

# 2014 Your Wellness Action Plan

## Frequently Asked Questions



### You have questions. We have answers.

This document answers the frequently asked questions, in convenient categories of:

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### Your Wellness Action Plan

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### What is Your Wellness Action Plan?

As part of *Healthy Directions* and our focus on overall health at John Deere, eligible U.S. employees, retirees and surviving spouses have an opportunity to earn a \$300 Your Wellness Action Plan incentive. Visit the [Healthy Directions website](#) for the most up-to-date information you need to complete the Your Wellness Action Plan requirements.

### What are the requirements for the 2014 Your Wellness Action Plan?

- 1) **Know your numbers:** update your biometric numbers
  - *On-Site Screenings:* On-site screenings are provided by Summit Health for most units through March 31, 2014. Check with your unit for dates and times.
  - *Off-Site Screening Options:*
    - Going to LabCorp
    - Going to a physician as part of an annual exam
    - Requesting an at-home kit
    - Using numbers from a recent screening dating from August 1, 2013 to present
- 2) **Complete the online educational courses.**

Participants must successfully complete two new courses and tests on fitness and nutrition. If you did not complete the courses and tests from last year you will need to complete these courses and tests as well. Successful completion is receiving a 60% score. Even if you were not a John Deere employee at the time of last year's Your Wellness Action Plan incentive you will need to complete all five courses and tests in order to meet the requirements for the 2014 Your Wellness Action Plan incentive.

## When do I need to complete the requirements?

The incentive period is March 17-April 30, 2014.

Your Wellness Action Plan	Begin	End
On-site Biometric Screening	Now Available	March 31, 2014
Off-site Biometric Screening Home Kit	Now Available	April 30, 2014*
Off-site Biometric Screening LabCorp	Now Available	April 11, 2014
Off-site Biometric Screening Form (for recent screenings or physician visit)	Now Available	April 30, 2014
Online Courses	March 17, 2014	April 30, 2014

\*Home Kit must be returned to Summit Health by April 30, 2014.

Note: LabCorp is taking John Deere employees through April 11, 2014. After this date you will need to use one of the other off-site options. See the questions on biometric off-site options for more information.

## Who is eligible for the Your Wellness Action Plan incentive?

To be eligible for the \$300 Your Wellness Action Plan incentive, you must be a U.S. employee, retiree or surviving spouse eligible for *Healthy Directions* health care plan but are not required to be enrolled in a *Healthy Directions* health care plan. (Exception: Wage employees at Augusta, Greeneville and JD Paton must be enrolled in a *Healthy Directions* plan to be eligible for the cash incentive). Spouses of retirees are eligible for the cash incentive if they are eligible for a *Healthy Directions* plan while the retiree is eligible for Medicare.

## When will the \$300 Your Wellness Action Plan incentive be paid?

The wellness incentive will be paid in June. However, if you are submitting the [Off-site Biometric Health Screening Form](#) to Summit Health late in the incentive period, payment may be delayed due to processing time and payroll cutoff dates. As a reminder, this form is used if you are obtaining your numbers from a physician as part of an annual exam or if you already have recent numbers not older than August 1, 2013. You are encouraged to get your form submitted early!

## Where can I confirm that I've completed all of the Your Wellness Action Plan requirements?

You can log into the Asset Health website <https://www.assethealth.com/johndeere> beginning **March 17** to get confirmation on what you have completed. If you successfully completed the three courses from last year you will already have three checkmarks. Once you have met all the incentive requirements you will have a total of six checkmarks on your home page. You will have five checkmarks for the courses (three from last year and two for this year) and one for completing the biometric requirement.

Note: It can take up to 14 calendar days for your biometric completion to show on the Asset Health website so keep your paperwork from the biometrics. Paperwork includes:

- On-site biometric health screening brochure provided by Summit Health
- Results letter if you went to a LabCorp Patient Service Center
- Results letter from the home kit option (the letter you get in the mail or you can print the online results)
- Off-site Health Screening Participation Form you sent to Summit Health with the mail or fax receipt if you received numbers from a physician's visit or if you used recent numbers from August 1, 2013 to the present.

