

Log as often or seldom as you'd like!

- * May feel best to log as soon as you complete an activity so you don't risk forgetting or logging all activities at the end of the quarter, but daily logging is not required.
- * All activities in a quarter must be reported in that quarter; log clears at 7:00 pm on the last day of the quarter.
 - * 1st quarter: July 1 - September 30
 - * 2nd quarter: October 1 - December 31
 - * 3rd quarter: January 1 - March 31
 - * 4th quarter: April 1 - June 30

Activity Report Timing

- * **DAILY:** Physical Activity (earn up to \$1.25 per day, may report multiple sessions).
- * **WEEKLY:** Meeting weight management program requirements (weigh-in, tracking, etc.), taking your glucose measures as directed by your doctor.
- * **MONTHLY OR QUARTERLY:** Personal training sessions, health coaching, Healthy Hours, Safety-Risk classed, nutrition quizzes and monthly nutrition goals met.
- * **YEARLY:** Physical, mammogram, flu shot, etc. Dental exam (2x a year) and oral cancer screening.
- * **IMPORTANT!** Keep reporting even if you meet your max \$ earning!

Quarterly Earning Potential & Payouts

- * Full-time employees who complete their Health Risk Assessment will be eligible to earn up to \$175 per quarter.
- * Wellness deposits will be made with the 2nd paycheck following the end of the quarter. Earnings will be deposited quarterly via paycheck for employees with a POS health insurance plan or employees who are not enrolled in an ACC plan, and via Health Savings Account for employees with a CHS health insurance plan.

Earning Potential Beyond the Quarterly Maximum

- * Even if you reach a daily or quarterly earning max, PLEASE KEEP ENTERING ACTIVITIES! Wellness will conduct a drawing each quarter to award personalized



PREVENTION & SCREENINGS

- * Report the date of your visit and the name of the performing Physician/ Provider or the location.
- * After you click submit the activity will show as “completed” at the bottom of the page.
- * Log ACC screenings as well as those performed by your own doctor.
- * Most activities may be logged once per year, with the exception of a dental exam (2 times a year) and podiatry exam (once per quarter).

PHYSICAL ACTIVITY

- * For each session: report the date, duration, & intensity - low, moderate, or high based on how heavily you were breathing & working. *The harder/longer you work, the more you earn!*
- * You may earn a max of \$1.25 per day for exercise; we want you to work out consistently throughout the year!
- * Manual labor (ie farming, heavy yard work, etc.) completed regularly may be reported monthly for more credit than 1-time outdoor activities.

NUTRITION

- * Check out the general (*water, fruits, veggies*) & special nutrition topic goals to reach for. Beginner, intermediate, & advanced levels for each goal.
- * At the end of each month (or all at end of quarter) report which goals you reach; ACC Wellness will email to remind you to assess & report!
- * You may be rewarded for each nutrition goal once per month.

HEALTH EDUCATION

- * Log ACC events/classes as well as those that you attend on your own.
- * Report exercise sessions supervised by a personal trainer as personal training, not physical activity.
- * Report weight, stress, and chronic condition management programs once a week.
- * Nutrition quizzes on a new topic each month.

BALANCE: Report community, life enrichment, & mind-body activities here (1x/quarter)

DIABETES MANAGEMENT: For those currently in a doctor-supervised diabetes program.

TOBACCO CESSATION: Report a tobacco-free declaration (non-tobacco users) or successful completion of tobacco cessation program. After program completion, earn rewards for reaching 6 and 12 month tobacco-free milestones!