



East Central College

THE  
PATH TO  
WELLBEING  
CONTINUES  
HERE

2017 Wellness Program Guide

CHC Wellness 5440 N Cumberland Ave Suite 225 Chicago, IL 60656

# TAKE PART IN A PROGRAM THAT REWARDS YOU FOR YOUR HEALTHY CHOICES

CHC Wellness and East Central College know the importance of a healthy lifestyle. When you live healthy, you live happy. That is why we are partnering together to bring you a program that will reward you for your healthy lifestyle choices.

How does the program work? Your participation in this program will earn you points that will be tracked through the CHC Wellness website in order to earn paid time off. [See the last page in this guide for registration instructions.](#)

Starting **March 1**, you are invited to log in to the CHC website to view the new incentive program for 2017. All full-time employees are eligible to participate and earn points in order to reach the incentive goals through **December 31**.

See the chart below for a description of the incentive structure.

## INCENTIVE GOALS

<i>Level</i>	<i>Criteria</i>	<i>Reward</i>
Gold	Earn 1,200 points	Receive 8 hours of leave.
Silver	Earn 1,000 points	Receive 6 hours of leave.
Bronze	Earn 800 points	Receive 4 hours of leave.

Hours earned will be added to personal leave in February 2018.



# PROGRAM CALENDAR - Biometrics

*Visit with a physician.\**

*Submit proof of exam and earn 100 wellness points*

*Biometrics*

*Report if you are in range on the CHC Wellness Portal*

<i>Biometric</i>	<i>Requirement</i>	<i>Points</i>
Glucose	<100	50
HDL Cholesterol	Men ≥ 40 Women ≥ 50	50
Triglycerides	<150	50
LDL Cholesterol	<100	50
Waist Circumference	Men < 40" Women <35"	50
Blood Pressure	<140/90	50
Non-Smoker	Sign Tobacco-Free Pledge	50

*\*When scheduling your annual physical or wellness visit, request a blood draw to be coded as preventive.*

ECC does not see biometric results. Employees will self-report if their results are within the given range. Proof of a doctor's visit and biometrics is required in order to participate in the incentive program. ECC may request documentation for audit purposes. No personal health information should be included

## PROGRAM CALENDAR – CHC Wellness

<i><b>Program</b></i>	<i><b>Requirement</b></i>	<i><b>Points per Activity</b></i>	<i><b>Max Points</b></i>	<i><b>Activity Periods</b></i>
Health Coaching	Engage with a health coach	10	50	3/1/2017 – 12/31/2017
Smoking Cessation Program	Complete the 14 week smoking cessation program	100	100	3/1/2017 – 12/31/2017
Ready, Set, Live!	Complete the 14 week weight management program	100	100	3/1/2017 – 12/31/2017
e-Learning	Complete an e-learning course	10	50	3/1/2017 – 12/31/2017
CHC Webinar	View a CHC Wellness webinar	10	50	3/1/2017 – 12/31/2017
Activity Tracking	500 minutes of activity on the CHC Wellness tracker	50	500	3/1/2017 – 12/31/2017
Weight Management (non CHC)	Submit proof of 3-month completion of weight management program (exp. Weight Watchers or physician's care)	50	50	3/1/2017 – 12/31/2017



