

# Earn your *Take Charge! Live Well!* incentives

July 1, 2012 – June 30, 2013



PATHWAYS TO WELLNESS	
<b>Step 1: ASSESS YOUR HEALTH</b>	
<ul style="list-style-type: none"><li>▶ Complete your biometric screening – <b>Earn \$75</b></li><li>▶ Complete your Well-Being Assessment – <b>Earn \$50</b></li><li>▶ <b>BONUS:</b> Complete BOTH by Nov. 30, 2012 – <b>Earn \$25</b></li></ul>	
<b>Step 2: TAKE ACTION – It's Your Choice!</b> Complete the Online OR Coaching Pathway and earn up to \$200.	
<ul style="list-style-type: none"><li>▶ <b>ONLINE PATHWAY</b> Must complete Well-Being Assessment before beginning this path.</li><li>▶ Complete your Well-Being Plan and complete four Web items – <b>Earn \$200</b></li></ul>	<ul style="list-style-type: none"><li>▶ <b>COACHING PATHWAY</b> Must complete Well-Being Assessment and biometric screening to earn reward.</li><li>▶ Participate in four coaching calls – <b>Earn \$200</b></li></ul>



**Step 1: ASSESS YOUR HEALTH.** Within the *Take Charge! Live Well!* program there are two incentive components that allow you to identify areas of your health that need help early on.

-  Completion of a biometric screening or Physician Form- **Earn \$75**
-  Completion of your Well-Being Assessment- **Earn \$50**
-  **BONUS:** Complete both the biometric screening and Well-Being Assessment by November 30, 2012- **Earn \$25**

### How to complete your biometric screening

To complete the biometric screening, go to the *Take Charge! Live Well!* website at [ohio.gov/tclw](http://ohio.gov/tclw). (Figure 1)

- Click on the **Make a Biometric Screening Appointment** button to schedule an appointment at an onsite screening event
  - You will be directed to the Healthways Self-Scheduler website. Simply enter the information requested and choose your event. (Figure 2)

**OR**

- Click on the **Physician Form** button to print the form. Take this form to your doctor to complete. Remember, your preventive physical is covered at 100% through the state health insurance plans.
  - If you are having the physician form completed, please print the instructions along with the form and follow the steps on the instruction page. (Figure3)

Both ways qualify for your incentive.



Figure 2

The screenshot shows a website interface for a diabetes management program. At the top, there is a navigation bar with four items: "Care for the flu season", "Diabetes Prevention Program", "Manage your diabetes" (which is highlighted in orange), and "Let us help you quit". Below this, there are several blue buttons with white text: "Make a Biometric Screening Appointment", "Take My Well-Being Assessment", "Physician Form", "Healthways Website", and "Flu Shot Appointment". At the bottom, there are two video icons with text: "WELL-BEING CONNECT OVERVIEW Click here to view video" and "QUITNET OVERVIEW Click here to view video". On the right side, there is a vertical list of blue buttons with white text: "Program Overview", "Wellness Events", "Health Coaching", "Communications", "Hot Links", and "Wellness Champions".

Figure 2

The screenshot shows the login page for the "Online Screening Self Scheduler". At the top left is the Healthways logo, and at the top right is the "TAKE CHARGE Live Well" logo. The main heading is "Online Screening Self Scheduler" followed by "Take Charge! Live Well!". Below this are three input fields: "Employee ID:" with a text box and a note "Employee ID + 1 = Employee; Employee ID + 0 = Spouse"; "Date of Birth:" with a text box and a note "Enter your date of birth in the format shown. Format = MM/DD/YYYY"; and "Group Code:" with a text box and a note "Enter the letters below". Below the text boxes is a large, stylized "STATE" logo. At the bottom center is a "Login" button. At the bottom right is another "TAKE CHARGE Live Well" logo.

Figure 3



## Physician Screening Form Instructions

**Important Steps**

1. **Print the entire document.** This document includes:
  - Physician Screening Form Instructions
  - Screening Results Page
  - Health Support Program Notice and Consent
2. **Do not photocopy this document.**  
If a photocopy of the form is submitted, it will not be processed.

**Completion Instructions for Participant:**

Complete the *Participant Information* section of the *Screening Results Page*. Print legibly using a black pen and ensure that you have completed all fields in this section. **Note:** If information is incomplete or illegible, your form will not be processed.

