



Wellness Program Manual FY10

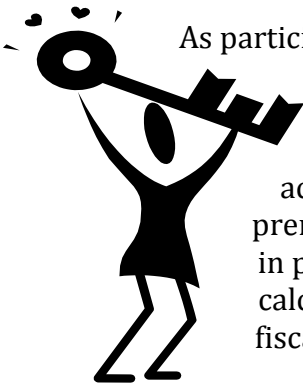
POINTS and TIER Information

July 1, 2009 to June 30, 2010

WELLNESS PROGRAM OVERVIEW

POINTS Specific

The Unified Government of Athens-Clarke County (ACC) has designed and implemented an aggressive worksite wellness program to create, support, and promote activities that foster good physical health and well-being for all employees and retirees. The incentive-based program, which began in April 2004, is dedicated to enhancing the mind, body, and spirit of ACC employees and designed to empower them to take personal responsibility for their health and well-being. As an incentive for active participation, Wellness POINTS can be accumulated and redeemed for rewards. If you earn 350 points, you may receive a reduction in health insurance premiums for the following year. However, the best reward is the improvement of personal health.



As participants accumulate Wellness POINTS and reach certain point goals, they may receive incentive prizes. There are different prizes to be earned at the 75 point, 175 point, 275 point, and 350 point goals for a total of four prizes prior to the insurance reduction. Prizes are subject to change. Wellness POINTS will continue to accumulate toward the 350 points required to earn a reduction in health insurance premiums. Once a participant accumulates a minimum of 350 POINTS (with at least 175 in physical activity and 90 in nutrition) in a fiscal year, the insurance reduction will be calculated based on the 26 pay periods effective the first of the next fiscal year. The ACC fiscal year runs from July 1 to June 30.

REGISTRATION AND REWARDS

Participation in the Wellness Program is voluntary and open to all ACC employees. As an enrollment requirement, employees register for participation each year by beginning with (1) completing blood work (total cholesterol, LDL, HDL, triglycerides, and glucose) through the annual ACC Wellness Screening or from a personal physician and (2) completing a Health Risk Assessment (HRA) online. Instructions for completing the HRA can be found at www.athenshr.com under the Wellness Program tab.

New hire employees may take the blood work form at the end of this document (Appendix A) to complete blood work within 4 weeks of his/her New Hire Orientation.

After the two enrollment requirements are completed, POINTS can be submitted on the Quarterly Wellness Accountability Form also found at www.athenshr.com based on advertised schedule. It is important to go to the website **each quarter** and get the **updated** form. The form is changed frequently

to improve the process for all staff and Wellness Program participants. The most up-to-date reporting forms will always be found on the website.

Physical activity and proper nutrition are essential to good health; special emphasis is placed on these two behaviors. **In order to receive up to the \$400 health insurance premium reduction, at least 175 of the 350 Wellness POINTS must be from physical activity and at least 90 must be from nutrition,** and the remaining points may be from any category.

Overall wellness includes mental, as well as, physical health. Therefore, we encourage involvement in the community and participation in activities that exercise the mind, such as attending educational programs at Sandy Creek Park or taking art classes. Opportunities are listed under “Community Involvement” and “Life Enrichment Programs” on the Wellness Quarterly Accountability Form. There are limits in these categories.

DOCUMENTATION AND DEADLINES

To document points, participants must use the Quarterly Accountability Form and submit it to the Wellness Coordinator, on a quarterly basis. The forms may be sent by interoffice mail, fax, e-mail, or dropped off at the Human Resources Department.

Points must be turned in by the end of each quarter in order to receive proper credit. If points are not turned in on time, they may not be counted until the next quarter. Deadlines to submit are as follows:

1 st Quarter (July 1 – September 30):	October 10
2 nd Quarter (October 1 – December 31):	January 10
3 rd Quarter (January 1 – March 31):	April 10
4 th Quarter (April 1 – June 15)*:	?

**(This is early in order to complete the payroll process to allow you to earn the insurance reduction)*

There is a 10 day grace period for forms to be submitted. Please note that activities count in the quarter they occurred. The grace period is for form submittal only, not for accumulation of more POINTS activities credit. Activities following the end of the quarter should be submitted on the following accountability form in the corresponding quarter.

Prizes at each point goal (75, 175, 275, and 350) may be earned. There is a max of four prizes per fiscal year prior to earning the \$400 insurance reduction. Points will continue to accrue during the fiscal year (July 1 – June 15). POINTS or TIER activities **cannot** carry over into the next fiscal year.

Note: If you use an activity for POINTS you **CAN NOT** use the same activity for the TIER program. Vice Versa for TIER – if you use an activity for TIER you **CAN NOT** use the same activity for the POINTS program. These are two separate programs and activities may not be counted in both programs.

TIER Specific

The TIER program was introduced in fiscal year 2009. The TIER allows for individual employees currently paying for health insurance to get an immediate reduction on insurance premiums. An employee can **only** sign up to participate in the TIER program as a new employee or during the annual

open enrollment period. Agreeing to participate in the TIER program changes your insurance rates and therefore has to be entered into the payroll system to correctly deduct the wellness premiums.

