

## BAY-ARENAC BEHAVIORAL HEALTH AUTHORITY POLICIES AND PROCEDURES MANUAL

<b>Chapter: 1</b>	<b>Organization</b>		
<b>Section: 3</b>	<b>Organization-Agency</b>		
<b>Topic: 7</b>	<b>Approved Abbreviations, Acronyms and Symbols</b>		
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### Policy

It is the policy of Bay-Arenac Behavioral Health Authority (BABHA) to ensure the safety of the people it serves by reviewing and approving abbreviations, acronyms, and symbols commonly used in the course of agency business, including treatment services.

### Purpose

This policy and procedure is established to provide guidelines when using abbreviations, acronyms, and symbols (includes non-medical).

### Education Applies to:

- All BABHA Staff
- Selected BABHA Staff, as follows:
- All Contracted Providers:     Policy Only     Policy and Procedure
- Selected Contracted Providers, as follows:
  - Policy Only     Policy and Procedure
- Other:

### Definitions

N/A

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## Procedure

The following abbreviations, acronyms, and symbols are commonly used throughout the agency and considered to be “approved” for use by BABHA:

AAR	Access, Assessment, and Referral
ABA	Applied Behavioral Analysis
<a href="#">AC</a>	<a href="#">Arenac Center</a>
ACA	Affordable Care Act
ACO	Accountable Care Organization
ACSW	Academy of Certified Social Workers
ACT	Assertive Community Treatment
ADA	Americans with Disabilities Act
AED	<del>Replace with</del> “Automated External Defibrillator”
AFC	Adult Foster Care
AIMS	Abnormal Involuntary Movement Scale
ALOS	Average Length of Stay
AMA	Against Medical Advice or American Medical Association
<a href="#">AMI</a>	<a href="#">Alliance for the Mentally Ill</a>
AP	Accounts Payable or Action Plan
APA	American Psychiatric Association
APG	Action Plan Guideline
AOI	Arenac Opportunities Inc.
<a href="#">AOT</a>	<a href="#">Assisted Outpatient Treatment (court order)</a>
AR	Accounts Receivable
ARC	Former acronym for Association for Retarded Citizens. Now called “The Arc”
ASD	Autism Spectrum Disorders
ASO	Administrative Service Organization
ATP	Ability to Pay
BABH	Bay-Arenac Behavioral Health
BABHA	Bay-Arenac Behavioral Health Authority
BBP	Bloodborne Pathogens
<a href="#">BC</a>	<a href="#">Board Certified</a>
BCaBA	Board Certified Associate Behavioral Analyst

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BCBA	Board Certified Behavioral Analyst
BCBS	Blue Cross Blue Shield
BCERS	Bay County Employees Retirement System
BCN	Blue Care Network
BDADM	Board Admin – Office of the CEO
BHO	Behavioral Health Organization
BHDDA	Behavioral Health and Developmental Disabilities Administration
<a href="#">BHH</a>	<a href="#">Behavioral Health Home</a>
BHS	Bay Human Services
BID	Twice a Day
BM	Bowel Movement
BMT	Bay Metro Transit
BTRC	Behavior Treatment Review Committee
CAADC	Certified Advanced Alcohol and Drug Counselor
<del>CAC</del>	<del>Certified Addiction Counselor</del>
CADC	Certified Alcohol and Drug Counselor
CAFAS	Child & Adolescent Functional Assessment Scale
Caid or MC	Medicaid
CALOCUS	Children and Adolescent Level of Care Utilization System
CAP model	Cost Allocation Plan
<a href="#">CARF</a>	<a href="#">Commission on Accreditation of Rehabilitation Facilities</a>
CAT	Confrontation Avoidance Techniques
CBT	Cognitive Behavioral Therapy
<a href="#">CCBHC</a>	<a href="#">Certified Community Behavioral Health Clinic</a>
<a href="#">CCO</a>	<a href="#">Corporate Compliance Officer</a>
CCS	Certified Clinical Supervisor
CDC	Center for Disease Control
CEO	Chief Executive Officer
<a href="#">CFAP</a>	<a href="#">Conflict Free Access and Planning</a>
CFO	Chief Financial Officer
CFR	Code of Federal Regulations
CHI	Closed Head Injury
<a href="#">CISM</a>	<a href="#">Critical Incident Stress Management</a>

