



A Weekly Update
For The Employees of
North Central Health Care



Pine Crest Sunset - Submitted by Zach Ziesemer

NEWS YOU CAN USE



WEEKLY CONNECTION WITH MICHAEL LOY

Soldier On

I want to again offer my sincere appreciation for all the Veterans who work for North Central Health Care and the Veterans we have the privilege to care for. All that we have as a Country is because of your sacrifices. A Soldier's sacrifice is shared as their families spend many days praying and waiting anxiously for their safe return. Sadly, many Soldiers don't return as they make the ultimate sacrifice. I wouldn't describe myself as an overly emotional guy but it gets me every time I watch videos of Soldiers surprising their families when they come home. I can feel how the Soldier and their families are giving everything they have in service to our Country. To me, that feeling is the gravity of the responsibility. Thank you again to all our Veterans, you're all heroes to me.

We've been in a war of our own sorts over the last several months with COVID. We've won many battles and lost others with some sadly passing on too soon. I want to tell all of you that we will win the war here in the coming months. It might feel like a dark winter coming, but a warm spring filled with hope follows even the most bitter of winters. That season is on the horizon for all of us. Stay the course and soldier on, we will get through this.

This is true because this is the American spirit born in the Revolutionary War. In 1777, the British were in an excellent position to stomp out our fledgling rebellion. The Battle of Saratoga, which included two significant battles in September and October, were crucial victories for General Washington's Continental Army. With winter coming, the two battles were fourteen days apart, and was a decisive victory and crucial turning point in the Revolutionary War. Despite poor odds, America ended up winning her freedom because people believed in the importance of the mission.

This week I signed a document for our organization to be a provider for the promising new COVID vaccine, and it would appear our organization is on top of the list. With what seems to only be weeks away, I implore all of you to Soldier On for a brief time more. Most importantly put on your armor by wearing a mask, maintaining your distance of 6 feet or more, washing your hands, and staying home if you're sick. Hospital capacity is low, and we need to do our part to make sure people can continue to get advanced level care when they need it. We're dangerously close, that is not an over exaggeration. We've got good odds when people do the right things while at work, but I need our team to do the right thing out in the community. We can see through this, and past it if we hunker down for the turning point.

Stay safe and make it a great day,

Covid-19 Status Report..	2
Staff Cases & Operations	
Got Kids?.....	3
Resources & Fun for NCHC Kids	
Retirement News.....	6
Announcements	
HR Insights	7
Referral Bonus & New Positions	
New Well-Being Program.....	8-10
Policy News.....	11

ADMINISTRATOR ON-CALL x4488 or 715.848.4488

In the event of Phone System Outage, reference the O:drive "On-Call Information Folder" for Schedule and Cell Phone #'s.

**Monday, Nov. 16 –
Sunday, Nov. 22**

Jarret Nickel



Shout out



Heather Schultz, MVCC

Why: Setting up Webex meetings for the nurses to help communicate during covid!!

Submitted By:
Cagney Martin





North Central Health Care COVID-19 Notification



Cases reported below are current active employee cases. All employee cases previously reported that are no longer shown below have been cleared to return to work from NCHC Employee Health and local health officials based on a review of the individual case details.

NCHC COVID-19 WEEKLY STATUS REPORT

Confidential Employee Report

Employee Cases Reported through November 13, 2020

Program	Current Active Employee Cases	Date Reported
---------	-------------------------------	---------------

New Cases

MVCC – Southshore	1	11/12
MVCC – NR, SR, SS	1	11/12
Pine Crest Maintenance	1	11/12
Pine Crest Housekeeping	1	11/12
Pine Crest Direct Care	4	11/12
Youth Hospital	1	11/12
Residential – Jelinek	1	11/11
Community Treatment Youth - Wausau	1	11/11
MVCC – Southern Reflections	1	11/10
Adult CBRF – Wausau	1	11/10
Pine Crest Food Services	2	11/9
Aquatics	1	11/9
Residential – Chadwick	2	11/9
Antigo ADS	1	11/9
Pine Crest Housekeeping	1	11/9
Pine Crest – Admin. (IP)	1	11/9
MVCC – South Shore	1	11/9
MVCC – Social Work	1	11/9
Food Services – Wausau	1	11/6
MVCC – Northern Reflections	1	11/6
Residential – Andrea	1	11/6
ADS – Antigo	1	11/6
MVCC – Lake View Heights	1	11/6
MVCC – Agency Staff	1	11/6
MVCC – Administration	1	11/6

Previously Reported

Info. Management Systems	1	11/5
Adult CBRF – Wausau	1	11/5
Patient Access – Antigo	1	11/5
Community Treatment – Youth Antigo	1	11/5
Pine Crest – Rehab	1	11/4
Pine Crest – Food Services	1	11/4
Aquatic Services	1	11/4
BHS Youth Hospital/Youth Crisis	1	11/4
BHS – Youth Hospital	1	11/3
Residential – Chadwick	1	11/2
Pine Crest Nursing	1	10/29

Total Active Employee Cases 41

Operational Status of Service Programs:

MVCC – All Units on Enhanced Precautions. Currently not accepting new admissions. Lake View Heights is currently all Covid-positive unit, 2x Weekly Testing Staff & Residents. No Outdoor, Window or Patio Visits allowed. Virtual/Compassionate Care Visits Allowed.

