

Care and Wellness



EmployerPoint now includes the Care & Wellness icon. Look for your group's new green icon.

Care and Wellness

When you click the Better You Strides node, EmployerPoint navigates to the screen below showing the Reporting node and File Submission node. The "Reporting" node will be available for all groups. The "File Submission" node are for groups that have purchased the buy-up options and submit member and/or non-member census for group reported activities completed by the participants in the group incentive program.

The screenshot shows the EmployerPoint dashboard. At the top left is a blue header with the text "EmployerPoint". Below it is a breadcrumb trail: "Dashboard > K4657 > Better You Strides". The main content area features a navigation menu with three green circular nodes: "Reporting", "File Submission", and "Better You Strides" (which is highlighted with a larger green circle and a white stethoscope icon). Below the navigation menu is a white box containing the group name "NSANC1". Underneath this is a blue box with contact information: "1600 N WEST CHRISTMAS RD CHRISTMAS, FL 32709" and "(549) 963-4904 Alex.Smith@email.com". At the bottom is a table with group details:

Tax ID	Group #	Group Status
12345678	K1553	Active

Note: If the breadcrumbs are not available to navigate, user will be able to click the EmployerPoint to return to the dashboard.

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Reporting Node

The Activity Report dashboard contains employee engagement metrics related to usage of the Better You Strides platform. Included are metrics such as health assessment completion, self-guided program utilization, challenge participation and device-integration usage. Reports are intended to offer actionable information to help employers evaluate the wellness activities their employees engage in. Data is updated monthly and can be filtered by date range.

Steps to run a report:

1. First, navigate to the Care and Wellness node and select the Reporting option.
2. You will then land on the Activity Report summary view.
3. Next, enter the desired start and end date range the report should be run for and click submit.
4. Once results are returned, the user will be able to select from 7 views of the metrics by selecting one of the tabs listed at the top of the report.
5. Once selected, each view will display usage data for a specific set of resources within the BYS platform.

The screenshot shows the 'Activity Report' dashboard. At the top, there are fields for 'Start Date' (01/01/2021) and 'End Date' (01/13/2021) with calendar icons, and a 'SUBMIT' button. Below this is a navigation bar with tabs: Summary, Goals, Self Directed Programs, Trackers, Device Activity, Challenges, and Top Risks and Conditions. The 'Summary' tab is selected. The date range is '01/01/2021 - 01/13/2021'. Two summary cards are shown: 'Total Eligible in Period' with a yellow star icon and value 1,202, and 'Eligible At End Of Period' with a green star icon and value 1,168. Below these is a table with the following data:

Metric Name	Calendar Year	Jan	Period Total
HA Participants	2021	2	2
Members Logged In	2021	7	7
Members Syncing a Device	2021	3	3
Self Guided Program Participants	2021	1	1

Note: Activity Report page will have a 90 second timeout feature if the report does not load. The system will require users to refresh page or back out of export area and reenter.



If user has any questions, please call Group Enrollment Membership and Billing (866) 946-2583 for assistance.



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Reporting Node

The Monthly Activity Report provides insight into member engagement levels in programs provided by Onlife Health. The report provides data within a defined time period by month.

Activity Report Example

Activity Report

Start Date: 01/01/2021  End Date: 01/13/2021  [SUBMIT](#)

Summary Goals Self Directed Programs Trackers **Device Activity** Challenges Top Risks and Conditions

Date : 01/01/2021 - 01/13/2021

MetricName	CalendarYear	Jan
Average Members Synching Activity per Day	2021	2.8
Average Steps Synched per Day	2021	9306.4
Percentage of Members with 10,000 steps (%)	2021	27
Percentage of Members with 5,000 steps (%)	2021	70.3
Total Members Synching Activity Data	2021	3
Total Members Synching Nutrition Data	2021	1
Total Members with a Connected Device	2021	5

Activity Report Type:

- **Summary:** Member Engagement Metrics, Login Statistics, Members Logged In
- **Goals:** Goals Statistics, Health Progress
- **Self-Directed Programs:** Self-Guided Programs – Educational, Self-Guided Programs – Interactive
- **Trackers:** Comprehensive list of Health Tracker types and utilization for each
- **Device Activity:** Total users with a connected device, count of unique users synching activity data, average number of users synching any activity per day, average steps synched per day
- **Challenges:** Personal Challenges, Corporate Challenges
- **Top Risks and Conditions:** Aggregate list of health risks and clinical conditions identified through completion of the health assessment

Disclaimer: In order to comply with HIPPA privacy rules, any reports with less than 25 participants will not be available.

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File Submission

The File Submission Node downloads a template to submit a non-member census for access to the Wellness platform and/or to submit group reported activities completed by participants of the incentive program. Upon successful upload of the completed templates, you can monitor the upload's transmission progress.

