



Wellness Program Manual

Effective July 1, 2019 to June 30, 2020

Employees and spouses who feel that they cannot comply with the Wellness Program should contact the Wellness Coordinator at wellness@medford.k12.wi.us to review alternative standards. Alternative standards are reviewed on an individual basis.

WELLNESS PROGRAM OVERVIEW

Medford Area Public School District Wellness Committee has created a worksite wellness program to create, support, and promote activities that foster good physical health and well-being for all employees and spouses. The program is dedicated to enhancing the mind, body, and spirit of MAPS employees and spouses and is designed to empower them to take responsibility for their health and well-being. As an incentive for active participation, your health insurance dollars are discounted for program participation and completion. However, the best reward is the improvement of personal health.

REGISTRATION AND REWARDS

Participation in the Wellness Program is voluntary and recommended for all MAPS employees and their spouses. Full participation involves (1) completing the Biometric Screening (2) completing a Health Risk Assessment (HRA) online (3) participating in a minimum of one coaching session (onsite or telephonic) if the healthy test out criteria listed below is not met and (4) accruing a minimum of 100 wellness program points throughout the wellness program year (with at least 25 points coming from the Physical Fitness category) if the healthy test out criteria is not met. These four areas are the primary components of participating in the wellness program. All must be met by the specified deadlines in order to be eligible for the MAPS Wellness Program incentive.

IMPORTANT PROGRAM DEADLINES

Biometric Screening: Results may be submitted from appointments that occurred between the dates of March 1st – August 31st, 2019. Results must be received by Aspirus Business Health no later than August 31st, 2019.

Health Risk Assessment (HRA): This is an online questionnaire that is completed annually on the wellness portal. Access to this questionnaire is available once biometric screening results have been submitted and entered into the wellness portal. Due by October 31st, 2019.

Health Coaching: Onsite and telephonic health coaching sessions will be available throughout the wellness program year. Appointments can be made online through the wellness portal, or by calling 844-309-1269. Appointments are for 15 minutes. Must be completed by June 30th, 2020.

100 Wellness Program Points: Participants must accrue a minimum of 100 Wellness Program Points per wellness year. A minimum of 25 points must be earned from the Physical Activity category per wellness year to be eligible for the incentive. A maximum of 30 points can be earned from the *Life Enrichment* and *Community* categories per wellness year.

Participants who have lab results and biometric measurements that fall into ALL 4 “healthy test out” categories outlined below will not need to complete a health coaching session OR track and submit any points for the year, they will automatically be granted 100 points. Participants have from July 1, 2019 to June 30, 2020 to meet the Healthy Test Out requirements. If the participant fails to meet them by the June 30, 2020 deadline, the participant will still be responsible for submitting 100 points AND completing at least one health coaching session to be compliant with the wellness program by the June 30th deadline.

“Healthy Test Out” is defined as:

Blood pressure: 120/80 or under OR Primary Care Provider Blood Pressure Form

Cholesterol: Cholesterol: 200 or less - OR - ASCVD Score of less than 7.5%

- o ASCVD factors Gender, Age, Race, HDL Cholesterol, Total Cholesterol, Systolic Blood Pressure, Diabetes (Yes/No), Treatment for Hypertension (Yes/No), Smoker (Yes/No)

BMI: 25 or less OR Body Fat: 32% or less for women and 25% or less for men
Completion of an annual exam/preventative care visit: Visits cannot be used for more than one wellness program year, and cannot be older than the previous wellness program year.

INCENTIVE

To incentivize you to participate in all of the primary program components, a premium differential is being put in place for those who participate in the wellness program versus those who choose not to. This differential is \$65 per employee and an additional \$65 for a spouse per month. **These amounts are *in addition* to the standard percentage of premium you already have deducted from your paychecks.

DOCUMENTATION

To document Wellness Program points, participants must self-record their points via the wellness portal (www.managewell.com); See appendix A for portal registration instructions. Alternatively, participants may fill out the MAPS Wellness Accountability Log and submit it to your Building Wellness Representative or the Wellness Coordinator on an annual basis. However, it is recommended that participants self-record their points via the wellness portal to ensure points are entered in a timely manner. It is important to use the **most current** form for each year. The form may be subject to change to improve the process for all Wellness Program participants. Points must be entered into the portal/turned in by the end of the wellness year (June 30, 2020) in order to receive the incentive. If points are not entered/turned in on time, you will forfeit your health insurance discount incentive for the next year. We are not requiring you to attach your documentation or proof of participation in events or activities; however, you should keep these records in your file as random audits may be completed for participants.

