NEW JERSEY DEPARTMENT OF HUMAN SERVICES

SERVICE DICTIONARY - 2014

Service Definitions for Third Party Social Service And Training Contracts

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ORGANIZATION OF THE DICTIONARY

The service classification system is a hierarchical structure consisting of nine (9) Major Social Service Categories. Services will be defined within each major category.

The Social Service Categories are:

- Initial Response Services Case Management Services Family/Client Support Services
- Health, Substance Abuse and Mental Health Treatment Services
- Employment-Related Services
- Education Services
- Residential, Resource Family & Kinship Care Placement Services
- Planning/Management and Infrastructure
- Technical Assistance

In this hierarchical classification, *any Major Social* Service Category, Service or Sub-service, may be used to identify a contracted service. However, all services and sub-services will be linked to a major service category. For example, the purchase of sub-service "Outpatient Mental Health" is linked to "Mental Health Treatment" Service, which is then linked to the Major Service Category of "Mental Health Treatment Services

One of the primary needs of the Departments' of Human Services (DHS), Children and Families (DCF) and its Departmental Components is to be able to link its budget allocations to services purchased through contracts. Although this dictionary has not attempted to define Department wide budget allocation nomenclature, the dictionary is organized into a classification system that allows the Departments and its Departmental Component's to link Budget Program Classifications to Service Category, Services and Sub-services.

Each Departmental Component can establish Budget Program Categories that can be linked in databases to the Major Service Categories. However, the Service Categories are fixed and may not be altered. For example –. the Division of Youth and Family Services (DYFS) allocates its budget to two major budget programs: ***SERVICES TO CHILDREN and FAMILIES, and ADMINISTRATION and SUPPORT.*** Under the budget Program Services to Children and Families, DYFS can link the major service categories of *Initial Response, Case Management, Family Support Services and Residential, Resource Family, and Kinship Care Placement Services.* Under the budget program, Administration & Support, DYFS could link the major service categories of *Planning/Management and Infrastructure* and *Technical Assistance* (See attached illustration).

Assuming the implementation of a sophisticated database that can link budget programs and services, the Departmental Components would be able to identify the types of services it purchases, the dollar value of the purchases, and the specific charges made to its budget allocations.

DEPARTMENT OF HUMAN SERVICES

BUDGET CATEGORY

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MAJOR SERVICE CATEGORY

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- Initial Response Services
- Case Management
- Family/Client Support Services
- Health, Substance Abuse & Mental Health Treatment Services
- Employment Related Services
- Education Services
- Residential, Resource Family & Kinship Care Placement Services
- Planning & Management & Infrastructure
- Technical Assistance

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SUB-SERVICES

SERVICES/DESCRIPTIONS
(within the Major Social Service Categories)

Examples:

Initial Response Services	Case Management Services	Family/Client Support Services
Initial Crisis/Emergency Services: - Emergency Food - Emergency Fuel/Utilities - Emergency Housing - Emergency Crisis Counseling - Emergency Medical	**Protective Services Case Management:** - Protective Services Investigation - Emergency Placement - Custody & Guardianship - Safety & Risk Assessments	**Kinship Care Services:** - Kinship Wraparound Program - Kinship Care Subsidy Program - Kinship Child Care Subsidy Program

New Jersey Department of Human Services (DHS)

I. MAJOR SOCIAL SERVICE CATEGORY DESCRIPTIONS

A. INITIAL RESPONSE SERVICES

Initial Response Services provide a timely response and efficient management of services to those who are in need of protection, emergency services, addiction information and referral and/or other services that may be required to restore or maintain the well-being of individuals. Services may be provided to individuals who voluntarily request services; and to all those reported to be in need of protection as a result of abuse, neglect, abandonment or exploitation, regardless of whether the request is voluntary. Initial response may also include screening, brief intervention and referral for assessment for substance use or mental health disorders. Initial response services do not include placement services outside of an individual's home.

Initial Response Services are generally provided on a short-term basis to resolve a crisis, assess emergent problems, and direct individuals and families to appropriate resources. Initial response services may culminate in the development of a comprehensive case management plan for an individual or family.

B. CASE MANAGEMENT SERVICES

Case Management Services provides an array of social services, from general and targeted case management to adoption services. These services are designed to assist individuals and families in accessing their needs, making appropriate referrals and providing services to help manage and enhance their quality of life. A case management plan may call for the provision of Family Support, Health, Substance Abuse or Mental Health Treatment Services and/or Residential, Resource Family and Kinship Care Placement Services. A public, private or health related social service agency usually administers the case management service plan.

C. FAMILY/CLIENT SUPPORT SERVICES

Family/Client Support Services consist of an array of general social services that are made available to persons both inside and outside of their homes. Such services are usually requested on a voluntary basis, intended to prevent or reduce abuse, neglect, exploitation and the need for substitute care and intended to help alleviate stress for family members in the 24-hour a day caregiving needed by an individual with a disability. The goal of these services is to enable individuals and families to achieve or maintain self-sufficiency, addiction recovery

and a permanent home. Services are provided on a long or short - term basis and may be incorporated into a comprehensive case management plan supervised by a public or private social service agency. For example, the Division of Family Development purchases services for the Kinship Care program to assist families in their reunification/permanency efforts.

D. HEALTH, SUBSTANCE ABUSE and MENTAL HEALTH TREATMENT SERVICES

Health, Substance Abuse and Mental Health Treatment Services are designed to address the physical and emotional well-being of individuals and families. Health Related Services are intended to help the client achieve and maintain "good health." While Substance Abuse Treatment Services provide an array of residential and outpatient treatment and recovery supports to treat drug and alcohol abuse. Mental Health Treatment Services cover a range of appropriate setting and interventions (from Crisis Intervention/Stabilization to Partial and Outpatient Care Services for individuals and/or families coping with serious mental health issues or emotional disturbances that disrupt daily living activities).

E. EMPLOYMENT RELATED SERVICES

Employment Related Services are designed to assist individuals in obtaining gainful employment through evaluation/assessments, experiences, motivation, and qualifications. These skills are augmented with training and readiness skills to enhance the individual's marketability when seeking employment. These services assist in job placement.

F. EDUCATION SERVICES

Education Services provide activities and programs that are designed to enable individuals in communities to achieve knowledge and skills within either structured educational institutions, community-based agencies or alternative educational programs. Education Services also provide a myriad of public awareness and information services, and addiction prevention resources. The activities promote awareness of social, cultural, economic and political resources and services. These services seek to make people aware of social problems in their communities and how to resolve them.

G. RESIDENTIAL, RESOURCE FAMILY AND KINSHIP CARE PLACEMENT SERVICES

Residential, Resource Family and Kinship Care Placement Services are designed to provide temporary or permanent care and treatment to individuals and families who's emotional, educational, health, or economic needs prevent them from remaining in their own homes or within their community. Placement services provided for individuals are intended to secure placements outside of an individual's home in the least restrictive setting appropriate to the individual's

needs. Residential, Resource Family & Kinship Care Placement Services may be included in a comprehensive case management plan administered by a public or private social service agency.

H. PLANNING, MANAGEMENT and INFRASTRUCTURE

Planning, Management and Infrastructure Services consist of activities designed to achieve optimal coordination, effectiveness and efficiency in delivering social services to communities and individuals. Planning, Management and Infrastructure Services bring together community and social service agency representatives to determine the state of social service needs at the local and State level, assess existing services programs, make recommendations for improving services delivery, as well as recommendations for the development, coordination and delivery of new service programs. Planning, Management and Infrastructure Services do not involve the provision of direct care services to individuals and families as in the case of Initial Response, Case Management, Family/Client Support and Residential Resource Family & Kinship Care Placement Services.

Planning, Management and Infrastructure Services may involve the actual administration of state or federally subsidized service programs by community-based social service agencies.

I. TECHNICAL ASSISTANCE

Technical Assistance services provide support activities to private and public social service agencies and community organizations with the delivery of social services to families and individuals. The activities may include the training of staff, community education programs, consulting services designed to review service programs, general research projects, social service rate pricing, and professional court testimony on client or legislative matters, etc. Services do not involve the direct provision of care to individuals and families.

NOTE: The DHS/DCF Offices' of Licensing (OOL) definitions and citations for regulated services are included within this Service Dictionary. When the definition in licensing regulations differs from the general definition it will be cited as (DHS OOL/DCF OOL term). Licensing regulations are cited as N.J.A.C. (New Jersey Administrative Code).

II. SERVICES DESCRIPTIONS WITHIN MAJOR SOCIAL SERVICE CATEGORIES

A. INITIAL RESPONSE SERVICES

1. Intake/Screening/Service Eligibility

Activities in which contact is first established with clients by a professional or team of professionals, either by telephone, in the office, at the client's home, or elsewhere.

The purposes of the activities are to:

- determine what the client needs/wants;
- determine client eligibility for services;
- advise an individual requesting/requiring services of policies and procedures;
- determine whether the individual will receive services;
- determine which services the individual will receive or where the client may be able to receive services;
- determine if an individual is in immediate or serious endangerment; and,
- prepare an initial service plan, as appropriate.

Individuals and families determined eligible for service are registered as "active" clients with the provider agency. If ineligible for services, the applicant may be provided with additional information and referral services.

2. Information and Referral Services

Information is given to a client about services available from public and private sources, based upon screening or assessment of need in order to facilitate appropriate referral. The client may make his/her own request for service, or an intake worker may make the referral and may follow-up with the community resource that provides the service.

3. Protective Service Investigation Services

An investigation initiated when an agency receives a referral alleging the abuse, neglect, exploitation and/or abandonment of an individual or individuals. The purpose of the investigation is to determine what harm an individual has suffered, or is at risk of suffering; all relevant information is gathered including the circumstances that led to or may lead to harm to the individual or family. Based upon the findings of the investigation, a case plan may be developed to provide Initial Crisis, Family Support or Residential, Resource Family and Kinship Care Placement Services to the

individual and their family.

4. Initial Crisis/Emergency Services

Activities directed at providing a timely response to individuals with immediate and urgent need for protection, food, clothing, medical care, shelter, or counseling services. Short-term financial relief to secure basic care services may be provided:

a) *Emergency Food* - provision of food commodities
b) *Emergency Fuel/Utilities* - provision of or the payment of fuel or utilities
c) *Emergency Finances* - payment of cash directly to clients
d) *Emergency Housing* - provision of shelter or housing voucher
e) *Emergency Crisis Counseling* - counseling directed to stabilizing the client's mental coping ability
f) *Emergency Medical* - provision of medical care outside a hospital by a person qualified to render care
g) *Emergency Clothing Services* – provision of initial clothing upon placement of child in an out-of-home setting; and also to purchase special clothing such as, but not limited to, graduation cap/gown rental and school uniforms (DYFS Specific)
h) *Emergency Legal Services* – expenses attributed to children under DYFS supervision for cost of, but not limited to, birth certificates, out of state summons, subpoena, serving of Guardianship papers, and other minor sundry legal costs (DYFS Specific)
i) *Emergency Miscellaneous Service Expenses* – sundry expenses that support a DYFS child's permanency, well-being and safety for the purchase of, but not limited to, car seat and bicycle helmet as required by State law (DYFS Specific)

5. Outreach to Clients

Organized efforts made by social service providers to locate or identify persons in need of services, and to ascertain if vulnerable populations are in need of protection. Outreach also includes activities to advise the community about the availability of services.

6. Early Intervention and Brief Intervention (DAS Specific)

Early Intervention denotes early efforts to intervene where an individual is considered to be at risk for substance use-related problems; an early intervention is often brief, designed to assess and provide initial feedback to an individual about his or her alcohol or other drug use and its consequences.

Brief intervention is a specific service focused on increasing one's

insight and awareness regarding personal substance use. Brief intervention may be a single session or multiple sessions of motivational discussion, the goal of which is behavioral change. Brief intervention can be tailored for variance in population or setting, and can be used as a stand-alone intervention for those at-risk, as well as an engagement opportunity for those in need of more extensive level of care.

B. CASE MANAGEMENT SERVICES

1. General Case Management and Supervision

The means by which social service agencies, through their direct care social service staff, address clients' needs through the development and management of a case plan. Case managers may provide, arrange and coordinate the delivery of appropriate services; monitor client/case progress; revise case planning as needed. Client involvement in the case plan is also managed through mutually established, goal-directed tasks with appropriate time frames.

2. Protective Services Case Management

Refers to the specific means by which the caseload of clients in need of protection and protective services are administered. These services incorporate the activities of General Case Management, as well as the following additional activities to protect the client:

a) Protective Service Investigation
b) Emergency Placement
c) Custody and Guardianship
d) Continuing Safety and Risk Assessment

3. Youth Case Management Services

Off-site community-based services intended to assist youth under 21 years of age and their families in identifying, accessing and receiving appropriate mental health services. Youth Case Management Services are directed toward those youth that are emotionally/behaviorally challenged, and are either at risk of serious decompensation, in need of an array of mental health services, unresponsive to more traditional community based clinical intervention, in need of extensive service coordination or expected to be returning to a community setting from a residential setting. (N.J.A.C. 10:37H-1.1.) (This is a DCF OOL term.)

