



## Central Michigan University

### 2022-2023 Wellness Program Guide



**Central Michigan University is committed to helping you achieve your best health and best self.** This year, we challenge you to make self-care and your well-being a priority. Complete a selection of the activities from the charts on pages 2-5 based on your personal health goals. As a reward for completing healthy activities, you have access to a rewards mall, where you can choose to redeem your reward dollars for a variety of e-gift cards and merchandise. Earn a total of 800 points to receive the maximum reward of 400 dollars.



Start date:  
**July 1, 2022**



**Complete activities**  
that will help you thrive



Deadline to earn points:  
**June 30, 2023**



Deadline to redeem points:  
**July 31, 2023**



**Feel good** knowing you've  
earned a reward

### Wellness Incentive Details

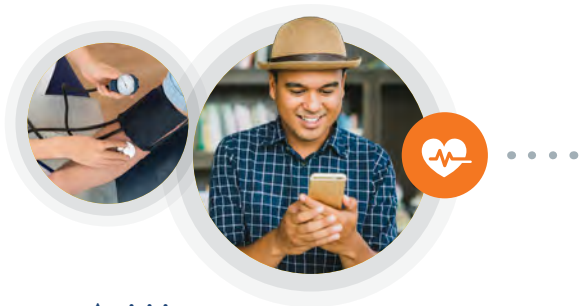
Complete your choice of well-being activities to earn points. Earn \$100 for every 200 points you earn, up to \$400 max for 800 total points. The last day to complete activities for points is June 30, 2023. **Points and reward dollars do not roll over so use them by July 31, 2023 or lose them!**

- Level 1: 200 total points = \$100
- Level 2: 400 total points = \$100
- Level 3: 600 total points = \$100
- Level 4: 800 total points = \$100

See page 6 for details on how to redeem your reward dollars.

### Wellness Incentive & Program Eligibility

The Central Michigan University Wellness Program incentive reward is available to all benefit-eligible active staff, fixed-term and medical faculty, and post-doctoral research fellows. Spouses and dependent children age 18+ can utilize the wellness program features, but are not eligible for the \$400 reward.



## Be the healthiest you

Complete well-being activities to meet your personal health goals and earn points towards your reward.

| Activities                                  | Action(s) to Earn Points  | Points/Max. | ✓ |
|---|---|-------------|---|
| <b>Healthy Actions</b>                      |   |             |   |
| <b>Personal Health Profile</b>              | Complete this online survey to assess your lifestyle and its impact on your health.   | 60/60       |   |
| <b>Health Advocate Website or App Visit</b> | Log on to the Health Advocate website or app. Earn 10 points for your first login of each month.  | 10/120      |   |
| <b>Engage with an Advocate</b>              | Connect with Health Advocate for healthcare and insurance-related issues, and mental health and work/life balance help. <i>Wellness inquiries do not count for points.</i>  | 30/60       |   |
| <b>Your Tobacco Status</b>                  |   |             |   |
| <b>Tobacco Free Status</b>                  | Certify that you are tobacco-free via the online tobacco affidavit.   | 25/25       |   |
| <b>Tobacco Cessation Program Enrollment</b> | Enroll in the 12-week <b>Health Advocate Tobacco Cessation Program</b> online or with a Wellness Coach.   | 25/25       |   |
| <b>Tobacco Cessation Program Completion</b> | Complete the <b>12-week Health Advocate Tobacco Cessation Program</b> – online or with a Wellness Coach. Earn points by participating in at least 8 weekly sessions.  | 175/175     |   |
| <b>Health &amp; Well-Being Coaching</b>     |   |             |   |
| <b>Wellness Coaching</b>                    | A Wellness Coach can help you meet your health goals and thrive. Connect with a Wellness Coach via telephone, live chat, or secure web messaging.   |             |   |
|   | Earn points for completing one <b>Health Education Session</b> .  | 30/30       |   |
|   | <p>Complete a <b>Mini Coaching Program</b> by participating in 3 sessions. You can also work with a Wellness Coach on specific goals to get started on your path to better health through one of the <b>Jump-start Coaching Programs</b> below. Each program consists of 3 easy calls, after which you will have a personalized action plan to continue your efforts.</p> <p><b>On The Move:</b> This program will help you be more physically active and develop a workout routine that sticks.</p> <p><b>Make Control Your Goal:</b> If you have elevated or high blood pressure and want to learn how to better manage your numbers, this program may be perfect for you.</p> <p><b>Scale Down:</b> If you're thinking about losing weight but unsure of where to start, this program can help.</p> <p><b>Stress Less:</b> This program will help you learn to better manage stress, find time to unwind and live life in balance.</p> | 100/200     |   |



