

Personal Payment Preparation

Leave Without Pay

March 6 - 8, 2012

Presented by: Arizona Department of Administration
Benefit Services Division
Gergana Kovatcheva, CPA



Arizona Administrative Code

Arizona Administrative Code

R2-5-414. Leave Without Pay

E. Insurance benefits continuation. An employee who is on leave without pay may continue to participate in the employee insurance plans as follows:

1. Health benefit plan participation

a) on FMLA – for the duration of the FMLA leave by paying the employee premium/contribution.

b) on LWOP for a health-related reason that is not an industrial illness or injury and the employee does not meet the FMLA eligibility requirements or has exhausted FMLA leave, may continue to participate by paying both the state and employee premium/contribution.

c) on LWOP for reasons other than those outlined above, or pertaining to industrial leave, the employee may participate for maximum of six months by paying both the state and employee premium/ contribution.



Arizona Administrative Code (continued)

2. Life insurance plan participation

a) on FMLA – the employee continues to participate in the Basic Life and Accidental Death and Dismemberment Insurance Plan. The employee may continue to participate in the supplemental life and dependent life insurance coverage by paying the full premium/contribution

b) on LWOP for a health-related reason that is not an industrial illness or injury and the employee does not meet the FMLA eligibility requirements or has exhausted FMLA leave, may continue to participate in the basic life insurance plan by paying the state premium/contribution. An employee who elects to continue to participate in the basic plan may also continue any supplemental or dependent life coverage that is in force at the beginning of the LWOP by continuing to pay the premium/contribution.

c) on LWOP for reasons other than those outlined above, or pertaining to industrial leave, the employee may continue to participate in the basic life insurance plan by paying the state premium/contribution. An employee who elects to continue to participate in the basic plan may also continue any supplemental or dependent life coverage that is in force at the beginning of the LWOP by continuing to pay the premium/contribution. The maximum is six months.



LWOP FMLA Example

- John Doe (EIN 000099999, Agency: ADA) is seriously ill. His doctor has indicated he will be unable to work from March 5, 2012 until November 5, 2012 (8 months). John has worked for the State for 5 years + 1700 hours in the last 12 months.
- Sick Leave balance = 240 hrs (6 weeks)
- Vacation balance = 160 hrs (4 weeks)
- John will exhaust leave balances on May 11, 2012



Billing Information

How will you bill John Doe for his premiums due while on LWOP after his leave balances are exhausted?

- After leave balances are exhausted two pay periods of FMLA remain from May 12, 2012 - June 8, 2012. Bill as FMLA LWOP.
- June 9, 2012 - November 5, 2012 pay periods are Non-FMLA LWOP.
- Use Personal Payment Form for the appropriate plan year from the Benefit options Liaison website.
www.benefitoptions.az.gov/liaison
- Fill in ONLY the highlighted cells on the Personal Payment form.



John Doe's Benefit Options

- Medical: UHC EPO Single Plan UNES01
- Dental: Delta Dental Single Plan DELS01
- Vision: Single Plan AVSS4
- Basic Life



Header Information: FMLA

- Last name: Doe
- First name: John
- EIN : 000099999
- Agency Name: Department of Administration
- Agency Code: ADA (always 3 digits)
- Period No: 11, 12
- Index: 11111; PCA: 22222; Fund: 1000



Coverage Information

- Select Leave type : Industrial or FMLA
- Select Basic Life Due (only exception is a waiver of premium)
- Plan Codes entry
 - Medical- UNES01, dental – DELS01, Vision – AVSS4 (Form populates premium amounts for EE and ER)
 - Basic life – enter amount \$0.90 per pay period on ER side when on FMLA



Header Information: NON-FMLA

- Last name: Doe
- First name: John
- EIN: 000099999
- Agency Name: Department of Administration
- Agency CD: ADA
- Period No:13,14,15
- Index: None; PCA: None; Fund: None



