



## **Helpful Terms & Definitions**

### **Accessibility**

Refers to the degree to which persons with disabilities can participate in activities of daily living such as housing, education, employment, recreation, and transportation without limit due to architectural or attitudinal barriers. Accessibility is required for projects which receive federal money.

### **Advocacy**

A system to aid and protect persons who get services. Help is given when the person is unable to act on his/her own behalf or speak for himself/herself. Advocacy assistance can only be given with the consent of the individual.

### **Affirmative Action**

The process of hiring and promoting of qualified individuals regardless of race, sex, national origin or ancestry, providing the individual can perform at the minimum accepted standards.

### **Assistive/Adaptive Devices**

Any device, system, or modification that provides for an individual to maximize independence and participate in community life.

### **Case Coordination**

Coordination efforts on behalf of persons with developmental disabilities that will assist them in gaining access to needed social, medical, educational and other services.

### **Center for Independent Living (CIL)**

A community program providing a wide range of help for people with disabilities. Included is information and referral, advocacy, training in independent living skills, peer counseling and training in personal care assistance. A CIL's main purpose is to help people with disabilities live independently. A CIL is governed by consumers (people with disabilities).

### **Community Integrated Living Arrangement (CILA)**

A living arrangement in which eight or fewer individuals with a mental disability reside under supervision and are provided with an array of services.

### **Community Mental Health Center**

A community agency which provides a full range of mental health services including inpatient and outpatient care; community services including consultation and education; diagnosis; rehabilitation; training; and research evaluation.

### **Competitive Employment**

An individual is employed in the community earning regular wages and benefits such as

health insurance and vacation time.

**Consumer/Customer/Client**

Terms generally used to describe a person with an identified disability.

**Counseling**

Guidance or advice provided to an individual, peer and/or family.

**Crisis Intervention**

A term generally meaning emergency services of an immediate and intense nature to help in a current and stressful situation.

**Due Process**

A process which makes certain an individual has the opportunity to speak, be protected, be heard, be informed, or give consent to an action being taken that involves them. Due process protects the individual's rights and gives them the right to appeal a decision, or ask that a decision be reviewed.

**Family Support**

Services and/or cash assistance provided to families who care for a family member with developmental disabilities in their home. Such assistance is intended to prevent or delay unnecessary out-of-home placement (institutionalization) of the individual with developmental disabilities.

**Foster Care**

Care provided to a child or an adult by non-biological parents or custodians.

**Guardianship**

The legal status of a child or an adult who has been determined by the court to be unable to make good decisions for himself/herself.

**Health Care**

Medical assistance; diagnostic examinations; clinic services; medical and physical care; mental health care; therapy; equipment loans; or health education.

**Home Services**

Services to individuals in their own homes by personal attendants, chore/housekeepers or homemakers in daily activities to prevent unnecessary institutionalization. This program is supported and provided by the Illinois Department of Human Services, Office of Rehabilitation Services, Bureau of Home Services.

**Independent Living Skills**

Practical skills of daily activities needed to function in the home and community. These skills include dressing, bathing, grooming, eating, using money, and others.

**Individual Education Plan (IEP)**

A school plan which is formal, written and specific to the needs of the student. The IEP should include current functioning, goals, ways to reach goals and related services. The IEP is reviewed at least once each year or as needed. Specific dates completion of goals and objectives will be included. Parental involvement is very important.

**Individual/Family Support Services**

Services provided to the person with a disability and/or family. Such assistance is intended to prevent or delay unnecessary out-of-home placement, while enhancing the capability to provide home-based care.

**Individuals with Disabilities Education Act (IDEA)**

The Individuals with Disabilities Act of 1997, established in law in 1975 with the enactment of the Education of the Handicapped Act, P.L. 94-142, retains the basic rights and protections for children with disabilities. IDEA= amendments focuses on improving the education of children with disabilities.

**Integration**

Access to all aspects in the community setting through the removal of legal, social and other barriers previously imposing segregation.

**Intermediate Care Facility for the Developmentally Disabled (ICFDD)**

A licensed group residence with close supervision from paid staff members. Training and supervision is provided in achieving adequate social and daily living skills in order for the resident to be able to live in a smaller residential setting in the future.

**Intermittent Community-Integrated Living Arrangement**

Provision of supports and services designed to help an individual live in his/her own home or apartment in a community near significant others.

**Job Coach**

This term is generally used to describe the role of an agency staff person who provides community work-site support to an individual with a significant disability in competitive employment. A Job Coach's duties may include any/all of the following: 1) provide on-the-job training; 2) analyze job tasks to be performed and develop training methodologies; 3) provide direct supervision; utilize behavior management; 4) promote integration with co-workers and employers; 5) utilize "fading" techniques to withdraw staff support to lowest level; and 6) intervene on "work-related" issues between the employer and the worker.

**Job Placement Assistance**

Helping an individual to get and keep a job.

**Least Restrictive Environment**

The most normal, inclusive community setting available to meet a person's individual needs. The idea applies to classroom settings, housing, jobs, transportation and recreation.

