

# READY TO REACH YOUR TRUE POTENTIAL?



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2021 – Phase 1 Wellbeing Program Guide

January 1 – March 31, 2021



City of Jefferson



# Your journey to wellbeing starts now!

CHC Wellbeing and the City of Jefferson know the importance of a healthy lifestyle. When you focus on your entire wellbeing, you reach your true potential.

Employees will receive \$50 and spouses will receive \$30 deposited into their cafeteria plan monthly May 2021 through August 2021 to offset health insurance premiums or other cafeteria benefits by earning 400 wellness points by March 31, 2021. If you and your spouse are on the city's health plan, the employee must participate in order for the spouse to be eligible for the incentive. Vacation leave may also be earned by reaching the Gold and Platinum levels.

(See Chart Below)

## Reward Goals:

### QUALIFER



400 Points

Benefit Incentive May  
– August 2021

### GOLD



600 Points

3 Hours of Vacation Leave  
+ Benefit Incentive

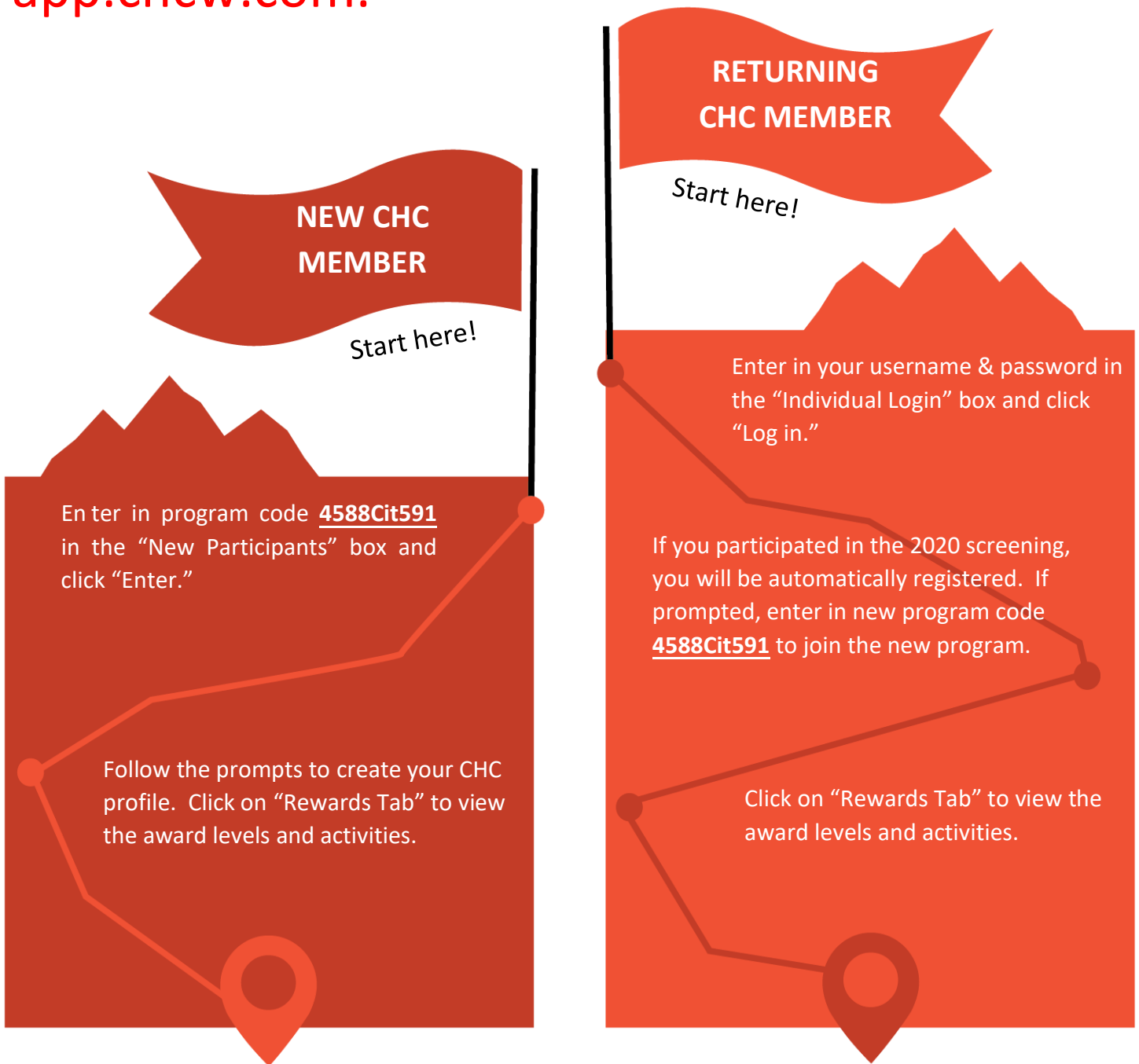
### PLATINUM



800 Points

6 Hours of Vacation Leave  
+ Benefit Incentive

To use the member portal, go to [app.chcw.com](http://app.chcw.com).



