

Section Seven
GLOSSARY AND ACRONYMS

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Glossary

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| Abandonment | The failure of a parent to provide reasonable support and to maintain regular contact with the child, including providing normal supervision, when such failure is accompanied by an intention on the part of the parent to permit such conditions to continue for any indefinite period of time in the future. Abandonment includes a judicial finding that a parent has made only minimal efforts to support and communicate with the child. Failure to maintain a normal parental relationship with the child without just cause for a period of six months constitutes a legal evidence of abandonment (ARS § 8-201(I)). |
| Abuse | Infliction or allowing of physical injury, impairment of bodily function or disfigurement, or the infliction of or allowing another person to cause serious emotional damage as evidenced by severe anxiety, depression, withdrawal, or aggressive behavior and which emotional damage is diagnosed by a medical doctor or psychologist pursuant to ARS § 8-821, and which is caused by the acts or omission of an individual having care, custody, and control of a child. |
| Active Volunteer | A CASA volunteer who is appointed to a case or active in the program in other ways. |
| Addendum | A report or information that is added to an initial report or information; a list or section consisting of added material. |
| Addict | Any person who regularly uses any habit-forming narcotic drug so as to endanger the public morality, health, safety, or welfare, or who is or has been addicted to the use of such habit-forming drugs as to have lost the power of self-control with reference to the addiction. |
| Addiction | A state of utter dependence on a drug or alcohol for a sense of physical and mental well-being. Addiction includes habituation. |
| Adjudicated | A determination of legal status by the juvenile court. |
| Adjudication Hearing | The trial stage at which the court determines whether allegations of dependency, abuse, or neglect concerning a child are sustained by the evidence and, if so, are legally sufficient to support state intervention on behalf of the child. It provides the basis for state intervention into a family, as opposed to the disposition hearing which concerns the nature of such intervention. This also applies to the delinquency case process. |



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| Administration for Children, Youth and Families (ACYF) | (ACYF) is a part of the Department of Economic Security (DES) Child Protective Services (CPS) is one of the programs under ACYF. |
| Administrative Office of the Courts (AOC) | The administrative arm of the Arizona Supreme Court. |
| Adoption Hearings | Judicial proceedings in which a relationship is legally established between adult individuals and a dependent child. |
| Adoptive Parent | The adult person with whom a relationship is legally established to a child. Under the adoptive relationship, the child becomes the heir and is entitled to all other privileges belonging to a natural child of the adoptive parent. |
| Advocacy Academy | The second of three training modules that is part of the required 30-hour pre-service training for Arizona CASA volunteers. |
| Aged Out | The term used to describe a youth who reaches 18 years of age and is no longer considered a Ward of the Court. |
| Aid to Families with Dependent Children (AFDC) | AFDC provides assistance to parents or specified relatives in providing proper care for minor children when it is impossible for the family to do so by its own efforts. The assistance is considered a temporary means of support until the family can become self-supporting. |
| AKA (Also Known As) Or Alias | A name used for an official purpose that is different from a person's legal name. The word Alias is also used in the same manner. |
| Allegation | An assertion, declaration, or statement of a party to an action, made in a pleading, setting out what he/she expects to prove. |
| Alternative Residential Care Facilities | Facilities licensed by DHS with 16 or fewer beds. They include crisis stabilization facilities, psychiatric health facilities, residential detoxification facilities, therapeutic group homes, and therapeutic foster homes. Services provided may be eligible for Title XIX reimbursement; room and board fees are not reimbursable by Title XIX. |
| Appeals | A legal proceeding by which a case is brought from a lower to a higher court for review. |



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| Appellate | A judicial tribunal that reviews cases from lower tribunals, acting without a jury and is primarily interested in correcting errors in procedures or in the interpretation of law by the lower courts. |
| Applicant | An individual in the community who has submitted to the county program office a completed application. This starts the screening process to become a volunteer with the Arizona CASA Program. |
| Applicant Exit | A status used to designate any applicant who leaves the program before completing all screening, pre-service training requirements and assignment to a case. |
| Applicant Screening | The process to determine eligibility for becoming a CASA volunteer. |
| Arizona Department of Corrections (ADC or DOC) | See Department of Corrections. |
| Arizona Department of Education/Exceptional Student Services (ADE/ESS) | The state agency that oversees special education programs and issues special education vouchers. |
| Arizona Health Care Cost Containment System (AHCCCS) | Arizona Health Care Cost Containment System is Arizona's version of the national Medicaid program. Medical services for the poor or near poor (indigent) can be obtained through a formal application process. |
| Assault | A demonstration of an unlawful attempt by one person to inflict immediate injury on the person of another. |
| Assault and Battery | The unlawful touching of a person with the intent and purpose of actually doing physical injury, with a reasonable ability to carry the intention into execution. |
| Assigned Counsel | An attorney, not regularly employed by a government agency, assigned by the court to represent a particular person in a particular judicial proceeding. |
| Attorney | An individual trained in the law, admitted to practice before the bar of a given jurisdiction, and authorized to advise, represent, and act for the other persons in legal proceedings. |
| Attorney for Child | The attorney who presents to the judge the stated wishes of the child client. |



