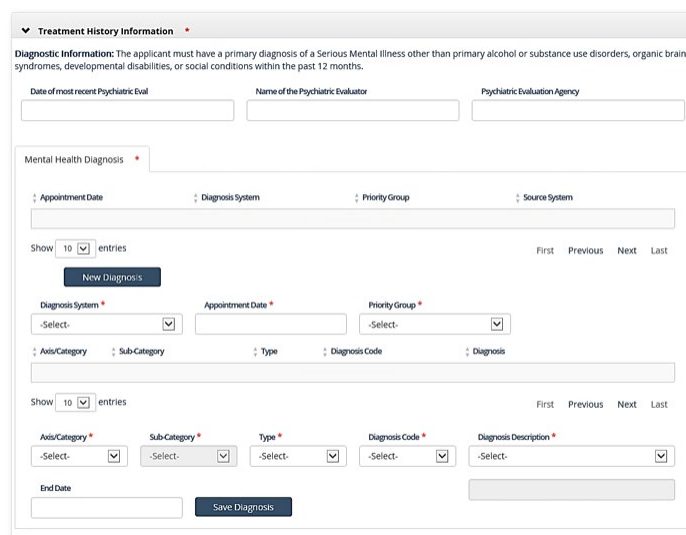




## Case – Treatment History MH Residential Job Aid

The *Treatment History* screen allows the user to document the Consumer's current mental health diagnosis and details about the most recent psychiatric evaluation. Information on this screen is carried over from the Referral but can be updated as needed.

### Treatment History



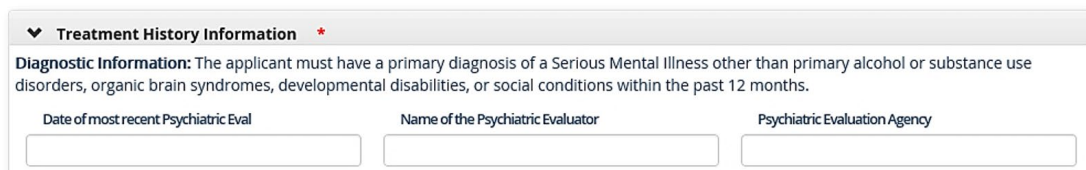
The screenshot shows the 'Treatment History Information' screen. At the top, there is a 'Diagnostic Information' note: 'The applicant must have a primary diagnosis of a Serious Mental Illness other than primary alcohol or substance use disorders, organic brain syndromes, developmental disabilities, or social conditions within the past 12 months.' Below this, there are three text input fields: 'Date of most recent Psychiatric Eval', 'Name of the Psychiatric Evaluator', and 'Psychiatric Evaluation Agency'. Underneath these is a 'Mental Health Diagnosis' section with a dropdown menu. Below that are four columns of filters: 'Appointment Date', 'Diagnosis System', 'Priority Group', and 'Source System'. A 'Show' dropdown is set to '10' entries, with 'First', 'Previous', 'Next', and 'Last' navigation links. A 'New Diagnosis' button is present. Below the filters, there are two rows of dropdown menus for 'Diagnosis System', 'Appointment Date', 'Priority Group', 'Axis/Category', 'Sub-Category', 'Type', 'Diagnosis Code', and 'Diagnosis Description'. At the bottom, there is an 'End Date' field and a 'Save Diagnosis' button.

### Navigation

- From the **Dashboard**: Locate the desired Case and click on the *Case ID* to bring the Case into focus.
  - Click on the **Case Information** tile. Then click on the **Treatment History** tile.

### Steps to Completing the Treatment History screen

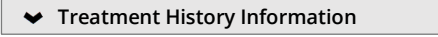
- The most recent psychiatric evaluation date, evaluator and evaluation agency and be entered or updated in the text fields at the top of the Treatment History Information pane.







This screenshot shows the top portion of the 'Treatment History Information' screen. It includes the 'Diagnostic Information' note and the three text input fields for 'Date of most recent Psychiatric Eval', 'Name of the Psychiatric Evaluator', and 'Psychiatric Evaluation Agency'.









**Note** that the Consumer (Applicant) must have a primary diagnosis of a Serious Mental Illness other than primary alcohol or substance use disorders, organic brain syndromes, developmental disabilities, or social conditions within the past 12 months.

2. Review/update Mental Health Diagnosis tab in the  pane.
  - a. *Mental Health Diagnosis* - See [page 3](#) for instructions on how to complete this tab.

