



We Can Help

Your Employee Assistance Program (EAP) is designed to help you deal with life's stresses and a variety of personal problems. For confidential services that are offered at no cost to all employees and their families, call and ask to speak to a counselor.

toll-free:

800-343-3822

**call us anytime,
24/7/365**

TDD/TTY:

7-1-1

EAPTeenLine:

800-334-TEEN
(8336)

*Here for you as life
happens...*



alliance work partners

Visit your EAP
website @

AWPnow.com

select

"Access Your Benefits"

then Log-In

**It is now
easier than ever to
access the online resources
provided by your EAP.**



1st time log-in?
Contact your Account Manager:
AM@alliancewp.com

*Optimized for all devices including:
desktops, laptops, tablets, smart phones
and more.*

www.awpnow.com



Call your
EAP
Today

W-E-Virtual



Your Employee Assistance Program Navigating AWPnow.com

Your EAP offers many resources to help you become more resilient, cope with unfortunate events and uncover a better you. AWP now.com is computer, phone and tablet friendly and your gateway for online tools, helpful resources, training content, motivating webinars and legal/financial information.



- **Logging into your EAP website** –

AWPnow.com/main/benefits/

- ◆ AWPnow.com/main/benefits/
- ◆ Log in with email address and password
- ◆ Create an account: 1st time logging in? Use your Registration Code available on your EAP Benefit Flyer or email us at AM@alliancewp.com

- **View your EAP Orientation Video**

- ◆ On the main page, your EAP Orientation is a brief introduction to your EAP services

- **Visit the Blog**

- ◆ When you need motivation, AWP provides a blog of timely information, articles and tips to make the most of your day

- **Creating a Will**

Creating a will is an important step in planning the distribution of your estate (assets including real and personal property) following your death. A will allows for any children, your spouse, other family members, and pets to be provided for after your death. Although making a will is a sobering experience, your loved ones and friends will thank you for being so organized and thoughtful ahead of time. **Your EAP website provides a resource for you to create a will along with other important estate planning documents at no cost to you.**

To get started:

- ◆ Go to **AWPnow.com**
- ◆ Select Benefits > **Law Access**
- ◆ Click **Connect to Law Access**
- ◆ Click **LEGAL FORMS** (*left hand side, middle picture*).
- ◆ Click **Personal Documents** (*left hand side, top*).
- ◆ Choose **State** from drop-down menu.
- ◆ Scroll to bottom of page and select Wills template.
- ◆ Click **START NOW**.
- ◆ Each user will be asked to create a private, customized account to assure privacy for their document(s).
- ◆ Complete the questionnaire, save the document, print and execute. *You can access at a later date by logging in to your account.*



512-328-1144
800-343-3822
AM@alliancewp.com
www.AWPnow.com

alliance work partners
A Wap Program



Your Employee Assistance Program Navigating AWPnow.com

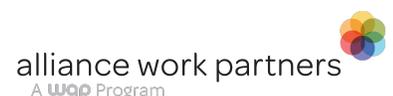
- **Access HelpNet** for helpful self-paced information on a variety of life events
 - ◆ Select **Benefits > Help Net**
 - ◆ Click **Connect to Help Net**
 - ◆ If you have a topic in mind, enter it into the gray **Search Box** on the right and press enter
 - ◆ To view personal development webinars
 - Scroll to the bottom and select the teal box labeled **Webinars**
 - Choose from **current** available webinar, **upcoming** or **archived** webinars.
 - Popular topics include: Caring for Elders at Home, Money Basics, Relaxation Techniques, Retirement Redefined and many more
 - ◆ To view professional development courses
 - Select the teal tile labeled **Training Center** for topics including Communication, Professional Development, Leadership, Work/Life Balance, Interpersonal Skills and more
 - ◆ Other Help Net tile topics are: Relationships, Financial, Health, Resilience, Legal, Personal Growth, Assessments, Calculators, Health Video and Shopping



- **AWP Webinars** – AWP provides monthly webinars that can be viewed at your convenience and are accessible for up to 60 days
 - ◆ Register for upcoming Webinars, select **Webinars**
 - ◆ View Webinar Recordings currently available, select **Webinars > Recordings**
- **View AWP Publications** – Get inspired, prepared or informed for many life events by selecting Publications
 - ◆ Preparedness and Response – Simple proactive steps can help us survive traumatic events
 - The Flu
 - Severe Weather
 - Identity Theft
 - Coping with terrorism
 - Traumatic events
 - ◆ Suicide Prevention – Information on an important topic
 - ◆ Tips Sheets – Benefit flyers for more information on your benefits



512-328-1144
800-343-3822
AM@alliancewp.com
www.AWPnow.com



LawAccess

All of us need legal & financial assistance from time to time.