Coverage Information: NON-FMLA

- Check leave type : NON-FMLA
- Check Basic Life Due (only exception is a waiver of premium)
- Plan Codes entry
 - Medical- UNES01, dental – DELS01, Vision – AVSS4 (Form populates premium amounts for EE and ER)
 - Basic life – enter amount \$2.70 (\$0.90 per pay period) on EE side when on NON-FMLA



Liaison's Authorization

Form Footer

- Preparer's Signature: Liaison's signature. (If not signed, the form and payment will be returned to agency)
- Name; Phone Number; E-mail address
- Date prepared
- Check #; Date check was received; Check amount (Check amount should always match form amount)
- Notes: Please write any information that HITF Accounting needs to know to process this form accurately

STATE OF ARIZONA
HEALTH INSURANCE TRUST FUND
PERSONAL PAYMENTS PLAN YEAR 2012

MULTI PERIOD FORM--UP TO THREE PERIODS.

(Please make checks payable to ADOA-HITF) (Enter data in "yellow areas" only.)

Name: (Last) <input style="width: 150px;" type="text"/>		Name: (First) <input style="width: 150px;" type="text"/>	
EIN # <input style="width: 50px;" type="text"/>	AGENCY NAME: <input style="width: 200px;" type="text"/>	AGENCY CD: <input style="width: 50px;" type="text"/>	
Period No.	BENEFITS PERIOD COVERED--Enter Period Number (i.e., 1, 2, 3...etc)--You may enter of to three consecutive periods.		
<input style="width: 50px;" type="text"/>	Through: <input style="width: 100px;" type="text"/>	INDEX #	PCA#
<input style="width: 50px;" type="text"/>	Through: <input style="width: 100px;" type="text"/>		
<input style="width: 50px;" type="text"/>	Through: <input style="width: 100px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>

PREMIUM PAYMENT DATA

BASIC LIFE DUE

CHECK (X) LEAVE TYPE: INDUSTRIAL or FMLA NON-FMLA Domestic Partner or/and Older Child(ren)

PLAN CODE	INSURANCE COVERAGE	C C	EMPLOYEE PREMIUM AMOUNT	
<input style="width: 50px;" type="text"/>	MEDICAL		\$ -	\$ -
<input style="width: 50px;" type="text"/>	DENTAL		\$ -	\$ -
<input style="width: 50px;" type="text"/>	VISION		\$ -	
	BASIC LIFE			
	SUPPLEMENTAL LIFE			
<input style="width: 50px;" type="text"/>	DEPENDENT LIFE		\$ -	
	MEDICAL SPENDING FSA (AMRA)			
	TOTAL PREMIUMS		\$ -	\$ -

WE CERTIFY THAT FOR THE PERIOD SPECIFIED, THIS EMPLOYEE IS ON APPROVED LWOP.

<p>Check No. <input style="width: 150px;" type="text"/></p> <p>Date Received: <input style="width: 100px;" type="text"/></p> <p>Notes: <input style="width: 100px;" type="text"/></p>	<p style="text-align: center;">Enter: Check Amount</p> <p><input style="width: 100px;" type="text"/></p>	<p>Preparer's Signature: <input style="width: 150px;" type="text"/></p> <p>Name: <input style="width: 150px;" type="text"/></p> <p>Phone No: <input style="width: 150px;" type="text"/></p> <p>Email: <input style="width: 150px;" type="text"/></p> <p>Date Prepared: <input style="width: 150px;" type="text"/></p>
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Agency is responsible for collecting the correct amount from the employee.
An employee shortage will be taken from agency by sweep.

LWOP payment form (Revised 12-10)



JANICE K. BREWER
Governor

SCOTT SMITH
Director

ARIZONA DEPARTMENT OF ADMINISTRATION

BENEFIT SERVICES DIVISION

100 N 15TH AVE, SUITE 103
PHOENIX, ARIZONA 85007

(602) 542-5008

February 8, 2011

Name
Address
City, State, Zip

Dear:

This letter is being sent to advise you that ADOA insurance premiums are due. The table below shows how the amount was calculated.

