

# WELLNESS PACKET

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Calendar Year 2021



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# Wellness Vision

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The Diocese Wellness Program is designed to encourage and reward employees for taking proactive steps to maintaining a healthy lifestyle and identifying health risks before they become serious health conditions. All wellness initiatives are designed to support our commitment to employee's health and wellbeing and our mission to create a culture of good health within our organization.

# Medical Premium Discount Plan Year 2022

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## Premium Discount

- ☑ \$600 (\$50 per month) for the 2021 plan year.

## Eligibility

- ☑ Lay employees enrolled in one of the BCBS medical plans.

## Requirements Deadline

- ☑ **October 31, 2021.**

Note: Request a copy of the Health Risk Assessment in Spanish by emailing [wellness@diocesekcsj.org](mailto:wellness@diocesekcsj.org).

## Get Started

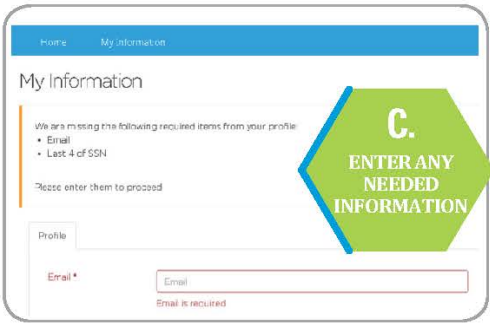
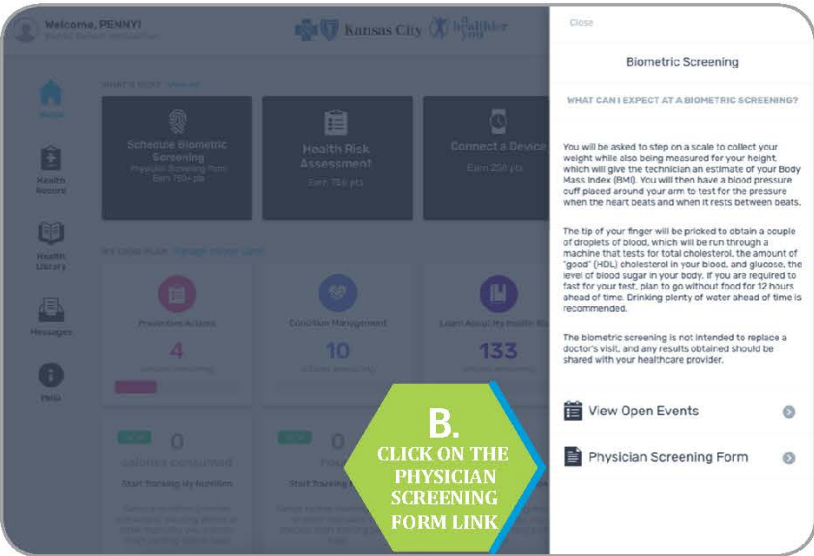
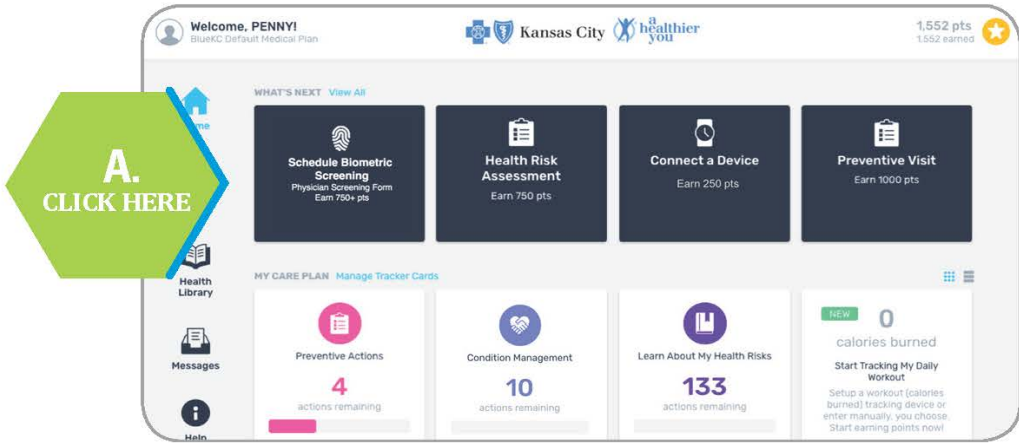
- ☑ Register on the BCBS portal at [MYBLUEKC.COM](http://MYBLUEKC.COM). Note: You will need your Blue KC member ID card.