You may need to consult an attorney about a will or a real estate transaction.
Perhaps you want advice on reorganizing a retirement plan or updating investments.

LawAccess provides assistance, resources & information on legal & financial topics, issues and questions.



LEGAL

topics include:

Civil Issues | Consumer Issues
Divorce | Family Trust
Immigration | Leases | Living Will
Personal Property Disputes
Real Estate Transactions | Will

Initial 30-minute legal consultations available at no cost to you, by phone or in-person per issue per year with a licensed attorney or mediator.

Matters involving disputes or actions between members and Alliance Work Partners, your employer, CLC or its plan sponsors, agents or their officers, directors or employees are specifically excluded from eligibility of this plan. Also excluded are matters that, in the attorney's opinion, lack merit. Court costs, filing fees and fines are the responsibility of the member.

FINANCIAL

topics include:

Debt Reduction | Budgeting
Bankruptcy Prevention
Estate/Financial Planning
Financial Planning | Home
Buying Foreclosure Prevention
Financial Goal Setting | Credit
Report Review

Initial 30-minute financial consultation provided at no cost to you, by phone per issue per year. Services are provided by seasoned financial professionals, CFP® professionals & licensed CPAs.

These services are for resources and information only and does not provide any direct or indirect loans or payments.

LawAccess, a service of Alliance Work Partners offers an inexpensive means to address legal and financial issues, which may arise in the lives of employees and their immediate families.

Services and resources are available by phone and on-line for you and your family members to access a network of legal and financial professionals and information that can help provide peace of mind.

If the client chooses to retain an attorney through LawAccess, a 25% discounted rate will apply. However, all efforts are made to continue services with the client telephonically to ensure that they do not incur additional fees.



You will have a confidential conversation with a trained professional to review your situation and provide you with options for the services that are available to you.

800-343-3822

Call us anytime ♦ 24 | 7 | 365

Your EAP is provided to you at **NO COST**
and is **100% CONFIDENTIAL**.

On-line Services are available via your customized EAP website.

Access legal and financial libraries, legal forms, and financial tools and calculators, including:

Online Legal Forms

These legal forms include Wills, Estate Planning, Service Agreements, Business Forms, and more.

Financial Management Tools

Innovative, online tools to easily and effectively manage your personal finance goals.

NOTE: The online law directory is for informational purposes only. Lawyers found through this section may not participate in the LawAccess Program. To access a no-cost consultation, please call your EAP at 800-343-3822.



512-328-1144
800-343-3822

AM@alliancewp.com
www.AWPnow.com

alliance work partners
A wap Program



Financial Stress?

... your Employee Assistance Program can help!

Each day, millions of Americans struggle with their finances. Money matters go beyond just not having enough money at the end of the month. The strain impacts health, well-being and relationships. Surveys indicate people sleep less, argue more, eat poorly, gain weight and get sick more often.

Your EAP can help you get back on track!



It's time to take action. Address your financial stress.

These services are for resources and information only and does not provide any direct or indirect loans or payments.

Call us! 800-343-3822

You'll speak with an EAP Intake Counselor. During the call, you'll discuss your situation so we can uncover useful services for you.

LawAccess

We'll refer you to local services or a financial representative through LawAccess.

Counseling

Financial concerns can put on a strain on personal and professional relationships. We'll connect you with a counselor to guide you through managing the stress you're experiencing.

Visit Us Online www.awpnow.com

Legal and financial libraries, legal forms, and financial tools and calculators.

To Login:

Go to: www.awpnow.com

Select **Access Your Benefits**

Enter your **Registration Code**

Select **Benefits | HelpNet**

Click on the **Financial tab**

Or, type a keyword / phrase in the search box

1st time to login?

