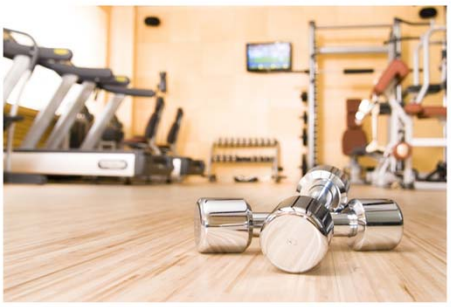


Latitude Wellness Programs

1

This presentation is sponsored by the South Dakota State Employee Benefits Program and includes instructions on how to complete a Latitude Wellness Program.

Latitude Wellness Program

There are three types of Latitude Wellness Programs.

- Members only need to complete one program.
- Participatory/Our Programs
  - Complete on an individual basis
- Worksite Wellness Challenges
  - Group and Individual challenges
  - 1 challenge by March 31, 2014
- HMP Enrollment Programs
  - Designed to target certain health conditions

2

There are three types of Latitude Wellness Programs.

Participatory or Our Programs completed on an individual basis.

Worksite Wellness Challenges are group or individual challenges. Members only need to complete one challenge.

HMP Enrollment Program are designed to target certain health conditions.

Members only need to complete one program to meet the Latitude Wellness Program requirement.

All three types of programs will be explained in detail later in this presentation.

Latitude Wellness Portal

3

You will need a computer with internet access to get started. Visit the benefits website at http://benefits.sd.gov and choose Latitude Wellness Portal.

Latitude Wellness Portal

4

This is the first log in screen. You need to follow the instructions to log in.

Enter your username and password as listed.

Username: The username is your DAKOTACARE ID # (9 digits) + the two digit number before your name (written as 01, 02, etc.).

Password: The password is your birth date (YYYYMMDD).

This is the Latitude Wellness Portal. The wellness portal contains important information about completing the requirements.

The blue To Do List (highlighted in yellow here) in the upper right corner. This tells you which requirements you have completed and which ones you still need to complete.

To get started with a Latitude Wellness Program, choose the brown icon labeled choose a Latitude Wellness Program.

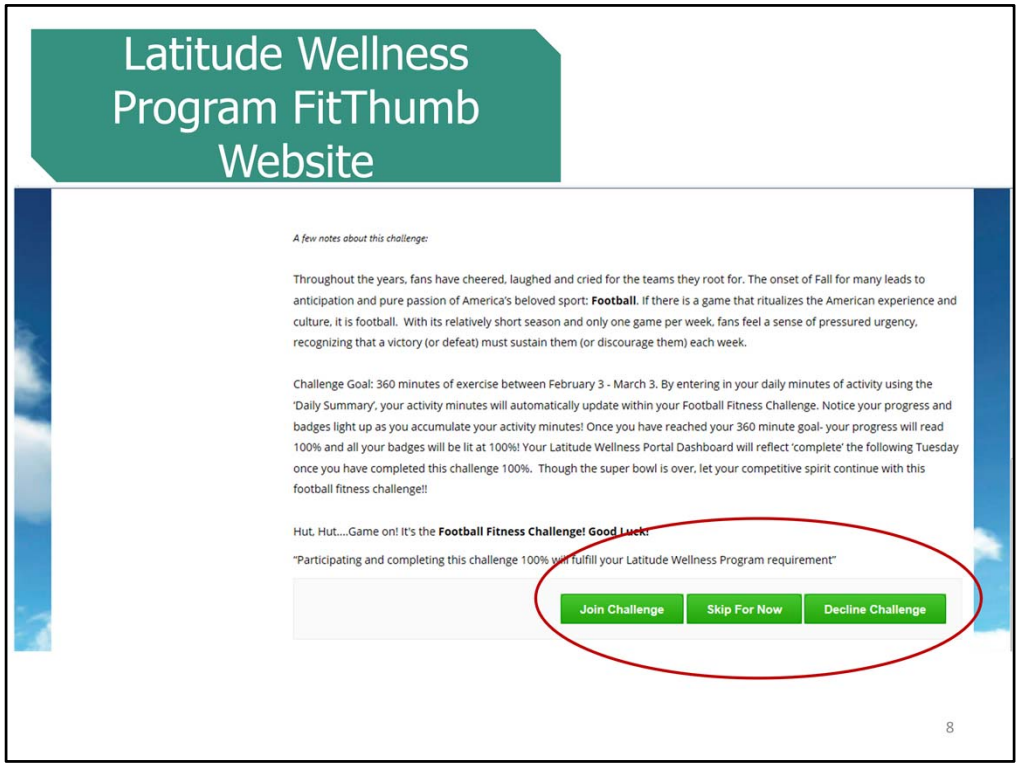
Latitude Wellness Programs provide online tracking through the FitThumb website.

