

May 1, 2011

To: All VPSB Active Employees insured with VPSB/UHC

From: Kelli Romero, Wellness Coordinator

The Vermilion Parish School Board Wellness Department is proud to introduce the "VPSB Healthy Lifestyle Program". This incentive program will be in effect for the 2011-2012 insurance policy year. As always, we strive to help improve and maintain health and wellness for our employees of the Parish.

Due to recent insurance premium increases, we have worked on putting together a program to help our employees take the next step in improving or maintaining their health while qualifying for a premium reduction incentive.

The "Healthy Lifestyle Program" requires that each active employee and spouse, if applicable, have an annual wellness exam, participate in preventive screenings (age and gender appropriate) and acquire 50 or more points from the list provided. Completion of these criteria will qualify the employee for the premium reduction incentive.

Premium reduction incentive is as follows:

- ***Incentive rewards will take effect for the 2012-2013 insurance policy year***
- ***Insured employee only: \$300 - which will be \$25/month reduction of insurance premium for a period of 12 months***
- ***Insured employee and spouse: \$600 - which will be \$50/month reduction of insurance premium for a period of 12 months. It is required that both employee and spouse participate in the program.***

The Premium Reduction Incentive will only be available to Active School Board Employees who are insured through VPSB/UHC.

The attached packet of information has all requirements you will need to complete the necessary criteria to qualify for the incentive.

Employees who are not insured through VPSB/UHC are also encouraged to participate in the "Healthy Lifestyle Program". These employees will not have access to UHC programs and will not be eligible for the incentive mentioned above.

Note: Neither participation nor non-participation in these activities will be considered in regards to any employment related decisions or terms of employment. All participation results are confidential and will not be shared.

VPSB Healthy Lifestyle Program

Requirements for participation and eligibility in the premium reduction incentive are to complete an Annual Wellness Exam, Preventive Screening (age and gender requirements attached) and acquire 50 points or more by completing the tasks attached.

Please indicate which task you have completed and attach appropriate documentation as required.

Name: _____

DOB: _____ Age: _____ Male/Female: _____

Are you insured with VPSB UHC policy (Y/N)? _____ Are you an employee or spouse? _____

Area to complete	Pt Value	√ Area completed
Annual Wellness Exam	Required	
Preventive Screenings <i>(Complete attached forms and attach required documentation)</i>	Required	
Register at myuhc.com	5 points	
Complete online health assessment through myuhc.com	15 points	
Nurseline	5 points	
UHC Healthcare Lane	5 points	
VPSB Wellness Website	5 points	
Online Health Coaching Program (Max of 15 points available) <i>Please list programs completed-</i> • • •	5 points /prog. Max of 15 pts	
Power Point's or Podcasts (Max of 15 points available) <i>Please list sessions completed-</i> • • •	5 points /session Max of 15 pts	
Non-Smoker or quit smoking	30 points	
Flu Shot	10 points	
Physical Activity <i>Tracking sheet attached</i>	30 points	
Healthy BMI/Healthy Weight <i>(Documentation required)</i>	30 points	
Know your numbers <i>(Documentation required)</i>	5 points	
Wellness Wednesday Participation	15 points	
Requirements: Annual Exam, Prev. Screen and 50 points	Total pts. achieved	

I verify that all information, documentation and participation are accurate and true.

Signature

Date

VPSB Healthy Lifestyle Program

The Vermilion Parish School Board Wellness Department is proud to announce a worksite wellness program for 2011-2012. As an employee and employee spouse, **completing the first two items and obtaining 50 points thereafter will qualify you for premium reduction incentive.** The deadline to complete and submit all paper work is March 30th, 2012. You must submit all documentation to Kelli Romero, Wellness Coordinator. Completed paperwork may be turned in sooner than the deadline.

Participation is totally voluntary.

