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# WELLNESS ASSESSMENT INSTRUCTIONS

TAKE A BIG STEP TOWARD BETTER HEALTH IN 2018!



# TAKING THE HEALTHY OPTIONS WELLNESS ASSESSMENT

Health Options has partnered with Wellsource to provide Members with self-assessment tools to support your ongoing health and wellness. The Wellness Assessment (WellSuite® IV) is quick and easy to use. It adapts to your answers. You only get asked about things that have to do with your lifestyle. In no more than 15 minutes you will see how your habits impact your health both today and in the future.

The Wellness Assessment asks about:

- What you eat
- How active you are
- How you feel
- And more

The report at the end will show you some of the things you can do to stay well. Often, it takes just a few simple changes to your daily habits.

# STEP 1: LOG INTO THE WELLNESS ASSESSMENT

## My Dashboard

Welcome,

 **MANAGE MY PROFILE**

### Medical Benefits

We've made enhancements to your Member Portal to make finding the information you need even easier! Click on Medical Benefits to check out the new features.

As a Community Health Options member you will have 24/7 online access to your medical benefits. You'll be able to:

- View eligibility
- Check your claims
- View benefit details and plan documents
- See how much you've

### Pharmacy Benefits

Express Scripts is our new pharmacy benefit manager. Express Scripts is a leading prescription benefit plan provider throughout the nation.

Take a minute and become familiar with your Member Prescription Portal. PLEASE NOTE: You will be required to set up a separate username and password to access your Express Scripts Online Portal. This Web-based portal provides you with the tools to better understand and manage

### Healthy Options

As a Member of Community Health Options, you can take advantage of Healthy Options - our health and wellness program created specifically for YOU.

Access the Healthy Options Online Health and Wellness Information Portal to:

- Search evidence-based, medically reviewed information
- Get facts on over 6,000 health topics
- Use decision support tools and videos


### Member Information

- How to Contact Community Health Options
- Payment Address
- Members can make payment using a debit card or check. PLEASE NOTE: Community Health Options no longer accepts credit card payments.

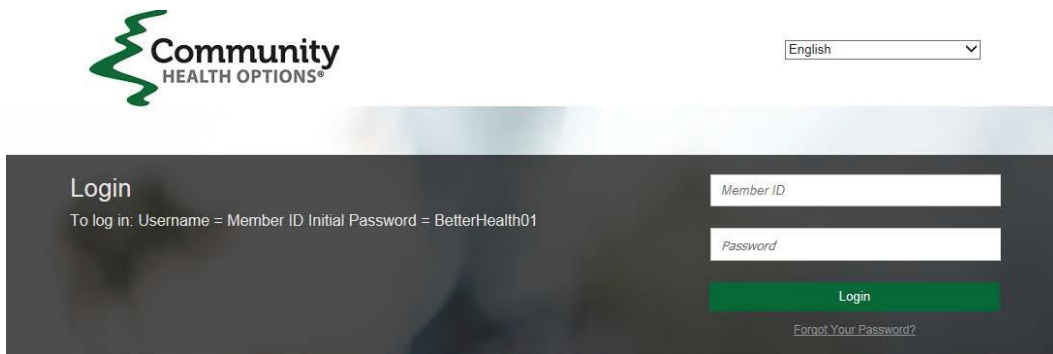
### Health Options Wellness Assessment

- Wondering where you stand with your health? Looking for help with a concern? Complete this review, find out how you're doing, and explore possible resources. Complete the assessment or view your report.

When you first come to the member portal dashboard, select "Health Options Wellness Assessment"



## STEP 2: SET UP YOUR PASSWORD



The screenshot shows the login interface for Community Health Options. At the top left is the logo with the text "Community HEALTH OPTIONS®". To the right is a language dropdown menu set to "English". Below the logo, the word "Login" is displayed, followed by the instruction "To log in: Username = Member ID Initial Password = BetterHealth01". The login form consists of two input fields: "Member ID" and "Password". Below these fields is a green "Login" button and a link for "Forgot Your Password?".


Input your Member ID as your username and "**BetterHealth01**" as the initial password.

You will be prompted to create your unique password prior to starting the Wellness Assessment.

# STEP 3: STARTING YOUR WELLNESS ASSESSMENT

Read the Terms of Use and click on “I Agree” or “I Do Not Agree.”

## Terms of Use

  CLOSE

You are about to enter the WellSuite® IV site. This is a big step toward better health! But you need to agree to a few Terms of Use before you can get to the site.

