

# Diagnosis At Service



*Live Well San Diego*

**County of San Diego  
Behavioral Health Services**

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## Diagnosis At Service (DAS)

Diagnosis At Service will require anyone claiming for a service to select the diagnosis that is the focus of each service. CCBH offers the functionality of being able to link a client's diagnoses within the service entry screens. Selecting the Diagnosis At Service (DAS) will be required for all services claimed through progress notes and for services entered manually. Previously, if DAS was not completed all diagnoses were imported automatically and attached to the service. Users will now need to manually select the diagnosis which is the focus of the service. As a reminder, only one mental health included Title 9 diagnosis is required to be attached to the service, even if the client has multiple. However, more than one diagnosis can be selected if applicable for the service, keeping in mind a mental health included Title 9 diagnosis must be priority one.

Users are able to link the diagnosis to the service in the following screens: Individual Progress Note Entry, Group Progress Note Entry, Individual Client Services Maintenance, and Group Services Maintenance.



**NOTE:** When it is not within the scope of a staff person (admin or non-licensed/registered/waivered staff) to make a diagnosis, users will need to work with their program managers or check with the diagnosing clinical staff to determine which diagnosis should be selected.

### Individual Progress Note Entry

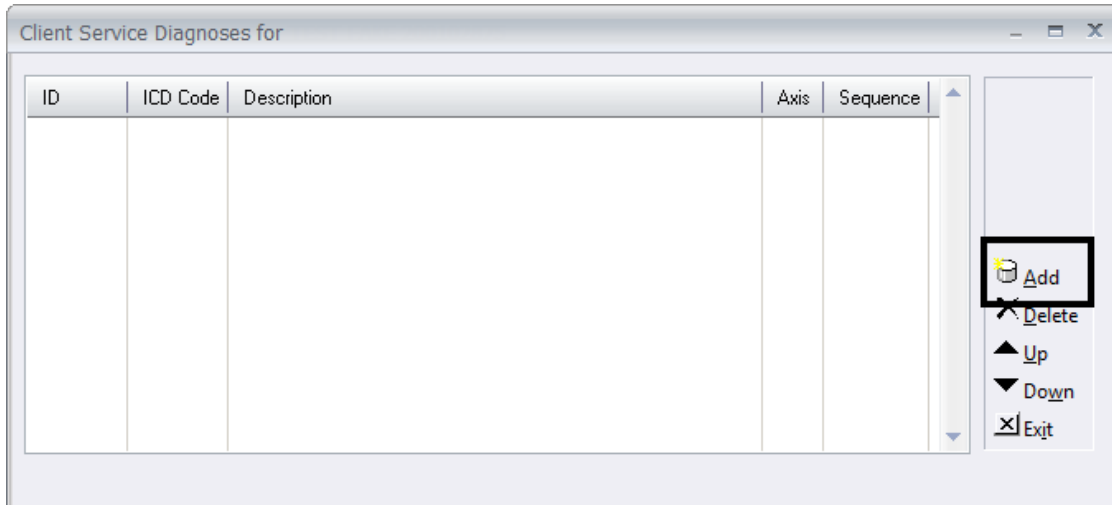
In the Individual Progress Note Entry the "Diagnoses" button appears after the Unit and Subunit are entered. However, this button should not be utilized until the server, service code, and service indicators are selected.

The screenshot shows the 'Enter/Edit Client Service' window with the following data:

