



Implementation Steps: Employee

1. Introductory e-mail to the program with overview of next steps.

- a. Instructions on how to take the Health Survey and State of Readiness.

2. Health Survey

- a. Online or Print.
- b. Schedule time for biometric screening.

3. Attend on-site biometric screening or complete with physician.

- a. hChoices inputs biometric results into the platform within two weeks following screening event which produces personal wellness portal.
- b. YMCA/partner uses biometric results to coach participant.
- c. Onsite YMCA membership enrollment
- d. If hospital partner present care coordinators help connect participants with physicians.

4. Follow-up e-mail after screening with instructions on how to setup Personal Portal.

- a. Portal contains personal health report, health score, program recommendations, etc.
- b. Registration links to YMCA related programs, membership and services at employer subsidized rate.

5. E-mail with notification of specifically recommended programs based on risk factors.

6. If medical partner involved (High-Risk participants contacted by a health coach and/or care coordinator)

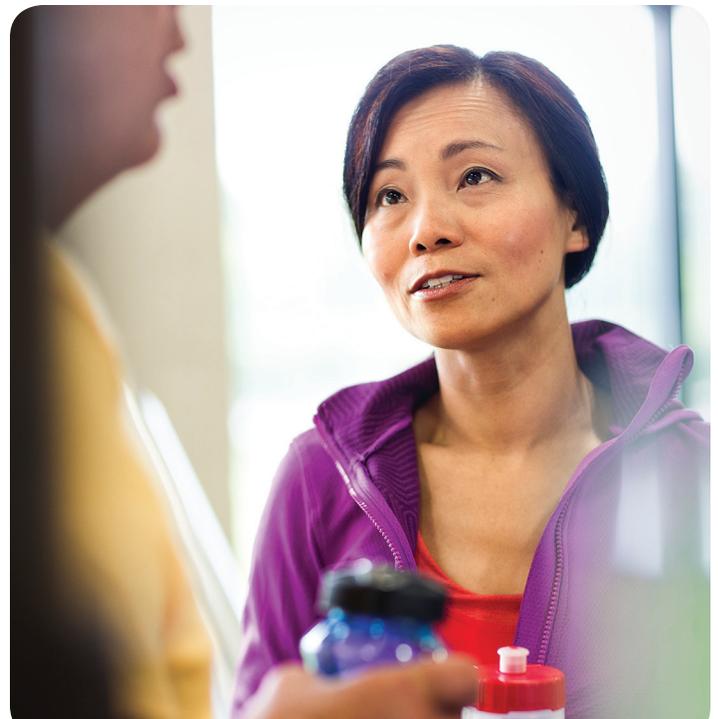
- a. Health coaching conducted either on-site, at Y or via telephone.
- b. Goals are set and tracked in Portal
- c. Coordinators offer assistance in navigating offerings

7. Notifications of on-site programs

- a. Register online
- b. Redeem reward points

8. Track incentive plan progress/utilization

- a. Rewards for completion of incentive program.





Implementation Steps: Employer

- 1. Employer Signs proposal.**
- 2. Employer schedules onsite biometric screening dates.**
- 3. Employer schedules and provides location for Wellness Station Install.**
- 4. Employer provides a list of employees.**
- 5. Y/hChoices will coordinate delivery of Health Survey.**
 - a. Y/hChoices team will track participation and send out reminders as appropriate.
- 6. Y will design and coordinate onsite screening event.**
- 7. Biometric Screenings.**
- 8. Y/hChoices present aggregate data and suggest targeted intervention programs and services.**
- 9. Y will send out programs and services according the agreed upon timeline.**
- 10. Y will coordinate health coaches for high risk participants.**
 - a. If onsite, employer to determine date/time.
- 11. Y to coordinate details of all onsite/ virtual programs.**
 - a. Date/Location/Topic
- 12. Y/hChoices will track utilization of portal, programs, and services and update employer quarterly.**
- 13. Y will track employee satisfaction of programs and services.**
- 14. Y/hChoices will track incentive program.**
- 15. Y/hChoices will provide annual or bi-annual company health summary.**

