



2016-17
WELLNESS PROGRAM GUIDE





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LIVE BETTER TODAY

At the University of Redlands, we realize the demands of life and work can make it hard to live a healthy lifestyle. We appreciate you as an employee, and to show our dedication, we want to provide you with the tools and support you need to be healthy and well.

The University of Redlands continues to partner with Viverae® to offer you the Healthy U program. Whether your goal is to have more energy, lose weight, manage stress, or improve your diet, the Healthy U program can help.

The University's voluntary enhanced Healthy U wellness program is one that has been designed to nurture the holistic wellness of our employees in support of a healthy lifestyle and personal responsibility. This endeavor is a long-term investment in the health and welfare of our faculty and staff as a move toward a healthy culture that incorporates prevention, self-care, and lifestyle-management.

The enhanced Healthy U wellness program is voluntary and participation-based. To participate, an eligible employee will need to opt-in to the program. The program includes both required components, as well as elective activities.

How To Use The Program

Beginning July 1, 2016, all benefit-eligible employees are eligible to log on to www.Redlands.edu/HealthyU to start the program.

At the beginning of the Healthy U program, you'll learn where your health stands now and what you can do. Then, you can earn program points and reach your health goals.

The Healthy U program leads you on a path toward maintaining a healthy lifestyle created through these steps:

AWARENESS

Get started by learning your key health statistics by completing a Member Health Assessment (MHA) and Biometric Screening.

PREVENTION

Ensure you are getting the recommended Preventive Care exams for your age and gender.

EDUCATION

Your MHA responses, Biometric Screening results, and any recommendations from physicians following your Preventive Care exam guide you to relevant resources on www.Redlands.edu/HealthyU to make lifestyle improvements and/or manage ongoing conditions.

BEHAVIOR CHANGE

Changing day-to-day lifestyle habits is often the best way to improve health and increase your quality of life. Eating well, increasing physical activity, and quitting smoking are all positive steps, and Healthy U has tools to help.

CONFIDENTIALITY

All programs are confidential and in compliance with the Health Insurance Portability and Accountability Act (HIPAA). Any information shared with the Viverae® team will not be disclosed, except in accordance with HIPAA laws. Your Protected Health Information (PHI) will not be shared with your employer.

How The Wellness Program Works

The Healthy U program focuses first on awareness and prevention and second on education and behavior change to help you achieve your goals.

TWO-TIERED PREMIUM RATES

In the 2016-2017 benefit plan year, the University will have a two-tiered premium rate structure:

- Tier One – Standard Employee Rate
- Tier Two – Healthy U Employee Rate

To earn the Healthy U rate, employees can participate in the Voluntary Healthy U Wellness Program beginning July 1, 2016 through May 31, 2017. Those who successfully complete the Healthy U program by May 31, 2017 will pay less for their health insurance premium than employees who don't participate.

For example, based on the University's 2016-2017 renewal rates, the "Standard Employees" annual insurance premium contribution may be anywhere from \$560-\$3,000 greater than a Healthy U participant's employee contribution, depending upon health plan and tier level elected.

It's a simple equation: Successfully complete the Healthy U program every year and you will benefit by receiving the annual Healthy U participant health insurance premium rate.

ELIGIBILITY AND INCENTIVES

General Program Employees

A benefit-eligible employee hired on or before October 31, 2016 will need to do the following to earn the incentives:

- **Incentive 1:** Must complete Member Health Assessment (MHA), Biometric Screening, and attend a TIAA session by October 31, 2016 to be eligible to receive 50 Healthy U Dollars and be entered into a raffle drawing for a reward.
- **Incentive 2:** Must complete MHA, Biometric Screening, Preventive Care Compliance and attain a total of 300 points by May 31, 2017 to be eligible to receive 100 Healthy U Dollars and the Healthy U Employee Rate in the 2017-2018 benefit plan year.
- **Incentive 3:** Earn a total of 300 points by June 30, 2017 to be entered into a raffle drawing for a reward.

