#### Memorandum City of Lawrence Administrative Services Department

- TO: David L. Corliss, City Manager
- FROM: Lori Carnahan, Human Resources Manager Michelle Spreer, Benefits Specialist Ryann Pem, Recruitment Specialist
- CC: Cynthia Boecker, Assistant City Manager Diane Stoddard, Assistant City Manager Jonathan Douglass, Assistant to the City Manager
- DATE: September 30, 2009
- **RE:** Eligibility Requirements to Receive Employee Contribution Discounts for Health Care Plan
  - Employee Contribution Discounts for Health Care Plan. During the September 8, 2009 City Commission Meeting, the City Commission voted to approve the Healthcare Committee's recommendations for the employee healthcare plan for 2010. They asked to see a detailed outline for the recommendation by the City Manager for employees to:
    - i. Complete a Health Risk Assessment (HRA)
    - ii. Sign a document in which they will attest that they are non-tobacco users.

in exchange for an opportunity to receive an employee contribution discount for the Health Care Plan. The City Commission asked that more information be provided to them about the HRAs and the non-tobacco use document, and that a plan to provide employees with resources to quit smoking be established. In addition to the program proposed for employees with dependent coverage any employee participating in the health care plan (including those that have individual coverage only) who completes both the HRA and signs the non-tobacco use document will be entered into a drawing.

II. <u>Health Risk Assessment (HRA)</u>. HRAs have been available to city employees around Open Enrollment for over 10 years. CIGNA's wellness program includes administration of HRAs. The HRAs will be administered to City of Lawrence employees electronically, and the results will be stored electronically by Cigna under HIPAA compliant procedures. As part of the HRA, employees are asked to list several biometric items including their height, weight, waist circumference, blood pressure, cholesterol levels and their HDL cholesterol level. CIGNA will also make arrangements to ensure that our employees receive their biometric screenings. The estimated cost for these services to the City of Lawrence would be \$42 per person, and the funds would come out of the City of Lawrence Healthcare Plan. Employees would also be allowed to bring their biometric information that they received from a

health care provider anytime in 2009. Please see Attachment A for a copy of the HRA that City of Lawrence employees will be asked to complete.

III. <u>Non-Tobacco Use Declaration.</u> In addition to completing the HRA, City of Lawrence employees will also be asked to complete a Non-Tobacco Use Declaration by December 4, 2009 or enroll in the Cigna Quit Today® Tobacco Cessation Program, by January 6, 2010, (see attachment B) if they want to receive the employee contribution discount for the healthcare plan.

By signing this, employees declare that they will be tobacco free for all of 2010 or have enrolled in the Cigna Quit Today® Tobacco Cessation Program. However, employees will have two other opportunities to declare that they are tobacco free should they cease using tobacco products or enroll in the tobacco cessation program after January 2010:

<i>Deadline for completion of HRA (including biometric screening)</i>	<i>Deadline for signing Non-Tobacco Declaration</i>	OR	Deadline for enrollment in Cigna Quit Today ®	<i>Effective Paycheck Date</i>	
December 4, 2009	December 4, 2009		January 6, 2010	January 22, 2010	
March 5, 2010	March 5, 2010		March 5, 2010	March 19, 2010	
May 28, 2010	May 28, 2010		May 28, 2010	June 11, 2010	

- IV. <u>Resources to cease using tobacco products.</u> There are several resources that will be provided to City of Lawrence employees to assist them if they attempt to cease tobacco use. This information may be presented to employees during open enrollment, and will also be included on the City of Lawrence Intranet. Resources include but are not limited to:
  - i. **CIGNA Quit Today Program** CIGNA offers this tobacco cessation program at no cost to those participating in the health care plan that may be interested in receiving assistance as they try to cease tobacco usage. This program has both an online program and a telephone program. Those that enroll in this program will receive tobacco cessation gum or the patch for free for up to 6 weeks. They will also be given a helpful workbook that will provide them with useful information on how to make a plan to stop using tobacco products, special concerns, and various other information on the consequences of tobacco use. See Attachment C for an example of a welcome letter that participates would receive if they signed up for the Cigna Quit Today® Tobacco Cessation Program. Smoking Cessation Program and workbook.
  - ii. Lawrence Memorial Hospital Connect Care Classes-Lawrence Memorial Hospital offers free classes that are designed to provide information and support to those that are seriously considering stopping smoking. Classes are held at LMH, or may also be held on

site here at the City of Lawrence. LMH does require that there are at least 5 employees signed up to attend in order to have an on-site smoking cessation class. Please see Attachment D that was provided to the City of Lawrence regarding the LMH Connect Care Quitting Smoking Class.

- iii. Medtrak Pharmacy Services-Covered tobacco cessation drugs include: All smoking deterrents (unless they are over the counter) and also Welbutrin, which can be used for depression or to assist with someone that may be trying to cease tobacco use. Usually, those seeking to fill a Welbutrin prescription will need to present a letter of medical necessity from their doctor to determine which purpose it is for. Co-pay for tobacco deterrents is 20% of the cost of the drug for all generic brands. Brand names will be \$25 plus 20% for 30 days, and \$50 plus 20% of the cost for 90 days.
- iv. **ASI Flexible Spending Accounts**-Those employees that sign up to participate in ASI's Health Care Flexible Spending Account are eligible for reimbursement for the cost to participate in a Tobacco Cessation Program if there should be a cost to the employee to enroll in such a program.
- v. **Nicotine Anonymous-** Offer Internet and Telephone meetings to those trying to quit tobacco usage. To learn more or to sign up for an internet and/or telephone meeting employees may visit https://www.nicotine-anonymous.org/index.php
- vi. Additional Resources to Cease Tobacco Use -There are several programs in the greater Kansas City area that offer Tobacco Cessation. Please see Attachment E for a list of those programs.

