



## **OKDHS Style Guide**

**Version 02-2008**

### **Section 1.3**

#### **Terms, Acronyms and Abbreviations**

# OKDHS Style Guide

## Terms, Acronyms and Abbreviations

This section of the *OKDHS Style Guide* includes lists of acronyms, terms and abbreviations that are commonly encountered and used in OKDHS documents and on the OKDHS Web.

If you do not see the acronym or term you are searching for, you can find more acronyms on the Web at:

[www.acronymfinder.com](http://www.acronymfinder.com)

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## Organizational Acronyms

<b>A</b>	
<b>AAA</b>	Area Agency on Aging
<b>ACIS</b>	AIDS Coordination and Information Service
<b>ACM</b>	Area Content Manager
<b>ADA</b>	Americans with Disabilities Act
<b>ADD</b>	Attention with Deficit Disorder
<b>ADHD</b>	Attention Deficit with Hyperactivity Disorder
<b>AFDC</b>	Aid to Families with Dependent Children
<b>AG</b>	attorney general
<b>AO / APO</b>	Administrative Programs Officer
<b>APA</b>	Administrative Procedures Act
<b>APS</b>	Adult Protective Services
<b>ARU</b>	OIG Administrative Review Unit
<b>ASD</b>	Aging Services Division
<b>B</b>	
<b>BIA</b>	Bureau of Indian Affairs
<b>C</b>	
<b>CAAVA</b>	Court-Appointed Advocates for Vulnerable Adults
<b>CAFAS</b>	Child and Adolescent Functional Assessment Scale
<b>CAP</b>	Child Abuse Prevention
<b>CARE</b>	Customer Assistance Response Effort (Call Center)
<b>CASA</b>	Court-Appointed Special Advocate
<b>CBRC</b>	Community-Based Residential Care

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<b>CCIS</b>	Child Care Intervention Services
<b>CCRR</b>	Child Care Resource and Referral
<b>CECPD</b>	Center for Early Childhood Professional Development
<b>CFSD</b>	Children and Family Services Division
<b>CFSR</b>	Child and Family Services Review
<b>CORE</b>	Communication Operation Reporting Enterprise
<b>CPS</b>	Child Protective Services
<b>CSED</b>	Child Support Enforcement Division
<b>CSHCN</b>	Children with Special Health Care Needs
<b>CSR</b>	Customer Service Representative
<b>CW</b>	Child Welfare
<b>D</b>	
<b>DCFS</b>	Division of Child and Family Services
<b>DCM</b>	Division Content Manager
<b>DDSD</b>	Developmental Disabilities Services Division (of DHS)
<b>DHHS</b>	Department of Health and Human Services
<b>DHS</b>	Department of Human Services
<b>DMHSAS</b>	Department of Mental Health and Substance Abuse Services
<b>DRS</b>	Department of Rehabilitation Services
<b>DSD</b>	Data Services Division
<b>DST</b>	Director Supervisor Training
<b>E</b>	
<b>EBC</b>	Employee Benefits Council
<b>EBT</b>	Electronic Benefits Transfer
<b>EI</b>	Early Intervention (SoonerStart)

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<b>ELCCT</b>	Entry-Level Child Care Training
<b>EPSDT</b>	Early and Periodic Screening, Diagnosis and Treatment
<b>ERDU</b>	Employee Relations and Development Unit
<b>ERS</b>	Environment Rating Scales
<b>EWIB</b>	Eastern Workforce Investment Board
<b>F</b>	
<b>FACS</b>	Family Assistance / Client Services System
<b>FAPE</b>	Free and Appropriate Public Education
<b>FEPA</b>	Fair Employment Practices Act
<b>FERPA</b>	Family Education Rights and Privacy Act
<b>FIDM</b>	Financial Institution Data Match
<b>FLSA</b>	Fair Labor Standards Act
<b>FNS</b>	Food and Nutrition Services
<b>FSSD</b>	Family Support Services Division
<b>FTA</b>	Federal Transit Authority
<b>G</b>	
<b>GARC</b>	OKDHS Grievance and Abuse Review Committee
<b>GED</b>	General Equivalency Diploma
<b>H</b>	
<b>HCBW</b>	Home- and Community-Based Waiver
<b>HIPPA</b>	Health Insurance Portability and Accountability Act of 1996
<b>HRIS</b>	Human Resources Information System
<b>HRMD</b>	Human Resources Management Division
<b>HTS</b>	Habitation Training Specialist

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<b>I</b>	
<b>ICF</b>	Intermediate Care Facility
<b>ICF – MR</b>	Intermediate Care Facility – Mentally Retarded
<b>ICWA</b>	Indian Child Welfare Act
<b>IDEA</b>	Individuals with Disabilities Education Act
<b>IEP</b>	Individualized Education Program
<b>IFSP</b>	Individualized Family Service Place
<b>IHP</b>	Individualized Habitation Plan
<b>IHS</b>	Indian Health Science
<b>IL</b>	independent living
<b>ISP</b>	Internet service provider
<b>ISSC</b>	OKDHS Information Systems Services Coordinator
<b>J</b>	
<b>JTPA</b>	Job Training Partnership Act
<b>K</b>	
<b>KIDS</b>	Management Information System for Child Welfare
<b>L</b>	
<b>LEA</b>	Local Education Agency
<b>LIHEAP</b>	Low-Income Home Energy Assistance
<b>LRE</b>	Least Restrictive Environment
<b>M</b>	
<b>MCH</b>	Maternal and Child Health
<b>MSW</b>	Master of Social Work

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<b>N</b>	
<b>NORCE</b>	Northern Oklahoma Resource Center of Enid
<b>NRT</b>	near real time
<b>O</b>	
<b>OAA</b>	Older Americans Act
<b>OAAAA or O4A</b>	Oklahoma Association of Area Agencies on Aging
<b>OAALA</b>	Oklahoma Aging Advocacy Leadership Academy
<b>OASIS</b>	Oklahoma Areawide Services Information System
<b>OASP</b>	Oklahoma Accreditation Service Project
<b>OCA</b>	Office of Client Advocacy
<b>OCCRRA</b>	Oklahoma Child Care Resources and Referral Association
<b>OCCY</b>	Oklahoma Commission on Children and Youth
<b>OCR</b>	Office of Civil Rights
<b>OCS</b>	Oklahoma Children's Services
<b>ODSS</b>	Oklahoma Directors of Special Services
<b>OESC</b>	Oklahoma Employment Security Commission
<b>OFO</b>	Office of Field Operations
<b>OHCA</b>	Oklahoma Health Care Authority
<b>OIG</b>	Office of Inspector General
<b>OJA</b>	Office of Juvenile Affairs
<b>OJSO</b>	Office of Juvenile System Oversight (of OCCY)
<b>OK – AIM</b>	Oklahoma Advocates Involved in Monitoring
<b>OKCMP</b>	OKC Metro Partnership
<b>OKDHS</b>	Oklahoma Department of Human Services
<b>OLR &amp; SP</b>	Office of Legislative Relations and Special Projects

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<b>OMI</b>	Oklahoma Marriage Initiative
<b>OPPR</b>	Office of Planning, Policy and Research
<b>ORRN</b>	Oklahoma Respite Resource Network
<b>OS</b>	Oklahoma Statutes
<b>OSDE</b>	Oklahoma State Department of Education
<b>OSDH</b>	Oklahoma State Department of Health
<b>OSSD</b>	Office Support Services Division
<b>OT</b>	Occupational Therapist / Occupational Therapy
<b>OUHSC</b>	University of Oklahoma Health Sciences Center
<b>P</b>	
<b>PARBA</b>	Post Adjudicated Review Board Administration
<b>PFR</b>	Programs Field Representative
<b>PREP</b>	Prevention and Relationship Enhancement Program
<b>PRWORA</b>	Personal Responsibility and Work Opportunity Reconciliation Act
<b>PT</b>	Physical Therapist / Physical Therapy
<b>Q</b>	
None at this time	
<b>R</b>	
<b>RD/LD</b>	Register Dietician / Licensed Dietician
<b>ROSIE</b>	Review OSIS Systems to Improve Effectiveness
<b>RSVP</b>	Retired Senior Volunteer Programs
<b>S</b>	
<b>SATTRN</b>	Satellite Training Network
<b>SCC</b>	State Charitable Campaign
<b>SDU</b>	CSE State Distribution Unit

