

Glossary of Terms



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Table of Contents

Glossary of Terms.....	1
Early Intervention Terms	7
Cúram Terms	20
Technical Terms.....	32

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MicroKnowledge, Inc.[®] Project Team

Vice President of Training and Development, IT Professional: Beth Coco * **Senior Developer and Executive Editor, IT Professional:** Maureen Fodera * **Quality Assurance, IT Professional:** Kathleen Pingelski * **Quality Assurance, IT Professional:** Eleonora Morrell

For more information contact:

MicroKnowledge, Inc.[®]
1.518.786.1181
www.microknowledge.com

Glossary of Terms

Unit Overview

This document provides definitions of terms related to Early Intervention, Cúram software and miscellaneous technical terms.

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EARLY INTERVENTION TERMS

45-Day Clock	The NYEIS field that indicates the 45-day deadline after the Child's Referral to the Early Intervention Program by which the initial Individualized Family Service Plan meeting must be held.
Adaptive Development	Self-help skills a Child uses for daily living such as feeding, toileting, and dressing.
Affiliations	A group that is closely connected with a larger group, or a person who joins with others to form a group (associations or related entities).
Agency Contractor	A person (or company) with a formal contract to do a specific job; an individual who does not receive fringe benefits from an Agency and does not have taxes deducted from a paycheck.
Agency Employee	A paid worker, supervised individual who usually receives fringe benefits from an Agency and has taxes deducted from a paycheck.
Agency Personnel	Employees and contractors who work for and are paid by an Agency.
Agency Stakeholders	A person and/or group that have a shared and vested interest in an Agency.
Assessment	The initial and ongoing procedure used to identify: <ul style="list-style-type: none"> • A Child's unique needs and strengths; • A family's priorities, concerns, and resources relative to a Child's development; and • The nature and extent of early intervention services needed by a Child and a Child's family to address the needs identified in the evaluation process.
Assistive Technology Devices and Services	Equipment and services used to improve or maintain a Child's abilities to participate in activities such as playing, communicating, eating, or moving.
Assurances	Guarantees or promises of agreement.

At-Risk A term describing Children who may develop a condition that could affect learning or development.

Billing Rule Violation The occurrence of a general service that exceeds the daily limits established in Early Intervention regulations Section 69-4.30.

Billing Rules Daily limits on general services provided (Early Intervention regulations, Sec 69-4.30).

Birth Date Verification Information by which an individual's date of birth is confirmed.

Catchment Area Counties for which the Agency is seeking or has been granted approval to provide Early Intervention.

Certification An official document affirming demonstrated proficiency, usually in an academic area.

Child Health Plus (CHP) New York State health insurance plan for Children under age 19 who are not eligible for Medicaid and who have limited (or no) health insurance.

Citizenship Status The description that best identifies the status of an individual's citizenship and/or residency in the United States.

City of Birth The name of the city in which a person was born.

Cognitive Development The process used for remembering, reasoning, understanding, and making decisions.

Committee on Preschool Special Education (CPSE) Determines the eligibility of a Child for preschool special education programs and services under Section 4410 of the Education Law.

Communication Development The ability to comprehend and produce messages that allow Children to understand and interact with their social world.

Consent The approval, generally in writing, a parent gives to a program or a county. Consent is always voluntary and a parent may revoke it at any time. The right of a parent to have personal information about a Child and family released only with parent consent or when permitted or required by law.

Contract	An agreement regarding mutual responsibilities between two or more parties.
Corporate Structure	A corporation is a legal entity separate and distinct from the individual(s) who compose the business. It has rights and abilities similar to those of a natural person.
County of Birth	The name of the county, parish, borough, or comparable unit within a State in which a person was born.
Co-visit	The delivery of more than one approved Early Intervention service to one Child at the same time. Co-visits must be approved and documented in the Individualized Family Service Plan and on the Service Authorizations for each service provider participating in the visits.
Credentials	Official documentation.
Current Procedural Terminology (CPT)	Codes that provide uniform language accurately describing medical, surgical, and diagnostic services.
Date of Birth	The month, day, and year on which an individual was born.
Developmental Assessment	The part of the multidisciplinary evaluation in NYEIS that captures all the evaluation details for each of the five developmental domains.
Developmental Delay	An indication that a Child has not reached the typical stage of development for the Child's age.
Developmental History	The developmental progress of a Child's skills such as sitting, walking, or talking.
Disability	A physical or mental condition that is very likely to result in a Child having a developmental delay.
Dominant Language	The standard language or other communication method that a family uses.
Due Process	Procedures designed to protect a person's rights, including requirements for confidentiality, consent, and procedures for filing complaints and resolving disagreements.

