



The Torch

The official newsletter for Indiana state employees

On a mission to give, state employees donate more than \$1.4 million

The State Employees' Community Campaign (SECC) is excited to announce that state employees have donated more than \$1.4 million to charities across the state and around the world during the 2015-2016 campaign. The goal was set at \$1.35 million and state employees showed their giving spirit by giving nearly \$60,000 more than the original goal. This is more than the SECC has annually raised in its nearly 40 year history.

"I couldn't be more proud to represent the heart of the 5,985 state employees who were driven to contribute during this year's campaign, said SECC chairman Brandye Hendrickson. "The impact of their generosity will be far reaching."

For more than 35 years, State Employees have contributed more than \$30 million dollars, and have sent those precious dollars to more than 1,600 nonprofit organizations all over the world. Most of these contributions have been invested in our local communities, improving the quality of life for ourselves and our neighbors.

This year's theme "On a Mission to Give" exemplifies the spirit of state

employees and the willingness to join together to get big goal accomplished. The campaign was chaired by Hendrickson, Indiana Department of Transportation Commissioner. Hendrickson kicked off the campaign in early September and is happy to be a part of a record-breaking campaign.



"I want to thank each and every employee who participated in this year's campaign," said State Personnel Director Denny Darrow. "Over the last few years, state employees have selflessly invested their hard-earned dollars in charities that will make their work stronger and sustainable. This is proof that State of Indiana employees are among our most generous and take great pride in going above and beyond to make a difference."

Together, almost 6,000 state employees donated a total of \$1,410,872 to benefit more than 1,700 charitable organizations. Of the total raised, 1,796 Champions raised

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The Torch is published monthly by the State Personnel Department and is available online at www.in.gov/spd

Got a story?

Submit your story ideas to: spdcommunications@spd.in.gov

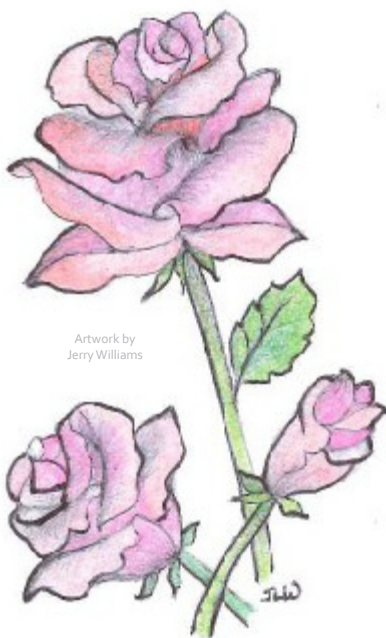
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On a mission to give, state employees... (continued)

\$920,516 or 66% of the total raised. Champions are state employees who pledge one-half hour's pay per check to make their community a better place for everyone. Of the Champions, 208 were Torchbearers and raised \$378,131 or 27 percent of the total raised. Torchbearers are individuals who commit to make a leadership contribution of \$1,000 or more to the SECC.

"The SECC agency coordinators did an incredible job and thrilled me with their enthusiasm," said Melissa Thomas, SECC Statewide Coordinator. "We couldn't run this campaign without them and they deserve a lot of credit for this success."

Agencies and coordinators will be recognized for their top levels of giving during the SECC Awards Ceremony on March 23 at the State Library.



INfreefile offers free online tax filing for Hoosiers

This year, the Indiana Department of Revenue continues to offer qualified taxpayers, including state employees, a free tax-filing service called Indiana freefile (INfreefile).



If your adjusted gross income (AGI) is less than \$62,000 or you are eligible for the earned income tax credit, you may be eligible to file federal and state taxes for free with INfreefile.

This year, five vendors provide a fast, easy and secure way to file taxes electronically. Vendors participating in INfreefile include Turbo Tax, TaxACT, 1040NOW, H&R Block and OLT Online Taxes. State employees [should visit this website](#) to see if they qualify based on the vendors' options.

Advantages to filing taxes electronically include:

- **Faster refunds** – e-filed returns are processed in 12 to 14 days, while a paper return can take up to 12 weeks.
- **More secure** – fewer people see your personal information.
- **Get more or pay less** – e-filing software may suggest to you unknown credits or deductions
- **More accurate** – e-filed returns have a two percent error rate versus 20 percent for paper returns.

If you have questions about your return, please contact the department at 317-232-2240 or individualtaxassistance@dor.in.gov.