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<b>SLP</b>	Speech and Language Pathologist
<b>SMR</b>	State Management Review
<b>SORC</b>	Southern Oklahoma Resource Center of Pauls Valley
<b>SOS</b>	Stars Outreach Specialists
<b>SPAN</b>	Special Parents Access Network
<b>SSI</b>	Supplemental Security Income
<b>SSI-DCP</b>	Supplemental Security Income Disabled Children's Program
<b>SSP</b>	State Supplemental Payments
<b>SW</b>	social worker
<b>T</b>	
<b>TANF</b>	Temporary Assistance for Needy Families
<b>TDD</b>	Telecommunication Devices for the Deaf
<b>TEACH</b>	Teacher Education and Compensation Helps
<b>TEFRA</b>	Tax Equity and Fiscal Responsibility Act (Medicaid)
<b>TFC</b>	Therapeutic Foster Care
<b>U</b>	
<b>UAP</b>	University Affiliated Program
<b>V</b>	
<b>VPN</b>	Virtual Private Network
<b>W</b>	
<b>WCM</b>	OKDHS Web Content Manager
<b>WCMU</b>	Web Content Management Unit
<b>WIA</b>	Workforce Investment Act
<b>WIC</b>	Women, Infants and Children (nutrition program)

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XYZ
None at this time

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## Microsoft Content Management Server (MCMS) Acronyms and Definitions

<b>A</b>	
<b>accessibility</b>	<ul style="list-style-type: none"><li>• For the purposes of this document, giving employees and members of the public who have disabilities access to information that is comparable to the access of the remainder of the public.</li></ul>
<b>anchor links (bookmark)</b>	<ul style="list-style-type: none"><li>• These links serve as a marker to a specific document or place in a document. They allow a site guest to skip through other content areas on a Web page.</li></ul>
<b>Area Content Manager (ACM)</b>	<ul style="list-style-type: none"><li>• The ACM<ul style="list-style-type: none"><li>▶ ensures that field Web information is available to the desired audience using appropriate content and links.</li><li>▶ coordinates content efforts between the Web Content Management Unit and the Field Operations.</li><li>▶ assists in supporting the managing and maintaining of applicable published Web content over on the OKDHS Internet and intranet Web sites.</li></ul></li></ul>
<b>assistive technology</b>	<ul style="list-style-type: none"><li>• Programs or physical devices designed to establish a common functional capability, or improve, increase and maintain current functional capabilities for persons with disabilities interacting with a computer using a Web browser.</li><li>• Some examples are screen readers, speech recognition software or assistive devices for persons with physical disabilities.</li></ul>
<b>authoring console</b>	<ul style="list-style-type: none"><li>• The MCMS Authoring Console displays in the MCMS Web Author tool and provides access to content author functions.</li></ul>
<b>B</b>	
<b>breadcrumb navigation</b>	<ul style="list-style-type: none"><li>• Links displayed on the top of a Web page that can be used for navigating back to previous pages.</li><li>• Breadcrumb navigation helps to identify the path a site guest took in getting to the current page.<ul style="list-style-type: none"><li>▶ Example:<ul style="list-style-type: none"><li>◆ OKDHS Home &gt; Division and Offices &gt; Support Services Division &gt; Division Information</li></ul></li></ul></li></ul>
<b>C</b>	
<b>channel</b>	<ul style="list-style-type: none"><li>• Term that refers to the hierarchical organization of page within MCMS. It is used to define file and folder placement, the locations of the assignment of user roles and the structure of a Web site.</li><li>• A channel is used to house common content in the form of Web</li></ul>

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	pages, images or documents.
<b>content</b>	<ul style="list-style-type: none"> <li>• Any item used to relay information.</li> <li>• Content may include multimedia, images or text.</li> </ul>
<b>content area</b>	<ul style="list-style-type: none"> <li>• The portion of a template that is populated with information by a content author.</li> </ul>
<b>content author</b>	<ul style="list-style-type: none"> <li>• Authorized person responsible for entering content into a template, saving the page, and submitting the page for approval.</li> <li>• The content author has permission to access the template and resource galleries.</li> </ul>
<b>Content Planning Process (Annual)</b>	<ul style="list-style-type: none"> <li>• The manner in which a division or office details information about how proposed Web content integrates with the OKDHS Web strategy.</li> <li>• Web development staff, the OKDHS WCM and the division or office DCM, use the information collected in Annual Web Content Plan to provide direction in planning and developing a division or office's Web content development efforts for that fiscal year.</li> </ul>
<b>Content Planning Process (external)</b>	<ul style="list-style-type: none"> <li>• The manner in which a division or office details information about how proposed Web content integrates with the OKDHS Web strategy.</li> <li>• Web development staff, the OKDHS WCM and the division or office DCM, use the information collected about a proposed piece of content in deciding whether to pursue creation and release of the content.</li> </ul>
<b>Content Planning Process (stand alone)</b>	<ul style="list-style-type: none"> <li>• The manner in which a division or office details information about how proposed Web content integrates with the OKDHS Web strategy.</li> <li>• Web development staff, the OKDHS WCM and the division or office DCM, use the information collected in the Web Content Plan to provide direction in planning and developing a Web content that requires structural or functional changes in a division or office's Web presence.</li> </ul>
<b>D</b>	
<b>display name</b>	<ul style="list-style-type: none"> <li>• Names assigned to pages that will show up on the Web site navigational elements.</li> </ul>
<b>division content manager (DCM)</b>	<ul style="list-style-type: none"> <li>• The DCM <ul style="list-style-type: none"> <li>▶ ensures that office or division Web information is available to the desired audience using appropriate content and links.</li> <li>▶ coordinates content efforts between the Web Content Management Unit and the office or division.</li> <li>▶ assists in supporting and executing responsibilities in managing and maintaining applicable published content over on the OKDHS Internet and Intranet Web sites.</li> </ul> </li> </ul>

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<b>division/office content team</b>	<ul style="list-style-type: none"> <li>• A large and diverse division or office may choose to form a committee to help make content decisions.</li> <li>• The roles and members of this committee are to be determined by the division or officer director or their designee and the DCM.</li> </ul>
<b>dynamic links</b>	<ul style="list-style-type: none"> <li>• Hyperlinks that appear automatically.</li> <li>• Links of this nature are part of the coding included on a template.</li> </ul>
<b>E</b>	
<b>editor</b>	<ul style="list-style-type: none"> <li>• Authorized person responsible for monitoring Web content development. Editors serve roles in editing, validating and accepting Web content for publishing. Editors can also create Web content.</li> <li>• The editor for each OKDHS division or office will be responsible for ensuring the accuracy and quality of their respective content.</li> </ul>
<b>extranet</b>	<ul style="list-style-type: none"> <li>• Network residing on an organization's technical infrastructure, but available only to authorized users outside of the Intranet firewall.</li> </ul>
<b>G</b>	
None at this time	
<b>H</b>	
<b>H.B. 2197</b>	<ul style="list-style-type: none"> <li>• Known as the Oklahoma Electronic Information and Technology Accessibility Act (EITA).</li> <li>• This law and applicable standards require all Oklahoma government information technology, including Web sites, to be accessible to persons with disabilities.</li> </ul>
<b>home page</b>	<ul style="list-style-type: none"> <li>• Main, opening page or entry point of a Web site. The home page serves as an index or table of contents to items found on the Web site. For the OKDHS Internet, there is one home page –             <ul style="list-style-type: none"> <li>▶ <b>Example:</b> <ul style="list-style-type: none"> <li>◆ <a href="http://www.OKDHS.org">www.OKDHS.org</a>.</li> </ul> </li> </ul> </li> </ul>
<b>I</b>	
<b>Internet</b>	<ul style="list-style-type: none"> <li>• Global network of millions of computers that allows for an exchanges of data, news and opinions. This is the public-facing information that OKDHS communicates.</li> </ul>
<b>intranet</b>	<ul style="list-style-type: none"> <li>• Network belonging to an organization that is available only to employees or authorized users and protected by a firewall. This is the employee-facing information that OKDHS communicates.</li> </ul>

