How do I participate in the Wellness Incentive Program?

To earn the credit, you (and your spouse/partner if covered under your plan) will need to reach bronze status on the new well@du Wellmetrics Portal by completing two components:

1. Register for the well@du Wellmetrics Portal to complete your Well-Being Assessment (new this year)
   a. You will automatically receive an email to your @du.edu email address with an activation code once the portal is live in April.
   b. If your spouse/partner is covered on your health plan, they will also need to register on the portal.
   c. Once registered, complete your Well-Being Assessment.

2. Complete your biometric screening
   a. Schedule an appointment now at www.pickatime.com/DUScreenings to complete your biometric screening on campus.
   b. Covered spouses/partners may also schedule an appointment for an on-campus screening.
   c. If you cannot attend one of the on-campus clinics, or if you have completed a physical and had your biometrics screened after July 1, 2014, you may submit a Physician Fax Form directly to the well@du Wellmetrics Portal. This option will be available in April and must be submitted by May 15, 2015.

With completion of these two components, you will reach bronze status on the well@du Wellmetrics Portal.

You may complete the components in any order you choose and you can check your completion status via the well@du Wellmetrics Portal.
Who can participate in the Wellness Incentive Program?
All DU employees currently covered or anticipate being covered by July 1, 2015 on a DU sponsored health plan and any covered spouse/partner can participate. To earn the incentive you will need to complete two components to reach bronze status on the wellness portal: the Well-Being Assessment and a biometric screening. **If your spouse/partner is covered with your plan, you must both reach bronze status to receive the incentive.** Employees electing coverage during open enrollment will be contacted by the Wellness Program Manager regarding completion of the components once your KP coverage begins **on July 1, 2015.**

What is the incentive for completing the Wellness Incentive Program?
If you (and any covered spouse/partner) complete the program by May 15, 2015, you will receive a **$300 premium credit** or **$600 premium credit** (depending on your coverage) for the plan year beginning July 1, 2015. A $300 credit is available for employee-only coverage or employee+children coverage. A $600 credit is available for employee+spouse/partner coverage or employee+family coverage. The incentive will be divided among your pay checks from July 1, 2015 through June 30, 2016. Please share the Wellness Incentive Program information with your spouse/partner covered on your insurance, as they must also complete the Well-Being Assessment and biometric screening to reach bronze status to earn your insurance premium incentive.

On Campus Biometric Screening Dates:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>March 23rd</td>
<td>7am – 11am</td>
<td>Ritchie Center Gottesfeld Room</td>
</tr>
<tr>
<td>Wednesday</td>
<td>March 25th</td>
<td>7am – 11am</td>
<td>Ritchie Center Gottesfeld Room</td>
</tr>
<tr>
<td>Wednesday</td>
<td>April 8th</td>
<td>6:30pm – 10pm</td>
<td>Renaissance Room in Mary Reed Building</td>
</tr>
<tr>
<td>Wednesday</td>
<td>April 15th</td>
<td>7am – 11am</td>
<td>Ritchie Center Gottesfeld Room</td>
</tr>
<tr>
<td>Wednesday</td>
<td>April 22nd</td>
<td>7am – 11am</td>
<td>Ritchie Center Gottesfeld Room</td>
</tr>
<tr>
<td>Thursday</td>
<td>April 23rd</td>
<td>7am – 11am</td>
<td>Ritchie Center Gottesfeld Room</td>
</tr>
<tr>
<td>Monday</td>
<td>April 27th</td>
<td>7am – 11am</td>
<td>Renaissance Room in Mary Reed Building</td>
</tr>
<tr>
<td>Tuesday</td>
<td>April 28th</td>
<td>7am – 11am</td>
<td>Renaissance Room in Mary Reed Building</td>
</tr>
<tr>
<td>Monday</td>
<td>May 4th</td>
<td>6:30pm – 10pm</td>
<td>Renaissance Room in Mary Reed Building</td>
</tr>
<tr>
<td>Thursday</td>
<td>May 7th</td>
<td>7am – 11am</td>
<td>Renaissance Room in Mary Reed Building</td>
</tr>
</tbody>
</table>

If you cannot attend one of the 10 onsite clinics, you may submit a Physician Fax From directly to the well@du Wellmetrics Portal. **This option will be available after April 1, 2015 and must be submitted by May 15, 2015.**
What does the biometric screening entail?