Submit photos to the annual Historic Preservation Month photo contest

Help celebrate Indiana's bicentennial by participating in the



Division of Historic Preservation and Archaeology's (DHPA) Historic Preservation Month. Take notice of the built history of our state by heading out and getting some pictures of your favorite spots. This is a great activity for families!

Take a picture (or three) of your favorite historic resource—building, bridge, cemetery, landscape-- and send it in. It doesn't matter what it is as long as it is at least 50 years old and in Indiana.

The basic requirements are:

- Images must be 8x10 prints, mounted or matted on or with a white 11x14 matte board.
- The registration form must be attached to each photo
- Limit of three (3) photos per person

For a complete list of guidelines and the registration form, visit www.in.gov/dnr/historic/3994.htm

Photos must be submitted by **April 1, 2016**.

If you have any questions, please contact Amy Borland at aborland@dnr.in.gov.

Help & Resources

The State Personnel Department is dedicated to fill our Invest In Your Health website with a variety of resources, how to guides and more to assist with navigating HumanaVitality and qualifying for the 2017 Wellness CDHP.

Look to this box in upcoming editions for highlights of recent articles and links to helpful websites.

Connect with InvestInYourHealth

Check the Invest In Your Health website for updates, blog posts, fitness center discounts and more. Visit InvestInYourHealthIndiana.com for more information.

Information about the Upgrade 2017 initiative, including HumanaVitality and Wellness CDHP qualification, is available at InvestInYourHealthIndiana.com/Upgrade.

Need Help? Check out our [Help page](#) with resource guides, frequently asked questions and more.

Join the HumanaVitality Community

HumanaVitality also has a website specifically dedicated to frequently asked questions about the program, including how to submit information, syncing devices and much more! Check it out at community.humanavitality.com

Watch this great informational video!



Show us the return on your investment!

How are you investing in your health? Send your photos and videos to us to show how you're living a healthier lifestyle!

✉ photos@investinyourhealthindiana.com

🐦 [@INSPDBenefits](https://twitter.com/INSPDBenefits)



The State Personnel Department (SPD) is excited to announce a statewide callout for healthy activity photos and videos. Whether it's getting outside and being active in a local park or enjoying a wholesome meal, show us how you and your family live a healthy lifestyle. Your photos may be selected to use in one of the State Personnel Department's statewide communications such as the yearly calendar, newsletters or on the Invest In Your Health website.

Photo Submission Guidelines:

- Photos submitted before August, 31, 2016, will be considered for the upcoming 2017 calendar.
- Photo must be of a high-resolution quality format. If taking photos with your phone, make sure it is set on the highest resolution setting or the High Dynamic Range (HDR) setting is on.
- Include in your message: your name, agency and when and where the photo was taken. Also include a statement saying SPD can use your name if the photo is published.
- Submit photos to photos@investinyourhealthindiana.com or share them with @INSPDBenefits on Twitter.

Video Submission Guidelines:

- Videos should be recorded using your phone.

- Videos must be no longer than 60 seconds
- All videos must be recorded in landscape or horizontal format.
- All videos must be filmed with sound.
- Assistance from a professional production company is not permitted.
- By submitting a video, families/individuals give permission to the State Personnel Department to use in program promotion.
- Videos should show individuals and families making healthy lifestyle choices and/or being active.
- Submit videos to photos@investinyourhealthindiana.com or share them with @INSPDBenefits on Twitter.

By submitting a photo or video, you are granting permission to the State Personnel Department to use the photo image in various State Personnel Department and state agency publications. Videos and photos may be housed on the State Personnel Department and Invest In Your Health website and shared with other social media channels. There is no deadline to submit these to SPD.

We look forward to viewing your submissions. Also, you can always share your stories about what you've done to improve your health at Invest In Your Health too! [Send your story!](#)

Has a Health Assessment been completed for every family member?

Have you logged into HumanaVitality and taken the first step of completing a Health Assessment? Congratulations to the more than **8,000** members who have completed the Health Assessment in 2016. These individuals have taken a quick and easy step toward earning Silver Status. If you haven't completed it, mark your calendars to complete it within the next month to stay on track to earn Silver Status early in the year!

The HumanaVitality Health Assessment is a scientifically-based questionnaire that can help you evaluate how healthy you are now, determine future health risks and decide where and how to make improvements in your health if needed. Based on your answers, HumanaVitality calculates your Vitality Age, gives you access to your health results and sets goals that help you achieve and maintain health and wellness improvements. This assessment takes 20 minutes or less to complete.

