

bravo®

2020 WELLNESS PROGRAM GUIDE

Make yourself a priority.

YOUR WELLNESS PROGRAM OPENS:
November 6, 2020

The Proviso School District wellness program is your chance to take control of both your health and healthcare costs. Get financial rewards for completing a few simple steps, plus get access to free wellness resources on the Bravo portal and app.

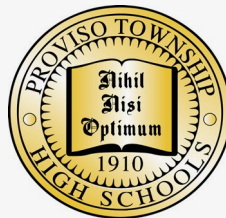


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Search **Bravo Wellness** wherever you download apps.

Psst, it looks like this ➞



Bravo Portal: www.bravowell.com/proviso

Call: 877.662.7286

Email: support@bravowell.com



GOALS AND REWARDS

By participating in Proviso School District's voluntary wellness program, employees enrolled in the medical plan can earn **up to \$1,255!**

Earn the reward by meeting any combination of the following goals:

- ☐ **Health Assessment** | \$100/Year
- ☐ **Health Screening** | \$480/Year
For your screening to be considered complete, Bravo must receive at least one biometric result (for example: weight, height, or blood pressure) and one result from a blood panel.
- ☐ **Annual Preventive Care (Wellness) Visit** | \$200/Year
- ☐ **Navigating Change** | \$200/Year
- ☐ **Mammogram** | \$100/Year
- ☐ **Colonoscopy** | \$100/Year
- ☐ **Dental Exams:** Up to Two | \$50 Each/Year
- ☐ **Flu Shot** | \$25/Year
- ☐ **Group Challenge** | \$75/Year
- ☐ **Complete Two:** Any Combination of Online Health University Courses or Individual Challenges | \$75/Year

MORE DETAILS

Is completing the program not medically appropriate for you?

You may be able to earn the reward another way. To file an appeal, visit the Bravo portal and download an appeals form. Read more about appeals in this guide and call Bravo with any questions.

STEPS AND DEADLINES

Take it one step at a time. Visit the Bravo portal to complete the steps needed to earn your reward.

1 **Create an Account and Register for the Program | Starting November 2, 2020**

Visit the Bravo portal and follow the instructions to create an account. Then complete the registration step by entering your information.

Important: When creating your account, make sure to enter a valid email address and click the verification link that will come in your email. If Bravo doesn't have your correct email address, you won't receive important updates about your results and reward! If you need to update your contact information at any time, visit the My Profile page of the Bravo portal.

 Click [Go](#) under [Registration](#) on your dashboard.

2 **Take the Online Health Assessment | By June 30, 2021**

Immediately after completing this health questionnaire, you will receive two reports: a personal report and a physician summary report that you can share with your doctor.

 Click [Go](#) under [Health Assessment](#) on your dashboard.

3 **Screen With Your Doctor | July 1, 2020 – June 30, 2021**

Schedule an "annual wellness visit" with your healthcare provider, or if you already had a wellness visit on or after July 1, 2020, ask your provider if they will fill out a form with those results. Download a provider screening form from the Bravo portal, complete it with your doctor, and submit it to Bravo by following the instructions on the form. Your provider screening form requires a signature from both you and your provider, as well as a date of exam within the window above.

To get credit for an annual preventive care (wellness) visit, you should download an annual preventive care visit form from the Bravo portal and bring that to your appointment along with your provider screening form.

Tip: It's easy to submit your forms by taking a picture on your phone and uploading it through the Bravo app!

 Click [Go](#) under [Health Screening](#) on your dashboard.

4 **Complete Navigating Change | By June 30, 2021**

Team up with a certified Cleveland Clinic coach to focus on improving or maintaining your emotional and physical health during times of change or uncertainty. After signing up, your coach will email you to kick things off.

 Click [Go](#) under [Navigating Change](#) on your dashboard.

5 **Complete Preventive Care Services | July 1, 2020 – June 30, 2021**

Schedule any of these preventive care services that you are due for: mammogram, colonoscopy, dental exam or flu shot. (Ask your doctor if you're not sure which exam(s) you need.) Download a preventive care service form from the Bravo portal and take it with you to your visit. Complete it with your doctor and submit it to Bravo by following the instructions on the form.