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| Attorney General (AG) | Attorney and legal counsel for the Department of Economic Security and Child Protective Services. |
| Award Amount | The dollar amount awarded by the state program office to fund the county program office for the year. |
| Bailiff | A court attendant entrusted with a variety of duties, such as the custody of prisoners under arraignment, the protection of jurors, and the maintenance of order in the courtroom during a trial. |
| Bankruptcy Court | A Federal Court capable of hearing bankruptcy cases within a state. |
| Bench | Judge or judges composing a court. |
| Beyond the Basics | The third of three training modules that is part of the required 30-hour pre-service training for Arizona CASA volunteers. |
| CASA Volunteer | A specially screened and trained community volunteer who is appointed by a judge to advocate for and represent the best interests of an abused/neglected child. The CASA volunteer submits a formal report offering objective and factual information with specific recommendations to the court. |
| Case Closed | When a CASA volunteer is dismissed from a case, the case is closed from the program's perspective. As long as one child in the case remains connected to the Arizona CASA Program, the case remains open. However, the dependency might still be open as far as the local court is concerned, even though it is no longer a part of the CASA Program. |
| Case Conference | A documented meeting between a DES employee and at least one other person. Case conferences may be more frequent and informal than case plan staffings. |
| Case Flow Management | Administrative and Judicial processes designed to reduce delays in litigation; processes that assist the court in monitoring child welfare agencies to make sure dependency cases are moved diligently and decisively toward completion. |
| Case Management | The planning and coordination of all services to a client by an individual who, working with members of a service team, provides assessment, identifies and obtains services, monitors, evaluates, records progress and terminates services in accordance with established time frames. |



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| Case Manager/ Caseworker | A trained professional employed by DES or by an agency under contract with the DES. The case manager manages the development of the plan for services for the child and the family, and arranges for and monitors services to see that the needs of the child and/or family are met. |
| Case Plan | A plan developed by the case manager regarding placement of a child including services, placement, and visitation for the child and to include the requirements of the parents with deadlines for completion and case plan goal of adoption, family reunification, guardianship, or independent living. |
| Case Plan Goal | Team objective for the family including family reunification, adoption by a relative or non-relative, guardianship, or independent living. |
| Case Plan Staffing | A planned, scheduled, and documented meeting arranged to share information, develop and/or review the case plan, and evaluate services and case progress. The staffing includes the case manager, the family, service providers, attorneys, and CASA volunteers. |
| Case Screening | The process used by county coordinators to determine the appropriateness of assignment of a CASA volunteer to a dependency or delinquency case. |
| Case/Child | A case is made up of all children in a family. Some county program office staff assigns the same court number to every child in the case, while others assign a different court number to each child in the case. |
| Chambers | A judge's office where he/she conducts business. |
| Child Abuse | To hurt or injure a child by maltreatment. As defined by statutes in the majority of states, generally limited to maltreatment that causes or threatens to cause lasting harm to a child. |
| Child Custody | Legal authority to determine the care, supervision, and discipline of a child; when assigned to an individual or couple, includes physical care and supervision. Includes guardianship of the person of a minor such as may be awarded by a probate court. |
| Child and Family Team Meeting (CFT) | Child and family team meetings are structured, facilitated meetings that bring family members together so that, with the support of professionals and community resources, they can create a plan that ensures child safety and meets the family's needs. |



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| Child Molesting | The handling, fondling, or other contacts of a sexual nature with a child. |
| Child Neglect | Failure to give proper attention to a child; to deprive a child; to allow a lapse in care and supervision that causes or threatens to cause lasting harm to a child. |
| Child Protective Services (CPS) | The division of Administration for Children, Youth and Family Services that accepts and investigates referrals about child abuse or neglect. |
| Child, Youth, Minor, or Juvenile | Any person under 18 years of age. |
| Children's Information Library and Data Source (CHILDS) | The automated child welfare record keeping database system used by the Administration for Children, Youth and Family Services. |
| Chronic Offender | A juvenile who on at least two prior separate occasions has been adjudicated delinquent for conduct that would constitute a criminal act if the juvenile had been tried as an adult. |
| Clerk of the Court | An elected or appointed court officer responsible for maintaining the written records of the court and supervising or performing the clerical tasks necessary for conducting judicial business; also, any employee of a court whose principle duties are to assist the court clerk. |
| Clerk's Office | The office having the responsibility of maintaining court records and seals, and certifying the accuracy of those records. |
| Co-CASA Volunteer | A CASA volunteer who is appointed to a case with another CASA. |
| Commissioner | A judicial officer who is responsible to hear juvenile matters except contested issues. |
| Compliance; Volunteer Procedures | CASA volunteers are required to comply with policies and procedures or the program will be considered out of compliance by the state program office. |
| Comprehensive Medical and Dental Plan (CMDP) | CMDP is the basic medical insurance provided to all children under DES supervision and officially placed outside of their home. Physical exams, medications, surgery, supplies, and baby formula can be obtained for foster children through CMDP. The case manager obtains a CMDP card for the child to be used throughout |



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the duration of time in foster care, residential treatment, or other placement.

Confidentiality

All county coordinators, program staff, and CASA volunteers are required to keep confidential all information obtained concerning any child under the jurisdiction of the juvenile court in order to maintain the integrity, standards, and credibility of the Arizona CASA Program. For more information, refer to Arizona Revised Statutes § 41-1959.

Contested

A position taken on a case that implies a disagreement on relevant issues.

Continuation

A hearing that is re-scheduled to a later date. Any party in the case can request a continuance, but only the court may grant such a request.

Contracted Provider

The State of Arizona and its Department of Economic Security cannot provide all types of services to all of the citizens in need of them. Therefore, the state contracts with private agencies and individuals to provide a needed service (e.g., counseling). The employees of the provider agency are not state employees, but their work must fall within the guidelines of the formal contract. All contracted providers are required to report progress of the client family to the case manager.

County Attorney

The legal representative responsible for prosecuting criminal cases within a county.

County Budget Request

A form supplied by the state program office to all county office programs for use in requesting annual funding.

County Coordinator

A person hired at the county level to coordinate the activities of the county CASA program.

County of Jurisdiction

The county where the child has been adjudicated dependent, delinquent, or incorrigible.

Court

An officially designated place where justice is administered. A court is presided over by a judge.

Court Calendar

List of cases for trial or appellate argument, prepared for a given period of time such as a week, month, or even the term of the sitting court.

