



## **DEPARTMENT OF COMMUNITY SERVICES**

### Services for Persons with Disabilities

#### Glossary of Terms

July 1, 2011

**Acquired Brain Injury**

See Disability.

**Activities of Daily Living**

Basic, routine personal care activities that are essential to self-care. This includes activities such as bathing and dressing, toileting and grooming, and eating.

**Adult Protection**

A Program administered under the mandate of the Department of Health and Wellness, which provides access to services for vulnerable adults (16 years and older) who are victims of abuse and/or neglect. The program is administered pursuant to the *Adult Protection Act*.

Sections 7, 9 or 10 of the *Adult Protection Act* state:

**Assistance by Minister**

7 Where, after an assessment, the Minister is satisfied that a person is an adult in need of protection, the Minister shall assist the person, if the person is willing to accept the assistance, in obtaining services which will enhance the ability of the person to care and fend adequately for himself or will protect the person from abuse or neglect. R.S., c. 2, s. 7.

**Application for court order**

9 (1) Where on the basis of an assessment made pursuant to this Act the Minister is satisfied that there are reasonable and probable grounds to believe a person is an adult in need of protection, he may apply to a court for an order declaring the person to be an adult in need of protection and, where applicable, a protective intervention order.

**Removal for protection**

10 (1) Where on the basis of an assessment made pursuant to this Act the Minister is satisfied that there are reasonable and probable grounds to believe that

- a) the life of a person is in danger;
- b) the person is an adult in need of protection; and
- c) the person is not mentally competent to decide whether or not to accept the assistance of the Minister or is refusing the assistance by reason of duress,

the Minister may authorize the immediate removal of the person to such place as the Minister considers fit and proper for the protection of the person and the preservation of his life, and a person so authorized may take reasonable measures to remove the person whose life is in danger.

**Aging in Place**

Growing older in the place the individual calls home until the care/support provided by the community/government/family/agencies reaches a threshold beyond which the individual can no longer safely remain in the home.

**Appellant**

A Services for Persons with Disabilities (SPD) Program applicant/participant who is formally appealing a Client Support Advisor's level of support decision before a SPD Review Committee or any decision relating to their application for assistance or assistance received to the appeal board established pursuant to the *Employment Support and Income Assistance Act*.

**Applicable Asset**

Payment of money through a court order or through a liability award or settlement for the cost of their care, support and accommodations.

**Applicant**

An individual or a person authorized to act on their behalf, who applies for financial assistance, supports and services from the SPD Program.

**Approved Budget**

A financial plan that details the assistance allocated and approved for certain expenditures, and that has received the appropriate supervisory approval.

**Approved Staffing Complement**

Refers to the current approved staffing complement for the residential setting as determined through the rate review process. In addition, this also refers to extra staffing that may be approved on a short term basis, through the special needs process.

**Assessment (also see Functional Assessment)**

Assessment consists of a face-to-face meeting with an applicant/participant, and their family or support network, if appropriate, to collect information using a consistent methodology in order to determine eligibility for financial assistance, supports and services from the SPD Program. Assessment also assists SPD staff in making informed decisions by identifying assessed unmet needs and lays the foundation for identifying appropriate corresponding supports and services.

**Assessed Unmet Needs**

Needs identified through functional assessment for which the applicant/participant requires supports and services which are offered through the SPD Program.

**Assistance**

Assistance means the provision of money, goods and services to an eligible applicant/participant including residential supports and other supports and services, as set out in the *Municipal Assistance Regulations ss. 1(e)*.

**Behaviour**

The manner in which an individual responds or reacts to a specific set of conditions or circumstances.

**Behavioural Support**

Behavioural support refers to a component of care provided to individuals with disabilities who have challenging behavioural issues and skill development needs. Behavioural support programs are one part of a complete support plan, which results from a thorough assessment and are provided by knowledgeable staff members, who rely upon linkages and partnerships with medical, psychiatric and other supports in the community to enhance the participant's quality of life. The goal of behavioural support is to optimize the physical, social and emotional well-being of the participant.

