TEXAS
Health and Human Services

Texas Health Steps Resource Catalog

Ordering Procedures

Online Ordering Account

TEXAS Health and Human Services

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.

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Procedures for Online Ordering

The following are the procedures for entering orders in the onlineTexas 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.

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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.

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Search the site | Go

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.

Browse

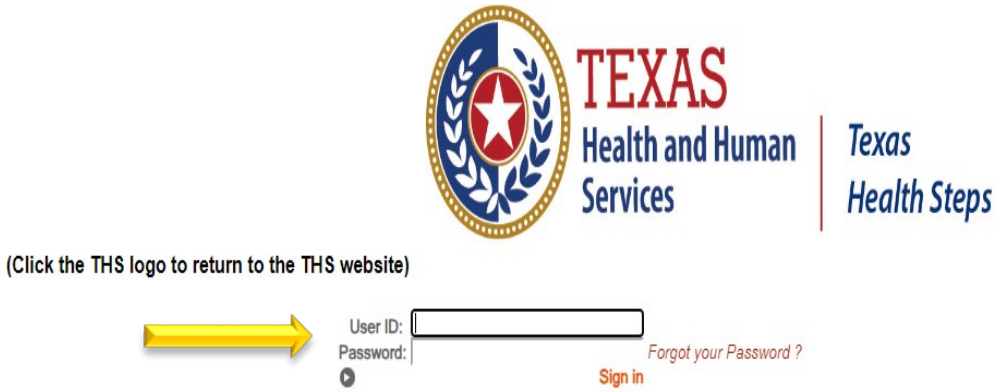
Login to the THSteps Catalog

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.

Login

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



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.

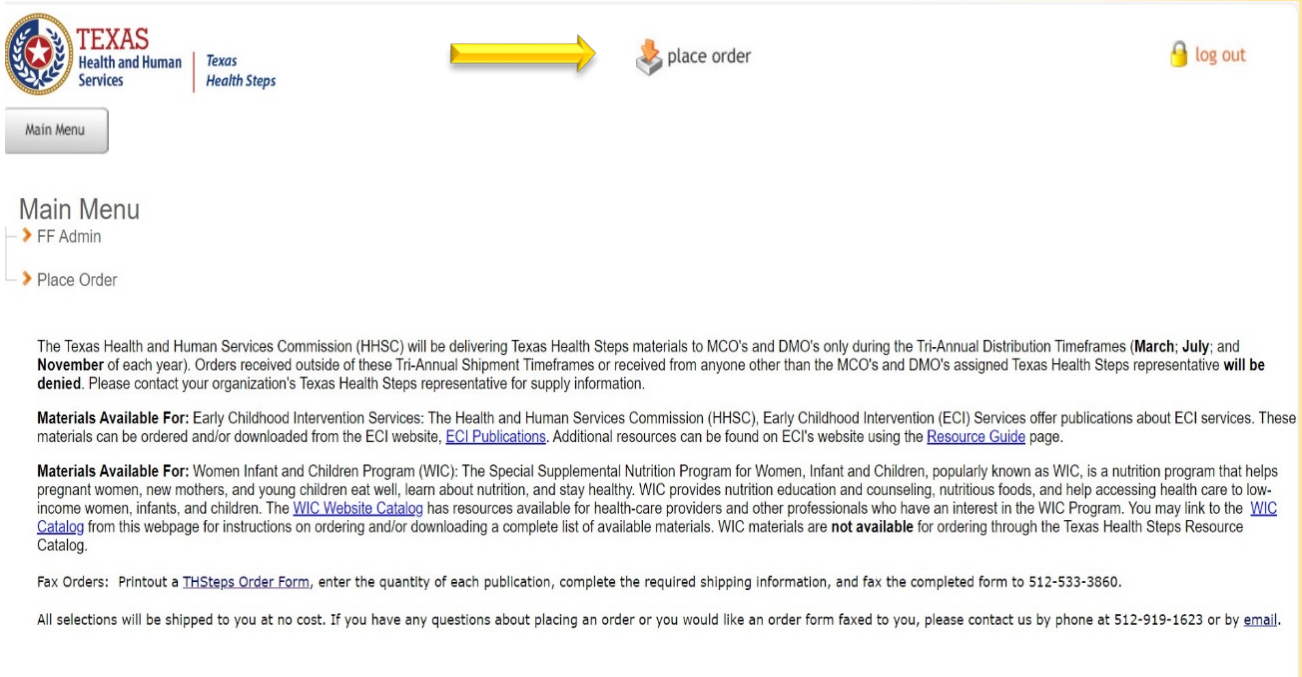
Materials Available For: Women Infant and Children Program (WIC): The Special Supplemental Nutrition Program for Women, Infant and Children, popularly known as WIC, is a nutrition program that helps pregnant women, new mothers, and young children eat well, learn about nutrition, and stay healthy. WIC 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.



