

2016 HEALTH IMPACT PROGRAM (HIP) OFFICIAL GUIDELINES

GETTING STARTED

Starting January 4, 2016, register or log onto the Mayo Clinic Healthy Living online portal, www.bewellstaywell.az.gov. This confidential, personalized system will grant employee access to the Mayo Clinic Health Assessment, health information and resources, and also serve as the tool for tracking all HIP approved activities. ***Reasonable accommodations will be provided to individuals with disabilities.***

PROGRAM PERIOD

The 2016 program will begin on January 4, running continuously through October 31, 2016. All activities applied toward program completion must fall within this program period and participants must track their progress in the Mayo Clinic Healthy Living online portal prior to the close of the program period.

ELIGIBILITY

All benefits eligible employees may participate in HIP. Employees must in an active 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 October 31, 2016 to be eligible to receive up to \$200; the amount may be lower depending on total participation. The payment will be processed in December 2016 and mailed to those who successfully complete the program requirements. Incentives are subject to Federal and State Income, Social Security, and Medicare Taxes. If you have any questions, please consult your tax advisor.

Please see the official 2016 HIP Point System and corresponding point values.

REPORTING REQUIREMENTS

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 October 31, 2016.

- Completion of the Mayo Clinic Health Assessment and subsequent Mayo Clinic Healthy Living services (i.e. telephonic coaching, and food/fitness/weight trackers) will automatically earn points.
- If you participate in an on-site screening or a screening through your medical insurance provider, you will automatically earn your points approximately one to three month after the medical service date and the activity has been verified.
- Annual screenings offered through your Benefit Options medical provider with service dates from October 1 to December 31, 2015 will be automatically awarded HIP points.
- For all self-report activities, please submit registration form or attendance record to wellness@azdoa.gov. For Agency led programs (i.e. ComPsych classes or worksite walking programs), the liaison will submit the attendance roster.

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.