

# FAQ

## ARIZONA HEALTHCARE WORKFORCE GOALS AND METRICS ASSESSMENT A H W G M A



Below is a quick reference of the FAQ.

Select the question from the list below to be directed to the answer within the packet.

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[If our organization is providing services in multiple states, should we report information only related to Arizona related employees or the whole organization?](#)

[Our organization has multiple tax identification numbers \(TINs\) in Arizona, should we complete this for each TIN?](#)

[Should we include information regarding interns?](#)

[Should we report the total number of employees for the whole agency or just employees that offer the services for the AHCCCS plans?](#)

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[Are organizations getting scored on their submission?](#)

[Which employees should we include data for? \(e.g. administration, environmental, licensed/non-licensed, etc.\)](#)

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### Where can I find more information about the AHWGMA?

You can find more information, such as the presentation from the webinar, on our website. [Click here for more information.](#)

### Is my organization required to complete the AHWGMA?

If your organization falls under any of the required Provider Types, then your organization is required to complete the AHWGMA.

[Click here to check requirement\(s\) by Provider Type.](#)

### What if an organization does not complete the AHWGMA?

Non-compliance to this contractually required standard will be handled by the health plan your organization is contracted with.

### How long does my organization have to complete the AHWGMA?

The AHWGMA opens on April 16th, 2024 and closes May 31st, 2024.

### How can we check if our organization completed the AHWGMA in the past?

If you'd like to see if your organization submitted for the previous AHWGMA, please email AzAHP's WFD Project Manager at [workforce@azahp.org](mailto:workforce@azahp.org)

### Do you offer a PDF version of the AHWGMA?

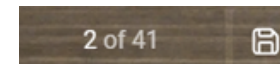
Yes, you can download the questions with or without response options.

[Click here to review the questions with the response options.](#)

[Click here to review the questions without the response options.](#)

### Does the AHWGMA in Jotform save automatically?

No, we recommend you select 'Save' often. You can find the save button at the bottom-middle of the screen, next to the page number. It looks like a floppy disk.



### What is the data collected being used for?

The result of this process gives insight for future workforce development resources, highlights where support is needed, and assists with the prioritization of initiatives/projects across the network.

### What if our organization is just getting started in Arizona and we don't have some of the data within the timeframe that the AHWGMA is requesting (e.g. retention/turnover, etc.)

In the AHWGMA, there will be a question that asks if your organization was in operation prior to 9/1/2022. If the organization was not open before 9/1/2022, please select 'No,' then the retention/turnover questions will be skipped.

### If our organization is providing services in multiple states, should we report information only related to Arizona related employees or the whole organization?

Please report information for all employees that support Arizona related services within applicable Provider Types.

[Click here to check requirement\(s\) by Provider Type.](#)

# FAQ

## ARIZONA HEALTHCARE WORKFORCE GOALS AND METRICS ASSESSMENT AHWGMA



### Our organization has multiple tax identification numbers (TINs) in Arizona, should we complete this for each TIN?

If your organization has several affiliated, but independent companies you may want each organization to report separately.

If your organization has several independent practitioners that bill together, then you may want to report together as a single organization.

### Should we include information regarding interns?

If the intern/employee is paid through your organization, you may want to report the data.

If the intern/employee is not paid through your organization, you do not need to include the data.

### Should we report the total number of employees for the whole agency or just employees that offer the services for the AHCCCS plans?

Please report information for all employees that support Arizona related services within applicable Provider Types.

[Click here to check requirement\(s\) by Provider Type.](#)

### Under the License Type by Discipline section, should we only include information for employees that perform billable services or all employees?

If the individual is paid through your organization, you will want to report the data.

If the individual is not paid through your organization, you do not need to include the data.

### What if my organization only has unlicensed or only licensed employees?

In the AHWGMA, there will be a question that asks if your organization has any licensed staff and any unlicensed staff. If the organization does not employ one or the other, please select 'No,' then the related questions will be skipped.

### What if our organization does not use a Learning Management System (LMS)?

In the AHWGMA, there will be a question that asks if your organization uses an LMS. If the organization does not use an LMS, please select 'No,' then the LMS questions will be skipped.

### What if our organization doesn't have a CEO and a COO?

If your organization does not have a COO, but has a CEO please complete the information for the CEO and put N/A in the COO box and vice versa.

### Are organizations getting scored on their submission?

Organizations are not getting scored on the AHWGMA. Statuses include compliance or non-compliant.

### Which employees should we include data for? (e.g. administration, environmental, licensed/non-licensed, etc.)

Please report information for all employees that support Arizona related services within applicable Provider Types.

[Click here to check requirement\(s\) by Provider Type.](#)

### Why are there red dots on the bottom of my form?

The red dots signify a missed requirement. Please select the red dot(s) and ensure you've completed the requirement.

