



April 13, 2017

**4 digit ID number: 4850**

Name  
Address  
Greenfield, WI 53220

**Re: Health Appraisals**

DEAR,

With our partners at Froedtert & the Medical College of Wisconsin Workforce Health, the School District of Greenfield will be conducting Health Appraisals for all **employees, spouses, retirees and spouses of retirees**, on the District's group health insurance plan. The Health Appraisals will be conducted during the month of May, 2017.

The Health Appraisal includes an online health questionnaire, in-person biometric screening, and health education. The biometric screening includes a finger stick to measure glucose and cholesterol, blood pressure check, height, weight and waist circumference and a body mass index (BMI) calculation. Each participant will have access to an online personalized health report.

Participation in the Health Appraisal is voluntary. Employees/retirees (including spouses) who choose to participate in the Health Appraisal will continue to contribute 10% towards the group health insurance premium. For those employees/retirees (including spouses) who choose to **not participate** in the Health Appraisal, the employee/retiree share of the group health insurance premium will be **20%** effective September 1, 2017.

**Due to HIPAA laws, employees/retirees and spouses must register separately. Each participant must register with a separate email.**

Please note that certain time slots will fill up sooner than others. Scheduling early will ensure you obtain your preferred date and time. If you have questions please contact Debbie Ehemann at the School District (414) 855-2021 or Robin Hoell at Workforce Health (414) 777-3466.

**PLEASE SEE FLYER FOR INSTRUCTIONS - THE WELLNESS PORTAL WILL BE ACTIVATED AND READY FOR STEPS 1 & 2 ON APRIL 19, 2017.**

For more information, see the "Frequently Asked Questions" attached to this memo.

## Health Appraisal Schedule

### MAY 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 DO: 6-11 am	3 GMS: 6-11 am	4 MG: 6-11 am	5 EW: 6-11 am	6 DO: 7-11 am
7	8	9 GW: 6-11 am	10 DO: 6-11 am & 1-4 pm	11 DO: 6-11 am	12 ED: 6-11 am	13 DO: 7-11 am
14	15 DO: 6-11 am	16 DO: 6-11 am	17 DO: 6-11 am	18	19	20
21	22	23	24	25	26	

Guide: Location (specific room)

- DO: District Offices, 4850 S. 60<sup>th</sup> Street (Board Room)
- GMS: Greenfield Middle School, 3200 W. Barnard Ave. (Room 212)
- EW: Edgewood Elementary School, 4711 S. 47<sup>th</sup> Street (Music Room)
- GW: Glenwood Elementary School, 3550 S. 51<sup>st</sup> Street (Room 203)
- ED: Elm Dale Elementary School, 5300 S. Honey Creek Drive (Step Room)
- MG: Maple Grove Elementary School, 6921 W. Coldspring Road (Step Room)

## **Frequently Asked Questions**

### ***Do I need to fast?***

Yes, to ensure the most accurate screening, an 8 hour fast is recommended. No foods or liquids other than water. Take medications as needed.

### ***How long will it take?***

The biometric screening and health education session will take about 30 minutes.

***What is the extent of the blood draw?*** The small blood sample via finger stick (simple prick of a finger) is needed to obtain your lipid panel (total cholesterol, HDL, LDL, triglycerides and blood glucose). A blood sample is a key component to the Health Appraisal.

***What information will I receive? With the completion of the online health questionnaire and biometric screening, your health information is combined to create a confidential*** personalized report which can be accessed online through the wellness portal. This report will provide you with recommendations for improvement, reinforcement for maintenance of current health behaviors, help with goal setting and highlight any areas that require medical follow-up. This confidential report can be shared with your primary care provider, if you so choose.

### ***Who will provide the health education?***

Immediately upon completion of the biometric screening, you will receive one-on-one health education with a credentialed health coach employed by Froedtert & the Medical College of Wisconsin Workforce Health.

### ***What if I recently received a physical?***

If you've had a physical with a lipid profile within the last 3 months (after 02/02/17), you may have your primary care provider complete the "Physician Biometric Request" form. See Human Resources for required form. Bring completed form to your Health Appraisal appointment.

***What if I cannot make any of the dates provided?*** If you are unable to attend any of the Health Appraisal dates, you have the option to make an appointment at Workforce Health in Menomonee Falls by calling **(414) 777-3466**. Please call to make your appointment by May 1, 2017.

### ***I am a retiree living outside the area. How do I participate?***

Contact Workforce Health by May 1, 2017 to receive further instructions **(414) 777-3466**.

### ***What if I participate, but my spouse chooses to not participate?***

To continue receiving group health insurance paying 10% of the premium, both the employee/retiree **and** spouse must participate. If either the employee or spouse does not participate, then the employee will begin paying 20% of the premium effective September 1, 2017.

***I am not on the District health insurance plan. Do I have to participate?*** No. The Health Appraisal only applies to subscribers of the District's health insurance plan.

### ***What should I do if I am pregnant?***

Employees who are pregnant are exempt from fasting, but should still participate. Please let the Workforce Health staff know at your appointment that you are pregnant.

### ***What will my employer receive?***

Your employer will receive a summary report that provides a statistical picture of the health status of the company as a whole. There are no names used in this report, only the sum total for the categories of questions (aggregate data). This information could be used to plan appropriate wellness opportunities for the School District of Greenfield.