

GLOSSARY

ACCESSIBLE – Easy to approach, enter, operate, participate in, or use safely, independently and with dignity by a person with a disability (i.e. site, facility, work environment, service or program).

ADAPTIVE EQUIPMENT- Specially designed equipment or device which helps individuals with disabilities function effectively in performing tasks.

ADULT DAY CARE – (also called **ADULT DEVELOPMENT TRAINING (ADT)** and **FACILITY BASED ADULT DEVELOPMENT TRAINING**) - Programs designed to facilitate the acquisition of pre-vocational, behavioral, and independent living skills. ADT programs concentrate on cognitive development, communication development, physical development, and pre-vocational skills development.

ADULT SERVICE PROVIDER – An agency that provides services to individuals with disabilities after they have graduated from school. The services can include, but are not limited to, service coordination, residential services or employment support. The adult service provider may become involved in the final months of the transition process to insure a seamless change of supports.

ADVOCACY ORGANIZATIONS AND GROUPS - Individuals who represent and support the interests and causes of a specific individual or group of people, as in the case of advocacy groups who support the rights of individuals with disabilities.

AFFIRMATIVE INDUSTRY - A business/industry whose primary goal is to provide employment for persons with disabilities. It is operated as a business enterprise in which disabled and non-disabled employees work together to carry out the functions of the business. On-the-job training of disabled, as well as non-disabled, employees is the primary type of training provided.

APHASIA - A communication disorder characterized by difficulty understanding and/or producing language.

ASSESSMENT - The process of evaluating an individual, used to determine level of functioning, establish eligibility for services, determine a diagnosis, plan intervention, and measure treatment outcomes.

ASSISTIVE TECHNOLOGY –Equipment and/or assistive aids used by individuals with disabilities in order to perform functions that might be otherwise difficult or impossible to perform. These aids can be homemade, purchased off the shelf, modified, or commercially available, and can range from low tech (e.g. pencil grips, splints, paper stabilizers) to high tech (e.g. computers, voice synthesizers, Braille readers).

ATTENDANT SERVICES - Assistance provided by an aide to people with disabilities who need help in activities of daily living.

AUTISM SPECTRUM DISORDER (ASD) - A developmental disability significantly affecting verbal and nonverbal communication and social interaction, generally evident before age 3, that adversely affects a child's educational performance. Other characteristics often associated with autism are engagement in repetitive activities and stereotyped movements, resistance to environmental change or change in daily routines, and unusual responses to sensory experiences. The term does not apply if a child's educational performance is adversely affected primarily because the child has a serious emotional disturbance.

BLINDNESS - see Visual Impairment

CAREER - An occupation undertaken for a significant period of an individual's life and with opportunities for progress, involving occupational, social, leisure, and interpersonal roles.

CAREER ASSESSMENT - Identifies strengths, abilities, learning styles, interests, and motivation of a student for current and future employment

CAREER EDUCATION - The process of facilitating an individual's potential for economic, social and personal fulfillment and participation in meaningful and productive work.

CLUBHOUSE – A community-based program of psychosocial rehabilitation that promotes vocational, educational, social, and personal achievement, helping people adapt to a work environment. Members are part of a supportive group, where they are needed and empowered.

COMMUNITY - A specific geographical area where individuals work together, socialize together, support each other, and are involved in the area in which they live.

COMMUNITY-BASED INSTRUCTION - Functional activities and instruction where delivery of service is outside the school building.

COMMUNITY-BASED VOCATIONAL TRAINING - Occurs on actual job sites within local business, industry and community service agencies that are non-paid and are limited by Fair Labor Standards Act requirements.

COMMUNITY LIVING ARRANGEMENT (CLA) - Funded by the Bucks County Department of MH/DP, CLAs provide community-based residential services to individuals with disabilities. Staff provides habilitative and direct care support for each individual based on his/her needs and desired outcomes.

COMMUNITY RESIDENTIAL FACILITY (CRF) – Any community living situation that supports individuals with disabilities, including CLAs (Community Living Arrangements),

PLFs (Private Licensed Facility), ICF/IDs (Intermediate Care Facility for individuals with intellectual disabilities) and Supported Living.

COMPETITIVE EMPLOYMENT – Paid employment in a community-based job with expectations and prevailing wages and benefits available to non-disabled workers.

COOPERATIVE AGREEMENT - A formal written agreement between two or more agencies stipulating the responsibilities of each agency in relation to the cooperative program it is implementing.

COOPERATIVE EDUCATION – A structured method of instruction whereby students alternate or coordinate their high school studies with a job in a field related to their academic or career goals.

COUNSELING - Regularly scheduled goal-oriented intervention focused on solving interpersonal problems such as disability acceptance, over-anxiety, over-protection, and the ability to cope with daily demands.

