



Community Living BC Terms and Acronyms for Community Councils

This glossary of Community Living BC (CLBC) terms and acronyms is to help you with your role as a CLBC Community Council volunteer. It was updated as of May 2014, and as needed, will be updated in the future to reflect policy, procedure or definition changes.

A

AANDC

Aboriginal Affairs and Northern Development Canada
(formerly INAC)

Admin/SAS

Administrative staff or Supervisor of Administrative Services

Aboriginal

Canada's aboriginal population is distinct and diverse. The Constitution Act recognizes the aboriginal peoples of Canada as the "Indian, Inuit and Métis peoples of Canada". 'First Nation' is the generally preferred term for Indian peoples of Canada. The term 'Indian' is still used where referring to legislation or government statistics.

Adult

A person 19 years of age or older

Advisory Committee

A 10 member committee made of i.e. self-advocates and **families that provides CLBC's Board with a provincial point of view**

Advocate for Service Quality

The public official appointed by government to act as an independent advocate for individuals and/or their families who receive services from CLBC.

Agent	A person who acts on behalf of the individual in relation to a Direct Funding or a Host Agency Agreement. An individual can act as his/her own agent.
Analyst	A CLBC staff member, who makes decisions on requests for funding and/or services and monitors contracts, assesses system gaps, develops increased provider capacity, ensures a crisis response capacity exists in local communities, and works to improve the effectiveness of contracted services. (also called a quality service analyst)
Apartment Support	Individuals who require only minimal support living on their own in the community receive assistance to effectively manage their homes, health, social and working lives. This term has been replaced with “outreach” .
Asperger's Syndrome	A developmental disorder on the Autism Spectrum. It is characterized by difficulty with social relationships, a restricted range of interests, and average to above average intelligence.
Autism Spectrum Disorder (ASD)	A complex developmental disability that typically appears during the first three years of life. It is a spectrum disorder, which means there is a wide variation in how it presents. ASD is a neurological disorder affecting the functioning of the brain, which prevents people from understanding what they see, hear and sense. It affects areas of reasoning, social interaction, and communication. Other characteristics often associated with ASD are engagement in repetitive activities and stereotyped movements, resistance to change or/and unusual responses to sensory experiences. See also PDD.

B

BCACL	Formerly BC Association for Community Living ; Now “Inclusion BC”
BCCARE	BC Care Providers Association
BCCPD	BC Coalition of People with Disabilities
BCGEU	British Columbia Government Employees’ Union
BCSAF or SAF	BC Self Advocacy Foundation

C

CACL	Canadian Association for Community Living
CEO	Chief Executive Officer
CF&CS	Child, Family & Community Support Services (MCFD)
CIC	A Child in Care with MCFD
CLAN	Community Living Agencies Network
CLBC	Community Living British Columbia
CLC	Community Living Centre (usually called a CPD office)
CPD	Community Planning & Development
CSSC	Community Social Services Council of BC
CSSEA	Community Social Services Employers’ Association
CYSN	Children & Youth with Special Needs (MCFD)

Catalogue of Service	The list of services funded by CLBC as well as associated parameters that relate to GSA levels and length of time a service can be provided.
Cerebral Palsy (CP)	A condition characterized by an inability to fully control motor function, or the movement of muscles. Symptoms can include difficulties with muscle spasms and tone, involuntary movement, and disturbance in gait and mobility.
Child/Youth	A person up to age 19.
CLBC Request for Service List	A report that identifies requests for service for individuals and their families.
Cluster Living	Several individuals living in their own apartments in the same building or close proximity and supported by an onsite support staff that may live separately.
Committee of Person/Estate	An individual appointed by the Supreme Court of British Columbia under the Patient's Property Act to assume responsibility for managing either or both the personal and/ or financial and legal affairs of an adult who has been found "incapable". Committees have the right and the duty to protect the adult and/or their property and assume full decision-making responsibility on behalf of the adult.
Community	A group of people connected by one or more common interests or characteristics. Community may be defined by geography, age; culture based on family/place of origin and heritage, or needs/interests.