**Budget Deficit**

When an applicant/participant's financial needs calculated pursuant to the *Municipal Assistance Regulations* and Departmental Policy exceed their income.

**Capacity**

In relation to "informed consent", capacity is the ability to understand information relevant to a decision and the ability to appreciate the reasonably foreseeable consequences of a decision (or lack of a decision). Also see Informed Consent.

**Care Coordinator**

A Department of Community Services, SPD employee responsible for financial and functional assessments, case planning and case management.

**Casework Supervisor/Senior Caseworker**

A Department of Community Services employee who has responsibility for overseeing the work and decisions made by a Care Coordinator, and other assigned duties. This may be called a Senior Caseworker in some offices.

**Certificate of Leave**

A certificate issued by the psychiatrist of an involuntary patient for leave for up to six months, in the form as prescribed by the Involuntary Psychiatric Treatment Regulations, allowing the patient to live outside the psychiatric facility subject to specific written conditions as may be specified in the certificate. A certificate of leave is not effective without the consent of the involuntary patient's substitute decision-maker. A patient for whom a certificate of leave is issued must attend appointments with the psychiatrist or with any other health professional referred to in the certificate at the times and places scheduled from time to time, and must comply with the psychiatric treatment described in the certificate.

**Client Support Advisor (Field Assessment Officer)**

A Department of Community Services, SPD employee responsible for reviewing, and confirming/advising Care Coordinators on their support level recommendations with respect to persons applying for admission into the SPD Program. On an ongoing basis, Client Support Advisors provide level of support confirmation and assistance in determining medical care parameters related to persons with disabilities.

**Collaborative Approach**

A collaborative approach is based on a consensus building philosophy which respects and highlights the abilities and contributions of each participant in order to accomplish a specific goal.

**Comforts Allowance**

See Personal Use Allowance

**Community Treatment Orders**

A Community Treatment Order is an order made under the *Involuntary Psychiatric Treatment Act* by a psychiatrist, in the form prescribed by the Involuntary Psychiatric Treatment Regulations, that allows a person who has been detained in a psychiatric facility or who has been the subject of a community treatment order, to reside in the community and be provided with services, under specific conditions.

**Continuum of Supports and Services**

The range of at-home, residential and day program supports available through the SPD Program for persons with disabilities.

**Complex Needs Case**

Those individuals who do not meet the support/care level criteria to be admitted to residential or community based programs under the mandate of the Department of Community Services or continuing care facilities under the mandate of the Department of Health and Wellness or District Health Authority, and who require a collaboration of inter-departmental and other resources to address their significant support needs.

**Day Program**

Community-based programs for adults with disabilities, such as those delivered in adult service centres, which provide pre-vocational/vocational programs or vocational training, and/or supported employment for persons with disabilities. Some day programs may also offer recreational and leisure activities (also called "Broadening Day Options").

**Department**

The Department refers to the duties and responsibilities of the Department of Community Services, which includes the SPD Program.

**Department of Health and Wellness (DHW)/District Health Authorities (DHA)**

Nova Scotia's health services are delivered by nine district health authorities and the IWK Health Centre. These health authorities deliver health care services to residents and are responsible for all hospitals, community health services, mental health services and public health programs in their districts. Services and programs that fall under the jurisdiction of the Nova Scotia Department of Health and the Nova Scotia District Health Authorities include:

**I. Adult Protection Services**

A Program administered under the mandate of the Department of Health and Wellness, which provides access to services for vulnerable adults (16 years and older) who are victims of abuse and/or neglect. The program is administered pursuant to the *Adult Protection Act*.

**II. Continuing Care**

Continuing Care, a program of the Department of Health and Wellness (DHW), serves people who need ongoing care outside of hospital, either on a long-term or short-term basis.

