



# TEXAS HEALTH STEPS WEBSITE

## ONLINE ORDERING PROCEDURES



Welcome to the new Texas Health Steps Publications ordering website. We have made upgrades to the Texas Health Steps products website to make it easier for you to order and receive important information about Texas Health Steps Publications.

**Some of the improvements include:**

- **Email order confirmation**
- **Detailed tracking of your order**
- **Order history**
- **Shipping Confirmation with UPS tracking numbers**

All the publications on the Texas Health Steps products website are available as a PDF download. You are welcome to download and print these publications as needed.

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](mailto: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.**

Once we receive your request, we will review it and notify you by email when your request is 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.

These are the procedures for entering orders on the new and improved online Texas Health Steps Publications website ordering system.

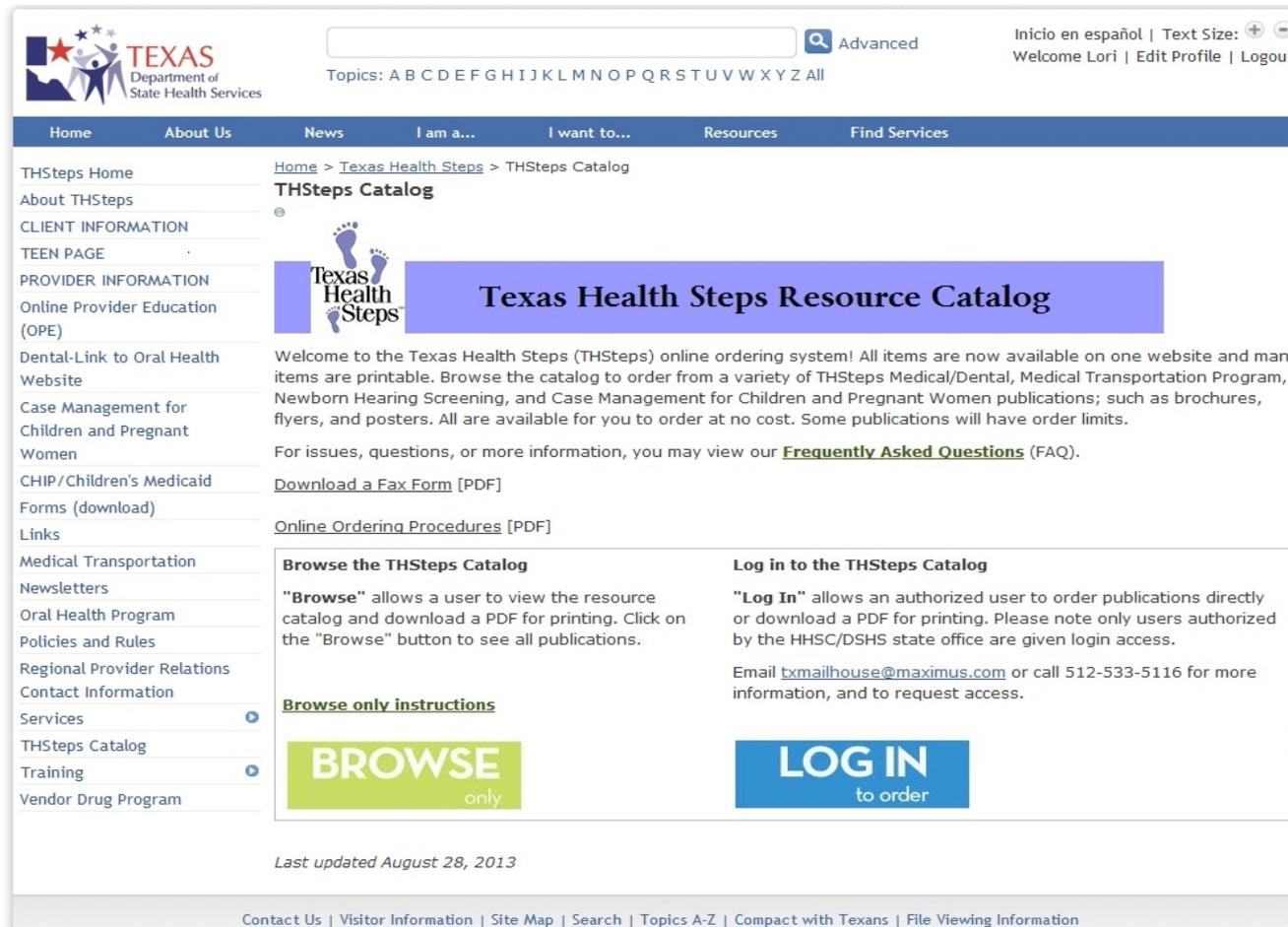
Enter the following IP address into your browser: <http://www.dshs.state.tx.us/thsteps/default.shtm>

Click the “THSteps Catalog” on the left.



The screenshot shows a web browser window displaying the Texas Health Steps website. The browser's address bar shows the URL: <http://www.dshs.state.tx.us/thsteps/default.shtm>. The website header includes the Texas Department of State Health Services logo, a search bar, and navigation links: Home, About Us, News, I am a..., I want to..., Resources, and Find Services. The main content area features a sidebar on the left with a list of links, including 'THSteps Home', 'About THSteps', 'CLIENT INFORMATION', 'TEEN PAGE', 'PROVIDER INFORMATION', 'Online Provider Education (OPE)', 'Dental-Link to Oral Health Website', 'Case Management for Children and Pregnant Women', 'CHIP/Children's Medicaid Forms (download)', 'Links', 'Medical Transportation', 'Newsletters', 'Oral Health Program', 'Policies and Rules', 'Regional Provider Relations', 'Contact Information', 'Services', 'THSteps Catalog', 'Training', and 'Vendor Drug Program'. A blue arrow points to the 'THSteps Catalog' link. The main content area displays the heading 'Step Into a Healthy Future With Texas Health Steps!' and provides information about the program, including a list of services and contact information.

