**COMPLETED BY:**

1. Licensed/Waivered Psychologist
2. Licensed/Registered/Waivered Social Worker or Marriage and Family Therapist
3. Licensed/Registered Professional Clinical Counselor\*\*
4. Physician (MD or DO)
5. Nurse Practitioner
6. Master Level Student Intern (with a co-signature)\*

**COMPLIANCE REQUIREMENTS:**

1. The Diagnosis Form should be completed or reviewed as soon as possible after assignment opening. If the Diagnosis Form was reviewed and will remain unchanged, the review must be documented in the Clinical Formulation of the Assessment.
2. The Priority 1 diagnosis must be an Included Title 9 Diagnosis.
3. All areas and fields should be addressed
4. A Diagnosis Form is not considered valid until it is signed and final approved.
	1. \*In order for a Master Level Student Intern to provide a mental health diagnosis, it must be approved and thereby co-signed by one of the individuals identified above.

**DOCUMENTATION STANDARDS:**

1. If the client has not received any services in the system of care for over a year or there is no previous Diagnosis Form entered, then a new Diagnosis Form is required.
2. Diagnosis Forms shall be reviewed and updated as clinically indicated. If the diagnosis is unchanged, the review of the existing Diagnosis Form will be documented in the Clinical Formulation of the Assessment. If making a new diagnosis, the Diagnosis Form is to be updated to reflect this change.
3. A Diagnosis Form that is not final approved is at risk for deletion by another server.
4. Paper Diagnosis Forms are only to be completed when the EHR is not accessible, and the expectation is that the information on those forms is entered into the EHR as promptly as possible.
5. If a Diagnosis Form is completed by a clinician and given to an Admin staff for entry into the EHR must be signed with printed name, ID, and Credential.
6. If the client is open to another provider do not end diagnosis. Rather indicate in the documentation which diagnosis is being addressed within the program completing the Diagnosis Form.
7. For more complete Diagnosis Standards, please refer to the Diagnosis Practice Guidelines on the Optum website.

 \*\*Note: Programs within the CYF SOC must verify that all training requirements have been met in order for an LPCC/PCI to provide services to youth and families.