treatment.	Apr-14
<b>MEDICATION ADMINISTRATION ASSESSMENT TOOL (MAAT):</b>	Medication Administration Assessment Tool (MATT), a tool issued by Developmental Disabilities Supports Division and conducted by the agency nurse to assist the team to determine the level of support an individual needs in order to safely take their medication.	Apr-14
<b>MEDICATION ADMINISTRATION RECORD (MAR):</b>	The legal document used to record when a person takes medication, refuses to take medication, misses a dose of medication, etc. The Medication Administration Record (MAR) includes, but is not limited to, the following: month, year, the person’s name, the person’s date of birth, name of person’s primary care practitioner, name(s) of medication, prescribed purpose(s) of the medication, and name(s) of staff providing medication support to the individual. Refer to New Mexico Administrative Code (NMAC) 16.19.11 for specific requirements regarding documentation on the MAR.	Apr-14
<b>MEDICATION DELIVERY:</b>	The method by which individuals take or receive their medication.	Apr-14

APPENDIX (A) DDS MASTER LIST OF DEFINITIONS

DEFINITION NAME	DESCRIPTION OF DEFINITION	DATE UPDATED
<b>MEDICATION ERROR:</b>	A breach of one of the five “Rs”, namely right individual, right medication, right time, right dose, and right route. The types of medication errors are: wrong individual, wrong medication (which includes administering a medication without an order), wrong time, missed dose (omission), wrong dose, and wrong route.	Apr-14
<b>MEDICATION ROUTE:</b>	A method of medication entry into an individual’s body (e.g., oral, injection, rectal or topical).	Apr-14
<b>MENTAL HEALTH THERAPIST:</b>	A licensed practitioner or qualifying intern with at least a master’s degree in a mental health allied field. Mental health therapists may offer services outside the Medicaid Developmental Disabilities Waiver (DDW) Program in private practice or as contractors, subcontractors or employees of other licensed providers or mental health agencies. The focus of services provided by a mental health therapist typically includes specific psychiatric conditions found in the current Diagnostic and Statistical Manual (DSM) of the American Psychiatric Association.	Apr-14
<b>NATURAL ENVIRONMENTS (FOR THERAPY SERVICES):</b>	The settings where an individual lives their life irrespective of therapy services. These settings would be included in the individual’s routines if they were not a setting for therapy sessions. Individuals’ Individual Service Plan (ISP) visions may identify non-traditional settings of interest to that individual for exploration and/or continued participation. This does not include an office clinic setting and should not be identified because of the therapist’s interest in a specific treatment modality alone.	Apr-14
<b>NATURAL FAMILY MEMBER:</b>	An individual related by blood or adoption to include: mother, father, brother, sister, aunt, uncle, grandmother, grandfather, son, or daughter.	Apr-14
<b>NATURAL SUPPORTS:</b>	Personal associations and relationships typically developed in the community that enhance the quality and security of life for people, including, but not limited to, family relationships; friendships reflecting the diversity of the neighborhood and the community; association with fellow students or employees in regular classrooms and work places; and associations developed through participation in clubs, organizations, and other civic activities. It includes community supports that are typically not funded under the DDW or other publicly funded developmental disabilities programs that assist the individual and facilitates integration into the community (non-paid supports).	Apr-14
<b>NEW ALLOCATION FACTOR:</b>	Core therapy/Behavior Support Consultation (BSC) hours are multiplied by a factor of 1.2 for therapy/BSC budgets that meet the following criteria: a) therapy/BSC services are initiated within the first twelve (12) months of the effective date of the initial ISP; b) the individual has never received therapy or BSC services through the Developmental Disabilities Waiver (DDW); or c) the individual has not had the particular therapy for one ISP budget cycle or BSC service for two or more budget cycles.	Apr-14
<b>NEW ALLOCATION:</b>	An initial DDW budget for an individual who is coming off of the Central Registry for DDW services .	Apr-14