### You Must Be 18 or Older.

This site is for adults 18 years old or older. This is for two main reasons:

1. Your results may not be right if you are younger than age 18.
2. The health test asks for your personal health data. It is only legal for an adult to agree to share it.

### Your Data Is Private.

Wellsourc, Inc. (“Wellsourc”, “we,” or “our”) is in charge of making sure that your health data is safe. Our top concern is to keep it private. Your data is put into code that makes it hard to steal. Our staff must follow all laws that apply. They may view your data if the group that licensed WellSuite® IV asks them to. Even then,

I DO NOT AGREE

✓ I AGREE

*I have read these Terms. I know what they mean. I know they may change at any time. If they change, I will have a chance to read them and accept or reject them. I also confirm that I am at least 18 years old.*

## STEP 3 (CONT'D)

- Once you have agreed to the Terms of Use, you will be automatically directed to the home page.



## STEP 4: COMPLETE YOUR PROFILE

The image displays two screenshots of the Wellsource mobile application's profile completion screen. The left screenshot shows the top portion of the form, including the Wellsource logo, a welcome message, and input fields for 'Usability' and 'Test50'. Below these are fields for 'WHEN WERE YOU BORN?' (Month, Day, Year), gender ('Male', 'Female'), 'Zip', and 'USA'. The right screenshot shows the 'WHAT LANGUAGE DO YOU PREFER TO SPEAK?' section with 'Arabic' selected, the 'WHAT IS YOUR RACE?' section with 'Other' selected, and the 'HOW MUCH SCHOOL HAVE YOU FINISHED?' section with 'Grade 12 or high school GED' selected. An orange 'Let's get started!' button is at the bottom.

You can look at and update your profile at any time - just click or tap (touch screens) the Profile link in the menu pancake. You'll find it on the upper right-hand side of the screen.

Your profile gives you the chance to tell people what language you like to speak and other info. You can change your profile at any time. If you do change anything, please click **"Let's get started!"** to save your change.

## STEP 4: CONT'D

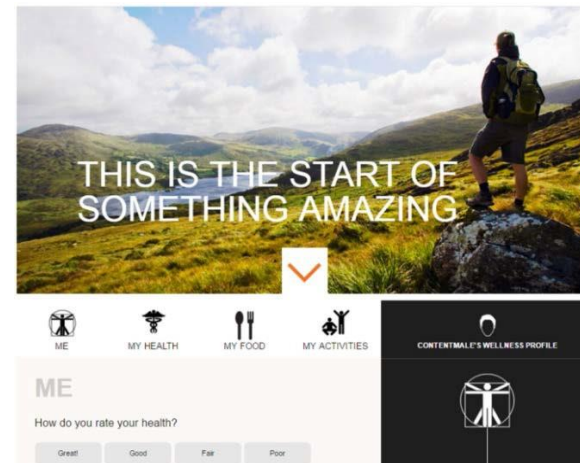
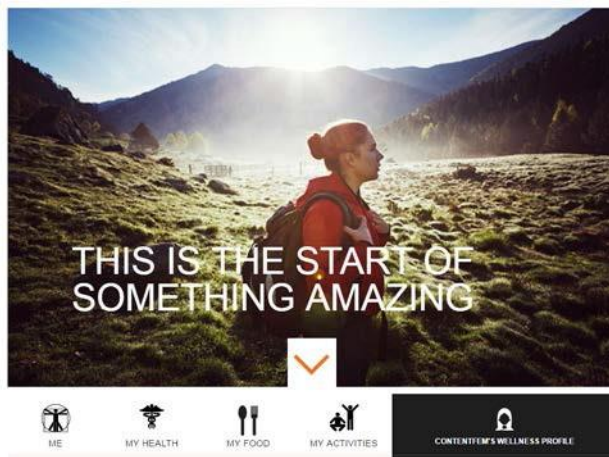
You will be directed to the Homepage. To start the Wellness Assessment click on **CONTINUE**





# STEP 5: GETTING STARTED

The Wellness Assessment will display a male or female photo to confirm your sex.



## STEP 5: CONT'D



ME



MY HEALTH



MY FOOD



MY ACTIVITIES

The headers appear near the top of the Wellness Assessment. You can answer the sections in any order you wish. But, you'll need to answer all the questions to finish the assessment.

