

Codes, Glossary and Definition Section

County Codes

AL	Allen	HM	Hamilton	PL	Phillips
AN	Anderson	HP	Harper	PT	Pottawatomie
AT	Atchison	HV	Harvey	PR	Pratt
BA	Barber	HS	Haskell	RA	Rawlins
BT	Barton	HG	Hodgeman	RN	Reno
BB	Bourbon	JA	Jackson	RP	Republic
BU	Butler	JF	Jefferson	RC	Rice
CS	Chase	JW	Jewell	RL	Riley
CQ	Chautauqua	JO	Johnson	RO	Rooks
CK	Cherokee	KE	Kearny	RH	Rush
CN	Cheyenne	KM	Kingman	RS	Russell
CA	Clark	KW	Kiowa	SA	Saline
CY	Clay Cloud	LB	Labette	SC	Scott
CD	Coffee	LE	Lane	SG	Sedgwick
CF	Comanche	LV	Leavenworth	SW	Seward
CM	Cowley	LC	Lincoln	SN	Shawnee
CL	Crawford	LN	Linn	SD	Sheridan
CR	Decatur	LG	Logan	SH	Sherman
DC	Dickinson	LY	Lyon	SM	Smith
DK	Doniphan	MN	Marion	SF	Stafford
DP	Douglas	MS	Marshall	ST	Stanton
DG	Edwards	MP	McPherson	SV	Stevens
ED	Elk	ME	Meade	SU	Summer
EK	Ellis	MI	Miami	TH	Thomas
EL	Ellsworth	MC	Mitchell	TR	Trego
EW	Finney	MG	Montgomery	WB	Wabaunsee
FI	Ford	MR	Morris	WA	Wallace
FO	Franklin	MT	Morton	WS	Washington
FR	Geary	NM	Nemaha	WH	Wichita
GE	Gove	NO	Neosho	WL	Wilson
GO	Graham	NS	Ness	WO	Woodson
GH	Grant	NT	Norton	WY	Wyandotte
GT	Gray	OS	Osage		
GY	Greeley	OB	Osborne		
GL	Greenwood	OT	Ottawa		
GW		PN	Pawnee		

degree of relationship to the administrator or owner by blood or marriage

Glossary

Code	Service	Definition
ADCC	Adult Day Care	This service is designed to provide opportunity for socialization and to maintain or improve physical functioning for customers; generally this service provides a balance of activities to meet the interrelated needs and interests of individuals for a portion of the day, less than a 24 hour period.
ADVR	Advocacy/Representation	Action taken on behalf of an older customer to secure his/her rights or benefits. This includes receiving, investigating, and working to resolve disputes or complaints. It does not include services provided by an attorney or person under the supervision of an attorney.
ALVG	Assisted Living	Housing options which include assisted living facilities, residential health care facilities, home plus, boarding care homes, adult family homes, one-to-five bed adult care homes and intermediate personal care homes.
ALZH	Alzheimer's Support Service	Services are for families of elderly and customers diagnosed with Alzheimer's disease or other neurological and organic brain disorders of the Alzheimer's type. This includes such services as respite, support groups, counseling, referrals, and information.
APSV	Abuse, Neglect & Self Neglect, & Exploitation Investigation	Referral to the SRS Adult Protective Service Unit for self-neglect or suspected abuse, neglect or exploitation by others.
ASTE	Assistive Technology	For those assessed as needing assistive services, modifications or improvement to their home by provision of adaptive equipment. Also defined as any item that is used to increase, maintain, or improve functional capabilities. May include, but is not limited to ramps, lifts, modifications to bathrooms and kitchens if related to accessibility, and specialized safety adaptation, that improves mobility.
ATCR	Attendant Care (Personal or Medical)	Supervision and or assistance with bathing, medication, dressing, personal appearance, feeding, transferring, and toileting under the direction of a health professional.
BATH	Bathroom (Items)	May include the purchase and installation of

