DESIGNED WELLNESS
POWERED BY ACEC LIFE/HEALTH TRUST

INTRODUCING YOUR NEW WELLNESS PROGRAM
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did you know?

Walking for 30 minutes a day can lower your risk for heart disease and diabetes, as well as help maintain your body weight and lower the risk of obesity.
A strong company cannot exist without healthy employees. The everyday choices we make can help us live healthier, happier, and more fulfilling lives—both at work and at home. And that's why ACEC Life/Health Trust is offering an essential tool as part of your overall benefits package—a comprehensive Wellness Program designed to improve your health, well-being, and productivity.

The goals of this program are to:
• Provide you with information about your current health status.
• Help you set realistic wellness goals.
• Arm you with tools and resources to help you reach your goals.
• Manage health care costs—An effective wellness program can make a difference in these costs over time. Your participation will benefit your lifestyle and may help you save money on health care costs in the future.

Your participation in this effort is completely voluntary and will allow you to:
• Access lifestyle coaching services to help you set, reach, and maintain your goals.
• Complete an online Personal Health Assessment (PHA) and biometric screening to help you identify potential issues and risks.
• Use a variety of online services to keep tabs on your progress.

The details of your program are outlined in this booklet. Please review this information carefully so you understand how it works and can take full advantage of the opportunities it offers to you. You will see additional information on our wellness initiatives as new activities are introduced and/or become available to you.

Each of us can take steps, even small ones, to improve our overall well-being. We hope you will join us by participating in this worthwhile effort. We are thrilled to offer a program that will focus on the well-being of your company’s most valuable asset—YOU.

Yours in health,

Pat Feyen
President, ACEC Life/Health Insurance Trust
You’ll have an opportunity to identify potential issues related to daily nutrition, fitness, and lifestyle habits by taking the online Personal Health Assessment (PHA).

The PHA consists of a series of questions about your health-related activities and behaviors. After completing the voluntary questionnaire, you’ll automatically see a tailored list of suggestions for maintaining and improving your health. You’ll also be able to identify areas of improvement that might be perfectly suited for telephone-based coaching program (details on the opposite page).

In addition to the PHA, you will have the opportunity to complete a biometric screening either onsite, at a Quest Diagnostics® Patient Service Center (PSC), or through your doctor to receive your vital health statistics. The onsite biometric screening will consist of a venipuncture blood draw through the arm so that you can learn your glucose, triglyceride, and good/bad cholesterol levels. You’ll also learn your blood pressure and Body Mass Index (BMI) measurements.

If you are not able to attend an onsite event, you will be able to schedule a biometric screening at a Patient Service Center or have your doctor sign a form that lists your biometric measurements.

More details on this process will be provided soon. But keep in mind that participating in a screening and completing the PHA can help you understand your current health and potential risks—and you can earn rewards in the process (more information on rewards is forthcoming).
Whether your goal is to stress less, manage your weight, quit smoking, or just live healthier, our telephone coaching program can give you the motivation and information you need to change your everyday habits and reduce the risks of serious health conditions.

Your Designed Wellness program’s telephone coaches are all suited to provide the education, motivation, and support for your unique personal health goals.

Participation is completely voluntary—YOU choose the coaching program that best suits your needs. When you participate in the coaching program and complete a progress review session with a coach, you can choose one of 8 Milestone Kits, which feature exercise, weight management, or stress management products that can help you reach your health goals. In lieu of a Milestone Kit, members who participate in the tobacco cessation program may receive nicotine replacement therapy (NRT) after completing at least one coaching session and setting a quit date. See below for kit options.
web portal

In addition to your Designed Wellness coaching program, you’ll have access to a comprehensive set of online wellness tools to help you reach your goals. They include:

Cardio/Strength Exercise Planners
These tools allow individuals to create an individualized 12-week cardio or strengthening plan based upon fitness goals, exercise preferences, available equipment, and other variables.

Meal/Nutrition Planner
This tool allows members to plan meals, track nutrients, calculate caloric intake, and educate themselves on better nutrition.

E-Coaching Courses
These self-guided coaching courses allow participants to study a variety of health improvement topics.

Health Trackers
These tools allow participants to track their improvements in key health metrics such as weight, blood pressure, heart rate, body fat percentage, strength, endurance, and many others.

Wellness Library
The library includes hundreds of evidence-based, fully referenced articles on fitness, nutrition, stress management, and other personal health improvement topics.

An Expert Blog
This informative resource is updated regularly with views and comments on a variety of health topics.

Daily Wellness Email Reminders
Register for a daily wellness email reminder, offered Monday through Friday, depending upon the topics you choose.

Access to National Fitness Facility Affinity Program
You have access to membership discounts at over 15,000 fitness clubs and exercise centers nationwide.

Ask A Coach
You can find answers to your own personal health questions through a secure and private message center with a health coach. You can select a health topic and send a question, and a coach will research the answer and reply within approximately 2 business days.

Online Competitions
Take on your fellow coworkers in a fitness competition and track your progress. Or, just challenge yourself to get healthier using any of the suggested activities.
program confidentiality

While ACEC Life/Health Trust will receive aggregated information about the data collected in order to help identify the current and future health risks in member firms’ employee population, neither the Trust nor your employer will be provided with any individually identifiable medical information.

The way to a healthier you is at your fingertips! Get ready to start your journey today!
For more than 45 years, the ACEC Life/Health Insurance Trust (Trust) has been dedicated to supporting the health, dental, disability, and life insurance needs of engineering firms.

