

PROGRAM OBJECTIVE:

The objective of the Linn County Wellness Rewards Program is to provide all employees the opportunity to earn a generous incentive for engaging in activities and behaviors that result in reduced health risk, improved health status, and a better quality of life.

PROGRAM OVERVIEW:

Eligibility

- All benefit eligible employees are eligible and encouraged to participate in the program.
- Points are not prorated for part-time status.
- Participants must be actively employed when the wellness incentive is paid out.

Incentive

- **The total wellness incentive available to all participants is \$500**
- Participants will earn **\$150 and 150 points** for completing the following steps by December 31, 2018:
 - Attending the annual onsite health screening or Weland Labs, or submitting a Health Form
 - Completing the online health risk assessment
 - Attending a follow-up consultation
- Participants will earn an **additional \$350** for earning at least 850 additional points throughout the fiscal year of July 1, 2018 – June 30, 2019. **You may begin earning points on July 1, 2018.**
- Incentive will be paid via payroll credit (and is subject to tax):
 - \$150 will be paid after **February 1, 2019**
 - \$350 will be paid after **August 1, 2019**
- **NEW THIS YEAR: To encourage continued participation after reaching 1,000 points (you can win both):**
 - **There will be a \$100 prize raffle among participants earning above 1,200 points!**
 - **The highest point earner within the county will also be rewarded an additional \$100!**

Annual Screening

- Annual health screenings can be completed onsite at various Linn County locations in November, with your medical provider, or at a Weland Lab location.
 - Lab and biometric results collected with your primary care provider between December 1, 2017 and November 30, 2018 (**and not used for the 2017-2018 program**) may be submitted via Health Form.
 - **To claim points for completing your annual physical, it must be completed during the 2018-2019 program, between July 1, 2018 and June 30, 2019!**
 - Results must be submitted **by December 15th** if completing through Health Form or Weland Labs.
- **YOU MUST COMPLETE THE ANNUAL HEALTH SCREENING PROCESS INCLUDING THE CONSULTATION to be eligible for ANY of the wellness incentive.**

Quarterly Activities

- Any event/activity that states points are rewarded 'per quarter' will need to be completed and recorded within the quarter. **There will not be extended windows to wrap up tracking during the 2018-2019 program.**
 - Quarter 1: July 1, 2018 - September 30, 2018
 - Quarter 2: October 1, 2018 - December 31, 2018
 - Quarter 3: January 1, 2019 - March 31, 2019
 - Quarter 4: April 1, 2019 - June 30, 2019
- You must enroll in the Physical Activity Challenge each quarter. If you enroll in the challenge after the quarter has begun, you can manually enter prior activity to receive credit.

Access Your Account

- Visit www.MyHealthyWithHSI.com/LinnCo
- **Returning Users:** Enter your **Employee ID number** and **Password to Sign In**
 - *If you are uncertain of your password, please select "Forgot Password" and a message will be sent to the email listed on file.*
- **New Users:** Click on **Register** in the **New Users** box
 - Read the **Terms and Conditions** and click **Accept**
 - In the **New Users Registration** box, complete the following information:
 - **Company: LinnCo**
 - **Member ID: Your employee ID number**
 - Select Gender and Date of Birth
 - Enter your preferred Contact Information (email, phone)
 - Click **Register**
 - Set password and click **Sign In**

Completion of any of the following activities totaling at least 850 Wellness Rewards points earns an additional \$350 (payable in August 2019):

ANNUAL HEALTH SCREENING - HEALTHY OUTCOMES

Activity	Reward	Verification	How to Complete
Healthy BMI	50 Rewards Points (per year)	No	Achieve BMI result of < 33 (or submit validated proof of healthy body fat %). <ul style="list-style-type: none"> If your BMI is 33+, receive your reward for maintaining or improving.
Nicotine Free	50 Rewards Points (per year)		Test negative for nicotine use.
Healthy Blood Pressure	25 Rewards Points (per year)		Achieve Blood Pressure <140/90 (<150/90 for non-diabetics and 60 years or older).
Healthy Cholesterol	25 Rewards Points (per year)		Achieve LDL < National Institutes of Health goal based on risk factors, and Triglycerides < 400.
Healthy Blood Sugar	25 Rewards Points (per year)		Achieve A1c <6% or <100 Fasting Blood Glucose (A1c <7% or ≤130 FBG for diabetics).
Points for healthy outcomes will be evaluated and awarded upon completing your annual health screening. No further verification from the participant is required.			

