

APPENDICES

APPENDIX A

SUBJECTIVE, VAGUE AND JUDGMENTAL TERMS

The following lists give examples of subjective, vague terms and judgmental terms (these are not all inclusive lists). Subjective, vague terms are not to be used in isolation. If used, clarify by using descriptive words. Judgmental terms are used ONLY when quoting someone.

SUBJECTIVE, VAGUE TERMS

Abusive	Messy
Acting Out	Neat
Adequate	Neglectful
Angry	Nervous
Apparently	Nurturing
Appeared	Obviously
Appropriate	Offensive
As soon as possible	Physical
Clean/dirty	Proper
Cluttered	Quality
Good/poor/housekeeping	Regular
Good/poor/parenting skills	Seems to be
Happy/sad	Suitable
Healthy	Stable
Hostile	Unmotivated
Hyper	Upset
Hysterical	Verbal
Immediately	Tidy
Loud	Well cared for

JUDGMENTAL TERMS

Dysfunctional	Filthy
Junky	Lazy/Sorry
Nasty	Obnoxious
Promiscuous	Provocative
Slob	Ugly
Druggie/Doper	Crackhead

APPENDIX B

GLOSSARY OF ABBREVIATIONS

FAMILY RELATIONSHIPS

AMo	Adoptive Mother
AFa	Adoptive Father
BFa	Birth Father
BMo	Birth Mother
BP	Birth Parent
Fa	Father
FFA	Foster Father
FMo	Foster Mother
Leg/Fa	Legal Father
Leg/Mo	Legal Mother
Mo	Mother
PFa	Putative Father
SFa	Step-Father
SMo	Step-Mother
Dgt	Daughter
Bro	Brother
Sib	Sibling(s)
Sis	Sister
MGFa	Maternal Grandfather
MGMo	Maternal Grandmother
MGPs	Maternal Grandparents
PGFa	Paternal Grandfather
PGMo	Paternal Grandmother
PGPs	Paternal Grandparents
M/A	Maternal Aunt
M/U	Maternal Uncle
P/A	Paternal Aunt
P/U	Paternal Uncle
Fa/L	Father-in-Law
Mo/L	Mother-in-Law
Dgt/L	Daughter-in-Law
Son/L	Son-in-Law
Bro/L	Brother-in-Law
Sis/L	Sister-in-Law

GENERAL TERMS

Adop/Asst	Adoption Assistance
ADL	Activities of Daily Living
AFCARS	Adoptive and Foster Care Analysis Reporting System
AH	Adoptive Home
A.K.A.	Also known as
AL	Annual Leave
ALJ	Administrative Law Judge
ANE	Abuse, Neglect, Exploitation
AHV	Announced Home Visit
AOD	Alcohol and other Drugs
Appt.	Appointment
APS	Adult Protective Services
ASAP	As soon as possible (requires a date)
Assm.	Assessment
Asst.	Assistance
@	At
Attn.	Attention
Atty.	Attorney
Auth.	Authorized/Authorization
BC	Birth Certificate
BSW	Bachelor of Social Work
CAN	Child Abuse and Neglect
CAPS	Child Care and Parent Services
CASA	Court Appointed Special Advocate
CC	Child Care
Ch	Child
Chn	Children
CI	Client
COB	Close of Business
Col/C	Collateral Contact
Cont.	Continued
corr.	Correspondence
CP	Case Plan
CPR	Citizen Panel Review
CPS	Child Protective Services
CR/A	Case Review – Administrative
CR/J	Case Review – Judicial
CM	Case manager
CS	Child Support
CSEU	Child Support Enforcement Unit
CG	Caregiver
CT	Caretaker

Cust	Customer
DFCS	Division of Family and Children Services
DHR	Department of Human Resources
DJJ	Department of Juvenile Justice
DMA	Department of Medical Assistance
DOAS	Department of Administrative Services
DOB	Date of Birth
DOD	Date of Death
DOL	Department of Labor
EA	Emotional Abuse
EAP	Emergency Assistance Program
EEA	Emergency Energy Assistance
EMRG/A	Emergency Assistance
EMRG/PLC	Emergency Placement
EOM	End of Month
EPSDT	Early Periodic Screening Diagnosis and Treatment
ESC	Emergency Shelter Care
FBI	Federal Bureau Investigation
FC	Foster Care
ESC	Emergency Shelter Care
FFC	Family Foster Care
IFC	Institutional Foster Care
REL	Relative Foster Care
REL/H	Relative Home
RFC	Regular Foster Care
FH	Foster Home
FHFV	Foster Home Field Visit
TFC	Therapeutic Foster Care
FLSA	Fair Labor Standards Act
FP	Foster Parent
FS	Food Stamp
FSW	Family Service Worker
FV	Field Visit
GA	General Assistance
GBI	Georgia Bureau Investigation
GCIC	Georgia Crime Information Center
GSP	Georgia State Patrol
HB	House Bill (should be followed by a number)
H/Eval	Home Evaluation
Hm St	Home Study
HV	Home Visit
Hx	History
IA	Independent Adoption
ICF	Intermediate Care Facility
ICPC	Interstate Compact Placement of Children