If this is your first time on the Latitude Wellness Program FitThumb website, you need to create an account. To create an account, choose create one here.

Returning users must enter their username (email address) and password.

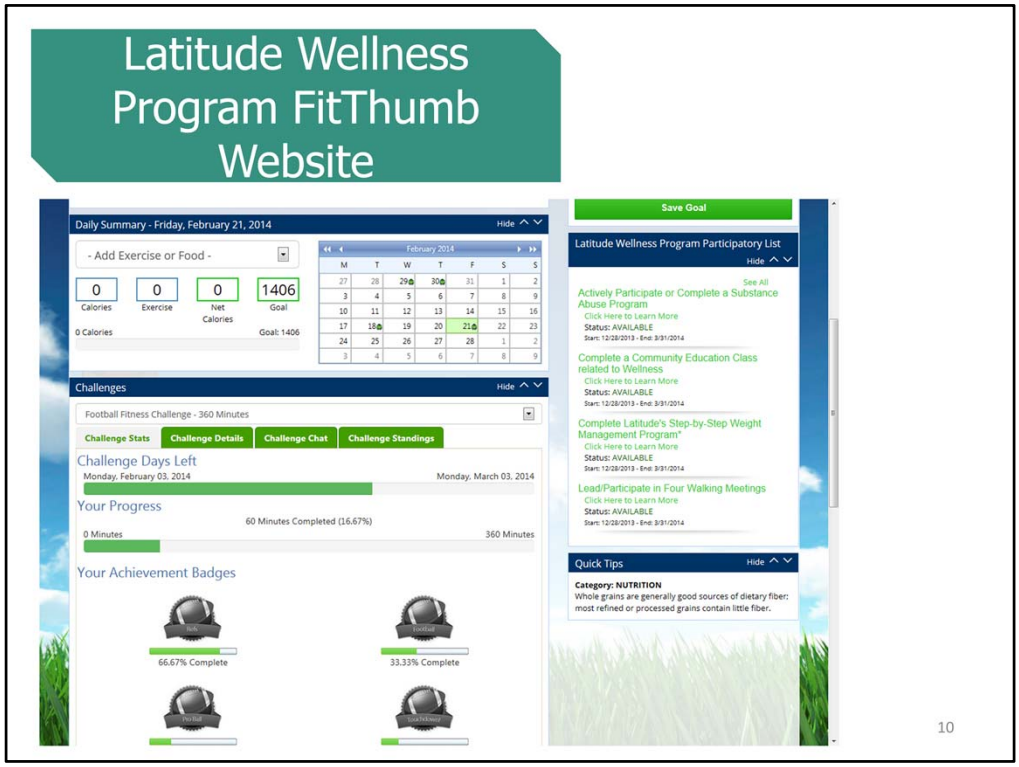
When a new worksite wellness challenge is available, you will get a invitation that shows up immediately before the homepage on the Latitude Wellness Program FitThumb Website.

Please read the information about the challenge.