#### V. Action Request.

1). Approval to implement a 2010 contribution increase waiver for dependent coverage provided that employees:

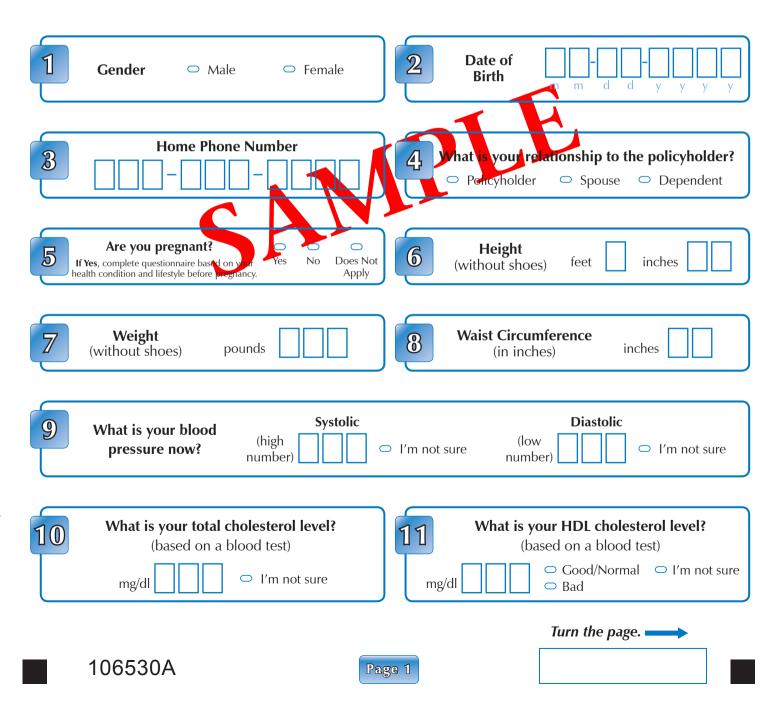
- i. Complete the HRA
- ii. Sign a document attesting to non-tobacco use or enrollment in the Cigna Quit Today® Tobacco Cessation Program.

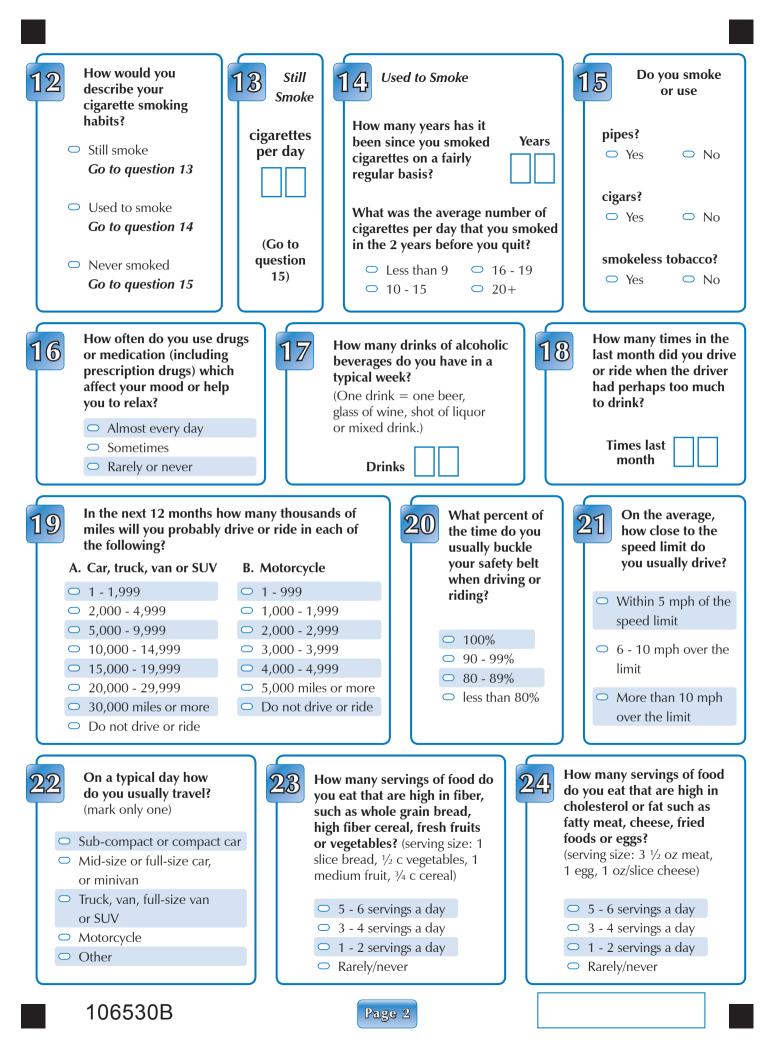
2). Approval to implement tobacco cessation and HRA programs listed.

# Attachment A



Complete each question as best you can, by marking the best response. To receive the most benefit from your report, please answer all questions.





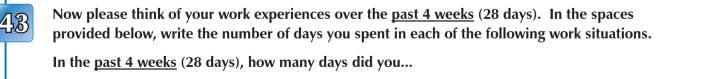
25	How often do you floss your teeth?         Every day         Almost every day         Sometimes         Rarely or never         Does not apply
	= Every day = Sometimes = Rarely of never = Does not apply
26	When in the sun, do you protect your skin by using a sunscreen at SPF 15 or above and by wearing adequate clothing?
	<ul> <li>All of the time</li> <li>Most of the time</li> <li>Some of the time</li> <li>Rarely or never</li> </ul>
27	In the average week, how many times do you engage in physical activity (exercise or work which is hard enough to make you breathe heavily and make your heart beat faster) and is done for at least 20 minutes? Examples include running, brisk walking or heavy labor, e.g., chopping, lifting, digging, etc.
	Less than 1 time per week 1 or 2 times per week 3 times per week 4 or more times per week
28	How many days per week do you get 30 minutes or more (for at least 10 minutes at a time) of light to moderate physical activity? Examples include walking, mowing (push mower), slow cycling.         None       1 day       2 days       3 or 4 days       5 or 6 days       7 days
	None Crudy C 2 days C 3 of 4 days C 3 of 6 days C 7 days
29	In general, how satisfied are you with your life? (include personal and professional aspects)
	<ul> <li>Completely satisfied</li> <li>Mostly satisfied</li> <li>Partly satisfied</li> <li>Not satisfied</li> </ul>
30	Would you agree you are satisfied with your job?
	<ul> <li>Agree strongly</li> <li>Agree</li> <li>Disagree</li> <li>Disagree strongly</li> <li>Does not apply</li> </ul>
31	In general, how strong are your social ties with your family and/or friends?
	<ul> <li>Very strong</li> <li>About average</li> <li>Weaker than average</li> <li>Not sure</li> </ul>
22	Considering your age, how would you describe your overall physical health?
	<ul> <li>Excellent</li> <li>Very Good</li> <li>Good</li> <li>Fair</li> <li>Poor</li> </ul>
22	How many hours of sleep do you usually get at night?
	<ul> <li>○ 5 hours or less</li> <li>○ 6 hours</li> <li>○ 7 hours</li> <li>○ 8 hours</li> <li>○ 9 hours or more</li> </ul>
34	<ul> <li>In general, how do you feel about the quality of sleep that you get?</li> <li>I sleep well.</li> <li>I usually sleep well, but occasionally I have difficulties.</li> <li>I sometimes have sleep difficulties.</li> <li>I regularly have sleep difficulties and usually sleep very poorly.</li> </ul>