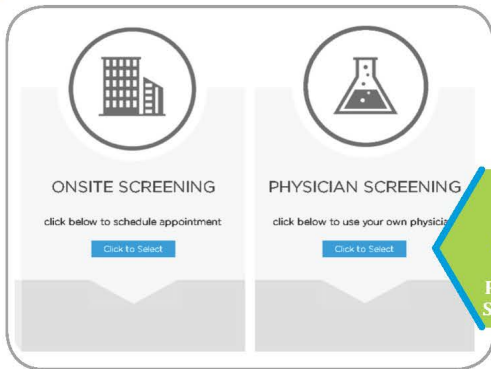
## Requirements

- ☑ Submit a completed Physician Screening Form.
  - Print out the form on the BCBS portal.
  - Attend a Preventive Exam and have your doctor complete and sign the form.
- ☑ Complete the Health Risk Assessment on the BCBS portal.
- ☑ Earn a minimum of 3,000 points on the BCBS portal.

# How to Register for the Physician Screening Form

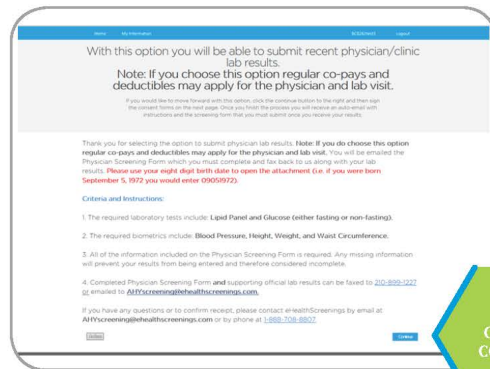
Click on **A Healthier You** from **MyBlueKC.com** **OR** Download the **Blue KC A Healthier You** app





\* Options presented when onsite events available

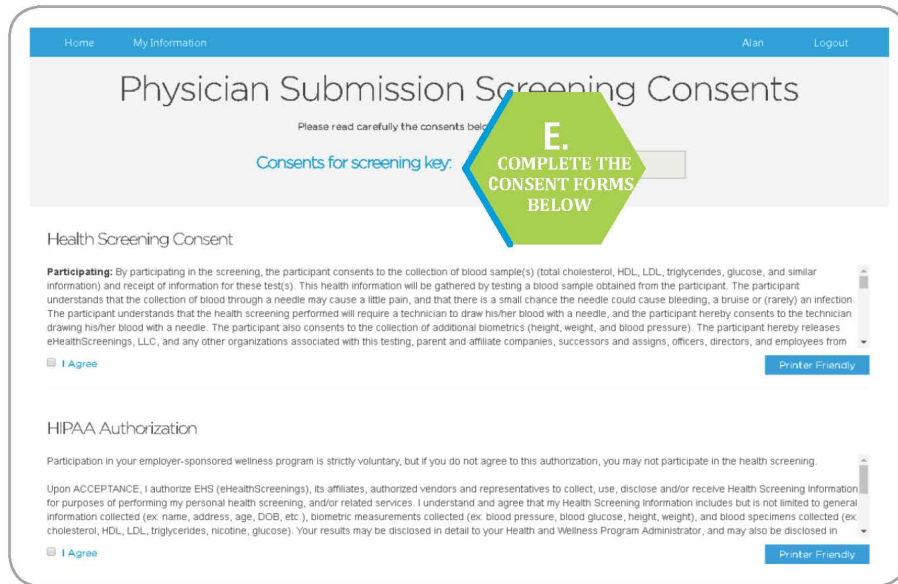
**OR**



\* Landing page when onsite events have concluded

**D.  
CLICK TO  
SELECT  
PHYSICIAN  
SCREENING**

**D,  
CLICK TO  
CONTINUE**



**E.  
COMPLETE THE  
CONSENT FORMS  
BELOW**

- A confirmation page will appear for your review and a confirmation email will be sent to the communications email you have with Blue KC.
- **You will receive your Physician Screening Form via email within one business day. Please read the directions in the email to access your form, as the password to open the form is contained in the email.**
- You may also download a copy of the screening by clicking on the My Appointments Tab.