For fiscal year 2010, enrollment requirements are the same as the POINTS program. Participants begin with (1) completing blood work (total cholesterol, LDL, HDL, triglycerides, and glucose) through either during the annual ACC Wellness Screening or with a personal physician and (2) completing a Health Risk Assessment (HRA) online. Instructions for completing the HRA can be found at www.athenshr.com under the Wellness Program tab. New hire employees may take the blood work form at the end of this document (Appendix A) to complete blood work within 4 weeks of his/her New Hire Orientation.

TIER program participants also must sign a TIER Agreement Form at the time of enrollment. The agreement states the enrollment requirements each year, and the four activities that must be completed throughout the year on a quarterly basis. If a participant fails to complete a quarterly activity, the agreement also states that insurance rates will be reverted back to the regular rate. Plus, the employee will be required to pay back (in full, through payroll deduction) the credit received on health insurance premiums during that quarter.

TIER activities must be submitted on a quarterly basis (same dates as POINTS program). All TIER activities and POINTS activities may be submitted on the same form called the **Wellness Program Quarterly Accountability Form** found on the HR website at www.athenshr.com under the wellness program tab.

Note: If you use an activity for POINTS you **CAN NOT** use the same activity for the TIER program. Vice Versa for TIER – if you use an activity for TIER you **CAN NOT** use the same activity for the POINTS program. These are two separate programs and activities may not be counted in both programs.



FY10 WELLNESS PROGRAM OPPORTUNITIES

WELLNESS TIER BEHAVIORAL OPPORTUNITIES

Annual Preventative Screenings *(Once per fiscal year for each screening except dental exam)*

ACTIVITY	TIER ELEGIBLE	TOTAL PTS
Colonoscopy	YES	25 points
Annual Physical	YES	15 points
Prostate Specific Antigen (PSA)/Digital Rectal Exam (DRE)	YES	15 points
Mammogram	YES	15 points

Pap Smear	YES	15 points
Dermatology Exam	YES	10 points
Dental Exam (One per 6 months)	NO	5 points
Flu Shot	NO	5 points
Podiatry Exam	Diabetes Package YES Must have all four to be eligible for one TIER Behavioral Credit	5 points
MicroAlbumin Test (Kidney Test)		3 points
C-reactive Protein (CRP) Test		3 points
Glucose Monitoring (blood sugar regular monitoring--A1C included)		3 points
Vision Screening	NO	3 points
Hearing Screening	NO	3 points
Bone Density Screening	NO	3 points
Oral Cancer Screening	NO	3 points

Nutrition: (must have a minimum of 90 nutrition points out of the 350 total points to be eligible for insurance reduction)

ACTIVITY	TIER ELIGIBLE	TOTAL POINTS
Drink a minimum of six, 8oz glasses of water 4 days a week – Pure water, no flavored waters	Nutrition Package YES Must have all three to be eligible for one TIER Behavioral credit	3 points per week – 12 weeks per quarter-36 pts max per quarter
Eat a minimum of 2 servings of fruits per day 4 days a week – dried fruit is acceptable		3 points per week – 12 weeks per quarter-36 pts max per quarter
Eat a minimum of 3 servings of vegetables per day 4 days a week = 8 cups of veggies a week		3 points per week – 12 weeks per quarter-36 pts max per quarter

Nutrition Notes: Don't cheat yourself!

- Fried fruits and vegetables DO NOT count.
- Juice must be 100% fruit or vegetable juice.
 - Only 1 serving of vegetable juice or fruit juice allowed toward daily requirement of fruit or vegetables. Serving size guide: Servings are smaller than you think! Be careful.
- 1 serving of vegetables = 1 cup of raw vegetables, ½ cup cooked, chopped or canned vegetables or ¾ cup juice
- 1 serving of fruit = 1 small/medium piece of fruit, ½ cup cooked, chopped or canned fruit or ¾ cup juice

Physical Activity (must have a minimum of 175 physical activity points out of the 350 total points to be eligible for insurance reduction)

ACTIVITY	TIER ELIGIBLE	TOTAL PTS
Exercise a minimum of 30 minutes a day, 4 times a week for 10 to 12 consecutive weeks Exercise a minimum of 20 minutes a day, 3 times a week for 10 to 12 consecutive weeks	YES	50 points 25 points
Exercise programs consisting of a minimum of 8 to 10 weeks (Ex. Walk Georgia, START, National Body Challenge, President's Challenge) Indicate program name on form	YES	30 points
Play on an organized sports team for 8 to 10 weeks Must participate in 80% of games & practices Indicate name of sport on form, counts in the quarter it <u>ends</u> in.	YES	25 points per season
Participate in a run/walk event Whole Marathon ½ Marathon 10k Run/Walk 5k Run/Walk Indicate on form the name of the event(s) completed.	YES	Marathon - 30 pts ½ Marathon - 20 pts 10k Run/Walk - 15 pts 5k Run/Walk - 10 pts
Bike Race/Long Rides Distance is required to earn credit List total miles biked from multiple trips in the space provided on the accountability form.	YES 20 miles or more for one TIER Behavioral credit	Points are to be determined based on accumulated mileage
Leader of a Fitness Group for 8 to 10 weeks	YES	15 points
Golf 18 holes <u>without</u> cart Golf 9 holes <u>without</u> cart	YES	10 points 5 points
Outdoor Activity (Ex: Kayaking, hunting trips, hiking, ice skating, snowboarding, yard work, etc) Please describe all outdoor activities	NO	5 points per activity 5 maximum per quarter

