

2024

✓ HealthCheck360

Lions Living Well: Employee Wellness Program Guide for Health Plan Members



WELCOME

Lindenwood University is pleased to continue our employee wellness program through HealthCheck360. This guide will provide details on the program including how to earn/maintain the wellness participation rate on the medical plan, what activities can be submitted to earn rewards and Pride Points, and how to navigate the HealthCheck360 portal.

HealthCheck360 is a wellness company devoted to improving health and overall well-being. HealthCheck360 provides you with the tools, motivation, and support to assist you along your journey to a healthier you. You will receive a personalized, confidential report of your health status after your biometric screening. HealthCheck360 uses the same confidentiality standards as your doctor. From there, you will have access to health coaches who can help you learn more about your results and set personal goals.

We care about your well-being, and we are committed to helping you achieve a healthy lifestyle. We understand everyone starts in a different spot, so we are here to meet you wherever you are. If you'd like to get some healthy hacks right away, check out the HealthCheck360 blog.



CREATE AN ACCOUNT

- Download the myHealthCheck360 mobile app or go to myHealthCheck360.com
- First time users click **Create an Account**
- **Company Code: LWELL**
- **Unique ID: Last 4 SSN**



EARN/MAINTAIN WELLNESS PARTICIPATION RATE

Current Employees:

If you are a current employee on the medical plan, complete the following steps during 2024 to earn or maintain the wellness participation rate for 2025.

Complete Each Step	Deadline to Complete
Biometric Screening: Employees can complete the screening at an on-site clinic, at LabCorp, or with their physician. Information on scheduling screenings will be released in the fall. On-site screenings will be held October 8-10, 2024.	On-Site Screenings Schedule by: 9/17/2024 Walk-in Clinics Open: 08/26/2024 - 11/08/2024 Physician Form: 08/26/2024 - 11/08/2024
Health Survey: Complete the short and easy health survey on your HC360 dashboard.	Surveys can be completed at any time during the year but must be completed by 11/15/2024.
Lifestyle Rewards: Earn a total of 750 Lifestyle Rewards.	Rewards can be completed at any time during the year but must be completed by 11/15/2024.

New Hires Starting After 12/01/2023:

If you are a new employee and on the medical plan, complete the following steps during 2024 to earn or maintain the wellness participation rate for 2025.

Complete Each Step	Deadline to Complete
Biometric Screening: Employees can complete the screening at an on-site clinic, at LabCorp, or with their physician. Information on scheduling screenings will be released in the fall.	On-Site Screenings Schedule by: 9/17/2024 Walk-in Clinics Open: 08/26/2024 - 11/08/2024 Physician Form: 08/26/2024 - 11/08/2024
Health Survey: Complete the short and easy health survey on your HC360 dashboard.	Surveys can be completed at any time during the year but must be completed by 11/15/2024.
Lifestyle Rewards: You do not need to earn any additional lifestyle reward points for this year. However, you can still submit activities for Pride Points!	Activities for Pride Points can be submitted at any time during the year with a deadline of 11/15/2024.

If you are unable to meet a health outcome for an incentive under the HealthCheck360 Program, you can work with HealthCheck360 for an opportunity to earn the same incentive through a reasonable alternative process. To speak with a representative about what options are available to you, contact HealthCheck360 at 1-866-511-0360 by 11/15/2024.

WELLNESS PROGRAM FAQs

WHO IS ELIGIBLE TO PARTICIPATE?

All employees are eligible to participate in the Employee Wellness Program. All employees can receive Pride Points for submitted activities. Full-time benefit eligible employees on the medical plan can earn Lifestyle Rewards.

WHEN DO I SUBMIT MY ACTIVITIES?

Submit your completed activities between 02/01/2024 and 11/15/2024 to earn rewards and Pride Points. All activities must be submitted by the deadline to be eligible for rewards.

DO I HAVE TO SUBMIT MY ACTIVITIES AS SOON AS THEY ARE COMPLETED?

Nope! As long as all of your activities are submitted online by the deadline, submit your activities when it is convenient for you.

WHEN WILL MY ACTIVITIES BE APPROVED?

Once your activities are submitted, they will be approved on a monthly basis. Pride Points will be added in Workday on a monthly basis.

HOW DOES IT WORK?

Complete wellness activities from the eligible list and submit on your myHealthCheck360 account to earn rewards. Employees who complete all required items will receive a reduced premium rate on the medical insurance plan. Employees can cash in Pride Points for items in the catalog.

