

# WORKING WELL

at Ball State University

## 2009 Health Assessment Information Packet



### OUR VISION

*Working together, we at Ball State University will create a campus culture that encourages employees, retirees, and their families to lead healthy lifestyles while optimizing health care resources.*

*Ball State University Working Well, Amelia Wood Health Center  
1500 W. Neely Ave., #004 Muncie, IN 47306  
phone: 765-285-9355 [www.bsu.edu/workingwell](http://www.bsu.edu/workingwell)*

**START**  
Where You Are



## \$50 INCENTIVE FOR HEALTH ASSESSMENT

Working Well, the employee health enhancement program, is encouraging benefit eligible employees, spouses and same-sex domestic partners covered by the Ball State medical plan to complete the life health assessment. Eligible individuals who complete the assessment by November 30, 2009 will receive a **\$50 MasterCard**. Your health is important – that's why we want you to take the online assessment. The assessment is FREE, confidential and offers a means to evaluate your overall health and well-being. There are three simple steps to the process, read on to learn how you can participate in this win/win program.

Did you take the Health Assessment last year? Kudos to you if you did -take the assessment again to track your progress.



**STEP 1:** If you have not had your blood pressure, cholesterol or glucose tested in the last six months, stop by one of our **free** health screenings listed below. You may also visit your physician for testing. You are responsible for any co-pay or deductible if you attain the clinical assessment with your primary care physician.

**STEP 2:** Complete the online health assessment at: [www.LifeWorks.com](http://www.LifeWorks.com) (detailed directions on page 3 )or stop by the Working Well office, located in the Amelia Wood Health Center 004, for a paper version.

**STEP 3:** Your **\$50 MasterCard** gift will be mailed to your home within 30 days.

### Health Screening Schedule

*Please fast 8 hours before the screening.  
No appointment needed!*

#### **Ball State Facilities Plant Door-2**

7-9 am, Tuesday and Wednesday, July 14 & 15

3-4:30 pm, Wednesday, July 15

**for night shift employees only, do not fast**

#### **Pruis Hall, Dining Service Meeting**

7- 11 am, Wednesday, July 22

#### **Ball State Employee QuickClinic**

Amelia Wood Health Center, Room 008  
Tuesdays and Thursdays, 7:30-9:30 am  
August 10 through October 15

#### **Ball Gym**

7-9 am, Wednesday, October 28

#### **Cooper Science Building**

7-9 am, Thursday, November 19

# About the Life Health Assessment (LHA)

The Life Health Assessment is a survey containing items about health history and lifestyle habits. Topics include: Driving & Safety, Sleep, Physical Activity, Nutrition, Self Care, Stress and General Well-Being.

The registration and completion of the LHA should take about 20 to 30 minutes.

You do not need to complete the assessment all at once. You may save the information and go back to complete it at a later time. After completing the assessment, your results will be available immediately online. You may return to your results at any time using your LHA personal user id. We encourage you to share your results with your primary care physician.

Ceridian is the vendor selected to provide the health assessment. Your personal results will not be shared with anyone at Ball State, but by taking the assessment you will add vital information to a pool of data that will help Working Well provide the resource you need to achieve and maintain optimal health.

## GETTING READY TO COMPLETE YOUR ASSESSMENT:

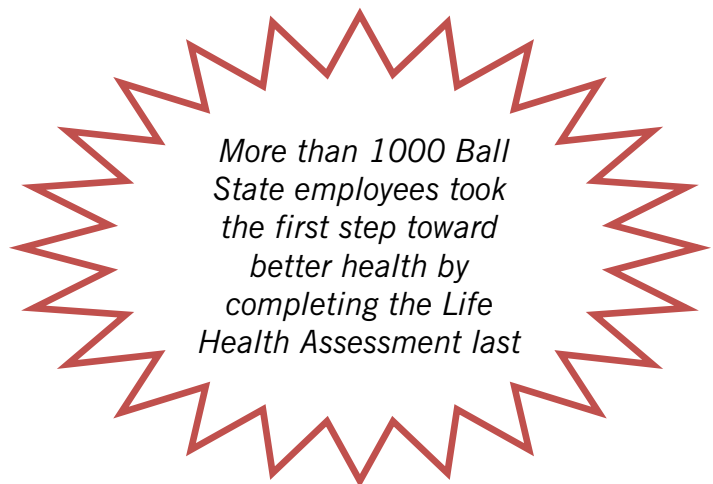
You will need an e-mail address and the results from your wellness screening.

