



2024-2025

WELLNESS PROGRAM



Health & Wellness

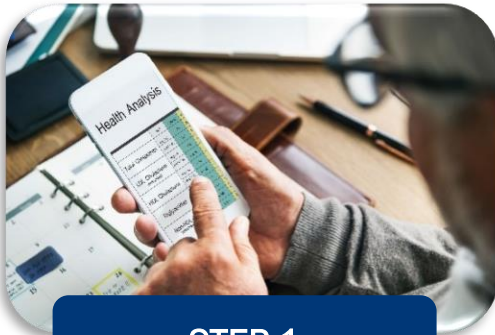
POUDRE SCHOOL DISTRICT

Participate in your 2024-2025 Wellness Program this year to earn an incentive in 2025.

Wellworks For You

Welcome to Wellness!

All employees currently enrolled in a PSD medical plan are eligible to earn a medical premium discount in 2025. All PSD employees, regardless of benefit status, will have opportunities to participate in various wellness activities to earn raffle prizes. Your program requirements are listed below. See page 3 for how to complete these steps.



STEP 1

**KNOW YOUR NUMBER
ASSESSMENT***
DEADLINE: JUNE 30, 2025

*Required for medical premium discount



STEP 2

**ANNUAL BIOMETRIC
SCREENING***
DEADLINE: JUNE 30, 2025

*Required for medical premium discount



STEP 3

**EARN POINTS THROUGH
ADDITIONAL ACTIVITIES**
DEADLINE: JUNE 30, 2025

DOWNLOAD THE WELLWORKS FOR YOU SMARTPHONE APP!

The Wellworks For You Portal App includes all of your favorite features from the Portal including programs and events listings, incentive tracking, and more! Simply scan the QR codes or search for **Wellworks For You** in the Play Store or App Store to download the free App.



MEDICAL PREMIUM DISCOUNT REQUIREMENTS

STEP 1: KNOW YOUR NUMBER HEALTH ASSESSMENT

DEADLINE: JUNE 30, 2025

Know Your Number (KYN) is an evidenced-based health risk assessment and education tool, which evaluates your individual risk for **six (6)** of the most costly, modifiable chronic diseases, including Diabetes, Coronary Heart Disease (CHD), Stroke, Congestive Heart Failure (CHF), Chronic Obstructive Pulmonary Disease (COPD), and Lung Cancer. A simple report displays your disease risk and a peer risk comparison. The primary focus of the Know Your Number Assessment is to identify your modifiable disease risk, or the risk that can be minimized with changes to behaviors and healthier lifestyle choices.

Complete the assessment by selecting the **Know Your Number Assessment** event title from the homepage or via the menu page. Complete all questions, *except* for the Health Metrics section. Wellworks will upload your screening results once you complete an **Annual Biometric Screening** (see step **STEP 2**).

- If your health metrics have already been entered, complete the questionnaire, and click **Finish** to submit your responses.
- If your health metrics have not been entered, complete the questionnaire, and click **Save**. The assessment will be completed once your metrics are entered by Wellworks For You.

Once your assessment is completed in its entirety (questionnaire and health metrics), your results report will be generated and available on the **Know Your Number (KYN) Assessment** page of the Wellness Portal, as well as uploaded to the **Wellness Locker** under the **Health Records** section. Your participation in the assessment will also be updated at this time.

STEP 2: ANNUAL BIOMETRIC SCREENING

DEADLINE: JUNE 30, 2025

Complete **one (1)** of the options below to complete Step 2:

ONSITE BIOMETRIC SCREENING

Poudre School District will be hosting free onsite biometric screenings throughout the year. Details will be posted on the PSD Staff Website under Employee Wellness. Your results will be automatically submitted to Wellworks For You and uploaded to your Wellness account for participation.