**You’ve successfully entered the CHC member portal!**

If you need help during the signup process or if you have any questions about your program, call 866-373-4242.



**DOWNLOAD THE CHC APP**

Go to [app.chcw.com](http://app.chcw.com) and follow the pop ups on your phone screen to install the app on your phone. Note: if you are an Apple user you must use the Safari browser on your iPhone to receive the popup notification.

# Navigating your Rewards Program is Quick and Simple!

Login in to **app.chcw.com** and click on 'Rewards' in the top navigation bar. You can also quickly view and access your rewards on your dashboard.

Your program has 3 components to it:

## PHYSICAL WELLBEING POINTS

Points will be awarded based on your 2020 wellness screening biometric score and non-tobacco status.

### TRACKED ACTIVITIES

CHC automatically tracks these points for you!  
Includes activities like e-learning, health coaching, webinars, etc.

### REPORTED ACTIVITIES

Submit verification showing you participated to be awarded points! Includes activities like gym visits, Lunch and Learns and 5K's.

On your Rewards page, you can quickly scan the color-coded boxes to see which activities are available.



**YELLOW BOXES** indicate that you can earn points for this activity or your uploaded submission is pending review



**GREEN BOXES** indicate that you have successfully earned points for this activity!



**RED BOXES** indicate that your uploaded submission has been rejected, but don't worry! You can still upload another within the allowed timeframe.

**GRAY BOXES** indicate that an activity is no longer available to earn points. To learn more about submitting documents for points in your rewards program, [watch this video](#).

# Rewards Program Activities

## ACTIVITIES – PHASE 1

<i>Program</i>	<i>Requirement</i>	<i>Points per Activity</i>	<i>Max Points</i>	<i>Activity Periods</i>
2020 Biometric Score (Screening Snapshot)	Range 90-100	325	325	Based on the 2020 Fall Screening Results
	Range 70-89	250	250	
	Range 40-69	200	200	
Annual Physical ★	Annual Physical (receive points for in 3 consecutive phases)	25	25	4/1/2020 – 3/31/2021
Preventive Service ★	Physical, Mammogram, Colonoscopy, Dental, Vision, Skin Cancer, Well Woman	25	75	12/1/2020 – 3/31/2021
<b>Health Coaching</b>	<b>Engage with a health coach ❖ Bonus - Double Points in Phase 1!</b>	<b>40</b>	<b>200</b>	<b>1/1/2021 – 3/31/2021</b>
Smoking Cessation Program	Complete the CHC online smoking cessation program (7 modules)	75	75	1/1/2021 – 3/31/2021
CHC Weight Management	Complete the CHC online program UBODY: UFIT + UFUEL (12 modules)	75	75	1/1/2021 – 3/31/2021
Independent Weight Management ★	3-month participation in Weight Watchers, Jenny Craig, or other approved non-CHC program	75	75	1/1/2021 – 3/31/2021
e-Learning	Complete an e-learning course	10	30	1/1/2021 – 3/31/2021
CHC Wellbeing Webinar	View a CHC WorkWell Webinar through your portal	10	20	1/1/2021 – 3/31/2021
Financial Wellbeing Module	Complete a financial wellbeing module.	10	20	1/1/2021 – 3/31/2021
Financial Wellbeing Webinar	View a financial wellbeing webinar.	10	20	1/1/2021 – 3/31/2021
Financial Wellbeing Calculator	Utilize a calculator	10	20	1/1/2021 – 3/31/2021
Lunch & Learns	Participate in one session, up to four total (sign in at event)	25	100	1/1/2021 – 3/31/2021
Volunteer ★	Volunteer for a community event	20	40	12/1/2020 – 3/31/2021
Blood Donation ★	Donate blood	25	50	12/1/2020 – 3/31/2021