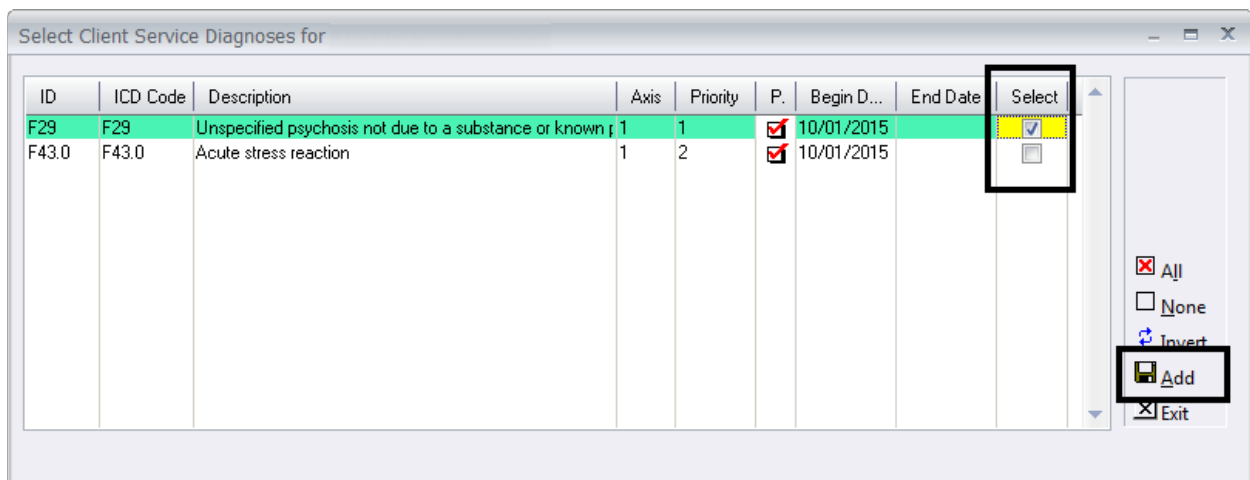
Client:	FAKE, TEST	Form #:	(blank for new #)	Date:	10/01/2015
Unit:	TRAINING UNIT (9900)	SubUnit:	TRAINING SUBUNIT (9901)	Loaded Assignment for Unit/SubUnit: 9900/9901	
Server:	STAFF, CLINICAL	Supervisor:		No Collateral Servers for this Service	
Service:	PLAN DEVELOPMENT 13 (13)	Lab:			
Service:	Start: [ ] Duration: 1:03 Stop: [ ]	Days:	0	Quantity:	0.00
Documentation:	0:13	Participants:	0	Fee:	[ ]
Provided To:	Client (C)	Provided At:	Office (A)		
App. Type:	Scheduled (1)	Contact Type:	Face to Face (F)		
Intensity Type:	NOT APPLICABLE (N)	Billing Type:	Not Applicable (X)		

Buttons at the bottom: Save, Clear, Cancel, and a highlighted **Diagnoses** button.

When you click on the button, a new screen will display. Select “ADD” to see a list of the client’s active diagnoses on that date of service:

