



Total Rewards

My Health and Well-being Checklist

Use this checklist as your guide to make sure you complete the steps you need to earn your health and well-being points at the start of each month. Don't forget, all documents and activities must be submitted and/or completed by the last day of each month to earn your points for redemption.

Deadline to Submit Self-Attestation or Activity Documents Each Month

Last day of each month

Date Points are Awarded for Redemption in AwardCo.

15th day of each month

First Things First

- Did you complete your Know Your Number Assessment on the Healthy Lives Portal?
- Did you complete your Primary Care Provider (PCP)* annual wellness visit, including biometrics (height, weight and waist measurement) and lab work (fasting glucose and lipid panel)?

These steps are required to earn health and well-being points for redemption. Note, if your PCP does not use MyChart, please visit the Total Rewards My Health and Well-being page to download the Physician Biometric Screening Results Form and have your PCP complete and sign it.

Track Your Activities!

- Did you complete any point-eligible well-being activities over the last month?

Make sure you track them in the Healthy Lives Portal and submit any associated documents ahead of the month deadline so you can earn points to redeem!

To learn more about each activity and the required actions to redeem points, visit the Total Rewards My Health and Well-being page and view the My Health and Well-being Guide.

* Primary Care Provider (PCP) includes one of the following: primary care physician, nurse practitioner or physician's assistant (family practitioner, internal medicine specialist, geriatrician, pediatrician or general practitioner).



1 POINT
=
\$100

Physical Well-being

MAX POINTS AVAILABLE 150*

- Completed Primary Care Provider (PCP)* Wellness Visit and lab work (30 points)
- Participated in a Healthy Lives coaching session after your PCP visit to review results and set health goals (30 points)
- Completed Preventive Wellness/ Cancer Screening(s) (10 points/screening)
- Annual Musculoskeletal Health Evaluation (25 points)
- Participated in Healthy Lives Programs for minimum of 12 weeks (50 points)
(i.e., Health Coaching, Musculoskeletal Health Coaching, Go Healthy! Diabetes Prevention Program, Pregnancy Program and Tobacco Cessation Program)
- Logged Daily Exercise (1 point/logged entry for a maximum of 30 points)
(includes steps, activity and distance)
- Logged Daily Water Consumption, 64 oz. daily (1 point/logged entry for a maximum of 30 points)
- Completed Annual Employee Health Service Requirements (10 points)
Example: Flu shot

Social – Emotional – Spiritual Well-being

MAX POINTS AVAILABLE 100*

- Complete a virtual webinar on New Directions portal (ndbh.com) or pre-recorded online educational workshops (10 points/webinar for a maximum of 50 points)
- Attend a Monthly Mission Moments webinar, virtual or recorded (5 points/webinar for a maximum of 60 points)
- Complete Well Balance Focus 5 Program (Healthy Lives portal) (30 points)
- Complete Gratitude Journal - Mini Course (Healthy Lives portal) (30 points)
- Participated in a Meditation App Activity (5 points/entry for a maximum of 30 points)
- Participated in a Yoga class (5 points/class for a maximum of 30 points)
- Attended a Spiritual Retreat (25 points/retreat for a maximum of 50 points)
- Attended a Prayer Service (5 points/service attended for a maximum of 30 points)
- Submitted Team Member Success Story (20 points for a submission per year)

Financial Well-being

MAX POINTS AVAILABLE 100*

- Watched Advance Care Planning Video on Healthy Lives Portal (5 points/video for a maximum of 25 points)
- Completed Advance Care Planning and uploaded a Healthcare Power of Attorney in MyChart (25 points for initial registration)
- Completed What's Important to Me or What Matters Most Questionnaire (25 points for initial registration)
- Completed a virtual, pre-recorded or in-person online education workshop at LincolnFinancial.com/FMOLHS (10 points/workshop for a maximum of 50 points)
Examples: Creating an emergency fund, creating a budget and managing debt
- Registered for an Individual account on the Lincoln Financial website (LincolnFinancial.com/FMOLHS) (25 points for initial registration only)
- Watched Healthful Conversations regarding Health Benefits and how to best use your dollars (10 points/video for a maximum of 30 points)
- Complete virtual or in-person Campus Federal Credit Union Workshops or pre-recorded online educational workshops at campusfederal.org (10 points/workshop for a maximum of 30 points)

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1 POINT
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Professional Well-being

MAX POINTS AVAILABLE 100*

- Completed Professional Growth course on New Directions portal (ndbh.com) and submitted Certificate of Completion **(20 points/course for a maximum of 40 points)**
Examples: Professional Development, Leadership, Communication and Work/Life Balance
- Completed Professional Certification Course, Undergraduate or Graduate Course and submit certificate of completion and/or course grade **(25 points/course for a maximum of 50 points)**
- Completed a class offered by FMOLHS Talent Management **(20 points/class for a maximum of 40 points)**
(Examples: Excel class, Leadership formation class, HealthStream classes, etc.)
- Attended a Professional Seminar (internal or external) and submit CEU/CE or other certificate of attendance **(20 points/seminar for a maximum of 40 points)**
- Completed a Sleep Challenge **(30 points)**
7-9 hours of sleep each night recommended
- Downloaded and registered for TeamTalk **(25 points for initial registration)**
- Attended We Connect Session **(10 points/seminar for a maximum of 20 points)**

Community Well-being

MAX POINTS AVAILABLE 100*

- Donated Blood **(25 points/donation for a maximum of 50 points)**
- Participated in Community Volunteer events **(25 points per event for a maximum of 50 points)**
- Became a Wellness Ambassador **(10 points/month for a maximum of 30 points)**
- Downloaded and registered on MyChart **(25 points)**
- Participated in an FMOLHS sponsored volunteer event **(25 points/event for a maximum of 50 points)**
- Hosted or attended a walking meeting where participants walk during the meeting **(5 points/meeting for a maximum of 20 points)**

Bonus Point Activities

Healthy Lives Challenges are "Bonus" Opportunities to earn points if you don't already have the Maximum Annual Award based on your FTE Status **MAX POINTS AVAILABLE 50***

- Participated in a Healthy Lives Challenge

* Maximum annual health and well-being rewards are prorated based on employment status: Full time 100%, part-time 50% and PRN 25%. To receive the points, the team member must be actively employed on the date the points are approved for redemption (end of each quarter). Redemption of rewards are subject to state and federal taxes.

For more information about the requirements to earn and redeem points as well as more information on each wellness category, visit the [Total Rewards My Health and Well-being page](#).

Contact Healthy Lives at

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