APPENDIX (A) DDS MASTER LIST OF DEFINITIONS

DEFINITION NAME	DESCRIPTION OF DEFINITION	DATE UPDATED
<b>NEW MEXICO DEVELOPMENTAL DISABILITIES WAIVER (NM DDW) GROUP</b>	Seven New Mexico Developmental Disabilities Waiver (NM DDW) Groups labeled from A-G from least to most supports needs. Individuals with similar pattern and intensity of support needs are assigned to the same NM DDW Group. In addition, NM DDW Group C includes individuals with moderate to above average behavioral challenges; NM DDW Group F includes individuals with extraordinary medical risk, and NM DDW Group G includes individuals with extraordinary behavioral challenges including dangerousness to others or extreme self-injury risk.	Apr-14
<b>NEW MEXICO DEVELOPMENTAL DISABILITIES WAIVER (DDW) GROUP A:</b>	Adults in this group have minimal needs and require the least amount of support. These individuals have SIS scores that indicate they have less general support needs (Home Life, Health and Safety Support Needs) than 75% of the population with developmental disabilities. Most of these adults have mild intellectual disabilities. They are capable of managing many aspects of their lives independently. Supports are typically of an intermittent nature. These individuals may not receive 24/7 paid supports and have a significant amount of time spent alone and/or with unpaid natural supports. They can engage independently in the community.	Apr-14
<b>NEW MEXICO DEVELOPMENTAL DISABILITIES WAIVER (DDW) GROUP B:</b>	Adults in this group require more support than NM DDW Group A, but also receive intermittent rather than 24/7 paid supports. Some time is spent alone, engaging independently in certain community activities and/or with unpaid natural supports. Many of these individuals have mild intellectual disabilities, although broader ranges of intellectual disabilities do occur in this Group. Although these individuals require more support to meet personal needs than those in NM DDW Group A, their support needs are still generally minimal in a number of life areas. This group has fewer general support needs (Home Life, Community, Health and Safety Support Needs) than 50% of the population with developmental disabilities.	Apr-14
<b>NEW MEXICO DEVELOPMENTAL DISABILITIES WAIVER (NM DDW) GROUP H:</b>	Means an assignment required to address rare and/or exceptional situations for individuals with documented extenuating circumstances or extremely complex needs, consistent with this procedure.	Apr-14
<b>NEW MEXICO DEVELOPMENTAL DISABILITIES WAIVER (NM DDW) PLANNING PACKET</b>	A packet compiled by Developmental Disabilities Supports Division (DDSD) with information needed to plan for services. Information includes a Supports Intensity Scale <sup>®</sup> (SIS) report, fair hearing rights, New Mexico Developmental disabilities Waiver (NM DDW) Group Assignment and/or categorical Group H status, and service package options.	Feb-15
<b>NEW MEXICO MEDICAID STATE PLAN SERVICES:</b>	Means health related benefits available to <i>all</i> New Mexico Medicaid recipients who meet applicable medical necessity criteria.	Apr-14

**APPENDIX (A) DDS MASTER LIST OF DEFINITIONS**

<b>DEFINITION NAME</b>	<b>DESCRIPTION OF DEFINITION</b>	<b>DATE UPDATED</b>
<b>NEW MEXICO MEDICAID THIRD PARTY ASSESSOR (TPA):</b>	The contractor that determines and re-determines Level of Care (LOC) and medical eligibility as well as review and approval of Individual Service Plans and prior authorization and utilization management activities for the Developmental Disabilities (DD) Waiver Program.	Apr-14
<b>NEW MEXICO SERVICE PACKAGES:</b>	Service packages include an array of services and are based on groups identified using the New Mexico Developmental Disabilities Waiver (NM DDW) Group and living arrangement. Service packages are made up of a base budget, professional services budget, and other service budget.	Apr-14
<b>NEW MEXICO SUPPLEMENTAL QUESTIONS:</b>	A series of questions related to extraordinary medical and behavioral support needs experienced by certain Developmental Disabilities Waiver (DDW) individuals.	Apr-14
<b>NEW MEXICO SUPPORTS INTENSITY SCALE (SIS) ASSESSMENT CHECKLIST:</b>	A quality assurance mechanism which is completed by respondents during the SIS assessment to verify that key elements of the New Mexico Scheduling and Interview Guidelines were followed.	Feb-15
<b>NEW THERAPY REFERRAL:</b>	A therapy referral for an individual who had no therapy hours on the previous Individual Service Plan (ISP) budget for that therapy discipline.	Apr-14
<b>NON-AMBULATORY:</b>	Not able to walk independently without support.	Apr-14
<b>NON-MEDICAL HEALTH CARE:</b>	Assistance with minor health needs such as first aid for minor cuts and scrapes, using menstrual supplies, or hygiene to promote health (e.g., nail cutting, denture cleaning).	Apr-14
<b>NURSE PRACTICE ACT:</b>	The New Mexico statute which governs the regulations and licensing of nurses or certification of certified medication aides.	Apr-14
<b>NURSE:</b>	A registered nurse (RN) or licensed practical nurse (LPN) who is currently licensed by the New Mexico Board of Nursing.	Apr-14
<b>NUTRITION CONSULTATION SERVICES PROVIDER:</b>	An approved agency that provides nutrition consultation services under contract with the Developmental Disabilities Supports Division (DDSD).	Apr-14
<b>OCCUPATIONAL THERAPY</b>	Occupational therapy is a skilled licensed therapy service involving the use of everyday life activities (occupations) for the purpose of evaluation, treatment and management of functional limitations. OT addresses physical, cognitive, psychosocial, sensory and other aspects of performance in a variety of contexts to support engagement in everyday life activities that affect health, well-being and quality of life.	May-15
<b>ONGOING THERAPY DISCHARGE PLAN:</b>	A written plan developed by the Interdisciplinary Team (IDT) to assure that pertinent strategies developed by the therapist are integrated into the ISP and other plans as appropriate. The document is retained in IDT minutes. Discontinuation of a service providing the Direct Treatment Model therapy targeted is not subject to this requirement.	Apr-14
<b>ONGOING THERAPY:</b>	Therapy services provided after the initial Individual Service Plan (ISP) budget that include therapy hours for at least six (6) months of the ISP budget year for that therapy discipline.	Apr-14