Court Case Number

The number assigned by the juvenile court to a case/child.



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| Court Improvement Program (CIP) | An Arizona initiative funded by the Federal Department of Health and Human Services designed to re-engineer the handling of dependency cases in Arizona. Project aspects include implementation of dependency laws and processes; implementation of a statewide dependency data tracking system; training of new Judicial Officers; and an operational review. |
| Court Order | A legal document signed by a judicial officer ordering something to occur on a case. |
| Court Report | A formal document written by a CASA volunteer on an appointed case, to give the judge objective information and recommendations about the case. |
| Courtesy CASA Volunteer | If a child is placed outside the county of jurisdiction, the county program where the child resides may appoint a “Courtesy” CASA volunteer. The Courtesy CASA gathers information, visits the child, and reports to the primary CASA volunteer. The primary CASA continues to be appointed to the case and has the responsibility of providing the court report. |
| Criminal Court | The criminal division of the Superior Court when exercising its jurisdiction over criminal matters. |
| Custody | The full authority to determine care, supervision, and discipline of a child. |
| Default | The failure of a party to appear in court after proper service, resulting in a ruling against the party. |
| Delinquent | The term used to describe the legal status of a child who has committed an offense that is unlawful and would be punishable by law if the child were an adult. |
| Delinquent Act or Offense | An act by a child that, if committed by an adult, would be considered a criminal offense. |
| Department of Corrections (DOC) | The state organization whose mission is to serve and protect the people of the state by imprisoning offenders legally committed to DOC. |
| Division of Developmental Disabilities (DDD) | A division within DES that provides services for adults and children who have certain developmental limitations. These services are provided only after formal application and assessment is obtained. |



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Department of Economic Security (DES)

The state agency that provides integrated direct services to people to promote safety, well being, and self sufficiency of children, adults, and families. The agency includes other divisions such as Adult and Aging, Arizona Industries for the Blind, Child Support Enforcement, and Unemployment Benefits.

Department of Health Services (DHS)

The state agency that assesses and assures the physical and behavioral health of all Arizonans through education, intervention, prevention, delivery of services, and the advancement of public policies. It also addresses current and emerging health issues in a manner that demonstrates efficiency, effectiveness, integrity, and leadership.

Dependency Petition

A formal notice to a court that a child is in need of proper parental care/control and there is no parent willing or able to care for the child. The petition contains allegations about why a child is believed to be dependent. It is the formal written pleading that asks the court to find a child dependent and enter appropriate orders.

Dependency Review

See Review Hearing.

Dependency Screening

The process of assessing whether or not a dependency case is appropriate for a CASA volunteer assignment. See “Case Screening”

Dependent Child

A person under 18 years of age subject to the jurisdiction of the court because of child abuse or neglect.

Dependent Children Automated Tracking System (DCATS)

A statewide database used by the Arizona CASA Program to track information on children in out-of-home care, and the CASA volunteers assigned to cases.

Detention

The legally authorized temporary holding in confinement of a person subject to criminal or juvenile family court proceedings. The legally authorized temporary holding of children in confinement while awaiting completion of juvenile or family court action. This includes custody while awaiting execution of a court order.

Diagnosis

The determination by qualified professionals (usually medical doctors or certified psychologists) that a person displays symptoms that fit a known condition. The diagnosis allows professionals to communicate more effectively with others in the treatment or documentation of many problems or conditions. The diagnosis may change over time or from doctor to doctor.



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| Dismissal; Case/Child | A dismissal means that the court no longer has jurisdiction over a case. However, an individual child in a case may be dismissed without the case being closed by the juvenile court. A child may be dismissed from the CASA program without the case being closed by the juvenile court. |
| Disposition Hearing | The stage of the juvenile court process in which, after finding that a child is within jurisdiction of the court, the court determines who shall have custody and control of a child; elicits judicial decision as to whether to continue out-of-home placement or to remove a child from home. |
| Dispute Resolution | A legal process available when disagreements cannot be resolved. |
| Diversion Programs | Community-based services designed to prevent the necessity of matters coming before the court. It is a method of avoiding prosecution of a juvenile offender, and a way to avoid a formal court process allowing the juvenile to admit to the allegations and receive a consequence for their actions. |
| Dually Adjudicated | A child who is found to be dependent or temporarily subject to court jurisdiction pending an adjudication of a dependency petition and who is alleged or found to have committed a delinquent or incorrigible act. |
| Drug Court | A means by which a judge can monitor substance abuse offenders in a hands-on, therapeutic fashion. This is done in cooperation with an established team of providers reporting the progress of the offender in becoming a substance-free individual. |
| Educable Mentally Handicapped (EMH) | Term used by many schools to describe a child who may not learn at the same pace as others due to any number of conditions that impair learning. However, these children can still learn if given special educational supports. |
| Educationally Disabled or Impaired Child | A child, age 3 through 21, who due to a disability, is unable to benefit from regular education without special education services. A child may have a disability but not be in need of special education services. |
| Eligibility | The requirements that an individual must meet to receive services. |
| Employment Related Expenses (ERE) | Expenses that are associated with social security, state and federal taxes, and retirement benefits, etc. Benefits affect employees who work at least 20 or more hours per week. |



