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EXECUTIVE COMMISSIONER

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**To:** Eligibility Services – Regional Directors  
Program Managers  
Eligibility Services Supervisors  
Regional Attorneys  
Hearings Officers

**From:** Stephanie Stephens, Director  
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State Office 2115

**Subject: Texas Health Steps Informing Materials**

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This bulletin is being sent to supervisors and other regional managers. Supervisors must share this information with all Texas Works staff. Please ensure copies are provided to staff that do not have access to e-mail. If you have any questions regarding the policy information in this bulletin, follow regional procedures. Active bulletins are posted on the Texas Works Handbook (TWH) website at <http://www.dads.state.tx.us/handbooks/TexasWorks/>.

## **Texas Health Steps Informing Materials**

### **Current Policy**

At initial application or reapplication, Texas Works advisors give the following Texas Health Steps (THSteps) informing materials to Children's Medicaid households at a face-to-face interview or by mail if a telephone interview or no interview is conducted. (TWH A-1531.4)

The informing materials include:

- THSteps wallet card,
- Appointment Education brochure,
- Checkups and a Whole Lot More brochure,
- Form H1187, Welcome to Texas Health Steps Medicaid!, and
- Form H1188, Common Questions Asked about Texas Health Steps and Your Child's Medicaid.

### **New Policy**

The Texas Works advisor must provide the following information at initial application or reapplication only when a face-to-face interview is conducted for Children's Medicaid households:

- THSteps Wallet card,
- Appointment Education brochure, and
- Checkups and a Whole Lot More brochure.

There is no longer a requirement to provide the household with Form H1187 or H1188.

The THSteps vendor will mail all required THSteps information to all certified Children's Medicaid applications and reapplications, when there is a telephone interview or no interview is conducted.

### **Automation**

No changes.

### **Effective Date**

The policy is effective for face to face interviews for Children's Medicaid applications or reapplications conducted on or after March 1, 2013.

### **Handbook**

The handbook will be updated in the July 2013 handbook revision.

### **Training**

There is no additional training requirement. THSteps Instructor Led Training will be updated to reflect the change.