To create an account:

contact HR or AWP for your registration code.

Alliance Work Partners provides both telephonic and web-based resources for you and your family members to access a network of legal and financial professionals and information that can help provide peace of mind. Resources and information are available to you on a variety of financial topics including (but not limited to):

- Banking & Credit
- Estate & Retirement Planning
- Managing Investments
- Bills of Sale ♦ Tax liens
- Financial Planning ♦ Medical bills
- Budgeting ♦ Identity Theft ♦ Job loss
- Reorganizing finances
- Debt Counseling



You will have a confidential conversation with a trained professional to review your situation and provide you with options for the services that are available to you.

800-343-3822

Call us anytime ♦ 24 | 7 | 365

Your EAP is provided to you at **NO COST** and is **100% CONFIDENTIAL**.

Here for you as life happens ...

alliance work partners
A **wap** Program



512-328-1144
800-343-3822

AM@alliancewp.com
www.AWPnow.com

Anatomy of a Simple Will

Why have a will?

A will is a legal document which states how the testator's property is to be distributed at death. A valid will minimizes issues that may arise from dying without a will and allows a person to leave property to the persons he or she desires.



Other Purposes of Wills:

- Designate the individual(s) who will manage property.
- Designate the individual(s) who will care for minor children.
- Create a trust ~ a method by which property is held by one party (the trustee) for the benefit of another (the beneficiary).

Your EAP website provides a resource for you to create a simple will along with other important estate planning documents at no cost to you.

To get started:

- ✓ Go to **AWPnow.com**
- ✓ Select Benefits > **Law Access**
- ✓ Click **Connect to Law Access**
- ✓ Click **LEGAL FORMS** (left hand side, middle picture).
- ✓ Click **Personal Documents** (left hand side, top).
- ✓ Choose **State** from drop-down menu.
- ✓ Scroll to bottom of page and select Wills template.
- ✓ Click **START NOW**.
- ✓ Each user will be asked to create a private, customized account to assure privacy for their document(s).
- ✓ Complete the questionnaire, save the document, print and execute. *You can access at a later date by logging in to your account.*

Your AWP EAP **LawAccess** Benefit provides many resources to assist you, including consultations with an attorney to answer questions and document review related to Wills, Living Wills, Estate Planning and more.

For additional information, templates and more regarding Creating or Changing your Will, visit your EAP Website at www.AWPnow.com



800-343-3822
call us anytime ♦ 24 | 7 | 365



512-328-1144
800-343-3822

AM@alliancewp.com
www.AWPnow.com

Here for you as life happens ...

alliance work partners
A **wap** Program



Will Basics

Although making a will is a sobering experience, your loved ones and friends will thank you for being so organized and thoughtful ahead of time.

People find that preparing a will provides great peace of mind, but they often fear that preparing one is complex. A simple will, however, is often merely a list of straightforward tasks designed to help someone wrap up their affairs. Creating a will is an important step in planning the distribution of your estate (assets including real and personal property) following your death.

Basic Requirements for a Last Will and Testament

- **Age:** The testator must be at least 18 years old, married, or serving in the armed forces.
- **Capacity:** The testator must be of sound mind (capable of reasoning and making decisions), not be forced or deceived to make the will, and have the intention to pass on property at death.
- **Signature:** A last will and testament must be signed by the testator or another person at his or her direction and in his or her presence.
- **Witnesses:** A last will and testament must be attested by two credible witnesses above the age of 14 and be signed by the witnesses in the presence of the testator.
- **Writing:** A last will and testament can be in writing, handwritten, or oral. Oral wills have limitations.
- **Beneficiaries:** A last will and testament may bequeath property to any person.

What Should My Will Include?

Your will should detail:

- That you are of sound mind as you are reading and signing the will.
- The names, locations and dates of birth of your immediate family, including your spouse and all children, including adopted children.
- Appointment of a guardian and alternate guardian for any minor children.
- Appointment of a guardian and alternate guardian to manage finances for any minor children.
- A list of who would inherit specific items of property.
- What will happen to any remaining property not specifically mentioned by you.
- Who will be your "executor", the person responsible for carrying out the directions you leave in your will, such as distributing property, paying any debts and taxes.

Where Should I Keep My Will?