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<b>J</b>	
None at this time	
<b>K</b>	
None at this time	
<b>L</b>	
<b>look and feel (LnF)</b>	<ul style="list-style-type: none"> <li>• Established presentation and functions of a Web site that remains consistent throughout the entire site.</li> <li>• The <i>LnF</i> generally consists of the header, left or right navigation element, and the footer.</li> </ul>
<b>M</b>	
<b>Microsoft Content Management Server (MCMS)</b>	<ul style="list-style-type: none"> <li>• The application used to build the OKDHS Internet Web site.</li> </ul>
<b>MCMS site administrator</b>	<ul style="list-style-type: none"> <li>• Person having overall responsibility for MCMS infrastructure and deployments.</li> </ul>
<b>moderator</b>	<ul style="list-style-type: none"> <li>• Authorized person responsible for monitoring Web content and approving publishing of Web content.</li> <li>• OKDHS has three moderators, which are housed in the Web Content Management Unit of the Office of Communications.</li> <li>• OKDHS moderators will evaluate all Internet and intranet Web content for compliance with OKDHS and regulatory standards.</li> </ul>
<b>N</b>	
<b>name</b>	<ul style="list-style-type: none"> <li>• The file name of a page. A name must not contain spaces and must be in lower case characters.</li> </ul>
<b>navigation page</b>	<ul style="list-style-type: none"> <li>• Web page designed to direct or redirect site guests within a Web site that contains navigational hyperlinks.</li> <li>• The page contains no content and is commonly misnamed a “site map.”               <ul style="list-style-type: none"> <li>▸ Examples of navigation pages:                   <ul style="list-style-type: none"> <li>◆ The OKDHS home page</li> <li>◆ The Programs and Services portal</li> <li>◆ The Child Support Enforcement Division portlet</li> </ul> </li> </ul> </li> </ul>
<b>O</b>	
<b>OKDHS Brand</b>	<ul style="list-style-type: none"> <li>• Word, visual or non-visual image that is reflective of the OKDHS mission, vision, and values.</li> </ul>

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	<ul style="list-style-type: none"> <li>Brand presentations are intended to create a positive perception, establish a market position or carry any message relevant to OKDHS through any medium.</li> </ul>
<b>OKDHS Online Brand</b>	<ul style="list-style-type: none"> <li>Word, image or non-visual image, reflective of the OKDHS mission, vision, and values.</li> <li>Brand presentations are intended to create a positive perception, establish a market position or carry any message relevant to OKDHS.</li> <li>In the case of online branding, this includes graphic design, the domain name and the quality of the site guest's interactive experience.</li> </ul>
<b>OKDHS Standards for the Web</b>	<ul style="list-style-type: none"> <li>Official standards that cover non-technical (content development) and technical (Web development) development of the OKDHS Internet and OKDHS InfoNet Web sites.</li> </ul>
<b>OKDHS Web Content Manager (WCM)</b>	<ul style="list-style-type: none"> <li>Defined in OKDHS Policy 340:2-37-5 as the Office of Communications. The content manager leads the Web Content Management Unit located in the Office of Communications.</li> <li>The WCM             <ul style="list-style-type: none"> <li>ensures that the OKDHS Internet and Intranet are available to the desired audience by using appropriate content and links.</li> <li>is responsible for supporting and executing responsibilities in managing and maintaining published content over OKDHS Internet and Intranet Web sites.</li> <li>provides day-to-day operational support for the OKDHS portal (consisting of Internet and intranet Web sites and public-access tools).</li> <li>maintains the portal structure and key channels, researches and evaluates new and related technologies.</li> </ul> </li> </ul>
<b>online service</b>	<ul style="list-style-type: none"> <li>A tool, application or other means by which a site guest can conduct business with OKDHS in an online fashion.             <ul style="list-style-type: none"> <li><b>Example:</b> <ul style="list-style-type: none"> <li>The <i>Child Care Locator</i></li> <li>The <i>Child Support Guidelines Calculator</i></li> </ul> </li> </ul> </li> </ul>
<b>P</b>	
<b>PDF</b>	<ul style="list-style-type: none"> <li>Short for Portable Document Format, a file format developed by Adobe Systems.</li> <li>The PDF file format makes it possible to have documents appear on the site guest's monitor or printer as they were originally created.</li> <li>File must use tags and be structured appropriately to meet minimal accessibility standards.</li> </ul>
<b>placeholder</b>	<ul style="list-style-type: none"> <li>A predefined area on a template where authors can enter content.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Common types of placeholders include a text, image, attachment, and hyperlink.</li> <li>• A placeholder contains pre-defined format settings that control the display of the content. Format controls within a text placeholder regulate the font and font size as well as other display formatting.</li> </ul>
<b>portal</b>	<ul style="list-style-type: none"> <li>• Also known as a Web portal. This is a Web page that offers a broad range of information about a number of items for site guests.</li> <li>• For OKDHS, a portal is the <i>second</i> of four page types in the template hierarchical structure (home page, portal, portlet and secondary page). <ul style="list-style-type: none"> <li>▶ <b>Example:</b> <ul style="list-style-type: none"> <li>◆ The Who We Are portal</li> <li>◆ The <i>Programs and Services</i> portal</li> </ul> </li> </ul> </li> </ul>
<b>portlet</b>	<ul style="list-style-type: none"> <li>• Also known as a Web portlet. This is a Web page that offers a broad range of information about a common item for site guests.</li> <li>• For OKDHS, a portlet is the <i>third</i> of four pages types in the template hierarchical structure (home page, portal, portlet and secondary page). <ul style="list-style-type: none"> <li>▶ <b>Example:</b> <ul style="list-style-type: none"> <li>◆ The <i>Support Services Division</i> portlet</li> <li>◆ The <i>Child Support</i> portlet</li> </ul> </li> </ul> </li> </ul>
<b>program</b>	<ul style="list-style-type: none"> <li>• For the purpose of the OKDHS Web site, a program serves as a grouping of services that have a common thread or fall under the same “umbrella.”</li> <li>• In some cases, this translates to the organizational structure or to OKDHS components that are federally-funded. <ul style="list-style-type: none"> <li>▶ <b>Examples:</b> <ul style="list-style-type: none"> <li>◆ Adoption</li> <li>◆ Child Support</li> <li>◆ LIHEAP</li> <li>◆ Child Care or Health-Related</li> <li>◆ Medical Services</li> </ul> </li> </ul> </li> </ul>
<b>Q</b>	
None at this time	
<b>R</b>	
<b>resource gallery</b>	<ul style="list-style-type: none"> <li>• Storage location that retains commonly used files (documents or images) for the OKDHS Web site. The types of files that appear in the gallery may include: PDF, jpg, gif and Microsoft Office files. Items contained in the Resource Gallery may be inserted into a placeholder that allows that file type (usually image or attachment</li> </ul>