4. Integrated Case Management Service (ICMS) (DMHS Specific)

Consumer- centered support and linkage services that are provided predominantly off-site in the consumer's natural environment. Personalized, collaborative and flexible outreach services are designed to engage, support and integrate consumers, 18 years of age or older who are severely and persistently mentally ill, into the community of their choice and facilitate their use of available resources and supports in order to maximize their independence. ICMS services are designed to assist consumers in their recovery by helping them gain access to needed mental health, medical, social, educational, vocational, housing and other services and resources. (N.J.A.C. 10:37K.) (This is a DHS OOL term.)

5. Substance Abuse Case Management

A service for the substance abuse client to help access the resources they need to engage in and sustain recovery. The resources a client needs may be external in nature (e.g. housing and education) or internal (e.g. identifying and developing skills). Substance Abuse Case Management will enhance the scope of addictions treatment through the coordination of the recovery continuum.

The following services may be included in Substance Abuse Case Management:

- Screening and Assessment
- Service Planning
- Linkage/Referrals
- Monitoring
- Advocacy

6. Permanency Planning Case Management

For DYFS supervised children in out-of-home placements, working towards either reunification within the Adoption and Safe Families Act (ASFA) specified timeframes or attaining another permanency outcome for the child, such as, Adoption, Kinship Legal Guardianship, relative custody, or other permanent plan.

7. Adoption Services Case Management

The specific means by which the caseload of clients in need of adoption is managed. These services incorporates the activities of General Case Management as well as the following additional activities intended to expedite the legal transfer of all- parental rights and responsibilities from the birth and/or legal parent to another person who desires to assume those rights and responsibilities.

a) *Legal Activity* (undertaken to terminate the right of parents including custody or guardianship litigation)
b) *Adoption Home Recruitment*
c) *Adoption Home Screening/Evaluation/Re-Evaluation*
d) *Adoption Complaint Investigation* (a court ordered investigation to assess the suitability of the prospective adoptive parents in a non-agency placement)

8. Adoption Agency

A Department of Children and Families (DCF) certified public or private non-profit corporation organized, for all or part of its purpose, to provide adoption services to children, adoptees, adoption applicants and birth and/or adoptive parents. Adoption services may include: pre-placement, home study, placement, post-placement or post-adoption service or other related activities, including those requested by courts, other adoption agencies, and organizations, whether or not the agencies and organizations are certified in New Jersey. (N.J.A.C. 10:121A.) (This is a DCF OOL term.)

9. After Care Services for Aging Out Youth

Intensive case management and support services for youth between the ages of 18 and 21 who are no longer age appropriate for continued services in the Child Welfare System. These cases may remain in active or closed status in the Department of Children and Families until age 21. Services are part of the Continuum of Care within an Independent Living Care Plan. These services provides young adults with assistance in obtaining meaningful employment, housing or tuition for post-secondary education, tutoring and other services designed to assist young adults with transition to self-sufficiency.

10. Justice Involved Services (Jail Diversion, Re-Entry Programs, Criminal Justice Services)

Personalized, collaborative and flexible case management and outreach services, offered primarily off-site, designed to engage support and integrate individuals with serious mental illness and substance abuse who are involved with the criminal justice system into the community of their choice and facilitate their use of available resources and supports in order to maximize their independence. A primary goal of this service is to assist consumers to avoid arrest and/or reduce the number of days in jail or prison or help in their re- integration after incarceration.

11. Purchase of Care (POC) Case Management

Purchase of Care (POC) case management is the case oversight of all children and adults residing in out-of–state facilities/institutions/community residences for whom the New Jersey (NJ) Division of Developmental Disabilities (DDD) holds a contract for the care and safety of that individual in that out-of-state residential setting. Some of these individuals are co-case managed by other state agencies such as the Department of Children and Families (DCF), primarily through the Division of Child Behavioral Health Services (DCBHS) or the Division of Youth and Family Services (DYFS). In some cases, the primary oversight of a person's case, most typically children aging out of their educational entitlement is transferred from one state agency to another.

POC case managers track cases; respond to inquiries by parents, guardians and facility staff, trouble-shoot government benefits and eligibility matters; participate in Individual Habilitation Plan (IHP) and Interdisciplinary Team (IDT) meetings; review periodic program reports submitted to DDD by the POC facility; and engage in Unusual Incident Response (UIR) incidences with designated DDD UIR coordinators.

Several in-state POC facilities also exist based on historical practices; all POC functions for these cases are the same as those for out-of-state cases.

C. FAMILY/CLIENT SUPPORT SERVICES

1. Home Care/Homemaker

Activities designed to assist individuals/families who are experiencing temporary or permanent problems that limit their ability to perform basic self-care and daily living activities such as meal preparation, bathing, dressing, attending to financial matters, taking medication, shopping, cleaning, yard care, snow removal, removing trash, and household repairs. The setting or location for service provision is the client's home. The activities are short term in duration.

a) *Homemaker Assistance* - through this service, trained personnel go into homes as substitute homemakers (or housekeepers) to assume responsibility for routine household activities such as menu planning, budgeting, general household management, shopping, banking and food preparation.

b) *Personal Care* - provide basic non-medical personal services such as bathing, grooming and assistance in dressing to individuals in their own homes.

c) *Chore Services* - provides for the performance of unskilled or semi-skilled home maintenance activities needed to enable a person to remain in his/her own home, when he/she is unable to perform such tasks himself/herself and when there is no other responsible person available or capable of providing the service. Such activities include: cleaning (attics, walls, and rugs), yard care, snow removal, moving trash to collection points, grass cutting, moving of coal and ash, non- expert pest control, and assistance with emergency shopping. Chore service does not include any major housing repairs. These services do not require the skills of a trained homemaker or health aide.

2. Transportation (non-medical)

This service includes activities aimed at providing individuals with transportation needed to meet daily living routines. Activities include transportation for social and recreational needs, as well as specialized transportation for target groups such as persons who are physically handicapped or mentally disabled.

a) *Transportation Brokering* - activities directed towards the arranging of transportation for clients to meet human needs. This service would include providing information to the client and purchasing services.

b) *Social Service Transportation* - provides transportation to clients to insure access to employment and social services. This includes door-to-door, and route services purchased through public, private and non-profit resources.

c) *Special Group Transportation* - provides specialized transportation to clients who fall into certain target groups such as persons who are physically handicapped or developmentally disabled who cannot use general transportation services effectively.

d) *Modified Livery Transportation Services* – livery services provided by a division-approved transportation provider to beneficiaries under 21 years of age requiring supervision provided by a qualified provider- supplied attendant.

3. Companionship

These services are designed to establish new one-to-one social relationships and expand client contact with the world outside their immediate environment.

Services are provided by a “companion” (that may/may not be a volunteer)

who establishes a relationship with the person, and may assist with or perform certain tasks such as reading, writing letters, shopping, or may engage the person in constructive social, educational or recreational activities within the community. The companion may also serve as a role model for the individual receiving services, giving guidance and assistance to the person in matters related to daily living and interpersonal relationships.

a) *Youth Support* - provides companionship, guidance, and/or role models through, paid or volunteer activities of same gender adult, to children for whom such a person is unavailable (e.g., fatherless/motherless homes) or only limitedly available (e.g., alcoholic parent, extensively absent parent, institutionalized children). Services may be directed to pre-delinquent and delinquent youth. Elements include the eliciting, selection and screening of both big and little brothers and sisters; systematic matching of big and little brothers and sisters in terms of needs and relevant social characteristics; special orientation, developmental, and supervisory program to big brothers and sisters; and provision of or referral for ancillary services to little brothers and sisters of their families, as needed. Providers may include Big Brother/Big Sisters, CYO, and Youth Advocate Programs.

b) *Telephone Reassurance* - telephone reassurance provides telephone calls at specified times (or often as necessary) to or from individuals who live alone, or who are temporarily alone, to determine if they are safe and well, require special assistance, or to provide psychological reassurance.

c) *Social Support Groups* - an organized or informal group of individuals who come together to enjoy the companionship of peers in recreational, educational, religious, or community activities. Such groups may be sponsored by churches, social clubs, community fraternal clubs or business organizations.

4. Kinship Care Services

Also known as “the Kinship Navigator Program” helps kinship caregivers adults who are raising relatives’ children in their own homes “navigate” their way through the various government systems to find local supports and services.

a) *Kinship Wraparound Program* - assists kinship caregivers with essential services or items not available through existing programs. Such services include furniture, moving costs, housing and legal fees. Financial eligibility depends on the kinship caregiver’s age and the size and income of the family unit. Income limits are the

same as for the Kinship Child Care Subsidies. The Wraparound Program is administered through four regional contracted agencies.

b) *Kinship Care Subsidy Program* - provides a monthly subsidy of up to $250 per month per child, for children living with a caregiver who has a low income who acquire Kinship Legal Guardianship.

c) *Kinship Child Care Subsidy Program* - assists kinship caregivers with the cost of child care. Financial eligibility depends on the kinship caregiver's age and the size and income of the family unit. Income limits are 350% of the Federal Poverty Level for caregivers under the age of 60 who are working, preparing for work or disabled. The income limits are 500% of the Federal Poverty Level for caregivers who are 60 or older. This program is administered through the 21 Unified Child Care Agencies.

5. Legal Assistance

Activities designed to assist clients to resolve their legal problems, and protect their legal rights. Assistance may include legal advice to individuals through consultation with an attorney or Para-legal to assess the need for legal services, and to determine options available to resolve legal matters.

Assistance may also be provided in the form of legal representation in litigation and legal matters before various judicial institutions. Programs, which support public advocacy at the state, county and local government level, on behalf of individuals and client populations in need of services and entitlements are included as part of the definition.

6. Housing - Related

Activities designed to help eligible clients to find, improve or maintain housing suitable and adequate for their needs to prevent homelessness and/or avoid substitute care.

a) *Housing Location Assistance* - assistance given to individuals and families designed to find adequate housing to meet their temporary or long range needs. The assistance may be in the form of organized information and referral, transporting or directing clients to prospective housing, assisting clients in the selection of available housing, and helping clients in dealing with landlords, utility companies, mortgage companies and other related business concerns.

b) *Rent and Mortgage Assistance* - subsidized rent and mortgage payments made to owners of approved rental housing or mortgage

banks and agencies to supplement the partial payments of eligible tenants and homeowners.

c) *Facility Renovation* - provides for the performance of repair activities needed to maintain safety and efficiency of a household or a facility providing services to youth or adults. Such activities may include, but are not limited to: replacing windowpanes; repair of electrical plugs and wiring; furniture repair; repair of stairs, floors, and walls; minor exterior repairs, painting, plumbing, adding grab-bars, constructing or repairing ramps, and widening doorways.

d) *Weatherization* - provides those living in a home with labor and materials to "weatherize" their home. Such activities include caulking windows, installing weather stripping around doors and installing insulation.

e) *Housing Development* - activities designed to encourage the improvement, and rehabilitation of existing housing, and the construction of new housing, especially for low-to-moderate income families, through the provision of various types of financial inducements including low-interest loans, loan insurance, and direct grants. Assistance may be made available directly to private or public contractors or to banks or other financing organizations.

7. Personal Assistant

Services provided by paid individuals to assist adults with chronic physical disabilities in carrying out routine, non-medical tasks that are designed to meet their personal care needs and activities of daily living in order to live independently within their community. Personal Assistant activities include, but are not limited to, personal care such as bathing, dressing, toileting and feeding, home management such as shopping, laundry, bill paying, problem solving, and mobility assistance, including the use of public or para-transportation systems.

a) *Personal Assistance Service Program (PASP)* - provides health and chore related tasks performed by the Personal Assistant to adults with permanent physical disabilities that are employed, involved in community volunteer work, or attending an educational/training program. Personal Assistants help with tasks, such as, light housekeeping, bathing, dressing, preparing meals, shopping, correspondence, mobility, driving and/or using public transportation. These services are consumer-directed and supervised.

8. Post Adoption Support

Activities designed to assist adoptive families with the psychological and financial adjustments associated with adopting children. Services may include subsidized adoption financial assistance, medical care, and support services to families in their own home.

a) *Subsidized Adoption* - a legislatively mandated service designed to encourage and support the permanent adoption of children with special needs for whom adoption may not be accomplished without financial subsidy.

9. Domestic Violence Support

Activities directed to the support of domestic violence shelter services and related support programs. This includes 24-hour Hot Line services, client advocacy, programs directed to batterers counseling, housing related, and legal referral.