 Click [Go](#) under [Preventive Care Services](#).

6 **Complete Activities on the Portal | By June 30, 2021**

Make sure to start Online Health University courses and challenges early enough to finish them by the deadline!

 Visit your dashboard.



**NEWLY
ENROLLED**

What about new employees? By participating in the voluntary wellness program, new hires/newly eligible employees enrolled in the medical plan and hired between September 1, 2020 and June 30, 2021 can earn rewards!

Earn the reward by meeting any combination of the following goals:

Hired between September 1, 2020 and May 31, 2021:

- ☐ **Health Assessment** | \$100/Year
- ☐ **Health Screening** | \$40/Month Applied Retroactively to Hire Date
For your screening to be considered complete, Bravo must receive at least one biometric result (for example: weight, height, or blood pressure) and one result from a blood panel.
- ☐ **Annual Preventive Care (Wellness) Visit** | \$200/Year
- ☐ **Navigating Change** | \$200/Year
- ☐ **Mammogram** | \$100/Year
- ☐ **Colonoscopy** | \$100/Year
- ☐ **Dental Exams: Up to Two** | \$50/Year Each
- ☐ **Flu Shot** | \$25/Year
- ☐ **Group Challenge** | \$75/Year
- ☐ **Complete Two:** Any Combination of Online Health University Courses or Individual Challenges | \$75/Year

Hired between June 1 and June 30, 2021:

- ☐ **Health Assessment** | \$100/Year
- ☐ **Two Individual Challenges** | \$75/Year
Those hired between June 1 and June 30 can participate in the group challenges but will not receive a reward for participating.

The deadline to participate is June 30, 2021.

MORE DETAILS

Is the program not medically appropriate for you?

You may be able to earn the reward another way. To file an appeal, visit the Bravo portal and download an appeals form. Read more about appeals in this guide and call Bravo with any questions.



APPEALS

Didn't earn the full reward? You will receive an email letting you know your results are available on the My Plan page of the Bravo portal or app. Make sure to review your results as soon as you can. If you didn't earn the full reward, you may be able to earn it by filing an **appeal**.

*Remember that you need to provide Bravo with a valid email address to receive important updates about your results! **Visit the My Profile page of the Bravo portal to ensure your email is correct.***

Why would you need to file an appeal?

Your doctor thinks it's unreasonably difficult or medically inadvisable for you to participate.



FILE AN APPEAL:

1. Visit the Appeals page of the Bravo portal to download your appeals form.
2. Visit your doctor and bring the appeals form.
3. File your appeal (via the Bravo app, fax, mail or email) by July 30, 2021.



FAQS

Bravo is here for you if you have any questions about the program. If this page doesn't answer your questions, please contact us at 877.662.7286 or email support@bravowell.com. We are here to help Monday through Friday, 8 a.m. – 8 p.m. EST.

Why is my employer offering this program?

Sometimes we all need a little extra motivation to prioritize our health. If you're working on improving or maintaining your health, why not get rewarded with lower healthcare costs?

We know that "healthy" isn't one-size-fits-all. Don't worry if the program requirements feel out of reach — **appeals** make it possible to customize the goals to fit your health status.

Does it cost money to participate in the program?

Screening with your doctor is free if it's coded as an annual physical. Preventive care services/annual physicals are covered at 100% as well. All resources on the Bravo portal are free for you to use. You will be responsible for any medical expenses tied to the completion of an appeal.

What if I don't want to participate?

The program is completely voluntary. It is simply an opportunity to take steps to improve your health while earning a reward. The program and its reward are in compliance with the Affordable Care Act (ACA). Employees under age 18 are not eligible to participate.

Will my employer see my health information?

Absolutely not! Bravo takes your privacy very seriously. Your employer will never see your screening results, only averages for the company. When needed to administer your reward, they will only see your total reward/points earned.

How do I know if Bravo received the appeals form (or other form) I submitted?