- **Me** - How you feel.
- **My Health** - Your health and health test numbers. You will be asked for your blood pressure, height, weight, and blood values (like blood sugar). It's a good idea to have them on hand before you start. If you do not know them, then skip this section. You'll be asked if your numbers are normal or high.
- **My Nutrition** - Your normal eating habits during the day and week.
- **My Activities** - How active you are.

You can click or tap on the answer. No need to press "Enter." Your answers are auto-saved as you go through the Wellness Assessment.

## STEP 5: CONT'D

**Help Text** can give you more details, such as what we mean by a healthy breakfast or a “sick day.” Click or tap on the question mark icon for help.



When you eat breakfast, how often is it healthy? ?

Always   Most of the time   Some of the time   Seldom or never

Example of a healthy breakfast: whole-grain cereal, low-fat dairy or soymilk, healthy protein, and fruit.



**Need to Quit before You're Done?**

Don't worry. We remember where you left off. Next time you log in, you'll be reminded of how far you've come. Just click "CONTINUE" to complete the Wellness Assessment.

# WHAT TO DO WHEN YOU'RE DONE

Once you are done with the Wellness Assessment, click FINISH. If you skipped any required questions, you will be prompted to answer them.

- Click OK. You will be taken to the first skipped question.
- When all questions are answered, click FINISH
- After a few seconds your **Personal Report** will appear.



You're not done yet! 9 required questions have not been answered. Please click OK to return to your assessment and answer them. Then click Finish.

OK

PLEASE ANSWER

Are you being treated now for your heart problem?

Yes No

NEXT

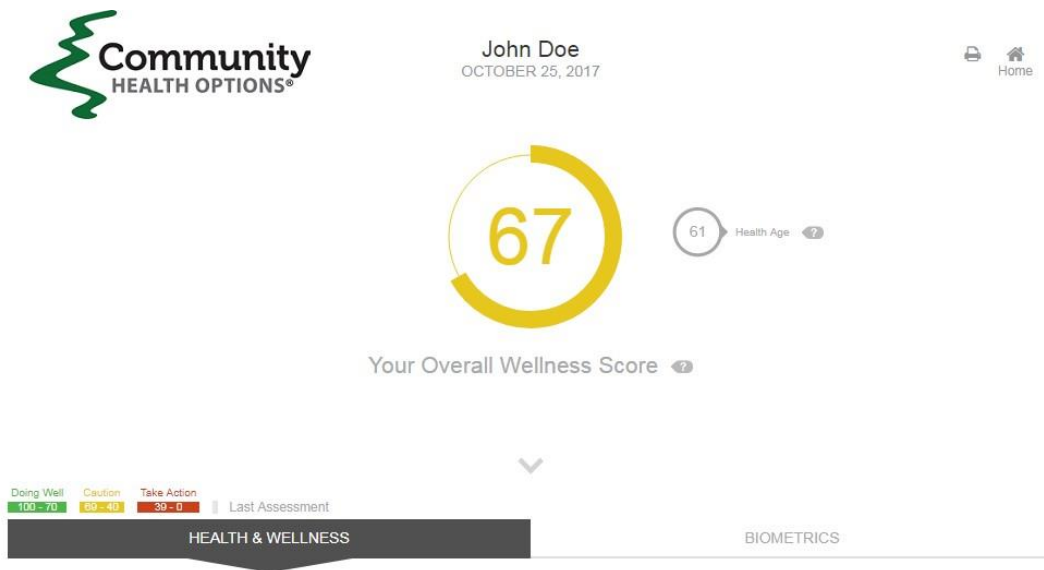
You will be taken to the first skipped question. After you answer, click “Next.”

When you have answered all the questions, click “Finish.”