- A will should be kept in a safe place such as a bank safe deposit box or fireproof safe at home, where it can be easily located after your death.
- If you keep your will in a safe deposit box, you'll need to arrange for your executor to have access to the box after your death. Many states put a freeze on a safe deposit at death which makes it more difficult to retrieve the will.

When Should I Update My Will?

Your will should be updated whenever:

- You marry or divorce.
- You give birth to or adopt a child.
- When a family member or other beneficiary of your estate dies.
- When someone you've named as an executor, trustee or guardian is no longer able to fulfill that role.
- When you decide to change an executor, trustee or guardian.
- When you want to change the way your property will be distributed.
- When you move to another state.
- When your net worth increases dramatically.

Revising a Will

A will can be revised by:

- Making minor changes in what's called a "codicil," a formal amendment to the will.
- Preparing an entirely new will revoking the prior will.
- Independent events such as divorce or adoption. State laws vary as to the effect these events may have on the validity of your will.



512-328-1144
800-343-3822

AM@alliancewp.com
www.AWPnow.com

Here for you as life happens ...

alliance work partners
A wap Program



HelpNet

Your Customized EAP Website

A gateway to access online options for employees, and their household, to maintain a healthy balance between work, family, and individual needs. You will find a host of information that is easy to access in specific areas of interest.



See back side for a listing of the self-paced training opportunities available.

**News Alerts • Legal • Financial • Travel
Childcare • Elder Care • Family • Relationships
Nutrition • Wellness • Fitness • Home • Pets
Volunteer • Training Center • Personal Growth**



512-328-1144
800-343-3822

AM@alliancewp.com
www.AWPnow.com

HelpNet Tools

- Skill Builders
- Health Tools
- MD Hub
- MedLine
- Calculators
- Nutrition
- Fitness
- Wellness
- Legal
- Financial
- Forms & Templates
- Webinars
- Recipes
- Daily Living
- Stress Management

and more...

To Login:

www.AWPnow.com

Select **Access Your Benefits**

Then enter your **Registration Code**

Select **Benefits | HelpNet**

1st time login? Create an account:

contact HR or AWP
for registration code.

alliance work partners
A wap Program



Training Center & Personal Growth

Communication (18)

Effective Communication
Conflict Resolution
Business Writing
Presentation Skills
... *and more*

Professional Development (52)

Emotional Intelligence
Business Writing
Customer Service
Planning
Time Management
... *and more*

Leadership (30)

Building a Successful Team
Leadership Basics
Delegating
Workplace Diversity
... *and more*

Work/Life Balance (20)

Achieving Personal Goals
Balancing Work & Family
Avoiding Burnout
Achieving Goals
... *and more*

Interpersonal Skills (25)

Conflict Intervention
Valuing Diversity
Emotional Intelligence
... *and more*

Child & Elder Care

Sales Skills

Assessments

Webinars

Videos

... *and more*

To Login:

www.AWPnow.com

Select **Access Your Benefits**
Then enter your **Registration Code**

1st time login? Create an account:
contact HR or AWP for registration code.

To Access Webinar Topics:

Select **Benefits | HelpNet**

Click **Connect to HelpNet**

Select **Training Center, Personal Growth**
or other topics

Click **Courses**

Click the arrow to expand each topic



512-328-1144
800-343-3822
AM@alliancewp.com
www.AWPnow.com



WorkLife Services

Here for you as life happens ...

Your EAP regularly helps people much like yourself locate the services they need to help family members and themselves cope with life's challenges.

Frequently the hardest part of a decision is doing the research to make your choice.

By calling 1-800-343-3822, you can have a no cost, confidential conversation with an Intake Counselor that can do general research and within 72 hours provide up to 3 possible options for you to explore more thoroughly.

Alliance Work Partners is here to assist you in finding resources and referrals with a variety of needs, including (but not limited to):

| | |
|----------------------------|-------------------------------|
| Academic services | Elder care |
| Adoption | Financial |
| Career resources | Grief, Loss & Renewal |
| College | Hotlines |
| Childcare | Nutrition |
| Event planning | Pet care |
| Fitness | Retirement |
| Health & Wellness | Leisure/sports activities |
| Legal | Pre- & Post-natal information |
| Parenting | Scholarships |
| Relocation/moving services | Support Groups |
| Household repairs | Veteran's Services |
| Networking opportunities | Volunteer options |

... and more.



