

## *ParTNers for Health*

### User Guide: Completing the Well-Being Assessment & Creating Your Well-Being Plan

**For: Members Who Have an Existing Well-Being Account**

**PARTNERS  
FOR HEALTH**

2016

# User Guide: Well-Being Assessment

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## Here's How:

1. Complete the online Healthways Well-Being Assessment™ (health questionnaire) **by March 15, 2016**
2. Create your Well-Being Plan

**\*Please note:** All employees and their covered spouses who are enrolled in the Partnership PPO or the Wellness HealthSavings CDHP must each complete the 2016 Partnership Promise.

**Complete the online  
Healthways Well-Being  
Assessment<sup>™</sup>  
(health questionnaire)**

# Complete the Well-Being Assessment (WBA)

The screenshot shows the ParTners for Health website for the State of Tennessee Group Insurance Program. At the top left is the logo 'PARTNERS FOR HEALTH'. To the right is a search bar with 'Google™ Custom Search' and a 'Search this Site' button. Below the logo is the text 'State of Tennessee Group Insurance Program'. A navigation menu includes 'Home', 'Health Options', 'Other Benefits', 'Enrollment', 'Premiums', 'Q&A and Definitions', 'Wellness', and 'Contact Us'. A dark blue button labeled 'MY WELLNESS LOGIN' is prominent. Below it, a 'What's New?' section features a cartoon character and the text: 'Introducing ALEX® — Your Personal Benefits Expert. ALEX, your personal online ParTners for Health benefits expert can help you choose which insurance option may work best for you.' Below this is a link: 'ALEX for State and Higher Education Employees'. To the right, a 'Quick Links' section contains a 'PARTNERSHIP PROMISE' icon and text: 'Everyone enrolled in the Partnership PPO or Wellness HealthSavings CDHP must take action in 2016! Read more »' with links to 'Complete Your Biometric Screening' and 'Complete Your Well-Being Assessment'. At the bottom right, a yellow box contains a list of questions: 'If you answer yes to the following questions, the Health Savings CDHP may be for you: • Are you looking for coverage for unexpected illnesses and accidents at a lower monthly premium? • Are you willing to pay for routine medical services up front in exchange for a lower premium? • Do you have income/savings high enough to cover routine medical care (up to the deductible)? • Do you want to use the HSA as a pre-tax savings vehicle for future medical costs, especially during retirement? ALEX®, your personal online ParTners for Health benefits expert can help you choose which insurance option may work best for you.'

1. Go to [www.partnersforhealthtn.gov](http://www.partnersforhealthtn.gov) and click on the MY WELLNESS LOGIN button

# Complete the Well-Being Assessment (WBA)

2. Click on the “Sign In” button

The screenshot shows the homepage of the 'PARTNERS FOR HEALTH' website. The background is a light wood-grain texture with several polaroid-style photos pinned to it. One photo shows a woman and a child at the beach, captioned 'Day of the beach Grandma'. Another shows a person walking a dog on a beach, captioned 'best exercise buddy'. A third shows a group of people, captioned 'Sunday Game with the Guys'. In the top right corner, there's a sticky note with a list: '2. Manage', '3. Lose weight', '4. Join gym!'. The website content includes the logo 'PARTNERS FOR HEALTH', an 'Important Notice!' section, a 'Welcome to PartNers for Health Wellness' message, and a 'What Inspires You?' section. At the bottom, there are two buttons: a white 'Sign In' button with an orange arrow and a red 'Sign Up' button with a white arrow and a clipboard icon. A blue callout box with the text '2. Click on the “Sign In” button' has an arrow pointing to the 'Sign In' button.

**PARTNERS FOR HEALTH**

**Important Notice!**

FOR PARTNERSHIP PPO AND WELLNESS CDHP ONLY: The effectiveness of this program depends upon plan members truthfully providing answers to these questions in order to properly determine a member's level of service.

A person who knowingly provides false information to maintain Partnership PPO or Wellness CDHP benefits may be moved to the Standard PPO or Health Savings CDHP. The State Insurance Plans have the right to recover the cost of benefit from any member who received these benefits through false information

Welcome to PartNers for Health Wellness  
Brought to you by The State Group Insurance Program En Español

## What Inspires You?

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, tips, and even social networking to motivate you along the way.

Have an Account?

