

New Hampshire Division for Children, Youth and Families' Glossary



Defined Terms R-S



Policy Directive: **22-53**

Effective Date: **July 2022**

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
Random Moment Sample	means the process of contacting CPSWs, JPPOs, and Fiscal Specialists at random intervals to determine the activity being performed at that specific time. The RMS method is used to apply costs across all benefiting programs for cost allocation purposes.	RMS
Raw Data	means collected information that has not been edited for errors, or tested for internal consistency or consistency with other data.	
Reasonable and Prudent Parent Advocate	means an individual identified by a youth age 14 or older, who serves the role of advisor and advocate, with respect to the application of the Reasonable and Prudent Parent Standard.	
Reasonable and Prudent Parent Standard	means the federal standard in 42 USC 675(10), codified in RSA 170-G:20, characterized by careful and sensible parental decisions made by a caregiver for a child in foster care, that maintain the health, safety, and best interests of the child while encouraging the emotional and developmental growth of the child through participation in extracurricular, enrichment, cultural, and social activities.	RPPS
Reasonable Efforts	means measurable actions taken by DCYF staff and service providers to prevent a child's placement, or to return a child to their family or achieve another permanency goal.	
Reasonable Modification	means any change to standard practice, that allows an individual with a disability to apply for, perform, or enjoy equal access to programs and benefits available to other individuals. DCYF is required by law to provide reasonable accommodation to qualified individuals with disabilities, unless doing so would impose an undue hardship (significant difficulty or expense) on the agency or create a conflict for the safety of the child.	

Rebuttable Presumption of Harm	means an assumption of facts that can be overturned only if the evidence contradicting it is true and if a reasonable person of average intelligence could logically conclude from the evidence that the presumption is no longer valid.	
Receiving School District	means the school district in which a home for children, or health care facility is located if a child who is placed therein attends a public school in that district or receives educational services from that district. See: RSA 193:27 V.	
Receiving State	means the state to which the child is to be sent, brought, or caused to be sent or brought.	
Refugee	means a person outside of their country of nationality who is unable or unwilling to return because of persecution or a well-founded fear of persecution on account of race, nationality, or membership in a particular social group or political opinion.	
Related	pursuant to RSA 170-E:25 Definitions - XIV means any of the following relationships by blood, marriage, or adoption: parent, grandparent, brother, sister, stepparent, stepgrandparent, stepbrother, stepsister, uncle, aunt, niece and nephew, first cousin, or second cousin. A child is considered related despite a disruption in the legal status of the parent child relationship, including divorce, death, or a termination of parental rights.	
Related to a DCYF Employee	means the employee's parents, brothers, sisters, or any other relative the Field Administrator determines to be related to the employee.	
Relative	means an individual within the sixth degree of kinship either by blood or affinity, including a parent, grandparent, brother, sister, stepparent, stepsibling, aunt, uncle, niece, nephew, first cousin, or second cousin as identified in RSA 169-C:3 Definitions, XXVI.	
Relative Care	means the placement of a child who has a legal relationship with DCYF in a home in which one of the responsible caregivers is a person related to the child as defined above.	
Relative Visitor	means any individual who is an uncle, aunt, niece, nephew, first/second cousin, a former stepparent, or significant other of an Immediate Family Visitor of the youth at the SYSC, and requires prior approval by the JPPO or Treatment Coordinator to visit.	

