

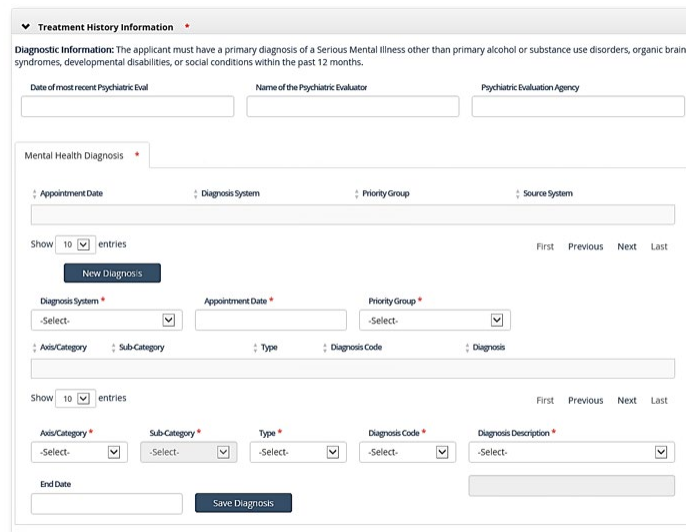


Referral – Treatment History

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.

Treatment History



The screenshot shows the 'Treatment History Information' form. It includes a 'Diagnostic Information' section with a note about the requirement for a primary diagnosis of a Serious Mental Illness. Below this are input fields for 'Date of most recent Psychiatric Eval', 'Name of the Psychiatric Evaluator', and 'Psychiatric Evaluation Agency'. The 'Mental Health Diagnosis' section contains a table with columns for 'Appointment Date', 'Diagnosis System', 'Priority Group', and 'Source System'. Below the table are 'Show' and 'entries' controls, and a 'New Diagnosis' button. The 'New Diagnosis' section has dropdown menus for 'Diagnosis System', 'Appointment Date', and 'Priority Group', followed by 'Add/Category', 'Sub-Category', 'Type', 'Diagnosis Code', and 'Diagnosis' fields. At the bottom, there are 'End Date' and 'Save Diagnosis' buttons.

Navigation

- From the **Dashboard**: Locate the desired Referral and click on the *Referral ID* to bring the Referral into focus.
 - Click on the **Treatment History** tile.
- The **Previous** and **Next** buttons can be used to navigate up or down one screen within the Left Navigation tiles.
 - CAUTION:** The **Back** button at the top of the screen will navigate the user back to the Dashboard and any unsaved information will be lost. If this button is clicked before a new Referral has been saved for the first time, the user will have to start over again on that Referral.
- The **Submit** button will remain light blue and inactive until all of the mandatory screens have been completed in the Referral. Mandatory screens will have a  next to the Left Navigation tile for that screen. Once a screen has been completed this icon will change to a  which indicates that the screen is either complete or has information entered.



Steps to Completing the Treatment History screen

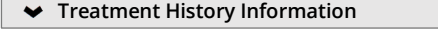
1. The most recent psychiatric evaluation date, evaluator and evaluation agency can be entered in the text fields at the top of the Treatment History Information pane.

▼ Treatment History Information *





Diagnostic Information: 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.

Date of most recent Psychiatric Eval	Name of the Psychiatric Evaluator	Psychiatric Evaluation Agency
<input type="text"/>	<input type="text"/>	<input type="text"/>

