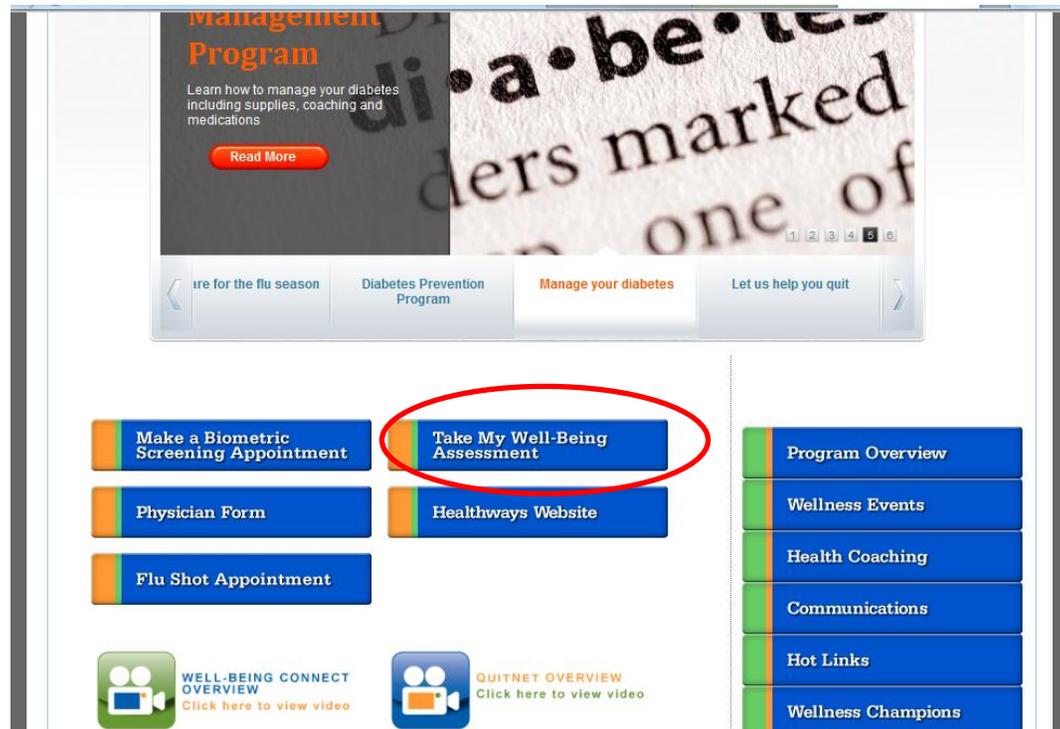


How to complete the Healthways Well-Being Assessment:

1. To begin your Well-Being assessment, go to the *Take Charge! Live Well!* website ohio.gov/tclw and click on the **Take My Well-Being Assessment** Button.



- For the first time user (if you have not completed the assessment since 7/1/12), you will need to click on the **Sign-Up** button and enter your name, date of birth, and gender.

The screenshot displays the homepage of the 'Take Charge Live Well' website. The main heading is 'What Inspires You?'. Below this heading, there is a paragraph of text: 'This site is here to help you find inspiration every day as you move towards better health and well-being. You'll discover a personalized action plan for healthier living with manageable steps toward accomplishing your personal goals, with interactive tools, rewards, tips, and even social networking to motivate you along the way.' Below the text, there are two buttons: 'Sign In' and 'Sign Up'. The 'Sign Up' button is circled in red. To the right of the 'Sign Up' button is a link that says 'or Learn More'. At the top right of the page, there is a small notification box that says 'Click on Tools to convert PDF documents to Word or Excel.' The background of the page features a collage of photos and a calendar.



3. Once completed, click on the **Next** button.

The screenshot shows a web browser window with the title "Signing Up". In the top right corner, there is a dark grey tooltip with a lightbulb icon and the text: "Click on Tools to convert PDF documents to Word or Excel." The main content area has a light wood-grain background. On the left side, there are several polaroid-style photos of people engaged in various activities like cycling, walking, and playing sports, along with a large orange ribbon award. The text in the center reads: "Welcome to Take Charge! Live Well! Brought to you by Healthways." Below this is the "Sign Up" section with the instruction: "To verify who you are, we need to ask some basic information." The form includes fields for "First", "Last", "Date of Birth" (with dropdowns for Month, Day, and Year), and "Postal/Zip Code". At the bottom, there are radio buttons for "Gender" (Male and Female). Two buttons are at the bottom: a grey "Cancel" button and an orange "Next" button with a right-pointing arrow. The "Next" button is circled in red.