1. **Participant Information**  
Complete all fields in the Participant information section and read the *Health Support Program Notice and Consent*. Sign and date the *Screening Results Page* in the areas provided. **Note:** If your signature is not on the *Screening Results Page*, your application will not be processed.

**Completion Instructions for Physician:**

Complete all requested items in the sections labeled as *Biometric Measurements* and *Physician Information*.

1. **Biometric Measurements**  
Provide the numeric value of member's biometric measurements and blood test. The results must be collected between 7/1/12 and 6/30/13. Standard methods to obtain the biometric measurements are described on the form. *If a new blood test needs to be completed to obtain the values, please update this form once the results are received.*
2. **Physician Information**  
Complete this section, sign and date the form in the areas provided. **Note:** Without physician signature the form will not be processed.

**Submission instructions:**

Once the all sections of the form have been completed, follow the instructions below to ensure receipt of your *Physician Form* for processing.

1. **Ensure all fields are completed on the Form**  
Once all items are completed on the form, make a copy for your records.
1. **Return completed "Screening Results Page" by mail or fax**  
Digital Documents  
P.O. Box 860846  
Shawnee, KS 66286-9907  
  
Fax: 615-349-2342  
\*Please print fax confirmation notification & retain for your records

**Must be postmarked no later than June 30, 2013 to receive incentive**

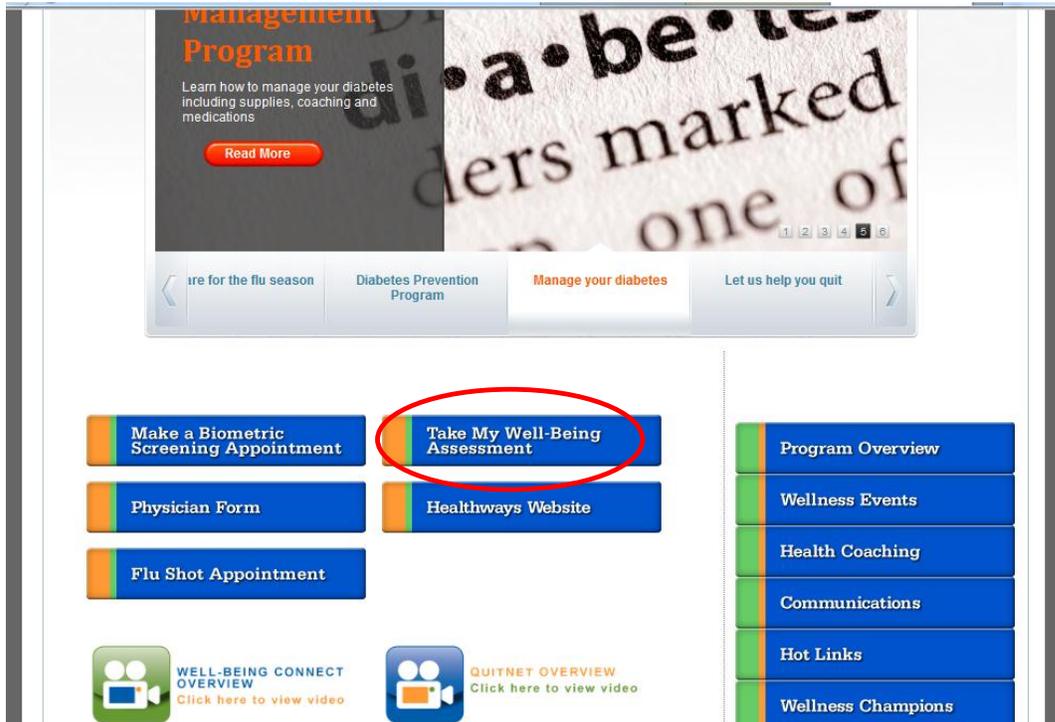
*Note: If you have any questions regarding the process, please contact Healthways Customer Support at (866) 556-2288*



## Complete your Well-Being Assessment

To complete your Well-Being Assessment, go to the *Take Charge! Live Well!* website at [ohio.gov/tclw](http://ohio.gov/tclw). Click on the **Take My Well-Being Assessment** button (Figure 4). The assessment will ask you questions about your health decisions and habits and will provide an overall report upon completion. The assessment takes approximately 15-20 minutes to complete. [Click here](#) to see more detailed instructions on how to complete your Well-Being assessment.

Figure 4



**Step 2: Take Action- It's Your Choice!** The next step offers two options to help further you on your path to wellness.

