As of March 1st all Wellness Program points will be tracked through the CHC Wellness Website. All screening participants will have access to e-learning and health coaching. All **full-time employees** are eligible to participate in the incentive tracking program and earn points in order to reach certain goals through November 30th. See the chart below for a description of the incentive structure.

**Incentive Structure**

<table>
<thead>
<tr>
<th>Level</th>
<th>Criteria</th>
<th>Reward</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold</td>
<td>Earn 800 Points in Wellness Program</td>
<td>Receive 8 hours of leave.</td>
</tr>
<tr>
<td>Silver</td>
<td>Earn 600 Points in Wellness Program</td>
<td>Receive 6 hours of leave.</td>
</tr>
<tr>
<td>Bronze</td>
<td>Earn 400 Points in Wellness Program</td>
<td>Receive 4 hours of leave.</td>
</tr>
</tbody>
</table>

**REASONABLE ALTERNATIVE:** If it is unreasonably difficult due to a medical condition for you to achieve the standards for the reward under this program, call us at 866-373-4242 and we will work with you to develop another way to qualify for the reward.
# Program Calendar

<table>
<thead>
<tr>
<th>Program</th>
<th>Requirements</th>
<th>Points Per Activity</th>
<th>Maximum Possible Points</th>
<th>Dates Available</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wellness Screening</strong></td>
<td>Participate in the Wellness Screening</td>
<td>100</td>
<td>100</td>
<td>Onsite: March 13, 2015</td>
</tr>
<tr>
<td>(Required to be entered into the incentive tracking program)</td>
<td></td>
<td></td>
<td></td>
<td>Remote open through 3/28/14</td>
</tr>
<tr>
<td><strong>Biometrics</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDL Cholesterol</td>
<td>Men ≥ 40, Women ≥ 50</td>
<td>10%</td>
<td>50</td>
<td>Screening Date</td>
</tr>
<tr>
<td>Waist Circumference</td>
<td>Men &lt; 40”, Women &lt; 35”</td>
<td>5%</td>
<td>50</td>
<td>Screening Date</td>
</tr>
<tr>
<td>Triglycerides</td>
<td>≤ 150mg/dL</td>
<td>10%</td>
<td>50</td>
<td>Screening Date</td>
</tr>
<tr>
<td>Glucose</td>
<td>Range between 65 - 100</td>
<td>10%</td>
<td>50</td>
<td>Screening Date</td>
</tr>
<tr>
<td>Non-Smoker</td>
<td>Based on response from HRA questionnaire</td>
<td>N/A</td>
<td>50</td>
<td>Screening Date</td>
</tr>
</tbody>
</table>

*Improvement percentages are based on the 2014 screening results. If a participant has not met the biometric requirements, but has improved in the category within the given percentage; the participant will earn the points for the biometric category.*

<table>
<thead>
<tr>
<th>Program</th>
<th>Requirements</th>
<th>Points Per Activity</th>
<th>Maximum Possible Points</th>
<th>Dates Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Coaching</td>
<td>Engage with a health coach</td>
<td>10 Points</td>
<td>100 Points</td>
<td>3/1/15-11/30/15</td>
</tr>
<tr>
<td>Smoking Cessation</td>
<td>Complete the online Smoking Cessation Program</td>
<td>50 Points</td>
<td>50 Points</td>
<td>3/1/15-11/30/15</td>
</tr>
<tr>
<td>Ready, Set, 123...</td>
<td>Complete the online Weight Management Program</td>
<td>50 Points</td>
<td>50 Points</td>
<td>3/1/15-11/30/15</td>
</tr>
<tr>
<td>e-Learning</td>
<td>Complete an E-learning course</td>
<td>10 Points</td>
<td>50 Points</td>
<td>3/1/15-11/30/15</td>
</tr>
<tr>
<td>Program</td>
<td>Requirements</td>
<td>Points Per Activity</td>
<td>Dates Available</td>
<td></td>
</tr>
<tr>
<td>-----------------------</td>
<td>-------------------------------------</td>
<td>---------------------</td>
<td>--------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Activity Tracker</strong></td>
<td><strong>March</strong></td>
<td>300 Minutes per Month</td>
<td>50</td>
<td>3/1/15-3/31/15</td>
</tr>
<tr>
<td><strong>Activity Tracker</strong></td>
<td><strong>April</strong></td>
<td>300 Minutes per Month</td>
<td>50</td>
<td>4/1/15-4/30/15</td>
</tr>
<tr>
<td><strong>Activity Tracker</strong></td>
<td><strong>May</strong></td>
<td>300 Minutes per Month</td>
<td>50</td>
<td>5/1/15-5/31/15</td>
</tr>
<tr>
<td><strong>Activity Tracker</strong></td>
<td><strong>June</strong></td>
<td>300 Minutes per Month</td>
<td>50</td>
<td>6/1/15-6/30/15</td>
</tr>
<tr>
<td><strong>Activity Tracker</strong></td>
<td><strong>July</strong></td>
<td>300 Minutes per Month</td>
<td>50</td>
<td>7/1/15-7/31/15</td>
</tr>
<tr>
<td><strong>Activity Tracker</strong></td>
<td><strong>August</strong></td>
<td>300 Minutes per Month</td>
<td>50</td>
<td>8/1/15-8/31/15</td>
</tr>
<tr>
<td><strong>Activity Tracker</strong></td>
<td><strong>September</strong></td>
<td>300 Minutes per Month</td>
<td>50</td>
<td>9/1/15-9/30/15</td>
</tr>
<tr>
<td><strong>Activity Tracker</strong></td>
<td><strong>October</strong></td>
<td>300 Minutes per Month</td>
<td>50</td>
<td>10/1/15-10/31/15</td>
</tr>
<tr>
<td><strong>Activity Tracker</strong></td>
<td><strong>November</strong></td>
<td>300 Minutes per Month</td>
<td>50</td>
<td>11/1/15-11/30/15</td>
</tr>
<tr>
<td><strong>Preventive Exam</strong></td>
<td>Annual Physical, Dental, Mammogram,</td>
<td></td>
<td>50</td>
<td>3/1/15-11/30/15</td>
</tr>
<tr>
<td></td>
<td>Colonoscopy, OBGYN Exam, Prostate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Exam, Skin Cancer Screening</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Self-report on CHC Portal and include the date of exam. Exams conducted between 1/1/15 and 2/28/15 will be accepted, however, please use 3/1/15 for the reported date.
e-Learning Courses

