Tri-County Patriots for Independent Living

2015

The Wellness Challenge
Introducing The Wellness Challenge

At TRIPIL, our most valuable resource is our people. We know we need to support you to be healthy. In our efforts to support your health and wellness, we have adopted The Wellness Challenge program. We believe it takes an ongoing commitment from both the employer and employee to be successful.

We are excited to announce our new 2015 program, The Wellness Challenge. The program is designed to support all employees who complete various steps on the ladder. Our goal is to create an environment that supports a greater focus on your health. Even more importantly, we emphasize prevention and early detection of conditions rather than disease management. We believe that taking action towards living a healthier lifestyle will enable you to enjoy a better quality of life.

TRIPIL Steps to Participate

What do I have to do?
TRIPIL has created a simple program that encourages you to become more aware of your personal health. Your participation in The Wellness Challenge program is voluntary. If you decide to participate in this simple program, by completing ten simple steps, you will be eligible for a reward and your knowledge in your own health will increase. The deadline to complete the program is Wednesday, September 30, 2015.

What is my incentive to participate?
If you choose to participate in the The Wellness Challenge program you will be eligible to receive a $25.00 gift card. Additionally, just by completing ten simple steps, you will have an increased awareness of your current health status and the knowledge to make healthy lifestyle choices. The Wellness Challenge program consists of ten simple steps, with over twenty options to choose from. All program details and guidelines are outlined on the following page. Remember, by completing ten simple steps you will receive a $25.00 gift card. If you go above and beyond, and complete an additional five steps (making fifteen total), you will be rewarded with an additional $25.00 gift card.
The structure of the wellness program in 2015 is designed around a ladder. All components of the bottom rung are required. From there, you may pick two options from the following rungs: General Health, Preventive, and Education. To finish the ladder, pick one Fitness option to complete. These steps do not need to be completed in any specific order to qualify for the reward(s).

**Fitness – Must Select Minimum 1**
- Basic Fitness Assessment
- Walking Program
- Arm Cycle Program
- Resistance Training Program
- Gym Membership

**Education – Must Select Minimum 2**
- Lunch n’ Learn (Min. of 4 sessions req.)
- Webinar Series (Min. of 4 sessions req.)
- Nutritious Lunch
- Food Diary
- Water Intake Log
- Nutritionist Consult
- CPR/First Aid Training

**Preventive – Must Select Minimum 2**
- Blood Pressure Check
- Dermatologist Skin Exam
- Chiropractic Visit
- Tobacco Free/Cessation
- Bone Density Screen
- Cholesterol Check
- Annual Training (Attendants Only)
- Open: Other Specialist Visit

**General Health – Must Select Minimum 2**
- Dental Exam
- Vision Exam
- Flu Shot

**Required – Must complete all 3**
- Wellstream Online HRA
- Annual Preventive Exam
- WEBBenefit Account [www.babbwebbenefit.com](http://www.babbwebbenefit.com)
REQUIRED

The first rung of the ladder includes **the following three required steps**. All must be completed by September 30, 2015, in order to be eligible for the 10 step reward. *All forms are available on the www.babbwebbenefit.com website and should be submitted to Hannah McNamara unless noted.*

**Wellstream Online HRA**

Complete the 75 question online Wellstream HRA and print out your personal report for your personal review. TRIPIL will be notified by Wellstream once you have completed the online HRA. TRIPIL will not receive any of your personal data. Watch for more details and instructions mid-December via e-mail. Individual reports will not be available for access after September 30, 2015.

**Form:** N/A

**Reminder: Your Information is Confidential**

*Your personal health information should be just that – your personal and private information. That’s why we partnered with Wellstream. Wellstream will process the HRA information and provide YOU with a customized report. No one at TRIPIL, at any time, will be able to see any of your personal information. The data is yours and yours alone!*  

**Annual Preventive Exam**

As part of the Affordable Care Act (ACA), and if you currently hold health care insurance, you are eligible for a 100% covered Annual Preventative Exam. Schedule an appointment with your primary physician, complete the exam, and have your physician sign the Preventive Exam Verification Form stating you fulfilled the requirement. If you have already received your physical on or after October 1, 2014, you will simply need to fax the Preventive Exam Verification Form to your physician to be reviewed and acquire his/her signature.

