



THE  
ALPHABET  
SOUP  
BOOK

*A Tool for Understanding  
Shorthand Communication*

October 2010 Edition

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## OUR VISION

All people with disabilities and their families are valued participants in community life.

## OUR MISSION

Partners making a positive difference in the lives of people with disabilities and their families through learning and leadership.

----- Fold Here -----

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People in organizations and in communities who share common experiences tend to use shorthand to communicate. That shorthand sometimes becomes a language of its own.

When people from different communities, organizations or groups try to work together, the shorthand that is intended to help make communication efficient can start to get in the way of making communication effective.

The Center for Learning and Leadership, Oklahoma’s federally designated University Center for Excellence in Developmental Disabilities (UCEDD), works with many people across the state who are a part of many different communities and agencies. When we work with a colleague like you, there are three things we want for our partnership:

- \* When we **listen**, we want to understand you.
- \* When we **explain**, we want to be clear.
- \* When we **work together**, we want asking questions to be expected.

To help us along, we assembled lots of the acronyms and terms that you and other community colleagues have helped us understand. Please let this booklet be a guide we can share. We look forward to talking with you.

— Center for Learning and Leadership Faculty and Staff



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# ACRONYMS

## AaAaAa

AACAP	American Academy of Child and Adolescent Psychiatry
AAFP	American Academy of Family Physicians
AAIDD	American Association on Intellectual and Developmental Disabilities
AAP	American Academy of Pediatrics
AASA	American Association of School Administrators
ABA	Applied Behavioral Analysis
ACF	U.S. Administration for Children and Families
ACOG	1. Association of Central Oklahoma Governments 2. American Congress of Obstetricians and Gynecologists
ADA	Americans with Disabilities Act
ADAAG	Americans with Disabilities Act Accessibility Guidelines

- \* When talking with a person in a wheelchair for more than a few minutes, place yourself at the wheelchair user’s eye level to spare both of you a stiff neck.

- \* When greeting a person with severe loss of vision, always identify yourself and others who may be with you.



- \* Give whole, unhurried attention when you are talking to a person who has difficulty speaking. Keep your manner encouraging rather than speaking for the person. Never pretend to understand if you are having difficulty doing so.

- \* Offer assistance to a person with a disability if you feel like it, but wait until your offer is accepted BEFORE you help.

- \* When planning events, consider the needs of people with disabilities ahead of time. If an insurmountable barrier exists, inform them about it prior to the event.

- \* Common courtesy includes respecting personal privacy. If you don’t generally ask people about their complexion, income or sex life, then don’t ask people with disabilities about theirs.

**Congratulations.** You have just taken the **first step** toward changing some of the misconceptions about people with disabilities.

Text adapted from the National Easter Seals Society. *DisAbility Etiquette & Common Courtesies: Stepping Stones to Stronger Communities*, UCEDD (1997).



## DISABILITY ETIQUETTE AND COMMON COURTESIES

### *Stepping Stones to Stronger Communities*

The **first step** is awareness:

- \* People with disabilities appreciate the same courtesies you would extend to anyone.
- \* When speaking to someone who has a disability, speak directly to that person rather than through a companion who may be along.
- \* If you don't make a habit of leaning on people you are with, then don't lean on someone's wheelchair.
- \* When you offer to assist someone with a vision impairment, allow the person to take your arm. This will help you guide, rather than propel the person.
- \* Relax. Don't be embarrassed if you happen to use accepted expressions, such as "See you later" or "Got to be running along," that seem to relate to the person's disability.
- \* To get the attention of a person who has a hearing disability, tap the person on the shoulder or wave your hand.