Pine Crest – 100, 200,300, 400, 500 and Rehab Units on Enhanced Precautions. 400 Unit is currently all Covid-positive unit. 2x Weekly Testing Staff & Residents. No Outdoor, Window or Patio Visits allowed. Virtual/Compassionate Care Visits Allowed.

BHS Adult Hospital - Open and operational. No visitation allowed.

BHS Enhanced Precautions Unit – Currently open. Positive patient in unit.

BHS Youth Hospital - Open and operational.

Crisis Center - Open and operational.

Crisis CBRF - Open and operational. No visitation allowed.

Adult Day Services – Wausau – Open and operational.

Adult Day Services – Antigo – CLOSED temporarily. Set to reopen Nov. 16.

Prevocational Services – Wausau - Open and operational.

Adult Day/Prevocational Services – Merrill - Open and operational.

Residential Services – Open and operational. No visitation allowed. Locations on enhanced precautions: Jelinek Apartments, Bissell, Andrea, Heather, Chadwick and Forest Jackson.

Lakeside Recovery – Closed. No Admissions.

Outpatient Clinics - Open and operational. TeleHealth appts. as much as possible. No in-person groups.

Community Treatment - Open and operational. TeleHealth interactions as much as possible.

Aquatic Therapy Center – Open and operational.

Adult Protective Services - Open and operational.

Clubhouse - Open and operational.

Pharmacy - Open and operational.

Transportation - Open and operational for medical, grocery and employment appt transportation for elderly and developmentally disabled.

Program Hours and Operations Online:
www.norcen.org/Covid-19



Holiday Card COLORING CONTEST

Children and grandchildren of North Central Health Care employees can submit drawings to be considered for this year's 2020 Holiday Card!

RULES:

- Drawing must relate to the theme "Happy Holidays NCHC"
- Drawing must be on an 8.5x11 white sheet of paper
- Child's name and age, along with the employee name and department/location, should be placed on the back in the lower right-hand corner of the drawing
- Child must be age 13 and younger
- One drawing per child may be entered
- Drawings should be sent via interoffice mail to Communications & Marketing: Jessica Meadows or to NCHCMarketing@norcen.org to be received by Monday, November 23.
- Submitted art can be returned upon request.



North Central Health Care
Person centered. Outcome focused.

PHOTO OF THE WEEK



Pine Crest Sunset - Submitted by Zach Ziesemer

Submit A Great Photo From Your Week!

Submit your photo and description to jmeadows@norcen.org or Text: 715.370.1547. Please indicate Photo of the Week and include your name, who/what/where of the photo and why you are submitting.

ARE YOU LOOKING FOR CHILDCARE?

We have a few child care providers who have signed up through our online signup form to provide childcare locally in Merrill and Weston. If you are looking for childcare, please view their information here: <https://bit.ly/NCHCChildCare>

All arrangements and vetting are responsibility of the parent. These providers are not affiliated with NCHC.

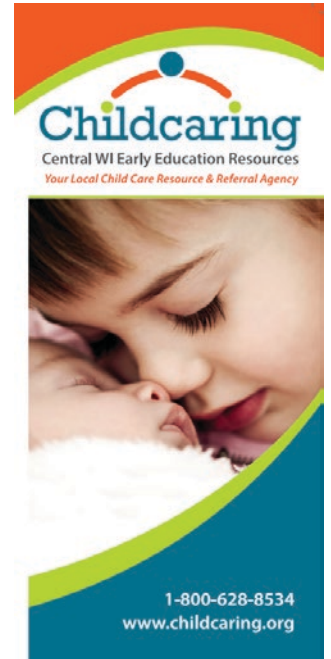
Also, Childcaring can provide free referrals to regulated child care programs within their service delivery area – 10 counties: Adams, Clark, Langlade, Lincoln, Marathon, Marquette, Portage, Taylor, Waushara, and Wood counties. Families can call our office and speak with our Referral Specialist, or simply enter their own information into our online directory (24/7): <https://childcaring.org/beta/findchildcare>

Here's the Childcaring brochure with much more information and contact info.

<https://bit.ly/3pvTnXo>



Join Our NCHC Employee Childcare Connection Group on Facebook!



1-800-628-8534
www.childcaring.org



There Is Still Time to Take Advantage of Our Fall VISA Special



Accounts opened between 10/1/2020 and 11/30/2020 will receive a special introductory rate of 0.00% APR* on retail purchases and balance transfers for 6 months from open date.