## Know Your Numbers – Biometric Health Screening

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### **What is a biometric health screening?**

A biometric health screening is a quick, confidential test that builds an overall picture of your health. It provides important health numbers, including measures on cholesterol, blood sugar and more. You will walk away with vital health numbers, and ideas on where you can focus to pursue a healthier lifestyle.

### **Will my numbers be uploaded in the Personal Health Assessment like last year?**

The Personal Health Assessment (questionnaire) is not part of the wellness incentive this year.

### **What numbers are required for the Your Wellness Action Plan incentive?**

The specific numbers that are required for this year's wellness incentive are:

- Total Cholesterol
- HDL
- LDL
- Total cholesterol and HDL ratio
- Triglycerides
- Blood sugar (glucose)

### **Do I need to complete a biometric health screening?**

It is not required. However, you must have current biometric health screening numbers to meet this requirement for the \$300 wellness incentive.

### **What are my options for getting my biometric numbers updated?**

Attend an on-site biometric health screening available through March 31, 2014. Look for unit communications for dates and times. Off-site biometric health screening options include:

- Going to a LabCorp facility (need to complete the [LabCorp form](#))
- Go to a physician's office as part of an annual exam (need to complete the [Off-site Biometric Health Screening Participation Form](#))
- Use recent numbers no older than August 1, 2013 (need the [Off-site Biometric Health Screening Participation Form](#))
- [Request a home kit](#) (new this year) where you can take a sample and return to Summit Health by April 30, 2014.

### **What counts as “current” biometric health screening numbers?**

If you have numbers no older than August 1, 2013 you may use those numbers for the requirement. You must complete an [Off-site Biometric Health Screening Form](#) and submit it to Summit Health to earn credit by April 30, 2014.

### **Do I need to submit a form to get credit for going to an on-site biometric health screening?**

No. Summit Health provided the on-site health screenings for most units and has participation data. Note: Waterloo employees and any unit not using Summit Health for the biometric screening will need to complete the [Off-site Biometric Health Screening Participation Form](#) if the numbers were obtained from the Occupational Health Department or another external vendor.

### **How do I find my SAP ID needed for forms?**

- Your SAP ID number can be found on the "[Employment Info](#)" tab in Employee Self Service (ESS)
- Your SAP ID will be in the top right hand corner
  - You will need only the last 6 digits
  - For example, if your SAP ID number is 00123456, you will use 123456

You can call Deere Direct (1-800-213-3373 for retirees and spouses or 1-888-432-3373 for employees) if you do not have access to the John Deere network and need the last six-digits of your SAP ID.

### **How much does the biometric health screening cost?**

There is no charge to you for the on-site screenings, LabCorp, or home kit options.

If you are using a physician to obtain your biometric health screening numbers as part of your annual physical, there should be no charge since this is considered a preventive visit. However, when making an appointment with your physician, be sure to mention that the appointment is for an annual preventive exam with a routine lipid panel. The lipid panel should test for Total Cholesterol, LDL, HDL, triglycerides, glucose and total cholesterol/HDL ratio. Any additional services performed during the annual exam could result in additional charges that would be your responsibility to pay if you have not met your deductible. Check with your physician's office to confirm the routine lipid panel is part of the annual preventive exam and no charges will be incurred.

### **Is fasting required?**

Fasting is strongly recommended to give you more accurate numbers. You should only drink black coffee and water for nine hours prior to the biometric health screening. If your appointment is later in the day or you have health conditions, it is recommended that you eat a light, low sugar and low fat snack. Continue taking required medications.

### **Who performs the biometric health screening?**

Summit Health conducts most on-site screenings and provides you with your confidential results. If you attended an on-site screening through Summit Health please keep your brochure with your numbers. You do not need to submit any other forms.

You can also get your screening numbers from a LabCorp facility, physician, home kit or you may use recent numbers no older than August 1, 2013. Waterloo employees use the unit Occupational Health department for biometric health screenings. Any employee not using Summit Health for their on-site biometric health screening will need to complete an [Off-site Biometric Health Screening Participation Form](#) and send to Summit Health by April 30, 2014 to receive credit for the biometric requirement.

