

Definition Name	Description of Definition
Activities of Daily Living (ADLs)	Basic personal everyday activities that include bathing, dressing, transferring (e.g., from bed to chair), toileting, mobility and eating.
Administration of Medication	Delivery of medication by a licensed or certified healthcare professional.
Administrative Actions	The Regional Offices and/or Internal Review Committee (IRC) may engage in actions that are less than sanctions but are designed to intervene before the imposition of a sanction, or to provide the Regional Offices and/or IRC with additional information on which to base their decisions.
Adult	A person who is eighteen (18) years or older.
Advisory Council on Quality (ACQ)	The Advisory Council on Quality advises the New Mexico Department of Health (ACQ) on the systems guiding the provision of services and supports that assist people with Intellectual and/or Developmental Disabilities (I/DD) of all ages and their families to be fully included in New Mexico communities.
Affinity	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.
Agency Nurse	The nurse hired or contracted by the DD Waiver Provider Agency to assist with the health care needs of individuals served.
Annual	The twelve (12) month period covered by an Individual Service Plan (ISP), except where otherwise stated.
Annual Assessments	A process to evaluate or assess the status of the person and to report on progress the person achieved toward ISP outcomes over the past year, the person's current functional skills, preferences and interests as they relate to the services provided by the agency and recommendations for ISP development for the coming ISP year.
Annual Resource Allotment (ARA)	A maximum dollar amount, within which the cost of specific service utilization must fit. The Annual Resource Allotment (ARA) is 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.
Aspiration	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.
Aspiration Risk Management (ARM)	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 (DD Waiver). Young adults in specific services may also receive ARM services.
Assessment	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.

Definition Name	Description of Definition
Assistance with Medication	Support provided to individuals served through the DD Waiver to assist with delivery of medication, by staff certified in DDSD's Assisting with Medication Delivery course.
Assistive Technology (AT)	Assistive Technology (AT) is necessary support mechanisms, devices, and environmental modifications including the rationale for the use of AT or adaptive equipment when a need has been identified, shall be documented in the ISP. The rationale shall include the environments and situations in which AT is used. Selection of AT shall support the person's independence and functional capabilities in as nonintrusive a fashion as possible. See New Mexico Administrative Code (NMAC) 7.26.7.B.6.
Assistive Technology Purchasing Agent	An organization approved by DDSD to arrange, purchase, and pay for devices or materials.
Authorized Representative	An individual or organization designated by the eligible recipient or his or her guardian, if applicable, to represent the eligible recipient and act on his or her behalf. The authorized representative must provide formal documentation authorizing him or her to access the identified case information for this specific purpose. An authorized representative may be, but need not be, the eligible recipient's guardian or attorney.
Aversive Measures	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.
Base Budget	Case Management, Living Supports, Customized In-Home Supports, Customized Community Supports, and Community Integrated Employment.
Behavior Crisis Intervention Plan (BCIP)	A document written by Behavior Support Consultants (BSC) deemed necessary by the IDT when a person's behavior has escalated to severity levels that pose a great risk of harm to the person or others. The recommended interventions necessary to manage such episodes must exceed the strategies of the Positive Behavioral Supports Plan (PBSP).
Behavior Support Consultant (BSC)	The BSC's services, which are provided in concert with team members, consistent with the Individual Service Plan (ISP) vision and desired outcomes, include prevention and intervention support activities provided within the natural context of an individual's life (such as home, customized community services site, community locations, or vocational site).

Definition Name	Description of Definition
Billable Unit	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.
Career Development Plan	A career development plan is complimentary to a person-centered assessment. It is a tool to assist job seekers or those currently working to outline the tasks needed to obtain or maintain employment and/or create opportunities for career advancement. A career development plan should have specific action steps that identifies who does what, by when. The information needs to be incorporated into the ISP as an Action Plan.
Case Manager	The individual responsible for supporting people on the DD Waiver to pursue their desired life outcomes while gaining independence and access to needed services and supports. The Case Manager is external to and independent from all other direct services provided to the person and is responsible for activities related to advocacy, assessment, planning, linking and monitoring.
Centers for Medicare and Medicaid Services (CMS) Performance Measures	As set forth in CFR § 441.301 and CFR § 441.302, performance indicators developed and measured by the state in the areas of waiver administrative authority, level of care, qualified providers, service plan, health and welfare, and financial accountability.
Certified Medication Aide (CMA)	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. A CMA II may administer specific injections only in accordance with the New Mexico Board of Nursing Rules.
Challenging Behavior	Any behavior that interferes with an person'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.
Change in Condition or Health Status	The person has experienced one or more of the following: a decline in physical, cognitive or functional ability, or a new diagnosis or event that requires creation or revision to a healthcare or medical emergency response plan.