**Sign In** →

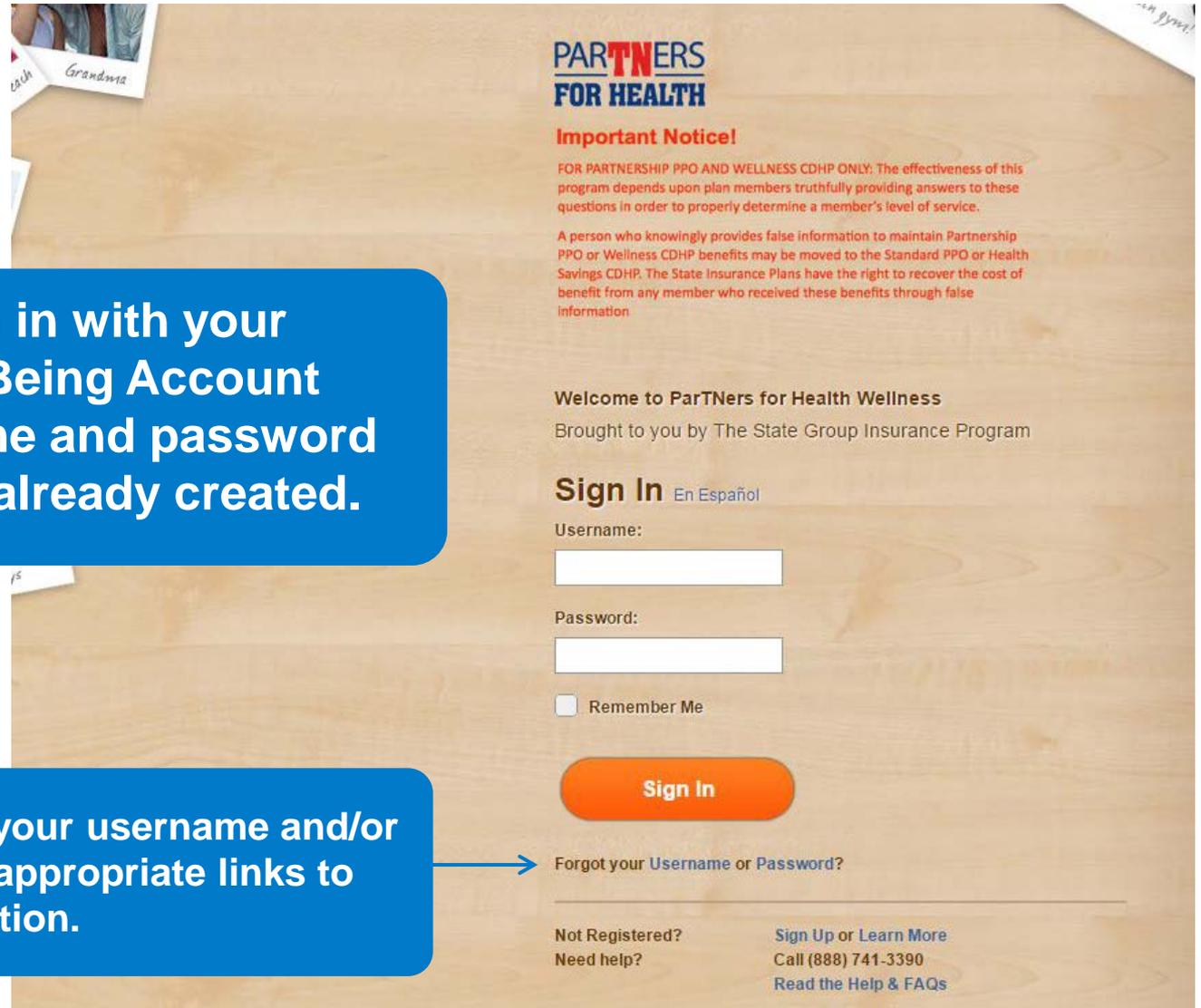
Not Registered?

**Sign Up** → or [Learn More](#)

# Complete the Well-Being Assessment (WBA)

Sign in with your Well-Being Account username and password you've already created.

NOTE: If you forget your username and/or password, click the appropriate links to retrieve that information.



