

8 Abbreviations and glossary

8.1 Disability Services

8.1.1 Abbreviations

A&EP	Aids and equipment program
A&EP-ECDS	Aids and equipment program – Electronic communication devices scheme
ABI	Acquired brain injury
ABS	Australian Bureau of Statistics
AIHW	Australian Institute of Health and Welfare
AP&DC	Agency performance and data collection
ATSS	Adult training and support services
BIST	Behaviour intervention support teams
BMS	Budget management system
CALD	Cultural and linguistic diversity
CBPARS	Community building project achievement reporting system
CEO	Chief executive officer
CERS	Client expenditure recording system
COAG	Council of Australian Governments
CPA	<i>Commonwealth Privacy Act</i>
CPR	Cardio-pulmonary resuscitation
CRC	Communication resource centre
CRIS	Client relationship information system
CRISSP	Client relationship information system for service providers
CRU	Community residential unit
CSO	Community service organisation
DA	<i>Disability Act 2006</i>
DAS	Disability accommodation services
DCS	Disability client services
DHS	Department of Human Services
DISCIS	Disability client information system
DLM	Disability leasing model
DSA	<i>Disability Services Act 1991</i>
DSAS	Disability self assessment system
DSD	Disability Services Division
DSR	Disability support register
DTF	Department of Treasury and Finance
EFT	Equivalent full-time
EMR	Eastern Metropolitan Region
EPC	Emergency planning committee
ERC	Expenditure review committee
ESM	Essential safety measures
FAC	Funded Agency Channel
FERPTF	Fire and emergency response, procedures and training framework
FFYA	Futures for Young Adults
field	Further inclusive learning and development
FO	Funded organisation
GDP	Gross Domestic Product
GSP	General service plan
HACC	Home and Community Care
HACSU	Health and Community Services Union
HPP	Health privacy principles
HRA	<i>Health Records Act 2001</i>
IDPSA	<i>Intellectually Disabled Persons' Services Act 1986</i>
ILT	Independent living training
IPA	<i>Information Privacy Act 2000</i>
IQMA	Integrated quality management approach

IRIS	Integrated reports and information system
LCGP	Lymphoedema compression garments program
L&DP	Learning and development plan
LTRP	Long term rehabilitation program
NDA	National Disability Agreement
NGO	Non-government organisation
NWMR	North and West Metropolitan Region
PADMIN	Program of aids for disabled people administration database
PASA	Program and service adviser
PDRSS	Psychiatric disability rehabilitation and support services
QDC	Quarterly data collection
RIDS	Restrictive intervention data system
SAAP	Supported accommodation assistance program
SAEAS	Supported accommodation equipment assistance scheme
SAP	Systems, applications and products
SAMS	Service agreement management system
SDE	Secure document exchange
SMR	Southern Metropolitan Region
SSA	Shared supported accommodation
TADVIC	Technical aid to the disabled
VMSS	Vehicle modification subsidy scheme
WDL	Workforce development and learning

8.1.2 Glossary

Activities

Activities are the lowest part of the hierarchy that builds up the department's chart of accounts. Funding to services is channelled through the activity structure.

Activity specifications

Written specifications with standard components, outlining each funded activity within the Disability Services output group.

Chart of accounts

A key budget management and reporting tool used to allocate and monitor resources.

Equity formula

A formula based on a needs-driven funding model for the allocation of new and growth funds.

Funding portability

Funding to an agency that is dependant on client choice.

Funding principles

The department's funding policy is based on the principles of best value, partnerships and financial responsibility.

Immediate environmental factors

Factors driving demand for a specific type of human service or human service program.

Key documents

Documents identified (Acts, standards, policies and guidelines) that service providers must adhere to.

Macro-environmental factors

The systematic trends that influence demand across a large range of human services.

National Disability Agreement (NDA)

An agreement between the Commonwealth and the State and Territory Governments that covers funding and administration of specialist services for people with disabilities. (The NDA came into effect on 1 January 2009 and replaces the third Commonwealth State Territory Disability Agreement).

Output group

Within the chart of accounts structure, activities are grouped to form components; components are grouped to form outputs; and, outputs are grouped to form output groups. The DTF funds the department at 'output group' level.

Performance measures and data collection

Each activity contains a set of reporting requirements known as performance measures and data collection items. The key difference between performance measures and data collection items is that performance measures are used in the service agreement with providers and generally have a negotiated target. Many performance measures are aggregated and reported to DTF to account for how funding is spent. Data collection items do not, as a rule, have a target.

Quarterly data collection

An information system requiring agencies (all service providers both government and non-government) to submit data on individuals receiving services.

Service agreement management system

The computer system used to record and produce service agreements.

Service agreements

Contractual arrangement between the department and agencies that deliver specified services.

Unit prices

Funding to non-government agencies is largely administered through unit price funding. This incorporates a provision for salary, allowances, WorkCover and superannuation, as well as an administrative overheads component.

Victorian State Disability Plan 2002–12

Articulates the government's vision for people with a disability.

8.2 Housing and Community Building

8.2.1 Abbreviations

AHV	Aboriginal Housing Victoria
ACFE	Adult community and further education
CALD	Culturally and linguistically diverse
CHFV	Community Housing Federation of Victoria
CHIP	Community Housing Infrastructure Program
COAG	Council of Australian Governments
CPI	Consumer price index
CSO	Community service organisation
DHS	Department of Human Services
DoH	Director of Housing
FTE	Full-time equivalent
HCB	Housing and Community Building
HEF	Housing Establishment Fund
HIR	Housing information and referral
HPF	Housing Provider Framework
HSS	Housing support services
ICHO	Indigenous Community Housing Organisation
IDC	Interdepartmental committee
LASN	Local area service networks
NAHA	National Affordable Housing Agreement
NDC	National Data Collection
NDCA	National Data Collection Agency
NGO	Non-government organisation

NP	National Partnership Agreement
NRAS	National Rental Affordability Scheme
PHIP	Public Housing Infrastructure Program
QICSA	Quality Improvement and Community Services Accreditation
RTA	Residential Tenancy Act
SAAP	Supported Accommodation Assistance Program
SHASP	Social Housing Advocacy and Support Program
SHS	Specialist Homelessness Services
SHSC	Specialist Homelessness Services collection
THM	Transitional Housing Management Program
VHS	Victoria Homelessness Strategy
VPTA	Victorian Public Tenants Association
WDVCS	Women's Domestic Violence Crisis Service