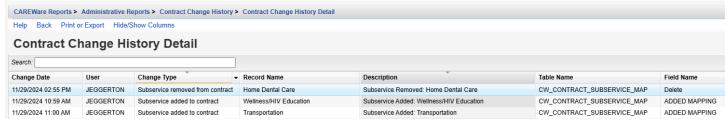
# Contract Change History

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.





### Reviewing Contract Changes in CAREWare

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

## 1. Click Reports.



2. Click Administrative Reports.



3. Click Contract Change History.



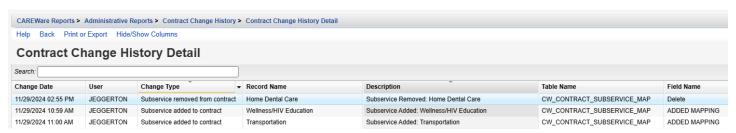
4. Click a Contract Name.



#### 5. Click Details.



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.



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.