



Dear Fellow State Plan Member,

The State of Montana Benefit Plan (State Plan) Wellness Program is pleased to present the **Healthy For Life** weight management SELF-STUDY program. The Healthy For Life SELF-STUDY program is designed to assist members who are interested in working on their own to take control of their weight and be *Healthy For Life!*

Congratulations on taking this important step towards a better future for yourself and your loved ones. We have an exciting program that you will tailor to meet your individual needs.

Take some time now to think of what you'd like to accomplish as you move through the program, and that you devote the time necessary for success. **You will set 3 initial goals for yourself.**

1. The first goal should relate to weight loss.
2. The second goal should relate to exercise.
3. The third goal should relate to another healthy habit of your choice (sleeping, tobacco cessation, stress, spirituality, etc.).

**Please read the following pages carefully.** You will note that the benefits available through the self-study program are not the same as those that were available in the intensive program that was originally offered. Self-study is currently the only option available for the Healthy For Life program.

Again, welcome to Healthy For Life! If you have any questions at any time during the course of the program, please the Health Care & Benefits Division (HCBD). We are happy to help.

This program was developed by:

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## Guidelines for Participation

### Healthy For Life (HFL) Weight Management Program – SELF STUDY MODULE

The Healthy For Life (HFL) Program is for members who are ready and able to devote the time needed for successful lifestyle change, and are members of the State of Montana Benefit Plan (State Plan) the age of 18 or older. **It is very important for the integrity of the program and required for end-of-program reimbursement that you follow it on schedule** – webinars once per week for the first sixteen weeks, etc. The time between webinars is necessary for you to build skills and work on your goals. The features available through the self-study program are unlimited – you may work through the program, download the resources and view the webinars as many times as needed.

#### Where do I begin?

1. Visit <http://benefits.mt.gov/HealthyForLife> and review all program information. Download the Guidelines for Participation for SELF STUDY.
2. **Have a health screening or put a copy of your most recent health screening results** from a recent screening that took place prior to beginning the self-study module into your binder or notebook. You will need this at the end of the program if you request reimbursement, and they are also a great way to track changes in your health due to your HFL activities.
3. Be sure to **notify your doctor** that you are participating in this benefit.
4. There are 16 pre-recorded weekly sessions, 6 monthly sessions, and 1 graduation session. **Schedule each of the HFL webinar sessions on your calendar.** Schedule a consistent time that will work for you to watch the webinars each week for 16 consecutive weeks. Do the same for the monthly webinars. *Choose dates that work for you, you can start the program any time, but watch them at the pace specified. It is tempting to go more quickly, but the time between is very important for you to work on your goals and build your skills.*

*Please note that the specific dates and additional requirements given during the recorded webinars will not apply to you. Since this was recorded in a live setting, **it will be up to you to translate the information given for your self-study use.** Each webinar will be one hour or less and conducted on the Internet in a recorded format. Here is an example of a schedule for the program.*

#### **Weekly Webinars & Surveys**

- 1) August 1
- 2) August 8
- 3) August 15
- 4) August 22
- 5) August 29
- 6) September 5
- 7) September 12
- 8) September 19
- 9) September 26
- 10) October 3
- 11) October 10
- 12) October 17
- 13) October 24
- 14) October 31
- 15) November 7
- 16) November 14

#### **Monthly Webinars & Surveys**

- 1) December 21
- 2) January 18
- 3) February 15
- 4) March 21
- 5) April 18
- 6) May 16

#### **Graduation Session & Survey**

- 7) June 20

5. Please **download all program materials** from <http://benefits.mt.gov/HealthyForLife> - scroll down under “Resources” and “Weekly/Monthly Webinars” and **have them with you for each webinar** - we recommend putting this in a 3-ring binder. You should have:
  - Guidelines for Participation (this document).
  - A copy of a calorie counter booklet or access to a web site that provides this information. Some examples of free food and calorie tracking web sites include [www.myfitnesspal.com](http://www.myfitnesspal.com), [www.sparkpeople.com](http://www.sparkpeople.com), or [www.fatsecret.com](http://www.fatsecret.com). If you use a Fitbit or other fitness tracker, their website may also support food tracking. You may request a copy of the Calorie King book (which is referenced in the webinars, but NOT required) by contacting the Health Care & Benefits Division.
  - A copy of the webinar slides.
  - Food and Fitness Journal or print-outs from the food tracking website of your choice.
  - Weight Chart.
6. Schedule at least three hours per week to exercise (as appropriate). Exercise can take any form you choose, but you should include a combination of cardiovascular (aerobic) exercise, strength training and flexibility.
7. On the date that you choose, **begin to watch the webinars, following the instructions given** during the webinars to begin with the food and fitness log and weight chart.
8. **Complete the survey immediately after each webinar to document “attendance.”** Links for each weekly and monthly webinar and their associated surveys are included at <http://benefits.mt.gov/HealthyForLife>.
9. Depending on your needs, you may want to schedule health coaching or counseling. This is not required, but can help you achieve your goals. You can find more information about health coaching here: <http://benefits.mt.gov/Live-Life-Well-Programs/Health-Coaching>; or about the Employee Assistance Program here: <http://benefits.mt.gov/Employee-Assistance-Program-EAP>
10. After completion of the program, **complete another health screening** and put those results in your binder.
11. If you wish to apply for reimbursement, PLEASE NOTE that reimbursement has changed from when the webinars were originally recorded to the Live Life Well Healthy Weight Incentive. To earn the Live Life Well Healthy Weight Incentive, you must have lost 10% weight loss or normal BMI, participated in HFL for at least 4 months, and engaged in regular physical activity. You can find instructions for how to earn the Healthy Weight Incentive here: <http://benefits.mt.gov/Live-Life-Well/Wellness-Programs/Weight-Management>.



#### **For Questions**

Live Life Well

State of Montana Benefit Plan Wellness Program

Telephone: (406) 444-7462 ~ Toll Free: (800) 287-8266

E-mail: [benefitsquestions@mt.gov](mailto:benefitsquestions@mt.gov)



The State Plan offers the Healthy For Life Program to all plan members the age of 18 or older. If you think you may be unable to meet a standard of the Healthy For Life program, you may qualify for an alternative program or different means to earn the reimbursement. You must contact the Health Care & Benefits Division (HCBD) as soon as possible at (800) 287-8266, TTY (406) 444-1421, or email [benefitsquestions@mt.gov](mailto:benefitsquestions@mt.gov). We will work with you (and if you wish, your doctor) to design a program with the same program that is right for you.

We will maintain the privacy of your personally identifiable health information. Medical information that personally identifies you and that is provided through the incentive program will not be used to make decisions regarding your employment. Your health information shall only be disclosed to carry out specific activities related to the incentive program (such as responding to your request for a reasonable accommodation). You will not be asked or required to waive the confidentiality of your health information to participate or to receive an incentive. Anyone who receives your information for purposes of providing you services through the incentive program will abide by the same confidentiality requirements.

We securely maintain all electronically stored medical information we obtain through the incentive program, and will take appropriate precautions to avoid a data breach. If a data breach does occur involving information you provided to us for the incentive program, we will notify you immediately.

A copy of the Plan's privacy notice is available on the HCBD website or by going to <http://benefits.mt.gov/Portals/59/Documents/hipaa%20notice.pdf>.