DAILY LIVING SKILLS - Skills involving money, social, employment, and independence.

DIVERSIFIED OCCUPATIONAL PROGRAMS - A method of instruction to develop the knowledge, skills, and attitudes necessary to enter into and advance in an occupation. This is accomplished through a combination of classroom instruction, as well as, planned and supervised on the job training. Supervised by a certified Cooperative Education Specialist.

DEAF-BLINDNESS – A combination of hearing and visual impairments causing such severe communication, developmental and educational problems that the individual cannot be accommodated in either a program specifically for the deaf or a program specifically for the blind.

DEAFNESS - A hearing impairment that is so severe that the individual cannot understand what is being said even with a hearing aid.

EMOTIONAL DISTURBANCE - A condition exhibiting one or more of the following characteristics over a long period of time and to a marked degree, which adversely affects educational performance. It involves difficulty in learning which cannot be explained by intellectual, sensory or health factors; an inability to build or maintain satisfactory interpersonal relationships with peers and teachers; inappropriate types of behavior or feelings under normal circumstances; a general pervasive mood of unhappiness or depression; and/or a tendency to develop physical symptoms or fears associated with personal or school problems. The term includes schizophrenia. It does not include students who are socially maladjusted, unless it is determined that they have an emotional disturbance.

EMPLOYMENT - Work for pay or other compensation.

EMPLOYMENT TRAINING - Training in a specific business/ industry environment for a specific job.

ENCLAVE - A group of individuals with developmental disabilities who are employed by a business/ industry to perform specific jobs on-site while working along side non-disabled individuals. A typical example is performing a specific function on the assembly line of an industry.

FACILITY BASED VOCATIONAL TRAINING - Paid developmental and vocational training via work within a community-based specialized facility (sheltered workshop). Vocational facility programs include vocational evaluation, personal work adjustment training, work activity training, regular work training, occupational training, and sheltered employment.

FAMILY LIVING – Also known as life sharing, where an individual becomes an integral member of a family while maintaining his/her relationship with his/her natural family.

GROUP/PERSONAL CARE HOMES – A living situation that provides an alternative environment for individuals who need custodial or developmental care.

HEARING IMPAIRMENT –A—permanent or fluctuating impairment in hearing that adversely affects an individual’s educational performance.

HOME-BASED SUPPORTS - Tailored supports available within the home that are identified through a collaborative team process involving family members, the provider, supports coordinator and others involved in supporting the individual.

INDEPENDENT LIVING - An unsupervised living situation. Participation in a community resource may be needed to sustain their level of independence.

INTELLECTUAL DISABILITIES (ID)- a pattern of persistently slow learning of basic motor and language skills during childhood, along with deficits in adaptive behavior and a significantly below-normal global intellectual capacity during adulthood. Individuals with ID may be described as having developmental delays, global developmental delays, or learning difficulties.

INTERAGENCY COOPERATION - Two or more agencies, such as a school and welfare agency, working together to meet the needs of an individual.

INTERNSHIP - A work experience with an employer for a specified period of time to learn about a particular industry or occupation, which may or may not include financial compensation. The workplace activities may include special projects, a sample of tasks from different jobs, or tasks from a single occupation.

JOB COACHING - The process of providing specialized task-related, on-site training and promoting social skills interaction to assist an employee with a disability in learning

and performing a job and adjusting to a work environment. The job coach is the liaison between the employer, the employee, and the agency.

JOB SHADOWING - Typically as part of career exploration activities in late middle and early high school, a student follows an employee for one or more days to learn about a particular occupation or industry. Job shadowing is intended to help students explore a range of career objectives and to possibly select a career pathway.

LEISURE ACTIVITIES - Activities that provide relaxation and entertainment performed at one's convenience.

LIFESHARING THROUGH FAMILY LIVING – An individual with disabilities live with and share life experiences with supportive persons who form a caring household. Lifesharing is recognizable as being both a close personal relationship and a place to live. Lifesharing programs offer an individual with developmental disabilities the opportunity to choose living with a family or individual who will support his/her desires and needs for an everyday life.

LIFE SKILLS - Skills that relate to understanding oneself, discovering one's potential to solve problems and make decisions, becoming an independent person, and interacting appropriately with others.

MENTAL HEALTH- Cognitive and/or emotional wellbeing- how we think, feel and behave.

MENTAL RETARDATION – see Intellectual Disabilities

MENTORING –Individuals receive information, encouragement, and advice as they plan/begin their careers from more experienced workers who also serve as role models.

MOBILE WORK FORCE - Teams of clients/trainees who perform work away from a rehabilitation agency. The agency contracts with an organization or business to perform maintenance, lawn care, janitorial services or similar tasks and the trainees are paid by the agency. A training/job supervisor from the agency accompanies each crew on their work site. The employer/employee relationship is between the rehabilitation agency and client/trainees.