**The screen below 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.**



The screenshot shows the Texas Health Steps Resource Catalog website. At the top, there is a navigation bar with links for Home, About Us, News, I am a..., I want to..., Resources, and Find Services. Below this is a search bar and a welcome message for a user named Lori. The main content area features a large blue banner with the text "Texas Health Steps Resource Catalog". Below the banner, there is a welcome message and a section for "Browse the THSteps Catalog" and "Log in to the THSteps Catalog". The "Browse only" button is highlighted in green, and the "Log In" button is highlighted in blue. A footer at the bottom contains contact information and a date: "Last updated August 28, 2013".

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 ?](#)

[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 Nov 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**. Ple contact your organization's Texas Health Steps representative for supply information.

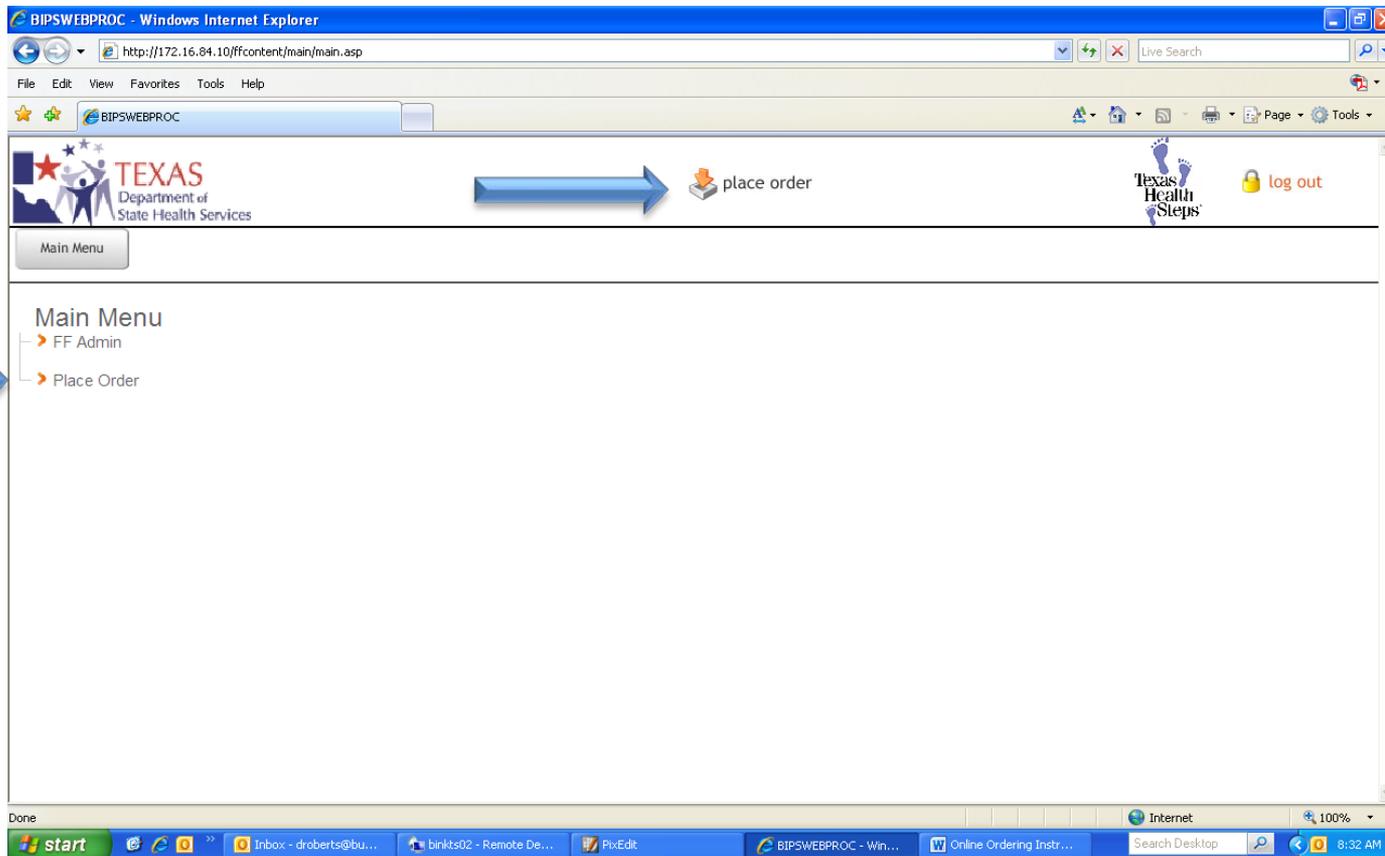
**Materials Available For:** Early Childhood Intervention Services

The Department of Assistive and Rehabilitative Services Early Childhood Intervention (ECI) Services website has resources available for health-care providers and other professionals who have an interest in and toddlers with developmental delays or disabilities. These resources, which include ECI publication materials that can be ordered and/or downloaded and an audio-visual library, can be found at the [Reso](#) webpage. You may link to the [ECI Publications](#) from this webpage for a complete list of available materials and instructions for ordering and/or downloading. ECI materials are **not** available for ordering throu 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.

