

2022-2023 WELLNESS PROGRAM GUIDE

Make your health a priority.

YOUR WELLNESS PROGRAM OPENS:

June 15, 2022

The Lake Erie Regional Council wellness program rewards you for making improvements to your health and wellness.



VISIT THE MEDICAL MUTUAL WELLNESS PORTAL TO GET STARTED!

Sign in to your My Health Plan account at www.medmutual.com/member and select **Wellness Portal** from the Healthy Living drop-down.

QUESTIONS? Give us a call toll free at 1-855-553-1006 or send us a message on the portal.





GOALS AND REWARDS

By participating in Lake Erie Regional Council's voluntary wellness program, employees enrolled in the medical plan can earn an incentive*! (That's extra money in your paychecks!)

*The incentive amount will be announced at a later date. It will not exceed the legal maximum of 30% of the total (both employee and employer contributions) employee-only rate.

Completion dates listed below are for the overall LERC wellness program. Please be sure to review communications from your district, as the requirements and timeline for completing activities and earning incentives may be different.

To earn the Silver Level and be eligible for incentives, complete the following required activities:

- ☐ Health Assessment
- ☐ Health Screening

To earn the Gold Level, earn at least 200 points from any combination of the following:

Note: You must complete the Silver Level to see points accruing towards the Gold Level.

- ☐ Annual Physical or Women's Well Check | 100 Points
- ☐ Preventive Care Service | 40 Points
Cervical cancer screening, mammogram, prostate cancer screening or colonoscopy
- ☐ Dental Exam/Cleaning | 30 Points
- ☐ Flu Vaccination | 30 Points
- ☐ COVID or Booster Vaccination | 20 Points
- ☐ My Care Compare | 30 Points
- ☐ District-Specific Wellness Activity | 40 Points
After completing a district-specific activity, you will be awarded credit 3 weeks from the completed activity.
- ☐ Track 5,000 Activity Minutes or 1,000,000 Steps | 75 Points
June 15, 2022 - April 30, 2023
- ☐ Up to 3 Personal Challenges | 20 Points Each
- ☐ Online Health University Course | 75 Points

DID YOU KNOW?

Is completing the program not medically appropriate for you?

You may be able to earn the reward another way. To file an appeal, visit the portal and download an appeal form.



STEPS AND DEADLINES

Take it one step at a time. Visit the My Plan page of the Medical Mutual Wellness portal to complete the steps needed to earn your reward.

Note: If an activity doesn't show as "complete" right away, don't be alarmed. It can take some time for the portal to display certain results. If the deadline of an activity is approaching but your completion status still isn't displaying correctly, you can contact Medical Mutual Wellness to confirm your completion status.

Completion dates listed below are for the overall LERC wellness program. Please be sure to review communications from your district, as the requirements and timeline for completing activities and earning incentives may be different. For newly hired staff, you will not be able to register until your coverage effective date. Please be sure to confirm this date with your district.

1 Create an Account | Starting June 15, 2022

Visit the Medical Mutual Wellness portal and complete the registration step by providing your required information.

Tip: It's important that you receive email notifications from Medical Mutual Wellness about your participation in the program. Visit the Account page of the portal to double-check that your email is listed correctly.

2 Take the Online Health Assessment | By April 30, 2023

Immediately after completing this health questionnaire, you will receive two reports: a personal report and a physician summary report that you can share with your doctor.

3 Choose a Screening Option

A. On-Site Screening

Available screening times and instructions for scheduling an appointment will be communicated through your district closer to your workplace event.

B. Screen With Your Doctor | May 1, 2022 – April 30, 2023

Schedule an annual wellness visit with your healthcare provider, or if you already had a wellness visit on or after May 1, 2022, ask your provider if they will fill out a form with those results. Download a provider form from the Medical Mutual Wellness portal, complete it with your doctor and submit it to Medical Mutual Wellness. It requires a signature from both you and your provider.

4 Complete Annual Physical/Women's Well Check and a Preventive Care Service | May 1, 2022 – April 30, 2023

Schedule any of these preventive care services that you are due for: annual physical/women's well check, cervical cancer screening, prostate cancer screening, colonoscopy or mammogram. (Ask your doctor if you're not sure which exam(s) you need.) After completing a preventive care service, you will automatically get credit on the Medical Mutual Wellness portal in 4-8 weeks. However, if you have not yet received credit for your preventive care service, please make sure you submit proof of exam using the Preventive Care Submission Form (download on the Resources page) by 5/31/2023 (appeal deadline).

Continued on next page.



STEPS AND DEADLINES CONT.

Take it one step at a time. Visit the My Plan page of the Medical Mutual Wellness portal to complete the steps needed to earn your reward.

Note: If an activity doesn't show as "complete" right away, don't be alarmed. It can take some time for the portal to display certain results. If the deadline of an activity is approaching but your completion status still isn't displaying correctly, you can contact Medical Mutual Wellness to confirm your completion status.

5 Complete Self-Reported Wellness Activities | By April 30, 2023

If you completed any of the self-reported wellness activity options (My Care Compare, dental exam/cleaning, flu vaccination, COVID or Booster vaccination), enter them on the Medical Mutual Wellness portal.

6 Track 5,000 Activity Minutes or 1,000,000 Steps | June 15, 2022 – April 30, 2023

Sync a fitness device to track your steps or activity minutes. (You can also self-report your steps or minutes.) Please note that to get credit you must reach 1,000,000 steps or 5,000 activity minutes between June 15, 2022 and April 30, 2023. Any steps or activity minutes before June 15, 2022 will not count.