# PROGRAM CALENDAR

## Preventive + Activities

<i>Program</i>	<i>Requirement</i>	<i>Points per Activity</i>	<i>Max Points</i>	<i>Activity Periods</i>
Physicians Visit (Prerequisite)	Physical or Well Woman/ Well Man with Labs	100	100	1/1/2017 – 12/31/2017
Preventive Dental	Submit proof through the CHC Portal	50	100	1/1/2017 – 12/31/2017
Preventive Vision	Submit proof through the CHC Portal	50	50	1/1/2017 – 12/31/2017
Preventive Service: Other	Colonoscopy, Mammogram, or Skin Cancer Screening	50	50	1/1/2017 – 12/31/2017
5-10 K	Submit proof of completion including race time to CHC	10	50	1/1/2017 – 12/31/2017
Half-marathon, triathlon, or full marathon	Submit proof of completion including race time to CHC	25	50	1/1/2017 – 12/31/2017
Volunteer	Submit paperwork to manager	10	20	3/1/2017 – 12/31/2017
Lunch & Learn	Sign in at event	10	50	3/1/2017 – 12/31/2017
ECC sponsored event or fundraiser	Sign in at event	10	20	3/1/2017 – 11/30/2017
*Monthly Wellbeing Challenge	As determined by the wellness committee	10	50	3/1/2017 – 11/30/2017

\* Use the following steps to self-report Wellbeing activities.

- Log into your CHC Wellness portal.
- Click on the incentive tracking tab.
- Find your activity and click 'Submit Completion' to receive points.

# E-LEARNING COURSES

There are over 500 topics to choose from, such as asthma, back pain, cholesterol management, depression, diabetes, eating healthy, headaches, heart disease, menopause, sleep disorders, smoking, stress management, prostate cancer, and hundreds more!

## HOW TO COMPLETE A COURSE

- Go to [www.chcw.com](http://www.chcw.com) and log in to your wellness portal
- Select 'My Healthy Solutions' from the top panel, then click 'E-Learning'
- Click on a topic and complete the course!

Note: you can only receive points for a course once. If you watched a video in the past, you cannot watch it again and receive points.

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 'My Incentive Tracking.'

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

You can complete up to 5 courses by **12/31/17** for a total possible **50 points**.

# 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.

## HOW TO ACCESS HEALTH COACHING ONLINE

- Go to [www.chcw.com](http://www.chcw.com) and log in to your wellness portal.
- Select 'My Healthy Solutions' from the top panel, then click 'Health Coaching.'
- Note your email and password, then click the link to login and contact a health coach. Log in to US Corporate Wellness and schedule your appointment.

**To access health coaching by phone, call 1-800-760-7924**

Each coaching session will count for **10 points**.

You can complete up to 5 courses by **12/31/17** for a total possible **50 points**.

Health coaches will respond to an incoming coaching call or e-mail within one business day. *An engagement with a health coach can 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 maintaining their health.* Engagement will be automatically tracked under 'My Incentive Tracking.' Points will be awarded after each health coaching encounter within 48 hours.

# SMOKING CESSATION PROGRAM

Our Smoking Cessation program is designed to engage, guide and support participants in their individual smoking cessation efforts over a period of 14 weeks. Topics discussed include dealing with cravings, identifying triggers, setting a quit plan and remaining a non-smoker.

## HOW TO START THE PROGRAM

- Log on to [www.chcw.com](http://www.chcw.com). Select 'My Healthy Solutions,' then 'Health Coaching' from the top.
- Scroll to the bottom of the screen and select 'Click here to login and contact a health coach.'
- Log into the US Corporate Wellness website and select the 'Resource Tab.'
- Locate 'Smoking Cessation Program' under the 'Member Resources' heading and click on '14 Week Guided Program.'
- Select your starting date on the Smoking Cessation page and click on the 'Submit' button. You will receive your first email on the date selected.

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. ***You must complete all 14 weeks of the Smoking Cessation program by 12/31/17 to earn 100 points.***

# WEIGHT MANAGEMENT PROGRAM

This self-guided program will lead you on a 14 week journey by providing a series of reasonable and gradual nutrition and exercise pursuits. With this program, participants can successfully integrate new pursuits into their life that they may not have considered previously.

## HOW TO START THE PROGRAM

- Log on to [www.chcw.com](http://www.chcw.com). Select 'My Healthy Solutions,' then 'Health Coaching' from the top.
- Scroll to the bottom of the screen and select 'Click here to login and contact a health coach.'
- Log into the US Corporate Wellness website and select the 'Resource Tab.'
- Locate 'Weight Management Program' under the 'Member Resources' heading and click on '14 Week Guided Program.'
- Select your starting date on the weight management page and click on the 'Submit' button. You will receive your first email on the date selected.

