

## New Hampshire Division for Children, Youth and Families' Glossary



### Defined Terms O-Q

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Approved:

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*The following terms are defined for application to Policies and Standard Operating Procedures of the Division for Children, Youth and Families. Unless otherwise identified within a document, these meanings are intended.*

Term	Definition	Acronym
<b>Offense</b>	means a felony, misdemeanor, violation, or status offense. Felonies and misdemeanors are crimes; violations and status offenses are not crimes.  See: RSA 625:9; and RSA 169-D:2, II	
<b>Office of the Child Advocate</b>	means the independent and impartial state office specifically dedicated to provide oversight to the Division for Children, Youth and Families (DCYF).	<b>OCA</b>
<b>Officer in Charge</b>	means the designated JPPO to cover administrative duties when the Supervisor is not available.	<b>OIC</b>
<b>Off Labeling</b>	means the prescribing of a psychotropic medication for a purpose for which it has not been specifically approved by the FDA (Food and Drug Administration).	
<b>Off-Level</b>	means the suspension of a youth's previously earned level privileges pending the resolution of an allegation of a rules violation.	
<b>Office of Health Equity</b>	means the Office within DHHS that has direct responsibility for Communication Access policy, systems, and training across Divisions, including oversight of the contracted vendor for interpretation and translation services for current and potential DHHS customers/clients, employees, and the public to ensure compliance with all applicable federal civil rights laws.	<b>OHE</b>
<b>Oleoresin Capsicum Spray (also known as pepper spray)</b>	means a chemical compound recognized to be a significant skin and mucus tissue irritant; generally recognized to be a non-deadly weapon, it is used to subdue and deter an attacker or assailant, either human or animal.	<b>OC Spray</b>

<b>Ongoing Learning</b>	means continuous education following the first year’s requirements for training and working on the job. The specific topics are job-related and determined by the employee and their immediate supervisor using their annual performance evaluations as goals for the upcoming year. In addition, the Division may identify workforce development needs and determine education related to a specific subject. Any job-related academic course work may meet the ongoing learning requirement if approved by the employee’s supervisor and BOLQI Training Administrator.	
<b>Open Adoption Case</b>	means the Bridges case for families that have adopted through DCYF and are receiving or are eligible for adoption assistance and/or Medicaid.	
<b>Out-of-Home Caregiver</b>	means a family member, relative, guardian, foster parent, and other individual legally responsible for the care of a child in placement.	
<b>Out-of-Home Perpetrator</b>	means the offender has no access to the child and the caregiver is protecting the child.	
<b>Outreach and Tracking Services</b>	mean the implementation, coordination, and maintenance of cases involving CHINS and delinquents, and includes intensive monitoring and supervision.	
<b>Parent</b>	means mother, father, stepparent, adoptive parent, but the term shall not include a parent as to whom the parent-child relationship has been terminated by judicial decree or voluntary relinquishment.	
<b>Parental Fitness Hearing</b>	means the hearing afforded a non-accused parent at which the parent is provided the opportunity to present evidence pertaining to their ability to provide care for their child when their child is the subject of a child protection case under RSA 169-C.	
<b>Parent Consultant</b>	means a Parent Leader contracted or employed by DCYF to consult on specific Division projects and provide support and management to the Parent Leaders.	
<b>Parent Leader</b>	means fathers, mothers, and other adults in parenting roles with system experience who are committed to utilizing their voice, knowledge, and personal expertise to promote positive changes and work in partnership to improve the lives of children and their families.	
<b>Parent Leadership Coordinator</b>	means the DCYF staff who administers the Parent Partner Program.	