### **Will I get my results the same day?**

- Your on-site screenings results will be shared with you during your screening
- If you go to a LabCorp facility, your results will be mailed to you from Summit Health within 15 business days.
- If you go to your physician check to see how and when he or she plans to share the results with you. You will need the results to complete the [Off-site Biometric Health Screening Participation Form](#). Forms must be submitted to Summit Health by April 30, 2014.
- If you use a [home kit](#), the results will either be mailed to you or available on the website within 15 business days from the time Summit Health receives the sample.

Keep your results as a confirmation that this requirement has been met.

### **What is the home kit option?**

Biometric Screening Kits are an alternative off-site option. If you choose the home kit option, a kit will be shipped directly to the address you provided within 3-5 business days of ordering. For these tests, you will be provided instructions on how to perform the test, a lancet (needle), a dry blood sample card and information on returning the kit to Summit Health for processing. You will be required to prick your own finger (sometimes it is good to have someone else do this for you) and return the blood sample to Summit Health via the pre-paid envelope.

If you use the home kit option, you will need to make your request early in the incentive period to ensure that you return the kit with the completed sample within the incentive period.

For information on ordering a home kit, go [here](#).

### **Why should I participate in the biometric health screening?**

A few great reasons to participate include:

- Getting your current numbers will help you understand your current health situation and help you find ways to live a healthier lifestyle.
- Knowing your numbers is required for the \$300 Your Wellness Action Plan incentive.

### **What happens if my physician doesn't submit my results in time?**

You are responsible for submitting the results to Summit Health, not your physician. You must complete an [Off-site Biometric Health Screening Participation Form](#) and submit it to Summit Health by April 30, 2014. For confirmation on whether you completed the biometric requirement go to Asset Health's website. Remember, it takes up to 14 calendar days for the biometric information to show up on the Asset Health website. Therefore, if you submit the form after April 15 it may not show up on the Asset Health's website until after the incentive period so keep your completed form and fax confirmation.

## **Online Educational Courses**

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### **What are the online educational courses?**

There are two new online educational courses required for Your Wellness Action Plan \$300 incentive:

#### **1) My Diet and Good Health**

Eating serves many purposes. Sometimes it's the center of social situations, other times it's a source of enjoyment, but most importantly it is the body's means of getting the energy it needs. This course utilizes the USDA's new MyPlate tool to outline what food is needed for the body to stay healthy, lose weight, get the nutrients it needs and stay energized.

#### **2) Beginning a Simple and Healthy Fitness Program**

Most people know that they should exercise, but they can't seem to overcome barriers to do so or make sufficient time in their busy schedules. This course reviews the various components that are necessary for a well-rounded exercise routine and how to successfully achieve exercise goals.

**If you did not take the courses and tests from last year you will need to take these three courses as well to qualify for the wellness incentive.**

**3) Overview of Health Care Consumerism**

This course describes the U.S. health care industry, the increasing responsibilities for employers and consumers and why the market is heading toward consumer-centric health care. By understanding the health care marketplace, you will have the information to make better health care decisions for yourself and your family.

**4) Health Savings Account (HSA) Overview**

This course will help you understand how your HSA can be crucial to your health care security. The course explains what an HSA is, the regulations around HSAs and different ways HSAs are used within health plan designs.

**5) Health Plan Basics**

All the different health care terms and options can get confusing – premiums, deductibles, co-insurance and out-of-pocket maximums. This course will give you an introduction to health insurance and help you choose the health plan option best suited for your health care needs.

**Are all five courses required?**

To receive the \$300 Your Wellness Action Plan incentive, all five courses must be successfully completed. The good news is that if you successfully completed the three courses and tests from last year you already have received credit and you do not need to retake those three courses.

**How long will it take to complete each course?**

Each course and test (combined) will take approximately 20 minutes to complete. If you need to take all five courses we suggest you start early in the incentive period so you have ample time to complete.