Community Capacity	The ability of a community to mobilize the energy and talents of its members and to secure outside resources, such as capital investment and public services, to foster individual growth and improve quality of life.
Community Council	A voluntary CLBC body in each CPD area whose roles include stimulating new service approaches, and providing feedback on how CLBC and service providers at the community level are responding to the needs of individuals and families.
Community Development	Community development is an intentional process of planned change that helps build healthy communities. It is an inclusive process whereby community members come together to identify and solve common problems, develop citizen leaders and mobilize community assets and resources.
Community Governance	CLBC's model of decision making authority in which those most impacted by disability, including individuals served, family members, and others with a significant connection to disability, play a central role in governing delivery of services and supports to adults with disabilities.
Community Inclusion Activity	Contracted, non- residential activities funded by CLBC. Example: structured programs to learn work preparation and work skills, recreation and leisure activities, social and interpersonal relationships and volunteer opportunities in the community.

Community Living Authority Act	An Act of the BC legislature that provides the statutory basis for CLBC.
Complaints Process	The specific procedures that CLBC follows in receiving, responding to, and resolving complaints, as described in the Complaints Resolution Policy.
Confidentiality	The obligation to keep others' personal information private, secret and safe from access, use or disclosure by people who are not authorized to have that personal information.
Criminal Record Check	A legally- mandated process set out in the Criminal Records Review Act (CRRA). It involves a search of police records against a list of specified or relevant offences. This list is set out in Schedules to the CRRA and is designed to capture offenses related to physical, sexual or financial abuse of vulnerable adults.

D	
DD	Developmental Disability
DDMHT	Developmental Disability Mental Health Team
DF	Direct Funding
DRO	Director, Regional Operations
DSM IV	IV Diagnostic & Statistical Manual of Mental Disorders, fourth edition
DSM 5	5 Diagnostic & Statistical Manual of Mental Disorders, fifth edition (current as of May 18, 2013)

Day Program	This term is no longer used by CLBC and is now referred to as Community Inclusion.
Developmental Disability	While this term may sometimes have a broader meaning, its specific mandated meaning for CLBC purposes refers to the criteria outlined in the <i>Community Living Authority Act</i> (CLAA) and <i>Regulation</i> . The three criteria outlined in the CLAA and <i>Regulation</i> are: (a) significantly impaired intellectual functioning (with a score of 70 or less) that (b) manifests before the age of 18 years, and (c) exists concurrently with impaired adaptive functioning. Presence of a developmental disability is determined through an assessment provided by a registered psychologist, psychological associate or school psychologist certified by the B.C. Association of School Psychologists.
Direct Family Support	Contracted services that may include counseling, support, networking and referrals. Advocacy, educational workshops and partnership building are also important components of this work. Direct Family Support is goal-oriented and time-limited.
Direct Funded Respite	A direct payment to families for the purchase of respite support.
Direct Funding	An Individualized Funding payment option where money is paid by CLBC directly to an individual or his/her agent for the purchase of individualized supports and services.
Disability Tax Credit Certificate	A form completed by an individual, certified by a qualified medical practitioner, and approved by the Canada Revenue Agency (CRA) that provides a non-refundable tax credit for an individual who has severe and prolonged impairment in physical or mental functions.

Disability Related Need	An individual's requirements for support to live inclusively in their community.
Down Syndrome	A genetic disorder caused by a chromosomal abnormality which results in 47 instead of the usual 46 chromosomes in a cell.
E	
ED	Executive Director
ED Network	A network of Executive Directors who are part of the BCACL/Inclusion BC federation.
Eligibility	Specific criteria that people must meet to receive service.
Eligibility Determination	Confirmation of eligibility for CLBC supports and services according to the criteria outlined in the CLBC <i>Eligibility for CLBC Supports and Services Policy</i> .
Employment Supports	Tools and strategies to support an individual to get and keep a job. Employment supports can include discovery, job development, job carving, job customization and negotiation, on site job training and job retention strategies, accommodations, training for co-workers, and information and ongoing support for the employer. Ideally, employment supports are faded over time to natural supports...