10. Income Maintenance

Consists of financial aid aimed at providing the minimum necessary money income to meet the basic material needs of those individuals who are unable to provide for themselves.

a) *Cash Subsidy Program* - provides funds to individuals/families to purchase items or services.

b) *General Financial Assistance* - the various programs under this service entails a means test that may be income-related, and provide gap-filling cash payments or vouchers designed to bridge all or part of the gap between an established target standard of living and the individual's or family's available resources. Payments are usually provided on a regular basis, on a long-term basis or a specified period of time. Examples of programs include: Temporary Assistance to Needy Families (TANF), General Assistance (GA), Supplemental Security Income (SSI), Food Stamps, Utilities Assistance grants, or financial aid programs supported through voluntary agencies.

c) *Emergency Financial Assistance* - activities designed to provide financial assistance or grants to individuals or families to help them during times of personal emergency and crisis to secure food, clothing, shelter, medical care, utilities and home furnishings. Assistance is available directly to the recipient or a protective payee/guardian. This service may also include one-time financial assistance.

d) *Medical Insurance* - encompasses those programs which are concerned with the provision of financial aid to individuals who are unable to purchase health care because of their economic conditions. Programs may include: Medicare, Medicaid, Private Carriers, Pre- paid Health Plans, and Pharmaceutical Services that provide assistance in meeting medical bills for individuals such as the elderly, young adults, person who are disabled and those persons having a low income.

11. Food/Nutrition

Activities that provide food commodities, meals to elderly, disabled, poor and homeless individuals**.**

a) *Home Delivered Meals* - activities to provide nourishing meals and/or raw foodstuffs to persons who are unable to obtain or prepare meals because of their inability to leave their homes. Meals or food supplements are delivered directly to the individual or family's residence.

b) *Group Dining/Nutrition Sites* - refer to the provision of meals at a central location to special target groups such as persons who are elderly, individuals with disabilities, persons who are poor and the homeless. Soup kitchens, and faith based meal centers are included in this service.

c) *Food Pantry* - refer to the provision of food commodities and groceries at a central distribution center to persons who are elderly, disabled, poor or homeless.

12. Translation

Activities involving the communicating of, or interpretation of language between individuals or groups.

a) *Foreign Language Translation* - verbal or written translation from one language into another language.

b) *Sign Language Interpreter* - Interpreter translates what is said verbally, matching the person who is deaf mode of communication. In turn, the interpreter translates into spoken English what the person who is deaf is signing. While few persons who are deaf or hard of hearing people are accomplished lip-readers, they often still require the services of an interpreter who complements the verbally delivered message with sign.

c) *Computer Aided Real-time Translation* (*also called communication access real-time translation*) - translations done by trained reporters using a stenotype machine, a computer, or real-time translation software to create the text instantly. The text is displayed on the computer monitor, television set or monitor, and sometimes through overhead projection. Many real-time reporters also use software to enlarge the tent and make it easy to read. Real-time reporters call what they do "writing."

d) *Speech to Speech Translation Services* - under this service, an individual who is disabled and has difficulty speaking hires a trained operator who then interprets the speech to another person.

13. Supervised and/or Therapeutic Visitation

Activities designed to facilitate and supervise visitations between children or adults residing in out-of-home placement, their parents, prospective adoptive parents or other responsible relatives. Visitations may take place in structured settings, and under the supervision of a social worker, mental health professional, or correctional official.

14. Day Care

This includes personal care services to adults or children provided during a portion of the day, but less than 24-hours. Services are provided in a variety of settings such as child day care centers, family day care homes, or adult day care centers. Day care service activities are geared toward providing personal care related to nutritional and routine health care needs as well as socialization activities intended to enhance social and emotional development. Day care services are also provided to assist caretakers of children or adults who are unable to provide personal care due to employment or other special needs of the caretaker or client.

a) *Center Based Child Care* - activities that provide personal care, supervision and education for children during a portion of the day (but not 24 hours) during times when parents or a child's caretaker are working or unavailable. Care is provided in licensed child care centers. Services may be available through contracts with licensed center based programs or through child care subsidized vouchers. Services include:

- Infant Care;
- Pre-School Care;
- Before and/or After Kindergarten Care-Full Time;
- Before and/or After Kindergarten Care- Part Time;
- Before and/or After Pre-School;
- Before and/or After School; and

- This Summer Camp

b) *Child Care Center* - any home or facility, by whatever name known, which is maintained for the care, development or supervision of six or more children under 13 years of age who attend for less than 24 hours a day. (N.J.A.C. 10:122.) (This is a DCF OOL term.)

1. Early Childhood Program – a supervised group program serving six or more children under 6 years of age. (N.J.A.C. 10:122.) (This is a DCF OOL term.)

2. School-Age Child Care Program - a supervised group program serving six or more children under 13 years of age who are enrolled in a public or private school, when their classes are not in session. The term may also include programs that serve: kindergarten and pre-kindergarten children before and/or after their regular school session. (N.J.A.C. 10:122.) (This is a DCF OOL term.)

3. Non-Profit in Public School Child Care Center - *a* child care center operated by a non-profit organization in a public school building. The center is not required to meet the licensing regulations governing the safety and adequacy of the physical plant or facilities. (N.J.A.C. 10:122.) (This is a DCF OOL term.)

4. Life/Safety Approval Child Care Center - a child care center that is required to comply only with the physical facility; life/safety, administration and control of medication, environmental sanitation and communicable disease reporting provisions of the licensing regulations. The center either:

   a. Operates on a seasonal or short-term basis for eight weeks or less and does not offer a continuous program that extends across the three-year period of licensure: or

   b. Was operating on or before May 16, 1984 and was exempt from the licensing provisions because it was operated by an aid society of a properly organized and accredited church. (N.J.A.C. 10:122.) (This is a DCF OOL term.)

c) *Family Day Care* - set of comprehensive and coordinated activities providing direct personal care, attention, and supervision to children for a portion of the day in family day care homes. Programs are administered through private agencies that recruit, train, inspect,

maintain and support a community network of voluntarily registered family day care homes.

d) *Registered Family Child Care Home* - the private residence of the family childcare provider in which child care services are provided to no fewer than three and no more than five children at any one time for no fewer than 15 hours per week, except that the DHS/DCF Departmental Components' shall not exclude a family child care home with fewer than three children from voluntary registration. (N.J.A.C. 10:126.) (This is a DCF OOL term.)

e) *Family Child Care Sponsoring Organization (see also CCR&R) (DFD Specific)* - an agency or organization that contracts with the DHS Departmental Components' to assist in the voluntary registration of family child care providers and that complies with all applicable requirements of the Manual of Requirements for Family Child Care Registration. (N.J.A.C. 10:126.) (This is a DCF OOL term.)

f) *Child Care Resource and Referral Agency (CCR&R)* - an agency under contract with the Department of Human Services through the Division of Family Development, to administer child care programs and services in a particular county or counties. Also serving as Family Child Care Sponsoring Organizations, Child Care Resource & Referral Agencies are responsible for both the regulatory and support aspects of the family child care registration program.

g) *Adult Day Care* - provides specialized training and group care to adult or elderly individuals with physical, mental, or psychological limitations. The service assists persons in the acquisition of social, intellectual, and personal skills in order to maximize their potential for normal and independent functioning in society. Elements include an individualized program plan; educational; developmental; recreational activities; health; nutrition; social service activities; a nutritious meal and snack program; helping arrange for transportation; and assistance in basic tasks of everyday living.

h) *Approved Home/Approved Child Care Home Provider (DFD Specific)* - a child care provider not registered pursuant to the Family Day Care Provider Registration Act (see N.J.A.C. 10:126), whose home has been evaluated and authorized for payment through the DHS' child care service programs, using the Self-Arranged Care Inspection and Interview Checklist. Unregulated relatives, friends or neighbors may be eligible for approved home status. (N.J.A.C. 10:15.)

i) *In-Home Child Care* - care of a child by an approved day care provider in the child's own home. The childcare provider may be an independent contractor, or a caretaker trained and supervised by a Family Day Care Agency.

j) *Babysitting* - a temporary (less than 8 Hours) child care service provided to children in need of basic supervision, feeding and personal care during the absence of their primary caregiver. Services may be provided in the child's home by a relative, or caregiver selected by the child's parent or guardian. Such services do not fall under the requirement of Family Child Care Registration.

15. Recreation

Organized group activities of a relaxing or entertaining nature designed to promote a person's ability to socialize and manage his/her leisure time. The goal of the service is to promote positive social interaction skills between individuals. Activities include arranging and providing trips to movies, sporting events, musical concerts, managing sport leagues that involve the participation of youths or adults.

16. Self-Help/Support

Activities designed to reduce the isolation experienced by individuals exhibiting stress, related mental health, substance abuse or other health related problems in their lives. Services are usually conducted through group process designed to support individuals experiencing similar circumstances and to foster recovery. Groups may address adjustment to a physical or mental disability, divorce or separation, widowhood, re-marriage, unemployment, single parenting, spouse abuse, child abuse, drug abuse, alcohol abuse, etc. The group process provides the opportunity for members to share and learn from each other the methods of coping more effectively with life situations. It stresses and attempts to change attitudes by providing alternatives to the members' current levels of functioning. Foster Grand Parents, Parents Anonymous, Addiction Recovery Centers, and Alcoholics Anonymous are examples of this service.

a) *System Advocacy* – Individual advocacy and companionship services provided by trained individuals either on a one-to-one or group basis, primarily to boarding home and other residential clients, to help prevent social isolation and enhance successful integration into community living.

b) *Self-Help Centers* - Community-based centers providing DMHS subsidized activities designed to encourage consumers to interact with their peers to promote mutual support in dealing with common

problems, and social interaction in a non-clinical setting.

17. Family Preservation Services

An intensive in home program that provides intensive family counseling and crisis intervention services to families in their homes to prevent the out of home placement of the children.

18. Intensive Family Support Services (DMHS Specific)

A coordinated system of on-going public and private support services which are designed to maintain and enhance the quality of life of a family. Services are designed to strengthen and promote families who provide care in the community for a family member with a serious mental illness. (N.J.A.C.10:37I.)

19. Sexual Assault Support Services

These are services that support survivors of sexual assault and significant others. This includes crisis intervention services such as hotlines and accompaniment through forensic medical procedures, law enforcement interviews and court proceedings. Ongoing support services include client advocacy, counseling, referrals and related assistance. Additional activities include system advocacy, participation on Sexual Assault Response Teams and sensitivity training for professionals who serve sexual assault survivors and their families.

20. Pre-a nd Post-Adoptive/Kinship Counseling Services (PACS)

Services and activities to support children and families who are preparing for or have achieved permanency in an adoptive or relative care placement. The overarching goal is to strengthen family functioning and stabilize placement. Services are provided pre- and/or post finalized adoption and Kinship Legal Guardianship (KLG), and include: Individual, Group and Family Therapy; Parent Education; Respite Services; Life Book Work; Academic Support; Advocacy; and Follow-Up.

D. HEALTH, SUBSTANCE ABUSE and MENTAL HEALTH TREATMENT SERVICES

1. Health - Related

Activities intended to assist clients to attain and maintain “good health” by identifying and understanding their health needs, and by securing and utilizing necessary medical treatment and health maintenance services to

ensure early diagnosis and treatment of diseases or physical impairments.

a) *Health Screening and/or Evaluation* - provide screening and evaluation to individuals or groups in order to maintain their adequate physical functioning. It includes general physical, speech, hearing, and vision screening and/or evaluation, and referral to health providers after screening and evaluation.

b) *Emergency Medical Care* - activities designed to provide an immediate response to attend and stabilize a medical crisis (both life threatening and non-life threatening). Elements may include emergency transportation, mobile service units, emergency treatment centers, and hospital emergency rooms.

c) *Outpatient Medical Care* - provides diagnostic and specialty treatment services to individuals who are suffering from illness, injury, or physical conditions that require skilled care, but do not require overnight hospitalization. It includes private physicians and specialty and community health centers/clinics that provide such services as orthopedics, pediatrics, obstetrics, neurology, geriatrics, dietetics, physical medicine, surgery (minor) and radiology.

d) *Inpatient Medical Care* - care for individuals who require some form of institutional care for the correction or amelioration of physical health problems. Bed care is the distinguishing characteristic of inpatient medical care. Elements include nursing, laboratory tests, X- rays, drugs and surgery.

e) *Prenatal Health* - activities directed to maternity care including regular examinations by a physician, laboratory tests, counseling, health education, and social service referral.

f) *Child Health* - include activities related to the physical examination and childhood immunization for infants, pre-school children, and school age children of income eligible households.

g) *Dental Treatment* - provides for regular dental health care. Elements may include cleaning, tooth extraction, filling of cavities, and replacement with artificial materials.

h) *Rehabilitation* - provides the necessary treatment activities for individuals to overcome health-related disabilities that interfere with activities of daily living, physical movement and sensory functioning. Treatment includes occupational, physical, speech, hearing and vision therapies.

i) *Medical Supplies and Pharmaceutical* - this service is designed to provide and distribute medical supplies such as beds, feeding

tables, wheelchairs, prosthetic devices, accommodative aids (i.e., low vision aids, eyeglasses), to eligible persons. The provision of pharmaceutical services include prescribed drugs, insulin, diabetic testing materials, devises such as hypodermic syringes and needles, certain over the counter drugs and protein replacements prescribed by a physician and provided by licensed pharmacies approved by the State Medicaid Program.

j) *Family Planning* - provides for examination by a physician, pregnancy testing, family planning information, contraceptives, and counseling and social service referral.

