

Funding Source Manager

Funding options for CAREWare [contracts](#) are managed in the Funding Source Manager. The options include HRSA-defined funding sources, such as Part A, Part B, Part C, Part D, and EHE Initiative. HOPWA is also included as a funding source in CAREWare.

Adding Custom or Provider-Specific Funding Sources

The HRSA-defined funding sources are specifically for HRSA reports, such as the [RSR](#), [ADR](#), and [EHE Triannual Reports](#). Additional funding sources, such as state general funds, can be added to CAREWare. Users can opt to have these additional funding sources designated as RWHAP funding to be included in the RSR, ADR, and EHE Triannual Report.

Provider Setup, Funding Source Manager, and Contract Manager

There are essentially three places to denote how the provider is funded - [Provider Setup](#), Funding Source Manager, and [Contract Manager](#). Under Provider Setup, funding is set under Care Act Program(s). This establishes under which program the provider operates under, however has no impact on funding in related to HRSA reports. Under Contract Manager, each contract must have a specific funding source selected. By selecting a funding source, the provider is considered funded under that source, even if no services are allocated to the funding source in client records. This aligns with the RSR reporting requirements that a *provider* is funded by Ryan White, Ryan White-related, or EHE Initiative regardless of actual payor source for client services.

For each contract in CAREWare, the provider is considered funded by the specified source(s) for the date span of the contract. Once the contract ends (per the contract end date), the provider is no longer considered funded by that source.

Examples

Under Provider Setup, a provider is set as Care Act Program(s) Part A. A user sets up two contracts; one is funded by Part A with a date span of 4/1/2023 - 3/31/2024. The user adds a second contract funded by Part B with a date span of 1/1/2024 - 12/31/2024. Even though the provider is a Part A program provider, as of April 2024, the provider and the services delivered for that provider is considered as Part B funded only as the Part A contract ended.

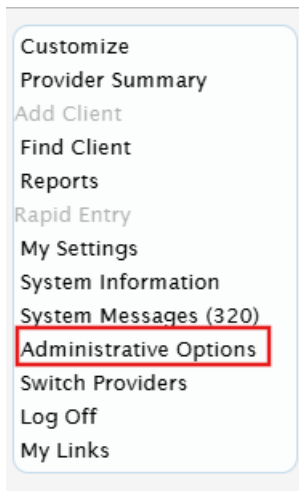
When this same scenario is set up using a RWHAP funded contract and a non-RWHAP funded contract, it can get a bit complicated when considering the impact of HRSA reports, such as the RSR. As such, users should carefully consider contract specifications prior to allowing users to enter services in client records.

Another example is that a provider is set as Care Act Program(s) Part A. A user sets up two contracts; one is funded by Part A with a date span of 4/1/2024 - 3/31/2024. That contract has Medical Case Management Services active for it. The user sets up another contract, that is a non-RW funded contract, which has Medical Case Management services active as well. The intention is to be able to pay for the same type of services using two separate funding sources. The non-RW funded contract has a date span of 1/1/2024 - 12/31/2024. A user adds a new client with their first MCM service occurring on 5/1/2024. As the RW funded contract expired in March, the service is paid for through the non-RW funded contract. As the MCM services were funded by Part A during the RSR reporting period, all MCM services are now considered Part A funded by the provider in regard to the RSR. That service from May and the client are then included in the RSR for the 2024 reporting period.

Adding a Funding Source to CAREWare

The Funding Source Manager is accessed through Central Administration or provider domains in CAREWare.

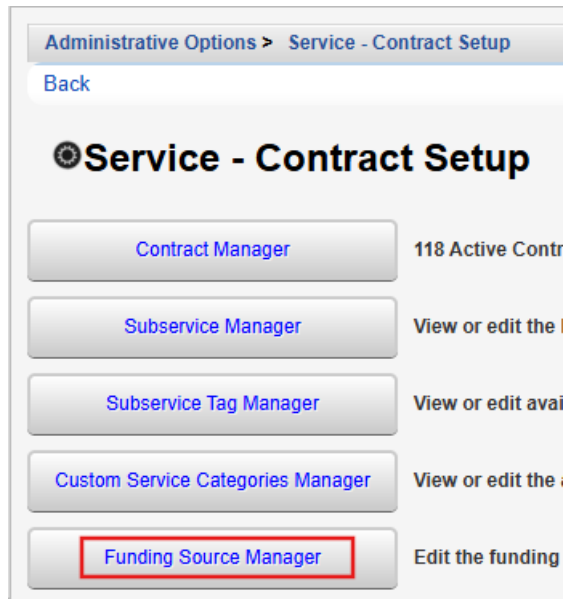
1. Click *Administrative Options*.