WELLNESS REPRESENTATIVES/CONTACTS

Your Wellness Coordinator is Patrick Somsen from Aspirus Business Health. He can be reached at (715) 847-0439, or via email at wellness@medford.k12.wi.us. In addition, there is a wellness box in the office at each school (and on the back bulletin board at District office) to turn in your tracking logs or other information. Scheduled hours onsite at each building will be available for you to touch base with your wellness team. Wellness activities, forms and additional information can be found on the Medford Schools homepage: <http://www.medford.k12.wi.us/do/index.htm>

In addition, please feel free to contact your Building Wellness Representatives at:

MASH: Sam Eckert
Email: eckersa@medford.k12.wi.us
Phone: 715-748-5951

MAMS: Lisa Derfus
Email: derfuli@medford.k12.wi.us
Phone: 715-748-2516 ext. 262

MAES: Janel Englebert
Email: engleja@medford.k12.wi.us
Phone: 715-748-2316 ext. 361

SES: Jamie Schnabel
Email: schnaja@medford.k12.wi.us
Phone: 715-678-2600 x151

TCEDB: Ember Roberts
Email: ember.roberts@ruralvirtual.org
Phone: 888-801-2666 ext. 822

District Office: Anne Fleegel
Email: fleegan@medford.k12.wi.us
Phone: 715-748-4620 ext. 534

District-wide (school nurse):Mindy Schwarz
Email: schwami@medford.k12.wi.us
Phone: 715-748-5951 ext. 432

DEFINITIONS / CLARIFICATIONS

BEHAVIORAL ACTIVITIES		
Points	Category: Prevention	
5-20	Preventative Care Visits/Screenings:	Please enter the date that you received this exam/preventative care visit/screening. Points in the Prevention column must be redeemed in the year they were completed.
Points	Category: Nutrition	
10	3 - A - Day Program	Participants would need to eat a minimum of three fruits and three vegetables per day, every day, for one month.
10	8 Glasses a Day Program	Participants would need to drink at least eight, eight ounce glasses of water per day, for one month.
10	Eat Healthy Meals (10 meals/month)	Participants would need to eat a minimum of 10 healthy meals per month.
10	Food Journal	Employees would need to complete a food journal for at least one month during that year (a minimum of five days per week). You are welcome to use your own journal or request a sample from the Wellness Coordinator. Or visit websites like MyFitnessPal.com for a free web-based log system. These sites are able to analyze your intake and provide reports.
10	Organized Wellness Nutrition Activity	The MAPS Wellness Committee will offer organized nutrition activities through the year. Examples include: meal exchange, progressive healthy lunches, and healthy programs through the wellness program.
Points	Category: Physical Activity MINIMUM REQUIREMENT: 25 Points Physical Activity per Wellness Year	
5	Monthly Challenge	Stretch of the Month: Complete the challenges provided each month to receive points.
2	Organized Wellness Activity/Organized Fitness Event:	Participated in an organized event such as a 5k Run/Walk, Snowshoe Race, exercise equipment demonstration, etc. Please document event date on your log.
15	Play an Organized Sport (8-10 wks):	Any organized sport in which you participate in a minimum of 8 weeks throughout the year. Examples might include volleyball, golf, basketball, softball, etc.
10-50	Documented Workouts: (gym visits, activity device tracking, personal fitness log, etc.)	A print-out of your fitness center attendance may be obtained from Aspirus Therapy & Fitness or bring in a copy from another fitness center that you attend. Or you may provide a print-out/photo/screen shot from your activity device tracker (FitBit/Garmin/etc) or fitness tracking app. You may also provide us with a paper document of your fitness workouts which include the mode of activity (what you did) and time. (Please note that the Wellness Coordinator will not be evaluating the details of your workout only completion of the required number of events)
Points	Category: Healthy Living	
15	Quarterly Challenge	Each quarter (3 months) of the wellness program year a wellness challenge will be offered. Participants who successfully complete all of the necessary components of the challenge within the specified timelines are eligible to earn 15 wellness program points.
5	Optional Health Coaching	Participants have the opportunity to have unlimited telephonic and/or onsite health coaching with Aspirus Wellness Health Coaches. This model uses an asset based approach that provides