Employment	Paid work that takes place in an integrated community setting, alongside people without disabilities; and where wages, benefits and working conditions comply with industry standards and relevant laws (e.g. Employment Standards). Employment does not include work experience or volunteering. It may include self-employment. It is sometimes referred to as “real work for real pay” .
Epilepsy	A common neurological disorder caused by disturbances in the electrical functions of the brain.
F	
FASD	Fetal Alcohol Spectrum Disorder
FSI	Family Support Institute
Facilitator	A CLBC staff member, who confirms eligibility, provides information, advice and practical support to eligible individuals and families, independent from service providers and CLBC funding decisions, to assist them to develop and implement individual support plans.
Family	Two or more people, whether living together or apart, related by blood, marriage, adoption or a commitment to care for one another. This may include extended or alternate families, foster families, guardians and adoptive families.

Fetal Alcohol Spectrum Disorder (FASD)

An umbrella term that includes- Fetal Alcohol Syndrome (FAS) with or without confirmed exposure, Partial FAS with confirmed exposure, and Alcohol Related Neurodevelopmental Disorder (ARND) with confirmed exposure. The diagnosis is determined by a multidisciplinary team.

First Nations

Officially called ‘Indians’ in the Indian Act, this term refers to the indigenous peoples of North America located in what is now Canada, and their descendants, who are not Inuit or Métis. For the purposes of Aboriginal identification within British Columbia, the term ‘Aboriginal’ is the generally preferred term in place of ‘Indian’.

G

Generic Services

Services, supports, medical treatments or life options that are available to the general public. Examples are public transportation systems, community recreation programs and hospitals.

Guide to Support Allocation (GSA)

A tool used by CLBC to determine an individual’s current disability-related need.

H

HQ

Headquarters CLBC

Home Sharing

A living situation where an adult eligible for CLBC supports shares a home with a person contracted to provide support and assistance. Previously referred to as “proprietary care” and also known as “family care”, “home living services”, “adult foster care”, “family life homes”, or “host family services”.

I	
ID	Intellectual Disability is a disability characterized by significant limitations both in intellectual functioning and in adaptive behaviour which covers many every day social and practical skills and which originates during the developmental period.
IF	Individualized Funding
INAC	Federal Department of Indian and Northern Affairs, currently, Aboriginal Affairs and Northern Development Canada
Inclusion BC	Formerly BC Association for community Living
Indian Act	Federal legislation which is administered by the Minister of Indian and Northern Affairs. The Act deals with registered Indians, their bands, and the system of Indian reserves.
Individual Support Plan (ISP)	A document that includes information about an individual’s goals and support requirements, and the funding and services identified to meet them.
Individual	A person 19 years of age or older who is eligible for CLBC services, as described in the <i>Eligibility for CLBC Supports and Services Policy</i> .

Individualized Funding (IF)	A payment method where money is allocated by CLBC to an individual or family member to enable them to direct and pay for supports and/or services to meet their disability-related needs that have been identified in an individual support plan.
Informal Supports	Unfunded support provided by family, friends, neighbors and community members that can include friendship as well as practical, emotional, psychological and material support. Example: sports teams, adult interest groups like garden clubs, community choirs and faith communities.
Inuit	The Inuit are Aboriginal inhabitants of the North American Arctic. They are united by a common cultural heritage and language. Formerly, the Inuit were referred to as ‘Eskimo’. Now they prefer their own term, ‘Inuit’, meaning simply people.
L	
Learning Disability	A disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written, which manifests itself in an imperfect ability to listen, think, speak, read, write, spell, or do mathematical calculations.
M	
MCFD	Ministry for Children and Family Development
MHSD	Ministry of Social Development (now MSDSI – see below)
MLA	Member of Legislative Assembly

MOH	Ministry of Health
MOU	Memorandum of Understanding
MSDSI	Ministry of Social Development and Social Innovation
MSP	Medical Service Plan
Métis	Métis people identify themselves, and are recognized, as distinct from First Nations (Indian), Inuit or European descendants. The distinct Métis culture arose after contact with the first European explorer/settlers but prior to colonialism.