**Having Trouble?** Call 888-708-8807 and select Option 3.

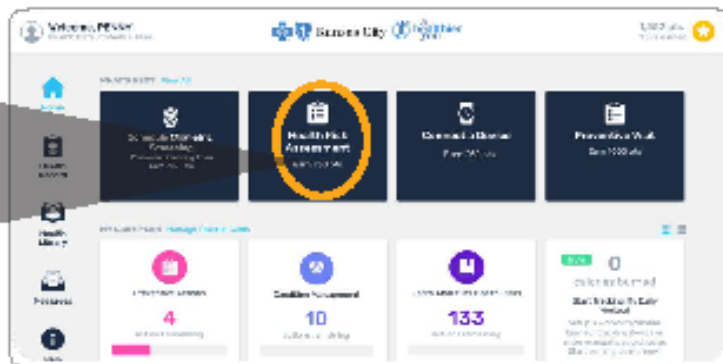
# How to Complete the Health Risk Assessment

Click on A Healthier You from MyBlueKC.com

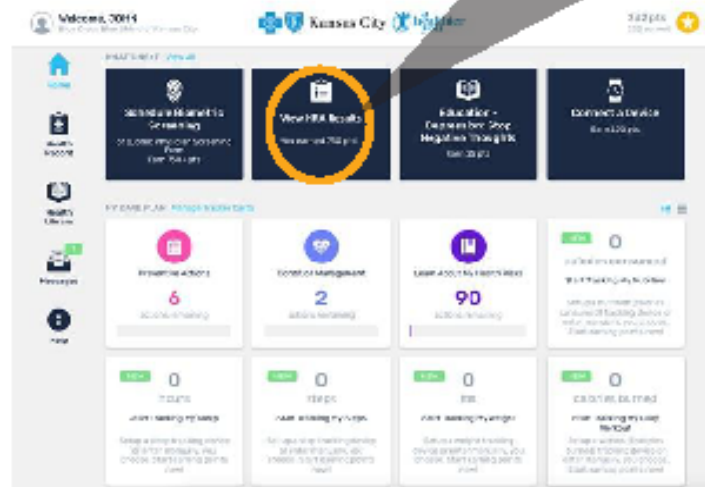
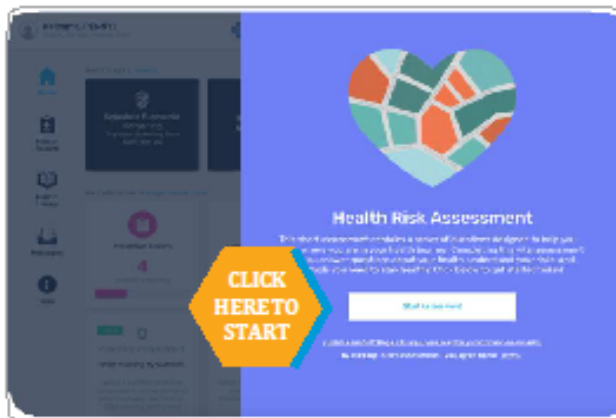
OR

Download the Blue KC A Healthier You app

TAKE YOUR HEALTH RISK ASSESSMENT



COMPLETED HEALTH RISK ASSESSMENT



Having Trouble? Email [AHY@BlueKC.com](mailto:AHY@BlueKC.com)



