



2022 EMPLOYEE WELLNESS PROGRAM GUIDE

November 22, 2021 – November 18, 2022



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Newly employed or enrolled?
You have 60 days from your benefit effective date to complete your Biometric Screening and online Wellness Assessment to receive a prorated "Get Started" incentive and continue receiving the monthly \$60 premium discount.

Life has been anything but typical or routine. You may have found yourself distracted from your fitness goals and finding comfort in your sofa and snacks. In our new normal, it's time to adapt and get back on course. Follow the steps in your 2022 Wellness Program journey to earn up to \$750 each in incentives for both you and your covered spouse. You can refresh, restart, and renew in 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.



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STEP 3

Put your plan
into action

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](https://www.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](https://www.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](https://www.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 **GCBWellBeSafe.com**. Select the *Events and Classes* tab.
- Telephonic coach: Log in to **GCBWellBeSafe.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:



You	\$100	\$150	\$300
Your spouse	\$100	\$150	\$300

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.

The screenshot shows the 'Goal Tracking' section of the GCBeWellBeSafe.com website. At the top, there is a navigation bar with the site's logo 'refresh · restart · renew' and a user greeting 'Welcome, Itest' with a 'Log out' link. Below the navigation bar are several menu items: Home, Activity Reporting, Goal Tracking (highlighted), Wellness Plan, Events and Classes, Wellness Assessment, Courses, Resources, and Why Wall. The main content area features three buttons: 'Set a Goal', 'Favorite Goals', and 'Past Goals'. Below these are four category tabs: 'Nutrition' (selected), 'Exercise', 'Meditation' (marked with a star), and 'Sleep'. A 'Learn More' link is positioned below the 'Nutrition' tab. The interface then displays a weekly tracking grid for 'FRUITS' with a daily goal of 4 servings. The grid shows columns for Monday through Sunday, each with a 'Servings' input field. A 'Submit' button is located at the end of the row. To the right of the 'Submit' button is an 'Add Goal' button. Below the 'FRUITS' section are similar sections for 'WATER' (daily goal of 8 servings) and 'VEGETABLES' (daily goal of 5 servings), each with its own tracking grid and 'Add Goal' button.

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FAQs

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](https://www.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 15th of the month, funding will occur on the second paycheck of the following month. If the activities are completed after the 15th 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