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Turn the page. 🗕

35	<ul> <li>How refreshed do you feel half an hour after getting up in the morning?</li> <li>Completely refreshed</li> <li>A little tired but generally refreshed</li> <li>Rather unrefreshed but able to function</li> <li>Completely exhausted and unrefreshed</li> </ul>
36	Have you suffered a personal loss or misfortune in the past year?         (For example: a job loss, disability, divorce, separation, jail term, or the death of someone close to you)         • Yes, two or more serious losses       • Yes, one serious loss       • No
37	How often do you feel tense, anxious, or depressed?         Often       Sometimes       Rarely       Never
38	During the past year, how much effect has stress had on your health?         A lot       Some       Hardly any       None
39	In the past year, how many days of work have you missed due to personal illness?03 - 5 days11 - 15 daysDoes not apply1 - 2 days6 - 10 days16 days or more
40	During the past 4 weeks how much did your health problems affect your productivity while you were working?         No health problems       Some of the time         None of the time       Most of the time         None of the time       Most of the time         Does not apply
41	About how many hours altogether did you work in the past 7 days?         (If more than 97, enter 97.)

How many hours does your employer expect you to work in a typical 7-day week? (If it varies, estimate the average. If more than 97, enter 97.)



- (i) ...miss an <u>entire</u> work day because of problems with your physical or mental health? (Please include only days missed for your <u>own</u> health, not someone else's health.)
- (ii) ...miss an <u>entire</u> work day for any other reason (including vacation)?

Days

Days

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	– Co	ntinued —												
3		. <b>.miss <u>part</u> o</b> Please includ		'			•		'	• '				alth? Days
	(iv) .	miss <u>part</u> o	f a woi	'k day	for an	ny otho	er reas	son (ir	cludir	ng vac	ation)	?		Days
	(v)come in early, go home late, or work on your day off?								Days					
4		<b>ut how man</b> examples be		s altoş	gether	did yo	ou wo	rk in t	he <u>pas</u>	t 4 we	<u>eeks</u> (2	8 day	s)?	
		nples for Calcu	0					Weeks	:					Hours
		0 hours per w 5 hours per w												
		0 hours per w						s misse	d = 14	4 hour	S			
	• 4	0 hours per w	eek for	4 weel	ks with	3 4-ho	ur part	ials day	/s misse	ed = 14	48 hou			
	• 3	5 hours per w	eek for	4 weel	ks with	2 8-ho	our days	s misse	d and 3	3 4-hou	ır partia	als days	s missed	I = 112 hours
15	10 i	s the perfori	nance	of a to										at your job and of <u>most</u> workers
	in a	job similar t	to your	's?										
	Ре	Worst rformance	0	1	2	3	4	5	6 〇	7	8	9 〇	10 〇	Top Performance
6	Usiı <u>or t</u>		0-to-1	0 scal	e, how	woul	d you	rate y	our <u>us</u>	<u>ual</u> jo	b perf	ormar	ice ove	er the <u>past year</u>
		Worst	0	1	2	3	4	5	6	7	8	9	10	Тор
	Pe	rformance	0	0	0	0	0	0	0	0	0	0	0	Performance
17		ng the same ked during t						rate y	our <u>ov</u>	<u>erall</u> j	ob pe	rforma	ance or	n the days you
		Worst	0	1	2	3	4	5	6	7	8	9	10	Тор
	Pe	rformance	0	0	$\bigcirc$	0	0	0	0	$\bigcirc$	0	0	0	Performance
າ໑	How	many hours	did you	ı take (	off fron	n work	over t	he pas	t 2 wee	eks to t	take ca	re of		
100	<b>sick</b> (This	<b>children, par</b> might include or parent or	ents or e taking	<b>other</b> childre	<b>relative</b> en to do	es? octor's	appoir	ntments	s, stayin					Hours
												Turr	n the pa	age.

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Please mark all natural family members who have had any of

Mother	Father	Grandparents	Brother/Sister	None	Don't know
$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	0
$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$
$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$
$\bigcirc$	$\bigcirc$	0	$\bigcirc$	$\bigcirc$	$\bigcirc$
$\bigcirc$	$\bigcirc$	$\bigcirc$	0	$\bigcirc$	0
	Mother				·       ·       ·         O       O       O       O         O       O       O       O         O       O       O       O         O       O       O       O         O       O       O       O         O       O       O       O         O       O       O       O

				If have currently				
Do you have:	Never	In the past	Have currently	Taking medication	Under medical ca			
Allergies	$\bigcirc$	$\bigcirc$	$\bigcirc$	0	0			
Arthritis	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	0			
Asthma	$\bigcirc$	$\bigcirc$	$\bigcirc$	0	0			
Back Pain	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	0			
Cancer	$\bigcirc$	0	$\bigcirc$	0	0			
Chronic bronchitis/emphysema	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	0			
Chronic pain	0	$\bigcirc$	$\bigcirc$	0	0			
Depression	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	0			
Diabetes	0	$\bigcirc$	$\bigcirc$	0	0			
Heart problems	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	0			
Heartburn or acid reflux	$\bigcirc$	$\bigcirc$	$\bigcirc$	0	0			
High blood pressure	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	0			
High cholesterol	0	$\bigcirc$	$\bigcirc$	0	0			
Menopause (women only)	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	0			
Migraine headaches	0	$\bigcirc$	$\bigcirc$	0	0			
Osteoporosis	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	0			
Sleep disorder	0	$\bigcirc$	$\bigcirc$	0	0			
Stroke	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	0			
Thyroid disease	0	$\bigcirc$	$\bigcirc$	0	0			
Other condition	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	0			