# ABOUT YOUR PERSONAL REPORT

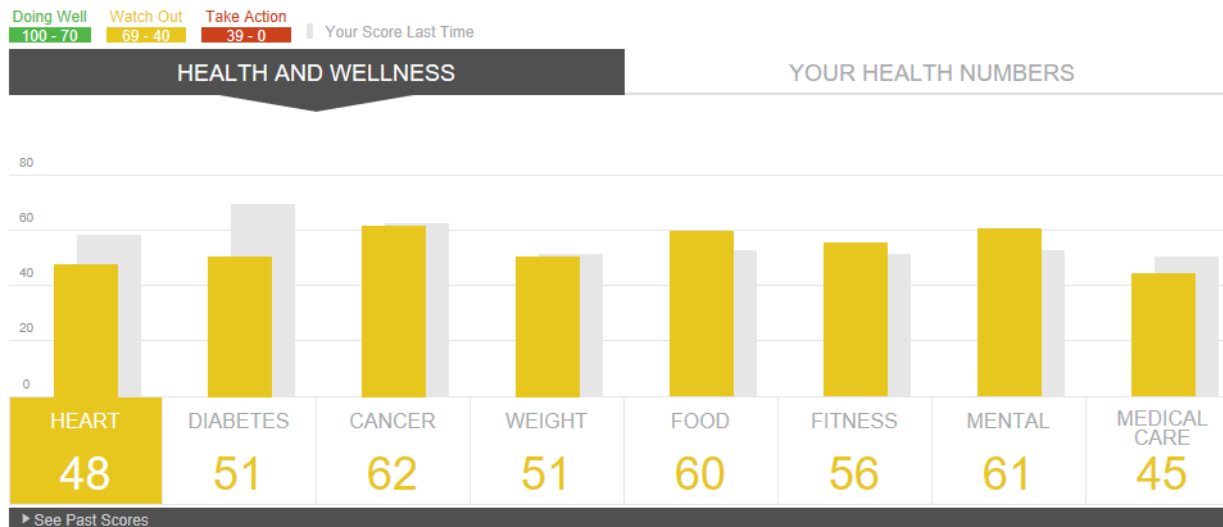
Your report highlights where you are doing well and where you have opportunities for improving your health and wellbeing.

Use the help icon to learn more about each section, such as your health age.



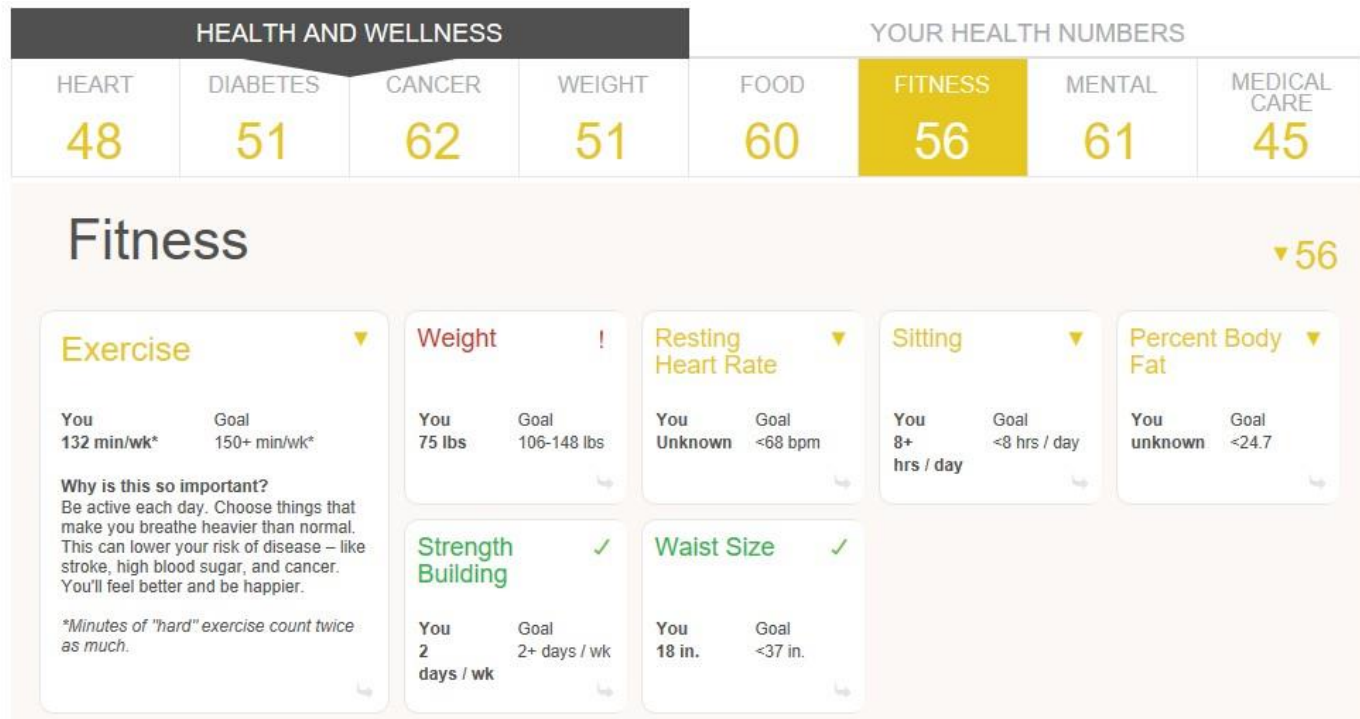
# ABOUT YOUR PERSONAL REPORT

The report uses Red, Yellow, and Green to show how you are doing. If you have taken the Wellness Assessment before, your last score will be in gray. Click or tap on a topic to learn how more about your score.




