

December 2018

Arizona Association of Health Plans

Enterprise Guidelines

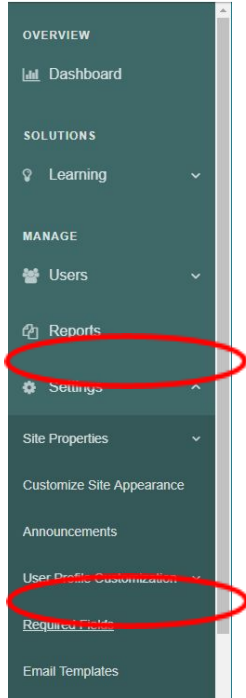
The Arizona Association of Health Plans learning management enterprise is managed by seven health plans operating in Arizona and hosts sub portals for mostly behavioral health providers throughout Arizona. The following document explains the expectations and standards to be followed by provider organizations that are permitted into the enterprise.

Enterprise Required Fields

The following fields are required to be completed for every learner profile.

- Job Roles (Job Titles)
- Facility Types (Departments)
- Plan (Employment Type)
- Hire Date

Administrator Tip – The above fields can be set to be required in a provider portal and this is recommended. When logged in as an Administrator, go to the Settings option from the left-hand menu and then select Required Fields. Once in this location, administrators can check the box for each of the above fields and then select save.



Field	Required
Address	<input type="checkbox"/>
Address 2	<input type="checkbox"/>
City	<input type="checkbox"/>
Facility Types (Departments)	<input checked="" type="checkbox"/>
Email	<input type="checkbox"/>
User Location	<input type="checkbox"/>
Password	<input checked="" type="checkbox"/>
Phone	<input type="checkbox"/>
State/Province	<input type="checkbox"/>
Organization	<input type="checkbox"/>
Country	<input type="checkbox"/>
User Categories	<input type="checkbox"/>
Zip	<input type="checkbox"/>
Job Roles (Job Titles)	<input checked="" type="checkbox"/>
Custom Field 1	<input type="checkbox"/>
Custom Field 2	<input type="checkbox"/>
Custom Field 3	<input type="checkbox"/>
Hire Date	<input checked="" type="checkbox"/>
First Name	<input type="checkbox"/>
Last Name	<input type="checkbox"/>
Display External Courses	<input type="checkbox"/>
Plan (Employment Type)	<input checked="" type="checkbox"/>

Enterprise Standard Values

The following fields have a standard set of values that must be used for each learner. Individual provider Administrators are not permitted to add or edit any of these values.

Job Role (Job Titles)

- AzAHP – Administrative
- AzAHP – Clinical – Licensed
- AzAHP – Clinical – Non Licensed
- AzAHP – Medical – Licensed
- AzAHP – Medical – Non Licensed
- AzAHP – Executive
- AzAHP – Foster Care
- AzAHP – Other
- AzAHP – Health Plan Staff

Facility Types (Department)

- AzAHP – Community Service Agency/Provider
- AzAHP – Dental Provider

- AzAHP – FQHC
- AzAHP – Health Plan
- AzAHP – Inpatient Acute
- AzAHP – Inpatient Behavioral Health
- AzAHP – Other
- AzAHP – Outpatient Behavioral Health Clinic
- AzAHP – Outpatient Integrated Health Clinic
- AzAHP – Outpatient Primary Care Clinic
- AzAHP – Outpatient Substance Use/Abuse/MAT
- AzAHP – Residential Treatment Center
- AzAHP – Skilled Nursing Facility

Plan (Employment Type)

- Arizona Complete Health
- Banner Health
- Care1st Health Plan
- Magellan Health Services
- Mercy Care
- Other – Non ACC Staff
- Steward Health Choice Arizona
- United Healthcare

Enterprise Training Plans

The following training plans will be shared into provider portals from the enterprise.

Enterprise Required Training Plans (set up with auto enrollment profiles)

- AzAHP – Core Training Plan (90 Days)
 - Non Recurring
 - 13 Modules
 - New Hires to complete within 90 days of hire
- AzAHP Core – Training Plan (Annual)
 - Recurring
 - 7 Modules

- All staff to complete per the fixed date on an annual basis

Optional National Council Training Plans (for providers to use at their discretion)

- National Council – Integrated Care Certificate
- National Council – Children’s Service Certificate
- National Council – Mental Illness and Recovery – Theories and Techniques Certificate
- National Council – Mental Illness and Recovery – Disorders and Symptoms Certificate
- National Council – Human Service Worker Skills/Development Certificate
- Serving Our Veterans Certificate

Health Plan Contacts

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