

## Provider Service Quick Reference Guide

Name of Service	Acronym	Description of Service
Situational Assessment	SA	Situational assessments are essentially the observations of people performing work situations in real work settings to assess the persons skills, preferences, and support needs in that environment. It involves a practice of observing, evaluating, and reporting over a period. During this assessment, a client's behavior and work performance in a job situation and interaction with other employees is observed.
Employment Skills Program	ESP	ESP can provide up to 250 hours of paid employment and is used to help the client gain work experience, training, and build basic job skills.
Job Placement Package	JPP	Job placement services include assisting the client in finding employment at minimum wage or above and in competitive integrated employment setting. The counselor and client should identify which placement services are needed to obtain employment. The provider should individualize the placement services based upon these needs.
Job Coaching	JC	Job coaching services are time-limited services needed to support individuals with severe disabilities in employment. The job coach should work with the employer to learn the job skills then begin training the client. Next the job coach begins training the client working one-on-one initially and gradually fading out as the client becomes more job proficient.
Job Coaching-SE	JCSE	This service is job coaching specifically for those that meet our definition of Supported Employment-generally those that are receiving services through HCBS or state mental health funding.
Employment Follow Along/Follow Along	FA	Follow-Along Services are individualized services provided in an independent setting that enables the client to maintain their employment as this occurs after placement has occurred. These services are necessary for monitoring the individual after starting a job. The length of services is based on the individual's needs to assure smooth transition into employment. <b>Note: If a client is receiving HCBS funding, they are not eligible for FA from DRS/SBVI.</b>
Mental Health Outcome	MHO	Mental Health outcome is an alternative to traditional job placement services specifically for people with significant mental illness. It accommodates extra time

		and services needed to ensure success. Essentially, job placement service in a more specialized form.
Customized Employment	CE	Customized Employment (CE) means: Individualizing the employment relationship between employees and employers in ways that meet the needs of both. It is based on an individualized determination of the strengths, needs, and interests of the person with a disability, and is also designed to meet the specific needs of the employer. It may include employment developed through job carving, self-employment or entrepreneurial initiatives, or other job development or restructuring strategies that result in job responsibilities being customized and individually negotiated to fit the needs of individuals with a disability. <b>Note: Only providers who have completed CE training are allowed to provide and bill for CE services.</b>
Supported Employment	SE	Supported employment services are designed to help an individual with the most significant disabilities work in the community alongside individuals who do not have disabilities. These individuals receive training and the necessary ongoing support to help maintain their employment.
Assistive Technology	AT	Any product, whether commercially manufactured or homemade, that helps you overcome a functional limitation. Devices can be as simple as pencil grips or as sophisticated as cars with driver adaptations. These devices ensure access and full participation in the community, school, workplace and home.
Employment Services	ES	Employment Services are individualized services provided in an independent setting that enables the client to prepare, obtain, and/or maintain their employment. These may include but are not limited to: assisting the individual with resume writing, interview skills, assistance with purchasing appropriate clothing for interviews, providing disability training to employers, on-on-one job preparation training, etc. These services are separate from the job placement activities which are covered under the Job Placement Package.
Benefit Specialist Services	BSS	Provides education and tools to employer and encouraged people in SD receiving SSDI or SSI benefits to re-establish self-sufficiency/gain employment
Ticket to Work	TTW	Supported employment services are designed to help an individual with the most significant disabilities work in the community alongside individuals who do not have disabilities. These individuals receive training and the necessary ongoing support to help maintain their employment.

## Other Common Acronyms (Non-Service)

Acronym	Meaning
ABA	Applied Behavior Analysis
ACB	American Council of the Blind
ACL	Administration for Community Living
ACRE	Association of Community Rehabilitation Educators
ADA	Americans with Disabilities Act
ADAAA	Americans with Disabilities Act as Amended
ADAAG	Americans with Disabilities Act Accessibility Guidelines
ADD	Attention Deficit Disorder
ADHD	Attention Deficit Hyperactivity Disorder
ADL	Activities of Daily Living
ADLS	Assistive Daily Living Services
AERBVI	Association for Education and Rehabilitation of the Blind and Visually Impaired
AFB	American Foundation or Federation for the Blind
AFH	Ability for Hire
AFSE	Association for Supported Employment
AGI	Adjusted Gross Income
AJCs	American Job Centers
APA	American Psychological Association
APSE	Association of People Supporting Employment First
ASD	Autism Spectrum Disorders
ASL	American Sign Language
AT	Assistive Technology
ATD	Assistive Technology Device
BD	Behavior Disorder
BEP	Business Enterprise Program
BHSSC	Black Hills Special Services Cooperative
BHW	Black Hills Works