Definition Name	Description of Definition
Chemical Restraint	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.
Child	An individual under the age of 18. For purpose of early periodic screening, diagnosis and treatment (EPSDT) services eligibility, "child" is defined as an individual under the age of 21.
Chronic Medical Conditions	Frequent or persistent medical diagnoses that require long-term health care management.
Civil Monetary Penalty (CMP)	Monetary fines that may be issued to Provider Agencies by DDSD.
Client File Matrix	Means the table/chart which outlines provider responsibilities for client records to be kept at the service delivery site and in agency administrative files.
Clinical Documentation	Sufficient information and documentation that demonstrates that the request for DD Waiver services is necessary and appropriate based on the service specific DD Waiver clinical criteria established by the DDSD.
Clinical Justification	Information and documentation that justifies the need for services based on the eligible recipient's assessed need and the DD Waiver Clinical Criteria.
Clinical Necessity Criteria	<p>The developmental, physical or behavioral health conditions establishing and justifying a service. All people receiving services from the Medicaid DD Waiver program must have a developmental disability and meet admission criteria for an intermediate care facility for individuals with intellectual disabilities (ICF/IID) which shall include:</p> <ol style="list-style-type: none"> 1. Developmental disability consistent with the Centers for Medicare and Medicaid Services (CMS) approved state eligibility criteria, and which may occur in combination with: <ol style="list-style-type: none"> a) Pathological or disabling disease processes as recognized in the medical professional community, and/or b) Emotional, psychological, and psychiatric processes with associated behavioral factors that substantially interfere with daily living as identified by appropriate behavioral health professionals 2. The above developmental, physical or behavioral health conditions are potentially amenable to treatment, accommodation, rehabilitation, or amelioration through proposed services as supported through research and/or clinical practice 3. Proposed treatment, accommodation, rehabilitation, or amelioration services are derived from objective assessments by authorized professionals.

Definition Name	Description of Definition
CMS Final Rule	The CMS published a Final Rule addressing several sections of the Social Security Act. The Final Rule amends the federal regulations which govern 1915 (c) Home and Community Based Services (HCBS) waiver programs. These rules support inclusion and integration of people with I/DD in the community.
Collaborative-Consultative Therapy Model	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 IDT members with the goal being on-going, everyday integration of therapy strategies into a person's life in order to move the person toward fulfilling life visions, enhancing function and assuring health and safety.
Community Life Engagement	Is also sometimes used to refer to, "Meaningful Day" or "Adult Habilitation" activities. Community Life Engagement (CLE) refers to supporting people in their communities in non-work activities.
Community-Based Situational Assessment	Assessments conducted in typical employment settings and situations. This type of assessment places a person with a disability in a work environment in an actual job. Situational assessments are typically conducted in multiple work settings, for short periods of time in order for the assessor and the person to realize the person's work interests and aptitudes to create a good job match.
Competency Based Individual-Specific Training	Individual-specific training with all the following elements: defined standards of performance, curriculum tailored to teach skills and knowledge necessary to meet those standards of performance, and formal examination or demonstration to verify standards of performance, using the established DDS training levels of awareness, knowledge, and skill.
Comprehensive Aspiration Risk Management Plan (CARMP)	An interdisciplinary health care plan and approaches regarding how best to support a person at risk for aspiration as safely as possible.
Condition of Participation (CoP)	An identified fundamental regulation, standard, or policy with which a provider must be in compliance in order to ensure the health and welfare of people served. CoPs are based on the CMS HCBS Waiver required assurances. A provider must be in compliance with CoPs to participate as a DD Waiver provider.
Consanguinity	The kinship, blood relationship, or the connection or relation of persons descended from the same stock or common ancestor.
Consultation	Various forms of technical assistance or information (e.g., positive behavioral supports, coaching, training, or advisement) to the person, family members, provider agencies, and other IDT members, or to natural supports and community members.

Definition Name	Description of Definition
Continuous Quality Improvement Plan	<p>A strategy that addresses how an agency will collect, analyze, act on data and evaluate results related to the following:</p> <p>(1) Individual access to needed services and supports;</p> <p>(2) Effectiveness and timeliness of implementation of Individualized Service Plans; (3)</p> <p>Trends in achievement of individual outcomes in the ISP;</p> <p>(4) Trends in medication and medical incidents leading to adverse health events; (5)</p> <p>Trends in the adequacy of planning and coordination of healthcare supports at both supervisory and direct support levels;</p> <p>(6) Quality and completeness documentation; and</p> <p>(7) Trends in individual and guardian satisfaction.</p>
Corrective and Preventive Action Plan (CPA)	<p>A written plan of corrective actions, developed by the provider at the conclusion of an investigation by Division of Health Improvement related to a report of abuse, neglect or exploitation (ANE), documenting all reasonable steps taken to prevent further incidents; as well as providing opportunities to improve quality. The plan is intended to be used by the provider to examine internal root causes and/or contributing factors and to take action on identified issues, when ANE is substantiated.</p>
Co-Treatment for Therapy	<p>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.</p>
Crisis Prevention/Intervention Protocol	<p>A comprehensive system of support designed to prevent, de-escalate and, as a last resort, intervene when the behavior of a person poses a threat of harm to self or others. Protocols must be reviewed and approved by BBS prior to being utilized.</p>
Crisis Response Staff	<p>Direct support personnel (DSP) designated by a provider agency contracted with DDS to provide Crisis Supports.</p>
Customized Employment	<p>Customized Employment is competitive integrated employment for a person with a severe disability, that is based on an individualized determination of the strengths, needs, and interests of the person matched with an assessment of the business needs of an employer and implemented through strategies that include a specific set of job duties and a work schedule that meets the needs of the person and the needs of the employer. Customized employment uses an individualized approach to job development—one person at a time; one employer at a time. Community Integrated Employment consists of intensive, ongoing services that support people to achieve competitive employment or business ownership who, because of their disabilities, might otherwise not be able to succeed without supports to perform in a competitive work setting or own a business.</p>

