

## WELLNESS COORDINATOR CONNECTION

http://mhcwellness.org



The first step each year is to let us know you're participating by returning your signed <u>Letter of Agreement</u>. After we've received the letter you will be able to submit funding requests.

Login to: <u>mhcwellness.org</u> - the login and password are the same from year to year, and are listed on your budget sheet.

If you've forgotten your login information please email me.

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Start by selecting the current year from the drop down.

Previous years can be referenced for past activity or budget information.

First Name	Last Name		Title	Phone	Ext	EMail	
Gari	Bailey	Wellness Cor	ordinator	507-537-2292		kari bailey@swsc.org	
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The next step is to update the contact information for your Wellness Coordinators. These will be the people who receive information about the funding requests and general wellness updates throughout the year.

Click "Update Coordinator Profile" - confirm the information is still correct and/or you can add/delete as necessary Click "add profile" Type in the contact information Click "save" Click "close"



The next step is to submit a funding request.

Select the "funding requests" button on the bottom of the overview page.



Click the "new request" button

Biometric Screenings (New)      Funding Request Details      Biometric Screenings      We will offer our onsite biometric screenings on Tuesday, November 5th. Employees will be able to have their cholesterol, gluccoe, blood pressure, BMI, and waist circumference tested. Our local <u>Avera</u> clinic will be doing the screenings and charges \$40/person. We anticipate 40 of our staff members will <u>participate</u> in this event, for a total of \$1600.	
Domain     Physical     Date     November 5, 2019     Who     Marl       Submit For Approval         Action Results       # Participants     Gave Credit     No       Outcome       Outcome         Receipt Log       No Receipts         Entrance for	

A window will open for you to enter the details of your request.

At a minimum we need you to provide:

Title, description, domain, date, who leads, amount requesting and breakdown of funds.

Then Click submit for Approval

	Include a Title of and the vendor th Community). Afte notification that y your staff. Once c relimbursement. V additional docum any advertising fr • Biometric St	the funding required you are using you have enter our activity/screed ompleted, you will receive my retation if neede om the event. reenings (Pend	iest and overview g in this box as we det his informatio ening has been aj vill come back to to otification once th otification once th ed. We will procest ling Approval)	r of the activity. Yo HL Domain refers 1 in you can submit pproved. At this p this page and add his has been done so all reimburseme	u will nee to the electronic your fund oint, you of an outco , and will ents at the	ed to inclue ment of W ding reque can go ah me, partic be able to e end of th	le the amount you a elibeing (Purpose, S est for approval. Onci ad and offer your a pipation, receipts/invo process the reimbu e school year. You c	re requesting approval for, ocial, Financial, Physical, e approved, you will receive ctivities and screenings to olces to request smemet or request an also upload photos and	
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	Name						EMail		
	Elizabeth Sullivan	Compensatio	on & Benefits rvisor	(507) 537-2242		elizabet	sulliven@swsc.org		
	Update Coordinat	or Profile							
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The window will collapse, change the status to pending and send an email to the SWWC staff letting them know there's a request to review.

At this point you can submit another funding request if you'd like.

You should submit each major event or activity as a separate request.

Include a Title of and the vendor th Community). After notification that y your staff. Once c reimbursement. V edditional docum any advertising fin • Biometric Sc	he funding requ at you are using you have enter- our activity/scree ompleted, you w fe will receive no entation if neede- om the event. reenings (Appro	est and overview in this box as we ed this informatio ning has been as vill come back to to totification once th ed. We will proces	of the activity. Yo II. Domain refers 1 n you can submit proved. At this p his page and add is has been done s all reimburseme	u will nee o the ele your func oint, you an outco , and will ents at the	ed to include ment of We ding reques can go ahee ome, particip be able to p e end of the	t the amount you as libeing (Purpose, S t for approval. Once al and offer your as ation, receipts/invo roccess the reimbur school year. You cr	re requesting approval for, ocial, Financial, Physical, e approved, you will receive chivites and screenings to olices to request insement or request an also uploed photos and	
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C Letter of Agreement Participating: 2019-2 Coordinator Profile U Fundin	2019-20 p possed ig Requests						Voter & Aleman Aleman Your Cooperative Team Kati Baley Ref Baley Ref Safe Species	

Once your activity has been reviewed and approved, you will receive and email and also be able to see that it's been approved on your funding request page.

At this point you can go ahead and offer your activities.

