



**“Discover Your Wellness”  
2016 Incentive Program**

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## 1. Who is eligible to participate?

- a. All state employees and retirees are eligible to participate in the incentive program\*.
  - i. All active, permanent employees insured with Blue Cross Blue Shield of Vermont through the State of Vermont are **eligible for monetary incentive**.
  - ii. Active, permanent employees NOT insured with Blue Cross Blue Shield of Vermont through the State of Vermont are **eligible for drawings**.
  - iii. Temporary and retired state employees and contractors are **not eligible for incentive rewards**.
  - iv. Must be actively employed at time of payment to be eligible.  
**\*To be eligible for incentives, you must use your employee ID # as your username in the portal.**

## 2. What are the details of the 2016 Incentive Program?

- a. The 2016 Incentive Program has two sections: Core Wellness and Explore Wellness. All components must be completed within each section to receive incentive rewards. All components are completed via the [LiveWell Vermont Wellness Portal](#).
  - i. **Wellness Core**
    1. Complete your Personal Health Assessment.
    2. Complete at least ONE Health Exam from 11/2/2015 and 11/1/2016. Document your visit by completing the appropriate Health Exam "Verification Form".
  - ii. **Explore Wellness**
    1. Complete ONE LiveWell Vermont Wellness Challenge.
    2. Complete the "2016 Discover Your Wellness Workshop".
    3. Complete the "Explore Your Wellness Survey".



## 3. How do I create an account for the wellness portal?

- a. Go to: <https://mybluehealth.bcbsvt.com>
- b. Click on the sign up button under "First Time Users: Register Here".
- c. **Create Username:** Active employees must use your active **employee number** as your username, available on your ID badge or pay statement.
- d. **Create a Password:** Password must include at least 1 capital letter, 1 number, 1 special character (!@#\$%^&\*) and be a minimum of 8 characters in length. Write your username and password down as you will use this for all future access to the portal.
- e. Under "**Member Information**" enter your name as it appears on your Blue Cross Blue Shield of VT Insurance Card. **If you are not insured by Blue Cross Blue Shield of VT**, enter your name as it appears on your pay statement.
- f. Enter your email address in order to retrieve your password should you forget it in the future. This is also required to receive any communications from LiveWell Vermont through the portal. Please be sure your email address is accurate and current.

Current User Login:

Username

Password

[Forgot Password?](#)

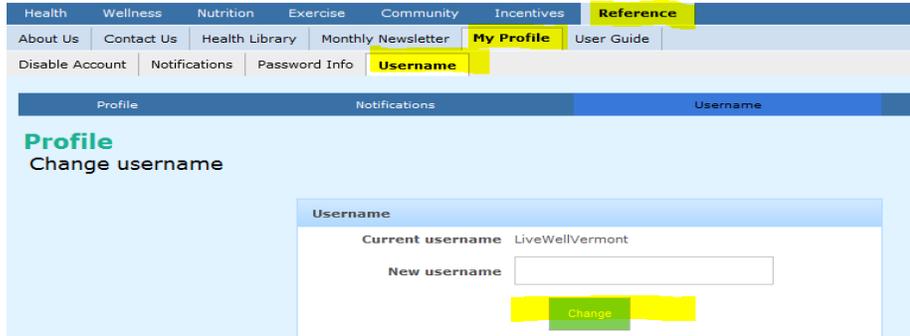
**First Time Users: Register Here**

The information you provide on this site will be kept strictly confidential. Your personal information will not be shared with PureWellness.

[Click here to sign up >>](#)

**4. How do I change my Username?**

- a. If you are an active, permanent State employee, your Username **must be your employee ID number** to be eligible for the wellness incentive plan. Follow the steps below to change to your Username.
  - i. Log into <https://mybluehealth.bcbsvt.com>
  - ii. Select “Reference” tab
  - iii. Select “My Profile”
  - iv. Select “Username”
  - v. On the My Profile, type your employee or retiree number in the field circled and labeled as show below.
  - vi. Click on “Change Member Name” to complete your Username change.



