

Acronyms and commonly used terms (10-17-12)

A

AAA – Area Agency on Aging
 ABA – American Bar Association
 ACA – Affordable Care Act
 ADL – Activity of Daily Living
 ADON – Assistant Director of Nursing
 AG – Attorney General
 AL – Assisted Living
 ALJ – Administrative Law Judge
 AMA – Against Medical Advice
 APS – Adult Protective Services
 AROM – Active Range of Motion
 ASP - Annual Service Plan

B

b.i.d. – twice daily
 BP – Blood Pressure

C

CCP – Community Care Program
 CCU – Case Coordination Unit
 CHF – Congestive Heart Failure
 CMS – Centers for Medicare and Medicaid Services (formerly HCFA)
 CAN – Certified Nurse Assistant
 CO – Community Ombudsman
 COLA – Cost of Living Adjustment
 COPD – Chronic Obstructive Pulmonary Disease
 CV – Cardiovascular
 CVA - stroke
 CW – Caseworker

D

DHS – Department of Human Services
 DI – Deinstitutionalization
 DON – Director of Nursing
 DON – Determination of Need
 DRG – Diagnosis-Related Group
 Dsg – Dressing
 DX – Diagnosis

E

EA – Elder Abuse
 EENT – Eyes, Ears, Nose and Throat
 e.g. – for example
 ESO – Elder Service Officer

F

FE or FE\$ - Financial Exploitation
 FOIA – Freedom of Information Act
 FTF – Face to Face

G

GAO – General accounting Office
 G&A – Guardianship and Advocacy Commission
 GRF – General Revenue Fund

H

HCFA – Health Care Financing Administration, formerly (now CMS)
 HFS – Healthcare and Family Services (was IDPA)
 Hx – History

I

ICF – Intermediate Care Facility
 ICF – DD – Intermediate Care Facility for Developmentally Disabled
 ICF – MR – Intermediate Care Facility for the Mentally Retarded
 ICP – Integrated Care Program
 IDoA – Illinois Department on Aging
 IDPR – Illinois Department of Professional Regulation
 IDPA – Illinois Department of Public Aid (now HFS)
 IDPH – Illinois Department of Public Health
 IHCA – Illinois Health Care Association
 IJ – Immediate Jeopardy
 IMD – Institute for Mental Disease
 IOC – Inspection of Care
 IOM – Inspection of Medicine
 ISP – Illinois State Police
 IV – Intravenously

J

JCAHO – Joint Commission on Accreditation of Health Care Organizations
 JCAR – Joint Commission on Administrative Rules

K

L

LAF – Legal Assistance Foundation
 L-B – Look Behind
 LLOLAF – Land of Lincoln Legal Assistance Foundation
 LPN – Licensed Practical Nurse
 LSC – Life Safety Code
 LTC – Long Term Care
 LTCC – Long Term Care Council
 LTCO – Long Term Care Ombudsman
 LTCOP – Long Term Care Ombudsman Program
 LSN – Life Services Network

M

MDS – Minimum Data Set
 MFP – Money Follows the Person
 MI – Mentally Ill
 MM\$ - Money Management Program
 MMSE – Mini-Mental Status Examination

N

NCCNHR – National Citizens Coalition of Nursing Home Reform
 NSCLC – National Senior Citizens Law Center
 NH – Nursing Home
 NHA – Nursing Home Administrator
 NIH – National Institute of Health
 NF – Nursing Facility
 NORS – National Ombudsman Reporting System
 NP – Nurse Practitioner
 NSG – Nursing

O

OBRA – Omnibus Budget Reconciliation Act of 1987
 OP – Order of Protection
 ORC – Ombudsman Resource Center
 OSG – Office of State Guardian
 OT – Occupational Therapy

P

PA – Physician Assistant
 PC – Phone Call
 PD – Police Department

POA – Power of Attorney
PRN – As Needed
PROM – Passive Range of Motion
PSA – Planning and Service Area
PSLS – Prairie State Legal Services
PT – Physical Therapy
Px – Physical Examination

Q

q. – every
q.d. – every day
q.h. – every hour
q.i.d. – four times a day
q.o.d. – every other day
QIO – Quality Improvement Organization
QMPR – Qualified Mental Retardation Professional