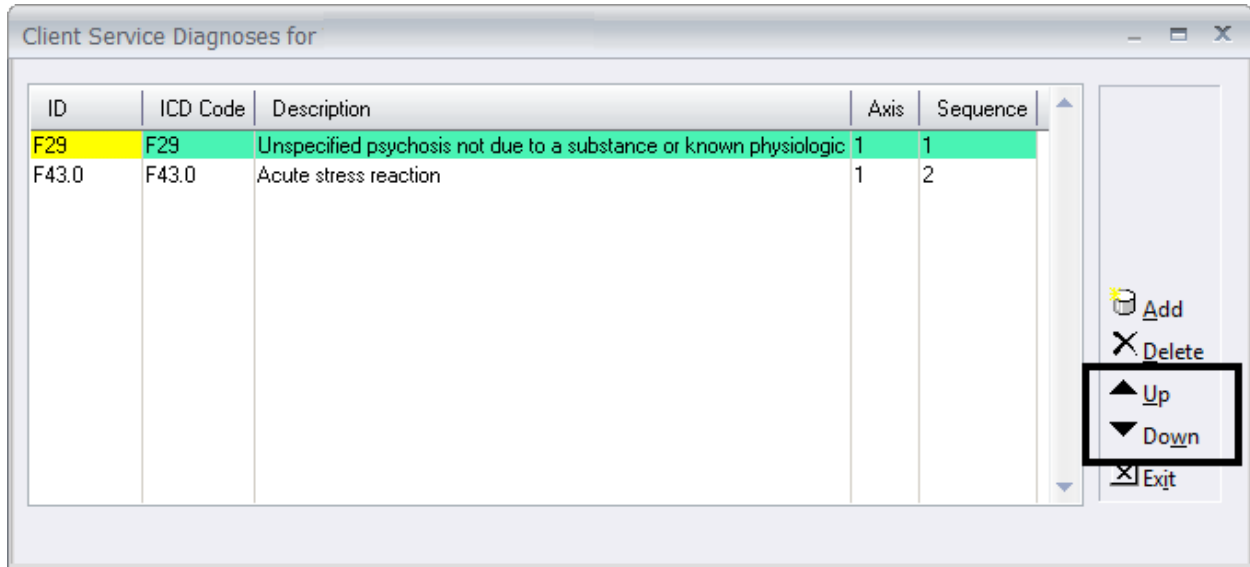


Select the diagnosis you wish to be attached to the service by checking the corresponding box(es), and selecting “Add.”

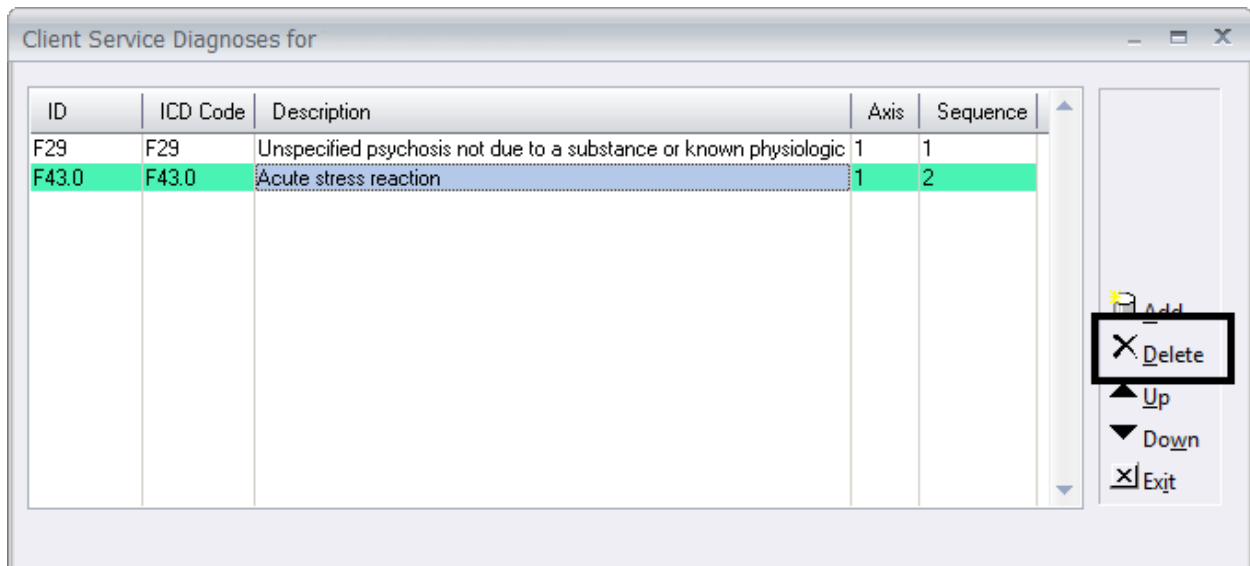


To link a client’s diagnosis that is not listed, a new diagnosis assessment must be entered and final approved. To enter a new Diagnosis Form, users are able to “Save” their progress note, enter the assessment, and then return to the saved progress note. The progress note that was started does not need to be deleted. CCBH will recognize the update.

If you add multiple diagnoses, users are able to reprioritize the diagnoses being treated by selecting a diagnosis and using the “Up” and “Down” buttons. The mental health diagnosis you are treating should be first in the sequence.



If you would like to remove an added diagnosis, highlight the diagnosis to be removed and select “Delete”. Deleting a diagnosis on this screen only removes it from the service. It does not delete it from the client’s chart.



When satisfied with the priority order of the diagnoses, select "Exit."