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	<p>placeholders). Items are placed in the Resource Gallery upon the request of division personnel with the approval of the Resource Manager.</p>
<b>resource manager</b>	<ul style="list-style-type: none"> <li>Authorized person responsible for approving and maintaining documents, images and other files associated with the MCMS Resource Gallery. Members of the Web Content Management Unit, a part of the Office of Communications, serve as the OKDHS Resource Managers.</li> </ul>
<b>S</b>	
<b>secondary page</b>	<ul style="list-style-type: none"> <li>This is a Web page that specific information for site guests. For OKDHS, the secondary page is the fourth of four page types in the template hierarchical structure (home page, portal, portlet and secondary page). An example of a secondary page would be a page with information about a staff member of the OKDHS Office of Communications.</li> </ul>
<b>service</b>	<ul style="list-style-type: none"> <li>A service more closely mirrors organizational components in that it represents that physical connection that a client or customer has with OKDHS. Basically, a service is the most direct level of assistance that would be given to a client or customer.</li> <li>Some examples of services are the following: Swift Adoptions, Mutual Consent Voluntary Registry, Establish Child Support Orders, Establish Paternity, Cooling Assistance, Heating Assistance, Supplemental Security Income – DCP and Early and Periodic Screening, Diagnosis and Treatment.</li> </ul>
<b>sub-channel</b>	<ul style="list-style-type: none"> <li>A branch of a channel. The OKDHS root channel branches into the following sub-channels: Programs and Services, Library, OKDHS Local, Careers, Who We Are and Notices.</li> </ul>
<b>T</b>	
<b>template</b>	<ul style="list-style-type: none"> <li>A template is a page layout blueprint that organizes the placement and display of Web content. Content placeholders are positioned on a template along with the LnF to create the layout.</li> </ul>
<b>template gallery</b>	<ul style="list-style-type: none"> <li>The place in which available templates are stored and organized. Content Authors access the Template Gallery during the creation of a new page.</li> </ul>
<b>Template Style Book</b>	<ul style="list-style-type: none"> <li>A guide to the templates available for OKDHS Web content development staff. The style book details the intended use and potential uses for each template, shows blank and live versions of each template and offers style tips.</li> </ul>
<b>U</b>	
<b>URL (Web address)</b>	<ul style="list-style-type: none"> <li>The location or <i>Universal Resource Locator</i> of the Web presence and any accompanying alias.</li> </ul>

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<b>usability</b>	<ul style="list-style-type: none"> <li>The measure of the quality of a site guest's experience when interacting with a product or system — whether a Web site, a software application, mobile technology, or any user-operated device.</li> </ul>
<b>V</b>	
None at this time	
<b>W</b>	
<b>Web Content Management Unit (WCMU)</b>	<ul style="list-style-type: none"> <li>The unit, a part of the Office of Communications, is responsible for the overall OKDHS Internet and OKDHS Intranet Web strategy, the daily operations of the OKDHS Internet and Intranet Web portals, the OKDHS search operations and statistical analysis of the OKDHS Web sites.</li> </ul>
<b>Web Content Plan</b>	<ul style="list-style-type: none"> <li>A document that helps a division or office plan for an effective Web presence. Template and resource requirements, business needs, goals, and content evaluation are included as a part of the document. The completed Web Content Plans are submitted to the OKDHS Web Content Manager for review.</li> </ul>
<b>Web pages</b>	<ul style="list-style-type: none"> <li>Electronic content connected to the World Wide Web or an Intranet and available via a browser.</li> </ul>
<b>Web presence</b>	<ul style="list-style-type: none"> <li>Having an established existence, through a number of Web files, on the World Wide Web (WWW). Also, the term applied to any content on the OKDHS Internet or OKDHS Intranet.</li> </ul>
<b>Web site</b>	<ul style="list-style-type: none"> <li>A presence or location on the World Wide Web (WWW). OKDHS has two Web sites – the OKDHS Internet and the OKDHS Intranet (InfoNet). Each site has additional documents or files, which may be a part of an office or division Web presence.</li> </ul>
<b>workflow</b>	<ul style="list-style-type: none"> <li>The process by which a page is created and approved in MCMS. This process involves a content author picking a template and inserting the content in placeholders, an editor reviewing the content for quality and accuracy, and the moderator ensuring that the content meet OKDHS and regulatory style and standard.</li> </ul>
<b>World Wide Web (WWW)</b>	<ul style="list-style-type: none"> <li>System of Internet servers that supports access to documents formatted in Hypertext Markup Language (HTML) or similar formats and supports links to other documents, video, audio and graphics files.</li> </ul>
<b>XYZ</b>	
None at this time	

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## Web Acronyms and Terms

A	
<b>accessibility</b>	<ul style="list-style-type: none"><li>For the purposes of this document, giving employees and members of the public who have disabilities access to information that is comparable to the access of the remainder of the public</li></ul>
<b>accessibility compliance tool</b>	<ul style="list-style-type: none"><li>Web site or software program that evaluates Web page compliance to established accessibility standards such as the Oklahoma Electronic Information and Technology Accessibility standards or Section 508</li></ul>
<b>advertising</b>	<ul style="list-style-type: none"><li>Information placed in the media by an identified sponsor that pays for the time or space</li><li>In this document, advertising also refers to the promotion of or indicates affiliation with a non-OKDHS entity</li></ul>
<b>alternate text attribute</b>	<ul style="list-style-type: none"><li>Parameter used in the image HTML Tags for the purpose of adding a meaningful text description for an image on a Web page</li></ul>
<b>anchor links</b>	<ul style="list-style-type: none"><li>Also known as a bookmark, these links that serve as a marker to a specific document or place in a document.</li><li>These links allow a user to skip through other content areas on a Web page</li></ul>
<b>assistive technology</b>	<ul style="list-style-type: none"><li>Programs or physical devices designed to establish a common functional capability, or improve, increase and maintain current functional capabilities for persons with disabilities interacting with a computer using a Web browser</li><li>Some examples are screen readers, speech recognition software or assistive devices for persons with physical disabilities.</li></ul>
B	
<b>brand</b>	<ul style="list-style-type: none"><li>Word, visual or non-visual image that is reflective of the OKDHS mission, vision, and values.</li><li>Brand presentations are intended to create a positive perception, establish a market position or carry any message relevant to OKDHS through any medium</li></ul>
C	
<b>captioning</b>	<ul style="list-style-type: none"><li>Text equivalent of wording used in a multimedia file. Text must be synchronized with presentation</li></ul>
<b>central translator</b>	<ul style="list-style-type: none"><li>Person or unit responsible for creating alternate versions Web content in non-English languages This role resides in the Office of Planning, Policy and Research</li></ul>
<b>channel</b>	<ul style="list-style-type: none"><li>Term used in Microsoft Content Management Server to define file and folder placement, the locations of the assignment of user roles and the structure of a Web site</li></ul>

