

Michigan Steps Up

Directions for Completing an Online Health Risk Appraisal (HRA)

All Michigan residents, 19 years or older, are encouraged to complete the health risk appraisal (HRA) found on the Michigan Steps Up website. The below steps will assist you in completing your own HRA.

STEP 1: Go to: www.michiganstepsup.org.

STEP 2: Click on *Create Personal Plan*, found under *Quick Links* on the right-hand side of the page.

STEP 3: Once you are at the *Create Personal Plan* page, click on *Start Personal Plan*, found at the bottom of the page.

STEP 4: Complete the *Assessment Quiz*. This quiz will help you set personal goals related to moving more, eating better, and not smoking. This quiz is different from the HRA, and must be completed before completing the HRA. If you were given a Group Code by your employer, enter it in the Group Code field. The Group Code is a unique number assigned to your employer that allows aggregate group data to be reported. Your individual information will never be reported to your employer or any other unauthorized agency.

After completing the quiz and setting your personal goals, click *Submit* at the bottom of the page. This will take you to the *Access Personal Plan Tools*.

STEP 5: On the *Access Personal Plan Tools* page, you will find several resources—including the HRA—that will assist you in achieving your personal goals. Click on *Click here to begin your HRA*.

STEP 6: Complete the HRA. It should take between 10 and 15 minutes. If you do not complete the entire HRA in one session, you will have to start from the beginning the next time.

Before beginning the HRA, please have your medical information at hand, including your:

- height
- weight
- approximate dates of most recent preventive services and health screenings
- blood pressure and cholesterol measurements, if known

While none of this information is required, it will make your HRA Profile report more accurate and complete. You may submit a questionnaire as frequently as once a year.

If you were given a Group Code, please enter it in the Group Code field of the HRA. Again, your individual health data will not be reported to your employer or any other agency. The Group Code will allow an aggregate group report to be generated. The report will be helpful in planning programs and services that will be relevant and useful to the employees at your worksite.

Your privacy comes first! Your Identification and Authorization are required to confirm your eligibility to use this HRA. Beyond this purpose, your information is considered anonymous. It is held in confidence by the University of Michigan Health Management Research Center and is never shared or used without your permission, except in aggregate, anonymous form for scientific research.



For more information on ways businesses can create healthier worksites, log onto www.michiganstepsup.org or contact us at demitzc@michigan.gov.