

# *Take Charge! Live Well!*

A Guide to the Online Pathway



# Taking Action

Two options to help further you on your path to wellness:



**Coaching  
Pathway**



**Online  
Pathway**

# How to Complete the Online Pathway

## » ONLINE PATHWAY

**Prerequisite:** Well-Being 5 survey must be completed prior to starting your Online Pathway.

**Choose at least five of these nine online tools to help you achieve your wellness goals. Each of the five online tools you choose must be completed at least 10 times.**

- Exercise Tracker – update your Exercise Tracker.
- Food Tracker – update your Food Tracker.
- Servings Tracker – update your Servings Tracker.
- Weight Tracker – update your Weight Tracker.
- Steps Tracker – update your Steps Tracker.
- Medication Tracker – update your Medication Tracker.
- View/Read/Listen Resources – view online videos or read online stories.
- Journal Entry – update your personal wellness journal.
- Complete Action Item – complete an action item assigned within a certain focus area or by a personal health coach.



# How to Access the Online Pathway

**Biometric Screening**

**Well-Being 5 Survey**  
Formerly known as Well-Being Assessment

**Physician Form**

**Well-Being Connect (Healthways)**

**Nurse Advice Line**  
**866-556-2288, ext. 1**

**Take Charge! Live Well! Mission**  
To create an environment that empowers State of Ohio employees and their families to maintain optimal health, wellness and productivity by taking responsibility for their own health and use of the health care system.

**Program Guide**

**Webinars**

**Wellness Rewards**

**Online/Mobile Tools**

**Tobacco Cessation**

**Diabetes Prevention**

**Diabetes Management**

**Shout Your Success**

**Communications**

**Hot Links**

**Wellness Champions**

# Signing In: For the First Time User

Welcome to Take Charge! Live Well!  
Brought to you by Healthways

**Sign In** En Español

Username:

Password:

Remember Me

**Sign In**

Forgot your Username or Password?

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Not Registered? **Sign Up or Learn More**  
Call (800) 556-2288 or Email Us  
Read the Help & FAQs

Welcome to Take Charge! Live Well!  
Brought to you by Healthways

**Sign Up** En Español

To verify who you are, we need to ask some basic information.

First <sup>1</sup> :

Last <sup>1</sup> :

Date of Birth:  
Month:  Day:  Year:

Postal/Zip Code:

Gender:  
 Male  Female

**Cancel** **Next**

# Signing In: First Time and Returning Users

**TAKE CHARGE**  
*Live Well!*

Welcome to Take Charge! Live Well!  
Brought to you by Healthways

**Sign In** En Español

Username:

Password:

Remember Me

**Sign In**

[Forgot your Username or Password?](#)

Not Registered?  
Need help?

[Sign Up or Learn More](#)  
Call (866) 556-2288 or [Email Us](#)  
[Read the Help & FAQs](#)

**866.556.2288**

# Create Your Well-Being Plan: First Time Users

HEALTHWAYS Hello Fntestegbc! [Log Out](#)

## What You'll Work On

Your Well-Being Plan will be more successful if it includes things that you really want to work on. Here are areas that we can help you address. Indicate the ones you might be willing to work on (or are already working on).

**Why were these areas recommended?**

*Focus Areas Recommended For You*

	Doesn't Apply To Me	Thinking About It	Getting Ready	Making a Plan	Taking Action	Staying on Course	Not Sure?
 Appointment Adherence	<input type="radio"/>	<a href="#">Help Me Decide</a>					
 Depression Prevention	<input type="radio"/>	<a href="#">Help Me Decide</a>					
 Self Care	<input type="radio"/>	<a href="#">Help Me Decide</a>					
 Weight Management	<input type="radio"/>	<a href="#">Help Me Decide</a>					

[Select from more focus areas](#)

[Next](#)

# Create Your Well-Being Plan: First Time Users

**What You'll Work On**

Your Well-Being Plan will be more successful if it includes things that you really want to work on. Here are areas that we can help you address. Indicate the ones you might be willing to work on (or are already working on).