Definition Name	Description of Definition
Customized In-Home Supports (CIHS)	Customized In-Home Supports provide people 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 people that do not require the level of support provided under Living Supports services.
Days	Calendar days, unless business days are specified.
DD Waiver Clinical Criteria	A set of criteria established by the DOH/DDSD that is applied by an outside reviewer (OR) to each DD Waiver service when a DD Waiver service is requested for adult recipients.
Decision Consultation Process	The process that is used to support informed decision making and documents the person's or guardian's final decision to all team members.
Decompression/Resolution Protocols	An agency procedure designed to lessen or diminish traumatic emotional responses that a participant may experience after an Emergency Physical Restraint (EPR).
De-Escalation	Verbal and non-verbal interactions intended to lessen the setting factors contributing to a person's distress and/or assist them in reducing distress and regaining emotional balance.
Department	The New Mexico Department of Health (DOH).
Destructive Behavior	Behavior that results in physical injury and/or great emotional harm. The person, peers, staff, family, and community members may each, or all, be jeopardized by the activity.
Developmental Disabilities Medicaid Waiver (DDW)	New Mexico's DD Waiver is a Medicaid HCBS waiver operated under the federal oversight authority of the Centers for Medicare and Medicaid Services (CMS.) The State is required to operate the DDW as written and approved by CMS. New Mexico's DDW has operated since 1984 and has continued to be modified and approved, in 5-year renewal cycles.
Developmental Disabilities Services Quality Improvement Steering Committee (DDSQI)	A committee composed of the Directors of DDSD and DHI and representative(S) from the Human Services Department that reviews data and other information and directs the development of DDSD and/or DHI actions to improve the quality of services for persons with I/DD.
Developmental Disabilities Supports Division (DDSD)	The Developmental Disabilities Supports Division (DDSD) within the New Mexico DOH

Definition Name	Description of Definition
Developmental Disabilities Waiver (DD Waiver)	DD Waiver services are intended for eligible recipients who have developmental disabilities limited to intellectual disability (ID) or a specific related condition as determined by the DOH-DDSD. The developmental disability must reflect the person's need for a combination and sequence of special interdisciplinary or generic treatment or other supports and services that are lifelong or of extended duration and are individually planned and coordinated. The individual must also require the level of care provided in an Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID), in accordance with 8.313.2 NMAC and meet all other applicable financial and non-financial eligibility requirements.
Direct Skilled Nursing	The provision of face-to-face, hands on nursing care for people 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.
Direct Support Personnel (DSP)	Families and/or staff employed or sub-contracted by an approved Provider Agency whose primary job responsibilities include direct hands-on support of people receiving services from the agency. DSP are primary implementers of the ISP and carry out individualized strategies developed and trained to promote health, safety, and the achievement of ISP visions and desired outcomes. DSP are full participating members of the IDT.
Direct Therapy Treatment	Implementation of therapeutic activities, which have been evaluated using professional judgment and determined to be appropriate exclusively for a skilled, licensed therapist to administer.
Discovery	Discovery is examining with the person, family, friends and people who know the person best her/his life and life experiences to discern interests and preferences. Discovery works for everyone but is particularly helpful to people with communication challenges. Information gleaned in Discovery about what the person likes to do and does well is used in identifying possible jobs. The information is also used to negotiate with employers the kinds of tasks the person does well and identifies the supports he/she needs to do the job competently and be a good hire for the employer.
Disruptive Behavior	Behavior that interrupts habilitation, creates a potential vulnerability for the person, is potentially harmful to self or others, and calls significant negative attention to the person. Disruptive behavior suspends desired support for the person and their peers.

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Distracting Behavior	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.
Division	Means the NM DOH, Developmental Disabilities Supports Division (DDSD).
Division of Health Improvement (DHI)	The DOH's Division of Health Improvement (DHI) is the regulatory entity providing compliance oversight for the home and community-based Medicaid waiver providers for the DD Waiver.
Durable Medical Equipment (DME)	Any equipment that provides therapeutic benefits to a person 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, lefts, nebulizers, bili blankets and bili lights.
Early Periodic Screening Diagnosis and Treatment (EPSDT)	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).
Electronic Comprehensive Health Assessment Tool (e-CHAT)	An electronic nursing assessment that must be completed for adults receiving designated services through the DD Waiver and must be updated at least annually, upon hospital discharge, and upon significant change of condition. This tool may also be used for adults 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.
Eligible Recipient	People who have met the financial and medical criteria to receive services through the DD Waiver.
Emergency Physical Restraint (EPR)	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.
Employment First	Supports for working age adults with I/DD to have access to valued employment opportunities as the preferred service in NM. Access to competitive integrated employment enables the person to engage in community life, control personal resources and receive services in the community.
Environmental Modification Provider Agency	The licensed contracting entity that constructs the environmental modification.

Definition Name	Description of Definition
Environmental Modifications	Physical adaptations, which provide direct medical or remedial benefits to the person's physical environment. All environmental modifications must address the person's disability and enable the person to function with greater health, safety or independence.
Exception Authorization Process	A process by which a Case Management or Provider Agency can request an exception to the DD Waiver Service Standards that directly impacts a person in service or relates to service and/or agency requirements.
Expected Death	A death that occurred as a result of a known medical condition, which was anticipated by health care providers to occur as a result of that condition and for which there is no indication that the person was not receiving appropriate care.
Extenuating Circumstances	When a person experiences a situation that puts his/her safety or well-being at risk.
External Medical Review	A confidential independent review of a death and its underlying cause conducted by a qualified reviewer that is neither affiliated with the DOH nor selected by the Mortality Review Committee (MRC).
External Mortality Review Report	The confidential report based on a review of clinical and provider records and other information that has been conducted by a physician reviewer external to NM DOH.
Face-to-Face	Providing direct services in the physical presence of a person with I/DD, or in specific instances, the family of a child with I/DD.
Fading	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-BSC, such as DSPs 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 IDT provider agency.
Fair Hearing	A process that provides for an impartial review of Human Services Department (HSD) actions that affect public assistance program applicants, recipients, and providers.
Family Living Services	Family Living Services are intended for people 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 people residing in the home of a natural or host family member.
Functional Activity for Therapy	Goal-directed activity that is related to a person's daily life routines in the areas of self-care, home and community living, education, work, leisure, and social participation.
General Events Reporting	A Therap module that tracks significant events such as injuries, medication errors, behavioral concerns, restraints, death and others.