- **Blood pressure:** Blood pressure is the force of blood against your artery walls as it circulates through your body. Blood pressure normally rises and falls throughout the day, but it can cause health problems if it stays high for a long time. Having high blood pressure raises your risk for heart disease and stroke. Measuring your blood pressure is quick and painless. The nurse will wrap an inflatable cuff with a pressure gauge around your arm to squeeze the blood vessels. Then he or she will listen to your pulse with a stethoscope while releasing air from the cuff and watching the gauge.

- **Cholesterol:** High Density Lipoprotein (HDL), i.e. “good cholesterol,” Low Density Lipoprotein (LDL), i.e. “bad cholesterol,” total cholesterol, and triglycerides: Cholesterol is a waxy, fat-like substance that your body needs; however, when you have too much in your blood, it can build up on the walls of your arteries. This can lead to heart disease and stroke. Cholesterol levels will be checked by gathering a small blood sample through a finger prick.

- **Blood Glucose:** Blood glucose is a type of sugar in your blood. Normally, your blood glucose levels increase slightly after you eat. This increase causes your pancreas to release insulin so that your blood glucose levels do not get too high. Blood glucose levels that remain high over time can damage your eyes, kidneys, nerves, and blood vessels. Blood glucose tests are done to check for diabetes, monitor treatment of diabetes, and determine if an abnormally low blood sugar level (hypoglycemia) is present. Glucose levels are checked by gathering a small blood sample through a finger prick.

- **Body Mass Index:** Body Mass Index (BMI) is a number calculated from your height and weight. BMI provides a reliable indicator of body fatness for most people and is used to screen for weight categories that may lead to health problems.

**REMINDER:** Fasting provides the most accurate test results; however, if you cannot go without food for 8 hours, you are still welcome to participate in the screening. Tell the Kaiser Permanente staff and they will indicate that on your paperwork; your results will then be compared to non-fasting ranges.

If you are able to fast, do not smoke, eat or drink anything (except water) for 8 hours before your test. Do not chew gum, or take any vitamins, supplements, or herbal remedies before the test.

Take your prescription medication(s) with water. If you need to take your medication with food, wait until after the test.

If you choose to fast, please remember to keep yourself hydrated by drinking water during the fasting period.

**What if I cannot attend any of the on-campus biometric screening sessions?**
If you are unable to attend an on-campus event, you may visit a KP clinic to complete your biometric screenings, which include blood pressure, cholesterol, glucose, and body mass index (BMI). To obtain credit for the DU wellness incentive, you must submit a verification form signed by your physician.
stating you have completed your screenings at the medical office. You can access the Physician Fax Form through your personal account well@du Wellmetrics Portal after April, 1 2015.

The easiest method for completing your biometric screenings through KP is to email your Primary Care Physician, who can direct you to either schedule an appointment with primary care, or can put in a lab order for your blood draw. Let your physician know that you are participating in a wellness program with your employer (DU) and are required to have a lipid profile, fasting blood sugar, blood pressure and BMI screenings completed. Let your physician know that you will need his or her signature on a confirmation form stating that your screenings are complete, and ask as to the best method for getting that form to your physician (by fax, mail or in person at an appointment) for his or her signature. **To qualify for the incentive, you will need to return the signed form directly through your personal account on the well@du Wellmetrics Portal by May 15, 2015.**

**Will I have to pay for the screenings that I need?**
If you are an employee covered under the DU KP health plan and you attend an on-campus screening, DU will cover the cost for you (and your covered spouse/partner). If you choose to have the screening at a KP clinic you may be subject to a co-pay. Please call member services at 303-338-4545 if you have questions about the cost of any screenings.

**Will my employer know the results of my Well-Being Assessment and biometric screening?**
No. DU will not know the specific results of your (or your covered spouse/partner’s) screenings. Kaiser Permanente will only release your name and completion status to DU in order to provide you with your premium incentive.

**Will my insurance rates increase if I receive abnormal screening results?**
No. Your specific screening results are confidential. No screening results are shared with the insurance underwriters who create the rates.