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

Texas Health Steps
Newborn Hearing
Case Management

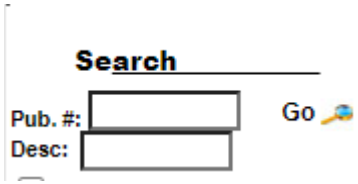
There are sub sections under each section. Select the area that meets your material needs or you can also scroll down the page:

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:

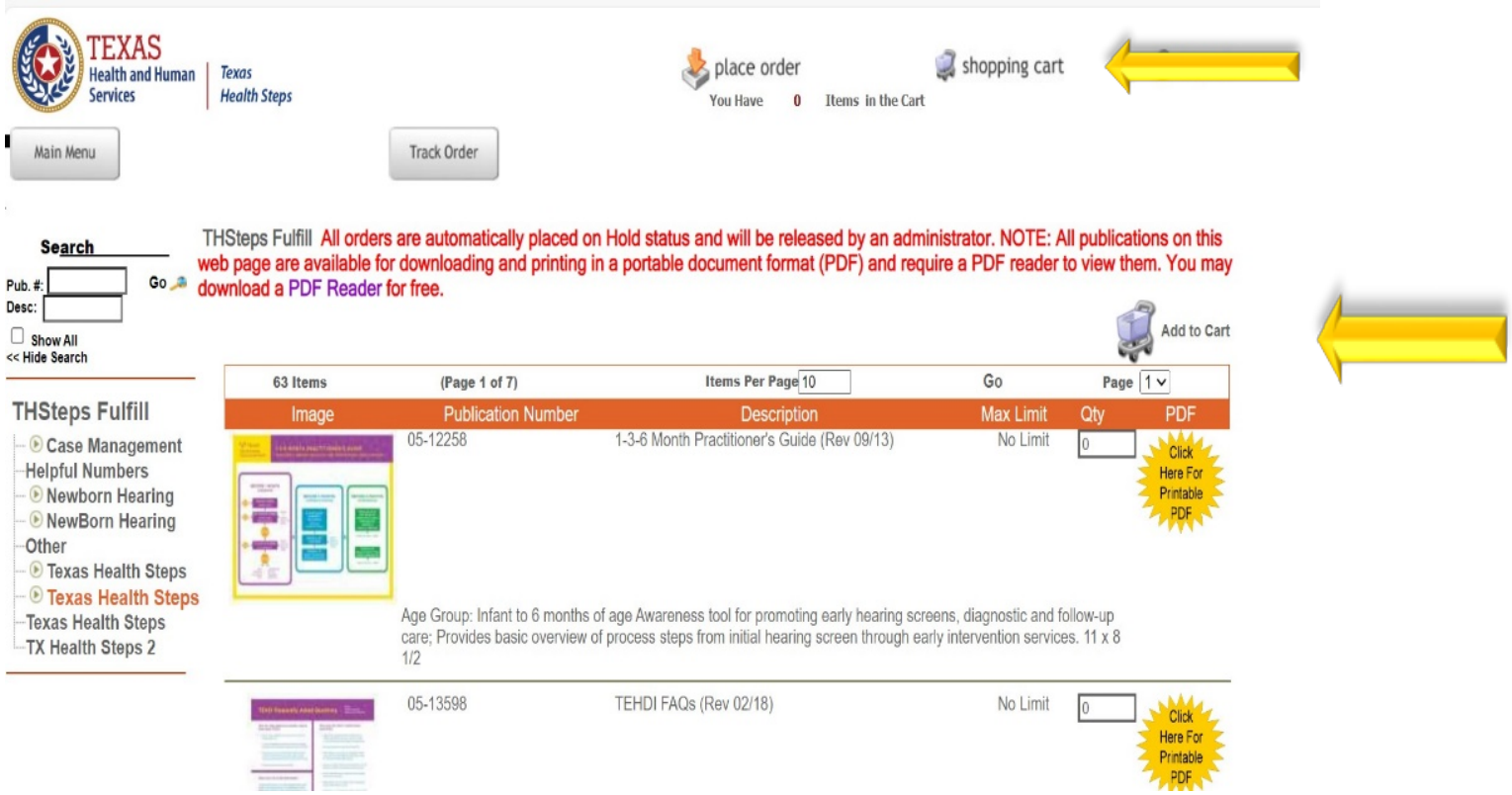


After your search results are shown, you can enter the quantity for the items that you want to order. The Unit of Measure will all reflect as each. If there is a maximum amount listed for an item, that is the amount allowed per order. Your order may be adjusted to reflect maximum amount allowed for that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

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.



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.

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place order | shopping cart | checkout

