# Earning Wellness Dollars for 2015

**Wellness Dollars Checklist – for Employees**

**Wellness Year:** September 1, 2013 to August 31, 2014

## Section 1: Create My Accounts

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| **1a** | I created a MyActiveHealth account on [www.MyActiveHealth.com/Westinghouse](http://www.MyActiveHealth.com/Westinghouse).
Call ActiveHealth at 1-800-967-4490 if you need help to set up your account.  
**Use the MyActiveHealth website to:**  
- Visit My Rewards to track your Wellness Dollars  
  - Certify your preventive exam in My Rewards  
  - Enter your local wellness activities in My Rewards  
- Take the Health Assessment  
- Take Online Lifestyle Coaching courses  
- Track your health history using the Personal Health Record  

Spouses must create their own account. See “Wellness Dollars Checklist – for Spouses”.  

<table>
<thead>
<tr>
<th>Date:</th>
<th></th>
</tr>
</thead>
</table>
| **1b** | I created a FLEX account on [https://flex.plusone.com/WEC](https://flex.plusone.com/WEC).  
- Username: SAP ID + “@WEC”  
- Initial password: “Newstart2011” – you can then change this password to one of your choice.  
  Email [NewStartwellness@plusone.com](mailto:NewStartwellness@plusone.com) if you need assistance with accessing your account.  

**Use the FLEX website to:**  
- Register for and participate in national wellness activities  

| Date: |  |
### Section 2: Wellness Activities – What I Must Do Every Wellness Year

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2a</strong></td>
<td></td>
<td>I completed or updated the Health Assessment on <a href="http://www.MyActiveHealth.com/Westinghouse">www.MyActiveHealth.com/Westinghouse</a> between 9/1/2013 and 8/31/2014. I know that I must do this <strong>every Wellness Year</strong> to become eligible to earn Wellness Dollars.**</td>
</tr>
<tr>
<td>Date:_______</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2b</strong></td>
<td></td>
<td>I had my biometric screening <strong>between 9/1/2013 and 8/31/2014</strong>. I know that I must have a biometric screening <strong>every Wellness Year</strong> to become eligible to earn Wellness Dollars.</td>
</tr>
<tr>
<td></td>
<td>A biometric screening consists of:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• <strong>Full lipid panel (total cholesterol, HDL cholesterol, LDL cholesterol, and triglyceride)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• <strong>Blood glucose measurement</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• <strong>Blood pressure reading</strong></td>
<td></td>
</tr>
<tr>
<td>Where did you have your biometric screening? (Choose only one of the following three items.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>#1 I had my screening at my work location <strong>between 9/1/2013 and 8/31/2014</strong>.</td>
<td></td>
</tr>
<tr>
<td>Date:_______</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>#2 I submitted my Informed Consent Form to Health Solutions via email, fax or mail <strong>between 9/1/2013 and 8/31/2014</strong>. However, I will only receive a confirmation back if I send it via email.</td>
<td></td>
</tr>
<tr>
<td>Date:_______</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>#3 I contacted Health Solutions at 800-711-8656 to confirm that they received my Informed Consent Form.</td>
<td></td>
</tr>
<tr>
<td>Date:_______</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
|   | #4 I had my screening done at my doctor’s office **between 9/1/2013 and 8/31/2014**. I realize that screenings are only covered by my medical coverage if they are listed on Aetna’s Preventive Schedule*. I will complete the}
Alternative Means Form, as noted in the following instructions.

Because I had my screening at my doctor’s office, I completed the Alternative Means Form, had my doctor complete and sign it, and I sent it to Health Solutions between 9/1/2013 and 8/31/2014. (The Alternative Means Form is on the Improving My Health page on george.) I kept a copy of the form and proof of the date that I sent it (that date must be between 9/1/2013 and 8/31/2014).

I contacted Health Solutions at 800-711-8656 to confirm that they received my Alternative Means Form.

* If you are covered under the Highmark PPO in 2013 and had your preventive exam performed between 9/1/2013 and 12/31/2013, the exam would need to be performed according to Highmark BCBS’s Preventive Schedule; screenings as part of that exam are only covered under medical coverage if they are listed on Highmark BCBS’s Preventive Schedule.

Section 3: Wellness Activities – Elective Programs

I can do any of the following activities to add up to $250 Wellness Dollars to reduce my 2015 medical deductible.