## MAIN MENU

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



BIPSWEBPROC - Windows Internet Explorer

http://172.16.84.10/ffcontent/main/main.asp

File Edit View Favorites Tools Help

BIPSWEBPROC

TEXAS Department of State Health Services

place order

log out

Main Menu

Main Menu

- FF Admin
- Place Order

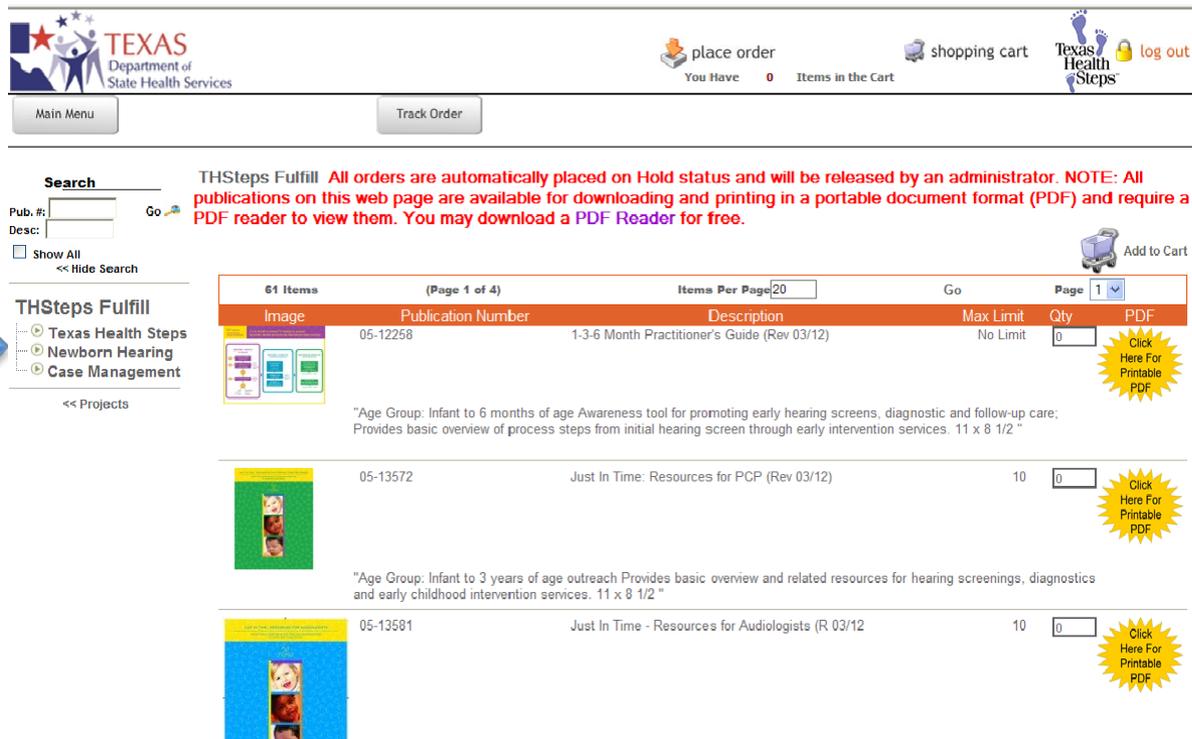
start

Inbox - droberts@bu... binkts02 - Remote De... PixEdit BIPSWEBPROC - Win... Online Ordering Instr... Search Desktop 8:32 AM

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:



**TEXAS**  
Department of  
State Health Services

place order  
You Have 0 Items in the Cart

shopping cart

Texas Health Steps  
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. #:  Go 

Desc:

Show All  
<< Hide Search

**THSteps Fulfill**

- Texas Health Steps
- Newborn Hearing
- Case Management

<< Projects

61 Items (Page 1 of 4) Items Per Page 20 Go Page 1

Image	Publication Number	Description	Max Limit	Qty	PDF
	05-12258	1-3-6 Month Practitioner's Guide (Rev 03/12)	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"					
	05-13572	Just In Time: Resources for PCP (Rev 03/12)	10	<input type="text" value="0"/>	
"Age Group: Infant to 3 years of age outreach Provides basic overview and related resources for hearing screenings, diagnostics and early childhood intervention services. 11 x 8 1/2"					
	05-13581	Just In Time - Resources for Audiologists (R 03/12)	10	<input type="text" value="0"/>	

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

Click on the yellow Starburst button to bring it up as a PDF.

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

Entering an Order:

*Stock#:*  You can search for items by code which is the stock number, or

*Desc:*  You can search for item by description

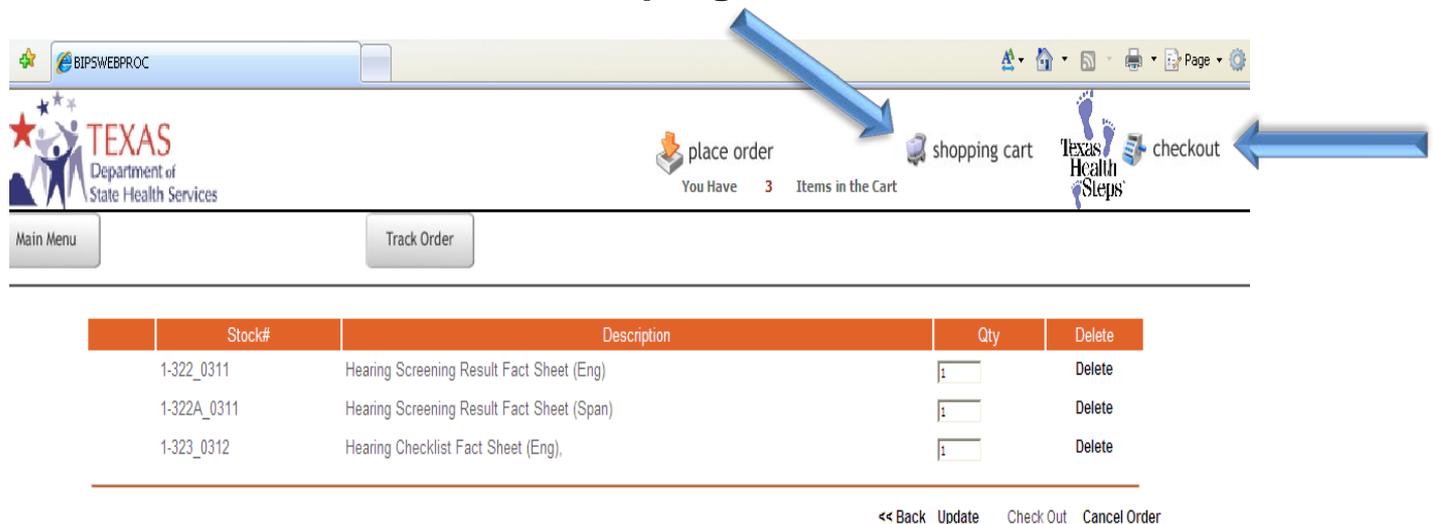
After your search results are shown, you can enter the quantity for the items that you want to order. The Unit of Measure will all reflect as each. If there is a maximum amount listed for an item, that is the amount allowed per order. Your order may be adjusted to reflect maximum amount allowed for that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

If you have a valid reason for exceeding the maximum order quantity for an item, please send your justification to [txmailhouse@maximus.com](mailto: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.

You may enter quantities for one item and select *Add to Cart* at the top, 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.

## 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.



place order   shopping cart   checkout

You Have 3 Items in the Cart

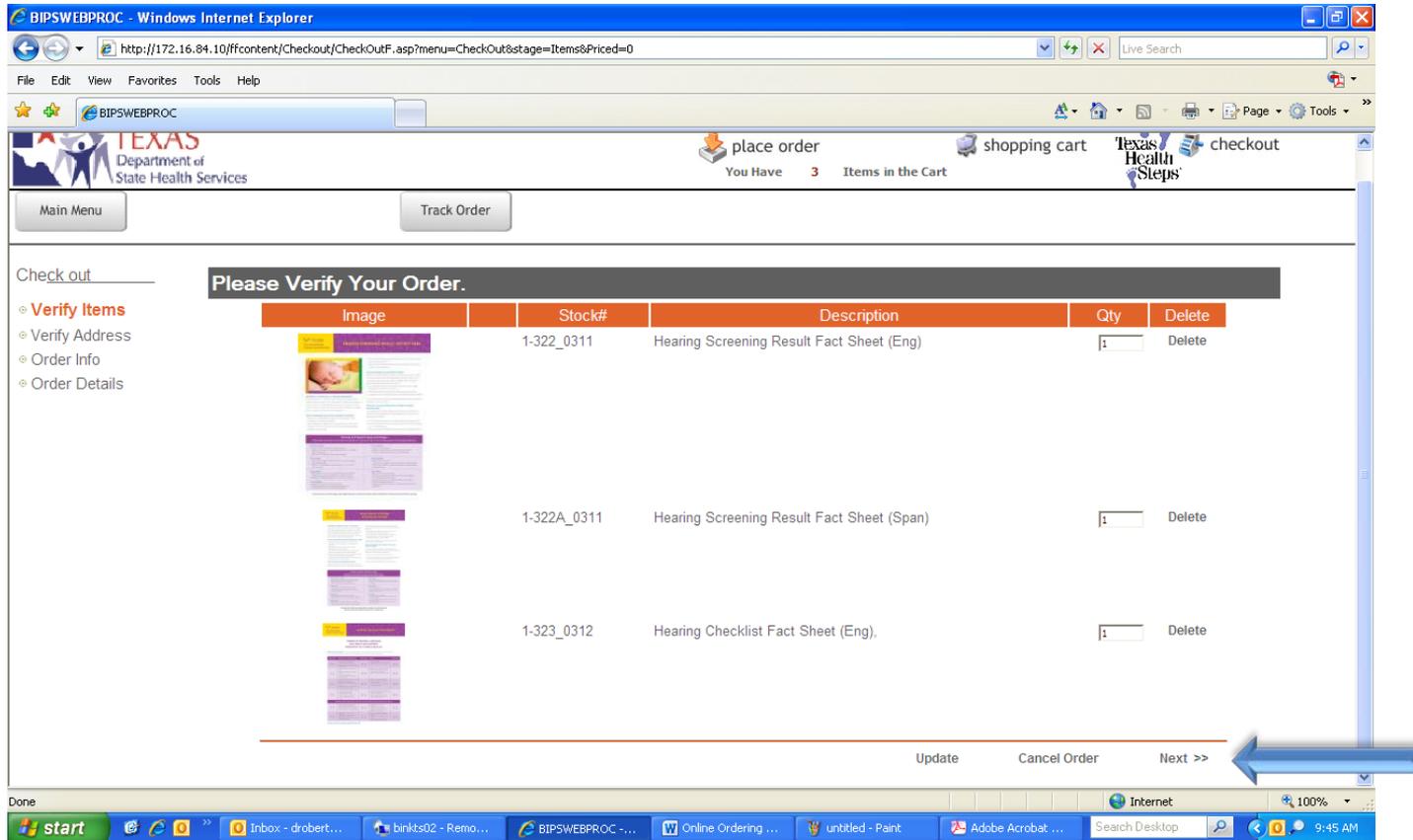
Main Menu   Track Order

Stock#	Description	Qty	Delete
1-322_0311	Hearing Screening Result Fact Sheet (Eng)	<input type="text" value="1"/>	Delete
1-322A_0311	Hearing Screening Result Fact Sheet (Span)	<input type="text" value="1"/>	Delete
1-323_0312	Hearing Checklist Fact Sheet (Eng),	<input type="text" value="1"/>	Delete

