

Abbreviations, Acronyms and Definitions

Appendix A – Abbreviations & Acronyms – State Agencies

This table lists core State Agencies and their acronyms. List is sorted by Acronym.

Abbreviation / Acronym	Definition
AGE	Executive Office of Aging & Independence
DCF	Massachusetts Department of Children & Families
DDS	Department of Developmental Services
DMH	Department of Mental Health
DPH	Department of Public Health
DPPC	Disabled Persons Protection Commission
DTA	Department of Transitional Assistance
EA	Emergency Family Shelter Program
EOHHS	Executive Office of Health and Human Services
EOTSS	Executive Office of Technology Services and Security.
EOVS	Executive Office of Veterans Services
HLC	Executive Office of Housing and Livable Communities
MBY	MassAbility
MCB	Massachusetts Commission for the Blind

Appendix B – Abbreviations & Acronyms – Aging Services Access Point (ASAP)

This table lists Aging Services Access Points (ASAPs) and Area Agencies of Agings (AAAs) and their applicable acronyms. *Note: ASAPs in bold with * at end of their name are also AAA. Boston AgeStrong Commission is a AAA and not an ASAP.*

Aging Services Access Point (ASAP) and Area Agencies on Aging (AAA)	Abbreviation / Acronym
Access Care Partners *	
AgeSpan *	
Aging Services of North Central MA *	ASNCM
<i>Boston AgeStrong Commission (AAA)</i>	
Boston Senior Home Care	BSHC
Bristol Aging & Wellness, Inc. *	Bristol
Central Boston Elder Services	CBES
Central Massachusetts Agency on Aging (AAA)	
Coastline Elderly Services, Inc. *	CESI
Elder Services of Berkshire County, Inc.*	ESBCI
Elder Services of Cape Cod & the Islands, Inc. *	ESCCI
Elder Services of Worcester Area, Inc.	ESWA
Ethos	
Greater Lynn Senior Services, Inc. *	GLSS
Greater Springfield Senior Services, Inc. *	GSSSI

HESSCO Elder Services *	
Highland Valley Elder Services, Inc. *	HVES
LifePath, Inc. *	
Minuteman Senior Services, Inc. *	MMSS
Mystic Valley Elder Services, Inc. *	MVES
Old Colony Elder Services, Inc.	OCES
SeniorCare, Inc. *	
Somerville/Cambridge Elder Services, Inc. *	SCES
South Shore Elder Services, Inc. *	SSES
Springwell, Inc. *	
Tri-Valley, Inc	TVES

Appendix C – Abbreviations & Acronyms – Independent Living Centers (ILCs)

This table lists Independent Living Centers (ILCs) and their applicable acronyms.

Independent Living Center (ILC)	Abbreviation/Acronym
Ad-Lib	
Boston Center for Independent Living	BCIL
Your Access Advocates, Inc.	YAA
Cape Organization for Rights of the Disabled	CORD
Disability Resource Center	DRC
Independence Associates	IA
MetroWest Center for Independent Living	MWCIL

Northeast Independent Living Program	NILP
Southeast Center for Independent Living	SCIL
Stavros	

Appendix D – Abbreviations & Acronyms

This table lists approved abbreviations and acronyms for use in documentation and records. Only abbreviations included here may be used in consumer records.

Abbreviation / Acronym	Definition
A&D	Aging & Disability
A&R	Activity & Referral
AA	Administrative Assistant
AA	Alcoholics Anonymous
AAA	Area Agency on Aging
ABI	Acquired Brain Injury
ADL	Activities of Daily Living
ADRC	Aging and Disability Resource Consortia
AFC	Adult Foster Care
AGE	Executive Office of Aging & Independence
AMB	Ambulation
APT	Apartment
ASAP	Aging Services Access Point
BID	Twice a day
BP	Blood Pressure
CA	Cancer

CC	Case Conference
CEO	Chief Executive Officer
CG	Caregiver
CM	Care Manager
COA	Council on Aging
COO	Chief Operating Officer
COPD	Chronic Obstructive Pulmonary Disease
CRS	Community Resource Specialist
CRS A&D	Community Resource Specialist Aging & Disability
CMR	Consumer
Dly	Daily
DME	Durable Medical Equipment
DPOA	Durable Power of Attorney
DNR	Do Not Resuscitate
DOB	Date of Birth
Dx	Diagnosis
ED	Executive Director
Fol-up	Follow up
FX	Fracture
GAFC	Group Adult Foster Care
GSSC	Geriatric Support Services Coordinator
HCP	Health Care Proxy
HDM	Home Delivered Meal