BIA	Bureau of Indian Affairs
BIF	Borderline Intellectual Functioning
BP	Benefits Planning
BRN	Business Resource Network (Sioux Falls)
BSBVI	Board of Service to the Blind and Visually Impaired
BVR	Board of Vocational Rehabilitation
BWE	Blind Work Expenses
CAP	Client Assistance Program (Disability Rights South Dakota)
CARF	Commission on Accreditation of Rehabilitation Facilities
CART	Computer Aided Real-Time Transcription
CC	Closed Captioning
CD	Cognitive Disability
CDC	Centers for Disease Control and Prevention
CDE	Campaign for Disability Employment
CDR	Continuing Disability Review
CE	Customized Employment
CESP	Certified Employment Support Professional
CEU	Continuing Education Unit
CFI	Center for Independence
CFR	Code of Federal Regulations
CHIP	Children's Health Insurance Program
CIE	Competitive Integrated Employment
CIL	Center for Independent Living
CIP	Cochlear Implant Program
CMS	Centers for Medicare and Medicaid Services
CNAA	Communications and Video Accessibility Act
COLA	Cost of Living Adjustment
CoP	Community of Practice
CP	Cerebral Palsy
CRC	Certified Rehabilitation Counselor

CRCC	Commission on Rehabilitation Counselor Certification
CRPs	Community Rehabilitation Program or Providers
CRT	Certified Rehabilitation Teacher
CSAVR	Council of State Administrators of Vocational Rehabilitation
CSD	Communication Services for the Deaf
CSP	Community Support Program
CSP of SD	Community Support Providers of South Dakota
CSPD	Comprehensive System of Personnel Development
DAC	Disabled Adult Child
DAT	Disability Awareness Training
DAV	Disabled American Veterans
DB	Disability Benefits
DD	Developmental Disability
DDC	Developmental Disabilities Council
DDD	Division of Developmental Disabilities
DDN	Digital Dakota Network
DDS	Disability Determination Services
DDU	Disability Determination Unit
DEAM	Disability Employment Awareness Month
DHS	Department of Human Services
DIB	Disability Insurance Benefits
DOE	Department of Education
DOL	Department of Labor
DOT	Department of Transportation
DRS	Division of Rehabilitation Services
DSA	Designated State Agency
DSBVI	Division of Service to the Blind and Visually Impaired
DSM-5	Diagnostic and Statistical Manual of Mental Disorder (Fifth Edition)
DSP	Direct Support Professionals
DSS	Department of Social Services

DSU	Designated State Unit
Dx	Diagnosis
EARN	Employer Assistance and Resource Network on Disability Inclusion
EBD	Emotional/Behavioral Disorder or Disability
EBT	Electronic Benefit Transfer
ECT	Electroconvulsive Therapy
EDP	Equipment Distribution Program
EEOC	Equal Employment Opportunity Commission
EN	Employment Network for Ticket to Work
ENT	Ear, Nose & Throat
EOB	Explanation of Benefits
EPE	Extended Period of Eligibility
ESY	Extended School Year
FA	Follow Along
FAE	Fetal Alcohol Effect
FAS	Fetal Alcohol Syndrome
FFY	Federal Fiscal Year
FICA	Federal Insurance Contributions Act
FPL	Federal Poverty Level
FTE	Full-Time Equivalent / Full-Time Employee
FY	Fiscal Year
GED	General Education Development
HAAP	Hearing Aid Assistance Program
HCBS	Home and Community Based Services
HHS	Health and Human Services
HIPAA	Health Insurance Portability and Accountability Act
HIS	Indian Health Services
HKNC	Helen Keller National Center for Deaf-Blind Youths & Adults
HMO	Health Maintenance Organization
HSC	Human Service Center

ID	Intellectual Disability
IDEA	Individuals with Disabilities Education Act
IEP	Individualized Education Plan
IL	Independent Living
ILC	Independent Living Choices
ILS	Independent Living Specialist
IPE	Individualized Plan for Employment
IQ	Intelligence Quotient
IRWE	Impairment Related Work Expense
ISP	Individualized Service Plan
IST	In-Service Training
JAN	Job Accommodation Network
JC	Job Coach or Job Coaching
LCSW	Licensed Clinical Social Worker
LD	Learning Disability
LPC	Licensed Professional Counselor
LRE	Least Restrictive Environment
LSW	Licensed Social Worker
LTSS	Long Term Services and Supports
MD	Muscular Dystrophy
MDET	Multidisciplinary Evaluation Team
MH	Mental Health
MI	Motivational Interviewing
MMPI	Minnesota Multiphasic Personality Inventory
MS	Multiple Sclerosis
NAMI	National Alliance on Mental Illnesses
NCDDR	National Center for the Dissemination of Disability Research
NCDRR	National Center for the Dissemination of Rehabilitation Research
NCIL	National Council on Independent Living
NCLB	No Child Left Behind