512-328-1144
800-343-3822

AM@alliancewp.com
www.AWPnow.com



For further information or assistance with your WorkLife services, please give us a call:

toll free
800-343-3822

TDD
800-448-1823

Teen line
800-334-TEEN
(8336)



You will have a confidential conversation with a trained professional to review your situation and provide you with options for the services that are available to you.

Call us anytime
24 | 7 | 365
800-343-3822

Your EAP is provided to you at **NO COST** and is **100% CONFIDENTIAL**.



alliance work partners
A wap Program

SafeRide

We all know
drinking & driving
don't mix

*Your employer encourages
all employees and their
family members to act
responsibly by not driving
under the influence of
alcohol.*



Buzzed driving is drunk driving – just because someone may have had only one or two drinks does not mean they are OK to drive. Consuming alcohol can impair judgment and make people less likely to make the best decision for the safety of themselves and others. As a result, they may think they are OK to drive when they are not.

Alcohol slows a driver's reaction time, reduces their ability to properly gauge speed or distance from other objects and makes it difficult for them to focus on the road.

Sometimes, one or two drinks are all it takes to impair someone's ability to drive. Alcohol steadily decreases a person's ability to drive a motor vehicle. The more you drink, the greater the effect.

Here's how it works:

If you find yourself in an unanticipated situation where you or someone you are riding with is incapacitated, call your local cab company or a rideshare for a safe ride home.

For reimbursement, **within 30 days**, mail the following information:

- | | |
|------------------|-----------------------------------|
| ✓ full name | ✓ name of your employer |
| ✓ address | ✓ telephone number |
| ✓ e-mail address | ✓ fully completed cab co. receipt |

see back for more on the AWP **SafeRide** Guidelines

AWP will reimburse the cost of the fare when you choose to call a cab/rideshare in the event the employee or family member finds themselves impaired and unable to drive safely and responsibly.*

Your employer will never know you submitted a claim.

Note:

- ❖ AWP reimburses up to \$50.00 per eligible fare, with receipt..
- ❖ AWP does not reimburse tips, fees, tolls or surcharges.
- ❖ Covers distances up to 50 miles, one-way.
- ❖ We will reimburse fares from options such as **UBER and Lyft**, however, **we do not reimburse any fees or surcharges** associated with their use.

To ensure your safety,
**Alliance Work Partners
(AWP) offers SafeRide.**

SafeRide is intended for
those occasions when
calling a cab or rideshare is
the right thing to do. The
program is provided to you
at **NO COST** and is **100%
CONFIDENTIAL.**



PLAN A SOBER RIDE

*Planning ahead for a sober ride is
the best way to ensure you get home
safely. Don't wait until after you
have started drinking. Designate a
driver or arrange for someone you
trust to pick you up. That also
applies to others you know. If you
know someone who is about to drive
impaired, take their keys and find
them a sober ride home.*



512-328-1144
800-343-3822

AM@alliancewp.com
www.AWPnow.com

alliance work partners
A WAP Program





SafeRide Rules



SafeRide is available to employees and family members for reimbursement up to \$50.00 for a cab or rideshare distance of up to 50 miles one-way to the employee or family member's place of residence, should the employee or family member be impaired and consequently, unable to drive responsibly.

All claims will be reviewed to ensure criteria for reimbursement is met. If the claim is approved for reimbursement, a check will be sent to you as reimbursement of the cab fare. Accompanying this reimbursement will be a letter detailing further use of the program and procedures thereof.

SafeRide Procedures:

