



TEXAS
Health and Human
Services

Texas Health Steps Resource Catalog

Ordering Procedures



TEXAS
Health and Human
Services

Online Ordering Account

To place an order for publications, you must have an account with an email address, a user log in and a password. The publications are available at no charge for eligible organizations such as Medical and Dental Providers, Schools, Community Based Organizations (CBO's), Case Managers and other Texas Health Steps Partners.

If you do not have a login and password, please email a request to txmailhouse@maximus.com.

Please make sure you include the following information:

- **Organization Name**
- **Physical Street Address (We cannot ship to PO Boxes)**
- **City, State, Zip Code**
- **Contact Person**
- **Telephone (with area code)**
- **Email address (an email address is required to receive an online account to order publications)**
- **Even if you have ordered before, we may need this information again to create an online account for you.**

Online Ordering Account

Once your request is received, it will be reviewed and you will be notified by email when your request has been approved.

You will receive your user ID and password information and you can place an order at any time.

If your request is denied, we will contact you with the reason why your request was denied.



TEXAS
Health and Human
Services

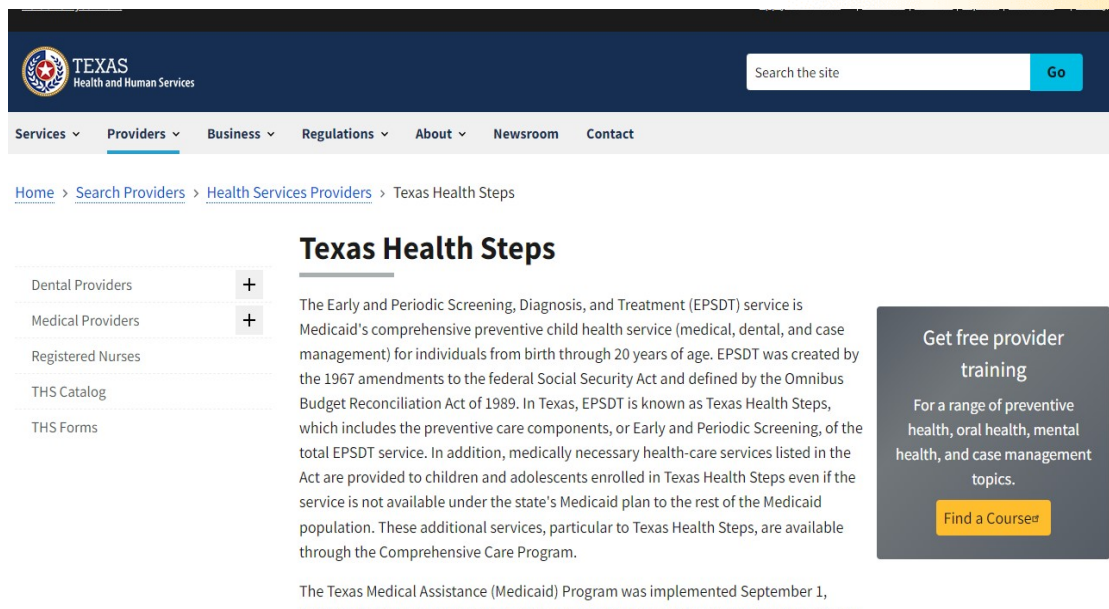
Procedures for Online Ordering

The following are the procedures for entering orders in the online Texas Health Steps Publications website ordering system.

Enter the following IP address into your browser:

<https://www.hhs.texas.gov/providers/health-services-providers/texas-health-steps/thsteps-catalog>

Click the “THSteps Catalog” on the left.



The screenshot shows the Texas Health and Human Services website. The left sidebar contains a list of links: Dental Providers, Medical Providers, Registered Nurses, THS Catalog, and THS Forms. The THS Catalog link is highlighted with a yellow arrow pointing to it. The main content area displays the Texas Health Steps section, including a description of the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) service and a link to find a course.