3a Preventive Exam ($100 Wellness Dollars)

I had my Preventive Exam between 9/1/2013 and 8/31/2014. I took Aetna’s Preventive Schedule* with me to my doctor so my doctor knows which preventive tests are age and gender appropriate for me (Aetna’s Preventive Schedule* is on george or can be obtained from Aetna).

I certified the date of my Preventive Exam on www.MyActiveHealth.com/Westinghouse in My Rewards on the Complete Preventive Exam Action Card. Choose “Work On It” and insert the date, followed by clicking on the submit button between 9/1/2013 and 8/31/2014.

(If you do not certify your Preventive Exam in My Rewards, you will not receive Wellness Dollars for this activity.)

* If you are covered under the Highmark PPO in 2013 and had your preventive exam performed between 9/1/2013 and 12/31/2013, the exam would need to be performed according to Highmark BCBS’s Preventive Schedule; screenings as part of that exam are only covered under medical coverage if they are listed on Highmark BCBS’s Preventive Schedule.
3b

**Informed Care Management OR Telephonic Lifestyle Coaching ($100 Wellness Dollars)**

**3b-1 Informed Care Management**

I checked My Rewards to see if an “Informed Care Management” card is listed there. **If it is, I have been identified for Informed Care Management.**

If I have been identified for Informed Care Management, I realize that I must have a minimum 4 interactions with a health coach between 9/1/2013 and 8/31/2014 in order to complete this activity and earn Wellness Dollars for 2015 (completing all 4 Informed Care Management interactions can also help me earn a higher Short-Term Disability benefit – see row “4b” below).

Dates of the 4 calls with the ActiveHealth coach (the dates must all be between 9/1/2013 and 8/31/2014):

1. Date: ________________
2. Date: ________________
3. Date: ________________
4. Date: ________________

**OR**

**3b-2 Telephonic Lifestyle Coaching**

If I have NOT been identified for Informed Care Management, I called ActiveHealth (1-800-967-4490 Monday – Friday between 8:30 a.m. – 11 p.m. ET and Saturday between 9 a.m. – 2 p.m. ET) to start participating in Telephonic Lifestyle Coaching. **I realize that I must have a minimum 4 interactions with a health coach between 9/1/2013 and 8/31/2014 in order to complete this activity and earn Wellness Dollars for 2015 (completing all 4 Telephonic Lifestyle Coaching interactions can also help me earn a higher Short-Term Disability benefit – see row “4c” below).**

Dates of the 4 calls with ActiveHealth (the dates must all be between 9/1/2013 and 8/31/2014):

1. Date: ________________
2. Date: ________________
3. Date: ________________
4. Date: ________________
Online Lifestyle Coaching  ($50 Wellness Dollars for completion of each course)

I enrolled in an Online Lifestyle Coaching course on www.MyActiveHealth.com/Westinghouse. For each course, I realize that I must complete a “check-in” 30 days and also 90 days after I enroll to complete the course (you have 21 days from the date of each check-in to complete that check-in; if you miss this 21-day window for either the 30-day or 90-day check-ins, you cannot receive credit for that course). I enrolled and completed my 30- and 90-day check-ins between 9/1/2013 and 8/31/2014.

Complete #1 – #3 below for each Online Lifestyle Coaching course:

1.  I enrolled on:_______________ (date)
2.  I completed my 30-day check-in on:_______________ (date)
    Remember – you have 21 days after the date of your 30-day check-in to complete the 30-day check-in.
3.  I completed my 90-day check-in on:_______________ (date)
    Remember – you have 21 days after the date of your 90-day check-in to complete the 90-day check-in.

There is a maximum of 4 courses during a Wellness Year through a combination of Online Lifestyle Coaching and Company Wellness Activities (see below) for which you can earn Wellness Dollars for 2015.
## 3d

### Company Wellness Activities ($50 Wellness Dollars for completion of each national or local wellness activity)

I completed the following national or local company wellness activities **between 9/1/2013 and 8/31/2014** (keep track of the names of the activities and the dates completed in the space below):

<table>
<thead>
<tr>
<th>Activity</th>
<th>Completion Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There is a maximum of 4 courses during a Wellness Year through a combination of Online Lifestyle Coaching (see "3c" above) and Company Wellness Activities for which you can earn Wellness Dollars for 2015.