If you do not have an e-mail address you may attain one by presenting your employee ID to University Computing Service in the Robert Bell Building Room 165.



## Health Coaching

Once you take the assessment, you'll have free access to a personal health coach who can work with you to meet or maintain your health goals. Whether you want to **manage weight, quit smoking or better handle stress** your health coach is there to support you! Call **765-285-3023** to schedule a phone or in-person meeting time.



## LOOKING FOR COMPUTER ACCESS TO COMPLETE THE LIFE HEALTH ASSESSMENT?

If you do not have a computer and/or would like assistance completing your assessment, you may stop by the Working Well office in the Amelia Wood Health

# DIRECTIONS FOR ONLINE ASSESSMENT

First time users begin with #1. If you completed the assessment last year click on the link at #1 then skip to #11 and follow directions.

- Go to: [www.LifeWorks.com](http://www.LifeWorks.com)
- Type in the following  
User ID: **ballstate**  
Password: **cardinals**

Click:



- Select "Life Health Assessment" found on the lower right side of your screen.

- Click: [Register now](#)

Go to [www.lifeworks.com](http://www.lifeworks.com) and enter:  
User ID: ballstate; password: cardinals  
\*If you already have a personalized LifeWorks account enter your unique user id & password

**1<sup>st</sup> Time Users Register for a personalized account before completing the Life Health Assessment (one time only)**

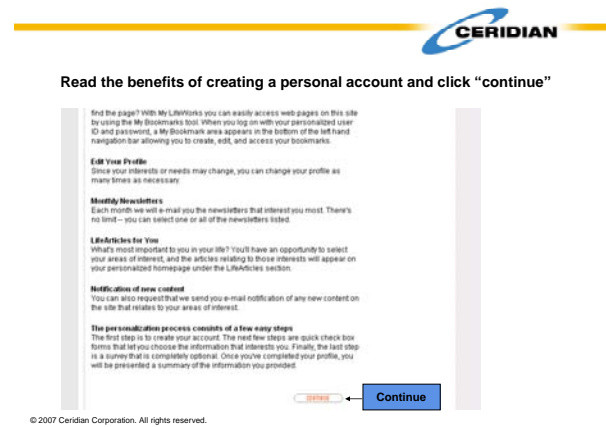
Click on "Life Health Assessment" under Self Assessments

**Life Health Assessment**

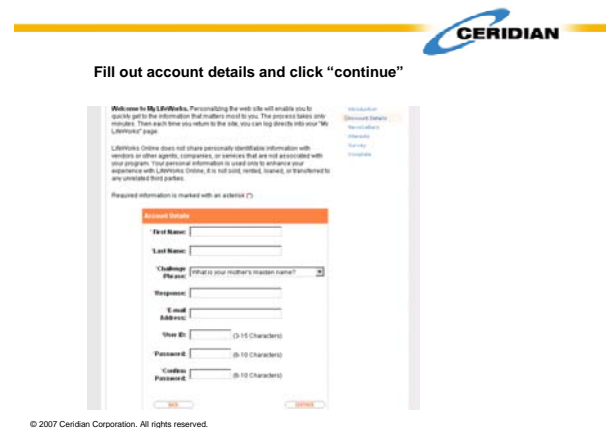
Click on "Register now" to create a personalized account  
\*If you already have a personalized account you can Login and access the LHA directly

**Register now**

5. Read the benefits of creating a personal account and click “continue”



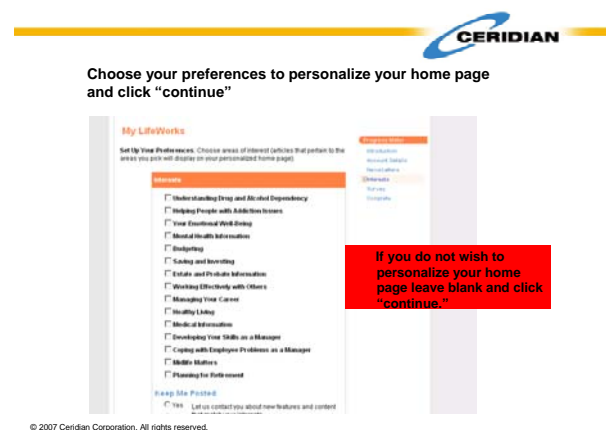
6. Fill out account details and click “continue”. When creating your own unique personal user ID and password make sure you select something you will remember or write it down and keep in a safe place.



