

2017 BODY AND MIND WELLNESS PROGRAM GUIDE





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LIVE BETTER TODAY

The Body and Mind program helps you lead a healthy lifestyle how you want. With support from Larimer County, you can work and live with your well-being in mind starting right now.

This is your chance to reach personal health goals or learn what improvements you need to make to avoid future health problems. This guide explains how you can start engaging with your health today. Have fun!



HOW TO USE THE PROGRAM

Beginning March 15, 2017, all benefits-eligible employees are welcome to register for the 2017 BAM program.

At the beginning of the Body and Mind program, you'll learn where your health currently stands and what you can do about it. Then, you can earn program points and reach your health goals.

Start today on a path toward maintaining a healthy lifestyle created through these steps:

AWARENESS

Get started by learning your key health statistics by completing a Member Health Assessment (MHA) and Biometric Screening. (Biometric screening for medical plan members only.)

PREVENTION

Ensure you are getting the recommended Preventive Care exams for your age/gender.

EDUCATION

Your MHA responses, Biometric Screening results, and any recommendations from physicians following your Preventive Care exam guide you to relevant resources on connect.viverae.com or the [Viverae app](#) to make lifestyle improvements and/or manage ongoing conditions.

BEHAVIOR CHANGE

Changing day-to-day lifestyle habits is often the best way to improve health and increase your quality of life. Eating well, increasing physical activity, and quitting smoking are all positive steps, and the Body and Mind program has tools to help.

CONFIDENTIALITY

All programs are confidential and in compliance with the Health Insurance Portability and Accountability Act (HIPAA). Any information shared with the Viverae® team will not be disclosed, except in accordance with HIPAA laws. Your Protected Health Information (PHI) will not be shared with your employer.

