

2024

✓ HealthCheck360

Lions Living Well: Employee Wellness Program Guide for Non-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 what activities can be submitted to earn 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. Keep an eye out for wellness challenges, recipes, webinars, and more to make focusing on your health fun and easy.

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**



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 and redeem them for prizes.

WHEN DO I SUBMIT MY ACTIVITIES?

Submit your completed activities between 02/01/2024 and 11/15/2024 to earn 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. However, the earlier you submit the earlier you can cash in your Pride Points for catalog items!

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

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

HOW DOES IT WORK?

Complete wellness activities from the eligible list and submit on your myHealthCheck360 account to earn Pride Points. 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.

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.

EARN PRIDE POINTS

Choose activities from the list below to earn Pride Points. You can redeem Pride Points for items in the catalog.

Activities will be accepted from 02/01/2024 through 11/15/2024. Pride Points will reset on 01/01/2025.

ACTIVITY	PRIDE POINTS PER ACTIVITY	MAXIMUM PRIDE POINTS	UPLOAD AND APPROVAL
COMPLETE A WELLNESS ACTIVITY OR CHALLENGE RELATED TO A DIMENSION OF HEALTH	20	300	Submit with Upload – What new or continued healthy habit have you tried this year? Use the template to tell us what 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.
VOLUNTEER/PARTICIPATE IN A COMMUNITY EVENT	10	20	Submit with Upload – Upload proof of your volunteer activity to earn points. Examples: LindenGiving, donations, giving blood, etc.
WRITE A THANK-YOU NOTE TO A COWORKER OR SUBMIT A Q2 MOMENT	5	10	Honor System – Upload proof of your thank-you note or Q2 submission to earn points.

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. Here 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

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 are not required to complete the Health Risk Assessment.

However, employees who choose to participate in the wellness program will receive Pride Points. Although you are not required to complete the HRA or participate in the wellness activities, only employees who do so will receive Pride Points.

The information from your HRA 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