## Be the healthiest you

Complete well-being activities to meet your personal health goals and earn points towards your reward.

| Activities                          | Action(s) to Earn Points  | Points/Max. ✓ |
|-------------------------------------|---|---------------|
| <b>Keeping Track of Your Health</b> |   |               |
| <b>Preventive Care</b>              | <p>Points for Preventive Care Exams are awarded automatically approximately 3 months after completion for those enrolled in a CMU medical plan. If you are an employee enrolled in medical coverage as a spouse, either through CMU or another employer, or if your visit is close to the deadline (6-30-2023), you can self-report your exams online. Log in to Health Advocate and visit your “To Do List” to report the date of your visit and upload supporting documentation. Proof can include an explanation of benefit (EOB), claim summary, or confirmation from your provider’s office.</p> | <b>40/120</b> |
|                                     | <p>Stay on top of your health by completing preventive care exams. Visits occurring between July 1, 2022 and June 30, 2023 will qualify for points.</p> <p><b>Earn points for the exams below:</b></p> <ul style="list-style-type: none"> <li>• Annual Physical Exam</li> <li>• Breast Cancer Screening</li> <li>• Cervical Cancer Screening</li> <li>• Colon Cancer Screening</li> <li>• Bone Density/Osteoporosis Screening</li> <li>• Preventive Dental Visit</li> <li>• Prostate Cancer Screening</li> <li>• Skin Cancer Screening</li> <li>• Vision Exam</li> </ul>                              |               |
| <b>Vaccinations</b>                 | <p>Protect yourself and others by staying up-to-date on your vaccinations. Vaccines administered between July 1, 2022 and June 30, 2023 qualify for credit. Log in to Health Advocate to report and earn points for the vaccines below:</p>   | <b>20/40</b>  |
|                                     | <ul style="list-style-type: none"> <li>• COVID-19 Vaccine and/or Booster</li> <li>• Flu Vaccine</li> <li>• Hepatitis B</li> <li>• Pneumonia Vaccine</li> <li>• Shingles Vaccine</li> <li>• Tetanus</li> </ul>   |               |
| <b>Financial</b>                    |   |               |
| <b>Health Cost Estimator Search</b> | <p>Shop for medical procedures and services using the <b>Health Cost Estimator+</b> tool online or through the mobile app. You can also review provider costs, quality scores and consumer ratings.</p>   | <b>10/10</b>  |



**866.799.2691**

Email: [answers@HealthAdvocate.com](mailto:answers@HealthAdvocate.com)



Web: [HealthAdvocate.com/cmu](http://HealthAdvocate.com/cmu)

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## Be the healthiest you

Complete well-being activities to meet your personal health goals and earn points towards your reward.

| Activities                                 | Action(s) to Earn Points   | Points/Max. ✓                  |
|--|--|--------------------------------|
| <b>Take Action for Better Health</b>       |  |                                |
| <b>Don't Weight, Make a Change Program</b> | Learn tips, tricks and long-term strategies to help you not only lose weight, but keep it off in this 12-week program. <i>Complete all chapters to earn points.</i>  | 100/100                        |
| <b>Wellness Workshops</b>                  | Participate in online, self-paced workshops on nutrition, fitness, stress, resilience, financial wellness, and more! <i>Complete all chapters to earn points.</i>  | 40/240                         |
| <b>Wellness Challenges</b>                 | Have fun while getting healthy by participating in wellness challenges. <i>Track your activity each week of the challenge to earn points.</i>  | <b>Stay Tuned!</b>             |
|  | <b>CMU Challenges</b> are planned for the entire year to encourage healthy competition between you and your coworkers. Stay tuned for challenge dates and details!   |                                |
|  | <b>Personal Challenges</b> are available to start on your own at any time. Participate on your own or invite your coworkers.   |                                |
| <b>Create Healthy Habits</b>               |  |                                |
| <b>Healthy Behavior Tracking</b>           | Track your progress and reach healthy goals! Connect your fitness device or manually track your activity. See chart on page 5 for trackers.  | 50 max per tracker/<br>200 max |
| <b>Other Ways to Participate</b>           |  |                                |
| <b>Workplace Events</b>                    | We have many fun events and opportunities to earn additional points planned for the year. Keep an eye out for information about activities you can participate in to earn points.  | <b>Stay Tuned!</b>             |
| <b>Device Integration</b>                  | Sync a compatible fitness device or app to the Health Advocate website or app. Points will be added to your account quarterly.   | 15/15                          |
| <b>EAP Skill Builders and Webinars</b>     | Through Health Advocate's <b>EAP+Work/Life Program</b> , you have access to webinars and skill builder courses to improve your personal and professional development. After the webinar, report it online on your "To Do List" for points and upload the Completion Certificate. | 40/160                         |