k) *Nutritional Assessment and/or Consultation* - activities designed to provide information and/or recommendations for developing or maintaining a well-balanced, nutritional diet.

l) *Nursing Home Care* - provides the arrangement of a protective environment for chronically dependent persons who are unable to provide for their own personal care and maintenance. Supervision and medical care are provided on a full-time (24-hour) residential basis.

m) *Medical Transportation* - include arranging for and transporting clients to and/or from a health delivery setting for the purpose of receiving medical examination, medical treatment, and ancillary treatment. The service includes door-to-door and on route services, and may also be provided in emergency situations.

n) *Lower-Mode Service* – non-emergency transportation reserved for sick, infirm or otherwise disabled persons who are under the care and supervision of a physician and whose medical condition requires transportation for medical care.

o) *Home Health* - activities involve the direct care of the client's hygiene and other aspects deemed medically necessary to maintain or improve the client's health status in their own homes. The service consists of part - time bedside nursing care under medical supervision and may include home health aide services and extension of certain basic hospital services such as occupational therapy, physical therapy, speech therapy, medical social service, or homemaker service.

p) *Respite Care* - activities that provide relief from caretaking responsibilities to those persons charged with caring for persons who are chronically ill, individuals with disabilities and individuals with behavioral issues. It includes the arranging and provision of substitute caretakers. The service protects both caretakers and

their charges from the potentially destructive effects of over-intensive or prolonged uninterrupted responsibility.

q) *Hospice* - a program of care in which an organized interdisciplinary team provides palliative care (medical relief of pain) and supportive services to individuals who are dying from terminal illness. The service team also assists the patient's family in making the necessary adjustments to the patient's illness and death. The objective of the service is to make the patient's remaining days as comfortable and meaningful as possible and to help the family cope with the stress. The medical service activity most often provided in the patient's home include: skilled nursing care or home health aid, home visits by physicians, medication for pain, physical therapy, and psychiatric consultation. The supportive services for both the patient and/or family members most often include meal preparation, homemaker assistance, respite care, death education, and bereavement follow-up.

r) *Abuse Diagnostic Evaluation/Exam* - health related examinations conducted to gather forensic medical evidence needed to assist in determining to substantiate or non-substantiate a suspected incident of physical or sexual abuse committed on an individual, child or adult.

s) *One on One Medical Supervision* - direct supervision provided to a client who is in a residential setting on a one to one basis.

t) *Traumatic Brain Injury Fund* – the Fund pays for supports and services that foster independence and maximize quality of life for individuals who have Brain Injury. The Fund contracts with the Brain Injury Association of New Jersey to support education, awareness and the prevention of Traumatic Brain Injury.

2. Substance Abuse Treatment

This includes both residential and outpatient services designed to treat drug, alcohol abuse and dependence.

a) *Drug and Alcohol Screening*- a brief process used to determine if a client is at increased risk for a substance use disorder and in need of further assessment.

b*)* *Drug and Alcohol Abuse Assessment and Referral* - an in-depth process of information gathering, intended to establish (or to rule out) the existence of a substance-use disorder and determine an appropriate treatment plan. The assessment should result in a level of care recommendation and clients should receive a referral

to appropriate treatment, recovery supports, and/or educational services, this assessment must be completed by 1) a properly licensed and/or credentialed substance abuse treatment professional as determined by the Division of Community Affairs regulation; or 2) in a licensed substance abuse treatment facility and in accordance with facility licensure standards.

c) *Outpatient Treatment*-a set of treatment activities such as individual counseling, family counseling or group therapy designed to help the client achieve changes in his or her alcohol or other drug using behaviors. Services are provided in regularly scheduled sessions of fewer than nine contact hours a week, in a Division of Addiction Services (DAS) licensed substance abuse treatment facility. This care approximates American Society of Addiction Medicine (ASAM) Level 1.

d) *Intensive Outpatient Treatment* - a service providing nine or more hours of structured programming each week which consists primarily of counseling and education about substance related problems. Services are designed to help clients change his or her alcohol or other drugs using and related behaviors. Services must be delivered in a DAS licensed substance abuse treatment facility; this care approximates ASAM Level II.1

e) *Ambulatory Detox* - provides close monitoring and treatment activities for individuals withdrawing from drug addiction in an outpatient setting. Including medically supervised evaluation, detoxification and referral services, Services can be of short duration or over an extended period of time. This service must be delivered through a DAS or a Department of Health and Senior Services license, this care approximates ASAM levels I.D and II.D.

f) *Sub-Acute Residential Detox-Standard* - a non - hospital residential counseling oriented service designed to provide a short-term stay (5-7 days) for individuals in the acute withdrawal stages of addiction. 24 hour medically supervised evaluation and withdrawal management is provided. It includes intake, evaluation, medical services, and discharge planning to other levels of care. Sub - acute detoxification can include two levels of services which includes sub-acute detoxification and enhanced sub-acute detoxification.

Enhanced detoxification includes additional services for population with co-occurring disorders medical needs, or other conditions that warrant enhanced care. Services must be delivered in a DAS licensed substance abuse treatment facility. This care approximates ASAM level III.7.D.

g) *Hospital Detox -* a primarily medical service delivered by medical and nursing professionals that provides for 24 - hour medically directed evaluation and withdrawal management in an acute care setting for patients whose withdrawal signs are sufficiently severe to requires primary medical and nursing care services, This service is regulated through the Department of Health and Senior Services. This care approximates ASAM level IV.D.

h) *Short-Term Residential Substance Abuse Treatment* – provides residential substance abuse services delivered by an interdisciplinary team. Treatment is specific to substance abuse disorders but the team is able to address conjoint treatment of sub-acute biomedical, emotional and /or behavioral problems. Service must be delivered in a DAS licensed substance abuse treatment facility. This care approximates ASAM Level III.7

i) *Long Term Residential Substance Abuse Treatment* - provides 24 hour substance abuse services to individuals experiencing intense or problematic, mental, psychological, or behavioral reactions to the use of drugs or alcohol. The intensity and duration of the clinical and rehabilitative services differentiate Long Term from the Short Term treatment. This care must be delivered in a DAS licensed facility. This care approximates ASAM Level III.5.

j) *Extended Residential Care* - provides a structured recovery environment to support recovery from substance abuse related disorders. This level of care is directed primarily to those clients with either permanent or temporary cognitive deficits. This care must be delivered in a DAS licensed residential facility. This care approximates ASAM Level III.3.

k) *In-Home Services* - provides occasional therapeutic services to clients in their own home. These services may include counseling or assessments.

l) *Partial Care* - a licensed outpatient program which provides a broad range of clinically intensive treatment services in a structured environment for a minimum of twenty (20) hours a week, during the day or evening hours. Treatment includes substance abuse counseling, educational and community support services. Programs have ready access to Psychiatric, Medical and Laboratory services. This care must be delivered in a DAS licensed facility. This care approximates ASAM Level III.5.

m) *Halfway House-Substance Abuse Treatment* - a licensed residential substance abuse treatment program in which treatment is primarily

designed to assist patients in maintaining their recovery while adjusting to regular patterns of living, engaging in occupational training, obtaining gainful employment and improving family and social functioning. This care must be delivered in a DAS licensed facility. This care approximates ASAM Level III.1.

n) *Opiate Treatment Program (OTP)* - licensed treatment services which utilizes approved medications in conjunction with Medical detoxification, monitoring, laboratory testing and clinically intensive counseling and treatment services in the treatment of Opiate addictions. OTP can be delivered at any level of care but is most often associated with outpatient services. The Outpatient treatment services provided in conjunction with the medication can approximate ASAM levels I, II.1 or II.5. However, the service must meet the minimum licensing requirements set forth for the provision of medically assisted treatment and facility must be licensed as a substance abuse facility through the DAS.

o) *Co-OccuringTreatment Services* - therapeutic treatment services, delivered in a licensed substance abuse treatment setting, and provided to clients with co-occurring substance related and mental health, symptoms or disorders. These services include: assessment of co-occurring symptoms for the development or rule out of a diagnosis, psychiatric assessment, medication and medication monitoring, individual and family therapy, case management and crisis intervention. Services are delivered by licensed behavioral health professionals with demonstrated experience and knowledge of substance abuse.

3. Mental Health Treatment Services

This includes services designed to provide treatment for individuals experiencing either chronic mental health problems or emotional disorders that disrupt activities of daily living. Services cover a range of appropriate settings and intervention modalities from 24-hour crisis stabilization to partial care/outpatient services.

a) *Emergency Mental Health* - a coordinated group of activities which includes various crisis interventions such as assessment, counseling, medications, supervision/observation, linkage and referral, provided by trained mental health personnel on a 24 hrs/day, 7 days/wk basis, in an attempt to stabilize a client's psychiatric condition. Emphasis is on stabilization, so that the client can actively participate in needs assessment and service planning, and avert hospitalization if possible.

b) *Emergency Mental Health Services* - a mental health provider

responsible for the provision of services to people in crisis. Emergency services include mental health and social services provision or procurement and advocacy. Emergency services offer immediate crisis intervention services and service procurement to relieve the client's distress and to help maintain or recover his or her level of functioning. Emphasis is on stabilization, so that the client can actively participate in needs assessment and service planning. Emergency Mental Health Services are affiliated by written agreement with the geographic area Designated Screening Center. (N.J.A.C. 10:31.) (This is a DHS OOL term.)

c) *Outpatient Mental Health Services* - mental health services provided in a community setting to clients who possess a psychiatric diagnosis, including clients who are seriously and persistently mentally ill, including those with co-occurring substance abuse and developmental disability diagnoses. Periodic therapy, counseling, Medication monitoring, and supportive services are generally provided onsite at the provider agency for relatively brief sessions (between 30 minutes and two hours). Services may be provided individually, in group, or in family sessions. (N.J.A.C. 10:37E.) (This is a DHS OOL term.)

d) *Outpatient Mental Health* - a set of interventions provided by trained clinicians to clients living in the community who require non-immediate care that can be delivered on a scheduled basis. Interventions may include individual, group, and family therapy; medication counseling and maintenance; assessment and testing; outreach services; and referral. Such interventions may be provided on a long-term basis but are less structured than daily or semi-daily involvement of mental health professionals as provided through in-patient or partial care programs.

e) *Designated Screening Center (DMHS Specific)* - a public ambulatory care service designated by the Commissioner of the Department of Human Services which provides emergency mental health services including assessment, screening for involuntary hospital commitment, emergency and referral services for mentally ill persons in a specified geographic area. Screening is the process by which it is ascertained that the individual being considered for commitment meets the standards for both mental illness and dangerousness as defined in P.L. 1987c.116 (N.J.S.A. 30.4-271 et seq.) and that all stabilization options have been explored or exhausted. A designated screening center is the facility in the public mental health care system wherein a person believed to be in need of commitment to a short-term care psychiatric facility or special psychiatric hospital undergoes an assessment to determine what mental health services are appropriate for the person and

where those services may be appropriately provided. (N.J.A.C. 10:31.) (This is a DHS OOL term.)

f) *Partial Care Mental Health* - a medically oriented structured day treatment regimen of 3-6 hours in duration which may include counseling, medication monitoring, vocational workshops, skills training, recreation and social events, and other activities of daily living. Partial Care is designed as an alternative to hospitalization and to assist clients re-integrate into community life after hospitalization and to avoid re-hospitalizations.

g) *Adult Partial Care Services (DMHS Specific)* - comprehensive, structured, non-residential mental health services provided in a community setting to adult client who have serious mental illness. Services are provided to seriously mentally ill adult clients in a day program setting to maximize client's independence and community living skills. Partial care services include counseling, case management, psycho-education, pre-vocational, social and recreational services and psychiatric services. (N.J.A.C. 10:37) (This is a DHS OOL term.)

h) *Children's Partial Care Program* - provides seriously emotional disturbed youth with a highly structured intensive day treatment program offering activities for daily living, recreation, socialization and mental health treatment services based on individual need.