**APPENDIX (A) DDS MASTER LIST OF DEFINITIONS**

<b>DEFINITION NAME</b>	<b>DESCRIPTION OF DEFINITION</b>	<b>DATE UPDATED</b>
<b>ORDERS:</b>	Written, electronic, fax, verbal or phone instructions from a healthcare practitioner that provides direction for care or treatment. Verbal and phone orders shall be documented and signed by the receiving nurse and faxed to the healthcare practitioner for countersignature to be retained in the record.	Apr-14
<b>OTHER SERVICES BUDGET:</b>	Services that will be available for all eligible individuals as needed. Examples include but are not limited to Adult Nursing, Initial Therapy Assessments, Non-Medical Transportation, Environmental Modifications, Assistive Technology, Preliminary Risk Screening and Consultation, Socialization and Sexuality Education, and Personal Support Technology.	Apr-14
<b>PARENT:</b>	The natural or adoptive mother, father, stepmother, or stepfather.	Apr-14
<b>PARTICIPATORY APPROACH TO THERAPY INTERVENTION:</b>	The state mandated philosophy that asserts the physical and communicative participation in life activities is possible for all individuals. Therapy service providers must incorporate this approach during provision of all therapy services including assessment, strategy development, strategy training, etc.	Apr-14
<b>PERSON CENTERED PLANNING:</b>	A process, directed by the family or the individual-served, intended to identify the strengths, capacities, preferences, needs and desired outcomes of the individual.	Apr-14
<b>PERSONAL HOME:</b>	The primary residence of the individual that is owned, leased, or rented (in whole or in part) by the individual.	Apr-14
<b>PHYSICAL INTERVENTION:</b>	The use of touch and/or brief physical redirection with minimal physical force to guide or direct an individual from danger or as an adjunct to instruction. Physical intervention changes the direction of movement rather than stopping or preventing movement.	Apr-14
<b>PHYSICAL REDIRECTION:</b>	The use of touch and/or body position with minimal physical force to redirect attempts by an individual to strike or otherwise cause physical insult or harm.	Apr-14
<b>PHYSICAL THERAPY</b>	Physical therapy is a skilled licensed therapy service involving the diagnosis and management of movement dysfunction and the enhancement of physical and functional abilities. PT addresses the restoration, maintenance and promotion of optimal physical function, wellness and quality of life related to movement and health.	May-15
<b>PLANNING ALTERNATIVE TOMORROWS WITH HOPE (PATHS)</b>	Planning Alternative tomorrows with Hope (PATH)s evolved from the Making Action Plan (MAP)s process. It offers the opportunity to extend the MAPs steps and to put into place a plan of action. PATH is a self-sustaining planning process. It is another tool to address long range and short term planning and involves 8 short steps. It is co-facilitated by 2 trained facilitators.	Feb-15