After promotional time frame expires, remaining balance will migrate to standard APR applicable on your account. *APR = Annual Percentage Rate

Apply for Your New Card Today!

Peter.Wolf@co.marathon.wi.us

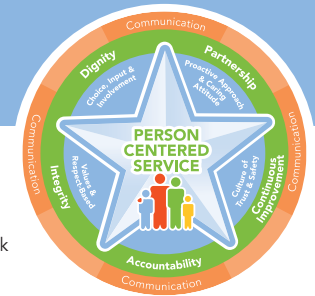
715 261-7685 • 400 East Thomas Street, Wausau, WI 54403



NORTH CENTRAL HEALTH CARE

EMPLOYEE PARTNERSHIP

Survey



BUILDING STRONG PARTNERSHIPS WITH EACH AND EVERY EMPLOYEE!

This is your opportunity to let us know what we're doing well and what we could do better. Your feedback is important to us. We will listen and we will make improvements based on your confidential response.

WHEN IS THE EMPLOYEE PARTNERSHIP SURVEY?

Offered November 11 – 25, 2020

To be successful, North Central Health Care needs to build strong partnerships with each and every employee. Beginning on November 11, each employee will be receiving a confidential survey asking for your perspective on many aspects of working here. You will receive the survey electronically by email.

This is your opportunity to let us know what we're doing well and what we could do better. Your feedback is important to us. We will listen and we will make improvements based on your confidential response. Surveys are administered by McLean & Company.

Electronic Surveys

For our survey this year, all employees will receive electronic surveys only. Please check your email and take the time to complete this survey within the 2 week time period. The link you receive in your email is your personal link and cannot be shared. All your responses are confidential and McLean & Company do not share individual responses with NCHC, just aggregate data gathered.

Reminder emails will be sent to you on November 16 and 23.

All NCHC Employees at ALL Locations! Complete Your Survey November 11 – 25



Check Your WORK Email!

ALL Employee Partnership Surveys will be ELECTRONIC and delivered via email from McLean & Company on November 11, 2020!



Complete Your Confidential Survey

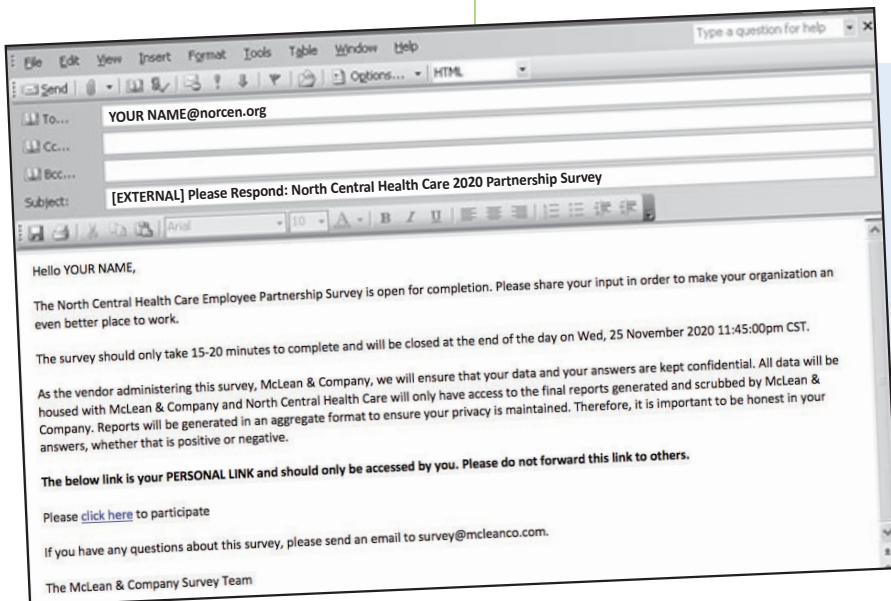
You have 2 weeks to complete your survey. The link you receive in your email is a personal link and cannot be shared. The survey should take 15-20 minutes to complete. All responses are confidential and McLean & Company does not share individual responses.



Enter to WIN!

All Employees in Departments with **85% or more** of staff completing survey by November 25 will be entered into a drawing to win their choice of Gift Cards!

If Your Department Reaches 85% by November 18, then everyone in your entire department receives **DOUBLE** entries!



Surveys will be Electronic Only and Emailed to Your @norcen.org Email Address!

This is a copy of the email that will be sent to your @norcen.org email address. It is for your use only and the link only works when clicked directly from your inbox.

Need Assistance?

If you have questions about completing the survey, logging in to check your email, or need computer access, additional computers are available to use in Human Resources and Organizational Development on the Wausau Campus or speak with your manager for available computers. Please talk with Human Resources or your manager if you need assistance or have questions.



North Central Health Care

Person centered. Outcome focused.