HEALTH COACHING

Activity	Reward	Verification	How to Complete
Monthly Health & Wellness Coaching with Health Solutions coach	10 Rewards Points per month (max of 120 pts/year)	No	<ul style="list-style-type: none"> If you qualify, enroll during your consultation and continue participating in monthly coaching to receive the maximum benefit and rewards points!
Health Solutions will verify your completion of the health coaching requirement each month. No further verification from the participant is required.			

ACTION PLANS

Activity	Reward	Verification	How to Complete
Self-Guided Online Action Plans	50 Rewards Points per completed plan (max of 100 pts/year)	No	<ul style="list-style-type: none"> Complete one or more self-guided 8-week action plans targeted at one of your personal risk factors. Receive Wellness Rewards points for maximum of 2 completed Action Plans. Topics include: <ul style="list-style-type: none"> Back Care Depression Diabetes Prevention / Management Financial Wellness - NOT the same as the Linn County-sponsored retirement planning session Healthy Eating Heart Disease Prevention / Management Physical Activity Risky Drinking Stress Management Tobacco Cessation Weight Management
Completion of an Online Action Plan will result in 50 Rewards Points (max of 100 points for completing 2 plans). No further verification from the participant is required.			

Completion of any of the following activities totaling at least 850 Wellness Rewards points earns an additional \$350 (payable in August 2019):

CHALLENGES

Activity	Reward	Verification	How to Complete
Quarterly Physical Activity Challenge Using the Linn County Wellness portal, sync or track the steps from your wearable fitness device. <ul style="list-style-type: none"> <i>The following trackers are compatible with the Linn County Wellness Portal:</i> BeWell Connect, FitBit, Garmin Connect, Jawbone UP, LifeTrak, Lumo Microsoft, Misfit Wearables, Movable, Move App, Omron Wellness, Polar, Sony Lifelog, Withings, YOO <i>If you do not use a wearable fitness device, you can manually track minutes of activity to receive credit</i> 	20 Rewards Points (per quarter)	No <i>(Device will sync with the portal; portal will award points upon reaching each milestone.)</i>	<ul style="list-style-type: none"> Track an average of 2,500 steps per day for the quarter.
	40 Rewards Points (per quarter)		<ul style="list-style-type: none"> Track an average of 5,000 steps per day for the quarter.
	60 Rewards Points (per quarter)		<ul style="list-style-type: none"> Track an average of 7,500 steps per day for the quarter.
	80 Rewards Points (per quarter)		<ul style="list-style-type: none"> Track an average of 10,000 steps per day for the quarter.
	100 Rewards Points (per quarter)		<ul style="list-style-type: none"> Track an average of 12,500 steps per day for the quarter.
	120 Rewards Points (per quarter)		<ul style="list-style-type: none"> Track an average of 15,000 steps per day for the quarter.
	150 Rewards Points (per quarter)		<ul style="list-style-type: none"> Track an average of 20,000 steps per day for the quarter.
Hydrate for Life (July-September)	25 Rewards Points (per year)	No <i>(Portal will award points upon completion.)</i>	<ul style="list-style-type: none"> Learn about healthy hydration by enrolling in Hydrate for Life in the Challenges tile on the wellness portal. <ul style="list-style-type: none"> Available from July 1-September 30, 2018
Eat Well (October-December)	25 Rewards Points (per year)		<ul style="list-style-type: none"> Improve your nutrition by enrolling in the new Eat Well challenge in the Challenges tile of the wellness portal. <ul style="list-style-type: none"> Available from October 1-December 31, 2018
Strong to the Core (January-March)	25 Rewards Points (per year)		<ul style="list-style-type: none"> Improve your core strength and stability by enrolling in the new Strong to the Core challenge in the Challenges tile of the portal. <ul style="list-style-type: none"> Available from January 1-March 31, 2019
Relax & Revive (April-June)	25 Rewards Points (per year)		<ul style="list-style-type: none"> Learn how to better manage your stress by enrolling in Relax and Revive from the Challenges widget on the wellness portal. <ul style="list-style-type: none"> Available from April 1-June 30, 2019
Maintain, Don't Gain (November-January)	50 Rewards Points (per year)		No <i>(Health Solutions will award points upon completion.)</i>
Lose it Linn County (March-May)	50 Rewards Points (per year)	<ul style="list-style-type: none"> Complete the Lose it Linn County Challenge (initial weigh-in and final weigh-out). This challenge is not on the portal. 	

