

Office of Special Needs Data Dictionary

DO

- Keep the wide audience range in mind. Include adults with special needs as well. Stress that the program is for military family members of all ages with special needs.
- Use person-first language. For example, people are defined by their accomplishments and not their disabilities. “Ray Charles was a famous musician who just happened to also be a person who was blind,” versus “Ray Charles, a blind musician.”
- Focus on positive outcomes, services and supports.
- Target acquiring knowledge, personal empowerment and self-advocacy.

DO NOT

- Make assumptions.
- Tell people how they feel.
- Tell people what they should, need to, must, ought, can’t or won’t do.
- Focus on the negative, the struggle or the challenge.

FORMATTING

- Keep bullets to five or fewer for each section.
- Less is more. Be concise.

GENERAL

- Keep sentences short.
- Insert transitions between paragraphs.
- Make sure headings match body text.
- Include conclusion at the end of the article.

PREFERRED TERMS

Preferred	As opposed to
Office of Special Needs or OSN	Office of Community Support for Military Families with Special Needs
EFMP ROC	the EFMP ROC; ROC
EFMP Military Family Support Providers	EFMP Family Support Staff
Families with special needs	Special needs families; exceptional families
Individual or family member with a disability	Disabled individual or disabled family member
Intellectual disability or developmental disability	Mental retardation
People with disabilities	The disabled
Person who uses a wheelchair	Confined to a wheelchair or wheelchair bound
Person with a disability	Physically challenged, differently abled, handicapped or crippled
Individualized education program	Individualized Education Plan
Individualized family service plan	Individual family services plan, individualized family service program
Person with cerebral palsy or a person with spastic diplegia	Spastic or spaz

Preferred	As opposed to
Individual with autism	Person who suffers from autism
Person who is blind or visually impaired	Blind man or blind woman
Child or children	Kids
enhanced support	New, newly enhanced, revitalized
increasing support	improving
support	benefits
support services	care management; medical entitlements
personalized support	specialized support
consultant	trained staff; counselors
consultation	appointment
specialty consultation	special consultation
the military health care system	military health care system
Approximately 132,000 military families include a family member enrolled in EFMP	132,000 military families have a member with special needs
Paperwork reduction	“standardization” or “reduce the amount of paperwork”

DEFINITIONS

Family Member Travel Screening	Process of screening of all family members of ASDMs who request government – sponsored travel to OCONUS locations (including Alaska and Hawaii), for potential travel concerns, which may include medical, educational, and/or dental needs. All travel concerns are reviewed to determine availability of services at the projected duty location.
Enrollment	Mandatory for active-duty military members, members of the National Guard or reserves may enroll according to service-specific guidance. Paperwork required for enrollment is available from the EFMP medical point of contact at the installation military treatment facility or, in the Marine Corps, from Marine Corps Community Services.
Exceptional Family Member Program	Program that supports military families with special medical and educational needs. It supports family members of all ages. The program has three components: <ul style="list-style-type: none"> • Identification and enrollment • Assignment coordination • Family support
Family support	Assists families with special needs by helping them identify and access programs and services. It includes: <ul style="list-style-type: none"> • Information and referral for military and community services • Education and outreach • Referral to other family center providers • Local school and early intervention services information • Warm handoff to the EFMP at the next location • Nonclinical case management, including individualized service plans

<p>Identification</p>	<p>Family members with special medical or educational needs, including a spouse, a child or a dependent adult, should enroll in the program. This includes family members who:</p> <ul style="list-style-type: none"> • Require special medical services for a chronic condition, such as asthma, attention deficit hyperactivity disorder, diabetes or multiple sclerosis • Receive ongoing services from a medical specialist • Have significant behavioral health concerns • Receive early intervention or special education services through an individualized education program or individualized family service plan.
<p>EFMP ROC</p>	<p>Exceptional Family Member Program Resources, Options and Consultations is a specialized area of Military OneSource where families with special needs go for online resources, options and consultations, in addition to those already available on military installations. EFMP ROC provides comprehensive information on every aspect of military life for family members with special needs at no cost to active-duty, National Guard and reserve service members, their families and survivors.</p> <p>EFMP ROC special needs consultants will help families determine their eligibility, navigate the enrollment process and connect them with local services. They will also:</p> <ul style="list-style-type: none"> • Serve as subject matter experts in topics that may become important for families who may face a different set of life events that require unfamiliar services • Help families navigate topics, such as understanding how TRICARE can help with medical expenses, estate planning for a loved one with special needs or securing educational support during a permanent change of station, and many more • Serve as liaisons between families and TRICARE specialists so families connect with the experts they need and receive continuity of care through their experiences • Create plans of action for families to reach a resolution when they face a TRICARE-related issue • Serve as liaisons between TRICARE specialists and installation-based EFMP support staff to connect families with in-person, local support whenever possible.
<p>Individualized education program (IEP)</p>	<p>The IEP is a written plan developed by a committee that focuses on identifying and meeting the specific learning needs of a child and identifies the special education and related services the school will provide.</p>
<p>Individualized family service plan (IFSP)</p>	<p>A written plan for providing early intervention services to an infant or toddler with a disability and the child’s family that (a) is based on the evaluation and assessment; (b) includes parental consent; (c) is implemented as soon as possible once parent consents for early</p>

	intervention services in the IFSP is obtained; and (d) is developed in accordance with IDEA Part C/DoDM 1342.12
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