Such programs are typically located in, but need not necessarily be limited to, a community-based mental health setting. (N.J.A.C. 10:191). (This is a DCF OOL term.)

i) *Day Treatment/Activity* – specialized day programs provided in community-based settings for clients with emotional and/or behavioral problems who require a set of structured ameliorative services such as special education, general psychotherapy counseling, or recreation. The goal of the service is to prevent placement outside of the community in more restrictive setting, the service is not medically oriented.

j) *Partial Hospital* - an intensive, highly structured outpatient treatment program, provided in a hospital-based setting as approved by the Division of Medical Assistance and Health Services, that provides services designed primarily for youth and young adults under age 21 and intended to minimize the need for hospitalization that meets the requirements of chapter (N.J.A.C. 10:52-1.2) and all other State rules regarding youth and young adults partial hospital services.

k) *Inpatient Psychiatric Care* - provides therapeutic treatment to individuals experiencing intense mental/emotional problems that may constitute a threat to themselves, their families, or their community. Inpatient psychiatric services are provided outside a client's home in the least restrictive setting possible and include 24-hour crisis stabilization therapy and supervision. The service may be provided on an acute care or long term basis in a hospital setting.

l) *In-Home Crisis/Family Support* - non-traditional outpatient mental health services provided by a trained clinician to family units, often in the family's home, to help the family overcome dysfunctional and destructive behaviors, and to lend support to their efforts. Services are available on a 24 hr. a day basis.

m) *Program of Assertive Community Treatment (PACT) (DMHS Specific)* - the purpose of PACT is to provide comprehensive, integrated rehabilitation, treatment and support services to those individuals who are most challenged by the need to cope with serious and persistent mental illness, as evidenced by repeated hospitalizations, and who are at serious risk for psychiatric hospitalization. PACT, provided in vivo by a multi-disciplinary service delivery team, is the most intensive program element in the continuum of ambulatory community mental health care. Services to an individual may vary in type and intensity. Treatment has no predetermined end point. PACT is grounded in the assumption that people with serious and persistent mental illness, even those with impaired functioning can reside in normal settings in the community if adequate supports and services are provided. PACT utilizes mobile multi-disciplinary treatment teams to deliver to consumers in their natural environments such services as health care, housing, food, mental health treatment, and direct assistance with aspects of community living, including money management, vocational pursuits and interpersonal relationships. PACT staff is available around the clock and all team members rotate on-call coverage. (N.J.A.C. 10:37J.) (This is a DHS OOL term.)

n) *Project for Assistance in Transition from Homelessness (PATH) (DMHS Specific)* - services provided to individuals suffering from serious mental illness, or suffering from serious mental illness and from substance abuse, who are homeless or at imminent risk of becoming homeless. The program implements the concepts of homeless outreach services and assists with placement into emergency and other appropriate housing. Case maintenance services include those related to activities of daily living, personal financial planning, transportation services, habilitation and rehabilitation, prevocational and vocational services, and housing

services.

o) *Psychiatric/Psychological Assessment* - a set of activities, including testing, conducted by a psychiatrist, or psychologist in order to assess and to treat a variety of problems related to human behavior, psychopathology or problems in living. The assessment prescribes a course of service delivery and treatment.

p) *Individual Counseling/Therapy* - counseling and therapy provided on an individual client basis by a licensed mental health professional via his/her independent practice or through a mental health clinic. Activities include therapeutic and supportive counseling designed to improve an individual's problem-solving and coping skills, as well as, intra and inter-personal development and functioning.

q) *Group Counseling/Therapy* - counseling and therapy provided on a group basis to clients by a licensed mental health professional via his/her independent practice or through a mental health clinic. Group therapeutic counseling uses group processes and supports to develop an individual's capacity to overcome specific personal problems or problem conditions. Therapy may be organized on the basis of specific conditions which characteristically produce adjustment problems (adolescence, old age/retirement, divorce, ex-convicts) or on the basis of special problems or dysfunction (physical disability, overweight, gambling, etc.). The activities aim at the redirection of energies toward positive personal and social goals; raising levels of aspiration; reduction of maladaptive behavior patterns; change of dysfunctional attitudes and perspectives; and healthier expression and fulfillment of individual and group potential.

r) *Family Therapy* - counseling and therapy provided to a family by a licensed mental health professional who is specifically trained or certified in family therapy techniques. This service may be provided through an individual's private practice or through a mental health clinic. Family therapy utilizes therapeutic methods to enable families to resolve problems or temporary stress of situations that they have encountered. Family therapy seeks to assist family members (including children) in meeting and overcoming problems of personality adjustment, marital relations, parent/child relations, child care and development, social deprivation, situational stress, and/or those related to a family member's physical or mental disability.

s) *Marriage Counseling/Therapy* - counseling and therapy provided to married persons, or persons living together by a licensed mental

health professional who is specifically trained or certified as a marriage counselor. These services may be provided through an individual's private practice or through a mental health clinic. Marriage counseling utilizes active listening techniques to enable couples to resolve problems or temporary stress situations that they have encountered. Counseling may include the couple jointly, one-to-one sessions, or the couple and other family members as prescribed.

t) *Short Term Care Facility (STCF) (DMHS Specific)* - an acute care adult psychiatric unit in a general hospital for a short term admission of individuals who meets the legal standards for commitment and require intensive treatment. The STCF shall be designated by the Division of Mental Health Services to serve residents of a specific geographic area within the State. All admissions to short term care facilities must be referred through a designated emergency/screening mental health service. (N.J.A.C. 10:37 G.) (This is a DHS OOL term.)

u) *Federally Qualified Health Center (FQHC)* – a community-based primary health care center that receives Federal grants under the Public Health Service Act. FQHCs may offer behavioral health services, including mental health and substance abuse programs.

v) *Community Agency reviewed by Mental Health Licensing* – an organization providing ambulatory (i.e. non-inpatient) and/or residential mental health services that receives either a triennial review or housing inspection by the Department of Human Services, Office of Licensing-Mental Health Licensing.

w) *Intensive Outpatient Treatment and Support Services -* a comprehensive, community-based ambulatory treatment alternative to hospitalization for adults who have serious and persistent mental illness and who are clinically assessed to be appropriate for such diversionary programs. Access is intended to provide an option for Designated Screening Services and other acute care and hospital referral sources to assure that appropriate, intensive, community-based, recovery oriented outpatient services are readily available. These programs assume a multidisciplinary approach, with flexible staff scheduling to provide interventional support (up to 3 hours per day and up to 4 times a week), a length of stay sufficient to link to appropriate aftercare services, and comprehensive case management consistent with both consumer need and principles of Wellness and Recovery.

x) *Psychiatric Community Homes for Children* - community residential programs that provide food, shelter and personal guidance on a 24-

hour basis, under such supervision as required, to not more than 15 mentally ill children who require assistance, These homes are funded by or contracted with the Department of Children and Families for children who have received or may be at risk of inpatient care in an inpatient facility and who may benefit from psychiatric treatment within a community home, so as to avert more intensive treatment or to facilitate their return home or placement in a longer term residential facility. Such homes are not considered a health care facility within the meaning of the "Health Care Facilities Planning Act". P.L. 1971, c 136 (N.J.A.C. 10:128-1.2(b) 6)

E. EMPLOYMENT RELATED SERVICES

1. Employment Related Services

These services include activities designed to help individuals find gainful employment matching their aptitudes, qualifications, experience, and desires, as well as to help employers find competent and qualified individuals to fill job vacancies. Also included are activities that involve training individuals seeking their first employment or who desire to change their vocation or career.

a) *Vocational Assessment/Evaluation* - appraisal of a person's aptitudes, interests, and abilities in various areas of job performance through the collection, organization and analysis of information obtained from work records, tests and interviews.

b) *Vocational Guidance and Counseling* - aid to individuals who are overcoming problems pertaining to employment or related to working situations. It assists people in resolving interpersonal conflicts in their work settings; fosters changes in attitudes, values, and perspectives, which interfere in obtaining and/or retaining employment or improving employment status or satisfaction. Counseling may be on a one-to-one or on a group basis.

c) *Job Readiness* - activities that help individuals to learn the basic tools for obtaining employment suitable to their particular skills and talents. It may include advice pertaining to some or all of the following: (1) resume preparation; (2) dress and personal appearance; (3) filling out applications and writing letters applying for a job or responding to a job ad; (4) interview techniques; (5) taking employment tests; and (6) general orientation to occupational choices. The activities may be carried out on a one-to-one basis or on a group basis.

d) *Job Placement and Referral* - activities to assist individuals in obtaining paid employment by matching the particular skills, talents,

and capabilities of a job seeker with the particular skills, talents, and capabilities demanded in a job vacancy. The referral component of the service may include directing a job seeker, after evaluation, to some special program where he/she might have an opportunity to improve his/her employability. Elements may include appraisal of interests, capacities, and talents through testing and test evaluation, referral of the job seeker to selected employers for a mutual assessment of employment prospects, and employment-related advice and guidance. Various employment registries and job banks are utilized to aid the placement and referral program.

e) *Job Training* - activities that prepare individuals for specific types of employment opportunities by means of instruction in the performance of specific skills or execution of designated tasks. It may include recruitment of instructors, instructional materials, supplies or equipment, and adequate facilities. The definition covers activities known as internship, apprenticeship, and in-service or on-the-job training.

f) *Sheltered/Extended Employment* - a paid employment activity which takes place in a controlled and protected working environment. Elements may include: (1) controlled and supervised working experience for training, work adjustment or employment in conjunction with other services, such as counseling and group therapy; and (2) assessment of progress, referral, and follow-up. Programs are geared, on a long-term basis, for the individuals with disabilities and/or elderly persons who are not employable in normal industry and, on a short-term basis, for ex-offenders, alcoholics, and other socially maladjusted persons who need a job during the period of readjustment to the community.

g) *Home Based Employment* - activities that arrange and provide paid employment in the home for individuals whose physical, mental, and/or emotional handicaps or age prevent them from leaving home.

h) *Crew Labor Employment* - supervised group work activities of mobile work crews that are available for hire, specializing in service areas such as building maintenance, landscaping, car washing. Work crews may consist of non-skilled or developmentally disabled persons who need to learn basic job skills or require supervision.

i) *Supported Employment* - activities which include on the job training from a job coach who assist trainees in learning skills which enable the trainee to achieve proficiency in a particular job/profession. The goal is to enable trainees to obtain and maintain competitive employment. Follow up with trainees and employers are provided

as long as necessary.

j) *Supported Employment Program (DMHS Specific)* - The Supported Employment process helps persons with severe and persistent mental illness to actively choose, secure and retain competitive full and part-time jobs in regular business and industry. The program supports competitive work in integrated work setting for mentally ill individuals for whom competitive employment has not traditionally occurred or has been interrupted or intermittent as a result of a severe disability and who because of the nature and severity of their disability need intensive supported employment services and extended support services.

F. EDUCATION SERVICES

1. Education Services

A set of activities and programs designed to enable individuals in communities to achieve knowledge and skills within either structured educational institution, or alternative educational programs. These services also include the provision of financial assistance in the form of stipends and tuition.

a) *Parent Education* - educational activities directed to prepare individuals for the job of parenting. Such programs include instruction in basic child care, infant toddler development, family functioning, child rearing, child discipline techniques, adolescent behavior, and parenting techniques with special needs children services may be provided through traditional educational forums or through in-home education provided by a trained parent aide.

b) *Alternative Education (OOE)* - educational programs designed for students who are unable to succeed in their local public schools due to identified learning disabilities, difficulties with the law, emotional problems and/or disruptive social behavior. These programs provide a non-residential community-based setting where the students are provided with a range of supports including counseling, individually tailored behavioral programs, life skills instructions, vocational assessment and instruction, special interest electives, and more individualized academic instruction.

c) *Assistive Technology* - any items, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized that is used to increase, maintain, or improve the functional capabilities of children with disabilities.

d) *Child Study Services* - a team comprised of a school psychologist,

a learning disabilities teacher consultant, and a school social worker, and to the extent appropriate, specialist in the area of disabilities shall participate in the identification, evaluation, determination of eligibility, development and review of the individualized education program and placement for students who may need special education programs. Additionally, preventive and support services may be provided to non-disabled students and the general education staff regarding techniques, materials and programs for students experiencing difficulties in learning.

e) *Day Training* - activities that provide care, training and education services to enable adults and children who are severely and profoundly developmentally disabled to obtain their maximum degree of independence and self-sufficiency. Interdisciplinary teams in the Day Training Centers assess the student's abilities and develop a program specifically designed to the individual student. Activities emphasize gross and fine motor skills, cognitive ability, communication, self-help, and social development. (The DCF's Office of Education refers to this program as *Regional Schools*.)

f) *Educational Technology* - the use of computer assisted software applications which offer a multitude of approaches to lessons presentations, and individually tailored learning experiences which address the student's needs, interest, and learning styles. Can be utilized to access specific multimedia curriculum, vocational assessments and inventories, affective and academic curriculum, resource software both within the classroom and home environment.

g) *Home-based Instruction (OOE)* - upon the submission by a parent/guardian, and verification by the education program, of a written determination from a physician documenting the need for confinement at a student's residence or medical institution for at least two week period of time, home instruction will be provided by a certified instructor for no fewer than five hours per week. This instruction will be accomplished in no fewer than three visits on at least three separate days. If the confinement period exceeds beyond 30 days, the IEP team will convene a meeting to review and revise the student's IEP, if appropriate. If a student is non-disabled and is confined for more than 60 calendar days, the school physician shall refer the student to the child study team.

h) *Literacy Education* - activities that provide either an individualized (tutorial) or group education approach to individuals who are unable to read or write to adequately perform daily living activities. In addition to the actual instruction, service activities include individualized testing to determine the most appropriate approach and materials to be utilized.

i) *NJ Youth Corps* - a year round, voluntary program designed for young adults, 16 to 25 years of age, who have left high school before earning a diploma. Youth Corps provides an opportunity for youth to obtain a GED or Adult High School Diploma and participate in service learning projects where they can gain work experience and develop maturity skills that are essential to being a good employee. Corps members participate in Employability and

Life Skills instruction and receive personal and career counseling.