You Have 2 Items in the Cart

Main Menu | Track Order

Please Verify Your Order.

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

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)	1	Delete
		E03-13634	Large Texas Health Steps Medical Checkup Periodicity Schedule (Rev 06/2021)	1	Delete

Update | Cancel Order | Next >>

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.*

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place order | shopping cart | checkout

You Have 2 Items in the Cart

Main Menu | Track Order

Please Verify Your Order.

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

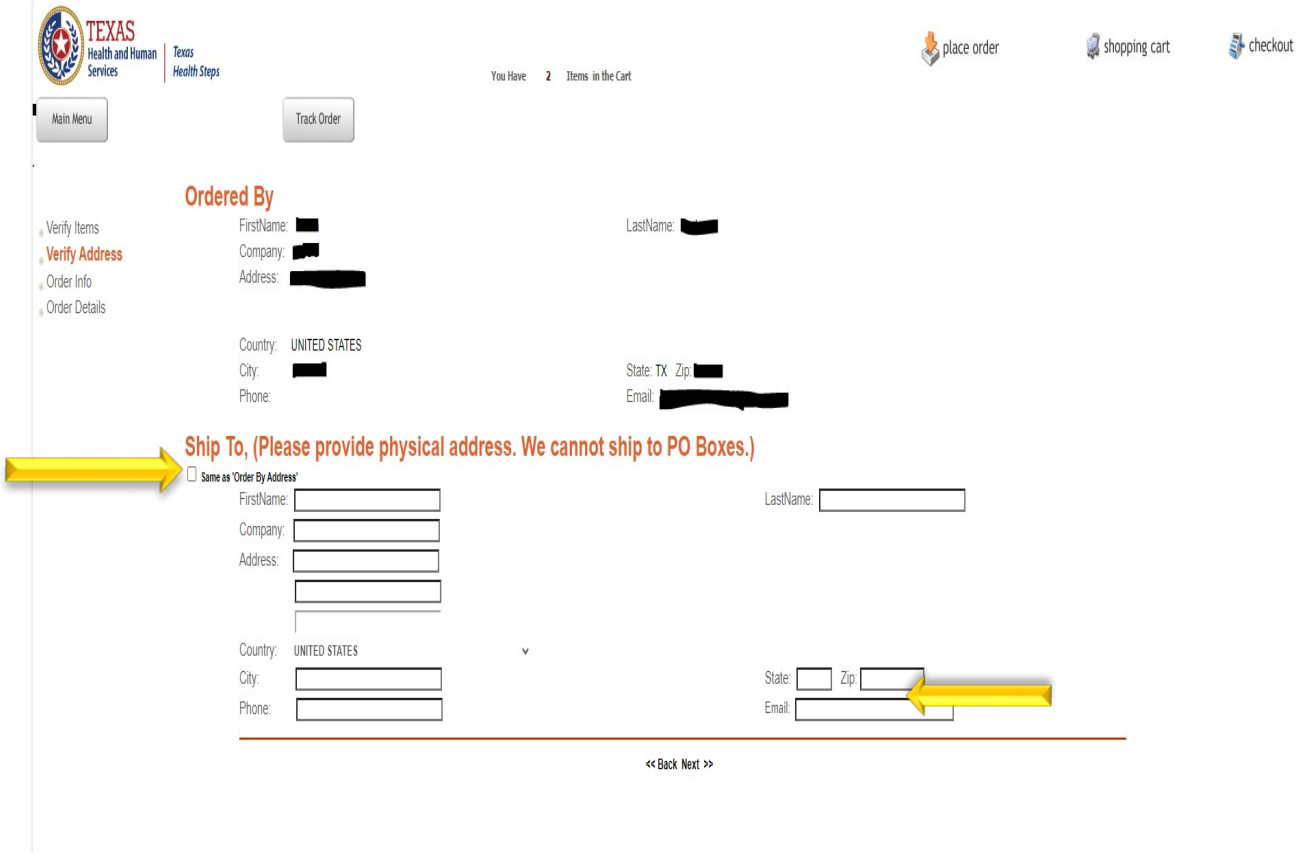
Image	On Hold	Publication Number	Description	Qty	Delete
		THS-02	Testing Your Child for Lead is Important for Their Health Flyer- Eng/Spn (Rev 7/22)	1	Delete
		DENTAL_8-17	Brush Up on healthy habits Rev 06/22	1	Delete