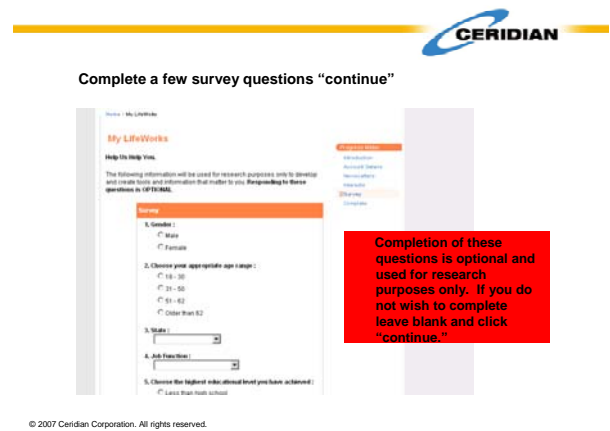
7. Sign up for any newsletters you would like delivered via e-mail from LifeWorks and click “continue” **If you do not wish to have any newsletters e-mailed to you leave blank and click “continue.”**



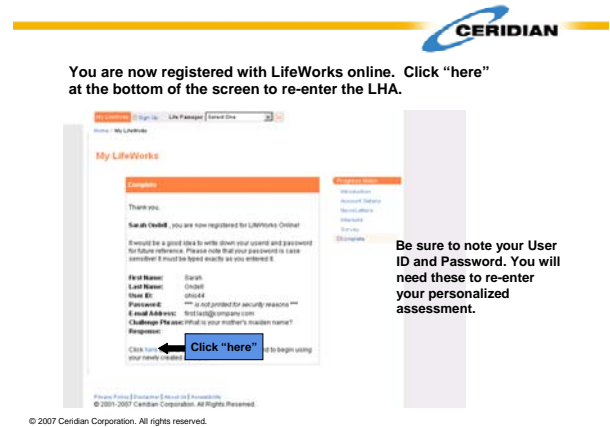
8. Choose your preferences to personalize your home page and click “continue”. **If you do not wish to personalize your home page leave blank and click “continue.”**



- Complete a few survey questions “continue”. **Completion of these questions is optional and used for research purposes only. If you do not wish to complete leave blank and click “continue.”**



- You are now registered with LifeWorks online. Click “here” at the bottom of the screen to re-enter the LHA. **Be sure to note your User ID and Password. You will need these to re-enter your personalized assessment.**

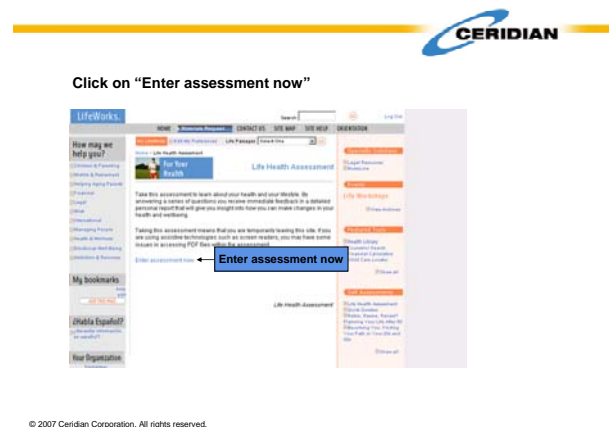


**Return Users Start Here!**

- Re-enter the Life Health Assessment as a registered user



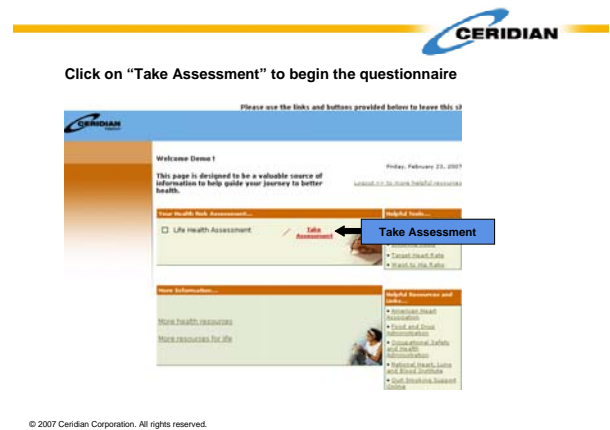
- Click on “Enter assessment now”