TEXAS
Health and Human
Services

Services ▾ Providers ▾ Business ▾ Regulations ▾ About ▾ Newsroom Contact

Home > Search Providers > Health Services Providers > Texas Health Steps

Texas Health Steps

The Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) service is Medicaid's comprehensive preventive child health service (medical, dental, and case management) for individuals from birth through 20 years of age. EPSDT was created by the 1967 amendments to the federal Social Security Act and defined by the Omnibus Budget Reconciliation Act of 1989. In Texas, EPSDT is known as Texas Health Steps, which includes the preventive care components, or Early and Periodic Screening, of the total EPSDT service. In addition, medically necessary health-care services listed in the Act are provided to children and adolescents enrolled in Texas Health Steps even if the service is not available under the state's Medicaid plan to the rest of the Medicaid population. These additional services, particular to Texas Health Steps, are available through the Comprehensive Care Program.


The Texas Medical Assistance (Medicaid) Program was implemented September 1, 1967, under the provisions of Title XIX of the Federal Social Security Act and Chapter 129

Get free provider training
For a range of preventive health, oral health, mental health, and case management topics.
Find a Course



TEXAS
Health and Human
Services

The Texas Health Steps Catalog screen will appear. Bookmark or save as a favorite so you can access it quickly for future ordering. Choose “Log In” to place an order or “Browse only” to view and print publications.



Services ▾ Providers ▾ Business ▾ Regulations ▾ About ▾ Newsroom Contact

[Home](#) > [Search Providers](#) > [Health Services Providers](#) > [Texas Health Steps](#) > THSteps Catalog

THSteps Catalog

Welcome to the Texas Health Steps online ordering system. Browse the catalog to order from a variety of THSteps Medical/Dental, Medical Transportation Program, Newborn Hearing Screening, and Case Management for Children and Pregnant Women publications such as brochures, flyers, and posters. Many items are available to print. All are available to order at no cost. Some publications have order limits.

For issues, questions, or more information, view our [Frequently Asked Questions](#).

[Download the Fax Form \(PDF\)](#)[†]

[Download the Ordering Procedures \(PDF\)](#)

Browse the THSteps Catalog

Browse only allows a user to view and download all PDFs, including the THSteps Child Health Record forms, for printing.

[Read the browsing instructions](#).

Login to the THSteps Catalog

Login to order allows an authorized user to order publications directly or download a PDF for printing.

Email txmailhouse@maximus.com or call 512-919-1623 for more information or to request a login/password.



TEXAS
Health and Human
Services

Once you receive your login information and password, enter them in the boxes on the log-in screen, and select “*Sign In.*”



(Click the THS logo to return to the THS website)



User ID:
Password: [Forgot your Password ?](#)

The Texas Health and Human Services Commission (HHSC) will be delivering Texas Health Steps materials to MCO's and DMO's only during the Tri-Annual Distribution Timeframes (March; July; and November of each year). Orders received outside of these Tri-Annual Shipment Timeframes or received from anyone other than the MCO's and DMO's assigned Texas Health Steps representative **will be denied**. Please contact your organization's Texas Health Steps representative for supply information.

Materials Available For: Early Childhood Intervention Services: The Health and Human Services Commission (HHSC), Early Childhood Intervention (ECI) Services offer publications about ECI services. These materials can be ordered and/or downloaded from the ECI website, [ECI Publications](#). Additional resources can be found on ECI's website using the [Resource Guide](#) page.

