

2022-2023 Kaiser Annual Wellness Incentive

Formerly known as the Health Awareness Incentive Program

This document provides guidelines and frequently asked questions for the Newport Mesa Unified School District's Annual Wellness Incentive for active employees and/or their spouses enrolled in the District-sponsored Kaiser Permanente medical plan effective October 1, 2022 - September 30th, 2023.

Q1. What is the Annual Wellness Incentive?

A1. During the October 1, 2022 plan year, employees and/or spouses enrolled in the District-sponsored Kaiser Permanente medical plan are eligible to receive a \$100 incentive when they:

1. Complete the Total Health Assessment on kp.org/tha between the dates of **10/1/2022 and 9/30/2023**.
2. Complete a Wellness Screening (aka annual physical, biometrics, well-visit) with their health care provider and have their health care provider complete a [Wellness Screening Form](#) between the dates of **10/1/2022 and 9/30/2023**.
3. Submit the completed Wellness Screening Form to wellness@nmusd.us by December 31st, 2023.

Q2. What is the purpose of the Annual Wellness Incentive?

A2. Newport Mesa Unified School District is committed to helping employees improve and/or maintain a healthy lifestyle. Completing the kp.org Total Health Assessment and receiving a Wellness Screening (aka annual physical, biometrics, well-visit) with your health care provider is a key step in taking ownership of your health.

Q3. What is a Health Assessment, and how is my completion verified?

A3. The kp.org Total Health Assessment is an online questionnaire to assess your health based on your medical history, lifestyle habits, and work and life activities. The short assessment will provide insight into what you are doing well, as well as provide guidance in potential areas of improvement. Your results are 100% confidential.

- Completions are captured electronically and reported back to **NMUSD Wellness for Life**. However, there is a 30-60 day delay in the reporting, so you are welcome to send a screenshot of your completion/confirmation page to wellness@nmusd.us to expedite the reward process.

Q4. What is a Wellness Screening, and how is my completion verified?

A4. A Wellness Screening (sometimes referred to as annual physicals, biometrics, well-visits, etc.) is a series of confidential health tests (blood pressure, total cholesterol, height/weight, BMI, etc.) provided by your health care provider. These tests are designed to offer insight into your health status and allows for identification of risk factors.

- Completions are verified with the [Wellness Screening Form](#). The form must be *completed* and dated between 10/1/2022 and 9/30/2023, and submitted to wellness@nmusd.us by 12/31/2023.

Q5. When will the Annual Wellness Incentive go into effect?

A5. Effective October 1, 2022 employees and/or spouses enrolled in the District-sponsored Kaiser Permanente medical plan can complete the required steps (listed at the top of this page) to earn the \$100 reward.

Q6. Who is eligible for the incentive?

A6. All active employees and/or spouses enrolled in the District-sponsored Kaiser Permanente medical plan are eligible to participate. Other dependents such as children are not eligible.

Q7. Are new hires eligible to participate in the program?

A7. Yes. When you are hired and you enroll in the Kaiser Permanente medical plan through NMUSD you become eligible to earn the Annual Wellness Incentive.

Q8. I have family members enrolled in the Kaiser Permanente medical plan as well. Can my spouse or dependent child participate and earn the incentive?

A8. Enrolled spouses are eligible to participate, but other dependents are not.

Q9. How much will I be awarded for participating?

A9. For completing the steps laid out in Q1/A1 of this document you will earn a \$100 incentive in the form of a Pre-paid Debit Card.

Q10. How long do I have to complete my Wellness Screening and submit my form?

A10. Eligible participants must *complete* their Total Health Assessment and Wellness Screening within the medical plan year - October 1, 2022 through September 30, 2023. After the close of the plan year, participants are given a three-month grace period to *submit* their completed Wellness Screening Form to wellness@nmusd.us. Submissions after the grace period, or forms dated after the program deadline will not be credited for the 2022-2023 plan year.

Q11. When will I receive my \$100 incentive?

A11. Once you have completed the program requirements and they have been appropriately captured in the reporting from Kaiser Permanente, you will receive an email from your NMUSD Well-Being Coordinator confirming your completion and requesting your mailing address. Your \$100 reward will be mailed to the address you provide. It can take up to 60 days for Total Health Assessment completions to be reported by Kaiser Permanente, and thus for you to receive your confirmation email. If 60 days have passed since the completion of the requirements and you have not received your confirmation email, please email your Well Being Coordinator at wellness@nmusd.us.

Q12. When should I schedule my wellness screening with my health care provider?

A12. As soon as possible. It can take several weeks to get an appointment, especially during the Summer months.

Q13. How do I begin participating in the Annual Wellness Incentive?

A13. Begin by scheduling your Wellness Screening, and logging onto kp.org/tha to complete the Total Health Assessment.

Q14. Will I be charged a copay for my visit?

A14. Wellness Screenings are a service you can receive at no cost once per year through your medical plan through NMUSD. You should indicate to your health care provider that the visit is to be preventive in nature to ensure that you are not charged a copay. Note that if during your visit you begin to discuss medical issues or concerns with your health care provider, the visit can become diagnostic and you may be charged a copay.

Q15. Will NMUSD have access to my personal health information?

A15. Privacy is important and we respect the confidentiality of your information. Your individual health information and results from your Total Health Assessment and Wellness Screening will not be shared with NMUSD.

Q16. I received my results and found out that I'm at risk for certain health factors. What resources are available to help me improve my health?

A16. Kaiser Permanente health coaches and online programs provide tools and information to support you in your health goals. For example, if you are interested in improving your nutrition/exercise habits, reducing stress, losing weight or just learning how to develop healthier habits for a healthier you. Kaiser Permanente also has resources available to support the management of chronic health conditions such as diabetes, heart disease, and depression. Whatever your goals may be, Kaiser Permanente has resources to support you. To get started, visit kp.org and click on the "Health & Wellness" tab, or view the [**Kaiser Permanente Healthy Resources Guide**](#).

Q17. How will I know if I qualified and am eligible to receive the \$100 reward?

A17. Within 60 days following completion of the required steps you will receive a "REWARD CONFIRMED" email from **NMUSD Wellness for Life** notifying you that your Annual Wellness Incentive has been earned, and requesting your home mailing address to where your \$100 incentive will be mailed.

Q18. What should I do if I haven't received an email after 60 days?

A18. If you have not received an email from **NMUSD Wellness for Life** after 60 days following the completion of the required steps, please send an email to your Well Being Coordinator wellness@nmusd.us.

Q19. How do I receive the \$100 incentive once I have completed the program requirements?

A19. No further action is needed once you have completed the requirements between October 1st, 2022 and September 30th, 2023. In the unlikely case that 60 days have passed following these requirement completions and you have not received a notification from **NMUSD Wellness for Life**, please send an email to wellness@nmusd.us.

Q20. Can I complete the goal more than one time?

A20. Eligible participants may earn a single \$100 Annual Wellness Incentive per plan year. However, this incentive does reset at the start of each plan year and is available every year until further notice.

Q21. Will I be taxed for the \$100 incentive?

A21. Gift cards are cash equivalents and therefore considered taxable as income. Contact your Tax Advisor for reporting requirements.

Q22. Where can I go with questions regarding the Annual Wellness Incentive?

A22. If you have any questions, please contact your **NMUSD Wellness for Life** Well Being Coordinator at wellness@nmusd.us.