



News and information from the Iowa Department of Administrative Services, Human Resources Enterprise

# HREXPRESS

April 2019

Risk & Benefits Management

Organizational Performance

Employment Services

## Group Insurance

### Get Better Outcomes with Blue Distinction® Specialty Care

When you need to get specialized care, like surgery or a transplant, where you choose to go can have an impact on your outcomes and overall costs. The best place to get higher quality, more affordable care is at a Blue Distinction® Center.

Blue Distinction Centers are facilities that provide a high level of expertise in specialized care. These facilities are recognized by the Blue Cross® Blue Shield® Association's Blue Distinction® Specialty Care program, and have demonstrated expertise in ten key areas: bariatric (weight-loss) surgery, cancer care, cardiac care, cellular immunotherapy, fertility care, gene therapy, knee and hip replacement, maternity care, spine surgery, and transplants.

Within the Blue Distinction Specialty Care program, there are two designations: facilities with the Blue Distinction Center designation are recognized for their expertise in delivering specialty care, and those with the Blue Distinction Center+ designation are recognized for delivering cost-efficient, expert specialty care.

#### Why choose a Blue Distinction Center?

Blue Distinction Centers continually show better outcomes, including fewer complications and lower readmission rates, and Blue Distinction Center+ facilities are more cost-efficient. Blue Distinction Centers are a great option for anyone who needs specialized care.

To find one of these facilities, go to [Wellmark.com/Finder](https://Wellmark.com/Finder) and click on Find a Blue Distinction Center.

If you have questions or want to learn more about Blue Distinction Specialty Care, contact Wellmark customer service at 800-622-0043.

## Retirement Savings

### Provider Name Change

In mid-March, VALIC (one of the four Retirement Investors' Club (RIC) investment providers) officially changed its name from VALIC to AIG Retirement Services. To learn more about the Retirement Investors' Club (RIC), click [here](#).

### Who Gets Your Money Upon Your Death?

When you sign up for a retirement account (RIC 457/401a, 401k, IRA, 403b, etc.), pension benefit (IPERS), or a life insurance policy, you designate a beneficiary to receive the money upon your death.

Marriage, divorce, the birth of a child, and the passing of a loved one are just some of the significant life events that may affect your beneficiary information. When such an event occurs, it's important to update the beneficiary information on all of your accounts.

To update your beneficiaries, all you need is basic information including:

- Full legal name of person or entity.
- Full address.
- Telephone number.
- Social Security or identification number (if it's for an entity other than a person).
- Date of birth.

Type of account	Review current beneficiaries	Change beneficiaries
Horace Mann 457/401a	<a href="#">Log in</a> or call 877-602-1870	<a href="#">Designation of Beneficiary Form</a>
MassMutual 457/401a	Call 800-743-5274	<a href="#">Beneficiary Designation Form</a>
VALIC (AIG) 457/401a	<a href="#">Log in</a> or call 800-945-6763	<a href="#">Beneficiary Designation Form</a>
Voya 457/401a	<a href="#">Log in</a> or call 800-584-6001	<a href="#">Beneficiary Designation Form</a>
Life Insurance: (Standard Group Life Ins.)	Review and change beneficiaries online in <a href="#">IowaBenefits</a> . For help, contact your <a href="#">Human Resources Associate</a> .	
IPERS:	<a href="#">Log in</a> or call 800-622-3849	<a href="#">Beneficiary Designation Form</a>

The bottom line is you work hard to save and do the right thing for yourself and your loved ones. Make sure you take the extra step to designate your beneficiaries and keep them current on all your financial accounts.

#### Not Yet Saving In RIC?

The Retirement Investors' Club (RIC) provides State of Iowa employees the opportunity to automatically save toward retirement through payroll deduction. You may contribute as little as \$25 per month. The State matches your contributions up to \$75 per month which gives you an extra \$900 per year toward future income needs. Enrollment options are available [here](#).

## Other Benefits

### April 15 Deadline for 2018 Flexible Spending Account (FSA)

April 15, 2019, is the deadline to file dependent care claims incurred from January 1, 2018, through March 15, 2019, and for health claims incurred from January 1, 2018, through December 31, 2018.

You may submit claim requests and supporting documents to ASI, the State's third-party FSA administrator, in one of the following ways:

- Mobile app. Please note, your login is case sensitive.
- Online. Log into your ASI account [here](#) and attach a pdf version of your supporting documentation to your claim request.
- Fax a claim form and supporting documentation to 877-879-9038.
- Mail your claim to ASIFlex, P.O. Box 6044, Columbia, MO 65205-6044.

Access [claim forms](#) online and read more about [submitting claim forms](#) on the DAS website today.

## **Employee Assistance Program - Help Dealing with Life Challenges**

The State recognizes the importance of providing a confidential resource to help you and your eligible family members deal with the challenges life sends your way. The Employee Assistance Program (EAP) offers services designed to help you before problems begin to interfere with your job performance.

EAP services are provided by KEPERO, a nationwide health care management company. You can reach KEPERO at 800-833-3031 or [www.EAPHelplink.com](http://www.EAPHelplink.com) (Company Code: IOWA).

KEPRO counseling services are confidential within strict legal limits.

Problems for which KEPERO can provide help include:

- Alcohol or other drug abuse.
- Career struggles/job burnout.
- Death/dying issues.
- Financial consultation (budgeting/investing).
- Health or stress concerns.
- Interpersonal conflicts.
- Marriage or family problems.
- Legal concerns (personal, non-employment related).
- Workplace conflicts.

There is no charge for services provided by KEPERO.

KEPRO services are intended to be short-term in nature, therefore counseling services are limited to three sessions with a KEPERO counselor per incident. If a KEPERO counselor refers you elsewhere, those providers may charge for their services. In these cases, however, KEPERO counselors will work with you to identify affordable resources that may be partially covered by your health insurance.

