



GWINNETT
IN
MOTION

2020 Employee Wellness Program Guide

November 18, 2019 – November 20, 2020

Gwinnett In Motion

Before You “Get Started” On Your Journey

If you and your covered spouse completed the Biometric Screening and online Wellness Assessment by March 31, 2019, and earned at least 10 points each, you will both receive the \$100 “Get Started” incentive. The “Get Started” incentive will be deposited into your Health Savings Account (HSA) or Health Reimbursement Arrangement (HRA) on the first pay date in January 2020.

Gwinnett County cares about you and your family’s health. When you feel your best, you have more energy for yourself, your family, your work, and your community. Follow the steps in your 2020 Wellness Program journey to earn up to \$750 each in incentives for both you and your covered spouse.

Newly enrolled
employee?

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 to receive the premium reduction of \$60 a month.



STEP 1
Get a picture
of your health



STEP 2
Make a
wellness plan



STEP 3
Put your plan
into action

Step 1

Get a picture of your health

Accomplish the following activities by March 31, 2020, to earn the \$720 premium reduction for 2021. Completing both activities will unlock wellness incentives for 2020.

1. Biometric Screening

You have several ways to complete your Biometric Screening:

- **At a free onsite screening event:** Schedule your time at gcbewellbesafe.com.
- **With your primary care doctor:** Download the physician screening form from gcbewellbesafe.com. Follow the instructions on the form and submit it to As-set Health.
- **At the Gwinnett Employee Wellness Center:** Call 678.377.4080 to schedule your appointment. There is no charge.

2. Online Wellness Assessment

A 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 2020.

“Make a Wellness Plan” session and/or coaching sessions must be spaced at least 30 days apart.

Begin by contacting one of these wellness professionals:

- **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 earn \$100



Step 3

Put your plan into action.

Between November 18, 2019, and November 20, 2020, participate in wellness activities that help you reach your wellness goals. As you participate in these activities, you'll earn points toward your wellness incentives that will be deposited into your HSA/HRA in 2020 after each 10 points you 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 2021.

Tools to track your points

- **gcbewellbesafe.com:** It's mobile friendly
- **New Asset Health Mobile App**
- **Fitness trackers:** You can link certain fitness trackers to gcbewellbesafe.com to have your data automatically loaded into the system. Compatible trackers include, but aren't limited to:
 - Fitbit
 - Under Armour
 - Jawbone Up
 - Adidas

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.

Wellness Point Activities

1 Point Per Activity

Wellness and nutrition goals: nutrition, sleep, mindfulness	Goal setting required
Asset Health online courses	70% or better on test
Blood donation	Max: 1 per year
Immunizations	Max: 1 per year
Community volunteer (four-hour minimum)	Max: 1 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	Documentation required

3 Points Per Activity

Meet with the Voya representative	Promo code required
Fitness goals: steps, strength, cardio	Goal setting required
Programs and challenges	As defined by program details

6 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 and telephonic) at least 30 days apart	Awarded after 2 nd session
Serve as a wellness champion	Based on previous year's participation



Setting Goals

To get credit for meeting a goal, 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.

The screenshot shows the Gwinnett In Motion website's Goal Tracking section. At the top, the logo "GWINNETT IN MOTION" is displayed. To the right, there are navigation links: "Welcome, Itest | Log out" and icons for "Message Center", "Reminders", "Settings", and "Support". Below the logo is a dark blue navigation bar with links: "Home", "Activity Reporting", "Goal Tracking" (highlighted), "Wellness Plan", "Events and Classes", "Wellness Assessment", "Courses", "Resources", and "Why Wall".

The main content area has three tabs: "Set a Goal" (active), "Favorite Goals", and "Past Goals". Below these are four category buttons: "Nutrition" (highlighted in green), "Exercise", "Meditation" (with a star icon), and "Sleep". A "Learn More" link is under "Nutrition".

A calendar view shows dates from Monday, November 18 to Sunday, November 24. Below the calendar are three goal tracking rows:

- FRUITS** - Daily goal of 4 servings. Includes an apple icon, seven "Servings" input boxes, and a "Submit" button. An "Add Goal" button is on the right.
- WATER** - Daily goal of 8 servings. Includes a water drop icon, seven "Servings" input boxes, and a "Submit" button. An "Add Goal" button is on the right.
- VEGETABLES** - Daily goal of 5 servings. Includes a vegetable icon, seven "Servings" input boxes, and a "Submit" button. An "Add Goal" button is on the right.