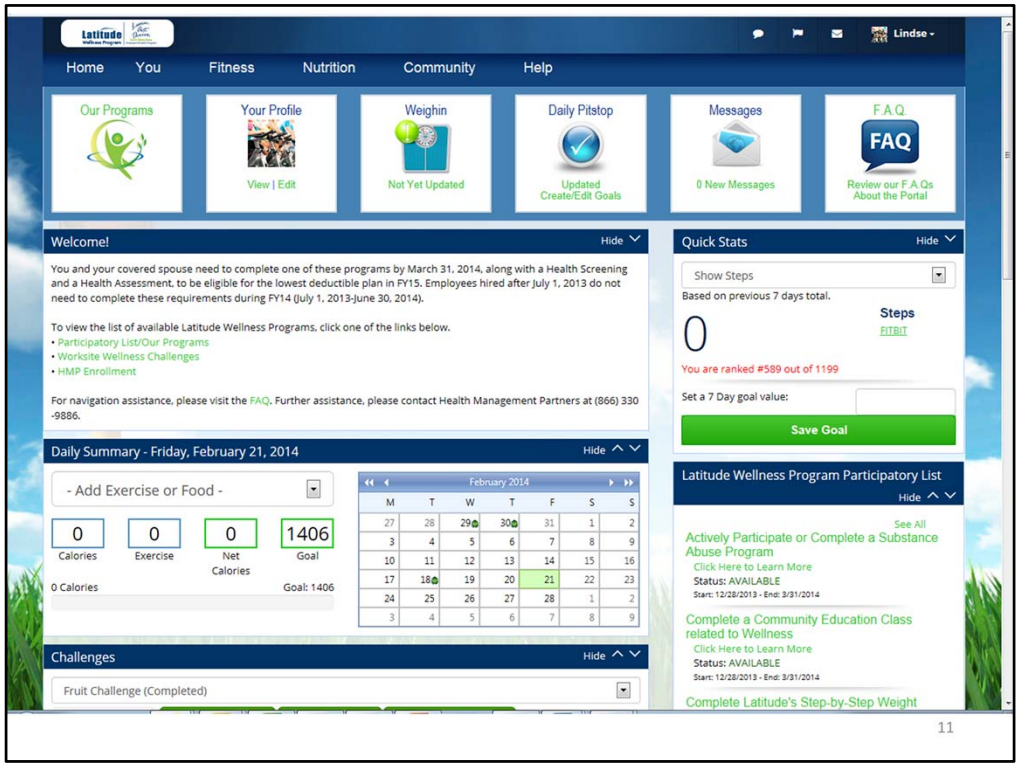


You can choose to join the challenge, skip for now (which allows you to join at a later date) or decline the challenge.

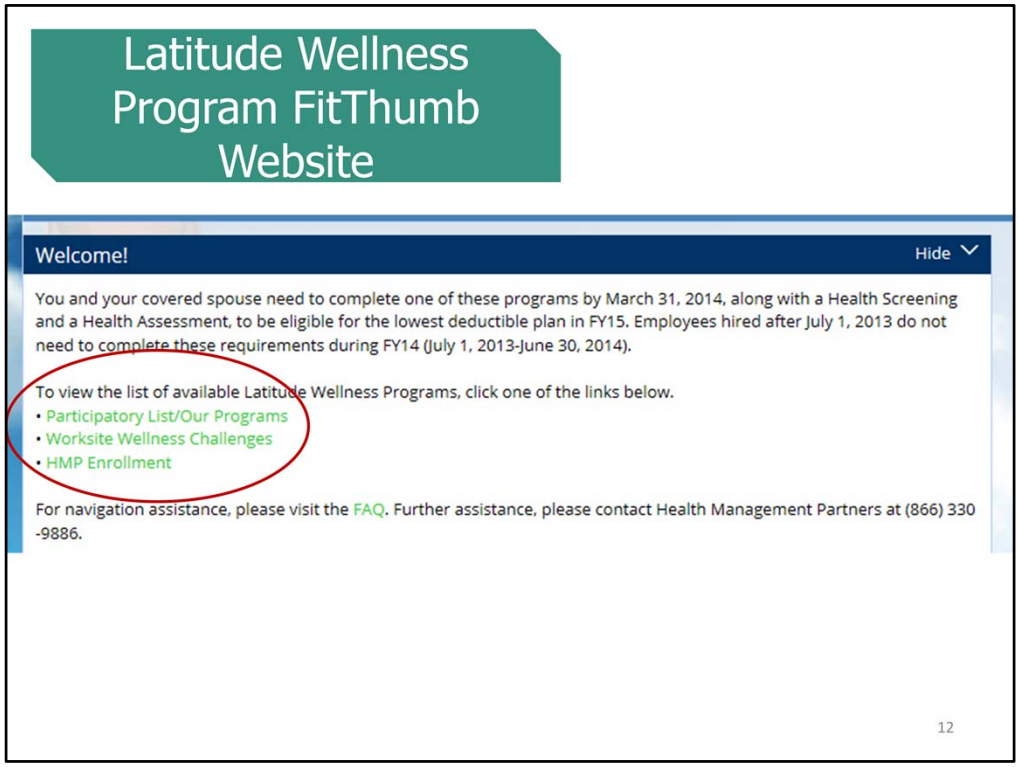
If you accept the challenge, you will get a message similar to this one specific to the challenge.