**III. DHW Nursing Home Level 1 (NH1)**

The care needs of the applicant are similar to NH2. The distinction, however, between Level 1 and Level 2 depends on the degree and intensity of care and assistance required by the individual.

**IV. DHW Nursing Home Level 2 (NH2)**

The care needs of the applicant are consistent with the admission criteria for the category of DHW and licensed nursing home. Generally, care is required by a person with a relatively stabilized (physical or mental) chronic disease or functional disability, whose condition is not likely to change in the near future, and who requires the availability of personal care on a continuing 24 hours basis, with medical and professional nursing supervision and provision for meeting psycho-social needs.

**V. DHW Residential Care Facility or Approved Community Based Option**

The care needs of the applicant are consistent with the admission criteria for the category of licensed Residential Care Facility or approved Community Based Option. Generally, care is required by a senior: who has decreased physical and/or mental abilities and who primarily requires supervision and/or assistance with activities of daily living and provision for meeting psycho-social needs through social and recreational services.

**VI. Home Care (DHW)**

Home care provides service to Nova Scotians of all ages who need care in their homes and communities to help them remain as independent as possible as long as possible. Home care services include home support (such as personal care, respite, and light housekeeping), nursing care (such as dressing changes, catheter care, and intravenous therapy) and home oxygen.

**Developmental Disability**

See Disability.

**Direct Supervision**

Support staff members that are physically present for the purposes of ensuring the safety and well-being of persons with disabilities.

**Disability**

A severe and persistent restriction or impairment that results in a reduced ability to perform an activity within the range considered typical for someone of the same age or gender. It describes a functional limitation and is ongoing in nature. Disability types include:

1. **Intellectual Disability** - A significantly lower than average level of intellectual ability, which creates difficulties in functioning with many aspects of activities of daily living and/or instrumental activities of daily living, within the range considered typical for someone of the same age or gender. There are four levels of severity that relate to intellectual disability:
  1. Mild - IQ – 50 to 70
  2. Moderate - IQ – 39 to 55
  3. Severe - IQ – 20 to 40
  4. Profound - IQ – 20 to 25
  
2. **Long Term Mental Illness** - A diagnosis of chronic and persistent mental illness which affects a person's thinking, feeling or behavior and creates significant difficulties in functioning within the range considered typical for someone of the same age or gender in many aspects of instrumental

activities of daily living. Schizophrenia and chronic mood disorders are two examples of a diagnosis of long term mental illness.

3. **Physical Disability** - A long-term, chronic and persistent physical limitation that creates significant difficulties in functioning within the range considered typical for someone of the same age or gender in many aspects of activities of daily living and instrumental activities of daily living. The physical disability substantially limits functional independence and requires ongoing support and skill development.

The following disability categories may also be included in one of the above categories:

- a) **Dual Diagnosis:** The presence of an intellectual disability and a co-occurring mental illness. Participants may also have a co-occurring physical disability.
- b) **Acquired Brain Injury:** Damage to the brain that may result in a range of physical, cognitive and responsive behavioural problems, as well as problems that may be emotional, social, educational or vocational in nature. Depending on the functional assessment, acquired brain injuries may be considered as an intellectual disability or a physical disability.

#### **Direct Family Support (DFS) Program Coordinator**

The provincial program coordinator for the DFS Program.

#### **Eligibility**

The determination of whether applicants and participants meet the SPD Program criteria to receive supports and services.

#### **Eligible Participant**

Refer to the definition for Participant.

#### **Employment Services**

Refers to facility and non-facility based programs that offer a variety of opportunities to achieve the employment of persons with disabilities.

#### **Extraordinary Funding for Staffing**

Refers to exceptional funding for short-term staffing that may be necessary in addition to the staffing complement approved for a Community Home or Adult Residential/Rehabilitation Centre. The process for applying for this short-term funding is detailed in the departmental staffing guidelines.

