



## DEPARTMENT OF ECONOMIC SECURITY

*Your Partner For A Stronger Arizona*

### DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

# WORKFORCE DEVELOPMENT - HEALTHCARE NETWORK EMPLOYEE QUESTIONNAIRE

Target Audience - Qualified Vendors and Providers

Transmittal Date - 07/31/2024

The 2024 Healthcare Network Employee Questionnaire (HNEQ) survey opens on August 1, 2024, and will be available until September 30, 2024. The HNEQ was first completed in 2023 by Arizona Complete Care (ACC) and ACC-RBHA contracted providers. In 2024, the HNEQ will expand its reach to include all AHCCCS contracted organizations, including the Division of Developmental Disabilities and its Qualified Vendors. The Arizona Healthcare Workforce Goals and Metrics Assessment (AHWGMA), was open from April 15 through May 30, 2024, and collected data at an organizational level. The HNEQ is the second phase of the workforce data collection efforts and collects information at an individual employee level.

This survey is a statewide data collection tool used to help the Arizona Network gather information from individuals within the industry. This information is used to gain insight into the needs and gaps that exist within the healthcare workforce, as well as opportunities for improvement, including future initiatives and projects.

**Responses are completely anonymous, and the HNEQ takes approximately 10 minutes to complete.**

**The Division is requesting all Qualified Vendors share this survey with their employees and encourage them to participate and complete the survey as early as possible.** In addition to using the collected data to drive future initiatives/projects across the state, the survey also supports the Qualified Vendor Workforce Development requirements as outlined in Division Provider Manual Chapter 63.

### **Provider Types Being Surveyed as listed on the Attestation Document**

- A7 – Respite
- 13 – Occupational therapist
- 14 – Physical therapist
- 15 – Speech/hearing therapist
- 19 – Registered nurse practitioner
- 23 – Home health agencies
- 37 – Homemaker
- 39 – Habilitation Provider
- 40 – Attendant Care

# Healthcare Network Employee Questionnaire (HNEQ) Survey Details

The HNEQ survey will open on August 1, 2024 and will conclude on September 30, 2024.

- [2024 HNEQ Survey](#)
- [Webinar Presentation](#)
- [HNEQ FAQ](#)

## Employers

1. Leaders at each organization are strongly encouraged to complete the [HNEQ Employer Attestation Form](#). This helps identify which provider types are serving the DDD population. Qualified Vendor agency staff should coordinate amongst themselves to ensure only one attestation form is submitted per organization to prevent duplicate submissions if multiple leaders receive this communication.
2. Ensure dissemination of the HNEQ to all applicable employees within the organization – including yourself! (See [HNEQ Communication Templates](#))
3. Encourage completion of the HNEQ throughout the organization.

## Employees

1. Complete the [2024 HNEQ Survey](#).

**\*\*Each employee should only complete the survey ONCE.** The information is being shared amongst the various plans; thus, only one submission per employee is needed from your agency.

Please contact the DDD Workforce Development Team via email at [dddworkforcedevelopment@azdes.gov](mailto:dddworkforcedevelopment@azdes.gov) with inquiries related to the Workforce Development requirements.

Thank you in advance for participating in this Statewide project to improve services and support to members.