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<b>client side</b>	<ul style="list-style-type: none"> <li>• Program, process, or applet residing, running or that is installed on the user's computer.</li> </ul>
<b>complex graphic</b>	<ul style="list-style-type: none"> <li>• Any image that conveys information, such as graphs or charts</li> </ul>
<b>confidentiality</b>	<ul style="list-style-type: none"> <li>• Security and act of keeping non-public or personal information from being copied, distributed, shared or transmitted, in an unlawful manner and/or to inappropriate individuals or entities.</li> <li>• Confidentiality of information is governed by federal, state and local laws.</li> </ul>
<b>content</b>	<ul style="list-style-type: none"> <li>• Any item used to relay information. Content may include multimedia, images or text</li> </ul>
<b>copyright</b>	<ul style="list-style-type: none"> <li>• Laws established by the federal government that cover availability and usage of inventions, personal property and ownership.</li> </ul>
<b>D</b>	
<b>data table</b>	<ul style="list-style-type: none"> <li>• Structure used to convey information using rows and columns. The table must use row and column headers.</li> </ul>
<b>descriptive graphic</b>	<ul style="list-style-type: none"> <li>• Image that conveys specific and contextual information in direct relation to the subject matter of a Web page</li> </ul>
<b>E</b>	
<b>editor</b>	<ul style="list-style-type: none"> <li>• Authorized person responsible for monitoring Web content development Editors can also create Web content Editors serve roles in editing, validating and accepting Web content for publishing (Also, see Moderator and Web Content Author)</li> </ul>
<b>equivalent alternative</b>	<ul style="list-style-type: none"> <li>• Meaningful text equivalent to every non-text element on a Web page that conveys information</li> </ul>
<b>extranet</b>	<ul style="list-style-type: none"> <li>• Network residing on an organization's technical infrastructure, but available only to authorized users outside of the Intranet firewall</li> </ul>
<b>F</b>	
<b>Flash</b>	<ul style="list-style-type: none"> <li>• Bandwidth-friendly vector graphic animation technology that allows users to create their own animations or view downloaded flash animations.</li> <li>• Flash is browser-independent, which means that animations will look the same on all browsers. Browsers do have to have the Flash animation plug-in installed.</li> <li>• Flash files end in with an <i>.swf</i> extension.</li> </ul>
<b>flicker</b>	<ul style="list-style-type: none"> <li>• Any source or page that causes a blinking effect in the range of 2Hz to 55Hz</li> </ul>
<b>G</b>	
<b>GIF files</b>	<ul style="list-style-type: none"> <li>• Electronic files for images with flat, consistent colors and no gradient</li> <li>• GIF files are named with a <i>.gif</i> extension and use a maximum of 256 colors.</li> </ul>
<b>H</b>	
<b>HB 2197</b>	<ul style="list-style-type: none"> <li>• Known as the Oklahoma Electronic Information and Technology</li> </ul>

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	<p>Accessibility Act.</p> <ul style="list-style-type: none"> <li>This law and applicable standards require all Oklahoma government information technology, including Web sites, to be accessible to persons with disabilities.</li> </ul>
<b>home page</b>	<ul style="list-style-type: none"> <li>Main or opening page or entry point of a Web site</li> <li>The homepage serves as an index or table of contents to items found on the Web site</li> </ul>
<b>host</b>	<ul style="list-style-type: none"> <li>Organization that owns and maintains the physical hardware (server or computers) that store a Web site and Web pages</li> </ul>
<b>hot spots</b>	<ul style="list-style-type: none"> <li>Areas of an image that can be activated by actions such as mouse clicks or tab sequences.</li> <li>Commonly used as hyperlink areas to other Web pages or sites.</li> </ul>
<b>I</b>	
<b>image map</b>	<ul style="list-style-type: none"> <li>Areas of an image file that function as a link to another place in a Web site or Web page.</li> </ul>
<b>Internet</b>	<ul style="list-style-type: none"> <li>Global network of millions of computers that allows for an exchanges of data, news and opinions.</li> </ul>
<b>intranet</b>	<ul style="list-style-type: none"> <li>Network belonging to an organization that is available only to employees or authorized users and protected by a firewall.</li> </ul>
<b>J</b>	
<b>Java applet</b>	<ul style="list-style-type: none"> <li>Small computer program written in the Java programming language.</li> </ul>
<b>JavaScript</b>	<ul style="list-style-type: none"> <li>Specific scripting language intended to run client side that allows dynamic presentation on a Web page.</li> </ul>
<b>JPEG/JPG files</b>	<ul style="list-style-type: none"> <li>JPEG is a standardized image compression mechanism. JPEG stands for Joint Photographic Experts Group, the original name of the committee that wrote the standard.</li> <li>Electronic files for images that require a larger color gradient than GIF files, such as photographs.</li> <li>JPEG files are named with a <i>.jpg</i> extension.</li> </ul>
<b>K</b>	
None at this time	
<b>L</b>	
<b>look and feel</b>	<ul style="list-style-type: none"> <li>Established presentation and functions of a Web site that remain consistent throughout the entire site.</li> </ul>
<b>M</b>	
<b>MCMS site administrator</b>	<ul style="list-style-type: none"> <li>Person having overall responsibility for MCMS infrastructure and deployments.</li> </ul>
<b>moderator</b>	<ul style="list-style-type: none"> <li>Authorized person responsible for monitoring Web content development and approving publishing of Web content. (Also, see <i>moderator</i> and <i>Web</i></li> </ul>

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	<i>content author.)</i>
<b>modification</b>	<ul style="list-style-type: none"> <li>Change made to a Web page in the form of any content, form, format, function, style or text</li> </ul>
<b>N</b>	
<b>navigation page</b>	<ul style="list-style-type: none"> <li>Web page designed to direct or redirect users within a Web site that contains navigational hyperlinks.</li> <li>The page contains no content and is commonly misnamed a “site map.”</li> </ul>
<b>O</b>	
<b>OKDHS Web Content Manager</b>	<ul style="list-style-type: none"> <li>Defined in OKDHS Policy 340:2-37-5 as the Office of Communications.</li> </ul>
<b>online brand</b>	<ul style="list-style-type: none"> <li>Word, image or non-visual image, reflective of the OKDHS mission, vision and values.</li> <li>Brand presentations are intended to create a positive perception, establish a market position or carry any message relevant to OKDHS.</li> <li>In the case of online branding, this includes graphic design, the domain name and the quality of the user’s interactive use.</li> </ul>
<b>P</b>	
<b>PDF</b>	<ul style="list-style-type: none"> <li>Short for Portable Document Format, a file format developed by Adobe Systems.</li> <li>The PDF file format makes it possible to have documents appear on the user’s monitor or printer as they were originally created.</li> <li>File must use tags and be structured appropriately to meet minimal accessibility standards.</li> </ul>
<b>portal</b>	<ul style="list-style-type: none"> <li>Also called a Web portal.</li> <li>A Web site or page that offers a broad range of services and resources.</li> </ul>
<b>Q</b>	
None at this time	
<b>R</b>	
<b>readability</b>	<ul style="list-style-type: none"> <li>Content is written at a grammatical level that can be understood at a 9th grade level.</li> <li>All languages used to present OKDHS content are to meet this standard.</li> </ul>
<b>redundant text link</b>	<ul style="list-style-type: none"> <li>Descriptive text link that mimics the selected region of an image map. <ul style="list-style-type: none"> <li><b>Example:</b> <ul style="list-style-type: none"> <li>On a Web page that has a map of the state of Oklahoma with outlines of the counties that are linked to let users select them by clicking on the county outline, the text link on that page would be the name of the selected county.</li> </ul> </li> </ul> </li> </ul>
<b>resource gallery</b>	<ul style="list-style-type: none"> <li>Storage location that retains commonly used files (documents or images) for the OKDHS Web site.</li> </ul>