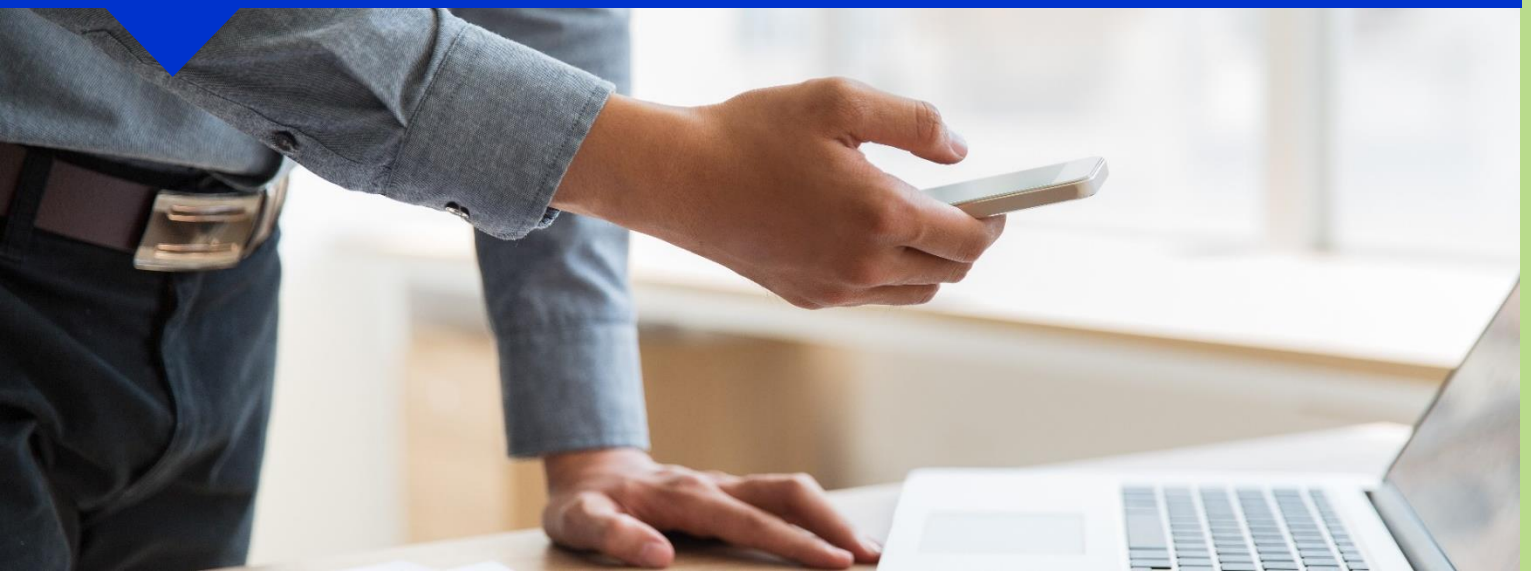
HOW TO REGISTER

STEP 1

- Go to this website: <https://connect.Viverae.com/#/auth/registration>
- Enter your last name and date of birth (DOB)
- Enter the identifier: *your ADP #*
**If your employee number is less than 5 digits, add zeros to the beginning. For instance, if your ADP # is 56, your identifier number would become 00056.*
- Enter the registration code: *larimer*

STEP 2

- Create a username
- Create a password
- Select a security question and answer, then click **Save**



AWARENESS

Know where your health stands with these simple activities.



MEMBER HEALTH ASSESSMENT (MHA)

The MHA asks questions about specific lifestyle habits. Your MHA responses are analyzed to show your risk level and generate a Health Index. You can complete your MHA online when prompted at registration or later at connect.viverae.com or the Viverae app.



BIOMETRIC SCREENING - MEDICAL PLAN MEMBERS ONLY

Biometric Screenings will be offered onsite, May 17-26, 2017 at various County locations. These screenings provide vital information about your overall health, including cholesterol (total, LDL, and HDL), triglycerides, cardiac risk, glucose, blood pressure, height, weight, and Body Mass Index (BMI). If you are unable to attend a Biometric Screening event, you may fulfill the screening requirement by completing a Physician Biometric Screening form. (Forms are included at the end of this packet.)

Be sure to complete the biometric screening by the established deadlines.



PROFILE

This section of connect.viverae.com or the Viverae app shows you an analysis of your MHA responses and Biometric Screening results to help you understand your health risks and what you can do to improve your results.





EARNING POINTS

Earn points for completing activities in the Body and Mind program and to be eligible to earn rewards. Manage all your program activities and log points at connect.viverae.com or the Viverae app.

There are two incentive programs available. NOTE: Medical plan members may participate in BOTH programs. Once logged in, medical plan covered employees can toggle between the different programs and see the required activities for each program.

- 1 WELLNESS RATE PROGRAM**
Available to employees enrolled in the County's Medical Insurance Plan (hired before 6/15/2017).
- 2 HEALTHY REWARDS PROGRAM**
Medical Plan Members AND
Non-Medical Plan Members
(*Employees eligible for the medical plan, but not participating.*)



INCENTIVE PROGRAMS

1 WELLNESS RATE PROGRAM

WHO IS ELIGIBLE? Available to employees enrolled in the County's Medical Insurance Plan (hired before 6/15/2017).

INCENTIVE: \$40/month premium reduction for **2018**.

POINTS: Earn **600 points** through required activities.

| POINT STRUCTURE - REQUIRED ACTIVITIES | |
|--|-------------------|
| Member Health Assessment (MHA) | 100 points |
| Biometric Screening | 100 points |
| Members must meet 2 of 5 Biometric Criteria* to receive points. BMI: Less than 30 Blood Pressure: Below 130/85mmHG Total Cholesterol: Below 200 mg/dL Triglycerides: Below 150 mg/dL Blood Glucose: Below 100 mg/Dl * If members do not meet the metrics, they may complete requirements outlined in the Reasonable Alternative Form for points (see forms at the end of this packet). | 200 points |
| Preventative Care Compliance – Complete 2 age/gender specific exams. | 100 points |
| Self-Report Tobacco-Free or 4-Week Online Tobacco Cessation Program Completed | 100 points |
| TOTAL POINTS GOAL | 600 points |

Your health plan is committed to helping you achieve your best health. Rewards for participating in the wellness program are available to all employees. If you have questions about meeting the standard for the reward under this wellness program, contact Sarah Morales with questions, at smorales@larimer.org





2 HEALTHY REWARDS PROGRAM

WHO IS ELIGIBLE? Medical Plan Members AND Non-Medical Plan Members
(Employees eligible for the medical plan, but not participating.)