**5. How can I retrieve my password?**

- a. Visit <https://mybluehealth.bcbsvt.com>
- b. Click “Forgot Password”
- c. Fill in your current Username
- d. Type security characters
- e. Click “Next”
- f. Answer the security question
- g. Create a new password
- h. Log in with you Username and NEW password

**6. What are the incentive rewards for completing the incentive program?**

<b>WELLNESS CORE</b>	<b>750 POINTS/\$75</b>
Health Assessment	250 POINTS
Health Exam	500 POINTS
<b>EXPLORE WELLNESS</b>	<b>1000 POINTS/\$100</b>
Complete ONE Wellness Challenge	500 POINTS
Discover your Wellness Workshop	250 POINTS
Explore your Wellness Survey	250 POINTS

- Must complete all components of “Wellness Core” to earn 750 points/\$75.
- Must complete all components of “Explore Wellness” to earn 750 points/\$75.
- **State employees NOT insured with BCBSVT/SOV insurance:** 250 points = 1 drawing entry in the bi-annual wellness drawing.

## 7. How do I complete my Personal Health Assessment?

- Go to: <https://mybluehealth.bcbsvt.com>
- Log in with your Username and Password
- Click on “Health Assessment” under “Wellness Core” on the left side of your dashboard or homepage

## 8. How do I document my Health Exam?

- Click on the “Incentive” tab from your dashboard.
- Click on the “Incentive Summary” tab.
- Scroll down to “Health Exams”.
- Click on the “Verification Form” link for the type of health exam you completed between 11/2/2015 to 11/1/2016.
- Fill out the appropriate “Verification Form” and click “Submit”.

Health Exams	Max Points = 500	Possible Points	Earned Points
<a href="#">2016 State of Vermont Annual Exam Verification Form</a>		500	0
<a href="#">2016 State of Vermont Dental Exam Verification Form</a>		500	0
<a href="#">2016 State of Vermont Age Appropriate Health Exam Verification Form</a>		500	0

The following Health Exams are accepted:

- Annual Physical Exam (completed by an MD, NP, DO, ND, PA)
- Dental Exam (hygiene visit or check-up with dentist)
- Age Appropriate Health Exam (ex. Mammogram; prostate check; colonoscopy; vision exam, pap smear, testicular exam, skin exam, etc.)

## 9. What challenges will be offered in 2016?

Type of Challenge	Registration Period	Start Date	End Date
Weight Management	1/4/16 – 1/22/16	1/18/16	2/14/16
Physical Fitness	4/4/16 – 4/22/16	4/18/16	5/15/16
Nutrition	6/27/16 – 7/15/16	7/11/16	8/6/16
Life Balance	9/7/16 – 9/30/16	9/26/16	10/23/16

## 10. How do I complete a LiveWell Challenge?

- Visit the LiveWell Vermont Wellness Portal: <https://mybluehealth.bcbsvt.com>
- Log in with your Username and Password
- Click “Sign Up” within the “Challenges” bar on the top of your dashboard/homepage
- Follow the registration instructions and click “Sign Up Now” (registration varies with each challenge)

All challenges have unique completion requirements. Please read through components during each challenges’ registration period. In general, challenge components will include, but not limited to:

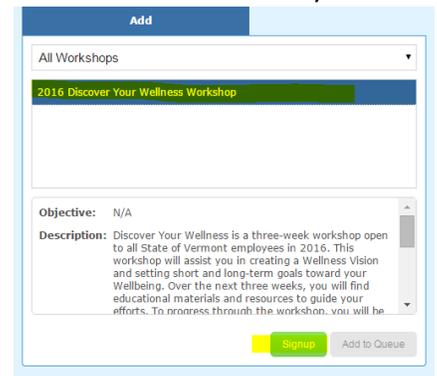
- Four weeks in duration
- Tracking
  - This is the measurement that the “goal” of the challenge is based upon
  - Examples include: weight; physical activity; dietary intake; etc.
- Completion of Weekly Tasks
  - All tasks must be completed prior to the end of the challenge in order to earn incentive points
  - Each week of the challenge has tasks to complete. Tasks load each Monday of the challenge if tasks are completed on schedule.