The screenshot displays the EmployerPoint interface. At the top left, the 'EmployerPoint' logo is visible. On the right, there is an 'Accessibility' dropdown and a user profile for 'Alex Smith'. The breadcrumb trail shows 'Dashboard' > 'K4657' > 'Better You Strides'. A central navigation hub for 'Better You Strides' includes 'Reporting' and 'File Submission' nodes. Below this, a table displays group information for 'NSANC1':

1600 N WEST CHRISTMAS RD CHRISTMAS, FL 32709		(549) 963-4904 Alex.Smith@email.com
Tax ID	Group #	Group Status
12345678	K1553	Active

The 'File Submission' modal is open, showing three main actions: 'Download Template', 'Upload File', and 'History'. Below these is a 'File Download' section with the instruction: 'Please Select a template file below to log your group's wellness Activities'. A 'Continue' button is located at the bottom right of the modal.

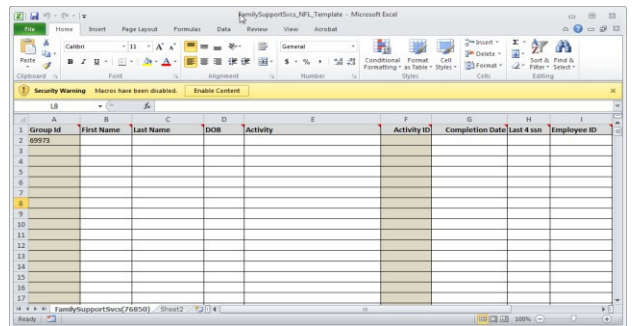
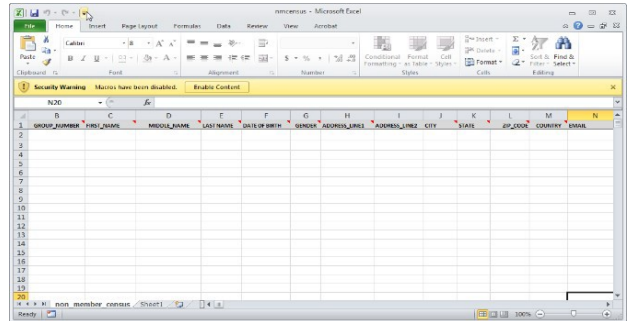
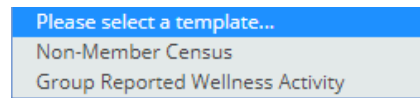
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Download Templates

Click **Download Template** to open the template options.

Select the **Non-Member Census** template to report individuals who are either not covered by Florida Blue insurance or not included in the eligibility for your employers' incentive program and need to access to the Better You Strides incentive program.

Select the **Group Reported Activity** template to report on site group activities. Examples include flu vaccinations and wellness challenges. You will report all participants (members and non-members) on the Group Reported Activity template to ensure points are posted.



Tips

Review the tips below to ensure your Non-Member Census and/or Group Reported Activity templates are processed accurately.

Census Do's

- Do save the file in any of the following formats: .xlsx, .xlsm, or .xls
- Do complete every required field (some required fields are drop-down lists)
- Do enter data in the correct format
- Do ensure that you submit a **complete list** of every non-member you want to have access to the Wellness platform every time you upload/update your template

Census Don'ts

- Don't alter the template in any way (e.g., changing or adding columns)
- Don't copy and paste information
- Don't attempt to enter information into columns C and D (DIVISION and LOCATION). These fields are for internal use only
- Don't submit partial uploads for non-member census—your template must include every participant of your group that should have access to the Wellness platform

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Non-Member Census

Columns A-J

	A	B	C	D	E	F	G	H	I	J
1	EMPLOYEE_ID	GROUP_NUMBER	DIVISION	LOCATION	FIRST_NAME	MIDDLE_NAME	LAST NAME	DATE OF BIRTH	GENDER	ADDRESS_LINE1
2	9876543	45444			Smith		Dana	08/08/1980	F	1625 Richards St
3	8746544	45444			Walker		James	02/02/1974	M	3232 Downtown Ln
4										

- A EMPLOYEE_ID: Optional

- B GROUP_NUMBER: **Required**—Select from the drop-down list

- C DIVISION: Do **not** use this field—it is for internal use **only**

- D LOCATION: Do **not** use this field—it is for internal use **only**

- E FIRST_NAME: **Required**

- F MIDDLE_NAME: Optional

- G LAST NAME: **Required**

- H DATE OF BIRTH: **Required** *Format for the field is mm/dd/yyyy

- I GENDER: **Required**—Select M or F from the column drop-down list

- J ADDRESS_LINE1: **Required**

Columns K-Q

	K	L	M	N	O	P	Q
1	ADDRESS_LINE2	CITY	STATE	ZIP_CODE	COUNTRY	EMAIL	Last 4 SSN
2		Jacksonville	FL	322055656	US		0045
3		Jacksonville	FL	32241	US		1234
4							