# Additional Rewards Program Activities

<i>Program</i>	<i>Requirement</i>	<i>Points per Activity</i>	<i>Max Points</i>	<i>Activity Periods</i>
Individual Monthly Walking Challenge	Average 6,000 daily steps	40	300	1/1/2021 – 3/31/2021
	Average 8,000 daily steps	+20		
	Average 10,000 daily steps	+20		
	Average 12,000 daily steps	+20		
Team Walking Challenge Participation	New Year New You (Individual)	10	20	1/8/2021 – 1/27/2021
	St. Patrick's Day (Team)			3/1/2021 – 3/17/2021
Team Walking Challenge – Goal Met Winning Team	New Year New You (Individual)	10	20	1/8/2021 – 1/27/2021
	St. Patrick's Day (Team)			3/1/2021 – 3/17/2021
Run/Walk a Race★	Participate in a run/walk event up to 10k or a bike race	50	150	12/1/2020 – 3/31/2021
Run/Walk a Race★	Participate in a duathlon /triathlon/mudders/½ marathon	75	150	12/1/2020 – 3/31/2021
Run/Walk a Race★	Participate in a marathon or an Ironman triathlon	100	200	12/1/2020 – 3/31/2021
Walk or Bike to Work★	Walk or Bike to or from Work Provide Proof to HR	15	60	12/1/2020– 3/31/2021
Paper Activity Log (used only for those not able to utilize the Walking Program) ★	Report 1,000 minutes of activities per month and return form to HR	50	150	1/1/2021 – 3/31/2021
Gym Visits★	Upload documentation of 12 gym visits or fitness classes	50	150	1/1/2021 – 3/31/2021
30 Day Personal Challenge★	Individuals/groups are encouraged to choose one of the 30-day challenges found on the P drive.	50	50	1/1/2021 – 3/31/2021
Healthy Selfie★	Take a selfie when completing a healthy activity. Upload proof to CHC	10	20	1/1/2021 – 3/31/2021
Individual Monthly Biking Challenge	Average 2 miles biking daily	40	300	1/1/2021 – 3/31/2021
	Average 4 miles biking daily	+20		
	Average 6 miles biking daily	+20		
	Average 8 miles biking daily	+20		

# Rewards Program Activities: Healthy Resources

Access "Healthy Resources" in the top navigation bar of your portal!

## E-LEARNING & WORK WELL WEBINAR



There are over 500 E-Learning topics to choose from, such as asthma, back pain, depression, diabetes, eating healthy, and hundreds more! Each course can take between 10-20 minutes to complete.

WorkWell is a series of engaging webinars and monthly newsletters covering topics across all aspects of wellbeing. Each email includes education on a specific topic and actionable takeaways that you can easily implement in your daily life.

COMPLETE AN E-LEARNING COURSE	10 pts each	30 total pts available	Complete between 1/1/2021 – 3/31/2021
WATCH A WELLBEING WEBINAR	10 pts each	20 total pts available	Complete between 1/1/2021 – 3/31/2021

## PAPER ACTIVITY LOG



This log is for persons wishing to track their daily activity but **do not have an electronic steps tracking device that links to CHC**. Complete 1000 minutes of activity in one month. Form must be turned in within two business days of end of the reporting month

TRACK 1000 ACTIVITY MINUTES	50 pts each	150 total pts available	Complete between 1/1/2021 – 3/31/2021
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## GYM



Submit documentation of 12 gym visits to HR. Gym visits can be done in a gym or at home and include weightlifting, strength training, yoga, Pilates, a class or a video. Documentation includes the Gym Log or a printout from your gym. A workout that is solely walking/running is reported through the walking program or on the activity log if you do not have a device linked to CHC.

TRACK 12 Gym visits or Fitness classes	50 pts each	150 total pts available	Complete between 1/1/2021 – 3/31/2021
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# FINANCIAL WELLBEING

Financial wellbeing is the practice of taking the frustration and fear out of your finances by using mindful tools and developing skills to achieve your goals. The platform includes:

- Personalized content covering all your must-knows about money.
- Pinpointed knowledge-building exercises and how-to tutorials.
- Explainer videos with simple-to-absorb tips and tricks.
- Clever games and progress tracking that make learning entertaining.



<b>COMPLETE A FINANCIAL WELLBEING MODULE, WEBINAR OR UTILIZE A CALCULATOR</b>	<b>10 pts each</b>	<b>Courses 20pts Max Calculators 20pts Max Webinars 20pts Max</b>	<b>Complete between 1/1/2021 – 3/31/2021</b>
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# LUNCH & LEARNS

Lunch and Learns will be announced in the weekly newsletter.

- Cover various wellness topics
- Lunch is provided

You can also attend Lunch and Learns at Capital Region or St. Mary's.



<b>ATTEND A LUNCH &amp; LEARN</b>	<b>25 pts each</b>	<b>100 total pts available</b>	<b>Complete between 1/1/2021 – 3/31/2021</b>
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# 30-DAY PERSONAL CHALLENGE

A variety of challenges have been created. Pick the one that fits your personal goal. Turn in a completed form into HR to receive 50 points. Personal challenges can be found on the P:drive>Human Resources>2021 Wellness Program>30 Day Personal Challenge. These can be done individually or as a group.