<b>Parent Partner</b>	means a Parent Leader who has accepted the responsibility of working collaboratively with a specific office of DCYF in facilitating peer-to-peer support with parents who have an open Assessment or case with the Division.	
<b>Parent Partner Program</b>	means the New Hampshire program that supports Parent Leaders in collaboration with Better Together Teams to promote parent voice, parent leadership, and parents as change agents.	
<b>Parole</b>	means a conditional release from the custody of the department which allows a delinquent to serve the remainder of their commitment outside of an institution or facility operated by the Department, contingent upon compliance with the terms and conditions of parole as established by the Juvenile Parole Board.  See: RSA 170-H:2, VII.	
<b>Parole Board Administrator</b>	means the state employee identified to provide administrative support to the Juvenile Parole Board.	
<b>Pat-Frisk Search</b>	means a form of searching an individual, completed by 2 staff members of the same gender as the individual making limited physical contact while an individual is fully dressed.	
<b>Peonage</b>	means the condition whereby someone knowingly holds a victim in a condition of servitude in which the victim is forced to work for the actor against their will to pay off a debt by: the use or threat of physical restraint or physical injury, or the use or threat of coercion through law or the legal process. This is a form of Human Trafficking.	
<b>Permanency</b>	means a child has a safe, stable living environment and a life-long relationship with a nurturing caregiver to establish the foundation for their healthy development. A child in foster care is determined to have achieved permanency when the child is discharged from foster care to any of the following: <ol style="list-style-type: none"> <li>1. Reunification with their parent or other relative;</li> <li>2. A legally finalized adoption; or</li> <li>3. The care of a legal guardian.</li> </ol>	
<b>Permanency Facilitator or Facilitator</b>	means a trained, independent contracted individual who is responsible for conducting the FAIR Case Review.	

<b>Permanency Goal</b>	means the desired outcome of interventions and services, which is determined to be consistent with the health, safety, well-being, and best interest of the child. For each child there will be one primary current goal from the following options: <ol style="list-style-type: none"> <li>1. Maintain in own home;</li> <li>2. Return home (reunification);</li> <li>3. Adoption;</li> <li>4. Legal guardianship; or</li> <li>5. Another Planned Permanent Living Arrangement (APPLA).</li> </ol>	
<b>Permanency Hearing</b>	means the court hearing that determines the permanent placement of a child, pursuant to the Adoption and Safe Families Act (ASFA).	
<b>Permanency Planning Team</b>	means a group of DCYF staff that meets, at least monthly to develop permanency action plans for children in placement and to provide consultation and planning to CPSW/JPPOs concerning permanency issues.	<b>PPT</b>
<b>Permanency Worker</b>	is a staff with expertise in permanency options for children in placement, who consults with the CPSW/JPPOs to facilitate planning for permanency early in the case.	
<b>Permanent Connection</b>	means an adult recognized by the youth and family as being a supportive and positive resource for the youth through a relative, social, educational, or community relationship.	
<b>Personally Identifiable Information</b>	means information which can be used to distinguish or trace an individual's identity (e.g. name, social security number, biometric records, etc.) alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual (e.g. date and place of birth, mother's maiden name, etc.).	<b>PII</b>
<b>Personal Safety Emergency</b>	means a physical or mental status and an act, or pattern of behavior, by a youth, which, if not treated immediately, poses a substantial and imminent risk of serious bodily harm to the youth or others.	
<b>Person Assisting the Child</b>	means a teacher, guidance counselor, childcare worker, police officer, or other individual with whom the child is familiar.	
<b>Person Responsible for the Child Abuse or Neglect</b>	means the individual who has been determined by DCYF or the court to have abused or neglected a child.	