WHAT IS THE DIFFERENCE BETWEEN LIFESTYLE REWARDS AND PRIDE POINTS?

All employees can earn Pride Points for participating in wellness activities and challenges. These can be redeemed for fun prizes in our catalog. Employees can see their Pride Points in Workday.

Lifestyle Rewards are only awarded to those on the medical health insurance plan. These rewards help employees maintain the wellness participation rate.

WHERE CAN I FIND MONTHLY CHALLENGES AND THE PRIDE POINTS CATALOG?

These items can be found in the Benefits Wallet section on HC360.

BIOMETRIC SCREENING AND SURVEY FAQs

WHAT QUESTIONS WILL THE HEALTH SURVEY ASK?

The voluntary health risk assessment or "HRA" 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).

WHAT DOES THE BIOMETRIC SCREENING ENTAIL?

The biometric screening will include a blood test for HDL, LDL, Triglycerides, Total Cholesterol, Glucose, GGT, Cotinine, Creatinine, Albumin, ALP, Total Protein, ALT, AST, GSP, Bilirubin, Globulin, and BUN. The blood test may also include CBC, A1c, and Nicotine. The screening will also include a blood pressure reading and measurements of height, weight, and waist.

WHAT WILL BE SCORED FROM THE SCREENING?

Employees will receive a score out of 100. Points will be given for blood pressure, cholesterol ratio, HDL, LDL, Triglyceride, Glucose, and Nicotine. Other metrics will be used to prepare a report for personal use.

WHAT IF I DON'T WANT TO COMPLETE THE SURVEY OR SCREENING?

You are not required to complete the HRA or to participate in the blood test or other medical examinations. Although you are not required to complete the HRA or participate in the biometric screening, only employees who do so may receive reduced premium rates.

EARN LIFESTYLE REWARDS AND PRIDE POINTS

Choose activities from the list below to earn your Lifestyle Rewards goal. Activities will be accepted from 02/01/2024 through 11/15/2024. Certain activities will also earn Pride Points, which can be redeemed for prizes in our catalog. Employees who achieve 750 Lifestyle Rewards and complete a biometric screening and health survey will be eligible for the wellness participation rate on the medical plan for 2025.*

ACTIVITY	LIFESTYLE REWARDS PER ACTIVITY	MAXIMUM LIFESTYLE REWARDS	UPLOAD AND APPROVAL	PRIDE POINTS
BIOMETRIC SCREENING	200	200	Approved Automatically – Points will be awarded when your results are processed. Complete once per year.	No Pride Points
MEET OR MAINTAIN HEALTH GOAL** (SCORE 65+ OR IMPROVE BY 5+)	400	400	Approved Automatically – HC360 will upload points to your account after your screening is complete and it is reviewed.	No Pride Points
COMPLETE WELLNESS SURVEY	10	10	Approved Automatically – Points will be awarded after you complete the survey. Complete once per year.	No Pride Points
COMPLETE A WELLNESS ACTIVITY OR CHALLENGE RELATED TO A DIMENSION OF HEALTH	20	300	Submit with Upload – Use the template to tell us what activity you have done! Or upload a completed challenge template! Examples: Webinar/speaker, financial advisor meeting, met fitness goal, tried new activity, yoga, walks, meal prep, 5K, etc.	20 Pride Points Each
COMPLETE A HEALTH COACHING CALL WITH A HC360 COACH	5	10	Automatically Rewarded – Points will be awarded after completion of the call.	No Pride Points
ENGAGE WITH HC360 ADVOCACY APP OR SERVICE	10	10	Automatically Rewarded – Points will be awarded after successfully engaging with HC360 Advocacy.	No Pride Points
ACHIEVE 6,000 STEPS PER DAY OR ACHIEVE 30 MINUTES OF ACTIVITY PER DAY	1	25	Approved Automatically – Points will be awarded when you log or sync your device and achieve the step or activity goal.	No Pride Points
VOLUNTEER/PARTICIPATE IN A COMMUNITY EVENT	10	20	Submit with Upload – Points will be awarded after you submit proof. Examples: LindenGiving, donations, giving blood, etc.	10 Pride Points Each
WRITE A THANK-YOU NOTE TO A COWORKER OR SUBMIT A Q2 MOMENT	5	10	Honor System – Points will be awarded after you complete a submission.	5 Pride Points Each
ATTEND A PREVENTATIVE CARE VISIT	20	60	Submit with Upload – Upload a document showing you completed your preventative care visit. Examples: Vaccines, eye or dental exam, prostate check, mammogram/pap smear, colonoscopy, etc.	No Pride Points

*New hires as of 12/01/2023 only have to complete the biometric screening and health survey to maintain the rate for 2025.

