

## On-line FA Training Glossary

**Acculturation:** The exchange of cultural features that results when groups of individuals having different cultures come into continuous, first-and contact; the original cultural patterns of either or both groups may be altered, but the groups remain distinct.

**Adult Mental Health Division (AMHD):** A division within the Minnesota Department of Human Services that is responsible for policy creation and oversight of community based services for adult mental health.

**Case Management:** Refers to the coordination of services on behalf of a party.

**Co-occurring disorders:** Disorders separate from mental health but ones that impact mental health and/or impact the treatment of mental health disorders and movement towards someone's recovery vision/goal.

**Culture:** The distinct ways of living and understanding the world that are used by a group of people and are transmitted from one generation to another, or adopted by an individual. There are cultural influences that can be historical, geographical and/or familial. These may include but are not limited to racial or ethnic self-identification, experience of cultural biases as a stressor, immigration history and status, level of acculturation, time orientation, social orientation, verbal communication style, locus of control, spiritual beliefs or health beliefs endorsed by culturally specific healing practices.

**Dental:** (specified domain) This domain refers to the individual's participation in his/her dental care activities. These activities may include but are not limited to preventive activities; determining when and how to access dental care; making and keeping appointments; ability to engage as an active participant in dental health management including making needs and opinions known to the dental health care provider; and the ability to self-direct and follow dental care interventions to meet needs, to maintain or improve dental health, and/or to manage known dental conditions and/or diseases. Include descriptions of the individual's ability to perform the related activities above in regards to dental care (identifying need, making and keeping appointments, following through on recommendations, participating in self-directed care and activities, etc.).

**Diagnostic Assessment (DA):** A clinical and functional face-to-face evaluation of an individual's mental health to determine whether a mental health diagnosis exists. The evaluation includes the nature, severity and impact of behavioral difficulties, functional impairment and subjective distress of the client. The assessment identifies the client's strengths and resources. The use of the most current Diagnostic and Statistical Manual of Mental Disorders (DSM) is used to identify diagnostic criteria and the use of the five (5) axis system is required.

**Educational:** (specified domain) This domain refers to the individual's participation in any relevant educational activity in multiple learning environments. These may include but are not limited to school, scholastic, or trade settings; classroom or hands-on experiences; and formal enrollment or auditing related to skill or knowledge acquisition. This domain also includes informal learning experiences related to skill or knowledge acquisition including the individual's ability to participate in group learning situations or other informal settings. Education activities do not need to be goal directed (degree, job) or long term but do need to be structured (by others or the individual). Include descriptors as to individual's current abilities to engage in, participate in, benefit from and/or complete related educational activities.

**Eligibility:** Criteria defined and used to determine whether an individual meets the criteria for a service type.

**Financial:** (specified domain) This domain refers to the individual's participation in personal finance related activities. These activities include but are not limited to identifying financial resources and securing entitlements or payee functions. This domain also encompasses the much broader category of financial management and the abilities needed to manage finances independently. This can include whether or not the individual is currently managing their own financial resources as well as their abilities for self-management in having sufficient financial resources and in managing resources independently. Include necessary budgeting skills not included in self-care/independently domain.

**Functional Assessment (FA):** For the purpose of mental health treatment in fee-for-service mental health treatment, the FA is a set of prescribed domains that are used to assess an individual's functioning in various aspects of their life. Functioning needs to be linked to an individual's mental illness if it is to be used to determine medical necessity for a mental health service.

**Functioning:** An activity that serves a purpose, which is current and may be variable depending on condition and situation.

**Goals:** Desired results a person envisions, plans and commits to achieve.

**Golden Thread:** A term used to describe the documentation process and how each piece of the process is connected to each other piece. The process includes assessment, service planning and service delivery.

**Housing:** (specified domain) This domain refers to the individual's participation in housing-related activities. These activities include but are not limited to identification of lack of housing resources and the securing of housing by others for the individual. Information about the individual's current housing status, such as housing needs and resources as well as housing (non-housing) preferences, may be identified. Descriptors should identify the individual's challenges related to stable housing; state whether or not the individual is currently managing their own housing resources; and outline what abilities they have for self-management in having sufficient housing resources and in managing those resources independently. Descriptors may also include the individual's challenges related to maintaining housing arrangements with others (examples include communication skills or lack thereof, anger management issues, relationship problems, trust issues). Include functioning descriptors around necessary independent living skills which affect potential loss of housing; meeting needs for safe and adequate shelter through securing, organizing and maintaining that shelter; and/or safety and security risk with current housing setting not included in self-care/independent domain.