IT'S ALL RELATIVE

Health risks can be inherited. Family members share a lot of physical characteristics: hair color, eye color, being tall (or short). Families also share risks for certain diseases, such as heart disease. A family history does not mean you will automatically develop the same disease as your relatives, only that you could be at a greater risk. Most illnesses are not due solely to genetics.

Aspiring Women

Knowing YOUR family's health history is an important way to take charge of your own health. Being aware that you have a genetic predisposition for a disease means you can take steps to lower your risk. You might be surprised at how much lifestyle changes, such as becoming more physically active and quitting smoking, can make a difference.

Family history can be a powerful screening tool and has been referred to as the best "genetic test."

Compiling YOUR family health history

For a complete picture of your hereditary health risks, you'll want to collect information from three generations of relatives:

- Yourself and your siblings
- Your parents, aunts, uncles and cousins
- Your grandparents

Here's what you want to know:

- Any known diseases, including age at diagnosis and treatments (don't forget mental health illnesses)
- Cause of death and age at death
- Lifestyle factors, such as smoking or obesity
- Ancestry (people of certain ethnic groups are at higher risk for specific diseases)
- Other environmental factors (for example, did a relative who died young work in a job that exposed him or her to dangerous chemicals?)

Family Health History Tools

- "My Family Health Portrait" by the U.S. surgeon general's office is one of the most widely used tools. You can print the family history document or complete the form electronically. Saving the information online makes it easy to update as your family's health information changes over time. Furthermore, other family members can use the data you collect as a starting point to create their own family history.
- The Genetic Alliance (www.geneticalliance.org) offers a printable family health history questionnaire and a "Summary of Family Health History" you can share with your doctor.
- The March of Dimes (www.marchofdimes.org) also offers a printable family health history form.

Aspiring Women



DO ONE THING

Compile YOUR family history.

Fill in as much of the information as you can about yourself and your relatives on the family health history tool of your choice. Then, share the information with your doctor at your next appointment. Ask your doctor about appropriate lifestyle changes, screening tests and other preventive measures to reduce your risk for hereditary diseases.



We win when we LIVE UNITED

FOR 90 YEARS, WE'VE BEEN CHANGING LIVES.

We fund more than 30 partner programs in Marathon County and we are committed to diversity, inclusion and belonging.

WHY GIVE

- **OUR DOLLARS STAY LOCAL**
- Your gift stays in your community.
- Volunteers like you examine the needs in our community and determine the most effective solutions.

UNITED WAY MAXIMIZES THE IMPACT OF YOUR GIFT

Through matching grants, corporate, in-kind gifts and more, your gift goes further.



HEALTH

We provide funding for programs that include a strong focus on improving mental health, reducing alcohol and drug abuse and decreasing relationship violence and sexual assault.



EDUCATION

Through United Way, you help today's youth achieve their greatest potential by focusing on early learning and leadership programs.



FINANCIAL STABILITY

We ensure individuals and families have the skills and tools needed to earn, keep and grow their assets. Your generosity provides the building blocks to create a better life.

GIVE & WIN Sweepstakes

GRAND PRIZE \$5,000 CASH				
2 ND PRIZE \$3,000 CASH	3 RD PRIZE \$2,000 CASH	4 TH PRIZE \$1,000 CASH	5 TH - 10 TH PRIZE \$500 CASH EACH	
New donations and previous gifts increased by \$13 earn DOUBLE!				
GIFT ENTRIES		\$52	\$78	\$104
		2	4	6
Continue with the same gift as the previous year for standard entries.				
GIFT ENTRIES		\$52	\$78	\$104
		1	2	3

Make a donation of at least \$1 per week (\$52+ per year) during United Way of Marathon County's Campaign and you will automatically be entered into the sweepstakes.

Sweepstakes entries must be received by 5pm on December 4, 2020. Official sweepstakes rules can be found at www.unitedwaymc.org/sweepstakes.



THANKS TO OUR SWEEPSTAKES SPONSORS!



STAY IN TOUCH Sign up for the United Way newsletter at UnitedWayMC.org and join us on: [f](#) [t](#) [i](#) [l](#)

705 S. 24th Ave, Suite 400B
Wausau, WI 54401
715-848-2927



UNITED WAY WORKPLACE GIVING NCHC Campaign Has Begun

NCHC's 2020 United Way Workplace Giving Campaign has begun. Whether you live in Marathon, Lincoln or Langlade County, or another county, your gift will be delivered to the United Way of your choice, in your community. We encourage you to watch this video and learn about all the ways United Way helps 1 in 4 people in our communities.



Watch Video Online at www.norcen.org/UnitedWay

An email will be sent to all staff to your work email next week from our CEO, Michael Loy, with your personal link to contribute to the campaign. Please check your work email for this link which will expire on December 4.

With a qualifying gift of \$52 per year, you will be entered to win up to \$5,000 CASH! All contributions must be received by December 4.

If you wish to donate with a paper form, we have those too! Just visit our website at www.norcen.org/UnitedWay or contact Bo Johnson in Human Resources.