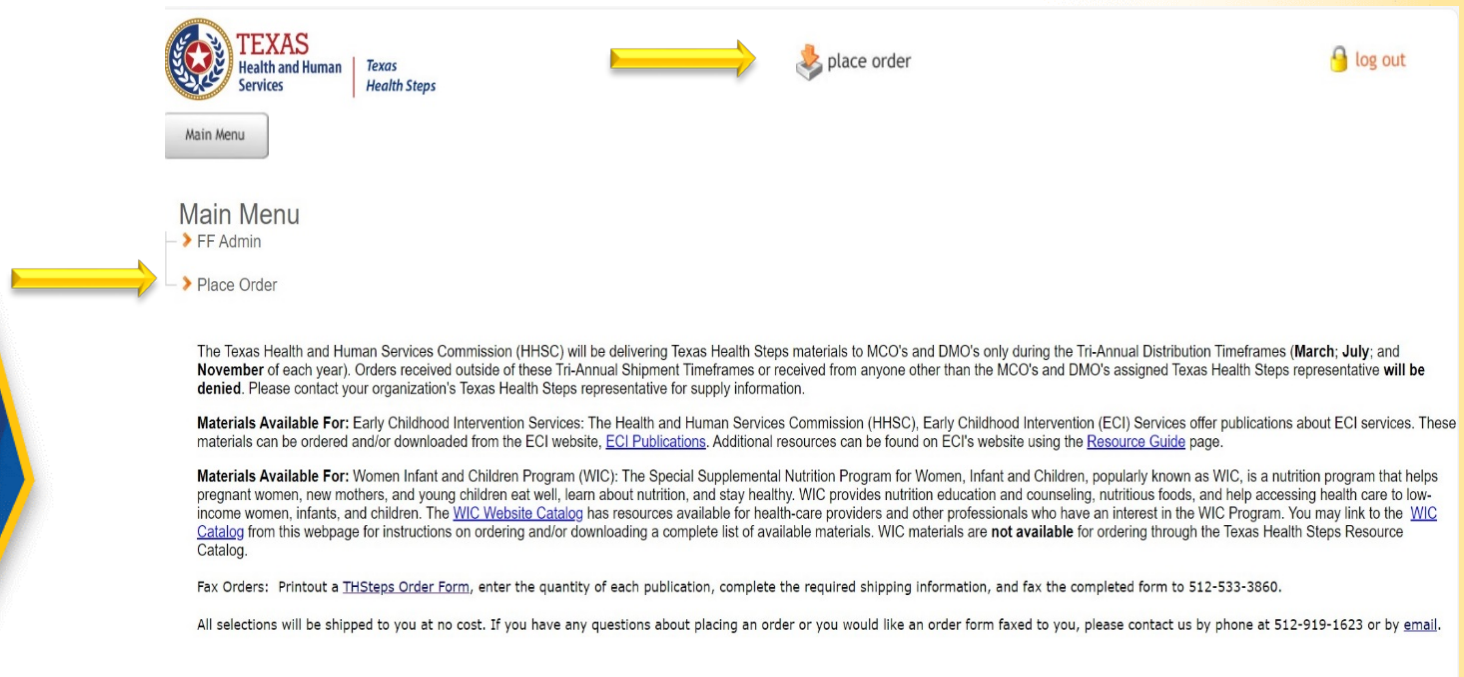
Materials Available For: Women Infant and Children Program (WIC): The Special Supplemental Nutrition Program for Women, Infant and Children, popularly known as WIC, is a nutrition program that helps pregnant women, new mothers, and young children eat well, learn about nutrition, and stay healthy. WIC provides nutrition education and counseling, nutritious foods, and help accessing health care to low-income women, infants, and children. The [WIC Website Catalog](#) has resources available for health-care providers and other professionals who have an interest in the WIC Program. You may link to the [WIC Catalog](#) from this webpage for instructions on ordering and/or downloading a complete list of available materials. WIC materials are **not available** for ordering through the Texas Health Steps Resource Catalog.

Fax Orders: Printout a [THSteps Order Form](#), enter the quantity of each publication, complete the required shipping information, and fax the completed form to 512-533-3860.

All selections will be shipped to you at no cost. If you have any questions about placing an order or you would like an order form faxed to you, please contact us by phone at 512-919-1623 or by [email](#).

Main Menu

This is the beginning order screen. You may click “*place order*” from the top center or under “*Main Menu*” on the left.



