

# GIVE YOUR HEALTH A BOOST

Follow this step-by-step guide to complete your health assessment online.

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The Fairfax County Public Schools wellness initiative for 2022 is for employed subscribers. This guide outlines the steps you need to take to improve your health, earn rewards, and save money.

# Getting started

Your FCPS benefits for 2022 include an opportunity to earn a \$100 rewards card when you complete a confidential online Total Health Assessment through your Kaiser Permanente health plan.

FCPS employees who are primary cardholders to the Kaiser Permanente health plan are eligible to participate. Family members are not eligible to participate.

You'll earn your \$100 rewards card<sup>1</sup> once you have completed your Total Health Assessment. You may complete the assessment any time between **January 1, 2022**, and **November 18, 2022**.

Do you have questions about this wellness incentive, your benefits, or this online portal? Call us at **866-300-9867**, Monday through Friday, 11 a.m. to 8 p.m., or send an email to [rewardscustomerservice@kp.org](mailto:rewardscustomerservice@kp.org).



<sup>1</sup>Program rewards are administered by Kaiser Permanente.

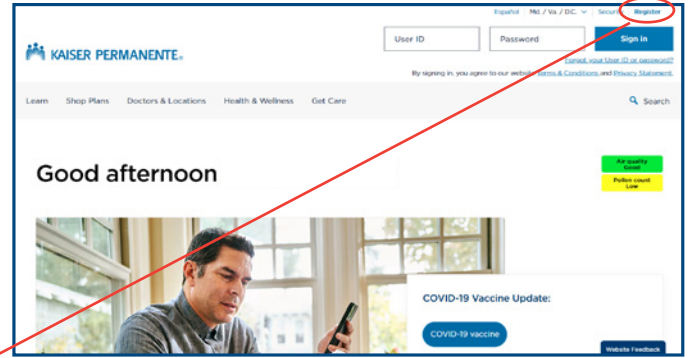


# Register on **kp.org**

(If you have already enrolled on **kp.org**, skip to Step 1.)

Follow these steps to get started:

- Enter **kp.org** in your web browser at the top of your computer screen. Click *Register*.
- Select the language you prefer.
- Select *Create my account*.
- Provide your personal information as required.



## Step 1. Sign your Wellness Program Agreement

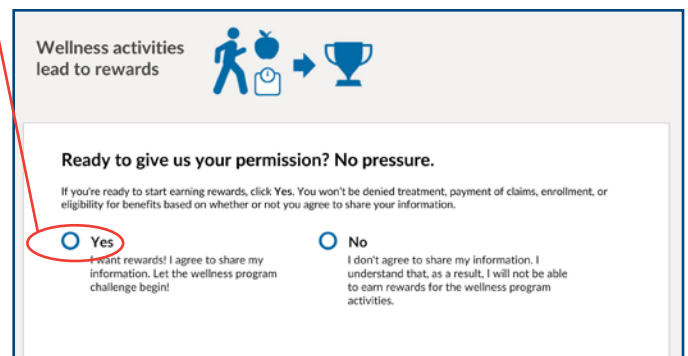
You'll need to accept the Wellness Program Agreement to participate. Here's how:

- Visit the Wellness Program website at **kp.org/engage**.
- Sign on with your **kp.org** User ID and Password.
- Check *Yes* to accept the Wellness Program agreement so you can receive credit for your activities, then click *Submit*. **If you check *No*, you will not earn your wellness incentive for completing your online health assessment.**<sup>1</sup>
- Update or provide your contact information.



Questions about this online portal?  
Please call us at **866-300-9867**, Monday through Friday, 11 a.m. to 8 p.m., or send an email to **rewardscustomerservice@kp.org**.

<sup>1</sup> If you do not accept the agreement, you will not be eligible to receive a \$100 gift card for your participation.



## Step 2. Complete your Total Health Assessment

To complete your **Total Health Assessment**, simply return to the **kp.org/engage** home page and click on *More* in the Health Assessment section to expand for more details.

- Click on the blue box labeled *Do It* to begin your Total Health Assessment. Log in with your **kp.org User ID** and **Password** if necessary.
- Review and agree to the Terms and Conditions; click *Continue*.
- Confirm your email address; click *Submit*.
- Select your preferred language; click *Continue*.
- Click the *Start Your Questionnaire* button to begin your assessment.
- Click *Submit* when you have completed the questionnaire.
- Print your summary, which will include a personalized plan for improving your health.

The screenshot displays the 'Welcome to your wellness program' page. At the top, there are navigation links for 'My Rewards', 'About KP', 'kp.org', and 'Health Resources'. Below this, the page title is 'My Reward FAQ History'. The main content area includes a 'Welcome to your wellness program' section with a brief overview of the program and a 'Your \$100 reward card' section. The reward card shows a balance of \$100 and a deadline of 12/31/2021. Below the reward card, there is a section titled 'Finish these activities before you can redeem your reward' with a 'Do It' button circled in red. The footer contains the Kaiser Permanente logo and several accreditation logos including URAC, HIMSS, and HITRUST.