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CLS	Community Living Supports
CMH	Community Mental Health
CMHAM	Community Mental Health Association of Michigan
CMHP	Children’s Mental Health Professional
CMHSP	Community Mental Health Services Program
CMS	Centers for Medicare and Medicaid
COB	Coordination of Benefits
COD-IDDT	Co-Occurring Disorder-Integrated Dual Disorder Treatment
COFR	County of Financial responsibility
COVID	Novel Coronavirus 2019
CPC-R	Certified Prevention Consultant-Reciprocal
CPRM	Certified Peer Recovery Mentor
CPS	Certified Prevention Specialist
<a href="#">CPSS</a>	<a href="#">Certified Peer Support Specialist</a>
<a href="#">CRU</a>	<a href="#">Crisis Residential Unit</a>
<a href="#">CSU</a>	<a href="#">Crisis Stabilization Unit</a>
CSM	Client Services Manager
<a href="#">CSPM</a>	<a href="#">Clinical Services Program Manager</a>
<a href="#">CSR</a>	<a href="#">Continued Stay Review</a>
<a href="#">CSS</a>	<a href="#">Client Services Specialist</a>
CVO	Credential Verification Organization
<a href="#">CVRT</a>	<a href="#">Community Violence Response Team</a>
CWP	Children’s Waiver Program
DBT	Dialectical Behavioral Therapy
<del>DCH</del>	<del>Former acronym for the “Department of Community Health”, replaced with “Michigan Department of Health and Human Services</del>
DCH-3803	FIA Form (for reporting admission into foster care)
DCW	Direct Care Worker
DEA	Drug Enforcement Agency
<a href="#">DHHS</a>	<a href="#">Bay or Arenac County Local Department of Health and Human Services</a>
DISCUS	Dyskinesia Identification System Condensed Users Scale
DO	Doctor of Osteopathic Medicine

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DOC	Department of Corrections
DPOA	Durable Power of Attorney
DRA	Deficit Reduction Act
DRM	Disability Rights of Michigan
DSM-V	Diagnostic and Statistical Manual (5 <sup>th</sup> edition)
DSP	Direct Service Professional
DVT	<del>Replace with</del> "Deep Vein Thrombosis"
DVCRT	Domestic Violence Crisis Response Team
EAP	Employee Assistance Program
EAS	<a href="#">Emergency-Access Services or Evacuation Assistance Score?</a>
EBP	Evidence Based Practice
<a href="#">ED</a>	<a href="#">McLaren Bay Region Emergency Department or Emergency Room</a>
EDI	Evacuation Difficulty Index
EFT	Electronic Funds Transfer
EHR	Electronic Health Record
<a href="#">EMDR</a>	<a href="#">Eye Movement Desensitization and Reprocessing</a>
EMR	Electronic Medical Record
EOB	Explanation of Benefits
EPA	Environmental Protection Agency
EPP	Emergency Preparedness Plan
<a href="#">EPSDT</a>	<a href="#">Early Period Screening, Diagnosis and Treatment</a>
EQR	External Quality Review
ES	Emergency Services
<a href="#">EVV</a>	<a href="#">Event Visit Verification</a>
FCMH	Family Centered Medical Home
FDA	Food and Drug Administration
FIA-3200	Form to report Child Abuse
<a href="#">FPE</a>	<a href="#">Family Psychoeducation</a>
FQHC	Federally Qualified Health Centers
FSR	Financial Status Report
FFS	Fee-for-service
<a href="#">FS</a>	<a href="#">Family Supports</a>
<a href="#">FSS</a>	<a href="#">Family Support Subsidy</a>