APPENDIX (A) DDS MASTER LIST OF DEFINITIONS

DEFINITION NAME	DESCRIPTION OF DEFINITION	DATE UPDATED
<b>POSITIVE BEHAVIOR SUPPORTS ASSESSMENT (PBSA):</b>	The process by which an authorized Medicaid Developmental Disabilities Waiver (DDW) Behavior Support Consultant evaluates contributing factors to an individual’s challenging behaviors and prepares a written report of these findings. The Positive Behavior Supports Assessment (PBSA) provides the essential analysis upon which behavioral interventions are based. The findings are a result of observation and/or interview with the individual and family and other team members, and a functional assessment of behaviors. The PBSA contains detailed information on the individual’s current life circumstances and life skills, describes current behavioral challenges, and identifies factors that contribute to the pursuit of meaningful relationships, community integration, and skill development.	Apr-14
<b>POSITIVE BEHAVIOR SUPPORTS PLAN (PBSP):</b>	A document written by an authorized Medicaid Developmental Disabilities Waiver (DDW) Behavior Support Consultant that details the strategies and interventions to be used in interacting with the individual on a daily basis in all relevant life settings. The PBSP contains details of prevention and intervention strategies, substitute skill development, teaching strategies, and desired long-term changes affecting quality of life. The PBSP describes monitoring and data collection procedures enabling evaluation of client progress and plan effectiveness.	Apr-14
<b>PRACTITIONER ORDERS:</b>	Medical instructions prescribed by a physician, physician assistant, certified nurse practitioner, or prescribing psychologist.	Apr-14
<b>PRACTITIONER RECOMMENDATIONS:</b>	Suggested course of action related to medical symptoms or condition written or discussed by a medical professional including physician, physician assistant, certified nurse practitioner, psychologist, speech language pathologist, occupational therapist, physical therapist, behavior support consultant, dietician, dentist, or pharmacist.	Apr-14
<b>PRELIMINARY RISK SCREENING (PRS):</b>	A consultative interview of an individual who has a recent incident or history of engaging in sexually inappropriate and/or offending behavior. The screening is used to identify and assess risk factors for re-offending behaviors, to determine whether further assessment is warranted and to identify educational and risk management strategies.	Apr-14
<b>PRIMARY CARE PRACTITIONER (PCP):</b>	The individual’s primary medical care provider, usually a Medical Doctor, Physician’s Assistant, or Certified Nurse Practitioner.	Apr-14
<b>PRIMARY FREEDOM OF CHOICE</b>	Means that an individual or the legal guardian applying for waiver services is assured the opportunity to choose his/her own case management agency.	May-15
<b>PRIOR AUTHORIZATION:</b>	The process for submitting a request for approval of services for budgeting and billing purposes.	Apr-14
<b>PRN [Latin term; Pro Re Nada]:</b>	Referring to prescribed or over-the-counter medications (including comfort medications) or treatments taken or used only on an as-needed basis at times when particular symptoms occur.	Apr-14



APPENDIX (A) DDS MASTER LIST OF DEFINITIONS

DEFINITION NAME	DESCRIPTION OF DEFINITION	DATE UPDATED
<b>PRN MEDICATION USE FOR BEHAVIORAL CONTROL:</b>	Any chemical agent ordered on an “as needed” basis used for the effect it exerts on the central nervous system in terms of altering thoughts, feelings, mental activities, mood, and behavior. This includes chemical agents considered psychotropic and those with psychoactive effects not considered psychotropic.	Apr-14
<b>PRN PSYCHOTROPIC MEDICATION PLAN (PPMP):</b>	A document developed by the Behavior Support Consultant in collaboration with the agency nurse that provides guidance to direct support personnel when the usual interventions and supports included in the Positive Behavioral Support Plan (PBSP) are insufficient to ensure the health and safety of the individual or others and/or is an effective alternative to a regularly prescribed psychotropic medication. If a PRN psychotropic medication is ordered, the primary reason for the medication is to assist with managing emotional distress that is expressed behaviorally, and may only be written in a PPMP, and an individual’s Healthcare Plan, not in a PBSP or in a Medical Emergency Response Plan (MERP).	Apr-14
<b>PRN PSYCHOTROPIC MEDICATION:</b>	See definition for PRN Medication Use for Behavioral Control.	Apr-14
<b>PROFESSIONAL SERVICES BUDGET (PSB):</b>	Occupational, Physical and Speech Language Therapies, Nursing, and Behavioral Support Consultation. Note that within the Professional Services Budget (PSB), a total dollar amount will be authorized separately for Therapy and Behavioral Support Consultation (BSC).	Apr-14
<b>PROGRESS REPORT:</b>	The written summary of a specific service provided that documents an individual’s status, identifies factors that impact the individual’s progress, and provides recommendations for future Interdisciplinary Team (IDT) planning considerations.	Apr-14
<b>PROVIDER AGENCY</b>	Means a private entity that has entered into a contract or Provider Agreement with the Division or that is certified by the Division for the purpose of providing supports and services to individuals with developmental disabilities. When the context requires, the service provider means the executive director or administrator having authority to bind the service provider. Service provider does not include facilities operated by the department .	May-15
<b>PROVIDER AGENCY:</b>	A private entity that has entered into a contract or Provider Agency Agreement with the Department of Health (DOH) or that is certified by the DOH for the purpose of providing supports and services to individuals with developmental disabilities. The Provider Agency may be a corporation, or sole proprietor, or other legal business entity.	Apr-14
<b>PRUDENT NURSING:</b>	Standards of care in nursing for practices that a reasonably prudent nurse would use.	Apr-14