INCENTIVE: Raffle Prize Drawings – 300 Prizes (\$50-\$1,000 Gift Cards)

POINTS: Earn **1000 points** (600 points through required activities, and 400 points from additional activities.)

POINT STRUCTURE - REQUIRED ACTIVITIES (600 POINTS - YOU'RE ON YOUR WAY!)

| | |
|---|------------|
| Member Health Assessment (MHA) Preventative Care Compliance Tobacco-Free or Tobacco Cessation Program | 600 points |
|---|------------|

POINT STRUCTURE - ADDITIONAL ACTIVITIES (EARN 400 MORE POINTS TO QUALIFY FOR PRIZES)

| | |
|-----------------------------|----------------------------------|
| Viverae Targeted Programs | 100 points each (300 points max) |
| Viverae Online Courses | 25 points each (100 points max) |
| Viverae Employer Challenges | 100 points each (300 points max) |
| Viverae Peer Challenges | 50 points each (150 points max) |
| Extra Campaigns | 75 points each (150 points max) |
| Health Fair | 50 points each (100 points max) |
| Lunch & Learns | 25 points each (150 points max) |
| Healthy Events | 25 points each (100 points max) |
| Steps Tracking, 250k | 10 points each (50 points max) |
| Physical Activity Events | 50 points each (100 points max) |



RAFFLE PRIZES:
 5-\$1,000 cards, 10-\$500 cards, 40-\$250 cards, 145-\$100 cards, 100-\$50 cards



PREVENTION

PREVENTIVE CARE COMPLIANCE RECOMMENDATIONS

Preventive Care guidelines vary among national health advocacy groups. Viverae's Medical Advisory Board supports the Preventive Care compliance recommendations below, which are provided by recognized specialty medical organizations that take a more proactive stance. Report completion of your exams at connect.viverae.com or the Viverae app to earn your points.

|  PREVENTATIVE CARE COMPLIANCE ‡ Gender-Specific Recommendations (Complete 2)  | |
|---|--|
| Physical Exam | Physical Exam |
| Dental Exam | Dental Exam |
| Prostate Exam | Influenza Vaccine (Flu Shot) |
| Influenza Vaccine (Flu Shot) | Pap Test |
| Skin Cancer Screening | Eye Exam |
| Eye Exam | Skin Cancer Screening |
| Pneumonia Vaccine (Pneumococcal Vaccine) | Pneumonia Vaccine (Pneumococcal Vaccine) |
| Shingle Vaccine (Herpes Zoster) | Shingle Vaccine (Herpes Zoster) |
| Fecal Occult Blood Test (Stool Test) | Mammogram |
| Prostate Specific Antigen Test (PSA Test) | Fecal Occult Blood Test (Stool Test) |
| Colonoscopy | Colonoscopy |
| Osteoporosis Screen (Bone Density Test) | Osteoporosis Screen (Bone Density Test) |

Look-back Period : September 2, 2016

You can earn points for preventative care exams and screenings that were completed after September 2, 2016.

‡ Regular health exams and tests can help find problems before they start. They also can help find problems early, when chances for treatment and cure are better. Which exams and screenings members need depends on their age, health and family history, and lifestyle choices such as what they eat, how active they are, and whether they smoke.

Viverae recommends that members consult with a physician regarding their specific preventive health screening schedules.

CHALLENGES

EMPLOYER CHALLENGES

In addition to the core point-earning activities, you'll have opportunities throughout the year to take on more focused challenges to earn extra points. These challenges run anywhere from 4-12 weeks and focus on specific risk factors or lifestyle changes. Look for additional details on these challenges throughout the year.

- SPRING FITNESS CHALLENGE
- SUMMER NUTRITION/HEALTHY EATING
- FALL STRESS MANAGEMENT



PEER CHALLENGES

Peer Challenges allow you to create a custom challenge for you and one to twenty coworkers participating in the BAM program. Department BAM Representatives may initiate Peer Challenges, or you can start one yourself.

CREATE PEER CHALLENGES

Click **WELL-BEING** on connect.viverae.com or the Viverae app, to create a Peer Challenge and get some friendly competition going!