Do you carry family medical insurance? For every dependent included on your insurance, follow these guidelines based on your dependent's age:

- If the dependent is age 18 or older, he/she should create their own separate account.
- If the dependent is under 18, you as the subscriber can evaluate your child's health by completing a child's health assessment for each child. On the subscriber account, scroll over to Get Healthy and click on Health Assessment.

You can see the option to begin the assessment for each child under the age of 18. Earn 200 points for a complete Child Health Assessment per child on your health plan.

Help your spouse and adult children register an account and complete the Health Assessment. You as the account holder are able to see a combined family Vitality Point and Vitality Buck total. Getting your family involved is the fastest way to reach an Earned Status of Silver and help maintain new, healthier lifestyle changes.

New Members

Once you complete the registration, you are prompted to begin the Health Assessment the first time you log into your account. Completing the Health Assessment moves you from Blue to Bronze Vitality Status and unlocks the HumanaVitality Mall.

Earn extra bonus Vitality Points for being a brand new member! Below is a breakdown of the Vitality Points you can earn:

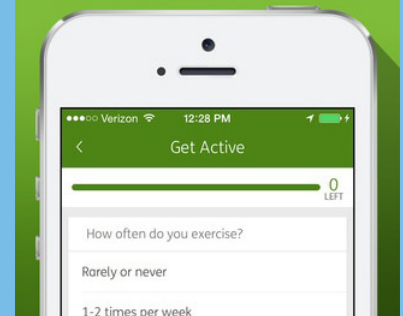
- You receive a first time, lifetime bonus of 500 bonus Vitality Points just for completing the Health Assessment.
- If you complete the Health Assessment before **March 30**, you earn an additional 250 bonus points.
- If you complete the assessment and receive all the bonuses, you collect a total of 1,250 Vitality Points.

Returning Members

Earn 500 Vitality Points for completing the Health Assessment. The Health Assessment is available to complete any time throughout the year, but why not complete it early? Ask your spouse and adult dependents (age 18 or older) to log in and complete their own Health Assessment as well. As a special bonus, 250 additional Vitality Points are added for you and your adult dependents who complete assessments before **March 30**.

Complete the Health Assessment on the go

Get started by taking a short Health Assessment.



You can also complete the Health Assessment on the mobile app! Downloading the app is easy and can help you complete the Health Assessment on the go. You also receive ten points per month just by logging into HumanaVitality from your mobile app. The free HumanaVitality app is available to download at:

- **iPhone in the App Store**
- **Android in the Google Play Store**

Self-submit information for preventive exams to HumanaVitality

A great way to earn Vitality Points is by submitting information on preventive appointments you have already completed. One example is your annual wellness visit with your primary care physician.

Vitality Check

If you have such a visit planned for the near future, ask that the Vitality Check information be collected at that same visit. During your appointment, the measurements included during the exam are the same measurements used for a Vitality Check. Double check with your doctor to ensure this information is collected: height, weight, waist circumference and blood test including: total cholesterol, HDL, LDL, triglycerides and fasting blood glucose.

- Optional: the HbA1c test is needed if it's part of your active goal to get your blood glucose in healthy range.

Plan to bring this form with you to the exam. [Follow these steps to submit this information to HumanaVitality and earn your Vitality Points.](#)

You must submit your form within 90 days of the activity to earn your qualifying Vitality Points. A completed Vitality Check earns you 2,000 Vitality Points and up to an additional 2,000 Vitality Points if your measurements are within a healthy range. [Click here to review information about 2016 carry over Vitality Points.](#)

Other preventive screenings

If you receive other preventive screenings during your annual wellness visit or at a separate appointment, you



Humana Vitality

can earn Vitality Points. Examples of qualifying preventive activities include:

- Screening pap test or pelvic exam – female, age 18+
- Mammogram – female, age 40+
- Prostate exam – male, age 40+
- Colorectal screening – female or male, age 50+
- Flu shot (includes H1N1 vaccine) – female or male, all ages
- Dental exam – female or male, all ages
- Vision exam – female or male, all ages

These activities can earn you up to 400 Vitality Points depending on what activity you complete. In order to receive the points for your preventive activities, you must submit one of the following within 90 days of the activity:

- A copy of the Explanation of Benefits with the date of service
- Visit Summary
- Receipt documenting your name, the date and service

For all health care plans offered by the state, most [preventive services](#) are

covered at 100 percent.

When the appointment is complete and appropriate proof is collected, [follow these steps to submit the information to HumanaVitality.](#) This process awards members their points in two to three business days.