	Biometric Screenings		
	We will offer our onsite biometric screenings on Tuesday, Novemb cholesterol, glucose, blood pressure, BMI, and waist circumferenc screenings and charges \$40person. We anticipate 40 of our staff \$1600. This is approved as outlined. 9.9.19 Karl Balley	er 5th. Employees will be able to have their e tested. Our local Avera clinic will be doing the members will participate in this event, for a total of	
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	No Files Found		

After your activity has been completed and you have received an invoice and paid the bill, you can go back and submit the action results, upload your receipt/proof of payment, upload your flyer/advertising, and submit for reimbursement.

Biometric Screenings	
We will offer our onsite biometric screenings on Tuesday, November 5th. Employees will be able to have their cholesterol, glucose, blood pressure, BMI, and waist circumference tested. Our local Avera clinic will be doing the screenings and charges \$40iperson. We anticipate 40 of our staff members will participate in this event, for a total of \$1600. This is approved as outlined. 9.9.19 Kari Bailey	
Domain Physical - Date November 5, 2019 Who Leads Mari	
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41 employees participated in the screening! Outcome	
Receipt Lop	
No Receipts Logged Add Additional Receipt	5
Uploaded Receipts Existing Files No Files Found	<u>an</u> 12

The Action Results section is a place to log the attendance/impact, notes to remember for next time and feedback from the participants.

Then click on add additional receipt button to enter your receipt information.

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	Biometric Scre	enings								
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The receipt log is a place to track the breakdown of your spending.

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To upload receipts, click on add new file

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Select your files and click close.

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To upload your proof of payment, or if you have additional receipts, click on "add new file" and upload those the same way.





To upload your advertising or event flyer, click on add new file and upload just as you did the receipts/proof of payment.

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Add New File	am se
Submit for Baview Concel Request Delete Request	

After you've completed all sections and uploaded your receipt, proof of payment, and flyer, click on submit for review.

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	Include a Title of t and the vendor th Community). After notification that y your staff. Once c reimbursement. W additional docum any advertising for Biometric So	he funding requ at you are using you have enter ompleted, you w e will receive no entation if need- om the event. reenings (Pend	iest and overview g in this box as we ed this informatic ening has been a vill come back to o otification once th ed. We will process ling Review)	r of the activity. Yo HL Domain refers 1 in you can submit oproved. At this p this page and add tis has been done as all reimburseme	u will need to o the elemen your funding bint, you can an outcome and will be a ints at the en	b include the amount you it of Weilbeing (Purpose, 5 request for approval. Onc go ahead and offer your a , participation, receiptailinv bie to process the reimbuil d of the school year. You o	are requesting approval for, Social, Financial, Physical, ce approved, you will receive uctivities and screenings to volces to request usement or request can also upload photos and	
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The activity will show pending review while SWWC processes your request.

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IT THE	Biometric Screenings	
	We will offer our onsite biometric screenings on Tuesday, November 5th. Employees will be able to have their cholesterol, glucose, blood pressure, BMI, and waist circumference tested. Our local Avera clinic will be doing the screenings and charges \$40/person. We anticipate 40 of our staff members will partcipate in this event, for a total of \$1600.	1
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Once approved for reimbursement, it will show completed. All reimbursements will be paid out at the end of the plan year (December for CCOGA's and June for Schools)

## REMINDERS

- Log in username/password is unique for each organization, this information is provided on your budget sheet
- A signed Letter of Agreement must be received by SWWC before a funding request can be submitted (page 9 of Live Well Packet)
- Update Coordinator Profile you can change Coordinator information/passwords

- 4. Fill out and submit a funding request
  - Include a Title of the funding request and overview of the activity. You will need to include the amount you are requesting approval for in this box as well. Domain refers to the element of Wellbeing (Purpose, Social, Financial, Physical, Community). After you've entered this information you can submit your funding request for approval.
  - An outcome, participation, receipts, invoices, proof of payment are required for reimbursement. You will need to upload your receipts and invoices in order to be reimbursed. You can also upload photos and any advertising from the event.



## DEFINITIONS

- Contract = How many health insurance contracts you had at renewal time
- \$ Per Contract = 2020-21 (Schools) and 2021 (CCOGA) the activity budget is \$30/contract, Biometric screening budget is \$40/contract
- Beginning = Total budget...activity dollars + biometric screening dollars
- Used = As you request reimbursement, the dollars that have been spent will show up here
- Remaining = After you've requested reimbursement for activities/screenings, the dollars remaining will show up here