### Tips:

Your MRN is your personal Medical Record Number found on your Kaiser Permanente ID card.

The assessment can be completed across multiple sessions. If you need to log off after you begin, your information will be saved for you to start again at a later time.

The Total Health Assessment is strictly confidential and only Kaiser Permanente receives your information. Your health-related information is not shared with Fairfax County Public Schools, in compliance with state and federal privacy laws.

The assessment will generate recommendations based upon your responses as part of a personalized program.

## Step 3. Complete your screenings

Visit any of the Kaiser Permanente medical centers to complete these four biometric screenings, if you are not current:

- Body mass index (BMI)
- Blood glucose
- Blood pressure
- Cholesterol

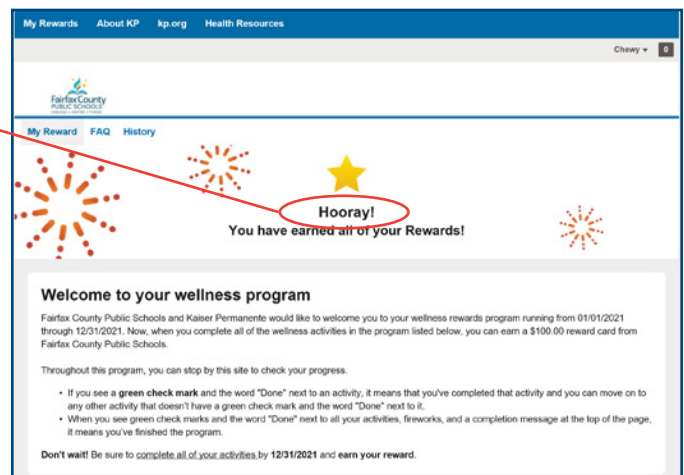
Your Total Health Assessment will ask you for these four biometric measurements. You are not required to complete them to earn your reward.

## Step 4. Completing the rewards program

Once your Total Health Assessment has been completed, you can track the status at [kp.org/engage](https://kp.org/engage).

- A *Hooray!* message will be shown once the Total Health Assessment is complete.

Questions about this online portal?  
Please call us at **866-300-9867**, Monday through Friday, 11 a.m. to 8 p.m., or send an email to [rewardscustomerservice@kp.org](mailto:rewardscustomerservice@kp.org).



# Frequently Asked Questions

## Who is eligible to participate in the wellness incentive program?

FCPS employees who are primary cardholders of the Kaiser Permanente health plan are eligible. Dependents and spouses are not eligible to participate.

## How do I get started with completing the Total Health Assessment program?

You must complete the following steps to earn your rewards for participating in the program:

1. Grant Kaiser Permanente permission to administer the reward by completing the online wellness agreement at [kp.org/engage](https://kp.org/engage).
2. Go to [kp.org](https://kp.org) to complete the confidential online health assessment. It will take about 10 minutes of your time. When you have completed your assessment, you will receive a personalized action plan on how to improve your health.

You must give Kaiser Permanente permission to administer the reward, otherwise you will not receive it.

## What are the tax implications of the \$100 reward?

In keeping with IRS regulations, the value of the rewards card must be included as taxable income on the recipient's FCPS-issued W-2, and is subject to all income and FICA withholding taxes.

## How will I know that I have completed the health assessment?

You'll receive a certificate of completion and an action plan of steps to improve your health.

## What happens to my health assessment after I send it to my health plan?

Your care team will contact you to schedule age- and gender-appropriate screenings, or discuss items on your assessment that may be of concern. The care team may also recommend that you use online health tools from [kp.org](https://kp.org).

## Will completing the health assessment affect my claims?

No, they will not affect your claims.

## What are the start and end dates to complete the health assessment and earn my rewards card?

You may complete the assessment any time between January 1, 2022, and November 18, 2022. You'll receive your reward once you have completed the assessment.

## Where can I find more information about the incentive program and steps to complete the health assessment?

Call us at **866-300-9867**, Monday through Friday, 11 a.m. to 8 p.m., or send an email to [rewardscustomerservice@kp.org](mailto:rewardscustomerservice@kp.org).

REMINDER: Give Kaiser Permanente permission to administer your rewards by completing the wellness agreement at [kp.org/engage](https://kp.org/engage). Then, complete the health assessment on [kp.org](https://kp.org).

## Have more questions?

See the full FAQ list plus more information on the FCPS wellness program at [my.kp.org/fcps](https://my.kp.org/fcps).