



# The Health Appraisal Scheduling Directions



The 2020 Virtual Health Appraisal must be completed to be eligible for Healthy Rewards and avoid a monthly fee if you and your spouse take the City's 2021 health insurance.

**Log into the wellness portal: [www.workforcehealth.org/cityofmilwaukee](http://www.workforcehealth.org/cityofmilwaukee)**

Type the Wellness Portal web address above directly into your browser's URL address bar. (You will not be able to Google, Bing, or search for the portal website.)

## Returning Participants:

- Log into the Wellness Portal with the username and password from last year
- If you cannot access your account, click "Forgot Username" link
  - » Enter company code: 0007
  - » Enter User ID: 6 digit Employee ID (PeopleSoft ID) and spouse use employee ID + SP (example: 123456SP) and click send
  - » You will receive an email with the username you created  
Note: The link expires after 30 minutes
  - » Once you receive your username, go back to the portal, click "forgot password" link, and enter username to continue

## New Participants: (Register and create your account)

- Go to the Wellness Portal and locate the "New Users" box; click "Register"
- In "New User Registration" box, complete all fields
  - » Company Code: 0007
  - » User ID = 6 digit Employee ID (PeopleSoft ID)  
Spouse use employee's Employee ID+SP (Ex. 123456SP)
- Create and record your username and password to return to the portal

## Complete the Health Appraisal Online Health Questionnaire

- On your wellness portal home page, locate the "Online Health Questionnaire" box and click "Start" to begin questionnaire which will take about 15 minutes. Complete questionnaire before scheduling your telephonic health appraisal appointment.

## Schedule a Telephonic Health Appraisal Appointment

- While logged into the wellness portal, locate the "Health Appraisal" box and click "Schedule Your Health Appraisal."
- Enter email address and click "Update."
- Click on "Health Appraisal" link in the scheduler to choose your preferred date and time of appointment.

## Attend Your Telephonic Health Appraisal Appointment

- Appointments are 20 minutes.
- A health educator will contact you at your appointment time.
- During the appointment you will review your health questionnaire and discuss your health and wellness goals.
- If necessary, the telephonic health appraisal appointment for general City employees may be counted as a paid absence.



**Workforce Health**

Contact Workforce Health at **414-777-3410** for registration help or questions.

# City of Milwaukee 2021 Monthly Fees for Not Completing the 2020 Health Appraisal



If you and your spouse take the City's 2021 Health Insurance, you will be assessed a fee for not participating in the 2020 Health Appraisal (HA).

## Single (Monthly)

\$30.00 Did not complete entire HA process

No Fee Completed HA

## Family: 1 Employee (Monthly)

\$30.00 Did not complete entire HA process

No Fee Completed HA

## Family: Employee + Spouse (Monthly)

\$60.00 Did not complete entire HA process

\$30.00 One person completed HA, one did not

No Fee Two persons completed HA

The Health Appraisal is for employees and spouses only. Dependents enrolled in the City's health insurance are not eligible for health appraisals.

## Important Dates to Remember in 2020

(No exceptions will be made to the dates below)

AUG  
24

Wellness Portal scheduler opens to complete the online questionnaire and make Health Appraisal appointments

SEP  
8

Health Appraisal appointments begin

NOV  
25

Last day to schedule Health Appraisal appointments

DEC  
12

Last day to complete Health Appraisal



# Healthy Rewards

July 1, 2020 through June 30, 2021



**Healthy Rewards** is the City's incentive-based wellness program where participants can earn 3 levels of points to earn a Health Reimbursement Account (HRA) up to \$700 if spouse completes the program. Participants do not need to be enrolled in the City's health insurance to participate, but they must complete the 2020 Health Appraisal.

## Tiered Points and Awards System:

**75 Points = \$150 (total) HRA | 100 Points = \$250 (total) HRA | 125 Points = \$350 (total) HRA**

## How the Program Works:

- Participants must complete the 2020 Health Appraisal to be eligible for Healthy Rewards.
- Employees and spouses who complete the 2020 Health Appraisal are automatically awarded 30 points.
- Allow up to 2 weeks for points to appear in the wellness portal. If points are not posted, refer back to the program details to ensure points meet program requirements.
- Wellness portal: [www.workforcehealth.org/cityofmilwaukee](http://www.workforcehealth.org/cityofmilwaukee) View point balance, submit Healthy Rewards paperwork, review program requirements, schedule coaching appointments and register for fitness and wellness classes.