Please note: You do not earn Vitality Points for preventive activities you completed prior to becoming a HumanaVitality member.

For more information about HumanaVitality, please visit investinyourhealthindiana.com/humana

Complete up to four Calculators a year

HumanaVitality calculators can help you assess and address risks, probabilities and symptoms for a number of health factors. Each calculator makes suggestions for healthier living based on your answers.

You can earn 75 Vitality Points for each calculator (up to four per year) that you complete. This is a quick way to earn big points. To access the calculators, log on to HumanaVitality and scroll over Get Healthy, click on Health and Well-Being and scroll down to More Resources.

Learn how to construct your goal of controlling your high blood pressure

Did you know of the 67 million American adults who have high blood pressure, 16 million know they have the condition and are receiving treatment, but their blood pressure still remains too high? According to the Centers for Disease Control and Prevention (CDC), there are more than two million heart attacks and strokes each year in the United States. In Indiana, almost one-third of all deaths are caused by heart disease and stroke. An estimated 13,630 Indiana residents died from heart disease during 2013, making it the leading cause of death overall. Additionally, approximately 3,061 Indiana residents died from stroke during that same year.

It's up to you to successfully manage and control your blood pressure. But it doesn't have to be a daunting task. You can take small, manageable steps to make blood pressure control your goal. Here are some tips to show you how.

Engage your health care team

Blood pressure control is a team effort. Engage all of your health care professionals — not just your primary care physician or cardiologist. Your pharmacist, nurses and other health care specialists can help you control your high blood pressure. Next time you go in for a visit, make a list of questions you want to ask your health care professional. For example:

What is my blood pressure goal?

What are the best ways to reach my goal?

- Mention what you're already

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doing to work toward control, including exercising, changing your diet or taking medications as prescribed.

- Be honest and realistic with yourself and your health care team about what lifestyle changes you're ready and not prepared to make.
- Pick one goal to start working toward. As you achieve success and build confidence, choose another goal to tackle.

Take your medications faithfully

Your health care team has put together a specific medication schedule to help control your blood pressure. You might forget to take your medicine every day, or maybe you're having trouble dealing with the side effects. Remember that your medication is important to control and maintain your blood pressure. Here are some tips to help you stick with your medication plan:

- Talk to your doctor about any medication side effects you are experiencing. If necessary, discuss other treatment options. Never stop treatment on your own.
- Make a schedule and set up a system to remind you to take

your medications regularly—use a pillbox for every pill, every day, or use smartphone “app” reminders.

- If your insurance provides mail order delivery, set it up and request a 90-day supply of medications.

Monitor your blood pressure

What's your blood pressure goal? Develop a plan to regularly check your blood pressure, not just at the doctor's office, but at home or at a pharmacy. Track your results in a log or diary to monitor your progress.

Make healthy choices

- Exercise can be a great way to help control your blood pressure. Find a safe place to walk or be more active. Increase the time and intensity of your physical activity as you progress.
- Shop for more fresh fruit, vegetables, and whole grains and fewer prepared foods with high sodium, cholesterol, saturated fat, and trans fat.
- Learn to read labels and choose foods lower in sodium. Lowering your sodium will lower your blood pressure.
- Quit smoking. There are many tools available to help you. Call 1-800-QUIT-NOW or visit Smokefree.gov for help



Indiana State
Department of Health

Thanks to the Indiana State Department of Health for this submission.

Eat your way to a healthier heart and lower your risk of heart disease

Heart disease is the number one killer of both men and women, in America. According to the CDC, About 610,000 people die of heart disease in the United States every year—that's 1 in every 4 deaths. While genetics can play a role in whether or not you develop heart disease, high blood pressure, high cholesterol, and smoking are key risk factors. Several other medical conditions and lifestyle choices can also put people at a higher risk for heart disease including, diabetes, overweight and obesity, poor diet, physical inactivity, and excessive alcohol use. So, what is the good news? You have control of several of these risk factors! Taking control of your lifestyle, by making small, measurable, and permanent changes can significantly reduce your risk.

Getting the right foods to eat, can be a great place to start. If you have never tried over-hauling your diet, start by adding, not taking away. For example, add 1-2 cups of fruits and/or vegetables with every meal. Fresh or frozen fruits and vegetables can be added to casseroles, soups, smoothies, or you even let a bowl of frozen berries thaw on your desk for a mid-morning snack. Start your lunch meal with a salad. Not only will it add veggies to your day, but it will fill you up and make you less likely to over eat the other parts of your lunch meal. At dinner, start with a caprese salad. The tomatoes and basil will add fiber and nutrients to your day, while the delicious mozzarella cheese adds some protein.