MULTIPLE DISABILITIES – A combination of impairments (such as Intellectual and Physical Disabilities that causes such severe educational problems that the child cannot be accommodated in special education programs solely for one of the impairments. The term does not include deaf-blindness.

NATURAL SUPPORTS – Natural supports provided to an employee with a disability from supervisors and co-workers, such as mentoring, friendship, socializing at breaks or after work, providing feedback on job performance or learning a new skill together. These natural supports are particularly effective as they enhance the social integration of the employee with a disability with his or her co-workers and supervisor.

NEUROLOGICAL IMPAIRMENT (Traumatic Brain Injury) – An injury to the brain, as identified by a neurological examination, resulting in behavior or learning disorders, or both. Persons whose behavior and learning disorders are primarily the result of visual, hearing or motor handicaps, Intellectual Disabilities, emotional factors, or environmental disadvantage are not neurologically impaired. The term does not include minimal brain dysfunction (see specific learning disability).

ORTHOPEDIC IMPAIRMENT – A severe orthopedic impairment that adversely affects a child's educational performance. The term includes impairments caused by congenital anomaly (e.g. clubfoot, absence of some member, etc.), impairments caused by disease (e.g. poliomyelitis, bone tuberculosis, etc.) and impairments from other causes (e.g. cerebral palsy, amputations, and fractures or burns that cause contractures).

OTHER HEALTH IMPAIRMENTS – An educational classification that describes children who have acute or chronic health problems that cause limited strength, vitality, or alertness, and that adversely affect a child's educational performance.

PERSONAL CARE BOARDING HOME (PCBH) – Community facility which provides food, shelter, and limited personal assistance and supervision in daily living activities, such as dressing, bathing, meals, medication, and financial management. In the event of a fire or emergency, staff provides assistance to ensure the safety of the individuals.

PHYSICAL DISABILITY - A functional limitation which affects one or more of the following: physical mobility, speech or other forms of non-vocal communication, writing, arm and hand movement, eye and head movement, or one or more of the precursor developmental steps which lead up to full attainment of these skills.

PLF - Private licensed facility

POST SECONDARY - The time period after a student leaves school after graduating or aging out.

PRE-VOCATIONAL EDUCATION - The vocational/career awareness and exploration activities that precede formal vocational preparation. Pre-vocational education includes vocational evaluation, although evaluation does not necessarily stop when vocational preparation begins.

PROVIDER - Any agency that provides services utilized in the transition process.

REASONABLE ACCOMMODATION – (1) Modification or adjustment to a job application process that enables a qualified applicant with a disability to be considered for the position the qualified applicant desires; (2) modifications or adjustments to the work environment, or to the manner or circumstances under which the position held or desired is customarily performed, that enables qualified individuals with disabilities to perform the essential functions of that position; or (3) modifications or adjustments that

enable an employee with a disability to enjoy equal benefits and privileges of employment as are enjoyed by its other similarly situated employees without disabilities.

RECREATION - Activities that are not work-related and which are selected purely for an individual's enjoyment.

RECREATIONAL AIDS - Equipment that has been modified to enhance the ability of people with disabilities to participate in leisure time activities.

REGISTERED APPRENTICESHIP - A formal program registered with the United States Department of Labor's Bureau of Apprenticeship and Training and with the Pennsylvania Apprenticeship Council. This program must follow strict guidelines as to the types of training and amount of training time an apprentice receives and leads directly into occupations requiring such training for entry.

REHABILITATION - Process of restoring to a person the condition of good health, work, and/or useful and constructive activity.

RESPIRE CARE – A program that offers temporary living arrangements for dependent individuals to provide a brief period of rest for their regular caretakers.

SELF-DETERMINATION – A set of principles driving an approach to planning, funding, and the provision of services to an individual and his/her family. These principles articulate a person's right to determine the course of his/her life. This process puts the decision-making and financial authority into the hands of the individual and his/her family.

SERVICE COORDINATION - Programs that develop care plans for individuals who are unable to arrange for services on their own behalf, with input from the individual and his/her family.

SERVICE LEARNING - This program combines community service with a structured school-based opportunity for reflection about that service. It emphasizes the connections between service experiences and academic learning.

SHELTERED WORKSHOP - A facility designed to provide sheltered (noncompetitive) employment to individuals who have disabilities. Workshops are frequently categorized as terminal, transitional, or rehabilitative depending on purpose, function, and program.

SITUATIONAL ASSESSMENT – Conducted under the direct supervision of school personnel and staff within a school, community or workplace setting, used to determine individual training objectives.