*Focus Areas Recommended For You*

	Doesn't Apply To	Thinking About It	Getting Ready	Making a Plan	Taking Action	Staying on Course	Not Sure?
<b>Appointment Adherence</b>					<input type="radio"/>	<input type="radio"/>	Help Me Decide
<b>Depression Prevention</b>					<input type="radio"/>	<input type="radio"/>	Help Me Decide
<b>Self Care</b>					<input type="radio"/>	<input type="radio"/>	Help Me Decide
<b>Weight Management</b>					<input type="radio"/>	<input type="radio"/>	Help Me Decide

Show fewer areas ▾

*Other Available Focus Areas*

	Doesn't Apply To Me	Thinking About It	Getting Ready	Making a Plan	Taking Action	Staying on Course
<b>Medication Adherence</b>	<input type="radio"/>					

**Confirm Your Selection**

**"Taking Action" for Appointment Adherence means:**

You make and keep your medical appointments consistently. This includes:

- Scheduling appointments as recommended
- Showing up on time
- Rescheduling if you can't make it
- Following through on any referrals

You have been doing this for **less than 6 months** (since January 2015).

# Create Your Well-Being Plan: First Time Users

The screenshot shows the 'Focus Your Efforts' section of the Healthways user interface. At the top left is the Healthways logo, and at the top right, it says 'Hello Fntestegbc!' and 'Log Out'. The main heading is 'Focus Your Efforts'. Below this, there is explanatory text: 'Based on the information you've given us, we've suggested three Focus Areas, with one as your primary Focus Area. To change or re-prioritize your Focus Areas, use the "Add", "Remove" or "Make Primary" buttons.' A note follows: 'Note: You may find that some Focus Areas are not available to you. This could be because the information we have about you suggests this is not an area you need to focus on at this time. Also, selecting one area may prevent you from selecting another area.' There is an information icon and the text 'Why were these areas recommended?'. The interface is divided into two main columns. The left column is titled 'My Well-Being Plan' and contains 'My Primary Focus Area' with a checked 'Use Recommended Plan' option. The primary focus area is 'Appointment Adherence', shown with a banner image of a doctor's hands. Below it are 'My Connected Focus Areas', which include 'Depression Prevention' and 'Medication Adherence', each with a banner image and 'Remove' and 'Make Primary' buttons. The right column is titled 'Other Available Focus Areas' and lists 'Self Care', 'Stress Management', 'Tobacco Cessation', and 'Exercise & Fitness', each with a banner image and an 'Add' button.

# Create Your Well-Being Plan: First Time Users

HEALTHWAYS Hello Fntestegbc! Log Out

## Define Your Plan

You're almost ready to start your Well-Being Plan. Each Focus Area includes a tracker that can help you understand your situation better and help you reach a goal. You can add these trackers now, or add them whenever you're ready. And don't worry—you can always change or set your goals later.

**1** Why were these areas recommended?

### Medication Adherence

In order to get the most out of your focus area we recommend you start using a tracker and set a goal.

**Add the Medication Tracker**

You might also want to use the [Personal Tracker](#).

[← Previous](#) [Finish →](#)

