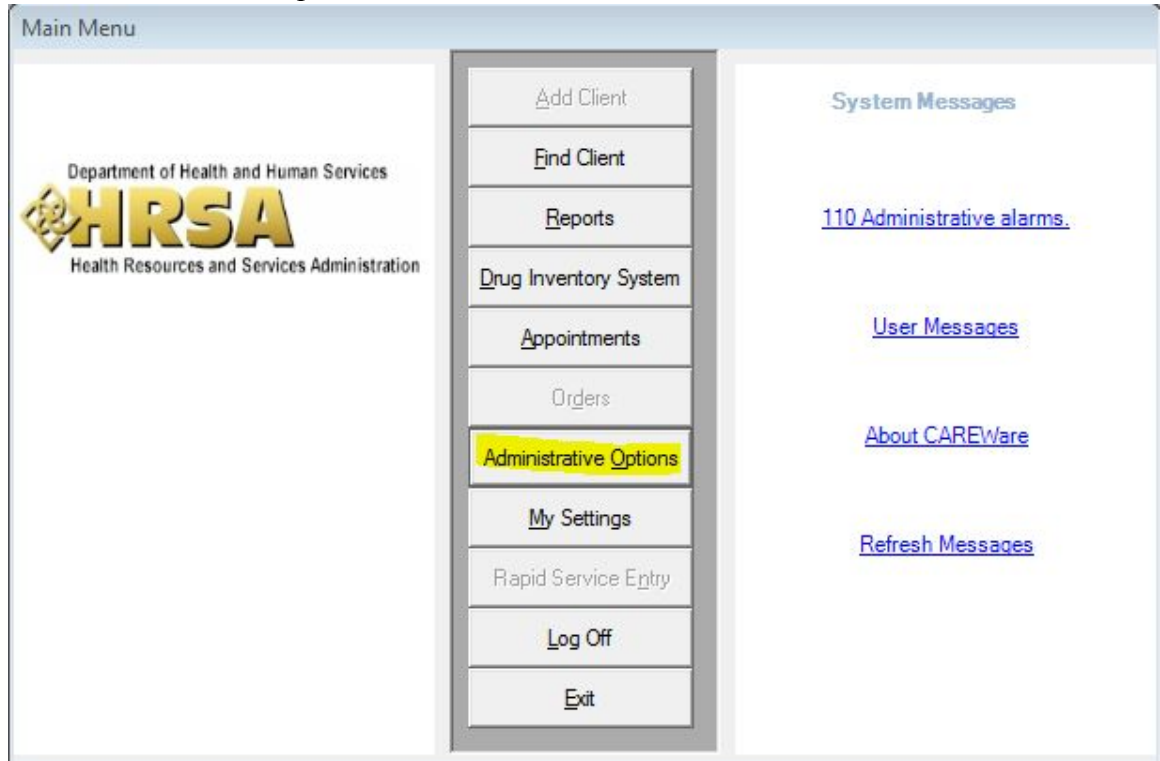


Starting with build 851, a new feature for restricting service categories for contract items has been added. This feature allows for a contract item to be restricted to a single service category.

1. Click *Administrative Options*



2. Click *Contracts*

The image shows a screenshot of a software interface titled "Administrative Options". It features two columns of buttons. The button labeled "Contracts" in the left column is highlighted in yellow. At the bottom center, there is a button labeled "Back to Main Menu".

Administrative Options	
P rovider/ U ser Manager	L ab Test Mapping Tool
S etup W izard	A dvanced Encryption O ptions
C ontracts	B usiness Tier Diagnostics
G rantee Setup	C hange Log Operations
C linical E ncounter Setup	B ackup
C ustom F eatures	S ystem I nformation
I nternational Options	C lient Matching Setup
P harmacy Supplier	P rovider Data Import
P erformance Measures	C ustom Report Field Setup
F ield Merge	R SR Export
S F Import Manager	E mail Alert Scheduler
H OPWA Setup Wizard	A dvanced Security Options
C lear Caches	H L7 Feed Settings
A ttachments Settings	P rovider Data Export
P rovider By Provider Sharing	C lient by Client Sharing
O rphaned Record Cleanup	

[B](#)ack to [M](#)ain Menu

3. Choose the provider domain
4. Click on the contract
5. Click *View/Edit*

Service Contracts

Provider: Manage Subservices

Copy Contract

Reports

Name:	Start Date:	Stop Date:	Funding:	Central ?:
2015 Contract	3/1/2015	2/29/2016	Multiple Fu...	Yes
First Contract	1/1/2012	12/31/2015	Part A	Yes
Holistic Care	5/4/2014	5/5/2015	Multiple Fu...	Yes
HOPWA 2			HOPWA_8...	Yes
test			Part B	No
tester 2013	1/1/2013	12/31/2013	Multiple Fu...	Yes
tester 2014	1/1/2014	12/31/2014	Multiple Fu...	Yes
Tester 754	1/1/2013	12/31/2013	Multiple Fu...	No
HOPWA			HOPWA	No

Add View/Edit Delete Close

6. Click on the contract item
7. Click *Edit Selected Item*

Contract Editor: tester

Contract Name: Central? Funding:

Start: End:

Funding Source Name	CARE Act ..
Part A	Yes
Part B	Yes
Part C	Yes

Edit List

Contract Items

Contract Item Name: Budget: Allow Data-Entry past Budget Primary Health Care Service Restrict Service Category Save Item

Cancel

Contract Item:	Subservices:	Budget:	Allow Data...	Primary He...	Service Ca...
Holistic Health CARE	0	\$1,000,000...	Yes	Yes	

Add New Item Edit Selected Item Delete Selected Item Edit Subservices For Selected Item

Merge Subservices Save Contract Changes Close

8. Check *Restrict Service Category*

Contract Editor: tester

Contract Name: 2015 Contract Central? Funding:

Start: 3/1/2015 End: 2/29/2016

Funding Source Name	CARE Act ..	Edit List
Part A	Yes	<input type="checkbox"/>
Part B	Yes	<input type="checkbox"/>
Part C	Yes	<input type="checkbox"/>

Contract Items

Contract Item Name: Budget: Allow Data-Entry past Budget Primary Health Care Service Restrict Service Category

Save Item Cancel

Contract Item:	Subservices:	Budget:	Allow Data-...	Primary He...	Service Ca...
Holistic Health CARE	0	\$1,000,000...	Yes	Yes	

Add New Item Edit Selected Item Delete Selected Item Edit Subservices For Selected Item

Merge Subservices Save Contract Changes Close

9. Double-click a *Category*

Contract Editor: tester

Select a Service Category

Double-click or press Enter to select: Esc - Cancel

Category:

- AIDS Pharmaceutical Assistance
- Buddy/Companion Service
- Case Management (non-medical)
- Child Care Services
- Child Welfare Services
- Client Advocacy
- Early Intervention (Part A - B)
- Emergency Financial Assistance
- Face-to-face Case Management
- Food Bank/Home-delivered Meals
- Health ed./risk reduction/prevention
- Health Insurance Program (HIP)
- Home and Community-based Health Services
- Home Health Care
- Home Health: Para-Professional Care
- Home Health: Professional Care
- Home Health: Specialized Care
- Hospice Services
- Housing Services
- Legal Services
- Linguistics Services
- Medical Case Management
- Medical Nutrition Therapy
- Medical Transportation Services
- Mental Health Services
- Non CARE Act Service
- Oral Health Care

Contract Name: Start: Contract Items Contract Item Name: Holistic Health CARE Contract Item: Holistic Health CARE

Merge Subservi

Funding:

Funding Source Name	CARE Act ..	Edit List
Part A	Yes	<input type="checkbox"/>
Part B	Yes	<input type="checkbox"/>
Part C	Yes	<input type="checkbox"/>

Primary Health Care Service Restrict Service Category

Save Item Cancel

Service Ca...

Delete Selected Item Edit Subservices For Selected Item

Save Contract Changes Close

10. Click *Save*

The image shows two overlapping windows from a software application. The top window is a dialog box titled "Select a Service Category". It features a list of service categories with "AIDS Pharmaceutical Assistance" highlighted. The dialog includes instructions: "Double-click or press Enter to select" and "Esc - Cancel". Below the list are "Save Item" and "Cancel" buttons. The bottom window is the "Contract Editor" for a contract named "2015 Contract". It shows contract details like start and end dates, and a table of contract items. One item, "Holistic Health CARE 0", is selected, and its "Service Category" is set to "AIDS Pharmaceutical Assistance". The "Contract Editor" also has "Save Contract Changes" and "Close" buttons.

Select a Service Category Dialog:

Double-click or press Enter to select [Esc - Cancel](#)

Category:

- AIDS Pharmaceutical Assistance
- Buddy/Companion Service
- Case Management (non-medical)
- Child Care Services
- Child Welfare Services
- Client Advocacy
- Early Intervention (Part A - B)
- Emergency Financial Assistance
- Face-to-face Case Management
- Food Bank/Home-delivered Meals
- Health ed./risk reduction/prevention
- Health Insurance Program (HIP)
- Home and Community-based Health Services
- Home Health Care
- Home Health: Para-Professional Care
- Home Health: Professional Care
- Home Health: Specialized Care
- Hospice Services
- Housing Services
- Legal Services
- Linguistics Services
- Medical Case Management
- Medical Nutrition Therapy
- Medical Transportation Services
- Mental Health Services
- Non CARE Act Service
- Oral Health Care

Contract Editor: tester

Contract Name: 2015 Contract Central?

Start: 3/1/2015 End: 2/29/2016

Funding:

Funding Source Name	CARE Act ..
Part A	Yes
Part B	Yes
Part C	Yes

Contract Items

Contract Item Name: Budget: Allow Data-Entry past Budget Primary Health Care Service Restrict Service Category

Contract Item:	Subservices:	Budget:	Allow Data-...	Primary He...	Service Category:
Holistic Health CARE 0		\$1,000,000...	Yes	Yes	AIDS Pharmaceutical Assistance

That service category will be the only category available for adding subservices to that contract item.