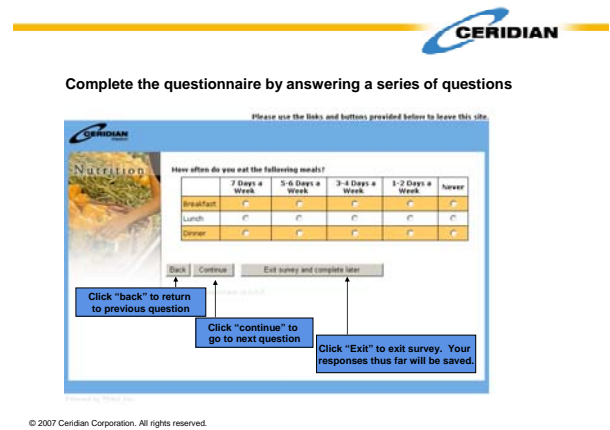
- Enter your information and read the privacy statement completely



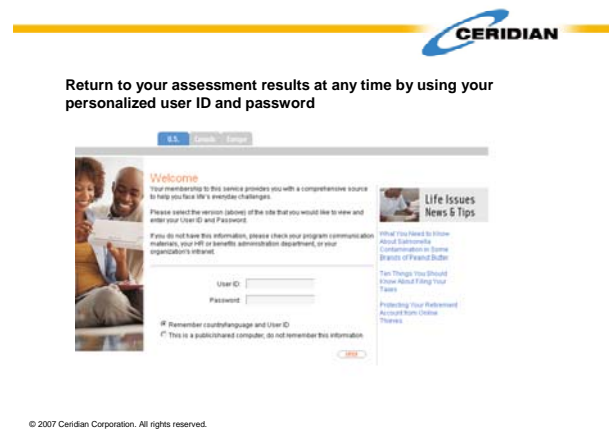
- Click on “Take Assessment” to begin the questionnaire



- Complete the questionnaire by answering a series of questions. Note “back”, “continue” and “exit survey to complete later” buttons.



- Upon completion of the survey you will be prompted to review your personalized health assessment results. You may return to your assessment results at any time by using your personalized user ID and password



# FREQUENTLY ASKED QUESTIONS

## **If I took the assessment last year can I complete it again and still receive another \$50 gift card?**

*Yes, we encourage you to take the assessment again to track your progress.*

## **Can my spouse or same-sex domestic partner participate in the health assessment?**

*Yes, if your spouse or same-sex domestic partner is covered in one of the Ball State medical health plans.*

## **Will my spouse or same-sex domestic partner receive a \$50 gift card too?**

*If your spouse or same sex domestic partner is covered under a Ball State medical plan, and completes the LHA, he/she is eligible for the \$50 MasterCard.*

## **How do I receive my \$50 gift card?**

*You must click the button on the Life Health Assessment release that states Ceridian may release your name and address for the purposes of incentives.*

*After you complete your assessment, Ceridian will automatically request the incentive. The \$50 MasterCard will be mailed to your home address. Please allow up to 30 days for delivery.*

*The assessment must be completed by November 29, 2009 to be eligible for the incentive.*

## **Is my incentive taxable?**

*Any incentive received for participation will be added to your year-end taxable wage base and federal taxes will apply.*

## **Can I participate if I opt out of Ball State University benefits?**

*Yes, all employees in benefit-eligible positions may take part, even if you have opted out of Ball State's medical benefit plans.*

## **Will certain people be penalized because of their answers?**

*No! Your privacy is important to Ball State. The Life Health Assessment is provided through Ceridian Inc, individual information is not shared with anyone at Ball State. No adverse job-related decisions will be made because of wellness screening values or assessment answers.*

## **Will my doctor get my results?**

*Your results will be available only to you in the results report. You are welcome and encouraged to share your results with your health care provider.*

## **Do I need to complete the health assessment all at once?**

*No, you may save your completed assessment portion and return before November 30 to complete the assessment.*

## **If I am NOT in a benefit eligible position may I participate in the Life Health Assessment?**

*Employees who are not in benefit eligible positions may take part in the FREE clinical screening, but only benefit eligible employees may take part in the Life Health Assessment with the financial incentive.*

## **Still Have Questions?**

*Visit us at [www.bsu.edu/workingwell](http://www.bsu.edu/workingwell) for health and wellness resources or call 765-285-9355.*



*Working Well is a department of Ball State University that works with internal and external vendors to provide Ball State employees quality programs and support. Confidentiality is the cornerstone of our program. Our commitment to you is to uphold that promise in everything we do and earn your trust so you can rely on us when you and your family have health and wellness issues.*