Individual Action Plan
Help Guide

Nutrition

Wellness Assessment + 10 phases over 10 weeks + 50 planner entries = Gold

Flexible to meet you where you are

Since the Healthy Incentives[SM] Program began, employees have improved their health in 12 out of 14 areas and the county has spent $18 million less than expected on health care costs. Clearly, a lot of us are working hard to improve our health and maintain healthy habits. The WebMD planners are designed to meet you where you are. The most advanced exerciser can build a challenging program or the daily walker can keep you on track.

Evidence based approach

The format of the WebMD Individual Action Plans is based on the best scientific research about how healthy behaviors are created and maintained. Following this format of learning about fitness, nutrition and stress management and then tracking your activity in each of these areas will put you on the road to good health.

Format

10 Phases:
Phases are educational readings in the area you have chosen to focus (exercise, nutrition, stress management or weight management). The program paces you by allowing you to complete only one phase per week. To finish by the June 30, 2010 deadline you need to start by April 20, 2010.

7 Steps per phase: To make the educational readings easily digestible, each phase is broken down into 7 **steps**, which are like pages. The final step is a quick knowledge retention quiz. Depending on how fast you read, it takes 5 to 10 minutes to complete all 7 steps in a phase.

50 Planner entries: In addition to the reading, you will also track your activity in a planner. You get credit for each entry you make and 50 entries fulfill the requirements of the program. After you have set up the planner, it takes only seconds to make an entry.

Optional journaling: If you choose, you can use the optional journaling feature to keep track of your successes and challenges along the road to gold. But, journaling is not a requirement for earning gold.

Planners

You can use any one planner or combination of planners to complete you individual action plan, but each WebMD Lifestyle Improvement Program is automatically associated with a specific planner as shown below:

- Exercise Lifestyle Improvement Program – Walking OR Exercise
- Weight Management Lifestyle Improvement Program – Nutrition AND Exercise
- Stress Management Lifestyle Improvement Program – Stress Management
- Nutrition Lifestyle Improvement Program - Nutrition

You can enter several days of activity at a time. You can enter activity you have done in the past, but not activity you are planning to do in the future. You get credit for each entry you make. For example, if you enroll in the Weight Management Program, you get one credit for an entry in the exercise planner and one credit for an entry in the nutrition planner for a total of two

Your personal home page

1. To confirm your individual action plan selection use the link at the top of the page or in the left navigation bar.

2. To go to your individual action plan use the link in the left hand navigation bar.

King County Healthy INCENTIVES

Home | Health Topics ▾ | Living Healthy ▾ | King County Links ▾

My Message Center
- You have 1 new message!

Step 1 - Take the WAQ
- Wellness Assessment Questionnaire

Step 2 - After you Complete your WAQ then Complete an Action Plan
- My Individual Action Plan Confirmation

Jump To:
- Exercise Program
- Nutrition Program
- Stress Mgmt Program
- Weight Mgmt Program

Step 3 - Healthy Incentive Rewards
- What is my Benefit Status?

My Records and Information
- Health Topics
- WebMD Symptom Checker
- Health Management Centers
- Health Record
- Health Trackers
- Calendar

WebMD Newsletters
- Receive a Free WebMD Email Newsletter

News

You're almost there.
Get rewarded for better health.

Now that you've completed the Wellness Assessment, just finish your Individual Action Plan by June 30, 2010, and you'll earn the gold out-of-pocket expense level for 2011. Check the Rewards Page to view your status.

Go to my Individual Action Plan from WebMD now.

Welcome, stageuattestf06!

1.

2.

My Health Guide

Recommendations based on your health profile:

Getting Started
- Swine Flu (CDC)
- Go To Health Record
- Take or Update the Women's Health Assessment
- Message Center
- Swine Flu FAQ

News For You

Food Recall Hits Big Chain Stores

Listeria contamination has led Parkers Farm Inc. to recall peanut butter, cheese, salsa, and other foods from a long list of major food retailers.

Recently Visited Pages
- WebMD Lifestyle Improvement Program: Nutrition
- Lifestyle Improvement Programs
- Wellness Assessment Questionnaire

Topics of Interest
- Add Interests

Coaching

A WebMD Health Coach health goals or offer su action plans. If you wo expertise of a health c 1-866-584-6813.