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*.

Uncheck to box to enter new shipping address



Order Information

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

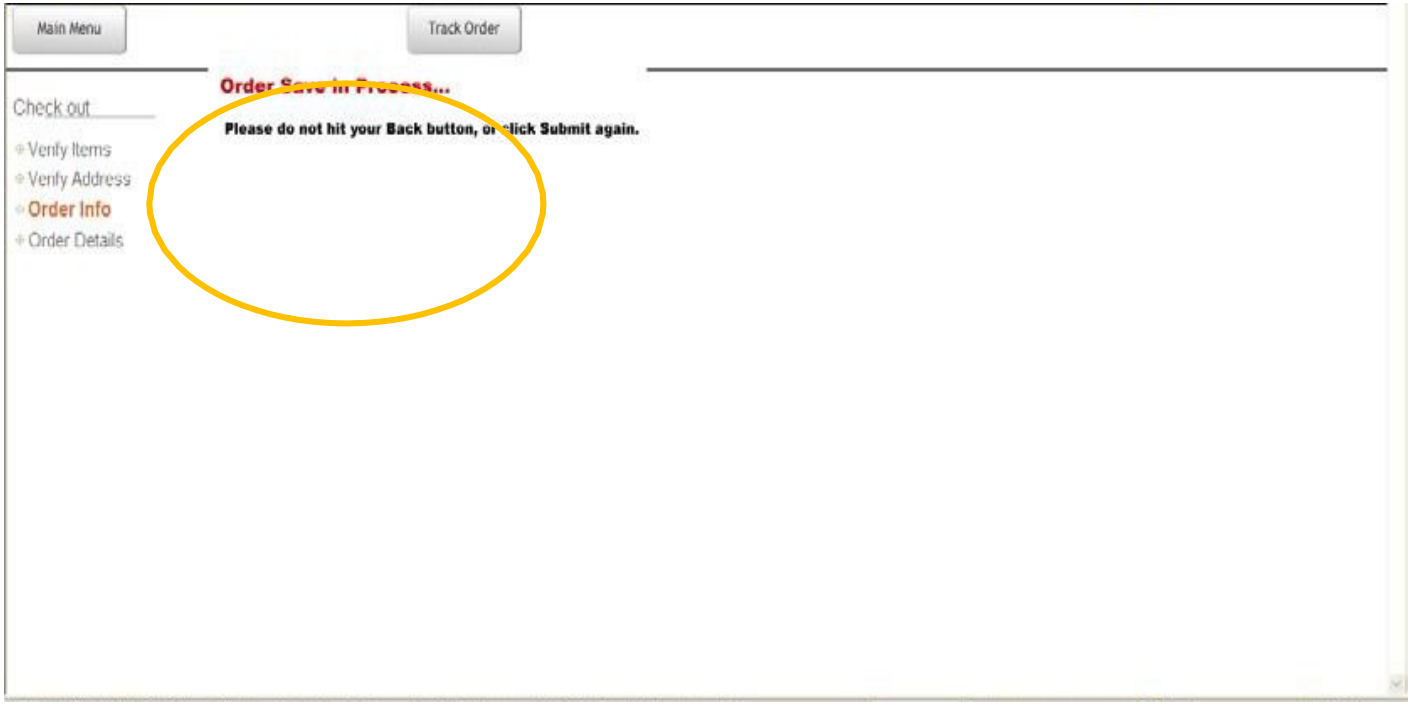
Shipper FedEx Ground

Shipping Comments

<< Back Submit

Order Processing

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



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

