



2022 Wellness Manual

Vision Statement

To have a culture of health in all ISAC counties, with a healthy workforce that performs its best and displays healthy behaviors at work and at home.

Goal Statement

To provide awareness, education, and behavior change programs to employees that will lead to healthier behaviors and lifestyles.

To impact the lives of employees in a well-rounded way by addressing issues in these areas: physical, mental, emotional, environmental, community, spiritual.

Because your county is part of the ISAC health insurance program you have the opportunity to participate in our wellness program. This program is designed to enhance the health and well-being of your county employees.

Following are some guidelines and information that will help you in this goal. If you should have any questions, please feel free to give me a call.

Molly Hill

5500 Westown Pkwy, #190
West Des Moines, IA 50266

mhill@iowacounties.org

Phone: 515-244-7181

Fax: 515-244-6397



Program Structure

Counties will have the opportunity to earn up to 5 wellness points. Each point is equal to a percentage towards the county's wellness discount.

Self-report physical or preventative exam. Exam dates will be cross checked against Wellmark's claims data. = 4 TOTAL points

- 50% Employee Participation= 1 point
- 60% Employee Participation= 2 points
- 70% Employee Participation = 3 points
- 80% Employee Participation = 4 points

Complete the Online Assessment= 1 TOTAL point

- 60% Employee Completion = 1 point

Committee Meetings

A wellness committee must meet a minimum of 4 times per year. It is recommended that these meetings take place quarterly to track the individual's and county progress. Please provide the meeting minutes from each wellness committee meeting to ISAC.

Include at least one Supervisor on the committee to support the wellness initiative by holding an active role in the wellness committee and encouraging employees time to participate in wellness programs. County leaders are also encouraged to be an example to employees by participating in programs themselves.

Funding and Reimbursement

The Iowa State Association of Counties is dedicated to providing members every opportunity to become healthier and to creating a culture of health and wellness in all counties participating in the ISAC Group Health Program. For this reason, ISAC offers participating counties wellness dollars to use toward providing wellness programming that drives positive lifestyle behavior changes among county employees.

ISAC provides \$30.00 per health insurance contract (single or family) at the beginning of January. These funds are able to be carried over to the next calendar year under the following conditions: 1) the county must be receiving wellness consulting services through ISAC provided consultants and 2) no more than one year's worth of funding can be rolled over any given year. This amount would vary by county.

The money is to be used to promote positive behavior change among employees. Positive lifestyle behavior changes are those things employees can do to decrease their risk for developing chronic disease, and positively impact their overall health.

Examples of (but not limited to) ways to promote positive behavior change:

- Reward employees for participation in wellness programs
- Conduct onsite stress management seminars or lunch & learns
- Conduct onsite nutrition education
- Reward employee participation in weight management or smoking cessation programs.
- Host onsite weight management programs
- Conduct an employee walking program
- Health/wellness awareness and education

The following will NOT be reimbursed:

- Staff parties or outings
- Staff lunches that are not part of a wellness lunch-n-learn
- Giveaways that are not rewards for participation in a wellness program
- **Giveaways or incentives that do not support wellness (i.e. fast food coupons, PIZZA)**
- Fitness club memberships – although they are wellness focused, our goal is to have the wellness activity completed before payment is made.
- Blood screenings
- Flu Shot Clinics- because flu shots are paid at 100% by our insurance

Incentives

ISAC Incentives- An insured employee of the Group Health Program may earn up to a \$200 incentive, of which \$125 will be ran through their paycheck in November and reimbursed by ISAC. The other \$75 will come from Reliance Standard as part of the accident insurance. ISAC will reimburse the county the incentive + employers FICA tax.

- \$75.00 Self-report Physical or Preventative exam. Exam dates will be cross checked against Wellmark's claims data. **(This will be reimbursed through the ISAC Accident Plan)**
- \$25.00 Completion of the Online Assessment
- \$25.00 Per Wellness Pillar completed up to \$100.00 or 4 Pillars

County Incentives- Here are some ideas to keep in mind when thinking of incentive programs:

- In the first year of a program, incentives should be given for participation in a program. Reward employees for completing a program, rather than for attaining goals. As the program progresses, incentives can be given for performance in a program.
- Drawings or raffles are effective incentives. For example, those that participate in the walking program will have their name put in a drawing for a new pair of shoes.
- If a person is unable to physically or otherwise not participate in a program, alternatives must be available for that person to earn the incentive. For example, if because of a knee disorder an employee cannot participate in the walking program, other options must be available for that person to earn the incentive.
- Recognition is a great incentive. Consider rewarding for "random acts of wellness" or other successes with recognition at employee meetings, in newsletters, or with a certificate.

Consider using a point system. Allow the employees to earn points for various wellness activities or programs, and then reward them with an incentive gift based on the point total at the end of the year.

*****If you reward employees with the use of gift cards, please be advised the gift card must be ran through payroll for tax purposes. *****

Reimbursement Process

Implement Program: Be sure to promote the program to all employees to encourage participation. If incentives are being used, include that in promotions.

Complete the Claim Form: Please use this form to submit a request for reimbursement. The claim form needs to be accompanied by a receipt or billing invoice.

Submit the forms to ISAC:

Iowa State Association of Counties
5500 Westown Pkwy, #190
West Des Moines, IA 50266
wellness@iowacounties.org
Phone: 515-244-7181
Fax: 515-244-6397

ISAC Wellness Program
County Sponsored Event Approval Sheet
ISAC MUST receive this form for approval BEFORE you hold your event

County _____ Form completed by _____

Event Name _____ Date of Event _____

Speaker/Presenter _____

Please describe the program and what your objective is in implementing this program?			
How is your speaker qualified to present this topic?			
How does this program promote positive lifestyle behaviors?			
Please circle the Wellness Pillar this event will fall under.	PURPOSE	PHYSICAL	MINDFULNESS
	SOCIAL	BALANCE	NUTRITION
	FINANCIAL	COMMUNITY	
Are you planning to use incentives for participation? If so, what?			
Cost per participant:		Total cost:	

The form needs to be submitted to ISAC 15 days prior to the start of the program. **If this form is not submitted, you run the risk of having the event denied.**

Mail them to: ISAC Wellness Program, 5500 Westown Pkwy #190,
 West Des Moines, IA 50266 email: wellness@iowacounties.org

**ISAC Wellness Program
Claim Form**

County _____

Make Check Payable to:

Name _____

Mail check to:

Name _____

(leave blank if same as above)

Address _____

Date	Item	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL _____

If you have questions, please call Molly Hill 515-244-7181
or email at wellness@iowacounties.org
Please fax **Claim Form with receipt or invoice**
to (515) 244-6397 or mail to
5500 Westown Pkwy, #190
West Des Moines, IA 50309