4. The next step is to create a user name, password, and choose 3 security questions to answer. Once completed click the **Sign-In** button.

Signing In as a Registered User

Click on Tools to convert PDF documents to Word or Excel.

Welcome to Take Charge! Live Well!
Brought to you by Healthways

Sign In

Use name:

Password:

Remember Me

Sign In

[Forgot your username or password?](#)

Not Registered?
Need help?

[Sign Up or Learn More](#)
Call (866) 556-2288
[Read the Help & FAQs](#)



5. You are now ready to begin your Well-Being Assessment. Click the **Well-Being Assessment** to begin.

What inspires you to improve your health?

Take Charge! Live Well! gives you tools, suggestions and inspiration to help you get healthier - which might just make you happier. It's a fun, smart way to overcome obstacles, track your progress throughout the year, and most of all, stay inspired. Step by step, you can improve the way you feel. The very first step is figuring out where you are right now.



Three Steps to Well-Being

<p>Step 1 Assess Your Current Well-Being</p> <p>Help us learn about your current state of well-being by answering some questions.</p> <p> View a Sample Report</p>	<p>Step 2 Your Well-Being Assessment Results</p> <p>Based on your answers, we'll recommend specific areas for you to work on to improve your health and well-being.</p> <p> See a Sample Well-Being Plan</p>	<p>Step 3 Get Started on Your Plan</p> <p>Get personalized support and motivation to help you achieve your well-being goals.</p> <p> See Sample Tools</p>
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Take your first step now.

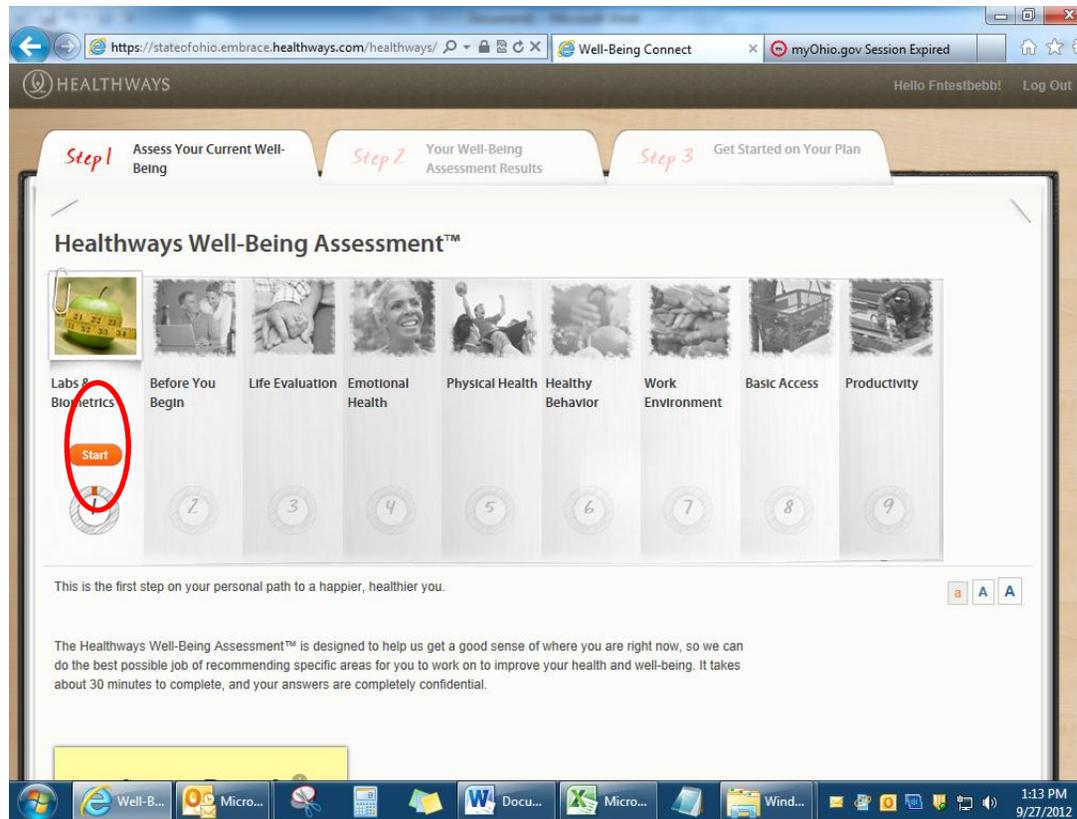
Well-Being Assessment →

Estimated time: 30 minutes

The Healthways Well-Being Assessment™ is a survey designed to take a well-rounded look at your overall well-being. Once you're done, you'll receive a detailed health report and a personalized action plan to help

