

AHCCCS has partnered with the **Association for Talent Development (ATD)** to provide expert-led professional development programs at no cost to eligible Arizona Medicaid providers who deliver home and community based services (HCBS) to enrolled AHCCCS (Medicaid) members. For more information, please visit [Workforce Development Programs for AHCCCS providers](#). The following questions and answers relate to the professional development programs.

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A1: What are the ATD Integrated Talent Management and Training and Facilitation programs?

ATD Integrated Talent Management Certificate Program: [AHCCCS Integrated Talent Management Home | ATD](#). In this virtual, live instructor-led talent management program, participants will uncover the practices essential to achieving a successful integrated talent management approach for their organization. This program is intended for *workforce development professionals, HR professionals, or leaders* actively involved in workforce development activities.

ATD Training and Facilitation Certificate Program: [AHCCCS Training & Facilitation Home | ATD](#). This virtual, live instructor-led program is one of ATD's most popular train-the-trainer offerings, and helps *new and seasoned trainers* become learner-centric facilitators who apply the skills of an engaging and effective trainer.

A2: Who should attend the ATD Integrated Talent Management Certificate Program?

The **Integrated Talent Management** program is intended for:

- Individuals who are employed in Arizona by an AHCCCS contracted provider organization, AND
- The employing provider organization meets the Provider Type eligibility requirements, AND
- Individuals working in a leadership role that shapes and drives talent management strategy within the ecosystem of their healthcare organization and may be new to the role or have not received formal professional development in this area, or seeks to expand existing skills, knowledge, and abilities.

A3: Who should attend the ATD Training and Facilitation Program?

The **Training and Facilitation** program is intended for:

- Individuals who are employed in Arizona by an AHCCCS contracted provider organization, AND
- The employing provider organization meets the Provider Type eligibility requirements, AND
- Individuals working in a primary function/role that requires them to serve as a trainer/facilitator who is new to the role or has not received formal professional development in this area, or seeks to expand existing skills, knowledge and abilities.

A4: What types of providers can participate in ATD professional development programs?

To participate in the ATD professional development programs, the employing provider organization must meet the **Provider Type** eligibility requirements for AHCCCS contracted organizations, and attendees must know the **Provider Type Code** for the organization through which they are employed. When registering for the program, participants must include their organization's name followed by their Provider Type Code. Eligible HCBS providers are limited to the following provider types:

- Home Health Agency PT 23
- Adult Day Health PT 2
- Assisted Living Home (formerly ACH) PT 36
- Habilitation Provider PT 39
- Attendant Care PT 40
- Assisted Living Center PT 49
- Adult Foster Care PT 50
- Home Delivered Meals PT 70
- Behavioral Health Outpatient Clinic PT 77
- EPD HCBS PT 81
- Non-Medicare Certified Home Health Agency PT 95
- Community Service Agency PT A3
- Behavioral Health Therapeutic Home PT A5
- Rural Substance Abuse Transitional Agency PT A6
- Board Certified Behavior Analyst PT BC
- Subacute Facility (1-16 beds) PT B5
- Fiscal Intermediaries (self-directed workers only) PT F1
- Integrated Clinic PT IC

A5: When do the ATD professional development programs begin?

Both the ATD Integrated Talent Management and ATD Training and Facilitation programs started being offered in Arizona in January 2024, and will continue through Spring 2024. Follow this link:

<https://ahcccsintegratedtalentmanagement.td.org/> for more information on specific dates and times for both programs.

A6: How much does it cost to attend a program?

AHCCCS is paying the ATD professional development program registration fees for eligible HCBS providers through federal funding. There is **no cost to attend** if you are employed in Arizona by an AHCCCS contracted HCBS provider organization and the employing provider organization meets the provider type eligibility requirements (refer to A4 to verify provider type code). These programs are valued at approximately \$2,000 for each registrant.

A7: When does registration open for the ATD professional development programs?

Course registration for the ATD Integrated Talent Management and ATD Training and Facilitation programs is currently open! Early registration is recommended, as seats are expected to fill up quickly. There are multiple offerings and times to suit all schedules. For more information and to register for either of the programs, visit <https://ahcccsintegratedtalentmanagement.td.org/>.