ADD	1. Attention Deficit Disorder 2. U.S. Administration on Developmental Disabilities
ADHD	Attention Deficit Hyperactivity Disorder
ADL	Activities of Daily Living
ADRC	Aging and Disability Resource Center
AIMS	Abnormal Involuntary Movement Scale
ALFA	Assisted Living Federation of America
AOTA	American Occupational Therapy Association Inc.
APS	Adult Protective Services
APTA	American Physical Therapy Association
ASA	Autism Society of America
ASD	1. Aging Services Division (of the Oklahoma Department of Human Services) 2. Autism Spectrum Disorders
ASHA	American Speech-Language-Hearing Association
ASL	American Sign Language
ASOCO	Autism Society of America — Central Oklahoma



AT Assistive Technology

AUCD Association of University Centers on Disabilities

## BbBbBb

BIA Bureau of Indian Affairs

BIAA Brain Injury Association of America

BIA-OK Brain Injury Association of Oklahoma

BIP Behavior Intervention Plan

## CcCcCc

CAC Consumer Advisory Committee

CAP Client Assistance Program

CCAN Coalition Against Child Abuse and Neglect

CCOSA Cooperative Council for Oklahoma School Administration

CDC Centers for Disease Control and Prevention

CDDC Consortium of Developmental Disabilities Councils

CEC Council for Exceptional Children



# ACCESS MEANS . . .

### Cognitive Accommodation

- \* Do you understand me? Can I understand you?
- \* Can we write without “jargon” so words and meanings don’t get thrown away?
- \* Will one of us be too embarrassed to ask a question?

### Physical Accommodation

- \* Can I get to and get into the place where we’re meeting?
- \* Is the room big enough so I can bring my own comfortable chair?
- \* Are there things I could trip over or bump into if I have vision loss?
- \* Can I get around safely, quickly and comfortably — without asking for “extra special help”?
- \* Who will translate for me and for you if we use different languages to write and talk?



### Respectful Accommodation

- \* Have we all agreed to work together in a way that treats everyone with dignity, respect and good manners?
- \* Do we have respectful ways to let each other know when something is helpful?
- \* Do we have respectful ways to let each other know when something is hurtful?

*Text adapted from the Self Advocates Becoming Empowered, 1997 American Association on Intellectual and Developmental Disabilities Conference. Access means . . . UCEDD (1997).*



## ABOUT US

The Center for Learning and Leadership is Oklahoma’s University Center for Excellence in Developmental Disabilities and is a member of a national network of over 60 UCEDDs funded by the U.S. Administration on Developmental Disabilities. UCEDDs aim to increase the independence, productivity and community integration and inclusion of individuals with developmental disabilities.

The Center for Learning and Leadership faculty and staff are committed to bringing the perspectives of people with disabilities and their family members into the planning, implementation and evaluation of interdisciplinary education programs, community services, research and dissemination activities.

Our faculty and staff:

- \* involve self-advocates and family members as partners in learning and leadership opportunities
- \* disseminate information about best practices through courses and community involvement
- \* provide technical assistance to promote community inclusion of people with developmental disabilities and their families
- \* and address research issues that impact the lives of people with disabilities and their families.

CHO	Children's Hospital of Oklahoma
CIE	Community Integrated Employment
CIL	Center for Independent Living
CLL	Center for Learning and Leadership (Oklahoma’s University Center for Excellence in Developmental Disabilities)
CMHC	Community Mental Health Center
CMS	U.S. Centers for Medicare and Medicaid Services
CP	Cerebral Palsy
CPS	Child Protective Services
CSC	Child Study Center (at the University of Oklahoma Health Sciences Center)
CSHCN	Children with Special Health Care Needs
CSPD	Comprehensive System of Personnel Development (of the Individuals with Disabilities Education Act)
<b><i>DDDDd</i></b>	
DD	Developmental Disability
DD Act	Developmental Disabilities Assistance and Bill of Rights Act of 2000



- DDSD Developmental Disabilities Services Division (of the Oklahoma Department of Human Services)
- DRS Oklahoma Department of Rehabilitation Services
- DSACO Down Syndrome Association of Central Oklahoma
- DSAT Down Syndrome Association of Tulsa
- DSM-IV Diagnostic and Statistical Manual of Mental Disorders — Fourth Edition



- EI Early Intervention
- ENC Exceptional Needs Coordinator (for the Oklahoma Health Care Authority)
- EPSDT Early and Periodic Screening, Diagnosis and Treatment
- ERIC Education Resource Information Center
- ESY Extended School Year

# WE NEED YOUR HELP!



Have you heard a new acronym that should be included in this booklet?