The screenshot shows the Texas Health and Human Services Commission (HHSC) website. At the top left is the HHSC logo, which features a star inside a circular seal with the text "TEXAS Health and Human Services" below it. To the right of the logo is the text "Texas Health Steps". In the top right corner, there is a "place order" button with a shopping cart icon and a "log out" button with a lock icon. Below the logo, there is a "Main Menu" button. A yellow arrow points from this button to a dropdown menu that contains two links: "FF Admin" and "Place Order". Another yellow arrow points from the "place order" button in the top right to the "Place Order" link in the dropdown menu.

The Texas Health and Human Services Commission (HHSC) will be delivering Texas Health Steps materials to MCO's and DMO's only during the Tri-Annual Distribution Timeframes (**March; July; and November** of each year). Orders received outside of these Tri-Annual Shipment Timeframes or received from anyone other than the MCO's and DMO's assigned Texas Health Steps representative **will be denied**. Please contact your organization's Texas Health Steps representative for supply information.

Materials Available For: Early Childhood Intervention Services: The Health and Human Services Commission (HHSC), Early Childhood Intervention (ECI) Services offer publications about ECI services. These materials can be ordered and/or downloaded from the ECI website, [ECI Publications](#). Additional resources can be found on ECI's website using the [Resource Guide](#) page.

Materials Available For: Women Infant and Children Program (WIC): The Special Supplemental Nutrition Program for Women, Infant and Children, popularly known as WIC, is a nutrition program that helps pregnant women, new mothers, and young children eat well, learn about nutrition, and stay healthy. WIC provides nutrition education and counseling, nutritious foods, and help accessing health care to low-income women, infants, and children. The [WIC Website Catalog](#) has resources available for health-care providers and other professionals who have an interest in the WIC Program. You may link to the [WIC Catalog](#) from this webpage for instructions on ordering and/or downloading a complete list of available materials. WIC materials are **not available** for ordering through the Texas Health Steps Resource Catalog.

Fax Orders: Printout a [THSteps Order Form](#), enter the quantity of each publication, complete the required shipping information, and fax the completed form to 512-533-3860.

All selections will be shipped to you at no cost. If you have any questions about placing an order or you would like an order form faxed to you, please contact us by phone at 512-919-1623 or by [email](#).



TEXAS
Health and Human
Services

To find your publications, click on one of the three sections on the left:

Texas Health Steps Newborn Hearing Case Management

There are sub sections under each section. Select the area that meets your material needs or you can also scroll down the page:

The screenshot shows the Texas Health Steps website interface. At the top, there is a navigation bar with the Texas Health and Human Services logo, a search bar, and links for 'place order', 'shopping cart', and 'log out'. Below the navigation bar, there is a 'Main Menu' button and a 'Track Order' button. The main content area features a search bar with a 'Go' button and a 'Show All' link. Below the search bar, there is a list of sub-sections under 'THSteps Fulfill': Case Management, Helpful Numbers, Newborn Hearing, NewBorn Hearing, Other, Texas Health Steps, Texas Health Steps, and TX Health Steps 2. The 'Texas Health Steps' section is highlighted. Below the list, there is a table of publications. The table has columns for 'Image', 'Publication Number', 'Description', 'Max Limit', 'Qty', and 'PDF'. The first row shows a publication with the number 05-12258, titled '1-3-6 Month Practitioner's Guide (Rev 09/13)', with a 'Max Limit' of 'No Limit' and a 'Qty' of '0'. A yellow starburst button with the text 'Click Here For Printable PDF' is next to the 'PDF' column. The second row shows a publication with the number 05-13598, titled 'TEHDI FAQs (Rev 02/18)', with a 'Max Limit' of 'No Limit' and a 'Qty' of '0'. A yellow starburst button with the text 'Click Here For Printable PDF' is next to the 'PDF' column.

TEXAS Health and Human Services | Texas Health Steps

place order You Have 0 Items in the Cart shopping cart log out

Main Menu Track Order

Search THSteps Fulfill All orders are automatically placed on Hold status and will be released by an administrator. NOTE: All publications on this web page are available for downloading and printing in a portable document format (PDF) and require a PDF reader to view them. You may download a PDF Reader for free.