		one on one education, support, and guidance which enables each participant the opportunity to set realistic, personal, and sustainable health goals based on their individual readiness to change. Each optional health coaching session is worth 5 points
5	Breastfeeding	Participants who breastfeed can obtain 5 points per month that they are actively breastfeeding/pumping
10	Other, Please Describe & Attach Supporting Materials	Please describe and provide any supporting documentation. This includes activities related to prevention education.
10	Quarterly Monitoring Log	Participants can monitor one or a combination of the following: Weight, Body Fat, BMI or Blood Pressure with the Wellness Coordinator, Health Coach, Wellness Committee Members, or on their own for a quarter (12 weeks) to receive wellness points.
5	Mental Health Activity	Participants can earn points for mental health activities throughout the year. Examples include counseling sessions, meditation, relaxation, etc.
Points	Category: Educational Activity	
5	Attend Wellness Speaker	The MAPS Wellness Program will host presentations and educational speakers throughout the year. Please document activity and date on your log.
5	Monthly Challenge	Complete the challenges provided each month to receive points.
5	Pregnancy Class (per month)	Examples include: Lamaze, breastfeeding, child birthing, infant nutrition.
5	Safety-Risk Class	Examples include: CPR or First Aid.
25	Tobacco Cessation Program	Participants will receive wellness points for participating in and completing a tobacco cessation program.
30	Weight Management Program	Participate in an organized weight management program for a minimum of 8 weeks. An example of this is Weight Watchers.
5	Wellness Video	Watch a Wellness DVD from the District Office. Please document activity and date on your log.
COMMUNITY & LIFE ENRICHMENT ACTIVITIES		
Points	Category: Community Activity (LIMIT: 30 Points per Wellness Program Year)	
5	Attend School or Community Event	Participants will receive wellness points for attending a school or community event outside of the expectations of their job responsibility. Examples include plays, concerts, athletic events, church, etc. Please document activity and date on your log.
10	Coaching a Sports Team (per season)	Participants will receive wellness points for coaching a sports team for an entire season.
2	Refereeing	Participants will receive wellness points for refereeing a sporting event.
5	Donate Blood	Participants will provide a date when they donated blood as a part of a community blood drive.
5	Highway Clean Up / Work Day	Participants will provide a date when they participated in a highway clean up or work day event.
5	Volunteer for a Recognized Charity / Event	Examples include Aspirus Volunteers, Junior Achievement, Big Brothers/Big Sisters, or other organized volunteering program.
5	Other special event promoted through Wellness Committee	The MAPS Wellness Program will let you know what events may count for this. Please document activity and date on your log.

COMMUNITY & LIFE ENRICHMENT ACTIVITIES, continued		
Points	Category: Life Enrichment (LIMIT: 30 Points per Wellness Program Year)	
5	Acupuncture	Participants can earn points by completing appointments for Acupuncture. Please document the appointment date on your log.
5	Chiropractor	Participants can earn points by completing preventative appointments for Chiropractic services. Please document the appointment date on your log.
5	Continuing Education Course	Participants can obtain points by completing continuing education courses. Examples include college courses and professional certifications (please note this should be obtained through a course – not a single class).
5	Life Enrichment Course	Participants can earn points by completing life enrichment courses. Examples include stress management, conflict resolution, pottery, art, writing, music class.
5	Massage Therapy	Participants can earn points by receiving massages from a licensed Massage Therapist. Please document the appointment date on your log.
5	Other (Please Describe)	Participants can earn points by completing life enrichment activities. Please describe and provide any supporting documentation.

If you have any questions regarding activities or the point system, please contact our Wellness Coordinator at wellness@medford.k12.wi.us.

NOTICE REGARDING THE MEDFORD AREA PUBLIC SCHOOL DISTRICT WELLNESS PROGRAM

Medford Area Public School District Wellness Program is a voluntary wellness program available to all employees. 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 or "HRA" 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, which will include a blood test for total cholesterol, HDL, LDL, triglycerides, and glucose. You are not required to complete the HRA or to participate in the blood test or other medical examinations.