WELLNESS TIER EDUCATIONAL OPPORTUNITIES

ACTIVITY	TIER ELIGIBLE	TOTAL PTS
Weight Management Program (8wk min) (Ex: Walk-A-Weigh, Weight Watchers, ACC Weight Loss Programs, etc) List name of program on form	YES	30 points
Risk Reduction Program w/ Kendra or UGA Pharmacy Student Risk Reduction Program	YES	25 points
Tobacco Cessation Program Please name the program and provide documentation for credit	YES	25 points
ACC Health Fair	YES	15 points
Safety-Risk Division Class (Ex. CPR, First Aid)	YES	5 points
Pregnancy Class (Ex. Lamaze, child birthing, infant nutrition) Men are eligible for this credit if they are attending with partner	YES	5 points
Attend Fitness Center Orientation (1 time only credit) Employees do not have annual orientation	NO	5 points
Healthy Hour presentations Please list names for healthy hours attended for credit	YES	5 points each
BCBS on-line course – Read, watch, listen or review material & take tests Please provide course names and numbers on accountability form	YES Three courses are required for one Tier Educational Credit	3 points each

***THE FOLLOWING ACTIVITIES ARE NOT ELIGIBLE FOR TIER CREDIT**

Community Involvement (Maximum of 50 community involvement points allowed per fiscal year)
ONLY CREDITED 1 OF EACH ACTIVITY PER QUARTER

ACTIVITY	POINTS
Coaching or refereeing a sport team. Please describe on form.	10 points
Donate using the Alex Machine (platelets)	10 points
Donate blood for the American Red Cross or ACC Blood Drive	5 points
Volunteer for a recognized charity or event. Please describe on form.	5 points
Park cleanup/work day	5 points
Other activities such as Alternative Transportation Day, Litter Pick up	5 points

Life Enrichment Programs (Maximum of 25 life enrichment points allowed per fiscal year)
 ONLY CREDITED 1 OF EACH ACTIVITY PER QUARTER

ACTIVITY	POINTS
Attend a Creative Theatre Performance	5 points
Attend an Arts Center Gallery Exhibition	5 points
Attend a Sandy Creek Nature Center Program	5 points
Attend a pottery, art, writing, or music class	5 points for series session (not per class)
Attend a life enrichment course (Ex. Stress management, conflict resolution)	5 points for series session (not per class)
Continuing Education Course (Ex. Master's credit, Pet CPR, certifications (ie, Zumba, Yoga, ACE), etc)	5 points for a course (not per class)

Extended Life Enrichment: Mind & Body Activities
 ONLY CREDITED 1 OF EACH ACTIVITY PER QUARTER!!!

ACTIVITY	POINTS
Message Therapy	5 points
Acupuncture	5 points

Others for Consideration

PLEASE ONLY SUBMIT 2 PER QUARTER FOR CONSIDERATION OF CREDIT BY THE WELLNESS COORDINATOR.

Others for consideration is space provided to submit activities that are unable to be placed in any of the provided areas on the form.



If you have suggestions for additions or improvements to our accountability form, please contact the Wellness Program staff at 706-613-3934 or email Kendra Houghton at kendrahoughton@co.clarke.ga.us.

Please note: If you would like to receive Wellness POINTS or TIER credit for an activity not listed here, please contact the Wellness Coordinator at 706-613-3934 to determine eligibility and point allocation or notate it in the others for consideration section provided on the form.

New Hire Health Risk Assessment Blood work order

Name: _____

Birth date: _____

Department: _____

Address: _____

Blood work needed:

- Lipid profile (total cholesterol, LDL, HDL, triglycerides)
- Glucose profile

**Please contact Kendra Houghton with any questions: 706-613-3934*

Blood Work Instructions

- Before you get blood work, make sure you:
 - Don't eat for at least 8 hours
 - Don't drink anything except water or black coffee for 8 hours
 - Drink PLENTY of water to promote good blood flow
 - Have plans to eat/drink as soon as blood work is complete
 - Bring your ACC ID badge with you
- Bring this form to St. Mary's Outpatient Center Lab
 - 2470 Daniels Bridge Road, Athens
 - From Athens and points north and east: Take Loop 10 or Epps Bridge Parkway to Ga. 316 west. Go to the Oconee Connector and turn left. At the first traffic light, turn left onto Daniels Bridge Road, go 0.6 mile and enter The Exchange parking area on the left. St. Mary's Outpatient Center is in the building on your right.
 - **Open from 7:30am until 4:30pm, except for lunch from 12:00-1:00pm.**

Results will be mailed to you. You will need your results to complete your Health Risk Assessment.