Rewards

What is your Healthy In

Check the Healthy Ince next steps and verify t towards your out-of-po

In Focus - WebMD®

New Mammogram Se

The U.S. Preventive S that women who aren' getting mammograms previously recommend the new mammogram
- See Full Article

Lifestyle Improvement Program home page

1. Get to your Nutrition Phase by clicking on the "Next Steps" link from the Lifestyle Improvement Program home page.

2. To change your individual action plan selection or set up another planner select from the "More Lifestyle Improvement Programs" links.

Completing Phases and Steps

To complete your individual action plan, you need to do 10 Phases over 10 weeks.

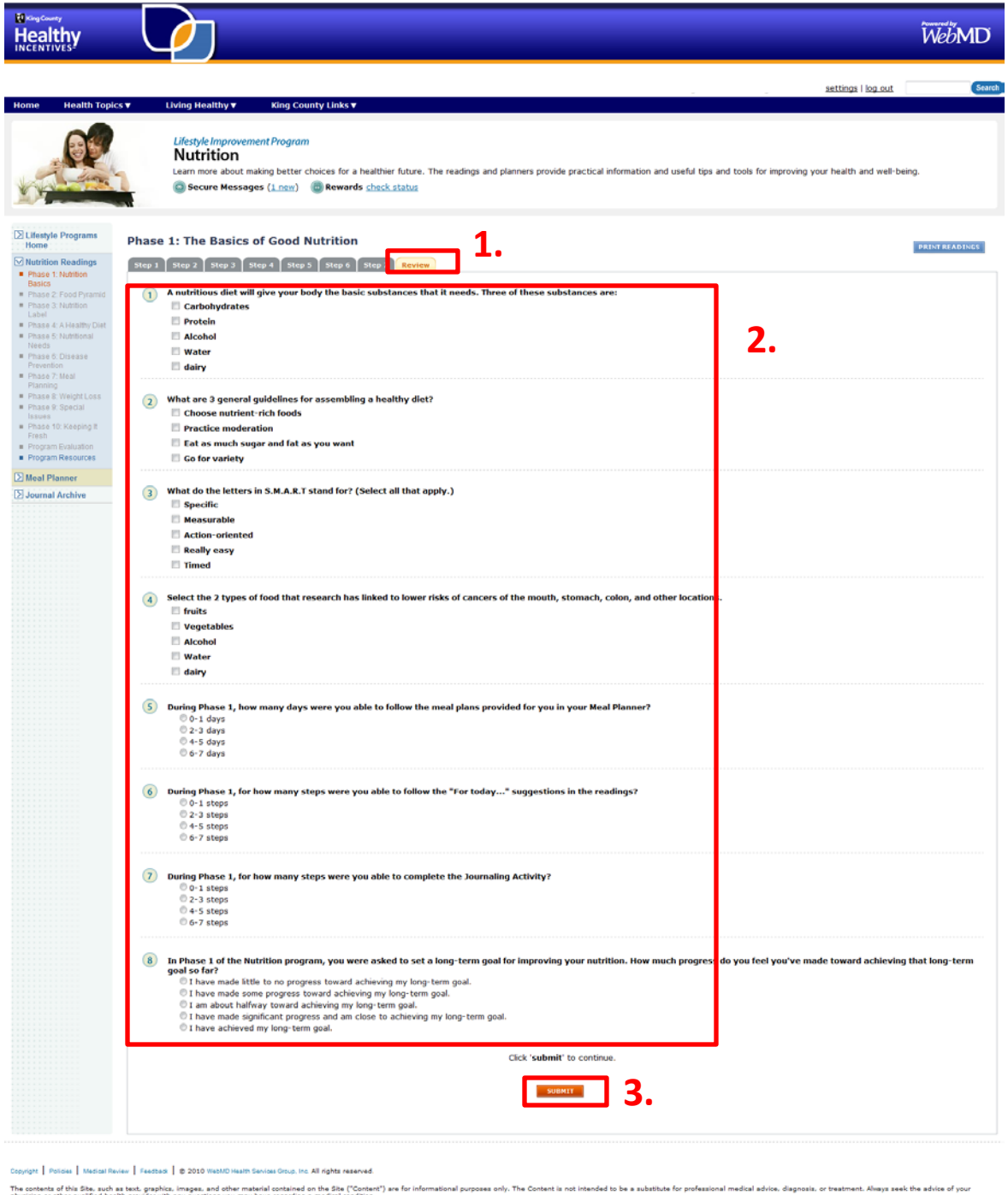
1. Each Phase includes 7 readings and a review. You can only advance 1 Phase per week.

