

# Co-Pro and Grow 1

## Monthly Workforce Co-Production Assignments for Adults, Health & Wellbeing



July 2025

Task: Co-Produce a Glossary of Acronyms

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# Glossary of Acronyms

As part of my role as the Lived Experience Co-Ordinator I set the workforce within Adults, Health and Wellbeing the first of many monthly tasks. The month of July 2025 saw us as a service co-producing a glossary of everyday acronyms we use or see across our workday. Colleagues made contributions from what they know, read, attend, or in the reports they have contributed to. The aim of developing the workforce co-production assignments as they become more of a regular feature are to raise awareness of the profile and value of co-production within our service.

By having different small ways, we can co-produce using different means each month on a voluntary basis, we can gradually build small library of reference resources. These resources can then be used by anyone across the service to support new colleagues in post, break down accessibility barriers and contribute towards thinking more holistically about the co-production process. This glossary has already been very useful to me in my role as a new starter and it is with great thanks to the following colleagues who have given their time voluntarily to coproduce this with me.

Ann Coxon (Tees wide Safeguarding Adults Board)  
Calum Titley - Interim Service Manager - Assessment (Long Term Services)  
Ellen Ralph (Community Support Worker)  
Gracie Pearson (Migration Support admin assistant)  
James Stabler (Strategic Housing)  
Jenny Collier (Service Design Officer Adult Strategy team)  
Julie Nisbet (Transformation Manager)  
Karen Jessop (Fairer Stockton-on-Tees)  
Katie Owens (AMHP / MCA Lead)  
Kelly Marie Bloomfield – Registered Manager Rosedale  
Natalie Shaw (Assurance & Co-Production Manager)  
Rachel Douglas – (Review officer)  
Rachel McKnight – (Public Health Practitioner)  
Rachel Wallace – OPMH social worker  
Rebecca Gray (Service Manager)  
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Sarah Robinson (Community Engagement Team)  
Shabana Hussain (Assessment and support planning)  
Zoe Flood (Adult Strategy Team)

# A

<b>Examples:</b>	
AAU	Acute Assessment Unit
ABA	Acceptable Behaviour Agreement
ABI	Acquired Brain Injury
AD	Assistant Director
ADASS	Association of Directors of Adult Social Services
ADHD	Attention Deficit Hyperactivity Disorder
ADL	Activities of Daily Living
AFC	Action For Children
AHP	Allied Health Professional
ALT or AT	Assistive Living Technology or Assistive Technology
AMHP	Approved mental health professional
AO	Assistance of (How many carers to assist a person to transfer)
Ao1/Ao2	Assistance of 1 and Assistance of 2 (to mobilise or transfer)
AOB	Any Other Business
ARI	Acute Respiratory Infection (common over winter and particularly important to adult social care especially residential care homes)
ASAP	As Soon As Possible
ASB	Anti-Social Behaviour
ARI	Acute Respiratory Infection (common over winter and particularly important to adult social care especially residential care homes)
ASC-WDS	Adult Social Care Workforce Data Set
ASCOF	Adult Social Care Outcomes Framework
ASCS	Adult Social Care Strategy
ASCWP	Adult Social Care Workforce Plan
ASD	Autistic Spectrum Disorder
AHP	Allied Health professional
AMHP	Approved mental health professional
ASYE	Assessed and Supported Year in Employment
ATM	At the moment or a cash machine

# B

BCF	Better Care Fund
BD	Twice daily
BDA	British Dental Association
BHAWA	Better Health at Work Award (commissioned service by Public Health)
BHBW	Better Health Better Wealth (commissioned service with Age UK Teesside currently delivering)
BHF	Better Health Fund

BIA	Best Interest Assessor
BIBA	Brought In by Ambulance
BMBF	Bright Minds Big Futures
BP	Blood Pressure
BRB	Be Right Back
BRC	British Red Cross
BSL	British Sign Language
BUP	Business Unit Plan
BUSI	Support desk for LAS
BM	Bowel Movement
BPD	Borderline Personality Disorder

## C

CHC	Continuing Health Care
CGL	Change Grow Live (VCSE)
CWC	Community Wellbeing Champions
COL	Cost of Living
CSR	Corporate Social Responsibility
CQC	Care Quality Commission
CMT	Corporate Management Team
CAH	Care at Home
CAA	Care Act assessment
CSO	Community support officer
CAB	Citizens Advice Bureau
CAF	Children's and Families
CAFCASS	Children and Family Court Advisory Support Service
CC	Case Conference
CIC	Community Interest Company
CISGF	Community Integration Small Grants Fund
CTO	Community Treatment Order
CPN	Community Psychiatric Nurse
CSW	Community Support worker
CFS	Chronic Fatigue Syndrome
CRT	Community Rehabilitation Services
CCG	Clinical Commissioning Group
CPA	The Care Programme Approach (severe complex mental health)
CIAT	Community Therapy Team
CP&FA	Client Property and Financial Affairs
CFS	Client Financial services
COP	Court of Protection
CMHT	Community Mental Health Team

