



University of Findlay®

Meaningful Lives. Productive Careers.

# 2020 WELLNESS PROGRAM GUIDE

JANUARY 1, 2020 – NOVEMBER 30, 2020

Participate in your Wellness Program this year to earn a Health Savings Bi-weekly Credit!

Welcome to your 2020 Wellness Program. All medically-enrolled employees and spouses will have opportunities to participate in various wellness activities to earn a Health Savings Bi-weekly credit effective January 2021. Your new program details are outlined in this guide.

## STEPS TO EARN AN INCENTIVE



### STEP 1: ONSITE BIOMETRICS AND LAB WORK

**DEADLINE: NOVEMBER 30, 2020**

Employees and spouses must complete **one (1)** of the options below to fulfill this requirement:

- Attend the onsite biometric screenings.
- Visit your Primary Care Physician (PCP) for an annual physical with lab work. Exams must take place between **December 1, 2019** and **November 30, 2020**. Print out the **Physician Results Form** located within the **Wellness Locker**, accessed via the Portal **MENU**, take it with you to your appointment.



### STEP 2: KNOW YOUR NUMBER ASSESSMENT

**DEADLINE: NOVEMBER 30, 2020**

Complete the **Know Your Number Assessment** located on the **Wellness Portal** by selecting the Portal **MENU**>**Know Your Number Assessment**. Complete all questions, except for the **Health Metrics** section. Wellworks will upload your screening results once you complete the Onsite Biometrics/Physician Results Form.



### STEP 3: COMPLETE THE AGE/GENDER PREVENTATIVE EXAMS

**DEADLINE: NOVEMBER 30, 2020**

You must complete all age and gender preventive screenings that are applicable to you by **November 30, 2020**. Employees who participate in the **Onsite Biometrics and Lab Work** will record their preventative exams on their physical form at the event. Employees who complete the **Physician Results Form** with their Primary Care Physician will submit a **Proof of Visit Form** or an **Explanation of Benefits (EOB)**.

- **Age/Gender Exams: All Must Complete** - Tdap/ TD Booster & Tobacco Status
- **Age/Gender Exams: Women 50 and Over Must Complete** – Colonoscopy Screening
- **Age/Gender Exams: Women 40 and Over Must Complete** – Annual Mammogram
- **Age/Gender Exams: Women 21 and Over Must Complete** - Annual Physical
- **Age/Gender Exams: Men 50 and Over Must Complete** – Colonoscopy & Annual Physical



## STEP 4: EARN 100 POINTS IN ADDITIONAL ACTIVITIES

**DEADLINE: NOVEMBER 30, 2020**

Collect **100 points** by participating in activities listed below. Submission methods are listed on the following page. The additional activities are also listed on the Wellness Portal within **ResultsNow** accessed via the Portal **MENU**.

ACTIVITIES	POINTS
<b>Preventive Exams</b> Complete and submit the <b>Preventative Screening Form</b> or an Explanation of Benefits (EOB). Exams must take place between <b>January 1, 2020</b> and <b>November 30, 2020</b> . Eligible exams include a Vision Exam or a Dental Exam. (Limit 1 per type of exam per year)	25
<b>Race Participation (Limit 2 per year)</b> Participate in a walking, running, swimming, or bicycling event with a minimum distance of 5K. Submit proof of participation such as a confirmation email, receipt, registration information, etc.	25
<b>Physical Activity (Limit 1 per year)</b> Log <b>100 workouts</b> during the wellness year using the Physical Activity Log or other means of tracking.	25
<b>Volunteer/Community Wellness (Limit 2 per year)</b> Volunteer at charity events/drives. Company sponsored events to be announced throughout the year. Submit proof of a minimum of 3 hours of service per event/drive.	25
<b>e-Learning Series</b> Complete an e-Learning Series under the e-Learning section from the homepage or via the Portal <b>MENU</b> . You must begin by <b>October 5, 2020</b> to complete the entire series by the <b>November 30, 2020</b> . Available e-Learning Series to choose from: Nutrition for Healthy Living, Sleep and Your Health, Stress Management.	25

## INCENTIVES

You must complete the biometric screening and lab work, the Know Your Number Assessment, complete the age/gender preventative exams, and earn **100 points** in additional activities to be eligible for the health savings bi-weekly credit.