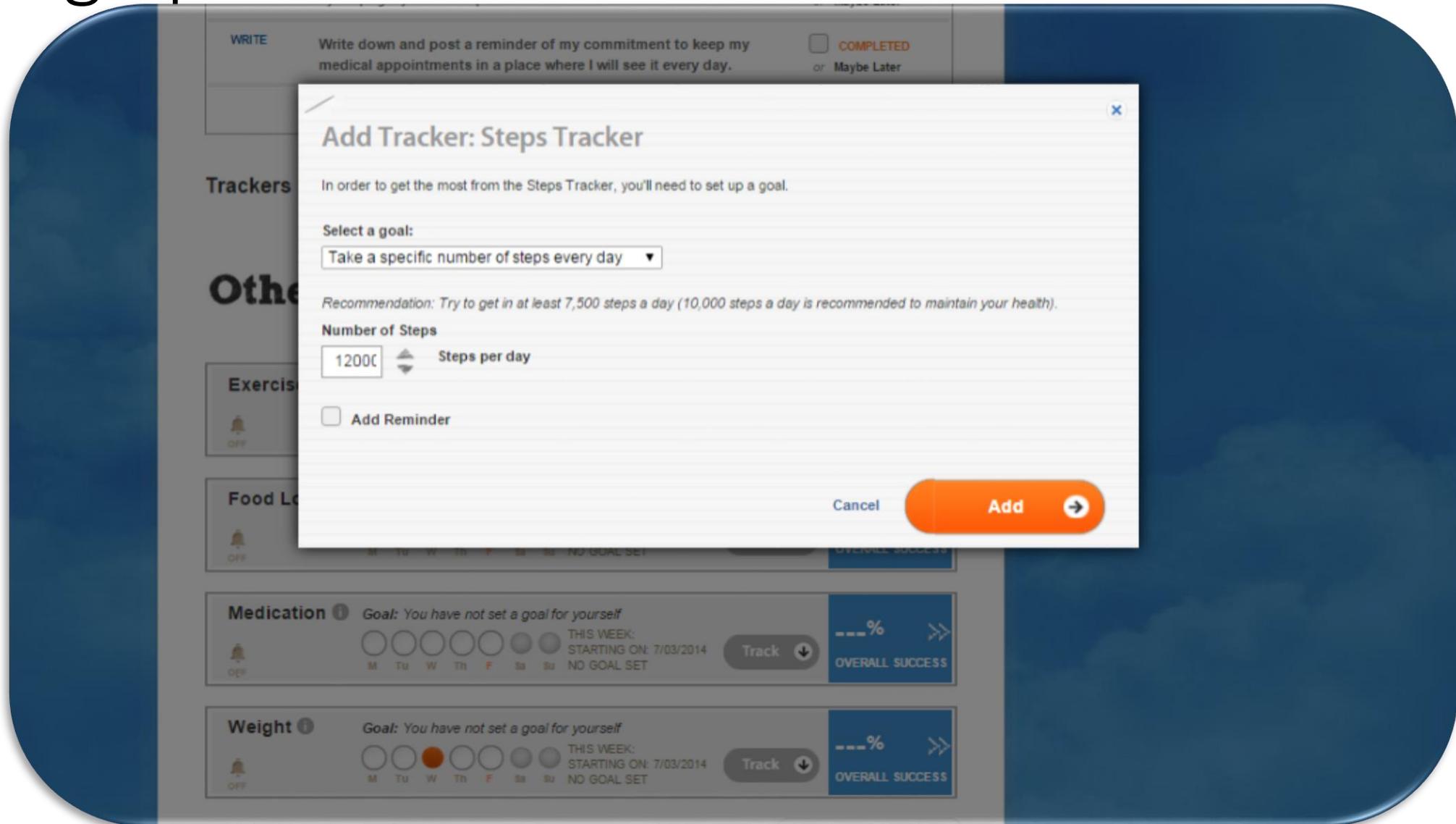
TAKE CHARGE

Live Chat Featured Links

# Create Your Well-Being Plan: Returning Users

The screenshot shows the Healthways user interface. At the top, there is a navigation bar with the Healthways logo, the user name "Hello Fntestdhce!", and links for "Messages", "My Account", "Help", "Español", and "Log Out". A search bar is on the right. Below the navigation bar, a notification box says "Make sure your Well-Being Plan is up to date." and includes a "Manage Focus Areas" button. A central menu has "My Well-Being Plan" selected, with other options like "Favorites", "Groups & Challenges", "Resources & Tools", and "Rewards Center". A "Manage Focus Areas" button is circled in red. The main content area features a "Primary Focus Area" for "Stress Management" with a "Taking Action" button. Below this is a descriptive paragraph. On the right, there is a "My Inspiration" section with an "Edit" button, a "Who inspires you?" prompt, and an "Add Your Inspirations" button. Below that is a "Rewards Earned" section showing "0 Points" and a "Rewards Center" button. At the bottom right, a yellow box asks "Have Questions?" and provides contact information.