Thank you for your consideration and your contribution to United Way!



RETIREMENT NEWS Congrats to Linda Champine

Linda Champine has announced her retirement on December 10, 2020. Linda works at Riverview Towers. She has worked for NCHC for 16 years. Thank you Linda for all that you have done for NCHC and those we serve! Enjoy your upcoming retirement!

SPREAD A LITTLE HOLIDAY CHEER THIS YEAR...ADOPT A CLIENT OR RESIDENT

North Central Health Care is looking for individuals, families or organizations to "adopt a client or resident" this holiday season. Adopting is simple and rewarding. All you need to do is purchase a gift, wrap it and return it to NCHC for proper distribution for Christmas. If you would be interested in making someone's holiday brighter please reach out to the Volunteer Services Office at 715.848.4450 or volunteer@norcen.org and we will provide you with a name and the requested gift items. Thank you for considering our clients and residents! Happy Holidays.



North Central Health Care
Person centered. Outcome focused.

DONATION SUGGESTIONS

Below are donation suggestions for clients and residents of North Central Health Care. These items will directly benefit individuals and families receiving services. Donations will be delivered to Mount View Care Center, Adult Day Services, Prevocational Services, Group Homes, Community Treatment for Children and Adults, Community Corner Clubhouse, Crisis Services, Lakeside Recovery and Wausau, Merrill, Antigo and Tomahawk office clients. Items with an asterisk are most needed.

Personal Items

- Wallets and Coin Purses
- Sweat shirts or flannel shirts - all sizes
- WARM winter gloves and mittens*
- Winter caps and scarves
- Socks*
- Sweat pants* (M, L, XL, 2XL, 3XL, 4XL)
- Men's Undershirts, Underwear* - size medium and up
- Women's Underwear* - size S-4XL
- Women's fashion scarves
- Watches (slip-on type preferred)
- Costume jewelry*, necklaces especially with long chains
- Rubber soled slippers only - all sizes
- Men's belts and suspenders, caps
- Thermal Underwear
- Fleece blankets

Toiletries

- Body wash/ Bars of soap*
- Shampoo & conditioner*
- Hair accessories (brushes, barrettes, hair ties, rattail combs)
- New Make-up (lipstick, powder, blush, ChapStick, etc.)
- Men's shaving items*
- Hand Cream* - small or medium bottles only
- Deodorant*
- Nail Polish*, polish remover, cotton balls
- Toothbrushes & Toothpaste*
- Cologne* for men and women or Aftershave
- Disposable Razors* for men and women
- Feminine Napkins/Tampons
- Polygrip
- Small bottles of dish soap or bleach
- Kitchen Sponges
- Laundry detergent, pellet packs and fabric softener sheets

Paper Products

- Bibles (Large print or regular)
- Stationary (small sets) and stamps for mailing
- New greeting cards

Unique Suggestions

- Small Fans
- Sewing kits
- Anything Green Bay Packers, Badgers, Brewers, Bucks
- Cans of Soda (caffeine-free only) or juice
- Small packages of snacks, gum and candies (sugar-free or regular)
- Gift Certificates to McDonald's, Subway, Walmart, Kwik Trip, Target, etc.
- Complimentary tickets to a movie or concert
- Bus passes or tokens
- Thumb drives
- Sunglasses
- Dish Towels
- Towel sets: 1 bath towel, 1 hand towel, 2 wash cloths

Recreation/Craft

- Colored construction paper*
- New 100-300 pieces or less Puzzles or therapeutic puzzles with large pieces*
- Word Search* and Crossword Puzzle Books*
- Adult Coloring Books
- Colored pencils, markers, crayons
- Board games (Pictionary, Scrabble, Sorry, Yahtzee, Life)
- Trinkets (almost any small object) for Bingo prizes
- Inexpensive canvases (all sizes), art paint & brushes
- Glue or glue sticks*
- Tissue Paper
- Yarn
- Large Print Books - Fiction/Nonfiction
- Decks of Cards
- Pony Beads

*Items with an asterisk are most needed.

Interested in adopting a client for the holidays?

Please, contact the Volunteer Office at 715.848.4450 or volunteer@norcen.org



Thank You For Your Generous Support!

Strengthening Families & Systems Training: Building Positive Relationships with Children who have Experienced Trauma

When:

Wednesday's
9:00 a.m.-11:00 a.m.

- January 27
- February 3
- February 10
- February 17
- February 24
- March 3
- March 10
- March 17

Where:
Virtual



Please RSVP to:

Darlene Vlietstra
715-261-7542 or
Darlene.Vlietstra@co.marathon.wi.us

Objectives:

- Share information about trauma and the effects on children
- Strengthen positive relationships between children and adults
- Learn how to recognize and understand trauma reminders
- Identify emotional "hot spots" and learn strategies to help manage behaviors
- Gain knowledge and skills to become a trauma-informed advocate

Reservations Accepted Until
January 15, 2021



Flu Shots are Required by ALL Employees by November 30, 2020



NOT THE FLU!

