

Contract Modification Request Guide- For Providers

To begin a modification in Trust Central, an approval must be obtained from the contract manager. This guide will demonstrate the steps needed for the pre-approval process and documenting in Trust Central.

Pre-Approval Process

Provider must initiate conversation with contract manager regarding the need for contract modification. Understanding the provider's request for contract modification is crucial for approval. It is also important to think of all the sections in the contract and what the modification will impact.

Best practice is to use the five W's- Who, What, When, Where, Why to help gather all the needed details.

- **Who** is requesting?
- **What** are you looking to modify? Budget? Scope?
- **When** did the need of this modification take place, or will be taking place? Provide specific dates.
- **Where** is this modification needed? A section (staffing, activities, outcomes, subcontractors, etc.) of your scope? Where in the budget?
- **Why** do you think you need to modify your contract? Provide clear and specific details.

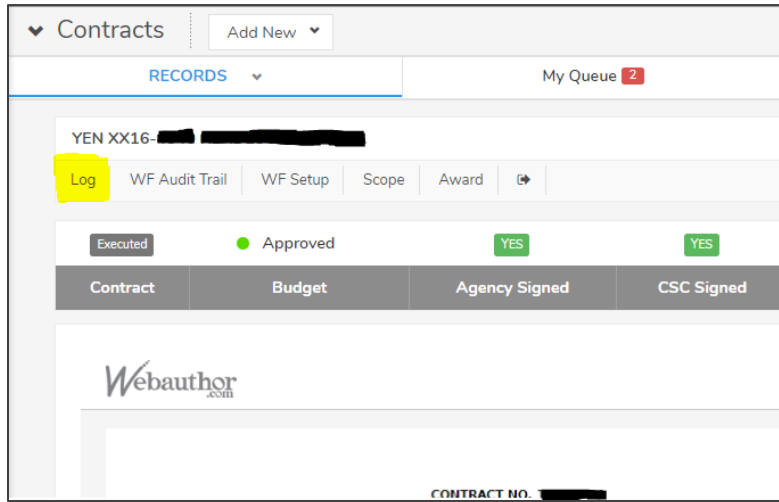
Once you have communicated with your contract manager and the request has been approved, continue with the steps below.

Do not complete the steps below until you have received approval from your Contract Manager.

Submitting Contract Modification Request

1. Login to Trust Central, www.TrustCentral.org and navigate to the **Contracts** Module.
2. In **Contracts**, select the contract that has been pre-approved for modification.

3. On the Contract's home screen click on the “Log” button on the left-hand side (under the name of your contract).



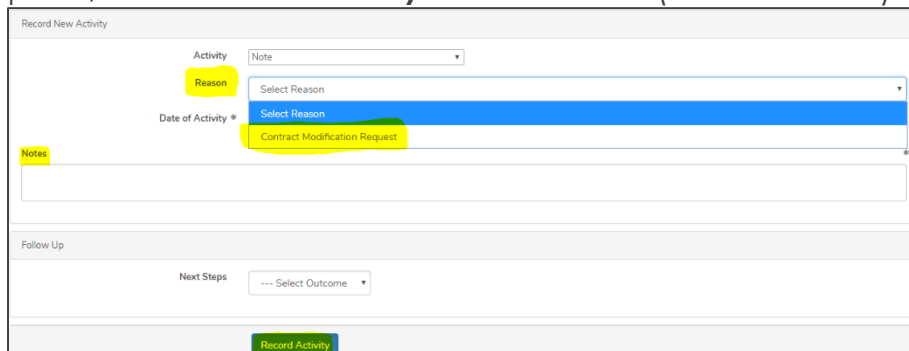
4. In the “Log” section, click on **New Note** on the right-hand side of the screen (blue button).



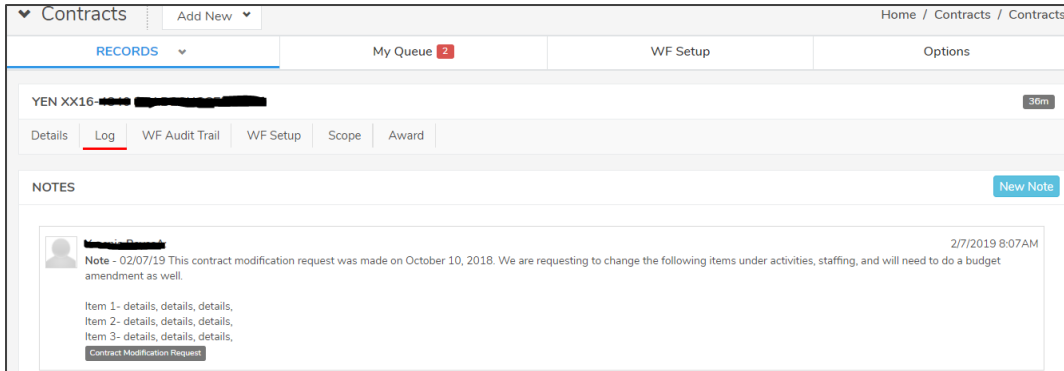
5. Once **New Note** has been selected, the screen below will appear. Click on the reason drop-down and select **Contract Modification Request**. No need to change activity drop-down or date of activity.

Under **Notes**, add all details necessary for the contract modification request (this is your pre-approval note).

Once complete, click **Record Activity** at the bottom (a blue button).



6. The system will direct back to the Contract home screen. By clicking on **Log**, you should see the modification request.



7. Notify your Contract Manager you have completed this step of the process.

*If you do not see the note, click on the number in gray in the right-hand corner.

NOTE: Your Contract Manager will not receive notification you have added the contract modification request in the Trust Central. It is crucial you communicate with them throughout the entire process.