**APPENDIX (A) DDS MASTER LIST OF DEFINITIONS**

<b>DEFINITION NAME</b>	<b>DESCRIPTION OF DEFINITION</b>	<b>DATE UPDATED</b>
<b>PSYCHOACTIVE MEDICATION:</b>	A chemical substance that acts on the central nervous system which results in temporary changes to perception, mood, consciousness, cognition and behavior. These medications are designed and intended for a different purpose than their central nervous system effects; for example, pseudoephedrine is designed as a decongestant, but may stimulate some people and sedate others. Psychoactive medications which are not usually described as psychotropic shall be considered psychotropic when they are prescribed for their effects on behavior; two classes of medications often prescribed in this way are anticonvulsants (e.g., divalproex sodium) and beta-blockers (e.g. propranolol).	Apr-14
<b>QUALIFIED ASSESSOR:</b>	An individual trained and certified by the American Association on Intellectual and Developmental Disabilities (AAIDD) to conduct the Supports Intensity Scale® (SIS) assessments.	Feb-15
<b>QUALIFIED HEALTH PROFESSIONAL:</b>	A physician, nurse practitioner, physician assistant or agency nurse.	Apr-14
<b>QUALIFIED RESPONDENT/ QUALIFIED PRIMARY RESPONDENT:</b>	Any support person such as: a parent, teacher, direct support provider, work supervisor or other natural support person who has known the individual for at least three (3) months, has observed the individual in one or more environments, and is comfortable relating his support needs. A qualified respondent can also be the individual being assessed if the individual can accurately report support needs.	Feb-15
<b>REGISTERED DIETITIAN:</b>	A licensed, certified professional who has met the educational and clinical requirements set forth by the American Dietary Association (ADA) and licensure requirements set forth by the State of New Mexico.	Apr-14
<b>REGISTERED NURSE (RN):</b>	A nurse who practices professional registered nursing and whose name and pertinent information are entered in the register of licensed registered nurses maintained by the board, or a nurse who practices professional registered nursing pursuant to a multi-state licensure privilege as provided in the Nurse Licensure Compact.	Apr-14
<b>REMEDATION</b>	Means a process of taking action to remedy specific issues resulting from discovery assessments to bring performance up to acceptable levels.	
<b>RESIDENCE:</b>	A single home or any contiguous dwelling with separate designated access, or in a dwelling within the line of vision (allowing for an adjacent mobile home or cottage within close proximity) that one or more served individuals with disabilities live continuously and for whom there are designated paid staff or other direct supports provided by a Provider Agency in that setting.	Apr-14