<b>Physical Abuse</b>	means a child who has been intentionally physically injured or injured by other than accidental means or psychologically injured so that said child exhibits symptoms of emotional problems. When a parent or caregiver does not control their reaction by stopping the punishment before it causes injury, this constitutes an abusive act.	
<b>Placement</b>	means the removal of a child from their normal place of residence to reside in a court-ordered substitute care setting under the placement and care responsibility of DCYF.  NOTE: For school districts, placement means the educational environment where a child with a disability is educated.	
<b>Placement Agreement</b>	means a written document developed by DCYF in coordination with the identified family to determine what supports and services are needed for the child and family in order to transition and maintain the child in the home. This agreement clearly identifies the roles and responsibilities of DCYF and the family.	
<b>Placement in the Least Restrictive Setting and Most Appropriate Setting</b>	means the most family-like setting that can meet the child's needs.	
<b>Plan of Safe Care</b>	means a formalized plan established by the medical care provider with the primary caregiver of an infant born with, and identified as being affected by, substance abuse or withdrawal symptoms resulting from prenatal drug exposure or a fetal alcohol spectrum disorder to address the immediate needs of the affected infant as well as the ongoing treatment needs of the affected infant and the health and substance use disorder treatment needs of the affected family or caregiver.	<b>POSC</b>
<b>Primary Caring Adult</b>	means an adult other than the youth's parent, chosen by a youth that: makes a lifelong commitment to be the youth's primary source of guidance and encouragement; plays an important role in the youth having a safe and stable place to live, which may or may not include the youth living with the primary caring adult; understands the youth's current and future needs; and has been confirmed as fit to serve by the Court.	<b>PCA</b>
<b>Private Non-Medical Institution</b>	means a residential treatment program as defined in 42 CFR 434.2, licensed and certified for payment by the department.	<b>PNMI</b>
<b>Prone</b>	means when the youth is placed face down against the floor or other surface for the purpose of gaining control of the youth displaying unsafe behaviors.	

<b>Policy Directive</b>	means a DCYF memorandum approved by the Office of the Director to communicate a change in an official Division document including policies, procedures, and forms.	<b>PD</b>
<b>Policy Receipt</b>	means a document provided with the Policy Directive through which staff provide signatures indicating that they have read, understand, and will follow the policy in their daily practices.	
<b>Polypharmacy</b>	means the co-administration of 2 or more psychotropic medications for the same indication/diagnosis. This does not include 2 doses of the same psychotropic medication to achieve a level not available otherwise (e.g. a dosage of 15mg is physician ordered and the med is only available in 5mg, 10mg, and 20mg, the use of a 5mg and a 10mg is not polypharmacy).	
<b>Positive Identification</b>	means proof of identity through a valid photographic ID, or a birth certificate in the case of a minor who has no form of photographic ID.	
<b>Post-Adoption CPSW</b>	means an employee of DCYF who is authorized by the Division to address post-adoption requests and provide support to adoptive persons and their birth families in reconnecting when it is requested by either party and both parties are in agreement.	
<b>Post-Adoption Services</b>	means temporary family support services available to adoptive families.	
<b>Post-Reunification Services</b>	means services that support reunification and address all danger factors for the child, family, and community.	
<b>Post-Traumatic Stress Disorder</b>	means behavioral or psychological changes caused by past traumatic event(s). For the purpose of DCYF policy, PTSD is used as a general term for possible behavioral or psychological changes after traumatic events and not the formal diagnosis as described in the Diagnostic and Statistical Manual published by the American Psychiatric Association.	<b>PTSD</b>
<b>Practice Advisor</b>	means a staff member of the Division who provides mentoring to a new staff in the same area of practice (CPS, JJS, or SYSC).	
<b>PREA Allegation</b>	means an allegation for an act that is included in the Prison Rape Elimination Act of 2003, P.L. 108-79.	
<b>PREA Data</b>	means data collected on sexual abuse and harassment allegations as required by the Prison Rape Elimination Act of 2003.	

