



## Feeling down? Hard to stay focused at work? Take Charge at Work may help.

### Feeling blue or unfocused lately?

It's normal to feel down once in a while. But if you've lost interest in things that usually bring you joy, have trouble concentrating or feel sluggish, it may be signaling something more.

Take Charge at Work is a confidential program designed to help working adults recognize and manage symptoms of stress and depression at work. Take a simple assessment to find out if you qualify today.



#### Take the assessment [www.takechargeatwork.com/here4tn](http://www.takechargeatwork.com/here4tn)

Answer 12 simple questions to assess your risk for depression. The information you share is completely confidential.



#### Start the program

If you qualify, you'll be prompted to call **855-Here4TN (855-437-3486)** to enroll and connect with a Take Charge at Work coach. Together, you'll walk through a program workbook to develop a long-term plan at a pace that works for you.



#### Feel better

Together, you and your coach will create your personal plan — so you can get your work-life balance back and start enjoying your life again.

If you have questions about the Take Charge at Work program, call **855-Here4TN (855-437-3486)**.

If you have thoughts of hurting yourself or others, call your health care professional, 911 or a suicide hotline such as 1-800-SUICIDE (1-800-784-2433). Or have someone drive you to your nearest emergency department. If you feel that you are in immediate danger of hurting yourself or others, call 911 or your local emergency services immediately.

## FAQs

**What is the Take Charge at Work program?** Take Charge at Work is a telephonic coaching program designed, by Optum, to help people with depression improve performance at work. Interested individuals take an online assessment consisting of 12 questions to determine if they show signs of depression and if their work life is negatively impacted. The assessment calculates a score and the individual receives a message with suggested next steps.

Qualified and enrolled participants will work with an Optum coach for up to eight telephonic coaching sessions. Optum utilizes the *Creating a Balance* workbook to facilitate the coaching sessions. The workbook is broken into eight chapters and is available printed or electronically in a pdf.

**Who is eligible for the program?** All State and Higher Education benefit eligible employees, all Local Education and Local Government and Retiree State health insurance plan members, and dependents eligible for EAP, who are working either full/part time. Participants must be over the age of 18.

**How does the assessment work?** Our assessment is an industry standard survey designed to measure the symptoms of depression and whether a person's depression is affecting their performance in the work place. The Take Charge at Work program initially uses the assessment to determine if an individual would benefit from the program. Then throughout our coaching program, the assessment is again used to measure an individual's progress.

**Are my results confidential?** Yes. The results of all assessments and program participation are confidential and are not shared with your employer. If you decide to participate in Take Charge at Work, you may choose to have Optum notify any treating physicians you are currently seeing, in compliance with relevant privacy laws.

**What if I don't qualify for the program?** If your assessment scores indicate that Take Charge at Work is not appropriate for you, there are still other services available through Optum. These will be presented on the results screen.

**Will my regular doctor know that I am participating in the program?** If you decide to participate in Take Charge at Work, you may choose to have Optum notify any treating physicians you are currently seeing. You are also welcome to discuss your participation in the program with any of your current treating physicians directly.

**What are the qualifications of Optum's coaches?** Our coaches are licensed masters level mental health professionals or licensed PhDs. They have direct clinical mental health experience in Employee Assistance Programs, health care companies, and public as well as private clinics. Our coaches are experienced with chemical dependency and work place issues and possess knowledge of behavioral risk factors and performance issue resolution.

**How can this program help me?** Take Charge at Work has been developed to help people experiencing work place issues as a result of depression. The program can help you improve your attention span, increase memory, guide you regarding work place conflict and help you develop skills to make your work day more pleasurable. Through our *Creating a Balance* workbook, you will work on ideas and exercises to help you overcome your challenges.

**What should I expect?** You will first complete the online assessment and receive a score. This will take a couple of minutes to complete. Depending on your assessment score, you may be eligible to participate in a screening call. You will be prompted to call 855-Here4TN to complete this call, which can take up to twenty minutes.

Once you have been screened, you are eligible to enroll in the Take Charge at Work program. Participants will meet telephonically with a coach bi-weekly for eight sessions. These sessions are expected to be 30-45 minutes. It's up to you to pace the program to meet your own personal schedule. Your coach will help you determine the best pace for you.

**Will my employer know that I'm participating?** The privacy of participation in the Take Charge at Work program is protected by reasonable safeguards (administrative, physical and technical) and in compliance with relevant privacy laws<sup>1</sup>.

Your employer will not be informed that you took our assessment or are participating in the program.

**I'm already in counseling. Should I do this too?** Yes. The Take Charge at Work program is designed to help you deal with work place issues associated with depression. If you are already participating in other counseling, you might benefit by participating in Take Charge at Work as well.

**How much does Take Charge at work cost?** The Take Charge at Work program is available to you through your employer benefits. There is no additional cost to you to take the assessment or participate in the program.

<sup>1</sup> The service is confidential in accordance with the law.

### Non-Discrimination Notice

The company does not discriminate on the basis of race, color, national origin, sex, age, or disability in health programs and activities.

We provide free services to help you communicate with us. Such as, letters in other languages or large print. Or, you can ask for an interpreter. To ask for help, please call the toll-free phone number listed on your ID card.

ATENCIÓN: Si habla español, hay servicios de asistencia de idiomas, sin cargo, a su disposición. Llame al número de teléfono gratuito que aparece en su tarjeta de identificación.

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**This program should not be used for emergency or urgent care needs. In an emergency, call 911 or go to the nearest emergency room.** This program is not a substitute for a doctor's or professional's care. Due to the potential for a conflict of interest, legal consultation will not be provided on issues that may involve legal action against Optum or its affiliates, or any entity through which the caller is receiving these services directly or indirectly (e.g., employer or health plan). This program and its components may not be available in all states or for all group sizes and is subject to change. Coverage exclusions and limitations may apply.