**Form:** Preventive Exam Verification Form

**WEBBenefit Account**

WEBBenefit is an online portal where you can gather important information about the TRIPIL health plan, wellness tips, and much more. Log onto www.babbwebbenefit.com and follow the instructions from the attached WEBBenefit brochure. TRIPIL will verify registered WEBBenefit users. If you have already created a WEBBenefit account you do not need to create another account, you have completed this step.

**Form:** N/A
The purpose of the General Health rung is to promote an overall wellness balance. You must select **two of the following** to complete by September 30, 2015, to qualify for the 10 step reward. *All forms are available on the www.babbwebbenefit.com website and should be submitted to Hannah McNamara unless noted.*

**Dental Exam**

Dental health is an important component of overall health. Schedule an appointment with your dentist, complete the exam, and have your dentist sign the Dental Exam Verification Form stating you fulfilled the requirement. If you have already received your dental exam on or after October 1, 2014, you will simply need to fax the Dental Exam Verification Form to your dentist to be reviewed and acquire his/her signature.

**Form:** Dental Exam Verification Form

**Vision Exam**

Vision health is another component of overall health. Schedule an appointment with your eye doctor, complete the exam, and have your eye doctor sign the Vision Exam Verification Form stating you fulfilled the requirement. If you have already received your vision exam on or after October 1, 2014, you will simply need to fax the Vision Exam Verification Form to your doctor to be reviewed and acquire his/her signature.

**Form:** Vision Exam Verification Form

**Flu Shot**

Receiving an annual flu shot is an important step you can take to protect your health and the health of those around you. Get a flu shot and have the provider (nurse, doctor, etc.) sign the Flu Shot Verification Form stating you fulfilled the requirement. If you have already received a flu shot on or after October 1, 2014, you will simply need to fax the Flu Shot Verification Form to your provider to be reviewed and acquire his/her signature or provide a receipt showing proof of payment for a flu shot or an Explanation of Benefits (EOB) stating “Flu Shot”.

**Form:** Flu Shot Verification Form
The purpose of the Preventive rung is to help you prevent secondary conditions or other health problems. You must select two of the following to complete by September 30, 2015, in order to qualify for the 10 step reward. All forms are available on the www.babbwebbenefit.com website. Office Staff submit completed forms to Hannah McNamara. Attendants submit completed forms to John Moore.

**Blood Pressure Checks**

Monitoring your blood pressure is a simple preventive measure for your overall health. TRIPIL will be providing on-site blood pressure checks. In order to complete this step, you must get a blood pressure reading once per month (30 days between readings) for three months. If you are an attendant and are out of the office, you may complete this step by visiting a location (such as a pharmacy) where a machine or qualified person can check your blood pressure. Have the qualified individual (i.e. pharmacist, nurse, etc.) sign off on the readings and checks on the verification form.

*Form:* Blood Pressure Check Verification Form

**Dermatologist Skin Exam**

Schedule an appointment with your dermatologist or PCP to complete a full body skin check. Complete the exam, and have your doctor sign the Dermatologist Skin Exam Verification Form stating you fulfilled the requirement.

*Form:* Dermatologist Skin Exam Verification Form

**Chiropractic Visit**

Poor posture, balance, and muscle tightness can lead to many other problems. Schedule an appointment with a chiropractor of your choice, complete the alignment or other service, and have the chiropractor sign the Chiropractic Visit Verification Form stating you fulfilled the requirement.