**What do I do if my doctor wants to do more tests beyond the screenings in this program?**
Your doctor may request that you complete additional screenings. Any discussion regarding additional screenings is a personal conversation between you and your doctor.

**My doctor does not recommend that I receive the screenings listed because of my current health condition. Can I still participate? Will I still be eligible for the incentive?**
Yes. If a current health condition prevents you from receiving all screenings, please have your doctor provide a signed note stating that he or she does not recommend these screenings. You will still be eligible for the incentive if you complete the steps that your doctor agrees to.

**What if I completed the Wellness Incentive Program (biometrics screenings and Kaiser Total Health Assessment) last Spring?**
Any incentive activities completed prior to July 1, 2014 will not count towards the requirements for the upcoming wellness program.

**What if I was hired since July 1, 2014 and completed the Wellness Incentive Program components since that time?**
If you submitted a Physician Verification Form since July 1, 2014 it will automatically count as your biometric screening towards this year’s program. The Wellness Program Manager will contact you if you qualify for this. Please note – to reach bronze status and earn the incentive you will still need to register on the wellness portal and complete a Well-Being Assessment by May 15, 2015.

**Is the Wellness Incentive Program required of all employees?**
No. Participation in the Wellness Incentive Program is strictly voluntary. Financial incentives are available for participants who complete all program components by May 15, 2015.

**Why should I participate in the Wellness Incentive Program?**
The University of Denver wants you to thrive and live your healthiest life. The program is designed to help you know your health risk and numbers—preventing and detecting disease helps saves lives. Improved health starts with every person taking an active role in his or her own health. The University of Denver supports you in taking initiative to improve your health by providing a significant insurance premium incentive for completing the program.

**How will DU know I’ve completed my biometrics screenings and Well-Being Assessment?**
You will be able to check your completion status through your personal account on the well@du Wellmetrics Portal. If you (and your spouse/partner if on your health plan) have reached bronze status, you will receive the premium incentive.

**What if I am not currently enrolled in the DU health insurance plan but intend to sign-up for a plan during open enrollment (May 1-15, 2015)?**
If you (or a spouse/partner) are not currently covered through DU, but you will be electing coverage during open enrollment, you will be contacted by the Wellness Program Manager regarding completion of the components once your KP coverage begins on July 1, 2015. If you plan to cover a spouse/partner, he/she will also need to complete the components and reach bronze status on the well@du Wellmetrics Portal. *Please do not register for a biometric screening until your KP coverage begins.*

**Can I complete the well@du Wellmetrics Portal registration, Well-Being Assessment and biometric screenings during work time? Do I have to use sick or vacation time?**
You may attend an onsite biometric screening during your workday; please coordinate your schedule with your supervisor and department. Vacation or sick time should not be required.

Employees who wish to complete screenings at a KP clinic during their normal work hours will need to utilize sick time as they would for any such appointments.

Employees are encouraged to complete the Wellmetrics Portal registration and Well-Being Assessment during work time using a University computer. The assessment takes 20-30 minutes to complete. If you do not have access to a computer please visit HR located in Mary Reed Building on the 4th floor.
Who can I contact with questions or concerns about the Wellness Incentive Program?
Please contact Mandy Sigmund at 303-871-4932 or email Mandy.Sigmund@du.edu.

Your results will be confidential; DU will only receive notice of your completion status of a biometric screening, registration on the well@du Wellmetrics Portal, and Well-Being Assessment. All aspects of this program are completely confidential. No one can see your individual responses, including our Human Resources department and your manager. Our third party wellness vendor, ADURO, is bound by legal contractual obligations to ensure the confidentiality of the information you provide through the well@du Wellmetrics Portal. ADURO does not rent, share or sell participants’ information.

Starting in July 2015 – The well@du Wellmetrics Portal will add these new opportunities:

- Participate in a variety of challenges and wellness initiatives
- Obtain personalized supportive information, resources and tools
- Utilize your individual screening results and responses to create a customized wellness plan tailored to your goals and vision

As you engage in the well@du Wellmetrics Portal, you will earn points that allow you to reach new status levels unlocking exciting incentives.