SPECIFIC LEARNING DISABILITY – A disorder in one or more of the basic psychological processes involved in understanding or using language, spoken or written, that may manifest itself in an imperfect ability to listen, think, speak, read, write, spell, or to do mathematical calculations, including conditions such as perceptual

disabilities, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia. The term does not include learning problems that are primarily the result of visual, hearing, or motor disabilities, of intellectual disability, of emotional disturbance, or of environmental, cultural, or economic disadvantage.

SPEECH/LANGUAGE IMPAIRMENT – Difficulties in communication that affects an individual's ability to talk, understand, read, and write. Disorders may range from a few speech sound errors to a total loss of ability to understand and use language.

SUPPORTED EMPLOYMENT - Work in an integrated work site in which individuals with disabilities receive a variety of ongoing support services, including short-term training and follow-up to ensure continued employment. Supports can include job coaches, transportation, assistive technology, specialized job training and/or individually tailored supervision.

SUPPORTED LIVING – An individual resides in his/her own home, with supports developed through a collaborative team process. These supports are usually modest, vary with each individual, and are designed to enhance evolving skills.

SUPPORTS COORDINATOR – Human resource professionals employed by the three Base Service Units and the Bucks County Department of Mental Health/ Developmental Programs. Supports Coordinators work with individuals who have been identified as eligible for mental health or developmental program services. They formulate plans to provide various supports and services according to individual need. They act as liaisons between the individual, family, service providers, and the community. Their primary functions are to locate, coordinate, and monitor service delivery. They provide assessments, assistance with accessing community resources, and collaborate with other agencies. They facilitate the development of Individual Support Plans, provide support to the individual and family, ensure health and safety, and monitor service delivery.

TRANSITION FROM SCHOOL TO WORK - An outcome-oriented process, encompassing a broad array of services and experiences, that leads to employment. Transition is a period that includes high school, the point of graduation, additional post-secondary education or adult services, and the initial years in employment.

TRAUMATIC BRAIN INJURY (TBI) – An acquired injury to the brain caused by an external physical force, resulting in total or partial functional disability or psychosocial impairment, or both, that adversely affects an individual's educational performance. The term applies to open or closed head injuries resulting in impairments in one or more areas, such as cognition; language; memory; attention; reasoning; abstract thinking; judgment; problem-solving; sensory, perceptual and motor abilities; psychosocial behavior; physical functions; information processing; and speech. It does not apply to brain injuries that are congenital or degenerative, or to brain injuries induced by birth trauma.

VISUAL IMPAIRMENT INCLUDING BLINDNESS – An impairment in vision that, even with correction, adversely affects a child’s educational performance. This includes both partial sight and blindness.

VOCATIONAL ASSESSMENT - Helps determine individual training objectives for a student who undertakes work assignments (90 hours per job experience) in various business settings under the direct supervision of school personnel and employees.

VOCATIONAL EXPLORATION - Exposes students briefly (5 hours per job experience) to a variety of work settings to help them make decisions about future career directions or occupations.

VOCATIONAL REHABILITATION - Programs designed to assist individuals with disabilities to enter or reenter gainful employment.

VOCATIONAL TRAINING – Training, 120 hours per job experience, which is given in schools or classes (including field or laboratory work and remedial or related academic and technical instruction) under public supervision and control or under contract with a state board or local education agency. The training is conducted as part of a program designed to prepare individuals for gainful employment as semiskilled or skilled workers or technicians or paraprofessionals in recognized occupations in advanced technical education programs. This excludes any program to prepare individuals for employment in occupations generally considered professional or which require a baccalaureate or higher degree.

VOLUNTEERING - Opportunities for students to learn skills and provide services to what are generally considered to be non-profit organizations. Key to this placement is a written description of the organization’s policy on volunteer(s) and their duties.

WORK BASED LEARNING - Employment opportunities for young people with disabilities are available through the school system, supported employment programs, private industry, and special government funded projects. Depending on the extent and type of disability, the student’s work experiences need to be designed with an appropriate level of support and supervision. Students who participate are paid at least minimum wage. Students must follow the requirements of the Fair Labor Standards Act and the Pennsylvania Wage and Hour Regulations.

WORKFORCE INVESTMENT ACT of 1998 – Provides the framework for a unique national workforce preparation and employment system designed to meet both the needs of the nation’s businesses and the needs of job seekers and those who want to further their careers. This replaced the Job Training Placement Act (JTPA).

WORK RELEASE - A program similar to a Diversified Occupations Program in that it offers, SENIORS ONLY, the opportunity to enter into paid work program related to the senior’s career goals. Seniors may be “released” when all required credits (usually only 1 or 2) are being completed in the morning and may work following those classes.

WORK STUDY - A program for college students that allows an institution of higher education to place qualifying students in jobs at the school.