

Appendix IV - PM

Glossary

ADA	Americans With Disabilities Act
CCC	Child Care Contractor
CC&D	Child Care and Development
CCS	Child Care Services
CCSD	Child Care Service Delivery
CDA	Child Development Associate
CDS	Child Development Specialist
CHOICES	TANF Employment Program
CPS	Child Protective Services
CVWDB	Concho Valley Workforce Development Board
SHS	Texas Department of State Health Services
ECI	Early Childhood Intervention Services
EPSDT	Early, Periodic, Screening, Diagnosis and Treatment
FSE&T	Food Stamp Employment & Training Program
GED	General Educational Development
HCS	Home and Community-based Services
HHS	Health and Human Services
IEP	Individual Educational Plan
IFSP	Individualized Family Services Plan
LAN	Local Area Network
LCCC	Licensed Child Care Center
LCCH	Licensed Child Care Home
LWDA	Local Workforce Development Area
LWDB	Local Workforce Development Board
POA	Provider on Agreement
RCCH	Registered Child Care Home
SACC	Self-arranged Child Care
SIA	Service Improvement Agreement
SOC	Share of Cost
SSI	Supplemental Security Income
TAC	Texas Administrative Code
TANF	Temporary Assistance to Needy Families
TDFPS	Texas Department of Family and Protective Services
TRSP	Texas Rising Star Provider
WIA	Workforce Investment Act

Absence Contact Log – written documentation of Provider contacts with parents about child(ren) absences.

Adult assistance - adult assistance is defined here as it is used in HHS policies for Inclusion Assistance through the Child Care system. *Adult assistance* refers to direct caregiver services given to children who have developmental needs atypical for their chronological age. These services may include help with toileting dressing/undressing, personal hygiene, eating or adaptive equipment management, or special procedural or safety concerns. Counseling, therapy, and medical services may be provided through cooperating agencies and are not considered adult assistance.

Adverse Action-CCS- action that may be taken by CCS with providers who do not meet the terms of their Provider Agreement. Adverse actions may include denial, suspension, or termination of the Provider Agreement.

Adverse Action-TDFPS - action that may be taken by TDFPS with Child Care providers who violate licensing requirements. Adverse actions may include suspension, notice to revoke, denial, or revocation of license or registration.

Advocacy - the act of supporting or defending a child's interests and rights,

Agreement Expiration – allowing an agreement to end on its scheduled ending date without renewal beyond the expiration date.

Americans with Disabilities Act (ADA) of 1990, as amended - protects the civil rights of individuals with disabilities. Under provisions of this law, Child Care contractors and Child Care providers must ensure access for all individuals with disabilities. Child Care providers must take readily achievable steps to modify existing facilities and practices to adapt to a disability.

Assessment of children with disabilities - refers to professional testing or evaluation to determine a child's strengths and needs. In the Child Care system, professional assessments are the basis for inclusion plans for children with disabilities.

Assessment for Texas Rising Star Providers - the process of determining whether a Child Care provider meets sufficient program criteria to be certified as a Texas Rising Star Provider.

At Risk Children - refers to children who are not currently identified as disabled but who are considered to have a greater-than-usual chance of developing a disability. Physicians use the terms *at risk or high risk* to refer to pregnant women with a greater-than normal probability of birthing a baby with disabilities or developmental delays.

At Risk Family - low income families at risk of public assistance dependency.

Attendance codes - designated letters the POA must use to code absences for CCS referred children on attendance sheets or E-vision.

Atypical Development - refers to different or irregular development when compared with developmental milestones for a specific chronological age.

Augmentative Communication - non-speech communication used to supplement whatever naturally acquired speech may be present. Augmentative communication may be aided, such as computer-based speaking systems, or unaided, such as signing or gestures. Whether a child with disabilities uses aided or unaided augmentative communication depends on the child's cognitive and motor abilities.

Baseline - refers to a measure of the level or amount of behavior prior to implementation of an instructional procedure that is to be evaluated. Baseline data is used as an objective measure against which to compare and evaluate results obtained after intervention.

Billing period - the calendar month or part of the calendar month in which child care services are delivered.

Caregiver - a person whose duties include the supervision, guidance, and protection of a child or children.