R

R – Resident
RAI – Resident Assessment Instrument

RAPS – Resident Assessment Protocols
RD – Registered Dietician
RHO – Regional Health Officer
RN – Registered Nurse
RO – Regional Ombudsman
ROI – Release of Information
Rx – Prescription

S

SHL – Sheltered Care Facility
SLF – Supportive Living
SLTCO – State Long Term Care Ombudsman
SLTCOP – Office of the State Long Term Care Ombudsman
SNF – Skilled Nursing Facility
SOM – State Operations Manual
SSA – Social Security Administration
SSD – Social Services Director
SSI – Supplemental Security Income
ST – Speech Therapy
Std. – Standard

T

TIA – Transient Ischemic Attack (mini-stroke)
t.i.d. – three times a day
Title IIIB – Older Americans Act – Supportive Services
Title VII – Older Americans Act – Allotments for Elder Rights Protection activities
Title XVIII – Social Security Act – Medicare Program
Title XIX – Social Security Act – Medicaid Program

U

V

W

W/C – wheelchair

X

Y

Z

Administrator: The person appointed by a court to handle the estate of a person who died without a will (intestate). Usually has the same authority and responsibilities as an executor of an estate.

Advance Directive: Generally, any legally binding document which allows a person to instruct the attending physician and future health care providers as to the medical and health care preferences of the person. Specifically in Illinois, a statutorily created form which allows a person to state their preference as to life support procedures. This advance directive form, a "living will", is binding upon health care providers. The term is often widely (albeit inaccurately) used to refer to powers of attorney.

Alleged Disabled Adult: A person who is the subject of a guardianship petition, alleged to be incapable of caring for his or her needs. Following the hearing, if a judge signs the guardianship order, then the person is called the "ward."

Capacity: The ability of an elderly person to make and articulate a coherent decision, as determined by a social worker or caseworker. This term is distinguished from "competency", which is a legal question, determined by a court. The social worker or caseworker, in judging the capacity of an elderly person, must determine that person's capacity to understand the meaning, seriousness, consequences and alternatives of a decision, be able to reach a decision based upon an independent view of their own self-interest, and communicate that decision to others. (See "competency.")

Competency: The Department on Aging (and its programs) uses the term "competency" to refer to a judicial determination that an individual is in need of a guardian. "Capacity" refers to the judgment of the caseworker that an individual is not capable of giving or withholding informed consent as to services. An issue of "competency" can only be determined by a court, following legal procedures designed to protect that individual's constitutional rights and produce a "clear and convincing" medical, mental and

psychological record upon which to base the competency determination. The Illinois guardianship statute defines a "disabled person" (i.e., an incompetent person) as one who "because of mental deterioration or physical incapacity is not fully able to manage his person or estate". A better definition is implied in a following section, which states that a court may appoint a guardian if the individual "lacks sufficient understanding or capacity to make or communicate responsible decisions concerning the care of his person" (for a guardian of the person) or "is unable to manage his estate or financial matters" (for a guardian of the estate). (See "capacity.")

Consent: (See "informed consent.")

Deposition: A sworn statement by a prospective witness in a civil action. Each party to a civil case seeks to depose witnesses so that their testimony can be used at trial without any surprises. A deposition transcript may be used to impeach a witness whose story has changed. Depositions can also be used in "fishing expeditions" by questioning one witness to uncover other key witnesses, documents and facts.

Direct Deposit: A procedure whereby a periodic payment, which may be a paycheck, pension check or Social Security benefit, is made directly by the payer organization into the beneficiary's or recipient's bank account.

Durable Power: A method of surrogate decision making created by Illinois statute. Illinois law provides that an individual may execute a durable power of attorney for health care decisions or a durable power of attorney for property, or both. This allows the individual (the principal) to appoint another as his or her "agent." The agent has broad powers to act on financial or health care matters. The statute provides the form for each document, with the individual modifying or specifying the powers granted to the agent. Under state statute, all powers of attorney are "durable" unless the document expressly states otherwise. A "durable" power differs from previous powers of attorney in that it does not expire upon a principal's incapacity. (See "agent", "principal.")

Emergency Exception: An exception to the general constitutionally-based requirement that a police officer must have a search warrant when entering and searching a residence without consent. If the police officer, on the scene, believes a crime is being committed, a life-threatening emergency exists, or a person needs assistance inside the residence, the officer may enter without a warrant.