**Option 1: Online Pathway:** Complete your Well-Being Plan **and** the designated four web items- **Earn \$200**

**Note:** You must complete your Well-Being Assessment before beginning this path.

OR

**Option 2: Coaching Pathway:** Complete four coaching calls- **Earn \$200**

**Note:** You must complete both your Well-Being Assessment and biometric screening to earn the incentive for this path.



## Completing your online pathway

### Step 1: Complete your Well-Being Plan

Following your completion of the WBA you will be offered areas with a need for improvement based on your responses in the WBA. These are called focus areas.

The system will put these focus areas in the order it feels they should be in based on your responses. You will have the opportunity to keep them in the same order or you can reprioritize based on what areas you are ready to take action on. These can be changed at any time.

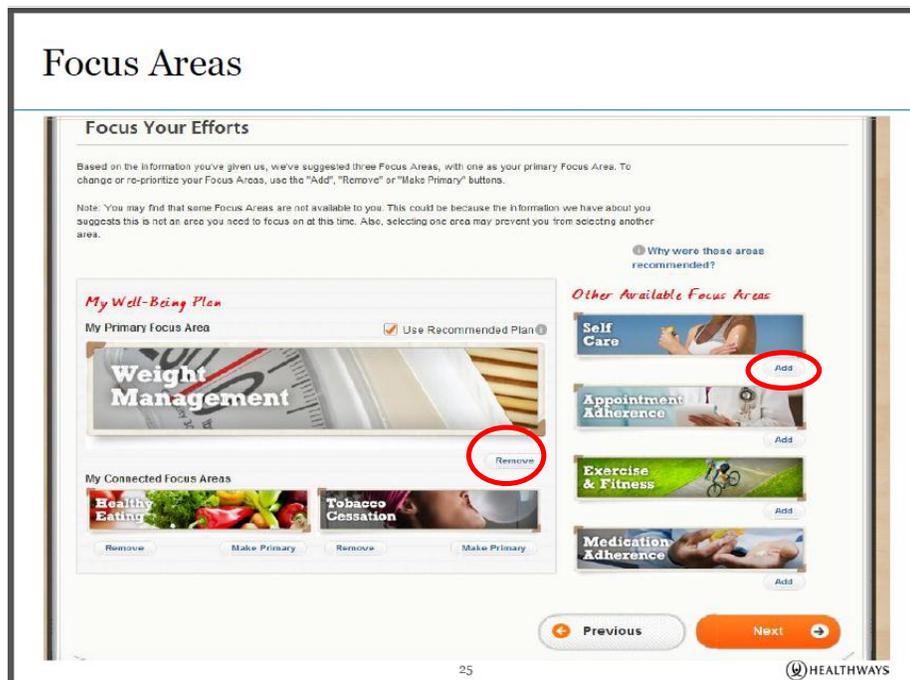
Focus areas help you target your efforts and you can choose up to three focus areas to work on at any given time. The first Focus Area on your list is your **primary** focus area. This is the area that you feel is the most important and you are most ready to take action on. The others focus areas are called your **connected** focus areas.

All of the focus areas tie together and affect each other. For example, if weight management were your primary focus area, your connected focus areas might be exercise and fitness and stress management, since these are all interrelated.

To change your focus area, go to My Well-Being Plan and click on **Manage My Well-Being Plan**. Click the **Remove** button underneath your primary focus area if you want to change it to something different. Click the **Remove** or **Make Primary** buttons under either of your connected focus areas if you want to change it or make it your primary focus area. Click the **Add** button under any of the available focus areas on the right to add it as one of your focus areas (Figure 5).

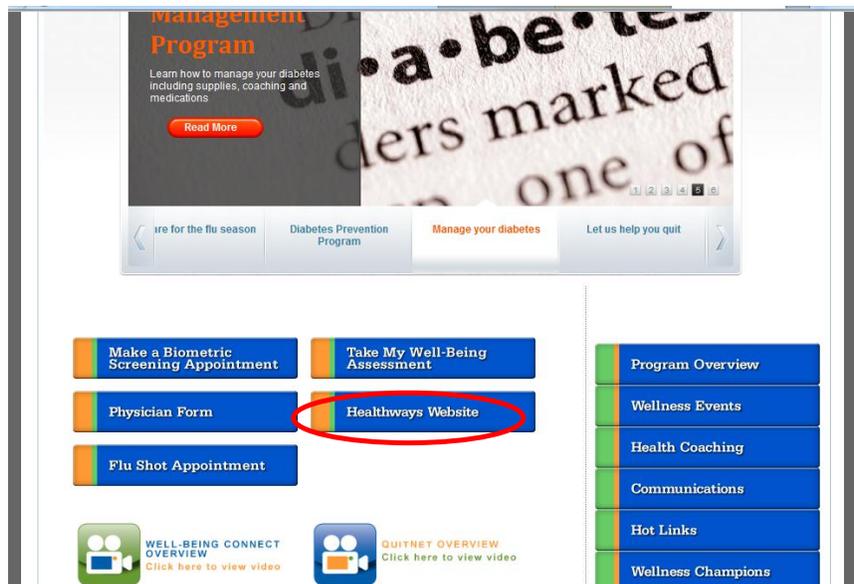
Once you have selected your focus areas, your Well-Being plan is complete.

