

Contract Change History

The Contract Change History Report details changes made to contracts by date/time, user, change type, record name, description, table name, and field name. The details include an explanation of each type of change to the contract, when those changes occurred, and a description of the data elements changed for the contract. CAREWare administrators can use this information to track changes to contract funding or find out when services were added to a contract. This can be valuable information when trying to resolve issues where services need to be removed from a contract by merging them or to identify a point in time when a new contract should have been created instead of the funding source changed due to changes in a grant.

CAREWare Reports > Administrative Reports > Contract Change History

Details CSV Help Back Print or Export Hide/Show Columns

Contract Change History

Search:

Provider	Contract Name	Last Changed
Kevin's Clinic	Part A	11/07/2025 02:16 PM
AZ HIV Community Services	HOPWA 2	11/03/2025 08:16 PM
AZ HIV Community Services	HOPWA	11/03/2025 08:15 PM
ABS R Us 2	HOPWA	11/03/2025 08:05 PM
AZ HIV Community Services	Main Contract	10/23/2025 10:35 PM
ABS R Us 2	Outpatient	10/23/2025 08:41 PM
Katie's Clinic	RW Part B 2024-2025	10/14/2025 07:12 PM
AZ HIV Community Services	Other Main Contract	08/20/2025 09:34 PM

CAREWare Reports > Administrative Reports > Contract Change History > Contract Change History Detail

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Contract Change History Detail

Search:

Change Date	User	Change Type	Record Name	Description	Table Name	Field Name
11/29/2024 02:55 PM	JEGGERTON	Subservice removed from contract	Home Dental Care	Subservice Removed: Home Dental Care	CW_CONTRACT_SUBSERVICE_MAP	Delete
11/29/2024 10:59 AM	JEGGERTON	Subservice added to contract	Wellness/HIV Education	Subservice Added: Wellness/HIV Education	CW_CONTRACT_SUBSERVICE_MAP	ADDED MAPPING
11/29/2024 11:00 AM	JEGGERTON	Subservice added to contract	Transportation	Subservice Added: Transportation	CW_CONTRACT_SUBSERVICE_MAP	ADDED MAPPING

Reviewing Contract Changes in CAREWare

The Contract Change History is available in the Central Administration domain.

- 1. Click *Reports*.

Customize

Provider Summary

Add Client

Find Client

Reports

Rapid Entry

My Settings

System Information

System Messages (315)

Administrative Options

Switch Providers

Log Off

My Links

2. Click *Administrative Reports*.



3. Click *Contract Change History*.



4. Click a *Contract Name*.

The screenshot shows the 'Contract Change History' table. At the top, there is a breadcrumb trail: 'CAREWare Reports > Administrative Reports > Contract Change History'. Below this are links for 'Details', 'CSV', 'Help', 'Back', 'Print or Export', and 'Hide/Show Columns'. The table has three columns: 'Provider', 'Contract Name', and 'Last Changed'. The row for 'AZ HIV Community Services' with 'Main Contract' is highlighted with a red box.

Provider	Contract Name	Last Changed
Kevin's Clinic	Part A	11/07/2025 02:16 PM
AZ HIV Community Services	HOPWA 2	11/03/2025 08:16 PM
AZ HIV Community Services	HOPWA	11/03/2025 08:15 PM
ABS R Us 2	HOPWA	11/03/2025 08:05 PM
AZ HIV Community Services	Main Contract	10/23/2025 10:35 PM

5. Click *Details*.



CAREWare Reports > Administrative Reports > Contract Change History		
Details	CSV	Help Back Print or Export Hide/Show Columns
Contract Change History		
Search:		
Provider	Contract Name	Last Changed
Kevin's Clinic	Part A	11/07/2025 02:16 PM
AZ HIV Community Services	HOPWA 2	11/03/2025 08:16 PM
AZ HIV Community Services	HOPWA	11/03/2025 08:15 PM
ABS R Us 2	HOPWA	11/03/2025 08:05 PM
AZ HIV Community Services	Main Contract	10/23/2025 10:35 PM

The Contract Change History Details shows changes to funding sources, default prices for services, services added to contract items, new contract items, and other detailed changes to the contract. Understanding what changes were made, when, and by which user is useful for contract administration, as well as reports, such as the financial report, custom reports, performance measures, the ADR, the RSR, or the EHE Triannual Report.

CAREWare Reports > Administrative Reports > Contract Change History > Contract Change History Detail

HelpBackPrint or ExportHide/Show Columns

Contract Change History Detail

Search:

Change Date	User	Change Type	Record Name	Description	Table Name	Field Name
11/29/2024 02:55 PM	JEGGERTON	Subservice removed from contract	Home Dental Care	Subservice Removed: Home Dental Care	CW_CONTRACT_SUBSERVICE_MAP	Delete
11/29/2024 10:59 AM	JEGGERTON	Subservice added to contract	Wellness/HIV Education	Subservice Added: Wellness/HIV Education	CW_CONTRACT_SUBSERVICE_MAP	ADDED MAPPING
11/29/2024 11:00 AM	JEGGERTON	Subservice added to contract	Transportation	Subservice Added: Transportation	CW_CONTRACT_SUBSERVICE_MAP	ADDED MAPPING

Change Date – The date the change was made to the contract.

User – The user that made the change to the contract.

Change Type – What aspect of the contract was changed.

Record Name – The label of the data element that the change affected.

Description – The details of the data that was changed.

Table Name – The table in the CAREWare database where the changed record is stored.

Field Name – A description of the type of change or the data element that was changed.

Changes to Contract Funding Sources

Changing the funding source for a contract allocates all subservices under the contract to that funding source. If a contract was previously designated as non-Ryan White funded, allocating the contract to a RW-funding source may affect the RSR, ADR, EHE Triannual Report, the financial report, and custom reports. When users are unsure why services or clients are missing from the RSR, it may be due to changes to contracts, and the Contract Change Report helps identify these types of historical changes.

Printing and Downloading the Report

The Print or Export option provides a way to download and print the Contract Change History and Contract Change History Detail in CSV or PDF format.