New Hire Employees

A benefit-eligible employee hired on or between November 1, 2016 - February 28, 2017 will need to complete the following to earn the incentives:

- **Incentive 1:** Must complete MHA, Biometric Screening, and Preventive Care Compliance by May 31, 2017 to be eligible to receive 100 Healthy U Dollars and the Healthy U Employee Rate in the 2017 - 2018 benefit plan year.
- **Incentive 2:** Earn a total of 300 points by June 30, 2017 to be entered into a raffle drawing for a reward.

A benefit-eligible employee hired on or between 3/1/17 – 6/30/17 will automatically receive the Healthy U employee rate but will not receive the Healthy U Dollars. Employees will be eligible to participate in the next program starting on 7/1/2017.

Individuals who choose not to participate in the formal, voluntary, enhanced Healthy U wellness program can participate in as many activities as they choose, have access to all online components of the program, take advantage of coaching, and accumulate points. They will not, however, be eligible for the incentives provided to individuals who voluntarily choose to participate in the formal program, including the three requisite components, as well as the elective activities and accumulate 300 points or more. In order to participate informally, an employee will still need to register with the University's wellness program service provider.

How To Register

Step 1

- Visit www.Redlands.edu/HealthyU
- Click *New User Registration*
- Enter your last name and date of birth (DOB)
- Enter your identifier: DOB + Last 4 digits of your Social Security Number (i.e., MMDDYYYY1234)
- Enter the registration code: redlands

Step 2

- Create a username (5 – 25 characters)
- Create a password (8 – 12 characters) using letters (upper and/or lowercase), numerals and/or special characters (such as @#\$%&#)
- Select a security question and answer, then click **Save**

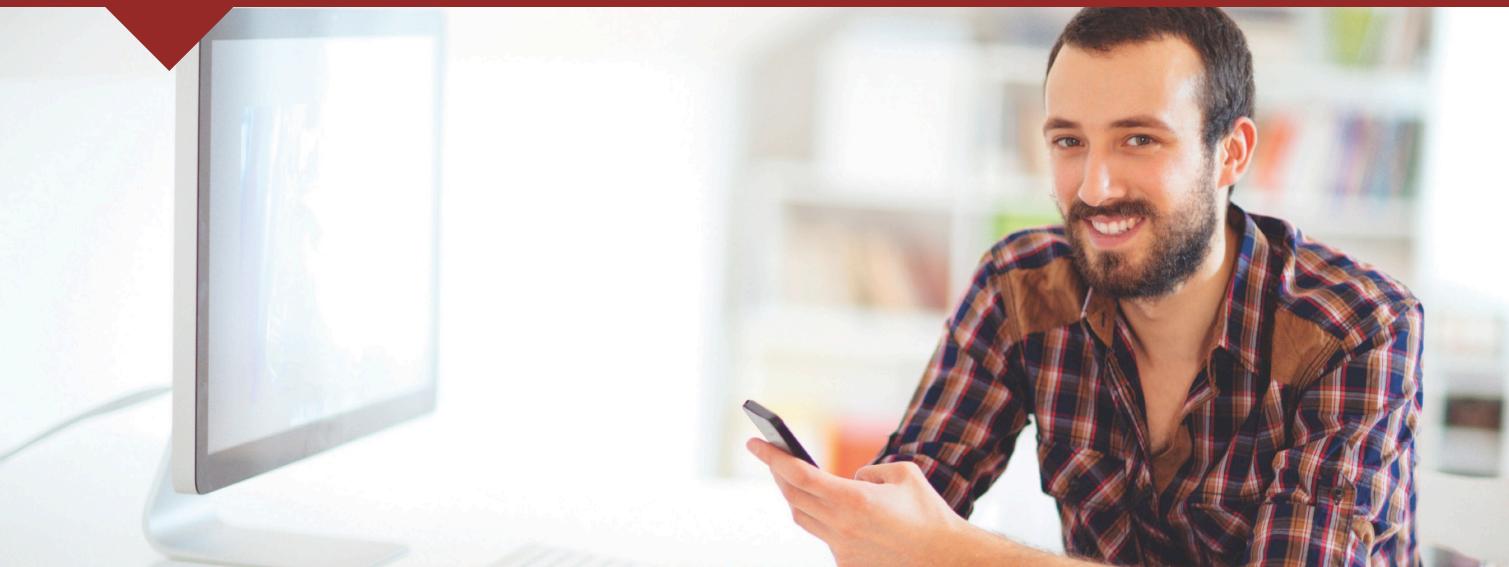
Note: To protect your Protected Health Information, always click **Log Out** at the end of the session.