**Interpersonal (including relationships with family):** (specified domain) This domain refers to the individual's participation (active or passive interactions and interfaces) with family (as is defined by community and the individual), close friends and the individual's self-defined inner circle of trusted associates. These relationships are well known to the individual through past and current contacts as well as ongoing one-to-one and small group interactions. Include descriptions of the individual's current abilities to read and respond to interpersonal cues and to engage, respond, interact, and participate in structured and unstructured activities as a part of these relationships.

**Level of Care (LOC):** Tools used to determine resource intensity needs of an individual. These tools can be used across various service types (mental health, substance use, medical care); however, most are service type specific.

**LOCUS (Level of Care Utilization System):** Developed by the AACCP and Deerfield Behavioral Health Inc., it is a level of care tool used to help determine the mental health resource intensity needs of an individual.

**Locus of control:** Refers to the extent to which individuals believe that they can control events that affect them.

**Medical:** (specified domain) This domain refers to the individual's participation in his/her medical care activities. These activities may include but are not limited to: preventive activities; determining when and how to access medical care services; making and keeping appointments; ability to engage as an active participant in medical health management (including making needs and opinions known to the health care provider); and the ability to self-direct and follow medical care interventions in order to maintain or improve physical health and/or manage known medical conditions and/or diseases. This may include monitoring blood pressure; maintaining a low sugar, low fat diet; exercising; maintaining weight, etc. Include descriptors of the individual's ability to perform the related activities above in regards to medical care (identifying need, making and keeping appointments, following through on recommendations, participating in self-directed care and activities, etc.). This domain may also include the individual's ability to maintain access to health care. This can include the individual's ability to navigate the health care system regarding both access to providers and access to health care benefits.

**Medical necessity:** Within the Medical Assistance (MA) system, services need to be justified as reasonable, necessary and/or appropriate based on clinical standards of care. The functional assessment and diagnostic assessment are two assessments used within the MN fee-for-service mental health system to determine medical necessity.

**Mental Health Services:** (specified domain) This domain refers to what behavioral health services the individual participates in and what additional services s/he may need to support function. Include descriptors of how well the individual is able to access, engage in, attend, connect to and participate in medically necessary services needed to restore and improve functionality in the life domains. The individual's past history securing, participating in and benefiting from mental health services can be included in the initial assessment only if it gives context to current functioning.

**Mental Health Symptoms:** (specified domain) This domain refers to whether or not the individual experiences current behavioral health diagnosis/diagnoses. Describe the current diagnosis/diagnoses; the specific signs and symptoms related to the diagnosis/diagnoses; and the unique ways the individual experiences the diagnosis/diagnoses. Include descriptors of which symptoms impact their life including those they manage well and those which have negative impact on functionality in the specific domains. Note: In order to substantiate a link to impairment in the life domains the diagnoses/related signs and symptoms must be included in this category. The individual's past mental health history should be included in initial assessment only if it gives context to current functioning.

**Mental Health Targeted Case Management (MH-TCM):** In Minnesota it is a service that helps adults with a SPMI and children with a severe emotional disturbance (SED) gain access to needed medical, social, educational, vocational, financial and other necessary services as they relate to the individuals mental health needs. The service includes four main service areas: Assessment, Referral, Monitoring, Coordination.

**MN DHS (Minnesota Department of Human Services):** A state department that helps people to meet their basic needs by providing or administering health care coverage, economic assistance, and a variety of services for children, people with disabilities and older adults.

**Motivational Interviewing:** A counseling approach that is client-centered and focuses on the intrinsic motivation within an individual to change behavior by developing discrepancy and exploring and resolving ambivalence.

**Objectives:** The smaller steps/actions a person plans and takes in order to reach a higher goal.

**Other:** (specified domain) This is an optional domain. Suggested topics for this domain may include but are not limited to: legal, risk for harm (self/others) including self-injurious behaviors, spirituality, language, immigration acclimation, transition to adulthood, cognitive abilities, additional co-occurring issues (besides chemical use and physical health), etc. As in all domains, it is expected the domain will be clearly defined and include the individual's current functioning-

strengths and/or impairments. History of function may be included in the initial assessment if it lends context to current functioning.

**Self-Care and Independent Living Capacity:** (specified domain) This domain refers to the individual's participation in self-care and independent living activities. These activities may include but are not limited to activities of daily living (ADL) such as meeting nutrition needs through eating regularly; selecting, securing, preparing and safely storing nutritious food; meeting hygiene needs by regular bathing, hair washing, oral hygiene; and meeting resource needs to maintain independent living. Independent living may also include the individual's ability to keep themselves safe from imminent risk for harm by self or others and the ability to assess and mitigate that risk while living independently. Include descriptions of the individual's ability to care for their selves and to live independently based on activities detailed above (shelter, food, hygiene, risk).