# Setting up Trackers



# Sample Tracker

**Steps** Goal: Take at least 12000 steps per day.

THIS WEEK: STARTING ON: 7/10/2015 GOAL IN PROGRESS

0% OVERALL SUCCESS

Time Period: Daily for Today

Enter Steps | [Convert Exercise to Steps](#)

Add Steps

Total Steps: 0

Share

Save

Today: 0 Steps Taken

Steps Statistics	
Steps Reported by Me Today	No steps entered today.
Total Steps Taken This Week:	0
Daily Average Steps Taken This Week:	0

# Adding More Goals & Trackers

## Other Goals & Trackers

[Add More Goals & Trackers](#)

**Exercise** ⓘ *Goal: You have not set a goal for yourself*

OFF        THIS WEEK: STARTING ON: 7/03/2014 NO GOAL SET Track

M Tu W Th F Sa Su OVERALL SUCCESS

**Food Log** ⓘ *Goal: You have not set a goal for yourself*

OFF        THIS WEEK: STARTING ON: 7/03/2014 NO GOAL SET Track

M Tu W Th F Sa Su OVERALL SUCCESS

**Medication** ⓘ *Goal: You have not set a goal for yourself*

OFF        THIS WEEK: STARTING ON: 7/03/2014 NO GOAL SET Track

M Tu W Th F Sa Su OVERALL SUCCESS

**Weight** ⓘ *Goal: You have not set a goal for yourself*

OFF        THIS WEEK: STARTING ON: 7/03/2014 NO GOAL SET Track

M Tu W Th F Sa Su OVERALL SUCCESS

[View Archived Trackers](#)

# Action Items

The screenshot shows the Healthways website interface. At the top, there is a navigation bar with the Healthways logo, the user name 'Hello Fntestdhce!', and links for 'Messages', 'My Account', 'Help', 'Español', and 'Log Out'. A search bar is also present. Below the navigation bar, there is a notification box that says 'Make sure your Well-Being Plan is up to date.' and a 'Manage Focus Areas' button. The main content area features a 'My Well-Being Plan' tab, which is circled in red. Other tabs include 'Favorites', 'Groups & Challenges', 'Resources & Tools', and 'Rewards Center'. Below the tabs, there is a 'Manage Focus Areas' button and a large banner for 'Primary Focus Area: Stress Management'. The banner includes a photo of hands in a yoga pose and a 'Taking Action' button. A green arrow points from the text 'Click on photo' to the photo in the banner. Below the banner, there is a paragraph of text explaining the focus area. On the right side of the page, there is a 'My Inspiration' section with an 'Edit' button, a question about inspiration, an 'Add Your Inspirations' button, and a 'Rewards Earned' section showing '0 Points' and a 'Rewards Center' button. At the bottom right, there is a 'Have Questions?' section with contact information.