Pub. #: Desc: Go

Show All << Hide Search

THSteps Fulfill

- Case Management
- Helpful Numbers
- Newborn Hearing
- NewBorn Hearing
- Other
- Texas Health Steps
- Texas Health Steps**
- Texas Health Steps
- TX Health Steps 2

Image	Publication Number	Description	Max Limit	Qty	PDF
	05-12258	1-3-6 Month Practitioner's Guide (Rev 09/13)	No Limit	0	
	05-13598	TEHDI FAQs (Rev 02/18)	No Limit	0	

Remember, all the publications are available as a PDF download that can be printed.

Click on the yellow Starburst button to open the PDF

Publication Search

Alternatively, if you know the item you are looking for you can search by Publication # or Description:



TEXAS
Health and Human
Services

A search form with the title "Search" in bold. Below the title are two input fields: "Pub. #:" and "Desc:". To the right of the "Pub. #" field is a "Go" button with a magnifying glass icon.

After your search results are shown, you can enter the quantity for the items that you want to order. The Unit of Measure will all reflect as each. If there is a maximum amount listed for an item, that is the amount allowed per order. Your order may be adjusted to reflect maximum amount allowed for that item.


If you have a valid reason for exceeding the maximum order quantity for an item, please send your justification to txmailhouse@maximus.com. Valid reasons can include: Health Fairs, conferences, trainings, presentations etc. We will review your request and submit to the Texas Health and Human Services Commission (HHSC) for approval. Please include your order number with any communications to us so we can look up your information.



TEXAS
Health and Human
Services

Add to Cart


You may enter quantities for one item and select *Add to Cart* or you may enter quantities for several items and add all of them to the cart at once. After all selected items are added to your cart, click *shopping cart* at the top of the page.



TEXAS
Health and Human
Services

Texas
Health Steps

 place order
You Have 0 Items in the Cart

 shopping cart




Main Menu

Track Order

Search

Pub. #:

Desc:

Go 


☐ Show All
<< Hide Search

THSteps Fulfill

- Case Management
- Helpful Numbers
- Newborn Hearing
- NewBorn Hearing
- Other
- Texas Health Steps
- Texas Health Steps**
- Texas Health Steps
- TX Health Steps 2

THSteps Fulfill All orders are automatically placed on Hold status and will be released by an administrator. NOTE: All publications on this web page are available for downloading and printing in a portable document format (PDF) and require a PDF reader to view them. You may download a PDF Reader for free.

63 Items (Page 1 of 7) Items Per Page 10 Go Page 1

Image	Publication Number	Description	Max Limit	Qty	PDF
	05-12258	1-3-6 Month Practitioner's Guide (Rev 09/13)	No Limit	<input type="text" value="0"/>	
Age Group: Infant to 6 months of age Awareness tool for promoting early hearing screens, diagnostic and follow-up care; Provides basic overview of process steps from initial hearing screen through early intervention services. 11 x 8 1/2					
	05-13598	TEHDI FAQs (Rev 02/18)	No Limit	<input type="text" value="0"/>	

 Add to Cart



Review Items In Shopping Cart

This screen allows you to edit or delete any line items entered incorrectly. Any changes must be **"Updated"** before continuing the order process. Once all items are correct, select **"checkout"** at top right.



TEXAS
Health and Human
Services



Texas
Health Steps

Main Menu

Track Order

place order
You Have 2 Items in the Cart

shopping cart

checkout



Please Verify Your Order.

Verify Items

- Verify Address
- Order Info
- Order Details

Image	On Hold	Publication Number	Description	Qty	Delete
	<input checked="" type="radio"/>	THS-02	Testing Your Child for Lead is Important for Their Health Flyer- Eng/Spn (Rev 7/22)	<input type="text" value="1"/>	Delete
	<input checked="" type="radio"/>	E03-13634	Large Texas Health Steps Medical Checkup Periodicity Schedule (Rev 06/2021)	<input type="text" value="1"/>	Delete

Update

Cancel Order


Next >>



TEXAS
Health and Human
Services

Check Out

The checkout screen is the last chance to change your order. Once your order is correct, scroll down to the bottom of the screen and select *Next*.