Representative Payee	means an individual or an agency, such as DCYF, appointed by the Social Security Administration (SSA), as the responsible party that receives the individual's benefit on behalf of the beneficiary and provides for their personal needs such as food, clothing, shelter, and their personal care and well-being.	
Residential Treatment Program	means a residential Child Care Agency or Child Care Institution as described in RSA 170-E:25, which may be certified by DCYF pursuant to He-C 6350.	
Residential Unit	means a distinct living and programming floor within the SYSC characterized by a central common area, bedrooms for youth, youth-only bathrooms, and recreational areas.	
Resident Personal Safety Plan	means Form 2131, which includes: the youth's history of physical, sexual, or emotional trauma, if any; identifies effective responses to potential behavior or situations which will avoid the use of restraint; and documents any health condition(s) which may make the youth vulnerable to injury while at the SYSC.	
Resource Homes	mean relative, foster, and adoptive homes.	
Resource Worker	means a CPSW who specializes in the recruitment, retention and support of relative, foster, and adoptive homes.	
Respite Care	means means a credential for foster family care where substitute care is provided by a licensed foster parent who provides temporary overnight relief of child care responsibilities for the parent or for the substitute care provider for children in foster care programs.	
Restitution	means moneys, compensation, work, or service which is reimbursed by the offender to the victim who suffered personal injury or economic loss.	
Restraint	means bodily physical restriction, mechanical devices, or any device that immobilizes a person or restricts the freedom of movement of the torso, head, arms, or legs. It includes mechanical restraint, physical restraint, and medication restraint used to control behavior in an emergency or any involuntary medication. See: RSA 126-U:1 IV.	
Restricted Information	means information identified as more sensitive because it involves a DCYF employee, or a child care or child-placing agency. If this information is not restricted, it may have a detrimental impact on children. Restricted information includes selected CPS/JJS cases, selected assessments, adoption cases, adoption subsidies, private adoptions (ICPC), incident reports and Special Investigations' assessments.	

Restrictive Intervention	means a procedure that falls on the continuum of behavioral management techniques, utilized by trained staff to: hold; restrict; escort; move; transport; or physically restrain a youth from free movement or participation in SYSC programs. Any use of restraint or seclusion is a restrictive intervention.	
Reunification	means the safe, timely and permanent return of a child to their permanent family of origin.	
Review of Unplanned Transfers	means an examination of the circumstances that led to the transfer of a child from their foster home to another foster home or residential treatment program.	
Revolving Fund	means the account in which income is deposited for a person that is receiving or has received services from DCYF and from which the costs of services, placements and miscellaneous expenses for the individual are reimbursed.	
Risk	is defined as the likelihood that a child will be maltreated in the future.	
Risk and Safety Consultation	means an evidence-based quality assurance program implemented to reduce the risk of child fatalities or serious injuries to children known to the Department through a prior accepted report, regardless of finding, within 12 months of the previously accepted report.	RSC
Risk Assessment Instrument (RAI) or Detention Assessment Screening Instrument	means the screening instrument issued by the New Hampshire Judicial Branch that screens for the appropriateness of secure detention. It must be completed prior to the detention or use of JDAI services for a youth charged with a delinquent offense.	
Rules Violation	means an act by a committed or detained youth that violates the rules set forth by the SYSC Guide to Behavioral Learning, Expectations, and Related Practices.	
Runaway Child	means a child that left their legal place of residence voluntarily without the knowledge or permission of the parent, guardian or legal custodian.	
Safe Haven	as defined in RSA 132-A:1, III, means namely, a church that is attended by a person, or a police or fire station that is attended by a person, or a 911 responder at an agreed transfer location.	
Safe Sleep	means practices aimed to reduce the risk of sudden infant death syndrome (SIDS) and other sleep related causes of infant death that could occur when an infant is in a crib or in other sleeping arrangements.	

Safe Signal	means the mobile software application powered by Alert Media, used to provide safety and monitoring to staff who work with clients, that may be downloaded on DHHS-issued devices (including smartphones and tablets) managed by the Department of Information Technology (DoIT).	
Safety Plan	means a document developed by DCYF with a family that is used to address immediate danger by identifying interventions to be implemented to mitigate the danger.	
School of Origin	means the school that a child attended when permanently housed or the school in which the child was last enrolled.	
Screened-In	means a determination that a PREA allegation warrants further investigation.	
Screened-Out	means a determination that a PREA allegation does not warrant further investigation. Justification for this determination must be documented and reviewed by the PREA Compliance Manager or designee.	
Search	means a thorough and careful review of an individual at, or area of, the SYSC, for contraband to ensure the safety of the staff, residents, and visitors of the SYSC. This may include but is not limited to: <ol style="list-style-type: none"> 1. Pat-Frisk Search; 2. Unclothed Search; or 3. Visual Search. 	
Seclusion	means the involuntary separation of a child alone in a place where no other person is present and from which the particular child is unable to exit, either due to physical manipulation or by a person, a lock, or other mechanical device or barrier.	
Second Level Screening	means information received by Central Intake that has been determined by the District Office not to require an Assessment.	
Secure Transportation Services	means transportation of children who are adjudicated juvenile offenders, who are considered to be at risk of flight from custody, present significant behavior management issues, or exhibit harmful behaviors toward themselves or others, and who require physical restraint while being transported.	