2. Each Step is a brief, informative reading with a review at the end.

3. Journaling is optional if you want to keep track of your successes and challenges along the way.

4. The links on the left give you quick access to your Planner at anytime.

5. Advance to the next step by clicking the "Go to the next Step" button.



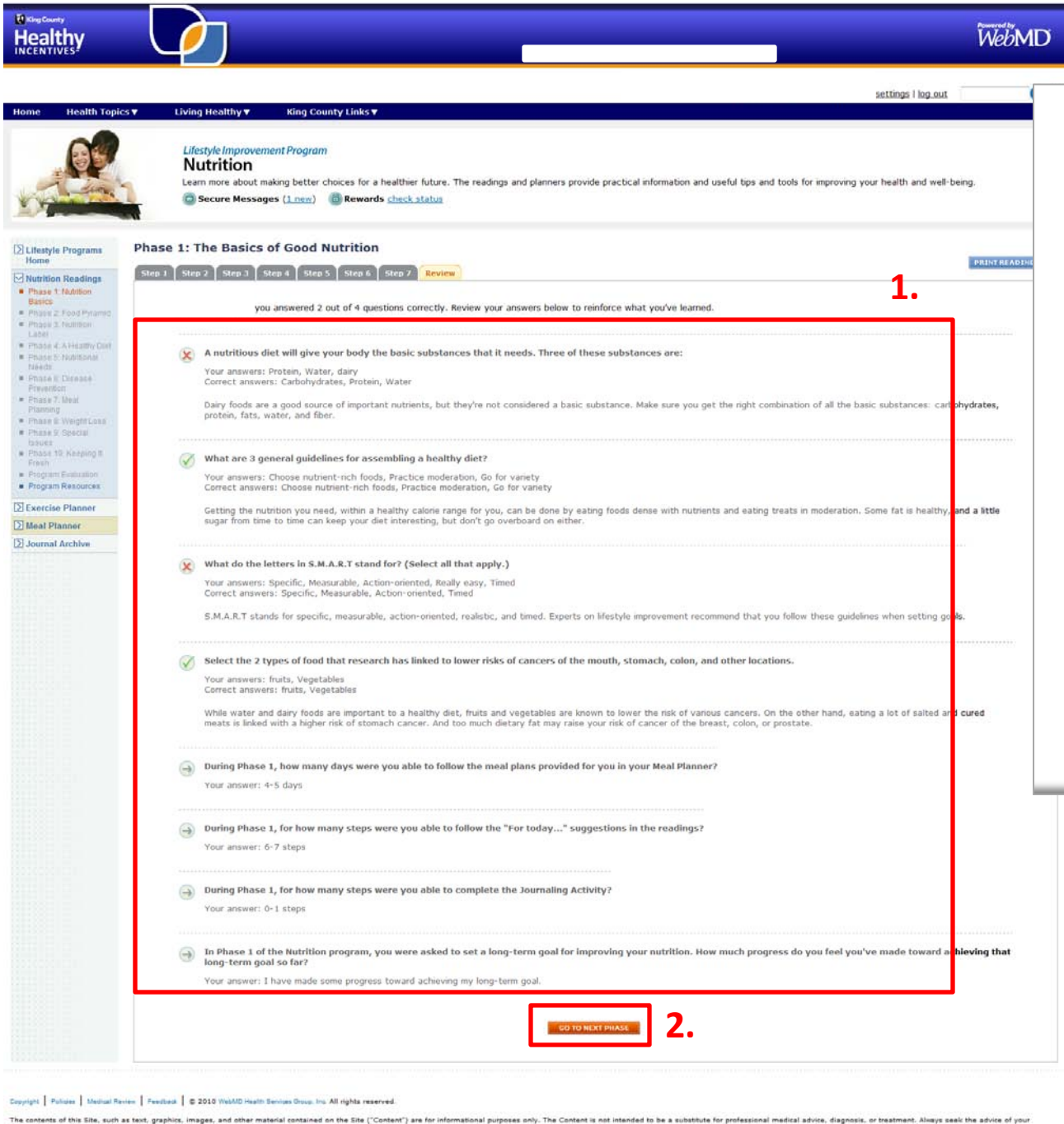
The Review

1. After reading the 7 Steps, you can quiz yourself on what you've learned.

2. The Review is a multiple-choice quiz based on the information you've read in the 7 Steps.

3. After answering all of the questions, click the "submit" button to see how you did and complete the Phase.

You don't have to get the answers correct in order to move forward, and it does not impact your gold status in any way.



Congratulations!

You have completed Phase 1 of 10.

