

TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
2362	shall mean the form returned from the Department of Human Services upon approval of admission into HCBS waiver services.				
<b>Abnormal Involuntary Movement Scale (AIMS)</b>	shall mean an instrument used to detect and monitor abnormal movements associated with Tardive Dyskinesia (TD) in individuals treated with antipsychotic or neuroleptic medications.	2/13/2013			90.1.1
<b>Abuse (of a Person)</b>	shall mean the knowing infliction of injury, unreasonable confinement, intimidation, or punishment with resulting physical harm, pain, or mental anguish.	10/22/13		TCA 33-2-402(l)	80.2.3
<b>Abuse (Business Practices)</b>	shall mean incidents or practices of providers that are inconsistent with sound fiscal, business, or medical practices, and result in unnecessary cost to the Medicaid program, or in reimbursement of services that are not medically necessary or that fail to meet professionally recognized standards for health care.	8/3/12			70.2.1
<b>Abuse Neglect Prevention Committee (ANPC)</b>	shall mean the committee charged with (a) reviewing DIDD Office of Investigation Report summaries, Incident Management Analysis Reports, and other records; (b) making recommendations for systemic change based on review of incidents and/or trends related to abuse, neglect, exploitation, or any other activity or circumstance that is detrimental to individuals served and supported by DIDD or its providers; and (c) submitting such recommendations to the DIDD Commissioner, to appropriate Regional Director and ICF/ID Director/Chief Officer, as applicable, and to the contracting provider.				
<b>Abuse Registry</b>	shall mean the registry maintained by the Department of Health and containing the names of persons who have abused, neglected, exploited, or misappropriated personal property of a vulnerable person as defined in T.C.A. 68-11-1002(6). The registry is established by T.C.A. 68-11-1001, <i>et seq.</i>	10/22/13	6/13/14	TCA 68-11- 1001	10.1.2
<b>Abuse Registry or Registry</b>	shall mean the registry of persons who have committed acts of abuse, neglect and exploitation or misappropriation against vulnerable persons. The registry was established and is maintained by the Department of Health pursuant to T.C.A. 68-11-1001. <i>et seq.</i>	6/13/14			
<b>Abuse Registry Advisory Group</b>	shall mean the group established by this policy to consider applications submitted to DIDD by individuals for removal from the Abuse Registry.	6/13/14			
<b>Abuse Registry Review Committee (ARRC)</b>	shall mean the DIDD central office committee that reviews the cases of certain individuals who have been substantiated for abuse, neglect, or exploitation to make recommendations regarding placement on the Abuse Registry.	9/4/2012			



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<b>Acknowledgement of Intake Process and Individual Rights</b>	shall mean a document explaining the rights to which each person who is waiting or receiving services by DIDD is entitled.	6/12/2013			
<b>Acts of sexual aggression by a person receiving services</b>	shall mean a reportable incident involving contact of a sexual nature by a person served toward another person supported, a staff person, or a community member.				
<b>Active Directory</b>	shall mean a directory service that is provided with Windows 2000 servers. This is the service that is replacing eDirectory which is a Novell Directory Service.				
<b>Active Treatment</b>	shall mean the aggressive, consistent implementation of a program of specialized and generic training, treatment, and health services.				
<b>Administrative safeguards</b>	shall mean administrative actions, and policies and procedures, to manage the selection, development, implementation, and maintenance of security measures to protect EHR and to manage the conduct of the covered entity's workforce in relation to the protection of that information.				
<b>Administrator</b>	shall mean the Director or Chief Officer of the ICF/IID or her/his designee.				
<b>Administrator of the Day (AOD)</b>	shall mean DIDD staff persons designated or appointed by the Director/Chief Officer or designee to be available to respond to emergency situations and who are delegated the authority to execute necessary authorizations that occur outside usual administrative office hours.				
<b>Administrator on Duty or AOD*</b>	shall mean a person designated by the Regional Director to be available to respond to emergency requests for services outside usual business hours (i.e., 8:00 a.m. to 4:30 p.m. Monday through Friday) and on holidays.	7/6/12			80.3.7
<b>Adult Protective Services*</b>	shall mean the unit within the Department of Human Services which has the statutory authority to receive and investigate reports of abuse, neglect, and exploitation of adults age 18 and over who are unable to protect themselves from abuse, neglect or exploitation.				
<b>Adverse Action Affecting TennCare Services or Benefits</b>	as it relates to actions under the Grier Revised Consent Decree shall mean, but is not limited to, a delay, denial, reduction, suspension or termination of TennCare benefits, as well as any other act or omission of the TennCare program, which impairs the quality, timeliness, or availability of such	3/15/13			80.3.4



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	services.				
<b>Agency General Crisis Plan*</b>	shall mean a generic plan for behavioral crisis intervention based on an agency adopted form of crisis management training.				
<b>Alcohol</b>	shall mean the same as in the federal regulations describing procedures for the testing of alcohol by programs operating pursuant to the authority of the United States Department of Transportation as currently compiled at 49 Code of Federal Regulations (C.F.R.) Part 40, as the same may be revised from time to time.				
<b>Alcohol Testing</b>	shall mean the analysis of breath, blood, or any other analysis which determines the presence and level or absence of alcohol as authorized by the U.S. Department of Transportation in its rules and guidelines concerning alcohol testing and drug testing.	9/5/12			
<b>Appeals Unit</b>	shall mean the department unit responsible for issuing notices of any adverse action to persons-supported by the department.	6/27/12			80.3.4
<b>Applicant</b>	shall mean a person who has applied for a position within the Tennessee Department of Intellectual and Developmental Disabilities (DIDD) and has begun employment conditioned upon successfully passing a drug test, and may have begun work pending the results of the drug test.	9/5/12			
<b>Applicant Forum</b>	shall mean an interactive, informational session prior to the beginning of each recruitment cycle that shall allow an opportunity for applicants to discuss the application process and provider qualifications.				
<b>Approved Leave</b>	shall mean leave approved by a supervisor or designee prior to the employee taking the leave.	9/4/12			100.1.16
<b>Approved Provider or Approved Waiver Services Provider*</b>	shall mean a provider who has been approved by DIDD to provide one or more HCBS waiver services and may include state-funded services.		Pending		
<b>Approved Provider or Approved Waiver Services Provider</b>	Shall mean an organization or entity that has completed the process required to become contracted with DIDD for the provision of state funded services and/or one or more HCBS waiver services.	Pending			80.1.2



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<b>Assessment*</b>	shall mean a systemic collection of data.	2/2/12			90.1.1
<b>Authorizing Treating Physician</b>	shall mean the physician approved by Workers' Compensation who treats the employee for injuries that occur while the employee is performing his or her work duties. The state will not pay any medical expenses that an employee may incur from a physician other than the authorizing treating physician or a network physician that the employee is referred to by the authorizing treating physician.				
<b>Authorization to Release Information Form (Authorization)</b>	Shall mean a DIDD approved form to be signed by person supported, or their legal representative, who request that their protected health information be disclosed to another individual or entity. The form may also be used by DIDD agencies when requesting information from another individual or entity.	Pending			60.3.5
<b>Background Check</b>	Shall mean the process of researching and compiling information regarding criminal records, employment or work history and references and financial records of an individual.	10/22/2013			10.1.2
<b>Background Check</b>	shall mean the process of looking up and compiling criminal records, commercial records and financial records of an individual or an organization.				
<b>Basic Nutrition and Doctor-Prescribed Diets Resource</b>	shall mean a basic nutritional manual incorporating American Dietetic Association (ADA) guidelines, but also includes Person Centered approaches on how to involve the person. This manual also assists in brainstorming ideas when the person does not like the "diet" and offers many suggestions to assist staff. This resource can be found on the DIDD website.2-2-12 LS				
<b>Behavior Support Plan (BSP)*</b>	shall mean the document written by a Behavior Analyst which clearly defines the actions and steps that direct support professionals and other care givers will take to change the behavior of a person supported.				
<b>Braden Scale</b>	shall mean a risk assessment to evaluate the potential for developing pressure ulcers.	2/2/12			90.1.1
<b>Bribery</b>	shall mean when an employee of an organization accepts money or favors from an entity that has a business relationship with or is regulated by the employer in order to influence a decision or take some action.				101
<b>Bureau of TennCare or</b>	shall mean the single state Medicaid agency that is responsible for the administration of the state's	3/15/13			80.3.4



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<b>TennCare</b>	Medicaid program.				
<b>Business Associate</b>	Shall mean a person or entity who is not a workforce member as deemed herein and who performs or assists in the performance of a function or activity involving the use of disclosure of individually identifiable health information.	Pending			60.3.1, 60.3.4, 60.3.5
<b>Case Management Company</b>	shall mean the third-party company contracted by the State of Tennessee to provide Division of Claims (DOC) case management and oversight.				
<b>Category of Need (CON)</b>	shall mean a waiting list category describing the immediacy of needs for individuals (crisis, urgent, active or deferred) who request services from the DIDD.	7/10/13			
<b>Cell Phone</b>	shall mean any regular cell phone or any smartphone, such as a BlackBerry, iPhone, or any other data compatible cellular phone.				
<b>Center for Medicare and Medicaid Services (CMS)*</b>	shall mean the United States federal agency which administers Medicare, Medicaid, and the Children's Health Insurance Program.				
<b>CMS Performance Measures</b>	shall mean CMS approved measures by which CMS monitors the state's compliance with the Waiver assurances. Data is collected, analyzed and reported each month via specified monitoring processes.				
<b>Central Office</b>	shall mean the Central Office of the Department of Intellectual and Developmental Disabilities located in Nashville, Tennessee.	7/10/13			
<b>Central Office Intake Review Committee</b>	shall mean the committee that reviews information from the regional offices about individuals who have the greatest need for waiver services and determines who may be approved to begin or continue the enrollment process based on the availability of funding.	7/10/13			
<b>Chain of Custody</b>	shall mean the methodology of tracking specified materials or substances for the purpose of maintaining control and accountability from initial collection to final disposition for all such materials or substances, and providing for accountability at each stage in handling, testing, and storing specimens and reporting test results.	9/5/12			
<b>Chief Information Officer (CIO)</b>	shall refer to the individual in the position of managing the entire DIDD IS Division, including analysts, developers, help desk, quality assurance and audit staff.	9/4/12			
<b>Chief Officer*</b>	shall mean the chief executive officer of a Developmental Center operated by the Department of				



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	Intellectual and Developmental Disabilities.				
<b>Circle of Support (COS)</b>	shall mean a group of people who meet together on a regular basis to help a person supported plan for and accomplish his/her personal outcomes and actions. The person-supported is the focus or the center of the COS. At a minimum, this includes the person supported, his/her family member(s) and/or conservator(s), a QDDP/Case Manager, and the providers of any supports and services that the person receives. Friends, advocates, and other non-paid supports are included at the invitation of the person.	3/23/12			90.1.1 ICF/IID
<b>Circle of Support (COS)*</b>	shall mean a group of people who meet together on a regular basis to help a person supported plan for and accomplish his/her personal outcomes and actions. The person supported is the focus or the center of the COS. At a minimum, this includes the person supported, his/her family member(s) and/or conservator(s), Case Manager, and the providers of any supports and services that the person receives. Friends, advocates, and other non-paid supports are included at the invitation of the person.	1/15/14			
<b>Civil Rights</b>	shall mean the rights of personal liberty guaranteed to citizens by the Constitutions of the United States and the State of Tennessee, and by federal and state statutes.				
<b>Claim Adjuster</b>	shall mean the third-party administrator involved in case management of Division of Claims actions.				
<b>Class A Sanction</b>	shall mean systemic issues that jeopardize the health and safety of people supported. These may result in a moratorium; termination of provider agreement; or management takeover. This level of sanction requires the approval of the Commissioner or designee before imposition.				
<b>Class B Sanction</b>	shall mean repeat violations or violations that involve multiple persons supported or an agency that supports only one (1) person. This deficiency may result in daily cumulative sanctions of \$100.00 to \$500.00 until resolution of the deficiency. This level of sanction requires the approval of the Director of Risk Management and Licensure or designee prior to imposition.				
<b>Class C Sanction</b>	shall mean an initial violation or a violation that involves one (1) person supported or an agency that supports only one (1) person. This deficiency may result in a one-time sanction of \$100.00 to a maximum of \$500.00. This level of sanction requires the approval of the Regional Office Director or designee prior to imposition.				



