

# City of Milwaukee 2019 Wellness Program

## Important Health Appraisal Information and Deadlines!



### *City of Milwaukee Wellness and Prevention Labor Management Committee*

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*Participation in the wellness program is available to all employees. 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). DER will work with Workforce Health to find a program that is right for you in light of your health status. Requests must be made as soon as possible during the Health Appraisal timeframe.*

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**Workforce Health**

Dear City of Milwaukee Employees and Spouses:

The Wellness and Prevention Labor Management Committee, in partnership with Workforce Health, strives to promote healthy lifestyles for City of Milwaukee employees and their families through the Wellness Your Choice Milwaukee Program. This is the ten-year anniversary of the City's wellness program which has increased from one component, the Health Appraisal, to over 25 programs and initiatives that employees and spouses engage in year round. The City's wellness program is designed by employees for employees which has significantly contributed to its continual growth and success. Employees' participation and engagement have contributed to lower healthcare premiums compared to other organizations where premiums are significantly higher than the City's.

See below for important information and deadlines for the Health Appraisal and Healthy Rewards program. **Participation in the Health Appraisal is not mandatory, but if you anticipate you and your spouse will take the City's 2020 health insurance, you must complete the 2019 Health Appraisal to avoid a fee** (see next page).

### **Health Appraisal starts July 29, 2019 and ends December 7, 2019**

- All steps for the health appraisal are completed in one appointment including labs/biometrics, electronic interest assessment and meeting with a health educator.
- An 8 hour fast is required prior to the Health Appraisal appointment.
- The wellness portal is used to schedule the Health Appraisal, review lab results and schedule tobacco education sessions. [www.workforcehealth.org/cityofmilwaukee](http://www.workforcehealth.org/cityofmilwaukee)
- No lab results are mailed: participants must check the wellness portal
- There are no exceptions to the Health Appraisal scheduling timeframe.

### **Healthy Rewards Program starts July 1, 2019 and ends June 30, 2020**

- Participants must complete the Health Appraisal to be eligible for Healthy Rewards.
- Participants can earn 3 levels of points to earn a Health Reimbursement Account (HRA):
  - 75 Points = \$150 (total) HRA
  - 100 Points = \$250 (total) HRA
  - 125 Points = \$350 (total) HRA
- Participants who complete the Health Appraisal are automatically awarded biometric points.
- Biometric rechecks are available at the City's Wellness Center and Workplace Clinic. Participants can also complete a health action plan for biometric points.
- Participants earn points through a variety of other activities to qualify for an award tier.
- The Wellness Portal allows participants to view point totals, submit points, schedule coaching appointments and other activities.

**Contact Workforce Health at 414-777-3410 with questions regarding the enclosed materials.**

We hope you take advantage of this comprehensive benefit and engage in the many free programs and services available through the City's health and wellness program.

*Your partners in health,  
Members of the Wellness and Prevention Labor Management Committee*

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# City of Milwaukee 2020 Monthly Fees for Not Completing the 2019 Health Appraisal



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

## 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)

\$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: Employee + Spouse (Monthly)

\$60.00	Did not complete entire HA process
\$30.00	One person completed HA, one did not
\$20.00	Two persons completed HA, two positive for tobacco use (did not complete tobacco education)
\$10.00	Two persons completed HA, one positive for tobacco use (did not complete tobacco education)
No Fee	Two persons completed HA, no tobacco use OR both positive for tobacco use (completed tobacco education)

*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 2019** (no exceptions will be made to the dates below)

**July 15:** Wellness portal scheduler opens to make health appraisal appointments

**July 29:** Health appraisals begin

**Nov 27:** Last day to schedule health appraisal appointments

**Dec 7:** Last day to complete health appraisal

**Dec 13:** Last day to schedule tobacco education class

**Dec 17:** Last day to complete tobacco education class

**\*\* Don't forget to check the wellness portal for nicotine/cotinine lab results\*\***

# The Health Appraisal Scheduling Directions

The 2019 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 2020 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

