



PROGRAM GUIDE

September 1, 2017



welcome

Welcome to your 2017-2018 Wellness Program! All Bonner County employees enrolled in medical benefits will have opportunities to participate in various wellness activities that can reward you with incentives throughout the benefit year. Your new program details are outlined in this brochure.

Overview

Complete Steps 1-3 listed below to be eligible for Premium Discount.

- ✓ **Step 1** – Participate in an Onsite Biometric Screening event, complete Biometrics with lab work with White Cross Pharmacy, or with your Primary Care Provider. You only need to complete **one** of these options.
- ✓ **Step 2** – Complete your Annual Wellness Visit with your Primary Care Provider (Proof of Visit Form)
- ✓ **Step 3** – Complete the Know Your Number Assessment located on the Wellness Portal

Earn additional Incentives throughout the 2017/2018 benefits year.

- ✓ **Step 4** – Earn a minimum of 25 points each quarter by participating in activities located on page three (3)

Wellness Program Quarters

- ✓ **Quarter 1:** August 1, 2017 - September 30, 2017 (lookback period)
- ✓ **Quarter 2:** October 1, 2017 - December 31, 2017
- ✓ **Quarter 3:** January 1, 2018 - March 31, 2018
- ✓ **Quarter 4:** April 1, 2018 - July 31, 2018 (program deadline)

Wellness Portal

In order for your participation in the program to be tracked, employees are required to have a Wellworks For You Wellness Portal account. If you already have an account, you **DO NOT** need to create a new one.

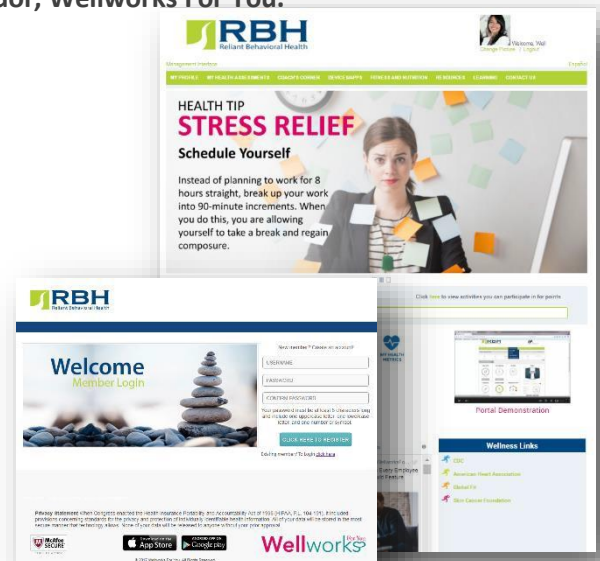
If you do not have an account, please follow the steps below to register. **In accordance with HIPAA confidentiality laws, your individual data is accessible only to you and the third party vendor, Wellworks For You.**

New User? Create Your Wellness Portal Account

1. Go to MyRBH.com and enter as a **Member**
2. Enter your Access Code: **BonnerCounty**
3. Select the **Wellness** tab
4. Click **Go to Wellness**
5. Create a Username and Password
6. Enter the required Personal Information
7. Click Create Account to save your Profile
8. Accept the terms of the Consent Form

Forgot Your Password or Username?

1. Go to www.wellworksforyoulogin.com
2. Select the **Forgot Password** or **Forgot Username** link
3. Enter your email address to initiate the reset or retrieval process or contact **800-425-4657** for assistance





requirements

Step 1 – Biometrics with Lab Work **Deadline: July 31, 2018**

Visit your Primary Care Physician and obtain lab work. Print out the **Physician Results Form** located on the Wellness Portal under **My Profile>Wellness Toolbox** and take it to your doctor. All metrics must be collected in order to fulfill this requirement. You can also visit **White Cross Pharmacy** to complete your Biometric Screening and fulfill this requirement. Bonner County will hold several onsite biometric screenings, details to be announced.

Wellworks For You will accept screenings that take place between August 1, 2017 – July 31, 2018.