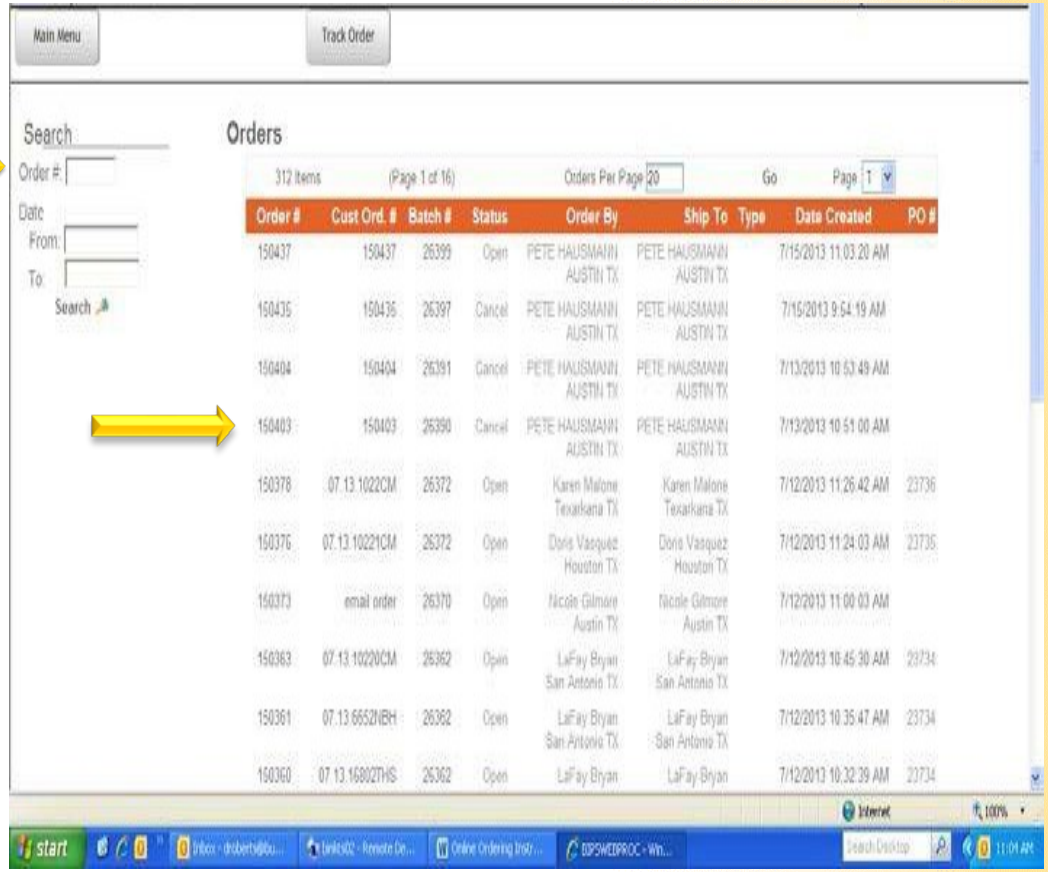
Organization

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

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.



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Order Tracking Number

Click on the Tracking # at the bottom on the right. This will take you to the UPS website for detailed tracking information.