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	<ul style="list-style-type: none"> <li>The types of files that appear in the gallery may include: PDF, jpg, gif and Microsoft Office files.</li> </ul>
<b>resource manager</b>	<ul style="list-style-type: none"> <li>Authorized person responsible for approving and maintaining documents, images and other files associated with the MCMS Resource Gallery.</li> </ul>
<b>S</b>	
<b>server side</b>	<ul style="list-style-type: none"> <li>Program, process or applet residing, running or installed on the server computer.</li> </ul>
<b>site map</b>	<ul style="list-style-type: none"> <li>Similar to a book's table of contents, this is a hierarchical representation of the pages of a Web site.</li> <li>Site maps help users navigate through a multi-page Web site by showing the user a diagram of the entire site's contents.</li> </ul>
<b>streaming</b>	<ul style="list-style-type: none"> <li>Data transfer method that can process the data as a continuous steady stream during downloads.</li> <li>With streaming, a user's Web browser or plug-in can start displaying the data before download is complete.</li> </ul>
<b>T</b>	
<b>technology-driven communications</b>	<ul style="list-style-type: none"> <li>Electronic communication tools, including e-mail, audio and video programming, Internet and Intranet content and public education and service announcements.</li> </ul>
<b>text equivalent</b>	<ul style="list-style-type: none"> <li>Meaningful written description of any non-text element on a Web page</li> </ul>
<b>U</b>	
<b>usability</b>	<ul style="list-style-type: none"> <li>The measure of the quality of a user's experience when interacting with a product or system — whether a Web site, a software application, mobile technology, or any user-operated device</li> </ul>
<b>V</b>	
<b>validation</b>	<ul style="list-style-type: none"> <li>Process to ensure each Web page functions correctly and that accessibility functions are implemented to meet Oklahoma Electronic Information and Technology Accessibility standards</li> </ul>
<b>verification</b>	<ul style="list-style-type: none"> <li>Process to ensure all content is accurate, valid, reliable, and does not duplicate, nor contradict other information published to the OKDHS Web site</li> </ul>
<b>W</b>	
<b>Web content author</b>	<ul style="list-style-type: none"> <li>Authorized person(s) responsible for developing all official OKDHS Web content</li> </ul>
<b>Web pages</b>	<ul style="list-style-type: none"> <li>Electronic content connected to the World Wide Web or an Intranet and available via a browser</li> </ul>
<b>Web presence</b>	<ul style="list-style-type: none"> <li>Having an established existence, through a number of Web files, on the World Wide Web (WWW)</li> </ul>
<b>Web site</b>	<ul style="list-style-type: none"> <li>A presence or location on the World Wide Web (WWW).</li> <li>OKDHS has two Web sites – the OKDHS Internet and the OKDHS</li> </ul>

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	<p>Intranet (InfoNet)</p> <ul style="list-style-type: none"><li>• Each site has additional documents or files, which may be a part of an office or division Web presence.</li></ul>
<b>Web site translations</b>	<ul style="list-style-type: none"><li>• Conversion of OKDHS Web pages presenting content in non-English language.</li></ul>
<b>World Wide Web (WWW)</b>	<ul style="list-style-type: none"><li>• System of Internet servers that supports access to documents formatted in Hypertext Markup Language (HTML) or similar formats, and supports links to other documents, video, audio and graphics files.</li></ul>
<b>XYZ</b>	
None at this time	

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## IT Acronyms, Terms, and Definitions

<b>3D</b>	<ul style="list-style-type: none"> <li>Detailed Design Document</li> </ul>
<b>A</b>	
<b>ACF</b>	<ul style="list-style-type: none"> <li>US DHHS Administration for Children and Families</li> </ul>
<b>ACF2</b>	<ul style="list-style-type: none"> <li>Access Control Facility 2</li> </ul>
<b>Adabas</b>	<ul style="list-style-type: none"> <li>An inverted list database management system owned by Software AG.</li> <li>It is used in applications that require very high volumes of data processing or in OLAP.</li> </ul>
<b>ADE</b>	<ul style="list-style-type: none"> <li>Applications Development Environment</li> </ul>
<b>AFCARS</b>	<ul style="list-style-type: none"> <li>Adoption and Foster Care Analysis and Reporting System.</li> <li>Federal requirements for states' statistical, electronic reporting of data on children in foster care and adoptions.</li> </ul>
<b>AFDC</b>	<ul style="list-style-type: none"> <li>Aid for Families with Dependent Children.</li> <li>AFDC/TANF/FITAP is the means by which families in Oklahoma receive financial assistance.</li> <li>Eligibility for IV E funding for foster care services depends on the former AFDC eligibility criteria.</li> </ul>
<b>agency</b>	<ul style="list-style-type: none"> <li>Refers to the Oklahoma Department of Human Services (OKDHS).</li> </ul>
<b>APD</b>	<ul style="list-style-type: none"> <li>Advance Planning Document that authorizes OKDHS to use federal funds to plan for the implementation of the reengineered Human Services concept.</li> </ul>
<b>API</b>	<ul style="list-style-type: none"> <li>Application Program Interface.</li> <li>The specific method prescribed by a computer operating system or by an application program by which a programmer writing an application program can make requests of the operating system or another application.</li> </ul>
<b>AWT</b>	<ul style="list-style-type: none"> <li>Abstract Windows Toolkit.</li> <li>A set of APIs used by programmers to create graphical user interface GUI objects such as buttons, scroll bars, and windows.</li> </ul>
<b>B</b>	
None at this time	

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<b>C</b>	
<b>CFR</b>	<ul style="list-style-type: none"> <li>• Code of Federal Regulations</li> </ul>
<b>CBT</b>	<ul style="list-style-type: none"> <li>• Computer-Based Training</li> </ul>
<b>CC BPR</b>	<ul style="list-style-type: none"> <li>• Child Care Authorization Business Process Reengineer</li> </ul>
<b>CDMA</b>	<ul style="list-style-type: none"> <li>• Code Division Multiple Access.</li> <li>• A form of multiplexing that allows numerous signals to occupy a single transmission channel, optimizing the use of available bandwidth.</li> </ul>
<b>CFSD</b>	<ul style="list-style-type: none"> <li>• Children and Family Services Division of OKDHS</li> </ul>
<b>CICS</b>	<ul style="list-style-type: none"> <li>• Customer Information Control System. An online transaction-processing (OLTP) program from IBM.</li> </ul>
<b>COTS</b>	<ul style="list-style-type: none"> <li>• commercial off-the-shelf</li> </ul>
<b>CPU</b>	<ul style="list-style-type: none"> <li>• central processing unit</li> </ul>
<b>CR</b>	<ul style="list-style-type: none"> <li>• change request</li> </ul>
<b>CSD</b>	<ul style="list-style-type: none"> <li>• conversion specification document</li> </ul>
<b>CSED</b>	<ul style="list-style-type: none"> <li>• Child Support Enforcement Division of OKDHS</li> </ul>
<b>CSS</b>	<ul style="list-style-type: none"> <li>• cascading Style Sheet</li> </ul>
<b>D</b>	
<b>DataObjects.NET</b>	<ul style="list-style-type: none"> <li>• An object persistence layer for the .NET Framework. It dramatically decreases development time by handling persistence of classes transparently.</li> </ul>
<b>DB2</b>	<ul style="list-style-type: none"> <li>• An IBM relational database</li> </ul>
<b>DBA</b>	<ul style="list-style-type: none"> <li>• Database Administrator</li> </ul>
<b>DCS</b>	<ul style="list-style-type: none"> <li>• Oklahoma Department of Central Services</li> </ul>
<b>DHHS</b>	<ul style="list-style-type: none"> <li>• Department of Health and Human Services. The federal agency with administrative authority for fiscal and programmatic policy for health and human services.</li> </ul>