The tracking for each challenge is different. For the football challenge, participants add their activity under the daily summary. Once an activity is added, the information below for the challenge is updated. If you meet the requirements for the challenge, it will show as completed. This meets the requirement for the Latitude Wellness Program.



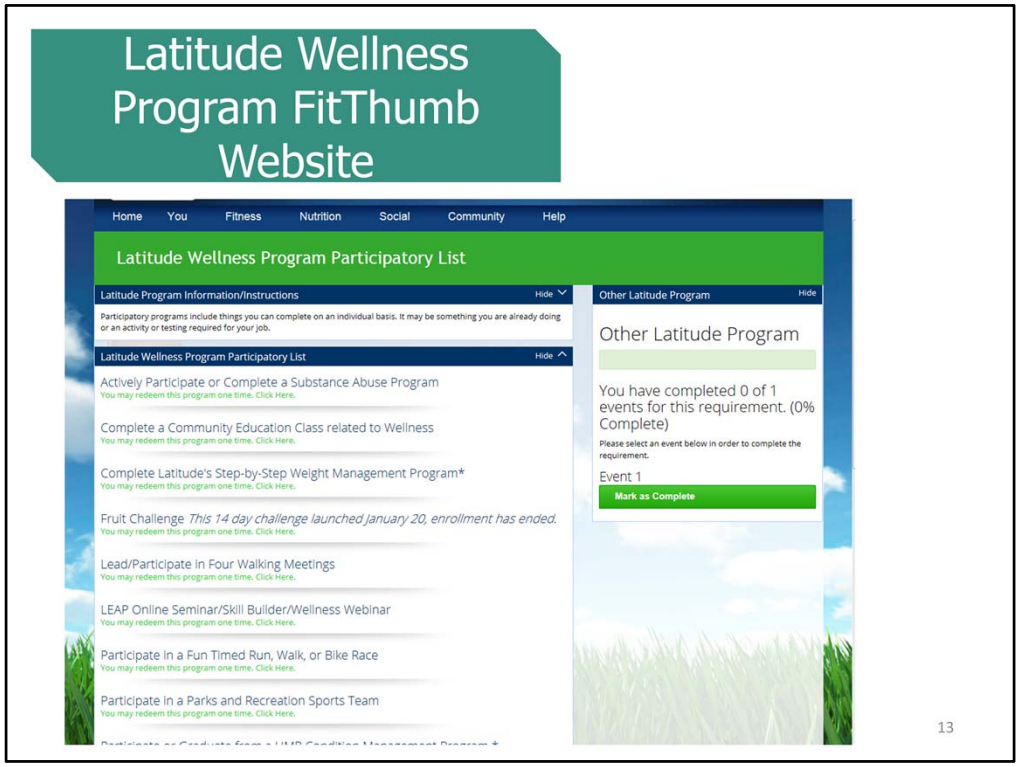
Now that you have logged in, you will see this screen. It contains the welcome message with links to the three types of programs.



Here is a close up of the homepage. Let's get started by choosing the Participatory/Our Program list to see what programs are available.

First, choose the green Participatory/Our Program link from the welcome message.