<b>TRACK DAILY ENTRIES FOR 30 DAYS</b>	<b>50 pts each</b>	<b>50 total pts available</b>	<b>Complete between 1/1/2021 – 3/31/2021</b>
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**Bonus - Double Points in Phase 1!**



## HEALTH COACHING

CHC Wellbeing provides a wide variety of health coaching options to support healthy lifestyles. Focus areas include: weight management, nutrition planning, exercise programs, stress management and more!

<b>COMPLETE A HEALTH COACHING SESSION</b>	<b>40 pts each</b>	<b>200 total pts available</b>	<b>Complete between 1/1/2021 – 3/31/2021</b>
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### TO ACCESS HEALTH COACHING:

- Log in to [app.chcw.com](http://app.chcw.com)
- Click on 'Healthy Resources' in the top navigation bar and select 'Health Coaching.'
- Click on the button to access the health coaching portal.
- Scroll down to 'My Coaching Appointments' and schedule an appointment using the calendar tool.

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 Rewards.' Points will be awarded after each health coaching encounter within 48 hours.

### UBODY ONLINE WEIGHT MANAGEMENT PROGRAM

This self-guided weight management program is split into two parts: UFuel, which is about nutrition, and UFit, which covers healthy exercise. With this program, participants can successfully integrate new pursuits into their life that they may not have considered previously. Select **UBODY** to begin the program. (12 modules)

### UBREATHE ONLINE TOBACCO CESSATION PROGRAM

Our Tobacco Cessation program is based on the Prochaska Stages of Change Model, a system that has been proven to help people make changes to their behaviors. Topics discussed include dealing with cravings, identifying triggers, setting a quit plan and remaining a non-smoker. The sessions are designed to be completed consecutively but participants may complete sessions at their own pace. (7 modules)

**TO START THE PROGRAM**, follow the instructions above to access the health coaching site. Under "My e-Learning Coaching Programs" click on the program that you want to start and follow the prompts to start the modules.

<b>COMPLETE THE WEIGHT MANAGEMENT PROGRAM</b>	<b>75 pts</b>	<b>Complete between 1/1/2021 – 3/31/2021</b>
<b>COMPLETE THE SMOKING CESSATION PROGRAM</b>	<b>75 pts</b>	<b>Complete between 1/1/2021 – 3/31/2021</b>



# Rewards Program Activities: Walking Program

You will be able to sign up with the program and start logging your daily steps. You can earn rewards by walking an average amount of steps per month. Challenges throughout the year will give you a chance to compete directly against your coworkers to make walking even more fun!

## TO ACCESS THE WALKING PROGRAM:

- Click on “Walking” in the top navigation bar to the right. In the drop-down menu, select “Individual Tracking.”
- If this is the first time using the CHC walking program, read and accept the walking waiver. You will be able to link and track your steps now!

## MONTHLY WALKING GOALS:

<p><b>6,000 AVERAGE DAILY STEPS PER MONTH</b></p> <p>★</p> <p><b>40 points per month</b></p>	<p><b>8,000 AVERAGE DAILY STEPS PER MONTH</b></p> <p>★</p> <p><b>+20 points per month</b></p>	<p><b>10,000 AVERAGE DAILY STEPS PER MONTH</b></p> <p>★</p> <p><b>+20 points per month</b></p>	<p><b>12,000 AVERAGE DAILY STEPS PER MONTH</b></p> <p>★</p> <p><b>+20 points per month</b></p>
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<p><b>TAKE PART IN A WALKING CHALLENGE</b></p>	<p><b>10 pts each</b></p>	<p><b>Complete between 1/1/2021 – 3/31/2021</b></p>
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# Rewards Program Activities: Biking Program

Do you enjoy biking? New this phase, you can earn rewards by biking an average amount of miles per month. You do not have to bike daily to earn points just have a daily average of 2 miles a day to start earning points. You MUST use the STRAVA Bike app.

## TO EARN POINTS IN THE BIKING PROGRAM:

- Download the free STRAVA Bike app.
- Turn on app at the beginning of each ride or link to your gps tracking device.
- Submit a monthly screen shot of your total miles ridden to Cindy Bitterman in Human Resources.



## MONTHLY BIKING GOALS:

<b>AVERAGE 2 MILES DAILY BIKING PER MONTH</b>  ★  40 points per month  60 miles total for month	<b>AVERAGE 4 MILES DAILY BIKING PER MONTH</b>  ★  +20 points per month  120 miles total for month	<b>AVERAGE 6 MILES DAILY BIKING PER MONTH</b>  ★  +20 points per month  180 miles total for month	<b>AVERAGE 8 MILES DAILY BIKING PER MONTH</b>  ★  +20 points per month  240 miles total for month
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LIVE THE TRUE YOU,  
**GET REWARDED**