Once your form goes through the first stage of processing, you will receive an automated email letting you know that Bravo received it. This can take up to 10 business days, so don't worry if you don't receive an email right away. Once your form is fully processed, you will receive another email letting you know that your account has been updated on the Bravo portal.

When will I receive my reward?

Your rewards will be added to your Wex reward card as you earn them.

EEOC Privacy Notice

Federal law requires employers that offer wellness programs that collect employee health information to provide a notice to employees informing them what information will be collected, how it will be used, who will receive it, and what will be done to keep it confidential. The notice below fulfills these requirements.

Notice Regarding Wellness Program

Proviso School District has contracted with Bravo Wellness, LLC to administer all or part of its voluntary employee wellness program. 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 (ADA) of 1990, the Genetic Information Nondiscrimination Act (GINA) of 2008, the Affordable Care Act (ACA) and the Health Insurance Portability and Accountability Act (HIPAA), as applicable, among others. If you choose to participate in the wellness program you may be asked to complete a voluntary health risk assessment or "HRA" 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 may also be asked to complete a biometric screening or other examinations, which may include a blood test for cholesterol levels (Total, HDL, LDL), triglycerides, serum cotinine (nicotine) and glucose as well as a blood pressure reading(s), height, weight, waist measurements and your pulse. When possible, your blood specimen will be confidentially processed by a laboratory that provides a panel of common preventive wellness measures provided solely for your information.

The information from your HRA 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 targeted health education, online and telephonic health coaching and health challenges. You also are encouraged to share your results or concerns with your own provider. You are not required to complete the HRA or to participate in the screening or other medical examinations.

However, if you choose to participate in the wellness program you may receive an incentive for participating. More specific details regarding the wellness program, including how incentives are earned can be found in the Program Guide.

As noted in the Program Guide, a portion of the incentives available may be linked to certain health-related activities or to the achievement of certain health outcomes. If you are unable to participate in any of the health-related activities or achieve any of the health outcomes required to earn an incentive, you may be entitled to a reasonable accommodation. You may request a reasonable accommodation or an alternative standard by contacting Bravo Wellness at 877.662.7286. See the Program Guide for more details concerning reasonable alternatives. Additional information will be provided to you in your results summary as well.

Protections from Disclosure of Medical Information

We are required by law to maintain the privacy and security of your protected health information (PHI). Although the wellness program and your employer may use aggregate information collected to design a program based on identified health risks in the workplace, Bravo Wellness and its contracted partners will never disclose any of your personal medical 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, as necessary to support health plan or wellness program administration or as permitted by law. In no event will medical information that personally identifies you that is provided in connection with the wellness program 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.

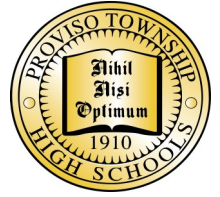
In addition, all medical information obtained through the wellness program is required to be maintained separate from your personnel records, information stored electronically will be encrypted, and no information you provide as part of the wellness program may be used in making any employment decision. 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 can ask to see or get a copy of the health information we have about you. We may charge a reasonable cost-based fee.

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 are a member of your employer-sponsored health plan, the provisions of the health plan privacy notice may also apply. Please contact your health plan administrator for a copy of the notice. If you have questions or concerns regarding this notice, or about protections against discrimination and retaliation, or if you would like a paper copy of this notice or a copy of Bravo's Privacy Statement mailed to you, please contact Bravo Participant Services at 877.662.7286. Bravo's Privacy Statement is also located on the Bravo website at <http://www.bravowell.com/privacy-statement/>.



One International Place
20445 Emerald Parkway Dr. SW
Suite 400
Cleveland, Ohio 44135



PD_Date

FullName
Address

Participant Name:	FullName2
Bravo ID:	AcctNbr
Coverage Level:	CovLevel
Report Date:	PD_Date



Your results are here!

Take a moment to celebrate. You should be proud of yourself for participating. Being engaged in your health is always a step in the right direction.

So how did you do?

You earned a **BravoPlan1** reward!

Please note: Rewards cards are considered taxable income.