## Tab Overview

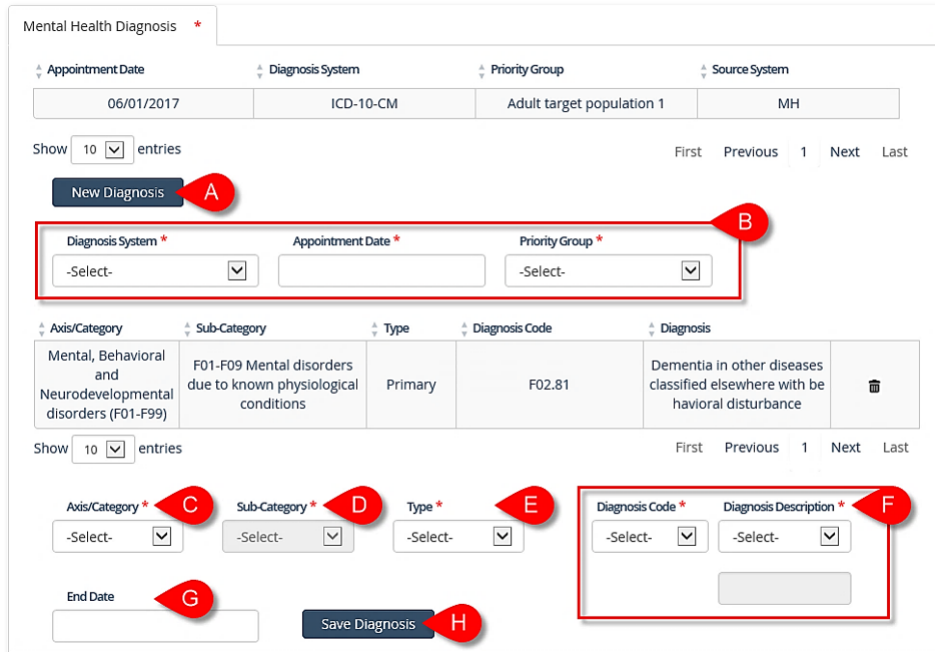
1.  tab [ Detailed instructions on [page 3](#) of this Job Aid ]: Update or document the individual's Mental Health diagnosis information.
  - a. To view existing diagnosis information, click on the record's line in the *Appointment Date* grid.
  - b. Click  to add a new diagnosis.
  - c. Click  to save the diagnosis.
  - d. To delete a diagnosis, click the Delete Icon [  ] to the right of the record in the *Axis/Category* grid.

Diagnosis System *	Appointment Date *	Priority Group *		
ICD-10-CM 	06/01/2017	Adult target population 1 		
Axis/Category	Sub-Category	Type	Diagnosis Code	Diagnosis
Mental, Behavioral and Neurodevelopmental disorders (F01-F99)	F01-F09 Mental disorders due to known physiological conditions	Primary	F02.81	Dementia in other diseases classified elsewhere with behavioral disturbance 

- i. A *Confirm Delete* pop-up will appear: Clicking  will delete the record. Clicking  will cancel the action and the record will not be deleted.
3. Click  at the bottom of the screen.

## Mental Health Diagnosis tab

1. Mental Health Diagnosis \* tab:



The screenshot shows the 'Mental Health Diagnosis' tab interface. It includes a header section with filters for Appointment Date (06/01/2017), Diagnosis System (ICD-10-CM), Priority Group (Adult target population 1), and Source System (MH). Below this is a 'Show 10 entries' dropdown and pagination controls (First, Previous, 1, Next, Last). A 'New Diagnosis' button is highlighted with a red circle and letter A. Below the button is a red-bordered box containing three dropdown menus: 'Diagnosis System \*', 'Appointment Date \*', and 'Priority Group \*', with a red circle and letter B pointing to the box. Below this is a table with columns: Axis/Category, Sub-Category, Type, Diagnosis Code, and Diagnosis. The table contains one row with data: 'Mental, Behavioral and Neurodevelopmental disorders (F01-F99)', 'F01-F09 Mental disorders due to known physiological conditions', 'Primary', 'F02.81', and 'Dementia in other diseases classified elsewhere with behavioral disturbance'. Below the table is another 'Show 10 entries' dropdown and pagination controls. Below this is a red-bordered box containing four dropdown menus: 'Axis/Category \*', 'Sub-Category \*', 'Type \*', and 'Diagnosis Code \*', with a red circle and letter F pointing to the box. Below this box are two more dropdown menus: 'Diagnosis Description \*' and 'End Date', with a red circle and letter G pointing to the 'End Date' dropdown. A 'Save Diagnosis' button is highlighted with a red circle and letter H.