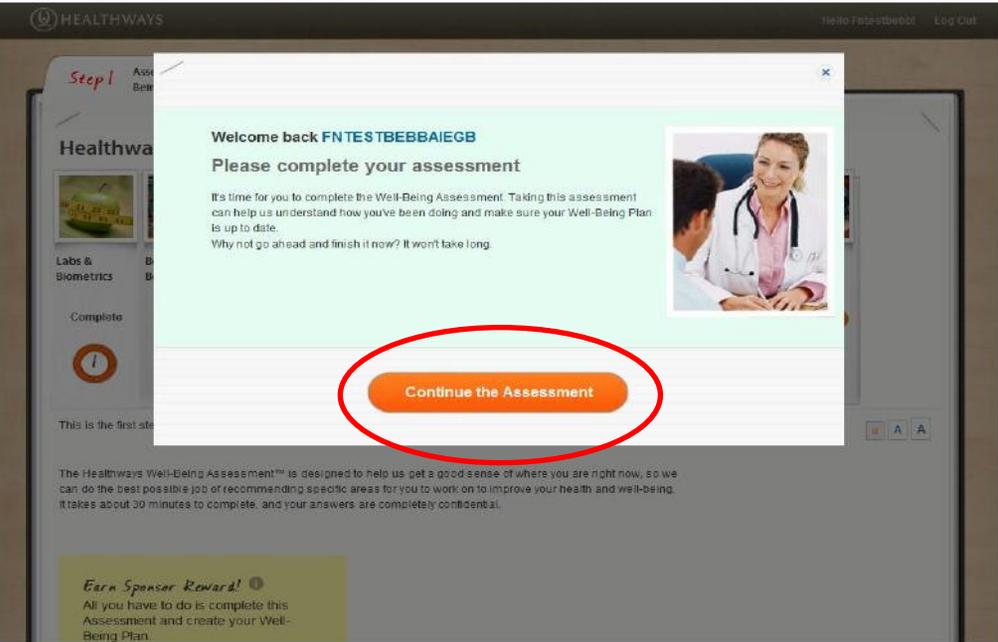


6. Click the **Start** button. Once you begin your assessment it will take approximately 15-20 minutes to complete. To answer the questions, simply click on the statement you feel is most accurate in describing you and your health. Remember: the more honest you are, the more helpful your Well-Being Report will be. Some of the questions are strictly based on your opinion so answer each question to the best of your knowledge. Please remember that all of your responses are confidential and will not be shared with the state.



7. Once you have completed each question on the page, click the **Next** button. If you need to Exit the program before you have completed every question, you may click on the **Exit** button. Once you return to the assessment, click on the **Continue the Assessment** button.