Executor: The person appointed under a will to carry out ("execute") the provisions of the will. A person who is appointed by the court to administer an estate of a person who died without a will is called an "administrator".

GAL (Guardian Ad Litem): An attorney, appointed by the court, to represent the best interests of a disabled adult in hearings. GALs do not represent their clients as legal advocates. GALs are appointed to determine and recommend to the judge the course of action which is in the best interest of the alleged disabled adult or ward.

Guardianship: The exercise of the power of state government to protect those who, by reason of incapacity or disability, cannot care for themselves. The court, upon a petition and hearing, may appoint a responsible individual to safeguard another individual's finances and personal welfare (or both). The court may impose a guardian of the estate (over finances) or a guardian of the person (over the ward's personal and health care decisions). The court may impose a limited guardianship, in which the guardian has specifically defined powers. The court may also impose temporary guardianships (lasting up to 60 days) for emergencies (often medical).

Informed Consent: The concurrence or agreement of an individual, who possesses sufficient mental faculties to understand the choices faced, freely weigh those alternatives, choose a course based on a coherent view of self-interest, and articulate that choice. If the decision is a medical choice, informed consent includes the person having been appropriately advised by a physician as to the risks and benefits of the choices. An inability to either give or withhold informed consent constitutes incapacity, and, if so judged by a court, may constitute incompetence.

Limited Guardianship: A type of guardianship, not to be confused with a temporary guardianship, in which the court has granted only specified powers to the guardian. The judge must enter a written order specifying those powers. (It is rarely used in Illinois.)

Living Will: A living will is a type of "future directive" specifically permitted by state law. Under state law, an individual may execute a "Declaration" in the form provided in the statutes, which declares that the individual does not wish to be kept alive by extraordinary medical measures. This applies only if the individual has a terminal condition and the medical measures would only serve to delay death.

Power of Attorney: A document which authorizes one person (the agent) to act or speak for another (the principal). The agent is authorized to enter into contracts, make decisions, give consent, and conduct the business affairs of the principal to the extent the power of attorney (the document) permits. In the abstract, "power of attorney" also refers to the power that the document confers upon the agent.

Restraining Order: An order issued by the court upon the filing of an application for an injunction forbidding the defendant to do the threatened act until a hearing on the application can be had. The term is sometimes used as a synonym of injunction. However, a restraining order is different from an injunction, in that the former is intended only as a restraint upon the defendant until the propriety of granting an injunction can be determined, and it does no more than restrain activity until such determination. (See "injunction.")

Statute: A formal act by the Congress or a state legislature stating the law. To be valid, statutes must be considered, passed, and signed by the President or the state governor in strict accordance with constitutional procedures. Statutes rank below constitutions and above rules in authority. The equivalents of statutes enacted by county and municipal legislative bodies are usually called "ordinances."

Surrogate: Specifically, the person or one of the persons making up the designated group authorized to make health care decisions for an incapacitated individual under the Health Care Surrogate Act. The Act allows a health care provider to take the direction of a surrogate (or a class of surrogates) for a person lacking capacity to make or articulate his or her own health care decisions, who does not have an agent or guardian. Where the surrogate decision maker is (by law) a class, such as the patient's adult children, the statute provides that the class shall decide by majority vote. Generally, the term surrogate broadly refers to any person authorized to make decisions for another.

Surrogate Decision making: Specifically, the process of health care decision making under the Health Care Surrogate Act (see "surrogate"). Generally, all procedures where one person is authorized to make decisions for another.

Temporary Guardianship: The imposition of temporary protection over a person who is believed incapable of taking care of oneself. This determination is made by a judge based on a medical certification of incapacity and (if necessary) some testimony as to the nature of the alleged disabled adult's conduct. The court usually conducts a brief and expedited hearing. A temporary guardian is appointed for not more than 60 days or until a permanent guardian is appointed. The powers of the temporary guardian are often specifically delineated by the court, for example, to empower the temporary guardian to approve emergency medical care for the ward.

Ward: A person found by a judge to be a "disabled adult" under Illinois guardianship law and who, accordingly, has had a guardian appointed by the court to handle some or all of their affairs.