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<b>Class D License</b>	shall mean the class of driver license required to legally operate a vehicle with a gross weight of twenty six thousand (26,000) pounds or less that is not used to transport hazardous materials, transports more than 15 passengers (including the driver), or is not a school bus.	2/2/12			
<b>Class Member*</b>	shall mean an individual meeting the requirements in the definition of the class specified in People First of Tennessee, et. al. v. Clover Bottom Developmental Center; or United States of America v. State of Tennessee, et. al. (Arlington Developmental Center).				
<b>Class Member</b>	Shall mean an individual who meets the requirements in the definition of the class specified in People First of Tennessee et.al. v. Clover Bottom Developmental Center.	3-31-15			80.5.1 80.5.2
<b>Clinical Death Summary</b>	shall mean a written report by a qualified registered nurse regarding the circumstances surrounding an individual's death that includes information such as services received or omitted, significant events, healthcare and medication histories, cause of death and autopsy findings (if available), and other information relevant to the death.				
<b>Commercial Driver License (CDL)</b>	shall mean the class of driver license needed to legally operate a vehicle with a gross weight of twenty six thousand and one (26, 001) pounds or more, that is designed to transport more than fifteen (15) passengers in addition to the driver, or is used as a school bus. A "P" endorsement is needed with the CDL in order for the driver to drive a vehicle for sixteen (16) or more passengers (including the driver).	2/2/12			
<b>Commissioner</b>	shall mean the Commissioner of DIDD or his or her designee.	10/22/13			10.1.2, 80.2.3,
<b>Commissioner's Executive Team</b>	shall mean the group of designated executive level staff that includes the Commissioner, Deputy Commissioner of Program Operations, Deputy Commissioner of Fiscal and Administration, Assistant Commissioner of Policy and Innovation, Assistant Commissioner & General Counsel, Assistant Commissioner of Quality Management, Director of Risk Management & Licensure, Director of Human Resources and Director of Health Services.	1/15/14			
<b>Communication(s)</b>	shall mean the official process of or the official product produced by taking an action to promote an idea, product, position, service or entity, internally and/or externally.				
<b>Communication Devices</b>	shall mean any device that is used to communicate with and through. Examples include cell phones, Blackberry, iPhones, iPads and Personal Digital Devices or tablets.9/4/12 LS				



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<b>Community Home Managers and Developmental Center Managers</b>	shall mean the DIDD employee responsible for safeguarding Trust Fund accounts and for ensuring that individuals have access to their personal funds as specified in the person's ISP.	4/2/13			
<b>Community Transition Coordinator (CTC)</b>	shall mean the Regional Office staff person who oversees the community transition process and ensures that transitions are implemented consistently and according to this policy.	9/5/12			
<b>Community Transitions</b>	shall mean the movement of a person supported from one community service provider to another community service provider; or from one residential setting to another residential setting.				
<b>Compensable Injury</b>	shall mean an accidental injury or occupational disease which the Division of Claims, its third party administrator or the Tennessee Claims Commission, has determined to have occurred during the course and scope of State employment.				
<b>Complaint</b>	shall mean a concern or dissatisfaction expressed by or on behalf of a person supported regarding any basic civil right, human right, treatment, or services or supports (or lack thereof).				
<b>Comprehensive Functional Assessment (CFA)</b>	shall mean a systematic and multidimensional assessment that covers physical, cognitive, and emotional functioning, including the instrumental activities of daily living, as well as economic resources, informal social supports, and utilization and perceived need for services.				
<b>Conflict of Interest</b>	shall mean when an employee is in a position of trust and gives, or is in a position to give, preferential treatment to someone and/or attempts to influence public decisions in exchange for personal gain and in a manner which actually or potentially compromises the public interest.	10/13/10			101
<b>Confirmation Test</b>	shall mean a second analytical procedure to identify the presence of alcohol or a specific drug or its metabolites in a specimen.	9/5/12			
<b>Continuation of Benefits (COB)</b>	shall mean the temporary continuation or reinstatement of a Medicaid waiver funded service pending the outcome of an appeal of an adverse action.				
<b>Contract Manager</b>	shall mean the department staff person assigned to facilitate and oversee the entire process for all department contracts.				



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<b>Contract Monitor</b>	shall mean the department program staff person assigned to oversee a particular contract. The program staff person is knowledgeable of the particular service being contracted and is aware of the contractor's performance.				
<b>Contract Worker</b>	shall mean a person who is contracted with the Department or employed by or subcontracted with a company which is contracted with the Department.	10/22/13			10.1.2
<b>Conviction</b>	shall mean a finding of guilt, including a plea of nolo contendere and/or imposition of sentence, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.	9/15/12			
<b>Court Order</b>	shall mean an official order issued by the judge of a court requiring or forbidding somebody to do something.				
<b>Covered Entities</b>	shall mean any program or agency that receives federal financial assistance from the Department of Health and Human Services (HHS) or is covered under Title II of the Americans with Disabilities Act as a program, service, or regulatory activity relating to the provision of health care or social services.	9/4/12			10.2.7
<b>Covered Services or Covered Waiver Services</b>	shall mean services which are available through Tennessee's Home and Community Based Services Waiver, when medically necessary, and when provided in accordance with the waiver as approved by the Centers for Medicare and Medicaid Services.	3/15/13			80.3.4
<b>Criminal Background Check</b>	shall mean the process of researching and compiling information to determine if a person has a criminal record.	10/22/13			10.1.2
<b>Criminal Background Check</b>	shall mean the process of searching to determine if an applicant has a criminal record.		05/21/2014		
<b>Criminal Conduct or Probable Criminal Conduct</b>	means a reportable incident that means acts involving a person served including, but not limited to, arrest or incarceration of a person served.				
<b>Criminal Offense</b>	shall mean an act or the commission of an act that is forbidden by law or the omission of a duty that is required by law and which makes the offender liable to punishment by that law.	10/22/13			10.1.2



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<b>Criminal Offense</b>	shall mean an act or the commission of an act that is forbidden or the omission of a duty that is commanded by the public law and that makes the offender liable to punishment by that law.				
<b>Crisis</b>	shall mean a situation that is reaching or has reached a critical phase of affairs and needs to be resolved.	4/15/14			
<b>Cross-Systems Crisis Plan*</b>	shall mean a planned prevention and intervention strategies for direct support professionals to implement during a behavioral health crisis including procedures for obtaining needed services from external crisis response entities.				
<b>Data Management Report(DMR)</b>	Shall mean an annual summary of a provider agency's demographic data and performance indicators.	Pending			80.1.2
<b>Data Processing Errors</b>	shall mean errors resulting in overpayment or underpayment that is determined from a review of the claim and other information available in the State's Medicaid Management Information System (MMIS), related systems, and other outside sources of provider verification. The difference in payment between what the State paid and what the State should have paid, in accordance with the State's documented policies, is the dollar measure of the payment error.	2/16/12			
<b>Data Use Agreement</b>	Shall mean an agreement whereby the recipient of a limited data set agrees to use or disclose the protected health information contained for limited purposes.	Pending			60.3.5
<b>Date of Hire or Appointment Date*</b>	shall mean the date an individual officially became an employee or was appointed to a particular set of job responsibilities.				
<b>De-identified Health Information</b>	Shall mean health information that is not individually identifiable.	pending			60.3.4, 60.3.5
<b>Department of Human Services (DHS)</b>	shall mean the state department responsible for providing a quality system of coordinated human services to meet the changing needs of Tennesseans and enable them to achieve self-sufficiency. The DHS completes financial eligibility determinations for Medicaid services.	7/10/13			
<b>Department of Intellectual and Developmental Disabilities (DIDD)</b>	shall mean the state agency responsible for operational administration of Medicaid funded Home and Community Based Services waiver programs for individuals with intellectual and developmental disabilities.	7/10/13			
<b>Designated Record Set</b>	Shall mean medical records, financial records and health plan information used to make decisions about persons supported.	Pending			60.3.3, 60.3.4, 60.3.5
<b>Developmental Center*</b>	shall mean an Intermediate Care Facility for individuals with intellectual disabilities operated by the	11/6/12			



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	Department of Intellectual and Developmental Disabilities (ICFIID).				
<b>DIDD</b>	shall mean the Tennessee Department of Intellectual and Developmental Disabilities.	2/3/12			
<b>DIDD Division of Claims Coordinator (DOC)</b>	shall mean the DIDD Human Resources representative responsible for overseeing Division of Claims actions.				
<b>DIDD Executive Team</b>	shall mean the group of designated executive level staff that includes the Commissioner, Deputy Commissioner of Program Operations, Deputy Commissioner of Fiscal & Administration, Assistant Commissioner of Policy & Innovation, Assistant Commissioner & General Counsel, Assistant Commissioner of Quality Management, Director of Risk Management & Licensure, Director of Human Resources and Director of Health Services.	10/22/13			10.1.2
<b>DIDD ICF/IID</b>	shall mean DIDD operated state owned residential facilities for individuals with intellectual disabilities. 11/6/12 LS				
<b>DIDD Office of Human Resources</b>	shall mean the office within the Department responsible for handling personnel and human resources matters	10/22/13			10.1.2
<b>DIDD Office of Human Resources</b>	shall mean an entity within DIDD that provides strategic human resources leadership and partnering with customers for innovative solutions.		10/22/13		
<b>DIDD Protocols</b>	shall mean guidelines approved by the TennCare Chief of Long Term Services and Supports or designee and the department Director of Health Services or designee for the purpose of guiding medical necessity determinations.	3/15/13			80.3.4
<b>DIDD Waiver Waiting List</b>	shall mean a list established and maintained by DIDD that identifies individuals by their established category of need who have completed the general intake process and are seeking Home and Community Based Services operated by DIDD.	6/21/13			
<b>Dietitian/Nutritionist*</b>	shall mean a health professional licensed in the state of Tennessee who provides nutrition services within the scope of his/her license.	2/2/12			



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<b>Direct Conflict of Interest</b>	shall mean when an employee of an organization has controlling ownership of an outside entity that is regulated by or with which the employer has a business relationship, or when an employee of an organization receives personal gain from an outside entity that the employer regulates or with which the employer has a business relationship in exchange for influencing a decision.	10/13/10			101
<b>Direct Contact</b>	shall mean to administer or perform personal care or assist with activities of daily living on either a full or part-time basis.				
<b>Direct Contact With</b>	shall mean the administration or performance of personal care duties or assistance with activities of daily living.	10/22/13			10.1.2
<b>Direct Responsibility For</b>	shall mean supervisory authority or responsibility for either the person served or staff providing direct care for, or having direct contact with, a person served.	10/22/13			10.1.2
<b>Direct Support Professionals (DSPs)*</b>	shall mean staff who provide direct supports and assistance to the persons using services.				
<b>Direct Support Responsibility</b>	shall mean persons employed, trained and paid by an agency to provide for the day-to-day care and support of persons participating in DIDD services (also referred to as direct support staff).				
<b>Direct Support Staff</b>	shall mean persons employed by DIDD or by an agency contracted with DIDD to provide day-to-day care and support of persons participating in DIDD services.	10/22/13			10.1.2
<b>Direct Treatment Relationship</b>	Shall mean treatment between an individual and a health care provider that is not an indirect treatment relationship.	Pending			60.3.4
<b>Disclosure</b>	Shall mean the release, transfer provision or access to, or divulging of information in any manner to any entity outside DIDD.	Pending			60.3.3, 60.3.4, 60.3.5
<b>Discretionary Rate Review (DRR)</b>	shall mean the process by which providers may appeal a reimbursement rate.	8/15/12			
<b>Division of Claims Administration</b>	shall mean the division of the Treasury Department of the State of Tennessee responsible for overseeing the administration of workers' compensation benefits for state employees.				
<b>Doctor-Prescribed Diet</b>	shall mean restrictions or limitations prescribed by the person's physician intended to correct or	2/2/12			



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	prevent a nutritional deficiency or health issue.				
<b>Driver License</b>	shall mean a Certificate for Driving issued by the State and required for anyone operating a vehicle after living in the state for over thirty (30) days of being employed in the state.	2/2/12			
<b>Drug</b>	shall mean any drug subject to testing pursuant to drug testing regulations adopted by the United States Department of Transportation.	9/5/12			
<b>Drug-free Workplace</b>	shall mean a site for the performance of work done in connection with an employee's job whereby employees are prohibited from engaging in unlawful manufacture, distribution, dispensing, possession, or use of alcohol or drugs.	9/5/12			
<b>Drug Test or Drug Testing</b>	shall mean a chemical, biological or physical instrumental analysis administered by a laboratory authorized to do so pursuant to TCA 50-9-101 et seq., for the purpose of determining the presence or absence of a drug or its metabolites pursuant to regulations governing drug testing adopted by the United States Department of Transportation or such other recognized authority				
<b>Dyskinesia Identification System Condensed User Scale (DISCUS)</b>	shall mean an instrument used to detect and monitor abnormal movements associated with Tardive Dyskinesia (TD) in individuals with developmental disabilities.	2/2/12			90.1.1
<b>Early Return to Work Program (ERTW)</b>	shall mean a process that allows a DIDD employee who experiences a compensable injury or illness while performing work-related duties to return to transitional work duties at the earliest time as permitted by the authorizing treating physician.				
<b>Earned Income</b>	shall mean income derived from active participation in a trade or business, including wages, salary, tips, commissions and bonuses.				
<b>eDiscovery</b>	shall mean the process in which electronically stored information is sought, located, secured, and searched with the intent of using it as evidence in a legal case.				
<b>Electronic Health Record (EHR)</b>	shall mean an aggregate electronic record of health-related information on an individual that is created and gathered cumulatively across more than one health care organization. This record may be consulted by licensed clinicians and staff involved in the individual's health and care.				



