



## ALEX, FY22 Decision Guide, and other Open Enrollment Resources

Open Enrollment is the one chance during the plan year for you to make changes to your benefits without having a qualified family status change. With all the changes coming to the health plan in FY22, making the right decision for you and your family is more important than ever. **Because your past elections will not roll over, you must participate in open enrollment this year.** That is why we are working to provide you with all the knowledge prior to Open Enrollment (May 3 – 17, 2021).

- **ALEX** will be returning to the BHR website at the end of this month. This easy-to-use, interactive decision support tool will help you decide which Health Plan and flexible benefits are right for you and your family. All you have to do is log on and respond to ALEX's questions. An email will go out when ALEX is ready.
- The **FY22 Decision Guide & Reference Manual** is under construction and will be available in mid-April. While the guide will be distributed digitally on the BHR website, printed copies will also be available upon request.
- **Health Plan Presentations** are currently underway both virtually and in-person across the state. These sessions have been staggered throughout the month at different times during the day, and even offered one weekend session, in order to provide you with the flexibility to get the information you need to make the best decision possible for you and your family.
- The **New Plans Page** has all the latest information for you, including updated FAQs, videos, and other important documents on plan design changes.

## HSA Tax Documents Needed Before Filing Your Federal Tax Return

If you're enrolled in the High Deductible Health Plan with an HSA, you will need certain documents when filing your taxes. Contributions and withdrawals associated with your HSA must be reported when you complete your 2020 tax return.

Discovery Benefits does not mail out tax documentation, but you can get what you need in their employee portal on the **Discovery Benefits website**. You may need the following forms:

- **Form 1099-SA:** This form records all distributions from an HSA during the tax year.
- **Form 8889:** This is the form individuals use to report any withdrawals or contributions (both self-contributed or employer-contributed) during the tax year. This form should be attached to your completed 1040.
- **Form 5498-SA:** This form reports contributions to your HSA. It is not filed with your tax returns but can be kept for your own records.

Questions? Contact Discovery Benefits at **866.451.3399**, email at [customerservice@discoverybenefits.com](mailto:customerservice@discoverybenefits.com), or log in by going to **DiscoveryBenefits.com**, clicking Login, and selecting HSA, FSA, HRA & Commuter Login. There is also a live chat option on the website, if you have additional questions.

Please Note: Discovery Benefits will soon be changing to WEX.



## EAP Online Seminar: Setting Goals for Your Future

**Setting Goals for Your Future:** Learn how to strategically set short-term and long-term goals to help you succeed in all areas of your life.

This seminar is available for viewing any time during the month of March. To view this and other online seminars, visit **EAPHelpLink.com** (company code: South Dakota).

## Last Chance to Earn Your \$500 Incentive

In addition to providing you with an accurate snapshot of your health, completing a health screening can help you earn the \$500 incentive. You and your covered spouse (if applicable) must each complete your health screening to qualify for the employee incentive. Congratulations email messages have been sent to each employee that has earned the incentive.

If you did not participate in one of the events that were offered between July 2020 and January 2021, you can schedule an annual wellness preventive exam with your primary health care provider, complete the **health care provider form** with your physician, follow the instructions on the form and submit to Total Wellness by April 1, 2021.

**The incentive will be based on the health plan you select during open enrollment in May:**

- **Low Deductible Health Plan** - receive a reimbursement of up to \$500 in a Health Reimbursement Account (HRA) to offset costs during the plan year.
- **High Deductible Health Plan** - receive a contribution of \$500 into a Health Savings Account (HSA), if eligible based on IRS rules. If you do not qualify for the HSA, you can choose one of the Low Deductible Health Plans and receive the HRA or choose a High Deductible Health Plan and decline the HSA.

If you and your covered spouse (if applicable) have not already completed a health screening and wish to earn the employee incentive, visit **benefit.staywell.com** to get started. Contact the StayWell HelpLine at **1.800.721.2749** or **SOSDwellness@staywell.com** with questions.

## Get Motivated with Monthly E-Learning Sessions

The latest beneFIT well-being educational session, Diets, opened March 1. The goal of this session: Use the Mediterranean, DASH, or another healthy eating plan that emphasizes eating five or more servings of fruits and vegetables per day for at least six days throughout the month of March.

In this monthly session, you will learn the difference between several evidence based eating plans and what they can do for you. Participants will also learn how to identify healthy nutrition plans and follow tips for lifelong success.

Go to **benefit.staywell.com** and get started. If you haven't created a new account since July, you'll need to do that. After you create an account, you can then complete sessions online or use the My StayWell app. Search for "My StayWell" in the App Store or on Google Play.