**If you are unable to meet a health outcome for an incentive under the HealthCheck360 Program, you can work with HealthCheck360 for an opportunity to earn the same incentive through a reasonable alternative process. To speak with a representative about what options are available to you, contact HealthCheck360 at 1-866-511-0360 by 11/15/2024.

NAVIGATE HEALTHCHECK360

HOW TO SUBMIT AN ACTIVITY

ON THE MYHEALTHCHECK360 APP

- Select **Rewards** at the bottom of your screen.
- Select **+ Add**.
- Select your **activity** from the drop down menu.
- Type a brief activity description, enter a date, and upload a document if required.
- Select **+ Add** to submit your activity.

ON THE MYHEALTHCHECK360 WEBSITE

- Select **Lifestyle Rewards** on the left side of your screen.
- Select **Lindenwood Wellness 2024**.
- Click on the activity to submit an item.
- Type a brief activity description, enter a date, and upload a document if required.

HOW TO TRACK YOUR HEALTH

ON THE MYHEALTHCHECK360 APP OR WEBSITE

- Select **Track Health** on the left side of your screen (website) or select the **menu icon** (≡) at the top of your screen (app).
- Select the health category you'd like to track.
- Track your data.
- Select **+ Add or Log** to submit.



HOW TO CONNECT A DEVICE

ON THE MYHEALTHCHECK360 APP OR WEBSITE

- Select your **username** on the top right of your screen (website) or the **menu icon** (≡) at the top of your screen (app).
- Select **Connect Apps & Devices**.
- Find your fitness app or device and select **Connect**.
- Select **OK** and login to your fitness app's account.



KEY FEATURE: BENEFITS WALLET

The Benefits Wallet holds key documents that are beneficial to the wellness program. Employees can find the HC360 guide, Pride Point Catalog, Challenge Templates, and more! Key vendors and events will be featured throughout the year.



Have questions? We're here to support and guide you every step of the way. Contact us today for more information.

CONTACT US

HEALTHCHECK360
SUPPORT

P: 866.511.0360
E: support@healthcheck360.com

FREE HEALTH
COACHING

P: 866.511.0360 ext 5099
E: healthcoach@healthcheck360.com

WELLNESS OR
BENEFIT QUESTIONS

Jessica Bucci: jbucci@lindenwood.edu

NOTICE REGARDING WELLNESS PROGRAM

Lindenwood University sponsors HealthCheck360, a voluntary wellness program available to all employees. The program is administered according to federal rules permitting employer-sponsored wellness programs that seek to improve employee health or prevent disease, including the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, and the Health Insurance Portability and Accountability Act, as applicable, among others. If you choose to participate in the wellness program you will be asked to complete a voluntary health risk assessment or "HRA" that 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). You will also be asked to complete a biometric screening, which will include a blood test for HDL, LDL, Triglycerides, Total Cholesterol, Glucose, GGT, Cotinine, Creatinine, Albumin, ALP, Total Protein, ALT, AST, GSP, Bilirubin, Globulin, and BUN. The blood test may also include CBC and A1c. You are not required to complete the HRA or to participate in the blood test or other medical examinations.

However, employees who choose to participate in the wellness program will receive an incentive of reduced premium rates for completing the biometric screening, health survey, and earn a total of 750 Lifestyle Rewards points. Although you are not required to complete the HRA or participate in the biometric screening, only employees who do so will receive reduced premium rates.

Additional incentives of Lindenwood University Pride Points may be available for employees who participate in certain health-related activities through Lifestyle Rewards. If you are unable to participate in any of the health-related activities or achieve any of the health outcomes 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 HealthCheck360 at 1-866-511-0360 or support@healthcheck360.com by 11/15/2024.

The information from your HRA and the results from your biometric screening will be used to provide you with information to help you understand your current health and potential risks, and may also be used to offer you services through the wellness program, such health coaching. 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 Lindenwood University may use aggregate information it collects to design a program based on identified health risks in the workplace, HealthCheck360 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 individual(s) who will receive your personally identifiable health information is (are) employees of HealthCheck360 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 HealthCheck360 at 866-511-0360 or support@healthcheck360.com