CAMHS	Child and Adolescent Mental Health Service
CBT	Cognitive Behavioural Therapy
CPD	Continuous Professional Development
CHD	Coronary Heart Disease
CMHT	Community Mental Health Team
CNF	Case Note File
CFA	Children's and Families Assessment
CIN	Child In Need
CIC	Child in Care
CJS	Criminal Justice System
COPD	Chronic Obstructive Pulmonary Disease
CHF	Congestive Heart Failure

## D

D2A	Discharge to Assess
DAD	Darlington Action on Disability / Father / Parent
DAPO	Domestic Abuse Protection Order/Notice
DARDR	Domestic Abuse Related Death Reviews
DAW	Dementia Action Week
DBS	Disclosure and Barring Service
DDR	Delegated Decision Record
DFE	Department For Education
DFG	Disabled Facilities Grant
DHP	Discretionary Housing Payment
DHSC	Department Of Health and Social Care
DLA	Disability Living Allowance
DLT	Discharge Liaison Team
DNA	Did Not Attend
DNAR or DNR	Do not attempt resuscitation
DN	District Nurse
DOA	Date of Arrival or Date of Admission
DOB	Date Of Birth
DoLS	Deprivation of Liberty Safeguards
DP	Direct Payment
DPH	Direct Payment Holder
DPO	Data Protection Officer
DRE	Disability Related Expense
DSL	Designated Safeguarding Lead
DST	Decision Support Tool
DTM	Deputy Team Manager

DV	Domestic Violence
DVPN	Domestic Violence Protection Notice
DVPO	Domestic Violence Protection Order
DWP	Department for Work and Pensions
Dx	Diagnosis

## E

EPRR	Emergency Preparedness, Resilience and Response
EAU	Emergency Assessment Unit (hospital)
EBE	Expert By Experience
ECHR	European Convention on Human Rights
ECSN	Eligible Care and Support Needs
EDI	Equality Diversity and Inclusion
EDT	Emergency Duty Team
EEDI	Equality, Equity Diversity and Inclusion
EH	Early Help
EHCP	Emergency Health Care Plan / Education Health Care Plan
EHCP	Education, Health and Care Plan
EHRC	Equality and Human Rights Commission
EI	Early Intervention
EIA	Early Impact Assessment
EIP	Early Intervention and Prevention
EIPS	Early Intervention Prevention Strategy
EIT	Early Intervention Team
EMI	Elderly mentally infirm
EOD	Early Onset Dementia
EPIA	Equality and Poverty Impact Assessment
EPIA	Equality & Poverty Impact Assessment
EPIA	Equality and Poverty Impact Assessment
EMI	Elderly mentally infirm
ESA	Employment Support Allowance
ESOL	English Speakers of Other Languages
EIP	Early Intervention and Prevention
ESPA	Education and Services for People with Autism - Organisation

## F

FFM	Fact Finding Mission
FGC	Family Group Conferencing
FGM	Female Genital Mutilation

FLO	Family Liaison Officer
FNC	Funded Nursing Care
FND	Functional neurological disorder
FOI	Freedom of Information
FOIA	Freedom of Information Act
FRAT	Falls Risk Assessment Tool
FSM	Free School Meals
FSOT	Fairer Stockton-on-Tees

## G

GDPR	General Data Protection Regulations, 2018
GP	Doctor or General Practitioner

## H

H&SH	Hartlepool and Stockton Health
HAF	Holidays Are Fun
HA	Housing Association
HB	Housing Benefit
HBA	Honour Based Abuse
HFSOT	Housing and A Fairer Stockton-on-Tees
HIA	Home Improvement Agency or Health Impact Assessment
HMO	House of Multiple Occupation
Home First	Weekly meeting to discuss new/amended care packages
HOOP	Housing Options for Older People (online questionnaire)
HRAP	High Risk Adults Panel
HTN	Hypertension
HV	Health Visitor
HV	Home Visit
HWB	Health and Wellbeing Board

## I

IDVA	Independent Domestic Violence Advocate
IBS	Indicative Budget Calculator
IC	Informed Consent
ICB	Integrated Care Board
ICCLS	Intensive Community Care Liaison Service
ICCLT	Intensive Community Care Liaison Team
ICO	Information Commissioners Office

ICU	Intensive Care Unit
ISVA	Independent Sexual Violence Advocate
IE	Individual Employer
IL	Independent Living
ILC	Independent Living Centre
ILF	Independent Living Fund
IMCA	Independent Mental Capacity Advocate
IMHA	Independent Mental Health Advocate
IOM	International Organisation for Migration
IPB	Indicative Personal Budget
IRO	Independent Reviewing Officer
ISF	Individual Service Fund
ISO	Individual Service Order
ISPA	Integrated Single Point of Access
ICB	Integrated Care Board