Sending School District	<p>means the school district in which a child most recently resided other than in a home for children, the home of a relative or friend in which a child is placed by DHHS or a court of competent jurisdiction pursuant to RSA 169-B, RSA 169-C, RSA 169-D, RSA 170-C, or RSA 463, health care facility, or state institution, if such child is not in the legal custody of a parent or if the parent resides outside the state; if the child is retained in the legal custody of a parent residing within the state, sending district' means the school district in which the parent resides.</p> <p style="text-align: right;">See: RSA 193:27 IV.</p>	
Sending State	<p>means the state requesting the home study to initiate the placement of a child.</p>	
Sentinel Event	<p>means an unexpected occurrence involving death or serious physical or psychological injury, or the risk thereof. Serious injury in a Sentinel Event specifically includes loss of limb or function. The phrase or the risk thereof includes any process variation for which a recurrence would carry a significant chance of a serious adverse outcome.</p> <p style="text-align: right;">See DHHS Policy: PR 10-01.</p>	
Serious Bodily Injury	<p>pursuant to RSA 625:11 VI means any harm to the body which causes severe, permanent or protracted loss of or impairment to the health or of the function of any part of the body.</p>	
Serious Impairment	<p>pursuant to RSA 169-C:3XXVII-a means a substantial weakening or diminishment of a child's emotional physical, or mental health or of a child's safety and general wellbeing. The following circumstances shall be considered in determining the likelihood that a child may suffer serious impairment:</p> <ol style="list-style-type: none"> 1. The age and developmental level of the child; 2. Any recognized mental, emotional, or physical disabilities; 3. School attendance and performance; 4. The child's illegal use of controlled substances, or the child's contact with other persons involved in the illegal use or sale of controlled substances or the abuse of alcohol; 5. Exposure to incidents of domestic or sexual violence; 6. Any documented failure to thrive; 7. Any history of frequent illness or injury; 8. Findings in other proceedings; 9. The condition of the child's place of residence; 	

	<p>10. Assessments or evaluations of the child conducted by qualified professionals; and</p> <p>11. Such other factors that may be determined to be appropriate or relevant.</p>	
Serious Injury	means any harm to the body which requires hospitalization or results in the fracture of any bone, non-superficial lacerations, injury to any internal organ, second-or-third-degree burns, or any severe, permanent, or protracted loss of or impairment to the health or function of any part of the body.	
Service	means a paid community-based or placement service paid by DCYF, or the supervision and case management of a child and/or family provided by a CPSW/JPPO.	
Service Authorization	means Form 2110 used to authorize provision of purchased services to a child or family enrolled on Bridges and to bill for the services provided.	
Service Provider	means a person or agency paid or contracted to provide a service by DCYF.	
Service Recipient	means a person receiving purchased services.	
Sex Trafficking	means the recruitment, harboring, transportation, provision, obtaining, patronizing or soliciting of a person for the purposes of a commercial sex act, in which the commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such an act has not attained 18 years of age.	
Sexual Abuse	pursuant to RSA 169-C:3, XXVII-b means the employment, use, persuasion, inducement enticement, or coercion of any child to engage in, or having a child assist any other person to engage in, any sexually explicit conduct or any simulation of such conduct for the purpose of producing any visual depiction of such conduct; or the rape, molestation, prostitution, or other form of sexual exploitation of children, or incest with children.	
Sexual Abuse	<p>with regards to allegations at SYSC –</p> <p>Sexual abuse includes:</p> <ol style="list-style-type: none"> 1. Sexual abuse of a [youth] by another [youth]; and 2. Sexual abuse of a [youth] by a [staff member, contractor, or mentor]. <p>Sexual abuse of a [youth] by another [youth] includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:</p> <ol style="list-style-type: none"> 1. Contact between the penis and the vulva or the penis 	