Text Message Reminders

www.Redlands.edu/HealthyU.com can text you healthy reminders:

- Complete Member Health Assessment (MHA) and Biometric Screening
- Screening appointment date and time
- Important challenge sign-up dates and Targeted Program deadlines

Note: Opt-in on www.Redlands.edu/HealthyU to receive text message reminders. Standard text messaging rates may apply.



Awareness

Know where your health stands at the start of the Healthy U Program with these simple activities.

MEMBER HEALTH ASSESSMENT

The MHA asks questions about specific lifestyle habits. Your MHA responses are analyzed to show your risk level and generate a Health Index. You can complete your MHA online at www.Redlands.edu/HealthyU. Complete your MHA when prompted during registration or later from the My Health page.

BIOMETRIC SCREENING

Biometric Screenings will be offered on-site this year on October 3-6. These screenings provide vital information about your overall health, including cholesterol (total, LDL, and HDL), triglycerides, cardiac risk, glucose, blood pressure, height, weight, Body Mass Index (BMI), and waist size. If you are unable to attend a Biometric Screening event, you may fulfill the screening requirement by visiting your physician or a LabCorp facility. Don't forget to download the Physician Screening Form from the "Resources" tab on the portal and upload or fax the signed completed form to Viverae. If you select the LabCorp option, be sure to contact the Viverae Health Center on or before 5/19/17 to request a requisition number and self report your body composition.

Check *Events* on www.Redlands.edu/HealthyU to view the next scheduled Biometric Screening for your organization and secure a time slot.

Contact the Viverae Health Center at 888-VIVERAE (848-3723) with any questions about the Viverae online screening sign-up process.

Please note: LDL and Triglyceride measurements are excluded from on-site screenings in states that do not test for those results.

MY HEALTH

This section of www.Redlands.edu/HealthyU shows you an analysis of your MHA responses and Biometric Screening results to help you understand your health risks and what you can do to improve your results.





EARNING POINTS

Earn points for completing program activities in the Healthy U Program and earn rewards. Manage all your program activities and log points at www.Redlands.edu/HealthyU.

The entire wellness program is run on a point system — you'll earn points throughout the year by completing program activities.

Complete the MHA, Biometric Screening, and attend a TIAA session by October 31, 2016 to be eligible to receive 50 Healthy U Reward Dollars and be entered into a raffle drawing for a reward. Complete the MHA, Biometric Screening, Preventive Care Compliance, and attain a total of 300 points by May 31, 2017 to be eligible to receive 100 Healthy U Dollars and the Healthy U Employee Rate in the 2017 - 2018 benefit plan year. Attain a total of 300 points by June 30, 2017 to be entered into a raffle drawing for a reward.

You'll manage all program activities and log points at www.Redlands.edu/HealthyU.

HEALTHY U PROGRAM POINT BREAKDOWN

ASSESSMENTS		POINTS
Biometric Screening		50
Member Health Assessment		50
PREVENTIVE CARE COMPLIANCE		POINTS
Preventive Care Compliance		50
PROGRAM ACTIVITIES		POINTS / MAX
Questionnaires		5 each / 30 max
Targeted Programs		15 each / 45 max
Online Courses		10 each / 30 max
Webinars		5 each / 30 max
Employer Challenges		15 each / 45 max
Healthy Events – Community Event		5 each / 5 max
Mind & Body Events (3 Self-Reported)		30 each / 90 max
TIAA Session (Self-Reported)		30 each / 30 max
Healthy U Events Campus Activities		5 each / 45 max
HEALTH COACHING		POINTS / MAX
Health Coaching Session(s)		10 each / 30 max
HEALTHY U GOAL		300 Points



Prevention

Preventive Care Compliance Age and Gender-specific Recommendations

Preventive Care guidelines vary among national health advocacy groups. Viverae's Medical Advisory Board supports the Preventive Care compliance recommendations below, which are provided by recognized specialty medical organizations that take a more proactive stance.

