**2016 ISAC Wellness Program**

**County Wellness Committee Checklist**

This checklist represents the activities the county wellness committee should complete help them achieve the maximum county premium discount.

**County Requirements and Incentive**

* The county will be responsible for marketing to the employees directly about program specifics (Wellmark and ISAC will provide posters, payroll stuffers, webinars, etc. to assist in promotion)
* The county Wellness Committee will meet a minimum of 4 times per calendar year.
* One county Supervisor will be engaged and knowledgeable in the wellness program and participate in wellness committee meetings
* The county Wellness Committee will administer the approved activity programs for employees to participate and will track employee participation. Participation reports are due at the completion of each program.
* Optional: Employee meetings with a Wellmark Representative to review the Wellmark Wellness Center and assist with login and registration.

**County Incentive**

If all the above county requirements are completed, the county will receive a 2-5% premium rate reduction based on the number of activities completed by employees during the year in relation to the number of insurance contracts held in the county. Insurance contracts are figured on 1/1/16 and used throughout the program to figure reductions. In 2016, employees can only earn a maximum of four activities toward the county incentive (wellness assessment/preventive plus three activities).

**Checklist**

* Complete your ISAC agreement to continue with the Wellness Program for 2016 and fax back to ISAC
* Schedule a planning session with your county wellness committee members to plan out the year, feel free to invite Health Management Consultant Amy Gould and/or Kristine Comstock to attend in person or by conference call.

***Tip: be sure to schedule least 4 meetings during the year and your supervisor can attend those meetings***

* Determine what activity programs you are going to offer to your employees

***Remember: if you are providing two additional county activity programs submit the form to Amy and ISAC for approval.***

* Distribute to the employee’s the communication materials provided by Wellmark and ISAC

*Please Note: This would include the flyers, stuffers, wellness assessment guide, employee checklist, FAQ and PowerPoint presentation.*

*Do this throughout the year, flyers and stuffers are modifiable!!*

* Schedule an onsite employee meeting with a Wellmark representative to educate employee’s about the program for 2016 (optional)
* Distribute activity program material and administer your activity programs as determined in your yearly planning meeting
* Once activities are completed send the activity tracking spreadsheet back to Amy (goulda@wellmark.com) to upload into the wellness center rewards page for members to view

**PLEASE NOTE: the last date a file can be submitted to Wellmark is November 6, 2016 after this date no files will be processed**

The tracking spreadsheet will be provided by Wellmark by Mid-January 2016

* Monthly, review the current rewards report provided by Wellmark. If there is a discrepancy please contact Amy (goulda@wellmark.com) with corrections as soon as possible
* Direct employee’s to the Wellmark wellness center help desk for questions @ 877-252-8412 as they have on rewards received or access to the wellness center
* Final participation reports will be provided to the county in December 2016, please review this report to ensure accurate final distribution of gift cards