

## Reporting Frequently Asked Questions

### What reporting is available to me as an administrator of the Get Active program?

Administrators will have access to three reports for the Get Active program:

- **Quarterly Challenge Report** will show outcomes data related to each quarterly challenge.
- **Monthly Member Report** will give you a list of members who are registered on the platform.
- **Weekly Completers Report** will give you data showing members in a challenge and if they've reported data for a particular week in the challenge.

### Where will I access this reporting?

As an administrator of the Get Active program, you will be given access to a reporting archive. The reporting archive is available on your platform, under the drop down section near your profile picture.

### When will these reports be available?

- **Quarterly Challenge Report** – by the 15<sup>th</sup> of the month following the quarter
- **Monthly Member Report** – by the 5<sup>th</sup> of the month
- **Weekly Completers Report** – every Monday following the start of a challenge

### How will I be able to track the teams' scores in each of the quarterly challenges?

While the challenges are underway, you will have access to the challenge leaderboards to see which teams climb to the top!

### What is the leaderboard?

The leaderboard ranks both teams and individuals based on their data so that you can determine team/individual rankings during the challenge. All members participating in the challenge will be able to see the leaderboard.

### Are there addition reporting options available?

Yes. We offer the option to buy up (for an additional cost) the Virgin Pulse analytics tool. This tool offers close to 100 real-time, self-serve charts and graphs for web and mobile, which provides the administrator additional data and insights on the success of their program.

If you are interested in learning more or seeing a demo, you can speak with your Aetna Account Manager to discuss the option to add this additional reporting.

### How will I use the reports to reward teams and individuals for each quarterly challenge?

Depending on how you are rewarding your employees, the Weekly Completers Report and the Challenge Leaderboard will be helpful. For instance, if you are rewarding the top teams, refer to the Team Leaderboard for results. Should you be rewarding on participation in the challenge (i.e. track 8 out of the 8 weeks of the challenge) you can use the Weekly Completers Report for that data.

### Where do I go if I have questions regarding reporting?

You can contact our Member Services team via phone or email:

- 833-525-5786
- [aetnagetactive@personifyhealth.com](mailto:aetnagetactive@personifyhealth.com)

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