Child Day Care – the care, supervision, training, or education of an unrelated child/ren under 14 years old for less than 24 hours per day that occurs in a place other than the child’s own home. This definition includes child day care provided to school-age children before and after/or the customary school day.

Child Care Contractor (CCC) – is a legal entity, either public or private, for-profit or non-profit that enters a legal contract with a LWDB to directly be responsible for and manage the daily operations for the provision of federal and state funded, subsidized child care services to include client case management and services, provider management, and financial management (direct payments for services provided). *Referred to as Child Care Services (CCS) in this manual.

Child Care Services (CCS) - the service delivery system used by CVWDB. CCS offers child care to eligible families and manages projects to improve the quality, availability, accessibility, and affordability of child care in the Concho Valley. People needing help locating and paying for child care can contact the local CCS to see whether they are eligible for services, and if so, may choose from among licensed or registered child care providers or from eligible relatives.

Child Care Services Delivery (CCSD) – automated software program used by LWDB, Child Care Contractor, and TWC to manage CCS client and CCS provider information and tracking, billing and data for reports as required by the state and federal governments.

Child Care Providers (CP)- people or facilities that provide child care services; can be individuals caring for children in their own homes or in child care centers

Child Development Associate (CDA) – an individual who has successfully completed a CDA assessment and has been awarded the CDA credential. S/he is able to meet the specific needs of children and works with parents and other adults to nurture children’s physical, social, emotional, and intellectual growth in a child development framework. The Credential is awarded for three child care settings: 1) Center-based which candidates receive endorsements to work with infants and toddlers or preschool children; 2) Family Child Care; and 3) Home Visitor.

Child Development Specialist (CDS) – CCS staff position responsible for management of the POA overseeing Texas Rising Star Provider program, providing technical assistance for child care providers, and managing the Children with Disabilities program.

Child Protective Services (CPS) - A division of TDFPS that provides services to protect abused, neglected, or exploited children.

Children with disabilities - children with functional needs (major life activities) requiring assistance to perform tasks that are within the typical chronological range of development, including but not limited to:

- Movement of large and small muscles
- Talking/communicating
- Self-help
- Social/emotional
- Seeing
- Hearing
- Breathing

CHOICES - employment and training activities funded under Temporary Assistance to Needy Families (TANF) program to assist persons who are receiving temporary cash assistance, transitioning off, or at risk of becoming dependent on temporary cash assistance or other public assistance in obtaining and retaining employment.

Claim - a request for payment

Client Care Options - child care choices available to parents, including schedules, locations, special services, and length of care.

Clients - recipients of services; in the Child Care System, clients are children receiving subsidized child care services using federal and state funding sources. Children receive services after their parents or caretakers are determined eligible.

Client needs - client schedules and care/services needs such as transportation or disability services,.

Closed intake - refers to:

1. A situation in which CVWDB may direct CCS to stop funding child care services when money for specific funding sources is not available,
2. A situation in which CCS stops referring children to a POA when certain terms of the Provider Agreement are not met.

Concho Valley Workforce Development Board (CVWDB) – the workforce development board that plans and oversees the delivery of workforce training and services and evaluates workforce development in the Concho Valley, which consists of the following thirteen counties – Coke,

Concho, Crockett, Irion, Kimble, Mason, McCulloch, Menard, Reagan, Schleicher, Sterling, Sutton and Tom Green Counties.

Confidentiality - refers to safeguarding any medical, counseling, educational, service, income, and/or personal information about a child or family until the parent gives written permission to release it.

Corrective action - CCS – action that may be taken by CCS to bring the POA into compliance with provisions of the Agreement. Corrective actions may include consultation, Service Improvement Agreements, and withholding of Child Care provider payment.

Corrective action - TDFPS - action taken by TDFPS to get compliance with licensing minimum standards May include Due Notice (warning), Plan of Action (Preventative), evaluation and probation.

Contract Expiration - allowing a contract to end on its scheduled ending date without renewal beyond the expiration date.

Current Rate - the rate for child care services specified in the current Provider Agreement.

CVWDB Contract Manager - staff person who works for a board and manages the activities relating to CCS, to provide reasonable assurance that the contractor complies with the terms, conditions, and specifications of the contract.

Day Care Center - a child care facility that provides care less than 24 hours a day for more than 12 children under age 14. Also called child care center.

Day Care Location – The street address of the facility and the lot or lots on which the building or buildings are located.