# Action Items

The screenshot shows a user interface for a health management dashboard. At the top, there are navigation links: "Go back to Overview", "Stress Management", "Depression Prevention", and "Appointment Adherence". The main header features a banner for "Appointment Adherence" with a sub-header "staying on course" and a right-pointing arrow. Below the banner is a descriptive paragraph: "This Focus Area is designed to help and support you as you continue to schedule medical appointments and stick to them. The steps you'll find here are scientifically designed to reinforce positive health management skills. Stick to the great work you're doing and we're confident that you'll stay committed to making and keeping your appointments." A yellow button labeled "Take the Progress Check Survey" is positioned below the text. A red oval highlights a "Jump to..." menu with options: "My Actions", "Trackers", "My Journal", and "Tip of the Day". The main content area is divided into two columns. The left column has a section titled "Is Your Health Record Up To Date?" with a sub-header "Personalize Your Appointment Adherence Topics" and a button "Update My Health Record". The right column has a section titled "Are You At Risk for Type 2 Diabetes?" with a sub-header "Take the Diabetes Risk Quiz at ohio.gov/tclw." and a "Rewards Center" section showing "50 Points" and a "Rewards Center" button. At the bottom right, there is an "External Resources" section with a link to "American College of Preventative Medicine".

Go back to Overview

Stress Management Depression Prevention **Appointment Adherence**

## Appointment Adherence

staying on course »

This Focus Area is designed to help and support you as you continue to schedule medical appointments and stick to them. The steps you'll find here are scientifically designed to reinforce positive health management skills. Stick to the great work you're doing and we're confident that you'll stay committed to making and keeping your appointments.

Take the Progress Check Survey

Jump to... My Actions ▾ Trackers ▾ My Journal ▾ Tip of the Day ▾

### Is Your Health Record Up To Date?

Making sure your health records are updated with your latest biometrics, labs and medications is an important way to start taking more responsibility for your health.

Update My Health Record →

Personalize Your Appointment Adherence Topics

← Is Your Health Record Up To Date?

Create Your Own Appointment Tracker

Write Your Thoughts About Appointment Adherence

Who inspires you? What do you want to accomplish? What will motivate you to keep making progress on your Well-Being Plan?

Add Your Inspirations

Rewards Earned

50 Points

Rewards Center

Are You At Risk for Type 2 Diabetes?

Take the Diabetes Risk Quiz at ohio.gov/tclw.

### External Resources

American College of Preventative Medicine

# Journal Entries; View/Read/Listen to Resources

New information we have about you may suggest new focus areas for you to try based on your current needs. Consider updating your Well-Being Plan by selecting "Manage Focus Areas".

Manage Focus Areas

Who inspires you? What do you want to accomplish? What will motivate you to keep making progress on your Well-Being Plan?

Add Your Inspirations

Rewards Earned

0

My Well-Being Plan Favorites Groups & Challenges **Resources & Tools** Rewards Center

Health Records

Resource Center

View / read / listen to resources (eligible for reward)

My Journal

Complete Journal Entries (eligible for reward)

Assessments & Reports

Are You At Risk for Type 2 Diabetes?

Take the Diabetes Risk Quiz at [ohio.gov/tclw](http://ohio.gov/tclw).

The screenshot shows a health management dashboard. At the top, there is a notification about focus areas and a 'Manage Focus Areas' button. Below this is a navigation bar with tabs for 'My Well-Being Plan', 'Favorites', 'Groups & Challenges', 'Resources & Tools' (circled in red), and 'Rewards Center'. The main content area features several tiles: 'Health Records', 'Resource Center' (with a green arrow pointing to it from a text box), 'My Journal' (with a green arrow pointing to it from a text box), and 'Assessments & Reports'. On the right side, there is a 'Who inspires you?' section with an 'Add Your Inspirations' button, a 'Rewards Earned' section showing '0', and a yellow box titled 'Are You At Risk for Type 2 Diabetes?' with a link to a quiz.