Code	Service	Definition
		toileting and personal hygiene items. May include but not limited to grab bars, toilet riser, tub bench, commode, and hand-held shower.
CDDO	Community Development Disability Organization	Services provided to people who have a developmental disability (including mental retardation prior to age 18 and related conditions diagnosed prior to age 22.) Services include Residential services, supported employment, case management, day training, support services, supported family living, and specialized services such as those provided in intermediate care facilities for the mentally retarded (ICFMR).
CHOR	Chore	Providing assistance to customers having difficulty with one or more of the following instrumental activities of daily living: Heavy housework, yard work, or sidewalk maintenance.
CILS	Centers for Independent Living Services	Organization whose services include but are not limited to, personal care services that can help with daily living tasks such as dressing, shopping, cooking and bathing. Assistive services are available to help provide medical equipment, make home modifications, provide technology assistive devices, and independent living counseling.
CMHC	Community Mental Health Center	Organization whose services include but are not limited to, evaluation and diagnosis, case management service, mental health inpatient and out-patient services, prescription and management of psychotropic medication, prevention education, consultation, treatment and rehabilitation service, 24 hour emergency services and other support services for those with severe depression or a mental illness diagnosis.
CMEL	Meals (Congregate)	Provision of a meal at a nutrition site, senior center or some other congregate setting.
CMGT	Case Management	Referral to a community based agency for the purpose of providing intense care and coordination of information and services to facilitate the support and maintenance of customers in their living environment.
CNSL	Counseling (Re: Social Serv or Psych) degree of relationship to the administrator or owner by blood or marriage	Providing assistance in resolving problems or to relieve temporary stress. May be one-on-one basis or group basis and may be paid, donated

Code	Service	Definition
		or volunteer staff. Includes Gerontological counseling and does not include Nutrition or Legal counseling.
DIAG	Diagnosis	Technical review and analysis of evidence and facts concerning an individual's social, psychological, and/or physical health problems. Performed by a medical or other licensed professional for the purpose of linking symptoms to a specific disease or condition.
EDUC	Education/Training	Providing formal or informal opportunities for individuals to acquire knowledge, experience or skills. Includes individual or group events designed to increase awareness in such areas as nutrition, crime, accident prevention, or promote personal enrichment.
EMPL	Employment	Client assessment is a basis for developing a plan for securing employment; testing; job counseling and re-retirement counseling; education and training, job placement.
ENGY	Energy Assistance	Referral for assistance with utilities.
FOOD	Food Supplements	A food or beverage that has been formulated to provide a concentrated form of nutrients or nutrients that are tailored to meet the needs of someone with special nutritional needs.
FDST	Food Stamps	Referral to SRS for enrollment & assistance with the purchase of basic food items.
GUAR	Guardianship / Conservatorship	Court referral to determine capacity for decision making.
HHAD	Home Health (Aide, Services, Med Attendant)	Medical care and/or affiliated services provided at the customer's residence on a full, part-time or intermittent basis.
HINS	Home Injury Control Screening	Screening to determine if the home environment is at high risk of causing injury to the customer.
HMEL	Meals (Home Delivered)	Provision of a meal to an eligible customer or other eligible participant, at the customer's place of residence.
HMKR	Homemaker	Providing assistance to customers having difficulty with one or more of the following; preparing meals, shopping, managing money, doing light housework/laundry, etc.
HOUS	Community Housing/Residential Care or Training degree of relationship to the administrator or owner by blood or marriage	Referral for housing in the community setting. This includes Senior apartment living, continuing care retirement community, assisted living, residential care, boarding care home and home plus.

Code	Service	Definition
HOSP	Hospice Counseling/Hospice	To provide medical, nursing, counseling and other supportive services for terminally ill people, their families and caregivers.
HPRO	Health Promotion Programs	Includes programs relating to the prevention of chronic disabling conditions. Includes but is not limited to osteoporosis, cardiovascular disease, alcohol & substance abuse, smoking cessation, weight loss, and stress management.
IAAS	Information and Assistance	Referral to an agency for the purpose of education regarding community services and/or how to access needed services.
INCN	Incontinence Supplies	Supplies such as undergarment protection and bed pads for the purpose of addressing both urinary and bowel incontinence.
INTR	Interpreter/Translator	To provide interpretation of oral or written communication to persons who are limited or non-English proficient or have special communication needs.
LGLA	Legal Assistance	Provision of legal advice, counseling and/or representation provided by an attorney or other person acting under the supervision of an attorney.
LTRW	Letter Writing	To write, read or interpret and/or translate business and personal correspondence.
MAID	Material Aid	Aid in the form of products, goods or food such as commodities direct distribution, surplus food, cleaning supplies, clothing, smoke detectors, eyeglasses, security devices, etc.
MCID	Medicaid Eligibility	Referral to SRS to establish Medicaid eligibility.
MEDIC	Medication Issues/Equip/Supply/Expense	Any activity, service, or device associated with medication including the purchase of such items as medication dispensers, prescriptions and over-the-counter medications.
MFMA	Money/Financial Management Assistance	Assistance with budgeting, paying bills, reconciling bank statements, and other needed money/financial management activities.
MMEG	Medication Management Education	Activities related to medication management, screening, and educational programs to prevent incorrect medication and adverse drug reactions.
MOBL	Mobility/Aids/Assistive Technology/Custom Care	Those items that enable the customer to continue functioning with the greatest independence. Includes such items as transfer bench, canes, walker, chair lift, reachers, wheelchairs, etc.
NCOU	Nutrition Counseling	Provision of advice and guidance about options