ID	ICD Code	Description	Axis	Sequence
F29	F29	Unspecified psychosis not due to a substance or known physiologic	1	1

Add  
 Delete  
 Up  
 Down  
 Exit

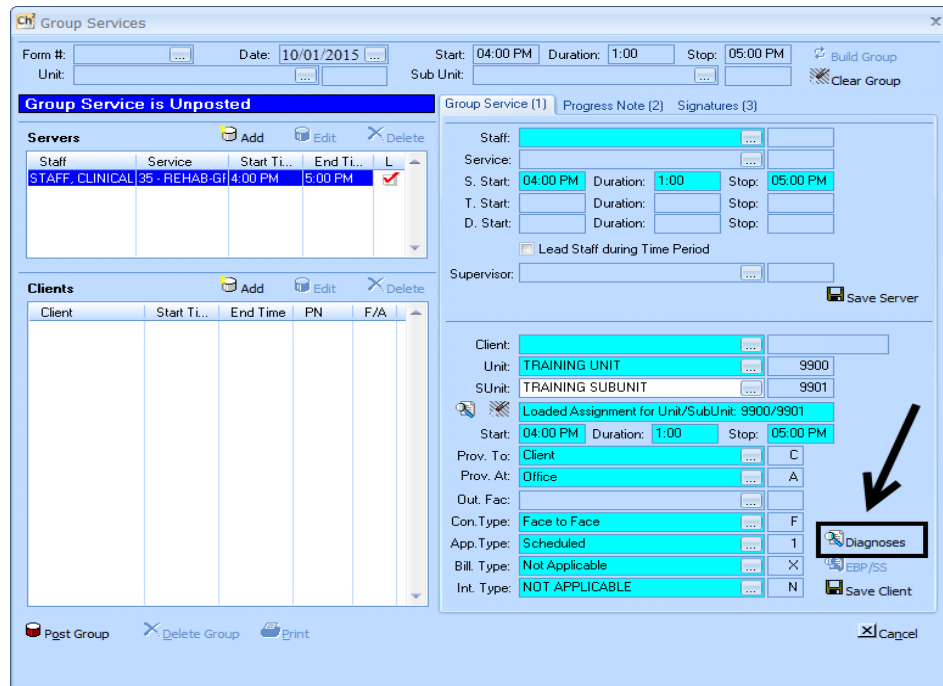
Proceed with final approving the progress note as normal. The diagnoses are now linked to the service and will display when the progress note is printed, as well as in "Display Client Services."

#### Individual Progress Note (10/01/2015)

Form#:	Date: 10/01/2015	Service:	<b>Start</b>	<b>Duration</b>
Unit:	TRAINING UNIT	Travel:		1:03
SubUnit:	TRAINING SUBUNIT	Documentation:		0:13
Server:		Total Server Time: 1 Hour, 16 Minutes		
Supervisor:		Participants:	0	
Service:	PLAN DEVELOPMENT 13	Days:	0	
Lab:		Quantity:	0	
Diagnoses: F29 - Unspecified psychosis not due to a substance or known physiological condition				
Provided To:	Client	Provided At:	Office	
Outside Facility:		Contact Type:	Face to Face	
Appointment Type:	Scheduled	Billing Type:	Not Applicable	
Intensity Type:	NOT APPLICABLE			

**Group Progress Note Entry**

In the Group Progress Note Entry the “Diagnoses” button appears after the Unit and Subunit are entered. However, this button should not be utilized until the server, service code, and service indicators are in place.



This screen will function the same as the “Diagnoses” button on the Individual Progress Note Entry screen.

The diagnoses are now linked to the service and will display when the progress note is printed, as well as in “Display Client Services.” You will need to repeat the process for **each** client in the group.

**Group Progress Note (10/01/2015)**

Form#:	Date: 10/01/2015	Service:	Start	Duration
Unit:	TRAINING UNIT	Travel:	4:00 p.m.	1:00
SubUnit:	TRAINING SUBUNIT	Documentation:		
Server:		Total Server Time:	1 Hour, 30 Minutes	
Supervisor:		Total Clients Present:	2	
Service:	REHAB-GROUP 35	Days:	0	
		Quantity:	0	
Diagnoses: F29 - Unspecified psychosis not due to a substance or known physiological condition				
Provided To:	Client	Provided At:	Office	
Outside Facility:		Contact Type:	Face to Face	
Appointment Type:	Scheduled	Billing Type:	Not Applicable	
Intensity Type:	NOT APPLICABLE			

Complete the remainder of the Group Progress Note and post/final approve as usual.