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| Exit | The status used in DCATS to indicate a CASA volunteer has left the program. |
| Extension in Receiving Home Placement | A hearing called by the court whenever a child under the court's supervision has remained in a shelter or receiving home for longer than three weeks. The purpose of the hearing is to explain why the child has remained in the shelter, and to help speed the process of finding placement. |
| Facilitator | A person who is responsible for conducting a meeting of the courts. Responsible for assuring appropriate issues are addressed. |
| Failure to Thrive (FTT) | A child whose weight and development is significantly below that of peers. |
| Family | Persons, including at least one child, related by blood or law, or who are legal guardians of a child, or who reside in the same household. Where persons related by blood or law do not reside in the same household and where adults other than spouses reside together, each may be considered a separate family when it is to the benefit of the child. |
| Family Foster Home | This includes a home having the care of children less than 21 years old for whom the cost of care is provided pursuant to Arizona Revised Statutes § 46-134(14). See also Foster Care Facility. |
| First Offense | An action by an individual violating the law for the first time. |
| Fiscal Year (FY) | The time period for which the Legislature provides funding. In Arizona, the fiscal year is July 1 through June 30. |
| Foster Care | Temporary residential care provided to a child placed pursuant to a dependency hearing; can include care by a non-biological foster family, group care, residential care, or institutional care. |
| Foster Care Facility | A setting licensed to provide out-of-home care to children, including licensed relative placements, foster homes, group homes, and child welfare agencies. |
| Foster Care Provider | Any person or agency licensed to provide out-of-home care for children. |
| Foster Care Review Board (FCRB) | A panel of specially trained volunteers appointed by the presiding juvenile judge to review every six months the case of each dependent child in out-of-home placement. The Board hears from parties to the case to determine progress and applicability of the |



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case plan toward the case plan goal. The Board submits a report to the court making recommendations to further assist the court in the decision-making process.

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| Foster Parent | An individual maintaining a licensed foster home. |
| Full-time Equivalency (FTE) | Staff is paid on whether they are full time (1 FTE=40 per week), part time (.5 FTE=20 hours a week), or any mixture of hours in between. |
| Garnishment | A proceeding whereby property, money, or credits of a debtor in possession of another (the garnishee) are applied to the payment. |
| Getting Started | The first of three training modules that is part of the required 30-hour pre-service training for Arizona CASA volunteers. |
| Group Home | A foster home specially licensed for more than five but not more than 10 children. Group homes may look like any other house, or they may be incorporated into a larger treatment facility's program. The children may be under the supervision of staff or counselors assigned to a particular shift during the day or night. |
| Guardian ad Litem | In certain dependency matters, a person with formal legal training is appointed by a judge to represent the best interests of an allegedly abused or neglected child; differs from the child's attorney who specifically represents the child's wishes before the court. Guardians ad Litem are sometimes appointed to parents with serious mental illness or limited capacities. |
| Guardianship | A relationship between a child and an adult who is appointed to provide for the child and exercise the rights of the legal custodian. A legally established relationship between a child and adult who is appointed to protect the child's best interests and to provide the child's care, welfare, education, discipline, maintenance, and support. Where guardianship is awarded to an individual or couple, it includes that right to physical possession of the child. |
| Halfway House | A residential facility for adjudicated adults or juveniles, or those subject to criminal or juvenile proceedings, intended to provide an alternative to confinement for persons not suitable for probation, or needing a period of readjustment to the community after confinement. |
| Health Service Provider | A practitioner licensed by the State of Arizona to provide physical or mental health services. |



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| Home Resource Aide (HRA) | An employee of the Department of Economic Security assigned to assist in certain cases in which the family needs direct assistance in the home or community with the maintenance of basic daily functions. These workers are prepared to go into the home and assist with a variety of needs, such as meal planning, basic hygiene, locating suitable housing, and follow-up on medical care. The HRA worker is obtained through the case manager and is usually referred to as a Parent Aide. |
| Home School District | The local school district, also called the Local Educational Agency (LEA), where the parent resides. For adjudicated children, it is the school district where the child last attended, or, if there is no identifiable school, the school district where the child is physically located. |
| Inactive Volunteer | A CASA volunteer who is not appointed to a case and is not active in any other way with the program. |
| Incarceration | The term used for the confinement in prison, penitentiary, or jail of a defendant or probationer. |
| Incorrigible | Unmanageable; uncontrollable, such as a perpetual criminal or a habitually delinquent minor. |
| Indian Child Welfare Act (ICWA) | A Federal law that returns to Native Americans the primary responsibility or opportunity for involvement for any Indian child who comes to the attention of an Arizona social service agency. |
| Indigent | The inability to support oneself; poor. |
| Individual Education Program (IEP) | A written statement for providing special education services to a child with a disability under IDEA and is required for initiation of special education services. It includes the child's present levels of educational performance, annual goals, short-term measurable objectives for evaluation, progress toward those goals, specific special education and related services to be provided in the least restrictive environment, and exit criteria. It must be developed by a team of persons, including the parent, who are knowledgeable about the child. |
| Individuals with Disabilities Education Act (IDEA) | A federal law which mandates a free public education in the least restrictive environment for children with disabilities. It outlines services (including IEPs) and procedural safeguards for children needing special education. |



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| Initial Dependency Hearing | This hearing is held for parents or guardians who did not appear at the preliminary protective hearing, and must be held within 21 days after service, of a Temporary Custody Notice. |
| In-Patient | A term referring to the treatment, evaluation, or placement of a person at a facility for periods of time greater than 24 hours. Usually used in the context of hospital treatment, including psychiatric evaluation. |
| In-Patient Psychiatric Facilities | Joint Commission on Accreditation of Health Care Organizations (JCAHO) accredited psychiatric facilities, RTC, or hospital settings, providing structured treatment with 24-hour supervision and intensive treatment programs for the most severely impaired persons. These are reimbursable by Title XIX funds. |
| In-service Training | Ongoing training hours that CASA volunteers are required to complete each calendar year. This training must be pre-approved by the county coordinator. |
| Interstate Compact on the Placement of Children (ICPC) | A department that facilitates the interstate movement or placement of children involved with court and social service agencies. Its purpose is to ensure that a child is not moved out of one setting and into another that may not be appropriate or adequate (e.g., a sending state has a child in foster care and wants to place the child with grandparents in another state). Before any such move can take place, the receiving state must agree with the plan. Typically, home visits and evaluations take place with a compact administrator either approving or rejecting the move. If the move is approved, a child can remain a ward of the court in the sending state, even though he/she resides elsewhere. The state agencies must have agreed upon supervision/treatment services for the child. |
| Judge | One who conducts or presides over a court of justice and resolves controversies between parties. The term also encompasses persons serving in an appointive capacity whose decisions are subject to review by a judge, including associative judges, magistrates, referees, special masters, hearing officers, and commissioners. |
| Justice of the Peace (JP) | A judicial officer presiding over limited jurisdiction courts in a specified geographic area. |
| Juvenile Court | The Juvenile Division of the Superior Court which has jurisdiction over proceeding relating to delinquency, dependency, or incorrigibility involving children under the age of 18. |