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. ***You must complete all 14 weeks of the weight management program by 12/31/17 to earn 100 points.***

# ACTIVITY TRACKER and WEBINARS

TRACK YOUR ACTIVITY  
KNOW YOUR PROGRESS  
LEARN YOUR LIFESTYLE

With the CHC Wellness **Activity Tracker**, you can choose from hundreds of activities to record in our calendar. By measuring exercise in minutes, you can see trends in your physical activity and how close you are to your goals.  
*Note: If participating in the walking challenge and recording walking as an activity, you may only log time after minimum of 30 minutes. For example, if walked for 60 minutes, you may only record 30 minutes of activity time.*

Track **500 minutes** of activity per month and receive **50 wellness points**. (500 maximum)

- Click on the **Activity Tracker** under '**My Healthy Solutions**'.
- Select the date.
- Scroll through the list of activities
- Record your minutes
- If the goal is met, points will automatically credit on the last day of the month.
- Note: late activity submissions will not be accepted.

The screenshot shows the 'Activity Tracking' interface. At the top, there's a form to 'Enter Activity' with a dropdown menu (currently showing 'Swimming leisurely'), a date field (10/19/2016), and a time field. A 'Submit' button is below. To the right, the 'Current Activity' section shows a running icon, an equals sign, and two circular progress indicators: one for '605 October Minutes' and another for '15054 2016 Minutes'. Below this is a small disclaimer: 'Here you can track your daily activity. Your company has chosen to track your activity using minutes. Therefore, although not all activities require the same physical exertion, your totals will be in minutes.' At the bottom, there's a calendar for 'October' with 'Prev' and 'Next' buttons. The calendar grid shows dates from 25 to 29, with some numbers highlighted in blue or red.

View webinar presented by experts in health and wellness. Click on the **Work Well Webinar Series** under the **My Healthy Solutions** header.

Topics range from **Eating Mindfully** to **Stress Management**.

Earn **10 wellness points** for each webinar. **50 points maximum**.





# CHC MEMBER PORTAL

## HOW TO VIEW THE INCENTIVE PROGRAM

- Go to [www.chcw.com](http://www.chcw.com)
- Click '[Register/Login](#)' in the top right corner
- Enter your username and password and click 'Log in'
- When prompted, enter program code **3333Eas566**. If you are new to CHC Wellness please enter the program code in the 'New Participants' box.
- Click 'My Incentive Tracking' or the incentive tracking box at the bottom to view:
  - ✓ Current point total
  - ✓ Incentive levels
  - ✓ Program requirements
  - ✓ Available programs
  - ✓ Program dates

## HOW TO NAVIGATE THE INCENTIVE PAGE

Details about each activity can be found by click on the activity box.

Additional Credit Programs

These programs are credited based on your participation in available programs.

**Contact a Health Coach – Quarter 1**  
10/01/2015 - 12/31/2015

My Points: 0	Points for Completion: 15	Program Dates: 10/01/2015 - 12/31/2015	Program Status: No Record of Participation
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More info

If you need to send in verification in order to get credit for an activity, you can click on the email address available in the **More Info** section.

Custom Programs

These programs require you to submit your completion, which may then either be approved automatically if no verification is required, or will be credited once the appropriate verification has taken place.

- External Event I – Wellness Challenge/Activity**  
10/01/2015 - 09/30/2016 ✓
- External Event II – Wellness Challenge/Activity**  
10/01/2015 - 09/30/2016
- External Event III – Community Service**  
10/01/2015 - 09/30/2016 ✓
- Preventive Service – Annual Flu Shot**  
10/01/2015 - 09/30/2016

Activities will show in green when they have been achieved and credited!

If you have any questions please call CHC Wellness at 866-373-4242.