N

Natural Supports	Assistance provided on an informal, voluntary basis; also known as informal supports. In the workplace, co-workers may support an individual in similar ways as they support each other. Outside the workplace, friends, family and/or support network members may provide support that helps the individual get and keep a job.
Neglect	Failure to provide necessary care, assistance, guidance or attention to an adult that causes or is soon likely to cause serious physical, mental or emotional harm or otherwise put the individual at risk.
Non-Status	First Nations people who claim Aboriginal identity, but do not meet the criteria for registration, or have chosen not to be registered, under the Indian Act.

O

OAS	Old Age Security
Old Age Security/Guaranteed Income Supplement	Federal payments made to eligible individuals, age 65 and over, under the provisions of the <i>Old Age Security Act</i> . These payments are intended to cover costs for food, clothing, shelter and other expenses for eligible individuals.
Ombudsperson	An independent officer of the provincial legislature appointed under the Ombudsperson Act. S/he investigates complaints about the conduct of government authorities, including CLBC, and makes recommendations regarding administrative fairness. S/he has the same powers as a court to require that records be produced.
Outreach Support	Supports for individuals who require only minimal support to live on their own in the community. May include assistance to effectively manage their homes, health, social relationships and working lives.

P

PAC	Provincial Assessment Centre
PCP	Personal Care Plan
PDD	Pervasive Developmental Disorder
PGT	Public Guardian & Trustee of British Columbia
PLAN	Planned Lifetime Advocacy Network

PSI	Personalized Supports Initiative
PWD	Persons with Disabilities benefits
PARIS	The CLBC electronic personal information management system
Personal Support Network	Friends, family and/or community members who provide personal support, advocacy and/or help with monitoring services and who have reciprocal relationships with individuals
Personalized Supports Initiative (PSI)	Distinct CLBC supports for individuals who are not eligible for services under criteria for a developmental disability and have both significant limitations in adaptive functioning and a diagnosis of a Fetal Alcohol Spectrum Disorder or an Autism Spectrum Disorder (also known as Pervasive Developmental Disorder).
Person-Centred Planning	A process, as well as the product, that is owned and controlled by the person (and sometimes their closest family and friends). It brings together all of the people who are important to the person including family, friends, neighbours, support workers and other professionals involved in their lives. The resulting support plan is unique and creates a comprehensive portrait of the person and what they want to do with their life.
Pervasive Developmental Disorder (PDD)	A diagnostic term being replaced by the preferred term Autism Spectrum Disorder (ASD). A diagnosis determined by a psychologist, psychiatrist, or pediatrician, in accordance with the DSM-IV-TR. PDD includes- Rhett's Disorder, Childhood Disintegrative Disorder, Autistic Disorder, Asperger's Disorder, and Pervasive Developmental Disorder, Not Otherwise Specified (PDD-NOS).

Provincial Assessment Centre	CLBC's designated 12-bed Provincial Mental Health Facility that provides multidisciplinary assessments, diagnosis, medication reviews and recommendations for individuals with a dual diagnosis who are 14 years and older and experiencing mental illness and/or other severe behavioural issues or challenges.
PWD Benefits	Person with Disability Benefits (formerly Disability Benefits 2).
Q	
QOL	Quality of Life
QSA	Quality Service Analyst
QSM	Quality Service Manager
QSO	Quality Service Office
Quality of Life Framework	A structured framework with eight domains that provide an indication of an individual's quality of life in three broad areas- independence, social participation, and well-being.
Quality Service Analyst	See Analyst
R	
Registered Practitioner	A person who is either a psychologist or a psychological associate registered with the College of Psychologists of British Columbia.