Day Care Program – those services and activities provided by a facility on a daily schedule.

Delay - the term used to describe when a child has not acquired the abilities expected for a specific chronological age.

Direct Child Care – the supervision, guidance, and care of children in contrast to food service, janitorial functions, or administrative functions.

Director – the person who has daily on-site responsibility for the operation of a facility, including maintaining compliance with minimum standards. The director is the person physically present at the facility.

Early Periodic, Screening, Diagnosis, and Treatment Program (EPSDT) – is Medicaid’s Well Child Check-Up program. A federally mandated program is designed to find children with actual or potential health problems and to screen, diagnose and treat the problems before they become permanent, lifelong disabilities. The program also offers preventive health services to Medicaid-

eligible children less than 21 years of age.

Early Childhood Intervention Services (ECI) - ECI services are designed to meet the needs of infants and toddlers with developmental delay or at risk of developmental delay and supports the family to enhance their ability to enhance their child's development.

Eligible Parents - parents who meet CVWDB eligibility requirements for child care services, such as income, training or education, or work requirements.

Eligibility determination - a process for deciding which families are eligible to receive Child Care services; eligibility may have been determined by caseworkers authorizing enrollment by referring a parent/child to the child care contractor.

Eligibility Effective Date - the beginning date for a family to be qualified to receive child care. CVWDB will not reimburse care provided prior to beginning date.

Eligibility notification - process of telling applicants whether they qualify to receive child care.

Enrollment – CCS activities to place a child with a particular provider selected by the parent.

Evaluation (TDFPS) – A period of closer-than-routine monitoring. Impose only after developing a plan for compliance, when a specific incident or pattern of deficiencies is not serious enough to require probation. Use evaluation when deficiencies present low risk to children and the operation would not need to cease operating to make corrections if conditions imposed are followed. A term of evaluation should not last no fewer than 30 days and no more than six months.

e-Vision – electronic child care attendance tracking and billing system.

Food Stamp Employment and Training Program (FSE&T) - a federal program, under the administration of the U.S. Dept of Agriculture, to assist food stamp recipients to become self-supporting through participation in activities which include employment, job readiness, education and training.

Foster Care - substitute care in families, institutions, or other settings while children are separated from their families; continues until children are reunited with their families or are given other permanent living situations.

Full-day care - child care that lasts more than six hours but less than twelve hours within a 24-hour period.

Functional needs - practical or necessary daily demands that may occur when a child with a disability is placed in a child care setting.

Funding sources – federal, state and local funding used by CVWDB to subsidize child care for eligible families.

Health and Human Services (HHS) – Health and Human Services; consists of the following social

services agencies – Department of State Health Services (DSHS), Department of Aging and Disability Services (DADS), Texas Health and Human Services Commission (HHSC), Department of Family and Protective Services (DFPS) and Department of Assistive and Rehabilitative Services (DARS).

Holidays, paid - up to nine holidays per year for which the POA will be paid for CCS referred children; holidays must be identified on the Holiday Planner List.

Holidays- unpaid - days a POA is closed in addition to those identified on the Holiday Planner List, and for which the POA is not paid.

Impairment - refers to a condition that limits the normal development of an individual.

Inclusion Assistance - additional funding made available to the POA for additional adult assistance for some children with disabilities in a child care setting. The amount of this finding is based on completion of *Form 2419: Assessment Information for Child Care Services* by a CVWDB-approved professional.

Inclusion Plan - a written action plan for child care services to a child with a disability. Inclusion Plans are based on professional assessments of the children, incorporate children's developmental goals and program or environmental modifications, and support the efforts of caregivers to include children in daily child care activities.

Inclusive Child Care Programs - Inclusive child care programs serve all children together, whatever their abilities or disabilities.

Income eligible - persons who are eligible to receive services based on family income.

Infant - a child birth through 17 months of age,

Initial Action Plan - a plan a POA can use to start scheduling routine daily accommodations for a child with disabilities. The Initial Action Plan must be written within the first two weeks a child with a disability is enrolled in CCS.. While available information may be limited during the first two weeks, the Initial Action Plan should include any essential daily needs information.

Initiation date - on *Form 2450/2450A: Child Care Services Authorization for Child Care Enrollment*, - the first date the child's enrollment for CVWDB subsidized care is authorized, and the first date payment can be claimed for child care services for the child.

