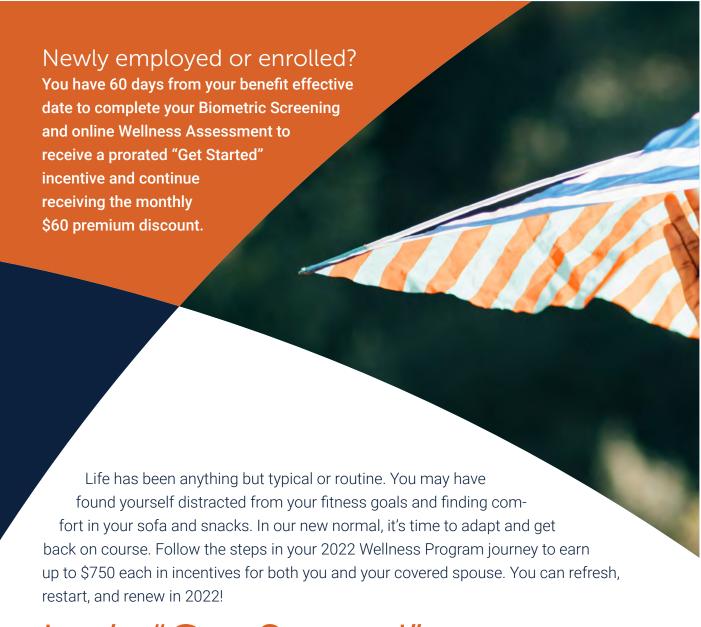


### 2022 EMPLOYEE WELLNESS PROGRAM GUIDE

November 22, 2021 – November 18, 2022





## Let's "Get Started"

If you completed the Biometric Screening and online Wellness Assessment by March 31, 2021, and earned at least 10 points, you will receive the \$100 "Get Started" incentive. Your covered spouse will also receive the "Get Started" incentive if they completed the same tasks. This incentive will be deposited into your Health Savings Account (HSA) or Health Reimbursement Arrangement (HRA) on the first pay date in January 2022.



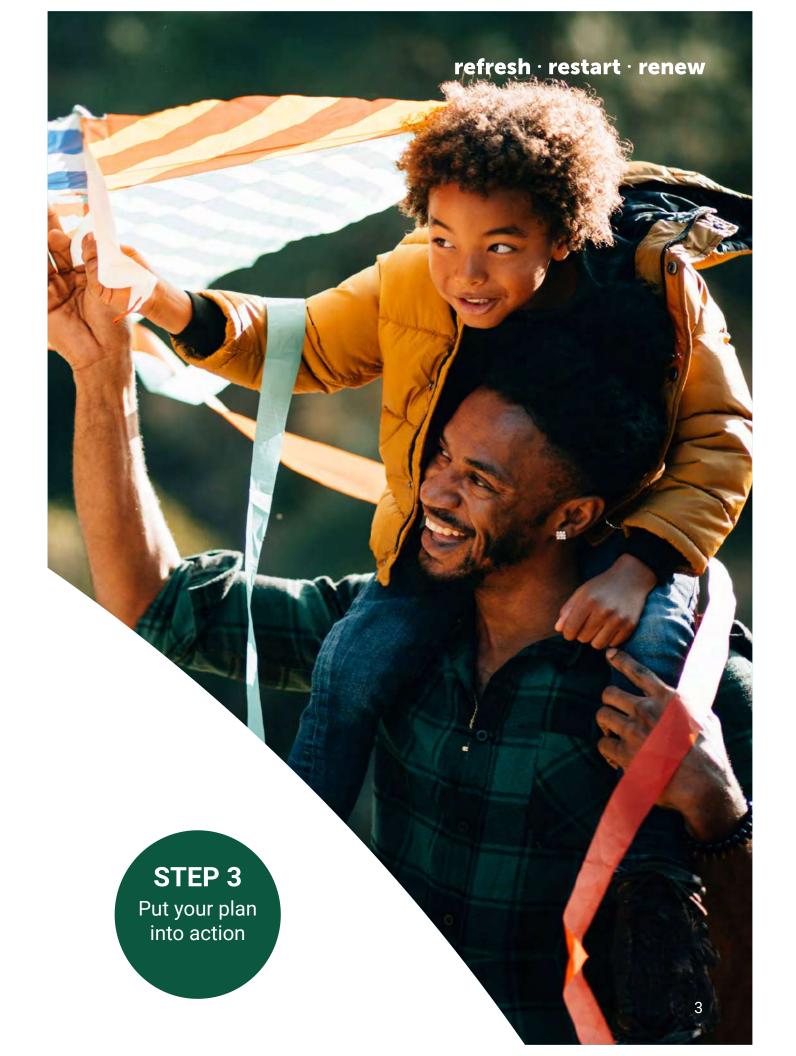


STEP 2

Make a

wellness plan





# Step 1 Get a picture of your health

Accomplish the following activities by March 31, 2022, to earn the \$720 premium discount for 2023. Completing both activities will unlock wellness incentives for 2022.

