DEPARTMENT OF HUMAN SERVICES
ALLEGHENY COUNTY, PENNSYLVANIA

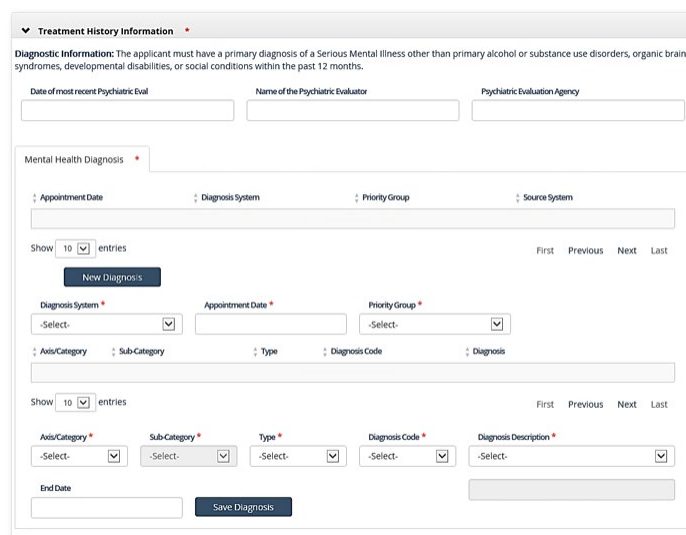RESIDENTIAL
MENTAL HEALTH RESIDENTIAL

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.
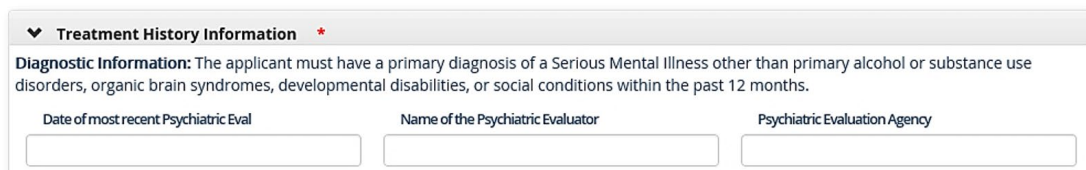
Treatment History

Navigation

1. From the [Dashboard]: Locate the desired Case and click on the *Case ID* to bring the Case into focus.

    a. Click on the [Case Information] tile. Then click on the [Treatment History] tile.
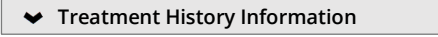
Steps to Completing the Treatment History screen

1. 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.

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 [❥ Treatment History Information] pane.
   a. *Mental Health Diagnosis* - See **page 3** for instructions on how to complete this tab.

Tab Overview

1. [Mental Health Diagnosis *] 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.
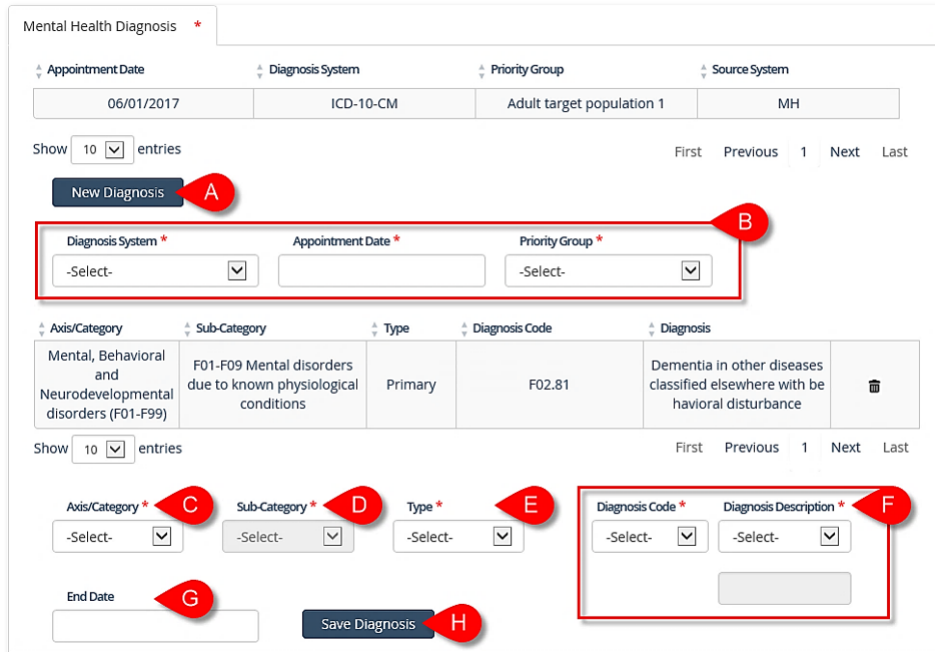
   b. Click [New Diagnosis] to add a new diagnosis.

   c. Click [Save Diagnosis] 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 [Yes] will delete the record. Clicking [No] will cancel the action and the record will not be deleted.

3. Click [Save] at the bottom of the screen.

Mental Health Diagnosis tab

1. [Mental Health Diagnosis *] tab:

a. To document a new diagnosis, click **New Diagnosis** below the *Diagnosis* grid. This will open up the *Diagnosis* details section.

b. *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.

c. *Axis/Category*: Select the Axis or Category for the diagnosis from the drop-down.

d. *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.

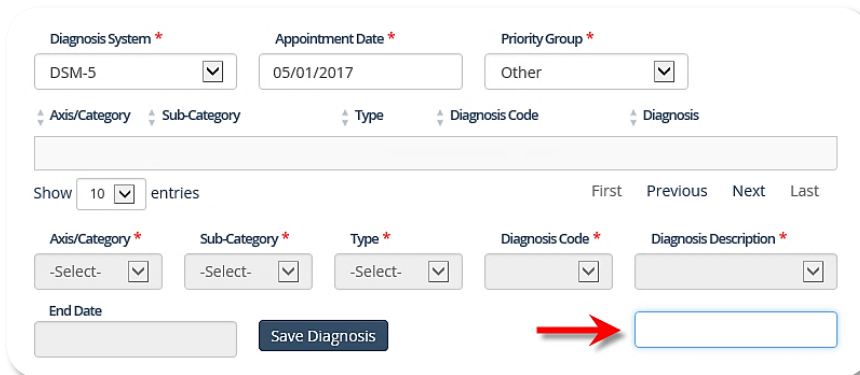e. *Type*: Select whether the diagnosis is Primary or Secondary.

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:

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.

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 **Save** 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 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.