Definition Name	Description of Definition
General Events Reports (GER)	The Department's vehicle for the collection of important demographic information including out of home placements, missing persons or elopement, unplanned and planned use of Emergency Room/Urgent Care/Emergency Medical Services, use of Law Enforcement, fall without injury, restraint related to behavior, injury, suicide attempts or threats, medication errors, behavior tracking, and use of PRN psychotropic medication.
Generic Supports	Supports that are not specific to, or specifically designed for people with I/DD.
Guardian	An individual or organization named by order of the court to exercise any or all powers and right of the person and/or the estate of a person. The term includes conservators and certified private or public fiduciaries. All guardians are accountable to the court.
Healthcare Coordinator	Is the designated individual on the IDT who is responsible for communication, facilitation and monitoring of healthcare services for the person.
Healthcare Plan	A document developed by a licensed nurse that identifies the person's healthcare needs, measurable health related goals, and specific activities to be implemented by licensed nurses, direct support personnel, caregivers or other members of the IDT.
Health Passport	A standardized document that contains individual, physician and emergency contact information, complete list of current and historical medical diagnoses, health and safety risk factors, allergies, insurance information and advance directives. The Health Passport also includes a standardized form to use at medical appointments.
Healthcare Coordination	Deliberately organizing individual care activities and sharing information among all concerned and involved with a person's care to achieve safer and more effective care. Healthcare coordination describes the actions taken by the system to: monitor and manage health related needs, respond proactively to health changes and concerns, facilitate the appropriate delivery of healthcare services, and support the larger process of Healthcare Coordination for the individual, in concert with multiple other entities in the healthcare system.
Healthy Relationships	Ongoing connections with friends, family, and significant others that are characterized by a mutual respect and reciprocity of feeling, and are free from physical, sexual, and emotional abuse or financial exploitation.
High Medical Necessity	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.

Definition Name	Description of Definition
Home and Community Based Services (HCBS)	<p>Home and community-based services (HCBS) provide opportunities for Medicaid beneficiaries to receive services in their own home or community rather than institutions or other isolated settings. These programs serve a variety of targeted populations groups, such as people with I/DD, physical disabilities, and/or mental illnesses. HCBS Waiver programs must:</p> <ul style="list-style-type: none"> • Demonstrate that providing waiver services won't cost more than providing these services in an institution • Ensure the protection of people's health and welfare • Provide adequate and reasonable provider standards to meet the needs of the target population • Ensure that services follow an individualized and person-centered plan of care.
Human Rights Committee (HRC)	A committee designed to protect the rights and freedoms of all DD Waiver participants through the review of proposed restrictions to a person's rights based on a documented health and safety concern.
Immediate Action and Safety Plan (IASP)	Documentation completed and submitted with the Abuse, Neglect or Exploitation(ANE) Report that identifies the immediate steps implemented to ensure the health and safety of a person when there has been a report of Abuse, Neglect, Exploitation, Suspicious Injury, Death or Environmental Hazard (collectively, ANE).
Immediate Family Member	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. Foster relationships are only applicable for persons under age 21.
Imminent, Serious Physical Harm	Harm certain to result in physical insult great enough to render a person incapable of continuing usual activities regardless of whether medical intervention is needed.
Inappropriate Sexual Behavior	See "Sexually Inappropriate Behavior."
Incident Management Bureau (IMB)	The Bureau of the DHI that investigates allegations of ANE, suspicious injury, environmental hazards and death in Provider Agencies and in Intermediate Care Facilities for people with I/DD (for Jackson Class Members only).

Definition Name	Description of Definition
Individual Case File	Means a hard copy or electronic file of documents pertaining to eligibility, service delivery, service history and other pertinent information about the person in DD Waiver services. 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 Client File Matrix of the DD Waiver Service Standards.
Individual Quality Review (IQR)	A process of conducting individual quality/compliance surveys of Jackson Class Members.
Individual Service Plan (ISP)	A person-centered plan for an eligible recipient that includes individually, identified goals and preferences related to relationships, community participation, employment, income and savings, healthcare, wellness and education.
Individuals with Disabilities Education Act (IDEA)	Individuals with Disabilities Education Act (IDEA) relates to federal requirements for special education services through public schools.
Individual-Specific Training (IST)	Training with all the following elements: defined standards of performance, curriculum tailored to teach skills and knowledge necessary to meet those standards of performance, and formal examination or demonstration to verify standards of performance, using the established DDSD training levels of awareness, knowledge, and skill.
Informed Choice	A decision based on a solid understanding of all available options and consequences and of how that choice will impact one's life.
Integrated Work Setting	Work settings where non-disabled individuals are co-workers; or in which a person with disabilities has consistent and regular opportunities for interacting with non-disabled people.
Intellectual and Developmental Disability (I/DD)	Developmental Disabilities is an umbrella term that includes intellectual disability but also includes other disabilities that are apparent during childhood. Developmental disabilities are severe chronic disabilities that can be cognitive or physical or both. The disabilities appear before the age of 22 and are likely to be lifelong. Some developmental disabilities are largely physical issues, such as cerebral palsy or epilepsy. Some individuals may have a condition that includes a physical and intellectual disability. A person is considered to have ID if she/he has significantly sub-average general intellectual functioning existing concurrently with deficits in adaptive behavior and manifested during the developmental period.

