

Contract Change Report

Purpose	Review the Contract Change History report to identify when contract funding, items, subservices, prices, or other contract elements changed.
Who should do this	CAREWare administrators, data managers, contract managers, grant managers, or designated staff with access to Central Administration reports.
Use this setup when	A contract change must be audited or when custom report, financial report, performance measure, RSR, ADR, or EHE results changed unexpectedly.
Main warning	Contract edits can change service availability and reporting. Review the history before changing a funding source, contract date, contract item, or subservice.
Video walkthrough	Contract Change History Video

Quick path

Central Administration > Reports > Administrative Reports > Contract Change History > select contract > Details

Before you begin

- Log in to the Central Administration domain and confirm that you can open Administrative Reports.
- Identify the provider, contract name, and approximate date or type of change you need to review.
- When reconciling Administrative Report results, keep the report definition, run date span, provider scope, and specifications available for comparison.
- Do not change contract setup until the change history and reporting impact have been reviewed with the appropriate contract or grant manager.

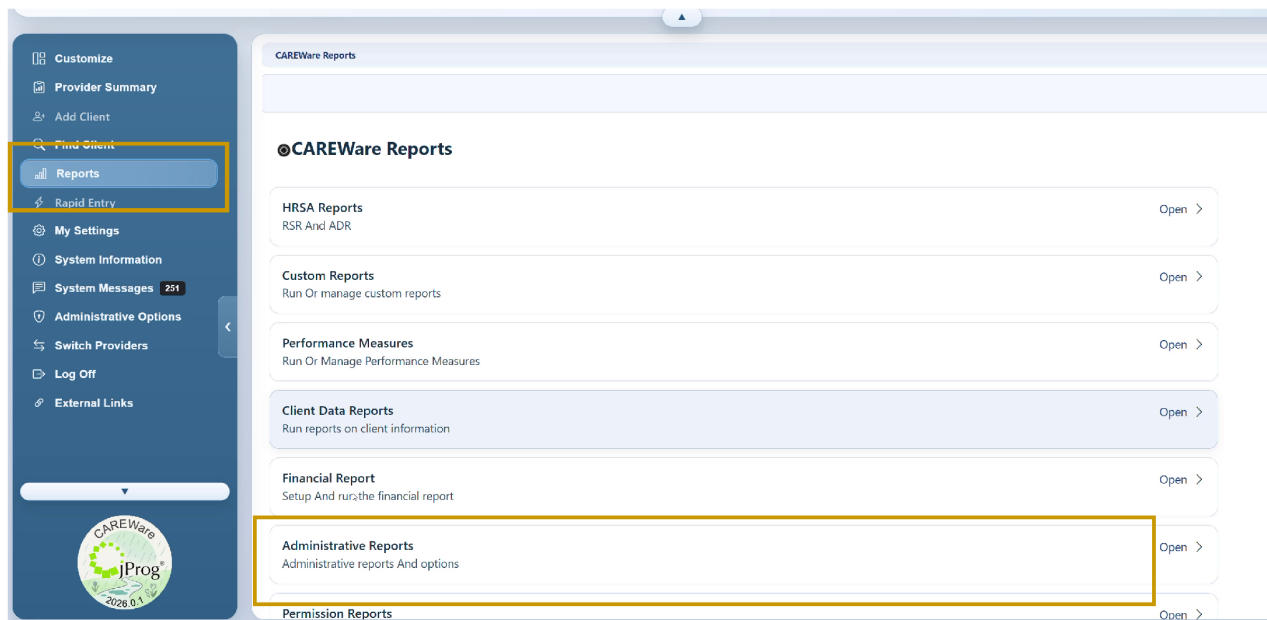
Important

The Contract Change History report is an audit and review tool. It does not reverse a change. Use [Contract Manager](#) only after the required review and approval process is complete.