*Form:* Chiropractic Visit Verification Form

*For individuals looking for a chiropractor who specializes in services for people with disabilities please contact Hannah McNamara for more information.*
Tobacco Free/Cessation

We value your health and recognize being tobacco* free is a highly effective way of improving overall health. Please review your options as a non-tobacco user and a tobacco user.

*Includes all forms of tobacco including, but not limited to, cigarettes, cigars, pipes, and smokeless tobacco.

**Non-Tobacco Users**

Sign a Tobacco Free Certification verifying you have not used any tobacco related products for the previous three months.

**Form:** Tobacco Free Certification

*Providing false information in any certification may subject you to disciplinary action of up to and including termination.*

**Tobacco Users**

TRIPIL’s Wellness Team is here to help you on your journey to stop using tobacco. Please schedule an appointment with Hannah or Ray to help you put together an individualized quit plan. We will walk you through the steps and provide you with information to help you quit.

In your appointment, you will also have access to:

- UPMC Self-help cessation guide
- Peer support from other employees
- The potential for free or discounted nicotine patches

**Form:** N/A

**Bone Density Screen**

Osteopenia and osteoporosis are very common conditions that involve lack of bone strength/durability and can often lead to fractures. Complete a bone density screen at either your PCP or another location and have the technician sign the Bone Density Screen Verification form stating you fulfilled the requirement.

**Form:** Bone Density Screen Verification Form
Cholesterol Check

HDL, LDL, and Total Cholesterol levels can have a significant impact on your health. Complete a cholesterol level check and have the technician or doctor sign the Cholesterol Check Verification Form stating that you fulfilled the requirement. **Form:** Cholesterol Check Verification Form

**Annual Training (Attendants Only)**

Attend your annual training with Jason Zubovic. Upon completion of the Annual Training, your name will be submitted by Jason as having completed this step. **Form:** N/A

**Open: Other Specialist Visit**

Use this step to get credit for any health concerns you and your doctor decide need further investigation. Examples of accepted specialists include: Podiatrist, Gastroenterologist, Rheumatologist, Endocrinologist, etc. Have your doctor sign the Specialist Visit Verification Form stating that you have fulfilled the requirement. **Form:** Specialist Visit Verification
EDUCATION

The purpose of the Education rung is to help you learn about your own wellness and healthy behaviors. You must select two of the following to complete by September 30, 2015, in order to qualify for the 10 step reward. All forms are available on the www.babbwebbenefit.com website and should be submitted to Hannah McNamara unless noted.

**Lunch n’ Learns**

Awareness is key when participating in a healthy lifestyle. TRIPIL will be providing multiple Lunch and Learn events in 2015 providing information on different health topics. To fulfill this step, you must attend four of the nine available Lunch n’ Learn topics. Specific Dates and Topics will be posted on the www.babbwebbenefit.com website. If you attend eight of the nine, this counts as two steps completed.

*Form: N/A*

**Webinar Series**

TRIPIL will be providing links to different videos each month with corresponding questions on the www.babbwebbenefit.com website. In order to receive credit for this program, you must watch four videos and answer the corresponding questions on the Webinar Series Question Form.

*Form: Webinar Series Question Form*

**Nutritious Lunch**

The objective of this step is to bring in your lunch for one month (20 working days) and to keep track of the lunches you bring to work on the Nutritious Lunch Form. This program is also designed to save you money. You may bring in any type of lunch you want, but you may not order in lunch during this time. This will encourage you to eat healthier and save money by resisting fast food.

*Form: Nutritious Lunch Form*

**Food Diary**

This step is designed to help you be aware of the calories you consume on an average day. Track everything you eat one day per week for a month (4 times total) on the Food Diary Worksheet. Use the website https://www.supertracker.usda.gov/foodapedia.aspx to calculate how many calories you had in each meal. At the end of the day, calculate your total calories, and answer the corresponding questions on the Food Diary Worksheet.