PHYSICIAN RESULTS FORM

Visit your Primary Care Physician (PCP) for an annual physical with lab work. Print out the **Physician Results Form** located within the **Wellness Locker**, linked on the homepage or the menu page, and take it to your doctor. All required metrics must be collected between **AUGUST 1, 2024, and JUNE 30, 2025** and submitted to Wellworks For You by **JUNE 30, 2025** to receive credit. Please allow ample time when scheduling your annual physical, as well as time for blood work to be processed by the lab and received by your PCP's office. Do not send lab results directly to Wellworks For You. Lab results should be documented on your **Physician Results Form** (located in Wellness Locker) and returned to Wellworks For You.

Please Note: It is the **participant's responsibility** to ensure the completed form is submitted by the deadline. It is advised that you retain your own copy of the completed Physician Results Form to ensure submission to Wellworks For You.

MEDICAL PREMIUM DISCOUNT INCENTIVE

If you are currently on the PSD Medical Benefits plan you must complete **Step 1: Know Your Number Health Assessment** and **Step 2: Annual Biometric Screening**, as listed above, by **JUNE 30, 2025**, to be eligible for a **\$25/per month medical premium discount** beginning **AUGUST 2025**.

EARN POINTS THROUGH JUNE 30, 2025

Stay tuned, more activities will be announced throughout the year! Please refer to the Wellness Portal for additional information about all the activities listed below.

WELLNESS ACTIVITIES	POINTS
• Adult Recreation League – Participate in an adult recreation league and submit proof of participation such as a confirmation email, receipt, registration information, etc. to the Wellness Portal for processing.	15
• Blood Donation – Submit proof of your blood donation to the Wellness Portal. Limit four (4) per year.	5 EACH
• Community Wellness – Volunteer Work – Volunteer within your community for at least three (3) hours outside of your job and submit proof to the Wellness Portal. Limit four (4) per year.	10 EACH
• CPR/AED Training – Attend a CPR/AED certification class between JULY 1, 2024 , and JUNE 30, 2025 . Upload your CPR/AED certification or card to the Portal is required to earn credit.	10
• Flu Shots 2024-2025 – Attend an onsite clinic held at a PSD location and your participation will be shared with Wellworks to update your participation or submit proof of your flu shot from a healthcare provider, retail location, or at the Employee Health Clinic to the Wellness Portal for processing.	10
• Learning Center – Complete an e-Learning Series under the Learning Center from the homepage or via the menu page. You must begin by MAY 15, 2025 , to complete the entire series by JUNE 30, 2025 .	15 EACH
• Mental Health First Aid Training – Attend a Mental Health First Aid certification class between JULY 1, 2024 , and JUNE 30, 2025 . Upload a copy of your certification to the Wellness Portal for credit.	10
• Physical Activity Tracking – Track at least 100 workouts for at least thirty (30) minutes in length under the Fitness and Nutrition Dashboard and Wellworks will automatically update your points once per month or submit a log of your workouts to the Wellness Portal for processing.	15
• Preventive Exams and Vaccinations – Receive credit in the Wellness Portal for each annual preventative exam and vaccination between JULY 1, 2024 , and JUNE 30, 2025 . Exams include two (2) dental exams per year, cervical cancer screening, prostate cancer screening, mammogram, colonoscopy, bone density screening, skin cancer screening, and an annual wellness exam with your Primary Care Doctor. Vaccinations include COVID-19, shingles, pneumonia, and/or Hepatitis B.	5 EACH
• Race Participation - Participate in a walking, running, swimming, or bicycling event with a minimum distance of 5K. Submit proof of participation such as a confirmation email or receipt to the Wellness Portal for credit. Limit four (4) per year.	15 EACH
• Weight Management Program – Participate in at least twelve (12) consecutive weeks of a program at home, in the office, or through a physician (i.e.: Weight Watchers, Jenny Craig, Nutrisystem, etc.) and submit proof to the Portal.	20
• Wellbeats Participation – Access Wellbeats through your Wellworks app or desktop via the Fitness & Nutrition Dashboard. Play at least 80 minutes of classes each month to earn 10 points. Participation will be updated monthly.	10
• Wellworks Wellness Challenges - There will be five (5) wellness challenges offered during the wellness year including the Better Sleep Challenge, the Holiday Saving Spree Challenge, Challenge Your Palate Challenge, the Mindful Bingo Challenge, and Don't Wait, Hydrate! Challenge. All details regarding the wellness challenges will be announced via email and the Wellness Portal during the year.	20 EACH