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| Juvenile Dependency Number (JD#) | Number issued by the Juvenile Courts when a dependency case is opened. |
| Juvenile Intensive Probation Supervision (JIPS) | Probation department that monitors seriously delinquent minors. The minors are monitored 24-hours per day, 7 days per week and must perform 32 hours a week of community service, work, or education. |
| Juvenile Judge | A judge of the Superior Court authorized to preside over and determine all cases in a court of law involving juvenile court matters. |
| Juvenile Justice System | A network of services related to the apprehension, investigation, supervision, adjudication, care or confinement of juveniles whose conduct or condition has brought or could bring them within the jurisdiction of a family court or the criminal justice system. |
| Juvenile On-Line Tracking System (JOLTS) | A statewide database used by juvenile court staff to track information on dependency and delinquency cases of juveniles. |
| Juvenile Probation Office (JPO) | An office established within the juvenile court to supervise juveniles who have been referred for delinquent or incorrigible offenses. |
| Least Restrictive Environment (LRE) | A setting that offers the least restrictive atmosphere to a child that is compatible with the needs of the child. |
| Legal Custody | The legal authority to have physical possession of a child; to determine the care, supervision, and discipline of the child; the responsibility to provide the child with adequate food, clothing, shelter, education and medical care, provided that such responsibilities shall be exercised subject to the powers, rights, duties, and responsibilities of the guardian and subject to the residual parental rights and responsibilities if they have not been terminated by judicial decree. Includes guardianship of the person of a minor such as may be awarded by a probate court. |
| Legal File | File maintained in the Office of the Clerk of the Court that contains all original or certified copies of original documents. All documents will contain an official Clerk of the Court stamp. |
| Legal Parent | The parent who is entitled to have legal custody of the child. |
| Legal Party | Parties involved in a dependency case who have defined legal standing on a case and are listed in the court's minute entry. Parties |



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include CPS case managers and all attorneys. These parties shall legally receive copies of CASA court reports and minute entries.

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| Legal Status | The court's definition of adjudication of a child. A status could be dependent, delinquent, incorrigible, or dependent-delinquent (dually adjudicated). |
| Licensing Specialist | A person designated by the department or outside agency to perform specific work activities and functions related to licensing, supervision, support, and monitoring of foster or group homes. |
| Mediation | A process by which a neutral mediator assists all of the parties in voluntarily reaching consensual agreements; a process of facilitated communication between parties designed to resolve issues and agree upon a plan of action. |
| Mediator | A neutral person who conducts the mediation designed to bring agreement to the parties of record. |
| Mental Health Specialist | A district level mental health coordinator who works as a liaison to the DHS Regional Behavioral Health Authorities (RBHA) for mental health and substance abuse services. |
| Mentor | Experienced CASA volunteers who assist in the training, guidance, and support of other CASAs. With supervision by the county coordinator, mentors may also screen cases for appropriateness of CASA volunteer assignment. |
| Minute Entry | The official summary of the activity and court decisions that took place on a particular date, at a particular time, concerning a particular case. The document will detail any orders of the court and describe what is to happen next regarding the case (e.g., when the next court hearing is to take place, by what date certain tasks are to be accomplished, etc.). |
| Misdemeanor | An offense, other than a traffic infraction, for which a sentence to a term of imprisonment not to exceed one year is imposed. |
| Motion | A request for action of the court. |
| Municipal Court | Courts of limited jurisdiction, usually within a municipality, presided over by municipal judges. |
| Neglect | The inability or unwillingness of a parent, guardian, or custodian of a child to provide that child with supervision, food, clothing, shelter, or medical care if that inability or unwillingness causes |



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substantial risk of harm to the child's health or welfare, unless that inability of a parent or guardian to provide services to meet the needs of a child with a disability or chronic illness is solely the result of the unavailability of reasonable services (Arizona Revised Statutes §§ 8- 201(21); 8-531(11)).

Non-Custodial Parent

With respect to a dependent child, a parent who does not reside with that child and, if there has been a determination of legal custody with respect to the dependent child, does not have legal custody of the child.

Office of Court Appointed Counsel (OCAC)

An office that provides legal representation to indigent defendants (usually parents). May also be counsel for the child when the Legal/Public Defender's Offices are unable.

Office of the Legal Defender

Generally provides legal representation to the custodial parent as identified in dependency petition.

Operational Review

A comprehensive audit of all Juvenile Courts based on statutes, juvenile court rules, administrative orders, program policies and procedures. The Operational Review includes the CASA program.

Order of Appointment

A legal document created by the county program office, signed by a judicial officer, appointing a CASA volunteer to a specific case/child. A copy of this order is given to all legal parties in the case. This is also referred to as a Court Order.

Out-of-Home Placement/Care

The placement of a child with an individual or agency other than the child's parent or legal guardian.

Parent

The birth, putative, or adoptive parent of a child.