Early Intervention Official (EIO)

New York State Public Health Law requires all Municipalities, defined as the 57 counties and the City of New York, to appoint a Public official as its Early Intervention Official (EIO) responsible for local administration of the Early Intervention Program. The Early Intervention Official and his/her staff are the single point of entry for Children into the Early Intervention Program. In addition, Early Intervention Officials are responsible for:

- Finding eligible Children;
- Ensuring eligible Children receive a multidisciplinary evaluation;
- Appointing an Initial Service Coordinator to help families with their Child's multidisciplinary evaluation and Individualized Family Service Plan;
- Authorizing services and ensuring Children and families receive the early intervention services in their Individualized Family Service Plans, including contracting with State-approved early intervention Providers to deliver early intervention services to eligible Children;
- Safeguarding Child and family rights under the Early Intervention Program; and
- Verifying bills from and payments to Providers for early intervention services and seeking reimbursement from Medicaid, commercial insurers, and the Department of Health.

Early Intervention Official Designee (EIO/D)

An appropriate Municipal employee designated by the Early Intervention Official to perform duties on his/her behalf.

Early Intervention Services

Services provided by Qualified Personnel (e.g., speech language pathologist, physical therapist) that meet the needs of a Child and family as described in the Individualized Family Service Plan. These services are provided with parent consent and, as much as possible, in natural environments.

EI Program Director

Person responsible for managing a specific Early Intervention program.

Eligibility Diagnosis Code

The NYEIS field allowing the capturing of a diagnostic code for a diagnosed condition that makes a Child automatically eligible for the Early Intervention Program.

Eligibility Requirements	Conditions that a Child must meet to receive early intervention services, including age and the diagnosis of a disability or developmental delay.
Evaluation	Process used to determine a Child's eligibility for the Early Intervention Program.
Facility	Main address and/or physical location where Early Intervention services take place.
Family Assessment	Process used to identify and gather information about a family's priorities, concerns, and resources.
Family Concerns	Needs, issues, or problems that parents identify as those to be addressed in the Individualized Family Service Plan.
Family Priorities	A Child's or family's needs that parents identify as essential for receiving early intervention services.
Family Resources	The strengths, abilities, and formal/informal supports that can be used to address family concerns, needs, or desired outcomes.
Family Training	Services provided by Qualified Personnel to assist a family with understanding a Child's special needs and with promoting a Child's development.
FEIN	Federal Tax Identification Number (also known as an Employer Identification Number or EIN) used to identify a business entity.
FERPA	The Family Education Rights and Privacy Act. This federal law protects the privacy of student education records and gives parents certain rights with respect to their Children's education records. FERPA protections apply to student special education records under IDEA and to Early Intervention records under Part C of IDEA.
Foreign Entity	Certain organizations formed outside New York State may not do business in New York State until authorized to do so. Called <i>foreign</i> , whether formed in another state of the U.S. or in another country, such organizations include for-profit and not-for-profit corporations, limited liability companies, and limited partnerships.

Gender	A person's sex designated as male or female.
General Invoice	An invoice that includes claims for all general services as well as Service Coordination and Supplemental Evaluations (e.g., speech therapy, physical therapy).
Health Care Financing Administration (HCFA)	The government Agency within the U.S. Department of Health and Human Services that directs the Medicare and Medicaid programs (Titles XVIII and XIX of the Social Security Act) and conducts the research to support those programs.
Health Services	Health-related services necessary for a Child to benefit from early intervention services.
HIPAA	The Health Insurance Portability and Accountability Act of 1996. This federal law provides for administrative simplification of the health care industry by directing the Department of Health and Human Services to adopt national standards for the automated transfer of administrative and financial health care data between payers, health plans, and health care Providers. HIPAA enables patients' information to be kept more private.
Home-Based Visits	Health-related services necessary for a Child to benefit from early intervention services.
Household Income	The total combined income during the past 12 months of all members of the family who share financial responsibility in a household. This includes money from jobs; net income from business, farm, or rent; pensions; dividends; interest; Social Security payments; and any other financial income received by members of the household.
ICD-9 and ICD-9-CM	International Classification of Diseases - 9th Edition - Clinical Modification. A listing of diagnoses and identifying codes used by health care Providers for reporting diagnoses of patients. Also includes procedure codes used in the institutional setting.
Immunization Date	The month, day, and year on which a person received an immunization.
Immunizations	Information about immunizations a person has received for certain diseases as required by U.S. statute.