Code	Service	Definition
		of improving nutritional status, to an individual who is at nutritional risk, because of their health or nutritional history, dietary intake, medications use, chronic illness, etc.
NRSN	Nursing/Short Term/Skilled/Part Time/Inpatient	Provision of skilled nursing services.
NSPT	Night Support	Provision of oversight and/or hands-on care necessary to ensure an individual's safety and well being in their place of residence during the night time hours.
OCCT	Occupational Therapy	Provision of evaluation and/or therapy for occupational rehabilitation.
OMBS	Ombudsman	Provides investigation and dispute resolution between or on behalf of consumers who reside in long term care facilities.
OTEM	Other Services	This is additional services not captured with a specific code that will help the customer remain in their community-based residence, includes but not limited to, letter writing, education on how to manage aspects of care.
PAPD	Prevention of Depression Activities	Provision of Educational Activities for the Prevention of Depression
PEMRI	Personal Emergency Response/Medic Alert Response	Installation of a personal emergency response electronic device.
PHTP	Physical Therapy	Provision of evaluation and/or therapy for physical rehabilitation.
RESR	Respite Care	Temporary support for primary caregivers to provide brief period of relief or rest. It can be in the form of in-home respite, adult day care, or institution setting for overnight stays.
RHSC	Routine Health Screening	Health and/or wellness screening services such as are provided by Health Departments, Red Cross, Senior Centers, etc.
RMNR	Repairs/Maintenance/Renovation	Services designed to adapt homes to be accessible. Includes, but is not limited to structural modification such as ramps, doorway widening, stairways, handrails, kitchen and/or bathroom remodeling.
RPCC	Regional Prevention Center Contacts	Kansas Regional Prevention Centers provide technical assistance, videos, and trainings regarding substance abuse and other unhealthy behaviors. In addition, they have referral information for individuals seeking treatment that can address these needs.

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Code	Service	Definition
SENS	Sensory Aids	Those items that allow the customer maximum independent functioning and health, including but not limited to: eyeglasses, Braille accessories/modifications, hearing aids, telephone amplification, bells/lights, whistles, dentures and dental.
SHOP	Shopping	Providing assistance in the purchase of clothing, medical supplies, food, household items, and/or other needed items.
SLPT	Speech and Language Therapy	Provision of evaluation and/or therapy for speech rehabilitation.
TPHN	Telephoning	Telephoning the customer in order to provide comfort and socialization.
TRNS	Transportation	Provision of assistance by public or personal vehicle, going from one place to another, including escort, to a person who has difficulties (physical or cognitive) using regular vehicular transportation.
VBEN	Veteran's Benefits	Referral to Veteran's Administration/Medical Center for service eligibility.
VIST	Visiting	Home visitation services for purpose of socialization and/or monitoring.

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Definitions

It is necessary to have a clear understanding of the terminology utilized throughout the various components of CARE. In addition to the primary terms, there are numerous concepts related to serious mental illness (MI) and developmental disabilities (MR/DD/ODD) which may not be as familiar to Level I assessors as those pertaining to assessment and referral services. Therefore, the definitions of these mental health terms are included in this manual.