Definition Name	Description of Definition
Intensive Medical Living Services (IMLS)	Intensive Medical Living Services 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).
Intensive Nursing Care, Clinical Oversight and Health Management	Nursing clinical and health management supports indicated in the "Severe" or "Significant" category on the Intensive Medical Living Services eligibility parameters tool issued by DDSD.
Interdisciplinary Team (IDT)	A group of individuals including the person receiving services, their families and/or guardian, and a group of professionals, paraprofessionals and other support persons, who are responsible for the development and/or implementation of the ISP.
Interim Healthcare Plans	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. These plans must be removed once the final plan is developed or the condition resolves.
Intermittent Skilled Nursing	Direct skilled nursing provided on an occasional basis or scheduled on a less than daily basis.
Intern	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.
Internal Review Committee (IRC)	A committee comprised of DDSD, DHI, and HSD representatives who are responsible for imposing administrative actions, civil monetary penalties, and other sanctions for community based agency providers that have been identified as out of compliance with standards, regulations or contract/provider requirements.
Isolation	See "Seclusion and Isolation."
Job Seeking Skills Training (JSST)	Job Seeking Skills Training is designed to assist people 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 JSST should be that the person has the skills and resources to assist in their job search and maintain employment once a job is secured.
Key Performance Indicators (KPI)	The measures to evaluate the quality of I/DD services provided by the NM DOH.
Legal Guardian	The parent of an individual with I/DD if the person is a minor or a legal guardian appointed or recognized pursuant to the Uniform Probate Code, Section 45-5-101, et seq. New Mexico Statutory Authority (NMSA) 1978 (1993 Repl.)

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Level of Care (LOC)	A packet which includes the LOC Abstract Form (MAD 378) and History and Physical (H & P), completed by the applicant's medical provider, as well as the Client Individual Assessment (CIA) completed by the Case Manager.
Licensed Dietitian	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.
Life Change	Hospitalization, significant health status change, relocation to another city, loss of employment and other circumstances that change someone's daily life.
Life Threatening Medical Conditions	Conditions that have associated potential to cause cardiopulmonary arrest or respiratory arrest leading to cardiac arrest.
Living Supports	Living Supports are twenty four (24) hour residential habilitation services that are individually tailored to assist people 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 people to live as independently as possible in the community in a setting of their own choice.
Making Action Plans (MAPs)	Making Action Plans (MAPs) are tools designed to assist people, organizations, and families figure out how to move into the future effectively, inclusively and creatively. MAPs are tools held in the hand of a creative facilitator who can truly listen to people's desires. The tool focuses on the positives, the gifts, and the strengths of the person.
Managed Care Organizations (MCO)	The entity that participates in Centennial Care under contract with the Human Services Department (HSD) to assist the State in meeting their requirements established under NMSA 1978, Sec. 27-2-12.
Meaningful Day	Individualized access for people with I/DD 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.
Mechanical Restraint	The use of a physical device to restrict a person's capacity for desired or intended movement including movement or normal function of a portion of a person's body for the exclusive purpose of precluding challenging behavior. Use of this type of restraint is prohibited in the DD Waiver program.
Medical Adverse Events	A negative change in health that is related to a prescribed treatment or medication.
Medical Emergency	A health condition that is life threatening to the person and requires rapid emergency intervention and treatment.

Definition Name	Description of Definition
Medical Emergency Response Plan (MERP)	A document developed by the agency nurse or other health professional identified by the IDT that provides guidance to staff when a person has a 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.
Medication Administration Assessment Tool (MAAT)	A tool issued by DDS and conducted by the agency nurse to assist the team to determine the level of support a person needs in order to safely take their medication.
Medication Administration Record (MAR)	The legal electronic or paper document used to record when a person takes or does not take a dose of prescribed medication. 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 NMAC 16.19.11 for specific requirements regarding documentation on the MAR.
Medication Delivery	The method by which people take or receive their medication.
Medication Error	A breach of one of the five "Rs", namely right person, right medication, right time, right dose, and right route. The types of medication errors are: wrong person, wrong medication (which includes administering a medication without an order), wrong time, missed dose (omission), wrong dose, and wrong route.
Medication Route	A method of medication entry into a person's body (e.g., oral, injection, rectal or topical).
Mental Health Therapist	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 DD Waiver 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.
Monitoring Visit	The nurse or other clinical professional that sees the person in a home or community setting in order to check on their status; interact with DSPs as needed; and support implementation of plans.
Mortality Review Committee (MRC)	The committee that collects and analyzes health records to identify underlying causes of death in order to promote system-wide quality improvement. The role of the MRC is to effect system change with the goal of improving the provision of care, reducing mortality and morbidity, and promoting the provision of competent, caring services and supports.