NCSAB	National Council of State Agencies for the Blind
NFB	National Federation of the Blind
NIDRR	National Institute on Disabilities and Rehabilitation Research
NRA	National Rehabilitation Association
O&M	Orientation and Mobility
OASI	Old Age and Survivors Insurance
ODEP	Office of Disability Employment Policy
OJT	On-the-Job Training
OSEP	Office of Special Education Programs
OSERS	Office of Special Education and Rehabilitative Services
OT	Occupational Therapy/Therapist
PAAT	Protection and Advocacy for Assistive Technology (Disability Rights South Dakota)
PABSS	Protection and Advocacy for Beneficiaries of Social Security (Disability Rights South Dakota)
PADD	Protection and Advocacy for People with Developmental Disabilities (Disability Rights South Dakota)
PAIMI	Protection and Advocacy for Individuals with Mental Illness (Disability Rights South Dakota)
PAIR	Protection and Advocacy for Individual Rights (Disability Rights South Dakota)
PAS	Personal Assistance Services
PASS	Plan for Achieving Self-Support
PATBI	Protection and Advocacy for People with Traumatic Brain Injury (Disability Rights South Dakota)
PAVA	Protection and Advocacy for Voting Access (Disability Rights South Dakota)
PC	Personal Care
PCA	Personal Care Attendant
PCP	Person-Centered Planning
PCT	Person-Centered Thinking
PDD	Pervasive Developmental Disorder
PDP	Professional Development Plan
PHH	Preferred Home Health
PSA	Public Service Announcement



PSE	Plan for Sustaining Employment
PT	Physical Therapy/Therapist
PVA	Paralyzed Veterans of American
QRC	Qualified Rehabilitation Counselor
RFF	Request for Funding
RFP	Request for Proposal
RRTC	Rehabilitation Research and Training Center
RSA	Rehabilitation Services Administration
RSDI	Retirement Survivors Disability Insurance
RSVA	Randolph-Sheppard Vendors of America
RT	Rehabilitation Teacher
SBDC	Small Business Development Center
SBVI	Service to the Blind and Visually Impaired
SCI	Spinal Cord Injury
SDAB	South Dakota Association of the Blind
SDAD	South Dakota Association of the Deaf
SDCCD	South Dakota Coalition of Citizens with Disabilities
SDCL	South Dakota Codified Law
SDDC	South Dakota Developmental Center
SDEA	South Dakota Education Association
SDGP	South Dakota Guardianship Program
SDHDA	South Dakota Housing Development Authority
SDRA	South Dakota Rehabilitation Association
SDRC	South Dakota Rehabilitation Center
SDSBVI	South Dakota School for the Blind and Visually Impaired
SDSD	South Dakota School for the Deaf
SDVR	South Dakota Vocational Resources
SE	Supported Employment
SELN	State Employment Leadership Network
SFY	State Fiscal Year

SGA	Substantial Gainful Activity
SILC	Statewide Independent Living Council
SLT	Speech/Language Therapy/Therapist
SNAP	Supplemental Nutrition Assistance Program (formerly Food Stamps)
SPED	Special Education
SPIL	State Plan for Independent Living
SPMI	Serious and Persistent Mental Illness
SRC	State Rehabilitation Council
SSA	Social Security Administration
SSDI	Social Security Disability Income
SSI	Supplemental Security Income
TA	Technical Assistance
TAD	Telecommunications Adaptive Devices
TANF	Temporary Assistance for Needy Families
TBI	Traumatic Brain Injury
TDD	Telecommunication Device for the Deaf
TED	Telecommunications Equipment Distribution Program
TIE	Technology & Innovation in Education
TRS	Telecommunications Relay Service
TSLP	Transition Services Liaison Project
TTW	Ticket to Work
TTY	Teletypewriter
TWP	Trial Work Period
UCP	United Cerebral Palsy
VOA	Volunteers of America
VR	Vocational Rehabilitation
VRC	Vocational Rehabilitation Counselor
WAIS	Wechsler Adult Intelligence Scale
WDNBH	Workforce Diversity Network of the Black Hills
WINTAC	Workforce Innovation Technical Assistance Center

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WIOA	Workforce Innovation and Opportunity Act
WISC	Wechsler Intelligence Scale for Children
WOTC	Work Opportunity Tax Credit
WRIL	Western Resources for Independent Living
YLF	Youth Leadership Forum