

Terminology & Acronyms

Step 1	Orientation or RRO Rapid Response Orientation
Step 2	Career Exploration Session
Step 3	Group Enrollment Session
Access Point	
Adult	Income eligible individual over the age of 18.
Apprenticeship Navigator	
Business Service Teams	Business Service Representatives gather workforce and economic development leaders to meet monthly and drive workforce development initiatives of the WDBSCW
Business Services	
Career Advisor (CA)	Assists you in determining your career goals, interests and works with you to create a plan to reach your goals.
Career Exploration	Second session for those who have attended an orientation and interested in pursuing options through WIA and the Job Center Services. This session provides tools and assistance on how to approach a new career and training services and held in a group format
Client	Business, Employer
Core Self	Core Self is a function of ASSET and the first steps of a customer that can be utilized by anyone. Core Self is a service in ASSET that prevents a customer from being put into performance.
	Example: Anyone who inquires about an Orientation can attend as this is a "Core Self Service".
	Orientations (step 1) and Career Exploration (step 2) are "Core Self Services".
Customer	WIA Participant
Disability Navigator	
Dislocated Worker (DW)	Someone who has been laid off from employment due to no fault of their own.
Enrollment	Enroll into performance
FAFSA	Free Application for Federal Student Aid
Follow Up	Follow up once you have successfully exited the program
Group Enrollment Session	Third session for those that have been deemed eligible and appropriate for the WIA services. At this session the Industry Specialist will review program rights and responsibilities and how to engage with their Industry Specialist
Industry Partner (IP)	Companies who partner with WorkSmart to collaborate in workforce development initiatives
Industry Specialist (IS)	A specialist in a specific industry (healthcare, business, manufacturing, service) that will work with you on your path to your employment goals. Meetings take place after group enrollment sessions or step 3.
Interest profiler	One of the quizzes in the WISCareers website. We want everyone to complete one so it can be in their file.
Labor Market Information	We ask everyone to be aware of labor market information for their chosen field. Mostly we are interested in making sure everyone knows things like how much their field pays and job availability in their area.
One Stop Operator (OSO)	
Orientation Session	First initial session for those interested in hearing more about WIA and Job Center Services – This session is open to the general public and held in a group format
Partner Agencies	Those private and public organizations who collaborate with the WorkSmart System & the WDBSCW

Rapid Response Orientation (RRO)	A meeting held for workers within companies that are having a mass lay off and an Orientation Session is completed during the Rapid Response. Normally WIA facilitates, Unemployment, Technical College Representatives and DWD Representatives are there to speak about services. These meetings also provide information from unemployment insurance, the technical college and other services that may be of assistance
Resource Room	Job Center of Wisconsin Computers, labor market information, tutorial computers and resources to assist in your employment search
SMA	System Management Advisors
Supportive Service Assessment	Sheet career advisors have customers fill out. Asks questions about their background and needs
Tracking Sheet	Sheet career advisors use when working with someone-has their next appointments, list of to-do's and assessment of skills.
WDBSCW	Workforce Development Board South Central Wisconsin
WIA	Workforce Investment Act
WIA General Information Form	Application for WIA Services
WIA Self-Assessment	Sheet career advisors have customers fill out. Asks questions about their background and needs.
WISCareers	Web-based tool created by University of Wisconsin, has a lot of useful information about occupations as well as quizzes to help people narrow down their career interests
Work Net	State of Wisconsin Labor Market Information Website
WorkSmart	The WorkSmart System is supported by the WDBSCW and funded through the Workforce Investment Act.

Acronym List (PDF)

AA	Affirmative Action <u>OR</u> Alcoholics Anonymous <u>OR</u> Area Administrator <u>OR</u> Adverse Action
AAS	Associates of Arts and Science
AAA	Area Agency on Aging
AADAIP	Adolescent Alcohol & Drug Assessment & Intervention Program
AATS	Adult Assessment & Treatment Service
ABE	Adult Basic Education
ACCESS	ACCESS to Eligibility Support Services
ACS	Adult Community Services <u>OR</u> Adult Clinical Service
ADA	Assistant District Attorney <u>OR</u> Americans with Disabilities Act
ADC	Adult Day Care
AFH	Adult Family Home
AODA	Alcohol & Other Drug Abuse
APS	Adult Protective Services
ARB	Administrative Review Board
ARC	Association of Retarded Citizens
ARTT	Achieving Reintegration Through Teamwork
ATI	Access to Independence
ATS	Applicant Tracking System
BA	Bachelor of Arts
BARJ	Balanced Approach and Restorative Justice
BC	Badger Care
BCA	Basic Community or County Allocation
BETA	Brief Evening Treatment Alternative Program
BIW	Brain Injury Waiver
BPHCC	Badger Prairie Health Care Center
BS	Bachelor of Science
BWI	Bureau of Welfare Initiatives
CA	Career Advisory
CAC	Community Action Coalition
CAF	Combined Application Form <u>OR</u> Child/Adolescent, Family Unit
CAP	Community Adolescent Program
CARES	Computer Assistance for Re-employment & Economic Support