**Emergency Setting** – A temporary residential support option, which is established in response to a crisis necessitating an immediate placement need for a single individual. When a vacancy in a permanent residential support option becomes available, the emergency support and funding is no longer required or available.

**Field Assessment Officer**  
See Client Support Advisor.

**Formal Teaching**

Refers to staff delivering structured learning and skill development programs to persons with disabilities, which are developed to meet specific outcomes to develop or enhance skills.

**Formal Supports**

Refers to a specific plan of support where a participant receives support/care from designated staff on a regular basis.

**Functional Assessment/Support Level Assessment**

The determination by the Care Coordinator of the level of physical, social, leisure/recreational and/or vocational functioning, as well as a person's capacity in the area of activities of daily living and instrumental activities of daily living.

The assessment yields a clear and complete profile of a person's competence/strengths and assists in identifying and establishing the applicant/participant's goals and support needs and the development of an objective and systematic support plan. The information gathered for purposes of the assessment comes from a variety of sources including participant reporting, direct observation and collateral contacts.

**Goods and Services Tax/Harmonized Sales Tax (GST/HST) Credit**

The GST/HST credit is a tax-free quarterly payment that helps individuals and families with low and modest incomes offset all or part of the GST or HST that they pay.

**Homes for Special Care**

A facility licensed pursuant to the *Homes for Special Care Act*, and includes: Adult Residential Centres, Regional Rehabilitation Centres, Group Homes and Developmental Residences, which are licensed under the Department of Community Services and Licensed Nursing Homes, which are licensed under the Department of Health.

**House Arrest**

House arrest is an informal expression, generally used to describe a court-ordered confinement to a dwelling place. In connection with a conditional sentence, it means that the offender is required to remain in his or her home for all or certain designated hours of the day for a set period of time.

**Income**

Income refers to earned income resulting from employment and unearned income including income maintenance payments such as Old Age Security, Guaranteed Income Supplement, Canada Pension, Workers' Compensation, War Veteran's Allowance, Employment Insurance, income from alimony and maintenance payments, and any other non-exempt income not directly resulting from employment.

**Independent/Independence**

The degree to which applicants/participants are able to manage, on their own, their activities of daily living, as well as instrumental activities of daily living.

**Individual**

A person with a disability who has undergone a financial and functional assessment, is determined to be eligible for the SPD Program and receives supports and services offered through the SPD Program. (Also see the definition for Applicant and Participant).

**Individual Program Plan (IPP)**

An IPP is a detailed plan for accomplishing the applicant/participant's goals and corresponds to the goals identified in the Individual Support Plan.

**Individual Support Plan (ISP)**

A document that integrates and documents all supports and services that the participant may receive. The ISP identifies the assessed unmet needs, related goals, and the objectives required for meeting the individual's preferences, choices, and desired outcomes. The Individual Support Plan is developed by the Care Coordinator with the full participation of the participant, their family and/or person acting on their behalf, the Service Provider, and others as appropriate.

**Informal Support/Intervention**

An ongoing intervention or regular support provided to a participant by a Service Provider on a day-to-day basis.

**Informed Consent**

Informed consent is a process related to educating persons about the nature, benefits, risks and alternatives which pertain to personal care and health care decisions. A person's decision to consent to, or refuse, services or treatment must be informed.

**Instrumental Activities of Daily Living (IADL)**

Complex functions of daily living, which exceeds the basic daily routine self-care activities. These include using the telephone, making and keeping appointments, handling money, budgeting, managing medication, shopping, using transportation, moving about in the community, maintaining a household, preparing meals, laundry, and housekeeping, working (finding and keeping employment), and participating in leisure and recreational activities.

**Intellectual Disability**

See Disability.

**Level of Support**

The SPD levels of support describe the amount and type of support an applicant or participant requires to strengthen their individual abilities and to build capacity to become an active member in the community in order to lead satisfying and secure lives, to the greatest extent possible.