51

49

less than 1 year	1 - 2 years ago	2 - 3 years ago	3 - 4 years ago	5 - 6 years ago	7 or more years ago	Never	Don't know
$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	0
0	0	$\bigcirc$	0	0	0	$\bigcirc$	0
$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	0
0	0	$\bigcirc$	0	0	$\bigcirc$	$\bigcirc$	0
$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$
0	0	$\bigcirc$	0	0	0	$\bigcirc$	0
$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$
$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	0
0	$\bigcirc$	$\bigcirc$	0	$\bigcirc$	$\bigcirc$	0	0
$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	0
$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	0
	1 year	1 year         years ago           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0	1 years         years ago         years ago           Image:	1 years         years ago         years ago         years ago           1         1         1         1           1         1         1         1           1         1         1         1           1         1         1         1           1         1         1         1           1         1         1         1           1         1         1         1           1         1         1         1           1         1         1         1           1         1         1         1         1           1         1         1         1         1           1         1         1         1         1           1         1         1         1         1           1         1         1         1         1           1         1         1         1         1           1         1         1         1         1           1         1         1         1         1           1         1         1         1         1           1 <t< td=""><td>1 years         years ago         <thyears ago<="" th="">         years ago</thyears></td><td>1 years         years ago         <thy< td=""><td>1 year         years ago         y</td></thy<></td></t<>	1 years         years ago         years ago <thyears ago<="" th="">         years ago</thyears>	1 years         years ago         years ago <thy< td=""><td>1 year         years ago         y</td></thy<>	1 year         years ago         y

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RD	In the past 12 months, how many times have you:				
DC	(For women who are pregnant, complete the questionnaire based on your health condition and lifestyle behavior before pregnancy.)	0	1 - 2	3 - 5	6 or more
	Visited a physician's office or clinic	$\bigcirc$	0	0	0
	Gone to the emergency room	0	0	0	0
	Stayed overnight in a hospital	$\bigcirc$	$\bigcirc$	$\bigcirc$	0
$\square$					
W	D <b>men</b> (Men go to question 58)				
Fa	How many women in your natural family (mother and sisters only) ha	we had b	reast cancer	?	
53	<ul> <li>○ None</li> <li>○ 1</li> <li>○ 2 or more</li> <li>○ Don't know</li> </ul>				
54	Have you had a hysterectomy operation?  O Yes  O No	C	⊃ I'm not su	re	
55	At what age did you have your first menstrual period? — Younger th	an 12	○ 12 ⊂	0 13 🗢	14 or older
	How old were you when your first child was born?				
56					
T	Younger than 20         20 to 24         25 to 29	30 or old	er 🔾	Does not ap	pply
57	How often do you examine your breasts for lumps?				
	<ul> <li>Monthly</li> <li>Once every few months</li> <li>Rarely or ne</li> </ul>	ever			
M	en (Women go to question 59)				
58	How often do you examine your testicles for lumps?				
T	<ul> <li>Monthly</li> <li>Once every few months</li> <li>Rarely or ne</li> </ul>	ever			
FO	Current Marital Status				
59	○ Single (never married) ○ Separated ○ Divorced ○	Married	⊂ Wie	dowed	Other
	= single (never married) = separated = Divorced =	Married		dowed	- Other
	🗢 White (non-Hispanic origin) 🗢 American	Indian /	⊂ Otł	Der	
60	Race/Origin       O Winte (non-inspanie origin)       O Winte (non-inspanie origin)         O Asian or Pacific Islander       Alaskan N			fer not to di	sclose
Τ	<ul> <li>Black (non-Hispanic origin)</li> <li>Hispanic</li> </ul>				
61	Highest level of education you have achieved				
	<ul> <li>Some high school or less</li> <li>Some college</li> </ul>	🗢 Post g	raduate or pr	ofessional d	egree
	<ul> <li>High school graduate</li> <li>College graduate</li> </ul>	0	L.		0
			т .1		
			Turn the	oage.	▶
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#### What is your expected household income this year?

□ less than \$35,000
□ \$35,000-\$49,999
□ \$50,000-\$74,999
□ \$75,000-\$99,999
□ \$100,000 or more

33	In the next six months, are you planning to make any changes to keep yourself healthy or improve your health?	Yes	No	Don't Know	Not Needed
	Increase physical activity	$\bigcirc$	$\bigcirc$	$\bigcirc$	0
	Lose weight	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$
	Reduce alcohol use	$\bigcirc$	$\bigcirc$	$\bigcirc$	0
	Quit or cut down smoking	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$
	Reduce fat / cholesterol intake	$\bigcirc$	$\bigcirc$	$\bigcirc$	0
	Lower blood pressure	$\bigcirc$	0	$\bigcirc$	$\bigcirc$
	Lower cholesterol level	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$
	Cope better with stress	$\bigcirc$	0	$\bigcirc$	0
	Improve my sleep habits	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$



65

In the next 6 months, would you participate in a program that would help you to enhance your overall health? O Yes  $\bigcirc$  No I'm not sure

If available, would you like follow-up information and other services to enhance your health? (If you answer yes, your information may be used only by approved vendors to enhance your health through personal contact or written information.)

○ Yes ○ No

If you are a current CIGNA Healthcare member, the information you provide on this health assessment will be used to verify that you are eligible to participate in the health assessment and also to identify you for CIGNA-sponsored health improvement programs. If you participate in a benefit incentive program, CIGNA may notify the plan administrator (who may be your employer) that you took the health assessment, and may also provide the plan administrator with your responses to specific questions so that you can receive the incentive. CIGNA may also share your individual information with your plan administrator, or a company acting on their behalf, so they can administer other health improvement programs, like health coaching services. In addition, the collective information gathered from all health assessments may be used by the University of Michigan Health Management Research Center, your plan administrator, or a company acting on behalf of your plan administrator, for reporting and research in compliance with state and federal law.

If you are not a current CIGNA Healthcare member, the information you provide on this health assessment will be stored by CIGNA Healthcare in a secure database for at least six (6) months after completion of the health assessment. Your stored information will be used for matching your enrollment information with your health assessment results should you choose to enroll in a CIGNA Healthcare plan and also to identify you for CIGNA-sponsored health improvement programs. If you participate in a benefit incentive program, CIGNA may notify the plan administrator (who may be your employer) that you took the health assessment, and may also provide the plan administrator with your responses to specific questions so that you can receive the incentive. CIGNA may also share your individual information with your plan administrator, or a company acting on their behalf, so they can administer other health improvement programs, like health coaching services. After the six (6) month period has expired, if you have not by that time become a CIGNA Healthcare member, your personal identifying information will be removed from the data and the remaining data may be used in a de-identified manner for research purposes. In addition, the collective information gathered from all health assessments may be used by the University of Michigan Health Management Research Center, your plan administrator, or a company acting on behalf of your plan administrator, for reporting and research in compliance with state and federal law.