j) *Programs to Support Student Development* - programs to support student development include school health services, athletic programs, intervention and referral services, programs of substance use prevention, intervention and treatment referral, school safety and alternative education. Included in these rules are standard for the delivery of educational services to general education students who are excluded from the general school setting for disciplinary reasons.

k) *Educational Related Services* - transportation and such developmental, corrective, and other supportive services as are required *to assist a student with a disability* to benefit from special education as specified in the student's Individual Education Plan (IEP). This includes speech-language pathology and audiology services, psychological services, physical and occupational therapy, recreation, early identification and assessment of disabilities in children, counseling services including rehabilitation counseling, orientation and mobility services, and medical services for diagnostic or evaluation purposes. The term also includes school nursing services, social work services in schools and parent counseling and training.

l) *Tuition Services* - tuition paid by sending school districts for educational services received through the DCF Office of Education's Regional Schools or tuition paid through the DCF Office of Education for SFEA and State Responsible students enrolled in public or approved private schools.

m) *Tutorial Instruction* - educational instruction is designed to supplement normal classroom education through the provision of individualized one-to-one learning experiences. Tutorial programs may be of a specialized temporary nature involving assistance in specific courses where a student has particular difficulty or in preparation for specific exams; or, it may be a regularized part of an educational program wherein students systematically engage in both classroom and tutorial instruction. It may provide for specially designated persons to act as tutors.

n) *English as a Second Language* - specially designed program of language instruction. Specific components include (1) literacy which is geared to those who are not literate in their own language and does not rely on the use of printed material; (2) job-related programming which presents unique vocabulary, structure and work contexts as part of a general program of language development related to employment and training; (3) occupationally

specific which is specially planned and organized language instruction focusing on the structure and vocabulary needed for a specific job or vocational training program.

o) *General Educational Development (G.E.D.)* - a program designed to provide special instruction leading to the G.E.D. degree for adults who have not completed high school and who do not feel that a return to a formal high school setting is appropriate for them. The G.E.D. degree is equivalent to a high school diploma and meets the high school graduation requirements for employment or college entrance. G.E.D. instruction is geared to the individual and his own level of educational attainment. A satisfactory score on the standardized G.E.D. test is required before the degree can be granted.

p) *Vocational and Technical Training* - activities designed to prepare individuals for specific types of employment opportunities by means of instruction and training in the performance of specific skills, in areas such as industry, commercial, agricultural/horticultural, and homemaking arts; cosmetology, interior, clothing, and landscape design; computer/information sciences and communications technology. Completion of vocational or technical training often results in the granting of a certificate and/or license enabling persons to practice chosen vocations.

q) *Financial Aid for Education* - programs that provide stipends and financial assistance in the form of monetary grants and/or vouchers to assist individuals in pursuing a course of study in an educational institution or training program.

r) *Recorded Textbooks* - activities designed to produce, record, and distribute educational documents, textbooks and other written materials to individuals diagnosed as visually impaired, blind or have other print disabilities.

s) *Life Skills Training* - activities that provide practical education, guidance or training in the activities of daily living to individuals seeking to live independently. Type of activities may include instruction in personal appearance dealing with clothing and hygiene, learning to organize and dress for school or work; home management skills such as budgeting, money management, meal planning and nutrition, cooking, decorating, home maintenance; social and community mobility such as shopping; consumer rights; leisure activities; negotiating community supports, such as learning how to get to and from school; developing natural supports; and cultivating citizenship, social interaction with peers, life planning, household maintenance and costs. Instruction may be provided in

a formal classroom setting, an informal setting, or an individual home. Included are techniques needed for persons who are hearing impaired, visual impaired or blind or physically handicapped to compensate for their disability. Activities include communicating with others, mobility training at home and in the community.

t) *Supported Education* – Supported Education (SED) is a service which can assist individuals in entering and succeeding in post-secondary opportunities. Pursuing an education as it relates to an ultimate employment outcome moves the person beyond getting a job, to career development. The goal of the supported education is to facilitate the entry or re-entry of persons diagnosed with a mental illness to institutions of higher learning, technical trade school programs, apprenticeship programs or programs for persons interested in pursuing a GED. Supported Education focuses on increasing the retention of consumers in educational institutions through successful completion (i.e., degrees, certifications).

u) *Personal Assistance Services Program Training* – workshop series is to assist consumers and personal assistants in resolving conflict and misconceptions of program aspects and to reinforce the philosophical mission and concepts of the program, aims at promoting self-directed independent living through the receipt of consumer driven personal assistance services.

v) *Adult Training (Adult Activities Center)* - Adult day service model which provides habilitative training to individuals with significant developmental disabilities. This service assists persons with the acquisition of social, intellectual and personal skills to maximize their potential for independent functioning. Elements include individualized service plan, assistance with activities of daily living, vocational and social skills training, and community integration. Transportation is included within a defined service area. This service offers a minimum of 5 program hours, Monday through Friday, not including transportation time.

w) *Adult Training Special Needs* - An adult day service model which provides habilitative services to individuals with significant developmental disabilities who require intensive medical, physical, sensory, and/or behavioral supports. This service assists persons with the acquisition of social, intellectual and personal skills to maximize their potential for independent functioning. Elements include individualized service plan, assistance with activities of daily living, vocational and social skills training, and community integration. This program provides an enriched staff ratio and ancillary supports such as nursing and behavioral intervention.

Transportation is included within a defined service area. This service offers a minimum of 5 program hours, Monday through Friday, not including transportation time.

2. Public Awareness and Information

Activities designed to promote awareness of social, cultural, economic, and political resources and services. Through the use of printed materials, media campaigns, talks, meetings, speakers and public forums, this service seeks to make persons aware of social problems, understand how they can be prevented and what individuals can do to make a difference, and be committed to being involved in the prevention of the problem.

a) *Community Health Awareness* - activities designed to promote and maintain community health through the provision of information to the general public and to special groups on preventive and corrective personal health care practices and the hazards of the environment.

b) *Consumer Awareness* - activities designed to educate the public at large with respect to an entire range of consumer/community protection, safety, social services, problems, and remedies so that they are enabled to make the most of their money and/or social service resources.

c) *Community Mental Health Awareness* - activities designed to promote and maintain community mental health, through a process of providing to the general public and to special groups, information pertaining to the detection, nature, and treatment of various mental and psychological problems, limitations, and disabilities.

d) *Community Civil Rights Awareness* - activities designed to communicate civil rights information to the public, with emphasis on how existing programs and policies can be used to: advance equal opportunity for minority group members; achieve desegregation and integration; take complaints to appropriate instrumentality's alleging denial of equal protection of law in the areas of voting, employment, housing, education, and the administration of justice, because of race, sex, color, religion, or national origin.

e) *Community Protection and Safety Awareness* - activities designed to promote and maintain community safety through the provision of information to the general public and to special groups regarding methods of protecting themselves, their property, and other persons from harm and destruction due to criminal activity. An attempt is made to develop realistic attitudes and encourage

appropriate actions in relation to various criminal dangers such as robbery, rape, auto theft, and assault, by reducing misconceptions and inappropriate fears and providing information concerning effective precautions, appropriate actions if victimized, and appropriate use of protective service agencies.

f) *Disabilities Awareness* - activities designed to educate the public regarding and promote the acceptance of individuals with disabilities in the community. Information is provided through innovative educational programs in the school systems, speakers' bureaus, disability awareness, special events held in schools, malls, etc., media and advertising productions, events and informational materials.

g) *Disability Prevention Awareness* - activities designed to educate the public at large regarding preventable causes of disabilities and disabling conditions. For example, wearing a properly fitted helmet, when riding a bike, reduces the risk of brain injury. Taking Folic Acid before and during pregnancy helps prevents birth defects of the brain and spinal cord. Following proper safety rules can reduce the risk of injuries.

h) *Community Drug and Alcohol Abuse Awareness* - activities designed to promote community awareness of problems and conditions related to drug and alcohol use and to facilitate the early identification of potential abusers. This includes evidence-based prevention activities that serve to educate targeted individuals, indicated individuals, or provide universal education.

i) *Community Education/Information - Deaf and Disabled* - A service in which information and education is provided to substance abuse treatment agencies, disability service organizations and the general population with the purpose of educating and increasing awareness and advocacy for individuals identified as Deaf and/or disabled who may also have a substance use disorder.

j) *Community Partnership for ED (Emergency Department) Express Care and Case Management* – is a program designed to encourage and support the transition of Medicaid and other patients from the hospital ED to appropriate community providers for their primary care needs.

G. RESIDENTIAL, RESOURCE FAMILY AND KINSHIP CARE PLACEMENT SERVICES

1. Residential Treatment

Provides 24-hour per day, care and treatment for clients whose needs are such that they are unable to function appropriately in their homes, schools and communities, and are not able to be served appropriately in less restrictive settings. Placement in residential care service programs may be due to problems related to mental health dysfunction, educational disability, behavior psychosocial maladjustment, or developmental disability.

a) *Residential Child Care Facility* - any public or private establishment that provides room, board, care and treatment services for 13 or more children on a 24 hour a day basis. (N.J.A.C. 10:127.) (This is a DCF OOL term.)

b) *Residential Psychiatric Hospital* - a licensed hospital setting designed to provide a full range of psychiatric services to patients with a specific diagnosed mental health disorder. Such facilities provide a restrictive setting and program of services to patients. The goal of placement is to stabilize the patient's behavior in order to return the patient to normal functioning either in his family setting, a less restrictive residential setting, or to long term psychiatric hospitalization.

c) *Residential Behavior Management Center* - a licensed hospital or residential treatment center designed to provide a program of residential service care to individuals who are not in need of a more restrictive psychiatric hospital but whose psychiatric condition, behavior, and educational disabilities require treatment outside of the individual's home. Services include room, board, case management, social and vocational counseling, advocacy, assistance with daily living skills, and specialized programming to modify behavior. The intensity of psychological and psychiatric services will vary from program to program or patient to patient based upon the program design of the center and a patient treatment plan.

d) *Residential Correctional Center* - a licensed/certified residential center designed to provide services to individuals who have been charged with or convicted of a crime. Such centers include juvenile, youth and adult detention and correctional facilities.

e) *Psychiatric Community Residence for Youth* - a community residential facility, which provides food, shelter, and personal

guidance on a 24-hour basis under such supervision as required to not more than 15 youth who are mentally ill who require[d] assistance. These residences are funded by or contracted with the Division of Child Behavioral Health Services for youth who have received or may be at risk of inpatient care in an inpatient facility and who may benefit from psychiatric treatment within a community residence setting so as to avert more intensive treatment or to facilitate their return home or placement in a long term facility. (N.J.A.C. 10:37 B.) (This is a DCF OOL term.)

f) *Institutional Care - Developmentally Disabled* - licensed residential centers designed to provide care and active treatment to individuals that are diagnosed with developmental disabilities.

g) *Private Residential Facility for Developmentally Disabled Persons (DDD Specific)* - a private residential facility for persons who are developmentally disabled located in New Jersey which is licensed in accordance with N.J.A.C. 10:47, or any out-of-State institutional placements. (N.J.A.C. 10:47.) (This is a DHS OOL term.)

h) *Family Care Home (DMHS Specific)* - a private home or apartment in which an individual resides and which provides services to as many as five consumer residents who also reside in the home. The Provider Agency provides mental health services to the consumer resident and consultation to this individual, based on a service agreement. (N.J.A.C. 10:37A.) (This is a DHS OOL term.)

i) *Supportive Housing Residence (DMHS Specific)* - a dwelling unit owned or leased by a Provider Agency (or organized entity with an agreement with a Provider Agency) in which a consumer resident(s) with a diagnosis of serious mental illness is placed by the Provider Agency. Each consumer resident signs a lease or subleases and receives mental health supportive services from the Provider Agency. As opposed to the Provider Agency, the consumer resident is responsible for lease payments, safety cleanliness, property protection, etc and bears the responsibility for those aspects of residential living. The consumer resident has the key to the home and has control over access to it. No lease shall contain the provision of mandatory mental health program participation as a requirement for the consumer resident. (N.J.A.C. 10:37A.) (This is a DHS OOL term.)

j) *One on One Supervision Services* - Direct supervision provided to a client who is in a residential setting on a one-to-one basis. (DYFS Specific.)

k) *Supervised Apartments (DMHS Specific)* - apartments owned or leased by the licensed Provider Agency in which clients reside and receive residential mental health services. (N.J.A.C. 10:37A.) (This is a DHS OOL term.)

l) *Juvenile Residential Substance Abuse Treatment Program* – is a freestanding licensed residential program or a distinct part of a health care facility where care is provided to juvenile patients for the treatment of substance abuse/dependence, in a structured 24 hour, supervised residential setting.