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## Track healthy behaviors for even more points

Track healthy habits and meet the recommend goals to earn points. **You can earn a maximum total of 50 points per tracker and a max of 200 points across all trackers.**

| Health Tracker               | Recommended Goal   | Points |
|------------------------------|--|--------|
| <b>Distanced Exercised</b>   | Log the distance you exercise daily  | 1      |
| <b>Fiber</b>                 | Improve your digestion by consuming 25 grams or more daily   | 1      |
| <b>Fruits and Vegetables</b> | Boost your nutrition by eating 5 or more servings daily  | 1      |
| <b>Sleep</b>                 | Function your best by sleeping 7 to 9 hours each night   | 1      |
| <b>Sodium</b>                | Strive for healthy blood pressure by reducing your intake to 1,500 mg or less daily                                | 1      |
| <b>Steps</b>                 | Stay on your feet by taking 5,000 to 9,999 steps daily<br>Increase your steps by taking 10,000 steps or more daily | 1<br>2 |
| <b>Stretching</b>            | Improve your flexibility by stretching for 10 or more minutes daily  | 1      |
| <b>Water</b>                 | Stay hydrated by drinking 64 ounces of water daily   | 1      |
| <b>Resilience</b>            | Handle stress better by performing at least one resilience activity on 5 separate days weekly                      | 5      |
| <b>Resistance Training</b>   | Increase your strength by performing this activity 2 or more days weekly   | 5      |
| <b>Time Exercised</b>        | Get fit by exercising for at least 150 minutes weekly  | 5      |
| <b>Weight</b>                | Log your weight weekly   | 5      |
| <b>Charity Work</b>          | Give back by completing 2 or more hours of charity work monthly  | 10     |

*There are many other trackers available on the website for your use that are not eligible for points.*



### Feature in Focus: Sync your fitness device, wellness app or Apple Health

Easily get points for health trackers by syncing your device or app. From the “I would like to...” menu, select “Sync My Fitness Device.” Select your device or app and follow the steps. You will only see Apple Health as an option when logged on through the Health Advocate app on compatible iOS devices.



# You did the work. Now get rewarded!



## Track your earned points and eligible reward dollars

- **Log on to your Health Advocate member website or app** to track your activity, check your points and start shopping. Once logged on:
- **View your “Reward Balance” and “Current Points”** on the left side of the home page.
- **Click on “Points Detail”** to go to your Incentive Program page, where you will find information on how you can earn points, completed activities, earned points and eligible reward dollars.

## Start shopping for your rewards!

- **You can access the rewards mall by clicking on the “Browse or Shop Now”** button on the home page or on the Incentive Program page.
- **Search for particular e-gift cards or fitness devices** using the Keyword Search box or search by category listed on the left side of the page.

## Redeem a reward

- **Choose the e-gift card or fitness device** you want and click to add it to your cart.
- **Then visit your cart** and click “Checkout.”
- **Enter your information.** Your name, phone number, and email are required for e-gift cards; all fields are required for fitness devices. Then click on “Review Order.”
- **Make sure all your information is correct,** and then click “Place Order.”

## Split tender

- **Want a fitness device or e-gift card, but don’t have enough points to purchase it?** You can choose to split tender, which means you can pay for part of it with your points and part of it with your credit card.

## Cash out

- **You can also cash out your points** for Amazon and/or Visa e-gift cards by clicking the red buttons on the left side of the rewards mall.

## Visa Gift Cards

- **After you place your order** for a Visa gift card and it is processed, Visa will send you an email explaining how you can claim your reward.
- **You can request a virtual Visa gift card or a physical Visa gift card** that will be mailed to you. A \$5 surcharge fee applies for a physical card.

## Check your orders

- **You can access detailed information** about your orders by selecting the “Order History” drop-down menu by your name and dollar value.
- **Check your “Order History”** whenever you have a question about any of your orders.