Coverage Period	01/23/10 to 03/05/10
CIGNA EPO (EE+1)	\$134.31
Delta dental (EE+1)	\$41.34
Dependent Life (\$15,000)	\$9.75
Basic Life (\$15,000)	\$2.70
TOTAL PREMIUM DUE	\$188.10

Please submit **\$188.10**, payable to **ADOA-HITF**, to the address listed below:

**INSERT AGENCY, AGENCY ADDRESS
AND AGENCY CONTACT PERSON**

This payment will cover your benefits from **1/23/10 through 03/05/10**. Payment must be postmarked within 15 days of the date on this letter.

If you have any questions, I can be reached at **INSERT #** or **INSERT EMAIL ADDRESS**.

Sincerely,



JANICE K. BREWER
Governor

SCOTT SMITH
Director

ARIZONA DEPARTMENT OF ADMINISTRATION

BENEFIT SERVICES DIVISION

100 N 15TH AVE, SUITE 103
PHOENIX, ARIZONA 85007

(602) 542-5008

February 8, 2011

Name
Address
City, State, Zip

Dear:

This letter is being sent to advise you that ADOA insurance premiums are due. As of 3/5/10 your FMLA ended. You are now responsible for the employee, plus employer portion of your benefit premiums. The table below shows how the amount was calculated.

Coverage Period	03/6/10 to 04/02/10
CIGNA EPO (EE+1)	\$1024.62
TOTAL PREMIUM DUE	\$1024.62

Please submit **\$1024.62**, payable to **ADOA-HITF**, to the address listed below:

INSERT Address
ATTN: Liaison

This payment will cover your benefits from **03/6/10 through 04/2/10**. Payment must be postmarked within 30 days of the date on this letter.

If you have any questions, I can be reached at **INSERT #** or **INSERT EMAIL**

Sincerely,

Janice K. Brewer
Governor



Scott A. Smith
Director

ARIZONA DEPARTMENT OF ADMINISTRATION

Benefit Services Division

100 N 15TH AVE, SUITE 103
PHOENIX, ARIZONA 85007

(602) 542-5008

May 18th, 2011

Name
Address
City, State Zip

RE: CANCELLATION OF COVERAGE

Dear Ms/Mr./Mrs.:

You have an outstanding balance that totals \$2309.16 for benefit periods **1/22/11 thru 4/29/11**. Due to non payment of your insurance premiums, your insurance will be cancelled retroactive to the last benefit coverage period ending **January 21, 2011** per Personnel Rule R2-5-414E.

The insurance company will seek reimbursement from you for all claims paid after the cancellation date of **January 21, 2011**. You will not be eligible to re-enroll in the State of Arizona Benefit plan until the next Open Enrollment

If you have any questions, please contact me at **INSERT NUMBER**.

Sincerely,

Cc: File



Updates and News

Wellness Website

Benefit Options
Choice Value Health

Arizona Department of Administration
Benefit Options Wellness

AZ.GOV
Arizona's Official Web Site

Home

BSD Home

Screenings

Classes

Flu Shots

Quarterly Health Targets

EAP

Events Schedule

Events Request

Mayo Clinic

Tobacco Free

Welcome to the State of Arizona Wellness Program



IMPORTANT NOTICE:

Home

Benefit Options Wellness is committed to helping employees, retirees, and their spouses and dependents be well today and stay well for life. The most important long term benefit of the Wellness Program is the enhanced overall health and quality of life of State of Arizona employees. Improving the health of our employees assists in controlling health care costs for them and for the State Health Plan.

Our program mission is to improve the wellness of State of Arizona employees as a whole by empowering each employee with health knowledge and an ability to demonstrate positive health behaviors.

Wellness provides free or low cost educational programming, health screenings, interactive web tools, and health related services. Our services are provided by contracted professionals who travel throughout the state. Take some time to review the programs offerings available to find one of interest for your agency.