<b>Prescriptive Recommendations</b>	means the recommendations of Clinical or Medical staff to address any needs identified after conducting an evaluation of a youth's appearance, speech, behaviors, and thought process.	
<b>Primary Caring Adult</b>	means an adult other than the youth's parent, chosen by a youth that: makes a lifelong commitment to be the youth's primary source of guidance and encouragement; plays an important role in the youth having a safe and stable place to live, which may or may not include the youth living with the primary caring adult; understands the youth's current and future needs; and has been confirmed as fit to serve by the Court.	<b>PCA</b>
<b>Prison Rape Elimination Act</b>	means the standards enacted on August 20 <sup>th</sup> , 2012 and enforced by the U.S. Department of Justice to eliminate prison rape pursuant to the Prison Rape Elimination Act of 2003.	<b>PREA</b>
<b>Private ICPC</b>	means any ICPC request relevant to a child who is not involved with DCYF that is made by a parent or guardian.	
<b>PRN</b>	means a prescribed medication that is given at the discretion of the patient or caregiver rather than on a scheduled basis.	
<b>Probation/Parole</b>	means any kind of supervision or conditional release of youth authorized under the laws of the compacting state. See: Interstate Commission for Juveniles [2015].	
<b>Professional Development Task Force</b>	means the workgroup consisting of DCYF's professional development partners' leadership, DCYF training leadership staff, and key stakeholder groups, that seeks to enhance the sharing of resources among DCYF affiliated educational programs, create integrated training and learning opportunities for professional development, and offer a unified message to all audiences.	<b>PDTF</b>
<b>Professional Reporter</b>	means staff from alcohol and drug abuse prevention and treatment agencies; city, town, county welfare departments; clergy, coroner/medical examiner; community information and referral agency; counselor/therapist, court/probation; day care provider; dentist; guidance counselor; hospital staff; institution; law enforcement; mental health provider; nurse, other community service provider; physician; principal, public social agency staff; school staff, teacher; social worker, Family Violence Prevention Specialists and crisis center employees.	



<b>Professional Visitor</b>	means any individual, who is meeting with a youth at the SYSC to provide a service. This may include but not be limited to JPPOs, attorneys, mental health professionals, law enforcement officials, Legislators and oversight teams, school district representatives, mentors, and volunteers (aestheticians/barbers, St. Anslems' students/mentors, Alcoholics Anonymous, Narcotic Anonymous, spiritual, or sport/recreation coaches).	
<b>Prospective Adoptive Parent or Pre-Adoptive Parent</b>	means the person who will be named on an adoption petition filed in Circuit Court.	
<b>Prospective Parent Leader</b>	means a parent, guardian, or caregiver who has been or is being recruited to be a Parent Leader.	
<b>Protective Custody</b>	means the status of a child who has been taken into physical custody by a law enforcement officer or JPPO because the child was in such circumstances or surroundings which presented an imminent danger to the child's health or life and where there was not sufficient time to obtain a court order. See: RSA 169-C:3, XXIV.	
<b>Protective Investigation</b>	means the process by which the CPSW inquires into a report alleging abuse or neglect pursuant to RSA 169-C: 34, to determine the validity of the allegations and the need for further protective services.	
<b>Provider</b>	means any individual, public organization, or private organization providing services purchased by DCYF who has signed a Provider Enrollment and has been certified and enrolled on Bridges.	
<b>Provisional Interim Care Homes</b>	are unlicensed and conditional homes in which care is provided to children for up to 30 days in a family home setting.	<b>PIC</b>
<b>Psycho-Social Assessment</b>	means a multi-domain evaluation by a Clinical Coordinator at SYSC resulting in diagnosis and recommendations.	
<b>Psychotropic Medicine</b>	means a drug prescribed by a licensed medical practitioner, to treat illnesses that affect psychological functioning, perception, behavior, or mood.	
<b>Public Place</b>	means DHHS/DCYF offices, police stations, schools, childcare agencies, libraries, and other buildings that are accessible to the general public.	
<b>Public Transportation Services</b>	means the provision of funds for transporting children and families to and from family support services and court through the use of taxicabs, buses, trains, airlines, other public carriers, and travel agencies.	



<b>Purchased Service</b>	means a service provided by an agency or individual other than DCYF that is certified for payment by DHHS pursuant to RSA 170-G:4, XVIII and for which DCYF assumes all or part of the cost.	
<b>Qualified Individual with a Disability</b>	means an individual who is considered to have a disability based on a physical or mental impairment that substantially limits one or more major life activity(ies), has a record of such an impairment, or is regarded as having such an impairment.	
<b>Quality Assurance</b>	means the process that is used by DCYF to monitor the quality and effectiveness of community-based services.	

A - B   C - D   E - F   G - I   J - L   M - N   R - S   T - V   W - Z