"CIGNA" and "CIGNA HealthCare" refer to various operating subsidiaries of CIGNA Corporation. Products and services are provided by these operating subsidiaries and not by CIGNA Corporation. These operating subsidiaries include Connecticut General Life Insurance Company, Tel-Drug, Inc. and its affiliates, CIGNA Behavioral Health, Inc., Intracorp, and HMO or service company subsidiaries of CIGNA Health Corporation and CIGNA Dental Health, Inc. In Arizona, HMO plans are offered by CIGNA HealthCare of Arizona, Inc. In California, HMO plans are offered by CIGNA HealthCare of California, Inc. In Connecticut, HMO plans are offered by CIGNA HealthCare of Connecticut, Inc. In Virginia, HMO plans are offered by CIGNA HealthCare Mid-Atlantic, Inc. In North Carolina, HMO plans are offered by CIGNA HealthCare of North Carolina, Inc. All other medical plans in these states are insured or administered by Connecticut General Life Insurance Company.

#### THANK YOU FOR YOU RTICIPATION







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# Attachment B



#### Non-Tobacco Use Incentive Declaration

Thank you for being committed to achieving a healthier lifestyle. By signing this declaration **and** completing the Health Risk Assessment (HRA), which includes reporting biometrics, we offer you a reduction in your employee contribution to the health care plan for 2010.

The reduction in contribution to the healthcare plan only applies to those that carry dependent coverage (Emp + Spouse, Emp + Child(ren) or Emp + Family) through employment at the City of Lawrence. However, <u>any</u> employee participating in the healthcare plan (including those that have individual coverage only) that completes both the HRA and signs the non-tobacco use declaration by the deadline will be entered into a drawing.

I completed my HRA on \_\_\_\_\_.

Date

I completed my biometric screening\* on \_\_\_\_\_\_ \*(Must be sometime in 2009) Date

I, \_\_\_\_\_\_, will remain tobacco free through the end of the calendar year 2010 or I have enrolled in the Cigna Quit Today® Tobacco Cessation Program. Should I use tobacco products or discontinue the Cigna Quit Today Program before its completion anytime after signing this declaration, I will voluntarily report to Human Resources in order to withdraw this declaration for the remainder of the year. My payroll deduction for family coverage will increase accordingly.

Signature

Date

<i>Deadline for completion of HRA (including biometric screening)</i>	Deadline for signing Non- Tobacco Declaration	OR	Deadline for enrollment in Cigna Quit Today ®	<i>Effective Paycheck Date</i>
December 4, 2009	December 4, 2009		January 6, 2010	January 22, 2010
March 5, 2010	March 5, 2010		March 5, 2010	March 19, 2010
May 28, 2010	May 28, 2010		May 28, 2010	June 11, 2010

# Attachment C



[DATE]

[MEMBER NAME] [MEMBER ADDRESS] [CITY, STATE ZIP]

Dear MEMBER,

Congratulations on your decision to participate in the CIGNA Quit Today<sup>®</sup> tobacco cessation program! Your decision to stop using tobacco is truly a gift to yourself and your loved ones.

As we discussed, your participation in the CIGNA Quit Today<sup>®</sup> tobacco cessation program will include individual phone calls with me, your wellness coach. These phone calls are designed to support you as you make this important change.

The enclosed kit is designed to help you learn more about tobacco and how you can change your behaviors related to using tobacco. Some people use all the information outlined in the kit. Others use only the techniques they feel will help them the most. Your kit contains the following items:

- The CIGNA Quit Today<sup>®</sup> educational workbook
- Relaxation/Mindfulness Meditation CD-ROM
- [ANY ADDITIONAL EDUCATIONAL RESOURCES]

As one of your wellness coaches, I am here to support you as you quit using tobacco products, so feel free to call me at 1.866.417.7848. I look forward to our next scheduled coaching call and to helping you achieve your goals!

Sincerely,

CIGNA Quit Today<sup>®</sup> Wellness Coach



Promotional
Communications



#### Posters, table tents & inserts

Introduce and promote the program to employees.



Website



E-cards and newsletter articles

> Promote the program's benefits throughout the year with awareness series communications.



**Online Program** 

Participants can register online, learn

about the program and what results

they can expect, and experience

personalized content.



Welcome page

with profile

information,

exercises and

personal lifestyle

assessment tools

#### Coaching conversations

**Participant Communications** 

Driven by participant's readiness to change, confidence and motivation.

#### Introductory letter

Sent to participant from coach upon registration.



#### Targeted **Flyers**

#### **Telephone Program**



#### Workbook

Facilitates coaching conversations with information and exercises to help stop using tobacco.

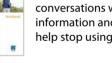
#### **Relaxation CD**

Techniques for learning meditation.

#### Graduation letter

Sent to participant upon program completion.









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# CIGNA Quit Today®

Tobacco Cessation Program









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# Introduction

Anyone who has tried to stop using tobacco products knows just how difficult it can be. Kicking your tobacco habit may not be an easy thing to do – but it **is** possible. By joining this program, you've already taken a major step in starting your journey to a healthier life.

Perhaps you aren't ready to quit using tobacco. Or...

- ...you've already quit and need some ongoing support to help keep you on track.
- ... you've quit before, but have begun using tobacco products again.
- ... you're planning to quit in the near future.

No matter what your situation, the tobacco cessation program can help you to:

- Gain a better understanding of your tobacco habit.
- Understand the health consequences of using tobacco.
- Learn how to resist the urge to use tobacco.
- Deal with withdrawal symptoms.
- Learn about the techniques and products available to help you kick your tobacco habit.
- Prepare to stop using tobacco.
- Make the choice to live a healthier, tobacco-free life!

## CHAPTER 1 Understanding Behavior Change: Why Is It So Hard?

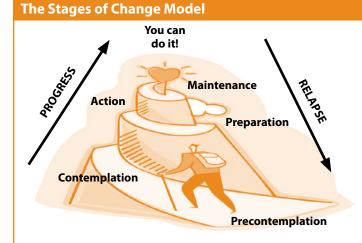
This program is for **you**, whether you are just thinking about quitting your tobacco habit or have already made the decision to quit. It will take you step-bystep through the process of giving up tobacco, from making a plan to quit to managing your first few tobacco-free days. Many people who are thinking about quitting have concerns about what will happen to them once they quit. This program will help you learn to understand and deal with any concerns that you might have.