Your Appeal Deadline: **AppealDeadline**

Let's take a closer look at your results.

Goals	Reward Earned If Goal Met	Your Results	Notes (See Below)
Health Assessment	\$100/Year	Your Result: <input type="text" value="ResultValue1"/> Your Status: <input type="text" value="ResultPhrase1"/>	<input type="text" value="Re-"/>
Health Screening ¹	\$480/Year	Your Result: <input type="text" value="ResultValue2"/> Your Status: <input type="text" value="ResultPhrase2"/>	<input type="text" value="Re-"/>
Annual Preventive Care (Wellness) Visit	\$200/Year	Your Result: <input type="text" value="ResultValue3"/> Your Status: <input type="text" value="ResultPhrase3"/>	<input type="text" value="Re-"/>
Navigating Change	\$200/Year	Your Result: <input type="text" value="ResultValue4"/> Your Status: <input type="text" value="ResultPhrase4"/>	<input type="text" value="Re-"/>
Mammogram	\$100/Year	Your Result: <input type="text" value="ResultValue5"/> Your Status: <input type="text" value="ResultPhrase5"/>	<input type="text" value="Re-"/>
Colonoscopy	\$100/Year	Your Result: <input type="text" value="ResultValue6"/> Your Status: <input type="text" value="ResultPhrase6"/>	<input type="text" value="Re-"/>
Dental Exams: Up to Two	\$50/Year Each	Your Result: <input type="text" value="ResultValue7"/> Your Status: <input type="text" value="ResultPhrase7"/>	<input type="text" value="Re-"/>
Flu Shot	\$25/Year	Your Result: <input type="text" value="ResultValue8"/> Your Status: <input type="text" value="ResultPhrase8"/>	<input type="text" value="Re-"/>
Group Challenge	\$75/Year	Your Result: <input type="text" value="ResultValue9"/> Your Status: <input type="text" value="ResultPhrase9"/>	<input type="text" value="Re-"/>
Complete Two: Any Combination of Online Health University Courses or Individual Challenges	\$75/Year	Your Result: <input type="text" value="ResultValue10"/> Your Status: <input type="text" value="ResultPhrase10"/>	<input type="text" value="Re-"/>

¹For your screening to be considered complete, Bravo must receive at least one biometric result (for example: weight, height, or blood pressure) and one result from a blood panel.

Notes about your results:

RemarkDesc



Let's take the next step.

Now that you have your results, see the following page to find out what's next.

If you didn't earn the full reward, you might be eligible for an alternative way to earn it! To learn more, see the next page.

Call Bravo with any questions about your results.

APPEALS**Didn't earn the full reward?**

You might still be able to! Bravo will work with you and your doctor through our appeals process if the program was not medically appropriate for you or if you believe your results may be inaccurate.

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**Deadline to complete an appeal:****AppealDeadline****RESOURCES****Thinking about making some changes?**

If you have questions about what your results mean for your health, we encourage you to discuss them with your doctor.



If you're ready to make some changes to your habits, remember you're not alone! Bravo is here to support you with a range of resources. Visit the Resources page or dashboard of the Bravo portal to find:

- Navigating Change Cleveland Clinic coaching
- Wellness challenges
- Online courses
- Meal and activity tracking
- Recipes
- Exercise videos
- And more!



Search **Bravo Wellness** wherever you download apps.

Your Screening Results and Descriptions of General Health Laboratory Tests

Visit www.labtestsonline.org for more detailed descriptions of the lab tests.