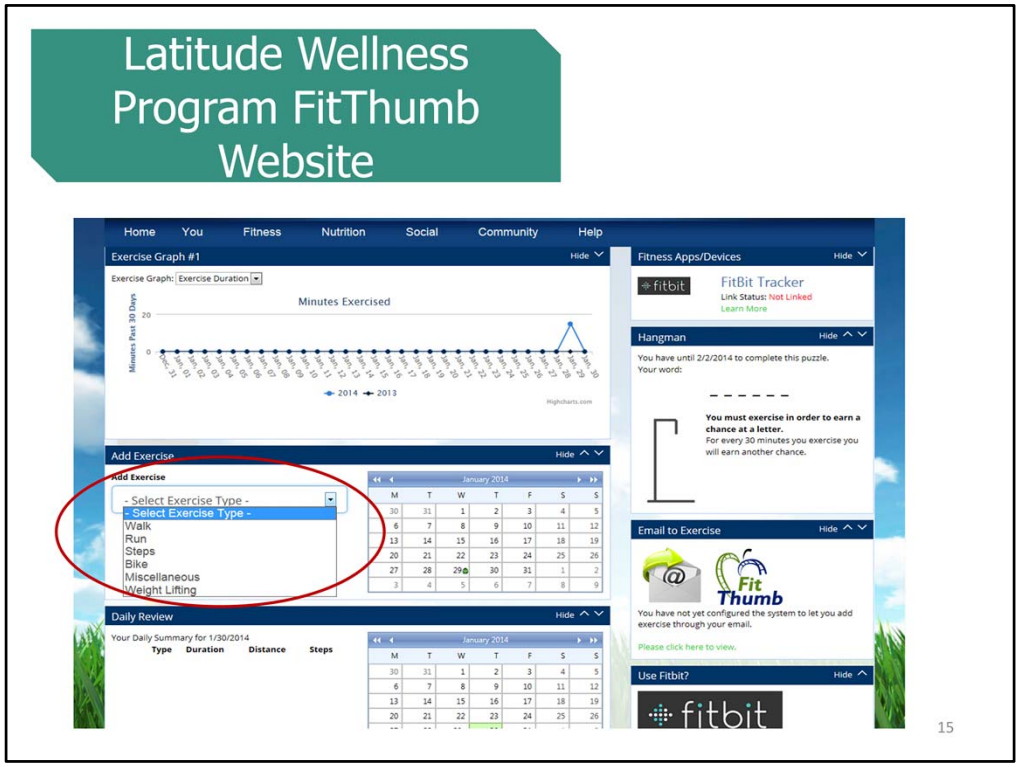
You only need to complete one program from this list to meet the Latitude Wellness Requirement.



This is a partial list of programs available under the Participatory/Our Programs list. You can scroll down on the list to see the additional programs. These programs require proof of completion. For example, you must track exercise on this website.

In this example, I chose Track Exercise for Three Consecutive Weeks on the Latitude Wellness Portal (min. of 2 days each week). Please read the instructions for online tracking under proof. The two items in green are links to the online tracking. You can click the link to get started with your exercise tracking.

Remember: You need to complete the online tracking before submitting this program.