CARS	Community Aids Reporting System
CAU	Clinical Assessment Unit
CBP	Community Based Program
CBRF	Community Based Residential Facility
CC	Community Coordinator
CCB	City County Building
CCF	Children Come First
CCI	Child Caring Institution (RCC)
CCLS	Creative Community Living Systems, Inc.
CDS	Case Determination Sheet
CESA	Cooperative Educational Service Agency
CF	Children First
CFS	Consolidated Food Service
CHAS	Community Housing & Services
CHIPS	Children in Need of Protection or Services
CI	Crisis Intervention
CIP	Community Integration Program or Center for Intervention & Prevention
CIS	Crisis Intervention Service
CLA	Community Living Alliance, Inc.
CLTS	Children's Long Term Support MA Waiver Program
CMC	Custodial Parent of an Infant
CMI	Chronically Mentally Ill
CMO	Care Management Organization OR Case Management Only
COP	Community Options Program
CP	Community Partnerships
CPI	Center for Prevention/Intervention
CPO	Cross Plains Office
CPS	Child Protective Services
CR	Community Reinvestment
CRS	Community Resource Specialist
CSHCN	Children with Special Health Care Needs
CSJ	Community Service Job
CSLA	Community Supported Living Arrangement
CSP	Community Support Program

CSS	Catholic Social Services or Children's Service Society
CSW	Community Social Worker
CTS	Client Tracking System OR Caretaker Supplement Program
CWAG	Coalition of Wisconsin Aging Groups`
CWC	Central Wisconsin Center
CWS	Community Work Services, Inc.
CWW	CARES Worker Web
CY	Calendar Year
CYF	Children, Youth & Families
DA	District Attorney
DAIS	Domestic Abuse Intervention Service, Inc.
DCDHS	Dane County Department of Human Services
DCS	Division of Community Services
DD	Developmental Disability
DES	Division of Economic Support
DHFS	Department of Health and Family Services
DMV	Division of Motor Vehicles
DOT	Department of Transportation
DPH	Division of Public Health
DVR	Division of Vocational Rehabilitation
DWD	Department of Workforce Development
DWE	Division of Workforce Excellence
DWS	Division of Workforce Solutions
EA	Economic Assistance OR Emergency Assistance
EA&N	Elder Abuse and Neglect
EAP	Employee Assistance Program
EAWS	Economic Assistance and Work Services
ECF	Electronic Case File
ECW	Elder Care of Wisconsin, Inc.
ED	Emotionally Disturbed <u>OR</u> Emergency Detention
EDS	Electronic Data Systems
EEO	Equal Employment Opportunity
EI	Expedited Issuance
EITC	Earned Income Tax Credit

EP	Employability Plan
EPS	Employability Planning Specialist
ERI	Employment Resources, Inc.
ERS	Employment Retention Specialist
ESS	Economic Support Specialist
ESU	Emergency Services Unit
ETA	Employment & Training Association
FAFSA	Free Application for Federal Student Aid
FAS	Fetal Alcohol Syndrome
FBS	Family Based Services
FC	Foster Care
FEP	Financial Employment Planner
FEV	Front End Verification
FGC	Family Group Conferencing
FIT	Families in Transition
FMS	Fiscal Management Services
FNS	Food and Nutrition Service
FS	Food Share
FSC	Forward Service Corporation
FSAT	Family Sexual Abuse Treatment
FSET	Food Share Employment and Training
FSRC	Family Support & Resource Center, Inc.
FTE	Full Time Employee or Equivalent
FY	Fiscal Year
GAL	Guardian ad Litem
GH	Group Home
GHC	Group Health Cooperative
GROW	Group Reality Orientation Work
GWJ	Goodwill Industries of Southcentral Wisconsin, Inc.
HIPAA	Health Insurance Portability/Accountability Act
HIRSP	Health Insurance Risk Sharing Plan
HHN	Health & Human Needs
HHU	Home Health United, Inc.
HS	Healthy Start