Report completion of your exams at www.Redlands.edu/HealthyU to earn your points.

The infographic features two side-by-side columns of preventive care recommendations. At the top center is a green banner with the title "PREVENTIVE CARE COMPLIANCE ‡ Gender-specific recommendations (Complete a minimum of 3)". To the left of the banner is a male profile silhouette, and to the right is a female profile silhouette. The left column lists recommendations for men, and the right column lists recommendations for women.

Men (Left Column)	Women (Right Column)
Physical Exam	Physical Exam
Dental Exam	Dental Exam
Prostate Exam	Well Woman Exam
Influenza Vaccine (Flu Shot)	Influenza Vaccine (Flu Shot)
Skin Cancer Screening	Pap Test
Eye Exam	Eye Exam
Pneumonia Vaccine (Pneumococcal Vaccine)	Skin Cancer Screening
Shingles Vaccine (Herpes Zostar)	Pneumonia Vaccine (Pneumococcal Vaccine)
Fecal Occult Blood Test (Stool Test)	Shingles Vaccine (Herpes Zostar)
Prostate Specific Antigen Test (PSA Test)	Mammogram
Colonoscopy	Fecal Occult Blood Test (Stool Test)
Osteoporosis Screen (Bone Density Test)	Colonoscopy
	Osteoporosis Screen (Bone Density Test)

Exams must be between 7/1/2016 – 6/30/2017

‡ Regular health exams and tests can help find problems before they start. They also can help find problems early, when chances for treatment and cure are better. Which exams and screenings members need depends on their age, health and family history, and lifestyle choices such as what they eat, how active they are, and whether they smoke. Viverae's Preventive Care Compliance Recommendations do not take into account members' health plan benefits or their personal and/or family health and medical history.

Viverae recommends that members consult with a physician regarding their specific preventive health screening schedules.

Mind and Body

Wellness is a way of living that encourages holistic health and is supportive of personal success and fulfillment. The Healthy U program aspires to help employees sustain a vibrant, healthy, and balanced lifestyle.

Mind and Body activities are events that promote awareness and motivation for positive behavior changes and reward individuals' everyday healthy behavior.

There are many dimensions to wellness, which include, but are not limited to:

- Community
- Physical
- Emotional
- Social
- Environmental
- Spiritual
- Financial
- Vocational
- Intellectual

Mind and Body and the TIAA events are self-reported quarterly and include, but are not limited to: personal fitness programs, yoga, personal counseling, meditation, etc.

EXAMPLES OF MIND AND BODY EVENTS

- Participate on a regular basis in a personal fitness program
- Earn credit for volunteering for a cause
- Practice mindfulness to experience what is in your own body, heart, and mind
- Personal counseling
- Training for a race (examples of races include but are not limited to running, cycling, swimming, triathlon, mud run, etc.)
- Participation on a local/community sports team (examples of a local/community sports team include but are not limited to adult soccer, adult softball, adult basketball, etc.)
- Outdoor recreation/activity (outdoor activities include but are not limited to yard work, gardening, hiking, skiing, etc.)

TIAA EMPLOYEE EDUCATIONAL SESSIONS

TIAA representatives will be on campus to provide individual counseling and group educational retirement sessions for University of Redlands employees. For off-campus employees, the session can be completed by a telephone consultation with a TIAA representative, visiting one of the TIAA regional sites, or for viewing a TIAA webinar which is located on the employee portal under Helpful Links, or go directly to the site: <https://www.tiaa.org/public/support/contact-us/consultations-seminars>. Sessions are self-reported on your Viverae portal. Look for upcoming dates of TIAA sessions in the Bulldog Bites.