Each row also has a "Learn More" link.

Gwinnett in Motion

FAQs

What is a Wellness Program?

Gwinnett County 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 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 the county.

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 County 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 County 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 point: meeting with the Voya Retirement representative, tracking fitness goals
- Six point: 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 2020, employees and their 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. Pick and choose the activities that you would like to complete from any category to earn your 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 spouses after completing and logging 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 Discovery Benefits.

When are wellness incentive funds paid?

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 time frames 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 listed on the file 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?

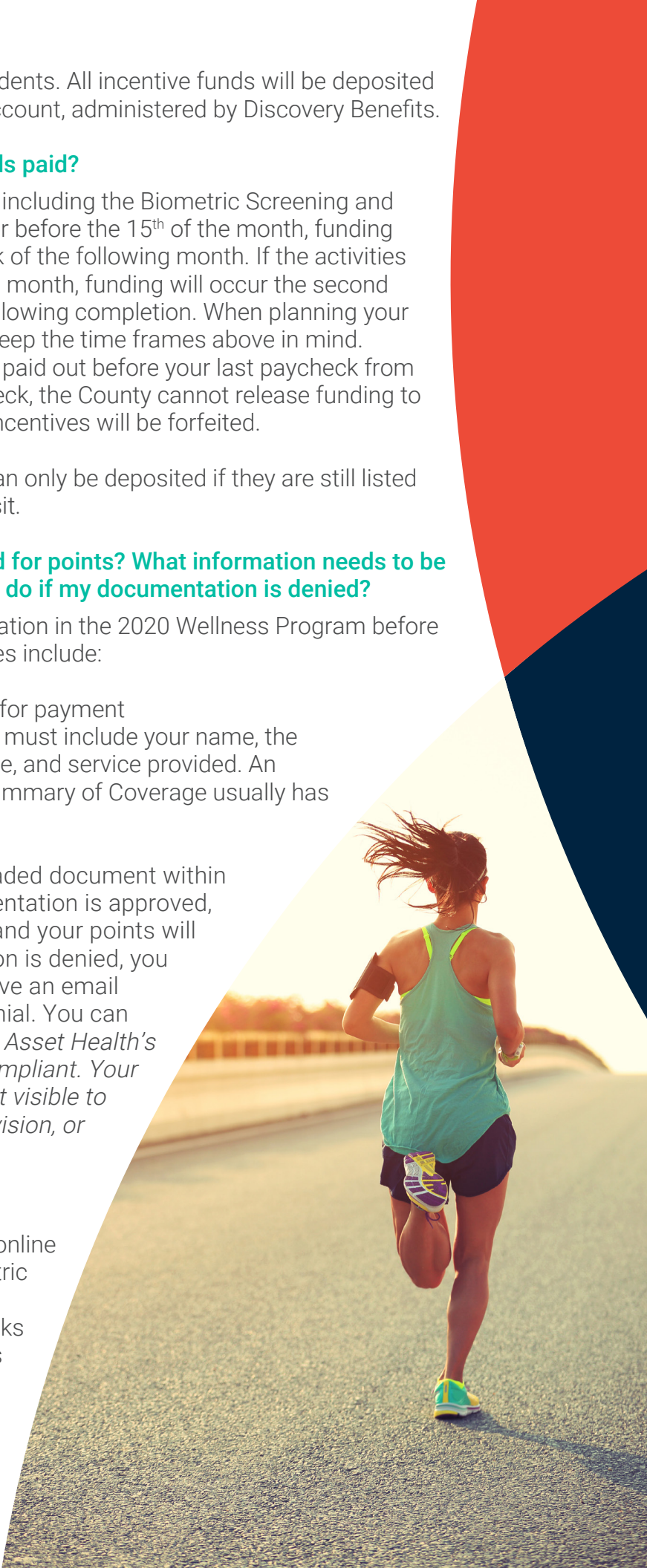
Some activities require documentation in the 2020 Wellness Program before you can earn your points. Examples include:

- 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 County, 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, 2020. Completing these two tasks unlocks your ability to earn incentive funds and the premium reduction for 2021. Your wellness plan and points must be completed by November 20, 2020.





Questions?

Call: 770.822.7932

Email: benefits@gwinnettcounty.com

Log on to: gcbewellbesafe.com