



IC Memorandum 16-02

To: KEHP Insurance Coordinators (ICs)
From: Department of Employee Insurance (DEI)
Re: LivingWell Toolkit
Date: January 20, 2016

Commonwealth of Kentucky
Personnel Cabinet
Department of Employee Insurance
2nd Floor, State Office Building
501 High Street
Frankfort, Kentucky 40601

Website kehpn.ky.gov

The LivingWell Promise for 2016 requires planholders to complete either a HumanaVitality Health Assessment **or** a Vitality Check (biometric screening).

We are very excited to announce that we have an all new [LivingWell Toolkit](#) to help you assist your employees with completing their LivingWell Promise. The LivingWell Promise Toolkit will:

- assist you to promote HumanaVitality
- provide detailed instructions on how to host a worksite event (Vitality Check, Health Assessment or both)
- provide links to posters you can print
- list dates KEHP will communicate with members via email or snail mail
- provide much, much more.

A couple of tidbits of information to share:

- January 14 we sent the first email reminders to planholders
- January 15 we mailed the LivingWell Reminder postcard to planholders
- We are not sending out confirmation emails/snail mail this year
 - Members can obtain confirmation/verification of their Promise completion by visiting their achievement dashboard at humanavitality.com. Instructions on how to do this can be found in the general information section of the toolkit.