HIPAA	Health Insurance Portability and Accountability Act
HOH	Hard of Hearing
IADL	Independent Activities of Daily Living
ICU	Intensive Care Unit
ILC	Independent Living Center
ISP	Initial Service Plan
L	Left
LTC	Long Term Care
MO	MassOptions
MOLST	Medical Orders for Life Sustaining Treatment
MS	Multiple Sclerosis
N/A	Non-applicable/not applicable
NIDDM	Non-insulin Diabetic
POA	Power of Attorney
PRN	As Needed Per Registered Nurse
R	Right
RD	Renal Disease
RN	Registered Nurse
SIMS	Senior Information Management System
SNF	Skilled Nursing Facility
St	Street

SW	Social Worker
TBI	Traumatic Brain Injury
TIA	Stroke
TID	Three times a day
UTI	Urinary Tract Infection
VM	Voicemail
≤	Less Than
≥	Greater Than
↑	Increase
↓	Decrease

Appendix E – Definitions & Descriptions

This appendix contains approved definitions, descriptions, and abbreviations for use in ADRC documentation and recordkeeping. To promote consistency and data quality, only the abbreviations and terminology included in this appendix may be used in consumer records.

Term	Definition
Abuse	Act or omission (emotional, physical, sexual abuse, neglect, self-neglect, or financial exploitation) causing serious physical or emotional injury to an Elder/Older Adult; excludes reliance on religious treatment by accredited practitioners.
Activities	Services and functions performed by the Contractor for Executive Office of Aging & Independence (AGE) under this Agreement, including data security obligations.
Activities of Daily Living (ADLs)	Tasks used to assess functional impairment, including bathing, dressing, eating, toileting, transferring, mobility, and incontinence management.

Term	Definition
Adult Community Clinical Services (ACCS)	Community-based clinical services with DMH rental subsidy or assistance.
Adult Day Health (ADH)	MassHealth-covered services under 130 CMR 404.000 et seq.
Adult Foster Care (AFC)	MassHealth-covered services under 130 CMR 408.000 et seq.
Aging & Disability Resource Consortia (ADRC)	Partnerships providing coordinated access to long-term services and supports (LTSS) for individuals of all ages and abilities.
Aging Services Access Points (ASAPs) Services	Age designated nonprofit agencies providing home care services, care management, assessments, and referrals.
ANCHOR	Enhanced care management for Consumers with ongoing risks affecting service acceptance.
Applicant	Individual applying for Home Care Program services through an ASAP intake process.
Area Agency on Aging (AAA)	Agency designated to develop and administer services for older adults within a planning area.
ASAP Services	Core services performed by ASAPs, including assessments, care management, protective services, and referrals.
Boarding and Rooming House	Residential setting considered an own home/apartment for the purposes of this assessment.
Business Rule	AGE-issued document outlining required procedures and data entry standards.
Care Manager	ASAP employee providing person-centered and interdisciplinary care management.
Care Management	Collaborative, person-centered coordination addressing medical, behavioral, social, and cultural needs.

Term	Definition
Central Intake Unit	Protective Services unit receiving abuse reports 24/7.
Clinical Assessment & Eligibility (CAE)	RN-led assessment determines eligibility for nursing facility and community-based services.
Clinical Eligibility Determination	RN decision on eligibility based on medical information.
Centers for Medicare & Medicaid Services (CMS)	Federal agency administering Medicare, Medicaid, CHIP, and HIPAA.
Community Care Ombudsman (CCO)	AGE Community Program assisting Consumers with complaints and service resolution.
Community Choices Program	Home Care Program service category for Frail Elder Waiver participants. Higher service level program above basic Home Care.
Community Transition Liaison	ASAP employee assisting nursing facility residents transitioning to the community.
CTLP (Community Transition Liaison Program)	Cross-agency program supporting nursing facility residents (age 22+) transitioning to community living.
Community-Based Housing	Integrated housing units prioritizing individuals transitioning from institutions or at risk of institutionalization.
Comprehensive Data Set (CDS)	EOEA-approved assessment tool maintained in a cloud-based system.
Conflict of Interest	Situation compromising objectivity or best interests.
Congregate Housing	Housing model offering private living spaces with shared services and supports.
Consumer	Individual age 60+ or under 60 with Alzheimer's/dementia eligible for services.