### **Individual Client Services Maintenance**

Support staff will also need to enter DAS. The services you are entering have a diagnosis preference (entered by the clinician on the Service Entry Request), you will select “Diagnoses.” If no instructions are given, support staff should not determine it on their own. Refer back to the clinical staff.

The Individual Client Services Maintenance screen will have the “Diagnoses” button appear after the Unit and Subunit are entered. However, this button should not be utilized until the server, service code, and service indicators are in place.

Form #:  Date: 10/01/2015  Client: TEST, FAKE

Unit: TRAINING UNIT  9900 SubUnit: TRAINING SUBUNIT  9901

Single Contact

Treatment Team:  Server: STAFF, CLINICAL  7013

Supervisor:   Collateral Servers

Service: CASE MGT/ BROKERAGE 50  50 Lab:

S. Time:  1:22  Days/Part:  Person C  Place A  O. Fac

T. Time:  Quantity:  C. Type T  A. Type 1  B. Type X

D. Time:  0:08  Fee:  I. Type N  EBP/SS

When you click on the button, a new screen will display. Select “ADD” to see a list of the client’s active diagnoses on that date of service:

Client Service Diagnoses for

ID	ICD Code	Description	Axis	Sequence



Select the diagnosis you wish to be added to the service by checking the corresponding box(es), and selecting “Add.”

ID	ICD Code	Description	Axis	Priority	P...	Begin Date	End Date	Select
F29	F29	Unspecified psychosis not due to a substance or known	1	1	<input checked="" type="checkbox"/>	10/01/2015		<input type="checkbox"/>
F43.0	F43.0	Acute stress reaction	1	2	<input checked="" type="checkbox"/>	10/01/2015		<input type="checkbox"/>

Buttons:  All,  None,  Invert,  Add,  Exit

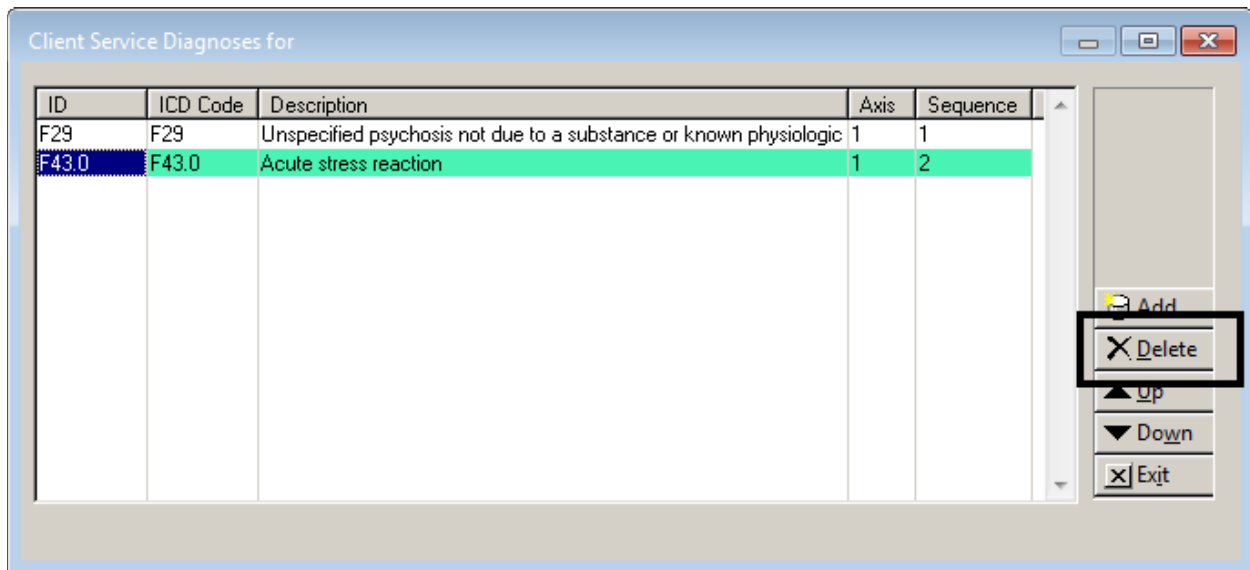
To link a client’s diagnosis that is not listed, a new diagnosis assessment must be entered and final approved.