- K ADDRESS_LINE2: Optional

- L CITY: **Required**

- M STATE: **Required**—Select from the column drop-down list

- N ZIP_CODE: **Required** *Enter 5 or 9 digits, **nodashes**

- O COUNTRY: **Auto-populates** when the required field in column J, ADDRESS_LINE1, is entered

- P EMAIL: Optional * (**Preferred**)

- Q LAST 4 SSN: **Required** *Requires 4 digits; include leading zeros if applicable (e.g., 0077)

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Group Reported Activity

Columns A-I

	A	B	C	D	E	F	G	H	I
1	Group Id	First Name	Last Name	DOB	Activity	Activity ID	Completion Date	Last 4 ssn	Employee ID
2	76850	Joe	Smith	1/5/1979	Blood Donation	FLBLUEBD	11/18/2017	8867	1261254
3	76850	Samantha	Jarvis	7/15/1975	Minutes Matter	FLBLUEMIN	11/19/2017	9976	1271546
4	76850	Rick	Walk	8/7/1999	Annual Flu Shots	FLBLUEAFS	11/20/2017	8879	1281548
5	76850	Sharon	Dorsey	3/15/1981	Annual Wellness Exams	FLBLUEAWE	11/30/2017	9967	1291649
17									

- A Group Id:** Required—Select from the column drop-down list

- B First Name:** Required

- C Last Name:** Required

- D DOB:** Required * Format for the field is mm/dd/yyyy
(Must be at least 18 years of age as of today)

- E Activity:** Required—Select from the column drop-down list

- F Activity ID:** Auto-populates once the Activity is selected from the column E drop-down list

- G Completion Date:** Required * Format for the field is mm/dd/yyyy
(The date the member completed the activity)

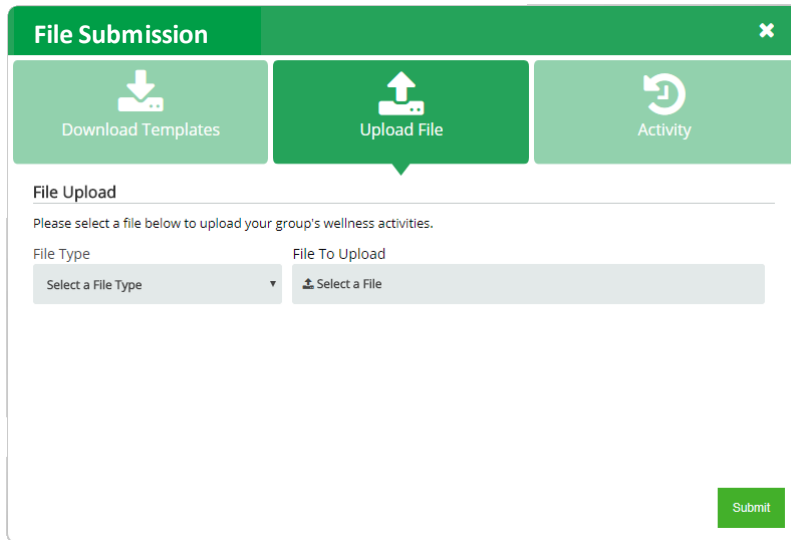
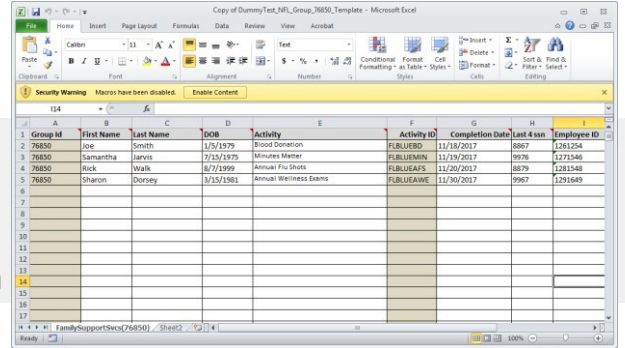
- H Last 4 ssn:** Required * Requires 4 digits; include leading zeros if applicable (i.e., 0077)