Impartial Hearing A method for parents to resolve disagreements with the Early Intervention Official. Parents and early intervention officials give *testimony* and may use *witnesses* to support their views. Hearings are conducted by unbiased and fair hearing officers.

Individualized Education Plan (IEP) A written plan describing a Child's special educational services developed by the parent and the Committee on Preschool Special Education (for Children ages 3-5).

Individualized Family Service Plan (IFSP) An Individualized Family Service Plan is a documented plan for the Early Intervention services that a family/Child receives from the Early Intervention Program. The IFSP will:

- Include the outcomes for the Child and family;
- Describe the early intervention services the Child and family will receive to help reach desired outcomes;
- Describe who will provide services and where, when, and how often; and
- Outline the ways services will be used to help the Child and family reach those outcomes.

Initial Individualized Family Service Plan: The first Individualized Family Service Plan meeting. The IFSP is developed after determining the Child's eligibility for Early Intervention services and sets the dates for all subsequent IFSPs.

Individualized Family Service Plan Annual Evaluation: The 12-month review meeting is used to determine the degree to which progress toward achieving outcomes is being made, and whether or not there is a need to amend the IFSP to modify or revise the services being provided or anticipated outcomes.

Individualized Family Service Plan Review: The review of the Individualized Family Service Plan completed at six-month intervals. It is conducted between IFSP Annual Evaluations that are used to determine the degree to which progress toward achieving outcomes is being made and whether or not there is a need to amend the IFSP to modify or revise the services being provided or anticipated outcomes. IFSP reviews may take place by phone, a meeting, paper reviews, or other means acceptable to the family.

Interim Individualized Family Service Plan: A temporary Individualized Family Service Plan developed so that a Child and family may receive services before an evaluation is completed. An Interim IFSP is used if the Child has been referred and has an immediate need of Early Intervention services.

Individuals with Disabilities Education Act (IDEA)	The federal law that authorizes special education and related services including assistive technology. Part C of IDEA provides Early Intervention and other services for infants and toddlers with disabilities (from birth to age 3).
Insurance Coverage	The name and policy information for any insurance that covers a person's hospitalization, health, or medical care.
Lead Agency	The State Agency that oversees and coordinates Early Intervention services. The Department of Health is the lead Agency for New York State.
Legal Action	A conviction or pending minor or criminal violation of the law, not including minor traffic violations. <i>Other charges</i> may refer to charges of a criminal or civil nature, malpractice, Child abuse, or maltreatment.
Legal Consent Representative	The parent or guardian who has the authority to provide parental consent.
License	The authorization to practice and use a professional title in New York State.
Mediation	A method of settling disagreements that uses persons trained to help people resolve their own problems. In Early Intervention, a parent and the Early Intervention Official try to reach an agreement that is acceptable to both through mediation.
Medicaid Client Identification Number (CIN)	Number assigned to a person enrolled in Medicaid and utilized by NYEIS for initial and ongoing checks of Medicaid eligibility.
Multidisciplinary	Involving two or more professionals from different specialties who provide Early Intervention services including evaluation, assessment, and Individualized Family Service Plan development.

Multidisciplinary Evaluation (MDE)	An evaluation that is conducted by two or more professionals from different disciplines assessing all five developmental domains. The results are used to formulate an eligibility Statement.
Municipality of Fiscal Responsibility	The Municipality that is financially responsible for the local contribution of the approved costs of Early Intervention services.
Name of Country of Birth	The name of the country in which a person was born.
Name of Language	The name of the specific language or dialect that an individual uses to communicate.
National Provider Identifier (NPI)	A unique identification number for health care Providers.
Natural Environments	Settings that are natural or normal for young Children who do not have disabilities. These may include the home, a Child care setting, or other community settings.
New York State Directory Service (NYSDS)	A fully Lightweight Directory Access Protocol (LDAP) V2 and V3 compliant directory service capable of complete support for storage of X509 certificates as well as Certificate Revocation Lists (CRLs). NYSDS is designed to maximize the use of open standards.
New York State Education Department (SED)	Lead Agency for Children ages 3-21 having disabilities.
Number of Individuals Living in Household	The numerical count of individuals, family members, or others who reside with a person receiving or being considered to receive services.
Other Eligibility Code	The NYEIS field that allows the capturing of a diagnostic code indicating the Child is eligible for the Early Intervention Program based on a developmental delay consistent with the State definition.
Outcomes	Statements of changes or results that parents want for their Child or family included in the Individualized Family Service Plan.