## Schedule Your Health Appraisal:

- While logged into the wellness portal, locate the "Health Appraisal" box and click "Schedule Your Health Appraisal." A separate website will open.
- Log in using your email address and password from last year

## New Participants: (must register and create account)

- Go to wellness portal
- Locate "New Users" box and 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

## Schedule Your Health Appraisal:

- While logged into the wellness portal, locate the "Health Appraisal" box and click "Schedule Your Health Appraisal." A separate website will open.
- Click "Login/Create Account"
- Enter your 6 digit employee ID (PeopleSoft ID) and spouse use employee ID + SP (example: 123456SP)
- Fill out all required information and click "Update"

## Attend Health Appraisal Appointment:

- Fast for a minimum of 8 hours prior to appointment. Other than water, no food or liquids. Take medications as needed.
- Arrive 5 minutes early to check-in and sign consent forms.
- Appointment will take approximately 45 minutes (lab results available immediately except for nicotine/cotinine).
- Nicotine/cotinine results are posted on the wellness portal 10 business days after your appointment.
- If necessary, the Health Appraisal for general city employees may be counted as a paid absence.

**Attention Tobacco Users:** 2020 City health insurance participants who test positive for nicotine/cotinine will avoid the tobacco user health appraisal fee by completing a 2019 Workforce Health 60-minute tobacco education class.

The final date to complete a tobacco education class is December 17, 2019.

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**Workforce Health**

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

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## Health Appraisal Dates and Locations (Do not call locations to schedule appointments.)

Schedule your appointment through the wellness portal: [www.workforcehealth.org/cityofmilwaukee](http://www.workforcehealth.org/cityofmilwaukee)

**DNS Lake Tower (DNS)**  
4001 S. 6th St.

**DPW Central Garage (DPW CG)**  
2142 W. Canal St.

**DPW Headquarters (DPW HQ)**  
3850 N. 35th St.

**Election Commission Warehouse (ECW)**  
1901 S. Kinnickinnic Ave.

Parking and entrance located on 1st St.

**Fire & Police Training Academy (F&P)**  
6680 N. Teutonia Ave.

**MPA Offices (MPA)**  
6310 W. Bluemound Rd.

**Northwest Health Center (NWHC)**  
7630 W. Mill Rd.

**Port of Milwaukee (POM)**  
2323 S. Lincoln Memorial Dr.

**Washington Park Library (WPL)**  
2121 N. Sherman Blvd.

**Zeidler Municipal Building (ZMB)**  
841 N. Broadway, Rm 102 Fishbowl

### July 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29 ZMB	30 ZMB	31 ZMB			

### August 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 ZMB	2 ZMB	3 ZMB
4	5 ZMB	6 ZMB	7 ZMB	8 ZMB	9 ZMB	10
11	12 DNS	13	14 DNS	15 DNS	16 DNS	17
18	19 ECW	20 ECW	21 ECW	22 ECW	23 ECW	24 ECW
25	26 POM	27 POM	28 POM	29 POM	30 POM	31

### September 2019\*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 DPW HQ / DPW CG	4 DPW HQ / DPW CG	5 DPW HQ / DPW CG	6 DPW HQ / DPW CG	7 DPW CG
8	9 ECW	10 ECW	11 ECW	12 ECW	13 ECW	14 ECW
15	16 ECW	17 ECW	18 ECW	19 ECW	20 ECW	21
22	23 F&P	24 F&P	25 F&P	26 F&P	27 F&P	28 F&P
29	30 NWHC					

### October 2019\*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 NWHC	2 NWHC	3 NWHC	4 NWHC	5
6	7 MPA	8	9 MPA	10 MPA	11 MPA	12 MPA
13	14 MPA	15 MPA	16 MPA / WPL	17 MPA / WPL	18 MPA / WPL	19 MPA / WPL
20	21 ZMB	22 ZMB	23 ZMB	24 ZMB	25 ZMB	26
27	28 F&P	29 F&P	30 F&P	31 F&P		