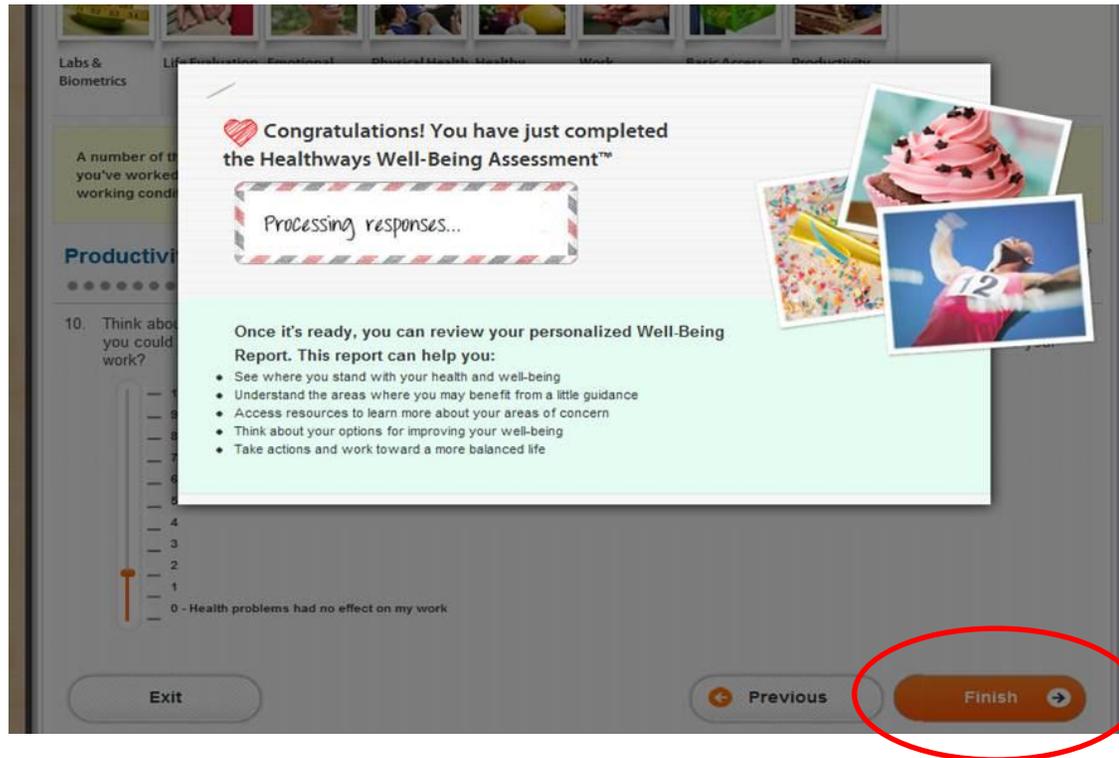
Returning to the Well-Being Assessment



The screenshot displays the Healthways user interface. At the top, the Healthways logo is on the left, and 'Hello FNTES TBEBBAIEGB' and 'Log Out' are on the right. A central modal window is open, featuring a light green background. The modal text reads: 'Welcome back FNTES TBEBBAIEGB', 'Please complete your assessment', 'It's time for you to complete the Well-Being Assessment. Taking this assessment can help us understand how you've been doing and make sure your Well-Being Plan is up to date.', and 'Why not go ahead and finish it now? It won't take long.' To the right of the text is a small image of a doctor and a patient. At the bottom of the modal, an orange button with the text 'Continue the Assessment' is circled in red. Below the modal, there is a section titled 'Earn Sponsor Reward!' with the text: 'All you have to do is complete this Assessment and create your Well-Being Plan.' The page number '21' is centered at the bottom, and the Healthways logo is in the bottom right corner.



8. Once you reach the last page, click **Finish**. It may take a few moments to process your responses.



9. Once your responses have processed, you may click on the **Create Your Well-Being Plan** or **View Full Report** button. The **Create Your Well-Being Plan** button will allow you to prioritize the areas you want to work on. This is also part of your online pathway to more rewards. The **View Full Report** button allows you to see a summary of your results.

Step 2: Your Well-Being Assessment Results

HEALTHWAYS Hello Esteibbbj! Log Out

Step 1 Assess Your Current Well-Being Step 2 Your Well-Being Assessment Results Step 3 Get Started on Your Plan

Your Well-Being Assessment Results

Life Evaluation	Emotional Health	Physical Health	Healthy Behavior	Work Environment	Basic Access
☹️	☹️	☹️	☹️	😊	😊

Legend: Your Lifestyle

- 😊 Helping Your Well-Being
- ☹️ Hurting Your Well-Being
- 😐 No Impact on Well-Being

How You're Doing

Next: Now it's time to create your Well-Being Plan.

Congratulations! You've completed your first step toward a healthier life.

[Create Your Well-Being Plan](#)

Summary of Results

These are your scores and results. You can see how you are doing in each area. View the full report for all the details. No matter what your results are, you deserve our congratulations! You're well on your way to better health and well-being.

[View Full Report](#)

[Download PDF](#)

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10. Based on your responses, the website will generate recommended focus areas. Again, be honest with yourself, and click on where you are in the process of preparing for a plan of action for each area.

Your Well-Being Plan will be more successful if it includes things that you really want to work on. Here are areas that we can help you address. Indicate the ones you might be willing to work on (or are already working on).