Ownership Type	Category of organizational structure.
Parent	A parent or person in parental relationship to a Child or an appointed surrogate parent.
Parent Organization	Any entity that wholly owns or has a majority interest in the applicant entity.
Parental Consent	<ol style="list-style-type: none"> 1) The parent has been fully informed of all information relevant to the activity for which consent is sought, in the parent's dominant language or other mode of communication; 2) The parent understands and agrees in writing to the carrying out of the activity for which consent is sought, and the consent describes that activity and lists the records, if any, that will be released and to whom; and 3) The parent understands that the granting of consent is voluntary on the part of the parent and may be revoked at any time.
Pendency	The right that a parent and Child have that allows the Child and family to continue to receive Early Intervention services listed in an existing Individualized Family Service Plan while a disagreement is being resolved or when a Child and family have moved to another county.
Personally Identifiable Information (PIN)	Family names, social security numbers, addresses, and other information that could be used to identify a family.
Qualified Personnel	Persons approved to provide early intervention services within the limits of their licensure, certification, or registration.
Race/Ethnicity	Categories of race and ethnicity, as collected by the U.S. Department of Education, Office of Special Education Programs, in accordance with Section 618 of IDEA.
Rendering Provider	The Provider that actually delivers the Early Intervention services to the Child and family.
Residence Address	The organizational contact's residence address (or primary address).

Respite	Temporary Child care (which may include care provided in the home or at another location) that may be available to families of Children with disabilities.
Screening	A process used to assess a Child's developmental level to indicate what type of evaluation, if any, is necessary.
Service Authorization (SAS)	<p>Approval for a specific Provider to deliver a specific service to a specific Child and family used for billing a Municipality.</p> <p>General SAS: Approval for a specific Provider to deliver <i>general services</i> (including speech therapy and physical therapy) to a specific Child and family used for billing a Municipality.</p> <p>Service Authorization Amendment: Any change to the frequency, duration, location, or Rendering Provider of a previously approved Service Authorization (requires an Individualized Family Service Plan amendment).</p>
Service Coordinator	A person working in partnership with a family to provide assistance and services that help the family obtain and coordinate its rights under the Early Intervention Program and services listed in the Individualized Family Service Plan.
Service Model Option	<p>The manner in which Early Intervention services may be provided to a Child and family, such as:</p> <ul style="list-style-type: none"> • Individual home- and community-based visits: allow for one-to-one visits to a Child and family at home or in another natural setting; • Facility-based individual visits: allow for services to be provided at an Early Intervention Program site on a one-to-one basis to a Child or family; • Parent-Child groups: allow for a group of parents and Children to receive services at either an Early Intervention Program site or a community setting such as day care; • Group developmental interventions: allow for services to be provided on a group basis to Children and family members either at a community site or an Early Intervention Program; and • Family support groups: allow for support services and training to be provided to parents, siblings, and other family members to promote a Child's development.

Special Needs Used to describe a Child who has a disability or developmental delay and requires special services or treatment.

Special Population Specific category or type of Children served.

State of Birth The name of the State or territory in which a person was born.

Subsidiary An entity that is controlled by a bigger and more powerful entity, otherwise known as the parent organization.

Surrogate Parent A person appointed to act in a parent’s place if a parent is not available to participate in making decisions about a Child's involvement in the Early Intervention Program. A parent may voluntarily designate a surrogate parent.

System for Tracking and Accounting for Children (STAC) The system used by the New York State Education Department to request approval and reimbursement for services provided in a school district.

Transfer The exchange of information in NYEIS from one Municipality to another when a family relocates.

Transition The process by which a three-year-old Child will move from the Early Intervention Program to the Preschool Special Education Program, if eligible, or other early Childhood supports or services.

Transportation Travel necessary for a Child and family to receive Early Intervention services that are provided or reimbursed through the Early Intervention Program.

Vendor An entity or individual not requiring DOH approval to be reimbursed by the Municipality for the delivery of Early Intervention transportation, respite, and assistive technology devices.