- To document a new diagnosis, click New Diagnosis below the *Diagnosis* grid. This will open up the *Diagnosis* details section.
- Diagnosis System*: Select the diagnostic system associated with the diagnosis from the drop-down.  
*Appointment Date*: Enter the appointment date when the diagnosis was made.  
*Priority Group*: Select the associated Priority Group from the drop-down. If the Priority Group is unknown select "Unknown" from the drop-down.
- Axis/Category*: Select the Axis or Category for the diagnosis from the drop-down.
- Sub-Category*: Select the Sub-Category for the diagnosis from the drop-down. Note that the Sub-Category cannot be selected until an Axis/Category has been selected. These options will change based on which Axis/Category is selected.
- Type*: Select whether the diagnosis is Primary or Secondary.

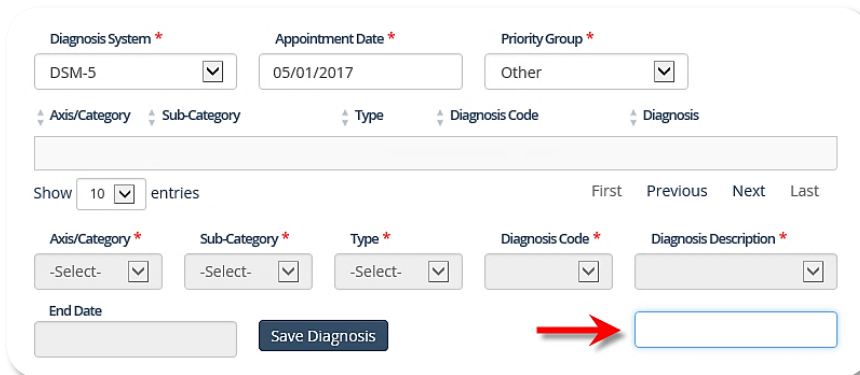
- f. Select either the *Diagnosis Description* or the *Diagnosis Code*. When one is selected the other will automatically update.

**EXAMPLE:**

Choosing "Attention-Deficit Disorder, Combined Type" in the Diagnosis Description drop-down will cause the associated diagnosis code (F90.2) to be automatically selected in the Diagnosis Code drop-down.

Selecting "F90.2" from the Diagnosis Code drop-down will cause the diagnosis of "Attention-Deficit Disorder, Combined Type" to be automatically selected in the Diagnosis Description drop-down.

If this is a DSM-5 diagnosis, type the diagnosis in the *Diagnosis Description* text field. All of the other fields will be disabled:



Diagnosis System \*  
DSM-5

Appointment Date \*  
05/01/2017

Priority Group \*  
Other

Axis/Category Sub-Category Type Diagnosis Code Diagnosis

Show 10 entries First Previous Next Last

Axis/Category \* Sub-Category \* Type \* Diagnosis Code \* Diagnosis Description \*

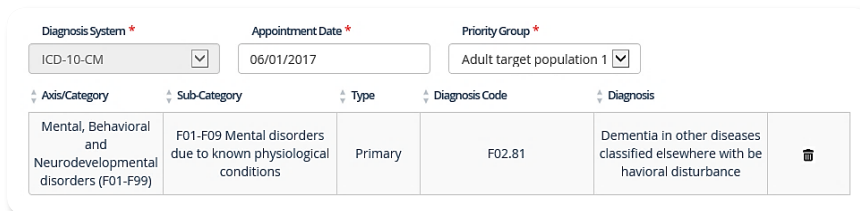
-Select- -Select- -Select- -Select- -Select-

End Date

Save Diagnosis

2. Click **Save Diagnosis** to save the diagnosis.


3. To delete a diagnosis, click the Delete Icon [  ] to the right of the record in the *Axis/Category* grid.



Diagnosis System \*  
ICD-10-CM


Appointment Date \*  
06/01/2017

Priority Group \*  
Adult target population 1

Axis/Category	Sub-Category	Type	Diagnosis Code	Diagnosis	
Mental, Behavioral and Neurodevelopmental disorders (F01-F99)	F01-F09 Mental disorders due to known physiological conditions	Primary	F02.81	Dementia in other diseases classified elsewhere with behavioral disturbance	

- a. A *Confirm Delete* pop-up will appear: Clicking **Yes** will delete the record. Clicking **No** will cancel the action and the record will not be deleted.



4. Click  at the bottom of the screen before navigating away from the screen otherwise any information that has been entered or updated will not be saved. The screen cannot be saved unless all of the mandatory [ \* ] information has been entered on every tab.

### **For more information...**

For assistance, please contact the Allegheny County Service Desk at [ServiceDesk@AlleghenyCounty.US](mailto:ServiceDesk@AlleghenyCounty.US) or call 412-350-HELP (4357). Select Option 2 for the DHS Service Desk.

To access I-Service, go to: <https://servicedesk.alleghenycounty.us>

This and other Job Aids can be found at: <http://s3.amazonaws.com/dhs-application-support/index.htm> or <http://dhsassist.dhs.allegheny.local> for internal users.