1. The **SafeRide** Program is not available for use for routine circumstances. To promote healthy choices, **SafeRide** may only be used up to 3 times. *Three (3) years from the third use, the individual's ability to utilize SafeRide will be reinstated.*
2. Upon receipt of second claim within a 12-month period, we will require you to contact our Case Management Department for a telephonic assessment. If deemed appropriate, the claim will be paid. *The 1-year period begins the date of the first ride submitted for reimbursement through the SafeRide Program.*
3. Upon receipt of a third claim within a 36-month period, we will require you to contact our Case Management Department to schedule a face-to-face assessment with a counselor prior to reimbursement of cab fare. If deemed appropriate, the claim will be paid. *The 3-year period begins the date of the first ride submitted for reimbursement through the SafeRide Program.*
4. Please note, AWP does not reimburse tips, fees, tolls or surcharges. *We will reimburse fares from rideshare options such as UBER and Lyft, however, we do not reimburse any fees or surcharges associated with their use.*
5. The **SafeRide** Program is intended for a ride from an event to one's established residence. Should an event occur in which this is not the case, additional information will be requested to further process the reimbursement claim. AWP will reconsider claims should the individual submit additional information.
6. Please be advised that as with all of our programs available through the EAP, we handle these with the utmost respect for your confidentiality. No information will be provided to your employer with regard to this program or use of the program.
7. To properly process the claim, please provide the following information to Account Management as part of your **SafeRide** Claim:

- ✓ full name: _____
- ✓ address: _____
- ✓ telephone number: _____
- ✓ email address: _____
- ✓ name of your employer: _____
- ✓ fully completed cab company receipt, attach (including number of miles & total dollar amount)
- ✓ email claims are accepted, please send to AM@alliancewp.com

Please submit all claims to:

Alliance Work Partners
attention: ACCOUNT MANAGEMENT
2525 Wallingwood Drive, Building 5
Austin, Texas 78746
AM@alliancewp.com



Counseling

Your Employee Assistance Program (EAP)

There are times when speaking with someone can help & the support can get you back on track.

Your EAP offers short-term counseling for a variety of personal issues.



Frequent Topics for Counseling

| | |
|----------------------------------|-------------------|
| Addiction | Grief / Loss |
| Child & Teen issues | Incarceration |
| Chronic Illness | Legal Matters |
| Depression / Anxiety | Parenting |
| Suicidal / Homicidal Ideation | Relationships |
| Divorce / Separation | Stress Management |
| Emotional turmoil | Substance Abuse |
| Finances | Work Issues |

Any issue affecting your quality of life

Licensed professional clinicians

*Same day appointments available for urgent/crisis callers,
or facilitation of immediate hospitalization*

Multiple office locations

Variety of expertise represented

Customized to your need and location

To speak with an EAP
Intake Counselor:

toll free

800-343-3822

TDD

800-448-1823

Teen line

800-334-TEEN

(8336)



*You will have a confidential
conversation with a trained
professional to review your
situation and provide you with
options for the services that are
available to you.*

Call us anytime

24 | 7 | 365

800-343-3822

Your EAP is provided to you at **NO
COST** and is **100% CONFIDENTIAL**.



512-328-1144

800-343-3822

AM@alliancewp.com

www.AWPnow.com

alliance work partners

A **wap** Program



AWPgo

Alliance Work Partners provides AWPgo telehealth for qualifying participants!

AWPgo is a growing tele-health solution that offers the option of scheduled video, telephonic and chat counseling. These new options are also conducted in the same manner as face-to-face sessions, meaning sessions are once a week at a pre-planned and scheduled time that is convenient for both the employee and the counselor.



Both telephonic and video counseling is conducted conforming to the ethical mandate that the counselor be located and licensed in the same state of residence of the client. They may not be in the same city, but they will be in the same state.

What about confidentiality?

Confidentiality remains at the forefront of importance at AWP. We recommend that participants find a quiet and private place in which to conduct their AWPgo sessions. AWP strongly recommends using a land line phone vs. a cell phone and does not suggest conducting sessions while driving, even using hands-free technology. Since cell phone signals go through many cell towers, AWP cannot guarantee confidentiality, and the employee has to ultimately decide what level of risk they find acceptable.

Use of BetterHelp for telephonic counseling requires logging in to their website or secured app for phone or tablet. As such, the services are HIPAA compliant.

Who can use AWPgo?

AWPgo can accommodate those individuals, 13 years of age or older, to engage in individual or couples counseling, however is not meant for situations where crisis indicators (suicidal/homicidal, substance use, violence, mandated workplace referral) are present or for those under 13 years of age. **In case of an emergency, please call 911.**

For further information or assistance, please call and ask about AWPgo.

toll free

800-343-3822

TDD: 800-448-1823

Teen line: 800-334-TEEN (8336)



AWP has been a pioneer in removing barriers between our customers and the services they desire. AWPgo is the next step in this process.