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<b>Electronic Learning Management (ELM) System*</b>	shall mean software application for administration, documentation, tracking and reporting of training programs.	9/4/12			10.2.7
<b>Electronic Signature*</b>	shall mean an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record. (Examples of an electronic signature include a name at the end of an email or clicking a button or downloading content to indicate acceptance of a transaction or certain terms and conditions).				
<b>Embezzlement</b>	shall mean when an employee of an organization obtains money or goods from the employer in a fraudulent manner.	10/13/10			101
<b>Emergency Authorization</b>	means a service authorization that is needed prior to the next business day.	7/6/12			80.3.7
<b>Emergency Disaster Plan*</b>	shall mean a plan to direct staff and persons supported as to what the procedures are for various emergencies (e.g. fire, flood, tornado, poison control, etc.)				
<b>Emotional/Psychological Abuse</b>	shall mean actions including, but not limited to, humiliation, harassment, threats of punishment or deprivation, and intimidation toward persons served; the use of oral, written, or gestured language that is demeaning or derogatory to persons with intellectual disabilities when it is directed to the person served, or within eyesight or audible range of the person served, and may cause the person served physical harm, pain, or mental anguish.				
<b>Employee</b>	shall mean any person working for DIDD on a full time or part-time basis as a paid employee of the State of Tennessee. Nothing in this definition or in this policy shall be construed to confer upon a person not employed by the State of Tennessee benefits of State employment nor upon the Department or the State of Tennessee legal liability or responsibility for the acts or omissions of a non-employee.	10/22/13			10.1.2
<b>Employee</b>	Any person employed by the DIDD (e.g. full time, part time, contract, interim appointee, intern, and volunteer).	2/19/12	10/22/13		
<b>Employee</b>	shall mean any person employed by the department (e.g. full time, part time, contract, interim	4/15/14			



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
	appointee, intern, and volunteer).				
<b>Employee</b>	For the purposes of this policy only, an employee is considered to be any individual employed by DMRS or another state agency, including the DD Council, an individual services as a volunteer to DMRS, or any contract employee or vendor providing professional services to DMRS.	3/13/2006			06.100.30.01
<b>Employee Assistance Program (EAP)</b>	shall mean an established program capable of providing expert assessment of employee personal concerns; confidential and timely identification services regarding employee drug or alcohol abuse; referrals of employees for appropriate diagnosis, treatment, and assistance; and follow-up services for employees who participate in the program or require monitoring after returning to work.	9/5/12			
<b>Enrollee</b>	shall mean a Medicaid enrollee who is enrolled in a Home and Community Based Services waiver.	3/15/13			80.3.4
<b>Enteral Feeding Tubes</b>	shall mean tubes such as jejunostomy tubes or (J Tubes), and gastrostomy/jejunostomy tubes (GJ Tubes) that are medically inserted into persons who are unable to take in enough food or drink through the mouth.	2/2/12			90.1.1
<b>Essential Utility Service</b>	shall mean electric power service, water and sewer service, or natural gas or other fuels for heating (e.g., gas, oil, coal).				
<b>Establishment Funds</b>	shall mean state funds provided by the Department of Intellectual and Developmental Disabilities to an individual for the purpose of purchasing basic furniture, appliances, or household items needed to establish or maintain a residence.				
<b>Estate Recovery</b>	shall mean the process whereby the state Medicaid agency or the division of MR Services recovers property and assets including homes that pass from a deceased person to his or her heirs under state probate law, which governs both property conveyed by will and property of persons who die intestate.				
<b>Expansion</b>	shall mean a currently approved provider seeking to add a service or services to their currently approved provider agreement or to provide currently approved services in an additional grand division.	2/3/12			
<b>Expansion</b>	Shall mean the addition of a service and/or a region to the provider agreement.	Pending			80.1.2



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
<b>Exploitation</b>	shall mean actions including but not limited to, the deliberate misplacement, misappropriation or wrongful temporary or permanent use of a person's belongings or money with or without consent. Exploitation is generally, but is not limited to, amounts of fifty (\$50) or more. [OLD]		10/22/13		
<b>Exploitation</b>	shall mean actions including but not limited to the deliberate misplacement, misappropriation or wrongful temporary or permanent use of belongings or money with or without consent of a person using services. The illegal or improper use of a person's resources or status for another's benefit or advantage is considered exploitation.	10/22/13			80.2.3
<b>External Policies</b>	shall mean policies that apply to entities outside of DIDD, including but not limited to, policies pertaining to entities that provide waiver services as well as state funded services.	2/3/12			
<b>External Provider*</b>	shall mean Departments, agencies, or professional service providers whose services are not funded by DIDD (e.g. MCO-funded behavior analysis, DMHSAS, mental health centers, psychiatric hospitals, private physicians or psychiatrists, etc.)				
<b>Extortion</b>	shall mean when an employee of an organization uses force, threat or undue influence to demand money or favors from an entity that has a business relationship with the employer in order to influence a decision or take some action.	10/13/10			101
<b>Facilitator</b>	shall mean the staff member who coordinates, leads and facilitates a particular class or activity.				
<b>Family Member</b>	shall mean the employee's mother, father, grandmother, grandfather, sister, brother, son, daughter, or spouse, whether the relationship is by blood, by marriage, or by adoption.	10/13/10			101
<b>Federal Financial Assistance (FFA)</b>	shall mean assistance that non-federal entities receive or administer in the form of grants, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance.	10/1/12			10.2.7
<b>Federal Financial Participation (FFP)</b>	shall mean the funding mechanism under which Title XIX Medicaid dollars are accessed (via matching) to reimburse agencies for certain administrative activities.	2/3/12			
<b>First occurrence after a non-financial sanction</b>	shall mean the first time that the deficiency is identified and cited following the imposition of a non-financial sanction for the same deficiency, provided that an interval of 2 years has not elapsed				



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
	between the date of the current deficiency citation and the previous deficiency citation.				
<b>Fiscal Accountability Review (FAR)*</b>	shall mean the Fiscal Accountability Review Unit in the Office of Internal Audit in the Department of Intellectual and Developmental Disabilities.		8/2/12		70.1.1
<b>Fiscal Accountability Review (FAR)*</b>	shall mean the Fiscal Accountability Review Unit in the Office of Quality Management in the Department of Intellectual and Developmental Disabilities.	8/2/12			70.1.1
<b>Form</b>	shall mean a printed or otherwise mass duplicated document of standard form as distributed by a department for the purpose of gathering information.	7/31/14			
<b>Former Class Member</b>	shall mean an individual who met the requirements in the definition of the class specified in the United State of America v. State of Tennessee et.al. (Arlington Developmental Center).	4/15/14			
<b>Fraud</b>	shall mean an intentional deception or misrepresentation made by a person with the knowledge that the deception could result in some unauthorized benefit to him or her or some other person. It includes any act that constitutes fraud under applicable Federal or State law. Examples of fraud include: a. Billing for items or services not provided. b. "Up coding claims" – billing at a higher rate than is appropriate for the item or service provided. c. "Unbundling claims" – separately billing procedures instead of using a more appropriate global billing code. d. Billing twice for the same item or services provided.	2/16/12			70.2.1
<b>Fraud</b>	for the purpose of this policy, shall mean the deception or misrepresentation made by a person with the knowledge that the deception could result in an unauthorized benefit to himself or another person. For purposes of this definition, no proof of specific intent to defraud is required. Examples of fraud include: <ul style="list-style-type: none"><li>• Billing for items or services not provided</li><li>• "Upcoding" claims - billing at a higher rate than is appropriate for the item or service provided</li><li>• "Unbundling" claims - separately billing procedures instead of using a more appropriate global billing procedure</li></ul>	Pending effective date			70.2.1



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
	<ul style="list-style-type: none"> <li>• Billing twice for the same items or services provided</li> <li>• A person “knows” or “knowingly” has actual knowledge of any fraudulent, wasteful or abusive action</li> <li>• A person “knows” or “knowingly” acts in a deliberate ignorance of the truth or falsity of the information</li> <li>• A person “knowingly” acts in reckless disregard of the truth or falsity of the information</li> </ul>				
<b>Genetic Information</b>	shall mean information about an individual's genetic tests, genetic tests of a family member, and family medical history. Genetic information does not include information about the sex or age of an individual or the individual's family members, or information that an individual <i>currently has</i> a disease or disorder. Genetic information also does not include tests for alcohol or drug use.				
<b>Glasgow Coma Scale (GCS)</b>	shall mean a neurological scale that aims to give a reliable, objective way of recording the conscious state of a person.	2/2/12			90.1.1
<b>Governing Body</b>	shall mean the group of persons responsible for directing the operation of the ICF/IID within a particular location. Each region will have a governing body that is responsible for the Public ICF/IID within that region.				
<b>Grand Divisions</b>	shall mean the distinct (3) three geographic areas of the State of Tennessee, known as Eastern, Middle and Western as designated by Tennessee Code Annotated § 4-1-201.	2/3/12			
<b>Grier Appeal</b>	shall mean an appeal as outlined in the Grier Revised Consent Decree.				
<b>Grier Order</b>	shall mean the Grier Revised Consent Decree, a court-ordered settlement that was the result of a class action lawsuit called <i>Grier vs. Wadley</i> . The Grier order outlines requirements which ensure adequate notice and procedural protection upon the denial of Medicaid services to an eligible person.				
<b>Health Care Management Systems</b>	shall mean an organized health care delivery system.	2/2/12			
<b>Health Care Operations</b>	Shall mean activities related to quality assessment and improvement, the competence or	pending			60.3.2, 60.3.3,



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
	qualifications of health care professionals, health insurance benefits, medical review, legal services, auditing functions, business planning and development, business management and general administrative services.				60.3.4, 60.3.5
<b>Health Care Plan</b>	shall mean a plan of care developed from an analysis of health related data that identifies specific outcomes with accompanying interventions.	2/2/12			90.1.1
<b>Health Care Provider</b>	shall mean a registered nurse who is responsible for developing the health care plan after gathering and analyzing health-related data, identifying outcomes, and designing interventions. The Health Care Provider is also responsible for ensuring the implementation of the health care plan as well as conducting periodic reviews and/or revisions of the health care plan.	2/2/12			90.1.1
<b>Health Care Surveillance</b>	shall mean the continuous, systematic collection, analysis and interpretation of health-related data needed for the planning, implementation, and evaluation of the health of a person or a group of persons.	2/2/12			90.1.1
<b>Health Information</b>	Shall mean information whether oral or recorded in any form or medium that is created or received and relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual, or past, present or future payment for the provision of health care to an individual.	Pendin			60.3.2, 60.3.3, 60.3.4, 60.3.5
<b>Health Information Portability and Accountability Act (HIPAA)*</b>	shall mean a Federal law enacted by the United States Congress in 1996 to address the security and privacy of health data.				
<b>Health Risk Screening Tool (HRST)</b>	shall mean an instrument used by trained licensed nurses to identify the person's health care risk level. Levels are rated using the following categories: (1) Functional Status, (2) Behavior, (3) Physiological, (4) Safety, and (5) Frequency of Service. Based on the person's risk factors in these categories, a risk level is assigned, ranging from one (1) through six (6).	2/2/12			90.1.1
<b>Health Status Review</b>	shall mean a health screening done by the health care provider to identify the person's health care risk level.				
<b>Health Surveillance</b>	shall mean observations, data collection, analysis, and the use of devices to record a process or activity.	3/23/12			90.1.1



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
<b>Help Desk</b>	shall mean the DIDD information and assistance resource responsible for troubleshooting problems with computers, equipment, and state-approved application systems.				
<b>HCBS waiver or waiver</b>	<p>Means a Home and Community Based Services waiver for persons with mental retardation that includes the following:</p> <ul style="list-style-type: none"> <li>a. Home and Community Based Services Waiver for the Mentally Retarded and Developmentally Disabled (#0128.90.R2A.02) and any amendments thereto;</li> <li>b. Home and Community Based Services Waiver for Persons with Mental Retardation (#0357.90.02) and any amendments thereto; and</li> <li>c. Self-Determination Waiver Program (#0427.02) and any amendments thereto.</li> </ul>	7/18/07			P-007-A
<b>Home and Community Based Services Waiver or waiver*</b>	<p>means a Home and Community Based Services waiver for persons with intellectual disabilities that include the following;</p> <ul style="list-style-type: none"> <li>1. Home and Community Based Services Waiver for the Mentally Retarded and Developmentally Disabled (#0128.R04.01) and any amendments thereto;</li> <li>2. Home and Community Based Services Waiver for Persons with Mental Retardation (#0357.R02.01) and any amendments thereto; and</li> <li>3. Self Determination Waiver Program (#0427.R01.03) and any amendments thereto.</li> </ul>	7/6/12			80.3.7
<b>Home and Community Based Services (HCBS) Waiver or waiver*</b>	shall mean a waiver approved for Tennessee by the Centers for Medicare and Medicaid Services (CMS) to provide services to a specified number of Medicaid eligible individuals who have an intellectual disability and who meet Medicaid criteria for reimbursement in an Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID). The HCBS waivers for individuals with intellectual disabilities in Tennessee are operated by the DIDD with oversight from TennCare, the state Medicaid agency.	8/3/12			70.1.1, 80.3.2, 80.3.4, 80.3.5, 80.3.6, 80.3.7
<b>Home Manager*</b>	shall mean the residential supervisor responsible for ensuring the efficient operation of the home, including the assignment of DSPs, to maintain adequate coverage to meet the needs of the persons residing in the home.				



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
<b>Hostile Work Environment</b>	shall mean an environment where an employee is subjected to unwelcome comments based on a protected class as defined by United States Civil Rights laws and Tennessee Code Annotated. A hostile work environment may also be created by innuendoes, touching, or other conduct that creates an intimidating or offensive workplace.				
<b>Hostile Environment</b>	Hostile environment occurs when a victim is subjected to unwelcome and severe or pervasive comments based on race, color, national origin, age (over 40), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by civil rights laws. A hostile environment may also be created by innuendos, touching, or other conduct that creates an intimidating or offense workplace.	3/13/06			06.100.30.01
<b>Housing Subsidy</b>	shall mean a state-funded subsidy provided by the Department of Intellectual and Developmental Disabilities prior to September 1, 2007, to assist individuals who received Supported Living services with making lease, rent, or mortgage payments.	7/30/12			
<b>Housing Costs Subsidy</b>	shall mean state funding provided by the Department of Intellectual and Developmental Disabilities to assist individuals who receive Supported Living Services with making lease or rent payments and payments for certain utility and related services specified in section D.1.c and d.	<del>7/30/12</del> 4/15/14			
<b>Human Rights</b>	Shall mean the basic rights and freedoms to which all humans are entitled, often held to be the right to life and liberty, freedom of thought and expression and equality before the law.				
<b>Human Rights Committee (HRC)*</b>	shall mean the group of appointed persons responsible for ensuring that appropriate mechanisms and safeguards are in place to promote and protect individual rights and that any limitations of rights will not occur without due process. The Human Rights Committee meets on a regular basis to review and approve support plans that include restrictive interventions, review support guidelines, review psychotropic medication usage, and review complaints of rights violations and other rights-related issues.				
<b>Indirect Treatment Relationship</b>	Shall mean a relationship between an individual and a health care provider in which health care is provided based on the orders of and on behalf of another health care provider.	Pending			60.3.4
<b>Immediate Family</b>	shall mean spouse, children, stepchildren, siblings, parents, grandparents, grandchildren, stepparents, foster parents, and parents-in-law (per DOHR Leave and Attendance rules and				