Parent Aide

A person either employed by DES or by a DES contracted agency who at the case manager's request, assists families. This assistance includes, but is not limited to, transporting to various appointments, and monitoring visits with a child and family. See "Home Resource Aide"

Parent Therapist Foster Home Care

A foster family-based model that provides an intensive system of supportive and clinical services to special needs children/youth for which a family environment is the appropriate placement setting. Therapeutic foster homes licensed by DHS as alternative care facilities may receive Title XIX reimbursement for therapeutic services.



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| Parole | A method of prisoner release on the basis of individual response and progress within the correctional institution, providing the necessary controls and guidance while serving the remainder of their sentences within the free community. |
| Permanency Planning Hearing | A special type of post-dispositional proceeding designed to reach a decision concerning the permanent placement of a child; the time of the hearing represents a deadline within which the final direction of a case is to be determined. It's to be held no more than 12 months after removal. |
| Perpetrator | The chief actor in the commission of a crime; i.e., the person who directly commits the criminal act. |
| Petition/Pleading | A formal, written request to the court for a specific thing to be done. |
| Physical Abuse | Infliction of non-accidental physical injury, impairment of bodily functions, or disfigurement by another person. |
| Physical Custody | The physical care and supervision of a child. |
| Placement | A facility or location where a child resides while living away from home. |
| Pre-hearing Conference | A conference held before a Preliminary Protective Hearing (PPH) to maximize the opportunity for non-adversarial resolution of issues. It is facilitated by a person designated by the court. Primary issues discussed at this conference are temporary custody and placement, visitation, if appropriate, and the provision of services to the child and family. Agreements reached by the parties at the PHC are presented to the court at the PPH. |
| Preliminary Protective Hearing (PPH) | A hearing scheduled within five to seven days of the child's removal from home. The issues required to be addressed are placement, services, and visitation. |
| Presiding Judge | A judge of the superior court, appointed by the Chief Justice of the Arizona Supreme Court, responsible for county administrative duties as well as court actions. |
| Pro Tempore | A judicial officer assigned to perform the duties of a judge on a temporary basis. This officer hears all juvenile matters except contested issues. |



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| Probable Cause | A set of facts and circumstances that would induce a reasonably intelligent and prudent person to believe that an accused person had committed a specific crime. |
| Probate Court | Various state courts having jurisdiction in the matter of proving wills, appointing executors and administrators, and supervising the administration of estates. |
| Prospective Applicant | A person who requests information about the Arizona CASA Program. When the application is returned to the county program office, the person is considered an applicant and the screening process may begin. |
| Psychiatrist | A physician (M.D.) who specializes in the prevention, diagnosis, and treatment of mental illness. Psychiatrists must receive additional training and serve a supervised residency in their specialty. They can prescribe medication, which psychologists cannot do. |
| Psycho-Educational Evaluation | A psychological evaluation with an educational component performed by a psychologist with specialized training. It is a part of the comprehensive evaluation required for determining special education eligibility and is acceptable for up to three years. |
| Psychological Evaluation | A specific assessment conducted by a licensed psychologist to determine and address behavioral health problems, and may include treatment recommendations or advice for certain interventions. Psychological assessments shall include a review of referral materials, assessment of the individual's readiness for testing, a clinical interview, and may include intellectual testing, personality testing, educational testing, projective testing, and specialized testing for specific disabilities. Neuropsychological assessments will also delineate between the neurologically-based causes for behavior and an emotional dysfunction. |
| Psychologist | A professional trained in the assessment, evaluation, and treatment of various social/emotional dysfunctions. Psychologists are not medical doctors and cannot hospitalize or prescribe medications. Many psychologists are skilled in the administration and interpretation of various "instruments" and tests with which a person may be evaluated. |
| Public Defender | A lawyer appointed by the court to defend, advise, and counsel an individual who is not financially able to pay for the services. |



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| Putative Father | The alleged or supposed male parent; the person alleged to have fathered a child whose parentage is at issue. |
| Reasonable Doubt | The standard used to determine the guilt or innocence of a person criminally charged. Reasonable doubt, which will justify acquittal, is doubt based on reason and arising from evidence or lack of evidence, and it is that which a reasonable person might entertain. |
| Reasonable Efforts | Public Law 96-272, the Adoption Assistance and Child Welfare Act of 1980, requires that “reasonable efforts” be made to prevent or eliminate the need for the removal of a dependent, neglected, or abused child from the child’s home and to reunify the family if the child is removed. The reasonable efforts requirement of the federal law is designed to ensure that families are provided with services to prevent their disruption and to respond to the problems of unnecessary disruption of families and foster care drift. To enforce this provision, the juvenile court must determine, in each case where federal reimbursement is sought, whether the agency has made the required reasonable efforts. |
| Receiving Foster Home | Another name for a shelter home, emergency shelter home, etc. Usually a receiving home is a private residence located in the community. These homes are licensed and prepared on a 24-hour basis to receive children needing immediate placement and care. |
| Recidivism | In its broadest context, recidivism refers to the multiple occurrences of any of the following key events in the overall criminal justice process: commission of a crime, arrest, charge, conviction, sentencing, and incarceration. |
| Recommendation | A written statement advising a course of action, submitted as part of a verbal or written report. |
| Regional Behavioral Health Authority (RBHA) | Separate organizations under contract with DHS to implement, coordinate, maintain, and monitor the delivery of a unified system of mental health and substance abuse services for a geographic area. |
| Rehabilitation | An approach to punishment that attempts to change the offender’s criminal behavior through appropriate treatment. |
| Relative | The child’s grandparent, great grandparent, brother, or sister of whole or half blood, aunt, uncle, or first cousin for purposes of placement pursuant to Arizona Revised Statutes § 8-514.02.(A) as provided in DES 5-55-21. |