- and the anus, including penetration, however slight;
- 2. Contact between the mouth and the penis, vulva, or anus;
- 3. Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and
- 4. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

Sexual abuse of a [youth] by a [staff member, contractor, or mentor] includes any of the following acts, with or without consent of the [youth]:

- 1. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- 2. Contact between the mouth and the penis, vulva, or anus;
- 3. Contact between the mouth and any body part where the [staff member, contractor, or mentor] has the intent to abuse, arouse, or gratify sexual desire;
- 4. Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the [staff member, contractor, or mentor] has the intent to abuse, arouse, or gratify sexual desire;
- 5. Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the [staff member, contractor, or mentor] has the intent to abuse, arouse, or gratify sexual desire;
- 6. Any attempt, threat, or request by a [staff member, contractor, or mentor] to engage in the activities described in paragraphs 1 through 5 of this definition;
- 7. Any display by a [staff member, contractor, or mentor] of his or her uncovered genitalia, buttocks, or breast in the presence of a [youth], and
- 8. Voyeurism by a [staff member, contractor, or mentor].

Sexual Harassment	<p>means any unwelcome sexual advance, a request for a sexual favor, or other verbal or physical conduct of a sexual nature when:</p> <ol style="list-style-type: none"> 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment. 	
Sexual Harassment	<p>with regards to allegations at SYSC – Sexual harassment includes -</p> <ol style="list-style-type: none"> 1. Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one [youth] directed toward another; and 2. Repeated verbal comments or gestures of a sexual nature to a [youth] by a [staff member, contractor, or mentor], including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures. 	
Sexual Misconduct	<p>means an allegation of inappropriate sexual behavior, not meeting the definitions of sexual abuse or sexual harassment as applicable to SYSC, which may or may not be designated as a PREA Incident by the SYSC PREA Compliance Manager and the SYSC Administrator or designee.</p>	
Sibling	<p>means one of 2 or more individuals having a common parent through a biological, adoptive, or other current/former legal relationship. This includes an individual who is considered by state/tribal law to be a sibling of a child or an individual who would have been considered a sibling of a child but for the termination or other disruption of parental rights, including death of the parent.</p>	
Single Movement Status	<p>means an SYSC status designated for the purpose of maintaining the safety of the youth that coordinates the strategic movement of the youth between unlocked rooms and open areas in order to avoid contact with another youth or specific group of youth.</p>	
Skills Training	<p>is an independent living service for foster youth that prepares them for adulthood through experiential learning.</p>	

Solution Based Casework	means a certified practice that promotes efforts to prevent abuse, neglect, delinquency, and recidivism through recognizing and advocating for the strengths of every child and family, to empower them and establish a supportive engagement to achieve safety, permanency, and well-being for the child.	SBC
Solution-Based Family Meeting	means a formal family engagement strategy used to engage the family and their supports that draws upon their past successes in problem-solving in working towards solution based case planning to achieve safety, permanency, and well-being.	SBFM
Special Education	means instruction specifically designed to meet the unique needs of a child with a disability. See: RSA 186-C:2(IV).	
Special Education Records	means educational records pertaining to a child's individualized education program.	
Special Investigations	means the DCYF Bureau of Organizational Learning and Quality Improvement Special Investigations.	SI
Specialized Care	means a credential for foster family care where shelter, supervision, and support services are provided to children identified as needing specialized care, by foster parents who have met the additional training and care requirements pursuant to He-C 6347.	
Specified Relative	means blood relatives and half-blood relatives, including preceding generations to the fourth degree of kinship, specifically: <ol style="list-style-type: none"> 1. Father, mother, brother, sister, stepfather, stepmother, stepbrother, stepsister, grandmother (including great and great-great), grandfather (including great and great-great), uncle (including step, grand or great), aunt (including step, grand or great); and/or 2. Nephew, niece, and first cousin, only. In accordance with federal regulations and state law, degrees of kinship do not apply to nephews, nieces, and cousins when determining if the individual meets the definition of specified relative. Therefore, a specified relative would not include, for example, such relations as first cousins once removed, second cousins or grandnephews; and/or 3. Adoptive parents and their relatives to the same degree as blood relatives; and 4. Spouses of any persons named above, even after the 	

