

Custom Field Usage

Purpose	Review where custom fields are used in custom records and custom reports before changing their definitions.
Who should do this	CAREWare administrators, data managers, or designated support staff with access to Administrative Options and Custom Fields.
Use this setup when	You need to identify dependencies, troubleshoot a field, document usage, or evaluate a proposed change.
Main warning	A blank usage indicator does not prove a field is unused everywhere. Review forms, templates, imports, exports, and staff workflows separately.
Video walkthrough	Custom Field Usage Video

Quick path

Administrative Options > Custom Features > Custom Fields > Custom Field Usage

Before you begin

- Know the exact field name and the change being considered.
- Review the field definition in Custom Control Setup when needed.
- Use a test environment or approved change-control process for production changes.

Important

Custom Field Usage is a review tool. Do not repurpose a control after it contains data. Create a replacement control and deactivate the old control when the business meaning changes.

Open Custom Field Usage

Step 1. Click Administrative Options.

Step 2. Click Custom Features.

Step 3. Click Custom Fields.

Step 4. Click Custom Field Usage.

The screenshot displays the CAREWare administrative interface. On the left, a sidebar menu contains 'My Settings', 'System Information', 'System Messages' (with a count of 234), 'Administrative Options' (highlighted with a yellow box), 'Switch Providers', and 'Log Off'. The main content area lists various administrative functions: 'Provider User Manager', 'Provider Management', 'Grantee Setup', 'Active Grantee Funding Sources', 'Employee Setup', 'Clinical and Data Configuration', 'Clinical Setup', 'Custom Features' (highlighted with a yellow box), and 'Data Import and Export Features'. Below this, a section titled 'Custom Feature Setup' contains a list of options: 'Custom Fields' (highlighted with a yellow box), 'Custom Service Data Entry Rules', 'Custom Control Setup', 'Custom Field Usage' (highlighted with a yellow box), and 'Demographics Tab Custom Field'. Each item includes a brief description and an 'Open >' link.

Custom Feature Setup

- Custom Fields**
Create custom data fields and place them in various domains and user screens [Open >](#)
- Custom Service Data Entry Rules**
Manage Custom Service Rules [Open >](#)
- Custom Control Setup**
Add/Edit/Delete Custom Control Definitions [Open >](#)
- Custom Field Usage**
View Custom Fields Usage [Open >](#)
- Demographics Tab Custom Field**
Manage the demographics tab custom field [Open >](#)

Review the usage list

Step 5. Use Search to locate a field, or click a column heading to sort the list.

Step 6. Review the usage indicators for the field.

Step 7. Select the field you want to investigate.

Administrative Options > Custom Feature Setup > Custom Fields > Custom Field Usage

View Custom Record Usage

View Custom Report Usage

Back

Print or Export

Column visibility ▾

Copy

Custom Field Usage

Search:

«

<

1

2

>

»

Go to page

1 ▾

100 ▾

 entries per page

Showing 1 to 100 of 125 entries

Field Name	Used In Custom Records	Used In Custom Reports
Problem?		
Addressed?		
Doses	Yes	
Prescribed		
Rate		
Currently in treatment?		
Prevention or treatment?		
Cognitive function assessed?	Yes	
Depression screening?		
Psychiatric history?		
Sleeping habits assessment?		

Column	How to use it
Field Name	Identifies the custom control definition.
Used in Custom Records	Sort this column to group fields that have custom-record dependencies.
Used in Custom Reports	Sort this column to group fields that have custom-report dependencies.

View custom record usage

Step 8. Select a field with Yes under Used in Custom Records.

Step 9. Click View Custom Record Usage.

Step 10. Review each Domain, Location, and Details entry.

Administrative Options > Custom Feature Setup > Custom Fields > Custom Field Usage

Back Print or Export Column visibility Copy

Custom Field Usage For Cognitive function assessed?

Search: << < 1 > >> Go to page 1 100 entries per page Showing 1 to 1 of 1 entry

Domain	Location	Details
Default	cw_custom_subform	Test New Subform

Column	What it identifies
Domain	The provider or administrative domain using the field.
Location	The CAREWare custom-record location, which may appear as a technical name.
Details	The specific custom tab, subform, or other custom-record item.

View custom report usage

Step 11. Click Back to return to the Custom Field Usage list.

Step 12. Sort Used in [Custom Reports](#) to group fields marked Yes.

Step 13. Select a field, then click View Custom Report Usage.

Step 14. Review the Domain, Report, and Details entries.

When no report dependency is listed

The report-usage page displays No Records to display when the selected field has no listed custom-report dependency.

Administrative Options > Custom Feature Setup > Custom Fields > Custom Field Usage

Back Print or Export Column visibility Copy

Custom Report Usage For Problem?

Search: << < > >> 100 entries per page Showing 0 to 0 of 0 entries

Domain	Report	Details
No Records to display		

Find fields used in reports

Administrative Options > Custom Feature Setup > Custom Fields > Custom Field Usage

View Custom Record Usage View Custom Report Usage Back Print or Export Column visibility Copy

Custom Field Usage

Search: « < 1 2 > » Go to page 1 100 entries per page Showing 1 to 100 of 125 entries

Field Name	Used In Custom Records	Used In Custom Reports
Test Numeric Custom Field	Yes	Yes
Eligibility End Date	Yes	Yes
Example Text Custom Control	Yes	
Example Checkbox Custom Control		
Example Date Picker Custom Control		
Exit Type	Yes	
Exit Outcome	Yes	
HOPWA Area Median Income		

Custom Field Usage buttons

Button or control	What it does	When to use it
View Custom Record Usage	Lists custom-record locations that use the selected field.	Use before changing a field marked Yes in Custom Records.
View Custom Report Usage	Lists custom reports that reference the selected field.	Use before changing a field marked Yes in Custom Reports .
Search	Filters the field list by entered text.	Use to find a known field name quickly.
Column headings	Sort the grid by field name or usage indicator.	Use to group Yes values or alphabetize the list.
Back	Returns to the previous page.	Use after reviewing usage details.
Print or Export	Opens options to print or export the grid.	Use for documentation or change control.
Column visibility	Shows or hides grid columns.	Use to simplify the display.
Copy	Copies displayed grid data.	Use when recording review results.

Before changing a field

- Review the [Custom Control Setup](#) definition and confirm the control type, required setting, default value, and permissions.
- Check reports, forms, custom field templates, imports, exports, and staff procedures that may depend on the field.
- Create a replacement control instead of changing the meaning of a field that contains production data.
- For a used ComboBox value, deactivate the value instead of deleting it.

Troubleshooting and common questions

Why can't I see Custom Field Usage?

Confirm that your account can access Administrative Options, Custom Features, and Custom Fields. Ask a local administrator to review permissions.

Why is the field missing?

Verify the current domain, clear Search, check additional pages, and use Resetting the Custom Field List when appropriate.

Why does a usage detail look unfamiliar?

Confirm the domain and review all Domain, Location, and Details rows. Some locations use technical names.

Why does report usage show no records?

The selected field has no listed custom-report dependency in the reviewed domain. Continue checking other dependency types.

Related CAREWare guides and resources

Resource	How it helps
Custom Control Setup	Add or edit custom control fields
Creating Custom Reports	Review how custom reports select fields and filters.
Custom Field Templates	Review and refresh custom fields used in import and export templates.
Resetting the Custom Field List	Refresh a list when a new or changed field is not displayed.