If you add multiple diagnoses, users are able to reprioritize the diagnoses being treated by selecting a diagnosis and using the “Up” and “Down” buttons. The mental health diagnosis being treated should be first in the sequence.

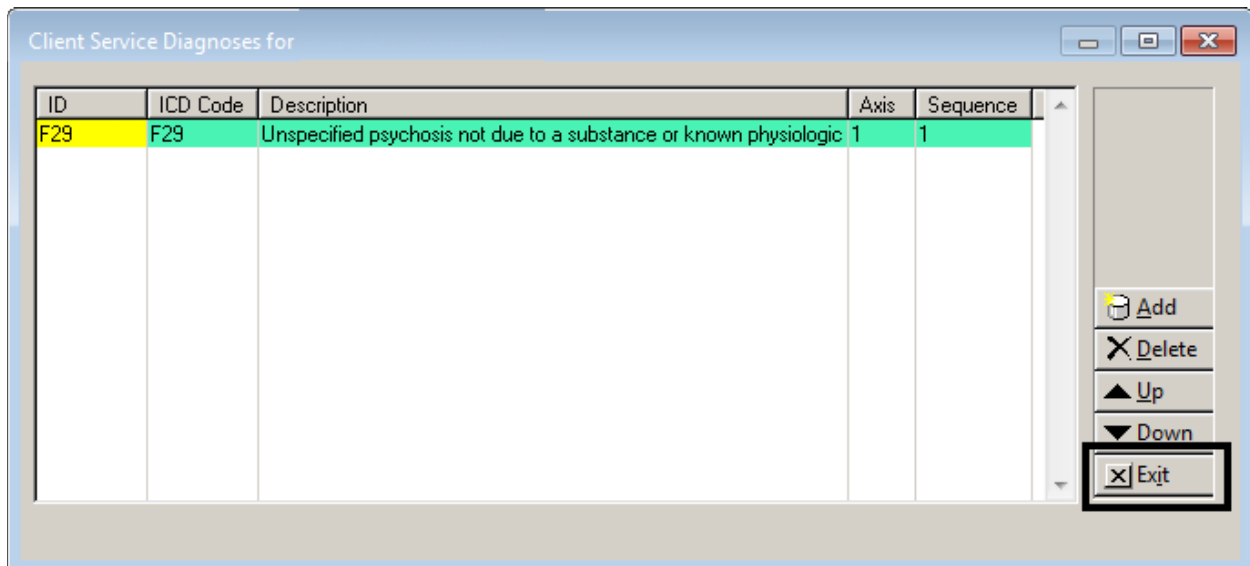
ID	ICD Code	Description	Axis	Sequence
F29	F29	Unspecified psychosis not due to a substance or known physiologic	1	1
F43.0	F43.0	Acute stress reaction	1	2

Buttons:  Add,  Delete,  Up,  Down,  Exit

If you would like to remove an added diagnosis, highlight the diagnosis to be removed and select “Delete”. Deleting a diagnosis on this screen only removes it from the service. It does not delete it from the client’s chart.



When finished, the screen should match the hard copy of the Service Entry Request Form, select “Exit.”



Proceed with saving the service as normal. The diagnoses are now linked to the service and will display when in “Display Client Services.” If you are entering several claims on this one form, you will need to repeat the process for each entry.

## Group Services Maintenance

The Group Service Entry screen will have a new “Diagnoses” button appear after the Unit and Subunit are entered.

However, this button should not be utilized until the server, service code, and service indicators are in place.

This screen will function the same as the “Diagnoses” button on the Individual Service Entry screen.

Group Services Maintenance (Add/Edit Access)

Enc Id: 3959888 Date: 10/01/2015

Server: [ ] Supervisor: [ ]

Client: [ ] Unit: TRAINING UNIT 9900 SubUnit: TRAINING SUBUNIT 9901  Valid Assignment?

