



Attention: All City of Milwaukee Employees and Spouses

Looking for a chance to participate in the 2016 wellness program to increase your personal health awareness and impact your health appraisal fee? It's EASY! Complete the 3-step appraisal and have a chance to WIN and be eligible for Healthy Rewards!

Your chance to WIN!
Your chance to SAVE!
Your chance to CHOOSE!

City of Milwaukee
Wellness and Prevention
Labor Management Committee
Members

- Dale Bormann, MPA
- Mike Brady, DER
- Mark Buetow, MPA
- Nancy Burns, SEIU
- Deborah Ford, DER
- Allen Jansen, MPFF
- Maurice Lyles, TEAM
- Dan Panowitz, DC 48
- Robin Pederson, AMAM
- Ken Wischer, DC 48
- Dennis Yaccarino, DOA
- Feliks Zajackowski, Local 494

Representatives

- Peter Washington
- Thomas Klusman, MPSP
- Kurt Jante, IBEW

Finish your labs before the end of August and you will be entered to win a \$400 Pick 'n Save gift card! Complete all steps by the end of September and you will be entered to win an additional \$400 Pick 'n Save gift card!

The enclosed information has instructions to complete the 3-step health appraisal. All steps must be completed by the deadline dates to avoid being charged a monthly health appraisal fee in addition to your health insurance premiums.

The health appraisal steps are:

- (1) **Lab Work:** Enclosed is a listing of participating lab locations. You must request an appointment online. Fasting blood draws must be done at least 2 weeks before your scheduled health appraisal session with the health coach.
- (2) **Online Health Questionnaire:** Your Account ID will be mailed with your lab results. Complete the online health questionnaire 24 hours prior to your health appraisal session or it will have to be rescheduled.
- (3) **Online Scheduling:** Schedule your 30-minute health appraisal session and your tobacco education session (if applicable) online!
 - **Tobacco:** If your lab results indicate tobacco use, reduce your health appraisal fee by attending one 90-minute tobacco education session.

Health appraisal sessions and tobacco education sessions will be conducted by Workforce Health. YOU MUST MAKE THE APPOINTMENTS FOR THESE PRIOR TO OCTOBER 31, 2015.

Your participation is not mandatory, but will increase your personal health awareness, and impact your health appraisal fee if you take the City's health insurance in 2016. Workforce Health must follow the same laws and regulations as your personal physician and will not share your personal health information with the City or its agencies. Workforce Health provides the City with aggregate data and general population health reports for future planning purposes.

Rewards for participating in a wellness program are available to all employees. If you think you might be unable to meet a standard for a reward under this program, you may qualify for an opportunity to earn the same reward by different means. Contact the DER at 414-286-2317 and we will work to find a program with the same reward that is right for you in light of your health status.

Contact Workforce Health at 414-777-3410 with any questions after you review the enclosed materials.

Members of the Wellness and Prevention Labor Management Committee

In partnership with



Workforce Health

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IMPORTANT DEADLINES

Complete by October 31, 2015

- Lab Work
- Online Health Questionnaire

Schedule by October 31, 2015

- Health Appraisal Session
- Tobacco Education Session

WELLNESS Your Choice Milwaukee

In order to avoid a health appraisal fee and be eligible for Healthy Rewards, you must complete the following:



Schedule and Complete Lab Work

- Schedule online at: www.pickatime.com/com/schedule
- PeopleSoft/Employee ID required for scheduling. Spouse's ID is Employee ID with "SP" at the end. Example: If Employee ID is 123456, Spouse ID would be 123456SP
- A valid e-mail address is not required for this step, but an e-mail address is required for scheduling. Valid e-mails will receive confirmation of appointment.
- If you do not have a valid e-mail address, supply an invalid address in this format: firstname.lastname@noemail.com
- Couples appointment scheduling:
 - Click on location and event, then select the number of participants drop down box to reflect two participants
 - When clicking on the desired date you will be prompted to enter your name and spouse's name
- Do not eat or drink for at least 12 hours prior to your lab work. Take medications as needed. **Water is encouraged. Be sure to drink 16 oz of water two hours before your appointment.**
- If you do not fast, your lab work cannot be completed.
- Results are mailed within 2 weeks and will include your Account ID for the online health questionnaire.



Complete Online Health Questionnaire

- **Required:**
 - Questionnaire must be completed **one week prior** to your health appraisal session.
 - For this step, every participant must have a valid individual e-mail address.
- Complete your online health questionnaire at www.workforcehealth.org/cityofmilwaukee
- Everyone must register their new account with the following information listed on your lab letter:
 - Exact spelling of your first and last name
 - Account ID located at top of page
 - Zip code
 - Date of birth
- Each participant must have their own valid e-mail address (must verify your account through e-mail link).
- Once you confirm your account through e-mail, you can create a Username and Password.
- Each individual participant must complete their own questionnaire.
- If you have questions or concerns about creating an account, please call 855-212-5327.