**PARTNERS FOR HEALTH**

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Welcome to ParTners for Health Wellness  
Brought to you by The State Group Insurance Program

**Sign In** [En Español](#)

Username:

Password:

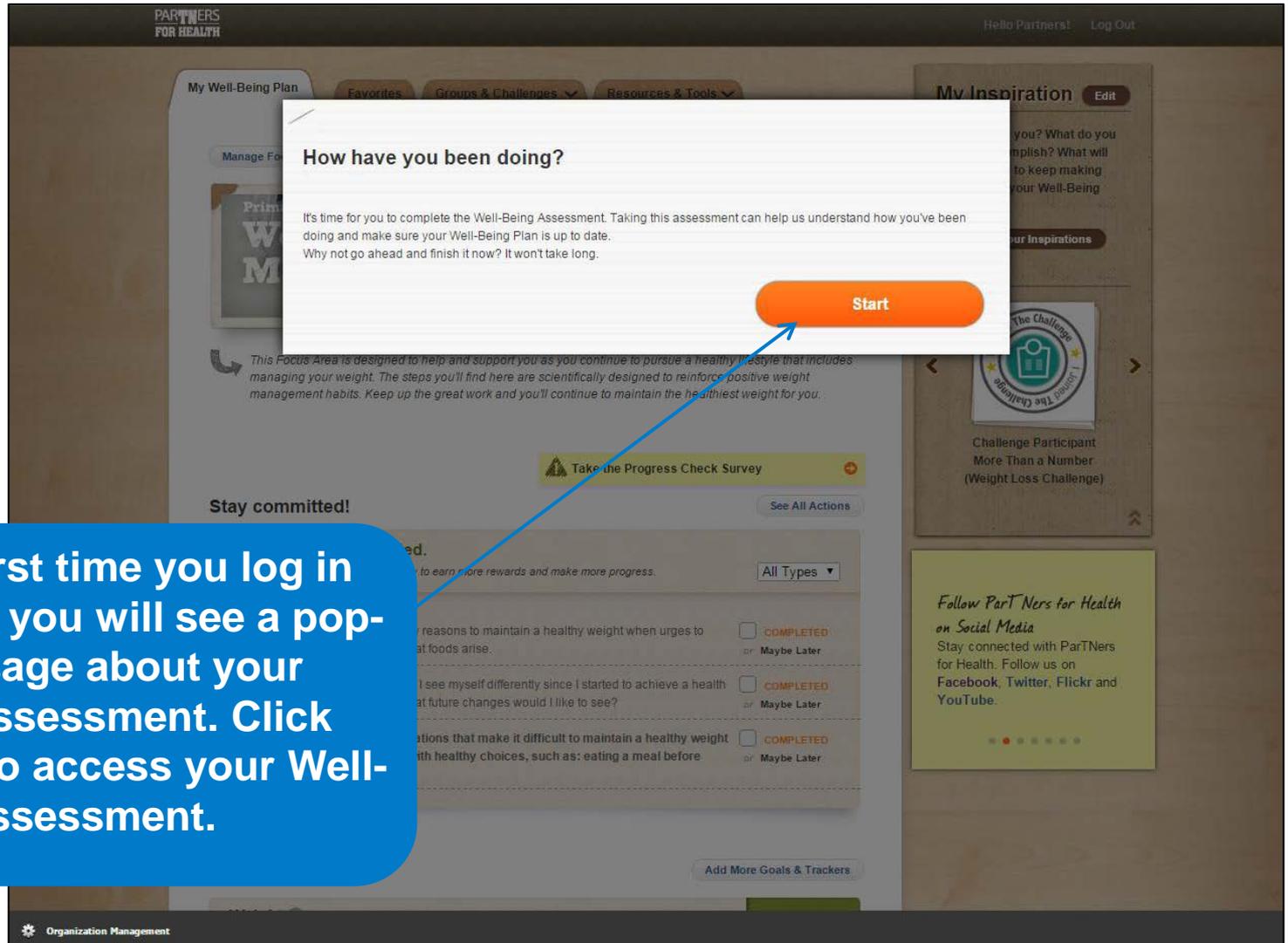
Remember Me

**Sign In**

[Forgot your Username or Password?](#)

Not Registered?  
Need help? [Sign Up or Learn More](#)  
Call (888) 741-3390  
[Read the Help & FAQs](#)

# Complete the Well-Being Assessment (WBA)



**How have you been doing?**

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. Why not go ahead and finish it now? It won't take long.