Wellness organizes campaigns for our Feature Programs such as the Mayo Clinic Health Assessment, Annual Flu Vaccines, and the Tobacco Free Program. However, the Wellness Program is primarily a request-based program that relies on employees' assistance to coordinate events. [Learn How to Request and Schedule Worksite Events](#)

WellNEWS

Jan/Feb



Fact Sheet - 1st Quarter



1 Event Schedule

2 Event Requests

3 Newsletter & Fact Sheets

4 Quarterly Health Targets

4

1
2

3

1. Event Schedule
2. Event Requests
3. Newsletter & Fact Sheets
4. Quarterly Health Targets

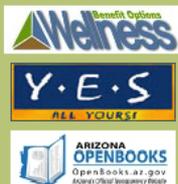
Website - Event Schedule

Benefit Options
Choice Value Health

Arizona Department of Administration
Benefit Options Wellness



- Home >
- BSD Home >
- Screenings >
- Classes >
- Flu Shots >
- Quarterly Health Targets >
- EAP >
- Events Schedule**
- Events Request >
- Mayo Clinic >
- Tobacco Free >



Schedule of Wellness Events

You Are Here: Home > Employee Assistance Program

Apache	Greenlee	Pima
Cochise	La Paz	Pinal
Coconino	Maricopa	Santa Cruz
Gila	Mohave	Yavapai
Graham	Navajo	Yuma

State employees, retirees and Benefit Options members (age 18 and older) are welcome to attend any events.

All events are free or low cost

Maricopa County

Date	Day	Time	Class/Screening	Agency	Address	City	Room	How to Register
2/1/12-4/18/12	Wednesdays	12:00pm-1:00pm	Weight Management	DHS	1740 W. Adams	Phoenix	Conference Room 005	www.kronos-events.com/SADQA
2/1/12-4/18/12	Wednesdays	12:30pm-1:30pm	Weight Management	DES	3443 N. Central Ave.	Phoenix	4th Floor Conference Room	www.kronos-events.com/SADQA
2/16/12	Thursday	7:30am-10:00am	Mini Health Screen	DOA	100 N. 15th Ave	Phoenix		Walk in
2/16/12	Thursday	8:00am-1:00pm	Prostate Cancer Screen	DOI	2910 N. 44th St.	Phoenix	Parking Lot	Call POP at 480-964-3013
2/23/12	Thursday	8:00am-11:00am	Mini Health Screen	DEQ	1110 W. Washington St.	Phoenix	Room 250	Walk in
2/28/12	Tuesday	6:00am-11:00am	Prostate Cancer Screen	DJC	2800 W. Pinnacle Peak Rd	Phoenix	Parking Lot	Call POP at 480-964-3013

WellNEWS

Jan/Feb



Fact Sheet - 1st Quarter



Website - Request Form

- Home
- BSD Home
- Screenings
- Classes
- Flu Shots
- Quarterly Health Targets
- EAP
- Events Schedule
- Events Request
- Mayo Clinic
- Tobacco Free



Wellness Event Request



You Are Here: Home > Wellness Event Request

The Wellness Program is primarily a request-based program that relies on employees' assistance to coordinate events. Scheduling events is subject to contractor availability. Requests should be submitted 4-6 weeks prior to the desired event date.

What to do

Complete and submit the [Event Request Form](#).

Who is Eligible?

The Wellness program serves State employees, retirees and their families. All services and events are free to benefit-eligible employees as well as retirees and spouses on the Benefit Options health plan. Dependents are eligible for specific events as indicated on promotional materials (no worksite events). For all screening events, participants must know their (or their spouse's) Employee Identification Number (EIN) and will be asked to show their Benefit Options insurance card or proof of State employment.

Minimum Requirements:

Unless otherwise indicated, class minimum is 20 and screening minimum is 25. If your worksite is too small to meet the minimum, consider partnering with other nearby State offices or, contact Wellness to try to locate other Agencies in your area.

Promotion and Registration:

You will be provided an electronic flyer to promote you event at your work site. Registration forms will be provided when appointments are required.

WellNEWS

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Fact Sheet - 1st Quarter



Wellness Event Request Form

For multiple requests please complete a separate form for each event. Email the completed form to Wellness by Clicking the Submit Form button at the bottom of the page. Please submit requests 4-6 weeks prior to the requested event date to allow time for processing.