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
	regulations, Chapter 5, Instance of Death in the Employee's Family).				
<b>Immediate Jeopardy*</b>	shall mean issues that have caused or have the potential to cause imminent harm to the person supported. These issues require expedient corrective action by the provider.	11/7/12			
<b>Improper Payment</b>	shall mean any payment that should not have been made or that was made in an incorrect amount under statutory, contractual, administrative, or other legally applicable requirements. Incorrect amounts include overpayments and underpayments. An improper payment includes any payment that was made to an ineligible recipient, payment for non-covered services, duplicate payments, payments for services not received, and payments that are for the incorrect amount. In addition, when an Agency's review is unable to discern whether a payment was proper because of insufficient or lack of documentation, this payment must also be considered an improper payment	2/16/12			
<b>Inattention to Job Duties</b>	shall mean the failure of staff to observe, respond appropriately to and address the needs of persons supported at all times while on duty. Inattentiveness may result from carelessness, negligence, dozing, daydreaming, reading a book, working puzzles, use of Personal Electronic Devices, non-work related activities on the computer or being impaired while under the influence of agents such as alcohol or drugs (including prescription or over the counter drugs). See also Protection from Harm policy #100.1.1.	9/4/12			
<b>Incident</b>	shall mean any event which involves harm or significant risk of harm to a person supported.	4/12/12; 7/27/12			
<b>Incident Management Coordinator (IMC)</b>	shall mean the DIDD employee who is responsible for ensuring the implementation of the Protection from Harm policy.				
<b>Incident Review Committee*</b>	shall mean a group of DIDD staff persons with a defined membership and meeting schedule assigned to monitor the quality of reportable incident reports, and to review and provide recommendations and identify trends regarding reportable incidents.				
<b>Independent (function)</b>	shall mean health functions that are initiated, implemented, controlled and monitored by the providers themselves, consistent with their knowledge, experience and education.	2/2/12			



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
<b>Independent ICFIID Investigator for Abuse, Neglect, and Exploitation (Investigator for ANE)</b>	shall mean a person who is designated by the DIDD Commissioner or designee and is responsible for investigating suspicious injuries of unknown cause, deaths that are suspicious, unexpected or unexplained and allegations of abuse, neglect, and exploitation including, but not limited to, fifty (\$50) or more per incident or a total of fifty (\$50) or more within a sixty (60) calendar day period.				
<b>Independent Review by a Qualified Physician</b>	shall mean a medical review of a death covered under this policy through which a qualified physician unaffiliated with treatment of deceased individual will conduct a detailed medical review of the records to render evidenced based, objective determinations as to the cause of death and associated contributing factors.				
<b>Independent Support Coordinator (ISC) or Case Manager (CM)*</b>	shall mean a person who provides support coordination services to an enrollee; who is responsible for developing, monitoring, and assuring the implementation of the Plan of Care; who assists the enrollee in identifying, selecting, obtaining, coordinating, and using both paid services and natural supports to enhance the enrollee's independence, integration in the community, and productivity as specified in the ISP.	3/15/13	7/1/13		80.3.4
<b>Independent Support Coordinator (ISC) or Case Manager (CM)*</b>	shall mean a person who provides support coordination services to a person supported; who is responsible for developing, monitoring, and assuring the implementation of the Plan of Care; who assists the person supported in identifying, selecting, obtaining, coordinating, and using both paid services and natural supports to enhance the person's independence, integration in the community, and productivity as specified in the ISP.	7/1/13			90.1.1
<b>Indirect Conflict of Interest</b>	shall mean when an employee of an organization serves on a governing board or is also employed by an outside entity that has a business relationship with the employer or is regulated by the employer where information gained through the employer is used.	10/13/10			101
<b>Individually identifiable Health Information</b>	Shall mean health information that identifies an individual or that can be used to identify an individual.	Pending			60.3.2, 60.3.3, 60.3.4, 60.3.5
<b>Individual Bank Account Program</b>	shall mean a DIDD sponsored program whereby persons residing in DIDD operated ICFs/IID may have individual checking accounts at a bank of their choosing or as defined in the person's individual support plan.				
<b>Individual Cost Neutrality</b>	Shall mean a financial limit on the total annual cost (i.e., ISP year and waiver year) of a person's	Pending			80.3.4



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
<b>Cap</b>	Medicaid waiver services as established by the Tennessee Office of the Comptroller.				
<b>Individual Support Plan</b>	shall mean a person centered document that provides a comprehensive description of the person supported as well as guidance for how to accomplish unique outcomes that are important to the person in achieving a good quality of life in the setting in which the person resides.	3/23/12			90.1.1 ICF/IID
<b>Individual Support Plan (ISP)*</b>	shall mean a person-centered document that provides an individualized, comprehensive description of the person supported as well as guidance for achieving unique outcomes that are important to the person in achieving a good quality of life in the setting in which they reside.	2/5/13			80.3.4, 80.3.6, 90.1.1
<b>Informed Consent*</b>	shall mean a voluntary agreement made by a well-advised and mentally competent person or legal representative (in the case of a person adjudicated as incompetent) to receive treatment after the person's health care provider has provided full disclosure of information regarding the material risks, benefits of the proposed treatment, alternatives, and consequences of no treatment, so that the person can make an intelligent, or informed choice.				
<b>Initial Drug or Alcohol Test:</b>	shall mean the first alcohol or drug-screening test to determine the presence or absence of alcohol or drugs or their metabolites in a specimen(s).	9/5/12			
<b>Initial Establishment Funds</b>	shall mean state funding provided by the Department of Intellectual and Developmental Disabilities to an individual to purchase basic furniture, appliances, household items, or related services which are needed to initially establish a residence.				
<b>Injury</b>	shall mean any physical trauma sustained by a person-supported.				
<b>Intake Assessment Packet</b>	shall mean a packet of information and forms that must be provided to persons and/or legal representatives who request to apply for DIDD administered services.	4/30/13			
<b>Intake Case Manager</b>	shall mean a regional office employee within the intake unit whose primary responsibilities include completing the Intake Assessment form, completing face-to-face visits, obtaining documentation of Intellectual Disability, placing individuals on the DIDD Waiver Waiting List, monitoring caseloads, assisting in the completion of Pre-admission Evaluations (PAE's), and locating DIDD contracted agencies to provide community services.	7/10/13			
<b>Inter-departmental</b>	shall mean any transfers of staff between DIDD ICFs/ID and HJC departments.	9/4/12			



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
<b>Interdependent (function)</b>	shall mean health functions that are performed in collaboration with other team members that may include any activity relating to health, education, behavioral or habilitative programming. The Health Care Provider shall ensure that interdependent functions also include teaching and training of the person that allows the person to participate in their own health care and health care decision making.	2/2/12			
<b>Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID)</b>	shall mean, for the purposes of this policy, a licensed facility approved for Medicaid reimbursement that provides specialized services for individuals with intellectual disabilities or related conditions and that complies with current federal standards and certification requirements	10/22/13			10.1.2
<b>Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID)</b>	shall mean, for the purposes of this policy, state-operated and owned residential facilities for people with intellectual disabilities.	4/2/13	10/22/13		
<b>Intern</b>	shall mean an advanced student or graduate in a professional field gaining supervised practical experience in a profession or occupation. Interns shall not be paid or otherwise compensated by the Department.	5/20/13			
<b>Internship</b>	shall mean a formal program to provide interns with supervised practical experience in a profession or occupation.	5/20/13			
<b>Internal Policies</b>	shall mean policies that apply to employees of the DIDD, including but not limited to Central Office and Regional Office staff, DIDD Intermediate Care Facilities for individuals with Intellectual Disabilities (ICFIID) staff as well as Harold Jordan Center (HJC) staff.	11/6/12			
<b>Interpretation</b>	shall mean the process of understanding and analyzing a spoken message and re-expressing that message faithfully, accurately, and objectively into another language, taking the cultural and social context into account.	9/4/12			
<b>Interpreter</b>	shall mean a person whose task is to facilitate the understanding of communication between people who do not speak the same language.	9/4/12			
<b>Interventions</b>	shall mean the selection of strategies based on the knowledge that certain actions produce a desired	3/23/12			90.1.1



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
	effect. Interventions are planned, safe, legal, and compatible with medical orders.				
<b>Inventory</b>	shall mean a record, either electronic or paper, used to account for personal property. Items that are liable to be used up or depleted, such as shampoo, favorite snacks, cigarettes or paper, are not included unless specified by the person's Circle of Support.				
<b>Investigation*</b>	shall mean a formal procedure for the review and examination of allegations of abuse, neglect, or exploitation of an individual receiving services and supports through DIDD.	9/4/12	10/22/13		
<b>Investigation</b>	shall mean a formal procedure for the review and examination of allegations of abuse, neglect, exploitation, serious injury of unknown cause or suspicious injury and/or death of an individual receiving services and supports through DIDD.	10/22/13			80.2.3
<b>Investigations Review Committee for Central Office</b>	A group of persons with a defined meeting schedule and defined membership of representatives, both internal and external to DIDD, who review, on a discretionary basis, Investigation Reports when there is a disagreement with the conclusion, or a question regarding the integrity of the report based on new or additional evidence of the final report.				
<b>Investigation Review Committee (IRC)</b>	shall mean a committee comprised of DIDD employees and representatives of outside entities as designated below, the purpose of which is to review Final Investigation Reports as originally submitted and make decisions to uphold, modify or overturn the original conclusions.	10/22/13			80.2.3
<b>Investigations Review Committee for Intermediate Care Facility for Individuals with Intellectual Disabilities (ICFIID)</b>	shall mean a group of ICF/ID staff persons with a defined meeting schedule and defined membership who are assigned to review every final Investigation Report for the facility and recommend appropriate remedial and corrective actions to the ICFIID Director/Chief Officer.	11/6/12			
<b>Job Analysis</b>	shall mean a detailed task description that clearly defines the physical demands of the job.				
<b>LAN Management Services (LANMS)</b>	shall mean the OIR administration staff who grant access to certain network applications.	9/4/12			
<b>Learning Log</b>	shall mean a tool for any staff member to use to document an activity that relates to an individual's Personal Outcomes and Actions. The Learning Log captures the date and time of the activity, the staff's signature and title, the Outcome or Action worked on, the staff's level of assistance/support,				



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
	the person's response, what worked or did not work, and suggestions for what might be done differently in the future.				
<b>Legal Representative*</b>	shall mean a person who has been appointed by a court of competent jurisdiction under applicable law to represent a disabled person in making decisions regarding legal, financial, health care and other personal matters, as specified in the court order.				
<b>Legislative Fiscal Review Committee</b>	shall mean a group of state legislators who review cost and revenue associated with state business and imparts knowledge of the fiscal affairs of the State of Tennessee to members of the Tennessee General Assembly.				
<b>Level of Need (LON)</b>	shall mean the level and or types of services and supports a person requires in order to remain safe and healthy and achieve outcomes identified in the approved plan of care.				
<b>Licensed Nurse</b>	shall mean a person currently licensed as a Licensed Practical Nurse (LPN) or a Licensed Registered Nurse (RN) by the Tennessee Board of Nursing.	2/2/12			90.1.1
<b>Limited Data Set</b>	Shall mean protected health information that excludes specified direct identifiers of an individual, relatives, employers or household members of the individual.	Pending			60.3.4, 60.3.5
<b>Limited English Proficient (LEP)</b>	shall mean people who do not speak English as their primary language, and who therefore have limited ability to read, speak, or understand the English language.	9/4/12			10.2.7
<b>Long Term Services and Supports</b>	shall mean Behavior Respite, employment and Day Services (Community, facility, In-Home, Supports Employment), Individual Transportation, Residential (Family Model Residential Support, Intensive Behavioral Residential Services, Medical Residential, Residential Habilitation, Semi-Independent Living and Supported Living), Personal Assistance, Respite and Support Coordination.	Pending			80.1.2
<b>Mandated Technical Assistance*</b>	shall mean a requirement that a provider receive training and assistance from DIDD or secure training and assistance from a source identified by the provider and approved by DIDD.	11/14/11			
<b>Mandatory Overtime</b>	shall mean the time that a staff member is required to work over thirty seven and a half (37.5) hours per week, paid as straight time up to forty (40) hours and paid at time-and-a-half for over forty (40) hours per week. (Management may require employees who are eligible to accrue compensatory (comp) time instead of being paid for overtime hours between thirty seven and a				



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
	half (37.5) and forty (40) hours).				
<b>Manual Restraint*</b>	<p>shall mean holding the limbs or body of a person supported in response to an imminently harmful behavior using an approved manual restraint procedure so that movement is restricted or prevented, not to exceed fifteen (15) continuous minutes. Take downs and prone and supine restraints are prohibited. The following are <b>not</b> considered manual restraint:</p> <ul style="list-style-type: none"> <li>a. Holding the limbs or body of a person supported as a part of a specific medical, dental, or surgical procedure that has been authorized by an appropriate health care professional.</li> <li>b. Holding the limbs or body of a person supported to provide support for the achievement activities of daily living and functional body positions and equilibrium, such as supporting someone to walk, or achieving a sitting or standing position.</li> <li>c. Holding the limbs or body of a person supported to prevent him or her from falling.</li> <li>d. Use of response blocking in response to harmful behavior, or use of graduated physical guidance.</li> </ul>				
<b>Maximum Medical Improvement (MMI)</b>	shall mean the highest degree of recovery that the authorizing treating physician determines will ever be reached from the compensable injury. In some instances, maximum medical improvement will be reached because the injury has fully healed; in other cases, maximum medical improvement will be reached because the physician has determined that no further improvement can be expected.				
<b>Meaningful Access</b>	shall mean the provision of communicative assistance necessary to allow affected persons to participate in DIDD services or activities.	9/4/12			
<b>Meaningful Day Activities</b>	shall mean activities that take place any waking period and include a balance of activities that are important TO and important FOR the person supported. (Also known as Active Treatment.)				
<b>Mechanical Restraint*</b>	shall mean the application of a device to any part of a person's body that restricts or prevents movement or normal use/functioning of the body or body part to which it is applied because of an ongoing risk of harm, not to exceed forty-five (45) minutes. Mechanical restraint shall not impair or inhibit visual or auditory capabilities or prevent or impair speech or communication modalities.				
<b>Media Advisory</b>	shall mean a brief written or electronic announcement to the general media about an activity or				