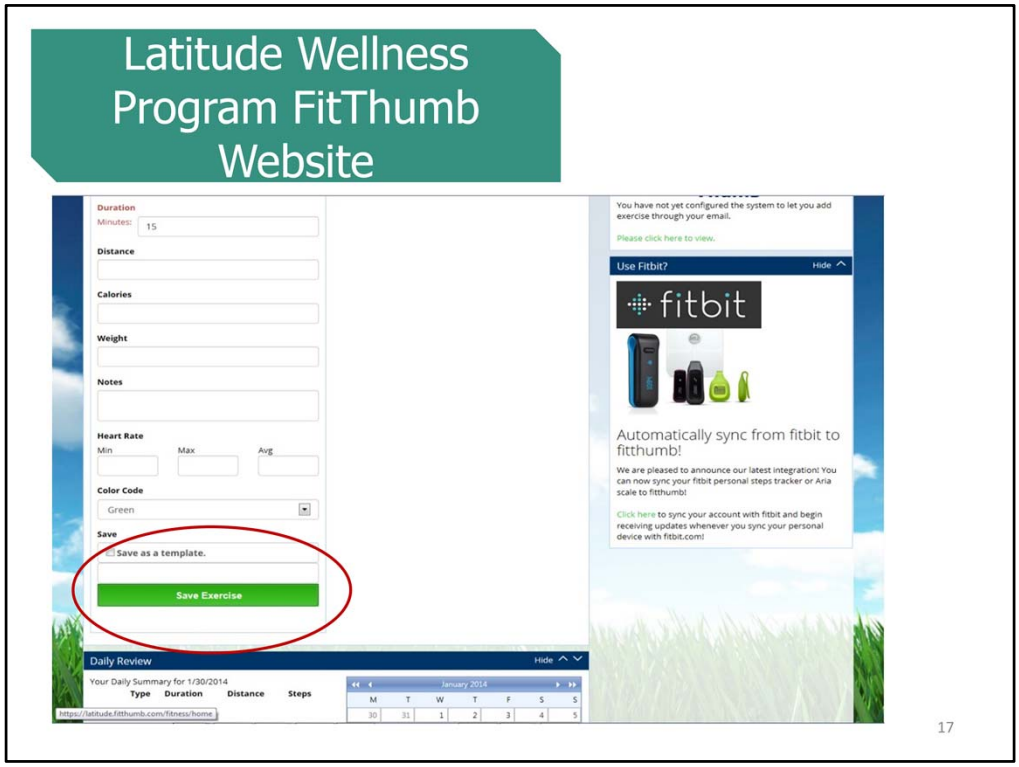


I chose the green link titled Fitness tab from the previous screen. This is where you track your exercise.

Choose Add Exercise.
Choose an exercise from the list or choose miscellaneous to add a new exercise.

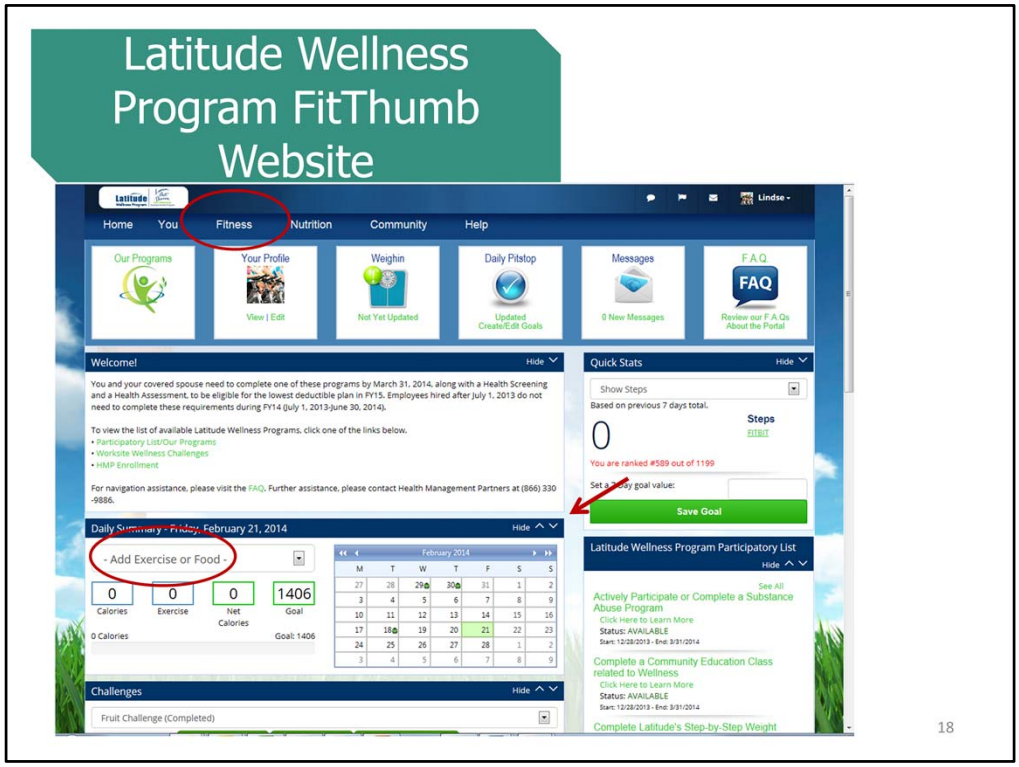
After selecting the exercise, select the date and the duration of your exercise.