REQUESTOR INFORMATION	
Agency :	Other <input type="text"/>
Primary Contact Name :	<input type="text"/>
Phone Number :	(<input type="text"/>) <input type="text"/>
Extension # :	<input type="text"/>
Email :	<input type="text"/>
Work Location Address :	<input type="text"/>
Work Location City :	<input type="text"/>
Work Location ZIP Code :	<input type="text"/>
Alternate Contact Name :	<input type="text"/>
Alternate Phone Number :	(<input type="text"/>) <input type="text"/>
Alternate Extension # :	<input type="text"/>
Alternate Email :	<input type="text"/>
EVENT INFORMATION	
Name of Requested Event :	Mini Health Screening <input type="text"/>
Event Location Address :	<input type="text"/>
Reserved Room/Space :	<input type="text"/>
City, ZIP Code, & County :	<input type="text"/>
Open or Closed Event :	<input checked="" type="radio"/> Open <input type="radio"/> Closed <input type="radio"/> Not Sure
<small>Please note: open events will be published in the Monthly WellNEWS and posted online for other agencies to participate</small>	
Requested Date :	<input type="text"/>
Requested Time :	<input type="text"/>
Requested Length of Event :	2 Hours <input type="text"/>
Expected Participants :	25-50 <input type="text"/>
Other Information/Comments :	<input type="text"/>

Submit Form

Website - Newsletter

BeWell News



March-April 2012

Topics in this Issue:

- Stress Management
- Managing Osteoarthritis
- Mobile On-Site Mammography (MOM)
- Mini Health Screenings
- Well Woman License Plate
- Mountain Bike Basics
- On Site Projects (POP) Screenings
- Healthy Recipe: Tortilla Lasagna
- Oral Health Expert

Stress Management

The second quarter of 2012 Benefit Options Wellness is focused on Stress and Pain. As part of your benefits, ADOA offers an Employee Assistance Program (EAP) through ComPsych Guidance Resources, which provides free assistance to employees and their dependents on personal issues, planning for life events or simply managing daily life. For more information on the services ComPsych and the other contracted EAP provider available to state employees go to: www.benefitoptions.az.gov/wellness and click EAP.

Understanding the natural stress response

Your body's stress reaction was meant to protect you. But when it is constantly on alert, your health can pay the price. Take steps to control your stress. Your body is built to react to stress in ways meant to protect you against threats from predators and other aggressors. Such threats are rare today, but that does not mean that life is free of stress.

On the contrary, you undoubtedly face multiple demands each day, such as shouldering a huge workload, financial concerns, taking care of your family, or just making it through the morning rush hour. Your body treats these so-called minor hassles as threats. As a result you may feel as if you are constantly under assault. But you can fight back. You do not have to let stress control your life. If your mind and body are constantly on edge because of excessive stress in your life, you may face serious health problems. That is because your body's "fight-or-flight reaction," its natural alarm system, is constantly on. When you encounter various threats that "stattle" you, a large dog barks at you during your morning walk, for instance, your brain sets off an alarm system in your body. This alarm system causes a release of hormones, including adrenaline and cortisol.

Adrenaline increases your heart rate, elevates your blood pressure and boosts energy supplies. Cortisol, the primary stress hormone, increases sugars (glucose) in the bloodstream, enhances your brain's use of glucose and increases the availability of substances that repair tissues. Cortisol also curbs functions that would be nonessential or detrimental in a fight-or-flight situation. It alters immune system responses and suppresses the digestive system, the reproductive system and growth processes. This complex, natural alarm system also communicates with regions of your brain that control mood, motivation and fear.

Stress Management, pg. 3

Managing the Pain of Osteoarthritis Day by Day



Exercise Can Reduce Joint Pain: Exercise can help reduce stiffness and pain, and it can also help you lose weight, which takes pressure off of aching joints. Losing as few as 11 pounds can cut the risk of developing knee osteoarthritis by 50% for some women. Always ask your doctor before doing an exercise for pain management. Depending on the cause and intensity of your pain, some exercises may not be recommended and can be harmful.