The following definitions shall be used for the purposes of the CARE program:

- A. **Adult Care Home:** Any nursing facility, nursing facility for mental health, intermediate care facility for the mentally retarded, assisted living facility, residential health care facility, home plus, boarding care home, and adult day care facility, all of which are classifications of adult care homes and are required to be licensed by the secretary of health and environment.
- B. **Area Agency on Aging (AAA):** As authorized by the Older Americans Act (OAA) and defined by the Kansas Department on Aging in Kansas Administrative Rules and Regulations, Section 26-1-1a(1) means “the agency or organization within a planning and service area that has been designated by the secretary [on aging] to develop, implement and administer a plan for the delivery of a comprehensive and coordinated system of services to older persons in the planning and service area (PSA).” There are 11 Area Agencies on Aging in Kansas.
- C. **Aging and Disability Resource Center:(ADRC):** The ADRC is designed to empower older adults and persons with disabilities to make informed choices about their services and supports. This will streamline access to those services and ensure their individual needs will be met. The ADRC can refer individuals to an array of in-home, community-based and institutional services, as well as provide decision-making support through a service called Options Counseling.
- D. **Assisted Living Facility:** Any place or facility caring for six or more individuals not related within the third degree of relationship to the administrator, operator or owner by blood or marriage and who by choice or due to functional impairments, may need personal care and may need supervised nursing care to compensate for activities of daily living

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limitations and in which the place or facility includes apartments for residents and provides or coordinates a range of services including personal care and supervised nursing care available 24 hours a day, seven days a week, for the support of resident independence. The provision of skilled nursing procedures to a resident in an assisted living facility is not prohibited by this act. Generally, the skilled services provided in an assisted living facility shall be provided on an intermittent or limited term basis, or if limited in scope, a regular basis.

- F. **Community-based Mental Health Services:** As defined by The Kansas Department of Social and Rehabilitation Services (SRS) in K.S.A. 39-1602(b) include, but are not limited to “evaluation and diagnosis, case management services, mental health inpatient and outpatient services, prescription and management of psychotropic medication, prevention, education, consultation, treatment and rehabilitation services, twenty-four-hour emergency services, assistance in securing employment services, housing services, medical and dental care, and other support services.” *(These services are referred to throughout the Policies and Procedures section when discussing specialized mental health services and other mental health services).*
- G. **Community Developmental Disability Organization (CDDO):** K.S.A. 39-1801 (formerly HB 2458), Developmental Disability Reform, became a law effective January 1, 1996. Developmental Disability Reform establishes county-recognized community mental retardation centers as Community Developmental Disability Organizations (CDDO) which is to provide for a single point of application, eligibility, and assistance in obtaining services for individuals with developmental disabilities. Community Developmental Disability Organizations were previously referred to as Community Mental Retardation Centers (CMRC).
- H. **Community Mental Health Center (CMHC):** As defined by the Kansas Department of Social and Rehabilitation Services (SRS), under K.S.A. 39-1602 means, “any community mental health center organized pursuant to the provisions of K.S.A. 19-4001 to 19-4015, inclusive, and amendments thereto or mental health clinic organized pursuant to the provisions of K.S.A. 65-211 to 65-215, inclusive, and amendments thereto, and licensed in accordance with the provisions of K.S.A. 75-3307b and amendments thereto.”

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- I. **Conservator:** Means an individual or a corporation certified in accordance with KSA 59 3002(f) who is appointed by the court to act on behalf of a conservatee and who is possessed of some or all of the powers and duties set out in KSA 59 3059 and amendments thereto.
- J. **Developmental Disability Services:** Are provided by Community Developmental Disability Organizations to people who have a developmental disability (including mental retardation and other developmental disabilities, such as autism, cerebral palsy, epilepsy, Spina Bifida, and Down's syndrome). Services include, Residential Services, Supported Employment, Case Management, Day Training, Support Services, Supported Family Living, and Specialized Services such as those provided in Intermediate Care Facilities for the Mentally Retarded (ICF/MR).
- K. **Durable Power of Attorney (DPOA):** A durable power of attorney is a power of attorney by which a principal designates another as the principal's attorney in fact in writing and the writing contains the words "this power of attorney shall not be affected by subsequent disability or incapacity of the principal" or "this power of attorney shall become effective upon the disability or incapacity of the principal," or similar words showing the intent of the principal that the authority conferred shall be exercisable notwithstanding the principal's subsequent disability or incapacity.
- L. **Durable Power of Attorney for Health Care Decisions:** A durable power of attorney for health care decisions is a power of attorney by which a principal designates another as the principal's agent in writing and the writing contains the words "this power of attorney for health care decisions shall not be affected by subsequent disability or incapacity of the principal" or "this power of attorney for health care shall become effective upon the disability or incapacity of the principal," or similar words showing the intent of the principal that the authority conferred shall be exercisable notwithstanding the principal's subsequent disability or incapacity.
- M. **Guardian:** Means an individual or a nonprofit corporation certified in accordance with K.S.A. 59-3037 and amendments thereto which has been appointed by a court to act on behalf of a ward and possessed of some or all of the powers and duties set out in K.S.A. 59-3018 and amendments thereto. "Guardian" does not mean natural guardian unless specified.
- N. **Intermediate Care Facility for the Mentally Retarded (ICF/MR):** Means any place or facility operating 24 hours a day, seven days a week, caring for six or more individuals not related within the third degree of relationship to the administrator or owner by blood or marriage