Log activity and track your progress (and that of your peers) under the **WELL-BEING** section of connect.viverae.com or the Viverae app.



EDUCATION

Based on MHA responses, Biometric Screening results, and/or any recommendations from physicians after Preventive Care exams, you will be able to access online resources that will empower you to improve your lifestyle and manage ongoing conditions.

ONLINE COURSES

Learn how to make small changes for big results. Online Courses are designed to provide an educational overview on common areas of health and wellness. Each is less than 10 minutes and features a supplemental quiz and handouts that enhance the course experience. Take any course you like, but consider choosing courses most related to your risk factors.



HEALTH COACHING

You can participate in Health Coaching (via secure message or telephone) with a Viverae Health Professional, at **NO COST** to you. Your Health Coach can help you with personal health goals and provide education and motivation to lead a healthier lifestyle!

You can send a secure message to your Health Coach at connect.viverae.com, the Viverae app, or call 888-VIVERAE (848-3723) to get started.



BEHAVIOR CHANGE: TARGETED PROGRAMS

These series focus on individual lifestyles to help foster healthy changes. Each program consists of **FOUR (4) CONSECUTIVE WEEKLY** online sessions accompanied by educational handouts and supplemental quizzes. Access connect.viverae.com, the Viverae app, or call the Viverae Health Center at 888-VIVERAE (848-3723) to get started!

[BREAKING FREE FROM TOBACCO](#)

This program is designed to encourage lifestyle habits that support tobacco cessation. The focus is on the understanding and developing of basic tobacco cessation principles. Set personal goals and learn practical skills for behavior change.

[REACHING YOUR HEALTHY WEIGHT](#)

This program is designed to both support and inspire practical weight management. The emphasis is on long-term behavior changes in diet and exercise. Set realistic goals based on individual health and lifestyle needs.

[TACKLING YOUR STRESS](#)

This program is designed to encourage lifestyle habits that support mindfulness and stress management. It focuses on reducing stress-related health risks and offers practical solutions for everyday well-being.

[FOCUSING ON YOUR HEART](#)

Develop a better understanding of heart health principles for a variety of lifestyle and health needs. This course highlights important dietary changes and exercises (including cardio fitness). It emphasizes essential nutrition goals as well as practical food preparation for healthier eating.

[TAKING CONTROL OF YOUR DIABETES](#)

Explore the essentials of diabetes management for improved health and daily living. This program emphasizes the role of diet, exercise, and motivation in diabetes management. It offers medical and lifestyle tips to reduce the risk of complications from diabetes.

[STRENGTHENING YOUR BONES & MUSCLES](#)

Ensure you age gracefully (and actively) with a healthy musculoskeletal system. This program imparts skills for proper body mechanics. Emphasis is on practical diet and nutrition essentials for better musculoskeletal function. It is uniquely designed to fit individual health and lifestyle needs.

[SUPPORTING YOUR HEALTHY PREGNANCY](#)

This program is designed to encourage a healthy pregnancy for both mother and baby. The focus is on proper nutrition and easy, practical menu ideas. It offers exercise and daily physical activity tips for maximum health throughout the pregnancy.

[BUILDING YOUR EXERCISE ROUTINE](#)

Learn new exercise and motivational skills for reaching fitness goals. This program focuses on the learning, and continued practice, of exercise techniques. It is designed to facilitate personal fitness goals in any environment.

[FOOD FOR LIFE](#)

Develop and maintain healthy eating habits for a lifetime. This program imparts a better understanding of healthy portion principles. It offers tips on improving food, snack, and meal choices on an everyday basis.

VIVERAE SUPPORT

WHAT IS THE VIVERAE HEALTH CENTER?

The Viverae Health Center is a health and wellness resource that is available for Viverae members. It is staffed with a variety of highly trained customer care representatives, health professionals, and clinicians, including health and exercise specialists and registered nurses and dietitians.

HOW DO I CONTACT THE VIVERAE HEALTH CENTER?