Completion of each challenge (or milestone for the Physical Activity Challenge) is necessary to receive the applicable reward. The wellness portal will award points; no further verification from the participant is required.

Physical Activity Challenge:

- You must re-enroll in the Physical Activity Challenge each quarter.
- Steps can always be manually entered.
- If your device is not syncing with the portal at any time, please unregister and re-register your device.

Completion of any of the following activities totaling at least 850 Wellness Rewards points earns an additional \$350 (payable in August 2019):

ACTIVITIES & EVENTS – PREVENTION

Activity	Reward	Verification	How to Complete
Annual Physical*	150 Rewards Points (per year)	Yes	<ul style="list-style-type: none"> Claim your points and upload verification in the Activities & Events tile on the portal. <ul style="list-style-type: none"> Preventive screenings include: well-woman, mammogram, colonoscopy, prostate exam, etc. Note: Participant is responsible for applicable co-pays.
Dental Exam	25 Rewards Points (max of 50 pts/year)		
Eye Exam	25 Rewards Points (per year)		
Flu Shot	25 Rewards Points (per year)		
Hearing Screening	25 Rewards Points (per year)		
Preventive Screening	25 Rewards Points (max of 50 pts/year)		
Shingles Vaccine	25 Rewards Points (per year)		
Skin Cancer Screening	25 Rewards Points (per year)		

- Preventive care appointments must fall within the program window (July 1, 2018 through June 30, 2019).
- A visit summary or explanation of benefits is required to receive credit for all preventive care activities.
- *Important notes regarding the annual physical:
 - Participants who complete the annual health screening requirement through their medical provider will earn 150 points for completing the screening AND an additional 150 points for completing their annual physical exam.
 - Participants who complete the annual health screening requirement through their medical provider **must turn in a Health Form** and a **visit summary OR explanation of benefits** to receive credit for the completed health screening AND the annual physical exam.
 - Participants who complete the annual health screening requirement onsite at a Linn County location OR through Weland Labs are encouraged to take their results to their medical provider for their annual physical exam. **Proof of completion of annual physical exam is required to earn the additional 150 points.**

ACTIVITIES & EVENTS – PERSONAL & COMMUNITY WELLBEING

Activity	Reward	Verification	How to Complete
Blood Drive	25 Rewards Points (max of 50 pts/year)	Yes	<ul style="list-style-type: none"> Claim your points and upload verification in the Activities & Events tile on the portal.*
Especially for You (or community-based fitness event)	25 Rewards Points (max of 50 pts/year)		
County-Sponsored Financial Wellness	25 Rewards Points (per year)	No	<ul style="list-style-type: none"> Claim your points in the Activities & Events tile on the portal.
Fitness Center Visits (min. 8 per month for quarter)	25 Rewards Points (per quarter)	Yes	<ul style="list-style-type: none"> Claim your points and upload verification in the Activities & Events tile on the portal.
Fitness Classes (min. 8 per quarter)	25 Rewards Points (per quarter)		
Onsite Health Education	25 Rewards Points (per quarter)	No	<ul style="list-style-type: none"> Claim your points in the Activities & Events tile on the portal.
Volunteering	25 Rewards Points (per quarter)	Yes	<ul style="list-style-type: none"> Claim your points and upload verification in the Activities & Events tile on the portal.
Weight Management	25 Rewards Points (per quarter)		