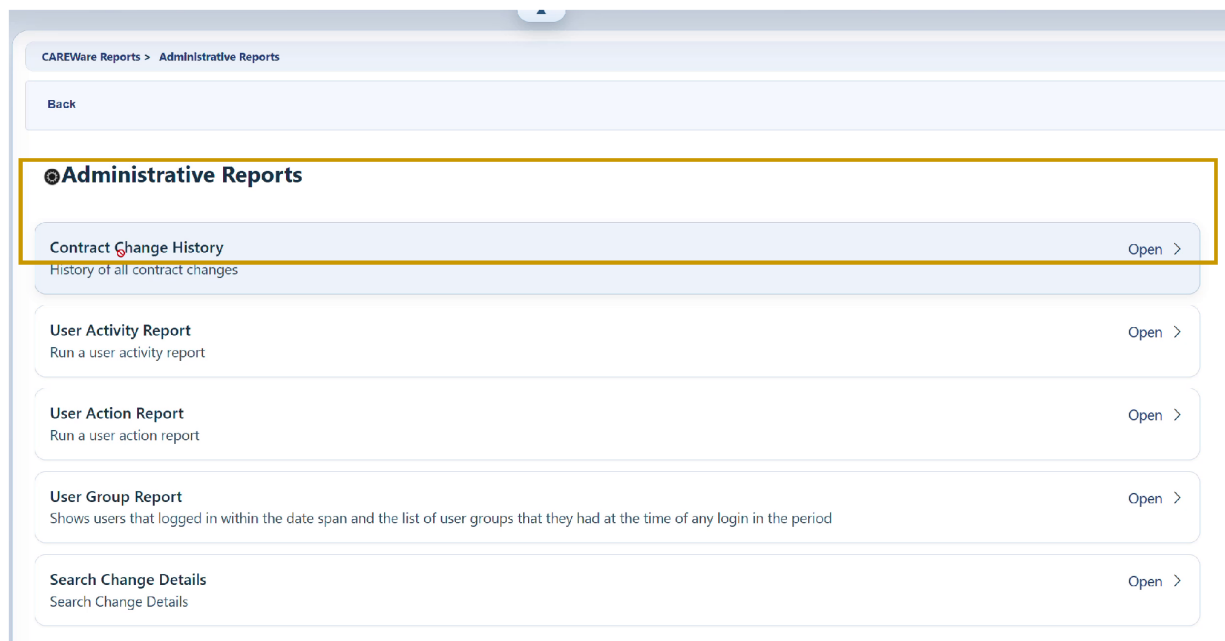
Open Contract Change History

Step 1. In Central Administration, click Reports.

Step 2. Open Administrative Reports.



Step 3. Click Contract Change History.



Review the contract list

Step 4. Use Search or sort Provider, Contract Name, and Last Changed to locate the contract.

Step 5. Select the contract row you want to review.

CAREWare Reports > Administrative Reports > Contract Change History

DetailsCSVHelpBackPrint or ExportColumn visibility▼Copy

Contract Change History

Search: <div><<<1>>></div>100▼entries per pageShowing 1 to 15 of 15 entries

Provider	Contract Name	Last Changed
ADAP	ADAP Insurance	03/27/2026 05:20 PM
ADAP	ADAP Test Contract	03/26/2026 11:18 AM
Default	035 Contract	01/30/2026 12:02 PM
Default	2019 Non RW Funded	01/30/2026 12:02 PM
Default	First Contract	01/30/2026 12:02 PM
Default	HOPWA	03/16/2026 11:42 AM
Default	HOPWA 2	03/16/2026 11:41 AM
Default	Last Years Contract 2025 2026	06/26/2026 03:02 PM
Default	Part A	01/30/2026 12:02 PM
Default	Ryan White Part B 2019/2020	01/30/2026 12:02 PM
Default	Test Contract	01/30/2026 11:44 AM
Default	Test Duplicate Subservice for	03/27/2026 09:16 AM

Tip
Last Changed identifies the most recent update to the contract. Open Details to review the individual changes recorded for that contract.

Open and review contract details

Step 6. Click Details.

CAREWare Reports > Administrative Reports > Contract Change History

Details CSV Help Back Print or Export Column visibility Copy

Contract Change History

Search: « < 1 > » 100 entries per page Showing 1 to 15 of 15 entries

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Default	Test Contract	01/30/2026 11:44 AM
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Step 7. Review Change Date, User, Change Type, Record Name, Description, Table Name, and Field Name.

