



## FY19 Wellness Guide

*Information & Resources:*

[www.accgov.com/wellness](http://www.accgov.com/wellness)

*Activity & Rewards Tracking:*

[www.myaccwell.com](http://www.myaccwell.com)

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Fitness center: 706-613-1995

## **ACCess WELLNESS OVERVIEW**

ACCess Wellness, implemented in 2004, is a voluntary employee benefit dedicated to enhancing the mind, body and spirit of the Unified Government of Athens-Clarke County employees and retirees. The goals of the Wellness services, programs, & resources are to improve employee health and well-being, increase productivity and decrease absenteeism, and manage health care costs by providing a variety of opportunities for employees and retirees to adopt and maintain healthy behaviors.

Participation in the Wellness services, programs, and resources is open to all ACC employees. Participation in the Wellness rewards benefit is voluntary and open to all full-time employees and Long-Term Disability employees, and retirees who pay for an ACCGov health insurance plan. All individuals who wish to participate must first complete the required blood work and biometric screening; either on-site at an ACC clinic (held in March each year) or with their own physician who must submit a Physician Form.

As an incentive, employees enrolled in an ACC health insurance plan who complete their annual blood work and biometric screening will receive a \$23.08 credit on each bi-weekly paycheck, beginning the month following ACC screening or submission of physician form, which will continue throughout FY19. Eligible employees who complete their blood work and biometric screening gain access to use the ACC Well online healthy activity tracking system ([www.myaccwell.com](http://www.myaccwell.com)) to earn cash rewards.

## **WELLNESS SERVICES, PROGRAMS & RESOURCES**

ACC Wellness offers weekly health education and fitness classes, a 24-hour available fitness center, monthly 5K walk/jogs, annual risk reduction and weight-loss programs, fitness & health challenges, personal training, annual on-site screenings (hearing, skin cancer, bone density, allergy & asthma, mammograms, flu-shot clinics, blood draw, body fat analysis, and more) and an annual health fair featuring dozens of community vendors and healthy giveaways. These programs are available for all full-time & part-time employees as well as retirees. The 6-month program schedule, fitness calendar, and other important information may be found at [www.accgov.com/wellness](http://www.accgov.com/wellness). Please email [wellnessteam@accgov.com](mailto:wellnessteam@accgov.com) to register for programs.

ACC employees, employee spouses, and dependent children age 18-26 are eligible to use the Athens-Clarke County Employee Fitness Center. The facility is located at the back end of the Georgia Square Mall, off of Atlanta Highway, near the ACC Police Department. To gain access to the facility, you must schedule a brief fitness center orientation. At orientation, you will receive a keycard that will give you access to the facility. To schedule an orientation, please email our Wellness Coaches at [wellnessteam@accgov.com](mailto:wellnessteam@accgov.com). Or, you may call the fitness center at 706-613-1995. Please specify day/time availability so that your orientation may be scheduled efficiently. Employee/retiree spouses, and children of employees (ages 18-26) are also eligible to gain access to the facility. For spouse or child use, please email [Kendra.houghton@accgov.com](mailto:Kendra.houghton@accgov.com) to inquire about steps required.

# ACC Well Healthy Activity Tracking System REGISTRATION & REWARDS

*The ACC Well is available for use by current Full-Time employees, current Long-Term Disability employees, and current retirees who pay for an ACCGOV health insurance coverage for themselves.*

## Enrollment Requirement: Blood Work & Biometric Screening

As an enrollment requirement, individuals must register for participation each year by completing the following annually:

1. Blood work for total cholesterol, LDL, HDL, triglycerides, and glucose
2. Biometric measures for blood pressure, weight, and waist circumference

There are two options for completing these measures:

1. Participate in the annual ACC Wellness on-site screening (held in March each year). Your results will be automatically fed into your ACC Well account.
2. Make an appointment with your personal physician to complete the measurements, and have them submit a Physician Form to the ACC Well with your results. Form is available for download at [www.accgov.com/wellness](http://www.accgov.com/wellness).

## My ACC Well

**Upon successful completion of the blood work and biometric screening**, employee will gain access to the ACC Well activity and rewards tracking website. Results from the on-site screening and Physician Form will be available to view in each employee's personal ACC Well account. Account activation is required; follow instructions posted at [www.accgov.com/wellness](http://www.accgov.com/wellness).

**Completion of Blood Work and Biometric Screening is required to earn rewards through the ACC Well.**

## Health Risk Assessment (HRA) Credit

For simply completing this screening, full-time employees and Long-Term Disability employees enrolled in an ACCGOV health insurance plan, and retirees who pay for an ACCGOV health insurance plan for themselves will receive a \$23.08 credit per bi-weekly or \$50 per monthly check. The HRA credit will activate on the second paycheck of the month following screening completion (and physician form submission if screening completed through physician).