Required verification examples:

- *Non-county-sponsored blood drive - sign in sheet, receipt
- Community volunteer hours - form letter, time card, sign-in sheet
- EFY Race (or equivalent) - registration receipt, picture of a race bib/number, copy of a sign-in sheet
- Fitness Classes & Fitness Center (other than LC facilities) - attendance report
- Weight Management Program - receipt, copy of a sign-in sheet, or form letter

Verification not needed (sign-in sheet will be provided to Health Solutions, but participant must claim points on the portal):

- *County-sponsored blood drive & financial wellness session
- Onsite health education

Completion of any of the following activities totaling at least 850 Wellness Rewards points earns an additional \$350 (payable in August 2019):

ACTIVITIES & EVENTS – WELLNESS CULTURE

Activity	Reward	Verification	How to Complete
Organize a health/wellness event for your department	25 Rewards Points (max of 50 pts/year)	No	<ul style="list-style-type: none"> Claim your points in the Activities & Events tile on the portal.
Safety & Wellness Fair	25 Rewards Points (per year)		<ul style="list-style-type: none"> Attend the annual Linn County Safety & Wellness Fair.
Nominate a co-worker to be a Wellness Champion	25 Rewards Points (per year)		<ul style="list-style-type: none"> Submit a nomination form for a peer who is demonstrating positive health and wellness behaviors in the workplace (forms can be found on the Linn County intranet or on the Wellness Portal).
Receive a nomination for Wellness Champion	25 Rewards Points (per year)		<ul style="list-style-type: none"> Receive a nomination by one of your peers for demonstrating positive health and wellness behaviors in the workplace (forms can be found on the Linn County intranet or on the Wellness Portal).
<p>Organizing a health/wellness event: Reward will occur upon submitting the sign in sheet for the event/session in your department.</p> <p>Verification not needed (participant must claim points on the portal):</p> <ul style="list-style-type: none"> Safety & Wellness Fair – sign-in sheet will be provided Wellness Champion Nomination - upon receipt of the completed form (by the nominee) both nominator AND nominee will receive the Rewards Points) 			

FREQUENTLY ASKED QUESTIONS:

ELIGIBILITY

Is the Wellness Rewards program free?

Yes, the Wellness Rewards program and the rewards are paid for by Linn County as part of the wellness program offerings. It is FREE to all benefit-eligible employees.

Which employees are eligible to participate in the Linn County Wellness Rewards program?

All benefit-eligible employees are able to participate. This includes those on the Linn County health plan and those who have waived coverage.

I am a new employee, when do I become eligible for the Wellness Rewards program?

To be eligible for the Wellness Rewards program, a participant must be a “benefit-eligible,” regular-status employee currently on payroll. You must complete the annual health screening or Health Form and follow-up consultation by December 31 to be eligible for any part of the wellness reward.

What if I leave the company or retire?

You will no longer be eligible for the program or the incentives. You must be an active benefit-eligible employee in order to participate and earn incentives.

PRIVACY

Is my health information confidential? Who has access to it?

Health Solutions securely protects your data according to the Health Insurance Portability and Accountability Act (HIPAA) and all required federal privacy regulations. Personal health information is private and confidential, and as a result, will never be provided to Linn County.

BENEFITS

Why does Linn County offer the Wellness Rewards program?

Linn County wants you to live well and be well. To help set you on the path to a healthy future, we offer the Wellness Rewards program.

Why should I participate in the Wellness Rewards program?

There are many good reasons to participate in the Wellness Rewards program. You will:

- Look and feel better, giving you an overall better quality of life.
- Make small, everyday changes to improve your health.
- Earn up to \$500 a year.

What are the incentives for participating in the Wellness Rewards program?