Additional tracking is also available for distance, calories, weight, etc.



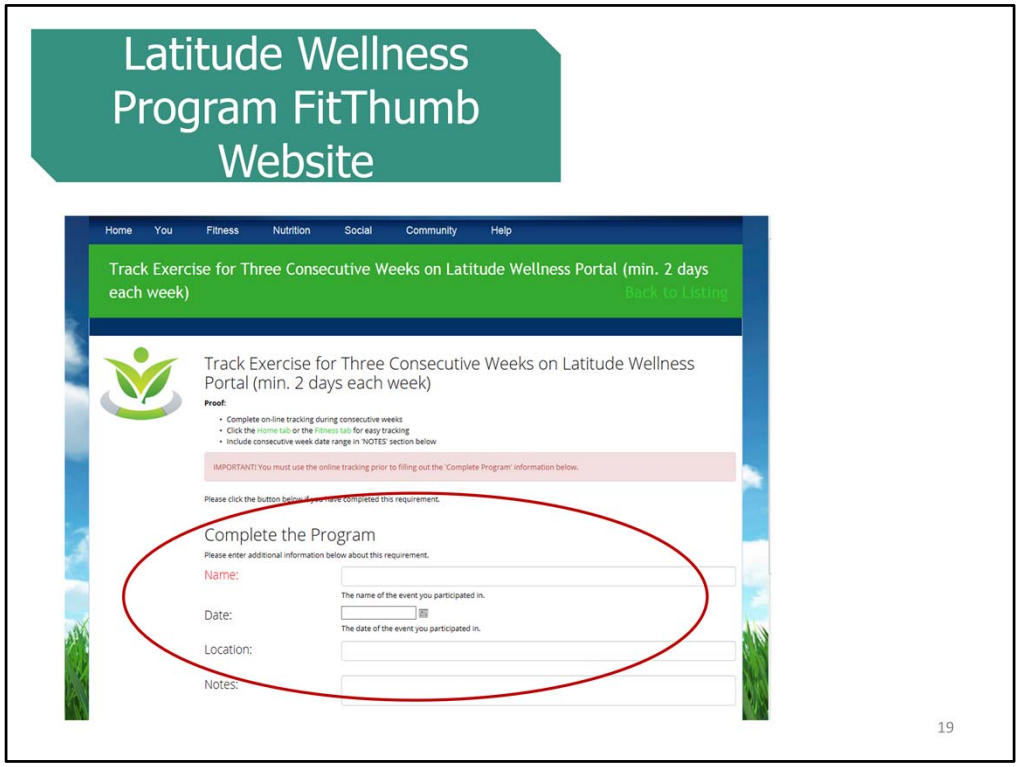
After you finish tracking, choose the green Save Exercise button. You can do this daily or weekly.

To complete this requirement, you need to track your exercise for three consecutive weeks, at least two days per week.



When returning the website, follow these instructions to track your exercise. To complete this requirement, you need to track your exercise for three consecutive weeks, at least two days per week. You can repeat the process by choosing the fitness tab circled in red on the top navigation of the website or access the tracking off your FitThumb main screen circled in red under daily summary.

If your daily summary does not appear below the welcome message, please click the up arrow in the right corner of the daily summary box. A red arrow shows where it is located on this screen only.



Now, you can finished your online tracking and need to submit the requirement for completion.

Choose Home from the top navigation.

Choose Participatory/Our Programs from the welcome message like you did before.