Figure 5



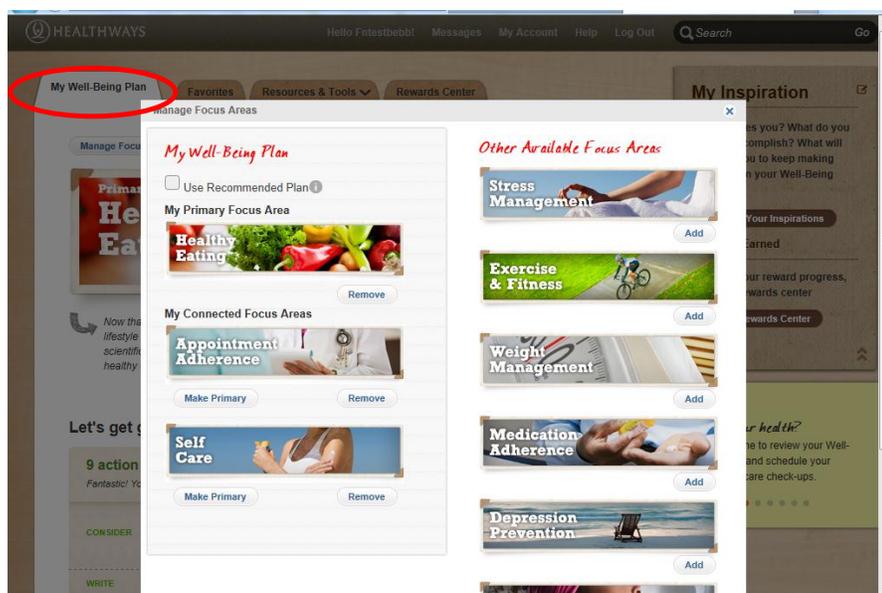
If you cannot set-up your Well-Being Plan following your completion of the Well-Being Assessment, you can return at any time. To access your Well-Being Plan, go to the *Take Charge! Live Well!* website at [ohio.gov/tclw](http://ohio.gov/tclw) and click on the **Healthways Website** button (Figure 6).

Figure 6



You can always access your Well-Being plan by clicking on the **My Well-Being Plan** tab (Figure 7). There will be goals and activities set for you within this tab and you will have the opportunity to add a variety of trackers as well.

Figure 7



Once you have completed your Well-Being plan your page will serve as a central dashboard where you can:

- Get an overview of your personal Focus Areas
- Get a quick view of your trackers, where you can chart your progress toward your goals.
- See and act on some of your actions (Actions are suggestions for things to learn about, consider or try – Figure 8)

Figure 8

HEALTHWAYS Hello Finestbebb! Messages My Account Help Log Out Search Go

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

Manage Focus Areas

**Primary Focus Area**  
**Healthy Eating** Making a Plan Find out more

Healthy Eating - Making a Plan

Now that you're getting ready to make some changes, this Focus Area is designed to guide you to a healthy lifestyle that includes eating a balanced diet and making smart food choices. The steps you'll find here are scientifically designed to reinforce positive eating habits. If you follow this plan, you'll be able to start making healthy eating a regular part of your lifestyle.

Let's get going! See All Actions

**9 action items completed.** Fantastic! You're really close to finishing all the items in your list! All Types

**CONSIDER** Plan healthy meals by replacing unhealthy foods with healthier choices (e.g., 1% milk for whole milk); look in the Resource Center.  COMPLETED or  Maybe Later

<https://stateofohio.embrace.healthways.com/healthways/focus-area/landing...> ek (e.g., add a fruit to  COMPLETED

**My Inspiration**

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

To view your reward progress, visit the rewards center

Rewards Center

*How's your health?*

Take the time to review your Well-Being Plan and schedule your preventive care check-ups.