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
	upcoming event.				
<b>Media Event or News Conference</b>	shall mean a collective interview given to journalists and other members of media outlets to make an announcement and/or answer questions.				
<b>Media or Media Outlets</b>	shall mean communication channels through which news, entertainment, education, data or promotional messages are disseminated to the public, including but not limited to, newspapers, television stations and channels, radio stations and programs, billboard companies, direct mail, and internet sites and companies.				
<b>Medicaid Eligible</b>	shall mean a person who has been determined by the Tennessee Department of Human Services or the Social Security Administration to be financially eligible to have Medicaid provide reimbursement for covered services.				
<b>Medical Item or Service</b>	shall mean an item or service that is provided, ordered, or prescribed by a licensed health care provider, and is primarily intended for a medical and or behavioral purpose.	3/15/13			80.3.4
<b>Medical Necessity Determination</b>	shall mean a decision made by the department Director of Health Services or Plans Review Unit regarding whether a requested medical item or service satisfies the definition of medical necessity contained in Tennessee Code Annotated 71-5-144, and satisfies the definition of services specified in the approved waiver, otherwise not available to enrollees under the approved Medicaid state plan.	3/15/13			80.3.4
<b>Medically Necessary</b>	shall mean medical items and services as defined in Tennessee Code Annotated 71-5-144. No enrollee shall be entitled to receive and the department shall not be required to pay for any items or services that fail fully to satisfy all criteria of "medically necessary" items or services as defined in this statute or the approved waiver.	3/15/13			80.3.4
<b>Medical Review Errors</b>	shall mean errors resulting in an overpayment or underpayment that is determined from a review of the provider's medical record or other documentation supporting service(s) claimed. The difference in payment between what the State paid and what the State should have paid is the dollar measure of the payment error.	2/16/12			
<b>Medical Review Officer (MRO)</b>	shall mean a licensed physician employed by the State contracted vendor who has knowledge of substance abuse disorders, laboratory testing procedures and, chain of custody collection	9/5/12			



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
	procedures who verifies positive and confirmed test results. This individual possesses medical training to interpret and evaluate positive test results in relation to the individual's medical history or other relevant biomedical information.				
<b>Metabolite</b>	shall mean a substance that takes part in the process of metabolism. Metabolites are produced during metabolism or are constituents of food or substances taken into the body. When screening for drugs, laboratory personnel look for what is left in the urine after the body has broken down a complex drug into smaller pieces, i.e., they will find metabolites of the drug, not the original drug.	9/5/12			
<b>Mileage Log</b>	shall mean a form that the driver must complete for each trip taken in a State vehicle to enter the date of the trip, the driver, the destination and the mileage at the start and end of each trip.				
<b>Minimum Necessary Standard</b>	Shall mean protected health information must be to that which is necessary to accomplish the intended purpose of the use, disclosure or request, also refers to the responsibility of the covered entity to limit access of its workforce to protected health information.	Pending			60.3.2, 60.3.3, 60.3.4, 60.3.5
<b>Minor Injury</b>	shall mean any apparent or confirmed physical harm to a person (whether the injury is self-inflicted or inflicted by another person, whether the injury is accidental or not, whether the injury is witnessed or not, and/or whether the cause of the injury is identified or unidentified) not requiring assessment and treatment beyond basic first aid that could be administered by a lay person.				
<b>Minor Injury of Unknown Cause</b>	shall mean any discovered minor injury that is not investigated by the ANE as alleged or suspected abuse or neglect.				
<b>Mitigating Circumstances</b>	shall mean an event or absence that deserves consideration when determining whether or not to approve leave that was not approved in advance (e.g., emergency, natural disaster).	9/4/12			
<b>Mobile Communication Devices</b>	shall mean any device that is used to communicate with and through the State's voice and data network. Examples include cell phones, iPads, NetBooks, Wireless Hotspots, and other Personal Digital Devices or tablets.				
<b>Modified Diet</b>	shall mean alterations to the texture or consistency of food or fluid that enable the person to take in adequate oral nutrition and to eat safely.	2/2/12			



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
<b>Money Follows the Person (MFP)</b>	shall mean the federal demonstration grant which provides eligible individuals residing in ICF/IIDs or nursing facilities the opportunity to transition to home and community based settings with services and supports, subject to program eligibility guidelines.	<del>7/5/13</del> 6/30/14			
<b>Moratorium</b>	shall mean a prohibition on new admissions in to a current program or and expansion of provider services.	11/14/11			
<b>Motor Pool</b>	shall mean the designated area(s) where a fleet of State vehicles are parked and kept and may be one of several locations at the DIDD ICF/ID.				
<b>Motor Vehicle Management</b>	shall mean the State entity that manages the maintenance and repairs of all State Vehicles, including those assigned to other Departments.				
<b>Nationwide Background Check</b>	shall mean a national criminal history background check through the criminal history record system maintained by the Federal Bureau of Investigation based on fingerprint identification or any other method of positive identification.	10/22/13		42 USCS §5119c(8)	10.1.2
<b>Neglect</b>	shall mean {defined in TCA 33-2-402 (9)} the failure to provide goods or services necessary to avoid physical harm, mental anguish or mental illness, which result in injury or probable risk of serious harm. Neglect towards a person served includes being on duty while impaired or under the influence of alcohol, illegal substances or prescription drugs without a valid current prescription for the drug. If a staff person has a valid current prescription for a drug and is impaired while on duty from the prescription drug, this too shall be considered neglect. Neglect would also include inattention to duties by staff that results in physical harm, mental anguish or mental illness, injury or probable risk of harm.	9/4/12	10/22/13	TCA 33-2-402 (9)	
<b>Neglect</b>	shall mean the failure to provide goods or services necessary to avoid physical harm, mental anguish or mental illness, which results in injury or probable risk of serious harm.	10/22/13			80.2.3
<b>Non-Class Member</b>	shall mean an individual who does not meet the requirements in the definition of the class as specified in People First of Tennessee, et.al. v. Clover Bottom Developmental Center; or United States of America v. State of Tennessee, et.al. (Arlington Developmental Center).				



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
<b>Non-Competitive Procurement</b>	shall mean a contract or amendment request that is not procured through the State's RFP process. This type of procurement requires prior approval by the State Contracting Office based on departmental justification that such agreement is in the best interest of the state.				
<b>Nondiscrimination Laws</b>	shall mean laws that prohibit discrimination and require covered entities to provide individuals an equal opportunity to participate in a program activity, regardless of race, color, national origin, age, or disability. For the purpose of this policy, nondiscrimination laws shall include:	10/1/12			10.2.7
<b>Notice of Intent to Sanction</b>	shall mean the document that describes the violation of the provider, any additional history of action by DIDD staff to ameliorate the situation and the sanction to be imposed. 1/31/12				
<b>Nursing Facility</b>	shall mean a Medicaid certified nursing facility.	7/5/13			
<b>Nursing Process</b>	shall mean a systemic decision making process that involves assessment, planning, and implementation and uses evaluation and subsequent modification as feedback mechanisms to promote the ultimate resolution of the person's nursing problems.	2/2/12			
<b>Occupational Illness</b>	shall mean a compensable occupational disease or ailment arising out of and in the course of State employment that causes either disability or death of a DIDD employee.				
<b>Office of Communications and External Affairs (OCEA)</b>	shall mean the office in the Department of Intellectual and Developmental Disabilities with the primary responsibility of communicating with the media and external entities or individuals on behalf of the Department.				
<b>Office of Inspector General (OIG) List of Excluded Individuals/Entities</b>	shall mean the list of individuals and entities excluded from participation in federally funded health care programs pursuant to sections 1128 and 1156 of the Social Security Act.	10/22/13		OIG	10.1.2
<b>Office of Inspector General (OIG) List of Excluded Individuals/Entities</b>	shall mean that OIG has the authority to exclude individuals and entities from Federally funded health care programs pursuant to sections 1128 and 1156 of the Social Security Act and maintains a list of all currently excluded individuals and entities called the List of Excluded Individuals and Entities (LEIE).				
<b>Office Space</b>	shall mean a room or significant portion of a room in the service recipient's residence which has been				



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
	designated for staff use and is not consistently accessible to the service recipient. The presence of a computer, telephone, fax, or other home office equipment in the residence shall not constitute an office if the service recipient is allowed unrestricted access to the area of the home where such is located and has use of the area and the equipment.				
<b>OIR</b>	shall mean the Office for Information Resources. This is the department that sets Information Systems standards and policy to which Department of Intellectual and Developmental Disabilities' Information Systems' staff must adhere.	9/4/12			
<b>Open Enrollment</b>	shall mean a designated period of time, determined by DIDD during which entities may apply to become providers.				
<b>Operational Guidelines</b>	shall mean internal documents that are intended to provide guidance or direction to regional or facility staff responsible for implementing departmental policies or expectations and do not rise to the level of formal policy.	4/15/14			
<b>Opportunity for Recoupment Review (ORR)</b>	shall mean the DIDD process that allows the provider to request a review and submit additional documentation that may reduce or eliminate a recoupment.	2/3/12	8/2/12		
<b>Opportunity for Recoupment Review (ORR)</b>	shall mean an informal administrative review of recoupment findings to be conducted by the DIDD Director of Risk Management (formally DIDD Director of Internal Audit), the DIDD Regional Director or designee, or Assistant Commissioner of Quality Management or designee.	8/2/12	Pending		70.1.1
<b>Opportunity for Recoupment Review (ORR)</b>	shall mean an informal administrative review of recoupment findings to be conducted by the DIDD Director of Risk Management and Licensure, the DIDD Regional Director or designee, or Assistant Commissioner of Quality Management or designee.	Pending			70.1.1
<b>Outcomes*</b>	shall mean personal outcomes that are centered on the person supported, not on programs or program categories. The focus is on the items and issues that matter most to the person. Organizations that are working on personal outcomes recognize the connections between services/supports and interventions and the person.	2/2/12			90.1.1
<b>Participant Direction of Waiver Services</b>	shall mean the process whereby a service recipient directs the provision of a service that is specified in the Self-Determination Waiver Program as one which is available to be participant-directed by the		8/10/12		P-013



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
	service recipient in accordance with waiver requirements.				
<b>Participant Direction of Waiver Services</b>	shall mean the process whereby a person-supported directs the provision of a service that is specified in the Self-Determination Waiver Program as one which is available to be participant-directed by the person-supported in accordance with waiver requirements.	8/10/12			80.3.8
<b>Pass-through Entity</b>	shall mean a non-federal entity that provides a federal award to a subrecipient to carry out a federal program or service	10/1/12			10.2.7
<b>Patient Liability*</b>	shall mean the person's financial obligation toward the Medicare, Medicaid, private insurance costs of care not covered.	2/2/12			
<b>Patient Safety Standards</b>	shall mean an approved model that is data driven, and is practical to implement and administer with a person centered approach. These standards encompass leadership commitment and support, performance improvement actions and results, and creativity and innovation.	3/23/12			90.1.1
<b>Pattern of Unsatisfactory Attendance</b>	shall mean a repeating frequency of leave, either approved or unapproved, that is predictable (e.g., on the past 3 absences or "off" days, the employee has called in to take an extra day, or the employee tends to take off on Fridays).	9/4/12			
<b>Payment</b>	Shall mean activities undertaken in order to obtain reimbursement, including determinations of eligibility or coverage, billing and claims management, financial necessity, utilization review and collections.	Pending			60.3.2, 60.3.3, 60.3.4, 60.3.5
<b>Person Centered Planning</b>	shall mean the process which focuses on a person in terms of who they are, what they want in life, and how their desired outcomes may be accomplished. Based on the values of human rights, interdependence, social inclusion, and responsible choice, this process discovers the person's gifts, skills and capacities while balancing what is important to and important for the person now and in the future.				
<b>Person Supported</b>	For the purpose of HIPAA polices, shall mean a person who applies for, requests or receives support and services from DIDD and for who protected health information is used, maintained and and transmitted.	pending			60.3.1, 60.3.3
<b>Person Served Missing for</b>	shall mean the person served is not accounted for during this time period. This is a reportable				



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
<b>Longer Than Fifteen (15) Minutes</b>	incident unless the Individual Support Plan (ISP) specifies that unsupervised periods of time longer than fifteen (15) minutes do not present a risk of harm to the person served or to others.				
<b>Person Supported Missing</b>	shall mean the whereabouts of the person is unknown. The amount of unsupervised periods of time is directed by the Individual Support Plan (ISP).	9/4/12			
<b>Personal Allowance</b>	shall mean cash or the equivalent which belongs to the service recipient, is kept in the service recipient's residence, and is intended for the service recipient's purchase of personal items such as clothing, grooming supplies, entertainment equipment, leisure activities, and refreshments during community activities.				
<b>Personal Assistance</b>	shall mean the service of provision of direct assistance with activities of daily living (e.g., bathing, dressing, personal hygiene, eating/feeding, meal preparation excluding cost of food), household chores essential to the health and safety of the service recipient, assistance in paying bills, accompanying the service recipient to health care appointments, and interpersonal and social skills building to enable the service recipient to live in a home in the community. It also includes medication administration as permitted under Tennessee law (TCA 68-1-904).				
<b>Personal Brand</b>	shall mean how a person or entity is perceived by others.				50.1.1
<b>Personal Computer</b>	shall mean a state owned computer or other related computer equipment that may be used by an employee in the course of a business day. 9/4/12 LS a. Personal Computer may also be used in reference to a laptop or iPad. b. Other related computer equipment may include external storage devices that can be attached to your computer for storage of data, printers, fax machines and/or copiers that are attached to the network.				
<b>Personal Electronic Devices</b>	shall mean items including, but not limited to, personal pagers, cell phones, blue tooth devices, electronic tablets, iPods, and MP3 players.	9/4/12			
<b>Personal Funds*</b>	shall mean financial resources, including earned and unearned income, which is used to pay personal expenses of the person served. This includes any monthly income received from employment, donations, gifts, training stipends, and benefits that can be used solely for the person's needs and leisure activities (i.e. meals, movies, concerts, etc.) or to purchase personal items (i.e.				