If so, please let us know. You can call us at (405) 271-4500 or e-mail us at Learn2Lead-UCEDD@ouhsc.edu. You also can fill out this form and fax it to us at (405) 271-1459. All we need is the acronym and what it stands for. Your name, phone number and e-mail address will be helpful, but are optional.

ACRONYM:	WHAT IT STANDS FOR:
_____	_____
YOUR NAME:	_____
<i>(Optional)</i>	
YOUR PHONE NUMBER:	_____
<i>(Optional)</i>	
YOUR E-MAIL ADDRESS:	_____
<i>(Optional)</i>	



Practicum	Field-based experiences that allow practical application of theory taught in coursework
Pre-service	Education that occurs before a student graduates from a course of study
Redlands Partners	Collaboration between the federally designated Oklahoma organizations authorized by the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (CLL, ODDC and ODLC)
SoonerCare	Oklahoma’s Medicaid program
SoonerStart	Oklahoma’s early intervention program for infants and toddlers with developmental delays or disabilities and their families
State Plan	Refers to the goods and services covered under Oklahoma’s Medicaid program
Title V	Refers to Title Five of the Social Security Act, which addresses federal Maternal and Child Health programs
Title XVIII	Refers to Title 18 of the Social Security Act, which addresses the Medicare program
Title XIX	Refers to Title 19 of the Social Security Act, which addresses the Medicaid program
Waiver	Refers to a way to get approval for services to be covered under Medicaid that would not typically be covered



FAE	Fetal Alcohol Effect(s)
FAPE	Free Appropriate Public Education for Students with Disabilities
FAS	Fetal Alcohol Syndrome
FBA	Functional Behavioral Assessment
FERPA	Family Education Rights and Privacy Act
FFY	Federal Fiscal Year (from October 1 to September 30)
FICA	Federal Insurance Contributions Act (a payroll deduction)
FICC	Federal Interagency Coordinating Council
FMS	Financial Management Services (fiscal agent)
FSAP	Family Support Assistance Payment Program



GEC	Geriatric Education Center
GERO	Geriatric Education Resource Organization



## HhHhHh

HB	House of Representatives Bill (state)
HB 1618	Oklahoma Early Intervention Act
HCBW	Home- and Community-Based Waiver
HHS	U.S. Department of Health and Human Services
HIPAA	Health Insurance Portability and Accountability Act
HMO	Health Maintenance Organization
HOYO	Home of Your Own
HR	House of Representatives Bill (federal)
HRSA	Health Resources and Services Administration
HTS	Habilitation Training Specialist

## IiIiIi

ICC	Interagency Coordinating Council
ICF	Intermediate Care Facility

## USEFUL TERMS

Allied Health	An area of medicine that provides a variety of direct support, diagnostic and therapeutic services (e.g., physical therapy)
The Arc	A national organization that promotes and protects the human rights of people with intellectual and developmental disabilities
Discipline	A single field of study, such as special education, physical therapy, social work, etc.
Dual Diagnosis	A term used to describe a person with a mental illness and an intellectual disability
Family Faculty	Family members of individuals with disabilities who have teaching roles in higher education courses or practicum
In-service	Education provided to professionals or paraprofessionals who are already working in their profession
Olmstead	1999 U.S. Supreme Court ruling (Olmstead vs. L.C.) stating that unjustified institutionalization of a person with disabilities is discrimination under the Americans with Disabilities Act
Part C	Infant and Toddler Program of the Individuals with Disabilities Education Act (formerly Part H)



TWWIIA Ticket to Work and Work Incentives Improvement Act

UuUuUu

UCEDD University Center for Excellence in Developmental Disabilities

UCP of Oklahoma United Cerebral Palsy of Oklahoma Inc.