### November 2019\*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 F&P	2 F&P
3	4 DPW HQ	5 DPW HQ	6 DPW HQ	7 DPW HQ	8 DPW HQ	9
10	11 DNS	12 DNS	13 DNS	14 DNS	15 DNS	16
17	18	19 DNS	20 DNS	21 DNS	22 DNS	23 DNS
24	25 DNS / DPW CG	26 DNS / DPW CG	27 DNS / DPW CG	28	29	30

### December 2019\*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 F&P / ZMB	3 F&P / ZMB	4 F&P / ZMB	5 F&P / ZMB	6 F&P / ZMB	7 F&P / ZMB

\*Appointments not available immediately, visit wellness portal for more details

\*\*Dates and times are subject to change

# Healthy Rewards

July 1, 2019 through June 30, 2020



**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.

## 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 2019 Health Appraisal to be eligible for Healthy Rewards.
- Employees and spouses who complete the 2019 Health Appraisal are automatically awarded biometric points.
- If biometric results are outside of the optimal range and points do not meet the minimum 20 point requirement, participants have two options to earn points:
  1. Complete appropriate health action plan(s) available through the wellness portal as soon as you receive your biometric results.
  2. Have your biometrics rechecked at the Wellness Center or Workplace Clinic located inside the Zeidler Municipal Building starting February 1, 2020.
- Additional point opportunities (see other side) are available throughout the year and can be submitted at your health appraisal appointment, Wellness Center, Traveling Wellness Center, wellness portal or Onsite Nurse Liaison.
- 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 Biometric Ranges for Healthy Rewards\*

		Points
Blood Pressure	Optimal range: <b>Systolic: Less than or equal to 120</b> <b>Diastolic: Less than or equal to 80</b>	10
Fasting Blood Glucose	Optimal range: <b>Less than or equal to 110</b>	10
LDL	Optimal range: <b>Less than or equal to 130</b>	10
Nicotine and Cotinine	Negative test earns 10 points	10
Waist Circumference	Optimal range <b>Male: Less than or equal to 41 inches</b> Optimal range <b>Female: Less than or equal to 36 inches</b>	10
<b>Potential biometric points: (A minimum of 20 points required from this section)</b>		<b>50</b>

\*Qualifying optimal ranges for the Healthy Rewards program may be slightly different than those shown on the Health Appraisal results document. The values listed above will be used to award points for the Healthy Rewards program.

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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.

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## Additional Point Opportunities

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

### 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. <b>One session required if you earn less than 30 biometric points.</b>	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, 2020.	10 points each, maximum 30
<b>Group or Department Programs</b>	Visit <a href="#">DER website*</a> listed at the bottom of page for more info and the schedule of programs.	Varies, maximum 40
<b>Presentations/Training Sessions/Lunch and Learns</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 30
<b>Financial Wellness Consultations in Person</b>	Attend in-person consultations with a local Voya or non-Voya financial representative/advisor. *Form required for non-Voya meetings/consultation.	10 points, maximum 20
<b>Total Points</b>	<b>Potential maximum points can be earned = 150</b>	

### Preventive

<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.	10 points, maximum 30
<b>Annual Dental Visit</b>	Show formal proof of your visits (example: formal letter from dentist, explanation of benefits, paid bill).	10 points, maximum 20
<b>Annual Flu Shot</b>	Show a copy of your explanation of benefits, paid bill or sign a release when Workforce Health provides flu shots in Fall 2019.	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)	5 points, maximum 5
<b>Total Points</b>	<b>Potential maximum points can be earned = 60</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 28-Day Period</b>	Report through an activity tracking device or trackable app.	5 points
<b>Fitness Classes in Person or General Visits at an Athletic Club</b>	Participate in 4 classes or 8 general visits at an athletic club during a 4-week period. (Provide a printout showing number of visits or attendance log)	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>Total Points</b>	<b>Potential maximum points can be earned = 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 10
<b>Blood Donation</b>	Submit City blood donation verification form* completed/signed at event.	5 points, maximum 10
<b>Total Points</b>	<b>Potential maximum points can be earned = 25</b>	

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