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
	clothing, personal grooming, hobbies, etc.) or to pay insurance premiums.				
<b>Personal Outcomes and Actions*</b>	shall mean statements within the ISP concerning what the person is working to accomplish within the ISP year. Personal Outcomes and Actions are developed by the person and his/her COS, starting with what is important TO the person and balancing that with what is important for the person's health, safety, and well-being, when necessary. They must be observable and measurable actions are specific steps needed to attain an Outcome.				
<b>Personal Property</b>	shall mean all items given as gifts, or purchased by or for a person, such as adaptive equipment, clothing, personal grooming items, and personal effects.				
<b>Personal Representative</b>	Shall mean a person who may be next of kin, legal representative, Executor of the person's estate or will, or an Administrator of the person's estate or will.	Pending			60.3.4, 60.3.5
<b>Physical Abuse</b>	shall mean actions including, but not limited to any physical motion or action (e.g., hitting, slapping, punching, kicking, pinching) by which bodily harm, pain or mental anguish may occur to person served. It includes the use of corporal punishment as well as the use of any restrictive, intrusive procedure to control challenging behavior or for purposes of punishment; or take downs or prone restraint of any duration.				
<b>Physical Safeguards</b>	shall mean physical measures, policies, and procedures to protect a covered entity's electronic information systems and related buildings and equipment, from natural and environmental hazards, and unauthorized intrusion.				
<b>Pitch</b>	shall mean a direct communication to a writer, reporter, blogger or editor in an effort to persuade him/her to cover a story.				
<b>Plan of Care</b>	shall mean the Individual Support Plan.	3/15/13			80.3.4
<b>Plans Reviewer</b>	shall mean a department employee responsible for reviewing individual support plans (ISP) in accordance with approved medical necessity protocols to pre-authorize or deny covered waiver services.	5/15/12			
<b>Plans Review Unit</b>	shall mean the departmental unit responsible for reviewing individual support plans (ISP) in	6/27/12	3/15/13		



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
	accordance with approved medical necessity protocols to pre-authorize or deny covered waiver services.				
<b>Plans Review Unit</b>	shall mean the department unit responsible for reviewing individual support plans (ISP) in accordance with approved DIDD protocols to pre-authorize or deny covered waiver services.	3/15/13			80.3.4
<b>Policy Author</b>	shall mean the program staff member with expertise in the content topic of the policy. This staff member will be responsible for composition and facilitation of the workgroup developing a draft of a new policy or a revision to an existing policy. This person is also responsible for presenting the policy draft to the Policy Committee.	2/3/12	11/4/14		
<b>Policy Author</b>	Shall mean the policy division staff member responsible for writing the policy. This staff member will be responsible for composition and facilitation of the workgroup developing a draft of a new policy or a revision to an existing policy. This person is also responsible for presenting the policy draft to the Policy Committee.	11/04/14			
<b>Policy Committee</b>	shall mean the group of DIDD staff members appointed by the Deputy and Assistant Commissioners to review and make recommendations to the Commissioner regarding approval of DIDD policies.	11/04/14			
<b>Policy Workgroup</b>	shall mean the group of knowledgeable programmatic staff who are selected to participate in the development of new or revised departmental policy, procedure or guiding document. 2/3/12 LS				
<b>Post</b>	shall mean comment made to a user's social networking page or site. For example, Facebook users can post to another user's "wall".	2/9/12			
<b>Pre-Admission Evaluation (PAE)*</b>	shall mean the Medicaid data collection form used to document that the person supported meets the initial level of care criteria for reimbursement of services through an HCBS waiver, an ICF/IID, or a nursing facility.	8/3/12			80.3.2, 80.3.6
<b>Preliminary Death Review Team</b>	shall mean a designated group of persons in the DIDD Regional Office that includes the Regional Office Director of Nursing or designee, Regional Office Director or designee, and the Regional Office Compliance Director or designee who review initial information about a death to determine if it meets criteria for a death review.				



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
<b>Preliminary Screening</b>	shall mean an initial check to make sure an applicant's name does not appear on certain designated registries maintained by DIDD or other State or federal departments or agencies.	10/22/13			10.1.2
<b>Press Release or News Release</b>	shall mean a formal statement to the general media about an event, occurrence, issue, position or other item that is deemed ostensibly newsworthy.				
<b>Primary Care Provider (PCP)*</b>	shall mean the terminology used inter-changeably in reference to a person's Physician or Advanced Practice Nurse or Physician's Assistant.	2/2/12			90.1.1
<b>Primary Provider*</b>	shall mean typically a person's residential provider; however, depending on the supports and services a person receives, the primary provider could be the day services provider, personal assistant provider or support coordination/case management provider.				
<b>Private ICF/IID</b>	shall mean a private for-profit or private not-for-profit Intermediate Care Facility for Individuals with Intellectual or Developmental Disabilities (ICF/IID).				
<b>Program Participant</b>	shall mean an individual who is receiving HCBS waiver services or an individual who is receiving services in state-operated Intermediate Care Facility for Individuals with Intellectual or Developmental Disabilities.				
<b>Program Participant Experience Surveys</b>	Shall mean the process by which the experience of individuals who receive HCBS waiver services or ICF/IID services is assessed through face-to-face interviews with the program participant or through other means (e.g., telephone interview, mail-in questionnaire) approved by DIDD.				
<b>Progress Review</b>	shall mean a written survey of how the person supported has moved toward accomplishing the Personal Outcomes and Actions, as well as a look at other areas of the ISP and the person's life. A Progress Review is the integrated product of a discussion that occurs at least quarterly throughout the ISP year.	1/23/13			
<b>Prohibited or Dishonest Political Activity</b>	shall mean when an employee of an organization uses his/her state employer paid time or official position to campaign or affect the result of an election.	10/13/10			101
<b>Prohibited Drug</b>	Marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines or a metabolite of those drugs as				



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
	well as any other controlled substance as defined by Tennessee Code Annotated §§ 39-17-401, <i>et seq.</i> The term "prohibited drug" does not apply to the use of a controlled substance in accordance with terms of a valid prescription or other uses authorized by law.				
<b>Prorated Amount</b>	shall mean an amount charged to the person served in proportion to usage.				
<b>Prospective Employee</b>	shall mean someone who has applied for a job but has not yet been hired.	10/22/13			10.1.2
<b>Prospective Employee</b>	shall mean someone who has the potential to be hired, but has not yet been hired.				
<b>Protected Class</b>	shall mean people with characteristics or factors which cannot be targeted for discrimination and harassment. The following characteristics are considered "Protected Classes" and persons cannot be discriminated against based on these characteristics: race, color, national origin, age (over 40), sex, pregnancy, religion, creed, disability, veteran's status, and any other characteristic as defined by United States Civil Rights laws and Tennessee Code Annotated.				
<b>Protection From Harm</b>	shall mean the systemic safeguard for persons receiving services and includes the following three areas: Complaint Resolution, Incident Management and Investigations.				
<b>Protective Equipment*</b>	shall mean the application of a device to any part of a person's body that prevents tissue damage or other physical harm due to a person's behavior. Protective equipment shall not restrict or prevent movement or the normal use/functioning of the body or body part to which it is applied because of an ongoing risk of harm, not to exceed forty-five (45) minutes. Protective equipment shall not impair or inhibit visual or auditory capabilities or prevent or impair speech or other communication modalities.				
<b>Protected Health Information (PHI)</b>	Shall mean information about health status, provision of health care, or payment for health care that can be linked to a specific individual. This includes any part of a person's medical record or payment history. PHI may be transmitted by or maintained in electronic media or transmitted by or maintained in any other form or medium.	pending			60.3.1, 60.3.2, 60.3.3, 60.3.4, 60.3.5
<b>Provider</b>	Shall mean an entity who may seek reimbursement or payments from the Department for delivering HCBS waiver or state funded services and supports.	Pending			60.3.1
<b>Provider Agreement*</b>	shall mean a signed agreement between DIDD, the Department of Finance and Administration,	6/9/14			



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
	Division of Health Care Finance and Administration, the Bureau of TennCare and an approved provider that specifies the terms and conditions a provider must meet to receive reimbursement for services provided.				
<b>Provider Agreement</b>	shall mean a signed agreement between DIDD, the Bureau of TennCare and an approved provider that specifies the terms and conditions a provider must meet to receive reimbursement for services provided.				
<b>Provider Agreement</b>	Shall mean a signed agreement between the DIDD, the Department of Finance and Administration, Division of Healthcare Finance and Administration, the Bureau of TennCare and an approved provider that specifies the terms and conditions a provider must meet to receive reimbursement for services provided.	Pending			80.1.2
<b>Provider Application Review Committee (PARC)</b>	shall mean the group of DIDD employees who reviews applications of potential providers of HCBS waiver services and makes recommendations to the DIDD Commissioner or designee for consideration.				
<b>Provider Compliance Report (PCR)</b>	shall mean an annual summary, compiled by regional offices, of a provider agency's demographic data and performance indicators.				
<b>Provider Development Committee</b>	shall mean the group of DIDD employees who reviews applications of potential providers of state funded and/or HCBS waiver services and makes recommendation for the Commissioner or designee's consideration.				
<b>Provider Development Committee</b>	Shall mean the DIDD employees appointed to review applications of potential providers of state funded and/or HCBS waiver services and makes recommendations for the Commissioner or designee's consideration.	6/9/14			80.1.1, 80.1.2
<b>Provider Development Coordinator</b>	shall mean an individual in each of the respective DIDD regional offices designated by the Regional Director or designee to coordinate and develop the provision of services for new providers in their respective regions.	6/9/14			80.1.1
<b>Provider Development Coordinator (PDC)</b>	Shall mean an individual in each of the respective DIDD regional offices designated by the regional Director or designee to coordinate and review new provider's applications in their respective regions.	Pending			80.1.2
<b>Provider Enrollment</b>	shall mean an individual assigned to coordinate the New Provider Enrollment and Expansion process.				



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
<b>Coordinator</b>					
<b>Provider Enrollment Coordinator</b>	Shall mean a DIDD Central Office employee assigned to coordinate the New Provider Enrollment application process.	6/9/14			80.1.1, 80.1.2
<b>Psychotropic Medication*</b>	shall mean a potent drug that affects psychic function, behavior, or experience and can result in serious and irreversible side effects. Psychotropic drugs include anti-depressants, anti-anxiety drugs, sedative-hypnotics and anti-psychotics.				
<b>Public Domain</b>	shall mean information that is not privileged or confidential and is openly available to everyone.				
<b>Public Information Officer (PIO)</b>	shall mean the Commissioner's designee from the Office of Communications and External Affairs to serve as the primary spokesperson and media representative for DIDD.				
<b>Public Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID)</b>	shall mean Department of Intellectual and Developmental Disability (DIDD) operated state owned facilities for persons with intellectual disabilities.				
<b>Publication</b>	shall mean any form, newsletter, stationary, greeting card, report or printed material produced for distribution outside the department for which the printed material is printed, including those printed at facilities not operated by the state and state funds are used for preparation or printing.				
<b>Publication</b>	shall mean any form, newsletter, stationary, greeting card, report or printed material produced for distribution outside the department, including those printed at facilities not operated by the state where state funds are used for preparation or printing.	7/31/14			
<b>Qualified HCBS Waiver Residential Service</b>	shall mean one of the following HCBS waiver services: <ul style="list-style-type: none"> <li>a. Supported Living provided in a home that has 3 or fewer service recipients;</li> <li>b. Medical Residential Services provided in a home that has 3 or fewer service recipients; or</li> <li>c. Residential Habilitation provided in a home that has 3 or fewer service recipients.</li> </ul>				
<b>Qualified Intellectual and Developmental Disabilities Professional (QIDDP)</b>	shall mean a Qualified Intellectual and Developmental Disabilities Professional as defined in 42 CFR 483.430.				



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
<b>Qualified Intellectual and Developmental Disabilities Professional (QIDDP)/Case Manager*</b>	shall mean the staff member who coordinates, facilitates, and documents all COS meetings and the entire ISP process.				
<b>Qualified Intellectual Disabilities Professional (QIDP)</b>	shall mean a Qualified Intellectual Disabilities Professional as defined in 42 CFR 483.430.	8/3/12			80.3.2
<b>Quality Assurance Report</b>	shall mean a summary document of a survey that is conducted to determine provider compliance with quality outcomes and indicators within ten domain areas, the three-way provider agreement and waiver performance measures. Generally conducted annually, these surveys focus on two areas — evaluation of services and supports received by a sample of persons enrolled in the provider agency and assessment of the agency's ability to operate an effectively managed organization.				
<b>RACF ID</b>	shall mean a user ID, or logon ID that is issued to an employee and is used to access the network via a computer.	9/4/12			
<b>Random Testing</b>	The unscheduled, unannounced urine drug testing of randomly selected individuals by a process designed to ensure that selections are made in a non-discriminatory manner.				
<b>Rate</b>	shall mean the maximum amount a provider may be reimbursed for delivering a waiver service.				
<b>Reasonable Suspicion</b>	shall mean a belief based on specific, objective, articulable facts and the reasonable inferences that may be drawn from those facts, or knowledge sufficient under the circumstances, to cause an ordinary prudent and cautious person to believe that an employee used or is using illegal drugs or alcohol.	9/5/12			
<b>Rebill</b>	shall mean the process by which a provider authorizes the reduction of a future payment by the recoupment amount.	2/6/12			
<b>Recipient</b>	shall mean a non-federal entity that receives and expends federal financial assistance directly from a federal awarding agency to carry out a federal program or service.	10/1/12			10.2.7
<b>Reconfirmation Test</b>	shall mean: A third analytical procedure, paid for by the employee, to identify the presence of alcohol or a specific drug or its metabolites in a specimen.	9/5/12			