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FTE	Full Time Equivalent (staff)
FY	Fiscal Year
FYE	Fiscal Year End
FYTD	Fiscal Year To Date
“G” Drive	Group Drive on the BABHA Network
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GF	General Fund
HBH	Huron Behavioral Health
HBS	Home Based Services
HCBS	Home and Community Based Services
HCICC	Health Care Improvement and Compliance Committee
HCPC	Health Care Common Procedures Coding System
HH	Horizon Home
<a href="#">HIA</a>	<a href="#">Head Injury Assessment</a>
HIE	Health Information Exchange
HIPAA	Health Insurance Portability and Accountability Act
HM	Home Manager
HMO	Health Maintenance Organization
HMP	Healthy Michigan Plan
HP	Health Plan (or Qualified Health Plan)
HPC	Health Care Practices Committee
HR	Human Resources
HSAG	Health Services Advisory Group
HSCC	Human Services Collaborative Council
HSW	Habilitation Supports Waiver
IAPRS	International Association of Psychosocial Rehabilitation Services
IBNR	Incurred But Not Reported
IBWR	Ideal Body Weight Range
ICF ID	Intermediate Care Facility for Intellectual Disability
ICHAT	Internal Criminal History Access Tool
<a href="#">ICM</a>	<a href="#">Intensive Case Management</a>
ICS	Intensive Crisis Stabilization
I/DD	Intellectual/developmental disability

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IDDT	Integrated Dual Diagnosis Treatment
IMH	Infant Mental Health Services
IPLT	Improving Practices Leadership Team
IPOS	Individual Plan of Service
<u>IPS</u>	<u>Individual Placement and Supports</u>
<u>ISAC</u>	<u>Integrated Services Acute Care</u>
<u>ISLTC</u>	<u>Integrated Services Long Term Care</u>
ISD	Intermediate School District
ISF	Internal Service Fund
ISRFA	Information Systems Request for Assistance
IST	Incompetent to Stand Trial
JCAHO	Joint Commission on Accreditation of Healthcare Organizations
<u>JDC</u>	<u>Juvenile Detention Center</u>
LARA	Department of Licensing and Regulatory Affairs
LBSW	Licensed Bachelor's Social Worker
LCL	Lower Control Limit
LEP	Limited English Proficiency
LIP	Licensed Independent Practitioner
LLP	Limited License Psychologist
LMSW	Licensed Master's Social Worker
LOA	Leave of Absence
LOCUS	Level of Care Utilization System
LOS	Length of Stay
LPC	Licensed Professional Counselor
<u>LTC</u>	<u>Long Term Care</u>
LTD	Long-Term Disability
<u>LTSS</u>	<u>Long-Term Support Services</u>
MAA	Mutual Aid Agreement
MAR	Medication Administration Record
<u>MAT</u>	<u>Medication Assisted Treatment</u>
MBR	McLaren Bay Region
MC	Medicaid
MCN	Montcalm Care Network
MCSI	Michigan Community Services, Inc.

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MD	Medical Doctor
MDCH	Former acronym for the “Michigan Department of Community Health”, replaced with “Michigan Department of Health and Human Services
MDHHS	Michigan Department of Health and Human Services
MH/SA	Mental Health/Substance Abuse
MI	Mentally Ill or Mental Illness
<a href="#"><u>MichiCANS</u></a>	<a href="#"><u>Michigan Child and Adolescent Needs and Strengths Tool</u></a>
<a href="#"><u>MiHN</u></a>	<a href="#"><u>Michigan Health Information Network Shared Services</u></a>
MHP	Medicaid Health Plan
MMBPIS	Michigan Mission Based Performance Indicator System
MMHC	Michigan Mental Health Code
MMRMA	Michigan Municipal Risk Management Authority
MPA	Michigan Psychiatric Associates
MPBA	Former acronym for McLaren Bay Region Outpatient Services
MPCB	Multi-Purpose Collaborative Body
MR	Medication Review
<a href="#"><u>MRT</u></a>	<a href="#"><u>Mobile Response Team</u></a>
MSA	Medical Services Administration
<a href="#"><u>MSE</u></a>	<a href="#"><u>Mental Status Examination</u></a>
MSHN	Mid-State Health Network
NAMI	National Alliance for the Mentally Ill
N	Population #
n	Sample #
NB	North Bay
NCQA	National Committee for Quality Assurance
ND or New D	New Dimensions
NGRI	Not Guilty by Reason of Insanity
NIMH	National Institutes of Mental Health
NP	Nurse Practitioner
OBRA	Omnibus Budget Reconciliation Act; commonly used to reference nursing home preadmission screening/resident review activities
OC	Opportunity Center or Touchstone
ODCP	Office of Drug Control Policy
OHCA	Organized Health Care Arrangement