**\*Please Note:** Employees and spouses can complete the program independent of one another.

### MEDICAL ENROLLMENT STATUS

### INCENTIVE

Employees & Spouses on the Medical Plan

Health Savings Bi-weekly Credit effective January 2021

**New Hire Notice:** Those hired **on or after September 1, 2020** will only be required to complete the Biometric Screening and the Know Your Number Assessment in order to be eligible for the Health Savings Bi-Weekly Credit effective January 2021.



# WELLNESS PORTAL

In order for your participation in the program to be tracked, employees must be registered under the University of Findlay Portal. If you do not have an account, please follow the instructions below.

## ONE-TIME BATCH REGISTRATION INSTRUCTIONS

### LOG INTO THE WELLNESS PORTAL

1. Go to [www.wellworksforyoulogin.com](http://www.wellworksforyoulogin.com)
2. Your username will be: **UniversityofFindlay\_EmployeeID** (Employee) or **UniversityofFindlay\_EmployeeIDS** (Spouse)
3. Your temporary password\* will be: **Date of Birth in MM/DD/YYYY format** (slashes included; includes leading zeros)
4. Accept the terms of the Consent Form
5. Fill in the required information

**\*Please Note:** The temporary password is only for the first time you access the Portal and you will be prompted to change it upon entry. If you have accessed the Wellness Portal in the past, you should continue to use your existing password.

## EMPLOYEES HIRED AFTER 11/1/2019 SELF-REGISTRATION INSTRUCTIONS

### REGISTER ON THE WELLNESS PORTAL

1. Go to [www.wellworksforyoulogin.com](http://www.wellworksforyoulogin.com)
2. Click the link to create an account as a **New Member**
3. Enter your Company ID: **12285**
4. Complete the registration process

# ADDITIONAL INFORMATION

## VIEW DETAILS FOR PROGRAMS, EVENTS, AND ACTIVITIES

Events are listed on your personal Wellness Portal within **ResultsNow**. You can access this via the **ResultsNow** section on the homepage or via the **MENU** page. To view more details about a program component, select Click for Details. If there are sub-events associated with a component, they will display in the pop-up. Click the **+** and **-** buttons to expand or minimize the details of the sub-events.

## VIEW AND DOWNLOAD DOCUMENTS FOR COMPLETION

All forms are located in your Wellness Portal within the **Wellness Locker** accessed via the Portal **MENU** or homepage section. Download and/or print PDF forms for completion.

## VIEW YOUR PARTICIPATION

Wondering what you have completed to date?

1. Log into your **Wellness Portal** ([www.wellworksforyoulogin.com](http://www.wellworksforyoulogin.com))
2. View your program status right on the homepage!
3. For more details, click an icon within the **ResultsNow** section of the homepage or use the Portal **MENU** to access the **ResultsNow** page
4. A large green check mark will display over the icon once the component's requirements are complete
5. Click an icon or select **Click For Details** to view a list of available options for each program component
6. A small green check mark will be visible in the Completed column once an event is complete

**PLEASE NOTE:** Wellworks For You requires at least 7-10 business days for processing and participation to be updated in the Wellness Portal.

## SUBMIT YOUR COMPLETED DOCUMENTS BY NOVEMBER 30, 2020

All forms should be submitted to the Wellworks Forms Department. Submit your completed forms in **one (1)** of the following ways:

- **Scan and email:** [forms@wellworksforyou.com](mailto:forms@wellworksforyou.com)
- **Upload to Portal:** Click **Contact Us** on the main menu bar of the Portal, or via the Portal **MENU**, and use the **Attach File** button to select a file from your computer. Users are limited to one (1) file per email.
- **Mail:** 70 East Lancaster Avenue, Frazer, PA 19355, Attention: Forms Department

## THE FINE PRINT

The University of Findlay's 2020 wellness program is a voluntary wellness program available to all employees and spouses covered on the medical plan. 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 health risk assessment, Know Your Number, 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 an Annual Physical with Lab Work, which will include a lipid panel/glucose blood test and body measurements, complete the age/gender preventative exams, and earn 100 points by participating in additional activities. You are not required to complete these components. However, employees and spouses who choose to participate in the wellness program will receive Health Savings Bi-weekly Credit effective January 2021.

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 HRA 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. 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 the University of Findlay 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.