



2019 Harlem Wellness Program Reference Guide

Effective: December 1, 2018 – November 30, 2019

<p>Step 1 Requirements</p>	<p>Biometric Screening</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete between December 1, 2018 June 30, 2019. <p>Can be completed during on-site screening offered through Harlem School District OR with your own Doctor.</p> <p><i>Once results are submitted this step is finalized and results will not be replaced.</i></p> <p>BCBS Online Health Assessment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete between January 1, 2019 - June 30, 2019 on one of the websites: WWW.BCBSIL.COM WWW.WELLONTARGET.COM 	<p>Deadline for both: Sunday, June 30, 2019</p> <ul style="list-style-type: none"> <input type="checkbox"/> On-Site biometric screening will be offered at each building in February - April 2019. <input type="checkbox"/> Physician Data Form is to be completed by your Physician’s office if biometric screening is completed through their office. <input type="checkbox"/> It is EMPLOYEE RESPONSIBILITY to scan & email the Physician Data Form to Employer Resource Solutions Accelerator (ERSA) ~ formerly known as Team Tree Wellness Collaborative).
<p>Step 2 Requirements</p>	<p>Collect a minimum of 3 points by:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete between December 1, 2018- November 30, 2019. <input type="checkbox"/> Attend Harlem or Community Wellness Seminars. <input type="checkbox"/> Completing Preventive Health Screenings <input type="checkbox"/> Participate in Disease Management Programs: <ul style="list-style-type: none"> ● Diabetes ● Eating Disorder ● High Blood Pressure ● Mental Health ● Obesity ● Tobacco Cessation 	<p>Deadline: Must be turned in no later than Monday, December 2, 2019</p> <ul style="list-style-type: none"> <input type="checkbox"/> In order for points to count, ALL DATES MUST occur within the dates of December 1, 2018 – November 30, 2019. <p><i>Any dates prior to December 1, 2018 will NOT be accepted.</i></p>
<p>Complete Steps 1 & 2 and</p> <ul style="list-style-type: none"> <input type="checkbox"/> Waive the \$50 monthly surcharge to insurance premiums for calendar year 2020 <input type="checkbox"/> Receive incentives qualified for in Step 3 Incentive Program 		
<p>Step 3 Incentive Program Requirements</p> <p><i>OPTIONAL</i></p>	<p>Complete between December 1, 2018 – November 30, 2019</p> <p>Complete one (1) menu item on the following table (see back) & qualify for one incentive of your choice.</p> <p>Complete two (2) menu items & qualify for one of each incentive.</p>	<p>Deadline: Must be turned in no later than Monday, December 2, 2019</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete incentive activities on menu item between the dates of December 1, 2018 - November 30, 2019. <input type="checkbox"/> Personal Wellness Day and/or \$100 incentives earned will be made available on the 2nd paycheck in January 2020.

<p>Step 3 Incentive Program Activity Items</p> <p><i>OPTIONAL</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> COLLECT 20,000 Blue Points and/or Harlem Challenge Points. <input type="checkbox"/> COLLECT an additional 15,000 for a total of 35,000 Blue Points and/or Harlem Challenge Points. <div style="border: 1px solid black; border-radius: 15px; padding: 10px; text-align: center; margin: 10px 0;"> <p><i>HARLEM WELLNESS TRACKING FORMS AVAILABLE for activities #3 - #10.</i> <i>If using a different tracking form or app, the details collected MUST match that on Harlem Wellness Tracking forms. Count out your days on the form you are turning in.</i></p> </div> <ul style="list-style-type: none"> <input type="checkbox"/> Have a step count OVER 10,000 steps for 150 days (Steps tracked may NOT be connected to any activities on Well on Target or Harlem Wellness Challenges to earn points). <input type="checkbox"/> Log 30 or more minutes of exercise for 150 days (exercise may NOT be connected to any activities on Well on Target or Harlem Wellness Challenges to earn points). <input type="checkbox"/> Log food & water consumption for 150 days (food intake may NOT be connected to any activities on Well on Target or Harlem Wellness Challenges to earn points). <input type="checkbox"/> Successfully quit smoking for 150 days (tobacco tracking may NOT be connected to any activities on Well on Target or Harlem Wellness Challenges to earn points). <input type="checkbox"/> Attend a minimum of 30 sessions (classes may NOT be connected to any activities on Well on Target or Harlem Wellness Challenges to earn points). <input type="checkbox"/> Reduce BMI by 1 (Initial weigh-in required during the month of December 2018 & final weigh-out during the month of November 2019 with School Nurse). <input type="checkbox"/> Reduce BMI by 2 overall (Initial weigh-in required during the month of December 2018 & final weigh-out during the month of November 2019 with School Nurse). <input type="checkbox"/> Achieve a biometric screening with scores in the normal range in 5 out of 6 measures.
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ELIGIBILITY GUIDELINES

Wellness Steps 1 & 2 are applicable to all Harlem employees who have elected to be covered under Harlem’s Insurance with hire dates prior to December 1, 2018, including new hires who have a waiting period for Insurance coverage to start. Steps 1 & 2 **REQUIRE COMPLETION** in order to waive the \$50 monthly surcharge on insurance premiums for calendar year 2020. Step 3 Incentive Program is optional.

ALL Harlem Employees are eligible to attend Harlem Wellness Seminars & participate in Harlem Wellness Challenges with the opportunity to qualify for an entry for the prize drawing.

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