<< Back   Update   Check Out   Cancel Order

## 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**



Check out

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

Image	Stock#	Description	Qty	Delete
	1-322_0311	Hearing Screening Result Fact Sheet (Eng)	1	Delete
	1-322A_0311	Hearing Screening Result Fact Sheet (Span)	1	Delete
	1-323_0312	Hearing Checklist Fact Sheet (Eng),	1	Delete

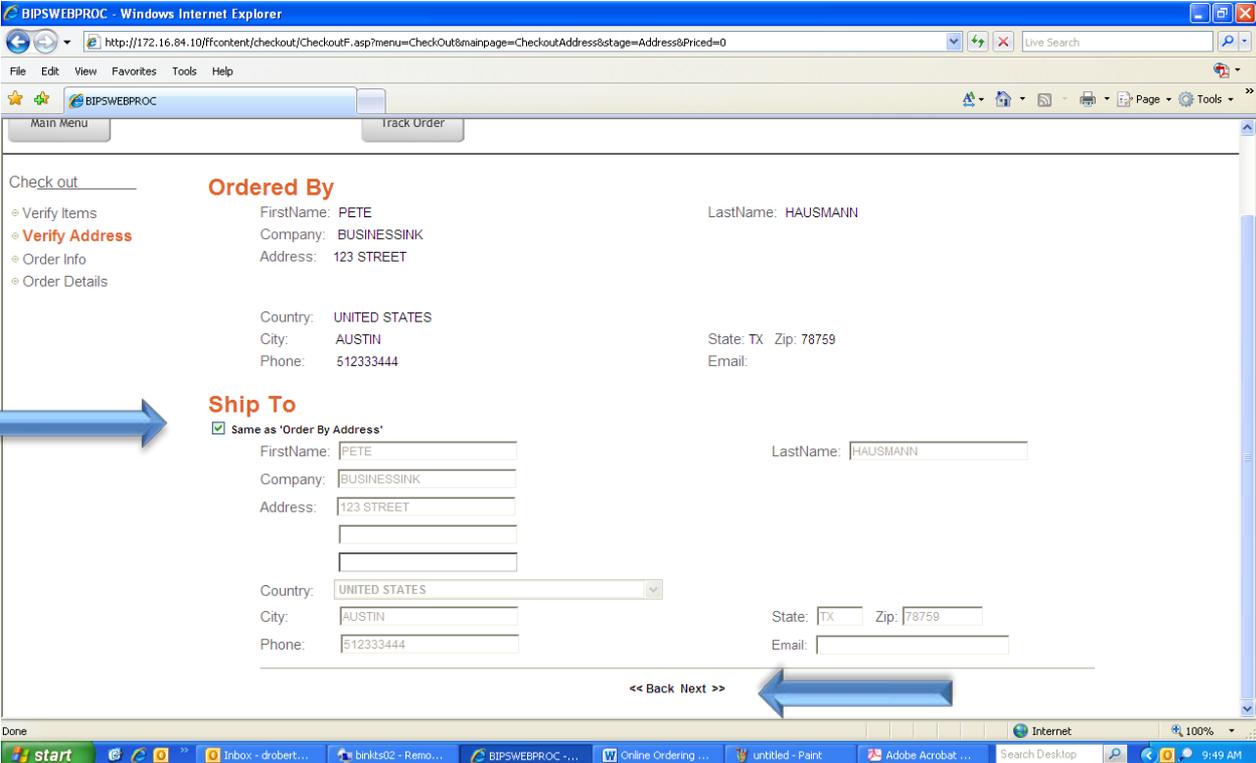
Update    Cancel Order    **Next >>**

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 box to  
enter new  
shipping address



**Ordered By**

FirstName: PETE  
Company: BUSINESSINK  
Address: 123 STREET  
Country: UNITED STATES  
City: AUSTIN  
Phone: 512333444  
LastName: HAUSMANN  
State: TX Zip: 78759  
Email:

**Ship To**

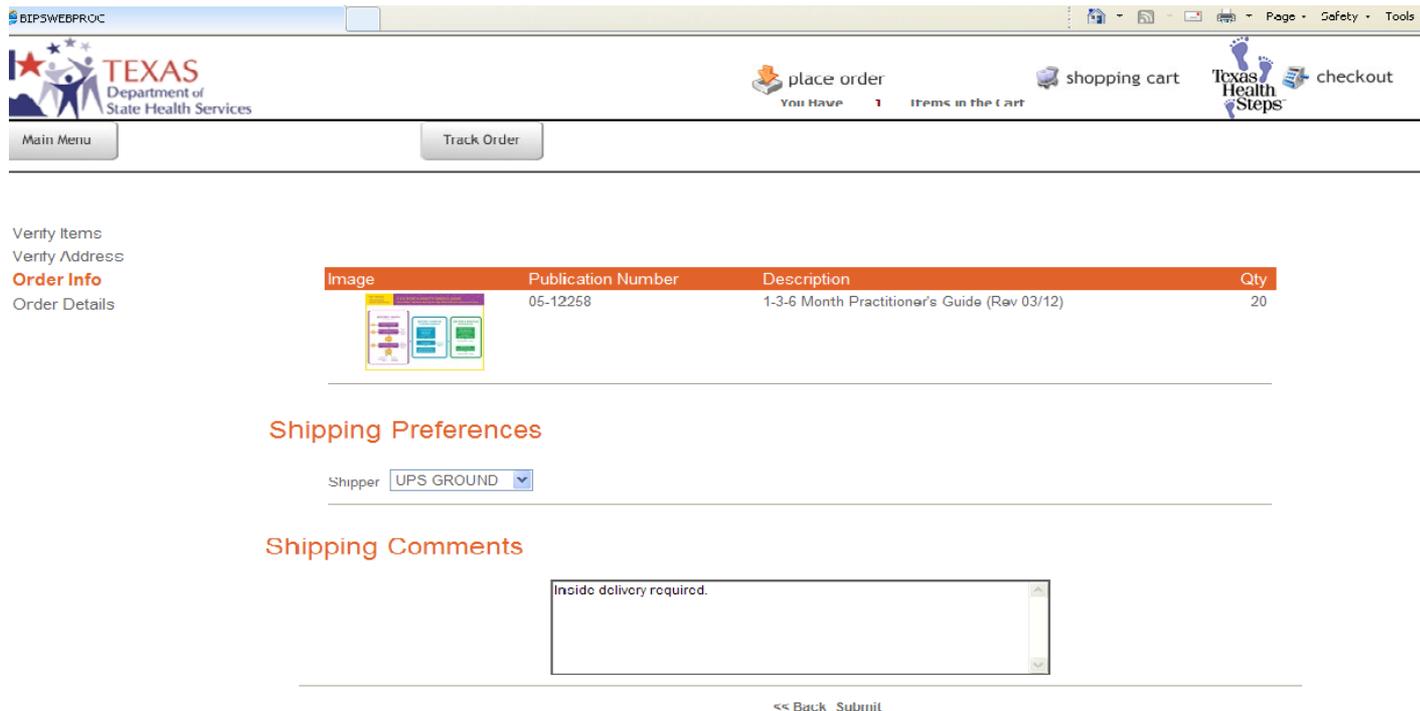
Same as 'Order By Address'

FirstName: PETE  
Company: BUSINESSINK  
Address: 123 STREET  
Country: UNITED STATES  
City: AUSTIN  
Phone: 512333444  
LastName: HAUSMANN  
State: TX Zip: 78759  
Email:

<< Back Next >>

## ORDER INFORMATION

Scroll down this 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.