who, due to functional impairments caused by mental retardation or other developmental disabilities need services to compensate for activities of daily living limitations.

- O. **Medical Care Facility:** As defined under K.S.A. 65-425, means “a hospital ambulatory surgical center or recuperation center.” The term used throughout this manual will be “hospital” and refers to urban and rural hospitals, psychiatric hospitals, specialized services hospitals, and in and out-patient hospitals.
- P. **Natural Guardian:** Means both the father and mother of a minor if neither parent has been found to be a disabled person or had parental rights terminated by a court of competent jurisdiction. If either parent of a minor dies, has been found to be a disabled person or has had parental rights terminated by a court of competent jurisdiction, the other shall be the natural guardian.
- Q. **Nursing Facility:** As defined under K.S.A. 39-923, means “any place or facility operating for not less than 24 hours in any week and caring for six or more individuals not related within the third degree of relationship to the administrator or owner by blood or marriage and who by reason of aging, illness, disease or physical or mental infirmity are unable to sufficiently or properly care for themselves, and for whom reception, accommodation, board and skilled nursing care and treatment is provided, and which place or facility is staffed to provide 24 hours a day licensed nursing personnel plus additional staff and is maintained and equipped primarily for the accommodation of individuals who are not acutely ill and are not in need of hospital care but who require skilled nursing care.”
- R. **Nursing Facility for Mental Health (NFMH):** Any place or facility operating 24 hours a day, seven days a week caring for six or more individuals not related within the third degree of relationship to the administrator or owner by blood or marriage and who, due to functional impairments, need skilled nursing care and special mental health services to compensate for activities of daily living limitations.
- S. **PASRR:** As defined by Centers for Medicaid/Medicare Services Rules and Regulations (CMS), is an acronym for Preadmission Screening and Resident Review, PASRR has two parts:
1. Level I assessment – the Level I PASRR is a short series of questions to determine whether an individual with mental illness, mental retardation, or other developmental disability (related condition) should be referred for a Level II assessment to further evaluate whether or not nursing facility services or specialized mental health or mental retardation services are needed. The PASRR questions are found in Section B of the CARE Data Form.

2. The CARE Level II assessment is an in-depth assessment, performed by a Qualified Mental Health Professional (QMHP) or Qualified Mental Retardation Professional (QMRP), on any individual indicating a history of and treatment for serious mental illness or mental retardation, *also known as a developmental disability*, or an other developmental disability, *formerly known as related condition*, for the purpose of determining whether the individual requires the level of services provided in a specialized program for persons with mental illness or developmental disabilities.
- T. **Serious Mental Illness:** as defined by Centers for Medicaid/Medicare Services Rules and Regulations (CMS) relating to Preadmission Screening and Resident Review (PASRR), Section 483.102(b), an individual with a serious mental illness (MI) shall meet all of the conditions listed in the Instruction Section of this manual.
- U. **County of Responsibility (COR):** The County of responsibility is defined as the last place a customer lived independently or with family for 6 continuous months. This means in their home or family home and excludes group home, boarding home, nursing facility, hospital, or other supervised living program.
- V. **Mental Retardation (MR/DD)**, *also known as a developmental disability*: An individual who is mentally retarded or has an other developmental disability (ODD) shall have one of the following diagnoses to trigger a Level II assessment.
1. **Mental Retardation (MR):** As defined by Centers for Medicaid/Medicare Services (CMS) Rules and Regulations relating to Preadmission Screening and Resident Review (PASRR), Section 483.102(b), means that an individual is considered to have mental retardation (MR) if he or she meets the conditions listed in the Instruction Section of this manual.
 2. **Other Developmental Disability (ODD)**, *formerly known as Related Condition*: The individual has an ODD as defined by 42 CFR Section 435.1009. Persons with an ODD have a severe, chronic disability that meets all of the conditions listed in the Instruction Section of this manual.
- W. **Resident Reviews (RR):** A Level II assessment that the nursing facility is required to request when an individual has experienced a significant change in condition or has been given a temporary, time-limited stay.

