

Relias Learning for Arizona AHP Training Plans

Contracted Complete Care Providers, under the care provider types listed at the following [link](#) are required to ensure that all employees who work in programs that support, oversee or are paid by United Healthcare Community Plan have access to **Relias** Learning Management System and are enrolled in the **AzAHP Training Plans** listed in the addendum section of the [UHCCP Provider Manual Chapter 7: Workforce Development](#). This includes, but is not limited to, full-time/part-time/on-call, direct care, clinical, medical, administrative, leadership, executive and support employees.

It is the responsibility of the agency to manage and maintain their Relias Learning portal. This includes activating and deactivating users as well as enrollment and disenrollment of courses/events.

For more information on WFD and Relias Learning Management System requirements please refer to the [UHCCP Provider Manual Chapter 7: Workforce Development](#).

Requesting Access/Questions

To request access to **Relias**, please contact your UnitedHealthcare Community Plan Workforce Development Administrator (WFDA) **Layla Bishop** at Layla_Bishop@uhc.com or WFD@uhc.com.

Please include the following information in your communication to Layla Bishop:

Agency Demographics

- a. **Provider Agency Name –**
- b. **Contract Start Date –**
- c. **Address –**
- d. **Key Workforce Development Contact(s) & CEO:**
 - Name/Title –**
 - Phone Number –**
 - Email Address –**

 - Name/Title –**
 - Phone Number –**
 - Email Address –**

 - Name/Title –**
 - Phone Number –**
 - Email Address –**
- e. **Contract Type (ACC/ ACC-RBHA) –**
- f. **Population Served (GMH/SU, Children's, SMI, Integrated Health Home, etc.) –**
- g. **Provider Type Codes (77, B1, B2, B3, B8, IC, C2, 71, etc.) –**
- h. **Number of Users (# employees at the agency who need Relias access and fall under your ACC and/or ACC/RBHA contract) –**
- i. **List of Health Plans provider is contracted with (if known) –**