- I Employee ID:** Optional

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Uploading File

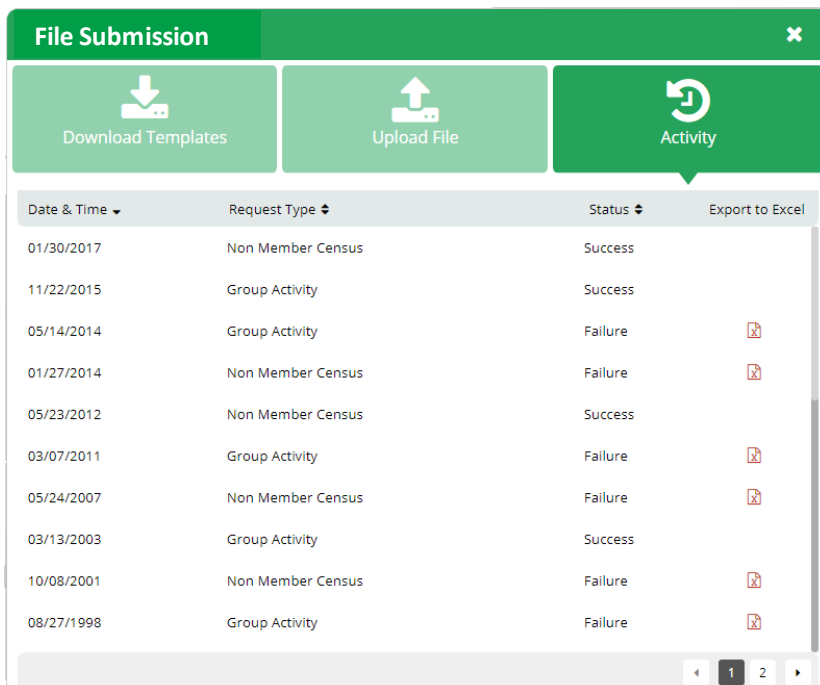
- Click the **Upload File** tile to upload template
- Select the File Type matching your template
- Choose your file
- Click Upload to upload your group's information



You may upload your complete Non-Member Census as often as you like—files are processed nightly.

History

Click the Activity tile to display history of each upload's status. You will receive a confirmation email with any further instructions.



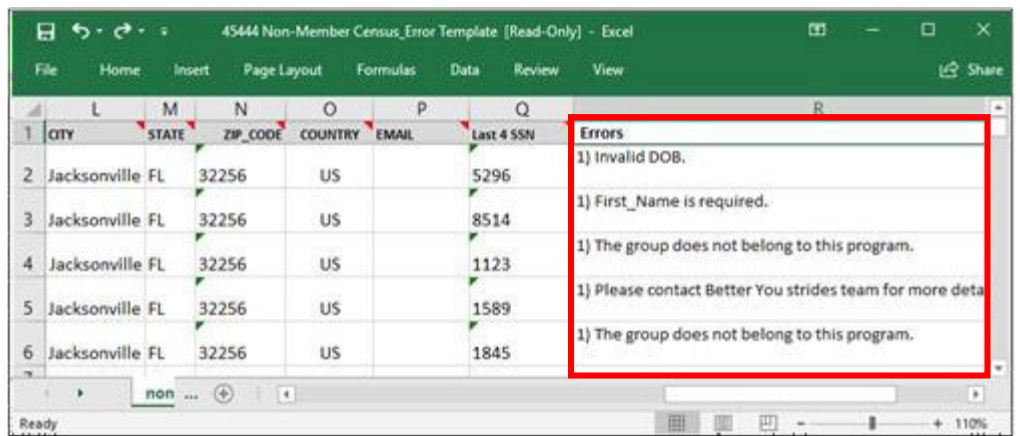
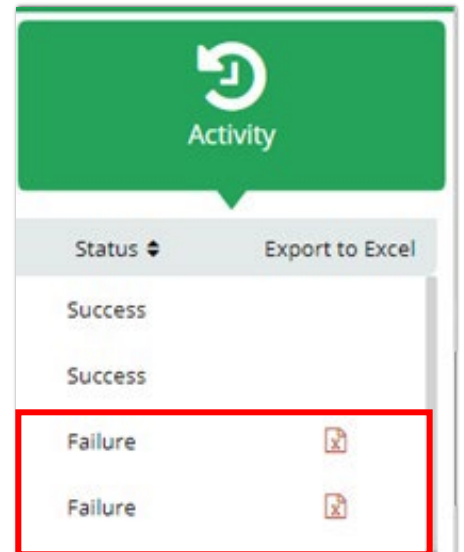
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Correcting Errors

What to do if you receive an error file in the Activity tab for a group activity report that you uploaded?

If the status is **Failure** for a group activity report you uploaded, a red document icon will display to the far right of the of the report under the **Export to Excel** column.

Click the icon to download the report to your desktop.



Steps:

1. Read the high-level description of each row's error in the **Errors** column that was added to the end of the file
2. Correct each row as indicated by its error message
3. Once every row has been corrected, you must delete the **Errors** column from the file
4. Save the file and re-upload using the same process when the file was first submitted using the **Upload File** tile

If you miss any corrections, the file will again display with a Failure status on the Activity tab. Follow steps 1-4 above until all rows have been corrected and the file displays a Success status on the Activity tab.



Please note: Previously submitted Success records are not to be re-submitted for processing. Only include the rows for re-processing that have errored-out after each transmission attempt.