Intake Process - begins when people seek child care services through CCS and ends when eligible children start receiving CCS referred services, or when decisions are made that families are not eligible for CVWDB subsidized child care services; may be temporarily suspended when an eligible child is put on the waiting list for CCS.

Job search - activities performed by an individual in order to find employment; under certain circumstances child care services can be provided for 28 days to support a parent's job search.

Liability insurance – TDFPS requires the POA to carry insurance that covers legal actions taken because of an incident while the child is in the care of the provider.

Least Restrictive Environment - a concept that promotes placing each child in a setting appropriate for that child and meeting that child's needs. For some children with disabilities the *least restrictive environment* will be attending regular classes or programs all day. For other children with disabilities the *least restrictive environment* will be attending regular classes or programs part of the day or part of the week. For a few children the *least restrictive environment* will be to remain in special classes or schools. All decisions about *least restrictive environment* depend on the unique needs of each child and how these needs are served best.

Licensed Child Care Center (LCCC) – a child care facility that is licensed to care for seven or more children for less than 24 hours per day, at a location other than the permit holder's home.

Licensed Child Care Home (LCCH) – a licensed primary child care provider who cares for children from birth through 13 years in the provider's own residence.

Licensing - a regulatory service provided by TDFPS Licensing Division to protect children in out-of-home care by enforcing minimum standards for child care facilities and homes.

Licensing Minimum Standards - The rules contained in TAC Title 40. Social Services and Assistance Part XIX. TDFPS, which are the minimum requirements for child care, permit holders and which are enforced by TDFPS to protect the health, safety, and well-being of children.

Local Workforce Development Area (LWDA) – an area designated by the Governor for the planning and delivery of workforce development as provided in Texas Government Code §2308.252. It is an area composed of more than one contiguous unit of general local government that includes at least one county

Maximum reimbursement rate - the highest rate CVWDB pays for child care services for a specific age group, type of child care.

Major life activities - functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, or other activities appropriate to the individual's age.

Maximum rates - See *Maximum reimbursement rate*

Monitoring - the process of observing and/or reviewing performance; pertains to monitoring of CCS by CVWDB and the POA by CCS and/or CVWDB.

Nonsubsidized care - care paid for entirely by a child's parent or caretaker.

Occupational Therapist - a professional who programs and/or delivers instructional activities and materials to help children and adults with disabilities learn to participate in useful activities.

Parent - A person that has legal responsibility for or legal custody of a child, including a managing

conservator or legal guardian.

Parent choice - by federal mandate, parental freedom of choice of where to place their children for child care services.

Parent notice - required contact with Child Care providers by parents to report children's absences and reasons for absences.

Part-day care - child care that lasts less than six hours in a 24-hour period.

Part-time care - child care less than five days a week.

Physical Therapist – a professional trained to help children and adults with disabilities develop and maintain muscular and orthopedic capability and make correct and useful movement.

Preschool - children age 36 months through the age at which a child begins full day kindergarten or first grade.

Probation (TDFPS) – Probation – Impose when a specific incident or a pattern of deficiencies could lead to adverse action. Use probation when there is a risk to children but when further action, such as closing, would not be necessary if the conditions imposed are followed. A term of probation should last no fewer than 30 days or more than one year.

Protective child care - services provided by TDFPS Child Protective Services to prevent or remedy child abuse or neglect, by ensuring adequate care and supervision of children.

Provider - a person, group or agency that provides child care services.

Provider Agreement – the written document signed by a provider CCS specifying the terms and conditions for referral and provision of CCS.

POA – Provider on Agreement

Provider rate – the amount the provider charges for child care services.

Published rates - rates child care providers charge parents for care; may include weekly or monthly tuition, registration or enrollment fees, transportation fees, supply fees, insurance fees, and activity fees.

Reasonably related - a term used to guide CCS in determining length of time to authorize child care; refers to hours parents are in training, education, or employment activities and additional periods of time such as travel, study time, and sleep time for shift workers.

Receptive language - refers to the comprehension or understanding of words or ideas communicated by another person.

Registered Child Care Home (RCCH) – a registered primary child care provider who cares for

children from birth through 13 years in the provider's own residence.