After you have added fresher fruits and vegetables to your diet for a couple of weeks, try cutting out some of the processed foods from your meals. High sodium canned soups, frozen meals, boxed foods and fast food can all have incredibly high amounts of sodium. High sodium diets have been linked to

high blood pressure or hypertension. Not only does this stress your arteries, but can also cause headaches and dizziness. On days when processed foods are your only option, drink plenty of water to allow your body to flush out some of that excess sodium.

Plant based diets have been shown to have amazing health benefits, including heart health and reduced cancer risk. Does this mean you have to become a vegetarian to enjoy these benefits? Nope, just look to make half of each meal full of whole grains, fruits and vegetables. Lean meats can easily be part of a heart healthy diet, but watch your portion sizes. Three ounces, or about the size and thickness of a woman's palm is a healthy serving of meat. Choosing the leanest cuts can also help. Bake, broil, roast or grill meats, so that you are not adding fat during cooking. Try substituting beans, peas, and lentils for meat a couple of times a week. These have the added benefit of extra fiber.

Fiber is the general name for certain carbohydrates, usually parts of vegetables, plants and grains that the body can't fully digest. While fiber isn't broken down and absorbed like nutrients, it still plays a key role in good health. There are two main types of fiber: soluble and insoluble fiber; and you should try to get both each day. Fiber has been shown to lower the risk of heart disease and plays a role in cholesterol control.

Caprese Salad

4 medium tomatoes, sliced
 1/4 cup fresh basil leaves
 1/2 pound low-fat mozzarella cheese
 Balsamic Vinaigrette (store bought or make your own):
 2 tablespoons olive oil
 2 tablespoons balsamic vinegar
 1 teaspoon ground mustard
 1/8 teaspoon salt
 1/8 teaspoon pepper

Directions:

Slice the tomatoes and cheese. Arrange the tomatoes on the bottom, cheese next and basil on top. Whisk the vinaigrette ingredients; drizzle over salad. Makes 4 servings.

Contrary to what you may have learned in the past, fats are essential to great heart health. When you use fats for cooking, choose monounsaturated fats, such as olive oil or canola oil. Avocados are also a good source of monounsaturated fat. Polyunsaturated fats, such as those found in nuts and seeds, and omega-3 fats (found in fish) are also healthy choices. Reduce your overall intake of saturated fats and trans fats (both of these are listed on the food label). Lastly, choose low-fat versions of dairy products to reduce your saturated fat intake.

Committing to small changes, allows you to make solid progress toward your goal of heart health, without being too overwhelming. Try to integrate these tips over the next six months and add a fifteen or twenty minute walk during lunch (as the weather gets nicer). Your health will improve and your heart will thank you!

Thank you to Christy Tunnell, MBA, RD, CD, President of the Indiana Academy of Nutrition and Dietetics for this submission.



Applying for retirement benefits can be as easy as following three steps

Applying for retirement benefits with INPRS can be done in three simple steps.



Step 1: Attend a Free Workshop

If you're within two years of retiring, INPRS encourages you to sign up for one of its free retirement benefit workshops. They are hosted all around the state. In these workshops, you'll receive:

- Information to help budget for retirement;
- A personal benefit estimate;
- More details on the retirement process;
- Step-by-step instructions for the INPRS retirement application;
- Information about working after retirement; and
- Answers to your retirement questions.
- You can sign up for an upcoming retirement benefit workshop [here](#).

Step 2: Set a Retirement Date

Your last day at work is NOT your retirement date. Once you've decided what your last day at work will be, the retirement date will be the first day of the month after that last day.

Deciding when to retire is a very personal decision. INPRS recommends you take into consideration what sort of lifestyle you want to live after retirement and what type of expenses

you will have (healthcare costs, utilities, food, etc.) You should also identify additional sources of income such as savings accounts, Social Security benefits, and interest from other investments. Talk to a financial planner to help determine what you might need in retirement.

Step 3: Fill out the Application

Use the online application. It's available on the INPRS secure website. The online retirement application allows you to submit your application sooner than if done through the mail. It also reduces the likelihood of application errors.

A hard copy of the retirement application is available [here](#). It's seven pages long and includes a checklist of information and documents needed in order to complete the application. A step-by-step video guide is available on the INPRS YouTube channel.

Two key tips to keep in mind:

- Your retirement date can't be more than six months from the date of their application.
- Once an application is complete and turned into us, no changes may be made. Your retirement elections are final.