Waiver

1. **Upfront Waiver:** Approval to waive a billing rule violation for services to exceed the daily limits of one or multiple Early Intervention billing rules (10NYCRR §69-4.30) at the time Service Authorization is created (e.g., no more than three basic visits in one day).
2. **Backend Waiver:** An approval for a service to exceed the daily billing limits of one or multiple Early Intervention billing rules after service is provided and a claim is submitted (e.g., no more than three basic visits in on day).
3. **Billing Waiver:** An approval for a service to exceed the daily billing limits of one or multiple Early Intervention billing rules (e.g., no more than three basic visits in one day).

Work History

Paid and unpaid clinical experience providing services to infants and young Children (age birth to 5 years) and their families. (May include supervised clinical experience required for licensure or certification.)

CÚRAM TERMS

Access Rights

These grant the User the authority to perform certain functions such as adding, changing, viewing, or deleting data in different areas of the System. Access rights are specific to a role. For example, a User may have authority to view Child information, but not be allowed to change the information.

Activation

The process of making a Case current and usable (such as an Individualized Family Service Plan or a Service Authorization).

Activity

An event scheduled for a date and time, and pertaining to a specific subject.

Address Validation

Comparison of data entered with the U.S. Postal Service Web site to validate the address and ZIP code. If there is not an exact match, the validation returns addresses that may match. The User can select the exact address entered or one of the returned addresses.

Alert

A piece of information that may be of interest to a User or a set of Users. It is not a request for action by the User. There is no action or work to be managed or monitored by a supervisor.

Allocation

Each individual allocation (payment or denial) against the Claim or service line.

Allocation Totals

Original amount of the Claim/Service Line and how much has been allocated to date.

Alternate Name

A name recorded for a participant.

Alternative ID

An identifier for various participants in NYEIS. Depending on the participant, an Alternative ID may be an SSN, an FEIN, a State ID, an NPI, or a License Number.

Assigned Task

A task that has been given to the User *to do*. It is the result of Work Flow or assignment by another User. An Assigned Task requires an action be taken by the User in order to close the task. Closing a task removes it from the User's inbox.

Attachment	Any document that has been uploaded and <i>linked</i> to specific items or areas in NYEIS. For example, an attachment may be uploaded and linked to an Integrated Case, an accepted Evaluation, or a Child's Individualized Family Service Plan.
Awaiting Provider Assignment	The status assigned to an Evaluation or a Service Authorization that has not yet had a Rendering Provider identified.
Banks	Banks are identified for the Municipal organization and for individual Providers. A Bank record is necessary for those requesting reimbursement by electronic funds transfer (EFT).
Billing Agent	Any entity performing billing/claiming activities on behalf of a municipality.
Billing Agent Reference Number	An identifying number associated with a Billing Agent.
Case	Used to manage the delivery of the organization's benefits and services to its participants. This includes determining whether or not participants are eligible for the benefits and services, and if eligible, ensure they are delivered successfully.
Case Contract	A formal agreement (within a Case) between one or more participants and the organization.
Case Management	A general term that refers to the process of managing information about a Child and services related to the Child. Areas from Referral to evaluation, eligibility determination, determination and receipt of services, through transition, transfer or Case closure are all considered part of Case Management.
Case Owner	The Service Coordinator that has been assigned to a Child.
Case Supervisor	The Early Intervention Official Designee that has been assigned to oversee the Case owner.

Census Tract A geographic region defined for the purpose of taking a census. Usually these coincide with the limits of cities, towns, or other administrative areas. Several Census Tracts commonly exist within a county. In unincorporated areas of the U.S., the defined census tract areas are often arbitrary, except for coinciding with political lines.

Cloning The act of repeating information in an Individualized Family Service Plan to minimize data entry. Basic Individualized Family Service Plan information is copied and can be changed as needed. The User must select the specific Service Authorizations to be cloned.

Commercial Off-The-Shelf (COTS) Term for commercial software products that come *off the shelf* with a base functionality and can be further tailored for specific functionality. Used in reference to Cúram.

Communication Exception Refers to a change in the Preferred Communication for some period of time and includes a reason code and start and end dates. For example, a family may be without a phone for a period of time, and a communication exception may be entered that indicates the exception is phone communication with appropriate date information.

Communications Documented interactions with individuals outside or inside of Early Intervention that have been received by Early Intervention or initiated by Early Intervention staff to an outside recipient. The interaction may be directly about the Child or about another individual directly related to a Child's Case. The Communications area of the System is where these interactions may be recorded. The communication record will show the date, how the communication occurred (for example through a phone call, a template generated from NYEIS, a letter received), and will contain a general description of the communication.