Employer Challenges

In addition to the core point-earning activities, you'll have opportunities throughout the year to take on more focused challenges to earn extra points. These challenges run for four weeks and focus on specific risk factors or lifestyle changes. Look for additional details on these challenges throughout the year. Here's a preview of what you can expect to see:

15 For Me

The Healthy U 15 for Me Challenge is a four-week individual challenge designed to encourage taking 15 minutes each day to engage in healthy stress management activities such as physical activity, journaling or meditation. Stress is a daily reality for most of us, yet those who don't manage stress well can experience headaches, sleeping problems, illness and depression..

Sign-up: 9/19/2016 – 10/17/2016

Challenge Runs: 10/3/2016 – 10/30/2016

Here's how the challenge works: Award yourself one point for each day you spend at least 15 minutes doing any of the following stress management activities:

- Meditation
- Physical activity
- Massage
- Journaling
- Yoga/stretching

Your goal is to reach 20 points by the end of the challenge.

Be Active

The Healthy U Be Active Challenge is a four-week individual challenge designed to encourage incorporating more physical activity into your daily lifestyle. Increasing physical activity does not have to mean joining a gym and working out hours per day. While daily moderate or vigorous activity is ideal, any activity will add up to health improvements. Look for ways to add activity into your day-to-day routine, such as always taking the stairs, parking far away from your destination and walking instead of driving, when possible.

Sign-up: 1/23/2017 – 2/20/2017

Challenge Runs: 2/6/2017 – 3/5/2017

Award yourself one point for each day you do any of the following:

- Take the stairs instead of an elevator
- Skip the drive-thru window
- Park farther away than normal
- Accumulate at least 30 minutes of physical activity

Your goal is to reach 20 points by the end of the challenge.

Brain Teaser

The Brain Teaser Challenge is a four-week individual challenge designed to encourage participation in activities that stimulate the brain. Keeping your brain sharp is good for your long-term health. Research also shows that people who take even small breaks for leisure activity are healthier overall and have lower stress levels.

Sign-up: 3/20/2017 - 4/17/2017

Challenge Runs: 4/3/2017 – 4/30/2017

Here's how the challenge works: Award yourself one point for each day you do any of the following activities:

- Play a board game
- Work on a jigsaw puzzle
- Read a magazine or book for leisure
- Watch less than one hour of TV
- Journal
- Attempt a Sudoku or crossword puzzle

Your goal is to reach 15 points by the end of the challenge.



Education

Based on MHA responses, Biometric Screening results, and/or any recommendations from physicians after Preventive Care exams, you will be able to access online resources that will empower you to improve your lifestyle and manage ongoing conditions.

WEBINAR

Each month, a new Webinar is made available to you. These entertaining programs take less than five minutes to complete and are followed by a supplemental quiz to test your knowledge.

ONLINE COURSES

Learn how to make small changes for big results. Online Courses are designed to provide an educational overview on common areas of health and wellness. Each is less than 10 minutes and features a supplemental quiz and handouts that enhance the course experience. Take any course you like, but consider choosing courses most related to your risk factors.

QUESTIONNAIRES

Available under My Health at www.Redlands.edu/HealthyU, Viverae provides monthly Questionnaires related to seasonal health topics, Chronic Condition Management (CCM) Questionnaires for those with chronic conditions, and Preventive Care Questionnaires to stress the importance of Preventive Care.



Health Coaching

After completing your Member Health Assessment (MHA) and Biometric Screening, you can participate in Health Coaching (via secure message or telephone) with a Viverae Health Professional. Your Health Coach can help you with personal health goals and provide education and motivation to lead a healthier lifestyle!

Coaches can also help set up a Chronic Condition Management (CCM) program for you if you need help managing a long-term condition such as diabetes. See below for more details on the CCM program.

Contact your Health Coach by selecting *Inbox* from the pull-down menu containing your name in the upper right corner of the home page at www.Redlands.edu/HealthyU or call 888-VIVERAE (848-3723) to get started.

15 incentive points will be awarded for each completed coaching session. Members can earn a maximum of 45 incentive points for coaching.



Behavior Change

These series of videos focus on individual lifestyles to help foster healthy changes. Each program consists of four consecutive weekly online sessions accompanied by educational handouts and supplemental quizzes. Access your www.Redlands.edu/HealthyU homepage or call the Viverae Health Center at 888-VIVERAE (848-3723) to get started!