## J

JSNA	Joint Strategic Needs Assessment
JCUH	James Cook University Hospital
JHWS	Joint Health and Wellbeing Strategy
JPOC	Joint Package of Care
JRAP	Joint Resources Allocation Panel
JA	Joint Assessment
JAP	Joint Assessment Panel

## K

KPI	Key Performance Indicators
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## L

LD	Learning Disability
LADO	Local Authority Designated Officer
LAHF	Local Authority Housing Fund
LAS	Level Access Shower
LA	Local Authority
LCEA	Low-Cost Essential Adaptations
LDPB	Learning Disabilities Partnership Board
LA	Local Authority
LEF	Lived Experience Forum



LAHF	Local Authority Housing Fund
LGPS	Local Government Pension Scheme
LGSCO	Local Government Social Care Ombudsman
LL	Lower limbs
LPA	Lasting Power of Attorney
LAS	Level Access Shower
LSCPB	Local Safeguarding Children Partnership Board
LWDH	Live Well Dementia Hub

## M

MAPPA	Multi-Agency Public Protection Arrangements
MAR	Medication Administration Record
MARAC	Multi-Agency Risk Assessment Conference
MASH	Multi Agency Safeguarding Hub
MATAC	Multi-Agency Tasking and Coordination
MCA	Mental Capacity Act/Assessment
MD	Muscular Dystrophy
MDT	Multi-Disciplinary Team
MECC	Make Every Contact Count
MFFD	Medically Fit for Discharge
MH	Mental Health
MHA	Mental Health Act
MHA	Mental health assessor or Mental Health Act
MHA	Mental Health Assessment
MHAA	Mental Health Act Assessment
MIA	Missing in action
MIG	Minimum Income Guarantee
MIRB	Making It Real Board
MND	Motor Neuron Disease
MPS	Market Position Statement
MRSA	Methicillin Resistant Staphylococcus Aureus
MS	Multiple Sclerosis
MTC	Means Tested Contribution
MTFP	Medium Term Financial Plan
MUAC	Mid –Upper Arm Circumference
MUST	Five-step screening tool to identify adults, who are malnourished, at risk of malnutrition (undernutrition), or obese.
MVDA	Middlesbrough Voluntary Development Agency
My13	My Thirteen – a team within Thirteen group Social Housing

# N

NASS	National Asylum Support Service
NBM	Nil By Mouth
NDCAN	National Dementia Carers Action Network
NDTI	National Development Team for Inclusion
NEET	Not in Education, Employment or Training
NEMP	Northeast Migration Partnership
NENCS	Northeast and North Cumbria Commissioning Support
NFA	No Further Action
NHS NENC	NHS Northeast and North Cumbria Integrated Care
NHS	National Health Service
NI	National Insurance or Nominated Individual
NICE	National Institute of Clinical Excellence
NICE	National Institute for Health and Social Care Excellence
NIHR	National Institute Health Research
NOK	Next of Kin
NQSW	Newly Qualified Social Worker
NRPF	No Recourse to Public Funds
“NHSE via the NENC ICB”	NHS England via the Northeast, North Cumbria Integrated Care Board

# O

OCG	Organised crime group
OD	Once daily
OMM	Operational Management Meeting
ONS	Office for National Statistics
OOAP	Out Of Area Placement
OOH	Out Of Hours
OPMH	Older Peoples Mental Health team
OT	Occupational Therapy or Occupational Therapist
Owner Occ	Owner Occupied

# P

PA	Personal Assistant
PACS	Primary and Acute Care Systems
PADL	Personal Activity of Daily Living
PALS	Patient Advice Liaison Service

PAMMS	Provider Assessment and Market Management Solution
PATHS	Planning Alternative Tomorrows and Hope
PB	Personal Budget
PBH	Personal Budget Holder
PBS	Positive Behavioural Support
PCCP	Person Centred Care Planning
PCF	Parent and Carer Forum
PCN ARRS	Primary care network Additional Roles and Responsibilities Service
PCN	Primary Care Network
PCP	Pioneering Care Partnership
PCSO	Police Community Support Officer
PD	Physical Disability, Personality Disorder or Parkinsons Disease
PH	Public Health
PHB	Personal Health Budget
PHN	Primary Health Need
PIP	Personal Independence Payment
PMH	Past Medical History
POA	Power Of Attorney
POC	Plan Of Care or Point of Care or Package of Care
POF	Powering Our Futures
POV	Point Of View
PPE	Personal Protective Equipment
PPN	Public Protection Notice
PPO	Police Protection Order
PRN	When required (medication not in a timed schedule)
PRN	Medication – To be taken as required
PRS	Private Rented Sector (Housing)
PSED	Public Sector Equality Duty
PSR	Primary Support Reason
PSW	Principal Social Worker
PT	Physiotherapist
PwLD	People with Learning Disabilities

