



## Memorandum

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**TO:** WIC Regional Directors **#07-107**  
WIC Local Agency Directors

**FROM:** Linda Brumble, Unit Manager  
Nutrition Education/Clinic Services Unit  
Nutrition Services Section

**DATE:** August 10, 2007

**SUBJECT:** New Computers for Patient Flow Analysis (PFA)/Inventory of old PFA  
Computers

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Local agencies that utilize the Patient Flow Analysis (PFA) software program will receive a new PFA computer. However, prior to the delivery of the new system, accurate accounting of the old PFA equipment must occur. Please complete the attached form and fax it to Anna Garcia at (512) 341-4403 by **August 24, 2007**.

Should you have questions, or require additional information, please contact Anna Garcia, Program Specialist, Nutrition Education/Clinic Services Unit, at (512) 341-4400, extension 2246, or [Anna.Garcia@dshs.state.tx.us](mailto:Anna.Garcia@dshs.state.tx.us).

Attachment

Dear WIC Director and/or Patient Flow Analysis Coordinator:

Please respond to the following questions regarding your old PFA computer. Accurate accounting of the old system will provide you with the option to keep it or return it prior to the delivery of the new one. If you do not have a PFA computer, please answer “no” to question number 1 and return the form per the instructions that follow.

Submit your completed form to Anna Garcia via fax at (512) 341-4403 by **August 24, 2007**.

INVENTORY OF OLD PFA EQUIPMENT	
1	Do you have a PFA computer at your agency? Circle <b>Y</b> or <b>N</b>
2	What type of PFA computer system do you have? Circle <b>Laptop</b> or <b>Standalone</b>
3	What is the TDH/DSHS number for your PFA computer? <u>TDH # or DSHS #</u>
4	Do you have other PFA equipment? Circle <b>monitor/keyboard/speakers/mouse</b>

Thank you for your cooperation with this request.