



**TEXAS**  
Department of  
Human Services

**COMMISSIONER**  
James R. Hine

February 22, 2002

Vincent Cotton  
MicroSolutions  
P.O. Box 290635  
Kerrville, TX 78028

**Re: Substitute Form Approval, MicroSolutions**

Dear Mr. Cotton:

Your software, AdCare Pro, and the attached substitute forms it produces listed below, has been approved. You may begin using these forms effective March 1, 2002:

- ◆ Form 2067, Case Information, dated October 1992
- ◆ Form 3050, Day Activity and Health Services Health Assessment/ Plan of Care, dated July 1996
- ◆ Form 3055, Physician's Order (Day Activity and Health Services), dated June 1995
- ◆ Form 3682, Daily Transportation Record, dated October 1996
- ◆ Form 3683, Daily Attendance Record, dated October 1996


Any agency using your software must complete these forms according to the instructions attached in the Community Care Provider Forms Manual; otherwise the agency may be found out of compliance because of administrative errors. Administrative errors may result in recoupment of funds by DHS.

In addition, any agency using your software must attach all appropriate copies of Form 3682, Daily Transportation Record, with the Pick Up and Drop Off times manually entered, to the corresponding Form(s) 3683, Daily Attendance Records. Failure to attach these manually completed transportation records may result in fiscal errors and financial recoupment by DHS.

Any future revisions to the software or any of the DHS forms produced by your software must be approved by DHS prior to use.

Please contact Sarah Hambrick at (512) 438-2578 if you have any questions about this letter.

Sincerely,

A handwritten signature in cursive script that reads "Cathryn Horton". The signature is written in black ink and is positioned above the printed name.

Cathryn Horton  
Community Care Unit Manager

CH:sh