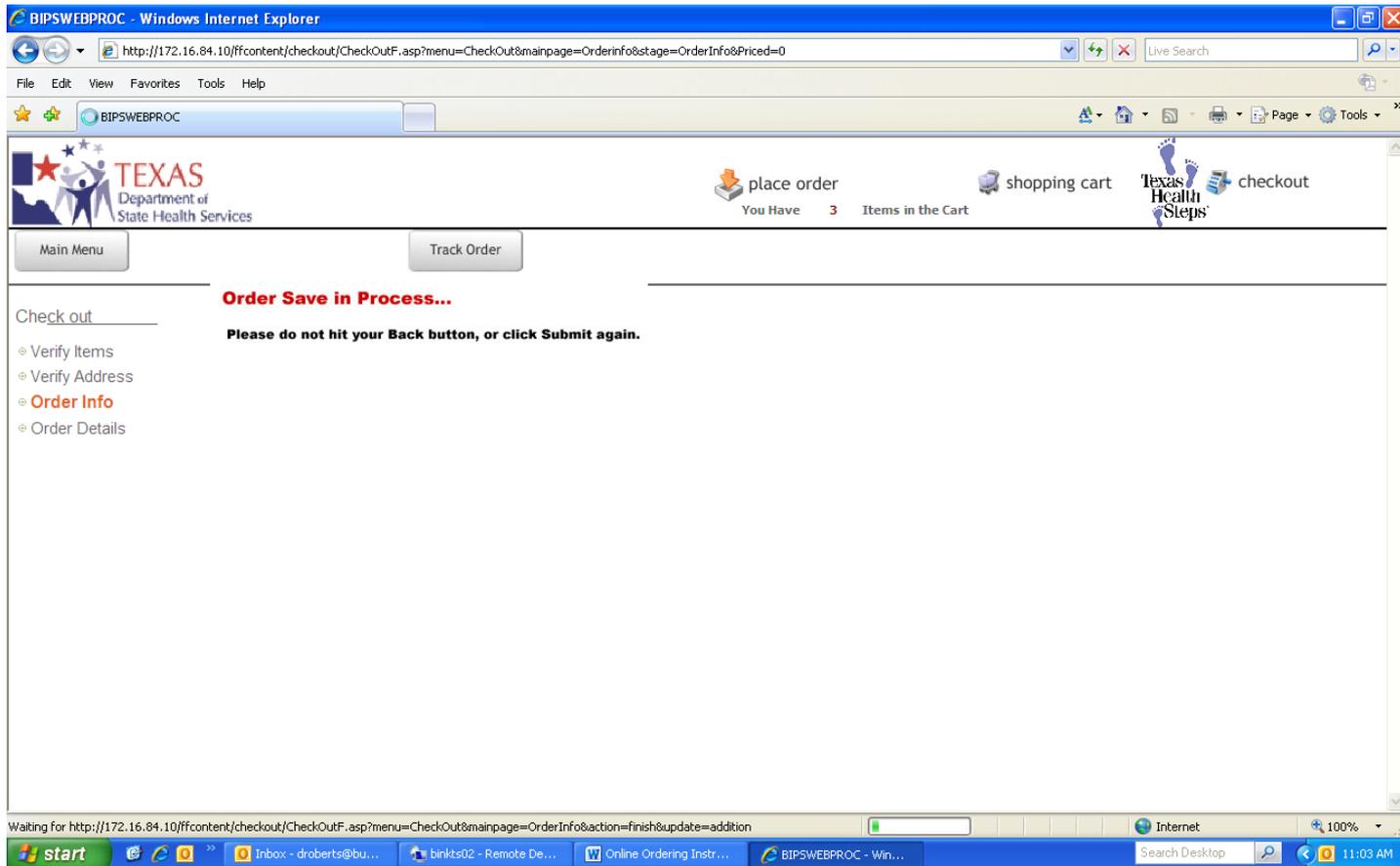


The screenshot shows a web browser window with the URL BIPSWEBPROC. The header includes the Texas Department of State Health Services logo, navigation links for 'place order', 'shopping cart', and 'checkout', and buttons for 'Main Menu' and 'Track Order'. The main content area displays a table of order items:

Image	Publication Number	Description	Qty
	05-12258	1-3-6 Month Practitioner's Guide (Rev 03/12)	20

Below the table are sections for 'Shipping Preferences' (with a dropdown menu set to 'UPS GROUND') and 'Shipping Comments' (with a text area containing 'inside delivery required.'). At the bottom, there are '<< Back' and 'Submit' buttons.

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



The screenshot shows a Windows Internet Explorer browser window displaying the Texas Health Steps checkout page. The address bar shows the URL: `http://172.16.84.10/ffcontent/checkout/CheckoutF.asp?menu=Checkout&mainpage=OrderInfo&stage=OrderInfo&Priced=0`. The page header includes the Texas Department of State Health Services logo, a 'place order' button, a shopping cart icon with 'You Have 3 Items in the Cart', and a 'checkout' button. Below the header, there are 'Main Menu' and 'Track Order' buttons. The main content area displays a red message: **Order Save in Process...** followed by the instruction: **Please do not hit your Back button, or click Submit again.** A left sidebar contains a 'Check out' section with a list of links: 'Verify Items', 'Verify Address', 'Order Info' (highlighted in red), and 'Order Details'. The browser's status bar at the bottom shows 'Waiting for http://172.16.84.10/ffcontent/checkout/CheckoutF.asp?menu=Checkout&mainpage=OrderInfo&action=finish&update=additional' and the system tray shows the time as 11:03 AM.

## 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](mailto: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

An email confirmation will be sent to the email address on the order as soon as the order is shipped to enable you to track your shipment. (The email will come from:

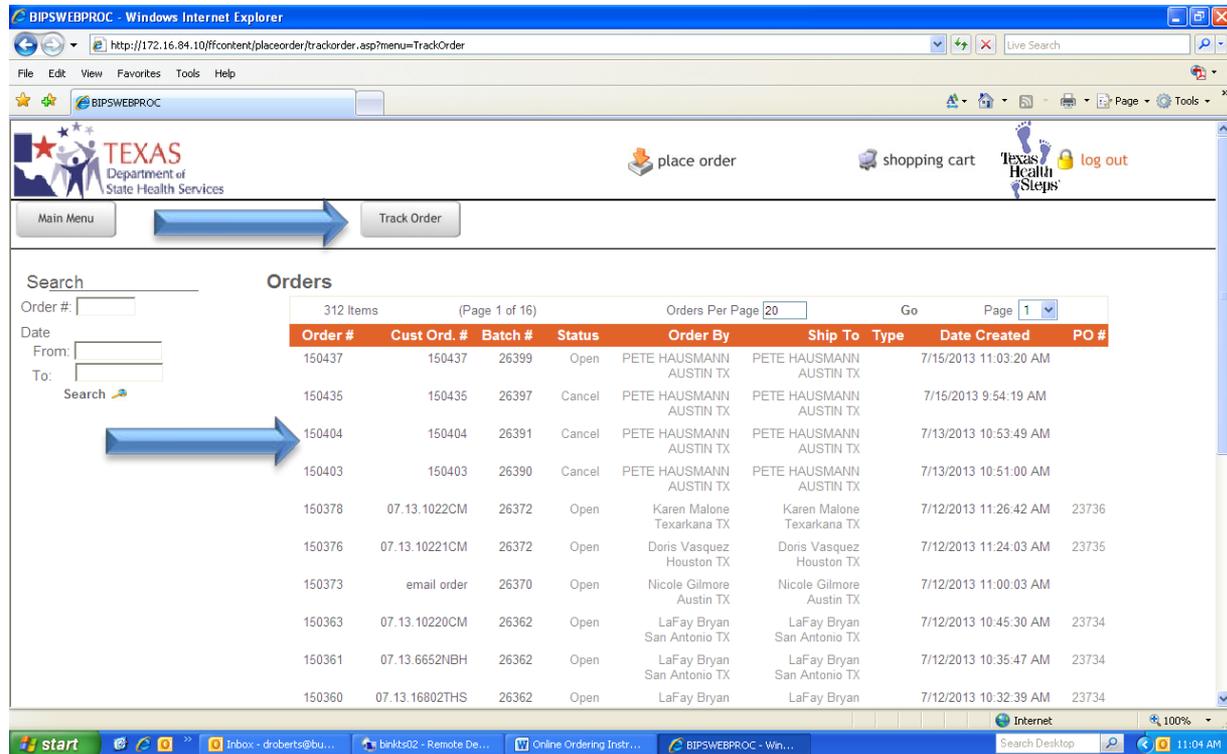
[THStepsmaterials@donotreply.com](mailto:THStepsmaterials@donotreply.com))

Thank you.