- Important note: If your weekly tasks are overdue you can catch up, but be aware that there is a 24-hour re-set for the next week's tasks to appear. We suggest NOT waiting until the last week to complete tasks as you may not have enough time to complete them.
- Task examples include: reading an article or educational document; completing a survey; watching a video

### 11. How do I complete the “2016 Discover Your Wellness” Workshop?

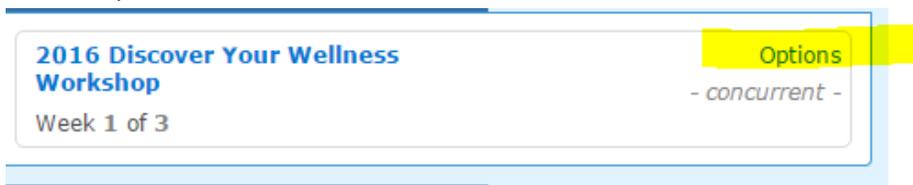
**“2016 Discover Your Wellness” Workshop is 3 weeks in duration. The workshop must be completed by November 1, 2016 and requires registration no later than October 17<sup>th</sup> to complete by the end of the incentive period.**

- Go to: <https://mybluehealth.bcbsvt.com>
- Log in with your Username and Password
- Click on “2016 Discover Your Wellness Workshop” under “Explore Wellness on the left side of your dashboard or homepage
- Click “Signup”
- Complete weekly tasks found on your dashboard/homepage.
- Note:** *New tasks will appear every 7 days from your start date. Tasks will become “overdue” if you do not complete them within 7 days. Once “overdue” tasks are completed, new tasks will load a week from that day. This may delay your ability to complete all 3 weeks by November 1, 2016.*
- Completion points will be loaded to your “Incentive Summary” upon successful completion of the workshop.



### 12. How do I withdraw from a workshop?

- Go to: <https://mybluehealth.bcbsvt.com>
- Log in with your Username and Password
- Select “Wellness” from the menu bar
- Select “Wellness Workshops”
- Select “Manage Workshops”
- You will see your current workshop listed under the “Active” Tab
- Select “Options”



- Select “Remove”
- You are now able to enroll for a different workshop, should you choose to do so.

### 13. How do I complete the “Explore Your Wellness Survey”?

- Go to: <https://mybluehealth.bcbsvt.com>
- Log in with your Username and Password
- Click on “Explore Your Wellness Survey” under “Explore Wellness” on the left side of your dashboard or homepage
- Read the PDF and click on the link provided within to complete the survey

## Explore Your Wellness

### The Six Dimensions of Wellness Model

There are six dimensions of wellness that contribute to overall wellbeing. Read below to learn more about each dimension and then complete the ["Explore Your Wellness" Survey](#). Completing the survey is one of three components of earning the *Explore Wellness* Incentive.



#### 14. How many points do I have towards my incentive reward?



- Scroll down to the "Incentives" on your dashboard.
- Click on "Details"
- You will be linked to your "Incentive Summary". The table shows points earned for each incentive section. Points will automatically be earned upon successful completion of each incentive component.

#### 15. When will I receive my incentive reward?

- Monetary rewards and drawings will occur bi-annually and be directly deposited in your paycheck. You will be notified through the email address you provided in the portal prior to receiving your reward. Please be sure your address is correct.
    - Payout 1:** Will occur on June 23, 2016 for all incentive points earned by May 28, 2016
    - Payout 2:** Will occur on December 8, 2016 for all incentive points earned by November 1, 2016
- Limited to \$175 per employee annually.
  - Cash incentives and drawings are taxable under federal and state tax law.
  - Accommodations available for employees with disabilities.
  - Incentives are available until funds/drawings are depleted or by November 1, 2016.