

# 2023-2024 Kaiser Annual Wellness Incentives

This document provides guidelines and frequently asked questions for the Newport Mesa Unified School District's Annual Wellness Incentives for active employees and their spouses enrolled in the District-sponsored Kaiser Permanente medical plan effective October 1st, 2023- September 30th, 2024.

## Q1. What are the Annual Wellness Incentives?

A1. During the October 1, 2023 plan year, active employees and/or spouses enrolled in the District-sponsored Kaiser medical plan are eligible to receive up to \$200 in gift card incentives. *Participants in this year's program can earn a \$100 incentive if they complete their health assessment and complete their wellness screening. Additionally, participants can complete up to two preventive cancer screenings (if eligible) worth \$50 each, to earn up to \$200 in total incentives.* Incentive rewards will be distributed in the following increments:

- Employees and/or spouses who individually complete their Total Health Assessment and Wellness Screening: **\$100**
- Employees and/or spouses who individually complete their Total Health Assessment, Wellness Screening and 1 eligible Preventive Cancer Screening: **\$150**
- Employees and/or spouses who individually complete their Total Health Assessment, Wellness Screening, and 2 eligible Preventive Cancer Screenings: **\$200**

*Each eligible participant can receive an incentive of up to a maximum of \$200 per plan year.*

## Q2. What is the purpose of the Annual Wellness Incentives?

A2. Newport Mesa Unified School District is committed to helping employees and their families improve and/or maintain a healthy lifestyle. Completing the online Total Health Assessment, receiving a Wellness Screening with your health care provider, and completing eligible preventive cancer screenings (if you are eligible) are key steps in taking ownership of your health.

### Q3. How can I earn the Annual Wellness Incentives this year?

A3. Employees and/or spouses enrolled in one of the above district-sponsored KP medical plan can earn their incentives if they:

\$100 in total

*Required:* Complete the Total Health Assessment on [kp.org/tha](https://kp.org/tha) between 10/1/2023 and 9/30/2024

*Required:* Complete their annual Wellness Screening (aka annual physical, biometrics, well-visit) with their health care provider between the dates of 10/1/2023 and 9/30/2024

- Have their health care provider complete a [Wellness Screening Form](#)
- Submit the Wellness Screening Form to [wellness@nmusd.us](mailto:wellness@nmusd.us) by 12/31/2024

up to \$100

*Optional:* Complete up to 2 eligible Preventive Cancer Screenings (mammogram, colon, cervical, and prostate) as approved by their health provider between the dates of 10/1/2023 and 9/30/2024. *Preventive Cancer Screenings may have demographic and frequency requirements.*

*Check with your health care provider to see if you qualify.*

- Provide proof of completion of eligible cancer screening to [wellness@nmusd.us](mailto:wellness@nmusd.us) by 12/31/2024. Please block out any private information.

### Q4. What is the maximum amount in incentives I can earn?

A4. The maximum amount in incentives that can be earned in the October 1, 2023 plan year is \$200. In order to earn \$200, you would need to complete your Total Health Assessment, Wellness Screening, and 2 eligible Preventive Cancer Screenings. If you do not qualify to complete a preventive cancer screening, you may still complete the Total Health Assessment and Wellness Screening to earn \$100. *The eligible Preventive Cancer Screenings have demographic and frequency requirements. Contact your health care provider to see if you meet the qualifications for any of the Preventive Cancer Screenings.*

### Q5. What is a Total Health Assessment and how is my completion verified?

A5. The kp.org Total Health Assessment is an online questionnaire to assess your health based on your medical history, lifestyle habits, and work and life activities. The short assessment will provide a score out of 100, let you know what you are doing well, and provide guidance in potential areas of improvement. Your results are 100% confidential.

- Completions are captured electronically and reported back to NMUSD Wellness For Life. However, there is a 30-60 day delay in the reporting, so you are welcome to send a screenshot of your completion page to [wellness@nmusd.us](mailto:wellness@nmusd.us) to expedite the reward process.

