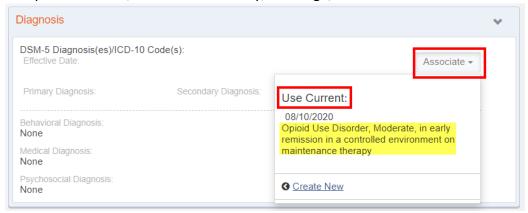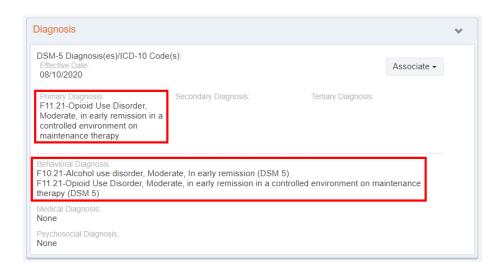**When completing a Diagnostic Determination Note, it is required to enter a Diagnosis under the Diagnosis section. The system allows for an active existing diagnosis to be used/added to the DDN, or a new diagnosis can be created if there have been changes to the client's existing diagnosis.**

Scenario 1

No change in existing client Diagnosis (Provisional/Current)

1. Diagnosis Section, click **Associate**
2. Click **Use Current:** It will populate the Primary Diagnosis and all the current diagnosis for the client
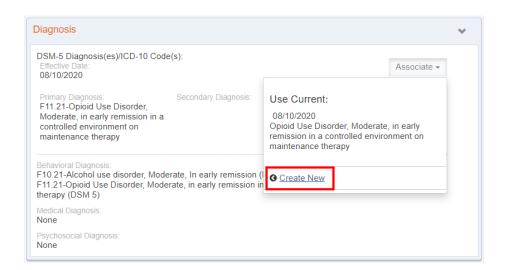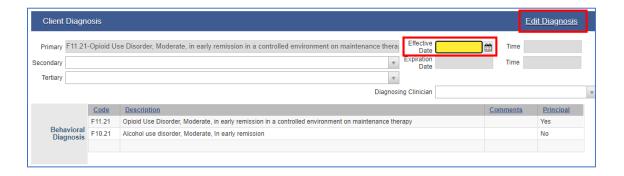3. Complete the DDN, review for accuracy, then sign/finalize

Scenario 2

Existing client diagnosis in SanWITS is incorrect or additional diagnosis needs to be added or removed

1. Diagnosis Section, click **Associate**
2. Click **Create New** to modify the diagnosis

3. It will open the Client Diagnosis screen. Enter the Diagnosis Determination Note date as the new Effective Date for the Diagnosis. To continue, click **Edit Diagnosis**

4. The previous diagnosis will auto populate on the Client Diagnosis screen. **Review the diagnosis list for accuracy.** Delete OR Add diagnosis as needed.

❖ To add a new diagnosis, under Type, select **Behavioral**. Under Diagnosis, select the new DSM 5 diagnosis. Click **Save** to add the diagnosis.
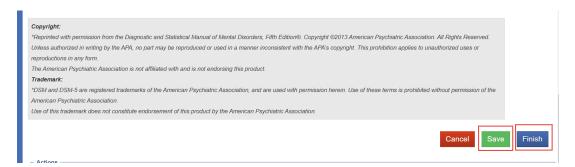
NOTE:

In SanWITS only one principal diagnosis is allowed at a time. Creating a new principal diagnosis when a principal diagnosis already exists for the client, user must select "No" under Principal Diagnosis field. After the diagnosis has been created and shows on the Behavioral Diagnosis list as seen below, user will need to hover over the pencil icon of the new diagnosis and click **Mark as Principal**. This will automatically change the previous diagnosis to No for Principal.

❖ To delete a diagnosis, hover over the pencil icon of the selected diagnosis, Click **Delete**

5. Click **Finish** to complete the diagnosis changes.
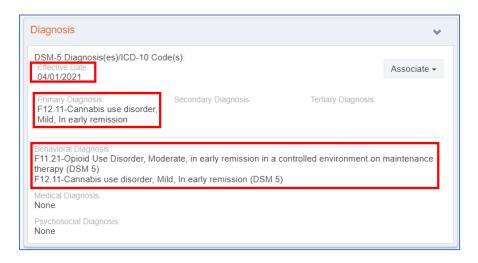6. Click **Save** then **Finish** to return to the DDN form

7. Return to the Diagnosis section of the DDN

8. Click **Associate**, then click **Use Current** to populate the updated client Diagnosis

9. The new client diagnosis will populate the DDN

10. Complete the DDN, review for accuracy, then sign/finalize