PSD ACTIVITIES	POINTS
• Alternative Transportation to Work Site – Use alternative transportation at least 30 days. Keep a log and include the date of travel, name of the worksite you traveled to, and the type of alternative transportation you used that day (example, walk, bike, bus, carpool, etc.). Once you complete 30 days of alternative transportation, submit your log to the Wellness Portal.	20
• Annual Mental Health Check-In – Attend an annual mental health check-in with EAS by emailing EAS@psdschools.org to set up an appointment.	15
• CDE Wellness Meetings and Classes –Attend a Wellness Leader Meeting or Wellness Class hosted by CDE. Submit the Wellness Class Form to the Wellness Portal.	5

- **EAS Class** – Receive credit for attending an approved wellness or EAS class. Classes are offered by wellness staff, site wellness leaders, EAS staff, PD Staff, or during PD training days. After the class, submit a Wellness Class Form, located in the Wellness Locker, to the Wellness Portal. Limit two (2) per year 10
- **Employee Health Clinic** – Utilize the PSD Employee Health Clinic and submit proof to the Portal. 10
- **Employee Wellness Leader** – Be an Employee Wellness Leader and complete the end of year report with the Wellness Team to earn credit. 15
- **Headspace Meditation App** – Complete at least 100 minutes of guided meditation/mindfulness in the Headspace app. Submit proof of completion on the Portal to earn credit. 10
- **Raintree Athletic Club** – Join Raintree Athletic Club (RAC) for free as a PSD Employee and submit proof to the Portal to earn credit. 10
- **SimpleTherapy** - Complete an MSK program in SimpleTherapy and submit proof to the Wellness Portal. 20
- **Student Wellness Team** – Participate as a member of your school's Wellness Team and your Wellness Leader will submit your name for points at the end of the school year. 15
- **The Science of Well-Being** - Complete the **Science of Well-Being** course on Coursera and submit your certificate of completion to earn **20 points** towards your wellness goal. Certificate must be completed between **JULY 1, 2024** and **JUNE 30, 2025**. 20
- **Walktober Challenge** - For the month of October we'll be competing against other school districts to see who can walk the most in the Walktober fitness challenge. Participation in Walktober will be provided to Wellworks For You on your behalf. 20

LIFESTYLE HEALTH PROGRAM

Lifestyle Health is free for employees on the PSD Health plan. Discounted yearly and monthly payment options are available for non-benefitted employees. Participation will be tracked by the Lifestyle Health Team and provided to Wellworks monthly. Check the Portal for additional information about each topic.

- | | POINTS |
|--|---------------|
| • 3-Months Health Coaching | 15 |
| • 6-Months Health Coaching with 6-Month Assessment | 30 |
| • 9-Months Health Coaching | 15 |
| • 12-Months Health Coaching with 12-Month Assessment | 30 |
| • Attend Three (3) Yoga/Fitness Classes | 20 |
| • Baseline Assessment | 15 |
| • Check-In Session | 15 |
| • Attend a Chronic Conditions Class Series | 20 EACH |
| • Cooking Class | 10 EACH |
| • Nutrition Class | 10 EACH |

HEALTHY RANGES OR CHANGES

Based on the results from your **Step 2: Biometric Screening**, earn **five (5)** points for each healthy range or healthy change that you meet, as outlined below:

HEALTH METRICS		HEALTHY RANGES	HEALTHY CHANGES	5 EACH RANGE OR CHANGE
Blood Pressure		≤120/80 mmHg	5% reduction	
Fasting Glucose		≤ 100 mg/dL	5% reduction	
HDL Cholesterol	Men: ≥ 40 mg/dL., Women: ≥ 50 mg/dL		5% increase	
Triglycerides		≤ 150 mg/dL	5% reduction	
Waist Circumference	Men: ≤40 inches, Women: ≤ 35 inches		2" reduction	

RAFFLE INCENTIVES

All PSD employees, regardless of benefit status, are eligible to participate and earn points from the activities listed above to be entered into the raffle drawings.