Search

Camden Frost
TX DSHS (TEHDI Program)
Travis Bldg - 6-120 - D15 - MC1918
AUSTIN, TX 78701
UNITED STATES
phone: 5127766616
Email: camden.frost@dshs.state.tx.us

Camden Frost
TX DSHS (TEHDI Program)
Travis Bldg - 6-120 - D15 - MC1918
AUSTIN, TX 78701
UNITED STATES
phone: 5127766616
Email: camden.frost@dshs.state.tx.us

Items

Stock#	Description	Qty	Status
05-12258_0312	1-3-6 Month Practitioner's Guide	100	Shipped
05-13572_0312	Just In Time: Resources for PCP	25	Shipped
05-13598_0312	TEHDI FAQs	100	Shipped
05-13599_0312	Professionals Need To Know Brochure Rev 03/2012	100	Shipped
1-324_0312	Make Sure Your Baby Can Hear Brochure	100	Shipped
1-326_0311	Genetics and Hearing Brochure	100	Shipped
1-327_0311	After the Hearing Screen Brochure	100	Shipped
1-328_0312	A Roadmap for Families	100	Shipped

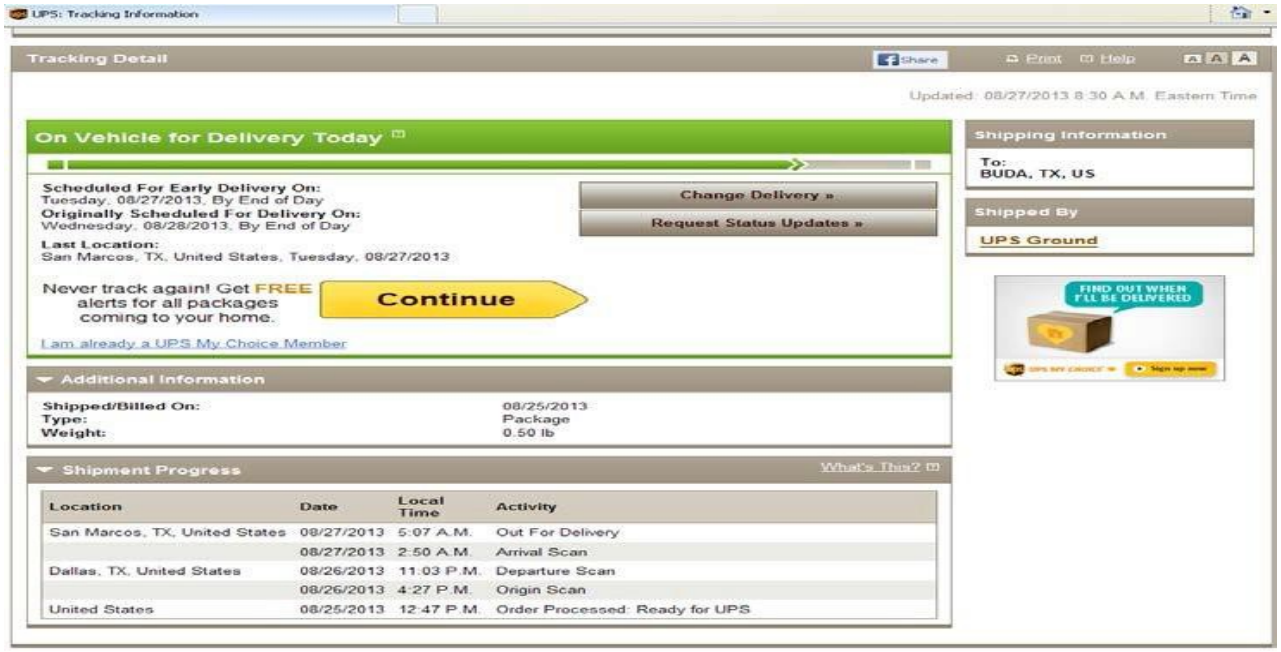
Packages

Date Shipped	Shipping Method	Tracking #
7/12/2013	UPS GROUND	1ZX8X6340364843020

<< Back

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.



Need Help?

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- 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