



TotalRewards

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 (subject to change if the 15th falls on a weekend or holiday)

The program year is December 16 of the prior year to December 15 of the current year.

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).



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 **(50 points)**
- Completed Preventive Wellness/Cancer Screening(s) Mammogram, pap smear, colonoscopy or PSA **(10 points/screening)**
- Completed an Annual Musculoskeletal (MSK)Health Evaluation **(25 points)**
- Participated in Healthy Lives Programs for a minimum of 12 sessions **(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)**

Social – Emotional – Spiritual Well-being**MAX POINTS AVAILABLE 100***

- Completed a Healthy Lives webinar online or access a pre-recorded webinar in the My Program, Learning Center on the portal healthylives.org **(10 points/webinar for a maximum of 50 points)**
- Attended a Monthly Mission Moments webinar, virtual or recorded **(5 points/webinar for a maximum of 60 points)**
- Completed LiveSimply Mental Wellbeing Program – Focus 5 on the Healthy Lives portal healthylives.org **(30 points)**
- Completed the Roadmap to Mindfulness Learning Series on the Healthy Lives portal My Program, Learning center healthylives.org **(30 points)**
- Participated in a Meditation webinar on the Healthy Lives portal/app **(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 a Team Member Success Story **(20 points for a submission per year)**

Financial Well-being**MAX POINTS AVAILABLE 100***

- Watched the Advance Care Planning Video in the Learning Center > These Are For You healthylives.org **(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 upload in MyChart)**
- Review and update Advance Care Planning and upload new Healthcare Power of Attorney in MyChart **(5 points)**
- Completed What's Important to Me or What Matters Most Questionnaire **(25 points for initial upload in MyChart)**

Review and update What's Important to Me and What Matters Most Questionnaire document in MyChart **(5 points)**

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)**

Completed a Healthy Lives online webinar or educational workshop in the Learning Center, Search Financial **(10 points/ workshop for a maximum of 50 points)**

Examples: Debt Management and Planning Strategies, Tips/Tricks for Financial Planning, How to Outline a Financial Plan, and Wellworks Financial Wellbeing Series

Completed 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 50 points)**

Completed Lincoln Financial WellnessPATH® registration on the Lincoln Financial website **(10 points for initial registration)**

Completed Lincoln Financial WellnessPATH® activities on the Lincoln Financial website **(5 points/activity for a maximum of 10 points)**

Attended SupportLinc Financial webinar **(10 points/ workshop for a maximum of 30 points)**

Professional Well-being

MAX POINTS AVAILABLE 100*

Completed a Professional Growth course in the Healthy Lives portal, Learning Center points/course **(20 points maximum of 40 points)**

Examples: The Road to Wellness & Success, 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 FMOL Health Talent Management **(20 points/class for a maximum of 40 points)**
(Examples: Excel class, Leadership formation class, HealthStream classes, etc.)

Attended Quarterly Ministry Formation webinar, virtual **(10 points/webinar for a maximum of 40 points)**

Attended a Professional Seminar (internal or external) and submitted CEU/CE or other certificate of attendance **(20 points/seminar for a maximum of 40 points)**

Participated in healthy sleep habits **(1 point/logged entry for a maximum of 30 points)**
7-9 hours of sleep each night recommended

Registered for TeamTalk **(25 points for initial registration only)**

Downloaded the TeamTalk app (called Teamtalk by FMOLHS) from the Apple App Store or Google Play Store **(25 points, initial download only)**

Attended an Elevation Exchange. **(10 points/seminar for a maximum of 20 points)**

- Attended a Well-being Wednesday webinar virtual or recorded. **(5 points/event for a maximum of 60 points)**

Community Well-being

MAX POINTS AVAILABLE 100*

- Donated Blood **(20 points for a maximum of 60 points)**
- Participated in Community Volunteer events **(20 points/ event for a maximum of 60 points)**
- Became a Wellness Ambassador **(10 points/month for a maximum of 30 points)**

- Downloaded and registered on MyChart **(25 points initial download and registration only)**

- Awarded TeamTalk Top Fan **(5 points for one recognition per year)**

- Participated in an FMOL Health sponsored volunteer event **(20 points for a maximum of 60 points)**
- Hosted or attended a standing or walking meeting **(5 points/meeting for a maximum of 20 points)**
- Attended a Monthly Inclusion and CommUNITY event **(5 points / webinar for a maximum of 60 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

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 URL: HealthyLives.org

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FAX: (225) 765-9576

* 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 (each month). Redemption of rewards are subject to state and federal taxes.

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