Visit the [NMUSD Employee Wellness Web Page](#) for more well-being opportunities, programs, and resources! Direct questions to Natalie Drake at [wellness@nmusd.us](mailto:wellness@nmusd.us)

**Q6. What is a Wellness Screening and how is my completion verified?**

A6. A Wellness Screening (aka annual physical/biometrics) is a series of confidential health tests (blood pressure, total cholesterol, height/weight, BMI, etc.), facilitated by your health care provider and designed to offer insights into your health status. These tests allow for identification of risks that will help you take action to improve your health.

- Completions are verified with the **Wellness Screening Form**. This form must be completed and dated between 10/1/2023 - 9/30/2024 and submitted to [wellness@nmusd.us](mailto:wellness@nmusd.us) by 12/31/2024

**Q7. What is an eligible Preventive Cancer Screening and how my completion verified?**

A7. The Preventive Cancer Screenings eligible for this plan year's Annual Wellness Incentive are mammograms, colon cancer, prostate cancer, and cervical cancer. These screenings may have demographic requirements. Contact your health care provider to see if you meet the requirements to complete any of the above mentioned cancer screenings. You may complete 1 screening for \$50 or up to 2 preventive cancer screenings if eligible, to earn \$100.

- Completions are verified when you send over proof of cancer screening completion dated between 10/1/2023 - 9/30/2024 to [wellness@nmusd.us](mailto:wellness@nmusd.us) by 12/31/2024. Block out any private information.

**Q8. When will the Annual Wellness Incentives go into effect?**

A8. Effective October 1, 2023 active employees and/or spouses enrolled in the District-sponsored KP medical plan can begin completing the required steps listed in Q3/A3.

**Q9. Who is eligible for the incentives?**

A9. Any active employees and/or spouses enrolled in the District-sponsored KP medical plan are eligible to participate and earn incentives.

**Q10. Are new hires eligible to participate in the program?**

A10. Yes. When you are hired and enroll in the District-sponsored KP medical plan, you are eligible to participate and earn the incentives.

**Q11. I have family members enrolled on the KP medical plan as well. Can my spouse or dependent child earn the incentives?**

A11. Enrolled spouses are eligible, but other dependents are not.

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**Q12. How much will I be awarded for participating?**

A12. Please reference the incentives breakdown in Q1/A1 and consult with your health care provider to determine what screenings you are eligible to participate in. Preventive Cancer Screenings may have demographic and frequency requirements. As laid out in Q1/A1, you can earn up to \$200 in incentives per plan year. Participants who do not qualify for the preventive cancer screenings can still earn \$100 in incentives.

**Q13. How long do I have to complete my Health Assessment, Wellness Screening, and if eligible, Preventive Cancer Screenings?**

A13. The Health Assessment, Wellness Screening, and Preventive Cancer Screenings (if eligible) must be completed between 10/1/2023 and 9/30/2024. Wellness Screening forms and cancer screening documentation must be received by **NMUSD *Wellness for Life*** by 12/31/2024 in order to be eligible for the incentives. Submissions after the grace period, or forms dated after the program deadline will not be credited for the 2023-2024 plan year.

**Q14. When will I receive my incentives?**

A14. Once you have completed the required activities (Total Health Assessment and wellness screening form) and they have been appropriately captured in the reporting from KP, you will receive an email from Natalie Drake confirming your completion and requesting your email address. If you also complete additional activities (preventive cancer screenings), you may receive an additional reward confirmation email from Natalie. Your reward will be emailed to the email address you provide. It can take up to 60 days for Total Health Assessment completions to be reported by KP, and thus for you to receive your confirmation email. If 60 days have passed since the completion of the requirements and you have not received your confirmation email, please email Natalie Drake at [wellness@nmusd.us](mailto:wellness@nmusd.us).

**Q15. When should I schedule my Wellness Screening and if eligible, Preventive Cancer Screenings?**

A15. As soon as possible. It can take several weeks to get an appointment.