**Long-Term Mental Illness**

See Disability.

**Medical Equipment**

Includes prosthetic appliances and other medical equipment (i.e. walkers, crutches) upon the recommendation of a medical practitioner and not covered by insured services.

**Medical Services Insurance (MSI)**

Medical Services Insurance (MSI) is available to eligible residents of Nova Scotia with coverage for medically required hospital, medical, dental and optometric services with some restrictions. The Medical Services Insurance Programs are administered by Medavie Blue Cross on behalf of the Nova Scotia Government. The Department of Health provides policy direction for the programs. The Hospital Insurance Program is administered directly by the Department of Health. The cost of providing these services to Nova Scotians is met through the general revenues of the province.

**Nova Scotia (NS) Formulary**

The Nova Scotia (NS) Formulary details which drugs and supplies are benefits under the Nova Scotia Senior's Pharmacare Program, Family Pharmacare Program, Diabetes Assistance Program, Community Services Pharmacare Programs and Drug Assistance for Cancer Patients.

**Participant**

A person with a disability or a person authorized to act on their behalf, who has undergone a financial and functional assessment, is determined eligible for the SPD Program and receives supports and services offered through the SPD Program.

**Personal Care**

Personal care refers to the provision of assistance with personal activities of daily living that are not included in the per diem rate and are not provided through Home care Nova Scotia or other insured services.

**Personal Development**

Refers to facility based programs for persons with disabilities that offer a variety of individualized training opportunities in work skills as well as the work related interpersonal skills, habits and attitudes required to be successful in any work setting.

**Personal Directives Act (PDA)**

The PDA is a law that allows Nova Scotians to create a personal directive in which they can express their wishes and values relating to personal care decisions and name a delegate should they become incapable of making personal care decisions in the future. The PDA also provides a hierarchy of statutory decision makers for decisions relating to health care, placement in a continuing care home, or home care services for individuals who are incapacitated and have not named someone to make those types of decisions for them in a personal directive.

**Personal Allowance**

A monthly allowance provided to a participant who is renting, boarding or owns his/her own home in programs such as Direct Family Support and Independent Living Support. This allowance is provided to cover basic needs such as food, clothing and other household requirements such as laundry and cleaning supplies.

**Personal Use Allowance (Comforts Allowance)**

A monthly allowance, also called a Comforts Allowance, issued to eligible participants in all SPD Programs for use by the participant to purchase items for their own personal enjoyment and comfort. The amount of this allowance is established by the Department of Community Services.

**Person Authorized to act on their Behalf**

Refers to any person authorized by the applicant/participant or by law to act on their behalf and includes:

- a legal guardian; and
- a person with a power of attorney, court order, personal directive.

**Personal Support Network**

A personal support network is made up of individuals such as: doctor(s), therapist(s), members of the community, family, and friends that are involved in and/or support the individual with different parts of their life.

**Physical Disability**

See Disability.

**Programming**

Structured and consistent interventions or techniques developed by professional staff supporting persons with disabilities to build positive skills and/or behaviours.

**Reassessment**

Reassessments are performed in response to changes in circumstances. This process identifies changes in support needs and program resource requirements. This process is used to confirm a participant's level of support or care.

**Registered Disability Savings Plan (RDSP)**

A registered disability savings plan is a tax-deferred savings tool that assists in planning for the long-term financial security for people with disabilities. The beneficiary named under an RDSP must be eligible to receive the disability tax credit.

**Registered Education Savings Plan (RESP)**

A registered education savings plan (RESP) is a tax-deferred savings tool that assists in planning for payments for a child's post-secondary education.

**Respite**

Respite is the relief provided to the parent, family, guardian of an SPD Program participant, for a specific period of time. The main function of respite is to provide the participant with a positive and rewarding experience while, at the same time, providing the primary care giver with a break from care and the supervision of their family member with a disability.