TEXAS
Health and Human
Services


Texas
Health Steps

[Main Menu](#)[Track Order](#)

You Have **2** Items in the Cart

 place order

 shopping cart

 checkout

Verify Items

[Verify Address](#)

[Order Info](#)

[Order Details](#)

Please Verify Your Order.

Image	On Hold	Publication Number	Description	Qty	Delete
		THS-02	Testing Your Child for Lead is Important for Their Health Flyer- Eng/Spn (Rev 7/22)	<input type="text" value="1"/>	Delete
		DENTAL_8-17	Brush Up on healthy habits Rev 06/22	<input type="text" value="1"/>	Delete

[Update](#)[Cancel Order](#)[Next >>](#)



The email address used for submitting an order will automatically receive a confirming email.

If this order is shipping to a different location than shown on the screen, you will need to *uncheck* the box to clear the fields to allow you to enter the proper information. If you enter an email address under *Ship To*, that person will also receive an email confirmation of the order entered. Now scroll down the page and select *Next*.



TEXAS
Health and Human
Services

**Uncheck
to box to
enter
new
shipping
address**

TEXAS Health and Human Services | Texas Health Steps

You Have 2 Items in the Cart

place order shopping cart checkout

Main Menu Track Order

Ordered By

Verify Items
Verify Address
Order Info
Order Details

First Name: [redacted] Last Name: [redacted]
Company: [redacted]
Address: [redacted]
Country: UNITED STATES
City: [redacted] State: TX Zip: [redacted]
Phone: [redacted] Email: [redacted]

Ship To, (Please provide physical address. We cannot ship to PO Boxes.)

☐ Same as Order By Address

First Name: [] Last Name: []
Company: []
Address: []
Country: UNITED STATES
City: [] State: [] Zip: []
Phone: [] Email: []

<< Back Next >>

Order Information



TEXAS
Health and Human
Services

Scroll down the next screen to the "*Shipping Comments*" box. If you enter any comments into the "*Shipping Comments*" box, the comments automatically print on the packing list. If you wish, you may add additional instructions or special notes to the shipper here such as "No Dock," "Inside delivery," "Around Back," "Leave on Dock/Front door," etc. When finished, select *Submit* at the bottom of the screen.

- Verify Items
- Verify Address
- Order Info**
- Order Details

Image	Publication Number	Description	Qty
	THS-02	Testing Your Child for Lead is Important for Their Health Flyer- Eng/Spn (Rev 7/22)	1
	DENTAL_8-17	Brush Up on healthy habits Rev 06/22	1

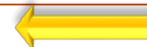
Shipping Preferences

Shipper

Shipping Comments



<< Back Submit



Order Processing

As the order processes PLEASE DO NOT USE THE BROWSER'S BACK BUTTON OR HIT ANY OTHER KEY.



TEXAS
Health and Human
Services

A screenshot of a web application interface for order processing. At the top, there are two buttons: "Main Menu" and "Track Order". Below these, a red message "Order Save in Progress..." is displayed, followed by a black instruction: "Please do not hit your Back button, or click Submit again." A yellow circle is drawn around this instruction. On the left side, there is a "Check out" section with a list of links: "Verify Items", "Verify Address", "Order Info" (which is highlighted in red), and "Order Details".

Email Confirmation

The following is an example of the email confirmation that you will receive. This provides you an order number if you want to track an order. The email will come from: THStepsmaterials@donotreply.com **(please do not reply to this email)**

The following items will be shipped as per your order, to the following address.

First Name, Last Name

Organization

123 STREET AUSTIN , TX 78704

Item Code	Description	Order Qty	Price	Item Total
1-322_0311	Hearing Screening Result Fact Sheet (Eng)	10	.00	.00
1-322A_0311	Hearing Screening Result Fact Sheet (Span)	10	.00	.00
1-323_0312	Hearing Checklist Fact Sheet (Eng)	10	.00	.00



TEXAS
Health and Human
Services

Order Tracking

Enter the order number provided at the end of the ordering process in the *Order #* box or click on the order number in the order history.