If I completed any **local** wellness activities, **I certified the name and date of that local wellness activity in My Rewards on the Local Wellness Initiative Action Card. Choose “Work On It” to log the date and then click on the Submit button between 9/1/2013 and 8/31/2014.** All races (5Ks, 10Ks, marathons, triathlons, etc.) as well as charity walks or competing a lunch and learn series (three or more lunch and learn sessions on the same topic) are considered local wellness activities.

**National** wellness activities will be tracked for you but can take up to 8 weeks to show in My Rewards. **National wellness activities for the current Wellness Year are as follows:**

- Route to Wellness (September 16 – October 25)
- Beat the Bulge (November 25 – December 20)
- Simply Fit (January 20 – March 14)
- STEP UP, STEP OUT (April 2–June 10)
- Paint Your Plate (July 1 – July 31)

## 3e

### Maintenance Medications ($50 Wellness Dollars)

I am filling ALL of my maintenance medications **between 9/1/2013 and 8/31/2014** through the mail service pharmacy or the Maintenance Choice program. **If I have any questions on whether a drug is maintenance or not, I called the carrier (Aetna if I am enrolled in the Aetna CDHP or CVS Caremark if I am enrolled in the Aetna PPO).**

**Note:** Your Wellness Dollars for this activity will not appear in My Rewards until after the Wellness Year closes on 8/31/2014.
<table>
<thead>
<tr>
<th>Date:_______</th>
<th><strong>Personal Health Record ($50 Wellness Dollars)</strong></th>
</tr>
</thead>
</table>
### Section 4: Wellness Activities – What You Must Do for a Higher Short-Term Disability Benefit

You must complete all of the required activities as described in this section between September 1, 2013 and August 31, 2014 in order to earn a higher short-term disability income benefit for 2015, should you have a new, certified disability in 2015.

Please note that even if you are not enrolled in Westinghouse medical coverage, you may still earn a higher short-term disability income benefit by completing the activities as described below.

You MUST complete Row 4a PLUS either Row 4b (if you ARE identified for Informed Care Management) or Row 4c (if you are NOT identified for Informed Care Management) to be eligible for a higher short-term disability benefit.

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td><strong>4a</strong></td>
<td>□</td>
</tr>
</tbody>
</table>
| | I completed my Health Assessment and Biometric Screening according to the information in rows “2a” and “2b” above under “Wellness Activities – What I Must Do Every Wellness Year”.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4b</strong></td>
<td>□</td>
</tr>
</tbody>
</table>
| | I checked My Rewards to see if an “Informed Care Management” card is listed there. If it is, I have been identified for Informed Care Management.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>□</td>
</tr>
</tbody>
</table>
| | I made sure that I confirmed with my MyActiveHealth coach that I was participating in Informed Care Management (not Telephonic Lifestyle Coaching, described in the row below).

If I have been identified for Informed Care Management, I know that I must have a minimum 4 interactions with a health coach between 9/1/2013 and 8/31/2014 in order to be eligible for a higher short-term disability benefit in 2015.

Keep track of the dates of the 4 calls with the ActiveHealth coach (the dates must all be between 9/1/2013 and 8/31/2014). These may be the same dates as you had in row “3b-1” above – the same calls can count for BOTH reducing the medical deductible and helping you earn a higher short-term disability benefit.

1. Date: ________________
2. Date: ________________
3. Date: ________________
4. Date: ________________
If I have NOT been identified for Informed Care Management (I made sure that “Informed Care Management” is NOT listed in My Rewards), I completed either:

1. Telephonic Lifestyle Coaching, or
2. A combination of 4 Online Lifestyle Coaching courses and/or national or local wellness activities

See more information above under rows “3b-2”, “3c” and “3d” under Wellness Activities – Elective Programs for more information.

Keep track of the names of the activities and the dates completed in the space below. These may be the same activities as you completed in rows “3b-2”, “3c” and/or “3d” above – the same activities can count for BOTH reducing the medical deductible and helping you earn a higher short-term disability benefit.