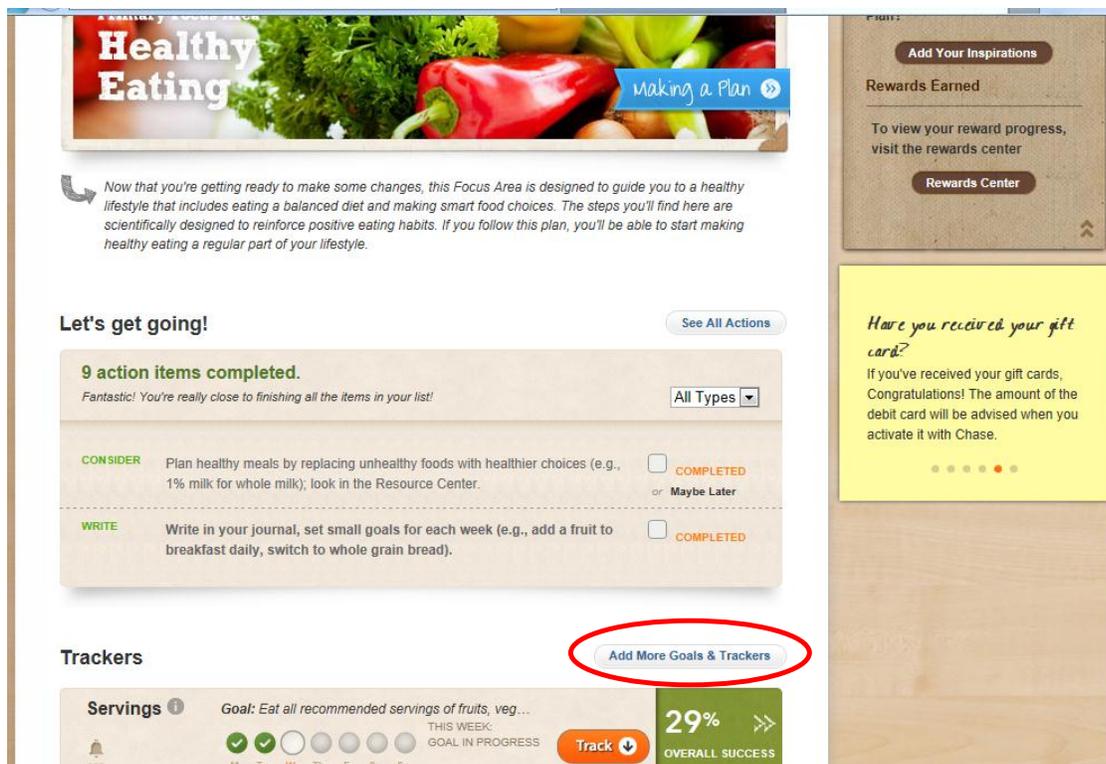
**Step 2: Complete your trackers.** In order to receive the incentive for completion of the online path, you must complete the three standard trackers (regardless of your primary focus area).

1. Exercise
2. Food Tracking
3. Food Serving

These trackers are listed on your rewards page and must be tracked for five days each in order to be considered complete.

These trackers will help you track your progress towards a specific goal. You can choose the goal for each tracker or you can even create a personal tracker to help you track progress toward a goal of your own (any trackers other than the ones listed above do not count toward the online path incentive). To add a tracker, select **Add More Goals and Trackers** (Figure 9) at the bottom of each Focus Area on the Well-Being Plan or within each Focus Area page. You'll be presented with all the available trackers for that focus area. Select the tracker you want to add.

Figure 9



You will be able to view your progress in your online pathway in the reward center. To see your progress click on the **Rewards Center** tab (Figure 10).

**Figure 10**

The screenshot displays the 'Reward Center' interface. At the top, there is a navigation bar with tabs for 'My Well-Being Plan', 'Favorites', 'Resources & Tools', and 'Rewards Center'. The 'Rewards Center' tab is highlighted with a red circle. Below the navigation bar is a banner with a red ribbon and the text 'Rewards Center'. The main content area is titled 'Earn Rewards' and 'Reward History'. It contains a paragraph of text explaining the rewards program. Below this is a section for 'Earning Status' with a dropdown menu set to 'All' and buttons for 'Expand All' and 'Collapse All'. There are two icons: a red circle for 'Repetitive Activity' and a red star for 'Activity with multiple items'. A table lists various activities with their corresponding rewards and progress indicators. The progress indicators are green circles, some of which are partially filled. One progress indicator for 'Track Your Food Servings: Complete 5 Times' is circled in red. At the bottom of the page, there is a page number '28' and the 'HEALTHWAYS' logo.