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

Help Back Print or Export Column visibility Copy

Contract Change History Detail

Search: « < 1 > » 100 entries per page Showing 1 to 5 of 5 entries

Change Date	User	Change Type	Record Name	Description	Table Name	Field Name
01/30/2026 12:02 PM	SYSTEM	Subservice added to contract	Advocacy	Subservice Added: Advocacy	CW_CONTRACT_SUBSERV CE_MAP	ADDED MAPPING
01/30/2026 12:02 PM	SYSTEM	Subservice added to contract	Applying tea leaves	Subservice Added: Applying tea leaves	CW_CONTRACT_SUBSERV CE_MAP	ADDED MAPPING
01/30/2026 12:02 PM	SYSTEM	Funding Source added to contract	Part C	Funding Source Added: Part C	CW_MAP_CONTRACT_FUN DING	ADDED MAPPING
01/30/2026 12:02 PM	SYSTEM	Contract Item added	test	Contract Item Added: test	CW_CONTRACT_ITEM	ADDED MAPPING
01/30/2026 12:02 PM	SYSTEM	Contract added	Part A	Contract Added: Part A	CW_CONTRACT	ADDED MAPPING

Step 8. Use Search, sorting, and Column visibility to focus on the changes needed for review.

Step 9. Click Back to return to the contract list, or use CSV or Print or Export to save the report for review.

Important

Changing a contract funding source allocates all subservices under that contract to the selected source. This can affect custom reports, the financial report, performance measures, the RSR, the ADR, and the EHE Triannual Report.

Contract Change History controls

Control	What it does	When to use it
Details	Opens the recorded changes for the selected contract.	Use after selecting a contract row.
CSV	Downloads the Contract Change History list in CSV format.	Use for spreadsheet review or reconciliation.
Search	Filters the displayed rows using entered text.	Use to find a provider, contract, user, change type, or other value.
Print or Export	Opens print and export options for the current grid.	Use to retain a CSV or PDF copy for review or change control.
Column visibility	Shows or hides optional grid columns.	Use to simplify the screen or display needed details.
Copy	Copies the displayed grid data where supported.	Use for short review notes or controlled documentation.
Help	Opens help for the current report page.	Use when report controls or fields need clarification.
Back	Returns to the previous report page.	Use to select another contract or leave the detail view.

Contract Change History Detail fields

Field	What it means
Change Date	The date and time the contract change was recorded.
User	The user or recorded system account associated with the change.
Change Type	The aspect of the contract that changed.
Record Name	The label of the contract data element affected by the change.
Description	The details of the data that was added or changed.
Table Name	The CAREWare database table where the changed record is stored.
Field Name	The recorded field or type of change associated with the update.

How to confirm the review is complete

- Confirm the selected provider and contract name match the contract being investigated.
- Confirm the detail grid includes the expected date, user, change type, and record description.
- When reviewing a custom report discrepancy, compare the contract Change Date with the report date span and the period when results changed.
- Export the summary or detail grid when a record is needed for change control, support review, or report reconciliation.

Helpful review tips

- Start with the most recent Last Changed value, then use Details to determine which contract element changed.
- For missing or unexpected service records in custom reports, look for changes to funding sources, contract dates, contract items, subservices, and default prices.
- Validate the custom report definition, critical date, filters, selected providers, and sharing settings before attributing a result difference only to contract setup.
- Use a new contract when a new grant or reporting period requires materially different funding or services, rather than repurposing historical contract meaning without review.
- Retain an exported Contract Change History with the related custom report specifications when documenting a reporting issue.

Warning

Do not change the funding source on a historical contract solely to make a report total match. A funding change can reclassify every subservice under the contract and affect multiple federal and local reports.

Troubleshooting and common questions

Why is Contract Change History not available?

Confirm that you are in Central Administration and that your user account has access to Administrative Reports.

Why is an expected change not shown?

Confirm the correct provider and contract were selected and verify that the contract change was saved. Review the date and description columns for related changes recorded under a different change type.

Why do custom report results still differ after reviewing the history?

Review the custom report type, date span, critical date, filters, selected providers, provider grouping, permissions, and sharing settings. Contract history is one possible source of a result change, not the only source.

How do I keep a copy of the report?

Use CSV on the contract list or Print or Export on the list or detail page to save the report in CSV or PDF format.

Related CAREWare guides and resources

Resource	How it helps
Contract Change History	Official reference for reviewing, understanding, printing, and downloading contract change history.
Contract Manager	Explains contract dates, funding, contract items, subservices, permissions, and reporting considerations.

Resource	How it helps
Contract Items	Describes contract-item settings, budgets, and service options that may appear in change history.
Funding Source Manager	Explains funding-source setup and how funding selections relate to HRSA reporting.
Creating Custom Reports	Full guidance for custom report definitions, fields, filters, report types, and validation.
Custom Report Run Report	Guidance for custom report date spans, critical dates, provider scope, output choices, and result validation.
Custom Reports for Data Quality	Provides report definitions used to identify RSR, ADR, and other data-quality issues.