**Telephonic Lifestyle Coaching** (see Row “3b-2” above)

Dates of the 4 calls with ActiveHealth (the dates must all be between 9/1/2013 and 8/31/2014):

1. Date:__________________
2. Date:__________________
3. Date:__________________
4. Date:__________________

**Online Lifestyle Coaching, National or Local Wellness Activities**

I completed 4 of the following Online Lifestyle Coaching courses, national or local company wellness activities between 9/1/2013 and 8/31/2014:

Keep track of the names of each of the Online Lifestyle Coaching courses, national wellness activities and/or local wellness activities and the dates completed in the space below:

1. Date:__________________
2. Date:__________________
3. Date:__________________
4. Date:__________________

Note: You can complete a combination of these items to fulfill this requirement – for example, you could complete one Online Lifestyle Coaching course, 1 national wellness activity and 2 local wellness activities, OR you could complete 2 national wellness activities and 2 local wellness activities, etc. – just make sure that you have a total of 4.
## Earning Wellness Dollars for 2015
### Wellness Dollars Checklist – for Spouses
**Wellness Year:** September 1, 2013 to August 31, 2014

### Section 1: Create Spouse Accounts

<table>
<thead>
<tr>
<th>Action</th>
<th>Details</th>
</tr>
</thead>
</table>
| I created my own MyActiveHealth account on [www.MyActiveHealth.com/Westinghouse](http://www.MyActiveHealth.com/Westinghouse). Call ActiveHealth at 1-800-967-4490 if you need help to set up your account. | Use the MyActiveHealth website to:  
- Visit My Rewards to track your Wellness Dollars  
  - Certify your preventive exam in My Rewards  
  - Certify your biometric screening in My Rewards  
  - Enter your local wellness activities in My Rewards  
- Take the Health Assessment  
- Take Online Lifestyle Coaching courses  
- Track your health history using the Personal Health Record |
| I created a FLEX account on [https://flex.plusone.com/WEC](https://flex.plusone.com/WEC). | - Username: Westinghouse employee’s SAP ID + “s@WEC”  
  - Initial password: “Newstart2011” – you can then change this password to one of your choice.  
  - Contact [NewStartwellness@plusone.com](mailto:NewStartwellness@plusone.com) if you need assistance with accessing your account.  
Use the FLEX website to:  
- Register for and participate in national wellness activities |
## Section 2: Wellness Activities – What Spouses Must Do Every Wellness Year

<table>
<thead>
<tr>
<th>☐</th>
<th>I completed or updated the Health Assessment on <a href="http://www.MyActiveHealth.com/Westinghouse">www.MyActiveHealth.com/Westinghouse</a> between 9/1/2013 and 8/31/2014. I know that I must do this <strong>every Wellness Year</strong> to become eligible to earn Wellness Dollars.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: ______</td>
<td></td>
</tr>
</tbody>
</table>

## Section 3: Wellness Activities – Elective Programs for Spouses

Spouses can do any of the following activities to add up to $250 Wellness Dollars to reduce the 2015 medical deductible.

<table>
<thead>
<tr>
<th>☐</th>
<th>Preventive Exam ($100 Wellness Dollars)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: ______</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>I had my Preventive Exam between 9/1/2013 and 8/31/2014. I took Aetna’s Preventive Schedule* with me to my doctor so my doctor knows which preventive tests are age and gender appropriate for me.</td>
</tr>
<tr>
<td>Date: ______</td>
<td></td>
</tr>
<tr>
<td>Date: ______</td>
<td></td>
</tr>
</tbody>
</table>

*(If you do not certify your Preventive Exam in My Rewards, you will not receive Wellness Dollars for this activity.)*

* If you are covered under the Highmark PPO in 2013 and had your preventive exam performed between 9/1/2013 and 12/31/2013, the exam would need to be performed according to Highmark BCBS’s Preventive Schedule; screenings as part of that exam are only covered under medical coverage if they are listed on Highmark BCBS’s Preventive Schedule.
Biometric Screening ($100 Wellness Dollars)

I had my biometric Screening between 9/1/2013 and 8/31/2014 at my doctor’s office. I realize that screenings are only covered by my medical coverage if they are listed on Aetna’s Preventive Schedule*.

A biometric screening consists of a Full lipid panel (total cholesterol, HDL cholesterol, LDL cholesterol, and triglyceride); Blood glucose measurement; and Blood pressure reading


(Spouses do not fill out an Informed Consent Form or Alternative Means Form.)

(If you do not certify your Biometric Screening in My Rewards, you will not receive Wellness Dollars for this activity.)