Breaking Free From Tobacco

This program is designed to encourage lifestyle habits that support tobacco cessation. The focus is on the understanding and developing of basic tobacco cessation principles. Set personal goals and learn practical skills for behavior change.

Reaching Your Healthy Weight

This program is designed to both support and inspire practical weight management. The emphasis is on long-term behavior changes in diet and exercise. Set realistic goals based on your individual health and lifestyle needs.

Tackling Your Stress

This program is designed to encourage lifestyle habits that support mindfulness and stress management. It focuses on reducing stress-related health risks and offers practical solutions for everyday well-being.

Focusing on Your Heart

Develop a better understanding of heart health principles for a variety of lifestyle and health needs. This course highlights important dietary changes and exercises (including cardio fitness). It emphasizes essential nutrition goals as well as practical food preparation for healthier eating.

Taking Control of Your Diabetes

Explore the essentials of diabetes management for improved health and daily living. This program emphasizes the role of

diet, exercise, and motivation in diabetes management. It offers medical and lifestyle tips to reduce the risk of complications from diabetes.

Strengthening Your Bones & Muscles

Ensure you age gracefully (and actively) with a healthy musculoskeletal system. This program imparts skills for proper body mechanics. Emphasis is on practical diet and nutrition essentials for better musculoskeletal function. It is uniquely designed to fit individual health and lifestyle needs.

Supporting Your Healthy Pregnancy

This program is designed to encourage a healthy pregnancy for both mother and baby. The focus is on proper nutrition and easy, practical menu ideas. It offers exercise and daily physical activity tips for maximum health throughout the pregnancy.

Building Your Exercise Routine

Learn new exercise and motivational skills for reaching fitness goals. This program focuses on the learning, and continued practice, of exercise techniques. It is designed to facilitate personal fitness goals in any environment.

Food for Life

Develop and maintain healthy eating habits for a lifetime. This program imparts a better understanding of healthy portion principles. It offers tips on improving food, snack, and meal choices on an everyday basis.



Tools and Calculators

Activity Calculator

Get an edge on your physical activity by learning the number of calories burned based on your daily activities.

Alcohol Calorie Calculator

Help moderate your alcohol intake by learning how many calories you've consumed based on an average weekly drink intake.

BMI Calculator

Determine a healthy body weight and learn your BMI and weight category.

Daily Calorie Calculator

Help manage your healthy weight goals by learning the number of daily recommended calories from each food group for weight maintenance.

Target Heart Rate Calculator

Get the most out of your physical activity routine by learning a safe, effective maximum heart rate, heart rate reserve, and target heart rate training zone for your body.

Program Features

www.Redlands.edu/HealthyU

This website is your personal hub for all wellness program tracking tools, events, and resources. You'll use the site to do the following:

- Check campus and Healthy U updates from the Healthy U homepage
- Take your confidential Member Health Assessment (MHA)
- Schedule your on-site Biometric Screening, download forms to take to your health care practitioner to complete a screening on your own, or get details on visiting a LabCorp location
- Register for University Employer Challenges
- Track daily or weekly activities for Employer Challenges
- Join a Targeted Program to address specific lifestyle areas of concern
- Take a Online Course related to specific risk factors
- Watch a Webinar

Frequently Asked Questions

What is the Viverae Health Center?

The Viverae Health Center is a health and wellness resource that is available for Viverae members. It is staffed with a variety of highly trained customer care representatives, health professionals, and clinicians, including health and exercise specialists and registered nurses and dietitians.

How do I contact the Viverae Health Center?

There are two ways to contact the Health Center: via phone or by secure email message.

- You can send a secure message to your coach by selecting the *Inbox* link at the top of the screen
- To call toll-free, please dial 888-VIVERAE (848-3723)

The Viverae Health Center hours are as follows:

- Monday – Thursday: 5 a.m. – 5:30 p.m. PT
- Friday: 5 a.m. – 4 p.m. PT
- Saturday – Sunday: Closed
- Closed holidays

What is the general response time for voicemail and secure messaging?

All voicemails and secure messages are returned within one business day.

Notes