1. The correct answers are here to reinforce what you read in the Steps.

2. Click this button to continue on to the next Phase.

Remember:

- **1 Phase = 7 Steps and 1 Review.**
- **Only 1 Phase per week.**
- **You must complete all 10 Phases by June 30, 2010.**
- **You must complete 50 Planner entries by June 30, 2010.**

Accessing your Planner

Getting to your Planner

1. Quickly jump to your individual action from the left navigation bar.

King County Healthy INCENTIVES

Home | Health Topics ▾ | Living Healthy ▾ | King County Links ▾

My Message Center
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Rewards

What is your Healthy In

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In Focus - WebMD®

New Mammogram Sc

The U.S. Preventive S that women who aren' getting mammograms previously recommend the new mammogram
- See Full Article

Getting to your Planner

1. Get to your Planner by selecting the icons in the box labeled "Your Planners".

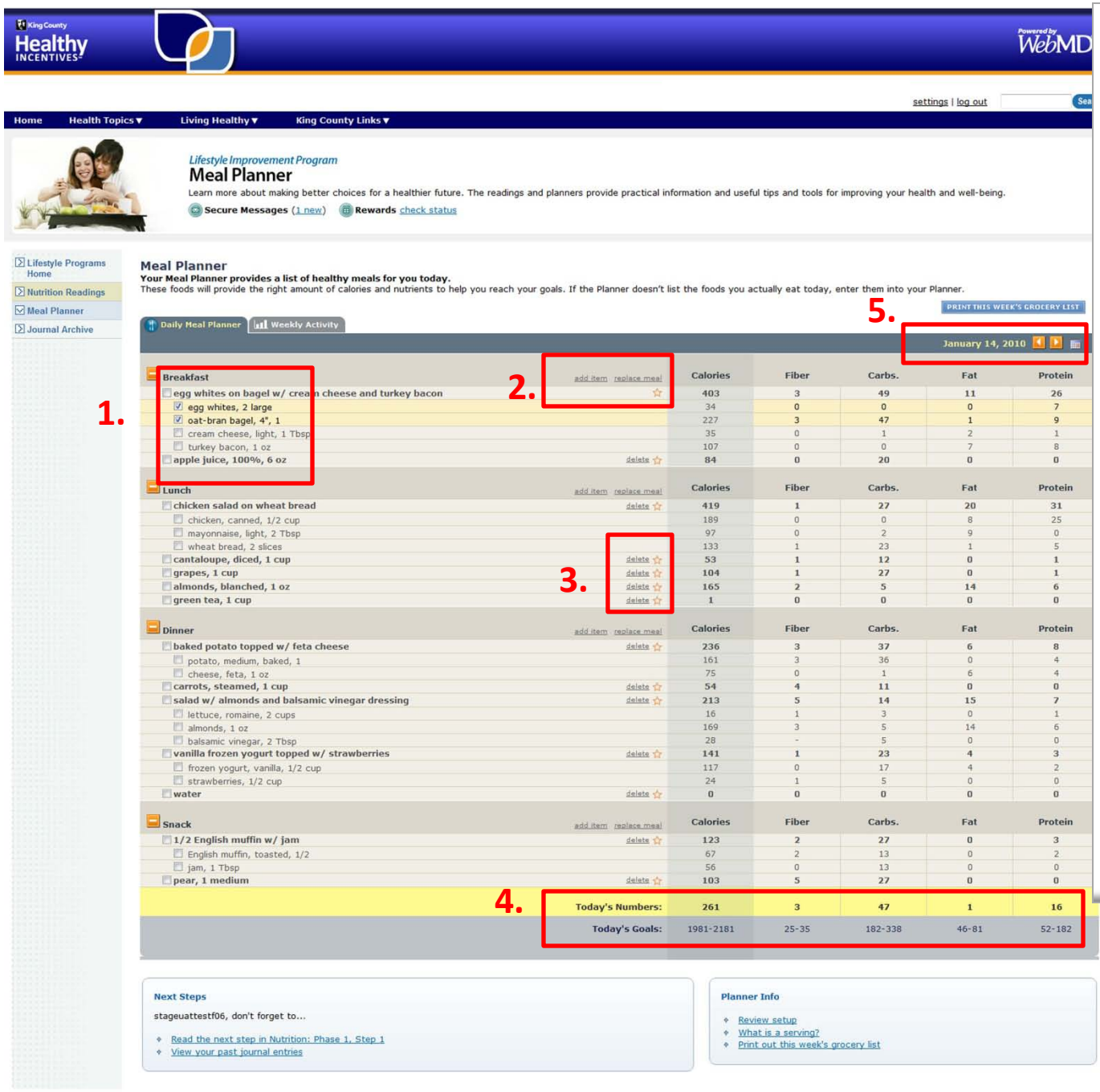
2. You can also choose another Planner from "More Lifestyle Improvement Programs".