Warming Up is Critical: Warming up with gentle stretching can help get your body ready for your workout. Gentle stretches such as side bends, shoulder shrugs, arm circles, overhead stretches, and bending to reach (but not touch) your toes are all good warm-up exercises. Do three to five repetitions of each stretch.

Joint Friendly Aerobic Exercises: If you have osteoarthritis in your knees or hips, you want to avoid any jolting exercise like jogging that causes your feet to pound the ground. Lower-impact aerobic activities such as walking, swimming, bicycling, and water aerobics are easier on your joints. Aim for 30 minutes of low-impact activity most days of the week or work up to that if you need to start slow.

Managing OA, Page 4

BeWell March/April 2012 Page 1

Benefit Options
Choice Value Health

benefitoptions.az.gov/wellness
100 N 15th Ave, Suite 103 Phoenix, AZ 85007
Email: wellness@azdoa.gov Phone: 602-771-9355



Inside Each Issue

- Bi-Monthly
- Quarterly topic articles
- Upcoming Events
 - MOM
 - POP
 - Mini Health
 - Kronos
- Recipes

Website - Quarterly Targets

Benefit Options
Choice Value Health

Arizona Department of Administration
Benefit Options Wellness



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- Heart Disease
- Diabetes
- Men's and Women's Health
- Stress and Pain Management



Welcome to the State of Arizona Wellness Program



IMPORTANT NOTICE:

Home

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[Learn How to Request and Schedule Worksite Events.](#)

WellNEWS

Jan/Feb



Fact Sheet - 1st Quarter



Website - Quarterly Targets

The screenshot shows a website page with a green sidebar on the left and a main content area. The sidebar contains a navigation menu with items like Home, BSD Home, Screenings, Classes, Flu Shots, Quarterly Health Targets, EAP, Events Schedule, Events Request, Mayo Clinic, and Tobacco Free. The main content area is titled '2012 - Stress and Pain Management' and features a photo of a woman looking stressed. Below the photo is a table of navigation links for 'Stress and Pain Management', with 'Stress and Pain Management' selected. The main content includes sections for 'Benefit Options - BeWell Resources' and 'Preventive Screenings', both with bulleted lists of services and links for more information. A right sidebar contains 'WellNEWS' and 'Fact Sheet - 1st Quarter'.

2012 - Stress and Pain Management

Home
BSD Home
Screenings
Classes
Flu Shots
Quarterly Health Targets
EAP
Events Schedule
Events Request
Mayo Clinic
Tobacco Free

Heart Disease
Diabetes
Men's and Women's Health
Stress and Pain Management
Stress and Pain Management

Benefit Options - BeWell Resources

Health Management Series:
Benefit Options Wellness is highlighting three health management series courses during the second quarter 2012. Through our contract with Kronos Optimal Health we will be providing the following classes at state worksites:

- Weight Management - 12 week series
- Hypertension Management - 5 week series
- Stress Management - 5 week series

[Click here](#) for more information on these classes. Class availability is listed in the events [schedule](#).

Preventive Screenings:
Benefit Options Wellness offers free preventive screenings at state worksites. During the second quarter of 2012 the following screenings will be highlighted for the Stress and Pain Management focus.

Mini Health Screening - includes a full lipid panel (cholesterol test), blood pressure, body composition, and blood sugar test at no cost.

- Mobile Onsite Mammography (MOM) - provides Mammography (Breast Cancer) screening at work sites across Arizona.
- Prostate Onsite Projects (POP) - provides Prostate cancer screenings at work sites across Arizona. The screening includes; prostate specific antigen (PSA) blood test, digital rectal exam (DRE), testicular exam and a physician consultation.

[Click here](#) for more information about these screenings. Check the events [schedule](#) to find a screening near you.