Service: [ ] Lab: [ ] Start Time: 4:00 PM Duration: 1:00 Stop Time: 5:00 PM Days: [ ] Quantity: [ ] Fee: 0.00 EBP/SS  **Diagnoses**

Provided To: Client C Provided At: Office A Outside Facility: [ ] Contact Type: Face to Face F Appointment Type: Scheduled 1 Billing Type: Not Applicable X Intensity Type: NOT APPLICABLE N

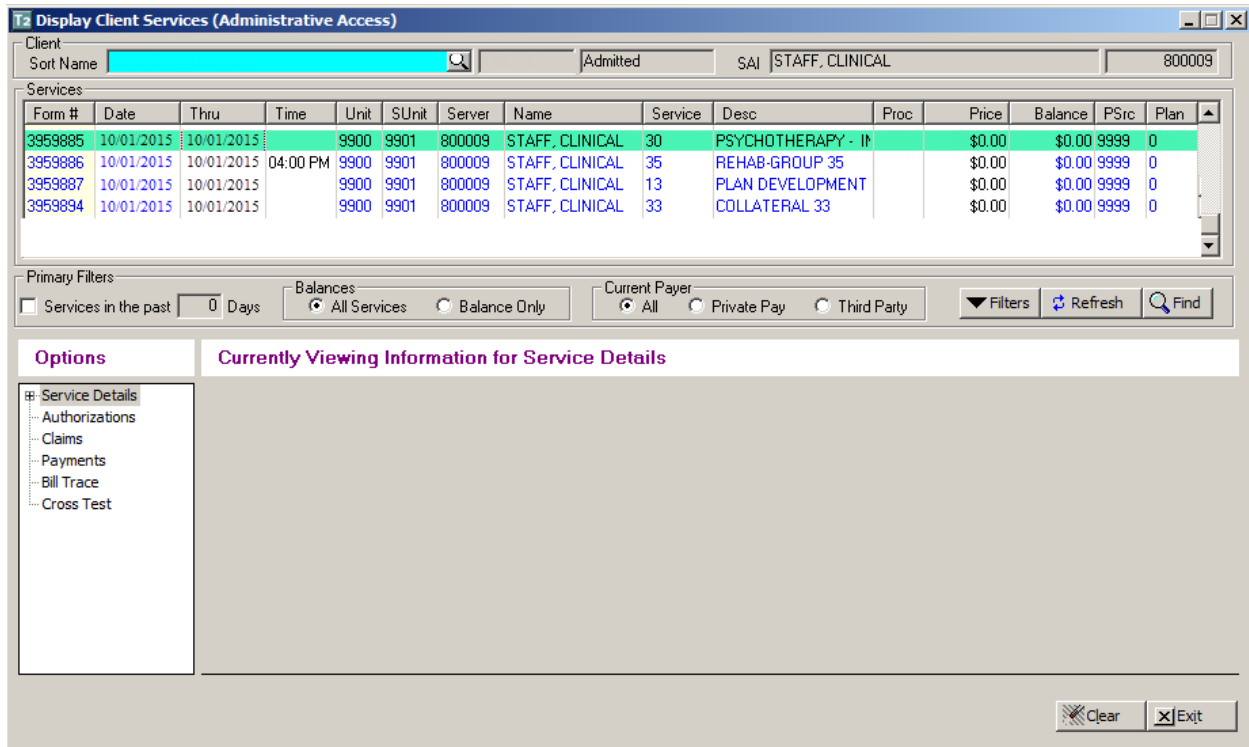
Save Clear Delete Return Exit

Complete the remainder of the group service and post as normal. The diagnoses are now linked to the service and will display in “Display Client Services.” You will need to repeat the process for each client in the group

### Display Client Services

Display Client Services will display diagnoses that are the focus of the service attached to the claim. Diagnoses will display in the order they were selected.

Locate the desired client and service in Display Client Services.



Select the plus sign next to “Service Details” and then select “Diagnosis Detail.” The diagnoses used for that service will display in the order they were sequenced.

