

Annual Workforce Development Plan

Due Date: February 1st – 28/9th

Implementation Dates: March 1st – February 28th

Requirement

The Arizona Workforce Development Alliance (AWFDA ACC, ACC-RBHA) which includes Arizona Complete Health, Banner University Family Care, BCBSAZ Health Choice, Care 1st, Mercy Care, Molina Complete Care and United Healthcare Community Plan, requires that all Behavioral Health AHCCCS Complete Care (ACC) and Regional Behavioral Health Authority (RBHA) contracted provider agencies, complete an annual Provider - Workforce Development Plan (P-WFDP). Required Provider types can be found at this link: [Click here](#).

Purpose

The purpose of the P-WFDP is to encourage Provider organizations to work together and ensure members receive services from a workforce that is qualified, competent, and sufficiently staffed. The P-WFDP shall include a description of organizational goals, objectives, tasks, and timelines to develop the workforce. The overall approach and philosophy to Workforce Development is to ensure a comprehensive, systematic, and measurable structure that incorporates best practices at all levels of service delivery and utilizes Adult/Children's Guiding Principles, Adult Learning Theories/Methods, Trauma-informed Care, Equitable Services and Culturally Competent practices. All training initiatives, action steps, and monitoring procedures outlined in the P-WFDP are to include targeted efforts for all employees (e.g., direct care Providers, supervisors, administrators, and support staff) who are paid by, partially paid by, or support an agency's Health Plan contract(s).

Submission & Extension/Exemption Requests

The P-WFDP template is provided for this deliverable by the AWFDA-ACC, ACC-RBHA to providers. P-WFDP's will be submitted between 2/1 – 28/9th, annually. Early and late submissions will not be accepted unless an extension was received and granted by the deadline, determined by the AWFDA-ACC, ACC-RBHA (January 15th).

- **Version 1 (V1):** All agencies with an ACC and/or ACC-RBHA contract, that fall under specific Provider Types are required to develop an annual P-WFDP: [Required Provider Types](#)
- **Version 2 (V2):** Agencies that participated in the 2022 AHCCCS DAP and/or received “**EXEMPLARY**” status on their 2023 P-WFDP submission may elect to submit a shortened form (V2) of the 2024 Provider-Workforce Development Plan (P-WFDP) that focuses on WFD goals. As an option Providers may choose to submit the full form (V1), instead, if they would like to update their WFD initiatives in all areas (including WFD goals, succession planning, culture and employee competency.
- **Extension Requests:** must be submitted to the workforce@azahp.org email before the date specified by the AWFDA-ACC, ACC-RBHA for each year. Non-submittals are subject to contracted health plan policies as it pertains to the P-WFDP deliverable.
- **Exemption Requests:** Federally Qualified Healthcare Providers (FQHCs), may request an exemption from their contracted Health Plan(s). Exemptions may be granted on a case-by-case basis and will consider the following: Portion of AHCCCS Members enrolled in the network and served by that Provider, the geographic area serviced, and the number of other service Providers in the surrounding area. Exemption requests must be submitted on/before the due date cited above and will be reviewed by the Alliance.

Failure, by the contracted Provider agency, to submit the completed annual P-WFDP deliverable by the annual due date may result in corrective action and/or sanctions (including suspension, fines or termination of contract), from your contracted Health Plan(s).