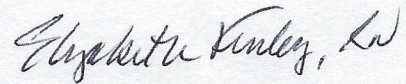**Date: August 10, 2020**

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To: All Developmental Disabilities (DD) Waiver Providers

From: Elizabeth Finley, RN Clinical Services Bureau Chief *Elizabeth Finley, RN*

Subject: Updating the Diagnosis List in Therap

DD Waiver Agencies and nurses are reminded to routinely review and update the information contained in the Diagnosis List in Therap. Accurate diagnoses are critical for an up to date medical record.

The diagnosis list is found within the Individual Data Form (IDF). The IDF automatically loads information into other fields and forms and must be complete and kept current. This form is initiated by the Case Manager. It must be opened and continuously updated by Living Supports, CCS- Group, Adult Nursing Services, CIHS and case management (when applicable) in order for accurate data to auto populate other documents like the Health Passport and Physician Consultation Form. Although the Primary Provider Agency is ultimately responsible for maintaining a system to keep the IDF current, each provider collaborates and communicates information to update this form *(DDW Service Standards 20.5.1)*.

Users with the *Medical Information View* role can view Diagnoses, and users with the *Medical Information Edit* role can create, *update* and delete Diagnoses.

Preparation for eCHAT Documentation: The nursing assessment should occur as outlined in the Standards after a review of the diagnosis list, medications, the completion of the MAAT and ARST *(DDW Service Standards 13.2.6)*. Nurses use the Diagnosis List to guide responses to the eCHAT and should review all diagnoses and assure the list is current and accurate. If inaccuracies are found, nurses are advised to notify the person in their agency with the Medical Information Edit role who then is responsible to correct inaccurate diagnoses.

Therap Training: A wide array of Therap training is provided under the Help and Support tab on the Therap Website. This includes direction about the addition, creation and updating of diagnoses and completion of the eCHAT. See the following links for training:

Create Diagnosis, Update Diagnosis, Mark Diagnosis as Primary, Mark Diagnosis as Resolved, Delete Diagnosis.
https://help.therapservices.net/app/answers/detail/a_id/392/related/1

Updating of the Diagnosis List for COVID-19 :
https://help.therapservices.net/app/answers/detail/a_id/873

eCHAT Creation
https://help.therapservices.net/app/answers/detail/a_id/1344/kw/eCHAT

Guidance for Completing the eCHAT
https://help.therapservices.net/app/answers/detail/a_id/2949