

Funding Source Manager

Purpose	Manage HRSA-defined and custom funding sources used by CAREWare contracts.
Who should do this	CAREWare Central Administration staff or authorized provider-domain administrators.
Use this guide when you need to	Understand funding-source behavior or add a custom/provider-specific funding source.
Main warning	Contract funding choices affect how providers, services, and clients are represented in HRSA reports.

Quick path

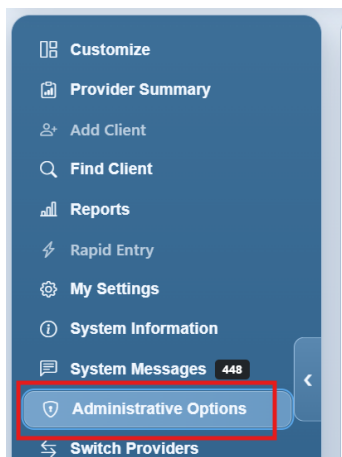
Administrative Options > Service/Contract Setup > Funding Source Manager > Add

Reporting impact

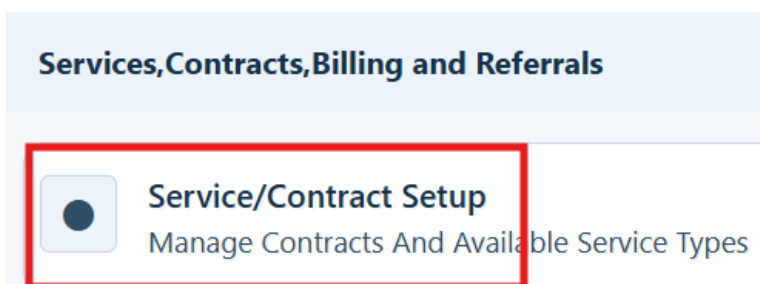
A provider can be considered funded by a selected contract funding source even when no client services are allocated to that source. Review contract dates and funding designations in [Contract Manager](#) carefully before service entry.

Adding a Funding Source to CAREWare

Step 1. Log into Central Administration and click Administrative Options.



Step 2. Click Service/Contract Setup.



Step 3. Click Funding Source Manager.

 **Service - Contract Setup**

Custom Service Categories Manager

View or edit the available custom service categories

Funding Source Manager

Edit the funding sources available for service contracts

Step 4. Click Add.

View

Edit

Add

Delete

Back

Print or Export

Column visibility

Copy

Funding Source Manager

Search:

<<

<

1

>

>>

Go to page

1

100

 entries

Funding Stream	RWHAP Funded	HRSA Defined	Certification
City of Wassila	Yes		
COVID	Yes		

Funding Source Manager actions

Action	What it does
View	View details for the selected funding source.
Edit	Edit details for 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 the funding-source list.
Column Visibility	Choose which columns appear in the list.

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Step 5. Enter a name for the new funding source.

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

Funding Source Manager

Name:

RWHAP Funded: ☒

Central Only: ☒

Step 6. Select RWHAP Funded when the source should be treated as RWHAP funding. When selected, associated contracts count for the RSR, ADR, and Triannual EHE Report, and the provider is considered funded by Ryan White, Ryan White-related, or EHE Initiative funds.

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

Funding Source Manager

Name:

RWHAP Funded: ☒

Central Only: ☒

Step 7. Select Central Only to restrict edits to Central Administration. Users signed in to provider domains cannot edit the funding source details.

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

Funding Source Manager

Name:

RWHAP Funded: ☒

Central Only: ☒

Provider-domain note

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

Funding Source Manager

Name:

RWHAP Funded: ☐

Step 8. Click Save.

Save

Back

Funding Source Manager

Name:

RWHAP Funded: ☒

Central Only: ☒

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.

Next step

After adding the funding source, activate it for the appropriate contract. Only funding sources active for a contract appear when adding an eligibility status record to a client.

How to confirm it worked

- Confirm the funding source name is clear and distinct.
- Confirm whether the source should be counted as RWHAP funding.
- Confirm whether provider-domain users may edit the source.
- Review the contract date span and active services before users enter client services.

Related References

Document	Use it for
Contract Manager	Set up contracts for adding services in client records.
RSR Documents	Documents for the RSR, such as location of fields in CAREWare.