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OIG	Office of Inspector General
OMB	Office of Management and Budget
ORR	Office of Recipient Rights
OSHA	Occupational Safety & Health Administration
OT	Occupational Therapy
<a href="#">OUD</a>	<a href="#">Opioid Use Disorder</a>
“P” Drive	Personal Drive on the Information Systems Network
P&A	Michigan Protection and Advocacy Service
PA	Program Aide
PA-C	Physician’s Assistant-Certified
PAP	Patient Assistance Program
PATH	Personal Action Toward Health
PATH-H	Former acronym for Program to Assist in Transitions from Homelessness
PCCM	Primary Care Case Management Program
PCMH	Patient Centered Medical Home
PCP	Person-Centered Plan
PDL	Preferred Drug List
PE	Psychiatric Evaluation
PEPM	Per Eligible Per Month
P&C Comm.	Personnel & Compensation Committee
<a href="#">PHCP</a>	<a href="#">Primary Health Care Physician</a>
PhD	Doctor of Philosophy
PHI	Protected Health Information
PHP	Partial Hospitalization Program
PHQ-9	Patient Health Questionnaire
PI	Performance Improvement or Physical Intervention
PIHP	Pre-Paid Inpatient Health Plan
PIC	Performance Improvement Committee/Council
PMHNP	Psychiatric Mental Health Nurse Practitioner
PMPM	Per Member Per Month
<a href="#">PMTO</a>	<a href="#">Parent Management Training – Oregon model</a>
POA	Power of Attorney
PQRS	Physician Quality Reporting System
PPG	Program Policy Guidelines

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PPO	Preferred Provider Organization
PR	Payroll
PRN	Pro Ra Nata- As Needed
PS	Protective Services
PT	Physical Therapy
Q1	Fiscal Year Quarter 1 (Oct. 1- Dec. 31)
Q2	Fiscal Year Quarter 2 (Jan. 1- March 31)
Q3	Fiscal Year Quarter 3 (April 1- June 30)
Q4	Fiscal Year Quarter 4 (July 1- Sept. 30)
QAPIP	Quality Assessment and Performance Improvement Program
QD	Once Daily
QID	Four Times Per Day
QMHP	Qualified Mental Health Professional
QIDP	Qualified Intellectual Disability Professional
Qtr	Quarter (Calendar Year or Fiscal Year)
<u>RCA</u>	<u>Root Cause Analysis</u>
RD	Registered Dietitian
REE	Recovery Enhancement Environment
RER	Revenues and Expenditures Report
RHIO	Regional Health Information Organization
RICC	Regional Interagency Coordinating Committee
RMC	Risk Management Committee
RN	Registered Nurse
RPOSN	ReEntry Project for Offenders with Special Needs
RR	Recipient Rights
RRAC	Recipient Rights Advisory Committee
RRIC	Record Review Integrity Committee
SA	Substance Abuse
SAC	Service Activity Code
SAL	Service Activity Log
SAMHSA	Substance Abuse and Mental Health Services Administration
SAPT	Substance Abuse Prevention and Treatment
SB	Skill Building
SC	Supports Coordination/Supports Coordinator

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SD	Self Determination
SE	Supported Employment
SECU	Secure Extended Care Unit
SED	Serious Emotional Disturbance
<a href="#">SEDW</a>	<a href="#">Serious Emotional Disturbance Waiver</a>
SFSC	Strong Families Safe Children
SHW	Shiawassee Health and Wellness
SIAP	Semi-Independent Apartment Program
SIB	Self-Injurious Behavior
SIP	Semi-Independent Program
SIS	Supports Intensity Scale
SLT	Strategic Leadership Team
<a href="#">SMART</a>	<a href="#">Specific, Measurable, Achievable, Relevant, Time-Bound (goals)</a>
<a href="#">SMI</a>	<a href="#">Serious Mental Illness</a>
<a href="#">SNAP</a>	<a href="#">Strengths, Needs, Abilities, Preferences</a>
<a href="#">SNF</a>	<a href="#">Skilled Nursing Facility</a>
SNP	Special Needs Plan - Medicare
SPMI	Severe and Persistent Mental Illness
<a href="#">SPSI</a>	<a href="#">Saginaw Psychological Services, Inc.</a>
SRS	Supported Residential Service
SS	Social Security
SSA	Social Security Administration
<a href="#">SSDI</a>	<a href="#">Social Security Disability Income</a>
SSI	Supplemental Security Income
<a href="#">ST</a>	<a href="#">Speech Therapy</a>
STD	Short Term Disability
SUD	Substance Use Disorder
TBHS	Tuscola Behavioral Health Systems
TBI	Traumatic Brain Injury
TCM	Targeted Case Management
TDD	Telecommunication Device for the Deaf
<a href="#">TF-CBT</a>	<a href="#">Trauma Focused Cognitive Behavioral Therapy</a>
TID	Three Times a Day