Each entry you make in a planner counts toward the 50 entries required for completion.

For example, if you make one entry in the exercise planner and one in the meal planner, it will count as two entries toward your goal of 50.

The next sections of this Individual Action Plan Guide will walk you through the set-up and use of the Meal Planner.

Setting up an Meal Planner



Your daily Meal Planner

This Planner is designed for you to record what you eat every day.

The Planner starts with suggested meal plans, but you can easily make your own substitutions of food items or entire meals.

1. Choose items by clicking the check box next to them.

2. You can add an item or replace the entire meal by clicking add item or replace meal.

3. You can delete items by clicking delete.

4. This shows your nutritional values for the day and your goals.

5. Click the arrows to move days forward and backwards, or click the calendar and pick a day.

Your daily Meal Planner continued

1. You can add a food item or entrée from a drop-down menu.

Once you have what you want, click save.

Or click cancel if you don't want the entry shown.

King County Healthy INCENTIVES

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Lifestyle Improvement Program

Meal Planner

Learn more about making better choices for a healthier future. The readings and planners provide practical information and useful tips and tools for improving your health and well-being.

Secure Messages (1 new) Rewards check status

- Lifestyle Programs Home
- Nutrition Readings
- Meal Planner
- Journal Archive

Meal Planner

Your Meal Planner provides a list of healthy meals for you today.
These foods will provide the right amount of calories and nutrients to help you reach your goals. If the Planner doesn't list the foods you actually eat today, enter them into your Planner.

PRINT THIS WEEK'S

Daily Meal Planner | Weekly Activity

January 14, 2010

Breakfast (add item, replace meal)	Calories	Fiber	Carbs.	Fat	
grapefruit, 1/2 medium	41	1	10	0	0
water	0	0	0	0	0
coffee, brewed, 1 cup	2	0	0	0	0
Cheese Omelet	325	-	-	-	-

Lunch (add item, replace meal)	Calories	Fiber	Carbs.	Fat	Protein
green tea, 1 cup	1	0	0	0	0
chicken salad in whole wheat pita w/ lettuce and tomato	463	2	20	23	42
chicken, canned, 3 oz	283	0	1	12	38
lettuce, romaine, 1 outer leaf	5	0	0	0	0
mayonnaise, light, 2 Tbsp	97	0	2	9	0
pita, wheat, small, 1	74	2	15	0	2
tomato, medium slice, 1	4	0	0	0	0

Dinner	Calories	Fiber	Carbs.	Fat	Protein
1. Side: baked potato w/ margarine and sour cream (SAVE / CANCEL)	248	3	37	9	5

Snack (add item, replace meal)	Calories	Fiber	Carbs.	Fat	Protein
yogurt w/ blueberries	297	3	64	0	11
fruit yogurt, 1 cup	213	0	43	0	9
blueberries, 1 cup	84	3	21	0	1
Today's Numbers:	1402	11	108	38	77
Today's Goals:	1981-2181	25-35	182-338	46-81	52-182

Next Steps

stageuattestf06, don't forget to...

- Read the next step in Nutrition: Phase 1, Step 2
- View your past journal entries

Planner Info

- Review setup
- What is a serving?
- Print out this week's grocery list

Your daily Meal Planner continued

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Lifestyle Improvement Program

Meal Planner

Learn more about making better choices for a healthier future. The readings and planners provide practical information and useful tips and tools for improving your health and well-being.

Secure Messages (1 new) | Rewards check status

- Lifestyle Programs Home
- Nutrition Readings
- Meal Planner
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Meal Planner

Your Meal Planner provides a list of healthy meals for you today.

These foods will provide the right amount of calories and nutrients to help you reach your goals. If the Planner doesn't list the foods you actually eat today, enter them into your Planner.

PRINT THIS WEEK'S GROCERY LIST

Daily Meal Planner | Weekly Activity

January 14, 2010

1.