**Legal/Consumer Aid**

Information or assistance provided to individuals who may feel their rights have been violated. Included in this area is information about public accommodations, education, employment opportunities, and voting.

**Medicaid**

A state administered medical assistance program for those individuals who are 65 or older, blind, disabled, and eligible for Supplemental Security Income (SSI), or a recipient of public assistance (TANF).

**Medicare**

A federally administered medical assistance program for those individuals are 65 or older, blind, disabled, and receiving Social Security retirement or disability benefits.

**Outreach**

Services or activities, beyond current or usual limits, to identify, treat and integrate into the service system persons who may "fall between the cracks," or who may be unaware or unable to access available services for persons with disabilities.

**Personal Assistant/Attendant (PA)**

An individual who, under the supervision of a person with a disability, performs or assists the individual with personal care and other tasks essential to independent living.

**Post-Secondary Education**

Programs offering continuing education or training in a specific area. Literacy training is included in this category.

**Protection & Advocacy**

A system of services to provide help and prevent or alleviate abuse, neglect or exploitation of persons with disabilities who are unable to protect themselves.

**Reasonable Accommodations**

A term generally used when referring to adaptations of the work place to enable a person with a disability to perform work. Accommodations could range from a ramp to more technical adaptations or equipment.

**Recreation/Leisure Instructions**

Social activities, summer camping programs, or leisure activities. Leisure instruction involves training that fosters an awareness of free time as leisure and participation in appropriate recreational activities.

**Residential Services/Support**

Any alternative to living in the natural family home. The level of residential service or support is determined by the needs of each individual. Residential services may range from independent living to programs providing continuous supervision and

programming. Support may also include training to help individuals function independently.

### **Respite Services**

A term generally used in describing services, either in-home or outside an individual's home, which provide "short-term" relief for the primary care giver, who performs personal care or other tasks essential for independent living for a person with a disability.

### **Self-Advocacy**

Preparation of individuals to learn independent problem solving, with focus on the development of assertive social skills, human rights, awareness, self-determination and empowerment. Self-advocacy is based upon the premise that individuals with adequate information and skills can be effective spokespersons for themselves.

### **Sheltered Employment**

A program in a community rehabilitation agency that trains and/or employs individuals who are not capable of working in competitive employment.

### **Special Education and Related Services**

Specially designed instruction provided by the local school district to meet the unique needs of a student with disabilities, including classroom instruction, instructions in physical education and home instruction. Related services are those services, such as transportation, speech therapy, physical and occupational therapy, assessment, counseling, medical services for diagnostic or evaluation, and other identified support services necessary for the student to benefit special education.

### **Special Olympics**

Events at a local, state and national level that offer persons with disabilities a wide range of competitive games and sports.

### **Social Security Disability Insurance (SSDI)**

Income for persons with a disability when their condition permanently prevents employment. Eligibility is based on the number of quarters worked.

### **Supplemental Security Income (SSI)**

Income assistance for persons with a disability whose condition prevents employment, but who have not worked enough time to qualify for SSDI. There are financial guidelines to meet.

### **Supported Employment**

Competitive employment, full or part-time, in an integrated work environment (a setting made up of workers who are non-disabled and workers who are disabled) for individuals with disabilities who require ongoing support services, such as a job coach.

### **Tech Prep**

A sequence of training starting in high school and going on afterwards into the community college and/or job setting. Usually it prepares students for high-skill

technical jobs.

**Transition**

The process of preparing to leave high school and move into the adult work-a-day world. Services needs are coordinated with local community agencies who can assist with employment, independent living and community participation.

**Transportation Assistance**

Assistance for travel in the community, including personal attendant care or special transportation services above and beyond what is available through public transportation.

**Vocational Counseling**

Counseling services designed to prepare individuals for successful employment or to assist individuals already employed in the community.

**Vocational Evaluation**

Testing of vocational interests and aptitudes using work sample assessments and situational assessments to evaluate job related strengths and weaknesses.

**Vocational Rehabilitation**

The process of assisting individuals with disabilities to obtain, retain, regain, or prepare for competitive employment, where it has been determined their physical and/or mental limitations interfere with their ability to become employed. An array of vocational rehabilitation services, such as counseling and guidance, assessment and evaluation, training, physical restoration, job placement assistance and follow-up are provided by the Illinois Department of Human Services, Office of Rehabilitation Services to assist individuals with disabilities to become competitively employed.

**Work Experience**

Supportive work experience; on-the-job experience; part time or full time employment within the community.

**Workforce Investment Act of 1998 (WIA)**

The Workforce Investment Act replaces the Job Training Partnership Act (JTPA) and reforms Federal job training programs and creates a new, comprehensive workforce investment system. The cornerstone of the new workforce investment system is "One-Stop" service delivery, which unifies numerous job training, education, vocational rehabilitation and employment programs into a single, customer-friendly system within a specified community. Any individual will have access to the One-Stop system to obtain information about job vacancies, career options, student financial aid, employment trends, and to receive instruction on how to conduct a job search, write a resume, or interview with an employer.