USDE U.S. Department of Education

VvVvVv

VR Vocational Rehabilitation

WwWwWw

WIC Women, Infants and Children (nutrition program)

ICF/MR Intermediate Care Facility for Persons with Mental Retardation

ID Intellectual Disability

IDDRC Intellectual and Developmental Disabilities Research Center

IDEA Individuals with Disabilities Education Act

IEP Individualized Education Program

IFSP Individualized Family Service Plan

IHE Institution of Higher Education

IHS U.S. Indian Health Service

IHSW In-Home Supports Waiver

IL Independent Living

IP Individual Plan

IPE Individualized Plan for Employment

IQ Intelligence Quotient

IRP Individual Rehabilitation Program

IRWE Impairment-Related Work Expense

ITB Invitation to Bid



ITP Interdisciplinary Training Program in Child Abuse and Neglect

JzJzJz

JOIN Joint Oklahoma Information Network

LlLlLl

LDAO Learning Disabilities Association of Oklahoma

LEA Local Educational Agency (school district)

LEND Interdisciplinary Leadership Education for Health Professionals Caring for Children with Neurodevelopmental and Related Disabilities Program

LPN Licensed Practical Nurse

LRE Least Restrictive Environment

MmMmMm

MCHB U.S. Maternal and Child Health Bureau

MFP Money Follows the Person



SSDI Social Security Disability Insurance

SSI Supplemental Security Income

SSI-DCP Supplemental Security Income — Disabled Children’s Program

STARS Statewide Training and Regional Supports

TtTtTt

TA Technical Assistance

TANF Temporary Assistance for Needy Families

TARC Tulsa Advocates for the Rights of Citizens with Developmental Disabilities

TASH An international association of people with disabilities, their family members, other advocates and professionals fighting for the inclusion of all people in society (acronym no longer in use)

TBI Traumatic Brain Injury

TDD Telecommunication Device for [people who are] Deaf

TEFRA Tax Equity and Fiscal Responsibility Act

TTY Teletypewriter



SD-GS	Self-Directed Goods and Services
SD-HTS	Self-Directed Habilitation Training Specialist
SDS	Self-Directed Services
SEA	State Educational Agency
SED	Severe Emotional Disturbance
SEP	Supported Employment Program
SES	Special Education Services
SFY	State Fiscal Year (from July 1 to June 30)
SILC	Statewide Independent Living Council of Oklahoma
SLP	Speech-Language Pathology/Pathologist
SNAP	Supplemental Nutrition Assistance Program
Sooner SUCCESS	State Unified Children’s Comprehensive Exemplary Services for Special Needs
SPED	Special Education
SPIL	State Plan for Independent Living
SPMI	Severe and Persistent Mental Illness
SSA	Social Security Administration



## NnNnNn

NAEYC	National Association for the Education of Young Children
NAGE	National Association for Geriatric Education
NASBE	National Association of State Boards of Education
NASDDDS	National Association of State Directors of Developmental Disabilities Services
NASDSE	National Association of State Directors of Special Education Inc.
NASW	National Association of Social Workers
NAMI	National Alliance on Mental Illness
NCBDDD	National Center on Birth Defects and Developmental Disabilities
NCD	National Council on Disability
NCLB	No Child Left Behind Act
NDRN	National Disability Rights Network
NDSC	National Down Syndrome Congress
NDSS	National Down Syndrome Society



NECTAC	National Early Childhood Technical Assistance Center
NIA	National Institute on Aging
NICHCY	National Dissemination Center for Children with Disabilities
NICHHD	National Institute of Child Health and Human Development
NICU	Neonatal Intensive Care Unit
NIDCAP	Newborn Individualized Developmental Care and Assessment Program
NIDCD	National Institute on Deafness and Other Communication Disorders
NIDRR	National Institute on Disability and Rehabilitation Research
NIH	National Institutes on Health
NINDS	National Institute of Neurological Disorders and Stroke