Making the decision to give up tobacco and then following through requires you to make a major lifestyle change. The first step in this process is learning about the process of change, which can help you understand how to set a goal to make this major change in your life.

#### **Understanding the Process of Change**

Why is it so difficult for people to make changes in their lives – even when they have plenty of "proof" that a change is not only needed, but may also be necessary to maintain their health?

It's important to remember that behavior change is rarely a single event. During the past 10 years, we've come to understand it as a process of stages through which people pass. The Stages of Change model, developed by James Prochaska and his colleagues,<sup>8</sup> shows that, for most people, a change in behavior occurs gradually. A person moves from being uninterested, unaware or unwilling to make a change to considering a change, and then to deciding and preparing to make a change. The person is then ready to take real, determined action and, over time, attempt to continue the new behavior. Setbacks almost always happen at some point, but they're an important part of both the learning process and the achievement of life-long change.



**Precontemplation Stage** – You're currently using tobacco and not considering quitting within the next six months. During the precontemplation stage, people don't even consider changing and may need more information about making the change. For example, smokers may feel that warnings about the dangers of smoking do not apply to them personally.

**Contemplation Stage** – You're currently using tobacco and considering quitting within the next six months. During the contemplation stage, people have mixed feelings about changing. Giving up an enjoyed behavior causes a sense of loss despite the perceived gain. During this stage, people are thinking about the barriers, such as time or fear, as well as the benefits of change. Preparation Stage – You're currently using tobacco and intend to quit within the next 30 days. During the preparation stage, people are preparing to make a specific change. They may experiment with small adjustments as their motivation to change increases. For example, switching to a different brand of cigarettes or decreasing the number of cigarettes smoked each day signals that the person has decided a change is needed.

Action Stage – You're not currently using tobacco and have stopped using it within the last six months The action stage is a key stage for a person to reach. Any action that someone takes in this stage is important because it demonstrates the desire for lifestyle change. At this stage, many people need structure, support and new skills to make a change.

Maintenance Stage – You're not currently using tobacco and haven't used it for more than six months. Maintenance involves successfully avoiding temptations to return to the unwanted habit. The purpose of the maintenance stage is to maintain your new goal. People in this stage tend to remind themselves of how much progress they've made. They constantly change the rules of their lives and acquire new skills to help them avoid relapse. They learn to predict situations that could lead to relapse and prepare a plan of attack in advance.

#### **Understanding Relapse**

Along the way to stopping or reducing an unwanted habit or making a change, many people experience relapse. In fact, it is much more common to have at least one relapse than not to have any. While disappointment because of a few occasional "slips" may stop the change process and cause the person to give up, most people find themselves "recycling" through the stages of change several times before completely making the change. People often need renewed motivation and support to overcome relapse.

If you experience a relapse, remind yourself that it is normal and **okay** to have a setback. Instead of getting down on yourself, take the opportunity to learn from your experiences to help yourself achieve future success.

#### **Your Stage of Change**

What is your stage of change? Circle the stage that best fits where you think you are with your decision to quit using tobacco.

Precontemplation	Contemplation	Preparation	Action	Maintenance
How does your current sta	ge fit in with your long-ter	m goals for becoming	g tobacco-free?	

## **CHAPTER 2** Not Quite Ready to Quit...

Even if you aren't ready to quit using tobacco at this time, it's a good idea to think about your reasons for using tobacco and your feelings about your tobacco use. While tobacco use ultimately becomes a physical addiction, there are many other reasons people continue their habit. Understanding why you use tobacco and your fears about what will happen to you if you stop can help make it easier for you to decide to quit.

#### Why Do You Use Tobacco?

Once a person begins using tobacco regularly, it's very difficult to quit. That's because the drug in tobacco, nicotine, is highly addictive. Once you're addicted to nicotine, what originally began as a want becomes a physical need.

People begin using tobacco for many different reasons. Some like the "buzz" they experience when first

in the United States.<sup>1</sup>
 Participating in a cessation program directly increases your odds of quitting tobacco use.<sup>3</sup>

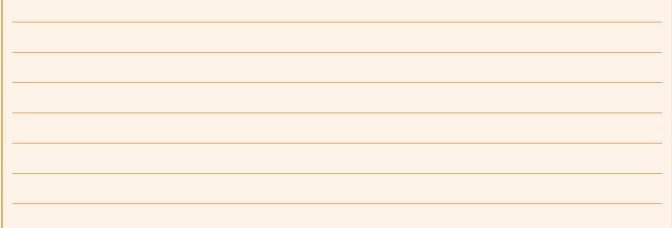
Smoking causes one out of every five deaths

Did you know...

using tobacco. Others use it because it makes them feel more relaxed, or helps them to concentrate. Many people use tobacco without even thinking about it. For example, it may be a habit for you to smoke while you're driving, or to use chewing tobacco after a meal.

#### Your Reasons for Using Tobacco

Write down why you like using tobacco. Think about the situations where you usually use it.



#### **Barriers to Change**

One of the reasons that change is so difficult for many people is that they fear what will happen to them while they're making the change, or how their lives will be different after they've made it. These fears are barriers that can get in the way when people try to change certain behaviors. Take some time to think about the barriers that may be preventing you from kicking your tobacco habit. Some examples are:

- Fear of withdrawal symptoms.
- Fear of failure.

- Lack of support.
- Fear of weight gain.
- Fear of depression.
- Fear of dealing with emotions.
- Fear of missing the enjoyment of tobacco.

#### What Are Some of Your Barriers?

List the barriers that are preventing you from quitting tobacco.

"Quitting smoking was one of the hardest things I have done, but I did it to save my life!" – Sue, tobacco-free for 1½ years

#### **Defending Your Habit**

People who use tobacco despite knowing the consequences often have numerous reasons for continuing their habit. Consider the following examples:

#### "I have to die of something. Why not die doing something I enjoy?"

This statement is an attempt to rationalize behavior. People who say

this aren't considering the fact that tobacco users typically die much earlier than non-tobacco users.

#### "I know that smoking can cause cancer. But that won't happen to me."

This is a statement of denial. People who think this way don't view the consequences of smoking as applying to them.

#### "I can't quit. My boss is so hard on me that I couldn't deal with him if I didn't have cigarettes to relax me."

This is a statement of blame. People who feel this way blame another person for their behavior instead of taking responsibility for their actions.