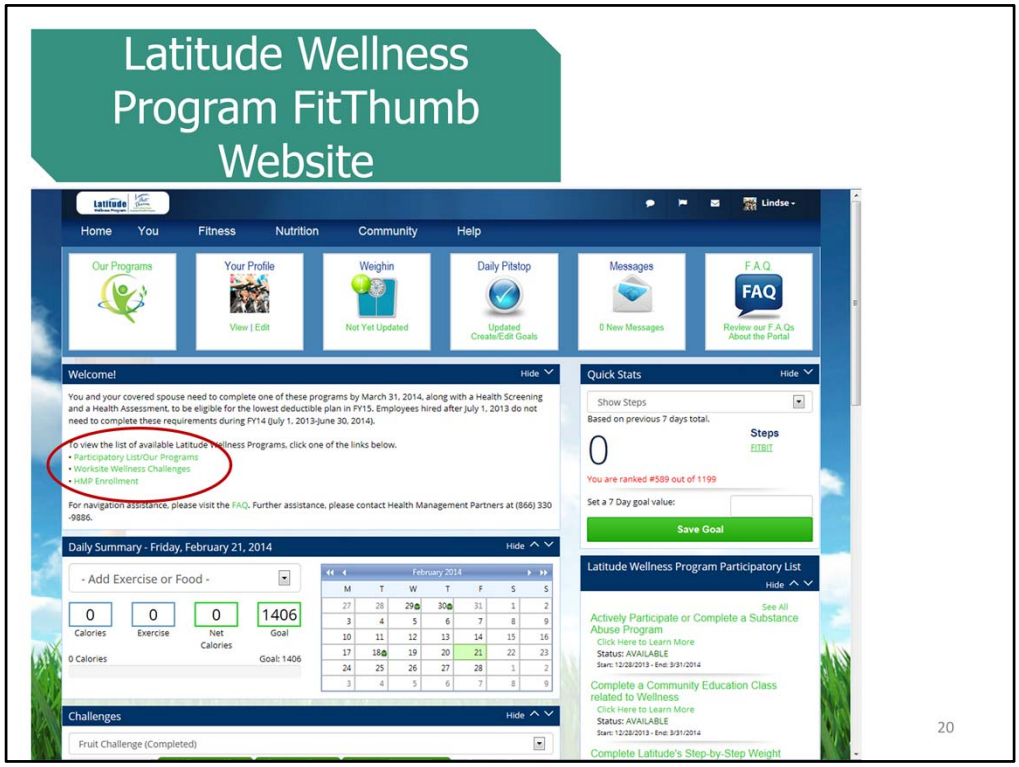
Choose the Track Exercise for Three Consecutive Weeks on Latitude Wellness Portal (min. 2 days each week) from the participatory program list.

Complete the online form shown here.

Once the form is complete, choose the green I have completed this requirement button.

Next, choose the green Yes, I have completed this requirement button.

Your Latitude Wellness Program is done if you completed all the online tracking. If you submit this requirement without the online tracking, your requirement has not been met.



The third type of program is an HMP Enrollment Program. These programs target members with specific conditions including:

- Asthma, Bariatric Management, Cardiac, Diabetes, Kidney Care, Our Healthy Baby, Step by Step, and Pain Management

To learn more about these programs, click the HMP Enrollment link. You will be directed to a page explaining the different programs. You need to contact HMP to enroll in one of these programs.

If you have completed or are currently enrolled in an HMP Enrollment Program during FY14, the Latitude Wellness Program will show as completed in the blue To Do List box.

Latitude Wellness Program

Important Reminders

- The deadline for completing a Latitude Wellness Program is March 31,2014.
- You only need to complete one Latitude Wellness Program not one of each type.
- You and your covered spouse need to complete a Latitude Wellness Program, along with the Health Screening and online Health Assessment to be eligible for the lowest deductible plan in FY15.

221

- The deadline for completing a Latitude Wellness Program is March 31, 2014.
- You only need to complete one Latitude Wellness Program not one of each type.
- You and your covered spouse also must have completed the Health Screening by January 31, 2014. If you or your covered spouse have not already completed the Health Screening, you will not be eligible for the lowest deductible plan in FY15.

- The online Health Assessment must be completed by March 31, 2014.

Questions

Call HMP at 866.330.9886

22