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
<b>Recoupment</b>	shall mean shall mean the recovery of money paid to an approved provider due to the provider's failure to comply with DIDD or TennCare requirements for service provision or documentation of such.	2/5/13			
<b>Recoupment Letter</b>	shall mean a written document that describes the violation committed by the provider or the improper payment and the recoupment to be applied.				
<b>Reference Check</b>	shall mean the act of contacting previous employers or references of an applicant to determine his or her job history, schools attended by the applicant to verify education, or other organizations or entities to confirm certifications or credentials.	10/22/13			10.1.2
<b>Reference Check</b>	shall mean the act of contacting previous employers of a job applicant to determine his or her job history. Reference check may also include checking with schools attended by the applicant to verify education.		10/23/13		
<b>Region</b>	shall mean one of the three (3) geographic areas of the State of Tennessee known as East, Middle and West as established by DIDD.				
<b>Region</b>	shall mean one of three (3) geographic areas of the State of Tennessee known as East, Middle and West.	6/9/14			80.1.1, 80.1.2
<b>Regional Office</b>	shall mean the local offices of DIDD located in the three grand regions of the state: East, Middle and West Tennessee.				
<b>Regional Office Intake Review Committee</b>	shall mean a committee established by each Regional Director within the East, Middle or West Regions. These committees consist of representation from the regional office to review and make recommendations for enrollment requests to the central office intake review committee.	7/10/13			
<b>Regional Quality Management Committee (RQMC)</b>	shall mean a group of regional DIDD staff from Administration, Compliance, Complaints, Incident Management, Investigations, Operations, Quality Assurance, and other staff with specific agency knowledge who meet on a regular basis to review provider performance issues identified and determine the need and frequency for Agency Team follow-up. The Committee makes a determination regarding the frequency of agency team contact based on the nature, severity, scope				



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
	and duration of provider performance issues identified. Agency teams report the status of corrective plan implementation and quality/compliance improvements to the RQMC in subsequent Quality Management meetings.				
<b>Regional Quality Management Committee (RQMC)</b>	Shall mean a group of DIDD staff who meet on a regular basis to review provider performance issues and determine the need and frequency for agency team follow-up.	Pending			80.1.2
<b>Reimbursement Rate</b>	shall mean an amount not to exceed the limit approved for the service on the TennCare Max Rate schedule, or for a service not included on that schedule, not to exceed an amount determined by DIDD.				
<b>Remediation*</b>	shall mean a process where a provider resolves issues or findings related to performance measures within 30 days of notification.				
<b>Reportable Behavioral Incident</b>	shall mean any behavioral incident (physical aggression, self-injurious behavior, swallowing inedible substance, etc.) resulting in serious injury to a person served or others, the use of mechanical or manual restraint for more than fifty nine (59) seconds, takedowns or prone restraint of any duration for any reason, administration of psychotropic medication as response to an incident, property destruction over one hundred (\$100), assessment or treatment by emergency medical technicians/paramedics or in a hospital emergency room, in person involvement of law enforcement or Mental Health Mobile Crisis, or a psychiatric hospital admission.				
<b>Reportable Incidents</b>	shall mean incidents involving persons served for which Department of Intellectual and Developmental Disability (DIDD) must be notified.				
<b>Reportable Incidents in an ICF/IID</b>	shall mean incidents involving persons served for which Central Office Incident Management, the Incident Management Coordinator and the Chief Officer/Director or Designee or designee of the ICF/ID must be notified.  1. Those incidents that are deemed to be <b>Level 1</b> incidents (incidents in which risk of harm or harm rendered is greater), notice is given to Central Office, the Incident Management Coordinator and the Chief Officer/Director or Designee.				



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
	2. Those incidents that are deemed to be <b>Level 2</b> (risk of harm is minimal); notice is given only to the Incident Management Coordinator and Chief Officer/Director or Designee.				
<b>Reportable Medical Incident</b>	shall mean any medical incident (illness, accident, etc.) resulting in medical illness causing emergency medical interventions (i.e. cardiopulmonary resuscitation (CPR), x-ray to rule out fracture, the Heimlich Maneuver/abdominal thrust, assessment or treatment by emergency medical technicians or paramedics, or by personnel in a hospital emergency room, and/or medical hospital admission).				
<b>Reportable Staff Misconduct</b>	shall mean a reportable incident that means staff actions or inactions contrary to sound judgment and/or training, related to the provision of services and/or the safeguarding of the health, safety, general welfare and/or individual rights of the person served. Staff misconduct does not rise to the level of abuse, neglect or exploitation, in that there is no resulting injury or adverse effect, and the risk for harm is minimal.				
<b>Representative Payee (Rep Payee)*</b>	shall mean an individual or organization that receives Social Security and/or Supplemental Security Income payments for a person who requires assistance to manage personal funds.				
<b>Request for Proposal (RFP)</b>	shall mean a formal request to competitively procure a professional service				
<b>Request for Service</b>	shall mean the form that will need to be completed by an employee in Information Services in order to obtain certain computer related services from the Office of Information Resources (OIR).	9/4/12			
<b>Retaliation</b>	Overt or covert acts of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against a person or persons exercising their rights under this policy.	3/6/2006			06.100.30.01
<b>Retaliation</b>	shall mean any act of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against a person or persons exercising their rights under this policy.				
<b>Return to Duty Testing</b>	shall mean the re-testing of an employee, prior to his/her returning to the workplace, after previously testing positive for the presence of drugs or alcohol.	9/5/12			
<b>Review</b>	shall mean a methodical examination, audit or survey.	7/22/13			



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
<b>Rights</b>	shall mean protections, benefits, services or assistance to which a person is legally entitled.				
<b>Risk Review</b>	shall mean an evaluation performed for the purpose of developing an action plan designed to prevent or reduce harm to a person served who has been identified as experiencing particular occurrences. (i.e. declining health status, multiple injuries, or multiple cases of substantiated abuse, neglect, etc.).				
<b>Rotation List</b>	shall mean an alphabetized list of the names of all DSPs working within a home, used by the Home Manager or designee to call upon DSPs to arrange overtime.				
<b>Safety and Emergency Preparedness Plan</b>	shall mean a document that provides the foundation for procedures to be followed in the event of a disaster or emergency situation.				
<b>Safety Delay*</b>	shall mean restraining the person's freedom of movement and community access for a period of less than two (2) hours to ensure that the person is calm and that the risk of engaging in unsafe behavior has decreased to an acceptable level.				
<b>Safety-sensitive Position</b>	shall means a position involving a safety-sensitive function pursuant to regulations governing drug or alcohol testing adopted by the United States department of transportation. For drug-free workplace, a position in which a drug or alcohol impairment constitutes an immediate and direct threat to public health or safety; or a position in which a momentary lapse in attention could result in injury or death to another person; or where impairment may present a clear and present risk to co-workers or other persons.	9/5/12			
<b>Sanctions</b>	shall mean financial or other measures imposed on a provider for failure to comply with TennCare or Department of Intellectual and Developmental Disability (DIDD) rules, regulations, or policies.				
<b>Sanction Warning Letter</b>	shall mean the document issued by DIDD staff that informs a provider that non-remediation of an issue or continued non-compliance will result in further administrative actions up to and including sanctions.				
<b>Scope of Services</b>	shall mean the package of specific services which the provider seeks to provide.	6/9/14			80.1.1, 80.1.2



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
<b>Section 1557 of the Patient Protection and Affordable Care Act</b>	(42 U.S.C. 18116), which provides that an individual shall not be excluded from participation in, be denied the benefits of, or be subjected to discrimination on the grounds prohibited under Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq. (race, color, national origin), Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et seq. (sex), the Age Discrimination Act of 1975, 42 U.S.C. 6101 et seq. (age), or Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794 (disability), under any health program or activity, any part of which is receiving federal financial assistance, or under any program or activity that is administered by an Executive Agency or any entity established under Title I of the Affordable Care Act or its amendments.	10/1/12			10.2.7
<b>Section 504 of the Rehabilitation Act of 1973</b>	as amended (29 USC §794), prohibits discrimination against otherwise qualified individuals on the basis of disability for people who are enrolled in programs and activities receiving financial assistance from HHS 45 CFR 84.	10/1/12			10.2.7
<b>Section 508 of the Rehabilitation Act of 1973</b>	as amended, (29 USC § 794) prohibits discrimination on the basis of disability in electronic information and technology as they relate to programs and activities funded through HHS.	10/1/12			10.2.7
<b>Section C</b>	shall mean the part of the ISP that details the projected annual amount, frequency, and duration of waiver services.	3/15/13			80.3.4
<b>Serious Injury</b>	shall mean a reportable incident that includes any physical harm to a person served whether the injury is self-inflicted or inflicted by another person, whether the injury is accidental or not, and whether the cause of the injury is known or unknown. Assessment and treatment for a serious injury is in a hospital emergency room, in an urgent care center or from a physician, nurse practitioner or physician's assistant. (Treatment for a serious injury is beyond basic first aid that could be administered by a lay person.) Serious injury includes, but is not limited to fracture, dislocation, traumatic brain injury (concussion), laceration requiring sutures (or Dermabond when used in place of sutures/staples), torn ligaments, second and third degree burns, or loss of consciousness. Other types of injuries such as bruises, abrasions, sprains and muscle strains can rise to the level of serious injury if they are diagnosed as serious or severe by a Health Care Professional.				
<b>Serious Injury of Unknown Cause</b>	shall mean when the source of the serious injury was not witnessed by any person and the source of the injury could not be explained by DIDD staff and/or the person supported.	9/4/12			



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
<b>Service Code</b>	shall mean a five (5) or six (6) digit alphanumeric code assigned to the service description in the DIDD data base system that is used in Section C of the ISP to indicate the HCBS waiver service or the service being requested.				
<b>Sexual Abuse</b>	shall mean actions including, but not limited to, any type of sexual activity between a person served and a staff person, or anyone affiliated through Department of Intellectual and Developmental Disability (DIDD) as a contracted entity or volunteer. Prohibited sexual activity includes, but is not limited to, actions whereby a person served is forced, tricked, threatened, or otherwise coerced into sexual activity; or is exposed to sexually explicit material or language unless otherwise specified in a plan; or has any contact with sexual intent. Sexual abuse occurs whether or not a person served is able to give consent to such activities.				
<b>Sexual Battery By an Authority Figure,</b>	shall mean according to TCA 39-13-527 (a) (3) (A) unlawful sexual contact with a victim by the defendant or the defendant by a victim accompanied by the following circumstances: the defendant was at the time of the offense, in a position of trust, or had supervisory or disciplinary power over the victim by virtue of the defendant's legal, professional or occupational status and used the position of trust or power to accomplish the sexual contact. (b) Sexual battery by an authority figure is a Class C felony.				
<b>Sexual Harassment</b>	Any unwelcome sexual advance, request for sexual favors, or verbal, written, or physical conduct of a sexual nature by a manager, supervisor, co-worker, or non-employee (third party). Managerial sexual harassment occurs when a manager or supervisor gives or withholds a work-related benefit in exchange for sexual favors from an employee or takes an adverse action against an employee for refusing a request for sexual favors. Threatening to take such actions may also be a violation of this policy.	3/6/06			06.100.30.01
<b>Sexual Harassment</b>	shall mean any unwelcome sexual advance, request for sexual favors, or verbal, written, electronic or physical conduct of a sexual nature by a manager, supervisor, co-worker, or non-employee (third party). Managerial sexual harassment occurs when a manager or a supervisor gives or withholds a work-related benefit in exchange for sexual favors from an employee or takes an adverse action against an employee for refusing a request for sexual favors.				
<b>Shadow Record</b>	Shall mean a record maintained by an individual or department which is a duplication of original	Pending			60.3.2, 60.3.4,



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
	documents maintained elsewhere.				60.3.5
<b>Social Media</b>	shall mean Internet and mobile-based tools for sharing and discussing information. The term most often refers to activities that integrate technology, telecommunications, and social interaction, with the construction of words, pictures, video, and audio. Examples include but are not limited to:				
<b>Social Media Venue</b>	shall mean a web site that leverages social media and communications tools for its visitors. Examples include YouTube, Flickr, Facebook, Wikipedia, Twitter, forums, message boards, etc.				
<b>Social Networking</b>	shall mean the use of a variety of web sites that allows users to share content, interact, and develop communities around similar interests.				
<b>Social Security Administration (SSA)</b>	shall mean the federal agency which manages the insurance program that protects workers and their families from a loss of earnings due to retirement, death, or disability.	4/2/13			
<b>Special Event</b>	shall mean an activity or series of activities, specific to an identifiable time and place that is produced by DIDD, the State of Tennessee, or an entity or organization with which DIDD works or has a shared purpose and does not occur on a daily, weekly, monthly or quarterly basis.				
<b>Special Fund Accounts</b>	shall mean monies donated or designated for a specific or general purpose that are held in trust for use by and for the welfare of residents of DIDD ICFs/IID.	4/2/13			
<b>Specialized Medical Equipment and Assistive Technology</b>	shall mean devices used to maintain or improve health, enhance function, and/or promote safety and independence. (Examples of equipment include mobility aids, positioning equipment, mechanical lifts, augmentative alternative communication devices, adaptive equipment for mealtimes, prostheses, hearing aids and dentures).				
<b>Specially Modified Vehicle</b>	shall mean a vehicle that has been substantially modified for transport of an individual who routinely requires the use of a specialized wheelchair of a type such that the individual cannot be safely and appropriately transported without the use of a vehicle that has had substantial modifications (e.g., addition of wheelchair lift, structural modification to raise or lower the roof or floor of the vehicle).				
<b>Staff Instructions</b>	shall mean a set of written instructions that provide direction for direct support staff on how to complete specific tasks with the person so they are done consistently each time the task is	2/2/12			