The total wellness incentive available to all participants is \$500

- Participants will earn \$150 and 150 points for completing the following steps by December 31, 2018:
 - Attending the annual onsite health screening or Weland Labs, or submitting a Health Form
 - Completing the online health risk assessment
 - Attending a follow-up consultation
- Participants will earn an additional \$350 for earning at least 850 additional points by June 30, 2019

To encourage continued participation after reaching 1,000 points (you can win both):

- There will be a \$100 prize raffle among participants earning above 1,200 points!
- The highest point earner within the county will also be rewarded an additional \$100!

When is the annual program incentive (benefit discount) awarded?

Incentive will be paid via payroll credit (and is subject to tax):

- \$150 will be paid after February 1, 2019
- \$350 will be paid after August 1, 2019

How do I earn my Wellness Rewards points?

Begin earning your Wellness Rewards points July 1. Refer to pages 2-5 in this document for all your Wellness Rewards points opportunities.

EARNING/TRACKING WELLNESS REWARDS POINTS

Where can I find my Wellness Rewards points total, and how can I tell which activities I have already completed?

Your current Wellness Rewards points total displays in the top right corner of the portal in the Rewards tile. Click on More to see a list of points earned by completed activity.

What verification is needed to claim points, and how do I submit verification?

Verification can include, but is not limited to:

- Proof of completion/purchase
- Explanation of Benefits
- Clinical Visit Summary
- Timecard/attendance sheet

To submit verification, you will upload your documentation to the activity/event tile as you claim your points. Health Solutions will monitor verification documentation to ensure proof has been provided. Participants who are missing verification may be contacted by Health Solutions to request proof of completion. If verification is not submitted by the end of the following quarter, the associated points may be removed.

Why does the Event Verification Submission tile say, "Upload Biometric Form" when I try to upload something?

The "Upload Biometric Form" is a label hard-coded within the portal system. You are able to load any/all the verification documents required by the program.

I completed a preventive exam, why can't I claim points?

New in 2018, verification needs to be uploaded **within the recorded activity** in order to claim points.

I completed an Action Plan, why weren't any points awarded?

There is a 100-point maximum for completing the online Action Plans. Refer to pages 2-5 in this document for more details on available point opportunities. If you think there is an error, please contact Health Solutions at 319-362-2409.

How do I enroll in a new activity?

Expand the Action Plans, Challenges, and Activities & Events tiles to view activities that are currently available. Select the activity you would like to complete, and review the requirements to earn points! Review the Wellness Rewards Program Guide for details on how to participate!

How often do I have to track my Wellness Rewards points?

You should log your points on a regular basis. For Wellness Rewards opportunities that are rewarded each quarter, you MUST log your points by the last day of each quarter.

- **Quarter 1:** July 1, 2018 - September 30, 2018
- **Quarter 2:** October 1, 2018 - December 31, 2018
- **Quarter 3:** January 1, 2019 - March 31, 2019
- **Quarter 4:** April 1, 2019 - June 30, 2019

Where do I enter my screening or Health Form data?

Your screening data will be automatically loaded in the wellness portal after completing an onsite health screening, submitting a Health Form, or going to Weland Labs.

Do I have to complete a screening to be eligible for the wellness reward?

To qualify for any of the wellness incentive, you must complete a screening (onsite or at Weland Labs) or submit a Health Form, complete the online Health Risk Assessment, and attend a Consultation appointment. Your 150 points for completing these requirements will be automatically awarded on the wellness portal. You must complete these requirements to be eligible for any of the wellness incentive.

I don't have a computer, so how can I track my points?

Linn County Human Resources has a kiosk available for employee use. This can be used to track your Wellness Rewards points.

FITNESS TRACKING

How do I sync my fitness device to track my physical activity?

Download the Instructions to Sync Fitness Device from the Resources tile. Once your device syncs with the app on your phone, it will update the data to the portal. Your device MUST sync with the app prior to giving you credit for steps within the portal. If your device is not syncing with the portal at any time, please unregister and re-register your device.

If I don't have a fitness device can I still be rewarded for my activity?

You can still be rewarded for your activity by entering your minutes of activity or your steps! You can also earn points by completing fitness center visits and/or completing fitness classes.