Breakfast	Calories	Fiber	Carbs.	Fat	Protein
Custom Food Item					
Add a new custom food: Cheese Omelet	325				

Lunch (add item, replace meal)	Calories	Fiber	Carbs.	Fat	Protein
green tea, 1 cup	1	0	0	0	0
chicken salad in whole wheat pita w/ lettuce and tomato	463	2	20	23	42
chicken, canned, 3 oz	283	0	1	12	38
lettuce, romaine, 1 outer leaf	5	0	0	0	0
mayonnaise, light, 2 Tbsp	97	0	2	9	0
pita, wheat, small, 1	74	2	15	0	2
tomato, medium slice, 1	4	0	0	0	0

Dinner (add item, replace meal)	Calories	Fiber	Carbs.	Fat	Protein
carrots, steamed, 1 cup	54	4	11	0	0
water	0	0	0	0	0
top sirloin, 3 oz	150	0	0	4	26
salad w/ flaxseeds and oil and vinegar dressing	204	4	8	18	3
lettuce, romaine, 2 cups	16	1	3	0	1
flaxseed, whole, 1 Tbsp	55	2	2	4	1
olive oil, 1 Tbsp	119	0	0	13	0
balsamic vinegar, 1 Tbsp	14	-	2	0	0
potatoes, oven roasted, 1/2 cup	52	1	11	0	1
frozen yogurt, vanilla, 1/2 cup	117	0	17	4	2

Snack (add item, replace meal)	Calories	Fiber	Carbs.	Fat	Protein
yogurt w/ blueberries	297	3	64	0	11
fruit yogurt, 1 cup	213	0	43	0	9
blueberries, 1 cup	84	3	21	0	1
Today's Numbers:	1381	14	138	46	81
Today's Goals:	1901-2181	25-35	182-338	46-81	52-182

2.

Next Steps

stageuattestf06, don't forget to...

- Read the next step in Nutrition: Phase 1, Step 2
- View your past journal entries

Planner Info

- Review setup
- What is a serving?
- Print out this week's grocery list

1. To add a food not on the list, choose "Custom Food Item" and type in the item. Find the calories on the packages of the item, or the internet.

In only a few minutes, you can completely tailor your daily meal planner.

Please note that you will be asked for all the nutritional values, but you are only required to put in the calories.

2. You can print a grocery list to help you shop for everything you will need to fix the meals you set up in your planner.