Earn Sponsor Reward!
Estimated time: 5 minutes

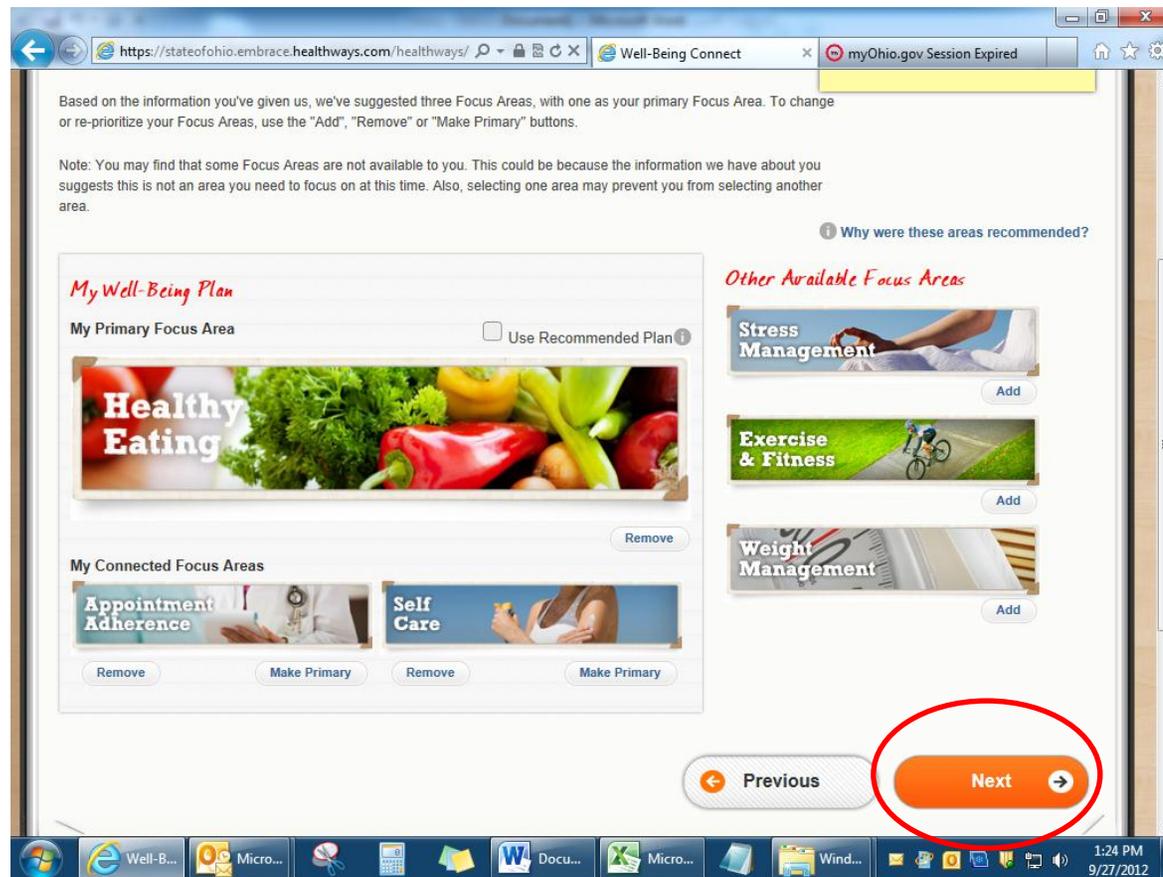
Why were these areas recommended?

Focus Areas Recommended For You	Doesn't Apply To Me	Thinking About It	Getting Ready	Making a Plan	Taking Action	Staying on Course	Not Sure?
Appointment Adherence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Help Me Decide
Exercise & Fitness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Help Me Decide
Healthy Eating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Help Me Decide
Self Care	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Help Me Decide
Stress Management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Help Me Decide
Weight Management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Help Me Decide

Windows taskbar: 1:23 PM 9/27/2012



11. Once you have completed your plan of action for your focus areas, your suggested Well-Being Plan will be provided with three suggested focus areas. You may use the recommended plan, or you can choose to change your focus areas. To change, simply click the appropriate action button below the focus area. Once you are satisfied with how your Well-Being Plan is structured, click **Next**.



12. After completing the set-up of your Well-Being Plan, check the Rewards Center. You should be able to see that you have completed both the Well-Being Assessment and Well-Being plan by the green star shown.

Reward Center

Click on Tools to convert PDF documents to Word or Excel.

My Well-Being Plan Favorites Resources & Tools **Rewards Center**

Rewards Center

Earn Rewards Reward history

Of course, well-being is its own reward. But through Take Charge! Live Well, you can earn valuable rewards for taking steps toward becoming healthier! Whether you complete online activities or participate in employer-sponsored programs, you'll be handsomely rewarded. See the activities list here for the ways you can earn rewards.

Earning Status: All Expand All Collapse All

Repeatable Activity Activity with multiple items

Activity	Activity Reward	Earning Progress
Completing a behavior intervention (3 behavior Interactions)	100%	100%
WBA completion	100%	100%
Track Your Exercise Complete 5 Times	100%	50%
Track Your Food Complete 5 Times	100%	0%
Track Your Food Servings Complete 5 Times	100%	10%
WBA and Biometric Screening BONUS	100%	0%
Wellbeing Plan Manual Setup	100%	100%
Wellness Coaching Calls	100%	0%
Your Biometric Screening Completion	100%	0%

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Reward cards will be mailed to your home by the end of the month following the completion of the activity (for example, if you complete your Well-Being Assessment in July, you should receive your reward card by the end of August) . If you have questions please call Healthways at 1-866-556-2288 or email takechargelivewell@healthways.com.