**SMI** (Serious Mental Illness): The federal government uses this definition to determine target populations for services. The definition includes a recent diagnosis, impairment in life areas of functioning and specified durations of impairments.

**Social (including the use of leisure time):** (specified domain) This domain refers to two major functional components: social interactions and use of leisure time. Social interactions refer to the individual's participation (active or passive interactions and interfaces) with known or unknown individuals or groups of individuals in numerous social or community settings. The individual's social network may include casual friends, acquaintances, colleagues, peers, providers, neighbors, contacts made using technology (blogs, Facebook, You-tube, Twitter), wait staff in restaurants, people driving or riding public transportation, shopkeepers, support group participants, staff at food banks or shelters, members of the individual's church/synagogue/temple/mosque etc. Social contacts may be known to the individual through ongoing interactions, may be known by name or sight or may be unknown strangers. The key is the interaction or interface in a social, non-intimate, non 1-to-1 context or in a larger group setting involving multi-personal interactions. Include descriptors of the individual's current abilities to read and respond to social cues and to engage, respond to and interact in social contact situations. Leisure time is defined as "free time in which the individual is free to engage in enjoyable activities with no obligations or work responsibilities." Include descriptors of the individual's current abilities to identify leisure interests, as well as plan for, engage in and participate in leisure activities.

**Social orientation:** A set of beliefs set around a person's social structure/social beliefs.

**SPMI (Serious and Persistent Mental Illness):** In Minnesota this categorization is used to describe a high level of chronicity or recurrence of a person's mental disorder(s) that interfere with areas of functioning. It will be a determining factor for eligibility for specific services.

**Status:** As it relates to the functional assessment process, the part of the narrative that states the facts. It is the relative position of standing of a person; the state or condition of someone.

**Stages of change model:** Assesses an individual's readiness to act on a new healthier behavior, and provides strategies or processes of change to guide an individual through the stages of change. The stages include precontemplation, contemplation, preparation/determination, action, and maintenance. Relapse and termination are also a part of the model.

**Time orientation:** Beliefs which are impacted by a person's culture as it relates to the way a person thinks about the present and future. People use information about the timeframe in which an event occurs to evaluate and respond to the event.

**Transportation:** (specified domain) This domain refers to the individual's participation in transportation activities. These activities may include but are not limited to: knowledge and ability related to general access to and availability of public and private transportation in their community; determining modes of transportation available; identifying and securing resources (financial, tokens, people) needed to use transportation; accessing specific types of transportation (bus, train, car, taxi, and/or van service, private car driven by friend or volunteer); and the activities and skills needed to do so ( e.g., reading and following a bus/train schedule; calling taxi/van transportation dispatch; contacting a friend, neighbor or volunteer). Include descriptors of the individual's ability to perform the related activities above as well as level of functioning in following schedules; making, being ready and keeping transportation appointments; interacting and interfacing with those providing transportation; and, in the case of public transportation, interacting and interfacing with those using transportation while waiting in bus/train queues, riding as passenger, etc. Descriptors may also include the individual's challenges related to group transportation methods, such as interpersonal skills, hygiene skills, social skills, and symptom management in group or public settings. Descriptions may also include the individual's judgment around transportation safety.

**Use of Drugs and Alcohol:** (specified domain) This domains refers to whether or not the individual currently uses/misuses drugs and/or alcohol; what s/he uses; how much, how often and under what circumstances; and to what extent the use of drugs and/or alcohol influences the individuals functioning in the other life domains. Include descriptors as to how usage influences the individual's mental health and related signs and symptoms, and to what extent the individual's mental health and related signs and symptoms impact their use of drugs and alcohol. History of use/misuse, nonuse, episodes of sobriety and recovery may be included in initial functional assessment to give context to current functioning for individuals for whom use/misuse of drugs and alcohol has been an issue in the past. If applicable, identify how the individual's mental health symptoms interfere with the individual's ability to participate in, access, engage in and attend treatment for drug and/or alcohol abuse or dependence.

**Vocational:** (specified domain) This domain refers to the individual's participation in purposeful activity and/or meaningful work. Purposeful activity or meaningful work may include full and part-time employment or volunteer work on a regular or periodic basis; or production of a product or provision of a service through engagement in a structured activity which can be either externally directed by other(s) or self-directed. Structured activities may include gardening for a local farmer's market, knitting caps for cancer patients, building bird houses for charity, reading to visually impaired, etc. Include descriptors as to the individual's current abilities in all phases of participation in purposeful activity/meaningful work including engaging in the work, contributing to the work, and/or completing or fulfilling the goal of the activity/work.