Kansas City

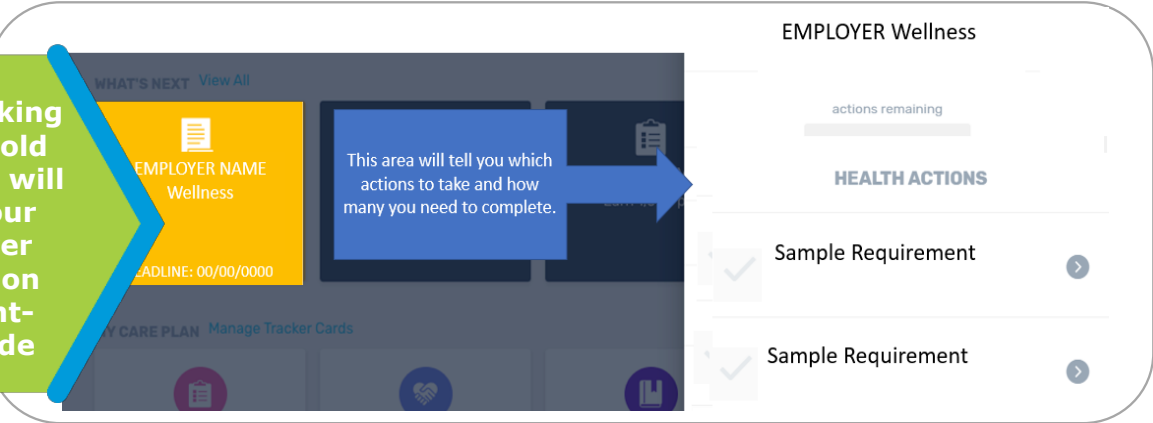


## Confirm Completion of Wellness Program Activities

Click the Gold Card to view your employer's program details



After clicking on the gold card, you will view your employer actions on the right-hand side



This area will tell you which actions to take and how many you need to complete.

Confirm completion



When all requirements are complete, the front page tracker will show "Complete"

This section will tell you what was completed, and each action will indicate the completion date.

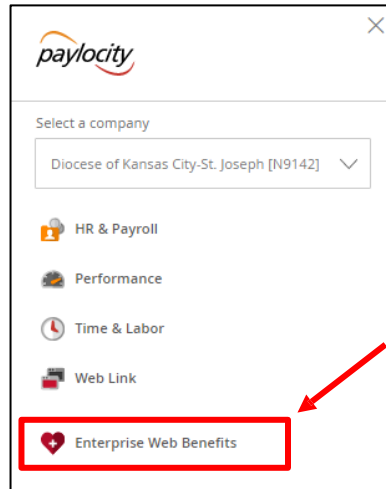
# Confirm Receipt of Incentive in Bswift

This indicator is viewable beginning January 1 of each new plan year.

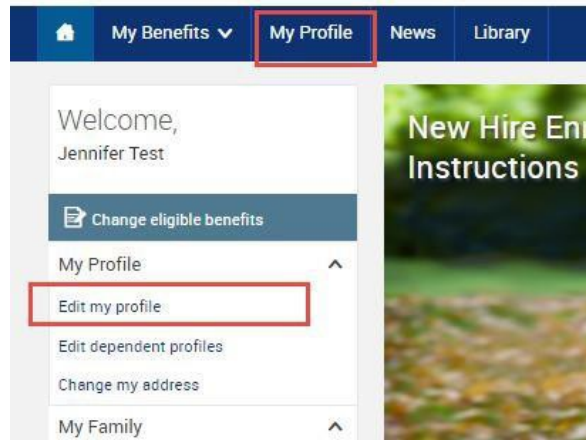
**STEP 1:** Login with your username and password to <http://www.paylocity.com>.

**STEP 2:** Click on the HR & Payroll menu in the upper left-hand corner of the screen.

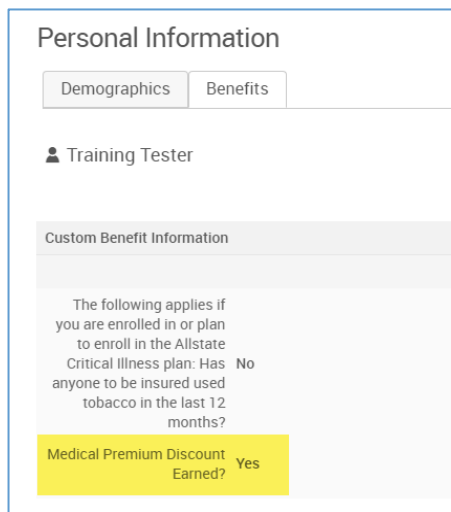
**STEP 3:** Click Enterprise Web Benefits to be directed to your Bswift benefits portal.



**STEP 4:** Once you are on the homepage select "My Profile" or "Edit my Profile".



**STEP 5:** Select the "Benefits" tab. At the bottom, you will see the status of your Medical Premium Discount for the current plan year. **NOTE:** This tab is unavailable October - December.



# Telephonic Health & Wellness Coaching

Available to all employees



## Health & Wellness Telephonic Coaching

To realize a life of thriving, you must train both your brain and your body.

### Could you use a Coach?

- Is it time to make your health and wellness a priority?
- Ready to start exercising & eating right?
- Stuck in a rut?
- Need more energy & zest for life?
- Looking for a fresh perspective?
- Ready to invite a professional along for the journey?