Contact Workforce Health with questions: **Email:** [cityofmilwaukee@froedtert.com](mailto:cityofmilwaukee@froedtert.com) • **Phone** 414-777-3410

Qualifying Steps for Healthy Rewards		Points
Online Health Questionnaire and Telephonic Health Appraisal	Must be completed by Dec. 12, 2020	30

## Additional Point Opportunities

Educational		Points
<b>30-Minute Coaching Session</b> (One session every two weeks allowed)	Meet with a Workforce Health coach to discuss your health goals. May be done in person or telephonically.	10 points each, maximum 30
<b>Action Plans</b>	Complete a 6-8 week action plan through the wellness portal. Registration for action plans closes May 1, 2021.	10 points each, maximum 30
<b>Wellness Portal Challenges, Group or Department Programs</b>	Visit <a href="#">DER website*</a> for more info and the schedule of programs, including wellness portal challenges.	Varies, maximum 50
<b>Education, Presentation and Training Sessions</b>	By Workforce Health, EAP, Financial/Deferred Compensation, Onsite Nurse Liaison and non-mandatory City safety training. Visit <a href="#">DER website*</a> for a schedule.	5 points each, maximum 55
<b>Financial Wellness Consultations</b>	Complete a consultation with a local Voya or non-Voya financial representative/advisor. *Form required for non-Voya meetings/consultation.	10 points, maximum 30
<b>Potential maximum points</b>		<b>195</b>

Submit points year-round through the wellness portal:  
[www.workforcehealth.org/cityofmilwaukee](http://www.workforcehealth.org/cityofmilwaukee)



Continued

**Workforce Health**

## Additional Point Opportunities - Continued

Submit points year-round through the wellness portal: [www.workforcehealth.org/cityofmilwaukee](http://www.workforcehealth.org/cityofmilwaukee)

### Preventive

### Points

<b>Preventive Exam, Vision Exam, Behavioral Health Session</b>	Show formal proof, clearly indicating type of preventive appointment (e.g. cervical screening, mammogram, annual wellness exam, prostate exam, etc.), vision, or behavioral health. Visit <a href="#">DER website*</a> for list of approved preventive visits. <i>Explanation of benefits (EOB) not accepted.</i>	10 points, maximum 40
<b>Annual Dental Visit</b>	Show formal proof of your visits (example: formal letter from dentist, paid bill).	10 points, maximum 20
<b>Annual Flu Shot</b>	Show formal proof, paid bill or sign a release when Workforce Health provides flu shots in Fall 2020.	5 points, maximum 5
<b>Blood Pressure Checks</b>	Complete five blood pressure checks. (Workplace Clinic, Wellness Center, Traveling Wellness Center, Primary Care Provider or Nurse Liaison) <i>Onsite services may not be available due to COVID-19.</i>	5 points, maximum 5
<b>Potential maximum points</b>		<b>70</b>

**Activity** Earn all 50 activity points from one and/or all physical activity options.

<b>200,000 Steps or 600 Minutes of Activity in a Calendar Month</b>	Report through an activity tracking device or trackable app. Submit monthly totals and not individual days/weeks of activities.	5 points
<b>Fitness Classes or General Visits at an Athletic Club</b>	Participate in 4 classes or 8 visits at an athletic club during a calendar month. (Provide documentation of number of visits or attendance log) Virtual classes accepted with proof of completion.	5 points
<b>Organized Athletic Events</b>	Participate in an organized athletic event (walk, run, triathlon, etc.). Provide a copy of registration form or results printout that shows your name, date of birth, description and date. <i>Photos from event will not be accepted.</i>	5 points
<b>Potential maximum points</b>		<b>50</b>

### Community

<b>Community Supported Agriculture membership</b>	Provide proof of paid (CSA) membership.	5 points, maximum 5
<b>Formal Volunteer Events</b> (for at least one hour)	Submit City volunteer verification form* completed/signed at event.	5 points, maximum 15
<b>Blood Donation</b>	Submit City blood donation verification form* completed/signed at event.	5 points, maximum 15
<b>Potential maximum points</b>		<b>35</b>

\*For more information on presentations, education sessions, training, and financial wellness consultation and volunteer/blood donation verification forms, visit DER's wellness website: [www.milwaukee.gov/wycm](http://www.milwaukee.gov/wycm)

If you think you might be unable to participate or 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 Department of Employee Relations at [derwellness@milwaukee.gov](mailto:derwellness@milwaukee.gov) and DER will work with Workforce Health to find a program with the same reward that is right for you in light of your health status.