## ORDER TRACKING

Track your order anytime by going to the Login Screen. Select the *Track Order* button at the top of the screen

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.



The screenshot shows a web browser window with the URL `http://172.16.84.10/ffcontent/placeorder/trackerorder.asp?menu=TrackOrder`. The page features a navigation bar with a "Track Order" button highlighted by a blue arrow. Below the navigation bar is a search section with an "Order #" input field, also highlighted by a blue arrow. The main content area displays a table of orders with the following data:

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	07.13.6652NBH	26362	Open	LaFay Bryan San Antonio TX	LaFay Bryan San Antonio TX		7/12/2013 10:35:47 AM	23734
150360	07.13.16802THS	26362	Open	LaFay Bryan	LaFay Bryan		7/12/2013 10:32:39 AM	23734

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



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**

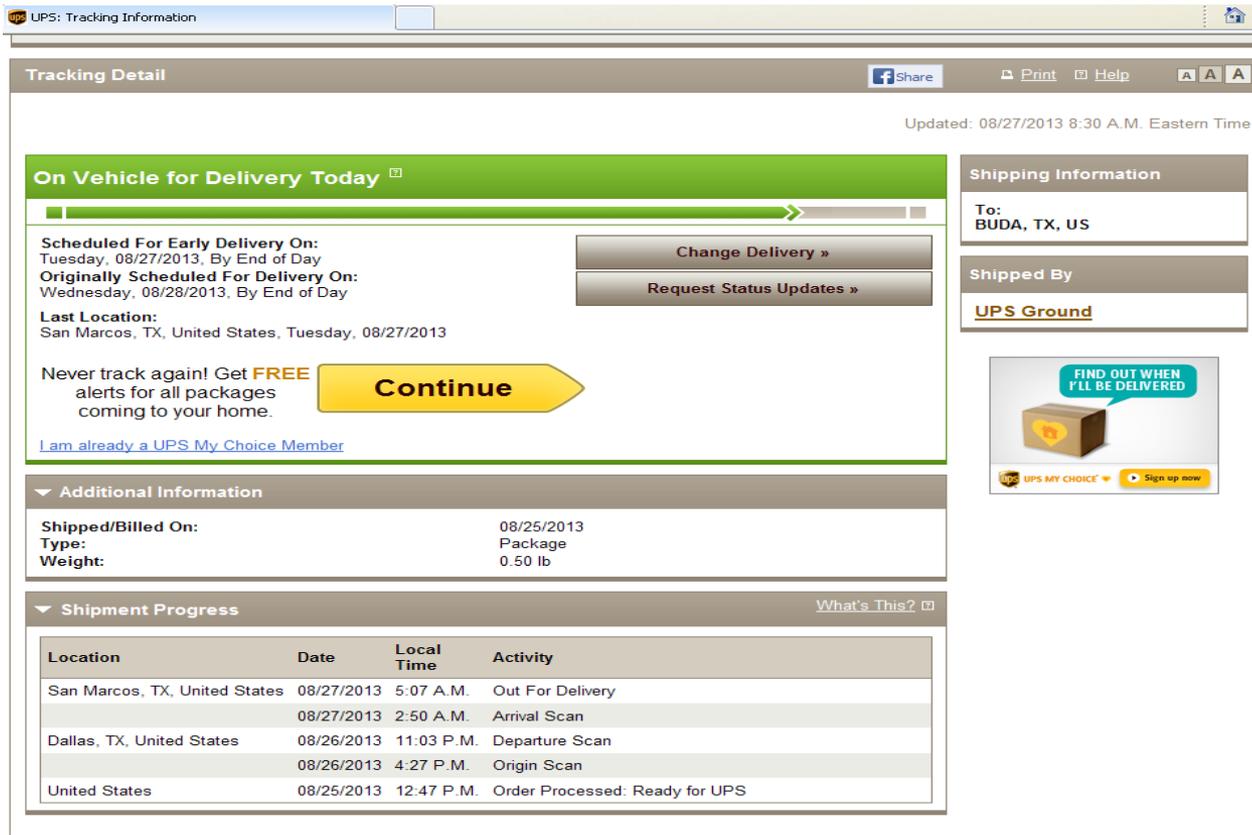
Stock#	Description	Qty	Status
05-12258_0312	1-3-6 Month Practitioner's Guide	100	Shipped
05-13572_0312	Just In Time: Resources for PCP	25	Shipped
05-13598_0312	TEHDI FAQs	100	Shipped
05-13599_0312	Professionals Need To Know Brochure Rev 03/2012	100	Shipped
1-324_0312	Make Sure Your Baby Can Hear Brochure	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

The UPS site will give detailed results to check if your order has been initiated, picked up, in transit or delivered.



UPS: Tracking Information

Tracking Detail Share Print Help A A A

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

[Change Delivery »](#)

[Request Status Updates »](#)

**Last Location:**  
San Marcos, TX, United States, Tuesday, 08/27/2013

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** What's This? □

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

**Shipping Information**

To:  
BUDA, TX, US

**Shipped By**

**UPS Ground**

**FIND OUT WHEN I'LL BE DELIVERED**

**UPS MY CHOICE** Sign up now

## Need Help?

If you have trouble placing or receiving an order online, please email:  
[txmailhouse@maximus.com](mailto:txmailhouse@maximus.com) or call 512.533.5116.

Please include your order number with any communications to us so we can look up your information.

If you have any question about products, titles, or previous orders *not* placed online, or need assistance with placing an order, contact us at email:  
[txmailhouse@maximus.com](mailto:txmailhouse@maximus.com) or call 512.533.5116.

You can also fax an order to us 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

Texas Health Steps