Definition Name	Description of Definition
Mortality Review Coordinator	A registered nurse employed by DDS who has responsibility for obtaining appropriate records, preparing the Internal Mortality Review Report, organizing the MRC meetings and documenting Committee reviews, findings, recommendations and actions.
Mortality Review Report	The confidential report of the MRC for each reviewed death. This report contains the final disposition of the review as well as findings and recommendations generated by the MRC.
Natural Environments (For Therapy Services)	The settings where a person lives his/her life irrespective of therapy services. These settings would be included in the person's routines if they were not a setting for therapy sessions. 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.
Natural Family Member	An individual related by blood or adoption to include: mother, father, brother, sister, aunt, uncle, grandmother, grandfather, son, or daughter.
Natural Supports	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 DD Waiver or other publicly funded developmental disabilities programs that assist the individual and facilitates integration into the community (non-paid supports).
New Allocation	An initial DD Waiver budget for a person who is coming off of the Central Registry for DD Waiver services .
New Allocation Factor	Core therapy/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 DD Waiver; or c) the person has not had the particular therapy for one ISP budget cycle or BSC service for two or more budget cycles.
New Mexico Medicaid Third Party Assessor (TPA)	The TPA reviews required level of care (LOC) assessments and determines medical eligibility for people who are newly allocated to the waiver and redeterminations. The TPA is contracted through HSD. In addition, the TPA Contractor approved and enters ISPs/budgets into the Medicaid Management Information System to ensure that waiver requirements are met.
New Mexico State Plan Services	Health related benefits available to all New Mexico Medicaid recipients who meet applicable medical necessity criteria.

Definition Name	Description of Definition
New Therapy Referral	A therapy referral for a person who had no therapy hours on the previous ISP budget for that therapy discipline.
Non-Ambulatory	Not able to walk independently without support.
Non-Medical Healthcare	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).
Nurse	A registered nurse (RN) or licensed practical nurse (LPN) who is currently licensed by the New Mexico Board of Nursing.
Nursing Practice Act	The New Mexico statute (Chapter 61, Article 3 NMSA 1978) which governs the regulations and licensing of nurses or certification of certified medication aides.
Occupational Therapy (OT)	Occupational Therapy (OT) 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.
Ongoing Therapy	Therapy services provided after the initial ISP budget that include therapy hours for at least six (6) months of the ISP budget year for that therapy discipline.
Ongoing Therapy Discharge Plan	A written plan developed by the 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.
Orders	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.
Other Services Budget	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.
Outside Reviewer (OR)	The independent third party contracted to make clinical determinations regarding individual DD Waiver budgets.
Parent	The natural or adoptive mother, father, stepmother, or stepfather.
Participatory Approach	The state mandated philosophy that asserts the physical and communicative participation in life activities is possible for all people. Therapy service providers must incorporate this approach during provision of all therapy services including assessment, strategy development, strategy training, etc.

Definition Name	Description of Definition
Performance Improvement Plan (PIP)	A written document developed by the provider or regional office that identifies specific program or program area deficiencies by the provider that need corrective action to be in compliance with policy, standard, or regulations. At a minimum, the plan must address the area(s) of concern, cite the applicable policy, standard, or regulation, identify the required actions or evidence to correct the deficiency, and establish documentation and timelines for completion.
Performance Measure	Regular measurement of outcomes and results, which generates reliable data on the effectiveness and efficiency of programs and drives better decision making for improvement planning.
Person Centered Assessment (PCA)	An instrument that is used to identify individual needs and strengths to be addressed in the person's ISP. It must contain at a minimum information about the person's background and current status, individual strengths and interests, conditions for success to integrate into the community, including conditions for job success and support needs for the person.
Personal Home	The primary residence of a person that is owned, leased, or rented (in whole or in part) by the person.
Person-Centered Planning (PCP)	Person-centered planning is a process that places a person at the center of planning their life and supports. It is an ongoing process that is the foundation for all aspects of the DD Waiver program and the DD Waiver Provider Agencies' who work with people with I/DD. Overall PCP involves person-centered thinking, person-centered service planning and person-centered practice.
Physical Intervention	The use of touch and/or brief physical redirection with minimal physical force to guide or direct a person from danger or as an adjunct to instruction. Physical intervention changes the direction of movement rather than stopping or preventing movement.
Physical Redirection	The use of touch and/or body position with minimal physical force to redirect attempts by a person to strike or otherwise cause physical insult or harm.
Physical Therapy (PT)	Physical Therapy (PT) 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.
Planning Alternative Tomorrows with Hope (PATHs)	Planning Alternative Tomorrows with Hope (PATHs) evolved from the Making Action Plan (MAP) 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.

Definition Name	Description of Definition
Positive Behavioral Support	Identifies distracting, disruptive, and/or destructive behavior that impact quality of life; and provides specific prevention and intervention strategies to manage and lessen the risks these behaviors present.
Positive Behavioral Supports Assessment (PBSA)	The process by which an authorized DD Waiver BSC evaluates contributing factors to a person'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 person and family and other team members, and a functional assessment of behaviors. The PBSA contains detailed information on the person'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.
Positive Behavioral Supports Plan (PBSA)	A document written by an authorized DD Waiver BSC that details the strategies and interventions to be used in interacting with the person 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.
Practitioner Orders	Medical instructions prescribed by a physician, physician assistant, certified nurse practitioner, or prescribing psychologist. See "Orders."
Practitioner Recommendations	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, SLP, OT, PT, BSC, dietician, dentist, or pharmacist.
Preliminary Risk Screening (PRS)	A consultative interview of a person 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.
Preventable Death	A death that, in the opinion of the MRC might have been prevented or postponed with reasonable intervention (e.g., medical, educational, social, legal, psychological).
Primary Care Practitioner (PCP)	A person's primary medical care provider, usually a Medical Doctor, Physician's Assistant, or Certified Nurse Practitioner.
Primary Freedom of Choice (PFOC)	Allows the person to choose between institutional care, DD Waiver or the Mi Via Self-Directed Waiver.
Primary Provider	The agency responsible, as per the hierarchy, to create and maintain the client record within Therap, in this order: Living Supports Provider; Adult Nursing Services Provider; Customized Community Supports -Group Provider.