IDS	Internal Data System
IEP	Individualized Education Plan
IL	Independent Living
ILC	Independent Living Coordinator
ILP	Independent Living Program
INS	Immigration and Naturalization Services
INV	Investigation
JJ	J.J. vs. Ledbetter
JL/JR	DFCS policy/procedure on the admission, treatment, and release of children from state operated psychiatric hospitals
Juv Ct	Juvenile Court
LCC	Local Coordinating Council
LCSW	Licensed Clinical Social Worker
LOC	Level of Care
LTC	Long Term Care
LTFC	Long Term Foster Care
LWOP	Leaving Without Pay
Maltx	Maltreater/Maltreatment
MAPP	Model Approach to Partnership in Parenting
GPS	Group Preparation and Selection
DT	Deciding Together
MATCH	Multi-Agency Team for Children
MH/MR/SA	Mental Health-Mental Retardation-Substance Abuse
Misc	Miscellaneous
MOU	Memorandum of Understanding
MSW	Masters of Social Work
Negl	Neglect
N/AP	Not Applicable
N/AV	Not Available (Needs to be followed by efforts Made or plan to obtain information)
NCIC	National Crime Investigation Clearinghouse
NET	Non-Emergency Transportation
NH	Nursing Home
NHV	Nursing Home Visit
O.C.G.A.	Official Code of Georgia Annotated
OSAH	Office of State Administrative Hearings
OFA	Office of Fraud and Abuse
OJT	On the Job Training
Ong	Ongoing
ORS	Office of Regulatory Services
OTI	Out of Town Inquiry
OV	Office Visit
PA	Physical Abuse
PCR	Panel Case Review

PCH	Personal Care Home
PIC	Private Industry Council
PIP	Preventing Inappropriate Placements
PL	Public Law (needs to be followed by a number)
PLA	Placement of adults
PLC	Placement (includes Foster Care, Adoptions, etc.)
PMF	Performance Management Form
PMP	Performance Management Process
POB	Place of Birth
PPST	Psychological, Psychiatric or Speech Therapy
Pre-K	Pre-Kindergarten
PRV	Preventive
PSDS	Protective Services Data System
Psy	Psychological
PUP	Prevention of Unnecessary Placement
Rec'd	Received
Ref/s	Referral Source
Rep.P	Representative Payee
RD	Resource Development
RDS	Random Drug Screen
RIF	Reduction In Force
RMSS	Random Moment Sample Study
ROI	Release of Information
RSDI	Retired Survivors Disability Insurance
RSM	Right from the Start Medicaid
SA	Sexual Abuse
SAAG	Special Assistant to the Attorney General
SB	Senate Bill (should be followed by a number)
Sched	Schedule
SV	School Visit
SL	Sick Leave
Soc St	Social Study
SP	Safety Plan
SSA	Social Security Administration
SSBG	Social Services Block Grant
SSI	Supplemental Security Income
SSCL	Social Services County Letter
SSMT	Social Services Manual Transmittal
SSN	Social Security Number
Sub A	Substance Abuse
Supv	Supervisor
SW	Social Worker (non-DFCS)
TANF	Temporary Assistance for Needy Families
TC	Telephone call/contact
TCM	Targeted Case Management

Title VI	Part of the Civil Rights Act of 1964
TPR	Termination of Parental Rights
Tx	Treatment
UHV	Unannounced Home Visit
VA	Veterans Administration
VR	Vocational Rehabilitation Services
W/	With
W/O	Without
WIC	Women, Infant, and Children
WRTI	Without Regard to Income
WTLP	Written Transitional Living Plan
Yrs.	Year(s) old
IV-B	Title IV-B (State Funding Source-Some Federal)
IV-D	Title IV-D (State Child Support Program)
IV-E	Title IV-E (a Federal Funding Source)

MEDICAL

ADD	Attention Deficit Disorder
ADHD	Attention Deficit Hyperactivity Disorder
AIDS	Acquired Immune Deficiency Syndrome
AMA	Against Medical Advice
ARBD	Alcohol Related Birth Defect
C/Dep.	Chemical Dependence
CNA	Certified Nursing Assistant
CVA	Cardiovascular Accident (stroke)
FAS	Fetal Alcohol Syndrome
FDP	Factionous Disorder by Proxy
FTT	Failure to Thrive
FX	Fracture
HBP	High Blood Pressure
HD	Health Department
HHN	Home Health Nurse
HIV	Human Immunodeficiency Virus
Med	Medical
Meds/Rx	Medication
MI	Myocardial Infarction
MSP	Munchausen Syndrome by Proxy
PHN	Public Health Nurse
RN	Registered Nurse
Rx	Prescription
SIDS	Sudden Infant Death Syndrome
SUID	Sudden Unexplained Infant Death Syndrome
SNF	Skilled Nursing Facility