POINTS FROM ADDITIONAL ACTIVITIES

Earn 40-59 points
Earn 60-79 points*
Earn 80-99 points*
Earn 100+ points*

RAFFLE DRAWINGS

Twenty-five (25) possible one-time pays worth \$100
Ten (10) possible one-time pays worth \$250
Three (3) possible one-time pays worth \$500
Two (2) possible one-time pays worth \$750

**By meeting this point requirement, you are also eligible for all previous drawings.*

Please Note: The wellness incentive amounts above are gross dollar amounts that are required to comply with IRS tax regulation and are considered taxable income. PSD employees who are selected for the incentives will be responsible for paying taxes through a payroll deduction.

WELLNESS PORTAL

NEW USERS: REGISTER ON THE WELLNESS PORTAL

In order for your participation in the program to be tracked, eligible participants must be registered under the **Poudre School District** Portal. Please follow the steps below to log into your Wellworks For You account or create an account if you do not have one. **In accordance with HIPAA confidentiality laws, your individual data is accessible only to you and the third-party vendor, Wellworks For You.**

1. Go to www.wellworksforyoulogin.com
2. Click the link to create an account as a **New Member**
3. Enter your Company ID: **10479**
4. Complete the registration process

FORGOT YOUR USERNAME OR PASSWORD?

1. Go to www.wellworksforyoulogin.com
2. Click the link **Forgot Username** or **Forgot Password**
3. Follow the instructions to retrieve your username or reset your password
4. If issues persist, please contact Wellworks For You at **800.425.4657**



ADDITIONAL INFORMATION

NOTIFICATIONS INBOX

View your Wellness Program reminders in the **Notifications Inbox** located on the right side of your Wellness Portal homepage. Click on  above the **Notifications Inbox** to view your Wellness Program reminders in detail.

VIEW DETAILS FOR PROGRAMS, EVENTS, AND ACTIVITIES

Events are listed on your personal Wellness Portal within **My Next Steps**. You can access this via the **My Next Steps** section on the homepage. To view more details about a program component, select **Get Started**. If there are sub-events associated with a component, they will display in the pop-up. Wondering what you have completed to date? The component under **My Next Steps** will be marked as **COMPLETED** in blue once the requirements are met. On the Portal homepage under **My Next Steps**, the status of each component will be displayed next to each program requirement (*Get Started, In Progress, or Completed*).

VIEW YOUR INCENTIVE PROGRESS

Looking for an overview of your progress to date?