**Q16. How do I begin participating in the Annual Wellness Incentives Program?**

A16. Begin by scheduling your Wellness Screening and logging on to [kp.org/tha](http://kp.org/tha) to complete the Total Health Assessment.

**Q17. My health care provider is requesting a fee for completing my Wellness Screening Form. Is this acceptable?**

A17. Some health care providers do charge an administrative fee for completing the form.

**Q17. Will I be charged a copay for my visits?**

A17. Wellness Screenings are a service you can receive at no cost once per year through your KP medical plan through NMUSD. You should indicate to your health care provider that the visit is preventive in nature to ensure that you are not charged a copay. If you during your visit you begin to discuss medical issues or concerns with your health care provider, this visit can become diagnostic and you may be charged a copay. Additionally, Preventive Cancer Screenings are provided at no cost to you if you meet the demographic and timeframe requirements, subject to the terms of your plan's pharmacy coverage. Consult with your health care provider to discuss if you meet the Preventive Cancer Screening requirements and learn more about the individual process for each screening.

**Q18. Will NMUSD have access to my personal health information?**

A18. Privacy is important and we respect the privacy of your information. Your individual health information and results will not be shared with NMUSD.

**Q19. I received my results and found out that I'm at risk for certain health factors. What resources are available to help me improve my health?**

A19. KP coaches and online programs provide tools and information to support you in your health goals. For example, if you are interested in improving your nutrition/exercise habits, reducing stress, losing weight or just developing healthy habits, KP can help you with that. KP also has resources available to support the management of chronic health conditions such as diabetes, heart disease, and depression. To get started, visit [kp.org](http://kp.org) and click on the "Health and Wellness" tab.

**Q20. How will I know if I qualified to receive the incentive?**

A20. Within 60 days following completion of the required steps (Total Health Assessment completion and wellness screening form completion) you will receive a “REWARD CONFIRMED” email from NMUSD Wellness for Life notifying you that you have earned a \$100 incentive and requesting your email address to where your incentive will be sent. If you complete additional activity/activities (preventive cancer screening(s) ), you may receive a separate “REWARD CONFIRMED” email, indicating you have earned an additional \$50 or \$100 incentive, if you provide proof of cancer screening completion at a later date. Participants can earn a yearly maximum of \$200 in incentives if they complete the Total Health Assessment, Wellness Screening and form, and two eligible Preventive Cancer Screenings.

**Q21. What should I do if I haven't received an email after 60 days?**

A21. If you have not received an email from NMUSD Wellness For Life after 60 days following the completion of the required steps, please send an email to Natalie Drake at [wellness@nmusd.us](mailto:wellness@nmusd.us).

**Q22. How do I receive the incentive once I have completed the program requirements?**

A22. No further action is needed once you have provided your email address on the reward claim form listed in the “REWARD CONFIRMED” email.

**Q23. Can I complete the activities more than one time?**

A23. Eligible participants may earn incentives of up to \$200 by completing one Total Health Assessment, one Wellness Screening, and up to two Preventive Cancer Screenings (if they qualify) for the Annual Wellness Incentives during the October 1, 2023 - September 30, 2024 plan year. Participants who do not qualify for the preventive cancer screenings can still earn \$100 in incentives.

**Q24. Will I be taxed for the incentives?**

A24. Gift cards are cash equivalents and therefore considered taxable as income. Contact your Tax Advisor for reporting requirements.

**Q25. Where can I go with questions regarding the Annual Wellness Incentive?**

A25. If you have any questions, please contact your NMUSD *Wellness For Life* Well-Being Coordinator, Natalie Drake at [wellness@nmusd.us](mailto:wellness@nmusd.us).

**There are a few additional opportunities added to this year's Annual Wellness Incentives Program. Do not hesitate to reach out to your NMUSD *Wellness For Life* Well-being Coordinator if you have any questions or need clarification!**