#### 1. Biometric Screening

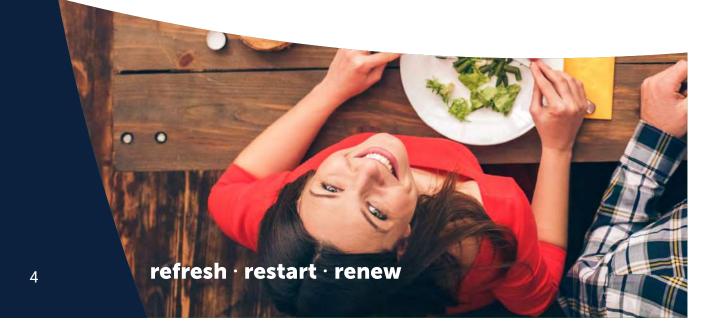
You have several ways to complete your Biometric Screening:

- At a free onsite screening event: Schedule at GCBeWellBeSafe.com.
- At the Gwinnett Employee Wellness Center: Call **678.377.4080** to schedule your appointment. There is no charge.
- With your primary care doctor: Download the *Physician Screening Form* from **GCBeWellBeSafe.com**. Follow the instructions on the form to submit.

#### 2. Online Wellness Assessment

The online Wellness Assessment is a questionnaire about your health. Take the online Wellness Assessment at GCBeWellBeSafe.com.

You'll save \$720



## Step 2 Make a wellness plan

You and your wellness coach can use the information from your Biometric Screening and online Wellness Assessment to set wellness goals. Creating a wellness plan also earns you \$100 in wellness incentives that will be deposited into your HSA/HRA in 2022.

Begin by contacting one of these wellness professionals:

- Gwinnett Employee Wellness Center clinician: Call 678.377.4080 to schedule your appointment.
- Onsite Wellness Advocate: Make an appointment online at GCBeWellBeSafe.com. Select the Events and Classes tab.
- Telephonic coach: Log in to GCBeWellBeSafe.com to see your coach's contact information and to schedule an appointment.

You and your spouse will each earn \$100



## Step 3 Put your plan into action

Between November 22, 2021, and November 18, 2022, participate in activities that help you reach your wellness goals. As you participate, you'll earn points toward your wellness incentives that will be deposited into your HSA/HRA in 2022 after each 10 points you earn.

#### You'll earn:



Completing the Biometric Screening, online Wellness Assessment, and your first 10 activity points will earn you the "Get Started" incentive in 2023.

## Wellness Point Activities

One Point Per Activity	
Wellness and nutrition goals: nutrition, sleep, mindfulness	Goal setting required
Asset Health online courses	70% or better on test
Blood donation	one per year
Immunizations	one per year
Community volunteer (four-hour minimum)	one per year
Approved employee informational events	Promo code required
Obtain CPR/AED certification or recertification	Documentation required
Attend the Gwinnett County Wellness Fair	Promo code required
Preventive care visit: routine annual exam, routine colonoscopy, vision exam, dermatology exam/screening, annual gynecological exam, routine mammogram, dental exam, prostate-specific antigen test	Documentation required
Three Points Per Activity	
Meet with a Voya retirement representative	Promo code required
Fitness goals: steps, strength, cardio	Goal setting required
Programs and challenges	As defined by program details
Six Points Per Activity	
Programs and challenges	As defined by program details
Tobacco cessation programs	Documentation required
Weight loss programs (e.g. WW, Jenny Craig, etc.)	Documentation required
Wellness coaching (onsite or telephonic) at least 30 days apart	Awarded after second session
Serve as a wellness champion	Based on previous year's participation
Upload proof of COVID-19 vaccination *Deadline for this incentive subject to County guidelines	Documentation required

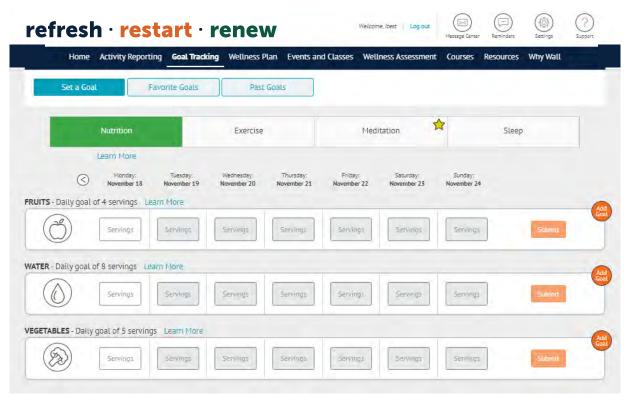
## Setting Goals

You must set up your goal before you begin tracking it. All goals are five weeks long with a five-day grace period. Start by taking these steps:

- 1. Log in to GCBeWellBeSafe.com and go to the Goal Tracking tab.
- 2. Select a category, such as Nutrition, Exercise, Meditation, or Sleep.
- 3. Click on the Add a Goal button to start your goal.
- 4. Follow the guided prompts to set up your goal. Set a start date, provide a goal name, and then submit.
- 5. Begin tracking your activity in the newly created goal. You must click *Submit* to finish reporting your activity.