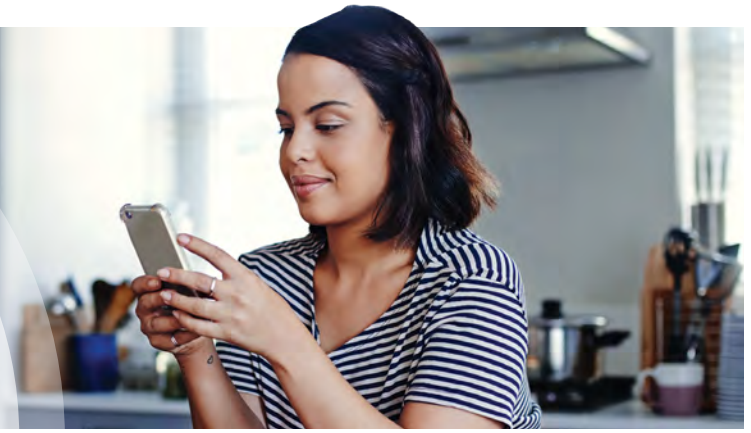
## Submit a help request

- **You can submit a help ticket right on the rewards mall website.** Click “Help” in the top right corner of the rewards website for issues like needing help with an order, an item, and more.



To get more details about navigating the Healthy Change website, please visit:  
<http://www.healthadvocate.com/wellness/downloads/NavigatingHealthyChange.pdf>

# Frequently Asked Questions



## Q: How do I register for the Health Advocate website?

**A:** Follow these simple steps to register:

1. Visit [HealthAdvocate.com/cmu](https://HealthAdvocate.com/cmu)
2. Register for the website by clicking on “Register Now”
3. Enter the required information, confirm your registration, then log in

## Q: What if I am unable to fulfill a requirement of the incentive program?

**A:** We are committed to helping you achieve your best health. If you think you might be unable to meet a certain standard for points under this program, you may be able to earn the same points by a different means. Please contact Health Advocate for more information.

## Q: What are some common wellness goals Health Advocate supports?

**A:** We can help you reach goals in areas such as weight loss, fitness, nutrition, tobacco cessation, mindfulness, stress management, prevention and management of chronic disease, and so much more!

## Q: Will my information and interaction with Health Advocate remain private?

**A:** Your medical and personal information is kept strictly confidential. Our staff carefully follows protocols and complies with all government privacy standards.

## Q: Are my rewards taxable?

**A:** Due to IRS rules, rewards are considered taxable income and are subject to applicable payroll taxes such as federal, state, Social Security and Medicare taxes.

## Q: What other issues is Health Advocate able to assist me and my family with?

**A:** Health Advocate can help you and your family:

- Get answers to your insurance and claims questions, resolve billing issues and connect you to all of your benefits
- Identify emotional and mental health issues and find strategies to cope through support from an EAP Professional
- Connect with specialists for help with work/life balance, legal and financial issues
- Better manage chronic conditions with expert guidance from a Certified Nurse Coach

## Q: When is Health Advocate available?

**A:** Normal business hours are Monday - Friday, from 8 AM to 10 PM, ET. Wellness Coaching is available weekdays from 8 AM to 9 PM, ET. Staff is available for assistance after hours and on weekends.



## Feature In Focus: Live Chat

Instantly connect with a Wellness Coach through our website or mobile app. After logging in, select the chat bubble at the bottom of the screen to get started.




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You have one life  
to live—let's make it  
a healthy one!

No matter your health and wellness goals, Health Advocate can help guide you toward your best health!

**The Wellness Program features:**



**Personal Health Profile**

Your current health, in real time



**Wellness Coaching**

One-on-one support to help you thrive



**Jump-Start Coaching Programs**

Work with a Coach on specific goals such as reducing blood pressure, weight loss and more



**Recipes and Meal Plans**

Nutritious and delicious recipes to fuel your goals



**Personal Challenges**

Jump-start healthy changes while having fun



**Health Trackers**

Monitor your progress and celebrate your achievements



**Well-Being Resources**

View curated information on topics such as mindfulness, fitness, nutrition and more



**Wellness Workshops & Programs**

Get actionable health tips and learn about well-being topics



**Health Advocate Blog**

Timely tips to help you live well, find balance and more



**Health Information Center**

Access resources on virtually any health topic



**Fitness Discounts**

Find deals for online classes, memberships, nutrition resources and more through GlobalFit



**Seasonal Campaigns**

Receive weekly emails during our Spring Into Summer, Commit to Quit and Maintain, Don't Gain campaigns



**It all begins with you!**

Quickly reach us any way you like — by phone, email, online or our mobile app.



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