Call toll-free, please dial 888-VIVERAE (848-3723)

THE VIVERAE HEALTH CENTER HOURS ARE AS FOLLOWS:

- Monday – Thursday: 6:00am – 6:30pm MST
- Friday: 6:00am – 5:00pm MST
- Saturday – Sunday: Closed
- Closed holidays



EXPERIENCE MOBILE WELLNESS

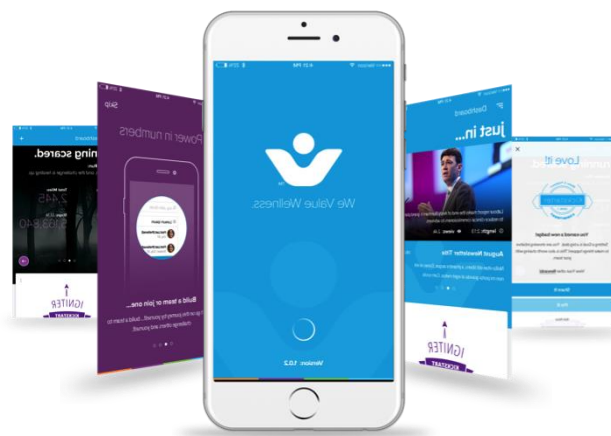
GUESS WHAT?

BODY AND MIND HAS GONE MOBILE!

Now, you can take wellness with you anytime, anywhere, using your Apple or Android device!



Viverae®, our wellness program provider, has launched a wellness mobile app for Apple and Android devices. This intuitive app features a mobile design guaranteed to deliver a simple, fun, and social wellness experience.



APP FEATURES



Fun, Gameful
Design



Quick, Simple
Navigation



Personalized
Profile



Apple & Android
Compatibility

Body and Mind is now the ultimate mobile wellness experience!

Download the app today—go to the Google Play Store and search for *Viverae*.



VIVERAE  | www.connect.viverae.com

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BIOMETRIC FORMS

- Biometric Screening Physician Form & Pregnancy Exemption
- Healthcare Provider Reasonable Alternative Form

BIOMETRIC SCREENING PHYSICIAN FORM & PREGNANCY EXEMPTION FOR 2018 WELLNESS RATE

PURPOSE OF THIS FORM:

For Employees who see their personal healthcare provider in place of attending the mass screening events, which are taking place May 17-26, 2017, and for employees seeking a pregnancy exemption. Please note the deadlines below for submitting this form. Bloodwork/Biometric Results accepted dating back to January 1, 2017.

EMPLOYEES:

Complete This Section Only (Please Print).

First, middle, last Name: _____

Date of Birth: _____

Employee ID Number: _____

Email (for confirmation of receipt from PHN): _____

Phone: _____

*** Wellness Rate Biometric Criteria**
(employee must meet 2 out of 5):

- BMI below 30
- Blood Pressure below 130/85 mmHg
- Total Cholesterol below 200 mg/dL
- Triglycerides below 150 mg/dL
- Fasting Blood Glucose below 100 mg/dL

PLEASE NOTE: *There are additional requirements for earning the Wellness Rate in 2018. Log on to <http://connect.viverae.com/> to learn more and make sure you've completed required activities to be eligible for the Wellness Rate.*

PERSONAL PHYSICIAN/PHYSICIAN ASSISTANT: Complete this section.

Blood Pressure: Systolic: _____ **Diastolic:** _____

Height (inches): _____ **Weight (pounds):** _____

Glucose: _____ mg/dL

Triglycerides: _____ mg/dL **Total Cholesterol:** _____ mg/dL

High Density Lipoprotein (HDL): _____ mg/dL **Low Density Lipoprotein (LDL):** _____ mg/dL

Physician Name (please print): _____

Physician Signature: _____

Phone Number: _____ **Date:** _____

Note: Pregnancy Exemption: *Pregnant or postpartum women (up to 3 months postpartum) qualify for an exemption from the Biometric Screening and Outcome requirements, as lipid levels increase during pregnancy and may not return to normal levels until several months postpartum.*