Related services - refers to developmental, corrective, and supportive services that a child with disabilities may need to benefit educationally. The admission, review, and dismissal committee decides which, if any, related services are needed based on assessment data and includes them in the child's Individual Education Plan (IEP).

Resource and referral - a process of giving people information about places to go and people to talk to for assistance in solving child care problems.

Resource classroom - an instructional arrangement whereby students with disabilities spend less than half of the school day receiving individualized special education services in a special education setting.

Revision - changes, additions, and modifications either to the *Child Care Contractor Manual* or to the *Child Care Provider Manual* to integrate periodic revisions and policy clarifications.

School-Age - the age, at which a child begins, full day kindergarten or first grade, through age 12 or older for a child who has a mental or physical disability.

School-Age Child Care - child care provided only before and after the usual school day for children ages 5 through 12 years, and for older children who have disabilities that necessitate child care. Full day child care may be provided for the same children on school holidays, teacher work or conference days, and during school breaks, including summer vacation.

Self-Arranged Child Care (SACC) - care that is arranged for by eligible parents rather than by CCS.. CCS reimburses providers for SACC provided by certain eligible family members or by registered or licensed child care providers who are not on an agreement with CCS..

Service - an action performed or a benefit delivered to meet a client's needs.

Service Improvement Agreement - a plan of action negotiated between a CCS and a POA, or between CVWDB and CCS, to identify and specify actions for correction of problems with a POA or CCS service.

Share of Cost (SOC) - the amount that a parent or caretaker pays as a share of the cost of child care services. Formerly referred to as co-pay.

Sliding fee scale - uses family income or number of children served for that family, or both, to determine the charge for child care services.

Special needs children - See Children with disabilities

Speech-Language Pathologist - a person trained in the prevention, identification, evaluation, and treatment of speech and language disorders.

Subsidized care - child care that is paid in full or in part by someone other than the child's parent,

including CVWDB, WIA, CHOICES, CPS, local donations, and the Carl D. Perkins Vocational Education Act.

Suspension of Provider Agreement - a period of time in which all terms of the Provider Agreement are on hold, including payment for services to CCS referred children; continues until the provider complies with the Provider Agreement or CCS terminates the Provider Agreement.

Technical assistance - specialized assistance designed to accomplish a task, provide the recipient with an effective level of proficiency, or achieve resolution of a specific issue or problem; may be delivered verbally or in writing.

Temporary Assistance to Needy Families (TANF) - provides assistance and work opportunities to needy families by granting states the federal funds and wide flexibility to develop and implement their own welfare programs. The Office of Family Assistance located in the U.S. Dept of Health and Human Services, Administration for Children and Families oversees the TANF program.

Temporarily incapacitated parent - a parent with an incapacity that occurs after the parent's child has been enrolled with a POA or SACC provider, and the incapacity is expected to last no longer than two months, based on a doctor's statement.

Texas Administrative Code (TAC) – a compilation of all state agency rules in Texas. There are 16 titles in the TAC each title represents a category and relating agencies are assigned to the appropriate title. Child Care Services comes under the authority of TAC Title 40 – Social Services and Assistance; Part 20 – Texas Workforce Commission; Chapter 809 – Child Care and Development.

Texas Rising Star Provider (TRSP) - a Child Care provider who volunteers to meet a set of program standards that exceeds the minimum standards set by TDFPS Child Care Licensing. The standards require smaller group sizes, more qualified staff, and program components that address sound practices for the development of children.

Time Sampling - an observation technique that records at regular time intervals whether a child is engaged in a particular activity. Observers glance at a child at regular intervals, such as every two minutes or every fifteen minutes, and record whether the behavior is occurring.

Time Out – A procedure in which a child is restricted to a designated area for a period of time for purposes of behavior modification, but is not physically prevented from leaving by a locked or barricaded entryway. A caregiver may close a door or stand in an entryway to enforce the timeout, as long as the door is unlocked.

Toddler - a child age 18 through 35 months.

Unit rates -the rate CVWDB pays for either part-day or full-day care.

Waiting Lists - lists of eligible children waiting for services and children in care waiting to receive services from a provider without an appropriate vacancy.

Workforce Investment Act (WIA) – Public Law 105-220, 29 The purpose is to provide workforce investment activities, through statewide and local workforce investment systems, that increase the employment, retention, and earnings of participants, and increase occupational skill attainment by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and global competitiveness.