Employee Assistance Program:
The Benefit Options Wellness program wants you to be your best. The contracted EAP providers

WellNEWS
Jan/Feb
Wellness Series
Fact Sheet - 1st Quarter
Preventive Health

- BeWell Resources
 - Programs & Services
- Vendor Resource
 - Articles, Videos, and Tools
- Other Resources
 - Helpful websites

2012 - 2nd Quarter Focus Menu

April Through June

Focus: Stress and Pain Management

Sub Focuses: Back & Joint Pain, Depression, Stress, and Migraines

Screenings

- Mini Health Screen:
 - Lipid Panel
 - Blood Pressure
 - Body Composition
 - Blood Glucose

Lifestyle Series

- Weight Management (12 wk)
- Stress Management (5 wk)
- Hypertension (5 wk)

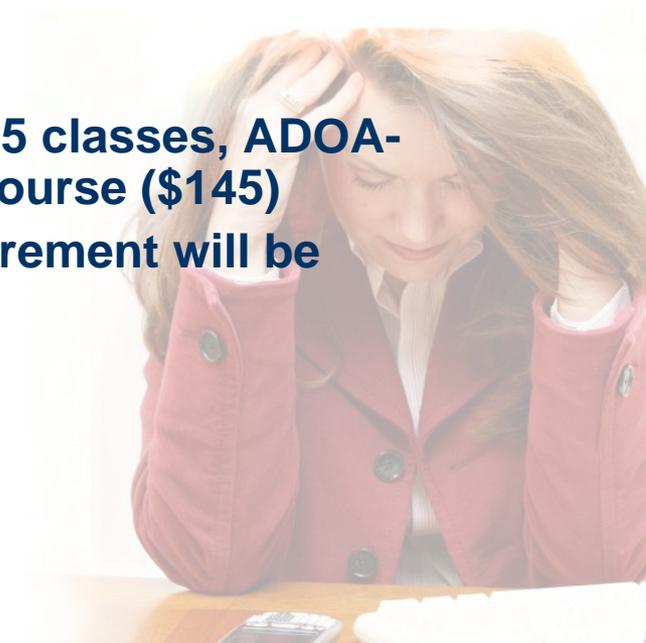
Education Courses

- Oh, My Aching Back
- Stress Busters
- ComPsych Seminars

Comprehensive program menu meets specific needs

Kronos Stress Management

- **5-Week Course**
 - 1 hour, 1 day per week
- **Minimum participants 20, Maximum 35**
- **Participants receive a course workbook, which is theirs to keep**
- **Cost share with ADOA-Wellness**
 - Participant pays \$10 and must attend 4 of 5 classes, ADOA-Wellness pays the remaining cost of the course (\$145)
 - Participants not meeting attendance requirement will be responsible for the remaining \$145



Stress Management - Weekly Topics

- **Week 1: Overview of Stress**
 - Types of Stress, Resiliency, Acute Stress, Health Issues due to Chronic Stress
- **Week 2: Effectively Responding to Stress**
 - Effective Coping
 - Time Management
- **Week 3: Relaxation Techniques**
 - Mindfulness
 - Breaking the Stress Cycle
- **Week 4: Control**
 - Positive Self Talk
 - Circle of Concern/Circle of Influence
- **Week 5: Challenge**
 - Commitment
 - Practicing Resiliency

ComPsych - Overview

- **Short Term Counseling**
 - 6 sessions per incident per year
- **Long Term Counseling**
 - Continued treatment or refer to insurance
- **Legal Consultation**
 - Unlimited access to legal information, 30 min. consult, and 25% discount on legal fees
- **Financial Consultation**
 - Budgeting, income tax, real estate, debt, retirement
- **Work-life Balance**
 - Child and Elder care, home improvement, relocation
- **Online tools and Services: [GuidanceResources.com](https://www.guidanceresources.com)**
- **Critical Incident Stress Management (CISM)**
- **Training Opportunities**

ComPsych - Training

Types of Training

- **Orientations for Employees**
 - Learn what EAP has to offer
- **Supervisor/Manager Training**
 - Learn about EAP and how to refer employees
- **Lunch and Learns**
 - Educational opportunities
 - Personal development, legal and financial, or health and wellness