Create Page Allows a User with access rights to generate an additional record of data in NYEIS. For example, the new record may be a new Address, a new Individualized Family Service Plan, a new Invoice, or a new Claim. New data may be entered in many areas of the System using a Create Page.

Cúram A health and human services software framework. A framework serves as the foundation upon which a software application can be based. Cúram provides a starting point for NYEIS, with processes and pages defined for numerous functional areas. The Cúram framework provides a consistent ‘look and feel’ to page layouts and navigation throughout NYEIS.

Dashboard Reports Refers to the predefined reports that are listed on the Reports page when a User first accesses the reports. It is a screen with access to the listing of available reports.

Delay Reason Captures the reason there was a delay in processing by Commercial Insurance.

Delayed Process Pending A System status assigned when System processing has been delayed on a Case. The status will resolve itself to the appropriate status as soon as the System is able to proceed with processing.

Delete Page Allows a User with appropriate access rights to delete data from NYEIS. A delete always has a secondary Confirmation Page to allow Users to confirm (Yes or No) that they want to execute the delete function.

Denial Reason Captures the denial if the Prior Authorization request is denied.

Events Items recorded onto the Calendar for the Child. Events may be generated by the System (e.g., an Extension to a Child’s Individualized Family Service Plan) or they may be generated by a User (e.g., an Individualized Family Service Plan Review meeting for a Child).

Financial Component Schedules of transactions to be realized into actual financial transactions (e.g., they are equivalent to financial schedules).

Financial Instruction A “rolled-up” view of one or more instruction line items.

Financial Instrument The records of actual payments, liabilities, or payments received that have been issued or received by the organization. Financial instruments are recorded for financial instructions.

Financials	A generic term referring to financial activity that a Provider has in relation to a Municipality. It typically involves payment activity associated with an invoice or claim.
Flag	Indicates the Provider has been identified by the Municipality or the State as someone of interest to monitor. (A Flag does not affect processing.)
Forward	The act of sending a Task to another User to complete.
Fully Adjudicated	A status applied to an invoice indicating that all the claims have been either approved or denied.
Home Page	<p>NYEIS has two types of a Home Page.</p> <ol style="list-style-type: none"> 1. A User Home Page is the initial page presented to a User after logging into NYEIS. The navigation options on the User Home Pages are different depending on User roles. Each Home Page contains sections for My Shortcuts, Search, My Tasks, and My Calendar. 2. A Home Page is a page of viewable information specific to a person or item in NYEIS, with a Navigation Bar that links to more details on the Home Page subject.
Inbox	Also called “My Workspace,” it contains sections for shortcuts and tasks. From the Inbox, a User can reserve a task, find a task, create a task, and search for a task. Links from the Inbox take the User to Reserved Tasks, Assigned Tasks, Deferred Tasks, Work Queues, and Notifications (also known as Alerts).
Instruction Line Item	The lowest Level of financial transaction. At least one Instruction Line Item record is created for each financial transaction that occurs. Instruction line items for a Case are created when financial components are processed.

Integrated Case	The System creates an Integrated Case for a Child (similar to a Case folder for a Child) who is referred with a status of <i>Suspected of Delay</i> . The Integrated Case contains a list of and links to Service Coordination Service Authorization, Evaluation Service Authorizations, and Individualized Family Service Plans, as well as left-hand navigation links to other details related to the Child's Case.
Invoice	A bill submitted by the service Provider to the Early Intervention System for services rendered to the participant(s). Each invoice will contain data associated with only one Child.
Invoice Line Item	A service record associated with an invoice. Many invoice line items may be associated with one invoice.
Invoice Number	A number assigned to an invoice by the Provider or Municipal worker performing data entry. An invoice number must be unique to a Provider.
Job	A functional role (e.g., service coordinator, rendering provider, data entry clerk) within an organization.
Liability	A charge for funds from the organization to a participant (e.g., insurance company, Medicaid, or Child Health Plus).
Link	Navigates the User to a different page in the application. Links can be underlined words or numbers on a page or may be words that become underlined as the User moves the mouse over them. Links are used by clicking the mouse button once on the link.
List Page	It lists items that match the Search criteria and allows the User to specify the appropriate action for any specific line in the list (such as View, Edit). Usually the result of a Search.
Location	A physical workplace for an organization's employees.
Menu Bar	The area at the top of a screen that is consistent across all pages. It includes links to Home, Inbox, My Calendar, My Cases Search, and Logout. This area is sometimes referred to as the Navigation Bar. (📖 See Navigation Bar .)