Term	Definition
Consumer Record	ASAP-maintained documentation of assessments, care plans, and services.
Consumer Directed Care (CDC)	Home Care option giving Consumers control over direct care services.
Contractor	AGE-designated entity operating as an ASAP.
Co-payment	Consumer payment amount based on income per AGE regulations.
Councils on Aging (COAs)	Municipal agencies providing elder services and senior centers statewide.
Critical Unmet Needs	Essential unmet needs such as ADLs, meals, medication, transportation, or health services.
DDS Group Home	DDS-licensed shared home offering 24/7 supervision and skill-building services for individuals with disabilities.
DDS Shared Living	DDS-licensed residential support delivered through a shared living agency providing 24/7 paid supports.
Designation Review	AGE performance monitoring process for Contractors.
Direct Services	Compensated long-term services defined under M.G.L. c. 19A §4B.
DMH Group Living Environment (GLE)	DMH-licensed housing setting with 24/7 support for individuals with mental health diagnoses.
EAST System	AGE ticketing system for technical support.
Elder / Older Adult	Individual age 60 or older.
Elder Abuse	Abuse or neglect causing injury or financial exploitation of an Elder.
Emergency Response (PS)	Immediate risk of death, serious harm, or irrevocable financial loss.
Enhanced Community Options Program (ECOP)	AGE program providing high-level community services for nursing facility-eligible Consumers.

Term	Definition
Extended Hour Service Plan	Personal care services exceeding 42 hours/week.
Facilities Consolidation Fund Housing	Community-based housing units designated for DMH or DDS clients.
Frail Elder Waiver (FEW)	1915(c) waiver allowing community-based services for eligible elders.
Fuel Assistance (LIHEAP)	Program assisting low-income households with heating costs.
Functional Impairment Level (FIL)	Degree of inability to perform ADLs and IADLs.
Geriatric Support Services Coordinator (GSSC)	ASAP employee delivering SCO services.
Group Adult Foster Care (GAFC)	MassHealth-covered group AFC services.
HIPAA	Federal law governing health information privacy and security.
Home Care Program (HC)	AGE-administered program supporting elders at home.
Information Memorandum (IM)	AGE informational document not requiring action.
Information & Referral (I&R)	Service connecting Consumers to resources and assistance.
Initial Service Plan (ISP)	Documented plan outlining initial services and Consumer consent.
Instrumental Activities of Daily Living (IADLs)	Tasks such as cooking, meal prep, cleaning, laundry, transportation, outside ambulation and money management.
Interdisciplinary Care Management	Multi-disciplinary, person-centered care coordination model.
Investigation	Process to assess abuse allegations and determine service needs.
Job Aid	AGE-issued procedural guidance document.
Managed Intake	AGE enrollment policy for Home Care Program services.

Term	Definition
Mandated Reporter	Individuals that are legally required to report elder abuse.
MassHealth	Massachusetts Medicaid program.
MassHealth Applicant	Individual applying for MassHealth coverage.
EVS	System verifying MassHealth eligibility.
MassHealth Enrollment Centers (MECs)	Offices assisting with MassHealth applications.
MassHealth Member	Individual approved for MassHealth benefits.
Non-Qualified Setting	Community settings in which residents cannot receive state-funded long-term community services.
Other Provider-Operated Setting	Provider-operated settings not licensed by DDS or DMH that offer 24/7 supervision and support.
Other Subsidized Housing	Any new-to-the-resident subsidized housing not otherwise listed.
Own Home / Apartment	Permanent community setting where the resident primarily lives independently.
PACE-Contracted Housing Site	Subsidized housing with a formal contract with the Program of All-Inclusive Care for the Elderly (PACE).
Portable Housing Voucher	Federally or state-funded rental vouchers such as Section 8, MRVP, AHVP, or DMH Rental Subsidy.
Subsidized Housing Unit	Income-restricted housing units funded through state or federal programs.
3% Priority Housing	Priority access housing units for people with disabilities and older adults tied to service eligibility.