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| Remanded | Returned to custody, or sent back to court (or agency) for further action. |
| Rescinding Order of Appointment | The legal document that dismisses a CASA volunteer from the assigned dependency or delinquency case. |
| Residential Care | Placement in group or congregate care. |
| Residential Treatment Center (RTC) | A licensed treatment facility where children receive care, treatment, and supervision on a 24-hour basis. The child actually lives in residence at the center where a treatment team assists the child and family in working through difficult behavioral, emotional, social, or psychological problems. |
| Resource | Any service within the department or the community that is available and of potential benefit to the client. |
| Resource Unit | A special unit of DES to help case managers locate appropriate placements for children in need of out-of-home care. This unit also tracks the various openings in the foster care system. |
| Respite Foster Care | The provision of substitute care to a foster child to relieve the foster family of the child's care for short, specified periods of time. Respite care is a type of foster care and is provided by a licensed provider. |
| Restitution | A requirement by the court as a condition of a revocable sentence, or earlier in the criminal justice process, that the offender replaces the loss imposed by his/her offenses; money received from a probationer for payment of damages. |
| Review Hearing or Report and Review Hearing | Court hearings that take place after disposition in which the court comprehensively reviews the status of a case, examines progress made by the parties since the conclusion of the disposition hearing, provides for correction and revision of the case plan, and makes sure that cases progress and children spend as short a time as possible in temporary placement. |
| Rules of Court | Various orders established by a court for the purpose of regulating the conduct of business of the court such as civil, criminal, or appellate procedures. |
| Screening Process | All applicants must complete screening requirements such as an interview, polygraph exam, criminal background check, DES Central Registry, and MVD check, before being certified as a CASA volunteer. |



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| Self-Contained Classroom | Any child who cannot be maintained in a regular school classroom setting due various problems may be placed into a self-contained class. Such classes are set up so the child remains in the same room throughout the day, without rotating through teachers or locations. Such placements usually require that an Individual Educational Program (IEP) be completed by the school. |
| Service Plan/ Individual Service Plan (ISP) | A specific written plan developed by an RBHA, in concert with a DES case manager, describing specific services to address mental health or substance abuse needs of a specific client. |
| Service Team | Individuals directly involved in the provision of services to a family that may include the case manager and respective supervisor, other department staff, foster parents, and contract personnel. Provision of services may also include others involved with the family, such as physicians, psychologists, school personnel, law enforcement personnel, attorneys, and CASA volunteers. |
| Settlement Conference | A judicially-mandated meeting in which a judge is present, involving all attorneys and parties to a proceeding, to resolve contested issues without a trial. |
| Severance | The termination of a parent-child relationship. The statutes set out a limited number of grounds (reasons) for a severance action. |
| Shelter or Shelter Home | A receiving home or group shelter, contracted to provide temporary, non-secure emergency care for juveniles pending hearing. |
| Special Education | The adjusting of environmental factors, modifying of the course of study, and adapting of teaching methods, materials, and techniques to provide education for children who are unable to benefit from regular education without specially-designed instruction to meet their individual and unique learning needs. |
| Staffing | This term refers to a case manager bringing together the treatment team and any other person with relevant information about a family's status. The agenda at a staffing may vary, but the usual outcome is a plan or special guidance concerning a particular case situation. CASA volunteers should be involved with staffings. |
| State Program Office | By statute the state office is responsible for administering the Arizona CASA Program statewide. |



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| Status Offender | A juvenile charged with an act or action which would not be considered unlawful if the juvenile was an adult. Examples would be: incorrigibility, runaway, truancy, drinking under age, or curfew violations, etc. |
| Statute | A law enacted by a legislative branch of government. |
| Stipulation | An agreement, admission, or concession made by parties in judicial proceedings or by their attorneys, relating to business before the court. |
| Subpoena | A written order issued by a judicial officer requiring a specified person to appear at a designated court at a specified time in order to serve as a witness in a case under the jurisdiction of that court, or to bring material to that court. |
| Summons | A written order issued by a judicial officer requiring a person accused of a criminal offense to appear in a designated court at a specified time to answer the charge(s). |
| Superior Court | The court of general jurisdiction, usually geographically associated with counties, which can be divided in different divisions. |
| Supreme Court | The court of highest jurisdiction in the state, hears all appeals of lower courts, all sentences where capital punishment is imposed, and has administrative responsibility. |
| Surrogate Parent | A qualified, trained person who is appointed by a juvenile court judge. The parent substitute is to represent the interests of a child requiring special education services on behalf of the parent unwilling or unable to do so. By law, DES case managers and other DES employees and subcontractors cannot be surrogate parents. |
| Teen Court | A program by which juveniles who admit delinquent/incorrigible acts are given consequences by their specially-trained peers in a court-like setting. |
| Temporary Custody Notice (TCN) | A written notice by the DES/CPS or law enforcement to parents, guardians, or custodians outlining reasons why the child has been taken into temporary custody, and advising them of their rights to petition the court within 72 hours (excluding weekends and holidays) of receipt of the written notice, for a hearing. |
| Temporary Orders | A dependency petition will usually request that the court issue temporary orders regarding the placement and care of the child. |



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Before issuing such orders, the court must review the petition and the affidavit to determine if the facts alleged support a finding that “reasonable grounds exist to believe that temporary custody is clearly necessary to protect the child from suffering abuse or neglect.”

Temporary Ward of the Court

Legal status of a child after a dependency petition has been made to the court, but prior to an adjudication of dependency where they are made “Wards of the Court.”

Terminated Volunteer

A CASA volunteer who has left the Arizona CASA Program.

Termination of Parental Rights Hearing

A formal proceeding usually sought by a state agency at the conclusion of dependency proceedings, in which severance of all legal ties between child and parents is sought against the will of one or both parents, and in which the burden of proof must be by clear and convincing evidence; the most heavily litigated and appealed stage of dependency proceedings.