Miscellaneous Reports	Refers to those reports that were not easily classified within another category.
Modify Page	Allows a User with appropriate access rights to change the data in an existing record in NYEIS.
Municipal Finance	Refers to financial activities that are performed by the Municipal financial workers.
Navigation Bar	<p>NYEIS has two general Navigation Bars:</p> <ol style="list-style-type: none"> 1. The area on the left-hand side of the screen. The links available on the left-hand Navigation Bar will differ depending on what pages the User is viewing. For example, the left-hand Navigation Bar from the Child Home Page is different from the left-hand Navigation bar from the Service Provider Home Page. 2. The area at the top of the pages (sometimes referred to as the Menu Bar). Both of these areas contain word links to other pages in the application, such as <i>Home</i> or <i>Inbox</i>. The Navigation Bar at the top of the page is sometimes referred to as the Menu Bar and remains consistent as the User navigates through the System.
Nominee	A Case participant who receives payments or bills. A Case nominee is assigned to a Case component. Case components for product delivery Cases are usually financial objectives.
Notes	Narrative information recorded in NYEIS and associated with a Child's Case. Notes can be associated with an Integrated Case, a Child, and an Individualized Family Service Plan. Notes may be viewed by a User with appropriate access rights. Editing a Note appends (adds) the new information to the existing Note. Deleting a Note removes it from the notes list.
Notification	A piece of information that may be of interest to a User or a set of Users. There is no specific work expected to be carried out by the User.
Number of Authorized Visits	Captures the total number of visits authorized by Commercial Insurance, not the total number of authorized visits on the Service Authorization.

NYEIS Reports A generic term for the predefined reports that have been developed in support of NYEIS. The reports cover several areas such as Children details, Caseloads, Providers, costs, and services.

Organization The social security/human services Agency where Cúram is implemented.

Organizational Contacts An address book in NYEIS for State Users and Municipal Users. Its content is shared across all Users.

Partially Adjudicated A status applied to an invoice indicating a claim is pending awaiting a waiver decision.

Participant A party that has an interaction with the organization, either directly or indirectly, about which the organization wishes to record information based on its interaction role.

Participant Type Below defines the different Participant Types defined in the **Participant** drop down:

Employer = Service Provider in NYEIS that is employing other Service Providers.

Information Provider = Referral Source

Person = Child. A Task would go to the Child's Case.

Product Provider = Registered Service Provider

Representative = Not Applicable.

Service Supplier = Not Applicable.

Utility = Not Applicable.

Payment Received An amount of money received by the organization and recorded in the System.

Pend A status that indicates additional activities on a task are not being addressed until a condition is resolved.

Person An individual about whom the organization wants to record information.

Position A physical placement of a job in an organization.

Preferred Communication An indicator of how the family would prefer to receive information, either by fax, hard copy, or phone.

Preferred Office A Public office most convenient for the Case nominee.

Primary Client	A term that refers to the Child.
Prior Authorization Certification Type	Indicates if the Prior Authorization request is Initial, Renewal or Revised.
Prior Authorization Number	Prior Authorization Number <i>must</i> be entered after the request has been made and the Authorization Number is issued. A Municipality may not have this information while initially entering data in this page.
Product	An offering provided by the organization to participants.
Product Provider	A type of participant that provides products to the organization that the organization offers to its customers.
Protected Health Information	As defined under the Health Insurance Portability and Accountability Act (HIPAA), any information about health status, provision of health care, or payment for health care that can be linked to an individual. This is interpreted rather broadly and includes any part of a patient's medical record or payment history.
Provider Claim Number	A unique number assigned to a claim by the Provider or Municipal worker performing data entry. A Provider Claim Number must be unique to a Provider.
Provider Configuration	Used to indicate if a Provider prefers to submit invoices and other transactions to NYEIS manually or electronically and if electronically, which HIPAA transactions are applicable. For electronic submissions, a User ID and credentials are recorded.
Public Office	An office where the organization is accessible to the Public.
Rate Table	A term that refers to codes that are time-sensitive and have effective dates.
Reconciliation	The process of applying moneys to appropriate claims to indicate reimbursement and setup for subsequent payor claiming.