Please check for pregnancy exemption, and include the due date or child's birthdate: _____

| ELIGIBILITY CATEGORY | BIOMETRIC SCREENING PHYSICIAN FORM DEADLINE |
|--|---|
| Current Employees & New Employees hired by 4/15/2017 | 6/1/2017 |
| New Employees hired between 4/16/2017 and 6/15/2017 | 8/1/2017 |
| New Employees hired between 6/16/2017 and 8/15/2017 | 9/30/2017 |

FAX this form to Preventive Health Now, LLC, (720-221-0708).
Or SECURE UPLOAD at <https://www.incentivetracking.com/co/securedrop.aspx>
To confirm receipt of this form, you may contact Sue Kellogg at sue@preventivehealthnow.com

LARIMER COUNTY 2018 PLAN YEAR HEALTHCARE PROVIDER REASONABLE ALTERNATIVE FORM

PURPOSE OF THIS FORM:

For Employees who did **not meet two of the five biometric values** required for the Wellness Rate, you still have the opportunity to qualify for the Wellness Rate by meeting with your Healthcare Provider to share your biometric values* and discuss health goals and recommendations to help improve your health.

TO EMPLOYEE:

Please complete the following steps to submit this form:

1. Complete a Biometric Screening by the established deadlines below. Screening must be completed through our mass screening events which will take place May 17-26, 2017, or through your personal Physician/Physician Assistant and submitting a Biometric Screening Physician Form, by the deadlines below.
2. Meet with your Healthcare Provider. Make an appointment to see the P.A. or Health Coach at The Wellness Clinic (980-2425) OR make an appointment with your personal Physician/Physician Assistant.
 - > Take your 2017 biometric values to review and discuss your health goals and recommendations from your healthcare provider.
 - > Tip: make this appointment as soon as possible to avoid missing the deadline
3. Have the backside of this form completed by your Healthcare Provider (Physician Assistant or Health Coach at The Wellness Clinic, or personal Physician/Physician Assistant).
4. Return the completed form to Preventive Health Now by **the deadline below** (deadlines set by hire date).

PLEASE NOTE

There are additional requirements for earning the wellness rate in 2018. Log onto <https://connect.viverae.com> to learn more and make sure you've completed required activities to be eligible for the wellness rate.

PREGNANT OR POST-PARTUM WOMEN (up to 3 months post-partum), qualify for an exemption from the Biometric Screening and Outcomes requirements. To submit a pregnancy exemption, please use the Biometric Screening Physician Form and return the form to Preventive Health Now.

| ELIGIBILITY CATEGORY | PHYSICIAN FORM DEADLINE | REASONABLE ALTERNATIVE FORM DEADLINE |
|--|-------------------------|--------------------------------------|
| Current Employees & New Employees hired by 4/15/2017 | 6/1/2017 | 9/1/2017 |
| New Employees hired between 4/16/2017 and 6/15/2017 | 8/1/2017 | 9/1/2017 |
| New Employees hired between 6/16/2017 and 8/15/2017 | 9/30/2017 | 10/30/2017 |

FAX this form to Preventive Health Now, LLC, (720-221-0708).
Or SECURE UPLOAD at <https://www.incentivetracking.com/co/securedrop.aspx>
To confirm receipt of this form, you may contact Sue Kellogg at sue@preventivehealthnow.com

LARIMER COUNTY 2018 PLAN YEAR HEALTHCARE PROVIDER REASONABLE ALTERNATIVE FORM

TO HEALTHCARE PROVIDER**:

Your patient is participating in Larimer County's voluntary employee wellness program. As a component of the program, they are asked to meet at least two of five biometric values*, or as an alternative if they do not meet the values, share their biometric values with their healthcare provider and discuss health goals and recommendations.

Please complete the part below:

I certify that I've met with this patient to review and discuss their biometric results

Healthcare Provider Name (please print): _____

Credentials (Physician, PA, Health Coach): _____

Healthcare Provider Signature: _____

Phone Number: _____ Date: _____

**** Healthcare Provider must be a Physician or Physician Assistant, or Health Coach at The Wellness Clinic**

Employees: Complete This Section Only (Please Print)

First, middle, last Name: _____

Date of Birth: _____

Employee ID Number: _____

Email (for confirmation of receipt from PHN): _____

Phone: _____

* Wellness Rate Biometric Criteria (employee must meet 2 out of 5):