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<b>DHTML</b>	<ul style="list-style-type: none"> <li>Dynamic Hypertext Markup Language. A collective term for a combination of new Hypertext Markup Language (HTML) tags and options that let you create Web pages that are more animated and more responsive to user interaction than previous versions of HTML.</li> </ul>
<b>DMZ</b>	<ul style="list-style-type: none"> <li>The demilitarized zone, a euphemism for that portion of the OKDHS network that is protected by a firewall, which provides basic security, but may be configured to allow most traffic to flow. While the typical DMZ may not be totally secure, it is much safer than being on the Internet proper. OKDHS/DSD's policies and firewall configuration ensure that the DMZ is as secure as possible.</li> </ul>
<b>DSD</b>	<ul style="list-style-type: none"> <li>OKDHS Data Services Division. DSD is responsible for computer services including procurement of equipment, software support, and technical assistance and operation of TIPS, the OKDHS statewide child welfare data system.</li> </ul>
<b>E</b>	
<b>EAI</b>	<ul style="list-style-type: none"> <li>Enterprise Application Integration</li> </ul>
<b>EAS</b>	<ul style="list-style-type: none"> <li>Enterprise Application Services</li> </ul>
<b>EBT</b>	<ul style="list-style-type: none"> <li>Electronic Benefits Transfer. A system that uses electronic funds transfer and point-of-sale technologies for the payment of benefits through magnetic swipe cards.</li> </ul>
<b>ECMA</b>	<ul style="list-style-type: none"> <li>European Computer Manufacturers Association. International industry association founded in 1961 and dedicated to the standardization of information and communication systems.</li> </ul>
<b>ECMAScript</b>	<ul style="list-style-type: none"> <li>A standardized, international programming language based on core JavaScript. This standardization version of JavaScript behaves the same way in all applications that support the standard. Companies can use the open standard language to develop their implementation of JavaScript.</li> </ul>
<b>EPDU</b>	<ul style="list-style-type: none"> <li>Child Support's "Education and Professional Development Unit"</li> </ul>
<b>EPO</b>	<ul style="list-style-type: none"> <li>OKDHS Enterprise Business Office</li> </ul>
<b>ERD</b>	<ul style="list-style-type: none"> <li>Entity-Relationship Diagram. A data modeling technique that creates a graphical representation of the entities and the relationships between entities within an information system.</li> </ul>
<b>ESS</b>	<ul style="list-style-type: none"> <li>Enterprise Support Services</li> </ul>
<b>ETS</b>	<ul style="list-style-type: none"> <li>Enterprise Technical Services</li> </ul>

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<b>F</b>	
<b>Faculty</b>	<ul style="list-style-type: none"> <li>• Child Support's adjunct staff that assist EPDU with training sessions</li> </ul>
<b>FSSD</b>	<ul style="list-style-type: none"> <li>• Family Support Services Division of OKDHS</li> </ul>
<b>G</b>	
<b>GUI</b>	<ul style="list-style-type: none"> <li>• Graphical User Interface. Defines the "look and feel" of the system. It is the part of the system that a person sees and uses to interact with the computer.</li> </ul>
<b>H</b>	
<b>HIPAA</b>	<ul style="list-style-type: none"> <li>• Health Insurance Portability and Accountability Act of 1996.</li> </ul>
<b>HTML</b>	<ul style="list-style-type: none"> <li>• HyperText Markup Language.</li> <li>• The set of markup symbols or codes inserted in a file intended for display on a Web browser page. The markup tells the Web browser how to display a Web page's words and images for the user.</li> </ul>
<b>I</b>	
<b>Icon</b>	<ul style="list-style-type: none"> <li>• In a computer's graphical user interface (GUI), an icon is an image that represents an application, a capability, or some other concept or specific entity with meaning for the user.</li> <li>• An icon is usually selectable but can also be a non-selectable image such as a department's logo.</li> </ul>
<b>IDE</b>	<ul style="list-style-type: none"> <li>• Integrated Development Environment</li> </ul>
<b>IDL</b>	<ul style="list-style-type: none"> <li>• Interface Definition Language.</li> <li>• A language that lets a program or object written in one language communicate with another program written in an unknown language.</li> </ul>
<b>IFL</b>	<ul style="list-style-type: none"> <li>• Integrated Facilities for Linux.</li> <li>• Optional facility to run Linux on IBM mainframes that is free of all software charges.</li> </ul>
<b>IMS</b>	<ul style="list-style-type: none"> <li>• IBM Information Management System</li> </ul>
<b>IS</b>	<ul style="list-style-type: none"> <li>• Information Systems. Refers to the OKDHS Data Services Division.</li> </ul>
<b>IV&amp;V</b>	<ul style="list-style-type: none"> <li>• Independent Verification &amp; Validation</li> </ul>

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<b>IVR</b>	<ul style="list-style-type: none"> <li>Interactive Voice Response unit</li> </ul>
<b>J</b>	
<b>JAD</b>	<ul style="list-style-type: none"> <li>Joint Application Design consisting of meetings among business and technical staff to define system requirements.</li> </ul>
<b>Java 2 Enterprise Edition</b>	<ul style="list-style-type: none"> <li>(J2EE) An open server application standard supported by leading vendors of distributed systems such as IBM, Sybase, Sun/Netscape, Oracle, Inprise, and BEA.</li> </ul>
<b>K</b>	
<b>KIDS</b>	<ul style="list-style-type: none"> <li>Current Power Builder-based automated system used by the Children and Family Services Division of OKDHS.</li> </ul>
<b>L</b>	
<b>LAN</b>	<ul style="list-style-type: none"> <li>Local Area network. A group of computers and associated devices that share a common communications line and typically share the resources of a single processor or server within a small geographic area (for example, within an office building).</li> </ul>
<b>LDAP</b>	<ul style="list-style-type: none"> <li>Lightweight Directory Authentication Protocol. A software protocol for enabling anyone to locate organizations, individuals, and other resources such as files and devices in a network.</li> </ul>
<b>M</b>	
<b>MIPS</b>	<ul style="list-style-type: none"> <li>million instructions per second</li> </ul>
<b>MIS</b>	<ul style="list-style-type: none"> <li>Management Information Services</li> </ul>
<b>Monolithic Architecture</b>	<ul style="list-style-type: none"> <li>One big application that contains all presentation code, business logic and data manipulation. Generally, applications developed with this architecture are difficult to develop, difficult to test, difficult to maintain, and can be difficult to deploy.</li> </ul>
<b>N</b>	
<b>NCANDS</b>	<ul style="list-style-type: none"> <li>National Child Abuse and Neglect Data System</li> </ul>
<b>NT</b>	<ul style="list-style-type: none"> <li>New Technology</li> </ul>
<b>N-tier</b>	<ul style="list-style-type: none"> <li>Some number of tiers (servers, layers, elements, etc.). An application that has many levels of communication. An example is a 3-tier system that has</li> </ul>

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	<p>a presentation tier, a process tier, and a persistence tier (RDBMS, legacy application, flat files) as well as communication with outside 3rd party vendors.</p>
<b>O</b>	
<b>OCEAN</b>	<ul style="list-style-type: none"> <li>Oklahoma Child Support Enforcement Automated Network. The new Web-based automated system to replace current OSIS system.</li> </ul>
<b>OCSE</b>	<ul style="list-style-type: none"> <li>The federal Office of Child Support Enforcement</li> </ul>
<b>OKDHS</b>	<ul style="list-style-type: none"> <li>Oklahoma Department of Human Services. The state governmental agency with responsibility for many of the Social Security Act Title IV-A, IV-D, and IV-E programs including but not limited to Office of Family Support, Oklahoma Rehabilitation Services, and Office of Community Services, child welfare, child support and child care licensing institutions that do not receive Title XIX funds, day care centers, and child placement agencies.</li> </ul>
<b>OLAP</b>	<ul style="list-style-type: none"> <li>On-Line Analytical Processing. Computer processing that enables a user to easily and selectively extract and view data from different points-of-view.</li> </ul>
<b>ORB</b>	<ul style="list-style-type: none"> <li>Object Request Broker. In Common Object Request Broker Architecture (CORBA), an ORB is the programming that acts as a "broker" between a client request for a service from a distributed object or component and the completion of that request. Having ORB support in a network means that a client program can request a service without having to understand where the server is in a distributed network or exactly what the interface to the server program looks like. Components can find out about each other and exchange interface information as they are running.</li> </ul>
<b>OSIS</b>	<ul style="list-style-type: none"> <li>Oklahoma Support Information System. The current IMS-COBOL based system used as the CSED automated system.</li> </ul>
<b>P</b>	
<b>PHI</b>	<ul style="list-style-type: none"> <li>Protected Health Information</li> </ul>
<b>PMBOK</b>	<ul style="list-style-type: none"> <li>Project Management Book of Knowledge</li> </ul>
<b>PMI</b>	<ul style="list-style-type: none"> <li>Project Management Institute</li> </ul>
<b>PMO</b>	<ul style="list-style-type: none"> <li>Project Management Office</li> </ul>
<b>PMP</b>	<ul style="list-style-type: none"> <li>Project Management Professional</li> </ul>
<b>PRWORA</b>	<ul style="list-style-type: none"> <li>Personal Responsibility and Work Opportunity Reconciliation Act of 1966.</li> </ul>
<b>PS2</b>	<ul style="list-style-type: none"> <li>The current IMS-COBOL-based system used by Family Support &amp; Services</li> </ul>