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Turn over for more information.

Schedule Health Appraisal Session

- Schedule online at: www.pickatime.com/com/schedule
- Your e-mail address is your Username and will be required for changing appointment day or time.
- Each participant must have a 30-minute appointment.

If Needed, Schedule Tobacco Education Session

- Health plan participants testing positive for tobacco (verified by positive lab results) are eligible for the non-tobacco use rate, provided they successfully complete a Workforce Health facilitated 90-minute tobacco education program.
- Schedule online at: www.pickatime.com/com/schedule

**For more detailed instructions and the latest information go to:
www.city.milwaukee.gov/der/WYCM
Questions? Please call 414-777-3410
Monday through Friday 8 a.m. to 4:30 p.m.**

Froedtert Health Workforce Health is a third-party partnering with the City of Milwaukee to offer complete and CONFIDENTIAL employee wellness profiles for all health plan participants.

Important 2015 dates to remember!

August 3, 2015:

Lab draws begin

September 30, 2015:

Complete all 3 steps by this day to be entered to win a \$400 gift card!

October 31, 2015:

Lab work must be completed

Health appraisal and tobacco education sessions must be scheduled

Note: No exceptions will be made on deadlines. Please plan accordingly.

Please remember that if you are more than 10 minutes late to your health appraisal, you will need to reschedule.

Don't Leave Money on the Table!

Choosing to participate in the 3-step health appraisal process will save you money and allow you the opportunity to earn a \$250 HRA (Health Reimbursement Account) through Healthy Rewards.

City of Milwaukee health insurance participants who do not complete the 3-step health appraisal process will pay a health appraisal fee. See the fee schedule outlined on the back of this sheet for more details.

The 3-step health appraisal includes:

1. Lab Work
2. Online Health Questionnaire
3. Health Appraisal Session
 - Tobacco Education (if applicable)

In addition, those employees and spouses/partners who choose not to participate in the 3-step process are also ineligible to participate in Healthy Rewards and earn a \$250 per person HRA.

The Cost of Not Participating

Example A: Single Employee enrolled in the City's health insurance

- Pays \$30 monthly fee or \$360 annually
- Not eligible to participate in Healthy Rewards and receive \$250 HRA
- **Total amount lost = \$610**

Example B: Employee and Spouse enrolled in the City's health insurance

- Pays \$60 monthly fee or \$720 annually
- Not eligible to participate in Healthy Rewards and receive \$500 HRA
- **Total amount lost = \$1,220**

Join your fellow employees in avoiding health appraisal fees and becoming eligible to participate in Healthy Rewards by choosing to fully participate in the 3-step process today!



Workforce Health



City of Milwaukee 2016 Monthly Health Appraisal Fees for Not Completing 3-Step Process

Single (Monthly)

\$30.00	Did not complete entire HA process
\$10.00	Completed HA, positive for tobacco use (did not complete tobacco education)
No Fee	Completed HA, no tobacco use OR positive for tobacco use (completed tobacco education)

Family: 1 Employee (Monthly)

\$40.00	Did not complete entire HA process
\$20.00	Completed HA, positive for tobacco use (did not complete tobacco education)
No Fee	Completed HA, no tobacco use OR positive for tobacco use (completed tobacco education)

Family: Employee + Spouse (Monthly)

\$60.00	Did not complete entire HA process
\$40.00	1 person completed HA, 1 did not
\$20.00	2 persons completed HA, 2 positive for tobacco use (did not complete tobacco education)
\$20.00	2 persons completed HA, 1 positive for tobacco use (did not complete tobacco education)
No Fee	2 persons completed HA, no tobacco use OR both positive for tobacco use (completed health education)



Workforce Health

*Dependents participating in the healthcare plan are not eligible for health appraisals.
Health appraisals are for employees and spouses or domestic partners only.*

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Lab Locations

Bay View Library	2566 S. Kinnickinnic Ave.	Milwaukee, WI	53207
Centennial Hall	733 N. 8th St.	Milwaukee, WI	53233
DPW Headquarters (DPW HQ)	3850 N. 35th St.	Milwaukee, WI	53216
Fire & Police (F&P) Training Academy	6680 N. Teutonia Ave.	Milwaukee, WI	53209
MPA Offices	6310 W. Bluemound Rd.	Milwaukee, WI	53213
Northwest Health Center (NWHC)	7630 W. Mill Rd.	Milwaukee, WI	53218
Port of Milwaukee	2323 S. Lincoln Memorial Dr.	Milwaukee, WI	53207
Southside Health Center (SSHC)	1639 S. 23rd St.	Milwaukee, WI	53204
Washington Park Library	2121 N. Sherman Blvd.	Milwaukee, WI	53208
Zeidler Municipal Building (ZMB)	841 N. Broadway Ave.	Milwaukee, WI	53202