By recognizing the unique needs of the consulting engineering community, the Trust continues to provide affordable, attractive employee benefit programs to member firms. Consistent with our 45+ year history, the Trust has developed Designed Wellness—a uniquely designed wellness initiative to improve the health, well-being, and productivity of our member firms’ employees.

For more information about Designed Wellness, please visit www.designedwellness.com.

The Trust’s Nationwide Fully Insured plan is administered and insured by United HealthCare Insurance Company, one of the largest health and well-being services companies in the country. The Trust is now also offering two new plans. The Select Plan is designed to enhance provider network access in defined geographic locations. The Advantage Plan is a Stop Loss plan that combines the advantages associated with taking control and responsibility for the funding of your employees’ health care benefits with the protection provided by the Trust against large claims and higher than expected utilization of health care services.

For more information about the Life/Health Trust and its services, please visit www.aceclifehealthtrust.com.
Designed Wellness Highlights

What is Designed Wellness?

Designed Wellness is a comprehensive wellness program created to improve the health, wellness and well-being of our member population. Designed Wellness utilizes a secure, HIPAA compliant web portal and offers the following features to participants: Personal Health Assessment, Biometric Screening, Lifestyle Coaching (Telephonic and E-Coaching Classes), Health Trackers, Challenges and Competitions, Educational Materials, and more!

Who can participate in Designed Wellness?

Any firm that is currently insured by one of the ACEC Life/Health Trust medical plans is eligible to participate in the program. All of your firm’s employees and spouses can participate and use all of the program and web portal features including employees and spouses not covered by the Trust medical plan!

What will it cost my firm?

There are no out-of-pocket costs to participating firms or their employees and spouses. The Trust pays all participation costs (including biometric screenings) and also funds incentive plans for employees and spouses covered by the Trust medical plan. There are three annual incentive plan options to choose from: $50, $100, and $150. Each plan differs in the number of activities that are required to earn the incentive.

How can my firm benefit from Designed Wellness?

Designed Wellness provides you with a unique opportunity to access a high-quality wellness program that is usually only available to organizations with several hundred employees. Wellness programs are a great added value to any benefits package and can provide you with any or all of these outcomes: improvements in productivity and attendance, improved employee morale, lower turnover rate, improved health status of employees, and reductions in health care costs.

What resources do we need to invest in the program?

Participating firms are required to identify someone within their firm that will manage the program and serve as the “Wellness Champion”. The Champion will submit eligibility changes (i.e. additions and terminations) to the Trust Wellness Coordinator throughout the program year. In addition, the Wellness Champion will distribute all materials to your firm’s participants to manage local contests, onsite screenings, and program engagement.

How does my firm get started?

To start Designed Wellness within your firm, please confirm your participation with Lindsay Naso, the Trust Wellness Coordinator, at (708) 257-8332 or by email, Lindsay@aceclifehealthtrust.com. The implementation steps are simple and include:

- Schedule an implementation call
- Select an Incentive Plan
- Complete the Eligibility File
- Send out communication materials to participants
Thank you for inquiring about the ACEC Life/Health Trust Designed Wellness program. This roadmap explains what steps will need to be completed in order to get your firm started with Designed Wellness. It also explains what you can expect from the implementation, launch, and ongoing management of the program.

1 Confirm Participation

- You can confirm your participation with the ACEC Wellness Coordinator by email (send to lindsay@aceclifehealthtrust.com) or over the phone (call 708-257-8332)
- After you confirm, you must select an effective date for your firm. There are two available effective dates:
  - July 1st OR January 1st

2 Implementation

Start by scheduling a conference call with the ACEC Wellness Coordinator to discuss the implementation process.

To implement Designed Wellness, you will need to:

- Select an Incentive Plan ($50, $100, or $150)
- Complete an Eligibility File
- Choose your biometric screening options and schedule your onsite event (if applicable)
- Register for the Engage! Healthyroads web portal

Following the implementation call, the ACEC Wellness Coordinator will email you all of the necessary documents to complete the above implementation steps. You will also receive the “Wellness Champion Getting Started Guide”, which explains in detail how to manage the program going forward.
3 Launch

Your firm will be “launched” once your eligibility file has been successfully uploaded to the web portal. At that time, all eligible employees and spouses can go to www.healthyroads.com to register and create a personal account. Leading up to your launch, you should communicate the new program to eligible employees and spouses. Communication methods can include:

- Send out the Ready, Set, Go emails and How to: Registration Guide
- Mail the Employee Letter and Information Sheet to employees’ homes
- Use the resources on the Engage! Healthyroads web portal.
- Do a presentation using the Employee powerpoint. The powerpoint covers everything your participants will need to know about Designed Wellness.

4 Ongoing Program Management

- Host your biometric screening (if applicable).
- Make monthly eligibility changes (additions, terminations, or changes in medical coverage).
- Review monthly reporting. If your registration and participation numbers are not at the level you would like to see, try engaging more employees and spouses in these ways:
  - Send out the monthly Healthyroads newsletter to participants. You will receive a monthly email from our Healthyroads Program Manager with this document.
  - Send out quarterly Challenge materials to participants. The ACEC Wellness Coordinator will email you information and the appropriate documents for each Challenge.
  - Continue to use Engage! materials.
  - Administer Competitions within your firm.

If you have questions on any of the above steps, please contact the ACEC Wellness Coordinator
Lindsay Naso
ACEC Wellness Coordinator
Email: Lindsay@aceclifehealthtrust.com
Phone: (708) 257-8332