2. Group Home Care

Licensed community based residential services programs that serve 12 or fewer clients in a group living environment. Group home services provide up to 24 hour per day care and treatment to clients whose needs cannot be met appropriately in their own or foster homes, but do not need the structure and intensiveness of more restrictive settings. Clients usually receive educational services through local school systems. Psychological and recreation services are provided as an integral part of the programs therapeutic, structured environment. Homes are usually administered by a house manager and round the clock professional staff.

a) *Children's Group Home* - any public or private establishment other than a resource family home that provides board, lodging, care and treatment services on a 24-hour basis to 12 or fewer children in a home-like, community-based setting. (N.J.A.C. 10:128.) (This is a DCF OOL term.)

b) *Children's Group Home Network* - an organization which has received a certificate of approval from the DHS Office of Licensing to operate more than one group home. (N.J.A.C. 10:128.) (This is a DCF OOL term.)

c) *Group Home Developmental Disability (DDD Specific)* - living arrangements operated in residences leased or owned by the licensee, which provide the opportunity for individuals with developmental disabilities to live together in a home, sharing in chores and the overall management of the residence. Staff in a group home provides supervision, training, and/or assistance in a variety of forms and intensity as required to assist the individuals as they move towards independence. (N.J.A.C. 10:44A.) (This is a DHS OOL term.)

d) *Group Home-Adult Mental Health (DMHS Specific)* - any leased or owned single family residence or any single structure containing three or more dwelling units, all of which are utilized for provision of

residential mental health services wherein staff reside or are stationed either onsite or in close proximity and for which a contract exists with the Division of Mental Health Services. "Group Homes" do not include family care homes, supportive housing residences or apartment facilities where individuals may receive regular or periodic staff supervision and/or visits, except where such apartment facilities include those contained in a structure of three or more units and all units are operated under contract with the Division of Mental Health Services. (N.J.A.C. 10:37A.) (This is a DHS OOL term.)

e) *Group Home Medically Fragile/Specialized Needs* - group home care directed to children (usually infants) and adults with acute or chronic severe medical conditions that do not require long term care in a hospital, but who require specialized nursing care and medical monitoring.

f) *Group Home-Head Injury* - living arrangements operated in residences leased or owned by the licensee, which provide the opportunity for persons with traumatic brain injuries to live together in a home. sharing in chores and the overall management of the residence. Staff in the group home provides supervision, training, and/or assistance in a variety of forms and intensity as required to assist the persons served as they move toward independence. (N.J.A.C. 10:44C.) (This is a DHS OOL term.)

g) *Maternity Home Care* - group home care, with or without supervision for an expectant mother during and shortly following her pregnancy. Support services such as family planning counseling, parent education, adoption planning, may be provided.

h) *Transitional Living Home Care* - group home care arranged for individuals who may be transitioning between an institutional or residential placement and an independent living arrangement or return to their own family. Programs that prepare individuals for independent living provide minimal adult supervision.

i) *Supervised Transitional Living Home* - supervised transitional living home serves 12 or fewer children who are 16 years of age or older, require minimum guidance from staff members in preparation to live independently, and demonstrate maturity to function with minimal adult supervision. (N.J.A.C. 10:128.) (This is a DCF OOL term.)

j) *Supervised Transitional Living Home Network* - an organization which has received a certificate of approval from the DCF Office of Licensing to operate more than one supervised transitional living home. (N.J.A.C. 10:128.) (This is a DCF OOL term.)

k) *Returning Home New Jersey (RHNJ) (DDD Specific) –* Returning Home New Jersey (RHNJ) is a voluntary, person-centered initiative to return NJ residents who are living in out-of-state facilities/institutions/community residences to community residential living in their home state of New Jersey. An assessment determines an individual budget by which the individual who is returning to NJ selects day services or employment and all formal/informal supports and services required to safely and positively retain the individual in the community setting. An extensive planning/transition process known as Support Coordination (SC) is used to engage the returning individual and his/her family/guardian, facility team and support coordinator in the selection of all services and supports the individual will need in NJ.

The goal of RHNJ is to:1) reunite or otherwise reduce the geographic distance between the returning individual and loved ones, so as to nurture natural relationships and bonds; 2) provide community-based settings and normative experiences for individuals, many of whom had resided in large, congregate, often institutional settings out-of-state , sometimes from childhood or for many decades; and 3) enable NJ DDD to earn matching dollars from the federal government resulting from placement in NJ-based community care settings, and to spread those earned funds across additional individuals with developmental disabilities. For the most part, NJ DDD is unable to earn federal matching funds for individuals placed out-of-state, and thus, completely funds these placements with state tax revenues.

3. Treatment Home Care

Care provided to five or fewer youth who are developmentally disabled or emotionally disturbed in a family like home supervised by a set of trained house parents who are responsible for the care and supervision of the children. Support services such as professional counseling, crisis services, and respite care are available to children and the house parents via an administering social service agency.

a) *Treatment Home (Agency Operated)* - an agency-operated professionally staffed residence serving five or fewer children who are capable of community living but who need a small group environment and intensive supervision by staff members in order to ameliorate emotional, social and/or behavioral difficulties. (N.J.A.C. 10:128.)

b) *Treatment Home* - an agency-operated private residence serving five or fewer children who are capable of community living but who

need a small group environment and intensive supervision in order to ameliorate emotional, social and/or behavioral difficulties. (N.J.A.C. 10:128.)

c) *Treatment Home (Bridge Home)* - a specialized treatment home setting which serves children who have experienced an adoption disruption and who may need specialized treatment as a result for a limited time period.

d) *Treatment Home Network* - an organization which has received a certificate of approval from the DCF Office of Licensing to operate more than one treatment home. (N.J.A.C. 10:128.) (This is a DCF OOL term.)

e) *Teaching Family Home (Agency Operated)* – an agency-operated professionally staffed residence serving 12 or fewer children with emotional, behavioral or other disabilities and which is certified or in the process of being certified as a teaching family home in accordance with the standards of the National Teaching Family Association. Teaching family homes are used for children who require strong professional support and guidance to participate in the life of the community, but who do not require a more restrictive facility for their own protection or that of others. . (N.J.A.C. 10:128.)

f) *Teaching Family Home*- an agency-operated private residence serving 12 or fewer children with emotional, behavioral, or other disabilities and which is certified or in the process of being certified as a teaching family home in accordance with the standards of the National Teaching Family Association. (N.J.A.C. 10:128.)

g) *Teaching Family Home Network* - an organization which has received a certificate of approval from the DCF Office of Licensing to operate more than one teaching family home. (N.J.A.C. 10:128.) (This is a DCF OOL term.)

h) *Skill Development Homes* - treatment homes that serve individuals with developmental disabilities in need of a residential program to achieve his or her optimum development for self-care, independence, and social living.

i) *Alternative Care Home (Agency Operated*) – an agency-operated professionally staffed residence serving three or fewer children with emotional, behavioral or other disabilities and which is certified or in the process of being certified as an alternative care home in accordance with the standards of the National Teaching Family Association. Alternative care homes are used for children who require strong professional support and guidance to participate in

the life of the community, but who do not require a more restrictive facility for their own protection or that of others. (N.J.A.C.10:128.) (This is a DCF OOL term.)

j) *Alternative Care Home* - an agency-operated private residence serving three or fewer children with emotional, behavioral, or other disabilities and which is certified or in the process of being certified as an alternative care home in accordance with the standards of the National Teaching Family Association. (N.J.A.C. 10:128.)

k) *Alternative Care Home Network* - an organization which has received a certificate of approval from the DCF Office of Licensing to operate more than one treatment home. (N.J.A.C. 10:128.) (This is a DCF OOL term.)

4. Independent Living

These are activities that provide living arrangements such as apartments for those individuals who may be able to live on their own with minimal or no supervision. Clients are monitored through regular visits from their case managers and may receive additional services but are able to receive emergency assistance at all times.

a) *Supervised Apartments (DDD Specific)* - apartments that are occupied by individuals with developmental disabilities and leased or owned by the licensee. Staff provides supervision, guidance, and training as needed in activities of daily living as defined by the individual's needs and targeted future goals. (N.J.A.C. 10:44A.) (This is a DHS OOL term.)

b) *Supervised Apartments - Head Injury* - apartments that are occupied by persons with traumatic brain injuries and leased or owned by the licensee. Staff provides supervision, guidance, and training as needed in activities of daily living as defined by the needs and targeted future goals of the person served. (N.J.A.C. 10:44C.) (This is a DHS OOL term.)

c) *Supervised Independent Living* - provides an environment for an individual to carry out the activities of daily living, prepare meals, arrange for health care, etc., with an array of skill training and supportive services, including practical daily living skills, community and personal awareness, vocational and educational guidance, and recreational programming. This service may include supervised apartment programs that include 24-hour "on site" supervision where "site" include a whole complex of condos or townhouses or an apartment building.

d) *Boarding Home Care* - care provided to adults in homes that provides for the person's room, food/nutrition needs, and laundry services. A limited amount of supervision is provided although personal care or services beyond those described above are not provided.

e) *Community Care Residence (DDD Specific)* - a private home or apartment in which an adult person or family contracts to provide developmentally disabled persons with care and/or training. (N.J.A.C. 10:44B) (This is a DHS OOL term.)

f) *Community Living* – Individual support services are self-care and habilitation-related tasks performed and/or supervised by service provider's staff in an individual's own or family home or in other community–based settings, in accordance with approved Service Plans. Assistance to, as well as training and supervision of, individuals as they learn and perform the various tasks that are included in basis self-care, social skills, activities of daily living and behavior shaping will be provided. (The Service Plan will specify the actual tasks to be performed and the anticipated outcomes).

g) *Supported Community Living (DYFS Specific)* – an out of home living arrangement in a non-supervised setting for children age 16 years of age or older who are in need of independent living. Such children are self-sufficient and may be enrolled in school or a training program and are employed part-time or full time. Requires support services that include, but are not limited to, food, rent and clothing subsidy.

h) *Supportive Housing Residence (DMHS Specific)* - dwelling unit owned or leased by a Provider Agency (or organized entity with an agreement with a Provider Agency) in which a consumer resident(s) with a diagnosis of serious mental illness is placed by the provider agency. Each consumer resident signs a lease or subleases and receives mental health supportive services from the Provider Agency. As opposed to the Provider Agency, the consumer resident is responsible for lease payments, safety cleanliness, property protection, etc and bears the responsibility for those aspects of residential living. The consumer resident has the key to the home and has control over access to it. No lease shall contain the provision of mandatory mental health program participation as a requirement for the consumer resident. (N.J.A.C. 10:37A.) (This is a DHS OOL term.)

i) *Supported Living-(DDD Specific)* - a living arrangement in which a highly flexible array of services and supports are provided in a variety of settings for persons with developmental disabilities.

(N.J.A.C. 10:44A) (This is a DHS OOL term.)

j) *Supported Living-Head Injury* - a living arrangement in which a highly flexible array of services and supports are provided in a variety of settings for persons with traumatic brain injuries. (N.J.A.C. 10:44C.) (This is a DHS OOL term.)

k) *Supportive Housing (DAS Specific) –* DAS provides access to an array of needed services to ensure a supportive and sustainable recovery process, which includes supportive housing. The primary housing options offered through DAS include:

1) *Supportive Housing* - the supportive housing model and services are designed to meet the specific needs of intravenous drug users who are participating in a sterile syringe access program. For this program, supportive housing means housing enriched with services to prepare the consumer to be independent and self-reliant. DAS subsidized housing and Intensive Supportive Housing (ISH) teams exist to serve consumers in areas of case management, parenting skills, education, vocational, job assessment and placement, etc.

l) *Supportive Housing Program (DMHS Specific)* – a program of services to consumer residents living in supportive housing residence, private residence, and other dwelling units other than a Medicaid Level A+, A, B C or D residence. The Provider Agency has a DMHS contract for the provision of the supportive housing program.

5. Shelter Care

Out-of-home placement services available to adults and children in which supervision, shelter and food are provided in a shelter facility or shelter home and available on a 24-hour/day, temporary basis in an emergency. Support services to clients in shelters may include housing location, psychological counseling, educational services and information and referral to more appropriate resources.

a) *Children's Shelter Home (Agency Operated)* – an agency-operated residence that provides a 24-hour-a-day residential care to five or fewer children in a non-physically restrictive environment for a period of time usually not exceeding 30 days. Shelter homes shall not include the Division of Youth and Family Services (DYFS) emergency foster shelter homes. (N.J.A.C. 10:124.)

b) *Children's Shelter Home* - an agency-operated private residence that provides 24-hour-a-day residential care to five or fewer children in a non-physically restrictive environment for a period of time usually not exceeding 30 days. Shelter homes shall not include the Division of Youth and Family Services (DYFS) emergency foster shelter homes. (N.J.A.C. 10:124.)

c) *Children's Shelter Facility* - any public or private facility that provides 24-hour-a-day residential care to six or more children in a non-physically restrictive environment for a period of time usually not exceeding 30 days. (N.J.A.C. 10:124.) (This is a DCF OOL term.)

d) *Children's Shelter Home Network* - an organization which has received a certificate of approval form the DCF Office of Licensing to operate more than one children's shelter home. (N.J.A.C 10:124.) (This is a DCF OOL term.)

e) *Juvenile Crisis Shelter Home (Agency Operated)* – an agency operated professionally staffed residence that provides 24-hour-a-day residential care to five or fewer children in juvenile-family crisis as defined by State law , who are awaiting court disposition or post-disposition action, in a non-physically restrictive environment for a period of time usually not exceeding 30 days. Shelter homes shall not include the Division of Youth and Family Services emergency foster shelter homes. (N.J.A.C. 10:124.)

f) *Juvenile Crisis Shelter Home* - an agency-operated private residence that provides 24-hour-a-day residential care to five or fewer children in juvenile-family crisis as defined by State law, who are awaiting court disposition or post-disposition action, in a non-physically restrictive environment for a period of time usually not exceeding 30 days. Shelter homes shall not include the Division of Youth and Family Services emergency foster shelter homes. (N.J.A.C. 10:124.)

g) *Juvenile Crisis Shelter Facility* -- any public or private facility that provides 24-hour-a-day residential care to six or more children in juvenile-family crisis as determined by the Family Court in a non-physically restrictive environment for a period of time usually not exceeding 30 days. (N.J.A.C.10:124.) (This is a DCF OOL term.)

h) *Juvenile Crisis Shelter Home Network* - an organization which has received a certificate of approval from the DCF Office of Licensing to operate more than one juvenile crisis shelter home. (N.J.A.C. 10:124.) (This is a DCF OOL term.)

i) *Domestic Violence Shelter* - any public or private facility that provides 24- hour-a-day residential care to individuals or families who are victims of a domestic violence incident.

j) *Homeless Shelter-Adult* - any public or private facility that provides residential care (24 hrs. or overnight care) to persons experiencing homelessness and who are in need of basic shelter. Domestic Violence Shelters are not included in the category of care.

k) *Homeless Shelter-Runaway Youth* - any public or private facility that provides 24-hour residential care to youth up to age 21 who are experiencing homelessness due to running away from home, family abandonment, or exploitation by adults.