**APPENDIX (A) DDS MASTER LIST OF DEFINITIONS**

<b>DEFINITION NAME</b>	<b>DESCRIPTION OF DEFINITION</b>	<b>DATE UPDATED</b>
<b>RESOURCE ALLOCATION MODEL (FOR PROFESSIONAL SERVICES):</b>	The maximum therapy/Behavioral Support Consultation (BSC) budget for each therapy or BSC discipline, based on the core therapy or BSC budget, multiplied times any relevant factor adjustments plus a Comprehensive Aspiration Risk Management (CARMP), Crisis, or Preliminary Risk Screening and Consultation( PRSC) add on, if applicable.	Apr-14
<b>RESPIRE:</b>	A support service to allow the primary caregiver to take a break from care giving responsibilities while maintaining adequate supervision and support to the individual during the absence of the primary caregiver.	Apr-14
<b>RISK EVALUATOR:</b>	A professional who meets the qualification requirements and has completed the training requirements to provide Preliminary Risk Screening and Consultation services.	Apr-14
<b>RISK FACTORS:</b>	A set of internal stimuli or external circumstances that triggers an individual's loss of self-control and increases the risk for re-offending or reoccurrence of the inappropriate behavior that could include but is not limited to demonstrated sexual, aggressive or other anti-social behaviors.	Apr-14
<b>RISK MANAGEMENT PLAN (RMP):</b>	A supplement to the Positive Behavioral Support Plan (PBSP) that describes a supportive set of interventions designed to increase manageability of risk and based on the outcomes of a preliminary risk screening.	Apr-14
<b>RISK MANAGEMENT:</b>	The strategies and supervision used to reduce or mitigate risk presented by a person who exhibits or has exhibited inappropriate sexual behavior.	Apr-14
<b>ROUTINE:</b>	Activities or services that occur on a predetermined schedule.	Apr-14
<b>SAFETY RISK STATUS:</b>	The level of support needed to ensure an individual's health and safety.	Apr-14
<b>SECLUSION AND ISOLATION:</b>	The use of coercion or physical force to confine an individual alone in a room or limited space that prevents interaction with others. This applies whether the setting is mechanically locked or forcibly contained by other means. This does not include limiting access to specifically identified areas such as housemate bedrooms, or any areas deemed unsafe such as closets with cleaning solvents. This definition does not include or eliminate an individual's preference to spend time alone.	Apr-14
<b>SECONDARY FREEDOM OF CHOICE</b>	Means an individual or the legal guardian's the right to choose an authorized service provider as long as the particular service has been approved in the ISP. The decision to change providers can be made by the individual or his/her guardian.	May-15
<b>SELF IMPOSED MORATOIRUM</b>	Means a provider agency with the approval of the regional office(s) and the DDS Director or his/her designee, requesting and receiving a freeze on the requirement to accept all new individuals into a specified service for a specified period of time, in a specified DDS region and/or in specified counties.	May-15
<b>SELF-ADVOCACY:</b>	When people with disabilities, whether individually or in groups, speak or act on behalf of themselves, others, or on behalf of issues that affect people with disabilities.	Apr-14

APPENDIX (A) DDS D MASTER LIST OF DEFINITIONS

DEFINITION NAME	DESCRIPTION OF DEFINITION	DATE UPDATED
<b>SELF-DETERMINATION:</b>	When people with disabilities exercise their ability to direct their own supports and services.	Apr-14
<b>SELF-PROTECTIVE BEHAVIOR:</b>	Actions taken to assure personal safety during a crisis. This may include using one’s hands or arms to block attempted blows, employing grasp release strategies identified in approved crisis intervention protocols, or the use of pillows or other soft materials to absorb impact.	Apr-14
<b>SEMI-ANNUAL REPORTS:</b>	Report by each service provider of progress toward Individual Service Plan (ISP) outcomes for which the agency has responsibility, with a description of other significant life changes impacting the individual which is due by the 190th day following the ISP effective date.	Apr-14
<b>SERVICE PACKAGE:</b>	Consists of services available in each New Mexico Developmental Disabilities Waiver (NM DDW) Group that can be accessed through the base budget, a professional service budget, and other services budget that make up the total funding authorized in the eligible recipient’s Individual Service Plan (ISP). Services included in the services package for each NM DDW Group are specified in the Developmental Disabilities Supports Division (DDSD) Service Standards. The services package for each NM DDW Group allows an eligible recipient flexibility to choose services to meet his/her needs within the maximum amount allowed in the service package assigned to the corresponding NM DDW Group.	Apr-14
<b>SETTING FACTORS:</b>	Interpersonal, intrapersonal, environmental and activity considerations that “set the stage” for emotional distress and subsequent behavioral expression. Setting factors are included as broad considerations of behavioral antecedents and precursors.	Apr-14
<b>SEXUALLY INAPPROPRIATE BEHAVIOR:</b>	Any sexual act that violates social norms or mores concerning appropriate sexual boundaries, or increases the potential for sexual injury to self and/or others.	Apr-14
<b>SEXUALLY OFFENDING BEHAVIOR:</b>	Any sexual act that violates existing laws.	Apr-14
<b>SHORT TERM PLACEMENT/STAY:</b>	Prior authorized admission of an individual into Intensive Medical Living Services for thirty (30) days or less.	Apr-14
<b>SIGNIFICANT CHANGE IN CONDITION:</b>	The individual has experienced one or more of the following: a decline or improvement in physical, cognitive or functional ability; a new diagnosis or event that requires a change in medication or treatment or requires creation or revision to a health care, therapy, Positive Behavioral Support Plan, Behavioral Crisis Intervention Plan or Medical Emergency Response Plan; a change in medication or the medication route that would permanently alter the level of assistance with medication delivery.	Apr-14