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	Division.
<b>Q</b>	
<b>QA</b>	<ul style="list-style-type: none"> <li>quality assurance</li> </ul>
<b>R</b>	
<b>RDBMS</b>	<ul style="list-style-type: none"> <li>Relational Database Management System. A program that lets you create, update and administer a relational database. An RDBMS takes Structured Query Language (SQL) statements entered by a user or contained in an application program and creates, updates, or provides access to the database.</li> </ul>
<b>RMC</b>	<ul style="list-style-type: none"> <li>Risk Management Committee</li> </ul>
<b>RMP</b>	<ul style="list-style-type: none"> <li>Risk Management Plan</li> </ul>
<b>ROI</b>	<ul style="list-style-type: none"> <li>return on investment</li> </ul>
<b>RUP</b>	<ul style="list-style-type: none"> <li>Rational Unified Process</li> </ul>
<b>S</b>	
<b>SACWIS</b>	<ul style="list-style-type: none"> <li>State Automated Child Welfare Information System</li> </ul>
<b>SDSU</b>	<ul style="list-style-type: none"> <li>Child Support's "System Development and Support Unit"</li> </ul>
<b>service-oriented architecture</b>	<ul style="list-style-type: none"> <li>(SOA) is a client/server software design approach for building Web applications in which an application consists of software services and software service consumers (also known as clients or service requesters). SOA differs from the more general client/server model in its definitive emphasis on loose coupling between software components, and in its use of separately standing interfaces.</li> </ul>
<b>services</b>	<ul style="list-style-type: none"> <li>A service is a function that is well defined, self-contained, and does not depend on the context or state of other services. Over time, the industry will standardize the capabilities of various services.</li> </ul>
<b>SME</b>	<ul style="list-style-type: none"> <li>Subject Matter Expert</li> </ul>
<b>SOAP</b>	<ul style="list-style-type: none"> <li>Simple Object Access Protocol. A way for a program running in one kind of operating system (such as Windows 2000) to communicate with a program in the same or another kind of an operating system (such as Linux) by using the World Wide Web's Hypertext Transfer Protocol (HTTP) and its Extensible Markup Language (XML) as the mechanisms for information exchange.</li> </ul>

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<b>SQL</b>	<ul style="list-style-type: none"> <li>Structured Query Language. A standard interactive programming language for getting information from and updating a database.</li> </ul>
<b>SSL</b>	<ul style="list-style-type: none"> <li>Secure Sockets Layer. A protocol for establishing an encrypted communications channel to help prevent the interception of critical information, such as credit card numbers on the World Wide Web and other Internet services.</li> </ul>
<b>T</b>	
<b>TANF</b>	<ul style="list-style-type: none"> <li>Temporary Assistance to Needy Families. TANF is the federally funded entitlement program designed to provide cash assistance, entry into employment facilitation, and associated services.</li> </ul>
<b>TCP/IP</b>	<ul style="list-style-type: none"> <li>Transmission Control Protocol/Internet Protocol. The basic communication language or protocol of the Internet.</li> </ul>
<b>U</b>	
<b>UML</b>	<ul style="list-style-type: none"> <li>Unified Modeling Language. A standard notation for the modeling of real-world objects as a first step in developing an object-oriented design methodology.</li> </ul>
<b>URL</b>	<ul style="list-style-type: none"> <li>Uniform Resource Locator. The global address of documents and other resources on the World Wide Web. The first part of the address indicates what protocol to use, and the second part specifies the IP address or the domain name where the resource is located.</li> </ul>
<b>USDA/FNS</b>	<ul style="list-style-type: none"> <li>United States Department Agricultural Food and Nutrition Services</li> </ul>
<b>V</b>	
<b>Virtual infrastructure</b>	<ul style="list-style-type: none"> <li>(See Virtual Machine.) Virtual infrastructure provides a layer of abstraction between the computing, storage and networking hardware, and the software that runs on it. Virtual infrastructure allows organizations to leverage existing storage, network, and computing resources to control costs and respond faster. In a virtual infrastructure, users see resources as if they were dedicated to them. The administrator manages and optimizes resources globally across the enterprise.</li> </ul>
<b>virtual machine</b>	<ul style="list-style-type: none"> <li>A simulated computer in that it runs on a host computer but behaves as if it were a separate computer.</li> </ul>
<b>VPN</b>	<ul style="list-style-type: none"> <li>Virtual Private Network. A private data network that makes use of a public network, such as the Internet, by encrypting data at one node and using security procedures that provide a "tunnel" through which the data can pass to another node.</li> </ul>

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<b>W</b>	
<b>WAN</b>	<ul style="list-style-type: none"> <li>• Wide Area Network. A geographically dispersed telecommunications network.</li> </ul>
<b>WBS</b>	<ul style="list-style-type: none"> <li>• Work Breakdown Structure</li> </ul>
<b>(The) Web</b>	<ul style="list-style-type: none"> <li>• The Web allows computer users to access information across systems around the world using URLs to identify files, systems, and hypertext links to move between files on the same or different systems.</li> <li>• The Web is a client/server information system that supports the retrieval of data in the form of text, graphics and multimedia in a uniform HTML format. Allowing hypertext links and interactivity on an unprecedented level, its introduction transformed a sleepy, academic communications system into a powerful marketing tool linking businesses and customers around the world.</li> </ul>
<b>Web services</b>	<ul style="list-style-type: none"> <li>• Web services is a collection of functions that are packaged as a single entity and published to the network for use by other programs. Web services are building blocks for creating open distributed systems, and for allowing companies and individuals to make their digital assets available worldwide quickly and cheaply.</li> </ul>
<b>WSDL</b>	<ul style="list-style-type: none"> <li>• Web Services Description Language, the standard format for describing a Web service.</li> <li>• Expressed in XML, a WSDL definition describes how to access a Web service and what operations it will perform.</li> <li>• Usually pronounced "whizz-dul" (to rhyme with "whistle"), WSDL is seen (with SOAP and UDDI) as one of the three foundation standards of Web services.</li> </ul>
<b>X</b>	
<b>x86</b>	<ul style="list-style-type: none"> <li>• Intel processor based servers.</li> </ul>
<b>XML</b>	<ul style="list-style-type: none"> <li>• eXtensible Markup Language.</li> <li>• A widely used World Wide Web Consortium (W3C) standard that facilitates the interchange of data between computer applications. XML is similar to Hypertext Markup Language (HTML), the language that is used for Web pages in that both use markup codes (tags).</li> <li>• Computer programs can automatically extract data from an XML document, using its associated DTD as a guide.</li> </ul>
<b>XSL</b>	<ul style="list-style-type: none"> <li>• eXtensible Stylesheet Language. A language for creating a style sheet that describes how data sent over the Web using XML is to be presented to the user.</li> </ul>

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Z	
<b>z/OS</b>	<ul style="list-style-type: none"><li>• The computer operating system for IBM's zSeries 900 (z900) line of large (mainframe) servers.</li><li>• z/OS is a renamed and upgraded version of OS/390, which in turn evolved from the MVS operating system.</li><li>• IBM's renamed servers and operating systems reflect a strategy to realign its products more closely with the Internet and its own e-business initiatives.</li></ul>

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