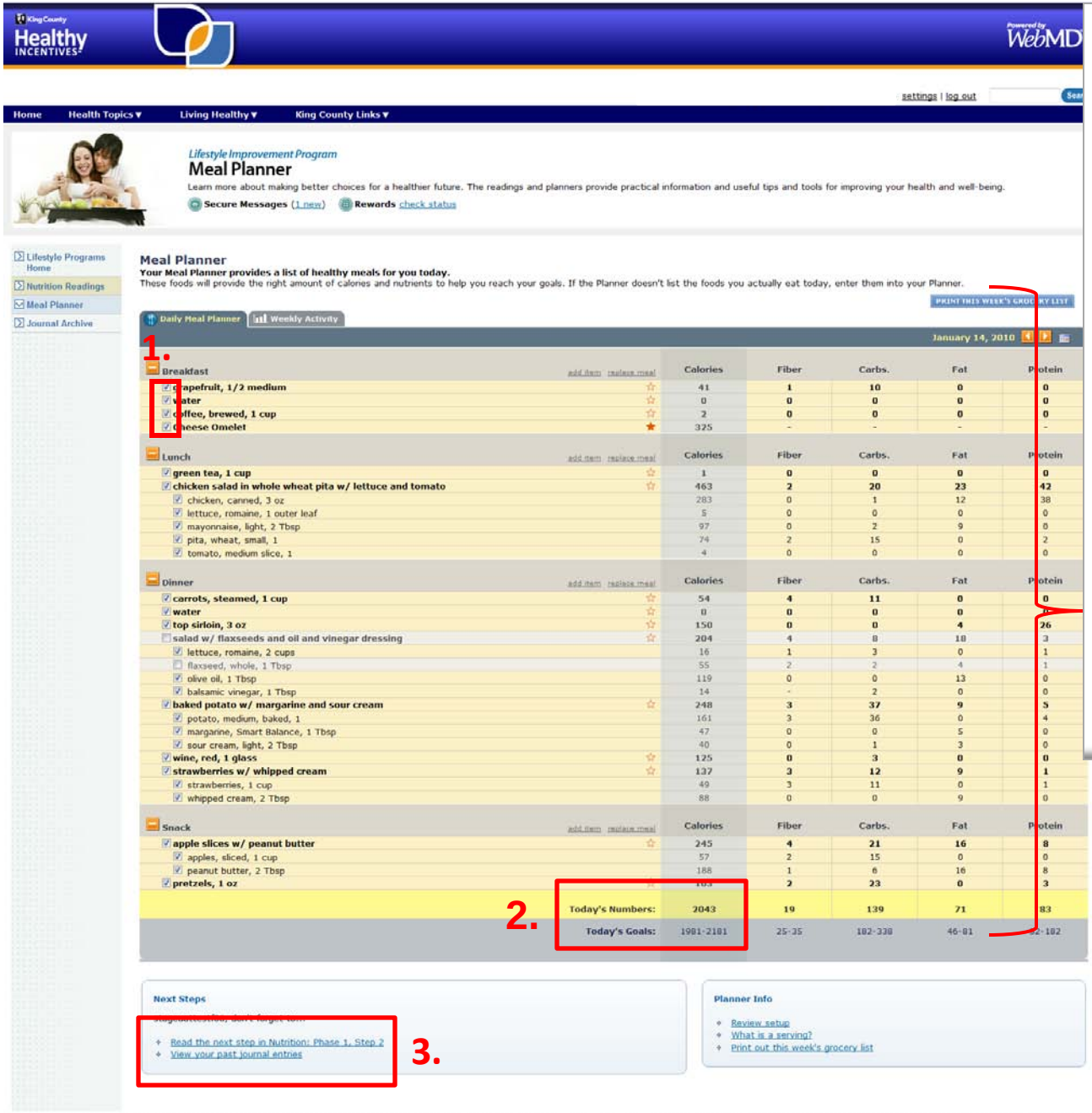
Your daily Meal Planner continued

1. To record an entry, click the box next to the food or meal you ate.

2. You can compare your daily nutritional values to what your goal was.

It is recommended that you complete on Step of the readings at the same time that you record your daily food intake into your Meal Planner.

3. Then go to your next steps and enter your next day's Meal Planner.



Your Weekly Activity

1. The Weekly Activity tab lets you track your progress by comparing daily calorie totals from your meals and snacks.

King County Healthy INCENTIVES

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Lifestyle Improvement Program

Meal Planner

Learn more about making better choices for a healthier future. The readings and planners provide practical information and useful tips and tools for improving your health and well-being.

Secure Messages (0 new) **Rewards** check status

- Lifestyle Programs Home
- Exercise Readings
- Exercise Planner
- Meal Planner
- Stress Planner
- Walking Planner
- Journal Archive

Meal Planner

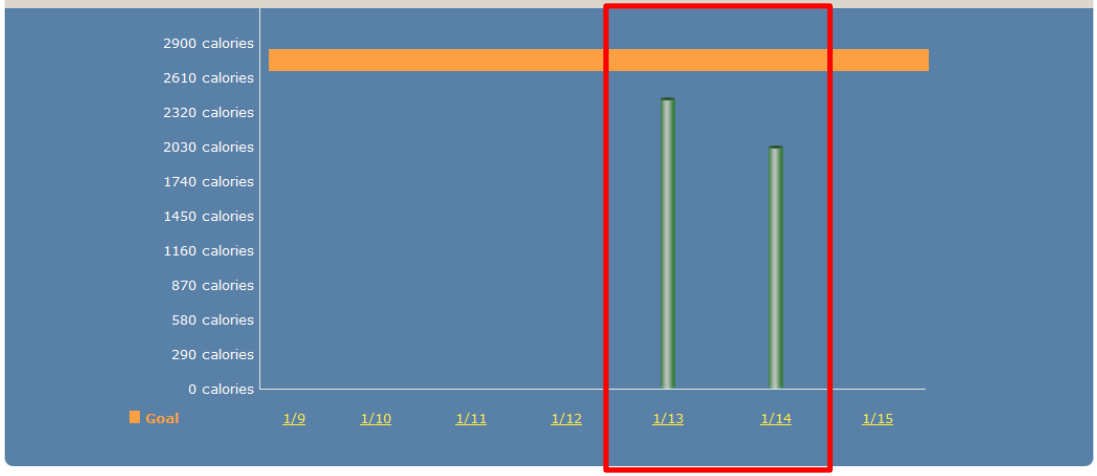
Your Meal Planner provides a list of healthy meals for you today.
These foods will provide the right amount of calories and nutrients to help you reach your goals. If the Planner doesn't list the foods you actually eat today, enter them into your Planner.

PRINT THIS WEEK'S GROCERY LIST

Daily Meal Planner | Weekly Activity **1.**

January 15, 2010

Your calorie intake



Next Steps

uat first 03, don't forget to...