7 Complete Personal Challenges and an Online Health University Course | By April 30, 2023

Make sure to start early enough to finish by the deadline!

Online Health University course lengths:

- LivingLean (nutrition): 4 weeks
- LivingEasy (stress): 3 weeks
- LivingWell (diabetes): 3 weeks
- LivingFit (fitness): 12 weeks
- LivingFree (tobacco): 3 weeks
- LivingWellRested (sleep): 4 weeks
- LivingSmart (alcohol): 3 weeks



FAQS

Let's get the facts straight. Medical Mutual Wellness is here for you if you have any questions about the program. If this page doesn't answer your questions, please call us toll-free at 1-855-553-1006 or send us a message on the portal.

Why is my employer offering this program?

Lake Erie Regional Council offers this program and its rewards to help employees prioritize their health and help the company to get stronger together.

Does it cost money to participate in the program?

Screening on-site is free, and in many cases screening with your doctor will also be free, depending on how the visit is coded. All resources on the Medical Mutual Wellness portal are also free for you to use. There may be expenses tied to the completion of an appeal that you will be responsible for.

What if I don't want to participate?

The program is completely voluntary. It is simply an opportunity to take steps to improve your health while earning a reward. The program and its reward are in compliance with the Affordable Care Act (ACA). Employees under age 18 are not eligible to participate.

Will my employer see my health information?

Absolutely not! Your employer will never see your screening results. They will only see averages for the company and, when needed to administer your reward, they can see your reward amount.

How do I know if Medical Mutual Wellness received the appeals form (or other form) I submitted?

Once your form goes through the first stage of processing, you will receive an automated email letting you know that it was received. This can take up to 10 business days, so don't worry if you don't receive an email right away. Once your form is fully processed, you will receive another email letting you know that your account has been updated on the Medical Mutual Wellness portal.

When will I receive my reward?

Please refer to your district for incentive details and timelines.

EEOC Privacy Notice

Federal law requires employers that offer wellness programs that collect employee health information to provide a notice to employees informing them what information will be collected, how it will be used, who will receive it, and what will be done to keep it confidential. The notice below fulfills these requirements.

Notice Regarding Wellness Program

Lake Erie Regional Council has contracted with Medical Mutual to administer all or part of its voluntary employee wellness program. The program is administered according to federal rules permitting employer-sponsored wellness programs that seek to improve employee health or prevent disease, including the Americans with Disabilities Act (ADA) of 1990, the Genetic Information Nondiscrimination Act (GINA) of 2008, the Affordable Care Act (ACA) and the Health Insurance Portability and Accountability Act (HIPAA), as applicable, among others. If you choose to participate in the wellness program you may be asked to complete a voluntary health risk assessment or "HRA" that asks a series of questions about your health-related activities and behaviors and whether you have or had certain medical conditions (e.g., cancer, diabetes, or heart disease). You may also be asked to complete a biometric screening or other examinations, which may include a blood test for cholesterol levels (Total, HDL, LDL), triglycerides, serum cotinine (nicotine) and glucose as well as a blood pressure reading(s), height, weight, waist measurements and your pulse. When possible, your blood specimen will be confidentially processed by a laboratory that provides a panel of common preventive wellness measures provided solely for your information.

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, and may also be used to offer you services through the wellness program, such as targeted health education, online and telephonic health coaching and health challenges. You also are encouraged to share your results or concerns with your own provider. You are not required to complete the HRA or to participate in the screening or other medical examinations.

However, if you choose to participate in the wellness program you may receive an incentive for participating. More specific details regarding the wellness program, including how incentives are earned can be found in the Program Guide.

As noted in the Program Guide, a portion of the incentives available may be linked to certain health-related activities or to the achievement of certain health outcomes. If you are unable to participate in any of the health-related activities or achieve any of the health outcomes required to earn an incentive, you may be entitled to a reasonable accommodation. You may request a reasonable accommodation or an alternative standard by contacting Medical Mutual Wellness at 1-855-553-1006. See the Program Guide for more details concerning reasonable alternatives. Additional information will be provided to you in your results summary as well.

Protections from Disclosure of Medical Information

We are required by law to maintain the privacy and security of your protected health information (PHI). Although the wellness program and your employer may use aggregate information collected to design a program based on identified health risks in the workplace, Medical Mutual Wellness and its contracted partners will never disclose any of your personal medical information either publicly or to the employer, except as necessary to respond to a request from you for a reasonable accommodation needed to participate in the wellness program, as necessary to support health plan or wellness program administration or as permitted by law. In no event will medical information that personally identifies you that is provided in connection with the wellness program 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 program, and you will not be asked or required to waive the confidentiality of your health information as a condition of participating in the wellness program or receiving an incentive. Anyone who receives your information for purposes of providing you services as part of the wellness program will abide by the same confidentiality requirements.

In addition, all medical information obtained through the wellness program is required to be maintained separate from your personnel records, information stored electronically will be encrypted, and no information you provide as part of the wellness program may 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 can ask to see or get a copy of the health information we have about you. We may charge a reasonable cost-based fee.

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

If you are a member of your employer-sponsored health plan, the provisions of the health plan privacy notice may also apply. Please contact your health plan administrator for a copy of the notice. If you have questions or concerns regarding this notice, or about protections against discrimination and retaliation, or if you would like a paper copy of this notice or a copy of Medical Mutual Wellness's Privacy Statement mailed to you, please contact Medical Mutual Wellness Participant Services at 1-855-553-1006. Medical Mutual Wellness's Privacy Statement is also located on the Medical Mutual Wellness website at <http://www.bravowell.com/privacy-statement/>.