Search

Order #

Date From: To:

Search

Orders

312 Items (Page 1 of 16) Orders Per Page 20 Go Page 1

Order #	Cust Ord. #	Batch #	Status	Order By	Ship To	Type	Date Created	PO #
150437	150437	26399	Open	PETE HAUSMANN AUSTIN TX	PETE HAUSMANN AUSTIN TX		7/15/2013 11:03:20 AM	
150435	150435	26397	Cancel	PETE HAUSMANN AUSTIN TX	PETE HAUSMANN AUSTIN TX		7/15/2013 9:54:19 AM	
150404	150404	26391	Cancel	PETE HAUSMANN AUSTIN TX	PETE HAUSMANN AUSTIN TX		7/13/2013 10:53:49 AM	
150403	150403	26390	Cancel	PETE HAUSMANN AUSTIN TX	PETE HAUSMANN AUSTIN TX		7/13/2013 10:51:00 AM	
150378	07.13.1022CM	26372	Open	Karen Malone Texarkana TX	Karen Malone Texarkana TX		7/12/2013 11:26:42 AM	23736
150376	07.13.10221CM	26372	Open	Doris Vasquez Houston TX	Doris Vasquez Houston TX		7/12/2013 11:24:03 AM	23735
150373	email order	26370	Open	Nicole Gilmore Austin TX	Nicole Gilmore Austin TX		7/12/2013 11:00:03 AM	
150363	07.13.10220CM	26362	Open	LaFay Bryan San Antonio TX	LaFay Bryan San Antonio TX		7/12/2013 10:45:30 AM	23734
150361	07.13.66521BH	26362	Open	LaFay Bryan San Antonio TX	LaFay Bryan San Antonio TX		7/12/2013 10:35:47 AM	23734
150360	07.13.168027HS	26362	Open	LaFay Bryan	LaFay Bryan		7/12/2013 10:32:39 AM	23734



TEXAS
Health and Human
Services



TEXAS
Health and Human
Services

Order Tracking: Shipping Website

The selected shipping method website will give detailed results to check if your order has been initiated, picked up, in transit or delivered.

UPS: Tracking Information

Tracking Detail

Updated: 08/27/2013 8:30 A.M. Eastern Time

On Vehicle for Delivery Today

Scheduled For Early Delivery On:
Tuesday, 08/27/2013, By End of Day
Originally Scheduled For Delivery On:
Wednesday, 08/28/2013, By End of Day
Last Location:
San Marcos, TX, United States, Tuesday, 08/27/2013

Change Delivery »
Request Status Updates »

Never track again! Get **FREE** alerts for all packages coming to your home. **Continue**

I am already a UPS My Choice Member

Shipping Information

To:
BUDA, TX, US

Shipped By
UPS Ground

Additional Information

Shipped/Billed On: 08/25/2013
Type: Package
Weight: 0.50 lb

Shipment Progress

Location	Date	Local Time	Activity
San Marcos, TX, United States	08/27/2013	5:07 A.M.	Out For Delivery
	08/27/2013	2:50 A.M.	Arrival Scan
Dallas, TX, United States	08/26/2013	11:03 P.M.	Departure Scan
	08/26/2013	4:27 P.M.	Origin Scan
United States	08/25/2013	12:47 P.M.	Order Processed: Ready for UPS

Need Help?



TEXAS
Health and Human
Services

- If you have trouble placing or receiving an order online, please email: txmailhouse@maximus.com or call (512) 919-1623. Please include your order number with any communications for order identification.
- If you have any question about products, titles, or previous orders *not* placed online, or need assistance with placing an order, contact: txmailhouse@maximus.com or call (512) 919-1623.
- You can also fax an order by using the THSteps Materials Order form. The form can be found on the main page of the website. Fax your completed order form to (512) 533-3860.

Thank You