- Enroll in the full Nutrition Program

Planner Info

- Review setup
- What is a serving?
- Print out this week's grocery list

King County Healthy INCENTIVES

Home | Health Topics ▼ | Living Healthy ▼ | King County Links ▼

Lifestyle Improvement Program

Nutrition

Learn more about making better choices for a healthier future. The readings and planners pr
tools for improving your health and well-being.

Secure Messages (1 new) **Rewards** check status

Congratulations!

After you've completed all 10 Phases and 50 Planner entries, you will have completed your Individual Action Plan and earned gold.

1. Click this button to print a certificate of completion.

- Lifestyle Programs Home
- Stress Management Readings
- Weight Management Readings
  - Phase 1: The Beginning
  - Phase 2: Nutrition Basics
  - Phase 3: Exercise Basics
  - Phase 4: Healthy Strategies
  - Phase 5: Workout Knowledge
  - Phase 6: Planning for Success
  - Phase 7: Mind and Spirit
  - Phase 8: Fresh Ideas
  - Phase 9: Recruiting Help
  - Phase 10: Staying On Track
  - Program Evaluation
  - Program Resources

Congratulations! You've completed the program.

Even though you have finished this Lifestyle Improvement Program, you can continue to use its features to support your efforts. The readings, journal, and related planner will be available to you at any time. To access them, click **'Lifestyle Programs Home'.**

You have made great strides in improving your health and well-being. In recognition of your achievement, you can print out a Certificate of Completion by clicking **'Print Certificate'.**

LIFESTYLE PROGRAMS HOME | PRINT CERTIFICATE

1.

Healthy Incentives Rewards Dashboard

Welcome to the King County Healthy Incentives[SM] Rewards Dashboard! This dashboard w
work through the Healthy Incentives[SM] program requirements. In your current snapshot
status, your selected Individual Action Plan, a history of program requirements that have
color status and a series of Frequently Asked Questions to help you better understand t

Your individual color status reflects your progress to date. In July your "family" color sta
for the following year, will be mailed to your home. As in years past, your family color st
spouse or domestic partner if covered by King County benefits.

Secure Messages (0 new)

Your Rewards Dashboard

Be sure to check your Rewards Dashboard which records your progress along with the date of completion of the Wellness Assessment and your individual action plan.

Benefit Status | Lifestyle Improvement Program Tracker

The King County Healthy Incentives[SM] Program rewards you for taking active steps to learn about and improve your health. Healthy Incentives[SM] has three out-of-pocket expense levels that are determined by participation: gold(you pay the least), silver(middle level) and bronze(you pay the most). Your out-of-pocket level is determined by taking the Wellness Assessment and completing an Individual Action Plan. **Taking the Wellness Assessment by Jan. 31, 2010 earns you the silver out of pockets expense level and is the first step toward earning gold.** Following up by **completing an Individual Action plan by June 30th earns you gold status!**
Please note: If you have enrolled in the Free and Clear Smoking Cessation program, King County Live Well Challenge or Weight Watchers at Work programs, the Activity History related to those programs is updated incrementally during the program period, with the final program completion results loaded by July 1. If you don't see the individual color status you expected in the Benefit Status program tab, please check back after July 1 for possible updates. If you have any questions about your individual color status or the Healthy Incentives[SM] Rewards Program, please click on the FAQ link below or contact a WebMD Customer Service Representative at **866-584-6813.**

My Action Plans

Actions

1. ☐ Free and Clear Program Completion
2. ☐ King County Live Well Program Completion
3. ☐ Weight Watchers at Work Program Completion
4. ☑ WAQ Completed
5. ☑ WebMD Lifestyle Improvement Program Completion

Frequently Asked Questions

- What is the Healthy Incentives[SM] Program?
- What is the Healthy Incentives[SM] Dashboard?
- What is the Free and Clear Smoking Cessation Program?
- What are the WebMD Lifestyle Improvement Programs?
- What is the King County Live Well Challenge?
- What is the Weight Watchers at Work® Program?

History

The following list is a record of the activities you have completed, and the Individual Benefit status achieved.

Actions completed	
11/30/2009	WebMD Lifestyle Improvement Program Completion
11/13/2009	WAQ Completed
11/13/2009	Healthy Incentives Web site Registration
Individual Benefit Status	
11/13/2009	Bronze . Conf#: [illegible]
11/13/2009	Silver. Conf#: [illegible]
11/30/2009	Gold. Conf#: [illegible]