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 *

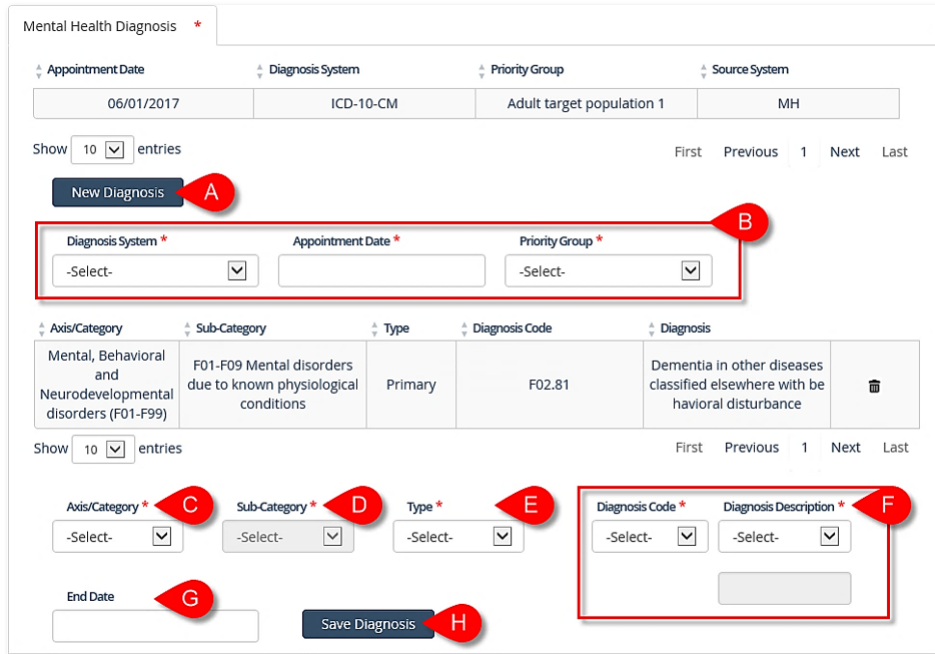
Priority Group *

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.
2. 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 with filters for Appointment Date, Diagnosis System, Priority Group, and Source System. Below this is a 'Show' dropdown set to 10 entries and navigation links (First, Previous, 1, Next, Last). A 'New Diagnosis' button is highlighted with a red circle and callout A. Below the button is a red-bordered box containing three dropdown menus: 'Diagnosis System *', 'Appointment Date *', and 'Priority Group *', with callouts B, C, and D respectively. 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' dropdown set to 10 entries and navigation links. Below this is a red-bordered box containing four dropdown menus: 'Axis/Category *', 'Sub-Category *', 'Type *', and 'Diagnosis Code *', with callouts E, F, G, and H respectively. Below the box is an 'End Date' field and a 'Save Diagnosis' button.

- 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.

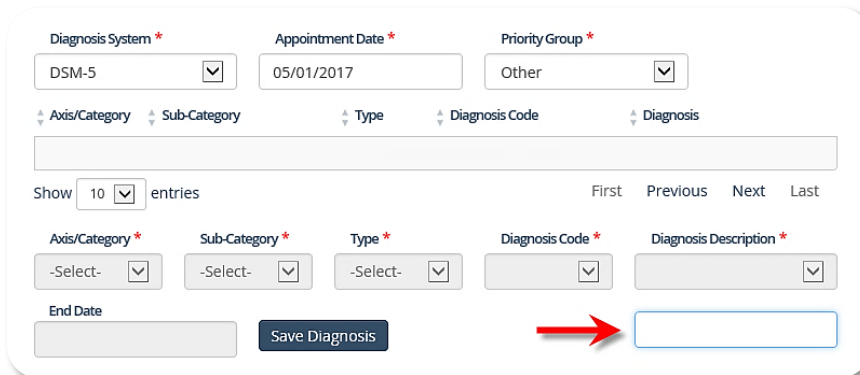
- f. Select either the *Diagnosis Description* or the *Diagnosis Code*. When one is selected the other will automatically update.

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 *

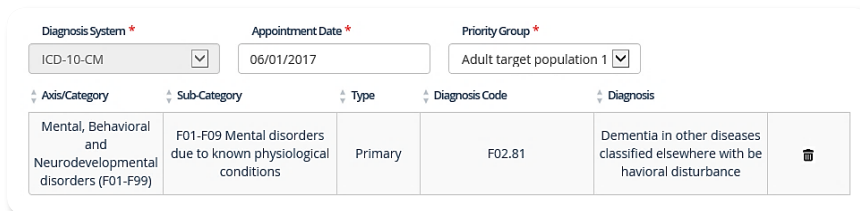
-Select- -Select- -Select- -Select-

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.
5. The  button at the bottom of the screen can be used to navigate to the next screen within the Left Navigation tiles.

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.