**There are over 500 topics to choose from.** Asthma, Back pain, Cholesterol Management, Depression, Diabetes, Eating Healthy, Headaches, Heart Disease, Menopause, Sleep disorders, Smoking, Stress management, What’s Prostate Cancer, +100s more.

**HOW TO COMPLETE A COURSE**

- Go to www.chcw.com and Log-in to your Wellness Portal.
- Click on the 'Follow-up Programs' tab
- Click the 'e-Learning' tab.
- Click a topic and complete the course.

Each course can take between 10-20 minutes to complete. You will be required to answer questions at certain points during the course to ensure comprehension. Each course completion will be automatically tracked in your Incentive Tacking Tab.

**e-LEARNING POINTS**

Each completed course will count for **10 points.**

You can complete up to **5** courses by November 30, 2015 for a total possible **50 points.**

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Health Coaching

CHC Wellness provides a wide variety of Health Coaching options to support healthy lifestyles. Focus Areas include: Weight Management, Nutrition Planning, Exercise Programs, Stress Management, Sleep Improvement, Cholesterol Management, Blood Pressure Reduction, Healthy Pregnancy, Diabetes Control and Tobacco Coaching.

**To Access the Health Coaching resources online:**

- Go to www.chcw.com and log-in with your username and passcode.
- Click on the ‘Follow-up Programs’ tab
- Click the ‘Health Coaching’ tab.
- Click ‘Take me to Health Coaching’

**HEALTH COACHING POINTS**

Each contact will count for **10 points.**

You can complete up to **10** encounters by November 30, 2015 for a total possible **100 points.**

**To Access the Health Coaching resources by phone call:**

1-800-760-7924

Health coaches are available to provide telephonic sessions with web, e-mail, text support for all Focus Areas. Health coaches will respond to an incoming coaching call or e-mail within one business day. An engagement with a health coach can be by phone or through e-mail, but will only count for points if there is a discussion of goals and/or progress in reaching your goals. This means that there must be an active attempt by the participant to talk about ways they are improving or maintain their health.

Each engagement will be automatically tracked in your Incentive Tacking Tab within 48 hours.
Smoking Cessation Program

Our smoking Cessation program is designed to engage, guide and support participants in the individual smoking cessation efforts over a period of 14 weeks.

Sign up by logging into the health coaching tab on your CHC Wellness Portal.

Throughout this self-guided program, participants will gain insight into a wide variety of topics including the following:

- Dealing with cravings
- Identifying triggers
- Exploring medication or nicotine fading options
- Finding Support
- Setting a quit plan
- Joining a smoke-free texting program
- Learning stress management techniques
- Dealing with set backs
- Learning about health effects associated with smoking
- Remaining a non-smoker

Smoking Cessation POINTS
You must complete the Smoking Cessation program by November 30, 2015 to earn 100 points.

Each week, during the 14-week program, participants will receive an email assignment. Participants are required to answer questions relating to the week’s topic. Answering the question correctly allows the participants to proceed to the next week. All 14 weeks need to be completed in order to qualify for points.

Activity Tracker

Track your minutes of physical activity online and earn points monthly when you reach 300 minutes.

- Login to your portal at www.chcw.com
- Select Follow-Up Programs
- Select Activity Tracker
- Select the date and choose your activity from the list provided. Record your activity minutes.

Activity Tracking POINTS

Earn 50 points each month for recording a minimum of 300 activity minutes each month on the CHC Wellness website for a maximum of 450 points.
Online Health Portal

View Your Incentive Tracking programs and points:

**If you do not have a CHC Wellness Login:**
- Go to www.chcw.com
- Click on the 'First time logging in link'
- Enter the following program code ______Eas566.
- Enter the required contact information.

**If you already have a CHC Wellness Login:**
- Go to www.chcw.com
- Enter your username and password and click Login.

**Continued for all:**
- Click the 'Incentive Tracking' tab
- View available programs and your current awarded points.

You can...
- View available programs
- View point allotment
- View program availability dates
- View accumulated points per program
- View program status
- View program requirements by hovering over the ‘?’

Be proactive and click ‘Submit Completion’ in the program status when you have completed a program. This lets your administrator know to verify your participation and award your points.

**Start utilizing these health resources to make or sustain healthy behaviors and earn points along the way.**

If you have any questions please call CHC Wellness at 866.373.4242.