*Form: Food Diary Worksheet*
Water Intake Log

This step is designed to help you meet the recommended amount of eight (8) glasses of water per day. One standard glass of water is 8oz. Use a marked water bottle to measure how many ounces you are consuming. Keep track on the Water Intake Log daily log for 3 days/wk for one month.

Form: Water Intake Log

Nutritionist Consult

Use this step to gain knowledge on what food options are best for you. Meet with a Registered Dietitian of your choice and have them sign the “Nutritionist Consult Verification Form” stating that you fulfilled the requirement.

*Many Giant Eagle stores in the area offer classes and events (many are free) to educate you on how to shop and eat in a healthy way. Please see Hannah McNamara for an updated list of free and low-cost options.

Form: Nutritionist Consult Verification Form

CPR/First Aid Training

CPR/First Aid certified? Simply turn in a copy of your valid certification card to Hannah McNamara.

Form: N/A

If you would like to complete a CPR/First Aid training, please contact John Moore (jmoore@tripil.com or x187) to register for an upcoming class. A list of employees who complete the training will be sent to Hannah McNamara.

Certification is dependent on completing the CPR/First Aid training and payment of the certification. Employee is responsible for the cost of certification. Training only is required for this step, certification is not required.

Form: N/A
The purpose of the Fitness rung is to help you become less sedentary and promote physical activity. You must select one of the following to be qualified for the 10 step reward. All forms are available on the www.babwebbenefit.com website and should be submitted to Hannah McNamara unless noted.

**Basic Fitness Assessment**

As a TRIPIL employee, you have access to our gym. Take part in a 30 minute basic fitness assessment and orientation to the gym to help kick-start your exercise regimen. Hannah or Ray will help you assess your baseline and put together an individualized exercise program specific to your goals.

*Form:* Basic Fitness Assessment Verification Form

**Walking Program**

The walking program is designed to encourage physical activity three times a week for a one month period (20 work days). The walking needs to be a minimum of 30 minutes. If you are a wheelchair user, please see the Arm Cycle Program below. Hannah and Ray have the participation journal available.

*Form:* N/A

**Arm Cycle Program**

The Arm Cycle program is designed to encourage physical activity three times a week for a one month period (20 work days). The Arm Cycle needs to be used for a minimum of 30 minutes. This program is open to both wheelchair users and non-wheelchair users. Hannah and Ray have the participation journal available.

*Form:* N/A

**Resistance Training Program**

Resistance training does not have to involve lifting very heavy weights to gain large amounts of muscle. Not sure what to do? Ask! The Wellness Department can put together a personalized program specific to your goals. To complete this step, exercise in the gym for 30 minutes, 3x/wk for 1 month (Total 12 days exercise). Have Hannah or Ray sign off on your “Resistance Training Verification Form” each time you exercise.

*Form:* Resistance Training Verification Form

**Gym Membership**

Bring in a printed copy of your check-ins at your gym of choice, with at least eight (8) check-ins in one month. Minimum of three months (with at least eight check-ins) needed to qualify. Months do not need to be consecutive.

*Form:* N/A
The Wellness Challenge to Better Health Rewards

Control of Your Own Health
Engagement in your own health can make a great impact in the quality of your life. TRIPIL supports you and your health through The Wellness Challenge program.

Rewards

Complete ten total steps by Wednesday, September 30, 2015, and receive a $25 Gift Card of your choice. All steps are grouped into categories to help you achieve an overall understanding of your health. You must complete the minimum number of steps from each category to qualify for the reward.

If you go above and beyond and complete an additional five steps (making a total of fifteen), by Wednesday, September 30, 2015, then you can receive an additional $25 Gift Card. You must complete the minimum number of steps from each category to qualify for the reward.

Gift Cards

Please contact Becky in the Business Office for a list of available cards.

Your health plan is committed to helping you achieve your best health. 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 wellness program, you might qualify for an opportunity to earn the same reward by different means. Contact TRIPIL and we will work with you (and if you wish, with your doctor) to find a wellness program with the same reward that is right for you in light of your health status.