HSB	Human Services Board
HSRS	Human Services Reporting System
HUD	Housing & Urban Development
IA	Interim Assistance
ICF	Intermediate Care Facility
ICP	Infection Control Practitioners
ICW	Integrated Community Work, Inc.
IDP	Intoxicated Driver Program
IEVS	Income Eligibility Verification System
IM	Income Maintenance or Information Management
IMAA	Income Maintenance Administration Allocation
INS	Immigration Naturalization Services
IS	Industry Specialist
IT	Information Technology
IMD	Institute for Mental Disease
IVD	IV-D Child Support Agency
JAL	Job Access Loan
JCO	Job Center Office
JFF	Joining Forces for Families
JRC	Juvenile Reception Center
KIDS	Kids Information Data System
LAW	Legal Action of Wisconsin
LCPT	Local Collaborative Planning Team
LTC	Long Term Care
LTE	Limited Term Employee
LSS	Lutheran Social Services of Wisconsin and Upper Michigan, Inc.
MA	Medical Assistance
MACM	Medical Assistance Case Management
MADA	Medical Assistance Disability Application
MADRO	Madison Regional Office
MAPC	Medical Assistance Personal Care
MARC	Madison Area Rehabilitation Centers, Inc.
MCHC	Madison Community Health Center
MCO	Managed Care Organization

MCRS	Medicaid Certification Reporting System
MCT	Mobile Community Treatment
MF	Master File
MHCDC	Mental Health Center of Dane County, Inc.
MI	Mentally Ill
MOM	Middleton Outreach Ministry
MOST	Mobile Outreach to Seniors Team
MMHI	Mendota Mental Health Institute
MMIS	Medicaid Management Information System
MMRS	Metropolitan Medical Response System
MMRT	Metropolitan Medical Response Team
MMSD	Madison Metropolitan School District
MPD	Madison Police Department
MUM	Madison Urban Ministry
NIP	Neighborhood Intervention Program
NPO	Northport Office
OAA	Older Americans Act
OAH	Office of Administrative Hearings
OCC	Office of Child Care
OFS	Operation Fresh Start
OHI	Office of Hearing Impaired
ONSBI	Office of Nutrition Services and Benefit Integrity
OSHA	Occupational Safety & Health Administration
OT	Occupational Therapy <u>OR</u> Over Time
PACT	Program of Assertive Community Treatment
PC	Participant Coordinator
PCC	Prenatal Care Coordination
PHE	Public Health Epidemiologist
PHN	Public Health Nurse
PI	Performance Improvement
PIN	Personal Identification Number
POA	Power of Attorney
POS	Purchase of Service
PPR	Permanency Planning Review

PRWORA	Personal Responsibility and Work Opportunity Reconciliation Act
PRYR	Prior Year
QA	Quality Assurance
QC	Quality Control
QI	Quality Improvement
RCC	Residential Care Center (Formerly CCI)
RFP	Request for Proposal
RSVP	Retired Seniors Volunteer Program
RTC	Residential Treatment Center
SA	Salvation Army
SAS	Special Action Sheet
SCRB	Substitute Care Review Board
SDS	Self Directed Services
SED	Severely Emotionally Disturbed
SEP	Single Entry Point
SHC	Supportive Home Care
SMI	Seriously & Persistently Mentally Ill
SMO	South Madison Office
SNF	Skilled Nursing Facility
SOS	Start on Success
SPD	State Public Defender
SPO	Sun Prairie Office
SRO	Southern Regional Office
SS	Social Security
SSA	Social Security Administration
SSDI	Social Security Disability Insurance
SSI	Supplemental Security Income
SSS	Social Service Specialist
STEP Unit	Services to Elderly and Disabled Persons
STO	Stoughton Office
SW	Social Worker
SWC	Southern Wisconsin Center
SWSC	Statewide Service Contract
TANF	Temporary Assistance for Needy Families

TAP	Treatment Alternative Programs
TBI	Traumatic Brain Injury
TB-MA	Tuberculosis Medical Assistance
THI	Transitional Housing Inc.
TJB	Trial Job Tier
TPQY	Third Party Query
TPR	Termination of Parental Rights
UASW	United Asian Services of WI
UC	Unemployment Compensation
UCP	United Cerebral Palsy of Greater Dane County, Inc.
VCS	Vocational Consulting Services, Inc.
VPI	Valley Packaging Industries, Inc.
W2	Wisconsin Works
W2T	Wisconsin Works Transition
W4A	Wisconsin Association of Area Agencies on Aging
WAA	Workforce Attachment and Advancement
WCA	WI Counties Association or Wisconsin Coalition for Advocacy
WCHSA	WI County Human Services Association
WDB	Workforce Development Board
WHEAP	WI Heating Energy Assistance Program
WIA	Workforce Investment Act
WIC	Women, Infants & Children Supplemental Nutrition Program
WISACWIS	Wisconsin Statewide Automated Child Welfare Information Systems
WIT	Women in Transition, Inc.
WORC	Work Opportunities in Rural Communities, Inc.
WRS	Work Related Services
WSO	Wisconsin Special Olympics
WTW	Welfare to Work
YRP	Youth Restitution Program
YWCA	Young Women's Christian Association