ComPsych - Training

Lunch and Learn Recommendations

- **Personal Development**
 - Being Accountable in Work and Life
- **Time Management Principles**
 - Tools for Managing Chaos
- **Legal and Financial**
 - 10 Strategies for Improving Your Finances
 - Paying Off Debt While Building Wealth
- **Behavioral Health and Wellness**
 - Changing the Way You Think About Diet and Exercise
 - Sleep: An Essential Component of Health and Well-Being

ComPsych - Employee Assistance

Agency	Contracted EAP	Phone Number	TDD/TTY
ADOA* DES AHCCCS ADEQ	ComPsych	877-327-2362	800-697-0353
ADE	EAP Preferred	602-264-4600	800-367-8939
ASU	Employee Assistance	480-965-2271	.
DOC	On-site Assistance	602-364-1895	.
DOT	Deer Oaks EAP	866-327-2400	.
DPS	ComPsych	866-615-3047	800-697-0353

*Agencies, Boards, and Commissions not listed above are covered under the ADOA ComPsych contract.

CIGNA - Diabetes Program

- **10 Week Series (ADOA Pilot)**
 - 1 hour class, 1 day per week
 - work book included
- **American Diabetes Association recognized program for Diabetes Self Management Education**
- **Professional instructors**
 - All courses led by Certified Diabetic Educators
- **Requirements**
 - Minimum 20 participants
 - \$40.00 per participant paid by check or cash at first class
 - Must attend 8 of 10 classes
 - DO NOT need CIGNA insurance to get involved



Diabetes Program - Weekly Topics

- **Week 1: Introduction to Diabetes**
- **Week 2: Nutrition Management**
- **Week 3: Nutrition Self Management**
- **Week 4: Blood Glucose Testing**
- **Week 5: High and Low Blood Sugars**
- **Week 6: Dietary and Community Resources**
- **Week 7: Exercise**
- **Week 8: Medication**
- **Week 9: Stress and Life with Diabetes**
- **Week 10: Reducing Risks**

CIGNA - Diabetes Program

- **Begin marketing internally this week**
- **Class starts: April 11, 2012 at 12:00pm**
- **Evaluate program at ADOA, outcomes, and participant satisfaction**
- **Move in to agencies during 3rd and 4th Quarter 2012**



Program Results

- **Kronos Weight Management Program (2011)**
 - 10 hosting agencies
 - 219 participants
 - Average inches lost = 1 inch
 - Average weight loss = 13 lbs
 - Top 3 benefits: Improved nutrition, physical activity, and health
 - 90% of participants would recommend the program



Program Results

- **Kronos Cholesterol Management (2011)**
 - 19 participants
 - 60% of participants improved their BMI
 - Average participant increased their activity levels from 3 days per week to 4 days per week
 - 100% of participants would recommend the Cholesterol Education program to others

- **Kronos PreHypertension Management (2012)**
 - 25 participants
 - 57% reported an improved health status based on blood pressure
 - Average weight loss = 6 lbs
 - Confidence levels increased in ability to; manage blood pressure, stress and make healthy choices
 - 85% of participants would recommend the PreHypertension class to others

Testimonials

“I enjoy hearing a different perspective. I’ve done other weight loss programs, but this just gave me more tools and a different way to think about things.”

“Karyn was an excellent instructor. She had a thorough knowledge of nutrition and physical fitness and offered some great ideas and suggestions. I enjoyed her ability to interact with the class and bring great real world examples to help address concerns or challenges.”

“Dustin did a great job. He is extremely knowledgeable and while I didn’t lose weight, I am confident I will since I am armed with everything he taught us!”



Testimonials

“Sarah was incredibly supportive and celebrated my successes. She was a wonderful educator.”

“I liked that the focus was lifestyle changes rather than weight loss.”

“I have to tell you this class was amazing! ...I want to take it again. I have attended Weight Watches at Work years ago and this class beat Weight Watchers”

“I wanted to say thank you for the Hypertension class we just finished. Andrea is excellent, and has made attending this class something I looked forward to for the past several weeks.”