## Use of Health Screening Data

ACCess Wellness is a voluntary wellness benefit available to all employees of the Unified Government of Athens-Clarke County. This benefit is administered in accordance with federal rules permitting employer-sponsored wellness programs that seek to improve employee health or prevent disease, including the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, and the Health Insurance Portability and Accountability Act, as applicable, among others. If you choose to participate in ACCess Wellness, you will be asked to complete a voluntary blood draw and biometric screening. Screening completion requires you to have results from a biometric screening, which are obtained via a blood test for total cholesterol, HDL, LDL, triglycerides, and glucose, as well as measurements for weight, waist circumference, and blood pressure. The blood test and measurements may be performed by a personal physician or through participation in the annual ACCess Wellness blood draw. You are not required to complete the screening or to participate in the blood test or other medical examinations.

However, employees who choose to participate in ACCess Wellness will be eligible to earn an incentive of up to \$700 per year by using “The Well” activity tracking website. Although you are not required to participate in the biometric screening, only employees who do so will receive access to and earn rewards via The Well. Additionally, employees who complete the screening and elect health insurance benefits with ACCGov will earn the HRA credit of \$600 per year.

The information from your HRA and the results from your biometric screening will be used to provide you with information to help you understand your current health and potential risks. You also are encouraged to share your results or concerns with your own doctor.

Participation in the biometric screening performed by ACC Wellness is voluntary and has no impact on your employment. The biometric screening may provide a better understanding of your health and lifestyle. This biometric screening is for educational purposes only and is not meant to diagnose illness or replace any health care. Please direct questions about a specific illness or condition to your personal physician. ACC Wellness may collect or have access to your Protected Health Information (PHI) e.g., name, date of birth, screening results, etc.) derived from, or related to your biometric screening. By participating, you authorize ACC Wellness to disclose your Protected Health Information to ACCGov designated partners for the administration, development, and evaluation of Wellness initiatives. Otherwise, ACC Wellness will not disclose your PHI except as allowed by Federal and State laws without my express authorization. This authorization is valid until revoked in writing by the employee, sent to Attn: ACC Wellness, 375 Satula Avenue, Athens, GA 30601. Such revocation is effective upon receipt.

### **Protections from Disclosure of Medical Information**

We are required by law to maintain the privacy and security of your personally identifiable health information. Although the Benefits & Wellness Division may use aggregate information it collects to design programs based on identified health risks in the workplace, ACCess Wellness will never disclose any of your personal information either publicly or to the employer, except as expressly permitted by law. Medical information that personally identifies you that is provided in connection with wellness will not be provided to your supervisors or managers and may never be used to make decisions regarding your employment.

Your health information will not be sold, exchanged, transferred, or otherwise disclosed except to the extent permitted by law to carry out specific activities related to the wellness benefits, and you will not be asked or required to waive the confidentiality of your health information as a condition of participating in the wellness benefits or receiving an incentive.

In addition, all medical information obtained through wellness will be maintained separate from your personnel records, information stored electronically will be encrypted, and no information you provide as part of the wellness benefits will be used in making any employment decision. Appropriate precautions will be taken to avoid any data breach, and in the event a data breach occurs involving information you provide in connection with the wellness program, we will notify you immediately.

You may not be discriminated against in employment because of the medical information you provide as part of participating in wellness, nor may you be subjected to retaliation if you choose not to participate.

## Quarterly Earning Potential & Payouts

Full-Time employees who log their completed healthy behaviors at [www.myaccwell.com](http://www.myaccwell.com) may earn up to \$175 per quarter (\$700 per year). The FY18 quarterly schedule is as follows:

**1<sup>st</sup> quarter: July 1, 2018 – September 30, 2018**

**2<sup>nd</sup> quarter: October 1, 2018 – December 31, 2018**

**3<sup>rd</sup> quarter: January 1, 2019 – March 31, 2019**

**4<sup>th</sup> quarter: April 1, 2019 – June 30, 2019**

Wellness deposits will be made with the 2<sup>nd</sup> paycheck following the end of the quarter. Earnings will be deposited quarterly via paycheck for employees with a POS health insurance plan and for employees who are not enrolled in an ACCGOV plan, and via Health Savings Account for employees with a CHS health insurance plan. Individual must be a current full-time employee, current Long-Term Disability employee, or current retiree (who pays for health insurance coverage for themselves) at the time of the quarterly payout to receive credit earned. Credits are only rewarded on the four dates above.

Active participants can earn credit by electronically logging activities such as exercise, screenings, health coaching, educational sessions, and even setting and reaching nutrition goals. Activities are worth different amounts, and all count towards your quarterly goal. At the end of each quarter, your total reward will be deposited and your profile will reset with the same potential to earn next quarter. To promote a well-rounded picture of health, employees must participate in activities from a variety of categories to reach their maximum deposit amount. If and when an employee reaches their quarterly maximum earnings, they will be eligible for additional goals and incentives offered by ACC Wellness.

Activities may be logged as often as you like (daily, weekly, monthly, etc.) but your profile **MUST** be up-to-date by 7:00 pm on the last day of the quarter. Activities within the quarter that are reported after the last day of that quarter will not be accepted for credit. For example, activities completed between July 1 and September 30 must be logged by 7:00 pm on September 30. You will not be able to add an activity completed September 30 on October 1. For assistance with ACC Well use, please call ACC Well Member Services at 1-844-422-2935.

ACC Well user guide and tips may be found at [www.accgov.com/wellness](http://www.accgov.com/wellness).