# Track Your Progress

The screenshot shows the Healthways website interface. At the top, the navigation bar includes the Healthways logo, the user name "Hello Fntestdhce!", and links for "Messages", "My Account", "Help", "Español", and "Log Out". A search bar is located on the right side of the navigation bar. Below the navigation bar, there is a notification box with the text "Make sure your Well-Being Plan is up to date." and a "Manage Focus Areas" button. The main content area features a horizontal menu with tabs for "My Well-Being Plan", "Favorites", "Groups & Challenges", "Resources & Tools", and "Rewards Center". The "Rewards Center" tab is circled in red. Below the menu, there is a "Manage Focus Areas" button and a primary focus area banner for "Stress Management" with a "Taking Action" button. A descriptive paragraph follows: "This Focus Area is designed to help and support you as you practice healthy ways to deal with stress. The steps you'll find here are scientifically designed to reinforce positive stress management habits. Stick with them and you'll lay the foundation for a lifetime of healthy stress management." On the right side, there is a "My Inspiration" section with an "Edit" button, a question "Who inspires you? What do you want to accomplish? What will motivate you to keep making progress on your Well-Being Plan?", and an "Add Your Inspirations" button. Below that is a "Rewards Earned" section showing "0 Points" and a "Rewards Center" button. At the bottom right, there is a "Healthy Happenings in Ohio" section with a link to "ohio.gov/tclw".



# Track Your Progress, continued

The screenshot displays a health tracking dashboard with two main sections. The first section, 'Getting Started Bonus (Complete WBA and Bio Screening) (Complete All) (07/01/2015 - 11/30/2015)', shows a total of 25 points. It includes two tasks: 'Complete Well-Being Assessment' (marked as complete with a green dot) and 'Complete Biometric Screening' (not complete). The second section, 'Online Participation - after completing the WBA and Well Being Plan (Complete Any 5)', shows a total of 200 points. It lists ten tasks, each with a progress indicator of 10 circles. The 'View/Listen/Read Resource' task is the only one completed, indicated by three green circles.

Task	Progress	Points
<b>Getting Started Bonus (Complete WBA and Bio Screening) (Complete All) (07/01/2015 - 11/30/2015)</b>		<b>25</b>
Complete Well-Being Assessment	●	
Complete Biometric Screening	○	
<b>Online Participation - after completing the WBA and Well Being Plan (Complete Any 5)</b>		<b>200</b>
Track Your Steps (Complete 10 times)	○ ○ ○ ○ ○ ○ ○ ○ ○ ○	
Track Your Exercise (Complete 10 times)	○ ○ ○ ○ ○ ○ ○ ○ ○ ○	
Track Your Food (Complete 10 times)	○ ○ ○ ○ ○ ○ ○ ○ ○ ○	
Track Your Food Servings (Complete 10 times)	○ ○ ○ ○ ○ ○ ○ ○ ○ ○	
Track Your Weight (Complete 10 times)	○ ○ ○ ○ ○ ○ ○ ○ ○ ○	
Track Your Medication Adherence (Complete 10 times)	○ ○ ○ ○ ○ ○ ○ ○ ○ ○	
View/Listen/Read Resource (video/audio clip/article) (Complete 10 times)	● ● ● ○ ○ ○ ○ ○ ○ ○ ○	
Complete Journal Entry (Complete 10 times)	○ ○ ○ ○ ○ ○ ○ ○ ○ ○	
Complete Action Item (Complete 10 times)	○ ○ ○ ○ ○ ○ ○ ○ ○ ○	



Live Chat

Featured Links



# Help & FAQs

HEALTHWAYS Hello Fntestdhce! Messages My Account **Help** Español Log Out Search Go

My Well-Being Plan Favorites Groups & Challenges Resources & Tools Rewards Center

## Help & FAQs

Take a tour of the Well-Being Plan

- General and Program Questions
- Getting Started
- Well-Being Plan & Focus Areas
- Trackers
- Actions
- Health Record
- My Journal
- My Favorites
- Message Center
- Resource Center
- Recipe
- My Inspiration

**0 Inspirations** Edit

50 Points

### Contact Us

Can't find the answers you need online? Call us at:  
**(866) 556-2288**  
or Email Us



***THANK YOU!***

For questions or further assistance, please call customer service at  
866-556-2288 or visit [ohio.gov/tclw](http://ohio.gov/tclw).