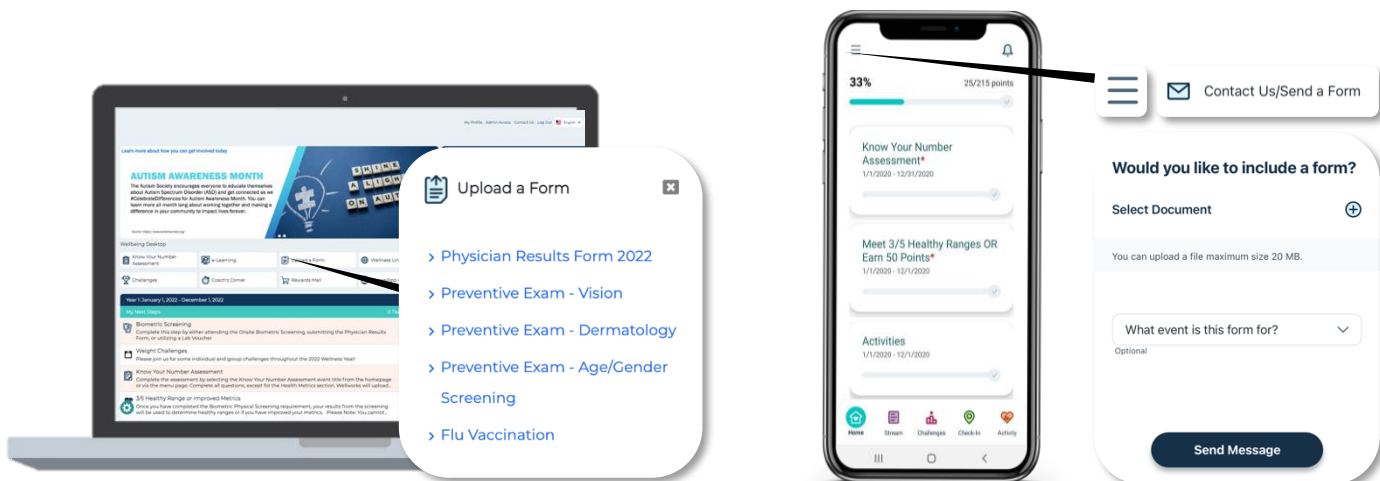
- Log into your Wellness Portal (www.wellworksforyoulogin.com).
- View your program status right on the homepage in the top right-hand section.
- My Progress will show completion of required program components.
- For more details, click on any event title in the **My Next Steps** section. Selecting an event title will open a pop-up with detailed information.
- Once a component is complete, it will be marked as **COMPLETED**.

SUBMIT YOUR COMPLETED DOCUMENTS BY JUNE 30, 2025

All forms, guides, and applicable documents are located in your Wellness Portal within the Wellness Locker accessed via the Portal **MENU** or homepage section. Download and/or print PDF forms for completion. All completed documents should be submitted to the Wellworks Forms Department in one (1) of the following ways:

Upload to Portal: Click the **Upload a Form** tile from the homepage or via the menu page select the event title from the dropdown and upload your form to the portal. This will be securely emailed for processing. Users are limited to **one (1)** file per email.

Upload to Mobile App: Take a photo of your form using your Smartphone. Next, upload it to the Wellworks For You Mobile App via the **Contact Us/Send a Form** tab in the **menu**, located in the top left corner of the home screen.



Please Note: Wellworks For You requires at least seven (7) to ten (10) business days for processing and participation to be updated in the Wellness Portal.

THE FINE PRINT

The Poudre School District wellness program is 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, Know Your Number, 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 will also be asked to complete a Biometric Screening with Lab Work, which will include a lipid panel/glucose blood test and body measurements. You are not required to complete these components. However, employees who choose to participate in the wellness program will receive a \$25/per month medical premium discount beginning August 2025. All PSD employees, regardless of benefit status, are eligible to participate in various wellness activities and earn points to be entered into raffle drawings for cash prizes.

If you are unable to participate in any of the health-related activities or achieve any of the health outcomes required to earn an incentive, you may be entitled to a reasonable accommodation or an alternative standard. You may request a reasonable accommodation or an alternative standard by contacting Wellworks For You at 800-425-4657.

The information from your HRA and the results from your biometric screening 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. 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 Poudre School District may use aggregate information it collects to design a program based on identified health risks in the workplace, Wellworks For You 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 are the Wellworks For You team 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 Wellworks For You at 800-425-4657.



Questions about your Wellness Program?



CONTACT YOUR WELLNESS TEAM

All questions regarding your Wellness Program structure, status in the program, deadlines, etc. should be directed to your **Wellness Team** via your **Wellness Portal**.



CONTACT US

Simply select **Contact Us** from the Portal homepage or Wellworks For You mobile app. You can also call Wellworks For You at **800.425.4657**.

FOR ADDITIONAL SUPPORT, CHAT WITH US LIVE ON THE WELLNESS PORTAL

Our “Chat Live” feature will give you access to chat with one of our helpful representatives during our regular business hours (*Monday to Friday 8:00am EST to 7:00pm EST*) to answer any questions and guide you on a path towards wellness. (*not available on the mobile app*)