**Review**

A second or subsequent assessment of an applicant/participant and their circumstances completed to establish ongoing SPD Program eligibility, typically performed on an annual basis or as often as required.

**Semi-Independent**

A semi-independent participant is an individual who requires a minimal level of support and skills development in preparation for independence and/or enhancement of their independence.

**Service Provider**

An organization or person that provides support services, under the terms of a Service Provider Agreement, for the Department of Community Services, SPD Program, to participants supported in a SPD Program.

**Service Provider Agreement**

An agreement between the Department of Community Services and a Service Provider that outlines the responsibilities, expectations, and financial arrangements for supports and services provided to participants of the SPD Program.

**Services for Persons with Disabilities (SPD) Policy**

Refers to the *Services for Persons with Disabilities Program Policy Manual (2010)*, its amendments and additions, as well as any successor policies and procedures which have been developed for the administration of the SPD Program. This policy manual replaces the *Community Supports for Adults Policy Manual (1998)*.

**Services for Persons with Disabilities (SPD) Specialist**

A Department of Community Services, SPD employee, responsible for the regional delivery of SPD Programs.

**Shelter Allowances**

A monthly allowance provided to a participant who is renting, boarding or owns his/her own home in programs such as Direct Family Support and Independent Living Support. This allowance is provided to cover costs for shelter up to the maximum rate as set by the Department.

**Short-Term**

A period of time that does not exceed three (3) months.

**Special Needs**

Special needs are items of special requirement and services other than those described as items of basic requirement defined as assistance under the *Municipal Assistance Regulations*. Special needs are:

- not considered to be basic requirements (i.e. not included in the provision of basic needs or not covered by the *per diem* of the program);
- which indicate an increase or addition to basic requirements; and
- which are essential to the well being of the participant.

**Specialized Staff**

Personnel employed to work with persons with disabilities who have specialized training in one or more areas of support, such as behavioural approaches or crisis intervention.

**Stable Medical Condition**

A term used to describe an individual's medical condition, which is not meant to be a diagnosis, but a general guide to the individual's status as determined by several factors. An individual with a stable medical condition may have health conditions that can be managed and stabilized with monitoring or minimal intervention and may require short term specialized/skilled nursing for acute episodes only.

**Standard Community Resources**

Refers to resources provided by the Department of Health and Wellness Continuing Care Program or the District Health Authorities such as mental health outreach services or home care nursing services. These resources are typically available to all residents of Nova Scotia.

**Supported Employment**

Paid employment (i.e. not for a stipend or training allowance) which is part of a vocational or employment plan supported by staff of the Department or community partners working with persons whose physical, mental or cognitive abilities may limit their ability to be financially self-sufficient.

**Supports and Services**

Supports and services refer to the provision of help to participants with routine personal care activities and more complex functions.

**Transfer**

Transfer(s) refers to the movement of an SPD Program participant from one residential home to another home providing the same level of support.

**Transitional Day Program**

Transitional Day Program refers to an approved day program provided on an interim basis until a vacancy becomes available in an Adult Service Centre. This is a time limited special need and supervisory approval is required.

**Victims Compensation Award**

Victim compensation awards may be granted by various provincial governments to persons who were injured as a direct result of a violent crime. Financial compensation for the cost of care is typically based on the severity of the individual's injuries.

**Vocational Services/Programs**

Refers to facility based services and programs for persons with disabilities that offer a variety of individualized training opportunities in work skills as well as the work related to interpersonal skills, habits and attitudes required to be successful in any work setting.

**Voluntary Work Placement**

Refers to an opportunity for participants to learn new skills and experience community involvement as a volunteer in an approved placement. The volunteer activity is recognized with a stipend.

**Working Income Tax Benefit (WITB)**

A refundable tax credit for low-income individuals and families who have earned income from employment or business. The WITB consists of a basic amount and a disability supplement.