- **Annual Wellness Exam** (required for participation) – Visit your family doctor and have your annual wellness exam. Wellness exams are paid at 100%. Please let your doctor know that your visit should be coded as a wellness exam. Please visit myuhc.com to find an in-network doctor. *Documentation of exam required.*
- **Preventive Screenings** (required for participation) – Visit your family doctor and have your preventive screenings completed. Results are not requested, only documentation of the screening. If a preventive screening has already been performed and is not due again this year, the paperwork indicating the screening is sufficient. Types of preventive screenings include Pap smear, mammogram, PSA, osteoporosis, colonoscopy, etc. Please refer to the attached preventive care guide to determine what preventive screenings you need based on your age and gender. *A colonoscopy is considered a preventive screening, however, it may not be covered at 100% if further or additional procedures are necessary. Complete list of screenings and age requirements attached.*
- **Register at myuhc.com** (5 points)
- **Complete the online Health Assessment thru myuhc.com** (15 points) – An online questionnaire that takes about 10-15 minutes to complete. You will receive a wellness score card with information regarding your health risks and wellness status.
- **Nurseline** (5 points) – Program the number for Nurseline 1-800-846-4678 into your cell phone or obtain a Nurseline Magnet from the Wellness Department for your home.
- **UHC Healthcare Lane** (5 points) – Visit, view and bookmark to your computer www.healthcarelane.com
- **VPSB Wellness Website** (5 points) – Visit and bookmark to your computer the wellness website www.vrml.k12.la.us/wellness
- **Complete an Online Health Coaching Program** (5 points per program completed/maximum of 15 points) – Online health coaching programs can be found under the Health and Wellness tab at myuhc.com. Topics include weight loss, exercise, diabetes, heart health, nutrition, smoking cessation and stress management. Each program is evidence-based and has five different sessions that can be completed over a course of five weeks (one session per week). After a member completes one session, they will need to wait seven days before moving on to the next session. Each session takes about 30-45 minutes to complete based on the individual. It is recommended that members first complete the health assessment. Based on these results, members will be invited to participate in programs that are relevant to the member's needs. For instance, a smoker may be invited to participate in the smoking cessation program. Members may also self enroll in a program by selecting the online health coach button on the top navigation bar. Members will be asked to answer a few questions to determine which programs may be applicable to the member. So, someone that does not indicate that they are diabetic or have a high risk for diabetes would not be offered the diabetes program as an option. Once the Health Assessment is completed, customized choices are offered to the employee. This option takes 5-6 weeks to complete. Please begin your session prior to February 28th to ensure completion by deadline of March 30th.
- **View Power Point's or Podcast** (5 points per session attended/maximum of 15 points) PowerPoint's are available at www.vrml.k12.la.us/wellness under the Presentations tab and Podcast's available at www.healthcarelane.com (Drive in Theater) or www.source4women.com (Dr. Oz)

Podcasts available:

Dr. Oz (at healthcarelane.com and source4women.com)

- Healthy Bones and Joints - Weight Loss - Move Your Body
- Clean Teeth, Healthy Heart - Hidden Causes of Weight Gain

- Lose Weight with the Rule of 5
- Fighting the Flu
- Smoking: Kick the Habit
- You've Got to Move!

Storytellers (at healthcarelane.com)

- Cancer Support
- Health Advisor
- Complementary
- Wellness Programs
- Finding a Doctor

Power Point's Available (at VPSB Wellness Website)

- Treatment Decision Support
- Understanding High Blood Pressure
- Half Tablet Program
- Nurseline
- Choosing the Right Setting

- **Be a non-smoker or quit smoking** (30 points for being a non-smoker or for quitting and staying a non-smoker for six months or longer) – Pick up tobacco cessation information to help you end using tobacco for good. Information is available through the Wellness Department.
- **Get an annual Flu Shot** (10 points) – will be scheduled for onsite later in the year. The flu shot does not have to be taken onsite to count as one of the requirements. Documentation from another provider is sufficient.
- **Physical Activity** (30 points) – Regular physical activity achieving 150 minutes or more of moderately intense activity per week for minimum of 39 weeks. (ex: Brisk walk with elevated heart rate) *See attached documents and tracking chart.*
- **Healthy BMI** (30 points) For having and maintaining a healthy BMI or losing 5% of total body weight and maintaining weight loss for six months or longer *See attached BMI/Healthy Weight Chart*
- **Know Your Numbers** (5 points) - Know your biometric numbers for your health: weight, blood pressure, cholesterol and glucose.
- **Wellness Wednesday Participation** (15 points for participation in Wellness Wednesday with Kelli Romero) – A list of dates and locations will be provided for employees.

Employees Not Covered by UHC

For employees not covered by UHC, you can still participate in the Healthy Lifestyle Program. Non-UHC employees will not be able to participate in the myuhc.com registration, online Health Assessment, or the online Health Coaching program since they will not have access to the UHC website.

Note: Neither participation nor non-participation in these activities will be considered in regards to any employment related decisions or terms of employment. All participation results are confidential and will not be shared.

Preventive Screenings required for VPSB Healthy Lifestyle Program 2011-2012

Men and Women age 20 and over	Cancer related checkup. Health exam/wellness exam can include exams for cancer of the thyroid, oral cavity, skin, lymph nodes, testes, ovaries as well as exam for non-cancerous disease including hypertension (high blood pressure), diabetes (high blood sugar) and cholesterol/lipid panel.
Men and Women age 50 and over	Colonoscopy test or proof of one done with 5 years. Testing for colon cancer documented by physician.
Men age 50 and over	PSA test for early detection of prostate cancer. This may be done at an earlier age if there is a higher risk/family history.
Women age 18-65	Pelvic exam with PAP Smear for early detection of cervical cancer.
Women age 40 and over	Mammogram for early detection of breast cancer. This may be done at an earlier age if there is a higher risk/family history.
Women age 65 and over or post menopausal before the age of 65	Bone density testing for early detection of osteoporosis.

Some of these tests may be performed at an earlier age than indicated above due to family history of certain cancers. If you have had any of these tests performed, please indicate and provide the required information to participate in the Healthy Lifestyle Program.