# ABOUT YOUR PERSONAL REPORT

Each card shows your score and a goal



# ABOUT YOUR PERSONAL REPORT

The back of the card provides a few suggestions to improving your score. To read the back, click or tap on the card. To read the “science” behind the advice, click on 

Click or tap the card to flip back to the front. Take time to read more about each topic by clicking on the links.



**Fitness** ▼ 56

**Exercise** ▼

You	Goal
132 min/wk*	150+ min/wk*

**Why is this so important?**  
Be active each day. Choose things that make you breathe heavier than normal. This can lower your risk of disease – like stroke, high blood sugar, and cancer. You'll feel better and be happier.

*\*Minutes of "hard" exercise count twice as much.*

**Weight** !

You	Goal
75 lbs	106-148 lbs

**Percent Body Fat** ▼

You	Goal
unknown	<24.7

Your heart beat is fastest when you are active. That's because your heart has to work harder to keep your body going. It's slowest when you are resting. You are calm and relaxed.

Knowing your resting pulse helps you keep track of your fitness and your health. People tend to live longer with a lower pulse.

The heart is a muscle that gets stronger with exercise. Very fit athletes can have a resting pulse as low as 40 beats a minute. Their heart is strong and doesn't have to work hard to pump blood. Your resting rate doesn't need to be that slow. Aim to keep yours <68. To do this, be active each day.

**Strength Building** ✓

You	Goal
2 days / wk	2+ days / wk

*\*Minutes of "hard" exercise count twice as much.*

You	Goal
2 days / wk	2+ days / wk

You	Goal
18 in.	<37 in.

**Read About It!**

- [Benefits of physical activity](#)
- [How exercise helps your body and brain](#)
- [Exercise and fitness resources](#)
- [Measure your own body fat](#)
- [Exercise and fitness as you age](#)
- [How to be fit when you have limited movement](#)

**Fitness and Health**

Being fit improves your odds for good health and a long life. Be active 30 minutes a day on 5 days a week. That will lower your risk of getting sick and dying too soon. If you want to cut your risk even more, get 60 minutes a day.

**What to Eat**

- Beans, nuts, eggs, lean meats, and poultry
- Unrefined carbohydrates
- Fruits and vegetables
- Water instead of sweet drinks
- Natural sweets (berries, fruits)



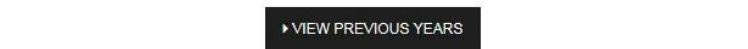
# YOUR HOME PAGE



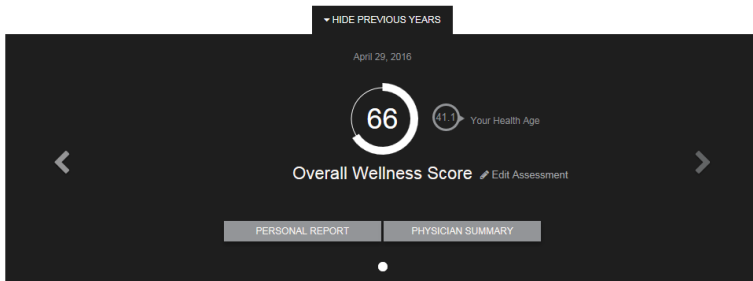
When you have read your report, click the **Home** icon at the top right of the Personal Report.

This will take you back to the WellSuite® Home page, where you can:

- View a **Physician Summary Report**
- Review your **Personal Report**
- View reports from prior years (if you've taken the WellSuite® IV HRA before)



Click **VIEW PREVIOUS YEARS** to review any reports from prior years.



Use the arrows to scroll through all years. Click **HIDE PREVIOUS YEARS** to hide the expanded view.

# EDITING YOUR WELLNESS ASSESSMENT

You may be able to edit your Wellness Assessment. To do this, click on “Edit Assessment” on your home page.