FullName2

PD_Date

Your Results	Your results are shown at the far left. Note: This guide has been provided as a reference. For further clarification or questions, it is strongly suggested that you contact your physician for more information. If “TNP” appears in any of your results, that test was not performed.	Reference Range	Critical Level
Chol_HDLRatio	Chol/HDL Ratio - Cholesterol/High Density Lipoproteins (HDL) ratio is obtained by dividing the total cholesterol by the HDL cholesterol. This test is a comparison of the “good” cholesterol vs. total cholesterol. The lower the ratio the better. Values above 5.0 may be an “at risk” indicator for cardiovascular disease. Total cholesterol and HDL levels are more useful than this ratio in determining what, if any, treatment options are needed.	< 5.0	Critical values for ratios are not provided.
Glucose	Glucose - Glucose is a type of sugar found in the body that is used as a diabetic marker to measure blood sugar levels. This test is for glucose levels and is very sensitive to food intake. To achieve the most accurate results it requires a period of fasting before testing. High levels may indicate a diabetic condition.	60 - 109 mg/dL	> 400 mg/dL
HDL	HDL Cholesterol - High Density Lipoproteins (HDL). High levels have shown to provide a protective effect against coronary heart disease. It is sometimes referred to as the good cholesterol.	40 - 80 mg/dL	Significantly higher or lower results do not create an immediate risk.
LDL	LDL Cholesterol - Low Density Lipoproteins (LDL). Elevated levels can be related to coronary heart disease. It is sometimes referred to as the bad cholesterol.	90 - 171 mg/dL	> 300 mg/dL
LDL_HDLRatio	LDL/HDL Ratio - Low Density Lipoproteins (LDL)/High Density Lipoproteins (HDL) are sometimes used to help predict chances of developing heart disease. It looks at the ratio between bad cholesterol (LDL) and good cholesterol (HDL).	1.5 - 5.5	Critical values for ratios are not provided.
TotChol	Total Cholesterol - Cholesterol is a normal body component that is used in the structure of cell membranes and the synthesis of bile acids and steroid hormones. It is one of the major lipids (fats) in the body. Excess cholesterol in the blood has been correlated with cardiovascular disease.	160 - 240 mg/dL	Significantly higher or lower results do not create an immediate risk.
Triglycerides	Triglycerides - Triglycerides comprise the largest portion of fat in the blood. In higher elevations it can be an indication of diabetes, acute alcoholism, liver disease or renal failure. Triglycerides may also be elevated in non-fasting samples.	< 150 mg/dL	> 1,500 mg/dL



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¹For your screening to be considered complete, Bravo must receive at least one biometric result (for example: weight, height, or blood pressure) and one result from a blood panel.

²Applied retroactively to hire date.

Notes about your results:

RemarkDesc



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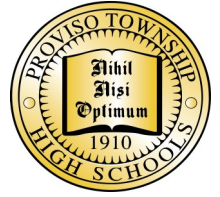
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Two Individual Challenges	\$75/Year	Your Result: <input type="text" value="ResultValue2"/> Your Status: <input type="text" value="ResultPhrase2"/>	<input type="text" value="Re-"/>

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Deadline to complete an appeal:

AppealDeadline

RESOURCES

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- Wellness challenges
- Online courses
- Meal and activity tracking
- Recipes
- Exercise videos
- And more!



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The 2020 Proviso School District Wellness Program:



GOALS AND REWARDS

Earn the reward by meeting any combination of the following goals:

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For your screening to be considered complete, Bravo must receive at least one biometric result (for example: weight, height, or blood pressure) and one result from a blood panel.
- ☐ **Annual Preventive Care (Wellness) Visit** | \$200
- ☐ **Navigating Change** | \$200
- ☐ **Mammogram** | \$100
- ☐ **Colonoscopy** | \$100
- ☐ **Dental Exams:** Up to Two | \$50 Each
- ☐ **Flu Shot** | \$25
- ☐ **Group Challenge** | \$75
- ☐ **Complete Two:** Any Combination of Online Health University Courses or Individual Challenges | \$75



STEPS AND DEADLINES

- 1 Create an Account and Register for the Bravo Program**
Starting November 2, 2020
- 2 Take the Online Health Assessment**
By June 30, 2021
- 3 Screen With Your Doctor**
July 1, 2020 – June 30, 2021
- 4 Complete Navigating Change**
By June 30, 2021
- 5 Complete Preventive Care Services**
July 1, 2020 – June 30, 2021
- 6 Complete Activities**
By June 30, 2021



www.bravowell.com/proviso
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Remember, if you're not able to participate or meet the goals of your program, Bravo can work with you and your doctor to find an alternative way to earn the reward.