Reference Number	An internally generated number in NYEIS used to uniquely identify a Case, person, or item. A Reference Number can also refer to a number used by a Provider to locate a claim or medical record.
Registration	The process of entering a new participant into NYEIS with varying amounts of required data depending on the participant type. Registration occurs for a Referral Source, Organizational Contact, Insurance Company, or a Vendor, as well as for a Child in the form of a Referral.
Related Prior Authorization Number	Captures any previously issued Authorization Number that may be useful when requesting additional authorization.
Reports	Information that can be generated on data captured in NYEIS. Predefined reports allow appropriate Users to select criteria (such as Municipality and/or date range) for which the report is generated. Ad hoc reports allow appropriate Users to create a report based on data available in NYEIS by selecting fields from linked tables to generate the desired information.
Reserve	The process of selecting an item from a Work Queue in which the User is the only one who can resolve it.
Reserved Task	A Reserved Task is one that has been selected either: <ol style="list-style-type: none"> 1. From a Work Queue by a User who has indicated he/she is going to reserve the task to work on it, or 2. From a User's Assigned Tasks to be worked on. No one else can work on a Reserved Task. A Reserved Task requires an action be taken by the User in order to close the task. Closing a task removes it from the User's inbox.
Restriction	Indicates the Provider has been prohibited from providing specific services or methods from a certain date forward or between specific dates, and from being able to receive new Service Authorizations from a specific date for a specified period of time. Services and methods rendered outside the restriction dates can be invoiced and reimbursed. Services and methods not specified in the restriction can be reimbursed if rendered within the restricted period. Services and methods provided within the restricted time frames for the restricted services and methods will be rejected.

Search Page

Allows a User to specify criteria to look for an existing record in NYEIS. For example, before creating a new Child record in NYEIS, a User must first Search to make sure the Child does not already exist. Specific Search Pages in NYEIS include Child Search, Service Provider Search, and Claim Search. Once criteria are entered on the Search Page and the Search is executed, a List Page of the items matching the Search Criteria is displayed.

Security

A general term that refers to access rights in NYEIS and to certain functionality within NYEIS based on User roles. User role security is set using security groups to identify the access rights for groups of pages and may also be set using security identifiers that identify access rights specific to a single page.

Status

An indicator of the current State of an item. The Status value can differ depending on the Case, record, or item to which it refers. Status is usually assigned by NYEIS based on some activity that has occurred. For example, a record status could be active or cancelled, while an Individualized Family Service Plan status could include approved, closed, open, rejected, submitted, and suspended. A Waiver Status could be submitted, approved, or rejected.

Surveys

PDF documents that capture information for subsequent analysis. Surveys can be specific to a Child/family or a Provider. Surveys may be added for Child and Provider groups and when available, will appear on the Child or Provider survey page as Available. Once a Survey has been completed, the survey is displayed with the new status, and the same survey can not be taken again.

Suspend

A status that indicates the Case is no longer active. However, it is not closed and may be reactivated.

Task

A set of instructions that enable a User to perform the manual work required by an activity.

Template

A Word document with indicators for where specific information from NYEIS will be prefilled into the document. The body of the Template can be edited by the User, including the prefilled data, and may be printed and saved.

Time In/Time Out for Other Services	Face to face contact with Child and family.
Time In/Time Out for Service Coordination	Time recorded for <i>billable</i> service coordination activities.
Transferred Status	Items that have been identified and allocated.
Unassigned Status	Items that have not been identified or allocated.
User	A person employed by the organization to perform tasks on the System.
User Roles	Indicates the types of access rights and authority the User has in the System. A User Role is System-specific and is not necessarily reflective of a specific job function or title.
View Page	Allows User to look at the information on the page. Data can not be entered or deleted on a View Page. A View Page will have action buttons for particular functions that can be initiated from the View Page (e.g., Edit or Delete).
Void	Indicates that a previously approved invoice or claim is being cancelled, and any claiming reimbursement is also being cancelled.
Work Queue	A subscription-based list that can be assigned as a task allocation target.

TECHNICAL TERMS

Code Table	Code tables contain codes for items that appear in drop down fields. A code table is made up of a number of code table items. Each code table item represents a selection in a drop down field.
Electronic Data Interchange (EDI)	Electronic Data Interchange (EDI) is the computer-to-computer exchange of structured information, by agreed message standards, from one computer application to another by electronic means and with a minimum of human intervention.
Extensible Markup Language (XML)	Extensible Markup Language (XML) is a text format derived from SGML designed especially for Web documents.
Open DataBase Connectivity (ODBC)	Open DataBase Connectivity (ODBC) is an Application Programming Interface (API) that allows a programmer to abstract a program from a database.
The comma-separated values (CSV)	The comma-separated values (CSV) file format is a delimited data format that has fields separated by the comma character and records separated by newlines.