Through a strategic partnership with BetterHelp, AWP can link callers with access to scheduled video, phone or chat counseling with a duly licensed counselor in their state. Those using BetterHelp also have unrestricted and unlimited use of asynchronous chat (unscheduled text messaging) with their chosen counselor between scheduled appointments. AWPgo services offers appointments available within 24 hours using the BetterHelp app, and is accessible by phones, tablets or computers.

AWPgo is risk-free!

Users can change counselors, if desired, or discontinue telehealth and request face-to-face counseling at no penalty. AWPgo can accommodate those individuals, 13 years of age or older, to engage in individual or couples counseling.

Call us anytime ♦ 24 | 7 | 365 ♦ 800-343-3822

Your EAP is provided to you at **NO COST** and is **100% CONFIDENTIAL.**



512-328-1144

800-343-3822

AM@alliancewp.com

www.AWPnow.com

alliance work partners
A WAP Program



Suicide Awareness & Prevention

Are you in a crisis? You're not alone.
Call or text [988](tel:988) or text [TALK to 741741](tel:741741)

Anyone can be at risk for suicide.
Saving lives starts with recognizing common warning signs.
Everyone Plays A Role In Suicide Prevention.

Be Aware

A person might be suicidal if he or she:

- Discusses committing suicide
- Changes personal appearance
- Drastically changes behavior
- Has difficulty eating or sleeping
- Distances themselves from friends/social activities
- Is uninterested in hobbies, work, school, etc.
- Engages in risky behavior
- Abuses drugs or alcohol
- Suffered a recent loss
- Is preoccupied with death and dying
- Gives away important possessions
- Prepares for death by making out final arrangements and/or a will
- Has attempted suicide

Help

Simple steps to take:

- Remain calm and supportive
- Involve yourself, show interest, and be available
- Talk simply and be direct
- Listen and be willing to accept feelings
- Do not enable or promise to keep it a secret
- No judgment or debate on suicide is acceptable
- Do not provoke or challenge to attempt suicide
- Reassure that there are alternatives
- Minimize risks by removing guns, medications and other dangers
- Get help from trained suicide professionals.



512-328-1144
800-343-3822

AM@alliancewp.com
www.AWPnow.com

alliance work partners
A [wap](#) Program



Suicide Awareness & Prevention

Are you in a crisis? You're not alone.
Call or text [988](tel:988) or text [TALK to 741741](tel:741741)

Be Aware of Feelings

It's not uncommon for people to think about suicide. The majority comes to realize that death is permanent & what they're experiencing is temporary. Sometimes a person views their situation as unavoidable and feels out of control~ experiencing a range of feelings and emotions.

- Unable to stop the pain
- Unable to think clearly
- Unable to make decisions
- Unable to see any way out
- Unable to sleep, eat or work
- Unable to get out of depression
- Unable to make the sadness go away
- Unable see a future without pain
- Feeling worthless
- Unable get someone's attention
- Feeling out of control

If you experience these feelings ~ *Ask For Help!*
If someone you know exhibits these symptoms ~ *Offer Help!*

24/7/365 Resources

988 Suicide & Crisis Lifeline

National Suicide Prevention Lifeline

988lifeline.org/
suicidepreventionlifeline.org/

988 has been designated as the new three-digit dialing code that will route callers to the National Suicide Prevention Lifeline (now known as the 988 Suicide & Crisis Lifeline), and is now active across the United States.

American Foundation for Suicide Prevention

afsp.org

The Trevor Project

Help for LGBTQ Youth in Crisis

Chat: <https://thetrevorproject.org/get-help>

Call: [866-488-7386](tel:866-488-7386)

Text: [678678](tel:678678)

<https://www.thetrevorproject.org/>

**For help and information,
contact your EAP**

800-343-3822

- A suicide prevention or crisis center
- A community mental health agency
- A private therapist or counselor
- Your school counselor or psychologist
- Your physician



512-328-1144
800-343-3822

AM@alliancewp.com
www.AWPnow.com

alliance work partners
A [wap](#) Program



Suicidal Ideation

When to Take Action and What To Do



Suicidal Ideation:

Employees who report that they have had suicidal thoughts should be given a risk assessment.