## BAY-ARENAC BEHAVIORAL HEALTH AUTHORITY POLICIES AND PROCEDURES MANUAL

<b>Chapter: 1</b>	<b>Organization</b>		
<b>Section: 3</b>	<b>Organization-Agency</b>		
<b>Topic: 7</b>	<b>Approved Abbreviations, Acronyms and Symbols</b>		
Page: 12 of 14	Supersedes Date: Pol: 5-18-06 Proc: 8-19-21, 6-1-18, 7-20-15, 9-12-12, 11-29-11, 6-16-11, 5-20-10, 1-13-10, 10-09-09, 7-13-09, 6-1-07, 5-18-06	Approval Date: Pol: 6-20-13 Proc: 8-14-2024	<hr/> <i>Board Chairperson Signature</i> <hr/> <hr/> <i>Chief Executive Officer Signature</i>
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TTY	Teletypewriter (for the deaf)
UB-92	Uniform Billing
UCL	Upper Control Limit
UM	Utilization Management
VA	Veteran's Administration
VEBA	Voluntary Employee & Benefit Association
<a href="#">WHODAS</a>	<a href="#">WHO Disability Assessment Schedule</a>
WRAP	Wellness Recovery Action Plan
XIX	Medicaid (Title 19)
YTD	Year-To-Date

@	= At	
/p	= After	
w/	= With	
w/o	= Without	
▲	= Change↓	= Decrease
↑	= Increase	
DC	= Discontinue	
+	= Add	
▲↑	= Change and Increase	
▲↓	= Change and Decrease	

Current BABHA Departments	
Department	Acceptable Acronym
Board Administration <del>–Office of the CEO</del>	BDADM
Business Intelligence	BI
Finance Department	FIN
Human Resources	HR
Recipient Rights/Customer Services	RR/CS
<a href="#">Integrated Services, Acute Care</a>	<a href="#">ISAC</a>
<a href="#">Integrated Services, Long Term Care</a>	<a href="#">ISLTC</a>
<a href="#">Arenac Center</a>	<a href="#">AC</a>

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**Attachments**

N/A

**Related Forms**

N/A

**Related Materials**

N/A

**References/Legal Authority**

N/A

SUBMISSION FORM				
AUTHOR/REVIEWER	APPROVING BODY/COMMITTEE/SUPERVISOR	APPROVAL /REVIEW DATE	ACTION (Deletion, New, No Changes, Replacement or Revision)	REASON FOR ACTION - If replacement list policy to be replaced
M. Bartlett	CLT	07/13/09	Revision	Added ICS to acronym list
M. Wolber	Janis Pinter	10/09/09	Revision	Correction to name of Bay Human Services
B. Ryan/J. Pinter	Janis Pinter	02/11/10	Revision	Added PATH, PATH-H, ARR, REE, PPG and RPOSN

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M. Wolber	Janis Pinter	04/28/10	Revision	Added IMGc
M. Wolber	Janis Pinter	06/16/11	Revision	Removed ISA/added ITSO and ACQPH
M. Wolber	Janis Pinter	11/29/11	Revision	Added ACA, ACO, BHO, FCMH, PCCM, PCMH and SNP
J. Sedlock/K. Thiesen/T. Dilley	Joe Sedlock	09/12/12	Revision	Triennial review/revision.
M. Wolber	Janis Pinter	05/01/13	Revision	Policy Statement Revised
Sara Brandt	Christopher Pinter	07/20/15	Revision	Triennial review of procedures. Removed PIHP references.
Christopher Pinter	Christopher Pinter	6/1/18	Revision	Triennial review of procedures. Abbreviations added and some removed.
Christopher Pinter	Christopher Pinter	8/19/21	Revision	Triennial review
<a href="#">Christopher Pinter</a>	<a href="#">Christopher Pinter</a>	8/14/24	Revision	Triennial Review. Updated/added multiple acronyms