## **Employee Assistance Program (EAP) Online Seminars**

KEPRO, the State's provider of EAP services, offers on-demand monthly online seminars covering various topics. Seminars may be found online [here](#). Use the company code: IOWA.

Online seminars are an interactive learning experience you can view at your convenience.

### **Starting April 16**

#### **“Understanding Resilience”**

Delve into techniques for becoming more resilient and understand the first step is acknowledging one's own feelings.

### **Starting May 21**

#### **“Healthy Mind Toolkit”**

Learn practices for restful sleep, balanced nutrition, healthy relationships, regular mindfulness practice, and more, as practical tools in your “healthy mind toolkit”.

EAP also offers confidential resources to help State employees and eligible family members address challenges which may impact job performance, affect well-being, and take a toll on overall health. EAP services are provided at no cost to employees and eligible family members.

For more information and additional resources, visit the [DAS Employee Assistance webpage](#).

# DAS Education

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## Benefit Education Presentations: Register Now!

Make the best use of your State of Iowa benefits with benefit education opportunities offered by DAS-HRE staff. The presentations are webcasts, unless otherwise noted, and you may attend online from your computer or other Internet-enabled device. Be sure to check with your supervisor to ensure your agency's staffing and scheduling allow you to participate on work time and on a State computer.

Sign-up for these important webinars [here](#).

### April 2019

April 9	1:00 - 2:00 pm	RIC Deferred Compensation Introduction and Enrollment
April 10	9:00 - 10:00 am	Understanding your Health Insurance Benefits
April 11	1:00 - 2:00 pm	Continuing Benefits at Retirement: Part 1 BEFORE Medicare-Eligibility
April 16	9:00 - 10:00 am	RIC Deferred Compensation Ready to Retire and Take Income
April 17	2:00 - 3:00 pm	Continuing Benefits at Retirement: Part 2 AFTER Medicare-Eligibility

### May 2019

May 14	9:00 - 10:00 a.m.	RIC Deferred Compensation Introduction and Enrollment
May 16	11:00 am - Noon	Continuing Benefits at Retirement: Part 1 BEFORE Medicare-Eligibility
May 22	1:00 - 2:00 p.m.	RIC Deferred Compensation Ready to Retire and Take Income
May 23	9:00 - 10:00 a.m.	Continuing Benefits at Retirement: Part 2 AFTER Medicare-Eligibility
May 29	12:00 - 1:00 p.m.	Understanding your Health Insurance Benefits

The [presentation schedule](#) for the first half of 2019 is available on the DAS website.

## Keep Your Work/People Skills Up To Date with PDS Training

Keeping your skills up to date in the workplace is important for your personal and professional growth. State of Iowa Performance & Development Solutions (PDS) presents informative seminars and programs for State employees at all levels, including those who are new to State Government, supervisory staff, executive management, and professional/technical staff.

Some classes will have a fee for attendance, while many courses are included at no additional cost as part of your agency's training utility fee. Browse through the [website](#) and read details in the [FY19 Course Catalog](#).

Enrollment is easy. You'll need to complete the [course registration form](#) and include the appropriate approval signatures. Once completed, return the form to your departmental Training Liaison. Contact information for Training Liaisons may be found [here](#) or, if your organization does not have a Training Liaison, you may submit your registration form directly to [PDS@iowa.gov](mailto:PDS@iowa.gov).

### May 2019

May 1	Emotional Intelligence – (MTS EI 201)
May 2	Managing Conflict & Resistance in the Workplace – (MTS GI 165)
May 2	Listening the Forgotten Skill – (MTS GI 003)
May 7	Discipline, Grievance & the Merit System – (MTS NC 903)
May 7	Diversity Training for Employees (½-day class) – (MTS GI 450)
May 8	Project Management Fundamentals – (MTS PT 123)
May 9	Developing Employees – (MTS DE 101)
May 10	Enhancing Team Membership – (MTS TM 001)
May 14	Managing Your Time & Priorities – (MTS GI 090)

May 14-15	Crucial Conversations (2-day class) - (MTS CC 101) **JUST ADDED**
May 16	Advanced Principles of Communication – Part 1 Authenticity – (MTS AU 001)
May 16	Contract Administration – (MTS CP 514)
May 20	Strategic Planning & Systems Thinking – (MTS ST 001)
May 21	Investigating Employee Misconduct – (MTS NC 118)
May 21	Introduction to State Procurement (½-day class) – (MTS SP 001)
May 22	Professional Impact - (MTS GI 084)
May 22	Crucial Accountability – (MTS CA 201)
May 23	Diversity Training for Managers - (MTS GI 400)
May 28	Advanced Procurement Certification (MTS AP 001)
May 28	Fundamentals of Supervision (MTS NC 151)
May 31	Shaping Effective & Engaged Teams (MTS ET 001)

**June 2019**

June 4	Performance Evaluation – (MTS NC 401)
June 4	The Servant Leader – (MTS SL 001)
June 5	From Interview to Hire – (MTS NC 301)
June 6	Ethical Issues in Today's Workplace (1/2 day class) – (MTS PT 992)
June 6	Advanced Principles of Communication – Part 2 Coaching – (MTS AU 002)
June 11	Diversity Training for Employees (1/2 day class) – (MTS GI 450)
June 12-13	Human Relations Skills (2 day class) – (MTS SC 203)
June 18-19	Crucial Conversations (2 day class) - (MTS CC 101)

Please feel free to print a copy of this month's newsletter to share with co-workers.

"HRExpress" is a bi-monthly publication for State of Iowa employees.

If you have questions or suggestions for future content, please contact us at [hrexpress@iowa.gov](mailto:hrexpress@iowa.gov)