Definition Name	Description of Definition
Prior Authorization	The process of obtaining authorization prior to the person receiving services. The purpose of the prior authorization function is to determine member eligibility, benefit coverage, medical necessity, location and appropriateness of services through the insurance provider.
PRN [Latin term; Pro Re Nada]	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.
PRN Medication Use for Behavioral Control	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.
PRN Psychotropic Medication	See definition for PRN Medication Use for Behavioral Control.
PRN Psychotropic Medication Plan (PPMP)	A document developed by the BSC in collaboration with the agency nurse that provides guidance to direct support personnel when the usual interventions and supports included in the PBSP are insufficient to ensure the health and safety of the person or others and/or is an effective alternative to a regularly prescribed psychotropic medication.
Professional Services Budget (PSB)	Occupational, Physical and Speech Language Therapies, Nursing, and BSC.
Progress Note	Notes written by BSC, therapy, nursing or other professional/clinical services. They may be routine notes of care or, for BSC's may be confidential notes of treatment sessions. These notes may be used for documentation for billing services but for BSC may not be included as part of the semiannual report.
Provider Agency	A private entity that has entered into a contract or Provider Agreement with the DOH for the purpose of providing DD Waiver services in accordance with regulations and standards to DD Waiver participants.
Prudent Nursing Practice	Standards of care in nursing for practices that a reasonably prudent nurse would use.
Psychoactive Medication	A chemical substance that acts on the central nervous system which results in temporary changes to perception, mood, consciousness, cognition and behavior.
Qualified Health Professional	A physician, nurse practitioner, physician assistant or agency nurse.
Quality Improvement Strategy	A strategy to monitor the provision of services to ensure quality outcome for people receiving services, and ensure continual compliance with all applicable program requirements.

Definition Name	Description of Definition
Quality Management Bureau (QMB)	A Bureau of the DHI that conducts compliance surveys of providers holding a provider agreement with the DDS to provide HCBS. The purpose of Quality Management Bureau (QMB) reviews is to determine compliance with federal and state standards; to assure the health, safety, and welfare of people receiving services through the DD Waiver, Medically Fragile Waiver and Mi Via Waiver, and to identify opportunities for improvement by these providers.
Regional Office Request for Assistance (RORA)	A request submitted to the DDS Regional Office by any entity involved in the provision of waiver services to people with I/DD including but not limited to individuals, families, guardians, case managers, providers, Incident Management Bureau, Quality Management Bureau, Mortality Review Committee etc. for technical assistance.
Registered Dietitian	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.
Registered Nurse (RN)	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 NM Board of Nursing, or a nurse who practices professional registered nursing pursuant to a multi-state licensure privilege as provided in the Nurse Licensure Compact.
Remediation	Means a process of taking action to remedy specific issues resulting from discovery assessments to bring performance up to acceptable levels.
Representative Payee	A person or an organization who acts as the receiver of United States Social Security Disability or Supplemental Security Income for a person who is not fully capable of managing their own benefits, i.e. cannot be their own payee. The representative payee is expected to assist the person with money management, along with providing protection from financial abuse and victimization.
Residence	A single home where one or more people served with disabilities live and for whom there are designated paid staff or other direct supports provided by a Provider Agency.
Respite	A support service to allow the primary caregiver to have a period of relief from care giving responsibilities while maintaining adequate supervision and support to the person during the absence of the primary caregiver.
Risk Evaluator	A professional who meets the qualification requirements and has completed the training requirements to provide Preliminary Risk Screening and Consultation services.

Definition Name	Description of Definition
Risk Factors	A set of internal stimuli or external circumstances that triggers a person'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.
Risk Management	The strategies and supervision used to reduce or mitigate risk presented by a person who exhibits or has exhibited inappropriate sexual behavior.
Risk Management Plan (RMP)	A supplement to the PBSP that describes a supportive set of interventions designed to increase manageability of risk and based on the outcomes of a preliminary risk screening.
Routine	Activities or services that occur on a predetermined schedule or with some level of expectancy such as occasional illness.
Safety Risk Status	The level of support needed to ensure a person's health and safety.
Sanctions	Directed Corrective Action or Moratorium on new admissions or a Civil Monetary Penalty (Fines).
Seclusion and Isolation	Seclusion and Isolation are prohibited in the NM DD Waiver. The use of coercion or physical force to confine a person 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 nor eliminate a person's preference to spend time alone.
Secondary Freedom of Choice (SFOC)	A person's or the legal guardian's right to choose an authorized DD Waiver service provider as long as the particular service has been approved in the ISP. The decision to change providers can be made by the person or his/her guardian.
Secondary Provider	Any agency that is not the Primary Provider on the person's team that is also required to utilize Therap.
Self Determination	When people with disabilities exercise their ability to direct their lives including their own supports and services.
Self-Advocacy	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.
Self-Imposed Moratorium	A provider agency, with the approval of the regional office(s) and the DDSD Director or his/her designee, requesting and receiving a freeze on the requirement to accept all new people into a specified service for a specified period of time, in a specified DDSD region and/or in specified counties. The removal of a provider from the SFOC form in specific counties for a limited amount of time, per the provider's request.