Representation Agreement	A legal plan that states who an individual gives authority to if he/she needs assistance managing his/her affairs. A Representation Agreement can cover financial and legal matters and health and personal care matters.
Representative	A trusted relative, friend or advocate authorized by an individual with a developmental disability, under the provisions of a Representation Agreement (see Sections 7 or 9 of the <i>Representation Agreement Act</i>), to support them with decision-making or to make decisions on their behalf when they are incapable of making decisions independently.
Request for Service List	A report that lists individuals, and youth waiting for service, and their support requests.
Respite	A service that gives a break to a family member who provides primary care. Service is provided in the respite caregiver's home on the basis of a daily rate; in the community on the basis of an hourly rate; or in a facility or a group home on the basis of a daily rate.
S	
SAS	Supervisor of Administrative Services
SCC	Senior Contract Coordinator
SEP	Supported Employment Program
SMT	Senior Management Team

Safeguards	Mechanisms that are used to ensure people are kept safe and not put at increased risk because of their vulnerabilities. Include formal safeguards such as those provided by community care licensing, accreditation standards, legislation and service monitoring by CLBC analysts, and informal safeguards provided through community visibility, caring and supportive relationships, informal monitoring and visitation programs by community members and increased social consciousness.
Self Neglect	Failure of an adult to take care of her or himself that causes or is soon likely to cause serious physical or mental harm or damage or loss to assets or property.
Self-Advocate	A term commonly used to describe the individuals CLBC supports. This is a term developed by the self-advocacy movement to describe themselves as people who are learning to speak for themselves.
Service Plan	A document prepared by CLBC to communicate how it will be accountable for its performance by setting out objectives and strategies to achieve its goals and by identifying how it will measure progress.
Service Provider	A person or an independent organization under contract with CLBC to deliver supports and services to individuals and/or families.
Services	Actions, goods, or program locations/activities that are provided under contract for individuals/families supported by CLBC.

Shared Living	A situation where an individual shares a home with someone contracted to provide ongoing support, and the home is the primary residence of both of them. Shared Living includes Home Sharing and Live-in Support.
Significant Limitations in Adaptive Functioning	A global composite score that is at least 3 standard deviations below the mean assessed by a qualifying practitioner using the current edition of one of the following measurement tools- the Scales of Independent Behaviour; the Vineland Adaptive Behaviour Scale; or the Adaptive Behaviour Assessment System.
Skill Development	Services where individuals are supported to develop skills that will assist them in achieving greater independence in their lives. These are goal-specific and time-limited supports, such as staff hired to assist people living in their family home to learn independence in daily activities. Community-based activities may include shopping, banking, learning to use public transit, recreation and volunteering as well as some group learning or social activities.
Staffed Residential	Contracted residential services that support individuals within a staffed, shift model environment, providing 24-hour supervision and support. This service is delivered by both private and non-profit agencies.
Support Request	A request for services or support funded by CLBC.
Supports to Home Living	Relief care for eligible individuals who have a higher level of need and require enhanced supports in the home.

Support Network

Friends, family and/or community members who provide personal support, advocacy and/or help with monitoring services and who have reciprocal relationships with individuals.

T

Traumatic Brain Injury

An injury caused by an external physical force or by certain medical conditions with resulting impairments that adversely **affect the person’s performance. The term does not include** injuries that are congenital or caused by birth trauma.

Turner Syndrome

A chromosomal condition that affects only females, causing short stature and infertility. It is caused by the complete or partial absence of one of the two X chromosomes normally found in women.

V

VP

Vice President

Vulnerable Adult
(as defined in the Criminal
Records Review Act)

An individual 19 years or older who receives health services, other than acute care, from a hospital, facility, unit, society, service holder or registrant referred to in the CRRA definition of **“employer”**. **This includes all** individuals supported by CLBC.

W

WOW

Widening our World – Recognition Awards

Wellness

A state of mental, physical and emotional health and well-being, free from disease.

Whistleblower

An individual reporting a known or suspected case of fraud, theft or corruption.

Williams Syndrome

A rare, congenital (present at birth) disorder characterized by physical and developmental problems.

Y

Youth

A person who is 16 years of age or over, but under the age of 19.