Questions? Contact the StayWell HelpLine at **1.800.721.2749** or **SOSDwellness@staywell.com**.



## Take Advantage of Preventive Cancer Screenings

The best way to fight any serious illness is to catch and fight it early. The health plan provides several preventive cancer screenings to all members. These screenings are available to you at no additional cost.

General screenings are available to members regardless of age. Others are available to members after ages 40 and 50. A full list of covered preventive services is available on the **Benefits website**.

If you have additional questions about these and other preventive screenings, please contact a member of the Benefits team at **605.773.6027**.



### Training Tuesdays - March 16

Join us for the next Training Tuesday on March 16 for a session on **Customer Service** with guest speaker Laurie Guest. Built around her latest book, *The 10¢ Decision*, Laurie's keynote presentation features real-world stories, spot-on examples and actionable insights into immediately improving your customer service delivery.

These virtual presentations will be held the third Tuesday of each month at 10:00 a.m. CT, and will cost \$30 per person.

#### Upcoming Training Tuesdays:

**April 20** – Mental Health  
**May 18** – Stress Management

[Click here to Register.](#)



### Leadership IQ Online Masterclasses

Twenty new online masterclasses designed for leaders at all levels from Leadership IQ are now available. This month's featured classes include:

**Seven Psychological Secrets of Great Customer Service** – Oftentimes customer service is subpar because companies don't understand the psychology of their customers. This 1-hour masterclass will teach you a new generation of techniques from psychology, decision sciences and behavioral economics.

**Do More Coaching and Less Managing** – Most likely, the best leaders you've ever had did much more "coaching" than "managing." Instead, they listened to your ideas, challenged you to learn and grow, served as your sounding board, and took the time to discover what really makes you tick.

**Enhancing Your Emotional Intelligence** – Emotional intelligence is more predictive of leadership success than raw brains or years of experience. Each participant will receive the 20-question Emotional Intelligence assessment to measure your current Emotional Intelligence and identify opportunities for further development.

[Click here to view all masterclasses from Leadership IQ.](#)

### 2021 Agents of Change Conference

This year's conference theme is *Adapting To and Anticipating Change*. In addition to an exciting presentation from keynote speaker Amy Leneker, participants will have the opportunity to attend multiple sessions dealing with Lean concepts and continuous improvement methods. The goal of this conference is to show how these methods can help you adapt to and anticipate changes in your department.

**Date:** April 20 – 22, 2021  
**Location:** Virtual – Zoom  
**Cost:** Free!

A list of all sessions is available on the BHR website.  
[Click here to register.](#)



### 2021 Administrative Professionals Day

The 2021 Administrative Professionals Day celebration is going virtual this year. All Administrative Professionals are invited to join us for a two-part series geared toward education and motivation for the State's front-line employees.

After an extremely challenging year both personally and professionally, this two-part series will not only educate attendees but will also entertain and guide them to understanding how to venture through the next phase of this pandemic life with confidence.

**Date:** April 15, 2021  
**Location:** Virtual – Zoom  
**Cost:** \$50

[Click here to register.](#)



### Register for Spring Training Classes

New virtual and in-person training opportunities are now available on the Master Training Calendar. Please visit the BHR Website to learn more or register.

#### Upcoming classes include:

Time Management: Focusing in an Unfocused World (Virtual)  
March 18, 9:30 a.m. - Noon, CT

Communication Counts (Virtual)  
April 1, 9:30 a.m. - Noon, CT

Interview & Selection (In-person)  
March 23, Pierre, 9:00 a.m. - Noon  
April 13, Sioux Falls, 9:00 a.m. - Noon

Documenting Discipline (In-Person)  
March 23, Pierre, 1:00 p.m. - 4:00 p.m.  
April 13, Sioux Falls, 1:00 p.m. - 4:00 p.m.

Effective Writing (In-Person)  
March 10, Rapid City, 9:00 a.m. - 4:00 p.m.  
March 24, Pierre, 9:00 a.m. - 4:00 p.m.  
April 14, Sioux Falls, 9:00 a.m. - 4:00 p.m.

### Microsoft Classes Available for March

The Bureau of Human Resources and the Bureau of Information and Telecommunications have teamed up to offer free virtual training classes on several Microsoft 365 applications.

#### Upcoming classes for February and March:

- **Advanced Teams Tips and Tricks** – March 10
- **Live Events for Organizers** – March 11
- **Power BI** – March 16 & 18
- **Microsoft OneNote L200** – March 24
- **Power Automate** – March 25 & 30



Classes range from 60 to 90 minutes, and will be presented through Microsoft Teams. [Click here to register.](#)