APPENDIX (A) DDSD MASTER LIST OF DEFINITIONS

DEFINITION NAME	DESCRIPTION OF DEFINITION	DATE UPDATED
<b>SIGNIFICANT CHANGE IN PERSONAL LIFE CIRCUMSTANCES:</b>	A change in personal circumstances that have been part of an individual's long term stability and affect an individual's personal support needs. This may include one or more of the following: changes in long term living environment, loss of a job, significant life transition such as going from living at home to living on own, or changes long-term support systems, such as a loss of a parent.	Apr-14
<b>SIS ONLINE</b>	The application Developmental Disabilities Supports Division (DDSD) uses to maintain Supports Intensity Scale <sup>®</sup> (SIS) data including notes, demographic information, raw scores, and standards score conversions for each individual assessment conducted.	Feb-15
<b>SIS SUM ABE:</b>	Refers to the sum of the standard scores from <i>Supports Intensity Scale</i> <sup>®</sup> (SIS) Section I, part A Home Living, Part B Community Living and Part E Health and Safety.	Apr-14
<b>SPECIALIZED MEDICAL OR EMPLOYMENT RELATED APPOINTMENTS:</b>	A work related or clinical visit that is intended to address current concerns. The therapist participates in order to provide professional input and to obtain needed clinical information.	Apr-14
<b>SPEECH AND LANGUAGE PATHOLOGY</b>	Speech and language services is a skilled therapy service provided by a SLP that involves the non-medical application of principles, methods and procedures for the diagnosis, counseling and instructions related to the development of and disorders of communication including speech, fluency, voice, verbal and written language, auditory comprehension, cognition, swallowing dysfunction and sensorimotor competencies.	May-15
<b>STABLE:</b>	The individual's condition is unchanged; signs and/or symptoms are within established ranges, frequencies or patterns. The individual's condition does not require frequent assessment or monitoring by a licensed nurse or behavioral health professional to determine their status or their response to medication or treatment.	Apr-14
<b>STAFF TO INDIVIDUAL RATIO:</b>	The number of individuals an employed staff member or subcontractor is responsible for in terms of caseload, stated as a full-time equivalent in relation to number of individuals.	Apr-14
<b>SUBSTITUTE CARE:</b>	The provision of Living Supports- Family Living services by an agency staff or subcontractor during a planned/scheduled or emergency absence of the direct service provider.	Apr-14
<b>SUPERVISION BY A REGISTERED NURSE FOR INTENSIVE MEDICAL LIVING:</b>	A Registered Nurse (RN), licensed in good standing in the State of New Mexico, who provides a minimum of weekly visits to an intensive medical residence in order to directly assess and monitor the condition of the individual, and who oversees the performance of the licensed practical nurses and non-licensed staff. An RN supervisor must be available for on call or must be available as a backup for an License Practical Nurse (LPN )who is on call.	Apr-14