Making the decision to retire is a huge milestone in a person's life. INPRS wants to help you reach that goal. Please feel to contact them with questions at (888) 286-3544.



Commemorative Bicentennial Medal available for purchase

To honor Indiana's 200th anniversary of statehood, the Indiana Bicentennial Commission is proud to present a special memento of this singular moment in our state's history.

Following the tradition of the Centennial and Sesquicentennial medals, the Bicentennial Medal was designed by an Indiana artist. It was also minted and packaged in boxes made in Indiana.



This design was chosen from nearly 100 submissions during the summer of 2015. The Indiana Arts Commission conducted the selection process, using the talents of six independent judges.

According to the artist, Donna Weaver of Switzerland County, the design is a page illustrating Indiana's formative history (including the first capitol at Corydon) which seems to be turned back revealing what the state has become; our industry, monuments, involvement in medical research, leisure activity and the fine State House in Indianapolis.

"I designed and sculpted coins and medals for the United States Mint in Philadelphia for five and a half years," Weaver said. "I have over 70 designs to my credit. A sample of my work is probably in your pocket...look at the new nickel. That is my sculpting work."

The medals are made possible by the generous sponsorship of the Indiana Bankers Association. [You can order the medal by clicking here.](#)

Family applications for August 2016 are now being accepted for On My Way Pre-K in five pilot counties

Indiana's Office of Early Childhood and Out-of-School Learning (OECOSL) is now accepting applications from families in the five pilot counties who may be eligible for grants for their children to receive high-quality, prekindergarten education through the On My Way Pre-K program starting in August of 2016.

Families residing in Allen, Jackson, Lake and Vanderburgh Counties must meet the following eligibility criteria to apply:

- The family must have an income below 127 percent of the federal poverty level.
- The child must be four years old by August 1, 2016, and starting kindergarten in August 2017.

In Marion County, the same criteria apply as those listed above. However, the City of Indianapolis is providing additional funding in Marion County through its Indy Preschool Scholarship Program (Indy PSP). And while families can apply to Indy PSP and On My Way Pre-K using a single application, the Indy PSP funding will add eligibility in Marion County for children who are 3 years old and are from families living at or below 185 percent of the Federal Poverty Level.

It is important to note that first priority will be given to children from families living at or below 127 percent of the Federal Poverty Level for On My Way Pre-K.

Once a child has received a grant, families in all five counties will choose from any of the eligible, enrolled On My Way Pre-K programs. OECOSL has enrolled 225 On My Way Pre-K providers in the five pilot counties, and the application process is ongoing. In

order to qualify, the program must be top-ranked at level 3 or level 4 on Paths to QUALITY or be accredited by an approved national or regional accrediting body ([Click here for details on provider eligibility](#)).

Applications will be accepted until March 25, 2016. If more families qualify than there are grants available, awards will be made through a randomized lottery process. This lottery will be held on or around March 28, 2016, and families will be notified if they receive a grant.

Approved pre-K programs may be located in a public or private school, licensed child care center, licensed home or registered ministry as long as that program meets the quality requirements and is registered as an On My Way Pre-K Provider. Families may choose from a program that is full-day or part-day, as well as from programs that end with the school year or continue through the summer. A list of approved pre-K providers can be found here. Families who need help finding an approved pre-K program can also call 1-800-299-1627 for assistance from an early learning referral specialist.

- To apply in Allen County, [click here](#).
- To apply in Jackson County, [click here](#).
- To apply in Lake County, [click here](#).
- To apply in Marion County, [click here](#).
- To apply in Vanderburgh County, [click here](#).



More than 2,300 children who will begin kindergarten in August of 2016 are currently participating in the first full year of On My Way Pre-K, which began in Allen, Jackson, Lake, Marion and Vanderburgh counties in August of this 2015. Previously, 400 children participated in the first cohort of the program, from January through June of 2015.

On My Way Pre-K is the name of Indiana's first state-funded prekindergarten program, which was approved as a five-county pilot by the Indiana General Assembly in 2014. For more information, visit onmywayprek.org.

The Indy Preschool Scholarship Program (Indy PSP) is the City of Indianapolis's first ever preschool program that provides free scholarships for children from low-income families to attend quality preschools. Indy PSP is partnering with On My Way Pre-K to expand access to preschool for families in Marion County. The United Way of Central Indiana will provide program administration support by managing the application, outreach, and evaluation processes. Visit www.indypsp.org for more information.