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
	completed.				
<b>Stakeholder</b>	shall mean an entity outside DIDD that is affected by DIDD Policies.				
<b>State Employment Application Form</b>	shall mean a document used by the State to establish an applicant's qualifications for employment.	10/22/13			10.1.2
<b>State Funded Service</b>	Shall mean a service reimbursed with funds appropriated to the Department by the Tennessee State legislature.	Pending			80.3.4
<b>State-licensed Private Investigation Company</b>	shall mean an organization not affiliated with a police force that is licensed by the State of Tennessee under Title 62, Chapter 26 of the Tennessee Code	10/22/13			10.1.2
<b>State-licensed Private Investigation Company</b>	shall mean that In order to hold a valid Tennessee Private Investigator License the applicant/licensee must be affiliated with a licensed Tennessee Private Investigators Company, which has specific regulations and requirements.				
<b>State Quality Management Committee (SQMC)</b>	shall mean a group of statewide DIDD staff from Administration, Audit, Compliance, Complaints, Incident Management, Investigations, Legal, Operations, Quality Assurance, and other DIDD staff with specific agency knowledge who meet on a regular basis to review provider performance issues identified and determine the appropriate agency follow-up. The Committee makes a determination based on the nature, severity, scope and duration of provider performance issues identified.				
<b>State Service</b>	shall mean a service that is not eligible for reimbursement through the HCBS waiver.				
<b>Stipend</b>	shall mean a fixed and regular amount paid as a salary or an allowance.	4/2/13			
<b>Subject Matter Expert (SME)</b>	shall mean the program staff member with expertise in the content topic of the policy.				
<b>Subrecipient</b>	shall mean a non-federal entity that receives and expends federal financial assistance from a pass-through entity to carry out a federal program, but does not include an individual that is a beneficiary of such a program. A subrecipient may also be a recipient of other federal assistance directly from a federal agency.	10/1/12			10.2.7
<b>Substance Abuse and Mental</b>	shall mean a Federal agency within the U.S. Department of Health and Human Services created to				



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
<b>Health Services Administration (SAMHS)</b>	focus attention, programs, and funding on improving the lives of people with or who are at risk for mental and substance abuse disorders. 9/5/12 LS				
<b>Substantiated Investigation Records Inquiry (SIRI)</b>	shall mean a DIDD database containing the names of persons substantiated of abuse, neglect, and or exploitation of a person supported in DIDD programs.	10/22/13			10.1.2
<b>Substantive Change</b>	shall mean all revisions to policy other than “housekeeping” (e.g., reformatting, pagination, spelling, and grammar).				
<b>Supported Living</b>	shall mean a residential service that meets the waiver service definition of Supported Living as specified in the following Home and Community Based Services (HCBS) waivers and that is provided by a qualified provider.				
<b>Supplemental Establishment Funds</b>	shall mean state funding provided by the Department of Intellectual and Developmental Disability (DIDD) to an individual to purchase basic furniture, appliances, household items, or related services which are needed to maintain an existing residence or for relocation to and establishment of another residence.				
<b>Suspicious Injury</b>	shall mean a reportable incident that includes injury (whether minor or severe) to a person served possibly involving or resulting from abuse or neglect. This includes injuries not coinciding with the explanation given. An injury of unknown cause does not make the injury suspicious. There must be reason to suspect abuse or neglect.				
<b>Suspicious, Unexpected and Unexplained Death</b>	shall mean any death that did not result from the normal progression of a known medical condition or disease, including but not limited to medical care or emergency, intervention that is inappropriate, untimely, or inconsistent with relevant physicians’ orders, advance directives, or applicable policies or standards governing the withholding of medical treatment.				
<b>Tardive Dyskinesia (TD)</b>	shall mean a mostly irreversible neurological disorder of involuntary movements caused by use of antipsychotic or neuroleptic drugs.				90.1.1
<b>Targeted Enrollment</b>	shall mean a designated period of time, determined by DIDD, during which DIDD seeks to enroll providers of specific services.				



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
<b>Task Inventory</b>	shall mean a listing of transitional duties that are available within a DIDD location. Task inventory job descriptions include information regarding tasks, physical requirements, supervision, and work area.				
<b>Team Leader</b>					
	shall mean the Qualified Mental Retardation Professional (QMRP), Unit Director, or other Department of Intellectual and Developmental Disability (DIDD) professional who is responsible for the development and coordination of the plan of care for a group of service recipients.				
<b>Technical Safeguards</b>	shall mean the technology and the policy and procedures for its use that protect EHR and control access to it.				
<b>TennCare*</b>	shall mean the single State Medicaid Agency responsible for the administration of the State's Medicaid Program.	2/16/12			80.1.1, 80.1.2
<b>Tennessee Bureau of Investigation (TBI)</b>	shall mean the criminal investigative arm of the State of Tennessee.	10/22/13			10.1.2
<b>Tennessee Bureau of Investigation (TBI)</b>	shall mean The Tennessee Bureau of Investigation, or TBI is the criminal investigative arm of the state government of Tennessee.				
<b>Tennessee Felony Offender Registry</b>	shall mean the list of felony offenders who are or have been in the custody of the Tennessee Department of Correction or under the supervision of the Tennessee Board of Probation and Parole.	10/22/13			10.1.2
<b>Tennessee Felony Offender Registry</b>	shall mean a system in the state of Tennessee designed to allow government authorities to keep track of the residence and activities of sex offenders, including those who have completed their criminal sentences.				
<b>Tennessee Occupational Safety and Health Administration (TOSHA)</b>	shall mean the office responsible for helping improve workplace safety and health within the Tennessee Department of Labor and Workforce Development.				
<b>Tennessee Sex Offender Registry</b>	shall mean the list of sex offenders maintained by the Tennessee Bureau of Investigation.	10/22/13			10.1.2
<b>Terms of Use</b>	shall mean rules which one must agree to abide in order to use a service. Unless in violation of				



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
	consumer protection laws, such terms are usually legally binding. Also referred to as Terms of Service or Disclaimer.				
<b>Testing Site Person</b>	shall mean A technician or other person trained and qualified to collect urine samples and to secure urine samples for later laboratory analysis				
<b>The Age Discrimination Act of 1975</b>	as amended (42 USC § 6101), prohibits discrimination on the basis of age for people enrolled in programs or services receiving HHS financial assistance 45 CFR 91.	10/1/12			10.2.7
<b>Third Party</b>	shall mean individuals who are not state employees but who have business interactions with state employees. Such individuals include, but are not limited to customers, applicants for state employment or services, interns, vendors, contractors, or volunteers.				
<b>Third Party Administrator</b>	shall mean the administrator of the third-party company contracted by the State of Tennessee to provide management and oversight for Division of Claims cases.				
<b>Title II of Genetic Information Nondiscrimination Act of 2008</b>	shall mean the federal law that prohibits discrimination on the basis of genetic information pertaining to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoffs, training, fringe benefits, or any other term or condition of employment.				
<b>Title II of the Americans with Disabilities Act,</b>	Final Rule amending 28 CFR Part 35, prohibits discrimination on the basis of disability in state and local government services.	10/1/12			10.2.7
<b>Title VI of the Civil Rights Act of 1964</b>	as amended (42 USC § 2000d), prohibits discrimination on the basis of race, color, or national origin 45 CFR 80.	10/1/12			10.2.7
<b>Title IX of the Education Amendments of 1972</b>	as amended, (20 USC § 1681) prohibits discrimination on the basis of sex (gender) in Federally-Assisted Education Programs 45 CFR 86.	10/1/12			10.2.7
<b>Transition Allowance</b>	shall mean state funding provided by DIDD to persons enrolled in Money Follows the Person (MFP) to purchase basic furniture, appliances, household items or related services necessary to initially establish a residence.	7/5/13			



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
<b>Transition Allowance</b>	shall mean state funding provided to a state individual enrolled in MFP, during an initial transition from a nursing facility to the community, to establish a residence.	6/30/14			
<b>Transition Facilitator</b>	shall mean the DIDD staff person or ISC assigned as the responsible party to coordinate the process that assures the smooth, safe, and timely move of the person from one residential setting to another. This includes the monitoring and oversight of all activities and paperwork that must be completed in order for the move to occur.				
<b>Transitional Duty</b>	shall mean a short-term work assignment that recognizes an employee's temporary limitations during recovery and rehabilitation for a defined period of time. Transitional duties shall consist of meaningful productive work. The transitional duty may or may not be in the employee's original division or be similar to the duties being performed by the employee before the injury.				
<b>Translator</b>	shall mean an individual who conveys in writing from one language to another the context of a document.	9/4/12			
<b>Treatment</b>	Shall mean the provision, coordination or management of health care and related services, including consultations and referrals.	Pending			60.3.2, 60.3.4, 60.3.5
<b>Trust Fund Accounts</b>	shall mean monies held in trust for use by and for the welfare of residents of DIDD ICFs/IID. Trust Fund Accounts include Personal Fund Accounts and Special Fund Accounts.	4/2/13			
<b>Trust Fund Custodian</b>	shall mean the individual designated by the DIDD Fiscal Office to be primarily responsible for safeguarding monies in the account and for ensuring the propriety of its use. Duties include the receipt of monies, disbursements and proper accounting of all Trust Fund Account revenues and expenditures.				
<b>Unapproved Leave</b>	mean leave not approved by a supervisor or designee prior to the employee taking the leave or sick leave not justified by a physician's note (when requested).				
<b>Unearned Income</b>	shall mean all income that is not earned through employment (e.g., interest from savings accounts or bonds; dividends; gifts and inheritances, rents, Social Security benefits, Railroad Retirement benefits, workers' compensation, unemployment compensation).				
<b>Uniform Administrative</b>	shall mean applicable statutory provisions found in Title 4, Chapter 5 of the Tennessee Code				



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
<b>Procedures</b>	Annotated.				
<b>Uniform Assessment</b>	shall mean the Inventory for Client and Agency Planning (ICAP) or the Supports Intensity Scale (SIS).				
<b>Use</b>	Shall mean the sharing, employment, application, utilization, examination or analysis of individually identifiable health information.	Pending			60.3.3, 60.3.4, 60.3.5
<b>Validation*</b>	shall mean the process where Regional Provider Support Team (RPST) confirms resolution of an agency's remediation of issues or findings relative to performance indicators within 60 days of the finding.				
<b>Vehicle Manual</b>	shall mean a tabbed binder located in each State vehicle that contains reference information and instructions for the driver.				
<b>Vehicle Protective Barrier Subsidy</b>	shall mean a state-funded subsidy provided by the Division of Intellectual Disabilities Services to a residential service provider to modify a vehicle through the addition of a barrier to protect the driver during transport of an individual having an established history of aggressive behavior that would reasonably be expected to pose a serious and imminent danger to the driver during transport or to result in an auto accident.				
<b>Vendor</b>	shall mean a dealer, distributor, merchant, or other seller providing goods or services that are required for the conduct of a program. These goods or services may be for an organization's own use or for the use of beneficiaries of the federal program.	10/1/12			10.2.7
<b>Verbal Abuse</b>	shall mean the use of oral, written, or gestured language by which abuse occurs. This includes the use of terms that are demeaning or derogatory to persons with disabilities.				
<b>Vital Documents</b>	shall mean documents, including but not limited to; waiver information, human and civil rights, consent to treatment forms, financial and medical benefits, individual support plans, and behavior support plans.	9/4/12			
<b>Voluntary Buy Out (VBO)</b>	shall mean when an employee of a state organization agrees to leave his/her state position in exchange for a severance package.	10/13/10			101



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
<b>Voluntary Overtime</b>	shall mean the time that a staff member agrees to work over thirty seven and a half (37.5) hours per week, paid as straight time up to forty (40) hours and paid at time-and-a-half for over forty (40) hours per week. (Management may require employees who are eligible to accrue compensatory (comp) time instead of being paid for overtime hours between thirty seven and a half (37.5) and forty (40) hours).				
<b>Volunteer</b>	shall mean a person who is eighteen (18) years or age or older, who provides service to the Department, or to persons served by the Department, without compensation.	10/22/13			10.1.2
<b>Volunteer with Direct Contact</b>	shall mean a person whose duties will always be supervised by department staff.				
<b>Volunteer with Direct Support Responsibility</b>	shall mean a person whose duties include direct supervision of a person served without staff presence.				
<b>Waiting List Date</b>	shall mean the date the individual was added to the DIDD Waiver Waiting List following verification of diagnosis of intellectual disability prior to the age of 18.	7/10/13			
<b>Warning of Sanctionable Violation</b>	shall mean a notice the first citation that a violation of the provider agreement, policy, other written document or applicable rules and regulations has been cited. A second occurrence of the violation typically results in the imposition of sanctions				
<b>Waste</b>	shall mean the extravagant, careless, or needless expenditure of government funds, or the consumption of government property, that results from deficient practices, systems, controls, or decisions. The term also includes improper practices not involving prosecutable fraud.	2/16/12			70.2.1
<b>Web 2.0</b>	shall mean the changing trends in the use of World Wide Web Technology and web design to enhance creativity, communications, secure information sharing, collaboration, and functionality of the web.				
<b>Workers Compensation</b>	shall mean a form of insurance that provides medical benefits any may provide wage replacement for employees who are injured or contract an occupational illness in the course of state employment.				
<b>Workplace Harassment</b>	shall mean any unwelcome verbal, written, or physical conduct that degrades or shows hostility or	3/6/06			06.100.30.01



TERM	DEFINITION	ADDED	REPEALED	SOURCE	POLICIES
	aversion towards a person because of that person’s race, color, national origin, age (over 40), sex, religion, creed, pregnancy, veteran’s status or disability that (1) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an employee’s work performance; or (3). affects an employee’s employment opportunities or compensation.				
<b>Workforce Members</b>	Shall mean employees, volunteers, interns, students, contractors and other persons whose conduct, in the performance of work for the department, its offices, or programs onsite under the direct control of the department, office or program regardless of whether they are paid by the Department of Intellectual and Developmental Disabilities.	Pending			60.3.1, 60.3.2, 60.3.4, 60.3.5
<b>Workplace Harassment</b>	shall mean any unwelcome verbal, written, or physical conduct that degrades or shows hostility or aversion towards a person because of that person’s race, color, national origin, age (over 40), sex, religion, creed, pregnancy, veteran’s status or disability that: Has the purpose or effect of creating an intimidating, hostile, or offensive work environment. Has the purpose or effect of unreasonably interfering with an employee’s work performance. Affects an employee’s employment opportunities or compensation.				
<b>Zero Tolerance</b>	shall mean appropriate employee disciplinary or corrective action, up to and including termination, upon the confirmation of alcohol or drug usage by the employee while in the workplace.				