The nursing facility must contact the Area Agency on Aging (AAA) and order a Resident Review when the individual meets one of the criteria listed on page 21 of the Policy and Procedures Section of this manual.

- X. **Qualified Mental Health Professional (QMHP):** For the purposes of Preadmission Screening and Resident Review (PASRR) assessments, a QMHP is an individual who has at least one-year of experience working directly with persons with mental illness, and is one of the following:
1. Licensed psychologist - an individual who has a Ph.D. from an accredited college or university and who is licensed to practice in the State of Kansas.
 2. Physician - an M.D. who is licensed to practice medicine in the State of Kansas and who has experience in working with individuals with mental illness.
 3. Psychiatrist - an M.D. or D.O. who has completed a residency in psychiatry approved by the American Board of Psychiatry and Neurology and who is licensed to practice medicine in the State of Kansas.
 4. Registered Master's Psychologist - an individual who has a Master of Psychology and is registered and approved by the Kansas Behavioral Sciences Regulatory Board (Note: registration is granted only to staff members of a Community Mental Health Center).
 5. Licensed Professional Counselor – an individual who has a Master of Counseling from an accredited college or university and is licensed to practice in the State of Kansas.
 6. Licensed Marriage and Family Therapist – an individual who has a Master of Marriage and Family Therapy from an accredited college or university and is licensed to practice in the State of Kansas.
 7. Social Worker - an individual who has a Master of Social Work (MSW) from an accredited college or university and is licensed to practice in the State of Kansas. (Note: individual social workers can only practice independently if the individual is a Licensed Specialist Clinical Social Worker (LSCSW) or has a supervisory contract on file with the Behavioral Sciences Regulatory Board.)
 8. Psychiatric nurse - a registered nurse (R.N.) who is licensed to practice in the State of Kansas, who has a specialty in psychiatric nursing, and has practiced two full years in the field

- Y. Qualified Mental Retardation Professional (QMRP):** For the purposes of Preadmission Screening and Resident Review (PASRR) assessments, a QMRP is an individual who has at least one-year of experience working directly with persons with the condition of mental retardation, and is one of the following:
1. A physician - an M.D. or D.O. who is licensed to practice medicine in the state of Kansas and who has demonstrated competence and knowledge in programming for individuals who have the condition of mental retardation.
 2. A registered nurse - a registered nurse, (R.N.) who is licensed to practice in the state of Kansas, with at least one-year of experience working with persons with the condition of mental retardation.
 3. Licensed Psychologist – an individual with at least a Master of Psychology from an accredited school and is licensed to practice in the state of Kansas.
 4. An individual who holds at least a Bachelor’s degree in a professional category and is licensed, certified, or registered, as applicable, to provide professional services in the State of Kansas, as specified below:
 - a. Occupational Therapist;
 - b. Physical Therapist;
 - c. Speech-language pathologist or audiologist;
 - d. Recreational Therapist - an individual with a Bachelor of Recreation, or in a recreational therapy specialty area such as art, dance, music, or physical education, with an emphasis in work with persons with developmental disabilities;
 - e. Human Services professional – an individual with a Bachelor’s degree in a human service field (including, but not limited to: sociology, special education, rehabilitation counseling, and psychology);
 - f. Social worker – an individual with a graduate degree (MSW, LCSW, or DSW) from a school of social work accredited or approved by the Council on Social Work Education or another comparable body; or a Bachelor of Social Work Degree (BSW) from a college or university accredited or approved by the Council on Social Work Education.