## Q

QA	Quality Assurance
QAF	Quality Assurance Framework
QDS	4 x daily
QSW	Qualified Social Worker
QTR	Quarter (one fourth of a year/ three monthly) Generally Q1 April-June, Q2 July- Sept, Q3 October-Dec, Q4 January-March

# R

PRPR	Paid Relevant Person's Representative
RAC	Re-ablement Assessment Co-Ordinator
RAS	Resource Allocation System
RAS	Refugees and Asylum seekers or Resource Allocation System
RASC	Responding to and Addressing Serious Concerns
RC	Responsible Clinician
RO	Review Officer
ROF	Risk of falls
RP	Registered Provider (Housing)
RPR	Relevant Person's Representative
RSL	Registered Social Landlord

# S

SG	Safeguarding
SACSS	Stockton-on-Tees Adult Carers Support Service
SALT	Speech and Language Therapist/Therapy
SAP	Single Assessment Process
SAR	Safeguarding Adult Review
SAR	Subject Access Request
SBARD	"Situation, Background, Assessment, Recommendation"
SBC	Stockton-on-Tees Borough Council
SCIE	Social Care Institute for Excellence
SCO	Social care officer
SCR	Serious Case Review (Children)
SDAIS	Stockton and District Advice and Information Service
SDS	Self-Directed Support
SEND	Special Educational Needs and Disability
SAR	Safeguarding Adult Review
SHIA	Stockton Home Improvement Agency
Silo	(Jargon) working in isolation
SIP	Service Improvement Plan
SM	Service Manager
SMT	Senior Management Team
SOP	Standard Operating Procedure
SP	Support plan
SPA	Single point of Access
SSLS	Stockton-on-Tees Shared Lives Service
STD	Sexually Transmitted Disease
SMT	Senior Management Team
SW	Social worker

SW	Social Work
SW	Social worker
Sx	Symptoms (usually written in discharge notification/ medical notes)

## T

13 Group	Thirteen Group Social Housing Provider
T1D	Type One Diabetic
T2D	Type Two Diabetic
TA	Therapy assistance
TA	Tenancy Agreement
TAC	Team Around the Child
TAF	Team Around the Family
TATI	Team around the Individual - Establishes multi agency approach to supporting complex/ high risk cases.
TATI	Team around the individual
TBC	To be confirmed
TBI	Traumatic Brain Injury
TDS	Three times daily
TEWV NHS MH	Tees, Esk and Wear Valleys NHS Mental Health
TEWV	Tees, Esk and Wear Valleys NHS Foundation Trust
TIA	Transient Ischemic Attack
TKE	TK Elevator
TL	Team Leader
TLAP	Think Local Act Personal
TM	Team manager
TPBS	Teesside Positive Behaviour Support
TSAB	Tees wide Safeguarding Adults Board
TVHF	Tees Valley Homefinder
TWOC	Trial Without Catheter

## U

UC	Universal Credit or Unaccompanied Children
UHNT	University Hospital North Tees
UKHSA	UK Health and Security Agency (Formerly Public Health England)
UL	Upper limbs
ULO	User Led Organisation
UNCRC	United Nations Convention on the Rights of the Child
UTI	Urinary Tract Infection

## V

VA	Vulnerable Adult
VCS	Voluntary Community Sector
VCSE	Voluntary Community and Social Enterprise
VD	Vascular Dementia
VI	Visually Impaired

## W

WHO	World Health Organisation
WIP	Work in Progress

## X

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## Y

YOT	Youth Offending Team
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## Z

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## Tops Ten Tips for making Acronyms more friendly

1. Do not use acronyms unless you must.
2. Make support plans easier to understand by keeping them acronym free.

3. If you need to use acronyms always explain what they mean the first time a reader encounters them on a page.
4. Make a full list of the acronyms within a document just after your contents page or as an accessible glossary before the index of a document too.
5. Ask questions to measure understanding in face-to-face meetings with people with lived experience and be prepared to provide extra context.
6. Acronyms should not be used in easy read documents.
7. Share this guide with other colleagues in particular new starters.
8. Make suggestions for the use of alternatives to acronyms in your teams.
9. Consider people with access needs. A good example is different levels of neurodiversity; or sight impairment and the technology they may use to read your paperwork like screen readers. Acronyms can present a bigger challenge.
10. Revisit the work you have already produced to update them to include explanations for acronyms where there are none.

Have you got an acronym to include? Email me or on teams so I can update the list every few months with colleagues through co-production [jak.savage@stockton.gov.uk](mailto:jak.savage@stockton.gov.uk)