	marriage has been terminated by death or divorce.	
SSA Benefit	means Title II Social Security dependents' benefits which are payable to children under 18 if a parent is receiving disability benefits or is deceased. These benefits may also be paid to children 18 or older who were disabled before age 22. SSA is also referred to as Retirement, Survivor's, and Disability Insurance (RSDI).	RSDI
Staff	means any individual employed by DCYF or working through DCYF in a contracted position, internship, or volunteer program (to include Parent Leaders).	
State Vehicle	means a vehicle owned or leased by the State of New Hampshire for use by an eligible state employee for official state business.	
Step-Parent	means an adult legally related to a child through marriage to that child's biological parent, or the biological parent's significant other when residing in the home and providing for the care or support of the child.	
Stipend	is an independent living service that is payments made to adolescents to motivate attendance and improve performance at Skills Training sessions.	
Stress Plan	means Form 2165, an addendum to a youth's Individual Focal Treatment Plan that provides for the planned admission to the CSU under specific criteria.	
Structured Assessment of Violence Risk in Youth	means the scientifically validated and reliable, structured professional judgment risk assessment tool used by JJS.	SAVRY
Structured Decision Making	means the process and tools that assist the CPSW in assessing parental capacity and identifying those families who are likely to be reunited.	SDM

Subject Matter Expert	means an individual identified as the expert for a topic or practice.	SME
Subsequent Report	means information that a child who is the subject of a current Assessment or open Family Services Case has been determined to be a subject in a new allegation of child abuse or neglect, or information has been found that identifies a new alleged victim or person responsible for child abuse or neglect.	
Substance Use	means the ingestion of alcohol, misused prescription/over the counter medications, inhalants, and illicit drugs (cannabis, hallucinogens, opioids, stimulants, sedative hypnotics).	
Substance Use Disorder	means a disorder related to the taking of a drug, including alcohol and prescription drugs.	
Substance Use Disorder - Group Outpatient Counseling	means a form of psychotherapy involving 2 or more individuals and a therapist when treatment is focused on facilitating the recovery process.	
Substance Use Disorder - Individual Outpatient Counseling	means clinical assessments and interventions provided to children and families who are affected by the misuse of alcohol and drugs.	
Substance-Exposed Infant	means infants exposed to alcohol, prescription drugs, misuse of over the counter medications, inhalants, and illicit drugs (cannabis, hallucinogens, opioids, stimulants, sedative hypnotics) while the infant is in utero, whether prescribed or not which result in the infant exhibiting withdrawal symptoms at birth.	
Substantiated Allegation	means a PREA allegation that was investigated and determined to have occurred.	
Substitute Care Provider	means residential treatment program staff, foster parent, relative, or another individual with whom the child in placement resides.	
Sununu Youth Services Center	means the architecturally secure juvenile treatment facility administered by the DHHS Division for Children, Youth and Families. Also called the John H. Sununu Youth Services Center.	SYSC
Supervision	means authorized and required oversight by a JPPO of a youth who, following adjudication by a NH court, is subject to a term of conditional release.	
Supplemental Security Income	means monthly payments to a disabled child who meets the eligibility requirements under Title XVI of the Social Security Act.	SSI

Supportive Supervision	means the activities of the Supervisor that are directed toward promoting a climate that enables staff to feel confident and competent about the job. These activities foster an environment that supports optimal job performance.	
Surrogate Parent	mean a person appointed to act as a child's advocate in place of the child's parents or guardian in the educational decision-making process (as defined in RSA 186-C:14).	
Suspension	means the disciplinary method in which a student is not allowed to attend school or be on the school campus for a specified period of time.	
SYSC Behavior Manual	means the guide, and the practices it outlines, established to simplify the reporting process for staff's use while granting privileges, creating rule violation categories (minor, moderate and major), connecting fair consequences to these specified categories, with the intent to result in consistency in expectations and consequence throughout the facility, while maintaining youth voice/choice in the decision-making process.	
SYSC School	means the educational facility within the John H. Sununu Youth Services Center.	

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