However, employees who choose to participate in the wellness program will receive an incentive of discounted medical premium for 1) completing the biometrics screening 2) completing a Health risk assessment (HRA) online 3) participate in a minimum of one coaching session (onsite or telephonic) and 4) earn a minimum of 100 points per wellness year. Although you are not required to complete the HRA or participate in the biometric screening, only employees who do so will receive the discounted medical premium.

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 the Wellness Coordinator at wellness@medford.k12.wi.us.

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, such as additional coaching sessions. You also are encouraged to share your results or concerns with your own doctor.

We are required by law to maintain the privacy and security of your personally identifiable health information. Although the wellness program and Medford Area Public School District may use aggregate information it collects to design a program based on identified health risks in the workplace, Medford Area Public School District Wellness Program 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.

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 the Wellness Coordinator at wellness@medford.k12.wi.us.

August 31, 2016

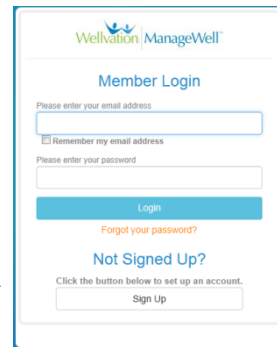
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How to Register on the Medford School District Wellness Portal

Aspirus Business Health is excited to partner with the Medford Area School District Wellness Program to provide you with access to a new personal online Wellness Center, www.managewell.com. This website features valuable health programs and tools as well as a central location for storing and tracking your wellness efforts.

Logon to the website www.managewell.com and follow the instructions below to register and get started today.

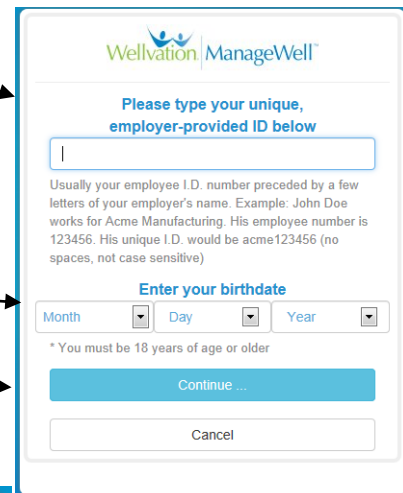
1. Go to www.managewell.com and click on "Sign Up."



The screenshot shows the 'Member Login' page. It has a 'Please enter your email address' field, a 'Remember my email address' checkbox, a 'Please enter your password' field, and a 'Login' button. Below the login fields, there is a 'Forgot your password?' link and a 'Not Signed Up?' section with a 'Click the button below to set up an account.' instruction and a 'Sign Up' button.

2. Enter your "Unique ID."

This Unique ID is the first few letters of your company, "MAPS", followed by your employee ID number. Covered spouse/domestic partner will add the letters "SO" at the end.

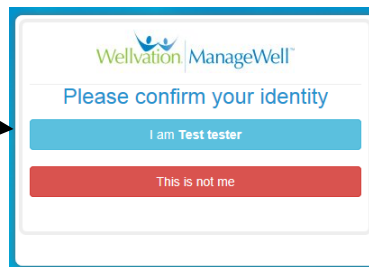


The screenshot shows a registration step titled 'Please type your unique, employer-provided ID below'. It features a text input field. Below the field, there is explanatory text: 'Usually your employee I.D. number preceded by a few letters of your employer's name. Example: John Doe works for Acme Manufacturing. His employee number is 123456. His unique I.D. would be acme123456 (no spaces, not case sensitive)'. There is an 'Enter your birthdate' section with dropdown menus for 'Month', 'Day', and 'Year'. A note states '* You must be 18 years of age or older'. At the bottom are 'Continue ...' and 'Cancel' buttons.

3. Enter your date of birth.

4. Select "Continue..."

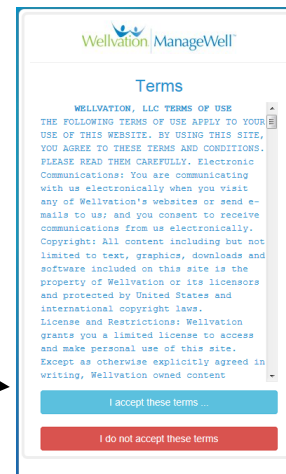
5. Confirm your name.



The screenshot shows a confirmation screen titled 'Please confirm your identity'. It has two buttons: a blue 'I am Test tester' button and a red 'This is not me' button.