Protect yourself.
Protect your family.
Protect those we serve.

All staff are required to participate in the NCHC influenza vaccination program, which means either a vaccination needs to be administered or NCHC must have a valid declination on file for each employee by November 30, 2020.

2 Ways to Get Your Flu Shot!

1

This year we will be partnering with the **Aspirus Employee Health & Wellness Center** to help administer vaccinations. You may call **715.843.1256** to make an appointment time that is convenient for you.

2

Also, staff in designated programs may have their vaccination administered within their programs by designated nursing staff.

Antigo Center – Kristin King
Merrill Center – Alexa Kufalk
Residential – Jenni Kessen
BHS – Sheri Lawrence & Patty Duffrin
Mount View – Connie Gliniecki & Nursing Leadership Team
Pine Crest – Destiny Lemke & Ryan Hanson



Clinic Hours:
M – W – F: 8:00 am - 4:30 pm
Tuesday: 6:30 am - 3:00 pm
Thursday: 10:00 am - 6:30 pm

Have dependents on the NCHC Health Plan?

The **Aspirus Employee Health & Wellness Center** is able to administer flu shots for spouses and dependents enrolled in the NCHC Health Plan! Call the Employee Health & Wellness Center schedule their appointment!

Questions? Contact NCHC Employee Health at 715.848.4396



HRinsights

New! Position Posting

Title: Nursing Administrative Coordinator
Status: Full Time Location: Wausau Campus
Apply Online! <https://bit.ly/35rSKG0>

The Nursing Administrative Coordinator (NAC) while on duty has the authority, responsibility, and accountability for clinical and operational outcomes on all assigned clinical units to meet regulatory requirements. The NAC assures the delivery of quality patient care and accomplishment of the goals and objectives of the NCHC system on a shift-to-shift basis. The NAC is responsible for the management and coordination of all hospital departments and personnel in the absence of direct line managers. Overall, the nursing administrative coordinator serves as an advocate for patient care, staff and the health care organization as a whole.

Qualifications - Required:

- Bachelor's Degree in Nursing earned from an accredited four year college or university academic program. Will consider Associates Degree in Nursing based on years of nurse leadership experience and education plan to obtain required credentials to support the needs of the program.
- Three or more year's progressively responsible nursing experience
- Driving requirements: Valid Wisconsin driver's license and auto coverage required by North Central Health Care. Must have use of a personal vehicle
- Professional Nurse Registration from the Wisconsin State Board of Nursing
- CPR Certification or ability to obtain within 90 days of hire.

Position Posting

Title: Residential Care Assistant
Status: Full Time Location: Wausau
Apply Online! <https://bit.ly/2GXPCbw>

The Residential Care Assistant is responsible for the general operation of a group home/supported apartment settings for adults with developmental disabilities and/or chronic mental illness.

Qualifications - Required:

- Ability to effectively communicate
- Valid Wisconsin driver's license and appropriate auto insurance coverage as required by North Central Health Care.

Position Posting

Title: Logistics Worker/Laundry Worker
Status: Part Time Location: Wausau
Apply Online! <https://bit.ly/2ly0zRS>

To provide laundry transportation services to the residents and clients of Pine Crest and MVCC in a safe and efficient manner. This position will be cross-trained so that they have the skills and knowledge to perform all Logistics positions. Hours are M/W/F 10:30 AM-6:30 PM, T/TH 4:30 PM-6:30 PM. Opportunity for more hours if a CDL is obtained.

Qualifications - Required:

- High school diploma or equivalent
- One-year experience



Do You Know of Experienced, Qualified and Reliable Candidates to Join Our Team?

Here's your chance to earn

You could earn the following REFERRAL BONUS...

When your recruit joins the NCHC Team and after you have both met the referral requirements.*



How to Apply? TEXT "Refer" to 715.598.3663 or complete the referral form located in Human Resources. Submit to Human Resources at the time your recruit applies for employment at North Central Health Care.

***Referral requirements:** Half of payment is disbursed after 6 months and the remainder after 1 year. You and your recruit must be in good standing throughout this period. *What does that mean?* No written warnings for attendance or other performance issues.

North Central Health Care offers equal opportunity in employment and in service delivery.



Referring Someone for a Job is As Simple As Sending a Text!



tidbits on benefits



ManageWell®

North Central Health Care Well-Being Program 2021

For All Employees and Health Plan Enrolled Spouses!

Earn Incentives for Taking Care of You!

Employees enrolled in an HSA Health Plan will earn an additional \$350 HSA contribution for 2022 for completing Steps 1 - 4. Employees enrolled in the Traditional Health Plan will earn a \$350 Medical Flexible Spending Account contribution for 2022 for completing Steps 1 - 4.