**Do I have to pass the short tests at the end of each course for the incentive?**

Yes. You need at least a 60% score in each of the courses no later than April 30, 2014 to pass and successfully complete this part of Your Wellness Action Plan requirements.

**How many times can I take the online educational courses?**

You may take the courses online as many times as you want or need to in order to get a score of 60% or above.

**How will I know if I passed each course?**

First, you will see your score immediately after completing the test. To get further confirmation on what courses you have completed log into the Asset Health website <https://www.assethealth.com/johndeere>. On the Asset Health home page you will see a checkmark for each course you have completed. After you have passed all five courses you will have five checkmarks.

**I passed my courses and had my biometric screening. Why aren't all my check marks showing on the Asset Health homepage (Your Wellness Action Plan Confirmation page)?**

It can take up to 14 calendar days for your biometric completion checkmark icon to appear on Asset Health's home page.

### **Who is providing the educational courses?**

John Deere has partnered with Asset Health to provide courses that will allow you and your family to take a more direct, knowledgeable and active role in the management of your most important asset – your health! The online courses provide you with a creative and interactive way to learn about important topics.

### **How do I register for the online educational courses?**

Registering for the Asset Health website is easy and free:

- 1) Go to [Healthy Directions](#)
- 2) Click on "[Your Wellness Action Plan](#)"
- 3) Click on the link to your [online educational courses](#)
- 4) Enter your username: your six-digit SAP ID + DOB (YYYYMMDD)  
If your SAPID is 00123456 you will use 123456 as your SAP ID. Assuming your birthdate is March 10, 1968 you would enter 12345619680310 as your username
- 5) Enter your password: deere

Each time you log into Asset Health's website you will use this username and password. Passwords from last year have been reset to "deere." You will use "deere" for the first time you login and will continue using the password "deere" unless you change your password. You do not need to change your password, but if you wish to change it you will be required to use it from that point forward.

### **Are the educational courses available in any languages other than English?**

No. The courses are only available in English.

### **The website is not loading on my computer. Is this compatible for all browsers (Explorer, Safari, etc.)?**

John Deere websites are supported by Internet Explorer 8, Firefox 2, and Safari. If you are having problems accessing the website, please use one of the supported browsers or try to access on another computer.

### **I don't have access to computers. Can I get a paper copy of the online educational courses?**

We strongly encourage you to complete the educational courses online. It is much easier, faster and you receive an immediate score. Paper copies of the educational courses are available but the answer sheets are limited. This option should be used only if you do not have access to a computer. Employees should request paper copies through their unit HR or by calling Deere Direct at 1-888-432-3373. Retirees who can only complete paper educational courses and tests can request these through Deere Direct at 1-800-213-3373.

### **When do I need to complete the paper courses and tests?**

You will need to complete the paper educational courses and tests no later than April 30, 2014. However, we encourage you to complete the courses and submit the answer sheets to Summit Health as early in the incentive period as possible to receive a June payout. Those that are received later in the process will likely be paid after June. Keep in mind, you must get a 60% score or higher on the tests to meet this requirement.

## For More Information

For any questions not addressed in this document, use the following contact information:

For Questions About	Contact
<b>General Questions on Your Wellness Action Plan</b>	You can find information on <a href="#">Healthy Directions</a> ; or contact Deere Direct (1-800-213-3373 for retirees and spouses or 1-888-432-3373 for employees) or Unit HR.
<b>Biometric Health Screening</b>	For on-site biometric screening questions contact Summit Health Customer Care at 1-877-686-6636 then select option 5.  Go to <a href="#">Healthy Directions</a> to access the <a href="#">Off-site Biometric Health Screening Participation Form</a> . This form is to be used if you obtain your biometric numbers from a physician or if you already have recent biometric numbers and need to report them to Summit Health to get credit for this requirement  Waterloo employees should contact the Occupational Health Department.
<b>Online Educational Courses</b>	You can find more information on <a href="#">Healthy Directions</a> .  If you are having trouble logging in, please email <a href="mailto:support@assethealth.com">support@assethealth.com</a> .