**Start**

**3. The first time you log in in 2016, you will see a pop-up message about your health assessment. Click "Start" to access your Well-Being Assessment.**

# Complete the Well-Being Assessment (WBA)

**Partners for Health** Hello Fntestcbbgdjfcbbel! En Español Logout

*Step 1* Assess Your Current Well-Being *Step 2* Your Well-Being Assessment Results

## Healthways Well-Being Assessment™

Labs & Biometrics Life Evaluation Emotional Health Physical Health Healthy Behavior Work Environment Basic Access Productivity

**Start**

1 2 3 4 5 6

4. Click the “Start” button to begin the WBA.

This is the first step on your personal path to a happier, healthier you.

The Healthways Well-Being Assessment™ is designed to help us get a good sense of where you are right now, so we can do the best possible job of recommending specific areas for you to work on to improve your health and well-being.

# Complete the Well-Being Assessment (WBA)

As you answer questions and complete each section, the top picture bar shows your progress.

You can “Exit” at anytime and your answers will be saved.

\*Reminder: If you “Exit,” be sure to login and complete the WBA by March 15, 2016.

Healthways Well-Being Assessment™

Labs & Biometrics Life Evaluation Emotional Health Physical Health Healthy Behavior Work Environment Basic Access Productivity

**Life Evaluation** How is this information used?

1. Please imagine a ladder with steps numbered from zero at the bottom to ten at the top. The top of the ladder represents the best possible life for you and the bottom of the ladder represents the worst possible life for you. On which step of the ladder would you say you personally feel you stand at this time?

10 - Best  Don't know

9

8

7

6

5

4

3

2

1

0 - Worst

Exit Previous Next

# Complete the Well-Being Assessment (WBA)

Once you answer the final question in the WBA, you can:

- View your full Well-Being Report.
- Continue to your Well-Being Plan to update your Focus Areas for the new year.

**Your Well-Being Assessment Results**

Category	Icon	Result
Life Evaluation	Handshake	Helping Your Well-Being
Emotional Health	Smiling woman	Helping Your Well-Being
Physical Health	People playing sports	Hurting Your Well-Being
Healthy Behavior	Healthy food	Hurting Your Well-Being
Work Environment	Hands together	Helping Your Well-Being
Basic Access	Shopping cart	Helping Your Well-Being

**Legend: Your Lifestyle**

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

**How You're Doing**

**Your Well-Being Score**

No matter what your results are, you deserve our congratulations! You're well on your way to better health and well-being. View the full report for all the details related to each area of well-being covered by the assessment.

[View Full Report](#)

**Next: Your Well-Being Plan**

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

Our team of well-being experts will analyze your results and within 24 hours you can find your new scored assessment under the 'Resources & Tools' tab in the 'Assessments & Reports' section.

[Continue to Well-Being Plan](#)

# **Update Focus Areas in Well-Being Plan**

# Update Focus Areas in Well-Being Plan

The screenshot shows the 'Partners for Health' website interface. At the top, there is a navigation bar with 'Hello Partners!', 'Messages', 'My Account', 'Help', 'Español', and 'Log Out'. A search bar is on the right. Below the navigation, there are tabs for 'My Well-Being Plan', 'Favorites', 'Groups & Challenges', and 'Resources & Tools'. The 'My Well-Being Plan' tab is active, showing a 'Manage Focus Areas' button. Below this, a primary focus area for 'Weight Management' is displayed with a scale image and a 'staying on course' badge. A blue callout box points to the 'Manage Focus Areas' button. To the right, there is a 'My Inspiration' section with an 'Edit' button and a 'Badges' section featuring a 'Challenge Participant More Than a Number (Weight Loss Challenge)' badge.

Based on your WBA results you may want to update the Focus Areas you want to work on in 2016. To update, click on the “Manage Focus Areas” button from the My Well-Being Plan page.

# Update Focus Areas in Well-Being Plan

**My Well-Being Plan**

Use Recommended Plan

**My Primary Focus Area**

**Weight Management** Remove

**My Connected Focus Areas**

**Tobacco Cessation** Make Primary Remove

Optional connected Focus Area

**Other Available Focus Areas**

- Exercise & Fitness** Add
- Self Care** Add
- Healthy Eating** Add
- Medication Adherence** Add
- Appointment Adherence** Add
- Depression Prevention** Add
- Stress Management** Add

Cancel Update

Choose the Focus Areas you want to work on. Drag and drop the images into the My Well-Being Plan Area. Click “Update” when finished.