Step 2 – Annual Wellness Visit with Primary Care Provider **Deadline: July 31, 2018**

Visit your Primary Care Physician to complete your annual physical. Print out the **Proof of Visit Form** located on the Wellness Portal under **My Profile>Wellness Toolbox** and take it to your doctor. **Please Note:** If you complete the lab work with your physician at the same time you receive your Annual Wellness Visit, both forms (Proof of Visit form and Physician Results form) must be submitted in order earn credit for both requirements. **Wellworks For You will accept screenings that take place between August 1, 2017 – July 31, 2018.**

Step 3 – Know Your Number Assessment **Deadline: July 31, 2018**

You must complete the Know Your Number Assessment located on the wellness Portal under **My Health Assessment>Know Your Number Assessment** by **July 31, 2018.**

- If you see that your metrics **are entered**, complete all questions and click **Finish** to submit your responses.
- If you see that your metrics **are not yet entered**, complete all other questions and click **Save**. The assessment will be completed once your metrics are entered by Wellworks For You.

Step 4 – Earn 100 Points through Additional Activities **Deadline: July 31, 2018**

You must complete the Biometrics with Lab Work, Annual Wellness Visit with your Primary Care Provider, and Know Your Number Assessment to be **eligible for a premium reduction**. To earn **quarterly HRA contributions**, you must accumulate a **minimum of 25 points each quarter** by participating in additional activities, up to a **maximum of \$200 per year**.

Additional Activities, Programs, and Events	Points
Preventive Visits Submit the Proof of Visit form or EOB for a routine dental exam, vision exam, mammogram, OB/GYN visit, colonoscopy, prostate exam, dermatological exam, or flu shot. Emergency and problem visits do not count. Limit 1 exam type per year.	25 each
Group Fitness Participation Participate in a group fitness activity such as a class, race, etc. Submit proof of participation such as a confirmation email, receipt, registration information, etc., by 7/31/18. Limit 2 per year.	20
Health Management Program Program may be at home or through physician (example: Weight Watchers, Blue Apron, Nutritionist, etc.). Submit proof of active participation in the program by 7/31/18. Limit 1 per year.	20
Physical Activity Log Track your gym visits, fitness classes, and any other physical activity on the Physical Activity Log located on the Wellness Portal under My Profile>Wellness Toolbox . You must track 25 activities. Limit 1 per quarter.	30
e-Learning Series Complete a 6-week e-Learning Series located on the Wellness Portal under the Learning tab. You will receive 10 points for each completed Learning Series. Limit 4 per year.	10



incentives

You must complete the Biometrics with Lab Work, Annual Wellness Visit, and Know Your Number Assessment to be eligible for a **premium reduction**. Earn a minimum of 25 points each quarter to be rewarded with additional incentives up to a **maximum of \$200 deposited into your HRA per year**. **The three (3) program requirements and additional points must be completed by July 31, 2018 to receive the incentive.**

Incentive tiers	Incentive										
Biometrics with Lab Work, Annual Wellness Visit, Know Your Number Assessment	Employee-only premium reduction effective October 2018										
Up to \$200 deposited into HRA per year											
Accumulate a minimum of 25 points per quarter by completing additional activities	<table border="1"> <thead> <tr> <th>Point Value</th> <th>Incentive</th> </tr> </thead> <tbody> <tr> <td>25 Points</td> <td>\$50.00 HRA</td> </tr> <tr> <td>50 Points</td> <td>\$100.00 HRA</td> </tr> <tr> <td>75 Points</td> <td>\$150.00 HRA</td> </tr> <tr> <td>100 Points</td> <td>\$200.00 HRA</td> </tr> </tbody> </table>	Point Value	Incentive	25 Points	\$50.00 HRA	50 Points	\$100.00 HRA	75 Points	\$150.00 HRA	100 Points	\$200.00 HRA
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	50 Points	\$100.00 HRA									
	75 Points	\$150.00 HRA									
100 Points	\$200.00 HRA										

Additional Information

View Details for all Programs, Events, and Activities

Events are listed on your personal Wellness Portal (www.wellworksforyoulogin.com) under **My Profile>Programs and Events**. To view extended details about each program, select **Click Here for Details** next to the event title.

