



**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT**

**Benefits Administrator Memo #14-01**

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**To:** Benefits Administrators  
**From:** State and Local Health Benefits Programs  
**CC:** All OHB  
**Date:** April 8, 2014  
**Re:** Premium Reward Program for 2014-15 Plan Year

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The Premium Reward Program will continue for the 2014-2015 plan year. The program is only available to employees, retirees and their spouses enrolled in COVA Care or COVA HealthAware. Please review the information below outlining the time limits for earning a reward for the new plan year starting July 1, 2014. The requirements have not changed—completion of an online health assessment and biometric screening.

**1. For those enrolled in either COVA Care or COVA HealthAware on July 1, 2013:**

- If participants and/or enrolled spouses are currently receiving a premium reward, the reward will continue through June 30, 2015, without any additional action, as long as their enrollment in one of the plans continues.
- If the employee and/or the enrolled spouse were eligible but did not complete one or both of these actions, they will have another opportunity to do so by May 31, 2014, to start getting the premium reward effective July 1, 2014.

**2. For those enrolled in either COVA Care or COVA HealthAware effective August 1, 2013 through March 1, 2014:**

- Participant and/or enrolled spouse can complete the two requirements by May 31, 2014, in order to start getting their premium rewards effective July 1, 2014. The reward will continue through June 30, 2015, as long as enrollment in one of the plans continues.

Note: Copies of the letters mailed to these groups outlining the requirements to obtain the premium reward for the 2014-2015 plan year were provided to the agencies with the April 2, 2014 E-News *Extra*.

**3. New COVA Care or COVA HealthAware Participants EFFECTIVE APRIL 1, 2014, THROUGH JULY 1, 2014.**

New participants effective April 1, 2014, through July 1, 2014, will have until August 31, 2014, to complete the two requirements to earn a premium reward. The effective date of the reward(s) will be based on the date the participant completes both actions.

<b>If both actions are completed by:</b>	<b>The reward will be effective:</b>
June 30, 2014	July 1, 2014
July 31, 2014	August 1, 2014
August 31, 2014	September 1, 2014

We have included a letter with this memo for your use with new hires or members added with approved QMEs during this period. Be sure to provide this letter to any employee who enrolls in COVA Care or COVA HealthAware or adds a spouse to coverage with an effective date on or before July 1, 2014.

**If these members fail to complete both requirements by August 31, 2014, they will not be eligible to receive a reward until July 1, 2015.**

Information will be included in the Spotlight for participants who enroll in COVA Care or COVA HealthAware during the Open Enrollment period for July 1, 2014.

Following are a few reminders about the required actions for the reward:

**Online Health Assessment:**

- Employees and their spouses must register separately at [www.myactivehealth.com/cova](http://www.myactivehealth.com/cova) and complete their own individual health assessment.
- Members must click the “Complete and Save” option to submit the assessment.
- They should print a copy of the confirmation for their records.

**Biometric Screening:** From the ActiveHealth Portal ([www.myactivehealth.com/cova](http://www.myactivehealth.com/cova)), members can print either:

- a biometric screening Physician Form to take to their doctor or
- a LabCorp authorization to take to a LabCorp location.

Detailed instructions are included on both forms. Biometric screening results taken from April 1, 2013 through the member’s deadline can be used to qualify for the reward.

**Both required actions must be completed and submitted to ActiveHealth Management on or before:**

- **May 31, 2014 for Groups 1 and 2**
- **August 31, 2014 for Group 3**

**If a member does not have access to the Internet, they can contact ActiveHealth Management at 1-866-938-0349 for assistance.**

**Enrollment File Transfers:**

Once the health care enrollment information is provided to ActiveHealth Management, members can go to [www.myactivehealth.com/COVA](http://www.myactivehealth.com/COVA) to register and complete the online health assessment and arrange for a biometric screening.

Enrollment information will be provided to ActiveHealth Management several times during the month; however, we will not provide prospective enrollments (suspense records) until the 24<sup>th</sup> enrollment file. The file transfer schedule is as follows:

<b>BES Keying Deadline:</b>	<b>Enrollment File to Active Health:</b>
2 <sup>nd</sup>	3 <sup>rd</sup>
9 <sup>th</sup>	10 <sup>th</sup>
16 <sup>th</sup>	17 <sup>th</sup>
23 <sup>rd</sup>	24 <sup>th</sup>

The member should be able to access the MyActiveHealth portal five business days after the file transfer date.

## Checking Status of Premium Rewards

If you have an employee who questions his/her reward status, you can see the reward (or lack of reward) on the PSB305 screen. You can now also check the status of the requirements by using the new PSBREW transaction.

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- In BES, type **PSBREW,SSN** (use employee's or spouse's SSN; the information is separate based on the SSN)
- This will result in a screen that provides the following information:
  - End Date – the date that the reward ends (or ended)
  - Beg Date – the date that the premium reward began (or will begin)
  - Amt – the amount of the premium reward
  - Activity1 – this is the date that the online health assessment was completed
  - Activity2 – this is the date that the biometric screening was completed

Remember, completion of both requirements may not result in a reward if they were not completed within a required time frame. For example, if an employee who was enrolled in COVA Care or COVA HealthAware on July 1, 2013, had a health assessment completion date of June 1, 2013, and a biometric screening completion date of March 2, 2014, he would not be receiving a reward until July 1, 2014.

If the information found at PSBREW conflicts with the information that the employee has provided to you, send a Request for Assistance to the Office of Health Benefits. We will have ActiveHealth research the employee's or spouse's records. Be sure to send any documentation to support completion of the activity.