- Meet privately with your coach in the comfort of your own home or office.
- Sessions are 30 - 45 minutes and are scheduled at your convenience.
- Craft a Wellness Vision.
- Set and reach realistic health and wellness goals.
- Overcome roadblocks & setbacks.
- Realize your vision of a thriving life.

Research indicates that you will realize a life of thriving faster and more fully by inviting a health & wellness coach along for the ride.

Email: Jamie Specht, Diocese Wellness Coordinator at [wellness@diocesekcsj.org](mailto:wellness@diocesekcsj.org) to begin your wellness journey or for further details.

# In-Person Coaching

Available to employees on one of the BCBS medical plans

## Face-to-Face Lifestyle Coaching

Personalized coaching at your workplace.



A Healthier You™ by Blue Cross Blue Shield of Kansas City (Blue KC) offers face-to-face lifestyle coaching, providing personalized, motivational techniques in a private, one-on-one format with a health expert.






### What is Face-to-Face Lifestyle Coaching?

- Available to you on a monthly basis for free as part of your employer's health plan.
- Provides 25-minute, private coaching sessions at your workplace.
- Helps you create a plan to improve your health and change behaviors and habits.
- Assists you in setting long- and short-term goals that help you achieve your wellness vision.
- Gives you support and guidance from the beginning - a crucial time when creating new, healthy habits.
- Keeps you on track with your goals with ongoing support and follow up.

### How can a lifestyle coach help you?

If you've been trying to lose or maintain weight, start an exercise routine, quit smoking or even manage stress, your lifestyle coach can help. They will bring the support, resources, and personal assistance to help you develop a customized plan to meet your health goals. This is free and there are no obligations, all you need to bring is an open mind!

### Face-to-face lifestyle coaching in three steps.

-  Set a personalized health and wellness plan with your coach.
-  Participate in the program for a minimum of 3 months to truly see results.
-  Graduate from the program once you have met all of your goals.

### It's easy to sign up.

1. Log in to your Blue KC account:
  - Visit [MyBlueKC.com](https://www.mybluekc.com)
  - Select **Living Healthy** at the top
  - If an appointment is available, you will see the link **Schedule Face-to-Face Coaching Appointment** on the left side of your screen. Click the link to schedule.
2. If you have questions or do not have email or Internet access and would like to schedule an appointment, call **816-395-2121**.



### Member Experience

I may not always hear back from members once they've achieved the goals I've helped them set. But in this instance, I felt like I was right there on top of the mountain.

"Meeting with you was the first step I took towards trying to climb Mt. Rainier, and our meetings resulted in a game plan. I wanted to let you know that I successfully summited Mt. Rainier last month. It was an amazing experience that I will never forget – and I doubt I would have been able to achieve such a goal if I hadn't first met with you. Thanks for the advice, and for providing the accountability I needed to hold myself to a regular training schedule."

Jodi  
Blue KC F2F Coach

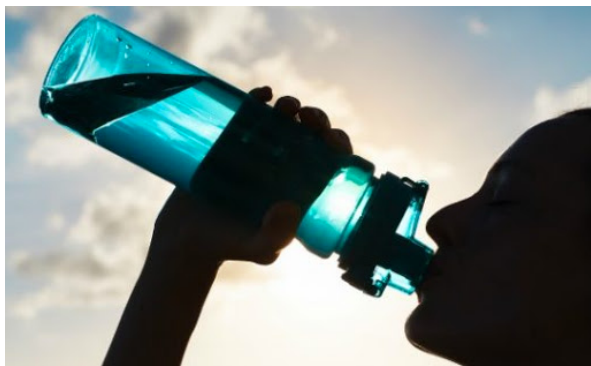
# Wellness Campaigns

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Open to all employees  
in the Diocese



Have fun with your peers  
getting healthy.



Win a Prize!

Focus on physical fitness, good  
nutrition and emotional well-being.

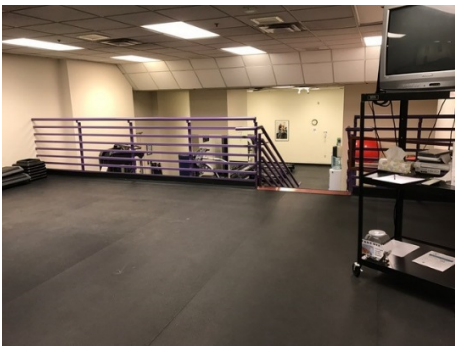
Watch for details in the  
Wellness Newsletters.