- BMI below 30
- Blood Pressure below 130/85 mmHg
- Total Cholesterol below 200 mg/dL
- Triglycerides below 150 mg/dL
- Fasting Blood Glucose below 100 mg/dL

| ELIGIBILITY CATEGORY | PHYSICIAN FORM DEADLINE | REASONABLE ALTERNATIVE FORM DEADLINE |
|--|-------------------------|--------------------------------------|
| Current Employees & New Employees hired by 4/15/2017 | 6/1/2017 | 9/1/2017 |
| New Employees hired between 4/16/2017 and 6/15/2017 | 8/1/2017 | 9/1/2017 |
| New Employees hired between 6/16/2017 and 8/15/2017 | 9/30/2017 | 10/30/2017 |

FAX this form to Preventive Health Now, LLC, (720-221-0708).
 Or SECURE UPLOAD at <https://www.incentivetracking.com/co/securedrop.aspx>
 To confirm receipt of this form, you may contact Sue Kellogg at sue@preventivehealthnow.com.

EEOC PROGRAM NOTICE

Body and Mind is a voluntary wellness program available to all benefits-eligible 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 member health assessment or "MHA" 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, which will include a blood test for total cholesterol, triglycerides, fasting blood glucose, as well as testing for blood pressure, height, weight and body mass index. You are not required to complete the member health assessment or to participate in the blood test or other medical examinations. However, employees covered by the medical plan who choose to participate in the wellness program will receive an incentive of a reduced insurance premium, known as the "wellness rate", in the amount of \$40 reduced monthly rate awarded in 2018 for completing the following requirements: Member Health Assessment; Biometric Screening; Tobacco Attestation or completing the Tobacco Cessation Program through Viverae; 2 preventive care screenings; and meeting two of the five biometric criteria or completing the Reasonable Alternative Form.

Although you are not required to complete the MHA or participate in the biometric screening, only employees who do so will receive the 2018 wellness rate. Additional incentives of up to \$50, \$100, \$250, \$500, or \$1,000 in gift cards, may be available for employees who participate in certain health-related activities such as targeted programs, online courses, challenges, healthy events and other. If you are unable to participate in any of the health-related activities required to earn an incentive, you may be entitled to a reasonable accommodation. For more information or questions about reasonable accommodations, contact Sarah Morales at smorales@larimer.org or 970-498-5984.

The information from your MHA 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, such as health coaching or other health improvement programs. 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 Larimer County may use aggregate information it collects to design a program based on identified health risks in the workplace, Body and Mind 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 may receive your personally identifiable health information are the wellness program vendor, Viverare®, the onsite clinic provider, Marathon Health®, and a health coach if you choose to engage in this service 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 Sarah Morales at smorales@larimer.org

Your health plan is committed to helping you achieve your best health. Rewards for participating in the wellness program are available to all employees. If you have questions about meeting the standard for the reward under this wellness program, contact us with your questions.

ACA SECTION 1557

Larimer County does not treat members differently because of sex, age, race, color, disability or national origin.

If you think you were treated unfairly because of your sex, age, race, color, disability or national origin, you can send a complaint to the Civil Rights Coordinator.

Online: humanresources@co.larimer.co.us

Mail: Civil Rights Coordinator

Larimer County Human Resources

P.O. Box 1190

Fort Collins, CO 80522-1190

You must send the complaint within 60 days of when you found out about it. A decision will be sent to you within 30 days. If you disagree with the decision, you have 15 days to ask us to look at it again.

If you need help with your complaint, please call 970-498-5992, TTY 711, [Monday through Friday, 8 a.m. to 4:30 p.m].

You can also file a complaint with the U.S. Dept. of Health and Human Services.

Online: <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>

Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.

Phone: Toll-free 1-800-368-1019, 800-537-7697 (TDD)

Mail: U.S. Dept. of Health and Human Services. 200 Independence Avenue, SW Room 509F, HHH Building Washington, D.C. 20201

We provide free services to help you communicate with us - such as letters in other languages or large print, or you can ask for an interpreter. To ask for help, please call 970-498-5992, TTY 711, [Monday through Friday, 8 a.m. to 4:30 pm].