Definition Name	Description of Definition
Self-Protective Behavior	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.
Semi-Annual Reports (aka Semi Annual Progress Reports)	Provides status updates to life circumstances, health and progress toward ISP goals and/or goals related to professional and clinical services provided through the DD Waiver.
Setting Requirements	<p>The HCBS setting requirements establish an outcome oriented definition that focuses on the nature and quality of people's experiences. All HCBS settings (residential and non-residential), which includes all DD Waiver funded setting must:</p> <ol style="list-style-type: none"> 1. Be integrated in and facilitate full access to the greater community; 2. Ensures people receive services in the community to the same degree of access as people not receiving HCBS; 3. Maximize independence in making life choices; 4. Be chosen by the person (in consultation with the guardian if applicable) from all available residential and day options, including non-disability specific settings; 5. Ensure the right to privacy, dignity, respect and freedom from coercion and restraint; 6. Optimizes individual initiative, autonomy and independence in making life choices; 7. Provide an opportunity to seek competitive employment; 8. Provide individuals an option to choose a private unit in a residential setting; and 9. Facilitate choice of services and who provides them.
Settings Factors	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.
Sexually Inappropriate Behavior	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.
Sexually Offending Behavior	Any sexual act that violates existing laws.
Short Term Placement/Stay	Prior authorized admission of an individual into Intensive Medical Living Services (IMLS) for ninety (90) days or less.
Significant Change in Personal Life Circumstances	A change in personal circumstances that have been part of a person's long term stability and affect a person'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.

Definition Name	Description of Definition
Socialization	Means the process whereby persons are made aware of what is expected of them in social situations from their family, culture, tribe or nation, school, friends, church and other social or environmental settings.
Socialization and Sexuality	Classes that provides concrete interactive instructions teaching skills needed to perform healthy relationships, including values clarification, dating and intimate relationships, personal boundaries and stranger safety, sexually transmitted infection(s), birth control, pregnancy, childbirth and sexual choice.
Specialized Medical or Employment Related Appointments	A work related or clinical visit that is intended to address current concerns. A nurse or therapist may participate in order to provide professional input and to obtain needed clinical information.
Speech and Language Pathology (SLP)	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.
Stable	The person's condition is unchanged; signs and/or symptoms are within established ranges, frequencies or patterns. The person'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.
Staffing Ratio to Individual	The number of people an employed staff member or subcontractor is responsible for in terms of caseload, stated as a full-time equivalent in relation to number of people.
Substitute Care	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.
Supervision by a Registered Nurse for Intensive Medical Living	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 person, 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.
Support Needs	The type, frequency and duration of help a person needs to successfully complete life activities.

Definition Name	Description of Definition
Supported Employment	Competitive, integrated employment for people with severe disabilities and a demonstrated need for support to obtain and maintain employment. Supported employment occurs in typical integrated business, industry, or government environments and includes: <ul style="list-style-type: none"> - Minimum wage or better; - Support to obtain and maintain jobs; - Opportunity for career development; and - Workplace diversity.
Supported Living Services	Supported Living is intended for people who are assessed to need twenty-four (24) hour residential habilitation to ensure health and safety. Supported Living services are designed to address assessed needs and identified individual outcomes.
Supports	The assistance to a person that may or may not include a paid service.
Surrogate Family Provider	A Living Supports-Family Living provider that is not related by affinity (adoption or marriage) or consanguinity (blood.)
Systematic Instruction	Systematic Instruction is a method that enables staff to teach a complex series of tasks to people with significant disabilities. It focuses on teaching tasks in a natural way and balancing the amount of intervention staff should provide. The goal is to empower the person to learn new tasks with supports that fade.
System-wide Alert	An alert posted on the DOH website to providers regarding an urgent health risk that has been identified through the MRC process or other means.
Teaching and Support Strategies (TSS)	Strategies to achieve the stated desired Outcomes and Actions Plans for a person.
Therap	A secure web-based application suite that is designed to provide a comprehensive solution for the planning, documentation, reporting, communication and billing needs of organizations supporting people with I/DD in HCBS and other settings.
Therapy Evaluation	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.
Third Party Assessor (TPA)	The TPA reviews required level of care (LOC) assessments and determines medical eligibility for individuals who are newly allocated to the waiver and redeterminations. The TPA is contracted through HSD. In addition, the TPA Contractor enters ISPs/budgets into the Medicaid Management Information System to ensure that waiver requirements are met.
Timely Implementation of Healthcare Orders	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.

Definition Name	Description of Definition
Timely Medical Assessment	The amount of time taken to perform an assessment so that a good healthcare outcome is achieved for a person. Emergency situations require that a person 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 person as soon as an appointment can be scheduled.
Trial Work Opportunities	Opportunities that typically occur when a candidate for employment 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 candidate may be hired on a trial basis. Wages are required for time worked.
Unexpected Death	A death that resulted from a condition that was previously undiagnosed, occurred suddenly, or was unanticipated.
Visit	A face-to-face interaction or observation.
Volunteer	An unpaid person who carries out service or support activities.
Working Age Adult	A person who is at least 17 years of age who has completed or nearly completed her/his K-12 School curriculum including the transition portion and requests adult services through the DDSD. Typical retirement age, based on Social Security rules, ranges from 62-67 with many people choosing to work longer for economic or other reasons.
Written Direct Support Instructions (WDSI)	A document created by a therapist, describing procedures or strategies to be implemented by DSP to support a person with health, safety, increased participation, and independence. The authoring therapist must provide training to DSP responsible for implementation of WDSI.
Young Adult	People between the ages of 18 through 20 years of age who are allocated to the DD Waiver and are receiving specific services as identified in the DDSD Standards and Policies. Persons under age 21 are eligible for medical services funded by their Medicaid provider under EPSDT benefit.