By recognizing your rationalizations for using tobacco, you can learn to overcome them and begin the process of quitting.

#### **Your Rationalizations for Using Tobacco**

Write down your rationalizations for using tobacco. Think about situations where you've defended your habit to someone else or to yourself.

#### The Consequences of Tobacco Use

Avoiding tobacco use is one of the most important things you can do to maintain your health. Besides the financial costs, tobacco use has many other consequences. Which of the following health and other consequences concern you the most?

#### **Possible Health Consequences**

- Increased risk of many types of cancer
- More frequent colds
- Chronic bronchitis (infection of the tubes that carry oxygen to the lungs)
- Emphysema (lung disease that makes it difficult and painful to breathe)
- High blood pressure
- Stroke
- Heart disease
- Gum disease
- Complications with pregnancy – including higher risk of having a miscarriage or a stillborn or low birth-weight baby; increased risk of SIDS (Sudden Infant Death Syndrome); greater likelihood that your baby will have learning and behavioral problems and be sick more often<sup>11, 12</sup>
- Worsening of existing health conditions
- Possibility of changing the way your body reacts to certain medications
- Delayed healing after illness, surgery or injury

#### **Other Consequences**

- Bad breath
- Discolored teeth and fingernails
- Decreased sense of taste and smell
- Premature wrinkling of the skin
- The smell of smoke in your clothes, house, hair, car and everything else around you
- Shortness of breath when taking part in daily activities, such as walking up stairs or doing light housework
- Financial burden
- Exposing those around you to second-hand smoke
- Giving children the message that it is okay to use tobacco
- Hassle of using tobacco in public
- Not always socially accepted

#### "You have to really want to do it." – Susan, tobacco-free

for 10 years

#### **Cost-Savings Calculator**

How much does your tobacco habit cost you? It may be more than you think. Use this calculator to see the financial impact that tobacco has on your life. (See Appendix 2 for an example of how to use the Cost-Savings Calculator)

Number of packs/ tins used per week Cost per pack/t	in	
X	=	Cost/week
Enter your cost/week	_x 4 =	Cost/month
Enter your cost/month	_x 12 =	Cost/year
Enter your cost/year	_x 5 =	Cost/5 years
Enter your cost/year	_x 15 =	Cost/15 years
Enter your cost/year	_x 30 =	Cost/30 years

#### - Manzar, tobacco-free for 20 years

#### Other Uses for Your Tobacco Money

What else could you do with the money that you spend each week, month or year on tobacco?

How could you use this money to reward yourself for quitting tobacco? For some ideas, see the section on rewarding yourself in Chapter 5.

#### Physical Benefits of Stopping Tobacco Use <sup>10</sup>

#### 20 minutes

- Nicotine begins to leave your body.
- Pulse rate returns to normal.
- Blood pressure begins to decrease.
- Oxygen in blood returns to a normal level.

#### 2-3 days

- Sense of taste and smell improve.
- Breathing becomes easier.
- You may begin to cough less often.
- Your body begins to repair itself as the nicotine leaves your body.
- Chance of heart attack decreases.
- Nerve endings in nose and mouth begin to re-grow.

#### 2-3 months

- Circulation improves.
- Lung function increases up to 30 percent.

#### 1 year

- Coughing decreases.
- Sinus congestion, fatigue and shortness of breath decrease.
- Added risk of heart disease drops by 50 percent.
- Increased ability to clean lungs and reduce infection.

#### 5-15 years

Risk of stroke drops to that of people who have never smoked.

#### 10 years

Risk of cancer of the lung, mouth, throat, esophagus, bladder, kidney and pancreas decreases as the body replaces precancerous cells with normal cells.

#### 15 years

- Risk of coronary heart disease is now similar to that of people who have never smoked.
- Risk of death returns to nearly the level of people who have never smoked.

#### If you're ready to seriously consider quitting, read on.

## CHAPTER 3 Thinking About Quitting

#### Did you know...

- About half of all Americans who continue to use tobacco will die because of their habit.<sup>1</sup>
- Children raised in a household where there is smoking are more likely to have health problems, such as ear infections and asthma.<sup>1</sup>

Make a list of the pros and cons of using tobacco. This will help you decide if the things that are really important to you – your personal values – are in line with the behaviors you choose. For example, maybe you want to set a good example for your children to make healthy choices. But what message are you sending if you still smoke in front of them? Use the chart below to help get you started:

Pros	Cons	

#### **Special Concerns**

People who are thinking about quitting their tobacco habit often have many concerns and questions about the effects that quitting will have on them. Two of the most common concerns are weight gain and managing stress.

#### Weight Gain

While not all people gain weight when they quit tobacco, some do.

If you quit, you may find that your appetite increases and that you eat more. It's important to remember that if you gain weight, the health benefits you'll have from quitting tobacco will far surpass the drawbacks of gaining a few pounds. By eating healthfully and exercising, you can minimize the amount of weight you gain. If you're concerned about the possibility of gaining weight, refer to Appendix 3 on page 31 and Appendix 4: Self Care on page 32 for tips on how to minimize any weight gain.

#### **Managing Stress**

Stressful situations often lead people to use tobacco. In fact, stress is the leading cause of relapse. By learning techniques to help you deal with stress, you'll be less likely to turn to tobacco as a way to relax. Refer to the section on stress on pages 24-25 in Chapter 6 for ways to reduce the amount of stress in your life.

#### **Your Previous Experiences With Quitting**

If you've tried to quit in the past, what did you find that worked for you?

#### What didn't work?

"I have a child now who would be exposed to second-hand smoke, and I couldn't do that to her."

– Tanya, tobacco-free for 1 year

#### Why Do You Want to Stop Using Tobacco?

The reasons for quitting tobacco vary greatly from one person to another. What motivates one person to quit may not be something that matters to another person. When thinking about quitting tobacco, it's important to decide what matters to **you**.

