



Strategy for Wellbeing Instructions

To get started, watch this [28-minute welcome webinar](#) which provides a brief overview of [Working Well](#) and a demo of our online platform, [Strategy for Wellbeing](#) – including everything from registering, to completing an assessment, to reading reports and accessing resources! Further instructions to set up your account are provided below. ***Please create your account, add your worksite(s), and complete your baseline assessment(s) within 45 days of receiving these instructions.***

Getting started:

1. Sign up with Charleston Healthy Business Challenge
 - a. Request access to Strategy for Wellbeing by visiting www.StrategyforWellbeing.com
 - b. Select register, click the appropriate affiliation (i.e. Charleston Healthy Business Challenge and if applicable BlueCross BlueShield Major Group Division)

**Please note, if you have previously participated in the Charleston Healthy Business Challenge, simply log back into your existing account. You do not need to register with the online platform again.*

After approving your account:

1. Log in to complete your registration
2. Add worksite(s) by visiting “Worksite” on left menu, then selecting “add new worksite” and complete your demographic information.
 - a. You only need to submit your worksite demographics once.

**Please note, the Strategy for Wellbeing platform works best in Google Chrome.*

Completing your Baseline Assessment:

There are 94 questions in this assessment. It should take approximately 60 minutes to complete. The assessment covers ten dimensions of employee wellbeing and there are no more than 19 questions per dimension. You must answer all questions before you submit the assessment. You may save your answers and complete the assessment later. However, your answers will expire after 45 days if not submitted. Once completed, you will receive a scorecard, tailored improvement opportunities and evidence-based resources to guide you.

1. Visit www.strategyforwellbeing.com. Log in using the username and password that you created.
2. Select “Assessment” left-hand side of the page and visit “wellness culture & environment” to begin the assessment.
3. Answer all questions in all ten dimensions.
4. Select “complete assessment.” If any answers are incomplete, the questions will show up in red.
6. You can save and return to complete assessment later, within 45 days of assessment initiation.

Viewing your Scorecard and Improvement Opportunities:

1. Click on “Scorecard” in the menu on the left-hand side of the page to view your numerical scores and compare to the benchmark standards.
2. Select the worksite and date the assessment was completed. Click “view.”
3. There is also a button for “Improvement Opportunities.” Click on this link to pull up a customized report with recommendations for improvement and support resources.

Adding additional users

Add other users that may be involved in employee wellness efforts and therefore need access to the tool.

1. Click “Users” in the menu on the left-hand side of the page.
2. Click “Add New User” and enter their information, then select “Add User.”

Email Emily O’Sullivan at eosullivan@scha.org for any question pertaining to your account or assessment submissions.



Compile the following demographic information to quickly create your worksite profile:

- *Number of employees*
 - Full-time, part-time, temporary, contract, etc.
- *Gender*
 - Percent of females and males
- *Age Groups*
 - Younger than 18, 18-24 years, 25-34 years, 35-44 years, 45-54 years, 55-64 years, and 65+ years of age
- *Insurance information*
 - Type of health plan
 - Worksite's medical insurance provider
 - Number of years your organization has provided wellness programming to its employees
- *Wellness program components available at your worksite and who is eligible to participate (i.e. full-time, part-time, temporary employees, dependents, retirees, etc.):*
 - Biometric screenings
 - Health risk assessment
 - Physical activity events, classes or challenges
 - Onsite health clinics
 - Discounts at gym(s)
 - Healthy lifestyle management programming
 - i.e. weight and nutrition management, safety and injury prevention, lactation support,
 - Behavioral health and chronic condition management programming
 - i.e. stress management, depression/anxiety management, diabetes management, tobacco use counseling, medication management,
 - Employee Assistance Program
 - Retirement benefits
 - Health coaching (i.e. telephonic, online, video, etc.)