A8: What are the registration requirements for the ATD professional development programs?

Registration can be completed online at the following links:

- [Training and Facilitation Program Registration](#)
- [Integrated Talent Management Program Registration](#)

AHCCCS is requesting all participants to enter their company name as well as the provider type code at registration. Example: *ACME Behavioral Health PT27*. Refer to A4 to determine eligible HCBS provider types. If you do not know your provider type, confirm with your supervisor.

The ATD Integrated Talent Management and ATD Training and Facilitation **program registration process requires a HCBS provider to attest** to the following: *My employer is an eligible Arizona (Medicaid) Home and Community Based service provider. I understand I am reserving a paid seat and am committed to attending the scheduled days/times. In the event of a schedule conflict, I will make every effort to cancel and/or transfer to another session by contacting ATD customer care at 1-800-628-2783 or customercare@td.org prior to/by the 4th business day before the start of the program.*

A9: What are the expectations for a participant registered for an ATD professional development program?

The ATD Integrated Talent Management and ATD Training and Facilitation program experience includes:

- Early access to a virtual classroom to start networking, completing **pre-work**, engaging yourself and other Arizona professionals, and connecting with the assigned ATD facilitator.
- The virtual classroom is delivered entirely online through Adobe Connect, from the convenience of your Arizona home or corporate office.
- Complete attendance AND participation are both required to receive credit.

- All attendees must meet eligibility requirements and agree to an attestation statement, per AHCCCS.

The Integrated Talent Management program experience extends to two, experiential, full-day sessions, while the Training and Facilitation program extends over six, experiential, half-day sessions.

Note: This is an ARP-funded offering, which requires a high level of accountability for AHCCCS, ATD, and participants.

A10: Where do interested providers go to attend the ATD professional development programs?

Both the ATD Integrated Talent Management and ATD Training and Facilitation programs are delivered entirely through Adobe Connect, from the convenience of your Arizona home office or corporate office. Please take effort to ensure the physical environment in which you attend is supportive of your full attention, ability to consistently be present (Be Here Now) and eliminates or reduces distractions. The programs are facilitated by a skilled, professional facilitator certified by ATD who once was also new to the field and also attended their first program in training and facilitation. To prepare for either of the programs:

- Remind your team, colleagues, direct supervisor and leadership in advance.
- Activate your email “**Out of Office**” message.
- Set your IM to “**Do Not Disturb.**”
- Get camera ready (encouraged).
- Engage a mindset of curiosity, discovery, and opportunity.

Important: If you sign up, please show up. If you have a scheduling conflict, you must reschedule or cancel with the ATD Customer Care Team prior to/by the 4th business day before the program start date.

To reschedule or cancel: contact ATD Customer Care at 1-800-628-2783 or email customercare@td.org.

A11: What are the benefits of attending the ATD professional development programs?

Benefits of attending the ATD Integrated Talent Management and ATD Training and Facilitation programs include:

- All individuals who successfully attend AND participate in the program will receive a professional certificate of completion from ATD and an electronic badge that can be used on signature lines, social media, etc.
- Completion of this program identifies participants as a Training/Workforce Development/Talent Management professional in Arizona and beyond.
- Connects you to a global community of like-minded professionals.

A12: What are the next steps for registering for the ATD professional development programs?

When registering for the ATD Integrated Talent Management or ATD Training and Facilitation program:

- Talk with your direct supervisor/leadership team for approval.
- Verify availability on your work calendar.

- Confirm the **HCBS Provider Type** code for your organization (see A4 for details).
- Access the registration link to sign up: <https://ahccstrainingfacilitation.td.org/>.
- Enter your provider organization name followed by the provider type code in the Company Name field at registration. Example: *ACME Behavioral Health PT27*. Refer to A4 to determine eligible HCBS provider types.
- Watch for additional email information to follow, after registering.

A13: How many staff from one organization can attend the ATD professional development programs?

There is no limit on the number of staff from one provider organization who can attend the ATD professional development programs. Interested staff should review this FAQ in detail to understand what the courses entail before registering for the programs.

A14: Who do I contact if I have additional questions?

Contact ATD Customer Care at 1-800-628-2783 or email customercare@td.org.

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