

## Health Impact Program Guidelines

### Getting Started

Starting October 1, 2014, program participation will begin through registration on the Mayo Clinic Healthy Living online portal. Employees will use a State issued ID number, valid email address, and date of birth as components to create a login within the portal. This confidential, personalized system will grant employees access to the Mayo Clinic Health Assessment, health information and resources, and also serve as the tool for self-reporting all other HIP approved activities. Accommodations will be made available to support employees with access issues.

#### How to Register:

- **STEP 1:** Visit [www.bewellstaywell.az.gov](http://www.bewellstaywell.az.gov)  
Click **Create Your Account**. This will take you to a registration screen.
- **STEP 2:** Enter your **9-digit Employee Identification Number (EIN)**, including leading zeros and **Date of Birth**.
- **STEP 3:** Create a **User Name, Password, and Security Question**.

### Program Period

The 2014-2015 program will begin on October 1, 2014, running continuously through September 30, 2015. All activities applied toward program completion must fall within this program period. Additionally, activities and programs must be logged in to the Healthy Living online portal by the participant prior to the close of the program period.

### Eligibility

All benefits eligible employees may participate in HIP. Employees must be active in a pay status at the time incentive payments are made, and for the duration of the program period. HIP is a voluntary, opt-in program; employees will not be automatically enrolled.

Spouses, dependents, and retirees are not eligible for HIP at this time.

Temporary, part time, and seasonal employees not receiving benefits are not eligible for HIP at this time.

### Incentives

Program participants must achieve 500 total points by September 30, 2015 to be eligible to receive up to \$200; the amount may be lower depending on total participation. The payment will be processed in November 2015 and paid directly through payroll to those who successfully complete the program requirements.

Employees are permitted to engage in multiple activities in each category, but must complete at least ONE activity in each category to be eligible for the incentive. Please see the following table for the official HIP Point System and corresponding point values.



## **Reporting Requirements**

With the exception of the Mayo Clinic Health Assessment and subsequent Mayo Clinic Healthy Living services, all activities reported toward HIP completion must be self-reported by the employee. All activities applied toward program completion must fall within the current program period. Additionally, activities and programs must be logged in to the Healthy Living online portal prior to September 30, 2015.

Participants must retain proof of participation for reported activities, and ADOA reserves the right to audit any and all records of participation at its discretion.

## **Certification and Verification**

By participating in the Health Impact Program, employees certify, under penalty of perjury, that the information provided for the Health Impact Program is correct and true. Proof of participation must be retained for reported activities and, ADOA reserves the right to audit any and all records of participation at its discretion. Providing false information may subject participants to disciplinary action, and prosecution pursuant to ARS 13-2310, 13-2311, 13-2407, 13-2702 and other applicable laws.