



# Administrative Manual of Operating Procedures

Procedure #: <b>02.06.01</b>	Procedure Title: <b>Health Risk Assessment</b>		Revision #: <b>1</b>
Original Issue Date: <b>10/15/2019</b>	Revised Issue Date: <b>N/A</b>	Next Review Date: <b>10/15/2020</b>	Responsible Department: <b>Human Resources</b>
Statutory References: <b>None</b>		Ordinance References: <b>None</b>	
Appendices: <a href="#">Appendix B – 02.06.01 LMS Training PowerPoint</a> <a href="#">Appendix C – 02.06.01 Flowcharts – New Hire Employee &amp; Existing Employee</a>		Forms: <b>None</b>	

## 1. OBJECTIVE:

To document Milwaukee County’s procedure regarding the health risk assessment for the wellness program. The Milwaukee County employee wellness program is a voluntary program for all benefit-eligible employees. The program strives to improve the health of Milwaukee County employees and their families, which in turn will help reduce Milwaukee County’s healthcare spending.

## 2. DEFINITIONS:

- A. Benefit-eligible Employee. An employee whose scheduled hours are 20 or more per week. Employees who are classified as interns, most seasonals, or hourly employees are excluded from benefit eligibility.
- B. Biometric Screening. The measurement of physical characteristics such as height, weight, body mass index, blood pressure, cholesterol, and blood glucose. The employee’s health risk score is generated from the biometric results.
- C. Health Matters Program. The name of the employee wellness program at Milwaukee County.
- D. Health Risk Assessment. A voluntary screening process that includes an online health questionnaire, biometric screen, and a health education session.
- E. Health Risk Score. A score generated from the Biometric results of the health risk assessment.
- F. New Employee Orientation. A centralized, day-long briefing that all new employees (except those hired into seasonal positions) attend on their first day of work.
- G. Online Health Questionnaire. A method to collect self-reported data from employees on their lifestyle, health goals, motivation, and willingness to make necessary behavior changes.

## 3. PROCEDURE:

The [Health Matters Program](#) may help increase an employee’s personal health awareness and will provide Milwaukee County benefit-eligible employees the opportunity to earn a health insurance premium discount incentive by voluntarily participating in the program. Current benefit-eligible employees can contact the Milwaukee County Employee Benefits Division or refer to the County website for more information about the health risk assessment offered at Milwaukee County.

### A. New Hire Employee

- i. A new hire employee will attend [New Employee Orientation](#) at Milwaukee County where they will receive instructions on how to complete a health risk assessment. Milwaukee County partners with a third-party vendor to conduct the health risk assessments.
- ii. A [benefit-eligible employee](#) can choose to participate or not participate in the health risk assessment. By participating in the health risk assessment process, benefit-eligible employees can earn an incentive of a 30% reduction to their monthly medical insurance premium contribution (up to a maximum of \$50).

- iii. If the benefit-eligible employee chooses not to participate, the health risk assessment vendor will contact Milwaukee County and communicate that the employee chose not to participate. The employee's medical premiums will increase after the grace period.
    - a. All new hire benefit-eligible employees who elect to participate in the medical plan will automatically receive the wellness premium rate for the quarter that their benefits become active. To continue receiving the wellness premium rate after the quarter is over, new hire employees are encouraged to complete a health risk assessment in the quarter they are hired.
  - iv. If the employee chooses to participate, they will log onto the health risk assessment vendor's wellness portal to complete an [online health questionnaire](#) and schedule a [biometric screening](#).
    - a. There are three (3) options available for completing a biometric screening:
      - i. Schedule an appointment at a designated Milwaukee County location.
      - ii. Schedule an appointment onsite at the health risk assessment vendor's location.
      - iii. Submit lab work results that have been completed in the current quarter by a primary care provider and schedule a 15-minute telephonic health education session.
    - b. The health risk assessment vendor will communicate to Milwaukee County the employee's participation in the program.
    - c. The employee will review their [health risk score](#) on the health risk assessment vendor's wellness portal.
      - i. If the employee receives a score 70 or above, they will receive the wellness premium rate for their medical premium for the remainder of the calendar year.
      - ii. If the employee receives a score of 69 or below, they must schedule a one-on-one telephonic health coaching session once a quarter for the remainder of the calendar year to receive the wellness premium rate for their medical premium.
- B. Existing Employee**
- i. Existing employees will be sent instructions at their mailing address at the end of the calendar year from the health risk assessment vendor on how to complete a health risk assessment in the following year. This is an annual process that is voluntary for employees.
  - ii. A benefit-eligible employee can choose to participate or not participate in the health risk assessment. By participating in the health risk assessment process benefit-eligible employees can earn an incentive of a 30% reduction to their monthly medical insurance premium contribution (up to a maximum of \$50).
  - iii. If the benefit-eligible employee chooses not to participate, the health risk assessment vendor will contact Milwaukee County and communicate that the employee chose not to participate.
    - a. If the employee has never participated, their medical premium rates will stay the same.
    - b. If the employee is currently receiving the wellness premium rate for their medical premium, their premium rate will increase at the end of the first quarter.
  - iv. If the employee chooses to participate, they will log onto the health risk assessment vendor's wellness portal to complete an online health questionnaire and schedule a biometric screening.
    - a. There are three (3) options available for completing a biometric screening:
      - i. Schedule an appointment at a designated Milwaukee County location.
      - ii. Schedule an appointment onsite at the health risk assessment vendor's location.

- iii. Submit lab work results that have been completed in the current quarter by a primary care provider and schedule a 15-minute telephonic health education session.
  - b. The health risk assessment vendor will communicate to Milwaukee County the employee's participation in the program.
  - c. The employee will review their health risk score on the health risk assessment vendor's wellness portal.
    - i. If the employee receives a score 70 or above, they will receive the wellness premium rate for their medical premium for the remainder of the calendar year.
    - ii. If the employee receives a score of 69 or below, they must schedule a one-on-one telephonic health coaching session once a quarter for the remainder of the calendar year to receive the wellness premium rate for their medical premium.
- C. Appeals
  - i. If an employee believes they participated in the health risk assessment but is not receiving the wellness premium rate for their medical premium, they should contact the Milwaukee County Employee Benefits Division via email at [benefits@milwaukeecountywi.gov](mailto:benefits@milwaukeecountywi.gov) or 414-278-4198.

**4. REVISION HISTORY:**

Rev. #	Summary of Changes	Date of Change	Author
1	<ul style="list-style-type: none"> <li>• New procedure</li> </ul>	9/30/19	Nicole Luckman