View and Download Documents for Completion

All required forms are located on the Wellness Portal under **My Profile>Wellness Toolbox**. Participants can download and print all PDF forms for completion.

View Your Participation

Wondering how many points you have earned throughout the year?

1. Log into your Wellness Portal (www.wellworksforyoulogin.com)
2. Go to **My Profile>ResultsNow**

Please allow at least 2 weeks for participation to be updated in the Wellness Portal after completing an activity. If there are any questions about your participation or completion, please contact **Alyssa LaMon** at a.lamon@wellworksforyou.com.

iPhone/Android App

Download the Wellworks For You smartphone app to access your favorite features right at your fingertips! The Wellworks For You Portal App includes all of your favorite features from the Portal including Weekly Recipes and Grocery Lists, Pedometer Tracking, and more! Simply search for “Wellworks For You” in the Play Store or App Store.



the fine print

The Bonner County 2017-2018 Wellness Program is a voluntary wellness program available to all employees enrolled in medical benefits. The program is administered according to federal rules permitting employer-sponsored wellness programs that seek to improve employee health or prevent disease, including the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, and the Health Insurance Portability and Accountability Act, as applicable, among others. If you choose to participate in the wellness program you will be asked to complete a voluntary Know Your Number Assessment or “KYN” that asks a series of questions about your health-related activities and behaviors and whether you have or had certain medical conditions (e.g., cancer, diabetes, or heart disease). You will also be asked to complete a biometric screening and an annual wellness visit, which will include a blood test for total cholesterol, HDL, LDL, TC/HDL ratio, blood pressure, glucose, and body measurements for height, weight, and waist circumference. You are not required to complete the KYN nor to participate in the blood test or other medical examinations.

However, employees enrolled in medical benefits who choose to participate in the wellness program will receive a lower health insurance premium for completing steps 1, 2, 3, and 4, defined in this brochure. Although you are not required to complete the KYN or participate in the biometric screening, and additional activities, only employees who do so will receive a lower rate in 2018-2019 and up to \$200.00 in HRA Contributions.

If you are unable to participate in any of the health-related activities or achieve any of the health outcomes required to earn an incentive, you may be entitled to a reasonable accommodation or an alternative standard. You may request a reasonable accommodation or an alternative standard by contacting Wellworks For You at 800-425-4657.

The information from your KYN and the results from your biometric screening will be used to provide you with information to help you understand your current health and potential risks, and may also be used to offer you services through the wellness program, such as Health Coaching and online e-Learning Series. You also are encouraged to share your results or concerns with your own doctor.

PROTECTIONS FROM DISCLOSURE OF MEDICAL INFORMATION

We are required by law to maintain the privacy and security of your personally identifiable health information. Although the wellness program and Bonner County may use aggregate information it collects to design a program based on identified health risks in the workplace, Wellworks For You will never disclose any of your personal information either publicly or to the employer, except as necessary to respond to a request from you for a reasonable accommodation needed to participate in the wellness program, or as expressly permitted by law. Medical information that personally identifies you that is provided in connection with the wellness program will not be provided to your supervisors or managers and may never be used to make decisions regarding your employment.

Your health information will not be sold, exchanged, transferred, or otherwise disclosed except to the extent permitted by law to carry out specific activities related to the wellness program, and you will not be asked or required to waive the confidentiality of your health information as a condition of participating in the wellness program or receiving an incentive. Anyone who receives your information for purposes of providing you services as part of the wellness program will abide by the same confidentiality requirements. The only individual(s) who will receive your personally identifiable health information are the Wellworks For You team in order to provide you with services under the wellness program.

In addition, all medical information obtained through the wellness program will be maintained separate from your personnel records, information stored electronically will be encrypted, and no information you provide as part of the wellness program will be used in making any employment decision. Appropriate precautions will be taken to avoid any data breach, and in the event a data breach occurs involving information you provide in connection with the wellness program, we will notify you immediately.

You may not be discriminated against in employment because of the medical information you provide as part of participating in the wellness program, nor may you be subjected to retaliation if you choose not to participate. If you have questions or concerns regarding this notice, or about protections against discrimination and retaliation, please contact Wellworks For You at 800-425-4657.