If they are currently experiencing suicidal ideation, it is best to contact the EAP with them and have a case manager conduct the risk assessment. Contact Your EAP toll-free: **800-343-3822**.

If an employee refuses to speak to EAP and cannot guarantee they will not take action to harm themselves, **call 911**.

Passive Suicidal Ideation vs. Active Suicidal Ideation

Passive suicidal ideation often is reported, and the client will usually make comments like: “I just wish I wasn’t here anymore”, or “I just want to give up”. In cases like this, it is good to provide the EAP information to the employee and encourage them to call.

Active suicidal ideation may also be present. There are usually three components to this: plan, means, intent. If we can determine the risk level, we can help get the client connected to the appropriate service/resource.

If there are any active suicidal thoughts present, one option is to develop a safety plan with the client, or contact your EAP to warm-transfer the employee to a case manager for a risk assessment. EAP: **800-343-3822**.

Any employee who is assessed as being actively suicidal and who may refuse to contract for safety, or who may refuse services is subject to **ACTIVE INTERVENTION**. You should contact 911 for police and/or emergency personnel to send assistance for an employee who refuses services. You may also contact a family member or other party who may be able to assist in ensuring the safety of the employee.



800-343-3822
AM@alliancewp.com
www.AWPnow.com

Your EAP is provided to you at no cost and is 100% Confidential.

alliance work partners
A WAP Program





Suicidal Ideation

When to Take Action and What To Do

Offer numbers for the EAP, **800-343-3822**, local crisis line, and National Suicide Prevention Lifeline, **800-273-8255**, and have them repeat their plan back to you.

Examples of questions and resources while developing a safety plan.

Passive

Employee says: "I just wish I wasn't here anymore"

HR Question: **What's happening that makes you feel or think your life is not worth living?**

Employee says: "I just want to give up"

HR Question: **What would your circle of life look like if you gave up?**

Active

Plan:

Can you describe your plan to take your life?

Means:

Do you have the ability to carry out your plan?

Intent:

Have you taken steps toward carrying out your plan?

- "Are you able to stay safe until your next counseling appointment?"
- "Can you list who you have in your life that can help support you when you are having suicidal thoughts?"
- "What activities can you engage in for the next few days that distract you and/or help you take care of yourself?"
- "Can you avoid the triggers/stressors/family members/friends that tend to lead to suicidal thoughts?"
- "Can a family member or friend help remove your guns/pills/sharp objects from your home?"
- "Do you think you would ever act on those thoughts or take action to harm yourself?"
- "Have you been touched/impacted by someone who completed suicide?"

It is impossible to anticipate every scenario and how it will play out. That is why it is best to call EAP when in doubt. HR is not expected to determine risk of suicide all on their own.

Again, If the employee cannot give you a guarantee that he/she will not attempt suicide, contact 911 or the EAP immediately to warm transfer them for a risk assessment.



800-343-3822
AM@alliancewp.com
www.AWPnow.com

Your EAP is provided to you at no cost and is 100% Confidential.

alliance work partners
A WAP Program



WellCoach

Tools and resources for a healthy change.

Alliance Work Partners is proud to offer a program to help you improve your health and well-being. Available to you and your household at no cost to you as part of your Employee Assistance Program (EAP), WellCoach provides confidential health coaching, online tools and programs to achieve your wellness goals.

Create & reach your wellness goals!

Tools and resources to identify:

- **What drives me**
- **What is important to me**
- **My challenges and barriers**
- **What I see for myself**



Feel and look better with WellCoach.

Includes:

weight loss & management
nutrition

tobacco cessation

fitness & exercise

stress reduction

healthy habits

self care

health self management

...and more

- ✓ *Complete* your HRA.
- ✓ *Connect* with your Coach.
- ✓ *Create* your wellness plan.

Get Started TODAY!

call your EAP:

800-343-3822

and visit your EAP Website

www.AWPnow.com

To Login:

www.AWPnow.com

Select **Access Your Benefits**

Then enter your **Registration Code**

Select **Benefits** | **WellCoach**

1st time login? Create an account:

contact HR or AWP
for registration code.



512-328-1144

800-343-3822

AM@alliancewp.com

www.AWPnow.com

alliance work partners
A **wap** Program