OAC	Oklahoma Administrative Code
OACAA	Oklahoma Association of Community Action Agencies



PWD	Person with a Disability (or People with Disabilities)
PWN	Prior Written Notice



QA	Quality Assurance
QMRP	Qualified Mental Retardation Professional



RAC	Rehabilitation Advisory Council
RFP	Request for Proposals
RS	Rehabilitation Services
RSA	Rehabilitation Services Administration
RtI	Response to Intervention
RVS	Rehabilitation and Visual Services



SABE	Self Advocates Becoming Empowered
SB	Senate Bill (state)



# Ppppp

P&A	Protection and Advocacy
PASARR	Preadmission Screening and Resident Review
PBIS	Positive Behavioral Interventions and Supports
PCA	Personal Care Assistant/Attendant
PCP	Primary Care Provider
PCPID	President’s Committee for People with Intellectual Disabilities
PCT	Person-Centered Thinking
PDR	Physician’s Desk Reference
P/G/A	Parent/Guardian/Advocate
PL	Public Law (federal)
PL 94-142	Education for All Handicapped Children Act
PNS	Project of National Significance
POC	Plan of Care
PT	Physical Therapy/Therapist

OAN	Oklahoma Autism Network
OASIS	Oklahoma Areawide Services Information System
OATC	Oklahoma Assistive Technology Center
OCCY	Oklahoma Commission on Children and Youth
OCP	Oklahoma Community-Based Providers
ODC	Office of Disability Concerns
ODDC	Oklahoma Developmental Disabilities Council
ODLC	Oklahoma Disability Law Center Inc.
ODMSAS	Oklahoma Department of Mental Health and Substance Abuse Services
ODSS	Oklahoma Directors of Special Services
OESC	Oklahoma Employment Security Commission
OFN	Oklahoma Family Network
OHCA	Oklahoma Health Care Authority (Oklahoma’s Medicaid agency)
OHCDIS	Organized Health Care Delivery System



OHI	Other Health Impairment
OK-AIM	Oklahoma Advocates Involved in Monitoring
OK-AIMH	Oklahoma Association for Infant Mental Health
OKAPSE	Oklahoma Association for Persons in Supported Employment
OKDHS	Oklahoma Department of Human Services
Oklahoma LEND	Oklahoma’s Interdisciplinary Leadership Education for Health Professionals Caring for Children with Neurodevelopmental and Related Disabilities Program (Center for Learning and Leadership collaboration with the Department of Pediatrics, OU College of Medicine)
OKOTA	Oklahoma Occupational Therapy Association
OLL	Opportunities for Living Life (a program of the Oklahoma Health Care Authority)
OPC	Oklahoma Parents Center
OPeN	Oklahoma Parent e-mail Network
ORC	Oklahoma Rehabilitation Council
ORRN	Oklahoma Respite Resource Network
OSB	Oklahoma School for [people who are] Blind



OSD	Oklahoma School for [people who are] Deaf
OSDE	Oklahoma State Department of Education
OSDH	Oklahoma State Department of Health
OSEP	Office of Special Education Programs (of the U.S. Department of Education)
OSERS	Office of Special Education and Rehabilitation Services (of the U.S. Department of Education)
OSHA	Oklahoma Speech-Language-Hearing Association
OSRHE	Oklahoma State Regents for Higher Education
OT	Occupational Therapy/Therapist
OTC	Oklahoma Transition Council
OTI	Oklahoma Transition Institute (of the Oklahoma Transition Council)
OU	University of Oklahoma
OUHSC	University of Oklahoma Health Sciences Center
OWIPA	Oklahoma Work Incentives Planning and Assistance Program