#### Tools to track your points

- GCBeWellBeSafe.com: It's mobile friendly
- Asset Health mobile app
- Fitness trackers: You can link some fitness trackers to GCBeWellBeSafe.com
  to have your data automatically loaded into the system. Compatible trackers
  include, but aren't limited to: Jawbone Up, Adidas, Fitbit, Under Armour, Apple
  Health, and more. The site also has a full list of trackers and instructions on
  how to link your device. For continuous tracking, reset your goal every five
  weeks by logging in to GCBeWellBeSafe.com.







#### What is a Wellness Program?

Gwinnett is invested in the health and wellness of its employees and their families. Wellness programs encourage participation in activities that promote a healthy lifestyle and financial awareness.

#### What is a Biometric Screening?

A Biometric Screening is a measurement of height, weight, body mass index, blood pressure, cholesterol, and glucose. The results of these measurements provide a reliable picture of your overall physical health. A Biometric Screening can be done at the Wellness Center after your benefits are effective, at your primary care physician's office with an accompanying form, or at any one of the many onsite screening events around various County facilities.

#### What is the online Wellness Assessment?

The online Wellness Assessment is a series of questions that, in combination with the results of your Biometric Screening, rates your health risks and identifies areas of concern. The answers you give on your online Wellness Assessment and the results of your Biometric Screening are completely confidential.

#### What does Gwinnett do with this information?

The overall goal for the Biometric Screening and online Wellness Assessment is to benchmark and evaluate changes in your health status. Gwinnett does not have access to individual data. Information is presented to us as a group to indicate trends. Tracking this information through our third-party wellness vendor, Asset Health, allows us to analyze the overall health of employees in order to provide information and tools for the upcoming wellness year.

#### What are wellness points?

You can earn points by completing activities. Examples include:

- One point: attending a Lunch and Learn, tracking nutrition goals, visiting the County's Wellness Fair, giving blood
- Three points: meeting with a Voya Retirement representative, tracking fitness goals
- Six points: participating in one of the County's wellness challenges, meeting twice with an onsite or telephonic Wellness Coach (not including your "Make a Wellness Plan" session)

In 2022, employees and their covered spouses must each complete a Biometric Screening and online Wellness Assessment, accumulate 30 points, and make a Wellness Plan to earn the full wellness incentive funds. Choose the activities that you would like to complete from any category to earn 30 points. By logging your points on the website, you can earn incentives. For more information, visit GCBeWellBeSafe.com.

#### What are wellness incentive funds?

Incentives are funds earned by employees and covered spouses after earning points. These incentive funds can be used to pay for qualifying medical expenses for employees and any eligible dependents. All incentive funds will be deposited into an employee's HSA or HRA account, administered by WEX, Inc.

#### When are wellness incentive funds paid?

Beginning in February 2022, for any activity that is completed, including the Biometric Screening and online Wellness Assessment, on or before the 15<sup>th</sup> of the month, funding will occur on the second paycheck of the following month. If the activities are completed after the 15<sup>th</sup> of the month, funding will occur the second paycheck of the second month following completion. When planning your retirement or leaving the County, keep the timeline above in mind. Wellness incentive funds must be paid out before your last paycheck from the County. After your final paycheck, the County cannot release funding to your HSA or HRA, so any unpaid incentives will be forfeited.

Please note: Spousal incentives can only be deposited if they are still covered on your benefits at the time of the deposit.

### What documentation can I upload for points? What information needs to be on the documentation? What do I do if my documentation is denied?

Some activities require documentation in the 2022 Wellness Program before you can earn your points. Examples include:

- CPR: certificate
- Weight loss programs: receipt for payment
- Provider visits: documentation must include your name, the provider's name, date of service, and service provided. An Explanation of Benefits or a Summary of Coverage usually has the required information.

Asset Health will review the uploaded document within 10 business days. If your documentation is approved, you will see a green check mark and your points will be awarded. If your documentation is denied, you will see a red paper clip and receive an email with an explanation about the denial. You can resubmit correct documentation. Asset Health's servers are secure and HIPAA compliant. Your personal health information is not visible to Gwinnett, the Benefits Division, or any other parties.

#### What are the deadlines?

Employees need to complete the online Wellness Assessment and Biometric Screening by March 31, 2022. Completing these two tasks unlocks your ability to earn incentive funds and the premium reduction for 2023. Your Wellness plan and points must be completed by November 18, 2022.



## Questions?

770.822.7915

Benefits@GwinnettCounty.com GCBeWellBeSafe.com