Spouses enrolled in an HSA Health Plan will earn an additional \$150 HSA contribution for 2022 for completing Steps 1 - 4. Spouses enrolled in the Traditional Health Plan will earn a \$150 Medical Flexible Spending Account contribution for 2022 for completing Steps 1 - 4.

Employees not on the health plan will be entered into a drawing for prizes for completing Steps 1 - 4 below.



Follow these 4 easy steps on your personal online well-being portal to earn rewards!

Step 1

Register at www.managewell.com to begin the program. Learn how to register by following #1-7 on the next page.

Step 2

Sign up and complete a biometric screening before **January 22, 2021**. Learn more on the next page under #8a-c.

Step 3

Complete the online health assessment before **January 31, 2021** after your biometric screening results have been uploaded into your account (You will receive an email notification when this is ready.)

Step 4

Earn 100 points by **October 31, 2021** by completing a variety of well-being activities shown on the next page.



How to Register for The Aspirus Well-Being Portal

Aspirus Business Health-Wellness is excited to partner with North Central Health Care to provide you with access to a new resource, www.managewell.com. This website features valuable health programs and tools as well as a central location for storing and tracking your well-being efforts.

To participate in the Well-Being program, go to the website www.managewell.com or download the Managewell 2.0 App and follow the instructions below to register. Contact Aspirus Business Health-Wellness if you have any questions.

1. Click "Sign up".
2. Enter your Unique, employer provided ID. This Unique ID is "NCHC", followed by your employee ID number. An example is: NCHC012345. Covered Spouse/Domestic Partner will add SO after this (for significant other).
3. Enter your date of birth (month, day, year), confirm your timezone and select "Continue".
4. Confirm your name.
5. Read through and accept "Terms".
6. Enter a unique and valid email address and password. Remember these for the next time you log in to the website.
7. Select "Continue" to read through "Notice Regarding Wellness Program", select "Continue to Your Portal" and it will take you to your Home/Dashboard page.
8. Choose one of these options to complete your biometric screening by January 22, 2021. Please make sure to read all the details under the option you choose below on its corresponding activity page on your well-being portal.
 - a. For an Onsite Biometric Screening - Complete the "2020 Onsite Biometric Screening Consent" then go to "Sign up for Onsite Biometric Screening Appointment" activity page to schedule your appointment at the NCHC Employee Health & Wellness Center, or Pine Crest Nursing Home.
 - b. To Use the Biometric Screening Voucher - Go to the "Biometric Screening Voucher" activity page and follow directions to print a voucher and schedule at the NCHC Employee Health & Wellness Center or another Aspirus Business Health location.
 - c. To Submit your Results from a Provider - Go to "Submit Biometric Screening Results from your Primary Care Provider (PCP)" activity page and follow directions if you have had this completed with your provider since 11/1/2019. We do not automatically get the results from your Aspirus provider, it is your responsibility to submit them to Aspirus Business Health-Wellness before January 22, 2021.

Well-Being Activities

Activity	Point Value	Bonus for NCHC Employee Health & Wellness Center Completed Service
Health Coaching (includes Care Management) (can earn up to 2 times)	15/session	
Preventative Visit with Primary Care Provider	20	15
Physical Activity Challenge	10	
Stress Management Challenge	10	
Monthly Online Educational Activity	5/month	
Online Tracker for Physical Activity Track 75 minutes of activity per week Track 150 minutes of activity per week	1/week 2/week	
Nutrition Challenge	10	
Flu Shot	5	
NCHC Sponsored Events (events added throughout the year)	5 -20/event	
Early Bird Biometrics completed prior to December 31st	15	

More information can be found on the Aspirus Well-Being Portal at www.managewell.com

**Contact Aspirus Business Health-Wellness if you have any questions or need help.
844.309.1269 | wellness@aspirus.org**



NORTH CENTRAL HEALTH CARE – BIOMETRIC SCREENING

WHERE

NCHC EMPLOYEE HEALTH & WELLNESS CENTER

HOW TO SCHEDULE

STEP 1-REGISTER

Register for the Aspirus Well-Being portal at www.managewell.com to begin the program.

Step 2- Sign up

Schedule an appointment in the portal or call 715-847-0439



DATES

NOVEMBER 18TH
NOVEMBER 25TH
DECEMBER 2ND
DECEMBER 16TH

6:00 – 9:00 am

More dates & times will be added, log into your well-being portal for more details.

INFORMATION

Please do not eat or drink for 8-10 hours before your scheduled appointment - water is encouraged. Please take any medications as prescribed. Make sure to drink plenty of water because staying hydrated will make for an easier lab draw.

NORTH CENTRAL HEALTH CARE – PINE CREST BIOMETRIC SCREENING

WHEN

November 17th, 2020

HOW TO SCHEDULE

STEP 1-REGISTER

Register for the Aspirus Well-Being portal at www.managewell.com to begin the program.