Checklist of Preventive Screenings Completed for VPSB Healthy Lifestyle Program 2011-2012

Name: _____ DOB: _____ Age: _____

Male: _____ Female: _____

Date Completed	Test	Documents attached	Not Applicable
	Health Exam and/or Wellness Exam		
	Colonoscopy		
	PSA		
	Pap Smear		
	Mammogram		
	Bone Density		

- Please indicate not applicable, if due to age and/or gender, the testing was not performed.
- Please include the date completed
- Please attach documentation indicating the testing was performed. This may include physicians' documentation and/or EOB from UHC. You do not have to include the diagnostic results.

ALL information and documentation must be turned in to the Wellness Department/Kelli Romero no later than March 30, 2012 to be eligible for the discount!

PHYSICAL ACTIVITY TRACKING DOCUMENTATION

Required: regular physical activity achieving 150 minutes or more of moderately intense activity per week for minimum of 39 weeks.

What is moderately intense exercise? Moderate intensity means you should be feeling warm, breathing hard with an elevated heart rate, and possibly sweating, but still able to carry on a conversation. You should feel like you are trying to catch a bus or running late to a meeting. Examples: brisk walk, jogging, biking, swimming, water aerobics, hiking, circuit training, gardening, exercise class, active play with kids, raking leaves, housework, dancing, taking the stairs.

Required week	Total Minutes
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Week 6	
Week 7	
Week 8	
Week 9	
Week 10	
Week 11	
Week 12	
Week 13	
Week 14	
Week 15	
Week 16	
Week 17	
Week 18	
Week 19	
Week 20	
Week 21	
Week 22	
Week 23	
Week 24	
Week 25	
Week 26	
Week 27	
Week 28	
Week 29	
Week 30	
Week 31	
Week 32	

Week 33	
Week 34	
Week 35	
Week 36	
Week 37	
Week 38	
Week 39	

Example of tracking your weekly progress:

My exercise plan: I will exercise for _____ minutes on _____ days of the week.

Day of week	Time of day	Activity	Minutes
SUNDAY			
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			

Healthy BMI/Healthy Weight Documentation

Find your healthy weight

Many of us may rely on the bathroom scale or how our clothes fit to judge whether we're at a healthy weight. For a more reliable tool, health professionals use the body-mass index (BMI). The BMI is a mathematical formula that uses your height and weight to determine if you are in a healthy weight range. The higher your BMI, the greater your risk for health problems.

Use the chart below to determine your healthy weight range.

1. Find your height on the left hand column.
2. Look at the numbers in the lightest shade for your healthy weight range.

Example: A healthy weight range for someone 5'8 would be 125 - 158 lbs.

My healthy weight range is: _____

	Healthy Weight						Overweight						Obese									
BMI	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
Height	Body Weight (pounds)																					
4' 10"	91	96	100	105	110	115	119	124	129	134	138	143	148	153	158	162	167	172	177	181	186	191
4' 11"	94	99	104	109	114	119	124	128	133	138	143	148	153	158	163	168	173	178	183	188	193	198
5' 0"	97	102	107	112	118	123	128	133	138	143	148	153	158	163	168	174	179	184	189	194	199	204
5' 1"	100	106	111	116	122	127	132	137	143	148	153	158	164	169	174	180	185	190	195	201	206	211
5' 2"	104	109	115	120	126	131	136	142	147	153	158	164	169	175	180	186	191	196	202	207	213	218
5' 3"	107	113	118	124	130	135	141	146	152	158	163	169	175	180	186	191	197	203	208	214	220	225
5' 4"	110	116	122	128	134	140	145	151	157	163	169	174	180	186	192	197	204	209	215	221	227	232
5' 5"	114	120	126	132	138	144	150	156	162	168	174	180	186	192	198	204	210	216	222	228	234	240
5' 6"	118	124	130	136	142	148	155	161	167	173	179	186	192	198	204	210	216	223	229	235	241	247
5' 7"	121	127	134	140	146	153	159	166	172	178	185	191	198	204	211	217	223	230	236	242	249	255
5' 8"	125	131	138	144	151	158	164	171	177	184	190	197	203	210	216	223	230	236	243	249	256	262
5' 9"	128	135	142	149	155	162	169	176	182	189	196	203	209	216	223	230	236	243	250	257	263	270
5' 10"	132	139	146	153	160	167	174	181	188	195	202	209	216	222	229	236	243	250	257	264	271	278
5' 11"	136	143	150	157	165	172	179	186	193	200	208	215	222	229	236	243	250	257	265	272	279	286
6' 0"	140	147	154	162	169	177	184	191	199	206	213	221	228	235	242	250	258	265	272	279	287	294
6' 1"	144	151	159	166	174	182	189	197	204	212	219	227	235	242	250	257	265	272	280	288	295	302
6' 2"	148	155	163	171	179	186	194	202	210	218	225	233	241	249	256	264	272	280	287	295	303	311
6' 3"	152	160	168	176	184	192	200	208	216	224	232	240	248	256	264	272	279	287	295	303	311	319
6' 4"	156	164	172	180	189	197	205	213	221	230	238	246	254	263	271	279	287	295	304	312	320	328

Height: _____ **Weight:** _____ **BMI:** _____