* If you are covered under the Highmark PPO in 2013 and had your preventive exam performed between 9/1/2013 and 12/31/2013, the exam would need to be performed according to Highmark BCBS’s Preventive Schedule; screenings as part of that exam are only covered under medical coverage if they are listed on Highmark BCBS’s Preventive Schedule.
<table>
<thead>
<tr>
<th>Informed Care Management OR Telephonic Lifestyle Coaching ($100 Wellness Dollars)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Informed Care Management</strong></td>
</tr>
</tbody>
</table>
I checked My Rewards to see if an “Informed Care Management” Card is listed there. *If it is, I have been identified for Informed Care Management.*

If I have been identified for Informed Care Management, I realize that I must have a minimum 4 interactions with a health coach between 9/1/2013 and 8/31/2014 in order to complete this activity and earn Wellness Dollars for 2015.

Dates of the 4 calls with the ActiveHealth coach (the dates must all be between 9/1/2013 and 8/31/2014):

1. Date: ______________
2. Date: ______________
3. Date: ______________
4. Date: ______________

**OR**

| Telephonic Lifestyle Coaching |
I called ActiveHealth (1-800-967-4490 Monday – Friday between 8:30 a.m. – 11 p.m. ET and Saturday between 9 a.m. – 2 p.m. ET) to start participating in Telephonic Lifestyle Coaching. *I realize that I must have a minimum 4 interactions with a health coach between 9/1/2013 and 8/31/2014 in order to complete this activity and earn Wellness Dollars for 2015.*

Dates of the 4 calls with ActiveHealth (the dates must all be between 9/1/2013 and 8/31/2014):

1. Date: ______________
2. Date: ______________
3. Date: ______________
4. Date: ______________
**Online Lifestyle Coaching  ($50 Wellness Dollars for completion of each course)**

I enrolled in an Online Lifestyle Coaching course on [www.MyActiveHealth.com/Westinghouse](http://www.MyActiveHealth.com/Westinghouse). For each course, I realize that I must complete a “check-in” 30 days and also 90 days after I enroll to complete the course (you have 21 days from the date of each check-in to complete that check-in; if you miss this 21-day window for either the 30-day or 90-day check-ins, you cannot receive credit for that course). I enrolled and completed my 30- and 90-day check-ins between 9/1/2013 and 8/31/2014.

Complete #1 – #3 below for each Online Lifestyle Coaching course:

1. I enrolled on:_______________ (date)  
2. I completed my 30-day check-in on:_______________ (date)  
   Remember – you have 21 days after the date of your 30-day check-in to complete the 30-day check-in.  
3. I completed my 90-day check-in on:_______________ (date)  
   Remember – you have 21 days after the date of your 90-day check-in to complete the 90-day check-in.

There is a maximum of 4 courses during a Wellness Year through a combination of Online Lifestyle Coaching and Company Wellness Activities (see below) for which you can earn Wellness Dollars for 2015.

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**Company Wellness Activities ($50 Wellness Dollars for completion of each national or local wellness activity)**

I completed the following national or local company wellness activities between 9/1/2013 and 8/31/2014. (I realize that I must be enrolled in Westinghouse medical coverage to participate in national or local wellness activities.)

Keep track of the names of the activities and the dates completed in the space below:

<table>
<thead>
<tr>
<th>Activity Name</th>
<th>Date Completed</th>
</tr>
</thead>
</table>

There is a maximum of 4 courses during a Wellness Year through a combination of Online Lifestyle Coaching (see row above) and Company Wellness Activities for which you can earn Wellness Dollars for 2015.

If I completed any local wellness activities, **I certified the name and date of that local wellness activity in My Rewards on the Local Wellness Initiative Action Card. Choose “Work On It” to log the date and then click on the Submit button between 9/1/2013 and 8/31/2014. All races (5Ks, 10Ks, marathons, triathlons, etc.) as well as charity walks are considered local wellness activities.**

National wellness activities will be tracked for you but can take up to 8 weeks to show in My Rewards.
<table>
<thead>
<tr>
<th><em>Maintenance Medications ($50 Wellness Dollars)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>I am filling ALL of my maintenance medications <strong>between 9/1/2013 and 8/31/2014</strong> through the mail service pharmacy or the Maintenance Choice program. If I have any questions on whether a drug is maintenance or not, I called the carrier (Aetna if I am enrolled in the Aetna CDHP or CVS Caremark if I am enrolled in the Aetna PPO).</td>
</tr>
<tr>
<td>Note: Your Wellness Dollars for this activity will not appear in My Rewards until after the Wellness Year closes on 8/31/2014.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><em>Personal Health Record ($50 Wellness Dollars)</em></th>
</tr>
</thead>
</table>