August 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3 DPW HQ 6:30 - 10:30 a.m.	4 DPW HQ 6:30 - 10:30 a.m.	5 DPW HQ 6:30 - 10:30 a.m.	6 DPW HQ 6:30 - 10:30 a.m.	7 DPW HQ 6:30 - 10:30 a.m.	8
10 Washington Park Library 6:30 - 10:30 a.m.	11 Washington Park Library 6:30 - 10:30 a.m.	12 Washington Park Library 6:30 - 10:30 a.m.	13 Washington Park Library 6:30 - 10:30 a.m.	14 Washington Park Library 6:30 - 10:30 a.m.	15
17 Bay View Library 6:30 - 10:30 a.m.	18 Bay View Library 6:30 - 10:30 a.m.	19 Bay View Library 6:30 - 10:30 a.m.	20	21 Bay View Library 6:30 - 10:30 a.m.	22
24 F&P ZMB 6:30 - 10:30 a.m.	25 F&P ZMB 6:30 - 10:30 a.m.	26 F&P ZMB 6:30 - 10:30 a.m.	27 F&P ZMB 6:30 - 10:30 a.m.	28 F&P ZMB 6:30 - 10:30 a.m.	29 ZMB 6:30 - 10:30 a.m.
31 SSHC 6:30 - 10:30 a.m.					

September 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 SSHC 6:30 - 10:30 a.m.	2 SSHC 6:30 - 10:30 a.m.	3 SSHC 6:30 - 10:30 a.m.	4 SSHC 6:30 - 10:30 a.m.	5
7 LABOR DAY	8 Washington Park Library 6:30 - 10:30 a.m.	9 Washington Park Library 6:30 - 10:30 a.m.	10 Washington Park Library 6:30 - 10:30 a.m.	11 Washington Park Library 6:30 - 10:30 a.m.	12
14 F&P SSHC 6:30 - 10:30 a.m.	15 F&P SSHC 6:30 - 10:30 a.m.	16 F&P SSHC 6:30 - 10:30 a.m.	17 F&P SSHC 6:30 - 10:30 a.m.	18 F&P SSHC 6:30 - 10:30 a.m.	19
21 NWHC Port of Milw. 6:30 - 10:30 a.m.	22 NWHC Port of Milw. 6:30 - 10:30 a.m.	23 NWHC Port of Milw. 6:30 - 10:30 a.m.	24 NWHC Port of Milw. 6:30 - 10:30 a.m.	25 NWHC Port of Milw. 6:30 - 10:30 a.m.	26 ZMB 6:30 - 10:30 a.m.
28 ZMB 1:30 - 5:30 p.m.	29 ZMB 1:30 - 5:30 p.m.	30 ZMB 1:30 - 5:30 p.m.			

October 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 ZMB 1:30 - 5:30 p.m.	2 ZMB 1:30 - 5:30 p.m.	3 Centennial Hall 6:30 - 10:30 a.m.
5 Bay View Library Centennial Hall 6:30 - 10:30 a.m.	6 Bay View Library Centennial Hall 6:30 - 10:30 a.m.	7 Bay View Library Centennial Hall 6:30 - 10:30 a.m.	8 Centennial Hall 6:30 - 10:30 a.m.	9 Bay View Library Centennial Hall 6:30 - 10:30 a.m.	10
12 NWHC Bay View Library 1:30 - 5:30 p.m.	13 NWHC 1:30 - 5:30 p.m.	14 NWHC 1:30 - 5:30 p.m.	15 NWHC Bay View Library 1:30 - 5:30 p.m.	16 NWHC Bay View Library 1:30 - 5:30 p.m.	17
19 MPA DPW HQ 6:30 - 10:30 a.m.	20 MPA DPW HQ 6:30 - 10:30 a.m.	21 MPA DPW HQ 6:30 - 10:30 a.m.	22 MPA DPW HQ 6:30 - 10:30 a.m.	23 MPA DPW HQ 6:30 - 10:30 a.m.	24 MPA 6:30 - 10:30 a.m.
26 MPA Port of Milw. 6:30 - 10:30 a.m.	27 MPA Port of Milw. 6:30 - 10:30 a.m.	28 MPA Port of Milw. 6:30 - 10:30 a.m.	29 MPA Port of Milw. 6:30 - 10:30 a.m.	30 MPA Port of Milw. 6:30 - 10:30 a.m.	31 MPA Washington Park Library 6:30 - 10:30 a.m.

Important Information

- Appointments must be scheduled online. Lab walk-ins are welcome, but scheduled appointments will take priority.
- Online health questionnaire must be completed **one week prior** to your health appraisal session or your session will have to be rescheduled.
- Coaching appointments at additional locations can be viewed on www.pickatime.com/com/schedule
 - Each participant must have one ½ hour session.
 - Spouses must schedule a separate ½ hour session and they can be back-to-back.



Workforce Health