Step 2- Sign up

Schedule an appointment in the portal or call 715-847-0439



DATE

NOVEMBER 17TH
6:00 – 9:00 am

INFORMATION

Please do not eat or drink for 8-10 hours before your scheduled appointment - water is encouraged. Please take any medications as prescribed. Make sure to drink plenty of water because staying hydrated will make for an easier lab draw.

*Watch for more details and information from North Central Health Care



www.norcen.org/Millennium

NEW VIDEO!



Watch this weekly message for staff regarding the launch of the Cerner Millennium BHS electronic medical records system. This week Tom Boutain discusses the overall benefits this valuable system will have within the information services realm at NCHC.

<https://youtu.be/6oxAe1bkc8o>

Videos will be released from weekly to keep you up to date on Millennium launch progress and key information.

Check your email and the Facebook NCHC Employee Communications Group page for more updates!



Join Our NCHC Employee Communications Group on Facebook!



Accessing Policies, Procedures and Forms & PP Resources in UltiPro Learning



POLICIES ARE NOW IN ULTI PRO LEARNING

Policies, procedures, and forms can now be found in UltiPro Learning. The documents were moved into UltiPro Learning to make it easier to access and find them. This is exciting news as many people have been working since February to get this done by the October 31, 2020 deadline. Also, the team is working behind the scenes to hyperlink documents in the system for ease of finding related items. This will take some time after all documents are uploaded into the system and we ask for your patience.

Questions?

To find policies, procedures and forms please use the attached instruction sheet. If you cannot find a policy, procedure or form in UltiPro Learning please contact Kim Rantanen Day (krantanenday@norcen.org or 715-848-4422).

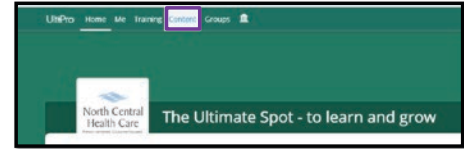
If you have any questions regarding how to locate policies, procedures, or forms in UltiPro Learning please contact Curt Matsche (kmatsche@norcen.org or 715-848-4529).

You may notice the MyPolicies icon on your computer. IMS and CCIT staff are working to remove the icon and access to MyPolicies as we have discontinued using this service.

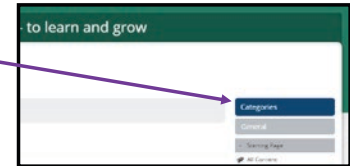
For questions about the overall migration of documents, hyperlinking, numbering, or updating/writing new policies and procedures please contact Judy Rannow (jrannow@norcen.org or 715-848-4362).



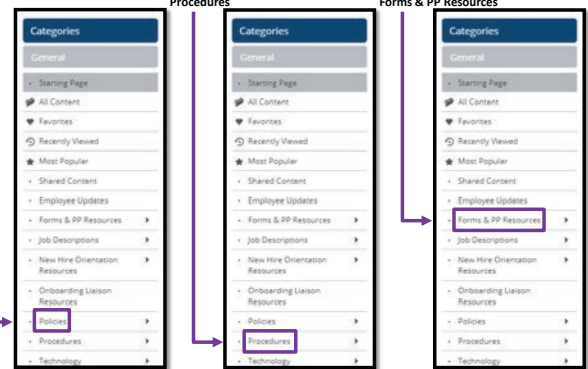
1 Log into UltiPro Learning and click on the **Content** tab at the top of the screen.



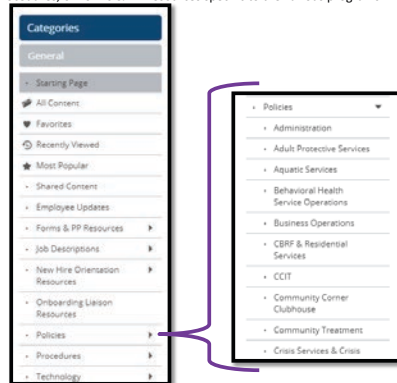
Once on the Content Screen, locate **Categories** on the right side of the screen.



2 You can scroll down the screen to locate the category type for: **Policies**, **Procedures**, or **Forms & PP Resources**

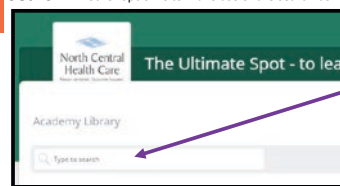


3 By clicking on the arrow to the right of the category type, you will be able to access the category subfolders of the **Policies**, **Procedures**, or **Forms & PP Resources** specific to the various programs.



You can click on any of the subfolders to view the contents and locate the document you were looking for.

4 **Search** - Another option is to make use of the search box near the top of the screen.



Type in the name of the item you are looking for, the search tool will search the entire Content Library and display your search results.

Tip: Using the search tool after you have selected a category or subcategory, will display search results contained only for that category or subcategory. (When a category or subcategory is selected, it will remain highlighted.)