Therapeutic Foster Placement

Specially-trained family foster placement that provides care for children with emotional/behavioral needs that are greater than what can be met in a regular foster placement. Most children eventually leave a therapeutic placement and are placed in a regular foster placement or are returned home. Some children may require an even more restricted living environment than a therapeutic foster placement can provide.

Therapist

A designated professional who is responsible to do some type of therapy with parents and/or children.

Title XIX

The Medicaid section of the federal Social Security Act that includes the provision of Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) of the physical and mental health status of Title XIX eligible children.

Title XIX Eligible Child

An individual under the age of 21 determined eligible for AHCCCS/Medicaid services.

Title XIX Provider/Facility

A person, clinic, or residential facility licensed by DHS that meets the AHCCCS requirements for receiving federal Title XIX reimbursement.

Transitional Short-term Out-of-Home Care

A placement that is temporary in nature and occurs between ongoing out-of-home placements.



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| Unassigned Volunteer | A CASA volunteer who is temporarily not assigned to a case. |
| Unit | The location where the DES case manager, worker, or social worker is assigned. Usually five to seven workers are assigned to a unit. |
| Urine Analysis (UA) | Drug testing from a person's urine for the presence of alcohol or illegal substances. |
| Vacate | To annul, to set aside, to cancel or rescind, to render an act void; as to vacate an entry of record, a judgment, or a hearing date. |
| Victim | A person who has suffered death, physical or mental suffering, or loss of property, as the result of an actual or attempted criminal offense committed by another person. |
| Visitation | Face-to-face contact between a child in out-of-home care and the parent/caretaker, significant family member, or sibling. |
| Visitation Facilitator | Any person who is designated by the case manager to monitor a visit between a child in out-of-home placement and the parent/caretaker, sibling, or other relative. This may include a parent aide, transportation worker, psychologist, therapist, out-of-home care provider, extended family member, or other party. CASA volunteers are not allowed to supervise or facilitate court-ordered visits. |
| Voluntary Agreement for Care/Voluntary Placement | Arrangement with a public protection agency (CPS) for the temporary placement of a child into foster care, entered into prior to court involvement, and typically used in cases in which short-term placement is necessary for a defined purpose such as when a parent enters in-patient hospital care; a method of immediately placing a child in foster care with parental consent prior to initiating court involvement, thereby avoiding the need to petition the court for emergency removal. It is valid for 90 days. |
| Ward/Ward of the Court | This term applies to a child determined by the court to be dependent or delinquent. It is the formal declaration that the child's welfare is now under the direct supervision of the court. To be a ward of the court means that the court determines where the child will live, who will care for the child, and directs any other special services the child or family may need. The parental rights are not severed or taken away by wardship. |



Section Seven

ACRONYMS

A

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| ACJA | Arizona Code of Judicial Administration |
| ACYF | Administration for Children, Youth, and Families |
| ADC | Arizona Department of Corrections |
| ADE | Arizona Department of Education |
| AFDC | Aid to Families with Dependent Children |
| AG | Attorney General |
| AHCCCS | Arizona Health Care Cost Containment System |
| AJC | Arizona Judicial Council |
| AKA | Alias or Also Known As |
| AOC | Administrative Office of the Courts |
| ARS | Arizona Revised Statutes |
| ASFA | Adoption and Safe Families Act |
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C

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| CASA | Court Appointed Special Advocate |
| CFT | Child and Family Team Meeting |
| CHILDS | Children’s Information Library and Data Source |
| CIP | Court Improvement Program |
| CMDP | Comprehensive Medical and Dental Plan |
| CPS | Child Protective Services |
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D

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| DCATS | Dependent Children Automated Tracking System |
| DDD | Division of Developmental Disabilities |
| DES | Department of Economic Security |
| DHS | Department of Health Services |
| DJC | Department of Juvenile Corrections |
| DOC | Department of Corrections |
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Section Seven

E

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| EMH | Educable Mentally Handicapped |
| EPSDT | Early and Periodic Screening, Diagnosis, and Treatment |
| ERE | Employment Related Expenses |
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F

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| FCRB | Foster Care Review Board |
| FTE | Full-time Equivalency |
| FTT | Failure to Thrive |
| FY | Fiscal Year |
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G

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| GAL | Guardian ad Litem |
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H

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| HRA | Home Resource Aide |
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I

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| ICPC | Interstate Compact on the Placement of Children |
| ICWA | Indian Child Welfare Act |
| IDEA | Individuals with Disabilities Education Act |
| IEP | Individualized Education Program |
| IPRT | Independent Professional Review Team |
| ISP | Individual Service Plan |
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Section Seven

J

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| JAA | Judicial Administrative Assistant |
| JCAHO | Joint Commission on Accreditation of Health Care Organizations |
| JD# | Juvenile Dependency Number |
| JIPS | Juvenile Intensive Probation Supervision |
| JOLTS | Juvenile On-line Tracking System |
| JP | Justice of the Peace |
| JPO | Juvenile Probation Office |
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L

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| LEA | Local Educational Agency |
| LRE | Least Restrictive Environment |
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M

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| M & IE | Meals and Incidental Expenses |
| MDT | Multi-disciplinary Team |
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O

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| OCAC | Office of Court Appointed Counsel |
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P

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| PHC | Pre-hearing Conference |
| PPH | Preliminary Protective Hearing |
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Section Seven

R

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| R & R | Report and Review |
| RBHA | Regional Behavioral Health Authority |
| RCPC | Report to the Court on Placement of Child |
| RTC | Residential Treatment Center |
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T

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| TDM | Team Decision Making |
| TCN | Temporary Custody Notice |
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U

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| UA | Urine Analysis |
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ADDITIONAL ACRONYMS

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