**APPENDIX (A) DDS D MASTER LIST OF DEFINITIONS**

<b>DEFINITION NAME</b>	<b>DESCRIPTION OF DEFINITION</b>	<b>DATE UPDATED</b>
<b>SUPPLEMENTAL QUESTIONS (SQs)</b>	Questions added by New Mexico Developmental Disabilities Supports Division at the end of SIS assessment process to collect additional information for the New Mexico Developmental Disabilities (NM DDW) Group assignment process. Questions relate to extraordinary medical risk, extreme dangerousness to others, extreme self-injury risk.	Feb-15
<b>SUPPORT NEEDS:</b>	The type, frequency and duration of help an individual needs to successfully complete life activities.	Apr-14
<b>SUPPORT:</b>	The assistance to an individual that may or may not include a paid service.	Apr-14
<b>SUPPORTED LIVING SERVICES:</b>	Supported Living is intended for individuals who are assessed to need residential habilitation to ensure health and safety. Supported Living services are designed to address assessed needs and identified individual outcomes. Supported Living providers are responsible for providing an appropriate level of services and supports twenty-four (24) hours per day, seven (7) days per week.	Apr-15
<b>SUPPORTS INTENSITY SCALE (SIS) REASSESSMENT:</b>	the complete SIS assessment conducted prior to the standard three year cycle established by Developmental Disabilities Supports Division policy regarding use of the SIS assessment.	Apr-14
<b>SUPPORTS INTENSITY SCALE® (SIS):</b>	A reliable, valid, standardized assessment designed to measure the pattern and intensity of supports needed for people (16 years or older) with Intellectual/Developmental Disabilities (I/DD) to be successful in community settings. The SIS was developed by the American Association on Intellectual and Developmental Disabilities (AAIDD) between 1998 and 2003, with norms based on people with I/DD, 16 years or older, and was released for use in 2004.	Apr-14
<b>SURROGATE FAMILY PROVIDER:</b>	A Living Supports- Family Living provider that is not related by affinity or consanguinity.	Apr-14
<b>TEACHING AND SUPPORT STRATEGIES (TSS):</b>	Strategies to achieve the stated outcomes for an individual.	Apr-14
<b>THERAPY CRITERIA:</b>	The conditions that must be met before therapy services will be approved. There are different therapy criteria for initial therapy services and ongoing therapy services.	Apr-14
<b>THERAPY EVALUATION:</b>	The documentation of a therapy assessment process inclusive of recommendations. This document may also have other titles such as Assessment Report, Summary of Assessment Results, Annual Re-assessment or Annual Re-evaluation.	Apr-14
<b>THERAPY SERVICE PRIOR AUTHORIZATION REQUEST</b>	DDS D form to request prior authorization for on-going therapy services.	May-15



**APPENDIX (A) DDSD MASTER LIST OF DEFINITIONS**

<b>DEFINITION NAME</b>	<b>DESCRIPTION OF DEFINITION</b>	<b>DATE UPDATED</b>
<b>THIRD PARTY ASSESSOR (TPA)</b>	The Third Party Assessor is the utilization review agent of Human Services Division (HSD) who may perform such functions as authorizing budgets and Level of Care (LOC); a contract entity with the authority to determine medical necessity and approve Individual Service Plan (ISP)s.	Apr-15
<b>TIMELY IMPLEMENTATION OF HEALTHCARE ORDERS:</b>	Timely implementation shall be immediate for emergency medications or orders; eight (8) hours for initiation of urgent care medication and orders, initiation of prescription pain medication or first antibiotic dose; and twenty-four (24) hours for initiation of routine medications and orders.	Apr-14
<b>TIMELY MEDICAL ASSESSMENT:</b>	The amount of time taken to perform an assessment so that a good healthcare outcome is achieved for an individual. Emergency situations require that an individual be assessed immediately either by calling 911 or by transport to an emergency room. Urgent situations require that a nurse, physician, or other appropriate healthcare practitioner assess an individual within eight (8) hours. Routine situations require that a nurse, physician or other appropriate healthcare practitioner see the individual as soon as an appointment can be scheduled.	Apr-14
<b>TRIAL WORK OPPURTUNITIES</b>	Trial Work Opportunities typically occur when a job candidate and an employer are close to a hiring decision. The employer may want to know if the potential employee would be a good match for the position and the company. The potential worker may be hired for a short period of time as a "Job Try-Out". Wages are required to be paid for the time worked. A job tryout also gives the candidate an opportunity to better understand the company and the expectations of the position that the or she is considering. See "Community-Based Situational Assessment" for Trial Work Opportunities that occur in settings where there is no expectations of the employer hiring the individual permanently.	Feb-15
<b>VISIT:</b>	A face-to-face interaction or observation.	Apr-14
<b>VOLUNTEER:</b>	An unpaid individual who carries out service or support activities.	Apr-14
<b>WRITTEN DIRECT SUPPORT INSTRUCTIONS (WDSI):</b>	A document created by a therapist, describing procedures or strategies to be implemented by Direct Support Personnel (DSP) to support an individual with health, safety, increased participation, and independence. The authoring therapist must provide training to DSP responsible for implementation of Written Direct Support Instructions (WDSI).	Apr-14
<b>YOUNG ADULTS</b>	Means persons between the ages of 18 through 20 years of age who are allocated to the Developmental Disabilities (DD) Waiver and are receiving specific services as identified in the Developmental Disabilities Supports Division (DDSD) Standards and Policies. Persons under age 21 are eligible for medical services funded by their Medicaid provider under the Early Periodic Screening, Diagnosis and Treatment (EPSDT) benefit. Upon their 21st birthday, the person is considered to be an Adult recipient of DD Waiver services.	Dec-15