2. Click *Service/Contract Setup*.



- Click *Funding Source Manager*.



- Click Add.

Administrative Options > Service - Contract Setup > Funding Source Manager					
View	Edit	Add	Delete	Back	Print or Export Hide/Show Columns
Funding Source Manager					
Search:					
Funding Stream	RWHAP Funded	HRSA Defined	Central Only	HOPWA	
City of Wassila	Yes				
COVID	Yes				
EHE Initiative	Yes	Yes			
HIV services	Yes				
HIV Services B	Yes		Yes		
HIV Services TEST	Yes		Yes		
HOPWA	Yes			Yes	

View: View the details of the selected funding source.

Edit: Edit the details of the selected funding source.

Add: Add a new funding source.

Delete: Delete an existing funding source.

Back: Return to the Service – Contract Setup menu.

Print or Export: Print or export a list of funding sources.

Hide/Show Columns: Hide or show columns in the list of funding sources.

5. Enter a name for the new funding source.

Administrative Options > Service - Contract Setup > Funding Source Manager

[Save](#) [Back](#)

Funding Source Manager

Name:

RWHAP Funded: ☐

Central Only: ☐

6. Check the *RWHAP Funded* box if the funding source is to be considered as RWHAP funding. If the box is checked, contracts with the funding source are counted for the RSR, ADR, and Triannual EHE Report, and the provider is considered funded by RW, Ryan White-related, or EHE Initiative funds.

Administrative Options > Service - Contract Setup > Funding Source Manager

[Save](#) [Back](#)

Funding Source Manager

Name:

RWHAP Funded: ☐

Central Only: ☐

7. Check the *Central Only* box to limit edits to the funding source to Central Administration only. Users logged into provider domains will not be able to edit the details of the funding source.

Administrative Options > Service - Contract Setup > Funding Source Manager

[Save](#) [Back](#)

Funding Source Manager

Name:

RWHAP Funded: ☐

Central Only: ☐

Note that the Central Only option is not included in provider domains.

Administrative Options > Service - Contract Setup > Funding Source Manager

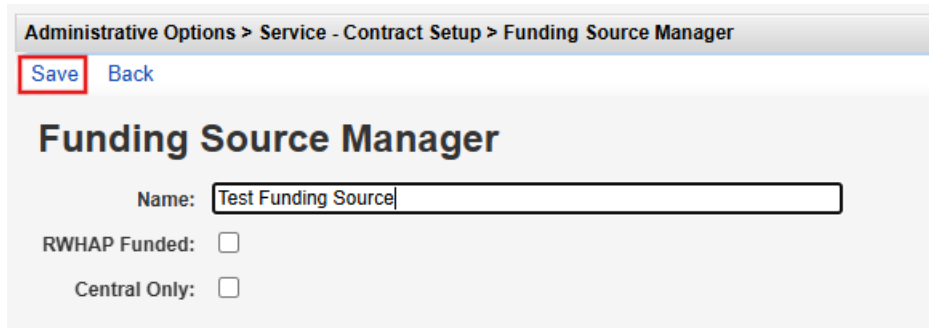
[Save](#) [Back](#)

Funding Source Manager

Name:

RWHAP Funded: ☐

8. Click *Save*.



The screenshot shows a web application interface for the 'Funding Source Manager'. At the top, a breadcrumb trail reads 'Administrative Options > Service - Contract Setup > Funding Source Manager'. Below this, there are two buttons: 'Save' (highlighted with a red rectangle) and 'Back'. The main heading is 'Funding Source Manager'. Underneath, there is a 'Name:' label followed by a text input field containing 'Test Funding Source'. Below the name field, there are two checkboxes: 'RWHAP Funded:' and 'Central Only:', both of which are currently unchecked.

Using Custom Funding Sources for CAREWare Contracts

Once a new funding source is added to the list, it can be activated for a contract. Only funding sources active for a contract appear as an option when adding an [eligibility status](#) record to a client.

For more information on funding sources and how they impact contracts, click [here](#).