6. Public Institutional Care

Placement for clients with special needs in an institution operated by a public agency including Department of Education, Division of Developmental Disabilities and the Department of Corrections. These placements are not reimbursable and do not require a placement review.

7. Resource Family Care

Activities that arrange a substitute family life experience in a licensed and agency supervised home for children who need care for a temporary or an extended period during which the normal family environment is either non-existent or greatly hampered, due to some social, emotional or physical condition. Efforts are made to either reunite the family or begin permanency-planning proceedings. Included are: (1) supervision of the children placed in a resource family home to ensure that total care is provided and all basic human needs are met; (2) work with the natural family during placement; (3) work with the resource family to assist adjustment; (4) follow-up readjustment assistance to the individual and his/her natural family after the termination of resource family placement; and (5) recruitment of resource family homes.

a) *Resource Family Recruitment* - activities directed toward recruiting resource families for children in need of an out of home placement. Activities may include screening applications, assessing applicants and their homes, obtaining and assessing references, and training.

b) *Resource Family Home* – a private residence, other than a children's group home, treatment home, teaching family home, alternative care home or shelter home, in which board, lodging, care and temporary out-of-home placement services are provided by a resource family parent on a 24-hour basis to a child under the auspices of the Division of Youth and Family Services, including a

home approved by the Division of Youth and Family Services for the placement of a child for the purpose of adoption. (N.J.A.C. 10:122C.) (This is a DCF OOL term.)

c) *Resource Family Network* - a network of private family residences that have been licensed by the DCF Office of Licensing and are approved by an agency under contract with DYFS to provide board, lodging, and care on a 24-hour basis for children referred by DYFS. The contracted agency coordinates placements and may recruit, train, pay, and supervise the resource family homes directly. (This is a DCF OOL term.)

d) *Regular Foster Care* - care provided in a resource family home for a child in need of temporary out-of-home placement for protective or other social services reasons. (N.J.A.C. 10:122C.) (This is a DCF OOL term.)

e) *Specialized Foster Home (SHSP) -* a private family residence that has been studied and licensed by the DCF Office of Licensing to provide care and services to a target population of children. The specialized foster parent must meet the Manual of Requirements for Resource family Parents, N.J.A.C. 10:122C, and additional standards established by the Departmental Components. These homes have higher skills related to the specific population cared for.

f) *Special Home Service Provider (SHSP) Foster Care* - care provided in a resource family home for a child who is medically fragile and in need of out-of-home placement. (N.J.A.C. 10:122C.) (This is a DCF OOL term.)

g) *Emergency Foster Home* - a private family residence which has been studied using the Manual of Requirements for Resource Family Parents, N.J.A.C. 10:122C, and licensed by the DCF Office of Licensing as a foster home and which serves children needing a temporary out-of-home placement on an emergency basis for 30 days or less. These homes do not include children's shelter homes. (N.J.A.C. 10:122 C.)

h) *Emergency Foster Care* – care provided in a resource family home for a child in need of temporary out-of-home placement on an emergency basis for protective services reasons and/or a disruption of a previous placement (N.J.A.C. 10:122C.) (This is a DCF OOL term.)

i) *Fost/Adopt Care* – care provided in a resource family home in which the resource family parent has agreed to foster or adopt a

child placed in keeping with the child's case goal. (N.J.A.C. 10:122C.) (This is a DCF OOL term.)

j) *Contract Agency Home Care* – care in a resource family home which is directly supervised by a private agency under contract with the Departmental Component to provide services to children in need of out-of-home placement for protective or other social services reasons. (N.J.A.C. 10:122C.) (This is a DCF OOL term.)

k) *Contract Agency* - a private agency under contract with the Department to provide services to children under the auspices of the Department who are in need of placement in a resource family home. (N.J.A.C. 10:122C.) (This is a DCF OOL term.)

8. Kinship Care Placement Services

Placement in a private family residence by DYFS or someone other than DYFS with a person who is connected to the child by a biological, legal, psychological or emotional relationship as categorized below.

a) *Relative Care* – care provided in a resource family home, licensed or pending licensure by the DCF Office of Licensing, in which DYFS placed the child and where care is provided by a person biologically or legally related to the child.

b) *Relative Care* - care provided in a resource family home in which the Resource family parent is not a parent of the child in placement but is related to the child through blood, marriage or adoption. (N.J.A.C.10:122C.) (This is a DCF OOL term.)

c) *Family Friend Care* – care provided in a resource family home in which DYFS placed the child and where care is provided by a person who has been approved by DYFS as a caregiver and who is psychologically or emotionally connected to the child but not biologically or legally related.

d) *Family Friend Care* - care provided in a resource family home in which the resource family parent is not a parent of the child in placement and is not related to the child through blood, marriage or adoption, but is connected to the child and/or the child's parent by an established positive psychological or emotional relationship. (N.J.A.C. 10:122C.) (This is a DCF OOL term.)

e) *Related Para Home* - a private family residence in which someone other than DYFS placed the child and where care is provided by a person who has been approved by DYFS as a caregiver and who is biologically or legally related to the child. The para family may be

reimbursed for care at the income-maintenance rate after the home is approved by DYFS and licensed by the DCF Office of Licensing.

f) *Unrelated Para Home* - a private family residence in which someone other than DYFS placed the child and where care is provided by a person who has been approved by DYFS as a caregiver and who is psychologically or emotionally connected to the child but not biologically or legally related. The para family may be reimbursed for care at the income-maintenance rate after the home is approved by DYFS and licensed by the DCF Office of Licensing.

g) *Relative Home* - a non-reimbursable placement with relatives in which *someone other than DYFS* placed the child.

h) *Relative Care Permanency Support Program (RCPSP)* - program that provides monthly support payments to certain eligible relatives and family friends for children placed in their care by DYFS for protective services reasons, for a time-limited period. Children served under this program may receive case management and permanency planning services through a contracted service provider. These caregivers must meet specific standards and be approved for participation in the RCPSP. Some of these same caregivers may ultimately become the child's Kinship Legal Guardian and receive an ongoing monthly subsidy for the child to age 18 if reunification is not possible and adoption is neither likely nor feasible.

9. Boarder Baby Services

Coordinated medical and social case management service directed to facilitating the timely discharge of children from medical settings, and thereby reducing the number of days that children remain in a medical setting when there is no longer a medical necessity for the child's placement. Services may include payment for continued short term placement services provided to a child in a medical setting, usually a private or public hospital, after the child has been medically cleared for discharge and the state agency has authority to place the child in placement other than a hospital setting. Services may include support services to prepare families or foster homes/resource family homes for the placement of a child in their home upon release from the medical setting.

H. PLANNING, MANAGEMENT AND INFRASTRUCTURE

1. Social Service Planning

A systematic and consensus-building process that brings together community and human service agency representatives to determine the future human service needs of a designated county or region. Comprehensive planning activities include needs assessment, resource inventories of existing services, service priority settings, development of recommendations for improving service delivery and coordination, and development of future funding recommendations.

a) *Community Organization* - activities at the community level oriented toward influencing community groups, service providers and institutions toward solving problems that threaten individual functioning. The focus is on organizing and developing available and potential community resources that are untapped or under-utilized.

The practice of community organization generally consists of three strategies:

- actively involve broad participation of a wide spectrum of people at the community level in pursuing change;
- technical skills for resolving problems that exist in processes involved in service delivery; and
- organize small groups in a local area to demand increased resources and service.

b) *Resource Development* - activities directed toward implementing social service plans that call for the purchase of/or development of new social service resources designed to serve the needs of the community. Activities may include the administration of a competitive bid process or the coordination and management of funding and resources.

c) *Residential Service Development* - activities designed to plan and establish new residential and group home services programs for children and adults who are in need of placement outside of their homes.

2. Program Administration

Subsidized contract services which do not serve clients directly, but do provide management administrative support to DHS funded direct services on either a local or statewide basis. Such contracted services may be purchased from public or private agencies, or independent consultants.

3. Volunteer Services

Systematic process for effectively recruiting, training and placing volunteers to perform appropriate human service activities or direct service or administrative/planning. This service may be performed as either a coordinated, centralized function for the entire human service system or performed by individual agencies. Volunteer services may include the establishment and supervision of programs such as Foster Grandparent programs or Resource Parent Volunteer services.

4. Capacity Management and Bridge Fund

Time limited contract supplements to maintain existing licensed operational capacity where services are imminently at risk due to documented factors not under the control of the Division or the Agency, and where failure to provide a remedy would cause substantial loss of existing service capacity at a site of a service modality for which documented need exist. Ongoing discretionary supplements may be provided only in cases where legal settlements involved the state as a party.

5. Capital Projects

State or Federally sponsored activities designed to assist social service providers in the maintenance of existing facilities, the expansion of facilities, or the purchase and construction of facilities that improve the delivery of services to existing or future clients requiring social service programs.

a) *Facility Improvements* - activities and funding directed to routine maintenance and improvements to existing social service provider facilities in order to maintain the provider's compliance with Department/Departmental Component licensing or life safety requirements.

b) *Capital Improvements* - activities and funding directed to major renovations, expansion or development of provider current or future facilities.

I. TECHNICAL ASSISTANCE

1. Training

These activities are intended to improve the knowledge and skills of social service administrators and direct care social service staff to meet and maintain the requirements of their job; and to become familiar with

changes in policy, procedures or treatment techniques.

a) *Service Provider Training* - training directed to contract service providers to assist them and their staff in understanding changes in state policy and procedures, treatment modalities, and service delivery techniques. Such training may be conducted at provider sites, training institutes, or professional conferences.

b) *Staff Training* - activities directed to the professional development of direct care social service staff in areas involving job performance, treatment modalities and policy and procedure practices. May include professional education through subsidized college credits or graduate degree programs.

2. Consultant Services

Services purchased from an individual or organization outside of a Departmental Component who, for a fee, renders professional service in such areas as professional program planning and evaluation, organizational development and work analysis, information system development, operation and procedure analysis, training, management policy and practice analysis, and rate setting.

a) *Program Service Review* - activities directed to the evaluation of a service program or grant administered within the Department or a Departmental Component.

b) *Professional Witness* - testimony of an identified expert or professional (doctor, lawyer, engineer, etc.) on behalf of a Departmental Component concerning judicial matters.

c) *Research* - activities directed to gathering data on client populations, services, or funding for purposes of planning, evaluation, or reporting.

d) *Rate Setting* - activities directed to evaluating program services funding, payment methods and making cost comparisons of like services and funding in order to arrive at uniform unit rates for particular purchased services.

DEPARTMENT OF HUMAN SERVICES
DEPARTMENT OF CHILDREN AND FAMILIES

ACRONYMS USED IN THE SERVICE DICTIONARY

DEPARTMENT OF HUMAN SERVICES:

1.	Department of Human Services	DHS
2.	Division of Family Development	DFD
3.	Division of Mental Health Services	DMHS
4.	Division of Addiction Services	DAS
5.	Division of Disability Services	DDS
6.	Division of Medical Assistance and Health Services	DMAHS
7.	Commission for the Blind and Visually Impaired	CBVI
8.	Office for the Prevention of Mental Retardation and Developmental Disabilities	OPMRDD

DEPARTMENT OF CHILDREN AND FAMILIES:

1.	Department of Children and Families	DCF
2.	Division of Youth and Family Services	DYFS
3.	Division of Child Behavioral Health Services	DCBHS
4.	Division for Prevention and Community Services	DPCP
5.	Office of Education	OOE

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