# Fitness Center at the Chancery

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**Free Membership** available to all employees of the Diocese, Catholic Charities, parishes and diocesan ministries.

**Open Monday - Friday**



The fitness center is a fully equipped facility with cardiovascular and strength training machines, free weights, kettlebells, foam rollers, etc. There is a large area for stretching or performing a workout to one of the provided exercise videos. In addition, there is a full men's and women's locker room with showers and lockers.

To schedule your orientation, contact Jamie Specht, Wellness Coordinator, at [wellness@diocesekcsj.org](mailto:wellness@diocesekcsj.org).

# NOTICE REGARDING WELLNESS PROGRAM AND INCENTIVES

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The Catholic Diocese of Kansas City - St. Joseph Wellness Program is a voluntary wellness program available to all employees who participate in the group health insurance plan. The program is administered according to the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, the Health Insurance Portability and Accountability Act, as applicable, and other federal rules governing employer-sponsored wellness programs. If you choose to participate in the wellness program, you will be given the opportunity to earn various premium discounts and other wellness rewards when you complete the following by the established deadlines:

- ☒ Completing a preventive exam with your physician and submitting a Physician Screening Form.
- ☒ Completing a voluntary health assessment which asks a series of questions about your health-related activities and behaviors and whether you have or had certain medical conditions (e.g. cancer, diabetes, or heart disease).
- ☒ Earning 3,000 points through the Blue KC "A Healthier You" wellness program.

Employees who choose to participate in the wellness program and complete the above health related activities through the "A Healthier You" program will qualify for a \$50 per month reduction in their health premiums for the 2022 plan year. Although you are not required to participate in the Catholic Diocese of Kansas City - St. Joseph Wellness Program, only employees who do so will receive the premium reduction incentives. If you are unable to participate in any of the health-related activities required to earn an incentive, you may be entitled to a reasonable accommodation or an alternative standard. You may request a reasonable accommodation or an alternative standard by contacting the Human Resources Department at 816.756.1850.

The information from your physician screening form will be used to provide you with information to help you understand your current health and potential health risks. You also are encouraged to share your results or concerns with your own doctor.

## **Protections from Disclosure of Medical Information**

We are required by law to maintain the privacy and security of your personally identifiable health information. Although the wellness program and the Catholic Diocese of Kansas City - St. Joseph may use aggregate information it collects to design a program based on identified health risks in the workplace, the Catholic Diocese of Kansas City - St. Joseph Wellness Program will never disclose any of your personal information either publicly or to the employer, except as necessary to respond to a request from you for a reasonable accommodation needed to participate in the wellness program, or as expressly permitted by law. Medical information that personally identifies you that is provided in connection with the wellness program will not be provided to your supervisors or managers and may never be used to make decisions regarding your employment.

Your health information will not be sold, exchanged, transferred, or otherwise disclosed except to the extent permitted by law to carry out specific activities related to the wellness program, and you will not be asked or required to waive the confidentiality of your health information as a condition of participating in the wellness program or receiving an incentive. Anyone who receives your information for purposes of providing you services as part of the wellness program will abide by the same confidentiality requirements. The only person(s) who will receive your personally identifiable health information are Blue KC "A Healthier You" and health coaches in order to provide you with services under the wellness program.

In addition, all medical information obtained through the wellness program will be maintained separate from your personnel records, information stored electronically will be encrypted, and no information you provide as part of the wellness program will be used in making any employment decision. Appropriate precautions will be taken to avoid any data breach, and in the event a data breach occurs involving information you provide in connection with the wellness program, we will notify you immediately.

You may not be discriminated against in employment because of the medical information you provide as part of participating in the wellness program, nor may you be subjected to retaliation if you choose not to participate.

If you have questions or concerns regarding this notice, or about protections against discrimination and retaliation, please contact the Human Resources Department at 816-756-1850.



**Jamie Specht, Wellness Coordinator**  
**[wellness@diocesekcsj.org](mailto:wellness@diocesekcsj.org)**

Download your copy of this Wellness Packet at:

[HTTPS://DIOCESEKCSJ.MILLERCARES.COM](https://diocesekcsj.millercares.com)

Please email [wellness@diocesekcsj.org](mailto:wellness@diocesekcsj.org) if you require a Spanish version of the health assessment.