

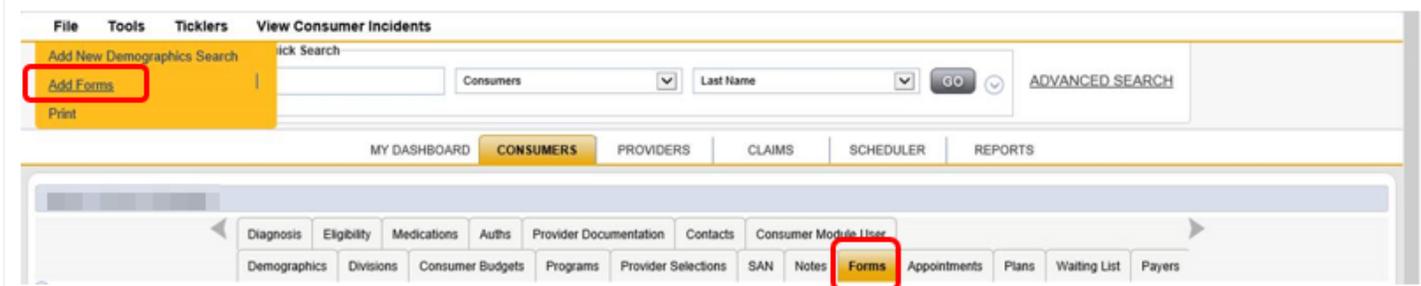
**WSC ADVISORY #2020-028**  
**CONSUMER DIAGNOSIS MENTAL HEALTH AND MEDICAL FORM**

**ACTION REQUIRED**

**EFFECTIVE DATE: AUGUST 12, 2020**

APD enters the developmental disabilities diagnoses information in iConnect for all consumers when the consumer is determined eligible for APD services. This information is found in the Diagnosis tab on each consumer's record. The WSC is responsible for entering, updating, and ensuring the accuracy of all demographic and consumer-related information pertinent to the consumer in iConnect. This includes the consumer's disability information such as mental health and medical diagnoses. Please follow the directions listed below to add and update as needed.

1. Within the consumer's record, click on the Forms tab, and locate the diagnosis form by clicking: **File > Add Forms**



2. Select the Diagnoses – Mental Health and Medical Form from the Drop Down Menu.
3. Enter all the confirmed Mental Health and Medical diagnoses by clicking on the ellipsis and entering the diagnosis code. Be sure to include as many confirmed diagnoses as there are.
4. Update the status to **“Open”** and click **File > Save and Close**.