Activity	Activity Reward	Earning Progress
Completing a behavior intervention (3 behavior Interactions)	100%	100%
WBA completion	100%	100%
Track Your Exercise: Complete 5 Times	100%	100%
Track Your Food: Complete 5 Times	100%	100%
Track Your Food Servings: Complete 5 Times	100%	100%
WBA and Biometric Screening BONUS	100%	100%
Wellbeing Plan Manual Setup	100%	100%
Wellness Coaching Calls	100%	100%
Your Biometric Screening Completion	100%	100%



**Step 3: Complete three surveys in your primary Focus Area.** In addition to completing the well-being plan, using the designated three trackers at least five times, you must also complete three surveys in your primary focus area. The surveys will automatically show up in a yellow box (Figure 11). Only one survey will be available in your primary focus area at a time, so it will take a minimum of 90 days to complete this part of the online pathway.

Figure 11

**Surveys**

**Healthy Eating** Taking Action

This Focus Area is designed to help and support you as you eat a balanced diet and make smart food choices. The steps you'll find here are scientifically designed to reinforce positive eating habits. Take these steps and we're confident that you'll continue to make healthy eating a regular part of your lifestyle.

**Take the Progress Check Survey**

**testing action** See All Actions

**0 action items completed.**  
Continue working on the actions below to earn more rewards and make more progress. All Types

<b>WRITE</b>	Write down the situations that make it difficult to eat healthy and replace them with some healthy choices, such as: choosing a restaurant with a salad bar.	<input type="checkbox"/> <b>COMPLETED</b> or <b>Maybe Later</b>
<b>CONSIDER</b>	Avoid situations which make it more difficult to eat healthy, such as: the place I'm most tempted to eat unhealthy foods, or co-workers that overeat.	<input type="checkbox"/> <b>COMPLETED</b> or <b>Maybe Later</b>
<b>CONSIDER</b>	Think about: how do I see myself differently since I started eating healthy and what future changes would I like to see?	<input type="checkbox"/> <b>COMPLETED</b> or <b>Maybe Later</b>

29 HEALTHWAYS



## Option 2: Complete the Coaching Pathway

If you choose to participate in the coaching pathway, you must complete four coaching calls. Working with a health coach provides personalized support to help lower your risks, manage your conditions, and change behaviors.

A health coach can help you set and keep you on track to achieve your health goals. Each coaching program will be created and personalized on your unique needs and goals. You may want to work on your weight, level of exercise, quit using tobacco or better manage a health condition. Health coaching gives you the expertise and tools to do that.

To enroll in telephonic health coaching, call Healthways at 1.866.556.2288.

Your first call with a health coach will require approximately 30 minutes. The health coach will give you a brief overview of how the coaching program works, gather some information about you and your concerns or areas you would like to work on. This discussion will also include a general assessment of your current health. Then you and the coach will set some goals and a plan for follow up. In each additional coaching session, progress toward those goals and a check of your health will occur. These additional sessions will take about 10 to 15 minutes.

**Online coaching is available on the Healthways website; however it does not count toward your incentive.**

## Incentive Delivery

Healthways will allow you to track your incentive participation and completion information on their online portal. To access the portal go to the *Take Charge! Live Well!* website at [ohio.gov/tclw](http://ohio.gov/tclw) and click the **Healthways Website** button. Once you have reached the Healthways website, click on the **Rewards Center** tab. Incentives are now paid in the form of gift cards. Upon completion of an incentive-eligible activity Healthways will send you a VISA gift card in the amount of the incentive. Gift cards will be mailed at the beginning of each month and may take 2-3 weeks to receive. You should receive your gift card by the end of the month following your activity completion. For example, if you complete the Well-Being Assessment in July, you should receive your gift card by the end of August.

To access Frequently Asked Questions regarding incentives, [click here](#).

**The Visa gift card will be sent to your home address listed in [myohio.gov](http://myohio.gov). In order to ensure receipt of your incentive, make sure you have your most updated address in the system. You can check this by going to [www.myohio.gov](http://www.myohio.gov).**