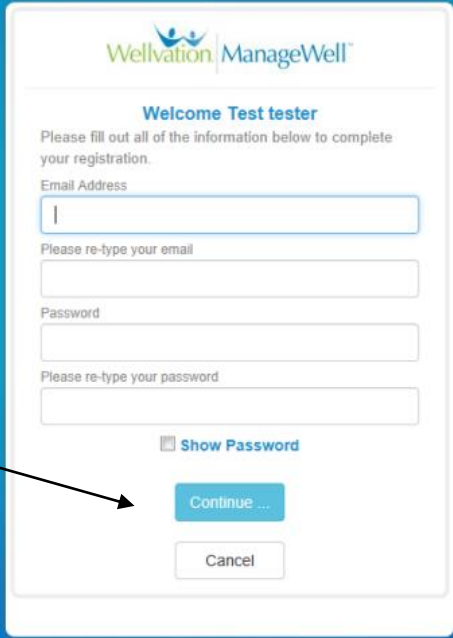
6. Read through the "Terms".

7. Select "I accept these terms."



The screenshot shows the 'Terms' page. It contains the text: 'WELLVATION, LLC TERMS OF USE THE FOLLOWING TERMS OF USE APPLY TO YOUR USE OF THIS WEBSITE. BY USING THIS SITE, YOU AGREE TO THESE TERMS AND CONDITIONS. PLEASE READ THEM CAREFULLY. Electronic Communications: You are communicating with us electronically when you visit any of Wellvation's websites or send e-mails to us; and you consent to receive communications from us electronically. Copyright: All content including but not limited to text, graphics, downloads and software included on this site is the property of Wellvation or its licensors and protected by United States and international copyright laws. License and Restrictions: Wellvation grants you a limited license to access and make personal use of this site. Except as otherwise explicitly agreed in writing, Wellvation owned content'. At the bottom are two buttons: a blue 'I accept these terms ...' button and a red 'I do not accept these terms' button.

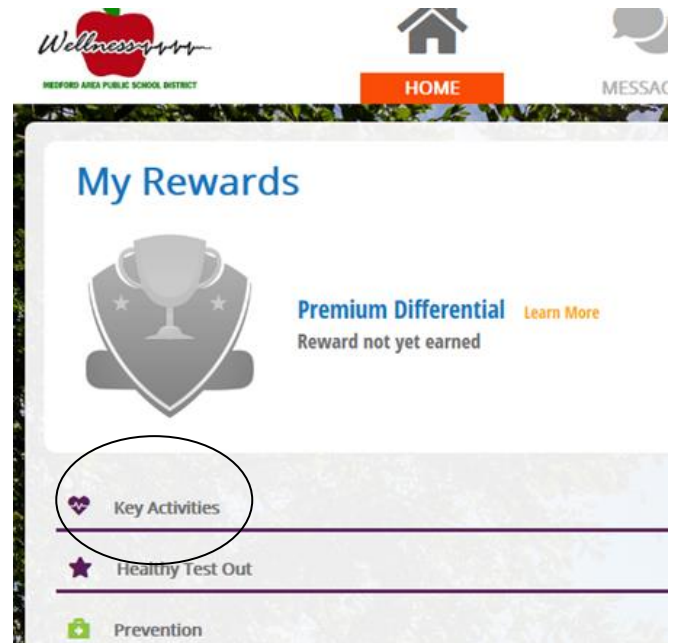
8. Enter a unique and valid email address and password.
Remember these for the next time you log in to the website.



The screenshot shows a registration form titled "Welcome Test tester". It includes fields for "Email Address", "Please re-type your email", "Password", and "Please re-type your password". There is a "Show Password" checkbox and "Continue..." and "Cancel" buttons. An arrow from step 8 points to the "Email Address" field.

9. Select "Continue..." Take will take you to your Home/Dashboard page.

10. Welcome to your personal Wellness Center, where you can complete your Health Risk Assessment, track progress, utilize daily health trackers for nutrition, exercise & weight, sync your activity tracker, and engage in well-being activities offered through the MAPS Wellness Program.



11. Click "Key Activities" to sign up for your onsite Biometric Screening.

Questions about registering or navigating the webpage? Contact Aspirus Business Health at 844-309-1269 or by email at wellness@aspirus.org