Why I Want to Stop Using Tobacco

- I will be healthier. I will lower my risk of cancer, heart attack, stroke and many other health problems.
- Those who care about me will be proud of me.
- I will not expose those around me to secondhand smoke.
- I will smell better and have fresher breath.
- I will set a better example for my children, grandchildren and the other children in my life.
- I will look better. My teeth and fingernails will be whiter and I will prevent further premature wrinkling of my skin.
- □ I will have more money to spend or save. Use the cost-savings calculator in Chapter 2 to figure out how much you can save.
- I will breathe easier. I will not run out of breath while doing normal, daily activities.
- My children will have fewer coughs, colds and earaches.1
- My life will be more convenient. I won't have the hassle of always having to make sure that I have tobacco: I won't have to find the time to take a break to smoke or chew.
- My sense of taste will improve.
- If I become pregnant, I will give my baby a much better chance at being healthy.<sup>11, 12</sup>

Start by asking yourself why you want to stop using tobacco. Use the worksheet on this page to help you to make a list of the reasons you want to quit. Make copies of your completed list and put them in places where you would look when you want to use tobacco - for example, in your car or purse.

# Write down some other reasons why quitting is important to you:

#### **Track Your Tobacco Use**

Tracking your tobacco use is a good way to increase your awareness of your tobacco habit and to identify situations where you're most likely to relapse. It will also help you measure your progress throughout your journey. Start tracking your tobacco use now by using the Tobacco Journal at the end of this workbook.



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# Attachment D

# The Steps to Successfully Quitting Smoking

Next class is Wednesday, Nov. 4th 6:00 -8:00 pm

Are you ready to quit smoking? Then plan to attend this FREE class designed to provide information and support to those who are seriously considering stopping smoking.

Presented by Lawrence Memorial Hospital Community Education and taught by certified smoking cessation educators. Classes are held at LMH but can also be arranged on request to be taught on-site at businesses.

For more information or to enroll, please call LMH Connect Care at (785) 749-5800 or log onto www.lmh.org



MEMORIAL HOSPITAL

# Attachment E



## **Additional Smoking Cessation Resources**

Location	Program	Charge	Phone Number Contact Person
Association and Health Depart	tment Programs		
American Cancer Society 6700 Antioch Rd., Suite 100 Merriam, KS 66204	Fresh Start Materials Available	No Charge	(913) 747-6035 Teresa Grigsby
*American Lung Assoc. of MO 2400 Troost Ave., Suite 4300 Kansas City, MO 64108	Freedom from Smoking EASE	No Charge	www.lungusa.org
American Lung Assoc. of KS 4300 Drury Lane Topeka, KS 66604	Freedom from Smoking	No Charge	www.lungusa.org
Jackson County Health Dept. 313 S. Liberty Independence, MO 64050	Freedom from Smoking (Call for schedule)	\$20	(816) 404-6413 Alisa Smith
Clay County Health Department 1940 W. 152 Highway Liberty, MO 64068	Freedom from Smoking (Call for schedule)	\$75	(816) 595-4200 Caroline DeLamare
*Independence Health Dept. Truman Memorial Bldg. Independence, MO 64050	Freedom from Smoking (Call to Register)	No charge for Classes Voucher for FREE nrt with program	(816) 325-7767 Joanie Shover
Hospital and Community Heal	th Clinic Based Prog	rams	
*Balls Foods Pharmacy 6450 Sprint Parkway Overland Park, KS 66251	<i>Freedom from Smoking</i> Sprint Campus	\$75	(913) 315-8646 Miranda Wilhelm
KU Medical Center Family Medicine, Lrg. Conf.Rm. 3901 Rainbow Blvd. Kansas City, KS 66160	Cognitive Therapy Every Tuesday 1:00 – 2:30 pm	No Charge No appointment necessary	(913) 588-1908 Bruce Liese, PhD
*North Kansas City Hospital 2800 Clay Edwards Dr North Kansas City, MO 64116	Freedom from Smoking	\$45	(816) 691-1690 Sharon Ambrosi
*Olathe Medical Center I-35 & 151st Street Olathe, KS 66061	Freedom from Smoking	\$75	(913) 791-4312
Providence Medical Center 8929 Parallel Parkway Kansas City, KS 66112	Freedom from Smoking	No Charge	(913) 596-4950 Jan Brockmeyer or Christy Fornal
*Shawnee Mission Med. Center Life Dynamics Center 9100 W. 75th Street Shawnee Mission, KS 66204	Smoking Cessation Now	\$110	(913) 676-7777 Press 2
*St. Joseph Health Center 1000 Carondelet Kansas City, MO 64114	Tobacco Free and Healthy	\$95	(816) 943-2584



## **Additional Smoking Cessation Resources**

Location	Program	Charge	Phone Number Contact Person
*St. Luke's Hospital Center for Health Enhancement 4200 Wornall Kansas City, MO 64111	NO SMOKE	\$110	(816) 932-3260 Carol McKay
Truman Medical Center 2301 Holmes Kansas City, MO 64108	Freedom from Smoking	\$30	(816) 404-5495 Margaret White
VA Medical Center 4801 E. Linwood Blvd. Kansas City, MO 64128	Smoking Cessation Group	No Charge for Eligible Veterans	(816) 861-4700 Ext. 52641 Dr. Darryl Richey
<b>Smoking Cessation Counselors</b>	5		
*Big Kahuna Consulting 1505 NE Auburn Dr. Lees Summit, MO 64086	Various Programs	Call for Rates	(816) 805-8472 Joe Gilman
*National Center for Health Promotion 5457 N.E. Wedgewood Ln Lee's Summit, MO 64064	Smoke Stoppers	\$150 Corporate Worksite only 6 Month Program	(816) 520-7968 Patricia Flack
<b>Toll Free Smoking Cessation S</b>	ervices		
Missouri Quit Line			1-800-QUIT-NOW
Cancer Information Service (CIS)			1-877-44U-QUIT
Kansas Quit Line			1-866-KAN-STOP
American Legacy Foundation Great Sta	1-866-66-START		
Additional Information Can Be Obtained From:			Phone Number
Agency for Healthcare Research and Quality (AHRQ)			1-800-358-9295
American Cancer Society (ACS)			1-800-ACS-2345
American Heart Association (AHA)	1-800-AHA-USA1		
American Lung Association (ALA)			1-800-548-8252
Centers for Disease Control, Office on Smoking and Health (CDC)			1-800-CDC-1311
Website Smoking Cessation Se	ervices	Web Address	
Quitnet		www.Quitnet.com	
National Cancer Institute's Cancer Info	www.smokefree.gov		
American Lung Association's Freedom	www.ffsonline.org		
Try To Stop	www.trytostop.org		
American Legacy Foundation Great Sta	rt – Pregnant Smokers	www.americanlegacy	.org/greatstart

#### \*Worksite classes available

Note that programs, prices, and locations are subject to change. For current information, call the program of interest.